

# 立德教育股份有限公司

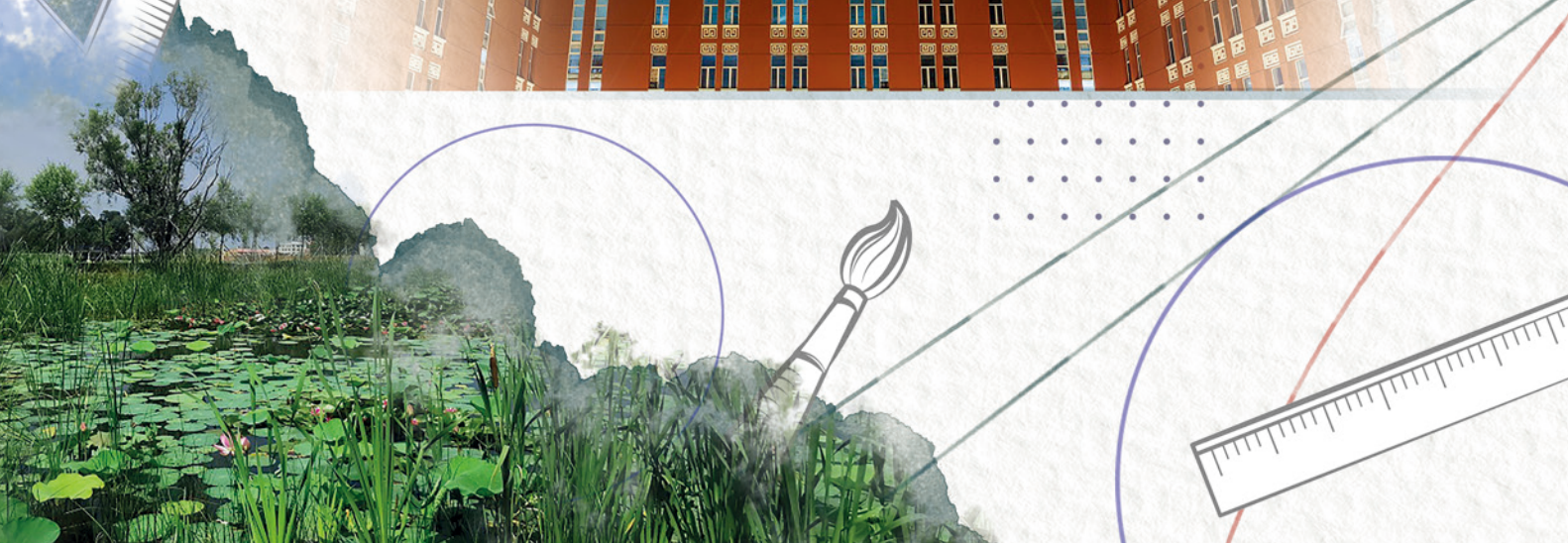
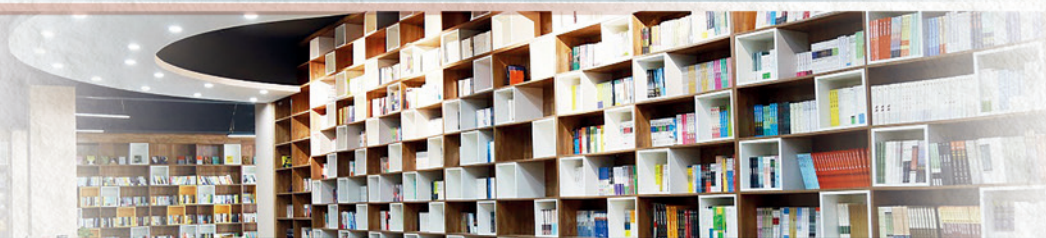
## Leader Education Limited

(Incorporated in the Cayman Islands with limited liability)

Stock Code: 1449

# 2022

## Environmental, Social & Governance Report





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## ABOUT THE REPORT

Leader Education Limited (the “Company”), together with its subsidiaries<sup>1</sup> (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 summarises the Group’s ESG management approaches, initiatives and performance in fulfilling the corporate 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 from page 55 to 64 of our 2022 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 2022 (the “Reporting Period” or “2021/22”), unless otherwise stated.

## REPORTING STANDARD AND REPORTING PRINCIPLES

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”). The application of the reporting principles is elaborated as follows:

### 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 welcome your feedback on our ESG Report and management. Please share your thoughts and suggestions with us at [info@hibu.edu.cn](mailto:info@hibu.edu.cn) should you have any feedback or suggestions.

<sup>1</sup> The subsidiaries of the Company include our PRC consolidated affiliated entities.

## ABOUT LEADER EDUCATION

We currently operate one private higher education institution, namely Heilongjiang College of Business and Technology, in Harbin City, Heilongjiang Province. Our school consists of two campuses, namely, Songbei Campus and Hanan Campus with gross floor area (GFA) of 305,602 sq.m.

We recruited students from over 22 provinces, municipalities and autonomous regions in China. Our school offered 26 majors of different disciplines, including 11 in engineering, 5 in management, 3 in economics, 2 in literature, and 5 in art, 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.

Adhere to the school-running orientation of application-oriented universities, we actively promote academic education and vocational education through internal generation and external extension in expanding the scale of schooling. After listing, we have built a new “Nantong-Hai’an-Lifa Industry-Education Integration Campus” in Yangtze Delta, one of the regions with the highest population growth and economic vitality in China, in order to expand its vocational educational services offerings at tertiary level and implement the teaching model that combines learning, internship and practical training. With the formation of school-running pattern – “one school, two places, and three campuses”, this allows college students to complete university studies, life and internships on different campuses and enrich the students’ life experience. The “Integrated Campus” also serves as the talent training and exchange platform for economic and social development in the Yangtze River Delta Region, and also greatly expands the channels and scope of students’ scientific research, internship and employment.

In addition, the Group entered into 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 Integration Base\* (長三角產教融合基地), phase I of which is currently under construction. At the same time, the Company is actively expanding and improving the Hanan Campus in Harbin to increase the student capacity and lay a foundation for increasing the number of students.

## 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 2021/22

Year	Awards/Accreditations	Awarding Organization
2022	20th Provincial Civilized Campus (第二十屆省級文明校園)	Heilongjiang Committee of Spiritual Civilization (黑龍江精神文明建設委員會)
2022	“Notable Contribution Award” of Kunshan “20+20” Human Resources Cooperation Program (崑山市“20+20”人力資源合作計劃顯著貢獻獎)	Kunshan Human Resources and Social Security Bureau (崑山市人力資源和社會保障局)
2022	First Prize in the 2nd Transportation Tech Competition for University Students (第二屆省大學生交通運輸科技大賽一等獎)	Heilongjiang Institute of Higher Education 黑龍江省高等教育學會
2022	Heilongjiang Education Teaching Achievement Prize in 2022 2022年黑龍江省高等教育教學成果獎	Education Department of Heilongjiang Province (黑龍江省教育廳)
2021	Higher Education Enrolment Service Innovation Award 2021 2021年度高招服務創新獎	China Online Education 中國教育在線
2021	The Eighth National College Student Simulated Entrepreneur Competition (final) 第八屆“學創杯”全國大學生創業綜合模擬演訓活動總決賽(線上)	Economics and Management Group of National Experimental Teaching Demonstration Center Association on Higher Education 高等教育國家級教學示範中心聯席會經濟與管理組
2021	Provincial Project Approval of Study and Innovation on Humanities 獲批立項首批省級新文科研究與改革實踐項目	Education Department of Heilongjiang Province (黑龍江省教育廳)

## AWARDS AND RECOGNITIONS

Year	Awards/Accreditations	Awarding Organization
2021	National University Graduate Employability Training Base (全國高校畢業生就業能力培訓基地)	The Ministry of Education (教育部)
2021	First Prize in Heilongjiang the 1st Ideology and Politics Education Competition 黑龍江省首屆高等學校課程思政教學競賽	Education Department of Heilongjiang Province (黑龍江省教育廳)

### OTHER AWARDS RECEIVED SINCE THE ESTABLISHMENT OF OUR SCHOOL

Year	Awards/Accreditations	Awarding Organization
2021	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)
2019	National Featured Projects Construction Base on Party Building of Private Education Institutions 全國民辦學校黨建特色項目建設基地	Chinese Association for Non-Government Education (中國民辦教育協會)
2019	Heilongjiang Province Teachers' Morality Advanced Group (黑龍江省師德先進集體)	Education Department of Heilongjiang Province (黑龍江省教育廳)
2019	National Greening Model Unit (全國綠化模範單位)	Office of National Greening Committee (全國綠化委員會)
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 crucial to maintain constant communication with various stakeholders on a regular basis, as this practice can facilitate us to actively respond to their concerns through our operations in ESG management. In this regard, we established diversified 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
<b>Employees (Teachers and other staff)</b>	<ul style="list-style-type: none"> <li>• Benefits and compensation package</li> <li>• Employee rights</li> <li>• Safe workplace</li> <li>• Prospects and opportunities of career development</li> <li>• Teaching quality and performance</li> </ul>	<ul style="list-style-type: none"> <li>• Emails and suggestion box</li> <li>• Regular meetings</li> <li>• Staff performance evaluation</li> <li>• Employee training</li> <li>• Employee activities</li> </ul>
<b>Students &amp; Parents</b>	<ul style="list-style-type: none"> <li>• School reputation</li> <li>• Teaching quality</li> <li>• Qualifications of teaching teams</li> <li>• Teacher ethics and morality</li> <li>• Safe campus</li> <li>• Abundant teaching resources</li> <li>• Employment rate of graduates</li> <li>• Information privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback in class</li> <li>• Satisfaction survey</li> <li>• Forums</li> <li>• Mailbox</li> <li>• Emails</li> <li>• Meetings</li> <li>• Online platforms (e.g. Official WeChat)</li> <li>• Corporate and school website</li> </ul>
<b>Alumni</b>	<ul style="list-style-type: none"> <li>• School ranking and reputation</li> <li>• Teaching quality</li> </ul>	<ul style="list-style-type: none"> <li>• Alumni surveys and meetings</li> <li>• Corporate and school website</li> </ul>
<b>Government and regulators</b>	<ul style="list-style-type: none"> <li>• Laws and regulations compliance</li> <li>• Robust operation control</li> </ul>	<ul style="list-style-type: none"> <li>• Document submission</li> <li>• Meetings with regulatory authorities</li> <li>• Site inspections</li> <li>• Compliance assessment reports</li> <li>• Forum, seminar and conference</li> </ul>
<b>Shareholders and investors</b>	<ul style="list-style-type: none"> <li>• Investment return</li> <li>• Business growth and development</li> <li>• Corporate governance</li> <li>• Risk management and mitigation</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate website</li> <li>• Annual general meeting</li> <li>• Corporate announcements</li> <li>• Annual and interim reports</li> </ul>
<b>Suppliers</b>	<ul style="list-style-type: none"> <li>• Long-term business cooperation</li> <li>• Fair competition</li> </ul>	<ul style="list-style-type: none"> <li>• Supplier selection and performance assessment</li> <li>• Procurement and tendering</li> <li>• Site visits</li> </ul>

## STAKEHOLDER ENGAGEMENT

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



## MATERIALITY ASSESSMENT

In view of holistic corporate ESG management and reporting disclosure, it is crucial to identify and determine the ESG issues that may impact our stakeholders and business operation. We have conducted the materiality assessment through the following three-step process:

### *Identifying potential ESG issues*

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

### *Reviewing material ESG issues*

- With taking into account 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.

### *Validating and responding to material ESG issues*

- The management of the Group validated the list of material ESG issues and determined the focus area of ESG management and the direction of the reporting disclosure.

#### Material ESG issues for the Group

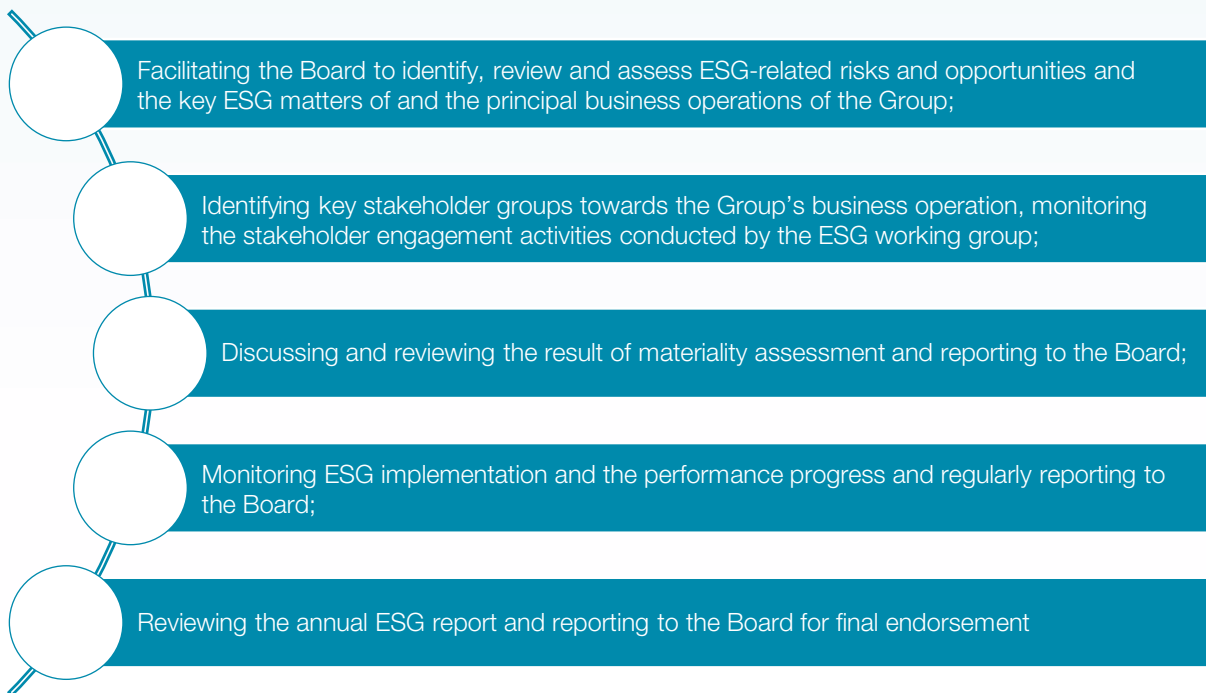
- Teaching services and quality
- Health and safety
- Materials consumption and management
- Employee attraction and retention
- Employee training and career development
- Student satisfaction and employment rate
- Governance
- Environmental awareness for employees and students
- School-enterprise collaboration
- Privacy and data security

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 is responsible for the oversight of the Group's ESG strategy, risk management, initiatives and the materiality of ESG issues. The Board ensure that a sound risk control mechanism is in place to identify the overall risks (including ESG and climate-related risks) of the Group, evaluate the potential influences towards the business operations and stakeholders' interests and take appropriate actions for risk mitigation and resilience.

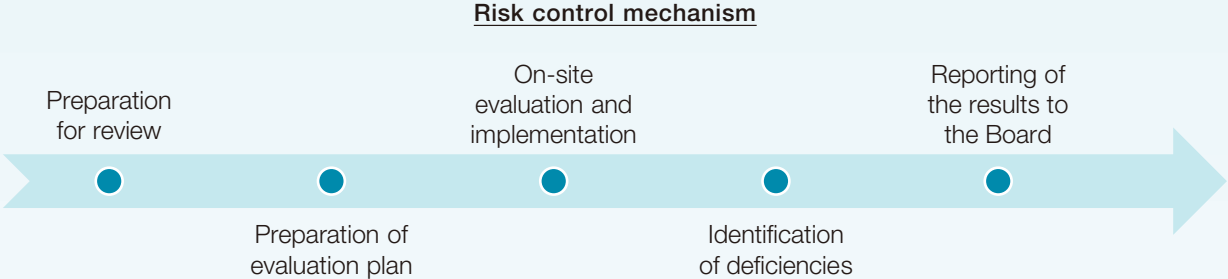
Led by one of our executive directors, our ESG working group is responsible for developing ESG initiatives, keeping tracking of ESG performance data and compiling the ESG report. Our ESG working group comprises of the representatives of different departments, including Academic Affairs Office, Human Resource Department, Finance Department, Logistic Department, to ensure the diverse backgrounds and expertise in ESG management.

The roles and functions of ESG working group are illustrated as below:



# ESG GOVERNANCE

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. Our risk control mechanism is shown in the chart below:

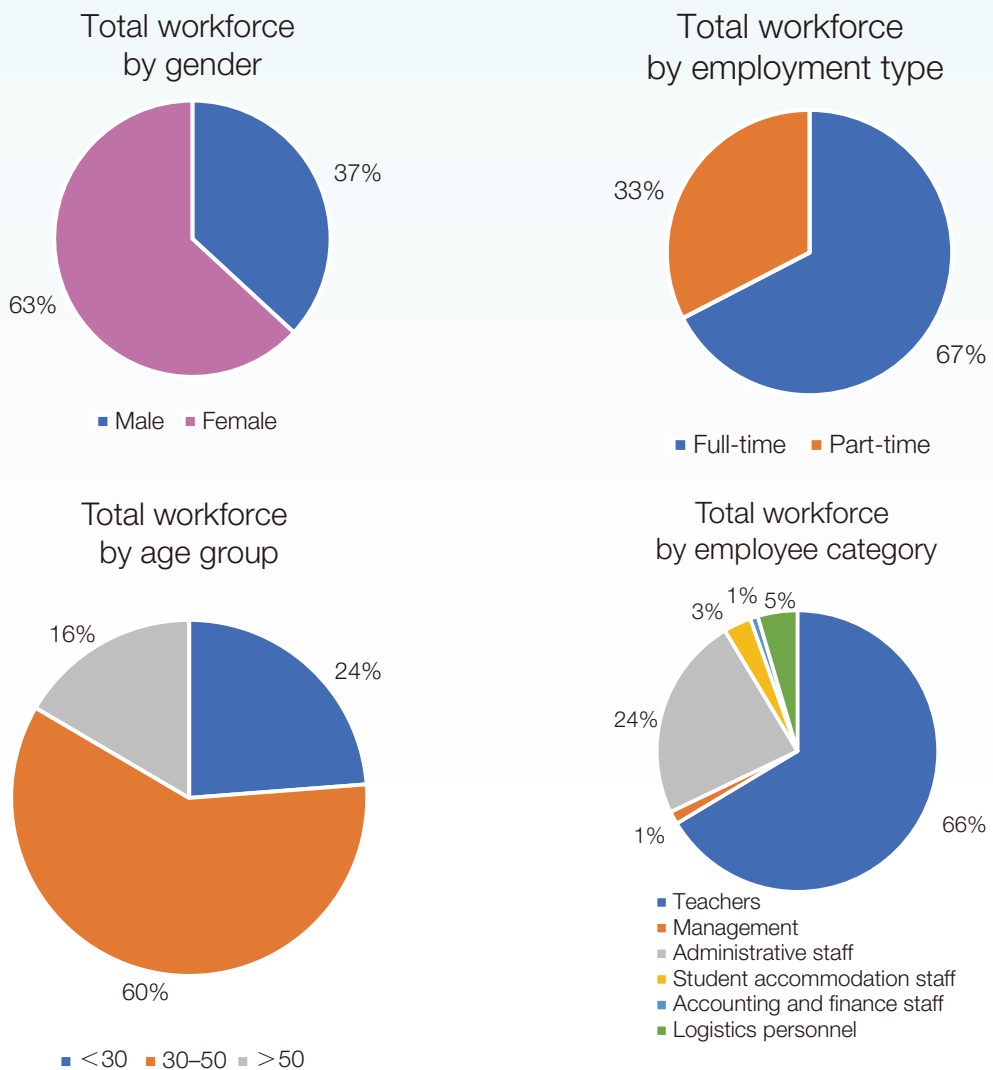


## OUR PROFESSIONAL AND EXCELLENT TEACHING TEAM

Employees are among the company's greatest assets, 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 endeavours to provide employees with a safe and equal, respectful and inclusive working environment and career development opportunities in improving their professional skills, thereby growing with us as a whole. We adopt these practices to strengthen employees' sense of belonging and work together to realize the Group's core values.

### EMPLOYEE PROFILE

As of 31 August 2022, the Group had 680 full-time and 329 part-time employees. The breakdown of the total workforce divided by gender, employment type, age group and employee category are shown as follows.





## OUR PROFESSIONAL AND EXCELLENT TEACHING TEAM

### EMPLOYMENT PRACTICES AND LABOUR STANDARD

The Group has established a sound employee management system with various employment-related system documents, including Employee Handbook (《教職工手冊》), Code of Conduct for Employees (《員工行為守則》), Management System for Recruitment of Teachers and Staff (《教職工招聘管理制度》), Administrative Measures for Annual Assessment of Teachers and Staff (《教職工年度考核管理辦法》) and Communication System for Attendance of Teachers and Staff (《教職工溝通管理辦法》), to regulate the management processes of employee welfares and benefits, recruitment, dismissal, promotion, working hours, holidays, and professional ethics and conduct. 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 copy of identification card as supporting documents to ensure their work eligibility for related job positions and no child labour and forced labour is employed. We will sign the employment contract with the successful candidates to ensure they fully understand the labour rights, obligations and interests in their employment.

We strictly abide by 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》), Special Provisions on the Labour Protection of Female Workers (《女職工勞動保護特別規定》), the Law of the People's Republic of China on the Protection of Women's Right and Interests (《中華人民共和國婦女權益保障法》) and relevant laws and regulations in PRC that have significant impact to the Group relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, diversity, anti-discrimination, child labour and forced labour.

#### Employee Remuneration and Benefits

In order to attract and retain our talented employees, the Group offers competitive and performance-oriented 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. 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 (including paternity leave for miscarriage), 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, annual medical check-ups and commuter transport services to our teachers free of charge.

#### Equal Opportunities

We have formulated Staff Recruitment Management System and Administrative Measures (《教職員工招聘管理制度》) and adopted rigorous standards for teacher recruitment in order to maintain quality education service. 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 merit-based selection” in the teacher recruitment. Our human resources office will select potential qualified 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

## OUR PROFESSIONAL AND EXCELLENT TEACHING TEAM

written test, a simulated lecture and interviews with our management during the recruitment process in order to examine their academic competence, communication and interpersonal skills, and etiquettes in delivering lectures. The Group prohibits any discrimination against gender, age, race, marital status and religious belief 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.

The Group has formulated staff code of conduct and outlined the required behaviours and standards for employees to strictly follow. Our school has organised regular education training on the professional ethics in education services. Any employees consecutively violate 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.

### Employee Performance Review

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 offers a wide range of communication channels (e.g. suggestion boxes, telephone hotlines, emails, interviews, luncheon and meetings etc.) to maintain an open and two-way communication with our employees and understand their needs and expectations on the existing management policies on employment, working conditions, welfares, staff career development and school operation and teaching matters. Based on the collected information, our school management can further review and address the concerns or difficulties encountered promptly.

## EMPLOYEE TRAINING AND DEVELOPMENT

Our school attaches paramount importance to construct talented teaching team. It is not only conducive to elevate the academic and professional levels of our teachers, but also to promote the sustainable development of our school and improve the professional level and 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.

## OUR PROFESSIONAL AND EXCELLENT TEACHING TEAM

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 the faculty identifies the employee training needs through the staff performance appraisal, daily teaching operation, the integration of the integration of industry and education needs and latest vocational education development trend. We also 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.

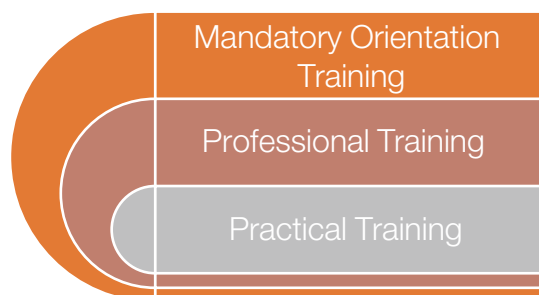
Mandatory induction training (together with off-campus training organised by the relevant education administrative departments) for new staff members, with the introduction of education laws and regulations, teaching skills and techniques, management policies, professional standards and code of conduct, 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 new teaching concepts, theories and/or methodologies, new education policies and development tendency, 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 78% of them have a master’s degree or above.

As a private higher education institution, we also value teacher’s practice skill, to integrate theory and knowledge into real practice. Our school has set up a teaching development centre with the mission of nurturing teachers’ professional development, mastering the advanced teaching abilities and methods and deepening the research and development abilities and modern information technology with education and teaching. We arrange a wide ranges of practical training programmes and activities (e.g. teaching competition trainings and knowledge sharing workshops) 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 improve the overall education level, build the excellent teaching teams and construct first-class undergraduate courses in addressing the education and teaching reform and enhancing our competitiveness.

Training programmes were also provided to cultivate 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.

### Type of training offered to our teachers



Total training hours offered to employees:

17,505

Average hours for employee training:

17.3

## OUR PROFESSIONAL AND EXCELLENT TEACHING TEAM

In line with the national strategy of education transformation and development, our school has established 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, our school has signed the cooperation and exchange agreements with University of Applied Sciences and Arts Northwestern Switzerland, Concordia University Chicago (River Forest) and other overseas institutions in fostering interdisciplinary and cross-regional academic and resources exchanges.

### Case study: “Master Teacher Forum”

The Teacher Development Centre of our school arranged a series of online “Master Teacher Forum” activities and invited famous teachers to share their teaching knowledge, theoretical achievements and skills with 215 teachers how to become a good college teacher and optimize the teaching process for delivering an efficient and quality lecture with practical cases. These forums also serve a high-level internal academic platform to exchange ideas on teaching methods, master the teaching tool and improve the teaching approaches in the classroom.



### Case study: Webinar on “Online + offline teaching”

The hybrid teaching becomes the new norm of teaching reform under the post epidemic era. On 20 April 2022, our school invited Professor Sun, Director of Shenzhen University Teacher Teaching Development Center, to offer a webinar with the topic of core elements and course design of “Online + offline teaching” for 145 teachers from different faculties. During the webinar, Professor Sun shared her viewpoints with case studies on 1) the fundamental elements of course design, including the course content, teaching methods, teaching outcomes, under hybrid teaching, 2) analysis of the difficulties encountered in hybrid teaching and 3) leveraging the online learning resources for the course design.

课程类别	课程名称	知识					能力					素质				
		以	理	算	计	工	思	创	社	文	健	心	法	德	自	
公共基础课	大学英语	√														
专业基础课	高等数学	√														
专业核心课	计算机组成原理		√	√	√	√	√	√	√	√	√	√	√	√	√	
专业选修课	人工智能导论				√	√	√	√	√	√	√	√	√	√	√	



## 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. With the educational motto of “cultivating people with virtue, fostering high-quality application-oriented talents, serving the society, and running a school satisfactory to the people” as its educational purpose, our school 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 operating philosophy of “education-oriented, quality-based, school-enterprise integration, and development with innovation”, we have developed as an application-oriented university with various disciplines and majors and abundant and high-quality teaching team, focusing on cultivating practical and talented students with innovative spirit and entrepreneurship awareness.

By taking into account regional economic and social development, our school spares no effort to optimize the construction of new engineering and business disciplines and layout adjustment of disciplines and majors, in order to enrich curriculum resources and improve teaching and curriculum assessment methods for meeting the social needs and educational reform. Our school has established the Yangtze River Delta (Shanghu New District) Industry-Education Integration Campus of Heilongjiang College of Business and Technology in Hai'an City, Jiangsu Province 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 promote the integration of industry, education and research development. 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 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.

## OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

The implementation of “One Belt One Road” Initiative promoted by the PRC government and the promotion of digital economy teaching by the Ministry of Education, could potentially increase the demand for professional talents in the transportation, information intelligence, modern agriculture, equipment manufacturing and modern service industries. Our school has applied for and been approved to build one of the few “New Finance Smart Learning Factories” in China, which is expected to be completed and put into use by the end of 2022. This will provide students with an advanced experimental environment and will greatly improve the effect of students’ training.

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 the cornerstone of 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.

The Group’s management system for teaching quality assurance:

- Guidance of Construction on Teaching Quality Assurance System
- Teaching Quality Assurance System
- Administrative Measures for Teaching Quality Assessment
- Regulations on the Instructional Supervision
- Administrative Measures for Scientific Research

In adherence to the principle of “evaluation-feedback-improvement”, we have set up a close-loop monitoring mechanism and attach great emphasis on the self-assessment of teaching quality control in each school colleges with supplemented monitoring by the school management team. By in-class and/or online 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.

## OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS





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 support and teaching guidance to our teaching team.

### ONLINE EDUCATION SYSTEM AND DIGITALISATION

As COVID-19 occurred sporadically in China from time to time, online teaching becomes a new trend in education industry under the post epidemic era. Our school strive to introduce in-depth and seamless integration of information application and technology throughout our teaching process for education digital transformation and upgrading.

Our school has continually built up our online teaching capability and well adopted advanced online education strategic platform and intelligent teaching tools, such as Massive Open Online Course (“MOOC”)-CN Education, an online education strategic platform under Tsinghua University, and Yu Ke Tang (雨課堂). With the strategic cooperation with MOOC-CN Education, the teaching platform provides opportunities to strengthen active interaction between our teachers and students, academic resources sharing and updates and application research for improvement our teaching efficiency and performance. With the mature development of informatisation services in our school, it lays a foundation for integrating online and offline learning mode and improving the quality and effect of teaching.

#### Informatisation Application

-  Massive Open Online Course (“MOOC”) system
-  Yu Ke Tang
-  Private cloud computing platform
-  Security and teaching integrated monitoring system

## OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

### SCHOOL-ENTERPRISE COLLABORATION

Apart from theoretical in-class teaching, our school attaches great emphasis on innovation and entrepreneurship education with practical training to continuously optimise our enterprise collaboration and training programmes, enhance our students' innovation and entrepreneurship ability for supporting the education and teaching reform and strengthening the competitiveness edges of our students in employment upon graduation.

#### Form of school-enterprise collaboration



With the implementation of the policy of “school-enterprise cooperation, collaborative education”, we have successively established long-term in-depth innovation and entrepreneurship training programs, with more than 135 national and provincial projects and more than 100 school-level projects respectively for our college students, which cover various practices, including, among others, accounting and finance, online marketing, Internet of things engineering and mechanical engineering. In addition, the Group runs three modern industry academies including Phoenix Digital and Media Industry Institute, Kunshan Q Tech Electronic Industry Institute, Huayu Xingye Software Application Industry Institute, and successfully offered a total of 84 cooperative courses with 41 enterprise mentors, and accepted over 2,000 students to participate in the training with 100 students getting employed by the enterprises and build up a development platform to cultivate our students talents adhered to the mode of “school-enterprise integration and development with innovation”. From the initiative of school-enterprise cooperation and construction of Industry Institute, this provides our students with the opportunity to understand the real-world professional and speciality requirements, practise the knowledge and skills they learned in a classroom in the real working environment to enhance students' overall quality and competitiveness, thereby facilitates the high-standard employment rate and employer satisfaction level.



## OFFERING WELL-ROUNDED EDUCATION TO OUR STUDENTS

### Case Study: “Cloud-based” signing strategic cooperation agreement with Trip.com Group

The Group jointly promotes in-depth school-enterprise cooperation with Trip.com Group and in order to help cultivating talents in the cultural and tourism industry and improve the Group’s infiltration of industry and vocational education. This cooperation is a perfect combination of education chain and industrial chain to promote the reform of talent training model and create a new model of school-enterprise cooperation that empowers the development of local cultural and tourism industries.



## STUDENT FEEDBACK MANAGEMENT AND STUDENT ASSISTANCE

In order to continually strengthen our current management approaches and practices for effective school operation, we have formulated various communication channels (e.g. student forum, email, hotline, official WeChat messenger) at our school and set up regular student meeting with school management team to effectively collect their opinions, suggestion and feedback on teaching and school management issues. We take appropriate actions to address the reporting issues in timely manner and protect the legitimate rights and interests of our students.

Graduate performance and employment rate are the key indicators to evaluation our efforts and achievement of quality educational services. To foster the higher graduate performance in job market, we offer student employment guidance and employment-related services to our students and graduates, aiming at aspiring our students to have early planning their future career and assisting 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 preparation of graduate employment, the average year-end employment rate of our 2021 graduates reached 89.66%, and the overall satisfaction of employers with graduates reached 88.72%. Our school has successively been awarded by the Heilongjiang Provincial Department of Education as the “Heilongjiang Province College Student Employment Demonstration School”.

The safety escort the Group's sustainability development, hence we always put safety as our priority 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.

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

### FOOD SAFETY

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.

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.

## SAFE SCHOOL OPERATION

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 Meiyi 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 or webinars on the prevention of infectious diseases in order to help them make healthy choices and protect individuals' health and quality of life.

### 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 under emergency. We have set up a "Four-level management system – College-Faculty-Class and Student Dormitory" and list out daily "20 must check" issues to further complete epidemic prevention and control. The key measures for COVID-19 epidemic in our school 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.

### Case Study: Epidemic prevention work with teachers, student dormitory and logistics personnel

Our school management team walked through the school facilities such as canteen, student dormitory and shops in April 2022 and monitor the work progress of COVID-19 epidemic prevention work. During the inspection, our school management team reviewed the execution of more stringent epidemic preventive measures and solicited the feedback and suggestions from different departmental staff on school close-loop management, student management under the epidemic situation, to ensure the effectiveness of the implementation of safety measures and create a safe and healthy campus.





# 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 fall semester

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 the construction, supervision, and education. 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.

The key responsibilities of Disciplinary Inspection Committee:



## BUSINESS INTEGRITY

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.

In order to promote the culture of integrity, our school management team organised an integrity conference 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 cultivation of honest and open school culture and the execution of integrity practices in different division levels and corruption prevention. In total, 54 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 2022, we had registered patents of 294 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.

## 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 173 suppliers and all of which are located in Mainland China.

## BUSINESS INTEGRITY

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. Our school strives to advocate the environmental protection concepts and practices to our students via freshmen orientation programmes, curriculum design and daily cultural activities in order to instil the students’ environmental awareness and create 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, the Group has upgraded the urinal with sensor, updated the faucet with intelligent controller for water saving. We perform regular inspection and maintenance of the utility facilities, pipelines and drainage in our school complex to avoid dripping and water leak. We also keep tracking of the water consumption record and monitor whether there is any abnormal situation in water use in order to address the problem in a timely manner. Besides, we engage the third party to carry out water testing and sterilize the water tank to ensure the water safety and quality. 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.

Following the result of the materiality assessment, the issue of water efficiency is not considered as highly material for the Group. Thus, no water efficiency target(s) is set and disclosed during the Reporting Period. We will continue to monitor and assess its significance and materiality to the Group and will reveal the determined target setting in the prospect where appropriate.

## 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;
- Phase out the old or malfunctioned electrical equipment and replace with more energy efficient ones to reduce electricity use; and
- Establish the statistical dashboard on consumption of energy in line with Statistical Survey System of Energy Resource Consumption in Public Institutions (《公共機構能源資源消費統計調查制度》), analyse and publicize the situation of energy consumption in our campuses.

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.

Following the result of the materiality assessment, the issue of energy efficiency is not considered as highly material for the Group. Thus, no energy efficiency target(s) is set and disclosed during the Reporting Period. We will continue to monitor and assess its significance and materiality to the Group and will reveal the determined target setting in the prospect where appropriate.

### Paperless Teaching and Green Operation

The Group strives to foster paperless office operation via the application of electronic office platform (OA Automated office system), 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. During the pandemic, our teachers followed the rules of “go straight to school and come straight home” and are encouraged to walk between the campus and public transport station. 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.

Following the result of materiality assessment, the issues of air emission and GHG emission are not considered as highly material for the Group. Hence, no emission target is set and disclosed during the Reporting Period. We will continue to monitor and evaluate its relevance and materiality to the Group and will disclose the determined target setting in future where appropriate.

## 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 create a comfortable and beautiful learning and living environment, the Group takes greening as an integral part of overall school enhancement works and planning. The greening coverage in our school is up to 48%. 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. Our school has been recognised as the National Greening Model Unit by the Office of National Greening Committee since 2019, which demonstrated our efforts in building a green campus.



### Green Procurement

To achieve the goal of a low-carbon and green campus, the Group strictly followed “the Design Standard for Energy Efficiency of Public Buildings” (《公共建築節能設計標準》 GB 50189–2015) to select energy efficient building materials, appliances and products for our 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.

### 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. With the recent natural hazard occurrences getting more severe and intense, 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.



## CARING FOR OUR COMMUNITY

The Group devotes to cultivate the caring and serving culture in our school and provide opportunities to our students in building social connections, developing new skill set and enhance work experience through practicing the volunteerism. The Group organised a wide range of volunteer service activities, with the focus on caring for the elderly, the impoverished groups and children, in order to encourage the young ones to exert greater positive impact on the society and country as a whole. During the Reporting Period, the Group recorded more than 1,000 attendees participating in voluntary activities with approximately 17,150 hours of volunteer services.

### Case Study: Serving our community in Winter Break

Our Youth League Committee organised various voluntary services in winter break and more than 60 college students becomes as the epidemic prevention ambassadors to assist the elderly to complete the nucleic acid testing, answer the inquiries from the residents and promote the epidemic prevention and control knowledge in communities. In addition, our volunteers also visited the left-behind children in Changfa Primary School and distributed toys and books as gifts to share our love and care.



### Case Study: The thematic project of "Colorful 4:30" (七彩四點半)

During the Reporting Period, the Youth Volunteer Association of our school organised thematic volunteer project, namely "Colorful 4:30", and arranged visits to left-behind children, families of migrant workers after school time and on weekends, in order to provide them with after-school counselling and self-care skills and pass on our loves in selfless manner. Through the launch of the thematic voluntary activities, the Youth Volunteer Association of our school was successfully shortlisted as the 2022 "Colorful Holiday" volunteer service demonstration team announced by Secretary of China Youth Volunteer Association.





## SUMMARY OF KEY PERFORMANCE DATA

### ENVIRONMENTAL PERFORMANCE

	Unit <sup>1</sup>	2021/22
<b>Emission</b>		
Nitrogen oxides (NO <sub>x</sub> )	kg	9.82
Sulphur oxides (SO <sub>x</sub> )	kg	0.25
Particulate matter (PM)	kg	0.72
<b>GHG emission<sup>2</sup></b>		
Direct emission (Scope 1) <sup>3</sup>	Tonnes carbon dioxide equivalent (“tCO <sub>2</sub> e”)	119.61
Energy indirect emission (Scope 2) <sup>4</sup>	tCO <sub>2</sub> e	4,339.66
Total GHG emission	tCO <sub>2</sub> e	4,459.27
Intensity	tCO <sub>2</sub> e/m <sup>2</sup>	0.01
<b>Waste Management<sup>5</sup></b>		
Non-hazardous waste <sup>6</sup>	Tonne	1,630.99
Intensity	Tonne/m <sup>2</sup>	0.01
<b>Resources use<sup>7</sup></b>		
<b>Energy<sup>8,9</sup></b>		
– Gasoline	MWh	101.89
– Diesel	MWh	322.29
– Raw coal	MWh	20.93
– Natural gas	MWh	5.76
– Purchased electricity	MWh	5,585.87
Total energy consumption	MWh	6,036.75
Intensity	MWh/m <sup>2</sup>	0.02
Water <sup>8</sup>	m <sup>3</sup>	221,684
Intensity	m <sup>3</sup> /m <sup>2</sup>	0.73

## SUMMARY OF KEY PERFORMANCE DATA

### SOCIAL PERFORMANCE

	Unit	2021/22
<b>Employee profile</b>		
Total workforce <sup>10</sup>	Number	1,009
<b>Total workforce by gender</b>		
Male	Number	372
Female	Number	637
<b>Total workforce by employment category</b>		
Full-time	Number	680
Part-time	Number	329
<b>Total workforce by age</b>		
Under 30	Number	240
Age 30–50	Number	602
Over age 50	Number	167
<b>Total workforce by employee category</b>		
Teachers	Number	670
Management	Number	15
Administrative staff	Number	237
Student accommodation staff	Number	32
Accounting and finance staff	Number	9
Logistics personnel	Number	46
<b>Total workforce by geographical region</b>		
Mainland China	Number	1,008
Hong Kong	Number	1
<b>Employee Turnover</b>		
Total employee turnover	Number	191
Turnover rate	%	10.3
<b>Employee turnover by gender</b>		
Male	%	10.8
Female	%	11.5
<b>Employee turnover by age group</b>		
Under 30	%	12.9
Age 30–50	%	7.1
Over age 50	%	4.8
<b>Employee turnover by geographical region</b>		
China	%	10.3
Number of work-related fatalities	Number	0
Rate of work-related fatalities	%	0
Lost days due to work injuries	Day	0

## SUMMARY OF KEY PERFORMANCE DATA

	Unit	2021/22
<b>Employee Training</b>		
Percentage of employees trained	%	40.6
Total hours of employee training	Hour	17,505
Average hours of employee training	Hour	17.3
<b>Percentage of employees trained (by gender)</b>		
Male	%	30.5
Female	%	69.5
<b>Average training hours per employee (by gender)</b>		
Male	Hour	11.8
Female	Hour	20.6
<b>Average training hours per employee (by employment category)</b>		
Teachers	%	94
Management	%	2
Administrative staff	%	2
Student accommodation staff	%	0
Accounting and finance staff	%	2
Logistics personnel	%	0
<b>Average training hours per employee (by employment category)</b>		
Teachers	Hour	25.7
Management	Hour	5.7
Administrative staff	Hour	0.7
Student accommodation staff	Hour	0
Accounting and finance staff	Hour	3.6
Logistics personnel	Hour	0
<b>Supply Chain Management</b>		
<b>Number of suppliers by geographical region</b>		
Mainland China	Number	173
<b>Anti-corruption</b>		
Number of concluded corruption-related legal cases against the Group or employees	Number	0

*Note:*

1. The intensity unit is based on the total gross floor area of our school as of 31 August 2022. The total gross floor area is 305,602 m<sup>2</sup>.
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 2020/21, the GHG emission of the Group was increased due to the energy use for the second phase of Hanan Campus construction.

## SUMMARY OF KEY PERFORMANCE DATA

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 CO<sub>2</sub> 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.
5. The Group did not quantify the hazardous waste during the Report Period due to limited waste generated. 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, and hence the use of packaging materials is not applicable to the Group. Compared to 2020/21, the energy consumption of the Group was increased due to the energy use for the second phase of Hanan Campus construction.
8. Compared to 2020/21, the water consumption was increased during the Reporting Period due to the water use for the second phase of Hanan Campus construction.
9. The conversion factors from volumetric units of gasoline, diesel, natural gas and raw coal consumption to energy units are with reference to CDP Technical note: Conversion of fuel data to MWh in 2020 and General rules for calculation of the comprehensive energy consumption.
10. 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
<b>Mandatory Disclosure Requirements</b>		
<b>Governance Structure</b>	<p>A statement from the board containing the following elements:</p> <ul style="list-style-type: none"> <li>(i) a disclosure of the board’s oversight of ESG issues;</li> <li>(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</li> <li>(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.</li> </ul>	ESG Governance
<b>Reporting Principles</b>	<p>A description of, or an explanation on, the application of the following Reporting Principles in the preparation of the ESG report:</p> <p><b>Materiality:</b> 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><b>Quantitative:</b> 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><b>Consistency:</b> 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 Standard and Reporting Principles
<b>Reporting Boundary</b>	<p>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.</p>	About the Report



## THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

ESG Reporting Guide		Section/Explanation
<b>A. Environment</b>		
<b>A1 Emission</b>		
<b>A1</b>	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
<b>KPI A1.1</b>	The types of emissions and respective emission data.	Summary of Key Performance
<b>KPI A1.2</b>	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Summary of Key Performance
<b>KPI A1.3</b>	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Summary of Key Performance
<b>KPI A1.4</b>	Total non-hazardous waste produced (in tonnes and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Summary of Key Performance
<b>KPI A1.5</b>	Description of emissions target(s) set and steps taken to achieve them.	Building a Green Campus – Emission Management  Building a Green Campus – Resource Conservation
<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.	Building a Green Campus – Emission Management

## THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

ESG Reporting Guide		Section/Explanation
<b>A2 Use of Resources</b>		
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.
<b>A3 The Environment and Natural Resources</b>		
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
<b>A4 Climate Change</b>		
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
<b>B1 Employment</b>		
<b>B1</b>	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 Professional and Excellent Teaching Team – Employment Practices and Labour Standard
<b>KPI B1.1</b>	Total workforce by gender, employment type, age group and geographical region.	Summary of Key Performance Data
<b>KPI B1.2</b>	Employee turnover rate by gender, age group and geographical region.	Summary of Key Performance Data
<b>B2 Health and Safety</b>		
<b>B2</b>	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
<b>KPI B2.1</b>	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	Summary of Key Performance Data
<b>KPI B2.2</b>	Lost days due to work injury.	Summary of Key Performance Data
<b>KPI B2.3</b>	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Safe School Operation
<b>B3 Development and Training</b>		
<b>B3</b>	General Disclosure Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Our Professional and Excellent Teaching Team – Employee Training and Development
<b>KPI B3.1</b>	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Summary of Key Performance
<b>KPI B3.2</b>	The average training hours completed per employee by gender and employee category.	Summary of Key Performance

## THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

ESG Reporting Guide		Section/Explanation
<b>B4 Labour Standard</b>		
<b>B4</b>	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 Professional and Excellent Teaching Team – Employment Practices and Labour Standard
<b>KPI B4.1</b>	Description of measures to review employment practices to avoid child and forced labour.	Our Professional and Excellent Teaching Team – Employment Practices and Labour Standard
<b>KPI B4.2</b>	Description of steps taken to eliminate such practices when discovered.	Our Professional and Excellent Teaching Team – Employment Practices and Labour Standard
<b>B5 Supply Chain Management</b>		
<b>B5</b>	General Disclosure Policies on managing environmental and social risks of the supply chain.	Business Integrity – Supply Chain Management
<b>KPI B5.1</b>	Number of suppliers by geographical region.	Business Integrity – Supply Chain Management
<b>KPI B5.2</b>	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
<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.	Building a Green Campus – Green Procurement
<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.	Building a Green Campus – Green Procurement

## THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

ESG Reporting Guide		Section/Explanation
<b>B6 Product Responsibility</b>		
<b>B6</b>	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
<b>KPI B6.1</b>	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.
<b>KPI B6.2</b>	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.
<b>KPI B6.3</b>	Description of practices relating to observing and protecting intellectual property rights.	Business Integrity – Protection of Intellectual Property Rights
<b>KPI B6.4</b>	Description of quality assurance process and recall procedures.	Offering Well-rounded Education to Our Students – Stringent Teaching Quality Control
<b>KPI B6.5</b>	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
<b>B7 Anti-corruption</b>		
<b>B7</b>	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
<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.	Summary of Key Performance Data
<b>KPI B7.2</b>	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Business Integrity – Anti-corruption
<b>KPI B7.3</b>	Description of anti-corruption training provided to directors and staff.	Business Integrity – Anti-corruption
<b>B8 Community Investment</b>		
<b>B8</b>	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.	Caring for our Community
<b>KPI B8.1</b>	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	Caring for our Community
<b>KPI B8.2</b>	Resources contributed (e.g. money or time) to the focus area.	Caring for our Community