

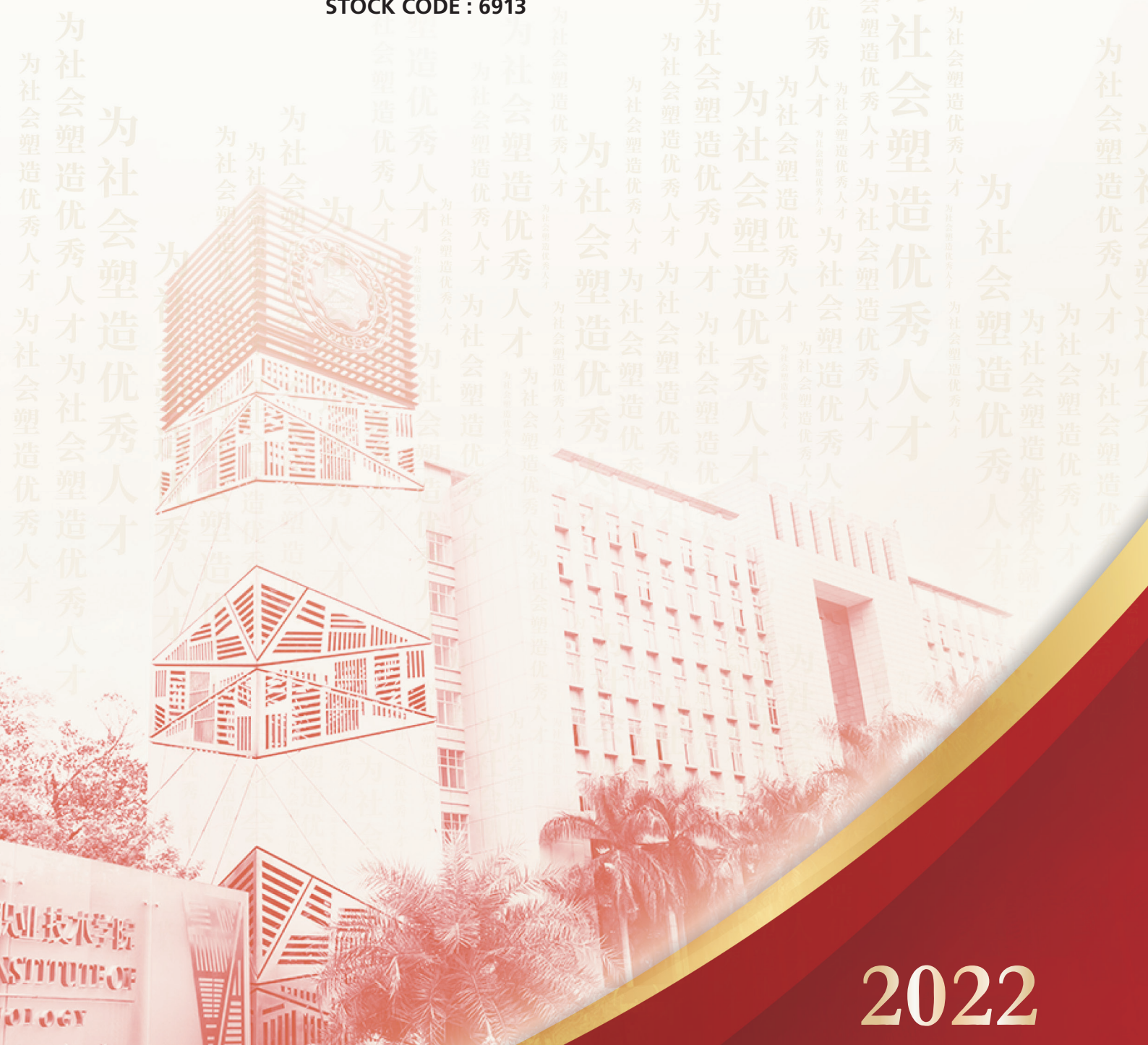


# 中國華南職業教育集團有限公司

SOUTH CHINA VOCATIONAL EDUCATION GROUP COMPANY LIMITED

(Incorporated in the Cayman Islands with limited liability)

STOCK CODE : 6913



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# 2022

Environmental, Social and Governance Report

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## 1. ABOUT THE REPORT

South China Vocational Education Group Company Limited and its subsidiaries (the “Group” or “We”) have reported in accordance with the disclosure requirements as set out in Appendix 27 “Environmental, Social and Governance Reporting Guide” (the “Guide”) of the Main Board Listing Rules on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”).

This is the second environmental, social and governance report (the “Report”) published by the Group, which aims to disclose the performance of the Group in respect of each key performance indicator (“KPI”) on environmental, social and governance (“ESG”) for the period from 1 January 2022 to 31 December 2022 (the “Year” or the “Reporting Period”).

### 1.1 Reporting Standard

We have followed through with the disclosure obligations under the Guide on each relevant issue, reported in accordance with the mandatory disclosure requirements and “comply or explain” provisions. The Report is prepared in accordance with the four reporting principles of the Guide, including:

**Materiality:** The Group communicates fully with its stakeholders and discloses in the Report the process of communication with each stakeholder and the results of the materiality assessment, so as to identify each of the material ESG issues of the Group during the Year.

**Quantitative:** The statistical standards, methods, assumptions and calculation tools used for the emissions and energy data disclosed in the Report, as well as the sources of conversion factors, are explained in the Report.

**Balance:** The Report describes performance for the Year in an unbiased manner so as to avoid inappropriately influencing the decisions of readers due to the selections, omissions or presentation formats of the Report.

**Consistency:** The statistical methods used for the disclosure of data in the Report remain consistent with that of last year. Changes, if any, will be clearly stated in the Report.

### 1.2 Reporting Scope

The Report covers information on ESG-related policies, compliance, initiatives and performance of the two colleges operated by the Group in the Greater Bay Area, namely Guangdong Lingnan Institute of Technology and Guangdong Lingnan Modern Technician College (collectively, the “Colleges”).



## 1. ABOUT THE REPORT

### 1.3 Language

The Report is published in both Chinese and English. In case of inconsistency, the Chinese version shall prevail.

### 1.4 Confirmation and Approval

The Report was considered and approved by the Board of Directors on 30 March 2023 after being confirmed by the management.

### 1.5 Report Feedback

We welcome feedback from all stakeholders on the contents of the Report. If you have any inquiries or suggestions, please feel free to contact the Group through the following channels.

Address: 24/F, Admiralty Centre I, 18 Harcourt Road, Admiralty, Hong Kong

Email: SPRG\_SCVE@sprg.com.hk

Phone: (852) 2111 8468

### 1.6 Report Availability

The electronic version of the Report has been published on the websites of the Group and the Stock Exchange. Readers may visit or download the Report from “Financial Reports” under the column “Investor Relations” on the Group’s website ([www.scvedugroup.com](http://www.scvedugroup.com)) or the Stock Exchange’s website (<https://www.hkexnews.hk/>).

## 2. SUSTAINABILITY MANAGEMENT

In order to promote our sustainability efforts, the Group has established a Corporate Sustainability Policy to drive corporate social action in various aspects to continuously improve our sustainability performance. We are committed to providing sustainability services and continuously improving our environmental management systems and practices. The Board has authorized the establishment of an ESG Working Group (the “Working Group”) to integrate ESG governance into the Group’s governance and education.

### 2.1 Statement of the Board

The Board is the highest decision-making level of the Group’s ESG governance and is committed to all strategic and reporting responsibilities. The Board is responsible for overseeing the Group’s ESG affairs, resolving the Group’s ESG strategy, governance policy and risk management, and reviewing the effectiveness and progress of the ESG efforts. The Board authorizes the establishment of the Working Group. The Working Group is responsible for assessing key ESG issues, developing strategies, prioritization and management approaches and monitoring their outcomes. During the Year, we reviewed the progress against our environmental objectives, reviewed and evaluated ESG issues, conducted management and priority assessments and, finally, the Board considered and confirmed the materiality of the issues for the Year.

### 2.2 ESG Governance Structure

We have established a three-level ESG governance structure comprising the decision-making level, the organizational level and the executive level. The Board, the Working Group and all relevant departments are within the governance structure and the responsibilities at each level are as follows:

#### Decision-making level

The Board assumes full responsibility for the Group’s ESG strategy and reporting, which is responsible for:

- resolving the Group’s ESG management principles, strategies, objectives and annual work;
- receiving regular reports from the Working Group;
- reviewing the performance and progress of ESG work.

## 2. SUSTAINABILITY MANAGEMENT

### Organizational level

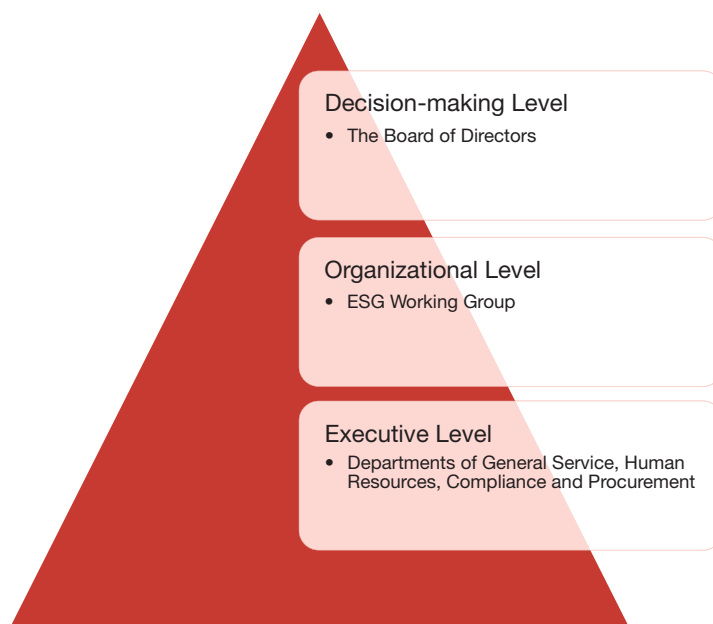
The organizational level is the working group comprising senior management, the office of the Board and all relevant departments of the Group, which is responsible for:

- identifying and evaluating the Group's ESG issues and its risks and opportunities, and formulating and implementing ESG strategies, annual work and objectives;
- understanding stakeholders' views on ESG issues through communication with stakeholders;
- coordinating, facilitating and monitoring the implementation of ESG plans by all departments;
- reporting regularly to the Board on each ESG-related performance and making recommendations to enhance the ESG performance of the Group.

### Executive level

The executive level is composed of the relevant departments of the Group (Departments of General Service, Human Resources, Compliance and Procurement), which is responsible for:

- executing all ESG-related work;
- collecting KPIs data and reporting to the Working Group regularly.



## 2. SUSTAINABILITY MANAGEMENT

### 2.3 Stakeholder Engagement

Stakeholders' views are critical to the Group's development and we actively engage with our stakeholders and have established a number of communication channels. During the Year, we communicated with our stakeholders, including investors/shareholders, government/industry associations, regulators, employees, students/parents, former students, suppliers, partners, the community and the public to understand their expectations, requirements and concerns. We conduct materiality assessments per the results of our stakeholder communications and continuously improve our corporate social responsibility efforts.

Main Stakeholders	Expectations and Requirements	Communication Channels
Investors/shareholders	The Company's business performance; Compliant and stable operation	Annual general meeting; Interim report and annual report; Corporate communications; Results communications; Investor meetings
Government/industry associations	Compliance operation; Educational service quality	Organize industry events; Consultations; Lectures; School visits
Regulators	Compliance with laws and regulations; Legal tax payment	Audits; Annual inspection of private colleges; Consultations; Compliance reports
Employees	Employee welfare; A healthy and safe working environment; Career development	Performance appraisals and interviews; Seminars/workshops/lectures; Intranet; Communication groups; Questionnaires

## 2. SUSTAINABILITY MANAGEMENT

Main Stakeholders	Expectations and Requirements	Communication Channels
Students/parents	Safeguarding the safety, health and interests of students; Improving the quality of teaching	After-school feedback; Questionnaires; Regular visits; Online platforms; Phones
Former students	Reputation of the Colleges	Media information; School websites; Events/gatherings for former students
Suppliers	Fair competition; Transaction integrity	On-site inspections; Supplier management procedures; Supplier evaluation systems
Partners	Mutual benefit and win-win; Long-term cooperation	Educational fairs; Lectures; Visits; Conferences; Exchange activities (various types of opinion exchange partners); Cooperation units (event cooperation organizations)
Community	Public welfare programs; Feedback to the community	Volunteer activities; Lectures/seminars
Public	Developing talents; Student community involvement	Media information; School websites; Educational fairs; School events



## 2. SUSTAINABILITY MANAGEMENT

### 2.4 Materiality Assessment

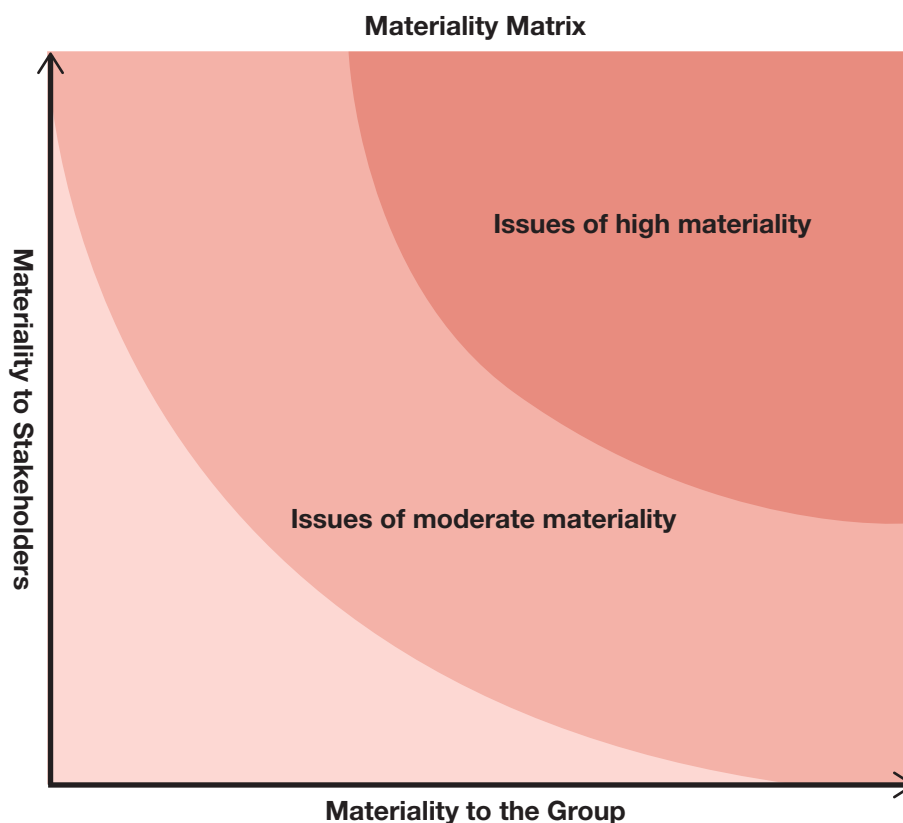
In accordance with the materiality principle, the Group analyzes issues that are significant to the Group through materiality assessment. We have made reference to the Guide, the materiality issue database of the Sustainability Accounting Standards Board (“SASB”), the industry materiality map of MSCI, common issues among peers, the impact on South China Vocational Education and the views of stakeholders to prepare the materiality issue database of the Year. The issues are rated according to their high materiality and moderate materiality. For the Year, we have identified 15 issues in total, and the results of the materiality assessment were reviewed and confirmed by the Board.

#### Issues of high materiality

- Water resources management
- Employment rights and welfare protection
- Employee training and development
- Employee health and safety
- Supply chain management
- Teaching quality control
- Information privacy protection
- Student health and safety
- Mechanisms for handling and responding to complaints
- Community investment and charitable activities
- Compliance operation

#### Issues of moderate materiality

- Waste management
- Greenhouse gas emissions and control
- Student employment rate
- Anti-corruption



## 3. TEACHING QUALITY

### 3.1 Quality Management

In order to implement good teaching ethos and practices, the Group has established systems such as the “Measures for the Monitoring and Management of Teaching Service Process” 《教學服務過程監測控制管理辦法》, “Measures for the Monitoring and Management of Teaching Process” 《教學環節監控管理辦法》 and “Teaching Process Regulations” 《教學過程條例》. In order to continuously improve the teaching quality, we have implemented a monthly teaching quality inspection program, which adopts different methods to rate and guide teachers in the classroom or teaching, mainly including students’ learning outcomes or teacher education progress. We will also arrange for supervisors to conduct regular audit visits to check and grade lessons and provide feedback to teachers. In addition, teachers are required to submit their teaching plans and arrangements for the next semester at the end of each semester for review to ensure the teaching quality. We also organize a number of teacher development and training programs on a regular basis to improve the Group’s overall quality of education.

### 3.2 Student Employment Assistance

We are committed to helping students develop their careers and prepare for their careers. We have set up the 2022 Graduate Employment Leading Group (2022屆畢業生就業工作領導小組) and the graduate employment working groups of all secondary colleges. The working groups help students to find jobs, including organizing career fairs and disseminating job information to students. Courses on employment rights, policies and regulations are organized for students to enhance their awareness and protection of their rights. Every year, we conduct survey of graduate employment intentions and graduate employment follow-up survey to understand the graduates’ employment status, intentions and feedback on employment services, so that we can adjust our policies and strategies to better assist students.

During the Year, the employment rates of graduates from Guangdong Lingnan Institute of Technology and Guangdong Lingnan Modern Technician College were 96.88% and 99.66% respectively.

### 3. TEACHING QUALITY

#### 3.3 Handling of Comments

In accordance with the “Regulations on the Administration of Students in General Institutions of Higher Education” (《普通高等學校學生管理規定》), the Group has established a College Grievance Committee (學院申訴委員會), which also includes a Teachers’ Grievance Committee (教師申訴委員會) and a Students’ Grievance Committee (學生申訴委員會) to handle their corresponding complaints. The Grievance Committee comprises representatives of the Colleges, the supervisor of the Provincial Department of Education in the Colleges, head of the Colleges’ labor unions, the employee representatives of the Colleges’ board of directors, the secretary of the disciplinary committee, supervisory head, legal advisor, faculty representatives and student representatives. We insist on the principles of compliance with the law, fairness, justice and truthfulness in the review of penalties imposed on students by the Colleges, and the Committee must make a conclusion of the review to the complainant within the stipulated time, and students have the opportunity to present and defend in person. If the student disagrees with the conclusion, he/she may also submit a written appeal to the Administrative Department of Education of Guangdong Province.

Guangdong Lingnan Modern Technician College has formulated the “System and Implementation Measures for Handling Parents’ and Students’ Complaints” (《家長及學生投訴處理制度及實施辦法》). We receive complaints by telephone, visits, letters and complaint boxes. We will carefully record and listen to parents’ complaints, suggestions and consultations, understand and objectively and prudently handle relevant complaints. We, with the aim to solve problems, will provide an initial response to parents by telephone, ask the department concerned to initiate an investigation, submit it in writing to the leadership to collect relevant comments, and inform the complainant of the result of the investigation in a timely manner.

During the Year, Guangdong Lingnan Institute of Technology has also set up a student services hotline, a feedback box, a service column, a student rights department, a student affairs and services lounge, a student requests online service lounge, a suggestion box, a suggestion book and student seminars to improve the channels for student requests. We also launched the “Lingnan Afternoon Tea – Face to Face with College Leaders” (嶺南下午茶 – 與校領導面對面) campaign during the Year in which representatives from each college communicated with college leaders who listened to students’ views and requests and helped solve their problems.

During the Year, there were 4 complaints about education, all of which were properly handled. The Group’s teaching credit rating for the Year was 97.66%.

## 4. COMPLIANCE OPERATION

### 4.1 Anti-fraud

We adhere to the integrity of our operations and strictly comply with the requirements of various laws and regulations, namely the Company Law of the PRC 《中華人民共和國公司法》, the Basic Standards for Enterprise Internal Control 《企業內部控制基本規範》 and the Articles of Association 《公司章程》. We have formulated the “Anti-fraud Management System” 《反舞弊管理制度》 and the “Interim Regulations on Supervision and Audit Management” 《監察審計管理暫行規定》 to prevent any fraudulent acts and to enhance compliance governance. We prohibit any fraudulent practices including bribes, illegal possession, theft, misappropriation of Group’s property, falsification of accounting records, misrepresentation of information and records, collusion in false tenders, etc. Any supplier who does business with the Group is required to sign an “Integrity Cooperation Undertaking” 《廉潔合作承諾書》. As the administrative internal supervising and auditing function of the Group, the Supervision and Audit Office is responsible for setting up a sound supervising and auditing organization, deploying supervising and auditing work and promoting the implementation of auditing work, etc.

In order to build a good culture of integrity, we have enhanced anti-corruption training for our employees. During the Year, we provided our directors and employees with “Group Anti-Corruption and Integrity Education and Training” (集團廉潔從業反腐倡廉教育培訓) to explain the legal requirements and describe relevant cases to enhance the Group’s anti-corruption and integrity efforts. We have also established a whistleblowing system, where the personal information of whistleblowers is kept strictly confidential. A three-tier system is in place to handle complaints from general employees, middle-level management and senior management. Once the complaint is confirmed, we will punish the parties concerned. If involving violation of laws, the parties concerned will be transferred to judiciary authorities.

During the Year, the Group did not violate any relevant laws and regulations relating to bribery, extortion, fraud and money laundering. In addition, there was no legal case regarding corrupt practices brought against the Group or its employees during the Year.

## 4. COMPLIANCE OPERATION

### 4.2 Patent Management

We are well aware of the importance of intellectual property protection and have formulated the “Interim Measures for Patent Management” 《專利管理暫行辦法》 to manage and protect intellectual property rights. The Group strictly abides by the Patent Law of the PRC 《中華人民共和國專利法》 and the Rules for the Implementation of the Patent Law of the PRC 《中華人民共和國專利法實施細則》. The Group entrusts a third-party agency to be responsible for patent application. All invention patents, utility model patents, design patents and software copyrights created by virtue of their duties are protected. We encourage multi-party cooperation to transfer patents to business cooperation or entrepreneurship, and the transfer of any patent is subject to a contract and cannot be privately licensed or transferred. In order to encourage innovation, we will provide application fees, examination fees, registration fees, annual fees, change fees, certificate fees and other financial support for eligible patent projects.

During the Year, the Group had 45 new patents and copyrights and 203 patents kept registered.

### 4.3 Information Security

We strictly comply with Interim Regulations of the PRC on the Management of International Networking of Computer Information 《中華人民共和國計算機信息網絡國際聯網管理暫行規定》, the Advertising Law of the PRC 《中華人民共和國廣告法》 and the Regulations on Security 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》, and have formulated the “Refined Management Manual of the Information Management Department” 《信息管理部精細化管理手冊》 and the “Security Management Regulations” 《安全管理規定》 to regulate the network security and computer equipment protection of the Colleges.

The Information Center is responsible for the management of the Group’s information. We require all departments and individuals to post information using the user names assigned to them, and any operating system requires the identification and authentication of the logged-in user. Any use of the school network for illegal activities, non-teaching and non-Group operations is strictly prohibited. The Information Center is also responsible for designing, establishing and implementing an anti-virus system, conducting regular system patches updates and virus scans, and managing, backing up and restoring the system on a regular basis when required. To protect the security of the server room, the server room and offices are located in a quake-proof, fire-proof and lightning-proof office building, and anyone entering or leaving the server room is required to be registered. The network center is also equipped with routers, switches, firewalls, anti-virus walls, intrusion protection system (IPS) equipment, intranet network management and patch distribution systems.



## 4. COMPLIANCE OPERATION

Information can only be released after the department head reviews the content, and needs to be updated in a timely manner. The official information release of the Group is managed by the Propaganda Department of the Party Committee and the Administrative Office, and any non-compliant information release, such as information that violates laws and regulations, sensitive data and personal data of the Group, etc. is strictly prohibited. We will monitor the use of the media and rectify any non-compliant departments.

To prevent data leakage and protect privacy, we standardize data collection and prevent duplicate collection. We ensure that the data we collect is true, reliable and complete and that it is securely stored, encrypted and backed up and that the personal data of all students and employees is protected by law. Permissions are set for all users of the data and use of the data must be approved and access by unauthorized third parties is strictly prohibited. We regularly monitor the quality of daily data, and if there is a breach of regulations by an individual or organization, the relevant organization or individual will be held responsible for any damage caused.

During the Year, the Group did not breach any laws and regulations relating to advertising and privacy of educational services.

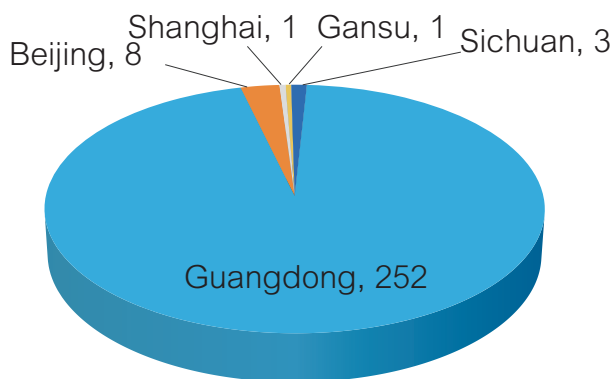
### 4.4 Supply Chain Management

In order to improve the management of our suppliers, we have developed a “Refined Management Manual – Supplier Management System” (精細化管理手冊 – 供應商管理制度), which enables us to better ensure the quality of our suppliers and establish a good relationship with them. We strictly manage the access conditions of suppliers. In addition to the basic documents that suppliers must provide to us, we also conduct on-site inspections for all suppliers. These inspections are conducted by our supervision office, finance department, demand department and centralized management department, and are conducted to assess the supplier’s overall company profile, performance, personnel allocation and cooperation intentions. Qualified suppliers will be included in the “Qualified Supplier List Database” (合格供應商名錄庫).

## 4. COMPLIANCE OPERATION

Every year, we will conduct an assessment of our suppliers based on the quality of the products supplied, project performance, cooperation and after-sales services and others of that year. The assessment will be followed by the publication of the “Annual Comprehensive Evaluation Report on the Performance of Suppliers” 《年度供應商業績綜合評價報告》 to announce the assessment results. We will require our suppliers to sign a “Procurement Integrity Undertaking” 《採購廉潔承諾書》 and an “Integrity Contract” 《廉政合同》 to ensure that there are no irregularities in our cooperation with them. Any company that fails to pass the assessment, adopts unscrupulous competitive practices, is assessed as an environmentally unfriendly enterprise under the “Measures for Environmental Credit Evaluation of Enterprises (Trial)” 《企業環境信用評價辦法(試行)》, or is penalized and rectified for violating environmental protection, labor or other laws and regulations, will be disqualified as a supplier. The Group also supports the development of sustainable supply chain and gives priority to environmentally friendly, energy-saving and low-consumption raw materials, products and services in our procurement process and will not select unscrupulous companies that have been punished and corrected for environmental and labour violation.

During the Year, the Group had 265 suppliers, including 252 from Guangdong, 8 from Beijing, 3 from Sichuan, 1 from Shanghai and 1 from Gansu, providing equipment and services including property support, teaching equipment, teaching consumables, teaching software, engineering and teaching systems.



■ Guangdong ■ Beijing ■ Shanghai ■ Gansu ■ Sichuan

Geographical Distribution of Suppliers

## 5. EMPLOYEE MANAGEMENT

In order to provide the best teaching resources, we actively recruit talents from all walks of life and build up a team of excellent teachers. We strictly abide by the Labor Law of the PRC 《中華人民共和國勞動法》, the Labor Contract Law of the PRC 《中華人民共和國勞動合同法》, the Teachers Law of the PRC 《中華人民共和國教師法》, the Law of the PRC on the Protection of Minors 《中華人民共和國未成年人保護法》 and the Provisions on the Prohibition of Using Child Labor 《禁止使用童工規定》 to protect the rights and interests of our employees.

We are committed to promoting sustainable development and management of human resources. In addition to complying with all employment laws and regulations and protecting the legal rights of our employees, we respect the rights of our employees to express their views, establish a safe and healthy campus and training system, and prohibit any form of workplace discrimination and harassment. We provide a diverse, anti-discriminatory work environment and prohibit any discrimination in recruitment and employment on the grounds of sexual orientation, nationality, religion, disability, gender, family status, race, etc.

During the Year, the Group did not have any violation of relevant laws and regulations relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other benefits and welfare, nor had it been found of any violation of relevant laws and regulations relating to the employment of child labor or forced labor.

### 5.1 Recruitment Process

The Group has formulated the “Recruitment Management System” 《招聘管理制度》, the “Employee Handbook” 《員工手冊》, the “Employee Attendance and Leave System” 《員工考試及休假制度》, the “Labor Contract Management System” 《勞動合同管理制度》 and the “Internal Competitive Recruitment System” 《內部競聘制度》. Each department is required to provide its annual personnel demand, which is approved by the Human Resources Department for recruitment. Recruitment methods include internal transfer, internal recruitment, employee recommendation, campus recruitment, recruitment websites and headhunting suppliers. The recruitment process includes job posting, searching, resume screening, interviewing, follow-up offers, background checks and onboarding. We conduct background checks on candidates, including academic information, identification documents, household register, etc. to prevent child labor. We sign a contract with the new employee, which clearly sets out salary, recruitment, working hours, holidays and resignation arrangements. The employee has the right to resign and we set out the notice period or procedures of resignation, and employee can be compensated if he/she is dismissed due to special circumstances.

We have established an attendance management system whereby employees are required to work on time and if they need to work overtime, they must apply to the Group for approval in advance, and we will provide employees with compensatory leave as compensation to prevent forced labor. If any irregularities occur during the recruitment process, the Group will handle the matter in accordance with the law.

## 5. EMPLOYEE MANAGEMENT

### 5.2 Employee Benefits

The Group has formulated the “Social Security Provident Fund and Commercial Insurance Management System” (《社保公積及商業保險管理制度》), “Remuneration and Benefit Management System” (《薪酬福利管理制度》) and “Employee Attendance and Leave System” (《員工考勤及休假制度》), etc. Remuneration for employees consists of fixed salaries and performance bonuses, and the Group makes annual adjustments to the remuneration of employees. We make adjustments to the salary range of each rank with reference to the previous year’s performance in the performance appraisal and benchmarking market salary data. The range of adjustment takes into account the local average social wage, the living index difference, the consumer price index, disposable consumer income, market data and other factors to establish a city index scale to ensure a salary structure that makes employees’ salaries more competitive in the market.

The Group provides its employees with “four insurances and one housing fund”, namely “pension insurance, medical insurance, unemployment insurance, work injury insurance and housing provident fund” as well as statutory annual leave, as required by law. We also provide paid annual leave, sick leave, marriage leave, maternity leave and bereavement leave to our employees. In addition, employees are also entitled to benefits such as commercial insurance, annual medical check-ups and holiday gratuities. We also have a performance bonus system, which is divided into monthly and academic year awards. The monthly performance bonus is awarded to employees based on their performance in the previous academic year, the bonus can be awarded when the employees pass the assessment and complete the basic workload and assigned work tasks of the position. The academic year performance bonus is part of the school’s dividend sharing and will be awarded to the employees based on their performance of the assessment in the current academic year.

### 5.3 Employee Appraisal and Promotion

The Group has formulated the “Appraisal Management System” (《考核管理制度》) to evaluate the performance, overall quality and competence of our faculty in a systematic, comprehensive and objective manner according to the principle of fairness, openness and impartiality. Employee appraisals are conducted by the respective departments. Employees will also be evaluated on teaching related criteria such as student evaluation, classroom effectiveness and classroom monitoring. The results of these appraisals affect the performance bonuses and promotions of our employees. We also have a grievance system in place whereby employees can appeal to the Appraisal Committee against the results of their appraisals.

## 5. EMPLOYEE MANAGEMENT

We have established an “Internal Competitive Recruitment Management System” (《內部競聘管理制度》) to provide internal career development opportunities for our employees based on the principle of “internal before external recruitment” (先內後外). When internal vacancies arise, we will give priority to internal recruitment. Employees who meet the requirements for a competitive position may submit applications. A competitive recruitment assessment committee will be set up to conduct competitive recruitment assessment on employees participating in internal competitive recruitment and make recommendations on the development plan for qualified candidates. After successful recruitment, a successful start plan will be drawn up for them by their leader or Human Resource department.

### 5.4 Training System

In order to meet the long-term development needs of the Group and the career needs of our employees, we have established the “Training and Development Management System” (《培訓發展管理制度》) to manage the training system for our employees. The types of employee training are divided into internal training, external training and self-learning. Training is provided by the Company and departments for employees, such as new employee induction, on-the-job skills training and specialized training. External training is provided by third parties and includes short-term external training and long-term assignments. We also encourage employees to undertake training and will reimburse them for their training if it meets relevant requirements such as length of service, academic qualifications, title and position. Employees are required to undergo an assessment at the end of their training, which serves as a reference for future performance appraisals and promotions. During the Year, we provided our employees with life education, management training on “Amoeba Operation + Huawei Partner Management Model” (阿米巴經營+華為合夥人管理模式) and new employee training.



Life educator seed class of Lingnan Education Group (嶺南教育集團生命教育師種子班)



## 5. EMPLOYEE MANAGEMENT



“Amoeba Operation + Huawei Partner Management Model” training (阿米巴經營+華為合夥人管理模式)

### 5.5 Employee Activities

During the Year, we also organized a variety of activities to relieve the work pressure of our employees and to maintain good mental health. In addition, activities were organized to build up corporate culture and team atmosphere among employees to enhance their sense of belonging. During the Year, we organized activities such as Women’s Day, Badminton Competition and New Year’s Eve.

### 5.6 Campus Safety

We are committed to creating a safe and healthy campus life for our teachers and students. The Group is concerned about the Colleges’ efforts in fire prevention, equipment safety and epidemic prevention. The Group strictly complies with the requirements of the Law of the PRC on the Prevention and Treatment of Occupational Diseases 《中華人民共和國職業病防治法》 and the Fire Protection Law of the PRC 《中華人民共和國消防法》, and has formulated the “Hygiene Management System” 《衛生管理制度》, the “Emergency Plan for Public Health Emergencies” 《突發公共衛生事件應急預案》, the “Emergency Plan for Campus Logistics” 《校園後勤類應急預案》 and the “Campus Construction Application Form” 《校園施工申請備案表》. We regularly monitor, repair and maintain the public facilities of the Colleges, and conduct regular inspections to ensure the operation of all equipment, such as campus street lights, underground water pipes, plumbing and electrical equipment, etc.

## 5. EMPLOYEE MANAGEMENT

The Group did not have any work-related fatalities and work days lost due to work-related injuries, and the number of work-related fatalities in the past three years was 0. In addition, the Group did not violate any laws and regulations relating to the provision of a safe working environment and the protection of employees from occupational hazards.

In accordance with the Regulations on Fire Safety Management in Organizations, Enterprises and Institutions 《機關團體、企業、事業單位消防安全管理規定》, we have formulated a number of fire prevention-related codes of practice such as the “Organization and Management System of Volunteer Fire Brigade” 《義務消防隊組織管理制度》 and the “System for Rectification of Fire Hazards” 《火災隱患整改制度》, and have also established an emergency response team. We regularly inspect and rectify fire hazards on campus, promote fire prevention awareness to teachers and students through various channels such as posters and videos, and conduct regular fire drills and training for teachers and students on campus to raise their awareness of fire prevention.

During the Year, we conducted training and publicity for students on fire prevention and health. During the Year, in order to disseminate knowledge about HIV and AIDS among students and to ensure that students were accurately informed about the knowledge of HIV prevention in the volunteer activities, Guangdong Lingnan Modern Technician College set up a volunteer team and provided relevant training and knowledge to the volunteer team. In addition, Guangdong Lingnan Institute of Technology conducted fire safety emergency drills for new students during the Year. Students were briefed on fire safety on campus and conducted fire drills. Students also experienced the use of fire extinguishers under the guidance of professional teachers to enhance their awareness of fire safety.

The Colleges also step up publicity activities related to legal and safety education, such as national defence education, National Security Education Day publicity and anti-terrorism knowledge publicity. We also organize teachers and students to participate in the “First Course on Safety Education at the Start of School Year” (開學安全教育第一課) organized by the Guangdong Education Bureau and Guangdong Economic Science and Education channel to enhance the safety education level of teachers and students.

## 5. EMPLOYEE MANAGEMENT

The Group has set up a working group to deal with epidemic prevention and response to protect the health of teachers and students. We have stepped up our efforts in cleaning the campus, enhancing the promotion of personal hygiene protection among students, and vaccination of students and teachers, as well as temperature checks. Teachers and students who have visited high-risk areas are required to provide the Group with a negative nucleic acid certificate and report their route.



Fire drills



Fire safety knowledge training



## 5. EMPLOYEE MANAGEMENT

We will issue notice of epidemic prevention and control to teachers and students before the festivals and holidays to ensure proper management of health, people movement, and regular preventive and control measures. The Colleges have also enhanced education on epidemic prevention and control by providing training for teachers, counsellors and leaders such as “Training on Prevention and Control of COVID-19 (Schools)” (新型冠狀病毒肺炎防控知識培訓(學校篇)), “Training on Prevention and Control of Epidemic in Schools” (校園疫情防控知識培訓) and “Capacity Building on School Disease and Safety 2022” (2022 年校園疾病與安全專項能力培訓).



Nucleic acid sampling on campus

## 6. ENVIRONMENTAL PROTECTION

The Group strictly complies with the Environmental Protection Law of the PRC (《中華人民共和國環境保護法》) and the Energy Conservation Law of the PRC (《中華人民共和國節約能源法》), promotes sustainable development and integrates green concepts into our operations and education. We have formulated the “Typhoon Emergency Plan” (《防颱風應急預案》), “Flood Control Emergency Plan” (《防汛防洪應急預案》) and “Water and Electricity Conservation Management System” (《節水節電管理制度》) to manage our environmental performance. We also work with various parties to promote sustainable development education. During the Year, the Group signed a strategic cooperation agreement with Hunan Xiangneng New Bamboo Materials Development Company Limited (湖南祥能新竹材開發有限公司) to cooperate in various areas such as bamboo-carbon neutralization, bamboo instead of plastic, bamboo health technology research and development, technical personnel training and industrial implementation to create new materials and new energy and industry-education integration. During the Year, the Group did not violate any laws and regulations relating to emissions of exhaust and greenhouse gases, discharge of pollution to water and land, and disposal of hazardous and non-hazardous wastes. We are concerned about the environmental impact of the Group and if, unfortunately, there are any environmental related complaints and reports, we will respond in a timely manner to resolve and develop preventive solutions.

During the Year, we reviewed our environmental targets and the Group’s carbon emissions, electricity and water consumption were all lower than last year, while the amount of non-hazardous waste generated was similar to last year. In continued compliance with various environmental related laws and regulations, we continued to monitor the Group’s environmental performance, optimize and implement additional environmental protection measures to reduce waste generation, carbon emissions, electricity and water consumption, and set baseline years and quantify environmental targets in due course. The Group’s operations did not pose any significant adverse impacts on the environment and consumption of natural resources.



## 6. ENVIRONMENTAL PROTECTION

### 6.1 Climate Resilience Measures

To address the impact of climate change on the Group, we have established the “Public Emergency Plan for Campus Emergencies” (《校園突發事件公共應急預案》), “Typhoon Emergency Plan” (《防颱風應急預案》) and “Flood Control Emergency Plan” (《防汛防洪應急預案》) to assess the impact of various climate change risks and formulated countermeasures to protect the safety of teachers and students and maintain the Group’s operations. We also review the impact of transition risks and will continue to study and implement solutions.

Types of risk	Potential impact	Response
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#### Physical risk

Extreme weather	Impact on the safety of teachers and students	<ul style="list-style-type: none"><li>• Prevention, early warning, disaster response and rehabilitation on campus;</li><li>• Response drills of working and learning in extreme weather;</li><li>• Promotion of the electronic office to reduce the possibility of data loss; and</li><li>• Regular safety inspections of the Colleges’ buildings and equipment.</li></ul>
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#### Transition risk

Attaching importance by stakeholders to climate change issues	Damaged reputation	<ul style="list-style-type: none"><li>• Promotion of more environmental initiatives;</li><li>• Collaboration with various environmental industries and organizations to raise the environmental awareness of teachers and students and the image of the Colleges.</li></ul>
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### 6.2 Water Resources Management

During the Year, the Group’s water consumption was 1,188,498.00 cubic meters. The Group’s water resources come from municipal water supply and there is no problem with water sourcing. The Group’s management of water resources has been recognized by many parties, with Guangdong Lingnan Institute of Technology being selected as the third batch of water-saving colleges in Guangdong Province and awarded the “Guangzhou Drainage Compliance Unit” (廣州市排水單元達標單位). We have actively promoted water conservation on campus by posting water saving labels at various water-using areas, installing water saving devices and checking any water-using devices for drips and leaks, and collecting and reusing rainwater for daily plant irrigation on campus.

## 6. ENVIRONMENTAL PROTECTION

### 6.3 Pollutant Emissions Management

To reduce the emission of air pollutants, we have implemented a number of measures to reduce the impact on the environment, including:

- regulating the use of the Group's vehicles, we use compact cars with Stage 4, 5 or 6 emission standards and school buses that meet Stage 5 emission standards;
- regular annual checks for vehicles;
- using electric or hybrid vehicles;
- conducting low-carbon driving training to reduce engine idling

### 6.4 Waste Management

During the Year, the Group produced a total of 2,600.00 tonnes of non-hazardous waste. In order to promote the development of a waste-free campus, we have formulated the "Provisional Regulations on the Use of Office Automation System" (《辦公室自動化系統使用管理暫行辦法》) to promote the construction of a digital campus, with the Information Center as the competent supervisory authority, to implement paperless communication in information exchange, announcements and notices, and to reduce the use of paper by going electronic. In terms of student education, we have also organized training seminars on waste separation and put up recycling stickers on campus for publicity and education. In terms of recycling, we have set up smart recycling bins on campus and implemented a waste recycling bonus point redemption scheme. Students can earn points through recycling and redeem them for goods or services. The recycled waste will be disposed of by qualified recyclers on their behalf. During the Year, the Group produced 0.01 tonnes of waste batteries, which have been delivered to the professional organization for recycling.

### 6.5 Energy Efficient Campus

During the Year, the Group's electricity consumption was 36,825.58 MWh, with a per capita consumption of 1.31 MWh. The Colleges have formulated the "Water and Electricity Conservation Management System" (《節水節電管理制度》) to promote awareness of energy conservation and reduction of consumption among teachers and students, and to develop the habit of saving electricity. Students and teachers are encouraged to turn off lights when they are not needed to prevent long-lasting lights. The air-conditioning should be set at 25-26 degrees in the summer and 18 degrees in the winter. We regularly clean the filters of air conditioners and air filters. We will arrange for persons to inspect the electricity consumption of each school department, and conduct assessments for scoring and recognition.

## 6. ENVIRONMENTAL PROTECTION

### 6.6 Low-carbon Campus

The Group's greenhouse gas emissions for the Year were 22,930.13 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e), with per capita emissions of 0.81 tCO<sub>2</sub>e. As part of our low-carbon operations, we encourage our employees to reduce the need for business trips and to use video conferencing instead of overseas business trips. We have also promoted the use of solar energy to charge street lights on campus and implemented a tree planting project to reduce the need for thermal power and carbon dioxide production, with 5,029 trees planted for the Year. We will continue to explore and implement various low-carbon measures to develop green habits.

### 6.7 Environmental Activities

To enhance students' awareness of environmental protection, we regularly publicize various environmental-related activities in our WeChat public groups. For example, on Earth Day on 22 April this Year, we publicized the concept of cherishing the Earth and the harmony between human beings and nature, and how we can reduce waste of resources and carbon emissions in our daily life through the groups.

## 7. COMMUNITY INVESTMENT

In parallel with its business development and operations, the Group is also committed to community development and social responsibility. The sustainable policy guideline of the Group's investments in the community is:

- Take full consideration of the interests of the community in business activities to fulfill corporate social responsibilities;
- Establish close ties with the community and the public, always pay attention to the development of society and people's livelihood as well as social welfare, and make adjustment to the policy of community participation in a timely manner;
- Offer support to employees to participate in social welfare activities, thus making contribution to the society.

The Group's charitable work is carried out through the Guangdong Lingnan Educational Charity Foundation (廣東省嶺南教育慈善基金會) (the Foundation). The Foundation scored a perfect score of 100 in this year's China Foundation Transparency Index FTI 2022, recognizing the efforts of the Foundation. During the Year, we invested a total of RMB18.8959 million and donated RMB2.27 million to hold a number of charitable activities, with a total of 733 employees and 2,341 students participating in community activities, including:

During the Year, the Foundation's Overseas Chinese Development Fund (華外發展基金) and Cai Foundation (彩基金), together with the Affiliated Foreign Language School of South China Normal University (華外同文外國語學校) in Huangpu District, Guangzhou, Guangzhou Youni Aige Campus Logistics Management Service Co. Ltd. (廣州優尼艾閣校園後勤管理服務有限公司) and Guangzhou Dongjinda Business Service Co. Ltd. (廣州市東瓏達商務服務有限公司), joined hands with volunteers from the Sandu class (三都班) to donate 3,538 pieces of clothing to Nanyang County, Nanyang City, Henan Province, worth approximately RMB0.31 million. The main purpose of the donation was to support the flooded areas in Henan Province in 2021, and to provide clothing donations to the children in Nanyang County to meet their needs for growth and learning, and to help the recovery of education in the area.



Support action for Henan flood

## 7. COMMUNITY INVESTMENT

During the Year, the Group actively carried out various emergency relief and anti-epidemic assistance work, and we joined hands with various organizations to provide various kinds of assistance to the community. Through the Shaanxi Thunder Emergency Rescue Center (陝西雷霆應急救援中心), the Foundation and Xiangxue Pharmaceutical (香雪製藥) donated 2,000 disposable medical gowns and 100,000 disposable medical masks to the city of Xi'an, with a total value of RMB0.18 million.

The Group tried its best to help the community to survive the epidemic and contribute to the fight against the epidemic. In the face of a new round of local epidemic in Guangzhou, the Foundation responded swiftly to better support the prevention and control of the epidemic in Guangzhou by rallying the love of the community and allocating resources to mobilize six enterprises to donate supplies. In addition, the Foundation joined hands with the Guangzhou Social Work Association to connect to the social work stations in controlled and blocked areas in the Baiyun, Yuexiu and Haizhu districts to provide basic livelihood protection for the residents and frontline community workers in the districts. In addition, the Group and the Foundation jointly launched the "Caring for People" (芳滿人間•關愛行動), with the joint support of the Foundation's Elegant Foundation (雅基金), Fang Foundation (芳基金) and Cai Foundation (彩基金), raising a total of over RMB0.63 million for the epidemic prevention and control work, conducting 20 donation activities, connecting with Guangzhou, Qingyuan and Meizhou, replenishing the urgently needed supplies for the front line in a timely manner, and building a "concentric" defence line for the prevention and control of the epidemic through practical actions. We also cooperated with the Huangpu Relief Center (黃埔幫扶館) to carry out a flood relief donation campaign, donating a batch of supplies worth RMB0.12 million, such as Ciningji (刺檸吉), nut gift bags, and food, to the Xi'an Town, Lianzhou City, Qingyuan City, to help fight floods and provide disaster relief. In addition, we also carried out anti-epidemic condolences to Huangpu Street and Luogang Street in Huangpu District, Huangcun Street in Tianhe District and Baiyun District, and donated epidemic prevention supplies and daily necessities worth RMB50,000.



## 7. COMMUNITY INVESTMENT



Guangzhou's anti-epidemic support work



Anti-epidemic work of "Caring for People" (芳满人间关爱行动)

## APPENDIX I: SUSTAINABILITY DATA SUMMARY

Environmental Aspect	Unit	2022
<b>Air Pollution Emissions</b>		
Nitrogen Oxide	kg	326.39
Sulfur Oxide	kg	0.38
Particulate Matter	kg	27.87
<b>Greenhouse Gas Emissions</b>		
Direct Greenhouse Gas Emissions (Scope 1)	tonne of CO <sub>2</sub> e	1,650.13
Greenhouse Gas Emissions Removals from Newly Planted Trees (Scope 1)	tonne of CO <sub>2</sub> e	115.67
Indirect Greenhouse Gas Emissions (Scope 2)	tonne of CO <sub>2</sub> e	21,395.66
Total Greenhouse Gas Emissions (Scope 1 and Scope 2)	tonne of CO <sub>2</sub> e	22,930.13
Greenhouse Gas Emissions Intensity (per square meter) (Scope 1 and Scope 2)	tonne of CO <sub>2</sub> e/m <sup>2</sup>	0.04
Greenhouse Gas Emissions per Capita (Scope 1 and Scope 2)	tonne of CO <sub>2</sub> e/person	0.81
<b>Energy Consumption</b>		
Purchased Electricity Consumption	MWh	36,825.58
Purchased Electricity Consumption Intensity (per square meter)	MWh/m <sup>2</sup>	0.07
Purchased Electricity Consumption per Capita	MWh/person	1.31
Gasoline Consumption	liter	24,176.37
Diesel Consumption	liter	1,989.17
Gas Consumption	unit	157,897.00
<b>Water Consumption</b>		
Total Water Consumption	m <sup>3</sup>	1,188,498.00
Water Consumption Intensity (per square meter)	m <sup>3</sup> /m <sup>2</sup>	2.33
Water Consumption per Capita	m <sup>3</sup> /person	42.17
<b>Paper Consumption</b>		
Total Paper Consumption	kg	2,058.44
Paper Consumption Intensity per Capita	kg/person	0.07
<b>Waste Generation</b>		
Total Non-hazardous Waste Produced	tonne	2,600.00
Non-hazardous Waste Produced per Capita	tonne/person	0.09
Total Hazardous Waste Produced (Waste Batteries)	tonne	0.01
Total Hazardous Waste Produced per Capita (Waste Batteries)	tonne/person	0.00

## APPENDIX I: SUSTAINABILITY DATA SUMMARY

Social Aspect	Unit	2022
<b>Employee Data</b>		
Total Employees	person	1,438
<b>Number of Employees by Gender</b>		
Female Employees	person	874
Male Employees	person	564
<b>Number of Employees by Category</b>		
Short-term Contract/Part-time Employees	person	96
Full-time Junior Employees	person	1,161
Full-time Mid-level Employees	person	151
Full-time Senior Employees	person	30
<b>Number of Employees by Age</b>		
Employees Aged below 30	person	438
Employees Aged 31-40	person	532
Employees Aged 41-50	person	314
Employees Aged above 50	person	154
<b>Number of Employees by Region</b>		
Employees in Southern Region	person	1,438
<b>Employees Turnover Data</b>		
Total Employees Turnover Rate	%	13.00
<b>Turnover Rate by Gender<sup>1</sup></b>		
Turnover Rate of Female Employees	%	13.62
Turnover Rate of Male Employees	%	12.06
<b>Turnover Rate by Age<sup>1</sup></b>		
Turnover Rate of Employees Aged below 30	%	18.04
Turnover Rate of Employees Aged 31-40	%	12.59
Turnover Rate of Employees Aged 41-50	%	7.64
Turnover Rate of Employees Aged above 50	%	11.04

<sup>1</sup> The percentage of employee turnover is calculated as: the number of employees lost in this category ÷ the number of employees in this category at the end of the year x 100%

## APPENDIX I: SUSTAINABILITY DATA SUMMARY

Social Aspect	Unit	2022
<b>Turnover Rate by Region<sup>1</sup></b>		
Turnover Rate of Employees in Southern Region	%	13.00
<b>Occupational Health and Safety</b>		
Number of Work-related Fatalities in Each of the Last Three Years (Including Reporting Year)	person	0
Percentage of Work-related Fatalities in Each of the Last Three Years (Including Reporting Year)	%	0.00
Number of Working Days Lost Due to Work-related Injuries	working day	0
<b>Employee Training Data</b>		
<b>Percentage of Employees Trained by Gender<sup>2</sup></b>		
Male Employees	%	37.86
Female Employees	%	62.14
<b>Percentage of Employees Trained by Employee Category<sup>2</sup></b>		
Short-term Contract/Part-time Employees <sup>3</sup>	%	0.00
Full-time Junior Employees	%	90.15
Full-time Mid-level Employees	%	8.46
Full-time Senior Employees	%	1.39
<b>Average Training Hours of Employees by Gender<sup>4</sup></b>		
Female Employees	hour	55.51
Male Employees	hour	53.13
<b>Average Training Hours of Employees by Employee Category<sup>4</sup></b>		
Short-term Contract/Part-time Employees <sup>3</sup>	hour	0.00
Full-time Junior Employees	hour	55.83
Full-time Mid-level Employees	hour	62.22
Full-time Senior Employees	hour	69.79

<sup>2</sup> The percentage of employees trained is calculated as: employees trained in this category ÷ total number of employees trained x 100%

<sup>3</sup> Short-term contract/part-time employees do not participate in the training

<sup>4</sup> The average training hours of the employees in this category is calculated as: total training hours of the employees in this category ÷ the number of the employees in this category

## APPENDIX II: THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

KPI			Related Sections
<b>Mandatory disclosure requirement</b>			
<b>A. Environmental Aspect</b>			
<b>A1.</b>	<b>General Disclosure</b>	Information on the policies and 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.	6. Environmental Protection
<b>Emissions</b>			
	A1.1	The types of emissions and respective emissions data.	Appendix I: Sustainability Data Summary
	A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions and intensity.	Appendix I: Sustainability Data Summary
	A1.3	Total hazardous waste produced and intensity.	Appendix I: Sustainability Data Summary
	A1.4	Total non-hazardous waste produced and intensity.	Appendix I: Sustainability Data Summary
	A1.5	Description of emission target(s) set and steps taken to achieve them.	6. Environmental Protection 6.3. Pollutant Emissions Management
	A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them.	6. Environmental Protection 6.4. Waste Management
<b>A2.</b>	<b>General Disclosure</b>	Policies on the efficient use of resources, including energy, water and other raw materials.	6.5. Energy Efficient Campus; 6.2. Water Resources Management
<b>Use of Resources</b>			
	A2.1	Direct and/or indirect energy consumption by type in total and intensity.	Appendix I: Sustainability Data Summary
	A2.2	Water consumption in total and intensity.	Appendix I: Sustainability Data Summary
	A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	6. Environmental Protection; 6.5. Energy Efficient Campus
	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.	6. Environmental Protection; 6.2. Water Resources Management
	A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced.	Not applicable to the Group's business



## APPENDIX II: THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

KPI			Related Sections
<b>Mandatory disclosure requirement</b>			
A3. Environment and Natural Resources	General Disclosure	Policies on minimizing the issuer's significant impact on the environment and natural resources.	6. Environmental Protection
	A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	6. Environmental Protection
A4. Climate Change	General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	6.1. Climate Resilience Measures
	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.	6.1. Climate Resilience Measures
<b>B. Society</b>			
<b>Employment and Labor Practices</b>			
B1. Employment	General Disclosure	Information on the policies and 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.	5. Employee Management; 5.1. Recruitment Process
	B1.1	Total employees by gender, employment type (for example, full- or part-time), age group and geographical region.	Appendix I: Sustainability Data Summary
	B1.2	Employee turnover rate by gender, age group and geographical region.	Appendix I: Sustainability Data Summary
B2. Health and Safety	General Disclosure	Information on the policies and 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.	5.6. Campus Safety
	B2.1	Number and percentage of work-related fatalities in each of the last three years (including the reporting year).	5.6. Campus Safety
	B2.2	Number of working days lost due to work-related injuries.	5.6. Campus Safety
	B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	5.6. Campus Safety

## APPENDIX II: THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

KPI			Related Sections
<b>Mandatory disclosure requirement</b>			
<b>B3.</b> <b>Development and Training</b>	General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	5.4. Training System
	B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Appendix I: Sustainability Data Summary
	B3.2	The average training hours completed per employee by gender and employee category.	Appendix I: Sustainability Data Summary
<b>B4.</b> <b>Labor Standards</b>	General Disclosure	Information on the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labor.	5. Employee Management; 5.1. Recruitment Process
	B4.1	Description of measures to review employment practices to avoid child and forced labor.	5.1. Recruitment Process
	B4.2	Description of steps taken to eliminate non-compliance practices when discovered	5.1. Recruitment Process
<b>Operational Practice</b>			
<b>B5.</b> <b>Supply Chain Management</b>	General Disclosure	Policies on managing environmental and social risks of the supply chain.	4.4. Supply Chain Management
	B5.1	Number of suppliers by geographical region.	4.4. Supply Chain Management
	B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored.	4.4. Supply Chain Management
	B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	4.4. Supply Chain Management
	B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	4.4. Supply Chain Management

## APPENDIX II: THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

KPI			Related Sections
<b>Mandatory disclosure requirement</b>			
<b>B6.</b> <b>Product Responsibility</b>	General Disclosure	Information on the policies and 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.	4.3. Information Security; 5.6. Campus Safety
	B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Not applicable to the Group's business
	B6.2	Number of products and service related complaints received and how they are dealt with.	3.3. Handling of Comments
	B6.3	Description of practices relating to observing and protecting intellectual property rights.	4.2. Patent Management
	B6.4	Description of quality assurance process and recall procedures.	Not applicable to the Group's business
	B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	4.3. Information Security
<b>B7.</b> <b>Anti-corruption</b>	General Disclosure	Information on the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	4.1. Anti-fraud
	B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	4.1. Anti-fraud
	B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	4.1. Anti-fraud
	B7.3	Description of anti-corruption training provided to directors and employees.	4.1. Anti-fraud
<b>B8.</b> <b>Community Investment</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.	7. Community Investment
	B8.1	Focus areas of contribution (e.g. education, environmental concerns, labor needs, health, culture, sport).	7. Community Investment
	B8.2	Resources contributed (e.g. money or time) to the focus area.	7. Community Investment