



百仕達控股有限公司*

SINOLINK WORLDWIDE HOLDINGS LIMITED

(Incorporated in Bermuda with limited liability)

Stock Code : 1168

2023

**ENVIRONMENTAL,
SOCIAL AND
GOVERNANCE
REPORT**

* For identification purpose only

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1. About the Report

This is the eighth Environmental, Social and Governance (“ESG”) Report (the “Report”) of Sinolink Worldwide Holdings Limited (“Sinolink” or the “Company”) and its subsidiaries (collectively the “Group” or “We”). The Report summarizes the management of significant matters affecting operations and performance of the Group and the performance at the ESG level during the year, and concludes our ESG development process and vision.

1.1. REPORTING STANDARDS

This Report has been prepared in compliance with the Environmental, Social and Governance Reporting Guide (the “Guide”) set out in Appendix C2 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited issued by The Stock Exchange of Hong Kong Limited (the “Stock Exchange”). The Report has complied with the mandatory disclosure requirement, “comply or explain” provisions in the Guide and is prepared based on four reporting principles, namely: materiality, quantitative, balance and consistency. Readers can refer to Appendix II herein: Index of the Environmental, Social and Governance Reporting Guide of the Stock Exchange for ease of reference.

Materiality: In compliance with the requirements of materiality principle defined by the Stock Exchange, the Report has identified and disclosed process of important environmental, social and governance factors and standards to select these factors, the process of identifying important issues and the matrix of substantive issues are disclosed in this Report, as well as descriptions of key stakeholders and the process and results of stakeholder engagement.

Quantitative: Statistical standards, methods, assumptions and/or calculation tools used herein for the reporting of emissions/energy consumption (where applicable) and source of conversion factors are all explained in the annotations of the Report.

Balance: The Report shall provide an unbiased picture of the Group’s performance during the reporting period and shall avoid selections, omissions or presentation formats that may inappropriately influence the readers’ decisions or judgment.

Consistency: The statistical methodologies applied to the data disclosed in the Report shall be consistent with that of previous year. Any changes will be clearly explained in the Report.

1.2. REPORTING SCOPE

The Report covers our ESG progress and performance from 1 January to 31 December 2023 (the “Year” or the “Reporting Period”). Unless otherwise specified, the content covering the core business of the Group is consistent with the scope of the annual report among which the environmental scope covers the office areas of Sinolink Properties Limited and Sinolink Property Management Co., Ltd, The Vi City and O Hotel. For detailed disclosures of the Group’s corporate governance, please refer to the section headed “Corporate Governance Report” of the 2023 Annual Report and the official website of Sinolink (www.sinolinkhk.com).

1.3. REPORTING LANGUAGE

The Report is published in traditional Chinese and English. In case of any discrepancies, the traditional Chinese version shall prevail.

1.4. REPORTING APPROVAL

The Report was approved by the Board of Directors (the “Board”) on 27 March 2024 after confirmation by the management.

1.5. CONTACT

Your feedback towards this Report is highly valued by the Group. If you have any questions, please feel free to contact us via email (email address: ir@sinolinkhk.com).

2. Group Profile

Sinolink Worldwide Holdings Limited (stock code: HK:1168, “Sinolink”) was established in 1992 and listed on the Stock Exchange in 1998. The Group is a property developer in the PRC with extensive experience, and develops high-end real estate projects. The Group has developed various major premium property projects successfully in Shenzhen and Shanghai. The Company is headquartered in Hong Kong and its China’s operating headquarter is located in Shenzhen. Sinolink Group has excellent quality and advanced home furnishing equipment, which not only won the respect of the industry and consumers, but also established a reputable brand.

Since its establishment in 1993, Sinolink Properties Limited (“Sinolink Properties”) upholds the corporate values of “Building with sincerity, serving with perseverance” and are committed to improving the living environment of people and improving their quality of life. We contribute to improving the environment for society and create a miracle of our development. While the Group’s principal activities are increasingly focused on financial technology investment and management, it is also engaged in property development, property management, property investment, financing services and asset financing.

3. Sustainable Development Concept

We are aware of our responsibilities in relation to ESG governance and understand that we have a responsibility to ensure that our business minimizes its environmental and social impacts. We emphasize the integration of ESG concepts with our core business, and we are actively strengthening our sustainable governance structure, taking into account the Group's actual development situation with the core business philosophy of balancing economic, social and environmental interests. We are committed to incorporating social progress and environmental protection considerations into our daily business operations.

3.1 BOARD STATEMENT

We integrate environmental protection and social responsibility into the formulation of our operating strategies and continue to promote sustainable development. The Board of Directors of the Group (the "Board") attaches great importance to ESG management and takes full responsibility for ESG work and oversees the direction and strategy of ESG development. The Group has established a top-down ESG governance structure, led and participated by the Board, which oversees the ESG stewardship process and regularly discusses and reviews the Group's ESG development risks and opportunities, and we conduct progress reviews against ESG-related targets. The ESG team is responsible for coordinating and overseeing ESG implementation. Meanwhile, in order to facilitate the progress of ESG governance, the Group has clarified the scope of responsibilities and procedures at each level of ESG management, which will comprehensively ensure the orderly advancement and efficient implementation of related work. The Board oversees the ESG management and regularly discusses and reviews the Group's ESG development risks and opportunities, in which it understands internal and external suggestions, requirements and concerns through a regular communication mechanism among stakeholders, assesses and prioritizes ESG materiality, and gives due consideration to the above factors when formulating and adjusting the Group's management policies.

3. Sustainable Development Concept

3.2 ESG GOVERNANCE STRUCTURE

We integrate sustainability management into our business operations and decision-making processes for safeguarding the best interest of our stakeholder. As the highest governance body of the Group, the Board is responsible for ensuring effective governance and oversight of sustainability strategy to drive the long-term value to our stakeholders. Responsibilities for managing, executing, and reviewing sustainability-related agenda are delegated to respective ESG team and functional department.

Decision-making Level: the Board

- Taking full responsibilities for ESG strategies and reporting
- Determining ESG management guidelines, strategies, plans, goals and annual work, including assessing, prioritizing and managing significant ESG issues, risks and opportunities
- Reviewing and monitoring ESG performance and the progress in achieving goals regularly
- Approving the content of ESG report annually

Organization Level: ESG Team

- Reporting regularly to the board of directors on ESG related issues and progress
- Responsible for reviewing and monitoring ESG policies and practices of the Group to ensure that the Group complies with relevant legal and regulatory requirements
- Coordinating and promoting the implementation of ESG policies by all departments, and monitoring the ESG related work of functional departments

Executive Level: Functional Departments

- Implement various ESG related policies and systems
- Collect and report ESG internal policies, systems and ESG related performance indicators

3. Sustainable Development Concept

3.3 STAKEHOLDER ENGAGEMENT

The Group understands that business success depends on the support of main stakeholders. The Group has identified main stakeholders which are critical to our business and has established various communication channels. Through communication with various stakeholders, the Group has reviewed and confirmed the results of the identification of materiality issues. The identified materiality issues will be disclosed in the report. In addition, we will also review and improve our sustainability plan based on these materiality issues.

Main stakeholders	Main communication channels	Frequency of communication
Shareholders/investors	<ul style="list-style-type: none"> Interim reports and annual reports Results announcements Senior management meetings Corporate communications (e.g. letters to Shareholders/circulars and notice of meetings) Management meetings ESG meetings 	<ul style="list-style-type: none"> Regular Regular Regular Regular Regular Regular
Regulatory agencies	<ul style="list-style-type: none"> Meetings Written responses to public consultation Compliance reports 	<ul style="list-style-type: none"> Regular Regular Regular
Customers	<ul style="list-style-type: none"> Customer satisfaction survey and feedback forms Customer service centre Customer relationship manager visit Daily operation/communication Online service platform Phone 	<ul style="list-style-type: none"> Irregular Irregular Irregular Regular Regular Regular
Employees	<ul style="list-style-type: none"> Employee opinion survey Work performance appraisal Staff intranet Business briefings Volunteer activity Seminars/workshops/lectures Employee communication meetings 	<ul style="list-style-type: none"> Irregular Irregular Irregular Regular Regular Regular Regular

3. Sustainable Development Concept

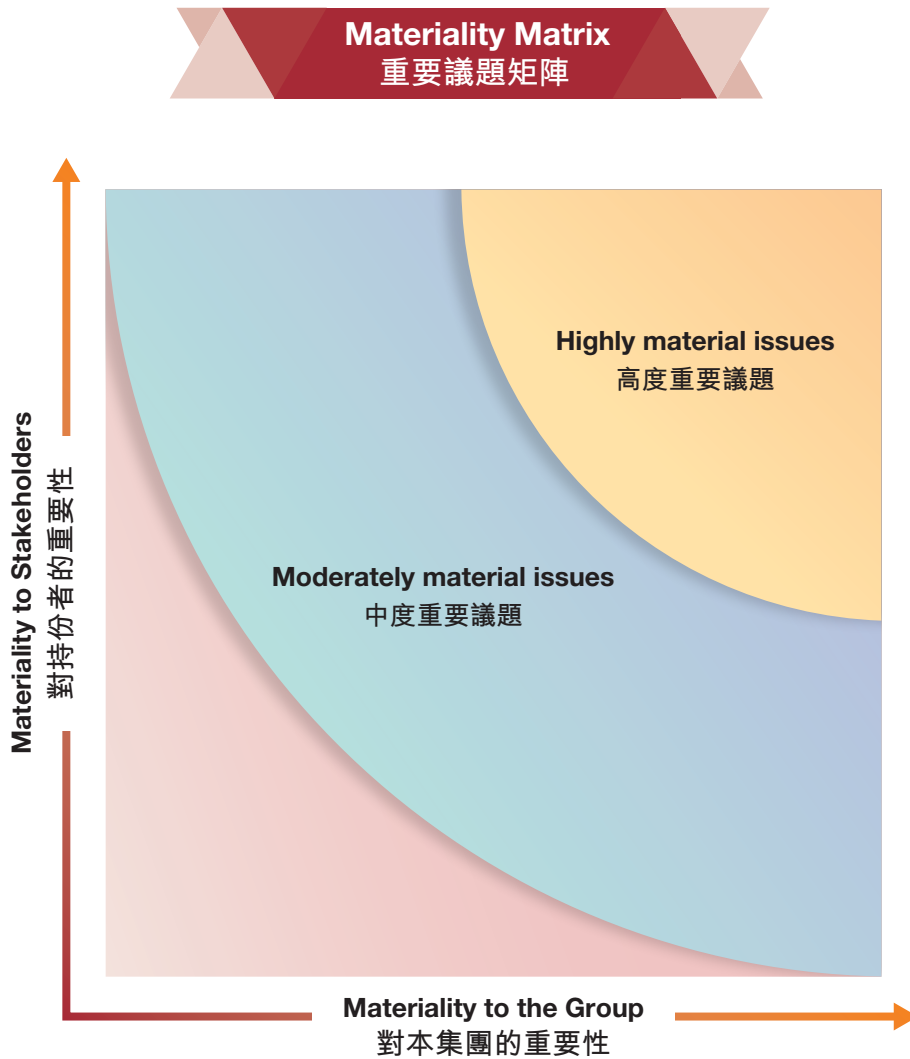
Main stakeholders	Main communication channels	Frequency of communication
Business partners	<ul style="list-style-type: none"> • Reports • Meetings • Visits 	<ul style="list-style-type: none"> • Regular • Regular • Regular
Peers	<ul style="list-style-type: none"> • Visits/meetings 	<ul style="list-style-type: none"> • Regular
Suppliers	<ul style="list-style-type: none"> • Supplier management procedures • Meetings • Supplier/contractor evaluation system • On-site inspection 	<ul style="list-style-type: none"> • Regular • Regular • Regular • Regular
Communities/ nongovernmental organizations	<ul style="list-style-type: none"> • Volunteer activity • Community activity • Seminars/lectures/workshops 	<ul style="list-style-type: none"> • Regular • Regular • Regular

3. Sustainable Development Concept

3.4 MATERIALITY ISSUES

We communicated with stakeholders to understand their expectation and vision for the ESG. We referred to the disclosure responsibility included in the Guide and Sustainability Accounting Standards Board (SASB) materiality issue database, as well as actions taken by peers, and concluded 28 ESG issues applicable to the Group's business, including 18 highly material issues, and 10 moderately material issues. We have made different levels of focus disclosures in the Report based on the materiality of these issues and have taken them into consideration when formulating ESG strategies and policies.

The Board has reviewed and confirmed the following results of material ESG issues.



4. Operation Practices

ESG highly material issues	ESG moderately material issues
Employees' health and safety	Greenhouse gas emission
Employees' training and development	Waste management
Diversification and cohesion	Climate change
Employment management and labour standards	Energy efficiency
Employees' interests and benefits	Water resource management
Responsible procurement	Protection of intellectual property rights
Customer service and satisfaction attitude	Emission management
Information and customer privacy security	Green buildings
Environmental-friendly materials	Wastewater discharge and treatment
Product quality and safety	Business ethics
Employees' environmental awareness	
Customers' health and safety	
Responsible marketing	
Product design and life cycle management	
Risk management and control	
Economic performance	
Anti-corruption and whistle-blowing mechanism	
Community investment and participation	

4. Operation Practices

4.1 ESTABLISHMENT OF INTEGRITY ENVIRONMENT

The Group operates with a high standard of integrity and ethics. The Group strictly complies with the United Nations (Anti-Terrorism Measures) Ordinance (《聯合國(反恐怖主義措施)條例》) cited by the Government of the Hong Kong Special Administrative Region (“HKSAR”), the Company Law of the People’s Republic of China (《中華人民共和國公司法》), the Anti-Money Laundering Law of the People’s Republic of China (《中華人民共和國反洗錢法》), the Guidelines for the Assessment of Money Laundering and Terrorism Financing Risks and Categorized Management of Clients of Financial Institutions (《金融機構洗錢和恐怖融資風險評估及客戶分類管理指引》), and the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (《打擊洗錢及恐怖分子資金籌集條例》) and Prevention of Bribery Ordinance (《防止賄賂條例》) of the of the HKSAR and other laws and regulations.

We have always been committed to establishing a high level of accountability standards with honesty and integrity, and advocating a clean, incorruptible and courageous corporate culture. We have established a “Reporting Policy and Procedure” (《舉報政策及程序》) to raise employee awareness, build an internal culture of integrity and provide an effective reporting mechanism. We encourage our employees and business partners to report any possible misconduct to the Company to ensure a robust governance level and corporate image. This policy encourages employees to raise issues responsibly within the Company and provides an opportunity for the Company to address issues in a timely manner, thereby safeguarding the overall interest and corporate reputation. Employees who suspect misconduct could report it by notifying their department head, who shall report it to the CEO. If the report involves a department head or for other reasons, the employee could report directly to the CEO. If for any particular reason, an employee could choose to report directly to the Chairman of the audit committee. The CEO could appoint appropriate persons or establish a team to investigate such matters. It is the Group’s policy to treat all disclosed information confidentially and discreetly and not to reveal the identity of individual employees who have made allegations without their consent. The Group shall take all reasonable steps to ensure that the employee is not exposed to harm. Harassment or disciplinary action against an honest whistleblower will be regarded as serious misconduct which could result in dismissal once proven. The Group conducted anti-corruption training during the Year. During the Year, none of the employees were involved in any lawsuits or accusation regarding any cases of corruption, bribery, extortion, fraud, or money laundering.

4. Operation Practices

4.2 IMPLEMENTATION OF INFORMATION SECURITY

The Group has complied with the relevant laws and regulations regarding the protection of customer data and privacy, including but not limited to the Regulations of the People's Republic of China for Safety Protection of Computer Information Systems (《中華人民共和國計算機信息系統安全保護條例》), and Cybersecurity Law of the People's Republic of China (《中華人民共和國網絡安全法》) to effectively protect the customer privacy and information security.

The Group has established the "Information Management System" (《信息管理制度》), which covers the information use, transmission, and preservation and emphasizes aspects such as information confidentiality classification, authority management, and transmission security. We require our employees to work with the Company's resources in accordance with our policies and work requirements, and to ensure that information transmitted complies with the principles of security, truthfulness, accuracy and validity. Meanwhile, when it comes to changes or updates in information, the relevant managers should notify the relevant departments in a timely manner. Information processing and disclosure should follow standardized management, and employees must process information as necessary to meet the Company's standardized requirements. The Company's information handling shall follow the principles of security, truthfulness, validities and efficiency, and in compliance with the requirements for public information disclosure of the Company, and ensures that company information is appropriately managed, protected and used to safeguard the reputation and interests of the Company.

In order to protect the privacy of customers, we have set up the "Guest Privacy Management Measures" (《賓客隱私管理辦法》) to ensure that our guest private information is properly protected, of which includes not disclosing room information or the full name of the guest during check-in at the front desk to ensure that the guest's privacy is not violated. Meanwhile, phone transfers must strictly verify the identity and obtain authorization from the resident guest, and ensure that the results of other guests' inquiries are subject to the privacy service restrictions set by the guest. These measures are designed to ensure that guests' personal information is protected and emphasize the respect and confidentiality of guests' privacy in the service process.

The Group's "Network Security Management Measures" (《網絡安全管理辦法》) play an important role in ensuring the safe and reliable operation of the hotel's computer network and providing better working services to staff. We strictly control access to computers in order to comply with regulations on avoiding system data errors and network interruptions. The Group requires the installation of software to be approved by a designated department and stipulates the requirements for login passwords and the frequency of regular antivirus cleaning. All equipment accessing the internal network is subject to inspection and approval by the computer department, and no changes to the network structure or configuration could be made without approval. Employees are required to comply with national network laws and regulations, publish truthful information on the Intranet, and refrain from spreading malicious programs. Employees access to the network room requires advance application for registration and approval before entering to ensure the security of the network facilities. We have established this requirement to ensure the safe operation of the hotel computer network, to protect the integrity of the system data, and to prevent network disruptions and information leakage, to safeguard the security of the Company's information and the efficiency of its employees. Meanwhile, it also demonstrates the Group's awareness of the importance of information security, and the Group actively fulfills its social responsibility to maintain the privacy of customers and the security of corporate information.

In terms of financial business, we attach importance to the protection of customer information and have formulated a "Privacy Policy" (《隱私政策》) in accordance with laws and regulations and the regulatory system. We collect information only with the authorized consent of our individual or business customers for purposes such as safety and security, business improvement, and meeting customer needs. The principles of information use include equality and voluntariness, honesty and trustworthiness, and legal compliance in carrying out business activities. The "Privacy Policy" sets out the uses of information, the sharing and disclosure of information, and the security protection of information.

4. Operation Practices

4.3 INTELLECTUAL PROPERTY RIGHTS MANAGEMENT

The Group always values intellectual property protection and strictly abides by the Advertising Law of the People's Republic of China (《中華人民共和國廣告法》), Patent Law of the People's Republic of China (《中華人民共和國專利法》), Rules for the Implementation of the Patent Law of the People's Republic of China (《中華人民共和國專利法實施細則》), Trademark Law of the People's Republic of China (《中華人民共和國商標法》), Intellectual Property Law of the People's Republic of China (《中華人民共和國知識產權法》) and other relevant laws and regulations, and strictly carries out the protection of intellectual property to avoid any infringement.

In order to ensure the compliance and accuracy of promotional products and advertising content, we have adopted a strict approval procedure. All promotional products must be approved by the general manager before they can be released, in order to ensure that the contents are not false or misleading. In addition, we have formulated documents such as the "Administrative Measures for Hotel Channel Media Resources" (《酒店渠道媒體資源管理辦法》), "Management System and Standards in Posting Hotel Promotional Printed Matters" (《酒店宣傳類印刷品張貼管理制度及標準》) and "Flowcharts for Approval of Hotel Promotion Products" (《酒店宣傳製品審批流程圖》), which stipulate the production, approval and release procedures of promotional products. During the year, the Group did not participate in any activities relating to the sale of properties or related advertising. In terms of financial business, the Group requires the audit department to review relevant information and ensures the authenticity and accuracy of the information on the sale of financial products.

The Group did not sell properties this Year, and we had no related advertising activities.

4.4 QUALITY IMPROVEMENT STRATEGIES

In order to ensure quality assurance, we resolutely comply with the Law of the People's Republic of China on the Protection of Consumer Rights and Interests (《中華人民共和國消費者權益保護法》), and strictly monitor the quality of our products and services. We have set up the "Engineering Department Equipment Management System" (《工程部設備管理制度》) measures to ensure the safe operation of the equipment and guarantee the quality of hotel service. This system requires that equipment be categorized and managed under the direction of the General Manager and in accordance with fixed asset management regulations. All departments are responsible for developing a maintenance plan for the equipment and strictly implementing the requirements for management, use, maintenance, repair and other duties to ensure that the responsibilities are in place. In order to improve the professional skills and management level of operation and maintenance personnel, we have carried out multi-level and multi-channel training work for our staff and require all personnel to be licensed. In the management of elevators and fire-fighting equipment, we have formulated detailed management measures, including regular inspections, daily patrols, and reporting of hidden dangers, to ensure the safety and reliability of the equipment. These strict management systems and maintenance measures help to ensure the safe operation of the equipment, improve the quality of service, and provide a strong guarantee for the sustainable development and smooth operation of the Group.

Our team has implemented a strict "Engineering Department Safety Management System" (《工程部安全管理制

4. Operation Practices

We implement national labor protection policies and regulations, actively promote work safety and labor protection, and improve safety management organizations. The Group is responsible for formulating work safety plans and conducting regular inspections of the implementation of the plans. In addition, the Group assists in formulating of responsibility systems for safety production positions at all levels and equipment safety operating procedures, and monitors their implementation. We conduct regular safety inspections of our workplaces to resolve problems as they arise, paying special attention to hazardous locations such as flammable and explosive dangerous places. For material equipment accidents or work-related injuries, we require our employees to report and assist in the investigation and handling of these accidents in a timely manner, and suggest preventive measures. The team also has to guarantee seasonal safety production, including measures such as flood and typhoon prevention, and safe use of electricity.

However, the aspect of equipment safety management is also very important. The watchman of each shift is responsible for the operational checking of the equipment and the regular recording of the operating conditions, such as temperature and current. Maintenance personnel are responsible for the maintenance and inspection of the equipment to ensure that the equipment operates normally after repair. These strict management norms and implementation measures ensure the safe operation of the equipment and the stability of service quality.

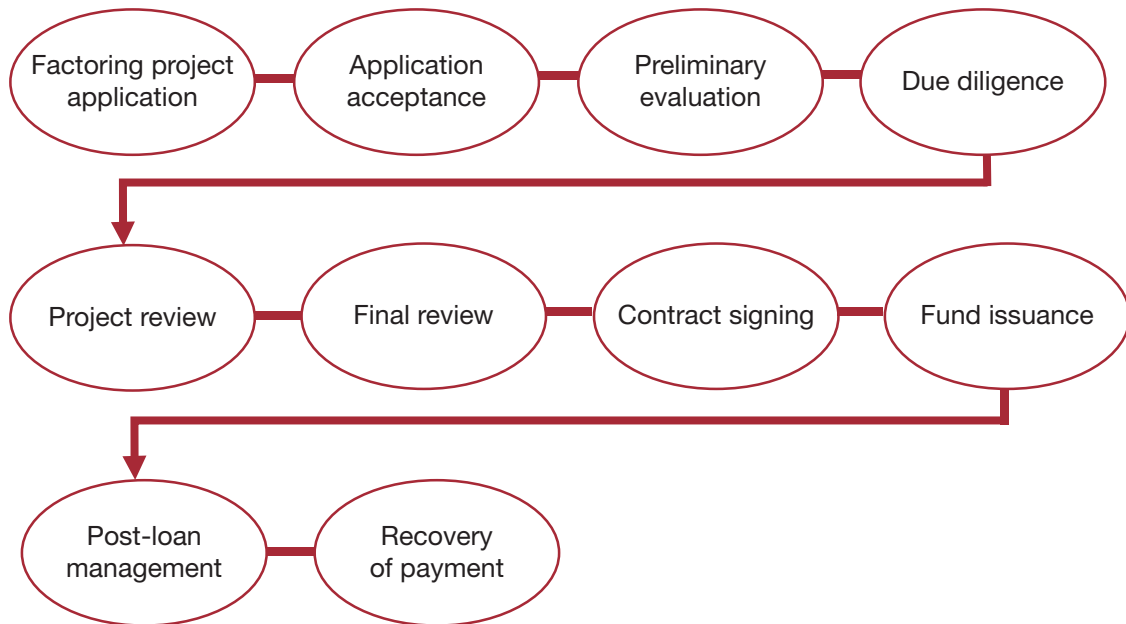
We have formulated the “Administrative Measures for Check and Acceptance and Handover” (《驗收與移交管理辦法》) to ensure that the quality of procurement and engineering meets the quality requirements. This measure is applicable to take-over and acceptance, engineering project, service, and the progress of material procurement acceptance and handover.

When taking over property projects, the property company conducts re-inspections on behalf of the owner focusing primarily on the structural safety and functionality of the property. Once confirming the acceptance date, the developer, the property company, and the construction unit will form a joint team to inspect the project and complete the “Acceptance Form” (《驗收表》), which shall include the signatures of the three parties, in triplicate, and each party shall hold one copy. For the project acceptance, the relevant department shall be involved in project acceptance according to the contract terms, and the acceptance mainly covers appearance, realization of functions, convenience of maintenance and use risk. Under the guidance of the engineering construction management department, other relevant departments shall also be involved in acceptance.

Each type of acceptance has detailed processes and requirements to ensure that the quality of the project or material meets the standard, and also provides methods to handle non-conforming material, such as return, rectification, etc. During the acceptance process, all records must be filled in truthfully, and the acceptance personnel need to categorize the problems found and deal with them appropriately.

4. Operation Practices

In terms of financial business, we strictly comply with the “Guarantee Law” (《擔保法》) and follow the following procedures:



During this Year, the Group did not recall any products due to safety or health problems.

4. Operation Practices

4.5 CUSTOMERS' HEALTH AND SAFETY

Ensuring the safety of customers in our properties is our primary concern. We set up the "Safety Management System" (《安全管理制度》), in which the surveillance video management system stipulates that surveillance personnels shall assure the safety, public security and labor discipline within monitored area, timely record situations during duty, and report any abnormal condition on a timely basis. Meanwhile, surveillance personnels shall maintain a clean and dry monitoring room and put stuffs in order. Any non-monitoring personnel is prohibited from entering the monitoring room. In addition, except for surveillance personnels required, surveillance videos or relevant information may not be provided to other persons and only be available upon consent from Service Department and completion of "Application Form for Access to Surveillance Video Data" (《監控錄像資料調閱申請表》).

In terms of key custody and drawing system, the keys of each passage, office, guest area and warehouse of a hotel shall have backups in Service Department. The duty room of Service Department shall set a special key cabinet and mark usage of each key. Key of the key cabinet is kept by the manager on duty and confirmed when conducting work handover. When there is urgent need for opening the warehouse at night, the manager should be present, and the department manager and staff receiver should jointly open the warehouse, take stuff and sign their name. These requirements are beneficial for hotel safety and health assurance, and they standardize the process of surveillance video management and key usage, thus assuring smooth and safe implementation of customer services. Besides, to protect the safety of our employees and guest, we conduct aerial work management, the shift leader of aerial work should complete "Approval Form for Aerial Work" (《高空作業審批表》), content of which include items such as aerial work content, safety measures and responsible person at the scene, and submit the form to the construction director/manager for approval. According to the safety requirements of aerial work, employees should abide by safety operation regulation. For example, helmets and safety belts in good condition should be equipped, ladders should be used with others' assistance, passing special tools while working vertically is prohibited, and a warning zone should be set below the location of aerial work. We make sure that employees conduct aerial work under effective management and protection, so as to prevent potential safety risks.

4.6 CUSTOMER COMPLAINT HANDLING

We attach great importance to service experience and satisfaction of our customers. The "Administrative Measures on Handling Customer Complaints" (《客戶投訴處理管理規定》) ensures that all complaints are dealt with in a timely and effective manner. In response to customer complaints, we have formulated a complaints handling procedure to ensure that customer feedback is dealt with in a timely and consistent manner. We will record and forward all complaints received to the relevant Operations Manager to ensure that we provide the highest level of service. If the complaint is about the products or service of the retailers under our projects, or relates to the quality issues of our facilities, we will initiate a comprehensive investigation and actively communicate with the retailers and the customer, to reach a mutually agreed solution. The Group timely conducts follow-up of customer problem solving satisfaction to effectively guarantee the high efficiency and quality of our services. Our goal is to ensure that our customers have a better experience when choosing to work with us.

During the Year, we received no major complaints from customers.

4. Operation Practices

4.7 SUPPLIER MANAGEMENT

The Group has formulated the “Supplier Management Measures” (《供應商管理辦法》), which clearly covers all suppliers in its scope of application. Our policies are designed to ensure efficient and accurate procurement and to establish long-term solid and mutually beneficial cooperative relationships. We are committed to providing fast and quality services to meet all needs.

We maintain close communication with different suppliers and set up a “Supplier Cooperation Evaluation Form” (《供應商合作評估表》) to collect basic information about suppliers and conduct a comprehensive evaluation based on business needs, including qualifications, product quality, price, delivery time and after-sales service. Departments make a comprehensive assessment, with the purchasing department considering the base case and price, the user department assessing the quality and performance of the product, and the finance department scrutinizing the price and payment terms. To assure quality of suppliers’ products and services, promote equitable competition and reduce purchasing cost, we conduct regular cooperation assessments on suppliers through “Suppliers’ Basic Information Investigation Form” (《供方基本情況調查表》) and “Projects Subcontract Service Evaluation Form” (《項目分包服務評價表》) and other forms. For suppliers who are assessed as unqualified, we will terminate cooperation upon approval by finance personnel in charge, to ensure that supply chain keep effective.

We set up the “Purchasing Management Policy” (《採購管理政策》), “Purchasing Management Measures” (《採購管理辦法》), and “Suppliers Management Measures” (《供方管理辦法》). Purchasing management department is responsible for collecting and sorting information of new suppliers, and each department shall assist in providing relevant information. Supplier development process include putting forward application for supplier investigation, information collection, on-site inspection, relevant partner inspection, supplier negotiation and commodity investigation, and the evaluation group will conduct information evaluation. Relevant personnels from purchasing management department, finance department and demand department will jointly involve in the phase of negotiation with suppliers.

We pay highly attention to the suppliers’ environmental, social and governance performance and primarily choose suppliers with environmental and social sense of responsibility. In terms of society, we require suppliers to sign the “Integrity Agreement” (《誠信約定書》), to ensure that integrity and transparency principles can be followed during commercial cooperation. We standardize behaviors in respect of gift receiving, entertainment and conflict of interest avoidance, to keep equitable and independent commercial interaction. We are entitled to terminate cooperation and require partners to undertake corresponding losses when any default behavior is discovered. We choose environmental and social standards related to services provided by partners on a prudent basis.

During the Year, the Group has 133 suppliers which are mainly from Guangdong Province. These suppliers provide products and services such as safety management supplies, engineering/maintenance services, landscaping/cleaning supplies, marketing promotion, business services, electricity services, food and ingredients, alcohol, consumables (paper towels, washing products), office supplies, printing supplies, intelligent products and services.

5. People First

The Group recognizes its employees as its most valuable resource and asset, therefore we are committed to building a comfortable and empowering workforce and workplace. We comply with the Labour Law of the People's Republic of China (《中華人民共和國勞動法》), Labour Contract Law of the People's Republic of China (《中華人民共和國勞動合同法》), and the Employment Ordinance (《僱傭條例》) promulgated by the HKSAR and other relevant laws and regulations. We strictly abide by labor standards and prohibit child labor and forced or mandatory labor. We are not aware of any operations with significant risk of forced or child labor during the Year. "Employee Handbook" (《員工手冊》) clearly specifies that no child labor or forced labor is employed in the recruitment process. We are committed to providing a working environment with safety, health, equitable opportunities and non-discrimination for all employees.

5.1 EMPLOYEE REQUIREMENTS

The Group is strived to create and maintain an inclusive and cooperative workplace culture. We are strived to provide equal opportunities in all aspects of employment, and to ensure that no person will suffer discrimination in respect of nation, religion, complexion, gender, physical or mental disability, age, birthplace, marital status and sex orientation, and physical or verbal harass in workplace. We will not tolerate any form of sexual harassment or bully in workplace.

To make sure that all employees are treated with equity and equal protection, we insist on equal and open employment policies, and formulate the "Recruitment and Employment Management Measures" (《招聘與錄用管理辦法》) to standardize and manage recruitment process that includes position selection, interview, and approval of department manager and administrative personnel department, to assure comprehensiveness and equity during recruitment. Candidates are required to accept investigation and submit necessary information, and make commitments and accept trainings before formally entering into labor contract. These measures focus on equity, transparency and legality during recruitment. They aim to forbidden any privilege recruitment in respect of internal relationship and make sure that candidates involve no conflict of interest and legally terminate previous employment. The process includes various review stages, covering interview and assessment by department manager and administrative personnel department. Candidates are required to submit relevant document and sign commitment agreement after passing interview, then accept introduction training and enter into formal labor contract. The Administration Department carefully verifies personal data and ensures that the recruited employees are in compliance with laws and regulations by requesting applicant to provide identification documents, thus to prevent child labor as stipulated by laws and regulations and protect the rights and interests of both parties. Meanwhile, the Group is resolutely opposed to any form of forced labor. The working time of employees has been specified in the "Employee Handbook" (《員工手冊》). We will compensate employees if over time working is needed as a result of work. Upon discovery of any violation, we will deal with in it in accordance with the prescribed procedures.

The Company's policy specifies arrangements for resigned employees, and resigned employees are paid within a specific period of time, and advance notice is given for delays in special circumstances. We will arrange resignation interviews, while supplement, amend, or repeal some of the provisions of the labor contract by mutual consent of both parties, and entered into the "Labor Contract Amendment Agreement" (《勞動合同變更協議》). Resigned employees must hand over unfinished works during their terms, complete the "Work Handover List" (《工作交接清單》), the "Resignation Handover Form" (《離職交接單》), and sign the "Labor Relations Termination Agreement" (《勞動關係解除協議》), to terminate the employment agreements.

5. People First

In order to attract and retain talents, we provide competitive benefits. The remuneration package is based on total remuneration, which includes basic salary, year-end payments, etc. The Group is committed to providing competitive benefits to its employees, including bonuses, annual free medical check-ups, various types of paid holidays such as marriage leave, compassionate leave, maternity leave, etc. We make salary adjustments based on the Company's financial position and the performance of our employees, providing a fair and flexible mechanism for rewarding and increasing salaries, encouraging employees to work harder and stimulating their potential, and increasing employee satisfaction.

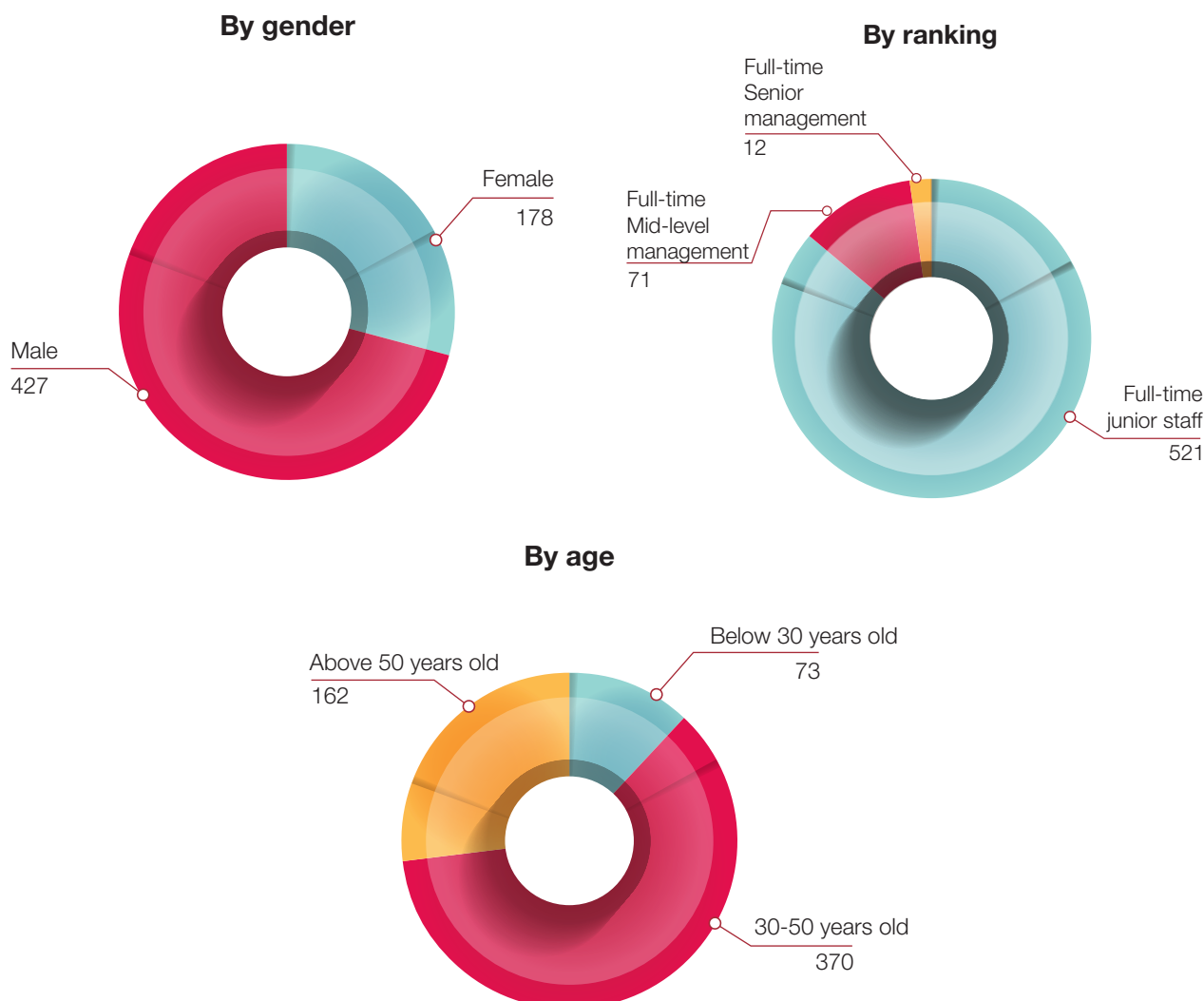
During the Year, we organized a Mid-Autumn Festival activity for the staff of The Vi City. It allowed the employees to spend a warm and unforgettable holiday together, while bringing them moments of pleasure and relaxation.

Mid-Autumn Festival activity for the staff of The Vi City



5. People First

During the Year, the Group has a total of 605 employees, all of whom are in southern China. Their distribution is as follows.



5.2 OCCUPATIONAL HEALTH AND SAFETY

We strictly comply with the Law of the People's Republic of China on Work Safety (《中華人民共和國安全生產法》), Fire Control Law of the People's Republic of China (《中華人民共和國消防法》), Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases (《中華人民共和國職業病防治法》), Special Equipment Safety Law of the People's Republic of China (《中華人民共和國特種設備安全法》), Regulation on Work-Related Injury Insurances (《工傷保險條例》) and HKSAR's Occupational Safety, Occupational Safety and Health Ordinance (《職業安全及健康條例》) and other relevant laws and regulations. We attach great importance to the health and safety of our employees.

We have fully implemented safety management by setting up the "Safety Management System" (《安全管理制度》) of Engineering Department, which details the scope and responsibilities of each department's safety management. Our leading team of safety production promoted work safety and labor protection, developed work safety plans, educated and trained new employees, conducted regular safety inspections, and other management responsibilities to enhance workplace safety standards and protect employees and property safety. The team is responsible for the development of hotel and departmental safety plans, and regularly checking their implementation and keeping management records. Meanwhile, we assist in the formulation and improvement of production safety responsibility system at all levels and operation safety standards for all kinds of machinery and equipment, and regularly supervising the implementation.

5. People First

The safety management system mainly standardizes the management of safety production. It includes electrical equipment safety management, elevator safety management, emergency rescue measures, and typhoon and flood prevention work, which involves safety measures when the workplace is wet, precautions when cleaning the switchboard box, and fire prevention measures when starting fire operations. In addition, it also includes requirements for safe work in hazardous locations such as liquefaction stations and oil depots. Among other things, the requirements for emergency measures against typhoons and floods cover measures such as inspecting and reinforcing equipment and facilities, and keeping enough staff on duty at the store.

We have established a standardized three-level safety education system for our employees, and quarterly carry out publicity and education work on safety production for our employees, as well as safety training for special work types, and strictly implement the system of licensed operation for special work types.

Held lectures on infectious diseases for employees during the Year



We believe that occupational health and safety is a key element of sustainable business development. This system in the production safety management of all specific measures and normative requirements to ensure the safety of employees and facilities, and effectively prevent accidents.

During the Year, the Group had no working days lost due to work-related injuries. There have been no work-related fatalities over a three-year period.

5. People First

5.3 DEVELOPMENT AND TRAINING

We actively develop the skills of our employees and support their career development. Our training program provides opportunities for talent to acquire new skills and strengthen their capabilities to enhance attraction and retain talent. We have actively implemented the “Employee Training Management Measures” (《員工培訓管理辦法》) to improve the business skills and level of our employees and standardize the training work. We detail the comprehensive training process including new employee orientation, which covers an intensive training program and a probationary evaluation. We have emphasized internship agreements, mandatory attendance, and new employee evaluations.

Except the new employee training, we standardize on-the-job training, focusing on ongoing training, internal growth and skill enhancement, which is overseen by the Human Resources Department. We encourage the establishment of an internal mentor system, cross-sectoral exchanges and internal and external training projects, such as the arrangement of external training according to the annual training program. The main training content includes visit other peer companies for skills exchange, themed training held by industry consultation organization and short-term paid external training. The Group attaches great importance to the results of training. In order to ensure the effectiveness of training, we have set up a post-training evaluation system, which including employee self-assessment, departmental follow-up and feedback. In addition, for external training, we require employees to sign a formal agreement and submit qualifying certificates and related documents for reimbursement. There are penalties for unauthorized participation in training.

During this Year, the percentage of employees who received training and the average training hours completed per employee by gender and employee category were as follows:

	Unit	2023
Average training hours completed per employee by gender		
Female	Hour	168.2
Male	Hour	178.6
Average training hours completed per employee by employee category		
Full-time junior	Hour	170.6
Full-time mid-level management	Hour	159.0
Full-time senior management	Hour	481.0

6. Green Operation

We understand the importance of environmental sustainability. We strive to enhance the disclosure of emission-reduction information, which including the setting of various environmental targets and the actions adopted to achieve them. We have formulated a set of environmental commitments and targets to guide the Company towards environmental sustainability. During the Reporting Period, the Group was not aware of any non-compliance with relevant laws and regulations, which including Environmental Protection Law of the People's Republic of China (《中華人民共和國環境保護法》), Law of the People's Republic of China on Prevention and Control of Environmental Pollution by Solid Wastes (《中華人民共和國固體廢物污染環境防治法》), Energy Conservation Law of the People's Republic of China (《中華人民共和國節約能源法》) and other relevant laws and regulations.

As part of our environmental commitment, we conduct regular performance reviews to assess progress towards such targets and develop action plans to ensure consistency with our vision. During the Year, we made good progress towards our environmental targets in all areas, and we implemented measures to continue to achieve our environmental targets. We have set emission, waste, energy and water consumption targets for our operations, which are set out below:

Environmental aspect	Targets
Energy Use Efficiency	With 2018 as the base year, the Group will maintain or reduce electricity consumption at a similar level of business operation.
Water Efficiency	With 2018 as the base year, the Group will maintain or reduce water consumption at a similar level of business operation.
Waste Reduction	With 2018 as the base year, the Group will maintain or reduce waste generation at a similar level of business operation.
Greenhouse Gas Emissions	With 2018 as the base year, the Group will maintain or reduce greenhouse gas emissions at a similar level of business operation.

6.1 WASTE MANAGEMENT

We actively reduce the Group's waste generation and eliminate related negative impacts with appropriate management standards. We have formulated relevant policies to limit the discharge of solid waste and sewage generated from our operations and to prevent further impacts on the environment such as pollution and harmful contamination. In line with our commitment to reduce waste generation, we maintain sustainable business operations and continuously improve our waste reduction measures to minimize negative impacts on the environment. We have established the "Rules for the Management of Waste and Old Materials" (《廢舊物品管理細則》) to standardize and improve the process of recycling, warehouse management, reuse and disposal of used goods. It is applicable for various obsolete, scrapped, second-hand, inventory and production residual items. The collection of waste and old materials is the responsibility of the department that generates them. Its storage needs to be managed by specialized personnel, fill in the registration form, categorize the storage and dispose of flammable, explosive or toxic materials in a timely manner. The Human Resources Department will compile the monthly registry, develop an inventory list of waste and old materials, and coordinate the reuse process. This rule ensures the regulation of the recovery, management, reuse and disposal of waste and old materials.

6. Green Operation

The Group has formulated the “Office Supplies Management System” (《辦公用品管理制度》) to standardize, control and manage the purchase, distribution and use of office supplies. All departments are responsible for the specific declaration and utilization management of supplies, and the Administrative Departments, Human Resources Departments and Finance Departments are responsible for coordinating requisitions, checking utilization and approving expenses, respectively. Our system lists the categorization of different types of office supplies, departmental allocation standards, requisitioning processes, approval requirements, and protocols for use and expense management, including recommendations for environmentally friendly offices. In terms of use, it emphasizes rational use, elimination of waste, measures to prevent wasteful use of office supplies, and making full use of all useful resources.

The Group’s non-hazardous waste disposal density is 4.5 tonnes. The amount of hazardous waste generated was 0.01 tonnes. We will continue to evaluate our waste management policies and endeavor to enhance the effectiveness of environmental protection.

6.2 ENERGY MANAGEMENT

In terms of resource management, the Group has formulated the “Engineering Department Energy Conservation Management System” (《工程部節能管理制度》) and “Notice on Environmental Protection and Energy Conservation in Offices” (《關於辦公室環保節能的通知》) with reference to the Energy Conservation Law of the People’s Republic of China (《中華人民共和國節約能源法》) and other relevant national laws and regulations as well as industry regulations. The main types of energy consumed by the Group are externally purchased electricity used in daily operations and fuel used by stationary and mobile sources. The Group strives to optimize the energy use in its operations and thus reduce the corresponding greenhouse gas emissions. We continue to implement various measures to improve the Group’s energy performance at all levels. We have introduced energy saving mechanisms, including the promotion of office environmental protection and energy saving measures in offices, such as the implementation of double-sided paper and secondary waste paper reuse, including the installation of high-efficiency LED lights in offices, and keeping lighting fixtures and lamps clean, to maximize its energy efficiency and further explore the potential for energy saving and consumption reduction, so as to achieve the Group’s management targets of energy saving and emission reduction, and efficient operation.

During the Year, the total power consumption of the Group during its operations was 2,182,499 kWh, while the electricity consumption intensity was 67.9 kWh per square meter.

The Group’s total energy consumption intensity has increased¹ compared to 2018. The Group will regularly review its energy efficiency targets and actively improve the implementation of its energy policy.

¹ The increase in electricity consumption was due to a significant increase in hotel occupancy compared to the previous year.

6. Green Operation

6.3 EMISSION MANAGEMENT

In support of the global commitment to address climate change, we are committed to improving energy efficiency and reducing greenhouse gas (GHG) emissions at our properties. Our GHG emissions are mainly derived from the fuel consumption of fixed equipment and the gasoline consumption of vehicles under our business (Scope 1) and externally purchased electricity (Scope 2). We regularly maintain the Group's fleet and perform necessary maintenance and repairs to reduce unnecessary wearing of vehicles and gasoline consumption.

We have conducted the GHG emissions audit for the Group, including the office areas of Sinolink Properties Limited, Sinolink Property Management Co., Ltd., The Vi City, and O Hotel, in accordance with the GHG Protocol by the World Resources Institute and World Business Council for Sustainable Development and the ISO14064-1 prepared by the International Organization for Standardization. Our GHG emissions during the Reporting Period are as follows:

	Unit	2023
Direct GHG emissions (Scope 1)	tonnes CO ₂ equivalent ("tCO ₂ e")	183.9
Indirect GHG emissions (Scope 2)	tCO ₂ e	1,244.7
Total GHG emissions (Scope 1 and 2)	tCO ₂ e	1,428.6
GHG emission intensity (per square meter) (Scope 1 and 2)	tCO ₂ e/m ²	0.04

During the Year, our greenhouse gas emissions were increased². We will continue to monitor the achievement of our carbon emission targets and continuously optimize the environmental measures we implement.

6.4 WATER RESOURCES MANAGEMENT

Our operations do not consume large amounts of water, but we adopt a responsible approach to water management, seeking to maximize efficiency and minimize wastewater. We make our staff aware of the need to conserve water and constantly seek to improve the water management of our existing facilities, such as regular checking of water meter readings and the hidden water leaks. Our "Engineering Department Energy Conservation Management System" (《工程部節能管理制度》) clearly specifies the rules for water use, such as anticipating common raw materials in advance and adopting the methods of natural defrosting and defrosting by soaking in cool water, and adopting the method of defrosting by soaking in water for the raw materials used in a temporary emergency. The water of the Group comes from municipal water supply, and there is no water intake problem.

During the Year, the total water consumption of the Group was 11,385 tonnes, while the water consumption intensity was 0.4 tonnes per square meter. The Group will continuously review the progress toward achieving its water resources targets and continue to improve the implementation of environmental policies and measures.

² Our business has recovered from the epidemic, which leading to an increase in emissions.

6. Green Operation

6.5 MITIGATING CLIMATE CHANGE

In light of the risks caused by climate change, we are committed to minimizing any climate risks that may affect business continuity and sustainability. We have further strengthened our preparedness for future climate change and disclosure requirements, and the Group will continue to strengthen its preparedness for climate change to improve energy efficiency and reduce emissions at each of the properties under its management.

Climate Change Risk Extreme weather risk (Physical risk)

Risk Example	Flooding, typhoons, unusual rainfall patterns, extreme heat
Potential Impact	<ul style="list-style-type: none"> – Extreme weather may cause casualties – Office locations may need to close temporarily – Damage to equipment, buildings, and property – Inclement weather could cause transactions involving network services to become unreliable
Measures and Responses	<ul style="list-style-type: none"> – Identify and assess the dangers resulting from climate change, and strictly comply with any extreme weather guidelines issued by the government that may be applicable. Develop measures to ensure employee safety – Back up important documents – Identify climate risks and opportunities, recognize climate change as an important issue and integrate it into key ESG responses issues

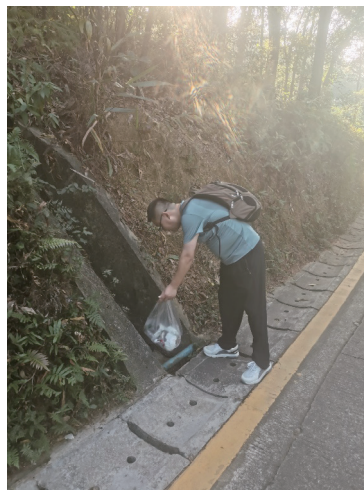
Climate Change Risk Transition risk

Risk Example	The development of international policies and regulations in climate change, the central government's introduction of emission reduction regulatory measures, stakeholders attaching importance to climate change issues
Potential Impact	<ul style="list-style-type: none"> – Damage to reputation – Customer credit risk increases – Fined by regulatory authorities
Measures and Responses	<ul style="list-style-type: none"> – Track the latest laws and regulations related to climate change and integrate them into management strategies – Strictly complies with the environmental laws, regulations and industrial standards in the regions of operation

7. Community Development

As a responsible corporate citizen, we promote social contributions to the local communities where we operate. The Group actively practices public welfare activities and continues to transmit positive energy to the society through practical actions. We have strengthened our volunteerism, for example, we organized the “Environmental Day Out” (《環保一日行》), which aims to raise environmental awareness and make contributions to the community.

Organized Environmental Day Out for staff



Appendix I: Sustainability Data Statement

The summary of the Group's environmental sustainability data for the Year is as follows:

	Unit	2023
Emissions		
Nitrogen oxides (NO _x)	kg	6.3
Sulphur oxides (SO _x)	kg	0.2
Particulate matters (PM)	kg	0.5
GHG Emissions		
Direct GHG emissions (Scope 1)	tCO ₂ e	183.9
Indirect GHG emissions (Scope 2)	tCO ₂ e	1,244.7
Total GHG emission (Scope 1 and 2)	tCO ₂ e	1,428.6
GHG emission intensity (Scope 1 and 2)	tCO ₂ e/m ²	0.04
Energy consumption		
Externally purchased electricity consumption ³	kWh	2,182,499
Externally purchased electricity consumption intensity (per square meter)	kWh/m ²	67.9
Fuel (petrol) consumption of motor vehicle	Litre	11,471.2
Natural gas consumption of fixed equipment	m ³	58,486
Water consumption		
Total water consumption ⁴	tonnes	11,385
Water consumption intensity (per square meter)	tonnes/m ²	0.4
Paper consumption		
Paper consumption	kg	2,850.9
Average consumption of paper	kg/person	5.4
Waste production		
Production of non-hazardous waste	tonnes	4.5
Non-hazardous waste production intensity	tonnes/person	0.01
Recycling of non-hazardous waste	tonnes	0.4
Production of hazardous waste	kg	0.001
Hazardous waste production intensity	kg/person	0.000001
Waste ink cartridges and waste toner cartridges	piece	95
Waste batteries	piece	27

³ The electricity consumption data of the office area of the Sinolink Properties Limited is managed uniformly by the independent property company, so the electricity consumption data only includes the office areas of Sinolink Property Management Co., Ltd, The Vi City, and O Hotel.

⁴ The water consumption data of the office area of the Sinolink Properties Limited is managed uniformly by the independent property company, so the water consumption data only includes the office areas of Sinolink Property Management Co., Ltd, The Vi City, and O Hotel.

Appendix I: Sustainability Data Statement

The summary of the social sustainability data of the Group for the Year is as follows:

	Unit	2023
Total workforce ⁵	no. of people	605
Workforce by gender		
Female	no. of people	178
Male	no. of people	427
Workforce by employment type		
Short-time contract/ part-time staff	no. of people	1
Full-time junior	no. of people	521
Full-time mid-level management	no. of people	71
Full-time senior management	no. of people	12
Workforce by age group		
Aged below 30	no. of people	73
Aged 30-50	no. of people	370
Aged above 50	no. of people	162
Workforce by geographical region		
South China region	no. of people	605
Employee turnover rate		
Total employee turnover rate	%	23
Employee turnover rate by gender		
Female	%	8
Male	%	15
Employee turnover rate by age group		
Aged below 30	%	10
Aged 30-50	%	11
Aged above 50	%	1
Employee turnover rate by geographical region		
South China region	%	23
Workplace safety and health		
No. of fatalities due to work (2021, 2022 and 2023)	no. of people	0
Lost days due to work injuries	no. of days	0

⁵ Calculated based on the number of employees as at 31 December 2023

Appendix I: Sustainability Data Statement

	Unit	2023
Employee Training⁶		
Percentage of trained employee by gender		
Female	%	100
Male	%	100
Percentage of trained employee by employment category		
Full-time junior	%	100
Full-time mid-level management	%	100
Full-time senior management	%	100
Average training hours by gender		
Female	Hour	168.2
Male	Hour	178.6
Average training hours by employment category		
Full-time junior	Hour	170.6
Full-time mid-level management	Hour	159.0
Full-time senior management	Hour	481.0

⁶ Calculated as a percentage of the number of employees trained in this category during the Year to the total number of employees in this category

Appendix II: Index of the Environmental, Social and Governance Reporting Guide of the Stock Exchange

			Related Section(s)
A. Environmental			
A1: Emissions	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.	6. Green Operation 6.1 Waste Management 6.3 Emission Management 6.4 Water Resources Management
	A1.1	The types of emissions and respective emissions data.	Appendix I: Sustainability Data Statement
	A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	6.3 Emission Management Appendix I: Sustainability Data Statement
	A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	6.1 Waste Management Appendix I: Sustainability Data Statement
	A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	6.1 Waste Management Appendix I: Sustainability Data Statement
	A1.5	Description of emissions target(s) set and steps taken to achieve them.	6. Green Operation 6.3 Emission Management
	A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) and steps taken to achieve them.	6.1 Waste Management

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			Related Section(s)
A2: Use of Resources	General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	6.2 Energy Management 6.4 Water Resources Management
	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).	6.2 Energy Management Appendix I: Sustainability Data Statement
	A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	6.4 Water Resources Management Appendix I: Sustainability Data Statement
	A2.3	Description of energy use efficiency target(s) and steps taken to achieve them.	6. Green Operation 6.2 Energy Management
	A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) and steps taken to achieve them.	6. Green Operation 6.4 Water Resources Management
	A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	The Group's business does not involve packaging materials
A3: The Environment and Natural Resources	General Disclosure	Policies on minimising the issuer's significant impacts on the environment and natural resources.	6. Green Operation
	A3.1	Description of the significant impacts of business activities on the environment and natural resources and the actions taken to manage them.	6. Green Operation

Appendix II: Index of the Environmental, Social and Governance Reporting Guide of the Stock Exchange

			Related Section(s)
A4: Climate Change	General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted and may impact the issuer.	6.5 Mitigating Climate Change
	A4.1	Description of the significant climate-related issues which have impacted and may impact the issuer, and the actions taken to manage them.	6.5 Mitigating Climate Change
B1: Employment	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.	5.1 Employee Requirements
	B1.1	Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region.	Appendix I: Sustainability Data Statement
	B1.2	Employee turnover rate by gender, age group and geographical region.	Appendix I: Sustainability Data Statement

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			Related Section(s)
B2: Health and Safety	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.	5.2 Occupational Health and Safety
	B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	5.2 Occupational Health and Safety Appendix I: Sustainability Data Statement
	B2.2	Lost days due to work injury.	5.2 Occupational Health and Safety Appendix I: Sustainability Data Statement
	B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored.	5.2 Occupational Health and Safety
B3: Development and Training	General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	5.3 Development and Training
	B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Appendix I: Sustainability Data Statement
	B3.2	The average training hours completed per employee by gender and employee category.	Appendix I: Sustainability Data Statement

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			Related Section(s)
B4: Labour Standards	General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	5.1 Employee Requirements
	B4.1	Description of measures to review employment practices to avoid child and forced labour.	5.1 Employee Requirements
	B4.2	Description of steps taken to eliminate such practices when discovered.	5.1 Employee Requirements
B5: Supply Chain Management	General Disclosure	Policies on managing environmental and social risks of the supply chain.	4.7 Supplier Management
	B5.1	Number of suppliers by geographical region.	4.7 Supplier Management
	B5.2	Description of practices relating to engaging suppliers, number of suppliers against which the practices are being implemented, and how they are implemented and monitored.	4.7 Supplier Management
	B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	4.7 Supplier Management
	B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	4.7 Supplier Management

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			Related Section(s)
B6: Product Responsibility	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.	4.2 Implementation of Information Security
	B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	4.4 Quality Improvement Strategies
	B6.2	Number of products and service-related complaints received and how they are dealt with.	4.6 Customer Complaint Handling
	B6.3	Description of practices relating to observing and protecting intellectual property rights.	4.3 Intellectual Property Rights Management
	B6.4	Description of quality assurance process and recall procedures.	4.4 Quality Improvement Strategies
	B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored.	4.2 Implementation of Information Security

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			Related Section(s)
B7: Anti-corruption	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.	4.1 Establishment of Integrity environment
	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 Establishment of Integrity environment
	B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.	4.1 Establishment of Integrity environment
	B7.3	Description of anti-corruption training provided to directors and staff.	4.1 Establishment of Integrity environment
B8: Community Investment	General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	7 Community Development
	B8.1	Focus areas of contribution.	7 Community Development
	B8.2	Resources contributed to the focus area.	7 Community Development