



亞投金融集團有限公司

ASIA INVESTMENT FINANCE GROUP LIMITED

(Incorporated in the Cayman Islands with limited liability)

(Stock Code : 0033)



**ENVIRONMENTAL, SOCIAL  
AND GOVERNANCE REPORT  
2017**

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## Contents

ABOUT THE GROUP	2
ABOUT THIS REPORT	3
STAKEHOLDER COMMUNICATION	4
MESSAGE FROM THE DIRECTOR	5
THE COMPANY AND THE EMPLOYEES	6
THE COMPANY AND THE PARTNERS	8
THE COMPANY AND THE ENVIRONMENT	11
THE COMPANY AND THE COMMUNITY	13
OVERVIEW OF KEY PERFORMANCE INDICATORS	14
INDEX FOR THE REPORT	16

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## ABOUT THE GROUP

Asia Investment Finance Group Limited (the “Company”) and its subsidiaries (together as “Asia Investment Finance” or the “Group”) are engaged in securities brokerage and asset management, money lending business, credit guarantee and investment business, and trading of party products and metals and minerals.

The Group offers one-stop integrated financial platform services, which include securities, fund and asset management, credit guarantee, money lending, investment and trading. In order to provide diversified financial products and services, the Group has its licensed subsidiaries carrying out Type 1 (Dealing in Securities), Type 4 (Advising on Securities) and Type 9 (Asset Management) regulated activities under the Securities and Futures Ordinance of the Securities and Futures Commission. During the Year, the Group successfully obtained the licenses for Type 2 (Dealing in Futures Contracts) and Type 5 (Advising on Futures Contracts) activities. At the same time, Asia Investment Finance adopted a flexible business model and strategy while monitoring the risk and capital management framework, with a view to maintaining long-term profitability and assets growth.

As the financial platform business expanded, the Group continued to develop the customer base and service base. It also actively seized opportunities brought by the national “Belt and Road” policy and tapped into new cross-country and cross-regional investment opportunities. In addition, the Group explored the insurance brokerage business and completed the acquisition of partial interests in an insurance brokerage company during the Year, thereby providing life, injury and health insurance products to individual and corporate clients.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## ABOUT THIS REPORT

This is the second Environmental, Social and Governance Report published by Asia Investment Finance. It aims to inform the stakeholders about the Group's progress and direction in sustainable development by reporting its environmental, social and governance policies, measures and performance. The report is prepared in English and Chinese and is available at the websites of The Stock Exchange of Hong Kong Limited (the "HKEx") and the Company ([www.aifgroup.com](http://www.aifgroup.com)).

### Reporting Scope

This report focuses on the finance businesses of Asia Investment Finance between January and December 2017 (the "Year"), namely, securities brokerage and asset management, money lending business, credit guarantee and investment business. The reporting scope covers the principal operations of the Group, i.e., the operations related to the finance business at the Hong Kong headquarters<sup>1</sup> ("Hong Kong Office"), which is consistent with the first Environmental, Social and Governance Report published last year. For easy comparison by the readers of the Group's year-on-year performance, the structure of this report is as similar to that of the first report as possible.

The report does not cover all the operations of the Group. As the trading of metals and minerals grows, the Group expects such operation to be its major profit contributor in the future. The Group is upgrading the internal data collection process and will gradually expand the reporting scope to cover all operations.

### Reporting Standards

This report is in compliance with the "comply or explain" provisions of the Environmental, Social and Governance Reporting Guide (the "Guide") issued by the HKEx and adopts the four reporting principles of materiality, quantitative, balance and consistency contained therein as the basis of preparation. In order to ensure the accuracy of environmental key performance indicators, the Group has engaged Carbon Care Asia, which is a professional consultant, to conduct the carbon assessment. Meanwhile, the Group also includes individual key performance indicators specified in the "recommended disclosures" section of the Guide to provide a more complete picture.

A complete index is appended in the last chapter hereof for easier reference in accordance with the Guide.

### Confirmation and Approval

All information in this report is derived from the official documents, statistics and the administration and operation information of Asia Investment Finance collected through the system of the Group. This report has been approved by the Board in June 2018.

### Feedbacks

**Your valuable feedback on the performance and reporting methods of the Group is pivotal to its continuous growth. Should you have any questions or suggestions on the report, please email them to [info@aifgroup.com](mailto:info@aifgroup.com) so that the Group can keep on improving its environmental, social and governance initiatives and performance.**

<sup>1</sup> Asiagoal Holdings Limited, a wholly-owned subsidiary of the Group, is responsible for the operation.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## STAKEHOLDER COMMUNICATION

### Major Means of Stakeholder Communication during the Year

Stakeholder<sup>2</sup> engagement is an integral part of the business management of Asia Investment Finance as it helps the Group to assess potential risks and business opportunities. The Group communicates with stakeholders and understands their views, which better align business practices with stakeholders’ needs and expectations and properly address their opinions. The Group also constantly gets in touch with key stakeholders within and outside the organisation through various channels. This not only offers stakeholders a chance to know more about the development and business approach of the Group, but also allows the Group to listen to their views, so as to prioritize different issues and formulate plans accordingly.



### Material Sustainability Issues during the Year

Similar to last year, the Group engaged an independent consultant to conduct management interviews for the purposes of identifying the environmental and social issues that are most material to the Group and the stakeholders as well as discussing sustainability strategies and directions of the Group. Apart from environmental protection, the management of the Group selected four other social issues from the Guide as the focuses of discussion for this report.

In order to ensure the effectiveness of stakeholder communication, the Group strives to maintain transparent, honest and accurate communication and gives timely replies. Looking forward, the Group will enhance the interaction and exchange with external stakeholders. It will encourage them to engage in the sustainable development of the Group and share their own suggestions and expectations of the Group. Apart from the ongoing and constant communication with stakeholders, the Group plans to explore more diversified channels to expand the reach to stakeholders and create a mutually beneficial partnership.



<sup>2</sup> "Stakeholders" or "interested parties" represent groups and individuals who have significant impacts on or are affected by the Group's businesses, including directors, senior management and general staff, and external shareholders, clients, HKEx, SFC, banks, law firms and accounting firms.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## MESSAGE FROM THE DIRECTOR

Asia Investment Finance regards the maximization of benefits, corporate value and shareholder return as its business philosophy. We believe a sustainable business model is the only key to these goals. As an integrated financial platform company, we are aware of the potential impacts of our business decisions on future social and environmental development. Thus, we are committed to meeting stakeholders' expectations in terms of environmental protection, employee caring, supply chain management and community investment.

In terms of the environment, the Group not only encourages green office practices among employees, but also plans to make investments in the new energy sector to indirectly reduce the use of fossil fuels. At the same time, the Group values its staff and endeavours to provide a safe, healthy, diversified and fair working environment. In order to achieve mutual growth of business and employees, the Group fosters communication between the management and the staff through various channels while offering professional training and work performance assessment. In addition, the Group maintains a close relationship with business partners and promotes sustainability by implementing the code of conduct to regulate the environmental performance and labour standards along the supply chain. Regular anti-corruption training is organised to maintain integrity in the supply chain. With respect to community development, Asia Investment Finance allocates resources to the local neighbourhood based on existing policy.

A well-established sustainability governance system facilitates more effective monitoring of environmental and social risks in all aspects of corporate operations. Hence, during the Year, Asia Investment Finance has formed the Ad Hoc Environmental Protection Committee to formulate environmental protection policies and specific improvement measures. It has also ensured their effective implementation through regular meetings. Following the establishment of the Ad Hoc Environmental Protection Committee, the Group will continue to optimize the sustainability governance system, while enhancing the management of risks and opportunities arising from various environmental and social issues.

**Asia Investment Finance Group Limited**

*Executive Director*

**Wong Kwong Sum**

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## THE COMPANY AND THE EMPLOYEES

### Safety and Health

Asia Investment Finance places great importance to the health and safety of every staff member and strives to create a safe workplace. Due to the nature of its business, the Group's office operation mainly involves desk work, and no position was found to be associated with high safety risks.

During the Year, the Group implemented the "Guide to Prevent Occupational Disease and Accidents", which regulates preventive measures for occupational disease and accidents. This is to reduce the possibility of injury and occupational diseases of staff, such as upper limb pain, eyestrain and physical fatigue caused by prolonged use of computers. Employees may give feedback to the administrative and human resources department if they feel unwell due to poor office facilities, so that the Group can improve the working environment or arrangements.

The Group complies with the "Occupational Safety and Health Ordinance" and other laws and regulations in Hong Kong. During the Year, the Group has not identified any case of non-compliance relating to health and safety in the Hong Kong Office.

### Development and Training

Asia Investment Finance encourages employees to learn continuously and grow together with the Group. The Group has set out its training and development policies, as well as standard arrangements and content of orientation training in the Staff Handbook, so that employees are fully aware of the corporate structure, policy, work procedures and the direction of corporate development of the Group.

All finance personnel have attended training in the Year. The hours of training per employee was 6 hours (2016: 5 hours)

All employees have participated in the performance appraisal in the Year

#### Case sharing:

**In May 2017, the Group organized three training sessions on the latest securities trading system and settlement system, which were attended by all finance personnel. Through the training, employees gained a better understanding of the operation and work procedure of the AyersBOS back office settlement system and AyersGTS front office trading system.**

The Group has an appraisal management system in place. The Staff Handbook also stipulates that all employees shall formulate a personal development goal for the year. Through the annual performance appraisal, department heads maintain two-way communication with subordinates on professional development in the future. The Group offers the suitable training based on the development needs of staff, thereby facilitating the mutual growth of employees and corporate.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## Employment System

Asia Investment Finance believes that talents are the driving force of corporate development. Thus, it is endeavoured to build a fair, diverse and inclusive workplace. The employment system of the Group covers remuneration and dismissal, recruitment and promotion, working hours, holidays, equal opportunity, anti-discrimination and other benefits and welfares.

The Group has established the recruitment system for talent acquisition through open recruitment and internal competition for posts. It also sets out recruitment procedures and specific requirements. According to the equal employment opportunity policy contained in the Staff Handbook, the Group offers equal opportunity to all employees and job applicants in recruitment, internal transfer, promotion and benefits, and treats them the same regardless their gender, nationality, marital status, disability, sexuality and religion. The Group adopts a zero-tolerance policy towards sexual harassment. Employees can report suspected cases to the Equal Opportunities Commission and the administrative and human resources department. Upon receiving a complaint, the administrative and human resources department will the discuss with the relevant departments to address the case properly.

The Group supports workforce diversity and encourages individuals with different backgrounds to join the Group, so as to bring in various skills and experience, and to inspire the open exchange of thoughts and ideas. The Group has achieved even gender and age distribution in the workplace during the Year. Given the high turnover rate during the period, the Group newly established the CEO mailbox, by which the management can communicate more often with the employees and collect their opinions in a timely manner.

## Labour Standards

Asia Investment Finance prohibits the use of child labour and forced labour. To avoid child labour, it checks job applicants' identification documents and other records in the recruitment process. The Group does not impose unfair restrictions on the employment relationship between employees and the Company by any means, hence all job duties are in line with the labour contracts. All work arrangements not included in the contract shall be subject to employees' consent. The Group plans to further optimize the internal policy, with the view of providing specific guidelines for employees on preventing child and forced labour.

The Group complies with the "Employment Ordinance", "Employees' Compensation Ordinance" and other laws and regulations in Hong Kong. During the Year, the Hong Kong Office of the Group has not identified any case of non-compliance relating to employment (including discrimination in employment, child and forced labour) and has not received any sexual harassment complaint.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## THE COMPANY AND THE PARTNERS

Asia Investment Finance is committed to building close and long-term cooperation with clients and partners, which it believes is based on the responsible and honest operation of the Group.

### Anti-corruption

The international community has defined anti-corruption as one of the fundamentals of corporate social responsibilities while the PRC government has rolled out anti-corruption initiatives in recent years. As a financial institution, Asia Investment Finance fully appreciates the importance of fighting corruption. In the Staff Handbook, the Group has established the basic rules for anti-corruption practices and stipulated that employees may not offer, solicit or accept any items or other benefits of significant value from colleagues, clients, suppliers or other business partners.

#### Case sharing:

**The latest “Whistleblowing Policy” of the Group offers the whistleblowing channels for employees and external stakeholders (including clients, contractors, suppliers, creditors and debtors), which encourages them to report on improprieties, corruption and non-compliance. The whistle-blowers may file a report under their real names via sealed letter or email. The policy has states the Group’s responsibility to ensure the confidentiality of the whistle-blowers, so that they will not be treated unfairly. The Group adopts a prudent and fair approach in handling reports.**

The Group has issued a memorandum to all staff, detailing the code of practices covered in the “Anti-Corruption Programme – A Guide For Listed Companies”. The Finance Department also distributed the “Guideline on Anti-Money Laundering and Counter-Terrorist Financing (for Authorized Institutions)” published by the Hong Kong Monetary Authority to relevant personnel, which instructed the staff to identify corruption risks and implement preventive measures.

The Group complies with the “Prevention of Bribery Ordinance”, “Anti-Money Laundering and Counter-Terrorist Financing Ordinance” and other laws and regulations in Hong Kong. During the Year, the Hong Kong Office of the Group has not identified any case of non-compliance relating to corruption and has not received any relevant reports.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## Supply Chain Management

Asia Investment Finance values the cooperation with business partners and has certain expectations of their operations. The Group is not a manufacturing enterprise and its operation does not involve bulk procurement. Nonetheless, the Group is aware of the importance of proper supply chain management and especially enhances the management of environmental and social risks of the supply chain. During the Year, the Group formulated the “Code of Conduct for Suppliers”. Through monthly inspection and communication, it assessed the service quality and service attitude of suppliers. In addition to operation compliance, the code also set up management standards for suppliers on corporate governance, labour standards and environmental protection.

The Group’s expectations of suppliers		
Corporate governance	Labour standards	Environmental protection
<ul style="list-style-type: none"><li>• Business integrity</li><li>• Intellectual property protection</li></ul>	<ul style="list-style-type: none"><li>• Ban on child and forced labour</li><li>• Reasonable working hours</li><li>• Health and safety</li></ul>	<ul style="list-style-type: none"><li>• Prevention and treatment of pollution</li><li>• Resources conservation</li></ul>

## Product Responsibility

In the face of the fast-evolving global financial and economic landscape, Asia Investment Finance adheres to the three main principles of innovation, namely “innovation in mindset, innovation in model and innovation in service”, while developing the Group into a leading financial investor and a professional assets operation and management service provider.

Asia Investment Finance attaches great significance to information security and personal data protection. It has a set of policies and guidelines in place which were designed to protect clients’ information and privacy through the stringent entry system, data protection system and responsible person inspection system. The Staff Handbook lists the specific requirements for employees on protecting client confidentiality and regulates the confidentiality management for documents, emails, void documents, oral communication and correspondence.

Asia Investment Finance acknowledges the responsibility to provide full and clear product information to clients, which includes product features, risk exposure and other terms. The Group takes the following measures to protect clients’ interests:

- ✓ Prior to taking up the office, all employees must obtain the relevant qualifications as required by laws, so that they provide appropriate information to clients before, during and after the sales process. Employees have the responsibility to ensure clients understand such information;
- ✓ All promotional materials must be accurate, free from error and easy to understand. Misleading statements or marketing practices are prohibited;
- ✓ Provision of suitable products based on clients’ needs and affordability.

The Group will establish specific policy in relation to product descriptions in advertisements and the use of labels.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Asia Investment Finance respects clients' rights to make claims, file complaints and seek compensation. It has set up a specialized complaint channel to ensure all customer complaints are followed up and addressed by dedicated personnel. During the Year, the Group took further and formulated the "Customer Complaint Handling Procedure", which requires employees to report oral and written complaints to department heads and the head of legal affairs for determining the methods of handling. The head of legal affairs is required to report serious complaints to the Board. The Group respects clients' rights to report unresolved complaints to regulatory bodies and takes action to brief them on other legal solutions.

During the Year, the Group received one customer complaint on fraud. The investigation found that the Group was impersonated by a fraud syndicate and the case was reported to the police. The Group has also explained the details on the official website.

During the Year, the Group introduced a wide range of services to improve clients' satisfaction continually, which included the "Little Conference Room" equipped with wireless network and computers for face-to-face meetings with clients, so as to offer them convenient facilities.

The Group complies with the provisions in relation to product responsibility under the "Competition Ordinance", "Personal Data (Privacy) Ordinance" and other laws and regulations in Hong Kong. During the Year, the Hong Kong Office of the Group has not identified any case of non-compliance relating to product responsibility (including customers' health and safety, advertising, labelling and clients' privacy).

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## THE COMPANY AND THE ENVIRONMENT

Asia Investment Finance attaches much value to environmental protection and sets its goal to create a sustainable living environment for the next generation. It formulates and implements green guidelines to facilitate the more effective use of natural resources and reduce the environmental impact of its business operation.

### Emission

#### Greenhouse gas and exhaust gas emission

As greenhouse gas emission is closely linked to climate change and global warming, enterprises around the world have introduced carbon reduction initiatives and goals. Asia Investment Finance has engaged the professional consultant Carbon Care Asia to conduct the carbon assessment, which is for the calculation of greenhouse gas emission from operations. In order to ensure the accuracy of environmental-related key performance indicators, the assessment process is based on the guidelines prepared by the Environmental Protection Department and the Electrical and Mechanical Services Department of Hong Kong<sup>3</sup>, as well as international standards such as ISO14064-1 and Greenhouse Gas Protocol.

Scope	Emission (tons of CO <sub>2</sub> equivalent)
Scope 1: Direct greenhouse gas emissions	12.20
Scope 2: Energy indirect greenhouse gas emissions	147.91
Scope 3: Other indirect greenhouse gas emissions <sup>4</sup>	32.20
Total greenhouse gas emissions	192.31
Intensity of greenhouse gas (tons of CO <sub>2</sub> equivalent/sq. ft.)	0.06

According to the carbon assessment, office electricity consumption is the major source of carbon emission of the Group's business, accounting for over 75% of total greenhouse gas emission. During the Year, the Group promoted a range of energy saving initiatives at offices, including shifting to low-power light tubes and encouraging energy-saving practices. Moreover, in order to reduce carbon emission from air business travel, which accounts for over 10% of the total greenhouse gas emissions, the Group has set up the audio conference room and promoted group discussions on online platforms to reduce business travel during the Year.

The air pollutants directly emitted by Asia Investment Finance are mainly exhaust gas from vehicle engines.

#### Exhaust gas

Category	Emission (kg)
NO <sub>x</sub>	2.25
Sulphur dioxide	0.07
Respirable particulates	0.17

Through carbon assessment and review of air pollutants, the Group has gained a more in-depth understanding of resources consumption within the organization, which helps it to review the effectiveness of existing emission reduction initiatives and formulate long-term targets and concrete measures for carbon and exhaust gas reduction.

<sup>3</sup> "Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong"

<sup>4</sup> Other indirect greenhouse gas emission includes emission arising from the disposal of waste paper, consumption of drinking water, sewage discharge and business flights.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## Waste and sewage

The majority of waste generated by Asia Investment Finance comprises non-hazardous waste, including office paper, newspaper and other domestic waste. For wastepaper, the Group has already contacted recyclers to pick them up from time to time. The Group disposes of the small quantities of waste light tubes and computer equipment produced from operations in accordance with laws. In order to reduce waste, it has set up recycling bins at the offices to encourage employees to reuse paper, plastic, metal and batteries.

The below table describes the waste generation of the Group:

Waste	Category	Emission	Emission intensity
	<b>Hazardous waste</b>	0.99 kg	0.0003 (kg/sq. ft.)
	<b>Non-hazardous waste</b>	1.82 tons	0.61 (ton/sq. ft.)

Based on the quantitative results, the Group produced less than 1 kg of hazardous waste in total during the year, which mainly came from the replacement of office equipment (e.g., light tubes and device batteries), whereas most of the Group's non-hazardous waste comprised wastepaper and domestic waste. Waste contractors engaged by the property management department of commercial buildings are responsible for collecting and transporting unrecyclable waste to the landfill for disposal. The Group conducts a broader review of existing waste reduction initiatives with a quantitative approach. It will continue to monitor the effectiveness of waste reduction in the coming years.

Sewage discharge of Asia Investment Finance arises from employees' domestic consumption. All wastewater is discharged to the sewage treatment plant for treatment via the local pipeline network.

## Use of Resources

Following the implementation of the green office guidelines, Asia Investment Finance launched a wide range of environmental initiatives to raise employee awareness about resources conservation.

Resources	Energy consumption	Water consumption	Paper
<b>Amount of consumption</b>	823.33 GJ	604.28 m <sup>3</sup>	No statistics
<b>Measures</b>	Promote energy saving initiatives across offices and encourage energy-saving practices on an ongoing basis	Display water conservation labels	Encourage the use of electronic filing in place of paper records

## Environment and Natural Resources

As most of the Group's businesses involve investment, financing and trading in nature, Asia Investment Finance is aware of the environmental impact of its financial decisions. In view of the national development policy to support the green industry, it will explore the feasibility of developing green financial services. The Group will prudently consider the establishment of an environmental impact assessment mechanism for investment projects and include the results in investment decision making.

The Group complies with the "Waste Disposal Ordinance", "Air Pollution Control Ordinance" and other laws and regulations in Hong Kong. During the Year, the Hong Kong Office of the Group has not identified any case of non-compliance relating to emissions or the environment.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## **THE COMPANY AND THE COMMUNITY**

With increasing public awareness of corporate social responsibility, enterprises are expected to incorporate the long-term development of society as a whole in their operational strategies while pursuing short-term financial performance and return for shareholders.

As a company with social commitment, Asia Investment Finance strives to contribute to the local community. It is stated in the Staff Handbook that the Group encourages employees to take part in community services.

The Group will take actions and capitalize on its expertise to promote financial literacy. It will also understand the needs of the communities where it operates and determines the focus areas of contribution, so as to formulate more specific community investment plans and strengthen the bonds with the local communities.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## OVERVIEW OF KEY PERFORMANCE INDICATORS

### Environmental performance

	Category	Amount of emission
<b>Exhaust gas emission</b>	NO <sub>x</sub> (kg)	2.25
	SO <sub>x</sub> (kg)	0.07
	Respirable suspended particulates (kg)	0.17
	Category	Amount of emission
<b>Greenhouse gas emission</b>	Greenhouse gas emission (tons of CO <sub>2</sub> equivalent)	
	Scope 1: Direct greenhouse gas emissions	12.20
	Scope 2: Energy indirect greenhouse gas emissions	147.91
	Scope 3: Other indirect greenhouse gas emissions <sup>5</sup>	32.20
	Total greenhouse gas emissions	192.31
	Intensity of greenhouse gas (per sq. ft. of area, i.e., tons of CO <sub>2</sub> equivalent/sq. ft.)	0.06
	Category	Amount of generation
<b>Waste</b>	Total hazardous waste produced (kg)	0.99
	Intensity of hazardous waste (per sq. ft. of area, i.e., kg/sq. ft.)	0.0003
	Total non-hazardous waste produced (tons)	1.82
	Intensity of non-hazardous waste (per sq. ft. of area, i.e., tons/sq. ft.)	0.61
	Category	Amount of consumption
<b>Energy consumption</b>	Total energy consumption (GJ)	823.33
	Gasoline (GJ)	149.30
	Electricity (MWh)	187.23
	Energy intensity (per sq. ft. of area, i.e., GJ/sq. ft.)	0.27
	Category	Amount of consumption
<b>Water consumption</b>	Total water consumption (m <sup>3</sup> )	604.28
	Water intensity (per sq. ft. of area, i.e., m <sup>3</sup> /sq. ft.)	0.20

<sup>5</sup> Other indirect greenhouse gas emissions include emission from wastepaper disposal, use of drinking water, sewage discharge and air business travel.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## Social performance

Number of employees	Gender/age	Below 30	30-40	41-50	Above 50	Total number of employees	Gender ratio
	Male	0	5	5	4		
	Female	3	5	4	2		
	By age	3	10	9	6		
	Gender/rank	Chief management	Senior management	Middle management	General staff		
	Male	4	3	6	1		
	Female	1	3	3	7		
	By rank	5	6	9	8		

Number and percentage of new employees	Gender/age	Below 30	30-40	41-50	Above 50	Percentage of new employees (by gender)	Total percentage of new employees
	Male	1	4	4	3	86%	
	Female	3	2	4	1	71%	

Number of work-related injuries and deaths	Gender	Work-related deaths	Work-related injuries and working days lost	Work-related injury rate (injury rate per 1,000 employees)
	Male	0	0	0
	Female	0	0	



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## INDEX FOR THE REPORT

Subject Areas	Description	Page Index/Note
<b>A Environmental</b>		
<b>A1 Emissions</b>		
General Disclosure	Information on:  (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste	11-12
A1.1	The types of emissions and respective emissions data	11-12, 14
A1.2	Greenhouse gas emissions in total and intensity	11, 14
A1.3	Total hazardous waste produced	12, 14
A1.4	Total non-hazardous waste produced and intensity	12, 14
A1.5	Description of measures to mitigate emissions and results achieved	11-12
A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved	12
<b>A2 Use of Resources</b>		
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials	12
A2.1	Direct and/or indirect energy consumption by type in total and intensity	12, 14
A2.2	Water consumption in total and intensity	12, 14
A2.3	Description of energy use efficiency initiatives and results achieved	12
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved	12; there was not any issue in sourcing water that is fit for purpose within the reporting scope
A2.5	Total packaging material used for finished products with reference to per unit produced	The reporting scope does not involve packaging materials used for finished products
<b>A3 The Environment and Natural Resources</b>		
General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources	12
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	12

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Subject Areas	Description	Page Index/Note
<b>B Social</b>		
<b>B1 Employment</b>		
General Disclosure	Information on:  (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare	7
B1.1	Total workforce by gender and age group	15
<b>B2 Health and Safety</b>		
General Disclosure	Information on:  (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to providing a safe working environment and protecting employees from occupational hazards	6
B2.1	Number and rate of work-related fatalities	15
B2.2	Lost days due to work injury	15
B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	6
<b>B3 Development and Training</b>		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities	6
B3.1 (partial)	The percentage of employees trained	6
B3.2 (partial)	The average training hours completed per employee	6
<b>B4 Labour Standards</b>		
General Disclosure	Information on:  (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to preventing child and forced labour	7
B4.1	Description of measures to review employment practices to avoid child and forced labour	7

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Subject Areas	Description	Page Index/Note
<b>B5 Supply Chain Management</b>		
General Disclosure	Policies on managing environmental and social risks of the supply chain	9
B5.2 (partial)	Description of practices relating to engaging suppliers, how they are implemented and monitored	9
<b>B6 Product Responsibility</b>		
General Disclosure	Information on:  (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress	9-10; the reporting scope does not involve health and safety of products and services offered
B6.2	Number of products and service related complaints received and how they are dealt with	
B6.4 (partial)	Description of quality assurance process	
B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored	
<b>B7 Anti-corruption</b>		
General Disclosure	Information on:  (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to bribery, extortion, fraud and money laundering	8
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	
B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored	
<b>B8 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	13