MOS HOUSE GROUP LIMITED

(Incorporated in the Cayman Islands with limited liability) **Stock Code: 1653**

2021

Environmental, Social and Governance Report

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1. INTRODUCTION

1.1. About this report

- 1.1.1. MOS House Group Limited ("MOS House" or the "Company") and its subsidiaries, (collectively known as the "Group" or "we") are pleased to present our 2021 Environmental, Social and Governance ("ESG") Report (the "Report"). This Report outlines our sustainable development approaches, describes measures implemented and summarize relevant performances on ESG. We understand that ESG performances are connected with the long-term growth and value of our business, and being a responsible corporate citizen benefits our stakeholders.
- 1.1.2. This Report is prepared in accordance with the requirements of the "Environmental, Social and Governance Reporting Guide", which is the Appendix 27 to the "Rules Governing the Listing of Securities" (the "Listing Rules") issued by The Stock Exchange of Hong Kong Limited and adheres to the four reporting principles, namely "materiality", "quantitative", "balance" and "consistency" as set out in the Guide. A content index of the ESG Guide is provided at the end of the Report for the convenience of the stakeholders.
- 1.1.3. This Report covers our principal operation, which is retailing and supplying overseas manufactured tiles in Hong Kong and Macau, specialising in high-end European imported porcelain, ceramic and mosaic tiles from 1 April 2020 to 31 March 2021 ("the Reporting Period"). There are no significant changes in the reporting scope as compared with last year. The performance data of the previous year are also listed in the Report for reference and comparison.
- 1.1.4. This Report is published in both Chinese and English, and is available on the websites of the Stock Exchange and the Company respectively.

2. INTERNAL CONTROL AND RISK MANAGEMENT

- 2.1.1. The Group understands the importance of internal control and risk management. A structured internal control and risk management system is closely related to the sustainable development of an enterprise. Therefore, the Board of the Group continues to monitor our internal control system, risk assessment and risk management system, so as to identify unfavourable factors that may adversely affect our business. These include the risks in the areas of operation, finance, compliance, social and environmental protection, etc. Corresponding measures will be implemented once these risks are identified.
- 2.1.2. In addition, the Company's Audit Committee reviews our work in respect of internal audit and risk management periodically to ensure an effective internal control monitoring system is maintained. In order to further enhance our risk management and internal control system, we have engaged an internal control consultant as our independent external adviser to conduct reviews over our risk management and internal control system, so as to ensure the sustainability of our business and to adopt corresponding improvement measures if necessary. The Group's sustainable development policies are expected to be complemented by the continuous monitoring and improvement of our internal control and risk management system, further contributing to the Group's effort in achieving its goal of sustainable development.
- 2.1.3. For more information about our policies and procedures on corporate governance, please refer to the "Corporate Governance Report" on pages 15 to 26 in our 2021 Annual Report published on 30 July 2021.





3. STAKEHOLDER ENGAGEMENT

3.1. Communication Channels

- 3.1.1. Maintaining an open dialogue with stakeholders is crucial for the Company to develop its sustainable journey. We review ESG-related policies from time to time to ensure a timely respond to our stakeholders' concerns, as well as rebalance the resources on different ESG issues. By doing so, the Company is able to identify the most material issues that matter to our business. At the same time, we can mitigate risks and spot opportunities through this process.
- 3.1.2. In order to obtain feedbacks from our stakeholders who directly get involved in our business, we engaged our major stakeholders such as customers, suppliers, shareholders and investors, employees, other business partners, government and regulatory authorities by various communication channels. These channels are summarized in the following table:

Major Stakeholders	Major Communication Methods
Customers	 Daily front-line communications Regular business exchanges and meetings Customer feedback Questionnaire survey
Suppliers	Business visitsAnnual meetingsQuestionnaire survey
Shareholders and investors	 Company website Annual and interim reports Annual general meetings and other shareholders' meetings
Employees	Employees' performance appraisalRegular departmental meetingsQuestionnaire Survey
Other business partners	 Daily operations or regular business exchanges Regular meetings Questionnaire survey
Government and regulatory authorities	 Daily operations Regular meetings Cooperation with the government and regulatory authorities in compliance inspections

3.2. Materiality Assessment

3.2.1. We treasure every opinion from our stakeholders. Therefore, we conducted a materiality assessment on different ESG topics that related to us. Based on their comments, we were able to identify, prioritize and manage the ESG issues that matter to our business. In a nutshell, we formulated a 3-step approach for our materiality assessment.

Step 1	Identify Relevant ESG Issues	We identify ESG issues relevant to the Group with reference to the HKEx ESG Reporting Guide, previous engagement results and routine communications with stakeholders.
Step 2	Stakeholders Engagement	We invite our stakeholders to provide feedback through an online survey on the importance of these issues to the group and to comment on the Group's work in sustainability.
Step 3	Analyse Results and Management Evaluation	The data collected from survey are analysed and combined with the management's evaluation to arrive at the conclusion on materiality of the ESG issues.

3.2.2. After conducting and analysing the stakeholders' engagement exercise, we identified the ESG issues by their importance and figured out the material issues for our business among the total 26 ESG topics. The most material topics are as listed below:

The most material topics

- 1 Quality of goods and services
- 2 Health and safety of goods and customers
- 3 Customer communication and satisfaction



3.2.3. Other material topics

Environmental	Employment	Social Operation	Community
Air pollution and emission control	Workplace diversity, antidiscrimination and equal opportunity	Suppliers selection, assessment and continuous supervision	Charitable donations
Climate change mitigation and adaptation	Occupational health and safety	Supplier's sustainability and social responsibility	Participation in voluntary activities
Waste handling and management	Training and development of employees	Anti-fraud/anti-corruption	
Energy and water conservation	Employment relationship and communication with employees	Disaster/emergency response and management	
Sustainable use of other resources and green packaging	Talent attraction and employee retention	Customer data protection and privacy	
Green procurement	Employee Benefits	Complaint handling	
		Protection of intellectual properties and rights	
		Advertising management	
		Prevention of child labour and forced labour	

- **3.2.4.** This Report will pay attention on the aforementioned issues and respond to stakeholders' concerns in the relevant sections.
- **3.2.5.** We acknowledge the comments from our stakeholders are of importance to our sustainability development. We welcome any comments on our ESG issues. Your opinions and suggestions motivate our further improvements and future developments.
- 3.2.6. If you have any enquiries or comments, feel free to summit them by mail. Our address is 50/F, China Online Centre, 333 Lockhart Road, Wanchai, Hong Kong

4. OPERATING PRACTICES

4.1. Supply Chain Management

- 4.1.1. Because of our business nature, the quality control of the imported tiles and bathroom fixtures from our suppliers is vitally important. To maintain a high-level of monitoring, we stipulated a set of holistic policies and procedures for our supply chain management. In order to select reliable and quality suppliers, we evaluated them with various criteria, such as their reputation in the industry, their product quality and the standards they obtained. Under our rigorous management, most of our tiles suppliers surpass the basic requirements such as CE mark ^{Note 1}, indicating that they met the requirements of the European Economic Area (EEA), and posses with ISO 9001 certification on quality management system and ISO 10545 certification on standards and quality of tiles.
- 4.1.2. On top of suppliers' product quality, we also take their sustainability performance into account. The products' environmental friendliness is one of our concerns on choosing the suitable suppliers. Therefore, most of our suppliers are also with certifications in environment, such as Ecolabel Note 2 that recognized the products have less environmental impact throughout their life cycle, and LEED Note 3 certifications for the production premises, as well as ISO 14001 on environmental management system standards etc. We demonstrate our care to the environment by embedding the concepts in our business practices.
- 4.1.3. During the Reporting Period, the Group maintained more than 60 tiles and bathroom fixtures suppliers globally. The distribution of suppliers by location is as below:
- Note 1 A conformity marking for products sold in the European Union. It states that the products are assessed before placed on the market and meets the European Union safety, health and environmental protection requirements.
- ^{Note 2} EU Ecolabel, a voluntary labelling system which is recognised throughout Europe that helps customers to identify products and services that have a reduced environmental impact throughout their life cycle, from the extraction of raw material through to production, use and disposal.
- ^{Note 3} Leadership in Energy and Environmental Design, a set of standards introduced by the U.S. Green Building Council for environmentally sustainable construction.

4.2. Product Responsibility

- 4.2.1. The major business of the Group is retailing and supplying of overseas manufactured tiles and no production process involved in the business. As the largest player in the overseas manufactured tile retailing industry, we are devoted to ensuring and providing the premium products to our customers.
- 4.2.2. To guarantee the product quality, our quality control team will check the products against specifications as set out in relevant purchase orders placed upon the arrival of products at our warehouse. Our team will also adapt visual inspection to check on the quality of the products packed in individual cartons. In case of any apparent defects discovered, we will immediately contact the relevant suppliers and reach a mutually agreed mechanism for returning or exchanging the products concerned.

4.2.3. Before we deliver our products to the customers, our quality control team will conduct a sample checking procedure on the products by scanning. Although we do not provide warranties for the products sold, we generally accept the return or exchange of unused and untainted purchase for our retail customers given that defects are discovered upon or after delivery within a reasonable period, say within two weeks of delivery.

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- 4.2.4. In a bid to safeguard the information in relation to operations and business activities of the company and our business association, we have established a rigorous data privacy policy in the staff handbook that states all proprietary, confidential or generally undisclosed information will be handled with security control and proper procedures.
- 4.2.5. The Group also pays attention to defending and protecting our intellectual property rights. Some trademarks and domain names of the Group were registered in Hong Kong and China.
- 4.2.6. During the Reporting Period, the Group has complied with relevant laws and regulations on product safety, health and advertising, including but not limited to Sales of Goods Ordinance (Cap. 26), Trade Descriptions Ordinance (Cap. 362), and Consumer Goods Safety Ordinance (Cap. 456). There were no products sold or shipped subject to recalls for safety and health reasons.

5. OUR PEOPLE

5.1. Employment Practices

- 5.1.1. The Group adheres to the "people-centric" principle and launches policies and procedures that align with the applicable employment laws and regulations in Hong Kong, including but not limited to the Employment Ordinance (Cap. 57). The internal policies will keep reviewing by our Human Resources Department from time to time.
- 5.1.2. We also strive to build an inclusive and diverse working environment to our staff. Any forms of harassment and discrimination is not tolerated in the company. We respect our employees and treat them equally. We recruit talents based on their working experience, qualifications and knowledge, regardless of factors such as skin colour, age, gender, sexual orientation, gender identity, nationality etc.
- 5.1.3. We provide a competitive remuneration package to our employees. All rest days and statutory holidays as stated in local laws and regulations, employees are entitled to have paid annual leaves, maternity leaves, paternity leaves, marriage leaves and festivals early leaves. Benefits such as medical benefits, MPF scheme and other benefits subject to the Group's human resource policies, such as birthday leave with a cash gift and celebration activities such as Christmas Party for the festival are provided by the Group.
- 5.1.4. The Group has a clear promotion ladder for the employees. Promotion and salary increments are based on the results of regular performance appraisals. Furthermore, our shop staff, who are under managerial grade, are appraised monthly and quarterly based on standard performance criteria. Performance bonus, salary increment and promotion are determined with reference to the results of the staff appraisal. Staff dismissals are in accordance with the Employment Ordinance, as well as the requirements stipulated in the employment contracts.

- 5.1.5. During the Reporting Period, the Group was not subjected to any major administrative sanction or punishment due to violation of any employment laws or regulations.
- 5.1.6. As of 31 March 2021, the Group had a total of 66 employees. The employment breakdown is as below:

		2020/21	2019/20
By Employment	Full-time	65	66
	Part-time	1	5
By Gender	Male	44	49
	Female	22	22
By age group	At or below 30	14	11
	31–40	13	14
	41–50	30	30
	51–60	8	12
	Above 60	1	4

Turnover rate Note 1

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		2020/21	2019/20
By Gender	Male	11%	54%
,	Female	14%	51%
By age group	At or below 30	40%	31%
	31–40	7%	67%
	41–50	7%	33%
	51–60	0%	67%
	Above 60	0%	100%

Note 1 The calculation of turnover rate is shown as below:

Turnover rate = L/E * 100%

Number of employees leaving employment during the Reporting Period

 $E = \frac{(\text{Number of employees at the beginning of the Reporting Period + Number of employees at the end of the Reporting Period)/2}{(\text{Number of employees at the end of the Reporting Period)/2}}$



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5.2. Labour Standard

- 5.2.1. The Group strictly prohibits any recruitment of child and forced labour in its business. To mitigate the risk of hiring child labour, all new recruits are subjected to a set of review procedures, from interview to identity checking. We complied with laws and regulations relating to minimum age and wages of employment, such as the Minimum Wage Ordinance (Cap. 608).
- 5.2.2. The Group stresses the importance of zero tolerance for forced labour and employment must be based on an individual's own will.
- 5.2.3. We undertake that:
 - Forced behaviour shall be prohibited;
 - No employee shall be induced to work for the Group by fraudulent means;
 - None of the employees' interest shall be obtained or none of the employees shall be forced to work through punishments or coercion.

5.3. Health and Safety

- 5.3.1. We are committed to providing a comfortable, safe and healthy environment in our office, retail shops and warehouses to our employees. In line with the Occupational Safety and Health Ordinance (Cap. 509), the Group manages the business operations with the concerns of workplace safety and health of relevant requirements.
- 5.3.2. Working in a safe and healthy environment is the promise to our employees. To provide our employees with a safe and healthy working environment, our staff handbook for the operation and warehousing staff contains work safety rules, such as emergency and evacuation procedures upon a breakout of fire, an electrical outage or flooding in our retail shops.
- 5.3.3. During the Reporting Period, the Group received no complaints or notices from regulatory bodies in relation to the violation of safety laws and regulations. Moreover, the Group did not identify any significant fines or non-monetary sanctions for non-compliance with the protection of employees and provision of safe working environment. There was no injuries and work-related fatalities case reported in the Reporting Period.
- 5.3.4. To combat with the coronavirus pandemic, we adapted a series of measures to protect our employees and customers away from being infected. We have put notices on our stores to remind customers to wear face masks when they are visiting our shops. In addition, we provided hand sanitizers at the entrance for our employees and any visitors to use and they were required to measure their temperature before they get into the offices and retail shops.

5.4. Development and Training

- 5.4.1. We encourage our staff members to receive trainings so as to improve the efficiency and productivity at work. Both internal and external training courses are welcome to join for the employees.
- 5.4.2. We support our employees to continue studying and well-equipping themselves. Thus, the Group provided sufficient trainings to our employees in terms of strengthening their product knowledge and getting familiar with the industry. To allow our employees pick up the work as soon as possible, we provided on-the-job training to new members to educate them with our internals rules and precautions at work. Through the trainings, we would like to build up a sense of work safety within our staff members and to enhance their ability at work.
- 5.4.3. During the Reporting Period, a total number of 18 employees have received training from the Group. The trained percentage ^{Note1} of overall employees was 27% and the average training hours were 0.82. The average training percentage for male and female within the trained employees were 67% and 33% while their average training hours were 0.82 respectively.
- Note 1 The calculations of percentage of employee and trained average training hours are according to the HKEX Appendix 3: Reporting guidance on Social KPIs.

5.5. Anti-corruption

- 5.5.1. We strictly adhere to business ethics and integrity and comply with requirements of the statutory laws, rules and regulations, such as the Prevention of Bribery Ordinance (Cap. 201). We are dedicated to stipulating an anti-corruption and transparent environment in the business operations.
- 5.5.2. A whistle-blowing channel has been launched to allow the employees to report any irregularities regards to fraud and bribery. Furthermore, our accounting staff will check any payments that did not incurred in the ordinary course of sales transactions to prevent bribery from third-parties.
- 5.5.3. During the Reporting Period, there were no legal cases regarding corruption brought against the Group and its employees. There were also no whistle-blowing reports received.

6. OUR ENVIRONMENT

- 6.1.1. We acknowledge environment protection is a common responsibility of all humankinds. As a responsible listed company in Hong Kong, we strive to sustain the earth in an eco-friendly way to operate our business.
- 6.1.2. We have not identified any specific regulatory requirements related to environmental protection that have significant risks to the Group and we consider that our operation does not cause any significant impact to the environment and natural resources during the Reporting Period. However, we still prioritize environmental issues in our business and recognise the future risks associated from climate changes and other relevant issues. Therefore, we pay attention at this topic and be ready for the any change of climate-related regulations.
- 6.1.3. During the Reporting Period, the Group has not been subjected to administrative sanctions or penalties for violating environmental laws or regulations that would have a significant impact on the Group.



6.1. Green Operation

- 6.1.1. We care the environmental performance of our operations and put it in our sustainable strategies. Due to our business nature as a retailer, we try our best to minimise the negative impacts during our business operation and enhance the environmental awareness of our employees.
- 6.1.2. Our major emissions were purchased electricity from retail shops and offices in operation, as well as the unleaded petrol and diesel consumed by our passenger cars and forklift. To minimise the carbon footprint incurred by our daily operation, we have implemented the below measures to achieve the "green operation":
 - Install a high-efficiency motor unit when replacing the machine
 - Increase the application of natural light
 - Lights and unnecessary energy-consuming devices must be turned off when employees left to reduce energy consumption and lower the relevant greenhouse gas emissions
 - Educate employees on the importance of water conservation and reduce unnecessary water waste When any leaks occur on any equipment, perform maintenance procedures immediately to avoid waste
 - Ensure equipment and devices are switched off during downtime and breaks
 - Set the temperature of air conditioning in our office within an energy-efficient level from 24°C to 26°C
 - Encourage employees to switch off all computers and warehouse/office equipment, electrical appliances and air conditioners when not in use
 - Advocate 3R's concept "Reduce, Reuse and Recycle"

Air emission	Unit	2020/21	2019/20
Nitrogen Oxides (NOx) Sulphur Oxides (SOx) Particulate Matter (PM)	Kilogram Kilogram Kilogram	70.02 0.15 1.93	399.59 0.88 1.63
GHG	Unit	2020/21	2019/20
Total GHG Emission Direct Emission (Scope 1) Indirect Emission (Scope 2) GHG Emission Intensity	Tonnes of CO ₂ e Tonnes of CO ₂ e Tonnes of CO ₂ e Tonnes of CO ₂ e per HKD\$ million revenue	369.70 25.25 344.45 2.51	556.65 32.91 523.74 3.83

Energy	Unit	2020/21	2019/20
Total Energy Consumption	MWh	720.74	868.08
Purchased Electricity	MWh	628.27	748.92
Unleaded Petro	MWh	8.75	14.49
Diesel oil	MWh	83.71	104.67
Intensity of Electricity	MWh per HKD\$ million	4.90	5.97
Consumption	revenue		

6.2. Waste Management

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6.2.1. We adhere the 3R's concepts — "Reduce, Reuse and Recycle" to reduce the waste incurred at source in our operation. Due to our business nature, hazardous waste is not material for the Group and the major non-hazardous wastes are paper waste, ordinary office waste and broken tiles. In response to minimise the paper consumption, we adapted a range of measures, such as promote a paperless practice in the office, encouraging double-sided printing or photocopying for documents and materials used in the office, as well as use electronic system to save files. Moreover, the Group also avoids using single-used paper cup and suggests employees to bring their own cups. We appointed a third-party contractor to handle our non-recyclable waste from warehouse and the office, to ensure all generated waste are properly handled.

Non-hazardous waste Note 1	Unit	2020/21	2019/20
Total Non-hazardous Waste Produced	Tonnes	69.5	71.45
Intensity of Non-hazardous Wastes Produced	Tonnes of CO ₂ e per HKD\$ million revenue	0.47	0.49

Note1 Non-hazardous waste we produced are mainly damaged tiles. Our operations do not generate significant office waste and we estimated the office waste based on the amount of paper purchased for year ended 31 March 2021.



6.3. Water Consumption

6.3.1. Regarding the management of water usage, we only use tap water provided by the Water Supplies Department and we do not have any issue in sourcing water. However, we understand water is a precious resource in earth and we encourage our staff to save portable water. The wastewater generated by the Group was mostly from the operation of our offices and retail shops. Therefore, we do not have significant wastewater generated during the Reporting Period. Municipal wastewater was directly discharged into the municipal sewer line.

Water	Unit	2020/21	2019/20
Total water consumption	Cubic meter	1,208.83	970.00
Intensity of Water	Cubic meter per HKD\$ million	8.22	6.67
Consumption	revenue		

6.4. Packaging Management

6.4.1. We consumed plastics wraps and non-woven bags for business purpose based on our business nature. To protect our environment, we are looking for methods to reduce our packing material consumption as well as any alternative materials beyond plastics. During the Reporting Period, the amount of packaging material purchased was 2.4 tonnes.

7. COMMUNITY

7.1.1. The Group cares not only its business, but also the community. We would like to cultivate a harmonious relationship with the community. We encouraged our employees to participate in voluntary works in local community and pass their love on. On top of the enthusiastic community participation, we also provided financial support. We had no donation during the Reporting Period.

8. HKEX ESG REPORTING GUIDE INDEX

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	A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Our business did not have significant hazardous waste in operation.	NA		
	A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Waste Management	P. 12		
	A1.5	Description of measures to mitigate emissions and results achieved.	Green Operation	P. 11		
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Aspect	KPI	Description	Statement/Section	Page No.
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	B1.1	(b) complianceTotal workforce by gender, employmenttype, age group and geographical region.	Employment Practices	P. 7
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B2: HE	ALTH AND S	AFETY		
B2	General disclosure	Information on: (a) the policies; and (b) compliance	Health and Safety	P. 9
	B2.1	Number and rate of work-related fatalities.	Health and Safety	P. 9
	B2.2	Lost days due to work injury.	Health and Safety	P. 9
	B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Health and Safety	P. 9
B3: DE	VELOPMENT	AND TRAINING		
B3	General disclosure	Policies	Development and Training	P. 10
	B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Development and Training We partially disclosed the percentage of employees trained by gender and the employee category will be disclosed in the future.	P. 10
	B3.2	The average training hours completed per employee by gender and employee category.	Development and Training We partially disclosed the average training hours completed per employees trained by gender and the employee category will be disclosed in the future.	P. 10

Aspect	KPI	Description	Statement/Section	Page No.
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B6: PF	ODUCT RES	PONSIBILITY		
B6	General disclosure	Information on: (a) the policies; and (b) compliance	Product Responsibility	P. 6
	B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	During the Reporting Period, there were no products subject to recalls for safety and health reasons.	P. 7
	B6.2	Number of products and service-related complaints received and how they are dealt with.	We have not received any products and service-related complaints in the Reporting Period.	P. 7
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Aspect	КРІ	Description	Statement/Section	Page No.			
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