



ENVIRONMENTAL, SOCIAL
AND GOVERNANCE REPORT
環境、社會及管治報告

2022

PINE TECHNOLOGY
HOLDINGS LIMITED
松景科技控股有限公司*

(Incorporated in Bermuda with limited liability)
(於百慕達註冊成立之有限公司)

Stock Code 股份代號 : 1079



* For identification purpose only
僅供識別

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About this Report

PINE Technology Holdings Limited (hereafter referred to as the “**Company**” or “**PINE**”) along with its subsidiaries (the “**Group**”) is pleased to present its sixth standalone Environmental, Social and Governance (the “**ESG**”) Report (the “**Report**”).

In addition to the Group’s headquarter office in Hong Kong, we once again will disclose the ESG practices and performance of one of our subsidiaries, China UIP Information Technology Co., Limited (the “**China UIP**”) located in Guangzhou, Guangdong province, the People’s Republic of China (the “**PRC**”). Based on the operational risk level and revenue percentage, the aforementioned entities are considered as the Group’s major operations that have significant impacts with regards to environmental, social, and economic issues. Unless otherwise specified, this Report covers the fiscal year from 1 July 2021 to 30 June 2022 (the “**Reporting Period**”).

This Report is prepared in compliance with the “Mandatory Disclosure Requirements” and the “Comply or explain” Provisions of the Environmental, Social and Governance Reporting Guide (the “**ESG Reporting Guide**”) under Appendix 27 of the Main Board Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited (the “**HKEx**”), and adheres to the following principles:

Materiality

Supported by a stakeholder engagement exercise and external materiality analysis, this Report is structured based on the materiality of ESG issues. For more information, please refer to subsections “Stakeholder Engagement” and “Materiality Assessment” under the section “Sustainability Approach”.

Quantitative

This Report discloses quantitative key performance indicators (the “**KPIs**”) of the Group’s headquarter office in Hong Kong and subsidiary office in Guangzhou respectively. Information on the standards, methodologies, assumptions, and calculations tools used are further disclosed where applicable.

Balance

With an aim to provide an unbiased picture of the Group’s ESG performance, all information is prepared and published based on existing policies, practices, and official documents or reports in an accurate, genuine, and transparent manner.

Consistency

Any changes to the calculation scopes, methods, KPIs used, or any other relevant factors affecting a meaningful comparison shall be disclosed. The calculation scopes in this Report have expanded to the Group’s office in Hong Kong and the PRC. The methodologies adopted for Hong Kong office are consistent with previous years, which allows for meaningful comparisons of ESG data over time.

We welcome your feedback on this Report and our approach to sustainability. If you have any comments or suggestions, please share with us by:

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About PINE

Company Profile

PINE has a respected and world-renowned presence in the computing industry. Since its establishment in 1989, we have endeavoured to make the unimaginable possible and spared no effort to push the envelope of computing device technology in order to meet and surpass the expectations within the ever-expanding computing industry. First listed on the Growth Enterprise Market in 1999, PINE transferred to the Main Board of the HKEx in 2010 which enabled the company to continue to deliver the finest computing products to a larger global customer base. During the Reporting Period, the Group continued to operate the following business segments:

Manufacturing, sales, and distribution of computer products

The Group manufactures and sells market video graphics cards, other computer components, consumer electronic products and others under the Group's brand products, and other brand products to customers.

Provision of computer-related Services

Upon particular request from customers, the Group also offers computer software, hardware and system development services.

Money lending services

Leveraging its capital resources and business networks, the Group provides money lending services in Hong Kong.

Chairman's Message

On behalf of the Board of Directors (the “**Board**”), it is my pleasure to present the latest ESG Report of the Group for the fiscal year ended 30 June 2022. This Report represents, in a genuine and transparent manner, our continued commitments and contributions to sustainable development and the principles of ESG. Through this Report, we aim to paint a full picture of our dedication and determination to create long-term sustainable value for both our internal and external stakeholders.

During the Reporting Period, the Group continued to face challenges brought on by external factors that have affected the way in which our business operates. Most prevalent was the continued influence the 2019 Novel Coronavirus Disease (“**COVID-19**”) has had on both the local and global economy. The pandemic has continued to cause severe disruption to economic activities worldwide and caused significant uncertainties in the current business environment. Although the majority of countries have provided vaccination programmes and strive to revitalise their economic activities, the existing regional lockdowns still inhibit global trading effectiveness.

In order to overcome the associated challenges emerging from different business segments, we have developed various response strategies. The Board will continue to assess the impact of the COVID-19 pandemic on the Group's operations and financial performance, and closely monitor the Group's exposure to the risks and uncertainties in connection therewith.

This year the Group has commissioned an independent sustainability consultant to develop our first-ever sustainable procurement policy. This policy, adopted in conjunction with the Group's existing List of approved suppliers and general approach to green procurement, further reflects our commitment to the values of sustainable development and is an acknowledgment of our responsibility to manage our overall impact on the environment, society, and local economy. It is hoped the impact of this commitment is felt throughout our supply chains, industry, and beyond.

Internally, we are proud of the continued strides that have been made in extending training to our entire workforce. In 2022 nearly 65 percent of our staff received training which, compared to four percent in the previous year, represents a massive improvement. The average amount of training per employee has also increased from 0.4 to 8.9 hours. We are committed to ensuring that this positive trend continues.

Finally, we are pleased that the Group remains on track to meet its environmental targets set in 2021. As aforementioned, a sustainable procurement policy has been produced with a green office policy promoting effective environment-conscious decisions within the office is set to follow suite. Furthermore, this report has, for the first time, identified some of our Scope 3 Greenhouse Gases (“**GHG**”) emissions, a figure we will continue to track in subsequent reports.

We remain committed to ensuring our remaining targets are met and surpassed by 2023.

In closing, I would like to express my profound gratitude to all our employees and management team for the professionalism and dedication shown in the past year towards achieving our goals along with the immense value they bring to the Group. Without this devotion, the accomplishments set out in this Report would not have been realised. Looking forward, PINE shall remain steadfast in fulfilling its ESG and sustainability responsibilities and continue to strive to build a better world for all.

Zhang Sanhuo

CHAIRMAN

Hong Kong, 30 September 2022

Sustainability Approach

The development of the Information Technology (the “IT”) industry is inextricably linked to sustainable development. They share part of the same visions and outcome – to establish an efficient and harmonious connection between people, products, society, and the environment that drives the globalisation of regional markets, as well as forging a responsible, inclusive, and efficient economy with greater communication. IT can be leveraged to facilitate transitions to sustainability so long as potential negative linkages are identified and addressed adequately.

At PINE, our ESG goals are beyond purely making and distributing high quality electronic products. We actively identify each opportunity where we can integrate sustainable practices into our business and operations. We reinforce our sustainability approaches through comprehensive methods, with an aim to promote sustainable concepts within the IT industry and global market.

We have strengthened our ESG governance and strategy by a variety of approaches, including gap analysis on ESG performances, environmental mitigation targets setting, and external materiality assessment. By adopting these strategies, we have been able to effectively identify areas for improvement and better position ourselves in our efforts to be a more sustainable company.

ESG Governance

Our Board upholds overall responsibility for the management of all ESG matters. Having realised the ESG space and related expectations are continually evolving, our Board adopts a set of approaches divided by three main timeframes and strive to address and respond to the most urgent ESG issues within those respective periods.

The Board’s short-term approach mainly focuses on the alignment and compliance with the new amendments of the ESG Reporting Guide which were announced by HKEx in late 2019 and effective from July 2020 onwards. We have discussed relevant ESG reporting matters and continue to minimise the gaps between our current performance and these new requirements. Furthermore, the Board has also commissioned an independent sustainability consultant to conduct an external materiality assessment on potential ESG issues and develop a list of environmental targets to mitigate the Group’s environmental impacts in a consistent manner. The Board has reviewed the targets and chosen those that are considered most significant for the Group’s businesses. For more information, please refer to subsections “Emission Mitigation” and “Resource Consumption” under the section “Environmental Protection”.

To ensure there are appropriate precautions towards the emerging ESG risks in the medium and long-term, all potential ESG risks covering financial, operational, compliance and governance aspects are identified and discussed by the Board and the established audit committee on a regular basis. In order to better monitor the Group’s ESG performances and effectively adjust its management approaches, the Board may designate an ESG committee in the near future, which is considered as one of the long-term strategies. The ESG committee shall be responsible for the management of ESG issues, including but not limited to launching ESG-related initiatives. The ESG committee may also be responsible for evaluating the materiality of potential ESG issues to the Group on an annual basis and reviewing the effectiveness of the Group’s ESG management and risk control systems on an ongoing basis.

ESG Strategy

The Group's sustainable development is driven by a holistic ESG strategy, where we focus on the key ESG topics and the main challenges for the coming three to five years, including regulations and standards compliance, stakeholder relationships management, as well as products and services quality improvement. In order to overcome these challenges and improve the synergy between our ESG goals, management approaches, as well as the direction for business development, the Board shall review this strategy on an annual basis. During our daily operation, the Group is committed to fulfilling the following principles:

- Maintain higher environmental and social standards to ensure sustainable development of its business
- Comply with all relevant laws and regulations in relation to its business including health and safety, workplace conditions, employment, and the environment
- Encourage employees, customers, suppliers, and other stakeholders to participate in environmental and social activities that benefit the community as a whole
- Maintain strong relationships with its employees, enhance cooperation with its suppliers and provide high quality products and services to its customers, so as to ensure sustainable development

Stakeholder Engagement

Stakeholders' interests, expectations and concerns intertwine with the Group's overall performance. During the Reporting Period, by consulting various departments, the Group identified seven different stakeholder groups whose actions are highly interacted with the Group's daily operations business development. Through the following communication channels, the Group is committed to constructing a favourable, transparent, and sincere connection with each stakeholder group.

Stakeholder Group	Communication Channel
Shareholders/Investors	<ul style="list-style-type: none"> • Annual general meetings • Press releases • Annual and interim reports • Announcements and notices
Employees	<ul style="list-style-type: none"> • Surveys • New hire orientation programmes • Training and development • Comment boxes
Customers	<ul style="list-style-type: none"> • Customer visits • Surveys • Meetings and correspondences
Suppliers	<ul style="list-style-type: none"> • Assessment surveys • Site visits • Supplier audits
Community Groups	<ul style="list-style-type: none"> • Charity activities • Volunteering activities
Media	<ul style="list-style-type: none"> • Press releases • Meetings and correspondences
Regulatory Bodies	<ul style="list-style-type: none"> • Site visits • (Non-) compliance reports • Meetings and correspondences

Materiality Assessment

The Group values its stakeholders' opinions and recognises there are many intersections between stakeholders and the Group's interests. A materiality assessment was conducted by an independent sustainability consultant to identify and evaluate ESG issues that were deemed important to our stakeholders and the Group during the last Reporting Period. Through the process of engaging our stakeholders, we were also able to carry out further adjustments and improvements on our sustainability agenda. We are committed to performing this exercise regularly to ensure our existing priorities, strategies and policies align with stakeholders' expectations.¹ A four-step approach was adopted to assess the materiality of ESG issues:

Step 1: Identification

A list of potential material issues was identified with reference to the following sources:

- Previous ESG reports from PINE
- External industry benchmarking

¹ A materiality assessment was not conducted for this current reporting period as the Group does not consider its ESG practices to have differed when compared to the previous year. As such, this report uses results taken from the materiality assessment conducted in 2021.

The criteria for the selection of material ESG issues include whether the issue has a substantial impact on the assessments and decisions of stakeholders, and whether it reflects the Group's significant environmental and social impacts. Through these criteria, 17 material issues were identified and defined.

Step 2: Prioritisation

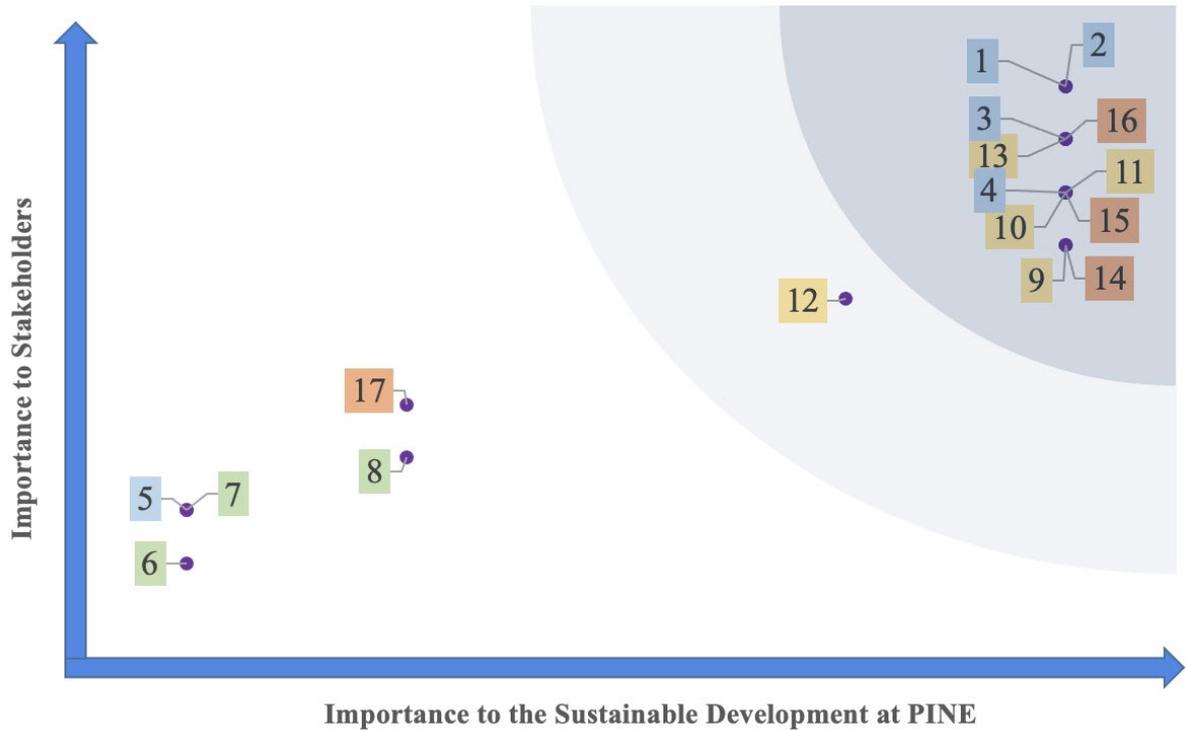
Different stakeholder groups were selected and engaged based on their influence on the Group. A standard questionnaire was distributed to stakeholders to ensure consistent and systematic evaluation of material issues. They were tasked to rate the relative importance of identified ESG issues.

- Four members of the Board and senior management (the “**Management**”) ranked the importance of material issues towards the Group's sustainable development.
- 12 members of stakeholders, which include employees, customers, as well as suppliers and contractors ranked the importance of material issues based on their own preferences and expectations.

Step 3: Validation and Review

The Group's Management confirmed and validated the list of material topics for disclosure in this Report. The Board reviewed the identified material issues and the results to ensure appropriate relevance and materiality to PINE.

Based on the questionnaire responses, a materiality matrix was created in accordance with international practices in prioritising material aspects based on their importance to the sustainable development at PINE (represented by Board and Management) versus its stakeholders.



<p>People Cultivation</p> <ol style="list-style-type: none"> 1. Workplace Diversity and Inclusion 2. Employee Compensation and Benefits 3. Occupational Health and Safety 4. Employee Training and Development 5. Community and Charity Engagement 	<p>Environment Protection</p> <ol style="list-style-type: none"> 6. Environmental Resource Optimisation 7. Air and Waste Emissions Reduction 8. Climate-Related Risk Identification
<p>Operation Management</p> <ol style="list-style-type: none"> 9. Product Quality and Innovation 10. Customer Relationship 11. Marketing Responsibility 12. Supply Chain Risk Mitigation 13. Green Procurement 	<p>Business Integrity</p> <ol style="list-style-type: none"> 14. Anti-Corruption 15. Intellectual Property 16. Privacy and Confidentiality 17. Anti-Child and Forced Labour

In order to finalise a report structure that balances stakeholders' views, an average score was used to assess the relative importance of four aspects. The recommended report structure for this year was confirmed and approved by the Board, as shown below:



Operation Management

As technology advances, and the internet takes up more of a central role in our lives, the demand for computer components, computer software and electronic products continues to grow. As such, companies operating in this space must be conscious of the amount of electronic waste (the “e-waste”) produced which increases pressure on the environment and acts as a direct contradiction to the Group’s sustainable values. Conducting such trade business in the global market requires PINE to develop holistic operation management that can ensure product quality and lifespan. Through our responsible marketing strategy, rigorous quality assurance and control system, as well as supply chain optimisation policy, we strive to source and distribute eco-friendly and long-lasting products that aim to lessen the burden on the environment.

Service Responsibility and Customer Relationship

The Group upholds a prudent attitude on sales services and customer engagement. We adhere to the sales order procedures to ensure a smooth process of our trading activities. Upon a detailed quality assurance and control process, we will arrange reliable express services to avoid potential damage to products during the shipment. Customers are granted legal titles and statutory property rights of the products after successfully receiving the items or their control permission. We have the responsibility to handle any unexpected situations regarding product quality before successful delivery, ensuring customers will not assume any unfulfilled obligations that may affect the products they have accepted.

The Group is dedicated to forging customer relationships that can guarantee their satisfaction. We treat each customer with due care to retain their loyalty. Sales to our existing customers are normally made with credit terms of 1 to 180 days. For new customers, deposits or cash on delivery may be required, as per contractual agreement. As part of our after-sales service, we welcome customer feedback on communication, price competitiveness, product quality and service level. If any feedback or complaint is received, our employees will follow internal guidelines and approach each issue in an appropriate and timely manner.

During the Reporting Period, there were no laws and regulations relating to the health and safety matters of products and services that had a significant impact on the Group, and the Group did not receive any material complaints relating to its products and services.

Product Quality Assurance

The Group directly sources computer components and electronic products from its suppliers, and thereby the manufacturing process is not included in its direct operations. By carrying out the following dual inspections, we ensure that all purchased products are of the finest quality before being shipped to customers:

- Carry out stringent quality inspection procedures before being shipped and delivered; and
- Adopt corrective and preventive control procedures in reporting while analysing the causes of known incidents and potential risks of product nonconformity.

In the unlikely event that a substandard product is found, we carry out recall and disposal procedures. A reason analysis report is subsequently generated and promptly circulated to the management team to prevent such event from reoccurring. During the Reporting Period, there were no reported cases of product recalls and returns, including those due to safety and health reasons.

Supply Chain Optimisation

The Group's suppliers include distributors and contractors, which are widely distributed across the PRC and around the world. It remains our goal to optimise our supply chain and enhance its sustainability. We closely communicate with existing suppliers to ensure that they understand our expectations on quality management, occupational health and safety, as well as environmental standards, whilst actively collaborating with prospective suppliers that are capable of providing environmental-friendly products and services.

Our supplier management process serves as a cornerstone that facilitates supplier engagement in an unbiased manner. When engaging prospective and retaining suppliers, we strictly follow the established selection and evaluation procedures. Different assessment methods including but not limited to site inspections and supplier audits shall be conducted to assess various aspects of suppliers' performance such as delivery efficiency, service quality and reliability, management system and procedural control.

For the first time, the Group has, through commission of an independent sustainability consultant, developed a sustainable procurement policy. This policy, with the Group's existing list of approved suppliers and general approach to green procurement, amplifies our commitment to sustainable development and is a positive step towards fulfilling our responsibility to manage our overall impact on the environment, society, and local economy.

With an aim to identify and manage ESG risks along our supply chain, we adopt a detailed assessment to review suppliers' environmental and social policies. Aspects such as environmental performance, occupational health and safety, human rights and ethics are considered within the assessment. In order to monitor their ESG performance, we require suppliers to draft a guideline regarding environmental and social commitment and review their achievement on an annual basis. For particular suppliers, we will help them formulate relevant policies and procedures to improve their environmental and social responsibilities in the long run.

During the Reporting Period, the Group engaged with 59 suppliers, all of which have complied with the aforementioned requirements proposed by the Group. For more information regarding number of suppliers by geographical region, please refer to the subsection "Social KPIs" under the section "KPIs Summary".

In order to promote environmental-friendly products and services within our supply chain, we actively choose responsible suppliers that can help us enhance our green office practices. During the Reporting Period, China UIP purchased electronic appliances with energy-saving labels and green decorative accessories from relevant suppliers and subcontracted work to responsible computer software contractors. Moving forward, the Group will continuously explore applicable environmental-friendly products as well as services, whilst maintaining long-lasting connections with those responsible suppliers to incorporate sustainable considerations into our supply chain.

People Cultivation

PINE aims to foster a united family where people and the surrounding community can live harmoniously, create a hazard-free workplace with ultimate safety in each operational stage, and build a platform for employees to achieve their professional milestones. We believe that these efforts will cultivate and incentivise our people to wholeheartedly pursue their careers, whilst sustaining the Group's long-term business growth.

Workplace Harmony

Recruitment, Promotion and Dismissal

Both our headquarter office and China UIP adhere to an unbiased recruitment principle, which is solely based on the criteria such as professional knowledge, work experience, personal skills, and abilities. Upon the assessment conducted by the human resource (the "HR") department and other relevant departments, only qualified candidates will be employed. During employment, employees with outstanding work performance may receive promotion opportunities whenever applicable. If employees' performance fails to meet our requirements, or on the occasion that the Group needs to adjust employment structure due to business development, employees may be dismissed with a one-month notification in advance.

Compensation, Benefits and Welfare

The Group ensures that its employees are remunerated according to the prevailing manpower market conditions and individual performance, qualification, and experience. We review our remuneration policies on a regular basis and make necessary changes in a timely manner. Apart from statutory benefits such as monthly salary, medical coverage, rest time, mandatory provident fund, social insurance, holiday leave, and annual leave, we also provide discretionary bonuses and a variety of allowances including but not limited to phone bill reimbursement, overtime compensation, training, meal, and business trip subsidies.

Equal Opportunity, Diversity and Anti-Discrimination

We strive to foster a non-discriminatory workplace with inclusivity, respect, and diversity. Our employee handbook covers the operation in the Group level and is implemented and continually monitored by the HR Department. Stipulated in this policy, any form of discrimination in any employment decisions, including but not limited to race, religion, nationality, origin, age, disability, sex, pregnancy, sexual orientation, are strictly prohibited. If employees encounter any form of harassment, they should immediately report to their superior or the HR department. We will provide necessary assistance and initiate corresponding investigations after receiving the complaint. In the unlikely event that such cases arise, the offender will bear disciplinary actions including but not limited to dismissal.

Social Contribution and Community Investment

As a high-tech IT company dedicated to contributing to the PRC's IT industry, China UIP positions itself as a professional electronic service provider that provides business processing and management system solutions for governments, public organisations, private enterprise and regulatory agencies at all levels. We leverage strong technical and financial strength, as well as cooperation and communication with other well-known industry peers and partners, with an aim to foster the rapid development of electronic governance in society and improve the public's and private sector's well-being by introducing varied electronic conveniences. Moving forward, the Group will continue to understand the needs and interests of the community where it operates and shall consider investing in efforts to engage them directly.

The Group strives to construct a harmonious workplace. During the Reporting Period, there were no laws and regulations relating to compensation and dismissal, recruitment, and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare that had a significant impact on the Group. There were no reported cases that compromise the Group's performance on workplace harmony.

Workplace Safety

Cyber Safety

As the majority of China UIP's operations is based online, the Group pays great attention to the network system in the office. We actively employ the highest levels of cyber security in the workplace and strive to forge a stable and reliable online operation to avoid potential risk and possible loss. Any third-party software must pass an antivirus test to ensure its safety and reliability prior to installation and use.

Fire Safety

The Group has an operational guideline and emergency response procedure to ensure fire safety. In our daily operations, employees are required to abide by the following rules:

- Comply with operating procedures and pay attention to fire prevention
- Prohibit smoking in places with no-smoking notices
- Report to the department manager in a timely manner if anyone notices any electrical equipment with potential fire hazards
- Become familiar with the locations of fire extinguishing equipment

When encountering a fire accident, employees are expected to minimise safety risk through the following emergency response procedure:

- Keep calm and ask colleagues for assistance
- Inform related personnel including the department manager, property security, fire brigade, and emergency aid centre
- Cut off the power supply and close all doors and windows near the fire scene
- Do not use water or foam to extinguish the fire caused by electricity
- Use nearby fire extinguishing equipment to extinguish the fire
- Follow the instructions to evacuate the fire scene in an orderly manner

COVID-19

During the Reporting Period, our offices in Hong Kong and PRC were still affected by COVID-19. We closely followed local government mandates and advice and stayed informed of the ongoing situation. We also assessed the health and safety risk of our employees, including commuting and office hygiene. In order to ensure maximum protection of our employees across daily operations, the Group has implemented respective preventive and control measures, including:

- Arrange flexible working hours, home office, and shifted schedule to reduce face to face contact
- Provide hand sanitisers, masks, and health supplements for employees
- Measure employees' body temperature before entering the workplace
- Require employees to wear masks in the workplace

Extreme Weather Safety

We also formulated safety instructions to guide employees to avoid any potential hazards related to extreme weather conditions. For example, within the operations in Hong Kong, we observe the Hong Kong labour department’s code of practice in times of typhoons and rainstorms as a guidance material in formulating the Group’s work arrangement under extreme weather. For more information, please refer to the subsection “Climate-Related Risk Identification” under the section “Environmental Protection”.

During the Reporting Period, there were no material relevant laws and regulations relating to providing a safe working environment and protecting employees from occupational hazards that had a significant impact on the Group, and there were no work-related fatalities or injuries occurred in the workplace.

Workplace Training

During the Reporting Period, the Group made a marked improvement in extending training to our staff. While last year, only four percent of total employees received training, this has increased to nearly 65 percent with total average hours of training received also increasing from 0.4 to 8.9 hours per employee. One reason for this increase was our staff’s participation in ISO9001 training and an anti-money laundering webinar. This is a positive trend that we hope to continue into the future.



The Group’s training policy has been developed by the management team based on the latest industry practices as well as the requirements from various departments and employees, with an aim to improve the technical and professional skill sets of employees, improve our product quality, and market competitiveness, and ensure the Group’s continuous business growth and expansion.

Continuing efforts made to ensure employees have a clear understanding of anti-corruption regulations, during the Reporting Period our Hong Kong office conducted anti-corruption training attended by four of our employees. With an aim to raise awareness against corruption temptations in daily operation, contents such as the latest anti-corruption laws and regulations were discussed in this training. Furthermore, we encourage employees to undertake external training programmes that enhance their skills and knowledge. Subject to the management’s approval, employees can reimburse up to 80% for each training programme upon completion.

For more information regarding employee training KPIs, please refer to the subsection “Social KPIs” under the section “KPIs Summary”.

Business Integrity

PINE endeavours to deliver the finest electronic products and IT services while upholding strong business integrity to its customers, distributors, and other business partners. For trading companies, we firmly believe that maintaining ethical business conduct is a cornerstone that establishes a trustworthy commercial network. The Group has formulated concrete approaches to prudently regulate business ethical issues such as data privacy, intellectual property, anti-corruption, and labour standards. Moving forward, we shall continue to maintain the highest business standard and aim to sustain our success.

Data Privacy and Intellectual Property

The Group spares no effort to protect the private interests and intellectual property rights of each stakeholder. As communicated in the employee handbook in our headquarter office and China UIP, any inventions used or created by any employees while carrying out their duties to invent, innovate, design, compose or create shall be deemed as a property of the Group, regardless of whether any patents or copyrights have been registered. Third parties' know-how and designs in the design, development, product production and other processes, along with the Group's customer information, trading records, business strategies and decisions are deemed as part of confidential data. Unless permission is obtained, employees shall not download, store, send or delete any company information, data, files, or materials to any external channels for any non-business purposes. Breaching or pirating such information may lead to employment termination.

During the Reporting Period, there were no laws and regulations relating to the advertising, labelling and privacy matters of products and services that had a significant impact on the Group, and the Group was not aware of any non-compliance with relevant laws and regulations.

Anti-Corruption

The Group has established a whistleblowing policy to define appropriate methods in handling bribery, extortion, fraud, and money laundering. As communicated in the employee handbook, employees are forbidden to receive benefits from any party that has a business relationship with the Group. When assessing suppliers, handling sensitive confidential information, and communicating with suppliers and customers, we restrict any material or monetary exchange in pursuit of personal interests.

We have set up designated officers including the financial controller as well as the audit committee, and reporting channels such as phone calls, in-person meetings, email, and posts to receive complaints about business ethics raised by stakeholders and handle any non-compliance cases. Throughout the whistleblowing process, the identity of the reporter will be concealed to ensure they will not be discriminated against. Relevant officers will evaluate the complaint and determine corresponding remediation solutions, including legal action against any corruption in breach of the relevant laws. We also conducted a moral risk assessment towards each position to determine which position may be easily exposed to moral hazards. For high-risk positions, we provide relevant employees with specific training to increase their awareness.

During the Reporting Period, the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615 of the Laws of Hong Kong) had a significant impact on the Group in relation to its daily trading activities. There were no concluded legal cases regarding corrupt practices brought against the Group and its employees. We ensure our compliance by providing anti-corruption training for the Board and employees on a regular basis. For more information, please refer to the subsection “Workplace Training” under the section “People Cultivation”.

Anti-Child and Forced Labour

The Group strives to create an anti-child and forced labour workplace that can showcase our commitments towards labour standards. Abiding by relevant laws and regulations in Hong Kong and PRC, hiring workers below 16 years old is strictly prohibited at PINE.

In order to prevent child labour recruitment from occurring, we established a monitoring procedure informing applicants of our policy against child labour during the recruitment process. We closely examine their identity documents and verify the information through interviews and, if necessary, governmental information channels. The recruitment process will begin only after the respective applicant’s identity has been verified.

We encourage work-life balance among employees and stipulate their working hours in the Employee Handbook. If employees are required to work overtime due to work needs, the amount of extra time shall not violate the requirements of local laws and regulations. Overtime allowances such as transportation and meal subsidies will be provided. At China UIP, a separated duty policy is adopted. Unless otherwise specified, employees solely need to be responsible for their own duty. In order to ensure that all employees have sufficient rest time, approval from the management is required prior to any overtime work.

In the unlikely event where a child or forced labour is found in the workplace, the Group will strictly take mitigation actions accordingly:

- Dismiss the illegal worker
- Report to the local labour authority and provide medical checks for the relevant personnel. If any occupational disease is discovered, medical treatment should be arranged, and the expense is covered by the Group
- Report to the Board and carry out discussion to prevent similar cases from reoccurring
- Review the recruitment process and hold the recruitment agency to account

During the Reporting Period, there were no laws and regulations relating to preventing child and forced labour that had a significant impact on the Group, and the Group was not aware of any non-compliance with relevant laws and regulations.

Environmental Protection

PINE aligns its business development with the urgent needs of environmental protection. We closely examine our operation to determine the importance and urgency of each environmental issue towards the Group's business. Through the external materiality assessment, we realised climate change issues are our primary concerns in the upcoming future and have proposed a preliminary response strategy. Furthermore, we also formulate green office practices and mitigation targets regarding emissions and resources, with an aim to protect our environment in a comprehensive and consistent manner.

Climate-Related Risk Identification

Physical Risks

The physical risks of climate change vary based on different geographical regions around the world. They include chronic risks such as extreme heat, drought, and water shortage as well as acute risks such as wildfires, hurricanes, and flooding. Our offices are located in Hong Kong and Guangzhou, which are along the southern coast of the PRC. The typhoon season currently lasts between July and September each year. Expecting longer and more extreme typhoon season, this may disrupt the Group's normal operations. Hence, extreme weather conditions are deemed as the primary acute physical risk in our climate-related risk identification. We have formulated a climate change policy to enhance the Group's operational resilience towards extreme weather conditions.

As outlined in the employee handbook, the Hong Kong office established special working arrangements if typhoons and rainstorms are to occur. Abiding by relevant regulations of the Labour Department in Hong Kong, all employees are not required to report for duty under different levels of extreme weather severity. In order to protect the safety of its employees and properties, China UIP requires employees to obey the instructions of the department managers and ensure safe operation under extreme weather conditions.

Transition Risks

Transition to a lower-carbon economy may present significant risks relating to policies, market, finance, and reputation. As the Group engages hundreds of distributors and contractors around the world, climate-induced transition risks along its supply chain must be considered during its climate-related risk identification and adaptation. The cost of GHG emission and carbon pollution would increase in the foreseeable future. As a trading company, we realise that it is important to optimise our logistics operation, by identifying our Scope 3 GHG emissions and avoiding carbon intensive transportation methods that may increase our logistic cost.

In order to ensure the smoothness and efficiency of our supply chain, we shall also consider conducting risk analysis against our electronic product manufacturers in the PRC. For example, we shall preferably select manufacturers that align with the regulation of local carbon markets, rather than those that are prone to receive penalties based on the upcoming China's Carbon Emission Trading System. Moving forward, the Group will consider identifying other aspects such as market and reputation risks to determine their priority and formulate corresponding adaptation strategies if necessary.

Emission Mitigation

During the Reporting Period, the Group's emissions include air emission stemming from its vehicle, as well as GHG emission stemming from its vehicle and purchased electricity. For detailed emission data, please refer to the subsection "Environmental KPIs" under the section "KPIs Summary". Our operation is based on office scenarios where the emissions impact on the environment is considered insignificant. Nevertheless, we strive to mitigate those emissions by complying with the green office practice, as described in the subsection "Green Office Practice" under this section. In order to monitor our mitigation performance and carry out appropriate adjustments in a timely manner, we also formulated the following emission mitigation targets:

Air and GHG Emissions Targets	Progress	Initiatives
By 2023, provide at least two hours of GHG emissions mitigation training for employees	On track	Average training per employee increased to 8.9 hours. However, majority of this spent on ISO9001 training. GHG emission mitigation training to be provided in 2023
By 2023, identify scope 3 GHG emissions and create corresponding tracking document	Completed	Two categories of Scope 3 emissions, including purchased goods and services (specifically water supply) and waste generated in operations (specifically wastewater emissions and paper in landfill) are included as part of 2022 ESG Report

Resource Consumption

The main resources consumed by the Group during the Reporting Period included electricity, water, and paper. China UIP also owned and operated a vehicle powered by petrol. For detailed consumption data, please refer to the subsection "Environmental KPIs" under the section "KPIs Summary". As we purchased those resources from local utilities, we did not encounter any issue in sourcing water or other resources. We encourage employees to follow the established green office practice as discussed under following subsection "Green Office Practice". We have also formulated the following resource consumption targets:

Resource Consumption Targets	Progress	Initiatives
By 2023, set up a sustainable procurement policy to purchase electrical appliances with energy saving labels	Completed	Sustainable Procurement Policy set up in 2022
By 2023, set up a green office policy that guides employees on energy saving measures	On track	Green Office Policy to be set up in 2023
By 2023, reach 50 percent installation rate of water-efficient taps with an aerator or flow restrictor	Under evaluation	Progress to be evaluated in 2023
By 2023, provide at least one hour of energy and resource saving training for employees ²	On track	Energy and resource saving training to be provided in 2023
By 2023, reach 80 percent reuse and recycling rate of scrap paper ³	On track	Currently, the Guangzhou recycles 0% of its paper and the Hong Kong office recycles 76.92%. Both offices will seek to improve this to 80% by 2023
By 2023, adopt at least one type of eco-friendly paper for office operation	On track	Adoption of eco-friendly paper to be done in 2023
By 2023, set up an official paper recycling partnership with licensed vendors	On track	Partnership to be set up in 2023



Dear colleagues, please support the environment. Use double-sided paper as much as possible and re-use single-sided wastepaper. Thank you!



Save every kWh of electricity. Turn off the lights and save electricity

² Additional target included this year

³ The original target of “reuse rate” has been modified to “reuse and recycling rate”, due to further understanding of the current operational practices



Green Office Practice

An effective environmental protection strategy should be positioned in line with companies' own business natures and operational scenarios. At PINE, green and sustainable office practices are considered the most significant cornerstone to facilitating the Group's environmental-friendly performance. By thoroughly examining our daily operation, we identified several substantial aspects regarding energy and resources, and created corresponding guidelines and regulations to integrate the ideology of responsible consumption into our offices:

Lighting

- Use only LED, T5 or compact fluorescent lamp with energy labels
- Assign employees to turn off lights when it was not in use or after office hours

Office Appliance

- Maintain all electrical appliances such as lamps and computers on a regular basis
- Adopt multi-function device that combine printing, scanning, photocopy, and fax function

Heating, Ventilation and Air Conditioning

- Use air-conditioning zoning
- Adjust individual air-conditioners to suitable temperatures
- Set general air temperature to above 25°C

Paper Consumption

- Adopt electronic supporting mediums, e-procurement system, and e-recruitment system
- Assign designated area for collection of single-sided paper

Waste Reduction

- Avoid using disposable umbrella bags by providing umbrella stands or racks
- Provide visitors with glass cups, containers, and utensils
- Assign designated area for collection of office wastes and recyclables

Water Saving Devices or Practices

- Maintain water dispensers, taps and pipes and repair leaks in a timely manner
- Affix water-saving stickers and posters in washrooms

Awareness and Education

- Encourage employees to prevent unnecessary prolonged use of office appliances
- Encourage employees to print only when necessary
- Encourage employees to lower the brightness of their monitor screen
- Encourage employees to reuse packaging materials such as plastic bags and plastic boxes

For the Reporting Period the Group included a number of additional policies measures to complement our green office practices. This included:

- Provision of utensils for staff in the common area for lunch, avoiding the use of plastic utensils.
- Digitising documents for filing to reduce the usage of paper, except for those that need to be printed
- The reuse of occasional festival decorations (e.g., Christmas, New Year Festival)
- Encouraging staff to attend ESG seminars or related events.

The practices listed above have already made a big difference. The digitisation of paper use, for example, has led to a massive reduction in paper usage from 4,500kg in 2021 to just 231.02kg in 2022.

We continue to seek new ways to enhance our green and sustainable office practices moving forward.

Laws and Regulations

During the Reporting Period, we have rigorously adhered to the following laws and regulations. Those with a significant impact on the Group's operation are further disclosed in the respective sections.

Operation Management	
Hong Kong	
	<ul style="list-style-type: none"> • Consumer Goods Safety Ordinance (Cap. 456 of the Laws of Hong Kong) • Sale of Goods Ordinance (Cap. 26 of the Laws of Hong Kong) • Supply of Services (Implied Terms) Ordinance (Cap. 457 of the Laws of Hong Kong)
PRC	
	<ul style="list-style-type: none"> • Government Procurement Law of the People's Republic of China • Production Safety Law of the People's Republic of China • The Bidding Law of the People's Republic of China
People Cultivation	
Hong Kong	
	<ul style="list-style-type: none"> • Employment Ordinance (Cap. 57 of the Laws of Hong Kong) • Employment of Children Regulations (Cap. 57B of the Laws of Hong Kong) • Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong) • Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong) • Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong) • Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong)
PRC	
	<ul style="list-style-type: none"> • Labour Law of the People's Republic of China • Labour Contract Law of the People's Republic of China • Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases • Provisions on Minimum Wages • Provisions on the Supervision and Administration of Occupational Health at Work Sites (Expired on 1st February 2021) • Provisions on the Administration of Occupational Health at Workplaces (Effective on 1st February 2021) • Social Insurance Law of the People's Republic of China

Business Integrity
Hong Kong
<ul style="list-style-type: none"> • Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615 of the Laws of Hong Kong) • Competition Ordinance (Cap. 619 of the Laws of Hong Kong) • Companies Ordinance (Cap. 622 of the Laws of Hong Kong) • Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong) • Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong)
PRC
<ul style="list-style-type: none"> • Anti-Monopoly Law of the People’s Republic of China • Anti-Unfair Competition Law of the People’s Republic of China • Cybersecurity Law of the People’s Republic of China • Interim Provisions on Banning Commercial Bribery • Provisions on Protecting the Personal Information of Telecommunication and Internet Users
Environmental Protection
Hong Kong
<ul style="list-style-type: none"> • Motor Vehicle Idling (Fixed Penalty) Ordinance (Cap. 611 of the Laws of Hong Kong) • Product Eco-responsibility Ordinance (Cap. 603 of the Laws of Hong Kong)
PRC
<ul style="list-style-type: none"> • Environmental Protection Law of the People’s Republic of China • Laws of the People’s Republic of China on Environmental Impact Assessment • Laws of the People’s Republic of China on the Prevention and Control of Environment Pollution by Solid Waste • Law of the People’s Republic of the China on the Prevention and Control of Atmospheric Pollution • Law of the People’s Republic of China on Prevention and Control of Pollution from Environmental Noise • Water Pollution Prevention and Control Law of the People’s Republic of China

KPIs Summary

Environmental KPIs

KPIs	Unit	2022	2021	2020
Air Emissions (KPI A1.1)				
Nitrogen Oxides	Kg	0.47	1.34	-
Sulphur Oxides	kg	0.02	0.02	-
Particulate Matter	Kg	0.04	0.10	-
GHG Emissions⁴ (KPI A1.2)				
Scope 1 Direct Emissions from Mobile Source	tCO ₂ e-	2.86	3.14	-
Scope 2 Indirect Emissions from Purchased Electricity	tCO ₂ e-	54.13	66.87	21.64
Scope 3 All other Indirect Emissions ⁵	tCO ₂ e-	1.11	-	-
Total GHG Emissions (Scope 1&2)	tCO ₂ e-	56.99	70.01	21.64
Total GHG Emissions (Scope 1,2&3)	tCO ₂ e-	58.10	-	-
Total GHG Emissions (Scope 1,2&3) Intensity by FTE	tCO ₂ e- /Person(s)	0.56	0.69	0.15
Total GHG Emissions (Scope 1,2&3) Intensity by Revenue ⁶	tCO ₂ e- /US\$'000	0.01	0.01	0.00
Energy and Resources Consumption (KPI A2.1 & A2.2)				
Electricity Usage	kWh	67,674.34	84,739.00	26,713.65
Petrol Usage	Litres	1,075.00	1,180.00	-
Total Energy Usage	MJ	279,726.12	344,684.80	96,169.15
Total Energy Usage Intensity by FTE	MJ/Person(s)	2,689.67	3,412.72	184.23
Total Energy Usage Intensity by Revenue	MJ/US\$'000	35.78	28.21	0.24
Water Usage	m ³	482.02	330.63	-
Water Usage Intensity by FTE	m ³ /Person(s)	4.63	3.27	-
Water Usage Intensity by Revenue	m ³ /US\$'000	0.06	0.03	-
Paper Usage	kg	231.02	4,500.00	-
Paper Usage Intensity by FTE	kg/Person(s)	2.22	31.03	-
Paper Usage Intensity by Revenue	kg/US\$'000	0.03	0.37	-

⁴ The GHG quantification methodology is based on following standards:

- The “Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong” issued by the Environmental Protection Department and the Electrical and Mechanical Services Department in Hong Kong
- The “China’s Regional Power Grids Baseline Emissions Factors in the 2019 Emission Reduction Project” issued by the Ministry of Ecology and Environment of the PRC

⁵ Scope 3 emissions include two categories based on the GHG protocol, including purchased goods and services (specifically water supply) and waste generated in operations (specifically wastewater emissions and paper in landfill). However, it does not currently include Guangzhou water consumption data as the PRC does not provide clear water or sewage emission factors

⁶ During the Reporting Period, the Group has generated a total revenue of US\$7,817,000 approximately.

Social KPIs

KPIs	Unit	2022	2021	2020
Workforce (KPI B1.1)				
Total Workforce				
Total Workforce	Person(s)	104	101	145
Workforce by Gender				
Male	Person(s)	79	76	114
Female	Person(s)	25	25	31
Workforce by Age Group				
<30	Person(s)	34	34	53
30-40	Person(s)	38	38	51
41-50	Person(s)	21	25	35
>50	Person(s)	11	4	6
Workforce by Employment Type				
Management	Person(s)	13	8	22
Administration, Accounting and Finance	Person(s)	10	15	20
Sales and Marketing	Person(s)	5	5	12
Procurement, Warehousing and Logistics	Person(s)	0	0	13
Technical and Maintenance	Person(s)	76	73	63
Operators	Person(s)	0	0	15
Workforce by Geographical Location				
Hong Kong	Person(s)	14	13	27
Macau	Person(s)	-	-	1
PRC	Person(s)	90	88	91
US	Person(s)	-	-	6
Canada	Person(s)	-	-	20
Turnover Rate (KPI B1.2)				
Total Turnover Rate				
Total Turnover Rate	%	37.07	52.03	55.10
Total Turnover Rate by Gender				
Male	%	34.84	47.37	39.22
Female	%	44.00	67.86	92.60
Total Turnover Rate by Age Group				
<30	%	67.65	68.97	65.65
30-40	%	23.68	47.19	52.38
41-50	%	8.70	40.00	50.00
>50	%	53.33	20.00	0.00
Turnover Rate by Geographical Location				
Hong Kong	%	22.22	225.00	-
PRC	%	39.33	21.23	-
Occupational Health and Safety (KPI B2.1 & B2.2)				
Work-Related Fatalities	Case(s)	0	0	0
Lost Days Due to Work Injury	Day(s)	0	0	0

KPIs	Unit	2022	2021	2020
Training and Development (KPI B3.1 & B3.2)				
Percentage of Employees Trained				
Total	%	64.42	3.96	-
Percentage of Employees Trained by Gender⁷				
Male	%	81.01	75.00	-
Female	%	12.00	25.00	-
Percentage of Employees Trained by Employment Category⁸				
Management	%	23.08	50.00	-
Administration, Accounting and Finance	%	10.00	50.00	-
Sales and Marketing	%	20.00	0.00	-
Technical and Maintenance	%	78.95	0.00	-
Average Training Hours				
Total	Hour(s)/Person	8.87	0.40	-
Average Training Hours by Gender				
Male	Hour(s)/Person	11.19	0.39	-
Female	Hour(s)/Person	1.52	0.40	-
Average Training Hours by Employment Category				
Management	Hour(s)/Person	2.62	2.50	-
Administration, Accounting and Finance	Hour(s)/Person	3.40	1.33	-
Sales and Marketing	Hour(s)/Person	2.80	0.00	-
Technical and Maintenance	Hour(s)/Person	11.05	0.00	-
Supply Chain (KPI B5.1)				
Suppliers by Geographical Region				
PRC	No.	59	25	
Product and Service (KPI B6.1 & B6.2)				
Product Recall Rate for Safety and Health Reasons	%	0	0	-
Product and Service-related Complaints	Case(s)	0	0	0
Anti-corruption (KPI B7.1)				
Concluded Legal Cases regarding Corrupt Practices	Case(s)	0	0	0

⁷ This year, breakdown of employees trained in relevant categories was calculated as a percentage of employees in that category at reporting year end. In the previous reporting year this figure represented a percentage of total employees trained. The company believes this updated calculation methodology is a better representation of our training practices and will continue to use this method going forwards.

⁸ As above

ESG Reporting Guide Content Index

Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
Mandatory Disclosure Requirements		
Governance Structure		
	<p>A statement from the board containing the following elements:</p> <ul style="list-style-type: none"> i) a disclosure of the board’s oversight of ESG issues; ii) the board’s ESG management approach and strategy, including the process used to evaluate, prioritise and manage material ESG-related issues (including risks to the issuer’s businesses); and iii) how the board reviews progress made against ESG-related goals and targets with an explanation of how they relate to the issuer’s businesses. 	<p>Sustainability Approach</p> <ul style="list-style-type: none"> - ESG Governance - ESG Strategy
Reporting Principles		
	<p>A description of, or an explanation on, the application of the following Reporting Principles in the preparation of the ESG Report:</p> <p>Materiality: The ESG report should disclose: (i) the process to identify and the criteria for the selection of material ESG factors; (ii) if a stakeholder engagement is conducted, a description of significant stakeholders identified, and the process and results of the issuer’s stakeholder engagement.</p> <p>Quantitative: Information on the standards, methodologies, assumptions and/or calculation tools used, and source of conversion factors used, for the reporting of emissions/energy consumption (where applicable) should be discussed.</p> <p>Consistency: The issuer should disclose in the ESG report any changes to the methods or KPIs used, or any other relevant factors affecting a meaningful comparison.</p>	<p>About this Report</p> <p>Sustainability Approach</p> <ul style="list-style-type: none"> - Stakeholder Engagement - Materiality Assessment <p>KPIs Summary</p>
Reporting Boundary		
	<p>A narrative explaining the reporting boundaries of the ESG report and describing the process used to identify which entities or operations are included in the ESG report. If there is a change in the scope, the issuer should explain the difference and reason for the change.</p>	<p>About this Report</p>

Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
"Comply or explain" Provisions		
A. Environmental		
Aspect 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.	Environmental Protection - Emission Mitigation Laws and Regulations
KPI A1.1	The types of emissions and respective emissions data.	Environmental Protection - Emission Mitigation KPIs Summary - Environmental KPIs
KPI 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).	KPIs Summary - Environmental KPIs
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	As the Group did not generate any hazardous waste, this disclosure is considered to be not material.
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	The Group's non-hazardous waste documentary system is under development and relevant information is not available. We shall record and disclose relevant data in the next fiscal year.
KPI A1.5	Description of emissions target(s) set and steps taken to achieve them.	Environmental Protection - Resource Consumption - Green Office Practice
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them.	As the hazardous waste is immaterial to the Group, the Group only formulated general mitigation steps for non-hazardous waste. For more information, please refer to the subsection "Green Office Practice" under the section "Environmental Protection".
Aspect A2: Use of Resources		
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	Environmental Protection - Resource Consumption - Green Office Practice

Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).	Environmental Protection - Resource Consumption KPIs Summary - Environmental KPIs
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	KPIs Summary - Environmental KPIs
KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	Environmental Protection - Resource Consumption - Green Office Practice
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them.	Environmental Protection - Resource Consumption - Green Office Practice
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	The Group's packaging material documentary system is under development and relevant information is not available. We shall record and disclose relevant data in the next fiscal year.
Aspect A3: The Environment and Natural Resources		
General Disclosure	Policies on minimising the issuer's significant impacts on the environment and natural resources.	Environment Protection - Emission Mitigation - Resource Consumption - Green Office Practice
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Environmental Protection - Emission Mitigation - Resource Consumption - Green Office Practice
Aspect A4: Climate Change		
General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	Environmental Protection - Climate-Related Risk Identification
KPI A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them.	Environmental Protection - Climate-Related Risk Identification
B. Social		
Employment and Labour Practices		
Aspect 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.	People Cultivation - Workplace Harmony Laws and Regulations

Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
KPI B1.1	Total workforce by gender, employment type, age group and geographical region.	KPIs Summary - Social KPIs
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	KPIs Summary - Social KPIs
Aspect 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.	People Cultivation - Workplace Safety Laws and Regulations
KPI B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	KPIs Summary - Social KPIs
KPI B2.2	Lost days due to work injury.	KPIs Summary - Social KPIs
KPI B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored.	People Cultivation - Workplace Safety
Aspect B3: Development and Training		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	People Cultivation - Workplace Training
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	KPIs Summary - Social KPIs
KPI B3.2	The average training hours completed per employee by gender and employee category.	KPIs Summary - Social KPIs
Aspect 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.	Business Integrity - Anti-Child and Forced Labour Laws and Regulations
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	Business Integrity - Anti-Child and Forced Labour
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	Business Integrity - Anti-Child and Forced Labour
Operating Practices		
Aspect B5: Supply Chain Management		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	Operation Management - Supply Chain Optimisation
KPI B5.1	Number of suppliers by geographical region.	KPIs Summary - Social KPIs
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored.	Operation Management - Supply Chain Optimisation

Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	Operation Management - Supply Chain Optimisation
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	Operation Management - Supply Chain Optimisation
Aspect 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.	Operation Management - Sales Responsibility and Customer Relationship - Product Quality Assurance Business Integrity - Data Privacy and Intellectual Property Laws and Regulations
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	KPIs Summary - Social KPIs
KPI B6.2	Number of products and service-related complaints received and how they are dealt with.	KPIs Summary - Social KPIs
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Business Integrity - Data Privacy and Intellectual Property
KPI B6.4	Description of quality assurance process and recall procedures.	Operation Management - Sales Responsibility and Customer Relationship - Product Quality Assurance
KPI B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored.	Business Integrity - Data Privacy and Intellectual Property
Aspect 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.	Business Integrity - Anti-Corruption Laws and Regulations
KPI 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.	KPIs Summary - Social KPIs
KPI B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.	Business Integrity - Anti-Corruption
KPI B7.3	Description of anti-corruption training provided to directors and staff.	People Cultivation - Workplace Training

Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
Community		
Aspect 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.	People Cultivation - Workplace Harmony
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	People Cultivation - Workplace Harmony
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	During the Reporting Period, the Group did not engage in any community activity and relevant information is not available. We shall consider gathering efforts to directly engage with them in the next two to three years.