

# ZJ 中基長壽科學

ZHONG JI LONGEVITY SCIENCE

## Zhong Ji Longevity Science Group Limited 中基長壽科學集團有限公司

(formerly known as Asia Pacific Silk Road Investment Company Limited)

(Incorporated in Bermuda with limited liability)

Stock Code : 767



# 2020

ENVIRONMENTAL,  
SOCIAL and  
GOVERNANCE REPORT

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# 1 ABOUT THIS REPORT

Zhong Ji Longevity Science Group Limited (hereinafter referred to as the “Company” or “We”) and its subsidiaries (collectively, the “Group”) have prepared the environmental, social and governance report (hereinafter referred to as this “Report”) annually in accordance with the disclosure obligations of the Environmental, Social and Governance Reporting Guide (hereinafter referred to as the “Guide”) set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. This Report summarizes the measures and quantitative performance related to the environment and society from 1 January 2020 to 31 December 2020 (hereinafter referred to as the “Year” or “Reporting Period”) and serves as one of the channels to establish and maintain better communications with our stakeholders. For the information related to the aspect of governance, please see the section of “Corporate Governance Report” in annual report.

## REPORTING SCOPE

During the Reporting Period, the Group mainly engages in the businesses of loan facilitation services, money lending, securities and other investments, financial and investment advisory, and which are the focuses of the content in this report. We have selected the Hong Kong office — the main operating base as the scope of this Report’s environmental key performance indicators (hereinafter referred to as “KPIs”); we also disclose the Group’s social KPIs. Unless otherwise stated, businesses directly controlled by the Group have been included in this Report.

## REPORTING LANGUAGE

This Report has been published in both Traditional Chinese and English versions. In the event of inconsistency, the English version prevails. Soft copy of this Report is available on the official website of HKEX for reading and downloading.

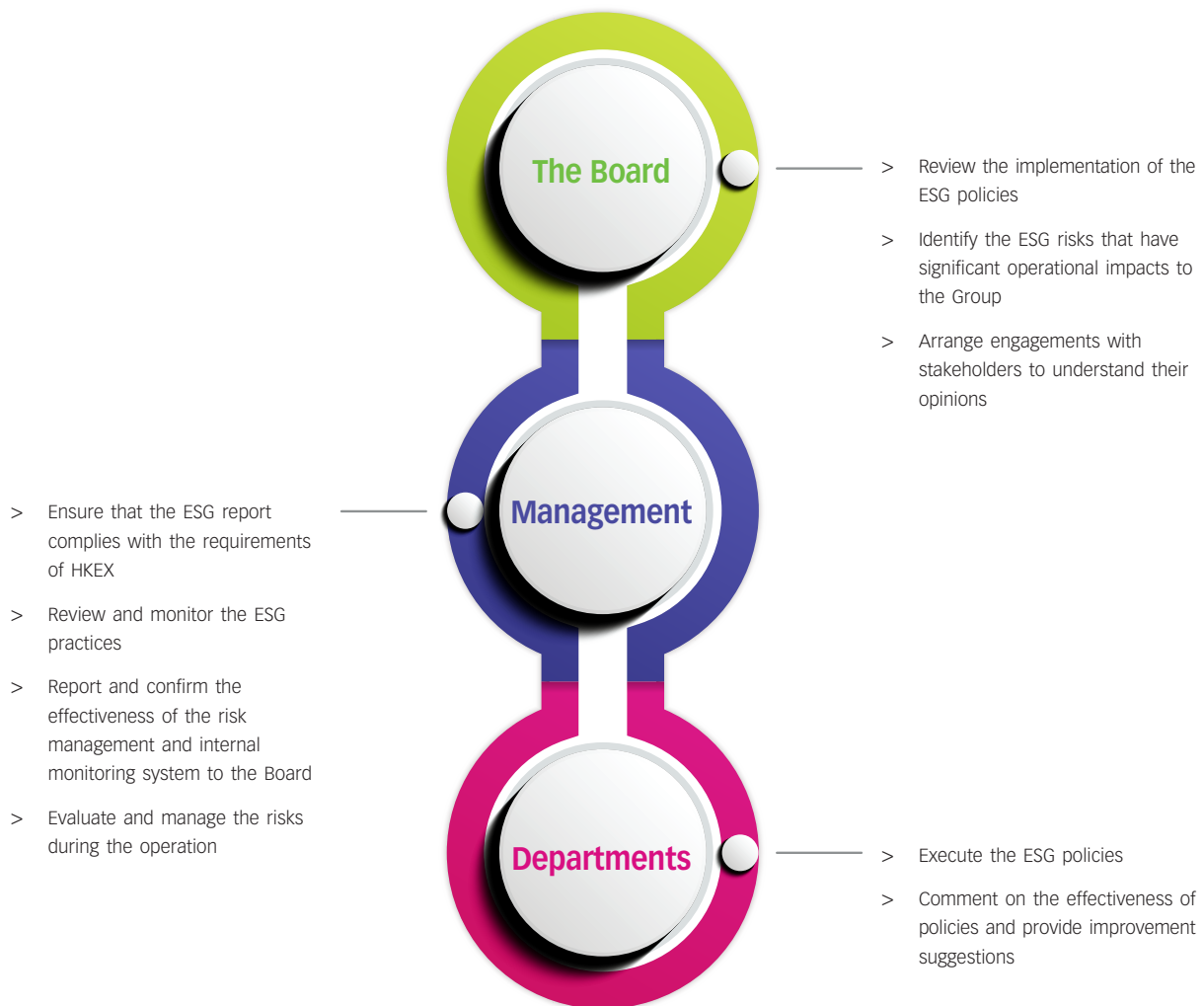
## CONTACT

Your opinions on this Report are highly valuable to us. We welcome you to leave any enquiries or suggestions through e-mail (ir@zhongji.com.hk).

## 2 ABOUT THE SUSTAINABLE OPERATION

The Group is committed to complying with the highest standard of business conducts and practices as well as enhancing employees' awareness of corporate social responsibility, which reflects the attention of environmental and social issues while focusing on business development.

Our board of directors, management and departments manage and evaluate matters related to environment, society and governance (hereinafter referred to as "ESG") from the top-down approach with the following functions in order to ensure the board of directors to take full responsibilities for ESG strategies and reporting.



## 2 ABOUT THE SUSTAINABLE OPERATION

### STAKEHOLDER COMMUNICATION

The Group has established various channels to maintain effective communication with all stakeholders. In a bid to strengthen the communication with stakeholders, understand their opinions and positively improve the operation of the Group in long run, we have identified government and regulatory institution, shareholders and investors, customers, employees, suppliers, community and the public (see the following table).

Stakeholder	Concerning issue	Major communication channel
Government and regulatory institution	<ul style="list-style-type: none"> <li>• Operation with responsibility</li> <li>• Comply with laws and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Conferences</li> <li>• Responses to public's enquiries</li> </ul>
Shareholders and investors	<ul style="list-style-type: none"> <li>• Business growth</li> <li>• Investment return</li> <li>• Brand of the Group</li> </ul>	<ul style="list-style-type: none"> <li>• Annual general meetings and other general meetings</li> <li>• Interim reports and annual reports</li> <li>• Result announcements</li> <li>• Investors' meetings</li> <li>• Daily information disclosure</li> </ul>
Customers	<ul style="list-style-type: none"> <li>• Service quality and satisfaction</li> <li>• Information security</li> <li>• Brand of the Group</li> </ul>	<ul style="list-style-type: none"> <li>• Daily operation and communication</li> <li>• Service hotline and e-mails</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Training and development</li> <li>• Labour Practices</li> <li>• Competitive welfare and remuneration</li> <li>• Good working environment</li> <li>• Health and safety</li> </ul>	<ul style="list-style-type: none"> <li>• Employees opinion surveys</li> <li>• Work performance appraisals</li> <li>• Group discussions</li> <li>• Employees engagement conferences</li> <li>• Employee intranet</li> </ul>
Suppliers	<ul style="list-style-type: none"> <li>• Integrity cooperation</li> <li>• Standardised procurement</li> <li>• Business moral compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Suppliers management procedures</li> <li>• Suppliers evaluation system</li> </ul>
Community and the public	<ul style="list-style-type: none"> <li>• Promote social harmony</li> <li>• Support charity activities</li> <li>• Perform green operation</li> </ul>	<ul style="list-style-type: none"> <li>• Charity activities</li> <li>• Voluntary services</li> </ul>

We have distinguished four major aspects including "About the Environment", "About the Employee", "About the Operation" and "About the Community" as the disclosed issues of this Report in order to include feedbacks and suggestions from all stakeholders.

# 3 ABOUT THE ENVIRONMENT

The Group attaches great importance to the operational impacts on the environment, strives to promote environmental conservation measures in the office, and uses this platform to collect and review the annual environmental performance to minimize the negative impacts. Our businesses have strictly complied with the laws and regulations of the place where we operate, including but not limited to environmental protection laws in Hong Kong, the Environmental Protection Law of the People's Republic of China (《中華人民共和國環境保護法》) and the Pollution Prevention and Control Law of the People's Republic of China (《中華人民共和國污染防治法》), etc, and there is no material and non-compliance incidents that affect the environment and the use of natural resources this Year.

## 3.1 CARBON EMISSIONS PERFORMANCE

The Group pays close attention to the regional and international updates of the related issue, including the policies on China's Policies and Actions for Coping with Climate Changes and National Climate Change Adaptation Strategy, etc. The Group also prepared for setting in future targets.

We have carried out quantitative and consistent reporting principles and continued to conduct the greenhouse gas (GHG) emissions in the Hong Kong office of the Group in accordance with the Greenhouse Gas Protocol composed by the World Resources Institute and the World Business Council for Sustainable Development, and ISO14064-1 devised by the International Organization for Standardization. The GHG emissions are as follows:

Index	Unit	2020
Direct GHG emissions (Scope 1)	tonnes of carbon dioxide equivalent (CO <sub>2</sub> e)	0.1
Indirect GHG emissions (Scope 2)	tonnes of CO <sub>2</sub> e	4.8
Other indirect GHG emissions (Scope 3)	tonnes of CO <sub>2</sub> e	0.2
Total GHG emissions	tonnes of CO <sub>2</sub> e	5.1
<b>GHG emissions intensity</b>		
Per employee	tonnes of CO <sub>2</sub> e/employee	0.7

The GHG emissions of the Group can be categorized as direct emissions (scope 1) and indirect emissions (scope 2 & 3) with the following emissions sources:

Scope 1: fuel consumption of vehicles of the Group

Scope 2: electricity consumed during business operation

Scope 3: water consumption, sewage treatment, waste landfill and paper use

# 3 ABOUT THE ENVIRONMENT

## 3.2 ENVIRONMENTAL PROTECTION OPERATION

The Group has formulated the "Corporate ESG Policies" (《企業環境、社會及治理政策》), advocated the green environmental protection measures in the office proactively and promoted the awareness of environmental protection to the employees. We explain the annual measures in aspects of electricity use, fuel consumption, paper use, waste and water consumption and strictly monitor the consumption of all indicators.

### Manage Electricity Consumption

The Group values the right ways to consume energy and advocates the responsibility of energy saving. Thus, we have been implementing measures to achieve higher energy saving performance and reduce energy consumption as well as disclosing annual electricity consumption for monitoring purposes.

As the air conditioning system is the main consumption in the office, we have arrangements of cleaning and washing filter net regularly and conducting checking to avoid lowering its efficiency and causing refrigerant leakage. To prevent wasting energy, the employees adjust the system to suitable temperature and cultivate the practice of turning off the air conditioners before leaving the office. We avoid installing air conditioners in places with direct exposure to sunlight, and install sealing stripes to doors and windows.

As for the lighting system, energy-efficient lamps are installed in the office to reduce energy consumption while maintaining brightness. We install lamps with appropriate luminosity without affecting the working environment and protecting the health of employees. In addition, the office is divided into different zones, and independent switches are set to maintain no lights for areas when not in use.

Printers at the office are equipped with timers, which can be set to completely turn off or sleep mode during non-working hours. High energy efficiency and multi-function devices are used in the offices which can reduce the number of printers.

Index	Unit	2020
Total electricity consumption	kWh	5,908.0
Electricity consumption per employee	kWh/employee	844.0

# 3 ABOUT THE ENVIRONMENT

## Manage Fuel Consumption

The Group has arranged company vehicles to facilitate the travel of employees, but no exploitation is allowed. We arrange vehicle inspections on a regular basis and repair them in a timely manner when problems occur. In addition, drivers plan their driving routes in advance to reduce fuel consumption due to detours. The fuel consumption and emissions of vehicles of Hong Kong office is as follows:

Index	Unit	2020
Gasoline consumption	Liter	45.0
Sulfur oxide (SO <sub>x</sub> ) emissions	g	0.49

## Manage Paper Consumption

We believe that the following measures and methods of monitoring paper consumption can effectively contribute to the environment:

- Replace the paper-based office administrative system with electronic OA System;
- Print necessary documents and e-mails only;
- Reuse or use double-sided paper;
- Set up a recycle station to collect waste paper, posters, letters and envelopes, etc.;
- Use waste paper to jot notes; and
- All waste paper is sent to waste recycling companies except for paper with confidential information.

The following is the paper usage at the Hong Kong office during the Reporting Period:

Index	Unit	2020
Total paper consumption	kg	17.5
Paper consumption per employee	kg/employee	2.5



# 3 ABOUT THE ENVIRONMENT

## Manage Water Consumption

Since the Group only focuses on office operations, there is no issues with sourcing water that is fit for purpose. In addition, as we shared toilets with other tenants and that water consumption cannot be measured. We followed the practice of last year to measure the data for drinking water. Since drinking water is related to the health of employees, it is not suitable for comparison.

Index	Unit	2020
Total drinking water consumption	Liter	360.0
Water consumption per employee	Liter/employee	51.4

## Manage Waste

In order to ensure the sustainability of the environment, the Group has instilled the attitude of “Less Use and Less Waste” to advocate the waste reduction, and used the concept of “Reduce, Reuse, and Recycle” to improve the utilization of energy and resources and achieve the benefit of economic efficiency. We reuse envelopes and collect waste paper for recycling; use replacement refills and reuse pen holders to avoid discarding the entire pen, try to avoid the use of disposable supplies and place reusable tableware in the pantry for employees to use, etc. Printing equipments in office use recyclable toner/cartridges to avoid unnecessary waste. Other than office waste such as batteries, waste ink cartridges and toner, which should be regarded as low hazardous waste, the Group operations do not generate any hazardous waste. All generated waste ink cartridges and toners were recycled.

The hazardous and non-hazardous waste generated by the Hong Kong office during the Reporting Period is as follows:

Waste Production	Unit	2020
Total non-hazardous waste production	kg	78.0
Non-hazardous waste production per employee	kg/employee	11.1

## 4 ABOUT THE EMPLOYEE

Employees are the cornerstone of the Group's continuous development. We treat each employee fairly and value their contributions and efforts. In addition, we always listen the needs of employees, not only provide competitive remuneration and benefits, but also support them in the field of training and development to enhance competitiveness. Our operations in Hong Kong comply with the laws and regulations such as the Employment Ordinance (《僱傭條例》) and the Employment of Children Regulations (《僱用兒童規例》); our operations in Mainland China comply with the Labour Law of the People's Republic of China (《中華人民共和國勞動法》), the Labour Contract Law of the People's Republic of China (《中華人民共和國勞動合同法》), the Law on the Protection of Minors (《未成年人保護法》) and the Regulations on the Prohibition of the Use of Child Labor (《禁止使用童工規定》) to protect employees' interests.

### 4.1 EMPLOYMENT POLICIES

The Group prepares Human Resources Management Rules (《人力資源管理制度彙編》) to state the standards of conduct that require all employees to comply with as well as their rights and duties to promote the development of the Group's business while effectively protecting the legitimate interests of employees.

We advocate fairness and equality in the workplace by providing equal opportunities to employees. We select candidates through interviews and the selection is based on their work experience, performance, matching with positions and skills only; discrimination on the basis of age, gender, physical and mental health, marriage and family status, race, colour, nationality, religious belief, political stance and sexual orientation are not allowed. In terms of promotion, we consider internal promotion before external recruitment. This Year, there are 34 employees and other categories are as follows:

Index	Unit	2020	2019
<b>Total employee by gender</b>			
Male employee	no. of people	16	22
Female employee	no. of people	18	20
<b>Total employee by types</b>			
Full-time	no. of people	33	42
Part-time	no. of people	1	0
<b>Total employee by age group</b>			
Below 30	no. of people	8	9
30-50	no. of people	25	28
Above 50	no. of people	1	5
<b>Total employee by geographical region</b>			
Mainland China staff	no. of people	27	31
Hong Kong staff	no. of people	7	11

# 4 ABOUT THE EMPLOYEE

## Resignation

Employees can terminate the employment relationship with us with their wills, but they need to complete the handover within the notice period in accordance with the requirements of the contract. The person in charge of the human resources department will also arrange meetings to understand the reasons for resignation. We also closely monitor the turnover and formulate relevant measures to reduce the turnover rate and maintain a good employment relationship. This Year's average turnover rate of employees is 27.7% (male employee: 36.0%; female employee: 18.2%)\*.

\* Calculation method of turnover rate: number of employees lost ÷ (number of employees lost + number of employees at the end of the year)\* 100%

## Prevention of child and forced labour

Candidates have deepened their understanding of the scope of work through the interview. The Group will also sign employment contract and specify the interests of employees therein in accordance with the requirements of the Employment Ordinance (《僱傭條例》) and the Labour Contract Law of the People's Republic of China (《中華人民共和國勞動合同法》). The above measures effectively prevent forced labour. In addition, the human resources department will collect and strictly check the identification documents of employees before employment to prevent employing child labor.

## 4.2 WELFARE AND REMUNERATION

### Welfare

The Group offers attractive and competitive welfare to our employees according to the Administrative Measures for Staff Benefits (《員工福利管理辦法》), to implement and execute the schemes of employee's welfare. Apart from statutory benefits (such as paid annual leave, maternity and paternity leave, bereavement leave, marriage leave, sick leave, as well as providing five social insurances and one housing fund and MPF schemes for qualified employees in the Mainland and Hong Kong respectively), employees working in Hong Kong also enjoy the following welfares related to health care, life, quality enhancement, arts and sports-related benefits:

- Corporate health insurance for employees
- Life insurance
- Annual body check for employees
- Offer holiday condolences and gifts

### Remuneration

The Group standardizes the remuneration system to attract, motivate, develop and retain the key talents with reference to the Administrative Measures for Staff Remuneration (《員工薪酬管理辦法》) and Remuneration Policies (《薪酬政策》). We consider both internal fairness and external market competitiveness to establish a market-oriented salary structure, and conduct an annual salary review structure. The remuneration of the employees included fixed remuneration and floating remuneration (bonuses). In addition, we arrange regular assessments for employees to comprehensively evaluate their work performance and conduct educational training, adjustments of duties, position, salaries, bonuses and penalties in a fair and reasonable manners in order to help employees develop and make progress.

# 4 ABOUT THE EMPLOYEE

## 4.3 TRAINING AND DEVELOPMENT

The planned trainings can directly enhance the competitiveness of the employees. Although the Group did not organize internal training during the Reporting Period, our employees still proactively attended courses out of the working hours to acquire more knowledge. We also listen the opinions and needs of the employees, and standardize targeted internal training opportunities to each employee in order to construct an enterprise that is full of developmental opportunities.

## 4.4 HEALTH AND SAFETY

The most important duty of the Group is to safeguard the health and safety of employees. We abide by relevant laws and regulations such as the Occupational Safety and Health Ordinance (《職業安全及健康條例》), Law on the Prevention and Control of Occupational Diseases of the People's Republic of China (《中華人民共和國職業病防治法》) as well as the Regulations on Work-Related Injury Insurance (《工傷保險條例》), we implemented the followed measures:



- Check the office area carefully before leaving, turn off the unnecessary power, close the doors and windows and eliminate dangers;
- If unsafe equipment is found and can cause accidents, it is required report immediately to the relevant departments and make adjustments;
- Keep the workplaces with good ventilation;
- Avoid overcrowded workplaces;
- Add warning signs in the dangerous areas to warn others to keep distance;
- Keep basic first aid equipment in the office;
- Report immediately to the relevant people and handle properly when there is an accident; and
- Propose adjustment plans to avoid the similar incidents, etc.

During the Reporting Period, the Group did not have any accidents related to work-related injuries or deaths and cases of violations of health and safety laws and regulations.

# 5 ABOUT THE OPERATION

The Group focuses on responsible and compliant operations and is also committed to providing customers with quality services. We continue to optimise the areas of product responsibility, supply chain and corporate governance structure to mitigate operational risks.

## 5.1 COMPLIANCE OPERATION

The Group prohibits any form of corruption or malfeasance such as bribery, money laundering, extortion and fraud which affect business operations. The Group strictly complies with the relevant laws and regulations such as Anti-Money Laundering and Counter-Terrorist Financing Ordinance (《打擊洗錢及恐怖分子資金籌集條例》), Anti-Money Laundering Law of the People's Republic of China (《中華人民共和國反洗錢法》) and Criminal Law of the People's Republic of China (《中華人民共和國刑法》). During the Reporting Period, no bribery, extortion, fraud and money laundering related to the staff was instigated against the Group.

The Group has formulated the Employees Code of Conduct (《員工守則》) and Discipline Regulations of Employees (《員工紀律規定》) to promote the integrity and self-discipline of employees and strengthen the standardisation and guidance of their behaviors, to enhance their sense of responsibility and consciousness in compliance with rules and discipline. The regulations clearly state that employees are not allowed to exercise their powers and duties to obtain improper benefits or authorize, instruct, and force other employees to engage in activities which violate the laws and disciplines and breach company rules and regulations under any circumstances.

Employees can raise complaints or report through confidential complaint channels (private line, mailbox, or written, etc.) if they discover violations of laws and regulations, and the case will be referred to the disciplinary assessment team. We ensure that the information is collected in a fair and equitable manner and the results of the investigation will be provided objectively. Corresponding penalties will be made or legal actions will be taken to hold accountable.



# 5 ABOUT THE OPERATION

## 5.2 PROTECTION OF INFORMATION SECURITY

The Group places great emphasis on information security, customer privacy and intellectual property. We have formulated the Information Security Management System (《信息安全管理制度》) and Emergency Incident Handling System (《應急事件處理制度》), regulated employee-related behaviors in Confidentiality of Employees' Personal Information (《員工個人資料的保密》) and Code of Employees (《員工守則》), complied with the following laws and regulations and carried out the following measures:

<b>Information Security</b>	
Laws and regulations	Cybersecurity Law of the People's Republic of China (《中華人民共和國網絡安全法》) Regulations of the People's Republic of China for Safety Protection of Computer Information Systems (《中華人民共和國計算機信息系統安全保護條例》)
Measures	<ul style="list-style-type: none"> <li>— Keep the confidential information properly and do not take the confidential information away from the office without authorisation;</li> <li>— Do not leave hidden leakage risks when dealing with confidential information;</li> <li>— Do not print or use other ways to copy information marked with "Top Secret", "Confidential", "Secret", "Internal Information, No External Transmission"; and</li> <li>— Set up access permissions for computers according to job requirements</li> </ul>
<b>Customer Privacy</b>	
Laws and regulations	Personal Data (Privacy) Ordinance (《個人資料(私隱)條例》)
Measures	<ul style="list-style-type: none"> <li>— Ensure that the collected information is for specific purposes only;</li> <li>— Use correct channels and have sufficient reasons to collect information from customers; and</li> <li>— Arrange training for employees who need to process customer information to strengthen their awareness, etc.</li> </ul>
<b>Intellectual Property</b>	
Laws and regulations	Hong Kong Intellectual Property Law (《香港知識產權法》) Law of the People's Republic of China on the Protection of Intellectual Property Rights (《中華人民共和國知識產權法》) Copyright Law of the People's Republic of China (《中華人民共和國著作權法》)
Measures	<ul style="list-style-type: none"> <li>— Ensure that the Company's trademarks, commercial and technical secrets, software and other intellectual property rights are not infringed;</li> <li>— Monitor regularly intellectual property rights in the market; and</li> <li>— Use copyright-protected application software and avoid legal disputes caused by security vulnerability and software copyrights, etc.</li> </ul>

# 5 ABOUT THE OPERATION

## 5.3 BRAND BUILDING

We provide customer-oriented services according to the needs of our customers and also encourage them to make suggestions, so as to improve the service quality and enhance the competitiveness of the Group. We have established predetermined complaint handling procedures to ensure that most customers can receive satisfactory feedback. During the Reporting Period, the Group did not receive complaints in respect of services.

We strictly monitor the Group's publicity materials and use the correct labels to ensure that there are no violations of the Trade Descriptions Ordinance (《商品說明條例》), Advertising Law of the People's Republic of China (《中華人民共和國廣告法》) and other relevant laws and regulations. We also take a zero tolerance towards the release of information without verification.

## 5.4 SUPPLY CHAIN MANAGEMENT

We maintain good relations with suppliers to ensure that the quality of the goods or services provided meet the expectations of the Group. To this end, the Group has developed a Procurement Management System (《採購管理制度》) to regulate procurement process. We need to prepare a purchase plan, evaluate the material usage and warehouse inventory, and then organize purchase after approval to avoid unnecessary procurement. In addition, in order to manage social and environmental risks, we consider the availability of environmental-friendly products, socially responsible operations and other factors when selecting suppliers.



In terms of monitoring, we will regularly arrange supplier assessments and provide rating in respect of quality, price, delivery date, etc., which may affect the opportunities for cooperation with the Group in the coming year.

## 6 ABOUT THE COMMUNITY



The Group is committed to connecting people in needs and charities through different channels to gain an in-depth understanding of the needs of the community. It also encourages employees to participate in voluntary projects and/or community activities spontaneously. Looking ahead, we can make full use of the Group's business advantages to contribute the community; will also support community development through donations and participation in community activities.



# APPENDIX I: CONTENT INDEX OF THE ESG REPORTING GUIDE OF HONG KONG STOCK EXCHANGE

Recommended Contents			Relevant Sections
<b>A. Environmental Aspects</b>			
A1: Emissions	General Disclosure	Information on: the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	3 About the Environment
	A1.1	The types of emissions and respective emissions data.	3.2 Environmental Protection Operation
	A1.2	Greenhouse gas emissions in total and intensity.	3.1 Carbon Emissions Performance
	A1.3	Total hazardous waste produced and intensity.	3.2 Environmental Protection Operation
	A1.4	Total non-hazardous waste produced and intensity.	3.2 Environmental Protection Operation
	A1.5	Description of measures to mitigate emissions and results achieved.	3.2 Environmental Protection Operation
	A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	3.2 Environmental Protection Operation
A2 : Use of Resources	General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	3.2 Environmental Protection Operation
	A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total and intensity.	3.2 Environmental Protection Operation
	A2.2	Water consumption in total and intensity.	3.2 Environmental Protection Operation
	A2.3	Description of energy use efficiency initiatives and results achieved.	3.2 Environmental Protection Operation
	A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	3.2 Environmental Protection Operation
	A2.5	Total packaging material used for finished products and with reference to per unit produced.	Not applicable as the business of the Group does not include packaging materials
A3 : The Environment and Natural Resources	General Disclosure	Policies on minimizing the issuer's significant impact on the environment and natural resources.	3 About the Environment
	A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	3 About the Environment

# APPENDIX I: CONTENT INDEX OF THE ESG REPORTING GUIDE OF HONG KONG STOCK EXCHANGE

Recommended Contents		Relevant Sections	
<b>B. Social Aspects</b>			
B1: Employment	General Disclosure	Information on: the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	4 About the Employee
	B1.1	Total workforce by gender, employment type, age group and geographical region.	4.1 Employment Policies
	B1.2	Employee turnover rate by gender, age group and geographical region.	4.1 Employment Policies The Group discloses turnover rate by annual and gender. The Group is considering to disclose other categories in the future
B2: Health and Safety	General Disclosure	Information on: the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	4.4 Health and Safety
	B2.1	Number and rate of work-related fatalities.	4.4 Health and Safety
	B2.2	Lost days due to work injury.	4.4 Health and Safety
	B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	4.4 Health and Safety

# APPENDIX I: CONTENT INDEX OF THE ESG REPORTING GUIDE OF HONG KONG STOCK EXCHANGE

Recommended Contents			Relevant Sections
B3: Development and Training	General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	4.3 Training and Development
	B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	The Group considers to disclose in the future
	B3.2	The average training hours completed per employee by gender and employee category.	The Group considers to disclose in the future
B4: Labour Standards	B4	Information on: the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	4.1 Employment Policies
	B4.1	Description of measures to review employment practices to avoid child and forced labour.	4.1 Employment Policies
	B4.2	Description of steps taken to eliminate such practices when discovered.	4.1 Employment Policies
B5: Supply Chain Management	General Disclosure	Policies on managing environmental and social risks of the supply chain.	5.4 Supply Chain Management
	B5.1	Number of suppliers by geographical region.	The Group considers to disclose in the future
	B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	5.4 Supply Chain Management
B6: Product Responsibility	General Disclosure	Information on: the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	5.3 Brand Building
	B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	The Group is a service provider and that is not applicable for this disclosure
	B6.2	Number of products and services related complaints received and how they are dealt with.	5.3 Brand Building
	B6.3	Description of practices relating to observing and protecting intellectual property rights.	5.2 Protection of Information Security
	B6.4	Description of quality assurance process and recall procedures.	5.3 Brand Building
	B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	5.2 Protection of Information Security

# APPENDIX I: CONTENT INDEX OF THE ESG REPORTING GUIDE OF HONG KONG STOCK EXCHANGE

Recommended Contents			Relevant Sections
B7: Anti-corruption	General Disclosure	Information on: the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	5.1 Compliance Operation
	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.	5.1 Compliance Operation
	B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	5.1 Compliance Operation
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.	6 About the Community
	B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	The Group considers to disclose in the future
	B8.2	Resources contributed to the focus area.	The Group considers to disclose in the future





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