



百仕達控股有限公司*

SINOLINK WORLDWIDE HOLDINGS LIMITED

(Incorporated in Bermuda with limited liability)

Stock Code : 1168



2022

ENVIRONMENTAL, SOCIAL AND
GOVERNANCE REPORT

* For identification purpose only



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1. About the Report

This is the seventh Environmental, Social and Governance Report (“ESG Report” or the “Report”) issued by Sinolink Worldwide Holdings Limited (“Sinolink” or the “Company”) and its subsidiaries (collectively the “Group” or “We”). The aim of this Report is to summarize the working strategies and targets of the Group in Environmental, Social and Governance (“ESG”) and illustrate the vision and commitment of performing concept of sustainable development and corporate social responsibility.

1.1. REPORTING STANDARDS

This Report has been prepared in compliance with the Environmental, Social and Governance Reporting Guide (the “Guide”) set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited issued by The Stock Exchange of Hong Kong Limited (the “Stock Exchange”). The Report has complied with the “comply or explain” provisions in the Guide and is prepared based on four reporting principles, namely: materiality, quantitative, balance and consistency. Readers can refer to Appendix II herein: Index of the Environmental, Social and Governance Reporting Guide of the Stock Exchange for ease of reference.

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

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

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

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

1.2. REPORTING SCOPE

The Report covers our ESG progress and performance from 1 January to 31 December 2022 (the “Year”). Unless otherwise specified, the content covering the core business of the Group is consistent with the scope of the annual report among which the environmental scope covers the office areas of Sinolink Properties Limited and Sinolink Property Management Co., Ltd, The Vi City and O Hotel. For detailed disclosures of the Group’s corporate governance, please refer to the section headed “Corporate Governance Report” of the 2022 Annual Report and the official website of Sinolink (www.sinolinkhk.com).

1.3. REPORTING LANGUAGE

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

1.4. REPORTING APPROVAL

The Report was approved by the Board of Directors (the “Board”) on 22 March 2023 after confirmation by the management.

1.5. CONTACT

Your feedback towards this Report is highly valued by the Group. Your precious opinions are important for the continuous improvement of our performance for sustainable development. If you have any enquiries or advice, please feel free to contact us via email (email address: ir@sinolinkhk.com).

2. Group Profile

Sinolink Worldwide Holdings Limited (stock code: 1168.HK, “Sinolink”) was established in 1992 and listed on the Stock Exchange in 1998. The Group is a property developer in the PRC with extensive experience, and develops high-end real estate projects. The Group has developed various major premium property projects successfully in Shenzhen and Shanghai. The Company is headquartered in Hong Kong and its China’s operating headquarter is located in Shenzhen. Sinolink Group has excellent quality and advanced home furnishing equipment, which not only won the respect of the industry and consumers, but also established a reputable brand. Since our establishment, we uphold the corporate values of “Building with sincerity, serving with perseverance” and are committed to improving the living environment of people and improving their quality of life. We contribute to improving the environment for society and create a miracle of our development. In the era of economic development and reform in the world, especially in China, the Group currently focuses on fintech investment management as its core business. At the same time, the Group continues to operate real estate-related businesses to provide the Group with a stable cash flow.

3. Sustainable Development Concept

The Group is fully aware of the importance of sustainable development. We actively improve our sustainable governance system based on the actual development of the Group. During the Year, the Group has established an ESG team, aiming to perform ESG responsibility and balance stakeholders' interests in environment, economy, society and corporate governance. The Group resolved to truthfully disclose its ESG performance and be committed to including environmental and social factors into daily operations.

3.1. BOARD STATEMENT

The Group regards ESG management as an important part of the Company's daily operation and management, and we are committed to strengthening the management of sustainable development. We have established an ESG governance structure to ensure that our ESG strategy is fully promoted and implemented through the leadership and participation of the Board. The Board will continuously monitor our sustainability efforts and review and approve the Group's ESG management policy, strategy, objectives and annual work. The ESG team is responsible for promoting the implementation of various ESG matters. The Board reviews and approves the Group's ESG management policy, strategy and risk management planning, including the identification and prioritization of key ESG issues. We are committed to conducting progress reviews in line with the relevant ESG targets. We are doing well in achieving targets for the Year, and also constantly perfect our sustainable development work to achieve higher levels of sustainable development.

3.2. ESG GOVERNANCE STRUCTURE

The Group has improved the ESG governance system, established an ESG governance structure, clarified the main ESG related responsibilities and duties at all levels from the decision-making level to the executive level, and formed a standardized management system.

The Board is the highest decision-making body in ESG management, responsible for approving the Company's ESG policies, strategies and objectives, and overseeing the Group's ESG performance. ESG team, authorized by the Board, is composed of members of the Board and relevant representatives of each department, and is responsible for collecting ESG data and approving ESG reports. ESG team will convene regular meetings, to discuss and formulate ESG-related issues, including the Company's ESG management policies, strategies, targets, and annual plans, and promote relevant measures. Meanwhile, ESG team will also identify, assess, review and manage issues, risks and opportunities of ESG based on the communication with stakeholders, and report to the Board.

The functional department, as the executive body for the Group's ESG management, is responsible for implementing the Group's ESG management policies and strategies, and organizing, promoting and conducting ESG-related missions, and will regularly report relevant issues to the ESG team to ensure the implementation of the Group's ESG targets.

3. Sustainable Development Concept

3.3 STAKEHOLDER ENGAGEMENT

The Group values stakeholder engagement and their opinions, and builds trust and transparency with stakeholders through regular communication and disclosure of ESG information. The Company encourages stakeholders to participate in ESG management, understand the Company's ESG goals and plans, and provide feedback and suggestions. During the Reporting Period, the Group engaged with stakeholders (including shareholders/investors, regulatory agencies, customers, employees, business partners, peers and communities/nongovernmental organizations) to enhance their understanding of our strategies and initiatives, and listened to their expectations and requirements.

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

3. Sustainable Development Concept

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

3.4. MATERIALITY ISSUES

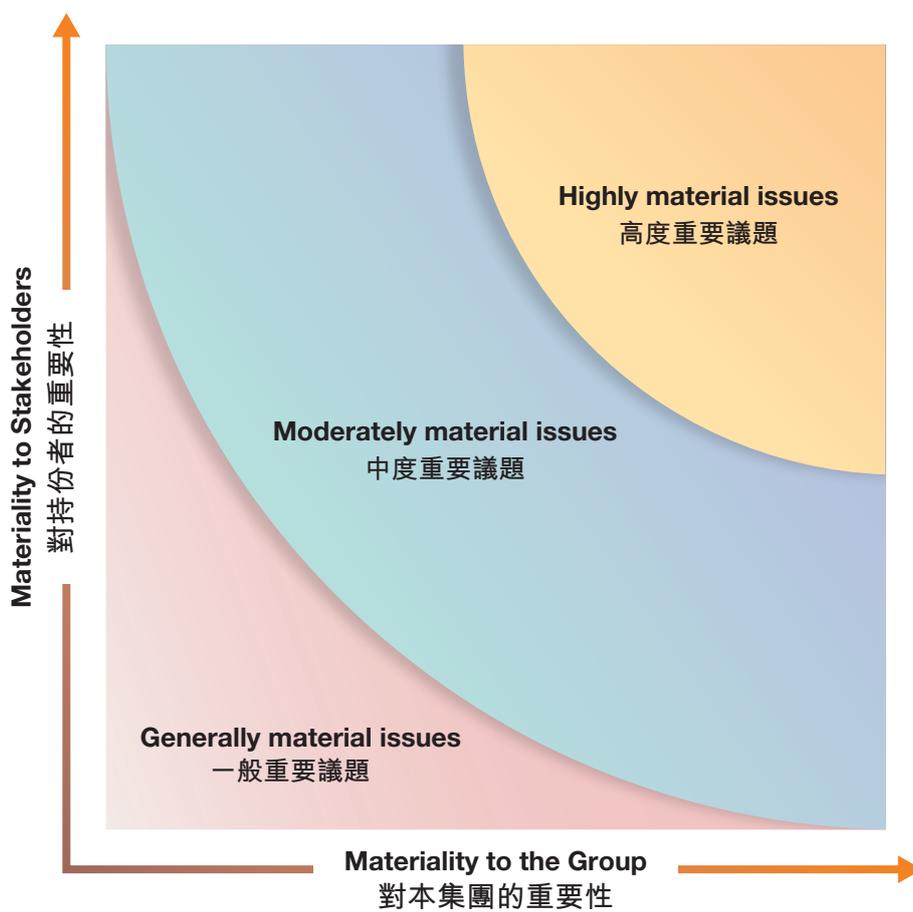
As the strategic direction of the Group and the business development of its operations did not change significantly during the Reporting Period, considering the mutual importance of various ESG issues to stakeholders and the impact on the Group's operations, the Group continues to apply the results of material issues concluded in 2021 for the Report.

Last year, we communicated with stakeholders to understand their expectation and vision for the ESG. We referred to the disclosure responsibility included in the Guide and Sustainability Accounting Standards Board (SASB) materiality issue database, as well as actions taken by peers, and concluded 39 ESG issues applicable to the Group's business, including 23 highly material issues, 12 moderately material issues and 4 generally material issues. We have made different levels of focus disclosures in the Report based on the importance of these issues and have taken them into consideration when formulating ESG strategies and policies.

3. Sustainable Development Concept

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

Materiality Matrix 重要議題矩陣



3. Sustainable Development Concept

Highly material issues	Moderately material issues	Generally material issues
1. Environmental-friendly materials	24. Climate change	36. Biodiversity
2. Employees' environmental awareness	25. Water resource management	37. Information disclosure and transparency
3. Information security	26. Waste management	38. Product design and life cycle management
4. Customer privacy security	27. Greenhouse gas emission	39. Market competitiveness
5. Responsible procurement	28. Wastewater discharge and treatment	
6. Customer service and satisfaction attitude	29. Green buildings	
7. Community investment and participation	30. Energy efficiency	
8. Care for community	31. Emission management	
9. Product quality and safety	32. Protection of intellectual property rights	
10. Responsible marketing	33. Quality control	
11. Customers' health and safety	34. Technology development and application	
12. Employees' health and safety	35. Business ethics	
13. Diversification and cohesion		
14. Employees' training and development		
15. Remuneration benefit		
16. Employment management		
17. Labour standards		
18. Employee interests		
19. Anti-corruption		
20. Whistle-blowing mechanism		
21. Economic performance		
22. Compliance with laws and regulations		
23. Risk management and control		

4. Responsible Operations

4.1. ANTI-CORRUPTION

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

The Group has developed the accountability management system, which standardizes the scope of accountability, classification of issues and resolutions for ensuring legal compliance of corporate operations. Employees are prohibited from soliciting or accepting any benefits or entertainment from individuals or entities who have business dealings with the Company like customers, suppliers or contractors, and must also avoid any situation that causes or is considered to cause a conflict of interest. In case that they cannot be rejected or avoided, employees shall submit a declaration form to its department head and the administration department, which is to be approved by the Chief Executive Officer.

We focus on risk and compliance management, and have established reporting policies and procedures to provide secure and confidential reporting channels and standards for employees to report any suspicious incidents safely and confidentially. All whistleblowing documents must be sent to the CEO, Chairman or Chairman of the audit committee in encrypted form, and we will carefully handle the reported incident and conduct a fair and impartial investigation against all suspicious incidents. In addition, we have formulated the “Risk Management Measures” (《風險管理辦法》) to strengthen our ability to prevent and control financial business risks, and required the Department of Finance to strictly implement the accounting system and accounting operating procedures, and ensured the authenticity, integrity, and legality of accounting information. Employees are strictly forbidden to prepare or submit false accounting information. We will conduct a due diligence and assessment of our partners to prevent any form of fraud.

To improve employees’ awareness of business ethics, the Group has provided anti-corruption trainings for directors and employees during the Year.

During the Year, none of the employees of the Group were involved in any lawsuits or accusation regarding any cases of corruption, bribery, extortion, fraud, or money laundering.

4. Responsible Operations

4.2. INFORMATION SECURITY MANAGEMENT

The Group has complied with the relevant laws and regulations regarding the protection of customer data and privacy, including but not limited to the Regulations on the Security Protection of Computer Information Systems of the People's Republic of China (《中華人民共和國計算機信息系統安全保護條例》), and Network Security Law of the People's Republic of China (《中華人民共和國網絡安全法》). Since the businesses involve the process of processing a large amount of customer privacy and confidential data, efficient network security and strict data processing procedures are of the most importance for the stable operation of the Group.

In order to protect the security and privacy of customer information, we have formulated the "Information Management System" (《信息管理制度》), "Network Security Management Measures" (《網絡安全管理辦法》), "Data Management Measures" (《數據管理辦法》), "Administrative Measures on Customer Privacy" (《賓客隱私保護管理辦法》) and "Employee Occupational Code" (《員工職業守則》), including but not limited to information security, information use and transmission, information processing and disclosure, information archiving and destruction, with the aim to strengthen information security management and employees' professional ethics. We collect and use customer information through legal channels. Employees shall output customer information in an encrypted form after the approval process. To minimize the risk of computer hacking, our management approves the installation of software and programs and performs regular virus removal. We classify the information according to the level of confidentiality and perform encryption. To prevent data loss, each of our databases is backed up on at least three different storage devices. Our purpose is to build a reliable and secure information management system to protect customer interests and corporate reputation.

To ensure our information security, we have implemented an Information Access Management System (信息訪問管理系統), which prohibits unauthorized employees from gaining access to information, as well as illegal actions that could endanger our information security, including but not limited to tampering with or peddling the Company's information. We prohibit any illegal or unauthorized attempt to gain access to, tamper with or peddle corporate information, as well as any illegal or unauthorized actions through the Company's information systems. Employees shall use the Company's resources only as required by their job position and in accordance with the Company's policy.

For our hotel business, we have set up the Guest Privacy Management Measures (《賓客隱私管理辦法》), which includes that all guest information needs to be kept confidential, and if other guests need to transfer their calls, we shall check their identities and get authorization from the guest. The front desk staff shall not directly inform other visitors the guest's room number, in particular, if a guest requires "confidential service", such visitor will be informed that there was no such person; if a guest requires "filtering service", such visitor will be informed or transfer calls after getting authorization from the guest; and if a guest requires "do not disturb service", such visitor may be refused in a polite way.

We attach importance to the protection of customer information and may collect and use relevant information when conducting financial business. Our privacy policy is designed to explain to our customers the type of information and collection ways, the purpose of our information collection and how to protect the information. The policy also includes information sharing and disclosure practices and is subject to applicable laws and regulations. We follow the Guiding Opinions of the General Office of the State Council on Strengthening the Protection of Financial Consumers' Rights and Interests (No. 81 [2015] State Office) (《國務院辦公廳關於加強金融消費者權益保護工作的指導意見》(國發辦[2015]81號)), the "Notice by the China Banking and Insurance Regulatory Commission of Issuing the Interim Measures for the Supervision and Administration of Financial Leasing Companies" (No. 22 [2020] of the China Banking and Insurance Regulatory Commission) (《中國銀保監會關於印發融資租賃公司監督管理暫行辦法的通知》(銀保監發[2020]22號)), the Regulations of Shanghai Municipality on Local Financial Supervision and Administration (《上海市地方金融監督管理條例》), the industry regulatory systems and other laws and regulations.

4. Responsible Operations

The Group will collect information in a lawful, proper and required manner, and will not collect information unrelated to its business or obtain information by improper means. The information collected will be used for security purposes, including customer identification, service delivery, security prevention, archive and backup purposes. We respect the rights of our customers and follow the law when conducting our business activities.

4.3. PROTECTING INTELLECTUAL PROPERTY RIGHTS

The Group recognises the importance of intellectual property protection and strives to comply with all legal requirements regarding intellectual property protection, including securing patents and trademarks for the Group's products and services and ensuring that any advertising material produced by the Group complies with the relevant regulations. The Group strictly abides by the Advertising Law of the People's Republic of China (《中華人民共和國廣告法》), Patent Law of the People's Republic of China (《中華人民共和國專利法》), Rules for the Implementation of the Patent Law of the People's Republic of China (《中華人民共和國專利法實施條例》), Trademark Law of the People's Republic of China (《中華人民共和國商標法》), Intellectual Property Law of the People's Republic of China (《中華人民共和國知識產權法》) and other laws and regulations, which aim to protect intellectual property and prevent any infringement.

In order to ensure the compliance and accuracy of promotional products and advertising content, our hotel has set up a strict approval process and management system. All promotional products and advertisements must be approved by the general manager before they can be exported, in order to ensure that the contents comply with legal requirements and are not false or misleading. In addition, we also formulated documents such as the "Administrative Measures for Hotel Channel Media Resources" (《酒店渠道媒體資源管理辦法》), "Management System and Standards in Posting Hotel Promotional Printed Matters" (《酒店宣傳類印刷品張貼管理制度及標準》) and "Flowcharts for Approval of Hotel Promotion Products" (《酒店宣傳製品審批流程圖》), which stipulate the production, approval and release procedures of promotional products and advertisements.

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

In terms of financial business, the Group requires the audit department to review relevant information and ensures the authenticity and accuracy of the information on the sale of financial products.

4.4. QUALITY ASSURANCE

The Group is committed to providing safe and high-quality services in a responsible manner. We resolutely comply with the Consumer Rights Protection Law of the People's Republic of China (《中華人民共和國消費者權益保護法》), and strictly monitor the quality of our products and services.

For the hotel business, we have set up the "Engineering Equipment Management (《工程設備管理》)" measures to ensure the safety and integrity of the equipment, give full play to its operating performance, improve the use efficiency, in order to ensure the smooth business operation and improve the quality of hotel service. We have formulated a series of management responsibilities. In particular, operators shall not arbitrarily change equipment operation parameters, and must report to and obtain the verification from the department manager before arranging technicians to follow up on it. We shall keep all kinds of record completely by month and year in strict accordance with the requirements of the "Engineering Equipment Management" mode. All equipment must be numbered, classified and documented, with clear identification of equipment and clearly detailed archival data. If the equipment fails during the warranty period, the duty engineer and the maintenance provider shall be informed in time, and the equipment shall not be disassembled or removed without permission. For the equipment to be repaired, maintained and discontinued, we shall hang signs and keep shift handover and takeover records. In addition, equipment management must be carried out under the unified leadership of the general manager of the hotel, and

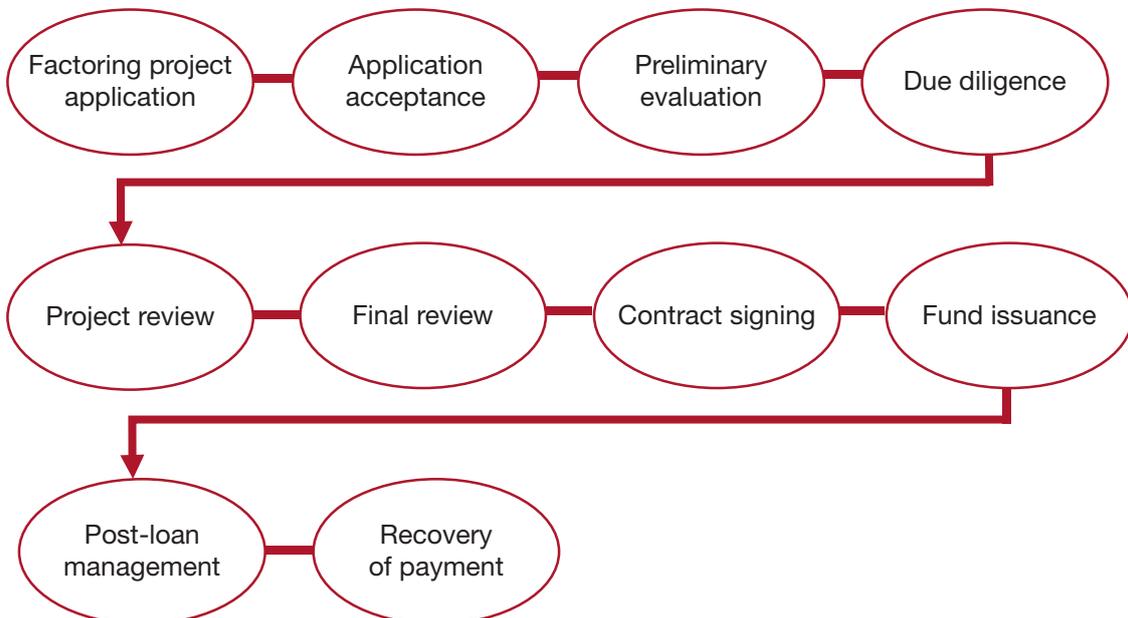
4. Responsible Operations

all departments must be fully managed according to their functions and requirements. We also intensify efforts to provide education and trainings for the equipment management and operation and maintenance personnel to enhance professional skills and management knowledge. We emphasize the importance to manage equipment, and require all departments and employees to strictly comply with management requirements to ensure the safe operation of equipment and improve the quality of service.

We have formulated the “Administrative Measures for Check and Acceptance and Handover (Property)” (《驗收與移交管理辦法(物業)》) to ensure that the quality of procurement and engineering meets the quality requirements, and established a standardized acceptance process to ensure the successful delivery of procurement and engineering project. This measure is applicable to take-over and acceptance, engineering project, service, material procurement and acceptance and handover and acceptance. When taking over property projects, we will carry out a comprehensive safety check and functional quality assessment. During the acceptance of engineering projects, the main content of acceptance is the appearance, realization of functions, convenience of maintenance, and risk of use. The relevant department shall be involved in project acceptance, implement warranty terms of the contract, record the faults in use in the quality assurance record, and report the faults that yet to be addressed to the Group.

Our acceptance process includes the acceptance of take-over property projects, acceptance and handover of engineering projects, as well as process and final acceptance management. For the acceptance of take-over property projects, after confirming the acceptance date with the developer, the developer, the property company, and the construction unit will form a joint team to inspect the project and complete the “Acceptance Form” (《驗收表》). For the project acceptance, the relevant department shall be involved in project acceptance according to the contract terms. Under the guidance of the engineering construction management department, other departments associated with the future use of projects to be delivered shall also be involved in acceptance. For process and final acceptance management, the demand department shall organize the acceptance team members to conduct acceptance in accordance with the requirements and agreed quality standards, and keep a record in the Acceptance Form. In case of any unqualified acceptance, we will follow up the rectification based on the opinions of the acceptance team until the acceptance standard is fully satisfied. The final acceptance results shall be summarized by the relevant department.

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



4. Responsible Operations

We strictly follow the review procedures for factoring projects to ensure that no factoring payments are issued without preliminary evaluation, review, and final review. After the official approval for the factoring project, the Legal Department will be responsible for drawing up a full set of contracts and agreements and completing the necessary procedures. The business department will then be responsible for signing contracts with customers to ensure the project proceed legally. The strict implementation of this process ensures our compliance and risk control ability in conducting factoring business, and provides more reliable services for customers.

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

4.5. HEALTH AND SAFETY

To ensure that our customers can stay comfortably in our hotel or property management projects, we have formulated the “Emergency and Abnormal Situation Handling Procedures” (《突發事件和異常情況處理程序》) and “Safety Management Measures” (《安全管理辦法》). In terms of property management, the manager of our management office is responsible for organizing trainings for employees to deal with emergencies and abnormal situations, to ensure that emergencies or abnormal situations can be dealt with quickly and decisively so as to ensure the safety of the owner’s life and their properties. At the same time, we uniformly manage access rights, and visitors must be registered. For hotels, we strictly regulate the behavior of our employees, and provide employees with physical training, service skills training, and fire emergency handling training every week, to ensure that employees have professional service attitudes and rapid and accurate response capabilities. At the same time, to ensure the cleanliness of hotels’ kitchen, we have signed an agreement with a professional cleaning company to clean the kitchen equipment regularly to ensure that the kitchen is clean, free of oil, and strictly control the spread of odours.

We have formulated the “Safety Management Measures”, which regulates each department’s responsibilities in ensuring customer safety. We consider the actual condition of the property company to facilitate the standardization and institutionalization of safety management. Specific safety requirements have been developed for different aspects of the Group’s operations. In order to ensure the safety of our customers, we have set up a strict items inspection and release system, and without permission, no staff of any department is allowed to take any items from the hotel. If employees need to take items out of the hotel for work purposes, they shall present a release permit signed by the department manager or above to obtain approval.

To ensure the safety of customers in our hotel and shopping malls, we have set up a surveillance video management system. The surveillance personnel shall be responsible for safety, public security, labor discipline and other works within the monitored area and keep job records. Any abnormal condition must be reported in time. We also strictly prohibit non-monitoring personnel from entering the monitoring room. Except for the authorized personnel, no one shall have access to surveillance videos or other relevant information. Anyone who needs to view the relevant information must obtain the consent of the duty department and fill in the “Application Form for Access to Surveillance Video Data” (《監控視頻數據調取申請表》).

The Group attaches great importance to the confidentiality of surveillance video data. All surveillance personnel must abide by the relevant regulations on confidentiality, and it is strictly prohibited to disclose any surveillance video information or hotel security and other confidential information, in order to ensure the safety and security of customers.

4. Responsible Operations

4.6. CUSTOMER SERVICES

The safety and satisfaction of our customers is our primary consideration. One of the key policies is the “Administrative Measures on Handling Customer Complaints” (《客訴處理管理辦法》), which aims to ensure that all complaints are dealt with in a timely and effective manner. After receiving a complaint, we will keep record and forward them to the operation manager. If the complaint is a general complaint, the relevant department manager will respond to the customer’s request and explain the situations. For more serious complaints, the operation manager will handle it in accordance with the established procedures. If the complaint is about the products or service of the retailers under our projects, or relates to the quality of our facilities, we will initiate a comprehensive investigation and communicate with the retailers and the customer, to reach a mutually agreed solution.

We are committed to providing excellent customer service and ensuring that our customers are satisfied with our products. We record and categorize all complaint handling activities, and conduct customer satisfaction surveys to identify areas for improvement, ensuring that our customers have a better experience when choosing to work with us.

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

4.7. SUPPLIER MANAGEMENT

The Group is committed to conveying our core values to the supply chain. We have developed the “Supplier Management Measures”(《供應商管理辦法》), in order to facilitate efficient and accurate sourcing and build effective long-term relationships. The measure sets out specific measures in the collection of basic supplier information and supplier evaluation. The collection of basic supplier information includes regular market surveys by relevant departments, and the collection of supplier information according to the classification of materials. After preliminary investigation and screening, the preliminarily approved suppliers shall be timely included into the alternative supplier files, which include the supplier data sheet. Supplier evaluation includes evaluation content, qualitative evaluation standard and evaluation cycle. The evaluation content includes the procurement department evaluating the supplier’s basic information, price, delivery time and after-sales service, and the finance department evaluating the product price and payment terms. Qualitative evaluation criteria includes good qualification, high quality, reasonable price, qualified product trial, guaranteed delivery time, good after-sales service, payment time and the required credit period. The evaluation cycle is to ensure the quality of the supplier’s products and services, promote fair competition and reduce procurement costs. For those suppliers who are evaluated to be unqualified, the cooperation with the supplier can be canceled after the approval of the person in charge of finance.

We have formulated the “Purchasing Management Policy”(《採購管理政策》), established a complete risk control system, controlled procurement risks, standardized procurement actions, and prohibited bribery, fraud, disclosure of business secrets and other unethical conduct, as well as violations of laws and regulations and business agreements, and seriously handled the above circumstances in compliance with laws or the Company’s business code of conduct.

4. Responsible Operations

We have developed the “Supplier Management Measures”(《供方管理辦法》), to collect and sort out new supplier information, and all departments of the Company have the obligation to assist in providing supplier information. At the same time, we shall consider delivery performance, price level, technical skills, back-up services and other factors when selecting suppliers. The user department shall fill in the supplier’s supply status and rating table, and evaluate the supplier timely based on the evaluation results in the table. These measures aim to establish a complete risk management and control system and comprehensively control the risks of procurement business.

When selecting and evaluating suppliers, we pay attention to the suppliers’ environmental compliance records and the fulfillment of social responsibilities. During the assessment process, suppliers with a sense of environmental and social responsibility will be selected first. When choosing suppliers, we may first consider product design, procurement and other environmental factors. For social aspects, we require suppliers to sign the “Integrity Agreement”(《誠信約定書》), which explicitly prohibits bribery, fraud, falsification, bid rigging, collusion and other acts that violate the principle of integrity, and seriously deal with the violations of laws and regulations, business agreements and secrets. At the same time, the Company shall establish a long-term and stable cooperative relationship with suppliers, and develop a procurement mode featuring “service, cooperation, win-win results”. In case of any breach, Sinolink shall have the right to transfer personnel associated with suppliers to the judicial authorities in accordance with the law.

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

5. Employment Management

We actively follow the Labour Law of the People's Republic of China (《中華人民共和國勞動法》), Labour Contract Law of the People's Republic of China (《中華人民共和國勞動合同法》), the Relevant Requirements of the Social Insurance Law of the People's Republic of China (《中華人民共和國社會保險法相關要求》), the Employment Ordinance (《僱傭條例》) promulgated by the HKSAR and other relevant laws and regulations, and strive to provide employees with a fair, safe, healthy and pleasant working environment to promote employees' personal growth and career development.

5.1. EMPLOYMENT CONVENTION

Employees are critical to the success of the Group. The Group is committed to creating an equal, inclusive, healthy and safe working environment without discrimination related to gender, marital status, age, race, color, disability or religion, so as to achieve the common development of the Group and employees.

We have formulated the "Employee Handbook" (《員工手冊》) and "Recruitment and Employment Management Measures" (《招聘與錄用管理辦法》), in compliance with the principle of "equal competition, merit-based recruitment, and encouragement of recommendation", recruiting talents through a variety of methods, and considering their educational background, work experience and other relevant factors.

The "Recruitment and Employment Management Measures" is developed to standardize the recruitment process, improve the talent selection mechanism, in order to meet the demand for talents. In addition, the measure is to ensure the fairness and transparency of the recruitment process, encourage the recommendation of talents who meet the job suitability criteria, and emphasize that applicants shall provide actual and valid ID cards, diplomas, qualifications and other documents. The Company, according to such measure, aims to create a fair recruitment environment, attract talents to join us and promote the Company's development. During the recruitment process, the human resources department requires applicants to present identification documents and checks their qualifications before signing a labor contract, and the Group will then issue a "Labor Contract Signing Record Form" (《勞動合同簽收備案表》) to employees to ensure that employees have known and accepted the contract content to prevent child labour as stipulated by laws and regulations. Once the applicant is admitted, the Group will sign a legally binding "Job Commitment" (《入職承諾書》) and "Labour Contract" (《勞動合同》) with the newly recruited employee on the basis of equality, voluntariness, legal provisions and consensus, to protect the rights and interests of both parties. In order to attract and retain talents, we provide competitive salaries and benefits. In addition to statutory paid holidays, five social insurance and one housing fund, we also provide employees with sick leave, marriage leave, maternity leave, family planning leave, compassionate leave, juror leave and bereavement leave.

Resignation methods include resignation, dismissal, termination of labour relations and voluntary resignation. We will arrange resignation interviews, identify and manage the reasons for employees' resignation, and make necessary improvements. Resigned employees must complete the handing over of work within the notice period stipulated in the contract and sign the "Labour Relations Termination Agreement" (《勞動關係解除協議》) with the Group. In terms of employee resignation, the Group shall abide by the employment agreement signed by both parties. If either party intends to terminate the employment agreement, it shall give a written notice to the other party or pay compensation in lieu of notice. The employee shall complete the "Work Handover List" (《工作交接清單》) and the "Resignation Handover Form" (《離職交接單》), and sign the "Labour Relations Termination Agreement" (《勞動關係解除協議》).

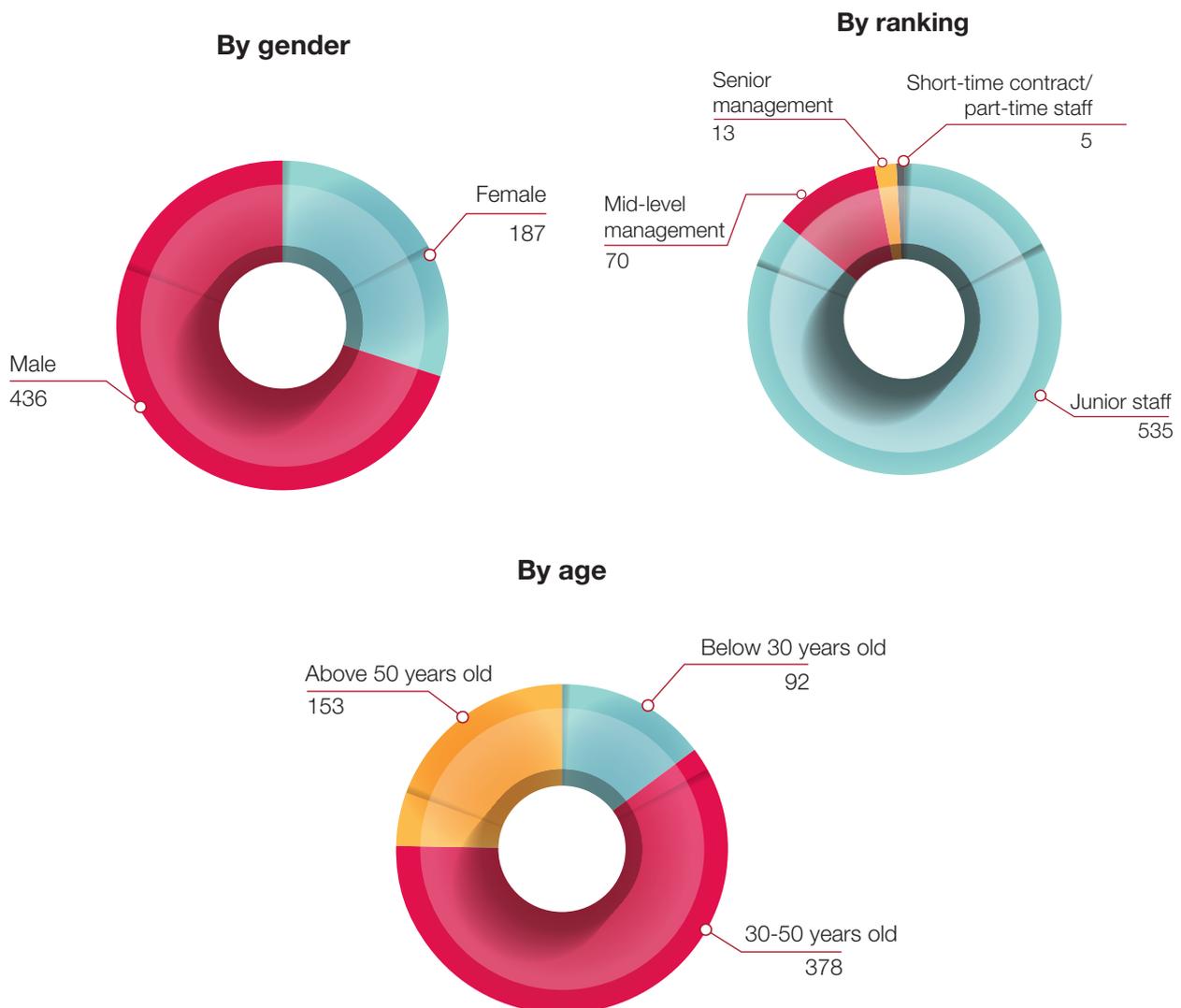
The "Employee Handbook" is prepared to manage human resources in a more effective manner, and ensure that employees can work in a stable working environment, and provide adequate protection for them. We fully take into account the rights and interests of employees in terms of salary, leave, attendance, etc., to protect the interests of employees to the largest extent. At the same time, in order to better

5. Employment Management

evaluate the performance and contribution of employees, the handbook also sets out compensation adjustment and incentive mechanism. We consider annual compensation adjustment based on prevailing economic conditions and employee performance. For those employees with excellent performance or great contribution to the Company, the Company will propose salary increase and reward by their contribution. In addition, the Group has also stipulated the employee's leave, absence, business trip and attendance regulations in the handbook, in order to protect the rights and interests of employees. For rest days, public holidays and statutory holidays, the Group has also provided the rights and interests of employees to enjoy paid holidays, in order to ensure the reasonable rest and compensation that employees ought to enjoy. The above measures of the Group are to better safeguard the rights and interests of employees, improve employee satisfaction and loyalty, so as to achieve the long-term development goals of the Group.

The Group abides by all labor laws and regulations on employment, and strictly prohibits child labour and forced labour. The Group has developed guidelines to avoid illegal child labour and forced Labour. The working time of employees has been specified in the "Employee Handbook". We will compensate employees if over time working is needed as a result of work. During the Year, the Group did not have any violations of child labour or forced labour.

During the Year, the Group has a total of 623 employees, all of whom are in southern China. Their distribution is as follows:



5. Employment Management

5.2 EMPLOYEE HEALTH AND SAFETY

The Group attaches great importance to the health and safety of employees. In order to improve employees' daily safety awareness and prevent serious work accidents, the Group proposes self-management to eliminate potential dangers and prevent occupational hazards. We comply with the Law of the People's Republic of China on the Prevention and Control of Occupational Diseases (《中華人民共和國職業病防治法》), Safety Production Law of the People's Republic of China (《中華人民共和國安全生產法》), Regulations on the Supervision and Management of Occupational Hygiene in Workplaces (《工作場所職業衛生監督管理規定》), Insurance Ordinance (《工傷保險條例》) and HKSAR's Occupational Safety, Health Ordinance (《職業安全及健康條例》) and other relevant laws and regulations. We attach great importance to the health and safety of our employees. We have formulated the "Safety Management System" (《安全管理制度》), which standardizes the safety management system to clearly define responsibilities of each department. In addition, we have developed safety specifications and requirements for different types of work to provide employees with clear guidelines, thus creating a safer working environment. For further implementing this priority, we strictly prohibited dangerous actions, overstrain and inappropriate behaviour in physical exercise and work activities. In case of an accident, it is advised to report it immediately to supervisors and take the necessary steps to properly treat the injury, including the proper use of the medical supplies in our emergency kit. We also remind our workers to be careful when handling items, avoid loose and unstable items, and always seek the help of professional when handling unfamiliar equipment. Workers are allowed to defend themselves to protect their safety in the event of an accidental attack. By prioritizing health and safety, the Company aims to create a positive working environment and ensure the well-being of our employees. We pay attention to the safety of employees, and put safety in production and safe use of electricity as the top priority. We conduct three-level safety education for our employees and carry out production safety activities regularly by quarter. We assist in the formulation and improvement of production safety responsibility system at all levels and operation safety standards for all kinds of machinery and equipment, and carry out frequent supervision and inspection to ensure compliance.

The Group attaches great importance to workplace safety and is committed to providing a safe and healthy working environment for all employees. We have an "Engineering Department Maintenance System" (《工程部維修制度》), which includes strengthening equipment management, providing education and training for maintenance and operation personnel to improve their technical skills and knowledge. Maintenance staff are encouraged to learn other skills beyond their area of expertise. Employees are strictly prohibited from disassembling or moving the equipment without authorization, and any equipment failure during the warranty period shall be reported immediately to the duty engineer and maintenance service providers. To ensure effective communication and coordination, maintenance personnel shall hang work instruction signs for any malfunctioning, repaired or retired equipment and keep handover records. These measures ensure the safe and efficient operation of workplaces and promote a culture of safety and responsibility among all employees.

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

5. Employment Management

5.3 EMPLOYEE TRAINING

In order to improve employees' knowledge and skills for discharging duties at work, we have established the "Employee Training Management Measures" (《員工培訓管理辦法》), to enhance the ability of employees. The system includes new employee training and on-the-job training. New employees shall attend a one-month intensive training arranged by the human resources department, the content of which includes but not limited to company overview, primary business, management system, operation procedures. In addition, we provide on-the-job training by arranging industry visits, expert lectures, short-term training and other external training activities. Employees are required to share their newly acquired knowledge with colleagues after the training, in order to facilitate resources and skills sharing.

Our training program is established in accordance with the "Employee Training Management Measures" to measure the effectiveness of training. The effectiveness assessment is implemented through a survey conducted by the human resources department, which collects feedback from employees who have attended the training course. Assessment criteria is set up based on the schedule of the training program, trainers' competence, the relevance of the content and the satisfaction of the participants. The results will be used as a reference to improve our training program, in order to meet our employees' demands for knowledge and skill development. Adhering to the "Employee Training Management Measures", the Group strives to provide comprehensive training and support for employees, so as to enhance their general ability and productivity in discharging their duties.

During this Year, the percentage of employees who received training was 100%. The training situation was as follows:

	Unit	2022
Average training hours completed per employee by gender		
Female	Hour	69.7
Male	Hour	89.4
Average training hours completed per employee by employee category		
Full-time junior	Hour	86.3
Full-time mid-level management	Hour	64.2
Full-time senior management	Hour	97.4

6. Green Development

We are committed to reducing the impact on the ecology and promoting sustainability. As the Group's negative impact on the environment in its business is relatively small, we still constantly strive to implement sustainability throughout our operation, operate our business cautiously, and encourage employees to use resources more efficiently. The Group strictly complies with the Environmental Protection Law of the People's Republic of China (《中華人民共和國環境保護法》), Pollution Prevention Law of the People's Republic of China (《中華人民共和國污染防治法》), Energy Conservation Law of the People's Republic of China (《中華人民共和國節約能源法》) and other relevant laws and regulations, and is committed to improving its environmental performance and employees' environmental awareness.

During the Year, the Group did not violate any environmental protection laws or cause major accidents that seriously damage the environment and natural resources, nor did it receive any notice of penalties or lawsuits related to environmental protection.

6.1 ENERGY MANAGEMENT

In order to raise employees' awareness of energy saving, we have formulated the "Energy Conservation Management System" (《節能管理制度》), carried out energy saving, consumption reduction and technical transformation, and proposed improvement measures and schemes. The engineering department was also responsible for the reasonable and effective control of equipment operation, such as the time-phased control of central air conditioning system and hot water facilities. In terms of system energy saving, the engineering department achieved the energy saving of the lighting system through repartitioning lighting lines, improving illumination, using lighting appliances at rated voltage, turning off lights when leaving and other measures. For the air conditioning system, the Group realized an effective energy saving by reducing the ventilator in the motor room, controlling the indoor temperature and reducing air changes. The implementation of the above energy-saving measures not only contributes to environmental protection and energy conservation and emission reduction, but also provides support for achieving economic benefits and sustainable development of the Group.

When there is only a small number of customers in hotels, the hotel staff shall arrange the rooms centrally and reasonably, and raise energy efficiency by partitioned power and cooling. In the property management public area, we replaced all lights with LED lights to raise energy efficiency.

During the Year, the total power consumption of the Group during its operations was 2,057,136.0 kWh, while the electricity consumption intensity was 64.0 kWh per square meter. During the Year, our power consumption decreased, demonstrating our effective measures in achieving our environmental targets. In the future, we will continue to monitor the power consumption of our business operations and take the initiative to implement energy saving measures to effectively save electricity consumption.

6.2 EMISSION MANAGEMENT

To support China's realization of 2060 "carbon neutrality" goal, the Group adheres to important policies including the National Climate Change Plan (2014-2020) (《國家應對氣候變化規劃(2014-2020年)》), the National Climate Change Adaptation Strategy (《國家適應氣候變化戰略》), and the 2020 Annual Report on China's Policies and Actions to Address Climate Change (《中國應對氣候變化的政策與行動2020年度報告》), and the Group also adopts a variety of energy-saving and emission-reduction strategies.

Our greenhouse gas (GHG) emissions are mainly derived from the fuel consumption of fixed equipment and the gasoline consumption of vehicles under our business (Scope 1) and externally purchased electricity (Scope 2). We regularly maintain the Group's fleet and perform necessary maintenance and repairs to reduce unnecessary wearing of vehicles and gasoline consumption.

6. Green Development

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

	Unit	2022
Direct GHG emissions (Scope 1)	tonnes CO ₂ equivalent (tCO ₂ e)	206.3
Indirect GHG emissions (Scope 2)	tonnes CO ₂ e	1,195.2
Total GHG emissions (Scope 1 and 2)	tonnes CO ₂ e	1,401.5
GHG emission intensity (per square meter) (Scope 1 and 2)	tonnes CO ₂ e/m ²	0.04

During the Year, we have made good progress towards our targets. Through our efforts, we have reduced our energy consumption and corresponding greenhouse gas emissions, which shows that our measures are effective in achieving our environmental goals.

6.3 WATER RESOURCES MANAGEMENT

To achieve such goal, we have adopted a series of measures to optimise water resources by installing water-saving sensor faucets and toilet fittings that meet national standards. We regularly inspect and timely maintain water supply facilities and strengthen daily maintenance and management of water equipment to reduce unnecessary waste of water resources. At the same time, the property projects and hotel restrooms use equipment with water-saving labels, reduce water pressure to the lowest possible level, and use infrared-sensing toilet equipment to enhance the water-saving awareness of our employees. We regularly monitor water consumption data to track our progress toward accomplishing goals. During the Year, we have made good progress towards our targets, reducing our water consumption. The water of the Group comes from municipal water supply, and there is no water intake problem.

During the Year, the total water consumption of the Group was 10,030.0 tonnes, while the water consumption intensity was 0.31 tonnes per square meter. The Group will continuously review the progress toward achieving its environmental targets and continue to improve the implementation of environmental policies and measures.

6.4 WASTE MANAGEMENT

In order to improve the efficiency of resources, the Group has formulated the “Office Supplies Management System” (《辦公用品管理制度》) to standardize the purchase, distribution and use of office supplies, and strengthen the daily management of office supplies. In order to achieve the sustainable development targets, the Group has adopted various initiatives such as recycling of packaging materials, paperless office, reasonable photocopying and recycling of paper and scrap metal, in order to reduce the impact of the use of office supplies on the environment, reduce resource waste, improve resource use efficiency, and achieve environmental protection. The Group will continually promote environmental protection and adopt sustainable management practices to contribute to achieving sustainable development.

6. Green Development

Our property management company has formulated the “Rules for the Management of Waste and Old Materials” (《廢舊物品管理細則》) to strengthen the recycling, management, reuse and disposal of waste materials, and improve the resource use efficiency and environmental protection of waste materials. According to the requirements, all departments shall collect the waste and old materials in time and send them to the waste and old materials warehouse for classified storage and safe keeping. The implementation of the rules will help promote the recycling and environmental protection of waste and old materials and improve the environmental protection awareness of our employees. Over the past year, we have made good progress towards our targets and have reduced non-hazardous waste.

During the Year, the Group generated 4.7 tonnes of non-hazardous waste, with a density of 0.01 tonnes per person. The amount of hazardous waste generated was 0.01 tonnes. All wastes have been properly treated. In the future, we will continue to monitor the amount of non-hazardous waste and hazardous waste generated by the Group in order to improve waste management methods and ensure effective waste reduction.

6.5 ADDRESSING CLIMATE CHANGE

Climate change is a pressing environmental and social problem that poses significant risks to businesses and communities around the world. As a responsible corporate citizen, our Company recognizes the importance of addressing climate change and minimizing our impact on the environment, as well as adapting to the impact of climate change. Tackling climate change is a complex and ongoing challenge, and we are committed to creating a sustainable future.

Physical risks refer to the direct damage and impact caused by extreme weather events (such as typhoons, storms, rainstorms, and extreme temperature), such as the safety of employees, damage to infrastructure and equipment, and supply chain disruptions, which may lead to reduced productivity and increased operating costs, posing a negative impact on corporate income. To mitigate potential physical risks, the Group has developed a mitigation plan, which includes flexible working arrangements, precautionary measures in the event of adverse weather conditions, emergency drills and equipment preparation.

Transition risks refer to the potential risks arising from legal, technological and market changes related to climate change, such as stricter environmental laws and regulations, which may lead to higher litigation risks, compliance costs, loss of customer and reputational damage. These long-term accumulated risks may pose potential negative impact on corporate development and sustainability. The Group continuously monitors laws, regulations and global trends related to climate change to avoid delayed responses to cost rising, penalties or reputational risks, and takes comprehensive environmental protection measures to mitigate these risks which may result in increased costs, fines or reputational risks. In addition, the Group has always adopted comprehensive environmental protection measures.

6. Green Development

6.6 SUSTAINABLE DEVELOPMENT GOAL

Recognizing the importance of environmental sustainability, we have been working to reduce our impact on the environment. We take proactive measures to reduce water consumption while implementing recycling and responsible waste management to minimize waste generation. We firmly believe that we will continually monitor and assess our progress towards these goals by responding to the environmental impact, and make necessary adjustments for the fulfillment of our environmental responsibilities. We will continue to raise our environmental awareness and seek more sustainable operation mode.

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

7. Community Investment

During the Year, the Group's employees actively participated in volunteer services, and made contributions to the community. These volunteers have performed corporate social responsibility through their actual deeds, demonstrating the public welfare awareness and social responsibility of the Group's employees, which not only provides help and support to the community residents, but also establishes a good corporate image for the Group. The Group will continue to support and encourage employees to actively participate in community services and make positive contributions to the harmonious development of society.

Appendix I: Sustainability Data Statement

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

	Unit	2022
Emissions		
Nitrogen oxides (NO _x)	kg	4.0
Sulphur oxides (SO _x)	kg	0.1
Particulate matters (PM)	kg	0.3
GHG Emissions		
Direct GHG emissions (Scope 1)	tonnes CO ₂ equivalent (tCO ₂ e)	206.3
Indirect GHG emissions (Scope 2)	tCO ₂ e	1,195.2
Total GHG emission (Scope 1 and 2)	tCO ₂ e	1,401.5
GHG emission intensity (Scope 1 and 2)	tCO ₂ e/m ²	0.04
Energy consumption		
Externally purchased electricity consumption ¹	kWh	2,057,136.0
Externally purchased electricity consumption intensity (per square meter)	kWh/m ²	64.0
Fuel (petrol) consumption of motor vehicle	Litre	6,672.0
Natural gas consumption of fixed equipment	m ³	71,503.0
Water consumption		
Total water consumption ²	tonnes	10,030.0
Water consumption intensity (per square meter)	tonnes/m ²	0.3
Paper consumption		
Paper consumption	kg	2,748.3
Average consumption of paper	kg/person	5.0
Waste production		
Production of non-hazardous waste	tonnes	4.7
Non-hazardous waste production intensity	tonnes/person	0.01
Recycling of non-hazardous waste	tonnes	0.34
Production of hazardous waste	kg	0.001
Hazardous waste production intensity	kg/person	0.001
Waste batteries	piece	89

¹ The electricity consumption data of the office area of the Sinolink Properties Limited is managed uniformly by the independent property company, so the electricity consumption data only includes the office areas of Sinolink Property Management Co., Ltd, The Vi City, and O Hotel.

² The water consumption data of the office area of the Sinolink Properties Limited is managed uniformly by the independent property company, so the water consumption data only includes the office areas of Sinolink Property Management Co., Ltd, The Vi City, and O Hotel.

Appendix I: Sustainability Data Statement

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

	Unit	2022
Total workforce ³	no. of people	623
Workforce by gender		
Female	no. of people	187
Male	no. of people	436
Workforce by employment type		
Short-time contract/ part-time staff	no. of people	5
Full-time junior	no. of people	535
Full-time mid-level management	no. of people	70
Full-time senior management	no. of people	13
Workforce by age group		
Aged below 30	no. of people	92
Aged 30-50	no. of people	378
Aged above 50	no. of people	153
Workforce by geographical region		
South China region	no. of people	623
Employee turnover rate		
Total employee turnover rate	%	18
Employee turnover rate by gender		
Female	%	6
Male	%	12
Employee turnover rate by age group		
Aged below 30	%	9
Aged 30-50	%	8
Aged above 50	%	1
Employee turnover rate by geographical region		
South China region	%	18
Workplace safety and health		
No. of fatalities due to work (2020, 2021 and 2022)	no. of people	0
Lost days due to work injuries	no. of days	0

³ Calculated based on the number of employees as at 31 December 2022

Appendix I: Sustainability Data Statement

	Unit	2022
Employee Training⁴		
Percentage of trained employee by gender		
Female	%	100
Male	%	100
Percentage of trained employee by employment category		
Full-time junior	%	100
Full-time mid-level management	%	100
Full-time senior management	%	100
Average training hours by gender		
Female	Hour	69.7
Male	Hour	89.4
Average training hours by employment category		
Full-time junior	Hour	86.3
Full-time mid-level management	Hour	64.2
Full-time senior management	Hour	97.4

⁴ Calculated as a percentage of the number of employees trained in this category during the Year to the total number of employees in this category

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

			Related Section(s)
A. Environmental			
A1: Emissions	General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	6. Green Development 6.2 Emission Management 6.3 Water Resources Management 6.4 Waste Management
	A1.1	The types of emissions and respective emissions data.	Appendix I: Sustainability Data Statement
	A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	6.2 Emission Management; Appendix I: Sustainability Data Statement
	A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	6.4 Waste Management; Appendix I: Sustainability Data Statement
	A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	6.4 Waste Management; Appendix I: Sustainability Data Statement
	A1.5	Description of emissions target(s) set and steps taken to achieve them.	6.2 Emission Management 6.6 Sustainable Development Goal
	A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) and steps taken to achieve them.	6.4 Waste Management 6.6 Sustainable Development Goal

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			Related Section(s)
A2: Use of Resources	General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	6.1 Energy Management 6.3 Water Resources Management
	A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).	6.1 Energy Management Appendix I: Sustainability Data Statement
	A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	6.3 Water Resources Management Appendix I: Sustainability Data Statement
	A2.3	Description of energy use efficiency target(s) and steps taken to achieve them.	6.1 Energy Management 6.6 Sustainable Development Goal
	A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) and steps taken to achieve them.	6.3 Water Resources Management 6.6 Sustainable Development Goal
	A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	The Group's business does not involve packaging materials
A3: The Environment and Natural Resources	General Disclosure	Policies on minimising the issuer's significant impacts on the environment and natural resources.	6. Green Development
	A3.1	Description of the significant impacts of business activities on the environment and natural resources and the actions taken to manage them.	6. Green Development

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			Related Section(s)
A4: Climate Change	General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted and may impact the issuer.	Green Development 6.5 Addressing Climate Change
	A4.1	Description of the significant climate-related issues which have impacted and may impact the issuer, and the actions taken to manage them.	6. Green Development 6.5 Addressing Climate Change
B. Society			
B1: Employment	General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	5. Employment Management 5.1 Employment Convention
	B1.1	Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region.	5.1 Employment Convention Appendix I: Sustainability Data Statement
	B1.2	Employee turnover rate by gender, age group and geographical region.	Appendix I: Sustainability Data Statement

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			Related Section(s)
B2: Health and Safety	General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	5.2 Employee Health and Safety
	B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	5.2 Employee Health and Safety; Appendix I: Sustainability Data Statement
	B2.2	Lost days due to work injury.	5.2 Employee Health and Safety; Appendix I: Sustainability Data Statement
	B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored.	5.2 Employee Health and Safety
B3: Development and Training	General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	5.3 Employee Training
	B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	5.3 Employee Training Appendix I: Sustainability Data Statement
	B3.2	The average training hours completed per employee by gender and employee category.	5.3 Employee Training Appendix I: Sustainability Data Statement

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

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			Related Section(s)
B6: Product Responsibility	General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	4.2 Information Security Management 4.4 Quality Assurance
	B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	4.4 Quality Assurance
	B6.2	Number of products and service-related complaints received and how they are dealt with.	4.6 Customer Services
	B6.3	Description of practices relating to observing and protecting intellectual property rights.	4.3 Protecting Intellectual Property Rights
	B6.4	Description of quality assurance process and recall procedures.	4.4 Quality Assurance
	B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored.	4.2 Information Security Management

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			Related Section(s)
B7: Anti-corruption	General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	4.1 Anti-Corruption
	B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the Reporting Period and the outcomes of the cases.	4.1 Anti-Corruption
	B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.	4.1 Anti-Corruption
	B7.3	Description of anti-corruption training provided to directors and staff.	4.1 Anti-Corruption
B8: Community Investment	General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	7 Community Investment
	B8.1	Focus areas of contribution.	7 Community Investment
	B8.2	Resources contributed to the focus area.	7 Community Investment