

Ouhua Energy Holdings Limited

Sustainability Report FY2018

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1 About the report

Reporting Scope and Period

This is the second Group Sustainability Report ("SR") by Ouhua Energy Holdings Limited ("Ouhua" or together with its subsidiaries, the "Group"). It covers the sustainability performance of our operations in Singapore from 1 January 2018 to 31 December 2018 ("FY2018"). Our report will provide a holistic view of the Group's performance, while highlighting the Environmental, Social and Governance ("ESG") factors that we deem critical to our activities and developments. Subsequently, the report will be published on an annual basis in accordance with our SR policy and the SGX requirements.

Reporting Process

For the purpose of this report, we engaged an external sustainability consultant to collaborate with the SR Committee, led by Mr Ye Tian Shun, our Executive Director. The composition of the committee did not have any movement since the first year of reporting. It comprises department heads to provide an oversight on the integration of sustainability practices into all aspects of the business. Additionally, the committee focuses in areas of formulating, implementing and reviewing the Group's sustainable policies and practices, sustainability development programs and initiatives. Periodic reviews are done to ensure the effective implementation and engagement of the Group as a whole and in line with the Group's strategic development. The SR Committee undergoes an in-depth review on the contents of the report to determine its relevance to our business and ensure the interests of our stakeholders are addressed.

The Group has not sought external assurance from an independent consultant for this reporting period and will consider doing so in the future as sustainability reporting matures.

Reporting Framework

This report has been prepared in accordance with the GRI Standards: Core option. They are the most widely adopted global standards for sustainability reporting, provide businesses and organisations worldwide the framework to measure, understand and communicate their critical sustainability issues on environmental, economic, social performance ability issues to stakeholders. The GRI content index and the relevant references are provided on pages 24 to 27.

Feedback

As we are fully committed to listening to our stakeholders, we welcome feedback on any aspect of our sustainability policies, processes and performance. Kindly address all feedback to sr@ohwa.cn. Your feedback is vital to us in achieving our goals to build a sustainable and thriving business. As an attempt to promote environmental conservation, there will be no hard copies of this report. You may visit the SGX website or our company website at www.ohwa.cn/sustainability to gain access to this report.

2 Statement from the Chairman

Dear Stakeholders,

We are glad to have deepened our commitment towards the sustainable development of Ouhua in the past year. As a licensed tier-one Liquefied Petroleum Gas (“LPG”) in the People’s Republic of China (“PRC”), we acknowledge the impact our business operations have on the environment and society.

Moving towards a green low-carbon emission economy environment, LPG is a clean energy and can be widely used in commercial vehicles. The strong emphasis on product quality, safety, embedded technologies and environmental practices has cemented the Group’s distinguished reputation and contributed to a strong customer base. Our core values are to seize opportunities which are before us, earn and maintain the trust of our clients, establish a high-value market position, innovate and achieve sustainable development.

In the past year, we have also taken the necessary measures to ensure that our business partners, suppliers and sub-contractors alike, are aligned with our sustainability concept. We source sustainably, to offer a suite of products that are cost-effective, superior and environmentally-friendly, whilst increasing competitiveness for the organization.

While advancing our business objectives, we also recognize corporate governance as the guiding principle of our sustainability practices. As part of Ouhua’s corporate governance framework, various checks and balances are in place to ensure business integrity and responsible operations. The Group is vigilant of potential impacts and adopts a precautionary approach in identifying and assessing strategic, operational and commercial risks.

As part of the Group's benchmarking efforts against global's best practices, Ouhua plans to align its sustainability practices with the United Nations Sustainable Development Goals in 2019. These include achieving sustainable economic growth by having employment and decent work for all; encouraging sustainable industrialization and innovation; promoting an inclusive workplace; addressing climate change and its impacts; as well as exploring opportunities for meaningful impact through business partnerships.

With utmost gratitude,

Mr Ye Tian Shun

Executive Director

Ouhua Energy Holdings Limited

3 About the Group

The Group aims to continuously seek for business opportunities in line with our strategic growth and to deliver value to our customers and stakeholders as we continue to explore and expand our business operations. Within the industry, we have also upheld a reputation for quality and high standards in our operations, as well as excellence in our operations management.

Goals and Achievements

The Group aims to continuously seek for business opportunities in line with our strategic growth and to deliver value to our customers and stakeholders as we continue to explore and expand our business operations. Within the industry, we have also upheld a reputation for quality and high standards in our operations, as well as excellence in our operations management.

As a group we have attained the ISO 9001: 2015 certification – Quality Management Systems to uphold the quality of our production operations.

4 Stakeholder engagement

As part of the business transformation process, the Group reviewed comparative studies in the region as well as feedback from the investment community to identify and map stakeholders who influence, or are influenced by, Ouhua and its operations. In identifying the key groups of stakeholders, we assessed the level of significance of the stakeholders' interests in sustainability issues:

Stakeholders	How we engage	Main concerns and expectations	How we respond
Employees	<ul style="list-style-type: none"> • Meetings • Training and development • Teambuilding activities • Annual performance appraisals • Recreational activities • Long-service awards • Annual dinners 	<ul style="list-style-type: none"> • Department updates • Training and career development opportunities • Workplace safety and health • Engaging and retaining employees 	By adopting sound human resource policies and practices that promote fair treatment, safe working conditions, rewards and recognition for performance, work-life balance and career growth.
Customers	<ul style="list-style-type: none"> • Monitoring product sales • Contacts to our customer service • Feedback channels through email 	<ul style="list-style-type: none"> • Product and service quality • Group's reputation in the market • 	By establishing policies for quality control and assurance that ensure our goods are of excellent quality and to promptly address customer complaints.
Shareholders and Investors	<ul style="list-style-type: none"> • Annual General Meeting • Meetings with institutional investors • Survey of institutional investors 	<ul style="list-style-type: none"> • Group's strategic development • Current financial performance • Future business outlook 	Our investor relations program provides periodic updates on our operations and business performance as well as reaching out to analysts and investors to understand their questions and address these through medium such as announcements, analyst meetings and conferences. These meetings also provide access to senior management such as our CEO and CFO, site visits to shareholders to have deep insight into our business and strategy.

Business Partners	<ul style="list-style-type: none"> • Regular meetings • Business partners visit • Emails • Tender process 	<ul style="list-style-type: none"> • Integrity and effectiveness of the tender process • Workplace safety and health • Energy-efficient fittings and products with Green labels • Product and technology updates • Performance reviews 	<p>By establishing policies and guidelines that ensure a fair selection and procurement process, and ethical business practices.</p>
Community	<ul style="list-style-type: none"> • Phone and email channels • Media relations • Volunteering activities 	<ul style="list-style-type: none"> • Contribution to communities • Business decisions' impact on their environment • Pollution (air, land, water) 	<p>By raising awareness through sustainable business practices and assessing the potential harmful impacts on the environment.</p>

5 Materiality Assessment

Following an extensive materiality assessment in FY2017, we conducted a Group-wide exercise during the year to review the relevance of our material topics, identify if there has been any shift in priorities among our stakeholders and examine any emerging areas of concern. The assessment was conducted according to GRI's standards' Principles for defining report content and covered our operations in the PRC only. Our associates, regional businesses and minority stakes were not included in this exercise. We applied the materiality principle for defining report content based on a review of industry practices and global peers.

Material ESG Factors

The SR Committee has identified the following material ESG factors for FY2018:

ESG	Top material topics for the Ouhua Group	Key Highlights
Governance	Anti-Corruption	- No confirmed cases of corruption and whistle-blowing cases in FY2018
Economic	Economic performance	- RMB 2,717 million economic value generated - RMB 2,644 million economic value distributed
	Procurement practices	- Buy 6.67% of the materials from local suppliers
Environmental	Environmental compliance	- Zero cases of non-compliance in FY2018 - No significant fines/non-monetary sanctions for non-compliance with environmental laws and regulations
	Energy	- Group consumed a total of 4,4902,810kJ, a 11.6% decrease from FY2017 - Energy intensity ratio of 3.60jK/ton, a 4.5% decrease from FY2017
	Effluents and Waste	- No hazardous or non-hazardous waste discharged - No significant spills noted

Social	Employment	<ul style="list-style-type: none"> - Total employees – 113 - New hires: <ul style="list-style-type: none"> • Male – 77%; Female – 23% • Under 30 years old – 54%; between 30 to 50 years old – 46% - Resignees: <ul style="list-style-type: none"> • Male – 63%; Female – 37% • Under 30 years old – 19%; between 30 to 50 years old – 68%; over 50 years old – 13%
	Training and education	<ul style="list-style-type: none"> - Clocked a total of 2,082 hours in training during FY2018 - Average number of training hours: <ul style="list-style-type: none"> • Male - 18 hours; Female - 21 hours • Managerial – 43 hours; Non-Managerial – 16 hours
	Occupational health and safety	<ul style="list-style-type: none"> - No workplace related injuries or fatalities during FY2018 - Fire drills and safety talks conducted during the year

6 Corporate Governance

The Group is committed to uphold the highest standards of corporate governance and we believe a high standard of corporate governance is integral in ensuring our business' sustainability as well as safeguarding shareholders' interests and maximizing long-term shareholder value. This commitment is aligned with the Principles of the Code of Corporate Governance 2012.

The promotion of effective and fair communication with the stakeholders is under the purview of our Executive Chairman and CEO. We fulfil our obligation to furnish timely information to shareholders and ensure full disclosure of material information to comply with statutory requirements and the Listing Manual of the SGX-ST. The Group firmly believes in high standards of transparent corporate disclosure, in line with the continuous obligations of the Company.

The Board and Management strongly believes that our quest for good governance lies in putting in place an effective framework of risk management and internal controls that is in line with market standards and best practices. Having this in place will lead to increased levels of internal discipline, accountability and transparency.

There were no non-compliance incidents with relevant laws and regulations that resulted in significant fines and non-monetary sanctions. We will continue our commitment in achieving zero incidents of non-compliance with relevant laws and regulations. In addition, we will closely monitor the Internal Audit issues and ensure that internal controls for all processes are in place.

For detailed disclosure on the application of its corporate governance practices with reference to the Code, please refer to the Corporate Governance section on pages 17 to 35. For any cases of deviation from the Code's guidelines, an explanation has been provided within the Annual Report.

6.1 Anti-Corruption

The Group, with our significant workforce size operating across different geographies around Asia and multiple partnerships across the value chain, has several areas that can render us vulnerable to corruption. Our stakeholders have recognised this during our materiality assessment, thus highlighted anti-corruption as a critical factor to the Group. We would like to reaffirm our strong stance against these issues and highlight that we have zero tolerance towards unethical acts in totality.

A whistle-blowing policy and other procedures have been put in place to provide the Group's employees and external parties who have dealings with the Group, accessible and trusted channels to report suspected fraud, corruption, dishonest acts or other improprieties in the workplace. We made these policies and procedures readily available for both internal and external parties, as it allows for an independent investigation of any reported incidents and appropriate actions for follow up. As at the end of FY2018, there has been no confirmed report received through any whistle-blowing channels.

The Group will continue its zero tolerance for misconducts and will strive to maintain the current status of zero confirmed cases through our various preventive methods.

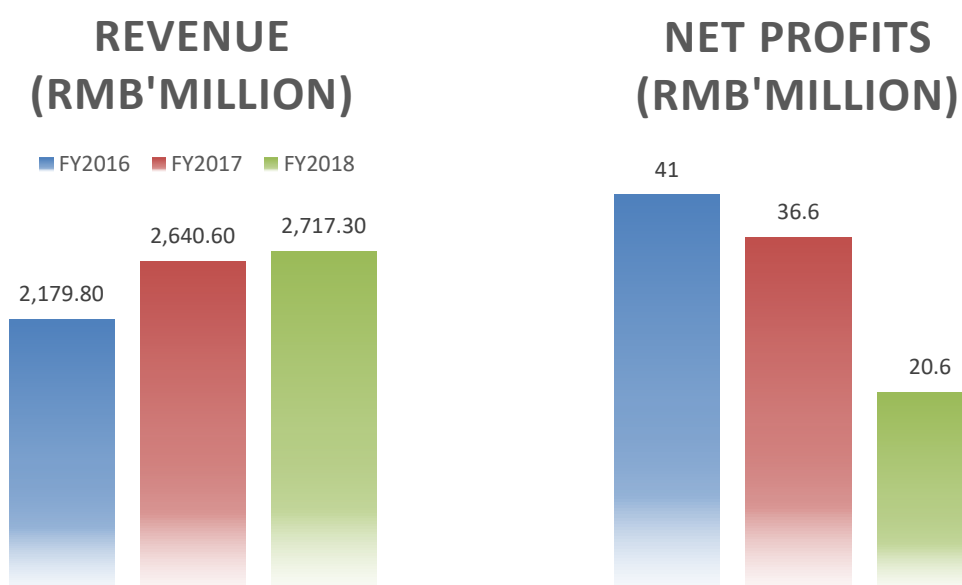
7 Economic

7.1 Economic Performance

Financial Highlights

The Group recorded a revenue of RMB 2,717 million (*FY2017: RMB 2,640 million*) for the financial year ended 31 December 2018 ("FY2018"). Our net profits for FY2018 was at RMB 20.6 million (*FY2017: RMB 36.6 million*)



Presented below is the key financial highlights extracted from pages 8 and 9 of Ouhua's Annual Report FY2018. For the Group's detailed financial statements, please refer to page 43 to 46 of the Group's Annual Report FY2018.



Direct Economic Value Generated and Distributed

It is of utmost importance to create wealth for our stakeholders, to the best of our abilities. Hence, we strive to drive operational and financial improvements constantly.

The following table provides an overview of our economic value generated and distributed in FY2018 based on GRI's disclosure categories:

<i>FY2018</i>	<i>RMB'000</i>
<i>Total economic value generated</i>	2,717,343
 <i>Operating costs</i>	2,630,616
 <i>Employees compensation and benefits</i>	12, 351
<i>Total Economic Value Distributed</i>	2,642,967
<i>Net Economic Value Retained</i>	74,376

Defined Benefit Plan Obligations and Other Retirement Plans

Pursuant to the relevant regulations of the PRC government, the subsidiaries of the Group have participated in central pension schemes operated by local municipal governments.

The Group makes monthly contributions to the employees' compulsory saving / retirement plans, as mandated by the local government in different jurisdictions. The fund is a social security system that tackles our employees' financial concerns regarding healthcare, home ownership, family protection and asset enhancement. We view this scheme as a good opportunity to reward our employees and relieve them from the burden of personal finances. Refer to the following table for our contribution rates:

	Percentage of salary contributed by employer (%)	Percentage of salary contributed by employee (%)
Retirement Insurance	14.0	8.0
Medical Insurance	3.5	0.5
Workplace injury Insurance	0.36	-
Maternity Insurance	1.0	-
Retrenchment Insurance	0.64	0.2

Financial Assistance Received from Government

Other than the various tax benefits we enjoyed due to the lower proportion of taxes and miscellaneous fees, we received special funding from the following government agencies as well:

- Raoping Country Finance Bureau;
- Raoping County Economic and Information Bureau; and
- Raoping County Safety Production Supervision Administration.

In 2018, our total financial assistance from the government aggregated to a total of RMB 1.27 million.

7.2 Procurement Practices

The Group firmly believes that its suppliers and subcontractors as key business partners that are capable to create positive economic impact, thus enhancing stakeholder's return. In this respect, the Group maintains a rigorous selection process in vendors selection, which are based on the past track records and adherence to occupational health and safety standards.

We have also developed procurement policies and guidelines to guide our process, such as:

- Guidelines and procedures in selecting and evaluating vendors
- Code of conduct when dealing with vendors

As we consider sustainability as one of the key factors in selecting a supplier, for that reason, we evaluate the potential candidates based on their sustainability performance and practices. Often, there would be a collaboration with partners and suppliers to redesign our product offerings to reduce the negative impact on the environment in this area.

In addition to importing most of the raw materials, namely butane and propane, from overseas suppliers and processing these into LPG, we directly purchase LPG from domestic refineries. Purchases from local material suppliers accounted for approximately 6.67% (FY2017: 5.02%) of the total purchases in FY2018.

The Group remains fully committed to continue procuring responsibly while generating positive economic and social benefits for the local community we operate in.

8 Environmental

To address global issues of resource scarcity and a changing climate, we recognise the importance of integrating environmental considerations into the Group's business decisions. We are committed to understanding, managing and minimizing our environmental footprint across our value chain, including our business operations, suppliers and customers. Our environment efforts are largely focused on maximizing material utilization and optimizing energy consumption. We will continue to strengthen our expertise in the areas of environmental programs and be selective about the strategic initiatives that will yield a greater positive impact in the future.

The PRC's government has also stepped up a multitude of environmental regulation measures which has significantly affected our operations in the PRC. Although the disruption posed by regulatory shifts did impact our production yield initially, we exacerbated the reaction time, to adjust and realign our processes with the new market conditions and regulations.

8.1 Energy

We believe in providing safe and environmentally-friendly energy, and envision to establish an internationally renowned enterprise, to build an integrated energy brand for a world of sustainable energy. In order to address the challenges of climate change, we recognise that innovation is critical. We will continue to explore new business models, products and services, and undertake research and development that focus on energy efficiency and new energy solutions.

Energy consumption

At Ouhua, we consumed a total of 4,902,810 kJ¹, a significant decrease of 11.6% as compared to that in FY2017. Our energy intensity ratio is at 3.60kJ/ton, a decrease of 4.5%, indicating a lesser amount of energy consumed for the volume produced. Falling energy costs and improved performance of new and emerging technologies such as energy storage are bringing about significant changes in the energy landscape. As a result of these technological changes, our customers and market needs will shift, and we will leverage that to reduce our consumption levels Year-On-Year ("YOY").

¹ This amount consists of only the total heating consumption.

8.2 Effluents and waste

Ouhua has a strict policy on waste management, in compliance with all local government regulations. Group-wide policy and regulations provide guidance on material procurement, classification and handling, as well as workplace safety and health training, emergency response procedures and disposal behaviours for all employees, suppliers, customers and other stakeholders operating within the yards. There was no hazardous or non-hazardous waste noted in 2018.

Our waste and water quality management procedures and response guidelines have been developed with reference to local and international standards. There were no significant spills noted in 2018.

8.3 Environmental compliance

We believe that adhering to our Group's codes, policies and procedures and applicable laws and regulations is critical as they underpin our stakeholders' trust and our license to operate. We have zero tolerance for non-compliance and encourage our stakeholders to report any incidences via our established whistle blowing channels. We relied on external consultants to provide guidance and advice, and with the contribution of everyone's combined effort, we are proud to share that the Group had zero incidents of non-compliance with environmental and socioeconomic laws and regulations during FY2018. It is of our utmost importance that we maintain this unblemished record.

9 Social

9.1 Employment

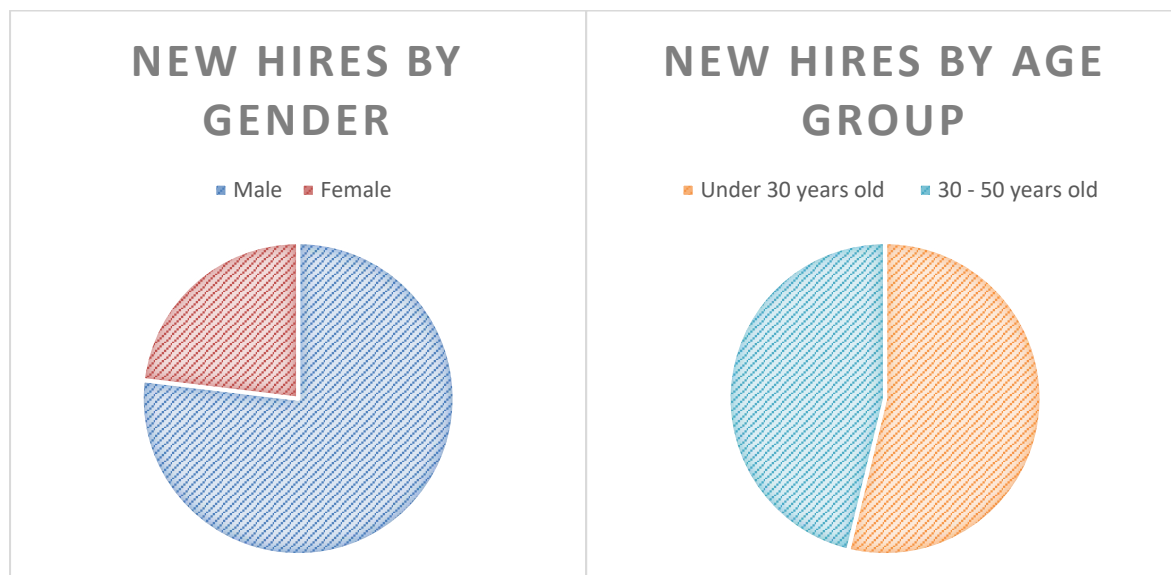
We strive to be an employer of choice, through recognising the contributions of each employee, and providing opportunities for staff to grow beyond their abilities. We would wish for them to maximise their potential and look beyond this cycle to seek opportunities that will position them for success in their careers. Additionally, we are also focussed on building a talent pool with deep knowledge of regional and global markets to support our growth and expansion. Preparing the next generation of leaders as part of succession planning is important to Ouhua's long-term progress and competitiveness as well.

As part of our commitment to developing talent, we strive to create an inclusive workplace where each individual is valued and recognised for their contribution. We recognise the importance of diversity in strengthening our core values of teamwork, communication and creativity, and in forming a competent and united workforce. We provide equal opportunities to all employees without discrimination.

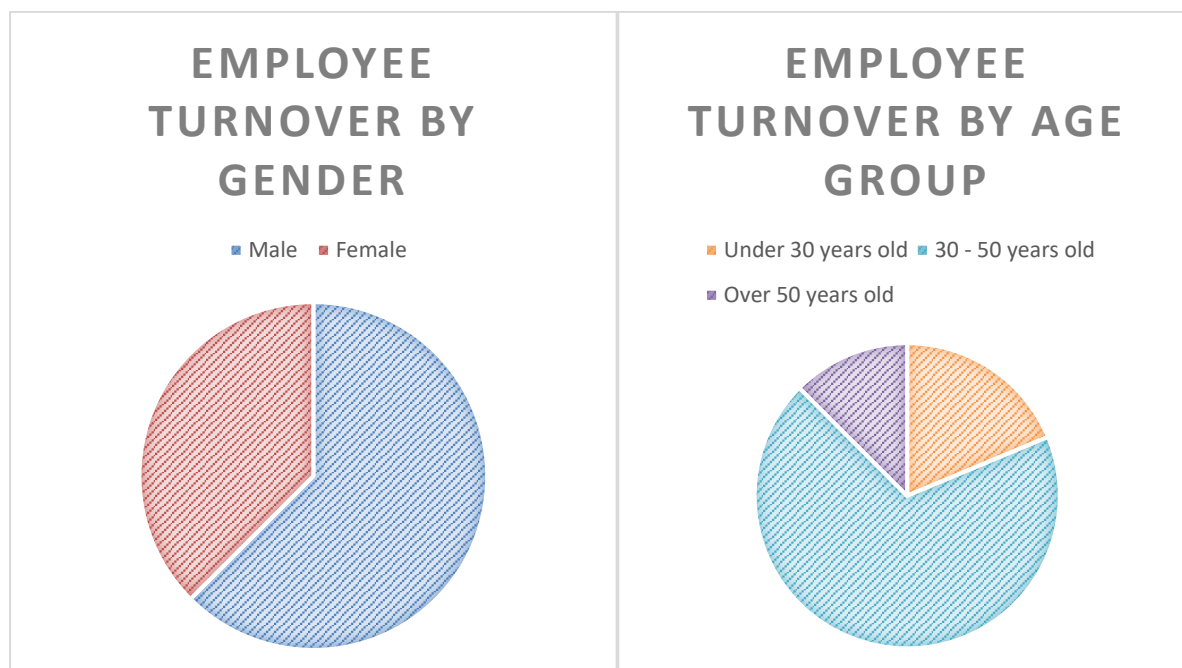
As of 31 December 2018, we have a total of 113 employees. We had 13 new hires in FY2018, whereas 16 employees left the Group. Employment numbers for high-skilled positions remains consistent, with our key management personnel unchanged.

New Hires and Resignations

We value the importance of diversity among our workforce, hence we hire from a mixture of different genders and age groups, to enhance creativity and innovation and improve the organization's culture. Of our 13 new hires in FY2018, we had a gender ratio of 23% females to 77% males. There is also a balanced distribution within the various age groups, with 54% of the employees under 30 years old and 46% between 30 and 50 years old.



We believe a low turnover improves the sustainability of operations and allows us to contribute positively to the development of social and human capital in a wider committee. Despite market conditions, we will strive to minimize attrition rate and retain talents as best as possible. Employment numbers for high-skilled positions remains consistent, with our key management personnel unchanged.



Going forward, the Group aims to continually refine our hiring strategy and continue to commit to fair employment practices by offering equal opportunities to all.

Parental Leave

The Group adopts welfare practices and strives to build a family-friendly workplace culture by implementing family friendly working policies. This not only creates a healthier work-life balance, it also drives productivity, reduces absenteeism, attracts new staff and helps retain current staff. We are currently following the government requirements closely.

In FY2018, the Group had a return-to-work rate of 100%. Out of the 2 female employees and 8 male employees who have taken parental leave, all employees have resumed work with our Group thereafter. In the longer term, amongst the 2 female employees who resumed working with us after their parental leave, 100% of them have remained employees of the Group for more than a year since.

The group will continually work towards building a pro-parent workplace through enhancing our Group welfare practices and culture.

Employee Volunteerism

We understand the significant benefits of bringing our team together to innovate and collaborate in fun and challenging ways, simultaneously benefiting the community. In 2018, we held a blood donation drive in our premise, to encourage employees to give back to the community.



Benefits and Welfare

We believe in valuing and recognising our people's achievements through rewards and competitive remunerations. Each of our employees is entitled to a set of attractive benefits including but not limited to:

Benefits	Descriptions
Life insurance	In the event that our employee becomes critically ill or permanently disabled, their loved ones will receive a sum of money to provide them with financial protection and coverage against risks.
Medical insurance	Employees are reimbursed for outpatient treatments, surgery or hospitalization expenses covered under medical insurance.
Disability insurance	All our employees are covered under personal accident insurance and work-related injury. For instance, the organization will reimburse any rehabilitation costs or monthly pay-outs for each case of disability.
Parental leave	Both female and male employees are entitled to maternity leave and paternity leave when applicable. We provide other leave benefits catering to our employees' children, during the stages of infant care and child care.
Retirement provision	For employees qualified for pension approaching the retirement age, the government will provide them with monthly support during their retirement.
Accommodation and staff canteen	Workers are granted free accommodation, coupled with basic necessities such as proper sanitation and water. We also provide subsidized daily meals.
Year-end and performance bonus	In the event of outstanding results, either financial performance of the Group or individual performance judged by appraisal matrices, our employees are entitled to these bonuses.
Paid leave	Our employees are offered paid leave, such as marriage leave, compassionate leave, family leave and annual leave of up to 15 days.
Company retreat	We organize annual retreats as a Group to build relationships among the team and improve collaboration among employees of all levels. All expenses are paid for.
Appreciation events and festival celebrations	We organize company events annually to celebrate and recognise the efforts of our employees. In line with our spirit of embracing diversity and honouring our rich heritage and culture, we celebrate festivals as a Group. These festivities include Spring Festival, Mid-Autumn Festival and Children's day.
Medical check-up	Our employees can enjoy a complimentary medical check-up on an annual basis.



Photographed at our company-wide excursion on International Women's day



Employees queuing up in line for the annual medical check-up



Our employees visiting Fengshun Jianzhen Memorial Hall



Participating in the "Ouhua cup" table tennis friendly matches

The Group is periodically reviewing and enhancing our resource policies and practices to provide a fair and safe workplace for our employees. In line with our Group's core values of teamwork, we strive to promote a safe and conducive workplace for our people to perform efficiently and effectively.

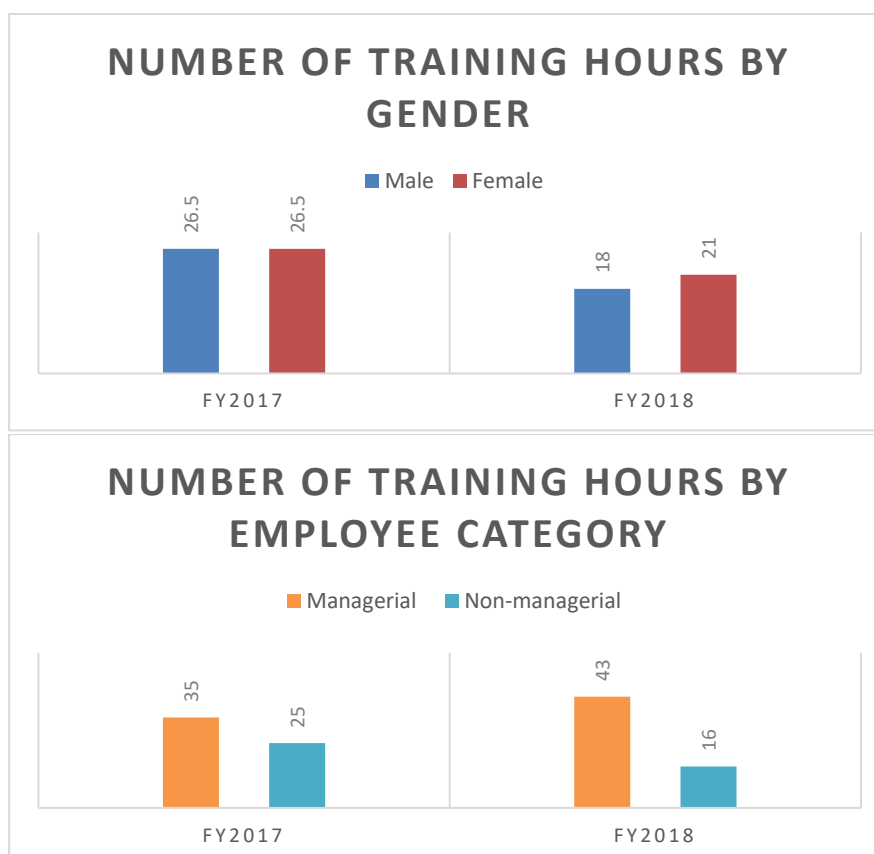
9.2 Training and Education

Today's readily changing business environment calls for a competitive workforce attuned to the latest developments in skills and manufacturing capabilities. Investing in employee learning and development helps build a resilient and future-ready workforce, which will in turn provide a competitive edge for Ouhua's future growth and success. Our employees acquire skills and expertise which will distinguish them from the market through opportunities provided by us and our industry partner networks.

Training programs and hours

In 2018, Ouhua invested over clocked over 2,080 hours in training and development. 100% of the workforce was provided the opportunity to attend the training. These training sessions mainly educate the employees on the technical skills and safety across different modes of operations, such as:

- Special topics – case study training
- Workplace Health and Safety training
- Management training²
- System training
- Etiquette training
- Operating machineries safety procedures



All new employees are required to attend our on-boarding program, which aims to integrate new hires into our organisation seamlessly. Additionally, we conduct an annual training needs analysis to ensure that there are necessary training interventions to enhance employee competencies and professional knowledge.

To incentivise employees to engage in continuous learning and self-upgrading, in the event that any staff obtains a higher education or qualification certificates, we offer a potential upward revision in salary.

² Session is provided to employees of all levels; general workers, admin staff and management staff.

Annual performance appraisals

As a company committed to meritocracy, our rewards and compensation policies are fairly based on employees' performance. In 2018, we measured and aligned cross-functional and individual employee performance to support Ouhua's key business strategies and corporate objectives. The system will provide us with a tool for communicating and reinforcing the philosophy and guidelines of incentivising performance. We also conduct annual performance appraisals which covers career development, for 100% of our employees, including managerial and non-managerial roles alike.

9.3 Occupational Health and Safety

Whilst keeping our strength of superior technical ability close at heart, we take pride in building a safe, conducive and healthy workplace as our commitment to developing our people. Being a largely labour-intensive Group, we regard workplace safety with utmost importance and recognise our duty of care to account for the safety and health of each of our employees. We are constantly striving to build a safe and conducive workplace by ensuring that our Group complies with all relevant safety and environmental legislation, with the aim of minimizing the likelihood and impact of any possible hazardous occurrence.

Safety Committee

To facilitate the physical supervision of the workplace safety, and the relaying of workplace safety and health ("WSH") related messages; we have established a Safety Committee. Collectively as a Group, the Safety Committee comprises of both employee and employer representatives that makes up 20% of the total number of employees in the organization. The Safety Committee oversees the subsidiaries' operations to ensure that safety standards are upheld at all times and also up to industry leading practices. In addition, the role and responsibilities of the Safety Committee includes reviewing, effectively implementing and reinforcing safety standards and regulations to ensure all areas of safety are adequately covered. The Committee members meet at least once a month to review safety inspection results, infrastructures and incidents, as well as to coordinate and organise safety-related activities. Going forward, in order to facilitate the effectiveness of the supervision of workplace safety, the Group plans to have more workers join the safety committee.

All near-miss incidents and accidents would be promptly reported to the Safety Committee, which will further provide timely incident analysis briefings to the employees. These safety briefings aim to strengthen the safety awareness of employees, and also to remind them of established safety measures and precautions, as well as safety protocols in the event of similar incidents.

Alongside the mandatory WSH requirements and considering the employees' holistic health, we are currently advocating a proactive approach; the idea of the employees taking responsibility for their own safety and health. To complement that, we have put up relevant notices on the bulletin board, handouts and constant reminders.

Fire Drills

Fire drills are conducted twice a year to ensure that employees and workers are prepared in times of emergency, and both drills in FY2018 had a participation rate of 99% and above. The fire drill report consists of a brief description of the observations and comments, accompanied with a list of defects and recommendations aimed to improve the Group's reactivity to such emergencies. The aforementioned report is prepared by the Fire Safety Manager.



Fire emergency evacuation drill held at our premise in December 2018

Total Workplace Safety and Health at our Facilities

As with our commitment to the safety and health of our people, we are continually striving to reduce the likelihood and impact of accidents and keeping our injury rates as close as to zero.

With everyone's full cooperation, there were zero cases of work-related injuries or occupational diseases in FY2018. We will continue to maintain our high standards of employee health and safety by enforcing mandatory safety policies and procedures.

GRI Content Index

Category	Disclosure	Description	Page Reference and Remarks
GRI 102: General Disclosures	102-1 *	Name of the organization	Cover Page of Annual Report FY2018
	102-2 *	Activities, brands, products, and services	Page 1 of Annual Report FY2018
	102-3 *	Location of headquarters	Page 1 of Annual Report FY2018
	102-4 *	Location of operations	Page 7 of Annual Report FY2018
	102-5 *	Ownership and legal form	Page 7 of Annual Report FY2018
	102-6 *	Markets served	Pages 1 and 65 of Annual Report FY2018
	102-7 *	Scale of the organization	Page 15 of Sustainability Report
	102-8 *	Information on employees and other workers	Page 15 of Sustainability Report
	102-9 *	Supply chain	Pages 2 and 12 of Sustainability Report
	102-10 *	Significant changes to the organization and its supply chain	None
	102-11 *	Precautionary Principle or approach	Page 2 of Sustainability Report
	102-12 *	External initiatives	Page 4 of Sustainability Report
	102-13 *	Membership of associations	None
GRI 102: Strategy	102-14 *	Statement from senior decision-maker	Pages 2 to 3 of Sustainability Report
GRI 102: Ethics and Integrity	102-16 *	Values, principles, standards, and norms of behaviour	Cover page of Annual Report FY2018
GRI 102: Governance	102-18 *	Governance structure	Page 1 of Sustainability Report
GRI 102: Stakeholder Engagement	102-40 *	List of stakeholder groups	Pages 5 and 6 of Sustainability Report
	102-41 *	Collective bargaining agreements	None

Category	Disclosure	Description	Page Reference and Remarks
	102-42 *	Identifying and selecting stakeholders	Pages 5 and 6 of Sustainability Report
	102-43 *	Approach to stakeholder engagement	Pages 5 and 6 of Sustainability Report
	102-44 *	Key topics and concerns raised	Pages 7 and 8 of Sustainability Report
GRI 102: Reporting Practice	102-45 *	Entities included in the consolidated financial statements	Page 7 of Annual Report FY2018
	102-46 *	Defining report content and topic Boundaries	Page 1 of Sustainability Report
	102-47 *	List of material topics	Pages 7 and 8 of Sustainability Report
	102-48 *	Restatements of information	None
	102-49 *	Changes in reporting	None
	102-50 *	Reporting period	FY2018 (1 January 2018- 31 December 2018)
	102-51 *	Date of most recent report	2017 Sustainability Report published on 26 November 2018
	102-52 *	Reporting cycle	Annual
	102-53 *	Contact point for questions regarding the report	Page 1 of Sustainability Report
	102-54 *	Claims of reporting in accordance with the GRI Standards	Core options (33 items)
	102-55 *	GRI content index	Pages 24 to 27 of Sustainability Report
	102-56 *	External Assurance	None

Category	Disclosure	Description	Page Reference and Remarks
GRI 201: Economic Performance	201-1	Direct economic value generated and distributed	Page 11 of Sustainability Report
	201-3	Defined benefit plan obligations and other retirement plans	Page 12 of Sustainability Report
	201-4	Financial assistance received from government	Page 12 of Sustainability Report
GRI 204: Procurement Practices	204-1	Proportion of spending on local suppliers	Page 12 of Sustainability Report
GRI 302: Energy	302-1	Energy consumption within the organization	Page 13 of Sustainability Report
	302-3	Energy intensity	Page 13 of Sustainability Report
GRI 306: Effluents and waste	306-2	Waste by type and disposal method	Page 14 of Sustainability Report
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GRI 307: Environmental Compliance	307-1	Non-compliance with environmental laws and regulations	Page 14 of Sustainability Report
GRI 401: Employment	401-1	New employee hires and employee turnover	Page 16 of Sustainability Report
	401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees	Page 18 of Sustainability Report
	401-3	Parental leave	Page 17 of Sustainability Report
GRI 403: Occupational Health and Safety	403-1	Workers representation in formal joint Management-Worker Health and Safety Committees	Page 22 of Sustainability Report
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Category	Disclosure	Description	Page Reference and Remarks
GRI 404: Training and Education	404-1	Average hours of training per year per employee	Page 21 of Sustainability Report
	404-2	Programs for upgrading employee skills and transition assistance programs	Page 21 of Sustainability Report
	404-3	Percentage of employees receiving regular performance and career development reviews	Page 22 of Sustainability Report