



TradeGo FinTech Limited

捷利交易寶金融科技有限公司

(Incorporated in the Cayman Islands with limited liability)

Stock Code: 8017

2018

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT



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1. ABOUT THIS REPORT

TradeGo FinTech Limited (“**TradeGo**” or the “**Company**”) and its subsidiaries (the “**Group**”, “**We**”, “**Us**” or “**Our**”) are pleased to announce its first Environmental, Social and Governance Report (the “**Report**”). This Report explains the concept of our sustainable development and reports our work on fulfilling the corporate social responsibilities at all levels.

Reporting Standard

The content of this Report covers the disclosure obligation on the Environmental, Social and Governance Reporting Guide (the “**Guide**”) as set out in Appendix 20 to the Rules Governing the Listing of Securities on GEM of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”). The preparation of this Report also complies with the reporting principles from the Guide.

Reporting Scope

This Report summarizes the performance of the Group’s core businesses on practicing sustainable development concept during the period from 1 April 2018 to 31 March 2019 (the “**Year**” or “**Reporting Period**”). Unless otherwise stated, the content of this Report covers the business directly controlled by the Group. For details of the Group’s corporate governance, please refer to the section headed “Corporate Governance Report” in the Group’s Annual Report 2018–2019 or visit the Group’s official website (www.tradego8.com).

Reporting Language

This Report is prepared and published in both English and Chinese. In case of discrepancies, the English version shall prevail.

Feedback on the Report

We value your comments on this Report. If you have any enquiries or feedback on this Report or the Group’s sustainable development strategies, please feel free to contact us via email at master@tradego8.com.

2. ABOUT THE GROUP

TradeGo is one of the leading integrated securities trading platform service providers, including front-office trading system services, market data services and value-added services, serving primarily licensed brokerage firms in the Hong Kong Special Administrative Region (“Hong Kong”) and their clients with the mission of providing investors and financial intermediaries with the best tools and platforms. The Group has developed a securities trading platform software, which supports transactions in a variety of financial instruments, including stocks, the exchange traded funds, futures, options, warrants and derivatives. Customers and end-users of the Group can log in to securities trading platform software to enjoy the services through various channels such as major operating systems (including Microsoft Windows, Mac OS, Android and iOS) as well as mainstream platforms (such as web browsers). In addition, we hold the market data vendor licences from five stock and futures exchanges (namely the Hong Kong Stock Exchange, the Hong Kong Futures Exchange, the Shanghai Stock Exchange, the Shenzhen Stock Exchange and NASDAQ). We have also obtained a Certificate of High-tech Enterprise (高新技術企業證書) issued by Shenzhen Science and Technology Innovation Commission (深圳市科技創新委員會), Shenzhen Finance Bureau (深圳市財政委員會), Shenzhen Municipal Office of the State Administration of Taxation (深圳市國家稅務局) and Shenzhen Local Taxation Bureau (深圳市地方稅務局) in October 2017.

During the Year, the Company was successfully listed on GEM, making 2018 a meaningful year. In the future, we will invest in online and off-line promotion platforms, including the establishment of a marketing platform in Hong Kong as to expand the base of investors and customers, consolidating our market leading position in integrated front-office trading system services and market data services.

3. THE STRATEGY OF SUSTAINABLE DEVELOPMENT

The Group operates its business prudently and performs its management decisions conscientiously in order to promote the long-term sustainable development of the business and its community and fulfill corporate social responsibility. Our strategy of sustainable development covers business operations of the Group, employee team, environment and the community. During the Year, the Group's strategy of sustainable development has four outlines, namely "Responsible Operation", "Professional Team", "Green Culture" and "Contributions to Society".



3.1. Environmental, Social and Governance Committee

The board (the "**Board**") of directors (the "**Directors**") of the Group takes up the responsibilities in respect of the strategy and reporting on environmental, social and governance ("**ESG**"), assessing and determining the risk of ESG to ensure the establishment of appropriate and effective risk management and internal

control system on ESG, supervising management to review the effectiveness of the relevant systems. To further implement the policies of sustainable development in our daily business operation, the Group has established an Environmental, Social and Governance Committee (the “**ESG Committee**”), which is mainly responsible for managing the Group’s ESG related risks, and motivating all departments to implement various ESG policies, as well as reporting to the Board on a regular basis.

The ESG Committee comprises the Group’s executive Directors, chief operating officer, assistant to chief operating officer and heads of all departments. The major responsibilities include:

- Identifying the ESG issues relating to the Group and significant to operations, and/or matters affecting shareholders and other important stakeholders, including quality of working environment, environmental protection, operational practices and community involvement;
- Maintaining the operations of corporate social responsibility management system, enhancing the employees’ awareness of corporate social responsibility;
- Motivating all departments to implement the ESG policies;
- Identifying and understanding stakeholders’ comments on major ESG issues and to respond their comments through appropriate channels;
- Reviewing and monitoring the Group’s ESG policies and practices;
- Ensuring that the Group meets the relevant legal and regulatory requirements, monitoring and responding to the latest ESG issues; and
- Proposing relevant suggestions to the Board in due course in order to enhance the Group’s ESG performance.



ESG System

3.2. Stakeholder Engagement

The Group is committed to operating in a sustainable manner while taking into account the interests of different stakeholders. We maintain constant communication with stakeholders by encouraging them to express their views on ESG policies of the Group through different channels. Their concerns and expectations are important basis for us to set out sustainable development strategies. During the Year, we have engaged with stakeholders from different sectors, including customers, staff, shareholders/investors, business partners/peers, suppliers, regulators, media, professional groups, communities/non-governmental organisations, etc..

Stakeholders	Material Topics	Communication Channels
Customers	<ul style="list-style-type: none"> • Customer service • Customer rights and interests • Information security • Handling complaints 	<ul style="list-style-type: none"> • Daily operations/communication • Customer service centre • Visit by customer relations manager • Telephone • Mail box

Stakeholders	Material Topics	Communication Channels
Staff	<ul style="list-style-type: none"> • Remuneration and benefits • Occupational safety and health • Economic performance • Training and development • Effective communication 	<ul style="list-style-type: none"> • Work performance interview/assessment • Meeting and interview • Staff opinion survey • Staff communication conference • Special consultation committee • Workplace WeChat communication group • Seminar/workshop/lecture • Publication/business presentation • Intranet for employees
Shareholders/ Investors	<ul style="list-style-type: none"> • Economic performance • Compliance operations • Information transparency • Effective communication 	<ul style="list-style-type: none"> • Annual general meetings and other shareholders' meetings • Investor meetings • Interim report and annual report • Corporate communications • Results announcement • Shareholders visit programme • Senior management meetings • ESG meetings
Business partners/Peers	<ul style="list-style-type: none"> • Compliance operations • Harmonious communion • Joint development 	<ul style="list-style-type: none"> • Group's announcement • Reports • Meetings • Visits • Seminars • Strategic cooperative projects

Stakeholders	Material Topics	Communication Channels
Suppliers	<ul style="list-style-type: none"> Fair competition Transparent procurement Sustainable supply chain 	<ul style="list-style-type: none"> Suppliers management procedures
Regulatory bodies	<ul style="list-style-type: none"> Information transparency Compliance operations 	<ul style="list-style-type: none"> Compliance reports Written response for public's consultancy Meetings
Media	<ul style="list-style-type: none"> Information transparency 	<ul style="list-style-type: none"> Press releases Media gatherings Senior management visits Results announcement
Professional groups	<ul style="list-style-type: none"> Compliance operations Information exchange Harmonious communion 	<ul style="list-style-type: none"> Meetings Regular visits Membership Working group
Communities/ Non-governmental organisations	<ul style="list-style-type: none"> Community charity Environmental protection 	<ul style="list-style-type: none"> Seminar/lecture/workshop Meetings

4. RESPONSIBLE OPERATION

The Group insists on conducting business in a responsible manner. In order to meet its specific business needs and to minimise its risk exposure, the Group has in place policies and procedures in relation to risk management and internal control to enhance compliance management. We strive to prevent acts of malpractice, ensure the effective operations of our information system, and safeguard the legitimate rights and interests of the Group and its customers.

4.1. Regulated Operation

The Group abides by laws and regulations such as the Supervision Law of the People's Republic of China (the "PRC" or "China") (《中華人民共和國監察法》), the Securities Law of the PRC (《中華人民共和國證券法》), the Company Law of the PRC (《中華人民共和國公司法》), the Criminal Law of the PRC (《中華人民共和國刑法》), the Regulation on the Supervision and Administration of Securities Companies of the PRC (《中華人民共和國證券公司監督管理條例》), the Regulation on the Administration of Futures Trading (《期貨交易管理條例》), the Measures for the Compliance Management of Securities Companies and Securities Investment Fund Management Companies (《證券公司和證券投資基金管理公司合規管理辦法》), the Guidelines for the Compliance Management of Securities Companies (《證券公司合規管理實施指引》), and the Anti-Money Laundering Law of the PRC (《中華人民共和國反洗錢法》). We adhere to compliant and honest operations, and strictly prevent the fraudulent act. We have formulated the "Anti-Corruption Policy" (《反貪污政策》), which sets out the relevant measures to deal with corruption. The Group accepts the reporting of corruption and fraud through various whistle-blowing channels by employees and parties having business relationship with the Group. Department heads are also required to report fraud to the administrative department. After receiving report on corruption and fraud, the compliance officer will actively investigate and take appropriate measures. We actively monitor the development of global and local regulations that affect the Group, closely follow the regulatory and new industry requirements, and establish a management monitoring team to timely implement response measures. During the Reporting Period, we had not discovered any lawsuits against the Group or the employees, nor any cases of corruption, bribery, extortion, fraud and money laundering.

The Group's risk management and control mechanism are based on the guidance of compliance policy. We are committed to improving our risk management and control system and continuing to seek organisational structures, policies, procedures and risk management methods that are suitable for the Group's business operations. In the daily business process, the compliance department is responsible for keeping abreast of existing market policies and assessing various types of risk incidents, seeking professional advice from compliance adviser and legal counsel, and then providing compliance handling advice to the operational department. The compliance department also informs internal staff and organises internal trainings. Approval processes are set for the Group's external procurement, service outsourcing, personnel recruitment, salary adjustment, sales expenses, etc., especially the areas involving capital in- or out-flows. The relevant applications need to obtain the approvals from the administrative department, the compliance department, the finance department, sales department and even the chairman. We have also designated financial personnel and document administrators to manage the Group's funds, bills and contracts, to further strengthen our internal control.

4.2. Information Security System

As a supplier of securities trading platform services, business operation of the Group depends on the reliability of our network security management system. Our information systems store, process and transmit confidential information of our customers, including identity information, communication information, transaction information and other sensitive data. Therefore, safeguarding our business information security is important to our operation.

The Group abides by the laws and regulations on information safety such as the Law of the PRC on Guarding State Secrets (《中華人民共和國保密法》) and Regulation on the Implementation of the Law of the PRC on Guarding State Secrets (《中華人民共和國保密法實施辦法》). We have established the Password and Authority Management System (《密碼與權限管理制度》) and Computer Equipment Management System (《計算機設備管理制度》) to strengthen our electronic device management by means of account management, the prohibition of installing pirated software, setting up multiple passwords as well as setting limitation on user-permission. We also require the resigned employees who know and possess our trade secrets to sign relevant confidentiality agreements in order to enhance business information maintenance. In addition, we have established a network security inspection team and information system network perimeter control team to evaluate unpredictable hackers' invasion or virus attacks. Meanwhile, we have improved our technology system through real-time data monitoring. In order to minimise the risks of being hacked in relation to Internet trading, we have provided our customers with one-off password transmission service via short message service (SMS) as well as software coding solution service, conducted dual verification of customers' Internet trading accounts, and upgraded the system which would send messages to end-users in accordance with the requirements of the Securities and Futures Commission in Hong Kong so as to give immediate notice to customers in the event of certain activities in their Internet trading accounts.

With respect to business information disclosure, the Group has strictly complied with the laws and regulations such as the Advertising Law of the PRC (《中華人民共和國廣告法》), the Patent Law of the PRC (《中華人民共和國專利法》), the Detailed Rules for the Implementation of the Patent Law of the PRC (《中華人民共和國專利法實施細則》), the Trademark Law of the PRC (《中華人民共和國商標法》), the Intellectual Property Law of the PRC (《中華人民共和國知識產權法》), the Patent Ordinance (《專利條例》) and Copyright Ordinance (《版權條例》) of Hong Kong. We prudently handle the matters concerning advertisement and intellectual property rights, and strive to protect all lawful rights of the Group and our business partners, including intellectual property rights, legitimate patent, trademark right and copyright. We ensure that complete, true and correct messages are transmitted to the public, and prohibit all fraudulent conducts using false and misleading commodity introduction.

4.3. Valuing Comments from Customers

The Group values the comments from customers, and is dedicated to providing premium services to customers. We regulate our complaint handling mechanism which requires our customer service staff to make timely response to our customers after receiving complaints. We would develop understanding, examine, verify and make judgments regarding the feedback from our customers. As for feedback regarding the service system, the relevant examination result would be the basis of the rectification of the service system. Upon rectification, we would conduct internal tests to ensure that the relevant problems are properly solved, and the quality of our customer service would be improved. During the Reporting Period, the Group received a total of 280 complaints and nearly 90% (250 cases) of which had been properly dealt with.

4.4. Supply Chain Management

The Group recognises that maintaining a good relationship with suppliers is vital to achieve short- and long-term goals of our business operations. Therefore, we strengthen the cooperation with suppliers and pay attention to the sustainability of supply chain. Through stringent assessment procedure, we select the suppliers after taking into consideration a number of standards such as qualification, service quality, supply capability, price, operation status, reputation and social responsibility of the suppliers. The procurement staff review the purchase demand determined by our research and development department and sales and marketing department, confirm and liaise with suitable suppliers for the Group, as well as negotiate and communicate with suppliers on relevant terms. During the Year, the top five suppliers involved in the Group's business mainly provide market data, related supporting services, and cloud infrastructure to the Group. Three of them come from Mainland China and two of them come from Hong Kong.

5. PROFESSIONAL TEAM

The Group recognises that employees are our valuable asset. Their unremitting effort is the key to our success. We strive to maintain a good relationship with our employees and provide them with a suitable working atmosphere. We have compiled Staff Handbook (《員工手冊》), which provides details of the policy and practices of the Group's human resources, employees' benefit and other work arrangement to improve our human resources management system, including but not limited to the employment policy on working environment, remuneration, welfare and subsidies. As at 31 March 2019, the Group had a total of headcount of 113 staff.

5.1. Employment Practice

The Group strictly complies with the laws and regulations in relation to labour and employment, including Labour Law of the PRC (《中華人民共和國勞動法》), Labour Contract Law (《勞動合同法》), Law on the Protection of Minors (《未成年人保護法》), Provisions on the Prohibition of Using Child Labour (《禁止使用童工的規定》) and Employment Ordinance (《僱傭條例》) of Hong Kong to create a fair and inclusive working environment for staff. During the Reporting Period, there is no violation of relevant laws and regulations in terms of remuneration and dismissal, recruitment and promotion, working hours, equal opportunity, diversity, anti-discrimination, child labour prevention or forced labour by the Group. During the Reporting Period, no case of any child labour or forced labour has been identified by the Group.

The Group provides equal opportunity for employees in respect of recruitment, training and development, remuneration and benefit, as well as promotion and transfer of staff based on fair and impartial principles. This policy applies to all employment activities including but not limited to recruitment and development etc.. Educational background, work experience and other related qualities are our main concerns during recruitment. Applicants' opportunity to be recruited would not be affected by their race, skin colour, religion, age, gender, disability, family status and other categories protected by laws to ensure equal employment opportunity. The Group would collect personal information during recruitment for the selection of suitable candidates, and for the verification of their personal information. The human resources and administration department would ensure proper examination of identification documents to prevent child labour. We clearly state the working hours, i.e. from Monday to Friday 9 a.m. to 6 p.m. (with 1 hour lunch time) of our employees in the employment letters to avoid forced labor. In case of any violation, the Group would handle the situation as clearly stipulated in the Staff Handbook. With regard to the condition of resignation, resigning employees should complete handover arrangements with our existing employees during the notice period. In addition, the human resources and administration department would arrange a resignation interview to understand the reasons, which enables the Group to improve and advance continuously.

5.2. Benefit Package

The Group ensures reasonable remuneration for all employees, and regularly reviews employees' remuneration package and other benefits. Our employees' remuneration policy is mainly based on the industry practices as well as the merits, qualification, capability and experience of the employees. Apart from general remuneration, we would also grant discretionary bonuses to qualified employees with reference to the Group's overall business performance and employees' individual performance. The Group's long-term award scheme includes pre-IPO equity interest incentive scheme, share option scheme and share award scheme.

In terms of benefits, according to the requirements of laws and regulations in the PRC, the Group participates in various employee benefit schemes organised by municipal and provincial governments, provides fundamental pension insurance, unemployment insurance, basic medical insurance, work-related injury insurance, maternity insurance and housing provident fund for qualified employees, and makes contributions to employee benefit scheme. Apart from statutory holidays, employees are also entitled to annual leave, funeral leave, marriage leave, maternal leave and extra holidays. We also organise annual trips for employees, and give presents on holidays to express the concern and to strengthen their coherence towards the Group at the same time.

5.3. Occupational Safety and Health

The Group highly values employees' health. We comply with laws and regulations such as Law of the PRC on the Prevention and Control of Occupational Diseases (《中華人民共和國職業病防治法》), Production Safety Law of the PRC (《中華人民共和國安全生產法》), Provisions on the Supervision and Administration of Occupational Health at Work Sites (《工作場所職業衛生監督管理規定》), Regulation on Work-Related Injury Insurances (《工傷保險條例》), and Occupational Safety and Health Ordinance (《職業安全及健康條例》) of Hong Kong, aiming at creating a safe, healthy and happy working environment for all employees. During the Reporting Period, we have not violated any relevant laws and regulations in relation to the provision of a safe working environment and protection of our employees from occupational hazards, nor loss of working days due to work-related injury or occurrence of death-causing severe accidents for any employees.

The Group has developed a series of occupational safety and health guidance in accordance with the characteristics, practices and regulatory requirements of the industry, and ensured sufficient first-aid appliances and fire protection equipment at offices. Apart from creating a safe working environment for employees, the Group also cares for employees' physical and mental health. We provide sports and training sessions such as yoga and gymnastics to help employees relieve stress and be at ease. In addition, we arrange occupational health check-up for employees. During the Reporting Period, all the employees of the Group have attended the occupational health check-up.

5.4. Training and Development

The Group regularly examines employee's work performance and provides them with equal training opportunities according to the employment policy as well as helps them set up their own goals. We also assess relevant performance of employees every year, which will be the basis of promotion, so as to improve the efficiency of employees and departments. The Group also continues to maintain and enhance its working ability by providing sufficient training for employees on a regular basis. We offer two internal training sessions on occupation-related skills each month, including the history and development and corporate culture of the Group, development and characteristics of the securities market, securities investment knowledge, shared knowledge of product design and different technical languages, competitive products analysis and the Stock Exchange related compliance training. Relevant training aims at increasing the employees' knowledge, promoting personal occupational development and strengthening their own competitive strength. During the Reporting Period, all of the staff of the Group have attended training to various extents.

6. GREEN CULTURE

The Group complies with the relevant laws and regulations in respect of environmental protection, and continues to identify, manage and minimize impacts on the environment caused by operational activities. During the Reporting Period, there is neither any violation of laws in relation to environmental protection nor any material accidents that have negative influences on the environment and natural resources, nor any punishment and litigation notice received regarding the environmental subject area in relation to the Group.

6.1. Low-carbon Culture

Global climate change is an issue of international concern. In response to global climate change, the PRC has confirmed the urgency of promoting energy revolution in the Outline of the 13th Five-Year Plan for the National Economic and Social Development of the PRC (2016-2020) (《中華人民共和國國民經濟和社會發展第十三個五年規劃綱要》(2016-2020)), and stipulated the overall objectives and related strategy of energy revolution in Energy Production and Consumption Revolution Strategy (2016-2030) (《能源生產和消費革命戰略》(2016-2030)). Aligning with the PRC's strategies in response to climate change, the Group acts and expects to mitigate the crisis of global climate change.

6.1.1. Management of Greenhouse Gas Emissions

The Group determines to strengthen the management of greenhouse gas (“GHG”) emissions to promote the culture of low-carbon enterprise. We have conducted GHG inventory for the headquarters of the Group in Shenzhen according to Greenhouse Gas Protocol (溫室氣體盤查議定書) developed by World Resources Institute and World Business Council for Sustainable Development and ISO14064-1 formulated by International Organization for Standardization, and its performance of GHG emissions during the Reporting Period are as follows:

GHG Emissions		Unit	Amount
Scope 1	Direct GHG emissions	tonnes CO ₂ e	0.0
Scope 2	Indirect GHG emissions from energy consumption	tonnes CO ₂ e	70.7
Scope 3	Other indirect GHG emissions	tonnes CO ₂ e	30.7
Total amount of GHG emissions		tonnes CO ₂ e	101.4
GHG Emissions Intensity		Unit	Amount
per m ² (Scope1, 2 and 3)		tonnes CO ₂ e/m ²	0.1
per employee (Scope1, 2 and 3)		tonnes CO ₂ e/employee	1.0

Scope 1: The direct GHG emissions generated from the sources owned and controlled by the Group.

Scope 2: The indirect GHG emissions arising from electricity generation, heating and cooling or the vapor the Group purchased from the outside.

Scope 3: The GHG emissions indirectly generated by sources not owned or directly controlled by the Group but related to the business activities of the Group.

GHG emissions can be classified into direct emissions (Scope 1) and indirect emissions (Scope 2 and Scope 3). The GHG emissions of each scope come from electricity consumption (Scope 2) and water consumption, employee business air travel emission, disposal of waste at landfills and paper consumption (Scope 3) during operation respectively.

During the Reporting Period, the total amount of GHG emissions at the headquarters in Shenzhen is 101.4 tonnes CO₂e, and the intensity of the GHG emissions is 0.1 tonnes CO₂e/m² and 1.0 tonnes CO₂e/employee. In the future, we will gradually expand the scope of GHG inventory and enhance the management of GHG emissions.

Moreover, the Group encourages the employees to develop environmentally friendly habits through different media, such as email, posters and the Intranet. We support green travel by encouraging our staff to choose to take public transport whenever possible, optimizing the routes of the transportation and goods delivery. We also use video conferencing instead of unnecessary overseas business trips, and take direct flights for unavoidable business trips.

6.2. Green Operation

The Group understands that it should shoulder its responsibility in protecting the environment in the business activities. We regularly assess the environmental risks raised in the operation, review the environmental practices, and adopt necessary protective measures to minimize the risk and ensure the compliance with the relevant laws and regulations. We have developed the Corporate Environmental Policy (《企業環境政策》) to promote efficient use of resources and adoption of green technologies, encourage our staff to protect the environment, raise environmental awareness among the staff in order to make good use of resources, and strive to reduce the energy, paper, water and other resources consumed during business operation.

6.2.1. Energy Management

The Group has implemented various energy-saving measures in its offices. Our offices maximise the use of daylight for lighting and adopt high-efficiency lighting. The offices are divided into various lighting zones with independent lighting system so that users can utilise the lights flexibly. We also remind our staff from time to time to switch off unnecessary electricity equipment and assess the brightness of different areas in the office on a regular basis so as to reduce exceeding lightings, and install motion sensor lights in the less frequently used areas. Moreover, the Group adopts centralised water-cooled air-conditioning control system and stipulates the minimum air conditioning temperature in the office areas at 25.5 degrees Celsius. With a variable speed drive and variable refrigerant flow system, users are able to flexibly adjust the air conditioning temperature. We regularly check and replace the pressure gauges, pressure hoses and air compressor connectors, and regularly clean the lighting fixtures and air filter screens of air conditioning systems to improve energy efficiency. The Group also uses low-emissivity glass to repel the UV rays that generate heat and install UV protection window film. We allow our staff to wear casual outfits while not affecting the corporate image to lessen the demand on the air conditioning system.

During the Year, the Group's headquarters in Shenzhen had a total electricity consumption of 134,138.0 kWh during the operation, while the electricity consumption intensity was 90.8 kWh/m² and 1,277.5 kWh/employee. In the future, we will continue to monitor the electricity consumption of the Group to arrange appropriate energy-saving measures and facilities in a timely manner.

6.2.2. Water Resources Management

The Group posted a label about cherishing water in washrooms to advocate for reasonable use of water resources. We remind our staff from time to time to switch off the taps and make good use of the dual-button flush toilet. We conduct leakage tests on concealed water pipes and regularly check on the readings on the water meters to arrange timely maintenance work. During the Reporting Period, the Group's headquarters in Shenzhen had a total water consumption of 960.0 m³ during the operation, while the water consumption intensity was 0.6 m³/m² and 9.1 m³/employee. We will continue to monitor the water consumption of the Group in the course of business operations and nurture the habit of saving water among employees.

6.2.3. Paperless Office

The Group adopts advanced technology to promote the paperless electronic office system in lieu of traditional paper-based office administration system. We encourage our staff to use electronic communication technologies to transmit message, and use Internet faxes to screen for junk faxes. We also preset printers to print on both sides of the paper in an ink-saving mode, set printing limits for employees, and encourage employees to develop the habit of printing on double sides and reusing single-sided papers. We post notices on the printers to remind employees to photocopy on double sides or reuse single-sided paper. During the Year, the total paper consumption of the Group's headquarters in Shenzhen was 170 kg, while the intensity of paper use was 1.6 kg/employee. In the coming year, we will continue to monitor the paper consumption of the Group, and promote the progress of low carbon office.

6.2.4. Waste Management

The Group encourages the reduction of waste at its sources. We use recyclable toner cartridges and ink cartridges in the first priority, reuse envelopes, document folders, file cards and other office stationeries, use rechargeable batteries instead of disposable batteries, and minimise the use of disposable and non-recyclable products. The Group reviews the inventory of various types of materials from time to time and assesses the consumption to avoid excessive purchases. For waste handling, the Group strictly complies with the relevant laws and regulations. Used batteries are collected in special recycling boxes, and used paper, metals, and plastic products are also collected in separate waste recovery bins or other applicable devices. During the Year, the total amount of non-hazardous waste generated by the Group's headquarters in Shenzhen was 1,125.0 kg, and the intensity of non-hazardous waste was 10.7 kg/employee. The total amount of hazardous waste generated was 5.0 kg, and the intensity was 47.6 g/employee. We will continue to monitor the amount of non-hazardous waste and hazardous waste generated by the Group to further strengthen the pollution preventive measures.

7. CONTRIBUTION TO SOCIETY

The Group focuses on the long term sustainable development of the community where it is located. We actively fulfill corporate social responsibility through prudent business operation with core focus on establishment of responsible corporate community development strategies and policies to build up its innovative and helpful role in the communities and society. Through communication with various stakeholders, we understand the needs of the communities where we operate, and take into consideration the communities' interests during business operation. The Group also encourages the employees to pay attention on social development and participate in charity events. Yet, the Group did not participate in any community activities during the Reporting Period. In the future, the Group will consider the potential focus areas of contribution, and invest more resources and time to participate in the public welfare activities to contribute to society.

APPENDIX I: SUSTAINABILITY DATA STATEMENTS

The following is a summary of the sustainability data in the environmental subject area of the Group's headquarters in Shenzhen this Year:

Environmental	Unit	For the year ended 31 March 2019
GHG emissions		
Direct GHG emissions (Scope 1)	tonnes CO ₂ e	0.0
Indirect GHG emissions (Scope 2)	tonnes CO ₂ e	70.7
Other indirect GHG emissions (Scope 3)	tonnes CO ₂ e	30.7
Total GHG emissions (Scope 1, 2 & 3)	tonnes CO ₂ e	101.7
GHG intensity (per square metre) (Scope 1, 2 & 3)	tonnes CO ₂ e/m ²	0.1
GHG intensity (per employee) (Scope 1, 2 & 3)	tonnes CO ₂ e/employee	1.0
Electricity consumption		
Total electricity consumption	kWh	134,138.0
Electricity consumption intensity (per square metre)	kWh/m ²	90.8
Electricity consumption intensity (per employee)	kWh/employee	1,277.5
Water consumption		
Total water consumption	m ³	960.0
Water consumption intensity (per square metre)	m ³ /m ²	0.6
Water consumption intensity (per employee)	m ³ /employee	9.1

Environmental	Unit	For the year ended 31 March 2019
Paper consumption		
Total paper consumption	kg	170.0
Paper consumption intensity (per employee)	kg/employee	1.6
Waste generation		
Generation of non-hazardous waste in aggregate	kg	1,125.0
Non-hazardous waste generation intensity (per employee)	kg/employee	10.7
Generation of hazardous waste	kg	5.0
Hazardous waste generation intensity (per employee)	g/employee	47.6

The following is a summary of the Group's sustainability data in the social subject area for the Year:

Social		As at 31 March 2019
Total number of employee	person	113
Number of employee by gender		
Female employees	person	34
Male employees	person	79
Number of employees by employment type		
Short-term/part-time employees	person	5
Junior employees	person	86
Middle-level employees	person	16
Senior employees	person	6

		As at 31 March 2019
Social		
Number of employees by age group		
Employees aged below 30	person	73
Employees aged 30 to 50	person	40
Employees aged above 50	person	0
Number of employees by geographical region		
Employees from South China regions	person	105
Employees from other regions	person	8
Total employee turnover rate*		19.3%
For the year ended 31 March 2019		
Employee turnover rate by gender*		
Turnover rate of female employees		22.7%
Turnover rate of male employees		17.7%
Employee turnover rate by age group*		
Turnover rate of employees aged below 30		14.1%
Turnover rate of employees aged 30 to 50		27.3%
Turnover rate of employees aged above 50		0.0%

		As at 31 March 2019
Social		
Employee turnover rate by geographical region*		
Employees from South China regions		20.5%
Employees from other regions		0.0%
Percentage of employees trained		100.0%
For the year ended 31 March 2019		
Average training hours completed per employee by gender		
Average training hours completed per female employee	hour	4.2
Average training hours completed per male employee	hour	4.2
Average training hours completed per employee by employment type		
Average training hours completed per short-term/part-time staff	hour	4.1
Average training hours completed per junior employee	hour	4.5
Average training hours completed per middle-level employee	hour	3.1
Average training hours completed per senior employee	hour	1.5

* The employee turnover rate is calculated by dividing the number of employees who left by the sum of the number of employees who left and the number of employees at the end of the Year

APPENDIX II: THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

			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 Culture – 6.1. Low-carbon Culture; 6.2. Green Operation
	A1.1	The types of emissions and respective emissions data.	6.1. Low-carbon Culture – 6.1.1. Management of Greenhouse Gas Emissions; Appendix I: Sustainability Data Statements
	A1.2	Greenhouse gas emissions in total and intensity.	6.1. Low-carbon Culture – 6.1.1. Management of Greenhouse Gas Emissions; Appendix I: Sustainability Data Statements
	A1.3	Total hazardous waste produced and intensity.	6.2. Green Operation – 6.2.4. Waste Management; Appendix I: Sustainability Data Statements
	A1.4	Total non-hazardous waste produced and intensity.	6.2. Green Operation – 6.2.4. Waste Management; Appendix I: Sustainability Data Statements

			Related Section(s)
A2: Use of Resources	A1.5	Description of measures to mitigate emissions and results achieved.	6.1. Low-carbon Culture 6.1.1. Management of Greenhouse Gas Emissions;
	A1.6	Description of how hazardous and non-hazardous waste are handled, reduction initiatives and results achieved.	6.2. Green Operation 6.2.4. Waste Management;
	General Disclosure	Policies on the efficient use of resources.	6.2. Green Operation 6.2.1. Energy Management; 6.2.2. Water Resources Management; 6.2.3. Paperless Office
	A2.1	Direct and/or indirect energy consumption by type in total and intensity.	6.2. Green Operation – 6.2.1. Energy Management; Appendix I: Sustainability Data Statements
	A2.2	Water consumption in total and intensity.	6.2. Green Operation – 6.2.2. Water Resources Management; Appendix I: Sustainability Data Statements
	A2.3	Description of energy use efficiency initiatives and results achieved.	6.2. Green Operation – 6.2.2. Energy Management
	A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	6.2. Green Operation – 6.2.2. Water Resources Management
	A2.5	Total packaging material used for finished products and with reference to per unit produced.	Not applicable, as the Group's operation does not involve packaging materials

			Related Section(s)	
A3: The Environment and Natural Resources	General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources.	6.	Green Culture
	A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	6. 6.1. 6.2.	Green Culture – Low-carbon Culture; Green Operation
B. Social				
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. 5.1. 5.2.	Professional Team – Employment Practice; Benefit Package
	B1.1	Total employees by gender, employment type, age group and geographical region.	Appendix I:	Sustainability Data Statements
	B1.2	Employee turnover rate by gender, age group and geographical region.	Appendix I:	Sustainability Data Statements

			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 provision of a safe working environment and protecting employees from occupational hazards.	5. Professional Team – 5.3. Occupational Safety and Health
	B2.1	Number and rate of work-related fatalities.	5. Professional Team – 5.3. Occupational Safety and Health
	B2.2	Lost days due to work injury.	5. Professional Team – 5.3. Occupational Safety and Health
	B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	5. Professional Team – 5.3. Occupational Safety and Health
B3: Development and Training	General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	5. Professional Team – 5.4. Training and Development
	B3.1	The percentage of employees trained by gender and employee category.	5. Professional Team – 5.4. Training and Development; Appendix I: Sustainability Data Statements
	B3.2	The average training hours completed per employee by gender and employee category.	Appendix I: Sustainability Data Statements

			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. Professional Team – 5.1. Employment Practice
	B4.1	Description of measures to review employment practices to avoid child and forced labour.	5. Professional Team – 5.1. Employment Practice
	B4.2	Description of steps taken to eliminate such practices when discovered.	5. Professional Team – 5.1. Employment Practice
B5: Supply Chain Management	General Disclosure	Policies on managing environmental and social risks of the supply chain.	4. Responsible Operation – 4.4. Supply Chain Management
	B5.1	Number of suppliers by geographical region.	4. Responsible Operation – 4.4. Supply Chain Management
	B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	4. Responsible Operation – 4.4. Supply Chain Management

			Related Section(s)
B6: Product Responsibility	General	Information on: (a) the policies; and	4. Responsible Operation –
	Disclosure	(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labeling and privacy matters relating to products and services provided and methods of redress.	4.2. Information Security System; 4.3. Valuing Comments from Customers
	B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Not applicable to the Group's business
	B6.2	Number of products and service related complaints received and how they are dealt with.	4. Responsible Operation – 4.3. Valuing Comments from Customers
	B6.3	Description of practices relating to observing and protecting intellectual property rights.	4. Responsible Operation – 4.2. Information Security System
	B6.4	Description of quality assurance process and recall procedures.	Not applicable to the Group's business
	B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	4. Responsible Operation – 4.2. Information Security System

			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. Responsible Operation – 4.1. Regulated Operation
	B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	4. Responsible Operation – 4.1. Regulated Operation
	B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	4. Responsible Operation – 4.1. Regulated Operation
B8: Community Investment	General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	7. Contribution to Society
	B8.1	Focus areas of contribution.	The Group will consider making relevant disclosures in the future
	B8.2	Resources contributed to the focus area.	The Group will consider making relevant disclosures in the future

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