



TradeGo FinTech Limited

捷利交易寶金融科技有限公司

(於開曼群島註冊成立的有限公司)

Stock Code: 8017



2019

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 our second environmental, social and governance (“**ESG**”) report (the “**Report**”). This Report explains the concept of our sustainable development and reports our work on fulfilling corporate social responsibilities at all levels during the period from 1 April 2019 to 31 March 2020 (the “**Year**” or the “**Reporting Period**”).

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 preparation of this Report also complies with the reporting principles from the Guide.

Reporting Scope

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 2019 Annual Report or visit the Group’s official website (www.tradego8.com).

Reporting Language

This Report is prepared and published in both Traditional Chinese and English. 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

The Company is one of the leading integrated securities trading platform service providers, serving primarily Hong Kong brokerage firms and their customers. As a financial service provider, we are committed to exercising professional knowledge to facilitate capital flow, so as to assist customers in realising their goals. The Company provides the following five categories of main services, namely (i) front office trading system services, (ii) market data services; (iii) hosting and cloud infrastructure services; (iv) online account opening appointment services and (v) value-added services, such as ESOP, via our securities trading platform software (“**TradeGo**”).

To make our service platform serve customers in a more convenient and quick way and increase customers’ confidence in our service, the Group actively expands financial technology, and continuously develops, improves and enhances our proprietary software. Our integrated securities trading platform software supports transactions in a variety of financial instruments, including stocks, ETFs, futures, options, debentures and derivatives. Customers and end users can log onto our securities trading platform software to access 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). Our global futures trading platform has also gained the trust of new clients and entered into new service agreements. This futures trading platform enables investors to conduct global futures transactions by mobile phone or PC at any time.

In the future, the Group will continue to provide services with higher quality and more popular products to institutions and personal clients in the Hong Kong monetary and securities market.

3. STRATEGY OF SUSTAINABLE DEVELOPMENT

The Group integrates the sustainability concept into its company development strategy, in a bid to provide sustainable services. Therefore, we have established the Corporate Environment Policy (《企業環境政策》) and sustainable development strategy, comprising four categories, namely product service, staff, environment and community.



3.1. ESG System

The Group has established an Environmental, Social and Governance Committee (the “**ESG Committee**”) comprising executive directors, chief operating officer and department heads of the Company. The ESG Committee manages ESG-related risks, promotes the execution of various ESG policies in each department, and reports to the Board on a regular basis, to help it assess and determine whether the Group’s ESG risk management and internal control system is appropriate and effective.

Their major duties are as follows:

Identify the ESG matters that have a material impact on the Group and its stakeholders, including the quality of working environment, environmental protection, operational practices and community participation;

Maintain the operation of the corporate social responsibility management system and enhance the staff's corporate social responsibility awareness;

Promote each department to execute various ESG policies;

Identify and solicit stakeholders' opinions on material ESG matters through appropriate channels and respond accordingly;

Review and monitor the Group's ESG policies and practices;

Ensure that the Group complies with relevant legal and regulatory requirements, monitor and respond to the latest ESG issues;

Propose suggestions to the Board at appropriate timing, so as to improve the Group's ESG performance.

3.2. Stakeholder Engagement

The Group values different stakeholders’ opinions on our operational and ESG matters. To comprehensively understand and respond to the major concerns of different stakeholders, we have maintained close contact with them. During the Year, we continued to communicate with our stakeholders through different channels, to understand their expectations of the Group’s development, and draw a blueprint of long-term prosperity and development together. Our stakeholders include customers, shareholders/investors, staff, business partners/peers, regulators, media, community/non-governmental organisations, professional groups, etc.

Major stakeholders	Communication channels
Customers	<ul style="list-style-type: none"> • Customer satisfaction survey and feedback form • Customer service centre • Daily operation/communication • Online service platform • Telephone • Mail box
Shareholders/Investors	<ul style="list-style-type: none"> • Annual general meetings and other shareholders’ meetings • Interim reports and annual reports • Corporate communication, such as letters/circulars to shareholders and meeting notifications • Results announcements

Major stakeholders	Communication channels
Staff	<ul style="list-style-type: none"> • Staff's channels to express opinions (forms, suggestion boxes, etc.) • Work performance appraisals • Interviews • Business presentations • Special consultation committees/panels • Seminars/workshops/lectures • Staff communication conferences
Business partners/ peers	<ul style="list-style-type: none"> • Meetings • Visits • Group's announcements
Regulators	<ul style="list-style-type: none"> • Written response to public enquiries • Compliance reports
Media	<ul style="list-style-type: none"> • Results announcement
Community/Non- governmental organisations	<ul style="list-style-type: none"> • Community activities
Professional groups	<ul style="list-style-type: none"> • Meetings • Mails

4. INTEGRITY SERVICE

On the basis of providing quality products and services, the Group is striving for high quality and high integrity standard. We are committed to minimising the risk exposure in the business operations by formulating policies in relation to risk management and internal control.

4.1. Anti-corruption

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 have designated staff from financial department and document management for strict management on the Group's fund, notes and contracts. The Group has approval procedures in place for all external purchases, service contraction, staff recruitment, adjustment of wages and salaries and sales expenses, particularly for segments relating to fund flow. All applications submitted shall be approved by the administration department, compliance department, financial department and sales department of the Company or even our Chairman.

We have also established the Audit Committee to review the performance of the risk management and internal control system of the Group. Comprising three independent non-executive directors, the Audit Committee is responsible for reviewing and monitoring our financial reporting process and internal control system, nominating and supervising the external auditors, as well as making recommendations and commenting on matters relating to corporate governance to the board of directors.

In addition, the Board also reviews and evaluates inside information on a regular basis, and discusses the disclosure in respect of such inside information with the management or authorised persons of the Company. Once identified, the cases of disclosure of inside information will be reported to the Board immediately. The Company is responsible for devising the disclosure policy on inside information for the purpose of providing guidance in relation to reporting and releasing of inside information, and confidentiality and observance of trading restriction to our employees.

During the Reporting Period, we had not discovered any lawsuits against the Group or the employees, or any cases of corruption, bribery, extortion, fraud and money laundering.

4.2. Information Security

As a supplier of securities trading platform services, we have strictly complied with the Law of the PRC on Guarding State Secrets (《中華人民共和國保密法》), 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》) and protect information security and customers' privacy through various methods. We have established the Password and Authority Management System (《密碼與權限管理制度》), Computer Equipment Management System (《計算器設備管理制度》) and Management System for the Safety of the Company's Server Room (《公司機房安全管理制度》) to safeguard our information by means of account management, prohibition of installing pirated software, setting up user-permission and multiple passwords management. We also strengthen the management towards our employees so that without previous consent from the Group, our employees shall not engage in any works not related to the business of the Group, whether directly or indirectly, for the purpose of earning remuneration during the period in which their relationship of employment with the Group is in effect. Also, during their employment with the Group or any time after the termination of employment contracts, they are not allowed to disclose to any person any data or commercial information obtained during their employment which are not made public. Regarding personnel who cease to work for us but have an understanding and mastery of our commercial secrets, they would be required to sign the relevant non-disclosure agreements.

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. Respecting and protecting intellectual property rights, we have standardised the intellectual property management including trademark right, patents right, copyright, etc.

4.3. Quality Assurance

We put much emphasis on quality control in each aspect of our business, starting from procurement of cloud servers, products development and data storage to maintenance of infrastructure, in which quality-control checks are implemented. Regarding the software development phase, we have complied with specific guidelines based on Capability Maturity Model Integration Level 3 standard, a process level improvement training and appraisal standard administered by the CMMI Institute, which defines the maturity levels of software development process.

To better operate our service portfolios, we have updated our hardware resources consistently, which enables us to implement rigid product testing on various hardware environment and operating systems to ensure that our software are compatible with the latest launched devices and operating systems. We also endeavour to develop our premiere services and functions, enabling our services to become more flexible according to the needs of our customers.

4.4. Customer Service

Opinions and advice from our customers are of critical importance for our business development. Accordingly, we have established a dedicated customer service team. Our customer service team works closely with our system maintenance centre and R&D department. To accept, respond to and follow up more effectively any feedback from our customers concerning our service, we have opened up diversified channels for communications with customers, including customer hot-lines, emails, fax, instant messaging, internet forums, remote maintenance tools and onsite visiting. Meanwhile, to improve the user experience and to optimise our services, our customer service team collects feedback from our customers on a monthly basis. During the Reporting Period, we have received a total of 378 complaints from our customers, of which 94% have been handled already.

4.5. Supply Chain Management

Our suppliers primarily include market data suppliers and cloud infrastructure service providers. In an attempt to ensure stable quality services, we have established a stringent assessment process, taking into account the qualification, service quality, supply capacity, price, operation status and credibility as the selection criteria. The main responsibilities of our procurement staff include: (i) reviewing the procurement requests prepared by our research and development function as well as sales and marketing function; (ii) identifying and contacting suitable suppliers of the Group; and (iii) negotiating and liaising the relevant terms with the suppliers. During the Reporting Period, among our major suppliers, three of them came from Mainland China and two of them came from Hong Kong.

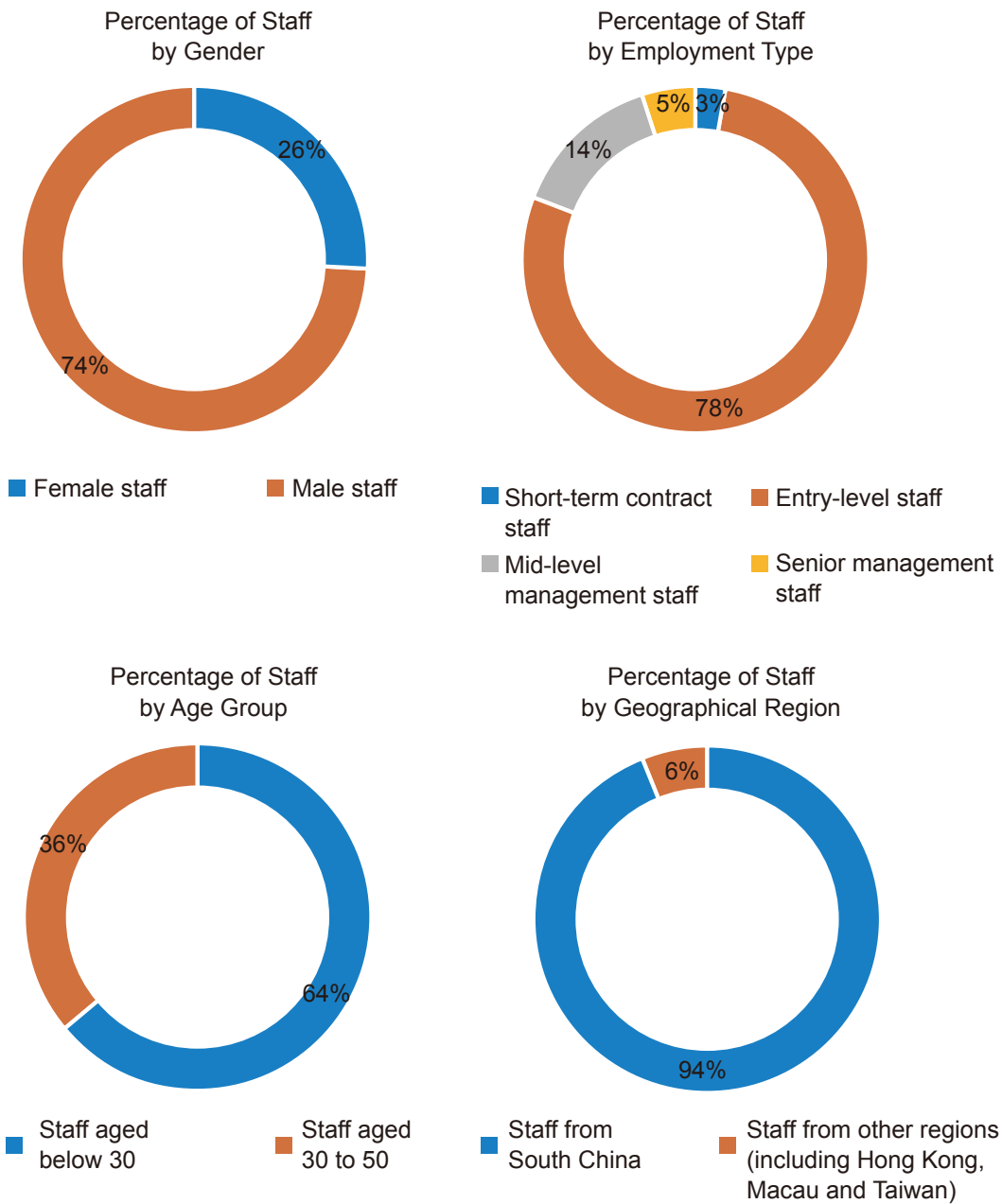
5. CARING FOR OUR STAFF

Talents are a key factor for core competitiveness of our corporate development. We have compiled Staff Handbook (《員工手冊》) and continuously drive the building of a talented team. We safeguard the rights of our staff effectively by establishing with great efforts a workplace of equality, inclusion, health and safety and avoiding any discrimination related to gender, family status, age, race, skin colour, disability and religion, in order to materialise a joint development of both the enterprise and our employees.

5.1. Responsible Employment

The Group strictly complies with laws and regulations such as Labour Contract Law of the PRC (《中華人民共和國勞動合同法》), Labour Law of the PRC (《中華人民共和國勞動法》), 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. Through a variety of means, we take educational background, experience and other relevant qualities into consideration for recruitment. We select suitable candidates and verify their personal information, require the human resources and administration department to examine the identification documents properly so as to ensure that child labour (under the definitions of laws and regulations) is not used. We also prevent forced labour by clearly stating the working hours of our employees in the employment letters. In case of any violation, we would handle different situations as clearly stipulated in the Staff Handbook of the Group.

During the Reporting Period, no case of child labour or forced labour is identified in the Group. As at 31 March 2020, the Group had a total of 111 employees. The following charts show the proportions of our employees classified by gender, age group, employment type and geographical region:



5.2. Health Protection

The Group concerns about employees' health and safety. We complied with the 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》), as well as the Occupational Safety and Health Ordinance (《職業安全及健康條例》) of Hong Kong. We have prepared a series of occupational safety and health guidance, and provided sufficient first-aid supplies and fire protection equipment in our office to safeguard the safety of our employees. Sports activities such as yoga and gymnastics are offered to our employees in order to improve their physical and mental health. During the Reporting Period, the Group had neither work-related fatality nor loss of working days due to work-related injury.

5.3. Employee Welfare

We provide our employees with various benefits and guarantees to show our respect for the legitimate rights and contribution from our employees. Apart from those statutory social security required by Chinese government and statutory holidays, we also provide our staff with annual leave, funeral leave, marriage leave, maternal leave, sick leave, etc. In accordance with Chinese medical schemes, insurance is also arranged for employees upon probation to offer them more healthcare protection.

In respect of remuneration, apart from general remuneration, the Group also grants discretionary bonuses to qualified employees with reference to the Group's 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.

5.4. Talent Training

We believe that the capabilities of our employees are of utmost importance for maintaining and strengthening the Group's competitiveness. Therefore, we provide all staff with different kinds of training, such as compliance training from HKEX, training about the development and characteristics of the securities markets, training about history, development and corporate culture of the Company, etc., in order to boost the employees' knowledge and facilitate staff development. During the Reporting Period, all of our staff have received training of different extents.

Apart from that, the Company helps every employee establish their own goals and assess their performance on an annual basis. The Group has formulated clear guidelines and regulations to enhance the working efficiency among employees and departments. For the purpose of achieving effective communication, our employees communicate with their direct supervisors regarding their relevant performance. This system aims at providing standards of reference for remuneration adjustments, bonus allocation and promotion.

6. GREEN OPERATION

The Group has not involved in business that will cause air, water and land pollutions, which are regulated by the applicable laws and regulations in the PRC. We minimise the environmental impacts attributable to our operational and management activities as much as possible, operate our business prudently and encourage our staff to improve the efficiency of utilisation of resources. The Group has complied with the relevant laws and regulations such as the Environmental Protection Law of the PRC (《中華人民共和國環境保護法》) and Energy Conservation Law of the PRC (《中華人民共和國節約能源法》) and encourage our staff to protect the environment while improving their own awareness of environmental protection. To identify the utilisation of resources during our operations in office, we have established the Corporate Environmental Policy (《企業環境政策》) to implement feasible measures of saving energy and reducing consumption. During the Reporting Period, the Group had neither violated any laws in relation to environmental protection, nor contributed to any material accidents leading to negative influences on the environment and natural resources, nor received any punishment and litigation notice regarding the environmental scope in relation to the Group.

6.1. Low-carbon Operation

Climate changes have posed unprecedented challenges for the development of global economy. Extreme weather brought by climate change affects, whether directly or indirectly, the capabilities of different organisations to acquire resources and maintain their operation. The Chinese government has proactively participated in and motivated the work of alleviating climate change globally, submitted to the Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) a document on its Intended Nationally Determined Contributions (INDCS) to address climate change, namely Enhanced Actions on Climate Change: China's Intended Nationally Determined Contributions (《強化應對氣候變化行動 – 中國國家自主貢獻》), and undertaken to lower the CO₂ emissions per unit of GDP in 2030 from that of 2005 by 60% to 65%.

The Group has recognised that reducing greenhouse gas (“GHG”) emissions is the most critical mitigation measure to tackle climate change. Quantifying our GHG emissions can provide fundamentals for further reducing emissions. To cope with the national goal of carbon reduction, we concerned about the impacts to the environment attributable to our business and strictly monitor and manage of our GHG emissions. The carbon footprint of the Group is recorded so that we are well-prepared for carbon reduction. During the Year, we continued to perform GHG inventory 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 updated the calculation method for the greenhouse gas emissions.

The GHG emissions for the Group's headquarters in Shenzhen is as follows:

	Unit	For the year ended 31 March 2020	For the year ended 31 March 2019	
GHG Emissions				
Scope 1	Direct GHG emissions	tonnes of carbon dioxide equivalent ("CO ₂ e")	0.0	0.0
Scope 2	Indirect GHG emissions	tonnes of CO ₂ e	89.7	70.7
Total amount of GHG emissions		tonnes of CO ₂ e	89.7	70.7
GHG Emission Intensity				
Per square metre (Scope 1 and 2)		tonnes of CO ₂ e/m ²	0.1	0.1
Per employee (Scope 1 and 2)		tonnes of CO ₂ e/employee	0.9	0.7

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 vapour the Group purchased from the outside.

The Intensity of greenhouse gas emissions for the Year was comparable to the year ended 31 March 2019. We will continue to pay close attention to China's action on climate change issues. Referring to and complying with 2019 Annual Report on China's Policies and Actions for Addressing Climate Change (《中國應對氣候變化的政策與行動2019年度報告》), we facilitate our work on addressing climate change. In the future, the Group will disclose significant climate-related policies, matters and responsive actions that have impacted us.

6.2. Green office

We have taken the following environmental initiatives in terms of energy, water, paper and waste in our office. Apart from this, we also convey the message of environmental protection through media such as e-mail, posters and internal network to enhance environmental education for our staff and increase the executability of measures.

6.2.1. Energy conservation

The Group put efforts in the promotion of safety when using electricity and conservation of electricity, and educating employees in this regard. Most of our energy consumption derives from lighting and air-conditioning systems in our offices. We have implemented the following measures:

- | | |
|---------------------------------|--|
| Air-conditioning systems | <ul style="list-style-type: none"> • The air-conditioning system is centrally managed by the property management office with internal switches • Clean the air filter screens regularly to reduce unnecessary energy consumption • Avoid installing air-conditioners where the direct sunlight is available • Allow our staff to wear casual outfits in hot weather and on Fridays |
|---------------------------------|--|

- | | |
|-------------------------|--|
| Lighting systems | <ul style="list-style-type: none"> • Maximise the use of daylight for lighting to reduce power consumption • Adopt high-efficiency lighting • Install separate switches in meeting rooms to avoid use of lights in the unnecessary lighting zones for a long time • Clean lightings regularly to maintain efficiency • Enable the staff to develop the habit of switching off lights when they are not in use |
|-------------------------|--|

As a result of the above measures taken in our operations and the reduction of time spent in the office under the impact of the epidemic during the Year, both the intensity of electricity consumption per square metre and electricity consumption per capita decreased by approximately 20% during the Year. The following is the energy consumption of the Group's headquarters in Shenzhen during the Reporting Period:

	Unit	For the year ended 31 March 2020	For the year ended 31 March 2019
Total electricity consumption	kWh	107,217.0	134,138.0
Electricity consumption intensity			
Per square metre	kWh/m ²	72.6	90.8
Per employee	kWh/employee	1,030.9	1,277.5

6.2.2. Paper conservation

We encourage paper conservation and adopt paperless electronic office systems for daily administrative work and encourage staff to work via electronic documents and communication, so as to reduce paper usage and document printing. Where document printing is unavoidable, staff is required to use small fonts, narrow line spacing and double-sided printing. Printers in our office are also preset to print on both sides of the paper in an ink-saving mode to reduce ink and paper waste. Employees are encouraged to reuse or recycle the waste paper generated.

With our efforts and as a result of the reduction of time spent in the office under the impact of the epidemic during the Year, the intensity of paper consumption per capita decreased by nearly 20% during the Year compared to the previous year. The following is the paper usage of the Group's headquarters in Shenzhen during the Reporting Period:

	Unit	For the year ended 31 March 2020	For the year ended 31 March 2019
Total paper consumption	kg	130.0	170.0
Paper consumption intensity			
Per employee	kg/employee	1.3	1.6

6.2.3. *Water conservation*

We encourage our staff to conserve water with implementations of a series of related measures. All washrooms in the office adopt equipment with water-saving labels. If any leaking faucet is found, we will contact the property management company immediately to arrange maintenance work as soon as possible to reduce unnecessary wastage. The Group also posted labels about saving water in washrooms.

As a result of effective implementations of various measurements and the reduction of time spent in the office under the impact of the epidemic during the Year, the water consumption intensity per capita and per square metre for the Year was nearly the same as the previous year. The following is the water usage of the Group's headquarters in Shenzhen during the Reporting Period:

	Unit	For the year ended 31 March 2020	For the year ended 31 March 2019
Total water consumption	m ³	900.0	960.0
Water consumption intensity			
Per square metre	m ³ /m ²	0.6	0.6
Per employee	m ³ /employee	8.7	9.1

6.2.4. Waste reduction

The Group focuses on reducing production of waste and recycling. We assess the usage of materials to avoid overstocking while encouraging staff to use rechargeable batteries, reuse pen holders, envelopes, document folders, file cards and other office stationeries and minimise the use of disposable and non-recyclable products.

We placed separate waste recovery bins for collecting paper, metal, plastics and batteries. The collected paper, metal, plastics and batteries are sent to designated recycling stations for processing.

As a result of various measures and the reduction in time spent in the office under the impact of the epidemic during the Year, we have seen a significant decline in both the non-hazardous waste generation intensity per capita and hazardous waste generation intensity per capita. The following is the waste production of the Group's headquarters in Shenzhen during the Reporting Period:

	Unit	For the year ended 31 March 2020	For the year ended 31 March 2019
Total amount of non-hazardous waste produced	kg	1,000.0	1,125.0
Total amount of hazardous waste produced	kg	5.0	5.0
Intensity of waste produced			
Non-hazardous waste produced per employee	kg/employee	9.6	10.7
Hazardous waste produced per employee	g/employee	45.0	47.6

7. CONTRIBUTION TO SOCIETY

The Group is aware of that its business is closely related to the building of the community, the resources and support which enable us to develop continuously. The Group is committed to cultivating the sense of social responsibility among employees, encourages them to participate in voluntary projects and/or community activities, and strives to exert a positive influence on different aspects of community building. Looking ahead, we will make full use of the business advantages of the Group to develop proposals for community investment, allocate more resources to public welfare activities for greater contribution to the community.

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:

	Unit	For the year ended 31 March 2020
GHG emissions		
Direct GHG emissions (Scope 1)	tonnes of CO ₂ e	0.0
Indirect GHG emissions (Scope 2)	tonnes of CO ₂ e	89.7
Total GHG emissions (Scope 1 & 2)	tonnes of CO ₂ e	89.7
GHG emission intensity (per square metre) (Scope 1 & 2)	tonnes of CO ₂ e/m ²	0.1
GHG emission intensity (per employee) (Scope 1 & 2)	tonnes of CO ₂ e/ employee	0.9
Energy consumption		
Purchased electricity consumption	kWh	107,217.0
Purchased electricity consumption intensity (per square metre)	kWh/m ²	72.6
Purchased electricity consumption intensity (per employee)	kWh/employee	1,030.9
Water consumption		
Total water consumption	m ³	900.0
Water consumption intensity (per square metre)	m ³ /m ²	0.6
Water consumption intensity (per employee)	m ³ /employee	8.7

	Unit	For the year ended 31 March 2020
Paper consumption		
Total paper consumption	kg	130.0
Paper consumption intensity (per employee)	kg/employee	1.3
Waste		
Total non-hazardous waste produced	kg	1,000.0
Intensity of non-hazardous waste produced (per employee)	kg/person	9.6
Total non-hazardous waste recycled	kg	55.0
Total hazardous waste produced	kg	5.0
Intensity of hazardous waste produced (per employee)	g/person	45.0

The following is a summary of the Group's human resource data for the Year:

	Unit	For the year ended 31 March 2020
Total number of employees	Person	111
Number of employees by gender		
Female employees	Person	29
Male employees	Person	82
Number of employees by employment type		
Short-term contract employees	Person	3
Entry-level employees	Person	86
Middle-level management employees	Person	16
Senior management employees	Person	6

	Unit	For the year ended 31 March 2020
Number of employees by age group		
Employees aged below 30	Person	71
Employees aged 30 to 50	Person	40
Number of employees by geographical region		
Employees from South China	Person	104
Employees from other regions, including Hong Kong, Macau and Taiwan	Person	7
Employee turnover rate*		29.3%
Employee turnover rate by gender		
Female employees		38.3%
Male employees		25.5%
Employee turnover rate by age group		
Employees aged below 30		28.3%
Employees aged 30 to 50		31.0%

* 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 as at 31 March 2020

	Unit	For the year ended 31 March 2020
Employee turnover rate by geographical region		
Employees from South China		30.7%
Employees from other regions, including Hong Kong, Macau and Taiwan		0.0%
		<hr/>
Percentage of employees trained		100.0%
		<hr/>
Average training hours completed per employee by gender		
Female employees	Hour	7
Male employees	Hour	7
		<hr/>
Average training hours per employee by employment type		
Short-term contract employees	Hour	5
Entry-level employees	Hour	8
Middle-level management employees	Hour	5
Senior management employees	Hour	3
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APPENDIX II: THE STOCK EXCHANGE ESG REPORTING GUIDE INDEX

Index Content		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.
	A1.1	Types of emissions and respective emissions data.
	A1.2	Greenhouse gas emissions in total and intensity.
	A1.3	Total hazardous waste produced and intensity.
	A1.4	Total non-hazardous waste produced and intensity.
		Green operation
		Green operation – Low-carbon operation
		Green operation – Low-carbon operation, Appendix I: Sustainability Data Statements
		Green operation – Green office – Waste reduction, Appendix I: Sustainability Data Statements
		Green operation – Green office – Waste reduction, Appendix I: Sustainability Data Statements

Index Content	Related Section(s)
A1.5 Description of measures to mitigate emissions and results achieved.	Green operation – Green office – Waste reduction, Appendix I: Sustainability Data Statements
A1.6 Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	Green operation – Waste reduction, Paper conservation
A2 Use of Resources	
General Disclosure Policies on the efficient use of resources, including energy, water and other raw materials.	Green operation – Green office
A2.1 Direct and/or indirect energy consumption by type in total and intensity.	Green operation – Green office – Energy conservation, Appendix I: Sustainability Data Statements
A2.2 Water consumption in total and intensity.	Green operation – Green office – Water conservation, Appendix I: Sustainability Data Statements
A2.3 Description of energy use efficiency initiatives and results achieved.	Green operation – Green office – Energy conservation
A2.4 Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	Green operation – Green office – Water conservation
A2.5 Total packaging material used for finished products and with reference to per unit produced.	N/A

Index Content		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.
	A3.1	Description of the significant impacts of activities on the environment and natural resources and actions taken to manage them.
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.
	B1.1	Total workforce by gender, employment type, age group and geographical region.
	B1.2	Employee turnover rate by gender, age group and geographical region.
		Green operation – Low-carbon operation
		Green operation – Low-carbon operation
		Caring for our staff – Responsible employment
		Caring for our staff – Responsible employment, Appendix I: Sustainability Data Statements
		Appendix I: Sustainability Data Statements

Index Content		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 in relation to the provision of safe working environment and protecting employees from occupational hazards.	Caring for our staff – Health protection
	B2.1	Number and rate of work-related fatalities.	Caring for our staff – Health protection
	B2.2	Lost days due to work injury.	Caring for our staff – Health protection
	B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Caring for our staff – Health protection
B3 Development and Training	General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Caring for our staff – Talent training
	B3.1	The percentage of employees trained by gender and employee category.	Appendix I: Sustainability Data Statements
	B3.2	The average training hours completed per employee by gender and employee category.	Appendix I: Sustainability Data Statements

Index Content		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.	Caring for our staff – Responsible employment
	B4.1	Description of measures to review employment practices to avoid child and forced labour.	Caring for our staff – Responsible employment
	B4.2	Description of steps taken to eliminate such practices when discovered.	Caring for our staff – Responsible employment
B5 Supply Chain Management	General Disclosure	Policies on managing environmental and social risks of the supply chain.	Integrity service – Supply chain management
	B5.1	Number of suppliers by geographical region.	Integrity service – 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.	Integrity service – Supply chain management

Index Content		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.	Integrity service – Information security, Quality assurance
	B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	N/A
	B6.2	Number of products and service related complaints received and how they are dealt with.	Integrity service – Customer service
	B6.3	Description of practices relating to observing and protecting intellectual property rights.	Integrity service – Information security
	B6.4	Description of quality assurance process and recall procedures.	Integrity service – Quality assurance
	B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Integrity service – Information security

Index Content		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.	Integrity service – 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.	Integrity service – Anti-corruption
	B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Integrity service – 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.	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