



中國新高教集團有限公司

China New Higher Education Group Limited

The 2018 Environmental, Social and Governance Report



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1. ABOUT THIS REPORT

1.1 Reporting Guideline

This report aims to provide the environmental and social performance of China New Higher Education Group Limited (the “**Company**”, and its subsidiaries, collectively, the “**Group**”) for the year ended 31 December 2018. This report is prepared by the Company in accordance with the “Environmental, Social and Governance Reporting Guide” under Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Main Board Listing Rules**”) of The Stock Exchange of Hong Kong Limited (the “**SEHK**”). This is the third Environmental, Social and Governance Report (the “**ESG report**” or “**this Report**”) published by the Company since its listing. The Group’s management policies, strategies, relevant importance and targets of environmental and social aspects was disclosed in this report.

1.2 Reporting Scope

Unless otherwise stated, the reporting scope of this report covered the Group’s headquarters (“**Beijing headquarters**”), Yunnan Technology and Business University (“**Yunnan School**”), Guizhou Technology and Business Institute (“**Guizhou School**”), Luoyang Science and Technology Vocational College (“**Henan School**”) and Harbin Huade University (“**Northeast School**”) and this report aims to report the environmental and social policies and performance of the Group.

Unless otherwise stated, the reporting period is from 1 January 2018 to 31 December 2018 (the “**Reporting Period**”).

1.3 Report Statement

This report was compiled by Business Environment Council Limited as a third-party consultant which was appointed by the Company. This report paid attention to emphasizing the process management, and the materiality, substantiality, balance and readability of the contents to give a comprehensive introduction on the concepts, behaviors and commitment of the Group’s annual responsibility. The Company guarantees the reliability, authenticity and objectivity of the information contained in this report. The Company also hopes to strengthen the communication with the stakeholders and show the transparency of the Company through the publication of this report, to achieve sustainable development of economy, society and environment.

1.4 Feedback on This Report

If you have any precious advice on the work of the Group’s Environmental, Social and Governance Report, you are welcome to contact us through the following method: Investor Relations Management Department, Email: ir@xingaojiao.com.

2. COMPANY PROFILE

The Company has started the business since 1999. The Company is engaged in private formal higher education service and headquartered in Beijing.

As of 31 December 2018, the Company has operated the Yunnan School, Guizhou School, Henan School and Northeast School, invested in Central China School and Guangxi Schools, and planned to establish the Gansu College.

The Group provides application-oriented higher education of high quality for different fields. The curriculum arrangement aims to provide students with practical experience and skills, and to help students gain vocational skills.

In April 2017, the Group was listed on the Main Board of SEHK, and became a listed company that specializes in the business of higher education. With the experience of the deep development in higher education in the past and the help of funds, the Group has entered the fast lane driven by finance and education.

The Group will replicate the successful mode for the cultivation of applied talents to more fields, making efforts to provide opportunities for more students to enrich their life, and cultivating more application-oriented talents for local economic transformation and social development.

3. COMMUNICATION WITH STAKEHOLDERS

The Group highly values the comments of stakeholders, and sufficiently communicates with them through different channels. At present, the main stakeholders of the Group include, amongst others, government authorities, investors (shareholders), employees, industry associations, media, students and their parents. The Group understands their expectations through different communication channels, which helps the Group to objectively inspect the issues that need to be concerned and solved during planning, managing, implementing, and estimating corporate social responsibility and sustainable development.

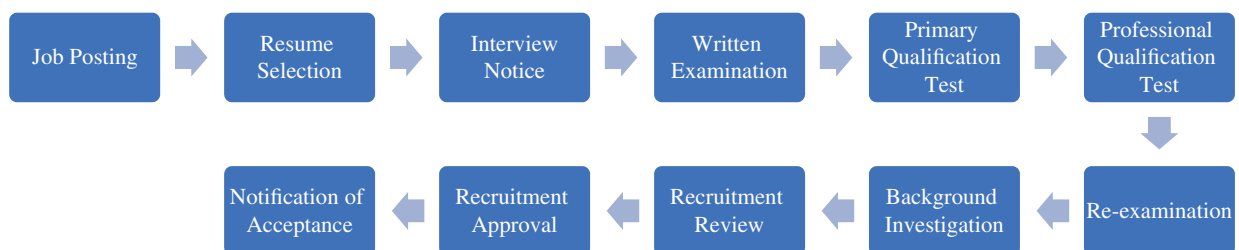
Main Stakeholders	Their Expectations	Communication Channels
Government Authorities	<ul style="list-style-type: none"> • Education level of the Group 	<ul style="list-style-type: none"> • Site visits to the Company and schools
Investors (Shareholders)	<ul style="list-style-type: none"> • Latest operation information of the Group • Performance of the Group 	<ul style="list-style-type: none"> • Hold meetings of annual and interim results announcement regularly • Organize the annual general meeting to update investors' understanding of the Group's business operation • Regularly update the website to ensure that investors receive the latest company information
Employees	<ul style="list-style-type: none"> • A good career development platform • A comfortable working environment 	<ul style="list-style-type: none"> • Organize faculty member training to allow new colleagues to communicate with the management of various departments • The headquarters and the schools hold annual work conference, Spring Festival meeting, etc. • Estimate the performance of employees regularly • Open different types of large-scale and small-scale training courses or workshops • Conduct department meetings regularly
Industry Associations	<ul style="list-style-type: none"> • Promoting the development of the industry 	<ul style="list-style-type: none"> • Actively participate in activities organized by industry associations, and served as the President of the Private Education Professional Committee under the Chinese Society of Educational Development Strategy, the Vice President of the China Association for Non-Government Education and the Vice President of the Association of Universities (Colleges) of Applied Science
Media	<ul style="list-style-type: none"> • Understanding the development of the Group 	<ul style="list-style-type: none"> • Interview with the Group
Students	<ul style="list-style-type: none"> • The schools provide high-quality education 	<ul style="list-style-type: none"> • Student satisfaction survey
Parents	<ul style="list-style-type: none"> • The schools provide high-quality education 	<ul style="list-style-type: none"> • Regularly organize parents' meetings to actively communicate with them

4. CARING FOR EMPLOYEES

The Group provides fair employment opportunities and is committed to providing a high quality and diverse working environment for each employee. At the same time, the Group also actively provides employees with good opportunities to learning and promotion, to create a broad career platform for employees.

4.1 Talents Selection Strategy

The strategy of talent selection of the Group is “Professional, Dedicated, Occupation”. In order to standardize the criteria and procedures for the recruitment of employees, the Group has formulated the Recruitment Management System, which stipulates that the recruitment and selection of employees must be implemented in accordance with this system to ensure that the selection of talents is standardized, procedural and normalized. The Group stipulates the employment of all staffs must comply with three principles: firstly, select candidates in terms of knowledge, morality, ability, experience and other conditions that the duties or positions required; secondly, conduct assessment in accordance with the stipulated process and stick to the principle of merit first; thirdly, exceptional admission shall be subject to the approval of the Group. The specific recruitment process is as follows:



At the same time, the Group strictly complies with the *Labor Law of the People’s Republic of China* and the *Labor Contract Law of the People’s Republic of China* to adopt fair and open recruitment and dismissal policies. The Group equally treats people of different ages, genders, races, ethnicity, religions, or disability to protect the equal opportunities of employment and respects all employees. Moreover, the Group has formulated a standardized resignation process for employees. In general, staff shall submit notice of resignation and wait for the approval from department officer. Then it should be verified by the staff relationship position, and thereafter approved by the leader of division and the officer of human resource department, and ultimately approved by the president. After the approval of resignation, the employee is required to complete the work transition to ensure that another staff would take over the work.

4.2 Employment Strategy

The employment strategy of the Group is “Let Employees Fully Show Their Talents, Be Suitable in Both High and Low Positions”. The Group provides employees with fair and equitable promotion opportunities and has established an open salary adjustment mechanism and attendance system for employees. The Group has established a set of selection procedure for the promotion of employees to management personnel. The internal document Group Management Cadre Selection Process standardizes the activities during the selection process, the responsible departments of the selection activities and the related internal documents utilized in the process. The following is the selection process for the management personnel of the Group:



During the selection process, employees with promotion opportunities will be evaluated by other employees through the “Ability Evaluation for Cadre Selection Form”. The perspectives of evaluation include business thinking, the pursuit of excellence, communication, team management, responsibility and so on to conduct talent selection through a scientific and fair approach.

In addition, the Group provides employees with relatively competitive salary and benefits to attract and retain talents. In order to improve the quality of teaching and enhance the work motivation of faculty members, as well as to ensure that the remuneration of faculties is connected with their teaching performance, the Group has formulated the Salary Management System and the Management Measures for the Salary, Promotion and Demotion of Teachers for the employees in the Group’s headquarters and the college teachers respectively. All employees in the Group shall accept annual evaluation. The salaries and grades of employees will be adjusted according to the assessment results. The employee who is assessed with an outstanding result can obtain a higher level of salary promotion, the underperforming employees will not obtain the salary raise or even be demoted.

4.3 Staff Cultivation Strategy

The Group holds the employee cultivation strategy of “Help the Employees Grow”. To ensure that the Group’s subsidiaries could achieve the same teaching quality and practice consistent educational philosophy, the Group has established the teachers professional development center at each school to provide systematic and tailored training for the them to improve their ability in designing classroom teaching and implementing teaching plans. We also collaborate with external enterprises in various industries to provide opportunities for our teachers to work for those entities on a secondment form. The Group believes the training helps teachers to keep abreast with industry developments and understand the practical skills that are required by employers, which enables them to incorporate the knowledge in school curricula and teach the students relevant skills for success at work.

In order to meet the needs of the Group’s strategic development and to improve the overall quality of faculty team, the teachers professional development center organizes various forms of training to meet talent demand for schools’ development. The Group has formulated the “Management and Implementation Measures of the Training for the Group’s Faculty Members” and “Specification for Management and Implementation Measures of the Training for the Group’s Faculty Members” for the subsidiaries to ensure the effective implementation of the faculty member training program and to create favorable training atmosphere. The “Management and Implementation Measures of the Training for the Group’s Faculty Members” regulates the formation procedure of training programs, training resource management (including lecturer management, training material management and training facility and equipment management), training content, training cost, faculty member training rights and obligations, teaching fee and the training incentives.

During the reporting period, the Group’s headquarters and subsidiary schools organized a variety of training activities to enhance the operation management and education level of the Group. The following shows some examples regarding the training activities conducted by the Group during the reporting period.

Action Plan for Invigorating Teacher Education (2018-2022)



In order to push forward the teacher education reform and development, comprehensively improve the quality and ability of teachers and strive to build a team of high-quality, professional and innovative teachers, the Group formulated the Action Plan for Invigorating Teacher Education in 2018. The Plan sets out a series of goals and tasks to strengthen the education on teacher’s morality, continuously optimize the cultivation and training content of teachers, and significantly enhance the comprehensive quality, level of profession and innovation ability of teachers, so as to develop a higher quality and fairer education with strong support of teachers and talents.

Risk Management and Internal Control Training



The discipline inspection and auditing department of the Group continuously organized the training regarding the risk management and internal control in the headquarters of the Group and its various colleges, aiming to further deepen the Group headquarters’ understanding of risk management and internal control. At the training meeting, the Group analysed the actual cases that occurred outside the Group in recent years, explained business knowledge and key points associated with risk control, and practical approach to control and manage risks to participants based on the features of running a school by the Group and college management.

4.4 Protecting the Rights and Interests

The Group respects and upholds internationally recognized human rights and is consciously resisting any actions disregarding and abusing human rights. The Group strictly abides by national laws such as the *Labor Law of the People's Republic of China*, the *Labor Contract Law of the People's Republic of China*, the *Trade Union Law of the People's Republic of China*, the *Provisions on the Prohibition of the Use of Child Labor*, the *Special Rules on the Labor Protection of Female Employees*, and prohibits child labor and forced labor. The Group abides by the principles of equality, consensus, etc., and signs labor contracts with the employees. The Group pays the social insurance and provides reasonable compensation and benefits for employees, as well as complies with national regulations such as holidays and paid leave system. In addition, the Group ensures the employees to have the right to have labor safety and hygiene protection, the right to have vocational training, the right to have social insurance and welfare, the right to proposal for the handling of labor disputes, and other labor rights under the laws. Under the protection of comprehensive national regulations and the internal system of the Group, employees can be dedicated to their daily work. During the reporting period, the Group strictly complied with the relevant national or regional laws and regulations and did not involve in any case that violated human rights or damaged the rights and interests of employees.

4.5 Securing the Safety

As the Group's main business premises are offices and schools, the management of fire safety, hygiene and health and food safety are the non-neglectable key concerns during daily works. In order to guarantee the safety of all the employees of the Group and the students at schools, the Group has formulated management system for the key points of safety above. In response to fire safety, Yunnan School has established management systems such as the Mini Fire Station's Fire Prevention and Emergency Evacuation Plan and the Mini Fire Station's Education and Training System in accordance with the laws and regulations such as the Fire Prevention Law of the People's Republic of China. The system has stipulated measures for prevention and suppression of fire, emergency evacuation plans and relevant training for the personnel responsible for fire safety at the schools to prevent and curb fire accidents and related casualties.

In the meantime, the subsidiary schools have to conduct health work in accordance with the Working Regulation for the Hygiene at School, the main tasks include the monitoring of students' health status, providing health education to students, helping students to develop good hygiene habits, improving teachers' hygienic environment and hygiene conditions, and strengthening the prevention and treatment of infectious diseases and common diseases among students.

In response to the food safety of the schools, Yunnan School formulated the Yunnan School's Emergency Plan System for Food Safety Accident Handling in accordance with the *Food Safety Law of the People's Republic of China* and the *Regulation for the Health Management of School Canteens and Students' Group Dining* issued by the Ministry of Education of the People's Republic of China. The purpose of this system is to establish a comprehensive emergency response mechanism for food safety accidents of school. The Group has also set up a leading group that is responsible for food safety accident to effectively prevent and timely handle food safety accidents to ensure the health and safety of teachers and students. In order to ensure the food hygiene and safety of teachers and students, Northeast School also formulated the Prevention and Management System for Food Poisoning and the Food Hygiene and Safety Management System.

In addition, the Group also provides the employees with relevant accidental protection in accordance with the requirements of the *Labor Law of the People's Republic of China*, the *Regulation on Work-Related Injury Insurances* and other national regulations. The Group purchases the injury insurance and basic medical insurance for employees every year. During the reporting period, the Group strictly complied with the relevant national or regional regulations and did not involve in any work-related death or serious occupational safety accident.

4.6 Caring for Employees

The Group treats employees with great care and benefits. The Group provides welfare programs for employees according to the *Social Insurance Law of the People's Republic of China*, including basic pension insurance, unemployment insurance, maternity insurance, industrial injury insurance, basic medical insurance, etc. In addition, the Group provides additional employee benefits include employee birthday benefits, annual attendance benefits, wedding gifts, child gifts, sickness relief expenses, funeral expenses, Chinese New Year benefits, Women's Day benefits, Dragon Boat Festival benefits, Children's Day benefits, winter and summer vacation benefits, Teacher's Day benefits, Mid-Autumn Festival and National Day benefits and annual medical benefits.

The Group regularly and irregularly organizes various employee activities such as birthday parties, new employee meetings and employee seminars. In various activities, employees can enhance understanding and friendship between each other and narrow the gap between employees and the Company, so as to effectively promote team cohesion among employees. The Group also prepares staff welfare, greeting cards and event souvenirs according to different themes of activities.

Employees' Birthday Party in the Engineering College of Guizhou School



Teacher's Day Activities in Northeast School and Yunnan School



To celebrate Teacher's Day, Northeast School jointly organized an activity themed by "promoting noble teacher's morality and being devoted to foster character and civil virtue" to watch the award ceremony of Looking for the Most Beautiful Teacher of 2017 in China. The activity aimed to promote the health of teachers in mind and body, and inspire the confidence and determination of all the staff in their work.



Yunnan School held a teacher representative meeting in Teacher's Day to give holiday greetings to teachers and the staff who have contributed silently and worked diligently in campus. At the meeting, teacher representatives conducted free communication on topics such as educational thought, teaching experience, teaching achievements, teaching development, teacher training and vocational feelings, and shared stories about respect and love for teacher profession with each other.

5. CONTRIBUTION TO ENVIRONMENTAL PROTECTION

In terms of environmental protection, the Group is committed to reducing the impact of its operations on the environment and advocating the business model that is responsible for the environment. The Group strives to integrate environmental awareness into daily operations, campus construction and environmental promotion activities.

5.1 Green Office

The main environmental impacts of the Group's offices during operations include energy consumption, office resources consumption and carbon emissions due to use of energy. In order to protect the environment and save resources, the Group has formulated and implemented various environmental protection measures for daily operations of the office in accordance with the laws and regulations such as the *Environmental Protection Law of the People's Republic of China* and the *Energy Conservation Law of the People's Republic of China*. During the reporting period, the Group strictly complied with the relevant national or regional laws and regulations and did not receive any complaint or litigation regarding violations of national and regional laws and regulations.

The Group has formulated the Office Savings System that is applicable to the Group's offices and requires strict implementation by employees. The system is divided into three parts: electricity saving, water saving and office supplies saving. The following is the specific content of the system:

Office Saving System	
Electricity Saving	Only turn on necessary lighting during the day.
	The temperature of air-conditioning should not be less than 25.5 °C in summer, should not be higher than 22 °C in winter.
	When the computers are not in use, turn off the monitor and power, or set to energy saving/hibernation mode.
	Only use the hot water from water dispensers when need, turn off the water dispensers after work.
	Employees should switch off the computers, power sockets and lights after work.
	The employees who work overtime should turn on the lights by needs, and one person should not turn on all the lights.
	When the last person leaves the company, turn off the unnecessary electrical power.
Water Saving	Using water with a small flow whenever possible, the tap should be closed after used to avoid the waste of water resource.
	The water obtained from the water dispensers should be drank on that day to avoid waste.
Office Supplies Saving	The Company promotes paperless office.
	All document work should be carried out on computer directly, and only print once after finalized.
	When printing a document, appropriately narrow the font and margins.
	Print paper on both sides.
	Learn how to use the copier, to prevent the waste of paper caused by the incorrectly use.
	Saving the use of manuscripts, envelopes, notebooks and signature pens. Refilling the signature pens as many times as possible. Disposable cups are only used for meetings and reception.
	To ensure the good operations of copiers, printers, fax machines and other equipment, avoid the wear and tear caused by improper use.

As to further cultivate the environmental awareness of the employees, the Group has posted resource-saving labels in the headquarters and school offices. At the same time, the Group gives priority to equipment with high energy efficiency when purchasing to maximize the energy conservation.

5.2 Green Campus

As schools are the main venue for the Group's business operation, the Group pays great attention to the environmental impacts aroused by their daily operations. Yunnan School, Guizhou School, Northeast School and Henan School have implemented a series of environmental policies and measures for the possible environmental impacts of the campus during the day-to-day operations in accordance with the national and regional laws and regulations, such as the *Environmental Protection Law of the People's Republic of China*, the *Energy Conservation Law of the People's Republic of China*, the *Law of the People's Republic of China on Prevention and Control of Pollution From Environmental Noise*, the *Atmospheric Pollution Prevention and Control Law of the People's Republic of China*, the *Environmental Protection Regulations of Yunnan Province*, the *Environmental Protection Regulations of Guizhou Province*, the *Environmental Protection Regulations of Heilongjiang Province* and the *Environmental Protection Regulations of Henan Province*.

During the reporting period, Yunnan School comprehensively used LED energy-saving lamps to minimize the energy consumption of the campus and extend the service life of the lamps. Henan School and Guizhou School also applied 2,854 and 2,834 lamps of LED lamps, respectively, and the air-to-water heat pump system was adopted in student dormitories which reduced energy consumption when bathing. Northeast School applied the air-to-water heat pump system, LED lamps and boiler energy-saving device to minimize the energy consumption.

Huade College of Northeast School

Boiler Energy-saving Device



Air-to-water Heat Pump System



In order to guide the staff and students for water saving, Yunnan School, Guizhou School, Northeast School and Henan School have labeled the signs regarding water saving in the campus. Besides, Yunnan School has established the Water-saving Measures Plan before the construction of new student dormitory, and in accordance with the local laws and regulations and national standards such as the *Kunming's City Water Conservation Management Regulation, Standard for Water Saving Design in Civil Building (GB50555-2010)* to design the dormitory water system. The design considered various aspects to maximize the effectiveness of water conservation, such as water supply systems, drainage systems, water appliances, and water conservation measures. During the reporting period, water consumption in Yunnan School decreased by 30% compared to 2017.

Meanwhile, in order to avoid the sewage generated by the campus from contaminating the nearby water, Yunnan School and Guizhou School have established the campus sewage treatment system, all the domestic sewage would be collected through the sewage system to the sewage treatment station. The treated sewage should meet the discharging standards before being released, the school pumped the reclaimed water for the greening of the campus, so that the water resources can be recycled. Yunnan School has formulated the Yunnan Technology and Business University's Reclaimed Water Treatment Station Management System and Yunnan Technology and Business University's Reclaimed Water Treatment Operation Rules to regulate the daily operation management of domestic sewage treatment. During the reporting period, Yunnan School used the reclaimed water to irrigate and clean 39,303 m² of land in the campus area, while the Guizhou School's reclamation of water reached 50,400 m³ in the whole year.

In order to respond to the drinking water shortage of schools or emergencies such as the rupture of water pipes that may lead to inadequate water resources on campus, Yunnan School, Northeast School and Guizhou School have all built underground storage pools. In particular, Yunnan School has built an underground storage pool with storage capacity of 1,000 m³ to ensure the water supply for staff and students.

Water Storage Pool in Guizhou School



The Group advocates the environmental protection awareness of waste recycling. Papers and stationeries are the common resources used by teachers and students, which are needed to be properly handled to avoid waste of resources. Thus, Yunnan School and Guizhou School have set up a number of paper recycling stations and abandoned stationery recycling stations on campus to enable teachers and students to effectively assist in the recycling of waste paper and stationeries. In addition, the printer cartridges in the campus will also be recycled after the ink has ran out. The collected waste papers, discarded stationeries and printer cartridges will be processed by qualified recycling company. In addition, Guizhou School adopted a paperless examination system to comprehensively reduce the usage of paper and raise students' environmental awareness.

The Paperless Examination System in Guizhou School



5.3 Environmental Performance Data

During the reporting period, the Group recorded the data on the use of resources and calculated the emissions of greenhouse gases and solid wastes. The scope of statistics in this reporting period is much bigger than that in 2017, so some of the environmental data have increased in amount compared to the previous year. Specific information is shown below:

	Data in 2018	Data in 2017	Units
Total Amounts of Resources Consumption			
Total Amount of Electricity Consumption ¹	23,443,116	4,206,899	kWh
Electricity Consumption Intensity	22.2	10.0	kWh/m ² (gross floor area)
Total Amount of Coal Gas Consumption	542,100	68,750	kg
Coal Gas Consumption Intensity	0.5	0.2	kg/m ² (gross floor area)
Total Amount of Gasoline Consumption	626,782	22,246	kWh
Gasoline Consumption Intensity (Vehicle)	14,923	2,472	kWh/vehicle
Total Amount of Diesel Consumption	326,233	0	kWh
Diesel Consumption Intensity (Vehicle)	7,767	0	kWh/vehicle
Total Amount of Water Consumption ²	2,142,025	1,042,209	m ³
Total Amount of Water Consumption Intensity	2.0	2.5	m ³ /m ² (gross floor area)
Vehicle Air Pollutant Emissions			
CO Emissions	1,044	111	kg
NOx Emissions	400	5	kg
SOx Emissions	1.5	0.3	kg
PM Emissions	38	0	kg

	Data in 2018	Data in 2017	Units
Greenhouse Gas Emissions (scope 1 and scope 2)			
Vehicle Emissions (scope 1)	271	51	CO ₂ equivalent (tonnes)
Energy Consumption Emissions (scope 2)	12,644	2,232	CO ₂ equivalent (tonnes)
Greenhouse Gas Offset by the Group's owned trees (Scope 1)	402	357	CO ₂ equivalent (tonnes)
Total Greenhouse Gas Emissions	12,513	1,926	CO ₂ equivalent (tonnes)
Total Greenhouse Gas Emissions Intensity	0.01	0.005	CO ₂ equivalent (tonnes)/m ² (gross floor area)
Production of the Hazardous Waste			
Printer Cartridges	484	290	No.
Printer Cartridges Production Intensity	0.0005	0.001	No./m ² (gross floor area)
The Amount of Printer Cartridges Recovery	360	171	No.
Modulator Tube	10,383	2,241	No.
Modulator Tube Production Intensity	0.01	0.01	No./m ² (gross floor area)
Lamb Bulb	2,023	250	No.
Lamb Bulb Production Intensity	0.002	0.001	No./m ² (gross floor area)
Production of the Non-hazardous Waste			
Waste Paper	381	176 (restated)	kg
Waste Paper Production Intensity	0.004	0.0004 (restated)	kg/m ² (gross floor area)
The Amount of Waste Paper Recovery	202	15 (restated)	kg

- Notes: 1. The data collection scope of the total amount of electricity consumption in 2018 included the Beijing headquarters, Henan School, Northeast School, Yunnan School and Guizhou School. The data collection scope of the total amount of electricity consumption in 2017 only included the Beijing headquarters, Yunnan School and Guizhou School. Thus, the disclosed data in this Report is relatively larger than 2017.
2. The data collection scope of the total amount of water consumption in 2018 included the Beijing headquarters, Henan School, Northeast School, Yunnan School and Guizhou School. The data collection scope of the total amount of water consumption in 2017 only included the Beijing headquarters, Yunnan School and Guizhou School. Thus, the disclosed data in this Report is relatively larger than that in 2017.
3. Data for waste paper, waste paper production intensity and the amount of waste paper recovery in 2017 are restated to reflect the units in weight for year-on-year comparison.

5.4 Green Construction

The Group actively builds green campuses and enhance environmental awareness among employees and students to promote sustainable development of the society.

While Yunnan School plans to build new construction in the campus, it will refer to the local regulations and standards regarding green building. For example, the design of the dormitories in Yunnan School has referred to a number of related standards, including *Yunnan Provincial Assessment Standard for Green Building (DBJ 53/T-49-2015)*, the *Green Building Evaluation Technical Rules*, the *Standard for Daylighting Design of Buildings (GB 50033-2013)*, the *Technical Code for Solar Water Heating System of Civil Building (GB50364-2005)*, the *Design Standard for Energy Efficiency of Civil Building (DBJ 53/T-39-2011)*, the *Environmental Quality Standard for Noise (GB 3096-2008)*, etc. The Group is committed to integrating various green building technologies and ideas, such as effective lighting, recycling of water resources and use of environmentally-friendly materials, so as to reduce the environmental impacts of school operations from the source.

Meanwhile, a large number of trees are planted on the campus of Yunnan School, Guizhou School, Northeast School and Henan School. The Yunnan School specially formulated the Yunnan Technology and Business University's Campus Greening Management Approach and the Yunnan Technology and Business University's Campus Greening Maintenance Management Measure to strengthen the management of campus greening, to protect and improve the ecological environment, and to create an elegant and comfortable education environment. Campus greening not only beautifies the campus environment, but also helps the Group to offset carbon emissions.

During the reporting period, there were approximately 17,485 trees that are over 5m within the campus of Yunnan School, Guizhou School, Northeast School and Henan School. In accordance with the Appendix II: Reporting Guidance on Environmental KPIs of SEHK, a total of about 402 tons of carbon dioxide emissions can be offset in 2018, compared with 357 tons in 2017.

**Mountain and Water Garden in Harbin
Huade University (Northeast School)**



6. PURSUIT OF MANAGEMENT EXCELLENCE

6.1 Supply Chain Management

In order to manage the Group's procurement and tendering activities in an effective manner, the Group has formulated the Procurement Management System (Trial) and the Tender Management System (Trial). The Procurement Management System (Trial) aims to regulate the purchasing operation of the Group to reduce the risks of procurement. It also controls the procurement cost to improve the procurement performance. In addition, the Tender Management System (Trial) aims to strengthen the bidding activities management and supervision of the Company, to regulate the procurement and supply tendering activities as a management approach.

In the aspect of supplier management, the Group has established a supplier database and classified the suppliers into "qualified suppliers" and "restricted suppliers". The "restricted suppliers" are defined as the suppliers with poor industrial reputation in respect of business and judicial system, and who were confirmed with serious violation of the contract and discipline or conducting unfair means of competition during the cooperation with the Group and its subsidiaries. The Group prohibits cooperation with "restricted suppliers", and if any unit of the Group uses their services, the Group is going to conduct accountability to the users and their supervisors.

The Group also actively explores new suppliers for more options while conducting purchasing operations. The requirements for supplier's qualification review are as follow (the requirements based on specific project categories, include but not limited to the following information review):

Qualification Review for Suppliers	
(1)	To have complete information in the system of Administration for Industry and Commerce with no serious violation of the law and contract exposed;
(2)	Carried out business for more than three years and being able to provide the financial statements/audit reports of the Company for the latest three years;
(3)	Not less than two similar successful cases, company contact person is not affiliated;
(4)	Having industry qualification in the field of supplier, such as the qualification of ISO 14001 Environmental Management System;
(5)	Conducting inspection and evaluation on the undergoing construction project for large-scale construction supplier;
(6)	Conducting inspection and evaluation on the production site of major production enterprises;
(7)	Well performance in environmental management and social responsibility.

The Group currently cooperates with a number of suppliers that provide equipment, catering services, etc., and gives priority to local suppliers in order to minimize the environmental impacts such as energy consumption and air emissions caused by transportation.

6.2 Excellent Management and Education

The Group strives to help every student to maximize their potential by attaching great importance to the quality of education. The Group strictly complies with the national and local laws and regulations, including the *Education Law of the People's Republic of China*, the *Law for Promoting Private Education of the People's Republic of China* and the *Higher Education Law of the People's Republic of China*, so as to provide students with a high-quality learning environment. During the reporting period, the Group did not receive any complaint or litigation regarding violations of national and regional laws and regulations.

In view of the advertisement of the Group, the Group has formulated New Higher Education's Advertisement Management Approach. This management approach aims to standardize the advertisements of the Group and its subsidiary schools, so as to create a good atmosphere for the Group's development. This management approach also aims to provide specific guidelines and handling methods for news reporting, public promotion, in-school advertisement, the report of public emergency and the control of public opinion, etc. In addition, for the protection of intellectual property rights, the Company and subsidiary schools are using genuine computer software and teaching materials for working and teaching, to avoid violations of intellectual property rights in a strict point of view.

The Group also attaches great importance to the students' comments on the education services provided by the Group's schools. During the reporting period, Yunnan School, Guizhou School, Henan School and Northeast School all carried out satisfaction surveys to gather the students' satisfaction and opinions on teacher's lessons. The contents of the survey focused on the Teaching contents, teaching methods, class management, teacher guidance and other aspects, in order to fully understand the views of students about the teachers. Based on survey results, faculties of all the schools conducted conclusion, reflection, communication and improvement, in order to continuously improve the Group's education services. The Group also established a Student Complaint Handling Process to provide students a clear channel of submitting complaints, and their complaints will also be systematically handled.

In order to protect the personal information of the students and safeguard the security and interests of the Group, the Group has formulated the Confidentiality System. The system standardized the scope and grading of confidential items, the provisions and regulations of confidential items and the process and accountability of the loss and leakage of private information, in order to effectively protect the privacies of students and the Group from any forms of leakage. If the privacies of the students and the Group are leaked, the Group will take remedial measures timely, and the responsible person will be punished depending on the severity of the leakage of privacies.

6.3 Anti-corruption

The Group firmly resists bribery, blackmail, fraud, money laundering and other illegal operations, and also strictly prohibits any behavior that might damage the interests of customers and the Group. The Group strictly complied with the national and local laws and regulations on anti-corruption, including the *Criminal Law of the People's Republic of China*, the *Criminal Procedure Law of the People's Republic of China* and the *Interpretation of the Supreme People's Court and the Supreme People's Procuratorate on Several Issues concerning the Application of Law in the Handling of Criminal Cases of Embezzlement and Bribery*, etc. The Group also formulated the internal policies Fraud Monitoring and Management System and New Higher Education's Internal Control System to standardize the professional behavior and ethics of all employees of the Group to prevent corruption.

In order to standardize the internal reporting procedures for corruption, the Group has formulated the Management System for Handling Accusation, Complaint and Appeal. This system aims to strengthen the Group's handling of accusation, complaint and appeal, and to protect the legitimate rights and interests of the parties. Meanwhile, the Group has also formulated the Disciplinary Supervision and Inspection System. The system aims to further strengthen the supervision and inspection of the construction of the Party style and clean governance as well as the anti-corruption work, and to ensure the implementation of the tasks of the discipline inspection and supervision of the Group. During the reporting period, the Group did not receive any litigation-related case about corruption.

The Discipline Inspection Commission and Party Members and Cadres of Northeast School Visited Harbin Prison to Carry Out Anti-corruption Warning and Education



On November 15, 2018, the discipline inspection commission of the school organized an anti-corruption warning and education activity themed by “Visiting Harbin Prison”. All leaders, cadres at or above the deputy department level, staff in key positions, teachers and counselor representatives of the school, under the leadership of the principal and the Secretary of the Party Committee of the school, paid a field visit to Harbin Prison and received a vivid anti-corruption warning and education. Through the visit activity, the staff personally felt the huge contrast of life between outside and behind the high walls and iron fences, and experienced the profound connotation of “Too late to regret for one thought of corruption”. Such serves as a reminder to always strictly abide by the principles of honesty and self-discipline and the Honest and Self-discipline Codes of the Communist Party of China.

7. CONNECTION WITH COMMUNITY

While focusing on its own development, the Group also actively practices corporate social responsibility. In the past year, the Group actively participated in community activities such as donations for disaster reliefs, volunteering, regional poverty alleviation, helping the students with financial problems, and blood donations, supporting the development of social welfare undertakings through practice. The following shows part of the community activities organized or participated by the Group during the reporting period:

Poverty Alleviation Activity

Schools under the Group have implemented the Poverty Alleviation Program of Not One Less, which attached great importance to poverty alleviation and the practical performance of the social responsibilities of universities, and was widely recognized by students and the society. Mr. Li Xiaoxuan, chairman of the Group, was strongly convinced of the value and significance of poverty alleviation through education. Over the years, he has funded more than 26,000 students through public student aid, disaster relief and poverty alleviation activities, with an accumulated amount of more than RMB70 million. In October 2018, the chairman was awarded the “2018 National Poverty Alleviation Dedication Award (2018全國脫貧攻堅獎 • 奉獻獎)”, which evidenced his great contribution to the realization of the “Chinese Dream” in the new era.

Yunnan School



In January 2018, Yunnan School set up the Working Group on Poverty Alleviation of Yunnan Technology and Business University, established a leadership mechanism for poverty alleviation and coordinated the work of poverty alleviation in schools, and put it into practice in all departments. Yunnan School was granted the honor of the “Star Enterprise for Poverty Alleviation” in the selection of 2018 Yunnan Provincial Poverty Alleviation Award, and “Party building + targeted poverty alleviation in the combat of poverty alleviation” project was also selected as one of the first-class demonstration projects for Party building among universities in Yunnan Province in 2018.

On September 2, 2018, the “Caring for Poverty-stricken Students from Ethnic Minorities in Nujiang Prefecture” activity was held to help students from poverty-stricken households with registered files and ethnic minorities in Nujiang Prefecture to go to university, practice the strategy of “poverty alleviation through education” and promote more poor families to achieve employment and get rid of poverty. The school representatives present at the ceremony donated grants to the freshmen, hoping that the students will grasp the opportunities to learn. The program provided financial support including tuition and living allowances for three years of college life, for a total of 35 students. Meanwhile, it also provided work-study posts with a total subsidy of RMB2,089,000 for the year. During the school period, the school implemented the “One on one, hand in hand” program to provide one-to-one support for each recipient by pairing him/her with a faculty Party member.

Guizhou School



In August 2018, Guizhou School students held a material donation ceremony and an artistic performance at the Heping Teaching Point of Maxi Primary School through the program of bringing culture, technology and healthcare skills to the countryside by the social practice team in summer holidays, with attendance of almost 400 participants. At the donation ceremony, the student team presented the students of the school with school bags, books, stationery supplies, basketballs and footballs. During the remaining period of the activities, the team disseminated anti-drug knowledge to local villagers and gave medical examinations for the elderly.

Northeast School



In 2018, the Northeast School encouraged teachers and students to work in poverty alleviation and care for students with financial difficulties in their families, provided support through various channels, and set up 42 social practice teams with a total of 2,484 members to carry out voluntary activities in poverty alleviation. During the implementation of “Big hand holding little hand – Caring for left-behind children” and “Bringing culture, technology and healthcare skills to the countryside in summer holidays – Social practice team” programs, various teams continued to hold science and technology exhibitions, theme lectures, interesting English classes and other activities in nine primary and secondary schools in Qinggang County. During the plan period, 346 college students and 895 left-behind children were paired one on one with the volunteers to establish a targeted and long-term supporting mechanism.

The Northeast School entered into the long-term work-study employment relationship with Laodingfeng, Harbin Investigation Team of National Bureau of Statistics and other entities to provide job guarantee for the work-study program of students. During the year, a total of 215 students were offered the study-work jobs in campus and were paid the salary totaling RMB209,000, while a total of 331 students were offered the study-work jobs off campus and were paid the salary totaling RMB289,200. The school also established the Education Scholarship of Huanyu-Dream Coming True and Chuanhai Student Grant, and subsidized 10 and 30 students with financial difficulties in their families, respectively. The total amount of the scholarships granted was RMB40,000.

Henan School



Henan School held a special meeting for poverty alleviation to make arrangement for the poverty alleviation work at the beginning of 2018 and establish a supporting team stationed in villages. The school designated 15 administrative personnels to carry out poverty alleviation in villages. They went to poverty-stricken areas to help a total of 58 poverty-stricken households in Jianggou Village and other areas. Their work included, among others, organizing the Activity of Cleaning our Home to help villagers to ground the land, redeploy the wire lines, rearrange doors and windows, and introduce jobs outside the village to increase their income. The team also installed glasses, helped to grow plants and introduced income-increasing projects through financial poverty alleviation, photovoltaic projects and income-increasing projects through fiscal poverty alleviation for over 70 local poverty-stricken households.

Poverty Alleviation by Relocation

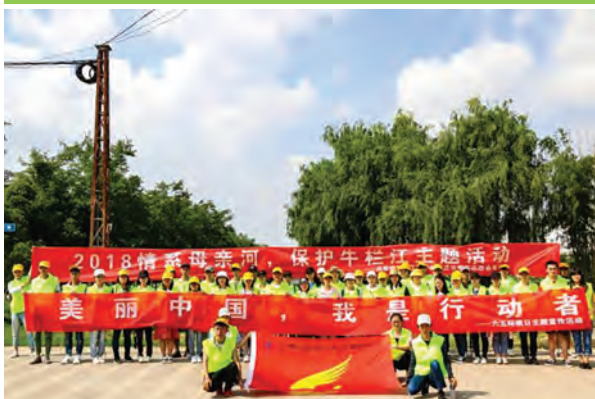
Guizhou School



On April 16, 2018, representatives and teachers of Guizhou School led 60 college students to form a volunteer service team from Guizhou Technology and Business Institute for poverty alleviation by relocation to the Zhanjie Settlement Site for Poverty Alleviation by Relocation Project of Qingzhen City, and participated in the activities of poverty alleviation by relocation with the help of youngsters. Towns enlisted in Poverty Alleviation by Relocation Projects of Guizhou Province, established by the Poverty Alleviation by Relocation Projects of Qingzhen City in 2017, mainly include Zhanjie Town, Weicheng Town, Xindian Town, Anliu Town, Liwo Town, Liuchang Township, Wangzhuang Township and Maige Township. Through this activity, the service team assisted 103 poverty-stricken households to relocate, and ensured that they successfully moved into new homes to get rid of poverty as soon as possible.

Ecological and Environmental Protection Activity

Yunnan School



In order to increase college students' awareness of ecological and environmental protection, Yunnan School actively held environmental protection activities. On June 19, 2018, volunteers from Youth Volunteer Federation of Yunnan Technology and Business University carried out an activity themed "Protecting the Mother River" in Niulan River. They spared no efforts to clean up the rubbish along the wide riverside. With the patience of all volunteers paid to clean up the rubbish, the river water was gradually turned clean. The activity has effectively improved the environment of the river and its surrounding area and also called upon more people to protect the ecological environment and water resources.

Elderly Caring Activities

Guizhou School



On May 19, 2018 and October 27, 2018, 80 volunteers from the Nursing Society, the Society of Traditional Chinese Medical Massage and the Society of Nursing Etiquette of Guizhou School personally sent their best wishes to the elderly in the gerocomium of Qingzhen City Centre on weekends. Besides the best wishes, they patiently gave the elderly physical examinations and massages, talked with them, brought them food and daily necessities, cleaned the courtyard and performed dances and singing, which well amused the elderly. Student volunteers have visited the gerocomium many times. Their enthusiasm has been praised by the elderly and the nursing workers, and the caring activities made the elderly feel the care and warmth of the society. Volunteers have expressed that they will continue to care for the vulnerable groups and pass love and care to people in the future.

Blood Donation Activity

Voluntary blood donation is not only a public welfare undertaking to ensure saving lives and improve people's health, but also an effective way to enhance college students' social responsibility.

Northeast School



Northeast School set up special columns through campus radio, Wechat official platform and posters to encourage students to participate in the blood donation activity. In the past two years, more than 1,000 people have participated in blood donation activity and the school has won the “Advanced Unit Award for Voluntary Blood Donation” for two consecutive years.

Guizhou School



In October 2018, Guizhou School, in conjunction with the Qingzhen Red Cross Society, Guizhou Blood Center, organized a four-day “Blood Donation for Caring” campaign, in which students of the school actively participated. Teachers and students who have donated blood were taken good care of by professional doctors on site and were reminded of the matters needing attention after donation. A total of 1,523 staff and students participated in the blood donation activity. This event not only prevented the shortage of public blood banks, but also called on more students to join the ranks of voluntary blood donors.

8. REWARDED WITH GLORY

In 2018, the Group was rewarded a number of awards from the government and different organizations for the efforts of all students and faculty members. For that, the Group is deeply honored and will continue the efforts to fulfill the expectations from all parties.

Competitions and Activities	Winning Unit	Awards	Issuing Authorities
The 1 st i-EDU Education Industry Investor and Best Education Investment Performance of China	The Group	Top 20 most influential education institution, Li Xiaoxuan, chairman of the Group appointed as “i-EDU Think Tank Expert”	Club of i-EDU Education Industry Investor
2018 National Poverty Alleviation Award	The Group	Dedication award(chairman, Li Xiaoxuan)	Leading Group of Poverty Alleviation and Development of the State Council, Leading Group of Poverty Alleviation and Development of Yunnan Province
2018 Yunnan Province Poverty Alleviation Award	Yunnan School	Star enterprises for poverty alleviation	Leading Group of Poverty Alleviation and Development of Yunnan Province
The 8 th National “Innovation, Creativity and Entrepreneurship” Competition for College Students (Yunnan Province)	Yunnan School	First prize, Second prize	E-commerce Teaching Steering Committee of the Ministry of Education
The 5 th Project Cost and Engineering Management Skills and Innovation Competition for College Students in Yunnan Province	Yunnan School	First prize, Second prize, Third prize	Yunnan Construction Cost Management Association, Competition Committee of College Student Project Cost and Engineering Management Skills of Yunnan Province
2018 Objective Responsibility Assessment of Employment and Entrepreneurship Work for College Graduates in Yunnan Province	Yunnan School	First prize	University Work Committee of Yunnan Provincial Party Committee of the Communist Party of China, Education Department of Yunnan
The 6 th National College Digital Art & Design Awards	Yunnan School	First prize (thrice), Second prize (four times), Third prize (eleven times)	Talent Exchange Center of Ministry of Industry and Information Technology, U.N. Institute for Training and Research, Shanghai Center

Competitions and Activities	Winning Unit	Awards	Issuing Authorities
The 3 rd Keyun Cup National Accounting Occupational Ability Competition for College Students (Undergraduate Group)	Yunnan School	First prize	China Commercial Accounting Institute
National Finals of 2018 “CCTV Charm China” Colorful Continents-Mid Autumn Festival – Large-scale Television Exhibition Series Activities	Yunnan School	Gold award(twice)	Chinese Traditional Culture and Art Exchange, China International Cultural Radio, Film and Television Exchange Center, Charm China Art Troupe
National Finals of Pepsi Campus Best Voice	Yunnan School	Top six(individual competition)	Pepsi Campus Best Voice Organizing Committee
Finals of The 8 th Competition Teachers’ National Applied Course Construction	Yunnan School	Second prize	National Center for Schooling Development Programme
Yunnan Province 2 nd University Teachers’ Teaching Competition	Yunnan School	First prize(once), Second prize(four times), Excellence award(twice)	Education Department of Yunnan
The 3 rd “China Chuangyi” Innovation and Entrepreneurship Competition	Yunnan School	Second prize, National “Chuangyi Star” award, Organizational award for excellent institutions	Department of Human Resources and Social Security of Yunnan, Ministry of Human Resources and Social Security of the people’s Republic of China, Kunming Municipal Bureau of Human Resources and Social Security
Production and Study Working Together Cooperation Educate Project	Yunnan School	Projects approved (26)	Ministry of Education
The 1 st “Golden Camellia” Cultural and Innovative Design Competition and Trials of Cultural and Innovative Talents Entrepreneurship and Employment in Yunnan	Yunnan School	“Golden Camellia” design gold award, Second prize for excellent cultural and innovative talents	Yunnan Provincial Office of Culture and Industry, Yunnan Provincial Culture Department, Kunming Creative Industries Association
2018 Provincial Finals of the Simulated Recruitment Contest for College Students	Yunnan School	First prize, Third prize(thrice), Potential talents award(five times), Excellent organization award, First, second, third(individual competition)	Education Department of Yunnan

Competitions and Activities	Winning Unit	Awards	Issuing Authorities
The 3 rd Kingdee Cloud Management Innovation Cup “Internet +” Management Application Competition	Yunnan School	Qualified for the national finals	College Graduates Employment Association, Kingdee Software (China) Co., Ltd.
Yunnan Province 4 th “Internet +” Innovation and Entrepreneurship Competition	Yunnan School	Silver prize(twice), Bronze prize(four times)	Education Department of Yunnan
2018 Chinese College Students Men’s Five-man Football League	Yunnan School	First prize (four times), First (individual competition)	Education Department of Yunnan
Second Runner-Up of 2018 Campus Good Voice in South China	Yunnan School	Second runner-up, First (individual competition)	Provincial and Municipal Educational Work Committees(Department of Education)
The 4 th China Young Volunteers Service Project Competition (Yunnan)	Yunnan School	Excellent project award (twice)	Yunnan Provincial Committee of the Communist Youth League of China, Yunnan Provincial Civilization Office, Department of Civil Affairs of Yunnan Province, Department of Ecological Environment of Yunnan Province, Department of Water Resources of Yunnan Province, Yunnan Health and Family Planning Committee, Yunnan Disabled Persons’ Federation, Office of Narcotic Control Committee of Yunnan Province
The 4 th China Young Volunteers Service Project Competition (National)	Yunnan School	Gold award(Thrice)	Central Committee of the Communist Youth League, Central Civilization Office, Ministry of Civil Affairs, Ministry of Water Resources, National Health Commission, China Disabled Persons’ Federation, China Volunteer Service Federation
2018 Advanced Individuals of Voluntary Blood Donation in Colleges	Yunnan School	Advanced personal recognition for voluntary blood donation (six times)	Education Department of Yunnan
2018 “Excellent Instructor of Voluntary Blood Donation” in Colleges	Yunnan School	Excellent instructor(twice)	Education Department of Yunnan, People’s Government of Kunming

Competitions and Activities	Winning Unit	Awards	Issuing Authorities
2018 “Foreign Language Teaching and Research Press – Guocai Cup” National English Writing Competition (Provincial Level)	Yunnan School	Third prize(Thrice)	Ministry of Education
2018 “Taichuang Cup” Best Potential Award of Provincial Competition	Yunnan School	Best potential award	Education Department of Yunnan
2018 Yunnan Competition on Public Service Advertising (Film and Television Category)	Yunnan School	Best new talent award (twice)	Propaganda Department of Yunnan Provincial Party Committee of the Communist Party of China, Yunnan Provincial Civilization Office
The 4 th Youth Art Festival of Yunnan Province	Yunnan School	First prize (twice)	Yunnan Provincial Working Committee Concerned about the Next Generation
The 3 rd National Unity Education Innovation Chorus Competition of Yunnan Province	Yunnan School	Third prize	Education Department of Yunnan
Yunnan Sport Games-Basketball	Yunnan School	Third prize	Education Department of Yunnan
The 10 th Wahaha National College Student Marketing Practice Competition	Yunnan School	First prize	Hangzhou Wahaha Group Kunming Branch

9. CONTENT INDEX OF THE “ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT”

A. Environmental		
Items	Descriptions	Reference Pages
Aspect 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	P. 10-17

KPIs	A1.1	The types of emissions and respective emissions data	P. 15
	A1.2	Greenhouse gas emissions in total and, where appropriate, intensity	P. 16
	A1.3	Total hazardous waste produced and, where appropriate, intensity	P. 16
	A1.4	Total non-hazardous waste produced and, where appropriate, intensity	P. 16
	A1.5	Description of measures to mitigate emissions and results achieved	P. 10-12
	A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved	P. 10-11, 14
Aspect A2: Use of Resources			
General Disclosure		Policies on the efficient use of resources	P. 10-11
KPIs	A2.1	Direct and/or indirect energy consumption by type in total and intensity	P. 15
	A2.2	Water consumption in total and intensity	P. 15
	A2.3	Description of energy use efficiency initiatives and results achieved	P. 9-12
	A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved	P. 13
	A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced	The Group's business is unrelated to the use of packaging material
Aspect A3: The Environmental and Natural Resources			
General Disclosure		Policies on minimising the issuer's significant impact on the environment and natural resources	P. 17
KPIs	A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	P. 17

B. Social			
Items		Descriptions	Reference Pages
Aspect 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	P. 5-9
Recommended Disclosures	B1.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	/
	B1.2	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	/
Aspect B2: Health and Safety			
General Disclosure		Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards	P. 8-9
Recommended Disclosures	B2.1	Number and rate of work-related fatalities	P. 9
	B2.2	Lost days due to work injury	/
	B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	P. 8-9
Aspect B3: Development and Training			
General Disclosure		Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities	P. 6-7
Recommended Disclosures	B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management)	/
	B3.2	The average training hours completed per employee by gender and employee category	/

Aspect 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	P. 8
Recommended Disclosures	B4.1	Description of measures to review employment practices to avoid child and forced labour	/
	B4.2	Description of steps taken to eliminate such practices when discovered	/
Aspect B5: Supply Chain Management			
General Disclosure		Policies on managing environmental and social risks of the supply chain	P. 18
Recommended Disclosures	B5.1	Number of Suppliers by geographical region	/
	B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored	P. 18
Aspect 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	P. 19
Recommended Disclosures	B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons	/
	B6.2	Number of products and service related complaints received and how they are dealt with	P. 19
	B6.3	Description of practices relating to observing and protecting intellectual property rights	P. 19
	B6.4	Description of quality assurance process and recall procedures	/
	B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored	P. 19

Aspect 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	P. 20
Recommended Disclosures	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	P. 20
	B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored	P. 20
Aspect 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	P. 21
Recommended Disclosures	B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport)	P. 21-25
	B8.2	Resources contributed (e.g. money or time) to the focus area	P. 21-25