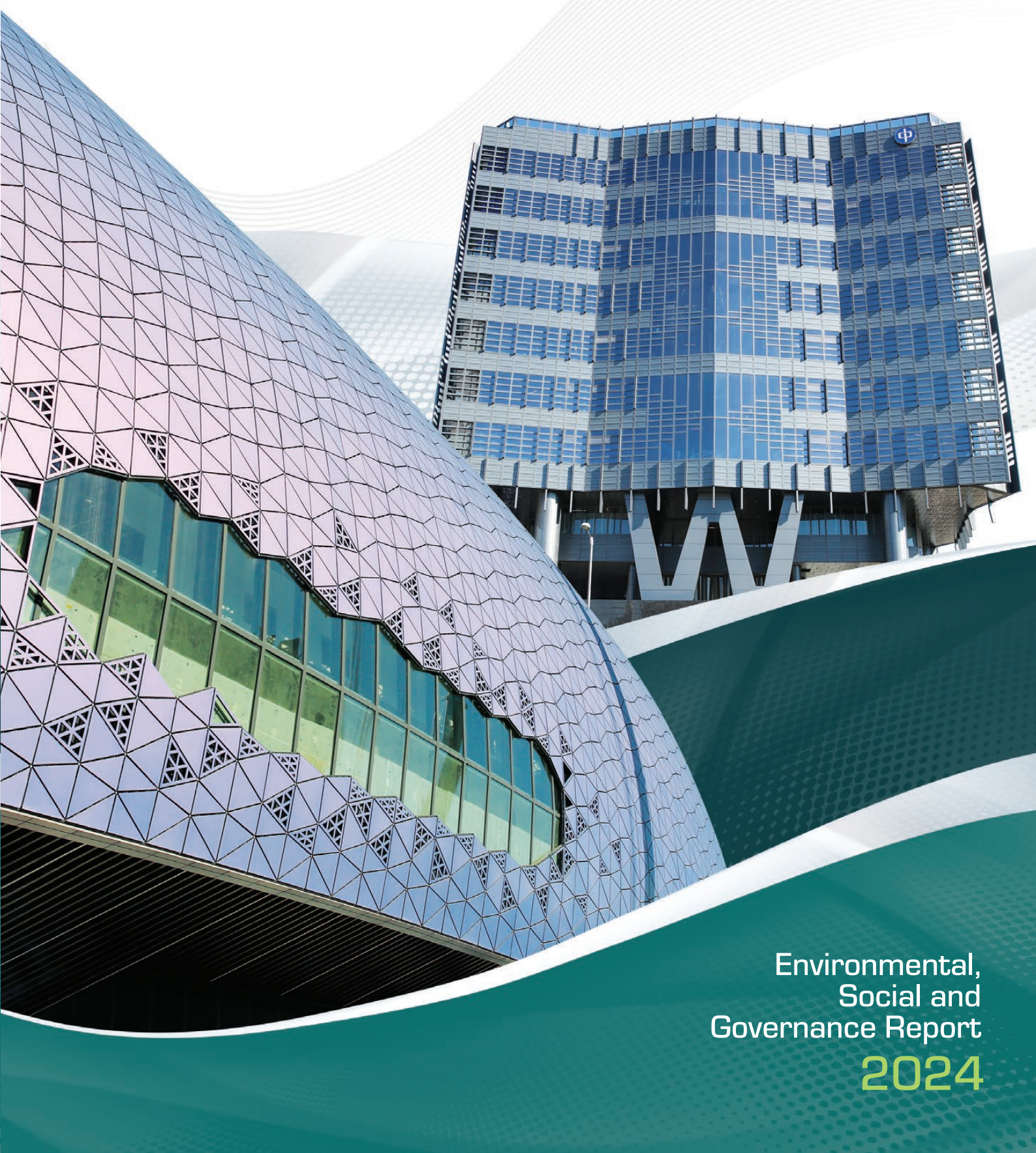


G&M Holdings Limited

信越控股有限公司

(Incorporated in the Cayman Islands with limited liability)

Stock Code: 6038



Environmental,
Social and
Governance Report
2024

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ABOUT THIS REPORT

REPORT OVERVIEW

This report is the annual environmental, social and governance (“**ESG**”) report (the “**Report**”) published by G & M Holdings Limited (the “**Company**” together with its subsidiaries as the “**Group**” or “**G&M**” or “**We**”) for the disclosure of the Group’s commitments, practices and performance in ESG from 1 January 2024 to 31 December 2024 (the “**Reporting Period**”, the “**Year**”, “**FY2024**”, or “**2024**”). This Report is available on the websites of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”).

REPORTING SCOPE

This Report covers the Group’s operations in Hong Kong, which consists mainly of the provision of one-stop design and build solutions, as well as repair and maintenance services in relation to podium facade and curtain wall works for the period from 1 January 2024 to 31 December 2024 (the “**Reporting Year**”). There is no significant change in the scope of this Report from that of 2023.

REPORTING FRAMEWORK

This Report has been prepared in compliance with all the applicable provisions set out in the Environmental, Social and Governance Reporting Guide (the “**ESG Reporting Guide**”) under Appendix C2 of the Rules Governing the Listing of Securities of The Stock Exchange. Please refer to the Stock Exchange Content Index in this report for information on the location of specific disclosures.

REPORTING PRINCIPLES

In the process of preparation of this Report, the Group has adhered to the reporting principles stipulated in the ESG Reporting Guide as the following:

Materiality	A materiality assessment was conducted to identify material issues during the Reporting Period, thereby acknowledging the material issues as the focus for preparation of this ESG Report. Please refer to the sections headed “Stakeholder Engagement” and “Materiality Assessment” for further details.
Quantitative	Supplementary notes are added along with quantitative data disclosed in this ESG Report to explain any standards, methodologies, and sources of conversion factors used during the calculation of emissions and energy consumption.
Consistency	The preparation approach of this ESG Report is substantially consistent with the previous year, and explanations were provided regarding data with changes in the scope of disclosure or calculation methodologies.
Balance	This ESG Report is completed based on fact and actual data disclosure to avoid biased judgement and misleading information to the report readers.

ABOUT THIS REPORT

FORWARD-LOOKING STATEMENTS

This Report incorporates forward-looking statements. These statements are founded upon the Group's current expectations, estimates, projections, beliefs, and assumptions concerning its businesses, the markets in which it operates, and its subsidiaries. It is important to note that these forward-looking statements do not guarantee future performance and are susceptible to market risks, uncertainties, and factors beyond the Group's control. As a result, the actual outcomes and returns may differ from the assumptions and statements presented in this Report.

CONTACT US

We highly value your feedback as it plays a crucial role in our ongoing efforts for improvement. We warmly welcome any comments or suggestions you may have regarding the Report. You are encouraged to share your valuable feedback on the Report and our sustainability performance by emailing us at gmhk@gm-eng.com.hk.

MESSAGE FROM THE CHAIRMAN

As we look ahead to 2024, our industry is confronted with significant challenges that require our full attention and resilience. The construction sector is experiencing a slowdown in the real estate market, resulting in increased competition, rising labor costs, and declining tender prices. These issues not only impact on our operations but also create pressure on our relationships. To navigate these difficult times, it is essential that we remain committed to overcoming these challenges and emerging stronger.

At G&M, we firmly believe that our dedication to Environmental, Social, and Governance (ESG) principles and sustainable management practices will be crucial in addressing these challenges. Throughout 2024, we have implemented various initiatives focused on enhancing occupational safety and green operation. These efforts are designed to not only improve our operational resilience but also to foster a culture of responsibility and sustainability within our workforce and the communities we serve.

Our Sustainability Performance At-A-Glance

- 40% Decrease in Energy Consumption vs 2020
- Zero work-related fatality in consecutive 3 years
- Successfully achieved our waste reduction targets for 2025 ahead of schedule
- 567 kg paper has been recycled

Innovation plays a vital role in our strategy to promote green operations and elevate safety standards across our projects. By embracing smart construction techniques, we are reducing our environmental footprint while enhancing productivity and safety. This commitment to innovation not only benefits our projects but also contributes to a more sustainable future for the construction industry.

As we move forward, I would like to extend my heartfelt gratitude to all our stakeholders—including investors, employees, subcontractors, and customers. Your unwavering support and collaboration are pivotal to our success. Together, we can navigate these challenging times and continue to build a sustainable future, ensuring that our commitment to ESG principles remains at the forefront of our operations. Thank you for being a vital part of our journey.

Lee Chi Hung
Chairman and CEO

BOARD STATEMENT AND ESG GOVERNANCE STRUCTURE

Board Statement

The Group conducts a top-down management approach regarding its ESG issues. The board of directors (“**Board**”) oversees and sets out ESG strategies for the Group. It is responsible for ensuring the effectiveness of the Group’s risk management and internal controls, as well as evaluating, prioritising and managing material ESG-related issues. The Board sets ESG-related goals for the Group and regularly reviews the progress towards these goals, with the ultimate aim of achieving low-carbon operations.



ESG Governance Structure

The Group established the Risk Committee, ESG Working Group, and Operational Departments, each assigned distinct responsibilities to enhance our governance framework. These teams collaborate closely to identify, assess, and mitigate risks related to environmental, social, and governance factors. With their collective expertise and support, we are better positioned to implement effective strategies that align with our sustainability goals and ensure compliance with relevant regulations.

Risk Committee

G&M’s Risk Committee includes one executive director and three independent non-executive directors. With support from top management and the ESG working group, it creates and oversees the risk management system. The committee evaluates the importance of ESG risks and climate-related risks and develops strategies to reduce these risks. It also looks for potential climate-related opportunities for the business. The committee reports to the Board at least twice a year about significant ESG risks and opportunities, as well as the internal controls and measures in place to address these risks.

ESG Working Group

The ESG working group is made up of core members from different departments and operational teams with approval from the Board. It assists the Board with the assessment of material issues, risk and opportunities, and the efficient implementation of policies.

The duties of the ESG working group include ESG data collection and data analysis for the ESG report. The ESG working group is also responsible for monitoring and evaluating the ESG performance to ensure regulations are fully complied. Regular meetings are carried out to assess the effectiveness of the current policies for ongoing improvements. The ESG working group discusses material ESG topics in a timely manner and integrates ESG concerns into strategy development for risk management and opportunities optimisation. Through analysis and discussion, the ESG working group sets out different ESG initiatives as part of the sustainable development process, turning the identified threats into opportunities through policy formulation and implementation.

STAKEHOLDER ENGAGEMENT

The Group is committed to being a responsible corporate citizen by consistently creating value and making a positive impact on society. We place great importance on our stakeholders, viewing their expectations as essential in shaping our ESG strategy and management. Our stakeholders include shareholders, investors, customers, employees, suppliers, local communities, the general public, and government bodies.

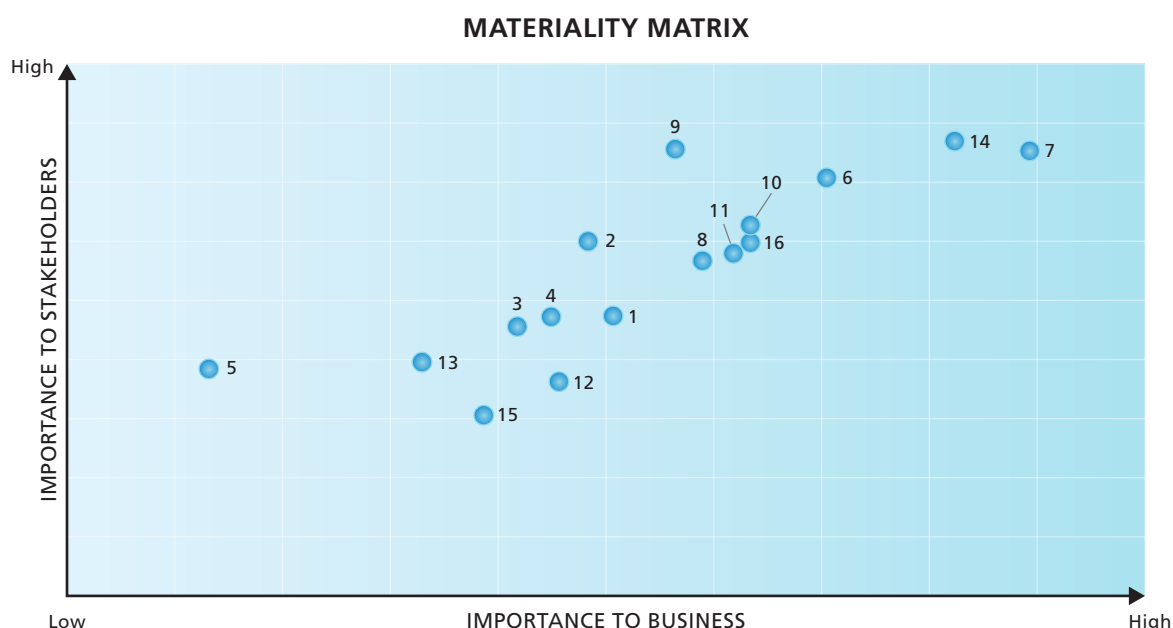
We aim to build stronger relationships with our stakeholders through ongoing communication and collaboration. To ensure effective communication, we use a variety of both online and offline methods, such as meetings, face-to-face discussions, interviews, and surveys. We value our stakeholders' opinions highly, as they help us respond better to important issues that affect our business growth. We actively seek feedback through these channels to guide our decision-making and to identify areas for improvement.

Major Stakeholders	Engagement Channels
Shareholders and Investors	<ul style="list-style-type: none"> • Annual General meetings • Financial reports • Announcements and circles • Company websites
Customers	<ul style="list-style-type: none"> • Customer service hotline • Customer complaint mechanism • Social media • Satisfaction Questionnaires
Employees	<ul style="list-style-type: none"> • Training, seminars, and briefing sessions • Performance reviews • Employee complaint mechanism • Internal communication
Suppliers	<ul style="list-style-type: none"> • Supplier evaluation meeting • Supplier audit • Tender selection • Regular communication
Communities and NGOs	<ul style="list-style-type: none"> • Community activities • Volunteer activities • Sponsor and donation
Media and the Public	<ul style="list-style-type: none"> • ESG Report • Company website • Social media platforms
Government and Regulatory Authorities	<ul style="list-style-type: none"> • Written or electronic correspondence • Regular performance report • Information disclosure

MATERIALITY ASSESSMENT

We conduct a thorough materiality assessment every year to identify the key aspects of ESG that are important for shaping our ESG strategy and reporting. By engaging with our stakeholders, we gain insight into their concerns and prioritise reporting on the issues that matter most to them.

The Board identified the 16 most relevant ESG issues for the year after reviewing market trends and stakeholder feedback. We carefully analysed the responses from our questionnaire to assess the significance of each ESG issue in relation to the Group's sustainable operations and stakeholder interests. The ESG Committee thoroughly reviewed the results of this assessment to ensure that all important aspects were considered. After internal discussions, the approved ESG issues were officially adopted. To effectively manage the ESG risks linked to each key issue, we have integrated them into the Group's overall risk management process. A summary of these efforts is provided in the matrix below.



No. Material Issues

1. Emissions and waste management
2. Energy and resource management
3. Environmental and natural resource conservation
4. Use of eco-friendly raw materials
5. Climate change
6. Employment
7. Occupational health and safety
8. Occupational employee development and training

No. Material Issues

9. Prohibition of child labor and forced labor
10. Supplier management
11. Product liability
12. Product innovation and research & development
13. Privacy and data security
14. Customer satisfaction
15. Community contribution
16. Anti-corruption

OUR ENVIRONMENT

The Group considers environmental protection an important part of our commitment to sustainable development. As a construction company, we recognise our responsibility for the environmental impacts of our operations. On May 17, 2024, the Group received the Project of the Year Award 2024 from the Hong Kong Decade Association Limited for outstanding achievement in a façade project. In the future, we will continually minimise our daily impact on the environment while encouraging green purchasing and a circular economy. All employees actively participate in environmental initiatives and work on energy-saving and emissions-reduction measures to make the best use of resources. The Group believes that good environmental management improves our overall image and fulfills our responsibility to society and future generations.

ENVIRONMENTAL TARGETS

Active participation and unwavering support of the entire community are imperative to achieve carbon neutrality. As a responsible corporate citizen who recognises the urgency of addressing climate change, the Group has set clear and measurable environmental KPIs, designating 2025 as the target year. These KPIs serve as reference points for monitoring our advancement. The latest update on our advancements is as follows:

Aspects	Unit	2020 Base Year	2025 Targets Against Base Year	2024 Results
Energy Consumption	MWh	214.59	↓ 40%	143.30 In progress
GHG Emissions	tCO ₂ e	108.2	↓ 5%	127.1 In progress
Waste Production	tonnes	3.2	↓ 5%	0.19 Achieved

EMISSIONS

During the Year, the Group was not aware of any material non-compliance with environmental-related laws and regulations about exhaust gas and greenhouse gas (“**GHG**”) emissions, water and land discharge, and the generation of hazardous and non-hazardous waste that would have a significant impact on the Group. Such relevant laws and regulations include but are not limited to the Environmental Protection Law of the PRC, the Water Pollution Prevention and Control Law of the PRC, the Air Pollution Control Ordinance of Hong Kong.

Air Emissions

During the Reporting Period, our vehicles were the main source of air emissions. This included harmful substances such as sulfur oxides (“**SO_x**”), nitrogen oxides (“**NO_x**”), and particulate matter (“**PM**”), which are by products of fuel consumption. We recognise the impact of these emissions on air quality and are committed to exploring ways to reduce our environmental footprint in the future. The following table provides more detailed information on the levels of these emissions.

Types of Air Emissions	Unit	FY2024	FY2023
Nitrogen Oxides (NO _x)	kg	2.21	3.01
Sulphur Oxides (SO _x)	kg	0.05	0.06
Particulate Matter (PM)	kg	0.16	0.22

OUR ENVIRONMENT

The Group's air emissions have generally decreased this year, mainly because we reduce the frequency of vehicle use. To effectively reduce these emissions, we have implemented several important measures. We regularly repair and maintain our vehicles to keep them running well and to improve fuel efficiency. We also use high-quality gasoline to help reduce carbon emissions and air pollutants. Additionally, the Group is committed to gradually replacing gasoline vehicles with electric ones to further lessen our environmental impact and promote sustainability.

GHG Emissions

Our major greenhouse gas emissions originated from direct greenhouse gas emissions from the Group's combustion of petrol, indirect emissions from purchased electricity and other indirect emissions associated with business travel by air and the disposal of paper waste in landfills.

During the Reporting Period, the Group's GHG emissions amounted to 127.1 tonnes of carbon dioxide equivalent ("tCO₂e").

Scopes of GHG Emissions ¹	Unit	FY2024	FY2023
Direct greenhouse gas emissions (Scope 1)			
– Petrol	tCO ₂ e	8.8	10.0
Indirect greenhouse gas emissions (Scope 2)			
– Purchased Electricity	tCO ₂ e	59.8	50.9
Indirect greenhouse gas emissions			
– Air Travel (Scope 3)	tCO ₂ e	58.6	17.4
Total GHG emissions (Scope1 &2&3)	tCO ₂ e	127.1	78.3
GHG Emissions Intensity ²	tCO ₂ e/employee	1.20	0.725

Notes:

- GHG emissions data is presented in terms of carbon dioxide equivalent and are based on, including but not limited to, "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standards" issued by the World Resources Institute and the World Business Council for Sustainable Development, "How to prepare an ESG Report – Appendix 2: Reporting Guidance on Environmental KPIs" issued by the Stock Exchange, the 2023 Sustainability Report" published by HK Electric Investments Limited and the "CLP 2023 Sustainability Report" published by CLP Holdings Ltd and the latest released average carbon dioxide emission factor for national electricity in China, published by the Ministry of Ecology and Environment on December 2024.
- In FY2024, the intensity of the environmental KPIs is calculated based on the Group's employees (2024: 106; 2023:108).

This Year, our total greenhouse gas (GHG) emissions have risen because we used more electricity, increased our paper usage and air travel. To lower our GHG emissions released to the atmosphere, we have taken several measures:

- Our motor vehicles undergo routine repair and maintenance to maintain their performance and energy efficiency.
- We use high quality gasoline to increase fuel efficiency and reduce carbon emissions and air pollutants.
- In our offices, we make use of daylight whenever possible to reduce lighting costs and use LED lamps with high energy efficiency.

OUR ENVIRONMENT

To minimise our undesired impacts on the environment from paper disposal, we collected more than 567 (2023:535) kg of wastepaper to recycle. We will continue to adopt various paper saving measures to manage paper usage, such as the use of electronic document, double sided printing, and use of recycle paper for draft documents, etc. We also made deliberate effort to select suppliers in vicinity locations to supply construction materials for our projects to reduce the visits by our staff to the suppliers by air travel. To further reduce our carbon footprints, we provide more remote conferencing and collaboration solutions to our customers, suppliers, subcontractors, and our staff by means of video conferencing. That means we can travel less for face-to-face meetings to reduce carbon footprints.

Sewage Discharge

The Group's business activities do not consume a significant volume of water; therefore, the Group did not generate a material portion of sewage during daily operations. The water consumption information is detailed in the below section – Water Resources.

Waste Management

As our construction projects are carried out by our subcontractors, we do not directly produce hazardous waste. Nevertheless, we always monitor our subcontractors to ensure that any hazardous waste is properly treated in compliance with the laws and regulations. For non-hazardous waste generated during our business operations, we continue to adhere to the "reduce, reuse and recycle" principles.

We collect useful residual materials from construction sites for reuse in other projects. For special residual materials and equipment that cannot be reused, they would be sold to others for second life or disposed for recycling purpose. Non-hazardous construction waste generated is collected by our subcontractors and disposed of it at the designated places as required by the main contractors.

In our offices, types of non-hazardous waste produced by us are mainly wastepaper, office supplies and general garbage. The non-hazardous waste is collected by the property management company of the building for further handling and disposal. During the Reporting Period, the amount of non-hazardous waste went down, mainly because we urges employees to use electronic files whenever possible, reduce printing and copying of paper documents, and set printers to default double-sided printing to minimise paper use. In our offices, we strive to adopt the best practices in our waste management and to dispose all waste responsibly, including recycling toner and ink cartridges to avoid pollution and encourage our staff to reduce using single-use items to further reduce waste.

Types of Waste Disposal	Unit	FY2024	FY2023
Hazardous Waste	tonnes	–	–
Non-hazardous Waste	tonnes	1.99	3.11
Non-hazardous Waste Intensity ²	tonnes/employee	0.0187	0.0288

OUR ENVIRONMENT

USE OF RESOURCES

In the construction industry, effective resource use is crucial. The Group is committed to managing energy, water, and raw materials in a sustainable and responsible manner. This approach not only helps reduce costs but also minimises our environmental impact. By implementing energy-saving and eco-friendly measures, we strive to optimise resource consumption while meeting project demands and protecting natural resources.

Energy Management

The largest energy consumption in our daily operations comes from electricity used in our offices and site offices. Although we sometimes need to meet deadlines, we always remind our staff to save electricity whenever possible. We also need to travel to project sites more often for supervision and meetings, which adds to our energy consumption from car usage. The following chart shows our energy usage for the Year.

Types of Energy Consumption	Unit	FY2024	FY2023
Direct Energy Consumption	MWh	31.92	36.43
– Petrol			
Indirect Energy Consumption	MWh	111.38	110.37
– Purchased Electricity			
Total Energy Consumption	MWh	143.30	146.81
Total Energy Consumption Intensity ²	MWh/employee	1.35	1.36

As a corporate citizen, it is our responsibility to minimise negative impacts on the environment by increasing energy efficiency to reduce energy usage. This is not only important for the planet but also for creating a sustainable future for our business and community. To achieve this goal, we have implemented several measures in our daily operations that focus on conserving energy and promoting sustainable practices. Here are some of the key initiatives we have undertaken:

- Monitor energy consumption monthly and investigate any significant difference.
- Set proper room temperature for air-conditioners.
- Computers are set to automatic standby or sleep mode.
- Turn off all electronic equipment and lighting when not in use.
- Maintain energy efficiency of motor vehicles by carrying out regular maintenance and repairs.
- Monitor the usage of motor vehicles to prevent unnecessary fuel consumption.

OUR ENVIRONMENT

Water Resources

We do not use much water in our offices. Our water use mainly comes from drinking water and cleaning. The water is supplied by the city, and we have no problems getting it. Measuring our office water usage isn't possible since it's managed by the property management company. However, we encourage our staff to be mindful of water conservation and to avoid wasting water.

At our construction sites, water is provided by the main contractors and used by our subcontractors. We don't control the source or amount of water used there, but we remind our staff and subcontractors to follow the water use guidelines set by the main contractors. During the Reporting Period, the Group did not encounter any issue in sourcing water that was fit for purpose due to its geographic location that its operation located.

Packaging Materials

Due to our business nature, packaging materials are normally not required. We do not cause significant impact on the environment from usage of packing materials.

THE ENVIRONMENT AND NATURAL RESOURCES

We are committed to protecting the environment and conserving natural resources by incorporating green practices into our daily operations. We hire subcontractors to handle construction work at our sites. While our office operations don't have a significant direct impact on the environment, we recognise that construction activities can be more impactful.

To ensure responsible practices, we closely monitor our subcontractors to make sure they follow all environmental laws and regulations. Our staff is also trained to reduce, reuse, recycle waste, and save energy.

Our project managers take steps to minimise environmental impacts during construction, including:

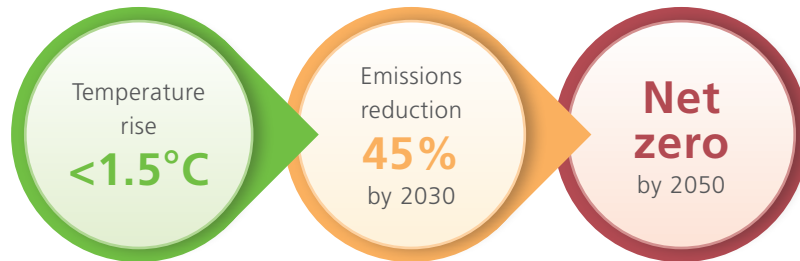
- Use equipment that meets noise level regulations and keeping it well-maintained.
- Carry out construction only during allowed hours.
- Use noise barriers when operating loud equipment.

Separating general and construction waste and disposing of it at designated collection points.

We aim to raise awareness about environmental protection among our staff and stakeholders, especially subcontractors and suppliers. We are committed to implementing and promoting practices that protect the environment, ensuring the sustainability of our business for a better future.

CLIMATE CHANGE

Journey to Carbon Net Zero



Climate change is one of the biggest challenges we face today, impacting every part of the world and all aspects of society. Understanding how serious and urgent this issue is, governments around the globe are stepping up their efforts to tackle it. For example, China aims to reach carbon neutrality by 2060, and Hong Kong has committed to achieving net-zero carbon emissions by 2050. Considering these urgent challenges, companies need to play an active role in finding solutions by managing both physical risks and changes in regulations. We have included climate-related risks in our overall risk management strategy.

Governance for Climate Risk

Our Risk Committee and ESG Working Group is dedicated to addressing climate change through structured governance and proactive measures. By establishing clear policies and frameworks, we ensure transparency in our climate disclosures, aligning with best practices and regulatory requirements. The working group collaborates across departments to integrate climate considerations into decision-making processes, promoting accountability and fostering a culture of sustainability.

The Board assumes the ultimate responsibility for addressing climate change risks and opportunities. To ensure a comprehensive approach, our operational departments identify and evaluate the climate-related risks and recommend appropriate internal control measures and risk mitigation actions. Our Risk Committee and senior management oversee the materiality and impacts of the risks related to our business. Our Board is ultimately responsible for the management of the climate-related risks and sets strategic actions to minimise their impact.

Climate Risk Assessment and Strategy

We have conducted a thorough assessment of climate change risks, dividing them into two main types: physical risks and transition risks. To effectively manage these risks, we have created strong strategies and countermeasures. At the same time, we have identified potential opportunities arising from climate change, enabling us to take advantage of these chances and adapt our business practices to the changing market.

By analysing climate-related risks and opportunities, we have continuously improved our business development strategy and how we allocate resources. This has helped us create sustainable development plans. We are committed to addressing the risks from climate change while also seizing opportunities for low-carbon growth. Our goal is to promote green development in our operations and make a positive contribution to society.

OUR ENVIRONMENT

The following chart illustrates the Group's identification of potential climate risks we may face in the future and outlines relevant strategies to minimise the impact of climate change.

Risks/Opportunities	Impact	Strategies
Physical Risks <ul style="list-style-type: none"> Heat Extreme wind Extreme precipitation Flooding Fires 	Workers <ul style="list-style-type: none"> Workers working in hot weather may suffer from heat stress illness. Reduce outdoor working productivity. Loss in working days due to heat-related illness. Disruption of services resulting in increase of labour cost and loss of revenue. Rescheduling recovery plan increases operation cost. Physical and mental health impacts Supply chain <ul style="list-style-type: none"> Shortage of materials impacting the work in progress. Higher alternative materials replacement costs. Damage to reputation due to delay in completion of works resulting in decrease of business 	<ul style="list-style-type: none"> Drinking water facilities are provided in the construction sites to reduce heat stress to workers. Guidelines are given to strengthen workers' awareness on heat stress related illnesses Site supervisors are required to closely monitor the work schedules and properly arrange workers' rest schedule. Implementing emergency management procedures. Stronger tie with suppliers to ensure timely delivery, and availability of replacement materials.
Transition Risks <ul style="list-style-type: none"> Regulation and legislation Technology Market Reputation 	<ul style="list-style-type: none"> Changes to carbon pricing regimes Policy targets, fuel and engine standards, subsidies and incentives associated with increasing usage of zero-emissions vehicles and infrastructure Changes in energy and commodity prices driven by climate related weather events, consumption behaviours and policies, resulting in higher costs Changes in consumer demand for low carbon products and services Stakeholder perception of the Group's response to climate-related crisis 	<ul style="list-style-type: none"> Policy monitoring and integration into business and financial planning Monitoring and assessing regulations and legal risks on an ongoing basis Monitoring market trends Report climate and environmental performance to investors Monitoring customer, investor and stakeholder sentiment via digital and traditional media engagement and coverage

OUR ENVIRONMENT

Opportunities	Possible Impacts
Sustainable products and services	<ul style="list-style-type: none">• Developing climate-resilient facades and curtain walls may improve competitive position and may capitalise on shifting customer preferences.• New markets through collaborating with the government as they work to shift to a lower carbon economy.
Climate resilience	<ul style="list-style-type: none">• In response to the associated climate change related risks, adaptive actions are developed to lower the operational costs by improving efficiency and production processes.

OUR PEOPLE

The success of our Group depends on the hard work and dedication of every employee. We believe that how we treat our employees and support their growth impacts how they serve our customers and communities, and it plays a big role in our sustainable development as a company. A strong and stable workforce is crucial for our success, and our people are our most valuable asset.

We are committed to creating a positive work environment where our staff feel appreciated and enjoy their jobs. We also aim to help them balance work and personal life to foster a sense of belonging. The Group is dedicated to building a fair, respectful, and inclusive workplace with fair pay and plenty of career opportunities, allowing our employees to make the most of their talents.

EMPLOYMENT

Recruitment, Promotion, and Dismissal

The Group has stipulated key human resources management practices in the Employee Handbook. The Group promises to provide all candidates with fair access to information and resources and adhere to a robust, open, and merit-based recruitment process through multiple recruitment channels such as website, headhunting, internal recommendation, and campus recruitment. The Human Resources Department and the recruitment team are responsible for the candidate selection and interviews. Our G&M's HR Principles are shown below:

- Offer to our staff competitive employment terms and conditions in their respective region.
- Respect the human rights and privacy of our employee.
- Promote equal opportunities for employment and fairly treat and not discriminate against each individual employee on their nationality, gender, marital status, race, religion, age, and physical or mental disability that are irrelevant to their work performance.
- Provide a workplace to our employees with good work-life balance, where they can accomplish their tasks with satisfaction and pride.
- No toleration of child labour and forced labour.
- Comply with all applicable laws and regulations on employment.

OUR PEOPLE

The Group prioritises promoting employees who show exceptional performance through a fair and transparent assessment system. We regularly conduct staff appraisals to evaluate job performance based on merit, talent, and competitiveness, which determine promotions and salary adjustments.

We respect and protect our employees' rights as outlined in the Employee Handbook. We do not tolerate unfair dismissals and ensure that the dismissal process is fair and open. The Employee Handbook clearly defines the procedures and conditions for dismissal and contract termination. During the Reporting Period, the Group was not aware of any material non-compliance with any relevant laws and regulations in relation to compensation and dismissal, recruitment, and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare, that would have a significant impact on the Group.

As of 31 December 2024, the Group had a workforce comprising a total of 106 employees. The employee breakdown is as follows:

Breakdown of Employees	FY2024	FY2023
Total	106	108
By Gender		
Male	76	77
Female	30	31
By Age		
Below 30	20	21
30-50	62	64
Above 50	24	23
By Geographical Location		
PRC	75	32
Hong Kong	31	76
By Employment Type		
Full-time	106	108
Part-time	0	0

OUR PEOPLE

During the Reporting Period, the turnover rate of the Group was approximately 7.6%. Figures below present details:

Employment Turnover Rate ³ (%)	FY2024	FY2023
By Gender		
Male	6.6%	9.7%
Female	10.0%	15.6%
By Age Group		
Age 30 or below	15.0%	21.7%
Age 31-50	8.1%	14.1%
Age above 50	0	4.8%
By Geographical Region		
Mainland China	9.7%	15.6%
Hong Kong	6.7%	13.2%
Overall	7.6%	13.9%

Note:

3. Employee turnover rate is calculated by the number of employees left during the Reporting Period/Total number of employees as of 31 December 2024 × 100%.

Working Hours and Rest Periods

The Group has clearly outlined the schedule for employees' workdays and hours in the Employee Handbook and strongly opposes any form of forced labor. Employee engagement in the workplace is important for building a stable and engaged workforce. We endeavour to ensure a good work-life balance for our employees to increase their sense of belonging to the Group.

We aim to create a working environment where every employee can balance work with family life, by using different leaves to support their needs for family care, self-development, and the like. Currently, we have policies of pay leaves and no-pay leaves to cater for the needs of our employees. Our employees will be entitled 11 to 21 days of pay annual leave upon the third year of employment. Apart from annual leave, we offer some family-care support leaves, such as marriage pay leave and festive pay leave, and flexible part-time work and sabbatical no-pay leaves. We also provide full pay leaves to our employees when they need to attend examinations for professional certification courses or attend job related short courses. We try our best to be flexible and accommodating for such events and unexpected situations such as typhoon, large scale traffic disruptions, perils of epidemic, etc. We allow our employees to work from home or leave office earlier if personal safety is a concern.

To enhance our staff's relationship and to take a break from busy works, we celebrate birthdays of staff every month in our offices by holding birthday parties and celebrate Christmas and other festivals with lunch or dinner gatherings at restaurants with games and lucky draw. We organised monthly lunch gatherings for our PRC staff to build better work relationships and arranged a 4-day annual vacation trip in China for our PRC staff and their family to revitalise from their busy work. We hosted an annual dinner to recognise the dedication and efforts of all staff and to show our gratitude to our business partners.

OUR PEOPLE

We encourage our staff to participate in sports and recreation activities to keep their physical wellness, relieve stress and promote mental wellness. We acquired corporate membership of a fitness centre near the workplace for all staff in Hong Kong, who were free to use the fitness facilities at any time. We also sponsored our Hong Kong staff and their families to participate in charitable fund-raising sports events, such as the Rogaine Charity Race 2024 and City Orienteering Challenge 2024. Participating in these events not only can benefit our staff's wellness but can also promote community care. For our PRC staff, they had regular gatherings to play badminton and basketball to maintain a healthy lifestyle.



Equal Opportunity, Diversity, Anti-discrimination

The Group is dedicated to fostering an inclusive and collaborative workplace culture. We treat all employees fairly, regardless of their nationality, race, age, gender, religion, or cultural background, and we protect the rights of female employees. We do not tolerate discrimination or harassment in the workplace and are committed to preventing it. All employees have the right to fair pay, time off, safe working conditions, social insurance, and other benefits.

We aim to build a diverse team. If anyone feels intimidated, humiliated, bullied, or harassed, including sexual harassment, they can report it to their employee representative or directly to management or the general manager. We take all complaints seriously and will work to resolve the issues promptly.

Recruiting, Retaining and Rewarding our Talents

To ensure quality and stability in our workforce, we select candidates based on their knowledge, experience, skills, attitude, and commitment. We treat everyone equally throughout the recruitment process. To stay competitive, we work hard to attract and keep talented individuals. We treat our employees with respect, offer flexible work options, provide competitive pay and benefits, and give plenty of opportunities for professional growth.

Our talents are rewarded in accordance with their individual qualification, working experience and work performance. We adopt a pay-for-performance approach to ensure our talents are remunerated and rewarded in proportion to their performance. Our talents are rewarded with attractive performance bonus at the end of financial year relative to their contributions and the business performance for the year. We also grant share options to selected employees as incentives for their contribution to the success of our business.

We reward our employees based on their qualifications, work experience, and performance. We use a pay-for-performance system to ensure that their pay reflects their contributions. At the end of the financial year, employees receive a performance bonus based on their achievements and the Group's overall performance. We also offer share options to some employees as incentives for their hard work.

Each year, we conduct formal performance reviews through meetings between employees and their supervisors. These reviews help determine bonuses, salary increases, and promotions. They also identify training and development needs to support our employees' professional growth.

OUR PEOPLE

HEALTH AND SAFETY

Accidents can happen during construction, but we prioritise the safety of our employees, subcontractors, and anyone who might be affected by our work, including the public. We want to protect our people and the Group's reputation by providing a safe and healthy workplace.

Our goal is to create a safe environment with clear procedures, strict supervision, and adequate training for our staff and subcontractors so that construction can be completed without accidents, injuries, or fatalities.

During the Reporting Period, the Group was not aware of any material non-compliance with health and safety related laws and regulations that would have a significant impact on the Group.

Such laws and regulations include but are not limited to the Law of the PRC on the Prevention and Control of Occupational Diseases, the Production Safety Law of the PRC, the Occupational Safety, Health Ordinance of Hong Kong, Construction Workers Registration Ordinance of Hong Kong and Factories and Industrial Undertaking Ordinance of Hong Kong.

Ensuring Workplace Safety

To keep our workplace safe, the Group has a detailed safety manual called the "Safety Plan." This outlines the safety measures and rules for our staff and subcontractors. Each construction site has a safety supervisor who provides training and conducts inspections. We have a policy for reporting accidents, requiring that any incident be reported to the project management team right away. If subcontractor workers are involved in an accident, we may issue warnings to improve their safety standards. We also consider a subcontractor's safety record when awarding contracts to ensure they meet our safety requirements.

Our policies promote a healthy work environment, such as banning indoor smoking, keeping offices clean, and having first aid kits available. We offer quarterly safety training that covers industry standards and regulations, along with safety orientation for new hires. Our safety supervisors provide briefings to ensure subcontractors follow our safety policies, which are included in their contracts. We also use accident reports to improve our safety measures and hold regular safety review meetings to foster a culture of safety awareness throughout the organization.

The Group conducts regular safety inspections and reviews of our facilities to ensure employee safety. The Group has achieved zero work-related fatality rate for three consecutive years, and no work-related fatalities recorded. Our Safety Committee and Risk Committee will continually assess risks to identify potential health and safety hazards at our construction sites and takes steps to address them. If needed, the Group would create corrective action plans and risk mitigation strategies. These systematic approaches help us maintain a healthy and safe workplace and prevent accidents.

		FY 2024	FY 2023	FY 2022
Fatalities Due to Work Injury	Case(s)	0	0	0
Work Injury	Case(s)	0	0	0
Lost Days Due to Work Injury	Day(s)	0	0	0

DEVELOPMENT AND TRAINING

The Group values employee development and has set up an internal training and development system. We offer various training programs to meet the different needs of our employees, including orientation, sharing best practices, and skill-building courses. We provide tailored training for both general staff and management. To help our employees adapt to changes in our industry, we promote a culture of sharing knowledge within the Group, allowing our experienced staff to train others.

We also support our employees in pursuing further education and training by providing financial assistance for external courses. If they complete recognised vocational or professional courses, we will typically reimburse the full course fees. The Group is committed to continuously enhancing the quality of training by considering feedback regarding trainers, training effectiveness, and the overall structure of the programs. This iterative process ensures ongoing improvements to our training initiatives. By investing in staff training, we not only enhance the comprehensive competency of our employees but also identify opportunities for technological and organisational development within the Group.

During the Reporting Period, the Group conducted 363 hours of training, with the average training hour being approximately 3.42 hours per employee. The breakdown of employees received training of total employees by gender and employment categories is as follows:

Breakdown of Employees Received Training	FY2024	FY2023
Overall	26%	19%
By Gender		
Male	75%	24%
Female	25%	76%
By Employment Category		
Management Staff	18%	29%
General Staff	82%	71%

OUR PEOPLE

Average Training Hours Received per Employee ⁴	FY2024	FY2023
Overall	3.4	1.7
By Gender		
Male	3.6	0.7
Female	3.0	2.1
By Employment Category		
Management Staff	3.0	1.2
General Staff	3.5	1.8

Note:

4. Average training hours received per employee is calculated by the total number of training hours/Total number of employees on 31 December 2024; Average training hours for employees in relevant categories is calculated by the total number of training hours for employees in the specified category/Number of employees in the specified category on 31 December 2024.

LABOUR STANDARD

The Group is fully committed to upholding human rights and strictly prohibits the use of child and forced labour. During the recruitment process, the human resources department will examine the applicant's original identity document with a photo to verify the age of applicant to prevent employment of child labour. We regularly review our employment practices to ensure we follow the Employment Ordinance and other regulations relating to child labour and forced labour. No case of child or forced labour was reported during the Reporting Period.

We respect all basic human rights and forbid any form of child or forced labour. Our employees are well protected on their rights that major terms and conditions of employment are comprehensively stated in their employment letters. The employment is voluntary and would not be changed arbitrarily without communicating with our staff. Our employees can work on their own free will and are free to leave the Group upon reasonable notice in accordance with their employment letter and the relevant human resources policies.

We have a zero-tolerance policy towards verbal abuse, oppression, and sexual harassment of employees, regardless of the circumstances. Any violation of these regulations will result in immediate dismissal or termination of the probationary period for the individuals involved. Additionally, the Group includes explicit clauses in contracts with cooperative suppliers and subcontractors, clearly stating that illegal labour is strictly prohibited. This ensures that human rights violations are prevented throughout our supply chain.

During the Reporting Period, the Group was not aware of any material non-compliance with child and forced labour-related laws and regulations that would have a significant impact on the Group. Such laws and regulations include but are not limited to the Labour Law of the PRC, the Labour Contract Law of the PRC, the Employment Ordinance of Hong Kong.

OUR OPERATION

The Group's quick growth in the construction industry comes from good project management and a focus on quality. We make client satisfaction a top priority by completing projects on time, within budget, and with high safety and environmental standards. By choosing the right materials, managing our supply chain well, and working with reliable partners, we deliver strong and dependable construction solutions. Our focus on innovation and sustainability helps us meet client needs and support the long-term growth of the industry.

SUPPLY CHAIN MANAGEMENT

We view our suppliers and subcontractors as long-term partners and focus on building strong relationships with them. The Group knows that having a reliable supply chain is key to maintaining product quality, safety, and financial success. To reduce risks from depending too much on certain suppliers and to tackle issues caused by climate change, we keep a diverse group of suppliers. This strategy helps us stay adaptable to market changes. By promoting teamwork and open communication, we ensure all our partners share our goals and values, which supports our commitment to sustainability and high-quality service.

Supplier Management

The Group treats every supplier as a vital business partner in delivering quality products and services to our customers. The Group specifies its commercial, environmental, and social requirements on suppliers, including compliance with business ethics, human rights protection, environment protection, health and safety. We understand there are challenges within the supply chain, and we tackle these issues through risk management, responsible sourcing, and close monitoring of suppliers and subcontractors. To improve efficiency, reduce purchasing risks, and lower transportation emissions, we prioritise working with local suppliers.

We are committed to partnering with suppliers and subcontractors who share our values in environmental and social sustainability, helping us manage risks across our operations. Most of our building materials, such as aluminum, metal, and glass, are sourced from suppliers in Hong Kong and the PRC, who also provide material fabrication services. Subcontractors handle podium façade installation at construction sites. Our approved supplier list includes 279 (2023:370) suppliers and subcontractors, with 67% based in Hong Kong and 31% in the PRC.

Green Procurement

G&M supports environmentally friendly purchasing practices. We expect our suppliers and subcontractors to act responsibly towards the environment and uphold high ethical standards in how they treat their workers. All suppliers and subcontractors must follow relevant environmental and social laws. We include terms about environmental and social responsibilities in contracts to raise their awareness of these obligations.

When choosing suppliers and subcontractors, we look at their environmental and social responsibilities as part of our criteria. We prioritise those who align with our ESG standards and can show they are environmentally and socially responsible. We also encourage them to assess their own environmental and social risks to ensure compliance with the law.

OUR OPERATION

When approving new suppliers and subcontractors, we consider their background, services, technical skills, references, and quality and safety records, along with their environmental and social performance. They must provide proof of their qualifications and compliance with local environmental regulations. The list of approved suppliers and subcontractors is updated yearly to ensure that only qualified ones can work on our projects. Our procurement process is fair and transparent, preventing conflicts of interest, bribery, or misconduct.

Through regular communication and long-term partnerships, we align our sustainable values with those of our customers and business partners. Many of our supply chain and product quality policies are developed in collaboration with them. We will continue updating our sustainability policies, sharing best practices with suppliers and subcontractors, and monitoring the quality of their products and services.

PRODUCT RESPONSIBILITY

The Group recognises that responsible corporate practices are essential for driving business growth. We firmly believe that providing high-quality products and exceptional customer service is vital for maintaining a robust and sustainable customer relationship. We have developed a comprehensive set of policies and guidelines to uphold these principles. These measures demonstrate our unwavering commitment to enhancing the quality of its products and services.

During the Reporting Period, the Group was not aware of any incidents of non-compliance with related laws and regulations concerning health and safety, advertising, labelling, and privacy matters relating to products and services provided and methods of redress that would have a significant impact on the Group.

Product Quality and Safety

Safety is our top priority in quality assurance. It is crucial because defective façade and curtain wall construction can endanger lives. We must ensure the safety of our workers during the project and protect the public both during and after the work is completed. When our engineers design projects, they focus on safety features. Detailed proposals, which include structural calculations, shop drawings, fabrication methods, and installation techniques, need to be approved by our qualified project architects.

Our staff has the responsibility to uphold several safety policies regarding the products and services we provide. They must comply with international quality standards, such as ISO 9001:2015, and meet all legal requirements. It's essential to minimise any risk of injury to people using our products in case of an accident. Our designs must ensure that our products are safe for public use. Additionally, we maintain a risk management system to continuously identify, assess, report, and improve safety issues.

For each project, a project management team, led by a project manager, is set up to oversee and manage the project, and to communicate with customers and subcontractors to ensure the quality of projects. Our qualified design engineers are responsible for system design and structural calculation to assess the feasibility of the design and installation works, which will be submitted to customers and the Buildings Department for approval. Curtain walls must meet the specific requirements as set out in the Building (Construction) Regulations and are required to undergo a series of tests by independent laboratories to confirm the performance meets the stringent safety standard as required by the Buildings Department. All materials used for each project must be specified or approved by the clients before the project starts.

OUR OPERATION

During the Reporting Period, there was no delivered project recalled or needed for rework for the reasons of safety and health. There was also no major complaint on the project works by our clients, and minor defects had been dealt with and remedied by the project manager during the construction process.

Customer Service Quality

The Group sees customer complaints as an important part of our ongoing efforts to improve our quality management. We believe that listening to our customers is essential for enhancing our products and services. By addressing their concerns, we can make meaningful improvements that lead to higher client satisfaction. Our commitment goes beyond just providing excellent products, we also focus on meeting the sustainability needs of our customers.

During the work in progress, our project manager will handle all dissatisfaction and complaints made by our clients and will remedy the situation quickly at site. The project manager will seek instruction from the top management for any material issue, such as the need for re-work as demanded by the client. After completion of projects, G&M provides a defects liability period to our customers subject to terms set out in the contracts and provides a warranty on certain aspects such as glazing and waterproofing works. Since we are involved in every stage of design and build, we can effectively monitor the progress of the project and minimise the possibility of having significant deviation from the original design.

To ensure we meet these high standards, we operate under a set of procedures that comply with the ISO 9001:2015 quality standard. This framework helps us monitor our processes and ensure that we consistently meet our customers' quality requirements. We believe that quality control is not just about meeting specifications, it's about building trust with our clients and ensuring their long-term satisfaction.

Moreover, our products are designed to last. We want our customers to feel confident using our products for many years, knowing they will improve their quality of life. We are committed to continuous improvement, which means we regularly review and refine our practices based on customer feedback. By doing this, we ensure that our products and services not only meet but exceed expectations.

In summary, customer service quality is at the heart of our operations. We strive to create a positive experience for our clients, making sure their voices are heard, and their needs are met. Our dedication to quality and sustainability reflects our commitment to serving our customers and enhancing their lives.

Protection of Data and Privacy

We do our best to prevent unfair competition by protecting our confidential business information, such as product plans, technical documents, supplier and customer details, and financial data. We also make sure to safeguard any sensitive personal data of our customers' employees that we may come across during business. We regularly review our policies to comply with the Personal Data (Privacy) Ordinance and other relevant laws.

OUR OPERATION

To ensure compliance with the Personal Data (Privacy) Ordinance and other relevant laws, we regularly review our policies and procedures. To protect customer data confidentiality, we have several measures in place:

- Staff are granted appropriate access rights to business data in accordance with their seniority and functions and such rights will be reviewed annually.
- Password management policy is in place for all office computers.
- Staff are not allowed to operate other people's computers without proper approval.
- Confidential customer information is not allowed in computer shared files.
- Confidential customer data is kept by the project personnel responsible and the top management only.
- IT department prohibits browsing of the Company's confidential information by unauthorised staff and third parties.
- Staff are educated and required to follow the latest customer data handling procedures.

To strengthen the protection of confidential data, the Group regularly reviews and updates our security protocols. In the future, we will conduct more risk assessments and provide additional training and guidance to employees to enhance our comprehensive data protection practices.

Advertisement and Labelling

The Group strictly follows all laws and regulations related to advertising and labeling to ensure that our advertising content is accurate, fair, and not misleading. We believe that honesty in advertising is essential for building trust with our customers and the public. To achieve this, we have established a strong framework that includes regular assessments and updates of relevant laws and regulations.

Our team closely monitors any changes in advertising standards to ensure compliance. This means we review our advertisements frequently to confirm they are truthful and provide clear information about our products and services. We also ensure that our labels accurately reflect the features and benefits of what we offer.

In addition to adhering to legal requirements, we are committed to ethical advertising practices. We want our customers to make informed decisions based on clear and truthful information. By being transparent in our advertising and labeling, we aim to foster a positive relationship with our clients and promote responsible consumption. Our ongoing commitment to these principles not only enhances our reputation but also supports our overall sustainability goals.

Intellectual Property Rights

The Group values and protects intellectual property rights. We recognise that our innovative designs, techniques, and processes are essential to our success in the construction industry. By safeguarding our intellectual property, we ensure that our unique system for one-stop design and build solutions, as well as repair and maintenance services in relation to podium façade and curtain wall remains competitive and distinctive in the market.

OUR OPERATION

We actively register and monitor our intellectual property, including patents, trademarks, and copyrights. This not only protects our work but also fosters a culture of innovation within our organization. We respect the legal rights of intellectual property (“IP”) owners, and our employees are required to obtain permission or appropriate licenses from the owners of the IP right before use. We only use genuine products and materials as approved by the customers and strictly forbid to use any counterfeit materials infringing the intellectual property rights of the genuine brands.

We believe that understanding these rights is crucial for maintaining our competitive edge and avoiding potential disputes. By promoting awareness, we empower our staff to respect the intellectual property of others as well. Our commitment to valuing and protecting intellectual property rights as a fundamental part of our business strategy enhances our reputation and ensures long-term sustainability and growth in the construction industry.

ANTI-CORRUPTION

G&M strives to promote ethical culture across our business practice. Integrity, honesty, fairness, impartiality, and ethical business practices are our core values. We have zero risk appetite for any bribery or corruption acts on any circumstances from our staff at any levels or agents while conducting our business affairs. The management, our staff and agents are required to strictly comply with the Prevention of Bribery Ordinance, which is clearly stated in the Group’s policy. Through promoting this ethical culture to our people, we create a clean and fair business environment that set a solid foundation for the sustainable development of our business.

Under our policies, we require our staff to declare any situation that would reasonably be expected to give rise to a conflict of interest. We also have policies for the proper handling and reporting of conflict of interests encountered by staff. Guidelines about giving and receiving gifts and advantages among our business partners are also given to our staff to ensure all staff adhere to the Group’s policy.

Whistle-blowing Mechanism

The Group has established a transparent and accountable whistleblowing channel to detect and address violations proactively. Employees have the option to report any instances of misconduct or suspected corruption through suggestion boxes or email. All reported cases will be handled confidentially to protect the whistle-blower’s identity and privacy. Whistle-blowers will be protected from unfair dismissal or retaliatory disciplinary actions, ensuring the preservation of their legal rights. To enhance bribery prevention awareness among management and general employees, the Group offers self-learning pamphlets to strengthen the staff’s ability to manage conflicts of interest and foster a heightened vigilance against corruption.

The Group also requires its trading collaborators to comply with strict anti-corruption practices. To ensure continuous awareness and compliance, our statement of anti-corruption policies is prominently displayed in all public meeting areas, reminding employees and business partners alike to uphold these practices.

During the Reporting Period, the Group prioritised the importance of anti-corruption measures by conducting comprehensive training sessions. A total of 24 hours of anti-corruption training were provided to both the Board of Directors and employees. There was no concluded legal case regarding corrupt practices brought against the Group or its employees. During the Reporting Period, the Group was not aware of any material non-compliance with related laws and regulations of bribery, extortion, fraud and money laundering that would have a significant impact on the Group. Such laws and regulations include but are not limited to the Anti-Unfair Competition Law of the PRC, the Criminal Law of the PRC, the Company Law of the PRC, the Prevention of Bribery Ordinance of Hong Kong, Prevention and the Law Suppression of Bribery in Private Sector. No concluded legal cases regarding corrupt practices have been brought against the Group or its employees during the Year.

COMMUNITY INVESTMENT

In pursuit of business success, contributions to the community are also crucial to building a solid relationship with stakeholders in the operational regions, which stimulates our sustainable development. To show the Group's commitment to fulfilling its corporate responsibility, it has formulated a relevant policy, which properly sets out the work for community investment. We focus on inspiring our employees' sense of social responsibility and encouraging them to participate in activities that contribute to the community. To foster positive relationships with local communities, we actively engage in numerous charitable activities independently or in collaboration with local non-profit organisations with total amount of donations and sponsorship for around HK\$24,000. During the year, the Group actively focused on community contributions, particularly in:

- The Bank of China Life Urban Orienteering Challenge 2024 took place on November 24, 2024. It was organized by the Hong Kong Award for Young People and focused on sports. We donated HK\$3,200 to support the event.
- The Multi-Adventure Race 2024 - MT Warriors happened on September 10, 2024. It was organized by Outward Bound Hong Kong and centered on sports. We donated HK\$1,000 to support the event.
- We made a donation to World Vision Hong Kong from January to December 2024, contributing a total of HK\$14,400.
- We donated HK\$5,400 to Save the Children HK during 2024.

As we look to the future, we're excited to get more involved in community charity activities. We will keep supporting those in need. By joining different projects, we hope to connect with more people and will continue our dedication to support the community and the needy.

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Mandatory Disclosure Requirements

Chapter/Statement

Governance Structure
Reporting Principles
Reporting Boundary

Board and ESG Governance Structure
Reporting Principles
Reporting Scope

Subject Areas, Aspects, General Disclosures and KPIs	Description	Section/ Declaration
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 Exhaust Gas and GHG emissions, discharges into water and land, and generation of hazardous and non-hazardous wastes.	Emissions
KPI A1.1	The types of emissions and respective emissions data.	Emissions–Air Emissions
KPI A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity.	Emissions – GHG Emissions
KPI A1.3	Total hazardous waste produced (in tonnes) and intensity.	Emissions – Waste Management
KPI A1.4	Total non-hazardous waste produced (in tonnes) and intensity.	Emissions – Waste Management
KPI A1.5	Description of emission target(s) set, and steps taken to achieve them.	Environmental targets
KPI A1.6	Description of how hazardous and non-hazardous waste are handled, and a description of waste reduction target(s) set and steps taken to achieve them.	Emissions – Waste Management

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Subject Areas, Aspects, General Disclosures and KPIs	Description	Section/ Declaration
Aspect A2: Use of Resources		
General Disclosure	Policies on the efficient use of resources, including energy, water, and other raw materials.	Use of Resources
KPI A2.1	Direct and/or indirect energy consumption by type in total and intensity.	Use of Resources – Energy Management
KPI A2.2	Water consumption in total and intensity.	Use of Resources – Water Resources
KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	Use of Resources – Energy Management
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them.	Use of Resources – Water Resources
KPI A2.5	Total packaging materials used for finished products (in tonnes) and with reference to per unit produced.	Use of Resources – Packaging Materials
Aspect A3: The Environment and Natural Resources		
General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources.	The Environment and Natural Resources
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	The Environment and Natural Resources
Aspect A4: Climate Change		
General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	Climate Change
KPI A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer and the actions taken to manage them.	Climate Change – Climate Risk Assessment

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Subject Areas, Aspects, General Disclosures and KPIs	Description	Section/ Declaration
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.	Employment
KPI B1.1	Total workforce by gender, employment type (for example, full-time or part-time), age group and geographical region.	Employment
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Employment
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.	Health and Safety
KPI B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the Reporting Period.	Health and Safety
KPI B2.2	Lost days due to work injury.	Health and Safety
KPI B2.3	Description of occupational health and safety measures adopted and how they are implemented and monitored.	Health and Safety
Aspect B3: Development and Training		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Development and Training
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Development and Training
KPI B3.2	The average training hours completed per employee by gender and employee category.	Development and Training

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Subject Areas, Aspects, General Disclosures and KPIs	Description	Section/ Declaration
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.	Labour Standards
KPI B4.1	Description of measures to review employment practices to avoid the child and forced labour.	Labour Standards
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	Labour Standards
Aspect B5: Supply Chain Management		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	Supply Chain Management
KPI B5.1	Number of suppliers by geographical region.	Supply Chain Management
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored.	Supply Chain Management
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain and how they are implemented and monitored.	Supply Chain Management
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers and how they are implemented and monitored.	Supply Chain Management

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Subject Areas, Aspects, General Disclosures and KPIs	Description	Section/ Declaration
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.	Product Responsibility
KPI B6.1	Percentage of total products sold or shipped subject to recall for safety and health reasons.	Product Responsibility
KPI B6.2	Number of products and service-related complaints received and how they are dealt with.	Product Responsibility – Customer Service Quality
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Product Responsibility – Intellectual Property Rights
KPI B6.4	Description of quality assurance process and recall procedures.	Product Responsibility – Product Quality and Safety
KPI B6.5	Description of customer data collection and privacy policies and how they are implemented and monitored.	Product Responsibility – Protection of Data and Privacy

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Subject Areas, Aspects, General Disclosures and KPIs	Description	Section/ Declaration
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.	Anti-Corruption
KPI 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.	Anti-Corruption
KPI B7.2	Description of preventive measures and whistle-blowing procedures and how they are implemented and monitored.	Anti-Corruption
KPI B7.3	Description of anti-corruption training provided to directors and staff.	Anti-Corruption
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.	Community Investment
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	Community Investment
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	Community Investment