



Sustainability Report 2017 - 2018

Workplace Performance Indicators

GRI Code	Description	Item	2017	2018
MARKET PRESENCE				
202-1	Ratios of standard entry level wage by gender compared to local minimum wage at significant locations of operation	% of employee receiving wages higher than minimum wage Comparison of entry wage to minimum wage	100% 105%	100% 105%
202-2	Proportion of senior management hired from the local community at significant locations of operation	% of local hired employees ¹	83%	83%
EMPLOYMENT				
401-1	Total number and rates of new employee hires and employee turnover by age group, gender and region	Total number of employee as at 31/12 New employees hired (by age group) New employees hired (by gender) Employee turnover rate (by age group) (%) ² Employee turnover rate (by gender) (%) ²	247 (94.33% permanent employees, 5.67% contract employees) 12 (<30), 25 (30-50), 14 (>50) 13 (female) , 38 (male) 5.57 (<30), 7.55 (30-50), 5.96 (>50) 2.78 (female), 16.30 (male)	239 (93.31% permanent employees, 6.69% contract employees) 8 (<30), 28 (30-50), 22 (>50) 5 (female) , 53 (male) 1.7 (<30), 13.19 (30-50), 14.04 (>50) 3.4 (female), 25.53 (male)
401-3	Return to work and retention rates after parental / paternity leave , by gender	% of employees entitled to maternity leave / paternity leave Number of employee taken parental leave / paternity leave Retention rate after parental leave	100% 2 (male) 50%	100% 1 (male) 100%
OCCUPATIONAL HEALTH AND SAFETY				
403-2	Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of work-related fatalities, by region and by gender	Number of work related fatalities Number of reportable injuries ³ Number of lost days Reportable injuries frequency rate (no. of incident per 1000 employees) Reportable injuries frequency rate (no. of incident per 100,000 man-hours) Incident severity rate (no. of lost days per 100,000 man-hours)	0 1 163 4.05 0.15 24.43	0 0 0 0 0 0
403-4	Health and safety training and medical supports to employees	Total number of man-hour trained in health and safety topics ⁴ Number of employees taken free medical exam Number of employees taken free flu vaccination	4,466.50 41	 73 (2017-2018) 56



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TRAINING AND EDUCATION				
404-1	Average hours of training per year per employee by gender, and by employee category	Training hours per year per employee (internal training)	20.18	27.04
		Training hours per year per employee (external training)	8.31	7.29
404-2	Programs for upgrading employee skills and transition assistance programs	Assistance on transitioning to a non-working life retiree offered temporary	10	6
404-3	Percentage of employees receiving regular performance and career development reviews, by gender and by employee category	% of employees receiving annual appraisal	100%	100%
DIVERSITY AND EQUAL OPPORTUNITIES				
405-1	Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity	% of male employees	78.95%	80%
		% of female employees	21.05%	20%
		% of employees by age: <30	9%	11%
		% of employees by age: 30-50	41%	39%
		% of employees by age: >50	50%	50%
		% of employees (minority group)	0.40%	0.42%
HUMAN RIGHT				
406-1	Total number of incidents and discrimination and corrective actions taken	Number of incident of discrimination	0	0
406-1	Number of grievances about human rights impacts filed, addressed, and resolved through formal grievance mechanisms	Number of cases	0	0
205-2	Communication and training on anti-corruption policies and procedures	% of employees trained	100%	100%
205-3	Confirmed incidents of corruption and actions taken	Number of cases reported	0	0

Note

- 1 Senior management is defined according to the company's payroll system
- 2 Measured against average number of employees
- 3 Defined according to Employee Compensation Ordinance of Hong Kong
- 4 Health and safety training topics were defined in annual training plan and reviewed by Corporate HSE Committee