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### **Table of Content**

		Page
I.	About This Report	1
II.	Stakeholders' Engagement	2
III.	Materiality Matrix	3
IV.	Environmental Protection	
	1. Management of Emissions	4
	2. Management of Resources Utilization	4–5
	3. The Environment and Natural Resources	6
V.	Employment and Labor Practices	
	1. Talent Selection	7
	2. Labor Standards	7
	3. Compensation and Welfare	7
	4. Development and Training	8
	5. Health and Safety	8
VI.	Operating Practices	
	1. Supply Chain Management	9
	2. Product and Service Responsibility	9–10
	3. Anti-corruption	11
VII.	Community Investment	12
VIII.	. Environmental Performance Data Summary	13
IX.	"Environmental, Social and Governance Reporting Guide" by	
	The Stock Exchange of Hong Kong Limited	14–15

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# **Environmental, Social and Governance Report 2019**

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### I. About This Report

The board of directors (the "Board") of Medialink Group Limited (the "Company") is pleased to present this Environmental, Social and Governance (hereinafter called "ESG") Report (the "Report") of the Company and its subsidiaries (collectively as the "Group" or "we"). This ESG Report summarizes the policies, sustainability strategies, management approach, initiatives and performance made by the Group in the environmental and social aspects of its business.

The ESG Report covers the Group's businesses in the media content distribution and brand licensing for the year ended 31 March 2019 (the "Reporting Period"). The Report discloses the required information under the "comply or explain" provisions of the ESG Reporting Guide set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited ("HKEX"). The relevant provisions and details are listed out at the end of the Report.

The Board is responsible for the Group's ESG strategy formulation and reporting, evaluating and determining the Group's ESG-related risks, and ensuring that appropriate and effective ESG risk management measures and internal control systems are in place. In order to determine the ESG reporting scopes, the key management personnel has discussed internally and identified the environmental, social and operating items; and assessed their importance to the stakeholders and the Group. The summary of material ESG items are listed out in this Report.

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# **Environmental, Social and Governance Report 2019**

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### II. Stakeholders' Engagement

The Group is committed to maintaining the sustainable development of its business and the environmental protection of the communities in which it operates. We maintain a close tie with our stakeholders, including government/ regulatory bodies, shareholders/investors, employees, customers, suppliers, community, etc. and strive to balance their opinions and interests through constructive communications in order to determine the directions of its sustainable development. We assess and determine our environmental, social and governance risks, and ensure that the relevant risk management measures and internal control systems are operating effectively. The following table shows the management response to the stakeholders' expectations and concerns:

Stakeholder	<b>Expectation and Concern</b>	Management Response
Government/regulatory bodies	<ul> <li>Compliance in laws and regulations</li> <li>Timely and accurate announcements</li> </ul>	<ul> <li>Paying tax on time; observation and compliance of laws and regulations</li> <li>Establish comprehensive and effective internal control system and communication protocol</li> </ul>
Shareholders/investors	<ul><li>Return on investment</li><li>Corporate governance</li></ul>	<ul> <li>Ensure satisfactory financial performance, business growth and a strong competitive position within the industry</li> <li>Set up comprehensive business strategic</li> </ul>
	system	plan for achieving business goals and objectives
	Information transparency	➤ Ensure transparent and efficient communications by dispatching information at the websites of HKEX and the Company
Employees	➤ Compensation and welfare	➤ Ensure fair, reasonable and competitive remuneration scheme
	➤ Career development	<ul> <li>Encourage employees to participate in continuous education and professional trainings to enhance competency</li> </ul>
	➤ Health and safety	➤ Ensure a safe working environment
Customers	High quality products and services	Provide high quality products and services continuously in order to maintain customer satisfaction
	> Reasonable price	Provide a variety of value-added products and services
	➤ Timely delivery	Establish after-sales services to satisfy customers' needs
Suppliers	<ul><li>Integrity</li><li>Corporate reputation</li></ul>	<ul> <li>Select suppliers with due care</li> <li>Establish policy and procedures in supply chain management</li> </ul>
	Good relationship with the Company	<ul><li>Maintain strong and long-term relationship</li></ul>
Communities	> Social responsibility	Focus on community investment and contribution
	➤ Environmental protection	Encourage employees to actively participate in charitable activities and voluntary services
	➤ Corporate reputation	➤ Maintain good and stable financial performance and business growth

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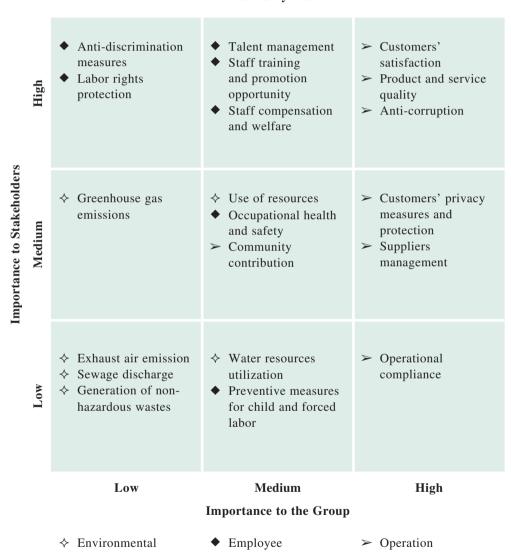
# **Environmental, Social and Governance Report 2019**

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### **III. Materiality Matrix**

During the Reporting Period, the Group has evaluated a number of environmental, social and operating items, and assessed their importance to stakeholders and the Group through various channels. This assessment helps to ensure that the Group's business objectives and development direction are in line with the stakeholders' expectations and requirements. The Group's and stakeholders' matters of concern are presented in the following materiality matrix:

### **Materiality Matrix**



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# **Environmental, Social and Governance Report 2019**

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#### IV. Environmental Protection

The Group has recognized the importance of good environmental management and is committed to protecting and conserving the environment and natural resources. We strive to continuously improve our environmental performance for the management philosophy of sustainable development. In response to the global environmental protection trends, the Group implements the environmental protection policies to promote energy conservation, reduce emission of pollutants and to mitigate environmental risks, including compliance of the applicable local laws and regulations, ensuring efficient use of energy, water and other resources during operations, raising staff's awareness in environmental protection, and management monitoring of the implementation of environmental policies.

#### 1. Management of Emissions

The Group recognizes the close link between energy consumption and greenhouse gas emissions and undertakes various energy saving measures (refer to the "Management of Resources Utilization" section below for details) to reduce energy consumption, improve energy efficiency and reduce greenhouse gas emissions. Waste management mainly involves disposal of domestic garbage and collection of waste paper for recycling (refer to the "Management of Resources Utilization" section below for details). The Group's businesses are media content distribution and brand licensing. We do not generate any hazardous wastes.

#### 2. Management of Resources Utilization

The Group carefully manages the use of resources and is committed to ensuring that all resources are used in an efficient and prudent manner. We continually seek to identify and reduce environmental impacts attributable to our operational activities, strive to increase our employees' awareness of resources conservation. Our employees are encouraged to make full and effective use of resources, and to avoid wastage.

#### **Energy Conservation**

Gasoline is only used in the Group's vehicles. We carry out regular repairs and maintenance on vehicles for better energy use efficiency, and reduction of fuel consumption and greenhouse gas emissions due to part failure. During the Reporting Period, the Group consumed approximately 2,817.4 liters of gasoline.

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# **Environmental, Social and Governance Report 2019**

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#### IV. Environmental Protection (Continued)

#### 2. Management of Resources Utilization (Continued)

#### Energy Conservation (Continued)

The Group consumes electricity mainly in its offices. We have implemented a number of measures to save electricity and to improve the energy efficiency of electrical appliances, and to encourage employees to change their habits in using electrical appliances. For example, promoting the use of energy-efficient lighting; encouraging our employees to switch off air conditioners, computers, personal electronic devices, light and common office equipment when not in use; and keeping all electronic appliances well-maintained to ensure electricity is used effectively. We choose electrical appliances (such as refrigerator) with Grade 1 or 2 Energy Label issued by Electrical and Mechanical Services Department (EMSD). During the Reporting Period, the Group consumed 114.8 megawatt hours ("MWh").

#### Water Conservation

As the Group's business nature and operations are mainly based in Hong Kong, the issue in sourcing water that is fit for purpose is not relevant to the Group. The Group uses water mainly in its pantry and common restrooms. We have educated our employees to save water in daily life so as to reduce wastage. During the Reporting Period, the Group consumed approximately 49.0 tonnes of water.

#### Paper Conservation

The Group promotes the "green office" policy by encouraging our staff to save paper and avoid wastage. We distribute information and documents in electronic format to minimize photocopying and printing. We also encourage our staff to print on both sides of each paper and to reuse single-sided used paper. We then collect double-sided waste paper by putting them into collection boxes for the further handling by recycling companies. During the Reporting Period, the Group consumed approximately 0.32 tonnes of paper.

#### Compliance

During the Reporting Period, there was no non-compliance with relevant laws and regulations that have a significant impact on the Group relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

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### **Environmental, Social and Governance Report 2019**

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#### IV. Environmental Protection (Continued)

#### 3. The Environment and Natural Resources

The Group has always been focusing on environmental protection and envisions that everyone can work together to build a better environment for living. In order to enhance our employees' understanding of the adverse impact of our habit and business activities on the environment, we continue to adopt various policies, measures, and actions in reducing carbon footprint (refer to the sections "Management of Emissions" and "Management of Resources Utilization" above for details). We also encourage our employees to convey the importance of protecting the environment to their families, friends and business partners so as to build a stronger network in alleviating climate change due to human factors.

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# **Environmental, Social and Governance Report 2019**

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### V. Employment and Labor Practices

Employees are our most valuable assets and key driver for the Group's sustainable and long-term business development. We are committed to create a discrimination-free, equal, harmonious and safe workplace; to build relationships with mutual-respect; to encourage our employees to be innovative, flexible and committed when dealing with our customers and to provide high quality products and services. We also offer promotion opportunities to attract, develop, retain and reward our talented staff and provide commensurate remuneration and benefits.

#### 1. Talent Selection

The Group adopts a fair employment policy. The appropriate candidates would be selected based on their experiences, knowledge and abilities, and other job requirements, and regardless of their race, gender, age, nationality, or religion. This employment policy applies throughout all phases of the employment, including but not limited to hiring, promotion, performance appraisal, training, personal development and termination. We have a gender diversified workforce with employee gender ratio of 1 male to 2.67 females and our board also had a gender ratio of 2 males to 3 females as at 31 March 2019.

#### 2. Labor Standards

The Group respects human rights and prohibits any unethical hiring practices, including child and forced labor. Background checks with the review of identity documents of job applicants would be conducted in our hiring process. During the Reporting Period, we did not hire any applicant under the legal working age and comply with the local laws and regulations against child and forced labor. The Group also complies with relevant immigration laws in respect of foreign staff.

#### 3. Compensation and Welfare

The Group reviews the salary levels of employees regularly and benchmarks against up-to-date remuneration data in the industry, so as to establish a fair, reasonable and competitive remuneration scheme. Staff salary levels are decided based on one's knowledge, skills, scope of work, performance, experience and education background. Our employee remuneration package includes fixed salary, annual leave, paid sick leave, discretionary year-end bonus and other benefits. We conduct periodic performance appraisal and fairly assess the level of the discretionary bonus, salaries increment and/or promotion recommendations based on a number of criteria. All employees are entitled to rest days and holidays, for example, annual leaves, sick leaves, maternity leaves, paternity leaves, compassionate leaves and marriage leaves. We handle dismissal and compensation in accordance with the local laws and regulations. We pay attention to our employees' health and encourage work-life balance. Our employees' working hours are based on the local labor laws. We may require employees to report to work on weekend or public holidays but they will be entitled to extra time allowances or compensation time-off accordingly.

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# **Environmental, Social and Governance Report 2019**

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### V. Employment and Labor Practices (Continued)

#### 4. Development and Training

The Group has always been paying attention to talent cultivation and is committed to staff training and development, as well as staff self-enhancement. Permanent employees with 12 months' service or more may apply for job-related training programme(s) approved by the Group. Examples of training activities attended by our employees during the Reporting Period includes High Impact Public Speaking & Presentation Skill, CFO Rising Summit Hong Kong 2018, Workshop for Listing on the HKEX (Part II: Session 6) – Accountants' reports. Our Group reimburses the training fee within 1 month after successful completion of the training programme(s).

#### 5. Health and Safety

We recognize the importance of our employees' health and safety at work, therefore we strictly implement office environment sanitation and fire safety management to prevent occupational hazards which might lead to staff injury. Smoking in the office areas are absolutely prohibited. We have clear evacuation procedures in case of fire outbreak in offices to ensure that our employees are able to take sensible and immediate action. Each employee should be familiar with the location and use of fire extinguisher.

#### **Compliance**

During the Reporting Period, the Group (i) was not aware of any non-compliance incidents relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare that have significant impact on the Group; (ii) has not identified any cases of non-compliance in relation to child labour or forced labour; and (iii) was not aware of any non-compliance of laws and regulations in relation to health and occupational safety.

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# **Environmental, Social and Governance Report 2019**

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### **VI. Operating Practices**

#### 1. Supply Chain Management

The Group strives to maintain long-term, stable and strategic cooperative relationships with leading media content and brand licensors, and to co-develop with them on the basis of equality to achieve a win-win situation. We select and work with licensors with reputation and strong commitment to their content and brand. Many of them are also listed companies with commitment to social responsibility.

Each media content provider will have different media content and we enter into distribution agreements and/or licence agreements for each media content for the relevant rights, territories, distribution channels and licence period. Similarly, we also enter into agency and/or licence agreements with each brand owner for the relevant categories, territories and agreement period.

### 2. Product and Service Responsibility

#### **Product and Service Quality**

We have been dedicated in providing high product quality and professional services with the highest degree of integrity and pursuit of excellence to our customers. The distribution of the licensed media content by our customers are subject to applicable laws and regulations at the relevant countries and territories. We make sure that the media content to be broadcasted will comply with the relevant regulation. Any updates in such laws and regulations or their interpretation may impose more onerous compliance requirement on our customers and we work with our customers and support them to obtain additional licences, permits, approvals, registration or certificates for the broadcast.

As the way of media content consumption continues to evolve, the channels our customers used may be replaced by newer distribution channels. We help our customers identify sufficient or suitable distribution channels based on our knowledge and experience in the media content distribution trend.

### VI. Operating Practices (Continued)

#### Product and Service Responsibility (Continued)

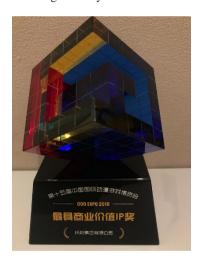
#### Management of Intellectual Property

The Group has standard operating instructions for all departments and employees to follow so that the registration and on-going protection procedures of intellectual property rights and trademarks are conformed. By well-defined registration procedures such as pre-registration preparation, internal application examination and renewal of trademark, we ensure transparency in the decision making process.

In order to protect our trademarks and intellectual property rights, designated staff is responsible for periodically checking the Hong Kong Intellectual Property Journal and other international webpages if there is new application of trademark registration which is likely to cause confusion with the Group's trademarks and we will raise objection accordingly. In case of any suspected infringement of the Group's trademarks, we will take action under the Trade Marks Ordinance and other applicable rules and regulations in other countries.

#### Sustainability and Confidentiality

In terms of sustainability, customers' satisfaction is vital to our constant and continuous business growth. Our products and services are well recognized in the media content and brand licensing industry. During the Reporting Period, we are honored to receive "The Greatest Commercial Value Intellectual Property award" from CCG Expo 2019 and "Best Corporate Brand/Fashion/Lifestyle Program of the Year" from China Licensing Expo 2018. The awards reflected our high quality products and services, and our good reputation in the media content and brand licensing industry.



"The Greatest Commercial Value Intellectual Property award"



"Best Corporate Brand/Fashion/Lifestyle Program of the Year"

### VI. Operating Practices (Continued)

#### Product and Service Responsibility (Continued)

#### Sustainability and Confidentiality (Continued)

Confidentiality is one of the Group's core values. We have established policies and procedures to protect suppliers' and customers' information confidential through our employees' handbook, employment agreement and trainings. We also adhere to the requirement under the Personal Data (Privacy) Ordinance (Cap. 486) in Hong Kong. We handle suppliers' and customers' information with integrity and diligence. The details are maintained by assigned staff and they have to comply with the requirements of confidentiality.

#### Compliance

During the Reporting Period, the Group did not have any issues relating to violations nor receive any complaints concerning breaches of suppliers' and customers' privacy and loss of data.

#### 3. **Anti-corruption**

Maintaining an ethical working environment is one of the Group's core values. We have adopted a zero-tolerance approach for all kinds of corruption, bribery and extortion situation. Offenders who request and/or accept bribes, obtain other illegal interests are to be heavily penalized. We require all employees to strictly comply with our anti-corruption policies and procedures, and to prevent any case of bribery. All directors and staff are required to follow our Code of Conduct on acceptance of advantage and handling of conflicting interest when dealing with the Group's business. Disclosure forms are provided to directors and staff for reporting on gifts or advantages received and declaring any conflict of interest. We are determined in combating corruption and building of a clean society.

#### Compliance

During the Reporting Period, the Group was not aware of (i) any non-compliance with the Prevention of Bribery Ordinance (Cap. 201) in Hong Kong, or (ii) any litigation cases related to corruption in which the Group was involved.

### **VII. Community Investment**

Our Group is based in Hong Kong and continues to invest in Hong Kong and locations we operate by hiring local staff. We hire local professionals supporting our businesses and pay tax according to the local laws. We have also enrolled on retirement fund and medical and travel insurance schemes for our directors and staff. We conduct our businesses according to good business practices, actively promote green and environmental friendly concepts, and strive for good business development; contribute to social stability and building a harmonious community.

We encourage our employees to help people in need by making donation or participating in voluntary services. During the Reporting Period, we participated in UNICEF Charity Run, Run For Vision 2018 and The Little Prince Ebenezer School Workshop in support of Association Arrimage. We sponsored two children at Po Leung Kuk. We also acted as a co-sponsor for the ACCA Community Day organized by the Association of Chartered Certified Accountants.

VIII. Environmental Performance Data Summary

	Unit	2018/194
Greenhouse Gas ("GHG") Emissions:		
Scope 1 1:		
Total	Tonnes	6.45
Intensity <sup>3</sup>	Tonnes	0.08
Scope 2 <sup>2</sup> :		
Total	Tonnes	75.93
Intensity <sup>3</sup>	Tonnes	0.99
Air emissions:		
Nitrogen oxides	Tonnes	0.55
Sulfur oxides	Tonnes	0.04
Particulate matters	Tonnes	0.06
<b>Natural Resources Consumption:</b>		
Electricity:		
Total	MWh	114.8
Intensity <sup>3</sup>	MWh	1.49
Gasoline:		
Total	Liters	2,817.4
Intensity <sup>3</sup>	Liters	36.6
Water Resources:		
Total	Tonnes	49.0
Intensity <sup>3</sup>	Tonnes	0.64

#### Notes:

- Scope 1 refers to the Group's business direct GHG emissions, including combustion of gasoline. 1
- 2 Scope 2 refers to the Group's business indirect GHG emissions, including consumption of purchased electricity.
- 3 Intensity is based on the number of employees.
- As the Company was newly listed on the Main Board of Hong Kong Stock Exchange in the year of 2019, there were no last year's comparative

IX. "Environmental, Social and Governance Reporting Guide" by HKEX

General Disclosure/ Key Performance Indicators ("KPIs")	Reporting Guideline	Page			
	A. Environmental				
Aspect A1	Emissions				
General Disclosure	Information on:	4			
	(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,				
KPI A1.1	and generation of hazardous and non-hazardous waste.  The types of emissions and respective emissions data.	13			
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate,	13			
KITAL2	intensity (e.g. per unit of production volume, per facility).	13			
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate,	N/A1			
	intensity (e.g. per unit of production volume, per facility).				
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate,	N/A <sup>2</sup>			
	intensity (e.g. per unit of production volume, per facility).				
KPI A1.5	Description of measures to mitigate emissions and results achieved.	4–5			
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled,	$N/A^1$			
	reduction initiatives and results achieved.				
Aspect A2	Use of Resources				
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	4–5			
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or	13			
	oil) in total (MWh) and intensity (e.g. per unit of production volume, per				
	facility).				
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	13			
KPI A2.3	Description of energy use efficiency initiatives and results achieved.	4–5			
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	5			
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if	N/A1			
	applicable, with reference to per unit produced.				
Aspect A3	The Environment and Natural Resources				
General Disclosure	Policies on minimizing the issuer's significant impact on the environment and natural resources	6			
KPI A3.1	Description of the significant impacts of activities on the environment and	6			
	natural resources and the actions taken to manage them.				

### IX. "Environmental, Social and Governance Reporting Guide" by HKEX (Continued)

Aspect B1 Employment and Labor Practices  General Disclosure Information on:  (a) the policies; and (b) compliance with relevant laws and regulations that have a significan impact on the issuer relating to compensation and dismissal, recruitment and promotion, work hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.  Aspect B2 Health and Safety  General Disclosure Information on:  (a) the policies; and (b) compliance with relevant laws and regulations that have a significan impact on the issuer relating to providing a safe working environment and protecting employ from occupational hazards.  Aspect B3 Development and Training  General Disclosure Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.  Aspect B4 Labor Standards  General Disclosure Information on:	
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	7
(a) the policies; and	
(b) compliance with relevant laws and regulations that have a significan impact on the issuer	τ
relating to preventing child and forced labor.	
Aspect B5 Supply Chain Management	
General Disclosure Policies on managing environmental and social risks of the supply chair	. 9
Aspect B6 Product and Service Responsibility	J. /
General Disclosure Information on:	9–10
(a) the policies; and	)-10
(b) compliance with relevant laws and regulations that have a significan	t
impact on the issuer	
relating to health and safety, advertising, labelling and privacy matters	
relating to products and services provided and methods of redress.	
Aspect B7 Anti-corruption	
General Disclosure Information on:	11
(a) the policies; and	
(b) compliance with relevant laws and regulations that have a significan	t
impact on the issuer relating to bribery, extortion, fraud and money laundering.	
Aspect B8 Community Investment	
General Disclosure Policies on community engagement to understand the needs of the	12
communities where the issuer operates and to ensure its activities take it	
consideration the communities' interests.	

#### Notes:

- The Group's businesses are media content distribution and brand licensing. We did not generate any hazardous wastes.
- 2 The Group's businesses are media content distribution and brand licensing. The non-hazardous wastes are mainly domestic garbage and waste paper. The employees generate little domestic garbage and waste paper and the related data is difficult to be collected. So there is no statistics for the amount of non-hazardous wastes generated.
- Pursuant to Appendix 27 of the Rules Governing the Listing of Securities on the HKEX, the KPIs under Area B "Social" are recommended 3 disclosures only. Therefore, the Group chose not to disclose those KPIs in this Report.

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