

EDICO Holdings Limited 鉅京控股有限公司*

(Incorporated in the Cayman Islands with limited liability
於開曼群島註冊成立之有限公司)
Stock code 股份代號: 8450



Environmental, Social
and Governance Report
環境、社會及管治報告

2021/2022

* For identification purpose only 僅供識別

This year, we ask...

“What things that matter?”

We need more Perspectives, more Purpose, more Partnership,
more People, more Prospects, more diversity and more inclusion.

Taken together, we can learn more, work more and do quickly.

We can double-up attention, time, and effort.

Together, we can grow with time.

Now, we have everything that matters!





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Overview

EDICO Holdings Limited and its subsidiaries (collectively the "Group", "EDICO" or "we") is a leading premium financial printing services provider in Hong Kong. We offer a diverse range of high-quality services including typesetting, proofreading, translation, design, printing, binding, distribution, and media placement.



About This Report

This Environmental, Social and Governance (“ESG”) Report covers the Group’s two offices in Hong Kong for the period from 1st October 2021 to 30th September 2022 (the “Reporting Period”) and has been prepared in strict compliance with the requirement under Appendix 20 – Environmental, Social and Governance Reporting Guide (the “ESG Guide”) of Rules Governing the Listing of Securities on the Growth Enterprise Market (“GEM”) of the Stock Exchange of Hong Kong Limited (the “Stock Exchange”). Alongside with the reporting principles of the ESG Guide, general disclosure of the Group’s ESG procedures was illustrated through the compliance with relevant laws and regulations. Key Performance Indicators (“KPIs”) that need to be revealed compulsorily as required by the ESG Guide were all addressed in the Environmental Sustainability and Social Sustainability sections. We also adopted and aligned our operations with multiple sections of the international well-recognized Sustainable Development Goals.

Both English and Chinese versions of this report are available on EDICO’s website at www.edicoholdings.com.hk. The English version shall prevail if there is any conflict or inconsistency. Corporate governance section can be found in the Group’s 2021/2022 Annual Report on pages 35–51 therein.





Board Inclusiveness

EDICO's Board of Directors (the "Board") has the ultimate responsibility and accountability for overseeing the Group's ESG strategy and reporting. It integrates the Group's ESG goals into businesses, identifies and manages the Group's ESG risks. The Sustainability Committee has been established to assist the Board in assessing, evaluating and reporting the Group's material sustainability issues and ESG performance. The Sustainability Committee is chaired by the Chief Executive Officer and comprised of Chief Operating Officer, Chief Financial Officer and other senior management of the Group.

During the Reporting Period, the Sustainability Committee conducted two meetings to review the Group's material ESG issues at both strategic and operational levels. It evaluates and implements various strategies timely to promote the Group's ESG performance. The Sustainability Committee also works closely with the Corporate Social Responsibility team on community investment and involvement. For enhancing our ESG data collection and analysis, we commissioned an independent ESG consultant to provide strategic advices on our future sustainable development.

Board Statement

The Board takes overall responsibility for the Group's ESG matters and integrates the ESG initiatives into the Group's strategies. It guides the management and monitoring of ESG matters that have been identified as relevant to the Group. To ensure effective implementation of the Group's ESG measures, the Board requires the Sustainability Committee to report the Group's ESG performance regularly. The Board reviews the list of material ESG matters and the ESG risks prepared by the Sustainability Committee, and ensures appropriate risk mitigation measures are in place. All sustainability disclosures, policies, goals and targets are reviewed, assessed and endorsed by the Board.

CEO's Message

Dear Stakeholders,

Despite the ongoing COVID-19 pandemic, geopolitical tensions and economic uncertainties, there is growing importance of integrating ESG principles into businesses for worldwide enterprises. EDICO has been fully committed to creating sustainable values to its stakeholders and community throughout the years. During the fifth wave of COVID-19 pandemic in Hong Kong, workplace health and safety once again was the top priority of our sustainability agenda. While we have to deliver our premium financial printing services uninterrupted and maintain our offices fully operational, we were doing all we could to protect the health and safety of our staff, customers, business partners and the communities. Inherited from the success of the “Plastic NOT Fantastic” campaign launched in previous financial year, we strengthened it by encouraging our staff to make a lifestyle change by giving up daily plastic use. Overall we achieved respectful results in several key ESG aspects including reducing emissions and paper usage during the Reporting Period.

As highlighted by the theme of this financial year annual report, “Everything Matters”, we care all our stakeholders including customers, business partners, colleagues and the communities. We pay special attention to strengthen our ability to operate sustainably, increasing care of our staff and empowering our partnerships with various stakeholders for the benefit of the community. We firmly believe that more diversity and inclusion allow us growing with time.

EDICO never stops in exploring new ways to enhance our sustainability performance. Looking ahead, EDICO will continue to devote relentless effort to expand our ESG horizons and ensure all the sustainability measures will be timely implemented.

Finally, I wish to thank my fellow directors, our staff and our stakeholders for their incessant effort in implementing the Group's sustainability initiatives.

DONATI CHAN YI MEI AMY

Chief Executive Officer and Executive Director

Hong Kong, 28th February 2023





Employees



Suppliers



Government and
Regulatory Authorities



Shareholders and
Investors

Stakeholders' Engagement



Customers

Stakeholders



Media and
General Public

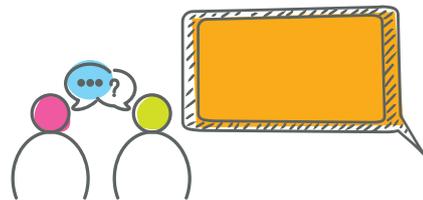


Stakeholders' Engagement

Stakeholders refer to the groups and individuals materially influencing or being influenced by the Group's businesses. Our stakeholders include government, regulatory authorities, shareholders, investors, directors, employees, customers, suppliers and general public. Effective communication with stakeholders is an integral part of us to better understand the ESG topics which are material to them. Thus we utilize various channels including regular reports, meetings, face-to-face interviews, trainings, on-site visits, company website and etc., to communicate with our stakeholders.

Following is the four-step approach for communicating with stakeholders regarding sustainability issues.

1. Identifying ESG issues that are relevant to EDICO's operations and stakeholders
2. Collecting stakeholders' feedback through various communication channels on EDICO's ESG performance
3. Reviewing, assessing and addressing feedback from stakeholders
4. Responding to stakeholders' ESG concerns



Stakeholders' Engagement

STAKEHOLDERS' EXPECTATIONS AND COMMUNICATION CHANNELS



Stakeholders	Expectations and Concerns	Communication Channels
Government and Regulatory Authorities	<ul style="list-style-type: none"> ✓ Compliance with laws and regulations ✓ Business sustainability 	<ul style="list-style-type: none"> ✓ Supervision on complying with local laws and regulations ✓ Routine reports
Shareholders and Investors	<ul style="list-style-type: none"> ✓ Return on investments ✓ Corporate governance ✓ Compliance with local customs and business practices 	<ul style="list-style-type: none"> ✓ Regular listing reports and announcements ✓ Regular general meetings ✓ Company website
Employees	<ul style="list-style-type: none"> ✓ Compensation and benefits ✓ Career development ✓ Healthy and safe workplace 	<ul style="list-style-type: none"> ✓ Performance reviews ✓ Regular meetings and trainings ✓ Emails, notice boards and hotline
Customers	<ul style="list-style-type: none"> ✓ High quality products and services ✓ Customers' rights protection 	<ul style="list-style-type: none"> ✓ Meetings and on-site visits ✓ Customer service hotline and email
Suppliers	<ul style="list-style-type: none"> ✓ Fair and open procurement ✓ Win-Win cooperation 	<ul style="list-style-type: none"> ✓ Open tendering ✓ Purchase reviews ✓ Meetings and on-site visits
Media and General Public	<ul style="list-style-type: none"> ✓ Community involvement ✓ Compliance with local customs and business practices ✓ Environmental protection awareness 	<ul style="list-style-type: none"> ✓ Media conferences and responses to enquiry ✓ Public welfare activities ✓ Regular listing reports and announcements ✓ Company website

Stakeholders' Engagement

MATERIALITY ASSESSMENT

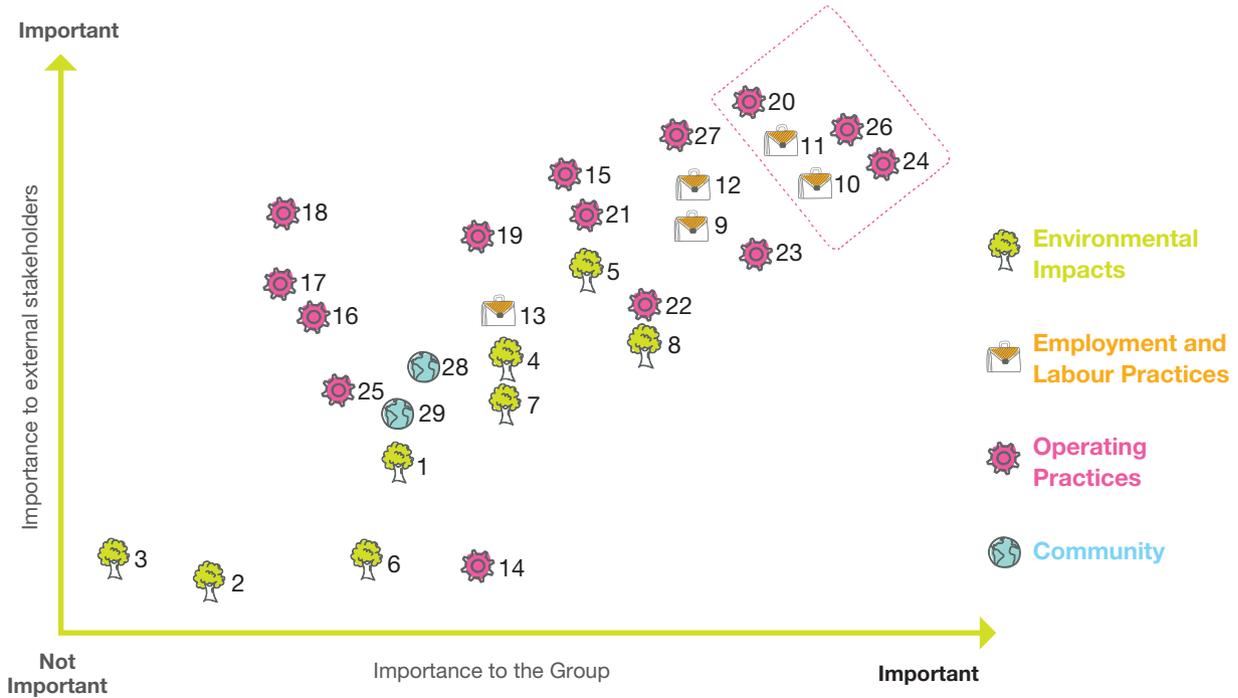
ESG risks are unique for each company and highly depend on the company's specific business model. The Group formulated the materiality matrix below which genuinely reflects the concerns of its stakeholders on ESG issues. It also facilitates the Group to develop action plans for more effective ESG management.

In 2019, we appointed an independent ESG consultant to conduct an extensive materiality assessment to identify the key ESG issues relevant to our stakeholders. The Group invited internal and external stakeholders to participate in a materiality assessment survey to identify their main concerns and interests for the ESG report. Stakeholders expressed their concerns on a list of ESG issues through a questionnaire that identify the key ESG issues influencing the Group's operations. Through this science-based materiality assessment, we formulated a materiality assessment matrix which shows our stakeholders' concerns on ESG issues. It helps the Group to identify and prioritize its sustainability issues, and to develop actions for effective ESG management. Meanwhile, it ensures the disclosure of our ESG report in line with stakeholders' expectations.



Stakeholders' Engagement

STAKEHOLDERS' MATERIALITY MATRIX



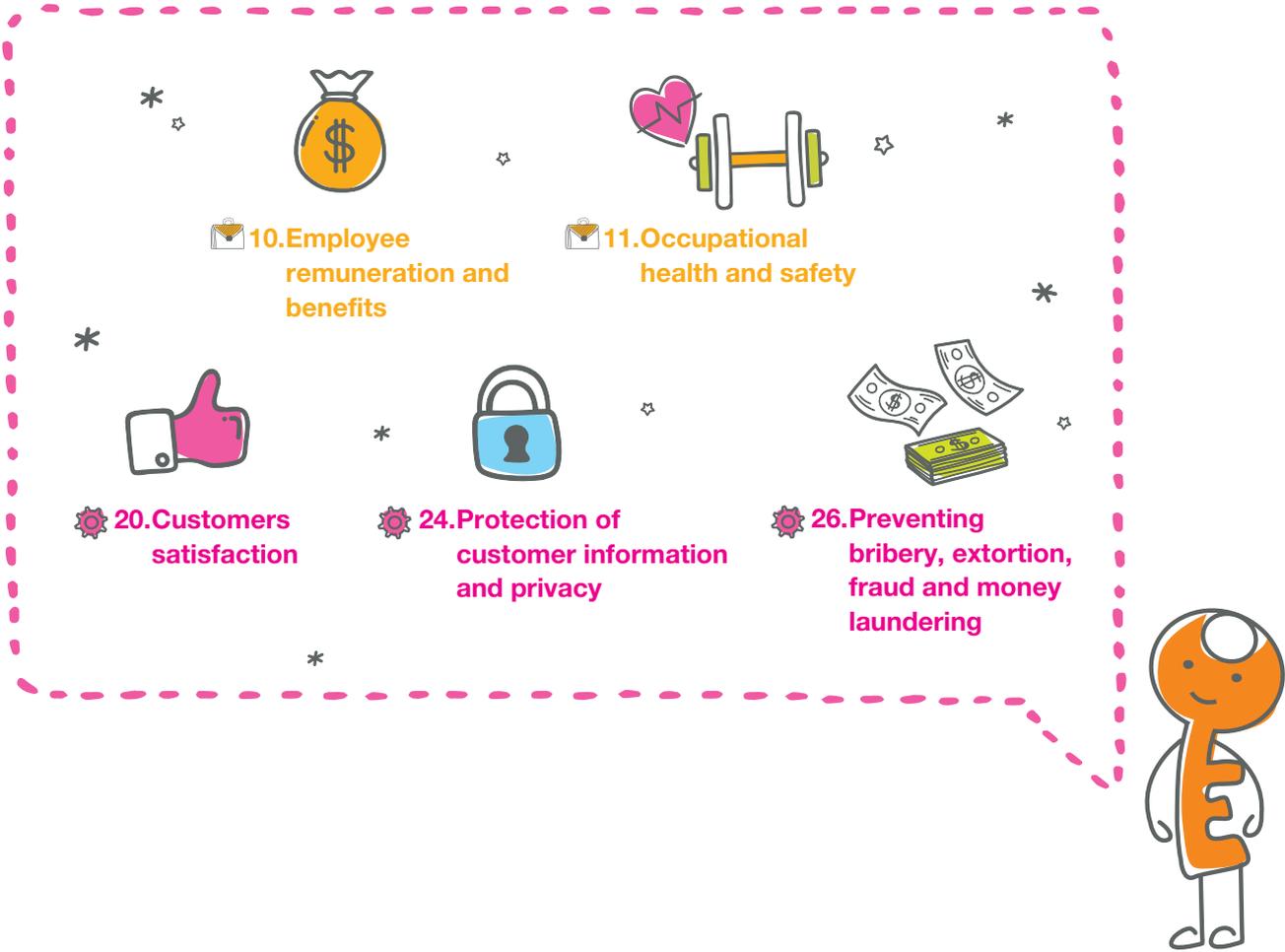
- 1 Air and greenhouse gas emissions
- 2 Sewage treatment
- 3 Land use, pollution and restoration
- 4 Solid waste treatment
- 5 Energy use
- 6 Water use
- 7 Use of raw/packaging materials
- 8 Mitigation measures to protect natural resources
- 9 Composition of employees
- 10 **Employee remuneration and benefits**
- 11 **Occupational health and safety**
- 12 Employee development and training
- 13 Prevention of child and forced labour
- 14 Suppliers by geographical region
- 15 Selection of suppliers and assessment of their products/services

- 16 Environmental assessment of the suppliers
- 17 Social risks assessment of the suppliers
- 18 Procurement practices
- 19 Health and safety relating to products/services
- 20 **Customers satisfaction**
- 21 Marketing and promotion
- 22 Protection of intellectual property rights
- 23 Product quality assurance and recall percentage
- 24 **Protection of consumer information and privacy**
- 25 Labelling relating to products/services
- 26 **Preventing bribery, extortion, fraud and money laundering**
- 27 Anti-corruption policies and whistle-blowing procedure
- 28 Understanding local communities' needs
- 29 Public welfare and charity

Source: the 29 topics mentioned above were derived and summarised from the environmental and social aspects required by the ESG Guide to be disclosed.

Stakeholders' Engagement

The top five ESG issues that are significant to both the Group and its stakeholders are:



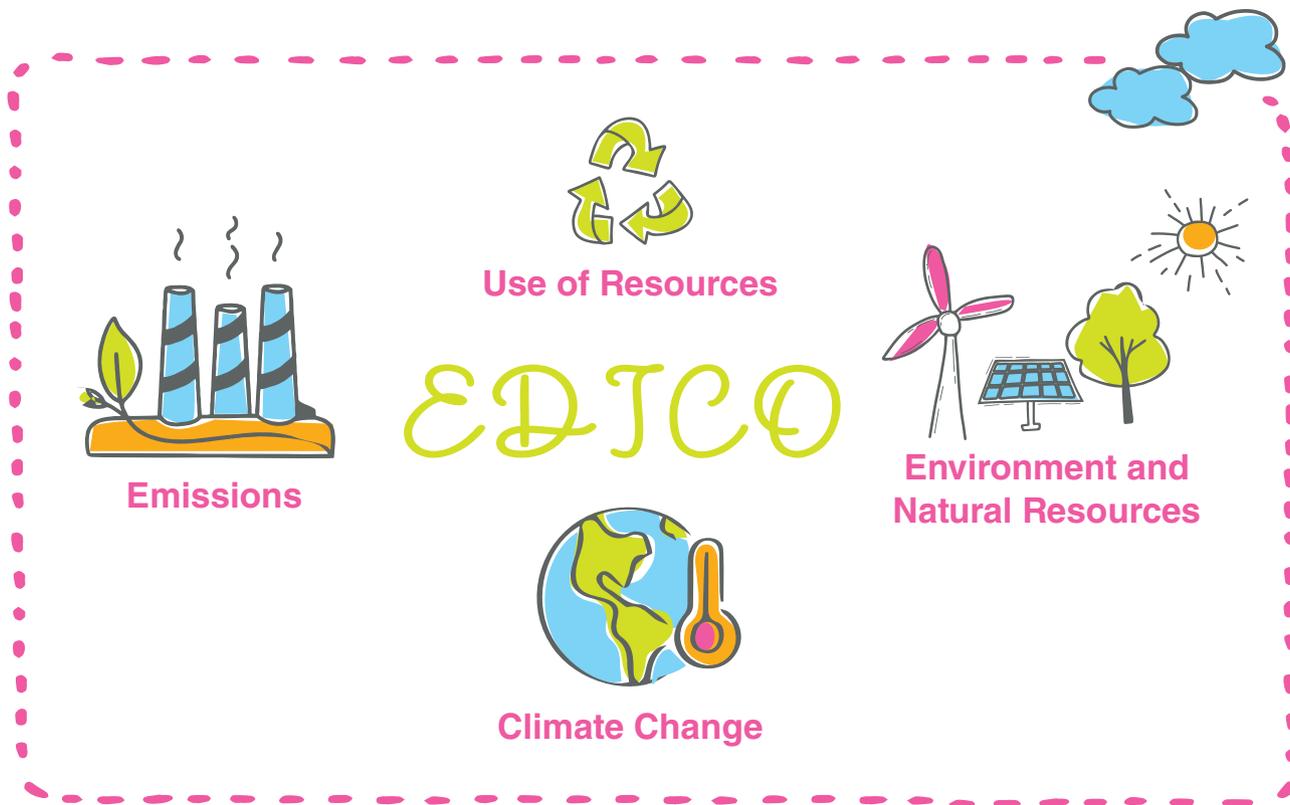
STAKEHOLDERS' FEEDBACK

EDICO welcomes stakeholders' feedback, especially on topics listed as the highest importance in the materiality assessment, and its ESG approach and performance. Readers are welcomed to share their views with us at corporate@edico.com.hk.



*Environmental
Sustainability*

A. Environmental Sustainability



A.1 EMISSIONS

As a financial printer, there is limited consumption of resources for the Group’s services-oriented business nature. Thus we have immaterial emissions of air pollutants, discharges into water and land, and generation of hazardous wastes. The greenhouse gas (“GHG”) emissions stated in the ESG Guide for the Group are attributed to the Scope 2 (Energy Indirect Emission) electricity consumption and Scope 3 (Other Indirect Emissions) paper usage. For the financial year ended 30 September 2022 (“FY2021/2022”), the total GHG emissions for the Group dropped 1.5% year-on-year to 231.3 tonnes CO₂e. To mitigate GHG emissions, the Group adopts a number of measures in new energy-efficient technologies to reduce electricity consumption and paper usage in business operations. Detailed measures are described in “A.2. Use of Resources” of this report.

A. Environmental Sustainability

Our daily business operations consume significant amount of toner cartridges used in copiers and printers. We strongly encourage our staff and customers to proofread digital versions of their documents instead of printing hard-copies. The used toner cartridges will be collected and reused by a professional recycling company. During the Reporting Period, the toner cartridges consumption have been reduced by 8.8% against previous financial year to 62.0 kg.

EMISSIONS BY CATEGORY IN FY2021/2022

Emissions Category	KPI	Unit	Amount	% Change	Intensity (Unit/Square Meter)*
GHG Emissions	Scope 1 (Direct Emissions)	Tonnes CO ₂ e	N/A	N/A	N/A
	Scope 2 (Energy Indirect Emissions)	Tonnes CO ₂ e	176.6	2.1%	0.17
	Scope 3 (Other Direct Emissions)**	Tonnes CO ₂ e	54.7	-11.6%	0.05
	Total	Tonnes CO ₂ e	231.3	-1.5%	0.22

Note:

* Intensity was calculated by dividing the floor area coverage for the Group in FY2021/2022 of approximately 1,020 square meter.

** The Group's Scope 3 GHG Emissions included only paper wastes disposed of at landfills.



A. Environmental Sustainability

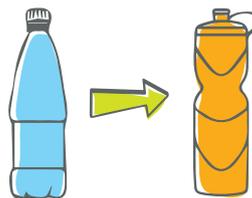
The Group's commercial solid wastes are mainly from daily business operations in offices including plastic and paper wastes. During the Reporting Period, our offices continued the successful "Plastic NOT Fantastic" campaign launched in previous financial year. The campaign encourages our staff to make lifestyle change by giving up daily plastic use. There are awards for those staff who have significantly reduced in using and disposable of plastic materials. This "Plastic NOT Fantastic" aims to permanently reduce the use of plastic products in our office and progressive elimination of single-use plastic cutlery, plates, cups, straws, bottles, food boxes and bags. Its implementation will encourage a change in the behavior of our entire team at work and in their personal lives in the direction of reducing. Through one year's promotion, it has achieved good results, therefore, during this Reporting Period, we continued promoting and launching a new round of the clean recycling publicity and staff education campaign in EDICO. It greatly helped our staff be part of the solution to plastic pollution.



We conducted a plastic pollution awareness survey as a part of the "Plastic NOT Fantastic" campaign. The objective of the survey is to set a baseline for the current level of awareness in EDICO. Therefore, the survey was designed to find out the level of staff awareness on:



Avoidance of plastic waste



Benefits of alternatives to plastics



Environmental consequences of plastic waste

Given the result of this survey, we conclude that our EDICO staff show high awareness of environmental impact of plastic waste however the extent of avoidance of plastic has room to improve. Furthermore, we pledge to introduce long-term measures including regular awareness campaigns and no plastic days, as a part of EDICO's routine policy and culture.

A. Environmental Sustainability

Guided by the well-known ‘3Rs’ principle (Reduce, Reuse and Recycle), our commercial solid wastes in offices will be classified by recycling bins and then transported to local recycling centers or waste disposal plants for further treatment. Used spare parts of consumables will be collected and returned to certain suppliers for recycling and reusing. During the Reporting Period, we applied precision measurement of our commercial solid wastes in offices and the total amount was to 2,307.7 kg.

Reduce

- Encourage employees to bring own cups and lunch-boxes instead of using disposable ones;
- Work with electronic documents and files instead of hard copies to reduce paper usage.

Reuse

- Reuse old office equipment from desks to whiteboards;
- Maintain and repair products such as copiers and other appliances timely to avoid frequent replacement.

Recycle

- Disseminate the “Waste Electrical and Electronic Equipment (WEEE) Recycling Programme” to encourage the donation of old electronics;
- Set up Green Corners around offices and conference rooms. Place recycling and compost bins with clear labels and educational stickers.

NON-HAZARDOUS WASTES BY CATEGORY IN FY2021/2022

KPI	Unit	Amount
Waste toner cartridge	Kg	62.0
Commercial solid wastes	Kg	2,307.7

During the Reporting Period, the Group complied with all relevant environmental laws and regulations in Hong Kong and found no non-compliance case related to GHG emissions, water or land discharging and hazardous or non-hazardous wastes.

A. Environmental Sustainability

A.2 USE OF RESOURCES

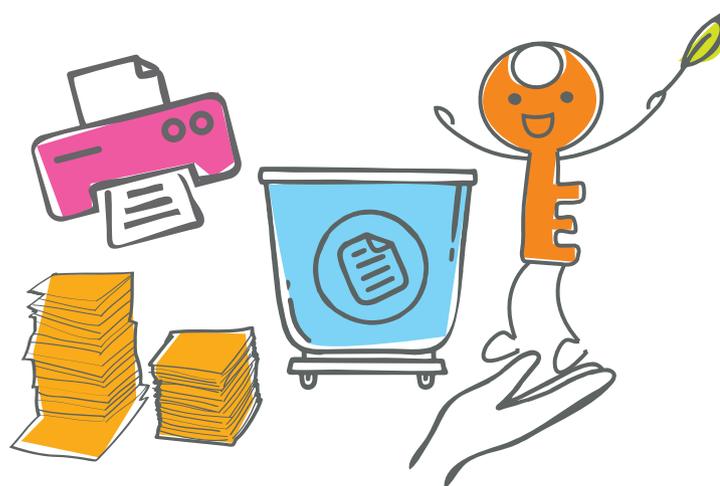
Electricity and paper consumptions are the major sources of the Group's GHG emissions and thus we always keep closely monitoring their usages. We have been devoting substantial efforts in reducing electricity consumption and launching an internal monitoring program on the paper procurement.

USE OF RESOURCES BY CATEGORY IN FY2021/2022

Use of Resources	Unit	Amount	% Change	Intensity (Unit/Square Meter)*
Electricity	kWh '000	230.0	2.6%	0.23
Paper	Tonnes	11.4	-11.6%	0.01
Paper (by outsourced printing suppliers)	Tonnes	80.5	-23.3%	N/A
Recycled Paper (by outsourced printing suppliers)	Tonnes	7.4	-21.3%	N/A

Note:

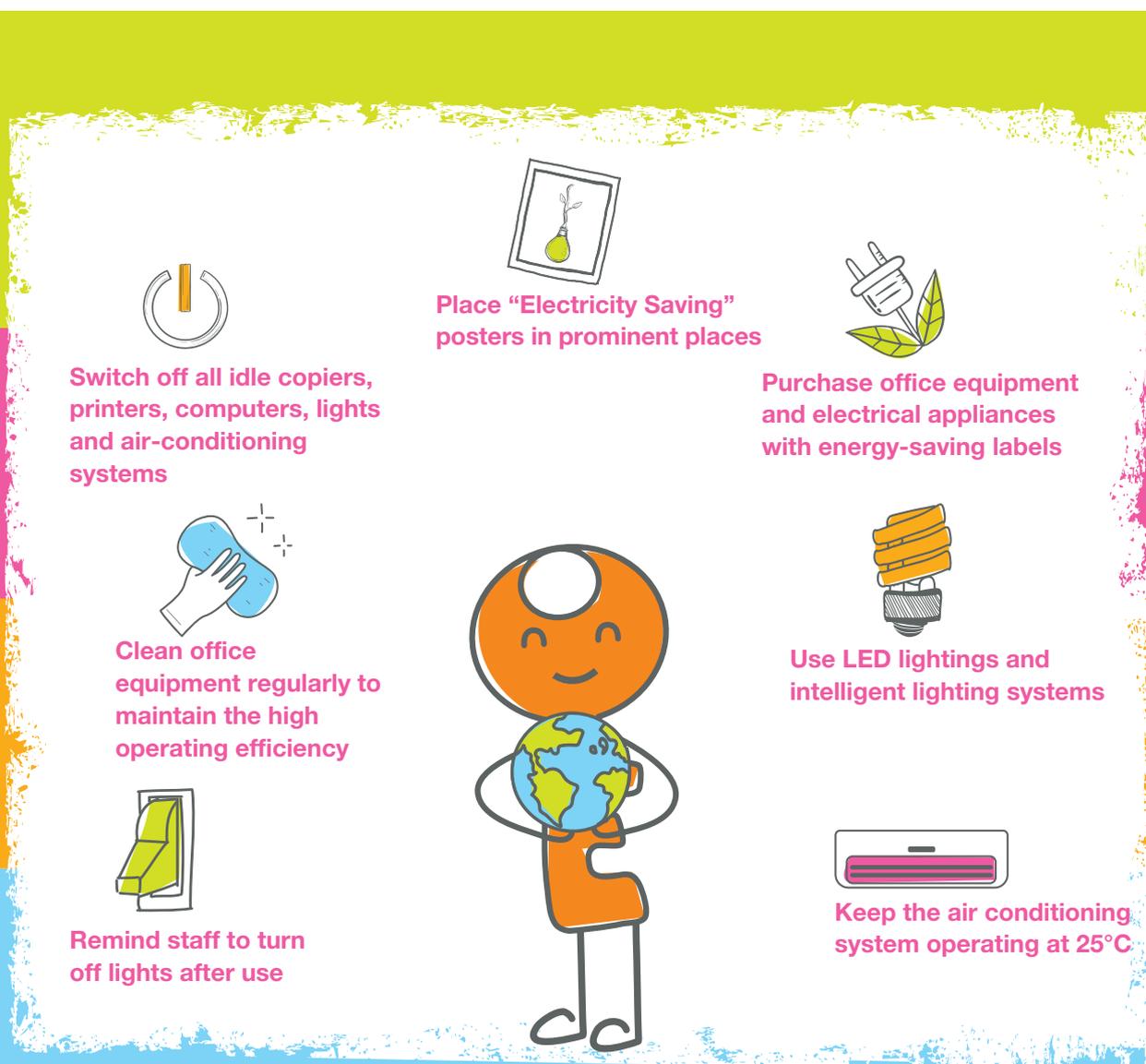
* Intensity was calculated by dividing the floor area coverage for the Group in FY2020/2021 of approximately 1,020 square meter.



A. Environmental Sustainability

- **Electricity**

The Group's electricity consumption is from daily business operations in offices. During the Reporting Period, our electricity consumption was relatively stable at 230,000 kWh. We continued in implementing energy saving technologies in our daily business operations and encouraging our staff adhering to the electricity-saving measures. LED lightings and other intelligent lighting systems are extensively used in our offices. We remind our staff the importance and approaches of energy conservation. Following are the electricity saving measures implemented by the Group:

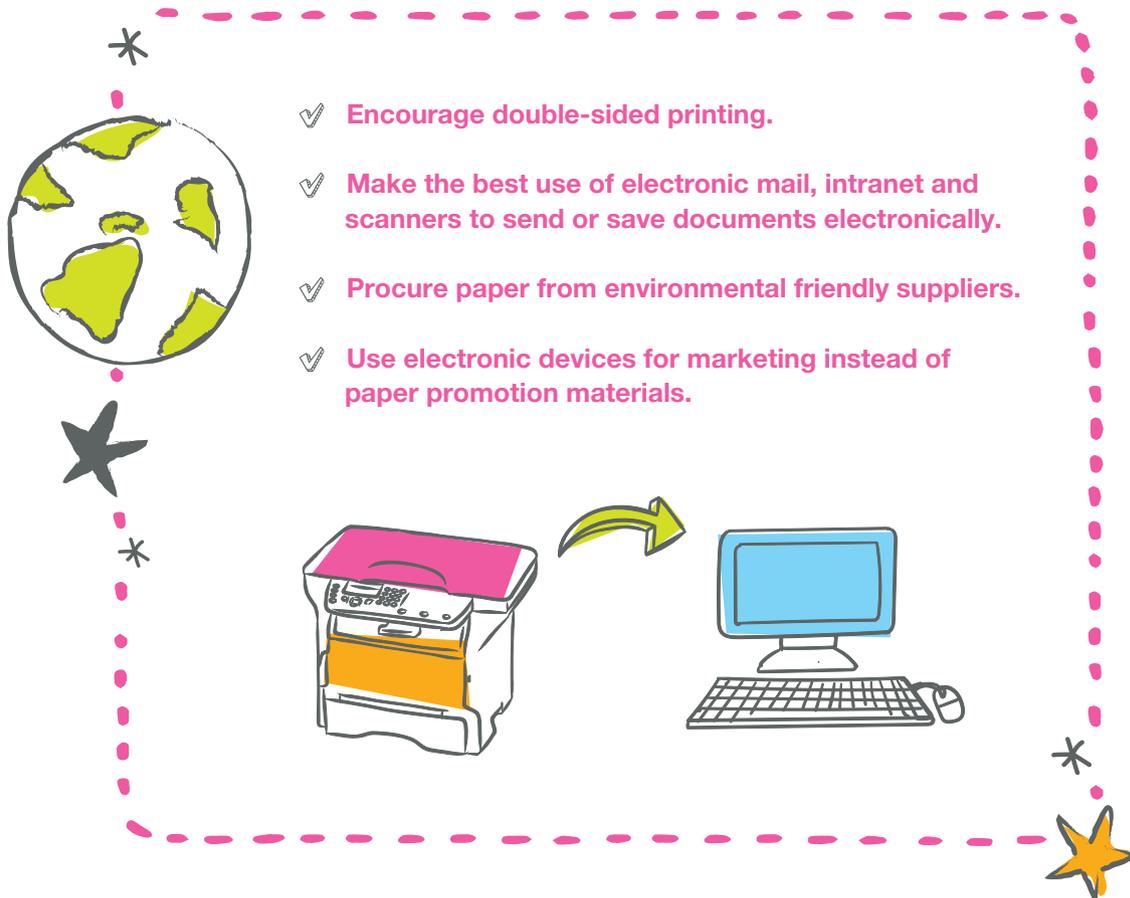


A. Environmental Sustainability

- **Paper**

The Group's paper usage is mainly from the printing paper for its in-house visiting customers and outsourced suppliers. Paper is always the main natural resource consumed by us and the reduction of paper usage is always on the top of our sustainability agenda. We emphasize the efficient usage of paper and choose suppliers with eco-friendly paper sources. During the Reporting Period, the total paper consumption for the Group and its outsourced printing suppliers decreased by 22.1% year-on-year to 91.9 tonnes. Outsourced printing suppliers also used 7.4 tonnes of recycled paper for the same period. The decrease was mainly due to fewer in-house visiting customers amid COVID-19 pandemic, as well as the gaining popularity of proofreading and correcting documents by digital files. Given the Group's business nature, there was no consumption of packaging materials.

Meanwhile, we also encourage our staff to reduce paper usage in daily business operations. Key measures are illustrated below:



A. Environmental Sustainability

- **Water**

The Group's water consumption comes from daily business operations in offices. As the water bill was included in monthly property management fee, the Group did not have any data on the amount of water consumed for the Reporting Period. Nevertheless water is a precious resource that is indispensable to our society, we adopt the following measures on water conservation.



A.3 THE ENVIRONMENT AND NATURAL RESOURCES

Save for the electricity, paper and water consumptions discussed above, the Group's operations did not have other material impact on the environment and natural resources. We will continue to adopt "Going Green and Low Carbon" principle in provision of our financial printing services.



A. Environmental Sustainability

A.4 CLIMATE CHANGE

Climate change is one of the most severe challenges facing the world. Rising temperatures and extreme weather are threatening the community and our business operations. EDICO regularly reviews the impact of its daily operations on climate change and adopts environmental friendly operating measures to reduce GHG emissions. Meanwhile, we proactively assess the climate-related risks to our operations and implement the necessary measures to enhance our resilience to climate change. Our Sustainability Committee identified the following climate-related risks which may induce financial and operational disruptions, and set out the corresponding mitigation actions.



Physical Risk

Extreme weather caused by climate change may lead to incidents such as wild-fire and flooding, which will affect the supply and pricing of paper.



Transition Risk

More stringent policies and reporting requirements for corporate sustainability.



Mitigation Actions

- ✓ Increase the usage of recycled-paper and reduce the reliance of single paper source.
- ✓ Committed to adopting environmental protection operation measures to reduce GHG emissions and pressure on global climate change.



Mitigation Actions

- ✓ Conduct regular reviews and analyses of local and international sustainability reporting requirements.
- ✓ Appoint an independent sustainability consultant to enhance ESG reporting and data collection procedures.

A.5 EMISSION TARGETS

In the previous financial year, after communicating with stakeholders and considering the potential business growth, the Group has set emission targets of the total GHG emission, non-hazardous waste and use of resources will be stable for the next 3–5 years. During the Reporting Period, the Group generally achieved the targets. We regularly review our performance in relation to the targets and adopt the measures in this report to achieve the targets.

B. Social Sustainability

B.1 EMPLOYMENT

The Group firmly believes that its sustainable growth relies on talents. It is our obligation to provide our staff a fair and harmonious working platform for their professional career development. Our “Internal Control Policy Handbook and Procedure Manual” outlines the Group’s hiring, termination and promotion policies and other employment related matters. The Group’s human resources policies fully align with the applicable employment laws and regulations in Hong Kong, such as the Employment Ordinance, the Employees’ Compensation Ordinance, the Mandatory Provident Fund Schemes Ordinance, the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. The Human Resources Department regularly reviews and refines the Group’s human resources policies to make sure they are in line with the latest laws and regulations.

We respect employee differences and strive to provide equal opportunities in our workplace. Staff assessment, promotion, dismissal and retirement policies are regardless of employees’ gender, race, age, disability, family status, marital status, sexual orientation, religion beliefs, nationality or any other non-job related factors. There is zero-tolerance of any workplace discrimination, harassment or victimization. Disciplinary actions would be taken if any non-compliance of the equal opportunities.

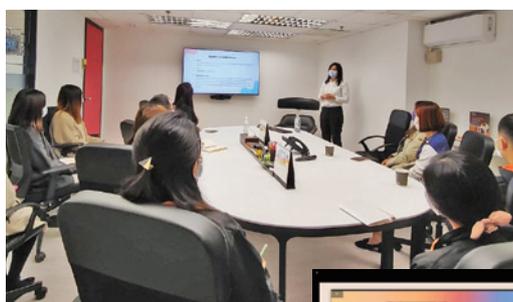
The Group offers fair and competitive remuneration packages to attract talents. Job applicants are selected based on their performance, personal attributes, job experiences and career aspirations. We utilize a variety of channels for talent acquisition such as recruitment fairs, job advertisements in newspapers, magazines and websites.

We also offer salary adjustment and discretionary performance bonus to retain and motivate well-performed staff. Annual salary adjustment is with reference to prevailing market standard, inflation, performances of the Group and respective employee. Any termination of employment contract is strictly based on reasonable and lawful grounds. The Group prohibits any kinds of unlawful or unreasonable dismissals. To guarantee that any termination of employee’s contract is conducted properly, the termination letter and statement of final payment are required to be approved by both Chief Executive Officer and Chief Financial Officer.



B. Social Sustainability

Maintaining work-life balance is essential to build a unified workforce and enhance sense of belonging. During the Reporting Report, we organized various leisure activities for our staff, including Chinese New Year and Christmas lunch parties and gifts, Mid-Autumn Festival mooncakes, Easter eggs, monthly birthday celebration parties, and Green Monday healthy fruits. The Group also offers meal allowance, birthday welfare, medical insurance and retirement scheme, and allows flexible working hours or working from home for those staff who have to take care their families. Besides the annual leaves stated in the employment contracts and statutory public holidays, employees are entitled to marriage leave, birthday leave and compassionate leave.



✓ Mentorship and Internship Program

1. Student Board Game PPT
2. Student UI Design PPT



✓ Monthly Staff Birthday Celebration Parties



✓ Xmas Lunch Party / Gifts to staff



✓ Mooncake gifts to staff



✓ Green Monday (healthy fruits)



✓ Easter eggs



✓ CNY Lunch party / Gifts to staff

B. Social Sustainability

As at 30th September 2022, the Group's total headcount was 66. There were 22 employees resigned during the Reporting Period.

EMPLOYEES BY CATEGORY AS AT 30TH SEPTEMBER 2022



Male
29



Female
37



Full-time
56

Part-time
10



Hong Kong
65

People's Republic
of China ("PRC")
1



30 or below
17

31-40
19



Senior
Management
12

Middle
Management
14

41-50
17

51 or above
13

General Staff
40

EMPLOYEES TURNOVER BY CATEGORY IN FY2021/2022



Male
10



Female
12



30 or below
12

31-40
3

41-50
3

51 or above
4

During the Reporting Period, the Group was in full compliance with relevant laws and regulations related to employment.

B. Social Sustainability

B.2 HEALTH AND SAFETY

It is our duty to look after employees' health and safety in the workplace and implement preventive measures to minimize potential risks and emergency events. The Group's health and safety guideline is in line with the Occupational Safety and Health Ordinance and other related laws and regulations in Hong Kong. The guideline states the standardized operational procedures and in-house safety rules. We carry out regular safety inspections and spot checks across all departments to ensure the effectiveness of relevant precautionary safety measures. Trainings are regularly provided to enhance employees' health and safety awareness. During the Reporting Period, the Group participated in fire drills arranged by management office and maintained good workplace hygiene. First aid boxes are placed in the workplace to confront any emergency.

There was a significant surge of COVID-19 infection cases during the fifth wave of the pandemic in early 2022. As a premium financial printing services provider, EDICO is obligated to maintain its offices fully operational and provide its services uninterrupted. While the Group is extremely proud of and grateful to the colleagues who come on-site every day to ensure business continuity, we are responsible of keep everyone in the offices safe. We closely monitored the pandemic situation and made swift responses and contingency plans to protect our staff. We have been strictly following all the pandemic prevention measures advised by the Hong Kong Government, and proactively implementing a range of precautionary measures, from stringent sanitation and cleaning protocols to workplace distancing, temperature checks, access controls and online meetings. Rapid antigen test kits, personal hygiene supplies and anti-pandemic tips for our colleagues were provided to help contain the spread of virus. Our staff were allowed to take the COVID-19 tests within office hours and we offered vaccination leave to incentivize more staff to get vaccinated.

During the Reporting Period, the Group did not violate any relevant laws and regulations regarding occupational health and safety. There was no work-related fatalities and loss of working days due to work injury in the previous three financial years.

B.3 DEVELOPMENT AND TRAINING

It is very important for our staff growing together with the Group. Thus we acknowledge the importance of staff development. The Group reviews staff's development needs annually and facilitates training in specific areas that are considered necessary. Both standardized and customized on-the-job trainings are provided to the staff in different positions. Those trainings are aimed at enhancing the work related skills and knowledge, in particular for the newly employed staff to understand the Group's corporate culture, operation procedures, health and safety measures, management systems and group strategies. During the Reporting Period, we arranged 225 hours of training to our staff, which represented an average of 3.4 hours of training per employee. We also encourage our employees to pursue further career development through continuous learning by attending external trainings, seminars, examinations and obtaining professional qualifications and certifications.

B. Social Sustainability

TRAINING HOURS COMPLETED OF EMPLOYEES BY CATEGORY IN FY2021/2022

	Senior Management	Middle Management	General Staff	Total
Number of Training Hours	51	36	138	225
Average Training Hours Per Employee	4.3	2.6	3.5	3.4

	Male	Female
Number of Training Hours	96	129
Average Training Hours Per Employee	3.3	3.5

B.4 LABOUR STANDARDS

The Group strictly complies with the Employment Ordinance and other related labour laws and regulations in Hong Kong to prohibit any child and forced labour employment. Our 'Internal Control Policy Handbook and Procedure Manual' requires the Human Resources Department to verify job applicants' identification documents and academic/work records during the recruitment process to ensure that they are lawfully employable. The Human Resources Department is also responsible for monitoring and ensuring the compliance with the latest and relevant laws and regulations that prohibit child and forced labour. Moreover, we require all our suppliers strictly not to employ any child or forced labour.

During the Reporting Period, the Group was not in violation of any laws and regulations related to the prevention of child and forced labour.

B.5 SUPPLY CHAIN MANAGEMENT

The Group outsources some production processes such as printing and translation to third-party suppliers. In addition to ensure suppliers' service quality, we also pay special attention to identify possible ESG risks that associated with them. Our 'Internal Control Policy Handbook and Procedure Manual' requires our representatives must evaluate the performance of suppliers with fair and most importantly, firmly refuse the bribe and commission on sales. Suppliers are chosen purely based on their service quality, price, reputation, financial background, track record and delivery time. Sustainability and social responsibility of the suppliers are also considered, and environmental-friendly requirements are set for the suppliers. Our Procurement Department needs to contact at least three potential suppliers to compare price and quality before making a final decision. The Group reviews its approved supplier list annually and keeps monitoring on its suppliers to ensure them complying with their local laws and regulations.

During the Reporting Period, there were 28 suppliers for the Group, 24 of them were from Hong Kong and 4 suppliers were from the PRC.

B. Social Sustainability

B.6 PRODUCT RESPONSIBILITY

The Group's mission is to provide elite and top quality financial printing services to the customers. We set out standard operating procedures to ensure the quality of our services and products. Our 24-hour customer service team is dedicated to receive customer instructions and answer service inquiries promptly. Senior management regularly review the quality of services and products. Designated channels such as customer service hotline, email and facsimile are available for customers to lodge complaints. The Group will investigate the complaints in timely manner. Findings will be reported to senior management and further actions to improve operating procedures and services will be taken if necessary.

Our core financial printing business frequently handles customers' confidential information. Thus it is important for us to protect customers' data privacy and we adhere to the Personal Data (Privacy) Ordinance and other relevant laws in Hong Kong. We take all necessary steps and measures to preserve the confidentiality and security of customer data in our daily operations. Internal guidelines and trainings are provided to our staff in how to collect, process and use customers' personal and confidential information. Privacy or confidential information collected will only be used for the purpose for which it has been collected. Customers will be informed of how the data collected will be used in the business. Unless authorization from customers have been obtained, no customer information could be provided to the third parties. Customers always have the rights to review and revise their personal data, including opting out of any direct marketing activities. Our Information Technology Department has set restrictions on software installation and limitations on the business network to prevent unauthorized access, use and export of customer data.

We understand the importance of protecting our own and customers' intellectual property rights. Our 'Internal Control Policy Handbook and Procedure Manual' regulates the procedures and standards in intellectual property rights protection. The Group follows the legitimate intellectual property application procedures in Hong Kong for its new trademarks, labels and product designs. All software and information used in our daily business operations are with legal licenses and we only procure genuine products.

During the Reporting Period, the Group did not violate any laws and regulations regarding the product responsibility, data privacy and intellectual property rights. We have no products sold being recalled and received complaints.

B.7 ANTI-CORRUPTION

EDICO is dedicated to conducting business in an ethical manner and maintaining a high level of integrity with zero tolerance for corruption and bribery activities. The Group strictly complies with the laws and regulations relating to anti-corruption and anti-money laundering in Hong Kong, including the Prevention of Bribery Ordinance and the Anti-Money Laundering and Counter Terrorist Financing Ordinance. Internal anti-corruption policies and guidelines are in place, which state clearly the standards and requirements for all employees regarding corruption and bribery, fraud and conflicts of interest in daily business activities. Trainings related to the Group's internal anti-corruption policies are provided to both newly hired and existing employees. During the Reporting Period, the Group organized 10 hours of trainings to the staff in relation to anti-corruption. All employees are subject to disciplinary actions or even being discharged from their duties if they committed any form of corruption or money laundering activities.

B. Social Sustainability

We encourage employees and business partners to report any suspected misconduct and malpractice. The Group's whistle-blowing policy clearly states that all misconduct behaviors will be reported directly to the Audit Committee. The Audit Committee will conduct investigations into any suspicious or illegal behavior and reports to the Board at least annually. All investigations will be handled confidentially and the management will take corrective actions to resolve substantiated frauds. Misconduct activities will be referred to enforcement authorities in case violating the laws.

During the Reporting Period, the Group did not receive any corruption lawsuits against the Group or its employees. Meanwhile, the Group and its employees were not in violation of any of the relevant laws and regulations in relation to bribery, extortion, fraud and money laundering.

B.8 COMMUNITY INVESTMENT

One of the Group's key missions is to fulfill corporate social responsibilities and contribute in the building of a cohesive and caring society. During the Reporting Period, our Corporate Social Responsibility Team devoted substantial efforts to organize a number of community caring activities in helping those in need. Our staff actively participated in those events and contributed 45 hours of volunteer services during the Reporting Period. The community caring activities not only enhance our staff's sense of responsibility, but also their capabilities to interact with people and collaborations with colleagues. During the Reporting Period, the Group's community caring activities are highlighted below:

- ✔ Heep Hong Society Flag Day 2021
- ✔ Heep Hong Society Grand Raffle 2022
- ✔ Medecins San Frontieres Donation Box
- ✔ Hong Kong Investor Relations Association Training Courses
- ✔ Wheelock House Recycling Collection of Mooncake Boxes
- ✔ Banyan Services Association – “Give Mooncakes, Spread Love” Mooncake Donation

During the Reporting Period, EDICO received the following awards in recognition of our social contributions. We will continue in contributing to the sustainable development and caring of our community.

- ✔ 10 Years Plus Caring Company by The Hong Kong Council of Social Service
- ✔ Caring Ambassador by The Hong Kong Council of Social Service
- ✔ Food Saving Pledge by Food Grace
- ✔ Diamond Sponsor and Publication Support – The HKIRA 8th Investor Relations Awards by Hong Kong Investor Relations Association

B. Social Sustainability

✔ Heep Hong Society Flag Day 2021



✔ Heep Hong Society Grand Raffle 2022



✔ Hong Kong Investor Relations Association Training Courses



✔ Medecins San Frontieres Donation Box



Mistress of Ceremonies of HKIRA 8th IR Awards
Ms. Emmy He
 Business Development Director
 EDICO Financial Press Services Limited



✔ Diamond Sponsor and Publication Support- The HKIRA 8th Investor Relations Awards by Hong Kong Investor Relations Association

Left:
Mrs. Amy Donati
 Executive Director and
 Chief Executive Officer
 EDICO Holdings Limited

Right:
Dr. Eva Chan
 Chairman
 Hong Kong Investor
 Relations Association

B. Social Sustainability



✔ **Banyan Services Association- “Give Mooncakes, Spread Love” Mooncake Donation**



✔ **Wheelock House Recycling Collection of Mooncake Boxes**



✔ **10 Years Plus Caring Company by The Hong Kong Council of Social Service**

✔ **Caring Ambassador by The Hong Kong Council of Social Service**



✔ **Food Saving Pledge by Food Grace**



Left:
Mr. Argo Yeung
Chairman
Community Leap Limited

Right:
Mrs. Amy Donati
Executive Director and
Chief Executive Officer
EDICO Holdings Limited



Sustainable Goals
Development

Sustainable Development Goals

Notwithstanding we strictly comply the ESG Guide of the Stock Exchange, we are committed to integrating international well-recognized sustainability measures into our business development and strategies. The 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. At its heart are the 17 Sustainable Development Goals, which are all well-defined and comprised of a total of 169 targets. Each target has several indicators that are taken as metrics to measure the progress.



Sustainable Development Goals

During the Reporting Period, the Group selected Goal 3, 5, 9, 12 and 13 as the prioritized targets in its corporate sustainability agenda.



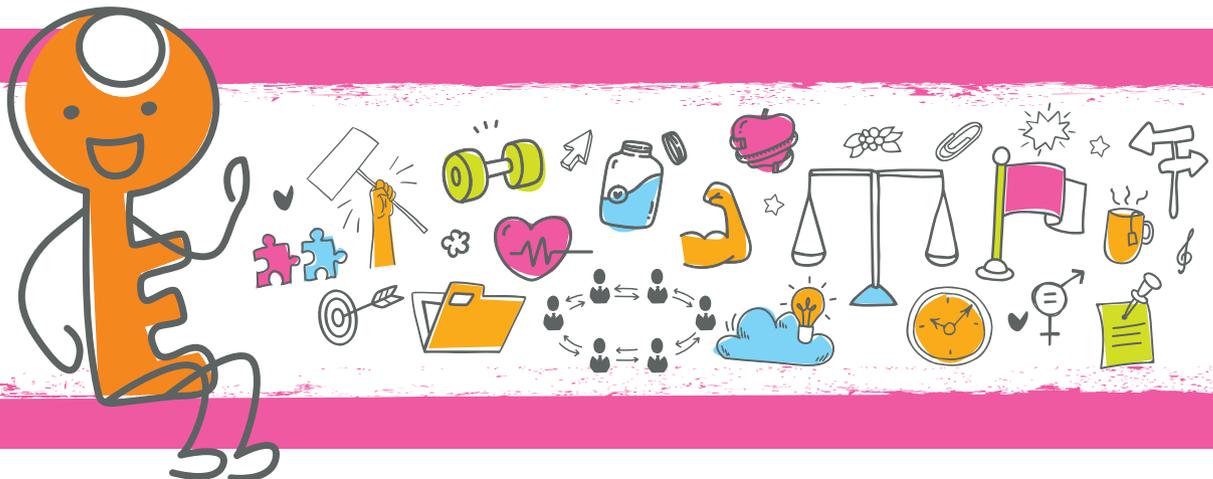
Goal 3: Ensuring healthy lives and promoting well-being at all ages is essential to sustainable development. At EDICO, the health and safety of our staff, customers, business partners and the community in which we operate is our number one priority. We have a legacy of responsible business and we are committed to doing all we can to keep everyone safe.



Goal 5: Equality between men and women is an integral part of human rights. EDICO actively supports efforts to achieve gender equality and empower women rights. Staff benefits, promotion, dismissal, retirement and training policies are determined irrespective of employees' gender. We are zero tolerance to any gender discrimination.



Goal 9: EDICO insists on technology innovation and adoption of more environmentally solutions in our financial printing services. We continuously refurbish and upgrade our office facilities to provide better experiences for our customers and working environment for our staff, which is key enhance our core competitiveness.



Sustainable Development Goals



Goal 12: Raising the awareness of environmental protection among employees has long been a key factor for EDICO's business development. Our "Plastic NOT Fantastic" campaign encourages all employees in the office to prevent, reduce, reuse and recycle the wasted items that may still be functional in other areas. We hope to disseminate the concept of sustainable consumption and production across the Group.



Goal 13: EDICO is a member of the global community and thus actively promotes the eco-friendly living style in where the Group operates. As the urgency of facing those climate-related challenges has intensified over the years, a joint effort by all parties, including governments, private sectors and individuals is crucial to tackle the climate change.



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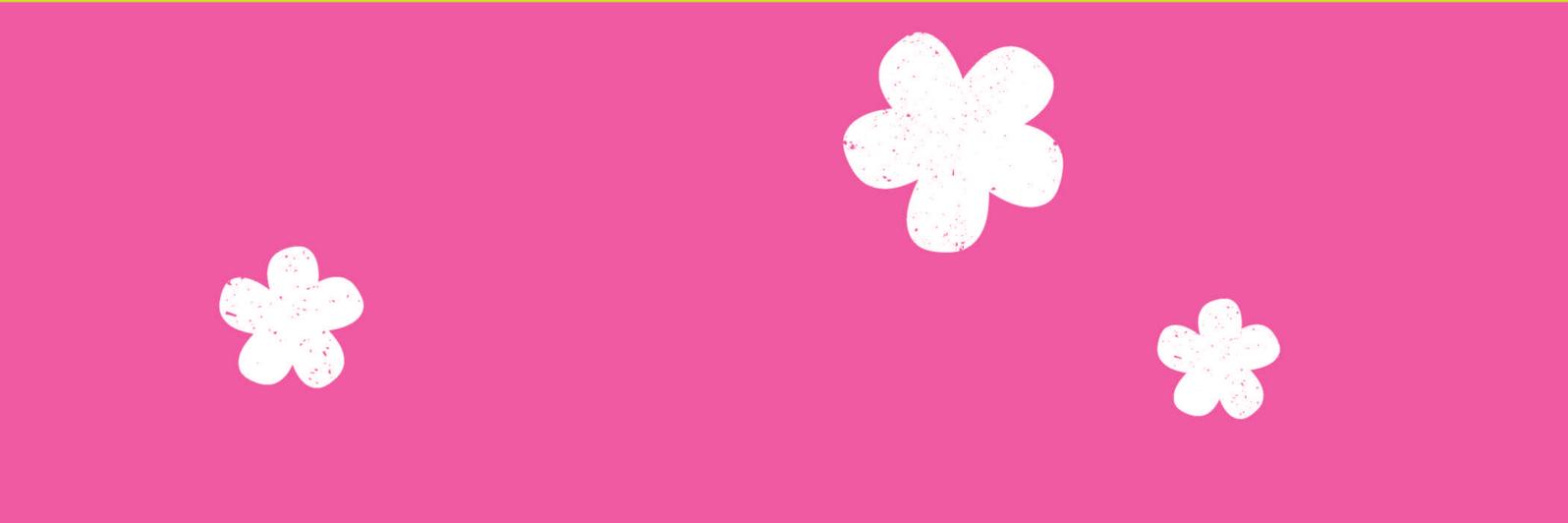
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