



TRANSFORMING OUR FUTURE

SUSTAINABILITY REPORT 2022



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ABOUT TOP FORM

Established in 1963, Top Form International Limited (the “Company”) is a full-service design and supply chain partner to global brands and retailers of intimate apparel, listed on the Main Board of the Stock Exchange of Hong Kong Limited (Stock Code: 333). With headquarters in the Hong Kong Special Administrative Region, the Company and its principal subsidiaries (collectively “Top Form”/the “Group”/“our”/“we”/“us”) employ over 7,000 people across mainland China, Thailand and Cambodia.

Our end-to-end service ranges from ideation to material sourcing and the production of finished garments,

including intimate apparel and sports bras. Among our customers are the world’s leading brands and retailers, who trust us to deliver uncompromising quality in every product we make.

In the course of conducting our business, we maintain a strong commitment to sustainability, based on our three sustainability pillars — *Save our Planet*, *Empower our People* and *Build our Communities* — which are linked to the Sustainable Development Goals (“SDGs”) of the United Nations. Progress against our sustainability goals and targets is measured according to the table on [p. 4](#).



OUR VISION

To be a leading international apparel partner, from ideation to delivery, driven by innovation and insights, and built upon sustainable forward-thinking operations.

OUR MISSION

“ TOP FORM STRIVES TO MAKE A LASTING POSITIVE IMPACT THROUGH OUR CHOICES AND ACTIONS, OUR RELATIONSHIPS AND THE QUALITY WORK WE DO. ”

ABOUT THIS REPORT

This Sustainability Report 2022 was compiled in accordance with the Environmental, Social and Governance Reporting Guide (the “ESG Guide”) contained in Appendix 27 of the Rules Governing the Listing of Securities of The Stock Exchange of Hong Kong Limited. It also makes reference to the internationally-recognized GRI Standards of the Global Reporting Initiative.

The board of directors (the “Board”) of Top Form acknowledges the importance of robust environmental, social and governance performance in meeting the expectations of stakeholders. The Board has taken overall responsibility for the Company’s Sustainability Strategy as well as the reporting and endorsement of this year’s Sustainability Report.

This report provides information on our policies, efforts and achievements with regard to the Company’s environmental, social and governance issues for the period from 1 July 2021 to 30 June 2022 (“FY2022”).

All relevant sustainability policies, including our codes of conduct for employees and suppliers, are available on our [website](#).

Names of some of the relevant social and environmental laws are not available in English or Chinese in the jurisdictions where we operate; Top Form has made every effort to ensure these names have been translated accurately.

PROFILE AND SCOPE

This report covers the activities of the Company and its principal subsidiaries. Top Form Brassiere Mfg. Co., Ltd (“Top Form Bra”) represents the brassiere manufacturing arm of Top Form and is the major principal subsidiary.

The data disclosed in this report was captured from production plants in mainland China, Thailand, Cambodia and all operating offices of the Group. We have taken into account the potential social and environmental impacts of these principal subsidiaries during the reporting period.

REPORT ASSURANCE

Data contained in this report originates from our internal documents and statistics. The Group is responsible for the authenticity, accuracy and completeness of the content contained in this report.

CONTACT

You are welcome to send us any feedback you may have on this year’s report by contacting us at query@topform.group.



OUR SUSTAINABILITY STRATEGY

In FY2021 we updated our Sustainability Strategy, which aligns with the United Nations Sustainability Development Goals (“SDGs”), to address global challenges in a coherent and holistic way. The framework comprises three pillars and seven focus areas to drive positive change for society and the environment.

OUR 3 PILLARS OF SUSTAINABILITY



SAVE OUR PLANET



Protect our environment through implementing low carbon footprint principles, minimize resource consumption and waste generation through the prevent, reduce, recycle and reuse concept across our operations.



Pathway to Carbon Reduction



Pathway to Circularity



EMPOWER OUR PEOPLE



Promote a healthy, safe and inclusive working environment, foster a culture of innovation and empower our employees.



Health and Safety



Ethical Recruiting



Grooming Talent



BUILD OUR COMMUNITIES



Strengthen the well-being of the local communities in which we operate via employee volunteerism and community investment.



Nourishing Our Community



Women Empowerment

FY2022 HIGHLIGHTS

PILLAR	FOCUS AREA	GOALS	FY2022 HIGHLIGHTS	PROGRESS
 SAVE OUR PLANET	Pathway to Carbon Reduction	Reduce 15% of scope 1 and 2 GHG emissions by FY2025	<ul style="list-style-type: none"> Renewable energy accounts for 6% of the Group's energy consumption 17% energy intensity (kWh/revenue) reduction compared to baseline 	<p>In progress</p> <p>In progress</p>
	Pathway to Circularity	100% targeted production plants comply with relevant circularity certificates by FY2024	<ul style="list-style-type: none"> Adoption of 3D design to reduce number of development samples Shipped over 400,000 certified circularity products since FY2020 50% of our targeted production plants comply with relevant circularity certifications Collaborated with our supplier to develop a USDA Certified Biobased Product 	<p>In progress</p> <p>In progress</p> <p>In progress</p> <p>Completed</p>
 EMPOWER OUR PEOPLE	Health and Safety	Continuous improvement in Health and Safety Management	<ul style="list-style-type: none"> 48% reduction in average number of lost days per incident Zero work-related fatalities Nearly 100% of employees are vaccinated: 99% have had their second vaccination and 93% have had their third vaccination 	<p>In progress</p> <p>Maintain</p> <p>Maintain</p>
	Ethical Recruiting	100% of targeted production plants comply with internal Ethical Recruiting Standard	<ul style="list-style-type: none"> Zero incidents of child and forced labor Zero incidents of sexual harassment Group-wide Code of Conduct refresher training was rolled out in FY2022 and will be completed in FY2023 	<p>Maintain</p> <p>Maintain</p> <p>In progress</p>
	Grooming Talent	Develop talent development programs for business growth	<ul style="list-style-type: none"> 10 industrial engineers completed over 200 hours of training to become a certified General Sewing Data (GSD) practitioner 	<p>In progress</p>
 BUILD OUR COMMUNITIES	Nourishing Our Community	Meet the nutrient or health needs of local communities	<ul style="list-style-type: none"> Donated food and learning kits to 175 children, including orphans 	<p>In progress</p>
	Women Empowerment	Invest in education for children and women		<p>In progress</p>

MESSAGE FROM THE CEO



Dear Stakeholders,

For Top Form, FY2022 was another challenging year due to the continuing impact of COVID-19 and global supply chain disruptions on our operations and the apparel industry. Yet it was also a year of significant progress in our transformation towards becoming a greener, more innovative and caring company since the launch of our updated Sustainability Strategy in FY2021. In our renewed strategy, we identified three priority pillars, namely *Save our Planet*, *Empower our People*, and *Build our Communities*, which are linked to the seven Sustainable Development Goals (“SDGs”) of the United Nations (“UN”).

After publishing our 2025 carbon reduction target in our previous report, we were particularly encouraged by the amount of carbon that was reduced in a pilot solar energy project initiated in one of our overseas facilities. We believe renewable energy is the key pathway to carbon reduction. To that end, we are commissioning renewable energy experts to conduct a feasibility study on the use of renewable energy across the entire Group, as we continue to expand our manufacturing footprint. For 2030 and 2050, we are exploring a more ambitious carbon reduction target.

I was also delighted to see the positive feedback we have received from our customers on the 3D technology we use in our design and development process since its adoption in 2020. This technology represents a tremendous opportunity for us to cut carbon emissions and reduce the number of samples needed without affecting our best-in-class service. In addition, we are

taking steps to enhance our fundamental business process and infrastructure for designing and shipping circularity products to meet the increasing demand for circular products in our industry.

The pandemic remained a central issue to our business and community this year, and we have been responding decisively since 2020. We especially appreciate the tremendous efforts of our local Health and Safety Teams to keep our people safe by continuing to enforce our safety protocols and maintaining compliance with local health regulation protocols. As vaccinations became more widely available in South East Asia, the Management Team and I have been actively promoting their benefits to our employees. We have also continued to support the national pandemic response of our operating regions to ensure the well-being and ongoing development of our community.

Despite the ongoing market and pandemic disruptions, I am positive that maintaining sustainability as one of our core values can help us build a more sustainable apparel industry and deliver on our company purpose: “Create Value • Innovation Solutions”.

I would like to take this opportunity to thank our employees, business partners, customers and other stakeholders, who support our vision of becoming one of the most innovative and sustainable manufacturers in the intimate apparel industry.

Kevin Wong
Chief Executive Officer
November, 2022

CORPORATE GOVERNANCE

GOVERNANCE STRUCTURE

The Board is responsible for overseeing the Group’s sustainability and climate-related strategy, policy and annual reporting.

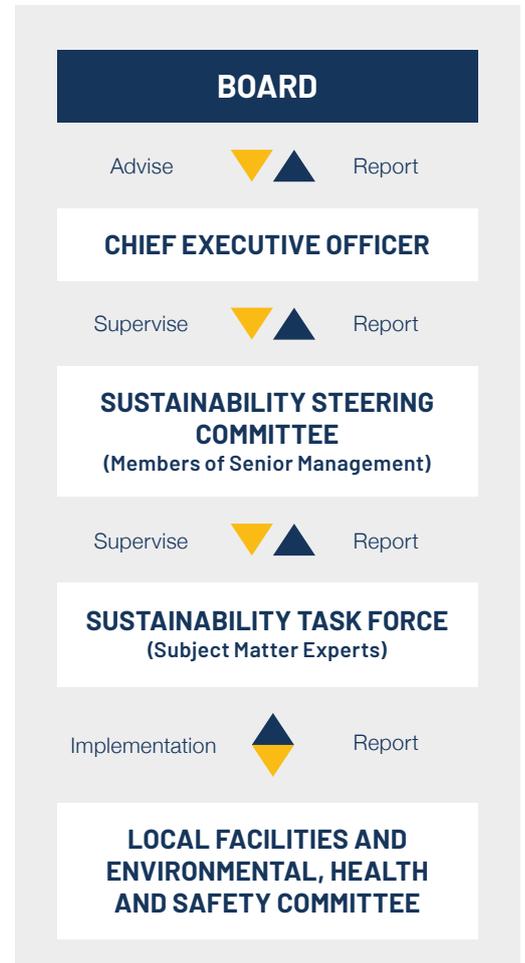
An effective risk management system and reporting mechanism are in place to report significant sustainability and climate-related risks to the Board in a timely manner. Our Sustainability Strategy provides a strategic direction for the Group, and our sustainability progress and performance are reported annually to the Board for their review.

Chaired by the CEO, our Sustainability Steering Committee (the “Steering Co”) is a group of executives who lead and drive Top Form’s Sustainability Strategy and monitor its implementation.

A Sustainability Task Force (the “Task Force”) has been created to support the Steering Co. and develop sustainability and climate-related strategies and policies, track sustainability performance and prepare the Sustainability Report. Bi-monthly meetings are held to report the progress of our sustainability initiatives to the Steering Co.

The local Environmental Health and Safety Committee (the “EHS”) is responsible for the implementation of the Group’s Sustainability Strategy.

For further details on our Corporate Governance structure and practices, our Board and its composition, please refer to the Corporate Governance Report and the Directors’ Report in the [Annual Report](#).



MAINTAINING AN ETHICAL BUSINESS CULTURE

We expect Top Form employees to behave in an ethical manner according to the laws of the respective jurisdictions in which we operate and our own [Code of Conduct](#) (“the Code”).

Our [Code of Conduct](#) covers bribery, anti-corruption, conflicts of interest and reporting suspected violations of the Code, among other pertinent issues. Suspected violations of the Code may be reported to our management team through a dedicated e-mail hotline, by telephone, or to the Human Resources Department or General Managers. All information collected is held in strictest confidence. Refresher training in the [Code of Conduct](#) was held in FY2022 for 500 employees, including executives, managers and supervisors through online workshops across all regions. Our target is to complete the refresher training for all employees within FY2023.

All Board members take refresher e-training from The Director Training Programme by the Hong Kong Stock Exchange on a regular basis.

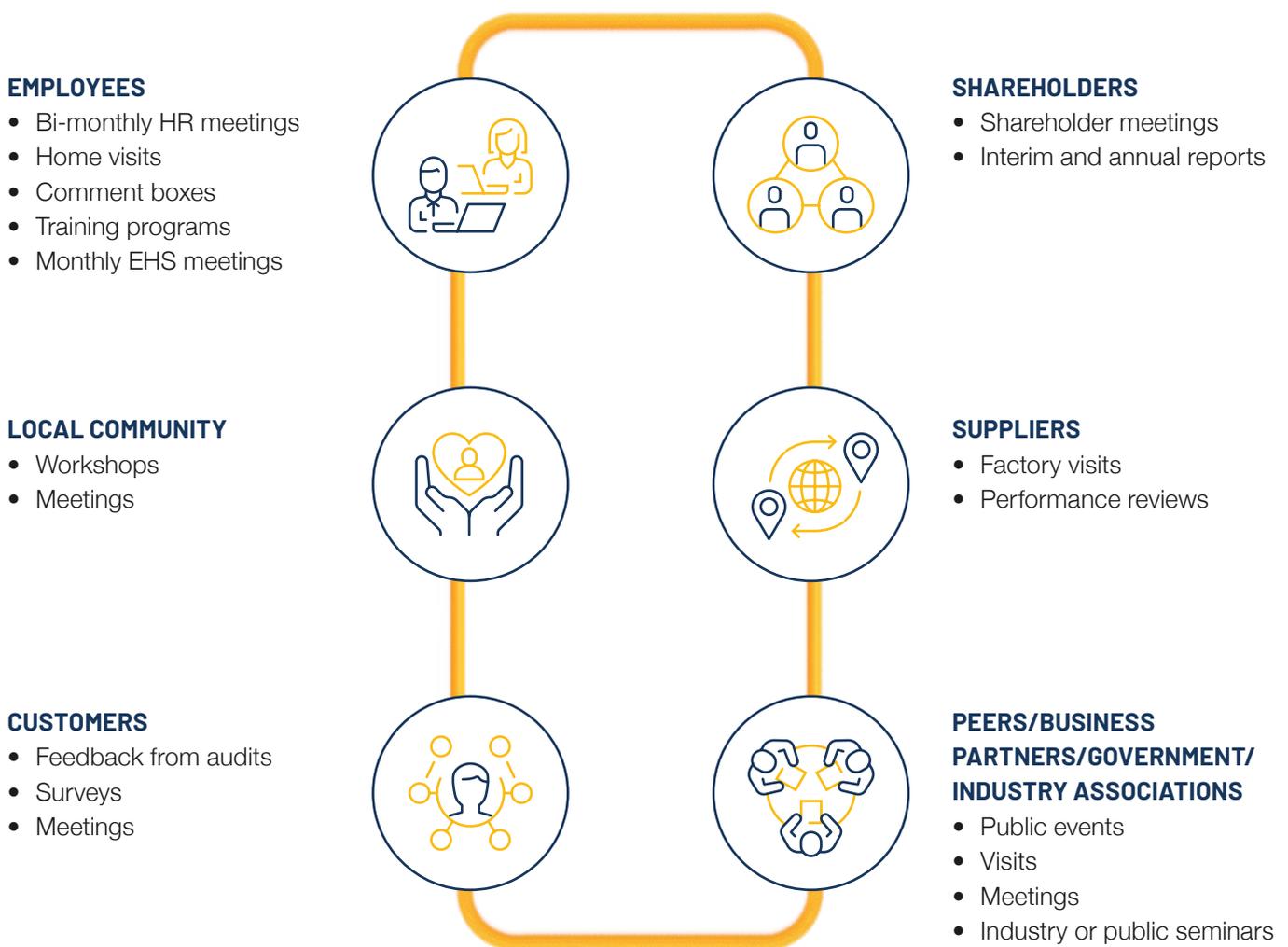
For the year ended 30 June 2022, the Group was in compliance with all anti-bribery, extortion and corruption laws in each operating country, with zero cases of corruption reported.

STAKEHOLDER ENGAGEMENT AND MATERIALITY

HOW WE LISTEN TO AND ENGAGE STAKEHOLDERS

Our key stakeholders are institutions and people that are significantly affected by our business activities and business relationships. We regularly engage both internal and external stakeholders with the goal of evaluating their needs and interests on a range of sustainability topics. From our engagement with stakeholders, we are able to gain insights that can be incorporated into our operations and create value for them.

For more details on our engagement objectives and the methodology we adopted for different stakeholder groups, please visit the [Stakeholder Engagement](#) section of our website. The table below lists our stakeholder engagement framework, including stakeholder groups and the methodology employed.



Voices From Our Stakeholders

“ We have put a lot of effort into meeting both customer expectations and regulatory requirements in social compliance, and I am very proud that our factory is nominated for best-in-class vendor within human rights and environmental sustainability this year. This is a significant achievement for us and also for our workers, who trust us to provide a healthy and inclusive working environment. ”

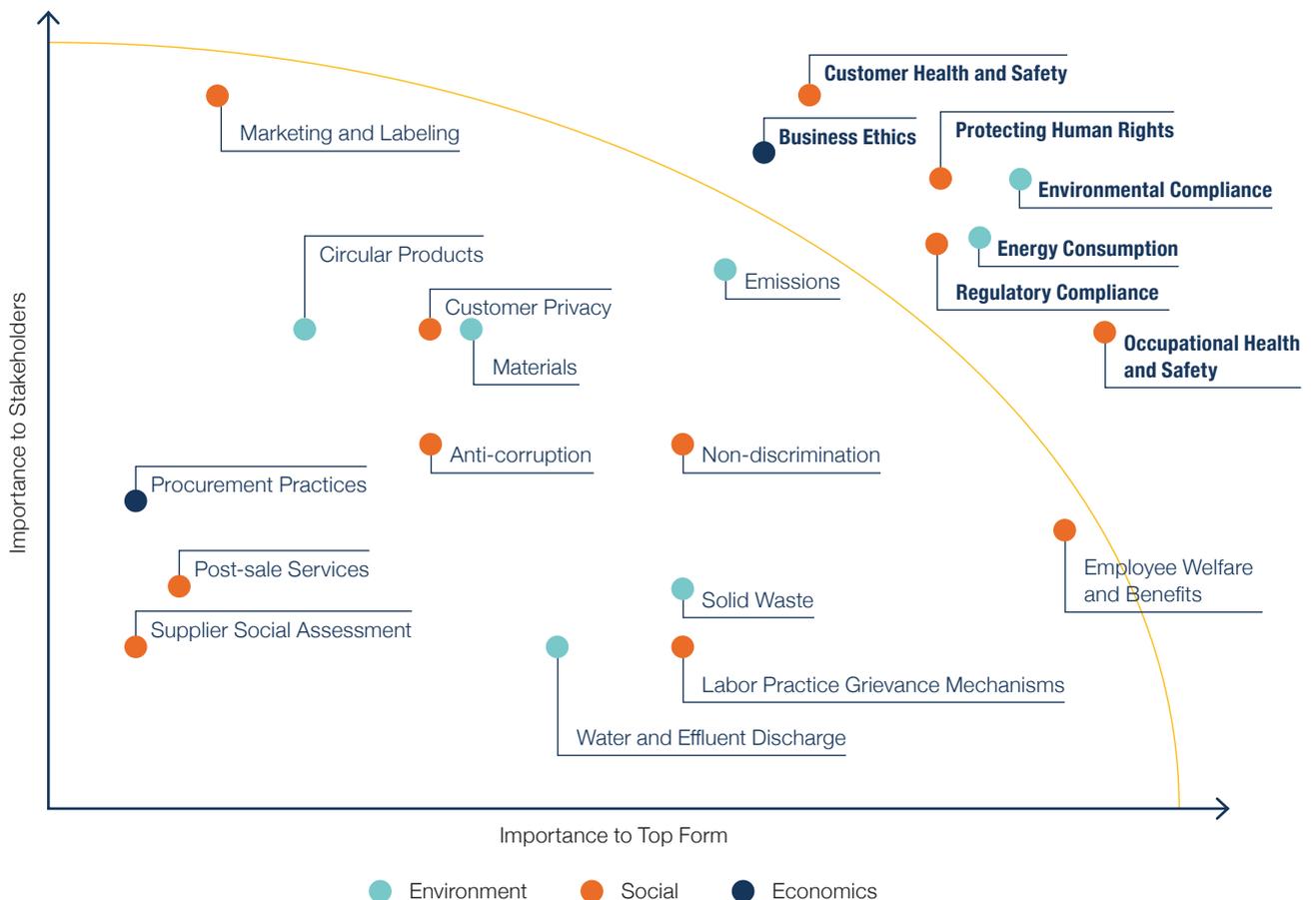
- HR Manager of Top Form Thailand

“ Top Form has been a strategic supplier for over 30 years, and I am glad to see their commitment to sustainability, upholding high ethical standards and addressing the impact of climate change through its strategy and operations. ”

- Head of Sustainability of a large European luxury lingerie customer

MATERIALITY MATRIX

We identify and evaluate material issues by assessing the rating of the sustainability issues that matter most to our stakeholders and affect our business.



These material topics are prioritized in our strategic planning and endorsed by the Board. The subsection of this report discloses our actions to address the material topics of concern to our stakeholders.

Our material topics in FY2022 remain consistent with our previous report, with the exception of three additional topics that have grown in importance.

<p>New Topic</p>  <p>Environmental Compliance</p> <p>▼</p> <p>How We Address Them</p> <ul style="list-style-type: none"> • Our planet, our future 	<p>New Topic</p>  <p>Energy Consumption</p> <p>▼</p> <p>How We Address Them</p> <ul style="list-style-type: none"> • Greenhouse Gas (GHG) Management/ Energy Management 	<p>New Topic</p>  <p>Customer Health and Safety</p> <p>▼</p> <p>How We Address Them</p> <ul style="list-style-type: none"> • Quality Assurance Process • Product Recall Procedure 	
 <p>Protecting Human Rights</p> <p>▼</p> <p>How We Address Them</p> <ul style="list-style-type: none"> • Upholding Our Values • Ethical Recruiting 	 <p>Regulatory Compliance</p> <p>▼</p> <p>How We Address Them</p> <ul style="list-style-type: none"> • Maintaining an Ethical Business Culture 	 <p>Occupational Health and Safety</p> <p>▼</p> <p>How We Address Them</p> <ul style="list-style-type: none"> • Health and Safety Management • Pandemic Management 	 <p>Business Ethics</p> <p>▼</p> <p>How We Address Them</p> <ul style="list-style-type: none"> • Maintaining an Ethical Business Culture • Upholding Our Values

OUR PLANET OUR FUTURE



We are making more efficient use of resources and supporting the growing demand for sustainable products with recycled materials.

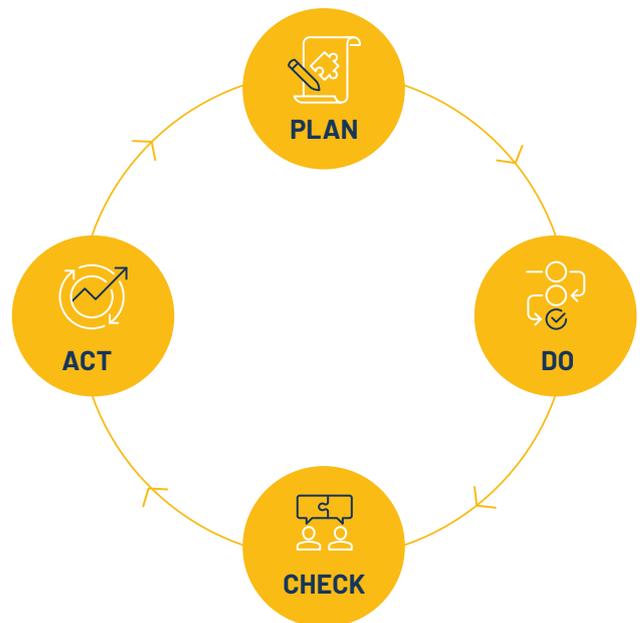
In FY2021, we updated our [Environmental Policy](#) and Environmental Management Manual in order to set a clear standard and requirements for managing important environmental aspects in our operations. In FY2022, we completed the implementation of the standard and aligned its procedures across all our major operating facilities.

Additionally, Top Form has adopted the Higg Index, a standardized set of self-assessment tools for the apparel and footwear industry that measure sustainability performance in different environmental categories. All environmental performance ratings are provided to customers upon request.



To ensure our operations comply with local environmental laws, rules and regulations, we arrange to have regular environmental audits conducted by a third party. In FY2022, no emissions violations were reported.

Our Approach to Environmental Management



Greenhouse Gas (GHG) Emissions Management

In our previous sustainability report, we set a five-year target to address climate change with the aim of reducing Scope 1 and 2 GHG emissions by 15% by FY2025 from an FY2020 base year¹.

With the recent publication of a special report, *Global Warming of 1.5°C*, it was noted that in order to prevent the worst consequences of climate change the world would need to reduce emissions by 45% below 2010 levels by 2030. Therefore, we have been exploring a more ambitious carbon emissions target for FY2030 that will address the escalating impacts of climate change.

To help support the transition to net zero by 2050, we have engaged an expert on renewable energy. This expert is conducting a feasibility study on expanding the use of rooftop solar PVs outside Thailand and exploring other green technologies and carbon offsets.

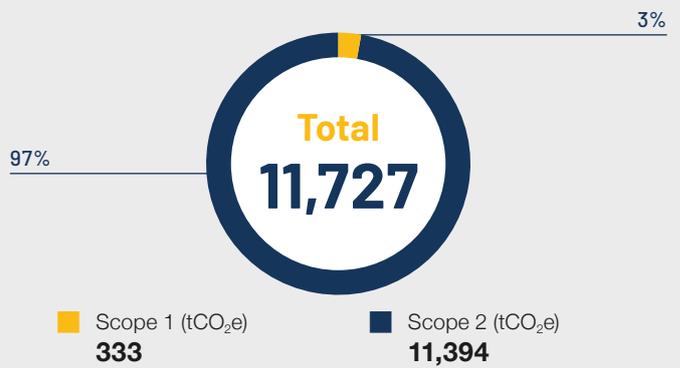
Electricity generated by our current solar PVs in Thailand contributes to 10% of the region’s electrical energy consumption and 6% overall for the Group.



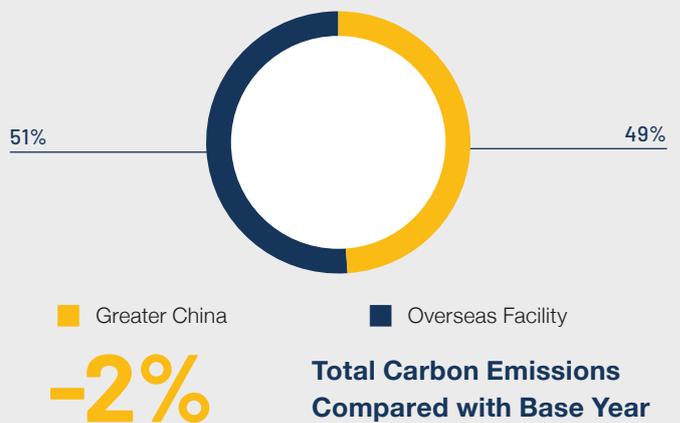
| Solar panels installed in Thailand.

- This target is applicable to our energy efficiency target since Scope 2 accounts for over 95% of the Group’s carbon emissions.
- Scope 1 emissions include direct emissions from fuel combustion of stationary sources (e.g. generators, kitchens) and mobile sources (e.g. company vehicles).
- Scope 2 emissions include indirect emissions from purchased energy.
- GHG emissions are accounted with reference to the GHG Protocol Corporate Accounting and Reporting Standard issued by the World Resources Institute and the World Business Council for Sustainable Development.
- The greenhouse gas emission factors of Greater China and Overseas operation refers to 2019 Annual Emission Reduction Project China Regional Grid Baseline Emission Factors, 2019 CLP Sustainability Report and the IGES List of Grid Emission Factors Version 10.9, respectively.

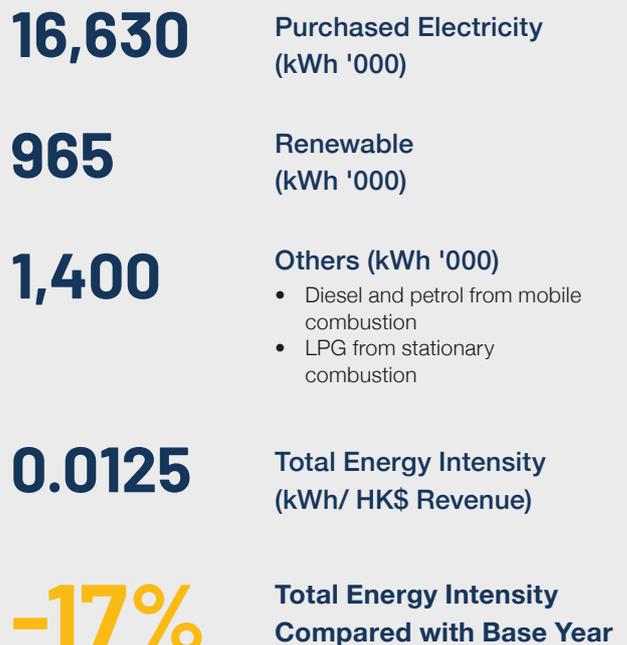
GREENHOUSE GAS EMISSIONS FY2022



GREENHOUSE GAS EMISSIONS BY REGION



ENERGY CONSUMPTION FY2022



Task Force on Climate-related Financial Disclosures (“TCFD”)



Top Form supports the recommendations of the Financial Stability Board’s Task Force on Climate-related Financial Disclosures (TCFD), and the Board acknowledges the importance of climate-related disclosures. This section is structured in line with the recommended disclosures of the TCFD, with details on the risks and opportunities presented by climate change, their implications for our businesses and the actions we are taking in response.

Governance and Strategy

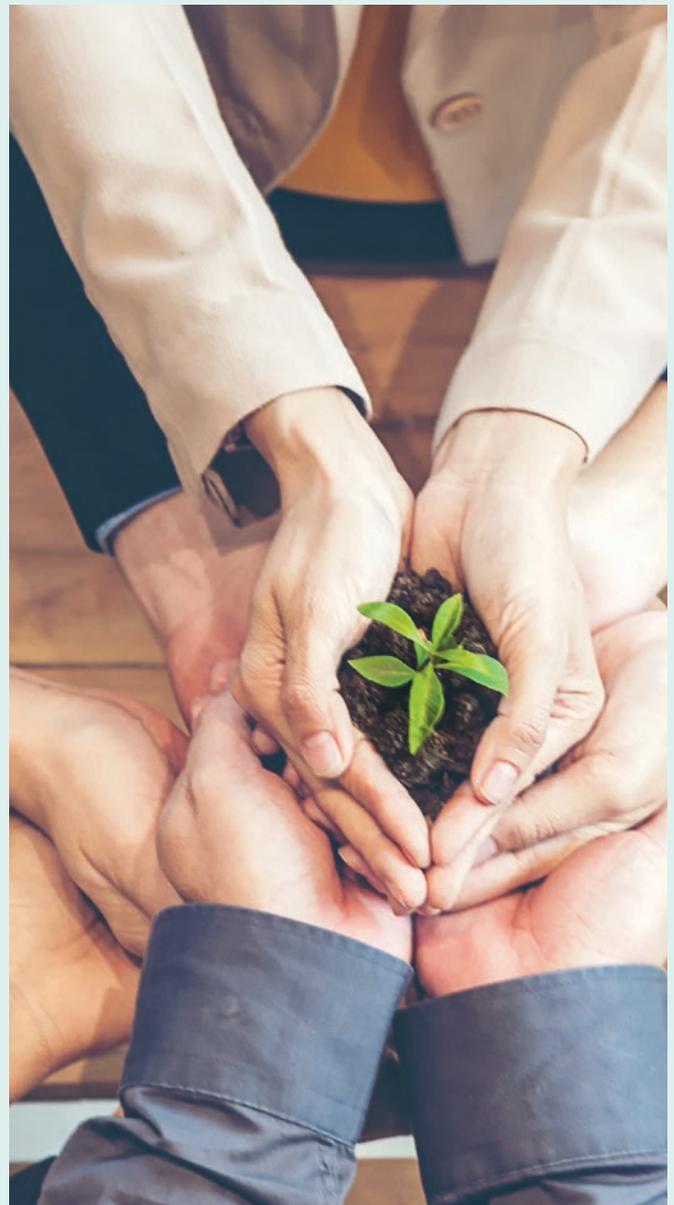
Top Form’s Board is accountable for climate change-related strategies and the decarbonization performance of all subsidiaries under Top Form. The Board oversees the management of risks related to climate change and reviews any significant climate risks and opportunities. Significant business risks, including climate-related risks, are reported to the Board on an annual basis.

In FY2022, climate change has been included in our materiality assessment, and the topic of energy efficiency was identified as a material issue for our business continuity and development. Our Sustainability Strategy focuses on reducing our carbon emissions and supports the growing demand for circular products to address the relevant material topics.

To protect Top Form’s people, each region has a Natural Disaster Prevention Plan, escalation mechanisms, and guidelines for work arrangements in response to potential risks due to climate change, such as storms and floods. Based on local government weather warnings, local HR teams will inform employees to leave or return to work in an organized and safe manner in extreme weather conditions. To monitor extreme temperatures and heat stress and prevent potential heatstroke, daily temperature checks are conducted in the factory to ensure it is safe to operate in work areas.

Risk Management

Top Form conducted a scenario analysis with the two Representative Concentration Pathways (RCP 4.5 and 8.5) used by the Intergovernmental Panel on Climate Change (IPCC), which broadly represent global average temperature increases of 1.5°C and 2°C in 2050. Based on scenario analysis, Top Form has identified physical and transition risks, the associated impacts on Top Form’s operations and mitigating actions, which are summarized in the table on the following page. The identified climate risks will be monitored and controlled under the internal risk management system and internal environmental management system.



Key Climate-related Risks and Our Mitigation Plans

TYPE	CLIMATE RELATED RISKS	POTENTIAL FINANCIAL IMPACTS	MITIGATION
Physical Risk	ACUTE		
	Extreme weather, e.g., floods and storms	<ul style="list-style-type: none"> • Staff injuries and facilities damage • Logistics disruptions 	<ul style="list-style-type: none"> • Diversified production locations • Developed disaster recovery and business continuity plan
	CHRONIC		
	Extreme temperatures and heat stress	<ul style="list-style-type: none"> • Increased energy cost to provide cooling to workplaces • Lower worker productivity 	<ul style="list-style-type: none"> • Use energy-efficient cooling systems and provide comfortable workplaces
	Rising sea levels	<ul style="list-style-type: none"> • Property and asset damage 	<ul style="list-style-type: none"> • Consider environmental risk in the planning of new campuses
Transition Risk	POLICY AND LEGAL		
	Stringent decarbonization plan and stricter compliance	<ul style="list-style-type: none"> • Operation disruptions • Compliance costs 	<ul style="list-style-type: none"> • Regular updates on new regulatory and industry trends • Continue to review strategy and address potential impacts proactively
	TECHNOLOGY AND INNOVATION		
	Renewable energy and low-carbon technologies	<ul style="list-style-type: none"> • Additional capital expenditures for technology investment 	<ul style="list-style-type: none"> • Continue execution of corporate decarbonization plan
	MARKETS		
	Shift in customer preferences to sustainable products	<ul style="list-style-type: none"> • Lost market share • Customers reduce PO placements 	<ul style="list-style-type: none"> • Continue to certify our factories and products with relevant circularity certificates, e.g. GRS, OEKO-TEX®
	Adoption of carbon pricing	<ul style="list-style-type: none"> • Cost of carbon offsets 	<ul style="list-style-type: none"> • Continue execution of corporate decarbonization plan
Supply chain disruptions	<ul style="list-style-type: none"> • Shipment delays caused by raw material delays 	<ul style="list-style-type: none"> • Regular supplier engagement to minimize logistics delays 	
REPUTATION			
Rising concerns by investors and banks about ESG performance	<ul style="list-style-type: none"> • Limited funding channels • Increased cost of borrowing 	<ul style="list-style-type: none"> • Improve ESG performance and reporting transparency • Adoption of various ESG and climate-related standards 	

Metrics and Targets

Details of the methodology used to calculate our carbon emissions and targets are disclosed under "[Greenhouse Gas \(GHG\) Emissions Management](#)" in this report.

ENERGY MANAGEMENT

Electricity accounts for over 90% of our carbon emissions, which we manage according to the following approach.



Lighting

- Replaced existing lighting with LEDs
- Turn off lights during non-operating hours



Housekeeping

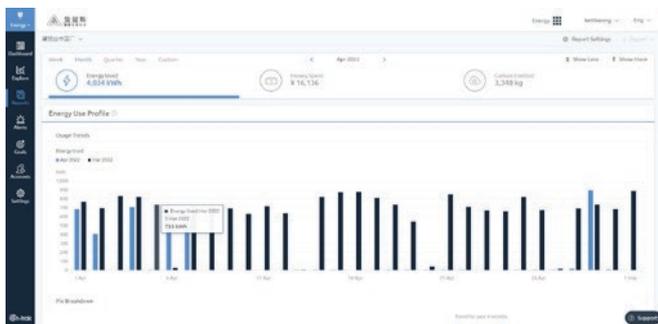
- Implemented a good housekeeping program to minimize energy wastage



Management of Equipment

- Replaced aging equipment with more energy efficient equipment
- Conduct regular inspections for air compressor leakages
- Purchased electrical appliances with a grade 1 energy label
- Retrofitted our sewing machine motors

Since Top Form uses no fuels derived from biomass, our production processes do not create biogenic carbon dioxide emissions.



| Energy consumption is monitored and tracked digitally

WASTE MANAGEMENT

We manage the waste produced in all our operations according to our [Environmental Policy](#) and the 5Rs waste management principle. We also fully comply with the laws and regulations on handling and defining hazardous and non-hazardous waste in each of the countries where we operate.

Clear roles and responsibilities and handling procedures are set out in our Environmental Management Manual, which provides a systematic approach for our teams to manage waste according to the 5Rs principle. Each team is required to record waste data, allowing us to analyze where and how to reduce waste in our operations.



All non-hazardous waste generated in our operations is managed in the following manner:

- Reused or recycled in the factory
- Sold to waste collectors for reuse or recycling
- Sold to waste recycling enterprises
- Donated to charity
- If unrecyclable, handed over to local municipal environmental services for collection

Hazardous waste is managed by a dedicated team and collected by licensed hazardous waste treatment contractors.

Top Form has adopted the following practices in our operation to minimize waste:

- Control allowable material surplus per order
- LEAN waste management approach (Transportation, Inventory, Motion, Waiting, Overproduction, Overprocessing and Defects)
- 5R practices
- Reduce quality defects through internal quality management system



Waste segregation bins are used to increase the quantity of recyclables collected and to reduce waste sent to landfill.

Waste Data

2,000 tonnes
of non-hazardous waste



1,560 tonnes

Fabric scraps and production waste



255 tonnes

Carton boxes



185 tonnes

Others:

- Metals
- Domestic waste
- Plastics
- Food waste

29 tonnes
of hazardous waste



collected by licensed contractors or returned to chemical suppliers:

- Discarded glue barrels
- Ink cans and cartridges
- Contaminated rags
- Batteries
- Light tubes

FY2022 Achievements



Reduced over **40%** of A4 paper consumption in Hong Kong through increased use of electronic documents



Recycled **1,000 kg** of leftover carton boxes by forming them into mold shapes for use in production

WATER MANAGEMENT

We have established a set of water management policies and procedures that enable us to control water wastage in our operations. Water is consumed mainly for sanitation and hygiene purposes in our canteens and toilets, as well as for our water-cooling systems that keep working temperatures at a comfortable level and for gardening. The water we use in our operations comes mainly from government sources.

To ensure we are using water responsibly, we

- Maintain the efficiency of our rainwater harvesting system
- Raise employee awareness of the importance of water conservation and promote effective water saving practices
- Track and monitor consumption to avoid water wastage/leakage
- Inspect water mains regularly and rectify leakages promptly



Water Data

Water used for sanitation and hygiene

156,000 m³

Water intensity

22.2 m³/headcount

Handling Wastewater

At Top Form, we abide by the relevant laws and regulations on water resources of the countries and regions where we operate. All our domestic operations are in strict compliance with Integrated Wastewater Discharge Standard (GB8978-1996), Grade 1 requirement in China; Industrial Effluent Standards, B.E. 2560 in Thailand; and Sub-Decree on Water Pollution Control in Cambodia.

Discharged wastewater, which is mainly domestic wastewater, is tested regularly by a third party to ensure compliance with local regulations. No issues with source water were reported during the year.

QUALITY ASSURANCE PROCESS

Our reputation and the trust of our customers are based on the high quality of our products. Top Form's quality risk assessment process begins in the development stage, during which we set the quality standards and key quality control areas before going into bulk production. These cover materials and inline and end-of-line inspection procedures to ensure we are complying with the standards and specifications of the Group and our customers.

End-of-line inspections are conducted for each order according to the Acceptance Quality Standard (AQL) sampling standards specified by customers. Only after our strict quality standards have been confirmed will a shipment be dispatched for delivery.

In the rare case of a significant quality failure, it will be reported to our business leads and Head of Quality, as specified by our Quality Assurance and Escalation Policies, for rectification. These policies outline the measures that must be taken to avoid a reoccurrence of similar quality issues.



TAKING ACTION ON CIRCULARITY

At Top Form, we believe the value of our products involves more than the innovative designs and exceptional workmanship of our highly skilled workers, but also the minimum impact they have on the environment.

Most of our factories have received circularity certifications, according to standards such as the [Global Recycled Standard \(GRS\)](#), [Organic Content Standard \(OCS\)](#) and [Recycled Claim Standard \(RCS\)](#).



These standards indicate that the certified products manufactured in our facilities contain a specified amount of recycled and/or organic content in the raw materials.

“ IN FY2022, 50% OF OUR TARGETED FACTORIES WERE IN COMPLIANCE WITH THESE STANDARDS, AND OUR GOAL IS TO HAVE ALL TOP FORM FACILITIES ATTAIN RELEVANT CIRCULARITY CERTIFICATION BY FY2024. ”

PROTECTING INTELLECTUAL PROPERTY RIGHTS

Top Form respects the intellectual property rights of our customers, including their designs, printed logos and artwork, as this is critical for maintaining their trust and preventing loss. At the beginning of each new business engagement, we sign confidentiality agreements with our customers and suppliers; we also require our employees to follow the confidentiality clause in our [Code of Conduct](#) when handling sensitive information. Our Disposal Policy stipulates the procedures to take when disposing of leftover production materials that contain brand names or licensed logos.

During the reporting period, there were no cases of non-compliance related to intellectual property rights with regard to our products and services.

PRODUCT RECALL PROCEDURE

Our Sales Operation Team and Quality Assurance Team are responsible for handling quality complaints. If a complaint is received, we will conduct an investigation to determine the root cause of the issue and identify an acceptable solution.

FY2022 QUALITY PERFORMANCE	ACHIEVED	TARGET
Accepted Quality Standard "AQL"	94.4%	99.5%
Observed Quality Performance "OQL"	1.5%	1%

In FY2022, the Group had no products sold or shipped subject to recalls for safety or health reasons. Additionally, there were no violations of product laws, customer complaints or fines associated with intellectual property rights.

SUPPLY CHAIN MANAGEMENT

The Group’s suppliers provide four major types of material: fabric, lace, foam cups and accessories.

When engaging new suppliers, we will carry out a background search to verify their qualifications as a vendor for Top Form.

We also insist that suppliers are OEKO-TEX® or bluesign® accredited to ensure their products do not exceed chemical restriction limits set by our customers and that the materials they use come from ethical and sustainable sources.

New Supplier Registration Procedure

- 1**
 Conduct on-boarding meetings
 

- 2**
 Make periodic on-site visits
 

- 3**
 Carry out comprehensive screening procedures
 

- 4**
 Ensure compliance with our Code of Conduct
 

Vendor Performance Evaluation Criteria



Product Innovation



Compliance with Regulations



Product Sustainability



Quality



On Time Deliveries



Responsiveness to Feedback

In FY2022, our vendor evaluations covered 33 key suppliers representing 80% of all materials purchased.

Based on our internal scoring system, suppliers under evaluation are categorized as “Strategic”, “Core” and “Phase out”. Top Form will prioritize Strategic partners and minimize or exclude vendors with poor performance scores in order to reduce our risk exposure.

NUMBER OF SUPPLIERS BY GEOGRAPHICAL REGION BY %



CASE STUDY

TRANSFORMING OUR BUSINESS THROUGH INNOVATION

Top Form Global Innovation Day 2022

This year, we organized the 12th ideation forum under the theme “Creating sustainable solutions in this ever-changing world.” During the two-day event, participants discussed current product trends in technology and shared innovative ideas on how to design and develop products that inspire our customers and drive change for sustainability.

During his opening remarks, our CEO Mr Kevin Wong said, “Innovation is rarely a lightbulb moment for any one individual. It is about discipline, dedication and critical thinking to identify an actual problem then methodically solving it through trials, failures and honest reflection.”

Our 3D Digital Product Development Team has been making use of 3D designs for their collections since FY2020. Customers’ designers can now preview 3D prototypes on a customized virtual mannequin, with true-to-life details enabled, allowing them to make more informed decisions on design changes and colors.

“When I design for sustainability, my approach is to collaborate with the sourcing team to understand why the material is sustainable, workmanship feasibility, the price, and customer need in order to come up with an inspirational design concept that could achieve their business goals.”

- Designer of Innovation Team



Our Product Tech Team explained how Top Form used cutting-edge technology to manufacture one of our customer’s best-selling products.

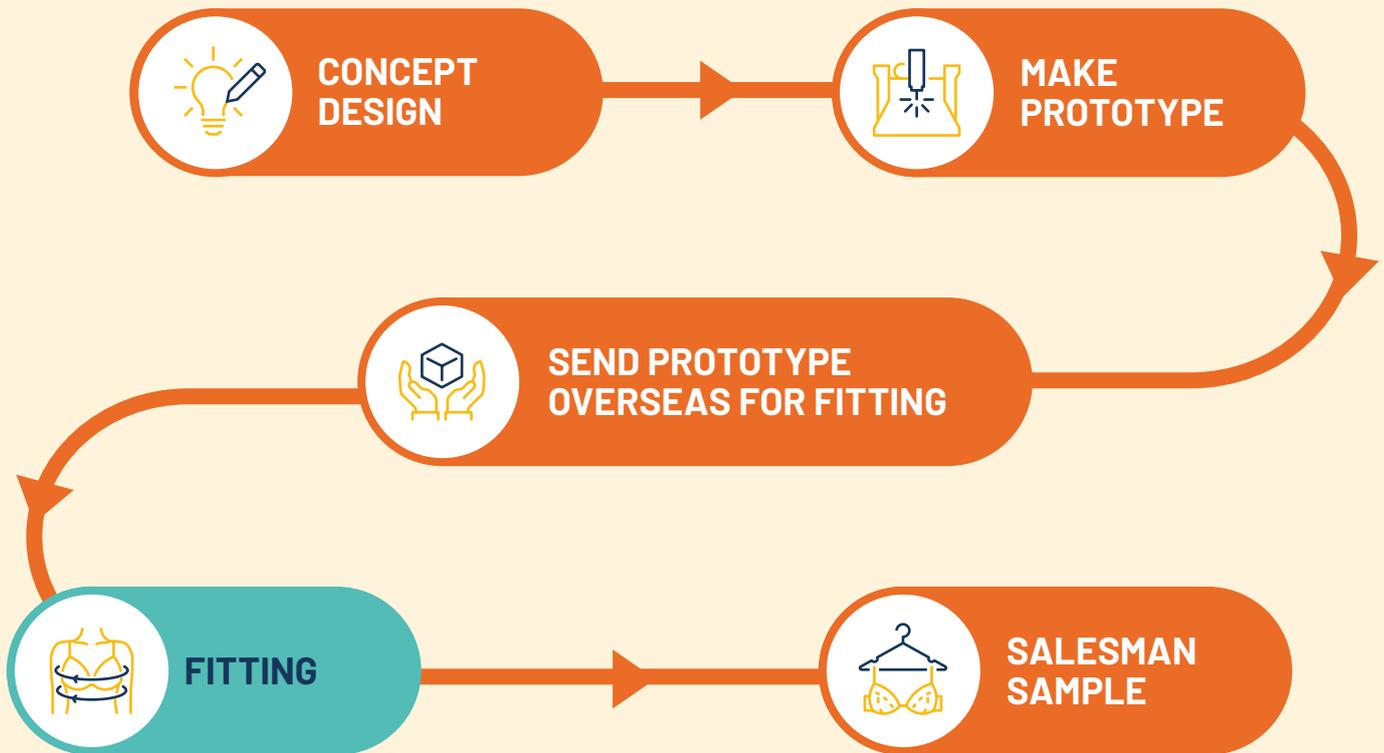


Details on how innovative 3D technology can increase efficiency and create disruptive change were presented at the forum.



Top Form was recognized as the most Innovative Supplier in terms of product innovation and development this year.

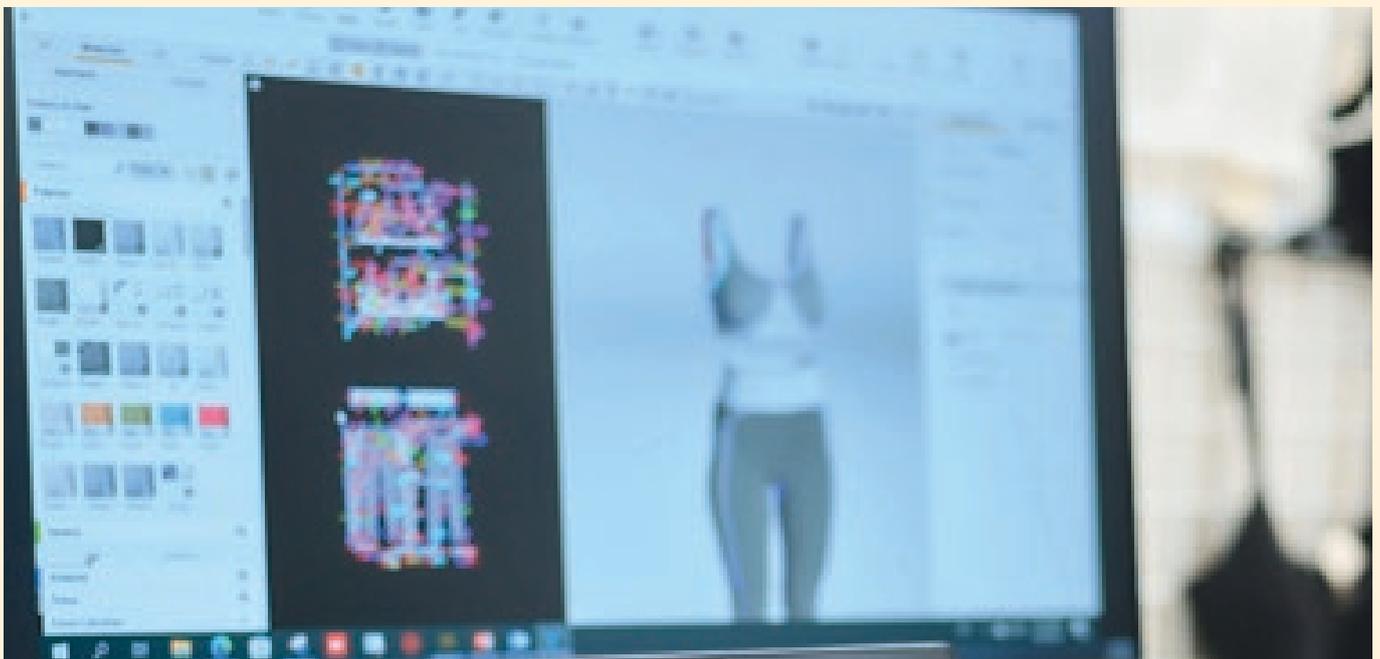
The Power of Top Form's 3D Application for Sustainability Product Development Process Flow



- Requires further exploration of the available technology and industry collaboration to maximize the power of digitalization

Benefits

- Shortens development process by 2 – 3 weeks
- Reduces the number of physical samples significantly
- Streamline multiple design and development process



EQUAL OPPORTUNITIES FOR ALL



We treat our workers with dignity and respect and offer programs that enable them to acquire technical skills and develop as industry professionals.

UPHOLDING OUR VALUES

At Top Form, we are committed to the highest standards of business and ethical behavior and understand that we have a responsibility to provide a fair and inclusive working environment for our employees.

Our [Social Policy](#) is based on the United Nations Guiding Principles on Business and Human Rights as well as the principles contained in the International Bill of Human Rights and the International Labour Organization Declaration on Fundamental Principles and Rights at Work.

Our [Social Policy](#) and procedures are regularly reviewed and updated to ensure they comply with relevant laws, rules and regulations.

Details of our [Social Policy](#) regarding employee health and safety, working hours, pay and benefits, freedom of association, forced and child labor, discrimination, harassment, bribery and corruption along with our [Code of Conduct](#) are available on our website.

HEALTH AND SAFETY MANAGEMENT

We comply with industry standards and the legal requirements of the countries in which we operate to help us ensure our workplaces are accident-free. As part of our commitment to occupational health and safety, we have established an Environmental Health and Safety Committee (“EHS Committee”) in each of our operating offices and facilities.

To keep our EHS related policies and standards up to date, the EHS Committee meets regularly to review compliance matters as well as the results of both internal and external audits. The committee also looks at past incidents, the effectiveness of our control measures, and EHS promotional activities. Major occupational injuries are escalated to the Management Team and reviewed in monthly operation meetings.

Strong Workplace Ergonomics to Reduce Fatigue



| Chairs with back support help to reduce back pain.



| Anti-fatigue mats are provided to reduce discomfort and fatigue.

OUR SAFETY PERFORMANCE IN FY2022

ZERO fire hazards

ZERO hazardous chemical leaks

ZERO cases of heatstroke

ZERO work-related fatalities ¹

ZERO electrical hazards

Reduction in average number of lost days per incident (compared to FY2021) **48%**

Safety training 9,049 hours

Number of lost day incidents 20 days ²

Average number of lost days per incident 12 days

1. Number and rate of work-related fatalities that occurred in each of the past three years, including the reporting year.
2. “Lost day incidents” are defined as the number of occupational injuries where a worker is hospitalized. There has been no significant change in calculation methodology.



Regular training is provided to workers to ensure they have the knowledge required to carry out their duties safely. Topics include the safe operation of machinery, chemical management, the use of Personal Protective Equipment (PPE), sharp object control and ergonomic tips for computer users.

All our factories have medical clinics with supporting medical staff, where workers can report health issues or illnesses. To maintain the health of our workers, we carry out the following health initiatives:

- Periodic health checks
- Education in personal hygiene and prevention of seasonal diseases (e.g. dengue fever, measles, flu)
- Insecticide sprayed on production floors to fight infectious diseases
- Implementation of good housekeeping 5S practices with workers and management
- Equipment for reducing worker fatigue



A worker sprays insecticide during a summer outbreak of dengue fever.

“ ALL OUR FACTORIES HAVE MEDICAL CLINICS WITH SUPPORTING MEDICAL STAFF. ”



PANDEMIC MANAGEMENT

During the year, we continued to focus our efforts on mitigating the impact of the COVID-19 pandemic in areas such as business travel and potential lockdowns to protect our people from severe illnesses and complications. As vaccinations became more widely available, we took the initiative of promoting them across the Group and worked with local health authorities to organize a vaccination program in our factories, according to local safety guidelines.



A Group-wide poster encouraging vaccination against COVID-19.

We also implemented a range of preventive measures issued by local governments and according to our own protocols in order to contain the spread of COVID-19 among our employees and the community:

- A permanent COVID-19 educational program for all employees
- Work-from-home arrangements for office employees
- Face masks must be worn when entering all premises
- Temperature screening and monitoring in all facilities
- Personal hygiene and prevention protocols broadcast daily in local languages in factories
- Social distancing in employee transport vehicles



UVC lights with ozone technology are used to disinfect production areas after working hours.

Support for Employee Well-being during the Pandemic

During the year, we updated our policies to support the mental and emotional well-being of our employees and reduce stress associated with the pandemic. These included the following measures:

- Vaccination leave
- Insurance coverage to include COVID-related illnesses
- Increased hygiene and disinfection in our offices
- Additional computer equipment for employees working from home
- Distribution of free Rapid Antigen Test kits

We also held a series of celebratory activities to build morale and strong positive relationships among our employees.



Games and other activities are regularly organized to increase employee engagement and reduce stress.



ETHICAL RECRUITING

Top Form is firmly committed to the prevention of forced and child labor, as stated in our [Social Policy](#) and [Code of Conduct](#).

We hire only people who are of legal working age and who choose to work voluntarily. We also communicate our labor policies and standards to our regional Human Resources offices as well as to our employees through orientations, training, the employee handbook and bulletin boards. Concerns and complaints about violations of these policies are handled through a grievance procedure established by each of our local offices.

“ TOP FORM RECEIVED 20 SOCIAL AUDITS FROM THIRD PARTIES AND CUSTOMERS IN FY2022. NO CASES OF CHILD LABOR, FORCED LABOR OR DISCRIMINATION WERE FOUND. ”



All overseas production plants and our largest China production plant have received Gold accreditation by WRAP¹.



Prevention of child labor

- We state the legal working age in job advertisements and recruitment workshops.
- All applicants must submit their ID cards and declare the submitted information is correct.
- Age and identification checks are conducted in interviews.
- Applicants who do not meet legal age requirements during the recruitment phase will be rejected.
- If a case of child labor is identified, the employee will be asked to stop work immediately, and any outstanding wages will be paid.
- A full investigation of the non-compliance incident will be carried out to prevent its reoccurrence.



Prevention of forced labor

- New workers sent by agencies will be interviewed in one-on-one sessions to ensure no recruitment fees were charged or solicited.
- Employment contracts must be signed in a language understood by new hires.
- All overtime work must be voluntary; overtime wages are paid in strict compliance with relevant regulations.
- Changes in labor regulations are communicated in refresher training.
- A full investigation of any non-compliance incident will be carried out to prevent its reoccurrence.

1. The WRAP 12 principles are based on generally- accepted international workplace standards, as well as local laws, workplace standards and regulations, and include the spirit of relevant conventions of the International Labour Organization (ILO).

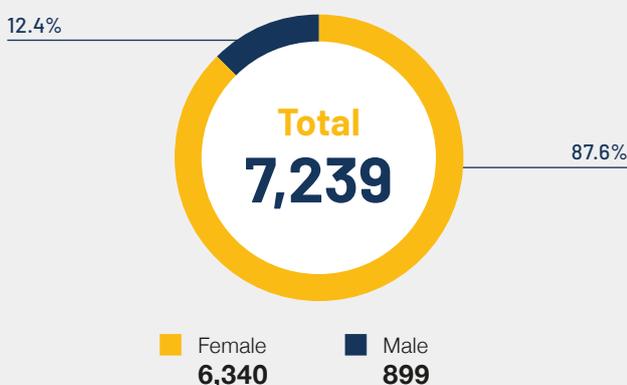
Talent Management

Top Form aims to provide rewarding and fulfilling careers where people can reach their full potential. To attract and retain talent at all levels, we offer reasonable wages and benefits. In factories, records of working hours are maintained on the timeclock system, and overtime work is compensated monetarily or by compensation leave, in accordance with relevant laws. Impartial appraisals are conducted on an annual basis, with bonuses issued to outstanding performers. If a worker under-performs, we have a progressive warning system/notification process in place to encourage improved performance before termination occurs.

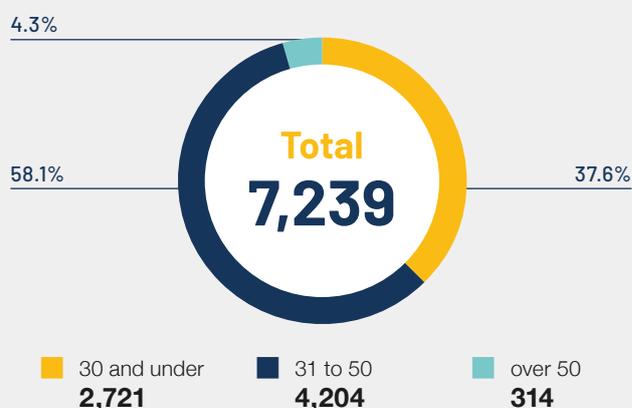
Induction sessions for new employees include training in our [Code of Conduct](#) and employment standards in a language they understand.

Workforce Structure (as of 30 June 2022)

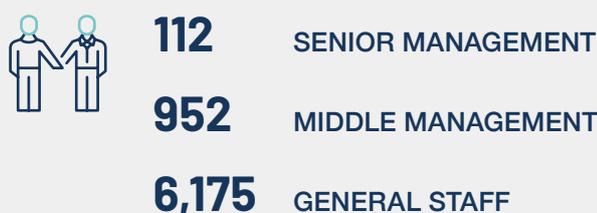
BY GENDER



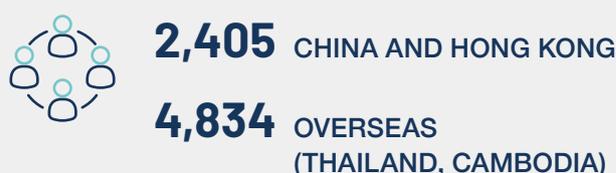
BY AGE GROUP



BY RANK



BY REGION



Workforce Turnover Rate

BY GENDER



BY AGE GROUP



BY REGION



Note:

- The turnover rate is calculated by taking the average annual turnover of the specified category and divided by the headcount of the same category of the recording period. It reflects the overall changes for the year.
- In FY2022, all employees were employed full-time at Top Form; the number of employees is based on their employment status as of the last day of our reporting period.

WAGE PAYMENTS AT TOP FORM GO DIGITAL

Salary payments in cash often create personal safety risks, such as theft. At Top Form, we believe digital wage payments benefit our workers and allow for audits that enhance operational transparency and accountability. By empowering our workers through digital payments, we are helping them to enjoy a safer and more convenient banking service as well as the ability to see their wages are being paid on time, in full.

During the year, we began rolling out digital wage payments that are targeted for completion in 2023.



“ Receiving wages in digital form is safe and saves me time to make and receive payments. I can now pay for my home utilities online, so it’s very convenient. It is good to know that our factories in China and Thailand are using similar digital payment methods for their employees. ”

- Sok Sreymom, Cambodia Worker

TALENT DEVELOPMENT

The Group is committed to providing adequate training to our employees to enhance their skills and assist their career advancement. Training ranges from providing orientations in business ethics to teaching job-specific technical skills. Annual performance evaluations include setting personal learning targets agreed by both employees and their supervisors in support of their continuous professional development.

Training in Gender Equality

As women make up the majority of our workforce, we make every effort to provide an inclusive and healthy working environment and have put significant resources into cultivating an anti-harassment work culture. This message is promoted through regular awareness-raising activities, including our induction and refresher training. The training includes topics on how to respond to harassment and clear descriptions of all prohibited actions and behaviors.



Women’s Health & Empowerment Program

For over 13 years, our Thailand operation has provided comprehensive maternity and health education sessions by our certified in-house nurses to raise reproductive health awareness among pregnant workers.

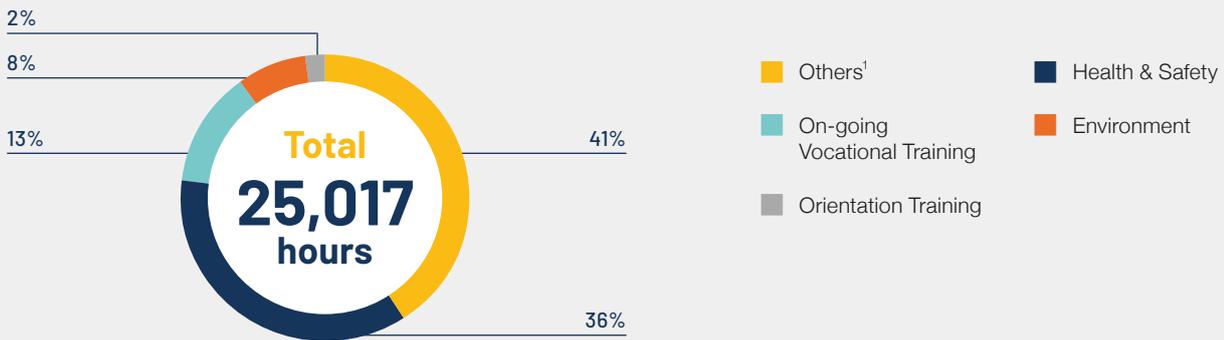


Subjects covered during these sessions are translated into local languages for some of our migrant workers. This not only allows our workers to learn how to care for their reproductive health during pregnancy but also saves them money as they do not have to pay for external health consultations.

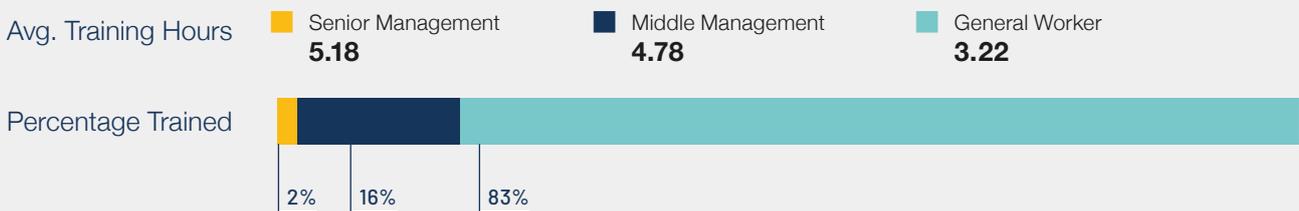
Health topics include the following:

- Diet and nutrition
- Health during pregnancy, childbirth, and postpartum care
- Local hospital support
- Salaries and policies for pregnant women

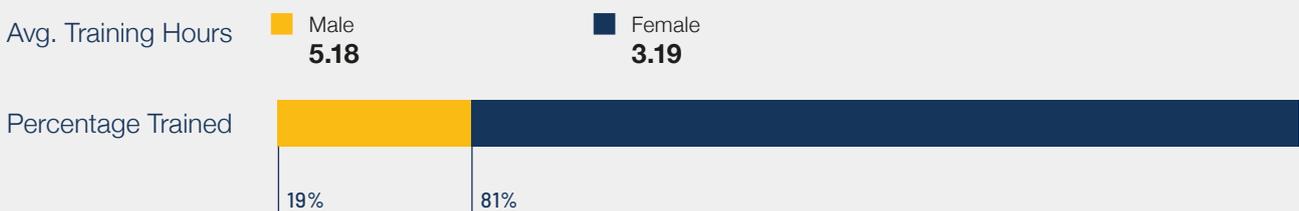
TRAINING BY TOPICS



TRAINING BREAKDOWN BY EMPLOYEE CATEGORY



TRAINING BREAKDOWN BY GENDER



1. “Others” includes training in the Code of Conduct, internal policy refresher training and training requested by customers.

CASE STUDY

TRANSFORMING OUR PEOPLE INTO SKILLED PROFESSIONALS

Enhancing Manufacturing Excellence

Top Form partnered with Coats Digital to launch the 36-month General Sewing Data (GSD) Manufacturing Excellence Program back in FY2019, which was completed this year.



The goal of this program is to improve resource planning and optimize production efficiency by standardizing the calculation methods used in the company’s operational processes.

A total of **10 industrial engineers were trained over a period of 200 hours to become certified General Sewing Data (GSD) practitioners.** The training enabled them to implement the standard in production to assess operation workloads and minimize unplanned overtime.

PHASE I



GSD Implementation & Training

- Theory Courses
- Software Training
- Practical Application Exercise

PHASE II



Licensing

- Advanced Training and Problem Solving
- Audit for Practitioner Licensing
- Examination

PHASE III



Follow-ups & Factory Audits

- Audit factory implementation
- Working together with factory to maintain continuous improvement

“ I am very proud to become a certified GSD practitioner. I found the discipline to be very practical and interesting because it teaches you how to reduce wasted time and money. This is very relevant and applicable to our day-to-day lives and effective in solving problems. ”



- Jestjing Cai
Industrial Engineer, Bachelor degree in International Trading

BUILDING BETTER COMMUNITIES



Top Form has always believed in building long-term relationships and supporting the development of the communities in which we operate. As neighbors and an employer, we recognize our business helps to advance the economic development of our communities and enables them to thrive through the meaningful contributions we make.

SUPPORTING OUR COMMUNITY

Top Form's approach to building communities is based on two focus areas: Nourishing Our Community and Women Empowerment. Both aim to enhance the well-being of people in need in the local community and support equal education opportunities for children and women through our partnerships with community experts.

In FY2022, the pandemic continued to have an impact on children, who were affected by school closures, and the elderly, who faced greater health and social risks. Our community programs this year focused on safeguarding the health and well-being of our community and providing support for local governments in overcoming the shortage of pandemic essentials.



Joining the Fight against COVID-19

In response to the COVID-19 pandemic, Top Form donated over 300 kg of anti-pandemic packs and gifts to 100 families with chronic illnesses and the elderly.

PANDEMIC KITS DONATED

Total

332 kg



235 kg
Face masks



50 kg
Alcohol



13 kg
ATK covid test kits



4 kg
Personal Protective
Equipment (PPE)



30 kg
Sterilization solution



| In support of local government health policies, we encouraged our employees and workers to join the public in becoming vaccinated.

International Children's Day Celebrations

To celebrate International Children's Day in China, our volunteers collaborated with a local school and donated food, learning kits and sporting goods to 77 impoverished children. The donations will help these children improve their educational experiences and give them the opportunity to take part in sporting activities.

In Cambodia, we joined forces with other human resources communities to visit an orphanage where we donated food and played games with 98 children who were unable to attend school due to the pandemic.



“ Thank you Top Form for sending us gifts and celebrating Children's Day with us. Such a heart-warming act really touches us and inspires us to give back to our community when we get older. ”

- A schoolchild in China



Bringing Joy to "Old" Friends

In Hong Kong, we again partnered with United Christian Nethersole Community Health Service in their shopping day activity for seniors. During this activity, our volunteers helped the elderly make purchases and carried daily essentials such as cooking oil and rice to their homes.



ESG INDEX TABLE

HKEX ESG REPORTING GUIDE		REPORTING LOCATION OR REMARKS
A1 Emissions	(a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	OUR SUSTAINABILITY STRATEGY p. 3 CORPORATE GOVERNANCE p. 6 OUR PLANET, OUR FUTURE pp. 10 – 16
KPI A1.1	The types of emissions and respective emissions data.	Our operations do not emit a significant air emissions of NO _x , SO _x , N ₂ O, CH ₄ or other pollutants, so the Group decided not to disclose this information.
KPI A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	OUR PLANET, OUR FUTURE p. 11
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility) where appropriate, intensity (e.g. per unit of production volume, per facility).	OUR PLANET, OUR FUTURE p. 15
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	OUR PLANET, OUR FUTURE p. 15
KPI A1.5	Description of emission target(s) set and steps taken to achieve them.	OUR PLANET, OUR FUTURE pp. 11 – 14
KPI A1.6	Description of how hazardous and non – hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them.	Top Form has decided to focus on prioritizing our environmental target setting in reducing carbon emission.
A2 Use of Resources	Policies on the efficient use of resources, including energy, water and other raw materials.	OUR PLANET, OUR FUTURE pp. 11, 14 and 16
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).	OUR PLANET, OUR FUTURE p. 11
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	OUR PLANET, OUR FUTURE p. 16
KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	OUR PLANET, OUR FUTURE pp. 11 – 15
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.	Top Form has decided to focus on prioritizing our environmental target setting in reducing carbon emission.
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	Carton box is the major packaging material for our finished products; in FY2022, we used 1,500 tonnes of carton boxes.

HKEX ESG REPORTING GUIDE		REPORTING LOCATION OR REMARKS
A3 The Environment and Natural Resources	Policies on minimising the issuer's significant impact on the environment and natural resources.	OUR PLANET, OUR FUTURE pp. 11 – 20
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Our Sustainability Strategy p. 3 Materiality Matrix p. 8 OUR PLANET, OUR FUTURE pp. 11 – 20
A4 Climate Change	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	Our Sustainability Strategy p. 3 Materiality Matrix p. 8 OUR PLANET, OUR FUTURE pp. 11 – 20
KPI A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the action taken to manage them.	OUR PLANET, OUR FUTURE pp. 11 – 20 Task Force on Climate – related Financial Disclosures p. 12
B1 Employment	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.	Our Code of Conduct , Social Policy are publicly available on our corporate website. EQUAL OPPORTUNITIES FOR ALL pp. 21 – 29
KPI B1.1	Total workforce by gender, employment type, age group and geographical region.	EQUAL OPPORTUNITIES FOR ALL p. 26
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	EQUAL OPPORTUNITIES FOR ALL p. 26
B2 Health & Safety	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.	EQUAL OPPORTUNITIES FOR ALL pp. 22 – 24
KPI B2.1	Number and rate of work-related fatalities.	EQUAL OPPORTUNITIES FOR ALL p. 22
KPI B2.2	Lost days due to work injury.	EQUAL OPPORTUNITIES FOR ALL p. 22
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	EQUAL OPPORTUNITIES FOR ALL pp. 21 – 24
B3 Training and Development	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	EQUAL OPPORTUNITIES FOR ALL pp. 27 – 29
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	EQUAL OPPORTUNITIES FOR ALL p. 28
KPI B3.2	The average training hours completed per employee by gender and employee category.	EQUAL OPPORTUNITIES FOR ALL p. 28

HKEX ESG REPORTING GUIDE		REPORTING LOCATION OR REMARKS
B4 Labour Standard	(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.	EQUAL OPPORTUNITIES FOR ALL pp. 21 and 25
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	EQUAL OPPORTUNITIES FOR ALL p. 25
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	EQUAL OPPORTUNITIES FOR ALL p. 25
B5 Supply Chain Management	Policies on managing environmental and social risks of the supply chain.	OUR PLANET, OUR FUTURE p. 18
KPI B5.1	Number of suppliers by geographical region.	OUR PLANET, OUR FUTURE p. 18
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	OUR PLANET, OUR FUTURE p. 18
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	OUR PLANET, OUR FUTURE p. 18
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	OUR PLANET, OUR FUTURE p. 18
B6 Product Responsibility	(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.	Disclosures related to advertising, labelling and consumer data are not material to Top Form's business and operation. OUR PLANET, OUR FUTURE p. 17
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	OUR PLANET, OUR FUTURE p. 17
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	OUR PLANET, OUR FUTURE p. 17
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	OUR PLANET, OUR FUTURE p. 17
KPI B6.4	Description of quality assurance process and recall procedures.	OUR PLANET, OUR FUTURE p. 17
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	OUR PLANET, OUR FUTURE p. 17

HKEX ESG REPORTING GUIDE		REPORTING LOCATION OR REMARKS
B7 Anti-corruption	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.	CORPORATE GOVERNANCE p. 6 Maintaining an Ethical Business Culture p. 6 EQUAL OPPORTUNITIES FOR ALL p. 21
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.	Maintaining an Ethical Business Culture p. 6 EQUAL OPPORTUNITIES FOR ALL p. 21
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Maintaining an Ethical Business Culture p. 6 EQUAL OPPORTUNITIES FOR ALL p. 21
KPI B7.3	Description of anti-corruption training provided to directors and staff.	Maintaining an Ethical Business Culture p. 6 EQUAL OPPORTUNITIES FOR ALL p. 21
B8 Community Investment	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.	
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	BUILD BETTER COMMUNITIES pp. 30 – 32
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	Top Form donated HK\$28,124 in FY2022 in addition to in-kind donations.

The linkage tables that show the GRI Standards and disclosures related to requirements in HKEX's ESG Reporting Guide are available at <https://www.globalreporting.org/media/ufjfcmyq/gri-standardslinkage-hkex-2020.pdf>.

GRI CONTENT INDEX

GRI CONTENT INDEX	REPORTING LOCATION OR REMARKS	
1. Organizational profile		
Disclosure 102-1	Name of the organization	COVER PAGE
Disclosure 102-2	Activities, brands, products, and services	ABOUT TOP FORM p. 1
Disclosure 102-3	Location of headquarters	ABOUT TOP FORM p. 1
Disclosure 102-4	Location of operations	ABOUT TOP FORM p. 1
Disclosure 102-5	Ownership and legal form	ABOUT TOP FORM p. 1
Disclosure 102-6	Markets served	Please refer to “Revenue and segment information” in our 2022 Annual Report .
Disclosure 102-7	Scale of the organization	ABOUT TOP FORM p. 1 EQUAL OPPORTUNITIES FOR ALL p. 26
Disclosure 102-8	Information on employees and other workers	EQUAL OPPORTUNITIES FOR ALL p. 26
Disclosure 102-9	Supply chain	SUPPLY CHAIN MANAGEMENT p. 18
Disclosure 102-10	Significant changes to the organization and its supply chain	There were no significant changes in our size, structure, ownership, operation location, supply chain that could cause or contribute to significant economic, environmental and social impacts.
Disclosure 102-11	Precautionary Principle or approach	CORPORATE GOVERNANCE p. 6
Disclosure 102-13	Membership of associations	Federation of Hong Kong Industries, Hong Kong Intimate Apparel Industries’ Association, Textile Council of Hong Kong, Hong Kong Garment Manufacturers Association, The Federation of Hong Kong Garment Manufacturers
2. Strategy		
Disclosure 102-14	Statement from senior decision-maker	MESSAGE FROM THE CEO p. 5
Disclosure 102-15	Key impacts, risks, and opportunities	OUR SUSTAINABILITY STRATEGY p. 3 STAKEHOLDER ENGAGEMENT AND MATERIALITY pp. 7 – 9
3. Ethics and integrity		
Disclosure 102-16	Values, principles, standards, and norms of behavior	Our Code of Conduct and Social Policy are publicly available on our corporate website.
4. Governance		
Disclosure 102-18	Governance structure	CORPORATE GOVERNANCE p. 6
Disclosure 102-19	Delegating authority	CORPORATE GOVERNANCE p. 6

GRI CONTENT INDEX	REPORTING LOCATION OR REMARKS	
Disclosure 102-20	Executive-level responsibility for economic, environmental, and social topics	CORPORATE GOVERNANCE p. 6
Disclosure 102-21	Consulting stakeholders on economic, environmental, and social topics	STAKEHOLDER ENGAGEMENT AND MATERIALITY pp. 7 – 9
Disclosure 102-22	Composition of the highest governance body and its committees	Please refer to “Biographical Details of Directors and Senior Management” in our 2022 Annual Report .
Disclosure 102-23	Chair of the highest governance body	Please refer to “Biographical Details of Directors and Senior Management” in our 2022 Annual Report .
Disclosure 102-29	Identifying and managing economic, environmental, and social impacts	CORPORATE GOVERNANCE p. 6
Disclosure 102-30	Effectiveness of risk management processes	CORPORATE GOVERNANCE p. 6
Disclosure 102-31	Review of economic, environmental, and social topics	CORPORATE GOVERNANCE p. 6
Disclosure 102-32	Highest governance body role in sustainability reporting	CORPORATE GOVERNANCE p. 6
5. Stakeholder Engagement		
Disclosure 102-40	List of stakeholder groups	STAKEHOLDER ENGAGEMENT AND MATERIALITY p. 7
Disclosure 102-42	Identifying and selecting stakeholders	STAKEHOLDER ENGAGEMENT AND MATERIALITY p. 7
Disclosure 102-43	Approach to stakeholder engagement	STAKEHOLDER ENGAGEMENT AND MATERIALITY p. 7
Disclosure 102-44	Key topics and concerns raised	STAKEHOLDER ENGAGEMENT AND MATERIALITY pp. 8 – 9
6. Reporting Practice		
Disclosure 102-45	Entities included in the consolidated financial statements	Please refer to the financial statements of our 2022 Annual Report .
Disclosure 102-46	Defining report content and topic Boundaries	ABOUT THIS REPORT p. 2
Disclosure 102-47	List of material topics	STAKEHOLDER ENGAGEMENT AND MATERIALITY pp. 8 – 9
Disclosure 102-48	Restatements of information	There is no revision of the information
Disclosure 102-49	Changes in reporting	ABOUT THIS REPORT p. 2
Disclosure 102-50	Reporting period	ABOUT THIS REPORT p. 2

GRI CONTENT INDEX	REPORTING LOCATION OR REMARKS	
Disclosure 102-51	Date of most recent report	Our last standalone Sustainability Report was published on 15 Nov 2019.
Disclosure 102-52	Reporting cycle	ABOUT THIS REPORT p. 2
Disclosure 102-53	Contact point for questions regarding the report	ABOUT THIS REPORT p. 2
Disclosure 102-55	GRI content index	GRI CONTENT INDEX p. 37



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