

An aerial photograph of a vast, vibrant green field. In the top left corner, a person in a blue shirt is walking. In the center, a dog on a leash is walking towards the right. Below the word 'TOP' in the title, a person is lying on the grass. At the bottom center, a person is sitting on the grass. The field is surrounded by dense green trees and foliage at the bottom and left edges.

Collaborating for
a Better Future

TOP FORM

Sustainability Report
2019



About This Report - Profile And Scope

Top Form is a leading international intimate apparel manufacturer listed on the Hong Kong Stock Exchange (Stock Code: 333). This report, our second standalone Sustainability Report, covers the sustainability activities of Top Form International Limited (the "Company") and its principal subsidiaries (collectively "Top Form" or the "Group"). Top Form Brassiere Mfg. Co., Ltd ("Top Form Bra") represents the brassiere manufacturing arm of Top Form and is the principal subsidiary operating in China, Thailand and Cambodia.

'This report takes into account the most significant social and environmental impact of these principal subsidiaries from 1 July 2018 to 30 June 2019, discusses information about our policy and accomplishments that are material to our stakeholders, and referenced the core option of the Global Reporting Initiative (GRI) Standards.

We highly appreciate and welcome feedback on our report and sustainability performance, and invite you to share your views with us at query@topformbras.com.

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Employment

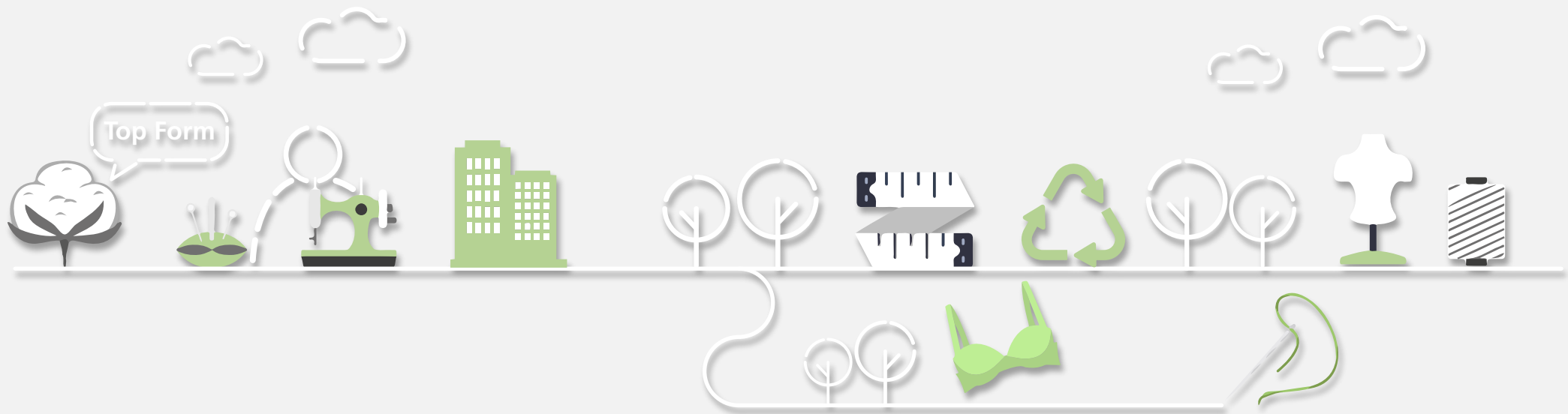


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Message From CEO

It's the second edition of our Sustainability Report, and I'm excited to share Top Form's progress and developments since our inaugural edition in November 2017.

As a business that has successfully managed major geopolitical changes, economic crises and market disruptions for over half a century, Top Form naturally takes a long-term perspective about our business and the role we play in our communities. While we are very clear about the periodical financial performance we are charged to deliver, ingrained in our philosophy is also the belief that in order for us to continue to exist as a strong and vibrant organization over the long term, we must also contribute positively to solving the major global challenges of our time.

At Top Form, responsible business practices are embedded into our culture. We consistently take the lead in elevating the standards of social responsibility everywhere we operate. Moreover, we understand that as a pioneer in our trade and a leader in our communities, we are expected to undertake positions to answer many of the social and sustainability challenges we face.

Over the coming years, as part of our growth agenda, we will further expand our footprint into rural communities where economic development is crucial. We will continue to care for all the associates within our plants with the industry's highest standards in health, safety, and ethical recruiting, while embracing diversity and inclusiveness. Beyond this, we plan to be ever more involved in working with our local communities. We intend to continue actively participating in local education systems, to install critical health and hygiene infrastructure for the local communities, and to drive impactful sustainability initiatives that combine our sustainable manufacturing practices and community efforts towards global environmental challenges. All the while, we will also work with our partners to realize a future that moves us away from the old linear business system, toward a circular system that ensures long-term social and environmental sustainability.

As a second-generation leader for Top Form, while I recognize our planet is facing immense sustainability challenges, yet I have also witnessed first-hand how businesses can be a force for good, and can unite people and communities to a common cause. This report is an opportunity for us to share the important work we are doing to lead the charge in solving the challenges of our time. I'm proud of the progress our organization is making, and I look forward to leading our teams to do more for our planet and communities in the years ahead.

Kevin Wong





About Top Form

Vision & Mission

It is Top Form's **vision** to be the leading international apparel partner, from ideation to delivery, driven by insights and built on sustainable operations. Top Form employs over 8,000 people across China, Thailand, and Cambodia, with our headquarters in Hong Kong. Our strong foothold in the competitive market stems from a combination of our products' concept designs, which utilizes innovative technologies, and our multinational production base, which offers global logistics solutions to international brands and retailers based in the United States and Europe.

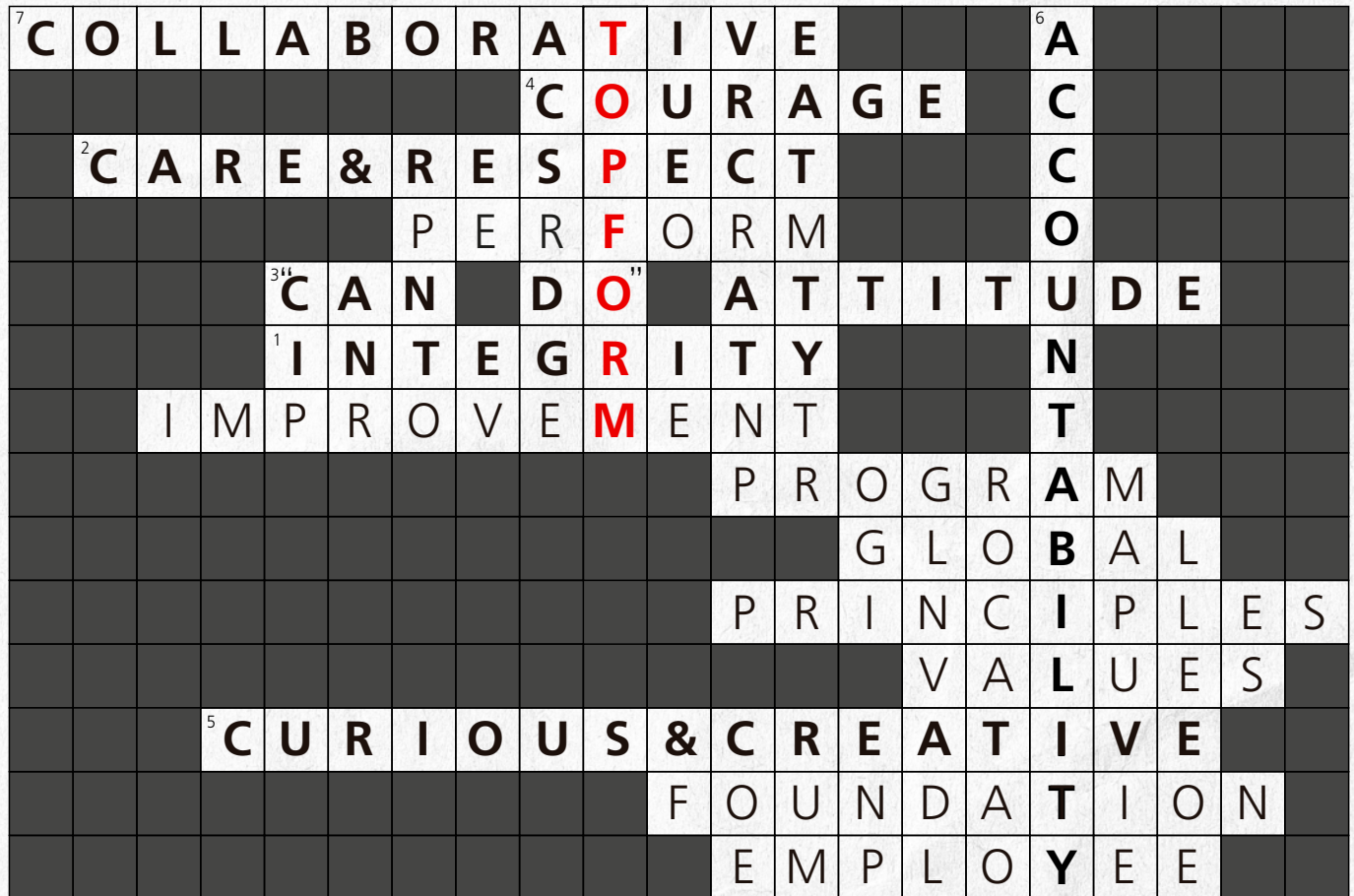
Our **mission**: We strive to make a lasting positive impact through our actions, our relationships and the quality work we do.

TOP FORM

Strengthening Our Core

Top Form's seven core values are the foundation that has shaped the Group's culture. These guiding principles inspire our daily work, and form the basis for the global employee engagement program that we are implementing in FY2020.

- 1 We aim for the highest moral standards.
We act with fairness and honesty.
We do what we say.
- 2 We develop our people and recognize their contributions.
We treat others as we would like to be treated.
We provide a safe environment to our people and our community
- 3 We see challenges as opportunities.
We stay positive at all times.
We take action.
- 4 We are brave to speak up and be truthful.
We trust and empower.
We are not afraid to fail and learn from our mistakes.
- 5 We are curious about new possibilities.
We always look for new and innovative ways of doing things.
We strive for continuous improvement.
- 6 We work with dedication and commitment.
We take ownership of individual and collective performance.
We are accountable for our decisions and actions.
- 7 We listen and communicate openly.
We work as a TEAM.
We excel as ONE.



Global Footprint & Market Serves

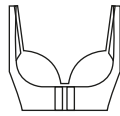
Product Type:



Traditional intimates
(bra & briefs)



Swimwear



Shapewear

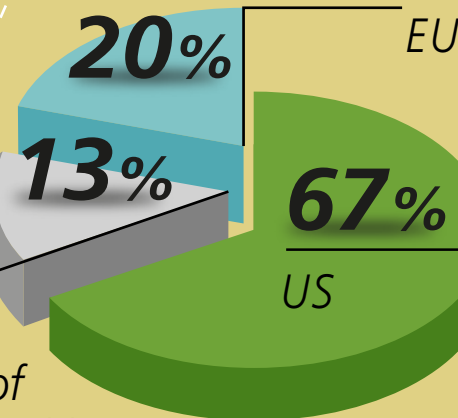


Performance wear



Foam pads

Market segment



Rest of
the world

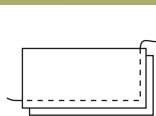
Headquarters:

● Hong Kong

Production Regions:

- China
- Thailand
- Cambodia

Technology & Applications:



Fully fused technology



Seamless



Bonding



Laser cut

Our Sustainability Approach

Sustainability is our long-term approach to delivering values to our stakeholders. It means working responsibly and creating long-term economic performance by avoiding short-term behavior that is harmful to society and the environment. We believe that by driving the three pillars of our Shared Value Framework, supported by our core values, we can have a positive impact on society and the environment which in turn benefits our stakeholders.





Corporate Governance

Top Form's Board of Directors is the Group's highest governing body, and is responsible for determining overall strategies and monitoring the Group's performance. The Board Committee has established the following three committees:

- Audit Committee
- Compensation Committee
- Nomination Committee

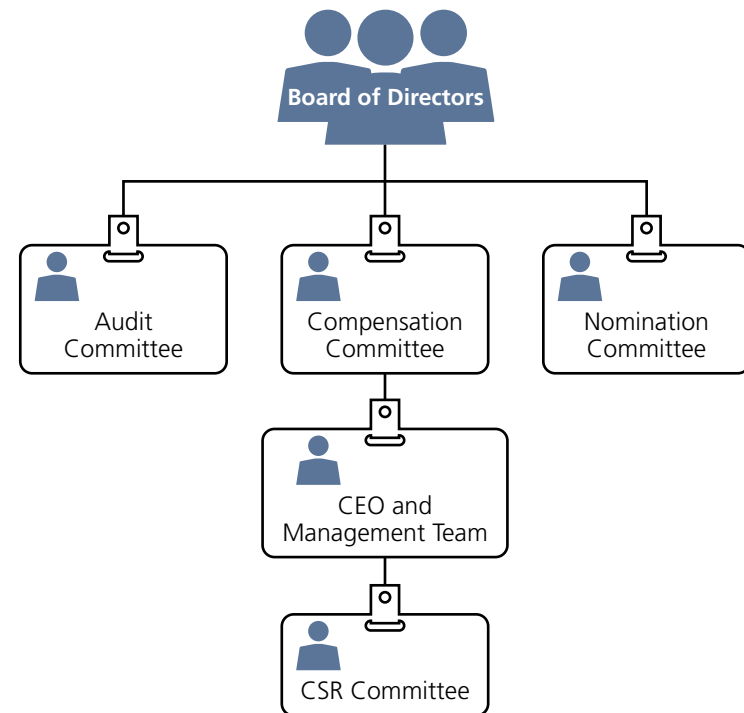
Please refer to Top Form's 2019 Annual Report for details of the roles and responsibilities of each committee.

The daily management, operation and administration functions of the Group are delegated to senior management. Board meetings are held four times a year, and all significant issues are reported accordingly.

CEO, supported by senior management formulates and executes Top Form's strategic development and business plan, and monitors the effectiveness of the CSR committee. The CSR Committee reports key findings to the Executive Directors on the sustainability management performance of Top Form, and planned follow-up measures. The CSR department also provides the Board of Directors with an annual report of our achievements.

Business Ethics

Integrity is one of Top Form's core values in conducting our business. We are committed to high standards of accountability and business ethics, as well as to respecting the laws and regulations of the respective countries in which Top Form operates. In FY2018, we updated our Code of Conduct Policy to stipulate the Group's principles and the expected conduct of our executives and employees during the course of business activities. In the past two years, we have trained over 1,300 employees across all three regions on our Code of Conduct, educating them and raising their awareness both of common misunderstandings that constitute bribery and corruption and of the reporting system for valid code violations.





Stakeholder Engagement & Materiality

The Group determines our stakeholders by identifying institutions or people that are affected by our business activities and business relationships. We actively and regularly engage with internal and external stakeholders through different communication channels, ranging from daily business interactions to once-a-year announcements like our annual report. In this way, we can evaluate their needs and interests on a range of sustainability topics that could provide insight into improving our operations.

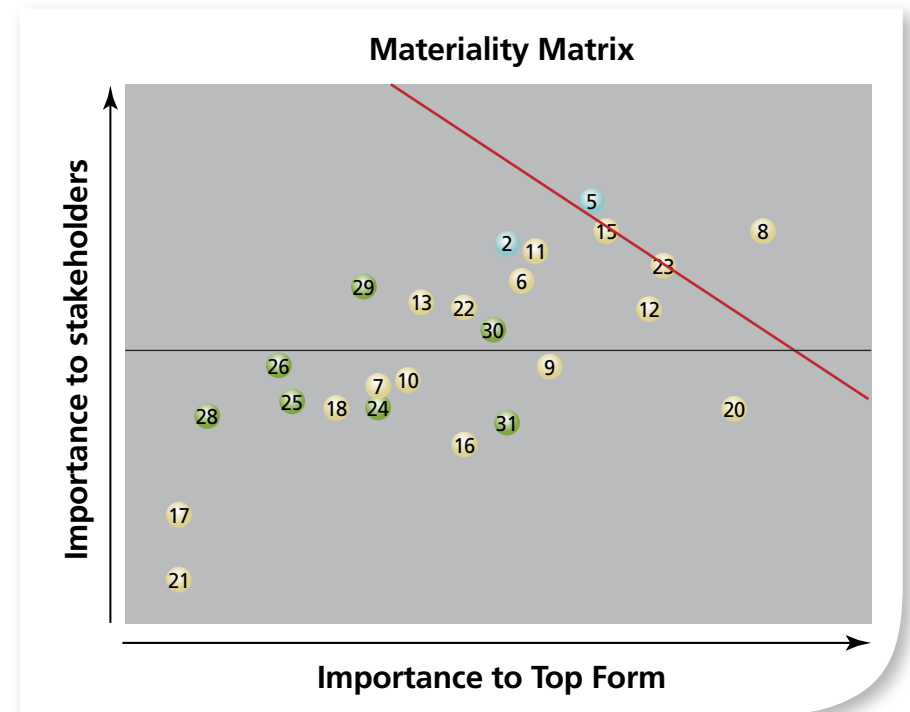




Stakeholder Engagement & Materiality

We identify and evaluate material issues by assessing the rating of the sustainability issues that matter most to our stakeholders and our business. These scores are multiplied to determine the overall significance of a specific issue. We have also increased the level of importance of stakeholders that have a larger impact on our business (customers, employees, suppliers and investors) to identify the most pressing material issues.

In this report, a material topic is one which may substantially affect our long-term operational viability or substantially influence the assessments and decisions of stakeholders. The material issues are summarized along three areas of key focus (Sustainable Manufacturing, Employer of Choice, and Good Corporate Citizen) and identified in bold in the table below. The details of our approach are presented in the following sections:



* Internal Boundary

A young man with dark hair, wearing a light blue short-sleeved button-down shirt, is smiling and looking towards the camera. He is holding a large white plastic bag with both hands. To his left is a large blue plastic bag with a white label that reads "TO: CUT", "WO # 132", and "LINO: 13". The background is a factory floor with yellow safety lines, other workers in blue uniforms and masks, and industrial equipment.

Engaging And Empowering Our People

Top Form values and respect the diverse background of our associates, and we foster a safe working environment where everyone has an opportunity to excel in their professional career and become a champion of their field.



Labor Practice Policy

Compliance with Laws, Rules, and Regulations

We maintain compliance with the applicable laws, rules, and regulations or jurisdiction of the respective country in which our business unit operates.

Prohibition of Forced Labor

We do not employ any form of forced, bonded, slave or otherwise involuntary labor.

Prohibition of Child Labor

We do not employ any persons younger than 16, in compliance with national laws. For any country of operation, minimum age of employment is set according to national law or ILO standards, whichever is higher.

Prohibition of Harassment or Abuse

We do not subject any persons to physical, psychological, or verbal harassment or abuse.

Recognition of Freedom of Association and Collective Bargaining

We respect the right of our employees to associate freely and bargain collectively.

Compliance with Hours-of-Work restrictions

We maintain working hours that are in line with local legal requirements, except as to meet urgent business needs; overtime work is on a voluntary basis and fully agreed between employer and employee.

Compliance with Minimum Wages and Mandated Benefits

Wages paid for regular working hours and overtime meet the premium rate legally required by the country.

Provision of a Healthy and Safe Work Environment

Each operation unit provides employees with a hygienic, healthy and safe working environment, and conducts occupational health and safety training on a regular basis.

Prohibition of Discrimination

We employ, pay, promote, and terminate workers on the basis of their ability to do the job, rather than on the basis of personal characteristics or beliefs.

Striving For The Highest Social Compliance Standards

Our Labor Practice Policy sets out the labor practice and management approach for all Top Form facilities. We are also subject to various compliance audits by customers, third parties and local authorities on an annual basis. From a commercial perspective, the number of audits depends on the number of customers allocated to each factory and the compliance scores achieved in the past. During this reporting year, 42 social audits were conducted by external parties and no human rights violations were found.





Our Global Talent

At Top Form, we cherish our employees regardless of their age, gender, nationality, or religion and devoted to reinforce our corporate value of "Care & Respect". We believe a diverse team benefits from a wide variety of culture and we are committed to provide an inclusive and a working environment where every individual is respected

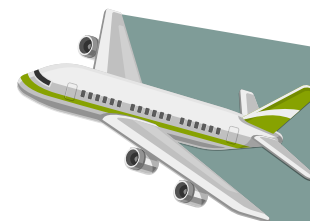
Respecting human rights and embracing equality

Our Labor Practice Policy and Code of Conduct outlined the standards of ethical behaviour that we expect from our employees at all times and it is translated to local language and posted on bulletins.

In Thailand where majority of our workforce are migrant workers, longer orientation training time is spent to explain the law and regulation of a foreign country to them, including their responsibilities of keeping important legal document such as work permits, and passport, and the local legal working hours and wage calculations.

Performance assessment system (PMS) is in place to provide an impartial, periodic and systematic evaluations for all levels of employees. The PMS is designed with the objectives to establish the basis for reward management and align individual performance and goals with the Group's long term business goals.

In addition we regularly organize outreach activities where our associates can extend and promote our values of to our communities.

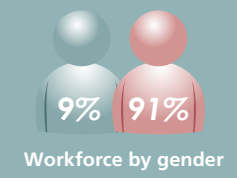


The Performance Assessment System (PMS) will extend to **30%** of the workforce in FY2020.

We have over **8,000** employees



Fortunately, not everyone is the same.





No Harassment

Empowering Our Associates Builds Trust

While the majority of our workforce is female, it is important to continue to educate everyone equally and enhance their knowledge. By doing this, we can help them improve their well-being both inside and outside of work. We can also help them foster closer relationships with their families and make better decisions in their lives.

To raise our workers' awareness about harassment, our Cambodia factory engaged with a nonprofit organization called CARE International on a pilot program that focuses on sexual harassment training. These trainings were conducted first with the management team and then with both male and female workers. The workshops consisted of watching a live-action film presented in the local language, accompanied by games to help them engage with the subject. The training included topics such as what defines sexual harassment, and how to prevent and report it in the workplace. We developed a specific committee where harassment could be reported, composed of HR and the local management team, to demonstrate our commitment that any form of harassment will not be accepted. As of the reporting period, 200 workers have received the training. The project goal is to extend training to all the workers in our Cambodia facility by FY2021.

We believe empowering our workers through promoting awareness and education can improve their well-being and build a stronger relationship with them.



"The project on sexual harassment gave our workers courage to take a stand against this violence. My workers and I understand what sexual harassment is, which includes sexist jokes or any behavior that makes a person feel unaccepted..."

– Line Leader



"We now understand what sexual harassment is and how to report it accordingly. We trust that the committee can solve cases with confidentiality. Even if nothing has happened to us yet, we are ready and know the right channels to report it."

– Sewing Operator

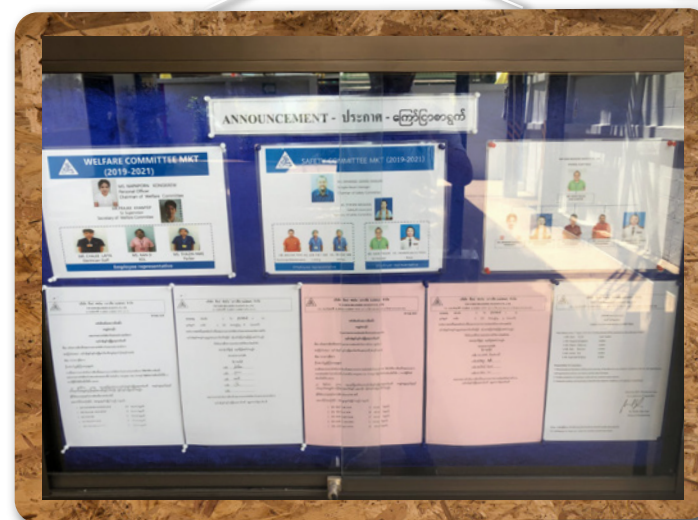


Caring For Our Employees

We have established different communication channels, such as suggestion boxes, hotlines, and direct contact with the local HR team, to allow workers to raise their concerns and provide suggestions and recommendations to the management team. Local management teams have also created various committees according to their local operation culture to help enhance engagement.

China's Caring Ambassadors: Led by the Compliance and HR managers, the Caring Ambassador Committee is formulated by different office departments, from planning to finance. Workers can communicate with their assigned Caring Ambassadors privately via social media, where they can raise concerns about their working environment and so forth. All Caring Ambassadors gather regularly to review and address these concerns, and also to help new employees cope with their new environments, improving coworker and supervisor relations to maintain a positive and motivating work atmosphere.

Thailand Employee Welfare Committee: This committee is composed of HR and worker representatives. They meet on a monthly basis to discuss issues and concerns that have been raised by workers, and provide suggestions and recommendations to management. The topics and resolutions are then posted on billboards for workers to see how their issues have been resolved.





Health & Safety

Top Form believes that the protection of life and health in the workplace is a fundamental right. Our vision is to provide a safe, hygienic, and healthy workplace, and to foster a strong culture of safety in all of Top Form's facilities.

In FY2019, our headquarters formulated a Safety Task Force to lead efforts to implement policies and initiatives that would strengthen and align the control and monitoring of health and safety performance at a Group level. The task force proposed a framework and series of initiatives, which were supported by the CSR Committee.

Following the "**Plan, Do, Check, Act**" cycle, we developed a comprehensive Health and Safety Standard that aligns with relevant laws, key customer requirements and industry best practices. This standardized checklist formulates the foundation of the Self-Assessment and Compliance Policy, and is used to implement risk assessment checks across all of our operating facilities to monitor and improve their health and safety performance.

Framework to Drive a Culture of Health and Safety





Health & Safety

Guided by the Safety Task Force, trainings were conducted by the Senior Compliance Manager, with self-audits carried out by the local compliance, HR or admin teams at all operating facilities, including headquarters and the development center. When non-conforming issues were identified, dedicated personnel were assigned by the department heads to follow-up on the issues and report them to the Safety Task Force based on the standardized corrective action plan report.

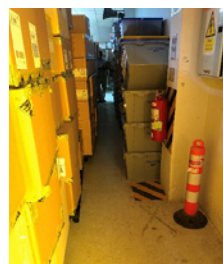
A joint audit was conducted by the Group Internal Audit and Senior Compliance Manager after the self-audit to align the findings and to ensure that each facility can demonstrate a compliant area. Based on the joint audit results, some of the priority issues were:

- Insufficient protection for the machines and equipment, such as needle guards.
- Not having or wearing proper PPE.
- Low awareness about fire evacuation safety, such as emergency exits that were blocked by materials.

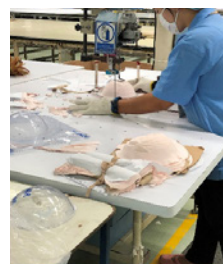
An executive report with recommendations and the status of each corrective action was submitted to Top Form's senior management to keep the facilities accountable.

3 Other Health and Safety Requirements	Department	Please describe the Gap	Root Cause	Factory's Corrective Action Plan	Estimated Costs to Implementation	Target Completion Date	Status	Responsible Person	Evidence	Actual Completion Date
1.1.92 Evacuation assembly point is not obstructed.	Compliance/HR	In area of assembly point has been obstructed by car and motorcycle	There is limited area	There is plan to change parking area and wait for conclusion	Pending solution	1 Jan 20	Open	Compliance Admin		
1.1.93 HSE: Fire alarm is connected to local monitoring system.	Compliance	The fire emergency alarms are not directly contact at local emergency center	It could not connect the fire alarm with local area	-	-	-	-	-	-	-
1.3.12 Facility has one properly stocked first aid kit available for every 200 workers. If there are multiple floors, ensure that there are enough first aid kits per production floor.	HR/Admin	There are 15 medical boxes in factory	There are 15 Med boxes for each 200 persons	Add more 10 Med boxes	23800 THB	30 Aug 19	In Progress	Admin/HR		
1.3.81 1 AED machine should be presented in a premises with over 2000 workers/employees. Unless the travelling time to nearby hospital facility is within 10 min or there is AED machine available in the same building provided by the management office.	HR/Admin	NO AED avl. in the factory	NO AED avl. in the factory	Create a plan for ordering	107,400/lot	15 Aug 19	In Progress	Admin Ms. Tulikan		
1.3 No AED machine are installed with no in-house certified users	HR/Admin	Factory don't have AED machine	Factory don't have AED machine	Create a plan for ordering	107,400/lot	15 Aug 19	In Progress	Admin Ms. Tulikan		

Exit pathway is found blocked by pallets of finished products



Over-sized cotton gloves are worn outside metallic gloves



Exit door is blocked



Metallic gloves are over-sized and are worn out with many holes





Health & Safety

During the reporting year, the Group also upgraded various policies and guidelines to allow us to track safety performance across all facilities more consistently, and to review the effectiveness of our health and safety programs:

Incident Escalation Policy:

This policy classified and defined the process of escalating severe incidents, e.g. reporting mass food poisoning or flooding to Hong Kong Headquarters within 24 hours, and following up with a standardized investigation report to identify the root cause and preventive measures.

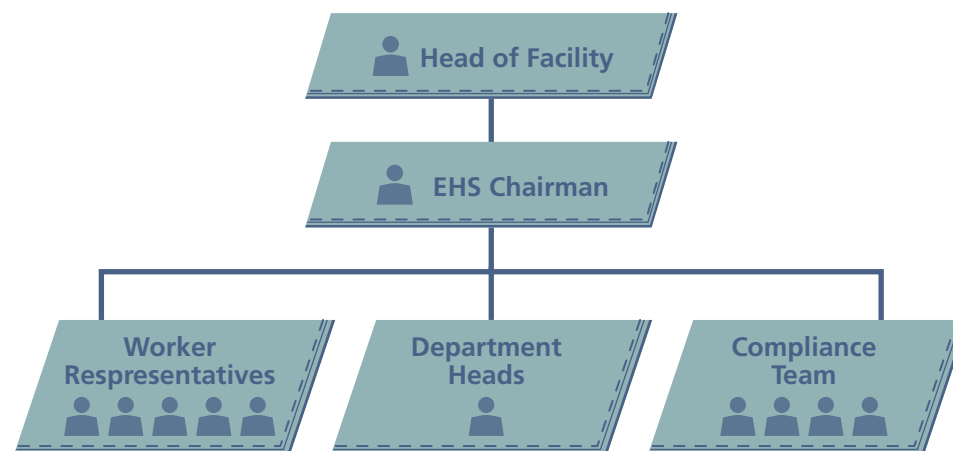
Safety Reporting Policy:

This policy provided guidelines and definitions for recording occupational injuries more consistently, so that the injury records of all operating facilities can be reviewed in a monthly management meeting. A codified recording log sheet was also designed to help first aid trainers in three regions have a unified recording method.

Global Environmental Health & Safety (EHS) Policy:

This policy confirms our commitment to make workplace health and safety a priority of our operation. It states the objectives and required set-up structure for creating local EHS Committee to help worker engagement. The EHS Committee meets on a monthly basis to review and discuss matters that drive health and safety improvements, such as planning trainings and reviewing workers' health and safety concerns and the effectiveness of control measures.

Typical EHS Committee Structure





Promoting Health & Well-being

At Top Form, we believe a good work-life balance helps create a positive energy inside and outside of work. This reporting period, we implemented a combination of caring policies and a wide range of staff activities, including education and trainings, to promote a healthy lifestyle.

Let's Dance!

Dance Competition



Various sports competitions help our workers stay active and build connections with colleagues from different backgrounds.

Olé Olé Olé!

Men's and Women's Football Tournament



100% Voluntary Blood Donation



Blood drive was organized in all regions to promote 100% voluntary blood donation and increase health awareness. Nearly 600 donor participated.



Employee Development & Training

At Top Form, we put great emphases on providing skill trainings to our associate to enhance their competencies to support their professional development and the Group's strategic goals. All associates undergo job-specific internal trainings and Top Form also invest in whole or in part to collaborate with external institutions on specific training projects such as chemical management, and advanced level education for Executives.

General Training



- Orientation training
- Health and Safety Training
- Labor Practice training
- Environmental awareness
- Trainings in wage calculation
- Code of Conduct

Fire fighting training

Average training hours per employee by gender

Male: 7.2 hours

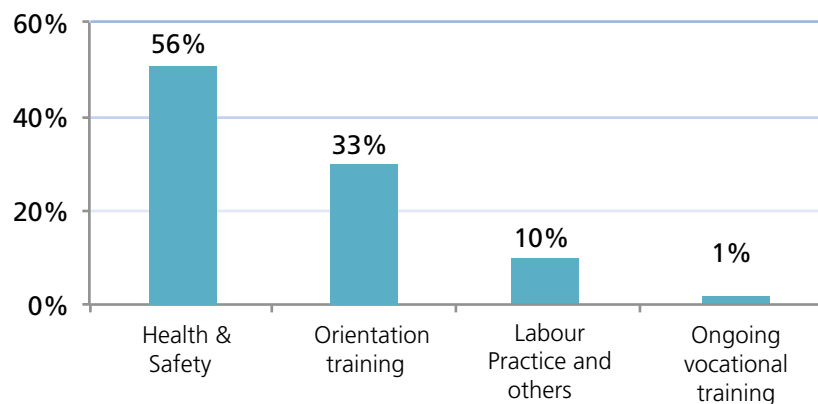
Female: 5.2 hours

Leadership training



A two day off-site team-building camp for 68 front line leaders in China in supervisor and managerial roles to drive individual accountability and team spirit.

Training category



Entry level training



Our nine-months rotating training program helps young associates gain industrial knowledge and skill sets to facilitate professional development.

*"Top Form works tirelessly to
nurture our nature and committed
to incorporate environmental
stewardship considerations
into the ways we do business"*





Protecting Our Planet

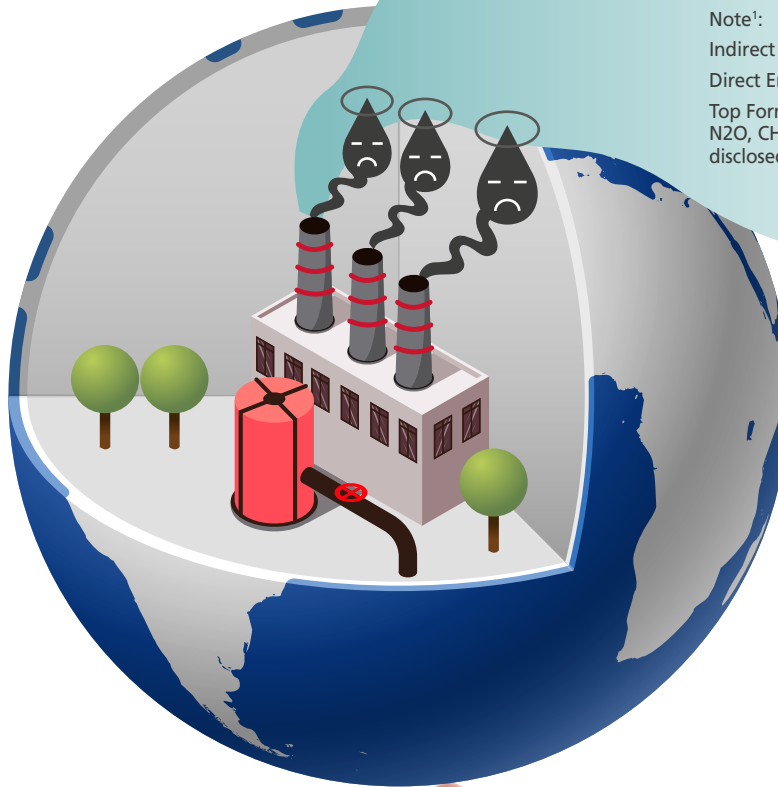
Energy and Climate Change

Well-established scientific evidence suggests a direct link between greenhouse gases (GHG) and global warming, which in turn drastically increases flood risks. During the reporting year, the communities and villages near Top Form's offices in Thailand and China experienced flooding. More than 100,000 local families were affected. The flooding had no major impact on our operations and our associates, but the social and economic impact it created in the nearby community was alarming.

At Top Form, we continually strive to modernize our operations to improve efficiency and reduce our environmental impact.

Our production process does not create biogenic carbon dioxide emissions such as biomass. Electricity accounts for over 90% of our carbon emissions. Thus, we are focusing on initiatives that can reduce our GHG emissions by enhancing the efficiency of our electricity usage, and managing our energy use and GHG footprint via the following:

- Encouraging staff behavioral changes;
- Reducing energy use by increasing our manufacturing production efficiency through the LEAN setup; and
- Investigating potential sustainability projects to implement at our production sites.



Total GHG Emission: 10,168 tonnes of CO₂eq

Direct Emission (Scope 1)

9%

Indirect Emission (Scope 2)

91%

Note¹:

Indirect Emission includes stationary, mobile combustion and refrigerants.

Direct Emission includes purchased electricity.

Top Form's operations do not involve significant air emissions of NO_x, SO_x, N₂O, CH₄ or other environmental pollutants. Therefore, these figures are not disclosed in the report.



Minimizing paper usage through digital technology and improving the efficiency and sustainability of office operations

Lace is one of the most expensive materials in intimate apparel. Its consumption is traditionally calculated by arranging the paper pattern on photocopied lace to calculate the maximum utilization rate. This method consumes a lot of time and paper. The marker team has updated this practice by digitalizing the lace, creating a standardized calculation method, and upgrading their equipment. This initiative has **reduced A3 paper consumption by 70%** and **increased work efficiency by 70%**, while maintaining calculation accuracy.



¹ GHG calculations is in accordance with Greenhouse Gas Protocol



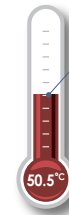
Energy & Climate Change

Advanced Green Technology and Features in Thailand New Facilities

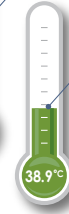
PE Insulation is added on the roof top of expansion sites to help cool down the working environment temperature. Thereby reducing the consumption of air chiller and be able to use fan instead on cooler time of the day



Without PE insulation, the temperature of the rooftop is **50.5°C**



With PE insulation, the temperature of the rooftop is **38.9°C**



Rain water harvesting system is installed for domestic (i.e. toilets, gardening) use in 1 of the Thai facility, estimate can reduce 60% of the purchased water



Installed LED lightning, which reduces energy consumption by 21% compared to T5

For our existing plants, there are plans to continue to exchange to LED lights in the coming year



The new water cooling system consumes **30% less energy** compared to air cool split type and uses a more eco-friendly refrigerant that contributes to less green house gas emissions



Adoption of the Higg Index:

Launched by the Sustainability Apparel Coalition in November 2017, the Higg 3.0 Facility Environmental Module ("FEM") is a self-assessment tool for measuring the environmental performance of the garment and textile manufacturing industry. Since our last verification in 2018, the Group has undertaken relevant improvements, with a major focus on conducting trainings on the Restricted Substance List (RSL) and developing a management system to control the purchase of chemicals that is within the industry standard requirements for our products.



Challenges in the Closed-Loop Fashion System

The economic and industrial "Take-Make-Dispose" model creates massive waste, making the need for a circular economy, where waste materials can be reused, more and more pressing. For manufacturers like Top Form, one major challenge is identifying and implementing appropriate measures in countries that lack waste treatment facilities. The administrative process for handling and disposing of production waste is also increasingly costly. In FY2019, the Group generated 1,750 tons of non-hazardous waste, primarily from production scraps, material defect suppliers, cancelled orders, boxes from material goods, and some domestic waste. Hazardous waste, such as empty glue barrels and hardener cans, makes up less than 1% of our total waste. Top Form fully complies with local law requirements on waste handling and continues to manage waste through adopting "reduce, reuse and recycle" principles such as collecting clean fabric scraps to make small cushions and reusing the boxes from material goods for other parcel deliveries, warehouse storage or scrap bins.

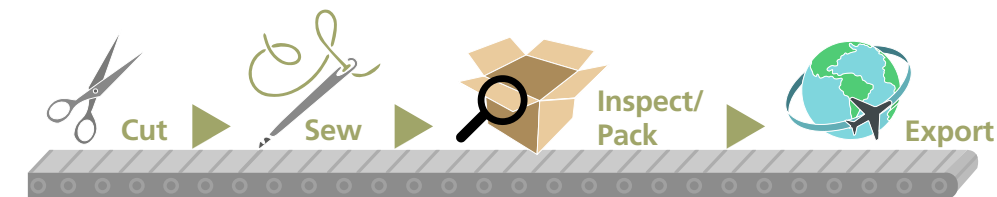
From Waste To Treasure

Despite the challenges in returning our leftovers back into the supply chain, Top Form continues to reach out to different organizations to upcycle, downcycle, and recycle our discarded materials to reduce the amount of waste sent to landfills while generating social and economic opportunities for the local communities.

In Thailand, we collaborated with the National Council on Social Welfare of Thailand, a non-profit organization that focuses on social development projects that assist women, elderly, and children. Our donated materials are used to re-make accessories tailored to local culture, such as small tote bags, tissues and coin bags, and their products are promoted and sold to various government offices, banks, schools and the private sector.

In FY2019, this initiative upcycled 2,500 kg of our left over material and we continue to look for innovative ways to promote sustainability throughout the company.

Production process



Waste created



Production Waste

- Material defects
- Fabric roll ends

Upcycling process



Donate

Reuse & Remake

Add value by local families and communities



Sales

Direct economic benefit to local producers



Reduce potential of sending waste to landfill



Award - Certificates And Recognition Attained



Top Form was awarded "2019 Product Innovation Champion" by The Underwear Group (TUG) of Calvin Klein

Quality assurance of material and product

Shenzhen laboratory is certified by major brands

Longnan plant in China – ISO 9001:2015



OEKO-TEX® Standard 100 – Examines hazardous substances in textiles and guarantees the product's safety



GOLD certification accredited by World Responsible Accredited Production (WRAP) for plants in Thailand, Cambodia and the largest plant in China

Innovation

Quality

Social

Both facilities in Thailand attained a certificate from the Department of Alternative Energy Development and Efficiency for meeting energy efficiency requirements



The Hong Kong office was recognized for its implementation of green office practices by the World Green Organization.

To be attained in FY2020
Global Recycle Standard Certificate (GRS 4.0)



Headquarters attained the Caring Company award for the fourth consecutive year



The Thailand team received an award for Empowering Persons with Disabilities and Ensuring Inclusiveness and Equality

Environment

Community

Industry collaboration: Top form actively engage and support industrial associations to promote the Hong Kong apparel industry



Sustainable Fashion Business Consortium

Hong Kong Intimate Apparel Industries' Association



Associations	Position
Hong Kong Intimate Apparel Industries Association	Top Form is the founding member of the association and an Executive Committee member
Textile Council of Hong Kong	Mr. Kenneth Wong is Vice Chairman of the Council
Federation of Hong Kong Industries	Mr. Kenneth Wong is Vice Chairman of the Multi-Textiles and Fashion Accessories Council in Group 13
Sustainable Fashion Business Consortium	Company member

GRI Content Index

GRI Standards	Description	Section or Comments
GRI 102	General Disclosure 2016	
102-1	Name of the organization	About Top Form
102-2	Activities, brands, products, and services	About Top Form
102-3	Location of headquarters	About Top Form
102-4	Location of operations	About Top Form
102-5	Ownership and legal form	About Top Form
102-6	Markets served	About Top Form
102-7	Scale of the organization	About Top Form Financial performances are available in our 2019 Annual Report. The quantity of the products is omitted due to confidentiality constraints
102-8	Information on employees and other workers	All employees are permanent contract. Our Global Talents
102-9	Supply chain	The Group's main supply chain consists of nearly 200 suppliers around the world, selling materials such as fabric, pads, trims and packaging. It also includes machineries and construction contractors
102-10	Significant changes to the organization and its supply chain	There are no significant changes
102-11	Precautionary principle or approach	Please refer to Top Form's Annual Report 2019 "Risk Management and Internal Controls" section for details
102-12	External initiatives	CARE Cambodia Industry Collaboration
102-13	Membership of associations	Industry Collaboration
102-14	Statement from senior decision-maker	Message From CEO
102-15	Key impacts, risk, and opportunities	Materiality Assessment
102-16	Values, principles, standards, and norms of behavior	About Top Form. Strengthening our Core

GRI Content Index

GRI Standards	Description	Section or Comments
102-18	Governance structure	Corporate Management: Please refer to Top Form's Annual Report 2019 for details of the roles and responsibilities of each committee
102-40	List of stakeholder groups	Stakeholder Engagement & Materiality
102-42	Identifying and selecting stakeholders	Stakeholder Engagement & Materiality
102-43	Approach to stakeholder engagement	Stakeholder Engagement & Materiality
102-44	Key topics and concerns raised	Stakeholder Engagement & Materiality
102-45	Entities included in the consolidated financial statements	Please refer to the Group's 2019 Annual Report for details
102-46	Defining report content and topic boundaries	Stakeholder Engagement & Materiality
102-47	List of material topics	Stakeholder Engagement & Materiality
102-48	Restatements of information	There are no restatements of information
102-49	Changes in reporting	Stakeholder Engagement & Materiality
102-50	Reporting period	About This Report
102-51	Date of most recent report	2017
102-52	Reporting cycle	Every 2 years
102-53	Contact point for questions regarding the report	About This Report
102-54	Claims of reporting in accordance with the GRI Standards	About This Report
102-55	GRI content index	GRI content index
102-56	External assurance	This report is not externally assured
GRI 103	Management Approach 2016	
103-1	Explanation of the material topic and its boundary	Stakeholder Engagement & Materiality

GRI Content Index

GRI Standards	Description	Section or Comments
GRI 205	Anti-corruption 2016	Business Ethics
103-1	Management Approach 2016	Stakeholder Engagement & Materiality Please refer to the Group's 2019 Annual Report "Business Integrity" and "Anti-corruption" sections for details of our management approach
205-3	Confirmed incidents of corruption and actions taken	No incidents of corruption occurred during the reporting period
GRI 305	Emissions 2016	
103-1	Management Approach 2016	Energy & Climate Change
305-1	Direct (Scope 1) GHG emissions	Protecting Our Planet
305-2	Indirect (Scope 2) GHG emissions	Protecting Our Planet
GRI 306	Effluent and Waste 2016	
103-1	Management Approach 2016	Challenges in the Closed-Loop Fashion System
306-2	Waste by type and disposal method	Challenges in the Closed-Loop Fashion System
GRI 307	Environmental Compliance	
103-1	Management Approach 2016	Business Ethics
307-1	Environmental Compliance	Top Form has not identified any non-compliance with environmental law and regulations
GRI 403	Occupational Health and Safety 2018	
103-1	Management Approach 2016	Stakeholder Engagement & Materiality Health & Safety
403-1	Occupational health and safety management system	Health & Safety
403-2	Hazard identification, risk assessment, and incident investigation	Health & Safety
403-4	Worker participation, consultation, and communication on occupational health and safety	Health & Safety
403-5	Worker training on occupational health and safety	Health & Safety

GRI Content Index

GRI Standards	Description	Section or Comments
403-6	Promotion of worker health	Promoting Health & Well-being
403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	Health & Safety
403-8	Workers covered by an occupational health and safety management system	Health & Safety
403-9	Work-related injuries	Recordable Injury Rate (calculated based on 200,000 hours worked) is 5.5. Definitions of occupational injury is defined in our 2017 Sustainability Report There is no work related fatality during reporting year
GRI 404	Training and Education	
404-1	Average hours of training per year per employee	Employee Development and Training
GRI 405	Diversity and Equal Opportunity 2016	
103-1	Management Approach	Labor Practice Policy
405-1	Diversity of governance bodies and employees	Our Global Talents
GRI 412	Human Rights Assessment 2016	
103-1	Management Approach	Stakeholder Engagement & Materiality
412-1	Operations that have been subject to human rights reviews or impact assessments	The Labor Practice Policy applies to all subsidiaries within the Group. "Striving for the highest social compliance standard"
412-2	Employee training on human rights policies or procedures	Trainings are conducted with all workers during their orientation induction, and also conducted in an annual refresher training. Approximate 4,500 hours of training are conducted on Labor Practice Policy
412-3	Significant investment agreements and contracts that include human rights clauses or that underwent human rights screening	No capital investment project was initiated during the reporting period
GRI 419	Socioeconomic Compliance 2016	
419-1	Non-compliance with laws and regulations in the social and economic area	Labor Practice Policy "Striving for the highest social compliance standard" There were no significant fines for non-compliance with laws and/or regulations in the social and economic area



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