

TOP FORM

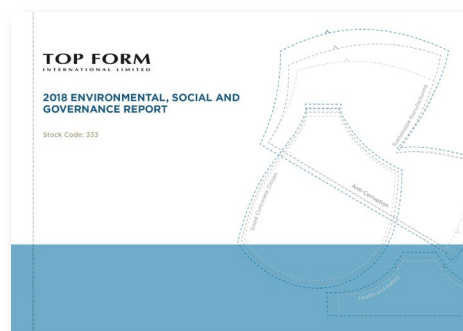
INTERNATIONAL LIMITED

2018 ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Stock Code: 333



About this Report



This standalone environmental, social and governance report (hereafter ESG Report) was compiled in accordance with the Environmental, Social and Governance Reporting Guide (hereafter ESG Guide) contained in Appendix 27 of the Rules Governing the Listing of Securities of The Stock Exchange of Hong Kong Limited.

To enable consistent disclosure of our performance in sustainability, both the “comply or explain” provisions and the recommended disclosures from the ESG Guide reported in last year’s Sustainability Report will continue to be disclosed in this year’s report.

Our ESG Report offers an overview of our achievements and highlights of our initiatives towards environmental, social and governance issues during the reporting period from 1 July 2017 to 30 June 2018 (hereafter FY2018).

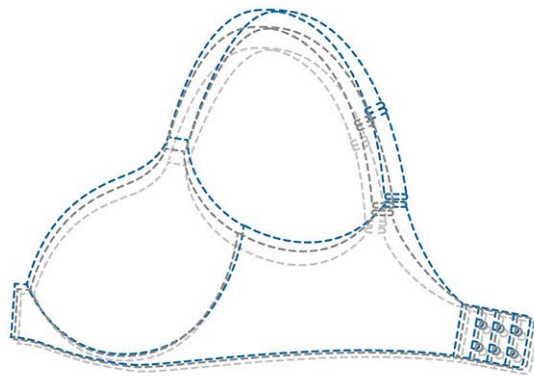
Profile and Scope

This report covers the activities of Top Form International Limited and its principal subsidiaries (hereafter Top Form or the Group). Top Form Brassiere Mfg. Co., Ltd (hereafter 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 China, Thailand, Cambodia and all operating offices of the Group. We take into account the potential social and environmental impact of these principal subsidiaries and have produced a well-established data collecting system to reflect our overall impact on sustainability in the local community.

Contact

We highly appreciate and welcome feedback from our stakeholders on this report so that we may meet their interests and expectations more accurately in our next report. In case of any questions or comments, please contact us at query@topformbras.com.

Corporate Profile



TOP FORM is a leading brassiere original equipment manufacturer (OEM) that employs over 8,000 people across our production facilities in China, Thailand, and Cambodia, with our headquarters in Hong Kong. We provide end-to-end service, from material sourcing to finished garments, and our product category ranges from panties to functional sports bras. 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.

VISION

To be a leading international intimate apparel manufacturer driven by insights and built on sustainable operations.

Mission

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

In FY2017, we summarized three key focus areas spanning eleven aspects of sustainability that exhibited greater material impacts and opportunities for the Group and our stakeholders, based on the output of the materiality assessment

last year. The following table outlines our progress and achievements with regards to these initiatives, which had the goal of driving sustainability across the board.

Sustainable Manufacturing	
In FY2018, we shall:	Key actions
Develop data inventory spread sheets with detailed record tracking, and conduct staff training on systematic data collection.	<ul style="list-style-type: none"> ☑ Inventory spread sheet of each reporting facility has been developed and revised with clear definitions. ☑ All reporting facilities have been trained and regular reporting timetables were established.
Enhance quality of our data collection.	
Investigate the possibility of installing solar panels at our Long Nan factory.	<ul style="list-style-type: none"> ☑ An energy consultant is conducting a feasibility study and analysis of the report will be generated during the fourth quarter of 2018.
Investigate the possibility of reducing water use at our Long Nan factory.	<ul style="list-style-type: none"> ☑ Identified improvement area requires structural change that would impact the current operation. We shall keep monitoring our consumption to ensure water resources are being used responsibly.
Commence work with a recycling mill to investigate how to best realize this concept.	<ul style="list-style-type: none"> ☑ After investigation, the initial waste analysis shows that a potential 10-15% of the textile waste from our piloting facility in China is recyclable. To materialize this concept, we shall continue to engage and consult with additional external stakeholders to support this initiative.
Develop a RSL (Restricted Substance List) management system.	<ul style="list-style-type: none"> ☑ Our Sourcing Team reached out to a professional laboratory to assist us in the training and development of the management system. Training in China is targeted for completion during the fourth quarter of 2018.
Formalize the Group's ethical procurement policy and procedures.	<ul style="list-style-type: none"> ☑ Procedures are in place to screen new suppliers. A more detailed management methodology is described under "Supply Chain Management".
Enact an environmental management system.	<ul style="list-style-type: none"> ☑ After review, we shall consider merging an environment management system with the Higg Index in order to align and address the environmental concerns of our customers more effectively .
Study the new Higg Index for possible ways to improve our score.	<ul style="list-style-type: none"> ☑ Top Form will review areas for improvement after verification, based on the updated version of the Higg index. Refer to "Higg Index 3.0" for details.

Employer of Choice

In FY2018, we shall:	Key actions
Develop effective internal communication channels at each operational unit to better understand the needs of our workforce.	<ul style="list-style-type: none"> ✔ An evaluation report will be generated after collecting feedback from participants who engaged in company-organized activities to understand their interests and prepare for future activities.
Prepare and administrator our employee questionnaire in all operational units.	<ul style="list-style-type: none"> ✔ Online social networking platforms will be developed by local HR to maintain a close relationship with the workforce. In addition, informal luncheons will be organized and a suggestion box will be available to facilitate effective 2-way communications.
Develop a recruitment and retention strategy.	<ul style="list-style-type: none"> ✔ We will continue focusing our attention on the development of our existing employees and enhance our internal policies to maintain our competitiveness so as to attract and retain high-quality talents.
Develop relevant metrics and KPI to measure our health and safety performance and set an appropriate baseline.	<ul style="list-style-type: none"> ✔ Progress in this area is described under “Health and Safety”.

Good Corporate Citizen

In FY2018, we shall:	Key actions
Conduct at least 2 community initiatives in countries where we operate.	<ul style="list-style-type: none"> ✔ All reporting facilities have either achieved or exceeded the number of initiatives except for 1 overseas unit which accomplished 1. However, there is an overall 38% increase in total man-hours.

Competitive benefits and fair treatment

At Top Form, our remuneration and benefits not only include local regulatory requirements such as contributions to social insurance in China or other legal standards. We also take into account market offers, time commitments, responsibilities and employment conditions to develop our remuneration packages. Each operating facility has its own set of promotion and benefit policies to ensure that employee remuneration is based on performance.

We put great emphasis on treating every employee fairly and we fully comply with local requirements with respect to minimum age. In practice, our Human Resource Department follows our Code of Conduct and Labor Practice Policyⁱ to implement relevant procedures and training to ensure that we provide a work environment that offers equal opportunities to all employees and any discrimination with regards to age, gender or ethnicity is prohibited.

Aspire to reach for the highest compliance level

Top Form is subject to various compliance audits by our customers, third party and local authorities on an annual basis, and we work closely with these external stakeholders to ensure we meet expected compliance requirements. Major production facilities in Top Form Bra have obtained Golden Certificate of Compliance of Worldwide Responsible Accredited Production (WRAP), which recognizes our plant's compliance with all accredited production principles.

In FY2018, we did not receive any complaints regarding human rights, forced labor, or gender, underage and other types of discrimination within the Group.



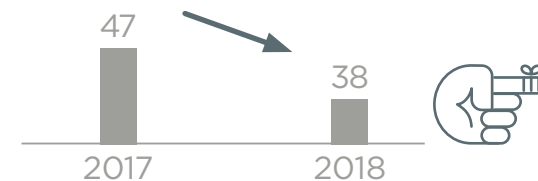
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Total number of social audits conducted externally in FY2018

Health and Safety

Addressing health and safety issues involves the collaboration of our management team and employees. Besides establishing Environmental, Health and Safety (EHS) policies and providing regular safety training such as how to identify safety hazards and how to use Personal Protective Equipment (PPE) to our workforce, this year, we have begun to review additional safety metrics to better measure and track our safety performance. This initiative aims to raise safety awareness and review the effectiveness of our efforts.

No. of Major Injuries



In addition, the local management team enhanced follow-ups on major injury investigations by ensuring root causes are clearly identified and appropriate corrective action is in place to prevent future occurrences. Although the number of major injuries fell to 38 from 47 last year, we believe more work can be done to engage our workforce in order to raise their safety awareness and improve our overall safety culture.

No occupational fatalities occurred this year.

ⁱ Our Labor Practice Policy can be found on page 13 of our 2017 Sustainability Report

Nourishing Our Talents

Periodically, we review our internal policies and employee interests to initiate various programs to enhance the well-being of our workforce.

Wellness		Work-life Balance	
Cambodia: Health Day	Shenzhen: Snack alternative	Hong Kong Summer Friday Leave	Thailand: "Top Form Cup"
Cambodian team collaborated with local health organizations to provide information on family planning, preventing sexually transmitted diseases and the risk of unsafe abortion. Approximately 1,000 employees participated in the event.	Every Friday, fruits were provide to all staff to promote having a health snack.	We reviewed our internal polices and extended the benefits to help maintain an appropriate work-life balance by allowing Friday afternoon leave during July and August.	The excitement of the 2018 World Cup inspired our Thai operation to formulate internal football matches that encourage team spirit and promote a healthy lifestyle.



Employee Development

Training is essential to maintain operation efficiency and support the professional development of our employees. Therefore, not only do we provide basic orientation and work skill training, we also provide a diverse set of training programs that strengthen their knowledge and skill sets in the garment manufacturing industry. We also collaborate with external professional institutes and offer training sponsorships to employees with leadership roles for classes or workshops. Due to the nature of our business, our employees are predominately female. This results in higher average training hours for female employees, at 7.2 hours compared to male employees, at 5.8 hours.



Anti-Corruption

The Group strictly adheres to anti-corruption rules and regulations in the respective countries in which our business operates. Top Form is committed to conducting its business responsibly and professionally and we have a set of policies and reporting mechanisms for any suspected corruption within the Group.

In line with our evolving business environment, we further updated our corporate Code of Conduct Policy this year and invited the Hong Kong Independent Commission Against Corruption (ICAC) to provide training to our staff in Hong Kong and managerial staff from mainland China. The trainers used their experience and actual cases to provide clarity on misconceptions about acceptable practices and advantages.

Both Chinese and English workshops were organized to ensure staff from various backgrounds were able to understand their responsibilities and the consequences. The workshop also covered the reporting mechanism for any corruption or suspected corruption. Over 300 employees from middle and senior management received similar training in our mainland China operations conducted by the local management team and signed the updated Code of Conduct. We have plans to extend such training to our overseas operations in the coming year.

Community Investment

Over the years, Top Form has engaged and enhanced the wellbeing of the communities where we operate via sponsorships, charitable donations and a wide range of community service activities. This year, volunteers from Top Form focused on supporting underprivileged young children, people with disabilities and paying visits to the elderly. We are delighted to see an increase in the number of participants and time contributed, demonstrating our employees' love and care towards the underserved. Apart from these contributions, the Top Form management team also engages in providing seminars and participating in conferences to share our views and promote sustainability within our industry.

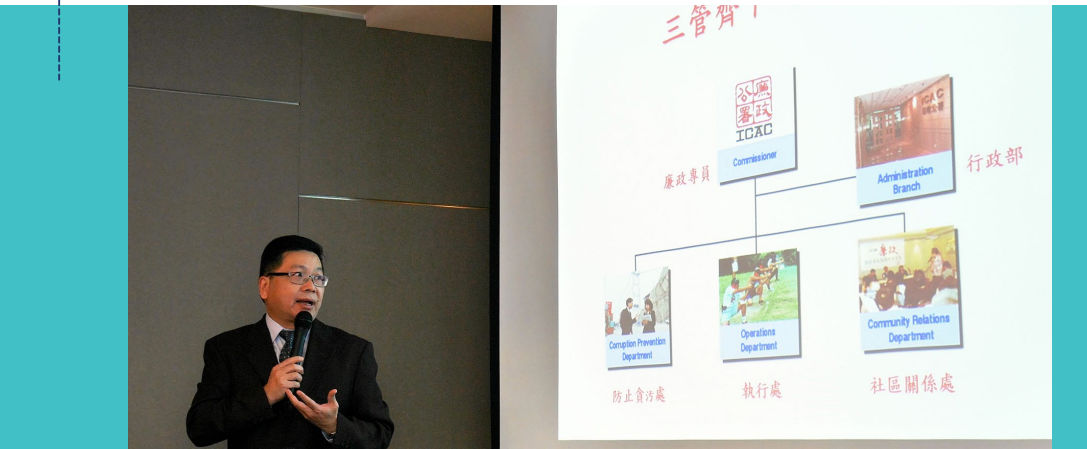
Our contributions FY2018



商界展關懷
caringcompany²⁰¹⁵⁻¹⁸
Awarded by The Hong Kong Council of Social Service
香港社會服務聯會頒發



1,315
Volunteering hours



Recognition in Top Form Thailand

During the reporting year, Top Form's facilities in Thailand were among one of 64 companies to receive the "Outstanding Disabled Support Organization 2017" award from the Ministry of Social Development and Human Security. This award recognizes and acknowledges our team's commitment to enhancing the quality of life within the local disabled community over and above local legislative requirements.



Sustainable Manufacturing

At Top Form, we recognize the importance of environmental stewardship in all our business operations and we continue to modernize operation processes to improve efficiency and reduce our environmental impact. The Group complied with relevant environmental laws and regulations of the places where we operate during FY2018.

Waste Management

This year, overall waste generated by the Group increased as we incorporated our moulding and lamination business into the data collected after improving the quality of our data capture. We continue to make every effort to reduce, reuse and recycle in order to minimize the impact on landfills. In addition, we follow customer's requirements to handle the disposal of production waste containing customers' labels.



	Estimate % of total waste	Handling Method	
FY2017	Non-hazardous waste: 747 tonnes		Hazardous waste: 3 tonnes
	Non-hazardous waste: 1490 tonnes		Hazardous waste: 9 tonnes
FY2018	Production waste (fabric scraps)	60%	Collected and recycled by licensed enterprise
	Carton boxes from material goods	17%	Collected by certified enterprise for transport to landfill
	Others: Domestic waste	23%	Collected by certified enterprise for transport to landfill



Adopting Higg Index 3.0

On November 2017, the Higg Index, a self- assessment tool to measure the sustainability of the textile and footwear industry across three modules, Facility, Brand and Product, updated its questions and measurement tool in the Facility Environmental Module (FEM) to improve the transparency of each company's performance by having the assessment more in-sync with its facility operations. As of the reporting period, we incorporated our largest plant in China and overseas facilities into the assessment program and scheduled a third party verifier appointed by our customers to verify our assessment in the third quarter of 2018 and design future areas of improvement.

USE OF RESOURCES

The major resource consumed during our manufacturing process is electricity, which accounts for nearly 93% of the Group's total carbon emissions. Other resources such as water, LPG, diesel and petrol are used for non-production activities such as sanitation, backup power generation, canteen operations and company vehicles.

Emissions

The Group is committed to ensuring the long-term sustainability of the environment and communities where we operate. We have implemented proper measures to reduce emissions and energy consumption across our production plants.

	Description	Unit	FY2018	FY2017
Scope 1	GHG emissions from stationary combustion	in tonnes	44	49
	GHG emissions from mobile combustion		526	558
	HCFC & HFC emissions for refrigeration / air-conditioning		139	248
Scope 2	Indirect energy emissions from electricity consumption		8,522	6,324
	Total CO₂ Equivalent	tonnes of CO₂eq	9,231	7,179

The increase in carbon emissions was due to the inclusion of our foam cup manufacturing in this year's data collection, with electricity forming the largest resource consumed during its manufacturing process. The table below illustrates the intensity of carbon emissions produced from manufacturing different types of products.

Product Type	Unit	FY2018	FY2017
Brassiere/panties	tonnes CO ₂ eq/tonnes	1.52	1.69
Foam cups	tonnes ⁱⁱ	5.64	Insufficient data

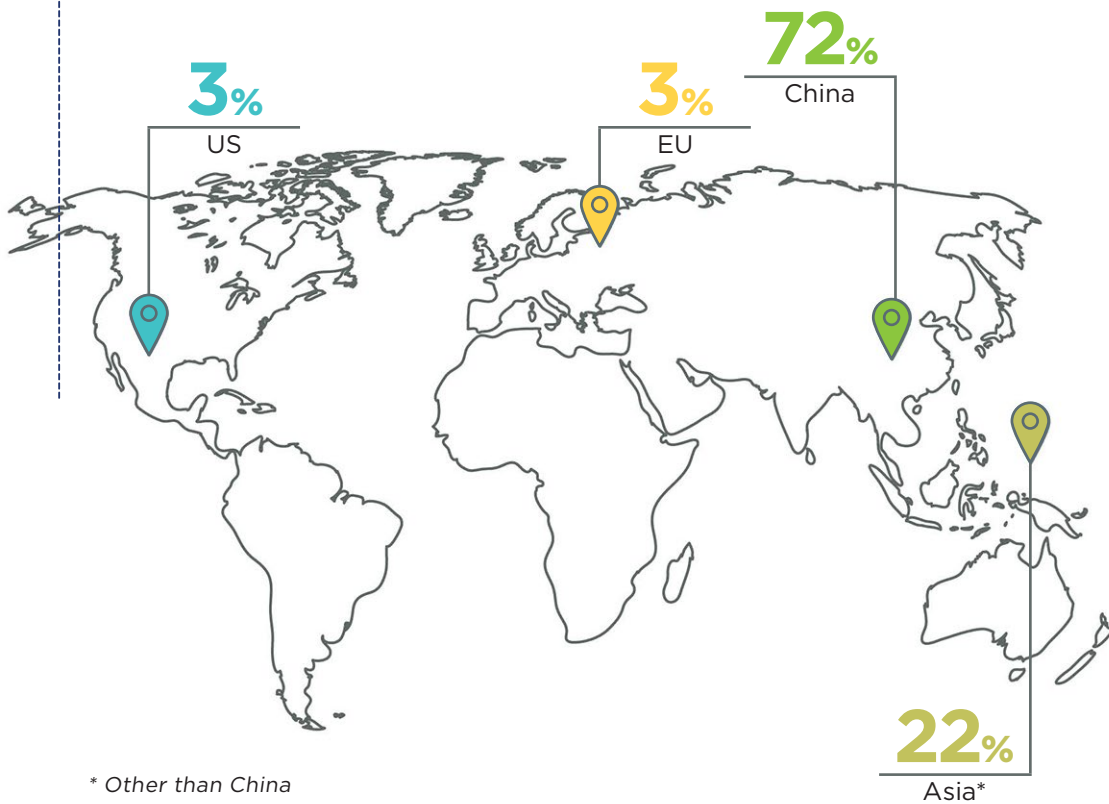
We have continued to invest in exchanging and phasing out our clutch motors to more energy efficient servo motors to reduce energy consumption. In addition, this year, through our Code of Conduct training, we also highlighted the importance of utilizing natural resources and energy responsibly to all middle and senior management staff at our operating facilities.

ⁱⁱ Annual shipment gross weight

SUPPLY CHAIN MANAGEMENT/PRODUCT RESPONSIBILITY

Implementing and managing a sustainable supply chain is a complex process that requires close collaboration between customers, garment manufacturers and our suppliers. An essential business value that Top Form delivers to our customer is the capacity to manage a global supply chain from end to end on their behalf, and we communicate regularly with our suppliers to align quality and delivery times, and promote sustainability.

Suppliers based on geographical region



98% of our 190-plus suppliers are either OEKO-TEX® Standard 100 or bluesign® certified, and our procurement team closely monitors the handful of suppliers who are not certified to ensure their products do not exceed customers' chemical requirements via third party lab tests. In addition, we have established procedures to screen and ensure any new suppliers can meet our internal environmental standards.

At Top Form, we have also obtained third party accreditation for our quality control process to ensure our products meet customers' expectations. No products by Top Form were subject to recalls for safety and health reasons during the reporting year.

Accreditations for product quality:

	Accredited by	Area of accreditation
Internal Laboratory	Customers via third party audit	Quality assurance of material and product
Production facilities: - Long Nan - Grand Gain ⁱⁱⁱ - 2 facilities in Thailand - 1 factory in Cambodia	OEKO-TEX® Standard 100	Our products have passed the OEKO-TEX® Standard 100 standard accreditation. The standard examines hazardous substances in textiles and guarantees the product's safety. It is a widely recognized quality assurance standard in the textile and garment industry.

ⁱⁱⁱ Grand Gain refers to Long Nan Grand Gain Underwear Co., Ltd

SOCIAL PERFORMANCE TABLES

ESG KPI		Total		China		Overseas (Thailand & Cambodia)		
		FY2018	FY2017	FY2018	FY2017	FY2018	FY2017	
B1.1	Workforce structure	Total workforce	8,684	7,900	3,359	2,436	5,325	5,464
		Female	7,924	7,303	2,969	2,193	4,955	5,110
		Male	760	597	390	243	370	354
		under 30	3,751	3,824	191	184	3,560	3,640
		30 to 50	4,729	3,921	3,015	2,147	1,714	1,774
		over 50	204	155	153	105	51	50
B1.2	Turnover ^{iv}	Avg. monthly Rate	2%	2%	3%	2%	2%	3%
		Female	2,775	2,051	835	470	1,940	1,581
		Male	267	123	145	57	122	66
		under 30	1,550	1,226	231	116	1,319	1,110
		30 to 50	1,390	875	655	358	735	517
		over 50	102	73	94	53	8	20
	New employees	Annual total	3,247	3,052	1,353	767	1,894	2,285
		Female	2,933	2,844	1,193	701	1,740	2,143
		Male	314	208	160	66	154	142
		under 30	1,697	1,904	218	146	1,479	1,758
		30 to 50	1,523	1,108	1,112	597	411	511
		over 50	27	40	23	24	4	16
Absenteeism ^v	Rate	3%	4%	2%	6%	3%	2%	

^{iv} Turnover refers to employees who leave the organization voluntarily or due to dismissal, retirement, or death in service.

^v Rate of which an employee is absent from work without approval and receive no pay leave, excluding paid leaves such as sick/annual/maternity/paternity leaves.

SOCIAL PERFORMANCE TABLES

ESG KPI		Total		China		Overseas (Thailand & Cambodia)		
		FY2018	FY2017	FY2018	FY2017	FY2018	FY2017	
B2.2	Lost days due to work injury	354	634	322	628	32	6	
B2.3	Number of major injuries ^{vi}	38	47	23	35	15	12	
	Number of minor injuries ^{vii}	149	241 ^{viii}	124	188 ^{viii}	25	53 ^{viii}	
B3.1	Percentage of employees trained	Total hours of training	63,150	23,780	16,252	6,688	46,898	17,092
		Female	93%	92%	94%	90%	93%	93%
		Male	7%	8%	6%	10%	7%	7%
		Senior management	1%	Insufficient data	0%	Insufficient data	1%	Insufficient data
		Middle management	13%		14%		11%	
		General workers	86%		86%		88%	
B3.2	The average training hours completed per employee	Avg. per employee	7	3	5	3	9	3
		Female	7	3	5	3	9	3
		Male	6	3	3	3	9	3
		Senior Management	5	Insufficient data	6	Insufficient data	4	Insufficient data
		Middle Management	8		6		11	
		General workers	7		5		9	

^{vi} Defined as injuries that require hospitalization and incur lost days.

^{vii} Defined as injuries where wounds can be treated with onsite first-aid kits or by in-house nurses.

^{viii} Nonwork related injuries and repeated treatments were included in the disclosure in 2017 Sustainability Report. From beginning of FY2018 only work related injuries were recorded. For consistency purpose, the numbers for FY2017 were restated to reflect the work related injuries only.

ENVIRONMENTAL PERFORMANCE TABLE

ESG KPI		Emission source	Emission item	Unit	FY2018	FY2017	
A1.1	Air pollutant emissions	Emissions from gaseous fuel consumption	LPG	NO _x /SO _x	Tonnes	0	0
		Emission data from vehicles	Vehicle emissions	NO _x		1	1
				PM/SO _x		0	0
A1.2	Scope 1	GHG emissions from stationary combustion sources	LPG	CO ₂	Tonnes CO ₂ eq	23	24
				CH ₄		0	0
				N ₂ O		0	0
				CO ₂		21	27
				Diesel oil		CH ₄	0
		GHG emissions from mobile combustion sources	Diesel, Petrol	N ₂ O		0	0
				CO ₂		513	553
				CH ₄		1	0
				N ₂ O		12	3.5
				HCFC & HFC emissions for refrigeration / air-conditioning		HCFC	139
Scope 2	Energy indirect emissions			8,522	6,324		
Total GHG emissions					9,231	7,179	
A1.3		Hazardous waste			9	3	
A1.4	Waste	Non-hazardous waste		Tonnes	1,490	747	
Waste total					1,499	750	

ENVIRONMENTAL PERFORMANCE TABLE

ESG KPI	Resources	Unit	FY2018	FY2017	
A2.1	Energy consumption	Electricity	kWh in '000s	14,218	10,889
		Diesel (<i>mobile combustion</i>)		1,601	1,612
		Petrol (<i>mobile combustion</i>)		470	611
		LPG		106	107
	Energy intensity	Brassiere/panties	kWh in '000 per tonnes ⁱⁱ	3.16	3.11
		Foam cup		8.95	Insufficient data
A2.2	Water	Ground water	m ³	30,160	24,003
		Municipal water supplies or other water utilities		135,991	135,969
		Total water consumption		166,151	159,972
	Intensity	m ³ per associate	19	20	

ⁱⁱ Annual shipment gross weight

HONG KONG STOCK EXCHANGE ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) CONTENT INDEX*

Subject Area A - Environment		
Aspect A1: Emissions		Location of information
General Disclosure	<p>Information on:</p> <p>(a) the policies; and</p> <p>(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.</p> <p><i>Note: Air emissions include NOx, SOx and other pollutants regulated under national laws and regulations.</i></p> <p>Greenhouse gases include carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons and sulphur hexafluoride.</p> <p>Hazardous wastes are those defined by national regulations.</p>	Code of Conduct in FY2017 Sustainability Report
KPI A1.1	The types of emissions and respective emissions data.	Environmental Performance Table
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	
KPI A1.5	Description of measures to mitigate emissions and results achieved.	"Use of Resources"
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	"Environmental Performance Table" and "Waste Management"
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	

Aspect A2: Use of Resources		Location of information
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	Code of Conduct in FY2017 Sustainability Report
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).	"Environmental Performance Table" and "Emissions"
KPI A2.3	Description of energy use efficiency initiatives and results achieved.	
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	"Environmental Performance Table"
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	None. Water mainly used for sanitation, restrooms and management canteen
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	Not material issue according to materiality assessment
Aspect A3: The Environment and Natural Resources		
General Disclosure	Policies on minimizing the issuer's significant impact on the environment and natural resources.	Code of Conduct in FY2017 Sustainability Report
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	"Emissions" and "Product Responsibility"

* The mandatory disclosures in the ESG Reporting Guide are in blue color

HONG KONG STOCK EXCHANGE ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) CONTENT INDEX

Subject Area B - Social

Aspect B1: Employment

		Location of information
General Disclosure	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.	Code of Conduct in FY2017 Sustainability Report and "Competitive benefits and fair treatment"
	KPI B1.1	Total workforce by gender, employment type, age group and geographical region.
	KPI B1.2	Employee turnover rate by gender, age group and geographical region.

Aspect B2: Health and Safety

		Location of information
General Disclosure	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.	Code of Conduct in FY2017 Sustainability Report and "Health & Safety"
	KPI B2.1	Number and rate of work-related fatalities.
	KPI B2.2	Lost days due to work injury.
	KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.

Aspect B3: Development and Training

		Location of information
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	"Employee Development"
	KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).
	KPI B3.2	The average training hours completed per employee by gender and employee category.

Aspect B4: Labour Standards

		Location of information
General Disclosure	Information on: (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.	"Competitive benefits and fair treatment"
	KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.
	KPI B4.2	Description of steps taken to eliminate such practices when discovered.

HONG KONG STOCK EXCHANGE ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) CONTENT INDEX

Operating Practices

Aspect B5: Supply Chain Management	Location of information
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General Disclosure	Policies on managing environmental and social risks of the supply chain.	"Supply Chain Management"
KPI B5.1	Number of suppliers by geographical region.	

Aspect B6: Product Responsibility

General Disclosure	Information on: (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.	"Product Responsibility" and "Waste Management"
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Aspect B7: Anti-corruption

General Disclosure	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.	Code of Conduct in FY2017 Sustainability Report and "Anti-corruption"
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.	No incident of corruption occurred during the reporting period
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Procedure is in place to report concerns to Executive Committee.

Community

Aspect B8: Community Investment	Location of information
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General Disclosure	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.	"Community Investment"
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	

TOP FORM INTERNATIONAL LIMITED

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