



# *EMBRACING SUSTAINABILITY*

— SUSTAINABILITY REPORT 2017 —

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## MESSAGE FROM THE CHAIRLADY

Dear Readers,

On behalf of the Board of Directors, it is my pleasure to release the first sustainability report of Mun Siong Engineering Limited in compliance with the GRI G4 framework.

Sustainability is an important component of our Group. We strive to provide better benefits to our business partners by increasing our range of services and helping them to achieve their sustainability objectives as well. Our concept of sustainability means setting a standard for ourselves. We would like to ensure that as we strive for financial success, we also fulfil our obligation to our stakeholders. As an engineering design, construction and maintenance service provider in the oil and gas, petrochemical and energy industries, we aim to maintain sustainable practices in our business and ensure a high level of customer satisfaction.

In 2017, we re-structured and re-aligned the business strategy of our Group. We integrated our rotating equipment services as well as scaffolding capabilities of our subsidiary into our main operations. Moving forward, we have further plans to integrate our wholly owned subsidiary, OHM Engineering Pte Ltd into our main activities. The purpose of this streamlining process is to provide more efficient and productive management deliverables to our business partners. The Group has also appointed consultants to re-engineer our work processes and streamline our work flows. Upon successful implementation of the new ERP system, the Group will be able to further replicate our standard work processes across all the other subsidiaries in India, Malaysia and Myanmar.

This sustainability report describes the activities we have pursued in this area.

Yours truly,

CHENG WOEI FEN



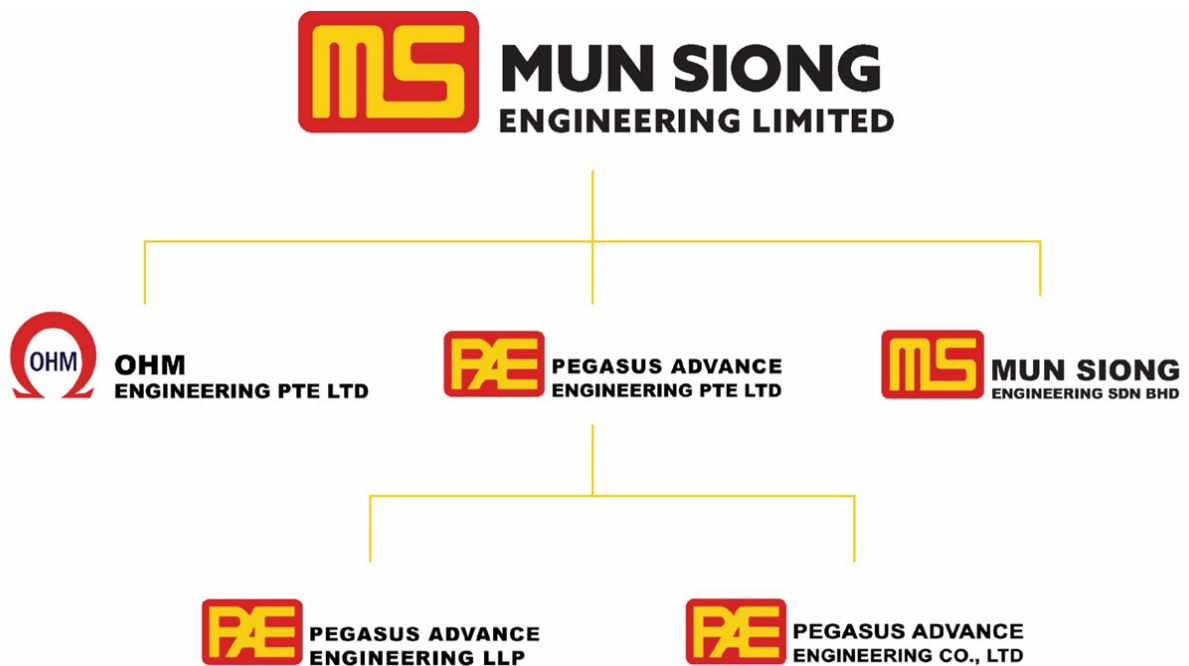
Cheng Woei Fen  
Executive Chairlady

## CORPORATE PROFILE

Since our incorporation in 1969, today, we are one of the key service partners to major multinational corporations that have chosen Singapore as its head quarters and key production facilities to the global process and refining industries.

Our success stems from our ability to provide a wide and integrated range of engineering services to our business partners. We pride ourselves in delivering safe, quality and on schedule works. Our service ranges from routine maintenance works to complex and time sensitive turnarounds and shutdowns, constructions of new facilities and major upgrading of existing facilities.

As at 31 December 2017, our Group's shareholders' funds stood at S\$59.7 million. Our operational and financial resources have allowed us to be flexible and agile to respond to our business partners and to further diversify into related services in the oil and gas industry.





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## ABOUT MUN SIONG GROUP

### **Mechanical Engineering**

- Fabrication & Erection of Steel Structures; Fixed Equipment & Piping Work
- Plant Shut-down / Turnaround Management
- Construction & Maintenance of Storage Tanks
- Exchanger Re-tubing
- Tube Shooting Services for Heat Exchangers (Conco Systems)
- On-site Flange Re-facing
- Ultra-high Pressure Abrasives Water-jet Cutting Services
- Mechanical De-coking of Heaters
- Anti-Corrosion & Anti-Wear Coatings (Curran International & Oxifree)
- Supply & Repair of Mechanical Seals & Systems (STB GmbH)
- Removal, Servicing, Repairing, Overhauling & Installation of Equipment
- Dynamic Balancing of Rotors & Impellers
- Condition Monitoring
- Fabrication & Assembly of Equipment Packages
- Scaffolding Services
- Hydraulic Bolt Torqing & Tensioning (Torq / Lite)
- Trenchless Pressure Pipeline Rehabilitation (Primus Line)

### **Electrical & Instrumentation**

- Transformers, Switchgears, Control Panel Installation & Maintenance
- Electrical & Instrumentation Installation & Maintenance
- Calibration & Testing of Instruments
- Loop Check, Testing & Pre-Commissioning
- Excavation & Cable Laying
- Design & Fabrication of Instrumentation & Control Systems
- Installation of Distribution Control System & PLC Solutions
- Supply of Uninterruptable Power Supplies (J.Schneider Elektrotechnik)



## PLANT CONSTRUCTION PROJECTS

MECHANICAL

SCAFFOLDING

TANKAGE

ELECTRICAL & INSTRUMENTATION



# PLANT MAINTENANCE & TURNAROUND SERVICES

MECHANICAL

SCAFFOLDING

TANKAGE

ELECTRICAL & INSTRUMENTATION





## SPECIALISED SERVICES

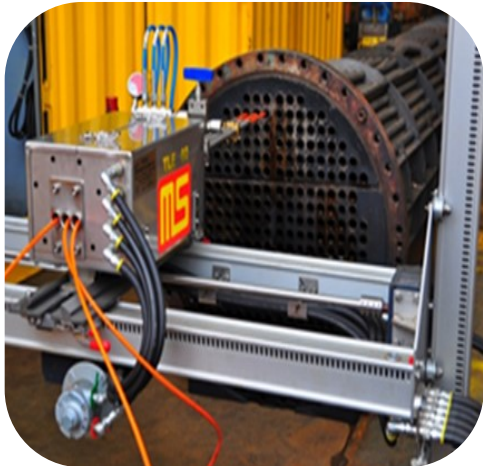
RETUBING

HYDRO-JETTING

SPECIALISED COATING

HEAT EXCHANGER FABRICATION

TRENCHLESS PRESSURE PIPELINE REHABILITATION



## OUR PRINCIPALS & PARTNERS

For the following products & services



Anti-Corrosion & Anti-Wear Coating



Tube Shooting Services for Heat Exchangers



Supply of Uninterruptable Power Supplies



Anti-Corrosion & Anti-Wear Coating



Supply & Repair of Mechanical Seals



Hydraulic Torqueing & Tensioning



Trenchless Pressure Pipeline Rehabilitation

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## VISION

We will become the preferred and most trusted turnkey solution provider to customers, colleagues, investors, business partners, and the communities where we work and live.

## MISSION

We dedicate ourselves to be the preferred engineering service provider that thrives on Safety, Quality and Competitive Solutions to achieve customer satisfaction.

## CORE VALUES

Safety

Quality

Customer Focus

Leadership

Teamwork

Mun Siong Group is a leading service provider with approximately 1,200 employees. We design, construct, install and maintain the plants in the oil and gas process industry. We pursue our business activities mainly in Singapore, with attempts to establish business opportunities in Malaysia, India and Myanmar.

We demand the highest ethical standard of ourselves and others. Employees have an affirmative obligation to report known or suspected violations of our ethics and integrity policy. Employees are expected to exercise good judgement and the highest ethical standards in all activities on behalf of Mun Siong Group, and also to be mindful that our activities outside the company have an impact on Mun Siong's corporate image.

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## SUSTAINABILITY AT MUN SIONG GROUP

The Group recognises that embracing sustainability practices is a business priority given that sustainability is important for the long term development and success of our businesses. We are pleased to issue our first Sustainability Report this year in Compliance with the Singapore Stock Exchange requirements based on the Global Reporting Index ("GRI") G4 Reporting Guidelines.

Besides financial performance and corporate governance compliance, which are covered in our annual report, we are convinced that a company will enjoy success over the long term only if it is able to keep a balance between economic, social and environmental factors.

This Sustainability Report gives our stakeholders a comprehensive insight of how Mun Siong Group balances its financial goals to excel as one of the leading turnkey solution providers. It underlines our commitment to conduct our business in a sustainable manner and provides an insight to the creation of stakeholder value at Mun Siong.

The information contained in this report are based on data obtained from Mun Siong Group's operating business in Singapore. It covers the financial year 1<sup>st</sup> January to 31<sup>st</sup> December 2017.

This year's data will become our benchmark and we will continue to work on improving our data collection quality to enhance our reporting process and transparency.

In an effort to make our communication greener, we have not produced physical copies of this report and have uploaded this report to the SGX website. We look forward to hearing your constructive feedback on our sustainability management via email to [information@mun-siong.com](mailto:information@mun-siong.com).

## OUR BOARD STATEMENT

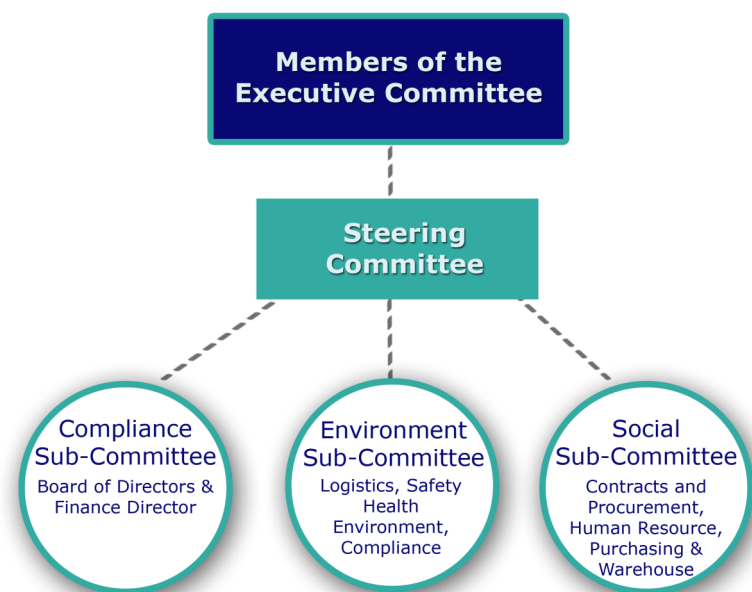
The Board considers sustainability to be a strategic matter and is committed to the improvement of economic, social and environmental well-being of our communities and the environment.

## OUR SUSTAINABILITY MANAGEMENT

Our sustainability steering committee was formed in September 2016 and is responsible for steering and aligning our Group's sustainability strategy with the Executive Committee. The steering committee is supported by the various business units to provide ideas and feedback to promote the development of our sustainability activities and the sustainability report. Participants in the sustainability steering committee are mainly grouped into Environmental sub-committee that comprises of logistics, safety, health, environment, the Compliance sub-committee from the Board of Directors and the Finance Director as well as the Social sub-committee that comprises of business units from contracts, procurement, human resources, purchasing and warehousing.



In FY2017, the Steering committee held quarterly meetings to report their studies to the Executive Committee. It also conducted monthly sharing sessions during management meetings to raise corporate awareness and commitments towards our sustainability standards.



## OUR SUSTAINABILITY STRATEGY

Our stakeholders are important to us and we need to identify their needs and expectations. We want to understand where they are coming from and take those factors into consideration when we make our business decisions.

Our business partners, shareholders, suppliers and employees are of the highest regard to our company.

### **Our Business Partners**

Effective work methods and productivity improvements to enhance the quality and schedule of work that we delivered to our business partners are developed collaboratively.

### **Our Shareholders**

We foster an open dialogue with our shareholders. Different platforms are used to engage effectively, such as emails and the Annual General Meeting.

## Our Suppliers

Many of our suppliers have been our partners for many years. They support us in providing solutions for our business partners. We carry out annual audits on our approved vendors to ensure that a fair and robust procurement system is in place which aligns to our social and environmental responsibilities.

## Our Employees

We encourage and practise transparent and effective communications as well as accept and welcome diversified views from various ethnics of our employees are our key factors to retain long term employees and to attract talents who are able to bring along their valuable experience and commitments to our Group.

## MATERIALITY ASSESSMENT

The activities we pursue in terms of sustainability are based on the principle of materiality. This principle also defines the structure and the context of this Report. In order to identify the sustainability aspects that are of essential importance to our Group, we conducted an assessment in 2016. Following the assessment, we compiled the sustainability aspects that are of relevance to us based on the guidelines of the Global Reporting Initiative (GRI) and other sources, and discussed them in our sustainability steering committee to assess their significance to our Group. The results were then transferred to a matrix sorted in order of relevance. Those aspects that had been identified as being material were validated and prioritised.

Material Issues	Within the organisation	Outside the organisation				GRI Aspects
	Employees	Suppliers	Business Partners	Shareholders	Communities	
<b>Responsibility to Stakeholders</b>						
Economic Performance	✓	✓	✓	✓		
Innovation	✓		✓			
<b>Responsibility to Environment</b>						
Energy Conservation	✓		✓		✓	Energy
Water Conservation	✓		✓		✓	Water
Fuel Conservation	✓		✓		✓	Materials
Waste Management	✓		✓		✓	Effluents and Waste
<b>Responsibility to Stakeholders</b>						
Employee retention	✓		✓			Employment
Equal Opportunity & Diversity	✓					
Employee Engagement	✓		✓			-
Safety & Health	✓	✓	✓			Occupational Health & Safety

Material Issues	GRI Aspects	Our Response
Energy Conservation	Energy	We look into innovative ways to use energy responsibly
Water Conservation	Water	We explore various methods to conserve our water resource such as recycled water
Fuel conservation	Materials	We want to continue to look into ways to reduce the consumption and reliance of diesel in our operations.
Waste Management	Effluents and Waste	We comply with local legal requirements and remain committed to prevent environmental pollution resulting from operational wastes.
Employee Retention	Employment	Our staff will always be our valuable assets. We will engage them, and develop them to be a formidable workforce to work with our business partners.
Equal Opportunity & Diversity	-	We practise fair employment and we hire base on merit from a wide base of countries. Every employee has an equal opportunity to be promoted.
Employee Engagement	-	We are open to broaden our engagement channels with our employees and leverage on social platform to communicate with our workforce.
Mechanisation	-	We strive to improve our productivity via mechanisation.

The materiality matrix generated from these results was subsequently divided into the following three specific topics:

1. Economic
  - Economic performance
  - Innovation
2. Social Aspect
  - Employee retention
  - Employee engagement
  - Equal opportunity & diversity
  - Occupational safety and health
  - Good corporate citizenship
3. Environmental Aspect
  - Water conservation
  - Electricity conservation
  - Diesel conservation
  - Effluents and waste management

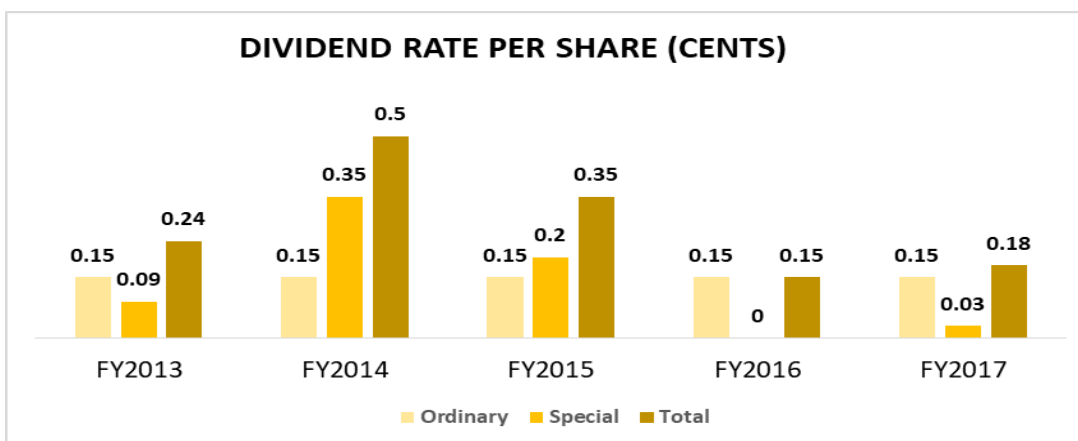
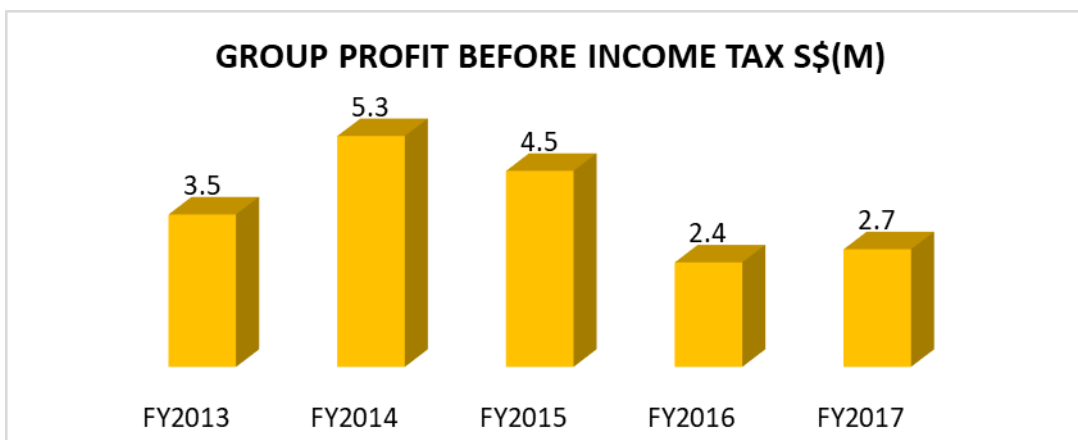
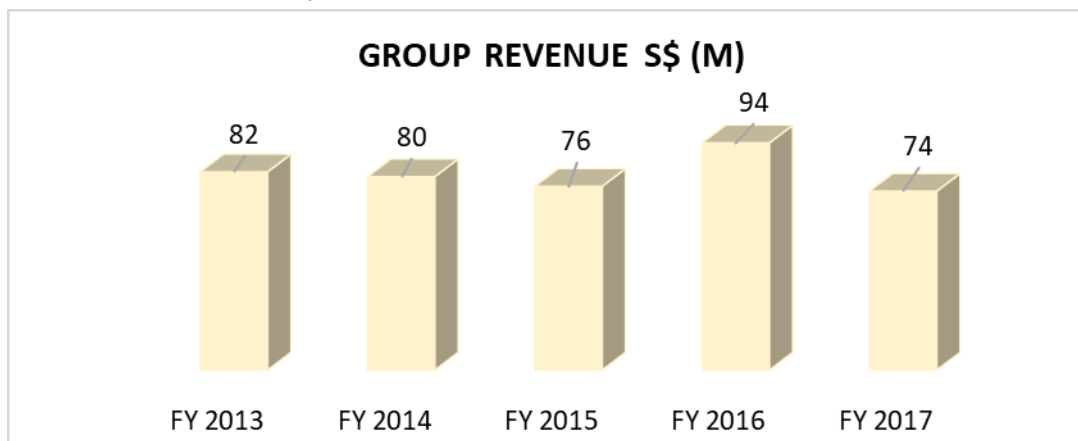
## 1. Economic

### 1.1 Economic Performance to creating Shareholders value

We maximise returns for long-term profitability, with the aim of creating sustainable shareholder value.

Our financial performance is one of the key areas of our business strategy. For more information, please refer to our Annual Report.

The trend in our financial performance is shown below:





## 1.2 Innovation

Innovation and development work we do are important factors for the competitiveness of our Group. They allow our business partners to benefit from our mechanisation initiative and improvement solutions. Our aim is to translate our ideas into improvement solutions that will allow us to meet the expectations of our business partners and at the same time generate more productive work output.

## 2. Social Aspect

### 2.1 Employee Retention

At the end of 2017, the Group had a total headcount of approximately 1,200. Giving the new hires a good orientation program is a key aspect of our human resource work. The on boarding standard is also one of the ways in which we try to retain our employees. Comparing year on year, there was a 5.7% and 2.7% decrease in employee hiring and employee resignation respectively in 2017.

#### Getting People On Board Quickly

Most people resign within the first two years of their work with the company. There are so many challenges that new colleagues face. They need to familiarise themselves with the job and at the same time, they have to adapt quickly to the policies applying to the Group and assimilate to the corporate culture. If people can be quickly oriented, they will be motivated towards their job and reduce the risk of attrition.

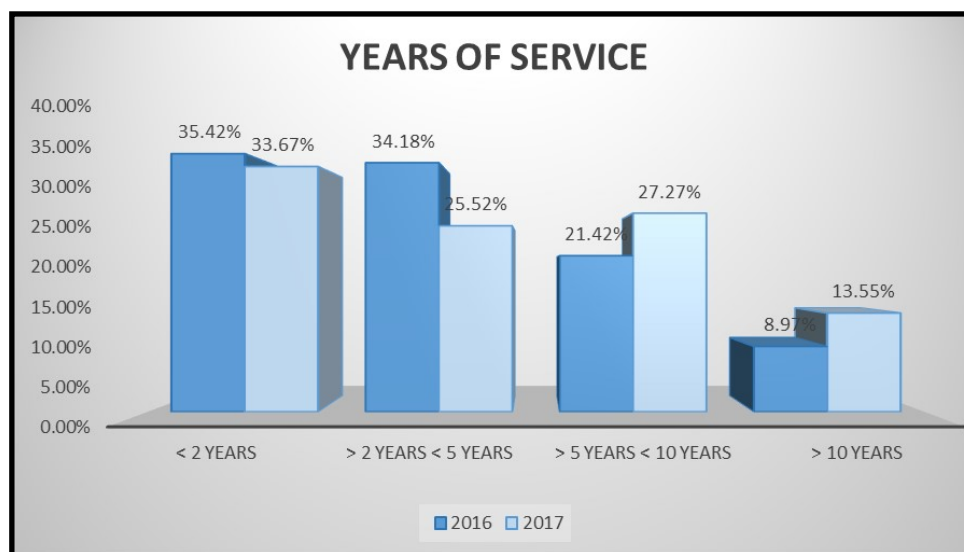
#### Training & Development

The on boarding training courses on compliance and IT security are important to new hires as they familiarise with the Group's IT framework and avenue to seek support or advice as and when needed.

Our Group is committed to developing a competent workforce. As a service provider we depend on our employees to maintain our market position and competitiveness. Hence, it is important that we provide regular training to our employees, allowing them to continue learning new skills and qualifications to upskill individual's capabilities and competency in order to excel for the next level of their career path. Having qualified employees, especially in engineering professions, is of key importance for us and for the development of our company. We will only be able to recruit and retain them if we offer employee development opportunities. Providing resources to enable talent is crucial to the Group. This enables the Group to grow with dedicated and competent employees to drive service excellence and business growth.

#### Career Progression and Promotion

Employees are nurtured to advance to the next level in their career. With a good training and development program, employees will be earmarked for promotion to take on more leadership roles.



## 2.2 Employee Engagement

In the past two years, the Group has continued to strengthen employee engagement through various communication channels and activities.

As part of our efforts to enhance communication within the Group, we introduce monthly dormitory room leaders' dialogue, and a calendar of activities and engagement programs for our employees. We also convened for various engagement sessions for two-way interaction between Management and employees via our town hall meeting.



Cricket Game



Futsal



Labour Day Dormitory Visit



Moon Cake Festival



Welcome of Senior Management



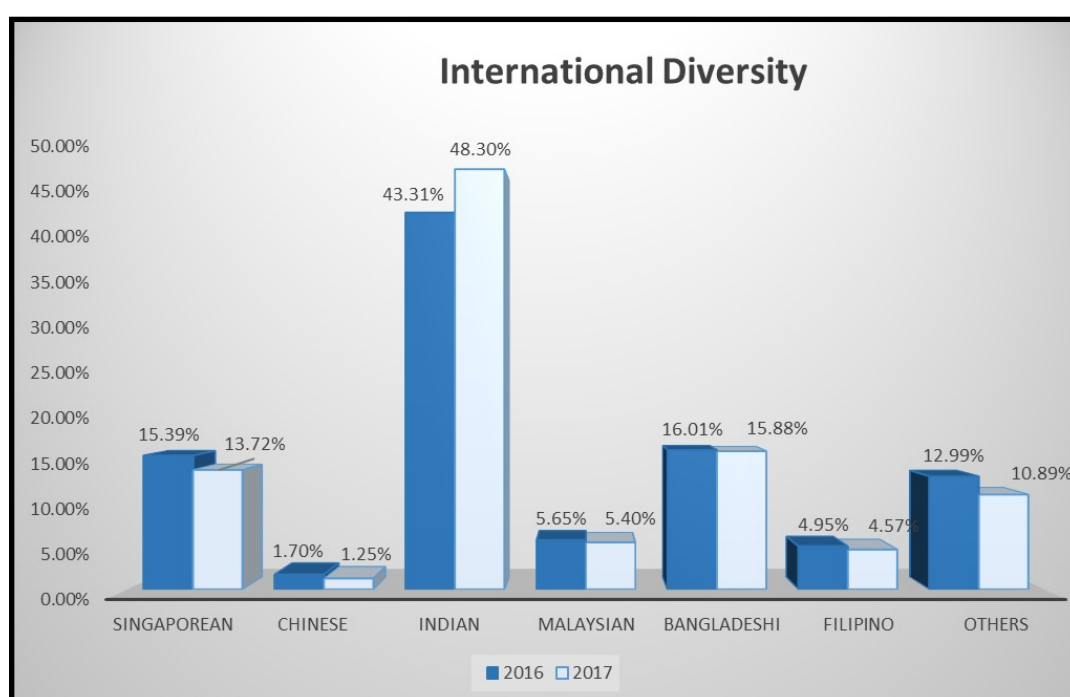
Office Ergonomic Health Talk



TCM Workshop

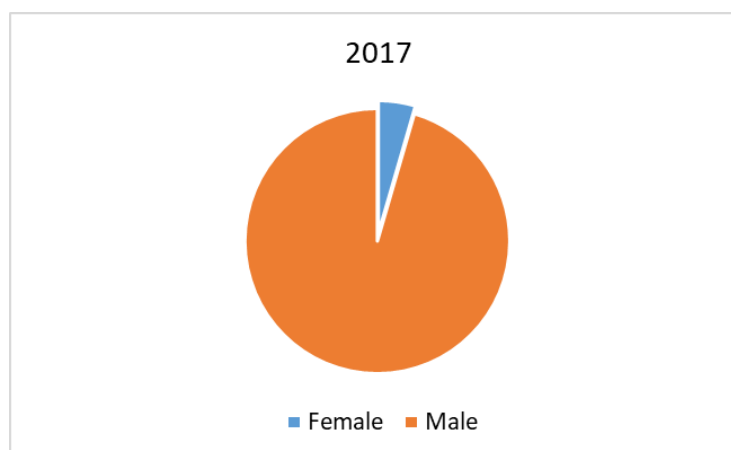
## 2.3 Equal Opportunity and Diversity

Our Group delivers services that tend to be highly diversified to the international oil majors. We depend on employees who bring a broad range of experience, qualifications and perspectives to their jobs. The individual's competencies allows us to benefit from the market opportunities we encounter. Hence ensuring equal opportunities, racial and gender diversity are the core aspects of our human resource policy. We advocate fair and merit based employment for each and every individual who works for us. We select employees on the basis of their skills, years of experience and ability to perform the job, regardless of their race, gender, religion and marital status.



### Equal Opportunities

At the end of FY2017, the percentage of women in the overall number of employees was 4% in FY2016 and was increased to 4.5% ending FY2017.



## 2.4 Occupational Safety and Health

We put SAFETY of everyone above all in whatever we do. This has since become the safety value that guides us in our work. We believe that safety is everyone's responsibility and we have been building a strong and positive safety oriented culture in our workplace to promote safety.

Safety, Health and Environment (SHE) Policy is another of our guiding principles in creating a safe working environment for everyone. We will continuously drive to improve the way we carry out our work safely together with our business partners to achieve our goal of zero incident.

We achieve our goal by managing risk at work, equipping our work crew with competent skills, provide SHE training and conduct campaigns to raise safety awareness at work.

- **Managing Risks**

We manage risk at work through preparing risk assessment for every job, communicate hazards and risks at pre-task discussions, intervene unsafe observations, carry out safety inspections and conduct management walkabouts to support and ensure safety compliance.

- **Training**

We strongly believe that to equip our workforce with competent skill and knowledge to carry out the work safely is one of the cornerstones of success for the Group. Selected staff are trained on risk management to build on fundamentals of hazard identification and risk assessment at the workplace. Our staff from different levels also attend our business partner's in house training such as Loss Prevention System (LPS) & Blue Zone Barrier Thinking programs to further enhance themselves in safety. Our engineers and supervisors also attend in-house Safety workshops which focuses on their soft skills.

- **Campaign**

We held safety campaigns to heighten awareness on SHE matters and promote positive behaviour amongst the work crew. The campaigns held in 2017 include "Safe Use of Process Equipment" and "Hand Safety". An effective campaign will help to eliminate any doubts that the work crew might have, boost the morale of the workforce, reduces costly mistakes and prevent injury.





Recognising Achievement

Our wholly owned electrical & instrumentation subsidiary received a silver awarded at the WSH performance Award 2017 organised by WSH Council for the fifth consecutive year.

Our maintenance site that serves one of the oil majors in Jurong Island, achieved four years without a Lost Time Incident.



**2.5 Good Corporate Citizenship**

The Group views corporate social responsibility as a key component towards being sustainable. We are aware that with our range of services, our human resource policy, environmental management and many other factors, we can make an impact to society.

The Group prides itself as a good corporate citizen and gives back to society in a caring way.

Mun Siong Group has been the Ambassador to Singapore Association for the Deaf since 2009. For the past nine years, the Group has been sponsoring the Association. Amongst other things, Mun Siong contributes to their annual Children’s Charities Association of Singapore by sponsoring drinks and game stalls during their Christmas fair and walkathon around the Orchard area for the past years.

Mun Siong Group actively participates in various charity events over the years. Initiatives by individual business units will be reviewed by Corporate Communications with Compliance units. Mun Siong Group encourages our employees to volunteer and give back to the society.



FairPrice Share-A-Textbook



OHM’s Shave for Cancer

### 3. Environmental Aspect

We strive to use our resources wisely and make necessary investments in technology and systems that allow us to manage and reuse water, energy and waste. We believe that it is citizen's duty to save and conserve the environment, maintain the ecosystem and to preserve the Earth for future generations.

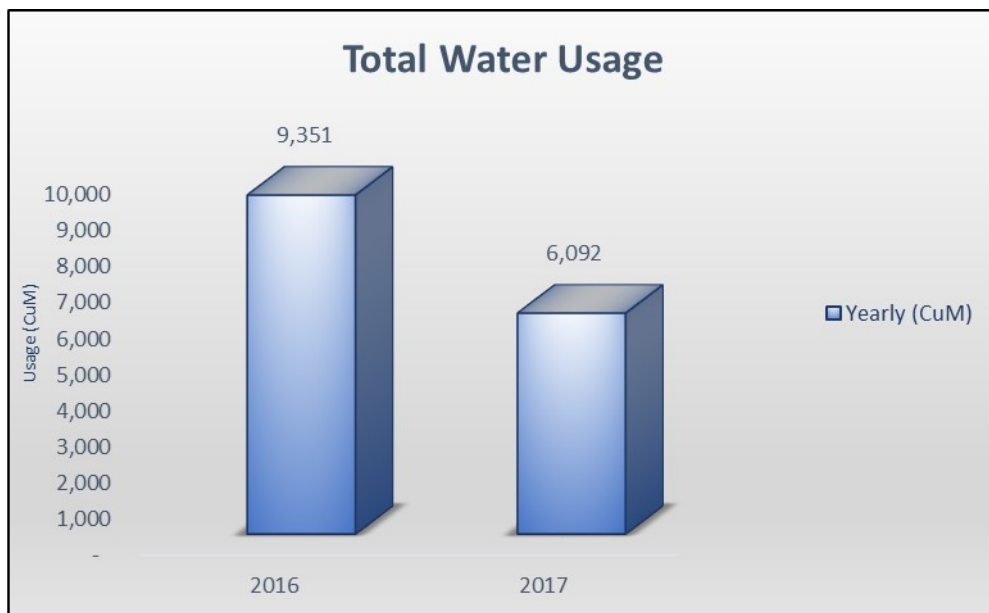
As part of our Safety, Health and Environment policy, we are dedicated to monitor the usage of resource and to keep wastage to the minimum. Targets were set to achieve a 1% reduction in water, diesel and electricity consumption over the next three years.

#### 3.1 Water Conservation

Water is a limited resource. It is also a key issue globally. We are aware that we need water for our business operations. Our objective is to ensure that water is used as efficiently as possible.

In Mun Siong Group, water is used domestically as well as whenever we are working. Potable water is used by all the employees for their daily needs and NEWater for our business operations such as hydro jetting and hydro testing jobs.

Information on efficient use of water are shared during our weekly tool box meetings and at our corporate headquarter to urge all concerned to use water sparingly. These measures include installation of 11 tap water savers. We are also exploring innovative ideas to reuse or recycle water that are used in hydro jetting and hydro testing operations.



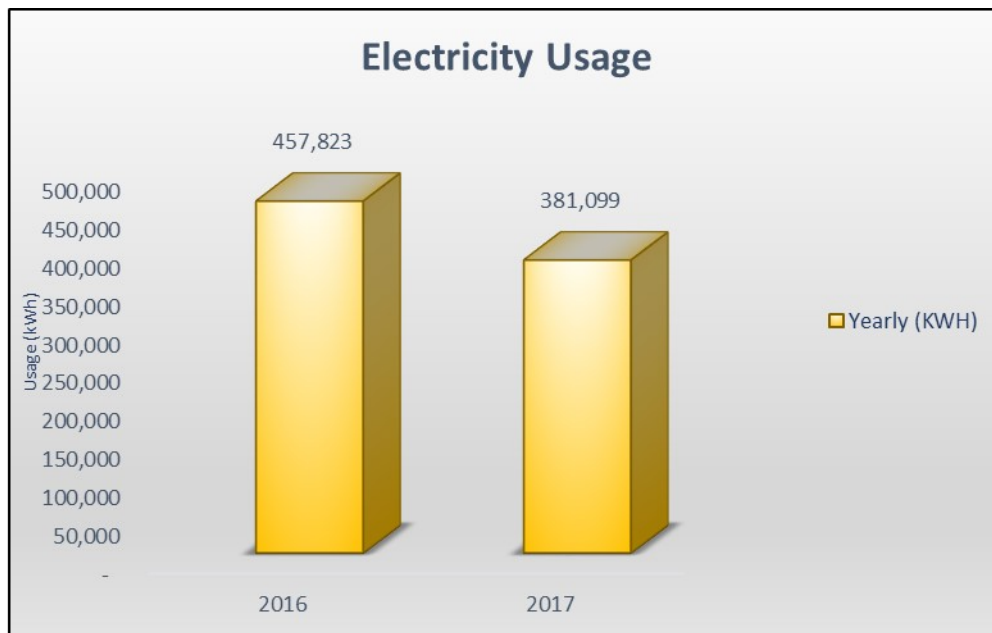
### 3.2 Electricity Conservation

Due to the nature of our operations, in mechanical welding works, machining and usage of electrical tools and electricity for lighting in our offices and workshops, it is crucial for us to utilise energy saving tools and monitoring processes for optimal energy conservation.

The environmental committee has targeted to reduce the electricity consumption by 1% over the next three years. A series of electricity saving initiatives have been rolled out.

To focus on the key areas of our electricity consumption, we have replaced the spot lights in the fabrication yards and office pantry areas. We have also programmed the air-conditioning units to operate at about 23 degree Celsius and above as well as to ensure lights are turned off during lunch hours.

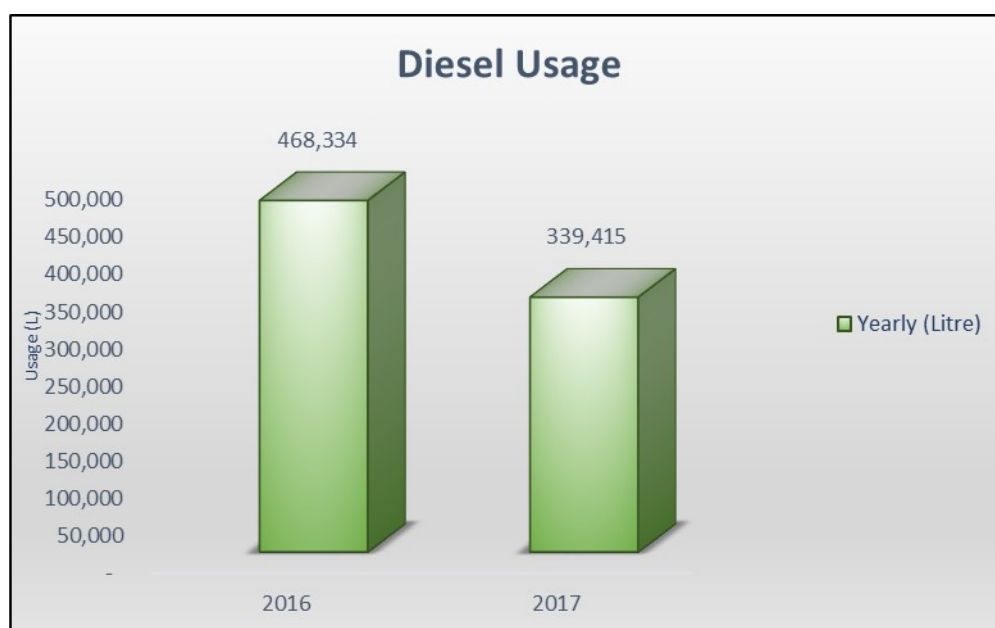
We have plans to install highly energy efficient LED lighting system at selected areas that can potentially lower electricity consumption.



### 3.3 Diesel Conservation

Diesel fuel is widely used in most types of transportation. Due to the nature of our business, we use diesel for our daily operations in lorries, welding generator sets, air compressors, generators and other pumps and equipment.

In order to manage and reduce our diesel consumption, our sustainability sub-committee took the initiative to propose the installation of GPS in our fleet of vehicles. The GPS system enables us to track and monitor the travelling route of the drivers as well as the diesel usage. These information allows us to educate our drivers to plan their route in advance and help conserve the usage of diesel fuel.

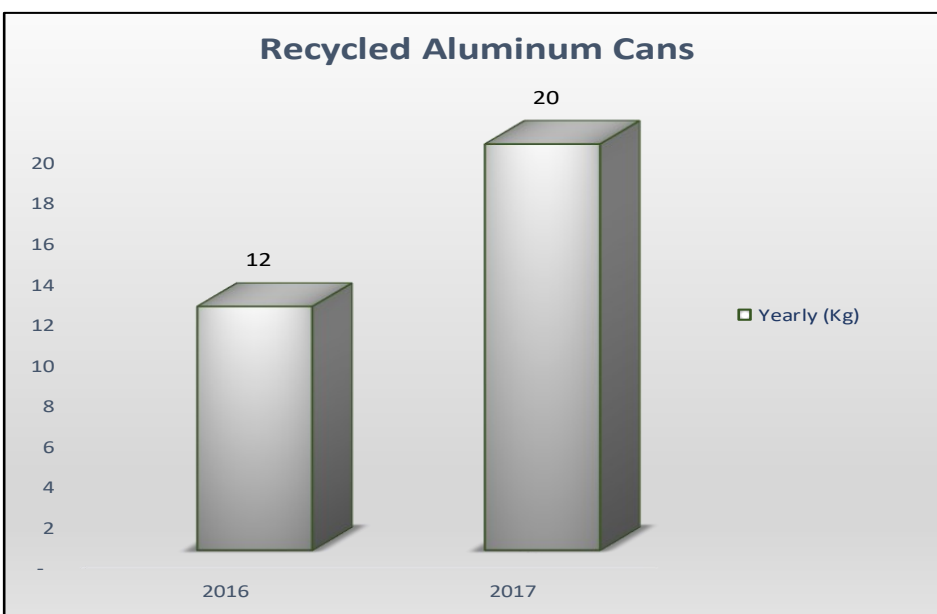
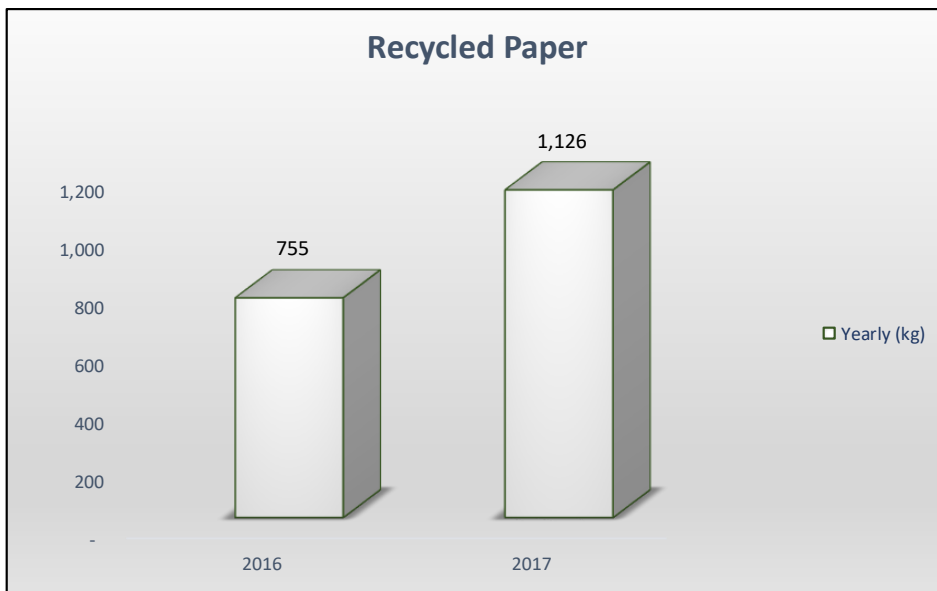
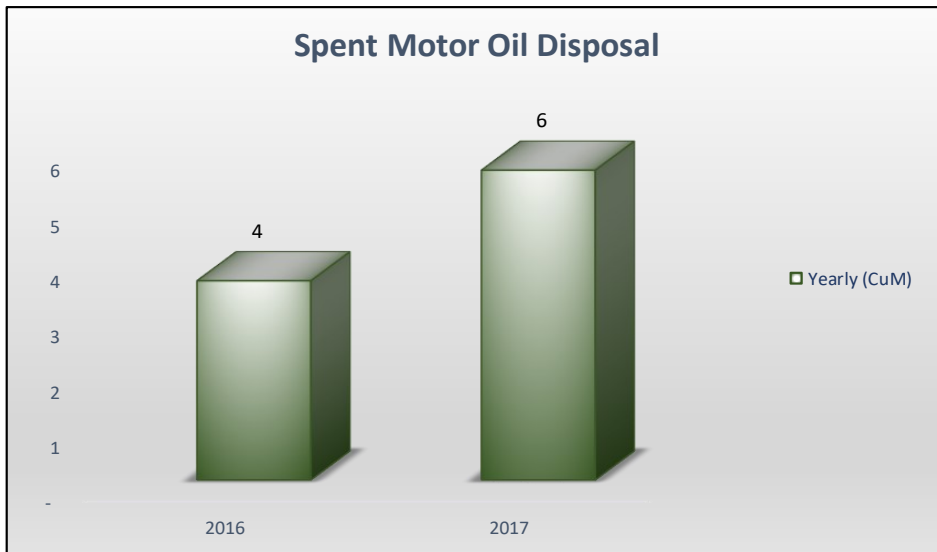


### 3.4 Effluent and Waste Management

Mun Siong Group adopts the Reduce, Reuse and Recycle (3Rs) methodology to manage our waste. By practising 3Rs, we help to protect the environment and conserve limited resources. Our waste management efforts are focused on spent motor oil, paper and aluminium cans.

We are constantly working to reduce waste from our operations, as well as finding efficient ways to recycle. Measures were conveyed to all employees to reduce, reuse or recycle whenever possible.

REDUCE	REUSE	RECYCLE
Employees are educated to print double sided documents	Employees are encouraged to reuse paper for note taking during meetings	Increased recycle bins from 2 to 4 and placed them at strategic locations
Company Portal was set up and documents were stored electronically	Employees are encouraged not to print documents for discussion purposes and display them on visual screens instead	Paper, spent motor oil and aluminum cans were collected by approved 3rd party vendors for recycling purposes





## GRI G4 CONTENT INDEX

GRI Standard	Disclosure	Page number(s) and/or URL(s)	Omission
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	102-2 Activities, brands, products, and services	6, 10	
	102-3 Location of headquarters	4	
	102-4 Location of operations	3	
	102-5 Ownership and legal form	5	
	102-6 Markets served	3,11	
	102-7 Scale of the organization	11	
	102-8 Information on employees and other workers	11	
	102-9 Supply chain	14	
	102-10 Significant changes to the organization and its supply chain	-	There is no change to the organisation and supply chain
	102-11 Precautionary Principle or approach		
	102-12 External initiatives		
	102-13 Membership of associations	Member of ASPRI	
GRI 102: General Disclosures 2016  Strategy	102-14 Statement from senior decision-maker	3	
GRI 102: General Disclosures 2016  Ethics and integrity	102-16 Values, principles, standards, and norms of behavior	11	
GRI 102: General Disclosures 2016  Governance	102-18 Governance structure	12,13	
	102-32 Highest governance body's role in sustainability reporting	12	
GRI 102: General Disclosures 2016  Stakeholder Engagement	102-40 List of stakeholder groups	14	
	102-41 Collective bargaining agreements	-	We are a non unionised organisation
	102-42 Identifying and selecting stakeholders	14,15	
	102-43 Approach to stakeholder engagement	14,15	
	102-44 Key topics and concerns raised	14	
GRI 102: General Disclosures 2016  Reporting Practice	102-45 Entities included in the consolidated financial statements	Refer to AR Pg3	
	102-46 Defining report content and topic Boundaries	3,26,27,28	
	102-47 List of material topics	15	
	102-48 Restatements of information	-	There is no restatement of information
	102-49 Changes in reporting	-	There is no change in the reporting
	102-50 Reporting period	12	

## GRI G4 CONTENT INDEX

GRI Standard	Disclosure	Page number(s) and/or URL(s)	Omission
	<b>102-51 Date of most recent report</b>	-	<b>This is the inaugural report</b>
	102-52 Reporting cycle	12	
	102-53 Contact point for questions regarding the report	12	
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	103-2 The management approach and its components	13,14,15	
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GRI302: Energy 2016	302-1 Energy consumption within the organization	22, 23	
	302-4 Reduction of energy consumption	22, 23	
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	103-3 Evaluation of the management approach	22	
GRI 303: Water 2016	303-1 Water withdrawal by source	22	
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	103-2 The management approach and its components	13,14,15	
	103-3 Evaluation of the management approach	24, 25	
GRI 306: Effluents And Waste 2016	306-2 Waste by type and disposal method	24, 25	
	306-3 Significant spills	There is no spill of waste and effluents	
	306-4 Transport of hazardous waste	Transportation of hazardous waste are done through approved NEA toxic waste collectors	
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	14,15,22	
	103-2 The management approach and its components	13,14,15	
	103-3 Evaluation of the management approach	17,19	

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GRI Standard	Disclosure	Page number(s) and/or URL(s)	Omission
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GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	14,15,22	
	103-2 The management approach and its components	13,14,15	
	103-3 Evaluation of the management approach	20,21	
<b>GRI 403: Occupational Health And Safety 2016</b>	<b>403-1 Workers representation in formal joint management–worker health and safety committees.</b>	<b>Worker representative seat in various Site Safety, Health and Environment Committee Meeting</b>	
	403-2 Types of injury and rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities.	LTI Frequency Rate: 0 Incident Frequency Rate: 1.3 2 incidents resulting in 2 lost days 1 traffic related fatality under investigation	
	403-3 Workers with high incidence or high risk of diseases related to their occupation.	High risk of diseases related to occupation is Noise Induced Deafness (NID)	



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