

BUILDING A
SUSTAINABLE FUTURE



ABOUT THIS REPORT

Mun Siong Engineering Limited is one of Singapore's leading service providers in the oil and gas and petrochemical industries. Our core businesses are in plant maintenance, brown and green field constructions with integrated mechanical services capabilities as well as electrical and instrumentation capabilities.

Mun Siong Engineering Limited was established in 1969 and was listed on the Singapore Exchange in October 2010. The company has entered the Golden Jubilee Year in 2019. This report covers an overview of our approach, priorities and progress in the area of Environmental, Social and Governance (ESG) sustainability for FY2019. We aim to inform our stakeholders of Mun Siong Engineering Limited's sustainability performance in a transparent and accountable manner.

Reporting Period

Mun Siong Engineering's Sustainability Report is released annually in April. It covers the financial year 1st January 2019 to 31st December 2019. The 2nd Sustainability Report was released in April 2019.

Reporting Scope

Figures and charts contained in this report refer to the Head Office of the parent company in Singapore and exclude subsidiaries and associate companies in the Group.

Reporting Process

Mun Siong Engineering Limited's Executive Committee consists of the Executive Chairlady, Executive Director, Finance Director and three functional Directors. The Executive Committee provides guidance, endorses the framework and contents of the report to our Sustainability Reporting steering committee made up of various department heads.

The accuracy of data collected are confirmed through documentary evidence. We strive to continuously improve our data collection processes.

GRI Guidelines

Our Sustainability Report has been prepared in accordance with the Global Reporting Initiative (GRI) Standards 2016: Core Option. The report also complies with the Singapore Exchange's (SGX) Comply or Explain requirements for Sustainability Reporting. Since our 1st Sustainability Report released for FY2017, we have engaged our internal service excellence division to perform audits and verification of data collected.

If you have any questions about this report, please contact us at Information@mun-siong.com

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MISSION STATEMENT

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

VISION STATEMENT

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.

BOARD STATEMENT FOR SUSTAINABILITY

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.

COMPANY INFORMATION

Mun Siong Engineering Limited
 35 Tuas Road, Jurong Town
 Singapore 638496
 Main Tel: (65) 6411 6570
 Main Fax: (65) 6862 0218
 Email: information@mun-siong.com
www.mun-siong.com

MEMBERSHIPS:



ACCREDITATIONS:



Message from Executive Chairlady



Dear Readers,

Mun Siong Engineering Limited celebrated our Golden Jubilee year in FY2019. While celebrating 50 years of incorporation in Singapore, we have not forgotten about being a responsible corporation. Together with our subsidiaries and associate companies, we are committed to focusing on delivery and fully unlocking our potential to achieve solutions to the world's sustainability goals.

We have always had a strong commitment towards sustainability and have always been aware that our businesses must operate in a sustainable manner. In order to create sustainable value for our customers, our people, investors and the communities, we have to ensure and enhance the availability of limited resources for future use.

Mun Siong Engineering Limited is one of the leading local service providers in the process industry. We empower

our people to become leaders across the industry, to practice and support conservation of resources as part of their lifestyle and to bring solutions that support Sustainability Development. We focus on our people, equip them with competent skills, retrain and retain them to keep them ahead of mechanisation changes and technology advancements. We educate them on the importance of their safety and treat them fairly with respect. We also actively advocate global diversity and inclusion.

I believe it is instrumental as a responsible and growing business to operate safely, respect the environment and work closely with the communities around us, in order to drive and build our business on a solid foundation that will help us to remain competitive and sustainable through the challenging global economic environment.

Cheng Woei Fen
Executive Chairlady

Corporate Profile

We have garnered strong industrial leadership over the years, and have been listed on the Singapore Stock Exchange since 2010, Mun Siong Engineering Limited is one of the leading one-stop solution providers for plant services and turnkey projects, as well as customised engineering designs and solutions for the oil and gas, process and chemical industries in Singapore. We are an organisation committed to optimising Engineering Design, Manufacturing, Installation and Maintenance of packaged process plant based solutions, with particular emphasis on competence, professional delivery, and value creation in streamlining client centric operations.

We are one of the leading one-stop solution providers for the oil & gas, process, chemical and pharmaceutical industries in the areas of:

- ▶ Engineering Design
- ▶ Fabrication
- ▶ Construction & Projects
- ▶ Tankage
- ▶ Electrical & Instrumentation
- ▶ Maintenance
- ▶ Specialised Services
- ▶ Rotating Equipment
- ▶ Scaffolding, Insulation & Painting

Product Principals & Partners



Condenser & Heat Exchanger
Cleaning, Testing, Repairing



Anti-Corrosion Thermoplastic
(ACT) Coating



Heat Transfer Equipment
Coatings & Solutions



Supply & Repair of Mechanical
Seals & Systems



Trenchless Pipeline
Rehabilitation



Certified Waterous Factory
Trained Service Center

Global Presence

HEADQUARTERS

- ▶ Singapore

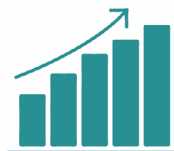
INTERNATIONAL OFFICES

- ▶ Malaysia
- ▶ Myanmar
- ▶ Taiwan
- ▶ Netherlands
- ▶ USA

Key Figures



1,130
Employees



S\$70.5M
Net Sales



S\$55.1M
Shareholder's
Funds

Materiality

To identify the materiality aspects that are of essential importance to our Group, the Sustainability Steering Committee together with respective stakeholders assessed our work activities and identified potential areas of concerns.

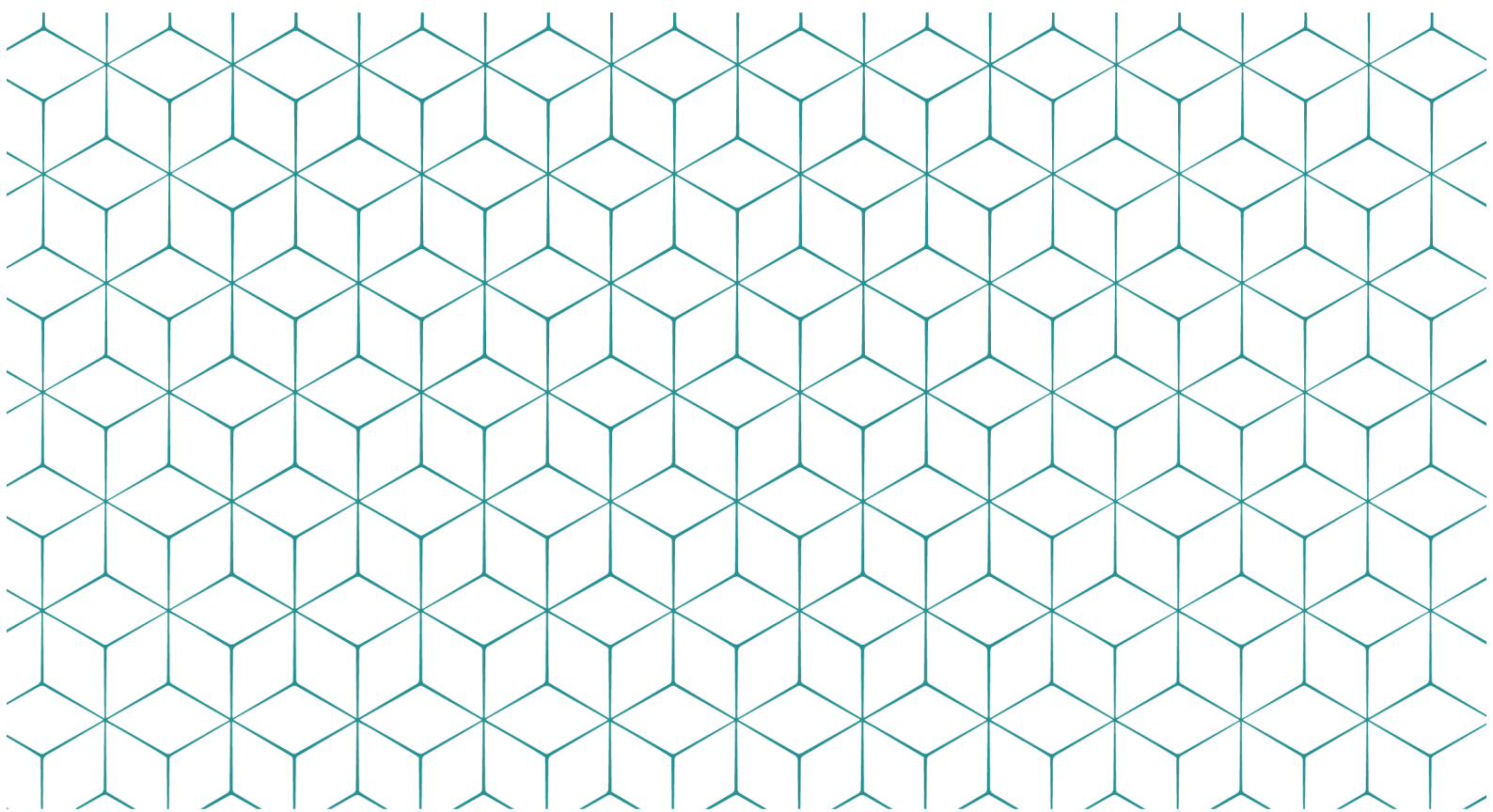
Following the materiality assessment, we compiled the sustainability aspects that are of relevance to us based on the guidelines of the Global Reporting Initiative (GRI 2016).

We gathered the feedback from various internal stakeholders 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	
Responsibility to Stakeholders						
Economic	✓	✓	✓	✓		
Employee Retention	✓		✓		✓	GRI 401 Employment
Workplace Safety & Health	✓	✓	✓			GRI 403 Occupational Health & Safety
Caring for the Environment	✓	✓	✓			GRI 307 Environmental Compliance
Fair Employment	✓		✓			GRI 401 Employment GRI 405 Equal Opportunity & Diversity
Receiving Gifts	✓	✓	✓			GRI 205 Anti - Corruption
Mechanisation	✓		✓			
Productivity	✓		✓			
Learning & Skill Upgrading	✓	✓	✓			GRI 404 Training & Education
Responsibility to the Environment						
Energy Conservation	✓		✓			GRI 302 Energy
Water Conservation	✓		✓			GRI 303 Water
Diesel Conservation	✓		✓			GRI 302-1 Energy

Our Commitment

Material Issues	GRI Aspects	Our Response
Receiving gift Supplier Relation	GRI 205 Anti-Corruption	We do not condone any form of corruption and we expect all our stakeholders to uphold the highest integrity when working together.
Energy Conservation	GRI 302 Energy	We want to use our energy and water responsibly as part of our efforts in resource conservation. We will achieve this through prudent use of our resources and integration of our processes and operations.
Water Conservation	GRI 303 Water	
Waste Management	GRI 306 Effluents and Waste	We strive to minimise our environmental impact and are committed to discharging our waste in a responsible manner.
Caring for the Environment	GRI 307 Environmental Compliance	We comply with local legal requirement and prevent environmental pollution resulting from operation wastes.
Employee Retention	GRI 401 Employment	Our growth can be attributed to the contributions of our employees. To retain our talents, we have worked out a long term plan to maximise their employment period.
Workplace Safety and Health	GRI 403 Occupation Health and Safety	We ensure that our work aligns with our priority of ensuring the health and safety of everyone.
Learning and Skill upgrading	GRI 404 Training and Education	To maintain a productive workforce, we facilitate constant upskilling of our employees through both internal and external training.
Fair Employment	GRI 405 Equal Opportunity and Diversity	We adopt merit-based and non-discriminatory employment practices to ensure equal opportunities for all.



Stakeholder Engagement

Regular engagement with our stakeholders facilitates identification of areas for improvement and the effectiveness of our current practices. Through the valuable insights and feedback gained through engagement, we are able to constantly progress towards improving our safety, health, environment standards, streamlining our processes, and upgrading our workforce. Our year-round engagement with our stakeholders ensures that we are able to maintain a positive relationship with them.

Our stakeholder engagement initiatives are defined in the table below:

STAKEHOLDER	ENGAGEMENT CHANNEL	EXPECTATION	OUR ACTIONS
Employees	<ul style="list-style-type: none"> Management Meeting Management gatherings Town Hall Meeting Festive Gathering 	<ul style="list-style-type: none"> Rewards and recognition Employee retention Workplace Safety, Health and Environment Work life balance Skill upgrading and training 	<ul style="list-style-type: none"> Dormitory Room Leaders Meeting Enterprise Social network (Yammer) Waste Recycling Employee's birthday celebration In-house training program Lunch with colleagues
Suppliers	<ul style="list-style-type: none"> Annual appraisal Pre-Qualification Supplier visit 	<ul style="list-style-type: none"> Continued business Good business relationship Fair business practices On time payment 	<ul style="list-style-type: none"> Supplier appraisal Supplier visits Whistle blowing policy No Gift Policy
Customers	<ul style="list-style-type: none"> Customer feedback Business Review Customer appreciation Dialogue session 	<ul style="list-style-type: none"> Professional service standards Increased productivity Employee retention Mechanisation Quality assurance High safety standards On schedule delivery 	<ul style="list-style-type: none"> Continued business follow up meetings No gift policy Safety campaigns Staying updated with new technologies and methods Continual improvement Business continuity initiatives
Shareholders	<ul style="list-style-type: none"> Annual General Meetings Investors relations web page Investors relations hotline 	<ul style="list-style-type: none"> Business growth Share price Transparency 	<ul style="list-style-type: none"> Timely disclosure Prudent resource management
Communities	<ul style="list-style-type: none"> Corporate volunteerism Corporate giving initiatives Job fairs 	<ul style="list-style-type: none"> Community development Pollution Control Fair employment 	<ul style="list-style-type: none"> Implement CSR program Internship opportunities Scholarship Participate in Job Fair

Anti-Corruption

When it comes to business and ethics, we hold ourselves to high standards and maintain a strong stance against bribery and corruption. We conduct all business dealings in a fair and transparent manner.

Anti-Bribery & Corruption

Our Anti-Bribery & Corruption Policy is a guiding principal for our Group and our Business Partners. The Policy ensures compliance with not only our own rules and regulations but also those set out by the Singapore Prevention of Corruption Act. This policy has been read and signed by the Group's employees, Board of Directors and business partners. New employees will also be required to read and sign this policy as part of their onboarding process. This Policy will be reviewed regularly and kept updated by our Compliance Executive to ensure that it continues to be adequate and effective.

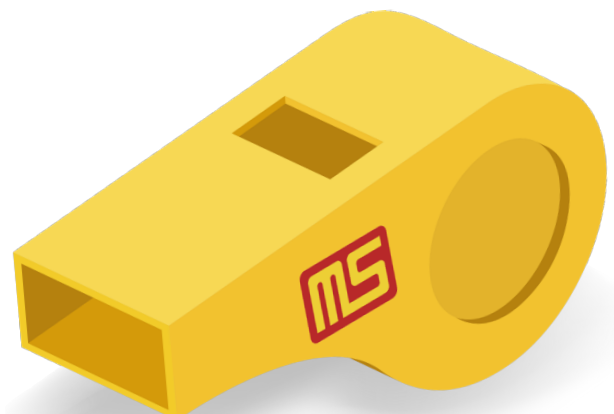
Whistleblowing

The Company takes whistleblowing reports seriously and objectively. In the event of a report, our Whistleblowing Investigation Committee, reporting directly to Chairman of Audit Committee, will carry out further investigations and make appropriate recommendations. Reports can be made via our website and it contains procedures for employees to report any unethical conduct. We are pleased to report that there were no incidents of corruption in our Group for the period under review.

Supplier Management

Our procurement team continuously monitors the sustainability and quality of our supply chain. We purchase raw materials, equipment, energy, gas, chemicals and services from our suppliers and subcontractors throughout the year. In order to ensure that we have a reliable and responsible supply chain, we conduct supplier pre-qualifications with all suppliers and evaluate their performance throughout the year. We obtain periodic feedback from our internal users and our business partners for improvements. We also conduct meeting sessions with suppliers to provide improvement feedback.

We have also established a supplier's code of conduct to ensure that our suppliers understand our commitment towards, compliance with laws and regulations, ethical dealings, confidentiality, anti-trust and competition laws, equality, environment, health & safety as well as industry practices. We are pleased to report that our suppliers have accepted our code of conduct.



Learning & Development

At Mun Siong Engineering, we always practice and provide equal opportunities for personal growth and development of our employees. We firmly believe that cultivating our employees is critical to our success, our learning and development framework encompasses all job levels that work under the guidance and broad direction of Group Human Resources' policies and frameworks.

We have been the Certified On-the-Job Training Centre (COJTC) for the last 24 years and have received the COJTC Distinguished Partner Award. This award recognises our dedication and firm commitment towards the training and development of our employees.

Our in-house L&D trainers work closely with subject matter experts to deliver training programs that equips our employees with skills to remain relevant in the process industry. We have 13 skillsets and knowledge areas which are essential for our workplace and are specifically tailored to the various roles within our organisation.

Training Hours

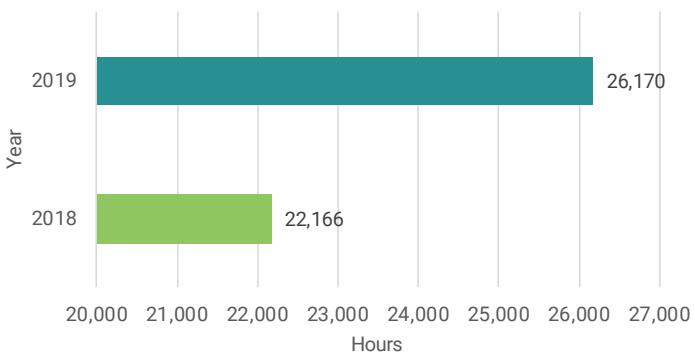
Our employees attended an average of 23.1 training hours each in FY2019 - There is an increase of approximately 5% as compared to a year ago. Approximately 63% of total training hours were recorded by non-executive employees while executive employees accounted for 37%. We have observed that the total training cost for FY2019 has decreased. This is due to cost savings of 6% while having an increase in total training hours for FY2019. Approximately 62% of our total training cost was recorded by non-executive level employees while executive level employees accounted for 38% of our total training cost.

To meet the needs of improved productivity and on-going industry requirements, we have equipped our craftsmen with multi-skilled competencies. This year, 46% of our craftsmen have been trained for multi-skilled job requirements compared to 9% last year. We will continue to upgrade their skills to equip them with the required knowledge and competencies in the fast changing global economy. 71% of our Managerial staff members have attended our in-house Soft Skill training program.

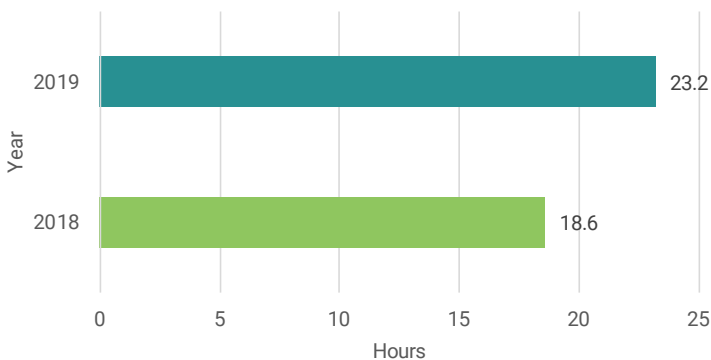


COJTC Distinguished Partner Award

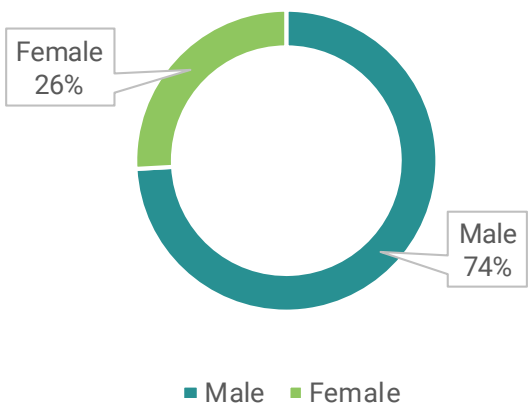
Total Training Hours



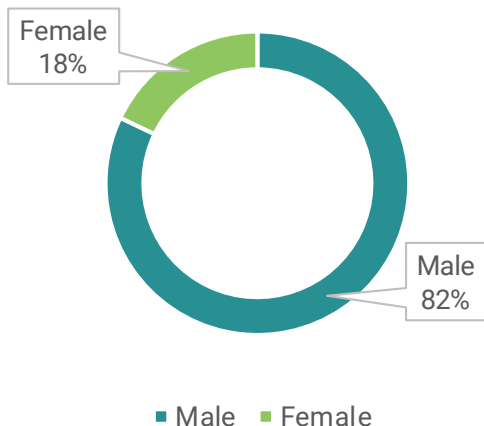
Average Training Hours Per Employee



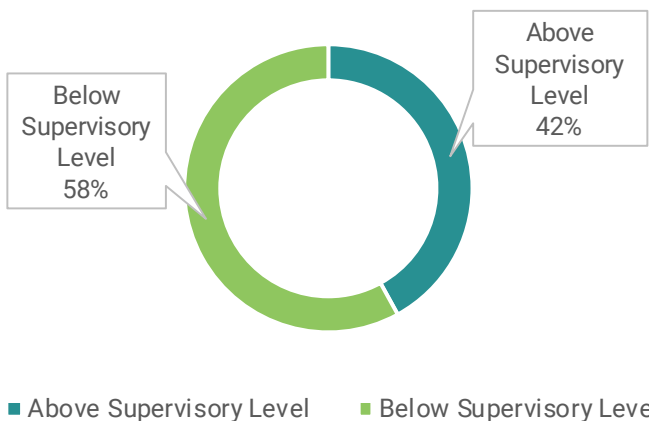
Average Training Hours by Gender FY2018



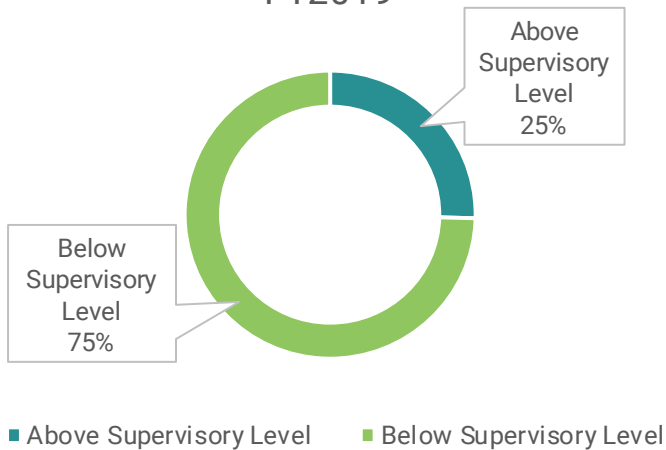
Average Training Hours by Gender FY2019



Average Training Hours by Category FY2018

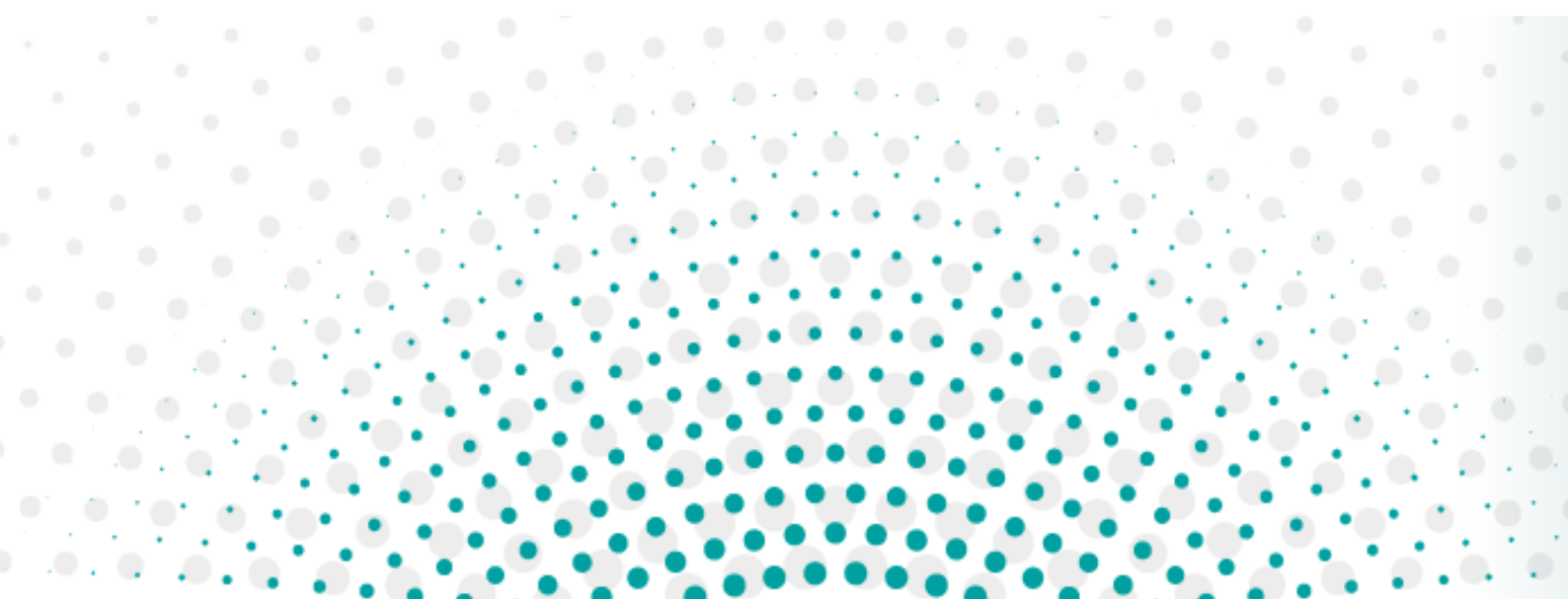


Average Training Hours by Category FY2019



Transition Assistance Program

We are committed to being progressive by practising fair employment and adopting employment practices that create and sustain an inclusive workplace. We offered re-employment opportunities to all employees who attain their retirement age. In FY2019, all medically fit employees agreed and accepted the reemployment contract.



Human Capital

We are fully committed to the professional development of our workforce to ensure high quality performance that benefits both the company and our employees. Upon joining the company, all new employees are required to complete a 1 week on-boarding program to familiarise themselves with the company culture and industry practices.

In support of our business expansion plans in 2019, several new HR programs were introduced in Singapore as well as our overseas subsidiaries. Over 20% of our employees were assigned to overseas projects in Taiwan, India, Indonesia and US enabling them to gain exposure and share their expertise with our teams globally.

New Hires

Being in the process industry where skills are of top priority, we recognise different talents a fair chance of being employed regardless of their nationality. In 2019, we have employed more than 180 employees across the Group. More than 25% percent of our new hires graduated with a Masters or a Degree, 15% graduated with a Diploma and 45% are professionally certified.

Talent Management

In a bid to improve the quality of work and performance, we have introduced a Key Performance Indicators (KPI) program for all employees. These indicators will be used as a factor for our reward system. At the same time, a systematic employee career plan is developed for all our staff. Data collected from our Employee Engagement Survey helps our leaders to take specific steps to improve engagement as well as retain key talents. Our results have improved over time, and have indicated a higher level of effectiveness and team performance.

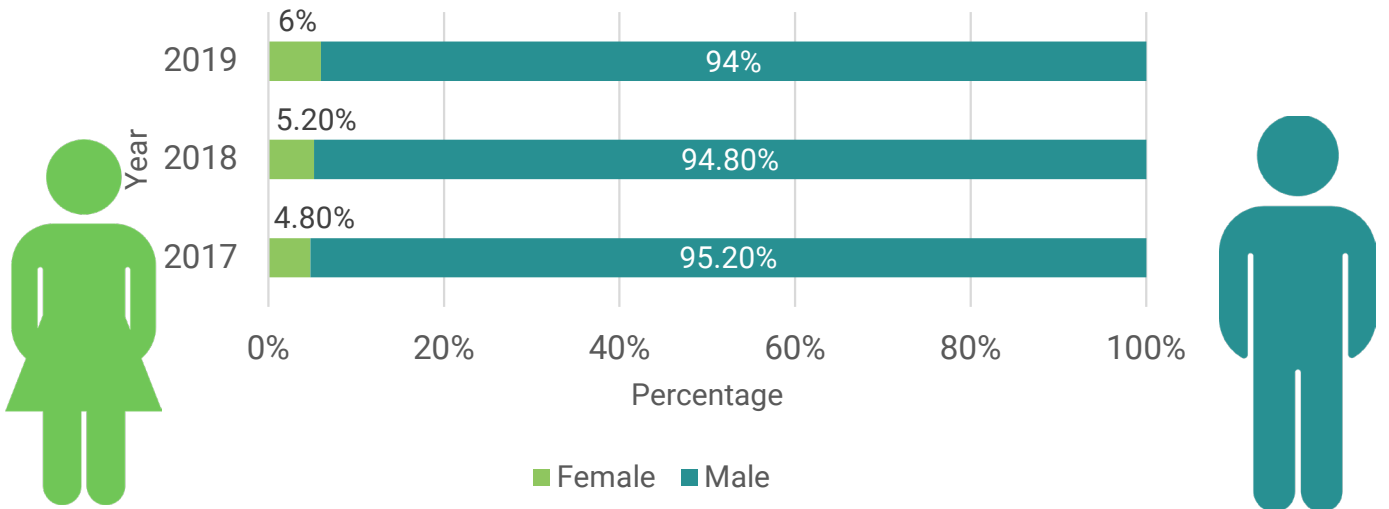
Parental Leave

We encourage our male employees to take on shared parental responsibilities with their spouses. Majority of those who are entitled, have fully claimed their parental and childcare leave benefits. We support young parents who have just started a family and encourage them to strike a healthy balance between work and family.

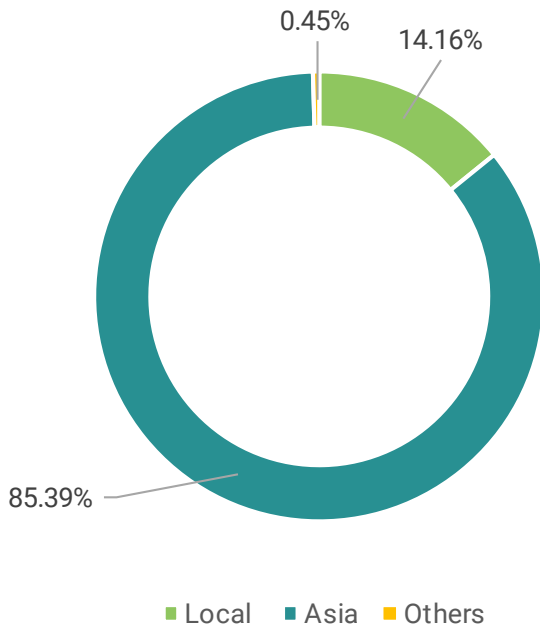
Women in Our Workforce

Despite operating in a traditionally male dominated industry, we offer equal rights and equal job opportunities for all female candidates who are eager to grow their careers with us. Over the last 3 years, we have noticed a steady increase in the

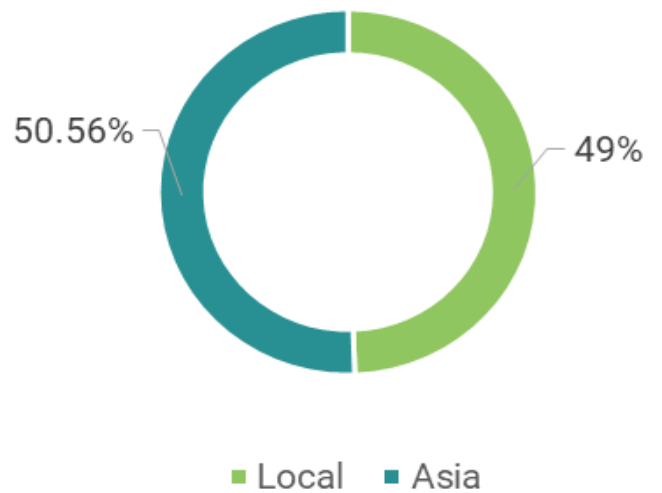
Employees by Gender



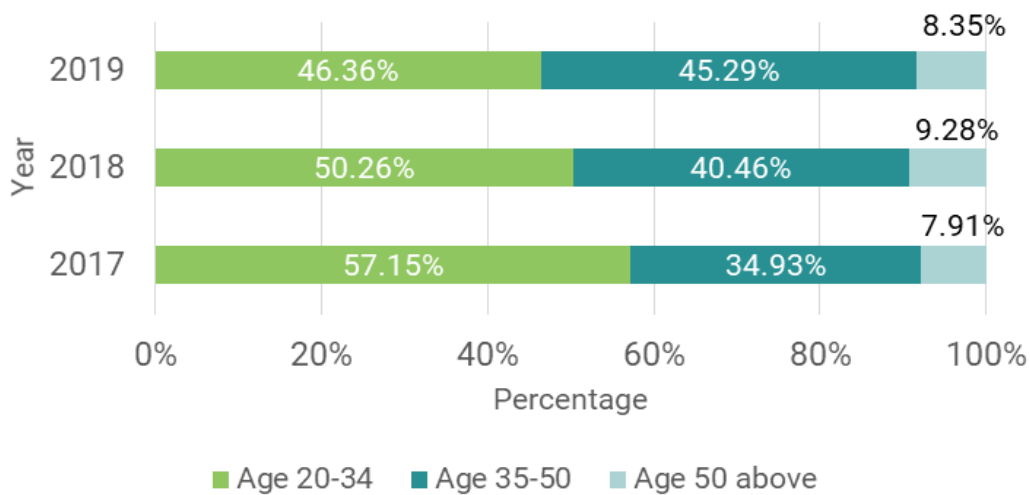
Employees by Nationality FY2019



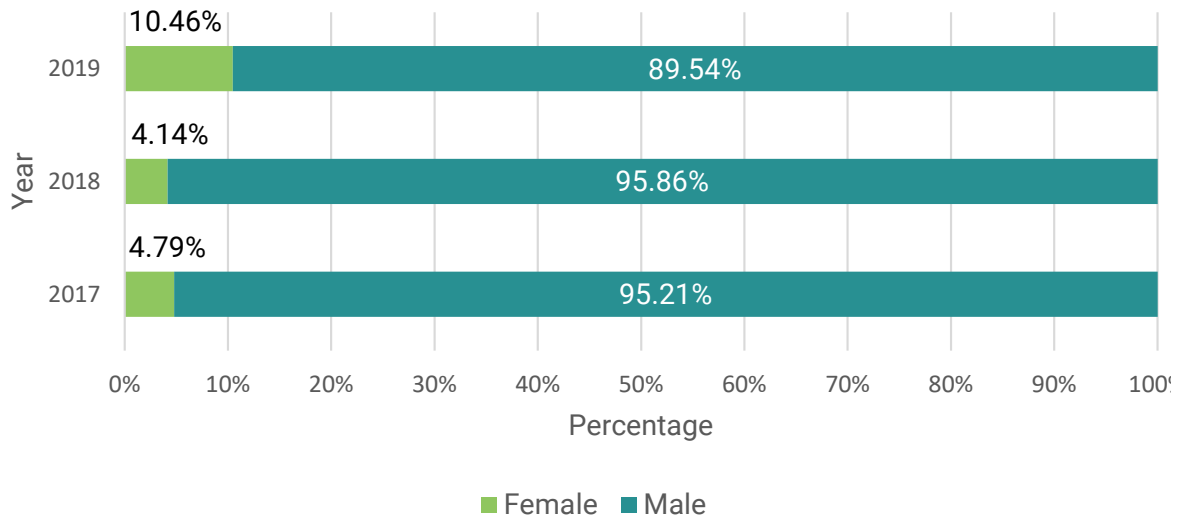
New Hires by Nationality FY2019



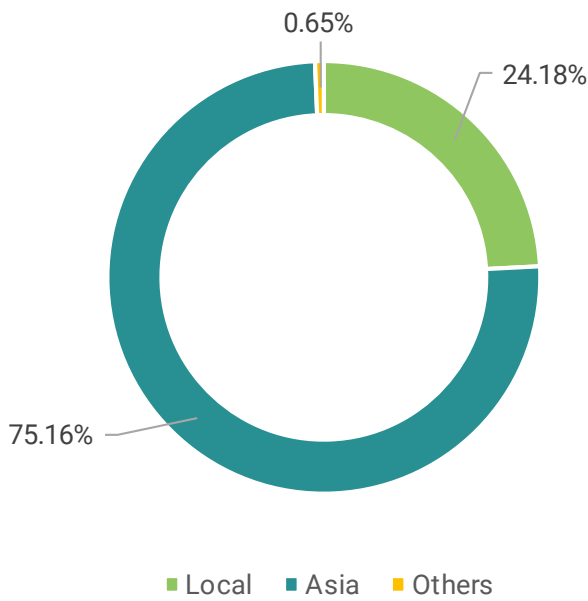
Employees by Age Group



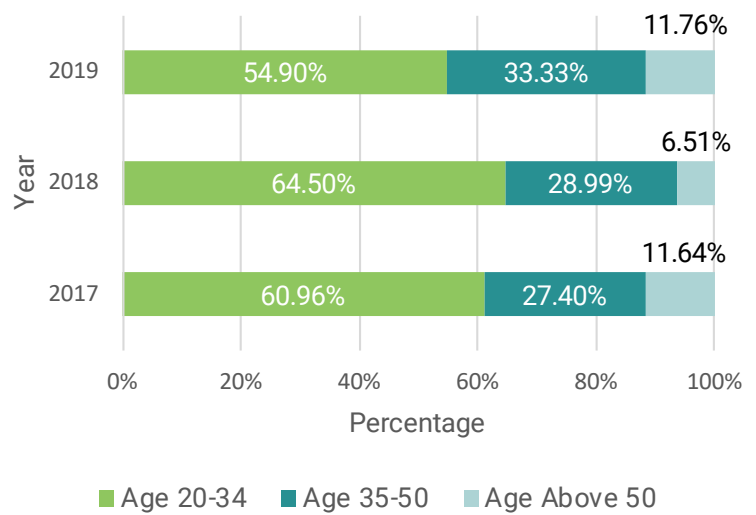
Turnover by Gender



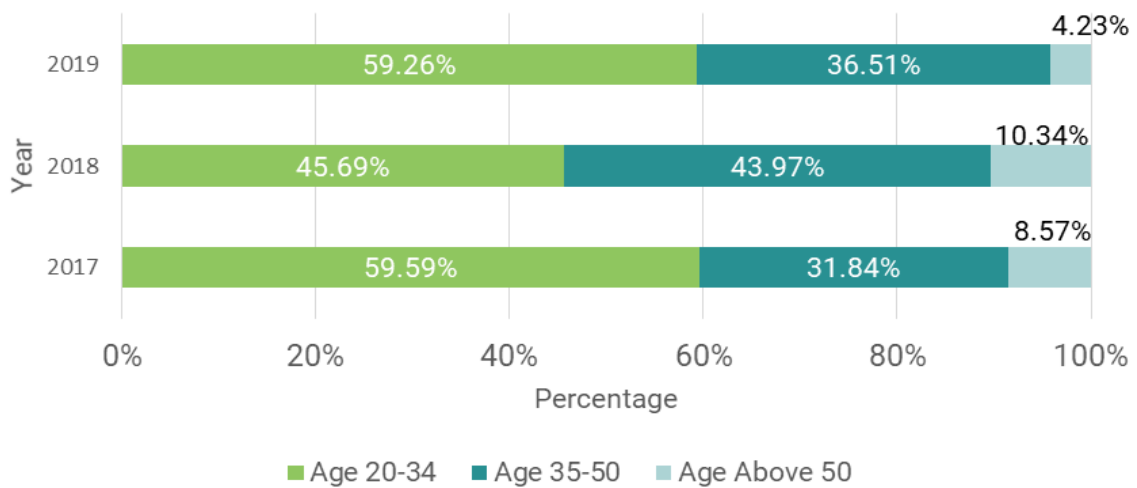
Turnover by Nationality FY2019



Turnover by Age Group



New Hires by Age Group



Employee Engagement

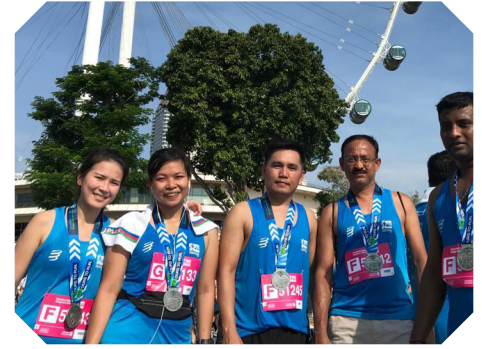
Our people are the epicenter of our business. This is why it is so important for us to create an environment where our employees can bond, grow and interact. We organise recreational activities and sporting events coupled with an element of friendly competition to provide our employees with the opportunity to unwind and take their minds off work with the presence of their fellow colleagues. Watching the comradery among our employees is always a pleasant sight.



Trekking at Bukit Timah Summit



Inter department soccer tournament



Standard Chartered Singapore Marathon



Inter department cricket tournament

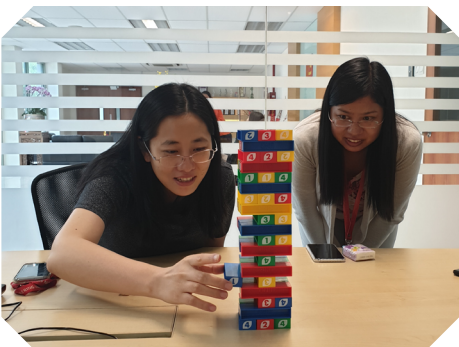


Inter department ten pin bowling tournament



Mun Siong Engineering's Basketball Team

We also promote mental wellbeing by providing our employees with a variety of channels to give their minds a break and enjoy themselves with their colleagues through recreational activities.



Colleagues enjoying a round of Uno Stacko in the office



Karaoke session during lunch time in our recreation room



Colleagues from our Mun Siong Choir Group performing at our 50th Anniversary Gala Dinner

Corporate Citizenship



Inventory taking, sorting and packing at Food Bank Singapore



Book sorting at FairPrice Share-A-Textbook



International Coastal Clean Up at Changi Beach



Food preparation at Willing Hearts Soup Kitchen



We engage in activities that gives back to our community because it is the right thing to do. As industry leaders, we are aware that we are in a position to make a positive impact on the lives and communities around us.

Environment

This report is limited to data collected from our Head Quarters. Data from our site offices are not collected as they are situated within our customers' premises.

We have planned and executed campaigns to educate and encourage our employees to practice water, electricity and diesel conservation habits. We aim to continue to raise awareness and build on such conservation habits among our employees.

We track and monitor our water and electricity consumption on a daily basis and conduct immediate investigations if the readings portray an unusual hike. We also conduct monthly inspections on all water points in our building to ensure that there are no leaks.

Water

This year, we noticed an increase in our water consumption because we have experienced an increase in manpower at our headquarters and longer yard working hours. Hydro jetting - one of our main business activities, requires the use of high pressured water to clean heat exchangers, tube bundles and air fin coolers. In a bid to make our hydro jetting operations more sustainable, we have implemented an initiative to recycle water from hydro jetting. This is done through a mechanism to

separate the oil, water and particles from the pit which will then be pumped into a tank to be reused for the next hydro jetting job.

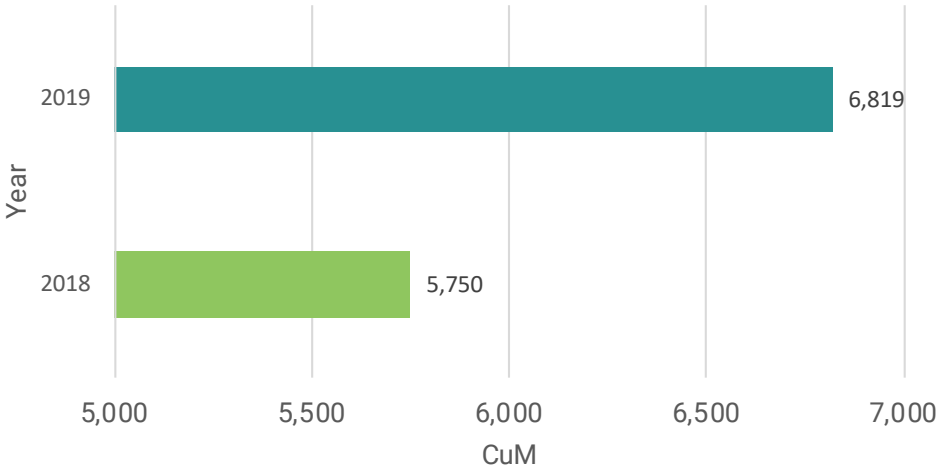
Electricity

As of December 2019, we have successfully replaced approximately 90% of our lights bulbs to LED. We have observed an increase in electricity usage in 2019 as compared to 2018. This is due to an increase in quantities of fabrication works conducted at our head quarter workshop to support site works. The frequency of late work activities in our yard has also increased.

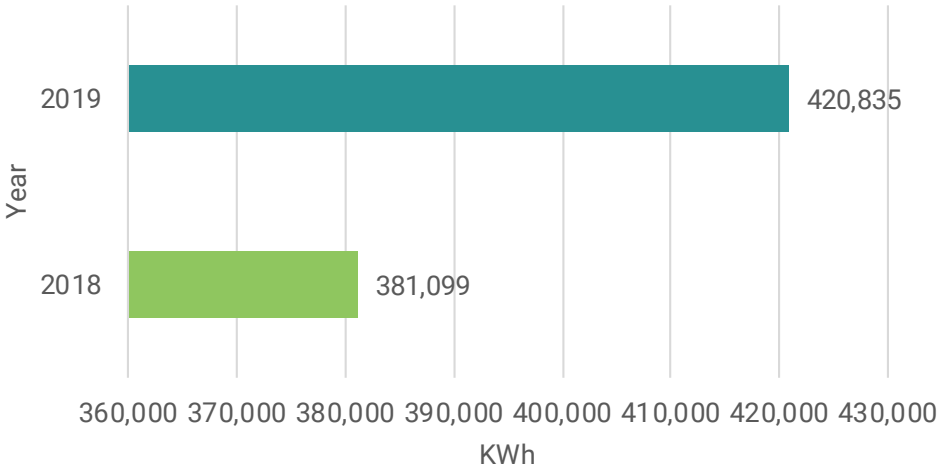
Diesel

Diesel powers our fleet of vehicles and operational equipment. In line with the increased fabrication works conducted at our Head Quarters, we have experienced a similar increase in our diesel consumption. Our drivers receive feedback from the tracking systems installed in their vehicles in 2017, and are reminded on ways in which they can change their driving habits and reduce diesel consumption in the long run. In the coming years, we are working on solutions to better manage our routes to help promote more efficient use of diesel in our operations.

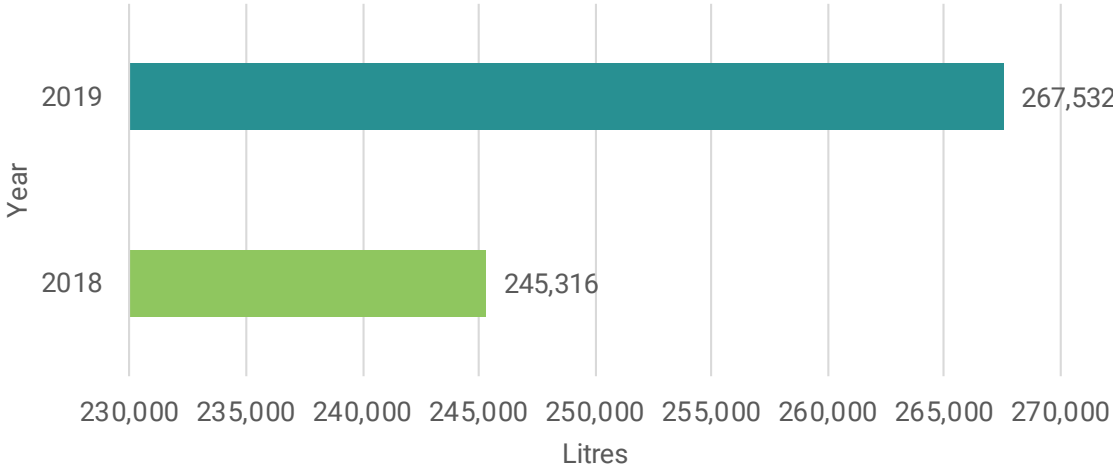
Water Consumption



Electricity Consumption



Diesel Consumption



Occupational Safety & Health

Our safety core value is “To put the safety of everyone above all” - this remains our top priority. We have always been committed to providing a safe working environment to all our employees. Our Group of companies are OHSAS18001, ISO14001 and BizSafe Star level certified. We have also received the WSH Performance Silver Award from the Workplace Safety and Health Council for 2 consecutive years.

Environmental Compliance

We have been successful in achieving zero non-compliances with environmental laws and regulations. We will continue to remain compliant by taking necessary precautions to ensure zero spillage from our diesel tanks and also ensure that we discharge contaminated industrial water through our sump pits which are regulated and in compliance with environmental regulations. There were no cases of occupational diseases as regular medical checks, provision of Personal Protective Equipment and trainings were conducted as and when deemed necessary by specific jobs or tasks.

Managing Risks

We manage risks through the development and implementation of new safe work procedures, risk assessments, regular safety trainings and campaigns. Regular safety meetings are conducted to raise and address key areas of concerns and are attended by employees of all levels within the organisation. Key performance indicators are consolidated while we observe leading and lagging indicators to determine the implementation of safety initiatives. We have also implemented a hand safety campaign named “Hi 5, Love your hands” as most of near misses and minor incidents over the years are hand related. This campaigns highlights hazards and risks which may cause hand injury to the workers, and through better understanding of the hazards and risks they are facing, it will allow us to reduce hand related near misses and minor incidents by 12%.

KPI	2018	2019
Fatal Incidents	0	0
LTIR	0.12	0.87
Environmental Legal Non-Compliance	0	0
Occupational Disease	0	0

Note: Loss Time Incident Rate = (No. of LTI x 200,000 / Total Man Hours)

Building An Intervention Culture

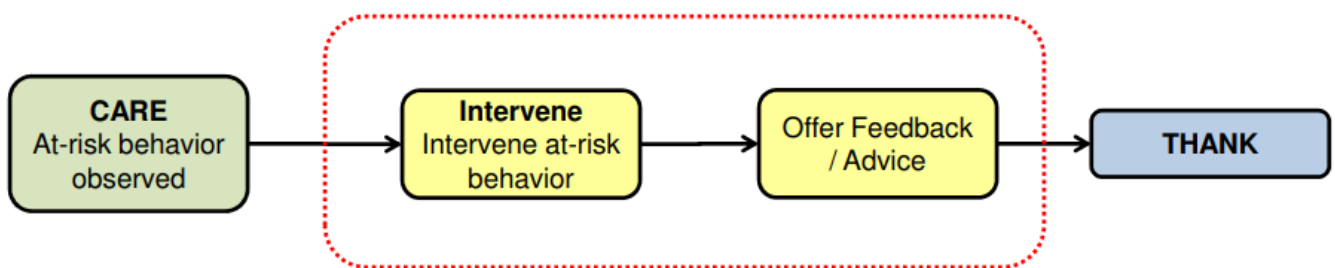
Regardless of non-occurrences of major incidents, we have had several cases of near misses and minor incidents over the years. In most cases, we have observed that they could have been prevented if there were interventions by co-workers. Leading indicators led us to believe that as an organisation, we need to build an effective intervention culture.

To achieve this, we have established a Care, Intervene, and Thank (CIT) Program in 2018 that aims to provide us with a framework on how we must care and intervene in at risk situations with respect. The CIT Program is a “No Blame Culture” and a “Safe Zone” program. In 2019, a series of activities were rolled

out including skits, coaching sessions, practice sessions were introduced to guide and encourage our workforce to actively participate in this campaign.

To encourage staff participation in the CIT program, all submissions of CIT sharing cards are collated and tabulated.

Tabulated results will sort staff into 3 reward categories, gold, silver and bronze. As of December 2019, 1 Silver and 8 Bronze Badges have been awarded to employees who have actively participated in the CIT Program. Moving forward, we will continue to implement new safety campaigns and programs to ensure that every employee goes home safe each day.



WORKERS PARTICIPATION

Mun Siong believes that the person who understands their work and effectiveness of current control measures best are our workers. With that in mind, we launched a new program named Workers Representative Program. As the name suggests, workers with a good safety mindset is selected and asked to perform the role of a worker representative. The selected workers will then be trained to understand how to conduct their role. The worker representatives are involved in the formulation of risk assessments and are invited to site SHE committee meetings, where they can share with the management any safety issues or

challenges they might be facing. They would also act as a bridge to bring any concerns of their peers who may not be confident enough to approach the management and/or safety personnel directly.

SAFETY OUT OF WORK

Other than maintaining a high safety standard in our workplace, Mun Siong believes that we can extend good safety practices into our employees' lives. Thus Mun Siong conducted talks on dormitory safety as well as talks on home and personal safety, to ensure that our staff practices safety at home and at work.



Mun Siong Engineering's Bukom team received two valuable awards from our client - Shell for the Best Blue Zone Qualification Award and 3.5 Million Man Hours Worked with Outstanding Safety Performance



GRI Index

GRI STANDARD	DISCLOSURE	PAGE NUMBER(S) AND/OR URL(S)	OMISSION
General Disclosures			
GRI 102: General Disclosures 2016	102-1 Name of organisation	4	
	102-2 Activities, brands, products, and services	6,7	
Organisational profile	102-3 Location of headquarters	4	
	102-4 Location of operations	7	
	102-5 Ownership and legal form	6 and Annual Report Pg 3	
	102-6 Markets served	6,7	
	102-7 Scale of the organisation	7	
	102-8 Information on employees and other workers	7, 13,16,17	
	102-9 Supply chain	11	
	102-10 Significant changes to the organisation and its supply chain	-	No Changes
	102-11 Precautionary Principle or approach	9,10	
	102-12 External initiatives	18,19	
	102-13 Membership of associations	4	
GRI 102: General Disclosures 2016	102-14 Statement from senior decision-maker	5	
GRI 102: General Disclosures 2016	102-16 Values, principles, standards, and norms of behavior	4,11	
GRI 102: General Disclosures 2016	102-18 Governance structure	9,10	
GRI 102: General Disclosures 2016	102-40 List of stakeholder groups	10	
	102-41 Collective bargaining agreements	-	We are a non-unionised organisation
Stakeholder Engagement	102-42 Identifying and selecting stakeholders	10	
	102-43 Approach to stakeholder engagement	10	
	102-44 Key topics and concerns raised	10	
GRI 102: General Disclosures 2016	102-45 Entities included in the consolidated financial statements	Annual Report Page 3	
	102-46 Defining report content and topic Boundaries	3	

GRI STANDARD	DISCLOSURE	PAGE NUMBER(S) AND/OR URL(S)	OMISSION
Reporting Practice	102-47 List of material topics	8	
	102-48 Restatements of information	2	
	102-49 Changes in reporting	2	
	102-50 Reporting period	2	
	102-51 Date of most recent report	2	
	102-52 Reporting cycle	2	
	102-53 Contact point for questions regarding the report	2	
	102-54 Claims of reporting in accordance with the GRI Standards	2	
	102-55 GRI content index	25-29	
	102-56 External assurance	2	
Material Topics			
Anti-Corruption			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	11	
	103-2 The management approach and its components	11	
	103-3 Evaluation of the management approach	11	
GRI 205: Anti-Corruption 2016	205-1 Operations assessed for risks related to corruption	11	
	205-2 Communication and training about anti-corruption policies and procedures	11	
	205-3 Confirmed incidents of corruption and actions taken	11	
Energy			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	20,21	
	103-2 The management approach and its components	20,21	
	103-3 Evaluation of the management approach	20,21	
GRI302: Energy 2016	302-1 Energy consumption within the organization	20,21	
	302-2 Energy consumption outside of the organisation	20,21	
	302-3 Energy Intensity	20,21	
	302-4 Reduction of energy consumption	20,21	
Water			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	20,21	
	103-2 The management approach and its components	20,21	
	103-3 Evaluation of the management approach	20,21	

GRI STANDARD	DISCLOSURE	PAGE NUMBER(S) AND/OR URL(S)	OMISSION
GRI 303: Water 2016	303-1 Water withdrawal by source	20,21	
	303-2 Water sources significantly affected by withdrawal of water	20,21	
	303-3 Water recycled and reused	20,21	
Diesel			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its boundary	20,21	
	103-2 The management approach and its components	20,21	
	103-3 Evaluation of the management approach	20,21	
GRI 306: Effluents And Waste 2016	306-1 Water discharge by quality and destination	20,21	
	306-2 Waste by type and disposal method	20,21	
	306-3 Significant spills	-	There were no spills of waste and effluents
	306-4 Transport of hazardous waste	-	Transportation of hazardous waste are done through approved NEA toxic waste collectors.
	306-5 Water bodies affected by water discharges and/or runoff	-	Not applicable, all discharges are properly contained and disposed.
Environmental Compliance			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its boundary	22-24	
	103-2 The management approach and its components	22-24	
	103-3 Evaluation of the management approach	22-24	
GRI 307: Effluents And Waste 2016	307-1 Non-compliance with environmental laws and regulations	22-24	
Employment			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	15-17	
	103-2 The management approach and its components	15-17	
	103-3 Evaluation of the management approach	15-17	

GRI STANDARD	DISCLOSURE	PAGE NUMBER(S) AND/OR URL(S)	OMISSION
GRI 401: Employment	401-1 New employee hires and employee turnover	15-17	
	401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees	-	We do not engage part-time employees
	401-3 Parental Leave	-	Parental leaves are provided in accordance with statutory requirements extending to foreign employees
Occupational Health And Safety			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	22-24	
	103-2 The management approach and its components	22-24	
	103-3 Evaluation of the management approach	22-24	
GRI 403: Occupational Health And Safety 2016	403-1 Workers representation in formal joint management-worker health and safety committees.	22-24	
	403-2 Types of injury and rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities.	22-24	
	403-3 Workers with high incidence or high risk of diseases related to their occupation.	22-24	
	403-4 Health and safety topics covered in formal agreements with trade unions	22-24	
Training and Education			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	12-14	
	103-2 The management approach and its components	12-14	
	103-3 Evaluation of the management approach	12-14	
GRI-404 Training Education	404-1 Average hours of training per year per employee	12-14	
	404-2 Programs for upgrading employee skills and transition assistance programs	12-14	
	404-3 Percentage of employees receiving regular performance and career development reviews	12-14	

GRI STANDARD	DISCLOSURE	PAGE NUMBER(S) AND/OR URL(S)	OMISSION
Diversity and Equal Opportunity			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	15-17	
	103-2 The management approach and its components	15-17	
	103-3 Evaluation of the management approach	15-17	
GRI-405 Diversity and Equal Opportunity	405-1 Diversity of governance bodies and employees	15-17	
	405-2 Ratio of basic salary and remuneration of women to men	15-17	



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