



圓通國際

YTO Express (International) Holdings Limited

圓通速遞（國際）控股有限公司

Incorporated in the Cayman Islands with limited liability
Stock Code: 6123



2017

ENVIRONMENTAL, SOCIAL AND
GOVERNANCE REPORT



Environmental, Social and Governance Report 2017

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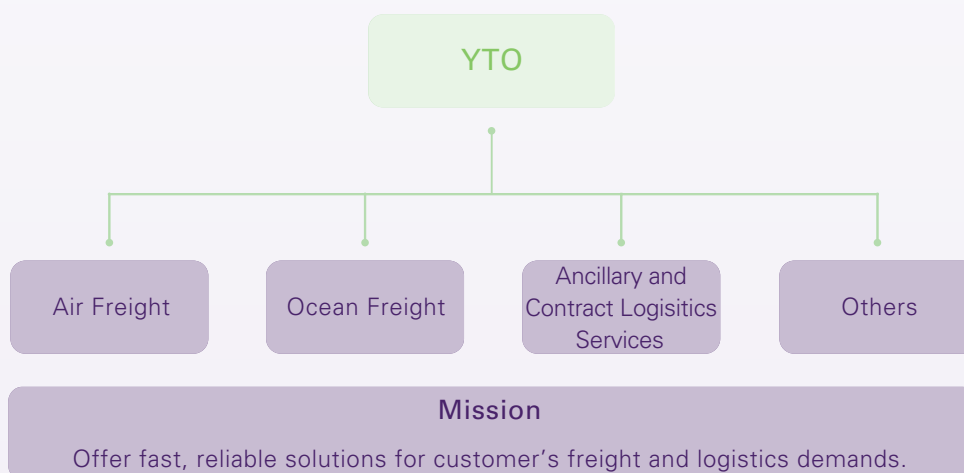
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ABOUT US

Based in Hong Kong, YTO Express (International) Holdings Limited (formerly known as On Time Logistics Holdings Limited) ("YTO" or the "Company", together with its subsidiaries, the "Group") is principally engaged in the provision of logistics and freight forwarding services. Besides air freight and ocean freight, the Group provides warehousing and value-added logistics and distribution services. With over 20 years' development, YTO has grown to an international logistics corporation with over 50 offices covering more than 15 countries and territories.

Specialising in providing local and international logistics solutions, YTO caters to diverse logistics needs by focusing on air and ocean freight forwarding in addition to a wide range of logistics and distribution services. The Group's core businesses have benefited from the economic rebound of the European and USA market, as well as the rapid growth in global cross-border e-commerce which leads to higher demand for cross-border small parcel delivery.



ABOUT THIS REPORT

This is the second Environmental, Social and Governance (“ESG”) Report published by the Group. By reporting the policies, measures and performances of the Group in environmental, social and governmental aspects, it allows all stakeholders to better understand the progress of the Group towards sustainability.

Available in both Chinese and English, the report has been uploaded to the website of the Group www.ytoglobal.com and The Stock Exchange of Hong Kong Limited (“SEHK”).

Reporting Boundary

The report focuses on the operation of air freight and ocean freight services in Hong Kong between 1 January 2017 and 31 December 2017 (“the reporting year”). For easy comparison of the Group’s yearly performance, the structures of the two reports align as closely as possible. While this report does not cover all of the Group’s operations, the aim of the Group is to consistently upgrade the internal data collection procedure and gradually expand the scope of disclosure.

Reporting Standard

This report is prepared in accordance with the “comply or explain” provisions of Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) contained in Appendix 27 of the Rules Governing the Listing of Securities on the SEHK. The four reporting principles: materiality; quantitative; balance; and consistency form the backbone of this report. Also, the report includes selected key performance indicators that are categorised by the ESG Reporting Guide as “recommended disclosures” for enhanced reporting.

A complete index is inserted in the last chapter for reader’s easy reference.

To ensure the accuracy of environmental key performance indicators, the Group commissioned a professional consultancy, Carbon Care Asia (“CCA”), to quantify the greenhouse gases (“GHG”) emissions from its operations through carbon assessment.

Confirmation and Approval

Information documented in this report is sourced from the official documents, statistical data, management and operation information of and collected by the Group and its subsidiaries according to the policies of the Group. The report has been approved by the board of directors’ on 8 June 2018.



WE VALUE YOUR FEEDBACK

Our continuous improvement relies on your valuable feedback on both the content and the form of this report. If you have any questions or comments, please send us your views via esgreport@chq.ontime-express.com to help with our continued improvement in environmental, social and governance performance.

Opinion and Feedback

The Group values the opinion of stakeholders. If you have any questions or suggestions regarding the content or format of the report, please contact the Group via the following channels:

Mailing address: Unit 18, 1st Floor, Sino Industrial Plaza, 9 Kai Cheung Road, Kowloon Bay, Hong Kong

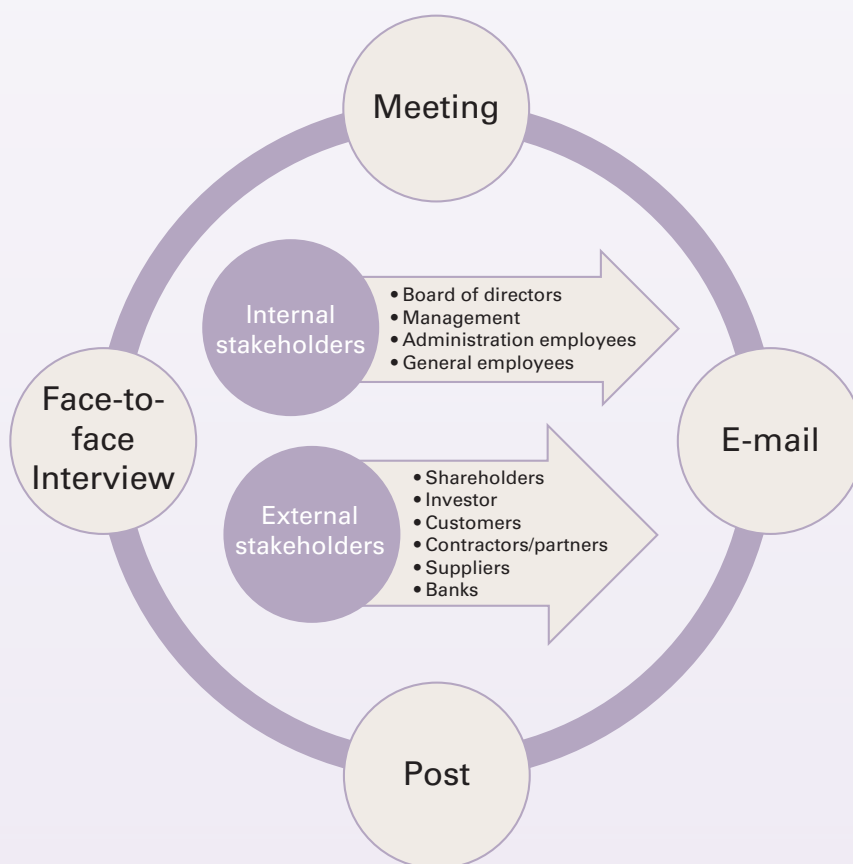
Email: esgreport@chq.ontime-express.com

Fax: +852 3586 7681

STAKEHOLDER ENGAGEMENT

As a key in the business management of the Group, stakeholder¹ participation helps the Group review potential risks and business opportunities. Exchange with stakeholders and understanding their views allow the Group to better fulfil their needs and expectations with its business practice and manage different stakeholders' opinions. The Group constantly communicates with key internal and external stakeholders through various channels. This ensures that they have the opportunity to learn about the Group's development and operation directions and offers the Group the chance to listen to them in order to identify the priority of issues and develop corresponding policies.

Main Means of Stakeholder Engagement



¹ Stakeholders refer to groups or individuals materially influencing or affected by the Group's business. Internal stakeholders include board of directors, management, administration employees and general employees. External stakeholders include shareholders, investors, customers, contractors/partners, suppliers and banks.

Material Sustainability Issues in the Reporting Period

Similar to last year, to formulate the Group's sustainability strategy and direction and to identify the most important environmental and social issues for the Group and its stakeholders, the Group commissioned CCA to conduct a management interview. Combining the results of interview and expert advice, the Group has identified three material issues from the eleven environmental and social aspects of the ESG Reporting Guide to be the material focus of this report.

Use of
Resources

Supply Chain
Management

Investing in
Society

To ensure the effectiveness of stakeholder engagement, the Group dedicates itself to establishing communication mechanisms for transparency, integrity and accuracy and providing timely response to stakeholders on an ongoing basis. In the future, the Group will consider the possibility of strengthening its interaction with stakeholders to create mutually beneficial relationships.

MANAGEMENT MESSAGE

Since our first ESG Report was published last year, YTO has assumed a proactive attitude in fulfilling its social responsibility. Being in the freight industry, the Group owes a distinct duty to mitigate our environmental impact and to contribute to societal development.



As global commerce develops, it provides additional opportunities for the logistics industry as a whole. This in turn challenges the Group to pay attention to our use of resources as a responsible business. By switching to a paperless office, the Group attempts to minimise our impact on the environment without compromising the quality of our services.

YTO is fully aware of its capability in driving the supply chain to move towards a sustainable direction and include environmental and social considerations in every step of its operation. The Group aims at building a responsible global supply chain and takes into consideration the level of commitment to sustainability when selecting business partners.

YTO's competitiveness is ultimately rooted in our interaction with the community. Therefore, it adopts a proactive approach in contributing to the society by promoting local employment. To foster a culture of helping others, the Group encourages all employees to participate in volunteer activities. This enables the Group to connect with both the community and our employees.

Striving forward, the Group plans to strengthen employee training in environmental and social aspects and enhance internal communications. With regard to community investment it is prepared to dedicate its attention to new immigrants and persons with disabilities to improve social cohesion. By embedding sustainability in its business, YTO pledges to innovate and evolve continuously to answer the needs of today and tomorrow.

Yu Huijiao

Chairman

YTO Express (International) Holdings Limited

PROTECTING THE ENVIRONMENT

With a view to mitigating the risks of climate change and minimising its negative impact on the environment, the Group has in place the Environmental and Social Responsibility Policy (“ESG Policy”) which provides guidance in managing emissions and use of resources in its operation. The ESG Committee established in 2016 is responsible for monitoring the Group’s performance.

Use of Resources

Resources are the backbone of every economy. A core component of maintaining sustainable development is to effectively manage the use of resources so that the wellbeing of future generations is not endangered. The consequences of unrestricted and unmonitored use of resources will also induce serious damages to the natural environment. For these reasons the Group regards efficient use of resources as the focus of its sustainability initiatives.

The Group used a range of resources including electricity for daily operations, fuel for vehicle use, printing paper and water. The Group adopted a ‘Reduce, Reuse and Recycle’ approach in its daily operation and engaged employees in various resource-saving practices.

Resources	Measure highlights
Energy	– Switch off all electrical appliances after work, including computers, monitors, printers and photocopiers etc.
	– Gradually replace spotlights with LED lights.
	– Set up power-saving mode for electrical appliances, including computers, photocopiers and printers, etc.
Paper	– Adopt paperless communication for internal meetings.
	– Prioritise electronic communication over mailing with external parties whenever possible.
	– Reuse one-sided printer paper.
Fuel of vehicles	– Switch off idling vehicles.
	– Provide periodic maintenance for vehicles.
Water	– Post labels at office regarding water-saving tips, such as turn off the water tap while scrubbing dishes, and only turn on the water tap when dishes need to be rinsed.

For energy use, purchased electricity was the largest type of energy end-use, mainly for office equipment such as lights and computers. In the reporting year, approximately 10 percent of the office’s spotlights were replaced with LED lights.



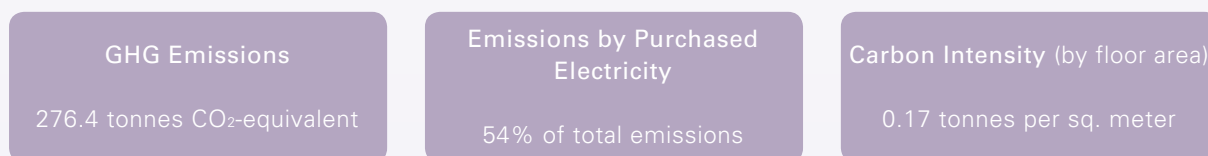
In the long run, the Group will establish a more comprehensive resources conservation policy to share with its value chain partners to promote more sustainable practices in the use of resources.

Emissions

Carbon assessment

In this reporting year, the Group commissioned CCA to conduct a carbon assessment to quantify the GHG emissions (or "carbon emissions") of its operation. The process of quantification was conducted with reference to the guidelines² compiled by the Environmental Protection Department and the Electrical and Mechanical Services Department of Hong Kong, as well as international standards including ISO 14064-1 and The GHG Protocol: A Corporate Accounting and Reporting Standard.

Electricity consumption was the largest contributor to the Group's GHG emissions, followed by business travel by air. To address the main sources of carbon emissions, the Group will continue to assess, record and disclose its GHG emissions and other environmental data on a yearly basis. Using the reporting year's data as the baseline, comparison with future data can be made to evaluate the effectiveness of current measures and to help formulate carbon reduction targets in the future.



Management of air emissions/pollutants

During the reporting year, vehicles were the only source of air emissions. The Group is committed to managing the emissions from its vehicles, including several private cars and a light truck. The Group scheduled periodic maintenance for its vehicles and employees were reminded to switch off idling vehicles.

Waste management

The Group generated both hazardous and non-hazardous wastes. Hazardous wastes including toner cartridges and fluorescent lamps were collected and recycled by licensed collectors. For non-hazardous waste such as printing paper, the Group monitored its annual consumption of A4 paper and used 990 kg less A4 paper than in 2016.

The Environment and Natural Resources

Beyond emissions, waste and resource use discussed above, the nature of the Group's business does not have a direct impact on the environment and natural resources in its sphere of operation. Nevertheless, the Group understands that, in order to generate long-term values for stakeholders and local communities, it is important to minimise the negative environmental impact of its business operations. The Group has adopted the ISO 14001 environmental management system since 2011 and established an ESG committee led by management since 2016 to monitor the Group's performance in ESG matters.

The Group abides by all related environmental laws and regulations in its daily operations. During the reporting year, the Group did not identify any non-compliance cases relating to environmental laws and regulations in the reporting scope.

² Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong and regulations in the reporting scope.

OPERATING PRACTICES

Supply Chain Management

It is the Group's goal that all partners along the entire supply chain could conform to a responsible level of ESG performance and reduce their environmental and social risks in the supply chain. The Group's major vendors were airline companies, shipping line companies and related business agents which supported its provision of air freight and ocean freight services. By informing the suppliers about the Group's ESG Policy and actively managing supply chain activities, the Group aimed at maximising value for customer and achieving a sustainable competitive advantage.

The Vendor Management Policy adopted by the Group provides guidance for employees regarding the procurement of products and services from suppliers. A procedure is in place before a supplier can be appointed.

Supplier selection process



Supplier Selection Criteria Highlights:

- ✓ Back-up service capability
- ✓ Financial strength
- ✓ Price
- ✓ Quality assurance
- ✓ Occupational health and safety
- ✓ Environmental protection

For effective monitoring of suppliers, the user departments conducted annual assessments of suppliers and submitted a completed Vendor Performance Annual Review Form to the Managing Director or members of the Vendor Committee, who were responsible for approving or removing the suppliers from the Group's supplier list depending on their performance. All suppliers were encouraged to refer to the Group's ESG Policy as a form of best practice for their respective businesses.

The Group believes that more effective ESG management in the supply chain can only be achieved by close co-operation with suppliers. It will continue refining the assessment criteria for suppliers regarding environmental and social risks.

Product Responsibility

The Group's principal businesses are air freight and ocean freight services, catering to the needs of garment, footwear and electronic industries as well as e-commerce businesses. The Group strives to maintain high levels of customer satisfaction and foster mutually beneficial relationships by providing quality and reliable services.

Quality and safety management

The establishment of an efficient quality management system has become an indispensable element of sustaining the Group's competitiveness. The Group committed itself to complying with the requirements of ISO 9001 standards for its business. The Group conducted regular performance reviews to ensure the quality policies, objectives, and requirements of ISO 9001 are met. In this way, the quality of the services was kept up to standard.

The Group's Operation Manual provided a clear framework in the operation workflow of air freight and ocean freight services, from export and import of cargoes to handling procedures of special situations. For example, to ensure safety of its services, the Group established special cargo handling procedures for cargoes carrying hazardous materials, ensuring that licenses are acquired for both shippers and employees handling the cargoes.

Labelling

Regarding labelling matters, employees were required to follow the Operation Manual for proper labelling of cargoes. Labels must be attached with cargoes to serve multiple purposes, such as easier identification of cargoes, providing guidance in cargo organization in the Group's warehouse, as well as indication for dangerous cargoes.

Intellectual Property Rights

Operating in a number of geographical areas, the Group acknowledges the importance of protecting intellectual property. We strive to protect intellectual property rights of others, including use of computer hardware and software, and use of trademark(s).

Protection of customer data

The Group also recognises the importance of customer data privacy. The Employee Handbook states that all collected customer information will only be used for business purposes and will be kept confidentially. Documents including confidential information of customers were shredded before disposal.

Customer satisfaction

In order to better understand the needs of customers and how services impact them, the Group have established various channels of communication to collect their feedback. The Group carried out customer site visits about service quality, on time delivery, time management, and employees' work performance.

The Group's operation did not involve advertising issues. During the reporting year, there were no cases of non-compliance in relation to product responsibility within the reporting scope.

Anti-corruption

The Group is aware of the impact of its activities and its relationships with other members in the community. With zero tolerance for bribery, extortion, fraud and money laundering, the Group regards integrity as key to producing positive influence and promoting fair and sustainable development of society.

As stated in the Group's Code of Conduct, all employees have to comply with the Prevention of Bribery Ordinance and the Group's standards in accepting and soliciting advantages. The Group is committed to achieving and maintaining high standards of openness, probity and accountability. The Policy for Employees to Raise Concerns about Improprieties stipulates the channels for employees at all levels to report any suspected misconduct or malpractice within the Group. The Audit Committee carries out fair and independent investigation with appropriate follow-up, and keeps the identity of the whistleblower confidential.

During the reporting year, there were no cases of non-compliance or legal cases in relation to corruption within the reporting scope.

EMPLOYMENT AND LABOUR PRACTICES

Employee Well-being

The Group communicates its employment policies in documents including employment contracts, the Employee Handbook, the Recruitment and Hiring Policy and the Promotion Guideline. These documents explain aspects such as salary, compensation, recruitment, working hours, leave, promotion and benefits in detail. To attract and retain talent, the Group offers competitive pay and benefits to employees. In addition, medical insurance, discretionary bonuses, transportation allowances and tuition fee reimbursements are also provided. To provide extra incentives, the Group adopts a share option scheme to reward eligible employees.

The Group is an equal opportunity employer. As stated in the Recruitment and Hiring Policy states, the Group's employment decisions are based upon candidates' qualifications, experience and capabilities. In this way a working environment free from discrimination can be created.

The Group has established a mechanism for employees to report any complaints, problems or concerns in the workplace. Following the guidance established in the Policy for Employees to Raise Concerns about Improprieties, employees can lodge their complaints with their Head of Department, Chief Executive Officer, Chairman of the Board, or the Audit Committee as appropriate. All complaints are handled confidentially. The Group did not receive any employee grievances in the reporting year.

The Group strives to create a happy workplace and implement various family-friendly measures to help employees strike a work-life balance. The Group received the "Happy Company" label from the Promoting Happiness Index Foundation and the Hong Kong Productivity Council in 2017.

Health and Safety

The Group values the health and well-being of employees and is dedicated to creating a healthy and safe working environment. The Group has included health and safety policies in its ESG Policy and ISO Policy to ensure that the working environment conforms to recognised occupational safety and health standards in places where the group operates.

The Group's office operation did not involve high-risk positions. To improve the health of office employees, the Group provided three air purifiers in the office. To enhance employees' awareness of fire safety and enhance their safety response, the Group conducted annual fire and evacuation drill. The Group provided clear fire instructions and ensured that all employees had received adequate fire precaution training.

During the reporting year, there were no cases of work injury within the reporting scope.

Development and Training

The Group believes that investment in employees should be a priority. It dedicates itself to providing broad opportunities for employees to learn important and transferable skills that would allow them to advance in their future careers.

The Group recognises the need to enhance the employees' opportunity to develop skills and expertise to perform their work to consistently high standards and to achieve their potential. Through performance appraisal, department managers identified employees' training needed and training would be further arranged by the Human Resources Department. The Group has established the Group Training and Development Policy to regulate training activities in a systematic manner. In the reporting year, internal training included new employee orientation, on-the-job training, in-house training on company systems, training on ESG reporting and carbon disclosure as well as training for relevant personnel on handling dangerous goods. Subsidies for external training opportunities were granted to employees. Moving forward, the Group will organise training courses to enhance both professional skills and management skills of employees.

Labour Standards

Forced and child labour are business as well as ethical issues. It concerns possible infringement of basic human rights and puts the Group's reputation at risks. The Group adopts a zero-tolerance policy against employing child labour or forced labour in any part of its business, including the employment of its suppliers and subcontractors. To effectively prevent child labour in operations, the Human Resources Department places special emphasis on verifying the age of employees during the recruitment process. The Group has in place appropriate systems and processes to ensure compliance with relevant laws and regulations.

During the reporting year, the Group did not identify any non-compliance cases relating to employment, health and safety, child labour and forced labour within the reporting scope.

INVESTING IN SOCIETY

As a caring enterprise, the Group is keen on understanding the needs and fulfilling the expectations of various stakeholders and the communities in which the Group sources, manufactures and markets its services. As stated in the Community Responsibilities Policy of the ESG Policy, the Group is committed to creating a positive impact in the community.

The Group supports the community through a diverse range of initiatives such as providing sponsorships of worthy educational initiatives and offering volunteer services. Donation to a recognised organisation strengthens the Group's connection to the wellbeing of community and creates a shared purpose with employees to address social needs. During the reporting year, among others, the Group made a donation of HK\$20,000 to HandsOn Hong Kong Limited for developing volunteer-based programmes and a donation of computers and equipment to Caritas Computer Workshop.

To fulfil its obligations as a responsible business, the Group will formulate a long-term community investment strategy and make use of its expertise to benefit the community in the future.

ESG PERFORMANCE AT A GLANCE

Environmental Performance

	Type	Emissions (kg)
Air pollutants	Nitrogen Oxides (NO _x)	14.8
	Sulphur Oxides (SO _x)	0.2
	Respiratory Suspended Particles (RSP)	1.2

Scope	Source	Emissions (tonnes CO ₂ -e)
Scope 1: Direct emissions	Mobile combustion	37.3
Scope 2: "Energy indirect" emissions	Purchased electricity	148.3
Scope 3: Other indirect emissions	Paper waste disposed at landfills	44.7
	Freshwater processing	0.05
	Sewage treatment	0.03
	Business travel	46.0
GHG emissions in total (Scope 1 and 2)		185.6
GHG emissions in total (Scope 1, 2 and 3)		276.4
GHG intensity (tonnes CO ₂ -e/square meter floor area) ³		0.172

	Type	Amount (in tonnes)	Waste intensity
Waste	Hazardous waste	0.014	0.0002 ⁱ
	Non-hazardous waste	18.9	0.012 ⁱⁱ

ⁱ. (in tonnes/employee)

ⁱⁱ. (in tonnes/square meter floor area)

³ Scope 1 and 2 only.

Resources	Type	Amount of consumption	
Energy consumption	Direct energy	Petrol (GJ)	456.6
	Indirect energy	Electricity (MWh)	290.7
	Total energy consumption (GJ)		1,503.1
	Energy intensity (GJ/employee)		23.9
Water Consumption	Total water consumption (cubic meter)		128
	Water intensity (cubic meter/square meter floor area)		0.08

Social Performance – Employment and Labour Practices

		Gender	Below 30	30 to 40	41 to 50	Above 50	Total Workforce	Male to female ratio	Male to female salary ratio
Number of employees	Male		13	36	14	3	118	1.3:1	1.03:1
	Female		13	23	12	4			
		Chief executive management	Senior managerial level	Middle managerial level	General employees				
	Male		6	6	22	32			
	Female		3	4	15	30			

		Gender	Below 30	30 to 40	41 to 50	Above 50	Total number	New employees rate
New employees	Male		6	0	0	0	16	14%
	Female		6	3	1	0		

		Gender	Below 30	30 to 40	41 to 50	Above 50	Total employee turnover	Employee turnover rate
Employee turnover	Male		10	1	5	0	29	25%
	Female		6	4	3	0		

	Gender	Number of work-related fatalities	Number of work-related injury	Work-related fatality/injury rate (per 1,000 workforce)	Number of days lost due to work injury	Lost days due to work injury	Number of days of absence from work	Absentee rate
Work related fatality and/or injury	Male	0	0	0	0	0	221	1.6%
	Female	0	0	0			254	

	Gender	Chief executive management	Senior management	Middle management	General employees	Total	Percentage (%) of employees trained
Number of trained employees	Male	1	1	13	11	36	31%
	Female	0	0	1	9		
Total training hours	Male	36	24	158	50	288	/
	Female	/	/	2	18		
Average training hours (per employee)	Male	6	4	7.2	1.6	/	/
	Female	/	/	0.1	0.6		

Employees receiving regular appraisals

100%

Social Performance – Supply Chain Management

	Location	Number of suppliers	Percentage of suppliers to which the standards are being applied
Suppliers	Asia	446	100%
	Europe	159	
	North America	54	
	South West Pacific	11	
	Middle East	7	
	South America	6	
	Africa	7	

Social Performance – Product Responsibility

Percentage of total products sold or shipped subject to recalls for safety and health reasons	0%
Number of products and service related complaints received	0

ESG REPORTING GUIDE CONTENT INDEX

Material Aspect	Content	Page Index/ Remarks
A. Environmental		
A1 Emissions		
General Disclosure	Information on:	8
	(a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	
A1.1	The types of emissions and respective emissions data	13
A1.2	Greenhouse gas emissions in total (tonnes)	13
	Intensity of greenhouse gas emissions (tonnes CO ₂ -e/square meter floor area)	13
A1.3	Total hazardous waste produced (tonnes)	13
	Intensity of total hazardous waste produced (tonnes/employee)	13
A1.4	Total non-hazardous waste produced (tonnes)	13
	Intensity of non-hazardous waste produced (tonnes/square meter floor area)	13
A1.5	Description of measures to mitigate emissions and results achieved	8
A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved	8
A2 Use of Resources		
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	7
A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (GJ)	13
	Direct and/or indirect energy intensity by type (e.g. electricity, gas or oil) (GJ/employee)	13
A2.2	Water consumption in total (cubic meter)	13
	Water intensity (cubic meter/square meter floor area)	13
A2.3	Description of energy use efficiency initiatives and results achieved	7
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved	7; No issue in sourcing water
A2.5	Total packaging material used for finished products (tonnes)	Not applicable
	Packaging material intensity (tonnes/unit of product)	Not applicable

Material Aspect	Content	Page Index/ Remarks
A3 The Environment and Natural Resources		
General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources.	8
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	8
B. Social		
B1 Employment		
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.	11
B1.1	Total workforce	14
	Total workforce by gender, employment type, age group and geographical region	14
B1.2	Employee turnover rate	14
	Employee turnover rate by gender, age group and geographical region	14
GRI 401-1	Total number of new employee hires	14
	Rate of new employee hires	14
	Total number and rate of new employee hires by gender, age group and geographical region	14
GRI 405-2	Ratio of basic salary and remuneration of women to men	14
B2 Health and Safety		
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.	11
B2.1	Number and rate of work-related fatalities	15
B2.2	Lost days due to work injury	15
B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	11
GRI 403-2	Injury rate (number of injuries per 1,000 employees)	15
	Absentee rate	15

Material Aspect	Content	Page Index/ Remarks
B3 Development and Training		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	12
B3.1	Percentage of employees trained	15
	The percentage of employees trained by gender and employee category (e.g. senior management, middle management)	15
B3.2	Average training hours completed per employee	15
	The average training hours completed per employee by gender and employee category	15
GRI 404-3	Percentage of employees receiving regular performance and career development reviews	15
	Percentage of total employees by gender and by employee category who received a regular performance and career development review	15
B4 Labour Standards		
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.	12
B4.1	Description of measures to review employment practices to avoid child and forced labour	12
B5 Supply Chain Management		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	9
B5.1	Number of suppliers by geographical region	16
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored	9,16

Material Aspect	Content	Page Index/ Remarks
B6 Product Responsibility		
General Disclosure	Information on:	10
	(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.	
B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons	16
B6.2	Number of products and service related complaints received and how they are dealt with	16
B6.3	Description of practices relating to observing and protecting intellectual property rights	10
B6.4	Description of quality assurance process and recall procedures	10
B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored	10
B7 Anticorruption		
General Disclosure	Information on:	10
	(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.	
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	10
B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored	10
B8 Community Investment		
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.	12
B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport)	12
B8.2	Resources contributed (e.g. money or time) to the focus area	12



圓通國際

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