



Hi-P International Pte. Ltd.

赫比国际私人有限公司

Company Registration Number 198004817H

11 International Business Park, Singapore 609926
www.hi-p.com

PURSuing BUSINESS EXCELLENCE AND SUSTAINABLE GROWTH

SUSTAINABILITY REPORT 2020



Hi-P International Pte. Ltd.

赫比国际私人有限公司

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INTRODUCTION



ABOUT THIS REPORT

Hi-P International Pte. Ltd. ("Hi-P" or the "Company"), formerly known as Hi-P International Limited, is pleased to present our fourth annual sustainability report for the financial year 2020 ("FY2020") from 1 January 2020 to 31 December 2020, including financial year 2019's ("FY2019") data for comparison purposes.

This report has been prepared with reference to the Singapore Exchange Securities Trading Limited ("SGX-ST") Mainboard Listing Rule 711(B) and in accordance with the Global Reporting Initiative ("GRI") Standards – 'Core' reporting requirements.

The scope of this report covers Hi-P's manufacturing operations and support offices¹ in Singapore, China, Thailand and Poland. Although Hi-P has not sought external assurance for this report, we may consider doing so as our reporting matures. We welcome any feedback or queries regarding this report; please direct them to sustainability@hi-p.com.

¹ Support offices applies to Singapore and China only.

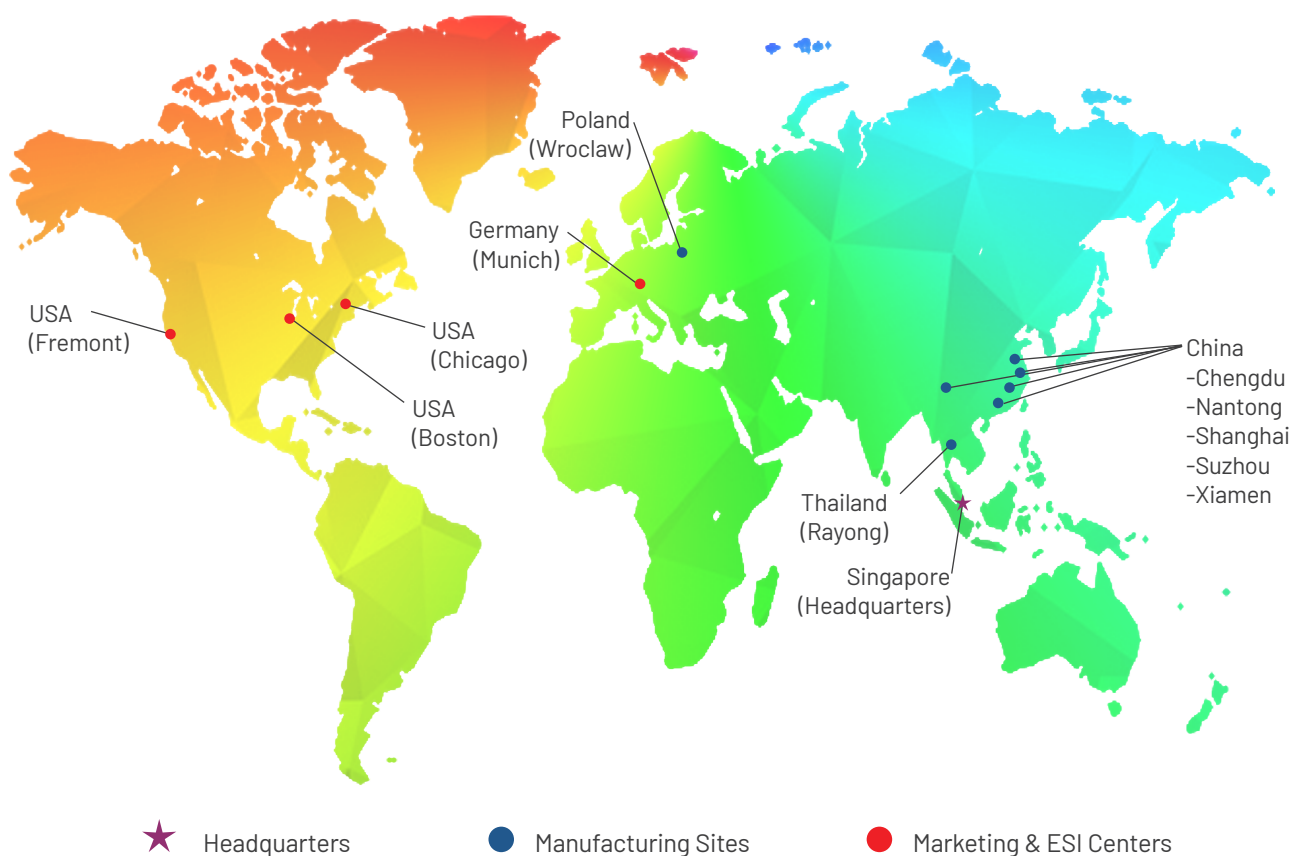
INTRODUCTION

ABOUT HI-P INTERNATIONAL PTE. LTD.

Hi-P was first established in 1980 as an insert moulding and metal forming tool maker. Subsequent development saw Hi-P diverging from our industrial roots through the expansion of overseas manufacturing facilities. Our robust growth has provided us with several defining moments, including our listing on the Singapore Stock Exchange in 2003. On 21 April 2021, the Company was de-listed from SGX-ST to better optimise the use of management and capital resources. Subsequent to the delisting, we have changed our Company's name from Hi-P International Limited to Hi-P International Pte. Ltd..

Today, as a leading contract manufacturing provider, we continue to utilise our core competencies in product design and process development to create one-stop turnkey solutions for customers stemming from a variety of industries. Our clients are some of the world's biggest names in mobile phones, tablets, household and personal care appliances, computing and peripherals, Internet of Things ("IoT"), medical devices and industrial electronic devices.

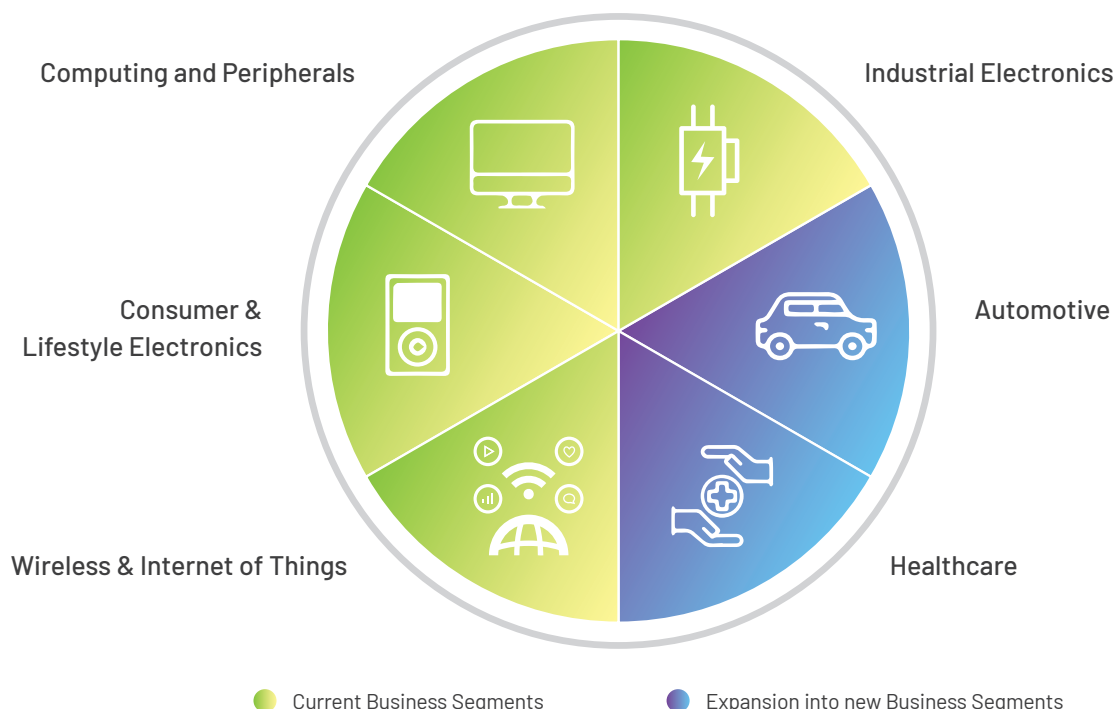
As at 31 December 2020, Hi-P operates 13 manufacturing operating plants in multiple cities across various countries including the People's Republic of China (Shanghai, Chengdu, Xiamen, Suzhou and Nantong), Poland, Thailand and Singapore. Our global network also consists of several marketing and engineering support centres in China, Singapore, Germany and the United States of America.



INTRODUCTION

OUR BUSINESS SEGMENTS

Hi-P aims to retain and advance our competitive advantage by providing manufacturing solutions that value-add to our clients' businesses. Our range of services spans across four different segments, ranging from technological advancement in electronic equipment to consumer products including lifestyle accessories and electronics. Looking ahead, we aim to expand into several new sectors in line with our entrepreneurial spirit and continue to seek innovative approaches in our business relations.



WIRELESS & INTERNET OF THINGS

The International Data Corporation has earmarked the increasing significance of the Internet of Things (IoT) in our world in recent years, as speed and flexibility become keys to success in the fast-paced wireless technology industry today. Hi-P leverages on our technological expertise and skills to seek unique and innovative solutions customized to the needs and specifications of our clients.



COMPUTING & PERIPHERALS

The field of electronics technology has experienced rapid development and advancement in recent years, creating high demand for powerful and efficient products and applications. In understanding the importance of precision and quality in computer peripherals, Hi-P does not compromise on precision and quality, and is a trusted source for many clients in delivering custom components on time at highly affordable prices.



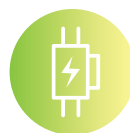
AUTOMOTIVE

In light of the rapid expansion of the automotive industry, Hi-P recognises the increase in demand for automotive parts and accessories. We will be developing plans in the near future to re-invest our profits and expand our technical capabilities in the automotive sector by leveraging on one of our core competencies in product design.



CONSUMER & LIFESTYLE

In the incredibly competitive consumer market, Hi-P works in collaboration with our clients to understand current market trends. Our vertically integrated manufacturing capabilities allows the end-to-end development of products that meet specific customer needs and allow clients to obtain the best value from outsourcing.



INDUSTRIAL ELECTRONICS

Hi-P has a strong understanding of the unique challenges facing this business segment in the face of the complexities in electrical and mechanical assemblies, and the vertical integration of capabilities within our dedicated assembly teams have lowered production costs and the acceleration of product release for many companies.




HEALTHCARE

In our forecasted expansion into healthcare, our expert teams will be highly committed towards delivering quality medical equipment and technology that match the stringent regulatory requirements of this industry, tailored specifically for our clients.

INTRODUCTION

OUR CORE SERVICES

Our Core Services	Description	Product Scope
Tooling 	<p>Hi-P first started out as a tooling specialist and this area of expertise has continued to this day. Tooling is one of our core competencies where we take pride in providing services that are reliable and of exceptional quality.</p>	
Moulding 	<p>From double & triple shot plastic injection to metal and glass insert moulding, Hi-P has constantly met and exceeded clients' expectations. The unique value proposition Hi-P offers is its exceptionally precise mould designs that are made with best-practice manufacturing techniques.</p>	<ul style="list-style-type: none"> • High Precision and Cavitation Moulding • Double and Triple Shot Moulding Insert • Insert Moulding • Glass Insert Moulding • Thin Wall High Speed Moulding • In Mould Decorative Moulding • In Mould Labelling Moulding • Thermoset Moulding
Stamping 	<p>Hi-P is able to deliver customised cosmetic and precision stamping components for a wide variety of products and industries. Combining our in-depth expertise in both areas of metal shaping and plastic moulding, Hi-P's value proposition is amongst the best in the industry.</p>	<ul style="list-style-type: none"> • Thin Wall • Precision Forming • Deep Draw • Spot and Laser Welding • Chemical Etching • Anodising
Metal Computer Numerical Control ("CNC") 	<p>Hi-P has been constantly investing in the latest CNC equipment over the years and it will continue its investment so as to increase efficiencies, meet short lead-time and improve our clients' bottom line.</p> <p>Hi-P's 3-4 axis CNC equipment is also able to provide customised form drills, taps, and reamers to our clients' specifications and deliver service of value.</p>	<ul style="list-style-type: none"> • Aluminium • Stainless Steel • Copper • Special Metal

INTRODUCTION

Our Core Services	Description	Product Scope
<p>Surface Decoration</p> 	<p>Hi-P is able to separate itself from other contract manufacturers in the industry with its extraordinary pallet of decorating options and leading edge design techniques that clients can incorporate into their final design.</p>	<p><u>Plastic Decoration</u></p> <ul style="list-style-type: none"> • Spray Painting • Pad Painting • Heat Transfer • Laser Etching • Electro Plating • In mould Decoration • In mould Labelling • NCVM • CNC <p><u>Metal Decoration</u></p> <ul style="list-style-type: none"> • Complex 3D Deep Draw Cosmetic Metal Stamping • Cutting Edge Single and Multi-Colour Anodising • State-of-the-Art Surface Finishing with the Latest Materials • Physical Vapour Deposition (PVD) • Electrolytic Deposition (ED) • Chemical Etching • Digital Printing Over Complex Geometrics and Multiple Materials • NCVM/TNCVM • Diamond Cutting • Hairline Finishing • Anodising
<p>Electronic Manufacturing Services ("EMS")</p> 	<p>Hi-P's EMS site is located in Suzhou and is certified for ISO 9001:2008 and ISO 13485. For EMS solutions, Hi-P offers end-to-end production capabilities which include board level assemblies, modules assemblies and final product assemblies with test capabilities. The quality of final products is assured by a pre-delivery reliability test, customised to simulate actual use by customers. Monitoring systems are installed on the assembly lines so as to allow for traceability and quality control.</p>	<ul style="list-style-type: none"> • Experienced and strong Supply Chain Management team to support turnkey solutions for industrial and consumer products • Capability in Product Validation • Capability in testing solution development • Expanding into global direct deliveries and order fulfilment

INTRODUCTION

OUR EXECUTION FOUNDATION

OUR VISION

Recognised leader as an integrated electro-mechanical solution provider focusing on value creation and exceeding customer expectations through innovation

OUR MISSION

Partner with customers to add value and contribute to mutual success

A strong execution foundation has been the cornerstone of the successful implementation of our corporate strategy over the years. At Hi-P, we are performance driven and yet, people-centred. Our people seek continuous improvement in all areas so as to maximise results. The principles of our execution foundation are applied consistently throughout all functional areas, from Finance, HR, Supply Chain, Quality, IT, to Business Development and Operations.

Following our main guiding spirit of contribution and ownership, we strive to achieve a strong organisation structure by attracting, retaining and nurturing the best talents available. We enforce a transparent system that recognises and rewards our employees. We believe that being people-oriented creates a Hi-P spirit where our employees are helpful and considerate towards one another and are able to build one another up.

Our core behavioural principles are communicated clearly to employees to encourage all Hi-P employees to have good manners, positive spirit, integrity, discipline, humility and maturity. Our execution discipline is also communicated to all employees to establish a minimum expectation for punctuality, commitment fulfilment, focus and strict compliance, and thorough follow-up action.

INTRODUCTION

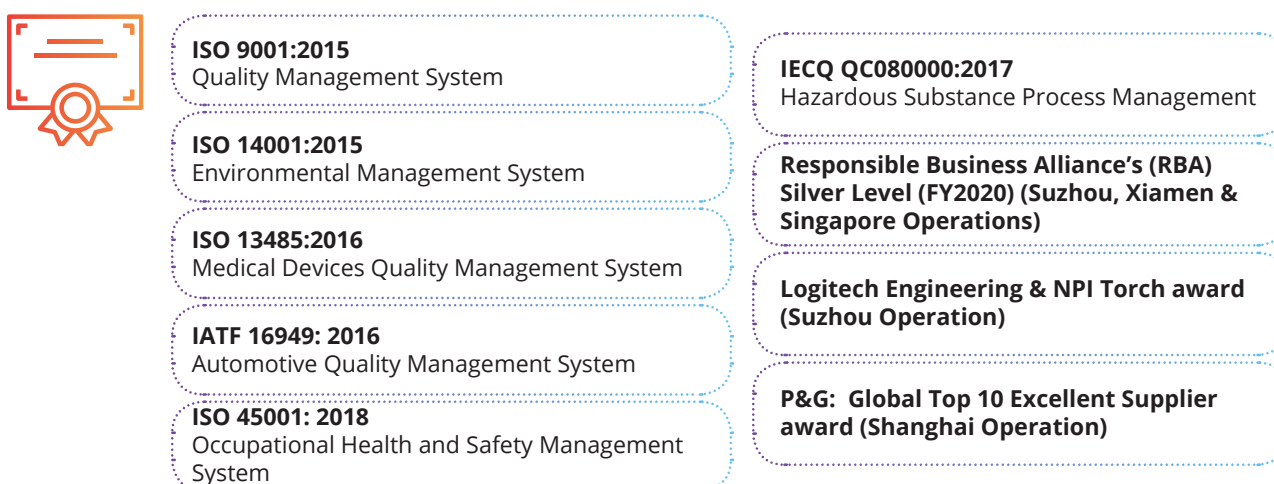
MEMBERSHIP OF ASSOCIATIONS

Hi-P's memberships of associations are illustrated as follows.



CERTIFICATION AND RECOGNITION

Key certifications and recognitions achieved.



MESSAGE FROM THE BOARD



On behalf of the Board, it is my pleasure to present Hi-P International Pte. Ltd.'s fourth sustainability report.

FY2020 has been an unprecedented year. Against the challenging backdrop of the COVID-19 pandemic that has caused widespread global impacts and upset the global economy, we have remained steadfast in our commitment towards achieving stability and long-term value creation for our stakeholders.

The spread of COVID-19 has caused considerable uncertainties in the first half of the year. Specifically, our China operations were adversely impacted in 1Q 2020 due to the COVID-19 lockdown. These operations have resumed production since the end of 1Q 2020 and we have gained momentum quickly in 2Q 2020. With our stakeholders in mind, we have implemented business continuity plans across the Group to ensure continuing operations. The health and wellbeing of our employees and all stakeholders is a key priority. We activated our Statutory Infectious Disease Procedure promptly, implemented measures such as increasing disinfection regime frequency in the workplace, installing temperature screening stations and ensuring sufficiency of personal protective equipment for everyone, all of which contributed towards safeguarding the health of our people.

While our operations have resumed since, the COVID-19 pandemic continued to affect both demand and supply, causing disruptions and uncertainty across our supply chain. For example, various lockdowns and border closures

in Europe posed difficulties to the transport and delivery of goods to customers. During this time, we maintained key lines of communication and worked very closely with our stakeholders to keep disruptions to the minimum. We maintain a healthy net cash position and banking facilities that could be activated to cushion any unforeseen circumstances and support business growth. More details can be found in the "Our COVID-19 response" section of this report.

The Board has considered sustainability issues as part of its strategic formulation since establishment and continues to maintain key oversight over Hi-P's sustainability approach, including monitoring the impacts of COVID-19 closely. Hi-P's philosophies continue to act as the bedrock of our organisation, and includes Hi-P's Culture, Should-be Concept, Execution Foundation, Purpose-Oriented Approach, Matrix Approach, and Self-Aspiration, among others. These mindsets have guided the successful implementation of our corporate strategy over the years and will continue to carry us forward in the years to come, especially so as we emerge from the COVID-19 crisis. We will continue to closely monitor market trends and the economic outlook with the view to advance our sustainability goals across the business. We thank all our stakeholders for your continued confidence in and support for Hi-P.

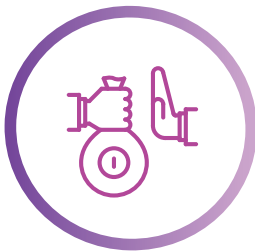
Yao Hsiao Tung
Executive Chairman and Chief Executive Officer

HIGHLIGHTS OF ACHIEVEMENTS

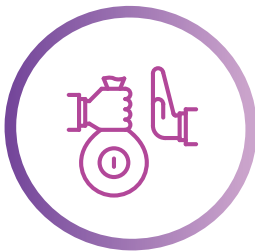


GOVERNANCE

Anti-Corruption



100% governance body members communicated and trained on anti-corruption policies



100% communication of anti-corruption policies to new suppliers



SOCIAL

Training and Education



Pilot launch of e-learning platform in March 2020

Occupational Health and Safety



Zero cases of work-related fatalities, high-consequence work-related injuries² or ill health

Contribution to Local Community



Donated \$144,102 in cash to local communities



ENVIRONMENTAL

Energy Intensity



8.5% reduction in energy intensity in FY2020 compared to FY2019

GHG Emissions



Rolled out Greenhouse Gas Emission Management Procedure to Hi-P Nantong

² High-consequence work-related injury refers to the work-related injury that results in a fatality or in an injury from which the worker cannot, does not, or is not expected to recover fully to pre-injury health status within 6 months.

OUR SUSTAINABILITY APPROACH

SUSTAINABILITY AT HI-P

Sustainability is core to Hi-P's operating strategy, and our policies are designed with the intention of integrating key sustainability principles into our business framework and operations. The importance of these policies is highlighted during the mandatory corporate induction trainings for new employees and are further detailed in the respective material topic sections of this report. Further to this, we also have internal practices and monitoring systems in place to manage our sustainability performance.

Our sustainability management team, comprising members as follows, was established in FY2017, and coordinates and implements sustainability initiatives across all our business functions under the direct supervision of the Board.

Figure 1: Hi-P's sustainability management team



OUR SUSTAINABILITY APPROACH

STAKEHOLDER ENGAGEMENT

Hi-P believes that the stakeholder relationships we invest in and cultivate can create the basis of effective strategy development and sustain our long-term growth as an organisation. We are committed towards protecting the interests of and creating value with all our stakeholders. We identify the following stakeholders who have significant influence on our operations and sustainability performance, and share our efforts in maintaining open channels of communication and responding to their concerns in the table below.

Stakeholders	Key concerns/issues	Our response	Mode of engagement	Frequency of engagement
Customers	<ul style="list-style-type: none"> Compliance with environmental laws and regulations High quality products 	<ul style="list-style-type: none"> Fully comply with all laws and regulations Committed to providing the best quality in the timeliest manner 	<ul style="list-style-type: none"> Customer audits Customer feedback surveys Customer Review Meetings Friendly visits to customers by senior management 	<ul style="list-style-type: none"> Annually Annually/Half-yearly Quarterly or more frequently depending on customer's requirements Frequently
Employees	<ul style="list-style-type: none"> Career development Safe and conducive working environment 	<ul style="list-style-type: none"> Concerns will be discussed by the management by site and improvement plans will be implemented 	<ul style="list-style-type: none"> Engagement Survey Newsletter Visits by senior and middle management to facilities to observe work environment 	<ul style="list-style-type: none"> Annually Quarterly Monthly
Trade Unions	<ul style="list-style-type: none"> Fair and progressive employment practices Well-being of members 	<ul style="list-style-type: none"> Provide fair remunerations and career development for employees Conduct employee activities that promote health and safety 	<ul style="list-style-type: none"> Hi-P-Union engagement sessions 	<ul style="list-style-type: none"> As and when necessary
Regulators	<ul style="list-style-type: none"> Compliance with all laws and regulations 	<ul style="list-style-type: none"> Internal compliance Full regulatory compliance 	<ul style="list-style-type: none"> Electronic communication Meetings 	<ul style="list-style-type: none"> Depends on market situation
Shareholders	<ul style="list-style-type: none"> Received sustainable returns from their investment Transparent and timely updates 	<ul style="list-style-type: none"> Maintain sustained growth with increased sales and cost-effective processes Periodic and transparent communication of financial and non-financial information 	<ul style="list-style-type: none"> Annual General Meeting (AGM) Announcement via SGX* Analyst Meetings* Meetings with institutional investors <p>*Applicable in FY2020</p>	<ul style="list-style-type: none"> Annually Half-yearly* Half-yearly* As and when requested
Suppliers	<ul style="list-style-type: none"> Timely payments Good working relationship 	<ul style="list-style-type: none"> Prompt payments for goods and services rendered To place orders in accordance with end customer's demand 	<ul style="list-style-type: none"> Supplier performance feedback 	<ul style="list-style-type: none"> Quarterly or half yearly depending on business needs
Local Communities	<ul style="list-style-type: none"> Engagement with local people in the area 	<ul style="list-style-type: none"> Outreach community activities are conducted to serve the local community's needs 	<ul style="list-style-type: none"> Charity work to homes 	<ul style="list-style-type: none"> Sites are encouraged to conduct such activities at least once a year

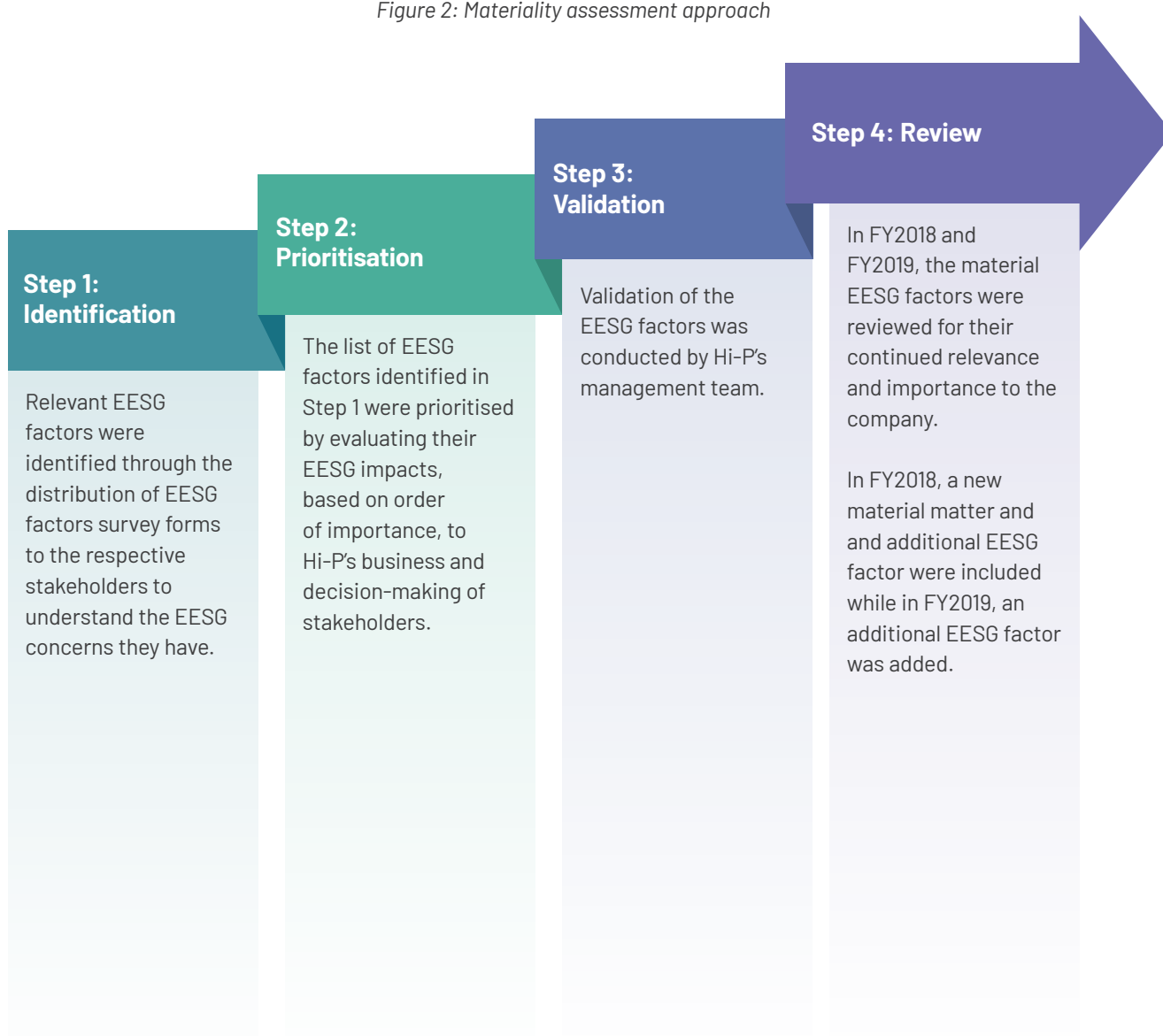
OUR SUSTAINABILITY APPROACH

MATERIALITY REVIEW

Hi-P first conducted a formal materiality review in October 2017 with the guidance of an independent sustainability consultant, and identified the material Economic, Environment, Social and Governance (“EESG”) factors that we have significant impact on and are significantly impacted by. We review these material topics every year, including an analysis of our existing EESG factors against peers within the same industry, to ensure their continued relevance and importance to the company.

The four-step materiality assessment approach is presented in Figure 2 below. In FY2020, we have determined the material factors as reported in FY2019 to still be relevant to our business.

Figure 2: Materiality assessment approach



OUR SUSTAINABILITY APPROACH

The following table summarises the EESG factors in FY2020, alongside the relevant GRI disclosures.

Figure 3: Hi-P's EESG Factors

Category	EESG factor	GRI disclosure	'18	'19	'20
Material EESG Factor					
Governance	Anti-corruption	GRI 205-2: Communication and training about anti-corruption policies and procedures	✓	✓	✓
Economic	Economic Performance	GRI 201-1: Direct economic value generated and distributed	✓	✓	✓
Social	Training and Education	GRI 404-1: Average hours of training per year per employee	✓	✓	✓
	Occupational Health and Safety	^2018 Standards GRI 403-1: Occupational health and safety management system GRI 403-2: Hazard identification, risk assessment, and incident investigation GRI 403-3: Occupational health services GRI 403-4: Worker participation consultation, and communication on occupational health and safety GRI 403-5: Worker training on occupational health and safety GRI 403-6: Promotion of worker health GRI 403-9: Work-related injuries GRI 403-10: Work-related ill health *2016 Standards GRI 403-2: Types of injury and rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities	✓*	✓^	✓^
Environment	Energy Consumption	GRI 302-3: Energy intensity	✓	✓	✓
	Greenhouse Gas Emissions	GRI 305-1: Direct (Scope 1) GHG emissions GRI 305-2: Energy indirect (Scope 2) GHG emissions	✓	✓	✓
Additional EESG Factor					
Social	Contribution to Local Community	GRI 413-1: Operations with local community engagement, impact assessments, and development programmes	✓	✓	✓
	Fair employment and labour practices	GRI 401-2: Benefits provided to full-time employees that are not provided to temporary or part-time employees	N.A.	✓	✓

OUR COVID-19 RESPONSE

Right from the onset of the COVID-19 pandemic, the Board had provided oversight through reviewing measures taken by management, as well as provided guidance along the way to ensure that Hi-P took measured steps in safeguarding our people and business. In mid-January 2020, we activated Hi-P's Business Continuity Plan ("BCP") and Statutory Infectious Disease Procedure ("SIDP") in anticipation of an escalating COVID-19 situation. Regular meetings were held among our top management in order to stay updated on the latest situation and ensure Hi-P was always in compliance with regulations imposed by the local authorities across the locations where we operate. Our response and recovery measures are focused on the following key areas:

- Ensure hygiene and zero infections at the workplace, while caring for the physical and mental wellbeing of our employees
- Minimise labour and material shortages
- Maintain good customer and supplier relationships

A taskforce has been established at every plant, comprising all Head of Departments ("HODs"), to execute response measures established by the top management and those stated in the SIDP as laid out in the table below. In addition, we maintained sufficient net cash and banking facilities that could be activated to cushion any unforeseen circumstances and support business growth.

KEY MEASURES UNDER THE STATUTORY INFECTIOUS DISEASE PROCEDURE ("SIDP")

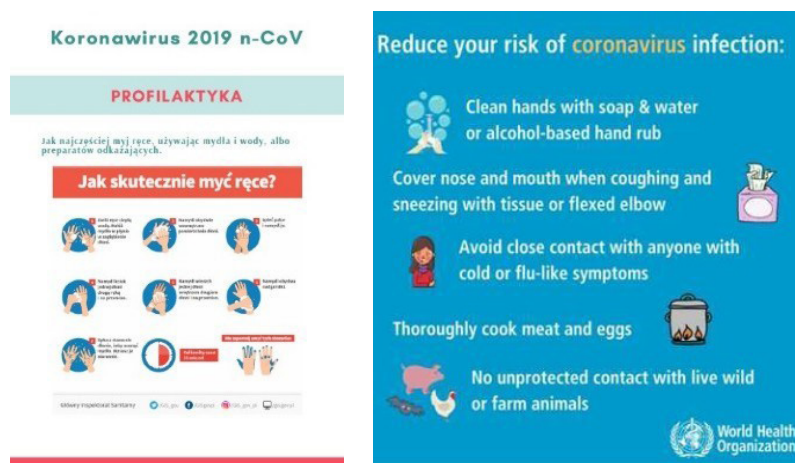
- ✓ Observe and comply with all regulations imposed by the local authorities, i.e. business closure/ quarantine etc.
- ✓ Monitor official websites for situation updates & health advisories.
- ✓ Keep staff informed of situation, disseminate to staff information and material on disease.
- ✓ Trace health status and travel record of employees.
- ✓ Implement temperature screening of all employees & visitors before entering Hi-P's premises.
- ✓ Promote good hygiene practices to all employees.
- ✓ Increase cleaning frequency of office & common areas
- ✓ Ensure sufficiency of appropriate equipment i.e. mask, thermometers, hand sanitizer.
- ✓ Designate room for quarantine purposes

The spread of COVID-19 has caused considerable uncertainties in the first half of the year. Specifically, our China operations were adversely impacted in 1Q 2020 due to the COVID-19 lockdown. These operations have resumed production since the end of 1Q 2020 and we have gained momentum quickly in 2Q 2020. With our stakeholders in mind, we have taken several measures to manage and mitigate the impacts of COVID-19 to ensure business continuity in line with the resumption of our operations and gradual reopening of the economy.

OUR COVID-19 RESPONSE

Employees

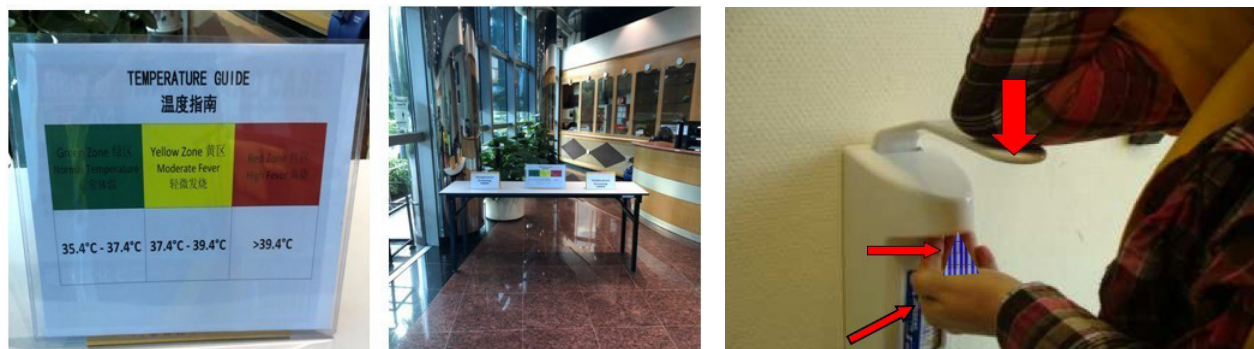
The health and safety of our employees has always been a priority for Hi-P. We have taken proactive steps in line with the SIDP and requirements from top management since the start of the pandemic to safeguard the health and well-being of our employees. Taking guidance from the SIDP, a COVID-19 prevention monitoring plan was implemented at each site to ensure the health and safety of our employees and safe work resumption across different countries. Examples of the measures in place are shown in the pictures below.



Posters on COVID-19 preventive measures

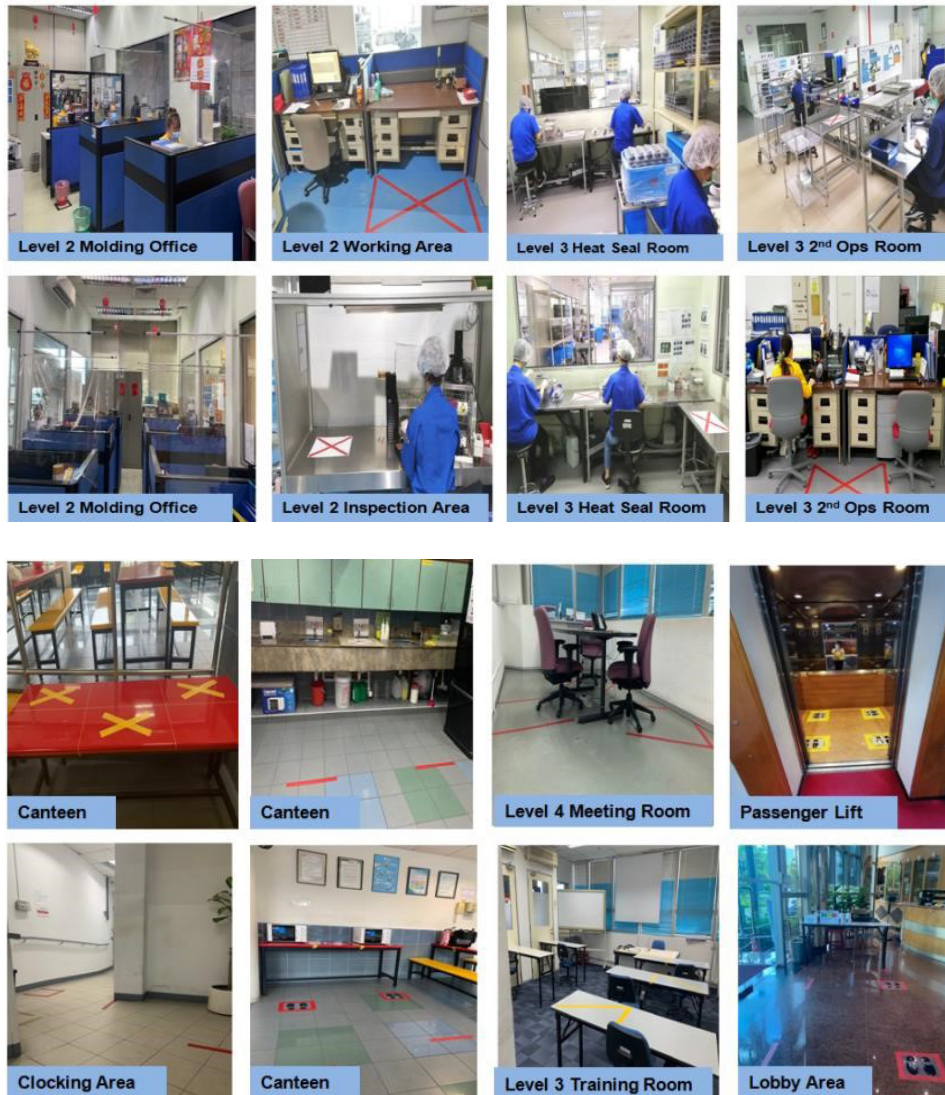


Entry controls and disinfection measures on site



Temperature-taking & hand sanitizers at entrances

OUR COVID-19 RESPONSE



Safe distancing measures such as physical markers and partitions

We also put in place additional measures, such as providing all employees with masks and sent out reminders to keep them on. Work from home ("WFH") arrangements were implemented where possible, or where not practicable, staggered working hours instead. All non-essential gathering sessions were also shifted online, such as our annual Dinner and Dance (for more information, see Fair Employment and Labour Practices section). To further protect our employees from unnecessary exposure, we encouraged employees to cancel all non-essential flights and reimbursed flight cancellation costs, in addition to requiring all employees to provide any travel plan updates to HR for contact tracing purposes.

OUR COVID-19 RESPONSE

Supply chain

Notwithstanding some delays in goods from suppliers affected by periods of lockdowns in FY2020, there were no major disruptions to our supply chain throughout the year. To minimise the impact of delayed supplies, Hi-P actively engaged our critical suppliers through keeping a close watch on our supply chain assessment, which includes the following aspects:

1. Receive timely updates on supplier's factory operational status
2. Follow up closely with supplier on updated delivery schedule to meet customer's expected delivery date
3. Investigate the cash flow, logistics and manpower status of top 30 suppliers and key suppliers affected by the pandemic to prevent shortage of materials caused by the affected supply chain

Government

Hi-P always ensures it is in strict compliance with the relevant COVID-19 regulations imposed by the government in the countries in which we operate. There were no non-compliances identified through regular audits by the local authorities.

Our subsidiaries located in China, Singapore, Poland and Thailand have also benefited from various governments' subsidies. These include wage, training, and utility subsidies, as well as reduction in social contributions and foreign worker levy. These subsidies have helped to cushion the negative impacts brought about by the pandemic.

Customers

We value our customers as much as they put their trust in supporting our business. During the year, we supplied masks to our customers located in regions where masks were scarce, such as the US and Europe, as well as absorbed additional expenses required to meet the delivery needs of our customers.

In China, we continued to provide support to our customers by ramping up our various production capacities to meet the sudden increase in demand of electronic goods due to the increase in work and study from home arrangements around the world. To ensure our goods were able to reach our customers in time, our team in China also assisted customers in sourcing for freight forwarders. We ensure sufficient resources were in place to meet the production needs of our customers.

In Singapore, we were approved by the authorities to be placed under the list of essential services during the Circuit Breaker³, so that we could continue to supply goods to and support our key customers. In Thailand, we consistently communicated with our customers and ensured that we were kept updated with any production delays or issues; this minimised adverse impacts to our business share in Thailand.

Community

At Hi-P, safeguarding our communities and caring for the people around us is part of our ethos. In the early months of the COVID-19 pandemic, Hi-P recognised that there was a severe shortage in masks in Europe. In response, Hi-P invested in masks production even though it was not part of our existing operations.

Due to COVID-19 restrictions, there were limited COVID-19 related activities that could be held to support the communities that we operate in. However, we continue to render our regular community support to those in need, wherever possible. For more information, please refer to our Corporate Social Responsibility section in this report.

³ The 'Circuit Breaker' was declared by the Singapore Government from 7 April 2020 to 1 June 2020 as part of a nationwide partial lockdown to contain the spread of COVID-19. During this period, most workplace premises were closed, except for those providing essential services and in selected economic sectors critical for local and global supply chains.

GOVERNANCE



ANTI-CORRUPTION

GRI <205-2>

WHY IT IS IMPORTANT TO HI-P?

Integrity is one of the core foundations to the way Hi-P conducts business, as reflected in Hi-P's Core Behavioural Principles. Any compromise to our zero-tolerance approach to corruption erodes trust in our organisation and undermines our reputation.

We take a strong stand against unlawful conduct, financial malpractice, impropriety, statutory non-compliance or wrongdoing by employees, and place emphasis on complying with all anti-corruption laws and regulations in our countries of operations, including the Singapore Exchange (SGX) and Singapore's Prevention of Corruption Act (PCA). With a strong culture of anti-corruption, Hi-P also ensures it aligns with the U.S. Foreign Corrupt Practices Act (FCPA) and the UK Bribery Act as our customer base consists largely of American and European markets.

PERPETUAL TARGET

Zero substantiated cases of corruption



Achieved

POLICIES

Business Ethics Policy

Hi-P is committed to Ethical Business Conduct in achieving a high standard of Corporate Governance and zero tolerance towards corruption. As a company, we strive to:

- Be a responsible corporate citizen by complying with applicable laws, regulations and business ethics practices.
- Establish sound relationships with stakeholders to provide safe, quality products and adhere to proper Business Ethics conduct.

Hi-P shall abide by honesty and integrity when conducting business with customers and suppliers, doing it in a trustworthy manner and abiding by legal and other requirements. This procedure should be communicated to new and existing employees once a year. Hi-P and its subsidiary companies will oppose corruption and bribery, and strictly avert this kind of behaviour from occurring within the organisation and its subsidiaries within the scope of business activities.

Whistle-blowing Policy

The Policy is designed to encourage employees of Hi-P and external parties to raise concerns or disclose information which they reasonably believe relate to acts of improprieties by an employee of Hi-P, including accounting impropriety, violation of law, breaches of Code of Ethics/Good Conduct, abuse of office, retaliatory acts against whistle-blowers and attempts to conceal any of the above.

HIGHLIGHTS



100% governance body members communicated and trained on anti-corruption policies



100% communication of anti-corruption policies to new suppliers

GOVERNANCE

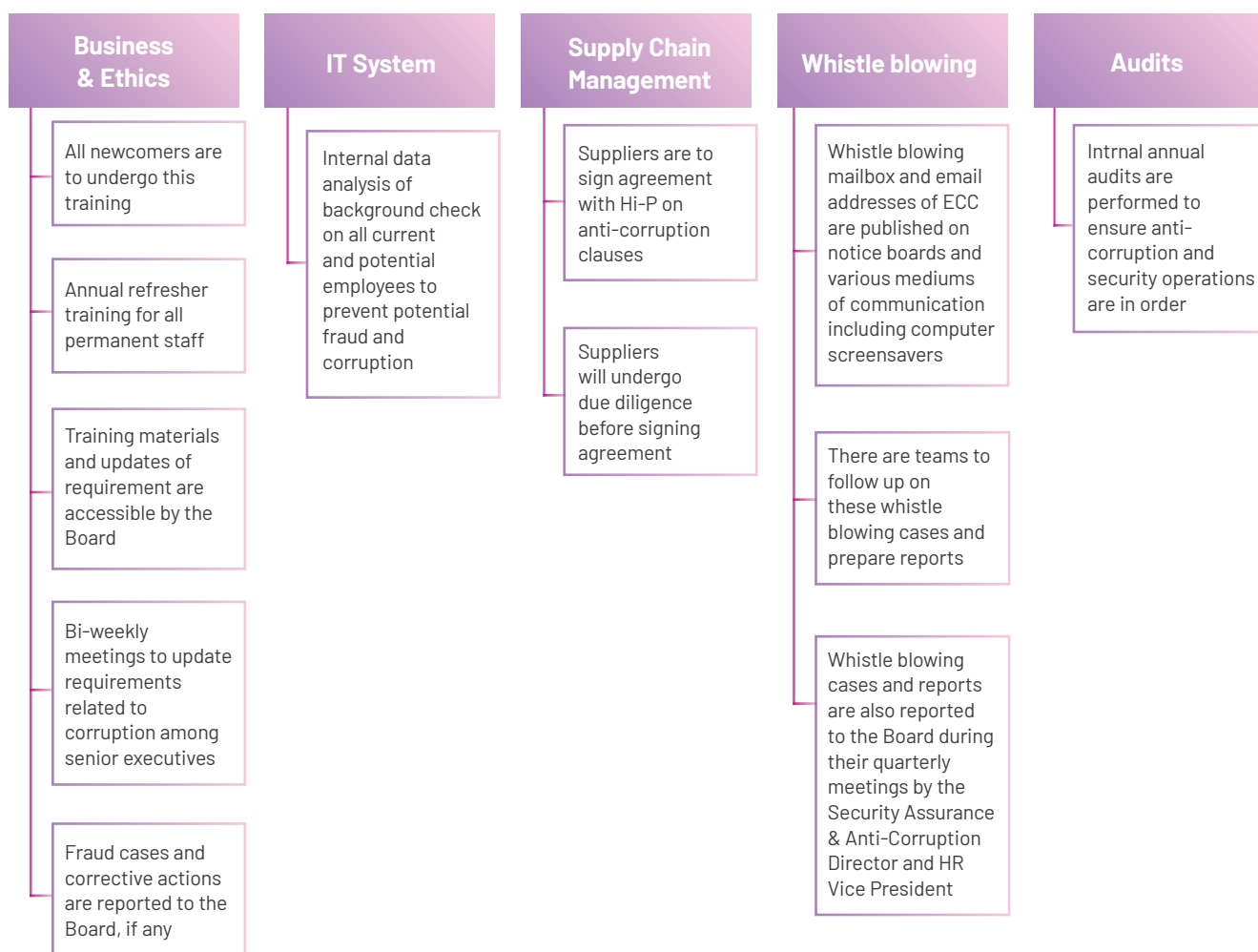
MANAGEMENT TEAM

The Ethics and Compliance Committee (“ECC”) is responsible for overseeing the investigation of whistleblowing cases. All concerns and irregularities raised will be treated with confidence and confidentiality will be maintained throughout the process. All allegations of improprieties will be investigated and reported to the Ethics and Compliance Committee for review on a quarterly or sooner basis, as the circumstances may require. Remedial and corrective actions to be taken include disciplinary actions in accordance with the Group’s Human Resource Policy such as dismissal or reporting of the case to the legal authorities.

OUR APPROACH

With the above policies around anti-corruption in place, Hi-P builds our internal defence by employing PDD: Prevention through Education Awareness, Detection through transactions monitoring, whistle-blowing etc., and Deterrence through internal publication of confirmed cases handed over to the authorities. We conduct training for all employees on Ethical Business Conduct annually. This training is validated and reviewed annually to ensure Hi-P stays relevant on applicable corruption matters and to continuously improve our anti-corruption practices. In addition, all new employees, regardless of their title and rank, are required to undergo Hi-P’s compliance training. A bi-weekly meeting is also held among the senior executives to keep them abreast on regulations with regards to corruption, including collectively analysing case studies to help the participants better internalise the information. Emails, phone and face to face communication with selected senior executives are conducted to raise awareness of Hi-P’s anti-corruption policies and related information as required. Figure 4 below elaborates on the practices that Hi-P mandates across our operations to safeguard our business from the risk of corruption.

Figure 4: Systems and practices in place to prevent corruption









GOVERNANCE

PERFORMANCE

The anti-corruption policy and procedures, i.e. the Whistleblowing Procedure and ethical business training for both existing and new employees serve to deter corruption. We are pleased to share that there were zero substantiated cases of corruption in FY2020. Our Organic Management System ("OMS") is set to record non-compliance incidents, including every employee's code of conduct, corruption, business and ethics, and other behaviours. In the near future, we intend to implement the ISO 37001 Anti-bribery Management System and obtain this certification to improve Hi-P's anti-corruption prevention process.

Anti-corruption policies and procedures have been communicated to our employees, with the numbers and percentage in FY2020 shown in Figure 5 below. 100% of our governance body members have been communicated to and received training on anti-corruption policies. Furthermore, 100% of our new suppliers⁴ have been communicated to on anti-corruption.

Figure 5: Number⁵ of employees that Hi-P's anti-corruption policies and procedures have been communicated to and who have received training on anti-corruption in FY2020

Country	Employees					
	Managerial		Executive		Non-executive	
						
Singapore	23	23	93	93	173	173
China	209	209	2,256	2,256	8,735	8,735
Thailand	15	15	86	86	215	215
Poland	8	8	74	74	179	179



Number of employees who have been communicated to on Hi-P's anti-corruption policies and procedures



Number of employees who have received training on anti-corruption

⁴ Communication on anti-corruption policies are carried out only for new suppliers. Percentage is based on total new suppliers in FY2020.

⁵ Number of employees who have been communicated on anti-corruption policies and procedures/received training on anti-corruption in certain countries are higher than that reported in Hi-P's Workforce Profile due to employee turnover within the reporting year. In addition, percentage has been omitted due to employee turnover which may cause the percentage to be misrepresented.



ECONOMIC PERFORMANCE

GRI <201-1>

WHY IT IS IMPORTANT TO HI-P?

In a dynamic business environment driven by the demand of customers, it is imperative that Hi-P constantly evaluates our responsiveness to evolving market trends and business conditions. With a large scale of customers from different markets, it is crucial that we manage our risk appetite and exposure to credit and bad debt to maintain economic sustainability. This is particularly important as we build financial resilience in the recovery of a post-COVID-19 economy.

PERPETUAL TARGET

To **increase** economic value generated



Achieved

POLICIES

TOTAL EXPOSURE LIMIT FRAMEWORK

Managing Hi-P's risk appetite

To strike a balance between risks and benefits, Hi-P controls and mitigates our risk to a level which is in line with Hi-P's risk appetite.

Managing Hi-P's Total Exposure Limit (TEL)

TEL is the risk or loss that Hi-P is able to absorb at any point of time should a customer fail to deliver payment and procure the goods purchased. Through a combination of credit and inventory controls, Hi-P limits our risk according to our risk appetite.

HIGHLIGHTS



18.3% increase in economic value generated from FY2019



15.7% increase in economic value distributed from FY2019



Increase in economic value retained by **more than 140%** from FY2019 to FY2020

ECONOMIC

OUR APPROACH

Hi-P seeks to ensure that our business operations not only generates economic revenue across our value chain, but also creates shared value for all our stakeholders and positively impact the community at large. We continue to capture new opportunities to achieve sustainable economic growth, through striving towards continuous product improvement and innovation to serve our customers better. Moreover, we are committed to the exploration of optimisation initiatives to drive productivity and efficiency in our operations.

Managing economic risks is also key to building a sustainable and resilient company. Towards this end, we have set in place our Total Exposure Limit ("TEL") Framework to manage Hi-P's financial risks. This includes the assessment of potential businesses to ensure that they add value to the Group's financial position, closely monitor our inventory level to avoid unnecessary purchases and excessive inventory, closely monitor collection to manage credit risks.

To better manage these risks in FY2020 where the pandemic caused widespread financial uncertainty, Hi-P increased our frequency of assessments in reviewing customer credit and inventory exposure to keep disruptions to a minimum. We also worked closely with the supply chain, including customers and suppliers, to manage our credit and inventory exposures.

MANAGEMENT TEAM

The management team consists of the Chief Executive Officer (CEO), Chief Administrative Officer (CAO), Chief Financial Officer (CFO), Human Resource Vice President (HR VP), Business Unit (BU) Heads, Corporate Supply Chain Management (SCM) Head and Corporate Information Technology (IT) Head.

FINANCIAL PERFORMANCE

Economic value generated by Hi-P (includes revenue and interest income) in FY2020 was S\$1,622.5 million, an increase of 18.3% from FY2019. The increase is mainly attributed to higher sales volume on consumer electronic products and other wireless products attributable to the rise of home-based learning and work-from-home trends. In line with the increase in revenue, our economic value distributed has also increased by 15.7% to S\$1,555.6 million for FY2020. We are also pleased to announce that the economic value retained for Hi-P increased by more than 140% to S\$66.9 million for FY2020 despite the weak global economic outlook.

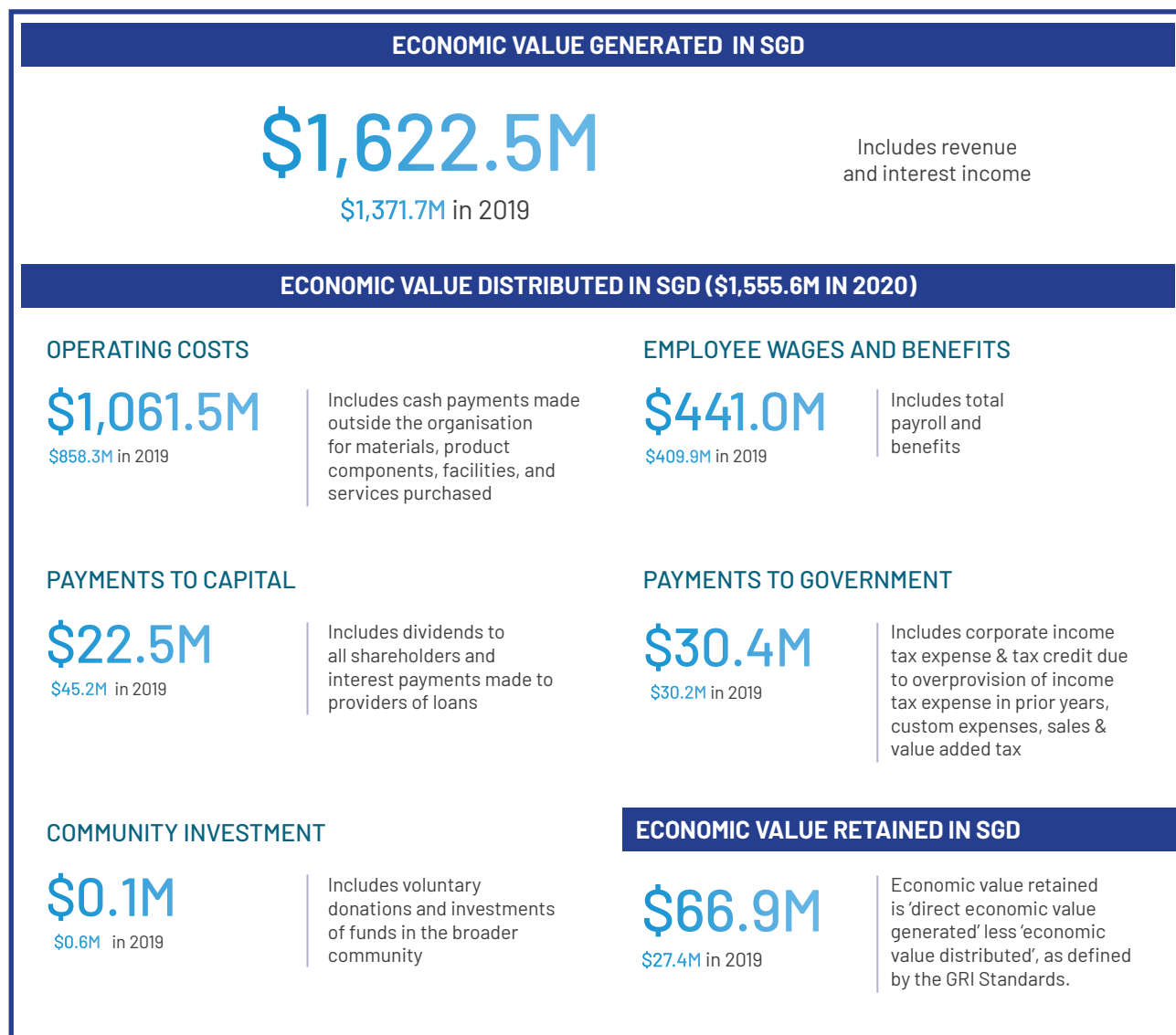
Employee wages and benefits for FY2020, after partial offsets with government subsidies due to COVID-19, increased by more than 7% as compared to FY2019. Aligned with the higher productivity and sales in FY2020, we rewarded our employees for their hardwork and contribution through an increase in bonus and salary.

In FY2020, payments to capital has reduced due to COVID-19, where cash reserves were prioritised to facilitate business restructuring, growth and expansion. Nonetheless, as a commitment to our shareholders, a total of S\$16.1 million dividends were paid out in the year.

Please refer to the following figure for a breakdown of how Hi-P has distributed the economic value generated in FY2020.

ECONOMIC

Figure 6: Economic value generated and distributed in FY2020, with FY2019⁶ for comparison

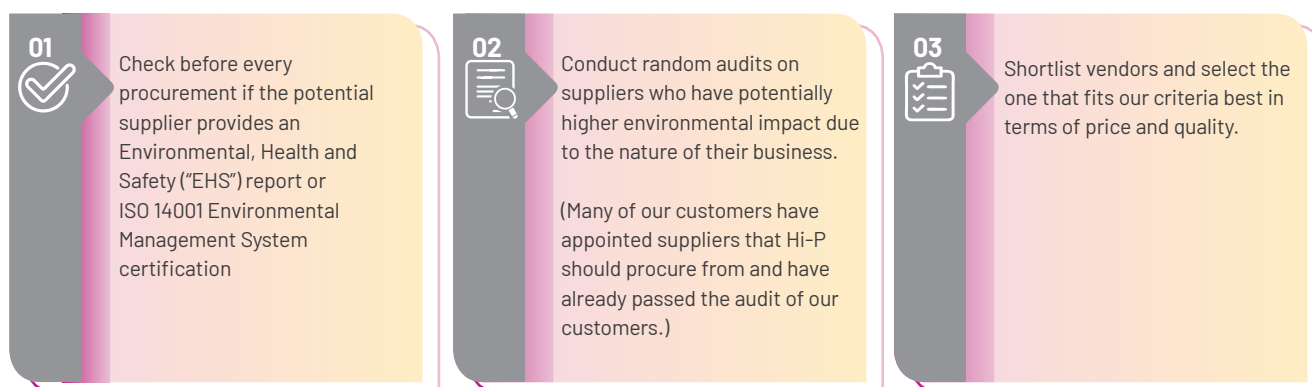


⁶ FY2019's economic performance data has been restated for more accuracy as per description

ECONOMIC

SUPPLY CHAIN MANAGEMENT

The sustainable management of our supply chain is directly linked to the economic agility of our business. A sustainable supply chain is the foundation to upholding product and service quality excellence, ensuring that we always deliver on customer satisfaction. Committed to building strong partnerships with our suppliers, we establish collaborative relationships and advocate high standards among our suppliers on integrity and compliance with requirements on safety and the environment. We have in place a robust supply chain management strategy as detailed below to assess our suppliers on key criteria such as quality, environmental standards and price.





FAIR EMPLOYMENT AND LABOUR PRACTICES

GRI <102-8> <401-1>

WHY IT IS IMPORTANT TO HI-P

At Hi-P, it is in our ethos that we treat all our employees fairly, with dignity and respect. We believe that having a healthy working culture is key to building a resilient workforce that embodies Hi-P's culture and values. As a ground rule for Hi-P's relations among our employees and subcontract labour, we have in place a labour policy that is accessible through our corporate website, and also outlined below. We also strive to uphold fair employment and labour practices within our organisation. Regardless of nationalities, gender and religion, we have provided several different forms of benefits to all full-time employees considering the local conditions.

POLICIES

1. Voluntary Employment

Forced, bonded, or involuntary prison labours are not allowed. All work will be performed on a voluntary basis and workers should be free to resign upon giving reasonable prior notice.

2. Prohibition of Child Labour

Child labour is forbidden to be employed at any stage of production or manufacturing. Please refer to our corporate website for more information.

3. Working Hours

Company will define the style of working hours for employees as per government regulations. The types of holidays and leaves will be determined based on the guideline in the country of employment.

4. Wages and Benefits

Compensation paid to workers shall comply with all applicable wage laws in the country of employment, including those relating to minimum wages, overtime hours and legally mandated benefits. Workers shall be compensated for overtime work at pay rates greater than regular hourly rates, in compliance with local laws and regulations.

5. Humane Treatment

There is to be no harsh or inhumane treatment of workers, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, or verbal abuse of workers, nor is there to be any threat of the use of any such treatment.

6. Non-discrimination

There must be no discrimination based on race, colour, age, gender, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status etc. in hiring and employment practices (such as promotions, rewards, and access to training etc.).

7. Freedom of Speech

Open communication and direct engagement between workers and management are the most effective ways to resolve workplace and compensation conflicts. Workers must be able to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.

PEOPLE

OUR APPROACH

A fair and just working environment builds the right culture and provides a positive environment for employees to excel in and promote overall well-being. To fulfil our commitment set out in the Labour Policy, we have in place the following processes:

EQUAL OPPORTUNITIES AND BENEFITS

We ensure that our employees' wages and benefits are in line with the regulations of the countries in which we operate. For example, we have provided commercial insurance which covers medical services, disability and invalidity coverage and other healthcare services, such as free medical treatment at designated clinics and hospitals for all our full-time employees. In addition, we have also provided retirement provision and parental leave in more than 70% of our operations, regardless of gender. As appreciation for their hard work, employees are also provided with company stocks.

FEEDBACK CHANNELS

Hi-P management is receptive towards feedback, and ensures all employees have a platform to voice their concern via online employee satisfactory surveys and 360-degree assessments.

Refer to Case Study 1 below for more information on our employee communications.

Case Study 1: Employee Communications

To strengthen internal communication of employees at all levels of the company, foster a harmonious communication culture and stay abreast on employees' opinions at work, Hi-P held several employee communication meetings at different sites in FY2020. Such meetings help Hi-P better understand the voices of our people so as to continuously improve employee satisfaction and enhance social cohesion among our employees.



Employee Communication Meetings

PEOPLE

Employee Engagement

Hi-P continues to show our appreciation and support for our staff, especially amidst the unpredictability of the COVID-19 pandemic this year. We continued to host the annual Dinner and Dance, shifting the programmes and lucky draws onto an online platform and providing all participants with meals, allowing for wider participation despite the physical distancing measures imposed. Refer to Case Study 2 below for more of our employee engagement initiatives in FY2020.

Case Study 2: Celebrations for Birthdays and Festivals

At Hi-P, we appreciate the hard work of our employees. Therefore, we organise various activities each year to enrich the daily lives of our employees, such as birthday and festival celebrations, as well as provide gifts to our valued employees during these special occasions. These events seen to forge a sense of belonging to the company and promote employee bonding.

This year, Hi-P organised several birthday events for our employees at Hi-P Shanghai and Suzhou sites. Due to COVID-19 restrictions, some of our sites were not able to organise these events. Nonetheless, gifts and birthday cakes were delivered to employees to send our best wishes.

Gifts were also prepared for our employees to celebrate the traditional festivals in China. In Hi-P Chengdu, we organised a DIY event during the mid-autumn festival by making our own mooncakes together.



Birthday gifts for our employees



Festival gifts for our employees



DIY Mooncakes

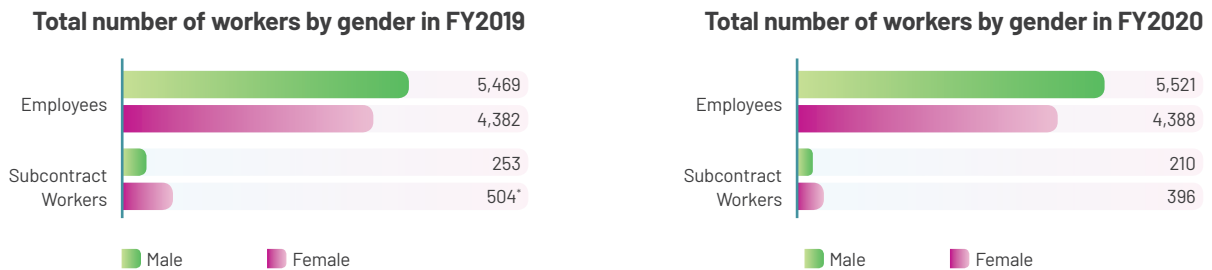
HI-P'S WORKFORCE PROFILE

Hi-P's workforce consists of 9,909 employees as at the end of FY2020, a slight increase as compared to 9,851 employees in FY2019. All employees at Hi-P are on labor contract and are full-time employees. There are no temporary or part-time employees. As our operations are labour intensive at different periods of time, we outsource subcontract workers from external agencies. There was also a reduction of subcontract workers⁷ engaged from 757 in FY2019 to 606 in FY2020 as a proportion of these workers were converted to full-time employees. Approximately 5.76% of our workers were subcontract workers in FY2020, a decrease from 7.1% in FY2019. We strive towards maintaining a culture of equality so that our employees are treated fairly and with respect regardless of their gender, race or religion.

⁷ Subcontract workers in Hi-P are regarded as non-employees engaged from employment agencies to perform line operator duties. Non-employees refer to individuals who do not have employment relationship with the organisation, according to national law or its application, but whose work and/or workplace is controlled by the organisation.

PEOPLE

Figure 7: Total number of workers by gender in FY2019 and FY2020



*Number of female subcontract workers in FY2019 has been restated from 257 to 504 due to revision to data calculation methodology

Figure 8: Total number of employees by region and gender in FY2019 and FY2020

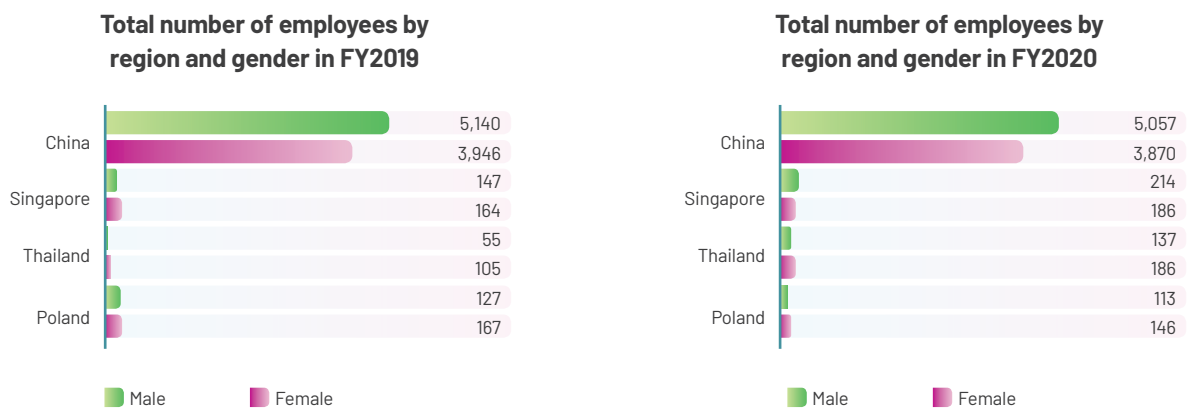
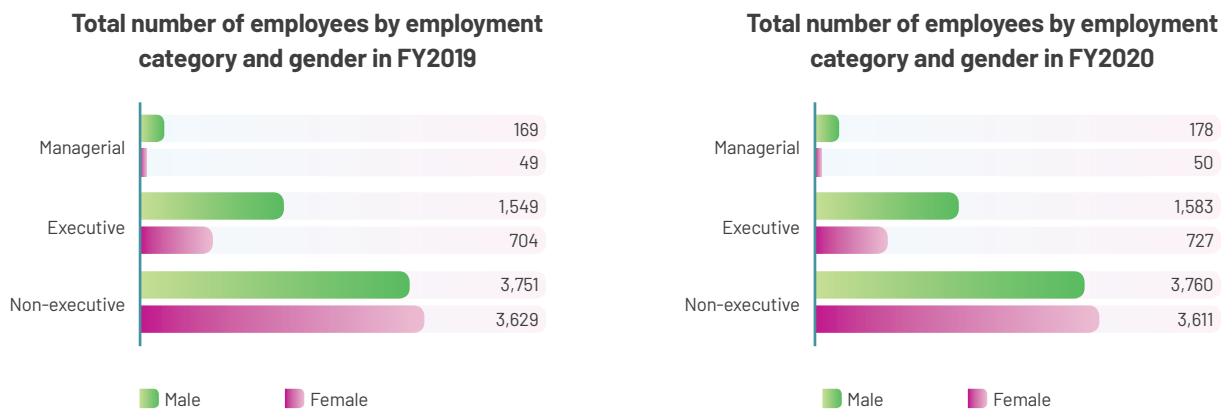


Figure 9: Total number of employees by employment category and gender in FY2019 and FY2020

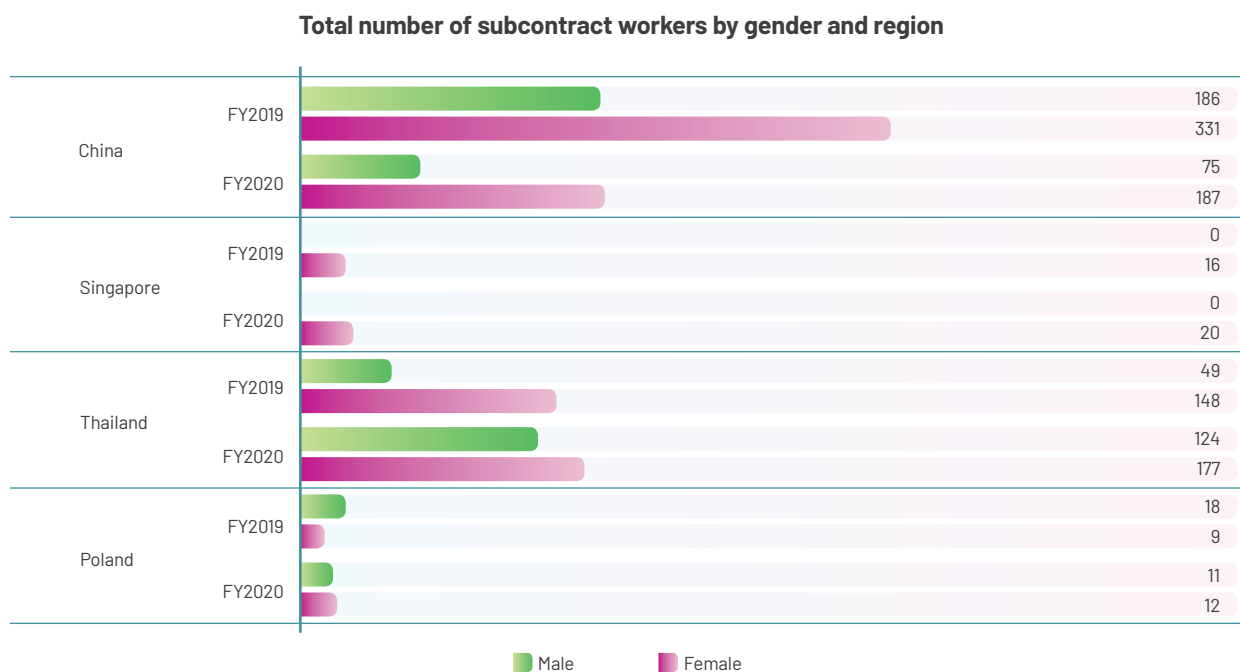


PEOPLE

Figure 10: Total number of employees by employment category and age group in FY2019 and FY2020



Figure 11: Total number of subcontract workers by gender and region in FY2019 and FY2020



PEOPLE



TRAINING AND EDUCATION

GRI <404-1>

WHY IT IS IMPORTANT TO HI-P

Hi-P places great emphasis in the development of our workforce as human talent is key to the capability of the firm. We believe that investment in our human capital will generate returns to enable the long-term stability and success of our business. It is with this mindset that we ensure our employees undergo proper training to be equipped with the necessary skills for their job functions.

PERPETUAL TARGETS

All staff to undergo mandatory training of at least 3 hrs/ year, focusing on Environmental, Health and Safety ("EHS"), security and culture



Achieved

Managerial level and above to undergo Hi-P Management Tools and Philosophy training annually



Achieved

Technicians to undergo a dedicated three months technical training once on-board Hi-P



Achieved

Operators to undergo Operator Certification Programme ("OCP") (theoretical and practical training) within 1 month after on-boarding Hi-P, and to be retrained every year



Achieved

POLICIES

Compulsory Courses Implementation Policy

- Training and Development ("T&D") staff at each site shall arrange compulsory courses training for employee according to "Compulsory Courses Matrix"
- Employee's supervisor is responsible for evaluating the Post-Training Action Assessment Form ("PTAAF")
- Employee shall complete compulsory courses training

Fresh Graduates Management Policy

- The policy contains provisions for On-boarding Preparation, Orientation Training, On Job Training/Rotation Training, Communication Session, Talent Identification, Internal Transfer and Resignation.

HIGHLIGHTS



Pilot launch of e-learning platform in March 2020

PEOPLE

MANAGEMENT TEAM

The Training and Development ("T&D") team as well as the Human Resource Vice President, site General Managers ("GM") and site T&D teams work together in implementing these policies at each site.

OUR APPROACH

To ensure that we provide the necessary training for all employees, we have implemented a list of training procedures for different groups of employees as outlined below.

TRAINING PROCEDURES

- Training and Development Procedure
- New employee Orientation Procedure
- Operator Certification Procedure
- Technical Training and Development Procedure
- External Training Management Procedure
- Internal Trainer Selection and Management Procedure
- Compulsory Courses Implementation Procedure
- Fresh Graduates Management Procedure
- Training Budget Management Procedure

We have allocated 0.5% of our total basic salary to train all employees to ensure everyone is equipped with sufficient knowledge on their roles.

Leveraging government grants, we have developed customised training courses to upskill our employees within their specific job roles. These includes soft skill courses, working tools and job-specific courses, as laid out in the table below.

Soft skill courses

- Innovation and Problem Solving
- Proposal Improvement
- Leadership Improvement

Working tools courses

- Geometric Dimension and Tolerances
- Computer Numerical Control ("CNC") Programming

Job-specific courses

- Quality Control Methods
- Environment, Health and Safety procedures
- On-job Technical Training
- Principles and Safe Operation Specifications of Injection Moulding Machines

PEOPLE

We have also developed various in-house training courses, conducted by the relevant internal departments, to support our employees' physical and mental wellbeing during these times with government grant support. Examples of these courses are shown in the table below.

COVID-19 RELATED COURSES

- COVID-19 prevention and control handbook
- Safety precautions for resumption of work and production
- Risk control on enterprise resumption training
- Laws on infectious disease prevention and control
- COVID-19 food safety handling
- Mental preparation for work resumption post COVID-19

To adapt to the move towards digitalisation brought about by the pandemic, we launched a pilot e-learning platform in FY2020 to cater for online trainings. The platform consists of two modules:

- a) Training management module – allows employees to view and take courses, receive feedback and access learning records
- b) Backstage management module – allows HR to analyse training records

We have also started to communicate COVID-19 related information through this platform from March 2020 and conducted a trial run on selected training courses in May 2020. We plan to officially launch the platform in March 2021.

As part of Hi-P College's agenda, we continued to share examples of good culture among our employees, aligning to management's thoughts and values, with the focus for this year on entrepreneurial spirit. Through the sharing of knowledge from distinguished entrepreneurial books, we hope that our employees would be inspired by these successful entrepreneurs on their mindset towards handling business risks, courage to challenge and innovate, perseverance through hard work, and their advanced business philosophy. Through these efforts, we work towards enhancing employees' sense of identity and belonging to Hi-P, as well as the social cohesion within Hi-P.

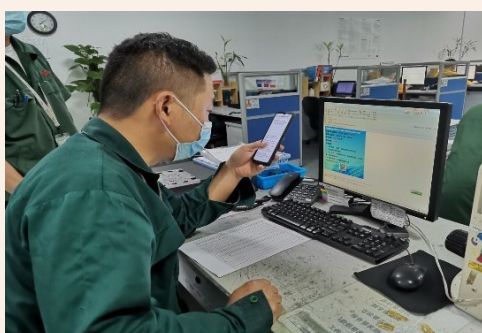
To continuously improve our training and education practices, Hi-P has established platforms for employees to submit their feedback on training courses they have attended. In addition, with the support of our Compliance Committee, site and corporate HR, our customers will evaluate our approach to training and education through an external audit.

PEOPLE

Case Study 3: Geometric Dimension & Tolerances ("GD&T") Fundamental Knowledge Competition

Geometric dimensioning and tolerancing ("GD&T") is an international system for defining product geometric technical specifications, allowing designers to correctly express their design intent and control the size, shape, direction and position of parts.

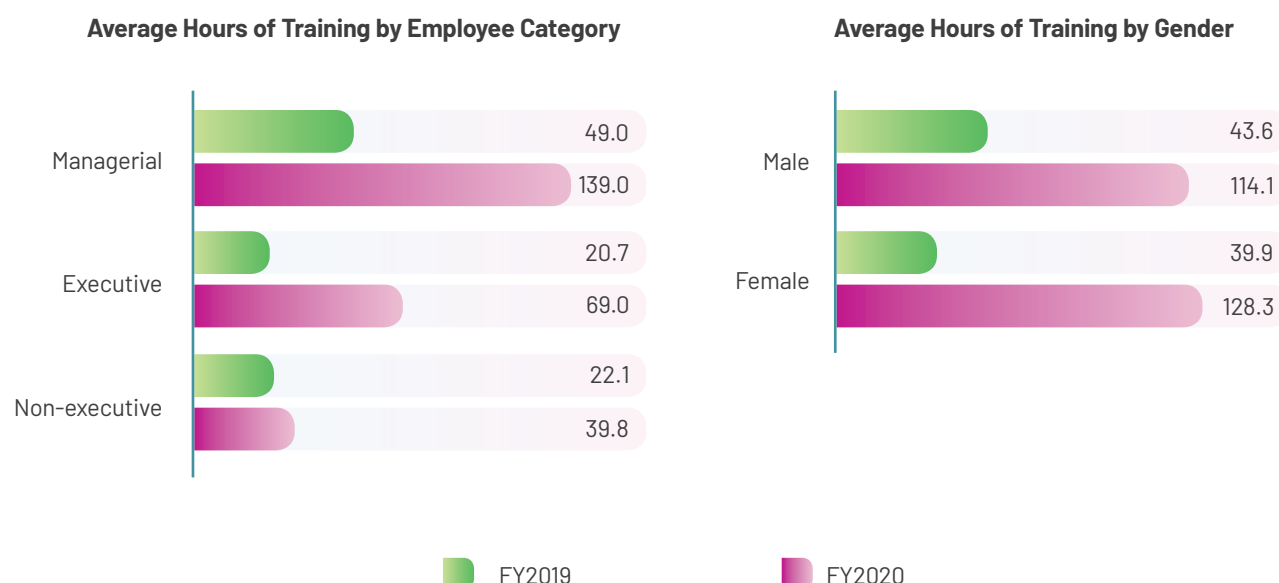
In order to boost employees' fundamental knowledge of GD&T and emphasise its importance in their daily work, a GD&T knowledge competition was held at one of our Hi-P sites, engaging employees from different departments. To facilitate the competition, our internal professional quality assurance team designed the GD&T questions to challenge employees' knowledge on GD&T and employees were also eligible for lucky draw prizes.



PERFORMANCE

In FY2020, our average training hours per employee was 120.4 hours, a significant increase from 42.0 hours per employee in FY2019. This is attributed to an increase in COVID-19 related trainings conducted, as well as an increase in the number of outsourced employees in Shanghai resulting in increased training hours.

Figure 12: Average hours of training by employee category and gender in FY2019 and FY2020



PEOPLE



OCCUPATIONAL HEALTH AND SAFETY

GRI <403-1><403-2><403-3><403-4><403-5>
<403-6><403-7><403-9><403-10>

WHY IT IS IMPORTANT TO HI-P

Having a safe, healthy and secure working environment safeguards the interests of our employees and workers. This aligns with our culture of being people-oriented – where we ensure that our employees are working in a protected environment.

PERPETUAL TARGETS

Zero cases of work-related fatality



Achieved

Zero cases of high-consequence work-related injuries⁸



Achieved

Zero cases of work-related ill health



Achieved

POLICIES

1. Compliance with applicable laws and regulations

Implementing systems, programmes and measures to ensure compliance with all applicable laws and regulations.

2. Minimise risks to the environment

Control emissions and minimise waste arising from operations; design, operate and maintain facilities.

3. Emphasis on preventive measures

We firmly believe that all industrial accidents and occupational diseases are preventable. We will strive continuously to improve by identifying and managing safety and health risks associated with our activities.

4. Staff awareness

Improve EHS awareness of company personnel and others involved in our operations through regular communication and training.

5. Continuous improvement

Undertaking appropriate reviews and evaluation of our performance in the areas of EHS to identify opportunities for continuous improvement.

HIGHLIGHTS



Zero cases of work-related fatalities, high-consequence work-related injuries or ill health

Zero injuries for subcontractor workers

Employee injury rate decreased from 1.15 in FY2019 to 1.13 in FY2020

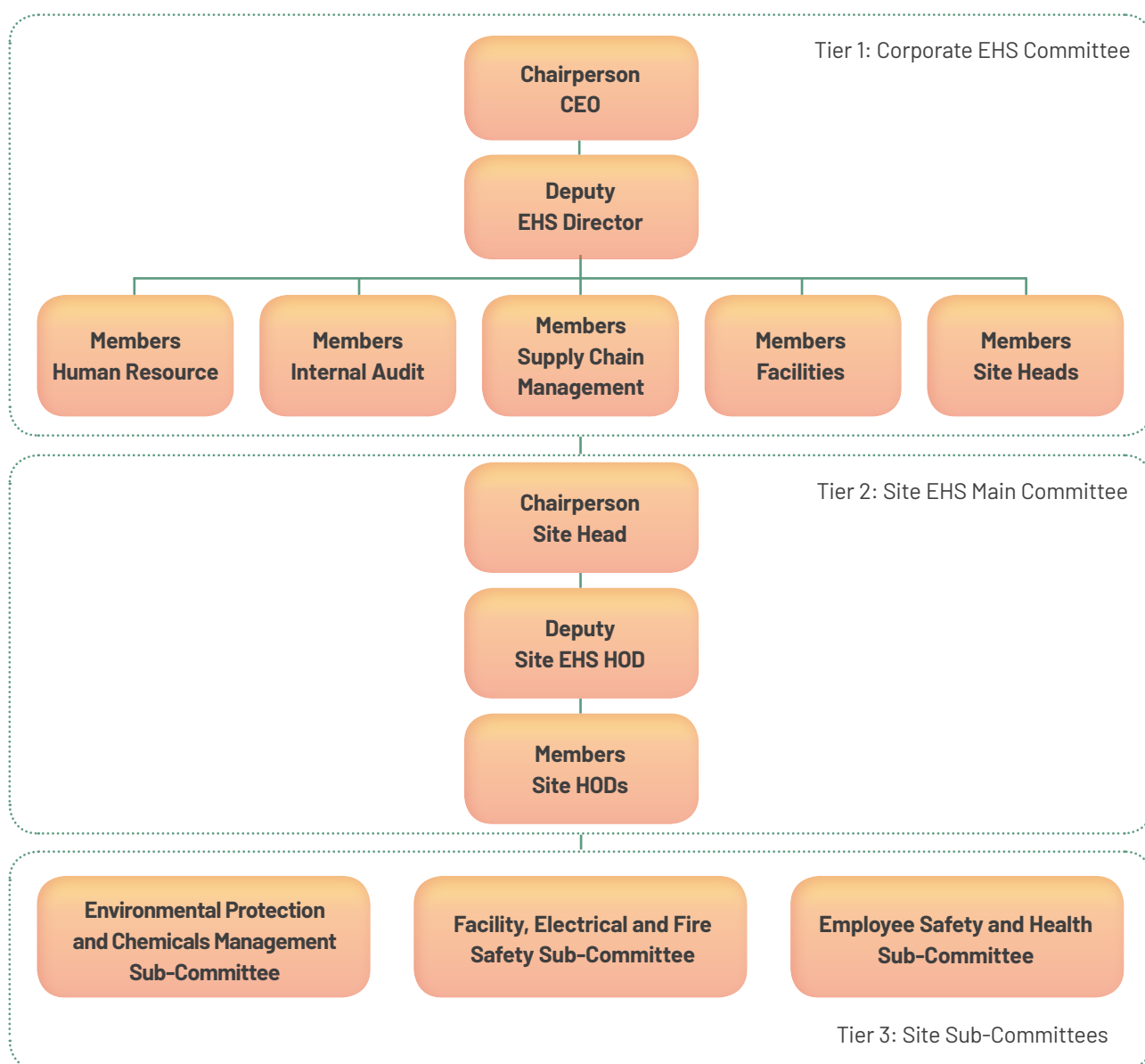
⁸ A high-consequence work-related injury refers to a work-related injury that results in a fatality or an injury from which the worker cannot, does not, or is not expected to recover fully to pre-injury health status within 6 months.

PEOPLE

MANAGEMENT TEAM

At Hi-P, our three-tier EHS management committees are established to oversee and ensure that all EHS issues are fully communicated between the headquarters and all sites. Our corporate and site EHS committees are responsible for daily EHS matters ranging from strategical to operational issues. Figure 13 illustrates our EHS committee structure while Figure 14 details the roles and responsibilities of our three-tier EHS management committee.

Figure 13: Hi-P's EHS Committee Structure



PEOPLE

Figure 14: Roles and Responsibilities of our EHS management committees

Tier 1 EHS Management Committee	Tier 2 Site EHS Main Committee	Tier 3 Site EHS Sub-Committees
To provide strategic direction and management practices by setting goals and objectives to ensure all sites are in compliance with regulatory requirements and for the continuous improvement of our EHS.	To ensure the site has fully complied with all applicable EHS regulations. To set measurable EHS goals and objectives / KPIs for continuous improvement.	To develop, review and update relevant management systems and procedures for the site. To conduct periodic inspections and audits specific to the scope of the sub-committee and report these results to the Site EHS Main Committee.

PRACTICES

Occupational Health and Safety Management System (OHSMS)

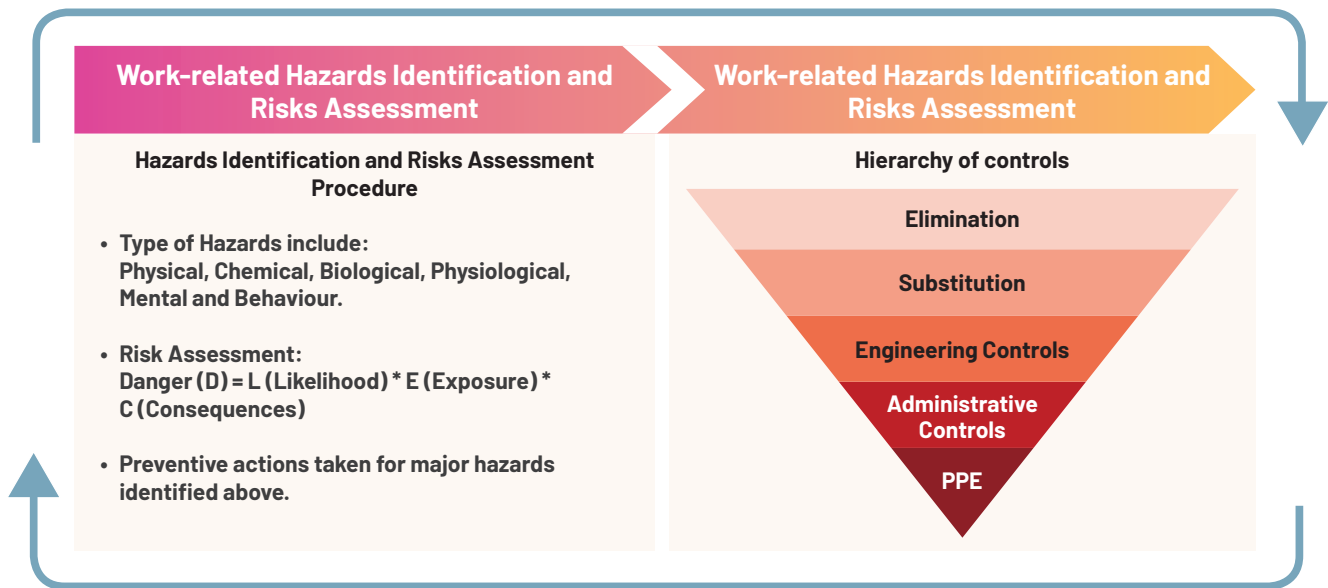
In line with national regulations, Hi-P has implemented a robust Occupational Health and Safety Management System at all our sites. All our factories in Singapore, China, Poland and Thailand have been certified OHSAS 18001:2007 or ISO 45001:2018 in FY2020. To maintain this certification and ensure continuous improvement in our OHSMS, we engage third-parties for external audits annually at all sites. Our corporate EHS team also conducts annual internal audits at all sites while the site-level EHS team conducts internal audits twice a year.

Hazard Identification, Risk Assessment, and Incident Investigation

Our process of identifying work-related hazards and performing risk assessment is illustrated in Figure 15, which are applicable to all sites. It includes our hazard identification procedures and risks control methods, including the Likelihood, Exposure and Consequences ("LEC") risk assessment standards and hierarchy of control. Whenever there is an incident, the site EHS team is required to investigate and take corresponding actions to prevent its re-occurrence.

In FY2020, China sites are required to submit at least 12 cases of potential false alarm or hidden dangers for every 200,000 working hours. This is to ensure that there will be continuous improvement in our safety controls. In Singapore and Thailand, we have launched a zero-accident program ("ZAP") to encourage our employees to submit minor hazards through the ZAP hazard submission box or to the HOD or EHS committee directly. Before and after pictures will be taken for recording purposes after the rectification of hazards. For urgent cases, a written incident report is required, and an immediate investigation will be performed. In Poland, our special programme Management Patrol monitors EHSS ("Environment, Health, Safety and Security") matters and 5S system ("Sort, Set in order, Shine, Standardise and Sustain") throughout the site.

Figure 15: Process of identification of work-related hazards and assessment of risks



Worker Participation, Consultation and Communication on OHS

In China, our occupational health and safety team consists of Environment, Health and Safety (“EHS”) specialists from different departments who review our OHS procedures yearly. The team’s monthly OHS meeting will include updates on Hi-P’s safety processes. In addition, the team will conduct monthly reviews on the feedback provided by employees and long-term suppliers on how to improve our OHS management system and these suggestions will be summarised at a quarterly basis. To encourage people to provide their feedback on OHS, prizes will be awarded to the top three suggestions.

In Singapore, our EHS committee consists of around 20 personnel covering all departments who will meet monthly and conduct plant tour to discuss OHS-related matters and identify hazards. In 2020, due to the restrictions from COVID-19, only the safety officer and secretary of EHS committee were involved in the plant tour. In addition, we communicate with the HODs during the fortnightly operations meeting to share EHS reports, including work-related injuries and medical health cases. The HODs, together with the department safety members then conduct briefing to the workers when necessary. We also have a monthly toolbox meeting with the workers where site tours will be conducted to identify and evaluate any potential hazards in the plant.

In Poland, besides the discussion of EHS issues such as any potential false alarm or hidden dangers by our EHS Committee, we have also developed a New Idea Program where all employees can submit their views on how to improve working standards, EHS matters and other processes or products. Bonus will be given to employees if their suggestion(s) is assessed to be feasible and within reasonable cost. We hope to promote innovative ideas, continually update our internal process, strengthen EHS awareness among our employees and improve employee satisfaction through programmes.

In Thailand, the ZAP programme also encourages employees to provide their feedback on OHS related issues whenever they see a need to. To encourage employees to do so, the employee with the top suggestion of the month will be awarded a prize.

Occupational Health Services

In China, we developed an Occupational Hazard Control Evaluation Report to identify the different occupational health hazards for different working types at each site. Based on the types of hazards identified in the report, our employees evaluated to have been exposed to occupational health hazards will be sent for occupational health checks before and during employment, and when they leave the job position or firm. Similarly in Poland, our Occupational Risk Assessment is conducted to identify hazardous environmental factors and employees will be sent for health checks before employment. In Thailand, our employees are provided with medical check ups upon the start of their employment as well as annual medical check ups.

PEOPLE

In Singapore, we provide yearly audiometric, blood and urine tests for employees exposed to relevant environmental hazards. For employees working at the shop floor, the audiometric test is also conducted pre-employment and post resignation. In addition, we perform industrial hygiene monitoring at our production sites to identify environmental hazards that our employees could potentially be exposed to.

Promotion of Worker Health

In order to promote a healthy lifestyle, we provide free ad-hoc health screening for employees. In addition, in accordance with Chinese laws, we organise health checks for our female employees in China every 2 years. In all our factories, we also assigned designated areas for smoking and restrict smoking breaks during working hours to encourage employees to kick the habit, in addition to morning exercises for all employees before starting work. Please refer to the case study below for more details on our daily morning exercise.

Worker Training on OHS

Every year, we conduct EHS training for different categories of employees, including orientation and refresher trainings, first aid and environment management trainings etc. We also conduct briefings on the applicable national regulations and laws during the orientation training sessions, including the rights of workers during these incidents.

In FY2020, we conducted COVID-19 related trainings to help employees adjust to the new working arrangements. Through these trainings, we aim to equip our employees with the knowledge on how to protect themselves from the virus through online and in-person trainings. This helps our employees to understand and ensure the proper actions have been taken to protect the individual's health at work and thus protect others at the same time.



PEOPLE

We also provided forklift safety training to the forklift management personnel in Hi-P Suzhou, where trainees are briefed on the applicable regulations and examples of safety incidents to improve their awareness on potential safety hazards. In Singapore, risk assessment trainings were provided for EHS committee members, first aiders and fire wardens.

Various activities were also conducted during the year at different sites, as detailed below.

Case Study 4: Promotion of Worker's Health

Daily morning exercise

At Hi-P, we care about our employee's health and continuously encourage them to keep a strong and healthy body. To do so, we introduced a 10-minute morning exercise that all our employees across different sites and departments engage in before the start of their daily work.



Morning Exercise

Case Study 5: Safe Production Month – Online Learning

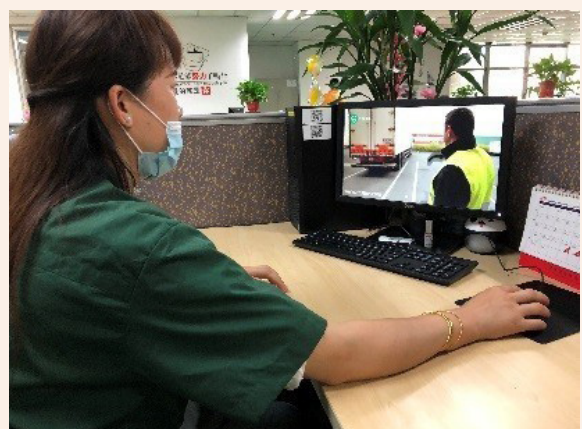
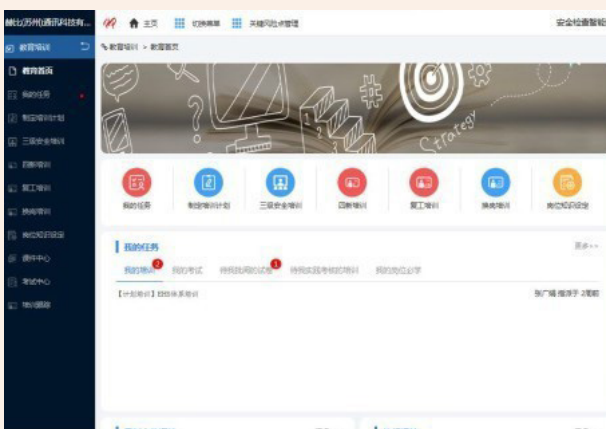
To support the 19th national 'Safe Production Month' in China, Hi-P Suzhou organised a safe production learning activity in June 2020 which lasted for two weeks.

Due to COVID-19, the event was conducted online through Hi-P's Risk Management Platform. During the event, the EHS team published a series of safety lesson videos (one video per day), including safety management concepts, management approach and good examples.

In addition, the annual chemical spill emergency response drill was scheduled during the same period. The EHS team recorded the entire process and shared the video during the safe production learning event to employees who were not able to attend the drill this year.



Chemical spill emergency response



Risk Management Platform and Online Learning

PEOPLE

To get an update on the learning status and gather feedback from our employees, post video comments are opened to our employees. Around 60% of our employees have given their thoughts and comments on these videos.

Case Study 6: Firefighting Month

In August 2020, Hi-P Suzhou organised a 'Firefighting Month' event of 4 segments, i.e. Training and Education, Star of Hidden Dangers Reporting, Hidden Dangers Rectification Department Competition and Fire Fighting Skills Competition.

Stage 1: Training and Education on the Hidden Dangers

During stage 1 of the activity, our employees were trained on the knowledge of hidden dangers on site through Hi-P's Risk Management Platform. As at the end of the event, 75% of our employees have voluntarily completed the trainings.

Stages 2 & 3: Hidden Dangers Reporting & Hidden Dangers Rectification Department Competition

In Stages 2 and 3, employees competed against each other to identify the number of hidden dangers reporting and rectification status between individuals and departments. Through Hi-P's Risk Control Platform, employees could submit any hidden danger identified within or across the different departments, including the areas, departments, description of the hidden dangers and provide suggestions accordingly. Based on the number of valid cases reported, prizes were awarded to the individuals. According to the cases reported and the rectification rate, six departments were also given prizes.



Hi-P Risk Control Platform



Hidden Dangers Reporting (Left) & Hidden Dangers Rectification Department Competition (Right)

PEOPLE

Stage 4: Fire Fighting Skills Competition

During the fourth stage, we expanded our 2019 volunteer firefighter skills competition to include firefighting teams from other companies. A total of 10 teams and 20 volunteer firefighters demonstrated the wearing of firefighting clothes and the use of fire hydrants and fire hoses.

Among the 57 teams, Hi-P is proud to announce that we have won the first prize for the Group Fire Hydrant Operation category.



Fire Fighting Skills Competition

Case Study 7: Advanced Fire Protection Award

In FY2020, Hi-P Shanghai was honoured to receive the Advanced Fire Protection Award from Shanghai Pudong district Fire Safety Committee.

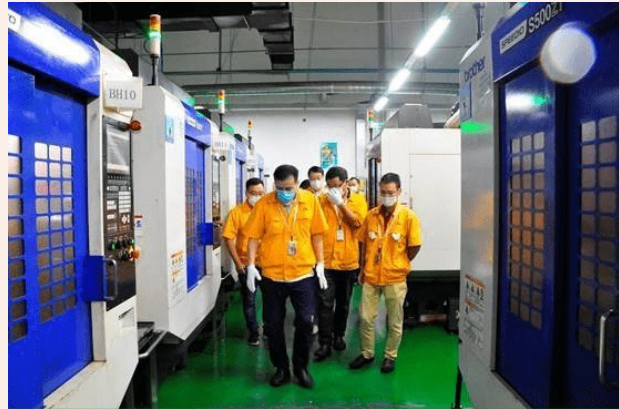


PEOPLE

Case Study 8: Chang'e Love Cleaning

In FY2020, Hi-P organised a cleaning event at all sites in China. The event aims to improve the '5S Standard' (i.e. Sort, Set in order, Shine, Standardize and Sustain) and promote teamwork at each factory. All departments were involved in the competition for the highest cleaning standard and 'Cleanest Department'.

To inject fun into the activity, the winning department was awarded prizes by two special guests – the traditional Chinese characters, Chang'e and Yutu.



PERFORMANCE

In FY2020, we had zero cases of work-related fatalities and high-consequence work-related injuries. The number of cases of employees' work-related injuries this year remained the same as FY2019 at a total of 21 cases. The details of employee injury rate⁹ by region is presented in Figure 16. The employee injury rate decreased slightly from 1.15 in FY2019 to 1.13 in FY2020. We are pleased to report that our continued efforts have resulted in a zero-injury rate sustained for our subcontract workers in FY2020, in contrast to 0.48 in FY2019 (one case in FY2019).

These injuries include factory work-related accidents, such as first aid cases, lost workday cases or medical treatment cases and injuries due to traffic accidents as defined in Hi-P's Incident Management Procedure. Hi-P takes a serious view of all injuries, putting in place proper corrective actions, improving safety awareness of our employees by training, communication, friendly competitions and enhancing on-site inspections on safety issues. HQ EHS has since set up a Machine Safety Protection Team to manage these accidents. Corrective and preventive actions have also been taken, such as in-time collection of unused tools and materials, safer cabinet positioning and more safety trainings or communications to our employees and workers.

There were zero cases of work-related ill health¹⁰ recorded in FY2020. To maintain this record, we continue to provide occupational health services such as industrial hygiene monitoring, distribution of Personal Protective Equipment ("PPE"), daily promotion of health awareness, free consultations or lectures by inviting external doctors to educate our employees on precautions in their exposure towards dangerous health hazards and also to promote a healthy lifestyle.

⁹ Work-related injury rate is defined as the number of recordable work-related injuries per million man hours worked.

¹⁰ Work-related ill health is defined as negative impacts on health arising from exposure to hazards at work.

PEOPLE

Figure 16: Employee recordable work-related injury cases and rate by region

		Injury Case	Injury Rate
FY2019	Singapore	3	4.56
	China	15	0.89
	Poland	3	6.24
	Thailand	0	0
	Total	21	1.15
		Injury Case	Injury Rate
FY2020	Singapore	3	4.66
	China	18	1.06
	Poland	0	0
	Thailand	0	0
	Total	21	1.13

Figure 17: Total working hours by employees and subcontract workers

	Employees	Subcontract workers
FY2019	18,278,014	1,750,960
FY2020	18,592,933	2,519,855

ENVIRONMENT



ENERGY CONSUMPTION

GRI <302-3>

WHY IT IS IMPORTANT TO HI-P

As a manufacturing operator, Hi-P is conscious of our environmental footprint and strives to manage our energy consumption in a sustainable manner. Various policy and procedures in place guide our efforts in enhancing our internal capabilities in order to increase energy efficiency in all aspects of our operations.

FY2020 TARGET¹¹

To achieve 7.9% reduction in total electricity cost to 'NVA + IB'¹² ratio from FY2019



Achieved 8.5% reduction

FY2021 TARGET

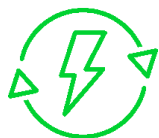
To achieve energy cost per 'NVA + IB' of ≤3.8%

POLICIES

- Implement effective energy management systems, develop, and periodically review the energy target indicators, as well as continually improve system.
- Comply with local energy laws and regulations, as well as other requirements.
- Ensure energy management systems are established, implemented, maintained and continuously improved in accordance with the requirements of ISO 50001 Standard, and that energy-efficient material is used.
- To carry out energy conservation and consumption reduction awareness events for all employees on waste recycling and strive to minimise resource consumption.

This policy is communicated to all employees and the awareness of energy conservation is raised among all employees through education and training.

HIGHLIGHTS



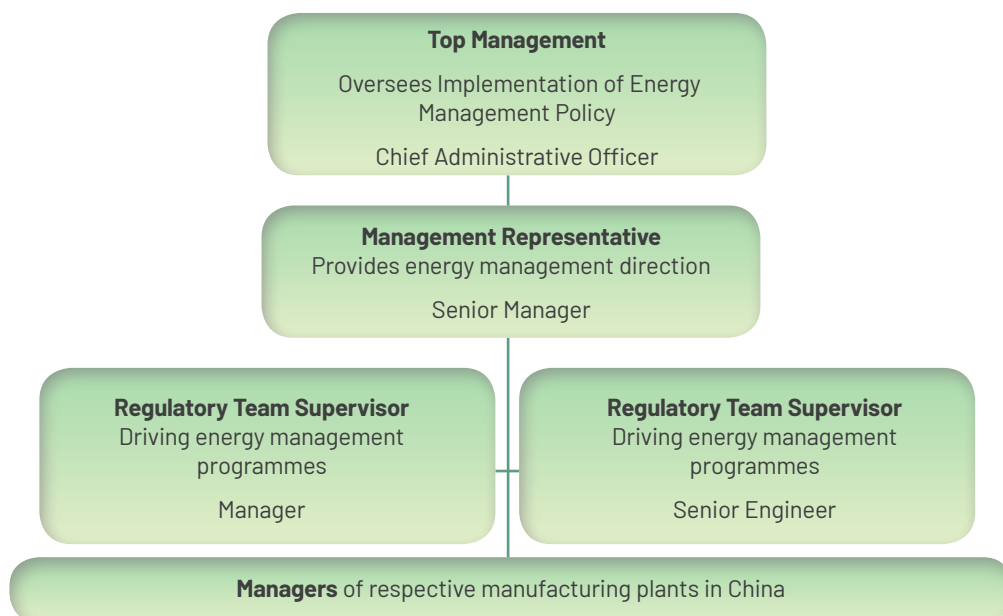
8.5% decrease in total energy intensity in FY2020 compared to FY2019
Energy intensity is defined as energy consumption (TJ) per net value add + inventory burden (S\$million)

¹¹ FY2020 target has been restated to align with the actual control mechanism tracked internally, which is based on electricity cost savings intensity (i.e. utility costs over NVA+IB) instead of electricity consumption savings.

¹² Net Value Add (NVA) and Inventory Burden (IB) are parameters used to measure the value add of Hi-P's products to its customers, and the presence of inventory stock which consumes electricity. These two parameters take into account Hi-P's business expansion and provides a more accurate measurement of intensity.

ENVIRONMENT

MANAGEMENT TEAM



ROLES AND RESPONSIBILITIES

Top Management	Management Representative	Regulatory Team Supervisor
Oversees implementation of energy	Provides energy management direction	Drive energy management programmes under the support of the managers from each site

OUR PRACTICES

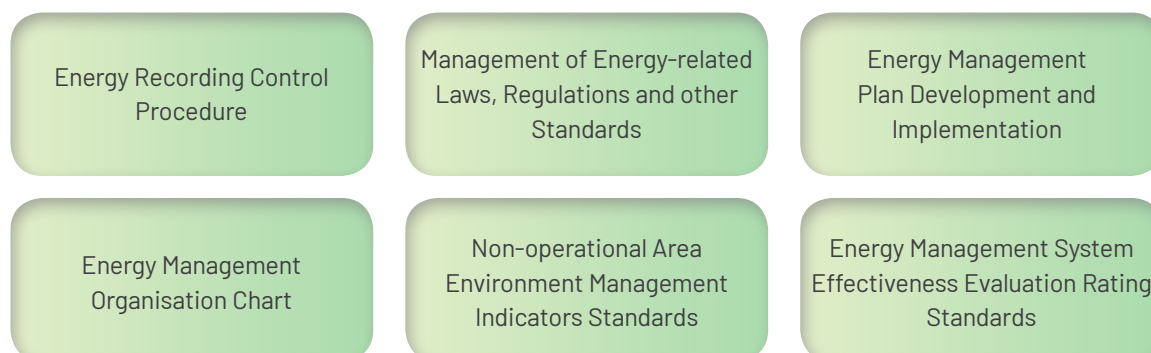
In China, our energy management system is guided by the ISO 50001 Energy Management System ("EnMS") since 2018. We believe in identifying opportunities for continuous improvement and have undergone internal audits for four of our sites and external audits for Suzhou and Shanghai in FY2019, with initial plans to complete audits for the remaining factories in FY2020. However due to the unforeseen impacts of COVID-19, we have postponed some of these audits to the next reporting year.

ENERGY MANAGEMENT PROCEDURES

Hi-P believes well-defined procedures and proper documentation is the foundation for implementing our EnMS. As such, we have implemented several Energy Management Procedures as shown in Figure 18; these procedures act as guidelines for energy management in our daily operations.

ENVIRONMENT

Figure 18: List of Implemented Energy Management Procedures



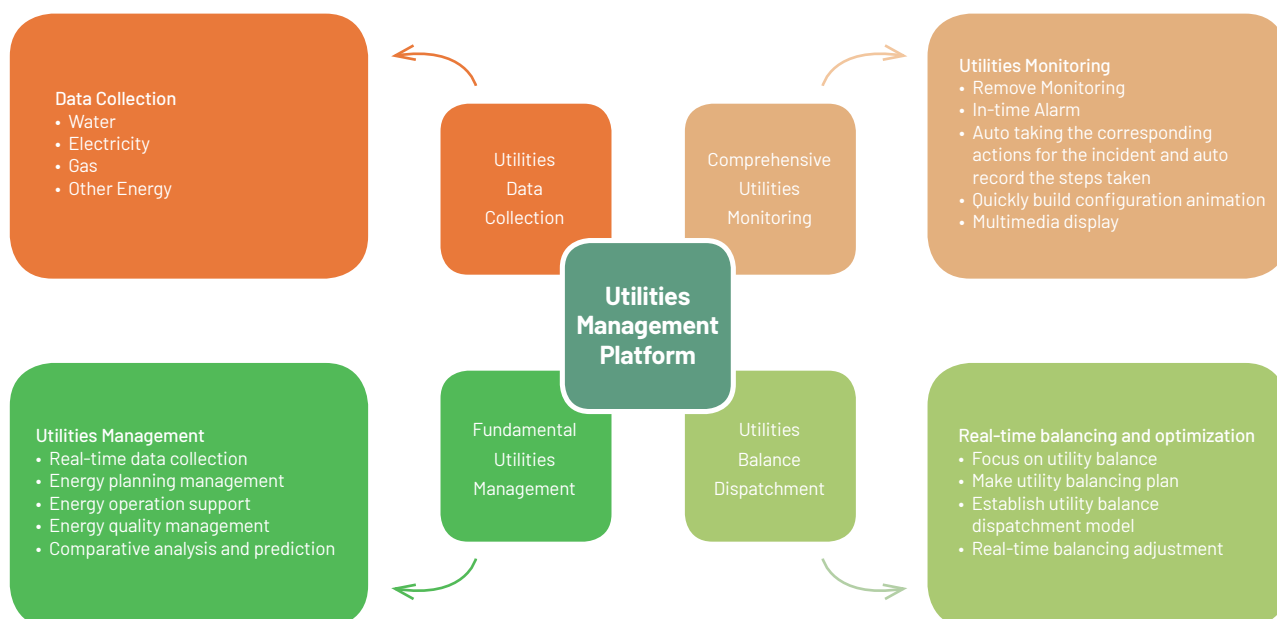
Energy Management Platform

In FY2020, after a pilot run in the previous year, we have optimised and officially launched our Energy Management Platform for our sites in China. The platform consolidates our energy procurement, conversion, processing and utilisation status into one convenient platform, and serves the following objectives:

1. Improve our energy system's emergency response efficiency and ensure a safe and stable operation through energy monitoring.
2. Implement science-based energy dispatching plans to improve energy consumption efficiency.
3. Enhance energy planning management to achieve incident prediction, incident control and post-incident analysis.
4. Combine energy management with operation technology monitoring to improve operational efficiency.

The framework of our Energy Management Platform is split into four modules, the functions of which are outlined in Figure 19 below.

Figure 19: Functions of Utilities Management Platform



ENVIRONMENT

Figure 20: Example of Utilities Management Platform



EnMS proposal workflow

This year, we continued to collect suggestions or proposals on the EnMS through our online e-office system to encourage all our employees to be engaged in our EnMS development. This system provides an avenue for employees to raise ideas, which will be sent for approval by the relevant team leader or project manager.

Energy Saving Practices

Replacing all lightings to LED

In FY2020, our site at Poland is currently converting traditional lightings to energy-efficient LED lightings. This will help us achieve a 67% energy consumption reduction in lightings and energy and maintenance cost savings per month for the entire production area at the site.

Replacing outdated equipment

In line with energy conservation laws in China, Hi-P China is gradually replacing the outdated high energy consumption equipment with lower energy consumption equipment in the next 3 to 5 years. In FY2020, we have replaced 8 such equipment with plans to replace another 17 across all our sites in China over the next year.

ENVIRONMENT

Case Study 9: Replacing High-Energy Consumption Equipment At Hi-P Shanghai

In FY2020, we have replaced two out of six relatively obsolete high-energy consumption machines in our cooling water machine room at our facility in Shanghai. This will result in an estimated reduction of more than 14kWh/year in energy consumed. We plan to replace the other four machines over the following years.



Before



After

Case Study 10: Upgrading Compressed Air Drainage Device

Through our analysis of Hi-P's drainage system and devices relative to the industry standard, we have identified energy savings potential by improving our current drainage system. By switching to the automatic condensate eliminator instead of the automatic timing eliminator, the device will be activated only when there is discharge in the system. It is estimated that we can achieve annual energy savings of 24 kWh through this upgrading.



New compressed air drainage device

Case Study 11: Installation Of Time-Controlled Switch

At Hi-P Nantong, we have installed microcomputer time-controlled automatic switches for all fans in the changing rooms and toilets. The fans are now installed with automatic control to work 5 hours per day to correspond to actual demand instead of the previous 24 hours which ensures that energy is not wasted. This has helped to achieve an annual energy saving of about 106 kWh.

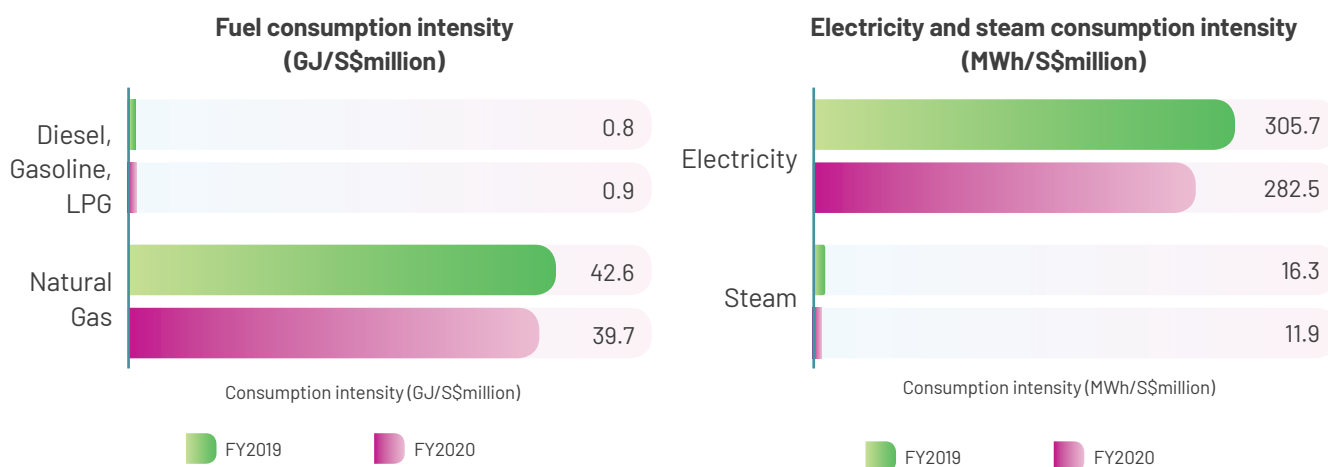


Time-controlled Switch

PERFORMANCE

Our primary energy sources are from fuel, electricity and steam consumption. Diesel consumption mainly comes from the usage of rented vehicles by the company in China. The total energy intensity in Hi-P decreased by about 8.5% from 1.2 TJ/\$ million in FY2019 to 1.1 TJ/\$ million in FY2020.

Figure 21: Energy intensity for fuel, electricity and steam consumption¹³



¹³ Restatement of FY2019 fuel consumption data due to change in the denominator (i.e. NVA+IB instead of revenue as reported in FY2019) for better representativeness of energy intensity. LPG has only been used since FY2020. For better illustration, diesel, gasoline and LPG consumption intensities have been combined due to their small contribution to the total energy intensity. In FY2020, diesel consumption intensity was 0.65 GJ/\$million, gasoline consumption intensity 0.22 GJ/\$million and LPG 0.06 GJ/\$million.

ENVIRONMENT



GREENHOUSE GAS EMISSIONS

GRI <302-3> <305-2>

WHY IT IS IMPORTANT TO HI-P

At Hi-P, we recognise that most of our greenhouse gas emissions ("GHG") stems from our energy-intensive manufacturing activities. To ensure that we remain a responsible manufacturer, we have an energy saving and emissions reduction team who drives the organisation in reducing our emissions through identification of energy-saving initiatives as well as ensures we comply with the laws and regulations applicable to Hi-P.

FY2020 TARGET¹⁴

To achieve 5.0% reduction in total emissions relative to 'NVA + IB' compared to the previous year



Achieved 6.7% reduction

FY2021 TARGET

To achieve 8.0% reduction in total emissions relative to 'NVA + IB' compared to the previous year

POLICIES

Our corporate Energy Management Policy guides both energy consumption and greenhouse gas emissions management in Hi-P.

Details of our Energy Management Policy can be found in Energy Consumption section in this report.

Each site will also have to be in strict compliance with local regulations and policies on greenhouse gas emissions performance.

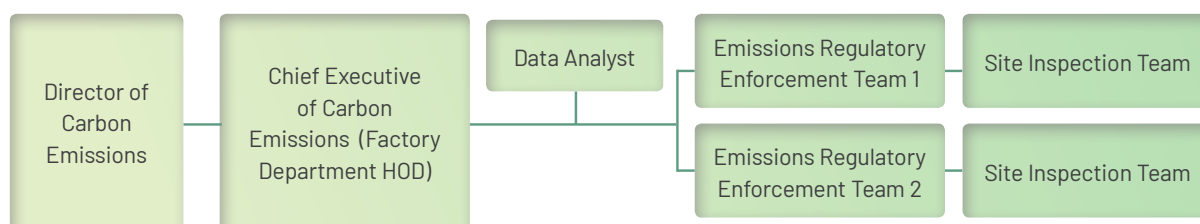
Supporting the Energy Management Policy, we also have in place the Greenhouse Gas Emissions Management Procedure in Singapore, Nantong and Suzhou facilities in China.

HIGHLIGHTS



Implementation of Greenhouse Gas Emission Management Procedure at Hi-P Nantong

ENERGY SAVING AND EMISSIONS REDUCTION TEAM



¹⁴ FY2020 target has been restated to align with the actual control mechanism tracked internally, which is based on emissions savings intensity (i.e. emissions over NVA+IB) instead of absolute emissions.

ENVIRONMENT

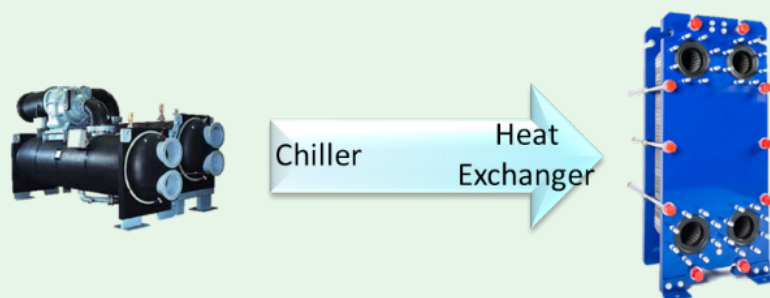
OUR PRACTICES

As most of Hi-P's operations are in China, our emissions are heavily regulated by the authorities, particularly governed by the Shanghai Emissions Trading System ("ETS"). In FY2020, our carbon emissions trading amount was 37,120 tCO₂, a decrease of 9% as compared to FY2019.

To help achieve our emissions reduction target, we have conducted trainings and communicated our emission targets to our employees. Furthermore, we have conducted internal and external audit based on local regulations and requirements. In Suzhou and Shanghai, we have implemented a strict GHG checklist based on our customers' requirements.

Case Study 12: Replacing Injection Moulding Machine

At Hi-P China, we are gradually replacing the traditional hydraulic injection moulding machines with in-built chiller function with higher-efficiency electric injection moulding machines using heat exchangers instead. This will reduce our cooling energy consumption and increase temperature control efficiency relative to the traditional hydraulic mechanics of the previous machines. These replacements have an energy saving potential of 8,150 MWh annually, resulting in an estimated reduction of 5,413.87 tonnes of GHG emissions annually.



PERFORMANCE

As shown in Figure 22, in FY2020, our Scope 1 emissions increased by 8.0% due to the increase in natural gas usage for spray painting line in Suzhou as part of regulatory requirements that gases from spray painting line are required be burnt before release. There was also an 8.3% increase of our Scope 2 emissions in FY2020 due to an increase in production. Overall, our total GHG emissions increased by 15,160.64 tonnes CO₂, or 8.3% from FY2019.

ENVIRONMENT

Figure 22: Total greenhouse gas emissions (Scope 1)¹⁵

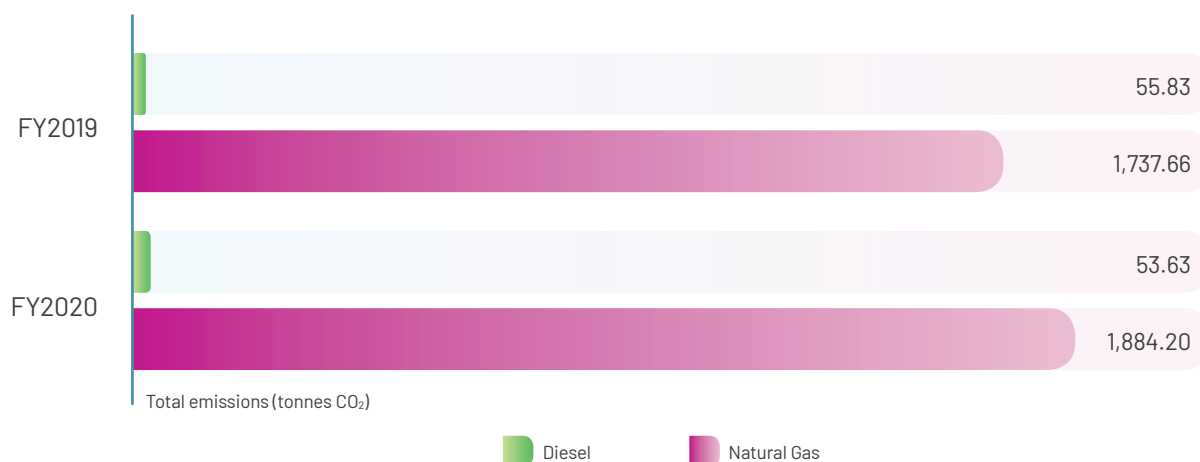
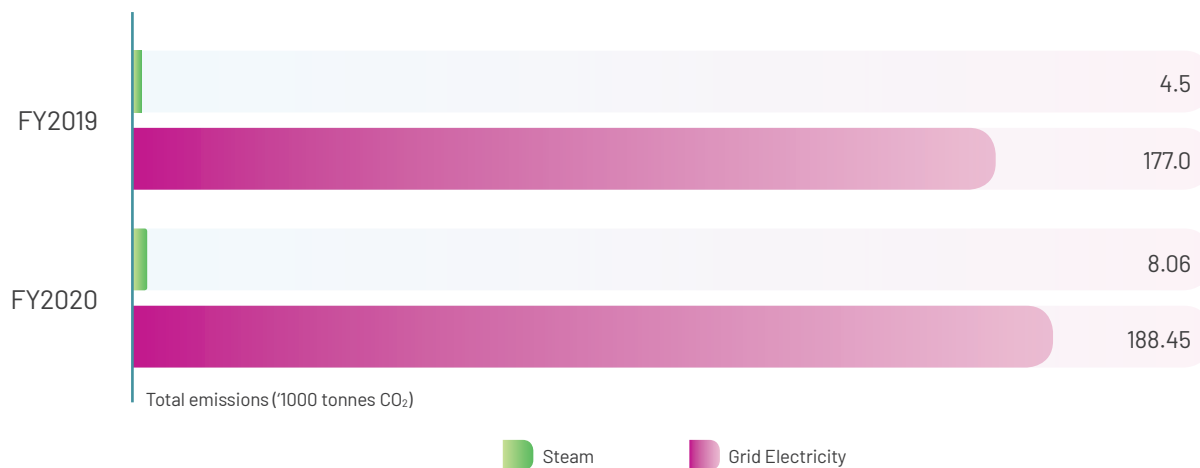


Figure 23: Total greenhouse gas emissions (Scope 2)¹⁶



¹⁵ GHG emissions are calculated following the requirements and principles of ISO 14064-1 and Greenhouse Gas Protocol. Scope 1 emission factors are sourced from 2006 IPCC Guidelines for National Greenhouse Gas Inventories.

¹⁶ Scope 2 grid electricity emission factors are sourced from Singapore Energy Market Authority 29 October 2020, 2017 Baseline Emission Factors for Regional Power Grids in China (Ministry of Ecology and Environment of the People's Republic of China), and Covenant of Mayors (CoM) Default Emission Factors for the Member States of the European Union (Dataset Version 2017). Scope 2 steam energy emission factor is obtained from 2006 IPCC Guidelines for National Greenhouse Gas Inventories for coal emission factor, with the assumption of 90% thermal efficiency for steam generation according to the steam energy supplier.

CONTRIBUTION TO LOCAL COMMUNITY



CORPORATE SOCIAL RESPONSIBILITY

GRI <413-1>

WHY IT IS IMPORTANT TO HI-P

Hi-P recognises the positive impact that we can have on the communities located in close proximity to our manufacturing sites. We are thankful for the support from stakeholders and are committed to giving back to the society through our contributions to these communities.

OUR PRACTICES

In FY2020, the Group has donated a total of S\$ 144,102 in cash to local communities. Social responsibility is an important aspect of our corporate culture. Majority of our sites have organised various kinds of activities to give back to the communities in which we operate. Please refer to the case studies below for details.

Case Study 13: Santa's Love Donation

In FY2020, Hi-P initiated a 'Santa's love donation' event to celebrate Christmas day and to help the people and families in the rural areas in China. Since its initial launch, our employees have shown much support towards this event. 3,573 pieces of winter clothes were donated within a week and in total, 42 boxes of clothes were collected and sent to Xiamen Shishi Temple Charity Association for further sorting and disinfection before sending to the needy.



CONTRIBUTION TO LOCAL COMMUNITY

Case Study 14: Caring For The Elderly And Disabled

Caring for the less fortunate is ingrained into our culture as a traditional virtue in China. Each year, Hi-P organises visits to nursing homes, orphanages and student disability centres, to spend time and spread cheer with the elderly, children and students of different needs.

In FY2020, we continued to visit and bring gifts such as microwaves, fans, fruits and snacks to the elderly and gifts such as stationery to the children, where permissible under local restrictions due to COVID-19. We also spent time with the disabled students in Sunshine Project Base. Throughout these visits, we adhered to good hygiene habits and safe distancing where applicable, to ensure safe and healthy interactions between Hi-P and our beneficiaries.



Visits to orphanage and nursing home



Visit to Sunshine Base

CONTRIBUTION TO LOCAL COMMUNITY

Case Study 15: Protecting Our Environment – Cleaning Activity

To promote environmental awareness and responsibility among our employees, Hi-P organised routine cleaning activities in China. In Shanghai, we continued our cleaning activities every Wednesday to clear up the rubbish surrounding the site. In Nantong, all our employees were also involved in the routine cleaning activities as part of their daily work in 2020.



Hi-P Shanghai



Hi-P Nantong

Case study 16: Thank you, Firefighters!

In July 2020, representatives of Hi-P Shanghai visited the Nanhui Fire Station to show our sincere appreciation for the firefighters in our community, and engage with them.



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102-3	Location of headquarters	Introduction: About Hi-P International Pte. Ltd.	2
102-4	Location of operations	Introduction: About Hi-P International Pte. Ltd.	2
102-5	Ownership and legal form	Introduction: About Hi-P International Pte. Ltd.	2
102-6	Markets served	Introduction: About Hi-P International Pte. Ltd.	2
102-7	Scale of the organisation	Introduction: About Hi-P International Pte. Ltd.	2
102-8	Information on employees and other workers	People: Hi-P's Workforce Profile	27-29
102-9	Supply chain	Economic: Economic Performance	24
102-10	Significant changes to the organisation and its supply chain	Introduction: About This Report	1
102-11	Precautionary Principle or approach	Hi-P's sustainability approach considers the Precautionary Principle	
102-12	External Initiatives	Hi-P does not subscribe to any external initiatives	
102-13	Membership of associations	Introduction: Membership of Associations	7
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102-16	Values, principles, standards, and norms of behaviour	Introduction: Our Execution Foundation Governance: Anti-Corruption	6 18-20
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102-41	Collective bargaining agreements	More than 90% of our employees are union members which could cover negotiations with management	
102-42	Identifying and selecting stakeholders	Our Sustainability Approach: Stakeholder Engagement	11
102-43	Approach to stakeholder engagement	Our Sustainability Approach: Stakeholder Engagement	11
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102-48	Restatements of information	<ul style="list-style-type: none"> • Economic Performance • Fair Employment and Labour Practices • Energy Consumption • Greenhouse Gas Emissions 	21-24 25-29 44-49 50-52
102-49	Changes in reporting	Introduction: About This Report	1
102-50	Reporting period	Introduction: About This Report	1
102-51	Date of previous report	Hi-P International Limited Sustainability Report 2019	
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102-53	Contact point for questions regarding the report	Introduction: About This Report	1
102-54	Claims of reporting in accordance with the GRI Standards	Introduction: About This Report	2
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103-3	Evaluation of the management approach	Environment: Energy Consumption	44-49
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403-5	Worker training on occupational health and safety	People: Occupational Health & Safety	34-43
403-6	Promotion of worker health	People: Occupational Health & Safety	34-43
403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	N.A.	-
403-9	Work-related injuries	People: Occupational Health & Safety	34-43
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