

Corporate Social Responsibility Report

About Corporate Social Responsibility Report

The Group published their Corporate Social Responsibility Report for the first time, summarizing the Group's principles of implementing corporate social responsibility and their philosophy of sustainable development, describing the Group's relationship with substantial stakeholders, and demonstrating their vision and commitment to corporate social responsibility.

This report has been prepared in accordance with Appendix 27 ESG Reporting Guide (the "Guide") under the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, the contents of which are also in compliance with the disclosure principles required by the Guide and the "comply or explain" provisions set out in the Guide, describing the environmental and social impacts respectively arising from various types of business and operating activities of the Group.

The contents of the Corporate Social Responsibility Report mainly focus on the Group's core business in Hong Kong, presenting the sustainable development practices and the overall performance of corporate social responsibility in the Year.

Unless specified otherwise, this report covers the businesses directly controlled by the Group in Hong Kong (excluding the mainland businesses of the Group in the PRC).

The compilation of the Corporate Social Responsibility Report has received concerted support throughout the Group, which facilitates our understanding of the Group's development level in environmental and social aspects at present. This report is a summary of the Group's effort in both aspects in 2017, and also the foundation for formulating the Group's short-term and long-term sustainable development strategies in the future.

See "Corporate Governance Report" on page 37 of this annual report or visit the official website of BOCOM International (<http://www.bocomgroup.com/>) for details of the Group's corporate governance. We value your feedback on this report. If you have any enquiries or suggestions, please feel free to email us at (ir@bocomgroup.com).

Sustainable Development Strategies

BOCOM International incorporates the elements of sustainable development into every facet of the Group's operation based on four key aspects, including business development, care for employees, environmental concern and community engagement, in order to encourage stakeholders' participation and support the Group's sustainable development projects.

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Our vision of sustainable development reflects the business development of BOCOM International, and simultaneously, its contribution to environment and society, demonstrating its firm commitment to corporate social responsibility.

Stakeholder Engagement

BOCOM International regards corporate social responsibility as an important component in its entire business operation. When formulating strategies in the areas of environment, society and governance, we uphold the Group's spirit of mutual interaction, and continue to exchange views with stakeholders. Even in our daily operation, it is essential to communicate with external and internal stakeholders through various channels.

Regarding the business nature of BOCOM International, we identified the stakeholders from different sectors, including shareholders, investors, government and regulatory authorities, clients, suppliers, employees and the public. We adopt an open-minded and proactive approach in maintaining communication, and formulate appropriate ways to communicate and respond to different stakeholders. Through communicating and interacting with various stakeholders, we strive to realise their views and expectations about the Group and establish a long-term relationship with mutual trust.

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We collected opinions from every stakeholder by means such as questionnaires, interviews and phone interviews. There are constant channels of communication within the Group that allow employees to freely express their views and deliver to the superiors. For example, employees can express their views towards the Group to the Human Resources Department via email or in person. We would also communicate with suppliers through supplier management procedures, assessment system and meetings. Please refer to the following table for the structure of communication between BOCOM International and various stakeholders.

Substantial Stakeholders	Major Engagement Methods
Clients	<ul style="list-style-type: none"> • Customer satisfaction surveys and feedback forms • Customer service hotline • Daily operation/interaction • Telephone • Mail
Shareholders	<ul style="list-style-type: none"> • Interim reports and annual reports • Corporate Communications such as letters/circulars to shareholders and notices of meetings • Investor conferences
Employees	<ul style="list-style-type: none"> • Channels for employees to express opinions • Working performance appraisals • Focus groups • Meetings and interviews • Business briefings • Volunteer activities • Special advisory committee/panel discussion • Conferences/workshops/seminars • Employees meetings

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Substantial Stakeholders	Major Engagement Methods
Business Partners	<ul style="list-style-type: none">• Reports• Meetings• Visits• Seminars
Regulatory Authorities	<ul style="list-style-type: none">• Meetings• Written responses to public consultation• Compliance reporting
Media	<ul style="list-style-type: none">• Media briefings• Press materials• Senior management interviews• Result announcements• Media gatherings
Community/Non-Governmental Bodies	<ul style="list-style-type: none">• Volunteer activities• Donations• Community investments scheme• Community activities• Conferences/seminars/workshops• Meetings
Financial Sector Peers	<ul style="list-style-type: none">• Strategic collaborations• Group notices
Professional Bodies	<ul style="list-style-type: none">• Meetings• Regular visits• Memberships• Working groups

Environmental, Social and Governance System

To implement and promote relevant sustainable development initiatives effectively, BOCOM International established an Environmental, Social and Governance (ESG) task force in the Year to outline the objectives and management approaches of the Group for ESG issues.

The Board of the Group is completely committed to implementing ESG strategies and reporting such issues, and leading the ESG task force which comprises the senior management of the Group and representatives from major departments. The ESG task force maintains close contact with the management of the Group, to assist the Board in evaluating and identifying the Group's ESG-related risks, while ensuring the Group has set up appropriate and effective ESG risk management and internal control system to improve the Group's ESG performance.

The major duties of ESG task force are as follows:

- To formulate sustainable development strategies
- To assist the Board for evaluating and determining the Group's ESG-related risks
- To ensure the Group's compliance with the relevant legal and regulatory requirements, as well as monitor and respond to ESG issues
- To foster the awareness of corporate social responsibility among employees
- To coordinate the daily practices relevant to corporate social responsibility

Business Development

The principal business lines of the Group comprise securities brokerage and margin financing, corporate finance and underwriting, investment and loans, and asset management and advisory. The Group reinforces the belief of "eternal integrity" and is devoted to offering comprehensive and integrated securities and financial products and services to our clients, which are also the core competitive strength of the Group. In this way, the Group can promote business growth and strive to reduce the harm to the environment and society.

Aim	<ul style="list-style-type: none">• Adhere to the principle of corporate social responsibility, and offer comprehensive and integrated securities and financial products and services to clients
Practice	<ul style="list-style-type: none">• Risk management and internal control• To formulate the Practice of the Prevention of Bribery• To execute the Information Security Policy• To formulate the standard procedures for handling complaints• To optimise the procurement policy and principle of the Group

To protect the personal data and privacy of clients

During the ordinary course of business, we handle clients' information with stringent standards to fully protect the personal data and privacy of clients. BOCOM International has formulated the Information Security Policy strictly in compliance with the Personal Data (Privacy) Ordinance to illustrate the purposes of information collection and usage, and the restriction of disclosure and methods of storing clients' information.

We also published the Rules of Document Filing and Access outlining clear guidelines and restriction on the filing and access to clients' account opening documents and personal data updates. Only relevant customer service department, operation department, legal and compliance department and risk management department have the right to access clients' information. Employees can only obtain clients' personal information from computer with the approval from department heads. We also instruct our employees to be responsible for the confidentiality of all confidential or special data provided by clients and business partners. Prior to obtaining their consents, such information shall not be exposed or published to the third party.

Anti-Money Laundering and Counter-Terrorist Financing

BOCOM International has implemented effective risk management and internal control, in order to accomplish its mission of anti-corruption and moral cleanliness as well as reinforce its anti-money laundering management. In accordance with the provisions under the Corporate Governance Code under the Listing Rules, the Group has formulated the Measures on Anti-Money Laundering and Counter-Terrorist Financing, and strictly complied with the Anti-Money Laundering Ordinance, the Drug Trafficking (Recovery of Proceeds) Ordinance, the Organized and Serious Crimes Ordinance and United Nations (Anti-terrorism Measures) Ordinance in Hong Kong.

The Legal and Compliance Department of the Group will assess and list the risks arising from different countries (including sanctioned jurisdiction and equivalent jurisdiction with greater risk) in accordance with the United Nations Sanctions Ordinance, perform regular reviews, and update the “Due Diligence Risk Assessment Form”. Before launching financial products or services, we will strictly assess the features of the products or services as well as the risks of money laundering and terrorist financing, in order to ensure appropriate measures and controls are implemented to mitigate and manage the risks associated with money laundering and terrorist financing. When assessing the risks exposed to clients, we will consider their background, business engaged and any other information indicating such clients are potentially exposed to higher risks.

In addition, we have employed compliance officer and money laundering reporting officer to monitor the anti-money laundering and counter-terrorist financing system in all respects as well as the effectiveness of the system continuously, and where necessary, impose stricter control and procedures. For suspicious transactions, money laundering reporting officer will act as the central contact point to ensure compliance with laws and regulatory requirements, and monitor the compliance of such transactions.

Handling Clients’ Opinions and Complaints

The Group attaches great importance to our stakeholders, especially the valuable opinions from our clients. Accordingly, we would collect opinions from our clients through different channels, such as various business units, front-line employees, suggestion boxes in our branches, online platforms, customer service hotlines, emails or faxes.

Upon receiving enquiries or complaints, we would follow the formulated standard procedures for handling complaints by handing over enquiries or complaints to relevant department and/or Legal and Compliance Department for follow-up. Acknowledging the receipt of comments or complaints, the relevant department and/or Legal and Compliance Department will conduct individual investigations, and guarantee that the comments and complaints will be properly and timely responded to and followed up.

Practices of the Prevention of Bribery and Financial Crime

BOCOM International has operated business activities with honesty, integrity, fairness and professionalism as its core values while ensuring the employees and licensed representatives strictly comply with the Code of Conduct for Persons Licensed by or Registered with the SFC, the Code of Conduct for Corporate Finance Advisers and the Prevention of Bribery Ordinance as well as the relevant laws and regulations in Hong Kong. To prevent employees from receiving benefits and involving in any corruption or bribery cases, we have set out the Practice of the Prevention of Bribery to remind the employees to pay attention to their identities in BOCOM International and perform their duties in accordance with the code. Before accepting any gifts, regardless of whether the gifts can be shared with other people in the department, employees would check and consult their superiors to evaluate the value of the gifts. Various departments must also maintain centralised records of all the gifts accepted, which are subject to the approval of the responsible officers of the department or the respective responsible officers. Employees must refuse to accept cash, cash equivalents or valuable items from customers, trading units, consultants or third-party service providers. During the Year, the Group was not involved in any lawsuits relating to corruption.

Respect for Intellectual Property

BOCOM International has always paid respect to intellectual property, where its employees also comply with relevant laws and regulations relevant to intellectual property, in order to protect the intellectual property of the Group and the third parties, with zero tolerance to the illegal use of third-party intellectual property in the course of daily business. We would also comply with the information security rules and regulations of Bank of Communications Co., Ltd., including the rules on information security management, technical standards, codes of conduct and working guidelines, ensuring the Group is in line with the internal control requirements of the Bank.

In addition, the Group's policy stipulates that only genuine computer software with copyright protection can be purchased. Only authorized software is allowed in the ordinary course of business, all of which must be obtained by the employees through established procedures. The Information Technology Department of the Group is responsible for the installation and setup of desktop systems for employees to ensure security software is properly installed in desktop computer system. Once the employees discover any unusual occurrence of computer software, they should contact the Information Technology Department immediately.

In order to deliver complete, true and accurate product information to the public in our brand advertising, the Group complies with the relevant laws and regulations to eliminate the use of false and misleading product descriptions to deceive customers.

Supplier Management

BOCOM International not only imposes strict requirements on internal operating practices, but also on the selection of external suppliers. The services and products provided by our major suppliers include information technology devices, software, stationery and relevant equipment. During the selection of suppliers, we have formulated centralised procurement arrangement on bulk purchase, for the purpose of making comparison with numerous suppliers.



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Other than evaluating the quality, goodwill and cost of products or services, we also emphasize whether the suppliers have shown their commitment on environmental and social responsibilities.

Through our business cooperation with suppliers, we hope to influence each other and jointly contribute to the environment and society. Accordingly, we have the following expectations on suppliers:

- Compliance with laws and regulatory practices
- Safeguard the interests of labour
- Health and safety management
- Environmental concern

Green Purchasing

We pay attention to the impacts our procurement has produced to the environment and society, and therefore, in the process of evaluating the key indicators of suppliers, we recommend the selection of suppliers with environmental protection verification and the purchase of more environmentally-friendly products, such as printing paper with environmental protection verification and electrical appliances with higher energy efficiency level.

High Quality Services

As new financial products are continuously introduced, BOCOM International strives for providing professional and high quality financial services in response to each and every need of clients. Thanks to these services, the Group received a number of awards from overseas and domestic organisations last year, reflecting the Group's endeavour to continuously provide high quality services to the clients across different regions. For details about awards, please refer to the "Award" section in this annual report.

Care for Employees

Employees are our significant internal stakeholders as well as the cornerstone of our Group's success, and therefore we pay close attention to employee rights and welfare by establishing the Human Resources Management System to set out human resources policies, employee benefits and relevant regulations. The Group also strictly complies with Employment Ordinance of Hong Kong, Labour Law and Labor Contract Law of the People's Republic of China, and other relevant laws and regulations.

Aim	<ul style="list-style-type: none">• To provide a healthy, fair and competitive working environment for our employees
Practice	<ul style="list-style-type: none">• Competitive remuneration and working hours• Welfare measures• Professional trainings and promotion opportunities• Good communication channels

Equal Opportunities

BOCOM International strives to provide a harmonious, inclusive, fair and non-discriminative working environment to employees.

We strictly comply with Discrimination Ordinances of Hong Kong, including Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance and Race Discrimination Ordinance. During the hiring process, we follow a standard selection guideline. Only educational qualification, working experience, skills and job requirements of the applicant will be used for justification; whereas gender, marital status, family status or disability are not considered for selection. To ensure the hiring process is fair and just, applicants have to go through a series of strict procedures including qualification verification, written test, interview and evaluation with the department hiring and Human Resources Department before they are officially employed. We also make sure that no child labour is used and that we comply with the statutory working age requirements. We never used forced labour and condemn any exploitation of labour, forced labour, mandatory labour or debt bondage.

We have set up a transparent working performance management system to allow us to carry out annual performance appraisal under a “fair and objective” principle for employees at any level. Employees’ achievements, performances and abilities will be stated and summarised clearly by superiors according to performance indicators. The objective assessment results will also be used as a reference for pay rise, promotion, bonus, other allowances and other determination.

We wish to enhance the communication among employees at different levels to establish a bonded working environment. Through our effective communication channels, such as staff meetings and daily meetings between superiors and subordinates, we listen to our employees’ opinions and understand their daily issues to show our care. Our employees can discuss issues with superiors through an effective complaint mechanism. They are also encouraged to pass any unsettled issues to Human Resources Department or senior management to avoid discrimination, oppression or revenge from other employees. If we receive complaints involving harassment or discrimination, we would handle the complaints based on established procedures and ensure that the process of investigation is confidential, fair and just.

Employee Welfare

In order to attract and retain talents, the Group offers competitive remuneration, a variety of welfare and regular reviews of remuneration and welfare policies.

BOCOM International emphasises on employee welfare. In accordance with national laws and regulations, working hours are within 8 hours a day and no more than 40 hours a week for both full time employees or temporary staff, as we do not force employees to work overtime. The employee welfare we offer to our employees is beyond the statutory requirements. All employees are entitled to paid annual leaves, statutory paid sick leaves, casual leaves, maternity leaves, as well as marriage leaves, birthday leaves, statutory holidays, bereavement leaves, appointed learning leave and site visit leave, which are provided by the Group. Flexible working hours are offered to employees for them to cope with different job natures and workload at different times. Our employees can adjust their working hours and lunch hours to fit their working needs for efficiency. The latest Employment Ordinance, market standards and business development will be used as references when adjusting remuneration level and employee welfare regularly.

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In order to help our employees striking a balance between stress in work and life, we established Health Committee to organise and host team building activities, such as regularly organising ball game competition, film appreciation meeting and Chinese medicine healthcare workshop. In recognition of outstanding performance of our employees, there is also an annual awards ceremony to affirm their loyalty and contribution to the Company. Our employees spontaneously organised a volunteer team to take part in voluntary work in Mid-Autumn Festival events, non-profit organisations activities, and delivering supplies to those in need.

Ensuring the Health and Safety of Employees

To prevent accidents and to ensure our employees' health and safety, BOCOM International strictly complies with the laws and regulations relevant to Occupational Safety and Health Ordinance and Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases in Hong Kong and the People's Republic of China. Our management attaches importance to the our employees' physical and mental health as well as their safety by providing a safe working environment and necessary instructions, trainings and supervision to protect our employees from injuries. We also established emergency measures, such as response plans to fire and explosion and regular fire drills, to ensure our employees know how to protect themselves in the event of a danger. Safety education will be provided to new employees and those who have been assigned with new tasks, this includes the Company's safety regulations, first aid certification and emergency measures. During the Year, the Group did not have any work-related injuries or fatalities.

Other than that, we strive to provide a healthy and cozy working environment by improving the indoor air quality, air conditioning temperature and office lighting and encouraging employees to place green plants in the office.



Talent Cultivation and Development

The Group considers training and development for our employees as vital missions. To maintain the competitiveness of the Group, we wish to build an excellent team to provide outstanding services to our clients. We have conducted a number of internal business trainings, regulatory requirement lectures, soft skills classes, annual ICAC anti-corruption trainings and annual anti-money laundering trainings during the year. Our “Employees Guideline” will be presented to new employees on their first day of employment. Remuneration and welfare, company structure, operation in each department, requirements of positions are set out in the guideline to assist them to ease into work.

Teamwork is an indispensable part of our Group’s development, as only an outstanding and cooperative team can fully develop employees’ talents and potential, which can in turn enhance our corporate competitiveness. Therefore, we would hold team activities regularly, which not only can encourage creativity and cooperation among teams, but can also help employees achieve self-enrichment and enhance their personal qualities. Successful team training activities can stimulate cohesion among employees’, inspiring them to work towards an ideal goal together with the Company.



BOCOM International Team Building Workshop

We would also invite external training organisations and groups to co-host different types of classes, featured lectures and seminars if necessary to help our employees master the knowledge and skills that are required for their roles. We established Employee Further Studies Sponsorship Scheme in order to sponsor employees when they apply for external training programmes to keep ourselves up-to-date with the industry.

To nurture future talented leaders in each department, we also provide headquarters management trainee programme to attract those who are passionate and ambitious about their career path and future to become part of our Group. Educational background, specialties, interests of the trainee and the needs of the Group will be considered before we arrange tailor-made inter-departmental internship for the trainee to experience different business operations and roles in the Group. In addition, we regularly assess the performance of managerial internship trainees, allowing them to review, improve and further develop their abilities, as well as cultivate their leadership skills, in order to help them grow in every business aspect.

Environmental Concern

Governments, enterprises, non-profit organisations and members from different sectors make concerted efforts to meet the challenges of global climate change and changes in ecological environment. BOCOM International also takes the obligation and proactive participation, paying close attention to the impact of the Group's operations on the environment and natural resources. We strictly comply with the environmental laws and regulations, as well as other related requirements in Hong Kong and China. We are committed to enhancing the Group's overall environmental performance and carrying out our civil duties.

Aim	<ul style="list-style-type: none">• Strive to reduce the potential environmental impact arising from business operation
Practice	<ul style="list-style-type: none">• Reduce greenhouse gas emissions (GHG) and natural resources consumption• Reduce waste production• Encourage clients and suppliers to practise environmental measures

Greenhouse Gas Emissions Performance

Climate change is a serious environmental crisis in the globe which affects individuals and next generation. In December 2015, the climate agreement passed at the UN Climate Summit – Paris Agreement, hoping to jointly deter the global warming threats. This agreement has been adopted by the governments of 195 countries around the world and formally entered into force, replacing the Kyoto Protocol, which was established in this century, holding the increase in the global average temperature to well below 2°C, and pursuing efforts to limit the temperature increase to 1.5°C. The PRC also sets GHG reduction targets, and has issued important policies such as National Plan on Climate Change (2014-2020) and National Strategy for Climate Adaptation. To coordinate with China in fulfilling the Paris Agreement, BOCOM International is also committed to reducing greenhouse gas emissions so as to combat climate change.

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The Group understands that our daily operations will generate greenhouse gases and solid waste, as well as the consumption of energy, water, paper, etc. Based on the Greenhouse Gas Protocol developed by the World Resources Institute and the World Business Council for Sustainable Development, and the ISO 14064-1 Greenhouse Gas Inventory Standards established by the International Organization for Standardization, we conducted our first investigation on the condition of greenhouse gas emissions at our headquarters office. The details are as follows:

Greenhouse Gas Emissions Summary		Tonne of Carbon Dioxide Equivalent	Percentage
Scope 1	Direct greenhouse gas emissions	28.02	4.62%
Scope 2	Greenhouse gas emissions indirectly caused by energy consumption	502.31	82.78%
Scope 3	Other indirect emissions of greenhouse gas	76.50	12.61%
Total greenhouse gas emissions		606.83	100%

Scope 1: Direct greenhouse gas emissions from the sources owned and controlled by the Company.

Scope 2: Greenhouse gas emissions indirectly caused by power generation, heating and cooling, or steam externally purchased by the Company.

Scope 3: Emissions include greenhouse gas emissions indirectly generated by the sources that are not owned or directly controlled by the Company, but are related to the Company's business activities.

After examination, our greenhouse gas emissions can be divided into direct emissions (Scope 1) and indirect emissions (Scope 2 and 3). The sources of greenhouse gas emissions under each scope are: fuel used by the Group's vehicles (Scope 1), power consumption during operation (Scope 2), and the flight emissions during employees' overseas business trips, waste landfill, paper consumption (Scope 3), etc.

Direct Greenhouse Gas Emissions (Scope 1)

Our Group's business mainly operates in offices, and therefore the direct greenhouse gas emissions only comes from the Company's vehicles with mobile combustion source, and does not involve other stationary combustion sources (such as boilers or emergency generator, etc.). When the vehicle is in motion, the combustion of fossil fuel will emit greenhouse gases, such as carbon dioxide, methane and nitrous oxide. During the Year, the total consumption of gasoline was 10.35 tonnes, which was equivalent to 28.02 tonnes of carbon dioxide equivalent, accounting for 4.62% of the total greenhouse gas emissions.



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Greenhouse Gas Emissions Indirectly Caused by Energy Consumption (Scope 2)

Our Group's greenhouse gas emissions mainly came from Scope 2 – greenhouse gas emissions indirectly caused by the external purchase of electricity, accounting for 85.26% of the total sum. During the Year, our Group's electricity consumption was 635,822 kWh (equivalent to 502.31 tonnes of carbon dioxide equivalent), and the total electricity consumption on average per square meter was 148.36 kWh.

Other Indirect Emissions of Greenhouse Gas (Scope 3)

For Scope 3, the greenhouse gas emissions of our Group was 76.50 tonnes of carbon dioxide equivalent, accounting for 12.61% of the total greenhouse gas emissions. Our Group generated office waste during its operation, such as food waste and waste paper, which contained organic substances. The organic waste is decomposed at the landfill site through anaerobic digestion process, and release greenhouse gas – methane. During the Year, we disposed 960 tonnes of solid waste and consumed 1,887,500 sheets of paper, equivalent to 23.83 tonnes of carbon dioxide equivalent.

In addition, fuel consumption arising from overseas aviation also led to the emissions of greenhouse gas. Accordingly, we recorded data of our employees' overseas business trips by air between cities and airports, of which the resulting greenhouse gas emissions was 52.67 tonnes of carbon dioxide equivalent.

Emissions Reduction Measures and Effective Use of Resources

By analysing the greenhouse gas emissions at the Group's headquarters office in the Year, it allows the Group to clearly comprehend the condition of greenhouse gas emissions, examine the Group's exposure to climate change, and therefore help formulate measures to reduce greenhouse gas emissions, including the initiatives relating to the enhancement of energy efficiency. In order to reduce the emissions of greenhouse gases and energy consumption in the daily operation of the Group, we have implemented the following emissions reduction measures for each workplace (such as operating locations and offices):

Lighting System

In order to save energy and reduce the need for lighting in offices, the Group would try to arrange employees to be seated adjacent to the windows, for the purpose of maximising the use of natural light while minimising the use of lighting fixtures. We also encourage our employees to switch off the lighting system when they are off duty, out of their seats, working out of office or out for lunch. In addition, our offices preferably incorporate high energy-efficient LED lighting fixtures to increase energy efficiency. We will also conduct regular checks on the brightness at different points of our offices, as well as maintain the cleanliness of lighting fixtures and lamps to maximise energy efficiency. The number of fluorescent tubes would be reduced in the locations where there are excessive lighting in order to reduce energy consumption. The excessive tubes will be recycled to replace the deteriorated tubes to avoid the generation of waste.

Automated Office Operation

Multi-functional photocopiers are set up in the Group's offices, which save our needs from purchasing separate printers, photocopiers, scanners and faxing equipment additionally. Not only can we reduce our consumption of electricity and toner, we can also reduce the amount of waste after switching from multiple office devices to multi-functional photocopiers. We are stepping forward to a paperless office mode and adopting more electronic systems, such as electronic forms to handle administrative affairs, electronic accounting systems and electronic procurement, etc.

Cooling and Warming Air Conditioning System

For doors and windows, we placed seals on our doors and windows to prevent conditioned air from leaking out, and also solar films on our windows to reduce indoor heat absorption and alleviate the burden on air conditioning system. The cooling and warming air conditioning system also adopts the centralised control and monitoring system (CCMS) or building management system (BMS) to enhance energy efficiency. We allow employees to not wear a tie and full formal suit under hot weather, and to wear casual outfits at work every Friday, provided that no appointment is made with their clients, to minimise the reliance on air conditioning system.

Company Vehicles

The vehicles of our Group are mainly used for accommodating clients, transportation for meetings, etc. Although our Group only has five vehicles, we are still committed to reducing its impact, including giving priority to selecting more fuel-efficient fuel to reduce the emissions arising from driving. We also conduct regular maintenance work for our fleet of vehicles and inflate the tires to ensure there is an adequate amount of air in the tires. We also provide low-carbon driving training for our drivers and require our employees to make more appropriate arrangement for transportation or itineraries to avoid the situation of idling engines.

Paper Consumption Reduction

The Group encourages employees to reuse paper or print on both sides as much as possible by putting up noticeable signs close to the photocopiers and printers to raise employees' awareness of environmental protection. To help save up to 50% of paper consumption, the Information Technology Department also ensures our employees' computers and printers are in 2-sided print and ink save mode on default. Other than this, we also encourage our employees to make use of scrap paper for internal notes in order to reduce the use of natural resources and protect forests.

In procurement, we use printer papers that are certified by the Programme for the Endorsement of Forest Certification (PEFC) of Sustainable Forestry Initiative (SFI) to support sustainable forestry products by action. We send E-cards instead of traditional cards before festive seasons to reduce paper consumption and any greenhouse gas emissions that may be produced during transportation. Apart from that, we also negotiate with the property management company actively regarding adding electronic hand dryers in the restrooms to reduce the amount of paper towels used.



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Saving Water

Since the principal activities of our Group took place in offices and operating locations, we are not an industry with high water consumption. However, we understand that the world is facing the crisis of water shortage. We initiate to affix reminder stickers regarding conserving water, and we also use taps and sanitary fittings with water saving labels and infrared sensors to reduce our water consumption.

Waste Management

As environmental protection is a persistent mission, the Group is dedicated to its environmental strategies for optimising the use of resources to the fullest through waste reduction and daily recycling. The Group mainly produces waste paper, office solid waste, unused electrical appliances and electronic devices (electronic waste) from daily office operation. Waste reduction requires radical measures from the source, and therefore we firstly estimate the amount of office stationery needed before purchasing to avoid overstock. Reusable and refillable products are preferred when there is a need for purchase, so as to eliminate the reliance on disposable and non-recyclable products. We encourage employees to reuse envelopes, folders and other office stationery as well as refillable pens with refills in order to reduce the amount and volume of waste.

Since the Group is engaged in the securities industry, office waste will be classified into confidential and non-confidential documents. All confidential information or client-related information will be processed under the company policy, i.e. passing to professional service suppliers to handle shredded paper properly. Waste paper from non-confidential documents will be delivered to paper recycling company after collection for further recycling process.

We placed waste classification instruction in our offices to encourage employees to recycle and classify waste, such as cans, plastic, paper waste, glass bottles and other recyclable materials, and then put into the central recycling bins of the office building for collection.

As for hazardous waste, such as old model electronic waste and office electronic devices, we will preferentially consider to donate to the charity. We hope it helps the needy, reduces the burden on landfill sites, and extends the longevity of electronic devices so as to waste less. For irrecoverable electrical appliances and devices, we will pass to qualified recyclers to recycle and reuse, and ensure it is well-handled.

Outlook

BOCOM International has proactively responded to the significant climate change issue, and monitored and reported the greenhouse gas emissions performance of the Group's offices for the first time during the Year, with an aim to expand the coverage and depth regarding the reporting of environmental performance and continuously monitor the sustainable development performance in the future. We hope the information of greenhouse gas emissions in the coming year will be analyzed and reflected in a more detailed way which will be compared to this year's performance. The overall environmental performance of the Group will improve through continuous monitoring and the effort on the reduction of greenhouse gas emissions.

Community Engagement

With the aim of motivating the social sustainable development, BOCOM International not only pursues business development, but also practises its corporate social responsibility.

Aim	<ul style="list-style-type: none"> Connect with the community and promote sustainable development for the community
Practice	<ul style="list-style-type: none"> Provide green securities registration service Support the plantation work Donate a million dollar to The Community Chest of Hong Kong

During public offering, the Group considers lessening the impact on the community and the environment, and thus offers green securities registration service for the first time to encourage investors to subscribe for new stock via our online eIPO white form. Apart from reducing waste paper, the Group also donated HKD2 for every online application so as to support the Tree Planting Project of Hong Kong Friends of the Earth in the Dongjiang River Source area, and connected the subscribers to the community.

In addition, after our listing, the Chairman of the Group led the roadshow team to conduct investor education campaign for 14 institutional shareholders and investors, plus face-to-face interaction with 20 analysts from 12 brokerage firms in the Year. A good and continuous investor education will help the public to truly understand the industry and the Group, assist the public to make fundamental decisions on investment, and also encourage the stable development of the entire industry.

In 2017, we donated HKD1 million to The Community Chest of Hong Kong to support the needy community in Hong Kong and invest in community development as well as child, youth and elderly services.



Donating HKD1 million to The Community Chest of Hong Kong

Sustainable Development Data Abstract – Environmental Performance

BOCOM International Hong Kong Headquarters Office Environmental Performance	Unit	2017
Volume of greenhouse gas emissions		
Direct emissions of greenhouse gas (Scope 1)	Tonne of carbon dioxide equivalent	28.02
Indirect emissions of greenhouse gas (Scope 2)	Tonne of carbon dioxide equivalent	502.31
Other indirect emissions of greenhouse gas (Scope 3)	Tonne of carbon dioxide equivalent	76.50
Total volume of greenhouse gas emissions (Scope 1, 2 & 3)	Tonne of carbon dioxide equivalent	606.83
The intensity of greenhouse gas emissions		
Floor area per square meter (Scope 1, 2 & 3)	Tonne of carbon dioxide equivalent/square meter floor area	0.14
Each employee (Scope 1, 2 & 3)	Tonne of carbon dioxide equivalent/employee	1.94
Fuel consumption		
Fuel consumption of vehicles	Tonne	10.35
Energy consumption		
Total electricity consumption	Kilowatt hour	635,832
The intensity of total electricity consumption (floor area per square meter)	Kilowatt hour/square meter floor area	148.36
The intensity of total electricity consumption (per employee)	Kilowatt hour/employee	2,037.92
Non-hazardous waste		
Non-hazardous waste yield	Tonne	9.6
The intensity of non-hazardous waste	Tonne/employee	0.03
Hazardous waste		
Hazardous waste yield	Piece	79
The intensity of hazardous waste	Piece/employee	0.25
Paper consumption		
A4 paper	Sheet	1,885,000
A3 paper	Sheet	2,500
The intensity of paper consumption	Sheet/employee	6,050

Appendix: HKEX ESG Guide Content Index

Content Index		Relevant Sections
A. Environmental Aspect		
A1: Emissions	General Disclosure	Information on: the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions discharges into water and land, and generation of hazardous and non-hazardous waste.
	A1.1	Types of emissions and respective emissions data.
	A1.2	Greenhouse gas emissions in total and intensity.
	A1.3	Total hazardous waste produced and intensity.
	A1.4	Total non-hazardous waste produced and intensity.
	A1.5	Description of measures to mitigate emissions and results achieved.
	A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.
		Greenhouse Gas Emissions Performance
		Greenhouse Gas Emissions Performance Sustainable Development Data Abstract
		Greenhouse Gas Emissions Performance Sustainable Development Data Abstract
		Waste Management Sustainable Development Data Abstract
		Greenhouse Gas Emissions Performance Waste Management Sustainable Development Data Abstract
		Emissions Reduction Measures and Effective Use of Resources
		Emissions Reduction Measures and Effective Use of Resources Waste Management

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Content Index			Relevant Sections
A2: Use of Resources	General Disclosure	Policies on efficient use of resources including energy, water and other raw materials.	Emissions Reduction Measures and Effective Use of Resources
	A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total and intensity.	Greenhouse Gas Emissions Performance Sustainable Development Data Abstract
	A2.2	Water consumption in total and intensity.	N/A, water consumption is uniformly managed by the external property company
	A2.3	Description of energy use efficiency initiatives and results achieved.	Emissions Reduction Measures and Effective Use of Resources
	A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	Emissions Reduction Measures and Effective Use of Resources
	A2.5	Total packaging material used for finished product (with reference to per unit produced).	N/A, the Group's business does not involve packaging materials in its business
A3: The Environment and Natural Resources	General Disclosure	Policies on minimizing the issuer's significant impact on the environment and natural resources.	Environmental Concern
	A3.1	Description of the significant impacts of activities on the environment and natural resources and actions taken to manage them.	Environmental Concern

Content Index		Relevant Sections	
B. Social Aspect			
B1: Employment	General Disclosure	Information on the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	Equal Opportunity Employee Benefits Ensuring the Health and Safety of Employees Talent Cultivation and Development
	B1.1	Total workforce by gender, employment type, age group and geographical region.	We will consider disclosing this in our future reports
	B1.2	Employee turnover rate by gender, age group and geographical region.	We will consider disclosing this in our future reports
B2: Health and Safety	General Disclosure	Relating to providing a safe working environment and protecting employees from occupational hazards.	Ensuring the Health and Safety of Employees
	B2.1	Number and rate of work-related fatalities.	Ensuring the Health and Safety of Employees
	B2.2	Lost days due to work injury.	Ensuring the Health and Safety of Employees
	B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Ensuring the Health and Safety of Employees
B3: Development and Training	General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Talent Cultivation and Development
	B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	We will consider disclosing this in our future reports
	B3.2	The average training hours completed per employee by gender and employee category.	We will consider disclosing this in our future reports

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Content Index			Relevant Sections
B4: Labor Standards	B4	Relating to preventing child and forced labor:	Equal Opportunity
	B4.1	Description of measures to review employment practices to avoid child and forced labor.	Equal Opportunity
	B4.2	Description of steps taken to eliminate such practices when discovered.	Equal Opportunity
B5: Supply Chain Management	General Disclosure	Policies on managing environmental and social risks of the supply chain.	Supplier Management
	B5.1	Number of suppliers by geographical region.	We will consider disclosing this in our future reports
	B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	Supplier Management
B6: Product Responsibility	General Disclosure	Product responsibility: relating to health and safety, advertising, labeling and privacy matter relating to products and services provided and methods of redress.	Respect for Intellectual Property
	B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	N/A
	B6.2	Number of products and service related complaints received and how they are dealt with.	Handling Clients' Opinions and Complaints
	B6.3	Description of practices relating to observing and protecting intellectual property rights.	Respect for Intellectual Property
	B6.4	Description of quality assurance process and recall procedures.	N/A
	B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Protecting the Personal Data and Privacy of Clients

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Content Index			Relevant Sections
B7: Anti-corruption	General Disclosure	Relating to bribery, extortion, fraud and money laundering:	Anti-Money Laundering and Counter-Terrorist Financing Practices of the Prevention of Bribery and Financial Crime
	B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	Anti-Money Laundering and Counter-Terrorist Financing Practices of the Prevention of Bribery and Financial Crime
	B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Anti-Money Laundering and Counter-Terrorist Financing Practices of the Prevention of Bribery and Financial Crime
B8: Community Investment	General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	Community Engagement
	B8.1	Focus areas of contribution (e.g. education, environmental concerns, labor needs, health, culture, sport).	Community Engagement
	B8.2	Resources contributed to the focus areas.	Community Engagement