



SUSTAINABILITY REPORT 2018

Sustainability Report

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Sustainability Report – Board Statement

Dear Valued Stakeholders,

We are pleased to present the Sustainability Report (the “Report”) of Top Global Limited (the “Company” or “Top Global”, together with its subsidiaries, the “Group”) for the financial year ended 31 December 2018 (“FY2018”) in accordance to the Global Reporting Initiative (“GRI”) Standards and in compliance with Singapore Exchange Securities Trading Limited (“SGX-ST”) guidelines on sustainability reporting.



In FY2018, the global economy witnessed an escalation of trade tensions between United States and China. Singapore’s property market was faced with an unexpected round of cooling measure imposed by the Singapore Government which dampened the buyers’ sentiment. For Indonesia market, the residential property price has been increasing steadily in 2018. There are plans from Indonesian government plans to cut taxes on luxury properties and revision of other tax rules in a bid to boost the construction and real estate industry. In the hospitality segment, visitor arrivals in Singapore continue on an upward trend from 2017 which has translated to higher occupancy rates in 2018 based on Singapore Tourism Board statistics.

The Board of Directors (the “Board”) of Top Global is committed to deepen the Group’s development in sustainability and integrate sustainability concerns into the Group’s strategic formulation, business plans and operations. While we strive to maintain our business’s profitability, we shall remain cautious and capitalise on opportunities that arise, this is evidenced by the Group’s developments of Rancamaya Estate, Royal Tajur and Harvest City.

Through on-going materiality assessment and stakeholder’s engagement, the Group has continued to assess material topics previously disclosed and identify additional topics which are as of important to the business sustainability of the Group. The Board works closely with the management to monitor the performance of the material Environmental, Social and Governance (“ESG”) matters. This Report aims to provide more insights of the Group’s sustainable approach to the business and the way material sustainability topics are addressed.

On behalf of the Board and Management of Top Global, we would like to thank our customers, partners, employees and various stakeholders who have been supporting us throughout our sustainability journey. The Group aims to exceed past aspirations and work towards a greater future as we believe that a sustainable business brings long-term value to shareholders.

Sustainability Report – About this Report

Report Background

Top Global recognizes the importance and virtuous cycle of improvement of sustainability reporting. This Sustainability report covers reporting period from 1 January 2018 to 31 December 2018.

The Group prepared the sustainability report with reference to the Global Reporting Initiative (“GRI”) Standards: Core options, the latest set of standards issued by the GRI Global Sustainability Standards Board. The report also takes reference from Singapore Exchange Securities Trading Limited’s (“SGX-ST”) ‘Comply or Explain’ requirements for sustainability reporting.

Top Global has not sought external assurance for this Report.

Scope

This Report covers the operations of Top Global Limited in Singapore and Indonesia.

Reporting Boundaries and Standards

The Report is prepared in accordance with GRI Principles for defining report content, including:

Materiality	Focusing on issues that impact business growth and are of utmost importance to stakeholders;
Stakeholder Inclusiveness	Taking into stakeholders concerns and responding to stakeholder expectations and interests;
Sustainability Context	Presenting performance in the wider context of sustainability; and
Completeness	Including all information that is of significant economic, environmental and social impact to enable stakeholders to assess the Group’s performance.

Accessibility

The Group continues to print only limited copies of this Report as part of its environmental conservation efforts. A current electronic edition of the report is available at: www.topglobal.com.sg.

Feedback

Top Global value its stakeholder’s feedback and suggestions on any aspects of the Group’s sustainability journey. Please address all feedback to www.topglobal.com.sg to help the Group improves.

Sustainability Report – Organisational Profile

Organisational Background

Top Global was incorporated on 9 October 1980. Headquartered in Singapore, the Company was listed on SESDAQ (now known as Catalist) on 21 June 2001. On 24 December 2012, the Group successfully transferred to the Mainboard of SGX-ST.

The Group has a rich wealth of experience in Indonesia developing real estate properties, selling land and houses, as well as operating a golf course, country club and hotel. Top Global's growth strategy is to explore joint ventures and collaborations with other real estate players, as well as the acquisition and setting up of other businesses in Singapore and the region, to increase its project and market exposure. It will continue to focus on identifying business opportunities to diversify beyond Singapore and Indonesia into other regions, striving to differentiate its projects in terms of style, concept and value.

Over the years, Top Global has been involved in numerous Singapore and Indonesia property developments which include residential, township, and industrial projects. Notable projects include The Top Residence, The Quinn and The Maisons (R Maison and E Maison) in Singapore, and Rancamaya Golf Estate, Harvest City, Royal Tajur and Royal Balaraja Commercial Park in Indonesia. Going beyond its Real Estate Development business, Top Global also owns and manages several residential, commercial and recreational properties in various countries under its Property Management Services. In its hospitality & leisure business, Top Global is dedicated to provide a one-stop solution to small and mid-sized hospitality businesses with the use of technology to manage and simplify operations. The Group currently owns and operates its own chain of hostel and also manages several hospitality properties across various countries within the region.

The Group strives to deliver quality developments and efficient services, ensuring customer satisfaction, profitability and its growth. The Group also takes pride in inculcating its employees on the best management practices to reduce its environmental footprint through reduction in construction materials and wastage of materials. The Group is committed to integrate sustainability into its decision making processes to ensure that needs and concerns of various stakeholders are considered in the development of its corporate strategy. Sustainable business practices are promoted at workplace and dealings with suppliers and customers as the Group believes that enhancing sustainable values may at the same time enhances business performance.

The Group is focused on the following businesses:



Real Estate Development



Hospitality & Leisure



Property Management Services



Smart Solutions

Sustainability Report – Governance and Sustainability Approach

Risk Management and Internal Controls

The Board, supported by the Audit Committee (“AC”), oversees the Group’s system of internal controls and risk management. The AC’s primary role is to assist the Board in ensuring the integrity of financial reporting and providing assurance that there is a sound system of internal controls in place. It is supported by Group Internal Audit, which provides independent assurance to the AC to ensure that the Company maintains a sound system of internal controls by regular monitoring of key controls and procedures and ensuring their effectiveness.

A comprehensive set of governing policies and procedures of the main business processes such as financial reporting, revenue, procurement, human resource were established to provide guidance to the employees in managing each of these key risk areas.

Supply Chain Management

The Group’s main suppliers consist of the main contractors and subcontractors of its business operations. In view of building a sustainable and responsible supply chain, the Group exercises prudence in the selection of its suppliers, assessing them through factors such as portfolio, expertise, quality and amongst others.

The Group’s Procurement Policy provides guidelines and control principles for various stages of the procurement process such as evaluation and diversification of suppliers to minimize risk and other negative impact and also to enhance flexibility so as to ensure sufficient resources and effective capabilities.

The Group’s suppliers are expected to acknowledge their obligation in ensuring compliance with local ordinance and the Group is committed towards reducing the negative impact on the sustainability performance.



Sustainability Report – Governance and Sustainability Approach

Awards and Accolades

The Group has garnered a few awards and accolades in 2016 and 2017, in addition to those awarded before 2016.

The latest awards are those such as “The Prospective Housing in Bogor” for Royal Tajur in 2017 from Properti Indonesia Award (PIA), Most Favoured Middle Class - Township Scale Housing Estate in Bekasi 2017 for Harvest City from Housing Estate Award 2017 and Most Favoured Middle Class Housing Project - Township Scale in Bekasi 2016 for Harvest City From Housing Estate Award 2016.

Corporate Governance

Top Global is dedicated in conducting business activities in an ethical and socially and environmentally sustainable manner. The Group has recognised the importance of ensuring the highest standards of corporate governance paramount in protecting and enhancing its shareholders’ value and the Group’s financial performance.

The Group places great emphasis on accountability, transparency, ethical business conduct and good corporate governance. Top Global has complied with the principles and guidelines set out in the Code of Corporate Governance 2012 and the Listing Manual of the Singapore Exchange Securities Trading Limited.

In Top Global’s call to advocate good governance within the Group, Top Global has also formalised and established a Whistleblowing Policy for the Group’s employees and external parties who have dealings with the Group. Whistleblowing Committee has been formed to oversee any whistleblower complaints alleging fraud and breaches of corporate governance. They will decide on the cases to be escalated to the Audit Committee and the Chairman of the Board of Top Global.

The Whistleblowing Committee consists of the following members:

Chairman	Members
Independent Director & Chairman of the Audit Committee	Chief Operating Officer Financial Director Human Resource Director Finance Manager

The contact details of the Whistleblowing Committee are as follows:

Address : 302 Orchard Road, #18-02 Tong Building, Singapore 238862
Telephone : (65) 6746 4333
Email : whistleblowing@topglobal.com.sg

Sustainability Report – Governance and Sustainability Approach

Sustainability Approach

With Top Global’s vision and corporate values in mind, the Group is making an effort to integrate sustainability into its businesses so that it is systematic and seamless. Where possible, the Group incorporate sustainability considerations in its decision-making processes.

Our sustainability efforts are led by the Group’s senior management who ensures that the Group’s business objectives are in line with its commitments to sustainable development. Senior management is responsible for on-going communication to the Board of Directors.

The Group’s senior management determined focus areas where the Group can have the greatest economic, environmental and social impact, as well as the areas that are most important to the Group’s stakeholders.

The Group has taken efforts to seek the opinion of many stakeholders either in a casual or formal way. The Group aspires to understand the needs and expectation of the Group’s key stakeholders and strive to build mutual beneficial relationships.



Sustainability Report – Stakeholder Engagement

Accountability to Stakeholders

Close collaboration with the Group’s stakeholders supports the Group in addressing sustainability challenges. The Group regularly engages with and consults its diverse groups of stakeholders. Where appropriate and relevant to its businesses, the Group incorporates their feedback into the Group’s planning and actions.

The feedback arising from the Group’s stakeholder engagements, which includes inputs on the Group’s sustainability reporting and materiality, has helped the Group strengthen the relevance of its reporting and approach to managing the Group’s material issues.

Key Stakeholders	How to Engage Them	Key Topics
Employees	<ul style="list-style-type: none"> ❖ Periodic meetings ❖ Performance appraisals ❖ Corporate events 	<ul style="list-style-type: none"> ❖ Performance and skills development ❖ Staff morale ❖ Equitable remuneration ❖ Safe and healthy work environment ❖ Fair and competitive employment
Customers	<ul style="list-style-type: none"> ❖ Feedback from customers ❖ Customers satisfaction surveys 	<ul style="list-style-type: none"> ❖ Products and services quality ❖ Customer privacy and data security
Governments	<ul style="list-style-type: none"> ❖ Consultations ❖ Discussions 	<ul style="list-style-type: none"> ❖ Regulatory and industry standards and guidelines
Shareholders	<ul style="list-style-type: none"> ❖ Results briefing ❖ Annual General Meeting ❖ Emails and tele-conferences 	<ul style="list-style-type: none"> ❖ Financial results ❖ Corporate Governance practices ❖ Investor relations
Suppliers	<ul style="list-style-type: none"> ❖ Regular meetings ❖ Emails and tele-communications 	<ul style="list-style-type: none"> ❖ Feedback on their products and services
Local Communities	<ul style="list-style-type: none"> ❖ Community outreach activities 	<ul style="list-style-type: none"> ❖ Partner with charitable organisations to identify the target beneficiaries

Sustainability Report – Material Topics

Material Topic Assessment

The Group engages with its stakeholders frequently through a variety of channels to update them about Top Global’s developments and gather their thoughts and feedbacks. The Group re-evaluated the ESG issues that were first identified in FY2017 based on the significance of the ESG impacts and the degree of influence they have on the Group’s internal and external stakeholders and identified four additional material topics for FY2018.

Topic	Relevance and Impacts	Mapped GRI Aspects	Reference
Economic Performance	Efforts to continue growing and strengthening business to generate greater economic value to valued stakeholders.	GRI 201 – Economic Performance	<ul style="list-style-type: none"> • Sustainability Report 2018 – Page 9 • Annual Report 2018 Page 4-5
Market Presence	Contributions to the economic well-beings of the communities where organisation operates.	GRI 202 – Market Presence 2016	<ul style="list-style-type: none"> • Sustainability Report 2018 – Page 10
Human Capital	Fair and non-discriminating employment practices in aspects of hiring, remuneration, benefits, welfare, including career development to attract and retain talents.	GRI 401 – Employment GRI 404 – Training and Education	<ul style="list-style-type: none"> • Sustainability Report 2018 – Page 10, 11 and 12
Energy Management	Energy conservation initiatives to reduce carbon footprints which also reduce operational costs.	GRI 302 – Energy	<ul style="list-style-type: none"> • Sustainability Report 2018 – Page 13
Customer Privacy	Measures to protect customers’ data and privacy	GRI 418 – Customer Privacy	<ul style="list-style-type: none"> • Sustainability Report 2018 – Page 13
Compliance with Laws and Regulations	Close monitoring and compliance with industry related laws and regulations	GRI 307 – Environmental Compliance GRI 419 – Socioeconomic Compliance	<ul style="list-style-type: none"> • Sustainability Report 2018 – Page 14 • Annual report 2018 Page 13-30

Sustainability Report – Topic Specific Disclosure

Economic Performance

Financial Highlights

Summary of results	Financial Year	
	2017	2018
Revenue	S\$136.1 million	S\$79.8 million
Gross profit	S\$36.4 million	S\$33.5 million
Other gains	S\$1.8 million	S\$4.6 million
Net (loss)/profit	(\$1.6 million)	S\$1.8 million

The Group's revenue decreased by S\$56.3 million or 41% to S\$79.8 million in FY2018. The drop in revenue as compared to the prior year was largely attributable to the lower sales of development properties from Braddell and Bartley projects which amounted to S\$62.2 million offset by the increase in sales of development properties from the Indonesia subsidiary, PT Suryamas Dutamakmur ("Suryamas"), amounting to S\$4.8 million.

The Group's gross profit declined by S\$2.9 million from FY2017 mainly due to lower sales recognised from the property development segment in FY2018. In Singapore, gross profit from the property development segment declined by S\$10.8 million due to the decline in sales from the Braddell and Bartley projects. However, gross profit from Indonesia's property development segment improved by S\$7.1 million or 24% in FY2018 largely due to higher sales recognised from Harvest City project.

For other gains, the Group recorded net increase by S\$2.7 million in FY2018, which was mainly due to the increase in fair value gain recognised on the equity investments in Bossier Casino Venture.

The Group has achieved a net profit of \$1.8 million for the financial year ended 31 December 2018, representing an increase of \$3.4 million as compared to the prior year.

For further details of the Group's financial performance, kindly refer to Top Global's FY2018 Annual Report.

Subsequent reporting for FY2019

The Group aims to maintain sustainable economic growth and improve shareholders' return through sound risk management and good corporate governance policies. The Group will concentrate on the following areas in the near future:

- Property development: The Group will continue to improve on the performance from Indonesian property development projects namely Rancamaya Estate, Harvest City and Royal Tajur.
- Hospitality management: The Group will focus on new business of providing smart solutions in the hospitality industry.

In addition, the Group will constantly be exploring new business opportunities locally and globally.

Sustainability Report – Topic Specific Disclosure

Market Presence

The Group is dedicated in supporting the communities it operates in. This dedication has seen the Group presenting its employees with favorable working environment, also supporting an equitable and sustainable livelihood directly.

Our employees in Singapore are paid according to the regulatory requirement in the local industry. The Central Provident Fund (CPF) is Singapore's comprehensive social security savings scheme, for salaried Singaporeans and Permanent Residents to fund their retirement, healthcare, and housing needs. Under the scheme, Top Global and the Group's employees make monthly contributions to the employees' CPF account in accordance with the prevailing regulations.

Besides complying with Singapore's statutory requirements on making monthly contributions to employees' CPF accounts, the Group also adheres to the respective social security contribution or pension plan obligations of the countries it operates in.

The Group's operations in Indonesia are considered as a significant location of operations as the total number of employees accounts for more than 90% of the Group's total workforce. The Group's Indonesia's hires at both genders get paid according to the nation's minimum wage for Senior High School graduates and an allowance on top of the minimum wage for Bachelor Degree graduates. The Group's employees are presented with opportunities to learn new skills and advance in their careers.

The Group makes sure that its business helps increase the economic benefit to local economy through prioritising local employment where possible. In FY2018, 90% of the Group's senior management in Singapore and 100% of the Group's senior management in Indonesia are local.

Subsequent Reporting for FY2019

The Group strives to empower the local community through increasing employment opportunities for the local community and also constantly review the Group's remuneration policies to ensure local hires are fairly compensated. This demonstrates the Group's positive market presence and also increases the economic benefit to the local community.

Human Capital

The success of the Group's business would not have been possible without the support and commitment of its dedicated employees. The Group is committed in creating a diversity and inclusive workplace to attract, retain and motivate employees. The Group believes that its people are the Group's asset.

Employment Policy

Top Global has a rigorous set of employment policy and procedure in place to augment the level of transparency the organisation has to the Group's employees. To promote a diversity and inclusive workplace, the Group has employed key performance indicators to ensure that its employees' performance goals are in line with Top Global's business objectives. All of the Group's employees underwent performance evaluation during the financial year.

Sustainability Report – Topic Specific Disclosure

Human Capital (Cont'd)

Employee benefits

The Group cares for its employees' well-being and work-life integration. The Group provides comprehensive benefits to its full time employees, including health care and employee insurance. On top of the leave benefits each employee is entitled to under Government regulations, the Group has also established policies that are pro-family for the welfare for its staff, such as compassionate, paternity and childcare leave. In FY2018, 3 male employees and 24 female employees were entitled to parental leave and they have all taken the entitled parental leave. All of the employees returned to work after the parental leave ended. The return to work rate was 100% for both gender and retention rates of employees that took parental leave were 100% for male and 71% for female.

Training and Development

Strong emphasis is placed on employees' development as the Group believes that its people are the Group's invaluable assets. Employees' skill set and knowledge are sharpened through continuous development and on-going trainings. During the year, the Group's employees had undergone several trainings including but not limited to, "Leadership Development Program", "Effective Communication", "Personal Development Program", "Corporate Lawyer Skill for Developer & Superblock Project", "Corporate Governance", "Accounting Technical Update" and "Customer Service".

The Group has also set aside a fund for its employees to attend trainings and seminars to improve their knowledge and skills. Each employee underwent an average of 8 hours of training during the financial year. New hires will be required to attend trainings and workshops including work place health and safety, operations and quality requirements conducted by respective department to gain better understanding on the working environment and culture.

Employee Code of Conduct

Our Human Resource department had come out with a set of Employees Code of Conduct which covers anti-corruption, workplace harassment, non-discrimination policies. All employees of Top Global are expected to adhere with the Employees Code of Conduct which was communicated to them through various channels. On top of that, Whistleblowing Policy was also established to provide a framework to promote responsible and secure whistle blowing without fear of adverse consequences. Under the same policy, frivolous and bogus complaints are strictly prohibited and strict disciplinary action will be taken upon an individual who does not use the policy responsibly. Employees' grievances were also taken care of through appropriate channels stipulated.

Subsequent Reporting for FY2019

The Group will constantly review its employment policies and work towards a more diversified and inclusive workforce. The Group is committed to deploy more training and development to maintain a competitive and sustainable workforce.

Sustainability Report – Topic Specific Disclosure

Employee statistic

Employee turnover

Region	Female (FY2017)	Female(FY2018)	Male (FY2017)	Male (FY2018)
Singapore	26.00%	23.57%	16.00%	30.52%
Indonesia	23.11%	1.0%	21.10%	1.72%

New employee hires

Region	Female (FY2017)	Female (FY2018)	Male (FY2017)	Male (FY2018)
Singapore	4	27	Nil	26
Indonesia	33	53	104	104

By category

Function	Female (FY2017)	Female (FY2018)	Male (FY2017)	Male (FY2018)
Management level and above	19	20	47	44
Executives	167	163	250	244
General worker	38	47	293	293

By Employment Type, Region:

Employment Type	Singapore	Indonesia
Permanent	38	423
Contract	12	338

By Employment Type:

Employment Type	Female (FY2017)	Female (FY2018)	Male (FY2017)	Male (FY2018)
Permanent	122	132	313	329
Contract (Freelance)	102	98	277	252

Sustainability Report – Topic Specific Disclosure

Energy Management

As an established property developer and manager, the Group understands that buildings account for energy consumption and carbon emissions. The Group has started to monitor the energy consumption since the beginning of FY2018. During the year, the Group's operation in Singapore had consumed about 690,412 Kwh of electricity while its operation in Indonesia had consumed about 636,934 Kwh of electricity. The Group is committed to reduce its environmental footprint by taking gradual steps to reduce energy consumption and other carbon emission outputs throughout the Group's business operations. The Group takes into consideration of energy efficient initiatives during its business planning and at the same time trying to reduce energy consumption and operation costs through various ways including changing to energy efficient appliances, encouraging employees to switch off lights, air-conditioners and other electrical appliances when not in use.

Subsequent Reporting for FY2019

The Group continues to monitor electricity utilisation rates and will take conscientious efforts to conserve electricity consumption.

Customer Privacy

Customers' data would be collected and assessed during the course of the Group's businesses, in particular the Real Estate Development and Hospitality and Leisure segments. A set of stringent customer data protection policy as well as the mandatory compliance with local laws and regulations on personal data protection were communicated to all relevant employees who will be granted the access to customers' data and information collected. It was clearly stated that the collection and use of such customers' data are strictly for the purpose of customer serving.

The collection and subsequent usage of customers' information are required to clearly communicated to customers and documented consent from customers are also required before any use of the data collected. Information-technology ("IT") policies and procedures including the security of IT systems, password, email, internet policy, and other safeguarding measures were also in place to protect sensitive and confidential information stored in the IT system. Access rights of designated employees were also regularly reviewed and removed when necessary. Audit trails of the system were also enabled.

The Group is pleased to announce that in FY2018, there was no reported incident of substantiated complaints concerning loss of customers' data and no report of breaches of customer privacy.

Sustainability Report – Topic Specific Disclosure

Customer Privacy (Cont'd)

Subsequent Reporting for FY2019

The Group is committed to safeguard its customers' data and privacy and continue to maintain zero report of breaches of customer privacy, as long as the Group is engaged in the relevant businesses.

Compliance with laws and regulations

Top Global ensures that the Group complies with all the laws and regulations in the environmental, social and economic aspects. Any material breaches of laws or regulations could create a significant impact and result in irreversible reputational damage to the Group. In view of this, the Group adheres to high standards of corporate governance practices which ensure compliance to all applicable laws and regulations.

The Group aims to minimise the environmental impact of its activities through relentless improvements on its business processes and operations. The Group believes that the reduction of its environmental footprint would contribute to the Group's increased productivity, lower consumption of natural resources, reduced wastage and pollution and an overall of improved financial performance.

On socioeconomic aspects, respective business units identify key laws and regulations set by the government and assign personnel in-charge to monitor compliance and adherence with the laws and regulations. Policies and procedures were also in place to provide guidance to employees on the dos and don'ts.

In FY2018, there was no reported incident of non-compliance to the laws and regulations in the environmental, social and economic aspects.

Subsequent Reporting for FY2019

The Group aim to maintain zero reported incident of non-compliance compliance to the laws and regulations in the environmental, social and economic aspects, through regular monitoring of any changes and new developments of the related laws and regulations.

Sustainability Report – GRI Content Index

GRI Standard/ Disclosure	Page Reference and Reasons for Omission, if applicable
102-1 Name of the organisation	Sustainability Report 2018: Page 1
102-2 Activities, brands, products, and services	Sustainability Report 2018: Page 3
102-3 Location of headquarters	Sustainability Report 2018: Page 3
102-4 Location of operations	Sustainability Report 2018: Page 3 Annual report 2018 Page 6-9
102-5 Ownership and legal form	Sustainability Report 2018: Page 3
102-6 Markets served	Sustainability Report 2018: Page 3 Annual Report 2018: Page 6-9
102-7 Scale of the organisation	Sustainability Report 2018: Page 3, 12 Annual Report 2018: Page 40-45
102-8 Information on employees and other workers	Sustainability Report 2018: Page 10-12
102-9 Supply chain	Sustainability Report 2018: Page 4
102-10 Significant changes to the organisation and its supply chain	There are no significant changes to the Group's size, structure, ownership or supply chain in this reporting period
102-11 Precautionary principle or approach	Sustainability Report 2018: Page 4
102-12 External initiatives	The Group does not subscribe to any significant external initiatives
102-13 Membership of associations	No main memberships of industry or other associations, and national or international advocacy organisations maintained at organisational level
102-14 Statement from senior decision maker	Sustainability Report 2018: Page 1
102-16 Values, principles, standards, and norms of behaviour	Sustainability Report 2018: Page 3
102-18 Governance structure	Annual Report 2018: Page 10-12
102-40 List of stakeholder groups	Sustainability Report 2018: Page 7
102-41 Collective bargaining agreements	The management has not adopted any collective bargaining agreement
102-42 Identifying and selecting stakeholders	Sustainability Report 2018: Page 7
102-43 Approach to stakeholder engagement	Sustainability Report 2018: Page 7
102-44 Key topics and concerns raised	Sustainability Report 2018: Page 8
102-45 Entities included in the consolidated financial statements	Annual Report 2018: Page 76-89
102-46 Defining report content and topic boundaries	Sustainability Report 2018: Page 2
102-47 List of material topics	Sustainability Report 2018: Page 8
102-48 Restatements of information	There is no restatement of information
102-49 Changes in reporting	The management has identified and reported four additional material GRI topic-specific standards for Sustainability Report 2018
102-50 Reporting period	Sustainability Report 2018: Page 2
102-51 Date of most recent report	1 August 2018
102-52 Reporting cycle	Sustainability Report 2018: Page 2
102-53 Contact point for questions regarding the report	Sustainability Report 2018: Page 2
102-54 Claims of reporting in accordance with the GRI Standards	Sustainability Report 2018: Page 2
102-55 GRI content index	Sustainability Report 2018: Page 15
102-56 External assurance	Sustainability Report 2018: Page 2

Sustainability Report – GRI Content Index

GRI Standard/ Disclosure	Page Reference and Reasons for Omission, if applicable
103-1 Explanation of the material topic and its boundaries	Sustainability Report 2018: Page 8-14
103-2 The management approach and its components	Sustainability Report 2018: Page 8-14
103-3 Evaluation of the management approach	Sustainability Report 2018: Page 8-14
GRI 201: Economic Performance	
201-1 Direct economic value generated and distributed	Sustainability Report 2018: Page 9
GRI 202: Market Presence	
202-1 Ratios of standard entry level wage by gender compared to local minimum wage	Sustainability Report 2018: Page 10
202-2 Proportion of senior management hired from the local community	Sustainability Report 2018: Page 10
GRI 302: Energy	
302-1 Energy consumption within the organization	Sustainability Report 2018: Page 13
GRI 307: Environmental Compliance	
307-1 Non-compliance with environmental laws and regulations	Sustainability Report 2018: Page 14
GRI 401: Employment	
401-1 New employees hires and employee turnover	Sustainability Report 2018: Page 12
401-2 Benefits provided to full time employees that are not provided to temporary or part-time employee	Sustainability Report 2018: Page 11
401-3 Parental leave	Sustainability Report 2018: Page 11
GRI 404: Training and Education	
404-1 Average hours of training per year per employee	Sustainability Report 2018: Page 11
404-2 Programs for upgrading employee skills and transition assistance program	Sustainability Report 2018: Page 11
GRI 418: Customer Privacy	
418-1 Substantiated complaints concerning breaches of customer privacy and losses of customer data	Sustainability Report 2018: Page 13
GRI 419: Socioeconomic Compliance	
419-1 Non-compliance with laws and regulations in the social and economic area	Sustainability Report 2018: Page 14