



Vision to Reality

**Environmental, Social and
Governance Report 2017**

CALC

China Aircraft Leasing Group Holdings Limited

(Incorporated under the laws of the Cayman Islands with limited liability)

Stock code : 01848

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ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

ABOUT THE GROUP

China Aircraft Leasing Group Holdings Limited (“CALC” or the “Company”, together with its subsidiaries, the “Group”), offers full life-cycle aircraft solutions that include aircraft purchase, leasing, purchase and leaseback, as well as value-added services for used aircraft and aircraft coming to the end of their life such as fleet planning, fleet replacement package deals, aircraft disassembling and component sales.

CALC has dedicated itself to being a full value-chain aircraft solutions provider and going beyond the traditional business model – purchasing and leasing aircraft. With diligence and vision, the Group continues creating innovative, value-added fleet management solutions for airlines worldwide. Catering to the needs of aircraft owners and lessees from Asian, European and American markets, the Group also aims to provide one-stop aircraft services to satisfy the needs of airlines with aging aircraft.

ABOUT THIS REPORT

This report is the fourth Environmental, Social and Governance (“ESG”) Report published by the Group. By reporting the policies, measures and performances of the Group in ESG aspects, it allows all stakeholders to understand the commitments and progress of the Group towards sustainable development.

Available in both Chinese and English, the report has been uploaded to the websites of the Group and Hong Kong Exchanges and Clearing Limited.

Reporting Scope and Boundary

This report focuses on the operation of the Group’s business conducted in the office located in Hong Kong and two other offices located in Tianjin, China between 1 January 2017 and 31 December 2017 (the “reporting period”). For easy comparison of the Group’s yearly performance, the structure of this report and the previous one aligns as closely as possible.

Reporting Standard

This report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) set out in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. The four reporting principles, namely materiality, quantitative, balance and consistency, form the backbone of this report.

To provide stakeholders with an overview of the Group’s performance in ESG aspects, this report discloses not only the environmental KPIs under the ‘comply or explain’ provisions, but also additional social KPIs under the ‘recommended disclosures’ in the ESG Reporting Guide.

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

To ensure the accuracy of environmental KPIs, a professional consultant, Carbon Care Asia (“CCA”), has been commissioned to conduct a carbon assessment. The Guidelines¹ released by the National Development and Reform Commission of the People’s Republic of China, the Guidelines² compiled by the Environmental Protection Department and Electrical and Mechanical Services Department of Hong Kong, and other international standards such as ISO 14064-1 and GHG Protocol were referred to during the process.

Confirmation and Approval

The report has been confirmed and approved by the board of directors of the Group on 23 March 2018.

Feedback

The Group values feedback from its stakeholders. If you have any enquiries and suggestions regarding the content or format of this report, please contact the Group at feedback@calc.com.hk.

¹ Guidelines for Accounting and Reporting Greenhouse Gas Emissions China Public Building Operation Units (Enterprises) (Trial)

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

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MANAGEMENT STATEMENT

CALC is dedicated to providing one-stop solutions throughout the entire product lifecycle. Since its establishment, CALC has been paving way for a greener aviation market and economy. Against the underdeveloped state of the aircraft dismantling and recycling market, CALC, through its associates, is building its aircraft recycling centre in Harbin, China. The first phase of its construction has been completed.

The highest priority for CALC's operations is aircraft safety. Maintaining the highest possible product quality is congruous with our long-term goal of establishing a sustainable business. Focusing on pre-sales and post-sales services, we strive to maintain close contact with our customers and partners to best understand and fulfil their needs in order to improve our products.

In pursuit of sustainable development of the aviation industry, CALC regulates its supply chain with a vision to create value and protect the environment. Through constant interaction and engagement with aircraft producers and aircraft services suppliers CALC successfully maintains an efficient and environmentally responsible supply chain. With a key emphasis on credibility, reputation and quality, we have built a longstanding relationship with partners who have demonstrated environmental and social compliance.

At the heart of CALC's operation is an enthusiastic team that shares its vision. Our talent development and retention initiatives rest on a corporate culture that respects diversity and fairness. To improve the physical and mental health of staff the company has implemented measures including indoor air quality control, mental health consultation and healthy eating programmes.

By refining its operations in all aspects of environmental and social performance, CALC has developed a unique, competitive and long-term business model. Aiming at becoming a global solutions provider, it will continue to improve its products and services both to satisfy customers' demands and to respond to challenges of today and tomorrow.

POON Ho Man
Executive Director and Chief Executive Officer
China Aircraft Leasing Group Holdings Limited

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STAKEHOLDER ENGAGEMENT

Major Means of Stakeholder³ Engagement

The Group constantly communicates with key internal and external stakeholders via various channels. Stakeholder participation allows the Group to ensure the alignment of its business and sustainability strategies with stakeholders' perspectives and expectations.

This continuous communication journey also allows the Group to identify and prioritise any emerging ESG risks, and turn them into opportunities.

Materiality Assessment

To pinpoint the most significant environmental and social issues, an independent consultant, CCA, was commissioned to conduct the materiality assessment. By way of management interview, questionnaire survey and focus groups, both qualitative and quantitative information concerning stakeholders' views on the relative materiality of various ESG issues are collected.



To identify the aspects of significance to the Group's business and its stakeholders, the consultant adopted a rigorous assessment process. In the questionnaire survey, stakeholders were asked to rate 21 issues according to their importance to the Group and to themselves. The ratings were organised and analysed to form the materiality matrix below with a fitted curve drawn based on the average rating by the stakeholders. The curve acted as a threshold so that issues lying on or beyond the curve were defined as material issues.

³ Stakeholders refer to groups or individuals materially influencing or affected by the Group's business. Internal stakeholders include board of directors, management, administration executives and new recruits. External stakeholders include shareholders, investors, airlines, industry associations, suppliers, the government, media and NGOs.

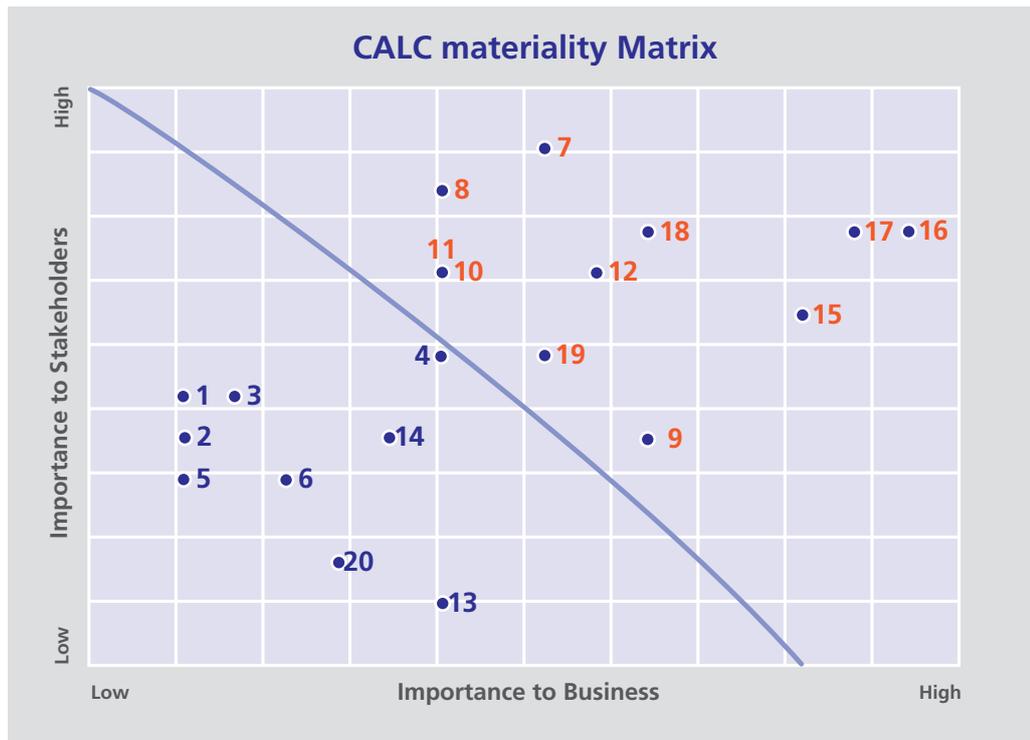
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Material ESG Aspects

With expert advice from the consultant, CALC’s management reviewed the matrix and located the threshold for materiality. Subsequently the 11 most material issues are selected to be the focus of this report.

Material Issues for CALC (in descending order of importance)

Order of importance	Issue number	Issue
1	16	Be responsible for its products or services offered
2	17	Safeguard the interests of clients
3	15	Identify, monitor and mitigate environmental and social risks in supply chain
4	7	Communicate with employees on the employment system
	18	Establish measures and monitoring system to prevent corruption
5	12	Provide development opportunities for employees to realize their potential
6	8	Offer an equal, diverse and harassment-free employment environment
7	9	Identify the high-risk duties at the workplace
	10	Protect employees from occupational health and safety hazards
	11	Provide training to enhance employees’ abilities in discharging their duties
	19	Establish whistleblowing channels and procedures and protect the whistleblowers



To maximise the efficacy of stakeholder engagement, CALC is determined to maintain transparency, integrity, accuracy and responsiveness across all communication channels. In the future, the Group shall formulate a more systematic annual stakeholder engagement plan and integrate it with its operation and business goals with an evaluation mechanism to support the sustainability strategy of the Group.

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SUSTAINABILITY MANAGEMENT

CALC is committed to investing time and resources in ESG aspects for sustainable business growth and development. Effective since 2015 and updated in 2017, the Group's ESG Policy defines the long-term approach, core principles and objectives in environmental and social areas that guide the Company's daily operations.

OPERATING PRACTICES

Product Responsibility

CALC is committed to providing reliable and safe products and services to safeguard the interests of passengers. With standards and procedures in place CALC's technical team performs pre-delivery inspections and annual audit respectively on suppliers and lessees, to ensure the technical condition of the aircraft.



From about six weeks before planned delivery, CALC's technical team stays at the airport where the aircraft is assembled and delivered. Inspections are conducted on various assembly processes, during which the team maintains close contact with supplier's local respondents to report any deviation or discrepancy, and to implement corrective actions.



An inspection schedule is prepared for lessees for each aircraft delivered. In an annual audit, CALC's team first examines documents about the history of modifications, damages and maintenance of the aircraft. A physical inspection is then performed on the interior and exterior of the aircraft, focusing on its structure and landing gear. Besides communicating the deficiencies and remedies, the inspector scores the lessee in terms of technical risk, which is one of the risk categories for the Group to determine the level of monitoring required.

All CALC employees are required to respect intellectual property rights and data privacy. The importance of these rights and requirements are communicated with employees through terms in non-disclosure agreement. The Hong Kong office has also established information technology management guidelines on the use of computers and electronic communication to protect confidential information related to the Group's business.

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Due to its business nature, the Group has not identified material concerns in its operations regarding advertising, labelling. The Group only places corporate advertisement in certain trade magazines, of which the content is monitored and approved by Corporate Communications Department to ensure accuracy. During the reporting period, there were no cases of non-compliance with laws and regulations related to product and service responsibility.

Risk Management in Supply Chain

CALC endeavours to maintain and develop long-term strategic and co-operative relationships with suppliers who provide high-quality products and demonstrate environmental compliance and sound commitment to social responsibility.

Apart from aircraft, CALC procures buyer furnished equipment (“BFE”) such as seats, galleys and in-flight entertainment equipment for the customisation of its fleet. The Group used a vendor evaluation matrix to assess the proposals of various vendors. Each vendor is ranked by 14 criteria, so that only the best performers will be selected. On a bi-weekly basis, the team revises and distributes to the CALC’s Management Team a report showing the status of the BFE on each program.

Anti-corruption

CALC regards honesty, integrity and fair play as its core values. The Group has adopted a Code of Conduct to stipulate the circumstances under which employees should not accept advantages offered by entities having business dealings with CALC, including advantages in the form of gift, discounts, special offers or entertainment. Employees are also required to be vigilant to the common examples of potential conflict of interest listed in the Code of Conduct, and make appropriate declaration.

Any director or staff member in breach of the Code of Conduct will be subject to disciplinary action including termination of appointment or employment, and will be reported to the appropriate regulatory authorities in case of suspected corruption. During the reporting period, there were no concluded legal cases and cases of non-compliance with laws and regulations related to anti-corruption.

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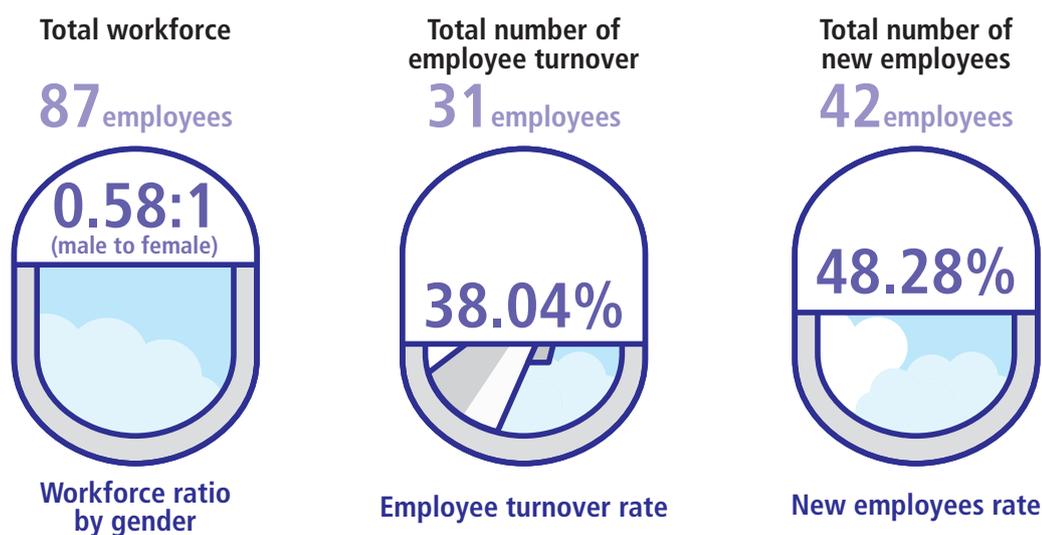
EMPLOYMENT AND LABOUR PRACTICES

Employment System

Policies relating to employment system, including recruitment and dismissal, remuneration and bonus, working hours and rest days, leaves and benefits, and appraisal and promotion are communicated through the Staff Handbook formulated in accordance with the employment regulations of the operating region.

It is CALC's policy to recruit and promote staff irrespective of factors including gender, language, religion, race and nationality. The Group upholds the principles of equal opportunities, non-discrimination and selection based on merit when making promotion decisions. To ensure fair reward for hard work and contribution, performance pay constitutes part of employees' remuneration which is determined based on an annual scoring system that measures their performance against predetermined criteria.

Performance Highlights



CALC notices the high employee turnover rate and imbalance in the number of male and female employees. The Group will carry out an investigation to analyse the possible reasons and review the current employment system to explore ways to retain talents.

During the reporting period, there were no cases of non-compliance with laws and regulations related to employment and labour practices.

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Training and Development

CALC strives to realise employees' potentials by offering training and development opportunities in various ways. For instance, at the Hong Kong office, staff-initiated training that can further their technical know-how is welcome. Eligible employees may apply for sponsorship for external programmes and professional examinations. At Tianjin office, such external training is sometimes arranged following communication with staff. From time to time, the Human Resources Department arranges training in the forms of, for example, induction, job rotation and seminars.

During the reporting year, 100% of Hong Kong staff received some forms of training. The Group noticed that the ratio of employees trained in Tianjin office was much lower than that of Hong Kong office. The Group will look into staff's training needs and provide more training opportunities in the coming reporting period.

CALC implemented an appraisal system to evaluate the strengths and weaknesses of individuals and departments by scoring. Appraisal results apply to not only remuneration and promotion decisions, but also the Group's identification of training needs. In case of unsatisfactory team results, the assessor will arrange team training to work out solutions for members' improvement. During the reporting period, 100% staff were appraised.

Health and Safety

CALC has a set of office safety guidelines in place, which concerns ventilation, lighting, proper housekeeping, the safe use and maintenance of electrical equipment as well as fire prevention. All the recommended practices are communicated through the Staff Handbook of both offices. Currently, the Group have not identified any job duties with high occupational health and safety risk.

To promote a healthy workplace, the Group continuously provides breakfast, lemonade and fruits for Hong Kong staff. In 2017, the Group's Hong Kong office was awarded "Eco-Healthy Workplace Label" by World Green Organisation.

During the reporting period, there were no cases of non-compliance with laws and regulations related to health and safety.

Performance Highlights

0 Work-related
fatality/ injury rate
%  

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Labour Standards

CALC is committed to safeguarding labour rights and interests. The Company requires both Hong Kong and Tianjin offices to hire persons aged 18 or above. New hires' original personal document shall be collected for verification when they apply for a position and report for duty. The Group does not encourage overtime work unless under special circumstances. In case of overtime work or working on rest days, employees are required to submit application to their supervisors and the Human Resources Department for approval in advance, and would be compensated in the form of deferred holiday. In Tianjin offices, employees are not permitted to work overtime for more than 36 hours per month.

During the reporting period, there were no cases of non-compliance with laws and regulations related to child labour and forced labour.

PROTECTING THE ENVIRONMENT

Emissions

Since 2014, CALC has quantified its GHG emissions through carbon assessment. In 2016 the Group first extended the assessment scope to include financial reporting printing and business travel by air.

This year, CALC continues to commission an external consultant, CCA, to perform the assessment. The Guidelines¹ released by the National Development and Reform Commission of the People's Republic of China, the Guidelines² compiled by the Environmental Protection Department and Electrical and Mechanical Services Department of Hong Kong, and other international standards such as ISO 14064-1 and GHG Protocol were referred to during the process.

GHG Emission of Hong Kong Office

	GHG emission (tonnes CO ₂ -e)			
	2017	2016	2015	2014
Scope 1 Direct Emissions	6.81	8.76	6.95	5.43
Scope 2 Energy Indirect Emissions	86.21	74.33	72.67	115.93
Scope 3 Other Indirect Emissions	60.48 (5.47*)	82.81 (4.69*)	1.25	0.24
Total	153.50 (98.49*)	165.90 (87.78*)	80.87	121.60
Carbon Intensity (tonnes per employee)	2.40 (1.54*)	3.25 (1.72*)	1.93	2.90

Remarks

* If scope 3 emissions exclude financial reports printing and air travel due to business trips, the data for 2017 can be compared with data for the baseline year 2014.

Scope 1 Direct Emissions include fuels consumed by the Group's owned vehicles.

Scope 2 Indirect Emissions include electricity consumption.

Scope 3 Other Indirect Emissions include waste paper disposal and air travel.

Electricity consumption is the largest contributor to the Group's greenhouse gas emissions. The total carbon emissions of CALC in 2017 decreased by 7.5% versus those of 2016. With the expansion of the team from 51 staff to 64 staff, the carbon intensity per employee has significantly decreased by 26.2%.

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Excluding the contribution of printed reports and air travel, the carbon emissions of CALC in 2017 reduced by 19% versus emissions in baseline 2014. Carbon intensity, in terms of staff size, decreased by 46.9% compared to the baseline figures of 2014. It indicates a huge improvement in operational efficiency.

GHG Emission of Tianjin Offices

2017 GHG emission (tonnes CO₂ -e)	
Scope 1 Direct Emissions	0
Scope 2 Energy Indirect Emissions	16.60
Scope 3 Other Indirect Emissions	3.30
Total	19.90
Carbon Intensity (tonnes per employee)	0.86

Remarks

- * The electricity consumption of Tianjin (Binhai) Office cannot be obtained due to unavailability of data from property management, and is excluded in the assessment.

CALC continues to implement the Green Office programme to promote green working habits to reduce carbon emissions. For instance, to control energy use, office equipment is preset as energy-saving mode and sectionalised lighting is installed in both offices. The Group also promotes the use of virtual meetings to avoid overseas business travel.

CALC's reported operation only generated 3.98 tonnes of non-hazardous waste, the majority of which is general waste. To reduce waste disposal, the Group promotes recycling by setting up waste sorting bins at offices for recycling. Toner and ink cartridges are collected by suppliers for recycling. Other recyclables collected, including waste paper, plastic and metals, were handled by property management companies. The remaining portion of waste is collected by the property management companies and then the local environmental hygiene departments for landfilling.

Use of Resources

Apart from energy use, CALC's office operation involves the consumption of paper, office supplies and water. Various management practices had been established to economise the use of office resources.

For example, collection points are set up in offices to collect reusable paper and containers for internal use. Electrical hand dryers are installed in washrooms to substitute paper napkins. Order and stock of office supplies are recorded and monitored to avoid overstocking. Food consumed by employees are purchased locally in bulk to lower the need for packaging materials and avoid long distance delivery. Currently CALC is sourcing sufficient water from municipal water supplies. Sensor-activated faucet and water-saving toilet bowls are installed in washrooms to lower water consumption.

CALC's Hong Kong office has been awarded the Green Office Awards Label by World Green Organisation for the third consecutive year since 2015.

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Environmental and Natural Resources

CALC understands that a greater environmental impact arises from its business decisions than from its office operation, so it strives to promote sustainable development in its businesses, services and products. Recognising the pollution involved in the use and end-of-life of aircraft, CALC has been incorporating environmental considerations into its decision in acquiring new aircraft and developing new businesses.

In 2017, deliveries of 18 Airbus A320neo aircraft powered by Pratt & Whitney’s PurePower engines, which is of 16% higher fuel efficiency than current models, began as scheduled. In March, Aircraft Recycling International Limited, one of the Group’s associates, fully acquired Universal Asset Management, Inc., a service provider based in the United States specialising in disassembling aircraft and supplying after-market components. In the future, the Group will consider extending the reporting scope to cover the new businesses, and to assess the life-cycle impact of our aircraft to provide a more holistic view of the environmental impact of our operation.

During the reporting period, there were no cases of non-compliance with laws and regulations related to emissions and environmental protection.

INVESTING IN SOCIETY



CALC is dedicated to supporting and participating in local community, charitable and educational activities. The Company continuously encourages and mobilises the Company’s employees to participate volunteering work.



In 2017, CALC’s employees actively participated in various fund-raising and educational programmes organized by various non-profit organizations, such as Orbis, WWF Hong Kong (“WWF HK”) and World Green Organisation, to contribute to the society we serve. Employees participated in Orbis’s voluntary services in Walk for Sight, WWF HK’s Wetland Discovery Program and Coastal Ecologist Program, and World Green Organisation’s Upcycling Workshop and voluntary services, Green Hero Program and Organic Farm Visit, to help the needy and cultivate green awareness among employees.

CALC has also been donating to WWF HK, and was awarded the Silver Member in its Corporate Membership Program for two consecutive years since 2016.

CALC has been awarded “Caring Company” by the Hong Kong Council of Social Service from 2015 to 2017.



513.5
Number of volunteer hours

Amount of contribution (HKD)
\$75,000

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ESG PERFORMANCE AT A GLANCE

Environmental Performance

The types of emissions and respective emissions data	Hong Kong Office	Tianjin Office	Unit
Nitrogen oxides (NOx)	1.34	0	kg
Sulphur oxides (SOx)	0.04	0	kg
Respiratory suspended particles (RSP)	0.10	0	kg
Greenhouse gas emissions in total	Hong Kong Office	Tianjin Office	Unit
Scope 1	6.81	0	tonnes CO2-e
Scope 2	86.21	16.60	tonnes CO2-e
Scope 3	60.48	3.30	tonnes CO2-e
Greenhouse gas emissions in total	153.50	19.90	tonnes CO2-e
Greenhouse gas intensity	2.40	0.86	tonnes CO2-e/ employee
Total non-hazardous waste	Hong Kong Office	Tianjin Office	Unit
Total non-hazardous waste	3.18	0.79	tonnes
Non-hazardous waste intensity	0.05	0.03	tonnes/ employee
Direct and/or indirect energy consumption by type	Hong Kong Office	Tianjin Office	Unit
Petrol	21.95	0	MWh
Electricity	109.12	18.87	MWh
Total energy consumption	131.08	18.87	MWh
Energy intensity	2.05	0.82	MWh/ employee

Social Performance – Employment and Labour Practices

Total workforce											Total	Male to female ratio (2017)	Male to female ratio (2016)
	Below 30	30 to 40	41 to 50	Above 50	C-level executives	Senior management	Middle management	General staff					
Hong Kong	Male	5	9	11	3	5	4	8	11	64	0.58:1	0.65:1	
	Female	8	21	5	2	1	5	10	20				
Tianjin	Male	3	1	0	0	0	0	0	4	23	0.58:1	0.65:1	
	Female	8	9	2	0	0	1	0	18				

Number of new employees							Total	New employee rate (2017)	New employee rate (2016)
	Below 30	30 to 40	41 to 50	Above 50					
Hong Kong	Male	4	6	5	1	34	53%	48%	39%
	Female	7	11	0	0				
Tianjin	Male	1	0	0	0	8	35%	48%	39%
	Female	1	6	0	0				

Employee turnover							Total	Employee turnover rate (2017)	Employee turnover rate (2016)
	Below 30	30 to 40	41 to 50	Above 50					
Hong Kong	Male	2	5	4	0	21	37%	38%	33%
	Female	4	5	1	0				
Tianjin	Male	2	0	0	0	10	42%	38%	33%
	Female	3	5	0	0				

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ESG REPORTING GUIDE CONTENT INDEX

Material Aspect	Content	Data of reporting year	Page Index
<i>A. Environmental</i>			
A1 Emissions			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste	–	10-11
A1.1	The types of emissions and respective emissions data	–	13
A1.2	Greenhouse gas emissions in total (tonnes)	–	13
	Intensity of greenhouse gas emissions (tonnes CO ₂ -e/employee)	–	13
A1.3	Total hazardous waste produced (tonnes)	0	–
	Intensity of total hazardous waste produced (tonnes/employee)	0	–
A1.4	Total non-hazardous waste produced (tonnes)	–	13
	Intensity of non-hazardous waste produced (tonnes/employee)	–	13
A1.5	Description of measures to mitigate emissions and results achieved	–	11
A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved	–	11
A2 Use of Resources			
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials	–	11
A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (MWh)	–	13
	Direct and/or indirect energy intensity by type (e.g. electricity, gas or oil) (MWh/employee)	–	13
A2.2	Water consumption in total (tonnes)	0	–
	Water intensity (tonnes/unit of product)	0	–

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Material Aspect	Content	Data of reporting year	Page Index
A2.3	Description of energy use efficiency initiatives and results achieved	–	11
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved	–	11
A2.5	Total packaging material used for finished products (tonnes)	0	–
	Packaging material intensity (tonnes/unit of product)	0	–
A3 The Environment and Natural Resources			
General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources	–	11
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	–	11
B. Social			
B1 Employment			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	–	8
B1.1	Total workforce	–	13
	Total workforce by gender, employment type, age group and geographical region	–	13
B1.2	Employee turnover rate	–	13
	Employee turnover rate by gender, age group and geographical region	–	13
GRI 401-1	Total number of new employee hires	–	13
	Rate of new employee hires	–	13
	Total number and rate of new employee hires by gender, age group and geographical region	–	13
B2 Health and Safety			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards	–	12
B2.1	Number and rate of work-related fatalities	0	–

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Material Aspect	Content	Data of reporting year	Page Index
B2.2	Lost days due to work injury	0	–
B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	–	9
B3 Development and Training			
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities	–	9
B3.1	Percentage of employees trained	74%	–
	The percentage of employees trained by gender and employee category (e.g. senior management, middle management)	–	–
	Gender: Male	88%	–
	Gender: Female	65%	–
	Employee category: C-level executives	100%	–
	Employee category: Senior management	90%	–
	Employee category: Middle management	100%	–
B3.2	Employee category: General staff	58%	–
	Average training hours completed per employee	0.3	–
	The average training hours completed per employee by gender and employee category	–	–
	Gender: Male	0.4	–
	Gender: Female	0.2	–
	Employee category: C-level executives	1	–
	Employee category: Senior management	0.6	–
Employee category: Middle management	0.3	–	
Employee category: General staff	0.1	–	
GRI 404-3	Percentage of employees receiving regular performance and career development reviews	100%	–
B4 Labour Standards			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour	–	9
B4.1	Description of measures to review employment practices to avoid child and forced labour	–	9
B4.2	Description of steps taken to eliminate such practices when discovered	–	9

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Material Aspect	Content	Data of reporting year	Page Index
B5 Supply Chain Management			
General Disclosure	Policies on managing environmental and social risks of the supply chain	–	6-7
B5.1	Number of suppliers by geographical region	4 (Mainland China)	–
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored	–	6-7
B6 Product Responsibility			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress	–	7
B7 Anticorruption			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering	–	7
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	0	–
B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored	–	7
B8 Community Investment			
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests	–	12
B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport)	–	12
B8.2	Resources contributed to the focus area	–	12
	Employee volunteer service hours	–	12
	Funds	–	12



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