



SunningdaleTech

STRENGTHENING FOUNDATION FOR THE FUTURE

SUSTAINABILITY
REPORT 2018



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● Our Vision

World leading precision plastic solution-provider recognised for our extensive engineering expertise and experience

● Values

• Be experts

With an extensive global footprint, financial stability, and years of experience, we channel our expertise to deliver reliable solutions in all things plastics

• Be problem-solvers

As an engineering company, problem solving is our forte, and we're geared to solving challenging projects or exploring different ways to optimise our processes in order to better meet your needs

• Be progressive

We continually look to create better solutions, and explore, evaluate and apply new ideas and possibilities that are relevant to you

BOARD STATEMENT

DEAR STAKEHOLDERS,

On behalf of the Board of Directors ("the Board") of Sunningdale Tech Ltd ("Sunningdale" or "the Group"), I am pleased to present our second Sustainability Report.

Sunningdale is a leading one-stop precision plastic engineering company that supplies to the global market and plays an integral role across several worldwide supply chains. The Group's global presence spans across nine countries with 20 manufacturing locations serving a diverse customer base and wide product offering.

Our emphasis has always been on the long-term sustainability of our operations, backed by continued innovation and investments into technology. In this regard, the Group's Sustainability Steering Committee strives to instil core values and a culture that reflects our commitment to social and environmental responsibility.

In our second Sustainability Report, we expanded our scope from the previous year which detailed our policies, case studies and success rates over the period at our Singapore manufacturing site. In this report, we have included two other significant operations at our plants in Johor, Malaysia and Batam, Indonesia.

For FY2018, our materiality assessment re-evaluated material topics from the previous year. Together with key personnel from various departments in addition to internal and external feedback from stakeholders, we concluded that the five key material topics remain. Our list of ESG matters for reporting include Occupational Health and Safety, Ethics, Bribery and Corruption, Waste Management, Health and Safety of our Customers, and Material Use in our processes.

PROTECTING THE ENVIRONMENT

At Sunningdale, we view environmental sustainability as a top priority. We do our utmost in ensuring our supply chain processes are environmentally friendly while employing different strategies to minimise damage to the environment. During FY2018, we continued to maintain our track record of zero chemical spills and zero cases of improper waste disposal.

Additionally, our proactive approach to reducing and reusing raw materials has translated to lower operating costs while allowing us to partake in conserving earth's finite resources. Our four-pronged strategy which includes the monitoring and review of processes, control measures, generating awareness amongst staff and process optimisation continues to yield positive results in safeguarding the environment.

DEVELOPING OUR HUMAN CAPITAL

At Sunningdale, the key determinant of our success is the strength and depth of our talent pool. We remain committed to developing our human capital by attracting the right talent, developing our employees and retaining them for the long term. We firmly believe that a committed workforce and a positive workplace help to drive innovation and creativity. To deliver on our promise to be a fair and equal employer, we continue to ensure that we are providing our employees with a positive working environment that is among the best in our industry.

Having operations in numerous countries, Sunningdale is committed to ensuring the health and safety of all our employees across all our operations around the world. As part of this commitment, we continue to invest in creating a safe and healthy working environment that adheres to the highest of industry standards by implementing comprehensive measures and policies to systematically ensure and enhance workplace safety and occupational health.

BOARD STATEMENT



Sunningdale has established a Quality, Environmental, Occupational Health & Safety ("QEHS") policy that is supported by various initiatives to ensure that employees work in optimum conditions. This year, Sunningdale included food safety in its QEHS policy by adopting the Hazard Analysis and Control Critical Points ("HACCP") and Good Manufacturing Practice ("GMP") as we understand the importance behind the quality of our products that comes into contact with food.

Regular training sessions on Environmental, Health and Safety ("EHS") issues as well as training on the appropriate use of machinery are also scheduled for all our employees. For employee welfare, we also make certain that our employees are equipped with the appropriate protective equipment such as safety shoes, goggles and gloves along with periodic maintenance of equipment to ensure safety.

BUSINESS ETHICS UNDERPIN OUR ORGANISATION

At Sunningdale, we believe that strong corporate governance is key to a sustainable business. Our adherence to the highest standards of corporate governance continues to translate to productive collaborations and has set us apart from our peers in terms of improving our competitiveness in the global market.

At Sunningdale, we do not tolerate corruption in any form. This has been made clear to our employees, our suppliers and our business partners. We maintain a Code of Business Ethics and Conduct which outlines clear expectations for every employee, guiding our decision making in all aspects of the business. Dedicated whistle-blowing channels are setup so that employees are able to report wrongdoings within the organisation confidentially. All matters raised through this channel are looked into and addressed by an official whistle-blowing committee. For FY2018, there were no cases of corruption nor whistle-blowing incidents.

Sustainability will continue to be central to who we are and how we operate. We strive to put safety first in all we do. As a worldwide leader in precision plastic engineering, Sunningdale is committed to protecting our customers who we remain fortunate to serve. We will look to build upon our success in 2018, while investing in doing what is right for our employees, customers, shareholders and the environment.

KOH BOON HWEE

Chairman
March 2019



ABOUT THE REPORT

Sunningdale Tech Ltd (“Sunningdale”) is honoured to present its second sustainability report, prepared in accordance to Singapore Exchange Securities Trading Limited’s (“SGX-ST”) Mainboard listing Rule 711(B) and the Global Reporting Initiative (“GRI”) Standards – “Core” reporting requirements.

In addition to Singapore, Sunningdale expanded its reporting scope to include two other significant overseas operations this year – Malaysia (Johor) and Indonesia (Batam), in line with the phased approach encouraged by SGX. As such, this report covers the policies, performances and targets on ESG topics that are material to Sunningdale’s Singapore, Malaysia and Indonesia operations for the financial year 2018 (“FY2018”) from 1st January 2018 to 31st December 2018, with the financial year 2017 (“FY2017”) from 1st January 2017 to 31st December 2017 being the year of comparison.

Sunningdale has not sought external assurance for this report but will consider doing so as reporting matures over time.

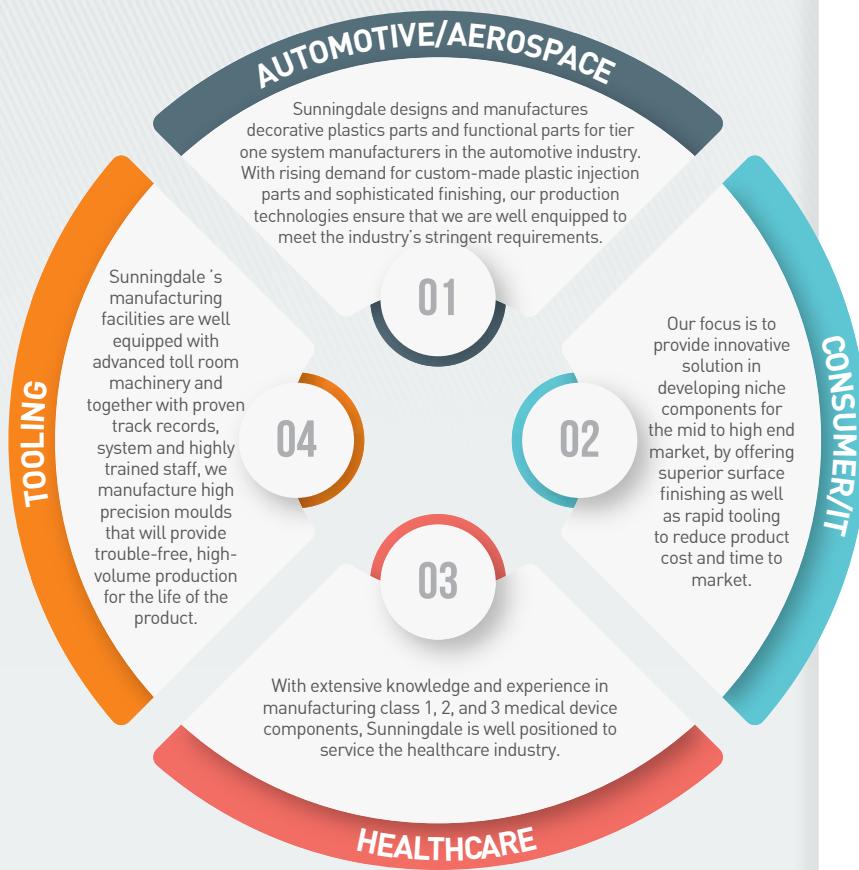
For more information with regards to this report or feedback on our sustainability practices, please feel free to write in to csrs@sdaletech.com.



ABOUT SUNNINGDALE

As a leading manufacturer of precision plastic components, Sunningdale aspires to be recognised for our extensive engineering expertise and experience. The Group provides one-stop, turnkey plastic solutions, with capabilities ranging from product and mould designs, mould fabrication, injection moulding, complementary finishing, through to the precision assembly of complete products.

FIGURE 1: SUNNINGDALE'S SERVICES



Sunningdale takes pride in upholding our 5 pillars of excellence in every area of operation. In ensuring the continued success of the Group, we serve to continue enforcing these values in our employees' mindset to create a consistent culture across our operations.

FIGURE 2: OUR 5 PILLARS OF EXCELLENCE



ABOUT

SUNNINGDALE

GLOBAL PRESENCE

Headquartered in the Republic of Singapore, Sunningdale is a global manufacturer of precision plastic components. Having a total factory space of more than 4 million square feet, with over 1000 injection moulding machines and a tooling capacity of 2,500 moulds per year, Sunningdale focuses on serving four key business segments – automotive, consumer/IT/environment, healthcare, and tooling. Currently, Sunningdale operates 20 manufacturing facilities across nine countries, namely Singapore, Malaysia, China, Latvia, Mexico, India, Brazil, Thailand, and Indonesia. Strategically positioning itself in the market, Sunningdale aims to capture the diverse opportunities present in the global business sector for further expansion.

FIGURE 3: SUNNINGDALE'S GLOBAL PRESENCE

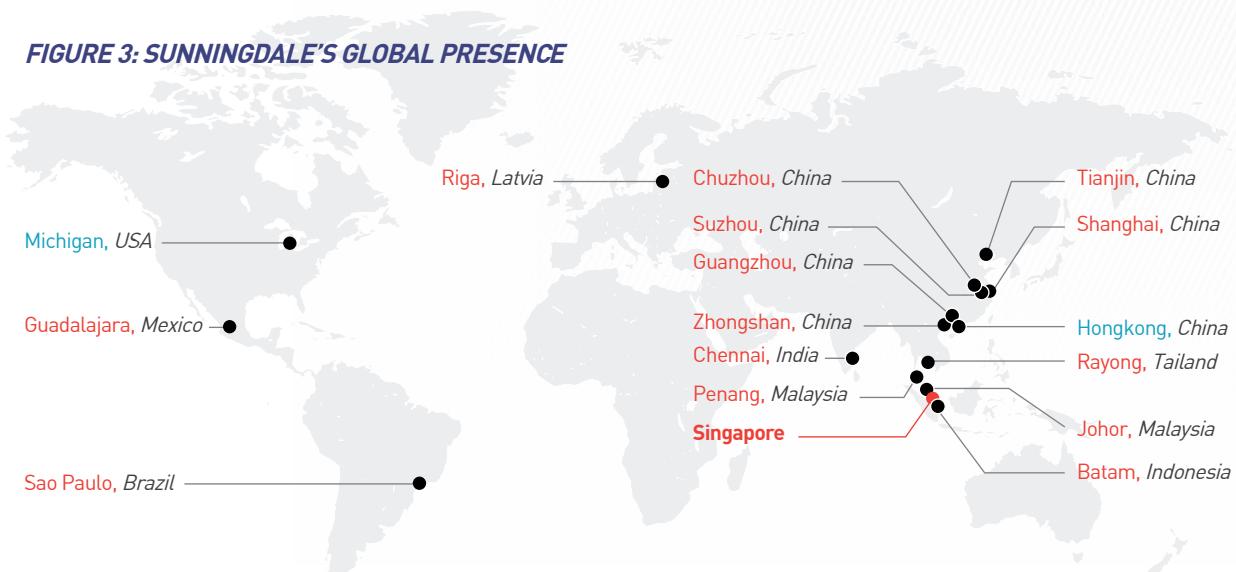


FIGURE 4: SUNNINGDALE'S OPERATIONAL LOCATIONS

Operation	Country
Parts Productions and Tools Fabrication	Singapore
	Malaysia
	China
	India
	Latvia
Parts Productions	Thailand
	Indonesia
	Mexico
	Brazil
Support Office	USA
Sales Office	Hong Kong

OUR COMMITMENT TO SUSTAINABILITY

To ensure a sustainable business, a clear direction has been set by the top management in Sunningdale's Sustainability Policy below, shared with all stakeholders.

SUSTAINABILITY POLICY

Sunningdale Tech Ltd. is committed to corporate social responsibility and sustainable long-term growth through the following:

- Seeking new technologies & methods to conserve energy, minimise resource consumption and reduce waste generation to maintain environmentally friendly manufacturing and supply chain processes.
- Endorsing an integrated human capital strategy which promotes fair employment practices and a safe working environment while fostering strong teamwork and employee development.
- Upholding the highest standards of corporate governance and transparency with an effective risk management system to safeguard our stakeholders' interests.
- Supporting local communities by making meaningful contributions through either active participation or sponsorship.

Our financial and operational objectives are aligned towards constantly improving our sustainability performance through regular monitoring and effective reporting channels.

This policy will be communicated to our stakeholders, i.e. shareholders, business partners, suppliers, customers and our employees. It will also be made available to the public.

SUSTAINABILITY GOVERNANCE

Formed in 2017, our Sustainability Steering Committee ("SSC") is responsible for driving overall sustainable practices in Sunningdale. Headed by the Chief Executive Officer ("CEO"), the SSC consists of key management personnel at Sunningdale who drives sustainability practices within each operation. The CEO then reports to and updates the Board of Directors periodically. To improve the sustainability performance of Sunningdale, our existing policies and initiatives are reviewed annually while new ones are pushed for by the Committee.

SUSTAINABILITY STEERING COMMITTEE



In supporting the SSC, the Corporate Social Responsibility ("CSR") working committee consists of representatives from various departments such as Human Resource, Tooling, Information Technology, and Business Development, who are responsible in driving the individual policies and initiatives within each operation. In FY 2018, the CSR Committee organised our annual Blood Donation Drive in conjunction with the Singapore Red Cross Society, as well as our Beach Cleaning event at East Coast Park.

STAKEHOLDER ENGAGEMENT

Stakeholder Group	Expectations of the stakeholder group	Modes of engagement	Frequency of engagement	Key interests by stakeholder group	Sunningdale's response
Shareholders	<ul style="list-style-type: none"> • Maximise profits and obtain information needed to make sound investment decisions 	• SGX announcements	• Quarterly	<ul style="list-style-type: none"> • Profitability and financial sustainability of Sunningdale 	<ul style="list-style-type: none"> • Maintain sustained growth with increased sales and cost-effective processes
		• Annual report	• Annually		
		• Annual General Meeting	• Annually	<ul style="list-style-type: none"> • Timely and transparent disclosure of information and announcements 	<ul style="list-style-type: none"> • Periodic and transparent communication of financial and non-financial information
		• Meeting analysts and investors	• As required	<ul style="list-style-type: none"> • Accessibility to management / Investor Relations team 	<ul style="list-style-type: none"> • Maintain prompt response to feedback and queries
Employees	<ul style="list-style-type: none"> • Fair remunerations and career development and progression 	• Orientation for new employees	• As appropriate	<ul style="list-style-type: none"> • Employee engagement 	<ul style="list-style-type: none"> • To assimilate new hires into the company's culture
		• Dinner and dance	• Biennial		
		• Corporate Social Responsibility activities	• Annually	<ul style="list-style-type: none"> • Increase team productivity through volunteerism 	<ul style="list-style-type: none"> • To create corporate conscience, corporate citizenship or responsible business
		• Training	• As appropriate		
		• Ad hoc events	• As appropriate	<ul style="list-style-type: none"> • Work opportunities and career advancements • Employee engagement • Employee welfare and benefits 	<ul style="list-style-type: none"> • Yearly review of training needs analysis and competency framework across all job levels/ category • To foster teamwork and social interaction among employees

STAKEHOLDER ENGAGEMENT

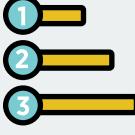
Stakeholder Group	Expectations of the stakeholder group	Modes of engagement	Frequency of engagement	Key interests by stakeholder group	Sunningdale's response
Customers	<ul style="list-style-type: none"> Receive products that meet their specifications at a competitive price 	<ul style="list-style-type: none"> Customer satisfaction survey 	<ul style="list-style-type: none"> Annually 	<ul style="list-style-type: none"> Quality of products 	<ul style="list-style-type: none"> Maintain robust quality management system in line with international standards such as ISO14001, ISO9001, IATF16949, ISO13485, AS9100, and OHSAS18001 certifications Yearly assessment by the third-party certification body to achieve certification for the aforementioned quality standards Conduct quality audits on all its products
		<ul style="list-style-type: none"> Regular meetings and discussions with respective Project Managers 	<ul style="list-style-type: none"> As required 	<ul style="list-style-type: none"> Responsiveness to requests 	<ul style="list-style-type: none"> Ensure that the Project Managers respond to their customers promptly and meet their needs
Suppliers	<ul style="list-style-type: none"> Maintain a good relationship with its customers 	<ul style="list-style-type: none"> Regular meetings and discussions with respective Procurement Managers 	<ul style="list-style-type: none"> As required 	<ul style="list-style-type: none"> Receipt of prompt payments for goods and services rendered 	<ul style="list-style-type: none"> Ensure that Sunningdale complies with contract terms for timely payment
Local communities	<ul style="list-style-type: none"> Ensure that organisations contribute positively to the community 	<ul style="list-style-type: none"> Cash donations to charitable organisations 	<ul style="list-style-type: none"> As appropriate 	<ul style="list-style-type: none"> Sustained support for CSR projects 	<ul style="list-style-type: none"> Maintain good relationships with charitable organisations
		<ul style="list-style-type: none"> CSR events in collaboration with charitable organisations 	<ul style="list-style-type: none"> As appropriate 		
Government institutions and regulators (such as SGX, CPF, IRAS, and NEA)	<ul style="list-style-type: none"> Implement and enforce standards and regulatory requirements 	<ul style="list-style-type: none"> Participate in meetings with government institutions and regulators 	<ul style="list-style-type: none"> As appropriate 	<ul style="list-style-type: none"> To ensure that organisations are in compliance with laws and regulations 	<ul style="list-style-type: none"> Keep all relevant employees abreast with changes to statutory requirements To ensure compliance with all applicable laws and regulations

MATERIALITY ASSESSMENT

PROCEDURE

At Sunningdale, we strongly emphasise the need to address the ESG issues which are material to our business and stakeholders. In July 2017 last year, we conducted our first formal materiality assessment under the guidance of independent sustainability consultants. The materiality assessment was a four-step approach as outlined in Figure 5 below. In order to ensure that our material topics remain relevant this year, the topics are reviewed and re-evaluated once again by the representatives from Sunningdale. By involving key personnel from various departments as well as taking into consideration both internal and external stakeholders' feedback, we concluded that our material topics that were identified last year remain applicable and relevant in 2018, as shown in Figure 6 below.

FIGURE 5: MATERIALITY ASSESSMENT PROCESS

Stakeholder Group	Activities
	1. Identification An exhaustive list of potential Environmental, Social, and Governance ("ESG") matters was identified by independent sustainability consultants through desktop research, benchmarking reviews and discussions with Sunningdale's management.
	2. Prioritisation The matters identified in Step 1 were rated and prioritised in terms of importance by representatives from the various departments, taking into consideration both an internal and external stakeholders' perspective.
	3. Validation Material matters that were identified from Step 2 were presented to the Board for their validation and approval.
	4. Review In the subsequent financial years, these identified material matters will be reviewed and reassessed for their continued relevance and importance to Sunningdale.

MATERIALITY ASSESSMENT

PROCEDURE

FIGURE 6: MATERIAL AND ADDITIONAL MATTERS IN FY2018

Sustainability Matters	Mapped Gri Standards Topics
	Ethics, Bribery and Corruption <p><u>GRI 205: Anti-Corruption</u> <u>GRI 205-2: Communication and training about anti-corruption policies and procedures</u> <u>GRI 205-3: Confirmed incidents of corruption and actions taken</u></p>
	Occupational Health and Safety <p><u>GRI 403: Occupational Health and Safety</u> <u>GRI 403-1: Workers Representation in formal joint management-worker health and safety committees</u> <u>GRI 403-2 Types of injury and rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities</u></p>
	Waste Management <p><u>GRI 306: Effluents and Waste</u> <u>GRI 306-2: Waste by type and disposal method</u></p>
	Health and Safety of Our Customers <p><u>GRI 416: Customer Health and Safety</u> 'Not reporting any GRI Topic-specific disclosures'</p>
	Material Use <p><u>GRI 301: Materials</u> <u>GRI 301-2 Recycled input materials used</u></p>

- Material Matter
- Additional Matter

GOVERNANCE

ETHICS, BRIBERY AND CORRUPTION

Sunningdale reaffirms the importance of strong business ethics to the success of the organisations. By upholding a high standard of corporate governance and ethical conduct, we can provide continued confidence to our stakeholders. This confidence provides a competitive advantage in the global market as well as strong collaborative opportunities for the organisation.

To maintain compliance with our strong business ethics, Sunningdale has several key policies that applies to all employees of Sunningdale as well as key vendors, which are summarised in Figure 7 below.

FIGURE 7: SUMMARY OF KEY POLICIES ON ETHICS, BRIBERY AND CORRUPTION

Policies	
Code of Business Ethics and Conduct	Sunningdale maintains a strong code of business ethics and conduct which guides the decision making of our employees in evaluating conflict of interest
Whistle-blowing policy	Sunningdale maintains a whistle-blowing policy which provides channels for employees to report breaches and concerns that occurs within the organisation. The structure of the whistle-blowing committee is provided
ERM Policy	An Enterprise Risk Management ("ERM") Policy is in place to formalise the reporting, assessment, treating and monitoring of each significant risk that the Group faces in achieving its business objectives. Such risks, including mitigating actions, are reported to the Board through the Audit and Risk Committee on an annual basis and are followed-up by the in-house internal audit team as part of its annual audit plan. Further, in support of the ERM Policy, a Control Self-Assessment ("CSA") framework is also in place to self-assess internal controls (covering compliance among others) in accordance with the Group's requirements and specifically address any significant weaknesses and/or risks identified.

Focus area	Perpetual target	FY2017 performance	FY2018 performance
Anti-corruption	Zero cases of corruption	● Achieved	● Achieved

GOVERNANCE

The Code of Business Ethics and Conduct is overseen by a committee comprising the CEO, Chief Financial Officer, Human Resource Director, and Internal Audit manager. All anti-corruption policies and practices are communicated to and approved by the board.

To ensure the compliance of the relevant stakeholders to our policies on “ethics, bribery and corruption”, Sunningdale has instituted several practices and initiatives summarised in Figure 8 below. To evaluate the performance and improve our internal controls, internal audits are performed quarterly by the respective audit and risk committee for each operation site.

FIGURE 8: PRACTICES ON ETHICS, BRIBERY AND CORRUPTION

Practices	
New employee orientation program	All new hires are required to undergo an orientation program which briefs them on the Sunningdale’s Code of Business Ethics and Conduct as well as the available whistle-blowing channels.
Compliance audits	To ensure compliance with laws and regulations, the Internal Audit manager conducts regular internal compliance audits.
Vendor survey forms and online database	We ensure that all vendors acknowledge and sign our Code of Business Ethics and Conduct form within our Vendor Survey Form, which is uploaded to an online database. We conduct due diligence to ensure that suppliers comply with all laws and regulations.

Owing to Sunningdale’s strong internal code of conduct, there were no cases of known corruption in both 2017 and 2018. There were no whistle-blowing cases during this period.

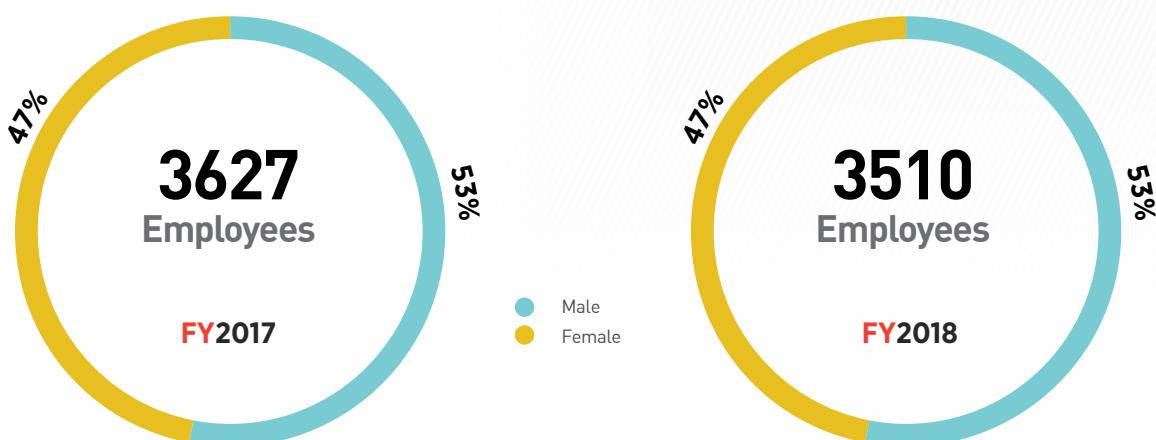
To evaluate the performance and improve our internal controls, we have implemented the practice of Control Self-Assessment (“CSA”) through completion of a questionnaire annually to track if there are significant material issues to be resolved. This acts as a supplement in the conduct of internal audits for which results are reported quarterly for review by the audit and risk committee.

SOCIAL

PROFILE OF OUR WORKFORCE

Sunningdale understands that the key to any business lies in the management and nurturing of its staff. At the end of FY2018, we had 3510 employees¹, a slight decrease compared to FY2017 where we had 3627 employees. The decrease was largely a result of natural attrition in Malaysia and there was no replacement of headcount in order to improve cost efficiency and productivity. The proportion of male to female employees for both years remained consistent at 53% male and 47% females. For our operations in Singapore and Malaysia, staffs were primarily on permanent contracts with only 2 temporary staff hired in Malaysia in 2018. Due to the nature of our business in Batam, most of our full-time staff are on temporary contract, in line with the labour law in Indonesia. To meet the high business demand and to replace the employee turnovers at one of our facilities in Malaysia, we have hired a significant number of contract workers². In FY 2018, our total number of contract workers across all three countries was 960, an increase from 939 in FY 2017.

FIGURE 9: TOTAL NUMBER OF EMPLOYEES IN FY2017 AND FY2018



1 An employee refers to an individual who is in an employment relationship with the organisation, according to national law or its application.

2 Contract workers carry out similar roles performed by employees such as operators, technicians, leaders, material and store handlers.

SOCIAL

FIGURE 10: DEMOGRAPHICS OF EMPLOYEES

Demographics of Employees	FY2017 ³		FY2018	
Total employees, as at financial year end	3627		3510	
Total employees, by Gender				
Male	1904	53%	1858	53%
Female	1723	47%	1652	47%
Total employees, by Age Group				
< 30 years old	1633	45%	1602	45%
31-50 years old	1794	49%	1696	49%
> 50 years old	200	6%	212	6%
Total employees, by Employment Contract (By gender)	Permanent	Temporary	Permanent	Temporary
Male	1805	99	1748	110
Female	1618	105	1562	90
Total employees, by Employment Contract (By gender)	Permanent	Temporary	Permanent	Temporary
Singapore	618	0	653	0
Malaysia	2802	7	2655	2
Indonesia	3	197	2	198
Total employees, by Employment Type (By gender)	Full-Time	Part-Time	Full-Time	Part-Time
Male	1897	7	1856	2
Female	1723	0	1652	0

OCCUPATIONAL HEALTH AND SAFETY

Sunningdale remains committed to providing a healthy and safe workplace for all our employees. Sunningdale understands the potential impacts on employees and the legal and financial ramifications that may result from lapses in safety procedures.

³ FY2017 employee numbers in Singapore are restated due to the absence of part-time employees.

SOCIAL

To provide and maintain a healthy and safe environment, Sunningdale has established a QEHS policy that is supported by various initiatives to ensure that employees work in optimum conditions. Moving forward in FY2019, Sunningdale included food safety in its QEHS policy by adopting the HACCP and GMP as we understand the importance behind the quality of our products that come into contact with food. A summary of the key stipulations of the QEHS policy is provided in Figure 11.

FIGURE 11: SUMMARY OF THE KEY STIPULATIONS OF SUNNINGDALE'S QEHS POLICY

Sunningdale's QEHS and Food Safety Policy

Sunningdale is committed to continually improve our processes, including adoption of new work processes and new technologies with proactive risk management and incident prevention.

Quality and Food Safety:

- Develop a pro-quality mindset to the extent of performing our jobs Right-First Time and Every Time.
- Ensure product manufactured meets customer requirement and is safe to use by Customer and End User.
- Commit to treat our workers with respect and dignity, and foster strong teamwork and co-operation spirit among employees across all levels.
- Commit to meeting the best food safety practices by utilising HACCP and adopting GMP to consistently produce and control all processes according to specifications and requirements.

Environment, Health and Safety:

- Supply safe, effective and quality products that have minimum impact on the environment
- Provide safe and healthy working conditions for the prevention of work-related injuries and ill-health through hazards elimination and risk minimisation.
- Protect the environment including the prevention of pollution by controlling the use of resources and at source, wherever practicable
- Inculcate waste reduction attitude in time, cost, manpower and other resources, including natural resources
- Continually improve social responsibility, environmental, health and safety among employees and the relevant interested parties through communication, education, promotion and training to enhance EHS performance
- Fulfils compliance obligation and other needs and expectations of relevant interested parties

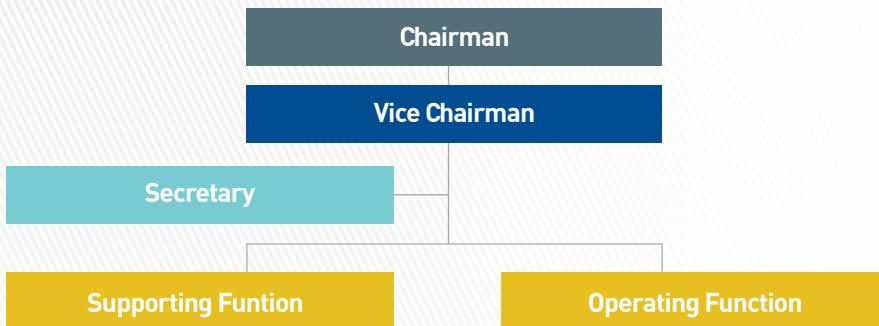
Focus area	Perpetual target	FY2017 performance	FY2018 performance
Operation health and safety	Zero workplace injury rate	● Not achieved	● Not achieved ⁴

The EHS Committee of each operating site in this reporting scope maintains and oversees the implementation of the QEHS policy, as shown in Figure 12. The respective site EHS Committee is headed by an appointed Chairman, assisted by a Vice Chairman and Secretary, followed by the respective department representatives who carry out the various practices and initiatives driven by the Chairman. The Chairman then reports to the respective site General Manager.

⁴ Please refer to page 20 for detailed performance of occupational health and safety.

SOCIAL

FIGURE 12: EHS COMMITTEE OF EACH OPERATING SITE AT SUNNINGDALE



Though Sunningdale takes proactive efforts to reduce any risk of occupational health and safety, we have also established various channels of feedback for employees and stakeholders. Should employees or any stakeholders have any feedback or concerns with regards to our occupational health and safety practices, they can write in to csrs@sdaletech.com, raise a case through the whistle-blowing mechanism, or approach the EHS Committee directly.

In addition to the QEHS policy, several initiatives have been introduced to ensure that workplace injuries, fatalities and diseases are kept at a minimum. These key initiatives are summarised in Figure 13 below.

FIGURE 13: OCCUPATIONAL HEALTH AND SAFETY INITIATIVES AT SUNNINGDALE



SOCIAL

FIGURE 14: RESOURCES ALLOCATED TO MANAGING EHS

EHS Management Cost (in SGD)



In order to ensure that the health and safety of workers are taken care of, resources are allocated to manage the different aspects of Sunningdale's operation, such as personnel chemical exposure monitoring, examination and testing of local exhaust ventilation, ambient air monitoring, boundary noise monitoring, employee audiometric test, medical surveillance program, EHS Promotion Day, PPE and cranes and towers servicing. Figure 14 above shows the amount of resources allocated towards managing EHS. As there are three manufacturing sites in Malaysia, one in Singapore and one in Indonesia, the amount of resources allocated in Malaysia was more than the other two countries. The significant increase in resources allocated in Malaysia was largely due to the inclusion in cost of PPE in FY 2018 at one of our sites (not included in FY 2017), and the increase in cost of waste water discharged was due to a breakdown of ink waste treatment machine at another site, which contributed to a large amount of ink waste disposed directly by licensed contractor without treatment.

Case Study 1: Conducting Chemical Spill Drill

Annually, Sunningdale carries out a chemical spill drill refresher training to the Chemical Spill Team ("CST") as shown in Figure 15 below. The aim of this drill is to allow the team to recap on the procedure of the containment of chemical spillage so that the team can respond swiftly and calmly should any spillage occur. The drill is conducted in the following sequence:

- 1) Assess the risk: Any staff who witness the spillage should inform the area supervisor who will alert the CST, while the rest of the employees should cordon off the spill area.
- 2) Spill response: CST follows the protocol on identifying the chemical, donning of the PPE, and take appropriate action to stop and confine the spillage.
- 3) Incident reporting/Investigation: CST will investigate the cause of spillage and the Manager or Supervisor should adopt the incident reporting and investigation procedure.

SOCIAL

FIGURE 15: CHEMICAL SPILL DRILL



Case Study 2: Ensuring the health and safety of our staff

Due to the nature of the work we do at Sunningdale, there is a risk of our staff developing operational diseases such as hearing and eyesight loss. While we have taken strict precautions to reduce risks through mechanical and administrative controls, we recognise that all employees at Sunningdale have an individual responsibility to ensure safety at the workplace. As such, we have extensive training programs for our staff to understand the role that they play in ensuring their safety. For individuals who have already developed operational diseases such as hearing loss, we have also implemented several programs to ensure that their diseases do not progress any further. The details of these programs are provided below:

1. EHS orientation for new employees

Every new hire at Sunningdale is required to undergo EHS orientation to ensure that all employees are aware of our QEHS policy and practices. This is to reduce the likelihood of harm that a new individual might pose to himself and his fellow co-workers. During these trainings, topics such as the use of earplugs during instances where they are exposed to noise are covered.

2. Taking care of the well-being of our employees

For staff who has been identified to be suffering for hearing loss, additional measures have been put in place to ensure that their conditions do not worsen. These measures include:

- Conducting a yearly refresher course which reinforces best personal practices to reduce damage from noise
- Maintaining a register of individuals who are working in a high noise environment to monitor them
- Engaging an external party to conduct a yearly audiometric test for selected employees who are exposed to excessive noise levels

SOCIAL

FIGURE 16: EHS TRAINING PROGRAM (LEFT) AND YEARLY EYE-CHECKS FOR SELECTED EMPLOYEES (RIGHT)



In addition to taking care of hearing loss, Sunningdale also conducts yearly eye-checks for selected employees. This is an important procedure as poor eyesight can affect factors such as depth perception which can affect the operation of machinery and increase the likelihood of incidents to occur.



At Sunningdale, we are constantly striving towards the goal of zero workplace injury rates within all our operations. For FY2018 performance, Figure 17 provides an overview to Sunningdale EHS performance, broken down at a regional and level. Overall, there was a decrease in the rate of workplace injuries⁵ between FY2017 (1048 injury rate) and FY2018 (741 injury rate) among employees, and zero injury rate among contract workers. Details of the instance of injuries that occurred have been presented in Figure 18. In all instances, follow-up investigations were conducted to identify the source of hazards at the workplace. Corrective action such as staff briefing and the introduction of new safety protocols were introduced to address the likelihood of such injuries from reoccurring at the workplace. The reduction in accident frequency and severity rates are a testament to Sunningdale's commitment to safety at the workplace. Although Sunningdale has yet to achieve its target of zero injury rate, we have made significant progress towards this goal.

⁵ Workplace Injury Rate is calculated as the total number of fatal and non-fatal workplace injuries per 100,000 employees, as defined by the Ministry of Manpower ("MOM") in Singapore.

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FIGURE 17: OCCUPATIONAL HEALTH AND SAFETY PERFORMANCE FOR EMPLOYEES IN FY2017 AND FY2018

	FY2017			FY2018		
	Male	Female	Total	Male	Female	Total
Injuries						
Singapore	9	1	10	3	1	4
Malaysia	21	3	24	17	3	20
Indonesia (Batam)	3	1	4	1	1	2
All sites			38			26
Fatalities						
Singapore	0	0	0	0	0	0
Malaysia	0	0	0	0	0	0
Indonesia (Batam)	0	0	0	0	0	0
All sites			0			0
Workplace Injury Rate⁶						
Singapore	2217	472	1618	708	437	613
Malaysia	1495	214	854	1282	225	753
Indonesia (Batam)	3226	935	2000	926	1087	1000
All sites			1048			741
Occupational Disease Rate⁷						
Singapore	5172	1415	3883	5660	1747	4288
Malaysia	285	142	214	377	451	414
Indonesia (Batam)	0	0	0	0	0	0
All sites			827			1111

6 Workplace Injury Rate is calculated as the total number of fatal and non-fatal workplace injuries per 100,000 employees, as defined by the Ministry of Manpower ("MOM") in Singapore.

There were no workplace injuries or fatalities for workers in 2018.

7 Occupational Disease Incidence Rate is calculated as the total number of occupational disease cases per 100,000 employees, as defined by MOM in Singapore.

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	FY2017			FY2018		
	Male	Female	Total	Male	Female	Total
Lost Day Rate (Accident Severity Rate)⁸						
Singapore	121	6	82	7	46	21
Malaysia	60	2	31	48	4	26
Indonesia (Batam)	19	8	13	0	16	7
All sites			38			24
Absentee Rate (%)⁹						
Singapore	0.33	0.35	0.34	0.34	0.36	0.35
Malaysia	0.39	0.32	0.35	0.43	0.39	0.41
Indonesia (Batam)	0.30	0.39	0.35	0.67	0.75	0.71
All sites			0.35			0.42

FIGURE 18: SUMMARY OF INCIDENTS AND CORRECTIVE MEASURES BY COUNTRY IN FY2018

FY2018		
	Description of injuries	Corrective measures
Singapore	4 individuals experienced lacerations and cuts on the fingers	<ul style="list-style-type: none"> • Establish Work Instruction and Update Risk Assessment • Conduct briefing to the related work team
Malaysia	<ul style="list-style-type: none"> • 18 individuals experience injuries such as lacerations, contusions and cuts to various parts of their bodies • 1 individual had lost fingers during an incident • 1 individual experienced an electric shock 	<ul style="list-style-type: none"> • Establish Work Instruction and Update Risk Assessment • Conduct briefing to the related work team • Install appropriate equipment for use to remove materials attached to the mould lifter • Installed air conditioning insulation and barrier around the wiring area to prevent future instances of shocks from occurring
Indonesia (Batam)	2 individuals experience lacerations on their finger and lips	<ul style="list-style-type: none"> • Conducted briefings for staff to ensure that future incidents of a similar nature do not occur

⁸ Accident Severity Rate is calculated as the number of man days lost to workplace accidents per 1,000,000 man-hours worked, as defined by MOM in Singapore.

⁹ Absentee Rate is the total absentee days lost, relative to the total days scheduled to be worked by the employees in the reporting period, expressed as a percentage, as defined by the GRI Standards.

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HEALTH AND SAFETY OF OUR CUSTOMERS

The health and safety of our customers remain a key concern to Sunningdale as an organisation. Breaches to health and safety of our customers can have a significant impact on the reputation of Sunningdale as a provider of quality products and negatively impact our business. Beyond the importance of customer health and safety towards building trust amongst our customers, we believe it is a moral imperative to ensure that no one is harmed during the use of our products. As Sunningdale manufactures products based on our customers' specification, we are restricted in our ability to modify the product designs. However, Sunningdale takes necessary precautions to ensure that our operations comply with requirements from the relevant authorities and takes steps to safeguard the quality of our products wherever possible.

For the reporting matter of health and safety of our customers, the overarching policy which governs it is the QEHS policy as detailed in the Occupational Health and Safety section of the report. In taking care of the interests of our customers, we do also have channels for their feedback.

To ensure the safety of our products, we have a well-defined process and procedure to manage the safety of the product from its inception to the end of the supply chain. Supporting these procedures are a team of Quality Assurance ("QA") team who are tasked with investigating customer complaints and the implementation of product safety protocols. These processes and procedures are detailed in Figure 19 below:

FIGURE 19: HEALTH AND SAFETY OF OUR CUSTOMERS PROCESSES AND PROCEDURES

Quality Management	<ul style="list-style-type: none"> • Certified ISO 9001 Quality Management System ("QMS"), compliance to regulations on ROHS and REACH substances • Implementation of Hygiene SOP for high risk products such as products related to infant formula
Supply Chain	<ul style="list-style-type: none"> • All approved suppliers or contractors will be maintained in the Approved Vendor List ("AVL"). Poorly performed suppliers will be escalated to management and customer to approve for alternative supplier before delisting them from AVL. • For new purchases and subsequent compliance check, direct material suppliers are required to provide Registration, Evaluation, Authorisation and Restriction of Chemicals ("REACH") and Restriction of Hazardous Substances ("ROHS") declaration, including conflict minerals reporting. • Incoming quality inspection and supplier audit has been implemented through our QMS
Training	<ul style="list-style-type: none"> • "I Care" training program

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Case Study 3: I Care Program

One of the most important cornerstones of our initiatives to ensure “health and safety of our customers” is the “I Care” program. This training program is conducted yearly for operational staff and biyearly for administrative staff by the operations manager and is primarily concerned with educated employees about health and safety risks as well as on observing all related practices. The aspects covered by the program are:

- Ethics
- Key Operational Practices
- Current Good Manufacturing Practices
- Good Documentation Practices

The specific details of the training program are updated yearly to ensure that potential gaps in safety procedures are filled.

Case Study 4: Managing complaints on issues of “health and safety of our customers”

At Sunningdale, we take all customer complaints with respect to “health and safety of our customers” seriously. We make sure that all complaints are investigated and the appropriate steps are taken to rectify the problem.

1) Prevention of pests

One of the products manufactured by Sunningdale are scoops for infant milk powder. We have received complaints from a client that a live lizard was likely introduced to their manufacturing room from bringing in our yellow tote (contain bags of scoops inside) into the room. Additionally, a dead ant was found on the packaging of a scoop. To identify how the pest entered the yellow tote containing the products, a root cause analysis was carried out. From the analysis, these corrective actions were carried out:

- Placing layer pad on the pallet before palletising with yellow tote
- Updating the packaging material used for our products
- Issuance of a quality alert to all production and QA personnel to create awareness of the issues

Sunningdale takes complaints about the EHS aspects of our products to our clients seriously and will continue investigating until all potential EHS issues are eliminated from our products.

2) Rectification of safety lock issue

At Sunningdale, one of the products that we produce is that of safety locks for a major home appliance manufacturer. This lock is used as a safety mechanism to ensure that a clothes iron does not accidentally dismount when it is turned on but not in use. This safety mechanism ensures that accidental burns do not occur. One of the complaints we received about our safety mechanism was the jamming of the safety mechanism, preventing the clothes iron from dismounting when it was intended to be used. This problem was caused by an issue on the front lock release button. This resulted in the poor fit of the component, thus leading to problems in the final assembly of the safety mechanism. To resolve this issue, the following steps were taken:

- The contact areas of the components were analysed and measurement data were collected
- The data collected were analysed against the product specification and the dimensions of the specifications were corrected
- In Sunningdale’s in-process control criteria, an additional criterion regarding the dimension of the product was added to ensure that the product meets its specification

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Case Study 5: Automation

One of the most important steps in ensuring the high quality of our products to meet EHS requirements is in the QA step. This step can be fairly labour intensive and there is a possibility for lapses to occur which can significantly affect the safety of our products. Recently, we have been investing in automation to improve the quality and efficiency of our manufacturing. Below provides two such examples of our automation program.

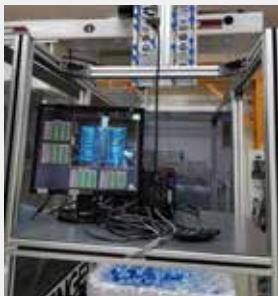


FIGURE 20: DETECTION OF DISCOLOURED SCOOP USING 5M PIXEL COLOUR CAMERA



FIGURE 21: MANUAL SCREENING OF DISCOLOURED SCOOP

1) Online camera inspection system

Before automation, scoops were manually screened by trained staff to detect color variations and contamination after the moulding process. To improve the process, Sunningdale invested in an On-Line Camera Inspection machine (Figure 20). This system is able to detect discolored scoops by using a 5M pixel color camera which is far more accurate than using a camera operator. In addition, the system stores all the images in an archive which allows for greater accountability of our manufacturing process.

2) Tip degating and tray insertion

Before the automation, the manual gate cut and insertion of tips into the tray occasionally damage the tip which has a thin wall. To improve the quality of the tip as well as reduce labour, the robot picks up the moulded tip and places them into the degating machine and subsequently inserts the degated tips into the tray with precision and accuracy, hence eliminating damaged tips due to mishandling.



FIGURE 22: MANUAL INSERTION OF TIPS INTO TRAYS



FIGURE 23: UR5 ROBOT PRECISE AND ACCURATE WORK IN FITTING TIPS INTO TRAYS

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WASTE MANAGEMENT

For an island nation like Singapore, where land is a valuable resource and space constraints pose major challenges, appropriate waste management practices have been a constant concern for the small but economically strong city-state. Furthermore, increasing waste output acts as a threat to many preventive measures adopted today. At Sunningdale, we firmly believe that effective waste management, a result of thoughtful and rigorous planning, is not only beneficial for the environment but also for protecting the health of our community at large.

Sunningdale is committed to some of the most effective waste management practices in the industry. In 2017, we adopted the QEHS Policy, which we strictly adhere to always. A description of the policy is provided in Figure 11 above. As a corporate seeking to manage our environmental responsibilities in a systematic manner, we have also put in place ISO14001 Environmental Management System for all sites covered in this scope of reporting.

Focus area	Perpetual target	FY2017 performance	FY2018 performance
Waste Management	Zero chemical spill	● Achieved	● Achieved
Waste Management	Zero cases of improper disposal of waste	● Achieved	● Achieved

Adopting a four-pronged strategy (employee awareness, process optimisation, control measures and periodic review), supported by certain initiatives, Sunningdale effectively tackles an increase in waste production and integrate positive waste management practices as an integral part of our day-to-day operations. This strategy and its constituent initiatives have been detailed in Figure 24 below.

FIGURE 24: FOUR-PRONGED STRATEGY AND INITIATIVES AT SUNNINGDALE FOR WASTE MANAGEMENT TO UPKEEP AND PROMOTE AN EFFECTIVE WASTE MANAGEMENT CULTURE

Employee Awareness	Process Optimisation	Control Measures	Periodic Review
<ul style="list-style-type: none"> Session on waste management during the EHS orientation programme highlighting the types of waste and their disposal method Yearly EHS campaign 	<ul style="list-style-type: none"> Optimisation of production process to minimise resource wastage such as opting for the hot runner system over the cold runner system 	<ul style="list-style-type: none"> Secondary containment of chemical wastes to prevent contamination to soil 	<ul style="list-style-type: none"> Monitoring of production scrap with the usage of the Systems, Applications and Products ("SAP") System Conducting of regular EHS internal and external audit

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Majority of the waste produced in our facilities are plastic components such as runners and rejected parts. Other major sources of waste include paint sludge, wooden pallets leftover from supplier deliveries, and packaging material, all of which we ultimately send to recycling companies. For this endeavour, we engage a licensed contractor who is authorised to collect such items, get them recycled and finally, sell them across relevant industries.

Other indirect supplies that re-cycling are the files that we use to organise our printed documents. We will take documents that are filed, packed them and recycle our files for recent year documentations purpose.

In addition, we implemented a wastewater treatment at one of our Malaysian operating sites, from which water is removed and the dry sludge (hazardous waste) is collected to dispose by a designated license contractor. We send the wastewater to our De-watering system ("DWS") for treatment by adding chemical additives to separate wastewater and residual (dry sludge). With this initiative, we were able to treat all the wastewater generated by our industrial facilities, with 75 – 80% of the treated water being flushed into the drain after conducting verification, hence meeting all regulatory requirements and cost savings through reduction in the amount of waste transported by license contractor.

Case Study 6: Recycling of packaging waste: film wrap core, cling wrap core, stretch film wrap plastic core

During the course of manufacturing, many of our product inputs come in plastic totes, plastic pallets, wooden pallets and cartons. These items are used as part of the packaging and delivery process to Sunningdale. Figure 25 below shows the amount of packaging waste recycled by Sunningdale.

FIGURE 25: AMOUNT OF PACKAGING WASTE RECYCLED IN FY2018

RECYCLED PACKAGING WASTE (PCS)



Case Study 7: Waste dewatering system

One of the key costs involved in our operations results from the disposal of waste from our facilities. As the costs required for disposal is calculated based on the weight of the waste, there is a strong incentive for us to invest in ways to reduce the weight of waste being produced. The dewatering system allows us to extract water from our waste, thereby reducing the overall weight of the solid waste, in the form of dry sludge, produced in our operations. The introduction of this system resulted in a significant decrease in the cost of waste disposal, where we saw reductions to about 60% of waste by weight. This initiative demonstrates the strong business incentive to invest in technologies to reduce the amount of waste we produce.



FIGURE 26: DEWATERING SYSTEM

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We have continued to achieve our perpetual targets of zero chemical spills and zero cases of improper waste disposal. With our internal waste scorecard monitoring scheme and regular EHS internal and external audit, we hope to maintain our record of zero cases of chemical spills and zero cases of improper disposal of waste.

FIGURE 27: TOTAL HAZARDOUS AND NON-HAZARDOUS WASTE PRODUCED

Type of Waste	2017	2018
Hazardous (tonnes)	710.9	1,419.2
Non-hazardous (tonnes)	1,434.3	1,428.1

From Figure 27 above, our total hazardous waste has increased from 710.9 tonnes in FY2017 to 1,419.2 tonnes in FY2018, while our non-hazardous waste has decreased from 1,434.3 tonnes in FY2017 to 1,428.1 tonnes in FY2018.

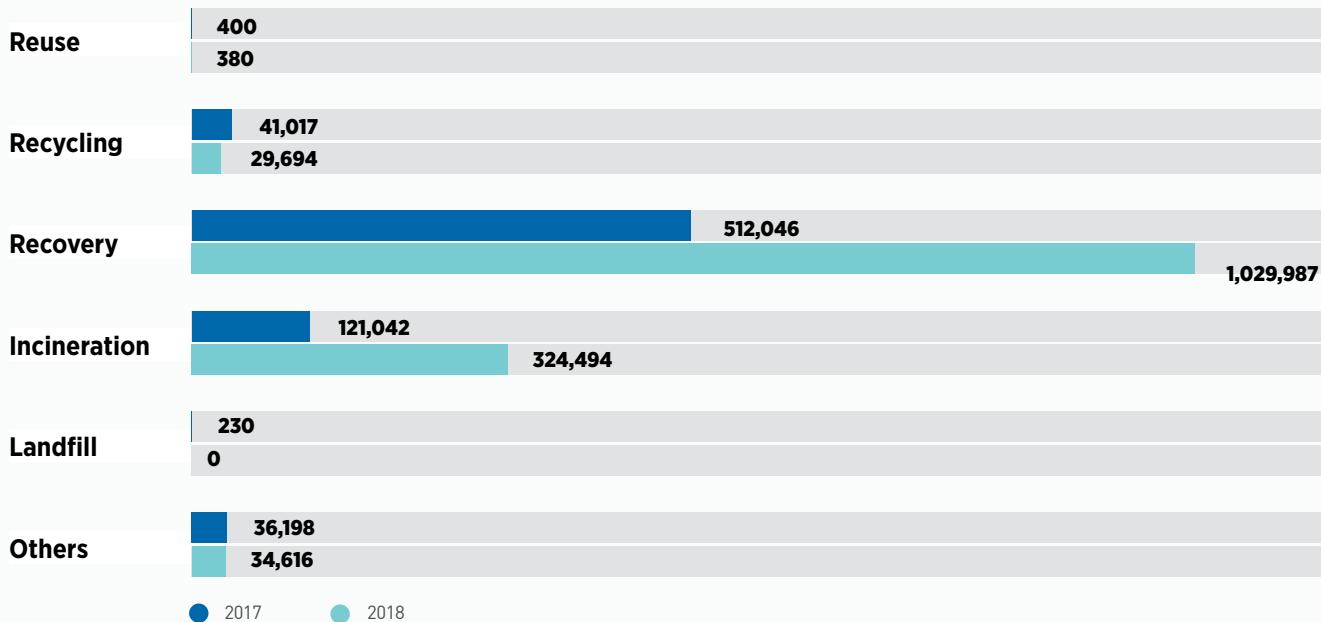
In Figure 28, the significant increase in hazardous waste recovered resulted from an increase in plastic waste produced at one of our Malaysia site due to a change in customer's requirement. The disposal of old lacquering fixture that utilises an old composition of re-palletising resin also contributes to the plastic waste. In addition,

the significant increase in hazardous waste incinerated was due to a breakdown of ink waste treatment machine at one of our Malaysia site, which contributed to a large amount of ink waste disposed directly by licensed contractor without treatment.

In Figure 29, the increase in non-hazardous waste under "Recovery" was mainly due to the increase in paper and carton waste produced at one of our operating sites in Malaysia as there is an increase in production lines for our new projects. The increase under "Incineration" was due to an increase in general waste resulting from a renovation at Singapore's production shop floor to cater for the increase of activities and manpower. The increase in non-hazardous waste disposed through "Landfill" was due to an increase in general waste disposed as there was an increase in daily cleaning activities within our Malaysia production premises to fulfil our new healthcare customer's requirement.

FIGURE 28: HAZARDOUS WASTE IN FY2017 AND FY2018

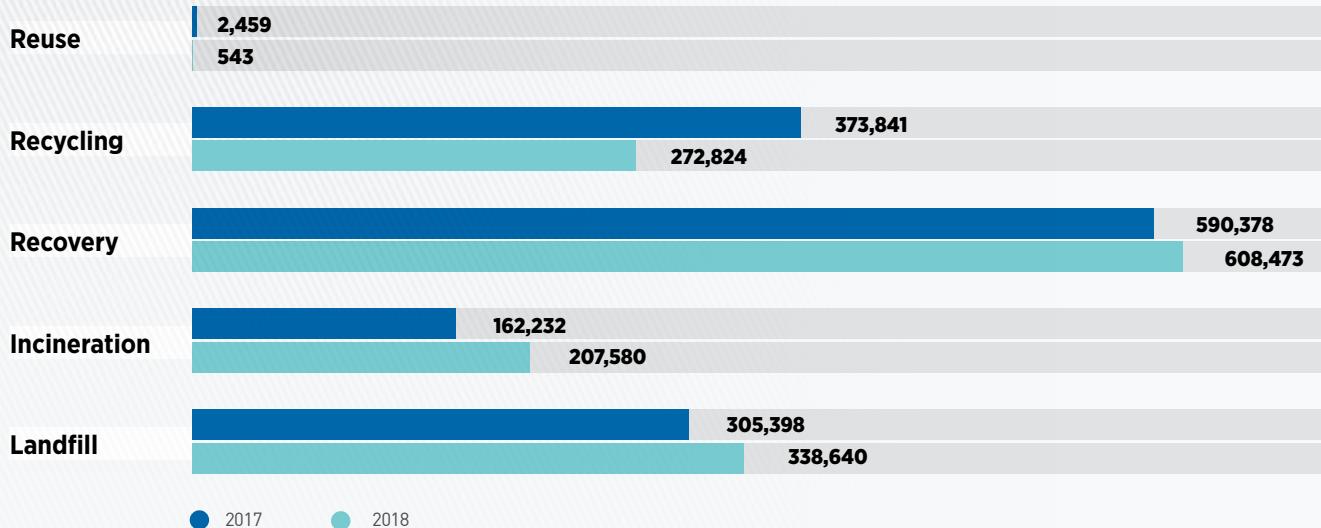
HAZARDOUS WASTE (KG)



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FIGURE 29: NON-HAZARDOUS WASTE IN FY2017 AND FY2018

NON-HAZARDOUS WASTE (KG)



MATERIAL USE

At Sunningdale, we recognise the importance of employing raw materials in a manner that is coherent with the best sustainability practices. Moreover, the responsible use of raw materials genuinely contributes to lower operating costs for us and allows us to play a major role in conserving the earth's increasingly finite resources.

Our customers enjoy a great deal of independence in determining the type and amount of materials they wish to use. Figure 30 shows Sunningdale's recycled input materials used during production, which are customer-driven, while Figure 31 below shows our usage of customer-approved engineering material that is produced from recycled sources. With this effort, we are also able to ensure that our production and supply chains are considerate to the environment and communities we operate in.

FIGURE 30: RECYCLED INPUT MATERIALS USED DURING PRODUCTION¹⁰

	Singapore	Malaysia
Total weight or volume of recycled input materials used (Kg)	6,840	770,824
Total weight of input materials (Kg)	1,396,000	6,245,897

10 Performance data only includes Singapore and two entities in Malaysia.

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FIGURE 31: MATERIAL USE INITIATIVES (CUSTOMER-DRIVEN/IN-HOUSE)



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102-12	External initiatives	External initiatives that Sunningdale subscribes to include: • Blood Donation by the Singapore Red Cross Society	
102-13	Membership of associations	Sunningdale is a member of the following associations: • Singapore Precision Engineering & Tooling Association (SPETA) • Singapore Manufacturing Federation (SMF) • Singapore National Employers Federation (SNEF)	
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