



**Tongdao Liepin Group**  
**同道獵聘集團**

*(Incorporated in the Cayman Islands with limited liability)*  
**(Stock Code: 6100)**



**ENVIRONMENTAL, SOCIAL AND  
GOVERNANCE REPORT**

**2020**

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## REPORTING PERIOD AND SCOPE

Tongdao Liepin Group (the “**Company**”, together with its subsidiaries and integrated affiliated entities as well as their respective subsidiaries and branches, collectively, “**Liepin Group**” “**our Group**” or “**the Group**”) is pleased to present the Group’s Environmental, Social and Governance Report. Unless otherwise stated, this report covers the locations where we operate our core businesses, including the Group’s headquarter located in Beijing and its regional branch offices, for the period from 1 January 2020 to 31 December 2020.

## Reporting Standards

The Group has complied with the “comply or explain” provisions of the *Environmental, Social and Governance Reporting Guide* in Appendix 27 to the *Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited* for the year ended 31 December 2020. This report has been verified by the management and reviewed and approved by the board of directors of the Company (the “**Board**”).

## Reporting Scope

This report covers the overall performance of the Group’s core businesses in two main aspects, namely the environmental and social aspects, for the year ended 31 December 2020, which highlights the efforts of the Group on the sustainable development in the following aspects:

- environmental aspect (emissions, use of resources, the environment and natural resources); and
- social aspect (employment, health and safety, development and training, labor standards, supply chain management, product responsibility, anti-corruption and community investment and participation).

## Comments from Stakeholders

The Group welcomes comments from stakeholders on our environmental, social and governance policies and performance. Relevant comments may be sent by email to [ir@liepin.com](mailto:ir@liepin.com).

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE MANAGEMENT APPROACH AND STRATEGY

### 1. Balanced and Sustainable Development

Over the years, Liepin Group has been dedicated in facilitating the sustainable development of its business, advocating environmental protection and focusing on the undertaking of social responsibilities, in an endeavor to set a good example for the public. In the course of its business operations, the Group also highly emphasized the balance of interests among shareholders, customers and employees, and preserved an equal emphasis on the business development and the fulfillment of social responsibilities.

### 2. Stakeholder Engagement and Materiality

In order to identify the most significant aspects of environment, social and governance for the Group to be reported in this report, key stakeholders (including investors, shareholders and employees) have been involved in regular discussions to identify the impact of the Group's business on economic, environment and social aspects, and the issues of concern to the stakeholders. The key stakeholders, issues of concern and communication channels that we identified are listed in the table below.

<b>Key stakeholders</b>	<b>Key environmental, social and governance issues of concern</b>	<b>Key communication channels</b>
<b>Government and regulatory authorities</b>	Employment, supply chain management, product responsibility, anti-corruption and community investment	Policy consultation, incident reporting, information disclosure and participation in meetings with governmental authorities
<b>Shareholders and investors</b>	Employment, product responsibility and anti-corruption	Shareholders' meetings, regular announcements and official website
<b>Employees</b>	Employment, health and safety, development and training, and labor standards	Communication meetings, social media and face-to-face communication
<b>Users</b>	Product responsibility	Customer service hotline, official website, social media and information disclosure
<b>Platform customers</b>	Product responsibility and anti-corruption	Customer service hotline, official website, meetings and business visits
<b>Suppliers</b>	Supply chain management and anti-corruption	Suppliers' visits and suppliers' meetings

Key stakeholders	Key environmental, social and governance issues of concern	Key communication channels
<b>Media and non-governmental organizations</b>	Emissions, use of resources, the environment and natural resources, employment, supply chain management and product responsibility	Social media, official website, press conference, exchange meetings and customer service hotline
<b>Community</b>	Emissions, use of resources, the environment and natural resources, and community investment	Community interaction, public welfare activities, social media and poverty alleviation projects

### 3. Materiality Assessment

In 2020, we conducted a materiality assessment of the 11 aspects of environmental, social and governance issues listed in the *Environmental, Social and Governance Reporting Guide* as a reference for our actions and reports based on continuous communication with key stakeholders and the Company's operational characteristics.

Material issues that we identified include "Product Responsibility", "Employment", "Supply Chain Management" and "Anti-corruption"; and relevant issues include "Emissions", "Use of Resources", "The Environment and Natural Resources", "Community Investment", "Health and Safety", "Development and Training" and "Labor Standards". We will discuss these issues respectively in this report.

## ENVIRONMENTAL ASPECT

The Group pays great attention to environmental protection. Apart from ensuring the compliance with laws and regulations related to environmental protection, it also reduces environmental pollution by utilizing resources effectively and adopting environmentally friendly energy-saving measures, which improves energy efficiency continuously. The discharge and production of wastes by the Group are mainly resulted from its use of electricity, paper, gasoline and water. Given the Group's business nature, the Group believes that the impact directly exerted by its business operation on the environment and natural resources is insignificant. To the best knowledge of the Group, there was no material non-compliance with relevant laws and regulations relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous wastes.

### 1. Green Office

Electricity and water are the main resources that we consume in the Group's operations.

The Group takes active measures to promote the accountability for reasonable use of electricity. The Group requires that indoor lighting and air conditioning be turned off when they are not in use, so as to advocate reasonable use of electricity. We arrange for personnel to conduct regular inspections to avoid the situation where the lights are on but there are no people in the office area. At the same time, the Group selects and purchases high efficiency products and adopts energy-saving power supplies. The printers, office computers, fax machines and other equipment are set to be in a condition where their monitors will be automatically turned off and under "sleep" and "power saving" modes if they are not in use for a long time.

In order to save water resources, we set reasonable speed for water flow in the toilets of some offices to avoid waste of resources caused by human negligence, and arrange for regular inspections to avoid the situation of "keeping the tap running all the time".

We also adopt other measures to reduce the use of resources, for example: (i) the Group fully implements the office automation (OA) system, advocates paperless office among employees to reduce printing, and promotes email communication instead of paper fax to avoid waste of paper; and (ii) the Group also encourages employees to print on both sides of paper, re-use paper and print multiple pages per sheet where practicable.

### 2. Gasoline

The Group's offices are located in locations where public transportation is convenient, and we encourage the use of public transport such as shared bicycles to effectively reduce the use of gasoline from the origin so as to reduce carbon emissions.

### 3. Employee Training

The Group believes that raising awareness of environmental protection is critical to the better performance on environmental protection. Therefore, the Group provides regular training to its employees to educate them on relevant knowledge in relation to energy saving and emission reduction in order to develop the concept and habit of environmental protection among the employees.

With the aforementioned energy saving measures, we have achieved significant results in energy saving. Below is our emissions and energy consumption performance during the reporting period.

Emissions	Unit	Emissions	
		2020	2019
Total direct greenhouse gas (GHG) emissions	Carbon dioxide equivalent (tonnes)	1,849.3	1,875.8
Total GHG emissions per employee in office	Tonnes per employee	0.38	0.46

Notes:

- Due to its business nature, major emissions of the Group are GHG emissions, arising mainly from the use of electricity converted from fossil fuels.
- GHG emissions include carbon dioxide, methane and nitrous oxide. Greenhouse gas emission data is presented in carbon dioxide equivalent and calculated by us based on *2015 Baseline Emission Factors of Regional Power Grids in China* issued by the National Development and Reform Commission of the People's Republic of China and the *2006 IPCC Guidelines for National Greenhouse Gas Inventories* issued by Intergovernmental Panel on Climate Change.
- The main business of the Group during the reporting period does not involve the emission of hazardous waste and non-hazardous waste, so it is not disclosed in this report.

### Energy and resource consumption

Energy	Unit	Energy and resource consumption	
		2020	2019
Total energy consumption	Megawatt-hour ("MWh")	1,761.28	1,881.44
Total energy consumption per employee	MWh per employee	0.51	0.47
Running water consumption	Tonnes	3,720.75	4,347.56
Running water consumption per employee	Tonnes per employee	1.08	1.08

Notes:

- Total energy consumption is calculated based on the total power consumption and the conversion factor in the national standards of the People's Republic of China *General Principles for Calculation of the Comprehensive Energy Consumption* (GB/T2589-2008).
- The water resources used by the Group come from the municipal running water supply. The water consumption statistics cover five office areas in Guangzhou, Shenzhen, Wuhan, Xiamen and Chongqing. The water charges of other office areas are included in the property fee and their water consumption cannot be separately calculated, so it is not included in the running water consumption.
- The packaging data does not apply to the Group.

## SOCIAL ASPECT

Employees are the most important assets of the Company. We strive to create a comfortable and harmonious workplace, protect the employee's rights, focus on the employees' health and safety, conduct employees' training and promote employees' development.

### 1. Employment and Labor Practices

We abide by relevant laws and regulations including the *Labor Law of the People's Republic of China*, the *Labor Contract Law of the People's Republic of China*, the *Social Insurance Law of the People's Republic of China*, the *Law of the People's Republic of China on the Protection of Rights and Interests of Women* and the *Labour Protection Regulations for Women Workers*, so as to protect employee's legitimate rights and interests and prohibit child labor and forced labor. We have established a number of internal systems and standardized management for areas such as employee recruitment, resignation, compensation, benefits, performance and promotion in accordance with the measures described below.

Demographics of employees	As of 31 December 2020	As of 31 December 2019
<b>Total number of employees</b>	<b>4,839</b>	4,042
<b>Headquarter distribution (%)</b>	<b>505 (10.44%)</b>	515 (12.74%)
<b>Regional distribution (%)</b>	<b>4,334 (89.56%)</b>	3,527 (87.26%)
Northern China	<b>1,276 (26.37%)</b>	1,091 (26.99%)
Eastern China	<b>1,724 (35.63%)</b>	1,167 (28.87%)
Southern China	<b>1,004 (20.74%)</b>	916 (22.66%)
Southwest	<b>330 (6.82%)</b>	353 (8.73%)
<b>By gender (%)</b>		
Male	<b>1,967 (40.65%)</b>	1,676 (41.46%)
Female	<b>2,872 (59.35%)</b>	2,366 (58.54%)
<b>By age group (%)</b>		
30 or below	<b>3,517 (72.68%)</b>	3,043 (75.28%)
31–35	<b>1,017 (21.02%)</b>	753 (18.63%)
36–40	<b>247 (5.10%)</b>	208 (5.15%)
41 or above	<b>58 (1.2%)</b>	38 (0.94%)

## 2. Occupational Health and Safety Measures

We care about the health and safety of our employees and provide a safe working environment for them.

We strictly abide by *the Labor Law of the People's Republic of China*, the *Production Safety Law of the People's Republic of China*, and the *Fire Prevention Law of the People's Republic of China* and other laws and regulations concerning occupational health and safety and fire prevention in workplace, and improve the safety management through the internal rules and regulations being included in *Employee Handbook*.

In accordance with the provisions of the *Labour Law of the People's Republic of China*, the Group pays for work-related injury and medical insurances for its employees, effectively ensures that work-related injury insurance plays a functional role in preventing occupational risks, and care about the health of employees. In addition, the Group is committed to providing a safe working environment for its employees. Within the known scope, there is no potential risk of occupational diseases mentioned in the *Law of the People's Republic of China on Prevention and Control of Occupational Diseases*.

Our measures to protect workplace safety include: (i) setting up access control to manage personnel's entry into and exit from office areas; (ii) conducting regular fire safety inspections in office premises and rectifying the identified hazards thereof, and (iii) conducting fire safety publicity to enhance employees' awareness of fire safety.

We set up public zones in part of the office areas for employees to communicate among themselves and have a break, and we advocate that work be finished within working hours. We provide employees with a commercial insurance plan every year and organize lectures for employees from time to time to improve their health awareness. With the joint efforts of us and our employees, there have been no work-related deaths or work-related injuries in the past.

## 3. Training and Development of Employees

In terms of employee training, the Group adheres to the training philosophy of "helping every talent achieve greater career success". Starting from 2019, the Group has gradually been improving the training system of employees covering all employees, professional and management staff, involving offline business, online product and research as well as mid-and back-office functions. In addition, the Group provides trainings in different aspects including trainings to new employees, on-the-job professional skills and management skills. The forms of training include but not limited to mobile fragmentation learning, offline workshops, role-play, competitions and sand tables, etc. The Group also utilizes external resources to provide training directly to high-potential and high-performing staff and mid-level and senior managers. A team of 475 certified instructors has been generated and operated internally to ensure efficient delivery of Liepin Group's knowledge and skills. In 2020, we accumulatively completed more than 3,800 internal trainings with approximately 16,800 class hours in which more than 96,200 employees participated. We have accumulatively motivated outstanding new employees, trained and improved trainees in special projects, certified instructors, coached stars of mid-level and senior managers, and other training backbones to guide the construction of learning organization and repeated operations.

We are committed to providing training anytime, anywhere, in order to meet the needs of the Company's development and individual employees to the greatest extent. Particularly in 2020 when we were not able to conduct centralized training during the epidemic, we further applied talent training platform (the video course-dominated online platform) and developed a training system to meet the employees' needs for learning.

We have developed a learning panoramic map for the employees and managers in each level to establish and improve the training system. For all employees, we gradually cover different positions, ranks and stages of development through offline and online courses. For new employees, we design training programs with different durations and extensive substance according to different positions, and actively promote the mentoring system, so that they can quickly adapt to the needs of work. We provide targeted vocational training for employees on the job to improve their professionalism and professional competence. In the business zones, we launch a variety of competition incentives such as "Business Skill Competition", "Product Training" and "Internal Instructor Certification and Selection of Excellent Individuals" to promote the construction of a learning organization. We have implemented training for different management to further improve their leadership. In addition, we use various forms of external training and topic sharing to expand the employees' vision and enhance their creativity.

For the year ended 31 December 2020, we conducted 867 online courses in various forms, and completed 1,875 newcomer trainings, 1,688 on-the-job trainings and 326 management trainings. There were a total of 16,800 class hours. In 2020, the percentage of trained employees was 99%.

<b>Dimension</b>	<b>Senior manager</b>	<b>Middle-level manager</b>	<b>Junior manager</b>
Number of employees	19	154	383
Percentage of employees	0.2%	1.6%	4.0%
Average training hours	32	44	92

#### 4. Employee Recruitment Regulation

There are clear provisions in the Group's personnel recruitment and employment policy: the Human Resources Department implements human resources recruitment based on the Company's plan on human resource demand, and recruitment can be carried out both externally and internally. Upon submission of the plan on human resources demand, each department must indicate the job responsibility of the required position, the requirements for the candidates and whom they must report to.

The Group's recruitment principles are: open recruitment and merit-based employment; internal personnel are prioritized under equal conditions. The Company does not advocate employees with kinship and relationship work in those departments or positions which may give rise to a situation of conflict of interest, such as superiors and subordinates, same department (same group), suppliers, customers, etc. If such a situation occurs, employees who have kinship and relationship with each other should proactively and timely provide written reports to the Human Resources Department and the Company has the right to make adjustments to the positions of relevant personnel. Otherwise, the Company is entitled to deal with violations depending on the severity of the situation.

## 5. Employee Remuneration and Welfare System

In order to ensure Liepin Group's sustainable development, the Group will provide employees with a remuneration and welfare structure that is competitive in the industry externally and fair internally. At the same time, the Group will regularly collect and analyze relevant remuneration data in the target markets to maintain its sustainable competitiveness.

Remuneration consists of cash income and non-cash income, among which, cash income comprises basic salary, bonus, etc.; non-cash income comprises social insurance and provident fund, internal company benefits, etc. The Group has paid social insurance and provident fund for employees since they joined us.

The Group is dedicated to create a working atmosphere of "work hard, play hard". During the "moments of truth" with Liepin Group, such as incentives in the daily work, festivals, employees' birthdays, employees' anniversaries, annual meetings, etc., the Group organizes corresponding activities so as to provide welfare mentally and in substance.

In terms of holiday pay, employees receive full pay for their annual leave and fully paid sick leave. For other sick leave, employees shall be paid based on 80% of the local provinces minimum wage in the current year (for those areas with special regulations, such special regulations shall prevail). For personal leave, the full salary for the day shall be deducted. In addition, the employees of the Company shall receive basic salary for marriage and funeral leave, pregnancy check leave, maternity leave, breastfeeding leave, family planning leave, and public holidays.

## 6. Employee Performance Assessment

The Group believes that the Group's success and sustainable competitiveness entirely depend on the creativity and performance of its employees. The Group follows objective, fair and rigorous assessment standard and conducts a comprehensive assessment of employees' achievements on performance, ability, attitude and competence, the purpose of which is to demonstrate the achievement of objectives through the scientific and effective management system, and to promote continuous and effective communication, feedback and guidance between the direct supervisor and the employees on the target realization status and professional behavior. At the same time, performance assessment is organically combined with employees' training development, remuneration and welfare system to motivate employees to perform effectively.

The performance assessment system of the Group is slightly different for different departments. The Group motivates efficient performance based on assessment results to promote continuous optimization of organizational efficiency. For those employees who fail to meet the requisite standards of assessment, the Group will help them meet the performance requirements through training or rotation. For those employees who still fail to meet the performance requirements after such training or rotation, the Group has the right to terminate the labor contract with the employees in accordance with the relevant requirements of the Labor Contract Law of the People's Republic of China.

## 7. Employee Activities and Benefits

The Group strictly guarantees statutory holidays for employees in accordance with relevant laws and regulations, and provides employees with commercial insurance and other welfare plans including studying abroad. Liepin Group adheres to the corporate culture of “Care, Responsibility, and Inclusiveness”, and creates a harmonious working atmosphere like home for employees. During the year, a number of cultural and sports events were organized, including the organization of sky watching for product and research team to discuss product development strategies and the regular organization of department team building to improve staff relationship.

***Each regional branch actively organizes sports meetings, team building activities and outreach activities, and cares for the physical fitness of employees.***

- Liepin Group held an annual meeting at its headquarter, where employees from all departments gathered to celebrate the New Year and showed their youth and passion to all colleagues.



- All employees of the Guangzhou branch organized the team-building activities of hiking, which provided an opportunity for employees to cooperate with each other more closely.



- Employees of the East China region organized outreach activities to improve mutual understanding and communication capacity, and enhance the spirit of creating an excellent team.



- The Chengdu branch held the team-building activities to celebrate Mid-Autumn Festival, with employees gathered to guess lantern riddles and paint lanterns. The Chengdu branch also distributed Liepin Group customized moon cakes to create a warm and pleasant working atmosphere.



- The Chongqing branch held a mentor-mentee tea party to advance communication and collaboration between employees, enhance the interconnection between new employees and mentors, and promote the cohesion of the team.



### 8. Labour Standards and Anti-discrimination

All employees are employed by the Human Resources Department of the Group to ensure that they meet the job requirements of corresponding positions. In addition, the Group complies with relevant laws and regulations, safeguards the legitimate interests of employees, resolutely resists child labour and forced labour, and consciously conducts relevant social supervision.

The Group strictly abide by the *Labour Law of the People's Republic of China*, the *Labour Contract Law of the People's Republic of China* and other national laws and regulations, and are committed to creating an equal and diversified office atmosphere. We do not discriminate against anyone for nationality, race, gender, age, educational background or religious beliefs. We have *Specifications for Job Posting* in place internally, which regulates the recruitment process and prohibits discriminatory vocabulary in the job posting.

## 9. Supply Chain Management

The Group's major business suppliers are legal entities that comply with national policies, regulations and professional qualifications. In the course of cooperation with business suppliers, the Group focuses on the dynamic inspections of their licenses and qualifications to ensure that they comply with the relevant requirements and amendments of national policies and regulations. In addition, the Group also encourages suppliers to help promote environmental awareness and social responsibility.

The Group controls the risks that may arise from various aspects of the procurement process. We have established a sound procurement system, promulgated the *Tendering and Procurement Management System*, and established corresponding systems and processes such as *Supplier Management Specification Rules*, *Supplier Sourcing Process*, *Supplier Performance Assessment Process* and *Supplier Recommendation Process*, in order to standardize the management of the Company's whole procurement process and various procurement activities.

In order to protect the Company's interests and employees' interests in the procurement work, the Group provides training for employees involved in the procurement process on areas such as employee responsibility, manager responsibility, and anti-fraud. At the same time, there are antifraud provisions clearly stipulated in various procurement cooperation contracts with external suppliers.

The procurement department conducts regular internal post rotation and self-examination and self-inspection, and accepts inspection and supervision by the Group's finance department and internal and external audit departments.

For the entry of external suppliers, the Group establishes a complete supplier inspection and enrollment standards, focusing on the review of the completeness of supplier qualification, business compliance and other content, and conducting on-the-spot investigations of potential suppliers. At the same time, the Group conducts annual assessments of suppliers to ensure that we can work with quality suppliers who can duly and timely deliver the procurement.

## 10. Product Responsibility

### ***User privacy protection***

The Group promotes a fair marketing philosophy and will not make dishonest allegations against its competitors to mislead customers in their decision-making process. In addition, the Group will not obtain confidential information of competitors via espionage, the subordinates of competitors' employees or through any other improper means.

The Group promises to provide services that meet the reasonable expectation of our customers. The Group respects the confidentiality of customers and their business information. In order to protect their privacy, we will not disclose such information without customers' consent or in violation of relevant laws and regulations. In order to establish a safe platform for users and customers, user privacy protection is our top priority. We take the following measures to protect users' privacy:

- We establish and perfect user information protection mechanism based on the principle of legality, rightfulness, and necessity.
- New users must create a Liepin ID. We will verify the ID information of the recruiting users by conducting compulsory real name verification in the back end and showing user names according to the rules of Liepin Group in the front end;
- New users must expressly accept our Liepin User Service Agreement and Personal Information Protection Polity, where we clearly state the purpose, method, and scope of the information collection and use, and that we will gain the users' consent when we collect and use users' personal information; and
- We protect users' rights to know and make choices when installing or using the application and web version of Liepin Group. Users may cease using the Liepin account service at any time through cancellation application.

For the year ended 31 December 2020, we have complied with all laws and regulations on the privacy matters related to the service provided by us. Given that the nature of our business, we believe that except for the disclosure of user privacy protection, other product responsibility, such as health and safety, advertisement, and label, has very little influence on the service provided by us.

### ***Intellectual property rights protection***

The Group respects the intellectual property rights of the owners, and try our best to protect the owners' intellectual property rights. We will remove any content in time if we find it infringe any intellectual property rights of the owners. For example, for the non-original and reproduced articles pushed in the WeChat public account and our official application, we will communicate with the copyright owners and acquire their permission in advance, and then cite the copyright owners in the articles; If any third party published any pictures or contents in our website without the authorization and permission of the right owners, we will remove relevant infringing pictures and contents after we are notified by the copyright owners and try our best to protect the intellectual property rights of the owners.

## 11. Anti-Corruption

The Group attaches great importance on the anti-fraud work and enhance our anti-fraud management strictly in accordance with relevant national anti-corruption and anti-unfair competition laws and regulations, in order to guarantee our healthy development.

### **Relevant Mechanism**

The Group has established the *Anti-Fraud Management Measures*, which is applicable to all our employees. We set rules for all behaviors involved during the performance of duties by our employee, in order to prevent fraud and enhance the governance or internal control of Liepin Group.

We have formulated the Employee Handbook, stipulating that “acceptance of bribes” is the bottom line of the Group, which no employee may cross.

### **Supervision Mechanism**

The Group sets three supervision mechanisms at three levels to reduce the risk of fraud.

- National Legal Affairs Department: the legal department is responsible for the acceptance and preliminary examination of anti-fraud reports and confirms to put the case on record;
- Leading group of the business department relating to personnel involved in the case: after the legal department confirms to put the case on record, the case will be submitted to the leader of the business department relating to personnel involved in the case for investigation and collection of evidence, and the leader will come up with the final conclusion based on the evidence; and
- Compliance committee: major cases will be referred to the compliance committee for handling. The compliance committee consists of the Chief Executive Officer, Chief Financial Officer, Vice President of Human Resources, Chief Technology Officer, Head of the Legal Department and Head of the Audit Department.

The supervision mechanism at three levels clarifies the duties and tasks of anti-fraud risk management. The Group also conducts continuous optimization based on the supervision mechanism at three levels to strengthen risk identification and improve the effectiveness of antifraud risk management.

### **Means of Publicity**

In order to ensure that all employees of the Group comply with the *Anti-fraud Management Measures*, the Group’s legal department publicizes the measures through emails to all employees and the OA system, and announces the measures at company-level meetings.

The Group has developed the Employee Handbook and distributed it to all employees, who signed it with the employment contract. The Group makes sure all employees are aware of it through democratic publicity procedures, for instance, collection of opinions, employee trainings, emails, OA publication, etc.

### **Rewards and Punishments**

Arrangements are in place to facilitate employees of the Group to raise, in confidence, concerns about possible improprieties in financial reporting, internal control or other matters of the Group.

If reported cases are verified and the corresponding economic losses are recovered for the Group, the Group will give rewards to the whistleblower according to the actual amount of economic losses recovered for the Group. The source of reward given to the whistleblower is the amount of losses recovered from the reported case or fines imposed in respect of such case.

After the occurrence of any fraud case in the Group, the involved department should have a written report on the assessment and improvement of internal control as part of its remedial measures, take appropriate measures against the offender, and report the results internally and to necessary external third parties.

For employees who are verified to have committed fraud, the Group would impose appropriate disciplinary sanctions in accordance with relevant regulations. If the conduct violates the law, it shall be referred to the judicial authorities for handling in accordance with the law.

During the Reporting Period, the Group has complied with the laws and regulations pertaining to the prevention of bribery, extortion, fraud and money laundering. The Board was not aware of any litigation against the Group involving corruption, bribery, extortion, fraud or money laundering.

## **12. Community Investment and Engagement**

While seeking for our own development, Liepin Group also actively concerns the need of the community development and has assisted to create an improved and fine community lifestyle through our technology ability.

### **COVID-19 Response**

In 2020, the COVID-19 brought a great challenge to the society, severely threatening our health, daily life, and productivity. In this hard time, Liepin Group carried the responsibility and tried our best to provide overall support for the pandemic prevention and control and stable employment.

During the outbreak of the pandemic, the flexible staffing services provided by Liepin Group helped enterprises to solve to problem of insufficient operation ability and labor, and also helped those enterprises impacted by the pandemic like restaurants to lower their pressure on operating fund and labor. Liepin Group also provided many follow-up services, such as helping enterprises to contact “shared” labor, following up after labor is in position, and the commission settlement during the sharing time. We have helped over 60 enterprises to solve their labor problems and accumulatively sent 1,500 temporary personnel for new livelihood-ensuring retail enterprises.

In the meantime, the largest professional online survey platform in China operated by Liepin Group promptly develop six major pandemic related surveys: I. Government Pandemic Information Collection; II. Community Residents Health Survey; III. Medical Institution Health Survey; IV. Schools at Various Levels Situation Survey V. Enterprise Work Resumption and Remote Work Situation Survey; VI. Online Examination and Test Section. During the hardest time in the outbreak, we provided our newly developed user system functions to hospitals, schools, and enterprises for free. For instance, under the School Scenario: school returning registration questionnaire, daily health situation report, online examination, etc. Under the Anti-pandemic Scenario: work log filing, investigation situation report, confirmed and suspected cases report. Under the Enterprise Scenario: remote time punching in for work, employee daily health situation reporting, anti-pandemic knowledge examination. The Group has received many compliments from central, provincial, and municipal governments, as well as academic institutions.

**Public Welfare Action for Employment**

As the leading enterprise in the online recruitment industry, Liepin Group continuously uses our professional skills and technology resources to meet the recruitment needs of various industries, and provides our contribution to guarantee a stable employment market and sustainable development of China.

In order to respond to the national calling and policy of “stabilizing the employment”, Liepin Group cooperated with provincial media like People’s Daily, Xinhua News Agency, Sichuan Observation, and Guangdong TV to host the “2021 Fresh Graduate Charitable Cloud Recruitment”. We continuously built an efficient and convenient recruitment channel for fresh graduates of different majors and in different regions, improved the matching efficiency of the fresh graduate employment market, and helped fresh graduates find good jobs. 1,234 enterprises participated in the charitable recruitment; 15,870 positions were created; 880,000 resumes (man-time) were delivered.

In order to meet the demand of remote recruitment under the epidemic, and improve the efficiency of campus recruitment, Liepin Group quickly launched a video interview platform in 2020, mainly for use in campus recruitment scenarios. The platform features artificial intelligence analysis functions, to help recruiters connect candidates in real time and achieve rapid and accurate candidate screening. Throughout 2020, we enabled recruiters in various industries to conduct around 100,000 online interviews with no extra cost, helping to successfully carry out school recruitment in extraordinary circumstances.



**Poverty Alleviation Responsibility**

In order to implement the important guidance to win the decisive battle against poverty in China and serve in the last year of the battle against poverty, leveraged on our industry expertise, Liepin Group carried out wide-ranging charitable poverty alleviation actions for the people in poverty all over China in different aspects, including recruitment and employment, skill training, and supplies.

- Dafang Dream Factory Charitable Recruitment Plan

In 2020, Liepin Group cooperated with the Human Resources and Social Security Department of Dafang County to carry out the “Dafang Dream Factory Charitable Recruitment Plan”. We took advantage of our social influence to attract charitable forces to help develop the poverty alleviation workshop, used the charitable recruitment to invite management and skill talents all over the country to participate as volunteers, and provide remote assistance to optimize and promote the workshop development. This time, the Dafang Dream Factory recruited 8 volunteers, who assisted Dafang to purchase 2584g of kiwi fruit and 235 boxes of chili sauce gift boxes, helped stay-at-home women to knit 1,000 coasters and 500 plate mats and sun-cured 360 boxes of scented tea, and provided 20-day work positions for 20 stay-at-home women. After screening and communicating with lots of talents in various industries, the poverty-alleviation volunteer team of Dafang Dream Factory was established, including managers of famous enterprises, entrepreneurs with rich poverty-alleviation implementation experience, and senior media workers. In the future, Liepin Group will continue to support the poverty-alleviation work and actively create corporate social values.



- Yunnan-Shanghai Point-to-Point Remote Recruitment

In 2020, Liepin Group signed agreements on labor output and training with the targeted region supported by Shanghai Huangpu District, and built a foundation for the “poverty alleviation + ambition establishment” in the future. Later on, Liepin Group was entrusted by enterprises to recruit employees in Puer, Yunnan. The Human Resources and Social Security Department of Huangpu District coordinated with the Human Resources and Social Security Department of Lancang and Ximeng, two counties under Puer, recruited over 40 employees of intent, and in the meantime, carried out pre-work training and anti-pandemic guidance on the spot, which met the recruitment needs of enterprises within a short time, and also helped those locally registered as low-income personnel to transfer and find jobs.



- Donation and Care Project for Primary Schools in Poor Areas

Liepin Group has been continuously caring and helping students in the poverty-stricken areas. In 2020, Liepin Group donated health and daily products, and provided customized wishes for the children in Meigu Primary School in Aba County, in order to help them grow up healthily and happily.



## CONTENT INDEX FOR ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE

Aspect	KPI	Description	Corresponding chapter/remarks
<b>A. Environmental</b>			
<b>A1 Emissions</b>	A1	General Disclosure	Environmental Aspect
	A1.1	The types of emissions and respective emissions data	According to the results of the materiality assessment, this aspect is not significant to the Group.
	A1.2	Greenhouse gas emissions in total (in tonnes) and intensity	Environmental Aspect
	A1.3	Total hazardous waste produced and intensity	According to the results of the materiality assessment, this aspect is not significant to the Group.
	A1.4	Total non-hazardous waste produced and intensity	According to the results of the materiality assessment, this aspect is not significant to the Group.
	A1.5	Description of measures to mitigate emissions and results achieved	According to the results of the materiality assessment, this aspect is not significant to the Group.
	A1.6	Description of how hazardous and nonhazardous wastes are handled, reduction initiatives and results achieved	According to the results of the materiality assessment, this aspect is not significant to the Group.
<b>A2 Use of Resources</b>	A2	General Disclosure	Environmental Aspect
	A2.1	Direct and/or indirect energy consumption by type in total and intensity	Environmental Aspect
	A2.2	Water consumption in total and intensity	Environmental Aspect
	A2.3	Description of energy use efficiency initiatives and results achieved	Environmental Aspect
	A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved	According to the results of the materiality assessment, this aspect is not significant to the Group.
	A2.5	Total packaging material used for finished products and with reference to per unit produced	Not applicable to the Group.
<b>A3 The Environment and Natural Resources</b>	A3	General Disclosure	Environmental Aspect
	A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	Given the Group's business nature, the Group believes that the impact directly exerted by its business operation on the environment and natural resources is insignificant.

Aspect	KPI	Description	Corresponding chapter/remarks
<b>B. Social</b>			
<b>B1 Employment</b>	B1	General Disclosure	Social Aspect
	B1.1	Total workforce by gender, employment type, age group and geographical region	Social Aspect
<b>B2 Health and Safety</b>	B2	General Disclosure	Social Aspect
	B2.1	Number and rate of work-related fatalities	There were no deaths due to work during the reporting period
	B2.2	Lost days due to work injury	There were no injuries due to work during the reporting period
	B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	Social Aspect
<b>B3 Development and Training</b>	B3	General Disclosure	Social Aspect
	B3.1	The percentage of employees trained by employee category	Social Aspect
	B3.2	The average training hours completed per employee by employee category	Social Aspect
<b>B4 Labour Standards</b>	B4	General Disclosure	Social Aspect
<b>B5 Supply Chain Management</b>	B5	General Disclosure	Social Aspect
<b>B6 Product Responsibility</b>	B6	General Disclosure	Social Aspect
	B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored	Social Aspect
<b>B7 Anti-corruption</b>	B7	General Disclosure	Social Aspect
	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	There were no such cases during the reporting period.
	B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored	Social Aspect
<b>B8 Community Investment</b>	B8	General Disclosure	Social Aspect
	B8.1	Focus areas of contribution	Social Aspect