

SUSTAINABILITY REPORT

2019



NIPPECRAFT

This Sustainability Report has been reviewed by the Company's sponsor, SAC Capital Private Limited (the "Sponsor"). This Sustainability Report has not been examined or approved by the Singapore Exchange Securities Trading Limited ("SGX-ST") and the SGX-ST assumes no responsibility for the contents of this document, including the correctness of any of the statements or opinions made or reports contained in this Sustainability Report.

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1.0 Introduction

1.1 About Us

Listed on the Catalist of the Singapore Exchange Securities Trading Limited (“SGX-ST”), Nippecraft Limited (“Nippecraft” or the “Company”, and together with its subsidiaries, the “Group”), is headquartered in Singapore and was founded in 1977.

Today, Nippecraft has grown from a stationery manufacturer to becoming a leading provider of innovative lifestyle stationery solutions and pulp trader. The key markets of the stationery business include the United Kingdom, Australia and Singapore while the key markets of the pulp trading business include Indonesia, Europe, Singapore, Hong Kong and Malaysia.

The Group has two main consumer stationery brands: Collins and Debden. Collins and Debden are both global brands, with Collins having more than 200 years of British heritage, while Debden has about 40 years of history in Australia and New Zealand. We are proud of our heritage and always embrace sustainability as one of the priorities in our decision-making process for our business.

Collins and Debden are names that are synonymous with high-quality stationery products across the world. We are passionate about everything we do and strive to make the Collins and Debden brands the best that they can be based on our key principles:

- Quality;
- Creativity;
- Environmentally responsible;
- Innovation; and
- Investment in people.

For more information on Nippecraft, please visit our website at the following URL:
<https://www.nippecraft.com.sg>

1.2 Our Presence

Nippecraft Limited and its Principal Subsidiaries

- Nippecraft Limited (HQ in Singapore)
- Collins Debden Pty Limited (Australia, Sydney)
- Collins Debden Limited (United Kingdom, Glasgow)
- Paperich Pte Ltd (Singapore)
- Collins Office Products International Ltd (Mauritius)



1.3 About this Report

We are pleased to present Nippecraft’s Sustainability Report for the financial year ended 31 December 2019 (“FY2019”). It has been prepared in accordance with Global Reporting Initiatives (“GRI”) Standards 2016 – Core Option as well as Catalist Rules 711A and 711B and Practice Note 7F of the Catalist Rules. We have chosen the GRI Standards as it is an internationally recognised reporting framework and this allows for comparison with Nippecraft’s peers.

We have conducted our second formal materiality assessment with internal stakeholders in the financial year ended 31 December 2018 (“FY2018”), which led to the identification of sustainability matters most material to our business. These Economic, Environmental, Social and Government (“EESG”) matters have been reviewed and validated by our Management in FY2019.

The reporting scope covers our corporate office and stationery operations for Singapore, Australia and the United Kingdom for FY2019. Where applicable, past financial year’s data have been included for comparison purposes.

We have not sought external assurance on this report but will consider doing so as our reporting matures over time.

In our effort to meet the expectations of our stakeholders, we have taken steps to ensure the transparency and accountability of our global operations in accordance with the scope of our report.

Our stakeholders’ feedback is the key to defining our sustainability approach. We look forward to your continued support and welcome any feedback. Please contact us at sustainability@nippecraft.com.sg for any feedback.

1.4 Organisation Profile

Name of organization	Nippecraft Limited
HQ location	9 Fan Yoong Road, Singapore 629787
Geography	Offices in Singapore, Australia, United Kingdom
Legal form	Publicly listed on the SGX-ST since 1994
Markets served	United Kingdom, Australia, Japan, Singapore, Malaysia, Indonesia, India and the United Arab Emirates
Organisation scale	<p>Number of employees : 69</p> <p>Number of key business units : 4</p> <p>Revenue : US\$ 120.6 million</p> <p>Cash and bank balances : US\$ 14.1 million</p> <p>Total debt : US\$ - million</p> <p>Total equity : US\$ 30.3 million</p>
Membership and Associations	<p>Chamber of Commerce (United Kingdom)</p> <p>Forest Stewardship Council ("FSC")</p> <p>Programme for the Endorsement of Forest Certification ("PEFC")</p> <p>GS1 Singapore, United Kingdom and Australia National Employee Federation</p> <p>Singapore Business Federation</p> <p>Supplier Ethical Data Exchange ("SEDEX")</p> <p>The BOSS Federation (United Kingdom)</p>

2.0 Approach to Sustainability

2.1 Board's Statement

Dear Stakeholders,

The Board of Nippecraft Limited is pleased to present our third sustainability report for FY2019.

This report is prepared in accordance to SGX-ST Catalist Rules and guidance from the Global Reporting Initiative ("GRI") Standards. In addition, this report also serves as a platform for Nippecraft to communicate on our approach to our practices, performance and targets in relation to our sustainability efforts for FY2019 with our stakeholders.

Together with Management, we continue to recognise the importance of sustainability and consider economic, environmental, social and governance factors in our decision-making; while focusing on areas that are most relevant to our business. As a company that fulfills the lifestyle stationery needs of our customers, there are numerous sustainability-related concerns that we need to address on a daily basis. The most important of these include measures that we have in place to protect the health and safety of our employees. Our compliance with many rules and regulations we are subjected to are also vital for allowing us to continue to operate and maintain that important trust between us and our stakeholders.

Back in FY2018, we have formalised our sustainability approach by reviewing our material assessment; and in the same year, set performance indicators and targets that will guide our sustainability efforts into FY2019. These efforts have resulted in many positive outcomes in terms of our performance during the year.

We would like to thank our stakeholders in working with us in fulfilling our targets and we look forward to your continued support and partnership towards our goal of sustainable growth and development.

BOARD OF DIRECTORS
NIPPECRAFT LIMITED
29 May 2020

2.2 Stakeholders' Engagement

The success that we enjoyed is built upon effective stakeholder engagement. Feedback received from stakeholders may greatly influence business performance. From our corporate and overseas offices, our people engage with different stakeholder groups on a daily basis. We will strive to keep up with their evolving needs and this guides the type of responses required from us. Our approach to stakeholder engagement is detailed in Table 1 below:

Table 1: Material Stakeholders' Engagement

Stakeholders Groups	Frequency of Engagement	Method of Engagement	Key Interests of Stakeholder Group	Our Response
Customers and consumers	Daily to weekly	<ul style="list-style-type: none"> Consumer enquiry channels Surveys, market research and focus groups Marketing and labeling of products Mass media and social media Point of sales 	<ul style="list-style-type: none"> Stock availability Innovation Product quality Convenience and experience Product labeling Product safety 	<ul style="list-style-type: none"> To sustain brand trust and loyalty through a unique brand experience to meet their needs and enjoyment To develop innovation and strive for high-quality products at competitive pricing
Local community	Ad hoc to annually	<ul style="list-style-type: none"> Annual reports Corporate social responsibility initiatives Participation in charitable activities 	<ul style="list-style-type: none"> Support activities organised by local communities Local employment Environmental impact of operations 	<ul style="list-style-type: none"> To contribute to the development of the communities we operate in
Employees and trade unions	Daily	<ul style="list-style-type: none"> Daily meeting Staff feedback Collective bargaining agreement Company events and activities Surveys and interviews Staff appraisal Training and development programmes 	<ul style="list-style-type: none"> Work environment Pay and benefits Equal opportunities and non-discrimination Health, safety and well-being Job satisfaction Training and development opportunities 	<ul style="list-style-type: none"> To improve productivity To reward performance with incentive To strengthen the relationships with our staff through communication and participation in building our work environment
Shareholders	Half-yearly to annually	<ul style="list-style-type: none"> SGXNet announcements Press releases Half-yearly result announcements Annual reports Circulars Shareholders' general meetings Corporate website 	<ul style="list-style-type: none"> Business performance Good corporate governance Transparency 	<ul style="list-style-type: none"> To improve profitability To develop new strategies and initiatives To create long-term sustainable value To create an atmosphere of trust via timely communication and provide relevant and reliable information To adhere to good corporate governance practices
Suppliers	Daily to weekly	<ul style="list-style-type: none"> Annual reports Electronic mails Conference calls Long-term business relationship Service 	<ul style="list-style-type: none"> Product and service quality Cost of product and service Business ethics 	<ul style="list-style-type: none"> To collaborate, develop products and service quality To achieve a sustainable business relationship with our suppliers

Stakeholders Groups	Frequency of Engagement	Method of Engagement	Key Interests of Stakeholder Group	Our Response
		performance review • Site visits and audits		
Government and regulators	Monthly to annually	• Annual reports • Half-yearly result announcements • Participation in conferences, meetings and discussions • Press releases • Circulars • SGXNet announcements	• Business performance • Good corporate governance • Contribution to social and economic development • Environmental impact of operations	• To comply with the relevant statutes and regulations • To support for relevant government and regulators' initiatives

2.3 Materiality Assessment

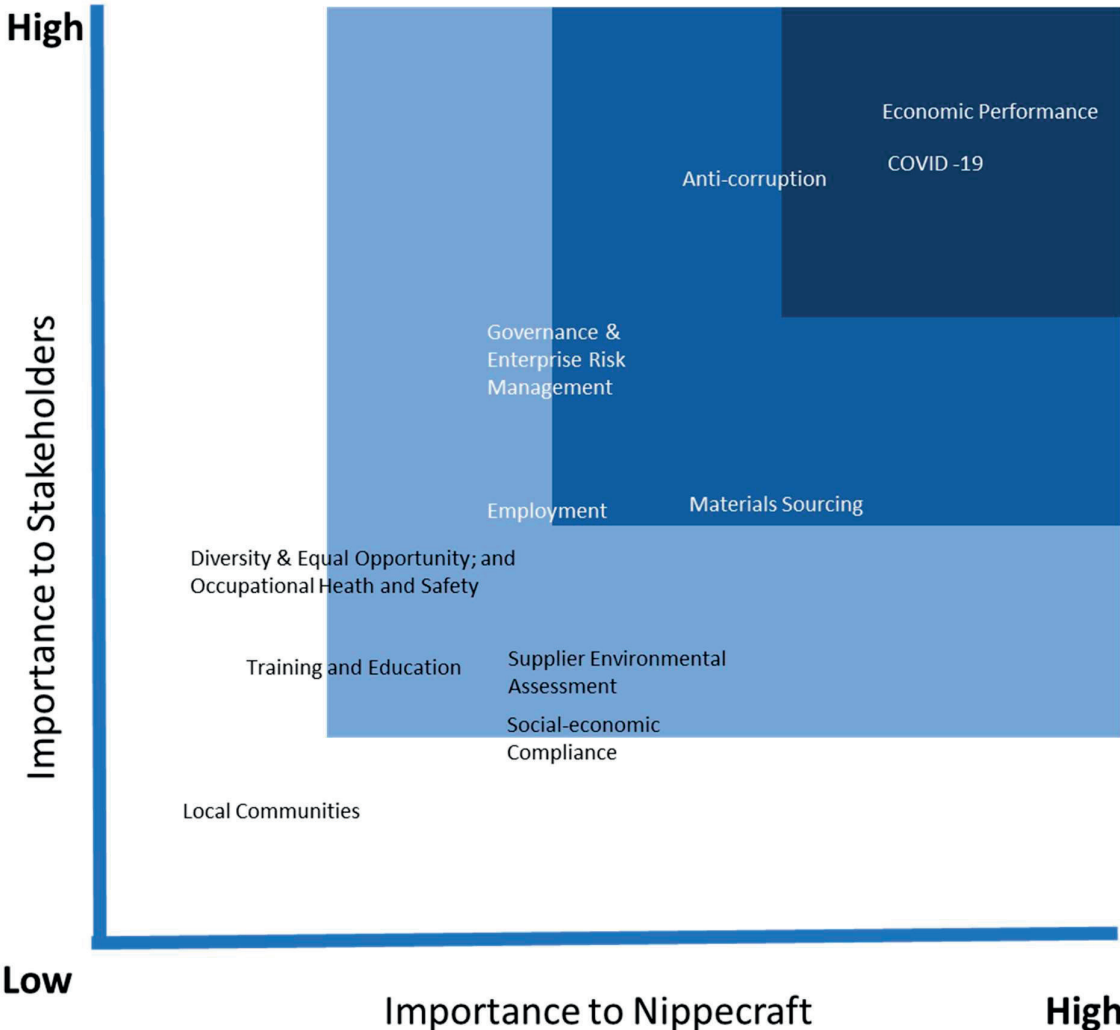
A formal materiality assessment was conducted in FY2018 to identify EESG matters which were most material to our businesses. In FY2019, these existing matters were reviewed by our Management team during a workshop session to shortlist material factors that create a significant impact on our businesses. We will review our material matters annually to ensure that it continues to be relevant for our future reporting periods.

Table 2: Four Steps Materiality Assessment Process

1	Identification A list of EESG factors was consolidated through discussions with key management personnel across various stationery divisions.
2	Prioritisation The identified EESG matters were evaluated and prioritised by representatives from the various stationery divisions; taking into consideration both internal and external stakeholders' perspectives. These EESG matters were subsequently aligned at the Corporate level for consistency across the Group stationery divisions.
3	Validation The final list of material factors for FY2019 Sustainability Report was presented to the Board of Directors for their validation and approval.
4	Review Material matters selected for reporting in FY2018 were reassessed to ensure their continued relevance to our operations in FY2019. We will continue to review our material factors on an annual basis.

A materiality assessment exercise was conducted for FY2019 in accordance with the process described above. Incorporating inputs from our stakeholders, our material factors are ranked as follows:

Chart 1: Nippecraft's Materiality Matrix



3.0 Economic

3.1 Economic Performance

The scope of this report covers our stationery business operations in Singapore, the United Kingdom (“UK”) and Australia in which Nippcraft has an ownership interest of more than 50%.

Our Stationery business has ended FY2019 with a 12% decrease in revenue to US\$15.8 million and an operating loss of US\$1.7 million (FY2018: operating loss of US\$1.1 million) due to a continual decline in the traditional stationery business, as well as a highly challenging retail environment in both the UK and Australia. In the UK, the situation was compounded by the loss of sales from a key customer that went into administration. While sales from new markets and lifestyle stationery growth were healthy compared to FY2018, these were in the early stage of development and insufficient to cover the core decline in FY2019.

Nevertheless, Nippcraft holds a holistic view in generating long-term profitability and shareholders’ returns with a consideration of the interest of various stakeholders identified under the stakeholders’ engagement. For example, our classic diaries and notebooks are evolving to portray the personality, lifestyle and fashion-sense of the consumers. We will continue looking into improving our consumers’ experience by engaging them in a focus group to gather feedback on their experience in using our products and to comment on our work in progress to keep up with the ever-changing consumer trends.

For more information on our financial performance in FY2019, please refer to the Annual Report 2019.

4.0 Environment

In Nippcraft, we are conscious of our environmental footprint and have been working with our suppliers to reduce them. With the growing concern of climate change, it is imperative for us to focus on our effort in using sustainably sourced and recyclable materials in our products so that we can contribute to the global force to shift the tide of climate change.

4.1 Materials Sourcing

We have suppliers located across Asia. These suppliers supplied the bulk of our finished goods. We often update them about our consumers and governmental requirements so that they are prepared for the changing needs. For example, we are currently exploring with our suppliers to reduce the use of plastics for packaging.

Pulp and Paper are the key raw materials in our finished products. As we continue to embrace sustainable sourcing, we are committed to responsible forestry management. As Nippcraft is both FSC and PEFC certified, we are committed to increasing the proportion of materials that are certified under the Chain-of-Custody (“CoC”) programmes. In addition, most of our cover materials are either sourced from FSC or Registration, Evaluation, Authorisation and Restriction of Chemicals (“REACH”) accredited suppliers.

In addition to sustainable sourcing, we also adhere to high social and ethical standards along with our supply chain. Our Company is a member of SEDEX, a global organisation that helps companies manage an ethical supply chain. The SEDEX Members Ethical Trade Audit (“SMETA”) is one of the most widely used audit procedures in the world. It provides a globally-recognised way to assess responsible supply chain activities, including labour rights, health and safety, the environment and business ethics. Furthermore, we have been instrumental in our key vendors adopting the SEDEX standards.

Our materials have passed the stringent checks by the customs of the importing markets and we perform ongoing reviews to ensure that we comply with respective market customs regulations. We also review the commodity codes on an ongoing basis to ensure we are using the correct codes and therefore pay the correct level of duty. Commodity codes are used to classify goods for import and export within the European

Union (“EU”) or outside the EU. The classification aims to pay the right tax and duty and follow the respective regulations. We also continued to perform quality checks on our materials to ensure that there are no hazardous elements. For example, we ensure that our materials are non-hazardous through the use of materials which are REACH certified in particular, the materials used for our book covers. We practise ethical sourcing by using materials only from well-established suppliers who are compliant with environmental legislation and procedures.

Paper, which makes up approximately 90% of a book, can be recycled. Other elements, which cannot be recycled, include book cover materials, ribbon markers and head and tail bands. In the UK, these materials are disposed of through a third-party vendor via our distributor. In Australia, the unsold products are disposed of through a third-party vendor. The products are sent for 100% recycling. Both third party vendors are “Zero Waste to Landfill” sites. The residual non-recoverable waste streams are shredded, baled then air dried and exported to Asia to be used in energy production.

During the year, 1,408 (FY2018: 1,797) metric tonnes of materials were used to produce and pack our books sold.

Performance and Targets

Material Aspect	Target for FY2019	Performance for FY2019	Target FY2020
Material from sustainable sources	85%	84%	85%

4.2 Supplier Environmental Assessment

Our Quality Control team performs regular site visits to our suppliers and check that they are indeed using sustainable materials. For all new suppliers, we perform rigorous due diligence checks before appointing them. The following reports will also be obtained from them:

- 1) ISO9001 Quality Management;
- 2) ISO14001 Environmental Management Certification;
- 3) FSC or PEFC;
- 4) SEDEX; and
- 5) Social Accountability (SA8000) or Occupational Health and Safety Assessment Series (OHSAS 18001).

Any potential vendors who are unwilling or unable to provide the abovementioned reports will not be appointed as our vendor. There was no new trade supplier appointed in FY2019. All of our trade suppliers are SEDEX certified. We performed a total of six visits to our vendors’ manufacturing facilities and offices in FY2019. Customers may also request for the SEDEX audit reports which we will promptly provide to them for them to understand how our supply chains are performing.

5.0 Social

In FY2019, we saw 3% decrease in headcount to 69 employees. This was mainly due to the reduction of three part-time employees offset by an increase of one full-time employee.

**Table 3: Total employed staff
As at 31 December**

	Male		Female		Total	
	FY2019	FY2018	FY2019	FY2018	FY2019	FY2018
Full-Time	30	29	37	37	67	66
Part-Time	-	1	2	4	2	5
Total	30	30	39	41	69	71

While our headcount decreased from 71 in FY2018 to 69 in FY2019, there were 20 new hires in FY2019 replacing those whom have resigned within the Group, as illustrated below:

**Table 4: Newly employed staff by Countries
As at 31 December 2019**

By Countries	By Gender	
	Male	Female
Australia	3	2
Singapore	2	8
United Kingdom	2	3
Total: 20 (FY2018:27)	7 (35%)	13 (65%)

As we are operating within a fast-moving consumer goods industry, people are our greatest asset that serve as an important point of contact between our customers and Nippcraft. It is a priority for us to equip them with the required skill sets so that they can be at their best at all times. This includes functions like customer service, sales, procurement, warehousing, quality assurance, product development, human resources, administrative and finance. We hope to continue to improve their skills to meet the changing demands of the industry.

Nippcraft is committed to fair employment, elimination of discrimination and encouraging diversity amongst our workforce.

Table 5: Age profiles of new hires

FY2019 Age Profile of new hires	<30	30 to 50	>50
Number	6	13	1
In percentage	30%	65%	5%
FY2018 Age Profile of new hires			
Number	6	18	3
In percentage	22%	67%	11%

We continue to believe that Group's operations required a strong talent pool to make a positive impact. In FY2019, we believed that we have recruited the right candidates in catering to the needs of the Company.

Performance and Targets

Material Aspect	Target FY2019	Performance for FY2019	Perpetual Target
Recruiting and matching the right candidates for the job	100%	Achieved	100%

5.1 Diversity and Equal Opportunity

We embrace diversity, and at the same time expect employees to be aligned with the Group's vision and strategic initiatives. The age of our staff ranges from the 20s to the 60s. Our staff consists of people coming from different nationalities and academic qualifications but we strive for fair treatment. We are committed to providing competitive remuneration and benefits to our employees.

The employees in our Group comprise of union and non-unionised members. In Singapore, a collective bargaining agreement between the Company and the Building Construction and Timber Industries Employee Union covers all our locally engaged employees other than staff holding managerial and confidential positions. Our employees in the UK and Australia are not unionised.

In both FY2019 and FY2018, 44% of the senior management team comprised of females. The Board continues to believe that with existing gender equality in the senior management team, the Group can continue to expect diversity of ideas and innovative breakthroughs. Nippecraft will continue to ensure gender equality on the boards of all our subsidiaries as well as the senior management team.

Employee Profile of the Group as at 31 December 2018 and 31 December 2019 are as follows:

Table 6: Age profile of all employees

FY2019 Age Profile of all employees	<30	30 to 50	>50
Number	11	42	16
In percentage	16%	61%	23%
FY2018 Age Profile of all employees			
Number	12	44	15
In percentage	17%	62%	21%

Table 7: Academic profile of all employees

FY2019 Academic Profile of all employees	Below diploma	Diploma	Degree and above
Number	17	16	36
In percentage	25%	23%	52%
FY2018 Academic Profile of all employees			
Number	22	15	34
In percentage	31%	21%	48%

Table 8: Nationality profile of all employees

FY2019 Nationality Profile	Australia	British	Chinese	Malaysian	Singaporean	Others
Number	12	21	4	10	19	3
Percentage	17%	30%	6%	15%	28%	4%
FY2018 Nationality Profile						
Number	13	20	5	12	19	2
Percentage	18%	28%	7%	17%	27%	3%

5.2 Code of Conduct

The Group sets out the expected code of conduct in its employee handbook. During the year, the Group has updated the business ethics guidelines that required to be adhered to in dealings with both customers and vendors. Nippecraft ensures compliance with labour and employment laws, including working hours. The Group does not discriminate against anyone because of age, gender, national origin, disability, religion, sexual orientation, marital or maternity status, union membership or political opinion, among others. An Equality and Diversity Policy has been established within the Group to show our commitment towards promoting equality and diversity and to ensure that individuals are treated fairly and valued as a member of a team. The Company recognises that it has clear obligations towards all employees to ensure they are treated fairly. There are channels to report any non-compliance in relation to discrimination through our whistle-blowing system.

Nippecraft's Grievance Policy encourages employees to freely communicate with their immediate supervisor or human resource personnel. This is to ensure that problems are aired and resolved as quickly as possible. In the event that issue cannot be resolved at the operational level, it will be escalated to the next level of the organisational hierarchy.

In 2019, there was no known instance of discrimination or reported discrimination received.

Performance and Targets

Material Aspect	Target for FY2019	Performance for FY2019	Perpetual Target
Instance of discrimination	Zero tolerance of discrimination	Achieved	Zero tolerance of discrimination

5.3 Training and Education

Training in Nippecraft begins at the induction stage of our new hires. Our employees go through a host of internal coaching programmes including selling, customer service, procurement, inventory control, human resources and finance.

Nippecraft understands that staff training and development paves the way for the Group to progress into the future. One of our initiatives is to re-deploy our staff to assume new roles while leveraging on their expertise amidst the evolving business model that we operate in. Staff is encouraged to go for courses and seminars to upgrade themselves and improve their skills. We set-off into FY2019 with a training target of no less than 137 hours. At the end of FY2019, 210 training hours were provided to our employees.

Performance and Targets

Material Aspect	Target for FY2019	Performance for FY2019	Target FY2020
Training and Education	137 hours	Achieved	140 hours

5.4 Occupational Health and Safety

The well-being and safety of our employees are paramount to us. We are committed to safeguarding our employees' health and safety against any potential occupational hazards. Yellow tapes demarcate areas that may cause potential fall or injury. Same as FY2018, there was no workplace incident in FY2019.

Performance and Targets

Material Aspect	Target for FY2019	Performance for FY2019	Perpetual Target
Occupational Health and Safety	Zero incident of workplace accident	Achieved	Zero incident of workplace accident

5.5 Local Communities

The UK office makes yearly donations to different charities such as the British Heart Foundations and Glasgow City Missions to show their care for the homeless and sick people. The Australian office helps protect the native habitats of endangered animals like the Tasmania devil and wedge-tailed eagle. Support is given to the Tasmanian Native Forest Protection Project with carbon offsets from the Kyoto range of diaries. Last but not least, the Singapore office is one of the sponsors for Nanyang Technological University Rotary Club orientation camp. In FY2019, the Group has achieved its target set-out in the Sustainability Report for FY2018.

Performance and Targets

Material Aspect	Target for FY2019	Performance for FY2019	Target FY2020
Supporting local community charity and not for profit activities	At least two charity and/or not for profit events	Achieved	At least two charity and/or not for profit events

5.6 Socio-economic Compliance

We pride ourselves in having good corporate governance and observing compliance with applicable laws and regulations. The Group is committed to conduct the business with integrity and to safeguard the interest of all our stakeholders, both internal and external.

Similar to both FY2017 and FY2018, we have achieved zero incidents on non-compliance in FY2019.

Performance and Targets

Material Aspect	Target for FY2019	Performance for FY2019	Perpetual Target
Socio-economic Compliance	Zero tolerance of non-compliance	Achieved	Zero tolerance of non-compliance

5.7 COVID-19

While we continue to focus on sustaining our businesses during this challenging period, our employees' health and safety remain as our top priorities. We have adopted the following measures in response to the COVID-19 for all our global operations:

- (a) Work from Home arrangement;
- (b) providing staff with the necessary equipment to work from home;
- (c) rigorous cleaning for warehouse facility that is still open;
- (d) maintaining social distancing for warehousing;
- (e) applied and obtained "Safe Entry" QR code (for the purpose of contact tracing) for entry and exit from the warehouse premise in Singapore.

6.0 Governance

Our ability to integrate sustainable initiatives and processes is the critical factor for business continuity. Our Board is overall responsible for sustainability and integration of EESG factors in the formulation of our business strategy. Management will then set the sustainability direction for our business operations. This includes the target setting and execution of initiatives. Management will report the sustainability performance to the Board on an annual basis,

6.1 Minority Representation

Our Board consists of four members of which three are independent directors. This will ensure that the interests of the minority shareholders are protected and that their voices will be heard.

6.2 Policies and Practices

Strong corporate governance and good business ethics provide foundation support for many successful organisations in the world. Nippecraft aligns itself to the industry's best practices and strives to meet stakeholders' expectation. As part of our corporate governance framework, a set of policies, such as the Code of Conduct (refer to 5.2 Code of Conduct) and Whistle-blowing Policy, has been formulated to guide us on the right way to conduct business responsibly.

We strive to maintain the highest standard of accountability, fairness and integrity. Our employees are informed of their expected conduct during onboarding. We also encouraged them to raise any complaints or feedback regarding questionable accounting, audit matters, internal controls or any matter that breaches the Group policy, corruption and employee misconduct in accordance with our Whistle-Blowing Policy. Please refer to the Corporate Governance section of Nippecraft's Annual Report 2019 for further information.

6.3 Enterprise Risk Management

Our Board recognised its responsibilities over the governance of risks and has set in place management procedures for ensuring a sound system of risk management and internal controls. These procedures include a structured Enterprise Risk Management ("ERM") programme to Nippecraft and its subsidiaries, management reviews of key transactions, and the assistance of independent consultants such as external and internal auditors to review financial statements and internal controls covering key risk areas.

The key components of the ERM programme are as follows:

- a) Risk Management Manual;
- b) Risk Appetite of the Company; and
- c) Risk Assessment and Monitoring.

By identifying and managing risks through the ERM programme, we should be able to make more informed and collective decisions and to benefit from a better balance between risk and reward. As part of the programme, Management will also have more structured review processes as new risks emerge to cognisant the potential impact from such new risks and to undertake meaningful measures to address them.

More information on our Corporate Governance can be found in Nippecraft's Annual Report 2019.

Performance and Targets

Material Aspect	Target for FY2019	Performance for FY2019	Perpetual Target
Compliance with Catalist Rules, Code of Corporate Governance and the governing Statutes of the countries that we operated in.	Zero instance of non-compliance	Achieved	Zero instance of non-compliance
Perform risk assessment annually and make relevant disclosures in accordance with the Catalist Rules and the Code of Corporate Governance.	Zero tolerance approach towards non-compliance	Achieved	Zero cases of non-compliance
Compliance of Code of Conduct	Maintain a high standard of ethical conduct and adopts a zero-tolerance approach to fraud and zero incident of corruption or similar misconduct	Achieved	Maintain a high standard of ethical conduct and adopts a zero-tolerance approach to fraud and zero incident of corruption or similar misconduct

GRI Standard Content Index

GRI Standard	Disclosure	Reference / Description	
GRI 101: Foundation 2016			
GENERAL DISCLOSURE			
GRI 102: General Disclosures 2016	102-1	Name of organisation	Nippecraft Limited
	102-2	Activities, brands, products and services	Introduction, page 4
	102-3	Location of headquarters	Organisation Profile, page 6
	102-4	Location of operations	Organisation Profile, page 6
	102-5	Ownership and legal form	Organisation Profile, page 6 ; Annual Report 2019
	102-6	Markets served	Organisation Profile, page 6
	102-7	Scale of the organisation	Organisation Profile, page 6
	102-8	Information on employees and other workers	Organisation Profile, page 6 ; Social, page 13
	102-9	Supply chain	Environment, pages 11 to 12
	102-10	Significant changes to the organisation and its supply chain	There were no significant changes.
	102-11	Precautionary Principle or approach	Nippecraft supports the intent of the Precautionary Principle, but has not expressed a specific commitment.
	102-12	External initiatives	Nil
	102-13	Membership of associations	Organisation Profile, page 6
	102-14	Statement from senior decision-maker	Board's Statement, page 7
	102-16	Values, principles, standards and norms of behaviour	Governance, page 17 ; Annual Report 2019
	102-18	Governance structure	Governance, page 17 ; Annual Report 2019
	102-40	List of stakeholder groups	Stakeholders' Engagement, pages 8 to 9
	102-41	Collective bargaining agreements	None
	102-42	Identifying and selecting stakeholders	Stakeholders' Engagement, page 8
	102-43	Approach to stakeholder engagement	Stakeholders' Engagement, pages 8 to 9
	102-44	Key topics and concerns raised	Stakeholders' Engagement, pages 8 to 9
	102-45	Entities included in the consolidated financial statements	Global Presence, page 5 ; Annual Report 2019
	102-46	Defining report content and topic boundaries	About this Report, page 5
	102-47	List of material topics	Materiality Assessment, page 9
	102-48	Restatement of information	None
	102-49	Changes in reporting	None
	102-50	Reporting period	1 January to 31 December 2019
	102-51	Date of most recent previous report	30 May 2019
	102-52	Reporting cycle	Annually
	102-53	Contact point for questions about the report	About this Report, page 5

GRI Standard	Disclosure		Reference / Description
	102-54	Claims of reporting in accordance with the GRI Standards	About this Report, page 5
	102-55	GRI content index	GRI Standards Content Index, pages 19 to 20
	102-56	External assurance	We may seek external assurance in the future.
MATERIAL TOPICS			
GRI 201: Economic Performance 2016	201-1	Direct economic value generated and distributed	Economic, page 11
GRI 205: Anti-corruption 2016	205-1	Operations assessed for risks related to corruption	Governance, page 18
GRI 301: Materials 2016	301-1	Materials used by weight or volume	Environment, pages 11 to 12
GRI 308: Supplier Environmental Assessment 2016	308-1	New suppliers that were screened using environmental criteria	Environment, page 12
GRI 401: Employment 2016	401-1	New employees hires and employee turnover	Social, pages 13 to 14
GRI 403: Occupational Health and Safety 2018	403-2	Types of injury and rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities	Social, page 16
GRI 404: Training and Education 2016	404-1	Average hours of training per year per employee	Social, page 15 to 16
GRI 405: Diversity and Equal Opportunity 2016	405-1	Diversity of governance bodies and employees	Social, pages 14 to 15
GRI 413: Local Communities 2016	413-1	Operations with local community engagement, impact assessments and development programmes	Social, page 16
GRI 419: Socioeconomic Compliance 2016	419-1	Non-compliance with laws and regulations in the social and economic area	Social, page 16

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