

**SANTAK** 

**SANTAK HOLDINGS LIMITED**

SUSTAINABILITY REPORT 2022

# BOARD STATEMENT

The Board of Directors at Santak Holdings Limited (the “Company” or “Santak”) is pleased to publish the Group’s Sustainability Report (the “Report”) for the Company and its subsidiary companies (the “Group”) for the financial year ended 30 June 2022 (“FY2022”). Santak believes sustainability is important for business and striving for sustainability in business has become more of a requirement rather than an option. We pursue our business goals and drive our sustainability initiatives forward so as to integrate economic, environmental, social and governance (EESG) considerations into our long-term business strategy formulation.

We continue to focus on the material sustainability topics which we had identified in our previous years’ reports deemed material to our business and stakeholders namely Economic Performance; Energy Consumption; Emissions, Effluents and Waste as well as Occupational Health and Safety. The Board reviewed the identification, management and monitoring of the material sustainability topics in this Report.

To be read in conjunction with its financial statements, this Report addresses the Group’s material EESG topics from 1 July 2021 to 30 June 2022. All data is reported in good faith and to the best of our knowledge. This report is aligned with Singapore Exchange Securities Trading Limited (SGX-ST) Catalist Rules 711A, 711B and Practice Note 7F Sustainability Reporting Guide and has been prepared with reference to the internationally recognised Global Reporting Initiative (GRI) Standards (2016).

The Board would like to thank all stakeholders who have contributed to our sustainability effort and will continue to take a balanced approach in enhancing long term values which are sustainable to our stakeholders.

On behalf of the Board,

**Lee Keen Whye**

Chairman

15 November 2022

# BACKGROUND OF SANTAK HOLDINGS LIMITED

## ABOUT SANTAK HOLDINGS LIMITED

Santak Group is a manufacturing and trading group of companies with 2 divisions i.e. the Precision Engineering Division and the Trading and Distribution Division structured under the holding company, Santak Holdings Limited, a limited liability company incorporated in Singapore and listed on the Catalist Board of the Singapore Exchange Securities Trading Limited (“SGX-ST”).

The Precision Engineering Division’s main business is in the manufacture of precision machined components specially tailored to meet our customers’ requirements. Its clientele include multi-national companies and other main contract manufacturers. Its products are mainly used in hard-disk drives, fibre-optics connectors, oil & gas equipment, medical equipments, sensor devices, consumer electronic devices, optical instrument devices, connectors/contacts as well as computer peripherals.

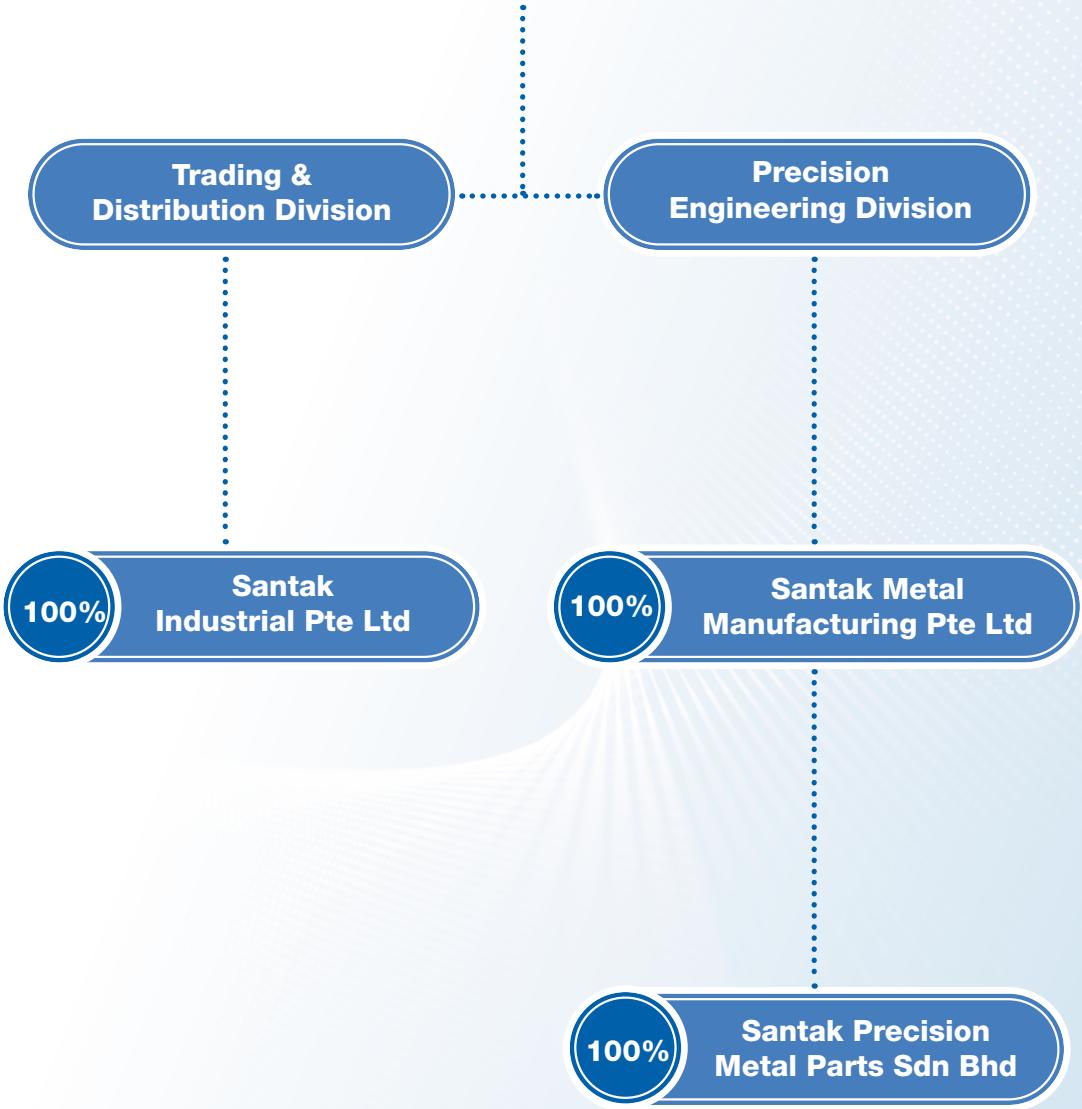
The Trading and Distribution Division specialises in sourcing and supplying custom-made electronic, electrical and mechanical components/products. It acts as a representative for suppliers in the Asian region and facilitate the supply of these components/ products based on the specifications of customers. Its focus is on security/access control systems, OEM assembly of card readers, contactless smartcards, die-cast & machined parts, metal enclosures and stamped parts, heatsinks, solenoids and coils.

The Group’s customer base spans across Singapore, Thailand, Malaysia, Philippines, USA, Europe, China, India etc. Strategic investments have been made in high precision and automated production machinery in addition to the training and development of the Group’s workforce. On-going marketing efforts are supported by manufacturing and engineering expertise, built up over the past 44 years.

Santak is also a member of the Singapore Precision Engineering and Technology Association as well as Singapore Business Federation.

# CORPORATE STRUCTURE

## **SANTAK** Santak Holdings Limited

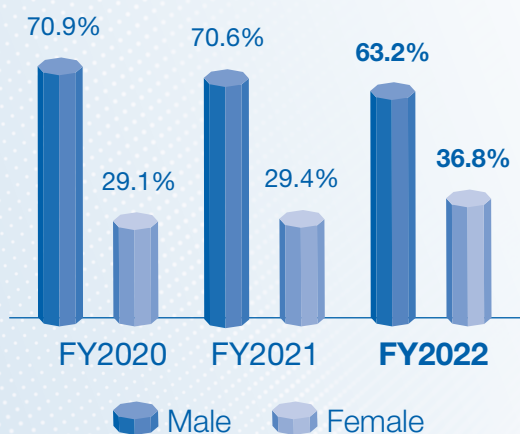


*Note: The above chart shows the principal subsidiary companies of the Group.*

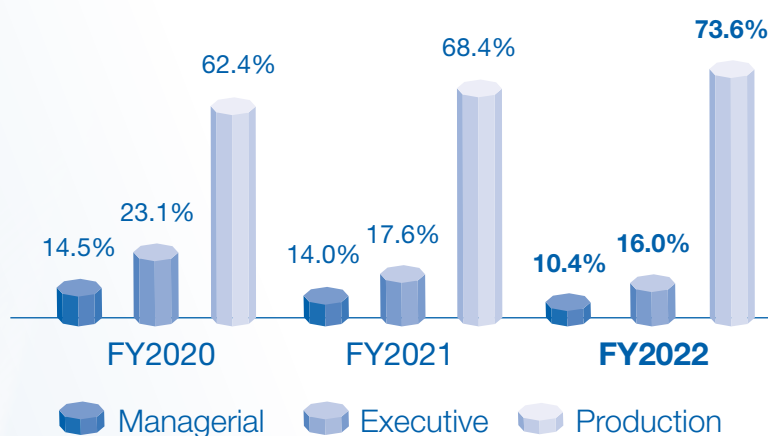
# EMPLOYEES

Total full time employees headcount in Santak was 144 as at 30 June 2022 (FY2021: 136 ) and the demographics can be classified as follows:

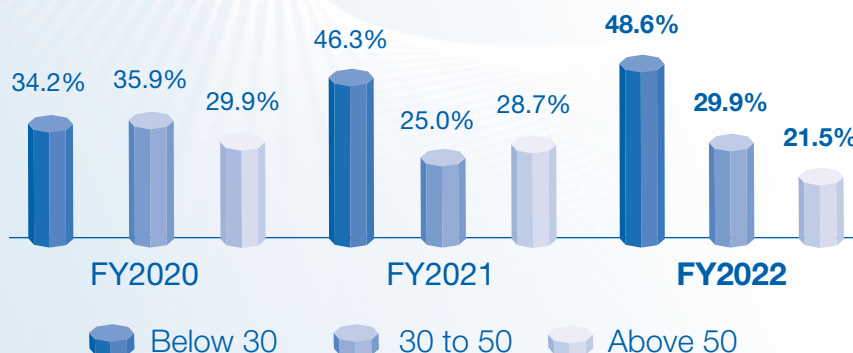
### EMPLOYEES BY GENDER



### EMPLOYEES BY CATEGORY



### EMPLOYEES BY AGE GROUP



# MISSION AND VISION

With over 44 years of operating history, we constantly strive to be the premium service provider for quality precision machining manufacturing solutions. Coupled with our highly experienced team, we aim to deliver every finished product on time with high quality and precision at competitive cost.

## MISSION

To be a leader in precision machining manufacturing solutions delivering products that meet our customers' requirements as well as developing and providing for our employees' welfare and growth.

## VISION

To be the strategic partner to our customers and delivering high customers' satisfaction through efficient and effective manufacturing solutions enabled by advanced machinery and a skilled and productive workforce.

# CORPORATE GOVERNANCE

The Board is committed to upholding high standards of corporate governance practices throughout the Group that are in line with the Code of Corporate Governance 2018. The Board will also ensure that there is compliance with the other relevant regulations, notices, circulars, and guidelines that may be issued by the Monetary Authority of Singapore (“MAS”) and the SGX-ST. Explanations will be provided should there be any deviations. For the Group’s FY2022 detailed Report on Corporate Governance, please refer to the Group’s Annual Report for FY2022 which is available at SGX website and [www.santak.com.sg](http://www.santak.com.sg).

The Board comprises Directors who provide core competencies in accounting and finance, business management experience, industry knowledge, strategic planning and customer-based experience and knowledge. Where appropriate, the Directors receive relevant briefings from time to time on new updates in relation to regulatory changes to accounting standards, Listing Manual, corporate governance and other regulations or statutory requirements. The Independent and Non-Executive Directors are encouraged to constructively challenge and help develop proposals on strategy. They are also encouraged to meet regularly and when circumstances require without management’s presence. Each key executive at the Group’s leadership is highly experienced in this industry and collectively as a whole, are able to competently handle all operational matters of the Group.

In accordance with Rule 406(3)(d)(iii) of the Rules of Catalyst that came into effect on or after 1 January 2022, Mr Ch’ng Jit Koon and Mr Lee Keen Whye who were first appointed as independent directors on 12 March 2001, have sought for shareholders’ approval at the last annual general meeting held on 25 October 2021 for their continued appointment as independent directors of the Company in separate resolutions by

(A) all shareholders; and (B) shareholders, excluding the directors and the CEO of the issuer, and associates of such directors and CEO (the “Two-Tier Voting Process”). Such resolutions approved by a Two-Tier Voting Process may remain in force for three years from the conclusion of the AGM, following the passing of the resolutions or the retirement or resignation of the director, whichever is the earlier.

We carry out our operations responsibly so as to continuously create sustainable value for our customers and shareholders. The Board is responsible for the governance of risk and ensures that management maintains a sound system of risk management and internal controls, to safeguard the interests of the company and its shareholders. Management team is responsible for implementing the risk management policies as well as a Group-wide system for internal assurance. The Group ensures that rigorous procedures are in place to adequately and effectively manage risks faced by its business divisions during the course of daily operations and long-term business planning.

The Group has in place a system of internal controls that address financial, operational, compliance and information technology risks, and risk management systems, to safeguard Shareholders’ investment and the Group’s assets. The internal controls maintained by the management, includes inter alia the SAP Enterprise Resources Planning (ERP) system and the ISO 9001: 2015 Quality Management System, are in place throughout the financial year to provide reasonable assurance against material financial misstatements or loss, and include the safeguarding of assets, the maintenance of proper accounting records, compliance with appropriate legislation, regulations and best practices, and the identification and containment of operational and business risks.

# CORPORATE GOVERNANCE

The Board recognises that the internal controls system provides reasonable but not absolute assurance to the integrity and reliability of the financial information and to safeguard the accountability of the assets of the Group. The system of internal controls is designed to manage rather than eliminate the risk of failure to achieve business objectives. The internal auditors and the external auditors in the course of their statutory audit, carry out a review of the effectiveness of the Group's material internal controls to the extent of their scope as laid out in their respective audit plans. Material non-compliance and internal control weaknesses noted during their audits, and the internal and external auditors' recommendations, are reported to the Audit Committee ("AC"). In addition, the AC and the Board reviews the Group's internal controls and risk management practices annually, taking into consideration the risks to which the business is exposed to, the likelihood of the occurrence of such risks and the cost of implementing mitigating controls. Based on the internal controls established and maintained by the Group, work performed by the internal auditors, the external auditors and ISO 9001 auditors as well as reviews performed by the management, AC and the Board, the Board with the concurrence of the AC is of the opinion that the Group's internal controls, addressing financial, operational, compliance and information technology risks, and risk management systems, are adequate and effective to meet the needs of the Group within the current scope of the Group's business operations.

## SUSTAINABILITY GOVERNANCE

The Sustainability Steering Committee, comprising key management executives, identifies possible material topics and reach agreement on the action plan for the reporting process and reports to the Board of Directors on the sustainability management performance of the Group and material issues identified by stakeholders.

## ANTI-CORRUPTION AND WHISTLEBLOWING

In ensuring that all laws and regulations including those related to anti-corruption practices, are complied with, the management has implemented a set of policy and procedures and put in place a whistleblowing framework, which provide staff with accessible channels within the Group for reporting possible improprieties in matters of financial reporting or other matters in confidence so that appropriate follow-up actions will be taken. The Whistle-blowing policy of the Company has designated an independent function, the AC, to investigate whistleblowing reports made in good faith, ensures that the identity of the whistleblower is kept confidential, discloses its commitment to ensure protection of the whistleblower against detrimental or unfair treatment and the AC is responsible for oversight and monitoring of whistleblowing. Concerns or information should be raised in person or provided in writing to the AC. The Group assures the whistleblower that any concern raised or information provided will be investigated. This is done to instil high standards of good business practices within the Group. For the financial year ended 30 June 2022, there were no reported incidents pertaining to whistle blowing.

### Feedback

We welcome feedback as it enables continual improvement in the Group's sustainability policies, processes and performance. Please send your comments and suggestions to [santak.holdings@santak.com.sg](mailto:santak.holdings@santak.com.sg) or the following address:

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# SUSTAINABILITY REPORT

## ABOUT THIS SUSTAINABILITY REPORT

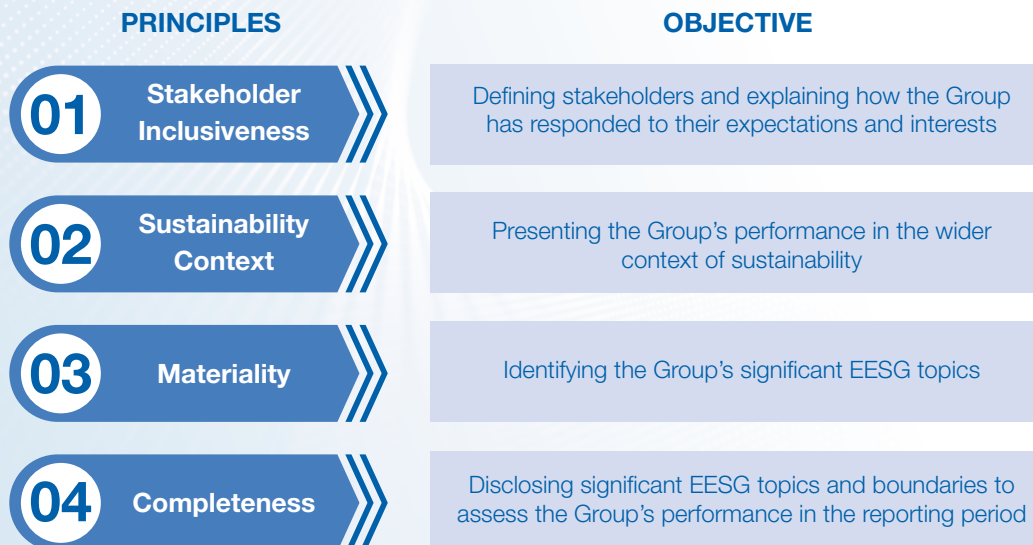
This Sustainability Report (the “Report”) for the Group is prepared in accordance with the Global Reporting Initiative (“GRI”) Standards: “Core” option, the international standard for sustainability reporting which is appropriate for and suited to the Group’s industry and business model. The Group follows the chosen GRI framework from year to year and builds up its knowledge and understanding of how to report effectively. The reporting period is for the sustainability performance of the Group for FY2022. All data and activities reported are with respect to the time frame from 1 July 2021 to 30 June 2022, unless stated otherwise.

This Report is also prepared in accordance with SGX-ST Listing Rules 711A and 711B – Sustainability

Reporting Guide and the relevant SGX Practice Notes. Our data is reported in good faith and to the best of our knowledge. Currently, there is no external assurance for this Report.

The Report aims to disclose our EESG performance against the issues that are considered most material to our company’s stakeholders and this includes shareholders, suppliers, customers, management and employees. The objective of preparing this Report is to inform our stakeholders of the initiatives and strategies related to sustainability that we are currently embarking on.

The content of this Report is defined by the 4 Content Reporting Principles established by GRI : Stakeholder Inclusiveness, Sustainability Context, Materiality, and Completeness.



A copy of this report can be found on SGXNet and the Company’s website at [www.santak.com.sg](http://www.santak.com.sg)

# SUSTAINABILITY REPORT

## STAKEHOLDER ENGAGEMENT & MATERIALITY ASSESSMENT

Santak recognises that stakeholders play an important strategic role in maintaining the company's long-term growth. In FY2018, we engaged our key stakeholders through a stakeholder engagement and materiality assessment workshop to identify the EESG topics that the Group considered important to stakeholders. These key stakeholders were identified based on their ability to influence our performance and provide effective solutions to incorporate sustainability into our operations. The EESG factors were then prioritised

based on their impact on the business and how important stakeholders considered each aspect. The materiality assessment process concluded with Santak's management identifying four EESG factors to be considered as top priorities in the sustainability report.

In FY2022, the material topics were reviewed to ensure their continued relevance. We will review the material topics again in subsequent reporting periods to ensure that material sustainability topics continue to be important and relevant to our stakeholders.

## MATERIAL TOPICS IDENTIFIED

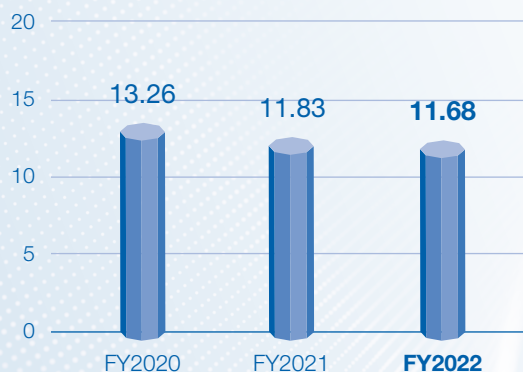
Topic	GRI Standard	Title
Economic	GRI 201-1	Economic Performance
Environmental	GRI 302-1	Energy Consumption Within The Organization
Environmental	GRI 305-7 and 306-2	Emissions, Effluents and Waste
Social	GRI 403-1&2	Occupational Health and Safety

# ECONOMIC PERFORMANCE (GRI 201-1)

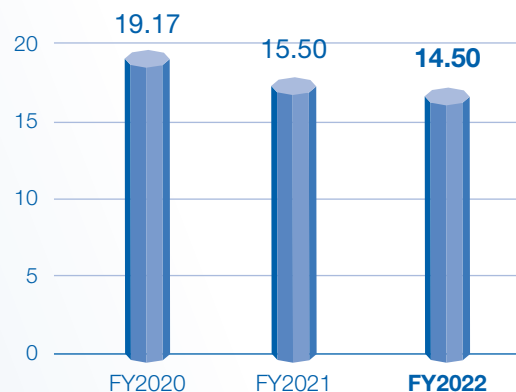
For FY2022, the Group revenue was S\$11.68 million (FY2021: S\$11.83 million) and was in a net equity position of S\$14.50 million as at 30 June 2022 (FY2021: S\$15.50 million). Economic performance is defined as one of our most material aspect because, like most companies, our economic performance ensures our

long-term viability and enables the execution of our sustainability strategies. For a detailed breakdown of our FY2022 financial results, please refer to the Group's Annual Report for FY2022 which is available at SGX website and [www.santak.com.sg](http://www.santak.com.sg) or financial highlights as follows:

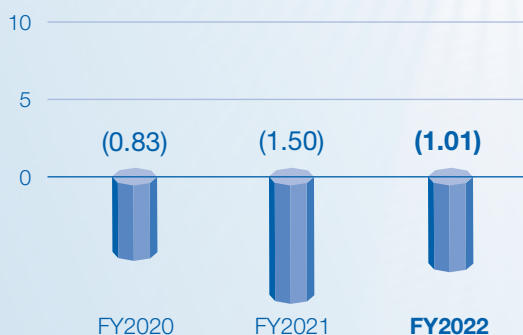
**Turnover** (in S\$Million)



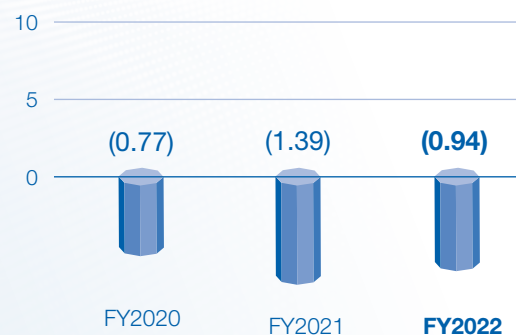
**Net Equity** (in S\$ Million)



**Loss After Tax** (in S\$Million)



**Basic/Diluted Loss Per Share** (in Cents)



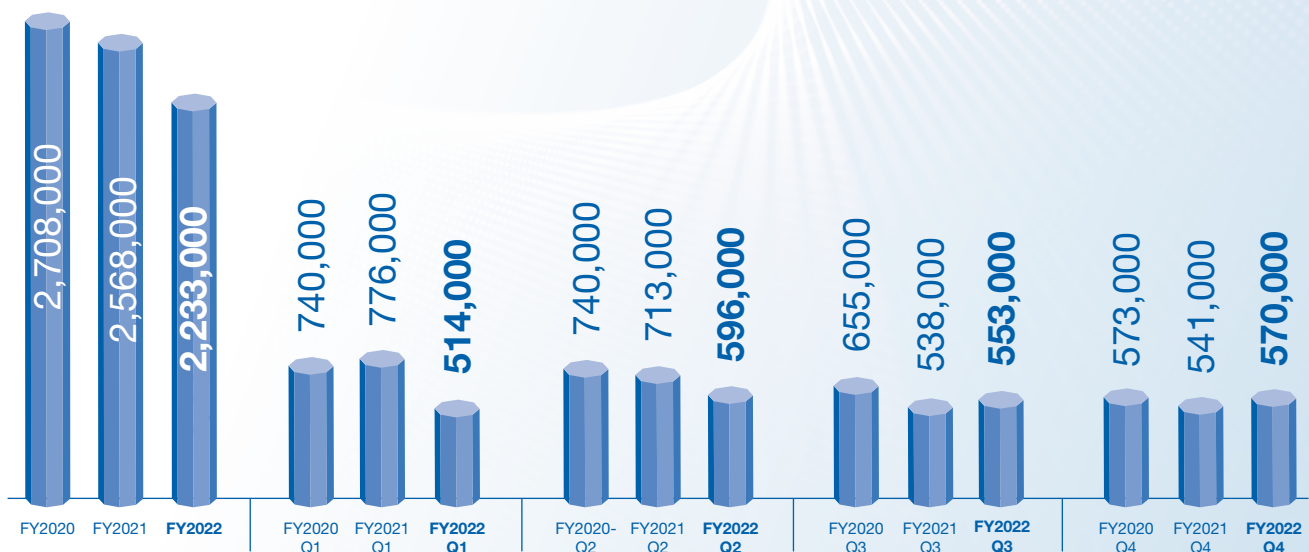
# ENERGY CONSUMPTION (GRI 302-1)

At Santak, we utilise a wide variety of precision engineering CNC machines and equipment to deliver the best quality that a precision engineering manufacturer can offer. These high precision CNC machines and equipment as well as air-conditioning contribute to the majority of our energy consumption. We recognise the importance of properly managing and regulating our energy consumption so as to keep our operational costs low and help reduce the impact on the environment. We have a maintenance team of trained individuals to keep track of our energy consumption. The monitoring of our energy consumption is reviewed monthly by our maintenance team who will analyse the monthly energy consumption. Energy surges which rarely occur, if identified within different operational areas will be investigated for possible faults in the machines and equipment. If necessary, repairs will be carried out should faults be discovered. All employees switch off all lightings, air conditioners and other electrical appliances when not in use. With these

practices established, we aim to improve efficiency in our energy usage to optimise our consumption.

In FY2022, the total energy consumption amounted to 2.23 million kWh (FY2021: 2.57 million kWh). The method used to calculate energy consumption is based on the compiled electricity bills taken for the reporting year. The lower energy consumption in FY2022 was in line with the lower turnover as well as the consolidation and streamlining of the Group's machining manufacturing operations in both Singapore and Malaysia into our factory in Johor, Malaysia. We are in the process of compiling performance data to form a trend for the purpose of setting targets. Accordingly, the process of target setting is deferred till a time when adequate data is available to set reasonable targets, in particular in view of the shift of the manufacturing operations to our Johor factory in FY2021 and the streamlining of the Group's operations.

**Electricity Consumption (kWh)**



# EMISSIONS, EFFLUENTS AND WASTE (GRI 305-7 AND 306-2)

Santak conduct business in a manner that respects the environment by minimizing the negative environment impact. Santak is committed to protecting the environment and actively implement activities to meet relevant regulations. Employees are trained and encouraged to support these initiatives.

## EMISSIONS

Oil emission level from the machining process which uses coolant oil within factory premise is monitored to ensure minimal oil and particulate generation. Oil filters are installed on our CNC machines to reduce, if not eliminate, these exhaust. After the completion of the shift in December 2020 to our factory in Johor, oil filter maintenance program has been implemented in our Johor factory and we proceeded to conduct the Chemical Exposure Monitoring under the Malaysia Occupational Safety and Health (Use And Standards Of Exposure Of Chemicals Hazardous To Health) Regulations, 2000 ("USECHH Regulations 2000") in our Johor factory in April 2021.

The result of the Chemical Exposure Monitoring Report issued on 16th April 2021 as performed by a Malaysia Department of Occupational Safety and Health ("DOSH") Registered Hygiene Technician showed that airborne concentrations of chemicals exposure at the designated sampling personnel are well below the Permissible Exposure Limits (PEL) as specified in the Stipulated Regulations (Schedule 1 of USECHH Regulations 2000). As such, our current oil filter maintenance program in the Johor factory is effective in controlling the oil emission level and we target to maintain future Chemical Exposure Monitoring for airborne concentrations of chemicals exposure (oil mist) to be below the PEL as stated in the Stipulated Regulations. Under the Stipulated Regulations, the Chemical Exposure Monitoring is to be conducted on a five-years interval basis.

## EFFLUENTS AND WASTE

Santak has actively seek to reduce its operational impact on the environment, and has stringent corporate responsibility and sustainability practices to manage its industrial waste, such as raw material scrap, chemical and general waste, by engaging licensed waste collectors and recycling and reusing where possible.

Waste generation is continually being monitored and reduced through internal process improvement activities. One way is through the usage of "to-size" material and constant monitoring and communication with customers to avoid or reduce any ad hoc purchase of unsuitable size raw materials which generates more scrap metal wastage from the manufacturing process. Our Engineering Department will continuously explore different material sizes, machines, processes, methods and measurements for improvement opportunities.

As part of our continuous effort to reduce raw material wastage, the Engineering Department has started a process review for raw materials and packaging usage reduction program during the year by studying our main products and the related customers with considerations given to products specifications, customer requirements, tolerance control, machining issues, shipping difficulties, supply continuity as well as impact on product quality and costing. This program involved internal review as well as liaising with customers and suppliers to ensure any issues identified are resolved prior to implementation on any particular product. In the second half of FY2021 and in FY2022, we were able to identify two raw materials used in a few products for the reduction of scrap metal wastage from the manufacturing process by changing the raw material size to a more "to-size" material. The change in these two raw materials were implemented in FY2022.

Scrap metal from manufacturing process are collected and sold to a licensed scrap metal collection company for subsequent recycling. Chemical waste from machining and degreasing processes are segregated and stored in drums to prevent spillage during transportation. These are sealed and kept in dedicated location to be collected for safe disposal by appointed licensed contractor approved by the Authority. We target to continue to ensure the safe disposal of effluents and waste in the Group's manufacturing factory for FY2023.

# OCCUPATIONAL HEALTH AND SAFETY (GRI 403-1 & 2)

As a responsible employer, we take our responsibility to provide a healthy and safe working environment seriously. We believe it is very important to minimize the risks of work-related injury and illness. We are committed to adhering to local safety laws and regulations. A Safety and Health Committee (“SHC”) headed by the Assistant Production Manager had been established and an internal full time safety officer employed. Employees are required to abide by the relevant health and safety measures and undertake reasonably practicable steps to ensure workplace safety. Regular reviews are conducted to improve our existing safety standards and practices. In addition, we conduct regular safety inspections at our facilities to identify potential health and safety risks and take preventive measures wherever necessary.

To achieve this, we have introduced our Safety and Health initiatives as follows:

## WORK-RELATED INJURY

We record all work-related injury, regardless of its severity and conduct follow up for implementation of corrective action plan. Employees are required to follow the emergency procedures by informing the manager and/or supervisor in-charge to take necessary actions.

For FY2022, the work-related accident injuries frequency rate at the Group’s manufacturing facilities were three work-related accident injuries and nil work-related fatality which remains the same as FY2021. These three recorded work-related accident injuries during the year involved two employees suffering minor cuts on their finger and hand respectively as well as a third employee who suffered a fall while walking. The first two employees with minor cuts were given first aids treatment and the third employee was given two days medical leave by the company doctor. These accidents have been reviewed by management and employees on factory floor operation were alerted and reminded on the safety precautions required to prevent such accident from recurring. We continue to encourage employees to work towards and maintain the goal of zero work-related injury and fatality in future.

## NOISE MONITORING

Noise Monitoring or Noise Risk Assessment are conducted periodically in our Johor factory in line with requirements under the Malaysia Occupational Safety and Health (Noise Exposure) Regulations 2019. A Baseline Noise Risk Assessment was conducted in April 2021 to determine the noise levels, identify noise areas/sources and their characteristics emitted at the work place by using sound level meter. This exercise helped to map the factory work area into different noise zones according to the permissible noise levels as well as identified and classified operation workers according to their work and work areas. This assessment included conducting personal noise exposure monitoring by using noise dosimeters on workers with highest risk of noise exposure level. Relevant employees using airguns were found to be exposed to noise level exceeding the acceptable noise level and were provided with Personal Hearing Protectors (“PHP”) or Personal Protective Equipment (“PPE”) such as special earplugs (NRR 29 dB rating) for hearing protection and silencers for airguns to ensure exposure to noise is minimized. In addition, trainings and education were provided to employees exposed to such noise level. All other operation workers are still be required to wear hearing protection earplugs when working on the factory floor. A noise dosimeter was also purchased for in house monitoring of the noise level generated within the production areas.

The annual Audiometric Examination or hearing test for FY2022 was conducted in November 2021 by external Registered Audiometric Technicians for employees who work on the CNC machining areas. One employee was found to have hearing impairment and was recommended by the doctor to continue with annual audiometry test, use of PHP such as earplug and be given education and training.

# OCCUPATIONAL HEALTH AND SAFETY (GRI 403-1 & 2)

## SAFETY TRAININGS

With the lifting of Covid-19 restrictions, the Group has resumed sending relevant employees to external trainings. These trainings include the Foundation Course for Fire Safety Team which were attended by seven employees from our Johor factory in January 2022 and led to the establishment of the Emergency Response Team (“ERT”) as certified by the Malaysia Fire and Rescue Department. Other external safety and health related trainings in FY2022 attended by our employees include Basic Occupational First Aid course and Certified Environmental Professional in Scheduled Waste Management (CePSWaM) course. The Group targets to send the relevant employees for such external trainings in future years.

Internal trainings on general safety and health such as trainings on safety and health at workplace induction, proper usage of PPE, in-house fire-fighting equipment usage, tool box meetings as well as first aid box usage and replenishment etc continues to be conducted periodically. A total of approximately 416 employees hours of internal safety-related trainings were conducted during FY2022. We target to maintain similar hours of safety-related trainings in FY2023.

## SAFETY AUDIT AND REVIEW

Malaysia Department of Occupational Safety and Health (“DOSH”) officer conducted a Work Place Inspection on the Group’s Johor factory in February 2021. Recommendations from the work place inspection were implemented and DOSH approval was received.

## FIRE CERTIFICATE AND FIRE DRILL

Our Johor factory had obtained the Fire Certificate in November 2021 which certified that the factory has complied with the life safety, fire prevention, fire protection and fire fighting requirements of the Fire Services Act 1988 of Malaysia.

A fire drill evacuation exercise was held in January 2022 in our Johor factory for emergency preparedness. In-house fire-fighting equipment such as fire extinguisher usage demonstration was also performed during the fire drill evacuation exercise. We target to hold the fire drill evacuation exercise annually.

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