

# FUJI OFFSET PLATES MANUFACTURING LTD

Sustainability Report FY2019



**Board Statement**

The Board of Directors (the “Board”) is pleased to present the Group’s Sustainability Report (the “Report”) for financial year ended 31 December 2019 (“FY2019”).

The Report highlights the key Economic, Environmental, Social and Governance (“EESG”) related initiatives carried out by the Group for FY2019. It further re-affirms the Group’s ongoing efforts on managing and collaborating with our business partners on sustainability issues to enhance the Group’s economic, environmental and social objectives.

The Board oversees the identification, management and monitoring of material sustainability topics by Management and takes them into consideration in determining the Group’s overall strategy, objectives and operations.

The Board strongly believes that creating sustainable development and value for the Group and its stakeholders is an integral part of the Group’s strategy and operations.

We continue to focus on improving the material sustainability topics, deemed material to our business and stakeholders, namely Health and Safety; Training and Education; Economic Performance and Reducing Energy Consumption, which we had identified in our first-year and second-year reports for financial years ended 31 December 2017 (“FY2017”) and 31 December 2018 (“FY2018”). However, in light of the evolving Covid-19 situation, Training and Education may have to be deferred for the time being in view of the risks involved and until the situation stabilises, except for mandatory training required by the authorities.

The Board would like to take the opportunity to thank all stakeholders who have contributed to our sustainability effort and will continue to strive and improve our products and services to our customers while considering the social and environmental impact to our stakeholders. The Board will also continue to take a balanced approach towards formulating strategies and policies which are sustainable and enhance long-term values for our stakeholders.

On behalf of the Board,

David Teo Kee Bock

Chairman

28 May 2020

## **About This Sustainability Report**

This sustainability report presents the annual sustainability performance of Fuji Offset Plates Manufacturing Ltd (the “Company” or “Fuji Offset”), together with all its subsidiaries, collectively (the “Group”), for the period 1 January 2019 to 31 December 2019. The information in this report is organised and presented in accordance with the GRI Standards: Core option published in 2016, established by the Global Reporting Initiative (“GRI”). All data and information reported are with respect to the timeframe above unless stated otherwise. The Company has chosen GRI principles for its accuracy, balance, clarity, comparability, reliability and timeliness to enable stakeholders to assess our sustainability performance.

This report aims to disclose our EESG performance against issues that are considered most material to our Group’s stakeholders, which 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.

This report is the third sustainability report issued and it provides an update of the performance and targets on sustainability as set out in the second sustainability report for FY2018, which was published on the SGX website on 28 May 2019.

This report is also prepared in accordance with Singapore Exchange Securities Trading Limited (“SGX-ST”) Listing Rules 711A and 711B and the relevant SGX Practice Notes on Sustainability Reporting Guide. Our data is reported in good faith and to the best of our knowledge. Currently, there is no external assurance for this report.

A copy of this report can be found on SGXNet and the Company’s website at [www.fopgroup.com](http://www.fopgroup.com) under ‘Investors Relations’.

## **Reporting Scope and Boundaries**

The content of this report is defined by the 4 Content Reporting Principles established by GRI as follows:

<b><u>Principles</u></b>	<b><u>Objectives</u></b>
Stakeholder Inclusiveness	Defining stakeholders and explain how the Group has responded to their expectations and interests.
Sustainability Context	Presenting the Group’s performance in the wider context of sustainability.
Materiality	Identifying the Group’s significant EESG factors.
Completeness	Disclosing significant EESG factors and boundaries to assess the Group’s performance in the reporting period.

## **About the Group**

Fuji Offset is a limited liability company incorporated in Singapore and listed on the Catalist Board of the SGX-ST. As at 19 March 2020, approximately 17.9% of the issued ordinary shares of the Company is held by the public. Accordingly, the Company has complied with Rule 723 of the Catalist Rules.

The principal activities of the Group are those relating to the manufacture and sale of gravure printing cylinders, related services in the printing industry, investments in commercial, industrial, hospitality, residential and/or mixed development properties and investment holding.

Fuji Offset's headquarters are in Singapore while its main operations are located in Johor, Malaysia where, through the subsidiary Fuji Roto Gravure Sdn Bhd ("Fuji Roto Gravure" or "Production Plant"), a production plant is maintained for printing cylinders. The production plant achieved an output of 17,700 printing cylinders for the year.

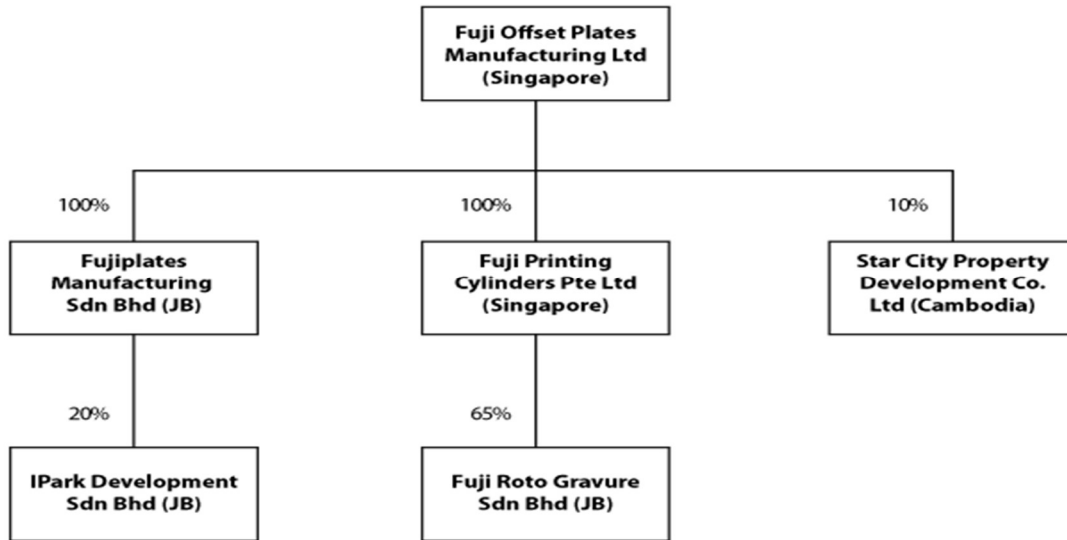
The Group's customer base spans across Singapore, Malaysia, Indonesia and Sri Lanka, serving wholesalers and distributors in the printing and packaging industry.

The Group is fully committed to deliver products that are of the highest quality. Therefore, the Group has strict procedures for identifying, selecting and monitoring vendors supplying steel cylinders, printing ink and chemicals in order to assess their performance.

The manufacturing processes which would include desktop publishing, balancing, cutting, grinding, plating, polishing, engraving and proofing amongst others, have been rigorously scrutinized and are certified to conform to internationally recognized standards such as the ISO 9001:2015 (incorporating Quality Management) that Fuji Roto Gravure had successfully attained.

Fuji Offset is also a member of the Singapore Business Federation.

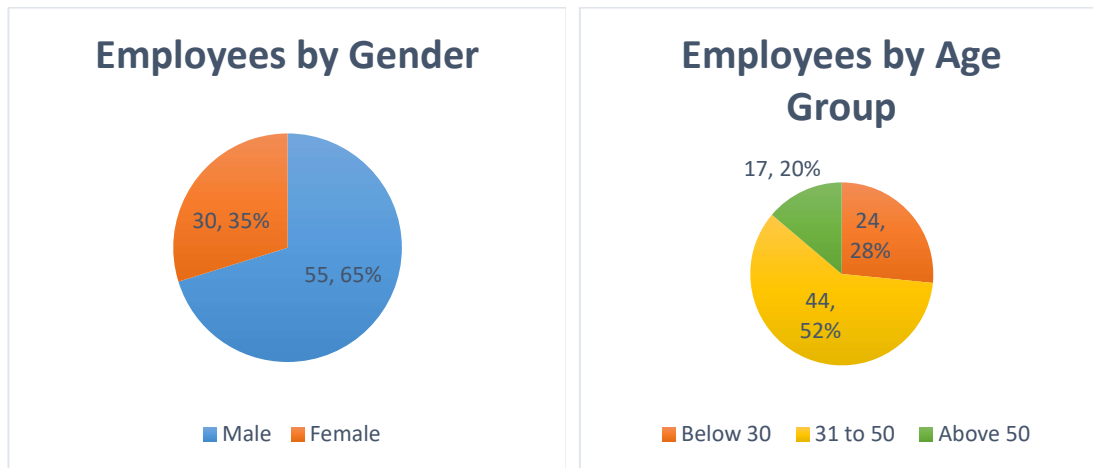
**Corporate Structure**



**Human Resources of the Group**

The Company has considered gender and skill and experience as diversity indicators material to business sustainability. Due to the size of its operations, skills and experience are mainly acquired through on-the-job training that are considered relevant to the department the employees are attached to.

The Group has 85 employees (inclusive of 2 temporary male employees) in its employment in the Singapore and Malaysia offices who fall under the following categories:



## **Mission and Vision**

We visualise being able to expand our operations outside of Singapore and Malaysia. With more than 35 years of operating history, we constantly strive to be the premium provider of quality steel printing cylinders. Aided by a group of highly experienced employees, every finished product is delivered with performance and precision.

We believe in the following 4 key qualities to be found in each employee which is to be applied when dealing with people internally and externally:

### **Team Work**

- Work and learn together, share knowledge and experiences so as to solve problems together

### **Initiative**

- Take immediate action to identify and overcome problems

### **Commitment**

- Passion to contribute and grow with the Group

### **Improvement**

- Continue learning new technologies

## **Corporate Governance**

The Board recognises the importance of corporate governance and are committed to ensuring the practices recommended in the revised Code of Corporate Governance 2018 (the “Code”) are practised throughout the Group. The Company believes that good corporate governance provides the framework for an ethical and accountable corporate environment that will maximise long term shareholders’ value and protect the interests of shareholders. The Board will ensure that there is compliance with the other relevant regulations, notices, circulars, and guidelines that may be issued, from time to time, by the Monetary Authority of Singapore (“MAS”) and the SGX-ST. Explanations will be provided should there be any variations.

The Board manages potential risks through the review and approval of policies and procedures. Management then ensures that the identified risks are relevant to the business environment and hence ensuring controls or mitigating factors are in place. The Audit Committee, independent of the Board, provides independent oversight of the effectiveness of the risk management process.

The Board comprises Directors who provide core competencies in accounting and finance, business experience, industry knowledge, strategic planning, legal knowledge and customer-based experience and knowledge. Where appropriate, the Directors are provided with regular briefings from time to time on changes in the relevant laws and regulations in relation to accounting standards, Catalist Rules, corporate governance and other regulations or statutory requirements.

The Independent and Non-Executive Directors constructively challenge and assist in the development of proposals on strategy, and assist the Board in reviewing the performance of Management in meeting agreed goals and objectives, and monitor the reporting of performance. Meetings are held regularly to discuss any matters without the presence of Management as and when circumstances require.

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.

### **Sustainability Governance**

The Sustainability Governance Structure of the Group is as follows:



The Sustainability Working Committee, comprising discipline-specific working groups, identifies possible material topics and to reach an agreement on the action plan for the reporting process.

The Sustainability Steering Committee, comprising key management executives, provides guidance on the Group's sustainability strategies. The Steering Committee reviews and reports progress for delivering targets and plans to the Board of Directors on the sustainability management performance of the Group and key material issues identified by stakeholders. The Board will then review and endorse the targets and plans accordingly.

### **Anti-Corruption Practices**

In ensuring that all laws and regulations including those related to anti-corruption practices are complied with, Management has implemented a set of policy and procedures titled "Policy and Procedures for Reporting Possible Improprieties in Matters of Financial Reporting or Other Matters" to provide guidance for all employees.

This is to encourage employees and external stakeholders to voice out issues that are not in line with the best interest of the Group to the Company Secretary as it is the desire and aim of the Company to develop, promote and maintain high standards of corporate governance within the Group.

The policy applies to all Directors, officers, employees, including full-time, part-time and contract employees and external stakeholders of the Group and every complaint shall be lodged with the Audit Committee through the Company Secretary. There were no instances of whistle-blowing or corruption for FY2019 as well as targets for FY2020.

**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 [contact@fopgroup.com](mailto:contact@fopgroup.com) or at the following address:

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 Golden Wall Flatted Factory  
 Singapore 329134  
 (65) 6265 9111

**Stakeholder Engagement & Materiality Assessment**

In developing the Report, the Steering Committee worked with both internal and external stakeholders to conduct a materiality assessment to identify the relevant EESG topics which the Group considered important. Stakeholders includes shareholders, suppliers, customers, management and employees.

The material topics were evaluated for its potential impact on the environment and society, its influence on the stakeholders and impact on the Group’s operations. Based on the Group’s assessment where there were no significant changes in the business and the operating environment, the Board is of the opinion that the materiality assessment from FY2018 continues to be valid and relevant for the Group in FY2019.

As part of its ongoing engagements with key stakeholders, the Group carries out the following approaches:

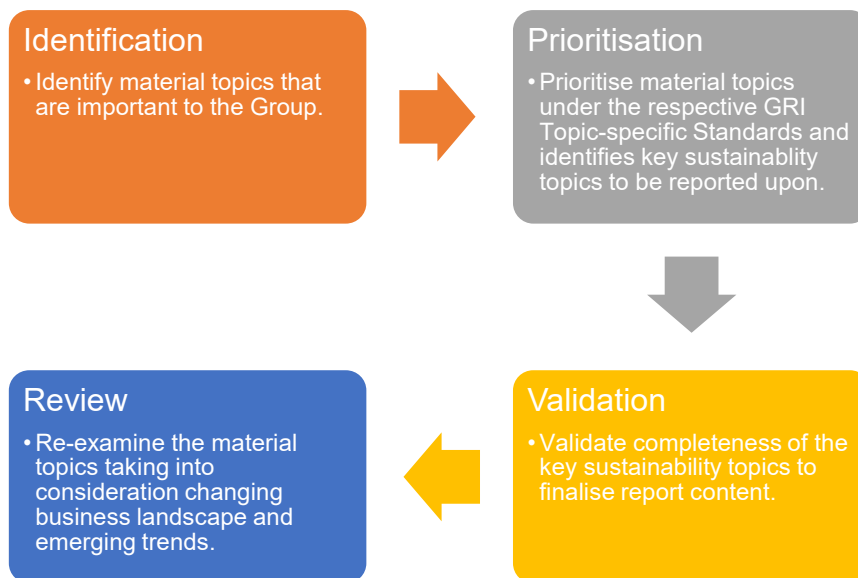
Stakeholders	Engagement Approach	Key Interests
Employees (including Management)	<ul style="list-style-type: none"> <li>• Regular dialogue</li> <li>• Training programmes</li> <li>• Work related meetings and discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Working environment</li> <li>• Staff benefits</li> <li>• Skills development</li> </ul>
Customers / Suppliers	<ul style="list-style-type: none"> <li>• Site visit</li> <li>• Phone calls</li> <li>• Email contacts</li> <li>• Formal &amp; informal meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure quality and on-time delivery of products</li> </ul>
Shareholders	<ul style="list-style-type: none"> <li>• Shareholders Annual General Meeting</li> <li>• Quarterly and full year results announcements</li> <li>• Disclosures of information on matters of material impact or significance through SGXNET and other information channels</li> </ul>	<ul style="list-style-type: none"> <li>• Risk management</li> <li>• Corporate governance</li> <li>• Group operations</li> </ul>



Feedback from our key stakeholders form a crucial part of our strategic and business planning and is viewed as valuable insights for the Group to continuously improve its sustainability performance.

The Steering Committee aims to conduct an annual review of the Group’s material topics as well as monitor the performance of the topics as part of the Group’s sustainability strategy.

The Group adopts a four-step process to define the material topics:



**Material Topics and Boundaries**

The topics reported in the FY2018 Sustainability Report were re-evaluated by the Steering Committee and all topics were deemed to be material to the Group for FY2019. As such, the Steering Committee recommended to the Board the same topics to be the material topics to be reported in FY2019.

<u>Material Topics</u>		
GRI 201-1	Direct economic value generated and distributed	Economic Performance
GRI 302-1	Energy consumption within the organization	Reducing Energy Usage for Production
GRI 403-2	Types of injury and rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities	Health and Safety of Employees
GRI 404-1	Average hours of training per year per employee	Training and Education for Employees

Since the Group’s operations mainly involved the printing of gravure printing cylinders, the EESG topics identified in this Report are mainly related to the Group’s operating subsidiary, Fuji Roto Gravure Sdn Bhd, located in Johor, Malaysia.

**Economic Performance (GRI 201-1)**

Economic performance is defined as our most material topic because our economic success ensures our long-term viability and enables the execution of our sustainability strategies.

For FY2019, the Group recorded a profit after tax of S\$1.55 million as compared with a profit after tax of S\$1.14 million for FY2018.

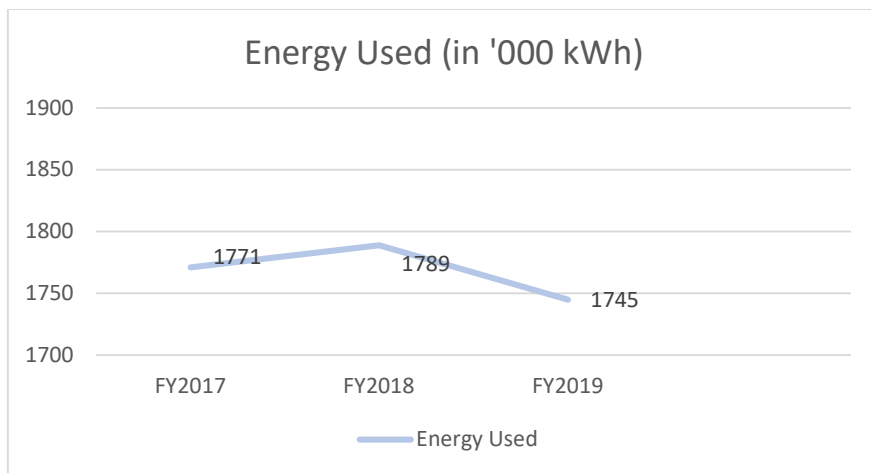
For FY2019, the Group is in a healthy financial position with revenue of S\$4.79 million and is in a net equity position of S\$29.79 million as compared to revenue of S\$5.02 million and net equity of S\$29.53 million for FY2018.

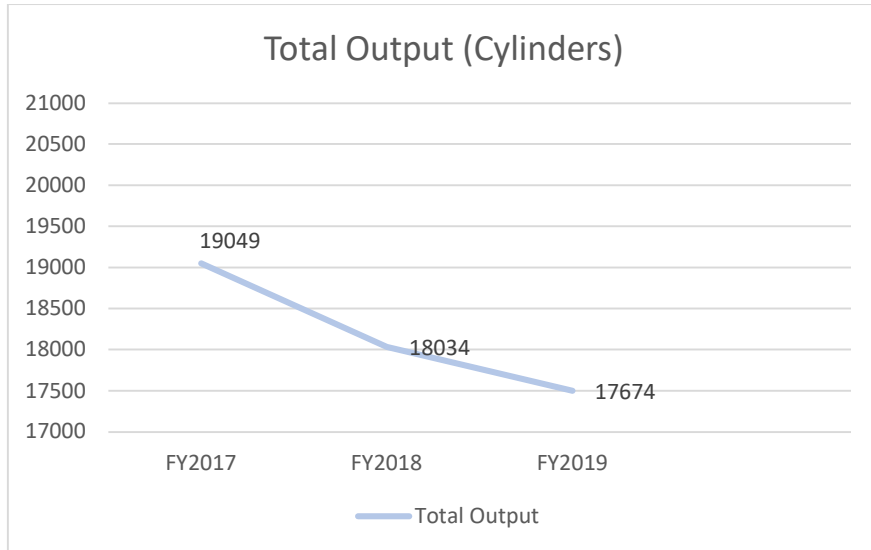
For a detailed breakdown of our FY2019 financial results, please refer to the Group’s Annual Report for FY2019.

**Reducing Energy Usage for Production (GRI 302-1)**

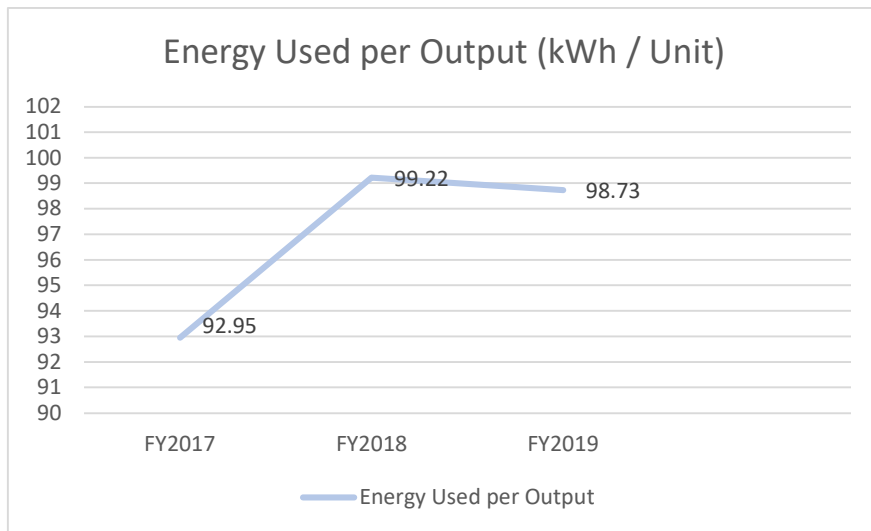
The Group recognises the importance of properly managing and regulating energy consumption so as to keep operational costs low and also to reduce the impact on the environment. As such, this topic is deemed to be material to the Group. To keep track of its energy consumption, there is a monitoring system in place and a group of trained individuals in its maintenance team at the Production Plant.

The following graphs (based on computed electricity bill for the entire Production Plant) show the total energy consumption and the total output from FY2017 to FY2019.





The graph below shows the energy consumption per output level (inclusive of energy consumed) at the Production Plant:



Notwithstanding the fact that cylinders output in FY2019 was 360 cylinders lower than in FY2018, however, energy used per output was lower due to the scrapping of 5 machines. The 5 machines were previously on standby mode to minimise repair and maintenance costs while new machines are being phased in.

The Group's target is to reduce this consumption per output ratio by around 1% for FY2020. The Group intends to achieve this target by adopting the following measures:

1. Replacing older machines.
2. Posting reminders on the walls of the production area to remind employees to switch off lightings or any electrical appliances which are not in use;
3. Setting air-conditioning at a minimum of 25 degrees Celsius;

Overall energy consumption is analysed monthly by the Accounts Manager. Energy usage not within the trends are identified within different operational areas and investigated for possible faults in the usage methods or the instruments and machinery used. With these practices established, the Group aims to improve efficiency in energy usage.

	<i>FY2017</i>	<i>FY2018</i>	<i>FY2019</i>	<i>FY2020 Target</i>
<i>Energy Used per Output (kWh /Unit)</i>	92.95	99.22	98.73	98.00

The energy used per output in FY2019 was higher as compared with the target mainly due to the standby mode of 5 machines coupled with lower output.

Due to the Covid-19 situation and the economic fallout, there will be some adverse impact on cylinders output for FY2020. Due to the lower output, energy used is not proportionally reduced due to the need to heat up and start operations as usual to save working hours, hence the Group's target to reduce energy per output ratio by around 1% for FY2020.

**Health and Safety of Employees (GRI 403-2)**

The Group has set an objective which is to raise health and safety standards in the workplace so as to achieve zero or minimal cases of reportable serious work-related injuries. The Group is committed to provide a safe working environment for its employees to safeguard the health and safety of all employees, which it believes will greatly enhance morale and satisfaction leading to higher productivity. As such, this topic is deemed to be material to the Group. The Group is pleased to report that there has not been any reportable serious work-related injuries in the past 5 years.

All production employees are constantly reminded to be careful during work and to wear the appropriate safety equipment. Trainings and briefings are constantly provided at the Production Plant and communicated to new and existing employees to understand the rules and safety regulations before the start of each work day. Reminder messages are also pasted around the production area to reinforce these values accordingly.

The Occupational Safety and Health Administration ("OSHA") officer at the Production Plant carries out monthly inspection on workplace safety. The OSHA officer will perform spot-checks to ensure employees are wearing the correct safety equipment and conforming to the safety rules and regulations. There are fire safety inspections every quarter at the Production Plant and the Fire and Rescue Department of Malaysia performs annual checks to ensure that the necessary requirements are met.

The Group strictly complies with the following regulations established by the following agencies:

1. Department of Occupational Safety and Health ("DOSH") - the objective of this agency is to prevent industrial accidents and occupational diseases. It also ensures safety, health and welfare of people at work as well as protecting other people from the safety and health hazards arising from production activities; and

2. Department of Environment (“DOE”) - the objective of this agency is to achieve abatement of pollution in the country through the enforcement of the Environmental Quality Act of 1974 and its subsidiary legislation. It monitors air and water quality and noise, manages toxic and hazardous wastes based on the “cradle-to-grave” principle.

	<i>FY2017</i>	<i>FY2018</i>	<i>FY2019</i>	<i>FY2020 Target</i>
<i>Number of fatalities as a result of work-related injury</i>		None		None
<i>Number of high-consequence work-related injuries (excluding fatalities)</i>		None		None
<i>Number of recordable work-related injuries</i>		None		None

**Training and Education for Employees (GRI 404-1)**

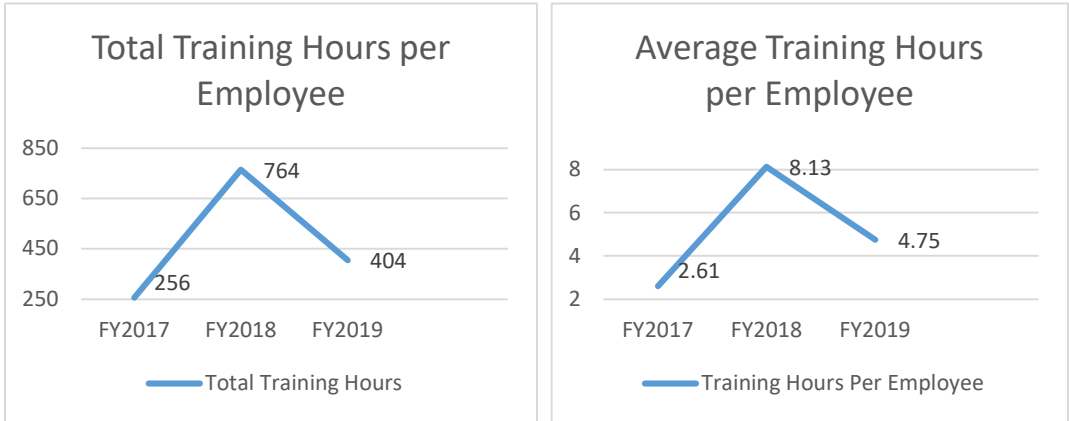
Training and education is an important topic for the Group as it enhances productivity of all employees by equipping them with the necessary skillsets to perform their duties in an ever-changing working environment. Training and education helps employees to learn specific knowledge or skills to improve performance in their current roles that brings a greater impact to the Group, which is of utmost importance.

The training process is as follows:

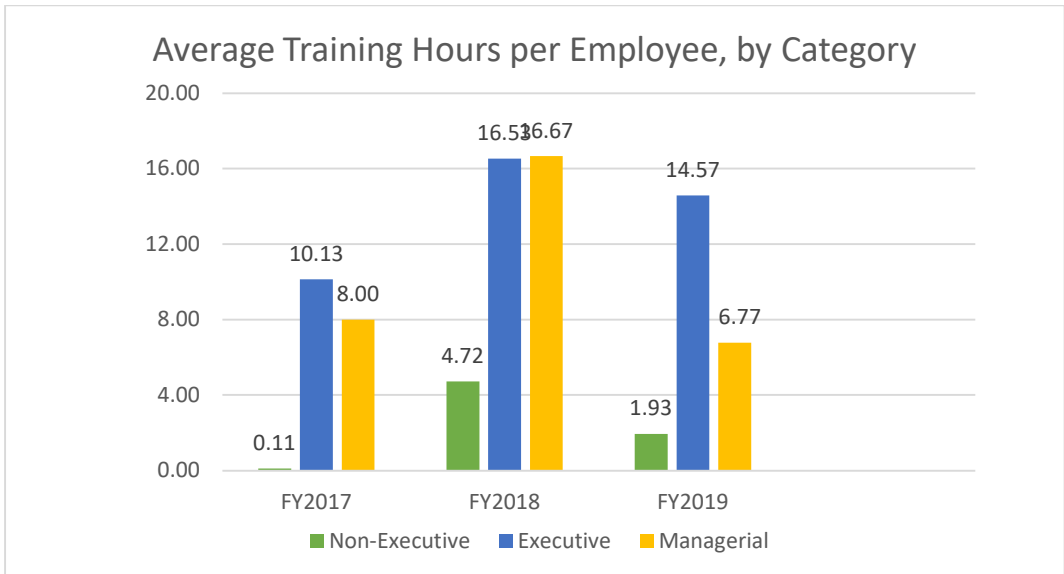
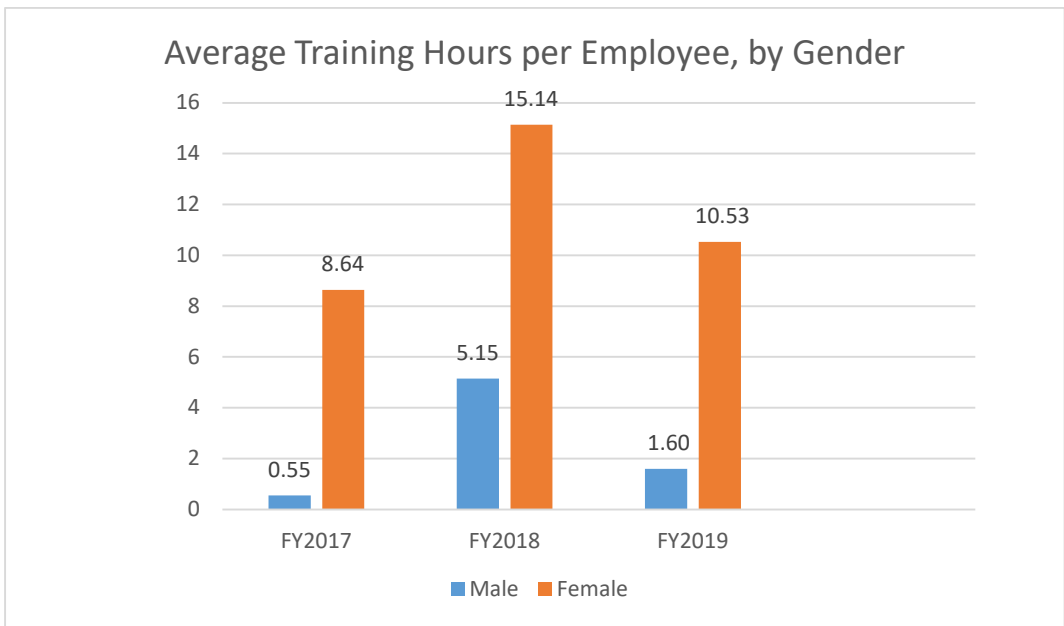


Management will also choose some safety courses which are open to all employees. The Group has been consistently providing all employees with both internal and external training for them to perform their job duties efficiently whenever necessary.

The total training hours provided to employees in the Group can be found in the following graphs below:



Note: Total training hours is inclusive of 360 hours for the biennial fire safety training in FY2018, which explains the spike in training hours in FY2018, and one-off training of 80 hours for handling waste and effluents for the OSHA officer.



The Group recorded 404 training hours in FY2019, which was lower than the 764 training hours in FY2018, primarily due to the 360 hours attributed to the mandatory biennial fire safety training for employees and 80 hours attributed to training on handling waste and effluents attended by the OSHA officer (female, executive category) in FY2018.

Excluding the 440 hours attributable to the specified training courses above, there is an increase in training of 404 hours in FY2019 as compared with 324 hours in FY2018 which were for general courses.

The Group believes that its investment in training for employees will ultimately enhance productivity and enable it to identify and exploit new opportunities in the printing cylinder business and beyond.

Training application forms are provided to employees in order for them to select the training they require. Some examples of training courses offered to employees are as follows:

- a) Financial reporting
- b) ISO 9001:2015
- c) System administration
- d) Occupational safety and health training

After attending training courses, the employee is then advised to conduct a class to share the knowledge and findings with other employees. Induction training is provided for new employees to understand topics such as the Group's processes and work flow, their individual job scope and safety procedures.

Engineers were also hired from countries such as Thailand, Singapore and USA to provide training and share experiences and research and development knowledge on the equipment with other employees.

The average hours of training per employee of 4.7 hours for FY2019 exceeded the target of 3.4 hours.

	<i>FY2017</i>	<i>FY2018<sup>1</sup></i>	<i>FY2019</i>	<i>FY2020<sup>2</sup> Target</i>
<i>Average hours of training per employee for the year</i>	2.6	3.4	4.7	0.5

<sup>1</sup> The 440 hours of additional training due to fire safety and OSHA, mentioned above are excluded from FY2018 training hours,

<sup>2</sup> Due to the Covid-19 situation, the Group is unable to target any general training courses in FY2020 except for mandatory training required by the authorities.

**GRI Content Index**

<b><u>GRI Standard Disclosure Reference</u></b>	<b><u>Disclosure</u></b>	<b><u>Section</u></b>	<b><u>Page Reference</u></b>
<b>Organizational Profile</b>			
102-1	Name of the organization	About the Group	3
102-2	Activities, brands, products, and services	About the Group	3
102-3	Location of headquarters	About the Group	3
102-4	Location of operations	About the Group	3
102-5	Ownership and legal form	About the Group	3
102-6	Markets served	About the Group	3
102-7	Scale of the organization	About the Group	3
		Human Resources of the Group	4
		Economic Performance	9
102-8	Information on employees and other workers	Human Resources of the Group	4
102-9	Supply chain	About the Group	3
102-10	Significant changes to the organisation and its supply chain	None	-
102-11	Precautionary Principle or approach	Corporate Governance	5-6
102-12	External Initiatives	None	-
102-13	Memberships of associations	About the Group	3
<b>Strategy</b>			
102-14	Statement from senior decision-maker	Board Statement	1
<b>Ethics and Integrity</b>			
102-16	Values, principles, standards, and norms of behaviour	Mission and Vision	5
<b>Governance</b>			
102-18	Governance structure	Sustainability Governance	6
<b>Stakeholder Engagement</b>			
102-40	List of stakeholder groups	Stakeholder Engagement & Materiality Assessment	7-8
102-41	Collective bargaining agreements	Not Applicable	-
102-42	Identifying and selecting stakeholders	Stakeholder Engagement & Materiality Assessment	7-8



**Fuji Offset Plates Manufacturing Ltd Sustainability Report FY2019**

102-43	Approach to stakeholder engagement	Stakeholder Engagement & Materiality Assessment	7-8
102-44	Key topics and concerns raised through stakeholder engagement	Stakeholder Engagement & Materiality Assessment	7-8
		Material Topics and Boundaries	8
<b>Reporting Practice</b>			
102-45	Entities included in the organisation's consolidated financial statements	Corporate Structure	4
102-46	Defining report content and topic boundaries	About This Sustainability Report	2
		Reporting Scope and Boundaries	2
		Material Topics and Boundaries	8
102-47	List of material topics	Material Topics and Boundaries	8
102-48	Effect of any restatements of information provided in previous reports	Not Applicable	-
102-49	Significant changes from previous reports in the material topics and boundaries	Material Topics and Boundaries	8
102-50	Reporting Period	About This Sustainability Report	2
102-51	Date of most recent report	About This Sustainability Report	2
102-52	Reporting cycle	About This Sustainability Report	2
102-53	Contact point for questions regarding the report	Feedback	7
102-54	Claims of reporting in accordance with GRI Standards	About This Sustainability Report	2
102-55	GRI Content Index	GRI Content Index	15-17
102-56	External assurance	None	-
<b>Management Approach</b>			
103-1	Explanation of the material topic and its Boundary	Economic Performance	9
103-2	The management approach and its components	Reducing Energy Usage for Production	9-11
		Health and Safety of Employees	11-12
103-3	Evaluation of the management approach	Training and Education for Employees	12-14
<b>Topic Specific GRI Standard Disclosures</b>			
<b>GRI 201 Economic Performance</b>			
201-1	Direct economic value generated and distributed	Economic Performance	9

**Fuji Offset Plates Manufacturing Ltd Sustainability Report FY2019**

GRI 302 Energy			
302-1	Energy consumption within the organization	Reducing Energy Usage for Production	9-11
GRI 403 Occupational Health and Safety			
403-2	Types of injury and rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities	Health and Safety of Employees	11-12
GRI 404 Training and Education			
404-1	Average hours of training per year per employee	Training and Education for Employees	12-14