

STRIVING TOWARDS SUSTAINABILITY

2018





MISSION STATEMENT

We dedicate ourselves to be the preferred engineering service provider that thrives on Safety, Quality and competitive solutions to achieve customer satisfaction.

VALUES

- ▷ Safety
- ▷ Quality
- ▷ Customer Focus
- ▷ Leadership
- ▷ Teamwork

ACCREDITATIONS

ISO 9001
ISO 14001
OHSAS 18001
BUREAU VERITAS
Certification



ISO 22301

BUREAU VERITAS
Certification



MEMBERSHIP OF ASSOCIATIONS



COMPANY INFORMATION

Mun Siong Engineering Limited

35 Tuas Road, Jurong Town

Singapore 638496

Main Tel: (65) 6411 6570

Main Fax: (65) 6862 0218

Email: information@mun-siong.com

www.mun-siong.com

TABLE OF CONTENTS

5	EXECUTIVE CHAIRLADY'S MESSAGE
6	CORPORATE PROFILE
8	MATERIALITY
9	OUR COMMITMENT
9	STAKEHOLDER ENGAGEMENT
10	ETHICS & INTEGRITY
12	CORPORATE CITIZENSHIP
14	HUMAN CAPITAL
17	EMPLOYEE ENGAGEMENT
19	TRAINING & EDUCATION
21	ENVIRONMENT
23	OCCUPATIONAL SAFETY & HEALTH
24	GRI 2016 CONTENT INDEX

ABOUT THIS REPORT

This is the second Group Sustainability Report by Mun Siong Engineering Limited (Mun Siong Engineering). It covers Environmental, Social and Governance (ESG) and sustainability strategies, initiatives, and performance of our operations in Singapore where Mun Siong Engineering is headquartered for the financial year 1 January 2018 to 31 December 2018. There were no significant changes to the organisation and our supply chain during the reporting cycle.

This report has been prepared in accordance with the Global Reporting Initiative (GRI) Standards 2016: Core Option. The report complies with the SGX-ST Listing Rules (711B) and the SGX Sustainability Reporting Guide. A GRI Content Index presented at the end of the report indicates the location of relevant disclosures.

Keeping our environment in mind, we have not produced physical copies of this report and have uploaded this report to the SGX website.

If you have any questions about this report, please contact us at INFORMATION@MUN-SIONG.COM.

ASSURANCE

We establish and maintain internal systems and audits as part of our processes for risk management and for managing and reporting information. These internal systems help to ensure the accuracy of the data presented in this report.



//

We take our responsibility to our stakeholders very seriously as they are key contributing factors to our performance. While we are focused on our performance we are also careful of the impact we leave on our environment."

EXECUTIVE CHAIRLADY'S MESSAGE

Dear Readers,

On behalf of the Board of Directors, it is my pleasure to release the second Sustainability Report of Mun Siong Engineering Limited in compliance with the GRI G4 frame work. This Sustainability Report covers the reporting period from January to December 2018. The non-financial declaration was reviewed by the Executive Committee and there was no external audit of the Report.

Mun Siong Engineering is one of the leading local integrated service providers to the process industry. We help our business partners achieve their goals through safe and timely deliveries with quality services.

Mun Siong Engineering was established in 1969. This year, we celebrate 50 years of being an integral part of Singapore's process industry. We take our responsibility to our stakeholders very seriously as they are key contributing factors to our performance. While we are focused on our performance we are also careful of the impact we leave on our environment. Our sustainability strategies and plans are among our top priorities all year round.

On the business front, in FY2018, we have fully integrated our electrical and instrumentation capabilities into the Group and commenced on digitalisation projects for the Group to operate in an effective and integrated manner. Our business strategy defines our long-term objectives and allows us to stay competitive in the market.

In the reporting year, following intensive internal discussions and a stakeholder survey, our materiality assessment was developed further. While preparing the report, it gave us the opportunity to examine the ways we operate. In this report, we summarise the activities that our colleagues carry out every day to ensure Mun Siong operates as a sustainable business.

Cheng Woei Fen
Executive Chairlady

CORPORATE PROFILE

With 5 decades of strong industrial leadership, and listed on the Singapore Stock Exchange since 2010, Mun Siong Engineering Limited is one of the leading one-stop solution providers for plant services and turnkey projects, as well as customised engineering designs and solutions for the oil and gas, process and chemical industries in Singapore. We are an organisation committed to optimising Engineering Design, Manufacturing, Installation and Maintenance of packaged process plant based solutions, with particular emphasis on competence, professional delivery, and value creation in streamlining client centric operations.



CORE SERVICES



Engineering Design



Electrical &
Instrumentation



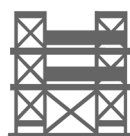
Fabrication



Rotating Equipment



Maintenance &
Specialised Services



Scaffolding, Insulation,
Painting



Tankage

KEY FIGURES



1,105
Employees



S\$62.9M
Net Sales



S\$54.8M
Shareholder's Funds

GLOBAL PRESENCE



W. Malaysia



India



Myanmar

PRODUCT PRINCIPALS & PARTNERS



Trenchless Pipeline
Rehabilitation



Heat Transfer Equipment
Coatings & Solutions



Condenser & Heat Exchanger
Cleaning, Testing, Repairing



Anti-Corrosion Thermoplastic
(ACT) Coating



Supply & Repair of Mechanical
Seals & Systems



Certified Waterous Factory Trained
Service Center

MATERIALITY

In order to identify the sustainability aspects that are of essential importance to our Group, the Sustainability Steering Committee together with respective stakeholders conducted an assessment in 2017. Following the assessment, we compiled the sustainability aspects that are of relevance to us based on the guidelines of the Global Reporting Initiative (GRI) and other sources, and discussed them in our sustainability steering committee to assess their significance to our Group. The results were then transferred to a matrix sorted in order of relevance. Those aspects that had been identified as being material were validated and prioritised.

Material Issues	Within the Organisation	Outside the Organisation				GRI Aspects
	Employees	Suppliers	Business Partners	Shareholders	Communities	
Responsibility to Stakeholders						
Economic	✓	✓	✓	✓		
Employee Retention	✓		✓		✓	GRI 401 Employment
Workplace Safety & Health	✓	✓	✓			GRI 403 Occupation Health & Safety
Caring for the Environment	✓	✓	✓			GRI 307 Environmental Compliance
Fair Employment	✓		✓		✓	GRI 401 Employment GRI 405 Equal Opportunity & Diversity
Receiving Gifts	✓	✓	✓			GRI 205 Anti-Corruption
Mechanisation	✓		✓			-
Productivity	✓		✓			-
Learning & Skill Upgrading	✓	✓	✓			GRI 404 Training & Education
Responsibility to the Environment						
Energy Conservation	✓		✓			GRI 302 Energy
Water Conservation	✓		✓			GRI 303 Water
Waste Management	✓	✓	✓			GRI 306 Effluents & Waste

OUR COMMITMENT

Material Issues	GRI Aspects	Our Response
Receiving Gifts Supplier Relation	GRI 205 Anti-Corruption	We do not condone any form of corruption and we expect all our stakeholders to uphold the highest level of integrity when working together.
Energy Conservation	GRI 302 Energy	We want to use energy and water responsibly as part of our efforts in resource conservation. We will achieve this through prudent use of our resources and integration of our processes and operations.
Water Conservation	GRI 303 Water	
Waste Management	GRI 306 Effluents & Waste	We strive to reduce, reuse and recycle our operational wastes and commit to discharge our waste in a responsible manner.
Caring for the Environment	GRI 307 Environmental Compliance	We comply with local legal requirement and prevent environmental pollution resulting from operation wastes.
Employee Retention	GRI 401 Employment	Employees are our valuable asset and we want them to stay with us as long as possible, we have worked out a long term plan to improve their employment period.
Workplace Safety & Health	GRI 403 Occupation Health & Safety	Safety and health of everyone is always close to our heart and we want to put everyone out of harms way in the work that we do.
Learning & Skill Upgrading	GRI 404 Training & Education	We believe that a productive workforce requires skills that are up-to-date. We focus on internal and external training to achieve that.
Fair Employment	GRI 405 Equal Opportunity & Diversity	We give everyone equal opportunities to take on any job and we practice fair employment.

STAKEHOLDER ENGAGEMENT

Regular engagement with our stakeholders provides us with valuable insights to areas for improvement and feedback on current practices that are working well for our stakeholders. This keeps us abreast of our progress as we constantly work towards improving our safety, health, environment standards, streamlining our processes, and upgrading our workforce. We engage with our stakeholders throughout the year to ensure that we maintain a positive relationship with them.

Our stakeholder engagement initiatives are defined in the table below:

STAKEHOLDER ENGAGEMENT			
STAKEHOLDER GROUP	ENGAGEMENT CHANNEL	EXPECTATIONS	OUR ACTIONS
Employees	<ul style="list-style-type: none"> Management meeting Management gatherings Town hall meetings Festive gatherings 	<ul style="list-style-type: none"> Rewards and recognitions Employee retention Good workplace safety, health and environment Work life balance Skill upgrading and training 	<ul style="list-style-type: none"> Dormitory room leaders meeting Enterprise social network (Yammer) Waste recycling programs Employee's birthday celebration In-house training programs Lunch with colleagues
Suppliers	<ul style="list-style-type: none"> Annual appraisal Pre-qualification 	<ul style="list-style-type: none"> Continued business Good business relationship Fair business practices On time payment 	<ul style="list-style-type: none"> Supplier appraisal Supplier visits Whistle blowing policy No gift policy
Customers	<ul style="list-style-type: none"> Customer feedback form Business review Customer appreciation Dialogue sessions 	<ul style="list-style-type: none"> Professional service standards Increased productivity Employee retention Mechanisation Quality assurance High safety standards On schedule delivery 	<ul style="list-style-type: none"> Continued business follow up meetings No gift policy Safety campaigns Staying updated with new technologies and methods Continual improvement initiatives
Shareholders	<ul style="list-style-type: none"> Annual General Meetings Investors relations web page Investors relations hotline 	<ul style="list-style-type: none"> Business growth Share price Transparency 	<ul style="list-style-type: none"> Timely disclosures Prudent resource management
Communities	<ul style="list-style-type: none"> Corporate volunteerism Corporate giving initiatives Job fairs 	<ul style="list-style-type: none"> Community development Pollution control Fair employment 	<ul style="list-style-type: none"> Implementation of CSR programs Internship opportunities Scholarships Participation in job fairs

ETHICS & INTEGRITY

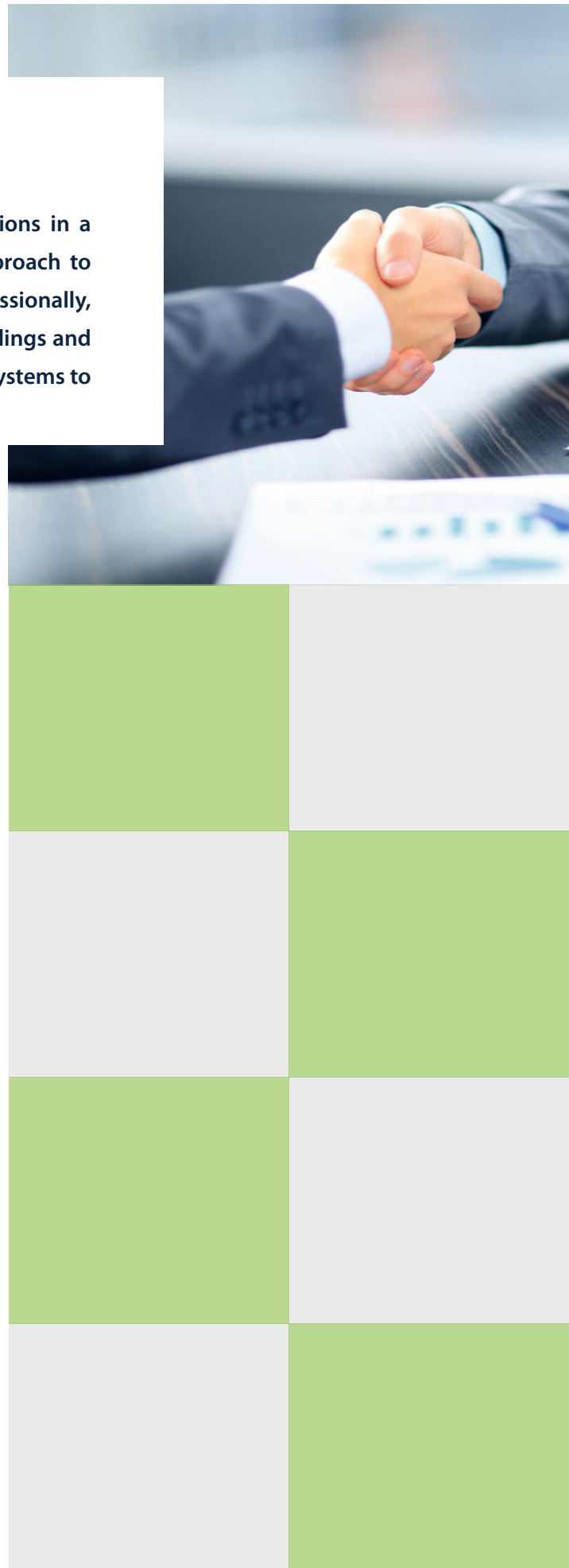
We are committed to conducting our business and operations in a honest and ethical manner. We adopt a zero tolerance approach to bribery as well as corruption and are committed to acting professionally, transparently and fairly with integrity in all our business dealings and relationships. We have implemented and enforced effective systems to counter bribery and corruption.

ANTI-BRIBERY & CORRUPTION

We have developed an Anti-Bribery & Corruption Policy which will act as guiding principals for our Group and our Business Partners. The Policy outlines acceptable and non-acceptable behaviour and ensures compliance with not only our own rules and regulations but also those set out by the Singapore Prevention of Corruption Act. This policy has been read and signed by the Group's employees, Board of Directors and business partners. New employees will also be required to read and sign this policy as part of their onboarding process. This Policy will be reviewed regularly and kept updated by our Compliance Executive to ensure that it continues to be adequate and effective.

WHISTLEBLOWING

The Company will take appropriate action upon thorough review and investigation of whistleblowing reports in an objective manner. All reports will be managed by our Whistleblowing Investigation Committee ("**WIC**") who will carry out investigations and make the necessary recommendations. Reports can be submitted in writing to our WIC via our website and our Company's Whistleblowing Policy outlines procedures for our employees to report any unethical conduct. All Employees can consult our Compliance Department to seek advise regarding ethical and lawful behaviour, organisational integrity or to report concerns about these matters. There were no incidents of corruption in our organisation in the reported period.





EMPLOYEE CODE OF CONDUCT

As part of the onboarding process of every new employee, they will be introduced to our Company's Employee Handbook. All employees have access to the latest version of our Employee Handbook via our shared online portal. The Employee Handbook outlines policies, programs and benefits available to employees as well as the Company's code of conduct. Our Employee Handbook is reviewed and updated at least once a year to ensure that all topics and items listed remains current and relevant.

“ We adopt a zero tolerance approach to bribery as well as corruption and are committed to acting professionally, transparently and fairly with integrity in all our business dealings and relationships. ”

Alan Teo

Purchasing & Warehousing Manager

CORPORATE CITIZENSHIP

We understand that good corporate citizenship can take many forms and we believe that the Company's progress should be in sync with the positive impact we leave in our community. Each year, we commit to participating in volunteer activities as well as support charitable causes through corporate giving. We are always looking to support different non-profit organisations each year because we are aware that there are many other social areas which require assistance. This year, our focus was on the environment and assisting the needy.

ICCS BEACH CLEANUP @ CHANGI BEACH



Beneficiaries: Marine Life



Volunteers picking up litter and collecting data along changi beach



Final group photo with all 30 volunteers and their family calling it a day. Collectively, we collected a total of 55.7kg of litter

FAIRPRICE SHARE-A-TEXTBOOK



Beneficiaries: Needy families with school going children



Volunteers ready to help out



Volunteers sorting textbooks from the textbook donations collected

WILLING HEARTS SOUP KITCHEN



Beneficiaries: The elderly, the disabled, low income families, children from single parent families or otherwise poverty stricken families, and migrant workers in Singapore



Volunteers helping to unload a batch of corn that has just been delivered to Willing Hearts.



Volunteers preparing samosas for the soup kitchen.



Food collected from the Food Donation Drive held at Mun Siong HQ for Willing Hearts Soup Kitchen.



Volunteers chopping up vegetables for the soup kitchen



Our delivery team ready to hand deliver packed food to the beneficiaries of Willing Hearts

CHILDREN'S CHARITIES ASSOCIATION FAIR



Beneficiaries: Physically, mentally and socially disadvantaged children of Singapore



Volunteers at our "Tikam Tikam" game stall raised a total of S\$570.50



Volunteers at our drink stall raised a total of S\$852.00

HUMAN CAPITAL

Our human capital is a key contributing factor for the success and growth of our organisation over the years. We have a diverse workforce with representations from 12 different countries working with local Singaporeans.

Employees are crucial to our business goals and growth. We need the right combination of human resource with appropriate skills and competencies to get our projects completed successfully. We are facing a high staff turnover of 20% in 2018. Moving forward, we will be using HR Analytics to understand the turnover trends and root cause of the situation. We want to establish the key causes of staff turnover. Then we will put in place the appropriate remedies to contain high staff turnover.

While working on the HR Analytics, we will concurrently put in place Talent Management strategies to address high staff turnover – Recruitment Review, Career Path for all employees, Training Road map, and Succession Planning for key positions in the Company.

TALENT MANAGEMENT

We want to grow our talent internally. We will always try to develop and groom from within the organisation as much as possible. We will review our recruitment process to ensure that we are attracting and hiring candidates with the right skill sets and competencies. We will also track the development of new recruits. As an equal employment opportunity employer, we search for talents based on their abilities and experience.

Career Path will help our employees to grow their career with the business as such, employees will know the requirements to move up the career ladder. There will be opportunities for job rotation and stretch assignments to further develop their skills and competencies.

An enhanced Training Matrix will be implemented alongside to support the Talent Development and

Management Scheme, this will allow employees to plan and understand the requirements of their training and development at each career step. The Training Matrix will focus on technical skills, functional skills, knowledge and soft skills training courses suitable for each employee.

Currently, we have in place a multi-skills training path for our direct workers. This will increase our skills pool and improve on productivity. With our Company's growing history, our long service employees are also aging. Therefore, besides talent management, we also have succession planning in place. We will identify the key positions in the Company and will work on identifying the right successors who will be groomed to be ready for their next role.

METHODS OF EVALUATION

1. Benchmarks

- a. We will use the staff turnover rate from 2018 as a benchmark to measure staff turnover in 2019.
- b. An Employee Satisfaction Index on Talent Management plans will be put in place in 2019 to capture information on :
 - ▷ Career path or opportunities for employees
 - ▷ The requirements to move to the next career level
 - ▷ Available trainings to help them develop themselves further
- c. Analytics to understand causes of resignation and appropriate remedies to address the problems identified.

“ We want to grow our talent internally. ”

Chok Yuen Soon
Human Resource Manager

GENDER DIVERSITY & EQUAL OPPORTUNITY

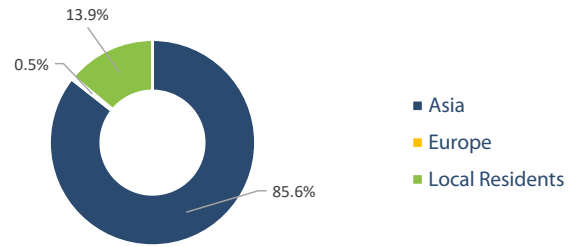
We are an equal opportunity employer and recruit candidates based on their competencies, skill sets and experience. We provide merit-based career development opportunities for our employees who are ready to move up the career path.

There are no pre-set conditions for nationalities, gender and religion. Female employees are represented in all of our business units regardless of their nationalities, religion or age. As long as the candidate is certified by a local medical practitioner that he/she is fit to work for the designated job.

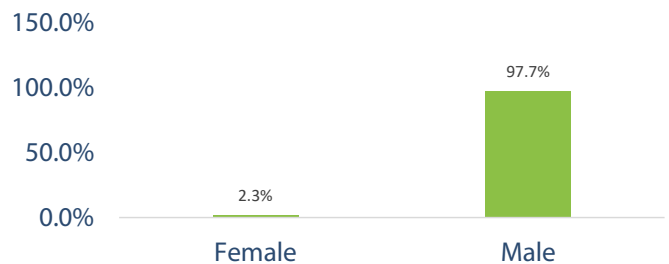
“ We provide merit-based career development opportunities for our employees who are ready to move up the career path. ”

Chok Yuen Soon
Human Resource Manager

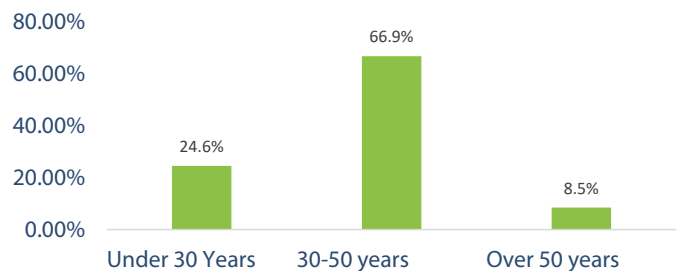
Employees by Country FY2018



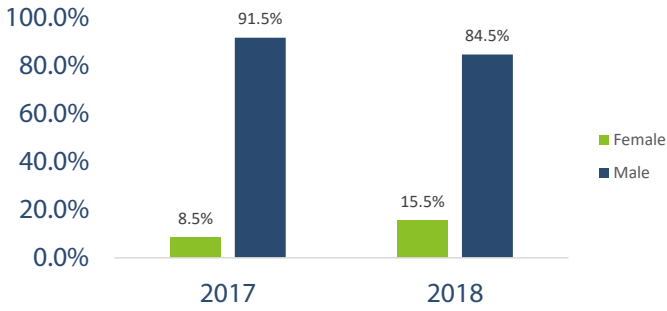
Employees by Gender FY2018



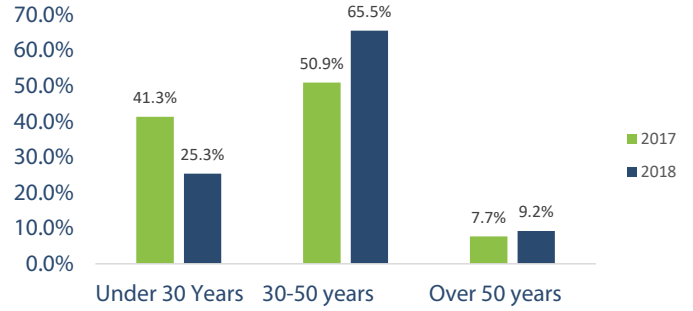
Employees by Age FY2018



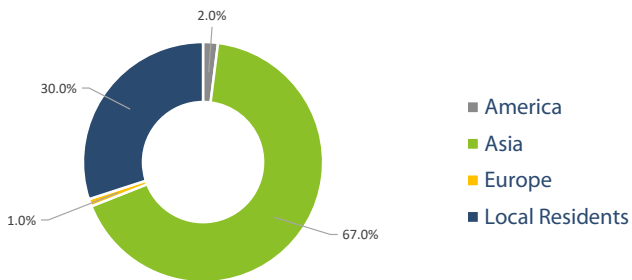
New Hires by Gender



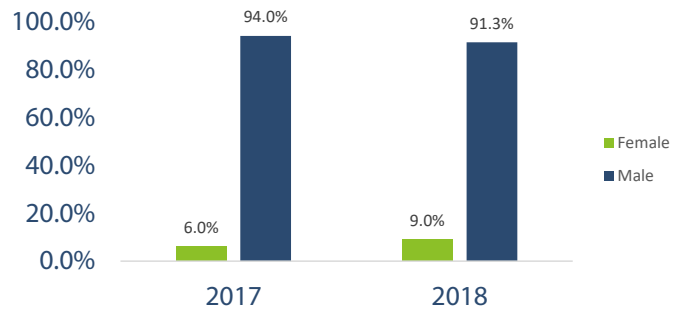
New Hires by Age



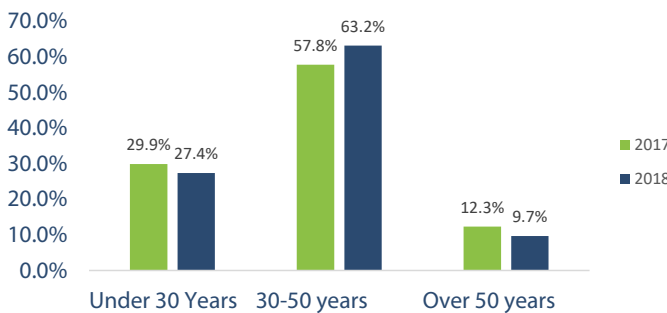
New Hires by Country FY2018



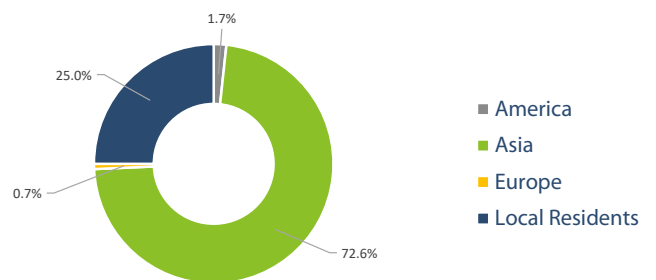
Turnover by Gender



Turnover by Age



Turnover by Country FY2018



EMPLOYEE ENGAGEMENT

To provide a good working environment and build long term relationships with our employees, staff welfare is one of the key areas that we put emphasis on to help our foreign workers feel at home. Monthly dormitory room leaders meetings is an important channel for our workers to share their feedback and requirements. Besides providing communication channels to our employees such as dormitory meetings, town hall meetings and management lunches, we also have an employee share performance scheme in place to recognise and reward good performers and encourage our staff to take up greater responsibilities in preparation for succession to the next level.

TOWNHALL MEETING



A dialogue session was held during our Townhall meeting in the beginning of the year for Management to share their goals and plans for Mun Siong Group in the coming years and for employees to share their views and raise any questions

FESTIVE GATHERINGS



Christmas lunch was organised for all staff in the office and our Managers bonded over dinner and karaoke at the Asia Pacific Brewery

MUN SIONG ENGINEERING 50TH ANNIVERSARY LOGO DESIGN COMPETITION



Members of our staff who participated in the 50th Anniversary Logo Design Competition and the Winner of the competition

WORKER'S WELFARE



Top: Dormitory room leaders meeting to gather feedback and suggestions for improvements in our worker's dormitory
Bottom: Dormitory cleaning and painting works being carried out in our worker's dormitories

TRAINING & EDUCATION

To keep up with global demands and industry trends, it is essential to have a multi-skilled, certified, robust and diverse talent pipeline to fulfill the jobs of today and tomorrow as well as enable us to remain competitive in the market. We believe that it is essential to equip our valuable workforce with up to date digitization knowledge and relevant mechanisation skills to stay abreast with ever changing industry demands.

We provide opportunities for personal growth and development that are in line with our corporate objectives. The core areas of our business requires specific technical or skill-based training programmes tailored to the roles that exist in our workplace. In order to meet our needs, our Learning & Development (L & D) training plan incorporates training programmes with everyday work, including topics which cover the key pillars of our business such as Engineering, Maintenance, Specialised Services, Construction & Projects, Electrical & Instrumentation, Scaffolding, Insulation and Painting .

In FY2018, we provided more than 22,166 hours of training, of which 21,042 hours were training programmes on Safety & Technical skills. We have also included Functional training in our range of programs. We are expecting to roll out a new in-house Soft Skills training program in 2019.

The various training programmes have been attended by most of our employees across different business functions during this period. In FY2018, an average of 14 hours of training was received per employee as compared with 20 hours of training in FY2017 and 17 hours of training in FY2016.

OUR COMMITMENT

We are committed to ensuring that all staff have access to Learning and Development opportunities which ensures that they are continuously equipped with up to date knowledge and competent skills that meets their career goals and the company's strategic objectives.

We are also committed to creating a life long learning culture where our employees are constantly challenged to learn more and perform more challenging tasks. This helps to maintain a high level of motivation and job satisfaction among our employees. Our L & D programmes aim to develop the skills of employees in operational, management and leadership roles to prepare and enable them to assume positions of higher responsibility.

PERFORMANCE & DEVELOPMENT REVIEWS

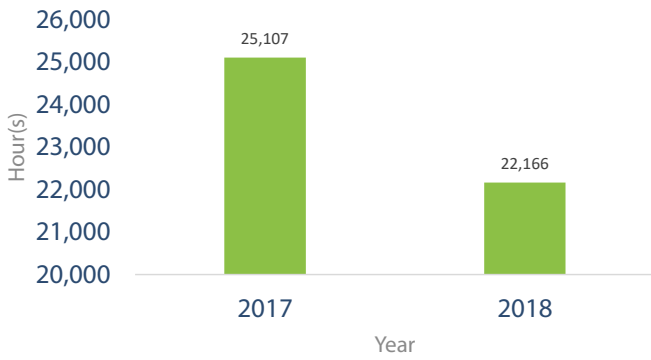
Our employees are the key drivers behind the company's success. All full time employees undergo an annual performance review. We adopt an open appraisal system for all employees from middle management and above where employees are able to discuss and agree on their performance, areas for improvement and set KPI targets for the following year as well as discuss about their personal and career development plan. We encourage effective and continuous conversations and feedback between managers and their direct reports at all times.

TRANSITION ASSISTANCE PROGRAM

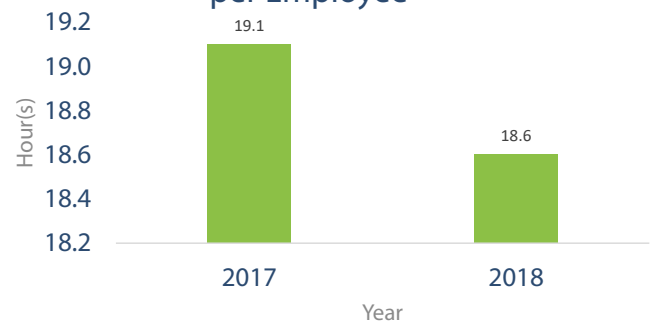
Our Transition Assistance Program supports retiring employees by helping them to remain economically productive. Under this program, we have adopted the following good re-employment practices:

- . Identify and prepare employees for re-employment
- . Offer of re-employment contracts
- . Recognising the contributions of re-employed employees

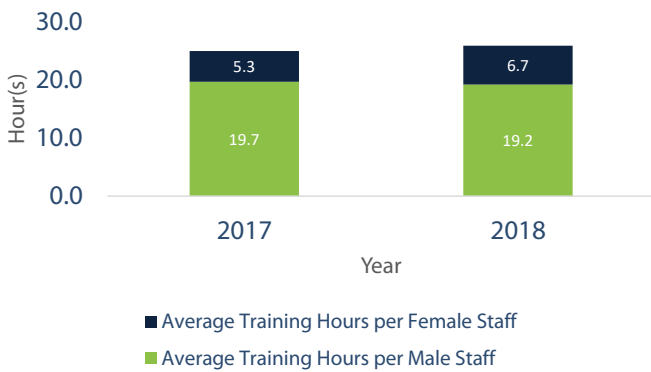
Total Training Hours



Average Training Hours per Employee



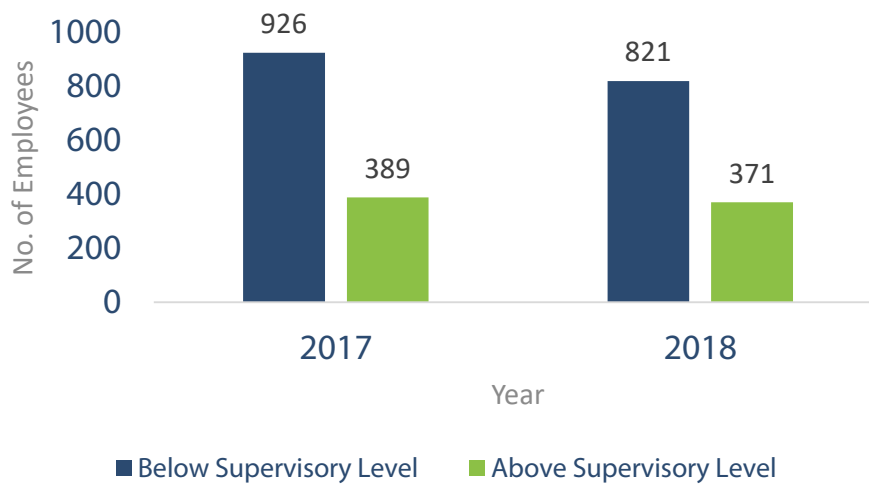
Average Training Hours by Gender



Average Training Hours by Category



Employees by Category



ENVIRONMENT

We are committed to minimising our environmental impact as we conduct our daily operations. We are always thinking of ways in which we can help reduce and conserve the natural resources we come into contact with each day. Our employees are constantly reminded to do their part in conserving our resources. These reminders are shared through our enterprise social network, weekly tool box meetings and reminders posted around the office. Environmental data presented in this report covers our business operations in Singapore.

EFFLUENTS & WASTE

We have a waste disposal procedure in place that documents a set of standard procedures to segregate recyclable, general and hazardous waste. All disposals are contracted to NEA approved contractors to ensure proper handling and disposal of the respective waste categories, ensuring all wastes are disposed in a safe and environmentally sound manner in accordance with relevant legislations.

Training programs and targeted interventions to highlight the importance and methods of recycling were also organised in 2018. These programs aim to help our staff understand the importance and appropriate methods of recycling. Our janitors also play an active role in reminding and educating our staff to place their recyclables in the correct recycle bins.

We have also extended our recyclable waste collection initiatives to one of our job sites in 2018 as a pilot program. The pilot site has recorded a collection of 30kg of recycled paper. To maintain efficient use of our resources, recycled paper collected from job sites will only be delivered to our Head Quarters when our vehicles return to our Head Quarters. For hygiene reasons, aluminium drink cans have been excluded. Through these recycling programs, we have seen a steady increase in the collection of recyclable waste.

In 2019, we plan to engage more job sites to send recyclable waste to our HQ for recycling. We will also be looking into reducing the use of paper by making the switch to electronic copies and providing reports such as our Sustainability Report via our website. Increasing awareness on minimising the use of paper will also be looked into.

CONSERVING WATER

Data collected on our consumption of water is limited to our consumption of water at our Head Quarters. We rely heavily on water to carry out hydrojetting work. In an effort to save water, we are exploring ways in which we can recycle water used in our hydrojetting operations. The other key area where water is consumed is in our office. We have installed water saver caps at most of our taps to help reduce the flow of water. We have also initiated a Save Water Program in the office to raise awareness and develop a culture where water conservation is observed.

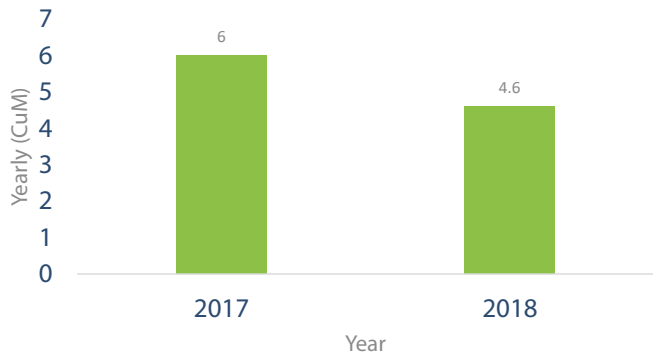
Posters and communications have been placed in the restrooms, pantries and washing points to remind our staff to conserve water and use water responsibly. Water conservation has also been the topic of some weekly toolbox meetings throughout the year.

ENERGY CONSERVATION

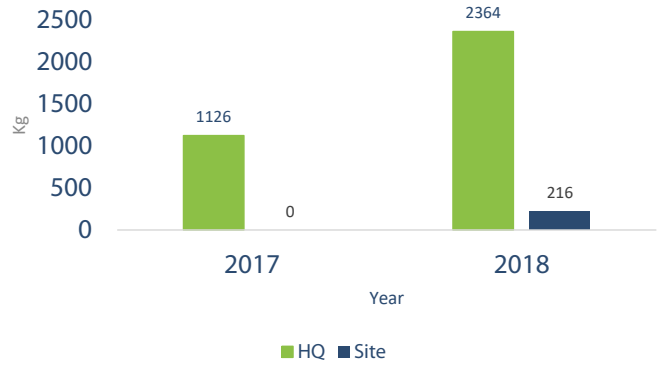
We have replaced all lights in our premises with energy saving lights to help reduce electricity consumption. We have also implemented a common practice to ensure all lights and air conditioning units are switched off when the office is not in use especially during our lunch hour and non working hours. All laptops and computers are switched off when not in use as well.

We are aware that energy saving in the office is a culture that must be built over time. In order to achieve our goals, the management team has appointed a team to study and collect data to come up with methods and ideas to reduce electricity consumption in the office.

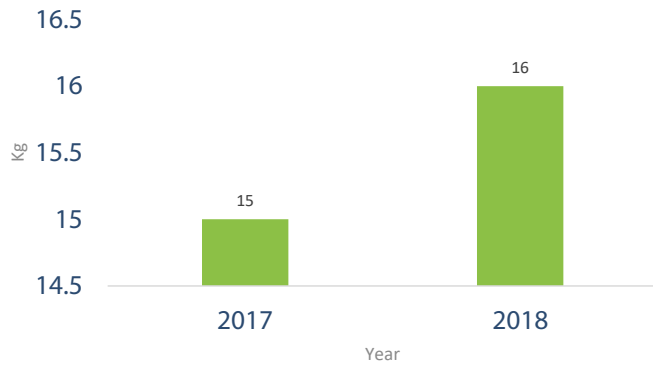
Spent Motor Oil Disposal



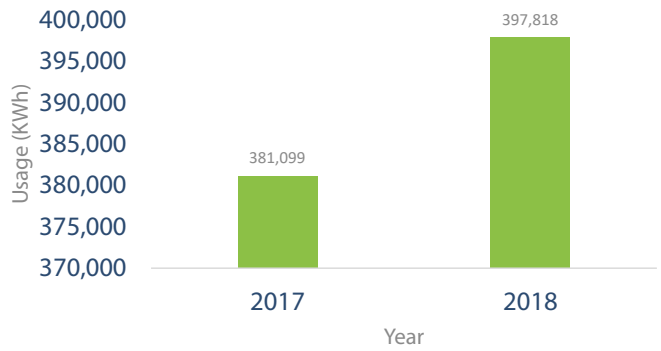
Recycled Paper



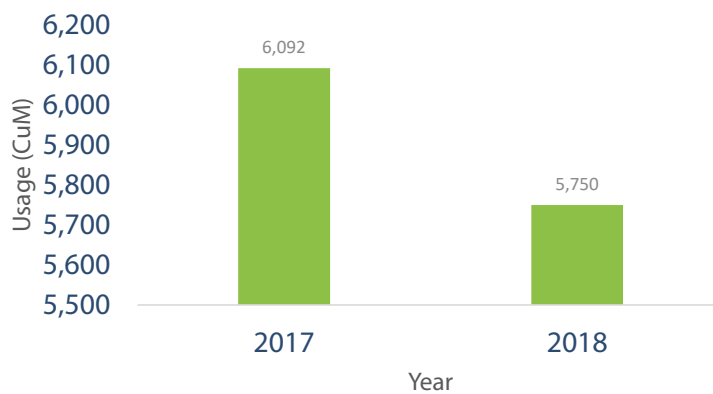
Recycled Aluminium Cans



Electricity Consumption



Water Consumption



OCCUPATIONAL SAFETY & HEALTH

Our safety core value is “To put the safety of everyone above all” - this remains our top priority. We have always been committed to providing a safe working environment to all our employees. Our Group of companies are OSHAS 18001,14001 and BizSafe Star level certified. This year, we have also received the WSH Performance Silver Award from the Workplace Safety and Health Council.



Our Group SHE Manager, Mr. Gopinathan S/O Meyyer receiving the WSH Performance (Silver) Award from Mr. John Ng, the Chairman of the WSH Council.

ENVIRONMENTAL COMPLIANCE

We have been successful in achieving zero non-compliances with environmental laws and regulations. We will continue to remain compliant by taking necessary precautions to ensure zero spillage from our diesel tanks and also ensure that we discharge contaminated industrial water through our sump pits which are regulated and in compliance with environmental regulations. There were no cases of occupational diseases as regular medical checks, provision of Personal Protective Equipment and trainings were conducted as and when deemed necessary by specific jobs or tasks.

KPI	2017	2018
Fatal Incidents	0	0
LTIR	0.12	0.12
Environment Legal Non-Compliance	0	0
Occupational Disease	0	0

Note: Loss Time Incident Rate = (No. of LTI x 200,000 / Total Man Hours)

MANAGING RISKS

We manage risks through the development and implementation of new safe work procedures, risk assessments, regular safety trainings and campaigns. Regular safety meetings are conducted to raise and address key areas of concerns and are attended by employees of all levels within the organisation. Key performance indicators are consolidated while we observe leading and lagging indicators to determine the implementation of safety initiatives.

BUILDING AN INTERVENTION CULTURE

Regardless of non-occurrences of major incidents, we have had several cases of near misses and minor incidents over the years. In most cases, we have observed that they could have been prevented if there were interventions by co-workers. Leading indicators led us to believe that as an organisation, we need to build an effective intervention culture.

To achieve this, we have established a Care, Intervene, and Thank (CIT) Program that aims to provide us with a framework on how we must care and intervene in at risk situations with respect. The CIT Program is a “No Blame Culture” and a “Safe Zone” program. A series of activities were rolled out throughout the year to guide and encourage our workforce to actively participate in this campaign.

As of December 2018, 1 Silver and 8 Bronze Badges have been awarded to employees who displayed the qualities of the CIT Program. Moving forward, we will continue to implement new safety campaigns and programs to ensure that every employee goes home safe each day.



- ✓ Care - for each other
- ✓ Intervene - with courage and respect
- ✓ Thank - with grace

GRI 2016 **CONTENT** INDEX

GRI STANDARD	DISCLOSURE	PAGE NUMBER(S) AND/OR URL(S)	OMISSION
General Disclosures			
GRI 102: General Disclosures 2016	102-1 Name of organisation	Pg 2	
	102-2 Activities, brands, products, and services	Pg 6,7	
Organisational profile	102-3 Location of headquarters	Pg 2	
	102-4 Location of operations	Pg 7	
	102-5 Ownership and legal form	Pg 6 and Annual Report Pg 3	
	102-6 Markets served	Pg 7	
	102-7 Scale of the organisation	Pg 7	
	102-8 Information on employees and other workers	Pg 7	
	102-9 Supply chain	Pg 7	
	102-10 Significant changes to the organisation and its supply chain	-	No Changes
	102-11 Precautionary Principle or approach	Pg 9	
	102-12 External initiatives	Pg 12, 13	
	102-13 Membership of associations	Pg 2	
GRI 102: General Disclosures 2016	102-14 Statement from senior decision-maker	Pg 4, 5	
GRI 102: General Disclosures 2016	102-16 Values, principles, standards, and norms of behavior	Pg 2, 10, 11	
GRI 102: General Disclosures 2016	102-18 Governance structure	Pg 9	
GRI 102: General Disclosures 2016	102-40 List of stakeholder groups	Pg 9	
	102-41 Collective bargaining agreements	-	We are a non unionised organisation
Stakeholder Engagement	102-42 Identifying and selecting stakeholders	Pg 8	
	102-43 Approach to stakeholder engagement	Pg 8	
	102-44 Key topics and concerns raised	Pg 8, 9	
GRI 102: General Disclosures 2016	102-45 Entities included in the consolidated financial statements	Annual Report Pg 3	
	102-46 Defining report content and topic Boundaries	Pg 3	

GRI STANDARD	DISCLOSURE	PAGE NUMBER(S) AND/OR URL(S)	OMISSION
Reporting Practice	102-47 List of material topics	Pg 8	
	102-48 Restatements of information	Pg 3	
	102-49 Changes in reporting	Pg 3	
	102-50 Reporting period	Pg 3	
	102-51 Date of most recent report	Pg 3	
	102-52 Reporting cycle	Pg 3	
	102-53 Contact point for questions regarding the report	Pg 3	
	102-54 Claims of reporting in accordance with the GRI Standards	Pg 3	
	102-55 GRI content index	Pg 24 - 27	
	102-56 External assurance	Pg 3	
Material Topics			
Anti-Corruption			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	Pg 10, 11	
	103-2 The management approach and its components	Pg 10, 11	
	103-3 Evaluation of the management approach	Pg 10, 11	
GRI 205: Anti-Corruption 2016	205-1 Operations assessed for risks related to corruption	Pg 10, 11	
	205-2 Communication and training about anti-corruption policies and procedures	Pg 10, 11	
	205-3 Confirmed incidents of corruption and actions taken	Pg 10, 11	
Energy			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	Pg 21, 22	
	103-2 The management approach and its components	Pg 21,22	
	103-3 Evaluation of the management approach	Pg 21,22	
GRI302: Energy 2016	302-1 Energy consumption within the organization	Pg 21,22	
	302-2 Energy consumption outside of the organisation	Pg 21,22	
	302-3 Energy Intensity	Pg 21, 22	
	302-4 Reduction of energy consumption	Pg 21, 22	
Water			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	Pg 21, 22	
	103-2 The management approach and its components	Pg 21, 22	
	103-3 Evaluation of the management approach	Pg 21, 22	

GRI STANDARD	DISCLOSURE	PAGE NUMBER(S) AND/OR URL(S)	OMISSION
GRI 303: Water 2016	303-1 Water withdrawal by source	Pg 21, 22	
	303-2 Water sources significantly affected by withdrawal of water	Pg 21, 22	
	303-3 Water recycled and reused	Pg 21, 22	
Effluents And Waste			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its boundary	Pg 21, 22	
	103-2 The management approach and its components	Pg 21, 22	
	103-3 Evaluation of the management approach	Pg 21, 22	
GRI 306: Effluents And Waste 2016	306-1 Water discharge by quality and destination	Pg 21, 22	
	306-2 Waste by type and disposal method	Pg 21, 22	
	306-3 Significant spills	-	There were no spills of waste and effluents
	306-4 Transport of hazardous waste	-	Transportation of hazardous waste are done through approved NEA toxic waste collectors
	306-5 Water bodies affected by water discharges and/or runoff	-	Not applicable, all discharges are properly contained and disposed
Environmental Compliance			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its boundary	Pg 23	
	103-2 The management approach and its components	Pg 23	
	103-3 Evaluation of the management approach	Pg 23	
GRI 307: Effluents And Waste 2016	307-1 Non-compliance with environmental laws and regulations	Pg 23	
Employment			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	Pg 14, 15	
	103-2 The management approach and its components	Pg 14, 15	
	103-3 Evaluation of the management approach	Pg 14, 15	
GRI 401: Employment	401-1 New employee hires and employee turnover	Pg 14, 15, 16	
	401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees	-	We do not engage part-time employees
	401-3 Parental Leave	-	All parental leaves are provided in accordance with statutory requirements extending to foreign employees

GRI STANDARD	DISCLOSURE	PAGE NUMBER(S) AND/OR URL(S)	OMISSION
Occupational Health And Safety			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	Pg 23	
	103-2 The management approach and its components	Pg 23	
	103-3 Evaluation of the management approach	Pg 23	
GRI 403: Occupational Health And Safety 2016	403-1 Workers representation in formal joint management-worker health and safety committees.	Pg 23	
	403-2 Types of injury and rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities.	Pg 23	
	403-3 Workers with high incidence or high risk of diseases related to their occupation.	Pg 23	
	403-4 Health and safety topics covered in formal agreements with trade unions	Pg 23	
Training and Education			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	Pg 19, 20	
	103-2 The management approach and its components	Pg 19, 20	
	103-3 Evaluation of the management approach	Pg 19, 20	
GRI-404 Training Education	404-1 Average hours of training per year per employee	Pg 19, 20	
	404-2 Programs for upgrading employee skills and transition assistance programs	Pg 19, 20	
	404-3 Percentage of employees receiving regular performance and career development reviews	Pg 19, 20	
Diversity and Equal Opportunity			
GRI 103: Management Approach 2016	103-1 Explanation of the material topic and its Boundary	Pg 15	
	103-2 The management approach and its components	Pg 15	
	103-3 Evaluation of the management approach	Pg 15	
GRI-405 Diversity and Equal Opportunity	405-1 Diversity of governance bodies and employees	Pg 15	
	405-2 Ratio of basic salary and remuneration of women to men	Pg 15	



MUN SIONG
ENGINEERING LIMITED

Mun Siong Engineering Limited

35 Tuas Road, Jurong Town

Singapore 638496

Main Tel: (65) 6411 6570

Main Fax: (65) 6862 0218

Email: information@mun-siong.com

www.mun-siong.com