



SUSTAINABILITY REPORT
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2017

Co. Reg. No. 201531866K

SUSTAINABILITY REPORT FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2017

About this Sustainability Report

We are pleased to present Secura Group Limited's inaugural annual Sustainability Report, for our financial year ended 31 December 2017 ("FY2017"). This report is set out on a 'comply or explain' basis in accordance with Rule 711B and Practice Notice 7F of the Singapore Exchange Securities Trading Limited ("SGX-ST") Listing Manual Section B: Rules of Catalyst.

Secura Group Limited (the "Company" or "Secura Group", and together with its subsidiaries, the "Group") has chosen the Global Reporting Initiative (GRI) framework as it is the most established international sustainability reporting standard. In the preparation of this report, we are guided by the GRI Standards: Core Option.

Secura Group has been reporting on Corporate Social Responsibility, which is one aspect of sustainability issues, since our first annual report in 2016. This year, we strengthen our efforts by aligning our reporting with international guidelines.

Being at the start of our reporting journey using the GRI standards, the scope of the policies and data covered in this report pertains to operations in Singapore only, where we are headquartered in, unless indicated otherwise.

In defining our reporting content, we have applied GRI's principles defining report content by considering the Group's activities, impact and substantive expectations and interests of our stakeholders. We observed a total of four principles, including stakeholder inclusiveness, sustainability context, materiality and completeness. For reporting quality, we observed principles of balance, comparability, accuracy, timeliness, clarity and reliability.

We have not sought external assurance for this report. The environmental, social and governance data and information provided for the purpose of this report have not been verified by an independent third party. We have relied on internal data monitoring and verification to ensure accuracy.

We welcome your feedback at info@securagroup.com.sg

This sustainability report has been prepared by the Company and its contents have been reviewed by the Company's sponsor, United Overseas Bank Limited (the "Sponsor"), for compliance with the relevant rules of the Singapore Exchange Securities Trading Limited ("SGX-ST"). The Sponsor has not independently verified the contents of this sustainability report.

This sustainability report has not been examined or approved by the SGX-ST and the SGX-ST assumes no responsibility for the contents of this sustainability report, including the correctness of any of the statements or opinions made or reports contained in this sustainability report.

The contact person for the Sponsor is Mr. Chia Beng Kwan, Senior Director, Equity Capital Markets who can be contacted at 80 Raffles Place, #03-03 UOB Plaza 1, Singapore 048624, telephone: +65 6533 9898.

Board Statement on Sustainability

The Board of Directors (“Board”) and management (“Management”) of Secura Group subscribe to sustainability efforts in all areas of environmental, social and governance (“ESG”) practices in our continuous pursuit to create economic value for all our stakeholders.

This inaugural report identifies the key material ESG factors of importance to the Group, spells out our strategies to manage the challenges and defines objectives and indicators for improvement.

Our sustainability efforts are led by the CFO and the Head of each business unit. The Board, having determined the material ESG factors of the Group, oversees the management and monitoring of these factors and takes sustainability issues into consideration in the determination of the Group’s strategic direction and policies.

We have not included any comparative data, with this being the first year of reporting.

The Company will continue to refine its sustainability efforts and work towards developing sustainability in line with business objectives.

Organisational Profile

Secura Group listed on the Catalist Board of the SGX-ST on 28 January 2016 through a merger of the Secura group of companies and the Soverus group of companies.

The two groups came together to offer an integrated suite of security products, services and solutions. The main business segments are in security guarding, security printing, cyber security and security systems integration and solutions. The Group further established its own skills training division in 2017 incorporating a new business entity which was certified as a Public Approved Training Organisation thus enabling it to offer training modules for security and services track.

Secura Group also holds 20% interest in Custodio Technologies Pte Ltd, a subsidiary of Israel Aerospace Industries Ltd. The main business of Custodio Technologies is in research and development of new security solutions and capabilities with a focus on cyber early warning technology.

The Group is headquartered at 38 Alexandra Terrace, Singapore 119932 and operates from three other locations in Singapore – Pioneer Road North and Buroh Street factories and a rental unit at Kallang Place. Through its security printing division, it also has associates operating in Taipei, Taiwan and Dhaka, Bangladesh; and a sales office in Bangkok, Thailand.

As at the end of FY2017, Secura Group has 17 subsidiaries, joint ventures and associates, comprising 12 local entities employing a total staff force of 808 in Singapore.

The Group has a diversified customer base comprising more than 900 customers in various industries, including multinational corporations, financial institutions, government agencies and small and medium size enterprises.

As service providers in many aspects of the security arena in Singapore, the Group operates in highly regulated environments within tight controls and compliance guidelines. The Group seeks to gain dominance across all key business segments towards innovation in service and product offerings and improve the image and sophistication of the otherwise traditional security business.

The Group also participates actively in industry associations, with two of its subsidiaries holding membership in the Security Association Singapore and the Association of Certified Security Agencies. The Group's General Manager (Security Guarding) is also the Vice President (Systems) of the Security Association Singapore. The Group and some of its subsidiaries also subscribe to membership in the Association of Small and Medium Enterprises, SGTECH and Singapore Chinese Chamber of Commerce and Industry.

By the regulatory framework we operate under, we have systems in place to ensure our material supplies, in particular paper materials are from internationally approved sustainable sources. The sources of paper materials are either FSC (Forest Stewardship Council) or PEFC (Programme for the Endorsement of Forest Certification) certified.

Precautionary Principle

Given the Group's current scale of operations, we have not undertaken any measures to address potential environment impacts.

Our Mission and Core Values

The Company is committed to be the most trustworthy and reliable security service provider. Our focus on quality and customer service takes first priority in our business management to provide customer satisfaction and long term sustainability.

Hosting a broad spectrum of integrated security solutions and services, our mission is to empower people with the right expertise and technologies to make the world a safe place.

- Committed To Serve
= to be accountable for the task at hand and demonstrate dedication to excellence
- Integrity First
= to communicate honestly and directly, making decisions that are fair and ethical
- Respect For All
= ensuring any personnel is respected regardless of diverse backgrounds and experiences
- Positive Discipline
= to inculcate good behaviors within guided rules of the various industry practices
- Progressive Mindset
= to keep an open mind that is always curious and seeking continuous learning

For our employees, we are committed to enabling personal growth through frequent training, cross-job opportunities and skills upgrading.

For our clients, we are committed to excellence in services to safeguard their assets effectively, enabling them to achieve economic success.

For the general public, this means that they will always be in safe hands regardless of work, live or play.

Corporate Social Responsibility

The Group is committed to corporate social responsibility and subscribes to building strong and sustainable businesses that mutually benefit all stakeholders, in particular the well-being of our employees and the community at large.

As one of the largest integrated security service providers employing close to 800 employees, we champion the welfare of our employees and encourage the active participation of our employees through volunteering and supporting worthy causes.

Commitment to our Bursary Programme

Since 2012, we have been awarding bursaries to the children of our employees, in particular our security officers on a bi-annual basis. To date, we have given out bursaries amounting to over \$120,000 benefiting students from primary to tertiary levels. In 2017, we gave out bursaries to 140 children of our officers.

Supporting our Staff

We provide insurance coverage and extend various telecommunications, medical and dental benefits to all our staff. We also encourage our security officers to become members of National Trade Union Congress (NTUC) and provide for their subscription fees.

Contributing to the NTUC U Care Fund

We contribute annual donations to support the mission of NTUC Caring Labour Movement to help improve the lives of low income members and their families; support needy children and youth in their pursuit of excellence; and provide assistance to the elderly in a meaningful way.

Festive Cheer for the Elderly

We continue to engage with the Operation Redshirt, formed by a group of friends, on their annual distribution goodie bags and 'ang pows' for the less privileged elderly during the Chinese New Year season. We contributed St Luke's prickly heat powder and provided mini buses to transport the volunteers to various distribution points. For 2017, the team reached out to more than 1,600 senior citizens across Singapore.

Sponsorship of Top Student Prizes for University of Glasgow

As endorsement of our support for distinction, we sponsored cash prizes for Top Computing Science Student Awards to graduating students from University of Glasgow in 2017.

Our Approach to Sustainability

At Secura Group, we believe that good governance is the key to sustainable business. Our mission is to be the leading security solutions provider in the region and our focus is to deliver customer satisfaction within the framework for managing economic, environmental, social and governance issues.

Managing environmental and social issues is an integral part of our business model. Providing services that meet the requirements of clients and regulatory bodies requires stringent adherence to environmental and safety standards. Attention to social issues such as labour management relations, employee engagement, talent retention and development helps to ensure excellent delivery of our security services and solutions. We value relationships with our clients and stakeholders, and the solid ties forged help us tide over challenging times. We believe that in the long term, these efforts will be reflected in our economic performance.

Our Management has been instrumental in leading Secura Group in our sustainability journey. They work closely with the heads of business units including finance, human resources, procurement and quality, who together make up the working team managing sustainability on a day to day basis.

OUR STAKEHOLDERS

We identify stakeholders as groups that have an impact, or have the potential to be impacted by our business. As part of the materiality assessment process, Secura Group has identified five (5) key stakeholder groups to engage with, based on their level of influence and interest.

Stakeholders	How we engage	Key topics raised
Investors	<ul style="list-style-type: none"> ▪ Annual meetings 	<ul style="list-style-type: none"> ▪ Corporate governance ▪ Financial performance ▪ Business outlook
Employees	<ul style="list-style-type: none"> ▪ Induction and training program ▪ Annual performance review ▪ Annual townhall meetings ▪ Monthly employee gatherings ▪ Annual workplace health checkup activities 	<ul style="list-style-type: none"> ▪ Staff welfare ▪ Good working environment ▪ Work-life balance ▪ Career advancement ▪ Training and development needs
Customers	<ul style="list-style-type: none"> ▪ Monthly customer satisfaction survey following completion of services ▪ Monthly /quarterly customer meetings 	<ul style="list-style-type: none"> ▪ Quality service and security measures ▪ Price of products and services ▪ Future needs and requirements
Business partners	<ul style="list-style-type: none"> ▪ Non-disclosure agreements ▪ Annual business meetings ▪ Conferences 	<ul style="list-style-type: none"> ▪ Meeting of sales targets ▪ Review on financial performance and business outlook ▪ Supply chain quality
Associations and Unions	<ul style="list-style-type: none"> ▪ Regular meetings ▪ Collective agreements with Union of Security Employees (USE) and Singapore Industrial and Services Employees' Union (SISEU) 	<ul style="list-style-type: none"> ▪ Update on industry and business trends ▪ Review of industry skill sets

In our engagement with the various stakeholder groups, we obtain their feedback and where appropriate, integrate these into our work plan and actions.

Material Economic, Environmental, Social and Governance Factors

For FY2017, our Sustainability Committee, comprising our CFO, General Manager (Security Guarding), General Manager (Technology), Administration Manager of Security Printing, Financial Controller and Head of Human Resources, reviewed our business strategy and model based on inputs from various stakeholders and had identified the following material ESG factors. In arriving at material ESG factors, the Sustainability Committee was guided by GRI standards and had focused on issues that are of significance to the Group's economic, environmental and social impacts, and had substantive influence on the assessments and decisions of stakeholders. We have also assessed the boundary of the various material ESG factors, i.e. where the impacts of these factors occur, to be the entities within our Group.

As this is our first year of reporting, we have not set quantitative targets for the material ESG factors identified, and will seek to do so in subsequent reports as we improve on our sustainability reporting framework and process.

A) Economic Performance

The Group places priority on the interests of our shareholders and key stakeholders. We believe in providing timely and comprehensive information on our financial performance and seek to keep our shareholders and key stakeholders updated on the Group's strategic direction and business operations. We are committed to maximising shareholders' value and will continue to drive operational and financial improvements.

The Group focused on consolidating business operations in FY2017, finding synergies and complementarities, and realising cost efficiencies to create a more streamlined organisation. We channeled resources towards growing business segments that were more profitable; thus strengthening our competencies in our core business segments.

We believe in expansion of business through technology and innovation and will also ride on existing infrastructure to attract customers who share our vision of integrating electronic surveillance technologies to security protection requirements. We expect to achieve cost benefits and thereby yield increased value add per employee.

For more details, please refer to our Annual Report FY2017.

B) Governance

The Board is committed to achieving and maintaining high standards of corporate governance in order to safeguard the interests of shareholders of the Company. Please refer to the Corporate Governance Report set out in our Annual Report FY2017 for further details.

The Board and Management will continue to ensure that we uphold the highest level of conduct and ethical standards. To that end, we have established policies and practices in

line with internal controls objectives in areas such as conflicts of interests, whistle blowing and fraud, and insider trading.

a. Conflicts of Interests Policy

The Group has set guidelines for staff to identify and avoid conflicts of interests between themselves and the Company. All of our Management personnel and executive staff are required to provide annual declarations on any conflicts of interests.

b. Insider Trading Policy

The Group adopts a “Code of Best Practices on Securities Transactions by Officers of the Company”. Officers are reminded not to trade in the Company’s shares directly or indirectly during the closed window periods prior to the announcement of quarterly and full year financial results and/or when they come into possession of information not yet made available to the general public.

c. Fraud and Whistleblowing Policy

Secura Group is committed to high ethical standards in honesty and accountability in its conduct of business. As part of our whistleblowing policies and procedures, any employee may in confidence, raise concerns about possible improprieties and file complaints directly with the Company’s Audit Committee.

d. Data Privacy

In the course of daily operations, the entities within the Group may gain possession of personal data from customers as well as employees. The Group is mindful of the risk of data leakage and mitigates this risk with the introduction of a Personal Data Protection Act (PDPA) policy which sets guidelines and procedures on data handling, use and compliance.

Customers’ data are encrypted and stored in secured databases with protection against IT security threats. Vulnerability assessments are conducted quarterly and penetration tests are performed annually to ensure that our network and security systems remain robust and are in compliance with industrial security requirements.

As a service provider to the financial industry, our printing segment has been examined for its suitability of the design and operating effectiveness of controls to meet the control objectives set forth in the Association of Banks in Singapore’s (“ABS”) “ABS Guidelines on Control Objectives & Procedures for Outsourced Service Providers” since Year 2016. The audit review is conducted annually by Ernst & Young Advisory Pte Ltd and there have been no substantiated complaints or any breaches or loss of customer data.

As for our other business segments, we do not handle customers' data and there have not been any breaches of customer privacy.

Our security policies and procedures are disseminated to all employees with security awareness training conducted annually. Managers are in constant engagement with staff to ensure that the Group's PDPA policy is adhered to and practiced. As at the date of this report, the Group has not received any complaints concerning breaches of customer privacy or loss of customer data.

Secura Group will continuously update our PDPA policy in accordance with new guidelines issued by the Personal Data Protection Commission from time to time.

Regulatory Compliance

To the best of our knowledge, the Group has not identified any incidence of non-compliance with laws and regulations in its activities relating to social and economic areas during FY2017.

C) Environment

Our printing division has been operating for more than 40 years in Singapore. It is the Company's policy to establish long term relationships with credible suppliers and approved sources; in particular, our paper material supplies are from either FSC or PEFC certified paper mills.

Through our annual Quality Management System audits, we constantly monitor material waste against consumption and have a less than 1.5% tolerance for additional waste materials used.

In addition, we have taken measures to reduce energy wastage through replacement of machinery and equipment in order to reduce electricity consumption and lower the environmental impact of our business operations.

D) Social

Our guarding business employs more than 700 staff who are considered low-wage workers in the security sector. We support our national Tripartite Committee's effort in the adoption of the Progressive Wage Model (PWM) to increase wages of workers through skills upgrading and improved productivity. Typical of the national workers' profile for this segment, we are also champions in the employment of senior workers beyond the re-employment age of 67.

Our printing division has also supported the re-employment of workers beyond 62. As at the end of FY2017, we have 6 staff who have been employed with the Group for more than 40 years.

Employment

The Group hires employees from diverse backgrounds across its spectrum of businesses. We have established policies and practices as laid down in collective agreements and our corporate handbook to ensure transparency and fairness for staff. The benefits for full-time employees including government regulated leave and workplace insurance policies are also set out in these collective agreements. As at the end of FY2017, approximately 30% of our employees are union members.

Our employee profile is largely based on our security guarding and security printing businesses. Due to the nature of these businesses, our employees are predominantly male. As at the end of FY2017, we had a total of 808 local employees comprising 570 male staff and 238 female staff in the ratio of 71:29. We do not experience any significant seasonal variations in our employee profile. The Group does not outsource our business activities.

	Male	Female	Total
Number of Permanent Employees	483	213	696
Number of Temporary Employees	87	25	112
Total Employees	570	238	808

In attestation of our support of the Tripartite Guidelines on the Re-employment of Older Employees, we have in our employment 137 staff or 17% of the work force who are above the retirement age as at the end of FY2017.

a. Occupational Health and Safety

Our employees' health and safety at the workplace is one of our top priorities, and our goal is to have a zero accident workplace. Secura Group is committed to reducing safety and health risks through effective risk management.

Our commitment to workplace safety and health management ensures that we comply with relevant legislation (the Workplace Safety and Healthy Act) and standards. A majority of our local entities have achieved the BizSAFE Level 3 certification awarded by the Workplace Safety and Health Council. BizSAFE is a programme tailored to assist enterprises, especially small and medium enterprises, build up their workplace safety and health capabilities. It provides a five-level approach to help enterprises progress towards workplace safety and health management system capabilities. In order to obtain BizSAFE Level 3, the enterprise must implement a risk management plan and the enterprise must engage a workplace safety and health auditor approved by the Ministry of Manpower to assess the implementation of risk management in the enterprise.

The Group is committed to an integrated approach to managing safety, health and well-being in the workplace. Every employee is expected to observe safety policies and practices, use the safety equipment supplied to them and practice safety at all

times. We provide attire suitable for the work environment – uniforms and safety shoes, ear plugs and goggles, caps and coats for outdoor workers against weather elements. All staff undergo job-related training before being deployed on the job to ensure health and safety concerns are adequately addressed.

Due to the nature of our operations, safety training courses or programmes for our employees are also important. Employees are regularly sent for on-the-job training and safety induction courses conducted by the respective supervisors in different departments to ensure that our employees are apprised of the most up-to-date safety measures and policies so as to minimise safety breaches.

Our Safety Committee conducts meeting on a quarterly basis to raise issues on work environment and address non-compliance. The information is then disseminated to reinforce physical safety awareness and introduce/reinforce appropriate actions where necessary.

The Group provides health and term-life insurance cover for its employees. We also conduct health-screenings on premise on an annual basis to allow staff easy access to update and upkeep their health conditions.

At Secura Group, we are committed to championing a healthy lifestyle for our employees, whom we view as our most valued asset.

Against all precautionary and guided measures for workplace safety, we have had no major incidents in FY2017.

b. Training

Secura Group believes in the continued training and development of our staff. We invest in our employees, in particular the guarding segment, to allow career progression and for our employees to “climb the wage ladder” with training and improvements in productivity.

For executive staff, the Company also identifies and sends them for related seminars, workshops and training courses.

In FY2017, our annual training hours total 9,783 hours for operational staff and 419 hours for executive staff. This approximates 15 hours per staff for 90% of the operational staff given the industrial requisite for continuous training and skills upgrade.

The training programs include the following modules:

- i) Handle Security Incidents & Services
- ii) Operate Basic Security Equipment
- iii) Recognise Terrorist Threats
- iv) Perform Supervisory Duties within Legal Framework

- v) Manage Disorderly Conduct and Threatening Behavior
- vi) Provide Go-The-Extra-Mile Service
- vii) Central Alarming Monitoring Systems
- viii) Apply Workplace Safety and Health in Construction Sites
- ix) WSQ Certificate in Operating Scissors Lift

Average training hours undertaken during FY2017	Male	Female	Overall	Function
Managers	44	3	28	Technical
Executives	9	7	8	Technical
Staff	15	15	15	Operational
Overall	15	15	15	

In accordance with our human resource practices, all of our employees undergo annual performance appraisals. The appraisals set in place the mechanism for managers and employees to align expectations and identify performance gaps; and help develop and improve on performance. The regular engagement and feedback allows the Group to structure and continuously develop its human capital.

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