SECURA GROUP LIMITED

2022 SUSTAINABILITY REPORT

SYNERGISED TO SECURE

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*This sustainability report has been prepared by Secura Group Limited (the "**Company**") and has been reviewed by the Company's sponsor, United Overseas Bank Limited (the "**Sponsor**"), for compliance with Rules 226(2)(b) and 753(2) of the Singapore Exchange Securities Trading Limited SGX-ST (the "**SGX-ST**") Listing Manual Section B: Rules of Catalist.*

This sustainability report has not been examined or approved by the SGX-ST. 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 persons for the Sponsor are Mr. David Tham, Senior Director, Equity Capital Markets and Ms. Priscilla Ong, Vice President, Equity Capital Markets, who can be contacted at 80 Raffles Place, #03-03 UOB Plaza 1, Singapore 048624, telephone: +65 6533 9898.

Our Vision

To be a leading security solutions provider in Singapore and beyond

Our Mission

Building a safer world with innovative security solutions and exceptional service

Core Values

A.I.R.E

ACCOUNTABILITY

We take ownership and responsibility for our actions

INTEGRITY

We build trust through responsible actions and honest relationships

RESPECT

We value and treat everyone with dignity and professionalism

EXPLORATION

Keep an open mind, stay curious and embrace continuous learning and innovation

ABOUT THIS **REPORT**

We are pleased to present our sixth annual Sustainability Report (the "**Report**") for the financial year ended 31 December 2022 ("**FY2022**"). This Report highlights how we address our material Economic, Environmental, Social and Governance ("**EESG**") impacts to create value for all stakeholders. When read together with our Annual Report, our stakeholders are provided with a holistic view of the Company's overall performance over the reporting period.

Reporting Standards and Framework

This Report is prepared in accordance with the reporting principles and requirements set forth in the Global Reporting Initiative ("**GRI**") Universal Standards 2021. We have applied the GRI reporting framework since we began reporting on our EESG performance in 2018, as it offers an internationally recognised benchmark for disclosure across a comprehensive range of sustainability related topics.

In addition, we have leveraged the GRI Standards to integrate the United Nations Sustainable Development Goals ("**UN SDGs**") into our reporting process this year. By measuring and disclosing our impact on the UN SDGs, we hope to enhance our sustainable decision-making processes and strengthen our accountability towards our stakeholders.

Following the recent revisions to Rules 711A and 711B of the Listing Manual Section B: Rules of Catalist of the SGX-ST ("**Catalist Rules**"), this Report includes the six primary components on a "comply or explain" basis. The Group will be adopting a phased approach in including climate-related disclosures that are aligned with the Task Force on Climate-related Financial Disclosures ("**TCFD**") recommendations from FY2023 onwards.

Reporting Scope

This Report covers Secura's EESG performance from 1 January 2022 to 31 December 2022, with a key focus on our security guarding and printing business segments. Unless otherwise stated, this Report includes only the Company's activities in Singapore, where the Group is headquartered.

Assurance

We have not sought external assurance for the sustainability information presented in this Report, instead relied on internal verification procedures to ensure its accuracy and reliability. No restatements of information have been made from prior reporting periods.

The Group's sustainability reporting policies, processes, and internal controls has also been subject to internal review by the internal audit function, and any recommendations arising from the review were taken into consideration during the preparation of this Report.

Feedback

We welcome feedback, questions and comments from our stakeholders on the content of this Report, at ir@securagroup.sg.

CORPORATE **PROFILE**

Listed on the Catalist Board of the SGX-ST, Secura Group Limited ("**Secura**" or the "**Company**", and together with its subsidiaries, the "**Group**") is one of the leading providers of an integrated suite of security products, services and solutions.

The Group's security guarding business, Soverus Pte Ltd is one of the leading security agencies in Singapore. As a premium security agency, the Group provides unarmed security guarding services, as well as operates a state-of-the-art 24-hour command centre with remote CCTV surveillance and video analytics for round-the-clock monitoring of premises.

Established in 1976, the Group's security printing, Secura Singapore Pte Ltd has been providing security printing services of value documents with anti-counterfeit features and owns one of the largest cheque printing businesses in Singapore. With operations in Singapore, Bangladesh and Taiwan, the Group's range of value documents include bank cheques and passbooks, cash vouchers,

educational certificates, marriage certificates and machine-readable betting slips, amongst others.

The Group has expanded its security solution services to cybersecurity, security systems integration and other security products and services. The Group also operates a training academy that is certified by SkillsFuture Singapore ("**SSG**") as a Public Approved Training Organisation to offer Workforce Skills Qualifications ("**WSQ**") courses for security services.

The Group has a well-diversified clientele comprising more than 800 customers in various industries, including multinational corporations, financial institutions and government agencies.

The Group is also proud to be a member of the Security Association Singapore ("**SAS**") and the Association of Certified Security Agencies ("**ACSA**"), with our Managing Director (Security Guarding) serving as the Vice President (Systems) of SAS.

BOARD **STATEMENT**

Dear Stakeholders,

On behalf of the Board of Directors of the Company (the "**Board**"), we are pleased to present our Company's FY2022 Sustainability Report. At Secura, we believe that sustainability is essential to the long-term success of our business and the communities we serve. Therefore, we have made it a priority to reduce our environmental footprint, promote greater social responsibility, and create long-term value for all our stakeholders while maintaining the high standards of service we are known for.

We recognise the crucial role the Board plays in driving the EESG agenda throughout the organisation and future-proofing our businesses. To bolster the effectiveness of our sustainability governance structure, we have recently established a Sustainability Steering Committee ("**SSC**"), which comprises the senior management team and the heads of each business unit, to support the Board in embedding sustainability in Secura's corporate strategy, managing our material EESG issues, and monitoring the Group's overall sustainability performance.

We have also made significant progress in other aspects of our sustainability reporting journey over the past year. Not only did we conduct a materiality re-assessment to refine our sustainability focus areas moving forward, but we also aligned our strategic priorities with the UN SDGs, which provide a universal and visionary framework for setting ambitious business targets. With climate change high on the EESG agenda, we have begun reporting on our Scope 2 greenhouse gas emissions, and will progressively include the TCFD recommended disclosures on governance, strategy, risk management, metrics and targets in our upcoming sustainability reports.

Our partnership with Grab has yielded a significant positive social impact on our security guarding business. By providing training and job opportunities to the Grab's driver-delivery partners in security guarding, we have not only created new employment opportunities but also improved their employability. As a result of this partnership, we have trained and certified over 200 participants, who now form a flexible pool of trained security officers available for activation. This partnership also offers new income options for the driver-delivery partners, providing them with the opportunity to diversify their sources of income.

Over the past reporting period, all our core operating entities have been awarded with the bizSAFE Level Star accreditation, signifying our achievement of Workplace Safety & Health and Risk Management Excellence. In line with our mission to keep people and places safe, we will continue to adopt the best practices in occupational health and safety, in line with the industry standards.

We recognise that sustainability is a long-term journey, and we would hereby like to thank our stakeholders for their continued support and trust as we take steps towards a more sustainable future for all, together.

Sincerely,
The Board of Directors

SUSTAINABILITY **GOVERNANCE**

Every day, we bring an unwavering commitment to keep our customers and their businesses safe and secure – with stability, intelligence and innovation built into everything that we do.

To ensure overall accountability to our stakeholders, we have in place a robust sustainability governance structure, with clearly defined roles and responsibilities for the Board, the SSC and the Sustainability Taskforce ("**STF**").

Amidst the rapidly evolving EESG reporting landscape, continual capability building is key to maintaining effective oversight over the Group's sustainability reporting processes. All Directors have completed the mandatory one-off training on sustainability by an approved training vendor, pursuant to the Catalist Rules. In addition, sustainability training was provided to members of the SSC and the STF to advance their collective knowledge, skills, and experience in sustainable development.

Board	**Sustainability Steering Committee**	**Sustainability Taskforce**	**All Staff**
• To incorporate sustainability issues as part of the Company's strategic formulation	• To develop the Company's sustainability objectives and strategies	• To implement sustainability initiatives across the Group	• To abide by Secura's core values and participate in Group-wide sustainability initiatives
• To validate, manage, and monitor EESG factors that are material to the business	• To manage and monitor overall sustainability performance, and provide periodic updates to the Board	• To drive stakeholder engagement efforts throughout the year	
• To approve the issuance of the Company's annual Sustainability Report			

STAKEHOLDER **ENGAGEMENT**

We value the relationships we have built with our stakeholders over the course of our day-to-day operations.

We have identified our key stakeholder groups as those that have a significant impact, interest, and influence on Secura's business, i.e., our employees, customers, suppliers, trade unions and industry associations, shareholders, government and regulators.

The SSC and STF actively engage our stakeholders via various communication channels throughout the year to assess their expectations or note any concerns. This helps us to understand, prioritise, and manage our sustainability impacts as an organisation. The tables below depict how Secura engages with our stakeholders to create shared value for all.

Employees

Our employees are our most important assets, and we invest in the welfare of our employees by listening and responding to their needs.

Engagement Methods	Frequency	Key Focus Areas
Induction and training program	Ongoing	Talent development and retention
Employee meeting	Ongoing	Workplace safety and health
Townhall	Annual	Fair and equitable employee benefits and welfare
Performance appraisal	Annual	Equal opportunities for learning and career development
Social activity	As required	Employee well-being
Long service award	Annual	
Bursary award	Annual	

Customers

As a service provider, our customers are the cornerstone of our business. We are committed to safeguarding their assets and enabling their economic success.

Engagement Methods	Frequency	Key Focus Areas
Customer satisfaction survey	Contractual	Transparency of pricing
Phone call, emails, and meeting	Ongoing	Providing quality services
Site visit	Ongoing	Meeting customers' service outcomes

Suppliers

We rely on our vendors and suppliers to deliver products and services of the highest quality, in line with internal, regulatory and accreditation standards.

Engagement Methods	Frequency	Key Focus Areas
Regular meeting	Ongoing	Fair and transparent negotiations
Quotation and contract negotiation	Ongoing	Active communication with suppliers
Procurement process	Ongoing	Availability of products and services
		Ability to provide continuous support

STAKEHOLDER **ENGAGEMENT**

Associations and Unions

Our guarding and printing business segments have more than 800 staff who are considered low-wage workers. We support the Collective Agreement with the respective sector representatives on the terms and conditions of their employment.

Engagement Methods	Frequency	Key Focus Areas
Regular meeting	Ongoing	Fair employment practices
Phone call and email	Ongoing	Strengthen tripartite collaboration and promote social progress for the benefit of both the Company and the workers
		Build a strong labour management relationship based on mutual trust and respect

Shareholders

Our primary objective is to create value for our shareholders as the owners and providers of equity capital to the business. The Group is accountable to its shareholders and reports to shareholders and the public by effectively providing communications on our operational and financial performance.

Engagement Methods	Frequency	Key Focus Areas
Financial result	Half yearly	Economic performance
Investor relations presentation	As required	Compliance with laws and regulations
Corporate website	Ongoing	Corporate governance
Annual report	Annual	Transparency, timely announcements
General meeting	Annual	Business strategy and outlook

Government and Regulators

Our business model relies on full compliance with all applicable laws and regulations. The Group engages with various government bodies on a continuous basis. Key government regulators include Police Licensing & Regulatory Department ("**PLRD**"), Monetary Authority of Singapore ("**MAS**") guidelines on cheque printing, Ministry of Manpower, Central Provident Fund, and Inland Revenue Authority of Singapore.

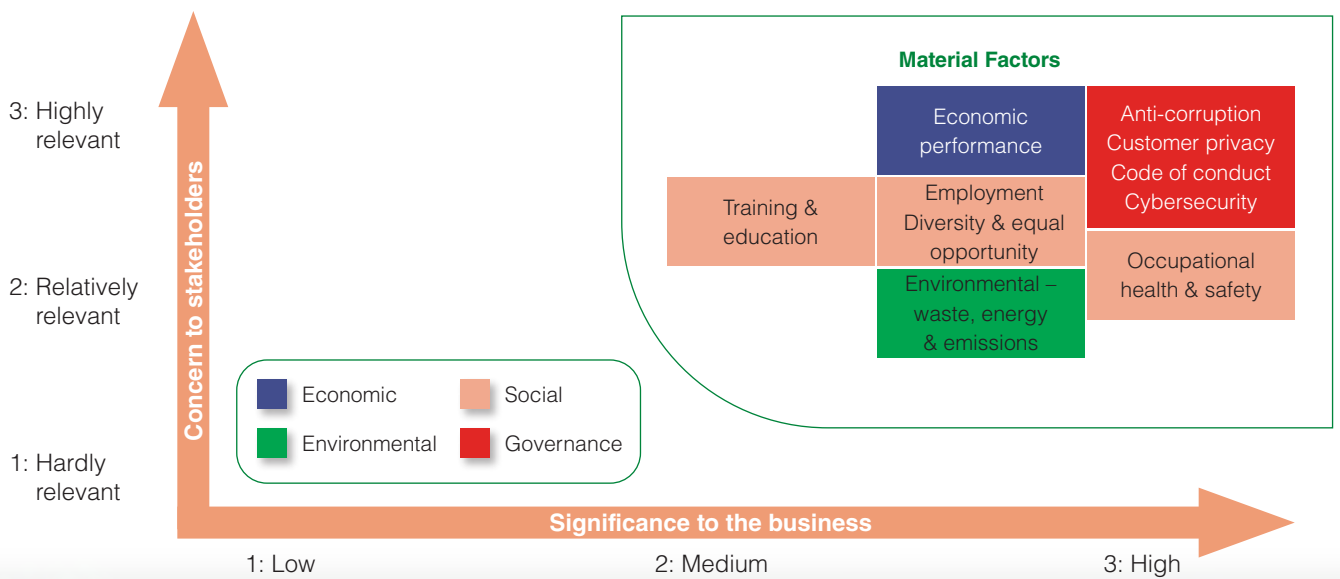| Engagement Methods	Frequency	Key Focus Areas
License application	Ongoing	Regulatory compliance
Inspection	As required	Regular industry updates on changes in PLRD licensing requirements, employment laws and other regulatory requirements

MATERIALITY **ASSESSMENT**

Our focus are on the EESG risks and opportunities that have been identified to have the largest impact on Secura, and that will act as barriers or enablers to achieving business goals in the short, medium, and long term.

In FY2022, Secura conducted a materiality re-assessment to review the continued relevance of our previously disclosed material EESG topics and refresh our materiality matrix, with the help of an external consultant.

In line with the GRI Universal Standards 2021, we first considered the potential and actual impacts of Secura on the environment, economy and society and the substantive influence of these impacts on the assessments and decisions of stakeholders. We then considered how these sustainability issues would in turn affect Secura's performance, position, and development within the security industry.

Through a series of workshops and internal discussions, the SSC was able to rank and prioritise the material EESG topics that matter most to Secura and our stakeholders. The Board has also validated the material EESG topics to be included for disclosure this year, as outlined in the following matrix.

The Group will focus on enhancing our disclosure for the above material EESG topics in the coming years.

Material Factors

Factor	Category
Economic performance	Economic
Anti-corruption, Customer privacy, Code of conduct, Cybersecurity	Governance
Training & education	Social
Employment, Diversity & equal opportunity	Social
Occupational health & safety	Social
Environmental – waste, energy & emissions	Environmental

Concern to stakeholders:
- 3: Highly relevant
- 2: Relatively relevant
- 1: Hardly relevant

Significance to the business:
- 1: Low
- 2: Medium
- 3: High

Legend:
- Economic
- Environmental
- Social
- Governance

SUSTAINABLE **DEVELOPMENT GOALS**

As a responsible and forward-thinking business, we recognise the importance of the 2030 Agenda for Sustainable Development and the 17 United Nations Sustainable Development Goals in driving sustainable development and creating a better future for all. We are proud to adopt the UN SDGs as a critical reference point in shaping our EESG ambitions and identifying material sustainability factors for our business and stakeholders.

In support of the global sustainable development agenda, we have integrated our EESG disclosures with the UN SDGs and 2030 Targets. As we embark on this journey, we are committed to collaborate with our stakeholders to identify opportunities for meaningful impact and continuous improvement. Our sustainability report provides an overview of our progress towards achieving these goals and highlights our efforts to prioritise sustainability in areas where we can make the greatest impact. We remain dedicated to advancing sustainable development and creating a more equitable and sustainable future for all.
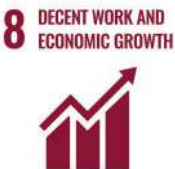
SUSTAINABLE DEVELOPMENT GOALS

8 DECENT WORK AND ECONOMIC GROWTH

13 CLIMATE ACTION

16 PEACE, JUSTICE AND STRONG INSTITUTIONS

SUSTAINABLE **DEVELOPMENT GOALS**

The table below outlines the alignment of our policies and initiatives with our prioritised UN SDGs:

UN SDGs	2030 Targets	Our Commitments	Our Material Topics
8 DECENT WORK AND ECONOMIC GROWTH	8.8: Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, particularly women migrants, and those in precarious employment	We are committed to retaining our employees and creating a healthy, safe and resilient workplace. We engage in hiring practices that are fair, merit-based and non-discriminatory. We believe in continuous learning and improvement for our employees, depending on their roles, to be provided with various training and development programmes. Our core businesses are bizSAFE STAR certified by the Workplace Safety and Health Council. In addition, our security guarding and system integration businesses are International Standards Organisation ("ISO") certified for Quality (ISO 9001) and Occupational Health & Safety (ISO 45001).	**Our People** • Employment (GRI 401) • Diversity and Equal Opportunities (GRI 405) • Training and Education (GRI 404) **Our Workplace** • Occupational Health and Safety (GRI 403)
13 CLIMATE ACTION	13.2: Integrate climate change measures into national policies, strategies and planning	We are committed to delivering environmentally sustainable outcomes by taking urgent action to combat climate change. We constantly strive to achieve improved level of resource efficiency every year, thus reducing our carbon footprint. The Group is also committed to practice responsible management of waste generated from our security printing operations.	**Our Environment** • Energy (GRI 302) • Emissions (GRI 305) • Waste (GRI 306)
16 PEACE, JUSTICE AND STRONG INSTITUTIONS	16.6: Develop effective, accountable and transparent institutions at all levels	We aim to maintain full compliance with various laws and regulations in the social and economic area. We have complied with the provisions of the Code of Corporate Governance 2018 where appropriate, by establishing policies, processes, and internal controls for all key business processes.	**Ethics and Compliance** • Anti-corruption (GRI 205) • Customer Privacy (GRI 418) • Code of Conduct • Cybersecurity

ECONOMIC **PERFORMANCE**

Our success as a business is dependent on our ability to improve our economic performance and increase our shareholders' returns.

Economic Performance

Over the past year, we have been steadily diversifying our customer base and growing our order book. Our revenue increased by 30.5% to S$48.6 million in FY2022 largely due to new contracts awarded during the year. Our gross profit margin has decreased marginally, from 11.4% to 10.1% due to an increase in the payroll of security officers for our security guarding segment arising from the adoption of the Progressive Wage Model ("**PWM**").

To ease the perennial manpower crunch within the security guarding segment, we are continuing the efforts to build a stable pool of security officers through our ongoing recruitment drives. We offer attractive compensation packages, provide training and career development opportunities and create a positive working environment to attract and retain them. In addition, we leverage on technology such as a visitor management system, remote surveillance through our in-house Integrated Command Centre, and virtual patrolling to give us a competitive edge and to alleviate manpower issues.

(GRI 201-1)	FY2022	FY2021
Direct Economic Value Generated (S$'000)		
Net sales	**48,637**	37,269
Revenues from financial investments[1]	**88**	475
Other operating income	**2,508**	4,082
Economic Value Distributed (S$'000)		
Operating costs	**11,633**	7,301
Employee wages and benefits	**38,340**	31,511
Finance costs	**81**	143
Dividends to shareholders	**1,000**	1,600
Income tax expense	**223**	401
Economic Value Retained (S$'000)[2]	**(44)**	870

Secura aspires to be the leading security solutions provider in our community, by providing innovative solutions to the challenges our clients face. To realise this aspiration, we are constantly reviewing our operational efficiencies, pursuing new business opportunities, and enhancing our product and service offerings.

For more details on Secura's economic performance in FY2022, please refer to the following sections of our Annual Report:

- Message to Shareholders (pages 3 to 4)
- Financial Highlights (page 6)
- Operations and Financial Review (pages 7 to 9)
- Financial Statements (pages 38 to 104)

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1   Inclusive of share of results and foreign currency translation of joint ventures and associates.
2   Calculated as 'direct economic value generated' less 'economic value distributed'.

ETHICS AND **COMPLIANCE**

MANAGEMENT APPROACH

Operating within the heavily regulated security sector, we are subject to the purview of the PLRD on security licensing matters, the Personal Data Protection Act 2012 ("**PDPA**") for the collection and monitoring of personal data, the MAS guidelines on outsourcing and other requirements from financial institutions on cheque printing, as well as the Ministry of Manpower for employment matters.

Abiding by the core principles of good corporate governance and promoting the highest standards of data protection is thus key to reducing the risk of legal or regulatory non-compliance and associated financial or reputational damages.

Code of Conduct and Ethics

Our Code of Conduct sets the appropriate tone from the top by spelling out our desired organisation culture, ethical principles, and core values. It outlines the basic principles of ethical business conduct that we expect our employees and business partners to always adhere to.

To ensure proper accountability within the Group, all Directors and employees are to declare their personal and business interests which may direct or indirectly conflict, or appear to conflict, with the interests of the Company on an annual basis or when a potential conflict of interest arises.

Whistleblowing and Anti-Corruption Policy

In line with our commitment to promote the values of transparency, accountability, and integrity at all levels, we have established both a whistleblowing policy and an anti-bribery policy. These policies are reviewed regularly to ensure that they remain effective and relevant for the Group's businesses, and they have been made available on our intranet and employee handbook for internal reference and on our corporate website for our stakeholders' reference.

Under the whistleblowing policy, we have provided channels for employees and other stakeholders to raise their concerns about serious wrongdoings or concerns, particularly in relation to fraud, governance, or ethics, in confidence and without fear of reprisal. To protect the whistle-blower from unlawful retaliation and discrimination, the whistle-blower's identity and concerns raised are kept confidential, within the limits of the law. Meanwhile, our anti-bribery policy reinforces our zero-tolerance position on corruption, bribery and extortion by establishing strict approval limits on the value of gifts, entertainment or expenses that can be received or given by our employees.

ETHICS AND **COMPLIANCE**

There were no major reported incidents of violations related to fraud, bribery or corruption and we strive to maintain this record for the coming year.

Customer Privacy

Over the course of our daily operations, our employees may gain possession of personal data from customers, suppliers, shareholders, and other employees. The Group's PDPA Policy, which is also available on our website, sets forth clear guidelines and procedures for employees on data handling, use and compliance.

The Group's Chief Data Protection Officer ("**DPO**") oversees all related compliance matters for the Group, with the main objective of ensuring that the personal information of visitors to our protected sites under the guarding unit and trainees' data records for our training division are adequately secured.

Regular briefings are provided to all security officers on the handling of visitors' personal data, and compliance training is provided to the key staff handling personal data in each department annually. The DPO also performs regular, on-site inspections to ensure that the Group's PDPA policy is adhered to and practised.

We are pleased to share that there were no substantiated complaints received concerning breaches of customer privacy, nor any identified leaks, thefts, or losses of customer data in FY2022. We will strive to achieve zero material security and data protection breaches for the Group in FY2023.

Cybersecurity

As a service provider to the financial industry, our Security Printing business 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 2016. As part of the ABS requirements, the printing division also carries out a monthly vulnerability assessment and a yearly penetration test to ensure the robustness of its network and security systems, in compliance with industrial security requirements.

To further protect our network, devices, programs, and data from digital attacks, we have also taken the following cybersecurity measures at Group-level:

- Regular review of the Group's IT infrastructure and its vulnerability
- Configuration and periodic maintenance of a firewall on our servers

- Installation of anti-virus protection software on all company laptops
- Software installation restrictions on all company machines
- Yearly cybersecurity awareness training for employees

OUR **PEOPLE**

MANAGEMENT APPROACH

We prioritise the wellbeing of our employees across all aspects of our business. As one of the leading providers of an integrated suite of security services, products, and solutions, we recognise that building a future-ready workforce is essential to remain competitive within a rapidly changing and evolving world. As part of our commitment to being a responsible employer, we provide our employees with ongoing opportunities for continuous learning and improvement, as well as fair and equal opportunities for all to have a fulfilling and progressive career with Secura.

Employment

At Secura, we prioritise fair living wages and good working conditions for all of our employees. Our permanent employee headcount has increased to 992 as at 31 December 2022, up from 692 employees as at 31 December 2021 due to additional headcount hires for new contracts. Of the total number of permanent employees, 11% of them are union members.

Our security guarding business alone employs over 800 permanent security officers. To address manpower shortfalls at various sites, we have recruited a total of 115 full-time equivalent relief security officers. To uphold our commitment to fair wages and good working conditions for our employees, we have implemented the PWM to raise the wages of our security officers. We fully support and comply with the recommendations from the Tripartite Workgroup on Lower-Wage Workers to ensure that our security officers receive equitable compensations that commensurate with their skills and experience.

We also encourage the continued employment of older workers, in support of the Tripartite Guidelines on the Re-employment of Older Employees. For FY2022, we are proud to report that 292 of our employees have surpassed the statutory age of 63 years old, and this represents 29% of our workforce. This marks a notable increase from 226 employees, or 25% of our workforce, in FY2021, demonstrating our ongoing commitment to promoting equal opportunities and fair treatment for all employees.

In FY2022, we hired 824 new employees, compared to our 625 new hires in the previous year. This translates to an average monthly new hire rate of 8.2%, which is higher than the 8.1% rate in the previous year. Additionally, 510 employees resigned in FY2022, which is lower than the 622 who resigned in the previous year. The average monthly turnover rate has thus improved from 8.0% to 5.0%. Overall, these numbers indicate that we have been successful in both attracting and retaining our existing employees.
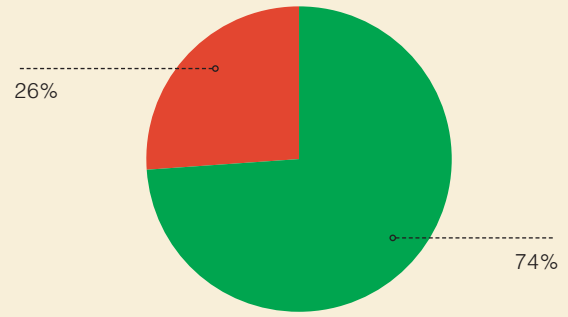
OUR **PEOPLE**

A breakdown of newly joined employees in FY2022, by age group and by gender, is as follows:
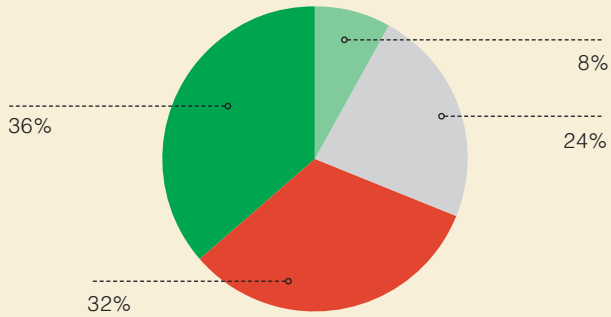
BY AGE GROUP

36%

8%

24%

32%

- Below 30 years old
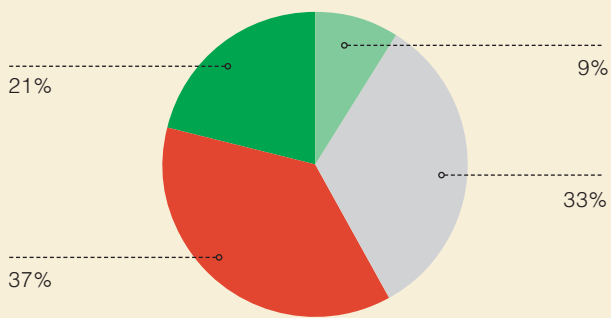- 30 - 45 years old
- 46 - 60 years old
- Above 60 years old

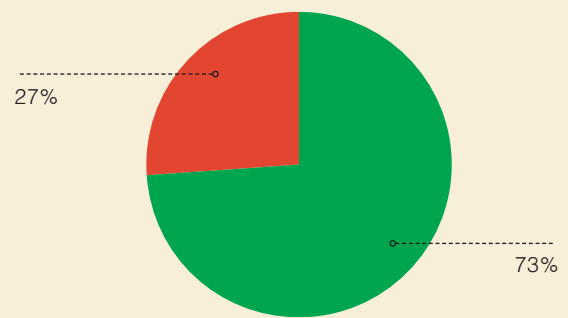**BY GENDER**

26%

74%

- Male
- Female

A breakdown of employees who left the Group in FY2022, by age group and by gender, is as follows:

BY AGE GROUP

21%

9%

33%

37%

- Below 30 years old
- 30 - 45 years old
- 46 - 60 years old
- Above 60 years old

BY GENDER

27%

73%

- Male
- Female

OUR **PEOPLE**

Employee Benefits

We offer our full-time employees a comprehensive benefits package that includes medical and dental consultations, health screening, insurance coverage and hospitalisation benefits. Furthermore, we adhere to the guidelines set forth by the Ministry of Social and Family Development, ensuring that our employees are entitled to family leaves such as maternity and paternity leave as well as childcare leave.

Employee Engagement

We recognise that a positive work environment leads to increased job satisfaction and productivity. To achieve improved employee engagement, we organise activities like town hall gatherings, Christmas brunch, and Chinese New Year Lo Hei.

We also recognise and appreciate our employees' contributions to the company by presenting long service awards throughout the year, as a token of our gratitude for their dedication. We are pleased to report that close to 5% of our total workforce has been with the Group for more than 10 years and over 15% of them have been with us for more than 40 years.
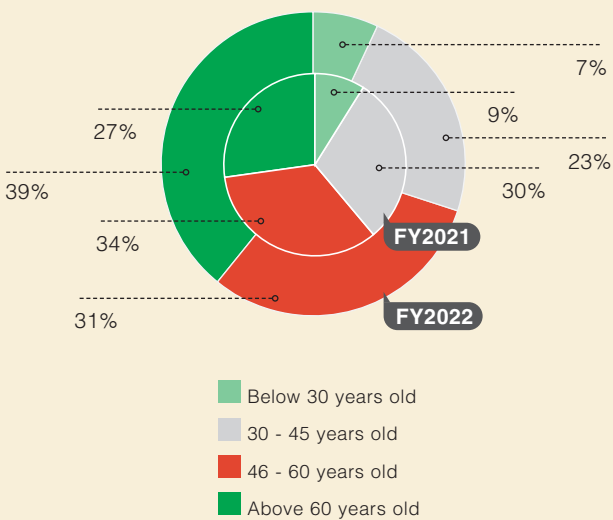

We also have in place a bursary awards program to support the educational pursuits of our security officers' families. During the year, we have awarded more than 50 bursary awards to eligible dedicated security officers.
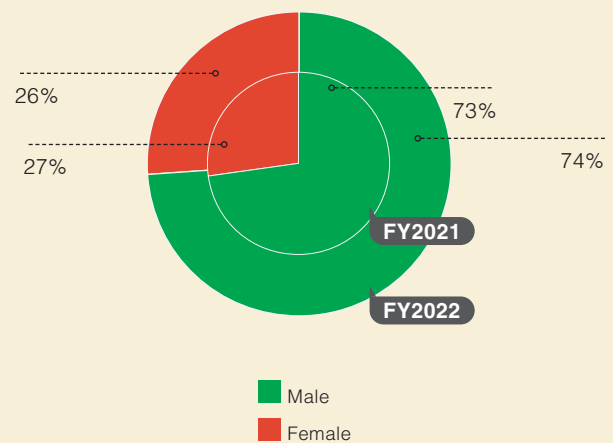
Diversity and Equal Opportunities

As an equal-opportunity employer, we value diversity and strive to build a workforce that reflects a variety of cultures, experiences, backgrounds and populations. However, due to the nature of our business and the significant proportion of our workforce employed in the security guarding business, our gender ratio is consistently skewed towards male employees. Currently, males make up over 70% of our total workforce.

Our employee profile is as follows:

BY AGE GROUP

7%
9%
23%
30%
27%
39%
34%
31%
FY2021
FY2022

- Below 30 years old
- 30 - 45 years old
- 46 - 60 years old
- Above 60 years old

BY GENDER

26%
27%
73%
74%
FY2021
FY2022

- Male
- Female

At the Board level, we also recognise the benefits of having a Board and Board Committees with diverse backgrounds and experience. The Board considers gender diversity to be an essential aspect of our commitment to building an open, inclusive, and collaborative culture. As such, we are pleased to have female representation on the Board.

Please refer to the Corporate Governance Report section of the Annual report for FY2022 for more details on our board diversity policy and nomination process.

OUR **PEOPLE**

Training and Education

Empowering our employees with the necessary skills and knowledge is key to ensuring our ability to meet our clients' demand for high-quality security services. To achieve this, we plan on conducting an annual training and development needs analysis for our staff to identify their competency level and training needs.

Training and development program for security officers

Our in-house training academy is responsible for providing comprehensive training to our security officers, and our security guarding training department oversees their training needs. We have developed a clear career pathway for our officers in accordance with the principles of the PWM, and we provide them with structured training programs to support their professional development and progression within the company.

Some of the trainings conducted are as follows:

- Workplace Safety and Health
- Deterrence training to Perform Security Duties at Protected Areas and Protected Places
- Respond to Fire Emergency in Buildings
- Access Control Management
- Deterrence training to Manage Disorderly Conduct and Threatening Behaviour

- Recognise Terrorist Threat Observation
- Basic First Aid with CPR and AED Course
- Fundamentals of the Personal Data Protection Act
- Security Screening Management
- Incident Response
- Crowd and Traffic Control Management
- Security Operation Compliance
- Security Risk Analysis and General Guard and Patrol

OUR **PEOPLE**

Training and development program for non-security officers

We also provide general, competency-based and speciality training for our non-security officers, according to their roles. For example, our support staff in operations and finance undergo technical skills upgrades or attend relevant seminars and conferences.

A few of the internal and external training and development programmes conducted over the reporting period are as follows:

Training programmes	Participants
Company-wide training program	
• Corporate orientation	All new employees
• Annual performance appraisal briefing	All Managers and HODs
Control and compliance	
• Cybersecurity awareness	HODs and Executives
• Data protection briefing	HODs, Executives and all staff handling personal data
Workplace safety	
• WSQ operate forklift course	Operation staff at our security printing business
• Fire safety and table top exercise	Relevant department representatives
• bizSAFE Level 1 and 2 course	Relevant department representatives
Other specialised courses	
• The Human Resource management system	HODs and HR personnel
• Financing reporting update 2022	Finance team
• GST rate change	Finance team

Performance and results

For our security officers and non-security officers alike, there has been an increase in the average training hours in FY2022 compared to FY2021.

	FY2022	FY2021	Target
Average training hours per year for security officers	6.3	6.1	Minimum of 7 hours
Average training hours per year for non-security officers	3.5	1.7	To complete key training programmes annually

In support of our employees' professional growth, we will continue to strive towards providing equal opportunities for training and education to our employees.

OUR **WORKPLACE**

MANAGEMENT APPROACH
Our commitment to promoting safe and secure working environments for all employees is rooted in the belief that every employee deserves to feel safe and protected while at work. This commitment extends to all aspects of the workplace, from physical safety to emotional and psychological well-being.

Occupational Health and Safety
At Secura, we take the safety and well-being of our employees seriously. To ensure a safe workplace for everyone, we have developed a comprehensive workplace health and safety ("**WHS**") framework that covers all employees, including ground security officers providing guarding services at customers' sites (e.g., commercial buildings, schools, industrial or residential buildings), employees working in the production facility as well as other employees at our office headquarters.

Safety Committees has been established within each business unit to maintain oversight and continually improvement to our safety protocols. These committees are responsible for monitoring internal policies and procedures related to hazard identification, risk assessment, and incident investigation. They also conduct periodic security and safety risk assessments and regular site inspections to ensure employees are adhering to safety protocols. In the event of a safety accident, an incident report will be prepared detailing the root cause of the accident and any corrective actions taken. By prioritising workplace safety and continuously monitoring and improving our safety protocols, we strive to provide a safe and healthy work environment for all employees.

To ensure the health and safety of our security officers and production staff, we provide regular safety induction courses before they begin work at their respective sites. Depending on the site conditions, we also provide personal protection equipment on a need-to basis which may include safety boots, surgical masks and gloves, ear plugs and goggles, high-visibility safety vests and traffic sticks and weather protection gear. In addition to these measures, supervisors within each business unit conduct regular safety briefings to keep employees informed on the latest WHS developments.

We prioritise compliance with the Workplace Safety and Health Act ("**WSHA**") 2006 to ensure the safety and well-being of our employees. We are proud to announce that all two of our core operating entities have achieved the highest level of accreditation awarded by the Workplace Safety and Health Council – the bizSAFE Star certification. This certification reflects our commitment to maintaining a safe and healthy work environment for all employees. In addition, two of our core operating entities are ISO 45001 certified.

Employee well-being
We believe that investing in our employees' well-being and creating a positive work culture will lead to higher job satisfaction and ultimately result in better productivity and talent retention. As such, we strive a positive work environment that fosters greater employee satisfaction and well-being. As part of our efforts, we are pleased to announce the launch of our Staff Recreation Club, which aims to promote employee engagement through various activities and events.

With the easing of the COVID-19 Safe Management Measures, we are excited to kick off this initiative and provide opportunities for our employees to come together and socialise. Our Staff Recreation Club will plan and organise a range of activities, such as team-building events, social gatherings, and community service projects. By participating in these activities, we hope to build stronger bonds among our employees and enhance their sense of belonging within the Company.

OUR **WORKPLACE**

Performance and results

We are pleased to announce that there were no high consequences of work-related injuries and fatalities resulting from work-related injuries. However, the overall rates[3] of work-related injuries have increased from the 12-month average rate of 0.49 in FY2021 to 0.94 in FY2022.

	FY2022	FY2021
Number of high consequence work-related injuries	None	None
Number of recordable work-related injuries	14	5

There were 14 work-related injuries recorded during the year, primarily resulting from slips, trips, and falls. These incidents predominately involved our security officers. To mitigate the risks of slips, trips, and falls, we have taken several preventive measures. Firstly, we have equipped our security officers with appropriate footwear at vulnerable sites and placed caution signs near wet or slippery floors. Additionally, we have also conducted safety briefings to educate our security officers on the importance of personal safety and maintaining good balance. These briefings emphasised the importance of maintaining workplace housekeeping, wearing proper footwear, and adjusting their stride to a pace that is appropriate for wet or slippery walking surfaces.

We strive to maintain our record of having zero high-consequence work-related injuries and fatalities in the workplace. To minimise the overall rate of work-related injuries, we will continually emphasise the importance of abiding by our safety protocols through training and reminders for employees.

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3   The incidence rate of recordable work-related injuries is computed from the following formula:
    Number of recordable work-related injuries x 200,000 ÷ Number of hours worked

OUR **ENVIRONMENT**

MANAGEMENT APPROACH

We recognise that businesses like ours play a vital role in contributing to global efforts to mitigate carbon emissions and protect Singapore against the impacts of climate change. We acknowledge that significant amounts of paper waste are generated daily in our printing operations, and we believe that this also presents us with an opportunity to engage in environmentally sustainable practices that minimise our environmental impact while maximising our production efficiency.

Responsible Waste Management

Our security printing processes are designed with waste management and sustainability in mind. In addition to sourcing our paper material from certified mills, we also practice responsible waste management by properly disposing of any hazardous waste that may be generated during the printing process, which includes ink cartridges, toners, and other printing supplies.

At our security printing facility, we take waste management seriously. We understand that our production processes can generate a significant amount of waste, including paper, ink and packaging materials. To minimise waste generation, we have implemented the following measures.

- We optimise our printing processes to reduce the amount of ink and paper used. We use high-quality printing equipment that allows us to print with precision, minimizing the need for reprints and reducing paper waste.

- All paper waste generated by our operations are collected by recycling vendors who in turn sell the paper waste to paper mills to process it into recycled pulp.

We constantly monitor our waste generation and consumption levels during our annual quality management system audits to limit the waste generation rate[4] to no more than 7% of the paper used in each production run. In FY2022, we recorded a waste generation rate of 9.7% against paper consumption, which marks a slight improvement from 9.9% in FY2021. This improvement can be attributed to our continuous training efforts, through which employees are encouraged to minimise loss, where possible.

To better monitor the effectiveness of our waste reduction efforts, we have started to measure the total quantity of paper waste generated in FY2023, and we will be including this new metric in our sustainability report next year.

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4 Our waste generation rate is computed by the following formula:

$$Waste\ Generation\ Rate\ =\ \frac{Total\ cost\ of\ paper\ waste\ incurred}{Total\ cost\ of\ materials\ used}$$

In addition to our printing operations, we made a sustainable contribution during the year by donating 15 sets of personal old refurbished notebook to a tertiary education institution, thereby reducing electronic waste and promoting reuse.

Energy & Emissions

As part of our efforts to engage in responsible environmental stewardship, we have prioritised the reduction of our energy consumption and greenhouse gas ("**GHG**") emissions in our day-to-day operations. One of the steps we have taken is to install energy-efficient LED lights in our headquarters, and we have also been taking proactive measures to regularly maintain all machinery and equipment within our production facility.

Overall, there has been a 2% increase in Secura's overall electricity consumption compared to FY2021, and this increase can largely be attributed to the easing of Covid-19 pandemic restrictions and the subsequent return of employees to the office.

	FY2022	FY2021
Electricity consumption (kWh)	862,725.1	844,734.2
Scope 2 emissions (kg CO_2e)	350,007.6	342,708.7
Gross Floor Area of Secura's operations (sq ft)	67,339	67,339
Energy intensity ratio (kWh per sq ft)	12.9	12.5
GHG emissions intensity ratio (kg CO_2e per sq ft)	5.2	5.1

Even so, we remain committed to limiting our average electricity consumption to no more than 15 kWh per square foot. This target reflects our commitment to sustainable practices and reducing our environmental impact. We are also working towards achieving the Green Mark certification from the Building and Construction Authority of Singapore for our office headquarter.

As we work towards progressively incorporating the TCFD recommendations for climate-related disclosures in future years of sustainability reporting, we are also in the midst of collating more comprehensive data on the Group's Scope 1 carbon emissions (i.e., emissions generated from mobile combustion in company vehicles) for inclusion in next year's report. At the same time, we will remain on the lookout for opportunities to further increase the energy efficiency of our operations and reduce our carbon emissions.

GRI CONTENT **INDEX**

Statement of Use	Secura Group Limited has reported in accordance with the GRI Standards for the period 1 January 2022 to 31 December 2022.
GRI 1 used	GRI 1: Foundation 2021
GRI Sector Standard(s)	Not applicable; a GRI Sector Standard for our industry has yet to be released.

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2-13 Delegation of responsibility for managing impacts	5
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2-18 Evaluation of the performance of the highest governance body	AR: 23 – 24
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2-21 Annual total compensation ratio	AR: 24 – 27
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GRI DISCLOSURES		LOCATION
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403-6	Promotion of worker health	19
403-9	Work-related injuries	20
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SECURA
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