



**NAM LEE PRESSED METAL  
INDUSTRIES LIMITED**

# **SUSTAINABILITY REPORT 2022**

## OUR CORE VALUES

**“Integrity, quality, customer satisfaction, and innovation”** are the pillars on which the success of Nam Lee is built and they continue to be firmly grounded as the corporate values embraced by the Board, Management and Staff of Nam Lee. Our trademark Swan brand embodies grace, trust and loyalty, enduring qualities of a faithful partner. As we adhere to these core values, Nam Lee strives to become the preferred and trusted partner of our customers, providing them with quality services and products.

Dedicated to total service and lean manufacturing methods, Nam Lee is committed to transforming our customers’ vision, needs and imagination into reality with our capabilities, eventually partnering them in achieving their goals and vision.

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## OUR COMPANY AT A GLANCE

Nam Lee Pressed Metal Industries Limited (the “Company” and its subsidiaries, collectively known as “Nam Lee”) was incorporated on 10 March 1975 and has been listed on the Mainboard of the Singapore Exchange Securities Trading Limited since October 1999. Headquartered in Singapore, Nam Lee has subsidiaries in Singapore and Malaysia serving customers in the region.

The principal activities of Nam Lee include the design, fabrication, supply and installation of steel and aluminium products such as gates, door frames, railings, laundry racks, letter boxes, sliding windows and doors, curtain wall and cladding systems for buildings and infrastructure projects, and the supply of aluminium industrial products for container refrigeration units.

With the many years of experience in the business, its vertically integrated production structure, well-equipped facilities and skilled staff, Nam Lee is able to offer our clients a complete one-stop service from design to fabrication and to installation. These include the manufacture of tooling, jigs and fixtures, metal fabrication, surface coatings and treatments, assembly and the installation of the final products.

Our philosophy and management practice of ensuring quality at every stage of production ensures that quality is never compromised at Nam Lee. Our forward-looking management ensures that Nam Lee remains a competitive player in the market sectors we focus on.

We continually strive to improve our service capabilities in line with various local and international standards, including the following:

### Manufacturing and Service Quality – ISO 9001:2015

- Nam Lee has ISO 9001 certification for Quality Management Systems since 2004 and benchmarks performance of our products and service management relative to our peers, identifying best industry practices in our continuing quest for excellence and competitiveness.
- Clear guidelines and regular training are provided to our employees to ensure that our products are manufactured according to required specifications and address our customers’ requirements effectively.

### Environmental Management System – ISO 14001:2015

- Nam Lee has in place a formal environmental policy to demonstrate to our stakeholders our commitment and approach to continuous improvement of environmental protection. We have been certified since 2018 and regularly assess system effectiveness both internally and externally to achieve continuous improvement.

### Occupational Health and Safety Management System – ISO 45001:2018

- Nam Lee works relentlessly with both employees and subcontractors to promote health and safety at our manufacturing sites and areas of operations. We cultivate a sense of responsibility for health, safety and well-being throughout our entire Group. We have achieved ISO 45001 certification since 2019 and bizSAFE Level Star certification for our Singapore plant since 2016.

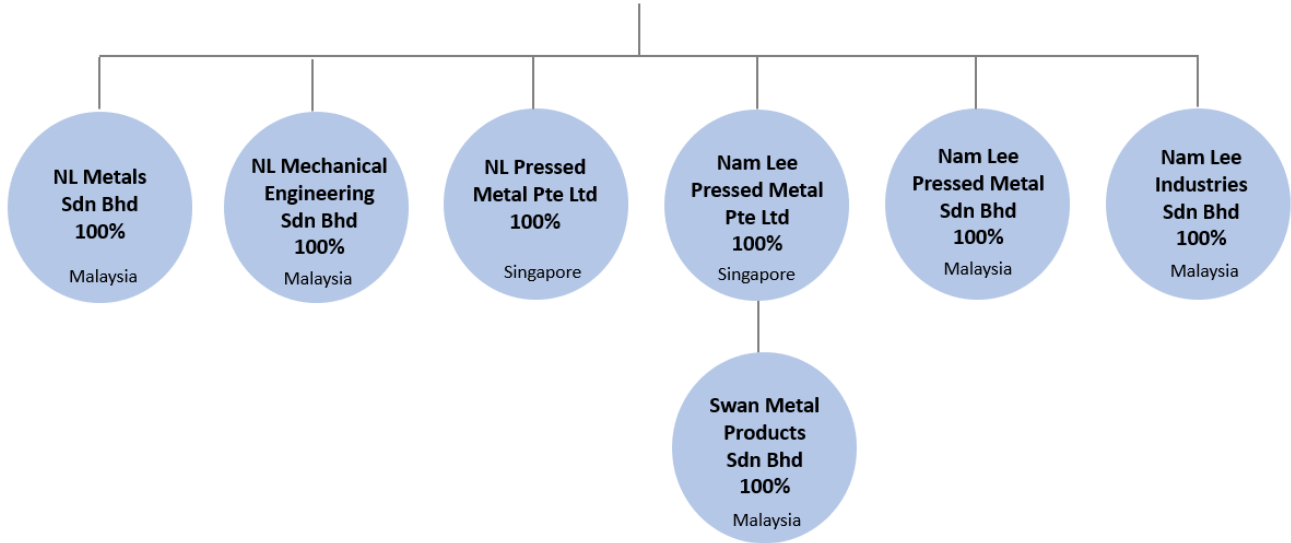
### The Singapore Green Label

- Nam Lee's products (Swan Naturally SNNL Series) have been certified as Environmentally Preferred Flooring under the Singapore Green Labelling Scheme since 2019, which recognises products that have met certain eco-standards. We continue to adhere to international environmental best practices in our manufacturing process.

# CORPORATE STRUCTURE



**NAM LEE PRESSED METAL  
INDUSTRIES LIMITED**



## ABOUT THE REPORT

This is Nam Lee's fifth sustainability report ("Report") and covers our performance from 1 October 2021 to 30 September 2022 ("FY2022"). This Report covers our operations in Singapore and Malaysia, and has been prepared in compliance with Rules 711A and 711B of the Singapore Exchange Securities Trading Limited ("SGX-ST") Listing Manual Section A: Rules of Mainboard (the "Mainboard Rules") as well as the SGX-ST's Sustainability Reporting Guide. The Report has been prepared with reference to the Global Reporting Initiative (GRI) Standards. The GRI Standards have been referenced for reporting on material topics as it is used internationally as a reporting framework and provides a holistic framework for us to address social, environmental and governance topics.

Nam Lee applies a standardised approach to data collection and analysis across our operations in Singapore and Malaysia.

We have not sought independent external assurance of the data in this report.

This report is available for download on Singapore Exchange Network ("SGXNET").

We welcome and value our stakeholders' suggestions and feedback. Please address all feedback and suggestions to [enquiry@namlee.com.sg](mailto:enquiry@namlee.com.sg).

## BOARD STATEMENT

The Board of Directors (“the Board”) of Nam Lee Pressed Metal Industries Limited’s (“Nam Lee”, the “Company”, and together with its subsidiaries, the “Group”) is pleased to present the fifth sustainability report for the Group’s financial year ended 30 September 2022 (“FY2022”). The Board is responsible for the overall direction of the Group’s operations and business development while monitoring and reviewing corporate governance practices across all operations.

The Board believes in the importance of sustainability reporting and is responsible for considering sustainability of Environmental, Social and Governance (“ESG”) factors as part of its strategic consideration. We have continued to improve on our sustainability performance from the previous reporting period on areas such as health and safety, and we aim to progressively enhance our sustainability strategy while growing our business in the long-term.

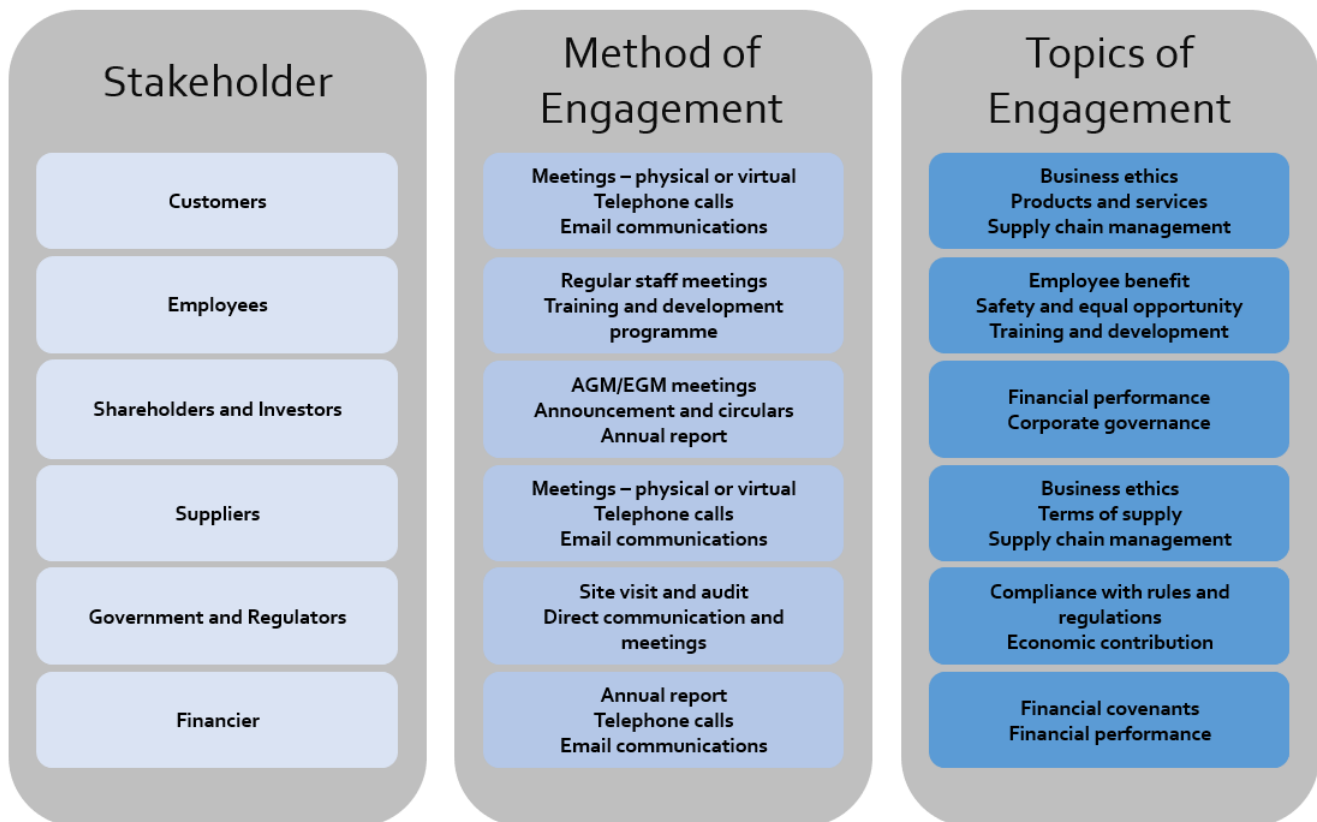
The Report seeks to present accurately the practices and performances in our quest to be a sustainable and responsible corporate citizen. The ESG matters in this Report have been reviewed and approved by the Board.



## OUR APPROACH TO STAKEHOLDER ENGAGEMENT

Engaging with stakeholders who are connected with the Group deepens our understanding of the evolving expectations and views about the Company’s environmental, social and governance (ESG) matters.

We engage regularly with a range of stakeholders on topics of interest to them through multi-channels as summarized in the chart below. In addition to ongoing dialogue with stakeholders as part of our day-to-day operations, we also evaluate on an annual basis the pertinence of our identification of ESG factors taking into consideration how external and internal situations evolve.



## MATERIALITY ANALYSIS

Nam Lee reviewed the relevance of the various ESG topics first identified in FY2018 based on discussions with our internal and external stakeholders. We refined our materiality matrix with input from senior management, and grouped these topics into three key Sustainability Focus Areas:

1. Governance and Compliance
2. Environmental Stewardship
3. Employee Management

In FY2022, we have refined and included additional relevant GRI Topic Specific Disclosures to report on the practices and performance of material topics.

Sustainability Focus Areas	Materiality Topics	Relevant GRI Topic Specific Disclosures
Governance and Compliance	Anti-Corruption	GRI 205-3 Anti-Corruption
	Compliance <sup>1</sup>	GRI 2-27 Compliance with Laws and Regulations
Environmental Stewardship	Waste Management	GRI 306-2 Waste
	Energy & Emissions Management	GRI 302-1 Energy GRI 305-2 Emissions
Our Employees and Partners	Employee Welfare	GRI 401-1 Employment GRI 405-1 Diversity & Equal Opportunity
	Employee Development	GRI 404-1 Training & Education
	Occupational Health & Safety	GRI 403-1 to GRI 403-7, 403-9 <sup>2</sup> Occupational Health and Safety

<sup>1</sup> To align with the GRI Universal Standards (2021), the reporting of two GRI Standards (GRI 419 Socioeconomic Compliance and GRI 307 Environmental Compliance) has been consolidated and reported under GRI 2-27.

<sup>2</sup> Additional GRI Topic Specific Disclosure included in FY2022

## SUSTAINABILITY FOCUS AREAS

### Governance and Compliance

To ensure compliance with legal and regulatory requirements and the high standards that Nam Lee sets for itself, Nam Lee adopted internal rules to govern the Company and processes for monitoring compliance with external and internal rules by all business units and functions in the Company.

#### *Dealing in securities*

The Company's code of conduct regarding dealings in the securities of the Company by Directors and officers in the Group is based on Listing Rule 1207(19).

The Company issues reminders to all Directors and officers informing them that they are not permitted to deal in the Company's shares during the period commencing one month before the announcement of the Company's half-year financial statements and full-year financial statements, or if they are in possession of unpublished price-sensitive information of the Company.

The Directors and employees are discouraged from dealing in the Company's securities based on short-term considerations.

Directors are required to report to the Company Secretaries whenever they deal in the Company's shares. The Company Secretaries update the Register of Directors' Shareholdings and make timely announcements on SGXNET.

#### *Anti-Corruption (GRI 205-3)*

At Nam Lee, we maintain ethical and governance standards and will not tolerate corrupt practices of any kind in our business operations. Our commitment to prevent corruption is clearly set out in our Company's anti-corruption policies and the Code of Conduct which state that no staff should accept advantages, gifts or entertainment from our business partners, including suppliers and contractors. Our anti-corruption measures are supported by a robust corporate governance framework. Stakeholders can and are encouraged to raise concerns, in confidence, about possible improprieties in financial or other matters.

Our whistleblowing policy with details on the process is published on the Company's corporate webpage for transparent communication to all stakeholders. To increase the efficiency and security of whistleblowing reports, any report sent to the designated whistleblowing email address published in the corporate webpage will be automatically channeled to the independent directors. Procedures have been established for the independent investigation of such reports so that appropriate follow-up actions can be taken. For more information relating to our corporate governance structure and practices, please refer to the Corporate Governance Report section of our Annual Report 2022.

### *Performance and Target*

In FY2022, we have not received any reports on confirmed incidents of corruption or termination of contracts due to violations related to corruption. In FY2023, we aim to maintain high ethical and governance standards throughout our organisation to ensure zero cases of corruption as well as complaints or reports relating to financial or other substantive matters.

### *Compliance (GRI 2-27)*

Compliance with regulatory requirements remains one of our top priorities. We ensure our business is conducted in accordance with applicable laws in all jurisdictions that we operate in. Nam Lee keeps abreast of changing regulatory standards and requirements and maintains vigilance in managing regulatory requirements associated with operating in different business environments.

Regular environmental, health, and safety (EHS) program self-assessments and internal audits are also carried out to validate our site-level EHS compliance. The audits include in-depth documentation of reviews, interviews with site management and physical inspections related to EHS compliance. Nam Lee's manufacturing sites in Malaysia are certified to ISO 14001:2015 Environmental Management System for fabrication and coating of metal products.

### *Performance and Target*

In FY2022, we have not received any significant fines or sanctions due to non-compliances with laws and regulations. In FY2023, we strive to maintain vigilance and ensure full compliance to applicable laws and regulations in areas where we operate.

## Environmental Stewardship

Environmental and safety controls needed to protect personnel and the environment are identified and implemented. We recognise the impact our business activities may have on the environment and are committed to minimising this impact through reduction in energy consumption and carbon footprint as well as managing our waste responsibly. Our chemical management program ensures that all chemicals used on-site comply with applicable chemical regulations. We procure chemicals from suppliers who we believe share our views on using a range of ethical products, compliant with regulations. Within our offices, we have in place various initiatives to conserve resources such as energy and water, and we use FSC<sup>3</sup>-certified paper for our daily operations.

### *Waste Management (GRI 306-2)*

Waste management is an essential part of our day-to-day operations. We practice the waste hierarchy of 3R (reduce, re-use and recycle) to extract the maximum practical benefits from materials and to generate the minimum amount of waste. Nam Lee promotes processes that optimise resource usage and eventual move towards near zero waste processes. Our production facilities segregate the recyclable waste from general waste by placing clearly labelled recycling bins at designated areas to facilitate recycling efforts. Our waste water treatment equipment within the plants treat waste water generated from our production activities. Prior to discharge, the treated waste water is tested to ensure compliance with local discharge standards. Examples of waste that we send for recycling are scrap metals from the production processes.

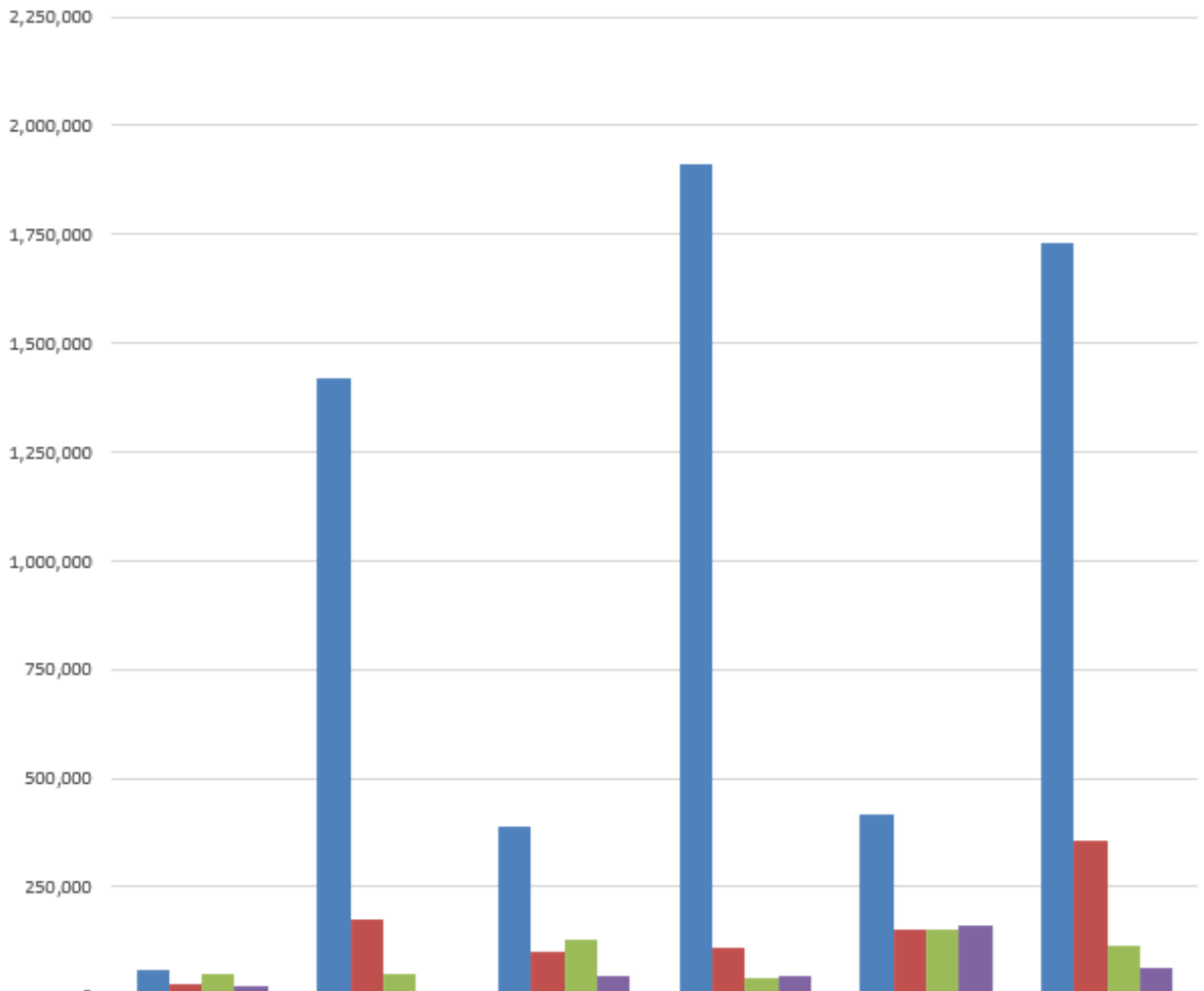
### *Performance and Target*

A total of 3.2 tonnes of non-hazardous waste was recycled in FY2022 compared to 2.8 tonnes in FY2021. This increase was due to an increase in customer orders. We aim to recycle as much of our waste as possible in FY2023, so as to reduce the amount of waste going to landfill or incineration.

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<sup>3</sup>FSC® - A forest certification granted by FSC (the Forest Stewardship Council) for materials or products including paper and pulp, and corrugated cartons that use properly managed forest resources.

### Recycled Non-Hazardous Waste (Kg)



	FY2020		FY2021		FY2022	
	Singapore	Malaysia	Singapore	Malaysia	Singapore	Malaysia
■ Aluminium	58,503	1,421,839	390,433	1,911,181	416,636	1,730,498
■ Mild Steel	26,870	174,384	100,297	110,398	153,860	357,789
■ Stainless Steel	48,459	52,234	130,880	40,282	154,105	116,625
■ Mixed metal	21,758	0	44,502	44,722	159,790	66,234

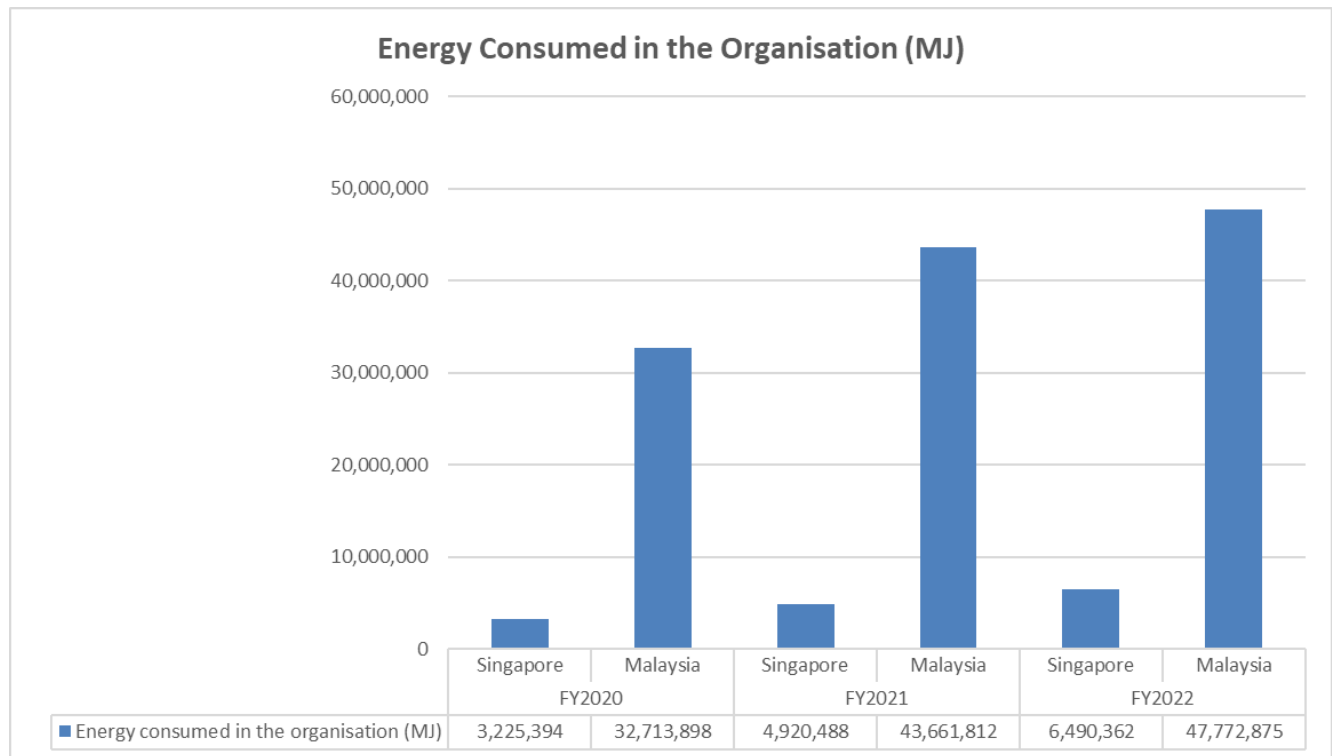
*Energy & Emissions Management (GRI 302-1, 305-1)*

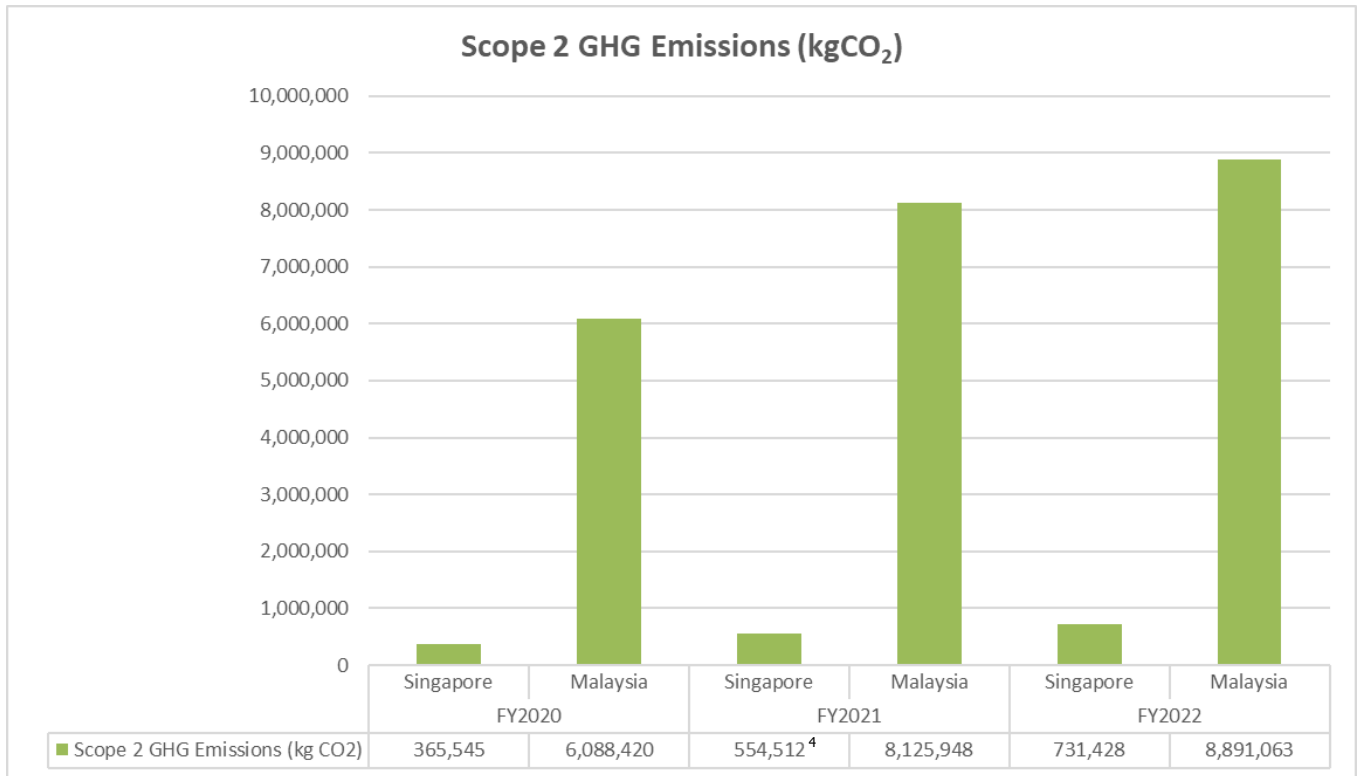
To reduce energy consumption, our offices are installed with electrical appliances which are rated as energy-efficient, such as LED light bulbs. The layouts of our production warehouses are structured to optimise lighting. All employees are reminded frequently to switch off machines and lighting when not in use.

**Performance and Target**

In FY2022, total energy consumption by our Singapore and Malaysia operations was 54,263,237MJ and our overall emission was approximately 9,622 tCO<sub>2</sub>. The increase of approximately 12% in total energy consumption and 11% increase in GHG emissions compared to FY2021 was due to higher level of production to cater for increased customer orders. As a gauge of increased activities in FY2022, the Group’s revenue increased by 15% over FY2021.

We will continue to track and monitor consumption of energy in and emissions from our various sites so that we can identify areas for improvement, test, understand better and implement activities that result in greater efficiency.





Emission factors for energy consumption are based on IPCC 2006 Guidelines for National Greenhouse Gas Inventories Energy; grid emission factors for Singapore are sourced from Market Authority (EMA) Electricity Grid Emission Factor (2021) and grid emission factor for Malaysia is sourced from Institute for Global Environmental Strategies (2021). List of Grid Emission Factors, version 10.10.

<sup>4</sup> GHG emissions for Singapore in FY2021 has been restated from 557,655 kgCO<sub>2</sub> to 554,512 kgCO<sub>2</sub> due to an updated grid emission factor applied.



## Our Employees and Partners

### *Employee Management*

Employees are our most valuable asset. As our business is labor-intensive, the health, safety and skills of our employees are of predominant importance to us. We aim to provide a comfortable and friendly working environment for all, enabling employees to approach challenges with a sense of purpose, innovativeness in approach, pride in work and achievement, and be appropriately evaluated for their performance.

We are committed to providing an inclusive, safe working environment with equal opportunities for continual development. We embrace diversity in gender, age, race, nationality, values and background and focus on the skills, energy and creativity of a diverse group. Any form of discrimination based on distinguishing characteristics is not tolerated.

### *Employee Welfare (GRI 401-1, 401-2, 405-1)*

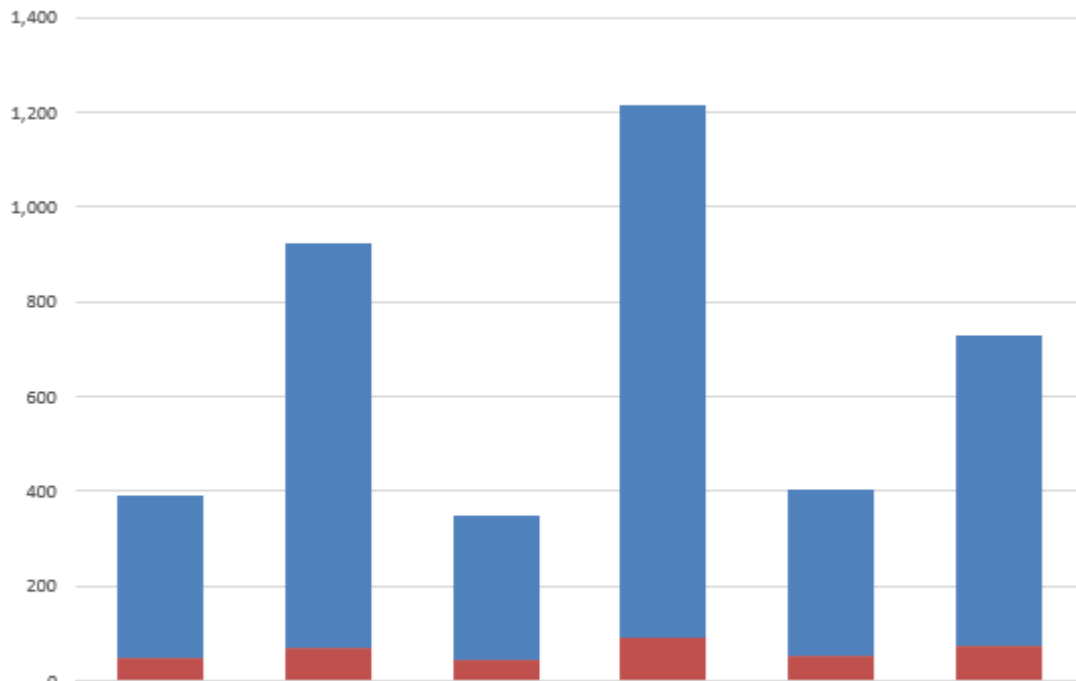
Our employees are entitled to health care benefits under the Group's hospitalization insurance plan, including medical care and dental care. Personal Accident Insurance Policy and Workmen Compensation Policies with disability coverage are also provided. Our employees are entitled to various paid leave such as annual, parental, compassionate, marriage and examination leave. Statutory contributions to employees' pension funds are made on a timely basis. In addition to regular reviews of our employment policies and remuneration practices to ensure compliance with updated employment laws, we also adopt industry best practices to provide optimal working conditions for our employees.

At the end of FY2022, Nam Lee employed a total of 1,132 employees in Singapore and Malaysia. Due to the nature of our work, about 88.9% of our employees are male. The percentage of employees hired (hiring rate<sup>5</sup>) in FY2022 was approximately 19.2% while the percentage of workers who left (turnover rate<sup>5</sup>) during the same period was 27.9%. Compared to FY2021, our hiring rate has decreased by 9.1% as a result of continued automation of our manufacturing facilities while our turnover rate has increased by approximately 16.0%.

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<sup>5</sup> Hiring rate and turnover rate are calculated by taking the number of new hires divided by total number of employees in that location.

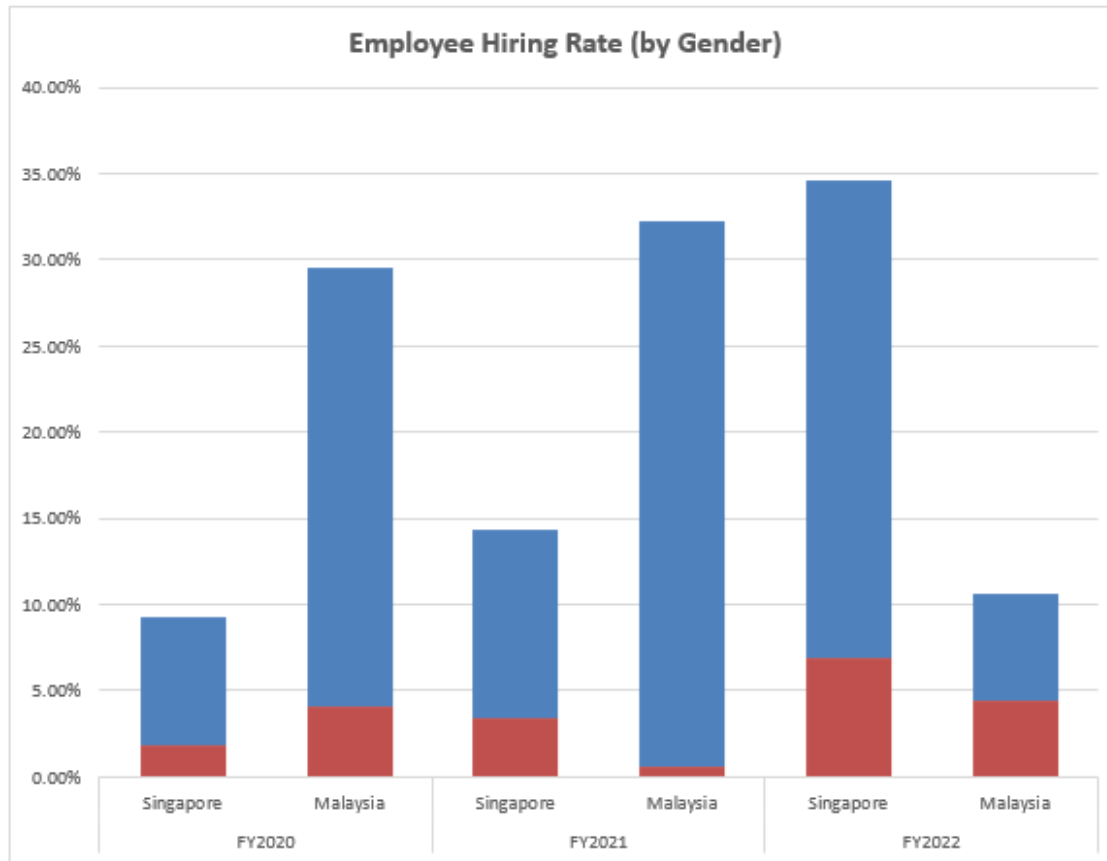
**Profiles of Employees (by Gender)**



	Singapore	Malaysia	Singapore	Malaysia	Singapore	Malaysia
	FY2020		FY2021		FY2022	
Male	341	855	304	1,125	349	657
Female	49	69	45	89	53	73

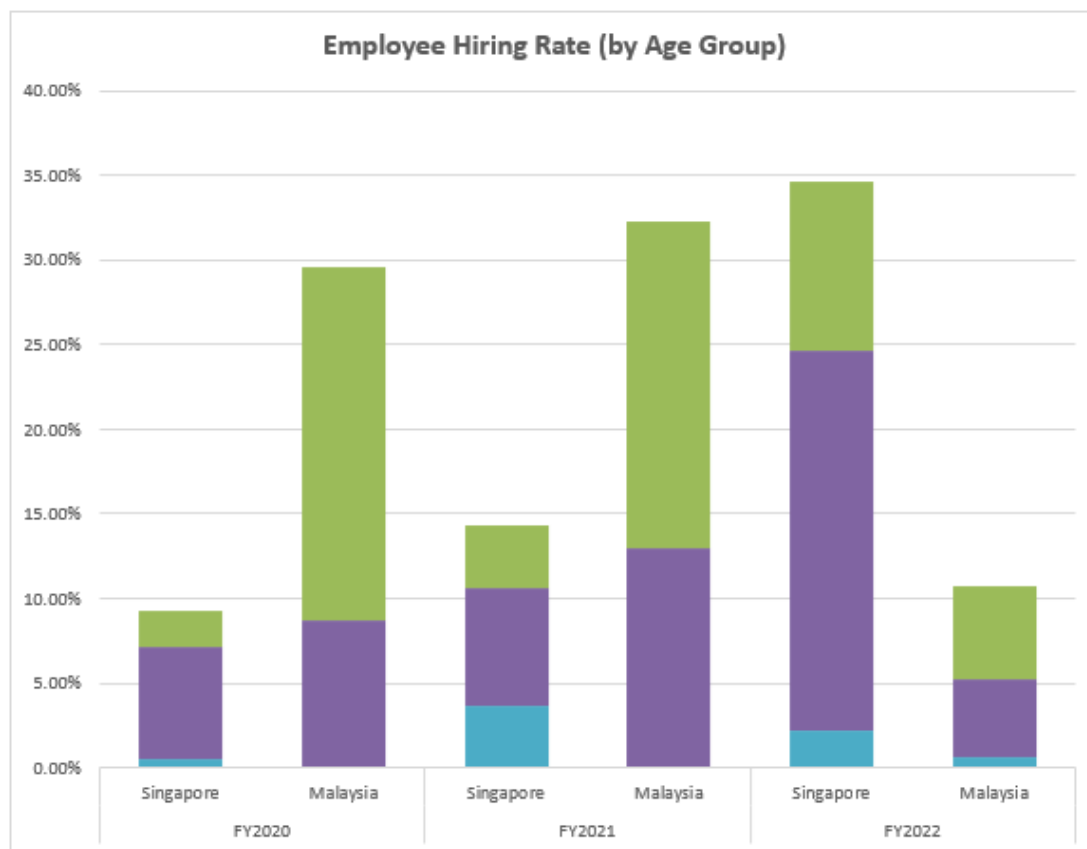
Employee hiring rate in Singapore ("SG") & Malaysia ("MY") by gender and age group

By Gender	FY2020				FY2021				FY2022			
	Singapore		Malaysia		Singapore		Malaysia		Singapore		Malaysia	
	No.	Rate	No.	Rate	No.	Rate	No. <sup>6</sup>	Rate	No.	Rate	No.	Rate
Male	29	7.44%	235	25.44%	38	10.89%	384	31.63%	111	27.61%	46	6.30%
Female	7	1.79%	38	4.11%	12	3.44%	8	0.66%	28	6.97%	32	4.38%
Total	36	9.23%	273	29.55%	50	14.33%	392	32.29%	139	34.58%	78	10.68%



<sup>6</sup> The number of employees hired in Malaysia for FY2020 - Under 30 years old and FY2021 - Male; have been restated due to a typo error.

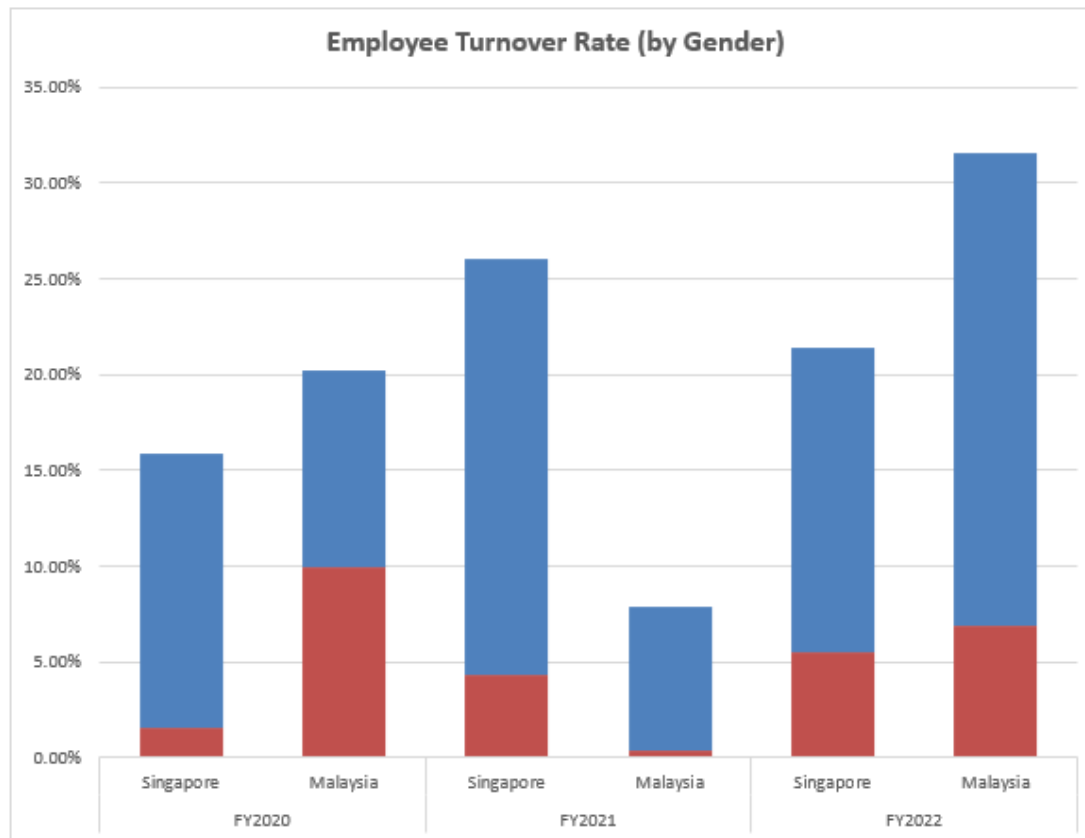
By Age Group	FY2020				FY2021				FY2022			
	Singapore		Malaysia		Singapore		Malaysia		Singapore		Malaysia	
	No.	Rate	No. <sup>6</sup>	Rate	No.	Rate	No.	Rate	No.	Rate	No.	Rate
Under 30 years old	8	2.05%	192	20.78%	13	3.72%	235	19.36%	40	9.95%	40	5.48%
30-50 years old	26	6.67%	80	8.66%	24	6.89%	156	12.85%	90	22.39%	33	4.52%
Over 50 years old	2	0.51%	1	0.11%	13	3.72%	1	0.08%	9	2.24%	5	0.68%
Total	36	9.23%	273	29.55%	50	14.33%	392	32.29%	139	34.58%	78	10.68%



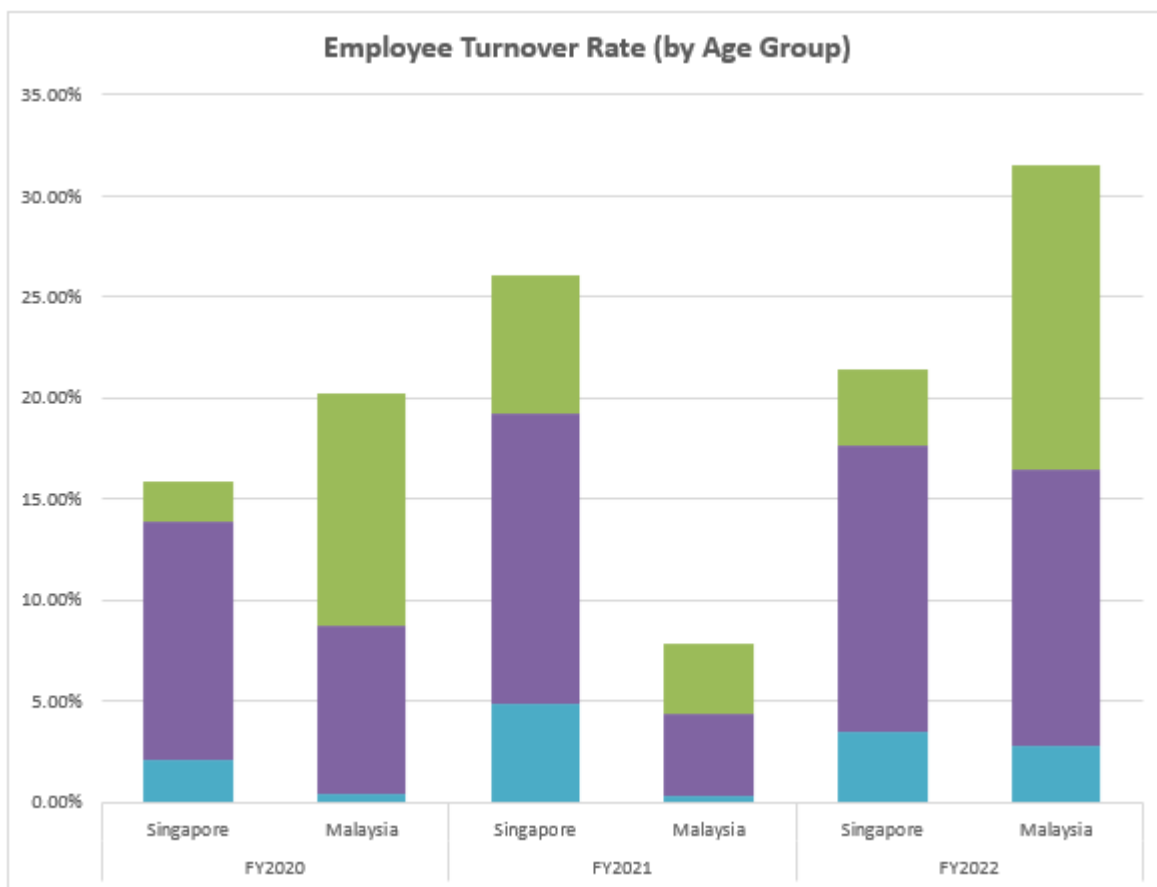
<sup>6</sup> The number of employees hired in Malaysia for FY2020 - Under 30 years old and FY2021 - Male; have been restated due to a typo error.

Employee turnover rate in Singapore ("SG") & Malaysia ("MY") by gender and age group

By Gender	FY2020				FY2021				FY2022			
	Singapore		Malaysia		Singapore		Malaysia		Singapore		Malaysia	
	No.	Rate	No.	Rate	No.	Rate	No.	Rate	No.	Rate	No.	Rate
Male	56	14.36%	95	10.28%	76	21.78%	90	7.42%	64	15.92%	180	24.66%
Female	6	1.54%	92	9.96%	15	4.30%	5	0.41%	22	5.47%	50	6.85%
Total	62	15.90%	187	20.24%	91	26.08%	95	7.83%	86	21.39%	230	31.51%



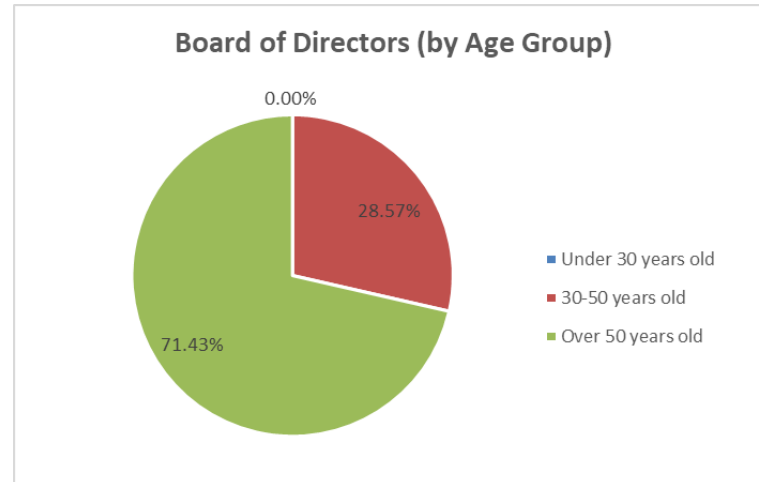
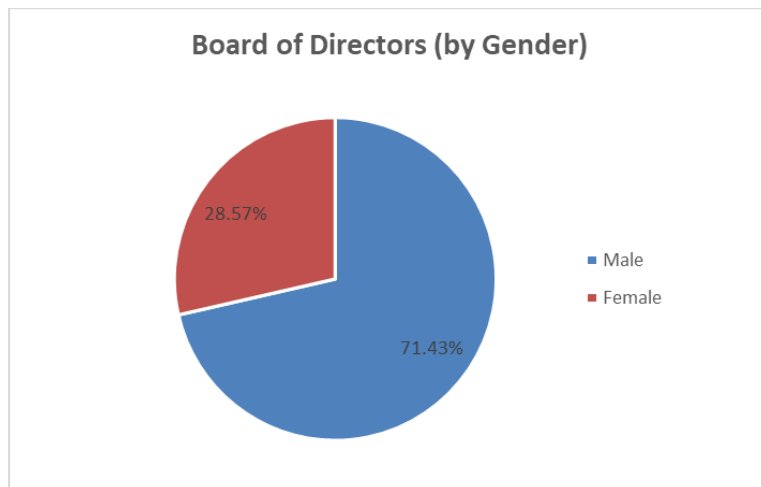
By Age Group	FY2020				FY2021				FY2022			
	Singapore		Malaysia		Singapore		Malaysia		Singapore		Malaysia	
	No.	Rate	No.	Rate	No.	Rate	No.	Rate	No.	Rate	No.	Rate
Under 30 years old	8	2.05%	106	11.48%	24	6.88%	42	3.46%	15	3.73%	110	15.07%
30-50 years old	46	11.80%	77	8.33%	50	14.33%	49	4.04%	57	14.18%	100	13.70%
Over 50 years old	8	2.05%	4	0.43%	17	4.87%	4	0.33%	14	3.48%	20	2.74%
Total	62	15.90%	187	20.24%	91	26.08%	95	7.83%	86	21.39%	230	31.51%



*Employee Diversity (GRI 405-1)*

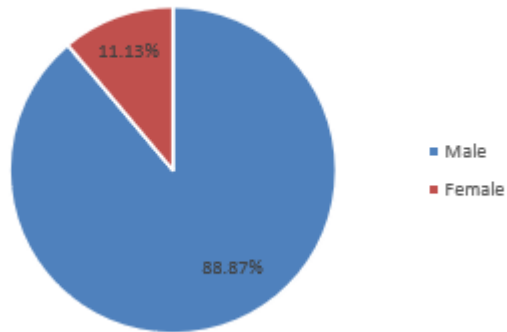
We aspire to build teams with a balanced age structure, diverse educational backgrounds and experience and create a diverse working environment. We recognize that the success of our organisation depends on our ability to foster an environment that promotes diversity and inclusion.

In FY2022, approximately 11.13% of our employees comprised of females. Due to the nature of our business, the majority of our employees are males. At the Board level, 28.57% of our Board members comprise of females.

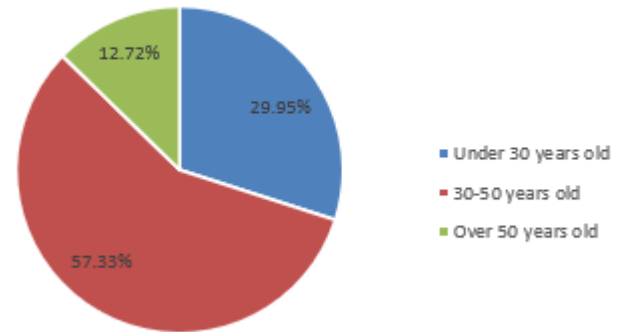


Board of Directors	No.	Percentage
Male	5	71.43%
Female	2	28.57%
Under 30 years old	0	0.00%
30-50 years old	2	28.57%
Over 50 years old	5	71.43%

**Employees (by Gender)**



**Employees (by Age Group)**



Board of Directors	No.	Percentage
Male	1,006	88.87%
Female	126	11.13%
Under 30 years old	339	29.95%
30-50 years old	649	57.33%
Over 50 years old	144	12.72%



### *Employee Development (GRI 404-1)*

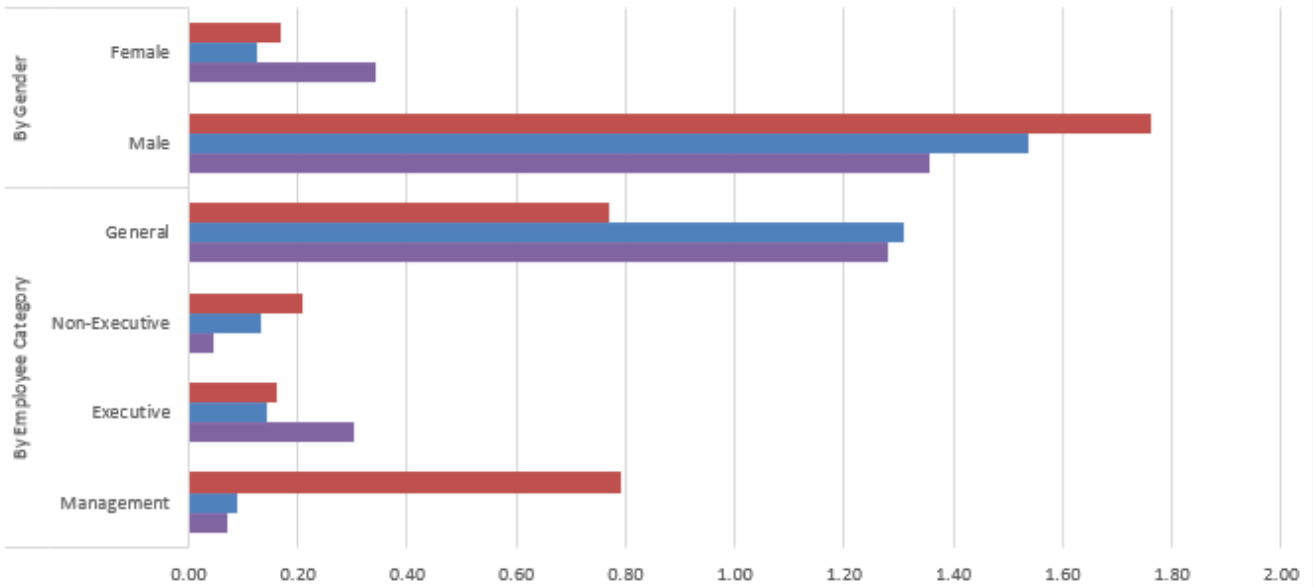
Nam Lee recognises that continual development of employee skills and knowledge is critical to maintaining a competitive, relevant and motivated workforce. Career development and performance management are established to align with corporate objectives. We continue to review and improve our career development and performance review process in a constantly evolving business environment. A variety of relevant training opportunities specific to job requirements is arranged for all employees. Our training programs cater for employees with different job scopes and skills-set requirements. Our core training curriculum and content are developed and guided by well-established industry and international standards.

### *Performance and Target*

In FY2022, in addition to on-the-job training by more experienced staff, employees received an average of about 1.69 hours of training. As part of the company's implementation of ISO 14001 and ISO 45001, our executives and other staff attended training related to these management systems standards. A focus on technical training was provided for our general employees, covering topics such as Safe Chemical Handling Spillage Training, as well as health and safety related training. Finance personnel are trained on Environmental, Social and Governance Essentials and accounting updates. Executive directors attend courses on board and board committee functions and the related regulations.

In light of the changing working environment, we continue to revise our training curriculum and program to align them with our objectives and to strive for effectiveness and efficiency in our training approach. We aim to achieve an average of 1.87 hours of training per employee in FY2023.

### Average Training Hours (Excluding On-The-Job Training)



	By Employee Category				By Gender	
	Management	Executive	Non-Executive	General	Male	Female
FY2020	0.79	0.16	0.21	0.77	1.76	0.17
FY2021	0.09	0.14	0.13	1.31	1.54	0.13
FY2022	0.07	0.30	0.04	1.28	1.36	0.34

### *Workplace Health & Safety (GRI 403-1 to 403-7, 403-9)*

The safety and well-being of our employees are of paramount importance at Nam Lee. As a result of commitment to workplace safety, Nam Lee successfully attained the bizSAFE Star award and both our Singapore and Malaysia sites have attained certification for ISO 45001 Occupational Health and Safety Management.

We instill stringent workplace safety measures and continuously monitor our performance to identify any gaps that need improvement. A strong culture of workplace safety and well-being promotes higher productivity in the daily work activities of employees. Workplace safety awareness and training are provided to all employees to ensure adherence to adequate safety practices. Employees who engage in higher risk work activities or who operate complex machineries are provided with additional training specific to their tasks. Daily meetings are conducted with employees and subcontractors to ensure everyone is aware of activities scheduled for that day and to highlight specific health and safety concerns. Workplace health and safety issues are highlighted in the monthly committee meetings with representation from the workers.

Every worker is expected to report incidents or hazardous situations (including near misses) to their immediate supervisors. Management is informed and the cases documented. All cases are thoroughly investigated and the findings are reviewed by management. Root cause analysis is done and corrective measures put in place to avoid future recurrence.

Nam Lee engages both external and in-house safety officers to ensure safety regulations are duly complied with. The external safety officer oversees compliance by Nam Lee with national regulations and safety rules by conducting spot checks within the premises and proposing improvements where necessary. The in-house safety officer, on the other hand, monitors the daily safety measures and continuously seeks ways to create a safer working environment. The in-house safety officer conducts safety orientation briefings to all new employees on topics such as housekeeping rules, proper usage of personal protective equipment, and safe operation of machinery as well as material handling procedures.

#### *Performance and Target*

In FY2022, there has been no incidence of occupational disease, high-consequence work injury or work-related fatality. Our safety performance data in FY2022 for our operations in Malaysia and Singapore has shown an improvement compared to FY2021, the Accident Frequency Rate ("AFR"<sup>7</sup>) has reduced from 7.39 to 5.12 while the Accident Severity Rate ("ASR"<sup>8</sup>) has reduced from 66.53 to 42.00. We are committed to continually

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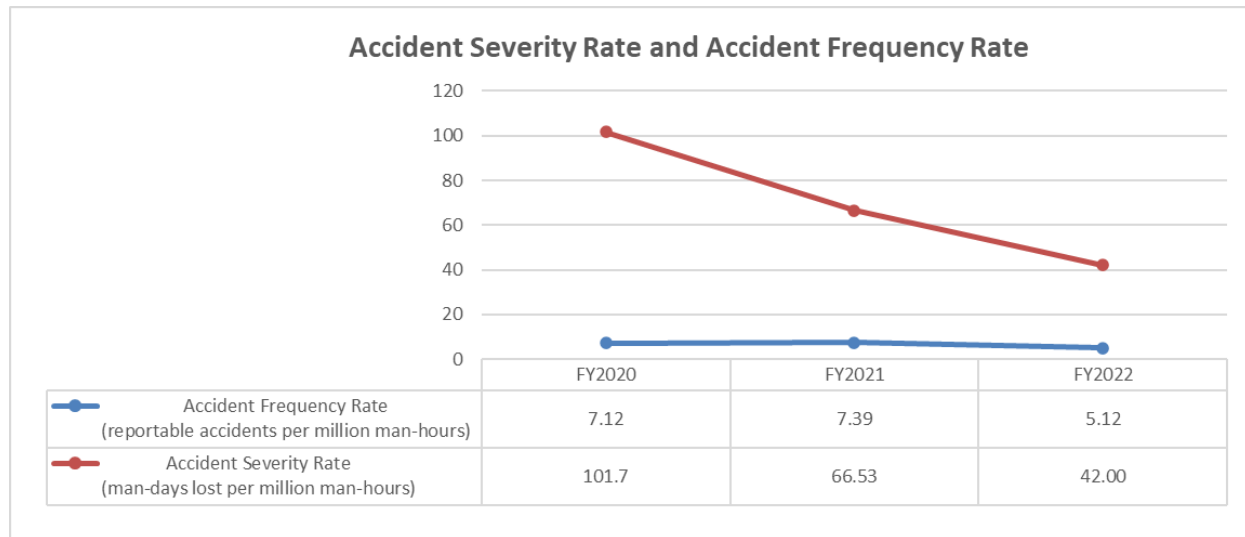
<sup>7</sup>AFR measures the frequency of workplace accidents reported per one million man-hours worked.

<sup>8</sup>ASR refers to the number of man-days lost to workplace accidents per one million man-hours worked.

improving our Workplace Health & Safety performance by promoting a positive safety culture across all our operations.

We continue to aim for zero incidence of high-consequence work injury or work-related fatality in FY2023.

**Accident severity rate and accident frequency rate for our operations in Singapore and Malaysia (Employees)**



**Our health and safety performance for Singapore and Malaysia in FY2022 (Employees)**

Total man hours worked	No. of fatalities	No. of high consequence work related injuries	No. of recordable work-related injuries	No of lost days
3,714,145	0	0	19	156

**Our health and safety performance for Singapore and Malaysia in FY2022 (Subcontractors)**

Total man hours worked	No. of fatalities	No. of high consequence work related injuries	No. of recordable work-related injuries	No of lost days
1,592,920	0	0	1	2

## OUR RESPONSE DURING COVID-19

### *Our Employees*

Since the easing of Covid-19 restrictions in April 2022 in Singapore and Malaysia, our employees have been able to return to the workplace.

Safe distancing requirements and safe management measures for workplaces in Singapore and Malaysia. The Company gave free face masks, Antigen Rapid Test (ART) kits and hand-sanitizers to all employees. Those who require additional supplies can request for more from the HR department. Employees who report to work onsite are encouraged to self-test twice a week via an ART.

To ensure the health and safety of our employees we had virtual meetings in place of physical meetings with our suppliers and customers, whenever possible. We minimised social gatherings within the workplaces, increased the frequency of cleaning of common spaces in our offices and implemented twice a week checks for temperature and respiratory symptoms. Use of TraceTogether and SafeEntry to record the entry of all personnel (including employees and visitors) entering the workplace has been implemented to enable the national effort of tracing potential transmission chains.

No employees were retrenched during FY2022.

During FY2022, employees were encouraged to attend online courses which were relevant to their work. The objective was to equip employees at all levels with the knowledge and skills required for their roles as well as to keep up to date with new platforms or software that would now be more important for them as they continue to work remotely.

## GRI CONTENT INDEX

Statement of use	Nam Lee Pressed Metal Industries Limited has reported the information cited in this GRI content index for the period from 1 October 2021 to 30 September 2022 ("FY2022") with reference to the GRI Standards.
GRI 1 used	GRI 1: Foundation 2021

GRI STANDARD	DISCLOSURE	LOCATION
GRI 2: General Disclosures (2021)	2-27: Compliance with laws and regulations	Page 12
GRI 205: Anti-Corruption (2016)	205-3: Confirmed incidents of corruption and actions taken	Page 11-12
GRI 306: Waste (2020)	306-2: Management of significant waste-related impacts	Page 13-14
GRI 302: Energy (2016)	302-1: Energy consumption within the organization	Page 15
GRI 305: Emissions (2016)	305-2: Energy indirect (Scope 2) GHG emissions	Page 15-16
GRI 401: Employment (2016)	401-1: New employee hires and employee turnover	Page 19-22
GRI 405: Diversity & Equal Opportunity (2016)	405-1: Diversity of governance bodies and employees	Page 23-24
GRI 404: Training & Education (2016)	404-1: Average hours of training per year per employee	Page 25-26
GRI 403: Occupational Health and Safety (2018)	403-1: Occupational health and safety management system	Page 27-28
	403-2: Hazard identification, risk assessment, and incident investigation	Page 27-28
	403-3: Occupational health services	Page 27-28
	403-4: Worker participation, consultation, and communication on occupational health and safety	Page 27-28
	403-5: Worker training on occupational health and safety	Page 27-28
	403-6: Promotion of worker health	Page 27-28
	403-7: Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	Page 27-28
	403-9: Work-related injuries	Page 27-28



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