

# e Lighting Group Holdings Limited 壹照明集團控股有限公司

(Incorporated in the Cayman Islands with limited liability)  
(於開曼群島註冊成立之有限公司)

Stock Code 股份代號：**8222**

## 2017

Environmental, Social and Governance Report  
環境、社會及管治報告



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# Introduction 前言

The Environmental, Social and Governance Report (the “ESG Report”) elaborates the various work of E Lighting Group Holdings Limited (the “Company”) and its subsidiaries (the “Group”) to fully implement the concept of sustainable development and perform its corporate social responsibilities, and its performance of social governance from 1 April 2016 to 31 March 2017 (the “Financial Year”).

During the Financial Year, the Group is principally engaged in retail chain business in lighting, designer label furniture and household products in Hong Kong and wholesale of tableware and giftware worldwide. As a listed company with its business rooted in Hong Kong and also one of the most established retail chain group of lighting and household products in Hong Kong, the Group is committed to the sustainable development of the environment and the society, and is devoted to social responsibility.

This ESG Report has been prepared in compliance with the Environmental, Social and Governance Reporting Guide set out in Appendix 20 to the Rules Governing the Listing of Securities on the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited (the “GEM Listing Rules”).

This ESG Report mainly covers the Group’s overall performance in two subject areas, namely, Environmental and Social, for the Financial Year. For the information of corporate governance, please refer to the “Corporate Governance Report” in the annual report of the Company for the year ended 31 March 2017.

環境、社會及管治報告（「環境、社會及管治報告」）詳細闡述壹照明集團控股有限公司（「本公司」）及其附屬公司（「本集團」）就全面執行可持續發展理念及履行其企業社會責任的各項工作，以及其於2016年4月1日起至2017年3月31日（「本財政年度」）的社會管治表現。

於本財政年度，本集團主要於香港經營燈飾、設計師品牌家具及家居產品的零售連鎖業務和批發餐具及禮品至世界各地。作為一間業務紮根於香港的上市公司，及全港最具規模的燈飾及家居零售連鎖集團之一，本集團力求實現環境及社會的可持續發展及積極履行環境及社會責任。

本環境、社會及管治報告乃遵照香港聯合交易所有限公司創業板證券上市規則（「創業板上市規則」）附錄二十所載之環境、社會及管治報告指南編製。

本環境、社會及管治報告主要涵蓋本集團於本財政年度在環境及社會兩個範疇的整體表現。有關企業管治的資料，詳情請參閱本公司截至二零一七年三月三十一日止年度報告中所載的企業管治報告。



環境  
Environmental

## Emissions

As the Group's business does not involve any industrial production process, its business did not generate any air and greenhouse gas emissions, discharges into water and land, as well as other hazardous or non-hazardous wastes directly during the Financial Year.

The emission from the product of the Group is indirectly and is mainly from the power station generated electricity, emitting carbon dioxide, nitrogen oxides, sulfur dioxide and particulate matter.

The Group implements environmental protection measures to reduce the electricity consumed by lighting systems and air conditioners, in order to mitigate the negative impact on environment that arises from the business operations. The Group also equips LED lighting system in the retail shops and offices in order to save more energy and minimize the greenhouse gas emission.

### Compliance with relevant laws and regulations

In view of the business nature, the Group's business does not directly involve the exhaust of emissions. During the Financial Year, the Group is not aware of any material non-compliance with relevant laws and regulations that have a significant impact on the Group relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

## Use of Resources

The Group reviews the use of resources from time to time and implements improvement measures when necessary, striving to improve the efficiency of use of resources. The Group has implemented the following eco-friendly measures in retail shops and offices to improve the efficiency of use of resources:-

- i) electronic forms and e-fax are applied to substitute the traditional paper-based office and administration forms;
- ii) internal information or notice is published and disseminated via email instead of paper-based;
- iii) employees are reminded to switch off lights and air-conditioning in the office or meeting room and the computer when not in use; and
- iv) employees are encouraged to reduce paper consumption by using duplex printing, reusing papers printed on one side and place for paper waste recycling.

## 排放物

本集團業務並不涉及任何生產工序，因此，於報告期間，本集團業務沒有直接產生廢氣及溫室氣體排放、向水及土地的排污、以及其他有害或無害廢棄物等。

本集團產品的排放物屬間接性質，主要來自發電站發電所排放的二氧化碳、氮氧化物、二氧化硫及懸浮粒子。

本集團積極透過實施環保措施，減低照明系統及空調的用電，以減少本集團業務運作過程中對環境的負面影響。本集團亦在零售店及辦公室安裝LED照明系統，以節約更多能源及減少溫室氣體排放。

### 遵守相關法律及規例

鑒於業務性質，本集團業務並不直接涉及排放物的排放。於本財政年度，本集團並不知悉任何嚴重未有遵守對本集團有重大影響、有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的相關法律及規例。

## 資源使用

本集團不定期檢視資源使用情況，並於需要時實行改善措施，致力提高資源使用效率。本集團通過實施以下零售店及辦公室內的環保措施，以提高資源使用效率：

- i) 應用電子表格及電子傳真以取代使用紙張為主的傳統辦公室行政表格；
- ii) 通過電郵刊發及發放內部資訊或通知，而非使用紙張；
- iii) 鼓勵員工減少用紙、多採用雙面列印、重用已經單面打印的紙張及設置地方回收廢紙；及
- iv) 提醒員工在不使用辦公室、會議室時關閉電源及空調，不使用電腦時關閉電腦。

## The Environment and Natural Resources

The Group recognises the importance of environmental protection and continues to reduce adverse environmental impacts from its operations and promotes the awareness of environmental protection within the Group.

The Group aims to capture the flourishing LED market, by monitoring the latest development of policies for LED products and providing customers with more eco-friendly and cost-effective LED products. The Group has also assembled the product portfolio to make the majority of the lighting appliance products to be LED compatible. The Group has designated several retail shops as LED specialty stores which primarily showcase LED lighting appliance products.

Moreover, the Group has been participating in the “Fluorescent Lamp Recycling Programme”, which provides households with free collection and treatment for all used mercury-containing lamps to reduce the environmental risk from improper disposal of these lamps and recover resources.

The Group encourages the customers to minimize the usage of the plastic shopping bags and bring their own bags, which in line with the launch of the Environmental Levy Scheme on Plastic Shopping Bags by the Government. The Group also recommends the suppliers to consume less packaging material in the products as far as possible. The majority of the packaging material used by the suppliers is carton, which is recyclable and biodegradable.

## 環境及天然資源

本集團明白環保的重要性，亦持續降低其營運對環境的不利影響，並在本集團內推廣環保意識。

本集團的目標是作出定位以掌握發展蓬勃的LED市場，透過監察有關LED政策的最新發展及為客戶提供更為環保及具成本效益的LED產品。本集團已集合產品組合，以便大部份照明電器產品可與LED共存。本集團亦已指定若干零售店舖為LED專門店，主要展示LED照明電器產品。

此外，本集團持續參加「慳電膽及光管回收計劃」，為家居免費回收和處理各類含水銀的舊燈管，以減少因不當處置這類燈管所帶來的環境威脅外，亦可回收有用的物料供循環再造。

本集團鼓勵僱客減少使用塑膠購物袋及自備購物袋，以配合政府推行塑膠購物袋環保徵費計劃。本集團亦建議供應商盡量減少產品的包裝物料。供應商使用的大部分包裝物料為紙盒，屬可回收及生物降解。





Social

社會

## Employment

The Group has formulated and implemented a set of comprehensive human resource policies in accordance with Employment Ordinance (Chapter 57 of Laws of Hong Kong) (the “Employment Ordinance”) and other applicable laws.

The Group emphasises on equal opportunities for all personnel in respect of remuneration, recruitment, training and development, promotion and other terms of employment. The Group is committed to provide working environment free from any form of discrimination on the basis of ethnicity, gender, religion, age, disability or sexual orientation.

The Group has entered into individual employment contracts with the employees that comply with the Employment Ordinance and other applicable laws. The remuneration, benefits or dismissals policies are based on merit, qualifications and competence of an individual member of staff. The Group determines and adjusts the remuneration and benefits of the employees upon annual performance appraisals which are based on job nature, qualifications of staff, work performance and market conditions. The remuneration package includes basic salary, commission, discretionary bonus, mandatory provident fund, medical insurance, statutory annual and sick leaves, allowances and other welfares and interests.

### Compliance with relevant laws and regulations

During the Financial Year, the Group is not aware of any material non-compliance with relevant laws and regulations that have a significant impact on the Group relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other benefits and welfare.

## 僱傭

本集團已根據僱傭條例（香港法例第57章）（「僱傭條例」）及其他適用法律，制定並執行一套全面的人力資源管理政策。

本集團在招聘、薪酬、培訓與發展、晉升以及其他聘用條款方面對所有人員提供公平的機會。本集團致力提供一個不存在種族、性別、宗教、年齡、殘疾或性取向等任何形式歧視的工作環境。

本集團與員工簽訂獨立僱傭合約，該等合約均符合僱傭條例及其他適用法律。本集團的薪酬、待遇及解僱政策因應員工各自的表現、資格及能力而定。本集團按照工作性質、員工資歷、工作表現及市場情況，並經過年度績效評估而釐訂及調整員工薪酬及福利。該薪酬組合包括基本薪酬、佣金、酌情花紅、強制性公積金、醫療保險、法定年假及病假、各種津貼等員工福利及權益。

### 遵守相關法律及規例

於本財政年度，本集團並不知悉任何嚴重未有遵守對本集團有重大影響、有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的相關法律及規例。

## Health and Safety

The Group aims to provide a healthy and safe working environment to the employees and protect employees from occupational hazards. The Group has provided a guideline for work safety including environmental and personal hygiene and cleanliness, work arrangements in times of typhoons and rainstorms, as well as response to emergencies, etc. The Group provides a medical insurance to its employees, and provides first aid training and flexible rest leave arrangement to the salesperson.

### Compliance with relevant laws and regulations

During the Financial Year, the Group is not aware of any material non-compliance with relevant laws and regulations that have a significant impact on the Group relating to providing a safe working environment and protecting employees from occupational hazards.

## Development and Training

As talented human resources are especially vital for corporate development, on-the-job training and continuous professional development are important to enhance the knowledge of the employees of the Group. Orientation and induction trainings will be given to new employees to help them to integrate into the new working environment. Product trainings will be given to salesperson when new brand of products are launched to help them to acquire product knowledge. Moreover, performance appraisals are conducted annually in order to assist employees in their long-term growth.

## Labour Standards

The Group complies with the Employment Ordinance or other relevant legislations that prohibit child labour and forced labour. To avoid employment of children, candidates' ages are checked carefully in line with the provisions of the Employment of Children Regulations, which was made under the Employment Ordinance and the Group does not employ any underage person.

### Compliance with relevant laws and regulations

During the Financial Year, the Group is not aware of any material non-compliance with relevant laws and regulations that have a significant impact on the Group relating to preventing child and forced labour.

## 健康與安全

本集團目標為員工提供一個健康及安全的工作環境及保障僱員避免職業性危害。本集團亦提供工作安全指引包括環境及個人衛生整潔、颱風及暴雨期間的工作安排、以及緊急事件處理等。本集團為員工提供醫療保險、並為售貨員提供急救訓練及彈性休假安排。

### 遵守相關法律及規例

於本財政年度，本集團並不知悉任何嚴重未有遵守對本集團有重大影響、有關提供安全工作環境及保障僱員避免職業性危害的相關法律及規例。

## 發展及培訓

人才資源對企業發展尤其重要，在職培訓及持續專業發展為加強本集團僱員的知識極為重要。新員工將獲給予導入及入職培訓，以助其融入新的工作環境。當新品牌產品推出時，本集團亦為售貨員提供產品培訓，以助其掌握產品知識。此外，本集團每年進行績效評估，以協助員工長遠成長。

## 勞工準則

本集團全面遵守有關禁止童工及強迫勞工的僱傭條例或其他相關法例。為防止僱用童工，本集團謹慎檢查應徵者年齡，以符合僱傭條例下僱用兒童規例的條文，本集團並無聘用任何未成年人士。

### 遵守相關法律及規例

於本財政年度，本集團並不知悉任何嚴重未有遵守對本集團有重大影響、有關防止童工或強制勞工的相關法律及規例。

## Supply Chain Management

The Group's suppliers include (i) global brand owners and designer labels located in overseas countries like Italy, Germany, the United Kingdom, etc., and (ii) a number of suppliers in Hong Kong and PRC. Most of the suppliers are required to satisfy the high qualitative requirements and act in compliance with the social and environmental standards. Certain of the suppliers are ISO certified manufacturers.

The Group's business development team will review and assess all suppliers of the Group, to ensure the product quality and the product comply with the safety requirements in Hong Kong. For the existing suppliers, business development manager will conduct annual review in accordance with the criteria as set out in the supplier assessment form including product specifications and safety documents, and the records of the suppliers and products will be updated according to the assessment results. When new suppliers are introduced to the Group, they are required to fill in a supplier information form and return the same with supporting document, such as catalogue, declaration of conformity, company profile to the business development team for assessment. Only the suppliers with satisfactory assessment result will be included in the vendor list.

## 供應鏈管理

本集團的供應商包括(i)位於意大利、德國及英國等海外國家的國際品牌擁有人及設計師品牌，以及(ii)若干香港及中國供應商。大部份供應商均需符合嚴格的品質規定，且遵照社會及環境標準行事。部分供應商為ISO的認證製造商。

本集團的業務發展團隊將審閱及評估本集團所有供應商，以確保產品品質及產品符合香港的安全規定。就現有供應商而言，業務發展經理將根據供應商評估表格所載的標準（包括產品規格及安全文件）進行年度審閱，且供應商及產品的記錄將會根據評估結果更新。當本集團獲介紹新供應商，彼等須填寫並交回供應商資料表格連同支持文件（如目錄、合規聲明、公司資料）予業務發展團隊以作評估。評估結果為滿意的供應商將可加入供應商名單。



## Product Responsibility

A high priority for the Group is to ensure customer satisfaction in terms of the products. Strenuous efforts are made to ensure compliance with the relevant laws and regulations relating to product health and safety, advertising, labelling and privacy matters of the jurisdictions in which the Group operates. The Group requires its employees to comply with applicable governmental and regulatory laws, rules, codes and regulations.

### Safety requirement for household electrical products in Hong Kong

The lighting appliance products distributed by the Group are principally a class of household electrical products. At present, Hong Kong does not have provisions for advance approval of the safety of household electrical products before they can be sold in Hong Kong, but suppliers and importers of household electrical products in Hong Kong must ensure that their products comply with the relevant safety requirements of the Electrical Products (Safety) Regulation made under Section 59 of the Electricity Ordinance (Chapter 406 of Laws of Hong Kong) (the "Electricity Ordinance"), which requires these products shall comply with the applicable safety requirements relating to markings, design and construction and certificates of safety compliance have been issued in respect of these products.

The Group selects and assembles the branding profile with due regard to the quality exhibited by products of the underlying branded suppliers. The Group's business development team will review and assess all suppliers of the Group, to ensure the product quality and the products comply with the safety requirements in Hong Kong. The lighting products that carried generally comply with international safety standards such as CE Marking and IEC Standards, and is subject to the quality control procedures including sample inspection upon deliveries to the warehouse.

Moreover, the Group has established an Electricity Ordinance Compliance Committee consisting of executive directors and independent non-executive directors to oversee and monitor the Group's compliance of Electricity Ordinance and other relevant regulations through regular meetings and special meetings.

### Compliance with relevant laws and regulations

During the Financial Year, the Group is not aware of any material non-compliance with relevant laws and regulations that have a significant impact on the Group relating to health and safety, advertising, labelling and privacy matters relating to products and services provided.

## 產品責任

確保顧客滿意本集團的產品是本集團的主要目標。本集團致力確保本集團在產品的健康與安全、廣告、標籤及私隱事宜遵守本集團經營所在地司法權區法律和法規。本集團亦要求僱員遵守相關的政府及監管法律、規定、規則、守則及規例。

### 香港家電產品的安全規定

本集團分銷的照明電器產品主要屬於家電產品類別。現時，香港並無有關家電產品於香港出售前須取得事先安全批准的要求，惟香港的家電產品供應商及進口商必須確保彼等的產品符合電力條例（香港法例第406章）（「電力條例」）第59條所作出的電氣產品（安全）規例相關的安全規定，其規定該等產品需符合與標記、設計及建造相關的適用安全規定，而該等產品已獲發安全證書。

本集團於挑選及匯集本集團的品牌組合時適切考慮到相關品牌供應商的產品所展示出的質量。本集團的業務發展團隊將審閱及評估本集團所有供應商，以確保產品品質及產品符合香港的安全規定。本集團代理的燈飾產品普遍符合如CE標誌及IEC標準的國際安全標準，並須通過質量監控程序，包括於遞送至倉庫時接受抽樣檢查。

此外，本集團已成立電力條例合規委員會，其由執行董事及獨立非執行董事組成，透過定期會議及特別會議監督及監察本集團遵守電力條例及其他相關法規的情況。

### 遵守相關法律及規例

於本財政年度，本集團並不知悉任何嚴重未有遵守對本集團有重大影響、有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜的相關法律及規例。

## Anti-corruption

The Group strictly complies with the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong) and other relevant laws and regulations in Hong Kong. The Group's employee handbook sets out standards of conduct which all employees are required to adhere to, in order to promote the integrity environment in the workplace. The Group has also established a whistle-blowing policy to encourage reporting of corruption and fraud. In order to strengthen the sense of anti-corruption of the employees, staff from ICAC will be invited to provide symposium to the employees irregularly.

### Compliance with relevant laws and regulations

During the Financial Year, the Group is not aware of any material non-compliance with relevant laws and regulations that have a significant impact on the Group relating to bribery, extortion, fraud and money laundering.

## Community Investment

As a listed company with its business rooted in Hong Kong and also one of the most established retail chain group of lighting and household products in Hong Kong, the Group aims to devote itself to Hong Kong. During the Financial Year, the Group has been participating in the event of "Senior Citizen Month 2016" launched by The Hong Kong Council of Social Service in order to support and promote the culture of respecting the elders. E Lighting has also been honoured a "Caring Company" for three consecutive years, which has fully illustrated the Group's corporate spirit to care for the community and reach out to the underprivileged.

## 反貪污

本集團嚴格遵守防止賄賂條例（香港法例第201章）以及香港其他相關法律及法規。本集團的員工手冊政策列明了所有僱員須遵守的行為標準，以提升工作場所的誠信。本集團亦已建立舉報政策，鼓勵舉報貪腐及欺詐行為。為鞏固員工的反貪污意識，本集團不定時邀請廉政公署人員為員工舉行研討會。

### 遵守相關法律及規例

於本財政年度，本集團並不知悉任何嚴重未有遵守對本集團有重大影響、有關防止賄賂、勒索、欺詐及洗黑錢的相關法律及規例。

## 社區投資

作為一間業務紮根於香港的上市公司，及全港最具規模的燈飾及家居零售連鎖集團之一，本集團力求為香港帶來貢獻。於本財政年度，壹照明參加由香港社會服務聯會舉辦的「全城響應長者優惠計劃2016」，支持敬老者文化。壹照明亦連續三年獲得「商界展關懷」榮譽，充份展現集團關心社區、致力扶助弱勢社群的企業精神。



**e Lighting Group Holdings Limited**  
**壹 照 明 集 團 控 股 有 限 公 司**

(Incorporated in the Cayman Islands with limited liability)  
(於開曼群島註冊成立之有限公司)

**Stock Code** **8222**  
股份代號