

CNC HOLDINGS LIMITED 中國新華電視控股有限公司

(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: 8356



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

2016
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ABOUT THIS REPORT

關於本報告

CNC Holdings Limited (the “Company”, together with its subsidiaries, collectively as the “Group”) is pleased to present the first Environmental, Social and Governance Report (the “Report”) to provide an overview of our commitment in achieving environmental, social and governance goals through our sustainability pillars. The Report is prepared by the Group with the professional assistance of APAC Compliance Consultancy and Internal Control Services Limited.

PREPARATION BASIS AND SCOPE

The Report is prepared in accordance with 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”) relating to “Environmental, Social and Governance Reporting Guide” (the “ESG Reporting Guide”) and has complied with the “comply or explain” provisions as set out in the GEM Listing Rules.

The Report summarizes the performance of the Group in respect of corporate social responsibility, covering the Group’s core businesses – (i) provision of civil engineering services for the public sector in Hong Kong (the “Civil Engineering Services Business”) and (ii) television broadcasting business in the Asia-Pacific region (excluding the People’s of Republic of China (the “PRC”)) (the “Television Broadcasting Business”). As it is the first time for the Company to publish of the Report, it does not contain all recommended disclosure. The Group will continue to optimize and improve the disclosure of indicators. This Report shall be published both in Chinese and English. Should there be any discrepancy between the Chinese and the English versions, the English version shall prevail.

中國新華電視控股有限公司（「本公司」，連同其附屬公司統稱為「本集團」）欣然提呈首份環境、社會及管治報告（「本報告」），旨在概述我們透過可持續發展範疇達致環境、社會及管治目標之承諾。本報告乃由本集團在亞太合規顧問及內控服務有限公司提供專業協助下編製。

編製基準及範圍

本報告乃根據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20「環境、社會及管治報告指引」（「ESG報告指引」）而編製，並已遵守創業板上市規則所載之「不遵守就解釋」條文。

本報告概述本集團在企業社會責任方面之表現，內容涵蓋本集團核心業務—(i)為香港公營部門提供土木工程服務（「土木工程服務業務」）及(ii)於亞太區（不包括中華人民共和國（「中國」））從事電視播放業務（「電視播放業務」）。由於本公司首次發佈本報告，其並不包含所有建議披露。本集團將繼續優化及改善指標披露。本報告將以中英文版本刊發。中英文版本如有任何歧義，概以英文本為準。

REPORTING PERIOD

The Report demonstrates our sustainability initiatives during the reporting period from 1 April 2016 to 31 March 2017.

CONTACT INFORMATION

The Group welcomes your feedback on this Report for our sustainability initiatives. Please contact us by email to cnc@cncv.hk.

報告期間

本報告載列我們於二零一六年四月一日起至二零一七年三月三十一日止報告期間之可持續發展計劃。

聯絡資料

本集團歡迎閣下對本報告提出有關我們可持續發展計劃之反饋，請電郵至cnc@cncv.hk與我們聯絡。

INTRODUCTION

緒言

The Group's Television Broadcasting Business is mainly carried out through Xinhua TV Asia-Pacific Operating Co. Limited and its subsidiaries as well as Shenzhen Qianhai Xinhua TV Cultural Development Limited* (深圳前海新華電視文化發展有限公司)。

The Group's Civil Engineering Services Business is carried out through Tsun Yip Waterworks Construction Company Limited ("TYW") and Tsun Yip Civil Construction Company Limited ("TY Civil") respectively with TYW responsible for signing and implementing civil engineering contracts as a main contractor and forming joint operations while TY Civil responsible for signing and implementing civil engineering contracts as a subcontractor.

The Group is committed to responsible operation and value creation for stakeholders and community by integrating environmental and social factors into management considerations. Sustainability strategy is based on the compliance with the legal requirements in the area we operate and opinions from stakeholders. It is crucial for the Group's growth in order to achieve business excellence and to build capabilities for long-term competitiveness. The Group has established various policies to manage and monitor the risks related to the environment, employment, operating practices and community. Details of the management approaches to sustainable development of different areas have illustrated in this Report.

本集團之電視播放業務主要經新華電視亞太台運營有限公司及其附屬公司以及深圳前海新華電視文化發展有限公司進行。

本集團乃分別透過進業水務建築有限公司(「進業水務」)及進業土木工程有限公司(「進業土木」)進行土木工程服務業務，進業水務負責以主承建商身份簽訂及履行土木工程合約以及成立合營企業，而進業土木則負責以分包商身份簽訂及履行土木工程合約。

本集團將環境及社會因素融入管理當中，致力踐行負責任營運以及為持份者及社會創造價值。可持續發展策略以我們業務範圍遵守法律規定之情況及持份者之意見為基礎。就締造佳績及提升能力以實現長期競爭力而言，可持續發展對本集團之增長至關重要。本集團已制定多項政策以管理及監察與環境、僱傭、營運常規及社區有關之風險。本報告載有不同領域之可持續發展管理方針詳情。

* For identification purpose only

STAKEHOLDER ENGAGEMENT 持份者參與

Expectations and opinions from our stakeholders are important and valuable. The Group engages with its stakeholders, including employees, consumers and distributors, investors, supplies and the community, through utilizing different channels as listed the table below. Through the stakeholder engagement, the Group understands the expectations and concerns from stakeholders and the feedbacks obtained through these channels allows the Group to further enhance the sustainable development.

我們的持份者之期望及意見重要且寶貴。本集團利用下表所列之不同渠道與其持份者（包括僱員、消費者及分銷商、投資者、供應商及社區）互動。藉著持份者參與，本集團了解持份者之期望與擔憂，而通過該等渠道獲得之反饋可令本集團進一步改善可持續發展。

Stakeholder 持份者	Expectation 預期	Engagement channel 參與渠道
Government 政府	<ul style="list-style-type: none"> - To comply with the laws - Proper tax payment - Promote regional economic development and employment 	<ul style="list-style-type: none"> - On-site inspections and checks - Conferences - Work reports preparation and submission for approval - Annual reports - Website - 實地視察及檢查 - 會議 - 工作報告編製及提交批准 - 年度報告 - 網站
Shareholders and Investors 股東及投資者	<ul style="list-style-type: none"> - Low risk - Return on the investment - Information disclosure - Protection of interests and fair treatment of shareholders - 低風險 - 投資回報 - 資訊披露 - 保障股東權益及公平待遇 	<ul style="list-style-type: none"> - Annual general meeting and other shareholder meetings - Annual, interim and quarterly reports - Announcements - Newsletters - 股東週年大會及其他股東大會 - 年度、中期、及季度報告 - 公佈 - 簡訊
Employees 僱員	<ul style="list-style-type: none"> - Safeguard the rights and interests of employees - Working environment - Career development opportunities - Health and safety - 保障僱員權利及權益 - 工作環境 - 職業發展機會 - 健康與安全 	<ul style="list-style-type: none"> - Feedback forms - Training, seminars and briefing sessions - Employee activities - 反饋表格 - 培訓、研討會及簡介會 - 僱員活動

STAKEHOLDER ENGAGEMENT

持份者參與

Stakeholder 持份者	Expectation 預期	Engagement channel 參與渠道
Suppliers/partners	<ul style="list-style-type: none"> – Long-term partnership – Honest cooperation – Fair, open tendering process – Information resources sharing 	<ul style="list-style-type: none"> – Business meetings and supplier conferences – Strategic cooperation – Review and assessment – Tendering process
供應商／合作夥伴	<ul style="list-style-type: none"> – 長期夥伴關係 – 坦誠合作 – 公平、公開投標流程 – 資訊資源共享 	<ul style="list-style-type: none"> – 業務會議及供應商會議 – 戰略合作 – 檢討及評估 – 投標流程
Peer/Industry Associations	<ul style="list-style-type: none"> – Experience sharing – Cooperation – Fair competition 	<ul style="list-style-type: none"> – Industry conference and seminars – Site visit
同業／業界組織	<ul style="list-style-type: none"> – 經驗分享 – 合作 – 公平競爭 	<ul style="list-style-type: none"> – 行業會議及研討會 – 實地拜訪
Market Regulator	<ul style="list-style-type: none"> – Compliance with the laws and regulations – Information disclosure 	<ul style="list-style-type: none"> – Consulting – Information disclosure – Annual, interim, quarterly reports and other published information
市場監管機構	<ul style="list-style-type: none"> – 遵守法律及規例 – 資訊披露 	<ul style="list-style-type: none"> – 諮詢 – 資訊披露 – 年度、中期、季度報告及其他刊發資訊

ENVIRONMENT

環境

The Civil Engineering Services Business is subject to certain laws and regulations in relation to environmental protection. The Group is committed to enhancing and improving technology and services to fulfill its responsibilities to both the community and environment. In delivering civil engineering services, the Group aims to ensure that all services are delivered to a high quality and conducted in an environmentally responsible manner. In particular, the Group has put in place an “Environmental Management Policy” and prepared and implemented a waste management plan (“WMP”) to encourage on-site sorting of construction and demolition (“C&D”) materials and minimise generation of waste and disposal of waste during the course of work in compliance with the requirements of the government. As stipulated in the “Environmental Management Policy”, the Group is committed to:

- Recognizing the importance of environmental protection to ensure that the projects are implemented to comply with the environmental legislative requirements and other environmental licensing standards;
- Communicating with all of our staffs and sub-contractors to ensure the generation of waste and the disposal of waste to be monitored according to WMP;
- Executing the good practice in the principles of waste reduction, re-use, and recycling wherever practicable and feasible;
- Providing and allocating sufficient resources to reduce the construction and demolition (“C&D”) Materials going to landfills;
- Preventing or reducing environmental pollution and nuisance during construction by adequate protective measures;
- 認識到環境保護之重要性以確保所實施項目符合環境立法要求及其他環境許可標準；
- 與我們所有員工及分包商溝通以確保根據廢物管理計劃監控廢物產生及廢物處理；
- 在切實可行的情況下，按減廢、再利用及回收原則執行好的做法；
- 提供及分配充足資源，以減少進入垃圾填埋場之拆建（「拆建」）物料；
- 通過適當保護措施，防止或減少於施工期間之環境污染及損害；

土木工程服務業務須受限於若干環境保護之法律及法規。本集團致力加強及改善技術與服務，以履行對社區及環境之責任。於提供土木工程服務時，本集團力求確保以對環境負責的態度提供優質服務。尤其是，本集團已根據政府之規定制定「環境管理政策」，編製並實施廢物管理計劃（「廢物管理計劃」），提倡在工地對拆建（「拆建」）物料進行分類，盡量減少施工期間產生及處理之廢物。根據「環境管理政策」規定，本集團致力於：

ENVIRONMENT 環境

- Achieving continual improvement in environmental performance through the establishment and attainment of objectives and targets; and
- Promoting and implementing the “Environmental Management Plan” on site.
- 通過建立目標及實現目標，取得環境績效之持續提升；及
- 在工地推廣及實施「環境管理計劃」。

The operation of the Television Broadcasting Business are wholly office based. The corresponding environmental impact is minor compared to that of the Civil Engineering Services Business.

電視播放業務完全於辦公室內進行。相對環境的影響較土木工程服務業務而言甚微。

EMISSIONS

In the Civil Engineering Services Business, our construction sites may produce various of wastes, especially construction and demolition materials and household wastes. We have established “Environmental Management Plan” to monitor and oversee all the emission generated from the sites in order to ensure the operations are in strict compliance with relevant laws and regulations, including but not limited to Noise Control Ordinance (Cap. 400), Air Pollution Control Ordinance (Cap. 311); Water Pollution Control Ordinance (Cap. 358), Waste Disposal Ordinance (Cap. 354) and Environmental Impact Assessment Ordinance (Cap. 499). It aims to execute the good practice in the principles of waste reduction, re-use, and recycling wherever practicable and feasible, prevent or reduce environmental pollution and nuisance during construction by adequate protective measures. During the reporting period, the Group was not aware of any material non-compliance with laws and regulations relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

排放物

於土木工程服務業務中，我們施工現場可能產生多種廢物，尤其是拆建廢料及生活垃圾。我們已制定「環境管理計劃」以監控及監督工地所產生之所有排放，確保運營嚴格遵守相關法律及規例，包括但不限於《噪音管制條例》（第400章）、《空氣污染管制條例》（第311章）、《水污染管制條例》（第358章）、《廢物處置條例》（第354章）及《環境影響評估條例》（第499章）。其旨在在切實可行的情況下，按減廢、再利用及回收原則執行好的做法、通過適當保護措施，防止或減少於施工期間之環境污染及損害。於報告期間，本集團並不知悉任何重大未遵守有關氣體及溫室氣體排放、向水及土地排污、有害及無害廢棄物之產生之法律及規例之情況。

Air Pollutants Emission

Construction works are dusty. It includes excavation in hard material, handling and stockpiling dust material and combustion of fuel by plants. Site specific mitigation measures and preventative actions are implemented as follows:

- Construction materials including excavated soft materials, demolition debris, fill materials, cement, etc., which are dusty by their nature will be properly covered by tarpaulin or other approved means;
- Provide wheel washing systems at all exist points of the sites, comprising high-pressure water jets, heavy duty metal grating capable for supporting the heaviest vehicles and a trough for collecting wastewater;
- When dusty construction activities such as demolition works, drilling works or excavation works in hard materials are to be carried out in close proximity to the public, we shall provide dust screens or enclosure, water spraying system, the fitting of vacuum cleaning devices to the pneumatic or drilling, cutting and polishing machines or other appropriate abatement measures to reduce the air nuisance to the public to the minimum;
- Stockpile of sand, aggregates and excavated material greater 1.2 m³ shall be enclosed on three sides with 2m high walls as well as a water sprinkling system to dampen the stored materials and damping down the dust when loading/unloading material. Any material which has potential to create dust shall be tread with water or water sprinkling in the process of material handling;

空氣污染排放物

施工作業多塵土。其包括挖掘堅硬材料、處理及堆存塵土材料及焚燒植物燃料。已實施的工地特殊緩解措施及預防措施如下：

- 建築材料包括已挖掘之軟質材料、拆除碎片、填充材料、水泥等，該等材料具有多塵性質，將通過油布或其他經批准方法妥當遮蓋；
- 於所有現有工地點提供車輪清洗系統，包括高壓水射流、能夠支撐最重車輛之重型金屬光柵及一個收集廢水之水槽；
- 在拆遷作業、鑽井作業或堅硬材料挖掘作業之多塵施工作業中，要以優先為公眾考慮原則進行，我們將提供防塵屏或防護罩、噴水系統、將真空清潔裝置裝配至充氣或鑽孔、切割及拋光機器或採取其他適當減排措施以將對公眾之空氣滋擾降至最低；
- 超過1.2平方米之沙石、堆積物及挖掘材料須堆放於三面均為2米高圍之封閉處，同時配備灑水系統，在裝載卸載物料時，抑制存儲材料產生灰塵及減塵。在物料處理過程中，任何可能產生灰塵之物料均會噴水或灑水；

- Where the public will be affected by exhaust fumes or smoke emission from construction plant or construction activities, screen should be provided. The screen should be at least 1.8m in height and incombustible. The design and construction details of dust screen shall be approved by the specific engineer;
- All C&D materials will be delivered to the appropriate outlets by dump trucks fitted with mechanical covers in good service condition in accordance with the particular specification to prevent dust and debris from dispersion during transportation;
- Routine checking and preventive maintenance programme are implemented for all the construction plants driven by internal combustion engines to ensure that the black smoke emitted from plant exhausts will not exceed the Shade 1 on the Ringelmann Chart continuously for 30 seconds at any one time; and
- All construction plant powered by diesel fuel, whether they belong to us or sub-contractors, must only be replenished with Ultra-Low-Sulphur Diesel ("ULSD") when working on site. The environmental officer will maintain a summary record of all delivery notes of ULSD delivered to the site together with the details of fuel consumptions by individual construction plant, date of arrival and departure of construction plant. The records will be supported by receipts of delivery note from oil companies.
- 倘公眾將受到施工場地或施工作業之廢氣或煙霧排放之影響，須安裝隔塵屏。隔塵屏至少為1.8米高，且不可燃。隔塵屏之設計及施工細節應由具體工程師負責；
- 所有拆建物料將根據特定規格由配備機械蓋且使用狀態良好之自卸卡車運送至合適出口，防止運輸過程中飛揚塵土及碎片；
- 對由內燃機驅動之所有施工場地進行日常檢查及預防性維修，確保於任何時間工地排放之黑煙均連續30秒不超過林格曼圖之陰影1；及
- 所有由柴油供電之建築場地，不論是屬於我們或者分包商，須於工地作業時僅補充超低硫柴油（「超低硫柴油」）。環保主管將保存運至工地之超低硫柴油之所有交貨單之簡要記錄，連同個別建築場地之燃油消耗詳情，建築場地之到達日期及離開日期。該等記錄將由石油公司之交貨單收據為證。

Noise

Noise is generated from the activities of excavation/breaking in hard materials, operation of plants and machinery, general site operation, formwork removing, falsework dismantle etc.. Noise impact is mitigated by following key measures:

- Proper schedules at the planning stage the sequence of works, avoid the carrying out of noisy construction activities in restricted hours 19:00~07:00. (e.g. sheet piling, drilling, concrete breaking);
- Select the plants to be used on site and try to replace noisy plants by quieter ones;
- Carefully plan the route for vehicles, materials transportation and machinery movement in order to minimize the generation of noise due to double handling of works;
- Carefully plan the location of powered mechanical equipments used on site, try to avoid the equipments located at an area where face to noise sensitive receiver;
- Use non-percussive equipment such as sawing, coring machines etc. for demolition and concrete breaking work;
- Close all hoods, cover panels and inspection hatches of powered mechanical plant such as generator, air compressor etc. during operation;
- Apply adequate lubricants or oil to moving parts of the plants and machinery to reduce noise caused by friction between metals; and

噪音

噪音來自挖掘破碎堅硬物料、機器與設備運行、一般工地作業、模板拆除、腳手架拆除等作業。噪音影響通過以下主要措施得以減輕：

- 在規劃階段妥善安排作業順序，避免在19:00~07:00限制時間段進行嘈雜施工活動（如打樁、鑽孔、混泥土破碎）；
- 選擇工地使用的機器，用更安靜的機器代替嘈雜的機器；
- 仔細規劃車輛、物料運輸及機械移動路線，以盡量減少雙重作業產生噪音；
- 仔細規劃工地使用之動力機械設備位置，盡量避免設備安置於面對易受噪音滋擾人士之區域；
- 使用鋸、取芯機等非衝擊設備進行用作拆除及混泥土破碎作業；
- 作業期間關閉發電機、空壓機等動力機械設備之所有罩、蓋板及檢查艙口；
- 在機器及設備之運動部件上塗上足夠的潤滑劑或油，減少因金屬摩擦產生之噪音；及

- Where the noise level measured at the noise sensitive receivers exceed 75dB(A) for domestic, and 70dB(A) for schools or 65dB(A) during school examinations, we will provide acoustic screen or enclosure to shield the public or noise sensitive receiver from noisy activity at source or adopt quiet process/plant. The acoustic screen or enclosure to be provided will be made of incombustible, sound insulating material and securely fixed at the base to avoid overturning. In order to suit the specific site conditions, the design and details of screen or enclosure should be submitted to the engineer for approval under separate covers.
- 在噪音敏感接收器測量之噪音水平超過75分貝（國內）、及70分貝（學校）或65分貝（學校考試期間）的地方，我們將提供隔音屏或圍欄，使公眾或易受噪音滋擾人士免受噪音滋擾或採納安靜的作業場地。將予提供之隔音屏或圍欄將由非易燃、隔音材料製成且牢固地固定在地基上以免倒塌。為適應特定的工地條件，隔音屏或圍欄之設計及詳情將分別呈遞至工程師審批。

Wastes

Our sites will undertake measures to reduce/minimize the generation of C&D materials in particular the metallic waste, timber, paper/cardboard packaging and chemical waste. The proposed measures include:

- proper planning of works;
- good site management, minimizing over-order;
- avoid cross contamination to reusable materials; and
- use of metal formwork and maximizing the reuse of excavated inert C&D materials.

Furthermore, we also monitor and control the use of timber for temporary works by implementation of following practices:

- No tropical hardwood is allowed to be used;
- Other than timber, alternative materials e.g. metal formwork should be explored to be used in temporary work;

廢物

我們的工地將採取措施減少／盡量降低拆建物料之產生，尤其是金屬廢料、木材、紙張紙板包裝及化學廢物。建議措施包括：

- 妥當規劃作業；
- 良好的工地管理，盡量減少過剩訂單；
- 避免交叉污染可重複使用物料；及
- 使用金屬模板，最大限度再利用挖掘惰性拆建物料。

此外，我們亦通過實施以下做法監控及控制臨時作業之木材使用：

- 不允許使用熱帶硬木；
- 除木材外，替代材料如金屬模板將試著用於臨時作業；

- When timber is used, we will try to avoid treating it with chemicals in order to reduce its difficulty in reuse/recycle; and
- Reuse timber as much as possible on site.

USE OF RESOURCES

The Group places a high priority on the efficient use of resources. As stipulated in the Group's "Environmental Office Practices", the Group strives to improve the efficient use of natural resources, including energy such as minimize waste streams and emissions and implement effective recycling program. Practical measures are implemented as follows:

Paper Saving

In office, we encourage the employee to use both sides of paper and use suitable font size/shrinkage mode to minimise pages, if possible. Besides, electronic media is recommended for circulation/communication, to minimize using paper.

Water Conservation

Employee should report leaking faucet or pipe to the relevant authority and turn off the tap when not in use.

Electricity Conservation

The electrical appliance should be set as energy saving mode where possible. For computers, the idle automatically mode is 20 minutes or less. The room temperature should be set in a range from 20°C to 25.5°C. Also, unnecessary lighting and power supply should be switched off when they are not in use.

- 使用木材時，我們將盡量避免用化學物質處理，以減少再利用回收之困難；及
- 在工地盡可能多地再利用木材。

資源運用

本集團重視資源之有效利用。誠如本集團「環保辦公室常規」所訂明，本集團致力提高天然資源之有效利用，包括能源（如盡量減少廢物產生及排放），以及實施有效回收計劃。已實施之實際措施如下：

節省用紙

於辦公室，我們鼓勵僱員在可行情況下雙面使用紙張及採用合適字體大小／縮小模式以盡量減少用紙，另外亦建議採用電子媒體傳閱／通信，以進一步減少用紙。

節約用水

僱員應向相關部門報告水龍頭或水管滲漏情況，並在無人使用時關上水龍頭。

節約用電

電器應盡可能設為節能模式。就電腦而言，閒置自動模式為20分鐘或以下。室溫應設於20攝氏度至25.5攝氏度範圍。此外，關掉無必要的燈光，而電力供應應於不使用時關掉。

ENVIRONMENT 環境

Green Pantry

Employee are encouraged to use reusable cutlery, cups and glassware and environmental friendly cleaning products (e.g. biodegradable or phosphate free detergent, refillable soap, etc.).

Materials Re-use and Stationary Conservation

Waste papers are used as fillers for packing and/or reduce using fillers, if possible. Employee should handle and store materials carefully to reduce breakage and wastage. Boxes/fillers/other materials are reused for packaging/storage/delivery. Environmental friendly stationery is suggested to use. Cord binder, envelopes and other materials or stationery should be reused until worn out.

THE ENVIRONMENT AND NATURAL RESOURCES

According to the “Environmental Management Policy”, the environmental impacts caused by the Civil Engineering Service Business are mitigated by implementation practices of wastes reduction and protective measures. In the office, policies and measures mentioned in the section of “Use of Resources” aim to reduce impact to the environment and the consumption of natural resources.

綠色茶水間

鼓勵僱員使用可重用餐具、杯及玻璃器皿以及使用環保清潔產品（例如可生物降解或不含磷酸鹽的洗滌劑、可充填肥皂等）。

重用物料及節省使用文具

在可行情況下，廢紙用作包裝填充物及／或減少使用填充物。僱員應小心處理及儲存物料，以減少破損及浪費。箱／填充物／其他物料重新用於包裝／儲存／運輸，並建議使用環保文具。線纜縛索、信封及其他物料或文具應重複使用，直至磨損為止。

環境及天然資源

根據「環境管理政策」，土木工程服務業務產生之環境影響透過減廢及保護措施實施做法得以減輕。於辦公室，「資源使用」一節所述之政策及措施旨在降低對環境之影響及減少天然資源消耗。

EMPLOYMENT AND LABOUR PRACTICES

Employment

Our people are our most important asset that drives the long-term development and sustainability of the Group. The Group has established and implemented a set of human resources management policies and procedures in place with the aim to provide ideal working environment to its staff. The Group's staff handbook sets out the Group's standards for compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. The remuneration management aims to attract potential employees and motivate current staff. Employees receive social welfare benefits and other benefits. All employees are treated equally and their employment, remuneration and promotion opportunities will not be affected by their nationality, race, age, religion and marital status.

We provide competitive and attractive remuneration package to reward and retain our employees. The package includes basic salary, allowance, Mandatory Provident Fund (MPF) and required social security benefits to variable incentive-based remuneration such as discretionary bonus.

The Group is in strict compliance with the Employment Ordinance (Cap. 57), the Employees' Compensation Ordinance (Cap. 282) and the Minimum Wage Ordinance (Cap. 608) in Hong Kong and the Labour Law of the PRC. During the reporting period, no non-compliance with laws and regulations relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

僱傭及勞工常規

僱傭

我們的員工是推動本集團長期發展及可持續發展的最重要資產。本集團制定及實施了一套人力資源管理政策及程序，旨在為員工提供理想的工作環境。本集團員工手冊列出了本集團薪酬及遣散，招聘及晉升，工作時間，休息時間，平等機會，多元化，反歧視及其他福利的標準。薪酬管理旨在吸引潛在僱員，激勵現有員工。僱員獲得社會福利及其他福利。所有僱員平等對待，其就業，薪酬及晉升機會不會受到國籍，種族，年齡，宗教信仰及婚姻狀況的影響。

本集團提供具競爭力及吸引力之薪酬組合以獎勵及留聘僱員。組合包括基本薪金、津貼、強制性公積金（強積金）、必要社會保障福利及浮動獎勵酬金（如酌情花紅）。

本集團嚴格遵守香港《僱傭條例》（第57章）、《僱員補償條例》（第282章）及《最低工資條例》（第608章）及中國勞動法。於報告期間，概無不遵守有關薪酬及遣散，招聘及晉升，工作時間，休息時間，平等機會，多元化，反歧視及其他福利之法律及規例之情況。

Health and Safety

Safety management is one of the focus for the Group's sustainable development. The Group has established a Safety Leading Group ("安全領導小組") which is responsible for all the safety related matters. Its responsibility is to oversee all the health and safety related matters. For example, fire safety, emergency procedures for flooding or typhoons. In order to minimise the occurrence of industrial accidents and improve the Group's safety policies, the Group will keep on conducting safety trainings to uphold the safety awareness of the labour. The Group will review its safety aspects at least once a year or when necessary.

In our construction sites, there are various potential health and safety risks. We have implemented a stringent set of safety policies in order to provide a safe and healthy working environment to our employees. Each worker at site is provided with an induction training on the safety policies of the Group. Depending on the scope of work at each site, the safety officer will provide a safety briefing regularly to highlight major safety issues to the workers. The safety officer, site agent and our client will carry out weekly on-site inspection to identify existing and potential safety issues, and thereafter the site agent will be responsible for implementing appropriate safety precautions or rectification measures in respect of the issues identified. In addition, safety reminders and warnings are posted at prominent areas at the sites.

The Group is in strict compliance with Occupational Safety and Health Ordinance (Cap 509). During the reporting period, the Group was not aware of any material non-compliance with laws and regulations relating to providing a safe working environment and protecting employees from occupational hazards.

健康與安全

安全管理是本集團可持續發展的重點之一。本集團已成立安全領導小組，負責所有安全相關事項。其職責是監督所有健康及安全相關事項。例如消防安全、洪水或颱風應急程序。為盡量減少工傷事故的發生並改善本集團的安全政策，本集團將繼續進行安全培訓，增強勞動安全意識。本集團至少每年一次或於必要時檢查其安全事項。

在施工工地存在多種潛在健康與安全風險。為給僱員營造一個安全及健康的工作環境，我們已實施一套嚴格的安全政策。工地上每位工人均須接受有關本集團安全政策之入職培訓。根據各工地之工作範圍，安全主任會定期向工人作出安全通報，重點說明主要安全問題。安全主任、工地總管及我們的客戶會進行每週現場檢查，以找出現有及潛在安全問題，其後由工地總管負責就已發現之問題採取適當安全預防或整改措施。此外，在工地顯眼處還會貼上安全提示及警告。

本集團嚴格遵守《職業安全及健康條例》（第509章）。於報告期間，本集團並不知悉任何嚴重不遵守有關提供安全工作環境及保護僱員免受職業傷害之法律及規例之情況。

Development and Training

The Group provides comprehensive training to employees to promote a learning culture based on the Group's staff handbook. Employee trainings includes orientation training, on-the-job training and professional training. Orientation training enables new employee to familiar with the corporate culture and the background of the company. The Group also encourages self-development of employees through taking up of external training programmes relevant to their jobs. The Group believes development of employee is crucial to the sustainable development of the business. The Group will enhance the training system in order to improve the personal development of employee.

Labour Standards

As stipulated in the Group's "Labour Standards Policy", the Group recognises the correlation between poor labour standards and poor quality goods and services. As such, the Group is committed to ensuring both it and its suppliers reaching minimum labour standards at all times. The Group does not engage in or support the use of child labour, force or compulsory labour. Moreover, the Group shall not engage in or support any discriminatory practices in hiring, remuneration, access to training, promotion, termination or retirement based on race, national or social origin, caste, religion, gender, sexual orientation, political affiliations, age or other conditions that could give rise to discrimination.

The Group shall treat all employees with dignity and respect. The Group shall not engage in or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse of personnel. No harsh or inhumane treatment is permitted.

The Group is in strict compliance with the Employment Ordinance (Cap. 57), and the Labour Law of the PRC. During the reporting period, the Group was not aware of any non-compliance with laws and regulations relating to preventing child and forced labour.

發展及培訓

本集團根據其員工手冊，為僱員提供全面培訓，以培養學習氛圍。僱員培訓包括定向培訓、在職培訓及專業培訓。定向培訓使新僱員熟悉企業文化及公司背景。本集團亦鼓勵僱員通過參加有關其職業的外部培訓計劃提升自我。本集團認為，僱員的發展對企業可持續發展至關重要。本集團將加強培訓系統，以提升僱員個人發展。

勞工準則

誠如本集團「勞工準則政策」所訂明，本集團認識到差劣的勞工準則與劣質商品及服務的關聯。因此，本集團致力於確保其及其供應商於任何時間均達到最低勞工準則。本集團不參與或支持使用童工、強制或強迫勞工。此外，本集團不得於僱用、薪酬、接受培訓、晉升、終止或退休方面參與或支持基於種族、國籍或社會出身、種姓、宗教信仰、性別、性取向、政治傾向、年齡或其他可能導致歧視的條件的任何歧視做法。

本集團應尊重所有僱員。本集團不得參與或容忍使用體罰、精神或身體強制或人身攻擊。不允許苛刻或不人道的待遇。

本集團嚴格遵守《僱傭條例》（第57章）及中國勞動法。於報告期間，本集團並不知悉任何未遵守有關防止童工及強制勞工之法律及規例之情況。

OPERATING PRACTICES

Supply Chain Management

The Group has adopted “Supply Chain Policy” to manage the risks related to suppliers, contractors and subcontractors. The Group aims to work collaboratively with suppliers and contractors who meet our standards of technical competence, innovation, product quality, reliability and delivery performance, financial soundness, ethics and social responsibility.

The Group requires the suppliers to commit to

- Protect the health, safety and security of employees and all other stakeholders;
- Respect workers’ rights, pay everyone a fair wage and provide good working conditions;
- Supply good quality products and materials and work towards and maintain the appropriate ISO standards;
- Protect the confidentiality and security of all shared information;
- Engage in minimising the environmental impact of their activities;
- Ensure all employees have the appropriate training and competency to undertake their job; and
- Comply with all relevant legislation.

營運慣例

供應鏈管理

本集團已採納「供應鏈政策」以管理有關供應商、承包商及分包商之風險。本集團旨在與符合我們技術能力、創新、產品質量、可靠性及交貨情況、財務穩健性、道德與社會責任標準之供應商及承包商合作。

本集團要求供應商致力於

- 保護僱員及所有其他持份者之健康、安全及保障；
- 尊重員工權利，對每個人支付公平的工資及提供良好的工作條件；
- 供應優質產品及材料，努力並維持相應的ISO標準；
- 保護所有共享信息的機密性及安全性；
- 盡量減少彼等業務對環境的影響；
- 確保所有僱員有適當的培訓及能力開展工作；及
- 遵守所有相關立法。

Product Responsibility

Quality management is crucial for the sustainable development of the business. As stipulated in the Group's "Quality Management Policy", we are committed to quality, integrity and excellence in everything we do by:

- Aligning the organization through priority setting and action plan building;
- Reinforcing network capabilities through training and supporting our employees;
- Monitoring our progress, identifying and closing gaps through indicators; and
- Ensuring sustainable progress through external audits.

The Group is in strict compliance with relevant laws and regulations, including but not limited to Copyright Ordinance (Cap. 528). During the reporting period, the Group was not aware any material non-compliance with laws and regulations relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.

In the Civil Engineering Services Business, we have adopted a series of quality assurance measures to ensure the quality of our work. In recognition of the quality assurance procedures in place, the quality management system has been certified that it complies with the requirements of ISO9001:2008 quality management system standard applicable to construction of civil engineering works (site formation, waterworks, roads and drainage) for TY Civil and TYW.

產品責任

質量管理對企業可持續發展而言至關重要。誠如本集團「質量管理政策」所訂明，我們致力於通過以下舉措追求優質、誠信及卓越：

- 通過優先設立及行動計劃建設而優化組織；
- 通過培訓與支持僱員加強網絡能力；
- 監測我們的進展，透過指標確定並縮小差距；及
- 透過外部審計確保可持續發展。

本集團嚴格遵守相關法律及規例，包括但不限於《版權條例》（第528章）。於報告期間，本集團並不知悉任何重大未遵守有關所提供產品及服務之健康與安全、廣告、標籤及隱私事項以及補救方法之法律及規例之情況。

於土木工程服務業務中，我們已採取一系列質量保證措施確保工程質量。為確認已實施之質量保證程序，質量管理體系已獲認證，其符合適用於進業土木及進業水務土木工程建設（地盤平整、水務、道路及渠務）之ISO9001:2008質量管理體系標準之規定。

Each project is implemented according to its project quality plan, which is designed to ensure that the specifications, timing of delivery, quality of construction materials and manpower required for a project are met. The project manager reviews the aforesaid aspects of a project against the requirements set out in the project quality plan from time to time and makes modifications and rectifications whenever necessary.

Prior to making an application for certification of completion, daily inspection will be conducted by the site agent or foreman to ensure that the work completed conforms to the specifications and requirements set out in the contract. In particular, the site agent or foreman will inspect the workmanship of the work completed and prepare an as-constructed drawing.

Anti-Corruption

As a listed company in Hong Kong, we believe that the integrity of business is a foundation of corporate social responsibility, as well as a fundamental element of a business's competitive advantage and sustainability. For these reasons, we have systematically incorporated anti-corruption management principles into our operations, promoted a fair and just commercial competition to achieve win-win situation with external partners and adhered to transparent and open mechanisms for internal management. The Group is engaging internal and external stakeholders to strengthen our anti-corruption procedures. As stipulated in the Group's staff handbook, employees are required to report to the Group if the gifts or other advantages received worth more than HKD \$500. All these practical actions not only win the trust of customers, but also enhance the sense of belonging and fair play among our employees.

各項目根據其項目質量計劃實施，該項目質量計劃旨在確保達到項目所規定之規格、交工時間、建築材料質量及人手。項目經理不時檢討項目中的上述環節是否符合項目質量計劃所載規定，並於必要時作出修改及更正。

於申請完工核證前，地盤總管或工頭會進行日常檢查，以確保已完工工程符合合約所載規格及要求。特別是，地盤總管或工頭會檢查已完工工程之造工及編製竣工圖。

反貪污

作為一間於香港上市的公司，我們深信誠信經營是企業社會責任的基礎，也是企業競爭優勢及持續經營的基本要素。基於該等理由，我們在運營中已系統性貫徹反貪污管理原則、提倡通過公平公正的商業競爭以與外部合作夥伴達到雙贏局面並堅持透明公開的內部管理機制。本集團正督促內部及外部持份者加強反貪污程序。誠如本集團員工手冊所規定，僱員收到價值超過500港元之禮品或其他利益，須向本集團報告。所有該等實際行動不僅會贏得客戶信任亦會提升歸屬感及僱員之間的公平競爭。

Mr. Kwok Man Wai, SBS, IDS, JP, who is one of the famous international anti-corruption specialists and has over 30 years experience in the anti-corruption field and had been appointed as the Deputy Commissioner and Head of Operations of the Hong Kong's Independent Commission Against Corruption (the "ICAC") from 1996 to 2002, has been appointed as an independent non-executive director of the Company. He will provide advice and training seminar to the company and the staff in respect of anti-corruption.

The board of directors of the Company has established the Integrity Committee (誠信委員會), which is chaired by Mr. Kwok Man Wai, SBS, IDS, JP and include all executive directors as member of the committee. The Committee is required to report to the board of directors of the Company regularly.

The Group has complied with related laws and regulations, including but not limited to the Prevention of Bribery Ordinance (Cap. 201) and the Criminal Law of the PRC. During the reporting period, the Group was in strict compliance with the laws and regulations relating to bribery, extortion, fraud and money laundering and there were no cases of corruption litigation against the Group and its employees.

COMMUNITY

Community Investment

As a socially responsible company, the Group has established "Community Involvement Policy". The Group strives to:

- Ensure relevant stakeholders are regularly informed of, and have the means to provide input into:
 - Current operations.
 - The impact potential activities will have on their interests.

郭文緯先生，銀紫荊星章，廉政公署卓越獎章，太平紳士，為國際知名之反貪腐專家之一，於反貪腐領域工作逾30年，曾於一九九六年至二零零二年期間任職香港廉政公署（「廉政公署」）副廉政專員兼執行處首長，已獲委任為本公司之獨立非執行董事。彼將就反貪腐向本公司及員工提供意見及培訓研討會。

本公司董事會已成立誠信委員會，其乃由郭文緯先生，銀紫荊星章，廉政公署卓越獎章，太平紳士擔任主席及其委員會成員由所有執行董事組成。委員會須定期向本公司董事會匯報。

本集團已遵守相關法律及規例，包括但不限於《防止賄賂條例》（第201章）及中國刑法。於報告期間，本集團嚴格遵守有關賄賂、勒索、欺詐及洗黑錢之法律及規例，概無發生針對本集團及其僱員之貪污訴訟案件。

社區

社區投資

作為一間肩負社會責任的公司，本集團已制定「社區參與政策」。本集團致力於：

- 確保相關持份者定期知悉並有意向以下方面提供投入：
 - 現時營運。
 - 將對彼等權益產生影響之潛在活動。

- Encourage and support community development initiatives to enhance social benefits such as environment, health and education.
- Identify and facilitate opportunities for employment, training and business relationships both directly and through our contractors and suppliers.
- Provide information on a regular basis to indigenous stakeholders.
- Create systems to ensure:
 - A timely response to all feedback.
 - Adequate records of all correspondence are maintained.
- 鼓勵並支持社區發展計劃，提升環境、健康及教育等社會效益。
- 直接通過我們的承包商及供應商確認並促進就業、培訓機會與業務關係。
- 會定期向本地持份者提供資訊。
- 創建系統以確保：
 - 及時回應所有反饋。
 - 保留所有通信的充分記錄。

The Group has also made donations to various charities to contribute to the community, including Hong Kong Feng Shan Si Limited (“香港鳳山寺有限公司”), The Yuen Yuen Home for the Aged (“圓玄安老院”), Yuen Yuen Care and Attention Home for the Aged (“圓玄護理安老院”) and The Yuen Yuen Institute – Social Service Department (“圓玄學院社會服務部”).

本集團亦向多個慈善機構捐款，為社區（包括香港鳳山寺有限公司、圓玄安老院、圓玄護理安老院及圓玄學院社會服務部）作出貢獻。



CNC HOLDINGS LIMITED
中國新華電視控股有限公司