

# North Asia Strategic Holdings Limited 北亞策略控股有限公司\*

*(Incorporated in Bermuda with limited liability)*

(於百慕達註冊成立之有限公司)

(Stock Code 股份代號 : 8080)

## 2017/18

Environmental, Social and Governance Report

環境、社會及管治報告



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

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# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 1. ABOUT THIS REPORT

This Environmental, Social and Governance (“ESG”) Report (the “ESG Report”) is prepared in accordance with Rule 17.103 and the ESG Reporting Guide under Appendix 20 of the GEM Listing Rules of The Stock Exchange of Hong Kong Limited (“Stock Exchange”). It covers environmental and social performance of North Asia Strategic Holdings Limited (the “Group” or “We”) and its major subsidiaries to demonstrate our continuous commitment to sustainability spanning over the period from 1st April 2017 to 31st March 2018. Additional information in relation to the Group’s corporate governance and financial performance can be found in our 2017/18 Annual Report.

The present scope of the ESG Reporting covers the principal operating activities of the Group’s hi-tech distribution and services division in Hong Kong and in the People Republic of China (the “PRC”). There is no significant change in the scope of the Report from that of the 2016/17 ESG Report published on 14th August 2017.

With reference to the definition stated in the ESG Reporting Guide, the presentation of our ESG Report will divide those aspects and key performance indicators (“KPI”), which are considered to be relevant and material to the Group’s businesses and operations, into four subject areas: Environmental Protection, Employment and Labour Practices, Operating Practices and Community Contribution. A complete list of index in compliance with the ESG Reporting Guide is also available at the end of this Report for reference.

In order to define what are relevant and material to our business with respect to sustainability, the key is to understand what issues our stakeholders are most concerned with. We define our stakeholders as people who affect our business or who are affected by our business. Our stakeholders include shareholders, employees, clients, suppliers, customers, environment and community. In our daily operation, we actively exchange information with our stakeholders through our transparent platform while we are devoted to continuous improvement of our communication system. We are committed to maintaining a long-term partnership with our stakeholders and are actively engaged in addressing their concerns with timely follow-up actions. If you, as one of our stakeholders, have any questions about the content of the ESG Report or comment on the Group’s sustainability issues, please contact us via [enquiry@nasholdings.com](mailto:enquiry@nasholdings.com).

### 1. 關於本報告

本環境、社會及管治(「環境、社會及管治」)報告(「環境、社會及管治報告」)乃根據香港聯合交易所有限公司(「聯交所」)GEM上市規則第17.103條及附錄20項下之環境、社會及管治報告指引而編製，其中涵蓋北亞策略控股有限公司(「本集團」或「我們」)及其主要附屬公司的環境及社會表現，以展示我們由二零一七年四月一日至二零一八年三月三十一日期間對可持續發展的持續承諾。有關本集團企業管治及財務表現的其他資料請參閱2017/18年年報。

環境、社會及管治報告的現行範圍涵蓋本集團於香港及中華人民共和國(「中國」)的高科技產品分銷及服務分部的主要業務活動。報告範圍與二零一七年八月十四日刊發的2016/17環境、社會及管治報告並無重大變動。

參考環境、社會及管治報告指引所述的定義，我們環境、社會及管治報告的介紹將被視為與本集團業務及營運相關及對其重要的該等層面及關鍵績效指標(「關鍵績效指標」)分為四個主要層面：環境保護、僱傭及勞工常規、營運慣例及社區貢獻。本報告末尾亦提供遵守環境、社會及管治報告指引的完整索引清單，以供參考。

為界定於可持續發展方面與我們業務相關及重要的內容，關鍵在於了解利益相關者最關心的問題。我們將利益相關者界定為影響我們業務或受到我們業務影響的人士。我們利益相關者包括股東、僱員、客戶、供應商、顧客、環境及社區。於我們日常營運中，我們通過透明平台積極與利益相關者交換信息，同時致力於持續改進通信系統。我們致力於與利益相關者保持長期合作關係，並及時採取後續行動積極處理彼等的顧慮。如果閣下為我們其中一名利益相關者，對環境、社會及管治報告的內容有任何疑問，或對本集團的可持續發展問題發表意見，請通過 [enquiry@nasholdings.com](mailto:enquiry@nasholdings.com) 與我們聯絡。



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 2. ENVIRONMENTAL PROTECTION

#### 2.1 Corporate Environmental Policy

We pledge to reduce our environmental impact throughout our operation. We are accountable to protect the earth and to build a sustainable future for our generations and their generations. The Group is committed to upholding high environmental standards to fulfil relevant requirements under applicable laws or ordinances during the operation of the business.

#### 2.2 Emissions

The Group actively maintains a steady focus on reducing our energy consumption to manage our impact on the air quality. Specific measures have already been taken, which include maintaining an indoor temperature at an optimal level for comfort, installing LED lighting system in the offices, encouraging the employees to switch off the computers and monitors when not utilized, setting office machines such as copiers and TV monitors to switch off automatically after office hours, encouraging the employees to make the best use of modern telecommunication system to avoid unnecessary travel arrangement, and putting up signage emphasizing the importance of energy saving at offices are in place.

#### 2.3 Non-Hazardous Wastes

Besides implementation of energy saving initiatives throughout offices, the Group also promotes other environmental friendly measures to reduce disposal of non-hazardous waste (such as used paper) throughout the entire operation. We encourage our employees to reduce paper usage by using double-sided copying and by a more frequent use of electronic information systems for material sharing or internal administrative documents (such as implemented e-leave application system) as part of our environmental protection campaigns.

### 2. 環境保護

#### 2.1 企業環境政策

我們承諾於整個營運過程中減少對環境的影響。我們有責任保護地球，為子孫後代建立可持續未來。本集團致力於在業務營運中堅持高環境標準，以符合適用法律法規的相關規定。

#### 2.2 排放物

本集團積極穩定地降低能源消耗，以管理對空氣質量的影響。已採取的具體措施包括將室內溫度保持在最佳舒適水平、於辦公室安裝LED照明系統、鼓勵僱員關閉閒置的電腦及顯示器、設定辦公室機器(如影印機及電視顯示器)於辦公時間後自動關機、鼓勵僱員充分利用現代電信系統以避免不必要的旅行安排，並於辦公室內張貼強調節能重要性的標牌。

#### 2.3 無害廢棄物

除於辦公室實施節能措施外，本集團亦推行其他環保措施，於整個營運過程中減少無害廢棄物(如廢紙)的處置。我們鼓勵僱員通過使用雙面複印及更頻繁地使用電子信息系統進行材料共享或內部管理文件(如實施電子請假申請系統)來減少紙張使用，作為我們環保活動的一部分。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 2.4 Environmental Performance

In accordance with the ESG Reporting Guide set out by the Stock Exchange, the data of the “Emissions” and “Use of Resources” of the Group during the reporting period of 2017/2018 are tabulated below.

Energy use and emissions 能源使用及排放物	Unit 單位	1st April 2017 to 31st March 2018	1st April 2016 to 31st March 2017
		二零一七年四月一日至 二零一八年三月三十一日	二零一六年四月一日至 二零一七年三月三十一日
Electricity 電	kWh 千瓦特小時	195,040	155,478
Unleaded petrol 無鉛汽油	L 升	12,655	34,353
Greenhouse gas emissions 溫室氣體排放量	CO2e (kg) 二氧化碳當量(千克)	132,140	103,292
NOx 氮氧化物	g 克	36,082	118,676
SOx 硫氧化物	g 克	186	505
PM 懸浮粒子	g 克	3,272	10,674

Resources use 使用物料	Unit 單位	1st April 2017 to 31st March 2018	1st April 2016 to 31st March 2017
		二零一七年四月一日至 二零一八年三月三十一日	二零一六年四月一日至 二零一七年三月三十一日
Paper 紙	Piece (tonne) 張(噸)	3,091,299 (15.4)	3,585,230 (17.9)
Water 水	m <sup>3</sup> 立方米	682	231

The Group will continue our commitment in environmental protection and to strive to build a green and healthy environment for the community we all live in, as a responsible corporate citizen.

### 2.4 環境表現

根據聯交所載列的環境、社會及管治報告指引，本集團於二零一七年／二零一八年報告期內的「排放」及「資源使用」數據列表如下。

本集團將繼續致力於環境保護，力爭為我們生活的社區建立綠色健康的環境，作一個負責任的企業公民。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. EMPLOYMENT AND LABOUR PRACTICES

#### 3.1 Compliance with Labour Laws

Our employees are mainly located in Hong Kong and the PRC. The Group safeguards the rights of our employees by strictly complying with the requirements of the Labour Law of Hong Kong and the Labour Law of the PRC. In the PRC, we have participated in welfare schemes concerning pension insurance, unemployment insurance, maternity insurance, occupational injury insurance and medical insurance in accordance with the local regulations including the Regulations on the Administration of Housing Provident Funds and the Social Insurance Law of the PRC. In Hong Kong, we provide medical insurance, disability and invalidity coverage, maternity leave, incentive and bonus etc. to all our full-time employees. We have also participated in the Mandatory Provident Fund (MPF) Scheme, prescribed by the Mandatory Provident Fund Schemes Ordinance (Chapter 485 of the Laws of Hong Kong).

#### 3.2 Corporate Policy of Employment and Labour

The Group spends a great effort to provide a desirable workplace, continuous training programs and prospective career opportunities to our employees in order to attract and retain highly qualified employees. The Group believes that a strong and loyal team is invaluable to maintain a robust business performance and growth.

The Group aims to uphold a fair and equitable human resource policy, in which quality and merit of the candidates are the most important elements to be assessed during the recruitment and promotion processes. The Group offers equal employment opportunities to different genders, age groups and nationalities such that a sound of diversify of human resources can be achieved.

### 3. 僱傭及勞工常規

#### 3.1 遵守勞工法例

我們的僱員主要位於香港和中國。本集團嚴格遵守香港勞工法例及中國勞動法的規定，保障僱員權利。在中國，我們根據住房公積金管理條例及中國社會保險法等地方法規參與養老保險、失業保險、生育保險、職業傷害保險及醫療保險等福利計劃。在香港，我們向所有全職僱員提供醫療保險、傷殘保險、產假、激勵及花紅等。我們亦參與由強制性公積金計劃條例(香港法例第485章)訂定的強制性公積金計劃。

#### 3.2 企業僱傭及勞工政策

本集團不遺餘力為僱員提供理想工作場所、持續培訓計劃及未來職業機會，以吸引並挽留高素質僱員。本集團認為，強大而忠誠的團隊對於保持強勁業務表現及增長是無價的。

本集團旨在秉承公平公正的人力資源政策，其中應徵者的質素及優點為招聘及晉升過程中評估的最重要因素。本集團為不同性別、年齡組別及國籍的人士提供平等就業機會，實現有效徹底的人力資源多樣化。



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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### 3.3 Corporate Policy of Health and Work Safety

The Group has been attaching great importance to provide a safe working environment and protect our employees from occupational hazards. For individual workstations, adjustable chairs and monitor screens for eye protection are provided. Additional occupation safety guidelines including proper working postures and posters of proper lifting method were accessible on the intranet and were put up at appropriate locations in offices respectively to raise the safety awareness among employees. We have also developed health and safety policies including prohibition of smoking in workplace, abuse of alcohol and drugs, identification and prevention of risks and hazards in the working area, and emergency actions for accidents or personal injuries. We require our employees to strictly adhere to and comply with such policies, which are set out in our employee handbook.

### 3.4 Corporate Policy of Training and Recruitment

The Group anticipates that every position has its unique professional and technical needs and therefore, we ensure that every new joiner receives proper orientation training and mentoring in order to help them swiftly adapt to the new working environment. Continuous training programs are offered by the Group in different ways including internal training courses, comprehensive training for specific skill development, and professional training for relevant employees. Through education and training, the Group can nurture the employees to elevate their personal qualities, reinforce their skillsets and keep up with the most advanced professional knowledge that their position may require.

Sense of belonging and morale of the employees drives the healthy growth of the Group. The Group constantly encourages open and direct communication between employees and management. Gatherings such as Christmas and Chinese New Year dinners are organized to enhance the harmonious spirit throughout the Group.

### 3.3 企業健康及安全政策

本集團一直非常重視提供安全的工作環境，保護僱員免受職業危害。對於個別工作站，提供可調節座椅及顯示器屏幕以保護眼睛。額外職業安全指引包括適當的工作姿勢，正確提舉方法的海報可於內部網絡瀏覽，並分別張貼在辦公室的適當位置，以提高僱員的安全意識。我們亦制定健康及安全政策，包括禁止於工作場所吸煙、濫用酒精及毒品、識別並預防工作場所的風險及危害，以及發生事故或人身傷害的緊急行動。我們要求僱員嚴格遵循及遵守我們僱員手冊中規定的有關政策。

### 3.4 企業培訓及招聘政策

本集團預期，每個職位都有其獨特的專業技術要求，因此，我們確保每位新僱員接受適當的入職培訓及指導，以幫助彼等迅速適應新工作環境。本集團以不同方式提供持續培訓課程，包括內部培訓課程、特定技能發展綜合培訓及相關僱員專業培訓。通過教育及培訓，本集團可培養僱員提升其自身質素、強化技能並保持擁有彼等的職位所要求的最先進專業知識。

僱員的歸屬感及士氣推動本集團的健康發展。本集團不斷鼓勵僱員與管理層進行公開直接的溝通。舉辦聖誕節及農曆新年晚宴等活動加強集團上下的和諧精神。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3.5 Social Performance

In accordance with the ESG Reporting Guide set out by the Stock Exchange, the data of the “Social Performance” of the Group during the reporting period of 2017/2018 are tabulated as well as presented in graphs below.

### 3.5 社會表現

根據聯交所載列的環境、社會及管治報告指引，本集團於二零一七年／二零一八年報告期內的「社會表現」數據列表及圖表如下。

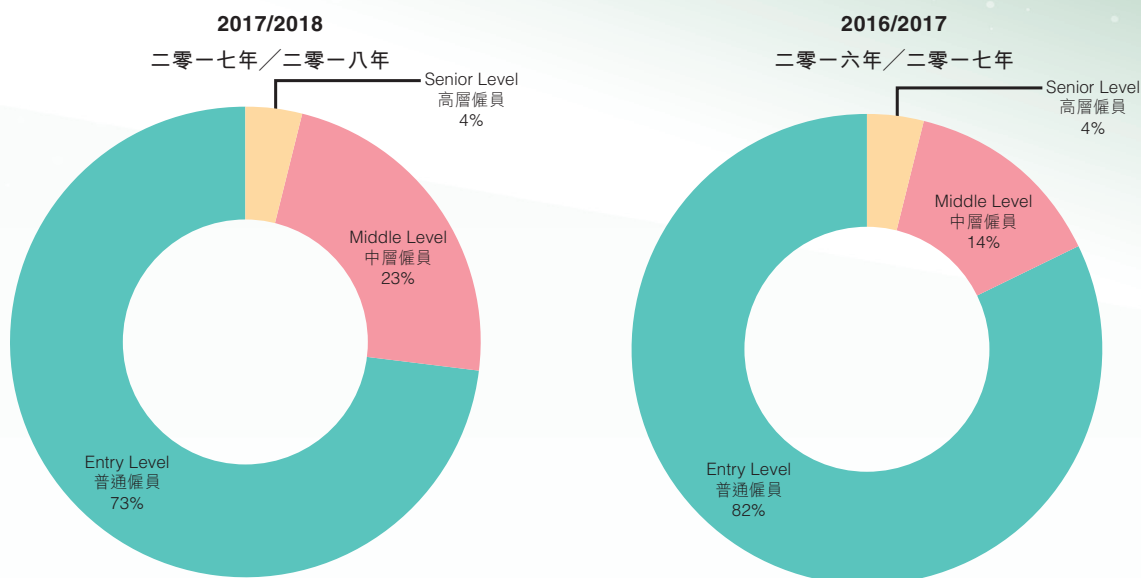
<b>Employee Training</b> 僱員培訓	<b>Unit</b> 單位	<b>1st April 2017 to 31st March 2018</b> 二零一七年四月一日至 二零一八年三月三十一日	<b>1st April 2016 to 31st March 2017</b> 二零一六年四月一日至 二零一七年三月三十一日
<b>Average hours of training received per employee</b> 每名僱員完成受訓的平均時數	hours 小時	<b>13.07</b>	12.92
<b>Average hours of training per employee by gender</b> 按性別劃分的每名僱員完成受訓的平均時數			
Female 女性	hours 小時	<b>11.41</b>	7.60
Male 男性	hours 小時	<b>13.75</b>	15.03
<b>Average hours of training per employee by employment category</b> 按僱傭類型劃分的每名僱員完成受訓的平均時數			
Senior level 高層僱員	hours 小時	<b>6.00</b>	3.18
Middle level 中層僱員	hours 小時	<b>8.14</b>	9.63
Entry level 普通僱員	hours 小時	<b>15.05</b>	13.99
<b>Average hours of training per employee by region category</b> 按地區劃分的每名僱員完成受訓的平均時數			
Hong Kong 香港	hours 小時	<b>9.30</b>	4.02
PRC 中國	hours 小時	<b>13.34</b>	13.96
		<b>1st April 2017 to 31st March 2018</b> 二零一七年四月一日至 二零一八年三月三十一日	<b>1st April 2016 to 31st March 2017</b> 二零一六年四月一日至 二零一七年三月三十一日
<b>Total workforce at the end of the period</b> 於期末的員工總數		<b>220</b>	250
<b>Turnover rate by gender (%) 按性別劃分的僱員流失比率(%)</b>			
Female 女性		<b>17.27</b>	9.20
Male 男性		<b>29.55</b>	16.00
<b>Turnover rate by age group (%) 按年齡組別劃分的僱員流失比率(%)</b>			
Under 30 years old 30歲以下		<b>13.18</b>	5.20
30-50 years old 30至50歲		<b>31.82</b>	18.00
Over 50 years old 50歲以上		<b>1.82</b>	2.00
<b>Turnover rate by region (%) 按地區劃分的僱員流失比率(%)</b>			
Hong Kong 香港		<b>9.09</b>	5.20
PRC 中國		<b>37.73</b>	20.00



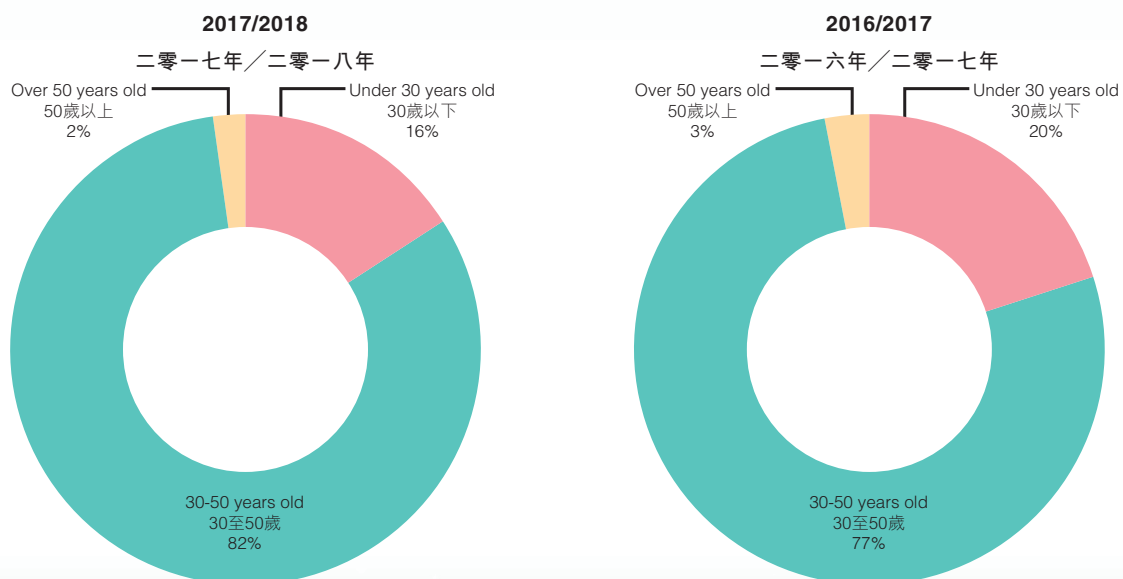
# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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### Total Workforce by Employment Category 按僱傭類型劃分的僱員總數



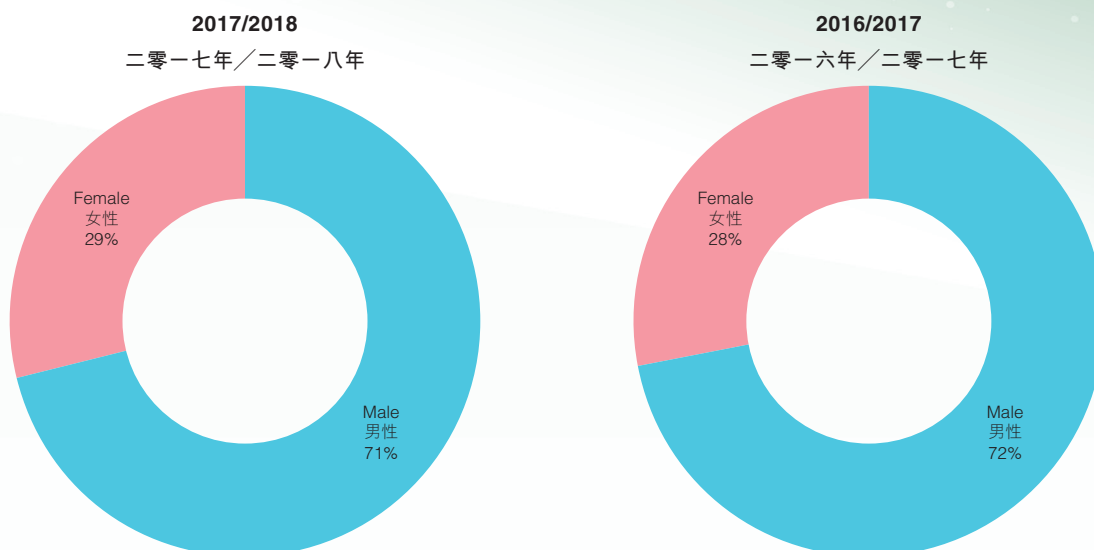
### Total Workforce by Age Group 按年齡組別劃分的僱員總數



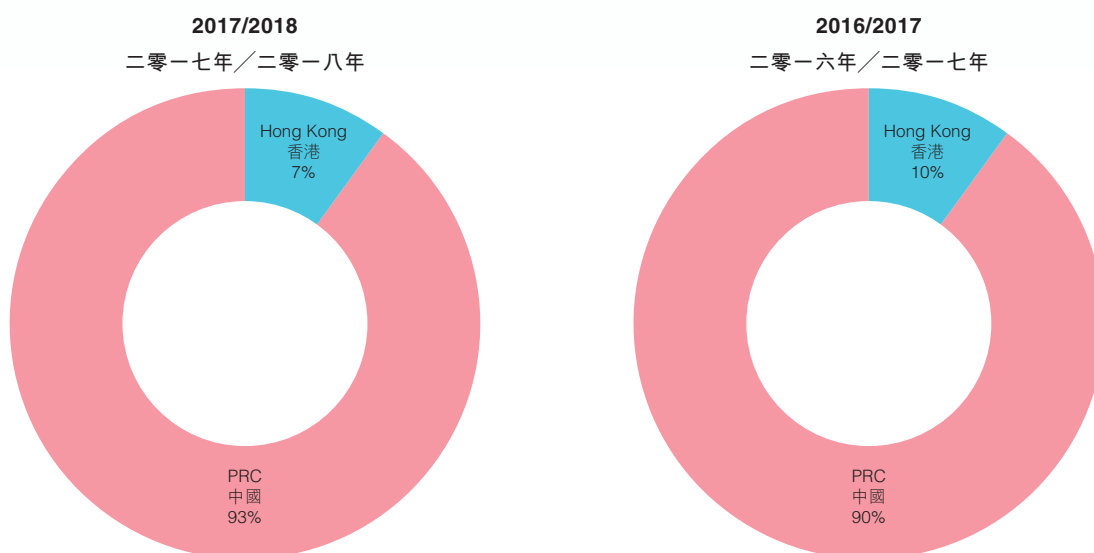
# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### Total Workforce by Gender 按性別劃分的僱員總數



### Total Workforce by Region Category 按地區劃分的僱員總數



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 4. OPERATING PRACTICES

#### 4.1 Supply Chain Management

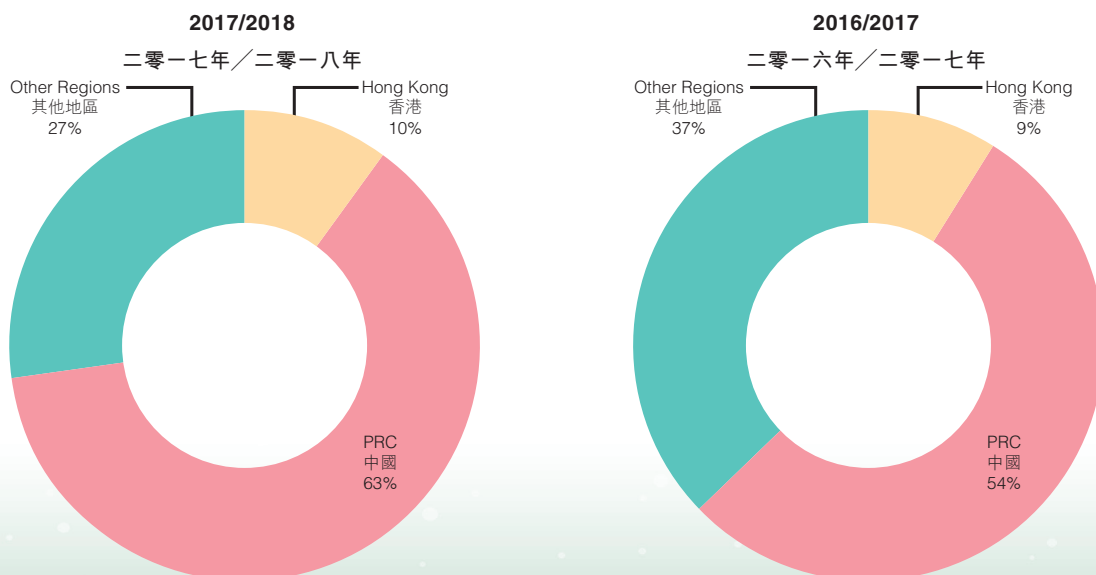
As a responsible corporate citizen, one of our missions is to integrate sustainability into our core business. During our selection process for suppliers and contractors, we not only consider economical and commercial factors in the tendering processes but also make a serious assessment of their compliance with all the applicable laws and regulations; safeguard workers' health and safety; and mitigate environmental impacts. There are in total 63 suppliers during the reporting period (2016/2017: 54). Below graph shows the distribution of suppliers by geographical region. To maintain a good corporate control and governance, the Group has developed a series of management systems and procedures to be aligned with the Corporate Governance required by the Stock Exchange. In addition, the Group encourages all business partners to develop energy-saving and consumption-reducing policies in order to work together in our pursuit of sustainable development.

### 4. 營運慣例

#### 4.1 供應鏈管理

作為一個負責任的企業公民，我們的使命之一是將可持續發展融入我們的核心業務。於選擇供應商及承包商的過程中，我們不僅於招標過程中考慮經濟及商業因素，還對其遵守所有適用法律法規進行認真的評估；保護工人的健康及安全；並減輕對環境的影響。於報告期內共有63家供應商(二零一六年/二零一七年：54)。下圖列示按地區劃分的供應商分佈。為保持良好的企業控制及管治，本集團制定一系列符合聯交所規定與企業管治保持一致的管理制度及程序。此外，本集團鼓勵所有業務合作夥伴制定節能減排政策，共同追求可持續發展。

### Distribution of suppliers by geographical region 按地區劃分的供應商比例





# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 4.2 Intellectual Property Rights

The Group safeguards the confidentiality of all customers and warrants that the customer's information is properly protected during our business operation. We require our employees to strictly follow full procedures of handling company confidential information set out in our confidentiality management policy handbook.

### 4.3 Anti-Corruption

The Group is committed to upholding a high standard of business ethics and to prohibition of bribery and corruption. The Group has developed a series of company policies on anti-fraud, anti-bribery, anti-extortion and anti-money laundering with reference to the Prevention of Bribery Ordinance (Cap 201 of the laws of Hong Kong). With principles of "Commitment, Assurance of High Quality, Fair Deals and Faithfulness", all employees perform their duties with utmost level of good faith, determination and professionalism, and ensure that the reputation of the Group will not be tarnished because of misconduct and corruption behavior.

## 5. COMMUNITY CONTRIBUTION

The Group is committed to improving the society through continuous community involvement. We support the local community through different means including employee volunteering and personal donations. Both the Group and its employees have put their best effort in helping the local communities and people in need in the society.

### 4.2 知識產權

本集團保護所有客戶機密，並保證客戶資料於業務營運中得到妥善保護。我們要求我們的僱員嚴格按照我們的機密管理政策手冊所載的處理公司機密資料的全部程序。

### 4.3 反貪污

本集團致力於堅持高標準的商業道德，禁止賄賂及腐敗。參考防止賄賂條例(香港法例第201章)，本集團制定一系列關於反詐騙、反賄賂、反勒索及反洗錢的公司政策。本著「承諾、保證高質量、公平交易及誠信」的原則，全體僱員以最高水平的誠信、決心及專業精神履行職責，確保本集團聲譽免受不良做法及腐敗行為的玷污。

## 5. 社區貢獻

本集團致力於通過持續的社區參與來改善社會。我們通過不同的方式支持當地社區，包括僱員志願活動及個人捐款。本集團及其僱員盡全力幫助當地社區及社會上有需要的人士。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 6. STOCK EXCHANGE'S ESG REPORTING GUIDE INDEX

### 6. 聯交所《環境、社會及管治報告指引》內容索引

#### Aspects, General Disclosures and KPIs

層面、一般披露及  
關鍵績效指標

Description  
描述

#### Relevant Section in ESG Report

環境、社會及管治  
報告中相關分節

Remarks  
備註

Aspect A1: Emissions  
層面 A1：排放物

General Disclosure  
一般披露

Information on:  
(a) the policies; and  
(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste  
有關廢氣及溫室氣體排放、向水及土地的排污，以及有害及無害廢棄物的產生等的：  
(a) 政策；及  
(b) 遵守對發行人有重大影響的相關法律及規例的資料

Environmental Protection  
環境保護

KPI A1.1  
關鍵績效指標 A1.1

Types of emissions and respective emissions data  
排放物種類及相關排放數據

Environmental Protection  
環境保護

KPI A1.2  
關鍵績效指標 A1.2

Greenhouse gas emissions in total and, where appropriate, intensity  
溫室氣體總排放量及(如適用)密度

Environmental Protection  
環境保護

KPI A1.3  
關鍵績效指標 A1.3

Total hazardous waste produced and, where appropriate, intensity  
所產生有害廢棄物總量及(如適用)密度

—

The Group has not identified any hazardous wastes that were produced by our core business.  
本集團尚未發現核心業務產生任何有害廢棄物。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Section in ESG Report 環境、社會及管治報告中相關分節	Remarks 備註
KPI A1.4 關鍵績效指標 A1.4	Total non-hazardous waste produced and intensity 所產生無害廢棄物總量及密度	—	No significant non-hazardous wastes were produced in our core business. 核心業務並不產生任何重大無害廢棄物。
KPI A1.5 關鍵績效指標 A1.5	Description of measures to mitigate emissions and results achieved 描述減低排放量的措施及所得成果	Environmental Protection 環境保護	
KPI A1.6 關鍵績效指標 A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果	Environmental Protection 環境保護	
Aspect A2: Use of Resources 層面 A2：資源使用			
General Disclosure 一般披露	Policies on efficient use of resources including energy, water and other raw materials 有效使用資源(包括能源、水及其他原材料)的政策	Environmental Protection 環境保護	
KPI A2.1 關鍵績效指標 A2.1	Direct and/or indirect energy consumption by type in total and intensity 按類型劃分的直接及／或間接能源總耗量及密度	Environmental Protection 環境保護	
KPI A2.2 關鍵績效指標 A2.2	Water consumption in total and intensity 總耗水量及密度	Environmental Protection 環境保護	



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Aspects, General Disclosures and KPIs	Description	Relevant Section in ESG Report	Remarks
層面、一般披露及關鍵績效指標	描述	環境、社會及管治報告中相關分節	備註
KPI A2.3 關鍵績效指標 A2.3	Description of energy use efficiency initiatives and results achieved 描述能源使用效益計劃及所得成果	Environmental Protection 環境保護	
KPI A2.4 關鍵績效指標 A2.4	Description of whether there is any issue in sourcing water, water efficiency initiatives and results achieved 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果	—	The Group believes that our water consumption is mainly used for domestic use purpose and no issues are addressed at this moment. 本集團認為，耗水量主要用於日常辦公室，且目前尚未發現任何問題。
KPI A2.5 關鍵績效指標 A2.5	Total packaging material used for finished products, and if applicable, with reference to per unit produced 製成品所用包裝材料的總量及(如適用)每生產單位估量	—	Use of packaging material is not applicable to our core business. 使用包裝材料並不適用於我們的核心業務。
Aspect A3: The Environment and Natural Resources 層面 A3：環境及天然資源			
General Disclosure 一般披露	Policies on minimizing the issuer's significant impact on the environment and natural resources 減低發行人對環境及天然資源造成重大影響的政策	Environmental Protection 環境保護	

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Section in ESG Report 環境、社會及管治報告中相關分節	Remarks 備註
KPI A3.1 關鍵績效指標 A3.1	Description of the significant impacts of activities on the environment and natural resources and actions taken to manage them 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動	Environmental Protection 環境保護	
Aspect B1: Employment 層面 B1 : 僱傭			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare 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： (a) 政策：及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	Employment and Labour Practices 僱傭及勞工常規	
KPI B1.1 關鍵績效指標 B1.1	Total workforce by gender, employment type, age group and geographical region 按性別、僱傭類型、年齡組別及地區劃分的僱員總數	Employment and Labour Practices 僱傭及勞工常規	
KPI B1.2 關鍵績效指標 B1.2	Employee turnover rate by gender, age group and geographical region 按性別、年齡組別及地區劃分的僱員流失比率	Employment and Labour Practices 僱傭及勞工常規	

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### Aspects, General Disclosures and KPIs

層面、一般披露及  
關鍵績效指標

Description  
描述

### Relevant Section in ESG Report

環境、社會及管治  
報告中相關分節

Remarks  
備註

Aspect B2: Health and Safety  
層面 B2：健康與安全

General Disclosure  
一般披露

Information on:  
(a) the policies; and  
(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards  
有關提供安全工作環境及保障僱員避免職業性危害的：  
(a) 政策；及  
(b) 遵守對發行人有重大影響的相關法律及規例的資料

Employment and  
Labour Practices  
僱傭及勞工常規

KPI B2.1  
關鍵績效指標 B2.1

Number and rate of work-related fatalities —  
因工作關係而死亡的人數及比率

No work-related fatalities were occurred during the reporting period.  
報告期內概無因工作關係而死亡的記錄。

KPI B2.2  
關鍵績效指標 B2.2

Lost days due to work injury —  
因工傷損失工作日數

No lost days due to work injury were recorded during the reporting period.  
報告期內概無因工傷損失工作日數的記錄。



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

<b>Aspects, General Disclosures and KPIs</b> 層面、一般披露及 關鍵績效指標	<b>Description</b> 描述	<b>Relevant Section in ESG Report</b> 環境、社會及管治 報告中相關分節	<b>Remarks</b> 備註
KPI B2.3 關鍵績效指標 B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored 描述所採納的職業健康與安全措施，以及相關執行及監察方法	Employment and Labour Practices 僱傭及勞工常規	
Aspect B3: Development and Training 層面 B3：發展及培訓			
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動	Employment and Labour Practices 僱傭及勞工常規	
KPI B3.1 關鍵績效指標 B3.1	The percentage of employees trained by gender and employee category 按性別及僱員類別劃分的受訓僱員百分比	Employment and Labour Practices 僱傭及勞工常規	
KPI B3.2 關鍵績效指標 B3.2	The average training hours completed per employee by gender and employee category 按性別及僱員類別劃分的每名僱員完成受訓的平均時數	Employment and Labour Practices 僱傭及勞工常規	

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### Aspects, General

#### Disclosures and KPIs

層面、一般披露及  
關鍵績效指標

Description  
描述

#### Relevant Section in ESG Report

環境、社會及管治  
報告中相關分節

Remarks  
備註

Aspect B4: Labour Standards

層面 B4：勞工準則

General Disclosure  
一般披露

Information on:  
(a) the policies; and  
(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour  
有關防止童工或強制勞工的：  
(a) 政策；及  
(b) 遵守對發行人有重大影響的相關法律及規例的資料

Employment and  
Labour Practices  
僱傭及勞工常規

KPI B4.1  
關鍵績效指標 B4.1

Description of measures to review employment practices to avoid child and forced labour  
描述檢討招聘慣例的措施以避免童工及強制勞工

Employment and  
Labour Practices  
僱傭及勞工常規

KPI B4.2  
關鍵績效指標 B4.2

Description of steps taken to eliminate child and forced labour practices when discovered  
描述在發現違規情況時消除童工及強制勞工情況所採取的步驟

—

No such incidents were reported during the reporting period.  
報告期內概無報告有關事件。

Aspect B5: Supply Chain Management

層面 B5：供應鏈管理

General Disclosure  
一般披露

Policies on managing environmental and social risks of the supply chain  
管理供應鏈的環境及社會風險政策

Operating  
Practices  
營運慣例

KPI B5.1  
關鍵績效指標 B5.1

Number of suppliers by geographical region  
按地區劃分的供應商數目

Operating  
Practices  
營運慣例

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## 環境、社會及管治報告

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Section in ESG Report 環境、社會及管治報告中相關分節	Remarks 備註
KPI B5.2 關鍵績效指標 B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法	Operating Practices 營運慣例	
Aspect B6: Product Responsibility 層面 B6：產品責任	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress 有關所提供產品及服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	—	Not identified as material aspect 不被定義為重大議題
General Disclosure 一般披露		—	
KPI B6.1 關鍵績效指標 B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons 已售或已運送產品總數中因安全與健康理由而須回收的百分比	—	Not identified as material aspect 不被定義為重大議題
KPI B6.2 關鍵績效指標 B6.2	Number of products and service related complaints received and how they are dealt with 接獲關於產品及服務的投訴數目以及應對方法	—	Not identified as material aspect 不被定義為重大議題



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

Aspects, General Disclosures and KPIs	Description	Relevant Section in ESG Report	Remarks
層面、一般披露及關鍵績效指標	描述	環境、社會及管治報告中相關分節	備註
KPI B6.3 關鍵績效指標 B6.3	Description of practices relating to observing and protecting intellectual property rights 描述與維護及保障知識產權有關的慣例	—	Not identified as material aspect 不被定義為重大議題
KPI B6.4 關鍵績效指標 B6.4	Description of quality assurance process and recall procedures 描述質量檢定過程及產品回收程序	—	Not identified as material aspect 不被定義為重大議題
KPI B6.5 關鍵績效指標 B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored 描述消費者資料保障及私隱政策，以及相關執行及監察方法	—	Not identified as material aspect 不被定義為重大議題
Aspect B7: Anti-corruption 層面 B7：反貪污			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	Operating Practices 營運慣例	

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Section in ESG Report 環境、社會及管治報告中相關分節	Remarks 備註
KPI B7.1 關鍵績效指標 B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases 於報告期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果	—	No concluded legal cases regarding corrupt practices were brought against the issuer or its employees during the reporting period. 報告期內概無對發行人或其僱員提出並已審結的貪污訴訟案件。
KPI B7.2 關鍵績效指標 B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored 描述防範措施及舉報程序，以及相關執行及監察方法	Operating Practices 營運慣例	
Aspect B8: Community Investment 層面 B8：社區投資			
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities takes into consideration communities' interests 有關以社區參與來了解營運所在社區需要並確保其業務活動會考慮社區利益的政策	Community Contribution 社區貢獻	
KPI B8.1 關鍵績效指標 B8.1	Focus areas of contribution 專注貢獻範疇	—	Non-disclosure 不披露
KPI B8.2 關鍵績效指標 B8.2	Resources contributed to the focus areas 在專注範疇所動用資源	—	Non-disclosure 不披露

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