

L & A INTERNATIONAL HOLDINGS LIMITED

樂亞國際控股有限公司

(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: 8195

Environmental, Social and
Governance Report

環境、社會及管治報告

2018

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

INTRODUCTION AND SCOPE OF THE ESG REPORT

L & A International Holdings Limited (the “Company”) and its subsidiaries (the “Group”) are pleased to present the Environmental, Social and Governance (“ESG”) report for the year ended 31 March 2018 prepared in accordance to Appendix 20 Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) set out in the Rules Governing the Listing of Securities on GEM of the Stock Exchange of Hong Kong Limited (“GEM Listing Rule”). This ESG report intends to give insight into the approach adopted and actions taken by the Group regarding its operations and sustainability that have implication for the Group and the interest to stakeholders.

The ESG report of the Group has been presented into two subject areas, environmental and social. Each subject area will have various aspects to disclose, including the relevant policies and the status of compliance with relevant laws and regulations as addressed by the ESG Reporting Guide.

環境、社會及管治報告簡介及範圍

樂亞國際控股有限公司（「本公司」）及其附屬公司（「本集團」）欣然呈列按照香港聯合交易所有限公司GEM證券上市規則（「GEM上市規則」）附錄二十所載環境、社會及管治報告指引（「環境、社會及管治報告指引」）所編製截至二零一八年三月三十一日止年度的環境、社會及管治（「環境、社會及管治」）報告。本環境、社會及管治報告旨在深入了解本集團在營運及可持續發展方面所採用的方法及行動，而該等方法及行動對本集團及持份者利益有所影響。

本集團的環境、社會及管治報告分為環境與社會兩個主要範疇呈列。每個主要範疇披露多個層面，包括環境、社會及管治報告指引列明有關政策及遵守有關法律法規的情況。

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The Group understands the importance of ESG report and is committed to making continuous improvements in corporate social responsibility into its business in order to better meet the changing needs of an advancing society. The ESG report of the Group will present general disclosure of required aspects in policies, initiatives and performance. The Group will continue to optimise and improve the disclosure requirements. The table below demonstrates the relationship between the ESG guide and the issues found relevant to the Group:

本集團知悉環境、社會及管治報告的重要性，並致力在業務過程中不斷提升企業社會責任，以求更加配合社會日新月異的發展中不斷變化的需求。本集團的環境、社會及管治報告主要呈列政策、措施及表現範疇內規定的一般披露。本集團將繼續優化及改善披露規定。下表闡釋環境、社會及管治報告指引與本集團有關事宜的關係：

ESG Guide 環境、社會及管治報告指引	Relevant ESG issues of the Group 本集團的相關環境、社會及管治事宜
A. Environmental A. 環境	
A.1 Emissions A.1 排放物	Air emissions 空氣排放 Greenhouse gases emissions 溫室氣體排放 Waste management 廢物管理
A.2 Use of resources A.2 資源使用	Energy and water consumption 能源消耗及耗水量 Paper usage 用紙 Packing materials 包裝物料
A.3 Environment and natural resources A.3 環境及天然資源	Measures in reducing environmental impact 減低對環境影響的措施
B. Social B. 社會	
B.1 Employment B.1 僱傭	Labour practices 勞工慣例
B.2 Health and safety B.2 健康與安全	Workplace health and safety 工作環境健康與安全
B.3 Development and training B.3 發展及培訓	Employee development and training 僱員發展及培訓

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ESG Guide	Relevant ESG issues of the Group
環境、社會及管治報告指引	本集團的相關環境、社會及管治事宜
B.4 Labour standards	Child labour and forced labour
B.4 勞工準則	童工及強制勞工
B.5 Supply chain management	Supplier management
B.5 供應鏈管理	供應商管理
B.6 Product responsibility	Product safety and quality
B.6 產品責任	產品安全及質素
	Consumer data protection and privacy policies
	客戶數據保護及私隱政策
B.7 Anti-corruption	Anti-corruption
B.7 反貪污	反貪污
	Money laundering
	洗錢
B.8 Community investment	Community involvement
B.8 社區投資	社區參與

ABOUT THE GROUP

The Group is principally engaged in Original Equipment Manufacturer (“OEM”) business, apparel retail business and the provision of money lending services.

有關本集團

本集團主要從事原始設備製造商業務、服裝零售業務及提供放債服務。

APPROACH AND STRATEGY

The Group believes in delivering long-term sustainable value creation to the shareholders. In doing so, while the Group carries on its business, the management makes choices that bring positive impacts to the communities. The Group has adopted sustainability policies which cover in the areas of employment and labour practices, business integrity, the environment and the community. The Company is committed to support good environmental standards and to ensure implementation of environmental friendly measures.

方式及策略

本集團的信條為長期並可持續地為股東創造價值。為此，本集團於經營業務時，管理層作出會對社區帶來正面影響的決策。本集團已採納可持續政策，內容涵蓋僱傭及勞工慣例、業務誠信、環境及社區等領域。本公司致力支持良好環境準則，並確保實行環保措施。

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A. ENVIRONMENTAL

A.1: Environmental

The Group is committed to minimising its environmental impacts by responsibly managing its business, reducing its carbon footprint and using resources effectively. Hence, the Group has implemented an “Environmental Facilities Operation and Management Policy” which covers the management of different emissions. The Group has also established relevant emissions reduction and energy saving initiatives to manage the emissions and maintain green operations.

The Group is in strict compliance with relevant laws and regulations in Hong Kong, including the Air Pollution Control Ordinance and the Water Pollution Control Ordinance. During the reporting period, the Group was not aware of any non-compliance with relevant laws and regulations that had significant impact on the Group related to air and greenhouse gas emissions, discharges into water and land, generation of hazardous and non-hazardous waste.

Air emissions

The Group holds 1 motor vehicle driven by unleaded petroleum for providing transportation to senior management. During the process of combustion of fuels, air pollutants, such as nitrogen oxides (“NO_x”), sulphur oxides (“SO_x”) and particulate matters (“PM”) are also produced.

1,861 litres of unleaded petroleum has been consumed during the year ended 31 March 2018. The consumptions lead to an emission of NO_x, SO_x, and PM of 2.44 kg, 0.18 kg and 0.03 kg respectively.

A. 環境

A.1: 環境

本集團致力透過盡責管理其業務、減少其碳足印及有效運用資源以減低其環境影響。因此，本集團已推行「環保設施運行及管理政策」，有關政策涵蓋不同排放物之管理。本集團亦已制訂相關減排及節能措施以管理排放物及維持綠色營運。

本集團嚴格遵守香港相關法律及法規，包括空氣污染管制條例及水污染管制條例。於報告期間，據本集團所知，並無任何有關空氣及溫室氣體排放、向水及土地排污、產生有害及無害廢物之相關法律及法規而對本集團有重大影響之不合規情況。

空氣排放

本集團擁有一部由無鉛汽油驅動的車輛，作接送高級管理層之用。於燃燒燃料期間，會產生空氣污染物，例如氮氧化物、硫氧化物及懸浮粒子。

於截至二零一八年三月三十一日止年度，已耗用1,861公升的無鉛汽油。該消耗分別帶來2.44公斤氮氧化物、0.18公斤硫氧化物及0.03公斤懸浮粒子的排放。

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Greenhouse gases emissions

The operation of the Group no longer involves in the manufacturing activities and does not have material impacts on the environment and natural resources. Nevertheless, the Group generates greenhouse gas ("GHG") emission through the combustion of fuels, the use of electricity and the production of paper waste in the offices and daily operation.

Electricity used in the business premises is the major contributor to greenhouse gas footprint. Apart from electricity consumption, the use of motor vehicle and business travelling also led to the indirect emissions of greenhouse gas. During the year ended 31 March 2018, total GHG emissions was approximately 37,284 kg of CO₂, which are mainly from the consumption of electricity in Hong Kong office.

The emission of carbon dioxide (CO₂) has been calculated based on the amount of energy consumed multiple by the emission factors and the emission of CO₂ (in kg). The emissions of CO₂ are broadly classified into three scopes:

Scope 1 – Direct emissions from combustion of fuels;

Scope 2 – Energy indirect emissions; and

Scope 3 – Other indirect emissions.

溫室氣體排放

本集團的營運不再涉及製造活動，對環境及天然資源再無重大影響。然而，本集團仍然於辦公室及日常營運中透過燃燒燃料、使用電力及產生廢紙導致排放溫室氣體。

於業務場所使用電力為出現溫室氣體足印的主因。除消耗電力外，使用車輛及商務差旅亦帶來間接溫室氣體排放。於截至二零一八年三月三十一日止年度，總溫室氣體排放約為37,284公斤二氧化碳，主要由香港辦公室的電力消耗而來。

二氧化碳的排放乃根據消耗的能量乘以排放因素及二氧化碳排放（以公斤計）計算所得。二氧化碳排放大致分為三個範圍：

範圍1—燃燒燃料導致的直接排放；

範圍2—能量間接排放；及

範圍3—其他間接排放。

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The emission of CO₂ for the year ended 31 March 2018 has been summarised as follow:

於截至二零一八年三月三十一日止年度的二氧化碳排放概述如下：

Source of CO ₂ emissions	Quantity consumed	CO ₂ equivalent emissions (kg)	CO ₂ emission intensity
二氧化碳排放來源	已消耗數量	相當於排放 二氧化碳 (公斤)	二氧化碳 排放密度 (Unit per staff) (單位／每員工)
Scope 1			
範圍1			
Motor vehicle – Unleaded petroleum	1,861 L	4,393	162.71
車輛－無鉛汽油	1,861公升	4,393	162.71
Scope 2			
範圍2			
Electricity consumption	49,054 kWh	30,839	1,142.18
電力消耗	49,054千瓦時	30,839	1,142.18
Scope 3			
範圍3			
Paper consumption	250 kg	1,200	44.44
紙張耗用	250公斤	1,200	44.44
Water consumption	704 tonnes	479	17.74
用水	704噸	479	17.74
Business travel	3,390 km	373	13.81
商務差旅	3,390公里	373	13.81
Total CO₂ emissions		37,284	1,380.88
總二氧化碳排放		37,284	1,380.88

The Group endeavours to improve energy efficiency and reduce energy consumption by adopting energy saving initiatives mentioned in the Section “Use of Resources” of this Report.

本集團致力透過採納本報告「資源使用」一節所載的節能計劃，改善能源效益及減少能源消耗。

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Waste management

The Group's operations do not produce any hazardous waste such as chemical wastes, clinical wastes and hazardous chemicals. The non-hazardous waste produced is mainly paper waste. Measures for reducing and recycling the waste are put in place and are mentioned in the Sections "Paper Usage" and "Packing Materials" of this Report.

A.2: Use of resources

The Group places a great emphasis on environmental protection to ensure efficient use of energy and resources. With the implementation of the Group's "Energy and Resources Policy", the Group strives to reduce the resources consumption by implementing energy and water efficiency initiatives and encouraging its employees, customers, business partners and the community to adopt environmentally responsible behaviour.

Energy and water consumptions

The energy consumption of the Group mainly comes from purchased electricity and fuel consumption. In view of the scarcity of energy, the Group has advocated various energy conservation strategies. The Group has adopted energy-saving lighting systems and equipment to reduce the energy usage during operations. In order to avoid unnecessary energy consumption, air-conditioners and other equipment are used according to the seasonal adjustment and lightings are switched off when the room is not in used.

Water is another important resource used by the Group in daily operations. The Group endeavours to conserve water effectively by identifying water saving initiatives. Used water is re-used under feasible circumstances. Furthermore, the Group has conducted regular maintenance of water pipes to prevent leakage of water and repair any defective components.

廢物管理

本集團的營運不會產生任何有害廢物，例如化學廢料、醫療廢物及有害化學品。所產生的非有害廢物主要為廢紙。本集團已制訂減少及回收廢物的措施，詳見本報告「用紙」及「包裝物料」章節。

A.2：資源使用

本集團十分重視環境保護，以確保有效使用能源及資源。本集團實行「能源及資源政策」後，致力透過推行能源及用水效益措施以及鼓勵其僱員、客戶、業務夥伴及社區採取對環境負責任之行為，減少資源消耗。

能源消耗及耗水量

本集團之能源消耗主要來自所購電力及燃料消耗。鑑於能源稀缺，本集團倡議推行多項節能策略。本集團已採取節能照明系統及設備以減少營運中的能源使用。為避免不必要的能源消耗，空調及其他設備乃根據季節性調整使用，而照明設備於房間無人使用時關閉。

水為本集團日常營運中使用的另一項重要資源。本集團致力透過識別節水措施以有效節省用水。廢水會在可行情況下重用。此外，本集團對水管進行常規保養以避免漏水，並會修理任何缺損部分。

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The Group's total resources consumption and consumption intensity are listed below:

本集團的總資源消耗及消耗密度表列如下：

Resources 資源	Unit 單位	Energy consumption 能源消耗	Consumption intensity 消耗密度 (Unit per staff) (單位／每員工)
Electricity 電力	kWh 千瓦時	49,054 kWh 49,054 千瓦時	1,816.81 kWh 1,816.81 千瓦時
Unleaded petroleum 無鉛汽油	Litre 公升	1,861 L 1,861 公升	68.92L 68.92 公升
Water 水	Tonnes 噸	704 tonnes 704 噸	26.07 tonnes 26.07 噸

Paper usage

The Group has established a host of paper-saving initiatives to reuse and recycle paper. This is an opportunity to enhance environmental benefits by undertaking such conservative actions. Papers have been recycled by promoting double-sided printing and by promoting the use of telecommunication and electronic media.

用紙

本集團已制訂多項節省用紙措施，以重用及循環再用紙張，此乃透過落實推行環保工作以為環境增益的良機。本集團透過推廣雙面打印以再用紙張，亦提倡採用電子通訊及電子媒體。

Packaging materials

To reduce wastage in packaging materials, the Group minimizes the use of packaging materials. Carton boxes and plastic wrapping are reused if possible. During the year ended 31 March 2018, the Group considers the use of packaging material are immaterial. Further, the Group promotes the message of "Bring Your Own Bag (BYOB)" and does not provide any bags to customers.

包裝物料

為減少包裝物料造成的浪費，本集團儘量減少使用包裝物料，並盡可能再用瓦通紙箱及塑膠包裝。本集團認為，其於截至二零一八年三月三十一日止年度使用之包裝物料數量極少。再者，本集團推廣「自攜購物袋」，不會向客戶提供任何購物袋。

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A.3: Environment and natural resources

Due to the nature of the business, the Group does not have any direct and significant impacts on the environment and natural resources in the course of its operations. With the integration of policies and measures to reduce emissions and resources consumption, the Group strives to reduce the impacts on the environment and natural resources.

B. SOCIAL

B.1: Employment

Labour practices

The Group believes people are valuable assets and their diligent efforts and continuous supports are crucial to the Group's development and success. As such, the Group aims to attract and retain talents, provide a safe and equal working environment for its employees and promote employee health and well-being. The Group is in strict compliance with relevant laws and regulations in Hong Kong and the People's Republic of China (the "PRC"), including the Employment Ordinance, the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance, the Race Ordinance, the Labour Law and the Employment Contract Law of the PRC 《中華人民共和國勞動法及勞動合同法》.

The Group's "Human Resources Management Policy" covers the Group's standard in respect of compensation and dismissal, recruitment and promotion, working hours, rest periods and other benefits and welfare. In addition, the Group is dedicated to providing equal opportunity in all aspects of employment and maintaining a workplace that is free from discrimination or harassment against any individual on the basis of seniority, nationality, gender, age, marital status, disability, race, color, religion or sexual preference.

A.3: 環境及天然資源

基於業務性質，本集團在日常營運中對環境及天然資源並無任何直接及重大影響。藉著整合有關排放及資源消耗的政策及措施，本集團致力減低對環境及天然資源的影響。

B. 社會

B.1: 僱傭

勞工慣例

本集團認為員工乃寶貴資產，而彼等之辛勤努力及不懈支持對本集團之發展及成功至為重要。故此，本集團致力吸引及挽留人才，為其僱員提供安全及平等工作環境以及促進僱員健康及福祉。本集團嚴格遵守香港及中華人民共和國（「中國」）相關法律及法規，包括《僱傭條例》、《性別歧視條例》、《殘疾歧視條例》、《家庭崗位歧視條例》、《種族歧視條例》及《中華人民共和國勞動法及勞動合同法》。

本集團之「人力資源管理政策」涵蓋本集團有關補償及解僱、招聘及晉升、工時、休息期間及其他福利之準則。此外，本集團致力在僱傭所有方面提供公平機會，並維持一個任何人士均可免受因年資、國籍、性別、年齡、婚姻狀況、殘疾、種族、膚色、宗教或性傾向而致之歧視或騷擾之工作環境。

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During the reporting period, the Group was not aware of any non-compliance with the relevant laws and regulations that had 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.

As at 31 March 2018, the Group employed approximately of 30 full-time staff in Hong Kong and the PRC, the overall male/female ratio is approximately 1:1.07.

During the reporting period, the turnover rate of the Group is about 42%. The Group has a diverse workforce in terms of distribution of gender, age and region.

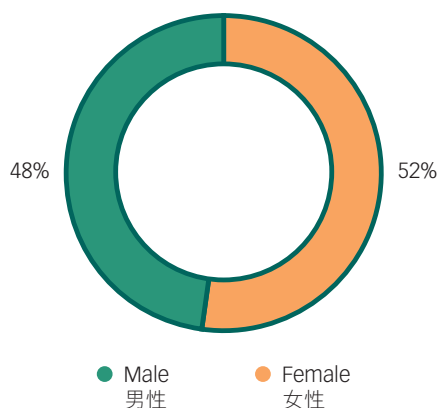
於報告期間，據本集團所知，並無任何有關補償及解僱、招聘及晉升、工時、休息期間、公平機會、多元化、反歧視及其他福利而對本集團有重大影響之相關法律及法規之不合規情況。

於二零一八年三月三十一日，本集團於香港及中國大約有30名全職員工，而整體男／女比例約為1:1.07。

於報告期間，本集團的流失率約為42%。本集團員工就性別、年齡及地區分佈而言屬廣泛。

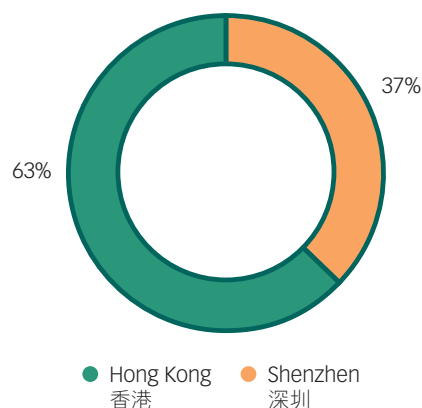
Workforce by Gender

員工性別分佈



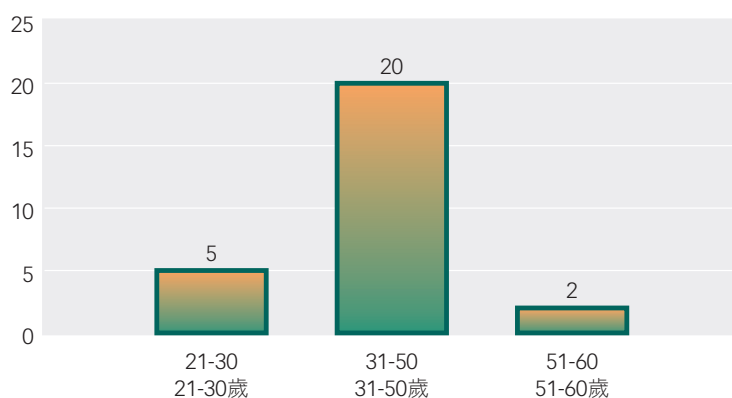
Workforce by Region

員工地區分佈



Workforce by Age Group

員工年齡分佈



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In Hong Kong, the Group's employees have participated in the Mandatory Provident Fund Scheme Ordinance (Chapter 485 of the Laws of Hong Kong). In the PRC, the Group's employees have participated in various security insurance including social insurance prescribed by the Social Insurance Law of PRC (《中華人民共和國社會保險法》), and housing provident fund prescribed by the Regulations on Management of Housing Provident Fund (《住房公積金管理條例》). Staff are remunerated according to the job nature, market trends and individual performance.

B.2: Health and Safety

Workplace health and safety

The Group places the highest priority on securing the health and safety of our employees. The Group complies with the Occupational Safety and Health Ordinance to maintain a healthy and safe workplace for our employees and protect them from work-related injuries. As stipulated in the Group's "Health, Safety and Environment Policy Statement", the Group strives to reduce and control the health, safety and environment related risks. The Group continues to monitor the effectiveness of safety-related controls and conduct assessments on its health and safety performance. In order to create a corporate culture of health and safety, the Group conveys to our employees the importance of occupational health and safety to enhance their awareness.

During the reporting period, there was no case of work-related fatality and injury. The Group was not aware of any non-compliance with relevant laws and regulations that had significant impact on the Group in providing a safe and healthy working environment during the reporting period.

於香港，本集團的僱員已參與《強制性公積金條例》(香港法例第485章)。於中國，本集團僱員已參與多項保障保險，包括《中華人民共和國社會保險法》規定的社會保險，以及《住房公積金管理條例》規定的住房公積金。員工乃根據工作性質、市場趨勢及個人表現以薪酬犒勞。

B.2：健康與安全

工作環境健康與安全

本集團以確保僱員的健康與安全為首要任務。本集團遵守《職業安全及健康條例》，以為旗下僱員維持健康及安全的工作環境，並保護僱員免受工傷。誠如本集團之「健康、安全及環境政策聲明」所規定，本集團致力減輕及控制健康、安全與環境相關風險。本集團持續監察與安全相關之控制措施之效力，並就其健康與安全表現進行評估。為建立健康與安全的企業文化，本集團向旗下僱員灌輸職業健康與安全的重要性，以提高其相關意識。

於報告期間，並無因工死傷個案。於報告期間，據本集團所知，並無任何有關提供安全及健康工作環境之相關法律及法規而對本集團有重大影響的不合規情況。

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B.3: Development and training

Employee development and training

The Group considers the skills and knowledge of our employees as the key elements of sustainable development of the Group. Hence, the Group provides training opportunities for our employees to enhance their working capabilities and management competence according to the Group's "Human Resources Management Policy". The on-the-job trainings offered are based on the business needs, needs of respective positions and interests of employees. Employees are also provided with the opportunities to participate in trainings offered by professional training institutions or experts.

B.4: Labour Standard

The Group is committed to upholding the elimination of all forms of forced labour and supporting the effective abolition of child labour. The Group strictly prohibits the use of child labour in accordance with the Employment of Children Regulations. As prevention of engaging child labour, job applicants are required to present identity proofs during recruitment process according to the Group's "Human Resources Management Policy".

In addition, the Group respects the freedom of employees and has established a "Prohibition of Forced Labour Policy", covering regulations to prohibit and prevent forced labour. Employees have the rights to report any case of infringement of their rights to the management.

During the reporting period, the Group was not aware of any non-compliance with relevant laws and regulations related to recruitment of child labour or forced labour practices.

B.3：發展及培訓

僱員發展及培訓

本集團視我們的僱員之技能及知識為本集團可持續發展之關鍵元素。因此，根據本集團之「人力資源管理政策」，本集團為旗下僱員提供培訓機會，以提升其工作能力及管理能力。在職培訓乃根據業務需要、相關職位之需要及僱員利益而提供。僱員亦獲提供機會參與專業培訓機構或專家提供之培訓。

B.4：勞工準則

本集團致力消除一切形式的強制勞工，並支持有效廢除童工。根據《僱用兒童規例》，本集團嚴禁聘用童工。為避免聘用童工，求職者於招聘過程中須根據本集團之「人力資源管理政策」出示身份證明文件。

此外，本集團尊重僱員之自由，並制訂「禁止強制勞工政策」，涵蓋禁止及避免強制勞工之規例。僱員有權向管理層報告其權利受到侵犯之任何個案。

於報告期間，據本集團所知，並無任何有關聘用童工或強制勞工之相關法律及法規之不合規情況。

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B.5: Supply Chain Management

Supply chain management

The Group aims not to be directly or indirectly involved in corrupt practices or complicit in human rights abuses. Hence, the Group requires its supply chain partners to uphold the Group's principles of ethical business conduct. Besides, the Group gives preference to collaborate with suppliers who work towards responsible and sustainable operation. Through managing and engaging with our supply chain, the Group strives to create positive impacts on the environment and society.

The Group believes that our procurement can ultimately affect our product and service quality. As such, the Group has adopted a "Suppliers Social Responsibilities Control Procedure" to manage and mitigate the environmental and social risks in the supply chain. The Group selects suppliers carefully and continues to monitor their performance. In case of non-compliance discovered, the cooperation will be terminated to uphold the Group's standards. During the reporting period, the Group worked with 11 suppliers in Guangdong province and 1 supplier in Shanghai of PRC.

B.6: Product Responsibility

Product safety and quality

The Group has dedicated to putting the products quality as its first priority as the performance of the products would affect the long-term relationship with customers and the reputation and success of the business. The Group would refund or pay compensation for damage caused by the products due to defects. During the year end 31 March 2018, the Group has not received any complaint regarding the quality of the products and there was no product subject to recalls for safety or health reasons. The Group was not aware of any non-compliance with relevant laws and regulations regarding product responsibility.

B.5：供應鍊管理

供應鍊管理

本集團的宗旨為不直接或間接牽涉貪污行為或合謀侵犯人權。因此，本集團要求其供應鍊合作夥伴秉承本集團的商業道德操守原則。此外，本集團優先與以負責任及可持續經營為工作方針之供應商合作。透過管理我們的供應鍊及與其溝通，本集團致力為環境及社會帶來正面影響。

本集團相信，我們的採購程序可最終影響產品及服務質素。故此，本集團已採取「供應商社會責任控制程序」，以管理及減輕供應鍊中的環境及社會風險。本集團審慎挑選供應商，並持續監察其表現。倘發現不合規情況，合作將會終止，以維持本集團之標準。於報告期間，本集團與來自中國的供應商合作，其中十一名來自廣東省，一名來自上海。

B.6：產品責任

產品安全及質素

由於產品表現會影響與客戶的長遠關係以及本集團之聲譽及業務成功發展，故本集團秉持產品質素第一的信念。本集團會就產品因缺損而導致的損害作出退款或支付賠償。於截至二零一八年三月三十一日止年度，本集團並無接獲任何有關產品質素的投訴，而且並無產品因安全或健康原因而須回收。據本集團所知，並無任何有關產品責任的相關法律及法規之不合規情況。

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Consumer data protection and privacy policies

The Group has developed a policy of information management system to guide staff on control and usage of company data and to restrict access or use where necessary to protect the interests of the Group. Data is classified into different levels according to the confidentiality as public, internal, and restricted/confidential. In order to protect consumer data and privacy, the Group will keep the client information together and destroy on a timely basis. During the year end 31 March 2018, the Group has not noticed any occurrence of data leakage.

B.7: Anti-Corruption

Anti-corruption

The Group is committed to upholding the highest standards of business ethics in its business and operations. The Group is in strict compliance with the Prevention of Bribery Ordinance, the relevant laws and regulations of Criminal Law of the PRC《中華人民共和國刑法》and the Anti-Unfair Competition Law of the PRC《中華人民共和國不正當競爭法》and has zero tolerance on any forms of bribery, corruption and fraud. With the implementation of “Anti-corruption and Anti-Fraud Management System”, the Group conveys to its employees the Group’s requirements towards anti-corruption.

The Group has established communication channels, including phone and email, for employees to report on observed and suspected case of non-compliance and questionable practices. After receipt of the case, the Group will perform anti-corruption investigation. Once a misconduct case is confirmed, it will be reported to relevant legal authorities and relevant personnel will be subject to disciplinary actions.

During the reporting period, the Group was not aware of any non-compliance with the relevant laws and regulations that had significant impact on the Group relating to bribery, extortion, fraud and money laundering.

客戶數據保護及私隱政策

本集團已就資訊管理系統制訂政策，為員工提供控制及使用本公司數據的指引，並於有需要時限制存取或使用數據以保障本集團利益。數據按其保密程度分為公開、內部及限制／保密級別。為保障客戶數據及私隱，本集團將數據集中儲存及適時銷毀客戶資料。於截至二零一八年三月三十一日止年度，本集團未有發現任何數據洩漏事件。

B.7：反貪污

反貪污

本集團致力在其業務及經營中建立最高標準之商業道德規範。本集團嚴格遵守《防止賄賂條例》、《中華人民共和國刑法》及《中華人民共和國不正當競爭法》的相關法律及法規，絕不容忍任何形式之賄賂、貪污及舞弊。實行「反貪污及反舞弊管理制度」後，本集團向其僱員傳達本集團對就反貪污所作之規定。

本集團已設立溝通渠道（包括電話及電郵），供僱員報告所見及可疑之不合規個案及有問題之常規。於接獲個案後，本集團將進行反貪污調查。一旦確認不當行為個案，將向相關法定機構報告，而相關人員將面臨紀律行動。

於報告期間，據本集團所知，並無任何有關賄賂、敲詐、舞弊及洗錢之相關法律及法規而對本集團有重大影響的不合規情況。

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Money laundering

The Group strictly implements a series of policies and procedures to prevent and detect money laundering and terrorist financing. The following measures have been taken to prevent and detect money laundering and terrorist financing:

- verifying customers' identity with reference to reliable and independent source of documents;
- reports any suspicious transactions to relevant government department;
- maintain all essential information of customers with Personal Data (Privacy) Ordinance;
- repayments are only made by cheque, bank transfer with customers' bank accounts, and
- provide training relating to current legislation and practices to employees.

B.8: Community investment

Community involvement

The Group is constantly aware of the needs of community and take up our corporate responsibility to contribute to the society. The Group has formulated a "Community Investment Policy" and aims to focus on the living standards of community, culture projects, education and development and labour cooperation. The Group also strives to develop long-term relationships with our stakeholders and bring a positive impact on community development.

洗錢

本集團嚴格實施一系列政策及程序，防止及檢測洗錢及恐怖份子資金等等。為此而採取以下措施：

- 參考可靠及獨立文件來源核實客戶身份；
- 向相關政府部門匯報任何可疑交易；
- 按照《個人資料（私隱）條例》保存所有必要的客戶資料；
- 只透過支票或經客戶銀行戶口進行銀行轉帳作出還款；及
- 向僱員提供有關現行法例及慣例的培訓。

B.8：社區投資

社區參與

本集團一直明瞭社區之需要，並履行本身的企業責任，為社會作出貢獻。本集團已制訂「社區投資政策」，旨在專注於社區之生活水準、文化項目、教育及發展以及勞工合作。本集團亦致力與持份者發展長期關係及為社區發展帶來正面影響。

**L & A INTERNATIONAL
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