



Million Stars  
萬星控股

# MILLION STARS HOLDINGS LIMITED 萬星控股有限公司

*(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：8093



# 2018

Environmental, Social and Governance Report

環境、社會及管治報告

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## INTRODUCTION

Million Stars Holdings Limited (the “Company”) and its subsidiaries (collectively, the “Group”) are principally engaged in (i) internet advertising agency services; (ii) mobile payment technical support services; and (iii) manufacture and sales of leather products. This, the Group further expanded its business to provide internet advertising agency services and mobile payment technical support services for Chinese clients, thereby diversifying the Group’s business and creating greater value.

The Group always lives up to its social responsibilities as its core values. While safeguarding the interests of investors, the Group are also concerned about environmental, social and governance issues. We are committed to providing high-quality products and services to our customers and offering appropriate and competitive compensation to employees. As a leading manufacturer and supplier of leather products in China, the Group is willing to assume its social responsibilities with an open, transparent and fair attitude and help the public get a better understanding of the Group.

## BASIS OF PREPARATION

This report is prepared and presented with reference to the Environmental, Social and Governance (ESG) 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:

1. **Materiality:** ESG issues that become sufficiently important to investors and other stakeholders should be reported.
2. **Quantitative:** KPIs, if any, need to be measurable and should be accompanied by a narrative, explaining their purposes, impacts, and giving comparative data where appropriate.
3. **Balance:** An ESG report should provide an unbiased picture of the issuer’s ESG performance and avoid selections, omissions, or presentation formats that may inappropriately influence readers’ decisions and judgments.
4. **Consistency:** The issuer should use consistent methodologies to allow for meaningful comparisons of ESG data over time. The issuer should disclose in the ESG report any changes to such methodologies.

## 緒言

萬星控股有限公司(「本公司」)及其附屬公司(統稱「本集團」)專門從事(i)互聯網廣告代理服務；(ii)移動支付技術支持服務；及(iii)為客戶生產及銷售皮革產品。本年度，本集團更擴展業務，為中國客戶提供互聯網廣告代理服務及移動支付技術支持服務，從而實現集團業務多元化，並創造更大價值。

本集團一直堅守履行社會責任的核心價值。在維護投資者利益的同時，本集團亦關顧環境、社會及管治方面的議題；致力實現為客戶提供優質的產品與服務，及為僱員提供適切而具競爭力的福利等。作為中國領先的製造及銷售皮革服裝產品企業，本集團秉持公開、透明、公平的態度，願意肩負社會責任，令公眾對本集團的瞭解得以加深。

## 編製基準

本報告根據香港聯合交易所有限公司GEM證券上市規則附錄二十對《環境、社會及管治報告指引》的要求編撰及呈列相關資料：

1. **重要性：**當環境、社會及管治的相關事宜會對投資者及其他關聯方產生重要影響時，本報告須作出匯報。
2. **量化：**如有訂立關鍵績效指標，該指標須可予以計量並於適當情況下作出有效對比，而所訂立的指標亦須闡述其目的及影響。
3. **平衡：**本報告須不偏不倚地呈報本公司在環境、社會及管治方面的表現，以及避免不恰當地誤導讀者決策或判斷的選擇、遺漏或呈報格式。
4. **一致性：**本報告使用一致的披露統計方法，使相關數據日後可作有意義的比較。若統計方法於日後有所變更，亦須在報告中註明。

## SCOPE OF REPORTING

Last year's report only covered the manufacture and sales of leather products in Guangdong Province, China. In view of the Group's newly-developed internet advertising agency services, this report covers not only the manufacture and sales of leather products, but also the internet advertising agency services in Beijing, China. The Group's ESG principles cover the above two areas.

## COMMUNICATION WITH STAKEHOLDERS

The stakeholders of a company play a pivotal role. The Group is fully aware that it has to communicate effectively with all stakeholders and disseminate relevant information to them via different channels. The Group's stakeholders mainly comprise customers, suppliers, employees and investors. The Group maintains close contact with them through various channels, including visits to offices, shareholders' meetings and community services, so that all stakeholders may have an in-depth understanding of the Group's operations. The Group also actively engages domestic and overseas industry and professional organizations to catch up with emerging trends and business drivers, such as the latest technology developments and new best industry practices.

### A. Environmental

The Group adheres to the principles of environmental protection and pollution reduction. We implement a series of environmental rules and carry out an operational system for managing exhaust and greenhouse gas emissions and the generation of harmful and non-hazardous wastes, thereby reducing environmental damage caused by daily business activities. During the year, the Group complied with relevant laws and regulations that are material to the Group and related to waste discharge and generation.

#### 1. Exhaust Emissions and Greenhouse Gases

The group regards the management of exhaust and greenhouse gas emission as part of its business activities and takes effective measures to reduce exhaust and greenhouse gas emissions. Since the Group is principally engaged in internet advertising agency services and manufacture and sales of leather products, the Group does not have a lot of discharges to water or land. The Group's exhaust emissions come from the leather clothing business, which involves air pollutants from transportation of products, such as nitrogen oxides (NO<sub>x</sub>), sulfur oxides (SO<sub>x</sub>) and inhalable particles.

## 報告範圍

去年的報告範圍只包括中國廣東省佛山市的製造及銷售皮革服裝產品業務，鑑於本集團新增互聯網廣告代理服務，故本報告則包括製造及銷售皮革服裝產品業務及位於中國北京市的互聯網廣告代理服務業務。本集團的環境、社會及管治原則覆蓋以上兩個地方。

## 與持份者溝通

每個企業的持份者均扮演著舉足輕重的角色。本集團深明須與各持份者進行有效溝通，並致力將相關資訊以不同渠道傳達到持份者。本集團的持份者基本分為客戶、供應商、員工及投資者。本集團開放不同渠道與他們保持緊密的聯繫，包括參觀辦公室、股東大會及社區服務，讓所有持份者深入瞭解本集團的營運。本集團亦積極參與本地與海外的業內及專業機構，以確保緊貼新興趨勢及業務驅動因素，如科技發展及業內嶄新最佳做法。

### A. 環境

本集團秉承保護環境、減低污染的原則。通過實施一系列的環境管理規定，落實管理廢氣及溫室氣體排放、有害及無害廢棄物產生之營運模式，從而減少日常經營活動對環境造成之損害。於本年度，本集團已遵守對本集團而言屬重大且與廢物排放及產生有關的相關法例及法規。

#### 1. 廢氣排放及溫室氣體

本集團把廢氣及溫室氣體管理作為企業營運活動的一部分，積極採取有效的減少廢氣排放及溫室氣體的行動。鑒於本集團主要從事互聯網廣告代理和製造及銷售皮革服裝產品，這些業務並無大量對水或土地的排放物。本集團的廢氣排放物來自皮革服裝產品業務，當中涉及運輸產品所產生之空氣污染物，例如氮氧化物(NO<sub>x</sub>)、硫氧化物(SO<sub>x</sub>)及可吸入顆粒物。

Emission 排放物	Unit 單位	Emissions 排放量	Density 密度 (emissions per employee) (排放量／員工)
Nitrogen Oxides (NO <sub>x</sub> ) 氮氧化物 (NO <sub>x</sub> )	tonnes 噸	32.20	0.40
Sulfur oxides (SO <sub>x</sub> ) 硫氧化物 (SO <sub>x</sub> )	tonnes 噸	0.15	0.001
Particulate matter 顆粒物	tonnes 噸	3.19	0.04

Table 1 — Total Emissions During the Reporting Period

The Group's greenhouse gas emissions come from office and factory operations, including electricity purchased for day-to-day operations. During the reporting period, the Group generated a total of approximately 200 tonnes of greenhouse gases (carbon dioxide equivalent), representing an emission density of three tonnes of carbon dioxide equivalent per employee and including those from electricity and gasoline consumption.

表 1 — 報告期內的排放物總量

本集團的溫室氣體排放來自辦公室及工廠營運，當中包括日常營運所購買的電力。於報告期內，本集團產生的溫室氣體總量約200噸二氧化碳當量，每名員工排放密度約3噸二氧化碳當量，包括來自本集團的電力及汽油消耗。

Range of greenhouse gas emissions 溫室氣體排放範圍	Emission source 排放來源	Emissions 排放量 (tonnes of carbon dioxide equivalent) (以噸二氧化碳當量計)	Density 密度 (emissions per employee) (排放量／員工)	Total emissions 總排放量 (in percentage) (以百分比計)
<b>Range 1</b>				
<b>範圍 1</b>				
Direct emissions 直接排放	Gasoline consumed by the Group <sup>1</sup> 本集團汽車消耗汽油 <sup>1</sup>	22.25	0.28	10.78
<b>Range 2</b>				
<b>範圍 2</b>				
Indirect emissions 間接排放	Power purchased 購買電力	182.20	2.28	88.30
<b>Range 3</b>				
<b>範圍 3</b>				
Other indirect emissions 其他間接排放	Discarded waste paper 棄置廢紙	1.89	0.02	0.92
Total 總計		206.34	2.58	100

Table 2 — Total Greenhouse Gas Emissions During the Reporting Period

表 2 — 報告期內的溫室氣體排放總量

<sup>1</sup> The fuel was consumed by two trucks.

<sup>1</sup> 燃油消耗來自 2 台貨車

Though the Group mainly sells leather products in the United States, Australia, Malaysia, Hong Kong and Mainland China, the Group insists on employing its sales staff and management staff locally. Employees of the headquarters rarely have business trips abroad. The Group also takes effective measures to reduce greenhouse gas and exhaust emissions in other respects. For example, the Group has adopted energy-saving measures in its offices and workplaces. Such measures include setting the most appropriate air-conditioning temperature and switching off all unnecessary lights or air-conditioning systems during non-working hours. We also encourage employees to turn off idle computers and other office equipment during non-working hours. At our plants, employees are encouraged to work on site to avoid operation of machines during unnecessary operating hours and non-working hours. In order to reduce greenhouse gas emissions, the Group requires that at the plants, air-conditioners or heaters can only be turned on when the temperature is higher than 32°C or lower than the specified temperature.

#### *Waste Management*

The Group sticks to the principles of waste management and strives to properly handle and dispose of all wastes generated from business activities. The Group undertakes to practice the storage, cleaning, transportation and disposal of wastes and to keep the environment clean and sanitary. In respect of non-hazardous waste generated in offices, the Group advocates reducing the generation of solid waste and encourage employees to develop good habits of recycling waste, so as to get twice the result in environmental protection with half the effort. We have put in place paper recycling bins next to photocopiers in our offices, in the hope that employees will work together to recycle waste paper. After the toner cartridges of photocopiers run out of toner, we will commission a recycler to recycle them. In addition, the leather plants operated by the Group do not produce large amounts of hazardous or non-hazardous waste. The non-hazardous waste leather produced is handed over to relevant leather recyclers for recycling.

儘管本集團主要銷售皮革產品於美國、澳洲、馬來西亞、香港及中國，惟本集團在當地一直有聘請本地人才擔任銷售員工，管理團隊。總部員工到海外工幹次數不多。在其他層面，本集團採取積極有效的減少溫室氣體及廢氣排放的行動。例如，本集團已在辦公室及工作場所採取節能措施。該計劃包括將空調設備調節至最合適的溫度，並在非辦公時間關閉所有非必要的照明或空調系統。本集團亦鼓勵僱員在非辦公時段關閉閒置電腦及其他辦公設備。廠房方面，本集團鼓勵僱員現場工作，避免於非必要營運時段及非辦公時間閒置機器。為減少溫室氣體排放，本集團規定於工廠溫度高於攝氏32度或低於指定溫度時，方可使用空調或暖爐。

#### *廢棄物管理*

本集團堅持廢棄物管理原則，並致力妥善處理及處置業務活動所產生的所有廢棄物。本集團承諾實踐廢棄物的儲存、清理、運輸及處理工作，保持環境清潔衛生。針對辦公室產生之無害廢棄物，本集團主張減少固體廢棄物的產生，並讓員工養成良好習慣去回收廢物，使本集團推動環保的工作事半功倍。本集團的辦公室在影印機旁均設有廢紙回收箱，以此希望員工們群策群力，回收廢紙。影印機的碳粉盒在碳粉耗盡後，本集團亦會委託相關回收商進行回收。此外，本集團營運之皮革工廠亦無產生大量有害或無害廢棄物；產生之無害廢棄皮料已委託相關皮料回收商進行回收。

Since our non-hazardous waste mainly comes from waste paper, the Group has particularly stringent requirements on paper use. We use FSC certified paper which is derived from responsibly managed forest resources to avoid indirectly involving in deforestation of primeval forests. In addition, we extend our environmental requirements to suppliers. All suppliers of paper to the Group hold ISO 14001 environmental management certification certifying their effective environmental management. By partnering with them, the Group reduces the impact of its supply chain on the environment. In respect of leather production, we will review the resource consumption records of leather suppliers, such as water consumption. We also check the quality of raw materials to ensure that all raw materials meet non-hazardous standards.

During the reporting period, the Group did not generate a large amount of hazardous waste, and the non-hazardous waste generated was mainly paper (approximately 400 kg). In order to reduce the use of paper, the Group encourages employees to practice double-sided printing and reuse all paper that has been printed on one side as non-legal and ordinary documents.

由於無害廢棄物最大來源自廢棄紙張，因此，本集團對紙張的要求特別嚴緊。本集團所採用的紙張均採用FSC認證，源自負責任的森林資源紙張，以防止砍伐原始森林。此外，對於環保的要求也延伸到供應商中。為本集團提供紙張的供應商均持有ISO 14001環境管理認證，核實他們有效的環境管理，減少本集團的供應鏈對環境的影響。於皮革生產業務方面，本集團會審查皮革供應商的資源耗用記錄，例如用水量等。本集團亦會檢查原材料的品質，以確保所有原材料均符合無害標準。

於報告期內，本集團並無產生大量有害廢棄物，而所產生的主要無害廢棄物為紙張，約400公斤。為減少使用紙張，本集團鼓勵員工雙面列印，並重覆使用所有已單面列印的紙張列印非法定及普通公司文件。



## 2. Use of Resources

In order to use resources effectively, reduce waste and protect the ecological environment, the Group is committed to protecting resources to achieve environmental and operational benefits. In order to fulfill this environmental commitment, the Group has implemented various measures to improve energy efficiency and reduce paper and water consumption. By monitoring and managing the use of resources, the Group aims to reduce operating costs and carbon footprint. Details on energy and water consumption will be discussed in the following sections.

### (a) Resources

During the reporting period, the resources directly consumed by the Group for operations are as follows:

Resources 資源	Unit 單位	Consumption 消耗量	Density 密度 (consumption per employee) (消耗量／員工)
Power 電力	kWh 千瓦時	210,007.91	2,625.10
Gasoline 汽油	litre 公升	9,788.15	122.35
Water 水	m <sup>3</sup> 立方米	2,293.84	28.67
Packaging materials for finished products (plastic) 製成品包裝材料(塑膠)	tonnes 噸	4.29	0.05
Packaging materials for finished products (paper) 製成品包裝材料(紙張)	tonnes 噸	6.80	0.09

Table 3 — Consumption of Resources During the Reporting Period

## 2. 資源使用

為了有效地使用資源、減少浪費和保護生態環境，本集團致力保護資源以達致環保及營運效益。為履行本環保承諾，本集團已實施多項措施提升能源效益、減少用紙量和用水量。通過積極監察及管理資源使用，本集團旨在降低營運成本及碳足跡。有關能源及水資源消耗之詳情將於下述章節討論。

### (a) 資源

於報告期內，本集團用於營運的直接消耗資源如下：

表3 — 報告期內的資源消耗總量

The Group is principally engaged in internet advertising agency services and manufacture and sales of leather products. As a result, lighting and air conditioning in offices and plants are the largest sources of power consumption. In view of this, the Group has introduced a series of resource-saving measures, including:

#### Office Operations

- Replace old lamps in offices with T5 energy-saving lamps;
- Display a series of conservation tips on the screen saver of the computers used by employees to encourage them to create a green work environment;
- Keep the air-conditioning temperature at 26°C;
- Remind employees to turn off lighting, air conditioning and other electrical equipment that are not in use;
- Give preference to energy-efficient products when replacing electrical equipment;
- Put potted plants in each office area to purify the offices;
- Promote double-sided printing and recycling of office stationery and paper;
- Advocate paperless office and promote electronic communication via internet, email, internal workflow systems, etc.; and
- Regularly review and adjust the existing measures to ensure their feasibility.

#### Plant Operations

- Promote double-sided printing and recycling of office stationery and paper;
- Remind employees to turn off lighting, air conditioning and other electrical equipment that are not in use;

本集團主要從事互聯網廣告代理和製造及銷售皮革服裝產品，因此，辦公室和工廠之照明及空調等是最大之電力消耗源頭。有見及此，本集團推行了多項節省資源活動，當中包括：

#### 辦公室營運

- 於辦公室更換T5節能光管；
- 透過員工電腦的螢幕保護程式發布一系列環保提示，鼓勵員工為營造綠色的工作環境採取行動；
- 保持空調溫度為攝氏26度；
- 提醒員工必須關閉非使用中的照明、空調及其他電器設備；
- 更換電器設備時，優先選購效能較佳之產品；
- 為各辦公區域擺放植物，淨化辦公環境；
- 提倡雙面打印、循環再用辦公文具及紙張；
- 鼓勵無紙化辦公，促使以互聯網、電郵、內部工作流程系統等電子方式進行溝通；及
- 定期檢視並調整現有的措施，確保該措施的可行性。

#### 工廠營運

- 提倡雙面打印、循環再用辦公文具及紙張；
- 提醒員工必須關閉非使用中的照明、空調及其他電器設備電源；

- Make full use of natural lighting during the day to reduce the use of lighting equipment;
- Use air conditioners or heaters only when the room temperature is higher than 32°C or lower than the specified temperature;
- Commission companies with recycling qualifications as required by the state to recycle and dispose of wastes; and
- Engage a third-party agency to review the Group's environmental and conservation results from time to time

During the reporting period, the Group achieved remarkable results in resource conservation. In terms of internet advertising agency business, up to 95% of customers adopted electronic settlement statements and electronic ordering, saving a lot of paper.

#### (b) *Water Consumption*

Sustainable and responsible use of water resources is a major global issue. The Group is aware that water shortage, excessive demand and overuse of water can cause serious problems. Due to the nature of its business, the Group does not use or discharge significant amounts of water.

### 3. *Environment and Natural Resources*

Given the nature of its business activities, the impact of the Group on the environment and natural resources is not significant. Our energy consumption mainly comes from electricity used in offices and plants. During the reporting period, the Group has developed a series of measures to reduce resource use and properly dispose of waste (see "2. Use of Resources" above for details).

- 於白天充分利用自然光照，減少使用照明設備；
- 室溫高於攝氏32度或低於指定溫度時，方可使用空調或暖爐；
- 委託具國家相關要求的回收資質證公司回收處理廢棄物；及
- 不定期委託第三方機構審核環保成果。

於報告期內，本集團於節約資源方面取得卓越成果。在互聯網廣告代理業務方面，高達95%客戶使用電子結單和以電子方式下單，成功節約用紙。

#### (b) *用水*

可持續及負責任地使用水資源是一個全球關鍵議題。本集團意識到缺水、過度需求及過度使用可引致嚴重問題。鑒於業務性質，本集團並無使用或排放重大水量。

### 3. *環境及自然資源*

鑒於業務性質及活動，本集團對環境及自然資源所造成的影響並不重大。能源消耗主要來自辦公室及工廠使用的一般用電。於報告期內，本集團已制定了一系列的措施以減少資源使用及妥善處置廢棄物（詳情請參閱上文「2. 資源使用」）。

The Group will continue to maintain a balance between business development and environmental protection in the pursuit of long-term sustainable development. When reviewing its business strategies and planning for future business development, the Group will definitely take environmental protection and conservation of natural resources into consideration. The Group will gradually raise the overall environmental awareness within the Group through education, training and advocacy, and then promote such awareness among customers in an effort to fulfill its corporate social responsibility.

## B. Social

### 1. *Employment and Labour Practices*

Employees are an important asset of the Group and have a critical impact on the quality of the Group's products and services. The Group attaches great importance to the protection and development of its employees and hopes to establish long-term relations with them.

The Group strives to build a safe, healthy, fair and non-discriminative work environment, and maintain a harmonious relationship between the Company and its employees, so as to bring together all employees to promote the long-term sustainable development of the Group.

#### (a) *Recruitment, Promotion and Equal Opportunity Policies*

The Group is convinced that equal employment relations can improve employee satisfaction, which in turn helps retain and motivate outstanding talents and thus speeds up the Group's business development. As such, in order to ensure that employees are not discriminated against in the recruitment process, the Group has formulated the Anti-discrimination Policy and appropriate recruitment procedures to ensure that recruitment, promotion, compensation and benefits are based on education level, experience and ability and there will be no discrimination, exclusion, preferential treatment or any other infringement of equity rights and benefits due to gender, age, race, religion, etc.

本集團將繼續致力維護產業與生態環境間之平衡，追求長期持續發展。在檢討經營策略、規劃未來產業發展的同時，本集團定必將環境保護及珍惜天然資源納入考慮因素當中。本集團亦會通過教育培訓及意識倡導，逐步提升集團整體環境保護意識，繼而推展至客戶層面，肩負企業的社會責任。

## B. 社會

### 1. 僱傭與勞工常規

員工為本集團重要的資產，員工對本集團的產品和服務質素存在關鍵性的影響。本集團重視對員工的保障和發展，希望能與員工建立長久的關係。

本集團積極構建一個安全健康、公平公正、不存在歧視的工作環境，並致力維護公司與員工的和諧關係，凝聚人才，合力推動集團產業的長期可持續發展。

#### (a) 招聘、晉升及平等機會政策

本集團深信平等的僱傭關係可提高員工滿意度，從而留住和激勵優秀人才，加快集團的產業發展。因此，為了使員工在聘用階段中不受到任何歧視，本集團制定了「反歧視書面政策」及招聘程序，確保在招聘、晉升、薪酬福利及人才培育等方面均以學歷、經驗及能力為導向，不會因性別、年齡、種族、宗教等背景而出現區別對待、排斥或者給予優惠等任何違反平等權益的措施。



As to the promotion of employees, considering employees' development needs and career planning, the Group has established a performance assessment system and promotion mechanism integrating training, use and evaluation of personnel, thereby building a sound career platform for employees and creating a virtuous cycle of personnel cultivation, use and selection, which in turn lays a sound foundation and provides sufficient motivation for the sustainable development of the Group and the self-growth of employees. In addition, the Group has also introduced a new system of employee performance assessment and self-evaluation in stages, which can help comprehensively evaluate the performance of employees and promote them.

#### (b) Compensation System

In terms of compensation system, the Group continually reforms and improves the employee compensation policies and systems and fully considers growing employee compensation in tandem with the Company's performance, in an effort to ensure that employees are rewarded fairly based on their contribution. Each year, we review and adjust our employee compensation levels according to the Group's performance and market factors.

In addition, the Group has formulated the Policy on Termination of Labour Contracts, pursuant to which employees who do not meet the relevant job requirements or have serious dereliction of duty, or those who have seriously violated national laws and regulations or the Group's rules and regulations, will be dismissed. By fully communicating with the dismissed employees, we make sure that the dismissal process is fully in compliance with the relevant legal provisions.

有關員工晉升方面，本集團持續關注員工的發展訴求和職業規劃，建立了人才培訓、使用、評價一體化的考核評價體系和晉升機制，為員工搭建良好的職業發展平台，實現人才培養、使用和選拔的良性循環，進而為本集團的可持續發展和員工的自我成長奠定堅實的基礎和充足的動力。另外，本集團亦分階段全面推行嶄新的員工表現評估及自我審核制度，有助全面地評估員工的工作表現並晉升員工。

#### (b) 薪酬體系

在薪酬體系方面，本集團不斷改革和完善員工薪酬政策及體系，充分考慮員工薪酬可以與公司業績同步增長，確保員工能夠公平的獲得價值並按貢獻程度分享價值。每年，本集團會檢討僱員薪酬水平，並按績效及市場因素作調整基準。

此外，本集團制定了「終止勞動合同政策」，對於不符合本集團崗位要求的員工，或存在嚴重失職、嚴重違反國家法律法規或嚴重違反本集團相應規章制度的員工，本集團採取優勝劣汰的僱傭政策。透過充分與解僱的員工進行溝通，解僱流程完全符合法律規定的內容。

(c) *Retaining Talents*

The Group attaches great importance to the career development of employees and takes measures to retain employees. Employees have two career development paths depending on their capabilities, one is being promoted to management positions, and the other is being promoted to higher professional or technical ranks.

During the reporting period, the Group did not have any cases of violation of relevant employment laws and regulations, nor did it receive any complaints related to recruitment. The Group has complied with relevant laws and regulations that are material to the Group and related to employees' rights and interests, including the Employment Ordinance, Mandatory Provident Fund Schemes Ordinance, Employees' Compensation Ordinance and Minimum Wage Ordinance.

**2. Occupational Health and Safety**

Ensuring that employees have a safe and healthy working environment is the basic responsibility of each company, and the Group takes it seriously. The Group follows national laws, regulations and standards concerning safety production to lay a foundation for safe operation.

The Group has formulated a number of policies and measures on occupational health and safety, including:

- Promote effective communication between staff and supervisors to form a sound safety culture;
- Give daily safety guidance and supervision;
- Conduct regular safety inspections, and timely prevent and rectify the safety hazards found in inspections;
- Engage a third-party testing agency to test the environmental conditions of production workshops each year;

(c) *保留人才*

本集團對僱員事業發展相當重視，並就保留僱員採取措施。僱員發展會視乎其能力分為兩個方面，其一是晉升至管理崗位，其二是提升專業及技術職級。

於報告期內，本集團並無違反相關的僱傭法律及法規的個案，亦無與招聘相關的投訴個案。本集團已遵守對本集團而言屬重大且與員工權益有關的相關法例及法規，包括《僱傭條例》、《強制性公積金計劃條例》、《僱員補償條例》及《最低工資條例》。

**2. 職業健康與安全**

確保員工享有安全和健康的工作環境，是每個企業的基本責任，本集團視之為己任。本集團貫徹國家有關安全生產的法律、法規和標準，奠定安全營運的基礎。

本集團制定了多項有關職業健康與安全的政策，包括：

- 促進員工與主管之間進行有效的溝通，形成良好的安全文化氛圍；
- 日常安全指導和監管；
- 定期安全巡查工作，並及時整改及預防在巡查中發現的事故隱患；
- 每年聘用第三方檢測機構測試生產車間的環境條件；

- Hold health and safety meetings each year to strengthen the awareness of all employees to work in a safe environment;
- Install and use safety shields on production equipment;
- Post warning signs on dangerous or accident-prone equipment and machines;
- Provide adequate and neat sanitary facilities;
- Develop a management system with procedures for employee to voice opinions and file complaints;
- Conduct fire drills on an annual basis; and
- Equip employees exposed to occupational hazards with appropriate personal protective equipment.

During the reporting period, the Group did not identify any non-compliance incidents related to occupational health and safety and having material impacts on the Group, and complied with the Occupational Safety and Health Ordinance.

### 3. Development and Training

The Group understands the importance of providing employees with opportunities to pursue meaningful and prosperous careers, which can help employees demonstrate their potential and facilitate the Group's objectives. The Group has developed personnel training and development policies to provide induction training for all new employees and arrange for experienced technicians to guide new employees.

In addition, the Group organizes various internal training courses, lectures and seminars for employees to improve their skills and enhance their working and professional capabilities.

- 每年舉行健康安全會議，加強全體員工在安全環境生產工作；
- 於生產設備安裝並使用安全防護罩；
- 針對危險或易發生事故的設備及機器張貼警告標識；
- 提供足夠和整潔的衛生設施；
- 制定了員工意見與投訴程序的管理系統，能有效地反映員工意見和投訴；
- 每年進行消防演習；及
- 為可能遇到職業性危害的員工配備適當的個人防護裝備。

於報告期內，本集團沒有發現有關職業健康和 safety 並對本集團造成重大影響的不合規事件，並已遵守職業安全及健康條例。

### 3. 發展及培訓

本集團明白為僱員提供機會追求有意義和發展豐盛事業的重要性，藉此能協助僱員展現潛能，同時亦可配合本集團的目標。本集團制定了員工培訓及個人發展政策，讓所有新入職員工進行入職培訓，及安排有經驗的技工指導新員工。

此外，本集團為員工舉辦不同的內部培訓課程、講座及研討會，以提升員工的相關技能，增進其工作能力和專業發展。

#### 4. Labour Standards

##### (a) Prohibition of Child Labour and Forced Labour

The Group adheres to the principles of the United Nations Global Compact and prohibits the employment of any child labor or forced labor in any operations or services. The Company and its subsidiaries have formulated the Policy on Prohibition of Child Labour and the Policy and Procedures on Prohibition of Forced Labour to prevent child labour or forced labour, including corporal punishment, abuse, involuntary servitude, debt servitude and human trafficking. In addition, the Group has set up employee opinion boxes to allow employees to report on child labour or forced labour. In order to prevent child labour from being mistakenly employed, the Group has established a rigorous age verification process to ensure that all job applicants reach the legal working age. Moreover, the Group also expects suppliers to prohibit child labour or forced labour in the supply chain and hold zero tolerance for such misconduct.

##### (b) Employees' Rights and Interests

The Group has formulated the Policy on Employees' Freedom of Association. Employees are entitled to freedom of association and collective bargaining. Employees can select staff representatives to communicate and exchange opinions and suggestions with the Company's management representatives on behalf of all employees. Meanwhile, we take the feedback from staff representatives very seriously in a drive to have all staff work together to promote the development of the Company.

#### 4. 勞工準則

##### (a) 禁止使用童工和強迫勞工

本集團堅守《聯合國全球契約》的原則，禁止於任何營運及服務中聘用任何童工和強制勞工。本公司及其附屬公司已制定了「禁止使用童工政策」及「禁止強迫勞工政策及程序」，防止僱用童工或出現強迫勞動的情況，並嚴格禁止以體罰、虐待、非自願勞役、債務勞役或人口販運之方式強迫勞動。另外，本集團設立了員工意見箱，讓員工可匯報童工或強制勞工的情況。為了更有效地防止誤聘童工，本集團制定了嚴謹的工齡核實程序，確保所有獲聘者已符合法定就業年齡。此外，本集團對供應商也有相同的期望，嚴禁供應鏈出現童工或強迫勞動的情況，絕不容忍這類不當行為。

##### (b) 員工權益

本集團制定了「員工自由結社政策」。員工有自由結社和集體談判之權利。員工可選取員工代表，由其代表全體員工與公司管理層代表進行溝通，相互交換意見及建議。同時，本集團重視、關注員工代表反饋的信息，以達到勞資同心，共同推動公司發展之目的。



(c) *Employee Benefits*

The Group believes that offering employees sufficient benefits will help them become more engaged in their work. As such, the Group has established a welfare committee which holds regular meetings to review the relevant employee welfare policies.

- Provide food and beverage allowances;
- Hold monthly birthday parties;
- Buy social insurance for employees;
- Arrangements flexible working hours for working mothers to better take care of their families;
- Provide additional breastfeeding leave for mother employees;
- Allow staff to work from home in inclement weather; and
- Provide shuttles to take staff to and from work.

In addition to providing the basic employee benefits required by law, we also provide paid leave for birthdays and Women's Day paid leave for female employees, so as to enable employees to maintain a work-life balance.

During the reporting period, the Group found no incidents in violation of the laws and regulations on labour standards.

**5. Supply Chain Management**

The Group believes that building a sustainable supply chain can create value for employees, suppliers of goods, service providers, communities and customers. The Group also emphasises promoting good communication and cooperation with business partners to jointly maintain the quality and safety of products and services.

(c) *員工福利*

此外，本集團認為員工擁有充足的福利，將有助他們更投入於工作。因此，本集團設立福利委員會，進行定期會議，檢討有關的員工福利政策。

- 提供餐飲津貼；
- 每月舉行生日會；
- 為員工購買社會保險；
- 透過編排彈性上班時間方便在職母親照顧家庭；
- 為母親員工提供額外的哺乳假；
- 准許合適的員工於惡劣天氣時在家工作；及
- 提供廠車上下班。

本集團除了提供法定要求的基本員工福利保障外，還額外提供生日帶薪休假、婦女節女性職員帶薪休假等，讓員工更有效管理工作與生活。

於報告期內，本集團並無發現有關勞工準則法例及規例的不合規事件。

**5. 供應鏈管理**

本集團相信，建立可持續的供應鏈可為員工、貨品供應商、服務供應商、社區和客戶創造價值。本集團亦強調促進與業務夥伴建立良好的溝通與合作關係，協力維護產品與服務的質量和安全。

For internet advertising agency services, supply chain management applies to hardware suppliers such as computer, server and web hosting companies. In terms of leather product supply management, our suppliers are mainly leather material suppliers. Given the complexity of the supply chain, when selection suppliers, each of our business entities must consider different conditions and standards, including price, service, location, productivity (or service capacity) and legal procedures, and the Group will also conduct special consultations and consider the social and environmental performance of suppliers as appropriate.

## 6. Product Responsibility

We are committed to providing quality products and services to customers. The Group has established rigorous policies and procedures for the production and sales of products.

### (a) After-sales Policy

In respect of manufacture and sales of leather products, the Group has established strict product complaint procedures. When a customer files a complaint about a product, the technical department will obtain quality feedback information and report to the quality management department and the production department in a timely manner. The head of the production department will conduct an investigation and analysis based on the customer complaint report, and present an analysis report to the quality management department within a reasonable time. The quality management department will combine the corrective action report and quality control analysis report prepared by the production department, and then provide feedback to the technical department. The technical department will provide a written response report to the business department which will then respond to the customer. If the product being complained about is found not conforming to the product description after customer feedback or quality inspection, or if the customer requests a product return or the product has an impact on personal safety, the production department shall arrange immediate recall of the product.

針對互聯網廣告代理服務方面，供應鏈管理適用於電腦、伺服器、網站托管公司等硬件供應商。就皮革服裝產品供應管理而言，供應商主要為皮革材料供應商。鑒於供應鏈的複雜性，各業務單位於選擇供應商時，必須考慮不同的條件及標準，包括價格、服務、地點、生產力（服務能力）及法律程序，同時本集團亦會按情況進行特別諮詢及考慮供應商在社會責任及環境保護等方面的表現。

## 6. 產品責任

本集團致力向客戶提供優質產品及服務。本集團已就生產及出售產品制定嚴謹的政策及程序。

### (a) 售後服務政策

就製造及銷售皮革產品業務方面，本集團制定了嚴格的產品投訴程序。當客戶就產品提出投訴時，技術部門將會獲取品質反饋資料並及時向品質管理部門匯報及生產部門匯報。生產部門主管將根據客戶投訴報告的內容進行調查及分析，並在合理時間內向品質管理部門提交分析報告。品質管理部門將滙總由生產部門編製的修正行動報告及品質控制分析報告，然後向技術部門提供反饋。技術部門將向業務部門提供書面回應報告，隨後將向客戶作出回覆。倘本公司的產品在客戶反饋後或經質量檢查後不符合產品說明，或在客戶提出要求又或產品影響人身安全的情況下，生產部門將安排即時回收產品。

(b) *Intellectual Property Policy*

As for the protection of intellectual property rights, internet advertising agency services do not involve intellectual property rights and policies. In respect of the manufacture and sales of leather products, the Group has established regulations on the protection of intellectual property rights, covering the use of genuine products, photo management, sample control, product control, handicrafts and data records. For each intellectual property item, there are relevant regulations in place to prevent the leakage of intellectual property of the Group's customers.

(c) *Customer Data Protection and Privacy Policy*

Whether in respect of internet advertising agency services or manufacture and sales of leather products, the Group take the protection of customers' personal data very seriously. In the process of collecting, processing and using customers' personal data or procurement (including but not limited to loan contracts), customer information is kept in a strictly guarded safe of the Company, and only personnel with relevant authority can access such information. Other personnel cannot access the relevant information without the approval of the management.

During the reporting period, the Group found no incidents in violation of the laws and regulation governing the provision and use of products/services by the Group.

**7. Integrity**

The Group advocates honest operation and fair competition and endeavours to maintain a high level of ethical corporate culture. The Group has developed a sound risk management code and internal control code to ensure that all employees comply with the Group's rules in daily operations.

(b) *知識產權政策*

就保障及保護知識產權而言，互聯網廣告代理服務並不涉及知識產權及政策。然而，就製造及銷售皮革產品業務方面，本集團已制定有關保障及保護知識產權的規定，包括使用正版產品、相片管理、樣本控制、產品控制、工藝品及資料記錄。各項目均設有相關規定以避免本集團客戶的知識產權外洩。

(c) *客戶資料保護和隱私政策*

不論是互聯網廣告代理或製造及銷售皮革產品，本集團均強調保障客戶個人資料的重要性。於收集、處理及使用客戶之個人資料或採購（包括但不限於借款合同）的過程中，該等資料均存放於本公司保安嚴密的保險箱之中，而僅擁有相關權限之人員方可取閱相關資料。其他人士僅可於相關管理層批准下方可取得相關資料。

於報告期內，本集團並無發現違反有關本集團提供及使用產品／服務的法例和規例的事件。

**7. 維護廉潔**

本集團提倡誠實經營及公平競爭，並致力維持高水平的道德企業文化。本集團已制定完備的風險管理守則及內部控制守則，以確保所有員工於日常運作中均遵守本集團的規則。

The Group requires each employee to comply with the internal control code, and grants appropriate authority to each position to avoid abuse of powers and potential conflicts of interest. Since the Group's business involves personal data of customers, the Group has developed confidentiality rules and provides relevant guidance to employees to reduce the risk of data leakage.

The Group provides clear guidelines to its employees and business partners on the reporting and investigation of misconduct in order to ensure that employees can report their concerns through various channels in an absolutely confidential manner. The Group ensures that all reported matters will be investigated and dealt with as necessary. In addition, the Group engages a third-party agency to audit its internal financials each year.

During the reporting period, the Group complied with all laws and regulations that are material to the Group and related to bribery, extortion, fraud and money laundering, and was not involved in any legal prosecution of corruption.

## **8. Community Engagement**

As a responsible enterprise, the Group fully understands its important role in promoting environmental protection in its business areas. As such, the Group is always committed to integrating environmental elements into its day-to-day operations and encouraging employees, customers, business partners and communities to protect the environment together.

In daily operations, the Group makes efforts to promote energy-saving programs, which not only reduce carbon emissions and protect the environment, but also improve staff productivity and efficiency and profitability. In addition, the Group participates in and encourages employees to participate in public welfare activities such as tree planting in the suburbs and garbage cleaning, in order for employees to develop environmental awareness and to become a social responsible company.

本集團要求每名員工遵守內部控制守則，並向每個職位授出適當授權以避免僱員濫用職權及出現疑似利益衝突。由於本集團之業務涉及客戶之個人資料，本集團亦已設立保密守則及向僱員提供相關指引以減少資料外泄的風險。

本集團就有關不當行為的報告及調查規定向其僱員及業務夥伴提供清晰指引，確保其僱員可以絕對保密的方式透過不同渠道就其關注的事項進行通報。本集團確保會於需要時就所有經匯報的切實事項進行調查及處理。此外，本集團每年均會聘請第三方機構審核內部財務。

於報告期間內，本集團已遵守對本集團而言屬重大且與賄賂、勒索、欺詐及洗黑錢有關的相關法例及法規，且沒有涉及關於貪污的法律檢控案件。

## **8. 社區參與**

作為一家負責任的企業，本集團完全明白於業務地區中宣揚環保的重要角色。因此，本集團一直致力於其日常營運過程中融入環保元素，並鼓勵僱員、客戶、業務夥伴及社區共同保護環境。

在日常營運過程中，本集團致力宣揚節能方案，不僅可減少碳排放及保護環境，亦能提高員工的生產力及提升效率與收益。此外，本集團參與並一直鼓勵僱員參與慈善活動，如在郊外植樹、清理垃圾等，讓僱員可借助此等活動培養良好的環保意識，讓本集團成為一家願意承擔社會責任的企業。



In addition to fostering environmental awareness, we also encourage employees to donate money to recognised charities to help the disadvantaged or those in need. In addition, the Group endeavours to instill in employees anti-discrimination ideas, such as anti-sexism and anti-disability discrimination. Such move can not only foster professionalism and professional ethics among employees, but also create a more friendly working environment and a more harmonious and peaceful social atmosphere to facilitate the fulfillment of our social responsibility.

除培養環保意識以外，本集團亦鼓勵員工向認可的慈善機構捐款，以幫助社會的草根階層或有需要人士。此外，本集團致力向其員工灌輸反歧視的信念，例如反性別歧視及反殘疾歧視。此舉不僅可在僱員之間培養敬業精神及職業道德，亦可為本集團建立一個更友善的工作環境，營造更和諧及和平的社會氛圍，繼而履行社會責任。



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