



ZZ CAPITAL INTERNATIONAL LIMITED

中植資本國際有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號：08295

2018/2019

Environmental, Social and
Governance Report

..... 環境、社會及管治報告

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1 About the Report 關於這份報告

1.1 Introduction of the Report

ZZ Capital International Limited 中植資本國際有限公司 (the "Company") and its subsidiaries (together referred to as the "Group") are pleased to present its third Environmental, Social and Governance ("ESG") report (the "Report"). This Report summarizes the environmental and social impacts, policies and initiatives of the Group during the financial year of 2018/2019 which began on 1 Apr 2018 to 31 Mar 2019 to demonstrate the Group long-term commitment in ensuring that its business are economically, socially and environmentally sustainable.

In preparing this Report, the Group has complied with the "Comply or Explain" provisions in accordance with the Environment, Social and Governance Reporting Guide (the "Guide") as set out in Appendix 20 to the Rules Governing the Listing of Securities on GEM of the Stock Exchange of Hong Kong Limited (the "Stock Exchange") (the "GEM Listing Rules") and in accordance with the practical circumstances of the Company.

The board (the "Board") of directors ("Directors") of the Company acknowledges its responsibility for ensuring the integrity of the ESG Report and to the best of its knowledge, this Report addresses all material issues in respect of the Group's ESG obligations and fairly presents the ESG performance and commitment of the Company. The Board confirms that it has reviewed and approved the Report.

1.2 Business of the Group

The Company is a Hong Kong-based investment holding company. Its subsidiaries are principally engaged in the provision of corporate advisory services, investment advisory and assets management services, proprietary investments and money lending. The Group mainly operates businesses in Hong Kong and Mainland China market.

For more information about the Group business, please refer to the Group 2018/2019 Annual Report.

1.3 Reporting Scope

The scope of this Report includes the environmental and social performance of the main operations of the Group in Hong Kong. All the information in the Report reflects the performance of the Group in environmental management and social responsibility from 1 April 2018 to 31 March 2019.

For details of the Group's corporate governance, please refer to the Corporate Governance Report included in the Group 2018/2019 Annual Report.

1.1. 報告簡介

ZZ Capital International Limited 中植資本國際有限公司 (「本公司」) 及其附屬公司 (統稱「本集團」) 欣然提呈第三份環境、社會及管治 (「環境、社會及管治」) 報告 (「本報告」)。本報告概述本集團於2018/2019年財政年度 (即自2018年4月1日起至2019年3月31日止期間) 的環境、社會影響以及政策及倡議，以表明本集團確保業務在經濟、社會及環境方面實現可持續發展的長期承諾。

在編製本報告時，本集團已遵照香港聯合交易所有限公司 (「聯交所」) GEM證券上市規則 (「GEM上市規則」) 附錄二十所載之《環境、社會及管治報告指引》 (「指引」) 的 (「不遵守就解釋」) 條文，並已結合本公司的實際情況。

本公司董事 (「董事」) 會 (「董事會」) 明白其為確保環境、社會及管治報告的完整性所負有的責任。盡其所知，本報告包含有關環境、社會及管治責任的所有實質性議題，並公平展示了本公司於環境、社會及管治方面的表現及承擔。董事會確認其已審閱及批准本報告。

1.2 集團業務

本公司作為一家香港投資控股公司，其附屬公司主要從事提供企業顧問服務、投資諮詢及資產管理服務、自有資金投資及放債。本集團主要在香港及中國大陸經營業務。

有關集團業務的更多信息，請參閱本集團2018/2019年度報告。

1.3 報告範圍

本報告的範圍包括本集團在香港的主要業務的環境及社會表現。本報告中的所有信息均反映了本集團在2018年4月1日至2019年3月31日期間在環境管理和社會責任方面的表現。

有關本集團企業管治的詳情，請參閱 2018/2019 集團年報中的企業管治報告。

2 ESG Approach of the Group 本集團的環境、社會及管治方法

The Group's approach to ESG is aimed at ensuring the long-term viability of the Group's businesses and ensuring the investment activities benefit society while at the same time reducing the potential risks. This is achieved in two ways:

- By responsible management of the Company's resources, whether financial, human or material.
- By balancing the interest of the Group's stakeholder groups - shareholders, customers, employees, and the communities in which the company operates.

STAKEHOLDER ENGAGEMENT

The Group engages regularly with its stakeholders, and uses the results of this engagement to shape its ESG initiatives and define issues material to the Group's businesses and performance.

BUSINESS PRINCIPLES

The Group sets out a number of basic business principles that apply to all operating units. These principles are also contained in the employee handbook, which applies to all employees.

RESPONSIBLE INVESTMENT

The Group recognises that ESG considerations cover a wide range of issues and that the means of applying responsible investment principles in a practical sense are still developing across the industry. The Group has an investment policy and the Company's management is responsible for the effective management of the integration of ESG matters into the investment decision-making process. The Group also ensures that proper procedures are in place to meet the obligations outlined within the investment policy.

本集團對環境、社會及管治的方法旨在確保本集團業務的長期可行性，並確保投資活動有利於社會，同時降低潛在風險。這是通過兩種方式實現的：

- 通過對公司資源的負責任管理，無論是在財務、人力還是物力上。
- 通過平衡集團持份者團體的利益 – 股東、客戶、員工、和公司經營所在的社區。

持份者參與

本集團定期與其持份者交流，並利用此參與的結果來制定其環境、社會及管治計劃，並為本集團的業務和業績定義績效。

商業原則

本集團制定了適用於所有營運單位的若干基本業務原則。這些原則也包含在員工手冊中，適用於所有員工。

負責任的投資

本集團認識到環境、社會及管治的考慮因素涉及廣泛的議題，並且對實際應用負責任投資原則的方法在行業中仍在形成階段。本集團有投資政策，而本集團的管理層負責將環境、社會及管治事項有效地整合到投資決策過程中。本集團亦確保制定適當程序以履行投資政策所列責任。

3 Stakeholder Engagement 持份者交流

As an investment management business, the challenges the Group faces is increasingly diverse and interconnected. The Group can understand global trends and how they affect its products, services and strategy by working closely with a broad range of stakeholders. The Group's engagement activities focus on four stakeholder groups.

作為投資管理業務，本集團面臨的挑戰日益多元化和相互關聯。通過與廣泛的持份者密切交流，本集團可以了解全球趨勢及其對產品、服務和戰略的影響。本集團的交流活動側重於四個持份者團體。

Stakeholder Groups 持份者團體	Engagement Method 交流模式	Action 行動
<p>Shareholders 股東</p> <p>The Group engages with its shareholders to communicate its business strategy and performance, enabling them to make informed decisions about their own investments.</p> <p>本集團與其股東溝通其業務戰略和業績，使他們能夠就自己的投資作出明智的決定。</p>	<p>Shareholder meeting 股東大會</p>	<p>The Group provides information on strategies, policies, and performance through our quarterly reports, interim reports, annual reports and announcements.</p> <p>本集團通過季度報告，中期報告，年度報告和公告提供有關戰略，政策和績效的信息。</p>
<p>Customer 客戶</p> <p>Feedback from the customers help the Group to improve its product, services and investment strategies, and to offer a better financial product.</p> <p>客戶的迴響有助於本集團改進產品、服務和投資策略，並提供更好的金融產品。</p>	<p>Business relationship 業務關係</p> <p>Account Management 帳戶管理</p> <p>Conference and events 會議和活動</p>	<p>The Group addresses trends and risk with its asset management and services. Making investment decisions that foster sustainable markets and societies.</p> <p>本集團通過其資產管理和服務解決趨勢和風險，並促進可持續市場和社會的投資決策。</p>
<p>Employees 員工</p> <p>The Group believes employees who are engaged with and committed to their jobs generate long-term value for its business.</p> <p>本集團相信員工致力投身工作創造長期價值。</p>	<p>Annual appraisal meetings 年度評估會議</p> <p>Open-door approach 門戶開放政策</p> <p>Periodic team events 定期團隊活動</p> <p>Weekly meetings 週會</p>	<p>The Group provides diverse training programs, streamline the promotion process, provide decent wages, and a safe and respectful workplace.</p> <p>本集團提供多元化的培訓計劃、優化的晉升政策、提供體面的工資，以及安全和尊重的工作環境。</p>
<p>Regulators 監管機構</p> <p>The Group discusses industry trends and policy supports with government departments.</p> <p>本集團與政府部門討論行業趨勢及政策支援。</p>	<p>Rules and Regulations 條例與法規</p> <p>Compliance 合規</p>	<p>The Group operates in compliance with applicable laws and regulations.</p> <p>本集團的經營符合適用法律及法規。</p>

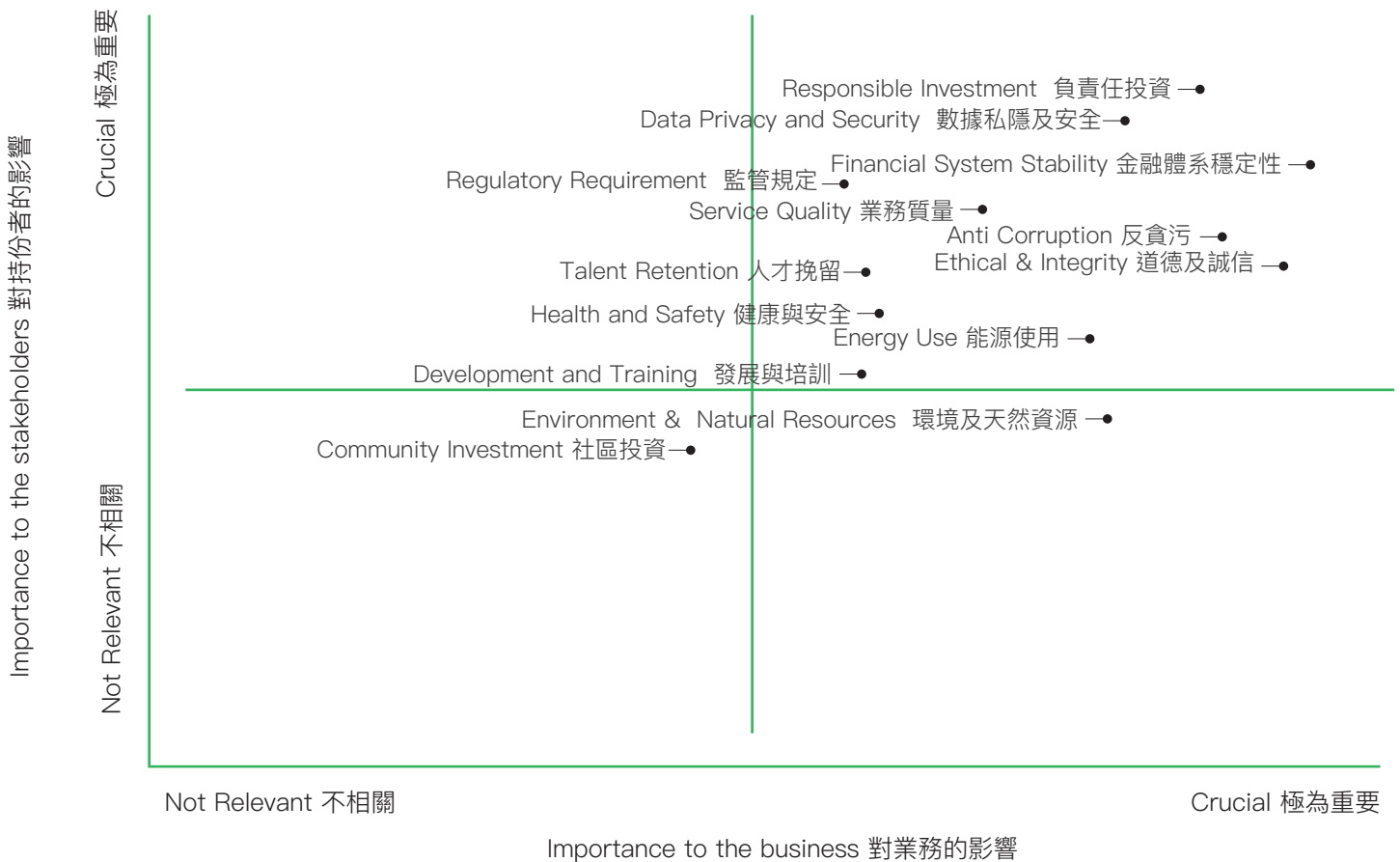
4 Materiality Assessment 實質性分析

The Group uses findings from its stakeholder review to help determine issues of importance both to the Company and its stakeholders. Each year, these issues are plotted on a matrix, which forms a basis for the Group's ESG reporting and helps define the company's approach to emerging risks and opportunities. The matrix also reflects information from a number of other sources, including internal interviews with members of the company's management and other senior managers.

The result from the materiality assessment has been mapped and presented as below.

本集團利用持份者審查的結果來幫助確定對本公司及其持份者重要的議題。這些議題每年都被繪製在一個矩陣上，該矩陣構成了本集團環境、社會及管治報告的基礎，並協助本公司定義應對新的風險和機遇的方法。該矩陣還反映了一些其他來源的資訊，包括對本公司管理層和其他高級管理人員的內部訪談。

實質性評估的結果如下所示。



5 Social - Operating Practices 社會 – 營運慣例

5.1 Product Responsibility

The Group is convinced that maximizing value for customers is the only way to gain long-term trust and support. The Group follows the principle of prudent investment and adopts a relatively conservative investment strategy, in order to ensure the healthy development of our investment business.

The Group's investment philosophy includes intensive fundamental research, a thorough understanding of risk versus reward and active management with, what the Group believe, to be superior investment opportunities and trade executions.

The Group's investment manager uses a proprietary active portfolio management system to strategize and blend its capabilities through solutions business that focuses on outcome orientated investment. Investment strategies of different asset classes will be adopted according to the risk appetite and investment experience of different clientele.

The Group has formulated standards for asset management marketing practices, which include the principles of true, clear and accurate information on investment styles and philosophies, which specifies that:

- Employees must not, either by their action or statements, seek to mislead the market or customers.
- When providing financial services to a customer, appropriate action shall be taken to ensure that the customer received information that is necessary.

During the reporting period, the Group didn't find any irregularities cases related to investment products and services.

5.1.1 Customer Satisfaction and Services Complaint Handling

The Group positive reputation is built on the trust that customers, investors, employees and the community have on the Group's integrity. The trust depends on the quality of the Group's product and service, the way the Group informs and advises its customers.

A responsible approach to sales is more likely to lead to customer satisfaction. In turn, satisfied customers are loyal customers and are more willing to recommend the Group's financial services and investment products.

The Group measures customer satisfaction through customer feedback. Complaints are another important source of customer feedback and the Group analyses them closely to identify potential improvements. The Group has adopt a Group-wide quality standards for handling complaints are met and that customers are treated fairly.

5.1 產品責任

本集團深信，最大限度地為客戶創造價值是獲得長期信任和支持的唯一途徑。本集團遵循審慎投資的原則，採取相對保守的投資策略，以確保投資業務的健康發展。

本集團的投資理念包括深入的基礎研究，對風險與回報的透徹理解以及積極的管理。本集團相信，這些都是把握卓越投資機會和交易執行的前期籌備過程。

本集團的投資經理使用專業的投資組合管理系統，通過專注於以結果為導向的投資解決方案來制定戰略並根據不同客戶的風險偏好和投資經驗，採用不同的投資策略。

本集團已制定了資產管理營銷實踐標準，其中包括傳達真實、清晰和準確的投資風格和理念信息的原則，該原則規定：

- 員工不得通過其行為或言論誤導市場或客戶。
- 向客戶提供金融服務時，應採取適當行動，確保客戶收到必要的信息。

報告期內，本集團未發現與投資產品和服務有關的違規案件。

5.1.1 顧客滿意度與服務投訴處理

本集團的聲譽建立在客戶、投資者、員工和社區對本集團誠信的信任之上。信任取決於本集團產品和服務的質量，以及本集團通知和建議客戶的方式上。

一套負責任的銷售方法更有可能令客戶滿意。反過來，滿意的客戶是忠誠的客戶，更願意推薦本集團的金融服務和投資產品。

本集團通過客戶反饋來衡量顧客滿意度。投訴是客戶反饋的另一個重要來源，本集團會對其進行仔細分析，以確定潛在的改進機會。本集團採用了適用於整個集團的質量標準來處理投訴，並公平對待客戶。

5.1.2 Customer Data Privacy

The Group is committed to ensuring the security and protection of all the personal information the Group holds in line with its obligations under the Personal Data (Privacy) Ordinance (Chapter 486).

The Group collects sensitive information where require by law or where the Group has permission to collect it. The Group is committed to good privacy practice and the Group's Privacy policy sets out the approach to privacy management. It includes details regarding the types of personal information collected, and how it may be used and disclosed. No significant complaints regarding breaches of customer privacy or loss of customer data occurred during the reporting period.

The Group aim to ensure that every employee plays an active role in protecting data against loss or unauthorized access. The Group therefore provides training to employees every year regarding data security.

The Group addresses data security risk through a variety of measures, including:

- conducting operational risk coverage reviews across the organization;
- employee and customer due diligence procedures; and
- trainings for employees.

During the reporting period, the Group did not discover any circumstance of consumers' personal data being stolen, altered, damaged or leaked.

5.2 Anti-Corruption

Integrity and honesty are fundamental to building relationships of trust. This means conducting the Group's business with transparency in every single transaction.

The Group has detailed procedures in place to deal with incidents of fraud, corruption, bribery, money laundering and other malpractice. The Group sets out clear rules and guidelines in its Code of Conduct, which applies to all employees. All employees must comply with the requirements as specified in the employee handbook. It is supported by training and communication program available to all employees.

Unethical or fraudulent behavior is generally prohibited. Directors, employees and other representatives are required to adhere to the anti-corruption policy as a condition of their employment and engagement to the Group.

5.1.2 客戶數據隱私

本集團承諾根據《個人資料（私隱）條例》（第 486 章）所承擔的義務確保本集團所持有的所有個人資料的安全及保護。

本集團在法律要求或本集團有權收集的時候收集敏感資訊。本集團致力於良好的隱私實踐，本集團的隱私政策規定了隱私管理的方法，包括管理收集到的個人資訊類型以及如何使用和披露相關資訊。在本報告所述期間，沒有發生任何關於侵犯客戶隱私或遺失客戶數據的重大投訴。

本集團旨在確保每位員工在防止資料丟失或未經授權獲取資料等方面發揮積極作用。因此，本集團每年都為員工提供資料安全的培訓。

本集團通過各種措施預防資料安全風險，包括：

- 在整個組織內進行操作風險整體審查；
- 建立員工和客戶盡職調查程序；以及
- 員工培訓。

報告期內，本集團未發現消費者個人資料被盜、修改、損壞或洩露的情況。

5.2 反貪污

正直和誠信是建立信任關係的基礎。這意味著本集團在每一筆業務交易中都要透明地開展。

本集團制定了詳細的程序，以處理欺詐、腐敗、賄賂、洗錢和其他舞弊事件。本集團在其行為準則中制定了明確的適用於所有員工的規則和準則。所有員工必須遵守員工手冊中規定的要求，並可通過培訓和溝通計劃獲得支持。

不道德或欺詐行為是被禁止的。董事、員工和其他代表必須遵守本政策，作為其受僱和參與本集團的條件。

In addition, the Code of Conduct clearly states that employees shall act honestly and professionally with the client's best interests and in line with market expectations on integrity. Conflict of interests will be avoided to the largest extent and potential conflicts with clients will be disclosed if unavoidable.

For corporate gift and hospitality, employees are required to comply with specific procedures and gain appropriate approval prior to giving and receiving corporate gifts and hospitality.

The Group encourage employees to report known or suspected misconduct under the Group's Code of Conduct. Employees can make the report directly to the assigned compliance officers or escalated the matter to the senior management. Reports can also be made anonymously through a whistle-blower mechanism by mail, electronic mail or phone.

During the reporting period, the Group complied with relevant laws and regulations relating to bribery, extortion, fraud and money laundering. And there were no confirmed incidents or public legal cases regarding corruption in relation to the Group.

5.3 Supply Chain Management

As a financial services provider, the Group's supply chain is primarily related to products and services that support its operations. This includes facility services, IT systems, business travel, marketing and communications support, and other professional services.

To ensure compliance with the Group's procurement policy, the Group requires procurement which amount to over certain thresholds to provide at least two sources of quotation in a fair and open manner for selection. The Group assess suppliers and business partners with a focus on reliability, professionalism, delivery time, quality and value for money.

In addition, in order to maintain the quality of goods and services procured, the list of approved vendors is reviewed annually and will be placed against competitive bids if vendor performance or quality falls short of the requirements set out by the Group.

During the reporting period, the Group has a total of 18 suppliers and all of them were local suppliers.

此外，行為準則還明確規定，員工應為實現客戶最大利益和滿足市場對誠信的期望，誠實及專業地行事。員工應最大限度地避免利益衝突，如不可避免，應披露與客戶的潛在衝突。

對於公司禮品和招待，員工在贈予和接受公司禮品和招待之前，必須遵守特定程序並獲得批准。

本集團鼓勵員工根據本集團行為準則舉報已知或可疑的不當行為。員工可以直接向指定的監察主任提交報告，或將問題上報給高級管理層，也可以通過信件、電子郵件或電話的舉報機制匿名舉報。

報告期內，本集團遵守了有關賄賂、敲詐勒索、欺詐和洗錢的法律法規，而且沒有與本集團有關的腐敗事件或公共法律案件。

5.3 供應鏈管理

作為一家金融服務提供者，本集團的供應鏈主要與支持運營的產品和服務相關。這包括設施服務、IT系統、商務旅行、行銷和通信支持以及其他專業服務。

為確保符合採購政策，本集團要求當採購金額超過一定額度時，採購人員應以公平、公開的渠道提供至少兩個報價來源供選擇。本集團評估供應商和業務夥伴的重點是可靠性、專業性、交付時間、質量和性價比。

此外，為了保證採購的貨物和服務的質量，本集團每年都要對核實過的供應商名單進行審查。如果供應商的表現或質量達不到本集團規定的要求，本集團將通過競爭性投標替換該供應商。

報告期內，本集團共有18家供應商，均為本地供應商。

6 Social - Employment and Labour Practices 社會 – 僱傭和勞工慣例

6.1 Employment

The Group is committed to providing a rewarding work environment that encourages collaborations and offer its employees opportunities to learn, grow and succeed at work and in life. This commitment is incorporated into the Group human resources ("HR") policy and employment contract.

The Group adheres to the principles of fairness in the provision of employment opportunities, remuneration, training, performance evaluation and promotion without any forms of discrimination such as gender, age, ethnicity, religion and culture. The Group is committed to creating a fair and harmonious working environment.

The Group has formulated a human resource strategy to retain and recruit talents in a competitive market. The HR department of the Group develops recruitment plans in accordance with the recruitment needs of various departments, and continuously introduce talents to join the Group through social recruitment, campus recruitment, internal referral and other channels. The HR department of the Group strictly implements the recruitment evaluation program, adheres to the selection principle of fairness and selection of high calibre, and provides equal job opportunities in accordance with their competence and abilities. The Group enters into employment contracts with the employees in accordance with the requirements of the Employment Ordinance, covering matters such as wages, benefits, working hours, rest periods, safety and sanitary conditions in the workplace, and grounds for termination. The Group makes contributions to the Mandatory Provident Fund pursuant to the laws of Hong Kong.

The Group is committed to implementing the remuneration distribution principals based on performance, efficiency and fairness. On top of employee's basic salary, the Group may pay performance bonuses in accordance with employees' performance and the Group's business performance. In order to maintain a competitive remuneration package, the Group carries out evaluation and adjustment on remuneration every year with reference to the social average wage, the consumption level and the industry rate, so as to attract and retain talents.

The Group actively advocates work-life balance and offers a diversified range of welfare and caring policy to our employee, including holding a Annual Dinner and meal gatherings, offering customary benefits such as mooncakes, early release before the festivals as well as providing the marriage leaves and community service leave.

During the reporting period, the Group has not discovered any material non-compliance or any violation of employment laws and regulations.

6.1 僱傭

本集團致力為員工提供一個具有推動力及滿足感的工作環境，鼓勵員工彼此合作，讓員工在工作及生活中學習及成長，達成成功。此承諾已納入本集團人力資源政策和僱傭合同內。

本集團在提供就業機會、薪酬、培訓、業績評估和晉升方面堅持公平原則，不存在性別、年齡、族裔、宗教和文化等任何形式的歧視。本集團致力於創造公平和諧的工作環境。

本集團制定了人力資源戰略方案，以在競爭激烈的市場上留住和招聘人才。本集團的人力資源部根據各部門招聘需求制定招聘計劃，通過社會招聘、校園招聘、內部推薦等渠道不斷引進人才加入本集團。本集團的人力資源部嚴格執行招聘評估程序，堅持公平擇優的原則，根據候選人的能力提供平等的工作機會。本集團根據僱傭條例的規定，與僱員訂立僱傭合約，合約內容包括薪酬、福利、工作時間、休息日、工作場所的安全及衛生條件，以及終止僱傭合約的條件。本集團根據香港法律提供強制性公積金供款。

本集團承諾執行基於績效、效率和公平的薪酬分配原則。在員工基本工資的基礎上，本集團可根據員工的表現和本集團的經營業績發放績效獎金。為保持有競爭力的薪酬待遇，本集團每年參照社會平均工資、消費水平和行業薪酬水平，對員工薪酬進行評估和調整，以吸引和留住人才。

本集團積極倡導工作及生活平衡，因此，我們為員工提供多元的福利及關懷政策，包括舉行年度晚宴及節日聚餐、安排傳統應節食品如月餅、節日前提早下班、提供結婚假及義工假期等。

在本報告所述期間，本集團未發現任何重大違規或違反僱傭法律及法規的情況。

6.1.1 Employee Profile

The Group commitment is to support the local community by hiring local employees. As at 31 March 2019, the Group employed a total of 20 employees. The vast majority of the Group's employees are local. The Group is committed to fair employment practice and equal opportunities. We respect the religious beliefs, political stances, ethnicity or sexual orientation of all our employees and candidates, and ensure that they will not be discriminated against because of differences in race, disability, gender, marital status and age. The distribution of employee's gender, age, employment mode and location of the employees of the Group are as follows:

6.1.1 員工分析

本集團的承諾是通過僱用當地員工來支援當地社區。截至2019年3月31日，集團共僱用20名員工，絕大部分的員工為本地人。本集團矢志履行公平僱傭慣例及平等機會。我們尊重全體僱員及應聘者之宗教信仰、政治立場、種族及性取向，亦確保彼等不會因種族、殘障、性別、婚姻狀況及年齡之差異而受歧視。本集團員工的性別、年齡、僱傭模式和員工所在地的分佈情況如下：



By Ages 按年齡



By Employment Mode 按僱傭模式



By Location 按地方



6.1.2 Employee Turnover

The employee turnover rate refers to the percentage of employees who leave an organisation during a certain period of time. It usually includes voluntary resignation, dismissals, and retirements in the calculation. Employee turnover rates can vary widely across industries. During the reporting period, the Group's employee turnover rate is 18.75%. The reason for the high turn-over rate is due to reorganization. Moreover, the global growth remain subdued and some employees were pursuing new opportunity.

In the event of employee resignation, a minimum notice period ranging from one to three months is required, depending on the employee's job grade. Due to operational requirements, middle and senior management are required to provide a notice period of two and three months, respectively.

6.2 Health and Safety

The Group depends on a healthy workforce, and the Group supports its employees through a range of initiatives that create a productive and health-promoting workplace. The Group offers a variety of activities and resources that support employees to prioritize health and safety. The Group believes all accidents and injuries are preventable and the Group is driving a culture where safety is an integral part of its decision making across the Group.

The Group focuses on two major areas to minimize health hazards:

- Occupational health management; and
- Work safety at the office, including fire protection measures.

Although the nature of jobs in the Group are low-danger positions, the Group does not take this lightly. The Group evaluates and identifies the risk of safety in its premises and precautionary measures are recommended accordingly. For example, regular checks will be conducted on first aid kits and fire services equipment to ensure they are placed in a prominent position and are checked regularly and restocked if any items are damaged or are out of date.

For fire prevention, the Group participates in fire drills organized on regular basis by the building management every year.

Occupational Health and Safety Data 職業健康及安全數據

Work related fatality 與工作有關的死亡人數	0
Lost days due to work injury 工傷所致缺勤天數	0

The Group is in strict compliance with relevant safety laws and regulations. During the reporting period, there was no legal complaint for violating laws and regulations relating to occupational safety.

6.1.2. 員工流失比例

員工流失比率是指在某一時間內離開組織的僱員比例。在計算中通常包括自願辭職，解僱和退休。不同行業的員工流失率差異很大。報告期內本集團員工流失率為18.75%。員工流失的主要原因是公司重組，以及全球增長仍然疲弱，部分員工正在尋求新的機會。

倘僱員辭職，視乎其崗位職級，須提供最少一個月至三個月的通知。鑒於營運需求，中級及高級管理層分別須提供兩個月及三個月的通知。

6.2 健康和 safety

為確保全體員工能夠享有健康及安全的工作場所，本集團透過一系列的舉措，建設一個具效力及安全的工作間。本集團相信所有事故及傷害均可預防的，我們積極推廣職場安全，亦為整個集團作決策時非常重視的部份。

本集團專注於兩個主要領域，以盡量減少健康危害：

- 職業健康管理; 和
- 辦公室的工作安全，包括防火措施。

雖然本集團的工作性質屬於低風險職位，但本集團並未輕視這一點。本集團評估及識別其處所的安全風險，並據此建議採取預防措施。例如，將對急救箱和消防設備進行定期檢查，以確保將它們放置在顯眼位置，並定期檢查並在任何物品損壞或過期時進行補貨。

防火方面，本集團每年參與由樓宇管理人員定期舉辦的消防演習。

本集團嚴格遵守相關安全法律及法規。於報告期間內，概無違反職業安全法律及法規的法律申索。

6.3 Development and Training

In the face of a rapidly changing context, ensuring that the employees continuously develop their skills and have the opportunity to reach their full potential are the key to our sustainable business growth. Therefore, the Group provides regular training to employees at all levels. Training covers areas such as product knowledge, as well as specific issues such as money laundering and insider dealing. For the new joiners, they will take up orientation in their first working day to equip them with necessary information about the Group. Continuing educations are also encourage by the Group, all employees are entitled study leaves to participate in the seminars, workshops or short-courses that are relevant to their job duties in order to obtain latest market info and up-to-date skills. The Group's licensed individual (Licensed Representatives and Responsible Officers) must adhere to the Securities and Futures Commission CPT Training requirement to undertake a minimum of 5 CPT hours per year on the relevant topics relating to their regulated activities.

Employees are offered the opportunity to be involved in a wide range of activities and situations which develop knowledge, skills and experience. This environment enables employees to build and grow capabilities across functions and teams.

In addition, the Group keeps employees up to date on company strategy, internal news and events via email and bulletin. Through this sharing, the Group promote best practices. The Group also assess how effective employees are and whether they are making the best use of their skills in their current role.

During the reporting period, 30% of the employees undertook the training include senior-level employees and they have completed an average of 10.8 training hours annually. The average training hours completed by male employees was 15 hours and for female employees, the average training hours was 8.8 hours.

6.4 Labour Standard

The Group strictly abides by the relevant employment and labour laws and regulations, we are committed not to engage in the use of child labour and forced labour. The Group ensures that all employees have reached the minimum statutory age for employments, provide their services willingly and enjoy their fundamental rights related to labour. The Group has insisted on monitoring the recruitment process frequently to prevent the occurrence of illegal conduct.

The Group's Code of Conduct and employment contract sets out its general approach regarding labour standards. In addition to the Code of Conduct, the human resource policy also covers the labour standard. The policy provides the framework of rules applicable to all HR activities within its operations.

During the reporting period, the Group did not discover any material non-compliance of labour rights and labour related laws and regulations.

6.3 發展和培訓

面對瞬息萬變的環境，深信員工發展對本集團的可持續業務發展至為關鍵，我們推動員工持續不斷的發展自己的技能，以提升工作上的表現。因此，本集團定期對各級員工進行培訓，培訓涵蓋產品知識，以及洗錢和內幕交易等具體問題。新入職的員工將在第一個工作日接受新員工入職培訓，以獲取有關本集團的必要資訊。本集團還鼓勵持續進修，所有員工都享有學習假期的福利，參加與其工作職責相關的研討會、工作坊或短期課程，以獲得最新市場資訊及技能。本集團的持牌人（持牌代表及持牌負責人）必須遵守證券及期貨事務監察委員會CPT培訓要求，每年最少花5個CPT小時在有關規管活動的主題培訓上。

員工有機會參與不同類型的活動，以增進其個人知識、技能和經驗，這都能讓員工具備多元的能力，同時亦培養跨職能的工作團隊。

此外，本集團通過電子郵件和公告向員工提供公司戰略、內部最新資訊。通過這種分享，本集團可推廣最佳實踐。本集團還會評估員工的工作效率，以及他們是否在當前的崗位上充分利用了自己的技能。

報告期內，接受培訓的員工中30%為高級員工，平均每年完成10.8小時的培訓。男性員工平均完成培訓15小時，女性員工平均完成培訓8.8小時。

6.4 僱傭準則

本集團嚴格遵守相關僱傭條例及勞工慣例，堅決不使用童工及強制勞工。本集團確保所有僱員符合受僱之最低法定年齡且均為自願提供服務，保障員工享有與僱傭條例相關的基本權利，並堅持密切監察招聘流程，防止出現違法行為。

本集團的行為準則和僱傭合同列出了有關集團的僱傭標準的一般條文。除了行為準則之外，本集團的人力資源政策也涵蓋了僱傭標準。該政策提供適用於本集團業務活動內所有人力資源的規則框架。

報告期內，本集團沒有發現任何有關僱傭權利及僱傭相關法律法規的重大不合規情況。

The Group direct environmental impacts predominantly relate to the operation of tenanted offices and computer systems, air travel and the resources consumed by these activities. The Group strives to integrate resource efficiency and sustainability into the day-to-day operations of the Group's offices and corporate operations through the implementation of energy saving plan.

The Group is committed to reducing the impact the Group has on the environment through its business operations. The Group worked to minimise our impact in a number ways, including consideration of the office spaces they occupied. In January 2019, the Group relocated their Hong Kong head office to 8 Queen's Road, Central, an environmental friendly building. The Group has also raised employee awareness of environmental issues through recycling initiatives.

During the reporting period, there was no material non-compliance with relevant laws and regulations relating to environment from the Group.

7.1 Emissions

The working environment of the Group's business are indoor offices located in Hong Kong without any industrial plants and therefore, the type of emissions of the Group were limited to greenhouse gas ("GHG") emissions, non-hazardous waste, and wastewater discharge.

7.1.1 Greenhouse Gas Emissions

The consumption of electricity at the Group's office was the primary source of our greenhouse gas emission ("GHG").

During the reporting period, the Group's GHG emissions equated to a total of approximately 47.481 tonnes of CO₂ equivalent ("tCO₂e") and the detailed summary of the GHG emission is shown as below:

The significant drop of GHG emission this year is due to the Group has moved to a smaller office and also the Group devotes efforts to reduce the GHG emission in the office by reducing energy usage.

本集團的直接環境影響主要涉及租用辦公室和電腦系統的運營、航空旅行以及這些活動所消耗的資源。通過實施節能計劃，本集團努力將資源效率和可持續性融入本集團各辦事處和企業的日常運營中。

本集團承諾降低業務運營對環境的影響。本集團在許多方面努力將影響降到最低，包括考慮到所佔用的辦公空間。2019年1月，本集團將其香港總部遷往皇后大道中8號，該處是一座環境友好型建築。同時，本集團還通過回收活動提高了員工對環境問題的認識。

報告期內，本集團沒有發生重大環境違法違規行為。

7.1 排放

本集團的辦公地點位於香港的室內辦公室，沒有任何工業廠房。因此，本集團的排放類型僅限於溫室氣體 (GHG) 排放、非危險廢棄物和廢水。

7.1.1 溫室氣體排放

本集團辦公室的用電量是我們溫室氣體排放 ("GHG") 的主要來源。

報告期內，本集團的溫室氣體排放總量為47.481噸二氧化碳當量 ("tCO₂e")，溫室氣體排放的詳細匯總如下。

今年溫室氣體排放量大幅下降的原因是集團已遷至規模較小的辦公室，集團還致力於通過減少能源使用來減少辦公室的溫室氣體排放。

	2017/2018	2018/2019
Total Greenhouse Gas Emissions (tCO ₂ e) 總溫室氣體排放 (每噸二氧化碳當量)	68.47	47.481
Greenhouse Gas Emissions Intensity (tCO ₂ e/staff) 溫室氣體排放密度 (每噸二氧化碳當量/員工)	6.85	2.374

7.1.2 Waste

The Group is committed to reducing, reusing and recycling the waste the Group produces where possible. The main waste produced by its offices is paper, printer toner cartridges and IT equipment. The Group provides recycling points in offices to encourage employees to recycle and the Group promotes double-sided printing to save paper.

For sensitive material, the Group used red bag for special disposal. The red bag is filled with documents containing sensitive information, sealed shut, and then pick up by hired vendor for tossed.

The quantitative data on the total volume of non-hazardous waste produced and the intensity was not disclosed due to the waste were handling by the office building management and the hired vendor.

7.1.3 Waste water

The main categories of waste water the Group discharges were domestic sewage from toilets and waste water generated from the pantry. The office building management has installed dual flush toilets and sensor taps to reduce water consumption.

7.2 Use of Resources

The Group strives to use resources effectively and minimize the discharge of wastes. In the ordinary course of business, the Group has implemented various energy saving and emission reduction measures. Some of the examples are as follows:

- Keep indoor air-conditioning temperature at 25°C during summer;
- Turn off the lights when they are not in use.

7.2.1 Energy Consumption

Due to the Group's business nature, the level of energy consumption, such as electricity consumption and water consumption are considered relatively low, in particular our water consumption is very minimal. The electricity consumption is the largest sources of the Group's GHG emissions. As mentioned above, since the implementation of energy saving initiatives, the Group managed to lower its electricity consumption accordingly.

During the reporting year, the Group's consumption in electricity was as below:

Energy 能耗	2017/2018		2018/2019	
	Amount 總額	Intensity 強度 (kwh/staff 千瓦時/員工)	Amount 總額	Intensity 強度 (kwh/staff 千瓦時/員工)
Electricity Consumed 電力消耗	86,669 kWh 千瓦時	8,667 kWh 千瓦時	60,103 kWh 千瓦時	3,163.31kWh 千瓦時

7.1.2 廢棄物

本集團致力於盡可能減少、重複利用和回收本集團產生的廢棄物。辦公室產生的主要廢棄物是紙張、打印機墨水匣和IT設備。本集團在辦公室設有回收站，鼓勵員工進行回收，並推行雙面列印，以節省紙張。

對於包含敏感資訊的資料，本集團使用紅袋進行特殊處理。紅袋裏裝滿了包含敏感資訊的檔案，密封好，然後由所聘用的供應商收集處理。

本集團所產生的非危險廢棄物是由辦公大樓管理處和聘用的供應商處理的，故沒有披露相關廢棄物的總量和強度等數據。

7.1.3 廢水

本集團排放的廢水主要類別為來源於廁所和茶水間的生活污水。辦公大樓管理處安裝了節水型馬桶和感應水龍頭，以減少用水量。

7.2 資源使用

本集團致力於有效利用資源，儘量減少排放。在日常運營過程中，本集團實施了各項節能減排措施。一些例子如下：

- 夏季室內空調溫度保持在25°C；
- 員工不使用燈光時關閉電源。

7.2.1 能耗

由於本集團的業務性質，能源消耗水平，如電耗和水耗被認為相對較低，特別是水耗非常低。電力消耗是本集團溫室氣體排放的最大來源。如上所述，自實施節能措施以來，本集團相應降低了電耗。

報告年度內，本集團的電力消耗如下：

The Group has reduce the electricity consumption by 30.65% compared to last reporting period, thus decreased the Scope 2 carbon emission . This reduction is the result of moving to a smaller office space and a continued focus on energy use in the office. Technology upgrades including the implementation of virtual conferencing software, continue to facilitate collaboration and help reduce the need for business travel.

7.2.2 Water

The Group's operations use relatively little water compared with other industries and the Group does not consider this to be material to its environmental impact. However, the Group recognizes that water is becoming an increasingly important issue. The property management where the Group office located has promote water conservation and discuss to tenants in the building about water saving initiatives. They have installed dual flush toilets and sensor taps in the building's toilet.

7.2.3 Packaging Materials

Due to the nature of business, the Group does not engage in activities involving any packaging materials. Therefore, the Group considered the amount of packaging materials used was insignificant.

7.2.4 Paper

The Group encourages to use electronic documents to replace hardcopies and printing with double-sided paper. The used single-sided paper is collected for reuse. By these measures, the paper usage of the Group was approximately 130 reams A4 paper during the reporting period.

7.3 The Environment and Natural Resources

The Group is well aware of its own environmental protection obligations. The Group has incorporated and implemented the 3Rs (Reduce, Reuse, and Recycle) principle into its daily operation, aiming to reduce the energy consumption, minimize the waste emission and improve the reuse rate of the A4 paper.

The Group introduced the electronic platform to process internal operations and approvals. An archiving server is also in place for documents storage to reduce the storage of documentation in paper format.

During the reporting year, the Group is not aware of any significant environmental impacts. The Group complied with all relevant environmental rules and regulation in Hong Kong.

本集團較上一報告期減少用電量30.65%，降低了範疇2的碳排放。這一減少是因為公司搬到較小的辦公室，並持續注重辦公室的能源使用。科技升級如採用網路會議軟件，這有助於減少商務旅行的需要。

7.2.2 水資源

本集團的業務與其他行業相比，使用相對較少的水，本集團並不認為這會對帶來實質性的環境影響。無論如何，本集團認識到水資源正成為一個日益重要的問題。本集團辦公室所在的物業管理部門負責促進節約用水，並與物業內的租戶討論節水措施。物業管理在大樓的衛生間安裝了節水馬桶和帶有感應器的水龍頭。

7.2.3 包裝材料

由於業務的性質，本集團的服務和活動不涉及任何材料包裝。因此，本集團認為所用包裝材料的數量是微不足道。

7.2.4 用紙量

本集團鼓勵使用電子文件取代紙質文件及使用雙面紙張打印。我們收集使用過的單面紙張以重複使用。透過該等措施，本集團於報告期間的用紙量約為130卷A4紙。

7.3 環境和天然資源

本集團深知其自身的環保責任。本集團已將 3Rs（減少，再利用及再循環）原則納入並實施於日常運作中，旨在減少能源消耗、減少廢物排放並提高 A4 紙的再使用率。

本集團引入電子平台以處理內部營運及審批程序。本集團更設有伺服器用於文件存儲，以減少紙質文件存儲。

於報告年度，本集團並未發現任何重大環境影響。本集團遵守香港所有相關環境規則及法規。

8.1 Community Investment

The Group is actively seeking opportunities to make contribution to the society and the Group has always encouraged its employees to participate in voluntary and charitable events to serve the community and society. The Group plans to implement more community service to reflect its responsibility towards the society.

By contributing resources and the employees volunteer time, the Group aims to address community concerns in collaboration with local government, non-profit organizations and partners.

During the reporting period, the Group continues to focus on the following area for our community investment:

- Provide helping hands for people in need
- Foster a healthy and green living environment in the community
- Support local charitable events
- Provide training opportunities for young people

8.1 社區投資

本集團正積極尋求機會為社會作出貢獻，本集團一直鼓勵員工參與義工及慈善活動，服務社群。本集團計劃參與更多社區服務，回饋社會。

通過提供資源和員工志願者時間，本集團旨在通過與本地政府，非營利組織和合作夥伴的合作解決社區問題。

於報告期間，本集團繼續專注於以下有關我們的社區投資：

- 為有需要的人提供幫助
- 在社區中培養健康和綠色的生活環境
- 支持本地的慈善活動
- 為年輕人提供培訓機會

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