



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

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境·社會及管治報告

2019



CHARACTERISTICS OF GEM OF THE STOCK EXCHANGE OF HONG KONG LIMITED (THE “STOCK EXCHANGE”)

GEM has been positioned as a market designed to accommodate small and mid-sized companies to which a higher investment risk may be attached than other companies listed on the Stock Exchange. Prospective investors should be aware of the potential risks of investing in such companies and should make the decision to invest only after due and careful consideration.

Given that the companies listed on GEM are generally small and mid-sized companies, there is a risk that securities traded on GEM may be more susceptible to high market volatility than securities traded on the Main Board and no assurance is given that there will be a liquid market in the securities traded on GEM.

This report, for which the directors (the “Director(s)”) of Million Stars Holdings Limited (the “Company”) collectively and individually accept full responsibility, includes particulars given in compliance with the Rules Governing the Listing of Securities on GEM of the Stock Exchange (the “GEM Listing Rules”) for the purpose of giving information with regard to the Company. The Directors, having made all reasonable enquiries, confirm that to the best of their knowledge and belief the information contained in this report is accurate and complete in all material respects and not misleading or deceptive, and there are no other matters the omission of which would make any statement herein or this report misleading.

香港聯合交易所有限公司(「聯交所」) GEM 特色

GEM 的地位，乃為相比起其他在聯交所上市的公司帶有較高投資風險的中小型公司提供一個上市的市場。有意投資的人士應了解投資於該等公司的潛在風險，並應經過審慎周詳的考慮後方作出投資決定。

由於 GEM 上市公司一般為中小型公司，在 GEM 買賣的證券可能會較於主板買賣之證券承受較大的市場波動風險，同時無法保證在 GEM 買賣的證券會有高流通量的市場。

本報告的資料乃遵照聯交所 GEM 證券上市規則(「GEM 上市規則」)而刊載，旨在提供有關萬星控股有限公司(「本公司」)的資料；本公司的董事(「董事」)願就本報告的資料共同及個別地承擔全部責任。各董事在作出一切合理查詢後，確認就其所知及所信，本報告所載資料在各重要方面均屬準確完備，沒有誤導或欺詐成分，且並無遺漏任何其他事項，足以令致本報告所載任何陳述或本報告產生誤導。

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ABOUT THIS REPORT

The Board of Directors of Million Stars Holdings Limited hereby presents the Company's Environmental, Social and Governance ("ESG") Report (the "ESG Report" or the "Report") of 2019. This ESG Report provides an update on sustainability performance in respect of the material business and operations of the Company and its subsidiaries (collectively, the "Group"), so as to reflect the interests of various stakeholders.

SCOPE OF REPORTING

The Group is principally engaged in internet advertising agency services. Through its own proprietary DSP system, the Group strives to satisfy customers' marketing demands by market planning, media agency, procedural purchase and data analysis. During the year, in order to mitigate possible operation risks, the Group suspended the mobile payment technical support services during the reporting period and disposed of the manufacture and sales of leather products business of its wholly-owned subsidiaries, namely Perline Company Limited and Foshan Nanhai Shengli Leather Garment Co., Ltd.* (佛山市南海盛麗皮衣有限公司). Accordingly, the Group has updated the scope of reporting to correspond to the latest business situation of the Group.

APPROACH TO ESG AND REPORTING

The Group strives to maintain the sustainable development of its business and promote environmental protection, dedicating to offering community support to the places where it operates. The Group manages its business prudently and offers superior products and services to customers in accordance with reasonable decision-making procedures. As a leading internet advertising agency service provider 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.

Accordingly, the Board is committed to making contributions to the sustainable development of our society and the environment. In addition to adhering to this goal, the Board is also responsible for assessing and determining the risks in environmental, social and governance aspects. The Board can specify clear vision and critical strategies, supervising the management to make sure that it has sound environmental, social and governance report measures and systems in place.

* for identification purpose only

關於本報告

萬星控股有限公司董事會謹此提呈其二零一九年環境、社會及管治(「環境、社會及管治」)報告(「環境、社會及管治報告」或「報告」)。本環境、社會及管治報告提供有關本公司及其附屬公司(統稱「本集團」)重大業務及營運方面可持續性表現之最新情況，以反映各持份者之權益。

報告範圍

本集團專門從事互聯網廣告代理服務，透過自主開發的DSP系統，本集團通過營銷策劃、媒介代理、程式化購買與數據分析，致力滿足客戶頭營銷需求。本年度，本集團為減輕可能的經營風險，本集團已在報告期間暫停移動支付的技術支持業務，以及出售全資附屬公司柏麗發展有限公司及佛山市南海盛麗皮衣有限公司之生產及銷售皮革產品業務。據此，本集團已更新報告範圍，使其符合本集團最新之業務情況。

環境、社會及管治以及報告方針

本集團致力維持其業務的可持續發展，同時推動環境保護，致力為營運所在地提供社區支援。本集團審慎管理業務，並根據合理的決策程序，為客戶提供優質的產品和服務。作為中國領先的互聯網廣告代理服務，本集團秉持公開、透明、公平的態度，願意肩負社會責任，令公眾對本集團的了解得以加深。

據此，董事會矢志為社會和環境之可持續發展作出貢獻。董事會除秉持此目標外，同時負責評估及釐定環境、社會及管治方面之風險，定出清晰願景及關鍵策略，監督管理層確保備有妥善之環境、社會及管治報告措施及系統。

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 GEM of the Stock Exchange:

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:** This ESG report should provide an unbiased picture of the Company's ESG performance on environmental, social and governance aspects and avoid selections, omissions, or presentation formats that may inappropriately influence readers' decisions or judgments.
4. **Consistency:** This report should use consistent methodologies to allow for meaningful comparisons of relevant data over time. The issuer should disclose any subsequent changes to such methodologies in the report.

COMMUNICATION WITH STAKEHOLDERS

The stakeholders of each 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 include investors, customers, suppliers and employees. The Group maintains close contact with them through visits to offices, shareholders' meetings and community services, enabling all stakeholders to have an in-depth understanding of the Group's operations. Through constructive communications, the Group strives to strike a balance between the opinions and interests of such stakeholders, so as to determine its long-term development direction.

編製基準

本報告根據聯交所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，本報告須作出彙報。
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，亦須在報告中注明。

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。本集團與持份者包括投資者、客戶、供應商、員工保持緊密聯繫，參觀辦公室、股東大會及社區服務，讓所有持份者深入了解本集團的營運。透過具建設性的溝通，努力平衡該等利益相關人士的意見和利益，本集團得以而釐定長遠的發展方向。

A. ENVIRONMENTAL

The Group understands that global climate change is one of the top environmental concerns of the United Nations and governments. Global greenhouse gas increases year by year, which leads to extreme weathers (such as rainstorm, flood, drought and heatwave) in recent years. Accordingly, the Group will adhere to the principles of environmental protection and pollution reduction during its operational activities. The Group implements a series of environmental rules and carries out an operational system for managing exhaust and greenhouse gas emissions and the generation of hazardous 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 disposal of its manufacture and sales of leather products business, the Group has been principally engaging in internet advertising agency services, such business does not have a lot of discharges to air, water or land.

Emission 排放物		Emissions (tonne) 排放量 (噸)		Density (emissions per employee) 密度 (排放量/員工)	
		2018/2019 二零一八/九年	2017/2018 二零一七/八年	2018/2019 二零一八/九年	2017/2018 二零一七/八年
Nitrogen Oxides (NO _x)	氮氧化物(NO _x)	-	32.20	-	0.40
Sulphur oxides (SO _x)	硫氧化物(SO _x)	-	0.15	-	0.001
Particulate matter	顆粒物	-	3.19	-	0.04

Table 1 — Total Emissions During the Reporting Period

The Group's greenhouse gas emissions come from office operations, including electricity purchased for daily operations. During the reporting period, the Group generated a total of approximately 30 tonnes of greenhouse gases (carbon dioxide equivalent) (2017/2018: approximately 200 tonnes), representing an emission density of one tonne of carbon dioxide equivalent per employee (2017/2018: approximately 3 tonnes) and including electricity and gasoline consumption from the Group. During the year, the Group disposed of its manufacture and sales of leather products business, thus, the emission data of this year declined significantly as compared with the figures of last year.

A. 環境

本集團知悉全球氣候轉變為聯合國及各國政府最關注的環境問題之一。地球上溫室氣體年年增加，引致近年極端天氣，包括暴雨、水災、旱災、酷暑期等。因此，本集團在經營活動時，會秉承保護環境、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。鑒於本集團已出售其生產及銷售皮革產品業務，並主要從事互聯網廣告代理業務，這些業務並無大量對空氣、水或土地的排放物。

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30噸二氧化碳當量(2017/18年度：約200噸)，與每名員工排放密度約1噸二氧化碳當量(2017/18年度：約3噸)，包括來自本集團的電力及汽油消耗。本年度，由於本集團已出售生產及銷售皮革產品業務，因此，與往年排放數據作比較，本年度之排放數據大幅下降。

Scope of greenhouse gas emissions 溫室氣體 排放範圍	Emission source 排放來源	Emissions (tonnes of carbon dioxide equivalent) 排放量 (以噸二氧化碳當量計)		Density (emissions per employee) 密度 (排放量/員工)		Emission proportion (in percentage) 排放佔比 (以百分比計)	
		2018/2019 二零一八/九年	2017/2018 二零一七/八年	2018/2019 二零一八/九年	2017/2018 二零一七/八年	2018/2019 二零一八/九年	2017/2018 二零一七/八年
		Scope 1 範圍1					
Direct emissions 直接排放	Gasoline consumed by the Group's automobiles 本集團汽車消耗燃油	-	22.25	-	0.28	-	10.78
Scope 2 範圍2							
Indirect emissions 間接排放	Power purchased 購買電力	29.51	182.20	0.78	2.28	95.81	88.30
Scope 3 範圍3							
Other indirect emissions 其他間接排放	Discarded waste paper 棄置廢紙	1.29	1.89	0.03	0.02	4.19	0.92
Total 總計		30.80	206.34	0.81	2.58	100	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

Greenhouse Gas Emissions

In order to reduce carbon dioxide and other gas emissions generated by energy consumption, the Group advocates energy efficiency. Through the following means, the Group enhances energy consumption efficiency, so as to reduce greenhouse gas emissions arising from office operations:

- Switch to 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;

溫室氣體排放

為減少能源消耗造成之二氧化碳及其他氣體排放，本集團提倡能源效益。透過以下途徑，本集團提升能源消耗效益，從而減少辦公室營運的溫室氣體排放：

- 更換T5節能光管；
- 透過員工電腦的螢幕保護程式發佈一系列環保提示，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；

- 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.

Waste Management

The Group sticks to the principle of “green office”, implements office environment management system actively, and strives to properly handle and dispose of all wastes generated from business activities. The Group undertakes to put into 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 encourages 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.

Although the Group has an insignificant impact on the environmental and rarely uses natural resources directly, it still commits itself to improving its waste management mechanism. To reduce the damage on the forests, the Group uses paper with Forest Stewardship Council (FSC) certification. The FSC formulates standards for proper forest operation and production and marketing supervision chain standards for wood processing, so as to trace the whole processes of wood-made products from forests to consumers, which can control the legitimate and sustainable sources of wood. In addition, we extend our environmental requirements to suppliers. All suppliers providing paper to the Group hold ISO 14001 environmental management certification which verifies their effective environmental management and reduces the Group’s impact of its supply chain on the environment.

- 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。

廢棄物管理

本集團堅持貫徹「綠色辦公」理念，積極落實辦公環境管理制度，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。

儘管本集團的環境影響甚微且甚少直接使用天然資源，惟本集團仍努力改善廢物管理機制。為了減低對森林的傷害，本集團所採用的紙張均使用「森林管理委員會認證」(FSC)的紙張。FSC通過制訂森林良好經營的標準以及各木材加工的產銷監管鏈標準，來追蹤木製品從森林到消費者的整個過程，從而可以控制木材的合法及可持續來源。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。

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 270 kg). In order to reduce the use of paper, the Group encourages employees to put into practice double-sided printing and reuse all paper printed on one side for printing non-legal and ordinary company documents.

2. USE OF RESOURCES

As a member of the global village, the Group is committed to protecting resources to achieve environmental and operational benefits. In order to fulfil 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:

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270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. 資源使用

身為地球村的一分子，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：

Resources 資源	Unit 單位	Consumption 消耗量		Density (consumption per employee) 密度 (消耗量/員工)	
		2018/2019 二零一八/九年	2017/2018 二零一七/八年	2018/2019 二零一八/九年	2017/2018 二零一七/八年
		Power 電力	kWh 千瓦時	30,490.00	210,007.91
Gasoline 汽油	litre 公升	-	9,788.15	-	122.35
Water 水	m ³ 立方米	17.43	2,293.84	0.46	28.67
Packaging materials for finished products (plastic) 製成品包裝材料 (塑膠)	tonne 噸	-	4.29	-	0.05
Packaging materials for finished products (paper) 製成品包裝材料 (紙張)	tonne 噸	-	6.80	-	0.09

Table 3 — Total Consumption of Resources During the Reporting Period

表3 — 報告期內的資源消耗總量

The Group is committed to implementing environmental protection policy, so as to reduce the usage of and make full use of resources, which include conserving energy and reducing waste. Through promoting the 4R culture (i.e. Reduce, Reuse, Recover and Recycle) within the whole company, the Group joins hands with its employees, striving to reduce the impact of its business on the environment. To fulfil its environmental protection undertakings, the Group has implemented various measures to improve energy efficiency, reduce the usage of paper and water, encourage the usage of video conferences to replace business travels and change employees' conducts. Through active supervision and management of resources usage, the Group effectively reduces operation cost and carbon footprint.

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

(b) Water Consumption

The Group understands that precious water resources are crucial to the earth and the environment. Due to the nature of its business, the Group does not use or discharge significant amounts of water. The Group actively focuses on the facilitation of water-saving measures. To improve the awareness of saving water, the Group advocates water conservation activities in the workplace. For instance, the Group provides tips on saving water for sharing within the Company.

本集團致力推行環保政策，達至減少使用和善用資源，包括節約能源和減少廢物，並透過推動公司上下奉行4R文化，即減少(Reduce)、重用(Reuse)、復原(Recover)及循環再用(Recycle)的原則，與員工共同努力減低集團業務對環境造成的影響。為履行環保承諾，本集團已實施多項措施提升能源效益、減低用紙量和用水、鼓勵使用視像會議代替商務差旅及改變員工的行為。通過積極監察及管理資源使用，本集團有效減少營運成本及碳足跡。

於報告期內，本集團於節約資源方面保持卓越成果。在互聯網廣告代理業務方面，本集團高達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

本集團深明珍貴水源對地球及環境的重要性。鑒於業務性質，本集團並無使用或排放重大水量。本集團積極著重於促進節約用水措施，為提高節約用水的意識，本集團於工作場所提倡節水行動。例如，本集團提供有關節約用水之小建議，在內部互相分享。

3. THE ENVIRONMENT AND NATURAL RESOURCES

The Group strives to reduce any negative impact on the environment. The Group is committed to implementing control measures for energy consumption and office resources consumption. Given the nature of its business activities, the Group has insignificant impact on the environment and natural resources. Our energy consumption mainly comes from electricity used in offices. During the reporting period, the Group had developed a series of measures to reduce resource use and properly dispose of waste (see "2. Use of Resources" above for details).

The Group will continue to evaluate the environmental risks of our business, review environmental protection measures and adopt prevention measures to mitigate risks in due course, and ensure compliance with relevant laws and regulations applicable to the Group's emissions and resources usage.

B. SOCIAL

1. EMPLOYMENT AND LABOUR PRACTICES

The Group believes that happy and motivated employees are important factors to achieve continuous success. Therefore, the Group strives to build a safe, healthy, fair and non-discriminatory work environment, enables employees to make full use of their potential, and commits itself to maintaining harmonious labour relationships, so as to bring talents together to promote the long-term sustainable development of the Group's industries.

3. 環境及自然資源

本集團致力於減少對環境之任何負面影響。本集團堅持承諾，實行能源消耗及辦公室資源消耗控制措施。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」）。

本集團將繼續評估我們業務的環境風險、檢討環保措施及於必要時採取預防措施以降低風險，及確保符合適用於本集團排放物及資源使用的相關法例及規例。

B. 社會

1. 僱傭與勞工常規

本集團相信愉快積極之員工為持續取得成功之重要因素。因此，本集團致力創造一個安全健康、公平公正、不存在歧視的工作環境，讓員工能夠充分發揮其潛能，並致力維護和諧的勞動關係，凝聚人才，合力推動集團產業的長期可持續發展。

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

The Group strives to adopt fair recruitment and promotion policies and prohibits the sabotage of equal job opportunities or unfair treatment. Therefore, the Group strictly implements anti-discrimination policies and does not tolerate any forms of harassment. The Group has formulated the “Written Anti-discrimination Policy” and recruitment procedures to ensure that recruitment, promotion, compensation and benefits, and talent cultivation 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., ensuring that all employees and job applicants will be treated fairly.

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.

(a) 招聘、晉升及平等機會政策

本集團致力於採納公平之招聘及晉升政策，禁止破壞平等就業機會或不公平待遇。因此，本集團嚴格執行反歧視政策，絕不容忍任何形式的騷擾。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，確保所有僱員及職位申請者都獲得公平待遇。

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) *Compensation System*

The Group implements fair compensation policy, affirming employees' contribution in an objective way. The Group 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. The Group reviews and re-adjusts its compensation mechanism annually to maintain its competitiveness.

In addition, the Group has formulated the Management System for Employee Dismissal and Retirement, 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 relevant rules and regulations, will be dismissed. The Group will fully communicate with the dismissed employees, avoid compulsory dismissal and illegal dismissal, and ensure that the dismissal process is fully in compliance with the relevant legal provisions.

(c) *Retaining Talents*

The Group strives to create a healthy and safe work culture, assist employees to develop potential through training and development courses, and invest in retaining and nurturing talents. The Group values employee development, and employees will be promoted and rewarded after passing phased assessment.

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.

(b) *薪酬體系*

本集團實行公平薪酬政策，客觀地肯定僱員之貢獻。本集團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。本集團為薪酬機制每年行檢討及重新調整，以維持競爭力。

此外，本集團制定了《員工離職、退休管理制度》，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，本集團採取優勝略汰的僱傭政策。本集團會充分與解僱的員工進行溝通，避免強制解除、違規解除等現象，並確保解僱流程完全符合法律規定的內容。

(c) *保留人才*

本集團致力於營造健康及安全的工作文化，透過培訓及發展課程協助僱員發揮潛能，投資於挽留及培養人才。本集團重視僱員發展，員工通過階段性的考核可進行晉升嘉獎。

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. OCCUPATIONAL HEALTH AND SAFETY

The Group strives to provide a safe work environment, and all employees will get assistance from the Group to succeed and make full use of their potential. In addition, the Group strictly complies with relevant laws and regulations on occupational health and safety, and has implemented practical safety management to effectively eliminate potential safety risks.

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

Individual Health

- Provide health examination annually; and
- Demand the management company to clean the air-conditioner system seasonally.

Work Safety

- Promote effective communication between staff and supervisors to form a sound safety culture;
- Give daily safety guidance and supervision;
- Provide adequate and neat sanitary facilities;
- Develop a management system with procedures for employee to voice opinions and file complaints effectively; and
- Equip employees exposed to occupational hazards with appropriate personal protective equipment.

Fire Safety

- Demand the management company to check the fire exits frequently; and
- Conduct fire drills on an annual basis.

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

2. 職業健康與安全

本集團致力提供安全之工作環境，全體員工均得到支援邁向成功，並可盡展潛能。此外，本集團嚴格遵行有關職業健康及安全之法律及法規，並已實行實際安全管理以有效消除潛在安全風險。

本集團制定了多項有關職業健康與安全的政策，包括：

個人健康

- 每年提供一次健康檢查；及
- 要求管理公司每季清洗一次空調系統。

工作安全

- 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；
- 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；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。

消防安全

- 要求管理公司時常整理火災逃生出口；及
- 每年進行消防演習。

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. DEVELOPMENT AND TRAINING

The Company firmly believes that discovering and nurturing a talent team is crucial to the sustainable development of an enterprise. The Group has developed Personnel Training and Development Policies to provide induction training for all new employees and arrange for experienced staff to guide new employees.

In addition, the Group hosts various internal training courses, lectures and seminars for employees, providing opportunities for employees to learn knowledge and develop skills during individual and professional training, so as to enhance their capabilities.

4. LABOUR STANDARDS

(a) Prohibition of Child Labour and Forced Labour

During the reporting period, the Company fully complied with relevant laws and regulations on prohibition of child labour and forced labour. The Company has formulated the Policy on Prohibition of Child Labour and stringent employment age verification procedures, ensuring that all accepted applicants are compliant with legally required employment age.

In addition, the Group has formulated the Policy and Procedures on Prohibition of Forced Labour to prevent any situations such as violent threat or illegal restriction of individual freedom during its operations and services, and strictly prohibited forced labour including corporal punishment, abuse, involuntary servitude, debt servitude or human trafficking. In addition, the Group has set up employee opinion boxes to allow employees to report on child labour and forced labour, so as to prevent illegal employment of child labour or forced labour by the Group. 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, with zero tolerance for such misconduct.

3. 發展及培訓

本集團堅信發掘人才及培養人才團隊為企業之可持續發展之關鍵。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，及安排有經驗的員工指導新員工。

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，為僱員提供機會於個人及專業培訓中獲取知識及培養技能，以提升其能力。

4. 勞工準則

(a) 禁止使用童工和強迫勞工

於報告期內，本集團完全遵守與防止童工及強迫勞工有關的法律及相關法規。本集團制定了《禁止使用童工政策》及嚴謹的工齡核實程序，確保所有獲聘者均符合法定就業年齡的要求。

此外，本集團制定了《禁止強迫勞工政策及程序》，防止於任何營運及服務中有以暴力威脅或非法限制人身自由的情況，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，我們設立了員工意見箱，讓員工可彙報童工及強制勞工的情況，以防止集團出現非法僱用童工或出現強迫勞動。本集團亦設立了員工意見箱，讓員工可彙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) *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, the Group values and pays attention to the information given by staff representatives. The Group transmits its most recent update to every employee via email from time to time and listens to employees' opinions and suggestions actively, and takes responsive and timely measures to solve the problems which employees concern the most, in order to protect the rights and interest of employees.

(c) *Employee Benefits*

The Group strictly complies with the labour laws on work time, rest period and holidays, ensuring the physical and mental health of all employees. Therefore, the Group neither promotes working overtime nor advocates completing unfinished work at home, insisting on improving work efficiency during the work period. The Group believes that offering employees sufficient benefits will help them become more engaged in their work. As such, the Group holds different levels of activities and reviews the relevant employee welfare policies through a welfare committee. Welfare activities provided by the Group to employees are as follows:

- Provide social insurance to employees;
- Provide food and beverage allowances;
- Hold monthly birthday parties;
- Buy social insurance for employees;
- Arrange flexible working hours for working mothers to better take care of their families;
- Provide additional breastfeeding leave for mother employees;

(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、關注員工代表給予的信息。本集團不時透過電郵將本集團最新動態傳遞給每一位員工，並積極聽取員工的意見與建議，針對員工關注度較高的問題及時採取相應的措施，保障廣大員工的利益。

(c) *員工福利*

本集團亦嚴格遵守有關工作時間、休息及假期的勞工法規，以確保所有僱員的身心健康。因此，本集團既不宣導加班文化，也不提倡將工作帶回家完成，堅持提高上班期間的工作效率。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，本集團透過福利委員會舉辦不同層面的活動，及檢討有關的員工福利政策。以下是本集團為員工提供的福利活動：

- 向僱員提供社會保險；
- 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；

- Allow staff to work from home in inclement weather where appropriate; and
- Provide shuttles to take staff to and from work

In addition to providing the basic employee benefits required by law, the Group also provides paid birthday leave 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's supplier management policies cover communication, cooperation and mutual growth. The Group's supply chain includes hardware suppliers such as computer, server and web hosting companies. Through close communication, the Group is able to consolidate partnerships with suppliers, thus improving their capacity to supply environment-friendly products and cooperate to maintain the quality and safety of products and services.

Given the complexity of the supply chain, when selecting suppliers, each business entity of the Group must consider different conditions and standards, including price, service, location, productivity (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

The Group is committed to providing quality services to customers and focuses on customers' responses to the services rendered by the Group. In addition to adhering to its undertakings, the Group also dedicates to providing value-added internet advertising agency services for customers with competitive prices. Customers can offer their opinions or lodge complaints through existing communication channels. The Group will conduct investigations and prepare reports based on the responses and take corrective measure as and when necessary. The Group has formulated strict policies and procedures on manufacturing and selling products.

- 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

本集團之供應商管理政策涵蓋溝通、合作及共同成長。本集團之供應鏈包括電腦、伺服器、網站託管公司等硬件供應商。通過緊密溝通，本集團得以與供應商鞏固合作關係，從而提高彼等供應環境友善產品、及協力維護產品與服務的質量和安全之能力。

鑒於供應鏈的複雜性，本集團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服務，及關注客戶對本集團所提供之服務的回應。本集團除秉持承諾外，亦矢志竭誠以具競爭力之價格為客戶提供高增值之互聯網廣告代理服務。客戶可透過既有通訊渠道發表意見或投訴。本集團會根據回應進行調查及建立報告，並在有需要時採取改正措施。本集團已就生產及出售產品制定嚴謹的政策及程序。

(a) *Customer Service Policy*

The Group has established the customer service department, dedicating to offering superior services for customers. The Group values the communication with customers and strives to ensure that customers' opinions and complaints will receive timely handling and satisfactory responses. The Group has formulated strict product complaint procedures to better understand the customers' opinions on the Group's services, so as to continue to improve operation procedures and service quality and enhance customers' satisfaction.

(b) *Customer Data Protection and Intellectual Property Policy*

The Group considers customer data as the safeguard for safe operation of an enterprise and healthy development of customer relationships. Accordingly, the Group formulates sound customer data protection management systems. In the process of collecting, processing and using customers' personal data or procurement (including but not limited to loan contracts), such information is kept in a strictly guarded safe of the Company, and only personnel with relevant clearance can access such information. In addition, the Group has formulated regulations on safeguarding and protecting intellectual property, including using authorised products, photo management, sample control, product control, artware and data record. Each project has relevant regulations in place to prevent leakage of the intellectual property of the Group's customers.

During the reporting period, the Group found no incidents in violation of the laws and regulations governing the provision of services by the Group.

(a) 客戶服務政策

本集團已建立客戶服務部門，致力為客戶提供卓越服務。本集團重視與客戶的溝通，致力確保客戶的意見及投訴得到適時處理和滿意答覆。本集團已制定了嚴格的產品投訴程序，以更好地了解客戶對本集團服務的意見，以持續改善營運流程及服務質素及提高客戶滿意度。

(b) 客戶資料保護和知識產權政策

本集團視客戶資料為企業安全經營、客戶關係健康發展的保障。據此，本集團制定完善的客戶資料保密管理制度。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。此外，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。

於報告期內，本集團並無發現違反有關本集團提供服務的法例和規例的事件。

7. INTEGRITY

Honesty and fairness are important assets of the Group's business. The Group 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.

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 relevant 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.

7. 維護廉潔

信實公平乃本集團業務之重要資產。本集團絕致力維持高水平的道德企業文化。透過制定完備的風險管理守則及內部控制守則，本集團確保所有員工於日常運作中均遵守本集團的規則。

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洩的風險。

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. COMMUNITY ENGAGEMENT

The Group understands that sustainable business development depends on the long-term sustainable development of local communities. As such, the Group is committed to integrating environmental elements into its daily operations and encourages employees, customers, business partners and communities to protect the environment together.

The Group strives to promote energy-saving initiatives in its daily operations, 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, enabling employees to nurture proper environmental awareness and allowing the Group to become a socially responsible enterprise.

In addition to fostering environmental awareness, the Group also encourages employees to make donations to recognised charities to help the disadvantaged or those in need. In addition, the Group endeavours to instil anti-discrimination ideas to employees, such as anti-sexism and anti-disability discrimination. Such measures 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 fulfilment of social responsibility.

OUTLOOK

The Group considers that the currently implemented environmental protection and social responsibility measures are sufficient for complying with relevant laws and regulations. However, the Group will continue to keep abreast of the updated relevant requirements and conduct reviews from time to time, striving to strengthen environmental protection and social responsibility measures.

8. 社區參與

本集團明白可持續業務發展有賴當地社區的長遠可持續發展。據此，本集團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，且讓本集團成為一家願意承擔社會責任的企業。

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。

展望

本集團認為，目前實施的環境保護及社會責任措施足以符合相關法例及法規。然而，本集團將持續配合最新相關要求不時加以檢討，致力加強環保及社會責任措施。



Million Stars
萬星控股

MILLION STARS HOLDINGS LIMITED

萬星控股有限公司