

天泓文创

Icon Culture Global Co.Ltd

2019 環境、社會及管治報告 ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

天泓文創國際集團有限公司

Icon Culture Global Company Limited

(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:8500

Environmental, Social and Governance Report

環境、社會及管治報告

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1. INTRODUCTION

This is the Environmental, Social and Governance Report (this “**Report**”) of Icon Culture Global Company Limited for the year-ended 31 December 2019, compiled in accordance with the Environmental, Social and Governance Reporting Guide published by The Stock Exchange of Hong Kong Limited (“**SEHK**”). This Report aims to disclose relevant environmental, social and governance (“**ESG**”) information, including information on the policies and compliance with relevant laws and regulations that have a significant impact on the group, as well as key performance indicators (“**KPIs**”), to the stakeholders of Icon Culture Global Company Limited and its subsidiaries.

Reporting Specification

To improve readability, Icon Culture Global Company Limited will be referred to as “**the Company**” or “**Icon Global**”, the indirectly wholly-owned subsidiary, Guangzhou Icon Culture Media Investment Co., Ltd.* (廣州天泓文化傳媒投資有限公司), will be referred to as “**Icon Media**”, the Company and its subsidiaries will be collectively referred to as “**the Group**”.

Reporting Standard

This Report is prepared:

- in accordance with Appendix 20, Environmental, Social and Governance Reporting Guide, of the Rules Governing the Listing of Securities on the Growth Enterprise Market of SEHK (“**the GEM Listing Rules**”); and
- with reference to the Global Reporting Initiative Standards published by the Global Reporting Initiative.

* The official name is in Chinese, the English translation of the name is for reference only

1. 報告簡介

此為天泓文創國際集團有限公司根據香港聯合交易所有限公司(「**聯交所**」)發佈的《環境、社會及管治報告指引》而編制之截至二零一九年十二月三十一日止年度的環境、社會及管治報告(「**本報告**」)。本報告向天泓文創國際集團有限公司及其附屬公司的持份者披露環境、社會及管治相關資料，包括政策及遵守對本集團有重大影響的相關法律及規則，以及關鍵績效指標(「**關鍵績效指標**」)。

報告稱謂說明

為方便表述，天泓文創國際集團有限公司下稱「**本公司**」或「**天泓文創國際**」，本公司的間接全資擁有附屬公司廣州天泓文化傳媒投資有限公司下稱「**天泓傳媒**」，而本公司及其附屬公司則共同下稱「**本集團**」。

報告標準

本報告的編寫：

- 依照聯交所GEM證券上市規則(「**GEM上市規則**」)附錄二十《環境、社會及管治報告指引》；及
- 參考全球報告倡議組織發佈的《GRI標準》。

Reporting Boundary

The scope of this Report mainly includes the operation in the People's Republic of China (the "PRC") of Icon Media.

Reporting Period

The reporting period of this Report is from 1 January 2019 to 31 December 2019, which is the same as the annual report of the Company.

Reporting Cycle

This Report is to be published annually.

Access to the Report

The English and Chinese versions of this Report can be browsed or downloaded from:

- the Company's official website:
<http://www.iconspace.com>
- HKEXnews website by Hong Kong Exchanges and Clearing Limited:
<http://www.hkexnews.hk>

Contact Us

If you have any opinions regarding this Report, please contact our ESG reporting team via email.

Email address: info@iconspace.com

報告涵蓋範圍

本報告涵蓋範圍主要包括天泓傳媒位於中華人民共和國(「中國」)之業務。

報告涵蓋期間

本報告涵蓋期間為二零一九年一月一日至二零一九年十二月三十一日，與本公司年報內容涵蓋時間相同。

報告周期

本報告為年度報告。

報告獲取

閣下可以在以下網站瀏覽或下載本報告中英文版：

- 本公司官方網站：
<http://www.iconspace.com>
- 香港交易所的披露易網站：
<http://www.hkexnews.hk>

聯絡

閣下如對本報告有任何意見，歡迎以電郵方式聯絡本公司的環境、社會及管治工作小組。

電郵地址：info@iconspace.com

2. PREFACE

This is the ESG Report of the Group for the year-ended 31 December 2019, which is prepared in accordance with the GEM Listing Rules. The Group continues to monitor the public's expectation of sustainable development and disclosure of ESG information. Stakeholders, including government, stock exchange, investors, suppliers, customers, employees and other social groups, expect to understand the Group's ESG policies and non-financial risks more thoroughly. The Group is committed to contributing to the sustainability of the environment and is committed to becoming an environmentally friendly corporation.

To prepare and compile this Report, the Group has specifically formed a reporting team consisting of the management and external consultant, which updates the directors of the Company (the "**Directors**") on a regular basis regarding the reporting progress.

In order to quantify the effectiveness of our ESG policies and management systems of non-financial risks, and to meet the increasing demand of information disclosure in relation to the social aspect, the Group has measured and reported on various environmental and social KPIs. The measurement and reporting of KPIs is an ongoing and consistent process, allowing for meaningful comparisons of ESG data in subsequent ESG reports.

When preparing and compiling this Report, the Group has reviewed its existing policies and achieved a better understanding of the values of ESG reporting. During the reporting process through the approach of measurement, management and changes, the Group hopes to drive improvement and innovation while minimizing the Group's non-financial risks.

2. 前言

此為本集團依照《GEM上市規則》而編制之截至二零一九年十二月三十一日止年度的環境、社會及管治報告。本集團持續關注社會各界對可持續發展及對環境、社會及管治資料披露的期望。持份者如政府、證券交易所、投資者、供應商、客戶、僱員和其他社會團體均希望能更透徹地了解本集團之環境、社會及管治政策及非財務風險。本集團致力於推動環境的可持續性及成為環境友好企業。

為籌備及編寫本報告，本集團專門成立了報告小組，成員包括管理層及外部顧問，並定期向本公司董事（「**董事**」）匯報工作進度。

為了量化環境、社會及管治政策和非財務風險管理系統的有效性，及滿足與社會方面相關的日益增長的信息披露需求，本集團已計量及報告各種社會及環境關鍵績效指標。關鍵績效指標的計量和報告是一個持續和一致的過程，使日後的環境、社會及管治報告可對環境、社會及管治數據作有意義的比較。

於籌備及編寫本報告期間，本集團已審視現有政策及更進一步了解環境、社會及管治報告的價值。於報告過程中透過衡量、管理和變革，本集團希望能推動改進和創新，同時最小化本集團的非財務風險。

The Group understands a better future depends on everyone's participation and contribution. It has encouraged employees, customers, suppliers and other stakeholders to participate in environmental and social activities which benefit the community as a whole.

The board of directors of the Company (the "Board") is pleased to present the 2019 ESG Report for the period from 1 January 2019 to 31 December 2019, which outlines the Group's policies and performance in four areas which are environmental, employment and labour practices, operating practices and community investment.

3. STAKEHOLDER ENGAGEMENT & MATERIALITY ASSESSMENT

Communications is an important aspect of our daily operations. Stakeholder engagement and communications are crucial in understanding the expectations and priorities of our stakeholders. The Group values the opinion of our stakeholders and has thus set up and maintained various communication channels for different stakeholder groups. Comments and suggestions are welcomed as they represent opportunities to improve the Group and its services. Apart from regular communication channels, the Group has also conducted an environmental, social and governance survey to collect opinion from employees, management and external stakeholders, so that the Group can better assess the materiality of various environmental, social and governance aspects.

本集團明白有賴所有人的參與及貢獻才能成就美好將來，亦因此鼓勵僱員、客戶、供應商及其他持份者參與環境及社會活動，惠及整個社區。

就本集團於二零一九年一月一日至二零一九年十二月三十一日期間於環境、僱傭及勞工常規、營運慣例及社區參與四個範疇之政策及表現，本公司董事會（「董事會」）在此欣然提呈本集團二零一九年環境、社會及管治報告。

3. 持份者參與及重要性評估

溝通是我們日常營運的重要一環。持份者參與及溝通是了解持份者期望及優先事項的關鍵。本集團重視持份者的意見，因此已為不同持份者組別建立及保持多個溝通渠道。我們歡迎各種意見及建議，作為改善本集團及其服務的契機。除定期的溝通渠道外，本集團亦進行了環境、社會及管治問卷調查，以收集員工、管理層和外部持份者的意見，以便本集團可以更好地評估環境、社會及管治各個方面的重要性。

Stakeholder 持份者	Key Communication Channels 主要溝通渠道
Shareholders 股東	<ul style="list-style-type: none"> • Announcements and circulars 公告及通函 • Interim and annual reports 中期報告及年報 • Shareholders' meetings 股東大會 • Company website 公司網站
Customers 顧客	<ul style="list-style-type: none"> • Customer hotline 顧客意見熱線 • Regular debriefing sessions with frontline staff to collect customer feedback 前線員工定期匯報顧客意見
Employees 僱員	<ul style="list-style-type: none"> • Correspondences, suggestion box 信函、意見箱 • Annual performance appraisal 年度表現評估
Suppliers and subcontractors 供應商及分包商	<ul style="list-style-type: none"> • Business correspondences 商務信函 • Procurement contracts and letters of undertaking 採購合約及承諾函 • Performance appraisals 表現評估
Government and regulatory authorities 政府及監管機構	<ul style="list-style-type: none"> • Compliance inspections 合規檢查 • Due submissions 盡職呈報 • Conferences and seminars 會議及研討會
Community and public 社區及公眾	<ul style="list-style-type: none"> • Press releases and news 新聞發佈及消息

Through the main communication channels and surveys, the Group has learned that stakeholders are more concerned about the social and governance aspects. The most concerned topics are as follows:

- policies and compliance relating to employment and welfare;
- policies and compliance relating to providing a safe working environment and protecting employees from occupational hazards;
- implementation and monitoring method relating to occupational health and safety measures; and
- policies and compliance relating to anti-corruption.

4. ENVIRONMENTAL

Icon Global is an investment holding company and its subsidiary, Icon Media, is mainly engaged in provision of integrated multimedia advertising and marketing solution services based in Guangzhou, the PRC and offer advertising and marketing solutions covering: (i) traditional offline media including both out-of-home and indoor advertising platforms; (ii) online media; and (iii) public relations, marketing campaigns and other services to our customers comprising brand owners, state-owned entities in the PRC, advertising agencies and government authorities.

Our integrated multimedia advertising and marketing solution service primarily focuses on the formulation of advertising strategies for our customers, and identifying and sourcing the most appropriate advertising resources and formats to maximise the effectiveness of our customers' advertisements.

The Group's business activities were mainly tertiary production, hence there were no major impact on the environment. During the year, the Group did not receive any complaints regarding to air pollution, water pollution, noise or other environmental pollution. The Group will continue to monitor its air emissions, solid waste generation, water discharge and noise level to minimize its impact on the environment and to create a healthy environment for its employees.

通過主要溝通渠道及問卷調查，本集團了解到持份者對社會和管治方面比較關注。最受關注的議題如下：

- 有關僱傭及福利的政策及合規；
- 有關提供安全工作環境及保障僱員避免職業性危害的政策及合規；
- 有關職業健康與安全措施，以及相關執行及監察方法；及
- 有關反貪污的政策及合規。

4. 環境

天泓文創國際為一間投資控股公司，其附屬公司天泓傳媒主要於中國廣州從事綜合多媒體廣告及營銷解決方案服務供應，向我們的客戶（包括品牌擁有人、中國國有實體、廣告代理商及政府機構等）提供廣告及營銷解決方案，包括：(i)傳統線下媒體，包括戶外及室內廣告平台；(ii)互聯網媒體；及(iii)公關、營銷活動及其他服務。

我們的綜合多媒體廣告及營銷解決方案服務主要專注於為客戶制定廣告策略、識別及採購最合適的廣告資源及方式，以使我們客戶的廣告效果達至最大化。

本集團的業務活動主要是第三產業，因此對環境沒有重大影響。於本年度內，本集團未接獲任何有關空氣污染，水污染，噪音或其他環境污染的投訴。本集團將繼續監察其廢氣排放，固體廢物產生，水排放及噪音水平，以盡量減少對環境的影響並為僱員營造健康的環境。

During the year, the Group has complied with relevant laws and regulations relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste, that have a significant impact on the Group.

4.1 Policies and Use of Resources

As an enterprise with social responsibility, the Group encourages its employees to use their best endeavours to reduce waste and emissions, with a view to contributing to the community and the environment, despite the fact that the amount of emission is very limited due to its business nature and the Group is in a relatively passive position in reducing waste and emissions. Regarding emission policies, all emissions are handled by relevant government agencies or property management, in ways that are in accordance with local laws and regulations. In addition, the Group considers the efficient use of resources, such as electricity and water, is of equal importance to emission policies. Efficient use of resources not only can reduce waste and emissions from the sources, but also reduce operating expenses, which is mutually beneficial to Group and the environment.

Policies relating to reduction of waste and emissions, and efficient use of resources include:

- encourage employees to use their best endeavours to take public transport during business trip;
- encourage employees to reduce unnecessary overseas business trip, thus reducing indirect carbon emissions;
- consider energy efficient products when procuring and replacing equipment, e.g. replacing incandescent lighting with LED lighting;
- turn off electrical appliances or switch them to standby mode when they are not in use, thus reducing the amount of electricity used;

於本年度內本集團已遵守對本集團有重大影響的有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的相關法律及規例。

4.1 政策及資源使用

作為一間具社會責任的企業，本集團鼓勵僱員盡量減排減廢，為社會和環境付出一分力，儘管因業務關係排放量相當有限，而於減排減廢方面處於相對被動的位置。就處理排放物政策方面，排放物皆由相關政府部門或物業管理公司根據本地法例和法規處理。除此之外，本集團認為有效使用資源例如電力和水也同樣重要，不但可以從源頭減排減廢，更可以減低營運成本，達至相贏局面。

有關減排減廢和有效使用資源的措施包括：

- 鼓勵僱員公幹時盡量乘搭公共交通工具；
- 鼓勵僱員減少非必要海外公幹，從而減少間接碳排放；
- 更換及購買設備時考慮選擇較節能產品，例如以LED燈取代傳統燈泡；
- 無需使用時，將電器用品關掉或調節到休眠狀態，以減低用電量；

- use duplex printing, recycle papers and use electronic means to reduce paper usage;
 - reuse office stationaries (e.g. envelopes and folders);
 - turn off all unnecessary lighting, air conditioning and electrical appliances before leaving the office;
 - encourage employees to recycle equipment such as computers and communication devices; and
 - implement waste classification according to relevant local waste management regulations.
- 使用雙面打印，節約用紙，並循環使用紙張及盡可能以電子方法取代用紙；
 - 重用辦公室文具用品(例如信封、公文袋、檔案夾等)；
 - 離開辦公室前，關掉所有非必要照明、空調及器材；
 - 鼓勵僱員回收設備如電腦和通訊產品等；及
 - 跟據當地相關垃圾管理條例進行垃圾分類。

4.2 Air and Greenhouse Gas Emissions

During the year, the source of direct air and greenhouse gas emissions from gaseous fuel consumption of the Group is from the private cars. The air emissions of the private cars included 2,026 grams of nitrogen oxides (NO_x), 74 grams of sulphur oxides (SO_x) and 149 grams of respiratory suspended particles.

While the greenhouse gas emissions of the private cars included carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O), with a total of 13,586 kilograms of carbon dioxide (CO₂) equivalent emission of greenhouse gas.

Other major direct greenhouse gas emissions were hydrofluorocarbons (HFC) and perfluorocarbons (PFC), which are resulted from the use of air conditioning equipment in the office. The central air conditioning was provided by the property management company, therefore such emission data was not available for collection.

4.2 廢氣及溫室氣體排放

本集團於本年度內直接透過氣體燃料消耗排放廢氣及溫室氣體的來源為私家車。本年度內私家車的廢氣排放包括：氮氧化物(NO_x) 2,026克；硫氧化物(SO_x) 74克；及懸浮顆粒149克。

而本年度內私家車的溫室氣體排放包括二氧化碳(CO₂)、甲烷(CH₄)及氧化亞氮(N₂O)，溫室氣體的二氧化碳(CO₂)當量排放一共為13,586千克。

其他主要直接溫室氣體排放為使用辦公室之空調時釋放的氫氟碳化物(HFC)及全氟化碳(PFC)。由於中央空調由物業管理公司提供，所以未能收集有關排放數據。

The main source of indirect greenhouse gas emissions was from electricity purchased in the office, and the carbon dioxide (CO₂) generated during the electricity production process was 30,612 kilograms.

Other minor and indirect greenhouse gas emissions sources were: 1,733 kilograms of carbon dioxide (CO₂) equivalent emission resulted from office waste paper; carbon dioxide (CO₂) emissions resulted from disposal of office solid waste at landfills; and carbon dioxide (CO₂) emissions resulted from the electricity used for processing fresh water and sewage. The processing of fresh water, sewage and solid waste were handled by the property management company or relevant local government departments, therefore such emission data was not available for collection. The Group always reminds its staff to save water and they are willing to follow.

During the year, the total carbon dioxide (CO₂) equivalent emission of the Group was 45,932 kilograms, its carbon dioxide (CO₂) equivalent emissions intensity was 0.31 kilogram/thousand renminbi revenue.

4.3 Discharge into Water and Land, and Generation of Hazardous and non-Hazardous Waste

During the year, the major source of discharge into water of the Group was from use of water in the office and the amount of discharge is relatively limited. As the sewage of the entire office building was collected by the property management company in a centralized manner, specific data could not be obtained.

Due to its business nature, there was no generation of hazardous waste.

The major source of non-hazardous waste was from the solid waste of the office, of which the amount of office waste paper was 361 kilograms.

其主要間接溫室氣體排放來源為辦公室購買的電力，其用電生產過程中產生的二氧化碳(CO₂)，本年度排放量為30,612千克。

其他次要的間接溫室氣體排放來源為：辦公室廢紙二氧化碳(CO₂)當量排放1,733千克；棄置到堆填區的辦公室固廢所產生的二氧化碳(CO₂)排放；及處理辦公室食水及污水而消耗的電力之二氧化碳(CO₂)排放。辦公室食水、污水及固廢均由物業管理公司或相關政府部門處理，所以未能收集有關排放數據。集團常提醒員工節約用水且員工亦樂意遵循。

本年度內本集團二氧化碳(CO₂)當量排放總量為45,932千克，而二氧化碳(CO₂)當量排放強度為0.31 千克／千人民幣收益。

4.3 向水及土地的排污、有害及無害廢棄物的產生

本集團於本年度內主要向水的排放為辦公室生活污水，排放量相對有限。因整棟寫字樓的污水由物業管理公司統一集中收集，所以未能獲取具體數據。

因為業務性質關係，並沒有有害廢棄物產生。

其主要無害廢棄物產生來源為辦公室固廢，其中辦公室廢紙用量為361 千克。

4.4 Energy Consumption and Intensity

During the year, the direct and indirect energy consumption of the Group included 48,667 kilowatt hours of energy consumption by private car and 56,465 kilowatt hours of energy consumption from purchased electricity.

The total energy consumption was 105,132 kilowatt hours and the energy consumption intensity was 0.7 kilowatt hour/thousand renminbi revenue.

Due to the nature of the business, the company does not use the packaging materials for the finished products.

4.4 能源耗量及強度

本集團於本年度內按類型劃分的直接及間接能源耗量包括私家車能源耗量48,667千瓦時及購買電力能源耗量56,465千瓦時。

能源總耗量為105,132千瓦時，能源耗量強度為0.7千瓦時／人民幣收益。

因為業務性質的關係，公司並沒有使用製成品所需的包裝材料。

5. SOCIAL

5.1 Social — Employment and Labour Practices

The Group recognises employees as one of the valuable assets of the Group and the Group strictly complies with the labour laws and regulations in Hong Kong, PRC and other relevant jurisdictions and regularly reviews the existing staff benefits for improvement. By regular communication through different channels, the employees are encouraged to express their opinions on the policies relating to employment and labour practices.

5.1.1 Employment

The Group's policies on human resources comply with applicable legislation on labour, including the Labour Law of the People's Republic of China and Labour Contract Law of the People's Republic of China. During the year, the Group has complied with relevant laws and regulations relating to employment, that have a significant impact on the Group.

5. 社會

5.1 社會 — 僱傭及勞工常規

本集團視僱員為本集團的寶貴資源之一，本集團嚴格遵守香港、中國及其他相關司法權區勞動相關法律及法規，並定期審查現有員工福利以期改善。透過不同的渠道定期溝通，鼓勵僱員就僱傭及勞工常規政策發表意見。

5.1.1 僱傭

本集團人力資源政策遵守經營所在國家適用的勞動法規，包括《中華人民共和國勞動法》和《中華人民共和國勞動合同法》。於本年度內，本集團已遵守對本集團有重大影響的僱傭相關法律及規例。

In order to attract and retain talents, enhance the sense of belong of employees, increase work enthusiasm, and reflect the corporate culture of the Group's human-oriented management, the Group has formulated employment-related policies and benefits including:

- employees' remuneration is determined based on their responsibilities, qualifications, performance, experience and seniority;
- the company recruits new employees according to the established hiring process and comprehensively examine whether the candidate is consistent with the employment standards;
- employees' standard remuneration package may include salary, discretionary bonus, benefits in kind and incentive. The remuneration policy and package of the employees are periodically reviewed;
- compensation of key executives of the Group is reviewed by the Company's remuneration committee which is based on the Group's performance and the executives' respective contributions to the Group;
- the remuneration of Directors and members of senior management is determined based on the duties, responsibilities, experience, skills and time commitment, as well as the performance of the Group;
- the Company has formulated "performance appraisal management regulations", including reasonable key performance indicators and selection criteria for outstanding employees. The promotion of employees will be evaluated according to the appraisal results;

為了引進與留住人才，增強員工的歸屬感，提高工作積極性，體現本集團人性化管理的企業文化，本集團已制定僱傭相關政策及福利包括：

- 僱員薪酬根據彼等的職責、資格、表現、經驗及資歷釐定；
- 公司依據已設置的聘用流程招聘新僱員，全面考察候選者與用人標準是否一致；
- 僱員標準薪酬組合可能包括薪金、酌情花紅、實物福利及獎勵。僱員的薪酬政策及組合獲定期檢討；
- 主要行政人員的酬金由本公司薪酬委員會根據本集團業績及行政人員各自對本集團的貢獻進行檢討；
- 董事及高級管理層成員酬金根據彼等職責、責任、經驗、技能及時間奉獻，以及本集團業績釐定；
- 公司制定了《績效考核管理規定》，其中包括合理的關鍵績效指標及優秀員工評選標準，僱員的晉升將根據考核結果進行評定；

- the Group has implemented five-day work scheme with working hours of about 40 hours per week; the Group encourages employees to maintain a work-life balance and avoid unnecessary overtime;
 - provide overtime allowance and compensatory rest arrangements for employees;
 - provide employees with statutory holidays of about 15 days and group employee welfare holidays of about 5 days;
 - in addition to the statutory annual leave, employees are entitled to additional corporate annual leave based on the cumulative years of employment in the Group;
 - provide employees with sick leave, marriage leave, maternity leave and etc, in accordance with local labour regulations;
 - provide employees with benefits required by the local laws and regulations includes '5 insurances and 1 fund': social endowment insurance, unemployment insurance, work injury insurance, maternity insurance, medical insurance and housing accumulation fund. These benefits are paid according to relevant local regulations, which are paid monthly;
 - adopt policies relating to equal opportunities which aim to eliminate discrimination of sex, family status and disability in workplace; and
 - dismissal or voluntary termination of employees' contracts shall be enforced in accordance with the local laws and relevant contracts.
- 實行五天工作制，一周約工作40小時；本集團鼓勵僱員於工作及生活兩者取得平衡，減少非必要的加班；
 - 為僱員提供加班津貼及補休安排；
 - 為僱員提供法定節假日約15天，集團員工福利假日約5天；
 - 除了法定年假外，僱員跟據在本集團在職累計年期享有額外公司年假；
 - 為僱員提供符合當地勞動法規的病假、婚假及產假等；
 - 為僱員提供法定福利包含五險一金：社會養老保險、失業保險、工傷保險、生育保險、醫療保險及住房公積金。法定福利的繳交標準依據當地相關規定按月予以辦理；
 - 採納平等機會相關政策，致力消除職場上的性別、家庭狀況及殘疾歧視；及
 - 解僱或僱員離職時依當地法例及相關合同執行。

The Company has adopted a share option scheme on 11 December 2019 as incentive to Directors and eligible employees, details of the scheme are set out in the section headed "Share Option Scheme" in the Company's 2019 Annual Report.

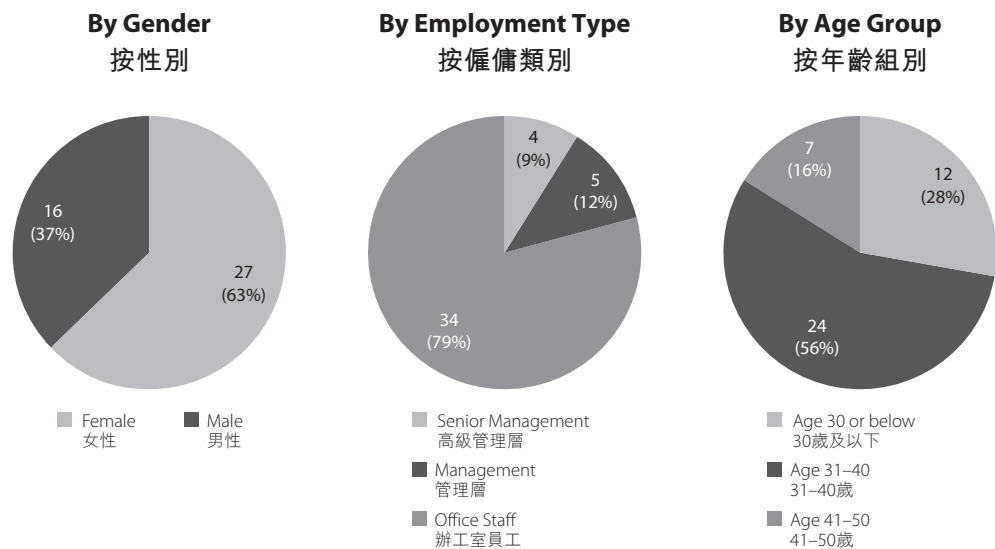
本公司於二零一九年十二月十一日已採納購股權計劃作為對董事及合資格僱員的激勵，計劃詳情載於本公司二零一九年年報「購股權計劃」一節。

Composition of the Workforce at a Glance

(This refers to employees as at 31 December 2019, all of whom were working in Guangzhou, the PRC)

僱員組成概況

(指於二零一九年十二月三十一日的在職僱員，彼等均位於中國廣州)



Employee Turnover Rate

For the period from 1 January 2019 to 31 December 2019, there were 23 employees left the Group, with a total turnover rate of 52%, all of whom were working in Guangzhou, the PRC. During 2019, the Group was in the exploration stage of business transformation, therefore when exploring new areas, it was inevitable that the change of relevant personnel would be more frequent.

僱員流失率

於二零一九年一月一日至二零一九年十二月三十一日期間本集團流失僱員23名，總流失率為52%，彼等均位於中國廣州。於二零一九年期間本集團處與業務轉型的摸索階段，所以在開拓新領域的時候，難免相關人員的轉換比較頻密。

Employee Turnover Rate by Gender:

- Female: 42%
- Male: 67%

按性別劃分的僱員流失率：

- 女性：42%
- 男性：67%

Employee Turnover Rate by Employment Type:

- Management: 20%
- Office Staff: 62%

按僱傭類別劃分的僱員流失率：

- 管理層：20%
- 辦公室員工：62%

Employee Turnover Rate by Age Group:

- Age 30 or below: 77%
- Age 31 to 40: 37%
- Age 41 to 50: 57%

按年齡組別劃分的僱員流失率：

- 30歲及以下：77%
- 31至40歲：37%
- 41至50歲：57%

5.1.2 Health and Safety

The Group is committed to provide employees a safe working environment to protect them from occupational hazards. The Group also provides employees with labour insurances in accordance with the local laws, which include social endowment insurance, unemployment insurance, work injury insurance, maternity insurance and medical insurance.

The Group has formulated the "Office Management Regulations" for employees' reference to make the internal affairs management more standardized and institutionalized, thus helping to ensure a safe working environment. In addition to reminding employees to use office equipment safely, the Group has also implemented smoke-free office measures.

5.1.2 健康與安全

本集團致力為所有僱員提供安全的工作環境，保障他們避免職業性危害。本集團亦為僱員提供符合當地法例的勞工保險，包括社會養老保險、失業保險、工傷保險、生育保險及醫療保險。

本集團已訂立《辦公室管理規定》供僱員參考，使內務管理更加標準化和制度化，從而有助確保工作環境安全。除了提醒僱員要安全使用辦公室的設備，本集團亦實行無煙辦公室措施。

Due to employees' prolonged use of computer, the Group has provided employees with desks of suitable height and task chairs of adjustable height, and encourages them to pay attention to their usual sitting posture, take breaks and do stretching exercises regularly, thus reducing occupational strain. Employees are also reminded to take safety precautions and use suitable tools when lifting heavy goods or reaching items at height.

During the year, there were no workplace injury or work-related fatalities incidents in the Group.

During the reporting period, the Group did not lose working days due to work injury.

During the year, the Group has complied with relevant laws and regulations relating to health and safety, that have a significant impact on the Group.

5.1.3 Development and Training

The Group values employees' development of skills and knowledge, believing that talent retention can drive innovations and business development. The Group expects to grow and create values together with its employees.

Regarding new employee orientation, the human resources department will first provide basic training in relation to the Group's policies and guidelines. Employee will be introduced to the department head, and the head and members of the department will be responsible for the training of new employee. The Group's "Management System Compilation", which includes the Group's systems in relation to administration, human resource, finance and legal, are issued to the employees.

由於僱員大多長期使用電腦工作，本集團已提供合適高度的桌子及可調較高度的辦公椅，並鼓勵僱員注意日常坐姿及定時休息進行拉筋舒展運動，從而減低職業勞損。本集團亦提醒僱員搬運重物或拿取高處物件時，應注意安全並使用合適工具協助。

於本年度內，本集團並沒有發生工傷或因工作關係而死亡的事故。

於匯報期內，本集團並無工傷導致工作日損失。

於本年度內本集團已遵守對本集團有重大影響的健康與安全相關的法律及規例。

5.1.3 發展及培訓

本集團重視僱員的知識及技能發展，並相信挽留人材能推動創新及業務發展，故希望僱員和企業能一起成長，共同增值。

就新僱員入職方面，人事部門會首先對新僱員進行培訓，講解有關政策和準則、福利待遇，並介紹公司情況和所屬部門主管，而部門主管及部門成員則負責培訓新僱員。僱員均獲發本集團的《管理制度匯編》，其中包括本集團的行政、人事、財務及法務相關制度。

On the subject of employees' career prospects, if vacancies or new positions are available, the Group shall consider internal promotion or transfer, thus encouraging upward mobility of employees.

In order to implement the Group's development strategy, promote corporate culture, create a good corporate atmosphere, and cultivate and shape the sense of honour and mission of all employees, the Group has held the selection of outstanding employees during the reporting period. The selected outstanding employees were awarded with preferential promotion opportunities and bonuses.

Regarding the development and training of the Company's Directors, Directors shall keep abreast of regulatory developments and changes in order to effectively perform their responsibilities and to ensure that their contribution to the Board remains informed and relevant.

Every newly appointed Director has received a formal, comprehensive and tailored induction on the first occasion of his/her appointment to ensure appropriate understanding of the business and operations of the Company and full awareness of Director's responsibilities and obligations under the GEM Listing Rules and relevant statutory requirements.

Our Directors attended training sessions conducted by the Hong Kong legal advisers of our Company on 31 May 2019 on on-going obligations and duties of directors of a listed company, including among others, sessions on connected transactions, codes of corporate governance, dealing in securities, disclosure of inside information and notifiable transactions.

就僱員的職業前境方面，本集團內部若有空缺或新增職位時，可由內部晉升或崗位調整，鼓勵僱員向上流動。

為了貫徹落實集團發展戰略，弘揚企業文化，營造良好的企業氛圍，培養和塑造全體員工銳意進取的榮譽感和重任在肩的使命感，於匯報期內本集團已舉辦優秀員工評選，當選的優秀員工獲得優先晉升機會及獎金。

就本公司的董事之發展及培訓方面，董事應不斷了解監管發展及變動，以便有效履行其職責，並確保對董事會作出適切貢獻。

每名新獲委任的董事於首次獲委任時均會獲得正式、全面及定制的入職介紹，以確保其對本公司的業務及運作有適當了解，並完全知悉其在GEM上市規則及相關法定規定下的職責及責任。

本公司的董事於二零一九年五月三十一日出席本公司香港法律顧問就上市公司董事之持續責任及職責舉辦的培訓課程，包括(其中包括)與關連交易、企業管治守則、證券交易、內幕消息披露及須予公佈交易有關的課程。

Subsequent to the listing date, the Company shall organize training sessions on directors' duties and responsibilities conducted by the legal advisers for all Directors. The training sessions shall cover a wide range of relevant topics including directors' duties and responsibilities, corporate governance and regulatory updates. In addition, relevant reading materials including compliance manual and legal and regulatory updates shall be provided to the Directors for their reference and studying.

During the year, the company secretary of the Company undertook no less than 15 hours of relevant professional training.

5.1.4 Labour Standards

The Group strictly adheres to the Labour Law of the People's Republic of China, the Labour Contract Law of the People's Republic of China, Provisions on the Prohibition of Child Labour and the Law of Protection of Minors of the People's Republic of China to prohibit child and forced labour. All operating units have to ensure no child or forced labour are employed. During the recruitment process, the human resources department requires candidate to provide identification document to check if the age of candidate complies with the laws. In case that any unlawful labour was identified, the Group would immediately assist relevant employees and cooperate with relevant labour authorities.

During the year, the Group has complied with relevant laws and regulations relating to labour standards, that have a significant impact on the Group.

上市日期後，本公司將為全體董事組織有關董事職務及職責的培訓課程，有關課程由法律顧問進行。培訓課程將涵蓋多個相關範疇，包括董事職務及職責、企業管治及法規更新等。此外，董事將獲提供相關閱讀材料，包括合規手冊以及法律及法規更新，以供彼等參考及研讀。

於本年度期間，本公司秘書已接受不少於十五個小時的相關專業培訓。

5.1.4 勞工準則

本集團嚴格遵守《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《禁止使用童工規定》及《中華人民共和國未成年人保護法》，禁止童工及強迫勞工，並要求所有營運單位保證不會僱用未成年勞工或強制勞工。於招聘時人事部會要求應聘者提供身份證明文件，並檢查應聘者年齡是否符合法律規定。如發現任何非法勞工，本集團將立即協助有關僱員並與有關勞工當局合作。

於本年度內，本集團已遵守對本集團有重大影響的勞工準則相關的法律及規例。

5.2 Social — Operating Practices

5.2.1 Supply Chain Management

The Group continues to monitor closely on its daily operation and encourages suppliers and contractors to join force in promoting performance of sustainable development. Suppliers and contractors are bound by contracts and the local laws and regulations, ensuring their compliance with laws and regulation relating to environmental and social policies. For instances, they are forbidden to employ under-age labour and the products supplied must meet environmental standards. During procurement, the procurement manager is responsible for selecting and reviewing suppliers. More environmental friendly products or services should be procured when it is feasible, with a view to minimizing negative impacts to the environment and human health, and also conserving natural resources.

5.2.2 Product Responsibility

The Group has formulated regulations relating to software security, network security and privacy, to ensure its products are safe and responsible.

To protect confidential information, privacy and interests of the Group and its stakeholder, employees must strictly abide by the “Office Management Regulations”, “Visitor Management Regulations”, “Confidentiality Agreements” and “Brand Management Regulations” formulated by the Group, the highlights are:

- update the operating system and anti-virus software on a prompt and regular basis, thus fixing security vulnerabilities;

5.2 社會 — 營運慣例

5.2.1 供應鏈管理

本集團續嚴密監控日常運作，並鼓勵供應商和承包商攜手提升可持續發展績效。供應商及承包商受合約、當地法律及規例約束，確保其於環境及社會政策方面合法合規，例如不可僱用未成年勞工及其供應之產品合乎環保要求。於採購時，採購主管負責選擇和評審供應商，並於可行情況下，採購更為環保的產品及服務，以盡量減低對環境及人體健康造成的負面影響，同時保護天然資源。

5.2.2 產品責任

本集團就軟件安全、網絡安全及私隱事宜方面均制定了相關管理規定，確保其產品安全及責任。

為保障本集團及其持份者的私隱及利益，僱員需嚴格遵守本集團制定的《辦公室管理規定》、《訪客管理規定》、《保密協定》及《品牌管理規定》，其重點包括：

- 定期及時更新作業系統及防毒軟件，修補保安漏洞；

- backup employees' computers and servers on a regular basis, hence protecting possible data loss (including the data in relation to intellectual property rights and consumer data and privacy) caused by hardware or software failures;
- when computers or servers showing signs of anomaly, promptly notify the management, and conduct quarantine and inspection based on relevant protocols, so as to minimize potential risks of data leakage;
- to avoid potential leak of information involving clients data and privacy, meeting with clients and visitors should be carried out in conference room, instead of in working area of the office;
- disclosure of Group's information relating to strategies, researches, technologies, financial, clients and other confidential information, to unrelated third parties or employees, is prohibited;
- employees will have to keep such information and data (including those related to intellectual property rights and consumer data and privacy) confidential after resignation;
- reading other employees' working information, computer and personal items without consent is prohibited;
- permissions must be granted before entry to the finance office or server room with confidential information;
- 定期備份僱員電腦及伺服器數據，防範因硬件或軟件問題有可能產生的數據損失（包括與知識產權、消費者資料及私隱有關的數據）；
- 若發現電腦或伺服器有異常現象時須及時通報管理層，並根據相關指引進行隔離和檢查，確保將數據外洩潛在風險減到最低；
- 應盡量避免在辦公區域內接待客戶或訪者，應安排在會議室洽談，以防止涉及客戶資料及私隱的資料有機會外洩；
- 不得洩露與本集團有關策略、研究、技術、財務、客戶及其他機密資料予外界人士或與此等資料無關的員工；
- 僱員離職後仍需對有關資料及數據（包括與知識產權及消費者資料及私隱有關者）保密；
- 未經許可，不得翻動他人的工作資料、電腦及個人物品；
- 不得隨意進入有機密資料的財務室及伺服器機房；

- proper networking and server permissions are configured to avoid employee accessing clients' information and private information that is unrelated to his work;
 - use of brand or intellectual property of the Group or other companies requires authorization; and
 - handle personal information in accordance with Personal Data (Privacy) Ordinance.
- 適當設置網絡及伺服器權限，防止僱員接觸與其工作無關的客戶資料及私人資料；
 - 使用本集團或其他公司的品牌或知識產權須獲得授權；及
 - 處理個人資料時需遵守營業當地的相關私隱條例。

During the year, the Group's percentage of total products sold or shipped subject to recalls for safety and health reasons was zero, and the number of products and service related complaints received was zero.

於本年度內本集團已售或已運送產品總數中因安全與健康理由而須回收的百分比為零，而接獲關於產品及服務的投訴數目為零。

The CSM Media Research, the largest market research institution in China, will monitor the advertisements placed by the Company to confirm the effectiveness of the advertisements. In addition, public relations execution activities will arrange experienced employees to participate and provide guidance. The Company strives to strengthen internal and customer communication in order to improve services. Due to the limitation of the Company's business, we could not recall the advertising services provided. For public relations execution activities, the partially produced materials will be reused to reduce wastes when feasible.

中國廣視索福瑞媒介研究會(中國最大的市場研究機構)會對公司投放的廣告進行監播，以確認投放效果。另外公關執行活動會安排資深員工參與並提供指導。公司竭力加強內部及與客戶的溝通，力求服務更完善。基於本公司業務所限，我們無法對已提供的廣告服務進行回收，針對公關執行活動，在可行情況下會對部分製作的物料進行二次利用、減少浪費。

During the year, the Group has complied with relevant laws and regulations relating to product responsibility, that have a significant impact on the Group.

於本年度內，本集團已遵守對本集團有重大影響的產品責任相關的法律及規例。

5.2.3 Anti-corruption

The Group considers ethical conduct is of utmost importance in corporate sustainable development and long-term success. Employees must comply with relevant local laws and regulations, prohibiting individual and commercial bribery, extortion, fraud and money laundering. In order to enhance corporate governance and comply with regulatory requirements, the Company has issued "Business Ethics Training Materials for Listed Companies" produced by the Independent Commission Against Corruption of Hong Kong to the Directors and management.

The Group has established a complete complaint mechanism. If an employee discovers illegal activities within the company, he/she can report it to the administrative department or his/her senior. If the reply to the complaint is not satisfactory or if the employee does not want the complaint to be handled by the administrative department nor his/her senior, he/she can report it directly to the general manager. All complaints filed are confidential and the Group is responsible for protecting the legitimate rights and interests of the whistle blower.

If any corruption, bribery, blackmail, fraud and money laundering incidents are discovered, Group will take necessary legal actions to protect the rights and interests of the Company and its stakeholders.

The number of concluded legal cases regarding corrupt practices brought against the Group or its employees during the year was zero.

During the year, the Group has complied with relevant laws and regulations relating to anti-corruption, that have a significant impact on the Group.

5.2.3 反貪污

本集團認為道德行為對企業可持續性發展及業務長遠成功極為重要，僱員需嚴格遵守當地相關法律及規例，禁止個人及商業賄賂、勒索、欺詐及洗黑錢行為。為了提昇企業管治及符合法規要求，本公司已向董事及管理層發放由香港廉政公署制作的「上市公司商業道德培訓教材」。

本集團訂立了完善的投訴機制，如僱員發現公司內部有違法行為，可向其直屬上司或行政部門投訴，如仍不滿意答覆或不願由直屬上司或行政部門處理，可向總經理投訴。所有投訴將保密處理，本集團有責任保護揭發人的合法權益。

如發現任何貪腐、賄賂、勒索、欺詐及洗黑錢事件，本集團均會採取必要的法律行動，以保障公司及其持份者權益。

於本年度內對本集團或其僱員提出並已審結的貪污訴訟案件的數目為零。

本集團於本年度已遵守對本集團有重大影響的反貪污相關的法律及規例。

5.3 Social — Community

5.3.1 Community Investment

The Group is committed to create a positive impact on the communities in which it operates. Employees are encouraged to participate in community projects and activities. The Group does not have any specific policies in relation to community engagement and donation during the reporting period. In the coming year, the management shall review policies relating to community investment and explore the feasibility of increasing community investment activities.

5.3 社會 — 社區

5.3.1 社區投資

本集團致力為營運所在社區締造正面影響，鼓勵僱員參與社區項目或活動。本集團於本年度內沒有關於社區參與及捐獻的特定政策。管理層將於來年檢視社區投資有關政策，探討增加社區投資活動之可行性。

6. SUMMARY OF KEY PERFORMANCE INDICATORS

The Group continually improves by managing, monitoring and reporting its KPIs. The tables below present a quantitative overview of our 2019 performance.

6. 關鍵績效指標總匯

本集團透過管理、監察和匯報其關鍵績效指標不斷求進。以下各表為我們2019年的表現作定量概述。

Subject Area A. Environmental

主要範疇 A. 環境

KPI A1.1: The types of emissions and respective emissions data

關鍵績效指標 A1.1：排放物種類及相關排放數據

Item 項目	Unit 單位	2019 二零一九年
Private cars NO _x emissions 私家車氮氧化物 (NO _x) 排放量	g 克	2,026
Private cars SO _x emissions 私家車硫氧化物 (SO _x) 排放量	g 克	74
Private cars RSP emissions 私家車懸浮顆粒排放	g 克	149

KPI A1.2: Greenhouse gas emissions in total and, where appropriate, intensity

關鍵績效指標 A1.2：溫室氣體總排放量及（如適用）密度

Item 項目	Unit 單位	2019 二零一九年
Scope 1 — Direct emissions		
範圍 1 — 直接溫室氣體排放		
CO ₂ equivalent emissions from private cars 私家車二氧化碳 (CO ₂) 當量排放	kg 千克	13,568
Scope 2 — Energy indirect emissions		
範圍 2 — 間接能源溫室氣體排放		
CO ₂ equivalent emissions from purchased electricity 購買電力二氧化碳 (CO ₂) 當量排放	kg 千克	30,612
Scope 3 — Other indirect emissions		
範圍 3 — 其他間接溫室氣體排放		
CO ₂ equivalent emissions from paper waste 廢紙二氧化碳 (CO ₂) 當量排放	kg 千克	1,733
Total CO ₂ equivalent emissions 二氧化碳 (CO ₂) 當量排放總量	kg 千克	45,932
Revenue 收益	RMB'000 千人民幣	150,099
CO ₂ equivalent emissions intensity 二氧化碳 (CO ₂) 當量排放強度	kg/RMB'000 千克／千人民幣	0.31

KPI A2.1: Direct and/or indirect energy consumption by type in total and intensity

關鍵績效指標 A2.1：按類型劃分的直接及／或間接能源總耗量及強度

Item 項目	Unit 單位	2019 二零一九年
Energy consumption by private cars 私家車能源耗量	kWh 千瓦時	48,667
Energy consumption by purchased electricity 購買電力能源耗量	kWh 千瓦時	56,465
Total energy consumption 能源總耗量	kWh 千瓦時	105,132
Revenue 收益	RMB'000 千人民幣	150,099
Energy consumption intensity 能源耗量強度	kWh/RMB'000 千瓦時／千人民幣	0.7

Subject Area B. Social

主要範疇 B. 社會

KPI B1.1: Total workforce by gender, employment type, age group and geographical region

關鍵績效指標 B1.1：按性別、僱傭類別、年齡組別及地區劃分的僱員總數

		2019	
		二零一九年	
Category	類別	Number	Percentage
		數目	百分比
Total workforce	全體僱員	43	100%
Gender	性別		
Male	男性	16	37%
Female	女性	27	63%
Employment Type	僱傭類別		
Senior management	高級管理層	4	9%
Management	管理層	5	12%
Office Staff	辦公室員工	34	79%
Age Group	年齡組別		
≤30	≤30	12	28%
31–40	31–40	24	56%
41–50	41–50	7	16%
≥51	≥51	0	0%
Geographical Region	地區		
China	中國	43	100%

KPI B1.2: Employee turnover rate by gender, age group and geographical region

關鍵績效指標 B1.2：按性別、年齡組別及地區劃分的僱員流失比率

2019
二零一九年

Category	類別	Number 數目	Turnover Rate 流失比率
Total workforce	全體僱員	23	52%
Gender	性別		
Male	男性	12	67%
Female	女性	11	42%
Employment Type	僱傭類別		
Senior management	高級管理層	0	0%
Management	管理層	1	20%
Office Staff	辦公室員工	22	62%
Age Group	年齡組別		
≤30	≤30	10	77%
31–40	31–40	9	37%
41–50	41–50	4	57%
≥51	≥51	0	0%
Geographical Region	地區		
China	中國	23	100%

KPI B2.1: Number and rate of work-related fatalities

關鍵績效指標 B2.1：因工作關係而死亡的人數及比率

2019
二零一九年

Category	類別	Number 數目	Percentage 百分比
Work-related fatalities	因工作關係而死亡	0	0%

KPI B2.2: Lost days due to work injury

關鍵績效指標 B2.2：因工傷損失工作日數

2019
二零一九年

Category	類別	Number 數目
Lost days due to work injury	因工傷損失工作日數	0

KPI B6.1: Percentage of total products sold or shipped subject to recalls for safety and health reasons
關鍵績效指標 B6.1：已售或已運送產品總數中因安全與健康理由而須回收的百分比

		2019 二零一九年
Category	類別	Percentage 百分比
Percentage of total products sold or shipped subject to recalls for safety and health reasons	已售或已運送產品總數中因安全與健康理由而須回收的百分比	0%

KPI B6.2: Number of products and service related complaints received and how they are dealt with
關鍵績效指標 B6.2：接獲關於產品及服務的投訴數目以及應對方法

		2019 二零一九年
Category	類別	Number 數目
Number of products and service related complaints received and how they are dealt with	接獲關於產品及服務的投訴數目以及應對方法	0

KPI B7.1: Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases
關鍵績效指標 B7.1：於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果

		2019 二零一九年
Category	類別	Number 數目
Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases	於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果	0

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一般披露		
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Aspect B7: Anti-corruption 層面 B7：反貪污		
General Disclosure Information on: a) the policies; and b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 一般披露 有關防止賄賂、勒索、欺詐及洗黑錢的： a) 政策；及 b) 遵守對發行人有重大影響的相關法律及規例的資料。		22
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 關鍵績效指標 B7.1 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	22
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 關鍵績效指標 B7.2 描述防範措施及舉報程序，以及相關執行及監察方法。	22
Community 社區		
Aspect B8: Community Investment 層面 B8：社區投資		
General Disclosure Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 一般披露 有關以社區參與來瞭解發行人營運所在社區的需要和確保其業務活動會考慮社區利益的政策。		23
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 關鍵績效指標 B8.1 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	Data collection started in year 2020, and will be disclosed next year 數據於二零二零年開始收集，將於下年度披露
KPI B8.2	Resources contributed (e.g. money or time) to the focus area. 關鍵績效指標 B8.2 在專注範疇所動用資源(如金錢或時間)。	Data collection started in year 2020, and will be disclosed next year 數據於二零二零年開始收集，將於下年度披露



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