

CNC HOLDINGS LIMITED

中國新華電視控股有限公司

(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: 8356



2019/2020

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會和管治報告

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ABOUT THIS REPORT

關於本報告

CNC Holdings Limited (the “Company”), together with its subsidiaries (the “Group”), is pleased to present this Environmental, Social and Governance Report (the “Report”) to provide an overview of the Group’s management of significant issues affecting the operation, including environmental, social and governance issues. This Report is prepared by the Group with the professional assistance of APAC Compliance Consultancy and Internal Control Services Limited.

PREPARATION BASIS AND SCOPE

This Report is prepared in accordance with Appendix 20 to the Rules Governing the Listing of Securities on the GEM (the “GEM Listing Rules”) of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) – “Environmental, Social and Governance Reporting Guide” and has complied with the “comply or explain” provisions in the GEM Listing Rules.

This Report summarises the performance of the Group in respect of corporate social responsibility, covering its operating activities which are considered as material by the Group – namely (i) provision of civil engineering services for the public sector in Hong Kong (the “Civil Engineering Services Business”) and (ii) media and advertising business (the “Media and Advertising Business”) comprising television broadcasting business in the Asia-Pacific region (excluding the People’s Republic of China (“PRC”)) and digital marketing business on overseas market. With the aim to optimise and improve the disclosure requirements in the Report, the Group has taken the initiative to formulate policies, record relevant data as well as implement and monitor measures. This Report shall be published both in Chinese and English on the website of the Stock Exchange. Should there be any discrepancy between the Chinese and the English versions, the English version shall prevail.

中國新華電視控股有限公司（「本公司」，連同其附屬公司統稱為「本集團」）欣然提呈本環境、社會及管治報告（「本報告」），旨在概述影響本集團營運的重大管理事宜，包括環境、社會及管治事宜。本報告乃由本集團在亞太合規顧問及內控服務有限公司提供專業協助下編製。

編製基準及範圍

本報告乃根據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20「環境、社會及管治報告指引」而編製，並已遵守GEM上市規則所載之「不遵守就解釋」條文。

本報告概述本集團在企業社會責任方面之表現，內容涵蓋本集團認為重大之經營活動—即(i)為香港公營部門提供土木工程服務（「土木工程服務業務」）及(ii)媒體及廣告業務（「媒體及廣告業務」），包括於亞太區（不包括中華人民共和國（「中國」））的電視播放業務及於海外市場的數碼營銷業務。為優化及改善本報告所需的披露，本集團主動制定相關政策、記錄相關數據以及執行及監察相關措施。本報告將於聯交所網站以中英文版本刊發。中英文版本如有任何歧義，概以英文本為準。

REPORTING PERIOD

This Report demonstrates our sustainability initiatives during the reporting period from 1 April 2019 to 31 March 2020.

CONTACT INFORMATION

The Group welcomes your feedback on this Report for our sustainability initiatives. Please contact us at cnc@cnctv.hk.

報告期間

本報告載列我們於二零一九年四月一日起至二零二零年三月三十一日止報告期間之可持續發展計劃。

聯絡資料

本集團歡迎閣下對本報告提出有關我們可持續發展計劃之反饋，請透過cnc@cnctv.hk與我們聯絡。

INTRODUCTION

緒言

The Group is principally engaged in the Civil Engineering Services Business and the Media and Advertising Business. The Civil Engineering Services Business includes provision of waterworks engineering services, road works and drainage services and site formation work for public sector in Hong Kong. For the Media and Advertising Business, it involves the business of broadcasting television programmes on television channels operated by television broadcasting companies in the Asia-Pacific region (excluding the PRC) and digital marketing business on overseas market in return for advertising and related revenue.

Sustainable development is an integral part of the Group's business strategy in order to enhance capabilities for long-term competitiveness. The Group is committed to operating in a manner that is economically, environmentally and socially sustainable while balancing the interests of its stakeholders and fostering a positive impact on the society. To demonstrate its commitment, the Group has established and implemented various policies to manage and monitor the risks related to the environment, employment, operating practices and community. Details of the management approaches to sustainable development of different areas are illustrated in this Report.

本集團主要進行土木工程服務業務及媒體及廣告業務。土木工程服務業務包括為香港公營部門提供水務工程服務、道路工程及渠務服務以及地盤平整工程。媒體及廣告業務涉及於亞太區（不包括中國）之電視播放公司所經營之電視頻道進行電視節目播放及於海外市場的數碼營銷業務以取得廣告及相關收益之業務。

可持續發展為本集團業務策略之重要部分，有助提高長遠競爭力。本集團致力以經濟、環境及社會可持續發展之方式進行經營，並同時平衡其持份者之利益及為社會締造正面影響。為顯示其決心，本集團已制定並實施多項政策以管理及監察與環境、僱傭、營運常規及社區有關之風險。本報告載有不同領域之可持續發展管理方針詳情。

STAKEHOLDER ENGAGEMENT AND MATERIALITY ASSESSMENT

持份者參與與重要性評估

The Group understands the success of the Group's business depends on the support from its key stakeholders, who (a) have invested or will invest in the Group; (b) have the ability to influence the outcomes within the Group; and (c) are interested in or affected by or have the potential to be affected by the impact of the Group's activities, products, services and relationships. It allows the Group to understand risks and opportunities. The Group will continue to ensure effective communication and maintain good relationship with each of its key stakeholders.

Stakeholders are prioritised from time to time in view of the Group's roles and duties, strategic plan and business initiatives. The Group engages with its stakeholders to develop mutually beneficial relationships and to seek their views on its business proposals and initiatives as well as to promote sustainability in the marketplace, workplace, community and environment.

The Group acknowledges the importance of intelligence gained from the stakeholders' insights, inquiries and continuous interest in the Group's business activities. The Group has identified key stakeholders that are important to our business and established various channels for communication. The following table provides an overview of the Group's key stakeholders, and various platforms and methods of communication are used to reach, listen and respond.

本集團明白本集團成功經營實有賴於其主要持份者的支持，主要持份者包括(a)已經或將會投資於本集團的人士；(b)有能力影響本集團事務結果的人士；及(c)對本集團的業務、產品、服務及關係涉及利益又或受其影響或可能受影響的人士。主要持份者的支持有助本集團明白有關風險與機遇。本集團將繼續確保與各主要持份者有效溝通及保持良好關係。

本集團不時因應其角色與職責、策略規劃及業務計劃對持份者作出重要性排序。本集團冀透過持份者的參與建立與持份者互惠互利的關係、諮詢彼等對本集團業務方案及計劃的意見，以及推動市場、工作場所、社區及環境的可持續發展。

本集團明瞭持份者對本集團業務活動的見解、查詢及持續關注甚為重要。本集團已辨識對我們的業務而言屬重要的主要持份者，並已建立各種溝通渠道。下表概述本集團的主要持份者及各種接觸、聆聽和回應的平台及溝通方式。

STAKEHOLDER ENGAGEMENT AND MATERIALITY ASSESSMENT

持份者參與與重要性評估

| Key Stakeholders 主要持份者 | Expectations 期望 | Engagement Channels 參與渠道 |
|--|--|--|
| Government 政府 | <ul style="list-style-type: none"> Compliance with the applicable laws and regulations Proper tax payment Promotion of regional economic development and employment | <ul style="list-style-type: none"> On-site inspections and checks Conferences Work reports preparation and submission for approval Annual and interim reports Company website |
| | <ul style="list-style-type: none"> 遵守適用法律及規例 依法納稅 推動區域經濟發展及就業 | <ul style="list-style-type: none"> 實地視察及檢查 會議 工作報告編製及提交批准 年度及中期報告 公司網站 |
| Shareholders and Investors 股東及投資者 | <ul style="list-style-type: none"> Low risk Return on the investment Information disclosure Protection of interests and fair treatment of shareholders | <ul style="list-style-type: none"> Annual general meeting and other shareholder meetings Annual, interim and quarterly reports Announcements Newsletter |
| | <ul style="list-style-type: none"> 低風險 投資回報 資訊披露 保障股東權益及平等對待 | <ul style="list-style-type: none"> 股東週年大會及其他股東大會 年度、中期及季度報告 公佈 簡訊 |
| Employees 僱員 | <ul style="list-style-type: none"> Safeguard the rights and interests of employees Working environment Career development opportunities Health and safety | <ul style="list-style-type: none"> Feedback forms Training, seminars and briefing sessions Employee activities |
| | <ul style="list-style-type: none"> 保障僱員權利及權益 工作環境 職業發展機會 健康與安全 | <ul style="list-style-type: none"> 反饋表格 培訓、研討會及簡介會 僱員活動 |

| Key Stakeholders 主要持份者 | Expectations 期望 | Engagement Channels 參與渠道 |
|---|---|--|
| Suppliers and Partners 供應商及合作夥伴 | <ul style="list-style-type: none"> • Long-term partnership • Honest cooperation • Fair and open tendering process • Information resources sharing | <ul style="list-style-type: none"> • Business meetings and supplier conferences • Strategic cooperation • Review and assessment • Tendering process • 業務會議及供應商會議 • 戰略合作 • 檢討及評估 • 投標流程 |
| Peer/Industry Associations 同業／業界組織 | <ul style="list-style-type: none"> • Experience sharing • Cooperation • Fair competition • 經驗分享 • 合作 • 公平競爭 | <ul style="list-style-type: none"> • Industry conference and seminars • Site visit • 行業會議及研討會 • 實地拜訪 |
| Market Regulator 市場監管機構 | <ul style="list-style-type: none"> • Compliance with applicable laws and regulations • Information disclosure • 遵守適用法律及規例 • 資訊披露 | <ul style="list-style-type: none"> • Consulting • Information disclosure • Annual, interim, quarterly reports and other published information • 諮詢 • 資訊披露 • 年度、中期、季度報告及其他刊發資訊 |

STAKEHOLDER ENGAGEMENT AND MATERIALITY ASSESSMENT

持份者參與與重要性評估

Through general communication with stakeholders, the Group understands the expectations and concerns from stakeholders. The feedbacks obtained allow the Group to make more informed decisions, and to better assess and manage the resulting impact.

The Group has adopted the principle of materiality in the ESG reporting by understanding the key ESG issues that are important to the business of the Group. All the key ESG issues and key performance indicators (KPIs) are reported in the Report according to recommendations of the ESG Reporting Guide (Appendix 20 of the GEM Listing Rules) and the GRI Guidelines.

The Group has evaluated the materiality and importance in ESG aspects through the following steps:

Step 1: Identification – Industry Benchmarking

- Relevant ESG areas were identified through the review of relevant ESG reports of the local and international industry peers.
- The materiality of each ESG areas was determined based on the importance of each ESG area to the Group through internal discussion of the management and the recommendation of ESG Reporting Guide (Appendix 20 of the GEM Listing Rules).

Step 2: Prioritization – Stakeholder Engagement

- The Group discussed with key stakeholders on key ESG areas identified above to ensure that all the key aspects were covered.

Step 3: Validation – Determining Material Issues

- Based on the discussion with key stakeholders and internal discussion among the management, the Group's management ensured that all the key and material ESG areas, which were important to the business development, were reported and in compliance with ESG Reporting Guide.

As a result of this process carried out in 2020, those important ESG areas to the Group were discussed in this Report.

透過與持份者進行一般溝通，本集團了解到持份者的期望及關注。所獲得的反饋讓本集團能夠作出更為明智的決策，且更好地評估及管理由此產生的影響。

本集團通過了解對本集團業務而言屬重要的關鍵環境、社會及管治事宜，於環境、社會及管治報告中採用重要性原則。根據環境、社會及管治報告指引（GEM上市規則附錄20）及全球報告倡議組織指引的建議，本報告就所有關鍵環境、社會及管治事宜及關鍵績效指標作出匯報。

本集團已透過以下步驟評估環境、社會及管治方面的重大性及重要性：

步驟一：識別－行業基準

- 透過審查當地及國際同業的相關環境、社會及管治報告，確定相關的環境、社會及管治範疇。
- 根據各個環境、社會及管治範疇對本集團的重要性，透過管理層的內部討論及環境、社會及管治報告指引（GEM上市規則附錄20）的建議，釐定各個環境、社會及管治範疇的重要性。

步驟二：排序－持份者的參與

- 本集團已就上述關鍵環境、社會及管治範疇與主要持份者進行討論，以確保涵蓋所有關鍵方面。

步驟三：確認－釐定重大議題

- 根據與主要持份者的討論以及管理層之間的內部討論，本集團的管理層確保所有對業務發展至關重要的關鍵及重大環境、社會及管治範疇已予報告並遵守環境、社會及管治報告指引。

由於二零二零年進行該程序，本報告中已討論該等對本集團至關重要的環境、社會及管治範疇。

A. ENVIRONMENTAL ASPECTS

A. 環境方面

The Group is committed to continuously improving its environmental sustainability and integrating environmental considerations into its operations. For the Civil Engineering Services Business, the Group endeavours to manage construction sites in an environmentally friendly and energy efficient manner with the implementation of the “Environmental Management Policy” and the “Environmental Management Plan”.

The “Environmental Management Policy” (the “EMP”) summarises the Group’s commitment in ensuring environmentally responsible operation, including establishing and attaining environmental objectives and targets, communicating with employees and sub-contractors the Group’s standards, as well as preventing or reducing environmental pollution and nuisance with adequate protective measures.

The “Environmental Management Plan” outlines how the Group intends to minimise the environmental nuisance of air, noise and wastewater pollution, and minimise the generation of surplus construction and demolition (“C&D”) materials and complying the requirement of Environmental Permit under Environmental Impact Assessment Ordinance.

For the Media and Advertising Business, it is wholly office-based and its environmental impacts are relatively insignificant as compared to the Civil Engineering Services Business.

本集團致力持續提高環境的可持續發展並將環境方面的考慮納入其營運。就土木工程服務業務而言，本集團努力以環保節能方式管理施工地盤，並實施「環境管理政策」及「環境管理計劃」。

「環境管理政策（「環境管理政策」）」概述本集團致力於確保以對環境負責任的方式營運，包括制定及實現目的及目標、與僱員及分包商溝通本集團之標準，以及採取適當保護措施，防止或減少環境污染及損害。

「環境管理計劃」概述本集團擬盡量降低空氣、噪音及廢水污染等環境損害的措施，並盡量減少產生剩餘拆建（「拆建」）物料及遵守《環境影響評估條例》項下的環境許可之規定。

媒體及廣告業務完全於辦公室內進行，故其環境的影響較土木工程服務業務而言相對較小。

A. ENVIRONMENTAL ASPECTS

A. 環境方面

A1. EMISSIONS

The Group has implemented the “Environmental Management Plan” and various emission control initiatives to address air, noise, water and waste pollution during construction. The Group strictly complies with the relevant laws and regulations, including but not limited to the Noise Control Ordinance (Cap. 400), the Air Pollution Control Ordinance (Cap. 311), the Water Pollution Control Ordinance (Cap. 358), the Waste Disposal Ordinance (Cap. 354) and the Environmental Impact Assessment Ordinance (Cap. 499), to ensure the environmental impacts arising from its business are managed in a proper manner.

During the reporting period, the Group was not aware of any non-compliance with the relevant laws and regulations relating to air and greenhouse gas emissions, discharges into water and land, generation of hazardous and non-hazardous waste.

Air Pollutant Emissions

Air pollutants is a major concern for construction industry. Construction activities such as concrete breaking and demolition works, drilling works, excavation works and combustion of fuels resulted in generation of air pollutants. The Group has implemented various mitigation and preventative measures to reduce its air pollutants emission.

In managing the dust generation, all stockpile of construction materials including excavated soft materials, demolition debris, fill materials, etc. which are dusty by their nature are properly covered by tarpaulin or other approved means. For carrying out dusty construction activities such as demolition works, drilling works or excavation works, the Group provides dust screens or enclosure, water spraying system, the fitting of vacuum cleaning services to the pneumatic or drilling, cutting and polishing machines or other appropriate abatement measures to reduce the air nuisance to the public.

A1. 排放物

本集團已實施「環境管理計劃」及各項排放控制措施，以解決施工期間的空氣、噪音、水及廢物污染問題。本集團嚴格遵守有關法律及規例，包括但不限於《噪音管制條例》（第400章）、《空氣污染管制條例》（第311章）、《水污染管制條例》（第358章）、《廢物處置條例》（第354章）及《環境影響評估條例》（第499章），以確保以適當方式管理其業務所產生的環境影響。

於報告期間，本集團並不知悉任何重大未遵守有關氣體及溫室氣體排放、向水及土地排污、有害及無害廢棄物之產生之法律及規例之情況。

空氣污染排放物

空氣污染是建築業的主要關注點。混凝土破碎及拆遷作業、鑽井作業、挖掘作業及焚燒燃料等建築活動導致空氣污染物的產生。本集團已實施多項緩解措施及預防措施，以減少空氣污染排放物。

管理粉塵產生方面，所有庫存的建築材料，包括已挖掘之軟質材料、拆除碎片、填充材料等，該等材料具有多塵性質，將通過油布或其他經批准方法妥當遮蓋。在拆遷作業、鑽井作業或挖掘作業等多塵施工作業中，本集團提供防塵屏或防護罩、噴水系統、將真空清潔裝置裝配至充氣或鑽孔、切割及拋光機器或採取其他適當減排措施以將對公眾之空氣滋擾降至最低。

The Group also provides wheel washing systems at all existing points of construction sites, comprising high-pressure water jets and heavy duty metal grating capable for supporting the heaviest vehicles and a trough for collecting wastewater.

For the fuel control, the Group uses Ultra-Low-Sulphur Diesel for non-road mobile machinery. All non-road mobile machinery must be approved with a proper label in a prescribed format issued by the Environmental Protection Department in accordance to the Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation. The increase in air pollutant emissions in 2020 was mainly attributable to the increase in land and mountain formation works of engineering projects during the year. During the reporting period, the air pollutant emissions were as follows:

本集團亦於所有現有工地點提供車輪清洗系統，包括高壓水槍、能夠支撐最重車輛之高承重金屬格柵及一個收集廢水之水槽。

燃料控制方面，本集團使用超低硫柴油用於非道路移動機械。所有非道路移動機械必須根據《空氣污染管制（非道路移動機械）（排放）規例》獲環境保護署核准並貼上由其發出之指定格式適當標籤。於二零二零年空氣污染排放物增加乃主要由於年內工程項目之山地平整工程增加所致。於報告期間，空氣污染排放情況如下：

| Type of air pollutant 空氣污染物類別 | Unit 單位 | 2020 | 2019 |
|--|-------------|--------------|-------|
| | | 二零二零年 | 二零一九年 |
| Nitrogen oxides (NO _x) 氮氧化物(NO _x) | tonnes 噸 | 24.87 | 21.61 |
| Sulphur oxides (SO _x) 硫氧化物(SO _x) | tonnes 噸 | 0.02 | 0.02 |
| Particulate matter (PM) 懸浮顆粒物(PM) | tonnes 噸 | 1.63 | 1.43 |

A. ENVIRONMENTAL ASPECTS

A. 環境方面

Greenhouse Gas (“GHG”) Emission

GHG is considered as one of the major contributors to the climate change and global warming. During the operation of the Group, electricity and fuel consumptions accounts for a major part of its GHG emission. The Group places great emphasis on improving energy efficiency and reducing energy consumption to reduce GHG emission. The Group has adopted energy saving initiatives mentioned in the section “Use of Resources” of this Report.

Regarding GHG emissions of the Group, scope 1 direct emissions and scope 2 indirect emissions mainly result from combustion of fuels in stationary sources and purchased electricity respectively for business operations. During the year, the Group complied with all applicable environmental laws and regulations or prosecution for non-compliance with the relevant laws and regulations relating to emissions. The GHG scope 1 emissions increased in 2020 since the land and mountain formation works of engineering projects increased during the year. The GHG scope 2 emissions dropped in 2020 as there was effective implementation of energy saving policies during the year. During the reporting period, the GHG emission was as follows:

溫室氣體排放

溫室氣體被認為是氣候變化及全球變暖的主要原因之一。於本集團營運中，電力及燃料消耗佔其溫室氣體排放的主要部分。本集團非常重視提高能源效率及減少能源消耗，從而減少溫室氣體排放。本集團已採納本報告「資源運用」一節所述的節能措施。

就本集團溫室氣體排放而言，範圍1直接排放及範圍2間接排放分別主要分別來自業務經營過程中固定源燃料燃燒及所購買電力。年內，本集團已遵守所有適用環境法律法規或並無因違反與排放有關的相關法律法規的檢控。二零二零年溫室氣體範圍1排放增加乃由於年內工程項目之山地平整工程增加所致。二零二零年溫室氣體範圍2排放減少乃由於年內有效實施節能政策所致。於報告期間，溫室氣體排放如下：

| Type of GHG emission 溫室氣體排放類別 | Unit 單位 | 2020 二零二零年 | 2019 二零一九年 |
|--|---|-----------------|-----------------------------|
| Scope 1 ¹ 範圍1 ¹ | tonnes of CO ₂ e 噸二氧化碳當量 | 3,031.07 | 2,804.49 |
| Scope 2 ² 範圍2 ² | tonnes of CO ₂ e 噸二氧化碳當量 | 256.78 | 320.33 ³ |
| Total GHG emission 溫室氣體排放總量 | tonnes of CO₂e 噸二氧化碳當量 | 3,287.85 | 3,124.82³ |
| GHG emission intensity 溫室氣體排放密度 | tonnes of CO ₂ e/HK\$'000 噸二氧化碳當量／千港元 | 0.014 | 0.010 |

¹ Scope 1: Direct emission from sources that are owned or controlled by the Group.
範圍1：本集團擁有或控制的源頭所產生的直接排放物。

² Scope 2: Indirect emissions from the generation of purchased electricity consumed by the Group.
範圍2：本集團耗用所購買電力產生的間接排放物。

³ The year 2019 data is restated for comparative purpose for adoption of the latest emission for Mainland China electricity consumption.
為作比較用途，二零一九年數據已經重列，以採納中國大陸耗電量之最新排放量。

Hazardous and Non-hazardous Wastes

The Group generates non-hazardous waste from construction sites and office operation. The construction sites produce waste that includes C&D materials and household waste. The Group strives to reduce the generation of C&D materials in particular the metallic waste, timber, cardboard packaging and chemical waste.

The approaches include proper planning of works, good site management, avoiding cross contamination to reusable materials, use of metal formwork and maximising the reuse of excavated inert C&D materials. All C&D materials arising from or in connection with construction works shall be sorted to recover the inert C&D materials and reusable and/or recyclable materials prior to disposal of the waste portion off-site. The disposal of waste is managed properly in accordance with the relevant legislations.

Furthermore, the Group strives to minimise the use of timber for temporary construction works. Alternative environmentally friendly materials, such as metal scaffolding and metal formwork shall be used to replace timber. The Group reuses timber as much as possible and try to avoid treating the timber with chemicals which make it difficult to be reused or recycled.

The Group provides recycling bins for collection of aluminum cans, papers and plastic bottles on construction sites. The recyclable materials are collected by recycling company on a regular basis.

有害及無害廢棄物

本集團從施工工地及辦公室營運產生無害廢物。施工工地產生的廢物包括拆建物料及生活垃圾。本集團致力減少拆建物料之產生，尤其是金屬廢料、木材、紙板包裝及化學廢物。

該等方法包括妥當規劃作業、良好的工地管理、避免交叉污染可重複使用物料、使用金屬模板，最大限度再利用挖掘惰性拆建物料。所有由建築工程引起或與建造工程有關的拆建物料，須在廢物場外處置前，進行分類，以回收惰性拆建物料及可重複使用及／或可循環再造物料。廢物處理按照相關法律妥善管理。

此外，本集團致力盡量減少臨時建築作業的木材使用。應使用替代環保材料，如金屬腳手架及金屬模板以代替木材。本集團盡可能多地再利用木材，並盡量避免用化學物質處理木材，以減少再利用回收之困難。

本集團提供回收箱，用於在施工工地收集鋁罐、紙張及塑膠瓶。可回收材料由回收公司定期收集。

A. ENVIRONMENTAL ASPECTS

A. 環境方面

In addition, the Group has implemented the “Environmental Office Practices”, which provides guidelines on reducing waste in office operation. The Group strives to reduce the paper waste by encouraging employees to use both sides of paper and suitable font size and shrinkage mode. Besides, communication by electronic means is promoted to minimise the use of paper and paper waste. Employees are also encouraged to use reusable items, such as reusable cups and cutlery to reduce the amount of waste. The decrease in the amount of non-hazardous waste generated in 2020 was mainly owing to the effective implementation of waste reduction strategies during the year. During the reporting period, the non-hazardous waste generated by the Group was as follows:

此外，本集團已實施「環保辦公室常規」，提供減少辦公室營運中廢物的指引。本集團致力於通過鼓勵員工雙面使用紙張及採用合適字體大小及縮小模式以盡量減少紙張浪費。此外，建議採用電子手段通信，以進一步減少用紙及紙張浪費。另外亦鼓勵員工使用可重複使用的物品，例如可重複使用的杯子及餐具，以減少廢物量。二零二零年所產生之無害廢棄物減少乃主要由於年內有效實施減廢策略所致。於報告期間，本集團產生之無害廢棄物如下：

| Type of waste 廢物類別 | Unit 單位 | 2020 二零二零年 | 2019 二零一九年 |
|--|--------------------------|---------------|---------------|
| Non-hazardous waste generated 所產生之無害廢棄物 | tonnes 噸 | 173,448.39 | 266,835.95 |
| Non-hazardous waste generated intensity 所產生之無害廢棄物密度 | tonnes/HK\$'000 噸／千港元 | 0.73 | 0.82 |

During the reporting period, there was no significant hazardous waste generated by the Group. The Group will closely monitor its operation to the possible generation of hazardous waste in the future.

於報告期間，本集團概無產生任何重大有害廢棄物。本集團將於未來對其可能產生有害廢棄物的業務進行密切監控。

Noise

Noise is generated from the Group's construction activities, such as excavation of hard materials, operation of plants and machinery, falsework dismantle and formwork removing. In managing the impacts of construction noise on the surrounding environment, the Group strictly adheres to the relevant laws and regulations, including the Noise Control Ordinance (Cap.400). The Group strives to mitigate the noise nuisance by controlling the noise source and adopting noise abatement practices.

The Group undertakes various construction planning to eliminate noise source. Except for those machinery operations and construction works stated in the Construction Noise Permit issued by the Environmental Protection Department, other operations are not allowed to be carried out from 7 p.m. to 7 a.m. or at any time on Sunday or public holidays. The Group also selects the quieter plants to be used on site instead of noisy plant when feasible.

In order to minimise the noise pollution on construction sites, the Group has adopted noise abatement practices. The Group uses non-percussive equipment such as sawing and coring machines for demolition and concrete breaking work. Mufflers or silencers, and dampening layer with steel collars are fitted to hand held pneumatic breakers. Where percussive breakers are used, the breaker tip is enclosed with sound insulating material to reduce the noise.

噪音

噪音來自本集團挖掘堅硬物料、機器與設備運作、腳手架拆除及模板拆除等施工作業。在管理施工噪音對周圍環境的影響方面，本集團嚴格遵守相關法律及規例，包括《噪音管制條例》（第400章）。本集團致力透過控制噪音源及採用減噪措施，以減輕噪音滋擾。

本集團進行各種施工規劃以消除噪音源。除環境保護署發出的建築噪音許可證所述的機械操作及施工作業外，其他作業不得於下午七時正至上午七時正時間段或週日或公眾假期的任何時間進行。在可行的情況下，本集團亦選擇在工地使用更安靜的機器代替嘈雜的機器。

為盡量減低施工工地的噪音污染，本集團已採取減噪措施。本集團使用鋸、取芯機等非衝擊設備進行用作拆除及混凝土破碎作業。消聲器或消音器以及帶有鋼圈的阻尼層安裝在手提破碎機上。於使用衝擊破碎機時，破碎機尖端會用隔音材料封閉以減少噪音。

A. ENVIRONMENTAL ASPECTS

A. 環境方面

Wastewater

Wastewater such as toilet sewage generated from site depot is discharged into a foul sewer if connection to foul sewer can be made. Otherwise, it is temporary collected in the sewage tank. The Group has engaged licensed sewage contractor for sewage disposal. Direct discharge of wastewater produced during construction into rainwater gutter is prohibited. Wastewater generated from the sites is properly treated by appropriate means before disposal such as sedimentation tank or waste treatment plant whenever necessary.

During the reporting period, the Group was not aware of any non-compliance with relevant laws and regulations that would have a significant impact on the Group relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

A2. USE OF RESOURCES

The Group places great emphasis on ensuring efficient use of energy and resources. The Group aims to promote resources saving by adopting green office practices and motivating our employees to participate in resources conservation activities. The Group's "Environmental Office Practices" provides guidelines on saving energy and water in the office operation.

廢水

如可與污水管道連接，則從工地倉庫產生的廁所污水等廢水將被排放到污水管道中。否則，廢水被臨時收集在污水箱中。本集團已聘請持牌污水處理承辦商進行污水處理。禁止將施工期間產生的廢水直接排放到雨水排水溝中。於必要時，進行處置前，通過適當的方法（例如沉澱池或廢物處理廠）對工地產生的廢水進行妥善處理。

於報告期間，本集團並不知悉任何未遵守有關氣體及溫室氣體排放、向水及土地排污、產生有害及無害廢棄物之法律及規例而對本集團產生重大影響之情況。

A2. 資源利用

本集團十分重視能源及資源之有效利用。本集團旨在透過採納綠色辦公室常規及鼓勵僱員參與節約資源活動以推廣資源節約。本集團的「環保辦公室常規」訂明在辦公室營運中有關節能及節水的指引。

Energy

The energy consumption of the Group comes from electricity and fuel consumptions. In view of the scarcity of energy, the Group has advocated various energy conservation strategies. Electrical appliance should be set as energy-saving mode where possible. Computers are set as standby mode when they are not in use for a long period of time. Besides, room temperature should be maintained at an energy-efficient level. Lightings and power supply should be switched off when they are not in use. The increase in diesel consumption in 2020 was mainly due to the increase in land and mountain formation works of engineering projects during the year. In light of less frequent vehicle use in 2020, this led to reduction in petrol consumption during the year. As effective implementation of energy saving policies were implemented in 2020, electricity consumption dropped accordingly.

During the reporting period, the energy consumption was as follows:

能源

本集團的能源耗用來自電力及燃料消耗。鑒於能源短缺，本集團已提出多項節能策略。電器於可能的情況下應設為節能模式。長時間停用之電腦會轉為待機模式。此外，室溫應控制在節能水平，且不使用時應關掉照明和電源。二零二零年柴油消耗量增加乃主要由於年內工程項目之山地平整工程增加所致。鑑於二零二零年的汽車使用頻率下降，導致年內汽油消耗量減少。由於二零二零年有效實施節能政策，耗電量已相應減少。

於報告期間，能源耗用情況如下：

| Type of energy 能源類別 | Unit 單位 | 2020 二零二零年 | 2019 二零一九年 |
|--|-------------------------|------------------|------------------|
| Purchased electricity 購入電力 | MWh 兆瓦時 | 504.14 | 617.29 |
| Petrol 汽油 | MWh 兆瓦時 | 1,065.01 | 1,519.84 |
| Diesel 柴油 | MWh 兆瓦時 | 11,157.99 | 9,628.20 |
| Towngas 燃氣 | MWh 兆瓦時 | — | 0.44 |
| Total energy consumption 能源消耗總量 | MWh 兆瓦時 | 12,727.14 | 11,765.77 |
| Energy consumption intensity 能源消耗密度 | MWh/HK\$'000 兆瓦時／千港元 | 0.05 | 0.04 |

A. ENVIRONMENTAL ASPECTS

A. 環境方面

Water

Water is another important resource used by the Group. Employees are reminded to turn off the tap when not in use. In case of leaking faucet or pipe, employees should report to the relevant authority to avoid wastage of water. The reduction in water consumption in 2020 was due to effective implementations of water saving strategies during the year.

During the reporting period, the water consumption was as follows:

| Water 水資源 | Unit 單位 | 2020 二零二零年 | 2019 二零一九年 |
|-------------------------------------|-------------------------------------|---------------|---------------|
| Water consumption 耗水量 | m ³ 立方米 | 19,542.00 | 26,490.00 |
| Water consumption intensity 耗水密度 | m ³ /HK\$'000 立方米／千港元 | 0.08 | 0.08 |

水資源

水資源乃本集團耗用的另一項重要資源。本集團會提醒僱員不用水時關緊水龍頭。倘水龍頭或管道漏水，僱員應報告有關部門以避免水資源浪費。二零二零年水資源消耗減少乃主要由於年內有效實施節約用水策略所致。

於報告期間，水資源耗用情況如下：

A3. THE ENVIRONMENT AND NATURAL RESOURCES

As stipulated in EMP, the Group considers in its construction planning all the statutory and contractual environmental protection and pollution control requirements that are applicable to the proposed construction works, which are likely to pose potential harm to the environment or environmental nuisance to the members of general public. Before the intended commencement of individual construction operation, the environmental officers and site agents identify the potential adverse impacts on the environment and develop pollution and mitigation measures, in order to reduce the environmental impacts to the minimal. The Group establishes and maintains a routine site inspection programme as part of its active monitoring programme to identify and rectify environmental problems and assess the adequacy of existing pollution control and waste management measures with a view to achieve progressive improvements.

A3. 環境及天然資源

誠如環境管理政策所訂明，本集團於建築規劃時會考慮適用於擬建建築工程的所有法定及合約環保及污染控制規定，而有關工程可能會損害環境或對公眾造成環境滋擾。各建築工程準備動工前，環保主任及工地總管會識別有關環境及開發污染的潛在不利影響並制定緩解措施，以將環境影響降至最低。本集團設立並維持常規實地考察程序作為積極監控程序的一部分，以識別及處理環境問題，並評估現有污染控制及廢棄物管理措施是否足夠，實現逐步改善。

In addition, the Group adopts various promotion activities to enhance the environmental awareness of its employees. The Group establishes safety and environmental notice boards for displaying environmental information, provides and displays adequate and appropriate environmental protection and waste management signs and posters, delivers environmental talks and distributes environmental protection and waste management publications and information sheets to generally promote environmental protection and waste management to the workforce. The Group also launches environmental campaigns such as model worker to encourage frontline staff to participate in environmental protection activities.

With the integration of policies and measures to reduce air pollutants and GHG emissions, waste generation, noise nuisance and resources consumption, the Group strives to enhance environmental sustainability and minimise the impacts on the environment.

此外，本集團採納多項推廣活動以增強其僱員的環保意識。本集團設立安全及環保公告欄公示環保資訊，提供並張貼充足且適合的環保及廢棄物管理標誌及海報，開辦環保講座並派發環保及廢棄物管理刊物及資料冊，以在工作場所全面推廣環保及廢棄物管理。本集團亦組織模範工人等環保活動，鼓勵前線員工參與環保活動。

隨著納入政策及措施以減少空氣污染及溫室氣體排放、廢棄物產生、噪音騷擾以及資源耗用，本集團會努力加強環境可持續發展並盡量減少對環境的影響。

B. SOCIAL ASPECTS

B. 社會方面

EMPLOYMENT AND LABOUR PRACTICES

B1. EMPLOYMENT

The Group believes people are the most valuable assets to the continuing development and success of the Group. As such, the Group strives to attract and retain talents and maintain a safe and equal working environment for its employees. Through the staff handbook, the Group has stated the terms of compensation and dismissal, recruitment and promotion, working hours, rest periods and other benefits and welfare.

The Group strives to construct a diverse and inclusive workplace where all its employees are treated with dignity and respect. The Group provides equal opportunity in all aspects of employment and maintaining a workplace that is free from discrimination or harassment against any individual on the basis of seniority, nationality, gender, age, marital status, disability, race, color, religion or sexual preference.

Remuneration and promotion opportunities are crucial to retain and motivate employees in achieving key objectives of the Group. The Group provides remuneration for its employees in accordance with the Employment Ordinance (Cap. 57), the Minimum Wage Ordinance (Cap. 608) and the Labour Law of the PRC. For promotion of employees, the Group conducts performance appraisal annually to evaluate overall performance of employees. The data collected is used to serve as reference in considering promotion. In addition, the Group provides mandatory provident fund in accordance with the Mandatory Provident Fund Ordinance (Cap. 485) to its Hong Kong employees and required social insurance to its PRC employees.

僱傭及勞工常規

B1. 僱傭

本集團深信，員工為本集團持續發展及邁向成功之最重要資產。因此，本集團努力吸引及留聘人才，並為其僱員營造安全及平等的工作環境。員工手冊載列本集團有關薪酬及解僱、招聘及晉升、工作時數、假期及其他待遇及福利之條款。

本集團竭力建立多元化及共融的工作環境，禮待及尊重全體僱員。本集團於僱傭各方面提供平等機會，並營造一個不得因資歷、國籍、性別、年齡、婚姻狀態、殘疾、種族、膚色、宗教或性取向而針對任何個人作出歧視或騷擾的工作環境。

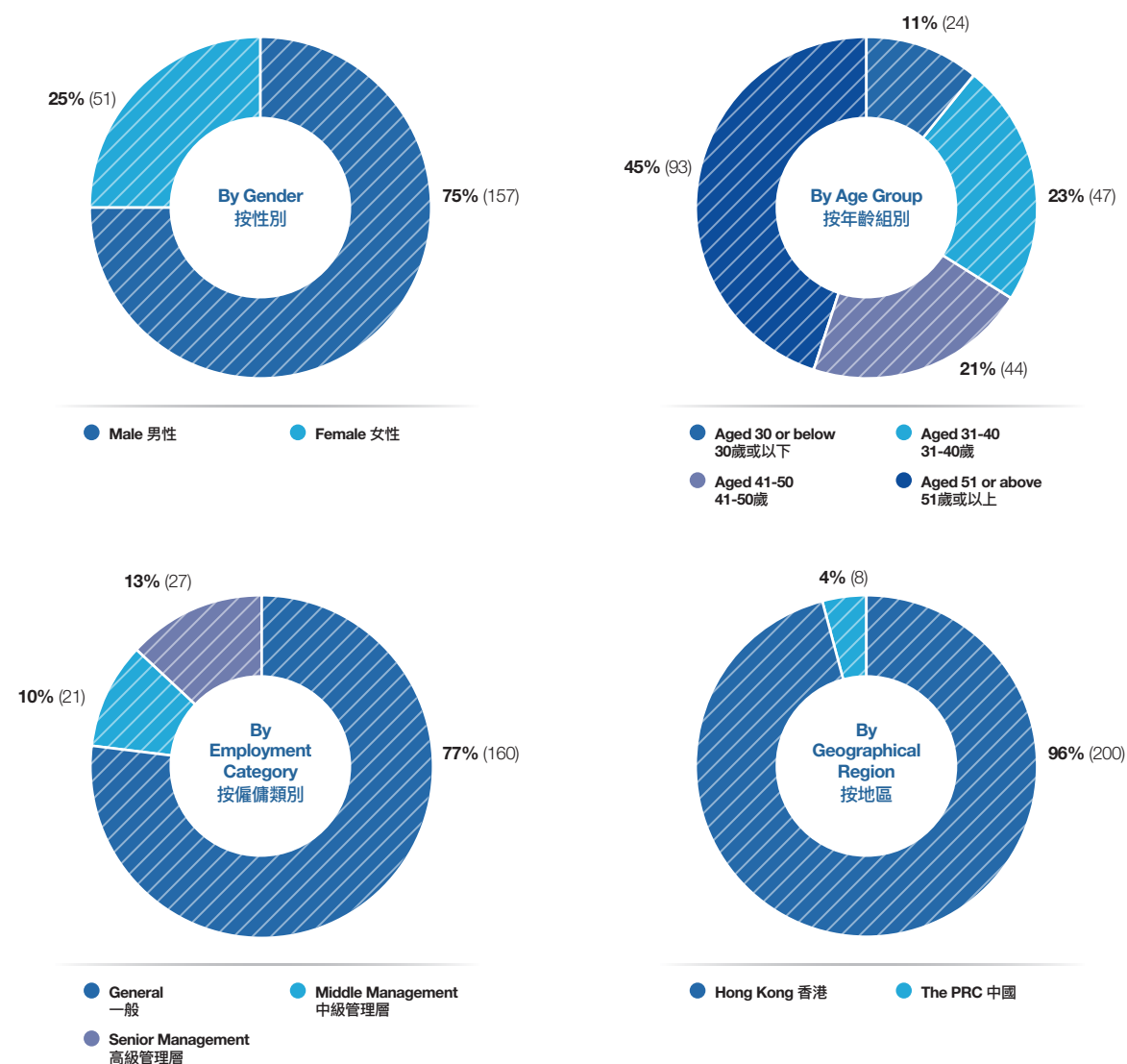
薪酬及晉升機遇對留聘及激勵僱員達成本集團的主要目標而言極其重要。本集團根據《僱傭條例》（第57章）、《最低工資條例》（第608章）及中國勞動法為僱員提供薪酬。在僱員晉升方面，本集團會每年進行表現評估，以評價僱員的整體表現。所收集的數據用作評估晉升的參考。此外，本集團根據《強制性公積金計劃條例》（第485章）為其香港僱員提供強制性公積金，並為其中國僱員購買規定的社會保險。

During the reporting period, the Group was not aware of any non-compliance with the relevant laws and regulations that would have significant impact on the Group relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other benefits and welfare.

於報告期間，本集團概不知悉任何未遵守有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利之相關法律及法規而對本集團產生重大影響之情況。

As at 31 March 2020, the employee compositions by gender, employment category, age group and geographical region were as follows:

於二零二零年三月三十一日，按性別、僱員類別、年齡組別及地理區域劃分之僱員組成情況如下：



B. SOCIAL ASPECTS

B. 社會方面

During the reporting period, the employee turnover rate by gender, age group and geographical region during the reporting period was as follows:

於報告期間，按性別、年齡組別及地理區域分的僱員流失比率如下：

| Employment 僱傭 | | 2020 二零二零年 | 2019 二零一九年 |
|-------------------------------|----------------|---------------|---------------|
| By gender | 按性別劃分 | | |
| – Male | – 男性 | 38% | 64% |
| – Female | – 女性 | 31% | 43% |
| By age group | 按年齡組別劃分 | | |
| – Aged 30 or below | – 30歲或以下 | 29% | 88% |
| – Aged 31-40 | – 31至40歲 | 34% | 47% |
| – Aged 41-50 | – 41至50歲 | 30% | 53% |
| – Aged 51 or above | – 51歲或以上 | 43% | 61% |
| By geographical region | 按地理區域劃分 | | |
| – The PRC | – 中國 | – | – |
| – Hong Kong | – 香港 | 38% | 61% |
| Overall | 合計 | 37% | 59% |

B2. HEALTH AND SAFETY

The Group places the highest priority on securing health and safety of all its employees. Adhering to the Occupational Safety and Health Ordinance (Cap. 509) and the Law of the PRC on the Prevention and Control of Occupational Disease, the Group strives to minimise workplace accidents and continuously improves workplace safety. The Group has established the “Health and Safety Policy Statement” and the “Safety Management Policy”, covering the Group’s commitment, safety objectives and safety measures in ensuring occupational safety.

B2. 健康與安全

本集團將保障全體僱員之健康與安全放在首位。本集團嚴格遵守《職業安全及健康條例》（第509章）以及《中國職業病防治法》，力求減少工作事故及不斷提升工作環境安全性。本集團已制定「健康與安全政策聲明」及「安全管理政策」，當中載有本集團的承諾、安全目標及安全措施，以確保職業安全。

Safety education is crucial to ensure that employees are fully understand the safety risks and well-equipped to handle the job duties in a safe manner. All workers on sites are required to attend an induction training on the safety policies of the Group. Depending on work nature, the safety officers are responsible to provide safety briefing regularly to illustrate major safety issues to the workers. Besides, safety reminders and warnings are posted at prominent areas at the sites to enhance the safety awareness of workers.

In addition, safety monitoring is important to identify the potential safety risks. The safety officers, site agents and the Group's clients carry out weekly on-site inspection to identify the existing and potential safety issues. In case any safety issue is noticed, the site agent will implement safety precautions and rectification measures to minimise the risk.

During the reporting period, the Group recorded two and zero cases of work related injury for the Civil Engineering Services Business and the Media and Advertising Business respectively. The Group did not discover any work-related fatality. Besides, the Group was not aware of any non-compliance with the relevant laws and regulations that would have significant impact on the Group in providing a safe and healthy working environment during the reporting period.

對確保僱員充分了解到安全風險並攜備齊全裝備安全地處理工作而言，安全教育乃屬至關重要。施工現場全體工人須就本集團安全政策參加入職培訓。根據工作性質，安全主管須負責提供安全簡報，定期向工人說明主要安全問題。此外，為加強工人的安全意識，於施工現場顯眼地區貼示安全提示及警告。

再者，安全監控對於識別潛在安全隱患而言實屬重要。安全主管、工地主管及本集團客戶每週對施工現場進行檢查，以識別現有及潛在安全隱患。倘發現任何安全問題，工地主管將實施安全預防措施以及整改措施，將工傷風險減至最低。

於報告期間，本集團就土木工程服務業務及媒體及廣告業務分別錄得兩宗及零宗工傷。本集團並無發現任何與工作有關的身亡事件。此外，本集團並不知悉任何不遵守相關法律及法規，導致本集團於報告期間對提供安全及健康工作環境造成重大影響。

B. SOCIAL ASPECTS

B. 社會方面

B3. DEVELOPMENT AND TRAINING

The Group considers the skills and knowledge of its employees as the key elements of the Group's continued business growth and success. By encouraging employees to participate in training programmes, the Group strives to enhance employees' work performance, personal development and promotion opportunities.

According to the Group's staff handbook, the Group provides internal trainings for employees, including induction training, on-the-job training and professional training. The induction training covers the corporate culture, corporate facilities and regulations such as security and confidentiality. The on-the-job training includes the business knowledge and skills required for specific positions, with the aim to enhance employees' work performance. The Group also encourages employees to attend professional training and obtain relevant certification and license.

For Civil Engineering Services Business, the Group encourages employees to participate in training programmes organised by professional institutes, including Construction Industry Council, Occupational Safety and Health Council, Hong Kong Institute of Construction, Vocational Training Council, etc.

B3. 發展及培訓

本集團認為，其僱員的技能及知識乃本集團業務不斷增長及成功的關鍵因素。通過鼓勵僱員參加培訓課程，本集團努力提升僱員工作表現、個人發展及晉升機會。

根據本集團員工手冊，本集團向僱員提供內部培訓，包括入職培訓、在職培訓及專業培訓。入職培訓涵蓋企業文化、企業設施及監管（如安保及機密）。在職培訓包括指定崗位所需業務知識及技能，旨在提升僱員工作表現。本集團亦鼓勵僱員出席專業培訓，獲取相關證書及牌照。

就土木工程服務業務而言，本集團鼓勵僱員參加建造業議會、職業安全健康局、香港建造學會、職業訓練局等專業機構組織的培訓課程。

During the reporting period, the percentage of employees trained by gender and employment type was as follows:

於報告期間，按性別及工作性質分類的受培訓僱員百分比如下：

| Employment | | Percentage of employees trained | Average training hours (hours/employee) |
|---------------------------|----------------|---------------------------------|---|
| 僱傭 | | 受培訓僱員百分比 | 平均培訓時數（小時／僱員） |
| By gender | 按性別劃分 | | |
| – Male | – 男性 | 19% | 0.4 |
| – Female | – 女性 | 20% | 1.6 |
| By employment type | 按僱傭類別劃分 | | |
| – Senior management | – 高級管理層 | 30% | 2.0 |
| – Middle management | – 中等管理層 | 57% | 2.1 |
| – General | – 一般員工 | 13% | 0.3 |

B4. LABOUR STANDARDS

With the implementation of “Labour Standards Policy”, the Group is committed to prohibiting the use of forces and child labour in any part of its business. The Group strictly adheres to the relevant laws and regulations, including the Employment Ordinance (Cap. 57) and the Labour Law of the PRC. As stipulated in the staff handbook, newly recruited employees are required to present their identity documents to Human Resources Department for age verification as prevention of engaging child labour. Besides, all work should be voluntarily performed and should not involve forced labour. Employees are free to leave employment upon giving reasonable notice.

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

B4. 勞工準則

藉著「勞工準則政策」的實行，本集團致力於禁止於其任何業務部分中使用強制勞工及童工。本集團嚴格遵守相關法律及法規，包括《僱傭條例》（第57章）及中國勞動法。誠如員工手冊所訂明，新聘僱員須向人力資源部門出示彼等身份證件作年齡核實，防止僱傭童工。此外，所有工作應自願進行，不得涉及強制勞工。僱員於給出合理通知後可離職。

於報告期間，本集團並不知悉任何未遵守有關防止童工及強制勞工之法律及法規之情況。

B. SOCIAL ASPECTS

B. 社會方面

OPERATING PRACTICES

B5. SUPPLY CHAIN MANAGEMENT

The Group strives to maintain long-term and stable relationships with suppliers and sub-contractors who meet our standards of technical competence, innovation, product quality, reliability and delivery performance, financial soundness, ethics and social responsibility.

The Group has implemented a “Supply Chain Policy” and ensures that its suppliers and sub-contractors meet the Group’s requirement regarding quality, environmental, safety, labour and confidentiality standards.

B6. PRODUCT RESPONSIBILITY

Service quality is always of the utmost concern in the Group’s operation. The Group continues to provide high-quality and safe services to its clients in order to meet their expectations and enhance their satisfaction. The Group has implemented the “Quality Management Policy”, which covers the Group’s commitment to enhance the service quality by providing trainings for employees, monitoring the progress and building action plan.

For the Civil Engineering Services Business, the Group’s subsidiaries are certified for ISO9001:2008 Quality Management System Standards. To pursue quality construction work, the Group has adopted various quality control procedures, including regular monitoring, inspection and testing at different stage of construction, recording data and controlling non-conforming works. The Group implements project quality plan for each project, covering the specifications, timing of delivery, quality of construction materials and manpower required. The project manager is responsible to ensure the progress is in line with the project quality plan. Besides, the site agent or foreman conducts inspection to ensure the quality of the completed work conforms to the requirements specified in the contract.

營運慣例

B5. 供應鏈管理

本集團努力維護與可滿足我們技術能力、創新、產品質量、可靠性及交貨情況、財務穩健性、道德與社會責任標準之供應商及分包商之間的長期穩定關係。

本集團已實行「供應鏈政策」，確保其供應商及分包商可滿足本集團有關質量、環境、安全、勞工及機密性標準的要求。

B6. 產品責任

服務質量乃本集團經營的日常關注所向。本集團一直向其客戶提供高質量安全服務，以達致彼等期望，提升彼等滿意度。本集團已實行「質量管理政策」，政策包括本集團致力於通過向僱員提供培訓、監控進程及制定行動計劃，提高服務質量。

就土木工程服務業務而言，本集團附屬公司已獲ISO9001:2008質量管理體系標準認證。為追求優質建築工程，本集團已採取多項質量控制程序，包括於建築不同階段進行定期監察、檢查及測試，記錄數據及監控非標準工作。本集團為每個項目實施項目質量計劃，涵蓋規格、交付時間、建築材料質量以及所需人力。項目主管須負責確保進程與項目質量計劃一致。此外，工地主管或工頭進行檢查，確保竣工工程質量符合合約規定要求。

The Group is aware of the importance in handling customer information. The Group takes high precaution in ensuring their confidentiality to avoid misuse or leakage of personal data. As stipulated in the Group's Code of Conduct and staff handbook, employees are required to abide by the guidance on prohibiting any unauthorised disclosure of confidential information.

In addition, the Group does not make false claims regarding the service provided. Besides, we respect intellectual rights and purchase products and services from authorised suppliers and copyright holders.

The Group is in strict compliance with the relevant laws and regulations, including the Personal Data (Privacy) Ordinance (Cap. 486), the Copyright Ordinance (Cap.528) and the Copyright Law of the PRC. During the reporting period, the Group did not receive any complaint related to the services provided. The Group was not aware of any non-compliance with relevant laws and regulations relating to health and safety, advertising, labelling and privacy matters during the reporting period.

B7. ANTI-CORRUPTION

The Group is committed to upholding the high standards of business ethics and integrity. Abiding to the Prevention of Bribery Ordinance (Cap. 201) and the Criminal Law of the PRC, the Group has incorporated its requirement towards anti-corruption into the Code of Conduct. All employees should decline an offer of advantage if acceptance of it could affect their objectivity in conducting the Group's business. Employee who violates the Code of Conduct after investigation will be subject to disciplinary actions, including termination of employment. The Group will also report the case to relevant legal authorities.

本集團了解處理客戶資料的重要性。本集團採取高度預防措施，確保彼等機密性，避免個人數據誤用或洩露。誠如本集團行為守則及員工手冊所訂明，僱員須遵守指引，防止任何保密資料出現未經授權披露。

此外，本集團並無就所提供服務作出虛假聲明。再者，我們尊重知識產權，並向授權供應商及版權持有人購買產品及服務。

本集團嚴格遵守相關法律及法規，包括個人資料（私隱）條例（第486章）、《版權條例》（第528章）及中國版權法。於報告期間，本集團並無收到任何有關所提供服務的投訴。於報告期間，本集團並不知悉任何未遵守有關健康與安全、廣告、標籤及隱私事項之法律及法規。

B7. 反貪污

本集團致力於維持高水平的商業道德及誠信標準。本集團遵守《防止賄賂條例》（第201章）以及中國刑法，將其有關反貪污的規定納入行為守則當中。倘僱員所接受利益將影響其於進行本集團業務過程中保持客觀性，則一律不得接受。倘經調查後，僱員被發現違反行為守則，則視乎情況接受紀律處分，包括解聘。本集團亦將向相關執法部門作出報告。

B. SOCIAL ASPECTS

B. 社會方面

The Group's "Whistle-blowing Policy" encourages and enables employees to report on observed and suspected non-compliance and questionable practice by mail, email or phone. The Group treats all disclosures in a confidential and sensitive manner to reasonably protect whistle blowers against intimidation and reprisal.

During the reporting period, no legal case regarding corrupt practices was brought against the Group. The Group was not aware of any non-compliance with the relevant laws and regulations that would have significant impact on the Group relating to bribery, extortion, fraud and money laundering during the reporting period.

本集團「舉報政策」鼓勵僱員且僱員能夠通過郵件、電郵或電話方式報告所發現及懷疑不遵守及可疑運作。本集團將保密審慎處理所有舉報，以合理保護舉報者免受恐嚇及威脅。

於報告期間，概無發生針對本集團提出涉及貪污的法律案件。於報告期間，本集團並不知悉任何不遵守對本集團造成重大影響的有關賄賂、勒索、欺詐及洗黑錢之法律及法規。

COMMUNITY

社區

B8. COMMUNITY INVESTMENT

B8. 社區投資

As a socially responsible enterprise, the Group is constantly aware of the community needs and strives to bring a positive impact on community development. The Group encourages and supports community development initiatives to enhance social benefits such as environment, health and education. Besides, the Group encourages its employees to dedicate their time and skills to supporting local communities.

作為一間肩負社會責任的企業，本集團持續了解社區需求，並致力於為社區發展帶來正面影響。本集團鼓勵及支持社區發展舉措，以提升環境、健康及教育等方面的社會效益。此外，本集團鼓勵其僱員投入時間及技能支持當地社區。

The Group supports community development by cash donation. The table below summarises the cash donated by the Group to different charities during the reporting period:

本集團透過現金捐贈支持社區發展。下表概述本集團於報告期間內向不同慈善機構作出之現金捐贈：

| Name of Charities 慈善機構名稱 | | Donation Amount 捐贈金額 HK\$ 港元 |
|---|---------------|--|
| – Yuen Yuen Care and Attention Home for the Aged | — 圓玄護理安老院 | 214,467 |
| – The Yuen Yuen Home for the Aged | — 圓玄安老院 | 209,467 |
| – Life Commitment Charity Club Limited | — 香港樂心會有限公司 | 100,000 |
| – Buddhist To Chi Fat She Yeung Yat Lam Memorial School | — 道慈佛社楊日霖紀念學校 | 80,000 |
| – Heung Yee Kuk Foundation Limited | — 鄉議局基金有限公司 | 30,000 |
| Total | 總計 | 633,934 |

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| KPI A1.3 關鍵績效指標 A1.3 | Total hazardous waste produced and, where appropriate, intensity 所產生有害廢棄物總量及（如適用）密度 | Not applicable to the Group's business. 不適用於本集團業務。 | N/A 不適用 |
| KPI A1.4 關鍵績效指標 A1.4 | Total non-hazardous waste produced and, where appropriate, intensity 所產生無害廢棄物總量及（如適用）密度 | “Emissions – Hazardous and Non-hazardous Wastes” 「排放物－有害及無害廢棄物」 | 14 |
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| KPI A2.5 關鍵績效指標 A2.5 | Total packaging material used for finished products and, if applicable, with reference to per unit produced 製成品所用包裝材料的總量及（如適用）每生產單位佔量 | Not applicable to the Group's business. 不適用於本集團業務。 | N/A 不適用 |
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| KPI B2.1 關鍵績效指標 B2.1 | Number and rate of work-related fatalities 因工作關係而死亡的人數及比率 | No work-related fatality was noted. 並無發現工作相關死亡事故。 | N/A 不適用 |
| KPI B2.2 關鍵績效指標 B2.2 | Lost days due to work injury 因工傷損失工作日數 | The Group current does not report on this indicator. 本集團目前並無就此指標進行報告。 | N/A 不適用 |
| KPI B2.3 關鍵績效指標 B2.3 | Description of occupational health and safety measures adopted, how they are implemented and monitored 描述所採納的職業健康與安全措施，以及相關執行及監察方法 | “Health and Safety” 「健康與安全」 | 23 |

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| KPI B3.1 關鍵績效指標 B3.1 | The percentage of employee trained by gender and employee category 按性別及僱員類別劃分的受訓僱員百分比 | “Development and Training” 「發展及培訓」 | 25 |
| KPI B3.2 關鍵績效指標 B3.2 | The average training hours completed per employee by gender and employee category 按性別及僱員類別劃分，每名僱員完成受訓的平均時數 | “Development and Training” 「發展及培訓」 | 25 |
| B4: Labour Standards B4 : 勞工準則 | | | |
| General Disclosure 一般披露 | | “Labour Standards” 「勞工準則」 | 25 |
| KPI B4.1 關鍵績效指標 B4.1 | Description of measures to review employment practices to avoid child and forced labour 描述檢討招聘慣例的措施以避免童工及強制勞工 | “Labour Standards” 「勞工準則」 | 25 |
| KPI B4.2 關鍵績效指標 B4.2 | Description of steps taken to eliminate such practices when discovered 描述在發現違規情況時消除有關情況所採取的步驟 | The Group current does not report on this indicator. 本集團目前並無就此指標進行報告。 | N/A 不適用 |

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| B5: Supply Chain Management B5 : 供應鏈管理 | | | |
| General Disclosure 一般披露 | | “Supply Chain Management” 「供應鏈管理」 | 26 |
| KPI B5.1 | Number of suppliers by geographical region | The Group current does not report on this indicator. | N/A |
| 關鍵績效指標 B5.1 | 按地區劃分的供應商數目 | 本集團目前並無就此指標進行報告。 | 不適用 |
| KPI B5.2 | Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored | “Supply Chain Management” | 26 |
| 關鍵績效指標 B5.2 | 描述有關聘用供應商的慣例、執行有關慣例的供應商數目、以及有關慣例的執行及監察方法 | 「供應鏈管理」 | |

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING INDEX

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| General Disclosure 一般披露 | | “Product Responsibility” 「產品責任」 | 26 |
| KPI B6.1 關鍵績效指標 B6.1 | 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 | Not applicable to the Group's business. 不適用於本集團業務。 | N/A 不適用 |
| KPI B6.2 關鍵績效指標 B6.2 | 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 | No complaint related to the service provided was received. 概無接獲有關所提供服務之投訴。 | N/A 不適用 |
| KPI B6.3 關鍵績效指標 B6.3 | Description and practices relating to observing and protecting intellectual property rights 描述與維護及保障知識產權有關的慣例 | “Product Responsibility” 「產品責任」 | 27 |
| KPI B6.4 關鍵績效指標 B6.4 | Description of quality assurance process and recall procedures 描述質量檢定過程及產品回收程序 | No applicable to the Group's business 不適用於本集團業務 | N/A 不適用 |
| KPI B6.5 關鍵績效指標 B6.5 | Description of consumer data protection and privacy policies, how they are implemented and monitored 描述消費者資料保障及私隱政策，以及相關執行及監察方法 | “Product Responsibility” 「產品責任」 | 27 |

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| B7: Anti-corruption B7 : 反貪污 | | | |
| General Disclosure 一般披露 | | “Anti-corruption” 「反貪污」 | 27 |
| 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 case | No legal case regarding corrupt practices was brought against the Group. | N/A |
| 關鍵績效指標 B7.1 | 於報告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 | 概無對本集團就貪污行為提出起訴之法律案件。 | 不適用 |
| KPI B7.2 | Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored | “Anti-corruption” | 27 |
| 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 | 「反貪污」 | |
| Community | | | |
| 社區 | | | |
| B8: Community Investment B8 : 社區投資 | | | |
| General Disclosure 一般披露 | | “Community Investment” 「社區投資」 | 28 |
| KPI B8.1 | Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport) | “Community Investment” | 28 |
| 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） | 「社區投資」 | |
| KPI B8.2 | Resources contributed (e.g. money or time) to the focus area | “Community Investment” | 28 |
| 關鍵績效指標 B8.2 | 在專注範疇所動用資源（如金錢或時間） | 「社區投資」 | |



CNC HOLDINGS LIMITED
中國新華電視控股有限公司