

# KML Technology Group Limited 高萌科技集團有限公司

高萌·科技

W W W . K M L . C O M . H K

*(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 : 8065**

**Environmental, Social and Governance Report**  
**環境、社會及管治報告**  
**2020/21**

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## ABOUT THIS REPORT

### 關於本報告

This report is the second standalone Environmental, Social and Governance (“**ESG**”) Report for the year 2020 (the “**Report**”) published by KML Technology Group Limited (the “**Company**”) and its subsidiaries (collectively the “**Group**”). This Report is designed to allow all shareholders, investors and the public to have a general understanding of the Group’s governance on ESG issues; and to share with the stakeholders the Group’s work towards sustainable development.

This Report was reviewed and approved by the board of directors of the Company (the “**Board**”) at the Board meeting held on 5 August 2021.

#### Reporting Cycle and Covering Period

This Report is annually published and it is the fourth ESG report released by the Group. This Report covers the period from 1 April 2020 to 31 March 2021 (the “**Reporting Period**”) and any prior period where applicable.

#### Reporting Scope

This Report covers the Group’s principal business and operations in Hong Kong including the provision of electrical and mechanical (“**E&M**”) engineering solutions and services, E&M engineering design and fabrication services and E&M engineering maintenance services unless otherwise specified. For the purpose of this Report, terms including “the Group”, “the Company”, “we”, “us” and “our” are used herein.

#### Reporting Framework

This Report is prepared in accordance with Appendix 20 – Environmental, Social and Governance Reporting Guide (“**ESG Guide**”) 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**”).

本報告是高萌科技集團有限公司（「**本公司**」）及其附屬公司（統稱「**本集團**」）發出的第二份獨立的二零二零年環境、社會及管治（「**環境、社會及管治**」）報告（「**本報告**」）。本報告旨在使所有股東、投資者和公眾人士對本集團在環境、社會及管治議題的治理有一個總體了解，並與持份者分享本集團在可持續發展方面的工作。

本報告經本公司董事會（「**董事會**」）於二零二一年八月五日舉行的董事會會議上審議通過。

#### 報告周期及涵蓋時段

本報告為年度報告，是本集團發出的第四份環境、社會及管治報告。本報告涵蓋的報告時段為二零二零年四月一日至二零二一年三月三十一日（「**報告期**」），並視乎部分內容需要，適當地延伸至以前時段。

#### 報告範圍

除另有說明外，本報告涵蓋本集團於香港的主要業務及營運，包括提供機電（「**機電**」）工程解決方案及服務、機電工程設計及裝配服務以及機電工程保養服務。為便於表達，故本報告中亦使用「本集團」、「公司」、「我們」等稱謂。

#### 報告框架

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**」）附錄二十一 – 環境、社會及管治報告指引（「**環境、社會及管治指引**」）編製。

## ABOUT THIS REPORT 關於本報告

### Report Accessibility

This Report is prepared and published in English and traditional Chinese in electronic formats. In the event of a discrepancy between each version, the English version shall prevail. The electronic format can be viewed and downloaded from the website of the Stock Exchange ([www.hkexnews.hk](http://www.hkexnews.hk)) or the "Environmental, Social and Governance Report" section the page headed "Investor relations" of the Group's website (<http://www.kml.com.hk/esgreport>).

To obtain a printed copy, please post your request together with your mailing address to the Group (Address: B12, G/F, Shatin Industrial Centre, Siu Lek Yuen Road, Shatin, N.T., Hong Kong).

### Feedback

Comments and suggestions regarding this Report or the Group's ESG work are always welcomed and can also be sent to the Group at email: [esg@kml.com.hk](mailto:esg@kml.com.hk). Your valuable feedback would greatly help us continuously improve our ESG performance.

### 報告索閱

本報告分別以英文及中文繁體編寫、並以電子形式發佈，在對各文本的理解上發生歧義時，請以英文文本為準。電子版報告可於聯交所披露易網站 ([www.hkexnews.hk](http://www.hkexnews.hk)) 和本集團網站「投資者資料」頁面內「環境、社會及管治報告」部分查閱和下載 (<http://www.kml.com.hk/esgreport-c>)。

如需印刷版本，請來函附回郵地址至本集團（地址：香港沙田小瀝源道沙田工業中心地下B12室）索取。

### 反饋意見

倘對本報告或本集團的環境、社會及管治工作有任何意見及建議，歡迎電郵至 [esg@kml.com.hk](mailto:esg@kml.com.hk) 向本集團提出。閣下的寶貴意見對我們持續提升環境、社會及管治表現有莫大助益。



## ABOUT THE GROUP

### 關於本集團

The Group has been providing E&M engineering solutions and services, with a primary focus on Transportation Mission Critical System Solutions, in Hong Kong for over 40 years. With technical knowledge in the areas of electrical, mechanical and electronic engineering, and a strong focus on product design and research and developments and through our vertically-integrated business model that combines design and fabrication, equipment assembly and system implementation, we are an E&M engineering solutions and services provider in Hong Kong who is capable of independently providing a full suite of custom-built products and services.

本集團提供機電工程解決方案及服務，主要專注於香港交通關鍵系統解決方案超過40年。憑藉電氣、機械及電子工程方面的技術知識及高度專注於設計及研發以及透過我們的垂直整合業務模式，涵蓋設計及建造、設備裝置及系統執行，我們為香港機電工程解決方案及服務供應商，可獨立提供全套定制產品及服務。

**E&M engineering solutions**  
機電工程解決方案

**Product design, research and developments**  
產品設計及研發

**KML Technology Group's business**  
高萌科技集團之業務

**Equipment assembly and system implementation**  
設備裝置及系統執行

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## MESSAGE FROM THE CHAIRMAN

### 主席寄語

Dear Stakeholders,

On behalf of the Group, it is my pleasure to present our second standalone ESG Report, which summarises our commitment and achievement in creating positive values sustainable to our business, environment, people, and community during the Reporting Period.

2020 was a year full of unprecedented challenges. In the midst of the worldwide pandemic of coronavirus disease 2019 ("COVID-19"), the global economy and the living of human beings have gone through a tough period. Throughout the COVID-19 pandemic, safeguarding the health, safety and well-being of our employees has always been our top priority. The Group has been proactive in implementing various stern decisions and plans and taking series of infection control and preventive measures, aimed to avoid an outbreak being happened in our premises.

Apart from the pandemic, climate change is beyond doubt another concerning issue of our times and the climate-related risks are increasingly posing serious threats to the people living in the Planet. Tackling this global and long-term climate risk and how to turn the risk into new business opportunities has become a clear strategic priority of the Group, and we commit to advancing our risk management system and taking proactive measures to navigate the climate change challenges and uncertainties, thereby sustaining our business growth.

Finally, I would like to express my sincere gratitude to the relentless support of shareholders, investors, suppliers, customers and business partners, and especially to our dedicated staff members for their commitment and contributions throughout the year, resulting in our remarkable resilience in the face of the COVID-19 pandemic. Looking forward, the Group will continue to uphold its sustainable development values on delivering quality products and services, caring for our employees, community, and the Planet at large in our business endeavour.

**KML Technology Group Limited**  
**Luk Kam Ming**  
 Chairman and Executive Director  
 Hong Kong, 5 August 2021

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致各位親愛的持份者：

本人很高興代表本集團呈上剛發表的第二份環境、社會及管治報告單行本，其中總結了我們在過去一年度內為我們在業務、環境、員工和社區上創造正面價值的投入和成果。

2020年是經歷前所未有的挑戰的一年。從2019年開始的新型冠狀病毒（「COVID-19」）全球大流行使全球經濟和生活經歷了一段非常艱難的時期。在整個COVID-19大流行期間，保障員工的健康、安全和福祉一直是我們的首要任務。本集團無間斷地、不遺餘力地執行各項決策和計劃，並採取一系列感染控制及預防措施，有幸得以避免我們的工作地點爆發疫情和同儕間交叉感染。

除了疫症大流行，氣候惡化無疑是當下一個令人必須關注的議題，與氣候相關的風險正日益對在地球上生活的人類生靈構成嚴重威脅。應對這一全球性和長期的氣候風險，和如何面對風險而轉化為新的商機，已成為本集團的優先課題。我們致力優化我們的風險管理系統，和採取積極措施應對氣候變化帶來的挑戰和不確定性，從而持續我們的業務增長。

最後，本人謹在此對本公司持股人士、投資者、供應商、客戶及其他業務夥伴的不懈支持，尤其是我們敬業樂業的員工於年度內所作出的承擔和貢獻表示誠摯感謝，使我們在面對嚴峻的COVID-19大流行時期，表現出非凡的韌性。展望未來，本集團將繼續秉持其可持續發展的價值觀，在業務經營過程中提供優質產品和服務，關愛員工、社區和大自然。

高萌科技集團有限公司  
**陸鑑明**  
 主席兼執行董事  
 香港，二零二一年八月五日

## OUR SUSTAINABILITY APPROACH

### 我們的可持續發展取向

The Group is committed to delivering quality works and services in a safe and environmental manner, maintaining long-term well-established relationships with our customers, suppliers and contractors, respecting our experienced and dedicated employees and being socially and ethically responsible to the working community.

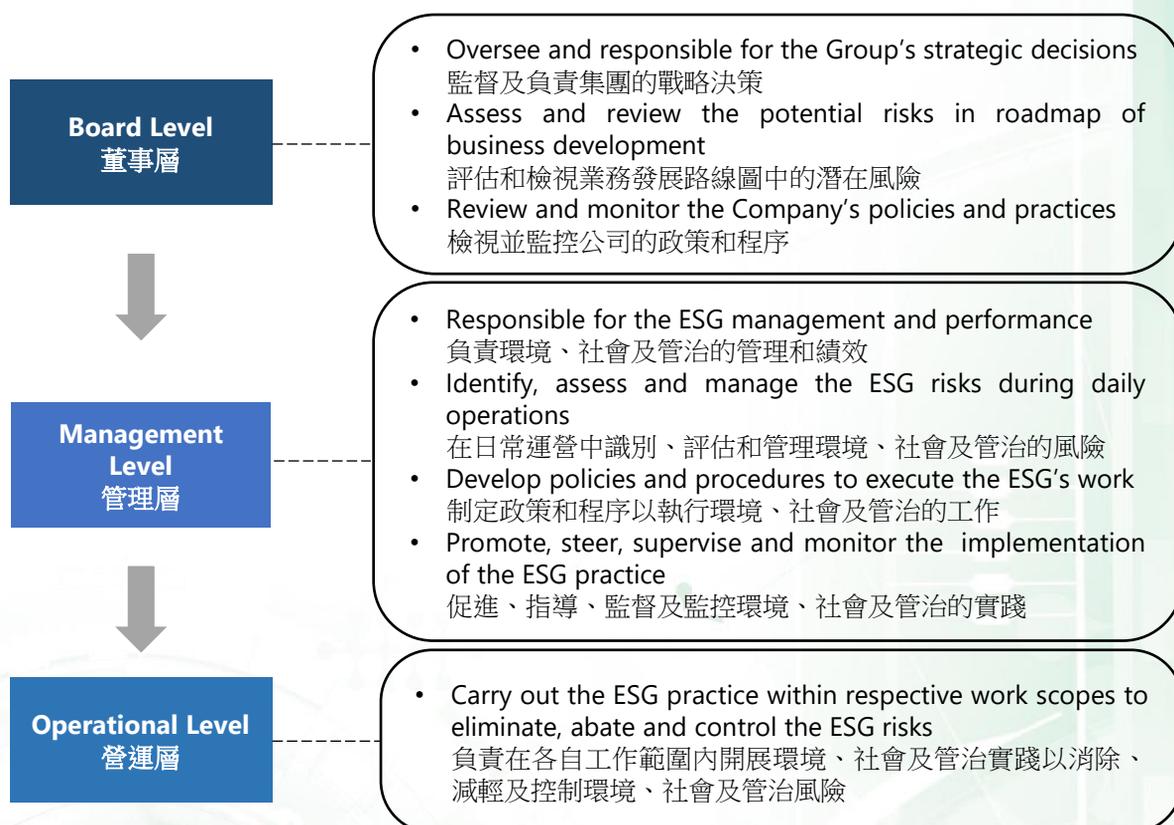
#### Governance

The Group continues to deepen the construction of its internal ESG management system and attaches great importance to ESG risk management. The Board is the highest decision-maker of ESG management, oversees the Group's ESG issues and future development and takes full responsibility for the Group's ESG strategy and reporting.

本集團致力於以安全和環保的方式提供優質的工程和服務，與我們的客戶，供應商和承包商保持長期良好的關係，尊重我們經驗豐富且敬業的員工，並對工作社區承擔社會和道德責任。

#### 管治

本集團不斷深化內部環境、社會及管治管理系統建設，高度重視環境、社會及管治風險管理工作。董事會是本集團環境、社會及管治管理的最高決策機構，負責監管本集團的環境、社會及管治事宜和未來發展，並對本集團環境、社會及管治策略及匯報承擔全部責任。



## OUR SUSTAINABILITY APPROACH

### 我們的可持續發展取向

The Group is aware of the importance of global sustainable development. With the sustainable development goals ("SDGs") set out in the UN document headed "Transforming Our World: The 2030 Agenda for Sustainable Development" as a reference, we try to identify those SDGs which may affect the Group, integrate them into the process of sustainable development management of the Group to continuously improve our operation strategy. Actions taken by the Group in response to those goals will be disclosed in the relevant sections in this Report.

本集團明白全球可持續發展的重要性，我們以聯合國文件《變革我們的世界：2030年可持續發展議程》中提出的可持續發展目標（「可持續發展目標」）為參考，試圖將其融入本集團可持續發展管理的流程中，不斷完善營運策略。本集團響應這些目標而採取的行動會在本報告的相應章節中披露。



### Stakeholder Engagement

Building strong relationships with our stakeholders helps us to deliver our sustainability commitment and continuously improve our performance. Our business activities involve a diverse range of stakeholders, and we employ a multi-channel approach to gather their feedback in understanding their priorities, needs and expectations.

### 持份者參與

與持份者建立牢固的關係有助於我們履行可持續發展承諾，並不斷提高績效。我們的業務牽涉多方的持份者，我們設立多個渠道收集他們的意見，以瞭解他們的優先事項、需要和期望。

## OUR SUSTAINABILITY APPROACH

### 我們的可持續發展取向

#### Stakeholder Engagement

#### 持份者參與

##### Shareholders and Investors

##### 股東與投資者

- Press releases and announcements 新聞稿和公告
- Annual, interim and quarterly reports 年報、中期及季度報告
- Annual general meeting 股東周年大會

##### Customers

##### 客戶

- Customer satisfaction surveys 客戶滿意度調查
- Website 網頁
- Site inspections and audits 現場檢查及審核
- Regular and ad hoc meetings 定期及專責會議
- Customers' company events 客戶公司活動

##### Employees

##### 僱員

- Newsletters 員工通訊
- Intranet 內聯網
- Emails, circulars and staff handbook 電郵、通告及員工手冊
- New hire orientation programmes 新員工入職培訓計劃
- Annual performance appraisals 年度工作表現評核
- Regular and ad hoc meetings 定期及專責會議
- Company events 公司活動
- Drills, briefings and training workshops 演習、簡報會及培訓工作坊
- Environmental protection activities 環境保護活動
- Surveys 問卷
- ESG TV Channel ESG 資訊台
- Awards and recognition schemes 獎項及嘉許計劃

##### Business Partners

##### 業務夥伴

- Performance evaluation 績效評估
- Meetings, briefings, training and conferences 會議、簡報會、培訓及研討會
- Site inspections and audits 現場檢查及審核

##### Industry Associations and Professional Bodies, Government and Non-Governmental Organisations

##### 行業協會和專業團體、政府及非政府組織

- Charity/ Volunteering activities 慈善/義工活動
- Community events 社區活動
- Internship programme 實習計劃
- Forums and conferences 論壇和研討會
- Feedback to Surveys 回應問卷

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## OUR SUSTAINABILITY APPROACH

### 我們的可持續發展取向

#### Materiality Assessment

Materiality is one of our reporting principles to identify ESG topics that are most relevant to our business and stakeholders. During the Reporting Period, in order to better respond to the demands and expectations of stakeholders, the Group carried out the identification of material issues. We conducted questionnaire surveys for the groups of stakeholders who are closely related to us, in order to summarise and analyse the concerns of major stakeholders. We have identified the following material ESG issues, which are to be covered in this Report.



#### Ethics 道德

- Corporate integrity  
企業廉潔
- Whistle-blowing mechanism  
舉報機制
- Personal data privacy  
個人資料私隱



#### Environment 環境

- Construction waste management  
建築廢物管理
- Energy consumption  
能源消耗
- Noise management  
噪音管理
- Climate change  
氣候變化



#### Products and Services 產品和服務

- Quality management  
質量管理
- Supply chain practices  
供應鏈慣例

#### 重要性評估

重要性是我們確定與我們的業務和持份者最相關的環境、社會及管治主題的報告原則之一。為使更有效地回應持份者的需求和期望，本集團在報告期內對重大議題進行了識別。我們對與我們關係密切的持份者群體進行了問卷調查，以總結和分析主要持份者的關注。以下環境、社會及管治事項被視為對本集團而言，屬重大議題：



#### People 員工

- Employment practices  
僱傭常規
- Compensation and benefits  
薪酬和福利
- Occupational health and safety  
職業健康及安全
- Work environment  
工作環境
- Training and development for employees  
僱員培訓及發展
- Anti-child and forced labour  
反童工及強制勞工



#### Community 社區

- Corporate social responsibility  
企業社會責任

## OUR BUSINESS PRACTICES

### 我們的業務慣例

The Group upholds high ethical standards along its business operations and value chain in the aspect of corporate governance, business ethics, and respect of fundamental rights.

#### Corporate Governance

The Company is committed to maintaining high standards of corporate governance practices. Information on the corporate governance practices adopted by the Company is set out in the [Corporate Governance Report](#) on pages 38 to 52 of our annual report 2020/21.

#### Business Ethics and Anti-corruption

The Group is committed to integrity, honesty and anti-corruption practices in doing business, and has zero-tolerance on any form of bribery and corruption. The code of business conduct (the “**Code**”) was established to describe the responsibilities to a variety of stakeholders ranging from shareholders, suppliers, contractors, clients to community. In addition to the Code, the Group establishes a whistle-blowing policy that details the procedures of handling employees’ report on suspected misconduct, malpractice or impropriety on a confidential basis.

在企業管治、商業道德和尊重基本權利方面，本集團在其業務營運和價值鏈上均秉持高道德標準。

#### 企業管治

本公司致力維持高水平的企業管治常規。有關本公司採納的企業管治常規的資料載列於年報2020/21第38至52頁的[企業管治報告](#)。

#### 商業道德及反貪腐

本集團秉持廉潔守正、誠實正直的精神經營業務，嚴禁貪腐，並對任何形式的賄賂及貪腐零容忍。本集團已設立商業行為守則（「**守則**」）描述對各類持份者（從股東、供應商、承包商、客戶到社區）的責任。該守則及員工手冊亦有指引鼓勵員工恪守道德行為。除守則外，本集團還設立了舉報政策，詳細說明在保密情況下，僱員可提交涉嫌不當行為、瀆職或不合適行為的報告。

Received report on suspected misconduct, malpractice or impropriety  
收到關於涉嫌不當行為、瀆職或不合適行為的報告

A designated senior officer investigates on behalf of the Risk Management Committee  
即指派特定的高級人員代表風險管理委員會進行深入調查

Investigation results including the final disposition, impact, implications, and disciplinary or corrective actions are reported to the Risk Management Committee and to the Board and/or regulatory authorities where appropriate.  
調查得出的結果，包括最終處置、對本集團的影響、含義及採用的紀律行動或糾正行為，按其嚴重程度和屬性，向風險管理委員會、董事會及/或監管機構匯報。

## OUR BUSINESS PRACTICES

### 我們的業務慣例

To reinforce the consciousness of anti-corruption, the Group has incorporated the guidance into the training materials in the staff induction training and newsletter. During the Reporting Period, we invited staff from the Independent Commission Against Corruption (“ICAC”) to conduct an anti-corruption training which was tailored to the executive directors and senior management. Also, we prepared an online training material for our general staff and planned to roll out in an anti-corruption programme in the next Reporting Period.

為增強反貪腐意識，本集團已把指引納入員工入職培訓的培訓材料及員工通訊內。在報告期內，我們邀請了廉政公署（「廉政公署」）的人員舉行了一場專為執行董事和高級管理層而設的反腐敗培訓。另外，我們已經為一般員工準備了自製的在線培訓材料，並計劃在下一個報告期推出反腐敗培訓計劃。



*Caption: The executive directors and senior management attended anti-corruption training conducted by the ICAC.*

圖片說明：執行董事和高級管理層參加了廉政公署的反腐敗培訓。

### Respect of Ethics, Human and Labour Rights

The Group respects and protects human rights. Child labour, bonded labour and forced labour are strictly prohibited in our business operations. We have a “Respect of Ethics, Human and Labour Rights Policy” and observe the applicable laws and regulations in the countries we operate to uphold our commitment to supporting and respecting the rights of individuals and working communities.

### 尊重道德、人權及勞工權益

本集團尊重並保護人權。本集團嚴禁在業務營運中僱用童工、抵債勞工及強制勞工。我們設有「尊重道德、人權及勞工權利政策」，並遵守我們營運所在國家的適用法律和法規，以兌現我們對支持及尊重個人及工作社區權利的承諾。

## OUR BUSINESS PRACTICES

### 我們的業務慣例

In our recruitment process, a recruitment form is used to collect personal, educational, and employment information of job applicants. Our Human Resources Department (“HR”) will validate the identity documents, work visa or permit and other personal information to ensure job applicants meet the legal working age and are eligible to work locally. Background checks will also be carried out whenever necessary.

When it is necessary to arrange employees to work overtime due to the occurrence of emergency and business needs, overtime compensation will be granted to staff according to the employment contract.

Besides, the values of equal opportunities, diversity and inclusion were also promoted in the workplace. The Group does not discriminate on the ground of gender, age, race, religion, national origin, disability, family status and any other classification protected under the relevant laws.

During the Reporting Period, we were awarded the “Equal Opportunity Employer” in categories of “Gender Equality” and “Family Status Equality” under the Equal Opportunity Employer Recognition Scheme organised by the Equal Opportunities Commission.

在我們的招聘過程中，我們使用招聘表格收集求職者的個人、教育及就業資料。我們的人力資源部（「人事部」）將驗證身份證明文件，工作簽證或許可證以及其他個人資料，以確保求職者符合法定工作年齡並合資格在本地工作，必要時亦會進行背景調查。

當因為緊急情況和業務需要而需安排員工加班時，我們將根據僱傭合約向員工提供超時工作補償。

此外，平等機會和多元共融的價值亦於工作間得到推廣。本集團並不會因性別、年齡、種族、宗教、國籍、血統、殘疾、家庭崗位及任何其他受相關法律保障的類別而歧視任何人。

在報告期內，我們獲授予由平等機會委員會主辦的平等機會僱主嘉許計劃下，「性別平等」和「家庭崗位平等」範疇的「平等機會僱主」。



性別平等



*Caption: Our HR representative (left) was receiving a certificate from the Equal Opportunities Commission.*

圖片說明：我們的人事部代表(左)接過由平等機會委員會頒贈的證書。

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## OUR BUSINESS PRACTICES 我們的業務慣例

### Protection of Personal Data Privacy

The Group regards the protection of personal data privacy as an important part of the company's policies and culture. We stipulate a series of measures and access controls for both offices and workshops to minimise the risk of leakage of confidential documents and products. Our employees are instructed of their responsibility to ensure data is collected, processed, used, maintained, managed, stored and handled properly and secured appropriately, and personal information shall be used exclusively for matters relating to business operation only.

### 保護個人資料私隱

本集團視保障個人資料私隱為公司政策和文化的重要組成部分，列明了一系列措施以及辦公室和工場的訪問控制，以最大程度地減少洩露機密文件和產品的風險。我們的僱員獲指示有責任確保資料妥善收集、處理、使用、保管、管理、儲存及妥當處理並適當保護。而個人資料需僅用於與業務營運有關的事項。

### Privacy-Friendly Award 2021 私隱之友嘉許獎2021

To recognise public and private sectors in Hong Kong for promoting and implementing the protection of personal data privacy, Office of the Privacy Commissioner for Personal Data, Hong Kong launched its first-ever "Privacy-Friendly Awards 2021". Among the 100 award-winning institutions, 69 institutions received a gold certificate and 31 institutions received a silver certificate. KML Engineering is proud to be one of 69 institutions to obtain the highest recognition by demonstrating the adoption of the following privacy protection measures.

- ✓ Have a data protection officer in the company
- ✓ Have discussed personal data privacy issues at the highest decision-making level in the company
- ✓ Have stated in public the maximum retention period of any kind of personal data held by the company
- ✓ Have provided training for staff on personal data privacy protection

香港個人資料私隱專員公署推出首屆「私隱之友嘉許獎2021」，以表揚香港公營及私營機構推動及落實個人資料私隱保障。100家獲獎機構中，69家機構獲得金獎，31家機構獲得銀獎。憑藉採用以下私隱保護措施，高明科技工程很榮幸成為69家獲得最高認可的機構之一。

- ✓ 於公司內有一位保障資料主任
- ✓ 於公司最高決策層討論個人資料私隱事宜
- ✓ 公開述明公司持有的個人資料的最長保留期限
- ✓ 向員工提供關於保障個人資料私隱的培訓

## OUR BUSINESS PRACTICES

### 我們的業務慣例

#### Protection of Intellectual Property Rights

The Group is committed to safeguarding intellectual property rights of its own as well as those of relevant stakeholders. For instance, unauthorised use of clients' patents, trademarks and technologies is strictly prohibited. The trademarks and domain names are registered in order to protect the intellectual property of the Group. The Group will sign non-disclosure agreements with its customers or partners in the course of cooperation to ensure the rights in confidential information or trade secrets are not infringed.

#### Legal Compliance

We strive to safeguard the wellbeing of our shareholders, employees, customers, suppliers, contractors, service providers as well as the surrounding community and environment where we operate in. To this end, the Group is devoted to enforcing relevant laws and regulations across different levels of operations. During the Reporting Period, the Group was not aware of any material non-compliance with its relevant laws and regulations that would have a significant impact on the Group. For more information regarding laws and regulations compliance for the Reporting Period, please refer to Appendix II — HKEx ESG Guide Content Index.

#### 保護知識產權

本集團致力於維護自身以及持份者的知識產權，例如嚴格禁止未經授權使用客戶的專利、商標和技術。本集團已為我們的商標及域名註冊，以保護其知識產權。本集團將在合作過程中與其客戶或合作夥伴簽署保密協議，以確保不會侵犯機密信息或商業秘密的權利。

#### 法律合規

我們努力維護股東、員工、客戶、供應商、承包商和服務供應商，以及我們經營所在的周邊社區和環境的利益。為此，本集團致力在不同營運層面上執行相關法律法規。於報告期內，本集團並不知悉有任何嚴重違反相關法例及規例而會對本集團造成重大影響的事宜。有關本報告期所遵守法律法規的更多資訊，請參考附錄二 — 聯交所《環境、社會及管治報告指引》內容索引。

## OUR ENVIRONMENT 我們的環境

Environmental protection is one of the prerequisites for sustainable development. Our environmental policy stresses environmental protection, pollution prevention as well as reducing adverse impact on climate change. Also, we believe that all our employees have the social obligation to preserve and enhance the quality of the environment that we live in.

### Environmental Management System

We have established and implemented a high-level environmental management system ("EMS") with ISO 14001:2015 certification to manage the environmental issues and performance in a well-planned manner and continually seek opportunity for improvement.

We have set up an environmental team, which is oversight by a director and designated to evaluate the effectiveness of EMS, monitor the corporate environmental performance, as well as raise employees' environmental awareness through environmental promotion, internal and external training, encouraging their active participation in environmental activities and engaging them accountable on environmental performance.

### Go Green Culture

Every 5<sup>th</sup> June is World Environment Day, which is also regarded as Hong Kong Green Day by the Green Council. This year we continued to donate to the Green Council and support Hong Kong Green Day. We also signed the Green Pledge, pledging that we will commit to shaping a green office environment and spreading green messages to the community. On the day of the event, we encouraged employees to wear and display their green clothes and/or accessories. An internal promotional scheme was launched to offer rewards for the first batch of participating employees, which successfully increased the participation.

環境保護是可持續發展的先決條件之一。我們的環保政策強調保護環境，預防污染，減少對氣候變化的不利影響。同時，我們堅信保護和改善與我們生活息息相關的大自然環境，是全體員工須承擔的社會責任。

### 環境管理系統

我們已設立及實施一個高水平、獲ISO 14001:2015認證的環境管理系統（「環境管理系統」），周密管理環境問題及表現，並持續尋求改進機會。

我們成立了一個環保團隊，該團隊由一名董事監督，並被委派對環境管理系統的有效性作出評估、監察公司的環保績效，以及透過環保推廣及內外培訓課程以提高員工的環保意識，鼓勵他們積極參與環保事務，對環保績效負責。

### 邁向綠色文化

每年的6月5日是世界環境日，同時亦被環保促進會訂為香港綠色日。本年度我們繼續捐款予環保促進會和支持香港綠色日。我們還簽署了「綠色承諾」，承諾會致力於塑造綠色辦公環境，並向社區傳遞綠色信息。於活動當日，我們鼓勵員工穿著綠色的衣服和/或展示其配飾。我們更推出內部推廣計劃獎勵首批參與員工，成功提升參與度。

## OUR ENVIRONMENT

### 我們的環境



*Caption: Our employees wore and displayed green in their clothing and / or accessories on the Hong Kong Green Day .*

*圖片說明：我們的員工在香港綠色日穿著並在服裝和/或配飾上展示綠色。*

Vegetarian diet could be regarded as one of a green living culture. We promoted this culture on the World Vegetarian Day in October by encouraging our employees to commit to having at least one vegetarian meal.

素食可以被視為一種綠色的生活文化。我們通過鼓勵員工承諾於十月份的世界素食日至少吃一頓素食來宣揚這文化。

### Hong Kong Green Organisation 香港綠色機構

We were glad that we were certified as "Hong Kong Green Organisation" in the Reporting Period. The Certification Scheme is led by the Environmental Campaign Committee, known as "ECC", to recognise an organisation's green achievement and commitment to green management. Bearing the title, we will keep practicing green management and promoting green measures within the Group.

我們很高興在報告期內獲得「香港綠色機構」的認證。認證計劃由環境運動委員會牽頭，用以表彰機構在環保方面所作出的貢獻及承諾。帶著這個名銜，我們將繼續在集團內部實踐綠色管理並推廣綠色措施。



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## OUR ENVIRONMENT 我們的環境

### From Green to Sustainability

The Group was a corporate member of the Green Council in the Reporting Period, and has actively participated in various Green Council's engagement activities, which enabled us to keep updates on sustainability trend, rethink about the implementation of sustainability in business operations and value chains, and promote the sustainability concept within all levels of our employees.

We had evaluated the extent of our current practices contributing to the SDG against a self-checklist, and attended an online meeting with the Green Council for identifying other potential areas and opportunities in meeting SDGs.

The promotion of protecting the sea is the crucial way to contribute to SDG 14 – Life under water. This year we supported the "International Coastal Cleanup Hong Kong 2020" by pledging on the "Sea the change" Commitment. We promoted the activity within the Group and encouraged our staff to reduce marine waste and "Bring Your Own Bottle/Bag/Cutlery". The idea of the activity coincided with the theme of Earth Hour 2021 - "Let Oceans Shine". We continue to support the activity and promote sustainable seafood.

### 從環保到可持續發展

本集團在報告期內是環保促進會的企業會員計劃的成員。透過積極參與環保促進會的各项活動，我們能夠了解可持續發展的最新趨勢，重新思考可持續發展在業務營運和價值鏈中的實施，以及在我們的各層員工中推廣可持續發展的理念。

我們透過自我檢查表評估了我們當前的做法對可持續發展目標的貢獻程度，並參加了與環保促進會的線上會議，以辨識實現可持續發展目標的其他潛在領域和機會。

我們明白保護海洋是實現可持續發展目標14—水下生命的關鍵方式。本年度我們支持「國際海岸清潔香港 2020」，簽署「Sea the Change 承諾」。我們在集團內部推廣這項活動，並鼓勵我們的員工減少海洋垃圾和自備水樽/袋子/餐具。此次活動的理念與2021年地球一小時的主題——「照亮海洋未來」不謀而合。我們繼續支持該活動並推廣可持續海鮮。



水下生物



## OUR ENVIRONMENT 我們的環境

### Air and Greenhouse Gas Emissions

Electricity consumption in head offices and fuel consumption in vehicles for delivering materials from the warehouses to project sites were two major sources contributing to the Group's air and greenhouse gases ("GHG") emissions. We support the use of more environmental-friendly fuels and has been closely monitoring fuel consumption as well as vehicle usage. Maintenance services to the vehicles are regularly arranged to ensure engine performance and efficient use of fuel.

We are aware of the "Hong Kong Roadmap on Popularisation of Electric Vehicles" published in March this year, and will actively consider electric vehicles during the replacement planning of existing vehicles.

### 廢氣及溫室氣體排放

總辦公室用電及將材料從倉庫運送至項目施工地點而引致的汽車燃料消耗是導致本集團空氣和溫室氣體（「溫室氣體」）排放的兩個主要來源。本集團支持使用更加環保的燃料，並已密切監察燃料消耗以及汽車使用。本集團亦定期安排車輛進行保養服務，以確保引擎性能及高效使用燃料。

我們了解今年3月發布的《香港電動車普及化路線圖》，將在更換現有車輛計劃中積極考慮電動汽車。

PM 懸浮粒子或顆粒

29.8 kg 公斤

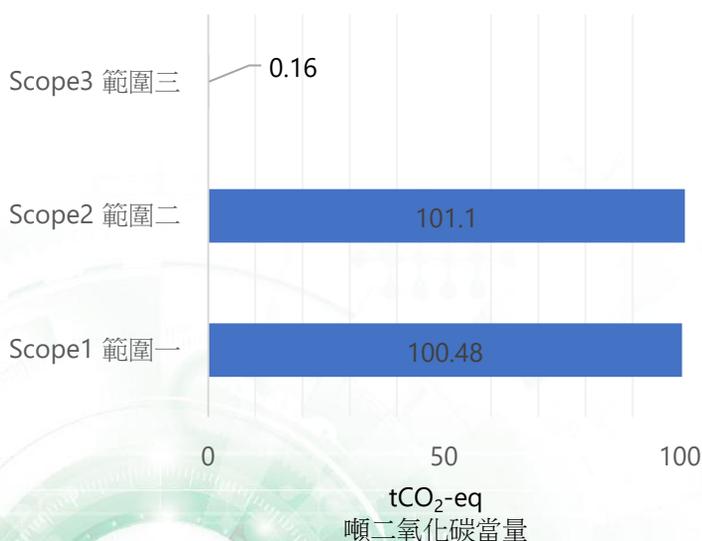
SO<sub>x</sub> 硫氧化物

0.57 kg 公斤

NO<sub>x</sub> 氮氧化物

309.82 kg 公斤

Total GHG Emission  
溫室氣體排放總量



Legend: Scope 1 emissions – direct emissions from owned or controlled sources, e.g., diesel combustion. Scope 2 emissions – indirect emissions from the generation of purchased electricity. Scope 3 emissions – indirect emissions (not included in scope 2) that occur in operations, only business air travel included.

圖例：範圍 1 排放——來自自有或受控來源的直接排放，例如柴油燃燒。範圍 2 排放——來自購買電力產生的間接排放。範圍 3 排放——發生在運營中的間接排放（不包括在範圍 2 中），只包括商務差旅。

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## OUR ENVIRONMENT

### 我們的環境

#### Waste Management

The Group upholds environmentally friendly manner in managing waste within its business operations. We promote and support 8R principles, i.e. "Reduce, Reuse, Recycle, Responsibility, Replace, Repair, Respect, Rethink", to minimise waste generation at source. In offices, we provide recycle facilities/ allocate a designated area in office to encourage sorting and recycling of useful materials, including but not limited to paper, plastics, and aluminum cans. We promote re-use of packaging materials for protecting materials or products during transportation/ delivery where appropriate on sites. We incorporate the concept of waste reduction into employee induction training and pass this culture on to our new employees.

We successfully turned our initiatives into quantifiable waste reduction achievements. KML Engineering had been awarded the "Class of Excellence" WastewiSe Certificate since year 2013.

#### 廢物管理

本集團於其業務營運中處理廢物時一直秉承環保方式。我們推動及支持8R原則，即「減少使用、物盡其用、循環再造、環保責任、替代使用、修復再用、尊重環境、重新思考」，實行源頭減廢。我們於辦公室內提供回收設施/劃分指定區域以鼓勵分類及回收有用物料，包括但不限於紙張、塑料及鋁罐。我們提倡在適當的情況下，在工地重用包裝材料以保護運輸/交付過程中的材料或產品。我們將減廢的概念納入員工入職培訓，將此文化傳遞給我們的新員工。

我們成功地將我們的減廢舉措轉化為可量化的成果。高明科技工程自二零一三年以來一直獲得「卓越等級」減廢證書。



## OUR ENVIRONMENT

### 我們的環境

#### Red Packet Upcycling Campaign 利是封升級再造大行動

In addition to waste reduction, we advocate the concept of “upcycling” to turn wastes into materials. We organised a Red Packet Upcycling Campaign before the Chinese New Year. Our staff from the environmental team hosted a workshop, in which upcycling examples in daily lives were shared and the old unwanted red packets were upgraded into decorations. The finished products were later hanged in the office, greatly enhancing the Chinese New Year atmosphere.

除了減廢，我們提倡「升級再造」的概念，轉廢為材。我們在農曆新年之前舉辦了利是封升級再造大行動。我們環保團隊的同事舉辦了一個工作坊，分享日常生活中的升級再造例子，並教導參加者將他們舊的、不需要的利是封升級再造成裝飾品。完成品被掛在辦公室裡，大大提升辦公室的農曆新年氣氛。



*Caption: Employees were learning to turn old red packets into a decoration.*

圖片說明：員工在學習將舊利是封變成裝飾品。

#### Chemical Waste

During the course of our operations, chemical wastes including surplus paint, spent mineral oil, waste batteries/unwanted printed circuit boards, mercury lamps and spent liquid crystal displays (“LCD”) would be generated. Being a registered waste producer under the Waste Disposal (Chemical Waste) (General) Regulation of Waste Disposal Ordinance, we ensure the chemical wastes have been properly labelled, packaged, stored temporarily at a designated chemical waste storage area prior to their collection by licensed waste recyclers and collectors for disposal. During the Reporting Period, the Group disposed LCD panels, lead acid battery, and printed circuit boards in a total weight of 40.5 kg.

#### 化學廢物

於營運過程中，所產生的化學廢物包括剩餘油漆、廢礦物油、廢電池／多餘的印刷電路板、水銀燈和廢液晶顯示器（「液晶顯示器」）。作為廢物處置條例的廢物處置（化學廢物）（一般）規例下的登記廢物產生者，我們確保化學廢物已適當張貼標識、包裝，臨時存放於指定化學廢棄物存放區域內，以待持牌廢物回收商和收集商收集處理。於報告期內，本集團處置了液晶面板、鉛酸電池、印刷電路板等共計40.5公斤。

## OUR ENVIRONMENT

### 我們的環境

#### Non-hazardous Waste

There are two major sources of non-hazardous waste, namely:

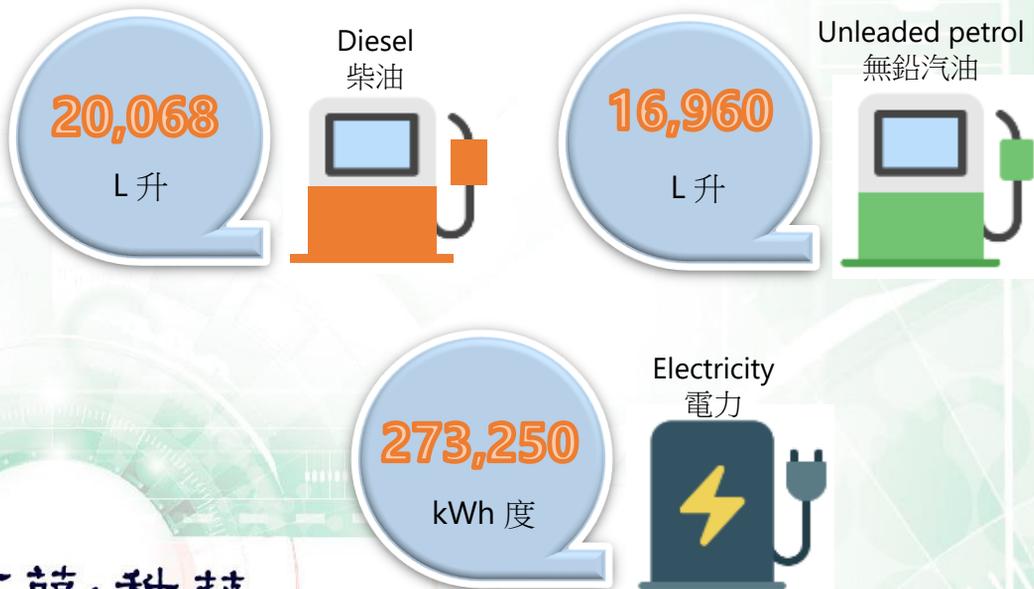
- (i) construction wastes, which are generated in the project sites and sent to waste disposal facilities; and
- (ii) residential/ domestic wastes, which are generated from daily activities in our head offices are discarded by the building management.

During the Reporting Period, it was recorded that a total of approximately 42.72 tonnes (2020: approximately 27.35 tonnes) construction wastes were ultimately transported to the landfill. The Group currently does not report on the total non-hazardous waste produced and intensity due to its negligible amount. We ensure proper disposal of non-hazardous waste produced and promote recycling whenever possible.

#### Uses of Resources

##### Energy Consumption

The Group's energy use mainly comes from electricity consumption arising from daily operations of offices and workshops while a small amount comes from fuel consumption of vehicles for transportation. Amount of energies, in kilowatt hour ("kWh") or litres ("L"), is summarised below:



#### 無害廢物

無害廢物的兩大來源為：

- (i) 項目施工地點產生的建築廢物送往廢物處置設施；及
- (ii) 總辦事處日常活動產生的住宅/家居廢物由大廈管理部門處置。

於報告期內，最終運送至堆填區的建築廢物合共錄得約42.72噸（二零二零年：約27.35噸）。由於本集團所涉及無害廢物總量及其密度太少，本集團目前並無報告所產生無害廢物總量及密度。我們確保適當處置產生的無害廢物，並在任何可能的情況下促進回收。

#### 資源使用

##### 能源消耗

本集團的能源消耗大部分來自辦公室及工場日常運作所產生的電力消耗，而少量則來自運輸車輛的燃料消耗。能源消耗量單位為千瓦時（「度」）或公升（「升」）計的能源，載述如下：

## OUR ENVIRONMENT 我們的環境

The Group has consecutively participated in various energy-saving campaigns organised by environmental protection groups. We participated "No Air Con Night 2020" organised by Green Sense by asking staff to turn off their air conditioners at their home on the event day. Similarly, we supported "Earth Hour 2020" organised by the World Wide Fund by asking staff to turn off their lights at their home on the event day. Through these events, we hope to enhance the employees' awareness about energy saving in their daily lives to combat climate change. In the offices, we signed the "Energy Saving Charter 2020" and committed to maintaining several offices an average indoor temperature between 24-26°C during the period from June to September, switching off electrical appliances and systems when not in use, and engaging our employees to adopt the above energy-saving practices.

本集團已連續參加各種由環保團體舉辦的節能運動。我們參加了環保觸覺舉辦的「無冷氣夜2020」，邀請員工在活動當天關閉家中的空調。同樣地，我們支持世界自然基金會舉辦的「地球一小時2020」活動，邀請員工在活動當天關掉家裡的燈。我們希望通過這些活動，提高員工在日常生活中的節能意識，以應對氣候變化。在辦公室，我們簽署了《節能約章2020》，承諾在六月至九月期間將多個辦公室內平均溫度保持在攝氏24至26度之間，在不使用時關閉電器和系統，並動員我們的員工採取上述節能措施。



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## OUR ENVIRONMENT 我們的環境

### Water Saving Initiatives

Freshwater scarcity is a critical global sustainability issue. Although the Group does not face any difficulty in sourcing freshwater for its operations, we are devoted to conserving our water resources and improving our water efficiency during our business operations. We conduct regular inspections to see if water facilities functioned normally and no occurrence of water dripping and leakage. Signages are posted at pantries and washrooms for water-saving reminding purposes. Staff are also encouraged to actively report any abnormalities of water facilities to the relevant responsible staff through the contact number on the signage.

During the Reporting Period, we had improved our facility such as installed dual-flush water closets and replace some traditional faucets with motion-sensing faucets in the washrooms to facilitate water-saving.

### The Environment and Natural Resources

#### Noise

Noise generation during loading / unloading materials or the use of powered mechanical equipment for drilling / concrete breaking is inevitable at our working sites. The Group has established and implemented various noise mitigation measures to minimise any adverse impacts on the environment and the public.

### 節水舉措

淡水稀缺是一個重要的全球可持續發展議題。儘管本集團在取水方面並無任何困難，我們仍致力在業務營運過程中保護水資源並提高用水效率。我們會定期檢查供水設施，確保設備及系統正常運行，並且不會發生滴水及漏水。我們已在茶水間及洗手間張貼告示，提醒節約用水，並鼓勵員工通過告示上的聯繫電話向相關負責人員主動報告供水設施的任何異常情況。

報告期內，我們對設施進行了改進，包括在洗手間內換裝雙衝式沖水馬桶，並以活動傳感水龍頭替代部分舊式水龍頭，以促進節水。

### 環境及天然資源

#### 噪音

於地盤裝載／卸載材料或使用動力機械設備進行鑽探／混凝土粉碎時產生的噪音是不可避免的。本集團已制定及實施多項減低噪音措施，將對環境及公眾產生的不利影響降至最低。

Strategic planning of work to minimise the frequency of noise generating activities  
對工作進行策略規劃，將產生噪音的活動頻率盡量降低

Strategic scheduling of work to minimise high noise level activities during noise sensitive hours  
對工作安排進行策略計劃，於噪音敏感時段內減少高噪音水平的活動

Choose quiet and low-noise level powered mechanical equipment  
選擇較寧靜及低噪音的動力機械設備

Adopt acoustic enclosures where necessary  
於必要時採用隔音罩

## OUR ENVIRONMENT

### 我們的環境

#### Paper

Paper originates from trees, which are regarded as valuable natural resources. Reducing paper consumption is one of the ways to protect trees and so as the environment. Some of our paper-saving initiatives include:

- (i) Post eye-catching reminders at individual desktops to promote the concepts of using paper wisely and efficiently, such as rethink before print and print on both sides;
- (ii) Place trays to collect stationery supplies such as envelope and file folders; and
- (iii) Place paper boxes near printers to collect single-sided printed papers.

#### 紙張

紙張來源自樹木，被視為寶貴的自然資源。減少紙張消耗是保護樹木和環境的方法之一。我們的一些節紙舉措包括：

- (i) 在個人桌面當眼處張貼提醒，推廣明智善用紙張的概念，例如「印前三思」及採用雙面打印；
- (ii) 放置托盤以收集如信封及文件夾等文具用品；及
- (iii) 在打印機附近放置紙箱以收集單面打印紙張。

#### One step forward on reducing the paper footprint 再行一步減少紙足印

In addition to the above initiatives, our environmental team engaged with several departments in revisiting the use of paper of their daily operations, aimed at identifying potential opportunities for reducing paper footprint.

With the establishment of several approval workflows in our intranet, together with the wider adoption of electronic forms for replacing paper forms, we not only achieved our paper-reducing targets but also increased our operational efficiency. It was estimated that a total of over 1,000 pieces of paper had already been saved.

除上述舉措外，我們的環保團隊還與多個部門合作，重新審視其日常營運中的紙張使用情況，旨在辨識減少紙足印的潛在機會。

通過在內聯網建立多個審批流程，以及更廣泛地採用電子表格代替紙張表格，我們不僅實現了減少用紙的目標，還提高了營運效率。我們估計一共已經節省超過1000張紙。

## OUR ENVIRONMENT

### 我們的環境

#### Climate Change

The Group is concerned about the impact of climate change trends, and has integrated the management of climate-related issues into our existing risk management process. We utilise a risk register to record the risks and opportunities identified during the management meetings and the associated mitigation and adaption measures. Through the regular review and monitor the risk register by the risk management committee, the board-level oversight of climate matters can be realised.

Climate change and its potential terminal effects have been a global focus which also exposes our employees, especially for those working outdoors, to safety and health risks. We have an emergency response team and formulated written procedures, in relation to work arrangements under extreme weather, so to enable us to mitigate the impact of extreme weather on our operations and employees. This year, we continue to provide our outdoor-working employees with portable fans and insect repellents to prevent heat stroke and dengue fever.

#### 氣候變化

本集團關注氣候變化趨勢的影響，並已將氣候相關問題的管理整合到我們現有的風險管理流程中。我們利用風險登記冊記載在管理層會議期間識別的風險和機遇，以及相關的緩解和適應措施。本集團通過風險管理委員會對風險登記冊的定期審查和監控，實現對氣候事項的董事會層面的監督。

氣候變化及其潛在的最終影響已成為全球關注的焦點。氣候變化和全球變暖使我們的員工，尤其是戶外工作的員工，面臨安全和健康風險。我們設有緊急應變小組，並已經針對極端天氣下的工作安排制定了書面程序，以便為我們減緩極端天氣對我們的運營和員工的影響。今年，我們繼續為戶外工作的員工提供便攜式風扇和驅蟲劑，以預防中暑和登革熱。



*Caption: Distribution of portable fans and insect repellents to prevent heat stroke and dengue fever.*

圖片說明：派發便攜式風扇和驅蟲劑，以預防中暑和登革熱。

## OUR ENVIRONMENT

### 我們的環境

Apart from the physical risks, the management endeavors to keep themselves up-to-date with the transitional risks. A designated team was assigned to consolidate regular updates from regulatory bodies and industries regarding changing rules and regulations, assisting in the management team's ongoing identification of policy and technology risks and opportunities in relation to climate change.

We also recognise and support the Hong Kong's long-term decarbonisation strategy. In addition to promoting and adopting a sustainable lifestyle, the Group has devoted to utilising our experience and expertise in the electrical installation for supporting the popularisation of EVs, thereby making our contribution to attaining zero vehicular emissions before 2050.

We notice the trend of promoting sustainability among the construction industry, and are aware of the adoption of building information modelling ("**BIM**") is relevant to our operations. During the Reporting Period, we arranged specific training for employees on BIM and are in the processing of procurement of additional hardware and software.

除實體風險外，管理層致力了解轉型風險。我們委派指定的團隊定期整合由監管機構和行業發出的關於法例法規的更新，協助管理層持續識別與氣候變化相關的政策和技術風險和機遇。

我們也認同和支持香港的長遠減碳策略。除了提倡和採用可持續的生活方式，本集團還致力利用我們在電氣安裝方面的經驗和專長支持電動車普及化，從而為在 2050 年前實現車輛零排放做出貢獻。

我們注意到建築業促進可持續發展的趨勢，並意識到採用建築信息模擬（「**BIM**」）與我們的營運相關。於報告期間，我們為僱員安排有關**BIM**的特定培訓，並正採購額外硬件及軟件。

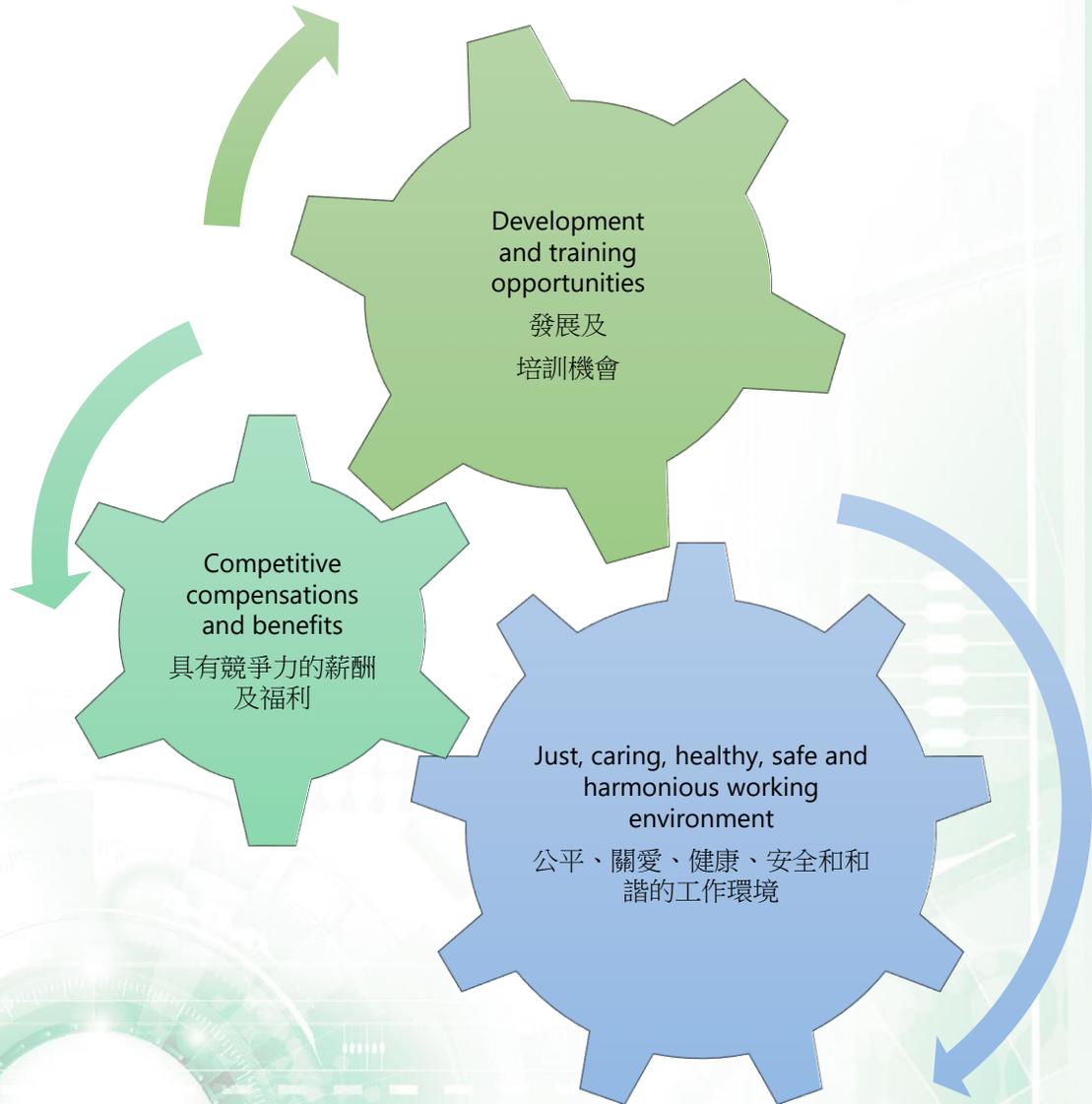


氣候變化

## OUR PEOPLE 我們的員工

The Group attaches great importance to human capital value as talents are the most important driving force for its development, and considers attracting and developing industry talents as an important strategic task. Without the employees and their expertise, the Group could hardly maintain and excel in its industry position. We are dedicated to creating a just, caring, healthy, safe and harmonious working environment for our employees, providing development and training opportunities to ensure all employees are respected and motivated.

本集團高度重視人力資源價值，人才是其發展的最重要動力，並將吸引和栽培行業人才作為一項重要的戰略任務。沒有員工及其具備的專業知識，本集團難以維持其卓越的行業地位。我們致力於為員工營造一個公平、受關懷、健康、安全和和諧的工作環境，並提供發展及培訓機會，以確保所有員工都受到尊重和激勵。



## OUR PEOPLE

### 我們的員工

#### Caring Employer

Our human resources management, including recruitment, training and promotion, compensation and dismissal, working hours, diversity and other benefits and welfare, is established on the basis to create a fair and equal working environment.

We are committed to rewarding our employees with competitive compensations and benefits, and we regularly review the compensation system, with the ambition of retaining our talents and attracting talents from the market. Our employees are granted cash gifts for birthday and festival gifts as a gesture of care and goodwill.

#### 關愛僱主

我們的人才資源管理，包括招聘、培訓及晉升、薪酬及解僱、工時、多元化及其他待遇及福利等，是在建立公平公正的工作環境的基礎上建立的。

我們致力為員工提供具有競爭力的薪酬和福利，並會定期檢討薪酬體系，以挽留人才並從市場吸納新血。我們會在員工生日時贈以現金禮券及在節日贈予禮物，以表示關懷和善意。

#### Holidays and Leaves 假期

- Annual leaves 年假
- Marriage leaves 婚假
- Maternity leaves 產假
- Paternity leaves 侍產假
- Compassionate leaves 恩恤假

#### Health and Leisure 健康及康樂

- Vaccination  
疫苗注射
- Online Lucky Draw  
線上幸運抽獎



#### Subsidies and Sponsorship 補貼及贊助

- Night shift allowance  
夜班津貼
- Education and training sponsorship  
學習及培訓贊助
- Construction Industry Virtual  
Happy Run 2021  
建造業線上開心跑2021

#### Awards 獎勵

- Newsletter pop quiz  
高明通訊有獎問答遊戲
- Safety, Environment and  
Quality Performance Award  
安全、環境及品質表現獎勵
- Share Option Scheme  
購股權計劃
- Share Award Scheme  
股份獎勵計劃

# OUR PEOPLE 我們的員工

KML Engineering is proud to be accredited as “Good MPF Employer”, “Caring Company” as well as “Partner Employer”. Meanwhile, we signed the “Good Employer Charter” by the Labour Department this year. As a signatory, we pledged to adopt employee-oriented good human resources management practices to empathically consider the family role of our employees and suitably adopt family friendly employment practices.

高明科技工程很榮幸獲得「積金好僱主」、「商界展關懷」以及「友商有良」的嘉許。與此同時，我們於本年度簽署了勞工處的《好僱主約章》。作為簽署方，我們承諾採用以僱員為本的良好人事管理措施，並把僱員的家庭角色納入考慮，適切地採納家庭友善僱傭政策。



## OUR PEOPLE 我們的員工

### Harmonious Work Culture

The Group maintains open and constant communication with our employees through emails, circulars, employee newsletter, and grievance procedure to collect the opinions or complaints from employees. We hope to better understand their concerns and expectations at work, optimise the current employment practices and working conditions, and address their needs promptly to enhance employee satisfaction.

### 融洽工作文化

本集團通過電子郵件、通函、員工通訊和申訴程序與員工保持開放和持續的溝通，以收集員工的意見或投訴。我們希望更好地了解他們在工作中的顧慮和期望，改善現時的僱傭常規及工作環境，並及時回應他們的需要，提高員工滿意度。

### Online Lucky Draw 線上幸運抽獎

Annual dinner has long been regarded as our yearly large-scale staff activity to celebrate the Chinese New Year and thank staff's contribution to the company. Due to the continued outbreak of the COVID-19 pandemic, we adopted a new mode to conduct the event – with a live broadcast on an online social media platform, our employees enjoyed the event at their workplace or at home.

週年晚宴一直被視為我們一年一度的大型員工活動，以慶祝新春佳節和答謝員工對公司的貢獻。由於COVID-19疫情的持續爆發，我們採用了一種新模式來舉辦活動 — 通過線上社交媒體平台上的直播，我們的員工在工作場所或家中都可以享受活動。



*Caption: A live broadcast on an online social media platform.*

圖片說明：線上社交媒體平台上直播。

## OUR PEOPLE

### 我們的員工



*Caption: One of the apprentices was rewarded the "Apprentice Merit Award".*

圖片說明：其中一名學徒被授予「學徒優異獎」。



*Caption: Our Chairman (right) and Chief executive director (left) presented a trophy to an employee, who had been serving the Group for 30 years.*

圖片說明：我們的主席(右)和行政總裁(左)向服務集團30年的員工頒發獎座。



*Caption: Our Chief Engineer was drawing a prize winner.*

圖片說明：我們的總工程師正在抽獎。

## OUR PEOPLE 我們的員工

### Employees Safety and Health

The Group is susceptible to various occupational safety and health (“OSH”)-related hazards in the workplace where it operates. We consider safeguarding OSH of employees as one of our primary responsibilities. We put in place a safety, health and loss prevention policy to guide us for a high standard of safety and health practices. To ensure employees of all levels can carry out their work safely, adequate resources are allocated for safety management and training.

### Safety Management

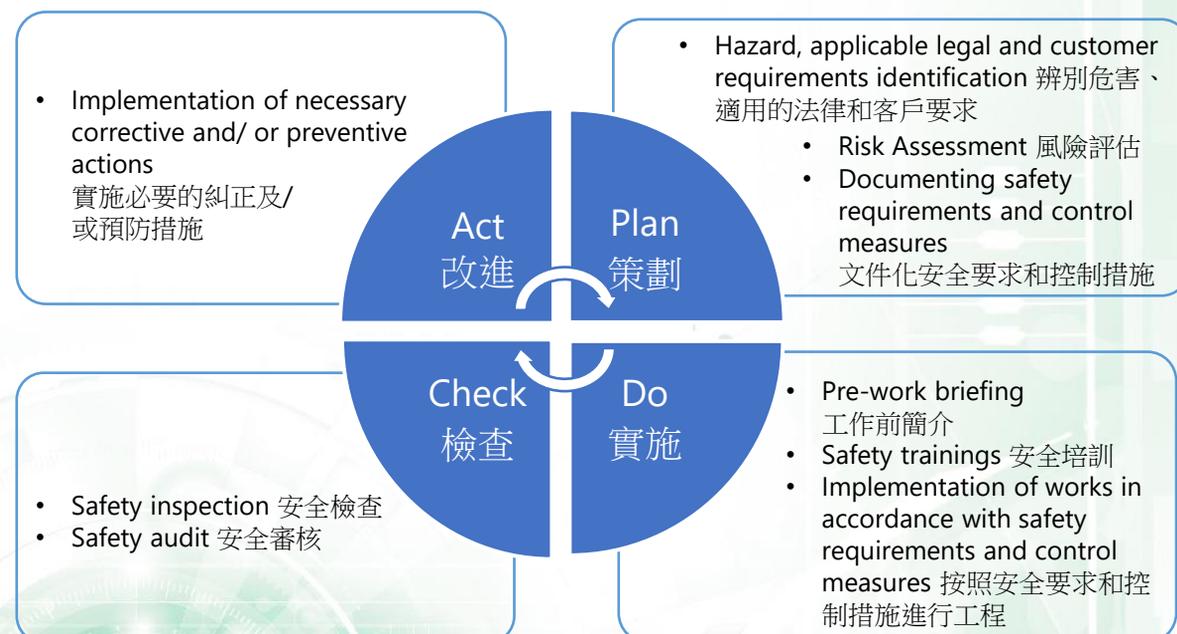
We have a systematic “Plan-Do-Check-Act” approach that integrates safety management into our business processes and strives to continually improve our safety performance. This year we employed an external consultant to review KML Engineering’s safety management system (“SMS”). From the gap analysis performed, we understood our strengths and weaknesses in our SMS and identified the areas of improvement. In the future, we plan to attempt acquiring relevant certification, so as to make OSH more systematic, institutionalised and standardised.

### 員工的安全及健康

本集團營運的工作環境受到不同的職業安全和健康（「職安健」）相關風險的影響。我們將保障員工的職安健視為我們的首要責任之一。我們實行一套安全、健康及損失預防政策，指導我們維持高水平的安全及健康意識。為確保所有級別的員工均能夠安全地工作，我們在安全管理和培訓方面投放充裕資源。

### 安全管理

我們擁有一套系統性的「策劃-實施-檢查-改進」方法，將安全管理聯繫到我們的業務流程中，並努力不斷改善我們的安全績效。今年我們聘請了一位外部顧問來審查高明科技工程的安全管理系統（「安全管理系統」）。根據差距分析，我們了解到我們在安全管理系統中的強項和弱項，並識別到需要改進的領域。未來，我們計劃嘗試考取相關認證，使職安健管理更加系統化、制度化和規範化。



## OUR PEOPLE 我們的員工

Currently, there is a Safety and Health team, which oversight by a director. We also established a site safety governance structure to manage site OSH risks.

Safety training is a vital part of our SMS, which serves as a major preventive measure for addressing safety and health risks. In addition to induction training, our Safety and Health team and/ or site safety personnel will conduct training sessions and site-specific briefings regularly to raise the work team members' (including both our employees and subcontractors) awareness of job hazards and the conformity to OSH practices. Our safety officers regularly review the content of the training to ensure that its content is consistent with the existing laws and regulations as well as customer requirements. We also regularly consolidate external training information and share with our employees to encourage them to peruse continual learning and improve safety performance.

### **Safety First Culture**

In addition to the sound SMS, the Group strives to promote "Safety First" culture within workplace. Through various forms of safety culture activities and safety training, we have further cultivated employees' safety awareness and technical qualities for safety production, instilled them with safety concepts, and improved the Group's safety culture construction.

We believe creating a culture of performance begins with our employees, we have an internal reward and recognition scheme to recognise employees who conducted good practices. These good practices will be shared in our monthly newsletter. To further recognise the employees with outstanding achievements in making our workplace safer and healthier in promoting work safety culture, this year we nominated an employee to participate in the "Hong Kong Outstanding OSH Employee Award". After a series of assessments, Mr. Leung, our Associate Engineer, won the Merit Award.

現時，我們擁有一個安全及健康團隊，由一名董事成員監督。我們亦建立了工地安全治理架構以管理工地的職安健風險。

安全培訓是我們安全管理系統的重要部分，並視為管理安全及健康風險的主要預防措施。除入職培訓外，我們的安全及健康團隊根據僱員角色及職責定期進行具體培訓課程及因應個別工地的簡報會，以提高工作團隊（包括我們的員工及分判商）對工作危險以及對職安健實踐的認識。安全主任定期檢討培訓內容，以確保其內容切合現行的法例法規以及客戶要求。我們亦會定期整合外部培訓的資訊並與我們的員工分享，以鼓勵他們持續學習，提升安全表現。

### **安全第一文化**

除了健全的安全管理系統，本集團致力在工作場所推廣「安全第一」文化。我們通過多種形式的安全文化活動和安全培訓，進一步培養員工安全工作的安全意識和技術素質，灌輸安全理念，完善集團安全文化建設。

我們相信創造績效文化始於我們的員工，我們設有內部獎勵和表彰計劃來表彰表現良好的員工。這些良好的表現更會被載入我們每月的內部通訊中。為進一步表彰在安全工作文化推廣方面表現優秀的員工，今年我們提名一名員工參加「全港傑出職安健員工嘉許計劃」。經過一系列的評估，我們的副工程師梁先生獲得了優異獎。

## OUR PEOPLE 我們的員工

Besides awarding good practices, we also actively participated various competitions to identify the opportunities for improvement and learn from our peers. KML Engineering echoed the "Construction Safety Promotional Campaign 2020" and attempted the "Best Method Statement" award. It also participated the "Safety Millionaire Competition" organised by our key customer. We were pleased that this year we won the 3rd Runner up among the many contractors for the competition.

除了獎勵良好安全表現，我們還積極參加各種比賽，以尋找改進的機會並向同行學習。高明科技工程響應「建造業安全推廣活動 2020」，並參與角逐「最佳施工方案」獎。高明科技工程亦參加了由我們的主要客戶舉辦的「安全百萬富翁比賽」。我們很高興今年我們在眾多承包商中贏得了比賽殿軍。



*Caption: We won the 3rd Runner up among the many contractors for the "Safety Millionaire Competition".*

圖片說明：我們在眾多承包商中贏得了「安全百萬富翁比賽」殿軍。



*Caption: Our Associate Engineer won the Merit Award of the "Hong Kong Outstanding OSH Employee Award".*

圖片說明：我們的副工程師獲得了「全港傑出職安健員工嘉許計劃」優異獎。

## OUR PEOPLE

### 我們的員工

#### CIC Life First Industry-wide Construction Safety Campaign 建造業議會「生命第一」全方位建築安全活動

Launched by the Construction Industry Council ("CIC"), the "Life First" was an industry-wide construction safety campaign which aims to promote site safety.

KML Engineering and its client jointly supported the campaign. On the first day of the campaign, our Chief executive director, together with our Project Manager, Safety Officer, and representatives from the client and subcontractors, conducted site walk in a selected site. The management also suspended works in all levels of workforce and conducted a rethink session for reviewing their works and the potential risks that are involved, sharing and delivering key safety messages. We are pleased to receive appreciation from our client upon successful accomplishment of this meaningful event.

由建造業議會（「**建造業議會**」）發起的「生命第一」是全方位建築安全活動，旨在促進工地安全。

高明科技工程及其客戶聯手支持該活動。於活動期首天，我們的行政總裁連同我們的項目經理、安全主任、客戶及分判商代表一起視察選定的工地。管理層亦透過暫停各級別的工作來進行反思、檢視各人的工作及所涉及的潛在風險，分享及傳達重要安全信息。這項有意義的活動順利完成後，我們很高興獲得客戶的讚賞。



*Caption: Our Chief executive director, together with our Project Manager, Safety Officer, and representatives from our client and subcontractors, conducted site walk in a selected site.*

*圖片說明：我們的行政總裁連同我們的項目經理、安全主任、客戶及分判商代表一起視察選定的工地。*

## OUR PEOPLE 我們的員工

### **Safety Performance**

During the Reporting Period, the Group's operations have complied with all relevant laws and regulations relating to workplace safety and health. We achieved the goal of "zero accident" that there was no work-related accident and injury reported.

It is our honor that we were awarded the "Safety Performance Excellence Award" in the category of Construction Industries of the Hong Kong OSH Award by the Occupational Safety and Health Council ("OSHC").

### **安全表現**

於報告期內，本集團的業務已遵守有關工作場所安全及健康的所有相關法律法規。我們沒有接獲任何與工作有關的事故和傷害報告，實現了「零事故」目標。

我們很榮幸獲得職業安全健康局（「**職安局**」）頒發的香港職業安全健康獎建造業組別的「安全表現卓越獎」。



*Caption: Trophy of the "Safety Performance Excellence Award".*

圖片說明：「安全表現卓越獎」獎座。

## OUR PEOPLE 我們的員工

### *Epidemic prevention and control*

The Group is devoted to building our resilience on emergency issues regarding employees' safety and health. Facing the significant challenges and extreme uncertainties brought by the global public health emergency, the Group strictly followed guidelines from the Government and has been resolutely fighting against the pandemic and determined to protect the health of employees.

At the beginning of the outbreak of COVID-19, we had established cross-departmental pandemic prevention and control working team to discuss and deploy effective measures against the outbreak at the workplace. To prevent cross-infection in the office, the Group adopted a flexible working mechanism in the form of home office and job rotation for employees working in the office. We supported remote working arrangements by upgrading office equipment and adopting online communication tools to facilitate working from home and effective video conferencing. For employees on duty, we arranged designated personnel to measure their body temperature, provided support to them and encouraged them to conduct tests to prevent viruses from entering the workplace.

To further enhance our employees' confidence in the office's hygiene, we further engaged specialist contractors to conduct a thorough cleaning and a long-acting antibacterial coating spraying at our premises. Also, we liaised with a local mask manufacturing factory and sourced mask folders to produce a caring health kit to every employee.

### *疫情防控*

本集團致力於在與員工安全及健康有關的緊急事件上增強我們的應變能力。面對全球突發公共衛生事件帶來的重大挑戰和極端不確定性，本集團嚴格遵守政府的指引，堅決對抗疫情，決心保護員工健康。

在COVID-19疫情爆發初期，我們經已成立了跨部門的流行疫症預防和控制工作小組，商議並部署應對於工作場所感染爆發的有效措施。為減少聚集及在辦公室交叉感染的機會，本集團對辦公室的同事實施在家工作、輪崗形式的靈活上班機制。我們亦通過升級辦公設備和採用線上通信工具來支持遠程工作安排，促進在家工作和有效的視像會議。我們亦安排專責員工為值班員工及訪客進行日常體溫檢查，提供支援並鼓勵員工進行檢測，以預防病毒進入工作場所。

為進一步增強員工對辦公室衛生的信心，我們更聘請專業承辦商在我們的場所進行徹底清潔和長效抗菌塗層噴塗。此外，我們與本地一家口罩製造廠取得聯繫，採購口罩夾，為每位員工製作一個貼心的健康包。



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## OUR PEOPLE 我們的員工



*Caption: The specialist contractor was spraying long-acting antibacterial coating on office equipment in office, meeting room and pantry area.*

圖片說明：專業承建商在辦公室、會議室和茶水間的辦公設備上噴塗長效抗菌塗層。



*Caption: Caring health kit distributed to employees.*

圖片說明：分發給員工的貼心的健康包。

## OUR PEOPLE

### 我們的員工

Employee's awareness of personal hygiene is of equal importance in the epidemic prevention. In this sense, we nominated several staff to join the "Community Health Ambassador" Personnel Registration Scheme of the Hong Kong Quality Assurance Agency, and be registered as "Community Health Ambassador". The Ambassadors were then responsible for passing the knowledge to other employees at all levels.

員工的個人衛生意識在防疫工作上同等重要。為此，我們在本報告期初始便提名了多名員工參加了香港品質保證局的「企業同心」健康社區大使人員註冊計劃。社區大使其後負責將知識傳授給各個級別的員工。



### Health at work

While we dedicate to protect employees refrain from hazards, we also value our employees' health at work. We invited a dietitian to visit our office and consulted her on healthy eating through the "Healthy Eating Consultation" service under the "Joyful@Healthy Workplace" Program, aiming at promoting "eat healthy" in the workplace and improving the fitness of our employees. Our HR adopted dietitians' advice in carefully selecting a healthy/vegetarian menu as an additional choice to employees who ordering take-away food, and providing sugar substitute in the pantry.

### 工作健康

我們致力於保護員工免受危害的同時，我們亦很關注員工在工作中的健康。我們通過「好心情@健康工作間」計劃下的「識飲識食諮詢」服務，邀請了一位營養師到訪我們的辦公室，向她諮詢健康飲食，希望促進工作場所的健康飲食，改善員工的健康體格。我們的人事部採納了營養師的建議，細心選擇健康/素食菜單，作為訂購外賣食品的員工的額外選擇，並在茶水間提供代糖。

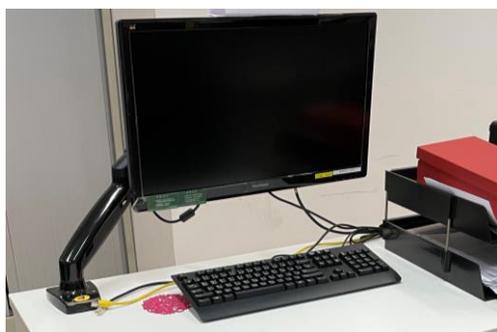
## OUR PEOPLE 我們的員工

A good workplace environment can have a positive impact on productivity and employees' health. At the end of the Reporting Period, we finished all the computer monitor stands installation works in the office, which enabled our office staff to enjoy a wider workstation and sit in a better gesture.

In order to enhance our capabilities in handling emergent health situation in the office, this year we purchased an automated external defibrillator ("AED") and organised a training session for several department representatives to familiarise the use of AED.

良好的工作環境會對生產力和員工的健康有著正面影響。報告期末，我們完成了辦公室電腦顯示器支架的全部安裝工作，讓辦公室員工享受到更寬敞的工作空間和有良好坐姿。

為了提高辦公室處理緊急健康狀況的能力，今年我們購買了一台自動體外心臟去顫器（「去顫器」），並為多位部門代表安排了一次培訓課程，以熟習使用去顫器。



*Caption: Installing computer monitor stand leaves more space on the working desk.*

圖片說明：安裝電腦顯示器支架可在辦公桌上騰出更多空間。



*Caption: Representatives from different departments were having a training to familiarise the use of AED.*

圖片說明：來自不同部門的代表正在接受培訓，以熟習使用去顫器。

## OUR PEOPLE 我們的員工

We believe a mental well-being working environment can improve staff morale and engagement, reduce staff turnover and improve relationships among employees, resulting in fewer conflicts and complaints.

我們相信心理健康的工作環境可以提升員工的士氣和參與度，減少員工流失，改善員工之間的關係，減少衝突和投訴。

### Mental Health Workplace Charter 精神健康職場約章

We had signed the "Mental Health Workplace Charter", which is implemented jointly by the Department of Health, the Labour Department and the OSHC. As stated on the Charter Statement, the Group values and pledges to promote a mental health-friendly workplace environment. Our efforts in promoting a respectful and positive environment, maintaining active communication and striving for creating an inclusive and friendly workplace environmental for employees with mental distress led us to successfully attain the title of "Mental Health Friendly Supreme Organisation".

我們簽署了由衛生署、勞工處和職安局聯合推行的《精神健康職場約章》。正如章程聲明所述，本集團重視並承諾推動一個精神健康友善的工作環境。我們努力營造尊重和積極的環境，保持主動溝通，及致力為精神困擾的員工創造包容友好的工作環境，使我們成功獲得了「精神健康友善卓越機構」的稱號。



## OUR PEOPLE 我們的員工

### Development and Training

We believe a proficient and committed workforce is the Group's most valuable wealth. Hence, we highly prioritise our employees' learning and development to support them in maximising their professional potential. Guided by our training policies, the management staff shall evaluate and assess their subordinates' training needs regularly so that our employees can support their career enhancement in line with our business needs by acquiring the necessary skills, knowledge and qualifications. Training budgets are planned annually in order to ensure adequate allocation of resources.

During the pandemic, the Group continues to organise and optimise its internal training projects through online or small group training. The training topics include, but not limited to, key company policies and procedures, updates of regulatory requirement and/or operational practices, environmental, safety and health awareness trainings etc..

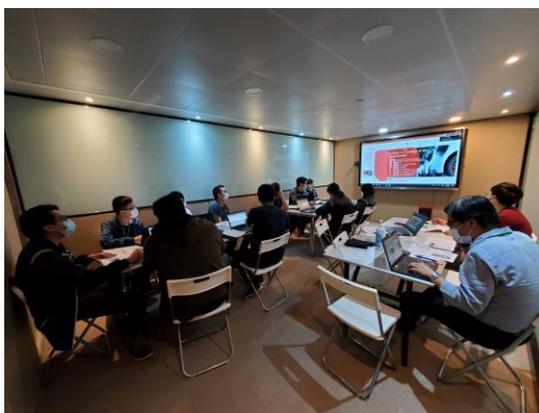
The Group also offered on-the-job external training to our employees regularly that suits the specific needs of their duties and qualification requirements. We also offer sponsorship to employees to apply for any other external suitable courses requested by themselves and approved by supervisors.

### 發展及培訓

我們相信，一個精幹敬業的團隊是集團最寶貴的財富。因此，我們高度重視員工的學習及發展，並全力支持他們在事業上發揮最大的潛力。在我們的培訓政策下，管理人員須定期評估其下屬的培訓需求，以使僱員可透過獲得必要技能、知識及資格以支持其職業提升及配合我們的業務需求。培訓預算每年都進行規劃，以確保資源的充分分配。

疫情期間，集團通過線上培訓或小班培訓，持續組織優化內部培訓項目。培訓主題包括但不限於公司關鍵政策和程序、監管要求和/或營運實踐的更新，環境、安全和健康意識培訓等。

本集團亦定期為僱員提供外部在職培訓，以配合其職責及資格要求的特定需要。我們還贊助員工報讀他們自己要求的任何其他合適且經上司批准的外部課程。



*Caption: Software team members were attending ISO 9003 introduction training.*

圖片說明：軟件團隊成員正在參加 ISO 9003 介紹培訓。

## OUR PEOPLE 我們的員工

Professional 專業	Safety & Health 安全與健康
<ul style="list-style-type: none"> <li>• Finance For Directors 董事財務</li> <li>• BIM Training 建築信息模擬課程</li> <li>• Solidworks Professional Training Solidworks 專業培訓</li> <li>• ISO 90003 introduction training ISO 90003 介紹培訓</li> <li>• Application of ISO 26000 – Guidance on Social Responsibility ISO 26000 的應用- 社會責任指南</li> <li>• EMSD Contractors Forum 機電工程署承辦商論壇</li> <li>• Latest Development of Government Projects 政府項目的最新發展</li> <li>• New trends in power tools 電動工具新趨勢</li> <li>• Artificial Intelligence for Site Monitoring 人工智能作工地監控</li> </ul>	<ul style="list-style-type: none"> <li>• “Community Health Ambassador” Personnel Registration Scheme 「企業同心」健康社區大使人員註冊計劃</li> <li>• The new normal after the epidemic 疫情後的新常態</li> <li>• Creating a Mental Health-friendly Workplace 創建一個心理健康友好的工作場所</li> <li>• Online Seminar on Zero-time Exercise 零時間運動網上講座</li> <li>• AED Training 自動體外心臟去顫器使用教學</li> <li>• First Aid Course 急救證書課程</li> </ul>
Environment 環境	Governance, Ethics and Compliance 管治、道德和合規
<ul style="list-style-type: none"> <li>• SDGs Implementation and Brighter Future 可持續發展目標的實施和更美好的未來</li> <li>• Rethink 2020 - Enterprise Forum for Future Sustainability Rethink 2020 - 未來可持續發展企業論壇</li> <li>• Online seminar on carbon audit of listed companies 上市公司碳審計網上研討會</li> <li>• BEC Low Carbon Charter Workshop: How to reduce emissions along the company value chain 商界環保協會低碳約章研討會：如何減少公司價值鏈中的排放</li> <li>• Utilising Eco-labelling in Construction Industry 在建造業中使用環保標籤</li> </ul>	<ul style="list-style-type: none"> <li>• Registered Specialist Trade Contractors Scheme Webinar: Quality Corporate Governance 註冊專門行業承造商制度「優質企業管治」網上研討會</li> <li>• Corporate Governance in China 中國企業管治</li> <li>• Introduction Seminar on the Personal Data (Privacy) Ordinance 《個人資料(私隱)條例》簡介講座</li> <li>• ICAC anti-corruption talk 廉政公署反貪腐培訓</li> <li>• "Corporate Membership Program" Webinar: How to Prevent Procurement Fraud and Corruption 「企業會員計劃」網絡研討會：如何預防採購舞弊及貪污</li> </ul>

*Caption: Examples of on-the-job external training offered to our employees .*

圖片說明：提供給員工的外部在職培訓例子。

## OUR PRODUCTS AND SERVICES

### 我們的產品和服務

#### Quality Management System

We are committed to delivering high quality works and services. We have adopted a set of quality assurance ("QA") measures which comprises monitoring, verifying and validating the works and materials to ensure that high quality E&M engineering works and services are delivered to our customers.

We have integrated the ISO 9001:2015 Quality Management System ("QMS") into our operations. During the Reporting Period, the overall performance of the QMS for KML Engineering was found continually in compliance with ISO 9001:2015 version. In addition, KML Technology Group and KML Technology have successfully passed ISO 9001 certification audit respectively.

The following table has outlined the key QMS roles and responsibilities:

#### 品質管理系統

我們承諾提供優質工程及服務。我們已採納一套品質保證（「品質保證」）措施，包括監控、驗證及核驗工程作業及物料，以確保向客戶交付優質的機電工程工作及服務。

我們已將 ISO 9001:2015 品質管理系統融合到我們的營運中。於報告期內，高明科技工程的品質管理系統（「品質管理系統」）整體表現持續符合 ISO 9001:2015 版本。此外，高萌科技集團及高萌科技已相繼成功通過 ISO 9001 認證審核。

下表概述了關鍵的品質管理系統的角色和職責：

Roles 角色	Quality Functions 品質職能
<ul style="list-style-type: none"> <li>Director 董事</li> </ul>	<ul style="list-style-type: none"> <li>Oversee the QA team 監督品質保證團隊</li> </ul>
<ul style="list-style-type: none"> <li>QA Team 品質保證團隊</li> </ul>	<ul style="list-style-type: none"> <li>Conduct an independent inspection and/ or audit for the key projects 對關鍵工程項目進行獨立檢查和/或稽核</li> <li>Provide reasonable assurance to the Company's management regarding the effectiveness of QA measures 就品質保證措施的有效性向公司的管理層提供合理保證</li> <li>Audit suppliers and report to the management regularly for ensuring that the supplier meets our quality requirements 對供應商進行審核，定期向管理層作出匯報，以確保該供應商合乎我們的品質要求</li> <li>Follow up on corrective and preventive action for any non-conformance recorded 跟進錄得的不符事項的糾正和預防行動</li> <li>Communicated across the Group any significant non-conformance 於本集團內部傳達重大不符事項</li> </ul>

## OUR PRODUCTS AND SERVICES

### 我們的產品和服務

Roles 角色	Quality Functions 品質職能
<ul style="list-style-type: none"> <li>Project Management Staff 項目管理人員</li> </ul>	<ul style="list-style-type: none"> <li>Supervise the implementation and execution of the QA measures 監督品質保證措施的實施及執行</li> <li>Respond to any non-conformance reported and execute corrective and preventive action 應對任何報告的不符事項並執行糾正和預防行動</li> </ul>
<ul style="list-style-type: none"> <li>Work Team (including those from subcontractors) 工作團隊（包括來自分判商的團隊）</li> </ul>	<ul style="list-style-type: none"> <li>Execute the work in a quality and compliant manner according to method statements and/ or quality management plan 按方法說明及/或品質管理計劃要求優質及合規地執行工作</li> </ul>

### Customer Satisfaction

Our business success hinges on the customer satisfaction of key customers on our works and services. It is the policy of the Group, in executing operations at all time in such manner to ensure the customers' satisfaction and full compliance of statutory and other requirements in terms of quality, environment, health and safety in the projects.

Maintaining a continual engagement with our customers and being responsive are our strategies for improving customer satisfaction. The strategies are implemented as follows:

### 客戶滿意度

我們的業務成功取決於主要客戶對我們的工作和服務的滿意度。本集團的政策一直是以確保客戶滿意度及全面遵守有關項目品質、環境、健康及安全法定及其他規定進行經營。

保持與客戶的持續聯繫並做出適時的回應是我們提高客戶滿意度的策略。這些策略的實施如下：

### Progress meeting 進度會議



Regular progress meetings with our customers are conducted throughout the project cycle where our project managers will report the progress to the customers, discuss the major issues encountered and obtain customer feedbacks.

與客戶的定期進度會議貫穿整個項目週期，我們的項目經理將向客戶報告進度、討論遇到的主要問題並獲取客戶反饋。

## OUR PRODUCTS AND SERVICES 我們的產品和服務

### Complaint handling 投訴處理

In the event of receiving the customer complaint, the project management team together with our QA team will take prompt actions to investigate the issue and carry out remedial action plans. Corrective and preventive measures will be followed to avoid re-occurrence.

倘收到客戶投訴，項目管理團隊以及品質保證團隊將會立即採取行動調查問題並執行補救行動計劃。我們將採取糾正及預防措施，避免再次發生。

### Satisfaction surveys 客戶滿意度調查

We proactively seek feedbacks from our customers by conducting satisfaction surveys among customers at the end of key projects, thereby contributing to continual improvements.

於主要項目結束時，我們透過客戶滿意度調查，積極尋求客戶的反饋，從而持續改善。



### Supply Chain Management

The delivery of high quality products and services also relies on a good supply chain management. To secure the delivery of works and services for our customers, we devote to ensuring our supply chain's responsibility.

Compliance to statutory requirements is one of the contractual obligations of the Group's contract, we also impose the Code, covering aspects including but not limited to sustainable development, ethics and labor rights, on our suppliers and subcontractors through the contract conditions.

### 供應鏈管理

優質產品和服務的交付亦有賴於良好的供應鏈管理。為客戶確保交付工程和服務，我們致力於確保供應鏈的責任。

遵守法定要求是集團合同的合同義務之一，我們還通過合同條件向我們的供應商和分判商強加了準則，涵蓋但不限於可持續發展、道德和勞工權利等方面。



負責任消費和生產

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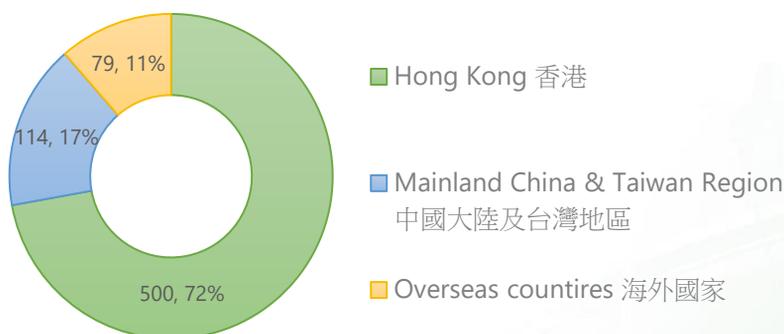
## OUR PRODUCTS AND SERVICES

### 我們的產品和服務

We also set clear procedures with respect to the selection and evaluation of our suppliers and subcontractors. The selection criteria include cost, stable supply, quality, environmental and safety performance etc, while the evaluation criteria for retaining include the quality, environmental and safety performance. Based on the criteria mentioned, the Group has maintained our own approved vendor list and updated the list at least yearly in order to maintain sufficient and qualified suppliers and subcontractors for selection.

我們還就供應商和分判商的選擇和評估制定了明確的程序。選擇標準包括成本、穩定供應、質量、環境和安全表現等。而保留的評價標準包括質量、環境和安全表現。根據所提及的標準，本集團已維持我們自己的認可供應商名單，並至少每年更新該名單，以保持足夠的合格供應商和分判商供選擇。

Number and percentage of suppliers  
供應商數量及百分比



Apart from communicating contractual requirements, we maintain regular communication with our key suppliers and subcontractors for engaging environmental and social issues. For example, we shared good employment practices against anti-corruption with key subcontractors and promoted the responsibility on environmental protection through engaging our key suppliers and subcontractors to participate "Earth Hour 2020".

除了溝通合同要求外，我們還與主要供應商和分包商就處理環境和社會問題保持定期溝通。例如，我們與主要分判商分享反腐敗的良好就業實踐，並通過邀請我們的主要供應商和分判商參與「地球一小時2020」，推廣保護環境責任。

In our engineering projects, safety and environmental briefings are delivered by the safety officers to raise safety and environmental awareness and implement our safety and environmental management policy on the subcontractor level. The training information is recorded and reviewed by the internal auditors regularly. The quality, environmental, safety and health performance of subcontractors are also evaluated as a part of our operational control as mentioned under the section headed "Safety Management" and section headed "Quality Management System" in this Report.

在我們的工程項目中，安全主任提供安全及環境簡報，以提高安全和環境意識，並在分包商層面實施我們的安全和環境管理政策。培訓資料已作記錄，並將由內部稽核員定期審閱。評估分包商的品質、環境、安全及健康表現亦作為我們營運控制的一部分，詳情於本報告中「安全管理」一節及「品質管理系統」一節闡述。

## OUR COMMUNITY 我們的社區

As a responsible corporate citizen, the Group is committed to nurturing the social responsibilities of our employees in our daily operation as well as daily life through the participation and promotion of community programs. The Group supports Social Enterprise ("SE"). We regularly revisit the SE list so to explore if any additional SE's products and services that meet our needs and actively promote our employees to procure SE products or services in daily life.

作為一個負責任的企業公民，本集團致力於通過參與和推廣社區活動，培養我們的員工在日常運作和日常生活中的社會責任承擔。本集團支持社會企業（「社企」），我們定期審視社企清單以探索是否有其他社企的產品和服務可以滿足我們的需求，並積極推動我們的員工在日常生活中購買社企產品或服務。



### Caring for the industry

The Group understands every project comes from the sweat and hard work of frontline workers, so we spare no effort to give back to the industry. CIC has been committed to increasing the cohesiveness of the construction industry and serving as an important communication window. We are pleased that KML Engineering had been commended as a "Construction Industry Caring Organization" under the "Construction Industry Caring Organization" Scheme. We share the same vision with the Scheme which advocates a healthy lifestyle, a socially immersive and caring culture amongst our co-workers.

### 關愛行業

本集團深明每項工程背後少不了的是前線工友們的汗水和辛勞，故此，我們對於回饋業界不遺餘力。建造業議會一直致力凝聚建造業界，為業界重要的溝通橋樑。我們很高興高明科技獲嘉許為「建造業關愛機構」。我們與「建造業關愛機構」計劃宗旨一致，積極向同工提倡健康的生活方式、推動社會共融及宣揚關愛文化。



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## OUR COMMUNITY 我們的社區

### Construction Industry Virtual Happy Run 2021 建造業線上開心跑2021

It was for the first time that KML Engineering participated in the "Construction Industry Virtual Happy Run 2021" activity. Fully sponsored by the company, 12 employees and their family members/ friends participated in the activity. They finished with an encouraging result of a total of 750.27 kilometers. Besides the medals awarded by the organiser, the Company added internal awards to reward their active participation. We were happy to support the activity that we had not only donated to support industry peers, but also had successfully encouraged our employees to exercise actively to improve their physical health.

高明科技工程於本年度首次參加由建造業議會主辦的「建造業線上開心跑2021」活動。12名員工及其親友由公司全數贊助參加了此次活動。他們累計完成750.27公里，成績值得鼓舞。除了主辦方頒發的獎牌外，公司還增加了內部獎項，以獎勵他們的積極參與。我們很高興支持是次活動，透過活動，我們不但捐獻支持行業同工，而且還成功鼓勵到我們的員工積極運動以改善身體健康。



*Caption: Our employees were taking photos at the designated check points in their running routes.*

圖片說明：我們的員工在跑步路線的指定站點拍照。

## OUR COMMUNITY 我們的社區

### Caring for Youth

As part of the Group's strategic development, we are also committed to supporting the youth and the educational institutions by the means of contribution and cooperation. The Hong Kong Institute of Vocational Education ("IVE") is the leading vocational and professional education provider in Hong Kong, committed to nurturing young professionals. KML Engineering had been offering a scholarship to students studying in IVE every year since year 2001.

During the Reporting Period, we continued to offer a short-term internship opportunity for students from IVE. Through participating in our engineering projects, we hope all 9 students gain exposure to a wide range of industry practices, for example, welding, cabling and engineering drawing. Besides the internship, 8 students from IVE were employed by us as apprentices since August 2020. Acting as mentors, our senior engineers have not only provided guidance on their jobs but also career advice for their personal development. As of the end of the Reporting Period, 8 apprentices are still working in the company and are full of enthusiasm for our challenging work.

Our ongoing initiative is to increase our connectivity to the society. We hope our staff to be aware of our corporate effort and actively participate in voluntary works and charity events. We believe it is important to promote harmonious communities at the corporate and individual level together.

### 關愛青年

作為集團戰略發展的一部分，我們還致力於透過贊助與合作來支持青年和教育機構。香港專業教育學院（「香港專業教育學院」）是香港卓越的職業專才教育機構，致力栽培年輕人才。自2001年以來，高明科技工程每年均為香港專業教育學院的學生提供獎學金。

於報告期內，我們繼續為來自香港專業教育學院的學生提供實習機會。通過參與我們的工程項目，我們希望全部9位學生都能得到廣泛的行業實踐，例如焊接、拉線和工程製圖。除實習外，自2020年8月起，我們聘請了8名香港專業教育學院的學生作為學徒。我們的資深工程師作為導師，不僅為他們提供工作指導，還為他們的個人發展提供職業建議。截至報告期末，8名學徒仍在公司工作，對我們具挑戰性的工作充滿熱誠。

我們會持續行動增加我們與社會的聯繫。我們希望我們的員工意識本集團的努力，並積極參與義務工作和慈善活動。我們相信，在公司和個人層面上促進和諧社區，至關重要。

## Appendix I – Our Performance Data

### 附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	Unit 單位	For the year ended 31 March 截至三月三十一日止年度	
		2021 二零二一年	2020 二零二零年
<b>Environmental</b> 環境			
<b>Type of emission</b> (Note 1) 排放物類別 (附註 1)			
Nitrogen oxides (“NO <sub>x</sub> ”) 氮氧化物 (「NO <sub>x</sub> 」)	Kg 公斤	309.82	232.73
Sulphur oxides (“SO <sub>x</sub> ”) 硫氧化物 (「SO <sub>x</sub> 」)	Kg 公斤	0.57	0.52
Particulate Matter (“PM”) 懸浮粒子或顆粒 (「PM」)	Kg 公斤	29.80	22.35
<b>GHG Emission — Scope 1: Direct emissions</b> 溫室氣體排放 — 範圍一：直接排放			
Stationary combustion 固定燃燒	tCO <sub>2</sub> -e 噸二氧化碳當量	0.08	0.02
Mobile combustion (Note 1) 流動燃燒 (附註 1)	tCO <sub>2</sub> -e 噸二氧化碳當量	100.36 (Note 2) (附註 2)	92.46
Unintentional releases (Note 3) 無意的釋放 (附註 3)	tCO <sub>2</sub> -e 噸二氧化碳當量	0.04	0.00
<b>GHG Emission — Scope 2: Indirect emissions</b> 溫室氣體排放 — 範圍二：間接排放			
Purchased electricity in offices (Note 4) 辦公室購買電力 (附註 4)	tCO <sub>2</sub> -e 噸二氧化碳當量	101.10	130.79
<b>GHG Emission — Scope 3: Other indirect emissions</b> (Note 5) 溫室氣體排放 — 範圍三：其他間接排放 (附註 5)			
Business air travel (Note 6) 商務差旅 (附註 6)	tCO <sub>2</sub> -e 噸二氧化碳當量	0.16	6.87
<b>Total GHG Emissions</b> (Note 1) 總溫室氣體排放 (附註 1)			
Total GHG emissions 總溫室氣體排放	tCO <sub>2</sub> -e 噸二氧化碳當量	205.62	230.15
GHG emission intensity 溫室氣體排放密度	tCO <sub>2</sub> -e/FTE (Note 7) 噸二氧化碳當量/全職 僱員人數 (附註 7)	0.97	1.12

## Appendix I – Our Performance Data

### 附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	Unit 單位	For the year ended 31 March 截至三月三十一日止年度	
		2021 二零二一年	2020 二零二零年
<b>Environmental</b> 環境			
<b>Energy Use</b> (Note 1) 能源用量 (附註 1)			
Diesel usage 柴油用量	Litre 升	20,068	16,508
Unleaded petrol usage 無鉛汽油用量	Litre 升	16,960	17,713
Electricity usage (Note 8) 耗電量 (附註 8)	kWh 度	273,250 (Note 9) (附註 9)	261,587
Diesel usage intensity (Note 10) 柴油用量密度 (附註 10)	Litre/FTE/VEH 升/全職僱員人數/ 車輛數目	23.83	22.78
Unleaded petrol usage intensity (Note 11) 無鉛汽油用量密度 (附註 11)	Litre/FTE/VEH 升/全職僱員人數/ 車輛數目	8.95	9.14
Electricity usage intensity 耗電量密度	kWh/FTE 度/ 全職僱員人數	1,298.1	1,277.59
<b>Waste Statistics</b> 廢棄物統計			
Total chemical waste 化學廢物總量	Kg 公斤	40.5	0
Total chemical waste intensity 化學廢物總密度	Kg/FTE 公斤/ 全職僱員人數	0.19	0.00
Total construction waste 建築廢物總量	Tonnes 噸	42.72	27.35
Total construction waste intensity 建築廢物總密度	Kg/FTE 公斤/ 全職僱員人數	0.20	0.13

## Appendix I – Our Performance Data

### 附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	Unit 單位	For the year ended 31 March 截至三月三十一日止年度	
		2021 二零二一年	2020 二零二零年
<b>Social</b> 社會			
<b>Health and Safety</b> 健康及安全			
Work-related fatalities 與工作有關的死亡事故	Case 宗數	0	0
Work-related fatalities rate 與工作有關的死亡率	Per 1,000 Employees 以每千名工人計	0	0
Work-related fatalities rate 與工作有關的死亡率	Per 100,000 Manhours 以每十萬工時計	0	0
Lost days due to work-related injuries 由工傷所引致的工作天數損失	Number of Days 日數	0	2
Work-related accidents 與工作有關的事故	Case 宗數	0	1
Work-related accident rate 與工作有關的事故率	Per 1,000 Employees 以每千名工人計	0	4.88
Work-related accident rate 與工作有關的事故率	Per 100,000 manhours 以每十萬工時計	0	0.23
<b>Geographical Region of Vendors</b> 供應商的地區			
Hong Kong 香港	Number 間	500	488
Mainland China & Taiwan region 中國大陸及台灣地區	Number 間	114	99
Oversea countries 海外國家	Number 間	79	66

## Appendix I – Our Performance Data

### 附錄一 — 我們的績效數據

#### Notes:

(1) The emission and energy use figures in year 2020 have been adjusted, by including data of a medium and heavy goods vehicle and a private car into calculation.

(2) The increase is mainly due to increased vehicle usage for good delivery.

(3) The unintentional releases are mainly due to the uses of air conditioning equipment in the head offices.

(4) The electricity data is pro-rata from the electricity consumption stated on electricity bills, while the emission factor for each respective year as provided by CLP Power Hong Kong Limited, the Group's electricity provider, was applied.

(5) The Group chose to disclosure the emissions associated with business air travel as there are negligible emissions due to disposal of paper waste, electricity used for freshwater processing and sewage processing.

(6) The GHG emission from business air travel is calculated based on the International Civil Aviation Organisation carbon emissions calculator.

(7) FTE refers to the average number of full-time employees during the Reporting Period.

(8) The electricity data is pro-rata from the electricity consumption stated on electricity bills.

(9) The increase is mainly due to the fact that one working location has been fully utilised after the completion of renovation works when compared with previous period.

(10) Intensity is calculated based on the amount of diesel consumption divided by the average number of vehicles and the average number of FTE during the Reporting Period.

(11) Intensity is calculated based on the amount of unleaded petrol consumption divided by the average number of vehicles and the average number of FTE during the Reporting Period.

#### 附註:

(1) 2020年的排放及能源用量數據已調整，將一輛中重型貨車和一輛私家車的數據納入計算當中。

(2) 增加的主要原因是用以運送貨物的車輛使用量增加。

(3) 無意釋放主要是由於總辦事處使用空調設備。

(4) 耗電量數據是根據電費單上的用電量按比例計算，而每年的相關排放系數採用本集團供應商中華電力有限公司提供的數字。

(5) 本集團選擇披露與商務差旅有關的排放，乃因處置廢紙、淡水處理及污水處理所用電力的排放甚微。

(6) 商務差旅溫室氣體排放量是根據國際民航組織碳排放計算器計算。

(7) 「全職僱員」指報告期間全職僱員的平均數目。

(8) 耗電量數據是根據電費單上的用電量按比例計算。

(9) 增加的主要原因是，與上期相比，裝修工程完成後一處工作地點已全面投入運作。

(10) 密度乃根據柴油用量除以報告期間汽車平均數目及全職僱員的平均數目。

(11) 密度乃根據無鉛汽油用量除以報告期間汽車平均數目及全職僱員的平均數目。

## Appendix II – HKEx ESG Guide Content Index

### 附錄二 — 聯交所《環境、社會及管治報告指引》 內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
<b>A. Environmental</b> A. 環境	
<b>Aspect A1: Emissions</b> 層面A1: 排放物	
General Disclosure 一般披露	<p>Our Environment – Environmental Management System &amp; Our Business – Legal Compliance 我們的環境 — 環境管理系統及我們的業務慣例 — 法律合規</p> <p>Relevant Laws and Regulations Compliance 遵守相關的法律法規：</p> <ul style="list-style-type: none"> <li>• Air Pollution Control Ordinance (Cap. 311 of the Laws of Hong Kong) 《空氣污染管制條例》（香港法例第311章）</li> <li>• Noise Control Ordinance (Cap. 400 of the Laws of Hong Kong) 《噪音管制條例》（香港法例第400章）</li> <li>• Waste Disposal (Chemical Waste) (General) Regulation (Cap. 354C of the Laws of Hong Kong) 《廢物處置（化學廢物（一般））規例》（香港法例第354C章）</li> <li>• Waste Disposal (Charges for Disposal of Construction Waste) Regulation (Cap. 354N of the Laws of Hong Kong) 《廢物處置（建築廢物處置收費）規例》（香港法例第354N章）</li> <li>• Water Pollution Control Ordinance (Cap. 358 of the Laws of Hong Kong) 《水污染管制條例》（香港法例第358章）</li> <li>• Ozone Layer Protection Ordinance (Cap. 403 of the Laws of Hong Kong) 《保護臭氧層條例》（香港法例第403章）</li> <li>• Motor Vehicle Idling (Fixed Penalty) Ordinance (Cap. 611 of the Laws of Hong Kong) 《汽車引擎空轉（定額罰款）條例》（香港法例第611章）</li> <li>• Public Health and Municipal Services Ordinance (Cap. 132 of the Laws of Hong Kong) 《公眾衛生及市政條例》（香港法例第132章）</li> <li>• Dumping At Sea Ordinance (Cap. 466 of the Laws of Hong Kong) 《海上傾倒物料條例》（香港法例第466章）</li> </ul>

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Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
<b>A. Environmental</b> <b>A. 環境</b>	
<b>Aspect A1: Emissions</b> <b>層面A1: 排放物</b>	
KPI A1.1, A1.2, A1.3 & A1.4 關鍵績效指標A1.1、A1.2、A1.3及A1.4	Appendix I – Our Performance Data 附錄一 — 我們的績效數據
KPI A1.5 關鍵績效指標A1.5	Our Environment - Air and Greenhouse Gas Emissions 我們的環境 — 廢氣及溫室氣體排放
KPI A1.6 關鍵績效指標A1.6	Our Environment - Waste Management 我們的環境 — 廢物管理
<b>Aspect A2: Use of Resources</b> <b>層面A2: 資源使用</b>	
General Disclosure 一般披露	Our Environment - Uses of Resources 我們的環境 — 資源使用
KPI A2.1 關鍵績效指標A2.1	Appendix I – Our Performance Data 附錄一 — 我們的績效數據
KPI A2.2 關鍵績效指標A2.2	Water is used in our head office for domestic and cleaning purposes, and the amount of water consumption is negligible to be reported. 我們的總部將水用於一般清潔目的，水消耗量甚少，可於報告內忽略。
KPI A2.3 關鍵績效指標A2.3	Our Environment - Uses of Resources - Energy Consumption 我們的環境 — 資源使用 — 能源消耗
KPI A2.4 關鍵績效指標A2.4	The Group does not require a large amount of water and has no difficulty in sourcing water. 本集團不需要大量用水，並且在取水方面沒有任何困難。  Our Environment - Uses of Resources - Water Saving Initiatives 我們的環境 — 資源使用 — 節水舉措

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Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
<b>A. Environmental</b> <b>A. 環境</b>	
<b>Aspect A2: Use of Resources</b> <b>層面A2: 資源使用</b>	
KPI A2.5 關鍵績效指標A2.5	The packaging materials, such as plastic wrapping, bubble sheet/cushion wrap and carton boxes, used for the finished products were negligible to be reported. 用於製成品的包裝材料（如塑料包裝、氣泡紙/緩衝包裝及紙箱）用量甚少，可於報告內忽略。
<b>Aspect A3: The Environment and Natural Resources</b> <b>層面A3: 環境及天然資源</b>	
General Disclosure 一般披露	Our Environment - The Environment and Natural Resources 我們的環境 — 環境及天然資源
KPI A3.1 關鍵績效指標A3.1	Our Environment - The Environment and Natural Resources 我們的環境 — 環境及天然資源
<b>Aspect A4: Climate Change</b> <b>層面A4: 氣候變化</b>	
General Disclosure 一般披露	Our Environment – Climate Change 我們的環境 — 氣候變化
KPI A4.1 關鍵績效指標A4.1	Our Environment – Climate Change 我們的環境 — 氣候變化

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Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
<b>B. Social</b> <b>B. 社會</b>	
<b>Employment and Labour Practices</b> <b>僱傭及勞工常規</b>	
<b>Aspect B1: Employment</b> <b>層面B1:僱傭</b>	
General Disclosure 一般披露	<p>Our People - Caring Employer and Our Business Practices – Legal Compliance 我們的員工 — 關愛僱主及我們的業務慣例 — 法律合規</p> <p><u>Relevant Laws and Regulations Compliance</u> 遵守相關的法律法規：</p> <ul style="list-style-type: none"> <li>• Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong) 《僱員補償條例》（香港法例第282章）</li> <li>• Sex Discrimination Ordinance (Cap. 480 of the Laws of Hong Kong) 《性別歧視條例》（香港法例第480章）</li> <li>• Disability Discrimination Ordinance (Cap. 487 of the Laws of Hong Kong) 《殘疾歧視條例》（香港法例第487章）</li> <li>• Family Status Discrimination Ordinance (Cap. 527 of the Laws of Hong Kong) 《家庭崗位歧視條例》（香港法例第527章）</li> <li>• Race Discrimination Ordinance (Cap. 602 of the Laws of Hong Kong) 《種族歧視條例》（香港法例第602章）</li> <li>• Employment Ordinance (Cap. 57 of the Laws of Hong Kong) 《僱傭條例》（香港法例第57章）</li> <li>• Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong) 《最低工資條例》（香港法例第608章）</li> <li>• Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong) 《強制性公積金計劃條例》（香港法例第485章）</li> </ul>
KPI B1.1 & B1.2 關鍵績效指標 B 1.1 及 B1.2	<p>Relevant data will be disclosed based on the results of the materiality assessment next year. 有關數據將根據下年度的重要性評估結果進行披露。</p>

## Appendix II – HKEx ESG Guide Content Index

### 附錄二 — 聯交所《環境、社會及管治報告指引》 內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
<b>B. Social</b> B. 社會	
<b>Employment and Labour Practices</b> 僱傭及勞工常規	
<b>Aspect B1: Employment</b> 層面B1:僱傭	
General Disclosure 一般披露	Our People - Employee Safety and Health, Safety Management & Our Business Practices – Legal Compliance 我們的員工 — 員工的安全及健康、安全管理及我們的業務慣例— 法律合規  <u>Relevant Laws and Regulations Compliance</u> 遵守相關的法律法規： <ul style="list-style-type: none"> <li>• Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong) 《職業安全及健康條例》（香港法例第509章）</li> <li>• Factories and Industrial Undertakings Ordinance (Cap. 59 of the Laws of Hong Kong) 《工廠及工業經營條例》（香港法例第59章）</li> </ul>
KPI B2.1 & B2.2 關鍵績效指標B2.1及 B2.2	Appendix I – Our Performance Data 附錄一 — 我們的績效數據
KPI B2.3 關鍵績效指標B2.3	Our People – Employees Safety and Health 我們的員工 — 員工的安全及健康

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Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
<b>B. Social</b> <b>B. 社會</b>	
<b>Employment and Labour Practices</b> <b>僱傭及勞工常規</b>	
<b>Aspect B3: Development and Training</b> <b>層面B3: 發展及培訓</b>	
General Disclosure 一般披露	Our People – Development and Training 我們的員工 — 發展及培訓
KPI B3.1 & B3.2 關鍵績效指標 B3.1 及 B3.2	Relevant data will be disclosed based on the results of the materiality assessment next year. 有關數據將根據下年度的重要性評估結果進行披露。
<b>Aspect B4: Labour Standards</b> <b>層面B4: 勞工準則</b>	
General Disclosure 一般披露	Our Business Practices – Respect of Ethics, Human and Labour Rights & Our Business Practices – Legal Compliance 我們的業務慣例 — 尊重道德、人權及勞工權利及我們的業務慣例 — 法律合規
	Relevant Laws and Regulations Compliance 遵守相關的法律法規： <ul style="list-style-type: none"> <li>• Employment of Children Regulations (Cap. 57B of the Laws of Hong Kong) 《僱用兒童規例》（香港法例第57B章）</li> <li>• Employment Ordinance (Cap. 57 of the Laws of Hong Kong) 《僱傭條例》（香港法例第57章）</li> </ul>
KPI B4.1 & B4.2 關鍵績效指標B4.1及 B4.2	Our Business Practices – Respect of Ethics, Human and Labour Rights 我們的業務慣例 — 尊重道德、人權及勞工權利
	During the Reporting Period, the Group was not aware of any incidents of child and forced labour. 於報告期內，本集團並不知悉童工及強制勞工之任何事件。

## Appendix II – HKEx ESG Guide Content Index

### 附錄二 — 聯交所《環境、社會及管治報告指引》 內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
<b>B. Social</b> <b>B. 社會</b>	
<b>Operating Practices</b> <b>營運慣例</b>	
<b>Aspect B5: Supply Chain Management</b> <b>層面B5: 供應鏈管理</b>	
General Disclosure 一般披露	Our Products and Services – Supply Chain Management 我們的產品和服務 — 供應鏈管理
KPI B5.1 關鍵績效指標B5.1	Our Products and Services & Appendix I – Our Performance Data 我們的產品和服務及附錄一 — 我們的績效數據
KPI B5.2, 5.3 & 5.4 關鍵績效指標B5.2, 5.3 & 5.4	Relevant data will be disclosed based on the results of the materiality assessment next year. 有關數據將根據下年度的重要性評估結果進行披露。
<b>Aspect B6: Product Responsibility</b> <b>層面B6: 產品責任</b>	
General Disclosure 一般披露	Our Products and Services 我們的產品和服務
	<p><u>Relevant Laws and Regulations Compliance</u> 遵守相關的法律法規：</p> <ul style="list-style-type: none"> <li>• Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) 《個人資料（私隱）條例》（香港法例第486章）</li> </ul> <p>During the Reporting Period, the Group was not aware of any incidents of non-compliance with regulations concerning the Group's products and services, including but not limited to product and service safety and health, advertising and labelling. 於報告期內，本集團並不知悉違反有關本集團產品及服務的規例之任何事件，包括但不限於產品及服務安全性、健康、廣告及標籤。</p>

## Appendix II – HKEx ESG Guide Content Index

### 附錄二 — 聯交所《環境、社會及管治報告指引》 內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
<b>B. Social</b> B. 社會	
<b>Operating Practices</b> 營運慣例	
<b>Aspect B6: Product Responsibility</b> 層面B6: 產品責任	
KPI B6.1 關鍵績效指標B6.1	Nil 零
KPI B6.2 關鍵績效指標B6.2	Our Products and Services - Quality Management System 我們的產品和服務 — 品質管理系統
KPI B6.3 關鍵績效指標B6.3	Our Business Practices - Protection of Intellectual Property Rights 我們的業務慣例 — 保護知識產權
KPI B6.4 關鍵績效指標B6.4	Our Products and Services - Quality Management System 我們的產品和服務 — 品質管理系統
KPI B6.5 關鍵績效指標B6.5	Our Business Practices - Protection of Personal Data 我們的業務慣例 — 保護個人資料私隱
<b>Aspect B7: Anti-corruption</b> 層面B7: 反貪污	
General Disclosure 一般披露	Our Business Practices - Business Ethics and Anti-corruption & Our Business Practices – Legal Compliance 我們的業務慣例 — 商業道德與反貪腐及我們的業務慣例 — 法律合規
	Relevant Laws and Regulations Compliance 遵守相關的法律法規： • Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong) 《防止賄賂條例》（香港法例第201章）

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### 附錄二 — 聯交所《環境、社會及管治報告指引》 內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
<b>B. Social</b> B. 社會	
<b>Operating Practices</b> 營運慣例	
<b>Aspect B7: Anti-corruption</b> 層面B7: 反貪污	
KPI B7.1 關鍵績效指標B7.1	Nil 零
KPI B7.2 關鍵績效指標B7.2	Our Business Practices - Business Ethics and Anti-corruption 我們的業務慣例 — 商業道德與反貪腐
KPI B7.3 關鍵績效指標B7.3	Relevant data will be disclosed based on the results of the materiality assessment next year. 有關數據將根據下年度的重要性評估結果進行披露。
<b>Community</b> 社區	
<b>Aspect B8: Community Investment</b> 層面B8: 社區投資	
General Disclosure 一般披露	Our Sustainability Approach - Stakeholder Engagement & Our Community 我們的可持續發展取向 — 持份者參與及我們的社區
KPI B8.1 關鍵績效指標B8.1	Our Community 我們的社區
KPI B8.2 關鍵績效指標B8.2	Relevant data will be disclosed based on the results of the materiality assessment next year. 有關數據將根據下年度的重要性評估結果進行披露。

## Appendix III – Reader Feedback Form

### 附錄三 – 讀者反饋意見表

Dear Readers,

Greetings! Thank you for reading this report. We are looking forward to having your comments or suggestions, which will be helpful for us to further improve the report preparation and our ESG performance. We will appreciate it if you fill in the following questionnaire and send it back to us through the contact information or via the QR Code at the bottom of this page.

Thank you again for your support!

KML Technology Group Limited  
August 2021

- Which type of stakeholders suits you best?  
 Shareholder  Employee  Customer  Supplier/Contractor  Government  
 Peer  Community/Public  Industry association/NGO  Media  
 Others (please specify): \_\_\_\_\_
- How do you evaluate this report as a whole?  
 Very good  Good  Average  Bad  Very Bad
- How do you think of this report in terms of:  
 Information disclosure:  Very good  Good  Average  Bad  Very Bad  
 Layout design:  Very good  Good  Average  Bad  Very Bad  
 Readability:  Very good  Good  Average  Bad  Very Bad
- Which chapter suits your needs best? (More than one option is allowed)  
 About this Report  About the Group  Message from the Chairman  
 Our Sustainability Approach  Our Business Practices  
 Our Environment  Our People  Our Products and Services  Our community
- Which topics you concern about most? (More than one option is allowed)  
 Message from the Chairman  Governance  Stakeholder Engagement  
 Materiality Assessment  Corporate Governance  Business Ethics and Anti-corruption  
 Respect of Ethics, Human and Labour Rights  Protection of Personal Data Privacy  
 Protection of Intellectual Property Rights  Legal Compliance  
 Environmental Management System  Go Green Culture  From Green to Sustainability  
 Air and Greenhouse Gas Emissions  Waste Management  Uses of Resources  
 The Environment and Natural Resources  Climate Change  
 Caring Employer  Harmonious Work Culture  
 Employees Health and Safety  Development and Training  
 Quality Management System  Supply Chain Management  
 Caring for the industry  Caring for youth
- What are the additional opinions or suggestions on our social ESG report and our performance?  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Us

**KML Technology Group Limited**

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Shatin, N.T., Hong Kong

Email: [esg@kml.com.hk](mailto:esg@kml.com.hk)

Tel: (852) 2686 7777 | Fax: (852) 2636 5652



Online submission

高萌·科技  
W W W . K M L . C O M . H K

## Appendix III – Reader Feedback Form

### 附錄三 – 讀者反饋意見表

尊敬的讀者：

您好！感謝您閱讀我們的報告。如您對本報告有任何意見或建議，幫助我們改進報告的編制和環境、社會及管治工作上的表現，歡迎您填寫以下問卷。填妥後，您可透過下面的聯絡方式或使用二維碼發送給我們。

非常感謝您對我們工作的支持！

高萌科技集團有限公司  
二零二一年八月

1. 以下哪類持份者最切合您的身份？

- 股東  員工  客戶  供應商/承包商  政府  
 同業  社區/公眾  行業協會/非政府組織  媒體  
 其他(請註明): \_\_\_\_\_

2. 整體上，您如何評價我們的報告？

- 非常好  很好  一般  較差  很差

3. 您認為本報告

- 信息披露： 非常好  很好  一般  較差  很差  
 版式設計： 非常好  很好  一般  較差  很差  
 可讀性： 非常好  很好  一般  較差  很差

4. 您認為哪一章節最符合您的需要？（可選多項）

- 關於本報告  關於本集團  主席寄語  
 我們的可持續發展取向  我們的業務慣例  
 我們的環境  我們的員工  我們的產品和服務  我們的社區

5. 哪些議題最引起您的關注？（可選多項）

- 主席寄語  管治  持份者參與  
 重要性評估  企業管治  商業道德及反貪腐  
 尊重道德、人權及勞工權益  保護個人資料私隱  
 保護知識產權  法律合規  
 環境管理系統  邁向綠色文化  從環保到可持續發展  
 廢氣及溫室氣體排放  廢物管理  資源使用  
 環境及天然資源  氣候變化  
 關愛僱主  融洽工作文化  
 員工的安全及健康  發展及培訓  
 品質管理系統  供應鏈管理  
 關愛行業  關愛青年

6. 您對我們的環境、社會及管治報告或我們的表現，還有哪些意見或建議？

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聯絡我們

高萌科技集團有限公司

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網上提交

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**KML Technology Group Limited**  
高萌科技集團有限公司

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