

EDICO Holdings Limited

鉅京控股有限公司\*

(Incorporated in the Cayman Islands with limited liability 於開曼群島註冊成立之有限公司)

Stock code 股份代號 : 8450

\* For identification purpose only 僅供識別

Very Peri

Environmental, Social  
and Governance Report  
環境、社會及管治報告 2020/2021



## *Immersed with "Very Peri"*

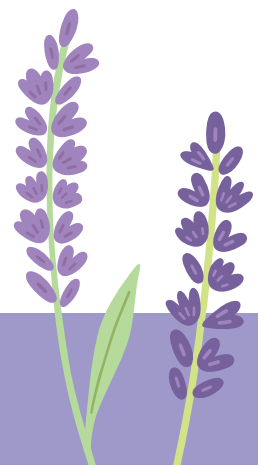
*"Very Peri" is a hybrid-mix of ocean blue and cinnamon red – mimics of both "calming" and "cheerful"; EDICO especially resonates with "Very Peri" to mirror the colour of Lavender. Lavender is not just a flower, but a synthesis of multi-functionality: perfume & fragrance, essence oil, and pharmaceutical ingredient. Along the same line, EDICO, a multi-functional financial press service provider, yet a very engaged organisation with an environmental friendly mind set as well as embracing our community-care activities regularly. Thus, we particularly dedicate ourselves to Immerse "Very Peri" ESG Theme for the year of 2020-2021.*

*ESG Team*



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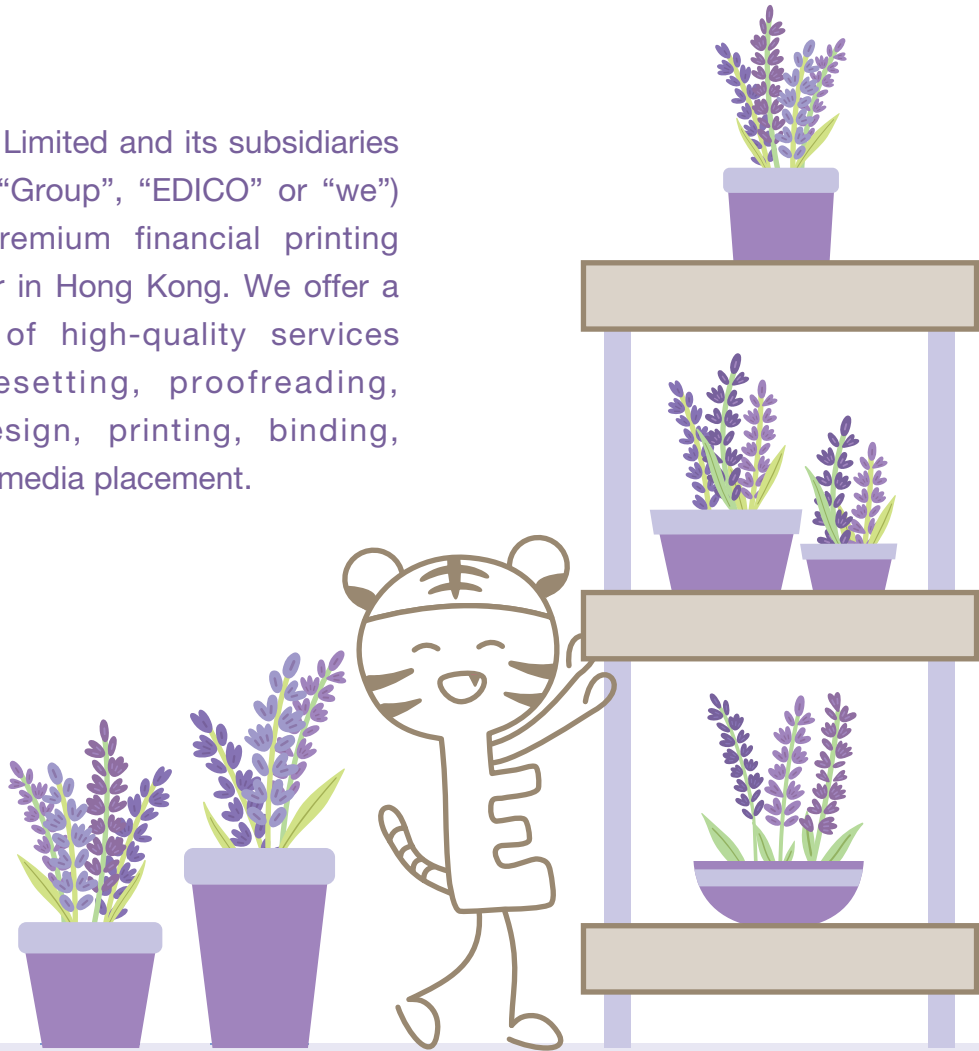
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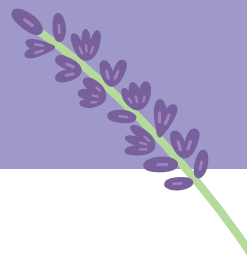




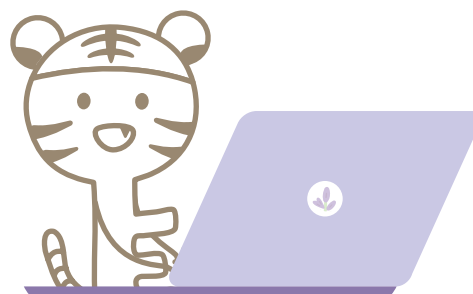
# OVERVIEW

EDICO Holdings Limited and its subsidiaries (collectively the “Group”, “EDICO” or “we”) is a leading premium financial printing services provider in Hong Kong. We offer a diverse range of high-quality services including typesetting, proofreading, translation, design, printing, binding, distribution, and media placement.





# ABOUT THIS REPORT

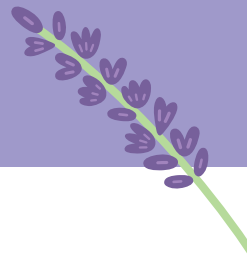


This Environmental, Social and Governance (“ESG”) Report covers the operational boundaries of the Group’s two offices in Hong Kong for the period from 1st October 2020 to 30th September 2021 (the “Reporting Period” or “FY2020/2021”) and has been prepared in strict compliance with the requirement under Appendix 20 – Environmental, Social and Governance Reporting Guide (“ESG Guide”) of Rules Governing the Listing of Securities on the Growth Enterprise Market (“GEM”) of the Stock Exchange of Hong Kong Limited (the “Stock Exchange”). Alongside with the reporting principles of the ESG Guide, general disclosure of the Group’s ESG procedures was illustrated through the compliance with relevant laws and regulations. Key Performance Indicators (“KPIs”) that need to be revealed compulsorily as required by the ESG Guide were all addressed in the Environmental Sustainability and Social Sustainability sections. In addition, EDICO also adopted multiple sections of the international well-recognized sustainability measures – Sustainable Development Goals (the “SDGs”). We highly value the alignment of our operations with the SDGs and how they relate to our daily operations.

Both English and Chinese versions of this report are available on EDICO’s website at [www.edicoholdings.com.hk](http://www.edicoholdings.com.hk). If there is any conflict or inconsistency, the English version shall prevail. Corporate governance section can be found in the Group’s 2020/2021 Annual Report on pages 35–51 therein.



**BOARD INCLUSIVENESS  
AND BOARD STATEMENT**



# BOARD INCLUSIVENESS

At EDICO, the Board of Directors (the “Board”) is principally responsible for overseeing and the accountability of the Group’s ESG strategy and reporting, with the assistance of the Sustainability Committee. The Board integrates the Group’s ESG goals into businesses, identifies and manages the Group’s ESG risks. Following the ESG goals set by the Board, the Sustainability Committee assists the Board in assessing, evaluating and reporting ESG performance regularly. The Sustainability Committee is chaired by the Chief Executive Officer and comprised of Chief Operating Officer, Chief Financial Officer and senior management of the Group.

During the Reporting Period, the Sustainability Committee conducted regular meetings to review the Group’s material ESG issues of different aspects at both strategic and operational levels. In order to achieve better ESG performance, the Sustainability Committee evaluated and employed various strategies promoting higher energy efficiency and lower emission.

We have also appointed an independent ESG consultant to facilitate our ESG data collection and analysis, as well as to provide strategic advices on our future ESG development.

# BOARD STATEMENT

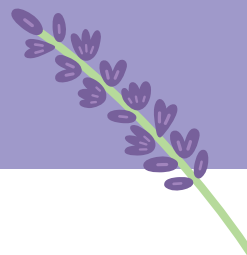
The Board takes overall responsibility for ESG matters and their integration into the Group’s strategies. It guides the management and monitoring of ESG matters that have been identified as relevant to the Group. To ensure effective implementation of the Group’s ESG initiatives, the Board requires the Sustainability Committee to provide ESG updates regularly. The Board will review the list of material ESG issues and the ESG risks provided by the Sustainability Committee, and ensure appropriate risk mitigation measures are in place. All sustainability disclosure, policies, goals and targets are reviewed and endorsed by the Board. The ESG targets and performance are also assessed by the Board on regular basis.



# CEO'S MESSAGE







# CEO'S MESSAGE

Dear Stakeholders,

I am delighted to present EDICO's ESG Report for FY2020/2021. The ongoing COVID-19 pandemic continued to present unprecedented challenges to Hong Kong, as well as to the Group's operations. Once again, workplace health and safety was the top priority of our sustainability agenda. While we have to deliver our premium financial printing services uninterruptedly and maintain our offices fully operational, we are also obliged to ensure the health and safety of our staff, customers, business partners and the communities. Overall we achieved respectful results in every ESG aspect.

In prevailing extraordinary circumstances, we devoted serious and sustained effort in environmental protection and the fulfilment of our social responsibilities. We launched the "Plastic NOT Fantastic" campaign in our offices to encourage our staff to make a lifestyle change by giving up daily plastic use. As a result, the solid commercial wastes from our offices fell by 20% during the Reporting Period. To build an inclusive community, we cordially invited professional visually impaired massage therapists from our community partner to give massage therapy to our staff and in-house customers. We partnered with Ebenezer School and Home to support their career program "Project Works" for the visually impaired. Through the program, EDICO hired an alumni from the school with guide dog as our staff. To create a barrier-free working environment, we set up the screen reader to read the text in a computerized voice and braille display to display characters.

With a strong commitment to be an eco-friendly and sustainable company, EDICO never stops in exploring new ways to enhance our sustainability performance. Looking ahead, EDICO will continue to devote relentless effort to expand our ESG horizons, ensuring that all the sustainability initiatives will be timely implemented to deliver real value to our customers, stakeholders and the communities that we serve.

Finally, I wish to thank my fellow directors, our staff and our stakeholders for their incessant effort in implementing the Group's sustainability initiatives during the financial year.

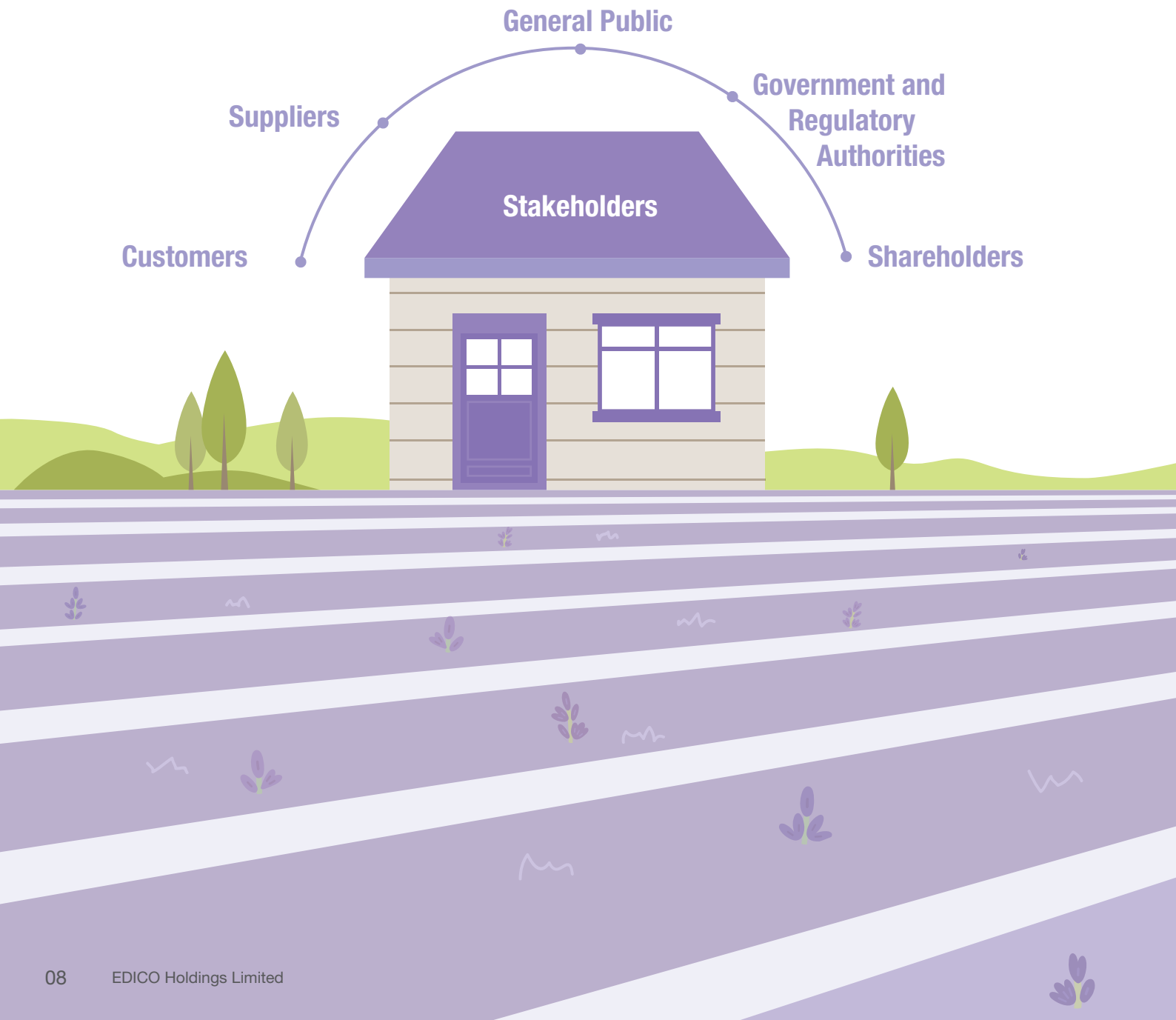
**DONATI CHAN YI MEI AMY**

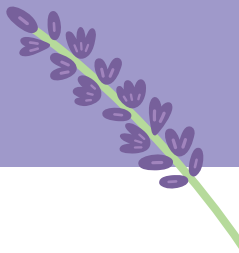
*Chief Executive Officer and Executive Director*  
Hong Kong, 28th February 2022





# STAKEHOLDERS' ENGAGEMENT



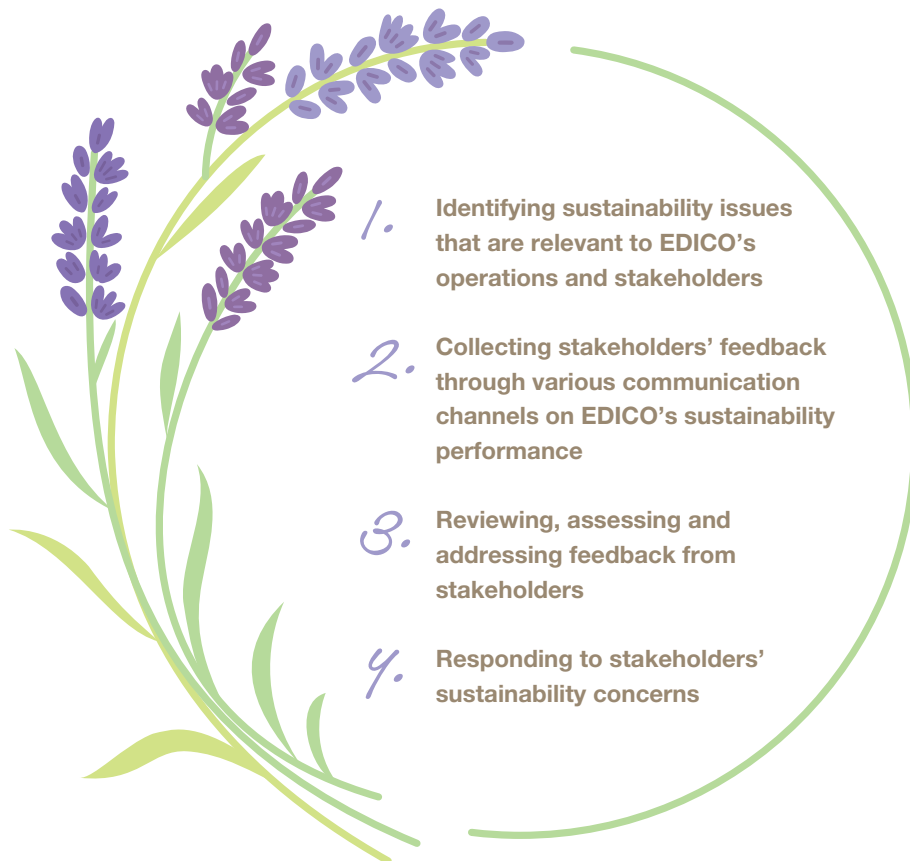


# STAKEHOLDERS' ENGAGEMENT

Stakeholders refer to the groups and individuals materially influencing or being influenced by the Group's business. The Group's stakeholders include government and regulatory authorities, shareholders, directors, employees, customers, suppliers and general public. We strongly believe that an effective communication with our stakeholders is essential to create long-term value to our stakeholders and to help the Group better understanding the topics which are material to our stakeholders. Thus we utilized various channels including regular reports, meetings, face-to-face interviews, trainings, on-site visits, company website and etc., to communicate with our stakeholders.


In 2019, we appointed an independent consultant to conduct an extensive materiality assessment to identify the key sustainability issues relevant to our stakeholders. The Group invited internal and external stakeholders to participate in a materiality assessment survey to identify their main concerns and interests for the ESG Report. Stakeholders expressed their concerns on a list of sustainability issues through a questionnaire that identify the key ESG issues influencing the Group's business operations. Through this science-based materiality assessment, we formulated a materiality assessment matrix which shows our stakeholders' concerns on ESG issues. It helps the Group to identify and prioritize its sustainability issues, and to develop actions for effective ESG management. Meanwhile, it allows the disclosure of this ESG Report in line with stakeholders' expectations.

The four-step approach for communicating with stakeholders regarding sustainability issues.

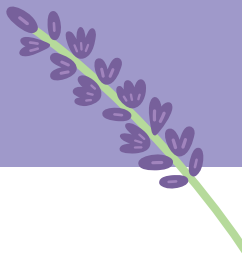


# STAKEHOLDERS' ENGAGEMENT

TABLE 1: STAKEHOLDERS' EXPECTATIONS AND COMMUNICATION CHANNELS



Stakeholders	Expectations and Concerns	Communication Channels
<b>Government and Regulatory Authorities</b>	<ul style="list-style-type: none"> <li>⊗ Compliance with laws and regulations</li> <li>⊗ Business sustainability</li> </ul>	<ul style="list-style-type: none"> <li>⊗ Supervision on complying with local laws and regulations</li> <li>⊗ Routine reports</li> </ul>
<b>Shareholders</b>	<ul style="list-style-type: none"> <li>⊗ Return on investments</li> <li>⊗ Corporate governance</li> <li>⊗ Compliance with local customs and business practices</li> </ul>	<ul style="list-style-type: none"> <li>⊗ Regular listing reports and announcements</li> <li>⊗ Regular general meetings</li> <li>⊗ Company website</li> </ul>
<b>Employees</b>	<ul style="list-style-type: none"> <li>⊗ Compensation and benefits</li> <li>⊗ Career development</li> <li>⊗ Healthy and safe workplace</li> </ul>	<ul style="list-style-type: none"> <li>⊗ Performance reviews</li> <li>⊗ Regular meetings and trainings</li> <li>⊗ Emails, notice boards, hotline</li> </ul>
<b>Customers</b>	<ul style="list-style-type: none"> <li>⊗ High quality products and services</li> <li>⊗ Customers' rights protection</li> </ul>	<ul style="list-style-type: none"> <li>⊗ Meetings and on-site visits</li> <li>⊗ Customer service hotline and email</li> </ul>
<b>Suppliers</b>	<ul style="list-style-type: none"> <li>⊗ Fair and open procurement</li> <li>⊗ Win-Win cooperation</li> </ul>	<ul style="list-style-type: none"> <li>⊗ Open tendering</li> <li>⊗ Purchase reviews</li> <li>⊗ Meetings and on-site visits</li> </ul>
<b>General Public</b>	<ul style="list-style-type: none"> <li>⊗ Community involvement</li> <li>⊗ Compliance with local customs and business practices</li> <li>⊗ Environmental protection awareness</li> </ul>	<ul style="list-style-type: none"> <li>⊗ Media conferences and responses to enquiry</li> <li>⊗ Public welfare activities</li> <li>⊗ Regular listing reports and announcements</li> <li>⊗ Company website</li> </ul>



# STAKEHOLDERS' ENGAGEMENT

## MATERIALITY ASSESSMENT

ESG risks for each company is unique and highly depend on its specific business model. The Group formulated a materiality assessment matrix below, which could genuinely reflect the real concerns of its stakeholders on ESG matters and facilitate the Group to develop actions plans for more effective ESG management.



# STAKEHOLDERS' ENGAGEMENT

## STAKEHOLDERS' ENGAGEMENT MATERIALITY MATRIX



- 1 Air and greenhouse gas emissions
- 2 Sewage treatment
- 3 Land use, pollution and restoration
- 4 Solid waste treatment
- 5 Energy use
- 6 Water use
- 7 Use of raw/packaging materials
- 8 Mitigation measures to protect natural resources

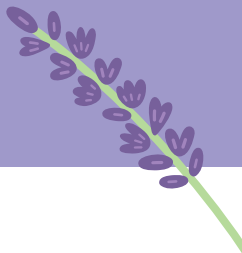
- 9 Composition of employees
- 10 **Employee remuneration and benefits**
- 11 **Occupational health and safety**
- 12 Employee development and training
- 13 Prevention of child and forced labour

- 14 Suppliers by geographical region
- 15 Selection of suppliers and assessment of their products/services

- 16 Environmental assessment of the suppliers
- 17 Social risks assessment of the suppliers
- 18 Procurement practices
- 19 Health and safety relating to products/services
- 20 **Customers satisfaction**
- 21 Marketing and promotion
- 22 Protection of intellectual property rights
- 23 Product quality assurance and recall percentage
- 24 **Protection of consumer information and privacy**
- 25 Labelling relating to products/services
- 26 **Preventing bribery, extortion, fraud and money laundering**
- 27 Anti-corruption policies and whistle-blowing procedure

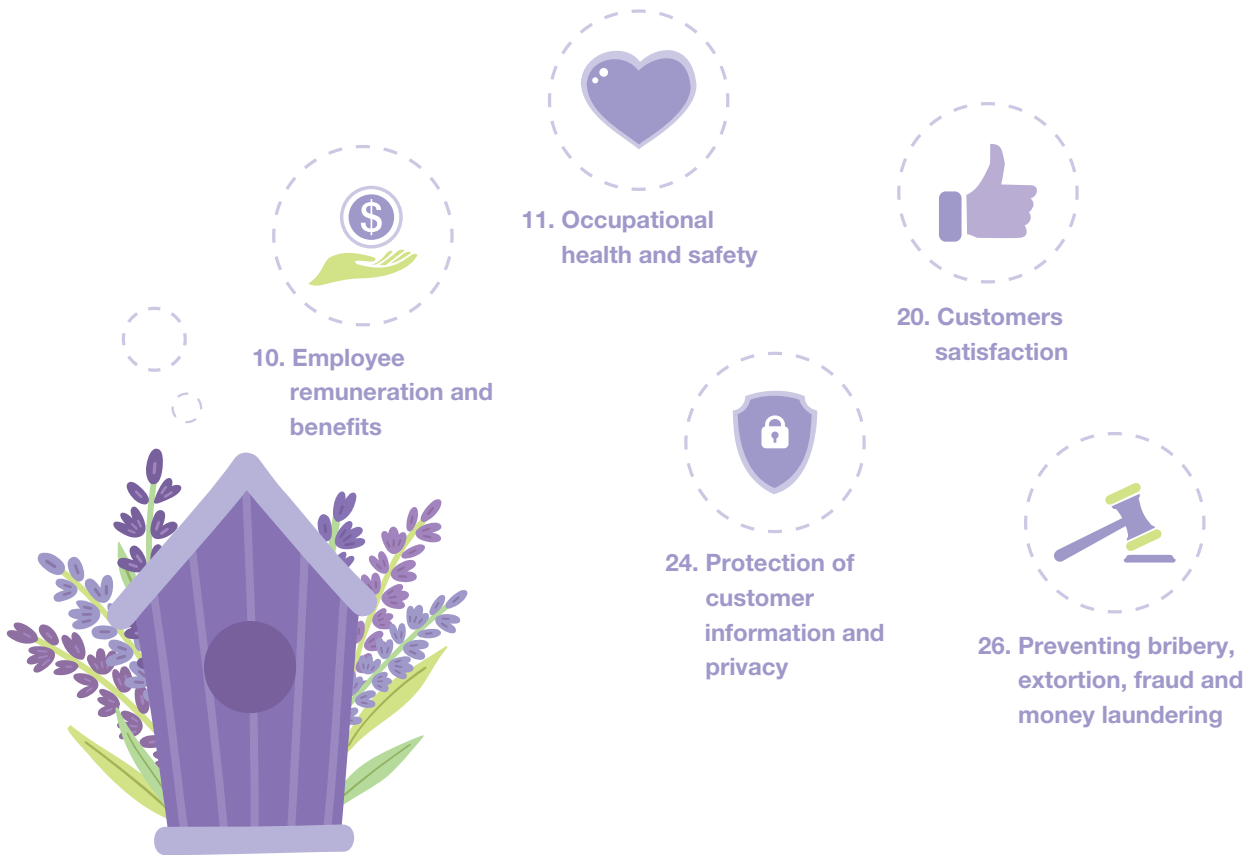
- 28 Understanding local communities' needs
- 29 Public welfare and charity

Source: the 29 topics mentioned above were derived and summarised from the environmental and social aspects required by the ESG Guide to be disclosed.



# STAKEHOLDERS' ENGAGEMENT

According to the materiality assessment matrix, the Group identified five ESG issues that were significant to both the Group and its stakeholders:



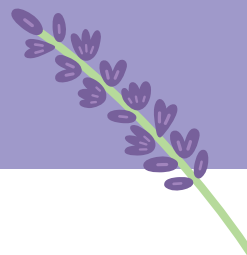
## STAKEHOLDERS' FEEDBACK

EDICO welcomes stakeholders' feedback, especially on topics listed as the highest importance in the materiality assessment, and our ESG approach and performance. Readers are also welcomed to share their views with us at [corporate@edico.com.hk](mailto:corporate@edico.com.hk).



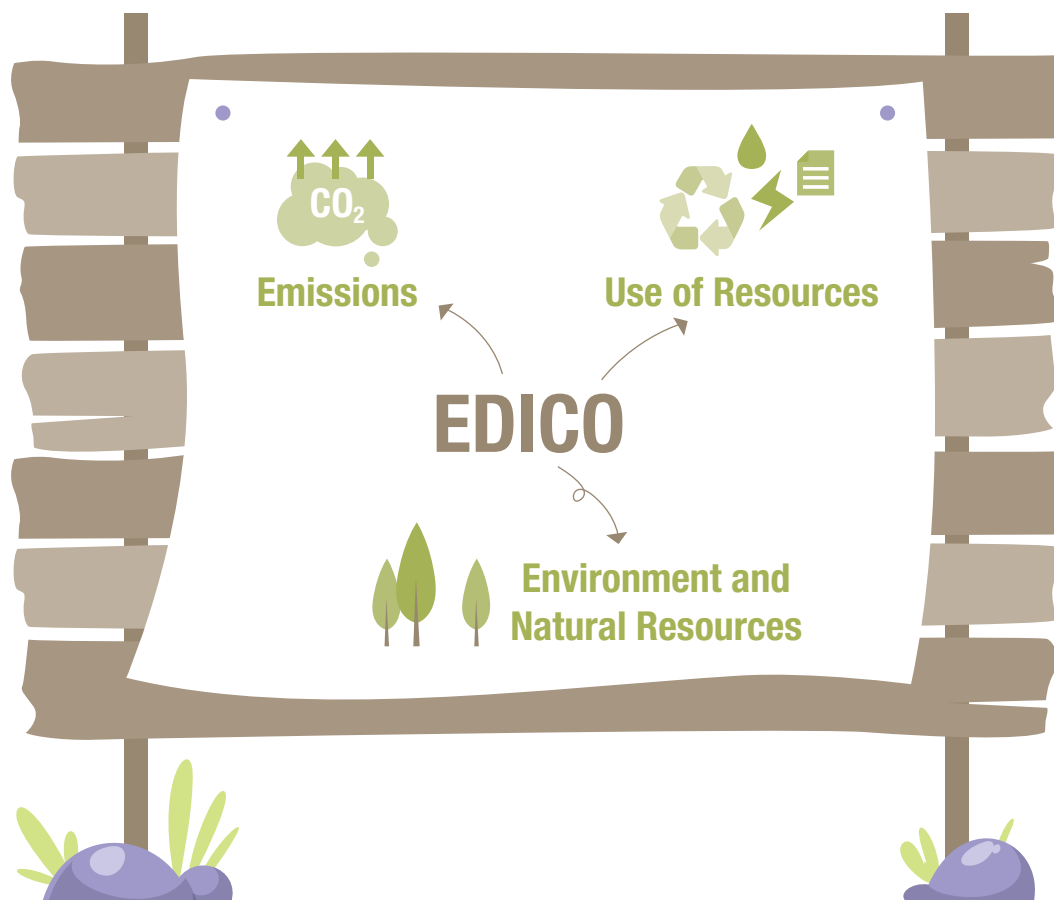
**ENVIRONMENTAL  
SUSTAINABILITY**





# A. ENVIRONMENTAL SUSTAINABILITY

This section primarily discloses the Group’s policies, practices, and quantitative data on emissions, use of resources, and the environment and natural resources in FY2020/2021.



## A.1 EMISSIONS

The Group’s business nature does not directly consume any resources which has material impact on the environment. We have limited emissions of air pollutants, discharges into water and land, and generation of hazardous waste. Thus the Scope 1 (Direct Emission) stated in the ESG Guide was immaterial and the greenhouse gas (“GHG”) emissions from the Group were attributed to the Scope 2 (Energy Indirect Emission) and Scope 3 (Other Indirect Emissions). During the Reporting Period, thanks to the continuous reduction in electricity consumption and paper usage, the Scope 2 and Scope 3 GHG emissions for the Group were 173.0 tonnes CO<sub>2</sub>e (decreased by 12.5% year-on-year) and 61.9 tonnes CO<sub>2</sub>e (decreased by 19.6% year-on-year) respectively. The total GHG emissions for the Group was 234.9 tonnes CO<sub>2</sub>e (decreased by 14.5% year-on-year). To mitigate GHG emissions, the Group adopts a number of measures in new energy-efficient technologies to reduce electricity and paper usages in the daily business operations. Detailed measures are described in “A.2. Use of Resources” of this report. Other than GHG emissions, the Group also generated non-hazardous waste of 68.0 kg waste toner cartridges (decreased by 10.5% year-on-year) and 544.0 kg other commercial solid waste (decreased by 20% year-on-year) for the Reporting Period.

## A. ENVIRONMENTAL SUSTAINABILITY

TABLE 2: TOTAL EMISSIONS BY CATEGORY IN FY2020/2021

Emissions Category	KPI	Unit	Amount	% Change	Intensity (Unit/ Square Meter)*
GHG Emissions	Scope 1 (Direct Emissions)	Tonnes CO <sub>2</sub> e	N/A	N/A	N/A
	Scope 2 (Energy Indirect Emissions)	Tonnes CO <sub>2</sub> e	173.0	-12.5%	0.17
	Scope 3 (Other Direct Emissions)**	Tonnes CO <sub>2</sub> e	61.9	-19.6%	0.06
	Total (Scope 1, 2 & 3)	Tonnes CO <sub>2</sub> e	234.9	-14.5%	0.23
Non-hazardous Wastes	Waste toner cartridge	Kg	68.0	-10.5%	0.07
	Other commercial solid waste from offices	Kg	544.0	-20.0%	0.53

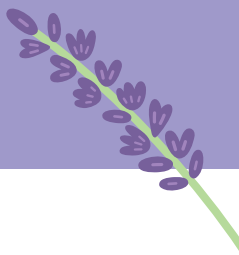
Note:

\* Intensity was calculated by dividing the floor area coverage by the Group in FY2020/2021 of approximately 1,020 square meter.

\*\* The Group's Scope 3 (Other Indirect Emissions) included only paper waste disposed of at landfills.

Given our business nature, we paid special attention to the consumption and recycling of toner cartridges used in copiers and printers. We strongly encouraged our customers and staff to proofread and correct the digital version of their documents instead of printing hard-copies. The used toner cartridges will be collected and reused by a specialized recycling company. During the Reporting Period, the toner cartridges consumption have been reduced by 10.5% against previous financial year to 68.0 kg.





# A. ENVIRONMENTAL SUSTAINABILITY

Other commercial solid wastes generated by the Group were wastes from daily business operations in offices such as plastic and paper wastes. During the Reporting Period, we launched the “Plastic NOT Fantastic” campaign in our offices to encourage our staff to make a lifestyle change by giving up daily plastic use. We promoted the reduction in using and disposable of plastic and there were awards for the winning staff. Meanwhile, our solid wastes would have been classified by recycling bins and be transported to local recycling centers or waste disposal plants for further treatment. Used spare parts of consumables will be collected and returned to certain suppliers for recycling and reusing. We successfully applied the well-known ‘3Rs’ principle — Reduce, Reuse and Recycle, into daily practice in order to minimize its impact on the environment. During the Reporting Period, the other solid commercial wastes from offices fell by 20.0% against previous financial year to 544.0 kg.



## Reduce

- Encourage employees to bring own cups and lunch-boxes instead of using disposable ones;
- Work with electronic documents and files instead of hard copy versions to further reduce paper usage.



## Reuse

- Consider to reuse previously used office equipment from desks to whiteboards;
- Maintain and repair products timely such as copiers and other appliances to avoid frequent replacement.



## Recycle

- Disseminate the “Waste Electrical and Electronic Equipment (WEEE) Recycling Programme” across the company to encourage the donation of old electronics;
- Place recycling and compost bins with clear labels and educational stickers.

During the Reporting Period, the Group complied with all relevant environmental laws and regulations in Hong Kong and found no non-compliance case relevant to GHG emissions, water or land discharging and hazardous or non-hazardous wastes.

### Emission Target

After communicating with stakeholders and considering the potential business recovery in coming years, the Group has set emission targets of the total GHG emission, non-hazardous waste and use of resources will be maintained at the level of the Reporting Period for the next 3–5 years. We will continue to adopt the measures in this ESG Report to achieve the targets.



# A. ENVIRONMENTAL SUSTAINABILITY

## A.2 USE OF RESOURCES

Electricity and water are the major natural resources consumed by the Group. Their usages have always been the key issue for the Group’s environmental concern. To effectively manage our natural resources usages, we kept closely tracking of those ESG related KPIs and launched an internal monitoring program on the procurement and use of resources.

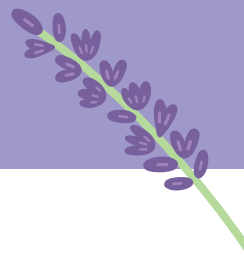
**TABLE 3: USE OF RESOURCES BY CATEGORY IN FY2020/2021**

Use of Resources	Unit	Amount	% Change	Intensity (Unit/Square Meter)*
Electricity	kWh '000	224.1	-13.0%	0.22
Paper	Tonnes	12.9	-19.6%	0.01
Paper (by outsourced printing suppliers)	Tonnes	105.0	-31.6%	N/A
Recycled Paper (by outsourced printing suppliers)	Tonnes	9.4	-18.0%	N/A

Note:

\* Intensity was calculated by dividing the floor area coverage by the Group in FY2020/2021 of approximately 1,020 square meter.

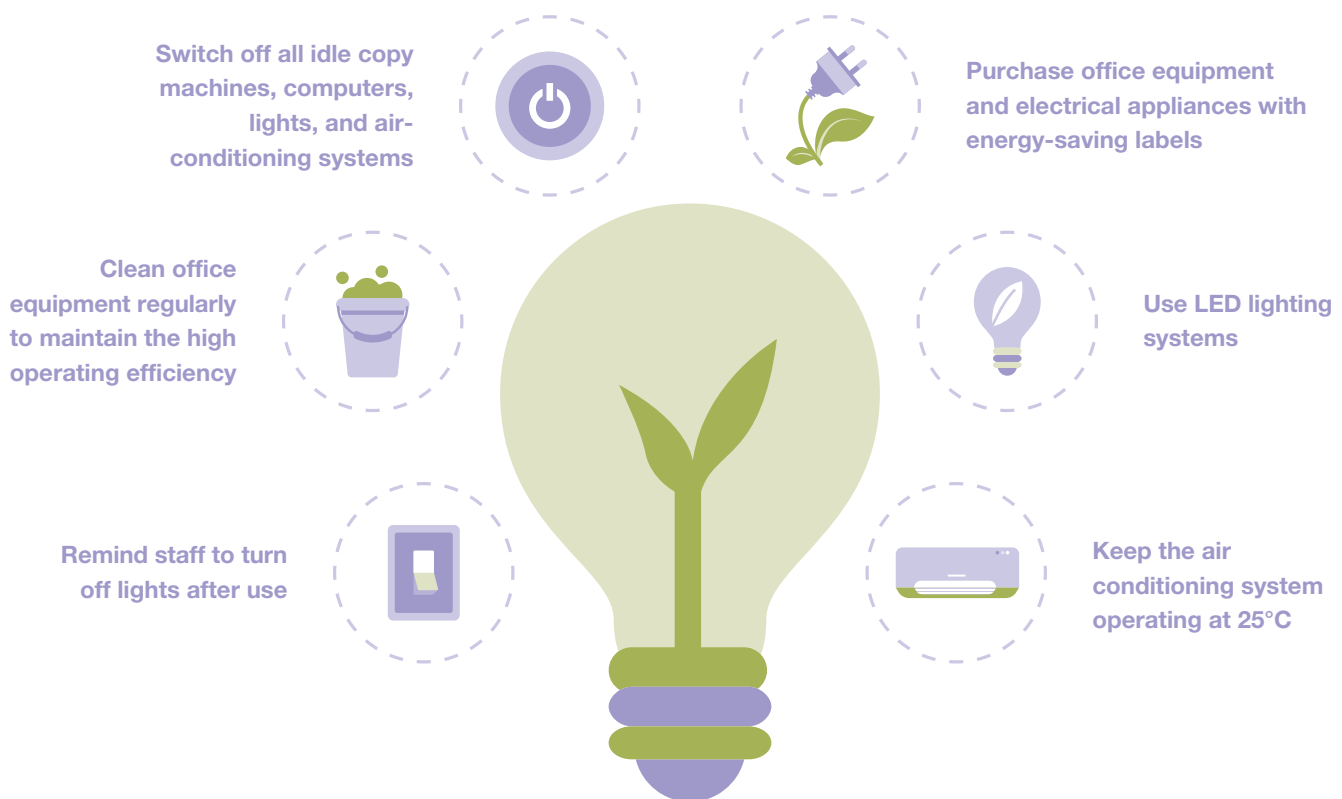




## A. ENVIRONMENTAL SUSTAINABILITY

- **Electricity**

The Group's electricity consumption was from the daily business operations in offices. During the Reporting Period, the total electricity consumption of the Group was 224,100 kWh (decreased by 13.0% year-on-year). Thanks to our continuous efforts in promoting the usage of environmentally friendly technologies in our operations and encouraging our staff adhering to the electricity-saving measures, our electricity consumption has been decreased for three consecutive financial years. We replaced energy intensive lightings with energy-saving ones in offices and reminded our staff the importance and approaches of energy conservation and emissions reduction. The Group believes that the reduction of electricity consumption could represent the dwindling GHG emissions and remarkable progress towards better stewardship in ESG management. Following are the electricity saving measures implemented by the Group to ensure the effective use of electricity.



## A. ENVIRONMENTAL SUSTAINABILITY

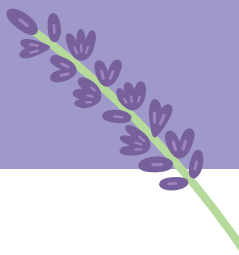
- **Paper**

The Group's paper usage was from the printing paper for its in-house visiting customers and outsourced suppliers. Due to our business nature, paper is always the main natural resource consumed by us and the reduction of paper usage is always on our top sustainability agenda. We emphasized on the efficient usage of paper and choosing suppliers with eco-friendly paper sources. During the Reporting Period, the paper consumptions of the Group and its outsourced suppliers were 12.9 tonnes (decreased by 19.6% year-on-year) and 105.0 tonnes (decreased by 31.6% year-on-year) respectively. The outsourced suppliers also used 9.4 tonnes of recycled paper for the same period. There was continuous decrease in paper consumption recent years in our offices as fewer in-house visiting customers amid COVID-19 pandemic, as well as the gaining popularity of proofreading and correcting documents by digital files. The decrease in paper consumptions by our suppliers was mainly due to the decline in printing of listing documents as the Stock Exchange recently launched the paperless listing and subscription regime.

The Group also paid great attention to the daily business operations involved with paper consumption in detail as illustrated below.

- ✔ Encourage double-sided printing and take full advantage of both sides of a piece of paper.
- ✔ Make the best use of electronic mail, intranet and scanners to send or save documents electronically.
- ✔ Source paper from environmental friendly suppliers through a thorough assessment.
- ✔ Use electronic devices to introduce printing services to customers instead of paper materials.





# A. ENVIRONMENTAL SUSTAINABILITY

## • Water

The Group’s water consumption came from the daily business operations in offices. As the water bill was included in its monthly property management fee, the Group did not have any data on the amount of water consumed for the Reporting Period. Nevertheless as water is a precious resource that is indispensable to our society, we adopted the following measures on water conservation.



Remind staff to turn off water taps after use.

Fix dripping taps immediately once any leakage is found.

Place “Saving Water Resource” posters in prominent places to encourage water conservation.

## A.3 ENVIRONMENT AND NATURAL RESOURCES

Save for the electricity, paper and water consumptions discussed above, the Group’s operations did not have other material impact on the environment and natural resources. We will continue to develop our financial printing service according to the “Going Green and Low Carbon” concept and gearing up to incorporate the idea into every office and business unit.

## A.4 CLIMATE CHANGE

Climate change is one of the most severe challenges facing the world. Rising temperatures and extreme weather are threatening the community and our business operations. EDICO regularly reviews the impact of its daily operations on the climate change, and is committed to adopt environmental friendly operating measures to reduce GHG emissions and the pressure on global climate change. Meanwhile, we proactively assess and manage the climate-related risks to our operations while increasing our resilience to climate change. During the Reporting Period, the Sustainability Committee started to identify climate-related risks which may induce financial and operational disruptions, and included them in the monitoring list. The climate-related risks that may impact the Group and the corresponding mitigation actions are as follows.

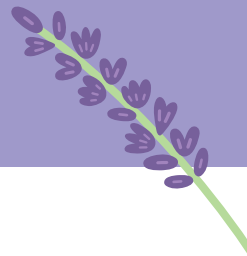




# SOCIAL SUSTAINABILITY







## B. SOCIAL SUSTAINABILITY

This section primarily discloses the Group's policies, practices and quantitative data on employment, health and safety, development and training, labour standards, supply chain management, product responsibility, anti-corruption and community investment in FY2020/2021.

### B.1 EMPLOYMENT

Talents are the cornerstone of the Group's sustainable growth. It is our obligation to provide our staff a fair and transparent platform for their professional career development. Our "Internal Control Policy Handbook and Procedure Manual" clearly states the hiring, termination and promotion procedures and other employment related matters of the Group. The Group's human resources policies fully align with the applicable employment laws and regulations in Hong Kong, such as the Employment Ordinance, the Employees' Compensation Ordinance, the Mandatory Provident Fund Schemes Ordinance, the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. To make sure that the relevant internal policies are in line with the latest laws and regulations, our Human Resources Department is regularly reviewing and updating corporate documents in talent management. As an equal opportunity employer, the Group has been dedicated to creating a fair, respectful and diverse working environment by promoting anti-discrimination and equal opportunity in all human resource matters. Staff assessment, promotion, dismissal and retirement policies are determined irrespective of employees' gender, race, age, disability, family status, marital status, sexual orientation, religion beliefs, nationality or any other non-job related factors. Any workplace discrimination, harassment or victimization is not acceptable and disciplinary actions would be taken if any non-compliance of the equal opportunities policies is discovered.

To attract high-calibre candidates, the Group offers fair and competitive remuneration packages to qualified applicants based on their job experiences and career aspirations. We utilized a variety of channels for talent acquisition such as recruitment fairs, job advertisements in newspapers, magazines and websites.

Salary adjustments and discretionary performance bonus are regularly conducted to retain and motivate our existing well performed staff, with reference to general market standards, inflation, corporate business performance and employees' performance. Any termination of employment contract would be strictly based on reasonable and lawful grounds. The Group prohibits any kinds of unlawful or unreasonable dismissals. To guarantee that any termination of employee's contract is conducted properly, the termination letter and statement of final payment are required to be approved by both Chief Executive Officer and Chief Financial Officer.

## B. SOCIAL SUSTAINABILITY

Maintaining work-life balance is essential to keep up our staff's morale and sense of belonging. We are keen to create a positive atmosphere at workplace and thus we organized a number of leisure activities for our staff, including Chinese New Year and Christmas lunch parties and gifts, Mid-Autumn Festival mooncakes, Easter eggs, monthly birthday celebration party, Green Monday free fruits and etc. The Group offers meal allowance, birthday welfare, medical insurance and retirement scheme, and allows flexible working hours or working from home for those staff to take care their families. Besides the annual leaves stated in the employment contracts and statutory public holidays, employees are entitled to additional leave benefits such as marriage leave, birthday leave and compassionate leave.

During the Reporting Period, the Group was in full compliance with relevant laws and regulations related to employment.



EDICO ESG Campaign  
"Plastic NOT Fantastic"



Massage Therapy to Head,  
Neck and Shoulder



Green Monday



CNY opening ceremony



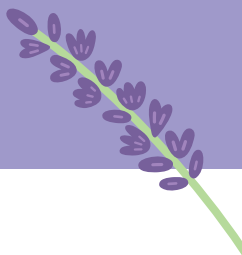
Xmas Gifts to staff



Staff Birthday Cake Party



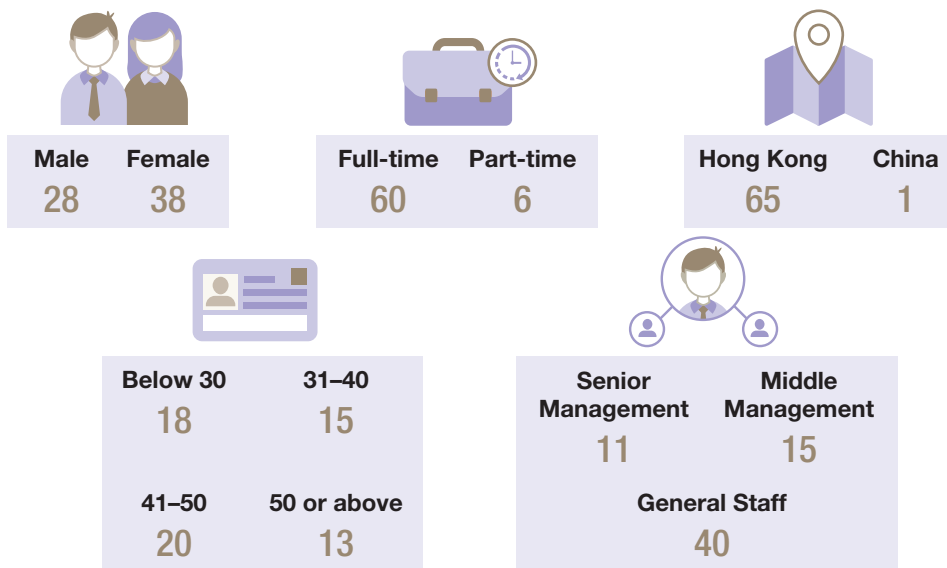
Easter eggs



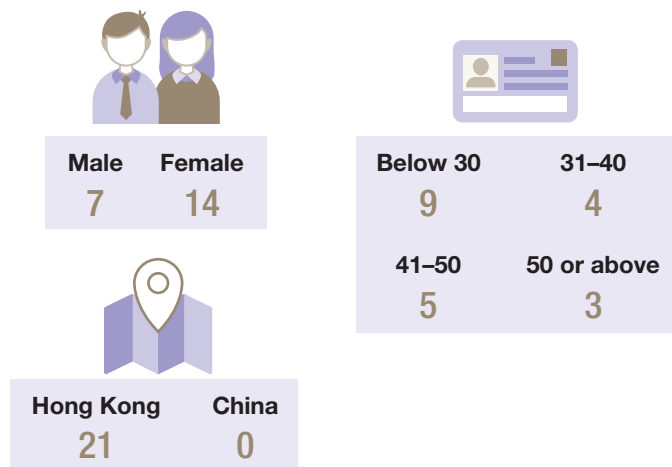
## B. SOCIAL SUSTAINABILITY

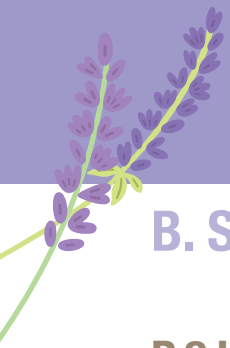
As at 30th September 2021, there were 66 employees for the Group. 65 of them were located in Hong Kong and one was in China. 21 employees were resigned during the Reporting Period, which represented an annual staff turnover rate of 32%.

**TABLE 4: EMPLOYEES BY CATEGORY AS AT 30TH SEPTEMBER 2021**



**TABLE 5: EMPLOYEES TURNOVER BY CATEGORY IN FY2020/2021**





## B. SOCIAL SUSTAINABILITY

### B.2 HEALTH AND SAFETY

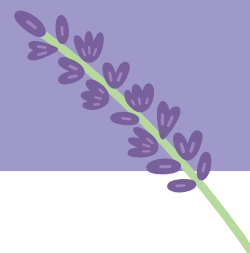
Occupational health and safety is particularly important under the COVID-19 pandemic. While we are obligated to deliver our premium financial printing services uninterruptedly to our customers and maintain our offices fully operational, we have a legacy of responsible business and doing all we can to keep everyone safe. We closely monitor the pandemic situation and make swift responses to protect our staff. We have been strictly following all the pandemic prevention measures advised by the Hong Kong government, and proactively implementing a range of precautionary measures, from stringent sanitation and cleaning protocols to workplace distancing, temperature checks, access controls and online meetings. We set up the CO<sub>2</sub>-3 Carbon Dioxide Monitors in our conference rooms for clients and internal area for staff which includes sensors for real-time monitoring indoor air quality such as CO<sub>2</sub>, temperature and humidity. Meanwhile, we recommended to take the COVID-19 testings within office hours and offered vaccination leave to incentivize more staff to get vaccinated. The Group is extremely proud of and grateful to the teams who come on site every day to ensure business continuity.

Our health and safety guidelines are in line with the Occupational Safety and Health Ordinance and other related laws and regulations in Hong Kong. The Group has established a comprehensive mechanism and stringent safety standards to identify and minimize potential risks in the workplace. Occupational trainings are regularly provided to enhance employees' health and safety awareness. During the Reporting Period, the Group participated in fire drills arranged by management office and maintained good workplace hygiene. First aid boxes were placed in the workplace to confront any emergency. Safety inspections and spot checks across all departments were conducted periodically to review the safety and health issues.

During the Reporting Period, the Group did not in violate of any relevant laws and regulations regarding occupational health and safety, and there was no work-related fatalities and loss of working days due to work injury.

### B.3 DEVELOPMENT AND TRAINING

Our employees are valuable assets and we acknowledge the importance of staff professional development. Thus the Group provides both standardized and customized on-the-job trainings to the staff in different positions. Those trainings are aimed at to enhance the work related skills and knowledge, in particular for the newly employed staff to understand the Group's corporate culture, business processes, work health and safety measures, management systems and group development. During the Reporting Period, we have arranged 620 training hours to all our staff, which represented an average of 9.4 training hours per employee. We also encourage our employees to pursue further career development through continuous learning by attending external trainings, seminars, examinations and obtaining professional qualifications and certifications.



## B. SOCIAL SUSTAINABILITY

TABLE 6: TRAINING HOURS COMPLETED OF EMPLOYEES BY CATEGORY IN FY2020/2021

	Senior Management	Middle Management	General Staff	Total
Number of Training Hours	62	80	478	620
Average Training Hours Per Employee	5.6	5.3	12.0	9.4

	Male	Female
Number of Training Hours	121	499
Average Training Hours Per Employee	4.3	13.1

### B.4 LABOUR STANDARDS

The Group strictly complies with the Employment Ordinance and other related labour laws and regulations in Hong Kong to prohibit any child and forced labour employment. Our 'Internal Control Policy Handbook and Procedure Manual' requires the Human Resources Department to verify the job applicants' identification documents and academic/work records during the recruitment process to ensure that they are lawfully employable. The Human Resources Department is also responsible for monitoring and ensuring the compliance with the latest and relevant laws and regulations that prohibit child and forced labour. Moreover, we requires all our suppliers strictly prohibits to employ any child or forced labour.

During the Reporting Period, the Group was not in violation of any laws and regulations related to the prevention of child and forced labour.

### B.5 SUPPLY CHAIN MANAGEMENT

The Group outsources some production processes such as printing and translation to third-party suppliers. Managing our supply chain is important for us to deliver quality products and enhance sustainability performance. We adopt a fair and open system to ensure no conflict of interest and bribery in selecting suppliers. Our 'Internal Control Policy Handbook and Procedure Manual' requires our representatives must evaluate the performance of suppliers with fair and most importantly, firmly refuse the bribe and commission on sales. Suppliers are chosen mainly based on their service quality, price, reputation, financial background, track record and delivery time. Sustainability and social responsibility of the suppliers are also considered, and environmental-friendly requirements are set for the suppliers. Our Procurement Department needs to contact at least three potential suppliers before making a final decision. The Group reviews its approved supplier list annually and keeps close monitoring on its suppliers to ensure them complying with their local laws and regulations.

During the Reporting Period, the Group had 27 suppliers from Hong Kong and 1 supplier from China.



## B. SOCIAL SUSTAINABILITY

### B.6 PRODUCT RESPONSIBILITY

Being a premium financial printing service provider, our mission is to provide elite services and top quality products to our customers. The Group established standard operating procedures to ensure the quality of its services and products, including typesetting, proofreading, translation, design, printing, binding, distribution and media placement. Our 24-hour customer service team is dedicated to receive customer instructions and answer service inquiries promptly. Quality control systems are in place with senior management's participation to ensure the services quality. We have set up designated channels such as customer service hotline, emails and facsimiles for customers to lodge complaints. Upon receive the complaints, the Group will investigate in a timely manner and findings will be reported to senior management. Further actions to improve our operating procedures and services will be taken if necessary.

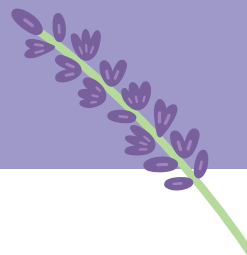
The Group is fully aware of the importance in protecting of customers' data privacy as its business frequently handles customers' confidential information. We adheres to the Personal Data (Privacy) Ordinance and other relevant laws in Hong Kong. Internal guidelines and trainings are provided to our staff in how to collect, process and use customers' personal and confidential information. Privacy or confidential information collected would only be used for the purpose for which it has been collected. Customers would be informed of how the data collected would be used in the business. Unless authorization from customers have been obtained, no customer information could be provided to the third parties. Customers always have the rights to review and revise their personal data, including opting out of any direct marketing activities. Our Information Technology Department has set restrictions on software installation and limitations on the business network to prevent unauthorized access, use and export of customer data.

Meanwhile, we understand the importance of protecting our own and customers' intellectual property rights. Our 'Internal Control Policy Handbook and Procedure Manual' regulates the procedures and standards in intellectual property rights protection. The Group follows the legitimate intellectual property application procedures in Hong Kong for its new trademark, labels and product designs. All of the software and information used in our daily business operations are with legal licenses and we only procure genuine products.

During the Reporting Period, the Group did not violate any laws and regulations regarding the product responsibility, data privacy and intellectual property rights. We have no products sold being recalled and received complaints.

### B.7 ANTI-CORRUPTION

The Group is with no tolerance for any form of corruption in order to maintain an ethical corporate culture. We are strictly in compliance with the laws and regulations relating to anti-corruption and anti-money laundering in Hong Kong, including the Prevention of Bribery Ordinance and the Anti-Money Laundering and Counter Terrorist Financing Ordinance. Internal anti-corruption policies and guidelines have been formulated and enforced in accordance with relevant laws and regulations. Training programs related to the Group's internal anti-corruption policies were provided to both newly hired and existing employees. During the Reporting Period, the Group arranged 9.6 hours of trainings to the staff and directors in relation to anti-corruption. All employees are subject to disciplinary actions or even being discharged from their duties if they committed any form of corruption or money laundering activities. The Group has established a whistle-blowing channel which allows employees to report any misconduct behaviors directly to the Audit Committee. The Audit Committee will conduct investigations into any suspicious or illegal behavior to protect the Group's interests. All Investigations will be handled confidentially and the management will take corrective actions to resolve substantiated frauds. The Audit Committee reports misconduct activities to the Board at least annually and if the misconduct activities violate the relevant laws, a report would be referred to the law enforcement authorities.











## B. SOCIAL SUSTAINABILITY

During the Reporting Period, the Group did not receive any corruption lawsuits against the Group or its employees. Meanwhile, the Group and its employees were not in violation of any of the relevant laws and regulations in relation to bribery, extortion, fraud and money laundering.

### B.8 COMMUNITY INVESTMENT

Over the years, the Group devoted substantial efforts to fulfill corporate social responsibilities and contribute in the building of a cohesive and caring society. Our Corporate Social Responsibility team took advantage of the relaxation of social distancing measures within the Reporting Period to arrange a number of community caring activities and our staff actively participated in helping those in need. During the Reporting Period, our staff contributed a franchise record of 106 hours volunteer services. We believe that those community caring activities could enhance our staff's sense of responsibility, capability to interact with people, and collaborations with colleagues. During the Reporting Period, the Group's community caring activities are highlighted below:

-  Heep Hong Society Flag Day 2020
-  Heep Hong Society Grand Raffle 2021
-  Medecins San Frontieres Donation Box
-  Hong Kong Design Institute lecture: Integrated financial printing and communication solutions
-  Hong Kong Design Institute: Donation of the scholarship to HKDI students for their achievements in academic year 2020/21
-  Sin Ching Kindergarten: Mid-Autumn Festival Party
-  Pau Kwong Wun Charitable Foundation: PWK Charity Walk
-  Ebenzer School and Home: Arranged blind massage therapists for our staff and clients; hired Ms. Sharon Choi with guide dog Bene as a translator.

During the Reporting Period, EDICO has received the following awards in recognition of our social contributions. We will continue in contributing to the sustainable development and caring of our society.

-  10 Years Plus Caring Company by The Hong Kong Council of Social Service
-  Caring Ambassador by The Hong Kong Council of Social Service
-  Food Saving Pledge by Food Grace
-  Diamond Sponsor and Publication Support — The HKIRA 7th Investor Relations Awards by Hong Kong Investor Relations Association

## B. SOCIAL SUSTAINABILITY



Heep Hong Society Flag Day 2020

*EDG Team*



Heep Hong Society Grand Raffle 2021

Médecins San Frontières Donation box



Left:  
**Ms WONG Cheuk Yan, Cherine**  
 Acting Senior Lecturer  
 Department of Communication Design  
 Hong Kong Design Institute

Right:  
**Mrs. Amy Donati**  
 Executive Director and  
 Chief Executive Officer  
 EDICO Holdings Limited



Hong Kong Design Institute Online Lecture:  
 Integrated financial printing and communication solutions





## B. SOCIAL SUSTAINABILITY



 **Hong Kong Design Institute:**  
Donation of the scholarship to HKDI students for their achievements in academic year 2020/21

**Mr CHAN Tat Keung, Leo**  
Senior Lecturer  
Department of  
Architecture, Interior and  
Product Design (AIP)  
Hong Kong Design  
Institute

**Ms. Bonnie Yung**  
Associate Director  
- Corporate Sales,  
EDICO Financial  
Press Services  
Limited

**Mrs. Amy Donati**  
Executive Director  
and Chief Executive  
Officer  
EDICO Holdings  
Limited

**Mr TANG Wai Hung, Simon**  
Vice Principal  
Hong Kong Design  
Institute & HK Institute  
of Vocational Education  
(Lee Wai Lee)

**Ms WONG Cheuk Yan, Cherine**  
Acting Senior Lecturer  
Department of  
Communication Design  
Hong Kong Design  
Institute

**Ms. Tiu Nga Yuet**  
Student  
HKDI



 **Sin Ching Kindergarten:**  
Mid-Autumn Festival Party with  
EDICO ESG Team

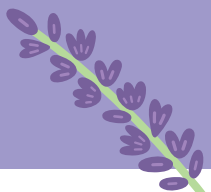
## B. SOCIAL SUSTAINABILITY

### Pau Kwong Wun Charitable Foundation: PKW Charity Walk



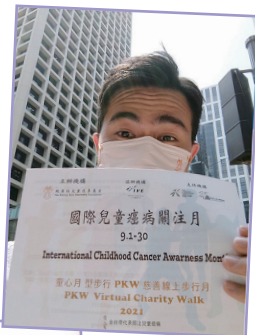
Dear EDICO Financial Press Services director,  
Thank you very much for your support!  
Best Regards  
Ben King Sun  
Pau Kwong Wun Charitable Foundation  
Oct 2021





# B. SOCIAL SUSTAINABILITY

EDICO  
ESG Team



FINISH



## B. SOCIAL SUSTAINABILITY

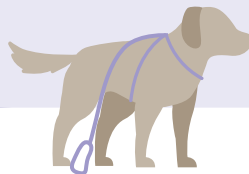
### A Cordial Partnership with Ebenezer School and Home for the Visually Impaired — on Equal Employment Opportunities

The year 2021 began with a joint endeavour between Project WORKS, initiated by Ebenezer School, and EDICO. Because of the coincidence, Sharon, an alumni from Ebenezer School, a patient with visual impairment, was recruited to work with us. She started as a junior translator, working part-time. With the help of screen readers, or audio computer software, Sharon can easily produce work, self-sufficiently, despite the odds.

In November of the same year, on the occasion of 6th anniversary celebration banquet of Project WORKS, EDICO was prized with an honorary certificate, “The Most Established Business Partner”, a testimony to our contribution to equal work opportunity and building an inclusive community.

Looking forward, Project WORKS and EDICO will continue to join forces, either through joint ESG-oriented ventures or other sustainable development projects.

**Shirley To,**  
Project Manager, Ebenezer School &  
Home for the Visually Impaired



EBENEZER, CORPORATE & COMMUNITY PARTNERSHIP GATHERING, CERTIFICATE OF APPRECIATION FOR PROJECT WORKS PARTNER



In fact, visual impairment is far from a big issue to Sharon; on the contrary, there are just as many opportunities awaiting her as to other lucky ones. The opportunity swiftly came in May 2021—Sharon was invited to join the big family of EDICO.

“Not long ago, as I reflect now, EDICO has granted me an early entry while I was still an undergraduate. I’d consider this a huge opportunity for me and my guide dog, “Bene”—an open door to self-dependence. Affected by vision deficiency, I need the help of customised hardware and software to work independently. For the past few months, I must thank all members in EDICO, taking all the trouble to create a barrier-free environment, just to ease my work. There is one single threshold, before me, and EDICO has handed me the pass, onto the road of opportunities; so, thank you, all of you.”

*Sharon*



## B. SOCIAL SUSTAINABILITY

ESG Team



10 Years Plus Caring Company by The Hong Kong Council of Social Service, Caring Ambassador by The Hong Kong Council of Social Service



Food Saving Pledge by Food Grace



Diamond Sponsor and Publication Support – The HKIRA 7th Investor Relations Awards by Hong Kong Investor Relations Association



# SUSTAINABLE DEVELOPMENT GOALS



# SUSTAINABLE DEVELOPMENT GOALS (SDGs)

Notwithstanding we strictly comply the ESG Guide of the Stock Exchange, we also commit to integrate international well-recognized sustainability measures into our business development and strategies. The 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. At its heart are the 17 SDGs, which are all well-defined and comprised of a total of 169 targets. Each target has several indicators that are taken as metrics to measure the progress.





# SUSTAINABLE DEVELOPMENT GOALS

In addition to the Goal 9, 12 and 13 selected in previous financial years as the Group’s prioritized targets, the Group has added Goal 3 and 5 in its corporate sustainability agenda during the Reporting Period.



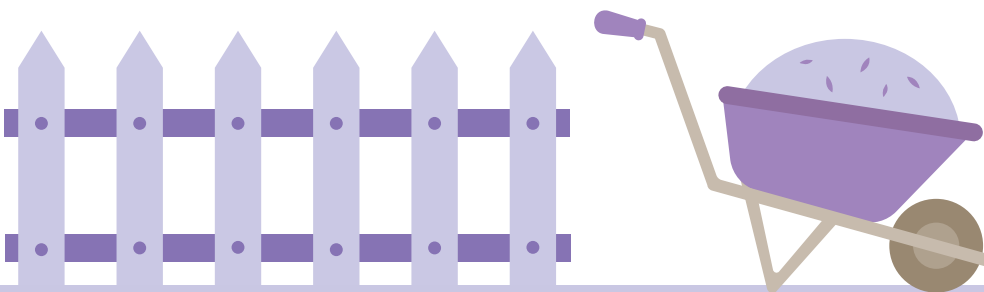
Goal 3: Ensuring healthy lives and promoting well-being at all ages is essential to sustainable development. Currently, the world is confronting the COVID-19 outbreak, one of the greatest health threats in human history. At EDICO, the health and safety of our staff, customers, business partners and the community in which we operate is our number one priority. We have a legacy of responsible business and we are committed to doing all we can to keep everyone safe.



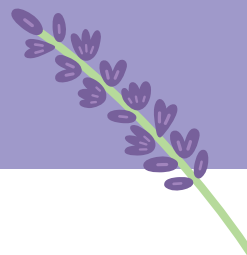
Goal 5: Equality between men and women is an integral part of human rights. EDICO actively supports efforts to achieve gender equality and empower women rights. Staff benefits, promotion, dismissal, retirement and training policies are determined irrespective of employees’ gender. We are zero tolerance to any gender discrimination.



Goal 9: EDICO insists on technology innovation and adoption of more environmentally solutions in our financial printing services. We continuously refurbish and upgrade our office facilities to provide better experiences for our customers and working environment for our staff, which is key enhance our core competitiveness.







# SUSTAINABLE DEVELOPMENT GOALS



Goal 12: Raising the awareness of environmental protection among employees has long been a key factor for EDICO's business development. Our "Plastic NOT Fantastic" campaign encourages all employees in the office to prevent, reduce, reuse and recycle the wasted items that may still be functional in other areas. We hope to disseminate the concept of sustainable consumption and production across the Group.



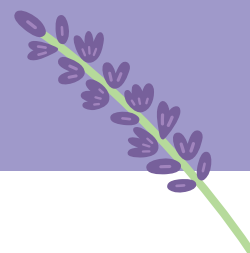
Goal 13: EDICO is a member of the global community and thus actively promotes the eco-friendly living style in where the Group operates. As the urgency of facing those climate-related challenges has intensified over the years, a joint effort by all parties, including governments, private sectors and individuals is crucial to tackle the climate change.





# REPORT DISCLOSURE INDEX





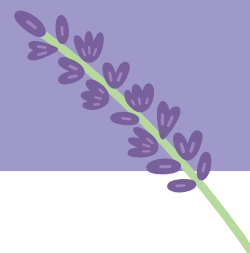
# REPORT DISCLOSURE INDEX

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	(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.		
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KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	17
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KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	19
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KPI A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them.	21



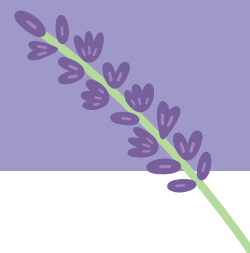
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