

Shen You Holdings Limited 申酉控股有限公司

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

Stock Code 股份代號 : 8377



ENVIRONMENTAL, SOCIAL
AND GOVERNANCE REPORT

環境、社會及管治報告

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Environmental, Social and Governance Report

環境、社會及管治報告

ABOUT THIS REPORT

This report summarizes several subjects of Shen You Holdings Limited (“**Shen You**”, together with its subsidiaries, collectively the “**Group**” or “**we**”) of business practices for the Environmental, Social and Governance (referred to as the “**ESG**”) report (referred to as the “**Report**”) and its relevant implemented policies and strategies in relation to the Group’s operational practices and environmental protection. For information regarding corporate governance, please refer to the “Corporate Governance Report” in the annual report 2021.

The Report covers the period from 1 January 2021 to 31 December 2021 (the “**Reporting Period**” or “**FY2021**”).

BOARD STATEMENT — ESG GOVERNANCE STRUCTURE

The Board understands its overall responsibility for overseeing and implementing the Group’s ESG strategy, and will integrate sustainable development into the Group’s specific business in accordance with the company’s business development. The Group has formed a top-down ESG structure in adhering to its sustainable development philosophy. The Board is responsible for overseeing the ESG issues of the Group, formulating ESG strategies and assessing and determining the risks associated with ESG, in order to ensure the effectiveness of risk management and internal control of the Group. The senior management is responsible for the job allocation based on the ESG strategies and reporting to the Board about the progress of ESG tasks and the Group’s annual Report. The administration, human resources, internal control and board secretarial departments are responsible for performing ESG tasks, including collection of stakeholders’ opinions, performing internal and external materiality assessment, preparing the Report, and reporting to the senior management about the progress of ESG tasks and the preparation of the Report. The Board will also regularly check the implementation and changes of various ESG indicators, and optimize ESG targets when appropriate and feasible, so as to ensure that the Group’s corporate development will minimize the negative impact on the environment and society.

關於本報告

本報告概述申西控股有限公司(「**申西**」, 連同其附屬公司統稱「**本集團**」或「**我們**»)業務實踐中有關環境、社會及管治(「**環境、社會及管治**»)報告(「**報告**»)的若干主題及其與本集團業務運作及環境保護相關的政策實施及策略。有關企業管治的資料, 請參閱二零二一年年報中的「企業管治報告」。

本報告涵蓋二零二一年一月一日至二零二一年十二月三十一日(「**報告年度**」或「**二零二一財年**»)。

董事會聲明 — 環境、社會及管治的治理架構

董事會明白其在監督並落實本集團環境、社會及管治策略方面的整體責任, 並將會根據公司的業務發展將可持續發展融入到集團的具體業務中。為貫徹本集團的可持續發展理念, 本集團建立了由上而下的環境、社會及管治架構。董事會對本集團的環境、社會及管治事宜負有監管責任, 負責制訂環境、社會及管治策略, 並負責評估及釐定本集團的環境、社會及管治風險、確保風險管理及內部監控的有效性。高級管理層負責根據環境、社會及管治策略安排相關工作, 並向董事會彙報環境、社會及管治工作進展及本集團的年度報告。行政部、人力資源部、內控部及董事會秘書處負責開展環境、社會及管治工作, 包括收集持份者意見、進行內部及外部重要性評估、編製報告等, 並向高級管理層彙報環境、社會及管治工作和報告編寫的進展。董事會也會定期檢查環境、社會及管治各項指標的落實及變動情況, 並於適當及可行的情況下優化環境、社會及管治目標, 以確保本集團的企業發展對環境及社會的負面影響降至最低。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

REPORTING SCOPE

The scope of the Report covers the environmental, social and governance performances of the Group's principal operating activities spanning over the period from 1 January 2021 to 31 December 2021. The Group is principally engaged in the manufacturing and selling of sewing threads and board categories of garment accessories, provision of interior design, interior decoration and furnishing services, and provision of equine related services business.

The reporting scope has been determined primarily by the Group's management based on its assessment of the operating performance of its segments and its allocation of resources, which includes the entities that represent the Group's major source of revenue during the Reporting Period. Therefore, this Report covers the entities involved in the Group's manufacturing and selling of sewing threads business in the PRC and the interior design and decoration business in Hong Kong.

The scope of this Report does not cover the Group's provision of equine related services business outside the PRC and Hong Kong as they are immaterial and do not have significant environmental and social impacts.

REPORTING FRAMEWORK

The Report has been prepared with reference to the ESG Reporting guide set out in Appendix 20 to the GEM Listing Rules of the Stock Exchange of Hong Kong Limited (the "SEHK"). To ensure the accuracy of environment key performance indicators, we engaged a professional consultancy firm to conduct the calculation and preparation of the Report.

In preparation of this Report, The Group has complied with all "comply or explain" provisions set out in the ESG Reporting Guide and followed the four reporting principles — materiality, quantitative, balance and consistency, in the preparation of the Report.

報告範圍

本報告涵蓋本集團主要經營活動於二零二一年一月一日至二零二一年十二月三十一日期間之環境、社會及管治政策和措施。本集團從事縫紉線和各類服裝輔料生產及銷售，提供室內設計、室內裝飾及室內陳設服務以及提供馬匹相關服務業務。

本報告範圍主要由本集團的管理層對其各分部的營業表現和本集團的資源分配進行評估後釐定，納入於報告年度代表本集團主要收入來源的實體。因而，本報告涵蓋本集團在中國的縫紉線的製造和銷售業務以及在香港的室內設計及裝修業務所涉及的實體。

本報告的範圍不涵蓋本集團於中國內地及香港境外的提供馬匹相關服務業務，因為其業務收入並不重要，且對環境及社會並無重大影響。

報告框架

本報告按照香港聯合交易所有限公司(「香港聯交所」)創業板上市規則附錄二十所載「環境、社會及管治報告指引」編製。為確保環境關鍵績效指標計算的準確性，我們已聘請一家專業顧問公司負責報告的計算及編寫。

在編寫本報告時，本集團已遵守環境、社會及管治指引所載的所有「不遵守就解釋」規定，並以四項匯報原則 — 重要性、量化、平衡及一致性為基準編製本報告。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Materiality

The Group reports on issues that are considered as posing significant impacts on environment and society and are important to stakeholders. The issues are presented together with the Group's management measures in the Report.

Quantitative

Information regarding the standards, methodologies, assumptions and/or calculation references, and sources of key conversion factors used for these key performance indicators ("KPIs") is stated wherever appropriate.

Balance

Information is disclosed as objectively as possible to provide stakeholders with an unbiased picture of the Group's overall ESG performance.

Consistency

Consistent methodologies are adopted when calculating the quantitative KPIs, unless otherwise specified. Reasons will be provided for any restating of information published in the Report.

APPROACH TO SUSTAINABILITY

Embracing the value of sustainability to evaluate the operations environment and identify room for improvement in operations, we have formulated a set of ESG-oriented policies to promote and manage material environmental, social and governance issues, which include product responsibility, labor practices, anti-corruption and environmental protection. In the long run, we are committed to promoting the value of sustainability and integrate sustainable development principles in the Group and our business partners as a responsible corporate citizen. We identify and evaluate the materiality of the diverse range of ESG topics that are interrelated with our business operations (See corresponding section: Materiality Assessment) to form our future corporate direction.

重要性

本集團對該等視作會對環境及社會造成重大影響以及對權益人而言屬重要的議題進行匯報。此等議題與本集團管理措施一併在報告中呈列。

量化

有關匯報所用的標準、方法、假設及／或計算參考以及用於這些關鍵績效指標的關鍵轉換因素來源的信息在適當的地方予以披露。

平衡

盡可能客觀持平地向持份者公正地呈報本集團整體環境、社會及管治表現。

一致性

除非文義另有所指，否則計算定量關鍵績效指標時均採用一致的方法。本報告已說明所載資料如有任何重列之原因。

可持續發展方式

為持續評估經營環境及尋求空間改善營運的價值，我們已制定一套環境、社會及管治政策，以推動及管理包括產品責任、勞工慣例、反貪腐、環境保護等重大環境、社會及管治事宜。長遠而言，我們銳意推廣可持續發展的價值，並將可持續發展原則融合於本集團及其業務夥伴作為負責任企業公民的考慮。我們識別、確定並評估與我們業務營運相關的各種環境、社會及管治主題的重要性(請參閱本報告章節：重要性評估)，以形成我們未來企業發展的方向。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

STAKEHOLDER ENGAGEMENT

The Group believes that identifying and addressing stakeholders view lay a solid foundation to the long-term growth and success of the Group. The stakeholder engagement helps the Group to develop a business strategy that meets the stakeholders' needs and expectation, enhances the ability to identify risk and strengthens important relationships. Stakeholders can deliver their valuable opinions on ESG to us through various channels.

The below table presents key stakeholders of the Group how the Group communicate with them through variety of communication channels.

持份者參與

本集團相信，識別和回應持份者的意見為本集團的長期發展和成功奠定了堅實的基礎。持份者參與有助本集團制訂更加符合持份者需求與期望的業務戰略、提升風險預見能力及鞏固重要關係。持份者可通過不同途徑，向我們表達對環境、社會及管治各方面的寶貴意見。

下表介紹了本集團的主要持份者，以及本集團通過各種渠道與持份者進行溝通。

Stakeholders 持份者	Communication Channels 溝通渠道
Government and regulatory agencies 政府及監管機構	<ul style="list-style-type: none">• Annual reports, interim reports, ESG reports and other public information• 年報、中期報告、環境、社會及管治報告以及其他公開資料• Meetings• 會議
Shareholders and investors 投資者及股東	<ul style="list-style-type: none">• Annual general meetings and other general meetings of shareholders• 股東週年大會及其他股東大會• Company website• 公司網站• Announcements• 公告• Annual reports, interim reports, ESG reports and other public information• 年報、中期報告、環境、社會及管治報告以及其他公開資料

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Stakeholders

持份者

Communication Channels

溝通渠道

Employees

員工

- Training
- 培訓
- Meetings
- 會議
- Performance evaluation
- 表現評估
- Leisure activities
- 聯誼活動

Customers

客戶

- Email and customer service hotline
- 電郵及客戶服務熱線電話
- Mobile application
- 手機應用程式
- Product and service feedback
- 產品及服務反饋

Suppliers

供應商

- Regular review
- 定期評審
- Meetings
- 會議
- On-site visits
- 實地考察

The operations of the Group have impacts on various stakeholders, while stakeholders have different expectations of the Group. Looking forward, the Group will continuously strengthen its communications with its stakeholders, and extensively collect stakeholders' opinions on various ways that would lead to a more comprehensive materiality analysis. Meanwhile, the Group would also enhance the reporting principles in terms of quantitative, balance and consistency, and define the presentation of content and information of the Report in a way which better conforms to stakeholders' expectations.

本集團的業務影響著不同持份者，而持份者對本集團也有著不同期望。展望未來，本集團將繼續加強與持份者的溝通，透過不同形式更廣泛地收集持份者的意見，令重要性分析更完備。同時，本集團也會提升量化、平衡及一致性的匯報原則，以更符合持份者期望的方式，界定報告的內容及資訊的呈現。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

MATERIALITY ASSESSMENT

重要性評估

In the context of the latest sustainability landscape, the Group has determined the following 21 ESG materiality topics that are deemed to have impact on the environment and society through our operations.

在最新的可持續發展形勢下，本集團確定了以下二十一個主題，這些主題被認為是通過我們的營運對環境方面和社會方面有影響的主題。

ESG Aspects 環境、社會及管治方面		ESG Materiality Topics for the Group 本集團重要環境、社會及管治主題
A. Environmental Responsibility A. 環境責任	A1. Emissions and Waste Generated 產生的排放物及廢棄物	1. Emission Management (Air Pollutants and Greenhouse Gas) 排放管理(廢氣及溫室氣體)
		2. Waste Management 廢棄物管理
	A2. Use of Resources 資源使用	3. Energy Saving 節約能源
	A3. The Environment and Natural Resources 環境及天然資源	4. Water Consumption 用水管理
		5. Effluent Discharges 污水排放
A4. Climate Change 氣候變化		6. Climate Change Strategy 應對氣候變化戰略

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

ESG Aspects 環境、社會及管治方面		ESG Materiality Topics for the Group 本集團重要環境、社會及管治主題
B. Social Responsibility B. 社會責任	B1. Employment 僱傭	7. Employee Remuneration and Benefits 員工薪酬及福利
		8. Diversity and Equal Opportunity 多元化及平等機會
	B2. Workplace Health and Safety 工作場所的健康與安全	9. Occupational Safety and Health 職業安全及健康
	B3. Development and Training 發展及培訓	10. Employee Training and Development 員工培訓及發展
	B4. Labor Standards 勞工準則	11. Anti-child and Forced Labor 防止童工及強制迫勞動
	B5. Supply Chain Management 供應鏈管理	12. Supply Chain Management 供應鏈管理
	B6. Product Responsibility 產品責任	13. Customer Service Quality 客戶服務質量
		14. Product/Service Quality and Safety 產品／服務質量和安全
		15. Personal Data Privacy Protection 個人資料隱私保護
		16. Product Research and Development 產品研發
		17. Intellectual Property Rights Protection 知識產權保護
		18. Data Security 數據安全
		19. Operational Safety Management 營運安全管理
	B7. Anti-Corruption 反貪污	20. Anti-corruption 反貪污
B8. Community Investment 社區投資	21. Community Investment and Engagement 社區投資和參與	

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

During the Reporting Period, we obtained an update of the materiality assessment on each aspect of ESG from internal stakeholders, including directors, senior management and middle management through questionnaires from the perspectives of long-term development strategies, management enhancement, urgency of investment and competitiveness advantages of the Group. We will also continually pay attention to all stakeholders, constantly review and update the materiality assessment, and include external stakeholders when the conditions are appropriate, so as to achieve a more accurate and thorough understanding of the demands of various parties, and to provide guidance and direction to the enterprise's business operations and controls over environmental and social governance.

Based on the analysis and summary of the results of the materiality assessment from all stakeholders, we have formed the following materiality assessment matrix, in which following substantial issues are disclosed in the materiality assessment matrix as the major influential aspects of the Group's sustainable development. While taking all environmental and social responsibilities into consideration, the Group will be paying more attention to these areas.

於報告年度，我們以問卷形式從本集團長期發展戰略、管理提升、投資急切性及競爭優勢等角度向內部利益相關方(包括董事、高級管理人員及中層管理人員)取得對環境、社會及管治各方面的最新重要性評估。我們亦將繼續關注所有利益相關方，堅持檢討及更新重要性評估，並在條件適當時納入外部利益相關方，以更準確及全面地了解各方需求，並為企業業務營運及對環境及社會管治的控制提供指引及方向。

根據對所有利益相關方重要性評估結果的分析及總結，我們得出了以下重要性評估矩陣，其中重要性評估矩陣所披露的下列重要事宜乃本集團可持續發展的主要影響層面。於考慮所有環境及社會責任時，本集團將尤其關注此等方面。

MATERIALITY ASSESSMENT MATRIX
重要性評估矩陣



Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

The following chart shows the level of materiality ESG topics ranking:

以下圖表根據每個環境、社會和管治主題的重要性列出了排名：

18	Data Security 數據安全
14,15	Product/Service Quality and Safety, Personal Data Privacy Protection 產品／服務質量和安全、個人資料隱私保護
17	Intellectual Property Rights Protection 知識產權保護
7	Employee Remuneration and Benefits 員工薪酬及福利
12,13,20	Supply Chain Management, Customer Service Quality, Anti-corruption 供應鏈管理、客戶服務質量、反貪污
9,10	Occupational Safety and Health, Employee Training and Development 職業安全及健康、員工培訓及發展

To address topics that matter most to our stakeholders, more depth is detailed for topics of high materiality throughout the Report.

為了回應對我們持份者最關注的主題，本報告對具有高度重要性的主題進行了更詳細的介紹。

COMMENTS AND FEEDBACK

意見及反饋

We make every effort to ensure consistency between the Chinese and English versions of this Report. However, in the event of any inconsistency, the English version shall prevail.

我們將盡一切努力確保本報告中英文版本的一致性。如有任何歧義，應以英文本為準。

The progress of the Group depends in part on valuable comments from stakeholders. Should you have any opinions or suggestions regarding the content of this Report, you are welcome to share with the Group at info@shenyoutholdings.com.

本集團的發展有賴於持份者的寶貴意見。如閣下對本報告內容有任何澄清或建議，歡迎把反饋及意見發送至：info@shenyoutholdings.com。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

ENVIRONMENTAL ASPECTS

In order to seek long-term environmental sustainability, the Group is increasingly prudent in controlling the consumption of resources as well as its emissions, and has strictly adhered with the applicable environmental laws and regulations during its daily operations. The Group acknowledges the threats of climate change and realizes that we have responsibilities to better manage energy use to reduce greenhouse gas (GHG) emissions. Since the Group is principally engaged in the manufacturing and selling of sewing threads and board categories of garment accessories, provision of interior design, interior decoration and furnishing services, and provision of equine related services business, the direct impact on the environment is minimal. As such, the Group's main contribution to the carbon footprint comes from indirect greenhouse gas (GHG) emissions. The source of these emissions is from the usage of office equipment in the workplace, including but not limited to the lighting systems, air-conditionings and office machineries. On the other hand, hazardous wastes and non-hazardous wastes are considered minimal to the Group's operation and therefore are not disclosed in this Report.

We are committed to reducing impact on the environment. We strive to minimize environmental footprint through energy conservation and waste reduction. The following sections disclose the Group's approaches and data on energy consumption, GHG emissions data and waste.

Aspect A1: Emissions and Wastes Generated

Energy and greenhouse gas (GHG) emissions:¹

The Group strictly follows the low-carbon development goals of China's 14th Five-Year Plan, promotes corporate green transformation, and strives to realize the corporate vision of carbon neutrality. In view of this, we formulated and strictly implemented administrative policies that regulate emissions and discharge of exhaust gas, wastewater, solid waste and greenhouse gas generated in office areas. In addition, we has formulated the Environmental Protection Policy (《環保政策》) to provide clear guidelines on the daily environmental protection for our staff starting with the details such as management of use of electricity, water, paper and office supplies.

環境層面

為尋求長期的環境可持續發展，本集團倍加審慎控制資源耗用及其排放，並在日常營運中嚴格遵守適用的環境法律法規。本集團深明氣候變化的威脅，並意識到我們有責任更妥善地管理能源使用，以減少溫室氣體排放。由於本集團主要從事縫紉線和各類服裝輔料生產及銷售，提供室內設計、室內裝飾及室內陳設服務以及提供馬匹相關服務業務，對環境的直接影響甚微。因此，本集團的碳排放主要來自間接排放的溫室氣體。該等排放來自工作場所使用的辦公設備(包括但不限於照明系統、空調裝置及辦公設備)。另一方面，有害廢棄物及無害廢棄物被視為對本集團營運的影響甚微，因此並無於本報告內披露。

我們致力減少對環境造成的影響。通過節約能源及減少廢棄物，我們得以全力減少環境足跡。下列各節披露本集團針對能源消耗、溫室氣體排放數據及廢物採取的方法及相關數據。

A1方面：產生的排放物及廢棄物

能源及溫室氣體排放：¹

本集團認真貫徹跟隨中國「十四五」規劃低碳發展目標，推動企業綠色轉型，致力實現企業碳中和願景。有見及此，我們制定並嚴格落實了行政政策，對辦公場所產生的廢氣、污水、廢棄物和溫室氣體排放進行管理。此外，我們已編製《環保政策》，從用電、用水、用紙、辦公用品消耗等細節入手，為員工的日常環保工作提供清晰指引。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

The operations and activities of the Group does not directly generate any hazardous air emissions and pollutants. The Group does not generate any direct greenhouse gas emissions (Scope 1). Energy consumption and GHG emissions at the Group are mainly contributed by electricity consumption in offices and thus we only report on the indirect energy use and indirect GHG emissions (Scope 2) of the Group.

During the Reporting Period, the total GHG emissions were approximately 1,374 tonnes, representing a decrease of 128 tonnes, compared with the figure in the last fiscal year due to the decrease in emission factor of CLP within the calculation. The Group will continue to monitor and document its greenhouse gas emissions and/or other environmental data annually and compare it with last year's data to aid the Group in further developing emission reduction targets in the future. The following charts summaries the GHG emissions of the Group during the Reporting Period:

Summary of annual carbon emissions

Scope 2 範圍二	Unit 單位	FY2021 二零二一財年	FY2020* 二零二零財年*
GHG Emission 溫室氣體碳排放	tonnes CO ₂ -equivalent (tCO ₂ e) 公噸二氧化碳當量	1,374	1,502
GHG Emission Density 溫室氣體排放密度	tCO ₂ e per million revenue in HKD 二氧化碳當量噸數 / 百萬港元收益	18.93	33.39

* The figures are restated for consistent comparison purpose.

Remarks:

- Scope 1 refers to direct GHG emissions from sources resulted from activities such as stationery and mobile fuel combustion and GHG emissions from equipment and systems, which are not applicable to the Group's operations. Only Scope 2 GHG emissions will be accounted as it refers to the consumption of purchased electricity.
- For Mainland China operations, GHG emissions associated with electricity purchased are calculated using the GHG Protocol Tool for Energy Consumption in China (Version 2.1) issued by Greenhouse Gas Protocol and the 100-year Global Warming Potentials, provided by the Intergovernmental Panel on Climate Change (IPCC) in its Fifth Assessment Report (CO₂: 1, CH₄: 28, N₂O: 265).

本集團營運及活動不會直接產生任何有害氣體排放及污染物，本集團並沒有直接溫室氣體排放(範圍一)。本集團的能源消耗及溫室氣體排放主要來自於辦公室內使用外購電力時產生。因此，我們只報告本集團間接能源使用及間接溫室氣體排放(範圍二)。

於報告年度內，由於用作計算的中華電力排放因子降低，導致溫室氣體排放總量約為1,374噸，較上一財政年度減少128噸。本集團將繼續每年對其溫室氣體排放及／或其他環境數據進行監察及記錄，並與上一年度數據比較以助本集團於日後進一步制定減排目標。下列圖表概述本集團於報告年度內的溫室氣體排放量：

年度碳排放數據摘要

	FY2021 二零二一財年	FY2020* 二零二零財年*
GHG Emission 溫室氣體碳排放	1,374	1,502
GHG Emission Density 溫室氣體排放密度	18.93	33.39

* 有關數字乃經重列以進行一致比較。

附註：

- 範圍一指靜止及動態燃料燃燒產生的直接溫室氣體排放設備及系統產生的溫室氣體排放，並不適用於本集團的業務。由於範圍二指購買電力的消耗量，因此只有計算在範圍二溫室氣體排放。
- 對於中國內地業務，與購買電力相關的溫室氣體排放按由溫室氣體盤查議定書(Greenhouse Gas Protocol)發佈的中國能源消耗的溫室氣體盤查議定書(第2.1版)(GHG Protocol Tool for Energy Consumption in China (Version 2.1))及政府間氣候變化專門委員會(Intergovernmental Panel on Climate Change)在其第五份評估報告中提供的100-year Global Warming Potentials計算得出(二氧化碳：1，甲烷：28，氧化亞氮：265)。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

iii. For Hong Kong office, GHG emissions associated with electricity purchased are based on latest available emission factors provided by power companies.

iii. 對於香港辦公室，與購買電力相關的溫室氣體排放是根據電力公司提供的最新可取得的排放因素而定。

Measures to reduce emission

In order to effectively reduce the emissions generated by the Group, the Group has adopted several measures for the management of employee travels, including but not limited to strict approval for long-distance travel arrangements to reduce unnecessary travel and encouraging employees to use public transportation.

減低排放量的措施

為有效減少本集團產生的排放物，本集團已採納若干員工交通管理措施，包括但不限於嚴格審批長途差旅安排以減少非必要的出差及鼓勵員工使用公共交通工具等。

Waste Management

Owing to the Group's business nature, the Group in its ordinary course of business does not produce material hazardous wastes. The non-hazardous wastes mainly come from various types of recyclables wastes such as paper and non-recyclable daily office wastes such as office supplies and plastics, generated from the offices of the Group. We encourage recycling of wastes. For nonrecyclable items, we collect and sort them to be disposed of by recyclers with professional qualification on a regular basis.

廢棄物管理

鑒於本集團的業務性質，本集團於日常業務過程中並無產生任何重大有害廢物。無害廢物主要來自於本集團的辦公場所產生的各種可回收辦公室廢物例如紙張，及不可回收日常辦公室廢物例如辦公室用品及塑膠。我們鼓勵廢物循環再利用。對於難以循環利用的物品，我們將其分類收集，並定期交由具備專業資質的機構進行回收處置。

During the Reporting Period, the Group did not produce any waste paper boxes. The data of other non-hazardous waste generated are as follows:

於報告期內，本集團並無產生廢紙箱，所產生的其他無害廢棄物的數據如下：

Non-hazardous waste categories 無害廢棄物類	Unit (tonnes) 單位(噸)		Density (tonnes per million revenue in HKD) 密度(噸/百萬港元收益)	
	FY2021 二零二一財年	FY2020 二零二零財年	FY2021 二零二一財年	FY2020* 二零二零財年
Scrap PVC Pipe 廢棄膠管	15.39	11.74	0.21	0.26
Waste Paper Roll 廢棄紙卷	12.80	9.78	0.18	0.22

* The figures are restated for consistent comparison purpose.

* 有關數字乃經重列以進行一致比較。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Measures to reduce waste generation

The Group actively promotes green office practices, aiming to minimize the generation of wastes and maximize the efficient use of resources. In terms of paper consumption, the Group promotes a paperless office, office papers were from recyclable sources. The Group focuses on purchasing supplies manufactured from recycled materials such as tissue paper. The Group also encourages its staff members to scale down font size and reduce paper margins and set up double-sided printing. We continue to improve the paperless office, start the OA electronic approval process, reduce the number of document printing, and recommend the circulation of electronic documents on a daily basis. By strengthening the measures to reduce waste generation, we aim to achieve the target of reducing waste generation by 5% before 2026.

Aspect A2: Use of Resources

The Group understands that effective resource management is closely related to environmental protection and corporate sustainability goals. Due to the nature of offices' operations and business, the major resources consumed by the Group are electricity, water and paper. The Green Policy provides various energy-saving measures for office, including:

- Enabling the off-timer function of office equipment such as photocopiers, printers and computer monitors in its offices, allowing such equipment which have been idle for a long time to automatically power down;
- Setting an appropriate office temperature; and
- When purchasing new office equipment, preference will be given to those with Grade 1 energy label.

The Group incorporate environmental issues into its business plan systematically, including formulating more detailed corporate internal guidelines for environmental protection, as well as formulating sustainable development policies and road maps in the long term and proactively promoting a number of environmental protection campaigns.

減少廢物產生的措施

本集團積極推廣綠色辦公室慣性措施，致力於減少產生廢物及達至資源使用效率最大化。就紙張而言，本集團提倡環保辦公室，辦公用紙由循環物料製造。本集團並將致力購買回收材料製成的辦公室用品例如紙巾。本集團亦鼓勵員工採用較小的字體和較窄的頁邊距，以及設定雙面打印。我們不斷完善無紙化辦公，啓動OA電子化審批，減少單據打印次數，日常推薦電子文檔傳閱。我們期望透過加強減少廢物產生的措施，在二零二六年前達到廢物產生下降百分之五的目標。

A2方面：資源使用

本集團深知有效的資源管理與環境保護和企業的可持續發展目標緊密相關。基於辦公室的營運及業務性質，與本集團最密切相關的資源消耗包括電力使用、用水及紙張消耗。綠色政策針對辦公室提供了不同的節能措施，包括：

- 啟用計時關閉功能於辦公室複印機、打印機及電腦顯示器等辦公設備，讓長時間不進行操作的設備自動關閉；
- 設定適當的辦公室溫度；及
- 購置新辦公室設備時，將優先考慮貼有一級能源標籤之設備。

本集團有系統地將環保議題納入營運計劃之中，包括制訂更詳盡的企業內部環保指引，以及長遠可持續發展政策和路線圖，積極推動各項環保行動方案。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Energy

As energy consumption is closely linked to global warming, the Group has been striving to improve energy management. Therefore, we have implemented electricity saving measures in the office to raise the awareness of all our employees on environmental protection. We encourage our staff to turn off all unnecessary lighting systems and other electronic devices, such as printers, computers, etc., to avoid idling of electrical appliances. Meanwhile, partial lightings of the office have been installed with light-emitting diodes instead of compact fluorescent lamps which can reduce electricity consumption as compared with compact fluorescent lamps.

Energy consumption

	Unit 單位
Electricity Consumption 電力消耗	kWh 千瓦時
Electricity Consumption Intensity 電力消耗強度	kWh per million revenue in HKD 千瓦時／百萬港元收益

* The figures are restated for consistent comparison purpose.

Water

The major kind of wastewater generated by the Group is domestic sewage, which will be directly discharged to local drainage system. Meanwhile, the Group has put effort to reduce the water consumption, such as posting labels to remind and encourage employees to reduce water usage, and always turning off the faucet and reporting any water leakage. During the cleaning of office, the cleaning workers are strictly controlled for using of water and frequency of cleaning. As a result, the consumption of water is saved.

能源

由於能源消耗與全球暖化密切相關，本集團一直致力改善能源管理。因此，我們在辦公室實施了節電措施，以提高全體員工的環保意識。我們鼓勵員工關閉所有不必要的照明系統及其他電子設備，例如打印機、電腦等，以避免電器閑置。同時，我們在辦事處的部分照明已採用發光二極管取代慳電膽，相比慳電膽可減少用電。

能源消耗

	FY2021 二零二一財年	FY2020* 二零二零財年*
Electricity Consumption 電力消耗	2,050,929	2,242,902
Electricity Consumption Intensity 電力消耗強度	28,259.8	49,860.0*

* 有關數字乃經重列以進行一致比較。

水

本集團主要污水產生為生活污水，該生活污水將直接排入當地排水系統。同時，本集團致力減少用水量，如張貼標籤以提醒及鼓勵僱員節約用水、時刻關掉水龍頭及報告漏水情況。在辦事處的清潔過程中，本集團嚴格控制清潔人員的用水量及清潔頻率。因此節約了大量用水。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Resource consumption

資源消耗

	Unit 單位	FY2021 二零二一財年	FY2020* 二零二零財年*
Water Consumption 用水量	m ³ 立方米	8,636	9,418
Water Consumption Intensity 用水量強度	m ³ per million revenue in HKD 立方米／百萬港元收益	119.0	209.4

* The figures are restated for consistent comparison purpose.

* 有關數字乃經重列以進行一致比較。

Aspect A3: The Environment and Natural Resources

A3方面：環境及天然資源

The Group focuses on business impact on the environment and natural resources and pursues the best practice with the environmental protection. In addition to complying with relevant environmental laws and regulations and international standards to properly preserve the natural environment, the Group has integrated the concept of environmental protection and natural resources conservation into its internal management and daily operations with the aim of achieving environmental sustainability.

本集團貫徹保護環境的最佳實踐，並關注本集團業務對環境及天然資源的影響。除了遵循相關環境法例、法規及國際標準，妥善保護自然環境外，本集團亦將環境保護及天然資源保護的概念融入內部管理及日常營運當中，致力達成環境可持續發展的目標。

The Group is committed to providing a complete picture of environmental initiatives. We strive to build an eco-conscious culture that ingrains positive lifestyle and habits among employees. We encourage the use of public transportation. Our event management is also an avenue by which we seek to integrate sustainability principles. Events are usually held on-site and avoid the use of disposal utensils.

本集團致力營造完整的環保計劃。我們努力建立環保意識的文化，並使這種文化植根於僱員積極的生活方式和習慣中。我們鼓勵員工使用公共交通工具。我們的企業活動亦體現可持續發展的原則。活動通常統一在公司進行及避免使用一次性用具。

Aspect A4: Climate Change

A4方面：氣候變化

As part of the community, we do not live aside of the impact of climate change. The Group manages the issue with respect to the recommendations of the Task Force on Climate-related Financial Disclosures (TCFD), which outlines four components: Governance, Strategy, Risk Management and Metrics and Targets.

作為社會的一份子，我們無法忽視氣候變化的影響並獨善其身。本集團根據氣候相關財務揭露工作小組(TCFD)的建議管理相關事宜，該建議概述了四個元素：管治、策略、風險管理以及指標和目標。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Our governance is mainly driven by the Board, who sets out a clear strategy: to achieve eco-efficiency, the delivery of satisfactory goods and services while reducing environmental impacts and resource intensity, according to the World Business Council for Sustainable Development. This pushes us to consider the climate when making business decisions.

The Group is principally engaged in the manufacturing and selling of sewing threads and board categories of garment accessories, provision of interior design, interior decoration and furnishing services, and provision of equine related services business. Given the operation model of the Group, we consider there is no climate-related issues that could have material impact on the Group. Nevertheless, we continue to pay close attention to the possible impact of climate change on our business, strategy and financial performance, and fully support global climate-related actions.

SOCIAL ASPECTS

Aspect B1: Employment

The Group considers employees as the most valuable wealth and resources and believes that they are propellant of corporate growth. Therefore, the Group is committed to providing an equal, harmonious and diversified working environment to employees in order to attract and retain suitable talents in the competitive labor market and for the purpose of maintaining its competitiveness in the industry.

Our employment management policies cover resources planning, performance evaluation, training, compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity and anti-discrimination.

我們的管治工作主要由董事會推進，董事會根據世界可持續發展工商理事會建議制定明確策略：提高生態效益，在提供令人滿意的商品及服務的同時，減少對環境的影響及降低資源密度。此舉促使我們在做出商業決策時須考慮氣候因素。

本集團主要從事縫紉線和各類服裝輔料生產及銷售，提供室內設計、室內裝飾及室內陳設服務以及提供馬匹相關服務業務。鑒於本集團的運營模式，我們認為氣候變化並不會對本集團產生重大影響。儘管如此，我們持續密切關注氣候變化對我們的業務、戰略和財務可能帶來的影響，並全力支持全球氣候相關行動。

社會層面

B1方面：僱傭

本集團認為員工是最寶貴的財富和資源，相信他們是企業成長的動力。因此，本集團致力為員工提供一個擁有平等機會和共融的多元化工作環境，從而在競爭激烈的勞動市場中吸引及挽留合適人才，以維持其行業競爭力。

我們的僱傭管理政策已涵蓋資源規劃、表現評估、培訓、解僱及補償金、招聘及晉升、工作時數、假期、平等機會、多元化及反歧視。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

The Group firmly believes that its employees are the most valuable assets of an enterprise and one of the most important factors for the sustainable development and success of the Group. The Group strictly complies with all employment-related laws and regulations, including but not limited to the Labor Contract Law of the PRC (《中華人民共和國勞動合同法》), the Labor Law of the PRC (《中華人民共和國勞動法》), the Regulations on Paid Annual Leave for Employees (《職工帶薪年休假條例》), the Law on the Protection of Rights and Interests of Women (《婦女權益保障法》), Provisions of the State Council on Working Hours of Workers and Staff (《國務院關於職工工作時間的規定》), the Law on the Protection of Disabled Persons (《殘疾人保障法》) and the Social Insurance Law of the PRC (《中華人民共和國社會保險法》).

The Group has adopted the Employee Handbook (員工手冊) to regulate the workflow of recruiting, induction and training, employee transfers, dismissals and promotions. The Employee Handbook is aligned with the local labor laws of Mainland China and Hong Kong and includes key corporate policies. Newly recruited employees are provided with a softcopy of the Employee Handbook which they are required to review during on-boarding to familiarize themselves with the Group's operations and employment and labor practices. In the event of changes to local labor laws, the Group will update the handbook and issue the revised copy with all employees.

The Group attaches great importance to talent acquisition, and we recognize that the success of an enterprise is inseparable from its employees at all levels. In 2021, we looked for passionate people through a variety of recruitment channels including internal referral, campus recruitment, social media recruitment, online recruitment, talent market and head hunters to strengthen our workforce. The Group aims to provide employees with a supportive workplace built with a culture of respect and dignity that enables employees to provide excellent service to customers.

During the year ended 31 December 2021, to the best of our directors' knowledge, the Group was not aware of any material non-compliance or breach of relevant laws and regulations regarding employment.

本集團堅信僱員為企業最寶貴的資產，是本集團可持續發展和成功的最重要因素之一。本集團嚴格遵守所有與僱傭有關的法律及法規，包括但不限於《中華人民共和國勞動合同法》、《中華人民共和國勞動法》、《職工帶薪年休假條例》、《婦女權益保障法》、《國務院關於職工工作時間的規定》、《殘疾人保障法》及《中華人民共和國社會保險法》。

本集團已採用《員工手冊》，以規管招聘、入職及培訓、僱員調職、解散及晉升的工作流程。《員工手冊》符合中國內地及香港的地方勞動法及載有主要企業政策。我們向新聘請的員工提供電子版員工手冊，彼等須於入職時細閱以熟悉本集團的營運、僱傭及勞工常規。倘地方勞動法發生變動，本集團將更新手冊並與全體員工分發修改後的版本。

本集團非常重視引進人才，我們深知企業的成功離不開各級員工。二零二一年我們通過內部推薦、校園招聘、社交媒體招聘、網絡招聘、人才市場及獵頭公司等不同招聘管道物色充滿熱誠的人材加入，不斷壯大團隊。本集團旨在向員工提供充滿關懷的工作場所，孕育互相尊重的文化，使員工可向客戶提供一流服務。

截至二零二一年十二月三十一日止，就董事所認知，本集團於僱傭方面並無發現任何重大不合規或違反相關法律及法規的事項。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

As at 31 December 2021, the Group had 161 employees. The data of Group's number of employees and turnover by type are listed as below:

於二零二一年十二月三十一日，本集團有161名僱員。本集團按種類劃分的僱員人數資料及流失數字概況如下：

		FY2021 二零二一財年
Total Workforce 員工總數	Total 總數	161
By Employment Type 按僱傭類別劃分	Full time 全職	160
	Part time 兼職	1
By Gender 按性別劃分	Male 男性	85
	Female 女性	76
By Age Group 按年齡組別劃分	30 or below 30歲或以下	3
	31-40 31歲至40歲	27
	41-50 41歲至50歲	82
	51-60 51歲至60歲	37
	Above 60 60歲以上	12
By Employee Category 按僱員類別劃分	Management 管理層	27
	General staff 普通員工	134
By Geographical Regions 按地理區域劃分	Mainland China 中國內地	139
	Hong Kong 香港	22

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Employee Turnover:⁽²⁾

僱員流失率：⁽²⁾

		Number of Staff 員工總數
Total	Overall number (Turnover rate)	18 (11.2%)
總數	整體流失人數(流失比率)	
By Gender	Male (Turnover rate)	8 (9.4%)
按性別劃分	男性人數(男性流失比率)	
	Female (Turnover rate)	10 (13.2%)
	女性(女性流失比率)	
By Age Group	30 or below (Turnover rate)	2 (66.7%)
按年齡組別劃分	30歲或以下人數(流失比率)	
	31-40 (Turnover rate)	4(14.8%)
	31歲至40歲人數(流失比率)	
	41-50 (Turnover rate)	6(7.3%)
	41歲至50歲人數(流失比率)	
	51-60 (Turnover rate)	5(13.5%)
	51歲至60歲人數(流失比率)	
	Above 60 (Turnover rate)	1(8.3%)
	60歲以上人數(流失比率)	
By Geographical Regions	Mainland China (Turnover rate)	17 (12.2%)
按地理區域劃分	中國內地人數(流失比率)	
	Hong Kong (Turnover rate)	1 (4.5%)
	香港人數(流失比率)	

⁽²⁾ The employee turnover rate is calculated by the total number of staff that left in Year 2021 divided by the total number of staff under respective categories as of the end of Year 2021.

⁽²⁾ 僱員流失率是以2021年離職人員總數除以截至2021年底相應類別的員工總數計算。

Employment and employee welfare:

Employees are one of the Group's most valued assets and the cornerstone of its corporate growth. We note that employees should be respected and we commit to provide employees with an ideal working environment. The Group's "Employee Handbook" clearly stipulates policies on remuneration, recruitment and dismissal, promotion, working hours, rest periods, equal opportunities, and other rights and benefits.

僱傭及僱員福利：

員工是本集團最重視的資產之一，是企業成長的基石。本集團相信每位員工均應受到尊重並致力為員工提供理想的工作環境。本集團的《員工手冊》明確規定了有關薪酬、招聘及解僱、晉升、工作時數、假期、平等機會以及其他待遇及福利等的政策。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Salary, benefits and retirement:

We offer our employees competitive remuneration based on their scope of work, job responsibilities and individual performance, and reward employee performance that contributes to the Group's success. In addition to basic salary, employees are entitled to benefits including social and medical insurance in Mainland China, medical insurance in Hong Kong, and family friendly policies such as marriage leave, maternity and paternity leave, compassionate leave and funeral leave.

The Group also offers overtime pay and all perquisites and allowances required by the government. Overtime requests are made in advance, and eligible requests are supported with benefits such as transportation allowance, compensated leave and overtime pay. The Group participates in retirement benefit schemes in Mainland China and Mandatory Provident Fund Scheme under the Hong Kong Mandatory Provident Fund Schemes Ordinance for all qualifying employees.

Equal opportunity and non-discrimination:

Equal opportunity and non-discrimination practices underscore the culture we seek to promote in our offices' spaces. The Group welcomes candidates from different backgrounds and adheres to the Codes of Conduct required by business partners by:

- Ensuring there is no discrimination directly or indirectly, in employment decisions, including hiring, promotion, dismissal, wages and access to benefits on ground of race, color, sex, language, religion, political or other opinion, age, national, social or ethnic origin, property, sexual orientation, birth health status, trade union membership, mental or physical disability, or other status must not be engaged in or supported;
- Guaranteeing that no employees are subjected to mandatory health tests that have no relevance to the job function; and
- Providing equal benefits and opportunities to vulnerable groups, such as migrant workers, which may be subject to less protection by national law as national workers.

工資、福利及退休：

我們基於僱員的工作範疇、工作職責及個人表現向僱員提供優厚薪酬，並獎勵對本集團成就作出貢獻的僱員表現。除基本工資外，僱員亦可享有的福利範圍包括中國內地的社會及醫療保險、香港的醫療保險以及婚假、產假及待產假、恩恤假及喪假等家庭友善政策。

本集團亦提供加班費及政府要求的所有獎金及津貼。加班要求須提前作出申請，而合資格的要求可獲得交通津貼、補假及加班費等福利。本集團為所有合資格僱員參加中國內地的退休福利計劃及香港強制性公積金計劃條例下的強制性公積金計劃。

平等機會及反歧視：

平等機會及反歧視是我們致力在辦公室建立的文化重點。本集團歡迎來自不同背景的應徵者，並遵循業務夥伴要求履行的行為準則：

- 確保在作出僱用、晉升、遣散、工資及獲得福利等僱傭決策時，不得涉及或支持基於種族、膚色、性別、語言、宗教、政治或其他見解、年齡、國籍、社會或民族出身、財產、性取向、生育健康狀況、工會會員、心理或生理缺陷或其他狀況等原因的直接或間接歧視；
- 確保僱員毋須接受與工作職能無關的強制性健康檢查；及
- 向可能在本國法律下受到較少保護的弱勢群體(例如外來勞工)提供與本國工人平等的福利及機會。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Aspect B2: Workplace Health and Safety

Minimizing work-related accidents and providing a safe and secure working environment for all employees are of paramount importance to the Group. The safeguard for employees' health and safety is one of the most important parts of the Group's corporate control management. The Group is committed to formulating and implementing efficient safety and health rules that focus not only on accident prevention, but also on improving employee efficiency and morale, requiring all employees to follow workplace safety rules, use necessary safety equipment and report actual or potential safety hazards.

The Group strictly abides by the labor laws and regulations in Mainland China and Hong Kong, including but not limited to 《中華人民共和國勞動法》(Labor Law of the PRC), 《中華人民共和國職業病防治法》(Law of the PRC on Prevention and Treatment of Occupational Diseases), 《中華人民共和國消防法》(Fire Control Law of the PRC), Occupational Safety and Health Ordinance, 《香港僱傭條例》(Employment Ordinance of Hong Kong), and other laws and regulations.

Our administration department regularly circulates updated information relating to health and safety practices, and places posters in common areas to remind our staff.

The Group takes occupational health and safety seriously and will not tolerate the flagrant disregard of safety protocols. Verbal warnings are issued in the event that an employee conducts unsafe working practices that pose a danger to themselves or others. For serious violations, disciplinary action may be taken.

The outbreak of the COVID-19 brought challenges to both the Group's operations and customers. As such, the Group implemented a number of measures to safeguard the health of customers and employees. The Group operated strictly in accordance with the crowd control and social distancing rules issued by respective local governments, and proactively implement additional disinfection steps to maintain a safe and hygienic environment. Working from home was allowed during the peak of pandemic in order to lower the chance of infection. Employees are required to wear surgical masks and are reminded to observe a high standard of hygiene. Alcohol-based hand sanitizers were provided in the office as pandemic precaution measure.

B2方面：工作場所健康與安全

本集團的首要任務是盡量減少與工作相關的意外並為全體僱員提供安全可靠的工作環境。本集團將保障僱員的健康與安全視為企業控制管理最重要環節之一。本集團致力於制訂和實施不僅注重事故預防，而且重視提高員工效率和士氣，要求所有員工必須遵循工作場所安全規則、使用必要的安全設備及報告實際或潛在的安全隱患。

本集團的業務營運嚴格遵守中國及香港的勞工相關法律法規，包括但不只限於《中華人民共和國勞動法》、《中華人民共和國職業病防治法》、《中華人民共和國消防法》、《職業安全及健康條例》、《香港僱傭條例》等法律法規。

我們的行政部門定時傳閱有關健康與安全慣例的最新資料，以及在共用的工作區域張貼海報，提醒員工有關慣例。

本集團十分重視職業健康與安全，絕不容忍對安全協議的公然漠視。倘任何僱員進行危害自身或他人的不安全作業方法，將受到口頭警告。至於嚴重違規行為，本集團或會採取紀律處分行動。

2019冠狀病毒病爆發為本集團營運及客戶均帶來挑戰。為此，本集團實施一系列涵蓋的措施，保障客戶及僱員健康。本集團的營運嚴格遵守當地政府頒佈的限聚令及社交距離規則，並主動採取額外的消毒步驟，維持安全衛生環境。在病毒大流行高峰期間，我們允許僱員在家工作，以降低感染的機會。我們要求僱員配戴外科口罩，並提醒僱員遵守高規格的衛生標準及提供預防病毒大流行措施例如於辦公室提供酒精搓手液。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

The Group did not have any serious work-related injuries and no lost day due to work injury during the Reporting Period. There was no record of work-related fatality in the past three reporting years.

Aspect B3: Development and Training

The Group regards staff as the most valuable assets and acknowledges the importance of training for the development of employees. The professional development of our employees not only ensures that our workforce is equipped with the skills to meet the expectations of our customers but also demonstrates our willingness to invest in our employees. The Group provides training on techniques and management skills for staff at each level of the company structure and in various departments depending on operational needs. Our employees are also encouraged to study for professional qualifications and further their education.

All of our employees receive initial training for their roles and ongoing on-the-job training covering topics such as employee Code of Conduct, product knowledge for sales assistants, supply chain management for office employees, and strategic planning for our management. To foster a harmonious workplace for our dedicated staff, we also organize corporate team building activities to enhance their understanding and cooperation with the team. The following tables summarize Group training data at the corporate level only, which includes staff orientation, training on topics like management skills, product knowledge and trade skills. Sales Assistant training is excluded in the below tables.

本集團於報告年度內並無發生任何嚴重工傷及無因工傷損失工作日數，近三個報告年度並沒有與工作有關的死亡事故的紀錄。

B3方面：發展及培訓

本集團視員工為最寶貴的資產，認同提供培訓對僱員發展至為重要。僱員的專業發展不僅確保我們的團隊具備滿足客戶期望的技能，亦向同事表明我們樂意向他們投放資源。本集團根據營運需要，為公司架構中各級別及各部門的員工提供技術及管理技能的培訓。我們亦鼓勵僱員考取專業資格及進修。

我們全體僱員均會獲得有關其職責的入職培訓及持續在職培訓，當中涵蓋員工行為準則、產品知識(為銷售助理而設)、供應鏈管理(為辦公室僱員而設)及策略規劃(為管理層而設)等主題。為營造一個和諧的工作環境，我們亦為員工舉辦了公司團隊建設活動，以提升員工對團隊的認識及增強團隊合作。下表概述本集團僅在企業層面的培訓數據，包括員工入職、有關管理技能、產品知識及買賣技巧等主題的培訓。下表不包括銷售助理培訓。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Training Hours Completed of Employees during the Reporting Period⁽³⁾

於報告年度內僱員完成培訓時數⁽³⁾

		Total	Average Training Hours Per Employee
		總計	每名僱員平均受訓時數
Number of Training Hours		438	2.7
培訓時數			
By Gender	Male	219	2.6
	按性別劃分		
	Female	219	2.9
	女性		
By Employee Category	Management	57	2.1
	按員工類別劃分		
	General employees	381	2.8
	普通員工		

⁽³⁾ The average training hours per employee is calculated by the total number of training hours in FY2021 divided by the total number of staff under respective category as of the end of Year 2021.

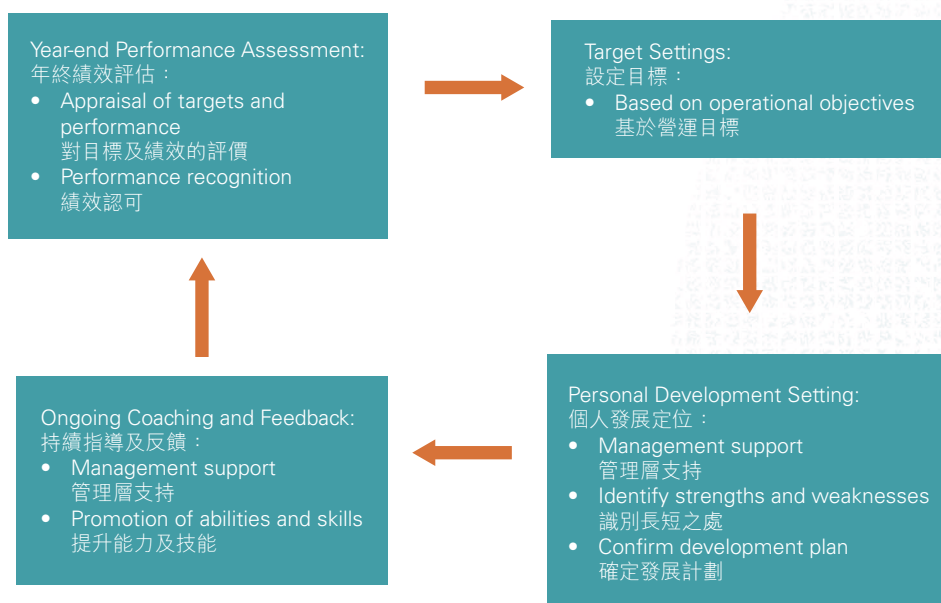
⁽³⁾ 每名僱員的平均培訓時數是以2021財年的培訓總時數除以截至2021年底相應類別的僱員數目計算。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

To incentivize our employees, reward excellence and enhance staff morale, a transparent and fair appraisal system is operated by our remuneration committee and the Group's management. Carried out annually, the employee performance evaluation process provides the basis upon which management can decide on promotion of staff and salary revisions. Performance management is a complete system as well as an ongoing process, which includes the following key phases:

為激勵員工、獎勵傑出表現及提升員工士氣，薪酬委員會及本集團管理層執行高透明度的公平評價制度。僱員績效評估流程每年進行一次，為管理層釐定員工晉升及薪酬調整提供基礎。績效管理既是完整制度，亦是持續過程，包括下列主要階段：



Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Aspect B4: Labor Standards

We are in strict compliance with the Labor Law of the PRC (《中華人民共和國勞動法》), the Labor Contract Law of the PRC (《中華人民共和國勞動合同法》), the Employment Promotion Law of the PRC (《中華人民共和國就業促進法》), the Social Insurance Law of the PRC (《中華人民共和國社會保險法》), the Employment Ordinance (Chapter 57, Laws of Hong Kong), the Minimum Wage Ordinance (Chapter 608, Laws of Hong Kong), the Mandatory Provident Fund Schemes Ordinance (Chapter 485, Laws of Hong Kong), and “Human Resources Management Program” (《人力資源管理程序》), “Operation Instruction for Recruitment” (《招聘作業指導書》), “Functions and Powers” (《職責和權限》), “Job Descriptions” (《崗位說明書》) and other internal policies to ensure compliance with the principles of openness, fairness and impartiality in terms of personnel recruitment, employment, training, and assessment.

Moreover, we prohibit any form of forced, bonded or compulsory labor, human trafficking and other kinds of slavery and servitude. Any form of discrimination, harassment or bullying is not tolerated. We extend our commitment to suppliers by requiring all business partners to take measures to avoid and eliminate any form of forced, bonded or compulsory labor, or human trafficking. The rights and freedoms of every individual is protected as no workers are asked to surrender identification documents nor lodge deposits as a condition of employment. Cases of child labor in our businesses are averted by conducting age verification of all job applicants.

During the Reporting Period, the Group has encountered no incident of noncompliance with applicable laws and regulations related to anti-child and anti-forced labor practices at all operating regions.

B4方面：勞工準則

我們嚴格遵守《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國就業促進法》、《中華人民共和國社會保險法》、《僱傭條例》(香港法例第57章)、《最低工資條例》(香港法例第608章)、《強制性公積金計劃條例》(香港法例第485章)、《人力資源管理程序》、《招聘作業指導書》、《職責和權限》、《崗位說明書》及其他內部政策，以在人員聘用、僱傭、培訓、評估等方面做到公開公正、合法合規。

此外，我們禁止任何形式的強迫、抵債或強制勞動、人口販運以及其他形式的奴隸和奴役。本集團絕不容忍任何形式的歧視、騷擾或欺凌。我們將承諾擴展到供應商，要求所有業務合作夥伴採取措施以避免和消除任何形式的強迫、抵債或強制勞動、或人口販運。每個人的權利和自由均受到保護，沒有任何員工被要求交出身份證明文件或繳納按金作為僱傭條件。本集團通過對所有求職者進行年齡驗證，避免了童工個案出現。

於報告年度內，本集團在所有運營地區均沒有發生違反有關反童工及反強迫勞動慣例的適用法律法規的事項。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Aspect B5: Supply Chain Management

The Group devised stringent supply chain management measures for the selection of suppliers. We expected that with strict selection criteria, we can control the quality of the raw materials procured for the manufacturing of the Group's quality products. The Group has maintained good and long-term relationships with its suppliers.

The Group has strictly formulated and implemented internal policies such as the "Procurement Management Procedure" (《採購管理程序》), the "Supplier Management Procedure" (《供應商管理程序》), the "Outward Processing Management Procedure" (《外發加工管理程序》) and the "Outward Dyeing Processor Management Procedure" (《外發染色加工商管理程序》). By conducting surveys and periodic assessments, the Group has prepared a shortlist of qualified suppliers, subject to regular reviews and updates. We select suitable suppliers from the shortlist for procurement with reference to the procedures set out in the "Procurement Management Procedure".

The Group carefully selects suppliers with eligible environmental qualifications. The forms of the "Supplier Survey Report" (供應商調查報告) included in the "Supplier Management Procedure" and the "Processor Survey Report" (加工商調查報告) included in the "Outward Dyeing Processor Management Procedure" clearly list the enquiries on whether suppliers set any requirements on their selection of environmentally friendly materials or processes, and the requirements for processors to provide a copy of their relevant environmental certificates to demonstrate their service qualification so that a necessary assessment on their environmental management can be conducted. During the Reporting Period, the Group partnered with a total of 46 suppliers.

B5方面：供應鏈管理

本集團制定嚴格的供應鏈管理措施以選取供應商。我們希望通過嚴格的選擇標準，控制採購的原材料質量並為本集團製造優質產品。本集團與供應商維持長期良好的合作關係。

本集團嚴格制定並執行《採購管理程序》、《供應商管理程序》、《外發加工管理程序》及《外發染色加工商管理程序》等內部政策。通過進行調查及定期評估，本集團已編製一份合格供應商名單，並對此定期進行審查及更新。本集團參考《採購管理程序》中所列的程序，從名單中挑選合適的供應商進行採購工作。

本集團認真篩選具有合格環境資質的供應商，在《供應商管理程序》的「供應商調查報告」表格以及《外發染色加工商管理程序》的「加工商調查報告」表格中，明確列出有關供應商是否對選擇環保材料或程序設有任何要求的查詢，並要求加工商提供相關環保證書複印件以示服務資質，以對其環境管理作出必要評估。於報告年度內，本集團與合共46家供應商合作。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Number of suppliers by region

按地區劃分供應商數量

Region 地區	FY2021 二零二一財年
Guangdong Province 廣東省	33
Mainland China (excluding Guangdong Province) 中國內地(不包括廣東省)	10
Outside the PRC 中國境外	3

Aspect B6: Product Responsibility

B6方面：產品責任

Product Quality and Safety

產品質量及安全

The Group attaches great importance to the management of product and service quality. In order to ensure product quality, customer satisfaction and corporate reputation, we have formulated and implemented internal procedures including the "Quality Objective Management Procedure" (《質量目標管理程序》), the "Quality Risk Management Procedure" (《質量風險控制程序》), the "Identification and Traceability Control Procedure" (《標識和可追溯性控制程序》) and the "Internal Quality Management System Audit Control Procedure" (《內部質量管理體系審核控制程序》). In addition, we adhere to the quality principles of "on-time delivery and quality assurance; full participation and continuous improvement; customer first and strive for the better" to ensure the comprehensive implementation of strict quality control measures. The Group has been accredited with the certification of "ISO 9001:2015 Quality Management System" by DNV GL Business Assurance for the manufacturing of sewing threads.

本集團注重產品和服務質量方面的管理。為了確保產品的質量、客戶滿意度及企業信譽，我們已制定並執行《質量目標管理程序》、《質量風險控制程序》、《標識和可追溯性控制程序》及《內部質量管理體系審核控制程序》等內部程序。同時，為了保證嚴格的質量控制措施能夠得到全方位執行，我們遵循「交貨準期，質量保證；全員參與，持續改進；客戶至上，力求更好」的質量方針。本集團紡織線生產獲DNV GL Business Assurance頒發「ISO9001:2015質量管理體系」認證。

To assure our customers that the products meet their dyeing requirements and standards, we require our suppliers to allow the Group's quality control personnel to conduct on-site inspections to make sure that (i) the industry environmental standard OEKO-TEX® STANDARD 100; and (ii) appropriate quality inspection work are being upheld and maintained. The Group has formulated a "Monitoring and Measuring Equipment Control Procedure" (《監測和測量設備控制程序》) to ensure that a qualified inspection agency has been engaged to conduct inspections over the equipment for quality inspection, and the inspection agency shall issue inspection certificates and relevant inspection corresponding.

為向客戶保證產品符合其客戶的染色要求及標準，我們規定供應商允許本集團的質量檢查人員進行現場檢驗，確保達到(i)工業環境標準OEKO-TEX® STANDARD 100；及(ii)建立及維持適當的質量檢測工作。本集團已制定《監測和測量設備控制程序》，確保已委聘合資格的檢驗機構對於檢測質量的設備進行檢驗，並出具檢驗證書和有關檢驗文件。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

We have formulated and regularly reviews our set of “Polyester Yarns Acceptance Criteria” (《滌綸胚紗驗收標準》), which is the basis for the quality control department to perform its duties. When the raw yarn arrives at the Group’s production facilities in Guangzhou, the quality control department would follow the “Inspection and Test Control Procedure” (《檢驗和試驗控制程序》) and the “Inspection Work Instruction” (《檢驗作業指導書》) to take samples of the raw materials to assess whether they meet the Polyester Yarns Acceptance Criteria. If the raw materials meet the criteria, they will be utilized for the manufacturing of the products. Any product does not conform with the Group’s “Inspection Standard for Finished Polyester Sewing Threads” (《滌綸縫紉線成品檢驗標準》) will be handled according to the “Procedures for Control of Unqualified Products” (《不合格產品控制程序》).

In respect of our customer relationship, we put great effort on maintaining relationships with our customers by listening to their views and continuously improving their service experience. In this connection, the Group has formulated the “Management Procedure for Customer Returns” (《客戶退貨管理程序》), the “Procedure of Customer Satisfaction Survey Control” (《客戶滿意調查控制程序》) and the “Procedure for Handling Complaints in relation to Product and Service” (《與產品服務有關的投訴處理程序》), and firmly bears the company value of “Serving Customers and Satisfying Customer Needs” in mind at all times.

我們已制定並定期檢討《滌綸胚紗驗收標準》，品管部以此為基礎履行職責。原材料胚紗到達本集團位於廣州的生產設施時，品管部根據《檢驗和試驗控制程序》和《檢驗作業指導書》對原材料進行抽樣檢查，以評估其是否符合滌綸胚紗驗收標準。若原材料符合標準，則將用於製造產品，而任何不符合本集團《滌綸縫紉線成品檢驗標準》的產品將按《不合格產品控制程序》處理。

就我們的客戶關係而言，我們竭力維護與客戶的關係，時刻傾聽客戶意見，不斷提升其服務體驗。為此，本集團已制定《客戶退貨管理程序》、《客戶滿意調查控制程序》及《與產品服務有關的投訴處理程序》，並時刻牢記「服務客戶，滿足客戶需求」的公司價值觀。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

During the year of 2021, we have further optimized our complaint handling mechanism with customer satisfaction surveys conducted constantly, and handled issues related to customer service in a rational manner. The customer service department has conducted a standardized survey based on customer levels: class A customers would be approached for an interview survey, while class B and C customers would receive an email survey form or undergo a question-and-answer interview by its staff. As stipulated by the Group, the customer service department is required to, upon receiving customer complaints on its products, record and classify customer complaints; respond and explain minor complaints and quality enquiries not related to quality issue in a timely manner; inform the relevant departments of the material complaints concerning quality issue for their proper and timely handling the matters; report the significant complaints to the concerned persons-in-charge for investigation and assessment on the materiality of the complaints. Return procedures shall be made once the quality issue is determined as significant. During the Reporting Period, in terms of quality issue, the Group did not record any return of the goods.

To ensure the supply of highest quality products to customers, the Group shall conduct internal quality sampling inspections on the raw materials of finished goods. The Group has set up feedback and complaints procedures for its customers and shall implement remedies in respect thereof, such as return, recall or revoke products. The Group values the opinions and feedbacks of each customer, and shall continue to improve the quality of products supplied by us in accordance to such feedbacks. The Group has also complied with the requirements of "Personal Data (Privacy) Ordinance" in Hong Kong and takes customers' privacy seriously.

於二零二一年，我們進一步完善其投訴處理機制，定期進行客戶滿意度調查，並理性地處理客服相關的事宜。客戶服務部根據客戶級別進行規範化調查：A類客戶通過走訪進行調查，B類和C類客戶則會收到電子郵件調查表並由業務員以問答形式進行採訪。本集團規定客戶服務部收到客戶對其產品的投訴後，必須對客戶投訴進行記錄和分類處理，對非質量問題的輕微投訴及質量查詢做到及時回覆並解釋；對涉及質量問題的重要投訴，知會相關業務部門以便及時妥善處理問題；向有關負責人報告重大投訴，以調查和評估投訴的重大性。一旦確定屬重大的質量問題，則須辦理退貨手續。於報告期內，本集團並無錄得因質量問題而發生的退貨情況。

為確保向客戶提供優質的產品，本集團會對成品物料進行內部質量抽樣檢測。本集團已設立客戶投訴機制及相應的補救措施，包括退貨、撤回或回收產品等。本集團重視每一位客戶提出的意見和投訴，並透過這些意見持續改善所提供產品之質素。本集團亦遵守香港《個人資料(私隱)條例》規定，謹慎處理客戶私隱。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Data protection policies

The Group is committed to protect privacy and confidentiality of the collected personal data. The Group has established internal policies on handling personal data recorded from employees, customers and other business partners. We collect data only in a lawful and fair way, for directly related purposes of which the data subject is clearly notified. Providing related personnel with information security training, the personal data inventory is secured to prevent any unauthorized or accidental access. We ensure the data is accurate and not kept longer than necessary and the period stipulated by respective laws. We utilize technology to aid the safeguarding of the personal data inventory, such as anti-virus software and firewalls, network diagnostic tools and data encryption. Mechanisms are also in place that ensure any infringement of personal data privacy protection rights are dealt with in a timely manner.

During the Reporting Period, there was no material non-compliance or violation in intellectual property and privacy.

Aspect B7: Anti-Corruption

To embrace business integrity for sustainable operations, the Group promotes fairness and integrity by deterring unethical business practices, including bribery, fraud, corruption, extortion and money laundering. The Group also provides induction training to all new directors and employees, the training covers areas including but not limited to, anti-corruption laws and regulations and the company's requirements in relation thereto, as well as the code of ethics that all directors and employees must comply with. The code of ethics in the Employee Handbook emphasizes the importance of abiding by statutory laws and regulations to staff and also states clearly with the responsibility for violations. We will make our best effort to ensure employees understand the code of ethics and make it a part of daily business activities in order to create a positive corporate culture placing integrity and honesty on a high priority.

資料保護政策

本集團致力於保護收集到的個人資料私隱。本集團制定了內部政策來處理因業務而收集的僱員、客戶和其他業務夥伴的個人資料。我們僅以合法和公平的方式收集資料，明確告知收集資料的目的。通過為相關員工提供資料安全培訓和個人資料庫的妥善保管，可以防止未經授權或的資料存取或資料流失。我們確保資料準確無誤，並且保留的時間不會超出所需及相應法律規定的期限。我們利用科技來保護個人資料庫，例如防毒軟件和防火牆、網絡診斷工具和資料加密。本集團還建立了機制確保及時處理任何侵犯個人資料隱私的個案。

於報告年度內，本集團於知識產權及私隱事宜方面並無發現任何重大不合規或違反相關法律及規例的事項。

B7方面：反貪污

為實踐可持續營運的業務操守，本集團提倡公平及道德，遏止任何不道德商業行為，包括賄賂、欺詐、貪污、勒索及洗黑錢。本集團亦向所有新任董事及員工提供入職培訓，培訓內容其中包括但不限於，反貪污的法律法規及公司與此相關的要求，以及所有董事及員工需要遵守的行為規範。員工手冊強調了員工必須守法合規、滿足行為規範要求，亦清晰列明瞭對違規行為的責任追究。我們努力確保員工留意道德行為規範，並將其視作日常業務活動的一部分，藉此創造正面的企業文化，令員工重視職業操守及誠信。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

The Group strictly abides by the relevant laws and regulations related to bribery, extortion, fraud and money laundering, including but not limited to the Company Law of the PRC (《中華人民共和國公司法》), the Anti-Money Laundering Law (《反洗錢法》), the Anti-unfair Competition Law of the PRC (《中華人民共和國反不正當競爭法》), the Basic Standards for Internal Control of Enterprise (《企業內部控制基本規範》) and the Interim Provisions on Banning Commercial Bribery (《關於禁止商業賄賂行為的暫行規定》), Prevention of Bribery Ordinance and other laws and regulations.

To prevent fraud, the Group has set up the Anti-Fraud System (《反舞弊制度》), which aims to enhance the Group's internal control and corporate governance in this area. The Anti-Fraud System explicitly provides guidelines and regulations on professional conducts to the directors of the Group, senior and middle management employees as well as ordinary employees. With the Anti-Fraud System, the Group has created an honest and diligent atmosphere, which prevents behaviors that are prejudicial to the interests of the Group and its shareholders. The Group has also stipulated that the Anti-Fraud System should be delivered to its external suppliers by fax or by e-mail, which shall be signed by both parties to acknowledge the system.

During the Reporting Period, the Group had not violated any laws or regulations in relation to corruption, bribery, extortion, fraud and money laundering and were also no legal cases regarding corrupt practices brought against the Group or its employees known to the Group.

本集團嚴格遵守國家及地方與賄賂、勒索、欺詐及洗黑錢有關之法律法規，包括但不限於《中華人民共和國公司法》、《反洗錢法》、《中華人民共和國反不正當競爭法》、《企業內部控制基本規範》和《關於禁止商業賄賂行為的暫行規定》、《防止賄賂條例》等相關法律及法規規定。

為防止舞弊，本集團已設立《反舞弊制度》，旨在加強本集團在有關方面的內部控制及企業管治。反舞弊制度為本集團董事、高級管理人員及中層管理人員以及普通員工提供明確的專業操守準則及規定。本集團藉《反舞弊制度》樹立廉潔從業以及勤勉敬業的良好風氣，防治損害本集團及股東利益的行為發生。本集團亦明確規定須將《反舞弊制度》通過傳真或電郵方式寄予外部供應商，並由雙方簽署以確認知悉有關制度。

於報告年度內，本集團並無違反任何有關貪污、賄賂、勒索、詐騙及洗錢的法律或法規事項，亦未有知悉涉及本集團或員工提出的貪污訴訟案件。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Aspect B8: Community Investment

As the market places focus more on corporate behaviors and social responsibilities, the pursuit of maximizing financial returns to reward shareholders is no longer the only goal of corporate management. The Group pays close attention to its bonds with the community where it operates and is well aware of the importance of different stakeholders' expectations. The Group firmly believes that balancing the interests between shareholders and other stakeholders is the only way to achieve the long-term business development in a stable and healthy manner.

The Group is committed to bringing enjoyment and happiness to our users and the community where the Group belongs to. Focusing on our society's next generation, the Group actively supports education and research on fintech to envision the youth to study the innovation in this area. During the Reporting Period, the Group adhered to a social benefit philosophy focusing on education and development, and emphasized on education of and caring for children in remote areas.

B8方面：社區投資

隨著市場對企業行為和社會責任日益關注，單純追求最大財務回報以回饋股東已經不是企業管理的唯一目標。本集團關注與營運所在社區的聯繫，亦明白滿足不同持份者期望的重要性。本集團深信平衡股東與其他所有持份者的利益，才能令業務得以長期、穩定及健康地發展。

本集團致力於為我們的用戶及所屬社區帶來享受和快樂。本集團以社會下一代為重點，積極支持科技金融教育與研究，展望青年人在這方面的創新研究。於報告年度內，本集團繼續秉持以教育與發展為重點的公益理念，以重教興學、關愛偏遠地區兒童作為慈善公益的重點。



Shen You Holdings Limited 申酉控股有限公司