

North Asia Strategic Holdings Limited 北亞策略控股有限公司*

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock Code 股份代號 : 8080)

* For identification purpose only 僅供識別



2021/22
Environmental, Social and
Governance Report
環境、社會及管治報告

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

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BOARD STATEMENT

On behalf of the board (the “**Board**”) of directors (the “**Directors**”) of the North Asia Strategic Holdings Limited (the “**Company**”) and its subsidiaries (collectively, the “**Group**” or “**we**” or “**us**”), I hereby present to you the 2021/22 Environmental, Social and Governance (“**ESG**”) Report (this “**Report**”), providing an overview of the Group’s approach, performance and commitment on material corporate sustainability issues that have impacts on our operation.

The Group puts the sustainable development of its business as the top priority of its long-term development goals, and incorporate climate-related issues and ESG elements into its long-term business strategic planning. As the most important leading role of the Group, the Board has the sole responsibility to oversee, manage and monitor the Group’s ESG issues and progress directly.

The Group has set clear short-term and long-term sustainable development vision and goals to achieve ongoing emission reduction according to governmental requirements of different countries and regions progressively, establish relevant emission reduction targets and corresponding strategies, and incorporate sustainable development factors into the Group’s strategic planning, business model and other decision-making processes. The Board regularly monitors and reviews the effectiveness of management approach, including reviewing the Group’s ESG performance and adjusting corresponding action plans. Effective implementation of ESG policies relies on the collaboration of different departments. Following the recommendations given by the Stock Exchange, the Group has established an inter-departmental ESG Working Group to coordinate different departments and enhance their mutual co-operation, for ensuring consistent work performance which could be aligned with the stakeholders’ expectations.

During the Reporting Period, we worked with external consultant to enhance our existing ESG policies regarding emissions reduction, climate change, employment and labour practices, operating practices, anti-corruption and community investment. The Group believes that stakeholders’ trust is the most important element in building a successful business, in order to strengthen their confidence in our products and services, we were actively applying for certification of ISO 9001 Quality Management Systems and ISO 14001 Environmental Management Systems during the Reporting Period.

董事會聲明

本人謹代表北亞策略控股有限公司（「本公司」）及其附屬公司（統稱為「本集團」或「我們」）的董事會（「董事會」），欣然提呈 2021/22 年度環境、社會及管治（「環境、社會及管治」或「ESG」）報告（「本報告」），概述本集團對影響我們營運的重要企業可持續發展問題的方針、表現和承諾。

集團將業務的可持續發展作為其長期發展目標的首要任務，並將氣候相關議題和 ESG 元素納入其長期業務戰略規劃。作為集團最重要的領導角色，董事會有責任直接監督、管理和監察集團有關環境、社會及管治議題和進度。

集團制定了明確的短期和長期可持續發展願景和目標，根據不同國家和地區的政府要求逐步達成持續減排，建立相關的減排目標和相應策略，並將可持續發展因素納入集團的戰略規劃、商業模式和其他決策過程。董事會定期監督和審查管理方法的有效性，包括審查集團的環境、社會及管治表現和調整相應的行動計劃。環境、社會及管治政策的有效實施有賴於不同部門的合作。根據聯交所的建議，本集團成立了一個跨部門的環境、社會及管治工作小組以協調不同部門，加強他們之間的合作，確保工作表現一致，符合持份者的期望。

於報告期間，我們與外部顧問合作，加強我們現有的環境、社會及管治政策，包括：減排、氣候變化、就業和勞工慣例、營運慣例、反貪污和社區投資。本集團認為持份者的信任是建立一個成功企業的最重要因素。為了加強他們對集團產品和服務的信心，我們在報告期內積極申請 ISO 9001 質量管理體系和 ISO 14001 環境管理體系的國際標準認證。

The Group strives to ensure the establishment of appropriate and effective risk management and internal control systems for supervision of the identification and assessment of ESG and climate-related risks and opportunities, and to respond to the challenges and impacts of different times. Looking ahead, the Board will continue to review and monitor the ESG performance of the Group and provide reliable, consistent and comparable material ESG information to its stakeholders for making collaborative contributions to create a better environment. Last but not least, I would like to thank our stakeholders, customers and business partners for their support. I would also like to express the sincere gratitude to the management team and all of our staff for their dedication and contribution towards the Group.

For and on behalf of the Board

Zhang Yifan

Chairlady

North Asia Strategic Holdings Limited

Hong Kong, 21 June 2022

集團努力確保建立適當和有效的風險管理和內部控制制度，以監督環境、社會及管治和氣候相關風險和機遇的識別和評估，並應對不同時期的挑戰和影響。展望未來，董事會將繼續審查和監測本集團的環境、社會及管治表現，並向其持份者提供可靠、一致和可比較的重要環境、社會及管治資訊，為創造更好的環境作出合作貢獻。最後，我要感謝我們的持份者、客戶和商業夥伴的支持，亦想為管理團隊及所有員工的付出和貢獻表示衷心的感謝。

代表董事會

張一帆

主席

北亞策略控股有限公司

香港，2022年6月21日



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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ABOUT THIS REPORT

This Report covers environmental and social performance of the Group to demonstrate our continuous commitment to sustainability. Additional information in relation to the Group's corporate governance and financial performance can be found in our 2021/22 Annual Report.

Reporting Period

This Report covers the period from 1 April 2021 to 31 March 2022 (the "Reporting Period", "2021/22").

Reporting Scope and Boundary

The present scope of this Report covers the principal operating activities of the Group's Hi-Tech Distribution and Services Division in Hong Kong and in the People's Republic of China (the "PRC"), which accounted for approximately 95.7% of the Group's total revenue in the Reporting Period. There is no significant change in the scope of this Report from that of the 2020/21 ESG Report. If the scopes and boundaries of the specific contents vary, they are noted in the relevant sections of this Report. Although this Report does not cover all the operations of the Group, we are committed to improving internal data collection procedures and gradually expanding the scope of the disclosure.

With reference to the definition stated in the ESG Reporting Guide, the presentation of this Report will divide those aspects and key performance indicators ("KPI(s)"), which are considered to be relevant and material to the Group's businesses and operations, into four subject areas: Community Investment, Environmental Protection, Employment and Labour Practices, and Operating Practices.

Reporting Basis and Principal

This Report is prepared in accordance with Rule 17.103 and the ESG Reporting Guide under Appendix 20 of the GEM Listing Rules of The Stock Exchange of Hong Kong Limited (the "Stock Exchange"). This Report has complied with "comply or explain" provisions of the Guide and the following four reporting principles underpinning the preparation of this Report: materiality, quantitative, balance and consistency.

關於本報告

本報告涵蓋本集團的環境及社會表現，以展示我們對可持續發展的持續承諾。有關本集團企業管治及財務表現的其他資料請參閱2021/22年報。

報告期

本報告之報告期為2021年4月1日至2022年3月31日（「報告期」）。

報告範圍及邊界

本報告現時範圍包括本集團高科技產品分銷及服務部門在香港及中華人民共和國（「中國」）的主要營運活動，這些活動佔本集團在報告期內總收入約95.7%。本報告的範圍與2020/21年ESG報告的範圍沒有重大變化。若特定內容涵蓋的範圍及邊界不同，則已在本報告的相關部分特別註明。本報告雖然並未涵蓋本集團的所有營運，但我們矢志改善內部數據收集程序並逐步擴大披露範圍。雖然本報告沒有涵蓋集團的所有業務，但我們致力於改進內部數據收集程序，並逐步擴大披露範圍。

參照《環境、社會及管治報告指引》中的定義，本報告將那些被認為與本集團的業務和營運相關和重要的方面和關鍵績效指標（「KPI」）分為四個主要範疇：社區貢獻、環境保護、僱傭及勞工常規和營運慣例。

匯報基礎及原則

本報告乃根據香港聯合交易所有限公司（「聯交所」）的《創業板上市規則》第17.103條、附錄二十所載《環境、社會及管治報告指引》（「環境、社會及管治指引」）編製。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。我們亦嚴格按照「環境、社會及管治指引」中列明的四大報告準則編製本報告，包括：

- **“Materiality”** Principle:

The Group determines relevant ESG issues through stakeholder engagement and materiality assessment. Details are set forth in the sections headed “Stakeholder Engagement” and “Materiality Assessment”.

- **“Quantitative”** Principle:

The Group’s disclosure of KPIs related to historical data can be measured and the Group is committed to disclosing information on standards, methods, assumptions or calculation tools used in quantitative data and the source of conversion factors used when feasible.

- **“Balance”** Principle:

The Group’s disclosure avoids selections, omissions or presentation formats that may inappropriately affect a decision or judgment by the Report reader. This Report identifies both the achievements and challenges faced by the Group.

- **“Consistency”** Principle:

The Group is committed to using consistent disclosure methodologies for meaningful comparisons of ESG data provided in previous reports, and describe any changes that may affect them.

The information contained herein is derived from official documents and statistics of the Group, as well as the combined control, management and operations information provided by the subsidiaries in accordance with the Group’s internal management systems. A complete list of index in compliance with the ESG Reporting Guide is also available at the end of this Report for reference. This Report is prepared and published in both Chinese and English and is available on the website of the Stock Exchange (www.hkexnews.hk) and the Company’s website (<https://www.nasholdings.com>). In the event of contradiction or inconsistency between the Chinese version and the English version, the English version shall prevail.

The English translation of Chinese names or terms in this Report, where indicated and accompanied by the original Chinese names or terms, are included for information purpose only, and should not be regarded as its official English translation of such Chinese names or terms.

- **重要性：**

本集團透過持份者參與及重要性評估釐定有關環境、社會及管治議題。有關詳情請參閱本報告中的「持份者參與」及「重要性評估」章節。

- **量化：**

本集團披露有關歷史數據之關鍵績效指標可予計量，並致力於可行情況下披露量化資料所用之標準、方法、假設或計算工具的資料及以及所使用的轉換因子的來源。

- **平衡：**

本報告避免可能會不恰當地影響報告讀者決策或判斷的選擇、遺漏或呈報格式，並已識別本集團之成就及所面臨的挑戰。

- **一致性：**

我們沿用了與往年一致的數據統計及換算方式。報告內已披露去年的相關數據，使持份者能夠更有意義地比較集團的環境、社會及管治表現。

本報告所載資料來自本集團的官方文件和統計數據，以及由附屬公司依循本集團內部管理系統提供的監測、管理和營運資料整合匯總。本報告的最後一章亦有完整的內容索引，以供便讀者參考。本報告以中英文編寫並在聯交所網站(www.hkexnews.hk)和本集團之公司網站(www.nasholdings.com)上發佈。倘若本報告之中英文版本有任何抵觸或不符合之處，概以英文版本為準。

本報告中的中文名稱或術語的英文譯文，如註明並附有原中文名稱或術語旁標明，則僅供參考，不應被視為該等中文名稱或術語的官方英文翻譯。

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Review and Approval

The Board acknowledges its responsibility for ensuring the accuracy and completeness of this Report and to the best of their knowledge, this Report has addressed all relevant material issues and has fairly presented the ESG performance of the Group during the Reporting Period. This Report was reviewed and approved by the Board on 21 June 2022.

Information and Feedbacks

We are committed to maintaining a long-term partnership with our stakeholders and are actively engaged in addressing their concerns with timely follow-up actions. If you, as one of our stakeholders, have any questions about the content of this Report or comment on the Group's sustainability issues, please contact us via enquiry@nasholdings.com.

ESG MANAGEMENT STRUCTURE

The Group is committed to integrating ESG factors into its operations, creating sustainable value for stakeholders and fulfilling its responsibilities as a corporate citizen. The Group has established an ESG Working Group (the “**Working Group**”) during the Reporting Period. The Working Group is composed of core members from different departments of the Group. It is responsible for communicating with external consultants and collecting ESG data. The Working Group regularly reports to the management on the implementation of ESG measures and performance of the business units.

Under a systematic ESG management approach, the Board takes the lead on and has the oversight of the execution of ESG policies within the Group and assumes the ultimate responsibility of the ESG Report. With a clear message instructing the building of corporate sustainability goals and metrics, the management of the Group oversees and supervises the implementation of relevant policies, and reports the progress of targets and the effectiveness of the execution to the Board through emails and meetings on a regular basis. The Board identifies and evaluates the business risks and opportunities together with the market changes based on the feedback and makes informed decisions accordingly.

審閱與批核

董事會知悉其對確保本報告完整性的責任，而就其所深知，本報告已闡述所有相關重要議題，並公平呈列本集團於報告期間環境、社會及管治的表現。本報告於2022年6月21日經董事會審批刊發。

反饋意見

我們致力於與我們的持份者保持長期的夥伴關係，並積極參與解決他們所關注的問題，及時採取後續行動。作為我們的持份者之一，如果您對本報告的內容有任何疑問或對集團的可持續發展問題有任何意見，請通過以下方式與我們聯絡：enquiry@nasholdings.com。

環境、社會及管治管理架構

本集團致力於將環境、社會和管治因素納入其營運，為持份者創造可持續價值，並履行其作為企業公民的責任。本集團在報告期內成立了環境、社會及管治工作小組（「**工作小組**」）。工作小組由來自集團不同部門的核心成員組成。它負責與外部顧問溝通並收集環境、社會及管治數據。工作小組將定期向管理層報告環境、社會及管治措施的實施情況和各業務單位的表現。

在系統性的環境、社會及管治方針下，董事會領導並監督集團內環境、社會及管治政策的執行，並承擔環境、社會及管治報告的最終責任。本集團管理層以明確的信息指示建立企業可持續發展目標及指標，監察及監督相關政策的執行，並通過定期發送電子郵件及舉行會議直接向董事會報告目標的進度及執行的成效。董事會根據反饋意見識別和評估業務風險和機遇以及市場變化，並做出相應的知情決定。

The terms of reference include the following:

職責範圍包括以下內容：

Board of Directors 董事會	<ul style="list-style-type: none">• Oversee the ESG strategies, policies, objectives and targets 監督環境、社會及管治戰略、政策、目標和指標• Develop and review the Group's ESG responsibilities, vision, strategies, frameworks, principles and policies 建立和審查集團的環境、社會及管治責任、願景、戰略、框架、原則和政策
Senior management 高級管理層	<ul style="list-style-type: none">• Advise and support the Board on ESG matters, strategies, policies 就環境、社會及管治事項、戰略及政策向董事會提供建議和支持• Ensure ESG policies are current and in compliance with applicable laws, regulations and regulatory requirements and international standards 確保環境、社會及管治政策是最新的，並符合適用的法律、法規和監管要求以及國際標準• Overall management and monitoring of ESG performance and targets 環境、社會及管治表現及目標之全面管理
ESG Working Group 環境、社會及管治工作小組	<ul style="list-style-type: none">• Compose of department heads, including Finance Department, Company Secretary Department and Human Resources and Administration Department. Meet at least once every half year, and report to the Board and senior management regarding relevant KPIs and target progress 由各部門主管組成，包括財務部門、公司秘書部門、人力資源及行政部門。每半年至少召開一次會議，並向董事會和高級管理層報告有關的關鍵績效指標和目標進展• Enhance the materiality assessment and reporting process 加強重要性的評估和報告程序• Implement and enforce the ESG policies approved by the Board on a continuous basis 持續實施和執行董事會批准的環境、社會及管治政策• Review the achievement of ESG goals regularly 定期審查環境、社會及管治目標的成果• Review the ESG megatrend and related risks and opportunities, including climate-related issues 審查環境、社會及管治大趨勢和相關的風險和機遇，包括與氣候有關的問題
Department heads and other employees 部門主管和其他僱員	<ul style="list-style-type: none">• Implement ESG action plan and related initiatives 實施環境、社會及管治行動計劃和相關舉措• Collect environmental performance data on the projects we build and manage 收集我們建造和管理的項目的環境績效數據• Refine our data collection methodology and system 完善我們的數據收集方法和系統• Improve the communication of KPIs and targets to better track and monitor the sustainability 改善關鍵績效指標和目標的溝通，以更好地跟蹤和監測可持續性

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United Nations' Sustainable Development Goals (UN SDGs)

The Group is a supporter of the United Nations' Sustainable Development Goals ("SDG(s)") which aim to tackle climate change and address a range of social needs.

We believe that 14 of the SDGs are relevant to our business operations and corporate policies, including:

聯合國可持續發展目標 (UN SDGs)

本集團是聯合國可持續發展目標 (SDGs) 的支持者，這些目標旨在應對氣候變化和滿足一系列社會需求。

我們認為，可持續發展目標中的 14 個目標與我們的業務營運和企業政策相關，其中包括：



STAKEHOLDER ENGAGEMENT

In order to define the issues that are relevant and material to our business with respect to sustainability, the Group actively engage with our stakeholders to understand what issues they are most concerned with. We define our stakeholders as people who affect our business or who are affected by our business. Our stakeholders include shareholders, employees, suppliers, customers and general public. In our daily operation, we actively exchange information with our stakeholders through our transparent platform while devoting to continuous improvement of our communication system.

Stakeholder engagement helps the Group's business strategies which meet the needs and the expectations of the stakeholders, thereby reduces the potential risks, and strengthens the important relationships. The Group actively communicates with its stakeholders through various channels, as set forth below.

持份者參與

為了界定與我們業務有關和重要的可持續發展議題，本集團積極與我們的持份者接觸，瞭解他們所關心的議題。我們將持份者定義為影響我們的業務或受我們業務影響的人。我們的持份者包括股東、員工、客戶、供應商、顧客和一般公眾。在我們的日常運作中，我們通過透明的平台積極與持份者交流信息，同時我們致力於不斷改進我們的溝通系統。

持份者的參與有助於集團的業務戰略以滿足持份者的需求和期望，從而減低潛在的風險，並加強重要的關係。本集團通過以下各種渠道積極與持份者進行溝通。

Stakeholders 持份者	Expectations and concerns 期望與關注	Communication Channels 溝通渠道
Government and regulatory authorities 政府及監管機構	<ul style="list-style-type: none"> Compliance with laws and regulations 遵守法律和法規 Anti-corruption policies 反貪污政策 Contribution to the local economy 對當地經濟的貢獻 	<ul style="list-style-type: none"> Supervision and inspection 監督和檢查 Annual reports, interim reports, ESG reports and other public information 年度報告、中期報告、環境、社會及管治報告和其他公開信息
Shareholders and investors 股東和投資者	<ul style="list-style-type: none"> Return on investments 投資回報 Corporate governance 公司管治 Business ethics 商業道德 	<ul style="list-style-type: none"> Annual general meetings and other general meetings 年度股東大會和其他股東會議 Company website 公司網站 Press releases/announcements 新聞發佈／公告 Annual reports, interim reports, ESG reports and other public information 年度報告、中期報告、環境、社會及管治報告和其他公開信息

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Stakeholders 持份者	Expectations and concerns 期望與關注	Communication Channels 溝通渠道
Employees 僱員	<ul style="list-style-type: none"> Employees' remuneration and benefits 員工的薪酬和福利 External and internal training and development opportunities 外部與內部培訓和發展機會 Health and safety in the workplace 工作場所的健康和安全 	<ul style="list-style-type: none"> Performance appraisals 績效評估 Regular meetings and trainings 定期會議和培訓 Emails, notice boards and team building activities 電子郵件、通知欄以及團隊建設活動
Customers 客戶	<ul style="list-style-type: none"> Product and service quality assurance 產品和服務質量的保證 Protection of customers' privacy and rights 保護客戶的私隱和權利 Continuous promotion of reliable products/services to customers 持續向客戶推廣可靠的產品／服務 	<ul style="list-style-type: none"> Customers' satisfaction surveys 客戶的滿意度調查 Face-to-face meetings and onsite visits to customers 面對面的會面和現場訪問客戶 Customer service hotline and emails 客戶服務熱線和電子郵件
Suppliers 供應商	<ul style="list-style-type: none"> Fair and open procurement 公平、公開的採購 Win-win cooperation 合作雙贏 	<ul style="list-style-type: none"> Contracts and agreements 合同和協議 Suppliers' satisfaction assessment 供應商的滿意度評估 Meetings and site visits 會議和現場訪問 Telephone discussions 電話討論 Respond to suppliers on customer and market news 就客戶和市場消息向供應商作出回應
General public 一般公眾	<ul style="list-style-type: none"> Involvement in communities 參與社區活動 Code of conduct 行為準則 Environmental protection awareness 環境保護意識 	<ul style="list-style-type: none"> Public welfare activities 公益活動 Company website 公司網站 Enquiry mailbox 查詢信箱

MATERIALITY ASSESSMENT

In preparing the ESG Report, the Group directly engaged with the following stakeholders as part of the materiality assessment process to identify and prioritise the issues to be included in this ESG Report which the Board believes would have significant impact on the Group's business and its stakeholders.

重要性評估

在編寫環境、社會及管治報告的過程中作為重要性評估過程的一部分，集團直接與以下持份者接觸，以確定將列入 ESG 報告的議題並確定其優先次序。董事會認為這些議題將對集團的業務及其持份者產生重大影響。

Stage 1 – Identification

第一階段 — 識別

A selection of ESG issues that may reasonably be considered important for the Group and its stakeholders from various sources, including listing rules requirement, industry trends and internal policies. 28 issues were identified and grouped into 4 categories: Environment, Employment and Labour Practices, Operating Practices and Community.

從不同的來源，包括上市規則要求、行業趨勢和內部政策，選擇可能被合理地認為對集團及其持份者重要的環境、社會及管治議題。我們總共界定了 28 個議題，並將其歸為 4 個類別。環境、僱傭和勞工慣例、營運慣例和社區。

Stage 2 – Prioritisation

第二階段 — 確定優先次序

Conducted online surveys to rate the importance of each issue from the perspective of a stakeholder and the Group using a scale of 1 to 5. Developed the materiality matrix based on the scores of the surveys, set the threshold for materiality (i.e. at a score of average) and prioritised a list of sustainability issues.

我們進行在線調查，從持份者和集團的角度對每個問題的重要性進行評分，評分標準為 1 至 5。根據調查的分數制定了重要性矩陣，設定了重要性的門檻（即平均分），並確定了可持續性議題的優先次序。

Stage 3 – Validation

第三階段 — 驗證

Management reviewed the materiality matrix and the threshold for materiality. ESG issues, with a score of average or above from the perspective of a stakeholder and the Group, were prioritised as the most important sustainability issues for the Group to address and report on.

管理層審查了重要性矩陣和重要性的門檻。從持份者和集團的角度來看，環境、社會及管治問題的得分在平均水平或以上，將被優先列為集團要處理和報告的最重要的可持續發展議題。

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Materiality Matrix

Based on the materiality matrix, the Board believes that the most pertinent sustainability issues which are material to both the Group and its stakeholders include the following:

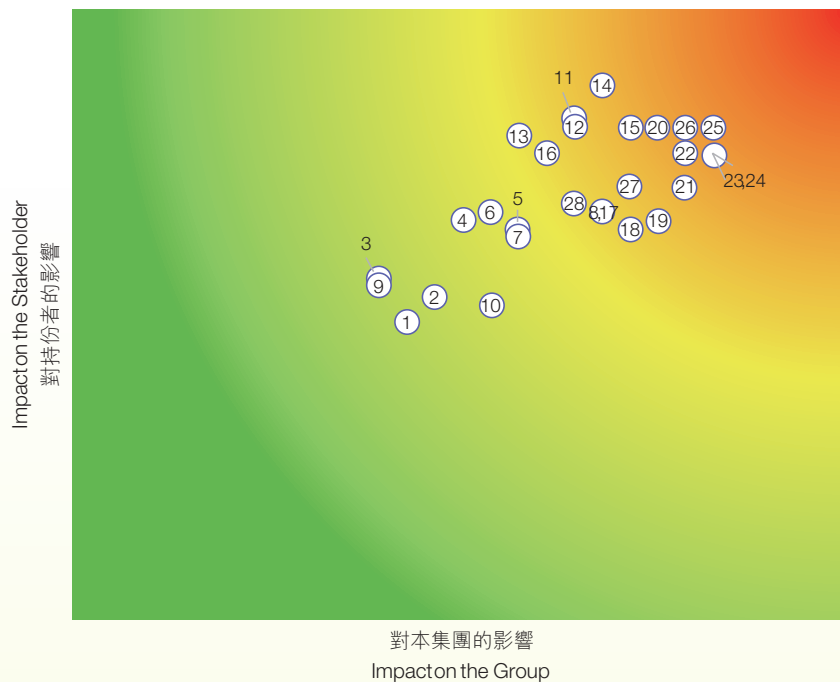
- Business ethics;
- Anti-corruption training for management and employees;
- Product safety; and
- Product/service quality.

重要性矩陣

根據重要性矩陣，董事會認為對集團及其持份者都很重要及最相關的可持續性問題包括以下內容：

- 商業道德；
- 領導層和員工的反貪培訓；
- 產品安全；及
- 產品／服務質素。

Materiality Matrix
重要性矩陣



1	Air Emissions 大氣污染物排放	11	Employment practices 僱傭措施	21	Customer satisfaction 顧客滿意程度
2	Greenhouse gas emissions 溫室氣體排放	12	Diversity and equal opportunities 員工多元化及平等機會	22	Intellectual property 知識產權
3	Effluents management 污水管理	13	Anti-discrimination 反歧視	23	Product safety 產品安全
4	Waste management 廢棄物管理	14	Occupational health and safety 員工的職業健康與安全	24	Product/service quality 產品／服務質素
5	Energy efficiency 能源效益	15	Development and training of staff 員工發展與培訓	25	Business ethics 商業道德
6	Water efficiency 用水效益	16	Prohibition of child labour and forced labour 防止僱用童工和強制勞動	26	Anti-corruption training for management and employees 領導層和員工的反貪培訓
7	Use of raw materials and packaging materials 原材料及包裝物料使用	17	Responsible supply chain management 負責任的供應鏈管理	27	Contributions to the society 社區貢獻
8	Environmental Regulations Compliance 遵守環境法規	18	Environmental friendliness on products or service purchased 採購產品和服務的環境友好性	28	Communication and connection with local community 與當地社區的交流和聯繫
9	Land use, pollution and restoration 土地的使用、污染和恢復	19	Compliance with regulations on marketing, product and service labelling 遵守市場推廣及產品和服務標籤 的法規		
10	Climate Change 氣候變化	20	Customers' Privacy and Confidentiality 客戶的私隱和保密		



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

COMMUNITY INVESTMENT

Contribution to different community and environmental aspects

The Group believes that community contribution is important for sustainable development as it helps to establish a harmonious society. We aim to develop long-term relations with our stakeholders based on mutual trust, respect and integrity. In recognition of our social duty as a responsible corporate citizen, the Group is committed to investing in different focus areas in a diverse manner, involving aspects such as education, health, environmental concerns and employee recognitions. The Group contributes to the following SDGs by diverse community involvement and promotion of ecosystem conservation:



Education

The Group believes our connections to the community is crucial for our brand strength. We support the education development in regions where we operate and have influence on, aiming to strengthen the whole person development, namely the 5 Chinese Virtues – ‘Moral, Intellect, Physique, Social and Aesthetics’, of students locally. To support local education in Hong Kong, we made a charitable donation of HK\$5,000,000 in the previous financial year and two charitable donations of approximately HK\$5,388,000 during the Reporting Period.

社區貢獻

對不同社區和環境方面的貢獻

本集團認為社區貢獻對可持續發展非常重要，因為它有助於建立一個和諧的社會。我們的目標是在相互信任、尊重和誠信的基礎上與我們的持份者發展長期關係。作為一個負責任的企業公民，我們認清本集團的社會責任，致力以多樣化的方式投資於不同的重點領域，包括教育、健康、環境問題和員工表彰等方面。本集團通過多樣化的社區參與和促進生態系統保護，為以下可持續發展目標作出貢獻：

教育

本集團相信我們與社會的聯繫對我們的品牌實力至關重要。在我們經營和有影響力的地區支持教育發展，旨在加強當地學生的全人發展，即中國五種美德 – 「德、智、體、群、美」。為了支持香港的本地教育，我們在上一個財政年度進行了500萬港元的慈善捐款，並在報告期內進行了兩次合共約5,388,000港元的慈善捐款。

Health

Over the years, we have been supporting the work of various charities and providing assistance to disadvantaged groups. We reached out to New Life Psychiatric Rehabilitation Association in Hong Kong and joined their funding scheme, with an aim to provide ex-mentally ill persons with vocational training and equip them with adequate skills for employment. Projects include occupational training for catering and collaboration events with the Inclusive Coffee Academy.

Environmental awareness

The Group also partnered with the Hong Kong Ocean Park Conservation Foundation to organise a guided tour to Hong Kong Marine Life Stranding and Education Centre and a Behind the Scene tour in Ocean Park, so as to promote marine environment conservation to our employees and also their families and friends.

健康

多年來，我們一直支持各種慈善機構的工作，為弱勢群體提供幫助。我們向香港新生精神康復會伸出援手，加入了他們的資助計劃，目的是為精神病康復者提供職業培訓，使他們具備足夠的就業技能。項目包括餐飲業的職業培訓和與包容性咖啡學院的合作活動。

環境保護意識

本集團與香港海洋公園保育基金會合作，舉辦了香港海洋生物救護及教育中心導賞團和海洋公園幕後導賞團，向員工及其家人和朋友宣揚海洋環境保護。



23 of our employees participated in the education tours and we have received very positive feedback from them. Moreover, we made charitable donation of HK\$30,000 to the Ocean Park Conservation Foundation during the Reporting Period to raise the environmental awareness of the local community.

我們共有 23 名員工參加了教育之旅，亦收到了他們積極的反饋。此外，我們在報告期內向海洋公園保護基金會提供了合共 30,000 港元的慈善捐款，以提高當地社區的環保意識。

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環境、社會及管治報告

Employee awards

Every year, we receive numerous thank you letters and cards from customers who recognise the excellent service of our employees. We summarised the contents of appreciation from our customers and published them by emails to our employees, in hope that the professionalism will become an inspiration for everyone.

The Group also set up Long Services Awards and Customer Recognition Awards to boost employees' working incentive. To show our appreciation, we award employees who have served us for at least 10 years with the Long Services Award. A new award will be given every five years afterwards. 14 of our employees who have served in the Group for 10-25 years were awarded with the Long Services Awards during the Reporting Period. Customer Recognition Awards were given to employees with the highest rating from customers. We are glad to announce that 44 of our employees deserve the designated awards.

The views of our employees are vital for ensuring the smooth running of our business operations and improving our working environment. The Group maintains two-way communication with employees by setting up the "Employee Improvement Suggestion and Reward System" (《員工合理化建議獎勵制度》), providing channels for employees to share suggestions and feedbacks. Should the suggestions be taken by the management through objective judging criteria, the participated employees will receive monetary reward accordingly. We encourage employee engagement to improve our operation and management systems.

員工表彰

每年，我們都會收到大量來自客戶的感謝信和卡片，他們對我們員工的優質服務表示認可。我們將客戶的感謝內容匯總後，以電子郵件的形式發佈給員工，希望這種專業精神能成為大家的一種激勵。

本集團還設立了長期服務獎和客戶認可獎，以提高員工的工作積極性。為了表示感謝，我們向為我們服務至少10年的員工頒發了長期服務獎，並於往後每5年再頒發一次新的獎項。在報告期內，我們有14名在集團服務了10-25年的員工被授予長期服務獎，亦將客戶認可獎授予了客戶評價最高的員工。我們很高興地宣布我們有44名員工獲得指定獎項。

員工的意見對於確保我們業務運作的順利進行和改善我們的工作環境至關重要。集團通過建立《員工合理化建議獎勵制度》與員工保持雙向溝通，為員工提供分享建議和反饋的渠道。如果這些建議在通過客觀的評判標準後被管理層採納，參與的員工將獲得相應的金錢獎勵。我們鼓勵員工積極參與，以改善我們的運作和管理系統。

AWARDS AND RECOGNITIONS

Suppliers

Our subsidiary company American Tec Company Limited is honoured to receive a sales award from our supplier FUJI Corporation for our massive sales success.

獎項及榮譽

供應商

我們的子公司美亞電子科技有限公司很榮幸地從我們的供應商FUJI株式会社(FUJI Corporation)獲得了銷售獎，以表彰我們在上個財政年度銷售活動方面的巨大成功。



Customers commendation

With the constant efforts in maintaining relationships with our customers and company reputation, we have received formal commendation letters from our customers to 25 of our teams in the Reporting Period. Units from Customer Service Department, Sales Department and other technical departments were appreciated for their patience, attentiveness and professional knowledge in solving customers' inquiries and problems. With their photos and job position shown to all employees through internal mass email to the whole Group, it is hoped that their good work will set an example for every employee to deliver products and services with excellent quality.

客戶表揚

經過不斷努力維繫與客戶的關係和公司的聲譽，在報告期內，我們收到了來自客戶對我們25個員工團隊的正式表揚信。客戶服務部、銷售部和其他技術部門的員工在解決客戶諮詢和問題時的耐心、細心和專業知識得到了讚賞。他們的照片和工作崗位通過內部郵件群發到整個集團，希望他們的良好工作能夠為每一位員工樹立榜樣，以提供優質的產品和服務。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

ENVIRONMENTAL PROTECTION

Corporate Environmental Policy

We pledge to reduce our environmental impact throughout our operation. We are accountable to protect the earth and to build a sustainable future for our future generations. The Group is committed to upholding high environmental standards to fulfil relevant requirements under applicable laws or ordinances during the operation of the business. In order to standardise and enhance our management systems in monitoring environmental performance, application of the certifications of ISO 9001 Quality Management Systems and ISO 14001 Environmental Management Systems were in progress during the Reporting Period.

The Group has set clear emission reduction targets. In short term we are aiming to reduce greenhouse gas (“GHG”) emissions, emissions regarding air pollutants, waste and wastewater, energy consumption and resources consumption by 3% before 2026. These emissions reduction and energy conservation targets will be reviewed by the Board every five years. The Group’s long-term goal aligns with the sustainability goals of the Hong Kong Government to achieve carbon neutrality before 2050.

By integrating environmental protection and resource conservation into our business development strategy, our environmental policy aligns with SDG 6, SDG 12 and SDG 13.

環境保護

企業環境政策

我們承諾在整個營運過程中減少對環境的影響。我們有責任保護地球，為我們的後代建立一個可持續的未來。本集團致力維持高環保標準，在業務營運期間符合適用法律或條例的相關要求。為規範和加強我們在監測環境績效方面的管理體系，於報告期間內，我們正申請ISO 9001質量管理體系和ISO 14001環境管理體系的認證。

本集團制定了明確的減排目標。在短期而言，我們的目標是在2026年之前將溫室氣體（「GHG」）排放、空氣污染物排放、廢物和廢水排放、能源消耗和資源消耗減少3%。這些減排和節能目標將由董事會每5年審查一次。本集團的長遠目標與香港政府在2050年前實現碳中和的可持續發展目標一致。

通過將環境保護和資源節約納入我們的業務發展戰略，我們的環境政策與可持續發展目標6、可持續發展目標12和可持續發展目標13相呼應。



Emissions

The Group actively maintains a steady focus on reducing our energy consumption to manage our impact on the air quality. Specific measures have already been taken, which include maintaining an indoor temperature at an optimal level for comfort, installing LED lighting system in the offices, encouraging the employees to switch off the computers and monitors when not utilised, setting office machines such as copiers and TV monitors to switch off automatically after office hours, encouraging the employees to make the best use of modern telecommunication system to avoid unnecessary travel arrangement, and putting up signage emphasizing the importance of energy saving at offices are in place.

Compliance information for relevant laws and regulations

The Group strictly abides by all the applicable laws and regulations regarding air and GHG emissions, wastewater discharge, noise, waste generation and disposal, as set out in the countries and regions where the Group operates, including but not limited to:

Hong Kong

- Air Pollution Control Ordinance (Cap. 311);
- Waste Disposal Ordinance (Cap. 354);
- Water Pollution Control Ordinance (Cap. 358); and
- Noise Control Ordinance (Cap. 400).

排放物

本集團積極專注於減少能源消耗，以管理我們對空氣質素的影響。我們已採取具體措施，包括將室內溫度保持在最佳舒適度、在辦公室安裝LED燈照明系統、鼓勵員工在不使用電腦和顯示器時關閉裝置，在複印機和電視等辦公設備設置在辦公時間後的自動關閉模式、鼓勵員工充分利用現代通訊系統以避免不必要的旅行安排，並在辦公室張貼強調節能重要性的標牌。

相關法律和法規的合規性

本集團嚴格遵守於經營所在國家和地區的有關空氣污染物和溫室氣體排放、廢水排放、噪音、廢物產生和處置的所有適用法律法規，包括但不限於：

香港

- 《空氣污染管制條例》(第311章)；
- 《廢物處置條例》(第354章)；
- 《水污染管制條例》(第358章)；及
- 《噪音管制條例》(第400章)。

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PRC

- The Environmental Protection Law of the PRC (《中華人民共和國環境保護法》);
- Law of the PRC on Environmental Impact Assessment (《中華人民共和國環境影響評價法》);
- Law of the PRC on the Prevention and Control of Atmospheric Pollution(《中華人民共和國大氣污染防治法》);
- Law of the PRC on the Prevention and Control of Environmental Pollution by Solid Wastes (《中華人民共和國固體廢物污染環境防治法》).
- Law of the PRC on Prevention and Control of Water Pollution (《中華人民共和國水污染防治法》); and
- Law of the PRC on Prevention and Control of Environmental Noise Pollution (《中華人民共和國環境噪聲污染防治法》).

During the Reporting Period, the Group complied with all the relevant laws and regulations and did not receive any fine, complaint or warning related to any material non-compliance in this regard.

Air emissions

Based on our assessment, the Group's main source of air pollutant emissions was generated from the vehicle fleet that consumed fuels such as unleaded petrol during the Reporting Period.

中國

- 《中華人民共和國環境保護法》;
- 《中華人民共和國環境影響評價法》;
- 《中華人民共和國大氣污染防治法》;
- 《中華人民共和國固體廢物污染環境防治法》;
- 《中華人民共和國水污染防治法》; 及
- 《中華人民共和國環境噪聲污染防治法》。

在報告期內，本集團遵守所有相關法律法規，並未因重大違規而受到相關的罰款、投訴或警告。

空氣排放物

根據我們的評估，於報告期內，本集團大氣污染物排放的主要來源是消耗無鉛汽油等燃料的車隊。

The Group's air pollutant emissions data during the Reporting Period are tabulated below:

報告期內，本集團大氣污染物排放數據如下表：

Air Pollutant data¹ as at 31 March	截至3月31日的空氣排放物¹	Unit 單位	2021/22	2020/21²
Nitrogen Oxides (NO _x)	氮氧化物(NO _x)	kg 千克	6.98	3.82
Sulphur Oxides (SO _x)	硫氧化物(SO _x)	kg 千克	2.97	0.78
Particulate Matters (PM)	懸浮粒子(PM)	kg 千克	0.96	0.39

Greenhouse gas emissions

溫室氣體排放

The Group's direct GHG emissions (Scope 1) were mainly generated from the vehicle fleet that consumed fuels such as unleaded petrol, and natural gas consumed for heating during the Reporting Period. The Group's indirect GHG emissions were mainly generated from purchased electricity (Scope 2) and business air travel (Scope 3).

在報告期內本集團的直接溫室氣體排放(範圍1)主要來自車隊消耗的無鉛汽油等燃料，以及用於供暖用的天然氣。本集團的間接溫室氣體排放主要來自外購電力(範圍2)和商務航空旅行(範圍3)。

The Group strives to enhance the data collection system to provide a more comprehensive environmental disclosure. During the Reporting Period, we have collected additional data of natural gas consumption for heating, together with increase in petrol consumption, the total GHG emissions increased by approximately 91% compared to the previous financial year as a result. Looking ahead, our GHG reduction target will be reviewed regularly based on our continuously improving emissions data collection system for fair comparison.

本集團致力加強數據收集系統，以提供更全面的環境披露。報告期內，我們額外收集了供暖用的天然氣消耗量數據，因為汽油消耗的增加，溫室氣體排放總量較上一財年增加約91%。展望未來，我們將不斷完善排放數據收集系統，及定期審查我們的溫室氣體減排目標，以進行公平比較。

¹ Emissions from mobile fuel consumption of the Group are covered, and the estimation method and emission factors are based on "How to prepare an ESG Report? Appendix 2: Reporting Guidance on Environmental KPIs" issued by the Stock Exchange and "Technical Guidelines for Compiling the Primary Source Emission Inventory of Inhalable Atmospheric Particulate Matter (Trial)" (《道路機動車大氣污染物排放清單編制技術指南(試行)》).

¹ 涵蓋本集團汽車燃料消耗的排放，而估計方法和排放因子乃基於聯交所發佈的《如何編備環境、社會及管治報告？附錄二：環境關鍵績效指標匯報指引》及《道路機動車大氣污染物排放清單編制技術指南(試行)》。

² The figures are restated.

² 數據經重列。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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The Group's GHG emissions data during the Reporting Period are tabulated below:

報告期內，本集團溫室氣體排放數據如下表：

GHG emissions data as at 31 March ³ 截至3月31日的溫室氣體排放 ³	Sources 來源	Unit 單位	2021/22	2020/21
Scope 1 ⁴ 範圍 1 ⁴	Vehicle fuel combustion and heating 汽車燃料及供暖	tonnes CO ₂ -equivalent 噸二氧化碳當量	115.36	N/A 不適用
Scope 2 ⁵ 範圍 2 ⁵	Purchased electricity 購買電力	tonnes CO ₂ -equivalent 噸二氧化碳當量	152.78	N/A 不適用
Scope 3 ⁶ 範圍 3 ⁶	Business air travel 商務飛行差旅	tonnes CO ₂ -equivalent 噸二氧化碳當量	62.70	No record 沒有記錄
Total 總計		tonnes CO ₂ -equivalent 噸二氧化碳當量	330.84	173.54
Intensity 密度		tonnes CO ₂ -equivalent per employee ⁷ 噸二氧化碳當量/每位員工 ⁷	1.06	0.71

³ GHG Emissions from direct and indirect emission of the Group's business operations in the PRC and Hong Kong are covered. The estimation methods and emission factors are based on "How to prepare an ESG Report? Appendix 2: Reporting Guidance on Environmental KPIs" issued by the Stock Exchange, "General Guideline of the Greenhouse Gas Emissions Accounting and Reporting for Industrial Enterprises (trial)" (《工業其他行業溫室氣體排放核算方法與報告指南(試行)》), "Emission Factors of China's Regional Power Grid Baseline for Emission Reduction Projects" (《減排項目中國區域電網基準線排放因子》) and the latest sustainability reports of power companies in Hong Kong.

³ 涵蓋本集團在中國和香港的業務營運的直接和間接排放的溫室氣體排放。估算方法和排放因子基聯交所發佈的《如何編備環境、社會及管治報告？附錄二：環境關鍵績效指標匯報指引》、《工業其他行業溫室氣體排放核算方法與報告指南(試行)》、《減排項目中國區域電網基準線排放因子》和香港電力公司的最新可持續發展報告。

⁴ Scope 1: Direct emission from the business operations owned or controlled by the Group, such as emissions from petroleum consumption by vehicles.

⁴ 範圍 1：本集團擁有或控制的經營活動產生的直接排放，如汽車用油產生的排放。

⁵ Scope 2: "Energy Indirect" emissions from the resulting from the generation of purchased or acquired electricity, heating, cooling and steam consumed within the Group.

⁵ 範圍 2：集團購買或獲得的電力、供暖、製冷和蒸汽消耗產生的「能源間接」排放。

⁶ Scope 3: All other indirect emissions that occur outside the Group, including both upstream and downstream emissions.

⁶ 範圍 3：在集團之外發生的所有其他間接排放，包括上游和下游排放。

⁷ The Group's total number of employees in the business operations of the PRC and Hong Kong as at the end of financial year 2021/22 and 2020/21 were 312 and 246 respectively.

⁷ 截至2021/22和2020/21財政年度末，本集團在中國和香港業務營運的員工總數分別為312和246位。

Hazardous and non-hazardous Wastes

During the Reporting Period, the amount of ink cartridges used for general office printers is insignificant, which was the only type of hazardous waste identified by the Group. All of them were collected and recycled by suppliers and did not cause any negative impact to the environment. The generation of non-hazardous waste results principally from the paper consumption for administrative work. In order to effectively reduce the use of paper, the Group promotes “Green Office” and “Paperless” initiative in the workplace. Employees are encouraged to view and handle documents on computers and e-platforms as practicable as possible. On the other hand, the Group handles and recycles hard copies of historical and expired documents carefully by employing trusted service provider. During the Reporting Period, the Group recycled over 4.7 tonnes of historical and expired documents. Hence, the amount of recycled paper is larger than that of our used paper during the Reporting Period.

The Group also promotes other environmentally friendly measures to reduce the disposal of used paper throughout the entire operation. We encourage our employees to reduce paper usage by using double-sided copying and by a more frequent use of electronic information systems for material sharing or internal administrative documents (such as implemented e-leave application system) as part of our environmental protection campaigns.

The Group’s non-hazardous waste data during the Reporting Period are tabulated below:

Waste data ⁽¹⁾ as at 31 March 截至3月31日的廢物數據 ⁽¹⁾	Source 來源	Unit 單位	2021/22	2020/21
Non-hazardous waste 無害廢棄物	Used Paper 用紙	tonnes 公噸	2.80	2.01
Intensity 密度		tonnes per employee ⁽²⁾ 公噸／每位員工 ⁽²⁾	0.01	0.01
	Recycled Paper 回收廢紙	tonnes 公噸	4.77	N/A 不適用

⁸ Non-hazardous waste generated by paper consumption in daily office administration work in the PRC and Hong Kong during the Reporting Period are covered.

⁹ The Group’s total number of employees in the business operations of the PRC and Hong Kong as at the end of financial year 2021/22 and 2020/21 were 312 and 246 respectively.

有害和無害廢棄物

一般辦公室影印機使用的墨水匣是本集團於報告期內唯一被歸類為有害的廢棄物，全部皆由供應商回收處理，因此沒有產生任何對環境的損害。無害廢物的產生主要來自行政工作的紙張消耗。為了有效減少使用紙張，本集團於工作場所內推廣「綠色辦公室」與「無紙化」倡議，鼓勵僱員於可行情況下儘量在電腦及電子平台上閱覽及處理文件。另一方面，本集團亦會聘用可信任的服務供應商小心處理及回收過期及舊有文件的列印本。於報告期內，本集團回收了超過4.7公噸過期及舊有文件。因此，於報告期內之紙張回收量比使用量為多。

本集團亦推行了其他環保措施以減少在整個營運過程中對廢紙的處置。我們鼓勵員工通過使用雙面複印和更頻繁地使用電子系統進行資料共享或內部行政文件（例如已實施電子休假申請系統）來減少紙張的使用，作為我們環境保護運動的一部分。

報告期內，本集團無害廢棄物數據如下表：

	Unit 單位	2021/22	2020/21
Non-hazardous waste 無害廢棄物	tonnes 公噸	2.80	2.01
Intensity 密度	tonnes per employee ⁽²⁾ 公噸／每位員工 ⁽²⁾	0.01	0.01
	tonnes 公噸	4.77	N/A 不適用

⁸ 涵蓋本集團在報告期內，無害廢棄物來自中國和香港的行政工作而產生的紙張消耗。

⁹ 截至2021/22和2020/21財政年度末，本集團在中國和香港業務營運的員工總數分別為312和246位。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Use of Resources

We are committed to improving the efficiency of energy use, advocating conservation of resources, and improving the efficiency of energy and resource consumption.

Compliance information for relevant laws and regulations

The Group strictly abides by all the applicable laws and regulations, as set out in the countries and regions where the Group operates, regarding use of energy and resources, including but not limited to the Energy Conservation law of the PRC (《中華人民共和國能源節約法》) and other laws and regulations.

Energy consumption

The Group's direct energy consumption includes unleaded petrol of our vehicle fleet and natural gas consumed for heating during the Reporting Period. The Group's indirect energy consumption includes purchased electricity. Direct and indirect energy consumption accounted for around 70% and 30% respectively. Compared to the previous financial year, the total energy consumption has increased by approximately 65% mainly due to increase in petrol consumption and expanded scope of direct energy consumption to include additional consumption data of natural gas.

資源使用

我們致力於提高能源利用效率，倡導節約資源，提高能源資源消耗效率。

相關法律法規的合規性

本集團嚴格遵守所在經營的國家和地區關於能源和資源使用的所有適用法律法規，包括但不限於《中華人民共和國能源節約法》等其他法律和法規。

能源消耗

在報告期內，本集團的直接能源消耗包括車隊使用的無鉛汽油，以及供暖消耗的天然氣。本集團的間接能源消耗包括外購電力。直接和間接能源消耗分別佔70%和30%左右。與上一財政年度相比，總能源消耗增加了約65%，主要是由於汽油消費的增加及直接能源消耗範圍擴大到包括天然氣的消耗數據。

The Group's energy consumption data during the Reporting Period are tabulated below:

在報告期內，本集團能源消耗數據如下表：

Energy consumption data as at 31 March ¹⁰ 截至3月31日的能源消耗 ¹⁰	Sources 來源	Unit 單位	2021/22	2020/21 ¹¹
Direct Energy Consumption 直接能源消耗	Subtotal 小計	kWh in '000s 千個千瓦時	458.59	137.64
	Unleaded petrol 無鉛汽油	litres 公升	49,076.86	14,202.00
	Natural gas 天然氣	cubic meters 立方米	80.00	N/A 不適用
Indirect Energy Consumption 間接能源消耗	Purchased electricity 購買電力	kWh in '000s 千個千瓦時	194.14	257.15
Total Energy Consumption 能源消耗總量		kWh in '000s 千個千瓦時	652.73	394.78
Intensity 密度		kWh in '000s per employee¹² 千個千瓦時/每位員工 ¹²	2.09	1.60

¹⁰ Data of direct and indirect energy consumption of the Group's offices in the PRC and Hong Kong are covered. The estimation methods and emission factors are based on "How to prepare an ESG Report? Appendix 2: Reporting Guidance on Environmental KPIs" issued by the Stock Exchange and "General Guideline of the Greenhouse Gas Emissions Accounting and Reporting for Industrial Enterprises (trial)" (《工業其他行業溫室氣體排放核算方法與報告指南(試行)》).

¹¹ The figures are restated.

¹² The Group's total number of employees in the business operations of the PRC and Hong Kong as at the end of financial year 2021/22 and 2020/21 were 312 and 246 respectively.

¹⁰ 涵蓋本集團中國及香港辦事處的直接及間接能源消耗數據。估算方法和排放因子基於估算方法和排放因子基於聯交所發佈的《如何編備環境、社會及管治報告？附錄二：環境關鍵績效指標匯報指引》和《工業其他行業溫室氣體排放核算方法與報告指南(試行)》。

¹¹ 數據經重列。

¹² 截至2021/22和2020/21財政年度末，本集團在中國和香港業務營運的員工總數分別為312和246位。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Water usage

Water resources are mainly used in the offices in Hong Kong and the PRC for domestic purposes of basic cleaning and sanitation. The existing water supply meets our daily operational needs and there is no issue in sourcing water. We strive to conserve water by adopting a wide range of measures. We regularly check on faucets to avoid unnecessary leakage. We post water saving reminders to actively promote water conservation awareness among our employees.

用水量

水資源主要用於香港和中國辦公室的基本清潔和衛生的家居用途。現有的供水足以滿足我們的日常營運需要，在水源方面沒有問題。我們通過採取多種措施努力節約用水。我們會定期檢查水龍頭，以避免不必要的洩漏。我們亦有張貼節水提示，積極提高員工的節水意識。



The water conservation approach contributes to SDG 6 and SDG 12, which seek to ensure availability and sustainable management of water, and ensure sustainable consumption and production pattern.

節水方法有助於實現可持續發展目標6和目標12，這些目標旨在確保水資源的可用性和可持續管理，並確保可持續的消費和生產模式。



The Group's water usage data during the Reporting Period are tabulated below:

在報告期內，本集團用水量數據如下表所示：

Water consumption data as at 31 March¹³ 截至3月31日的耗水量 ¹³	Unit 單位	2021/22	2020/21
Water Consumption 耗水量	tonnes 公噸	1,203.00	1,594.00
Intensity 密度	Tonnes per employee¹⁴ 公噸／每位員工 ¹⁴	3.86	6.48

Packaging material

包裝材料

Given the business nature of the Group, we do not involve any significant usage of packaging materials. We advocate efficient use of material in our daily office operations.

鑑於本集團的業務性質，我們並無大量使用包裝材料。我們提倡在日常辦公室營運中有效使用材料。

The Environment and Natural Resources

環境及天然資源

The Group promotes sustainable use and management of resources and promotes adaptation to climate change. We encourage our employees to have the following actions in order to reduce energy consumption and material wastage as a green office:

本集團促進資源的可持續利用和管理，促進適應氣候變化。我們鼓勵我們的員工採取以下行動，以減少能源浪費並重複使用材料以打造綠色辦公室：

¹³ Data of water consumption of the Group's business operations in the PRC and Hong Kong during the Reporting Period are covered.

¹³ 涵蓋報告期內本集團在中國和香港的業務用水量數據。

¹⁴ The Group's total number of employees in the business operations of the PRC and Hong Kong as at the end of financial year 2021/22 and 2020/21 were 312 and 246 respectively.

¹⁴ 截至2021/22和2020/21財政年度末，本集團在中國和香港業務營運的員工總數分別為312和246位。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Waste Management

- Promote “Paperless” initiative in the workplace;
- Collect and recycle used toner or ink cartridges;
- Reuse office stationery (e.g. envelopes, files and folders);
- Evaluate the usage of material to avoid overstocking;
- Encourage employees to print and photocopy on both sides of paper;
- Communicate and disseminate information by electronic means;
- Set double-sided printing and toner save mode as default for printers and photocopiers;
- Purchase paper with recycled content;
- Reduce paper towel consumption by installing electric hand dryers;
- Send electronic greeting cards instead of paper ones at festive seasons; and
- Encourage recycling by placing waste sorting bins/devices for different recyclable materials (e.g. waste paper and plastics).

廢物管理

- 於工作場所內推廣「無紙化」倡議；
- 收集和回收用過的碳粉或墨盒；
- 重複使用辦公室文具（例如信封、文件和文件夾）；
- 評估材料的使用以避免庫存過剩；
- 鼓勵員工在紙張的兩面打印和複印；
- 通過電子方式交流和傳播信息；
- 設置打印機和複印機的默認雙面打印和省墨模式；
- 購買含有可回收成分的紙張；
- 通過安裝電動乾手器以減少紙巾消耗；
- 在節日期間發送電子賀卡而不是紙質賀卡；及
- 通過放置用於不同可回收材料（例如廢紙和塑料）的廢物分類箱／設備來鼓勵回收。



Use of Resources

- Heating and Cooling System Management;
- Set the minimum air-conditioning temperature at 25.5°C;
- Turn off air-conditioning units when not using the office;
- Lower window blinds and curtains before leaving office to reduce direct sunlight;
- Avoid air-conditioners being directly exposed to the sun;
- Clean the air conditioner filters and fan coil units regularly to maintain efficient operation;
- Apply ultraviolet (UV) light protection film to windows in order to reduce heat absorption;
- Use low-emissivity glass to block ultraviolet from heat generation;
- Adopt water-cooled air conditioning system;
- Use split-type air conditioners that have obtained Grade 1 energy label; and
- Allow employees to dress lightly to minimise the use of air conditioning in hot months.

Lighting System Management

- Turn off the lights when not using the office;
- Utilise natural daylight as much as possible;
- Keep lighting fixtures clean in order to optimise their energy efficiency;
- Set up independent lighting switches in different light areas; and
- Adopt high-efficiency lighting units (e.g. LED lighting).

資源使用

- 加熱和冷卻系統管理；
- 將最低空調溫度設置為 25.5°C；
- 不使用辦公室時關閉空調；
- 離開辦公室前放下百葉窗和窗簾，以減少陽光直射；
- 避免冷氣機直接暴露在陽光下；
- 定期清潔空調過濾器和風機盤管，以保持高效運行；
- 在窗戶上貼上紫外線 (UV) 光保護膜，以減少熱量吸收；
- 使用低輻射玻璃來阻擋紫外線產生的熱量；
- 採用水冷空調系統；
- 使用獲得一級能源標籤的分體式空調；及
- 允許員工穿著輕便，以盡量減少在炎熱月份使用空調。

照明系統管理

- 不使用辦公室時關燈；
- 盡可能利用自然光；
- 保持照明設備清潔以優化其能源效率；
- 在不同的照明區域設置獨立的照明開關；
- 採用高效照明裝置（例如 LED 照明）。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Water Resources Management

- Put up water saving reminders in washrooms;
- Turn off the faucets;
- Check for hidden water leaks regularly;
- Repair dripping faucets immediately once discovered;
- Install dual flush toilets; and
- Reduce water pressure to the lowest possible level.

General Electronic Equipment Management

- Set the computers to go into power-saving mode when sitting idle;
- Turn off electronic equipment during non-working hours;
- Purchase electronic equipment with energy labels; and
- Use multi-functional printers instead of independent printers and photocopiers in order to save energy.

The Environment and Natural Resources

- Green up the office area with plants;
- Encourage employees to participate in environmental protection activities organised by environmental groups; and
- Promote and educate employees to reduce emissions and save energy through emails, posters and intranet.

We encourage employees to understand more about the Group's policies in order to enhance our environmental performances and build up the employees' knowledge on the environmental awareness.

水資源管理

- 在洗手間張貼節水提示；
- 關閉水龍頭；
- 定期檢查隱藏的漏水情況；
- 水龍頭滴水一經發現立即修復；
- 安裝雙沖水馬桶；及
- 將水壓降低到盡可能低的水平。

通用電子設備管理

- 將電腦設置在空閒時進轉為省電模式；
- 在非工作時間關閉電子設備；
- 購買帶有能源標籤的電子設備；及
- 使用多功能打印機而不是獨立的打印機和複印機，以節省能源。

環境及天然資源

- 用植物綠化辦公區；
- 鼓勵員工參與環保團體組織的環保活動；及
- 通過電子郵件、海報和內聯網促進和教育員工減少排放和節約能源。

我們鼓勵員工更多地了解本集團的政策，以提升我們的環保表現並建立員工對環保意識的知識。

Climate Change

Climate change is one of the biggest global challenges faced by society, and we must act now for our climate and our communities. In recent years, extreme weather, such as strong winds and heavy rainfall, as well as tides and floods, have become the focus around the world. Logistics and supply chains are particularly vulnerable. Heavy rainfall, rising tides and floods can cause serious damage to assets such as buildings, warehouses and goods in storage which results in material financial losses. Although such incidents are beyond everyone's control, the Group believes that all stakeholders should work together to address climate change, which will also be regarded as one of the most significant risks to the world in the next five years.

The COVID-19 pandemic has presented many new challenges in this year, but it has not deterred our commitment to climate action. The pace of change has expedited around the world and it has underscored the importance for the Group to accelerate its transition to a low-carbon economy.

The Group has further enhanced its ESG disclosure in the Reporting Period. The Group have made reference to the recommendations of the Task Force on Climate-related Financial Disclosure (TCFD) on identifying and disclosing the potential impacts of climate-related risks on the business.

The Group essentially plans to respond to local government initiatives and follow local governments' emission reduction requirements. The Group has set clear emission reduction targets, in short term we are aiming to reduce 3% of GHG emissions in five years. These emissions reduction and energy conservation targets will be reviewed by the Board every five years. The Group's long-term goal aligns with the sustainability goals of the Hong Kong Government to achieve carbon neutrality before 2050. We continuously improve our energy efficiency, apply professional knowledge to improve on-site efficiency and maintain efficient management support, in order to safeguard the Group's reputation. The plan aligns with SDG 13 by combating climate change.

氣候變化

氣候變化是社會面臨的最大全球挑戰之一，我們現在必需為我們的氣候和社區採取行動。近年來，強風、強降雨等極端天氣，以及潮汐、洪水等成為全球關注的焦點。物流和供應鏈尤其脆弱。強降雨、漲潮和洪水會對建築物、倉庫和儲存貨物等資產造成嚴重破壞，從而造成重大經濟損失。儘管此類事件超出了所有人的控制範圍，但本集團認為，所有持份者應共同努力應對氣候變化，這也將被視為未來5年世界面臨的最重大風險之一。

今年，COVID-19大流行帶來了許多新挑戰，但並未阻止我們對氣候行動的承諾。世界各地的變革步伐加快，突顯了本集團加快向低碳經濟轉型的重要性。

在報告期內，本集團進一步加強了ESG披露。本集團已參考氣候相關財務披露工作小組(TCFD)關於識別和披露氣候相關風險對業務的潛在影響的建議。

本集團計劃響應當地政府的舉措並遵循當地政府的減排要求。集團制定了明確的減排目標，短期目標是在5年內減少3%的溫室氣體排放量。這些減排和節能目標將由董事會每5年審查一次。本集團的長遠目標與香港政府在2050年前實現碳中和的可持續發展目標一致。我們不斷提高能源效率，運用專業知識提高現場效率，並保持高效的管理支持，以保障集團的聲譽。該計劃通過應對氣候變化與可持續發展目標13保持一致。



SDG 13: 氣候行動

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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Climate Change Policy

Our climate change policy aims to build a considerable resilience approach in facing the global climate change so as to adapt and to mitigate the impact of the climate change on the operations. It has incorporated the predictable climate change and extreme weather events into the current business continuity plans to monitor and to review the impact of climate change on the operations. Action on climate change is embedded in the Group business strategy and reflected in the governance and management processes of the Company. The index table below outlines how the Group responds to the four core elements of the recommended climate-related financial disclosures.

氣候變化政策

我們的氣候變化政策旨在建立一個相當大的彈性方法來應對全球氣候變化，以適應和減輕氣候變化對營運的影響。政策將可預測的氣候變化和極端天氣事件納入當前的業務連續性計劃，以監測和審查氣候變化對營運的影響。應對氣候變化的行動亦包含在集團的業務戰略中，並反映在公司的管治和管理流程中。下表概述了集團如何回應建議的氣候相關財務披露的四個核心要素。

Core element 核心要素	The Group's response 集團的回應
Governance 管治	<p>For governance around climate-related risks, we 對於圍繞氣候相關風險的治理，我們</p> <ul style="list-style-type: none"> Establish an ESG Working Group 成立環境、社會及管治工作組 Carry out regular meeting on ESG issues 就環境、社會及管治議題舉行定期會議 Integrate ESG topics (including climate-related issues) in corporate decision making 將環境、社會及管治主題（包括氣候相關問題）納入企業決策
Strategy 戰略	<p>To face the actual and potential impacts of climate-related risks on the Group's strategy, we 面對氣候相關風險對本集團戰略的實際和潛在影響，我們</p> <ul style="list-style-type: none"> Assess climate change that could result in financial and operation risks 評估可能導致財務和營運風險的氣候變化 Identify risk and opportunities in low-carbon transition 識別低碳轉型的風險和機遇
Risk Management 風險管理	<p>To identify, assess, and manage climate-related risks, we 為了識別、評估和管理氣候相關風險，我們</p> <ul style="list-style-type: none"> Research on our industry peers on regular basis 定期對我們的行業同行進行研究 Prepare for the transition to a low-carbon economic 為向低碳經濟轉型做準備 Prepare and setup measures to physical climate risks 準備和制定應對實體氣候風險的措施

Core element 核心要素	The Group's response 集團的回應
Metrics and Targets 指標和目標	<p>To evaluate and monitor the climate-related risks, we 為了評估和監測氣候相關風險，我們</p> <ul style="list-style-type: none"> Identify metrics used to assess and manage material climate-related risks 識別用於評估和管理重大氣候相關風險的指標 Establish short-, medium- and long-term GHG reduction targets aiming for net-zero emissions 建立以淨零排放為目標的短期、中期和長期溫室氣體減排目標
<p>The Group understands that climate change may have significant impacts on our operations. To better understand the potential impacts of climate change on our business operation, we have conducted climate scenario analysis for two horizons for 2030 and 2050, under the following pathways:</p>	<p>本集團明白氣候變化可能對我們的營運產生重大影響。為了更好地了解氣候變化對我們業務營運的潛在影響，我們針對2030年和2050年兩個視野進行了氣候情景分析，具體途徑如下：</p>
<p>(1) RCP2.6, SSP1, and IEA Sustainable Development Scenario supplemented by the Net-Zero Emissions by 2050 case</p> <p>(2) RCP8.5, SSP5, and IEA Stated Policies Scenario</p>	<p>(1) 代表性濃度路徑(RCP)2.6、共享社會經濟路徑(SSP)1、國際能源署可持續發展情境，輔以2050年淨零排放情境</p> <p>(2) 代表性濃度路徑(RCP)8.5、共享社會經濟路徑(SSP)5及國際能源署既定政策情境</p>
<p>Based on the Group business nature, we have identified the following parameters that are most relevant to our operations.</p>	<p>根據集團的業務性質，我們確定了以下與我們的營運最相關的參數。</p>
<p>a) Renewable energy — The proportion of renewable energy used by the Group affects the amount of carbon offset required and GHG emissions.</p> <p>b) Electric vehicles (EV) — The cost required for replacing existing fleets with EVs and the cost-savings brought by EVs.</p> <p>c) Extreme weather — The increase in the frequency of extreme weather (e.g. heavy rainstorm signals and typhoons) may affect the business operations of the Group and the future income.</p>	<p>a) 可再生能源 — 集團使用可再生能源的比例會影響所需的碳抵消量和溫室氣體排放量。</p> <p>b) 電動汽車(EV) — 用電動汽車取代現有汽車所需的成本以及電動汽車帶來的成本節約。</p> <p>c) 極端天氣 — 極端天氣頻率增加(如強暴雨訊號及颱風)可能會影響本集團的業務營運及未來收入。</p>

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In the low carbon emission scenario (raise 1.5-2°C), it is assumed that the carbon prices may reach USD63/tonne and USD140/tonne for advanced economies by 2030 and 2050 respectively. The Group will gradually increase the usage of renewable energy and it is expected that EVs will dominate the global cars by 2060. In the future, most of the private cars owned by the Group will be shifted to EVs, and the Group has already installed new energy electric vehicle charging piles next to the gate of the facilities and the Group will encourage the employees to use new energy electric vehicles for traveling.

In the high emissions scenario (raise >4°C), it is assumed that there will be no carbon tax and carbon credit established. The higher average sea level and extreme weather will cause more frequent flooding and the Group has assessed the risk of the flooding in relation to the property portfolio. It is also assumed that the frequency of extreme weather will significantly increase.

The Group has identified a series of climate-related risks and opportunities relevant to our assets and services and understand the scenarios in which these risks and opportunities may generate a greater impact. These transition and physical risks are discussed in the sections below.

在低碳排放情景(提高1.5-2°C)下，假設到2030年和2050年，發達經濟體的碳價可能分別達到63美元/噸和140美元/噸。本集團將逐步增加使用可再生能源，並預計在2060年前電動汽車將主導全球汽車市場。本集團擁有的私家車大部分將於未來轉向電動汽車。本集團亦已在設施門口安裝新能源電動汽車充電樁，在2060年前集團將鼓勵員工使用新能源電動汽車出行。

在高排放情景(提高>4°C)，預計並無制定碳稅或碳信用。較高的平均海平面及極端天氣將導致更頻繁的水浸，本集團已就物業組合評估水浸風險。極端天氣的頻率亦假設將顯著增加。

本集團已識別出一系列與我們的資產和服務相關的氣候相關風險和機遇，並了解這些風險和機遇可能產生更大影響的情景。這些過渡和物理風險將在以下部分中討論。

	Risks 風險	Opportunities 機遇
Short term (0-1 year) 短期(0-1年)	<ul style="list-style-type: none"> Physical risks from extreme weather events 極端天氣事件造成的實體風險 Securing the skills and capability required to implement climate strategy 確保實施氣候戰略所需的技能和能力 	<ul style="list-style-type: none"> Technologies to enhance the performance of operation and energy efficiency 新技術可提升營運績效和能源效率
Medium term (5 years) 中期(5年)	<ul style="list-style-type: none"> Transition risks — Implementation of low-carbon policies for the operation 過渡風險 — 營運中的低碳政策實施 Transition risks — Supply and demand for certain commodities, products and services may change as climate related risks and opportunities are increasingly taken into account. 過渡風險 — 隨著氣候相關風險和機遇越來越被考慮在內，某些商品、產品和服務的供需可能會發生變化。 	<ul style="list-style-type: none"> Transitioning to low carbon economy market to meet government decarbonisation targets 邁向低碳經濟市場過渡，以滿足政府的減碳目標 Opportunities arising from transition enablers 促進轉型因素所帶來的機遇

	Risks 風險	Opportunities 機遇
Medium to long term (5+ years) 中長期(5年以上)	<ul style="list-style-type: none"> • Transition risks — Potential new regulation and policies 過渡風險 — 潛在的新法規和政策 • Transition risks — Development and use of emerging technologies may increase the operational costs, and reduce the Group's competitiveness 過渡風險 — 新興技術的開發和使用可能會增加營運成本，並降低集團的競爭力 • Transition risks — the Group's reputation may be impacted due to changing customer or community perceptions of said the Group's contribution to or detracting from the transition to a lower-carbon economy 過渡風險 — 由於客戶或社區對集團對低碳經濟轉型的貢獻或減損的看法發生變化，本集團聲譽可能會受到影響 	<ul style="list-style-type: none"> • Transitioning to low carbon economy market to meet government decarbonisation targets 邁向低碳經濟市場過渡，以滿足政府的減碳目標 • Opportunities arising from transition enablers 促進轉型因素所帶來的機遇 • To work as a pioneer in the industry and build up the relevant reputations 成為行業的先驅並建立相關聲譽

Action on Climate Change

Our action plan includes but not limited to the followings:

- To encourage employees, suppliers and customers to reduce carbon emissions in their daily operations wherever practicable;
- To reduce carbon footprint through the establishment and implementation of long-term carbon emissions reduction targets;
- To adopt industry best practices to improve energy efficiency in daily operations; and
- To consider climate change in the location for new office site.

應對氣候變化行動

我們的行動計劃包括但不限於以下內容：

- 在可行的情況下，鼓勵員工、供應商和客戶在日常營運中減少碳排放；
- 通過建立和實施長期碳減排目標來減少碳足跡；
- 採用行業最佳實踐來提高日常營運的能源效率；及
- 考慮新辦公地點選址的氣候變化。

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環境、社會及管治報告

EMPLOYMENT AND LABOUR PRACTICES

Employment

Corporate Policy of Employment and Labour

The Group spends a great effort to provide a desirable workplace, continuous training programs and prospective career opportunities to our employees in order to attract and retain highly qualified employees. The Group believes that a strong and loyal team is invaluable to maintain a robust business performance and growth.

The Group aims to uphold a fair and equitable human resource policy, in which quality and merit of the candidates are the most important elements to be assessed during the recruitment and promotion processes. The Group offers equal employment opportunities to different genders, age groups and nationalities such that a sound of diversify of human resources can be achieved.

These policies contribute to SDG 5 which achieves gender equality, SDG 8 which protects labour rights, SDG 10 which reduces inequality and SDG 11 which promotes inclusive communities.

僱傭及勞工常規

僱傭

企業僱傭及勞工政策

本集團極度重視為員工提供一個理想的工作場所、持續的培訓計劃和潛在的職業發展，以吸引和保留高質素的員工。本集團相信，一個強大而忠誠的團隊對於保持理想的業務表現和增長是非常寶貴的。

本集團旨在維護公平和公正的人力資源政策，在招聘和晉升過程中，候選人的質素和能力是最重要的評估因素。本集團提供平等的就業機會給予不同性別、年齡組和國籍的人，以實現人力資源的多元化。

這些政策有助於實現以性別平等為目標的可持續發展目標5、保護勞工權利的可持續發展目標8、減少不平等的可持續發展目標10和促進包容性社區的可持續發展目標11。



Compensation Strategy

Our approach is to position the Group in a strongly competitive position in our local markets recognising growing globalisation of the skill market. All compensations are targeted to attract, reward and retain talented, highly skilled and motivated team members by rewarding individual and team accomplishments. We emphasise variable portion of pay to closely tie rewards with corporate business objectives, unit goals and individual performance. Employees' bonuses are disbursed based on individual performance. Remuneration formulation and distribution are based on the principles of fairness, impartiality, openness, motivation, and competitiveness, and balance the relationship between efficiency and fairness. Moreover, the Group has established mandatory retirement plan to retain high quality employees.

Dismissal

Either the Group or an employee giving the appropriate period of notice in writing or payment in lieu can bring about the termination of employment. The Group reserves the right to dismiss any team member for serious misconducts. At the time of termination, employee may be requested to participate in an exit interview for collection of feedback on operational norms and practices for future development of the business. This will be kept confidential if required.

Promotion

At the time of annual performance progress review, employees are encouraged to work with their Head of Department to establish a documented career plan as well outline the competencies, development plan and aspirations for career growth within the Group. In selecting movement to a new role or new position, we consider availability of an appropriate vacancy, employees' contributions, performance history, competencies, aspirations and motivations for the role, experiences and potential.

薪酬策略

有見技能市場的全球化，我們的方法是令本集團在當地市場處於強而有力的競爭地位。所有薪酬都是通過獎勵個人和團隊的成就，吸引、獎勵和留住有才能、高技能和積極的團隊成員為目標。我們強調薪酬的可變部分，將獎勵與公司業務目標、單位目標和個人業績緊密連結。員工的獎金是根據個人表現而發放。薪酬的制定和分配以公平、公正、公開、激勵和競爭為原則，平衡效率與公平的關係。此外，集團還制定了強制退休計劃，以留住高質素的員工。

解僱

無論是集團還是員工，只要給予適當的書面通知或支付代通知金，便可以終止僱傭關係。本集團保留解僱任何有嚴重不當行為的團隊成員的權利。在終止僱傭關係時，員工可能會被要求參加離職面談，以收集對業務規範和做法的意見，以用於未來業務的發展，如有需要，意見將會被保密。

晉升

在進行年度績效評估時，我們鼓勵員工與他們的部門主管合作，建立一個有據可查的職業規劃，並概述你的能力、發展計劃和在集團內的職業發展期望。在選擇新角色或新職位時，我們會考慮到是否有合適的空缺，員工的貢獻、業績歷史、能力、對角色的期望和動機、經驗和潛力。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Working Hours and Rest Periods

Normal hours of work for full-time employees are from 9:00 am to 6:00 pm from Monday through Friday, with a one-hour break for lunch each day. We follow a five-day week with two days' time off. The starting and finishing time of working may be modified or changed by the team leader depending on country practice and business needs.

The Group believes in providing employees time off in the form of paid annual leave and other personal leave to provide them with time to recharge and rest as well as spend time with families either on holiday or to attend to personal activities. The Group provides special leaves beyond the statutory requirement such as birthday leave, examination leave and marriage leave.

Equal Employment Opportunity

Equal Employment Opportunity means treating each team member (or potential team member) as an individual, making no assumptions or subjective judgments based generalisations associated with his/her personal characteristics. The Equal Employment Opportunity policy aims to establish and maintain structures, practices and behaviours that have the effect of treating employees on the basis of their ability and potential so that all team members and potential team members can have equal employment opportunity in the workplace irrespective of these personal characteristics. In summary, personal characteristics should not reduce an applicant's chance of accessing employment, promotion or training opportunities. The Group is committed to the development and implementation of Equal Employment Opportunity principles and programs, which ensure fair, and equitable employment practices and conditions of service for all team members and potential team members, regardless of their personal characteristics. We are committed to employment practices, which do not discriminate against individuals on the basis of disability, age, gender, marital status, family responsibilities or pregnancy, religion, political affiliation, race, or ethnic origin.

工作和休息時間

全職員工的正常工作時間為周一至周五的上午9:00至下午6:00，每天有一小時的午膳時間。我們遵循每周五天的工作制，並有兩天的休息時間。根據國家慣例和業務需要，工作的開始和結束時間可以由該團隊領導進行修改或變更。

本集團相信為員工提供帶薪年假和其他個人假期的形式的休息時間，能為他們提供充電和休息的時間，以及與家人度假或參加個人活動的時間。本集團提供超出法定要求的特殊假期，如生日假、考試假和婚假。

平等就業機會

平等就業機會意味著將每個團隊成員（或潛在的團隊成員）作為個體對待，不作與他／她的個人特徵相關的假設或基於概括性的主觀判斷。平等就業機會政策旨在建立和維持根據員工的能力和潛力對待他們的結構、做法和行為，而不論這些個人特徵如何，以致所有團隊成員和潛在團隊成員能夠在工作場所獲得平等的就業機會。總括而言，個人特徵不應減少申請人獲得就業、晉升或培訓的機會。本集團致力於制定和實施平等就業機會原則和計劃，以確保所有團隊成員和潛在團隊成員享有公平、公正的就業實踐和服務條件，無論其個人特徵如何。我們致力於就業實踐，不因殘疾、年齡、性別、婚姻狀況、家庭責任或懷孕、宗教、政治派別、種族或民族出身而歧視個人。

Compliance information of relevant laws and regulations

Our employees are mainly located in Hong Kong and the PRC. The Group safeguards the rights of our employees by strictly complying with the requirements of the Labour Law of Hong Kong and the Labour Law of the PRC, including but not limited to:

Hong Kong

- Employment Ordinance (Cap. 57);
- Employees' Compensation Ordinance (Cap. 282);
- Mandatory Provident Fund Schemes Ordinance (Cap. 485); and
- Minimum Wage Ordinance (Cap. 608).

The PRC

- Labour Contract Law of the PRC (《中華人民共和國勞動合同法》);
- Social Insurance Law of the PRC (《中華人民共和國社會保險法》); and
- Provisions on the Prohibition of Using Child Labour (《禁止使用童工規定》).

In the PRC, we have participated in welfare schemes concerning pension insurance, unemployment insurance, maternity insurance, occupational injury insurance and medical insurance in accordance with the local regulations including the Regulations on the Administration of Housing Provident Funds and the Social Insurance Law of the PRC. In Hong Kong, we provide medical insurance, disability and invalidity coverage, maternity leave, incentive and bonus etc. to all our full-time employees. We have also participated in the Mandatory Provident Fund (MPF) Scheme, prescribed by the Mandatory Provident Fund Schemes Ordinance. During the Reporting Period, the Group was not aware of any significant non-compliance issues in this regard.

相關法律和法規的合規性

我們的員工主要分佈在香港和中國。本集團通過嚴格遵守香港《僱傭條例》和中國《勞動法》的要求來保障員工的權利，包括但不限於：

香港

- 《僱傭條例》(第57章)；
- 《僱員補償條例》(第282章)；
- 《強制性公積金計劃條例》(第485章)；及
- 《最低工資條例》(第608章)。

中國

- 《中華人民共和國勞動合同法》；
- 《中華人民共和國社會保險法》；及
- 《禁止使用童工規定》。

在中國，我們根據《住房公積金管理條例》和《社會保險法》等地方法規，參加了養老保險、失業保險、生育保險、工傷保險和醫療保險等福利計劃。在香港，我們為所有全職員工提供醫療保險、殘疾和傷殘保險、產假、獎勵和獎金等。我們參加了《強制性公積金計劃條例》規定的強制性公積金(MPF)計劃。在報告期內，本集團沒有發現相關方面的任何重大違規事件。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Employee Profile

As at 31 March 2022, the Group's employee and turnover data of business operations in the PRC and Hong Kong by type are tabulated below:

僱員概況

截至2022年3月31日，本集團涵蓋中國及香港業務的僱員數目及流失數字於下表列示：

Workforce as at 31 March 截至3月31日的僱員人數		2021/22	2020/21 ¹⁵
Employee Number 僱員數目	Total number 總計	312	246
	By Gender 按性別劃分		
	Male 男	219	174
	Female 女	93	72
	By Age Group 按年齡組別劃分		
	Below 30 30歲以下	47	37
	30-50 30至50歲	252	203
	Above 50 50歲以上	13	6
	By Level 按職級劃分		
	Top management 高級管理層	7	16
	Middle management 中級管理層	44	29
	General staff 普通員工	261	201
	By Employment Type 按僱傭類型劃分		
	Full-time 全職	312	246
	Part-time 兼職	0	0
	By Geographical Region 按地區劃分		
	Hong Kong 香港	37	19
	PRC 中國	275	227

¹⁵ Figures are restated.

¹⁵ 數據經重列。

Workforce as at 31 March 截至3月31日的僱員人數		2021/22	2020/21 ¹⁵
Employee Turnover Rate¹⁶ 僱員流失率	Overall number (Turnover rate) 整體數目(流失率)	33(11%)	34 (14%)
	By Gender 按性別劃分		
	Male (Turnover rate) 男(流失率)	12(5%)	21(12%)
	Female (Turnover rate) 女(流失率)	21(23%)	13(18%)
	By Age Group 按年齡組別劃分		
	Below 30 (Turnover rate) 30歲以下(流失率)	12(26%)	4(11%)
	30-50 (Turnover rate) 30至50歲(流失率)	20(8%)	29(14%)
	Above 50 (Turnover rate) 50歲以上(流失率)	1(8%)	1(17%)
	By Geographical Region 按地區劃分		
	Hong Kong (Turnover rate) 香港(流失率)	11(30%)	5(26%)
	PRC (Turnover rate) 中國(流失率)	22(8%)	29(13%)

¹⁶ Turnover rate = number of employees in the specified category leaving employment/number of employees in the specified category at the end of the Reporting Period.

¹⁶ 僱員流失率=指定類別的離職僱員數目/於報告期末指定類別的總僱員數目

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Health and Safety

Corporate Policy of Health and Work Safety

The Group has been attaching great importance to provide a safe working environment and protect our employees from occupational hazards, which align with the SDG 3: Good Health and Well-being, SDG 8: Decent Work and Economic Growth and SDG 11: Sustainable Cities and Communities.

健康及安全

企業健康和安全管理政策

本集團一直非常重視提供安全的工作環境、保護員工免受職業危害，這與可持續發展目標3：良好健康與福祉、可持續發展目標8：體面工作和經濟增長以及可持續發展目標11：可持續城市及社區相一致。



For individual workstations, adjustable chairs and monitor screens for eye protection are provided. Additional occupation safety guidelines including proper working postures and posters of proper lifting method were accessible on the intranet and were put up at appropriate locations in offices respectively to raise the safety awareness among employees. We have also developed health and safety policies including prohibition of smoking in workplace, abuse of alcohol and drugs, identification and prevention of risks and hazards in the working area, and emergency actions for accidents or personal injuries. We require our employees to strictly adhere to and comply with such policies, which are set out in our employee handbook.

在個人工作間，我們提供了可調較的座椅和可保護眼睛的顯示屏幕設備。其他的職業安全指引包括正確的工作姿勢和正確搬運物件方法的海報，除了在內部網站上找到外，亦分別張貼在辦公室的適當位置，以提高員工的安全意識。我們還制定了健康和安全管理政策，包括禁止在工作場所吸煙，禁止酗酒和吸毒，識別和預防工作區域的風險和危險，以及事故或人身傷害的緊急措施。我們要求員工嚴格遵守並服從這些政策，這些政策在我們的員工手冊中亦有所規定。

Compliance information for relevant laws and regulations

The Group strictly abides by all the applicable laws and regulations, as set out in the countries and regions where the Group operates, regarding health and safety, including but not limited to:

Hong Kong

- Occupational Safety and Health Ordinance (Cap. 509).

PRC

- Fire Prevention Law of the PRC (《中華人民共和國消防法》); and
- Labour Law of the PRC (《中華人民共和國勞動法》).

During the Reporting Period, the Group was not aware of any significant non-compliance issues in this regard. We do not have any fatality cases or major accidents/issues concerning the health and safety of our employees, and thus no losses in working days resulted from work-related injuries occurred in each of the past three years, including the reporting year.

Development and Training

Corporate Policy of Training and Recruitment

The Group anticipates that every position has its unique professional and technical needs and therefore, we ensure that every new joiner receives proper orientation training and mentoring in order to help them swiftly adapt to the new working environment. Continuous training programs are offered by the Group in different ways including internal training courses, comprehensive training for specific skill development, and professional training for relevant employees. Through education and training, the Group can nurture the employees to elevate their personal qualities, reinforce their skillsets and keep up with the most advanced professional knowledge that their position may require.

相關法律和法規的合規性

本集團嚴格遵守集團經營所在國家和地區規定有關健康和安全的適用法律和法規，包括但不限於：

香港

- 《職業安全及健康條例》(第509章)

中國

- 《中華人民共和國消防法》；及
- 《中華人民共和國勞動法》。

在報告期內，本集團沒有發現相關方面的任何重大違規事件。我們沒有任何涉及員工健康和安全的死亡事故或重大事件，在過去3年(包括本報告年度)中，每年都沒有發生因工傷造成的工作日損失。

培訓及發展

企業培訓和招聘

本集團預料每個職位都有其獨特的專業和技術需求，因此，我們確保每個新加入的員工都能得到適當的指導及培訓，以幫助他們迅速適應新的工作環境。本集團以不同的方式提供持續性的培訓項目，包括內部培訓課程、針對特定技能發展的綜合培訓以及針對相關員工的專業培訓。通過教育和培訓，本集團可以培養員工提升個人素質，加強技能，並掌握其職位所需要的最新專業知識。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Sense of belonging and morale of the employees drive the healthy growth of the Group. The Group constantly encourages open and direct communication between employees and management. Gatherings such as Christmas and Chinese New Year dinners are organised to enhance the harmonious spirit throughout the Group.

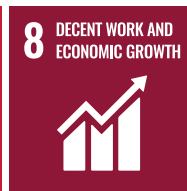
員工的歸屬感和士氣促進了本集團的健康成長。本集團不斷鼓勵員工和管理層之間進行公開和直接的溝通。我們組織了聖誕和春節晚宴等聚會，以提高集團和諧共融的精神。

Our commitment to SDG 4 and SDG 8 is demonstrated through our promotion in development-oriented policies that support productive activities and employee training.

我們對可持續發展目標4和8的承諾體現在我們以發展為導向的政策，這些政策支持本集團有生產力的活動及僱員的培訓。



SDG 4: 優質教育



SDG 8: 體面工作和經濟增長

Training records

培訓數據

As at 31 March 2022, the Group's employee training data of business operations in the PRC and Hong Kong by type are tabulated below:

截至2022年3月31日，本集團於中國和香港營運的員工培訓數據於下表列示：

Training data as at 31 March 截至3月31日的培訓數據		2021/22	2020/21
Number of Trained Employee and percentage¹⁷ 受訓僱員數目及百分比 ¹⁷	Overall 整體	252(81%)	111(45%)
	By Gender 按性別劃分		
	Male 男	183(84%)	39(22%)
	Female 女	69(74%)	72(100%)
	By Level 按職級劃分		
	Top management 高級管理層	1(14%)	6(38%)
	Middle management 中級管理層	34(77%)	14(48%)
	General staff 普通員工	217(83%)	91(45%)

¹⁷ Percentage of trained employee = Number of employees received training during the Reporting Period/Number of employees at the end of the Reporting Period.

¹⁷ 受訓僱員的百分比 = 於報告期內之受訓僱員數目 / 於報告期末之僱員數目

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Training data as at 31 March 截至3月31日的培訓數據		2021/22	2020/21
Average Training Hours (hour/employee)¹⁸ 平均受訓時數(小時/僱員) ¹⁸	Overall 整體	10.50	3.06
	By Gender 按性別劃分		
	Male 男	12.29	3.65
	Female 女	6.29	1.65
	By Level 按職級劃分		
	Top management 高級管理層	0.57	1.78
	Middle management 中級管理層	13.23	2.34
	General staff 普通員工	10.31	3.27

Labour Standards

勞工準則

Policies

政策

The Group is committed to maintaining high labour standards in our business operations. We strictly oppose and prohibit any form of child and forced labour. To avoid forced and child labour, Human Resources and Administration Department performs detailed interview screening procedures on each candidate. A thorough background check is conducted to verify the authenticity of personal data stated on the application forms by examining the applicants' original identity card and making detailed inquiries to ensure that no child labour should be employed.

本集團致力在業務營運中維持高水平的勞工準則。我們嚴格反對和禁止任何形式的童工和強迫勞動。為了避免強迫勞動和童工，人力資源和行政部對每個候選人進行了詳細的面試篩選程序。通過檢查申請人的身份證正本和詳細詢問，進行徹底的背景調查，以核實申請表上所述的個人資料的真實性，確保沒有童工會被僱用。

If the management discovered any child labour, we would immediately terminate the contract and investigate the incident. Forced labour is strictly prohibited by the Group with zero tolerance. We shall take disciplinary actions against any staff members who are accountable for the causes of the incident.

如果管理層發現任何童工，我們會立即終止合同，並對事件進行調查。本集團嚴格禁止強迫勞動，對其絕不容忍。我們會對任何對有關事件有責任的員工採取紀律處分。

¹⁸ Average Training Hours = Total training hours during the Reporting Period/ Total number of employees at the end of the

¹⁸ 平均受訓時數=於報告期內之總受訓時數/於報告期末之總僱員數目

Compliance information for relevant laws and regulations

Our business operations in the PRC and Hong Kong are subject to the labour laws and regulations, which are stated in the section headed “Employment” in this Report, and also relevant international conventions under the International Labour Standards in relation to product safety, labour (including the use of child labour), working environment and conditions. The Group was not aware of any significant non-compliance issues in this regard during the Reporting Period.

OPERATING PRACTICES

Supply Chain Management

As a responsible corporate citizen, one of our missions is to integrate sustainability into our core business, which aligns with the SDG 12: Responsible Consumption and Production.



SDG 12: 負責任消費與生產

During our selection process for suppliers and contractors, not only do we consider economical and commercial factors in the tendering processes but also make a serious assessment of their compliance with all the applicable laws and regulations; safeguard workers' health and safety; and mitigate environmental impacts. To ensure the quality of our suppliers, a Supplier Regular Assessment Form 「供應商定期評價表」 is required to be filled on regular basis to assess different aspects of the suppliers by rating scores, including but not limited to quality of product, after-sales services, communication during procurement stage, compliance to contract terms, registered capital and logistic capability. We have very strict requirements on suppliers and refuse to work with suppliers who violate environmental and social labour laws and regulations in the region where the Group operates, so as to reduce environmental and social risks in the supply chain and help to maintain the stability of our business operations.

相關法律和法規的合規性

我們在中國和香港的業務營運受本報告「僱傭」一節所述的勞工法律和法規，以及國際勞工標準下有關產品安全、勞工(包括使用童工)、工作環境和條件的相關國際慣例所限。報告期內，本集團沒有發現相關方面的任何重大違規事件。

營運慣例

供應鏈管理

作為一個負責任的企業公民，我們的使命之一是將可持續性納入我們的核心業務，與可持續發展目標 12：負責任消費與生產相一致。

在我們選擇供應商和承包商的過程中，我們不僅要考慮招標過程中的經濟和商業因素，還要審慎評估他們是否遵守所有適用的法律和法規、保障工人的健康和 safety、以及減輕環境影響。為了確保供應商的質量，我們要求供應商定期填寫《供應商定期評價表》，以對供應商的各方面進行評分，包括但不限於產品質量、售後服務、採購階段的溝通、合同條款的遵守情況、註冊資本和物流能力。我們對供應商有非常嚴格的要求，拒絕與違反集團業務所在地區的環境和社會勞動法規的供應商合作，以減少供應鏈中的環境和社會風險，有助於保持我們業務營運的穩定性。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

There were in total 77 suppliers during the Reporting Period (2020/2021: 97). To maintain a good corporate control and governance, the Group has developed a series of management systems and procedures to be aligned with the Corporate Governance required by the Stock Exchange. The Group encourages all business partners to develop energy-saving and consumption-reducing policies in order to work together in our pursuit of sustainable development.

The number of suppliers of business operations in the PRC and Hong Kong by location as at 31 March 2022 are tabulated below:

Number of suppliers as at 31 March	截至3月31日的供應商數目	2021/22	2020/21
PRC	中國	76	70
Hong Kong	香港	1	10
Other regions	其他地區	0	17
Total	總計	77	97

在報告期內，我們總共有77家供應商(2020/21：97家)。為了保持良好的企業控制和管治，本集團已經制定了一系列的管理制度和程序，以符合聯交所要求的企業治理。此外，本集團鼓勵所有商業夥伴制定節能降耗政策，以共同追求可持續發展的目標。

截至3月31日，涵蓋本集團在中國和香港的供應商數目如下：

Product Responsibility

Product/Service Quality Management

The Group is committed to enhancing the product and service quality for our customers. For the recognition of our international-level management, we were actively working on the application of the certification of ISO 9001 Quality Management Systems during the Reporting Period. We believe that the reliability and quality of our products and services are crucial to the success of the Group. As such, we have implemented quality control procedures covering all aspects and stages of our business operations, to ensure the consistent quality of product and provision of quality services.

產品責任

產品／服務質素管理

本集團致力為我們的客戶提高產品和服務質素。為了認可我們國際水平的管理，我們在報告期內積極申請ISO 9001質量管理體系的認證。我們相信產品和服務的可靠性和質量對本集團的成功至關重要。因此，我們已經實施了質量控制程序，涵蓋了我們業務營運的所有方面和階段，以確保產品的質量和提供優質服務的一致性。

Complaint Handling and Product Return Policy

The Group has set up different channels (including online live chat, telephone hotline, email, etc.) to receive inquiries and complaints, so as to provide customers with a convenient way for feedback. They also help to ease a large number of inquiries and complaints and thereby improving the processing efficiency. We have a dedicated team responsible for handling and recording customer inquiries, classifying and referring inquiries to relevant departments for follow-up processing. During the Reporting Period, the Group did not receive any material product and service-related complaint and there were no sold or shipped products of the Group that were subject to recalls for safety and health reasons.

Product Advertisement and Labelling

The Group strictly abides by the Trade Descriptions Ordinance (Cap. 362) and other relevant laws and regulations, regulating the advertising practices in the operating regions. The Group reaches out to our clients through various channels such as exhibitions. The Group has established internal policies to ensure that the customers receive clear, accurate information before purchasing products, and to protect consumers from false trade descriptions, misleading information, and misstatements on goods and services. The corrective action will be taken immediately should any unclarity and/or misleading information be identified in the Group's advertising materials. During the Reporting Period, the Group was not aware of any material non-compliance in this regard.

Intellectual Property Rights

The Group strictly abides by the laws and regulations in the regions where the Group operates, including but not limited to the Patent Law of the PRC (《中華人民共和國專利法》). To protect our intellectual property rights, as at the end of the Reporting Period, we have obtained 36 authorised patents in the PRC. The patents are primarily relating to the automation solution. Our dedication in production innovation aligns with the SDG 9: Industry, innovation and infrastructure.

投訴處理及退貨政策

本集團設立了不同的渠道(包括線上即時聊天、電話熱線、電子郵件等)來接受諮詢和投訴,為客戶提供方便的反饋途徑。它們也有助於緩解大量的諮詢和投訴,從而提高處理效率。我們有專門的部門負責處理和記錄客戶的諮詢,將諮詢分類並轉交給相關部門進行後續處理。報告期內,本集團沒有收到任何與產品和服務有關的重大投訴,也沒有任何已售或已運送產品因安全與健康理由而需回收的情況。

廣告及產品標籤

本集團嚴格遵守《商品說明條例》(第362章)及其他相關法律和法規,規範經營地區內的廣告行為。本集團通過各種渠道,如展覽會以接觸客戶。集團制定了內部政策,確保客戶在購買產品前得到清晰、準確的信息,保護消費者免受虛假商品說明、誤導性信息以及商品和服務的錯誤陳述所影響。本集團的廣告資料中如發現任何不明確和/或誤導性的信息,將立即採取糾正措施。在報告期內,本集團沒有發現這方面的任何重大違規行為。

知識產權

集團嚴格遵守集團經營所在地區的法律法規,包括但不限於《中華人民共和國專利法》。為了保護我們的知識產權,截至報告期末,我們在中國已獲得36項授權專利。這些專利主要與自動化解決方案有關。我們在生產創新方面的奉獻與可持續發展目標9:產業、創新與基礎設施相一致。



SDG 9: 產業、創新與基礎設施

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Data Protection and Privacy

The Group safeguards the confidentiality of all customers and warrants that the customer's information is properly protected during our business operation. We require our employees to strictly follow full procedures of handling company confidential information set out in our confidentiality management policy handbook.

The Group values the protection of customer privacy and related company confidential information. The Group requires employees to strictly implement the confidentiality system and strictly prohibit the disclosure and selling of Company's trade secrets, technical and economic information. The insider should report to the person-in-charge or the Company's management promptly and must not conceal it. The technical department is responsible for improving and consummating the technical management and confidentiality system. Company files and technical drawings information are kept by designated personnel. Those who steal or sell the Company's trade secrets, technical drawings, and other important secrets will be given corresponding monetary penalty and shall compensate for corresponding losses. Those involved in severe cases will be dismissed and pursued for criminal responsibility in accordance with laws.

Anti-Corruption

The Group is committed to upholding a high standard of business ethics and to prohibition of bribery and corruption, which is a key component of the SDG 16: Peace, Justice and Strong Institutions.

The Group has developed a series of company policies on anti-fraud, anti-bribery, anti-extortion and anti-money laundering with reference to the Prevention of Bribery Ordinance (Cap. 201 of the laws of Hong Kong). With principles of "Commitment, Assurance of High Quality, Fair Deals and Faithfulness", all employees perform their duties with utmost level of good faith, determination and professionalism, and ensure that the reputation of the Group will not be tarnished because of misconduct and corruption behaviour.

數據保護和私隱

本集團為所有客戶保障機密，並保證客戶的信息在我們的業務運作中得到妥善保護。我們要求我們的員工嚴格遵守保密管理政策手冊中規定的處理公司機密信息的全部程序。

集團重視對客戶私隱和相關公司機密信息的保護。集團要求員工嚴格執行保密制度，嚴禁泄露和出售公司的商業秘密、技術和財務信息。內幕人員應及時向負責人或公司管理層匯報，不得隱瞞。技術部門負責完善和健全技術管理和保密制度。公司檔案和技術圖紙資料由指定人員負責保管。對竊取、出賣公司商業秘密、技術圖紙等重要機密的，給予相應的金錢處罰，並賠償相應的損失。對事宜嚴重者，將予以開除並依法追究刑事責任。

反貪污

本集團致力秉持高標準的商業道德，禁止賄賂和貪污行為，這是可持續發展目標 16：和平、正義與強大機構的一個關鍵組成部分。



SDG 16: 和平、正義與強大機構

本集團參照《防止賄賂條例》（第201章），制定了一系列關於反欺詐、反賄賂、反勒索和反洗黑錢的公司政策。本著「承諾、保證高質量、公平交易和忠誠」的原則，全體員工以最大的誠意、決心和專業精神履行職責，確保集團的聲譽不會因為不當行為和貪污行為而受到損害。

Compliance information for relevant laws and regulations

The Group strictly abides by all the applicable laws and regulations regarding business ethics and anti-corruption, as set out in the countries and regions where the Group operates, including but not limited to:

Hong Kong

- Prevention of Bribery Ordinance (Cap. 201); and
- Sale of Goods Ordinance (Cap.201).

The PRC

- Criminal Law of the PRC (《中華人民共和國刑法》);
- Anti-Unfair Competition Law of the PRC (《中華人民共和國反不正當競爭法》);
- Anti-Money Laundering Law of the PRC (《中華人民共和國反洗錢法》);
- Bidding Law of the PRC (《中華人民共和國招標投標法》); and
- Interim Provisions on Prohibiting Commercial Bribery (《關於禁止商業賄賂行為的暫行規定》).

During the Reporting Period, the Group was not involved in any significant non-compliance cases or concluded legal cases regarding corrupt practices brought against the Group or our employees.

Anti-corruption training seminars, which targeted employees of the Group were provided during the Reporting Period. During the Reporting period, the Group has invited the external consultant to raise the staff's awareness on anti-corruption, content included introduction of the Prevention of Bribery Ordinance in Hong Kong and real-life examples on bribery, extortion, fraud and money laundering. Over 30% of our employees in the PRC and Hong Kong received at least 1.5 hour of anti-corruption trainings during the Reporting Period.

相關法律和法規的合規性

集團嚴格遵守集團經營所在國家和地區規定的有關商業道德和反貪污的所有適用法律和法規，包括但不限於：

香港

- 《防止賄賂條例》(第 201 章)；及
- 《貨品售賣條例》(第 201 章)；

中國

- 《中華人民共和國刑法》；
- 《中華人民共和國反不正當競爭法》；
- 《中華人民共和國反洗錢法》；
- 《中華人民共和國招標投標法》；及
- 《關於禁止商業賄賂行為的暫行規定》。

於報告期內，本集團沒有涉及任何針對本集團或本集團員工的重大違規案件或已審結的貪污訴訟案件。

於報告期內，本集團舉辦了針對本集團員工的反貪污培訓講座；本集團亦邀請了外部顧問來提高員工的反貪意識，內容包括介紹香港的《防止賄賂條例》以及有關賄賂、勒索、欺詐和洗黑錢的真實案例。在報告期內，超過 30% 的中國和香港的員工接受了至少一個半小時的反貪污培訓。

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Whistle-blowing policy

The Group's Whistle-blowing Policy forms an important part of effective risk management and internal control systems to achieve high standard of openness, probity and ethical business practices. The Policy provides reporting channels and guidance to employee or a third party on any concerns of actual or suspected misconduct or malpractice related to the Group.

The Audit Committee has the overall responsibility for this policy, and has delegated the day-to-day responsibility for overseeing and implementing this Policy to the Company Secretarial Department. The Audit Committee is responsible for monitoring and reviewing the effectiveness of this Policy and the actions resulting from the investigation. It is ensured that whistle-blowers would feel easeful to raise concern without fear of reprisals.

The policy has listed out activities that constitute malpractice or misconduct, including but not limited to criminal offences, failure to comply with laws and regulations, malpractice, impropriety or fraud relating to internal controls, accounting, auditing and financial matters, misuse or misappropriation of the Group's assets or resources, any action which endangers the health and safety of employees or other stakeholders, violation of the policies or guidelines of the Group, improper use or leakage of confidential or commercially sensitive information and deliberate concealment of any of the above. If a whistle-blower makes a false report intentionally or maliciously, with an ulterior motive, or for personal advantage, the Group reserves the right to take appropriate actions against anyone to recover any loss or damage as a result of the false report.

The Group will make every effort to keep whistle-blower's identity and the reported concern strictly confidential and expect whistle-blower to keep strictly confidential about the details of a reported concern, such as its nature and related persons.

舉報政策

本集團的舉報政策是構成有效的風險管理和內部控制系統的一個重要部分，以實現公開、正直的最高標準及合乎道德的商業操守。舉報政策為員工或第三方提供就任何有關本集團的實際或疑似不當行為或不良操守作出舉報的渠道及指引。

本公司的審核委員會為本政策的最終負責人，至於監督和執行本政策的日常運作則委派公司秘書部門負責。審核委員會肩負監察和檢討本政策的有效性和舉報調查後的行動。我們確保舉報者感到安心，不會受報復之憂慮所困擾。

該政策列明了舉報事項，包括但不限於以下行為失當或違規事項，刑事罪行、違反法例及法規、涉及內部監控、會計、審核及財務事宜的不良行為、不當或欺詐行為、濫用或挪用公司資產或資源、危害員工或其他持份者的健康及安全、違反本集團的政策或指引、不當使用或洩露機密或商業敏感資料及蓄意隱瞞上述事項。若舉報者故意或惡意提供錯誤報告，或涉及不可告人之動機或個人利益，本集團將保留對任何人的追索權，以彌補損失。

本集團將盡一切努力對舉報者的身份和其舉報的問題作嚴格保密，同時亦期望舉報者對其舉報的問題之詳細資料，如其性質和相關人士等亦作嚴格保密。

Every report shall be made in person or in writing either by email or by post with details of improprieties and supporting evidence to the designated address. Upon receipt of a report, depending upon the nature and particular circumstances of each report made, the report raised may be investigated internally by the Audit Committee or if delegated by the Audit Committee, the Company Secretary, the Human Resources Department or other departments of the Company, or be referred to the external auditor or to the relevant public or regulatory bodies as instructed by the Audit Committee.

The Audit Committee shall bring to the attention of the Board of the Company any material incidents which may cause significant impact to the Group. This Policy and the whistleblowing mechanism shall be reviewed periodically to ensure its continuous effectiveness.

舉報者需親身或以書面方式作舉報，可電郵至或郵寄至指定地址，連同不當行為之詳情，包括相關證據一併提交。在收到舉報後，視乎每項所提出舉報之性質及個別情況，舉報可能按適當情況由審核委員會作內部調查；或經審核委員會委派，由公司秘書、人力資源部或本公司其他部門負責調查；或經指示轉介予外聘核數師或有關公共或監管機構等。

審核委員會適時提醒本公司董事會注意任何可能對本集團造成重大影響的事件。本公司將不時檢討本行為守則及舉報機制，以確保其持續成效。

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STOCK EXCHANGE'S ESG REPORTING GUIDE INDEX 環境、社會及管治報告指引內容索引

Subject Areas, Aspects, General Disclosures and KPIs 主要範圍、層面、一般披露及關鍵績效指標		Relevant Section	
		In this Report 報告內參考章節	Remarks 備註
A1 Emissions 層面 A1：排放物			
General Disclosure 一般披露	Information on: (a) the policies; and (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 有關廢氣及溫室氣體排放、向水及土地的排污以及有害及無害廢棄物的產生的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	Emissions 排放物	—
KPI A1.1 關鍵績效指標 A1.1	The types of emissions and respective emissions data 排放物種類及相關排放數據	Emissions 排放物	—
KPI A1.2 關鍵績效指標 A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility) 直接（範圍 1）及能源間接（範圍 2）溫室氣體排放量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）	Emissions 排放物	—

Subject Areas, Aspects, General Disclosures and KPIs 主要範圍、層面、一般披露及關鍵績效指標		Relevant Section In this Report 報告內參考章節	Remarks 備註
KPI A1.3 關鍵績效指標 A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility) 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)	—	The Group has not identified any hazardous wastes produced by our core business 集團尚未發現由我們的主要業務所產生的危險廢物
KPI A1.4 關鍵績效指標 A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility) 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)	Emissions 排放物	—
KPI A1.5 關鍵績效指標 A1.5	Description of emission target(s) set and steps taken to achieve them 描述所訂立的排放量目標及為達到這些目標所採取的步驟	Emissions 排放物	—
KPI A1.6 關鍵績效指標 A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟	Emissions 排放物	—
A2 Use of Resources 層面 A2：資源使用			
General Disclosure 一般披露	Policies on efficient use of resources, including energy, water and other raw materials 有效使用資源(包括能源、水及其他原材料)的政策	Use of Resources 資源使用	—

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Subject Areas, Aspects, General Disclosures and KPIs 主要範圍、層面、一般披露及關鍵績效指標		Relevant Section In this Report 報告內參考章節	Remarks 備註
KPI A2.1 關鍵績效指標 A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility) 按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)	Use of Resources 資源使用	—
KPI A2.2 關鍵績效指標 A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility) 總耗水量及密度(如以每產量單位、每項設施計算)	Use of Resources 資源使用	—
KPI A2.3 關鍵績效指標 A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟	Use of Resources 資源使用	—
KPI A2.4 關鍵績效指標 A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟	Use of Resources 資源使用	—
KPI A2.5 關鍵績效指標 A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位估量	—	Use of packaging material is not applicable to our core business 製成品所用包裝材料並不適用於我們的主要業務

Subject Areas, Aspects, General Disclosures and KPIs 主要範圍、層面、一般披露及關鍵績效指標		Relevant Section In this Report 報告內參考章節	Remarks 備註
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A3 The Environment and Natural Resources

層面 A3：環境及天然資源

General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources 減低發行人對環境及天然資源造成重大影響的政策	The Environment and Natural Resources 環境及天然資源	—
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KPI A3.1 關鍵績效指標 A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動	The Environment and Natural Resources 環境及天然資源	—
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A4 Climate Change

層面 A4：氣候變化

General Disclosure 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策	Climate Change 氣候變化	—
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KPI A4.1 關鍵績效指標 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. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動	Climate Change 氣候變化	—
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Subject Areas, Aspects, General Disclosures and KPIs 主要範圍、層面、一般披露及關鍵績效指標		Relevant Section In this Report 報告內參考章節	Remarks 備註
B1 Employment 層面 B1：僱傭			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, antidiscrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	Employment 僱傭	—
KPI B1.1 關鍵績效指標 B1.1	Total workforce by gender, employment type (for example, full-or part-time), age group and geographical region 按性別、僱傭類型（如全職或兼職）、年齡組別及地區劃分的僱員總數	Employment 僱傭	—
KPI B1.2 關鍵績效指標 B1.2	Employee turnover rate by gender, age group and geographical region 按性別、年齡組別及地區劃分的僱員流失率	Employment 僱傭	—

Subject Areas, Aspects, General Disclosures and KPIs 主要範圍、層面、一般披露及關鍵績效指標		Relevant Section In this Report 報告內參考章節	Remarks 備註
B2 Health and Safety 層面 B2：健康及安全			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	Health and Safety 健康及安全	—
KPI B2.1 關鍵績效指標 B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year 過去三年（包括匯報年度）每年因工亡故的人數及比率	Health and Safety 健康及安全	No work-related fatalities were occurred during the reporting period 於報告期間內，沒有因工亡故的數字
KPI B2.2 關鍵績效指標 B2.2	Lost days due to work injury 因工傷損失工作日數	Health and Safety 健康及安全	No lost days due to work injury were recorded during the reporting period 於報告期間內，沒有因工傷損失工作日數
KPI B2.3 關鍵績效指標 B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored 描述所採納的職業健康與安全措施，以及相關執行及監察方法	Health and Safety 健康及安全	—

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Subject Areas, Aspects, General Disclosures and KPIs 主要範圍、層面、一般披露及關鍵績效指標		Relevant Section In this Report 報告內參考章節	Remarks 備註
B3 Development and Training 層面 B3：發展及培訓			
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。培訓活動描述	Development and Training 發展及培訓	—
KPI B3.1 關鍵績效指標 B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management) 按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比	Development and Training 發展及培訓	—
KPI B3.2 關鍵績效指標 B3.2	The average training hours completed per employee by gender and employee category 按性別及僱員類別劃分的每名僱員完成受訓的平均時	Development and Training 發展及培訓	—
B4 Labour Standards 層面 B4：勞工準則			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child or forced labour 有關防止童工及強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	Labour Standards 勞工準則	—

Subject Areas, Aspects, General Disclosures and KPIs 主要範圍、層面、一般披露及關鍵績效指標		Relevant Section In this Report 報告內參考章節	Remarks 備註
KPI B4.1 關鍵績效指標 B4.1	Description of measures to review employment practices to avoid child and forced labour 描述檢討招聘慣例的措施以避免童工及強制勞工	Labour Standards 勞工準則	—
KPI B4.2 關鍵績效指標 B4.2	Description of steps taken to eliminate such practices when discovered 描述在發現違規情況時消除有關情況所採取的步驟	Labour Standards 勞工準則	No such incidents were reported during the reporting period 於報告期間內，沒有發現相關違規情況
B5 Supply Chain Management 層面 B5：供應鏈管理			
General Disclosure 一般披露	Policies on managing environmental and social risks of supply chain 管理供應鏈的環境及社會風險政策	Supply Chain Management 供應鏈管理	—
KPI B5.1 關鍵績效指標 B5.1	Number of suppliers by geographical region 按地區劃分的供應商數目	Supply Chain Management 供應鏈管理	—
KPI B5.2 關鍵績效指標 B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法	Supply Chain Management 供應鏈管理	—
KPI B5.3 關鍵績效指標 B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法	Supply Chain Management 供應鏈管理	—

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KPI B5.4 關鍵績效指標 B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法	Supply Chain Management 供應鏈管理	—
B6 Product Responsibility 層面 B6：產品責任			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	Product Responsibility 產品責任	—
KPI B6.1 關鍵績效指標 B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons 已售或已運送產品總數中因安全與健康理由而需回收的百分比	Product Responsibility 產品責任	—
KPI B6.2 關鍵績效指標 B6.2	Number of products and service-related complaints received and how they are dealt with 接獲關於產品及服務的投訴數目以及應對方法 產品責任	Product Responsibility 產品責任	—
KPI B6.3 關鍵績效指標 B6.3	Description of practices relating to observing and protecting intellectual property rights 描述與維護及保障知識產權有關的慣例	Product Responsibility 產品責任	—

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KPI B6.4 關鍵績效指標 B6.4	Description of quality assurance process and recall procedures 描述質量檢定過程及產品回收程序	Product Responsibility 產品責任	—
KPI B6.5 關鍵績效指標 B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored 描述消費者資料保障及私隱政策，以及相關執行及監察方法	Product Responsibility 產品責任	—
B7 Anti-Corruption 層面 B7：反貪污			
General Disclosure 一般披露	Information on (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	Anti-Corruption 反貪污	—
KPI B7.1 關鍵績效指標 B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases 於報告期間內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果	Anti-Corruption 反貪污	No concluded legal cases regarding corrupt practices were brought against the issuer or its employees during the reporting period 於報告期間內，沒有對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果

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KPI B7.2 關鍵績效指標 B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored 描述防範措施及舉報程序，以及相關執行及監察方法	Anti-Corruption 反貪污	—
KPI B7.3 關鍵績效指標 B7.3	Description of anti-corruption training provided to directors and staff 描述向董事及員工提供的反貪污培訓	Anti-Corruption 反貪污	—
B8 Community Investment 層面 B8：社區投資			
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests 有關以社區參與來瞭解發行人營運所在社區需要和確保其業務活動會考慮社區利益的政策	Community Investment 社區貢獻	—
KPI B8.1 關鍵績效指標 B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport) 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)	Community Investment 社區貢獻	—
KPI B8.2 關鍵績效指標 B8.2	Resources contributed (e.g. money or time) to the focus area 在專注範疇所動用資源(如金錢或時間)	Community Investment 社區貢獻	—

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