

Harbour Equine Holdings Limited 維港育馬控股有限公司

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

Stock Code 股份代號 : 8377



ENVIRONMENTAL, SOCIAL
AND GOVERNANCE REPORT
環境、社會及管治報告

2022



Content

目錄

ABOUT THIS REPORT 關於此報告	1
BOARD STATEMENT — ESG GOVERNANCE STRUCTURE 董事會聲明 — ESG 治理架構	1
REPORTING SCOPE 報告範圍	2
REPORTING FRAMEWORK 報告框架	3
APPROACH TO SUSTAINABILITY 可持續發展方式	4
STAKEHOLDER ENGAGEMENT 持份者參與	4
MATERIALITY ASSESSMENT 重要性評估	6
COMMENTS AND FEEDBACK 意見及反饋	9
ENVIRONMENTAL ASPECTS 環境方面	10
SOCIAL ASPECTS 社會方面	18

Environmental, Social and Governance Report

環境、社會及管治報告

ABOUT THIS REPORT

This report summarizes several subjects of Harbour Equine Holdings Limited (“**Harbour Equine**”, together with its subsidiaries, collectively the “Group” or “we”) of business practices for the Environmental, Social and Governance (referred to as the “**ESG**”) report (referred to as the “**Report**”) and its relevant implemented policies and strategies in relation to the Group’s operational practices and environmental protection. For information regarding corporate governance, please refer to the “Corporate Governance Report” in the annual report 2022.

The Report covers the period from 1 January 2022 to 31 December 2022 (the “**Reporting Period**” or “**FY2022**”).

BOARD STATEMENT — ESG GOVERNANCE STRUCTURE

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

關於此報告

本報告總結了維港育馬控股有限公司（「**維港育馬**」，連同其附屬公司，統稱為「**本集團**」或「**我們**」）的環境、社會和治理（簡稱「**ESG**」）業務實踐的幾個主題報告（簡稱「**報告**」）及其實施的與本集團經營實踐和環境保護相關的政策和戰略。公司治理相關內容請參見2022年年度報告《**公司治理報告**》。

報告涵蓋期間為2022年1月1日至2022年12月31日（「**報告期內**」或「**2022財年**」）。

董事會聲明— ESG治理架構

董事會了解其監督和實施集團ESG戰略的整體責任，並將根據公司業務發展將可持續發展融入集團具體業務。本集團秉承可持續發展理念，形成自上而下的ESG架構。董事會負責監督本集團的ESG事宜，制定ESG策略，評估及釐定與ESG相關的風險，以確保本集團風險管理及內部控制的有效性。董事會在ESG工作組（「**ESG工作組**」）的協助下，針對不同的持份者進行定期重要性評估，以評估和優先考慮與ESG相關的關鍵事項。高級管理層協助ESG工作小組根據ESG策略進行工作分配，並向董事會匯報ESG工作進展及本集團年報。行政、人力資源、內控、董事會秘書等部門負責協助ESG工作組開展ESG工作，包括收集持份者意見、進行內外部重要性評估、編製報告、向高級管理層報告ESG工作組ESG工作的進展和報告的編製。董事會亦會定期檢查各項ESG指標的執行情況及變動情況，適時優化ESG目標，確保本集團企業發展對環境及社會造成的負面影響降至最低。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

The ESG Working Group consists of core members from different departments to facilitate the Board's oversight of ESG matters. The ESG Working Group is responsible for collecting and analysing ESG data, monitoring and evaluating the ESG performance of the Group, ensuring compliance with ESG relevant laws and regulations and preparing ESG reports. By setting ESG-related objectives and targets to reduce the environmental impact of the Group's operations, the Group will strive to integrate sustainable development into its business operations and fulfil its corporate responsibilities. The ESG Working Group reports to the Board regularly and assists in assessing and identifying the Group's ESG risks and opportunities, evaluating the implementation and effectiveness of internal control mechanisms and reviewing the progress of established objectives and targets.

REPORTING SCOPE

The scope of the Report covers the environmental, social and governance performances of the Group's principal operating activities spanning over the period from 1 January 2022 to 31 December 2022. The Group is principally engaged in the manufacturing and selling of sewing threads and board categories of garment accessories, provision of interior design, interior decoration and furnishing services, and provision of equine related services business.

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

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

ESG工作組由來自不同部門的核心成員組成，以促進董事會對ESG事宜的監督。ESG工作組負責收集和分析ESG數據，監測和評估本集團ESG表現，確保遵守ESG相關法律法規，編製ESG報告。通過設定與ESG相關的目標和目標，以減少本集團運營對環境的影響，本集團將努力將可持續發展融入其業務運營並履行企業責任。ESG工作小組定期向董事會報告，協助評估和識別本集團的ESG風險和機遇，評估內部控制機制的實施和有效性，以及審查既定目標和目標的進展情況。

報告範圍

報告範圍涵蓋本集團自2022年1月1日至2022年12月31日期間主要經營活動的環境、社會及管治表現。本集團主要從事縫紉綫及板類服裝的製造及銷售配飾、提供室內設計、室內裝飾及陳設服務，以及提供馬匹相關服務業務。

報告範圍主要由本集團管理層根據其對分部經營業績和資源配置的評估確定，其中包括報告期內本集團主要收入來源的實體。因此，本報告涵蓋本集團在中國製造及銷售縫紉綫業務及在香港從事室內設計及裝修業務的實體。

本報告的範圍不包括本集團在中國和香港以外提供馬匹相關服務業務，因為這些業務對環境和社會沒有重大影響。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

REPORTING FRAMEWORK

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

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

Materiality

The Group reports on issues that are considered as posing significant impacts on environment and society and are important to stakeholders. The issues are presented together with the Group’s management measures in the Report. The materiality of the issues was reviewed and confirmed by the Board and the ESG Working Group.

Quantitative

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

Balance

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

Consistency

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

報告框架

本報告已參考香港聯合交易所有限公司(「聯交所」)創業板上市規則附錄二十所載的環境、社會及管治報告指引編製。為確保環境關鍵績效指標的準確性，我們聘請了專業諮詢公司進行報告的計算和編製。

編製本報告時，本集團已遵守《環境、社會及管治報告指引》中所有「不遵守就解釋」的規定，並在報告編製過程中遵循四項報告原則 — 實質性、定量、平衡和一致性。

重要性

該小組報告被認為對環境和社會產生重大影響並且對持份者很重要的問題。這些問題與集團的管理措施一起在報告中提出。董事會和ESG工作組審查並確認了這些問題的重要性。

定量的

有關標準、方法、假設和/或計算參考的信息，以及用於這些關鍵績效指標(「KPI」)的關鍵轉換因子的來源，在適當的地方進行了說明。

平衡

盡可能客觀地披露信息，以便為持份者提供關於集團整體ESG績效的公正畫面。

一致性

除非另有說明，否則在計算量化KPI時採用一致的方法。對於報告中發佈的任何信息的重述，將提供原因。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

APPROACH TO SUSTAINABILITY

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

STAKEHOLDER ENGAGEMENT

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

Stakeholders 持份者

Communication Channels 溝通渠道

Government and regulatory agencies 政府和監管機構	<ul style="list-style-type: none">Annual reports, interim reports, ESG reports and other public information年報、中期報告、ESG報告等公開信息Meetings會議
Shareholders and investors 股東和投資者	<ul style="list-style-type: none">Annual general meetings and other general meetings of shareholders年度股東大會和其他股東大會Company website公司網站Announcements公告Annual reports, interim reports, ESG reports and other public information年報、中期報告、ESG報告等公開信息

可持續發展方式

擁抱可持續發展的價值來評估運營環境並確定運營改進空間，我們制定了一套以ESG為導向的政策，以促進和管理重大環境、社會和治理問題，其中包括產品責任、勞工實踐、反腐敗和環境保護。長遠而言，作為負責任的企業公民，我們致力推廣可持續發展的價值，並將可持續發展原則融入集團及我們的業務夥伴。我們識別和評估與我們的業務運營相關的各種ESG主題的重要性(參見相應部分：重要性評估)，以形成我們未來的企業方向。

持份者參與

本集團相信，識別和處理持份者的觀點為本集團的長期發展和成功奠定了堅實的基礎。持份者的參與有助於集團制定滿足持份者需求和期望的業務戰略，提高識別風險的能力並加強重要關係。利益相關方可以通過多種渠道向我們提出對ESG的寶貴意見。下表展示了本集團如何通過各種溝通渠道與他們溝通的主要持份者。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Stakeholders

持份者

Communication Channels

溝通渠道

Employees
僱員

- Training
培訓
- Meetings
會議
- Performance evaluation
績效評估
- Leisure activities
休閒活動

Customers
顧客

- Email and customer service hotline
電子郵件和客戶服務熱線
- Mobile application
電話申請
- Product and service feedback
產品和服務反饋

Suppliers
供應商

- Regular review
定期審查
- Meetings
會議
- On-site visits
實地考察

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

本集團的經營活動對各利益相關方均有影響，而利益相關方對本集團的期望各不相同。展望未來，本集團將不斷加強與利益相關方的溝通，通過多種方式廣泛徵求持份者的意見，從而形成更加全面的重要性分析。同時，本集團也將加強報告的量化、平衡、一致性原則，以更符合利益相關方期望的方式界定報告內容和信息的呈現方式。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

MATERIALITY ASSESSMENT

重要性評估

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

在最新的可持續發展格局的背景下，集團確定了以下21個ESG重要性主題，這些主題被認為通過我們的運營對環境和社會產生影響。

ESG Aspects 環境、社會及管治方面		ESG Materiality Topics for the Group 本集團的 ESG 重要性主題
A. Environmental Responsibility A. 環境責任	A1. Emissions and Waste Generated 排放物和產生的廢物	1. Emission Management (Air Pollutants and Greenhouse Gas) 排放管理(空氣污染物和溫室氣體)
		2. Waste Management 廢物管理
	A2. Use of Resources 資源使用	3. Energy Saving 節能
	A3. The Environment and Natural Resources 環境與自然資源	4. Water Consumption 耗水量
		5. Effluent Discharges 污水排放
A4. Climate Change 氣候變化		6. Climate Change Strategy 氣候變化戰略

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

ESG Aspects 環境、社會及管治方面		ESG Materiality Topics for the Group 本集團的 ESG 重要性主題
B. Social Responsibility B. 社會責任感	B1. Employment 就業	7. Employee Remuneration and Benefits 員工薪酬福利
		8. Diversity and Equal Opportunity 多樣性和平等機會
	B2. Workplace Health and Safety 工作場所健康與安全	9. Occupational Safety and Health 職業安全與健康
	B3. Development and Training 發展與培訓	10. Employee Training and Development 員工培訓與發展
	B4. Labor Standards 勞工標準	11. Anti-child and Forced Labor 反童工和強迫勞動
	B5. Supply Chain Management 供應鏈管理	12. Supply Chain Management 供應鏈管理
	B6. Product Responsibility 產品責任	13. Customer Service Quality 客戶服務質量
		14. Product/Service Quality and Safety 產品/服務質量及安全
		15. Personal Data Privacy Protection 個人資料隱私保護
		16. Product Research and Development 產品研發
		17. Intellectual Property Rights Protection 知識產權保護
		18. Data Security 數據安全
		19. Operational Safety Management 營運安全管理
B7. Anti-Corruption 反腐敗	20. Anti-corruption 反腐敗	
B8. Community Investment 社區投資	21. Community Investment and Engagement 社區投資和參與	

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

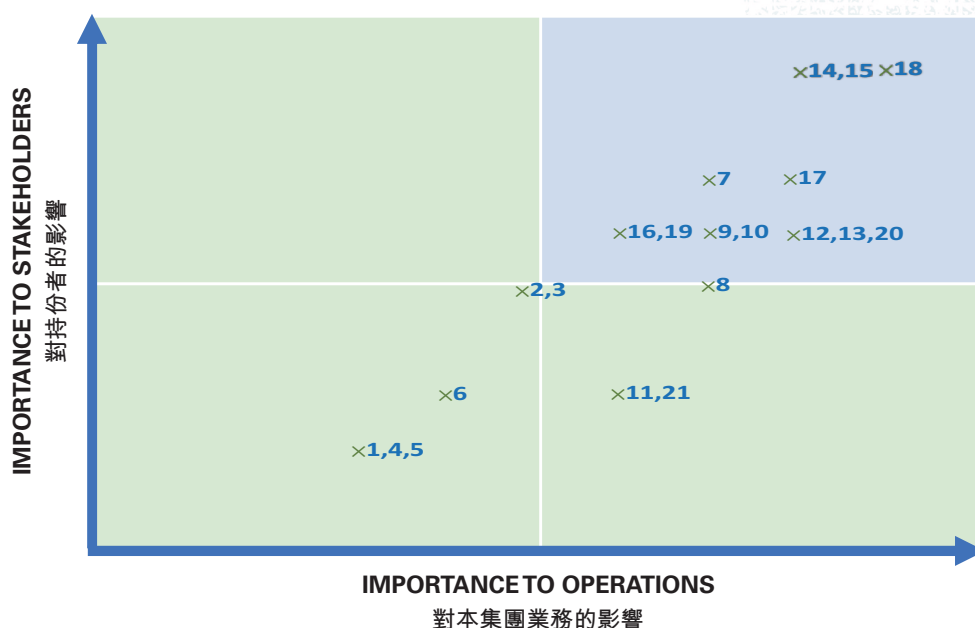
During the Reporting Period, we obtained an update of the materiality assessment on each aspect of ESG from internal stakeholders, including directors, senior management and middle management through questionnaires from the perspectives of long-term development strategies, management enhancement, urgency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

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

報告期內，我們通過問卷調查，從長期發展戰略、管理提升、投資緊迫性和競爭力等方面，獲取了包括董事、高級管理人員和中層管理人員在內的內部持份者對ESG各個方面重要性評估的最新情況集團優勢。我們也將持續關注所有持份者方，不斷審查和更新重要性評估，並在條件合適時納入外部持份者，以更準確、更透徹地了解各方訴求，提供指導和支持。指導企業的業務運營以及對環境和社會治理的控制。

在對各持份者的重要性評估結果進行分析總結的基礎上，我們形成了以下重要性評估矩陣，在重要性評估矩陣中披露了以下實質性問題作為對本集團可持續發展的主要影響方面。在考慮所有環境和社會責任的同時，本集團將更加關注這些領域。

MATERIALITY ASSESSMENT MATRIX
重要性評估矩陣



Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

The following chart shows the level of materiality ESG topics ranking: 下圖為ESG主題重要性等級排名：

18	Data Security 數據安全
14,15	Product/Service Quality and Safety, Personal Data Privacy Protection 產品／服務質量與安全、個人資料隱私保護
17	Intellectual Property Rights Protection 知識產權保護
7	Employee Remuneration and Benefits 員工薪酬福利
12,13, 20	Supply Chain Management, Customer Service Quality, Anti-corruption 供應鏈管理、客戶服務質量、反腐敗
9,10	Occupational Safety and Health, Employee Training and Development 職業安全與健康、員工培訓與發展

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

為了解決對我們的持份者最重要的主題，在整個報告中對高度重要的主題進行了更深入的詳細說明。

COMMENTS AND FEEDBACK

意見及反饋

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

我們盡力確保本報告中英文版本的一致性。但是，如有任何不一致之處，應以英文版本為準。

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

本集團的進展部分取決於持份者的寶貴意見。如您對本報告內容有任何意見或建議，歡迎您通過info@shenyoucholdings.com與本集團分享。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

ENVIRONMENTAL ASPECTS

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

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

Aspect A1: Emissions and Wastes Generated

Energy and greenhouse gas (GHG) emissions¹:

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

環境方面

為尋求長期的環境可持續性，本集團在控制資源消耗及其排放方面日益審慎，並在日常運營中嚴格遵守適用的環境法律法規。本集團承認氣候變化的威脅，並意識到我們有責任更好地管理能源使用以減少溫室氣體(GHG)排放。由於本集團主要從事製造及銷售縫紉綫及板類服裝輔料，提供室內設計、室內裝飾及陳設服務，以及提供馬匹相關服務業務，對環境的直接影響微乎其微。因此，集團對碳足跡的主要貢獻來自間接溫室氣體(GHG)排放。這些排放物的來源是工作場所辦公設備的使用，包括但不限於照明系統、空調和辦公機械。另一方面，危險廢物和非危險廢物被認為對本集團的經營來說是微不足道的，因此沒有在本報告中披露。

我們致力於減少對環境的影響。我們努力通過節約能源和減少廢物來盡量減少環境足跡。以下部分披露了集團在能源消耗、溫室氣體排放數據和廢物方面的方法和數據。

A1方面：產生的排放物和廢物

能源和溫室氣體(GHG)排放量¹：

集團嚴格按照國家「十四五」低碳發展目標，推進企業綠色轉型，努力實現碳中和的企業願景。為此，我們制定並嚴格執行管理政策，規範辦公區域產生的廢氣、廢水、固體廢物和溫室氣體的排放和排放。此外，我們制定了《環境保護政策》，從電力、水、紙張和辦公用品的使用管理等細節入手，為員工提供日常環境保護的明確指引。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

During the Reporting Period, the Group was not aware of any non-compliance with the relevant laws and regulations that has a significant impact on the Group relating to relevant air and GHG emissions, discharges into water and land, and generation of hazardous and non-hazardous waste during its daily operations.

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

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

報告期內，本集團並不知悉有任何不遵守對本集團產生重大影響的有關空氣和溫室氣體排放、向水和土地的排放，以及產生危險和非日常運營過程中產生的危險廢物。

本集團的營運及活動不會直接產生任何有害氣體排放物及污染物。本集團不產生任何直接溫室氣體排放(範圍1)。集團的能源消耗和溫室氣體排放主要來自辦公用電，因此我們僅報告集團的間接能源使用和間接溫室氣體排放(範圍二)。

報告期內，溫室氣體排放總量約為1,374噸，較上一財年減少128噸，因計算中中電排放因子下降。本集團將繼續每年監測和記錄其溫室氣體排放和/或其他環境數據，並將其與去年的數據進行比較，以幫助本集團進一步製定未來的減排目標。下表匯總了報告期內本集團的溫室氣體排放量：

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Summary of annual carbon emissions

年度碳排放量匯總

Scope 2 範圍2	Unit 單位	FY2022 二零二二財年	FY2021* 二零二一財年*
GHG Emission 溫室氣體排放	tonnes CO ₂ -equivalent (tCO ₂ e) 噸二氧化碳當量(tCO ₂ e)	28,968	38,837
GHG Emission Density 溫室氣體排放密度	tCO ₂ e per million revenue in HKD 每百萬收入的噸二氧化碳當量(港元)	262.59	374.94

* The figures are restated for consistent comparison purpose.

* 為了一致的比較目的重述了這些數字。

Remarks:

評論：

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

- 範圍一是指固定和移動燃料燃燒等活動產生的源頭直接溫室氣體排放，以及設備和系統產生的溫室氣體排放，不適用於本集團的運營。僅範圍2溫室氣體排放量將被計算在內，因為它指的是購買電力的消耗。
- 對於中國大陸業務，與購買電力相關的溫室氣體排放量是使用溫室氣體協議發佈的中國能源消耗溫室氣體協議工具(2.1版)和政府間氣候變化專門委員會提供的100年全球變暖潛能值計算的(IPCC)在其第五次評估報告中(CO₂: 1, CH₄: 28, N₂O: 265)。
- 就香港辦事處而言，與購電相關的溫室氣體排放量是根據電力公司提供的最新可用排放因子計算的。

Measures to reduce emission

減排措施

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

為有效減少本集團產生的排放，本集團已採取多項措施管理員工出行，包括但不限於嚴格審批長途出行安排以減少不必要的出行，以及鼓勵員工使用公共交通工具。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Waste Management

廢物管理

Hazardous wastes

危險廢物

Owing to the Group's business nature, the Group in its ordinary course of business does not produce material hazardous wastes.

由於本集團的業務性質，本集團在日常業務過程中不產生重大危險廢物。

Although the Group does not generate material hazardous waste, the Group has established guidelines on the management and disposal of hazardous waste. In case there is any hazardous waste produced, the Group would engage a qualified chemical waste collector to handle such waste in compliance with the relevant environmental laws and regulations.

雖然本集團並無產生重大危險廢物，但本集團已就危險廢物的管理及處置制定指引。倘產生任何危險廢物，本集團將聘請合資格的化學廢物收集商根據相關環保法律及法規處理該等廢物。

Non-hazardous wastes

無害廢物

The non-hazardous wastes mainly come from various types of recyclables wastes such as paper and non-recyclable daily office wastes such as office supplies and plastics, generated from the offices of the Group. We encourage recycling of wastes. For non-recyclable items, we collect and sort them to be disposed of by recyclers with professional qualification on a regular basis.

無害廢棄物主要來自本集團辦公場所產生的紙張等各類可回收廢棄物和辦公用品、塑料等不可回收的日常辦公廢棄物。我們鼓勵回收廢物。對於不可回收物品，我們會定期收集並分類，交由具有專業資格的回收商處理。

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

報告期內，本集團未產生任何廢紙箱。產生的其他無害廢棄物數據如下：

Non-hazardous waste categories

無害廢物類別

	Unit (tonnes) 單位(噸)		Density (tonnes per million revenue in HKD) 密度(噸/百萬港元收益)	
	FY2022 二零二二財年	FY2021 二零二一財年	FY2022 二零二二財年	FY2021 二零二一財年
Scrap PVC Pipe 廢PVC管	13.85	15.39	0.19	0.21
Waste Paper Roll 廢紙捲	11.53	12.80	0.16	0.18

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Measures to reduce waste generation

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

Aspect A2: Use of Resources

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

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

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

減少廢物產生的措施

本集團積極提倡綠色辦公，力求減少廢物的產生，最大限度地提高資源的使用效率。用紙方面，本集團推行無紙化辦公，辦公用紙均來自可回收資源。本集團專注於採購由再生材料(例如薄紙)製成的用品。本集團亦鼓勵其員工縮小字號及減少紙張邊距及設置雙面打印。持續完善無紙化辦公，啟動OA電子審批流程，減少文件打印量，推薦電子文件按日流轉。通過加強減少廢物產生的措施，我們力爭在2026年之前實現廢物產生量減少5%的目標。

A2方面：資源的使用

本集團明白有效的資源管理與環境保護及企業可持續發展目標密切相關。由於辦事處的營運及業務性質，本集團消耗的主要資源為電力、水及紙張。綠色政策為辦公室提供多項節能措施，包括：

- 將辦公室內的複印機、打印機、電腦顯示器等辦公設備開啟定時關機功能，使長期閒置的設備自動關機；
- 設定合適的辦公室溫度；和
- 購買新的辦公設備時，優先購買具有一級能源標籤的設備。

集團系統地將環境議題納入其業務計劃，包括制定更詳細的企業內部環保指引，以及製定長遠的可持續發展政策和路綫圖，並積極推動多項環保活動。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Energy

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

Energy consumption

	Unit 單位	FY2022 二零二二財年	FY2021* 二零二一財年*
Electricity Consumption 用電量	kWh kWh	2,599,637	2,050,929
Electricity Consumption Intensity 電力消耗強度	kWh per million revenue in HKD 千瓦時每百萬港元收入	33,328.7	28,259.8

* The figures are restated for consistent comparison purpose.

To enhance electricity use efficiency, the Group plans to gradually reduce electricity consumption. The Group was on track to achieve the electricity consumption reduction target and will continue to reduce unnecessary electricity consumption.

Water

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

活力

由於能源消耗與全球變暖息息相關，本集團一直致力改善能源管理。因此，我們在辦公室推行節電措施，以提高全體員工的環保意識。我們鼓勵員工關閉所有不必要的照明系統和其他電子設備，例如打印機、電腦等，以免電器閒置。同時，辦公室的部分照明已安裝發光二極管，取代緊湊型熒光燈，與緊湊型熒光燈相比，可減少用電量。

能源消耗

	Unit 單位	FY2022 二零二二財年	FY2021* 二零二一財年*
Electricity Consumption 用電量	kWh kWh	2,599,637	2,050,929
Electricity Consumption Intensity 電力消耗強度	kWh per million revenue in HKD 千瓦時每百萬港元收入	33,328.7	28,259.8

* 為了一致的比較目的重述了這些數字。

為提升用電效率，本集團計劃逐步減少用電量。本集團有望實現減少用電量的目標，並將繼續減少不必要的用電量。

水

本集團產生的廢水主要為生活污水，直接排入當地排水系統。同時，本集團致力減少用水量，例如張貼標籤提醒及鼓勵員工減少用水量，以及經常關上水龍頭並報告漏水情況。在辦公室保潔過程中，保潔人員嚴格控制用水量和保潔頻率。結果，節省了水的消耗。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

In the Reporting Period, the Group did not note any issue in sourcing water for the Group's operation.

於報告期內，本集團並無發現本集團營運的取水問題。

Resource consumption

資源消耗

	Unit 單位	FY2022 二零二二財年	FY2021 二零二一財年
Water Consumption 耗水量	m ³ 立方米	7,038	8,636
Water Consumption Intensity 用水強度	m ³ per million revenue in HKD 每百萬收入立方米(港元)	90.2	119.0

The enhance water use efficiency, the Group plans to gradually reduce water consumption. The Group was on track to achieve the water-saving target and will continue to reduce unnecessary water consumption.

為提升用水效率，本集團計劃逐步減少用水量。本集團有望實現節水目標，並將繼續減少不必要的用水量。

Packaging material

用於包裝的材料

The Group avoids generating waste at source and strives to reduce the consumption of unnecessary packaging. The Board and the management have reviewed the progress made against the target and will continue to monitor the consumption performance.

本集團從源頭上避免產生廢物，並致力減少不必要包裝的消耗。董事會及管理層已檢討目標取得的進展，並將繼續監察消費表現。

Aspect A3: The Environment and Natural Resources

A3方面：環境與自然資源

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

本集團關注業務對環境和自然資源的影響，並追求環境保護的最佳實踐。除了遵守相關環境法律法規和國際標準，妥善保護自然環境外，本集團將環境保護和自然資源保護的理念融入到內部管理和日常運營中，以實現環境的可持續發展。

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

集團致力於提供環境倡議的全貌。我們努力建立一種具有生態意識的文化，使員工積極的生活方式和習慣根深蒂固。我們鼓勵使用公共交通工具。我們的活動管理也是我們尋求整合可持續發展原則的途徑。活動通常在現場舉行，避免使用處理用具。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

One of the Group's major business involves manufacturing and selling of sewing threads in the PRC, of which the production generates wastewater and GHG emissions. With the implementation of green practices as stated in the above A1 and A2 sections, the Group has been minimising its significant impact on the environment and natural resources.

Aspect A4: Climate Change

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

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

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

本集團其中一項主要業務涉及在中國製造及銷售縫紉線，其生產過程產生廢水及溫室氣體排放。通過實施上述A1和A2部分所述的綠色實踐，本集團已將其對環境和自然資源的重大影響降至最低。

方面A4：氣候變化

作為社區的一部分，我們不會置身於氣候變化的影響之外。該小組根據氣候相關財務信息披露工作組(TCFD)的建議管理該問題，該建議概述了四個組成部分：治理、戰略、風險管理以及指標和目標。

根據世界可持續發展工商理事會的說法，我們的治理主要由董事會推動，董事會制定了明確的戰略：實現生態效率，提供令人滿意的商品和服務，同時減少環境影響和資源強度。這促使我們在做出業務決策時考慮氣候。

本集團主要從事製造及銷售縫紉線及板類服裝輔料，提供室內設計、室內裝飾及陳設服務，以及提供馬匹相關服務業務。鑒於集團的運營模式，我們認為不存在可能對集團產生重大影響的氣候相關問題。儘管如此，我們繼續密切關注氣候變化對我們的業務、戰略和財務業績可能產生的影響，並全力支持全球氣候相關行動。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

SOCIAL ASPECTS

Aspect B1: Employment

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

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

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

社會方面

B1方面：就業

本集團視員工為最寶貴的財富和資源，相信員工是企業成長的動力。因此，本集團致力為員工提供平等、和諧及多元化的工作環境，以在競爭激烈的勞工市場吸引及留住合適的人才，以維持本集團在行業內的競爭力。

我們的僱傭管理政策涵蓋資源規劃、績效評估、培訓、薪酬與解僱、招聘與晉升、工作時間、休息時間、平等機會、多元化和反歧視。

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

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

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

The Group attaches great importance to talent acquisition, and we recognize that the success of an enterprise is inseparable from its employees at all levels. In 2022 and 2021, we looked for passionate people through a variety of recruitment channels including internal referral, campus recruitment, social media recruitment, online recruitment, talent market and head hunters to strengthen our workforce. The Group aims to provide employees with a supportive workplace built with a culture of respect and dignity that enables employees to provide excellent service to customers.

During the year ended 31 December 2022 and 31 December 2021, to the best of our directors' knowledge, the Group was not aware of any material non-compliance or breach of relevant laws and regulations regarding employment.

本集團已採用《員工手冊》規範招聘、入職培訓、員工調動、辭退和晉升的工作流程。員工手冊符合中國大陸和香港的當地勞動法，並包括主要的公司政策。新招聘的員工會獲得一份員工手冊的電子版，他們需要在入職時閱讀該手冊，以熟悉本集團的運營以及僱傭和勞工慣例。如果當地勞動法發生變化，本集團將更新手冊並向所有員工發放修訂版。

本集團非常重視人才培養，我們深知企業的成功離不開各級員工。2022年和2021年，我們通過內部推薦、校園招聘、社交媒體招聘、在線招聘、人才市場和獵頭等多種招聘渠道尋找有激情的人，以加強我們的員工隊伍。本集團旨在為員工提供一個充滿尊重和尊嚴文化的支持性工作場所，使員工能夠為客戶提供優質服務。

截至2022年12月31日及2021年12月31日止年度，據董事所知，本集團並不知悉任何重大不合規或違反有關僱傭法律法規的情況。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

As at 31 December 2022, the Group had 141 (2021: 161) employees. The data of Group's number of employees and turnover by type are listed as below:

截至2022年12月31日，本集團擁有141名(2021年：161名)員工。集團員工人數及營業額按類型列示如下：

	Unit 單位	FY2022 二零二二財年	FY2021 二零二一財年
Total Workforce 總勞動力	Total 總數	141	161
By Employment Type 按就業類型	Full time 全職	140	160
	Part time 兼職	1	1
By Gender 按性別	Male 男性	77	85
	Female 女性	64	76
By Age Group 按年齡層	30 or below 30以下	2	3
	31-40	20	27
	41-50	72	82
	51-60	38	37
	51-60		
	Above 60 60以上	9	12
By Employee Category 按員工類別	Management 管理層	26	27
	General staff 一般職員	115	134
By Geographical Regions 按地理區域	Mainland China 中國大陸	120	139
	Hong Kong 香港	21	22

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Employee Turnover⁽²⁾:

員工流動率⁽²⁾：

		Number of Staff 員工人數	
		FY2022 二零二二財年	FY2021 二零二一財年
Total 總數	Overall number (Turnover rate) 總數(離職率)	20 (14.1%)	18 (11.2%)
By Gender 按性別	Male (Turnover rate) 男(離職率)	8 (10.4%)	8 (9.4%)
	Female (Turnover rate) 女性(離職率)	12 (18.8%)	10 (13.2%)
By Age Group 按年齡層	30 or below (Turnover rate) 30或以下(離職率)	1 (50.0%)	2 (66.7%)
	31-40 (Turnover rate) 31-40(離職率)	0 (0.0%)	4 (14.8%)
	41-50 (Turnover rate) 41-50(離職率)	6 (8.2%)	6 (7.3%)
	51-60 (Turnover rate) 51-60(離職率)	9 (23.7%)	5 (13.5%)
	Above 60 (Turnover rate) 60以上(離職率)	4 (44.4%)	1 (8.3%)
	By Geographical Regions 按地理區域	Mainland China (Turnover rate) 中國大陸(離職率)	19 (15.8%)
Hong Kong (Turnover rate) 香港(離職率)		1 (4.8%)	1 (4.5%)

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

(2) 員工流失率按當年離職員工總數除以當年末各類員工總數計算。

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

員工是集團最寶貴的資產之一，也是企業發展的基石。我們注意到員工應該受到尊重，我們承諾為員工提供理想的工作環境。集團《員工手冊》明確規定了薪酬、招聘和解僱、晉升、工作時間、休息時間、平等機會等權利和福利政策。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Recruitment, Promotion and Dismissal:

Employees' qualification, professional skills and experiences exert a significant influence on the Group's operation. In line with the need of business development and the principles of fairness and justice, the Group selects the best and suitable qualified candidates through open recruitment or internal promotion. The Group applies robust and transparent recruitment processes based on merit selection against the job criteria, and recruit individuals based on their suitability for the position and potential to fulfil the Group's current and future needs.

The promotion of the Group's employees is subject to regular review. The Group gives priority to internal promotion and encourages employees to compete for internal job vacancies. The Group assessed their performance on a regular basis. Supervisor discusses the performance with employees in effective two-way communication for advancement. This system provides reference standards for salary adjustment, bonus distribution, and promotion.

Any termination of employment contract should be based on reasonable, lawful grounds and internal policies. The Group strictly prohibits any kind of unfair or illegitimate dismissals. For those who have unsatisfactory work performance or repeatedly made mistakes, the Group would give verbal warning before issuing a warning letter. For those who shows no improvement, the Group would consider dismissing the employees according to the relevant laws.

Working hours and rest periods:

The Group sets reasonable working hours and provides overtime work compensation for the employees. In addition to statutory holidays, the Group's employees are also entitled to a variety of paid holidays, including personal leave, sick leave, marriage leave, maternity leave, work injury leave, etc.

招聘、晉升和辭退：

員工的資歷、專業技能和經驗對本集團的經營產生重大影響。本集團根據業務發展的需要和公平公正的原則，通過公開招聘或內部提拔的方式選擇最合適的人選。本集團採用穩健透明的招聘流程，根據工作標準選才，並根據個人對職位的適合性和潛力來滿足本集團當前和未來的需求。

本集團僱員的晉升須定期檢討。本集團優先考慮內部晉升，鼓勵員工競爭內部職位空缺。本集團定期評估其表現。主管與員工討論績效，以有效的雙向溝通促進晉升。該制度為薪酬調整、獎金分配、晉升提供了參考標準。

任何僱傭合同的終止都應基於合理、合法的理由和內部政策。本集團嚴禁任何形式的不公平或非法解僱。為了對工作表現不佳或屢次犯錯者，本集團先口頭警告，再發出警告信。對於未見改善者，本集團將根據相關法律考慮辭退僱員。

工作時間和休息時間：

本集團合理安排員工工作時間，並為員工提供超時工作補償。除法定假期外，本集團僱員亦享有多種帶薪假期，包括事假、病假、婚假、產假、工傷假等。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Salary, benefits and retirement:

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

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

Equal opportunity, diversity and non-discrimination:

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

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

工資、福利和退休：

我們根據員工的工作範圍、工作職責和個人績效為員工提供具有競爭力的薪酬，並獎勵為集團成功做出貢獻的員工績效。除基本工資外，員工享有的福利包括中國內地的社會和醫療保險、香港的醫療保險，以及婚假、產假和陪產假、恩恤假和喪假等家庭友好政策。

本集團亦提供加班費及政府規定的一切津貼及津貼。提前提出加班請求，符合條件的請求將獲得交通津貼、帶薪休假和加班費等福利支持。本集團為所有合資格僱員參加中國內地的退休福利計劃及香港強制性公積金計劃條例下的強制性公積金計劃。

平等機會、多樣性和非歧視：

機會均等、多元化和非歧視做法強調了我們力求在辦公室空間推廣的文化。集團歡迎來自不同背景的候選人，並通過以下方式遵守業務合作夥伴要求的行為準則：

- 確保在僱傭決定中沒有直接或間接的歧視，包括基於種族、膚色、性別、語言、宗教、政治或其他觀點、年齡、民族、社會或不得從事或支持種族血統、財產、性取向、出生健康狀況、工會會員身份、精神或身體殘疾或其他狀況；
- 保證沒有員工接受與工作職能無關的強制性健康檢查；和
- 為移民工人等弱勢群體提供平等的福利和機會，他們作為本國工人可能受到國家法律的保護較少。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Aspect B2: Workplace Health and Safety

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

The Group strictly abides by the labor laws and regulations in Mainland China and Hong Kong, including but not limited to 《中華人民共和國勞動法》(Labor Law of the PRC), 《中華人民共和國職業病防治法》(Law of the PRC on Prevention and Treatment of Occupational Diseases), 《中華人民共和國消防法》(Fire Control Law of the PRC), Occupational Safety and Health Ordinance, 《香港僱傭條例》(Employment Ordinance of Hong Kong), and other laws and regulations. During the Reporting Period, the Group did not aware of any non-compliance with laws and regulations which have a significant impact relating to providing a safe working environment and protecting employees from occupational hazards.

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

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

B2方面：工作場所健康與安全

盡量減少工作相關事故並為所有員工提供安全可靠的工作環境對本集團來說至關重要。保障員工的健康和安全是本集團企業控制管理中最重要的一部分。集團致力於制定和實施有效的安全和健康規則，不僅注重事故預防，還注重提高員工效率和士氣，要求所有員工遵守工作場所安全規則，使用必要的安全設備並報告實際或潛在的安全隱患。

本集團嚴格遵守中國內地和香港的勞動法律法規，包括但不限於《中華人民共和國和國家勞工動職業病防治法》、《中華人民共和國消防法》、《職業安全衛生條例》、《香港僱傭條例》(香港《僱傭條例》)等法律法規。報告期內，本集團未發現任何對提供安全的工作環境和保護員工免受職業危害有重大影響的法律法規違規行為。

我們的行政部門定期發佈與健康和安全管理實踐相關的最新信息，並在公共區域張貼海報以提醒我們的員工。

集團認真對待職業健康和安全管理，不會容忍公然無視安全規程的行為。如果員工進行對自己或他人構成危險的不安全工作實踐，則會發出口頭警告。情節嚴重的，可給予紀律處分。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

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

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

Aspect B3: Development and Trainings

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

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

COVID-19的爆發給集團的運營和客戶都帶來了挑戰。因此，本集團實施多項措施保障客戶及員工的健康。本集團嚴格按照各地方政府發佈的人群控制和社交距離規則進行運營，並積極實施額外的消毒措施，以保持安全衛生的環境。在大流行高峰期間允許在家工作，以降低感染機會。員工必須戴上外科口罩，並被提醒要遵守高標準的衛生標準。作為大流行預防措施，辦公室提供了含酒精的洗手液。

報告期內，本集團無重大工傷事故，無因工傷誤工日。在過去三個報告年度中，沒有因工死亡的記錄。

B3方面：發展與培訓

本集團視員工為最寶貴的資產，認同培訓對員工發展的重要性。我們員工的專業發展不僅確保我們的員工具備滿足客戶期望的技能，而且表明我們願意投資於我們的員工。本集團視乎營運需要，為公司架構各層級及各部門員工提供技術及管理技能培訓。我們還鼓勵員工學習專業資格並繼續深造。

我們的所有員工都接受了針對其角色的初始培訓和持續的在職培訓，涵蓋的主題包括員工行為準則、銷售助理的產品知識、辦公室員工的供應鏈管理以及我們管理層的戰略規劃。為敬業的員工營造和諧的工作環境，我們亦舉辦企業團建活動，以增進員工對團隊的了解與合作。下表僅總結了集團在公司層面的培訓數據，其中包括員工入職培訓、管理技能、產品知識和貿易技能等主題的培訓。下表不包括銷售助理培訓。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

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

報告期內員工完成培訓時數⁽³⁾

		FY2022 二零二二財年			FY2021 二零二一財年		
		Total	Average Training Hours Per Employee	Percentage of Employee trained	Total	Average Training Hours Per Employee	Percentage of Employee trained
		總共	每位員工的平均培訓時數	受過培訓的員工百分比	總共	每位員工的平均培訓時數	受過培訓的員工百分比
Number of Training Hours	培訓時數	240	1.7	100%	438	2.7	100%
By Gender	Male	126	1.6	52%	219	2.6	50%
	Female	114	1.8	48%	219	2.9	50%
By Employee Category	Management	36	1.4	15%	57	2.1	13%
	General employees	204	1.8	85%	381	2.8	87%

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

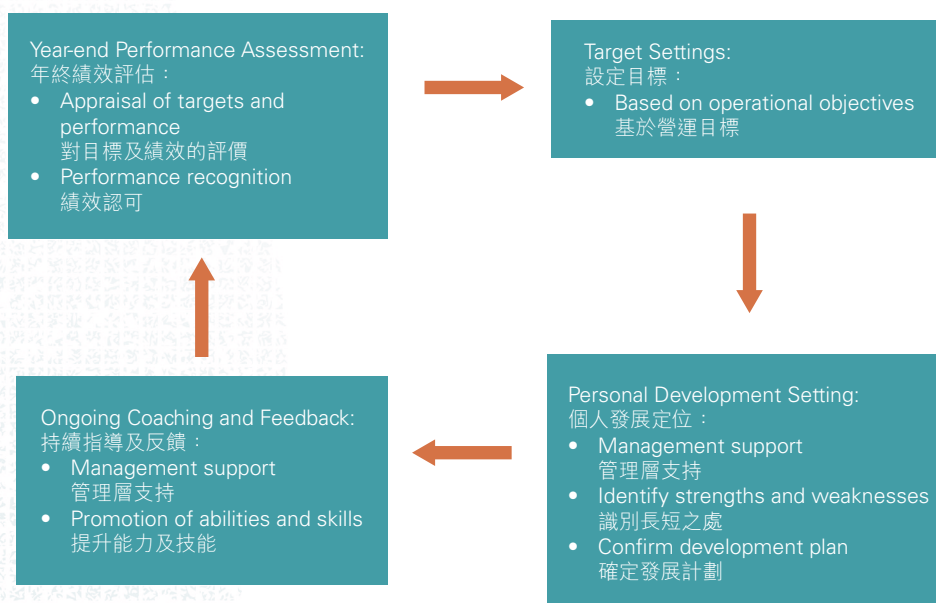
(3) 員工人均受訓時數按每年年末受訓總時數除以所屬類別員工總數計算。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

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

為激勵我們的員工，獎勵優秀員工並提高員工士氣，我們的薪酬委員會和集團管理層採用透明和公平的評估制度。員工績效評估流程每年進行一次，為管理層決定員工晉升和薪資調整提供了依據。績效管理是一個完整的系統，也是一個持續的過程，包括以下幾個關鍵階段：



Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Aspect B4: Labor Standards

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

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

During the recruitment process, all candidates are required to provide identification proof to ensure compliance with the relevant laws and regulations on prohibiting child labour and forced labour. If applicants are found in providing any counterfeiting or forged information, the Group has right to dismiss the employee immediately.

If the responsible personnel identify the existence of child labour or forced labour within the Group, the work of such child labour or forced labour will be terminated immediately.

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

方面B4：勞工標準

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

此外，我們禁止任何形式的強迫、債役或強制勞動、人口販賣和其他形式的奴役和勞役。不容忍任何形式的歧視、騷擾或欺凌。我們通過要求所有業務合作夥伴採取措施避免和消除任何形式的強迫、抵債或強制勞動或人口販賣來擴大我們對供應商的承諾。每個人的權利和自由都受到保護，因為沒有工人被要求交出身份證件或存入押金作為就業條件。通過對所有求職者進行年齡驗證，避免了我們企業中的童工案例。

在招聘過程中，所有候選人都需要提供身份證明，以確保遵守有關禁止童工和強迫勞動的法律法規。如發現應聘者提供任何偽造或偽造的資料，本集團有權立即解僱該僱員。

如果負責人發現集團內部存在童工或強迫勞動，將立即終止該等童工或強迫勞動的工作。

報告期內，本集團在所有經營區域均未發生不遵守有關反童工和反強迫勞動做法的適用法律法規的事件。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Aspect B5: Supply Chain Management

In the procurement process, the Group embeds environmental and social considerations, which include but not limited to the followings:

- Complying with all relevant and applicable legal and other requirements;
- Controlling the use of materials and resources (e.g. electricity, fuel, paper), minimising the generation of all kinds of wastes; ensuring that sewage is discharged in accordance with legal requirements, and reducing, reusing and recycling materials wherever possible;
- Encouraging the suppliers to reuse and recycle packaging materials wherever possible;
- Reviewing the suppliers' environmental, social and governance polices and their regulatory compliance to minimize potential social risks; and
- Assessing suppliers' performance in the aspects of human rights, labor practices, health and safety etc.

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

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

B5方面：供應鏈管理

在採購過程中，本集團將環境和社會考慮納入其中，包括但不限於以下方面：

- 遵守所有相關和適用的法律和其他要求；
- 控制材料和資源(例如電力、燃料、紙張)的使用，盡量減少各種廢物的產生；確保污水按照法律要求排放，並儘可能減少、再利用和回收材料；
- 鼓勵供應商盡可能重複使用和回收包裝材料；
- 審查供應商的環境、社會和治理政策及其合規性，以盡量減少潛在的社會風險；和
- 評估供應商在人權、勞工實踐、健康和安全等方面的表現。

本集團對供應商的選擇制定了嚴格的供應鏈管理措施。我們期望通過嚴格的選擇標準，我們能夠控制為製造本集團優質產品而採購的原材料的質量。本集團與其供應商保持良好及長期的關係。

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

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

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

Number of suppliers by region

Region 地區
Guangdong Province 廣東省
Mainland China (excluding Guangdong Province) 中國大陸(不包括廣東省)
Outside the PRC 中國境外

In order to manage potential environmental and social risks in supply chain, the Group also pays attention to their environmental compliance record as well as their commitment to social responsibility in supplier evaluation. Environmentally and socially responsible suppliers will be prioritised in the selection process.

In addition, the Group continues to monitor the existing suppliers’ performances to determine whether to extend the partnership with them.

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

各地區供應商數量

	FY2022 二零二二財年	FY2021 二零二一財年
Guangdong Province 廣東省	26	33
Mainland China (excluding Guangdong Province) 中國大陸(不包括廣東省)	9	10
Outside the PRC 中國境外	3	3

為了管理供應鏈中潛在的環境和社會風險，本集團在供應商評估中也關注他們的環境合規記錄以及他們對社會責任的承諾。在選擇過程中，將優先考慮對環境和社會負責的供應商。

此外，本集團繼續監察現有供應商的表現，以決定是否延長與他們的合作關係。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Aspect B6: Product Responsibility

The Group attaches great importance to the management of product and service quality. The Group believes that meeting or exceed its customer's requirements is crucial not only for the reputation of the Group, but also for future business opportunities. In order to ensure that the Group delivers high quality products and services to its customers, the process of the projects is controlled and monitored carefully by the Group.

During the Reporting Period, the Group is not aware of any non-compliance of relevant laws and regulations that have a significant impact on the Group in relation to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress that would have a significant impact on the Group.

Product Quality and Safety

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

B6方面：產品責任

本集團高度重視產品及服務質量管理。本集團認為，滿足或超越客戶的要求不僅對本集團的聲譽至關重要，對未來的商機也至關重要。為確保本集團向其客戶提供優質產品及服務，本集團仔細控制及監控項目過程。

於報告期內，本集團並不知悉有任何不遵守對本集團產生重大影響的有關健康及安全、廣告、標籤及與所提供產品及服務及方法有關的隱私事宜的相關法律法規。對本集團產生重大影響的補救措施。

產品質量與安全

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

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

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

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

為向我們的客戶保證產品符合他們的染色要求和標準，我們要求我們的供應商允許本集團的質量控制人員進行現場檢查，以確保(i)行業環境標準OEKO-TEX® STANDARD 100；(ii)適當的質量檢查工作得到支持和維護。本集團制定了《監測和測量設備控制程序》，確保委託有資質的檢驗機構對質量檢驗設備進行檢驗，檢驗機構出具檢驗合格證書與相關檢驗相對應。

我們制定並定期審查我們的一套《滌綸胚紗試驗收標準》，這是質量控制部門履行職責的基礎。當原紗抵達本集團位於廣州的生產設施時，質量控制部門會按照《檢驗和試驗控制程序》和《檢驗工作指南》對原材料進行抽樣，以評估其是否符合滌綸紗驗收標準。如果原材料符合標準，它們將用於製造產品。凡不符合本集團《滌綸縫紉線成品檢驗標準》的，將按《不合格產品控制程序》處理。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

During the Reporting Period, in terms of quality issue, the Group did not record any return of the goods.

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

Complaint handling mechanism

During the years of 2022 and 2021, we have further optimized our complaint handling mechanism with customer satisfaction surveys conducted constantly, and handled issues related to customer service in a rational manner. The customer service department has conducted a standardized survey based on customer levels: class A customers would be approached for an interview survey, while class B and C customers would receive an email survey form or undergo a question-and-answer interview by its staff.

As stipulated by the Group, the customer service department is required to, upon receiving customer complaints on its products, record and classify customer complaints; respond and explain minor complaints and quality enquiries not related to quality issue in a timely manner; inform the relevant departments of the material complaints concerning quality issue for their proper and timely handling the matters; report the significant complaints to the concerned persons-in-charge for investigation and assessment on the materiality of the complaints. Return procedures shall be made once the quality issue is determined as significant.

報告期內，本集團未發生質量問題退貨記錄。

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

投訴處理機制

2022年和2021年，我們進一步優化投訴處理機制，持續開展客戶滿意度調查，合理處理客戶服務相關問題。客戶服務部根據客戶等級進行了標準化調查：A類客戶進行訪談調查，B類、C類客戶通過郵件發送調查表或由工作人員進行問答式訪談。

根據集團規定，客戶服務部收到客戶對其產品的投訴後，需對客戶投訴進行記錄和分類；及時回應和解釋與質量問題無關的輕微投訴和質量查詢；將質量問題重大投訴通知有關部門，以便其妥善及時處理；將重大投訴報告給相關負責人，以調查和評估投訴的重要性。一旦確定質量問題重大，應辦理退貨手續。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

To ensure the supply of highest quality products to customers, the Group shall conduct internal quality sampling inspections on the raw materials of finished goods. The Group has set up feedback and complaints procedures for its customers and shall implement remedies in respect thereof, such as return, recall or revoke products. The Group values the opinions and feedbacks of each customer, and shall continue to improve the quality of products supplied by us in accordance to such feedbacks.

During the Reporting Period, the Group did not receive any material complaints related to the goods provided.

Advertising and labelling

The Group has systematic review and approval process in place before advertisement launch to the market to safeguard accurate presentation and protect customers. Appropriate safety warnings are attached on the product packaging for consumers' information.

Intellectual property rights

The Group protects all relevant intellectual property rights. Staff are not allowed to install any unauthorised or unlicensed software on their working computers provided by the Group. We obtain authorisation in the use of computer software by licensed third parties and adhere to all applicable terms of use prior to utilisation of any properties.

Data protection and privacy policies

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

為確保向客戶提供最優質的產品，本集團對製成品的原材料進行內部質量抽樣檢驗。本集團已為其客戶設立反饋及投訴程序，並應就此實施補救措施，例如退貨、召回或撤銷產品。本集團重視每一位客戶的意見和反饋，並將根據這些反饋不斷改進我們所提供產品的質量。

報告期內，本集團未收到任何與所提供商品相關的重大投訴。

廣告和標籤

本集團在廣告投放市場前設有系統審查及批准程序，以保障準確呈現及保護客戶。產品包裝上附有適當的安全警告，供消費者參考。

知識產權

本集團保護所有相關知識產權。員工不得在本集團提供的工作電腦上安裝任何未經授權或未經許可的軟件。我們獲得許可第三方使用計算機軟件的授權，並在使用任何財產之前遵守所有適用的使用條款。

數據保護和隱私政策

本集團致力於保護所收集個人數據的隱私和機密。本集團制定了處理員工、客戶和其他業務合作夥伴記錄的個人數據的內部政策。我們僅以合法和公平的方式收集數據，用於明確通知數據主體的直接相關目的。為相關人員提供信息安全培訓，保護個人數據清單以防止任何未經授權或意外的訪問。我們確保數據準確無誤，保存時間不會超過必要時間和相關法律規定的期限。我們利用技術來幫助保護個人數據清單，例如防病毒軟件和防火牆、網絡診斷工具和數據加密。還建立了機制，確保及時處理侵犯個人數據隱私保護權的行為。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Aspect B7: Anti-Corruption

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

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

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

B7層面：反貪污

為了實現可持續經營的商業誠信，集團通過阻止不道德的商業行為，包括賄賂、欺詐、腐敗、敲詐勒索和洗錢，來促進公平和誠信。《員工手冊》中的職業道德規範向員工強調了遵守法定法律法規的重要性，並明確規定了違規行為的責任。我們將盡最大努力確保員工了解道德準則，並將其融入日常業務活動，以營造積極向上的企業文化，將正直和誠實放在首位。本集團亦為所有新任董事及僱員提供入職培訓，培訓內容包括但不限於反貪污法律法規及公司相關規定，以及所有董事及僱員必須遵守的道德守則。遵守。

本集團嚴格遵守與賄賂、敲詐勒索、欺詐和洗錢相關的法律法規，包括但不限於《中華人民共和國公司法》、《反洗錢法》、《中華人民共和國反不正當競爭法》、《企業內部控制基本規範》和《中華人民共和國反不正當競爭法暫行規定》、《關於禁止商業賄賂行為的暫行規定》、《防止賄賂條例》等法律法規。

為防止舞弊，本集團設立了反舞弊制度，旨在加強本集團在這方面的內部控制及企業管治。反舞弊制度對集團董事、中高層管理人員和普通員工的職業行為作出了明確的指引和規定。通過反欺詐系統，本集團營造了一個誠實勤勉的氛圍，防止了損害本集團及其股東利益的行為。本集團亦規定，反舞弊系統應以傳真或電子郵件方式交付給外部供應商，並由雙方簽字認可該系統。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

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

Aspect B8: Community Investment

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

The Group is committed to bringing enjoyment and happiness to our users and the community where the Group belongs to. Focusing on our society's next generation, the Group actively supports education and research on fintech to envision the youth to study the innovation in this area.

During the Reporting Period, the Group adhered to a social benefit philosophy focusing on education and development, and emphasized on education of and caring for children in remote areas.

In addition to money and time, the Group will continue to explore the possibility of investing available resources to the community and uphold the principles of accountability to shareholders, investors, suppliers, customers and the public community and seek further development opportunities to maintain a harmonious relationship with stakeholders.

報告期內，本集團不存在貪污、賄賂、敲詐勒索、欺詐和洗錢等違法違規行為，也未發生本集團所知悉的針對本集團或其員工的腐敗行為的法律案件。

層面B8：社區投資

隨著市場更加關注企業行為和社會責任，追求財務回報最大化以回報股東不再是企業管理的唯一目標。本集團密切關注與經營所在社區的關係，並深知不同持份者期望的重要性。本集團堅信，平衡股東與其他持份者之間的利益是實現業務長期穩定健康發展的唯一途徑。

本集團致力於為我們的用戶和本集團所屬的社區帶來快樂和幸福。著眼於我們社會的下一代，本集團積極支持金融科技的教育和研究，以期讓年輕人研究該領域的創新。

報告期內，本集團秉承以教育為核心、以發展為核心的社會公益理念，關注偏遠地區兒童的教育和關愛。

除了金錢和時間，本集團將繼續探索將可用資源投入社區的可能性，並秉承對股東、投資者、供應商、客戶和公眾社區負責的原則，尋求進一步的發展機會，以維持和諧的關係與持份者。



Harbour Equine Holdings Limited
維港育馬控股有限公司