

SK TARGET GROUP LIMITED 瑞強集團有限公司

(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 : 8427

2015
Environmental, Social and Governance Report
環境、社會及管治報告

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1. ABOUT THE REPORT

關於報告

This is the Environmental, Social and Governance (“**ESG**”) Report (the “**ESG Report**”) of SK Target Group Limited (the “**Company**”) and its subsidiaries (collectively the “**Group**” or “**We**”). The ESG Report summarises the efforts and achievement made by the Group in sustainability and social responsibility. Please refer to the “Corporate Governance Report” on pages 35 to 56 of the Annual Report of 2023 for the information of corporate governance.

1.1 SCOPE OF THE REPORT

The ESG Report focuses on the sustainability approach and performance of the Group in the environmental and social aspects between 1 June 2022 and 31 May 2023 (the “**Year**”). The environmental key performance indicators (“**KPIs**”) as disclosed in the ESG Report are based on the performance of the Group’s headquarters, a rental hostel for our employees and two production plants in Malaysia during the Year. The scope is determined based on whether the Group has operational control over the entity, and whether the entity has a material influence on the Group’s performance or assets. The Group will continue to strengthen information collection in order to enhance the environmental realm and disclosure of information on the sustainable development.

1.2 REPORTING FRAMEWORK

The ESG Report was prepared in accordance with the “Environmental, Social and Governance Reporting Guide” (the “**Guide**”) under Appendix 20 of the Rules Governing the Listing of Securities on GEM of the Stock Exchange of Hong Kong Limited (“**HKEX**” or the “**Stock Exchange**”) and in compliance with the mandatory disclosure requirements and “comply or explain” provisions thereof.

此為瑞強集團有限公司(「**本公司**」)及其附屬公司(統稱「**本集團**」或「**我們**」)環境、社會及管治(「**ESG**」)報告(「**本報告**」)。本報告概述本集團於可持續發展及社會責任方面所作出的努力及成果。有關企業管治的資料，請參閱二零二三年年報第35至56頁「企業管治報告」。

1.1 報告範圍

本報告專注於二零二二年六月一日至二零二三年五月三十一日期間(「**本年度**」)本集團在環境及社會方面的可持續發展方針及表現。本報告所披露的環境關鍵績效指標(「**關鍵績效指標**」)乃以本年度本集團總部、一間為僱員租賃的宿舍及兩間位於馬來西亞的生產廠房的表現為基礎。該範圍乃根據本集團是否對該實體擁有營運控制權及該實體是否對本集團的表現或資產有重大影響而釐定。本集團將繼續加強資料搜集，以促進環保，並披露有關可持續發展的資料。

1.2 報告架構

本報告乃根據香港聯合交易所有限公司(「**聯交所**」)GEM證券上市規則附錄20「環境、社會及管治報告指引」(「**指引**」)編製，並遵守其強制披露規定及「不遵守就解釋」條文。

1. ABOUT THE REPORT

關於報告

1.3 REPORTING PRINCIPLES

In preparing this report, we meet the three reporting principles stipulated in the Guide – “materiality”, “quantitative” and “consistency”.

Materiality

The content of the ESG Report is determined through stakeholder engagement and materiality assessment process, which includes identifying ESG-related issues, collecting and reviewing the management and stakeholders’ opinions, assessing the relevance and materiality of the issues and preparing and validating the information reported. The ESG Report covers all key issues that are concerned by different stakeholders.

Quantitative

Quantitative KPIs are disclosed in the ESG Report so that stakeholders are able to have a comprehensive understanding of the Group’s ESG performance. Information of the standards, methodologies, references and source of key emission and conversion factors used on these KPIs are stated wherever appropriate.

Consistency

To enhance and maintain the comparability of the ESG Report between years, the Group adopts consistent reporting and calculation methodologies as far as practicable. In case of any changes in methodologies and specific standards, explanation has been provided in corresponding sections to facilitate information interpretation.

1.4 INFORMATION AND FEEDBACKS

For detailed information about the environmental, social and corporate governance of the Group, please refer to the official website (www.sktargetgroup.com). Your opinions will be highly valued. If you have any advice or suggestions, please email to enquiry@targetprecast.com.

1.3 報告原則

於編製本報告過程中，我們符合指引規定的三項報告原則-「重要性」、「量化」及「一致性」。

重要性

本報告的內容是通過持份者參與和重要性評估程序而釐定，當中包括識別環境、社會及管治的相關議題、收集和審視管理層和持份者的意見、評估不同議題的相關性和重要性、以及編製和驗證所匯報的資料。本報告涵蓋不同持份者關注的所有關鍵議題。

量化

本報告中披露經量化的關鍵績效指標，讓持份者全面瞭解本集團的環境、社會及管治表現。有關主要排放標準、方法、參考數據及來源的資料，以及該等關鍵績效指標所用的轉換因子，將於適當位置列示。

一致性

為加強及保持本報告與不同年度的比較性，本集團已在合理可行情況下盡量採用一致的報告及計算方法。如方法及具體標準有所變更，相應章節已提供說明，以便解讀資訊。

1.4 資料及意見

有關本集團環境、社會及企業管治的詳盡資料，請參閱官方網站 (www.sktargetgroup.com)。我們高度重視閣下的意見。倘閣下有任何意見或建議，請以電郵方式發送至 enquiry@targetprecast.com。

2. ABOUT US

關於我們

The Group is headquartered in Malaysia and is principally engaged in manufacturing and selling precast concrete telecommunication junction boxes and precast concrete electrical junction boxes, which are used mainly in telecommunication and electrical infrastructure upgrade and expansion works as well as construction projects in Malaysia. In comparison to traditional cast-in-situ junction boxes, a precast one can achieve higher time effectiveness, cost efficiency and structural specifications. Due to the aforementioned advantages, the Group has accumulated a wide range of customers such as infrastructure companies, construction companies, mechanical or electrical contractors and sub-contractors in Malaysia who participate in telecommunication or electrical infrastructure projects. To complement our core business, the Group also trades junction box accessories and pipes and offers mobile crane rental and ancillary services such as uplifting services for our precast concrete junction boxes. Thanks to the concerted efforts made by everyone in the Group, the Group was listed on the GEM Board of the Stock Exchange on 19 July 2017.

本集團總部設於馬來西亞，主要從事製造及銷售預製混凝土電信接線盒及預製混凝土電力接線盒，產品主要用於馬來西亞的電信及電力基建升級及擴張工程以及建設項目。相較傳統現澆接線盒，預製接線盒可達致較高時間效益、成本效益及結構規格。基於上述優勢，本集團已累積廣泛的客戶，如參與電信或電力基建項目的馬來西亞基建公司、建築公司、機械或電力承包商及分包商。為配合我們的核心業務，本集團亦買賣接線盒配件及管道，並提供移動式起重機租賃及配套服務，如我們的預製混凝土接線盒的起重服務。憑藉本集團全員的同心協力，本集團於二零一七年七月十九日在聯交所GEM上市。

3. BOARD STATEMENT 董事會聲明

The Group believes that well-established ESG governance principles, strategies and practices are crucial to the long term development of its business, especially in increasing investment values and returns. In order to ensure the establishment of appropriate and effective ESG risk management measures and internal control systems, the Board of Directors (the “**Board**”) has taken up the responsibility to govern and oversee the Group’s ESG issues and its development, which the Board has had a set of well-defined duties and responsibilities to oversee the Group’s ESG related measures.

The Board is responsible for monitoring the Group’s ESG strategies and reporting, ensuring that the requirements from the Board are met. Furthermore, the Board monitors and reviews the Group’s compliance status of ESG-related laws and regulations by external regulatory bodies, such as The Stock Exchange of Hong Kong Limited. Regular Board meetings are hosted regularly to help understanding the progress, targets and goals on ESG-related performances.

During the Year, the Board has assigned third-party ESG professionals for managing the ESG performance of the Company. The Board has identified potential and material issues to the business and its stakeholders, with the assistance from third-party ESG professionals. The Board has also taken part in the materiality assessment as one of the key stakeholders of the company in providing constructive opinions on the materiality of ESG issues. Upon the materiality assessment results being reviewed and validated, the board will set goals and targets on ESG performance with reference to the Group’s most material issues to its business and stakeholders.

本集團深信完善的ESG之管治原則、策略以及實踐對業務的長遠發展至關重要，尤其是在提高投資價值和回報方面。為確保建立適當有效的ESG風險管理措施及內部監控系統，董事會（「**董事會**」）已肩負起管治及監督本集團的ESG議題及其發展情況的責任。董事會擁有一套明確的職責及責任來監管本集團的ESG相關措施。

董事會負責監控本集團ESG策略及報告，確保符合董事會的要求。此外，董事會監控及檢討本集團遵守香港聯合交易所有限公司等外部監管機構所頒佈ESG相關法律法規的情況。董事會定期舉辦董事會會議，以幫助了解ESG相關表現的進展、目標及目的。

於本年度，董事會已委派第三方ESG專業人員管理本公司的ESG表現，並在第三方ESG專業人員的協助下識別業務及其持份者的潛在重大議題。董事會作為本公司的主要持份者之一亦參與重要性評估，就ESG議題的重要性提供建設性意見。於審閱及驗證重要性評估結果後，董事會將參考本集團對其業務及持份者最重要的議題，制定ESG表現的目標及指標。

4. STAKEHOLDER ENGAGEMENT

持份者參與

Understanding and taking action towards stakeholders' concerns and expectations is essential to our sustainability development. Therefore, we actively engage with stakeholders to help us recognise our sustainability performance and understand the impacts by our sustainability policies and measures. We have established various communication channels so that comments and feedback from major stakeholders are effectively and timely addressed.

The following table summarises the main expectations and concerns of the key stakeholders as identified by the Group, and the corresponding management responses.

瞭解持份者的關注及期望並採取應對行動，對我們的可持續發展至關重要。因此，我們積極與持份者合作以幫助我們認識我們在可持續發展方面的表現並瞭解我們可持續發展的政策和措施帶來的影響。我們已設立多項溝通渠道，藉此有效且及時地處理主要持份者的意見及反饋。

下表概述本集團所識別的關鍵持份者的主要期望與關注，以及相應的管理層回應。

Stakeholders 持份者	Expectations and Requirements 期望及要求	Means of Communication and Response by the Group 本集團的溝通及回應方式
Government and Regulators 政府及監管機構	<ul style="list-style-type: none"> Compliance with national policies, laws, accounting standards, and regulations 遵守國家政策、法律、會計準則及法規 Tax payment in full and on time 按時足額納稅 Safe production 安全生產 	<ul style="list-style-type: none"> Regular information reporting 日常信息披露 Regular meetings with regulators and relevant bodies 定期與監管機構及相關方舉行會議 Examination and inspection 檢查及檢驗
Shareholders 股東	<ul style="list-style-type: none"> Returns 回報 Compliant operations 合規經營 Rise in company value 提升公司價值 Transparency and effective communication 資訊透明度及有效的溝通 	<ul style="list-style-type: none"> Shareholder conferences 股東會議 Announcements 公告 Emails, telephone communications and company website 電子郵件、電話通訊及公司網站 Dedicated reports 專用報告

4. STAKEHOLDER ENGAGEMENT

持份者參與

Stakeholders 持份者	Expectations and Requirements 期望及要求	Means of Communication and Response by the Group 本集團的溝通及回應方式
Business Partners 業務合作夥伴	<ul style="list-style-type: none">• Operation with integrity 誠信經營	<ul style="list-style-type: none">• Internal reviews and appraisal meetings 內部評審及評估會議
Customers 客戶	<ul style="list-style-type: none">• Outstanding products and services 優質產品及服務• Health and safety 健康與安全• Operation with integrity 誠信經營	<ul style="list-style-type: none">• Customer service center and hotlines 客戶服務中心和熱線• Customer satisfaction surveys 客戶滿意度調查• Social media platforms (e.g. email communication) 社交媒體平台 (如電子郵件通信)
Environment 環境	<ul style="list-style-type: none">• Compliant emissions 合規排放• Environmental protection 環境保護	<ul style="list-style-type: none">• Communication with local environmental departments 與當地環境部門的溝通• ESG Reporting 環境、社會及管治報告
Industry 行業	<ul style="list-style-type: none">• Establishment of industrial standards 建立行業標準• Drive industry development 促進行業發展	<ul style="list-style-type: none">• Joining industry-related associations and forums 加入行業相關協會及論壇

4. STAKEHOLDER ENGAGEMENT

持份者參與

Stakeholders 持份者	Expectations and Requirements 期望及要求	Means of Communication and Response by the Group 本集團的溝通及回應方式
Employees 僱員	<ul style="list-style-type: none">• Protection of rights 權益維護• Occupational health 職業健康• Remunerations and benefits 薪酬及福利• Career development 職業發展• Humanity cares 人文關懷	<ul style="list-style-type: none">• Employee communication meetings 僱員溝通會議• House journal and intranet 內部日誌和內部網• Training and workshop 培訓及工作坊• Employee activities 僱員活動
Community and the public 社區及公眾	<ul style="list-style-type: none">• Enhancement of community environment 改善社區環境• Participation in charity 參與慈善• Information transparency 資訊透明度	<ul style="list-style-type: none">• Company website 公司網站• Announcements 公告• Social media platforms 社交媒體平台

4. STAKEHOLDER ENGAGEMENT

持份者參與

4.1 MATERIALITY ASSESSMENT

In view of the relevance and validity of the ESG Report with the Group's environmental and social performance, the Group has conducted a materiality assessment to identify ESG issues that are material to the business of the Group and its stakeholders. The assessment is based on stakeholder surveys, materiality maps provided by well-known external institutions¹, as well as professional opinions from the third-party ESG professional. The material ESG issues as identified are shown as follows:

Aspects

層面

Environment

環境

Labour Practices

勞工常規

Operating Practices

營運常規

4.1 重要性評估

鑒於本報告與本集團的環境及社會表現的相關性及有效性，本集團已進行重要性評估以識別對本集團業務及其持份者屬重要的環境、社會及管治議題。評估乃基於持份者調查、著名的外部機構提供的重要性圖譜¹、以及第三方環境、社會及管治專業人士的專業意見作出。所識別的重要環境、社會及管治議題列示如下：

Material Issues

重要議題

GHG emissions

溫室氣體排放

Air pollutant emissions

空氣污染物排放

Energy management

能源管理

Water & wastewater management

水及廢水管理

Waste & hazardous materials management

廢棄物及有害物質管理

Labor management

勞工管理

Occupational health and safety

職業健康與安全

Product quality & safety

產品質量與安全

Operation management

營運管理

Anti-corruption

反貪污

¹ The materiality maps referenced in the materiality assessment include the ESG Industry Materiality Map and the SASB Materiality Map produced respectively by MSCI and the Sustainability Accounting Standards Board ("SASB").

¹ 重要性評估中所提述的重要性圖譜包括由MSCI及可持續發展會計準則委員會(「SASB」)分別編製的環境、社會及管治行業重要性圖譜及SASB重要性圖譜。

5. PROTECTING OUR ENVIRONMENT

保護環境

5.1 ENVIRONMENTAL PRINCIPLES

The Group is committed to promoting green operations and taking the social responsibility of protecting the environment. We have set up the environmental goals as follows:

5.1 環保原則

本集團致力推動綠色營運，並承擔保護環境的社會責任。我們已制定以下環境目標：

Aspect 層面	Our Goals 我們的目標	Progress in the Year 本年度進展	Sections With Corresponding Measures 對應措施章節
Emissions 排放物	Minimising the pollution emission through reducing the use of vehicles. 透過減少使用車輛減少污染排放。	The Group's greenhouse gas emission intensity is lowered by 19% in 2022-23 compared to 2021-22. 與2021-22年相比，本集團於2022-23年的溫室氣體排放密度降低了19%。	5.2 Emissions 5.2 排放物
Waste 廢棄物	Implement waste reduction at source, strive to reduce waste generated during operation, and actively reuse and recycling. 實施源頭減廢，努力減少營運過程中產生的廢棄物，積極進行再利用和回收。	The Group's hazardous waste intensity is lowered by 27% in 2022-23 compared to 2021-22. 與2021-22年相比，本集團於2022-23年的有害廢棄物密度降低了27%。	5.3 Waste 5.3 廢棄物
Resources 資源使用	Reducing energy consumption at all levels of business operations. Conserving resources such as water, electricity and paper in daily operations. 降低業務營運各層面的能源消耗。在日常營運中節約用水、用電及用紙等資源。	The Group's energy consumption intensity and water consumption intensity are lowered by 21% and 34% respectively in 2022-23 compared to 2021-22. 與2021-22年相比，本集團於2022-23年的能源消耗密度及耗水密度分別降低了21%及34%。	5.4 Energy and Water Consumption 5.4 能源及水消耗

5. PROTECTING OUR ENVIRONMENT 保護環境

5.2 EMISSIONS

Environmental protection is beyond dispute a collective responsibility of all businesses given the stern environmental circumstances nowadays. As a responsible corporate and manufacturer, the Group has exerted itself to control emission from the production process, in spite of the fact that manufacturing precast concrete junction boxes generates very little air pollution. We comply strictly with the laws and regulations related to emission, such as the Environmental Quality Act 1974. During the Year, the Group was not aware of any incidents of non-compliance with relevant laws and regulations relating to environmental issues.

The major source of air pollutants generated by the Group is the use of vehicles and the air pollutant emission during the Year is shown in the following table:

Air Pollutants ¹	空氣污染物 ¹	2022-23	2021-22
Nitrogen oxides (kg)	氮氧化物 (千克)	955	822
Sulphur dioxide (kg)	二氧化硫 (千克)	0.35	0.32
Particulate matter (kg)	顆粒物 (千克)	25	21

Notes:

- The Group's air pollutant emissions are mainly from emissions from motor vehicles usage. The calculation of pollutant emissions is based on the "Appendix 2: Reporting Guidance on Environmental KPIs" issued by HKEX. The emission factors used for calculating emission is based on the "MYCarbon GHG Reporting Guidelines" issued by National Corporate GHG Reporting Programme for Malaysia and "EMEP&EEA air pollutant emission inventory guidebook 2019" issued by the European Monitoring and Evaluation Programme & European Environment Agency.

5.2 排放物

面對現時嚴峻的環境狀況，環境保護無疑是各行各業的共同責任。雖然製造預製混凝土接線盒只會產生極少空氣污染，但作為一家負責任的公司及製造商，本集團仍不遺餘力地控制生產過程中的排放量。我們嚴格遵守《一九七四年環境質量法案》等有關排放的法例及規例。於本年度，本集團並不知悉任何違反有關環境問題的相關法律法規的事宜。

本集團所產生的空氣污染物主要來自於車輛的使用，下表載列本年度空氣污染物的排放量：

	2022-23	2021-22
Nitrogen oxides (kg)	955	822
Sulphur dioxide (kg)	0.35	0.32
Particulate matter (kg)	25	21

附註：

- 本集團的空氣污染物排放主要來自汽車使用的排放。污染物排放量根據聯交所刊發的「附錄二：環境關鍵績效指標匯報指引」計算所得。用於計算排放量的排放系數乃基於馬來西亞國家企業溫室氣體報告項目刊發的「MYCarbon溫室氣體報告指引」及歐洲環境署刊發的《EMEP&EEA大氣污染物排放清單指南（二零一九年版）》。

5. PROTECTING OUR ENVIRONMENT

保護環境

Since the Group's business products and operations mainly focus on the manufacturing and selling of precast concrete telecommunication junction boxes and precast concrete electrical junction boxes, it is undeniable that the Group is a contributor to greenhouse gases ("GHG") emissions, both directly and indirectly, through business activities including logistics and transportations, energy and fuel consumption, and paper usage and disposals. As climate change has become a greater issue discussed worldwide, which requires the world's attention to combat with, the Group is also obligated to reduce the GHG emission through practicing and improving green operations. The total emission and emission intensity of GHG of the Year are shown as below:

由於本集團的業務產品和營運主要集中於製造及銷售預製混凝土電信接線盒及預製混凝土電力接線盒，本集團毫無疑問地為溫室氣體（「溫室氣體」）排放的直接和間接貢獻者，通過包括物流和運輸、能源和燃料消耗以及紙張使用和處置在內的業務活動。隨著氣候變化成為全球討論的更大議題，需要全世界的關注以共同應對，本集團亦有義務通過實踐和改進綠色營運來減少溫室氣體排放。本年度溫室氣體的排放總量及排放密度載列如下：

GHG Emission ¹	溫室氣體排放 ¹	2022-23	2021-22
Total emission (tonne of CO ₂ e)	排放總量 (噸二氧化碳當量)	229	198
Direct emission (Scope 1) ² (tonne of CO ₂ e)	直接排放 (範圍1) ² (噸二氧化碳當量)	138	124
Indirect emission (Scope 2) ³ (tonne of CO ₂ e)	間接排放 (範圍2) ³ (噸二氧化碳當量)	87	74
Indirect emission (Scope 3) ⁴ (tonne of CO ₂ e)	間接排放 (範圍3) ⁴ (噸二氧化碳當量)	3	0
Emission intensity (tonne of CO ₂ e/million RM of revenue)	排放密度 (噸二氧化碳 當量 / 百萬令吉收益)	7.54	9.32

5. PROTECTING OUR ENVIRONMENT 保護環境

Notes:

1. The Group's greenhouse gas inventory includes carbon dioxide, methane and nitrous oxide, and the greenhouse gas emissions data is presented in carbon dioxide equivalent. The resource consumption data disclosed in this report only includes greenhouse gas emissions generated directly from the Group's operations. The calculation of pollutant emissions is based on the "Appendix 2: Reporting Guidance on Environmental KPIs" issued by HKEX.
2. Scope 1 includes direct emissions from the consumption of vehicle fuels of the Group. The calculation is based on the "Appendix 2: Reporting Guidance on Environmental KPIs" issued by HKEX. The emission factors used for calculating emission is based on the "MYCarbon GHG Reporting Guidelines" issued by National Corporate GHG Reporting Programme for Malaysia and "EMEP&EEA air pollutant emission inventory guidebook 2019" issued by the European Monitoring and Evaluation Programme & European Environment Agency.
3. Scope 2 includes indirect emissions from purchased electricity of the Group. The calculation is based on the "Appendix 2: Reporting Guidance on Environmental KPIs" issued by HKEX. The emission factors used for calculating emission is based on the "MYCarbon GHG Reporting Guidelines" issued by National Corporate GHG Reporting Programme for Malaysia.
4. Scope 3 includes other indirect emissions from waste paper disposal and business air travel. The Group starts to disclose indirect emissions from business air travel in the Year. The calculation and emission factors used for calculating emission from waste paper disposal are based on the "Appendix 2: Reporting Guidance on Environmental KPIs" issued by HKEX. The calculation of emissions from business air travel is based on the International Civil Aviation Organization (ICAO) Carbon Emissions Calculator.

附註：

1. 本集團的溫室氣體清單包括二氧化碳、甲烷及一氧化二氮，且溫室氣體排放量數據以二氧化碳當量呈列。本報告所披露的資源消耗數據僅包括由本集團運營所直接產生的溫室氣體排放量。污染物排放量根據聯交所刊發的「附錄二：環境關鍵績效指標匯報指引」計算所得。
2. 範圍1包括由本集團車用燃料消耗的直接排放。該計算乃基於聯交所刊發的「附錄二：環境關鍵績效指標匯報指引」。用於計算排放量的排放系數乃基於馬來西亞國家企業溫室氣體報告項目發佈的「MYCarbon溫室氣體報告指引」及歐洲環境署發佈的《EMEP/EEA大氣污染物排放清單指南（2019年版）》。
3. 範圍2包括本集團外購電力的間接排放。該計算乃基於聯交所刊發的「附錄二：環境關鍵績效指標匯報指引」。用於計算排放量的排放系數乃基於馬來西亞國家企業溫室氣體報告項目刊發的「MYCarbon溫室氣體報告指引」。
4. 範圍3包括處理廢紙及商務航空旅行的其他間接排放。本集團於本年度開始披露商務航空旅行的間接排放量。用於計算處理廢紙排放量的計算及排放系數乃基於聯交所刊發的「附錄二：環境關鍵績效指標匯報指引」。商務航空旅行排放量乃基於國際民航組織(ICAO)碳排放計算器計算所得。

5. PROTECTING OUR ENVIRONMENT

保護環境

5.3 WASTE

The Group strives to handle the waste with the highest degree of care and compliance with relevant laws, such as the Environmental Quality Act and the Environmental Quality (Scheduled Wastes) Regulations. The Group generates both non-hazardous and hazardous wastes from the production process and office operation. For non-hazardous waste, the main source of waste are hand gloves generated from the production process. Hazardous waste mainly includes bottle spray and lead from production processes, and toner cartridges from office operations. The weights and intensity of waste produced are shown in the following table:

Waste	廢棄物	2022-23	2021-22
Total hazardous waste produced (kg) ¹	產生的有害廢棄物總量 (千克) ¹	256	246
Bottle Spray (kg)	瓶裝噴劑 (千克)	85	85
Lead (kg)	鉛 (千克)	170	160
Toner (kg)	墨盒 (千克)	1	1
Intensity of hazardous waste (kg/million RM of revenue)	有害廢棄物密度 (千克 / 百萬令吉收益)	8.44	11.56
Total non-hazardous waste produced (kg)	產生的無害廢棄物總量 (千克)	1,132	533
Hand gloves (rubber) (kg) ²	手套 (橡膠) (千克) ²	197	96
Hand gloves (cotton) (kg)	手套 (棉) (千克)	710	437
General Waste (kg) ³	一般廢棄物 (千克) ³	225	N/A ⁴
			不適用 ⁴
Intensity of non-hazardous waste (kg/million RM of revenue)	無害廢棄物密度 (千克 / 百萬令吉收益)	37.36	25.02

5.3 廢棄物

本集團致力以最嚴謹的方式處理廢棄物，並嚴格遵守《環境質量法案》(Environmental Quality Act)及《環境質量(計劃內廢棄物)規例》(Environmental Quality (Scheduled Wastes) Regulations)等相關法例。本集團於生產過程及辦公室營運中產生無害及有害廢棄物。就無害廢棄物而言，廢棄物的主要來源為生產過程中產生的手套。有害廢棄物主要包括生產過程中產生的瓶裝噴劑及鉛以及辦公室營運產生的碳粉盒。產生廢棄物的重量及密度載列於下表：

5. PROTECTING OUR ENVIRONMENT 保護環境

Notes:

1. Hazardous waste is calculated based on actual amount produced.
2. Non-hazardous waste produced from hand gloves is calculated based on actual amount produced.
3. The Group starts to disclose the amount of general waste produced in the Year as the information collection system for general waste has been established in the Year. The general waste is estimated based on the Group's daily office operation situation. The conversion factors used for calculation are from "Monitoring of Solid Waste in Hong Kong (2021 statistics)" provided by the Hong Kong Environmental Protection Department and the solid waste conversion factor provided by the United States Environmental Protection Agency.
4. The amount of general waste was not disclosed in 2021-22 due to the information collection system was still being established in 2021-22.

附註：

1. 有害廢棄物按實際產生量計算。
2. 手套產生的無害廢棄物按實際產生量計算。
3. 由於一般廢物的信息收集系統已於本年度建立，本集團於本年度開始披露一般廢棄物的產生數量。一般廢棄物根據本集團日常辦公運營情況進行估算。用於計算的轉換系數來自香港環境保護署提供的「香港都市固體廢物監察報告（二零二一年統計數字）」及美國環境保護署提供的固體廢棄物轉換系數。
4. 由於信息收集系統於2021-22年仍在建立中，2021-22年無披露一般廢物的產生數量。

5.4 ENERGY AND WATER CONSUMPTION

Energy and water are the two major resources consumed by the Group. As water is a basic building block for concrete, a vast majority of water consumption is used in the production plants of precast concrete. The Group does not encounter any issue in obtaining suitable water source. During the Year, the energy consumption and water consumption, together with their corresponding intensities are shown in the following table:

5.4 能源及水消耗

能源及水是本集團所消耗的兩大重要資源。由於水是混凝土的基本組成元素，本集團大部分用水都消耗於預製混凝土的生產廠房。本集團並沒有求取適用水源的問題。於本年度，能源及水消耗連同相應密度載於下表：

Use of Resources	資源使用	2022-23	2021-22
Energy	能源		
Total consumption (MWh)	消耗總量 (兆瓦時)	662	591
Fuel combustion for vehicles ¹ (MWh)	汽車燃料燃燒 ¹ (兆瓦時)	545	491
Electricity purchased (MWh) ²	外購電力 (兆瓦時) ²	118	100
Consumption intensity (MWh/million RM of revenue)	消耗密度 (兆瓦時/ 百萬令吉收益)	21.86	27.79
Water	水		
Total consumption (m ³) ³	消耗總量 (立方米) ³	5,348	5,716
Consumption intensity (m ³ /million RM of revenue)	消耗密度 (立方米/ 百萬令吉收益)	176.51	268.52

5. PROTECTING OUR ENVIRONMENT

保護環境

Notes:

1. Consumption from fuel combustion of vehicles is calculated based on the energy conversion factors from the "MYCarbon GHG Reporting Guidelines" issued by National Corporate GHG Reporting Programme for Malaysia.
2. Purchased electricity is calculated based on the actual amount consumed.
3. Water consumption is calculated based on the actual amount consumed.

5.5 GREEN OPERATION

To show the Group's determination in alleviating environmental burden and promote environmental protection and sustainability, the Group has established the environmental policy and the environmental management system to stipulate guidelines and prospective goals for the Group to aim at. The central purpose of the goals is to prevent pollution and minimise environmental impacts, through reducing emissions and resource consumptions. The Group's environmental management system is established in accordance to the Group's business context, and is certified in attaining the internationally-recognised standard of ISO 14001:2015.

附註：

1. 汽車燃料的消耗乃根據馬來西亞國家企業溫室氣體報告項目刊發的「MYCarbon溫室氣體報告指引」所提供的能源轉換系數計算得出。
2. 外購電力按實際使用量計算。
3. 耗水量按實際使用量計算。

5.5 綠色營運

為體現本集團減輕環境負擔以及促進環境保護及可持續發展的決心，本集團已訂立環境政策及環境管理系統，從而為本集團制定了指導方針及前瞻性目標。目標的主要目的是通過減少排放及資源消耗來防止污染及將對環境的影響減至最低。本集團的環境管理系統乃根據本集團的業務環境建立，並符合國際公認標準ISO 14001:2015。

5. PROTECTING OUR ENVIRONMENT 保護環境

In addition to local environmental laws and regulations compliance, the Group has also implemented various emission controlling measures and practices, which have demonstrated the Group's determination in cutting down carbon footprint as well as eliminating air pollution during business operations. To avoid the spreading of dust while vehicles enter and exit the production plant, vehicles are sprayed with water to settle dust. Drivers are also educated to avoid idling engines when vehicles are not in use, and company fleet are kept properly tuned and with regular inspections on tyre pressure to minimise air pollutant emissions. Additionally, vehicle transportation and product logistic routes are carefully planned to optimise vehicles' mileage and fuel efficiency. Besides, hybrid automobiles, which operate with less polluting and higher efficiency fuel than the diesel fuel vehicles, are also adopted to relieve the dependency on heavy polluting vehicles. Other than managing the fleet operations, the Group has also encouraged staff members to conduct phone or video conferences online to substitute business travel. In case of necessary business trip, we always prefer direct flights than transit flight to reduce carbon footprint from travelling as much as possible.

Handling waste, both hazardous and non-hazardous waste, is also another key focus of the Group to ensure that the Group's production only put minimal pressure to the environment. Various measures have been conducted by us to prevent adverse environmental impacts. Non-hazardous waste such as hand gloves are collected and recycled by suppliers to promote recycling. In addition, hazardous waste such as toner cartridges, bottle sprays and lead are collected and handled by qualified companies and suppliers, to avoid direct disposal at landfills and pollution instead.

除遵守當地環境法律及法規外，本集團亦已實施多項排放控制措施及實踐，從而體現本集團在業務營運過程中減低碳足跡及消除空氣污染的決心。為避免車輛進出生產廠房時灰塵擴散，本集團對車輛灑水讓塵埃得以沉降。本集團亦提醒駕駛員在不使用車輛時避免空轉引擎，並妥善保養公司車隊，以及定期檢查輪胎壓力，將空氣污染物排放降至最低。此外，本集團精心規劃車輛運輸及產品物流路線，以優化車輛的里程及燃油效率。此外，本集團亦採用相較於柴油汽車而言更少污染及更高燃料效率的混合動力汽車，從而減輕對重污染汽車的依賴。除管理車隊營運外，本集團亦鼓勵員工進行在線電話或視頻會議，以替代商務旅行。如無法避免商務旅行，我們會選擇直航而非轉機，以盡可能減少旅行的碳足跡。

處理廢棄物（有害及無害廢棄物）亦是本集團的另一個重點，以確保本集團的生產僅對環境造成極小的壓力。我們已採取各種措施來防止對環境不利的影響。手套等無害廢棄物由供應商收集及回收以循環利用。此外，碳粉盒、瓶裝噴劑及鉛等有害廢棄物均由合資格公司及供應商收集並處理，避免直接於填埋區域處置從而造成污染。

5. PROTECTING OUR ENVIRONMENT

保護環境

In order to minimise the electricity usage and enhance the efficiency of the lighting system, lighting are switched off when rooms are not in use and separate switches are set up for different light zones. Additionally, we utilise most of the natural light, as practicable as possible, and adopt energy efficient lighting fixtures such as T5 fluorescent lamps and LED lamps to enhance energy efficiency. Other than focusing on improving the energy efficiency of lighting system, we also look into the air conditioning system to look for areas of better energy efficiency. For example, we clean the air conditioning filters and fan coil units regularly to ensure efficient delivery of cool air, and variable refrigerant volume are used to optimise refrigerant flow, which promotes optimal energy efficiency. Air conditioning are switched off when rooms are not in use. Staff members are also encouraged to dress more casual to reduce the need for air conditioning.

Our environmental commitment also encompasses an array of water-saving measures. For example, we reduce water pressure of pipes to the lowest practical level to avoid excessive consumption of water. We also put up water saving labels in toilets, carry out regular leakage checks on concealed piping, check for overflowing tanks, and fix dripping taps immediately to prevent water wastage.

The use of paper has been a significant source of carbon emission in modern society, thus we endeavor to reduce paper consumption in our office with pragmatism. We support the use of electronic means, rather than paper-based methods, to disseminate information wherever possible. Apart from setting our computers and printers as default duplex modes, notices are also placed next to printers to remind employees to use and print on both sides of paper as well as to reuse paper wherever possible. We also set print quota for users and monitor the printing volume regularly to encourage reduction in paper usage. In addition, we purchase printing paper, toilet paper and paper towels with recycled content. All discarded paper except those with confidential information are sent to waste paper recycling companies for recycling.

為盡量減少用電量及提高照明系統的效能，我們不使用房間時關閉照明，並為不同的照明區域設置獨立開關。此外，我們盡可能大部分地利用自然光，並採用T5熒光燈及LED燈等節能照明燈具，以提高能源效率。除專注於提高照明系統的能效外，我們亦研究空調系統以尋找能效更高的領域。例如，我們定期對製冷劑進行洩漏檢查，並更換老化的壓力錶、壓力軟管及空氣壓縮機的連接器，以防止過度消耗能源用於製冷／製熱。我們亦定期清潔空調過濾器及風機盤管，以確保有效輸送冷空氣，並採用可變製冷劑流量多聯式以優化製冷劑流量，從而促進最佳能源效率。我們不使用房間時關掉空調。本集團亦鼓勵其員工穿著較休閒衣著以減少對空調的需求。

我們的環保承諾亦包括一系列節水措施。例如，我們將喉管水壓減至最低可用水平，以避免過度消耗水。我們亦在洗手間貼上節水標誌，定期檢查隱蔽水管的漏水情況，檢查滿溢的水箱，並立即修理滴水的水龍頭，以防止水資源浪費。

紙張使用是現代社會的主要碳排放來源。因此，我們致力以務實方式降低辦公室的紙張消耗。我們支持盡可能使用電子方式而非紙本方式發佈消息。除將電腦及打印機預設為雙面打印模式外，我們亦會在打印機旁張貼告示，提醒僱員盡可能雙面使用及列印紙張以及重複使用紙張。我們亦為使用者設置打印配額並定期監控打印量，以鼓勵減少紙張使用量。此外，我們購買的是具有循環再造成分的印刷紙、衛生紙及紙巾。所有廢棄紙張（有機密資料除外）將送往廢紙回收公司進行回收。

5. PROTECTING OUR ENVIRONMENT 保護環境

5.6 CLIMATE CHANGE

Climate change has emerged as one of the most discussed and concerned topics across the globe in recent years. In view of this, the Group has raised its awareness towards the risks and potential impacts on the Group due to climate change. The Group has subsequently identified the climate-related physical and transitional risks that may adversely impact the Group's operations and development.

For physical risks, the Group believes that it may be affected by the risk of increased severity and frequency of extreme weather events, as caused by climate change. As a result, the Group may potentially result in increased insurance premiums on assets since operational facilities may be damaged, while the health and safety of the workforce may also be impacted. In order to mitigate such risk, the Group maintains a comprehensive insurance coverage for assets that are prone to damage by extreme weather conditions, minimising the potential maintenance and repair cost required.

In terms of transitional risk, the Group faces the risk that existing products will encounter the enhanced emissions-reporting obligations which might increase operating costs such as higher compliance costs, fines and judgments.

5.6 氣候變化

近年來，氣候變化已成為全球最熱議及受關注的話題之一。有鑒於此，本集團已針對因氣候變化給本集團帶來的實體和過渡性風險及潛在影響提高意識。本集團已於其後識別可能對本集團營運及發展構成不利影響的氣候相關風險。

在實體風險方面，本集團認為由氣候變化所帶來的嚴重及頻繁極端天氣事件會對本集團構成風險。從而，本集團對資產保險的投保額可能有需要增加，而員工的健康與安全亦可能受到影響。為減輕有關風險，本集團為容易因極端天氣狀況而受損的財產提供全面保險保障，進而盡量減少可能需要的保養及維修費用。

就過渡性風險而言，本集團面臨現有產品將面臨更嚴格的排放報告責任的風險，這可能會增加運營成本，如更高的合規成本、罰款及判決。

6. CARING ABOUT OUR EMPLOYEES

關懷僱員

6.1 EMPLOYMENT AND WELFARE

In order to protect the rights of our employees and provide them with the best working environment, the Group strictly conforms to relevant laws and regulations, such as the Employment Act, Employees Provident Fund Act, Employees' Social Security Act and Minimum Wages Order. Adhering to the principle of fairness, our applicants are assessed on the basis of merits and criteria regardless of their gender, race or religion. To avoid child labor in workplace, age verification is mandatory in our recruitment process, which takes an essential step requiring newly employed staff to provide identification documents. Once such practice is discovered, the Group would investigate the case thoroughly and dismiss relevant employees immediately. To prevent any form of forced labor, a job description outlining the principal accountabilities of the employee is attached in the letter of employment of every employee, which also covers matters such as wages, working hours, probation period, and requirement for notice of termination.

The Group seeks to build an elite workforce by recruiting and promoting outstanding employees. We offer an appealing remuneration package to our staff including salary, bonuses, allowances and medical benefits. The salary of each employee is determined according to his/her experience, qualifications, capability and the prevailing market remuneration rate. Staff performance review is also conducted annually so as to form the basis of the management decision with regards to salary adjustment, bonuses and promotions. We also take our staff's quality and adequacy of work output, punctuality, initiative, attitude and teamwork into account when considering rewards like salary increment and provision of bonuses. For employees who have decided to resign, exit interviews will also be conducted in order to collect their precious opinions for any possible improvement of the Group's policies.

6.1 僱傭及福利

本集團嚴格遵守相關法例及規定，如《僱傭法例》、《僱員公積金法案》、《僱員社會保障法案》及《最低工資法令》，以保障僱員權益及提供最佳工作環境。本公司恪守公平原則，按申請人的優勢和公司準則對其進行評估，而不論性別、種族或宗教。為避免聘請童工，我們的招聘程序當中亦包括強制年齡核證的重要步驟，要求新聘員工提供身份證明文件。一旦發現違規情況，本集團將徹底調查該情況並即時解僱相關僱員。為避免任何形式的強制勞工，每名僱員的聘書中均會附有一份列明僱員主要職責的工作描述，當中亦會涵蓋工資、工作時間、試用期及終止聘任通知規定等事宜。

本集團透過招聘及提拔傑出僱員，致力建立優秀的工作團隊。我們向員工提供具吸引力的薪酬方案，當中包括工資、花紅、津貼及醫療福利。各僱員的工資乃根據其經驗、資歷、能力及現行市場的薪酬水平釐定。本公司每年檢討員工表現，為管理層作出有關薪酬調整、花紅及晉升的決定提供依據。於考慮加薪及派付花紅等獎勵時，我們亦會考慮員工產出的質素及數量、出勤情況、主動性、態度及團隊合作精神。如僱員決定呈辭，我們亦會進行離職面談，以收集他們的任何可改進本集團政策的寶貴意見。

6. CARING ABOUT OUR EMPLOYEES

關懷僱員

As of 31 May 2023, the Group has employed a total of 68 employees. The distributions of the Group's employees by different categories are as follows:

截至二零二三年五月三十一日，本集團共僱用68名僱員。本集團按不同類別劃分的僱員分佈如下：

Employment	僱傭	2022-23	2021-22
Total Number of Employees and Percentage (%)	員工總數及比例(%)		
By Gender	按性別劃分		
Male	男性	53(78%)	48 (79%)
Female	女性	15(22%)	13 (21%)
By Age Group	按年齡組別劃分		
Below 30	30歲以下	15(22%)	11 (18%)
30-50	30-50歲	42(62%)	39 (64%)
Above 50	50歲以上	11(16%)	11 (18%)
By Employment Type	按僱傭類型劃分		
Full-time	全職	65(96%)	58 (95%)
Part-time	兼職	3(4%)	3 (5%)
By Geographical Region	按地區劃分		
Malaysia	馬來西亞	64(94%)	57 (93%)
Hong Kong	香港	4(6%)	4 (7%)

6. CARING ABOUT OUR EMPLOYEES 關懷僱員

As of 31 May 2023, the turnover rates of employees of the Group by different categories are as follows:

Employee Turnover	僱員流失
Total Number of Employee Turnover and Total Turnover Rate (%)¹	僱員流失總數及總流失率(%) ¹
By Gender	按性別劃分
Male	男性
Female	女性
By Age Group	按年齡組別劃分
Below 30	30歲以下
30-50	30-50歲
Above 50	50歲以上
By Geographical Region	按地區劃分
Malaysia	馬來西亞
Hong Kong	香港

Notes:

1. Turnover rate (%) = Total number of employee turnover in the category/Total number of employee in the category at the end of the reporting period x 100%

Adding to the remuneration package is an assortment of welfare offered by the Group. In an attempt to assure our employees of sufficient rest time, working hours are clearly defined in the letter of employment and in compliance with relevant laws and regulations. Our staff is subject to a corresponding overtime salary rate for different types of overtime work. Our staff is also entitled to a number of leaves, either statutory or non-statutory, such as public holidays, annual leave, medical and hospitalisation leave, maternity and paternity leave, marriage leave, and examination leave. Moreover, medical benefits, insurance and allowance are provided to all employees in the Group. Besides, we also place emphasis on the work-life balance of our staff by hosting various leisure activities, such as festive luncheons, badminton competition and birthday celebration which allow our employees to relax and interact.

截至二零二三年五月三十一日，本集團按不同類別劃分的僱員流失率如下：

	2022-23	2021-22
Total Number of Employee Turnover and Total Turnover Rate (%)¹		
By Gender		
Male	8(15%)	0(0%)
Female	3(20%)	6(46%)
By Age Group		
Below 30	2(13%)	3(27%)
30-50	8(19%)	2(5%)
Above 50	1(9%)	1(9%)
By Geographical Region		
Malaysia	11(17%)	6(11%)
Hong Kong	0(0%)	0(0%)

附註：

1. 流失率(%)=該類別僱員流失總數／報告期末該類別僱員總數x100%

除薪酬方案外，本集團亦提供多項福利。聘書中均會清楚列明工作時數，並會符合相關的法例及規例，以確保僱員有充足的休息時間。因應不同類型的超時工作，我們的員工可獲發相應的超時工資。我們的員工亦享有多項法定或非法定假期，如公眾假期、年假、醫療及住院假、產假及侍產假、婚假及考試假。此外，本集團亦向全體僱員提供醫療福利、保險及津貼。另外，我們亦強調員工的工作與生活平衡，透過舉辦節日午餐聚會、羽毛球比賽和生日會等多樣休閒活動，讓僱員舒緩壓力及聯誼。

6. CARING ABOUT OUR EMPLOYEES

關懷僱員

During the Year, the Group continued to comply with all the applicable labor laws and regulations in Malaysia and did not face any disciplinary action with respect to the labor protection issues.

6.2 TRAINING AND DEVELOPMENT

Fostering our employees' knowledge and skills hence their career development has long been seen as a core strategy of the Group. With the provision of specific training tailored to respective types of employees' goals and needs, we strive to create an intellectually-stimulating environment within which employees can develop all-rounded skills and knowledge.

In order to raise the level of effectiveness of employees and improve their working performance, it is one of our policies that all employees are given the opportunity to attend approved training programs either locally or internally in technical or management fields. For instance, courses regarding essential knowledge on concrete and concrete technology were arranged for our staff in an effort to deepen their understanding of concrete and our operation flow. On the other hand, in the aspect of information technology, trainings on AutoCAD were provided to the Quality Control department to enhance the IT application and quality control of the Group. Training on indoor sales, product, and customer services were also arranged to strengthen employees' marketing and customer service skills. We also offer workplace health and safety trainings in a bid to enhance staff members' knowledge towards occupational health and safety. As a way to encourage employees to take the initiative in learning, we offer reimbursements to our staff who have received relevant training and completed development programs that pertain to their respective work positions and skills.

於本年度，本集團繼續遵守馬來西亞的所有適用勞動法律法規，且並未遭遇任何有關勞動保障問題的懲戒處分。

6.2 培訓與發展

培養僱員的知識與技能，從而協助其事業發展，一直以來都是本集團的核心策略。透過提供切合不同類型僱員的目標和需要的特別培訓，我們致力營造可激發僱員智慧的環境，令僱員能夠發展全面的技能與知識。

為提高僱員的效率水平並改善彼等的工作績效，令全體僱員有機會參加技術或管理領域內的本地或集團內部批准培訓項目，乃我們的政策之一。例如，我們為員工安排有關混凝土及混凝土技術必備知識的課程，以加深彼等對混凝土以及我們營運流程的理解。另一方面，就信息技術而言，我們向質量監控部門提供AutoCAD的培訓，以提升本集團的資訊科技應用及質量監控水平。我們亦安排了室內銷售、產品及客戶服務培訓，以提高員工的營銷及客戶服務技能。我們亦進行工作場所健康及安全培訓以增強員工對職業健康及安全的認知。為鼓勵僱員主動學習，曾接受相關培訓及完成與其工作崗位及技能有關的發展計劃的員工均可報銷所支付的費用。

6. CARING ABOUT OUR EMPLOYEES

關懷僱員

Our employee development strategy is more than mere provision of training as the Group is also devoted to paving a path for employees' career development. As mentioned, we carry out staff performance review regularly in an attempt to provide promotion opportunities for employees with outstanding performance. Recommendations on training are also given to staff so as to help them step further in their future career path.

我們的僱員發展策略不單為僱員提供培訓，本集團還致力為僱員的事業發展鋪路。如上文所述，我們定期檢討僱員表現，為表現出色的僱員提供晉升機會。我們亦會向員工提供培訓建議，以協助彼等未來的事業更上一層樓。

Training	培訓	2022-23	2021-22
Average Training Hours per Employee (Percentage of Trained Employees)	每名僱員平均培訓時數 (受訓僱員百分比)		
By Gender	按性別劃分		
Male	男性	4.6(60%)	1.0 (13%)
Female	女性	12.0(73%)	5.5 (69%)
By Employee Category	按僱員類別劃分		
Senior	高級	2.7(17%)	1.7 (21%)
Middle	中級	10.1(56%)	4.0 (50%)
Junior	初級	5.8(80%)	1.4 (17%)

6. CARING ABOUT OUR EMPLOYEES

關懷僱員

6.3 HEALTH AND SAFETY

In view of the paramount importance of employees' health and safety, we strictly abide by the laws and regulations that are relevant to occupational health and safety which include the Factory and Machinery Act, Fire Service Act, Electricity Supply Act, Occupational Safety and Health Act and the Workmen's Compensation Act. To better ensure the safety and health of our staff, we have also formed a health and safety management team constituted with supervisors and managers which aims at providing and maintaining a safe working environment, safe systems of work and facilities for the welfare of all workers. To emphasise the importance of workplace safety and health, internal policy is in place and ensures our working environment is in line with requirements of relevant environmental law. With well-established occupational health and safety ("OH&S") policies, the Group has successfully obtained the certificate of ISO 45001:2018 Occupational Health and Safety Management System.

The Group carries out a safety plan which consists of four areas. To minimise the risk of injury, we provide personal protection equipment such as safety shoes, gloves, spectacles, face shield and earplugs, which cater for the needs of workers from different departments. Safety training, which is conducted by external parties, is given to our employees before using any machine or equipment and handling dangerous chemicals. An array of programs such as toolbox talks, induction programs, industrial practices, lectures and seminars are also provided for our staff to ensure the equipment is safely used. Apart from training and equipment provision, we also carry out job hazard analysis on an ongoing basis in an attempt to set down potential hazards preventive measures for our employees to follow. Lastly, safety and health inspections are conducted regularly to ensure all health and safety measures are duly implemented.

6.3 健康與安全

鑒於僱員健康與安全的高度重要性，我們嚴格遵守有關職業健康與安全的法律法規，包括《工廠及機械法案》、《消防法案》、《電力供應法案》、《職業安全與健康法案》及《勞工賠償法案》。為了更好地確保我們員工的安全和健康，我們亦組建了由監事和管理人員組成的健康和安全管理團隊，旨在提供和維護安全的工作環境、安全的工作系統及設施，以保障所有工人的福利。為強調工作場所安全與健康的重要性，我們已制定內部政策確保我們的工作環境符合相關環境法的要求。憑藉完善的職業健康與安全（「職業健康與安全」）政策，本集團已成功取得ISO 45001:2018職業健康安全管理体系證書。

本集團實施由四個範疇組成的安全計劃。為盡量降低受傷風險，我們提供切合不同部門工人需要的個人防護裝備，如安全鞋、手套、護目鏡、面罩及耳塞。僱員在使用任何機器或設備及處理危險化學品前，均會接受由外界機構向彼等提供的安全培訓。我們亦會向員工提供工地座談會、入職課程、工業實踐、講座及研討會等不同課程，以確保設備的安全使用。除提供培訓及設備外，我們亦持續進行職業危害分析，以制定要求僱員遵守的預防潛在危害的措施。最後，我們亦會定期進行安全及健康檢查，確保所有健康和安全措施得到妥善執行。

6. CARING ABOUT OUR EMPLOYEES

關懷僱員

In pursuit of an injury-free business environment, fire drills and training on the use of fire extinguisher and chemicals & spillage (mould oil & diesel) handling, are also arranged annually to enhance our employees' ability in dealing with different emergent situations. In addition, basic occupational first aid, CPR and AED trainings, which are conducted by internal and external parties, are also provided for our staff to equip them with safety knowledge as well as skills to handle emergencies. The Group will continue to review the OH&S objectives, policy and management system at a periodic basis for suitability, and improve its effectiveness. During the Year, the number of work injuries and the number of loss days due to work injuries recorded by the Group was 0. There were no work-related fatalities in the past three years.

As the Coronavirus Disease 2019 ("COVID-19") has eased during the Year, responding to the Malaysian Government's declaration of an endemic phase, the Group has relaxed its mandatory measures that were previous set against the COVID-19 Pandemic. However, to ensure the health and well-being of our staff members, all visitors are required to wear face masks upon entering the office premises and highly encouraged to use hand sanitiser whenever necessary.

為追求無工傷的業務環境，我們亦每年安排消防演習以及滅火器使用及化學品及洩漏物（滑模油及柴油）的處理的培訓，以加強僱員處理各種緊急情況的能力。此外，我們通過內部及外界機構亦為員工提供基本職業急救、心肺復甦法（CPR）及自動體外心臟去纖維性顫動法（AED）培訓，旨在讓員工具備安全知識以及處理緊急情況的技能。本集團將繼續定期檢討職業健康與安全目標、政策及管理體系的適用性，並提高其成效。於本年度，本集團錄得工傷數及因工傷損失工作日數為零。於過去三年，並無因工亡故情況。

鑒於二零一九年新冠疫情（「COVID-19」）於本年度有所緩解，針對馬來西亞政府宣佈進入流行病階段，本集團已放寬此前針對COVID-19疫情制定的強制性措施。但是，為了確保我們員工的健康與福祉，所有訪客在進入辦公場所時均須佩戴口罩，並強烈建議彼等於必要時使用消毒洗手液。

7. OPERATING OUR BUSINESS

經營業務

7.1 SUPPLY CHAIN MANAGEMENT

To comprehensively fulfill our environmental and social responsibility, the Group also puts effort in managing our business operation including the supply chain. We purchase raw materials and accessories for the manufacturing of our precast concrete junction boxes. When selecting suppliers, we take into account a range of criteria including product pricing, product quality, supply capability, business track record and the services provided by the suppliers. Suppliers to the company must comply with all relevant local and national laws and regulations in relation to unethical behavior, bribery, corruption and other prohibited business practices. Suppliers must also comply with laws and regulations related to local and national health and safety. Environmental performance of the suppliers is also an essential factor affecting the Group's decision. For example, we focus on the chemical constituent of raw materials and consider if they are detrimental to the health and safety of our employees or customers.

After collecting the relevant information during the selection process, we have compiled a list of approved suppliers to facilitate periodic review. The Group works closely and regularly with our suppliers in order to review their backgrounds and performance as well as their business licenses and requisite certifications. Besides, product quality, ease of contacting and response to enquiries and complaints are also parts of our consideration. To enhance the reliability of the results of performance review, site visits to our main suppliers are also conducted to better evaluate their business performance. In general, we aim to maintain a good relationship with suppliers with remarkable environmental and social performance while suppliers who was found to be inconsistent with the Company's policy or contractual requirements, the Company will terminate future cooperation until the situation has been improved. During the Year, the Group has a total of 76 major suppliers with 75 of them from Malaysia and 1 of them from China.

7.1 供應鏈管理

為全面履行環境及社會責任，本集團亦致力管理其業務營運（包括供應鏈）。我們就製造預製混凝土接線盒採購原材料及配件。在挑選供應商時，我們考慮包括產品定價、產品質素、供應能力、業務往績以及供應商所提供的服務等多項標準。本公司的供應商必須遵守有關不道德行為、賄賂、腐敗及其他禁止的商業行為的所有相關當地及國家法律法規。供應商亦必須遵守與當地及國家健康與安全有關的法律法規。供應商的環境表現亦為影響本集團決定的一項重要因素。舉例而言，我們著重原材料的化學成份，並考慮有關成份會否損害僱員或客戶的健康與安全。

在挑選過程中收集相關的資料後，我們已編製一份認可供應商名單，以便定期審閱。本集團與供應商緊密且定期合作，以審查彼等的背景和表現以及其業務牌照及所需認證。此外，產品質素、聯繫的方便程度以及對查詢及投訴的回應速度亦為我們考慮因素的一部分。為提高表現審查結果的可靠性，我們亦會實地造訪主要供應商，以更佳地評估其業務表現。一般而言，我們旨在與在環境及社會方面表現卓越的供應商維持良好關係，而發現與本公司政策或合約要求不一致的供應商，本公司將終止未來的合作，直到情況有所改善。於本年度，本集團共有76名主要供應商，其中75名來自馬來西亞，1名來自中國。

7. OPERATING OUR BUSINESS

經營業務

7.2 QUALITY ASSURANCE

As a manufacturer, we never spare ourselves in the pursuit of excellence in product quality and we always adopt stringent and high-standard quality control for our products and services so as to achieve a continued success. The Group has established a quality management system which is designed and implemented according to requirements of the ISO 9001:2015 Quality Management System. While our top management is fully responsible and dedicated to the development, implementation and continual improvement of the quality management system, a quality control team is assigned to oversee the quality control measures for our products and raw materials.

Generally, our quality management measures are carried out in several steps. Before commencing the manufacturing of products for our customers, the Sales Department is responsible for ensuring all customer requirements are clearly defined so that products specifications as required by our customers can be met. After that, a physical inspection will be arranged for all incoming raw materials and equipment to avoid any non-compliance with the specifications. Upon completion of manufacturing, our products are subject to various quality examinations such as measuring product dimensions, loading test and concrete hardness test by well-trained quality control assurance inspectors. We also arrange product training to equip our employees with necessary knowledge of qualified products. To better improve our product quality, customers' perception as to whether or not we meet their requirements is determined through customer satisfaction surveys, regular meetings or visits to customers. We monitor and collect consumer feedback to address potential product quality or safety issues. The results of the aforementioned procedures will be properly documented.

7.2 質量保證

作為製造商，我們在追求卓越產品質素方面從不怠懈，並一直對產品及服務採用嚴格且高標準的質量監控，務求取得持續成功。本集團已建立一套質量管理系統，乃根據ISO 9001: 2015質量管理系統的要求設計及推行。我們的高級管理層全面負責及致力發展、推行及持續改善質量管理系統，而質量監控團隊則負責監察產品及原材料質量的監控措施。

一般而言，我們的質量管理措施按多個步驟進行。為客戶製造產品前，銷售部門負責確保已明確界定客戶的所有要求，從而令產品規格符合客戶要求。之後，我們將會安排對所有進貨原材料及設備進行實質檢查，以避免任何不符合規格的情況。製造完成後，產品須接受經專業培訓質控保證檢驗員進行的多項質量測試，例如量度產品尺寸、載荷測試以及混凝土硬度測試。我們亦安排產品培訓，令僱員具備必需的合格產品知識。為進一步改善產品質量，我們透過進行客戶滿意度調查、定期會面或客戶探訪，瞭解我們能否符合他們的要求。我們監視並收集消費者的反饋意見，以解決潛在的產品質量或安全問題。上述程序的結果均會以文件妥善記錄。

7. OPERATING OUR BUSINESS

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In case of any non-conformance of our products, either to the prescribed standards or the customers' requirements, we will carry out remedial and preventive action in response to the complaints from our clients. Reports will also be prepared to summarise the cases and suggest corrective actions. As a responsible manufacturer, we always strive for zero-complaints. During the Year, the Group received eleven complaints related to product quality. The issues have been resolved through product replacement and re-delivery, and the issues are duly investigated to avoid recurrence. During the Year, the Group did not record any products sold or shipped that are subject to recalls for safety and health reasons.

As recognition of our effort in achieving high product quality, the Group has obtained registrations from the Standard and Industrial Research Institute of Malaysia ("SIRIM") for certain models of our standard precast concrete junction boxes in relation to product quality since 2005. We have also successfully obtained the certificate of ISO 9001:2015 for our quality management system applicable to our precast concrete manholes and accessories.

7.3 PROTECTION OF CUSTOMER DATA AND PRIVACY

Regarding customer information and data, the Group always handles it with the highest degree of confidentiality. Instruction with respect to confidentiality is clearly stated in the letter of employment of our employees. In other words, employees are well noted about the importance of protecting the privacy of our customers and the Group even before their commencement of work. Our employees are prohibited to reveal or capitalise on any confidential matters or information related to their work and the Group no matter under employment or after termination of their employment. To emphasise the significance of privacy protection, divulging confidential information to any third parties or outsiders without authorisation is regarded as a major misconduct and could result in disciplinary actions. The Group also provides employees with privacy training to promote their privacy awareness.

如有任何不合格產品(不論是未能符合規定標準或客戶要求),我們將應客戶的投訴採取補救及預防行動。我們亦會編製報告,概述有關事件並建議糾正措施。作為負責任的製造商,我們一直致力以零投訴作為目標。於本年度,本集團接獲十一宗有關產品質量的投訴。有關問題已通過產品更換及重新發貨解決,而就該等問題已正式調查,以避免再次發生。於本年度,本集團並無錄得任何已售或已運送產品因安全與健康理由而須召回。

本集團已自二零零五年起就若干型號的標準預製混凝土接線盒取得由馬來西亞標準與工業研究協會(「馬來西亞標準與工業研究協會」)發出的產品質量認證,表彰我們在達成高產品質量方面所付出的努力。我們亦成功就適用於預製混凝土沙井及配件的質量管理系統取得ISO 9001:2015認證。

7.3 保護客戶數據及私隱

本集團一直以高度保密方式處理客戶資料及數據。有關保密方面的指示已於僱員的聘書中清楚列明。換言之,僱員在展開工作前已清楚瞭解保障客戶及本集團私隱的重要性。不論在受聘期間或在終止受聘後,僱員不得透露或利用任何與其工作及本集團有關的機密事宜或資料。為強調保障私隱的重要性,未經授權向任何第三方或外界人士洩露機密資料被視為重大不當行為,可導致紀律處分。本集團亦為僱員提供私隱培訓,以提高其私隱意識。

7. OPERATING OUR BUSINESS

經營業務

7.4 PROTECTION OF INTELLECTUAL PROPERTY RIGHTS

The Group spares no effort to protect intellectual property rights by conforming to relevant laws and regulations such as the Trade Marks Act and Common Law Protection towards Unregistered Trade Marks. We have registered our trademark in Malaysia and all our precast concrete junction boxes are labeled with the registered trademark to prevent any infringement of our intellectual property rights by any parties. We respect intellectual property rights and do not tolerate any breach of third parties' copyrights. We also require absolute accuracy of all information on our website and forbid any false, misleading or inaccurate statement in any form of our marketing activities. During the Year, we did not engage in, and were not aware of, any litigation or legal proceedings for the violation of intellectual property rights or any material violation.

7.5 ANTI-CORRUPTION

Corruption could be a source of risk that weakens a business's stability and hampers its development. Thus, the Group has made its greatest effort to adhere strictly to a high standard of business conduct. We truly believe that the business conduct of the Group highly hinges on every employee's conduct hence we have formulated a code of ethics and make sure it is well communicated to all employees in the Group.

7.4 保護知識產權

本集團透過遵守相關法例及規例（如《商標法》及《普通法對非註冊商標的保障》），致力保障知識產權。我們已於馬來西亞註冊商標，且所有預製混凝土接線盒上均已印有註冊商標，以避免任何人士侵犯我們的知識產權。我們尊重知識產權，不會容忍任何違反第三方版權的情況。我們亦要求載於本集團網站的所有資料絕對準確，並禁止在市場推廣活動中作出任何形式的虛假、誤導或失實陳述。於本年度，我們並無涉及且並不知悉任何有關違反知識產權或任何重大違規事宜的訴訟或法律程序。

7.5 反貪污

貪污有可能成為削弱業務穩定性及阻礙發展的風險來源。因此，本集團盡最大努力恪守高標準的商業操守。我們確信，本集團的商業操守高度取決於每位僱員的操守，因此我們已制定道德守則，並確保已有效地向本集團全體僱員傳達有關守則。

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Following the code of ethics, our employees are forbidden to undertake any activity from which a conflict of interest of the Group could arise. Any employee found to be in a position of conflict must declare his interest and abstain from taking part in any decision making process concerning that activity. Besides, we also have clear regulations governing the receipt of gifts by employees from customers, clients or suppliers, to deter any form of bribery. Excessive and lavish entertainment without a clear business purpose is strictly prohibited. For easier and clearer communication of the meaning of the code of ethics, a list of major misconduct is also included. For example, failure to declare interests by an employee is deemed to have committed a major misconduct and subject to a disciplinary action. The Group has also set up a whistle-blowing policy, where clear communications channels and guidelines are provided to employees to report on suspected malpractice or misconduct. The Group will investigate the reported cases and take corresponding actions required. Whistleblowers are assured of protection against unfair dismissals, victimisations, or unwarranted disciplinary actions. During the Year, the Group has not organised any anti-corruption training due to the COVID-19 pandemic.

During the Year, we were not aware of any breach of laws and regulations in relation to bribery, extortion, fraud and money laundering, such as the Anti-Corruption Commission Act 2009 of Malaysia and the Prevention of Bribery Ordinance of Hong Kong that had a significant impact on the Group. Also, there is no concluded legal cases regarding corrupt practices brought against the Group or its employees during the Year.

根據道德守則，僱員不得進行任何可能對本集團造成利益衝突的活動。任何僱員如被發現出現利益衝突，必須申報其利益並避免參與有關活動的任何決策過程。此外，我們亦已就僱員收取客戶、顧客或供應商的餽贈制訂明確規則，以防止任何形式的賄賂。我們嚴格禁止在沒有明確商業目的的情況下，作出過度鋪張的宴請。為更方便及清晰地傳達道德守則的涵義，守則內亦載列了一份重大不當行為的清單。舉例而言，沒有申報利益的僱員會被視為干犯重大不當行為，並須受到紀律處分。本集團亦已制定舉報政策，為僱員提供清晰的溝通渠道及指引，以便他們舉報可疑的舞弊或不當行為。本集團將調查舉報個案，並採取所需的相應行動。舉報人會受到保護，免受不公平解僱、迫害或不必要的紀律處分。於本年度，由於COVID-19疫情，本集團並無組織任何反貪污培訓。

於本年度，我們並不知悉任何違反有關賄賂、勒索、欺詐及洗錢的法律及法規（例如馬來西亞的《2009年反貪污法案》及香港的《防止賄賂條例》）而對本集團造成重大影響的情況。此外，於本年度並無對本集團或其僱員提出並已審結的貪污訴訟案件。

8. CONTRIBUTING TO OUR COMMUNITY

貢獻社區

Apart from the pursuit of business development, the Group also exerts itself to attain its philanthropic goal through participating in various charitable activities. Our endeavor in caring the underprivileged group is exemplified by our charity work with the Malaysia Children Downs Syndrome Association, in hopes of bracing the group as well as raising public awareness on the needy people.

During the Year, the Group has made 7 donations, with a total amount of MYR 10,388. Through these donations, the Group is able to support welfare organisations such as the Malaysia Children Downs Syndrome Association, and community events such as the Zhong Yuan Festival and Ci Ji Gong Festival.

除了追求業務發展，本集團亦透過參與各種慈善活動，實現其慈善目標。我們與馬來西亞兒童唐氏綜合症協會聯合參與的慈善工作展現了我們對弱勢群體的關懷，以鼓勵這一群體及呼籲人們關愛弱勢群體。

於本年度，本集團已作出7項捐贈，總金額為10,388馬幣。本集團透過該等捐贈支持馬來西亞兒童唐氏綜合症協會等福利組織，以及中元節及慈濟宮節等社區活動。

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KPI 關鍵績效指標	Description 說明	Chapters/Explanation 章節／解釋	Page No. 頁數
Environment			
環境			
A1 Emissions	<p>General Disclosure</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(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.</p> <p><i>Note:</i> Air emissions include NOx, SOx, and other pollutants regulated under national laws and regulations.</p> <p>Greenhouse gases include carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons and sulphur hexafluoride.</p> <p>Hazardous wastes are those defined by national regulations.</p>	<p>Environmental Principles;</p> <p>Emissions;</p> <p>Waste;</p> <p>Green Operation</p>	<p>10;</p> <p>11-13;</p> <p>14;</p> <p>16-18</p>
A1 排放物	<p>一般披露</p> <p>有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及法規的資料</p> <p><i>註：</i> 廢氣排放包括氮氧化物、硫氧化物及其他受國家法律及法規規管的污染物。</p> <p>溫室氣體包括二氧化碳、甲烷、氧化亞氮、氫氟碳化合物、全氟化碳及六氟化硫。</p> <p>有害廢棄物指國家法規所界定者。</p>	<p>環境原則；</p> <p>排放物；</p> <p>廢棄物；</p> <p>綠色營運</p>	

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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	11-13
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	11-13
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）。	Waste 廢棄物	14
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）。	Waste 廢棄物	14
A1.5	Description of emissions 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。	Environmental Principles; Green Operation 環境原則： 綠色營運	10; 16-18
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。	Environmental Principles; Green Operation 環境原則： 綠色營運	10; 16-18

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KPI 關鍵績效指標	Description 說明	Chapters/Explanation 章節／解釋	Page No. 頁數
A2 Use of Resources	<p>General Disclosure</p> <p>Policies on the efficient use of resources, including energy, water and other raw materials.</p> <p><i>Note:</i> Resources may be used in production, in storage, transportation, in buildings, electronic equipment, etc.</p>	Energy and Water Consumption	15
A2 資源使用	<p>一般披露</p> <p>有效使用資源（包括能源、水及其他原材料）的政策。</p> <p><i>註：</i> 資源可用於生產、儲存、運輸、樓宇、電子設備等。</p>	能源及水消耗	
A2.1	<p>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).</p> <p>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）。</p>	Energy and Water Consumption 能源及水消耗	15
A2.2	<p>Water consumption in total and intensity (e.g. per unit of production volume, per facility).</p> <p>總耗水量及密度（如以每產量單位、每項設施計算）。</p>	Energy and Water Consumption 能源及水消耗	15
A2.3	<p>Description of energy use efficiency target(s) set and steps taken to achieve them.</p> <p>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。</p>	Energy and Water Consumption 能源及水消耗	15
A2.4	<p>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.</p> <p>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。</p>	Energy and Water Consumption 能源及水消耗	15
A2.5	<p>Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.</p> <p>製成品所用包裝材料的總量（以噸計算）及（如適用）每生產單位佔量。</p>	The Group's business does not involve packaging material. 本集團的業務不涉及包裝材料。	N/A 不適用

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A3 The Environment and Natural Resources	General Disclosure Policies on minimising the issuer's significant impacts on the environment and natural resources.	Emissions; Waste; Energy and Water Consumption; Green Operation	11-13; 14; 15; 16-18
A3 環境及天然資源	一般披露 減低發行人對環境及天然資源造成重大影響的政策。	排放物； 廢棄物； 能源及水消耗； 綠色營運	
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。	Emissions; Waste; Energy and Water Consumption; Green Operation	11-13; 14; 15; 16-18
A4 Climate Change	General Disclosure Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	Climate Change	19
A4 氣候變化	一般披露 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。	氣候變化	
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，及已採取管理有關影響的行動。	Climate Change 氣候變化	19

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Social			
社會			
B1 Employment	General Disclosure	Employment and Welfare	20-22
B1 僱傭	<p>Information on:</p> <p>(a) the policies; and</p> <p>(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, anti-discrimination, and other benefits and welfare.</p> <p>一般披露</p> <p>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：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及法規的資料。</p>	僱傭及福利	
B1.1	<p>Total workforce by gender, employment type (for example, full-or part-time), age group and geographical region.</p> <p>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。</p>	<p>Employment and Welfare</p> <p>僱傭及福利</p>	20-22
B1.2	<p>Employee turnover rate by gender, age group and geographical region.</p> <p>按性別、年齡組別及地區劃分的僱員流失比率。</p>	<p>Employment and Welfare</p> <p>僱傭及福利</p>	20-22

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KPI 關鍵績效指標	Description 說明	Chapters/Explanation 章節／解釋	Page No. 頁數
B2 Health and Safety	General Disclosure 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.	Health and Safety	25-26
B2 健康與安全	一般披露 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法規的資料。	健康與安全	
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 健康與安全	25-26
B2.2	Lost days due to work injury. 因工傷損失工作日數。	Health and Safety 健康與安全	25-26
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 健康與安全	25-26

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KPI 關鍵績效指標	Description 說明	Chapters/Explanation 章節／解釋	Page No. 頁數
B3 Development and Training	<p>General Disclosure</p> <p>Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.</p> <p><i>Note:</i> Training refers to vocational training. It may include internal and external courses paid by the employer.</p>	Training and Development	23-24
B3 發展及培訓	<p>一般披露</p> <p>有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。</p> <p>註： 培訓指職業培訓，可包括由僱主付費的內外部課程。</p>	培訓與發展	
B3.1	<p>The percentage of employees trained by gender and employee category (e.g. senior management, middle management).</p> <p>按性別及僱員類別（如高級管理層、中級管理層）劃分的受訓僱員百分比。</p>	Training and Development 培訓與發展	23-24
B3.2	<p>The average training hours completed per employee by gender and employee category.</p> <p>按性別及僱員類別劃分，每名僱員完成受訓的平均時數。</p>	Training and Development 培訓與發展	23-24

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KPI 關鍵績效指標	Description 說明	Chapters/Explanation 章節／解釋	Page No. 頁數
B4 Labor Standards	General Disclosure 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 and forced labour.	Employment and Welfare	20-22
B4 勞工準則	一般披露 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及法規的資料。	僱傭及福利	
B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例以避免童工及強制勞工的措施。	Employment and Welfare 僱傭及福利	20-22
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。	Employment and Welfare 僱傭及福利	20-22

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附錄：關鍵績效指標報告指引

KPI 關鍵績效指標	Description 說明	Chapters/Explanation 章節／解釋	Page No. 頁數
B5 Supply Chain Management	General Disclosure Policies on managing environmental and social risks of the supply chain.	Supply Chain Management	27
B5 供應鏈管理	一般披露 管理供應鏈的環境及社會風險政策。	供應鏈管理	
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	27
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、以及有關慣例的執行及監察方法。	Supply Chain Management 供應鏈管理	27
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	27
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	27

APPENDIX: KPI REPORTING GUIDE

附錄：關鍵績效指標報告指引

KPI 關鍵績效指標	Description 說明	Chapters/Explanation 章節／解釋	Page No. 頁數
B6 Product Responsibility	General Disclosure 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.	Quality Assurance; Protection of Customer Data and Privacy; Protection of Intellectual Property Rights	28; 29; 30
B6 產品責任	一般披露 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法規的資料。	質量保證； 保障客戶數據及私隱； 保護知識產權	
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須召回的百分比。	Quality Assurance 質量保證	28
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。	Quality Assurance 質量保證	28
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。	Protection of Intellectual Property Rights 保護知識產權	30

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KPI 關鍵績效指標	Description 說明	Chapters/Explanation 章節／解釋	Page No. 頁數
B6.4	Description of quality assurance process and recall procedures. 描述質量保證過程及產品召回程序。	Quality Assurance 質量保證	28
B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者數據保護及私隱政策，以及相關執行及監察方法。	Protection of Customer Data and Privacy 保障客戶數據及私隱	29
B7 Anti-corruption	General Disclosure 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.	Anti-corruption	30
B7 反貪污	一般披露 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法規的資料。	反貪污	
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	30
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	30
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	30

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KPI 關鍵績效指標	Description 說明	Chapters/Explanation 章節／解釋	Page No. 頁數
B8 Community Investment	General Disclosure 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.	Contributing to our Community	32
B8 社區投資	一般披露 有關以社區參與來了解發行人營運所在社區需要及確保其業務活動會考慮社區利益的政策。	貢獻社區	
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）。	Contributing to our Community 貢獻社區	32
B8.2	Resources contributed to the focus area. 在專注範疇所動用資源。	Contributing to our Community 貢獻社區	32



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