

EDICO Holdings Limited  
鉅京控股有限公司\*

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

Stock code 股份代號 : 8450



ENVIRONMENTAL, SOCIAL  
AND GOVERNANCE REPORT  
環境、社會及管治報告 2022/2023

\* For identification purpose only 僅供識別

# One Step Forward




“One Step Forward” perfectly encapsulates EDICO’s 2024 mission. We are a great believer of venturing beyond our comfort zones, embracing calculated risks and exploring new frontiers. At EDICO, we aim to unlock a realm of boundless possibilities for better results and greater personal development.



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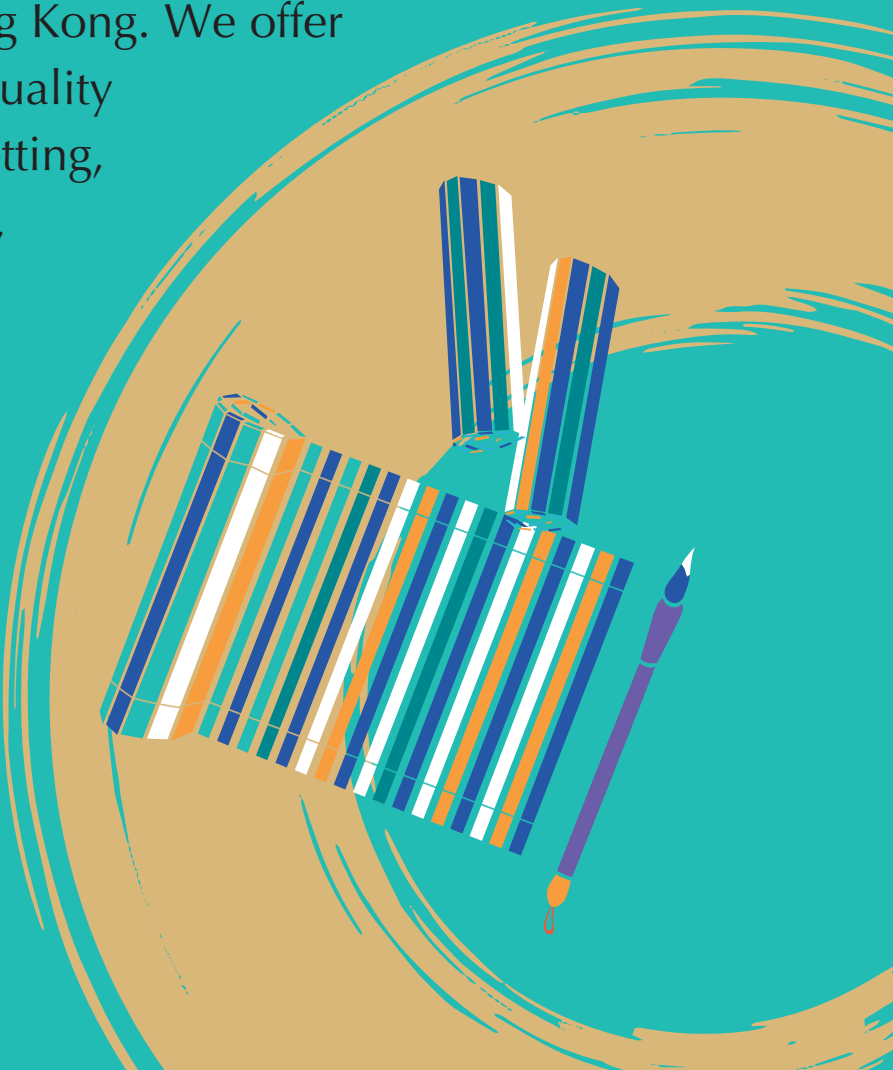


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# About EDICO

Listed on the Growth Enterprise Market (“GEM”) of the Stock Exchange of Hong Kong Limited (the “Stock Exchange”) since 2018, EDICO Holdings Limited and its subsidiaries (collectively the “Group”, “EDICO” or “we”) is a leading premium financial printing services provider in Hong Kong. We offer a diverse range of high-quality services including typesetting, proofreading, translation, design, printing, binding, distribution, and media placement.



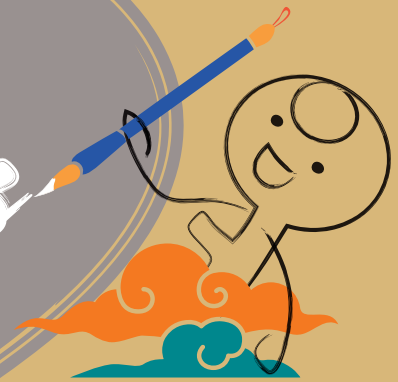
# About This Report



This Environmental, Social and Governance (“ESG”) Report covers the Group’s two offices in Hong Kong for the period from 1st October 2022 to 30th September 2023 (the “Reporting Period”). It has been prepared in strict compliance with the requirement under Appendix 20 – Environmental, Social and Governance Reporting Guide (“ESG Guide”) of Rules Governing the Listing of Securities on the GEM of the Stock Exchange, in particular following the Materiality, Quantitative, Balance and Consistency reporting principles. Alongside with the reporting principles of the ESG Guide, general disclosure of the Group’s ESG procedures was illustrated through the compliance with relevant laws and regulations. Key Performance Indicators (“KPIs”) that need to be revealed compulsorily as required by the ESG Guide were all addressed in the Environmental Sustainability and Social Sustainability sections. We also adopted and aligned our operations with multiple sections of the international well-recognized Sustainable Development Goals (the “SDGs”).

This ESG Report is available on EDICO’s website at [www.edicoholdings.com.hk](http://www.edicoholdings.com.hk). Further information in relation to corporate governance can be found in the Group’s 2022/2023 Annual Report on pages 35–51 therein.

# Board Inclusiveness and Board Statement



# Board Inclusiveness



EDICO's Board of Directors (the "Board") has the ultimate responsibility and accountability for overseeing the Group's ESG strategy and reporting. It integrates the Group's ESG goals into businesses, identifies and manages the Group's ESG risks. The Sustainability Committee has been established to assist the Board in assessing, evaluating and reporting the Group's material sustainability issues and ESG performance. It is chaired by the Chief Executive Officer and comprised of Chief Operating Officer, Chief Financial Officer and senior representatives of the Group.

The Sustainability Committee conducted two meetings during the Reporting Period to review the Group's material ESG issues at both strategic and operational levels. It evaluates and implements various strategies timely to promote the Group's ESG performance. The Sustainability Committee also works closely with the Corporate Social Responsibility team on community investment and involvement. For enhancing our ESG data collection and analysis, we appointed an independent ESG consultant to provide strategic advices on our future sustainability development.

## Board Statement

The Board is ultimately responsible and accountable for the Group's all ESG issues. It is fully committed to integrating the ESG initiatives into the Group's business operations. The Board also guides the management and monitoring of ESG issues that have been identified as relevant to the Group. To ensure effective implementation of the Group's ESG measures, the Board requires the Sustainability Committee to report the Group's ESG performance regularly. The Board reviews the list of material ESG issues and risks prepared by the Sustainability Committee, and ensures appropriate risk mitigation measures are in place. All sustainability disclosures, measures and targets are reviewed, assessed and endorsed by the Board.

# CEO's Message





# CEO's Message



Dear Stakeholders,

The theme of this financial year annual report, “One Step Forward”, not only highlights our business strategies during the challenging operating environment post COVID-19 pandemic. It also suggests that EDICO is a great believer of venturing beyond comfort zones, embracing calculated risks and exploring new frontiers in advancing sustainability. Over the years, we have taken various initiatives to strengthen our ability to operate sustainably, increasing care of our staff and empowering our partnerships with various stakeholders for the benefit of the community. These initiatives allows us to make decent progress towards achieving our sustainability goals.

Fighting against climate change requires global collective actions. It is our responsibility to join the ranks and take actions to mitigate the adverse impacts brought by climate change. Inherited from the success of the previously launched “Plastic NOT Fantastic” campaign, we further encouraged our staff and customers to make a lifestyle change by reducing or even giving up daily plastic use. In terms of community investments, we took advantage of the relaxation of social distancing policies after the pandemic and our staff once again actively participated in community caring activities by contributing 100 hours of volunteer services.

Going forward, we reiterate our firm commitment to creating sustainable values to our stakeholders and community by exploring the new opportunities and innovative initiatives in sustainability.

I wish to take this opportunity to thank my fellow directors, our staff and our stakeholders for their incessant effort in implementing the Group’s sustainability initiatives.

## **DONATI CHAN YI MEI AMY**

*Chief Executive Officer and Executive Director*

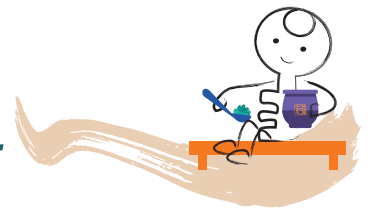
Hong Kong, 28th December 2023



# Stakeholders Engagement



# Stakeholders' Engagement



Stakeholders refer to the groups and individuals materially influencing or being influenced by the Group's businesses. Our stakeholders include government and regulatory authorities, shareholders, directors, employees, customers, suppliers and general public. Regular effective communications and engagement with stakeholders are essential for enhancing our sustainability strategy and better understand the ESG issues which are material to stakeholders. Here are our four-step approach for communicating with stakeholders regarding sustainability issues.

1. Identifying ESG issues that are relevant to EDICO's operations and stakeholders



2. Collecting stakeholders' feedback through various communication channels on EDICO's ESG performance



3. Reviewing, assessing and addressing feedback from stakeholders



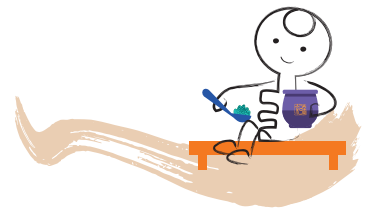
4. Responding to stakeholders' ESG concerns



# Stakeholders' Engagement

**TABLE 1: STAKEHOLDERS' EXPECTATIONS AND COMMUNICATION CHANNELS**

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



# Stakeholders' Engagement

## MATERIALITY ASSESSMENT

As ESG risks are unique for each company and highly depend on the company's specific business model, EDICO appointed an independent ESG consultant previously to conduct a materiality assessment to identify the key ESG issues relevant to our stakeholders. The Group invited internal and external stakeholders to participate in a materiality assessment survey to list out their main concerns that the ESG report should be addressed. Through this science-based materiality assessment, we formulated a materiality assessment matrix which shows our stakeholders' concerns on ESG issues influencing the Group's operations. It helps the Group to identify and prioritize our resources on specific ESG issues. Meanwhile, it ensures the disclosure of our ESG report in line with stakeholders' expectations.

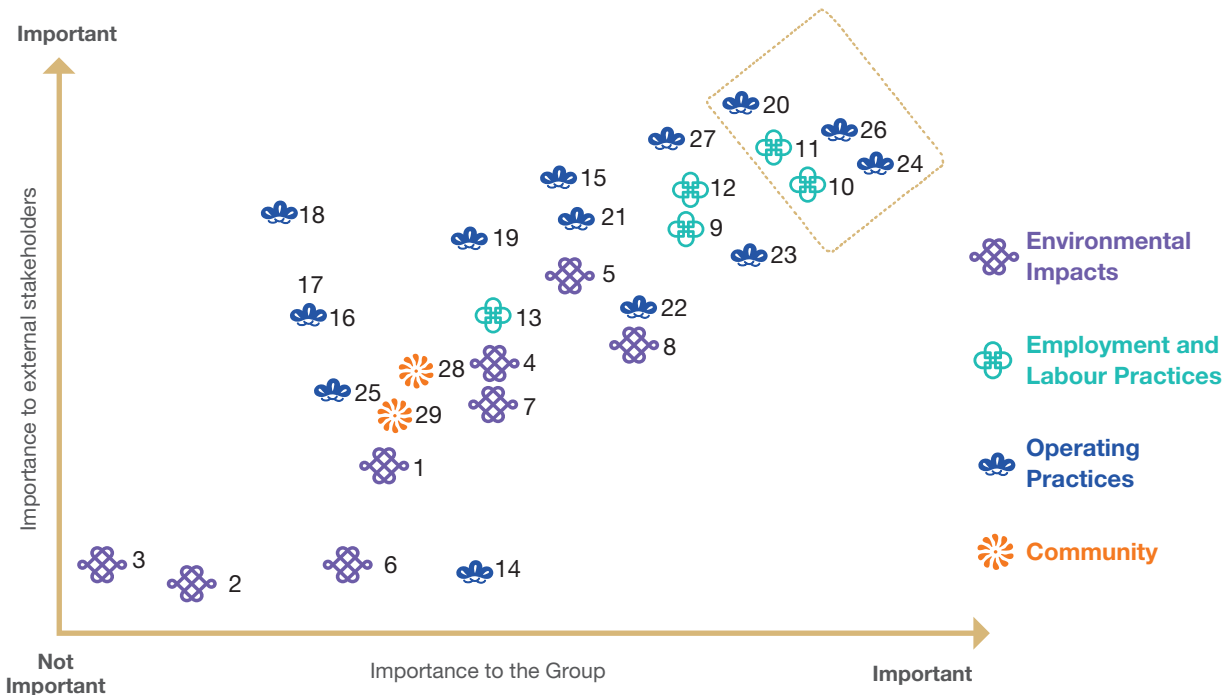
- Stakeholder Identification
- Stakeholder Selection
- Survey
- Topics Prioritisation
- Materiality Matrix

★★★★★



# Stakeholders' Engagement

## STAKEHOLDERS' ENGAGEMENT MATERIALITY MATRIX

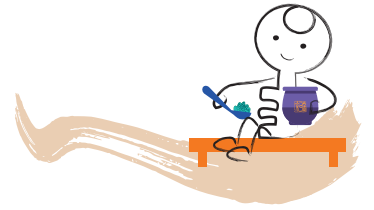


- 1 Air and greenhouse gas emissions
  - 2 Sewage treatment
  - 3 Land use, pollution and restoration
  - 4 Solid waste treatment
  - 5 Energy use
  - 6 Water use
  - 7 Use of raw/packaging materials
  - 8 Mitigation measures to protect natural resources
- 
- 9 Composition of employees
  - 10 **Employee remuneration and benefits**
  - 11 **Occupational health and safety**
  - 12 Employee development and training
  - 13 Prevention of child and forced labour
- 
- 14 Suppliers by geographical region
  - 15 Selection of suppliers and assessment of their products/services

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

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

# Stakeholders' Engagement



The top five ESG topics that are significant to both the Group and its stakeholders are:

10. Employee remuneration and benefits

11. Occupational health and safety

20. Customers satisfaction

24. Protection of customer information and privacy

26. Preventing bribery, extortion, fraud and money laundering

## STAKEHOLDERS' FEEDBACK

EDICO welcomes stakeholders' feedback on the ESG report. Please share your thoughts with us at [corporate@edico.com.hk](mailto:corporate@edico.com.hk).

# Environmental Sustainability





# A. Environmental Sustainability



## A.1 EMISSIONS

The Group's services-oriented financial printing business nature does not directly consume natural resources and thus has immaterial emissions of air pollutants, discharges into water and land, and generation of hazardous wastes. The greenhouse gas ("GHG") emissions stated in the ESG Guide for the Group are attributed to the Scope 2 (Energy Indirect Emission) electricity consumption and Scope 3 (Other Indirect Emissions) paper usage. Due to the resumption of business activities post-pandemic, the total GHG emissions for the Group increased slightly by 3.0% year-on-year to 238.3 tonnes CO<sub>2</sub>e for the Reporting Period.

**TABLE 2: EMISSIONS BY CATEGORY FOR THE REPORTING PERIOD**

Emissions Category	KPI	Unit	Amount	% Change	Intensity (Unit/Square Meter)*
GHG Emissions	Scope 1 (Direct Emissions)	Tonnes CO <sub>2</sub> e	N/A	N/A	N/A
	Scope 2 (Energy Indirect Emissions)	Tonnes CO <sub>2</sub> e	184.1	4.2%	0.18
	Scope 3 (Other Indirect Emissions) **	Tonnes CO <sub>2</sub> e	54.2	-0.9%	0.05
	Total	Tonnes CO <sub>2</sub> e	238.3	3.0%	0.23

Notes:

\* Intensity was calculated by dividing the office floor area of approximately 1,020 square meter.

\*\* The Group's Scope 3 GHG Emissions included only paper wastes disposed of at landfills.

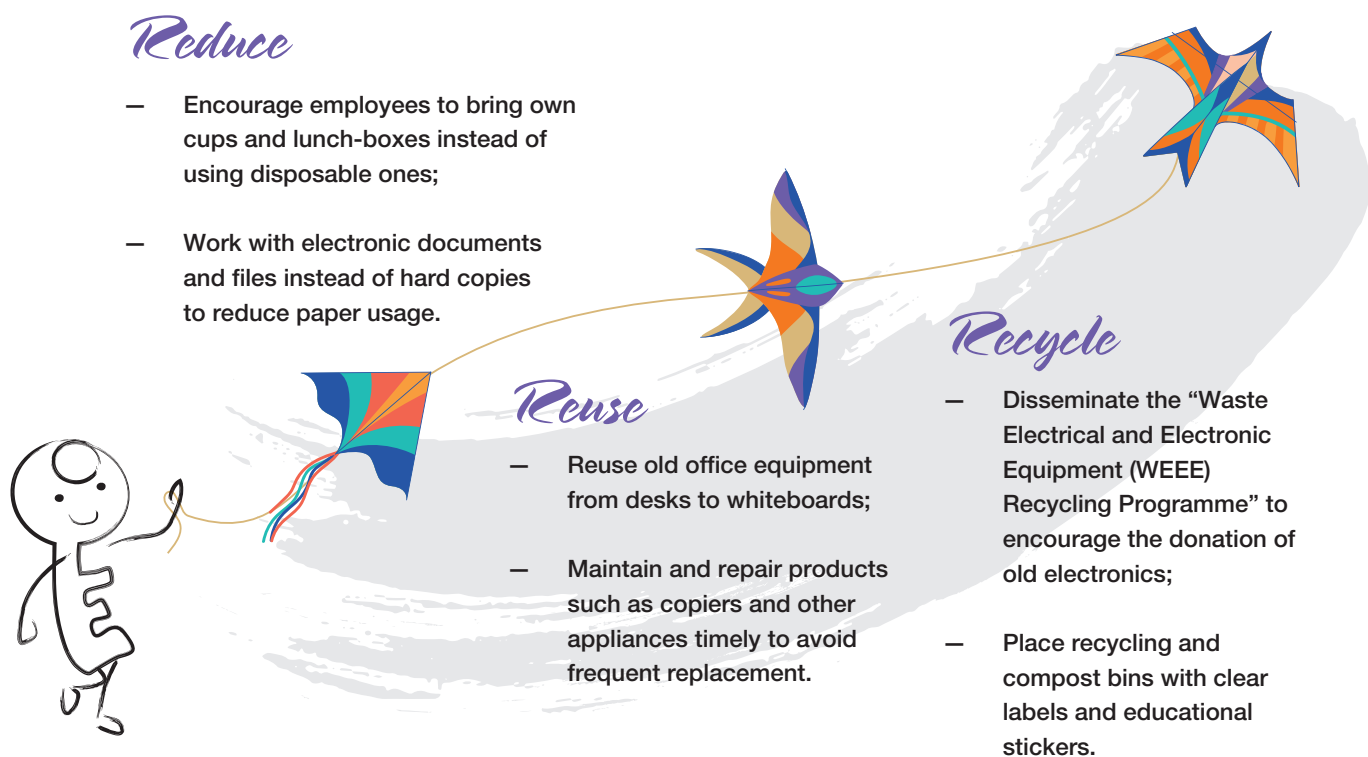


## A. Environmental Sustainability

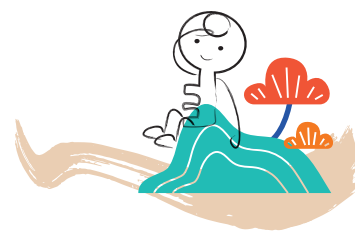
The non-hazardous wastes generated by the Group are mainly the used toner cartridges and commercial solid wastes from our offices. Our daily business operations consume significant amount of toner cartridges used in copiers and printers. During the Reporting Period, the toner cartridges consumption increased slightly by 4.8% year-on-year to 65.0kg as customers returned to our offices to proofread documents. In order to control toner cartridge usage, we strongly recommend our staff and customers to proofread digital versions of their documents instead of printing hard-copies. Meanwhile, the used toner cartridges will be collected and reused by a professional recycling company.

The Group's commercial solid wastes include plastic and paper wastes from our offices. During the Reporting Period, we continued the successful "Plastic NOT Fantastic" campaign to encourage our staff to make lifestyle change by giving up daily plastic use. Awards were given to those staff who have significantly reduced in using and disposable of plastic materials. This campaign aims to permanently reduce the use of plastic products in our offices and progressive elimination of single-use plastic cutlery, plates, cups, straws, bottles, food boxes and bags. Through years of promotion, the campaign achieved ideal results and we continued promoting and launching a new round of waste management publicity during the Reporting Period.

Under the '3Rs' principle (Reduce, Reuse and Recycle), our commercial solid wastes in offices are classified by recycling bins and then transported to local recycling centers or waste disposal plants for further treatment. Used spare parts of consumables will be collected and returned to certain suppliers for recycling and reusing.



During the Reporting Period, our commercial solid wastes in offices increased 10.4% year-on-year to 2,584.5kg amid increased number of visitors to our offices.



## A. Environmental Sustainability

**TABLE 3: NON-HAZARDOUS WASTES BY CATEGORY FOR THE REPORTING PERIOD**

KPI	Unit	Amount	% Change
Used toner cartridge	kg	65.0	4.8%
Commercial solid wastes	kg	2,548.5	10.4%

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

### A.2 USE OF RESOURCES

To mitigate the indirect GHG emissions, the Group adopts various new energy-efficient technologies to reduce the usage of resources in our daily operations, in particular electricity and paper consumptions.

**TABLE 4: USE OF RESOURCES BY CATEGORY FOR THE REPORTING PERIOD**

Use of Resources	Unit	Amount	% Change	Intensity (Unit/Square Meter)*
Electricity	kWh '000	238.6	3.7%	0.23
Paper	Tonnes	11.3	-0.9%	0.01
Paper (by outsourced printing suppliers)	Tonnes	103.1	28.1%	N/A
Recycled Paper (by outsourced printing suppliers)	Tonnes	8.4	13.5%	N/A

Note:

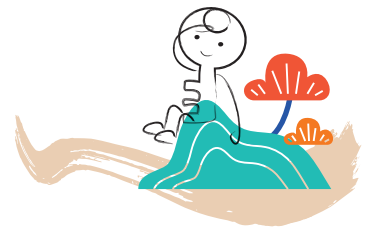
\* Intensity was calculated by dividing the office floor area of approximately 1,020 square meter.

## A. Environmental Sustainability

- **Electricity**

The Group's electricity consumption is mainly from the daily business operations in offices. As there were more customers using our offices post-pandemic, electricity consumption increased slightly by 3.7% year-on-year to 238,600 kWh for the Reporting Period. However, it was still well below the consumptions for the financial years before the pandemic. LED lightings and other intelligent lighting systems are extensively used in our offices and we encourage our staff adhering to the following electricity-saving measures:



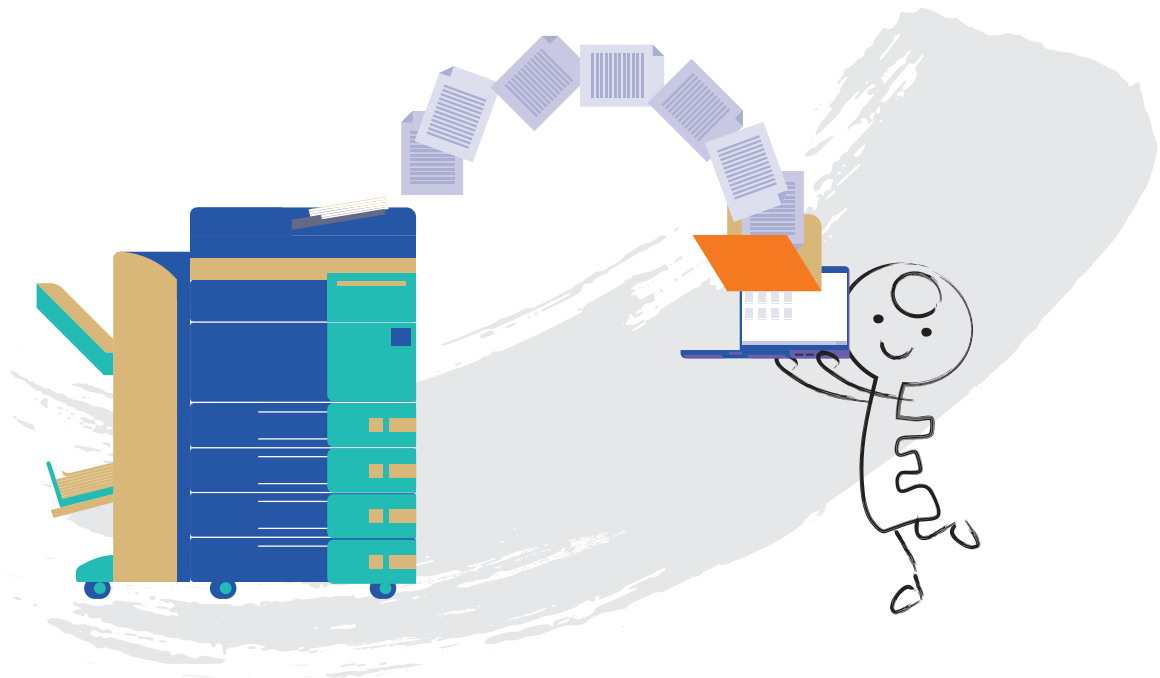


## A. Environmental Sustainability

- **Paper**

Reducing paper usage is on the top of the sustainability agenda for a financial printer. Our paper usage is mainly from the printing paper used by our in-house visiting customers and outsourced suppliers. As said, we promote the proofreading and correcting documents by digital files and emphasize on the efficient usage of paper. Meanwhile, we choose suppliers with eco-friendly paper sources. During the Reporting Period, the total paper consumption for the Group and its outsourced printing suppliers increased by 24.5% year-on-year to 114.4 tonnes as business activities gradually resuming. Given the Group's business nature, there was no consumption of packaging materials.

Following are the key measures to reduce paper usage in daily business operations:

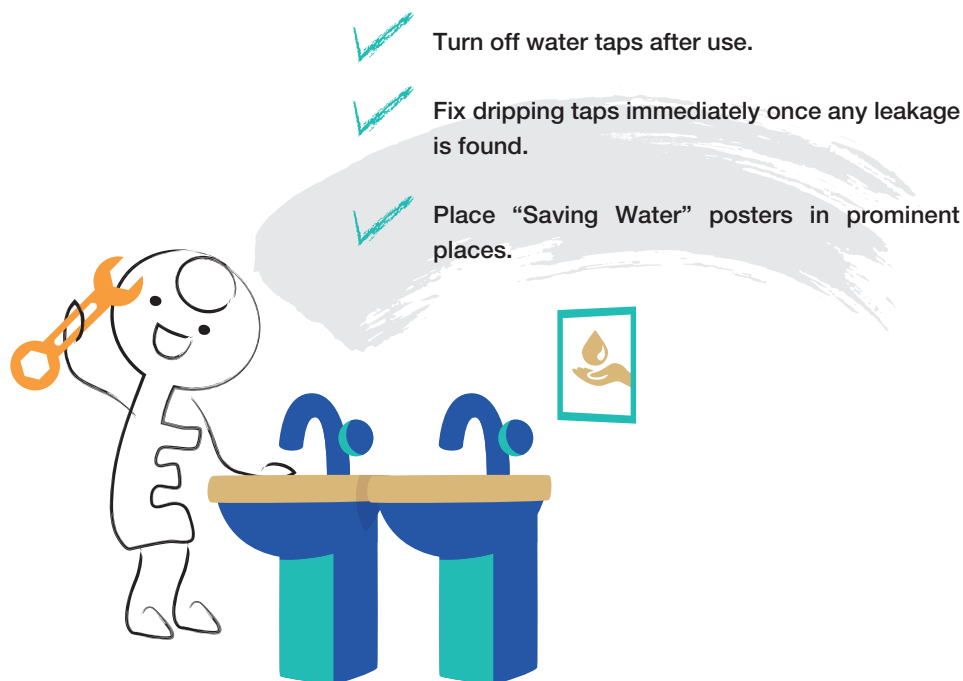


- ✓ Promote double-sided printing.
- ✓ Use of electronic mail, intranet and scanners to send or save documents electronically.
- ✓ Procure paper from environmental friendly suppliers.
- ✓ Use electronic devices for marketing instead of printing paper promotion materials.

## A. Environmental Sustainability

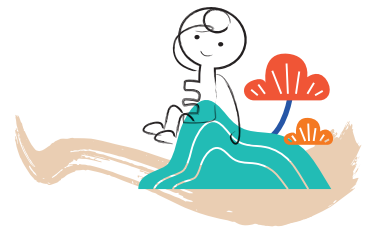
- **Water**

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



### A.3 ENVIRONMENT AND NATURAL RESOURCES

Save for the electricity, paper and water consumptions discussed above, the Group's operations did not have other material impact on the environment and natural resources. We will continue to adopt "Going Green and Low Carbon" principle in provision of our financial printing services.



# A. Environmental Sustainability

## A.4 CLIMATE CHANGE

Among the many threats facing the globe, climate change stands out as an especially strong concern among global citizens. Rising temperatures and extreme weather are threatening the community and our business operations. Global leaders are committed to limit the increase in global temperatures and reduce GHG emissions. EDICO regularly reviews the impact of its daily operations on climate change and adopts environmental friendly operating measures to reduce GHG emissions. Meanwhile, we proactively assess the climate-related risks to our operations and implement mitigation measures ahead of time to cope with future climate related risks.

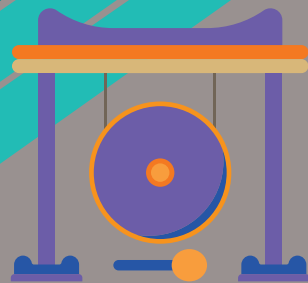
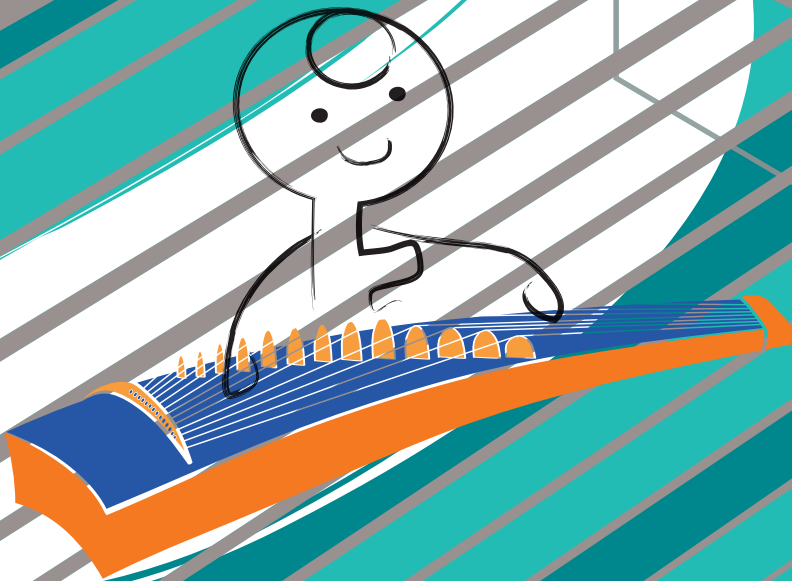
During the Reporting Period, our Sustainability Committee continued to evaluate and identify the climate-related risks which may induce financial and operational disruptions to the Group, and set out the corresponding mitigation actions.

Climate Risks		Mitigation Actions
Physical Risk	Extreme weather may lead to natural disasters such as wild-fire and flooding, which will affect the supply and pricing of paper.	<ul style="list-style-type: none"> <li>✓ Increase the usage of recycled-paper and reduce the reliance of single paper source.</li> <li>✓ Committed to adopting environmental protection operation measures to reduce GHG emissions and pressure on global climate change.</li> </ul>
Transition Risk	More stringent sustainability policy and reporting requirements from the governments and regulatory authorities.	<ul style="list-style-type: none"> <li>✓ Conduct regular reviews and analyses of local and international sustainability reporting requirements.</li> <li>✓ Appoint an independent sustainability consultant to enhance ESG reporting and data collection procedures.</li> </ul>

## A.5 EMISSION TARGETS

In the previous financial year, after communicating with stakeholders and considering the potential business growth, the Group has set emission targets of the total GHG emission, non-hazardous waste generation and use of resources will be stable for the next three to five years. During the Reporting Period, the Group generally achieved the targets. We regularly review our performance in relation to the targets and adopt the measures in this report to achieve the targets.

# Social Sustainability





# B. Social Sustainability



## B.1 EMPLOYMENT

The Group's success is highly dependent on contributions from our employees. Employees' well-being is always on the top of our priorities and we endeavor to provide our staff a fair and harmonious working platform for their professional career development. Our "Internal Control Policy Handbook and Procedure Manual" outlines the Group's hiring, termination and promotion policies, and other employment related matters. The Group's human resources policies fully adhere with the employment laws and regulations in Hong Kong, including the Employment Ordinance, the Employees' Compensation Ordinance, the Mandatory Provident Fund Schemes Ordinance, the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. The Human Resources Department constantly reviews and refines the Group's human resources policies to make sure they are in line with the latest laws and regulations.

We respect employee differences and strive to provide equal opportunities in our workplace. Staff assessment, promotion, dismissal and retirement policies are regardless of employees' gender, race, age, disability, family status, marital status, sexual orientation, religion beliefs, nationality or any other non-job related factors. There is zero-tolerance of any workplace discrimination, harassment or victimization. Disciplinary actions would be taken if any non-compliance of the equal opportunities.

The Group offers competitive compensation packages to attract talents. Job applicants are selected based on their performance, personal attributes, job experiences and career aspirations. We utilized a variety of channels for talent acquisition such as recruitment fairs, and job advertisements in newspapers, magazines and websites.

We benchmark our remuneration packages with reference to the prevailing market and industry conditions together with staff performance. Salary adjustment and discretionary performance bonus will be provided to retain and motivate well-performed staff. The Group prohibits any unlawful or unreasonable dismissals. Any termination of employment contract must be conducted properly with lawful grounds. The termination letter and statement of final payment are required to be approved by both Chief Executive Officer and Chief Financial Officer.

The removal of pandemic social distancing restrictions allowed us to arrange more staff engagement activities during the Reporting Period, including KETO diet lunch, Friday Inhouse Happy Hour, Green Monday fruits, Chinese New Year and Christmas lunch parties and gifts, Mid-Autumn Festival mooncakes, Easter eggs and monthly birthday celebration parties. Those activities are essential to build an unified workforce and enhance employees' sense of belonging. The Group also offers meal allowance, birthday welfare, medical insurance and retirement scheme, and allows flexible working hours or working from home for those staff to take care their families. Besides the annual leaves stated in the employment contracts and statutory public holidays, employees are entitled to additional leave benefits such as marriage leave, birthday leave and compassionate leave.

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

As at 30th September 2023, the number of employees of the Group was 69. There were 16 employees resigned during the Reporting Period, which represented an annual staff turnover rate of 23%.

## B. Social Sustainability



CNY Lunch Party / Gifts to Staff



Green Monday  
(Healthy Fruits)



Caring Keto lunch in  
FR Peak Season



Mid-Autumn Gifts to Staff



Xmas Lunch Party / Gifts to Staff



Monthly Birthday  
Celebration Parties



Easter Eggs



Inhouse / Office Happy Hour  
(Friday)



## B. Social Sustainability

TABLE 5: EMPLOYEES BY CATEGORY AS AT 30TH SEPTEMBER 2023

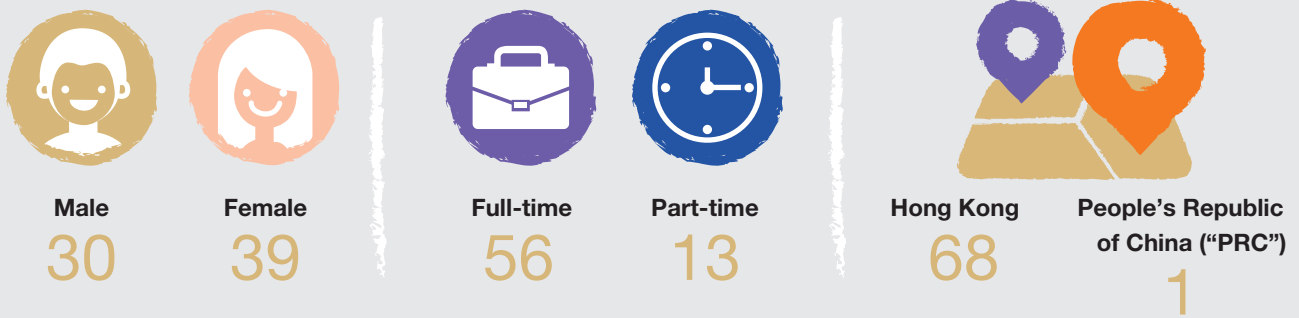
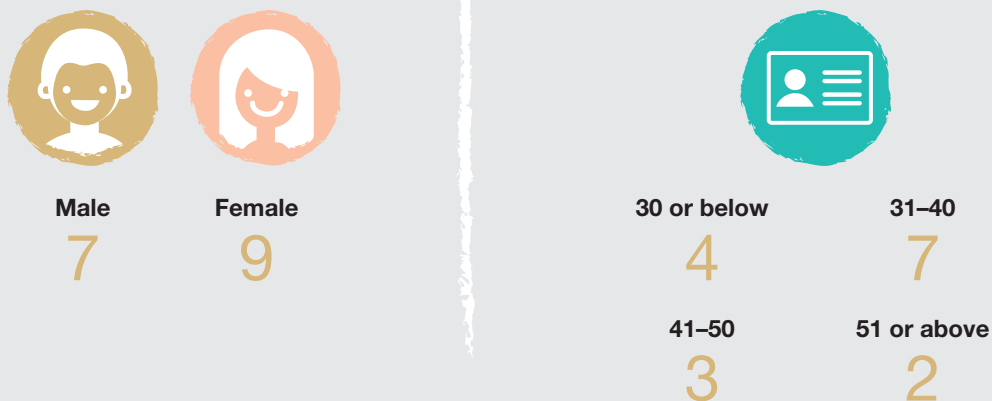


TABLE 6: EMPLOYEES TURNOVER BY CATEGORY DURING THE REPORTING PERIOD



## B. Social Sustainability

### B.2 HEALTH AND SAFETY

It is our obligations to maintain a healthy and safe working environment to our employees. The Group has in place a health and safety guideline, which is in line with the Occupational Safety and Health Ordinance and other related laws and regulations in Hong Kong, to identify and manage occupational health and safety risks in all our workplaces. The guideline standardizes operational procedures and offers in-house safety rules. We conduct regular safety inspections and spot checks across all departments to ensure the effectiveness of precautionary safety measures. Trainings are regularly provided to enhance employees' health and safety awareness. During the Reporting Period, we closely monitored the COVID-19 pandemic situation and strictly followed all the pandemic prevention measures. Personal hygiene supplies continue to be placed in our workplaces even after the removal of anti-pandemic policies.

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

### B.3 DEVELOPMENT AND TRAINING

The Group places a high priority on nurturing personal growth and make every effort to facilitate employees' access to resources to advance their careers and achieve their professional goals. We regularly review the development needs of our staff, and formulate the employee learning and development plans to address their needs. Both standardized and customized on-the-job trainings are provided to the staff in different positions. Those trainings are aimed at to enhance the work related skills and knowledge, in particular for the newly employed staff to understand the Group's corporate culture, operation procedures, health and safety measures, management systems and group strategies. During the Reporting Period, we provided 158 hours of training to our staff, which represented an average 2.3 training hours completed per employee. To adapt to the rapidly changing business environment, we encourage our employees to pursue external professional training programmes with relevant certifications and charters.

**TABLE 7: TRAINING HOURS COMPLETED OF EMPLOYEES BY CATEGORY DURING THE REPORTING PERIOD**

	Senior Management	Middle Management	General Staff	Total
Number of Training Hours	30	19	109	158
Average Training Hours Per Employee	2.7	1.5	2.4	2.3

	Male	Female
Number of Training Hours	48	110
Average Training Hours Per Employee	1.6	2.8



## B. Social Sustainability

### B.4 LABOUR STANDARDS

Child and forced labour is a serious offence. The Group strictly complies with the Employment Ordinance and other related labour laws and regulations in Hong Kong to ensure all our employees are lawfully employable. Our 'Internal Control Policy Handbook and Procedure Manual' requires the Human Resources Department to verify the job applicants' personal identification documents, academic and work records during the recruitment process. The Human Resources Department is also responsible for monitoring and ensuring the compliance with the latest and relevant laws and regulations that prohibit child and forced labour.

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

### B.5 SUPPLY CHAIN MANAGEMENT

In addition to ensure suppliers' service quality, EDICO recognizes the importance of collaborating with suppliers to achieve the sustainability goals. We work with our suppliers to identify possible ESG risks along the supply chain to ensure that we operate on the basis of a sustainable value chain. The Group's 'Internal Control Policy Handbook and Procedure Manual' includes sustainability and social responsibility elements, and environmental-friendly requirements are set for the suppliers. Meanwhile, our employees must evaluate the performance of suppliers with fair and most importantly, firmly refuse the bribe and commission on sales. Suppliers are chosen mainly based on their service quality, price, reputation, financial background, track record and delivery time. Our Procurement Department needs to contact at least three potential suppliers to compare price and quality before making a final decision. The Group reviews its approved supplier list annually and keeps close monitoring on its suppliers to ensure them complying with their local laws and regulations.

During the Reporting Period, there were 29 suppliers in provision of printing and translation services for the Group with 24 from Hong Kong and five from the PRC.

### B.6 PRODUCT RESPONSIBILITY

We are committed to providing top-class financial printing services to the customers. Our standard operating procedures ensure the quality of our services and products. The 24-hour customer service team is always standing up to receive customer instructions and answer service inquiries promptly. Senior management such as Chief Executive Officer and Chief Operating Officer regularly review the quality of our services and products. Designated channels such as customer service hotline, emails and facsimiles are available for customers to lodge complaints. The Group will investigate the complaints in timely manner and findings will be reported to senior management. Further actions to improve operating procedures and services will be taken if necessary.

## *B. Social Sustainability*

Financial printing business handles customers' confidential information everyday. Thus we strictly adhere to the Personal Data (Privacy) Ordinance and other relevant laws in Hong Kong to protect the data of our customers. We take all necessary steps and measures to preserve the confidentiality and security of customer data in our daily operations. Internal guidelines and trainings are provided to our staff in how to collect, process and use customers' personal and confidential information. Privacy or confidential information collected will only be used for the purpose for which it has been collected. Customers will be informed of how the data collected will be used in the business. Unless authorization from customers have been obtained, no customer information could be provided to the third parties. Customers always have the rights to review and revise their personal data, including opting out of any direct marketing activities. Our Information Technology Department has set restrictions on software installation and limitations on the business network to prevent unauthorized access, use and export of customer data.

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

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

### **B.7 ANTI-CORRUPTION**

The Group insists in conducting business in an ethical manner, and adopts zero-tolerance policy for any corruption and bribery activities. All employees are subject to disciplinary actions or even being discharged from their duties if they committed any form of corruption or money laundering activities. We strictly comply with the laws and regulations relating to anti-corruption and anti-money laundering in Hong Kong, including the Prevention of Bribery Ordinance and the Anti-Money Laundering and Counter Terrorist Financing Ordinance. Our internal anti-corruption policies and guidelines clearly states the standards and requirements regarding corruption and bribery, fraud and conflicts of interest in daily business activities. Trainings related to the Group's internal anti-corruption policies are provided to both newly hired and existing employees. During the Reporting Period, the Group organized 10 hours of trainings to the staff in relation to anti-corruption.

Employees and business partners are encouraged to report any suspected misconduct and malpractice. The Group's whistle-blowing policy ensures confidentiality and protection of the whistle-blowers. It clearly states that all misconduct behaviors will be reported directly to the Audit Committee of the Board. The Audit Committee will conduct investigations into any suspicious or illegal behavior and reports to the Board at least annually. The management must take corrective actions to resolve substantiated frauds. Misconduct activities will be referred to enforcement authorities in case violating the laws.

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



## B. Social Sustainability

### B.8 COMMUNITY INVESTMENT

The Group's ongoing business development is closely tied to the well-being of the community where we serve. Thus we are keen to contribute in constructing a cohesive and caring society. During the Reporting Period, the Corporate Social Responsibility Team initiated and organized several community caring activities in helping those in need. In view of the removal of social distancing policies post-pandemic, our staff once again actively participated in those activities and contributed 100 hours of volunteer services during the Reporting Period. These community caring activities not only enhanced our staff's sense of responsibility, but also their capabilities to interact with people and collaborations with colleagues.

During the Reporting Period, the Group's community caring activities included:

- Heep Hong Society Flag Day 2022 and 2023
- Heep Hong Society Grand Raffle 2023
- Sophie Kindergarten Board Game/HKDI
- Sin Ching Kindergarten Birthday/Mid-Autumn Festival Party
- Medecins San Frontieres Donation Box
- Hong Kong Investor Relations Association Annual Symposium
- Hong Kong Investor Relations Association Fintech Advance Workshop
- EDICO Calendar — Hong Kong Museum of Medical Sciences

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

- Inclusive Organization Logo — Talent-Wise Employment Charter and Inclusive Organization Recognition Scheme
- 10 Years Plus Caring Company by The Hong Kong Council of Social Service
- Caring Ambassador by The Hong Kong Council of Social Service
- Compassion Sponsorship — Food Grace Green Mid-Autumn Festival 2023 Campaign
- Diamond Sponsor and Publication Support — The HKIRA 9th Investor Relations Awards by Hong Kong Investor Relations Association

## B. Social Sustainability



Heep Hong Society Flag Day 2022 and 2023



Heep Hong Society Grand Raffle 2023



Medecins San Frontieres Donation Box



Sin Ching Kindergarten Birthday/ Mid-Autumn Festival Party



Inclusive Organization Logo — Talent-Wise Employment Charter and Inclusive Organization Recognition Scheme



Sophie Kindergarten Board Game/HKDI



EDICO Calendar — Hong Kong Museum of Medical Sciences





## B. Social Sustainability



Hong Kong Investor Relations Association Annual Symposium



Hong Kong Investor Relations Association Fintech Advance Workshop



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



Compassion Sponsorship — Food Grace Green Mid-Autumn Festival 2023 Campaign



Diamond Sponsor and Publication Support — The HKIRA 9th Investor Relations Awards by Hong Kong Investor Relations Association



Caring Ambassador by The Hong Kong Council of Social Service

# Sustainable Development Goals





# Sustainable Development Goals

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

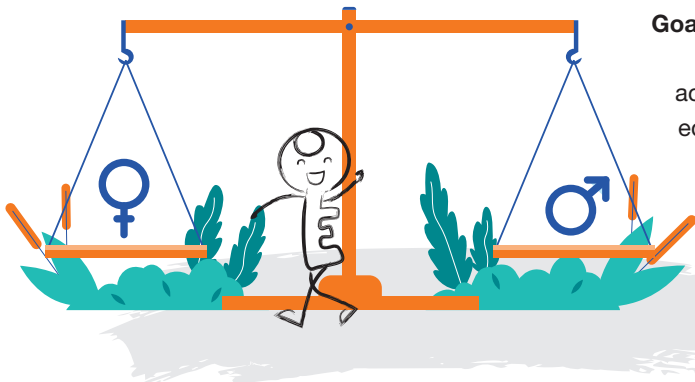


# Sustainable Development Goals

During the Reporting Period, the Group selected Goal 3, 5, 9, 12 and 13 as the prioritized targets in its corporate sustainability agenda.



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



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



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



# Sustainable Development Goals



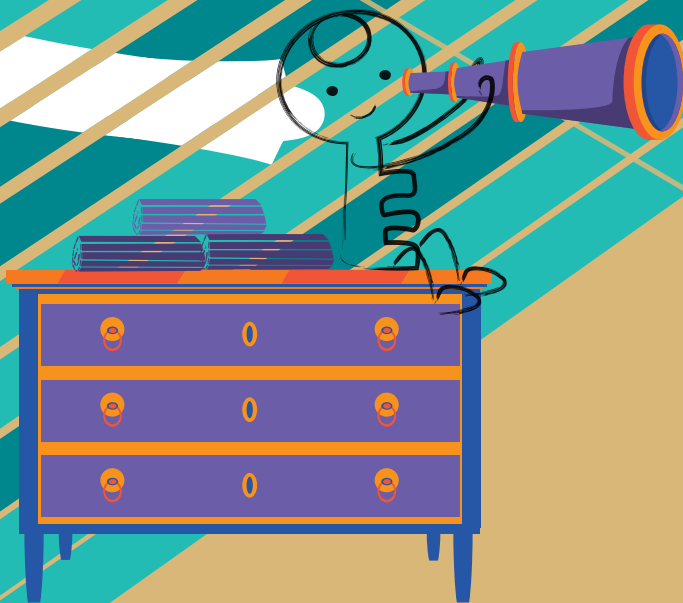
**Goal 12:** Raising the awareness of environmental protection among employees has long been a key factor for EDICO's business development. Our "Plastic NOT Fantastic" campaign encourages all employees in the office to prevent, reduce, reuse and recycle the wasted items that may still be functional in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



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



# Report Disclosure Index



# Report Disclosure Index



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# Report Disclosure Index

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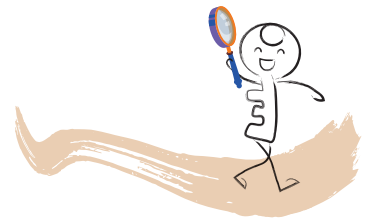


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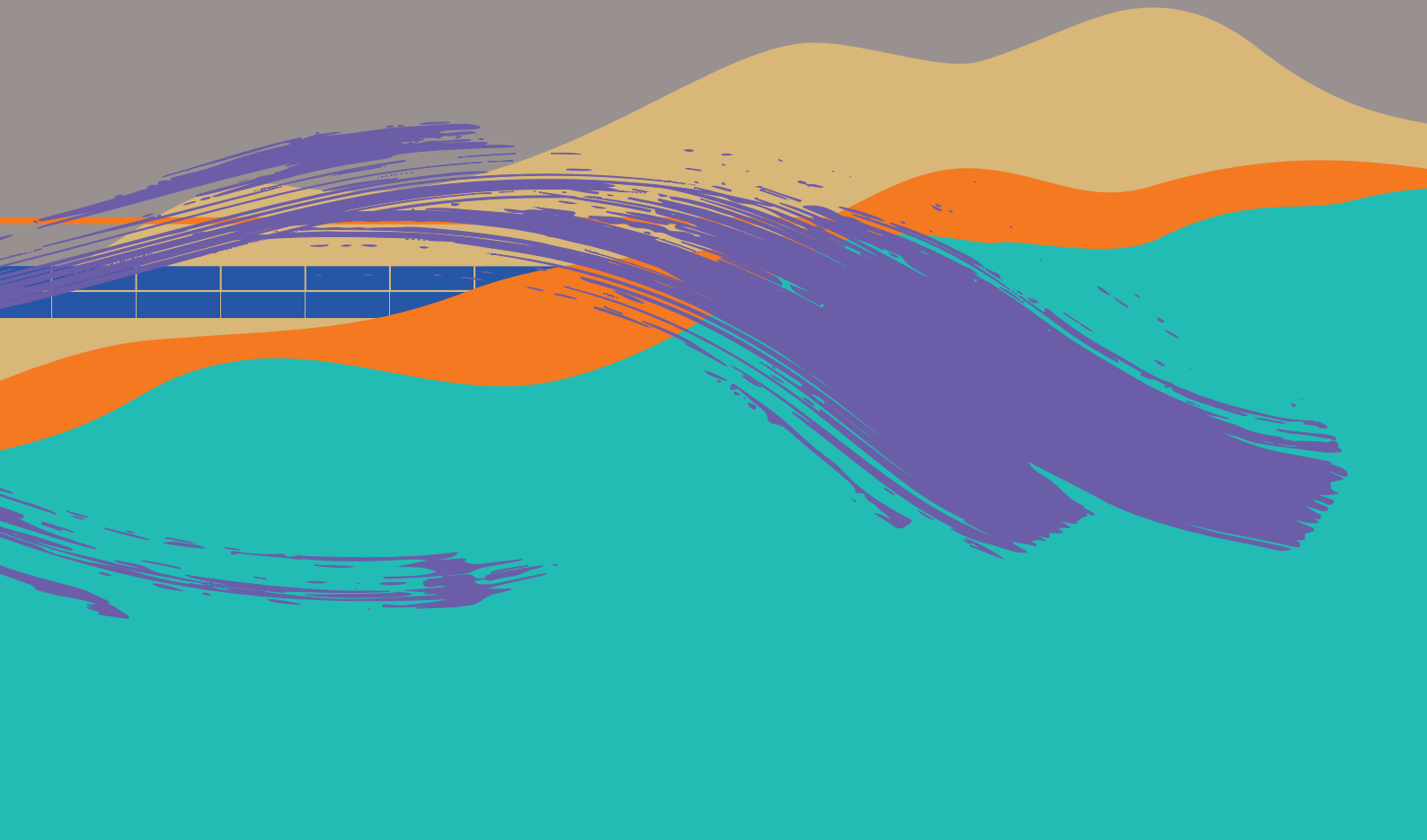
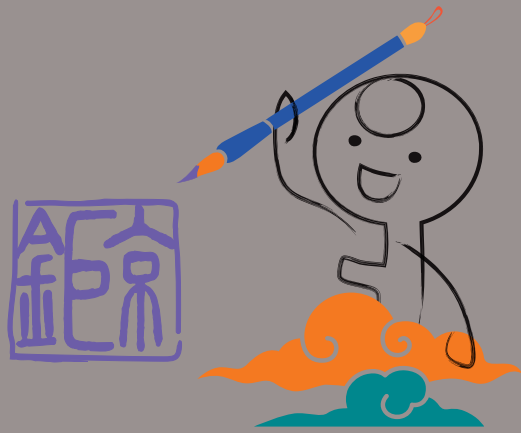
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# Report Disclosure Index



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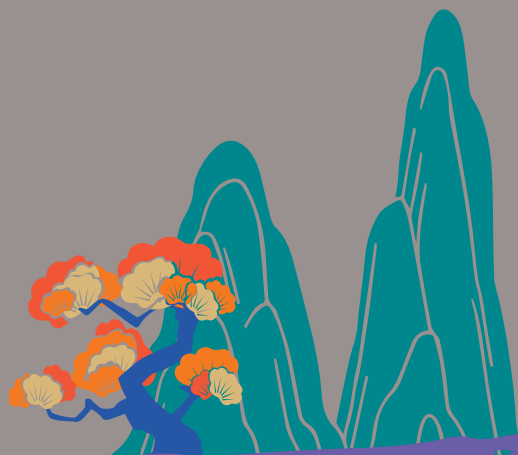




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