

## CORPORATE GOVERNANCE REPORT

### Corporate Governance Practices

The Group recognises the importance of transparency and accountability to shareholders. The Board will continually review and enhance its corporate governance practices to ensure that they meet shareholders' expectation and comply with relevant standards.

The Company has complied with the Code on Corporate Governance Practices as set out in the Appendix 14 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") for the financial year ended 31 December 2006.

### The Board

The Board comprises of four Executive Directors ("ED"), three Non-executive Directors ("NED") and three Independent Non-executive Directors ("INED"), whose biographical details among them are set out on pages 5 to 7 of this annual report. Saved as the family relationship disclosed therein, the directors do not have material financial, business or relevant relationships with one another.

The Board assumes responsibility for leadership and control of the Group and monitors management's performance. It is responsible for determining the overall strategic direction, the objectives of management, overseeing significant operational and financial matters of the Group and ensuring that a framework of effective controls is in place to enable risks to be assessed and managed.

The Board has delegated day-to-day operations to management, which is led by the Group General Manager and the Group Deputy General Manager who are both EDs.

The Board is supported by three committees, namely Audit Committee, Remuneration Committee and Nomination Committee. Each of them has defined terms of reference which are available at the Company's website at [www.chowsangsang.com](http://www.chowsangsang.com). All committees have an INED as chairman and the majority of members are INEDs.

## 企業管治報告

### 企業管治常規

本集團一向確認透明度及問責對股東之重要性。董事會將繼續檢討及提升其企業管治常規，以確保彼等符合股東之期望及遵守有關標準。

截至2006年12月31日止財政年度內，本公司已遵守香港聯合交易所有限公司證券上市規則（「上市規則」）附錄14所載之企業管治常規守則。

### 董事會

董事會由四名執行董事、三名非執行董事及三名獨立非執行董事組成，彼等之履歷載於本年報第5至7頁內。除當中披露之親屬關係外，董事之間概無重大財務、業務或相關關係。

董事會負責領導及管控本集團，並監察管理層之表現。其負責釐定集團整體策略性方向、管理層目標及監督重大運作及財務事宜，並確保集團具備有效之管控架構，使風險得以評估及管理。

董事會已將日常運作授權予由均為執行董事之集團總經理及集團副總經理領導之管理層負責。

董事會由三個委員會支援，分別為審核委員會、薪酬委員會及提名委員會。各委員會均有明確之權責範圍，此等資料已載於本公司網站 [www.chowsangsang.com](http://www.chowsangsang.com)。各委員會均由獨立非執行董事出任主席，大部分會員為獨立非執行董事。

**The Board (continued)**

Members of the Board of directors, along with their participation in the three committees and their attendance record, are listed in the following table. The entries are in the format “number of meetings the director attended/total number of meetings held during 2006”, or “—” where the director is not a member.

Directors 董事		Board 董事會	Audit Committee 審核委員會	Remuneration Committee 薪酬委員會	Nomination Committee 提名委員會
<b>Executive Directors:</b>	<b>執行董事：</b>				
Dr. CHOW Kwen Lim <i>Chairman</i>	周君廉博士 主席	4/5	—	—	—
Mr. Vincent CHOW Wing Shing <i>Group General Manager</i>	周永成先生 集團總經理	5/5	—	—	—
Dr. Gerald CHOW King Sing	周敬成醫生	4/5	—	—	1/1
Mr. Winston CHOW Wun Sing <i>Group Deputy General Manager</i>	周允成先生 集團副總經理	5/5	—	—	—
<b>Non-executive Directors:</b>	<b>非執行董事：</b>				
Mr. CHOW Kwen Ling <i>Honorary Chairman</i>	周君令先生 名譽董事長	5/5	—	—	—
Mr. Stephen TING Leung Huel	丁良輝先生	5/5	4/4	2/2	—
Mr. CHUNG Pui Lam	鍾沛林先生	4/5	4/4	2/2	1/1
<b>Independent Non-executive Directors:</b>	<b>獨立非執行董事：</b>				
Mr. LEE Ka Lun <i>Chairman of each of the three committees</i>	李家麟先生 三個委員會之主席	5/5	4/4	2/2	1/1
Dr. CHAN Bing Fun	陳炳勳醫生	5/5	4/4	2/2	1/1
Mr. LO King Man	盧景文先生	4/5	3/4	2/2	1/1
<b>Average attendance rate</b>	<b>平均出席率</b>	92%	95%	100%	100%
Date of meetings	會議日期	20/01/2006 29/03/2006 07/07/2006 10/07/2006 30/08/2006	24/03/2006 28/04/2006 20/07/2006 25/08/2006	20/01/2006 25/08/2006	15/03/2006

All directors are requested to give sufficient time and attention to the affairs of the Company. They are also requested to disclose periodically to the Company the number and nature of offices they hold in public listed companies or organisations.

**Chairman and Group General Manager**

The roles of the Chairman and the Group General Manager are separated to reinforce their respective independence, accountability and responsibility. The Chairman ensures that the Board functions properly, with good corporate governance practices and procedures, and the Group General Manager is responsible for managing the Group's business and monitoring the daily operations. Their respective responsibilities are clearly established and set out in writing.

**董事會 (續)**

董事會成員連同彼等參與三個委員會之詳情，及出席會議記錄載於下表，以「該董事出席會議次數／於2006年內舉行會議總數」形式列示，或倘若董事並非成員，則以「—」之形式表示。

全體董事均被要求付出足夠時間及精神處理本公司事務。彼等亦會被要求定期向本公司披露彼等於其他上市公司或機構所擔任之職務數目及性質。

**主席及集團總經理**

主席及集團總經理之角色分開，以加強彼等各自之獨立性、問責性及責任。主席確保董事會依照良好企業管治常規及程序適當地履行職能；而集團總經理則負責管理集團業務及監察日常運作。彼等各自之職責均已以書面明確載列。

## CORPORATE GOVERNANCE REPORT

### The Board (continued)

#### Appointment and re-election of directors

The Board has set up a Nomination Committee in June 2005 whose responsibility is to review periodically the constituency of the Board, the procedures and criteria for the appointment of directors, and to make recommendations to the Board when necessary. When there is a nomination to directorship, the Committee shall make recommendation to the Board after weighing the nominee's expertise, knowledge and experience against those of the existing members.

During the year, the Committee has reviewed the composition of the Board and considered that it is appropriately structured to provide sufficient balance of skills and experience to protect the interests of the Group and the shareholders.

Any director appointed by the Board as an additional director shall hold office only until the next annual general meeting ("AGM"), and the next general meeting if appointed to fill a casual vacancy, but is eligible for re-appointment by the shareholders. To be convergent with this practice adopted by the Company, the shareholders have approved to amend the related provision of the Company's Bye-Laws at the 2006 AGM.

In addition, pursuant to the Company's Bye-laws, all directors are subject to re-election by shareholders at the AGM at least once every three years on a rotational basis. All NEDs and INEDs are appointed for specific terms of not more than three years. Details of those directors who are retiring by rotation and seeking re-election at the forthcoming AGM are set out in the shareholders' circular dated 20 April 2007.

#### Independence of INED

Each of the INEDs has confirmed in writing his independence in accordance with the guidelines on directors' independence as set forth in Rule 3.13 of the Listing Rules. The Company considers all INEDs to be independent.

#### Securities transactions

The Company has adopted the Model Code for Securities Transactions by Directors of Listed Issuers (the "Model Code") as set out in Appendix 10 of the Listing Rules as the Company's code of conduct regarding directors' securities transactions. Upon specific enquiries, all directors confirmed their compliance with the required standard as set out in the Model Code. The directors' interests in shares of the Company as at 31 December 2006 are detailed on page 21 of this annual report.

## 企業管治報告

### 董事會 (續)

#### 董事委任及重選

董事會於2005年6月成立提名委員會，其職責為定期檢討董事會之組成，以及委任董事之程序及準則，並於需要時向董事會作出建議。當有委任董事之提名，委員會會將獲提名人之專長、知識及經驗與現有成員作比較，再向董事會作出建議。

年內，委員會已檢討董事會之會員組合，並認為此組合能恰當地提供均衡技能及經驗，以保障本集團及股東之利益。

由董事會委任為新增之董事，其任期僅直至下屆股東週年大會為止；而倘獲委任為填補臨時空缺者，則其任期僅直至下次股東大會，惟彼等均可由股東再度委任。為配合本公司已採納之此項常規，本公司附例之相關條文已於2006年股東週年大會上獲股東批准修訂。

此外，根據本公司附例，所有董事均須最少每隔三年於股東週年大會上輪席告退，並由股東重選。所有非執行董事及獨立非執行董事之任期均不超過三年。將於應屆股東週年大會上輪席告退並尋求重選之有關董事詳情，載於2007年4月20日刊發之股東通函內。

#### 獨立非執行董事之獨立性

每位獨立非執行董事已根據上市規則第3.13條所載列之董事獨立性指引，以書面確定其獨立性。本公司確認全體獨立非執行董事之獨立性。

#### 證券交易

本公司已採納上市規則附錄10所載，有關上市公司董事進行證券交易的標準守則（「標準守則」），作為本公司董事進行證券交易之行為守則。經作出具體諮詢後，全體董事確認彼等均遵守標準守則所載之規定標準。於2006年12月31日，董事持有本公司股份權益之詳情載於本年報第21頁。

## CORPORATE GOVERNANCE REPORT

### The Board (continued)

#### Securities transactions (continued)

Relevant employees who are likely to be in possession of unpublished price-sensitive information of the Group are also subject to compliance with written internal guidelines on no less exacting terms than the Model Code.

#### Board proceedings

Regular Board meetings, with at least 14 days prior notice given, are held to discuss and decide on corporate affairs, including Group strategy, financial performance, material acquisitions and disposals, corporate governance and outlook. Agenda with comprehensive Board papers are provided to directors no less than 3 days prior to the meeting to ensure they have timely access to relevant information.

Directors who are considered having conflict of interests or material interests in proposed transactions or contemplated issues will abstain from voting on the relevant resolution. Board minutes with details of matters considered, directors' alternative concerns and views, and decisions reached, are circulated to directors within a specified time limit after the meeting.

#### Management support

Quarterly, comprehensive Board papers are prepared and distributed to the directors to keep them well-informed of the Group's current business developments, financial performance and analysis, and compliance and monitoring matters. Directors have free access to management for additional information, as and when required and may solicit independent professional advice at the Company's expenses, if necessary.

The Company has prepared and provided to each director a Directors' Manual, which includes the statutory obligations, duties and responsibilities for being a director and terms of reference of the various board committees. The Directors' Manual is updated from time to time to reflect current developments in those areas.

#### Directors' liability insurance

The Company has arranged for liability insurance, with coverage being reviewed periodically, to indemnify the directors from their risk exposure arising from corporate activities.

## 企業管治報告

### 董事會 (續)

#### 證券交易 (續)

有關員工可能擁有本集團尚未公布之價格敏感資料，亦需遵守一套內部指引，其內容不比標準守則寬鬆。

#### 董事會會議程序

董事會會議會定期舉行以討論及決定集團事務，包括集團策略、財務表現、重大收購及出售、企業管治及前景。此等會議向董事發出最少14日事先通告。會議議程及詳盡董事會文件於會議前最少3日提供予董事，以確保彼等可適時審閱相關資料。

若董事於建議交易或擬進行事項中存有利益衝突或擁有重大權益，其須就相關決議案放棄投票。董事會會議記錄會於會議後指定時限內提供予董事，當中載有經討論事項、董事關注事項與觀點，及所達致決定之詳情。

#### 管理層支援

本公司每季度均編製及向各董事提供詳盡之董事會文件，以使彼等獲提供有關集團當前業務發展、財務表現與分析，以及法規遵守與監管事宜之資料。當有需要時，董事可隨時接觸管理層以取得額外資料，亦可尋求獨立專業意見，費用概由本公司承擔。

本公司已編製並向各董事提供董事手冊，當中載有作為董事之法定責任、職務及職責詳情，亦載有各董事委員會之權責範圍。董事手冊會不時更新，以反映有關方面之最新資料。

#### 董事責任保險

本公司已為董事購買責任保險，為彼等因集團業務而面對之風險提供賠償保障，而承保範圍會定期審閱。

## CORPORATE GOVERNANCE REPORT

### Remuneration of Directors and Senior Management

The Board has established a Remuneration Committee in January 2005 whose purview includes the remuneration policies and packages for all directors and senior members of management. Recommendations by the Committee are subject to the Board's approval.

The remuneration of directors consists of a basic annual fee with additional payments for serving on committees. It is not set on an individual basis. However, EDs receive in addition pay packages by virtue of their positions in management.

It is the Group's policy to provide competitive remuneration packages to attract, retain and motivate staff. The pay packages include, in different combinations according to rank and grade: salary, housing allowance, awards based on gross profit on sales, performance-based discretionary bonus and MPF contribution as well as benefits such as medical insurance and educational allowances. Currently, there are no stock-option plans in place.

During the year, the Committee has reviewed the remuneration of the directors and senior management, and recommended to the Board for approval the annual adjustment thereof.

Details of the directors' remuneration are included in note 8 to the financial statements as set out on pages 79 to 81 of this annual report.

### Accountability and Audit

#### Financial reporting

The directors acknowledge their responsibility for overseeing the preparation of the Group's financial statements to give a true and fair view of the Group's state of affairs and of the results and cash flows for the year. In preparing the financial statements of the Company and the Group for the year, the Board has adopted generally accepted accounting principles and standards in Hong Kong and applied consistently appropriate accounting policies; made reasonable judgements and estimates; and prepared the financial statements on a going concern basis.

#### External auditors

The Group's principal independent external auditors are Ernst & Young. Their reporting responsibilities on the financial statements of the Group are set out in the Independent Auditors' Report on pages 35 to 36 of this annual report.

## 企業管治報告

### 董事及高級管理人員之薪酬

董事會於2005年1月成立薪酬委員會，其責任包括審閱全體董事及高級管理人員之薪酬政策及待遇組合。委員會作出之建議須經董事會批核。

董事薪酬包括基本年度袍金及出任委員會之額外酬金，薪酬並非以個別董事釐定。然而，執行董事會按彼等在管理層之職位而獲取額外薪酬待遇。

本集團政策乃提供具競爭力之薪酬待遇組合，以吸引、保留及推動員工。薪酬待遇按職級釐定不同組合，其中包括薪金、房屋津貼、以銷售毛利為計算基準之獎勵、以表現為計算基準之酌情花紅、強積金供款，以及醫療保險及教育津貼等福利。目前，本集團並無購股權計劃。

年內，委員會已檢討董事及高級管理人員之薪酬及建議董事會批准年度薪酬調整。

董事酬金詳情載於本年報第79至81頁之財務報告附註8內。

### 問責及審核

#### 財務報告

董事確認彼等須負責監管本集團財務報告之編製，藉以真實而公平地反映本集團年度之財政狀況、業績及現金流量。於編製本公司及本集團本年度財務報告時，董事會已採用香港普遍採納之會計原則及準則，並貫徹使用適當之會計政策；作出合理判斷及估計；並按持續經營基準編製財務報告。

#### 外聘核數師

本集團之主要獨立外聘核數師為安永會計師事務所。有關彼等對本集團財務報告之申報責任載於本年報第35至36頁之獨立核數師報告內。

## CORPORATE GOVERNANCE REPORT

## 企業管治報告

### Accountability and Audit (continued)

#### External auditors (continued)

The services provided by Ernst & Young and the associated fees thereof for 2006, were as follows:

Audit	審計
Taxation	稅務
Others	其他

### 問責及審核(續)

#### 外聘核數師(續)

安永會計師事務所於2006年提供之服務及其相關費用如下：

2006 HK\$'000 千港元	2005 HK\$'000 千港元
1,970	1,890
376	236
69	69
<u>2,415</u>	<u>2,195</u>

The Board is satisfied with the audit fees, process and effectiveness of Ernst & Young and has recommended their reappointment as the Company's external auditors at the forthcoming AGM.

董事會信納安永會計師事務所之核數費用、審計過程及其有效性，並建議於應屆股東週年大會上續聘其出任本公司之外聘核數師。

#### Audit Committee

Since 1999 the Board has had an Audit Committee in place, whose principal role is to review the effectiveness of internal controls over financial, operational and corporate governance issues, and the work done by internal auditors, and make recommendations to the Board. The Committee considers the independence of external auditors along with the associated fees on audit and non-audit services. All of its members possess appropriate professional qualifications, accounting or management expertise as required under the Listing Rules.

#### 審核委員會

自1999年起，董事會已成立審核委員會，其主要角色為檢討對財務、營運及企業管治事宜之內部管控之有效性，以及檢閱系統稽核員所進行之工作，並向董事會提供建議。委員會亦考慮外聘核數師之獨立性及相關審計及非審計服務費用。委員會全體成員均具備上市規則所規定之合適專業資格、會計或管理專長。

In 2006, the Committee reviewed and discussed with management and the external auditors the audit findings, internal control system, financial reporting and compliance matters, as well as the 2005 annual report and the 2006 interim report. The Committee approved the 2006 audit fees of the external auditors.

於2006年，委員會已審閱並與管理層及外聘核數師討論審計結果、內部管控系統、財務報告及法規遵守事宜，並已審閱2005年年報及2006年中期報告。委員會已批准外聘核數師2006年年度審計費用。

#### Internal control

The Board, through the Audit Committee, is responsible for ensuring that adequate internal controls are in place to safeguard the Group's assets and manage risks. The Group's internal control system is designed with aims of providing reasonable assurance against material misstatement or loss and managing risks of failure in operational systems and achievement of the Group's objectives.

#### 內部管控

董事會透過審核委員會負責確保本集團有足夠內部管控，以保障本集團資產並管理風險。本集團內部管控系統之設計旨在為重大誤報或損失提供合理保障，並管理運作系統失靈及無法達成本集團目標之風險。

## CORPORATE GOVERNANCE REPORT

### Accountability and Audit (continued)

#### Internal control (continued)

Major internal controls currently in place within the Group included the following:

- Inventories are safeguarded by an established control system. All in- and out-records are reconciled with accounting records, inventory records and source documents, and cross-checked by regular and spot physical stock-takes.
- Posting of sales is automated from the points of sales to ensure true and accurate trading records.
- Policies are set to cover the integrity of trading practices, safekeeping of customer assets, and credit control for the securities and commodities broking business and wholesale of precious metals.
- Funding for all the Group's operations and financial reporting of the Group's regional performance is controlled and monitored centrally by the corporate Treasury and Accounting Department based in Hong Kong respectively.
- Information gathered and collated by the Group's various departments is presented at weekly and monthly management meetings, at which variances, deficiencies and anomalies are noted and corrected.
- Information access is managed on a need-to-know basis to safeguard confidentiality, especially customers' details. Access to the Internet and use of e-mail systems are regulated with a view towards security.

Reports directly to the Group General Manager, the Company's Internal Audit Department is responsible for monitoring adherence to policies on the safekeeping of fixed assets and inventory and operational procedures. Annual audit plan is prepared in determining the audit focus and frequencies.

## 企業管治報告

### 問責及審核(續)

#### 內部管治(續)

本集團現有之主要內部管治包括以下各項：

- 存貨由一套已建立之管治系統保障。所有入貨及出貨記錄須與會計記錄、存貨記錄及原始文件一致，實地存貨盤點會定期進行作相互檢查。
- 銷售資料由銷售點以自動化系統輸入，以確保交易記錄真確無誤。
- 證券及期貨經紀業務及貴金屬批發業務均有政策管理交易的完整性、妥善保管客戶資產及信貸控制。
- 集團所有營運所需資金及集團各地區營運表現之財務匯報分別由香港總公司財政部及會計部中央控制及監察。
- 本集團各部門收集及整理之資料於每週及每月之管理層會議上提呈，任何差異、不足及異常之處均會於會上指出及作出改善。
- 為確保資料之機密性，尤其是客戶資料，查閱資訊乃按「應知方知」基準管理。連接互聯網及使用電郵系統均受規管，以保障安全性。

本公司之系統稽核部負責監察遵守有關妥善保存固定資產與存貨及營運程序方面之政策，並直接向集團總經理報告。編製年度稽核計劃用以釐定稽核重點及次數。

## CORPORATE GOVERNANCE REPORT

### Accountability and Audit (continued)

#### Internal control (continued)

The Board and the Audit Committee have reviewed the Group's internal control system as well as the internal audit plan and reports. With the representations made by management, the Audit Committee and the Board are satisfied that:

- an ongoing process is in place to identify, evaluate and manage the significant risks faced by the Group; and
- a proper system of internal control is in place, and has been subject to adequate review for the year.

### Corporate Communication

#### Investor communication

The Company has different communication channels to provide regular and timely public disclosures to the stakeholders. Extensive information on the Group's corporate structure, performance and activities as well as its products and services are provided through the timely publication of annual and interim reports, announcements and update of corporate website. Press releases and newsletters with the Group's latest development and activities are published periodically.

The Company has regular meetings with financial analysts and fund managers, so as to enhance the Group's relationship with the investor community and facilitate their understanding of the Group's strategies and operations.

The AGM provides a useful forum for the shareholders to express and exchange views with the Board. The Chairman and directors are present to answer shareholders' questions. The forthcoming AGM will be held on 16 May 2007, details of which are set out in the notice of AGM in the shareholders' circular dated 20 April 2007.

#### Internal communication

The Group's staff members are interlinked by an Intranet for prompt sharing of information. Regular meetings with the staff members from Hong Kong, Mainland China and Taiwan offices are held to discuss issues on achieving the Group's strategic objectives, actual operational practices, local rules and regulations and compliance practices. The meetings ensure that good and consistent corporate governance and company practices are reinforced and embedded in daily operations.

## 企業管治報告

### 問責及審核(續)

#### 內部管控(續)

董事會及審核委員會已檢閱本集團之內部管控系統，以及系統稽核部提交之計劃及報告。根據管理層作出之陳述，審核委員會及董事會信納：

- 現有持續程序，以識別、評估及管理本集團面對之重大風險；及
- 現有妥善內部管控系統，其已於年內獲充分檢討。

### 企業傳訊

#### 投資者傳訊

本公司透過不同通訊渠道，向各界相關人士作出定期及適時公開披露。本集團適時刊發之年報、中期報告、公告及不時更新之集團網站均提供大量有關本集團企業架構、業績及活動，以及產品及服務之資料。新聞稿及通訊刊物會不時刊發，當中載有本集團之最新發展及活動。

本公司定期與財務分析員及基金經理會晤，從而提升本集團與投資界之關係及協助彼等了解本集團之策略及運作。

股東週年大會為股東提供一個有效平台，讓彼等發表及與董事會交流意見，主席及董事亦會出席解答股東提問。本公司謹訂於2007年5月16日舉行應屆股東週年大會，有關詳情載於2007年4月20日刊發之股東通函中股東週年大會通告內。

#### 內部傳訊

本集團之員工透過內聯網互相連繫，以即時共用資料。香港同事亦與中國內地及台灣辦事處同事定期舉行會議，討論達成集團策略目標、實際經營慣例、當地規則與法規以及遵守法規慣例等事宜。此等會議可確保本公司得以鞏固良好而貫徹一致之企業管治與公司慣例，從而將其融入日常運作之中。



## CORPORATE GOVERNANCE REPORT

### Corporate Communication (continued)

#### Internal communication (continued)

To enable the operational staff to have a basic knowledge on the disclosure obligation of the Group and to enhance the consciousness of the operational staff on compliance issues, written internal guidelines and presentations on the Listing Rules, in areas to which the day-to-day operations of the Group may relate, have been prepared and given to operational staff.

### Corporate and Social Responsibilities

#### Business ethics

The Company is committed to a high standard of business ethics and integrity. Guidelines on code of conduct defining the ethical standards expected of all employees, and the Group's non-discriminatory employment practices have been adopted. For ease of reference and as a continuous reminder, a copy of the latest guidelines is posted in the Company's intranet for ease of access by all staff.

#### Contribution to the community

The Group believes in good corporate citizenship. We are committed to delivering quality products and services to our customers, maintaining a strong and sustainable financial performance to investors and creating a positive impact in the communities where we conduct business.

We recognise our duty to minimise the environmental impact arising from our operation. Management directives in force include: minimisation of the use of paper and electricity, recycling of paper and toner cartridges, designing packaging with biodegradable material and residual use on the hands of consumers, and printing annual reports on paper bearing the Forest Stewardship Council certification.

The Group provides support for activities organised by educational, cultural and charitable organisations in Hong Kong mainly in the form of sponsorship, and it also encourages its employees to have active participation in charitable activities. Directors and senior members of management have also contributed their time and expertise to various public services and activities.

The Hong Kong Council of Social Services recognised the Group with the "Caring Company Award".

## 企業管治報告

### 企業傳訊 (續)

#### 內部傳訊 (續)

為使營運人員得知本集團披露責任之基本知識，並提高彼等對遵守法規事宜之意識，本集團已編製並向營運人員提供及作相應介紹內容有關本集團於日常營運中可能涉及之上市規則範疇的內部指引。

### 企業及社會責任

#### 商業道德

本公司致力維持高水平之商業道德及誠信。本集團已採納一套行為準則指引，當中列明全體員工須具備之道德標準及本集團採納之反歧視僱傭慣例。為便於參考及作為持續提示，最新指引登載於本公司內聯網，方便全體員工取閱。

#### 貢獻社會

本集團深信良好的企業應承擔公民責任，並承諾致力向客戶提供優質產品及服務、為投資者維持強健及可持續之財務表現，並力求在本集團經營業務之社會中產生正面影響。

本集團自覺有責任減低其業務對環境之影響。管理層之指引包括：減少用紙及用電、循環再用紙張及碳粉匣、以可分解物料及可令顧客再用之設計包裝，及以獲林業管理公司頒授認證之紙張印刷年報。

本集團主要透過贊助方式，支持香港教育、文化及慈善團體所籌辦之活動，亦鼓勵其僱員積極參與慈善活動。董事及高級管理人員亦付出時間，以其專業知識投身於多項公職及公開活動。

本集團榮獲香港社會服務聯會頒發「商界展關懷」標誌。