



SYMPHONY

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*Environmental, Social and Governance Report 2016*  
環境、社會及管治報告

SYMPHONY HOLDINGS LIMITED 新豐集團有限公司

STOCK CODE 股份代號 01223.HK

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## INTRODUCTION

Having been listed on the Main Board of The Stock Exchange of Hong Kong Limited (“Stock Exchange”) since 1995, Symphony Holdings Limited (referred to in this report as the “Company” or collectively with its subsidiaries as the “Group”) is an investment holding company engaging in diversified business.

## REPORTING OBJECTIVE, PRINCIPLES AND SCOPE

This Environmental, Social and Governance report (“ESG Report”) discloses information to the investors on the Company’s approaches, strategies, objectives and performance on management of environmental, social and governance (“ESG”) during the year ended 31 December 2016 (“Reporting Period”). This ESG Report has been prepared taking into account the “Environmental, Social and Governance Reporting Guide” (“ESG Reporting Guidelines”) in Appendix 27 to the Rules Governing the Listing of Securities on the Main Board of Stock Exchange (“Listing Rules”). This Report covers the operation of outlet mall in Shenyang and the retailing and sourcing for branded apparel and swimwear and accessories in China.

## GENERAL APPROACHES AND POLICIES

The Group strives continuously to incorporate sustainability initiatives into our daily operations and management. With our expanding business scope, the Group is committed to improve our ESG performance by upholding corporate governance standards, protecting our environment, engaging the community and promoting social integration. At the same time, we ensure that we fulfill the legal standards and requirements in the region where our business operations are. Data in this report is collected from different departments within the Group.

We endeavor to foster a stronger communication link with our stakeholders, including but not limited to our clients, employees, local communities, suppliers, business partners, investors and regulators.

## 關於本報告

新豐集團有限公司（於本報告中簡稱「本公司」；或與其子公司統稱為「本集團」）自1995年起在香港聯合交易所有限公司（「聯交所」）主板上市，是一所經營多元化業務的投資控股公司。

## 報告目的、原則及範疇

本環境、社會及管治報告（「本報告」）向投資者披露有關本公司於截至2016年12月31日止年度內（「報告期間」）在環境、社會及管治報告範疇上的方針、策略、目標及整體表現。本報告參考聯交所《主板上市規則》附錄27之《環境、社會及管治報告指引》所編製。本報告涵蓋瀋陽奧特萊斯的營運及中國的品牌服裝、游泳服裝及配件的零售及採購服務。

## 整體方針及政策

本集團致力不斷將企業可持續性融入我們的日常營運及管理。我們不斷擴展業務範圍，並積極透過良好的企業管治、環境保護、社區投入及宣揚社會共融去改善我們於環境、社會及管治方面的表現。同時，我們確保遵從於經營業務所在地的法律標準及要求。本報告內的資料源自本集團不同部門經整理而成。

我們積極促進（包括但不限於）與客戶、員工、本地社區、供應商、業務夥伴、投資者及監管機構等持份者更緊密的溝通。

## ENVIRONMENTAL

### ENVIRONMENTAL PROTECTION

The Group is mindful of the after-effects of our business operations on the environment. We are committed to minimizing our environmental impact through the inclusion of environmentally friendly elements in our business operations as well as raising the environmental awareness amongst our employees. We encourage our staff to better utilize resources as we promote energy-saving measures, conservation through and protecting our eco-systems.

#### *Management of Emission*

##### *Control of carbon emissions in outlet operation*

In the construction and where necessary the renovation of our outlet mall, we pay close attention to design specifications to ensure that the green standards are met.

We maintain natural ventilation at certain outdoor and public area to reduce energy consumption for air-conditioning and lighting. Glass rooftops at indoor plazas and walkways are fully utilized to allow sunlight to stream into the outlet mall. Energy efficient escalators have also been installed to save energy by reduction of the speed when there are no users.

##### *Reduction of carbon omissions for retailing of swimwear and accessories*

As the swimwear products and accessories of our sports branding business are centralized at our warehouse, the Group is able to reduce carbon emission arising from the use of diesel and petroleum through better planning in product distribution and consolidation of outbound product delivery.

During the Reporting Period, there was no incident of non-compliance with local relevant environmental laws and regulations relating to air and greenhouse gas, emissions, discharge into water and land, and generation of hazardous and non-hazardous waste that have a significant impact on the Group.

## 環境層面

### 環保

我們相當關注業務運作對環境所構成的影響。我們致力於通過將環保元素納入我們的業務運作並提高員工的環保意識，以減輕對環境的影響。我們在推廣節能措施，節約資源和保護生態系統的同時，鼓勵員工有效地利用資源。

#### *排放物管理*

##### *控制奧特萊斯業務的碳排放*

我們非常關注奧特萊斯於建築或翻新工程期間的設計規格，確保符合環保標準。

我們於若干室外及公眾地方維持自然的通風，從而減低空調及照明所產生的能源消耗。室內廣場和走廊的設計充分利用玻璃屋頂，讓陽光照進奧特萊斯。我們亦安裝符合能源效益的扶手電梯，於無人使用時減慢速度，以節省能源。

##### *減少游泳產品及配件零售業務的碳排放*

由於我們運動品牌業務的游泳產品和配件集中存放於倉庫，本集團能夠通過更好的產品分銷規劃和統一產品對外運送，藉此減少柴油及汽油消耗所帶來的碳排放。

報告期間，本集團並無就任何有關廢氣及溫室氣體排放、水及土地的排污、以及產生有害或無害污染物、且對本集團有重大影響的環保法律法規之違規事件。

### **Use of Resources**

We have adopted policies and guidelines to constantly promote energy efficiency and resources management.

#### *Green office*

Our green conscious measures include the following: –

- i. photocopiers, computers, lights and air-conditioners are switched off when not in use to save electricity;
- ii. maintaining an average indoor temperature of not less than 26 °C;
- iii. air-conditioners are switched off when a certain indoor temperature is reached;
- iv. conducting on a regular basis maintenance and repair works of our office equipments to improve durability;
- v. replacement of obsolete office equipments and computers to improve efficiency;
- vi. installation of LED lighting by stages to replace the less energy-efficient lighting equipments;
- vii. recycling and re-use of paper;
- viii. encourage the use of email and electronic documents to reduce the need for physical printed copies;
- ix. centralize the procurement and management of the allocation of office equipment and stationery.

We aim to promote environmental friendliness through identification and careful assessment of potential risks while taking effective measures to reduce our need for consumption.

### **資源利用**

我們已實施政策及指引，藉以持續推廣能源效益及資源管理。

#### *綠色辦公室措施*

我們的綠色措施，包括：

- i. 影印機、電腦、燈光及空調於不使用期間關掉以節省電力；
- ii. 維持平均室內溫度不低於攝氏26度；
- iii. 當室內達到某個溫度時，關掉空調；
- iv. 定期維修辦公室設備，增強其耐用性；
- v. 替換低效的舊設備及電腦，以提高效率；
- vi. 分階段安裝LED燈取代低能源效益的照明設備；
- vii. 循環再用及重用紙張；
- viii. 鼓勵使用電郵及電子文件，減少紙品印刷需要；
- ix. 統一採購辦公室設備及文具，以進行更好的分配管理。

我們旨在通過識別及審慎評估潛在風險，並採取措施減低消耗需要，推廣環保。

### ***Environment and Natural Resources***

We are mindful of the importance of protecting biodiversity and ecosystems as we have built, followed and maintained an effective environmental management system to develop green habits.

#### *Efficient use of water*

We place importance on the maintenance and management of water supply equipment in our outlet mall to minimize wastage through leakage or dripping. The water pressure is closely monitored to prevent excessive water outflow. Though we face the challenges imposed by the lack of public awareness for water conservation, we continue relentlessly to promote water conservation to our outlet mall visitors and customers by putting up signage at prominent locations.

#### *Managing waste treatment*

As there are a few eateries in our outlet mall, food waste often fills up landfills and produce methane. To combat the adverse effect of food wastage on the environment, a centralized system is devised to channel all food waste from various eateries through a main pipe to a grease filtration pool. The effluent water will then be discharged to governmental sewage treatment facilities for further processing. We will continue with our efforts to look into more options of implementing waste reduction measures.

The facilities management office of our outlet mall centralizes the collection of recyclable materials including wooden boards, screws, electricity wires and other worn out equipments, repair and reuse them as new fixtures and accessories whenever applicable. Our cleaning service provider also collects the large carton boxes from our mall tenants for recycling purpose.

### **環境及天然資源**

我們非常注重保護生物多樣性和生態系統的重要性。我們已建立、遵循及維持一套有效的環境管理系統養成環保習慣。

#### *善用水源*

我們重視奧特萊斯供水設備的日常保養及管理，以盡量減少滲漏或長流水造成的浪費。我們密切監控水壓，降低多餘的水量消耗。儘管我們面對公眾缺乏節約用水意識的挑戰，我們於當眼位置張貼提示，仍會不懈地提醒奧特萊斯的訪客及顧客節約用水。

#### *廢物處理*

我們的奧特萊斯內有數間食肆，而廚餘經常被用來堆填並產生甲烷。為減少廚餘對環境造成的不良影響問題，我們設計了一個集中系統，將各食肆的所有廚餘先通過主管道統一排放至隔油池，經處理的廢水排放到市政污水處理設施進一步加工。我們將繼續努力，研究落實更多減少浪費的方案。

我們奧特萊斯的設施管理辦公室會集中收集可回收材料，包括木板、螺絲、電線等破舊設備，適當地將其維修及重用。我們的清潔服務提供商亦會從商場租戶回收大型紙箱作循環處理。

#### *Minimizing electronic waste*

For our outlet mall operations, we have in place internal protocols that govern the way that electronic devices are disposed of so as to reduce electronic waste and lessen the radioactive pollution impact. All obsolete or worn out electronic appliances will be scrapped and transferred to the authorized Waste Collection Centers for proper disposals after internal assessment. We also encourage our staff members to keep our electronic devices in workable condition through care and attention in order to prolong their usage lifespan. We also advocate a hot desking policy for frontline staff to share resources and thereby avoid unjustifiable wastage.

#### *Offering greener products*

With regards to our retailing and sourcing of branded apparels swimwear and accessories operations, we follow guidelines from brand owners and ensure that all our products comply with applicable environmental laws and pass required environmental, quality assurance inspections before offering them for sales to the market. We also advocate less packaging and more bio-degradable wrapping materials.

## **SOCIAL**

### **EMPLOYMENT AND LABOUR STANDARDS**

#### ***Employment Policies***

There were 356 employees working for the Group as at 31 December 2016. We undertake to provide a workplace where our staff members are respected. Our employment and labour practices comply with the applicable laws where the employee was recruited such as Labour Law of the People's Republic of China (《中華人民共和國勞動法》), Labour Contract Law of the People's Republic of China (《中華人民共和國勞動合同法》). Our employees are provided with an employee handbook that includes clear policies on their rights and obligations.

#### *減少電子固廢*

就奧特萊斯的運作，我們有內部規定處理電子廢物的方法，以減少電子廢物及將其帶來的輻射污染影響降至最低。所有陳舊或破損的電子儀器經內部評估後，報廢的儀器將送往獲授權的廢品回收中心作妥善處置。我們亦鼓勵員工小心使用電子設備，以延長其使用壽命。同時，我們主張為前線員工提供無固定辦公桌的辦公政策，以共享資源，避免不必要浪費。

#### *提供環保產品*

營運品牌服裝、游泳服裝及配件方面，我們依循品牌商的指引，於市場銷售前確保所有產品符合適用的環保法例及通過所需的環保及品質檢測。我們亦傾向使用較少包裝及使用可生物降解物料的包裝材料。

## **社會層面**

### **僱傭及勞工標準**

#### ***僱傭政策***

截至2016年12月31日，本集團擁有356名員工。我們致力提供一個員工獲尊重的工作環境。我們的僱傭及勞工實務遵從員工受僱地區的適用法律，包括《中華人民共和國勞動法》、《中華人民共和國勞動合同法》。我們的員工獲給予員工手冊，當中列明員工權責的政策。

As the employees of the Group are one of the key stakeholders, diversity and equal opportunity form part of our people strategy. Our employment practices support the building of an inclusive work environment free from discrimination such as gender, age, nationality, sexual orientation, family status, race or religion. Each employee has an equal job opportunity. We tend to employ more local people due to availability and our aim is to boost local economy and employment. We have been maintaining a balanced gender ratio, except for certain positions that require special skills due to the nature of the job e.g. warehousing positions tends to be filled by male employees.

When determining the remuneration packages of our employees, we take into account the prevailing market conditions and industrial benchmarks, employees' job nature, their experience, individual achievement and the financial performance of the Group. These packages are reviewed and adjusted regularly to keep up with the competitive market conditions.

During the Reporting Period, the Group had not been involved in any incident of non-compliance with laws and regulations relating to employment that had a significant impact on the Group.

#### *Upholding the labour standard*

Child or forced labour is not a material issue of the Group under the reporting scope. As both of our outlet and retailing business operation require skilled labour and industry-specific knowledge, there is less chance to employ child or forced labour. Nevertheless, the Group strictly prohibits the employment of child and forced labour in our business operations and we expect our suppliers to adhere to relevant standards.

員工乃本集團的重要持份者之一，多元及平等機會為我們人事政策的一部分。我們的僱傭實務支持構建一個不受性別、年齡、國籍、性取向、家庭狀況、種族或宗教歧視影響、接納包容的工作環境。每名員工均享有平等工作機會。我們傾向聘用更多本地員工，主要由於有大量選擇以及刺激地區經濟和就業。除了若干因工種而需要特別技能的職位外（例如，倉庫職位多由男性員工擔任），我們一直維持較平衡的男女比例。

我們參照市場情況及行業基準、員工工作性質及其個人經驗、個人績效、以及本集團財務表現，釐定員工合理的薪酬待遇。我們定期檢討及調整員工薪酬，以符合市場競爭。

於報告期間，本集團並無牽涉任何有關僱傭、且對本集團有重大影響的違法違規事件。

#### *恪守勞工標準*

童工及強迫勞役不屬本次報告範疇內的重大的問題。我們的奧特萊斯及零售業務均要求員工擁有高技能及行業專門知識，故較低機會聘用童工或強迫勞役。然而，本集團嚴厲禁止在各業務中聘用童工及強迫勞役，並期望我們的供應商恪守相關標準。



### **Occupational Health and Safety**

The Group is dedicated to offering a healthy and safe workplace for our staff and endeavors to eliminate potential health and safety hazards. We have strict safety guidelines for daily operations and emergencies and these guidelines are prepared with reference to the local and national laws and taking into account other international standards.

Employees of certain positions might be exposed to higher safety risks due to the nature of work. Therefore, it is a requirement for them to obtain professional qualifications or valid licenses during their employment. They are also advised to follow internal safety regulations. In addition, we conduct frequent checks on machinery and equipment to ensure that they function well. Adequate protective gear and equipment are also readily available at the relevant working station and staff members are instructed to wear them when operating machinery.

We provide regular training on fire prevention, first-aid and safety management. Labour insurance is in place to cover any possible injuries and death from work-related accidents. In case of significant safety risks and accidents, employees and supervisors will report to management to make necessary improvement measures.

During the Reporting Period, there was no significant incident of safety and work-related injury. There was no incident of non-compliance with the relevant laws and regulations that have a significant impact on the Group relating to providing a safe working environment and protecting employees from occupational hazards.

### **職業健康與安全**

本集團致力為員工提供健康及安全的工作環境，積極消除潛在的健康及安全隱患。我們按照當地和國家法律以及國際標準，編製一套關於日常業務運作及緊急事故安全的嚴格指引。

若干崗位的員工或因其工作性質而須面對較高的安全風險，因此，該等員工須在受僱期間取得相關專業資格或有效執照。他們亦須遵從所有內部安全規例。另外，我們經常檢查機器及設備，確保運作暢順。我們於相關工作場所配置足夠保護裝備及設備，員工於運作機器時均須配戴及穿著有關裝備。

我們定期安排有關防火、急救及安全管理培訓，亦就任何因工作而可能出現的傷亡提供保險。如有重大安全風險及意外，員工及主管須向管理層匯報，並作出必要改善措施。

於報告期間，本集團沒有發生重大安全事故以及工傷；亦無任何有關安全工作環境及保障僱員避免職業性危害、且對本集團有重大影響的違法違規事件。

#### *Well-being of our employees*

We consider human capital our most valuable asset. We care for our staff and encourage our employees to participate in activities that promote their health awareness. In Shenyang, we collaborate with China Association for Promoting Environmental Health and Safety (中國環境健康與衛生安全促進會) on an annual basis and arrange our employees to join “Treasuring Lives and Caring Health”, a sizeable event that focuses on food and water safety, occupational hygiene and pollution while providing information and training on cardiopulmonary resuscitation and other first aid technique, prevention of occupational diseases.

At the same time, we organize staff activities to promote mental health and work-life balance. Team-building activities such as tug-of-war and fun sports day help to create a spirit of unity between employees.

#### **Development and Training**

To enable our talent to develop themselves to their fullest potential and to provide them with the essential skillsets to deliver the best, a comprehensive development plan has been established. The Group provides diversified on-the-job training base on the needs of respective job positions and the strengths of employees. We provide them with all-rounded development opportunities to enable them to reach their fullest potential.

The Group organizes and subsidizes various internal and external staff training programme to aid staff to better their skills, knowhow and upgrade their technicality by stages. The training courses can be categorized as Regular Training, Advanced Training and Outsourced Training. Regular Training is provided for new employees in the form of induction which covers corporate culture, structure and policies. Professional training ranges from job-related skills, industry-specific knowhow to business etiquette. Advanced Training focuses on job skills, such as sales technique, brand imaging and computer competency. Outsourced Training Course encompasses business administration and team-building. Based on the high participation rate, our training programs have been well received by the employees.

#### *員工福祉*

我們視人力資本為最重要的資產，關懷及鼓勵員工參與提升健康意識的活動。在瀋陽，我們每年與中國環境健康與衛生安全促進會合作，安排員工參加以飲食安全、職業衛生、環境污染為主題的「珍惜生命，關愛健康」大型普及活動，並提供有關心肺復蘇法和其他急救技巧、預防職業病的培訓及資訊。

同時，我們統籌員工活動宣揚精神健康及工作與生活平衡。透過拔河比賽、趣味運動會等團隊活動有助營造員工團結精神。

#### **發展及培訓**

為了讓我們的人才發展潛能，以及傳授他們重要的技能，我們制訂一個全面的發展計劃。本集團按照不同職位的各自需要及員工所長，提供多元化的在職培訓。我們給予員工全面的發展機會，促使他們發揮最大潛能。

本集團組織及資助各類內部及外部員工培訓計劃，從常態培訓、提升培訓及外部培訓分階段提升他們的技能、專業知識及技巧。常態培訓為針對企業文化、公司制度及政策等的員工入職培訓。專業培訓針對工作相關技能、行業專業知識、禮儀規範等。提升培訓集中於職業技能，例如銷售技巧、品牌形象及電腦技能等。外部培訓涵蓋商業管理及團隊合作。從高參與度可見我們的培訓計劃廣受員工歡迎。

Harmonious employment relationship is conducive to the stable development of the Company. We care for our employees and maintain open dialogue with them regarding working condition, promotion and career goal. We also review our welfare package and reward employees base on their performance.

## **OPERATIONAL**

### **Supply Chain Management**

Sound supply chain management is essential to sustainable business growth and ensure the quality of products and services we offer to our patrons. It is critical that the supply chain integrates environmentally and financially viable practices into the supply chain lifecycle. For this reason, we have formulated stringent policies governing our supplier.

#### *Procurement policies*

The Group adheres to fair operating practices through structured procurement mechanism which sets out screening criteria to identify and assess risks of suppliers. The assessment criteria ranges from technical capability, product and service quality, cost, historical track record, to reaction-time-to-crisis. A competitive tendering process is in place to maintain fairness and integrity. We manage our supply chain risks through vigilant monitoring and regular performance evaluation.

#### *Code of conduct*

Our suppliers are required to act responsibly and comply with all relevant laws, international covenants and contractual requirements. They are also required to adhere to the Group's code relating to ethics and integrity.

We also share our sustainability values with our suppliers and encourage them to seek continuous improvement in sustainability performance and make concerted contribution to economic, social and environmental sustainability.

和諧的僱傭關係有利本公司穩定發展。我們關心員工，就他們工作情況、晉升空間及事業目標保持開放溝通。我們亦檢討福利制度，因應員工表現而有所獎勵。

## **營運層面**

### **供應鏈管理**

健全的供應鏈管理對業務可持續增長，以及確保我們提供予客戶的產品和服務質素非常重要。把環境及財務上的可行實務融入整個供應鏈周期當中，對供應鏈管理而言非常關鍵。因此，我們已制訂嚴格的供應商管理政策。

#### *採購政策*

本集團擁有健全的採購機制，奉行公平的營運慣例。有關機制詳列篩選準則，識別及評估供應商風險。評估準則包括從技術水平、產品及服務質素、成本、往績、以至危機反應速度等。我們有具競爭性的招標過程，以維持公平及公信力。我們嚴密監控及定期進行評估，以管控供應鏈風險。

#### *行為守則*

我們的供應商須負責任地行事，遵守所有相關法例、國際公約及合約責任。他們亦要堅守本集團的道德及誠信守則。

我們與供應商分享我們對可持續性的價值觀，並鼓勵供應商持續改善表現，共同為經濟、社會及環境可持續性作出貢獻。

### **Product Liabilities**

#### *Product safety*

We are committed to offering quality products to our consumers. We comply with the Law of Protection of Rights and interest (《消費者權益保護法》) of the People's Republic of China where our retailing business is. Products offered for sale in our outlet by brand tenants or point-of-sale by our distributors are sourced directly from or licensed through brands. Outlet mall tenants and swimwear & accessories brand owner are required to ensure not only product functionality but also fulfillment of the applicable national and industry standards. They will provide valid commodities inspection certificates before products are offered for sale in our distribution network.

#### *Understanding customers' needs*

We believe that customers' opinions are keys to improving our service quality. Meanwhile, product recall solutions are also in place for our customers and we shall promptly handle and investigate any customers' complaints.

#### *Privacy*

The Group has in place information confidentiality system and data-security procedures to protect customers' privacy and safeguard commercially sensitive information. Designated staff assigned to handle customers' information such as customer telephone number and identity treat such information in strictest confidence.

#### *Advertising and labelling*

As an outlet mall operator, we and our mall tenants, have launched many promotional campaigns to promote the outlet mall. Contents of these marketing materials comply with the Advertisement Law of the PRC 《中華人民共和國廣告法》, the Interim Measures for the Administration of Internet Advertisement 《互聯網廣告管理暫行辦法》 and other applicable laws and also regulations governing advertising and labeling enacted by the relevant government authorities. We ensure that consumers are provided with sufficient information on the product labels to make informed choices.

### **產品責任**

#### *產品安全*

我們致力為消費者提供優質產品，遵守我們業務所在地，即中華人民共和國的《消費者權益保護法》。品牌租戶於奧特萊斯內銷售或分銷商於零售門店出售之產品均分別直接由相關品牌商直接供應或已取得品牌代理權。奧特萊斯租戶及游泳及配件品牌商須確定產品功能性，符合適用國家及行業標準。他們透過我們的分銷網絡銷售產品前，會提供貨品檢查的有效認證。

#### *了解客戶需要*

我們深信，客戶意見對改善服務質素尤為關鍵。此外，我們為客戶制定產品回收方案，即時處理及調查任何客戶投訴。

#### *私隱*

本集團擁有資料保密系統及資料安全程序，以保障客戶私隱及商業敏感資料。我們委派專員處理顧客資料，例如電話號碼及身份，有關資料將嚴格保密。

#### *宣傳及標籤*

作為奧特萊斯營運商，我們與我們的奧特萊斯租戶先後推出眾多宣傳活動，以推廣奧特萊斯。這些市場推廣材料的內容，均符合《中華人民共和國廣告法》、《互聯網廣告管理暫行辦法》及其他政府有關宣傳及標籤的適用法律和法規。我們確保消費者在產品標籤上獲得足夠資訊以作出知情選擇。

During the Reporting Period, the Group has complied with all relevant laws and regulations that have a significant impact on the Group relating to health and safety, advertising, labelling and privacy matters.

#### **Anti-corruption**

We value honesty and integrity. Anti-corruption policies are clearly set out in employee handbooks and included specifically during freshman-induction program. Our aim is to ensure that our employees understand and observe applicable laws and regulations. The policy provides guideline for ethical business behavior: prohibition and the solicitation and acceptance of advantages by an employee in connection with the Group's business; avoidance of conflicts of interest at work; prohibition of misuse of company assets and information for personal gain or benefit of others.

The Group encourages and protects any employee who reveals illegal, non-compliant and dishonest acts within the Company. Employees are encouraged to report such fraudulent behavior, if there are any, to the respective business units head or human resources department. Employees who have violated the relevant provisions are subject to disciplinary actions ranging from verbal warning to dismissal. We shall review our anti-corruption policies from time to time and make further improvement when necessary.

During the Reporting Period, we were not aware of any breach of law and regulations that have a significant impact on the Group relating to corruption, bribery, extortion, fraud and money laundering.

於報告期間，本集團已遵守所有有關提供產品和服務的健康與安全、廣告、標籤及私隱事宜、且對本集團有重大影響的法律法規。

#### **反貪污**

我們重視誠信。有關反貪污政策已清晰載列於員工手冊及包含在新員工入職介紹當中，目的是確保員工明白及遵守所有適用法律和法規。有關政策涵蓋商業道德的指引：禁止員工接受與本集團有關連的利益；避免工作上的利益衝突；禁止不當使用公司資產及資料作個人利益用途。

本集團鼓勵和保護任何在本公司內披露非法、不合規、不誠實行為的僱員。我們鼓勵員工向其業務主管及人力資源部舉報有關欺詐行為。違規員工會被紀律處分，程度由口頭警告至解僱不等。我們會不時檢討我們的反貪污政策，如有需要，會採取改善措施。

於報告期間，我們未有發現因貪污、賄賂、勒索、欺詐及洗黑錢，且對本集團有重大影響的違法事件。

## **COMMUNITY**

### ***Community Investment***

Caring for Community is a value shared by the Group and its employees. The Group pursues sustainable development in our community by assessing and managing the social impact of our operations in the marketplace.

The Group encourages staff to take part in voluntary work and donation.

The Group will continue to explore other possible ways of promoting the spirit of corporate social responsibility within the Company through organizing or participating in suitable community activities and donations. We aspire to raise the awareness of giving back by caring for and helping the needy, foster closer relationships between our employees and the community.

## **社區**

### **社區投資**

關懷社區是本集團及其員工的共同價值觀。本集團透過評估及管理我們業務運作對社區的影響，追求實現社區可持續發展。

本集團鼓勵員工參加義工及捐贈活動。

本集團會繼續探討不同可行方法，透過組織及參與合適的社區活動和捐贈活動，宣揚企業社會責任。我們希望能關懷及幫助有需要人士，提升回饋社會的意識，令員工與社區之間的關係更為密切。



SYMPHONY

