



佳明
GRAND MING

GRAND MING GROUP HOLDINGS LIMITED

佳明集團控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號: 1271



Environmental,
Social and
Governance Report

環境、社會和
管治報告

2016/17





This Environmental, Social and Governance (“ESG”) Report covers the ESG performance of Grand Ming Group Holdings Limited (Stock Code: 1271) (the “Company”, together with its subsidiaries, the “Group”) for the year ended 31 March 2017 (the “Reporting Period”). This report has been prepared in compliance with the ESG Reporting Guide set out in Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited. According to the requirements in the ESG Reporting Guide, this report follows the reporting principles of materiality, quantitative, balance and consistency.

The Group will continue to strengthen its effort to collect information in order to enhance its performance in the environmental and social aspect of its business.

ENVIRONMENTAL

Emissions

The Group strives to mitigate the impact to the environment created from our business activities by improving operational efficiencies and adopting best practicable designs and technologies without compromising the quality of our products and services delivered to the customers.

Energy consumption accounts for a major part of the Group’s greenhouse gas (GHG) emissions. Therefore various energy saving measures (refer to the section headed “Use of Resources” below for details) have been undertaken to reduce energy consumption in our business operations. Waste management mainly involves dumping of construction wastes and collection of waste paper for recycling. No material amount of hazardous wastes was generated in connection with the Group’s businesses.

本環境、社會及管治（「環境、社會及管治」）報告涵蓋佳明集團控股有限公司（股份代號：1271）（「本公司」，連同其附屬公司，統稱「本集團」）截至二零一七年三月三十一日止年度（「報告期」）之環境、社會及管治表現。本報告乃遵照香港聯合交易所有限公司證券上市規則附錄二十七《環境、社會及管治報告指引》而編製。根據環境、社會及管治報告指引規定，本報告遵循重要性、量化、平衡及一致性原則。

本集團將繼續加強信息收集工作，以提升其業務在環境及社會方面的表現。

環境 排放物

本集團致力透過提高營運效率及採用最佳可行的設計及技術，減輕我們的業務活動對環境的影響，同時不影響我們提供予客戶的產品及服務的質量。

能源消耗佔本集團溫室氣體（溫室氣體）排放的主要部分。因此，我們採取多項節能措施（詳見下文「資源使用」一節）降低我們業務經營的能源消耗。廢棄物管理主要涉及傾倒建築廢物及收集廢紙進行回收再用。本集團的業務並無產生大量有害廢棄物。

During the Reporting Period, the Group was not aware of any non-compliance with the relevant laws and regulations that related to environmental protection have a significant impact on the Group in relation to air and GHG emissions, discharge into water and land, and generation of hazardous and non-hazardous wastes.

報告期內，本集團並不知悉有任何未遵守有關空氣及溫室氣體排放、向水及土地的排污以及產生有害及無害廢棄物的相關環保法律和法規且對本集團存在重大影響之情況。

(a) GHG Emissions

(a) 溫室氣體排放

Scope of GHG Emissions ⁽ⁱ⁾ 溫室氣體排放範圍 ⁽ⁱ⁾	Emission sources 排放源	Emission (in tonnes of CO ₂ e) 排放量 (噸二氧化碳當量)
Scope 1 – Direct emissions 範圍1 – 直接排放	Diesels for generators and petroleum for motor vehicles 發電機使用的柴油及機動車輛使用的汽油	584
Scope 2 – Indirect emissions 範圍2 – 間接排放	Electricity purchased from the power company 向電力公司購買的電力	1,380
		1,964

(i) The classification of scope of GHG Emissions follows the “Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong (2010 Edition)” issued by Electrical and Mechanical Services Department and Environmental Protection Department.

(i) 溫室氣體排放範圍乃遵照機電工程署及環境保護署刊發的《香港建築物(商業、住宅或公共用途)的溫室氣體排放及減除的核算和報告指引》(二零一零年版)分類。

(b) Waste

Due to nature of business of the Group, construction wastes are generated in the course of construction works, yet the Group does not accept illegal dumping of construction waste. Pursuant to the Construction Waste Disposal Charging Scheme, the Group has opened billing accounts with the Environmental Protection Department to pay for the disposal of construction waste. During the Reporting Period, 6,217.7 tonnes of inert construction materials were taken to the public fill.

(b) 廢棄物

由於本集團的業務性質，建築廢物於建築工程中產生，但本集團不允許非法傾倒建築廢物。根據建築廢物處置收費計劃，本集團已於環境保護署開立付款賬戶，用於支付建築廢物處置費用。報告期內，本集團產生之6,217.7噸惰性建築物料已運往公眾填料。



Use of Resources

The Group has implemented a series of green practices in the operation of the Group's businesses to foster the efficient utilisation of resources and curtail wastage, including (a) use of energy-saving LED lights and T5 fluorescent tubes in the temporary lightings of the construction sites and common areas of the data centre premises; (b) double-sided printing and copying; (c) use of recycle papers for printing general documents or information; (d) delivery and presentation of corporate documents or information in electronic format; and (e) encouraging our staffs to save water and switch off lightings and electrical devices which are not in use.

In respect of the construction business, prefabrication is currently widely adopted in the Group's construction works. This helps to lower the pollution generated in the concreting process. Besides, formworks making of aluminium alloy are applied. As aluminium formworks could be reused and recycled when scrapped, they are more environmentally friendly compared to the traditional timber formworks.

To fulfill the requirement of the tenants, our high-tier data centres are designed and built not only for high availability but also to be environmentally green. Each of our data centres is designed to maximize local site conditions and deploy high efficiency electrical power units and air conditioning systems. Indeed the Company has been admitted as an institutional member of Hong Kong Green Building Council Limited. Moreover, our second high-tier data centre, namely iTech Tower 2, has achieved the rating "Bronze" in the BEAM Plus Final Assessment (for New Buildings). Such membership and award had substantiated our pursuits of developing green building and minimising pollution to the external environment.

資源使用

本集團已於業務經營中實施一系列環保措施，以促進資源的有效利用及減少浪費，包括(a)對施工現場及數據中心物業公共區域的臨時照明採用LED節能燈及T5熒光燈管；(b)雙面打印及複印；(c)使用回收紙打印一般文件或資料；(d)以電子格式交付及提交公司文件或資料；及(e)鼓勵我們的員工節約用水及關閉未使用的照明及電器設備。

建築業務方面，本集團的建築工程目前廣泛採用預製件，有助於減少混凝土澆築過程中產生的污染。此外，本集團亦採用鋁合金製作模板。鋁質模板可重複使用及於報廢時回收，因此相比於傳統木質模板更為環保。

為滿足租戶要求，我們的高端數據中心的設計及建造，不僅具有較高可用性，而且環保。我們盡量利用本地現場條件設計各數據中心，並採用高效率電源裝置及空調系統。實際上，本公司已獲香港綠色建築議會有限公司接納為機構會員。此外，我們的第二座高端數據中心，即iTech Tower 2，於綠建環評最終評估（新建建築）中獲得「銅級」評級。該會員資格及獎項已印證了我們對發展綠色建築及盡量減少外部環境污染的追求。

(a) Energy consumption

Consumption of electricity and diesels contributed to the majority of energy consumption in the Group's business operation.

(i) Electricity

During the Reporting Period, the electricity consumed by the Group was 2,555,348 kWh, contributing to 1,380 tonnes of carbon dioxide equivalent emissions.

(ii) Diesels

During the Reporting Period, 190,514 litres of diesels were used in the construction segment, contributing to 498.5 tonnes of carbon dioxide equivalent emissions.

(b) Water consumption

During the Reporting Period, the volume of water consumed by the Group was 34,251 m³.

The Environment and Natural Resources

The Group realises that its business operations had been deploying natural resources and thereby placing a negative impact on the environment. With a view to minimising the environmental impact, the Group had incorporated the concept of environmental protection into the process of business operations and office administration. Apart from adopting the aforementioned measures, both our construction and data centre leasing business have adopted the environmental management systems, which have been assessed and certified as fulfilling the requirement of ISO 14001: 2004.

(a) 能源消耗

電力及柴油消耗佔本集團業務營運中的大部分能源消耗。

(i) 電力

報告期內，本集團消耗電力2,555,348千瓦時，產生1,380噸二氧化碳當量排放量。

(ii) 柴油

報告期內，建築分部使用了190,514升柴油，產生498.5噸二氧化碳當量排放量。

(b) 耗水量

報告期內，本集團的耗水量為34,251立方米。

環境及天然資源

本集團意識到其業務營運一直使用天然資源，從而對環境造成負面影響。為儘量減少環境影響，本集團已將環保理念融入企業經營及辦公管理之中。除採用上述措施外，我們的建築及數據中心租賃業務均採用已通過評估及ISO 14001: 2004認證的環境管理系統。



SOCIAL

Employment and Labour Practices

Employment

Our employees are our most valued assets. Their on-going contributions and strength are the reasons for the sustainable growth of the Group. In view of this, we provide comprehensive remuneration package to attract, motivate and retain appropriate and suitable employees to serve the Group. The remuneration policy and packages are periodically reviewed by making reference to the prevailing market conditions. Discretionary bonus are payable to employees according to the individual's performance. Besides, share options and shares may be granted to eligible employees under the share option scheme and share award plan respectively. Internal promotion is offered to existing staffs, and we offer adequate on-the-job and professional trainings to help them qualify for senior positions.

The Group's management undertakes to ensure that all human resources management practices, including the employee's recruitment and dismissal, are in compliance with applicable laws and regulations. All newcomers will be given a staff handbook which list out all information and entitlement regarding probation period, remuneration, welfare, rest days and public holidays, rules and conditions on leave application, termination and dismissal, as well as work ethics.

The Group is committed to building a working place free from discrimination of gender, race, religion, age, marital and family status, pregnancy or any other reasons.

During the Reporting Period, the Group is not aware of any material non-compliance with the relevant laws and regulations that have significant impact on the Group relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

社會

僱傭及勞工常規

僱傭

僱員是我們最寶貴的資產。本集團之可持續發展有賴於彼等之不斷貢獻及努力。有鑑於此，我們提供全面的薪酬待遇，吸引、激勵及留住適當及合適的僱員為本集團服務。我們參考現行市況定期檢討薪酬政策及待遇。我們根據個人表現向僱員支付酌情花紅。此外，我們可分別根據購股權計劃及股份獎勵計劃向合資格僱員授予購股權及股份。我們為現有員工提供內部晉升，並提供足夠的在職及專業培訓，幫助彼等獲得勝任高級職位的資格。

本集團管理層承諾確保所有人力資源管理措施，包括僱員的招聘及解聘，均符合適用的法律和法規。所有新入職員工將收到一份員工手冊，其中列明有關試用期、薪酬、福利、休息日及公眾假期、休假申請規則及條件、終止及解聘以及職業道德等所有資料及權利。

本集團致力建立一個沒有性別、種族、宗教、年齡、婚姻及家庭狀況、懷孕或任何其他原因歧視的工作場所。

報告期內，本集團並不知悉有任何嚴重違反有關報酬及解聘、招聘及晉升、工作時間、休息期、平等機會、多元化、反歧視及其他待遇和福利的相關法律和法規且對本集團存在重大影響之情況。

Health and Safety

We place dominant emphasis on health and safety and provide all employees with a safe working environment. Occupational health and safety management system have been implemented in both our construction and data centre leasing business and were certified to be in compliance with the requirements of OHSAS 18001: 2007.

We provide appropriate and adequate protective equipments (such as safety helmets, goggles, safety shoes, ear plugs, dusk masks) to our construction site workers. Our safety officers are responsible for the entire safety matters of the construction sites. They station in construction sites to supervise the observance of the safety standards by the site workers (including the Group's and the subcontractors' employees), and promote the safe execution of work in the construction sites. Besides, site safety meetings of each individual construction project are held on a monthly basis where our project team review and monitor the execution and compliance of the safety standards in the workplace together with the subcontractors' representatives. As a reward for the pursuit of safety, we would award a bonus of HK\$100,000 to our site workers of the construction project if no summons are issued from government authorities for breach of laws, rules and regulation in relation to safety for that particular project.

On the corporate level, we have designated safety director to monitor the implementation of safety management system. In addition, safety committee, comprising of director in the construction segment, safety director and project manager, is established to review the site safety policy and procedures as well as to oversee the implementation of safety management system.

The Group strictly abides by the relevant laws and regulations related to safety management in the cities where the Group operates. During the Reporting Period, no fatalities of the Group's employees were reported. The Group was not subject to any material claim or penalty in relation to health and work safety, and has been in compliance with the relevant laws and regulations in all material aspects in Hong Kong.

We also support employees' work-family balance by encouraging employees to efficiently complete their works within working time, and overtime is generally not encouraged.

健康與安全

我們把健康與安全放在首位，為所有僱員提供一個安全的工作環境。我們的建築及數據中心租賃業務已實行職業健康安全系統，該系統已通過OHSAS 18001: 2007認證。

我們為施工現場的建築工人提供適當及充分的防護設備（如安全帽、護目鏡、安全鞋、耳塞、防塵面具）。我們的安全主任負責建築地盤的整體安全事宜，並駐紮在施工現場，監督現場工人（包括本集團及分包商的僱員）遵守安全標準及促進施工現場的安全施工。此外，每個建設項目每月均召開一次地盤安全會議，會上我們的項目團隊與分包商代表一起檢討及監督工作場所安全標準的執行及遵守情況。為推動安全施工，倘相關建築項目未因違反安全相關之法律、條例及法規而收到政府部門發出的傳票，該項目之本公司工人將獲得100,000港元的獎勵。

企業層面上，我們已指定安全總監，監督安全管理系統的實施。另外，由建築分部之董事、安全總監及項目經理組成的安全委員會，負責檢討工地安全政策及程序以及監督安全管理系統的實施。

本集團嚴格遵守其經營所在城市的安全管理相關法律和法規。報告期內，本集團概無收到僱員死亡事故的報告。本集團未遭受任何有關健康及工作安全的重大申索或處罰，並已於所有重大方面遵守香港的相關法律和法規。

我們亦支持僱員平衡工作與家庭，鼓勵僱員在工作時間內有效地完成工作，且通常不鼓勵加班。



Development and Training

We regard staff development as one of the most important drivers for the Group's development. We encourage employees to study by themselves through pursuing degree-based academic education and various professional seminars and training courses, taking various professional qualification examinations so as to update their professional knowledge. The Group would reimburse employees part of the tuition fees.

Our project directors and technical director organised various in-house training programs in relation to industry practice, knowledge, safety standards for employees to strength their industry and technical knowhow.

Labour Standard

The Group strictly adheres to the Employment Ordinance (Cap. 57) of the Laws of Hong Kong in all respects of employment. Accordingly, engagement of child labour, illegal labour and forced labour are strictly prohibited by the Group. Besides, the Group does not use unlawful or unfair means to restrict the employment relationship between the employees and the Group. Employees are free to leave employment upon giving reasonable notice as stipulated in their employment contracts.

The Company clearly sets out the code of conduct for employees in the staff handbook. Employees are encouraged to report any malpractice to their supervisor.

During the Reporting Period, the Group is not aware of any non-compliance with the relevant laws and regulations that have significant impact on the Group relating to preventing child and forced labour.

發展及培訓

我們認為員工發展是本集團發展的重要推動力之一。我們鼓勵僱員自學、報讀學位課程及參加各種專業講座及培訓課程、報考各種專業資格考試、更新專業知識。本集團將會補償僱員部分學費。

我們的項目總監及技術總監組織各種有關行業慣例、知識、安全標準的內部培訓課程，強化僱員的行業及技術知識。

勞工準則

本集團於僱傭的各方面嚴格遵守香港法例第57章《僱傭條例》。因此，本集團嚴禁僱用童工、非法勞工及強制勞工。此外，本集團並未採用非法或不公平的手段限制僱員與本集團之間的僱傭關係。僱員可按照僱傭合同規定於給予合理通知後自由離職。

本公司於員工手冊中明確規定了僱員的操守準則，並鼓勵僱員向其主管報告任何不法行為。

報告期內，本集團並不知悉有任何未遵守有關防止童工及強制勞工的相關法律和法規且對本集團存在重大影響之情況。

Operating Practices

Supply Chain Management

In procuring materials, services and equipment, we ensure to act fairly and equally with the suppliers and subcontractors, at the same time to acquire goods and services of best possible value. The selection of suppliers and subcontractors is based on quality, services, background, and reputation, as well as environmental protection considerations. Once the selection of suppliers is confirmed, they will be considered as approved suppliers after the management's approval. Annual review on the approved suppliers would be conducted. We are not aware of any non-compliance issues with our suppliers.

We have established long-term business relationship with the subcontractors. Through the past dealings with the subcontractors, we have acquired sufficient appreciation of their expertise and strength so that it would enable us to maintain our quality standards.

Product Responsibility

The Group's construction and data centre leasing business developed and implemented the Quality Management System which was awarded ISO 9001: 2008 certification. This demonstrates our commitment to quality and our capability to satisfy customers' requirements. We stay connected with our customers and acquaint them with feedbacks and suggestions through various channels such as physical meetings, telephone and electronic mail communication.

Customers and data privacy are of paramount importance in our data centre leasing business. The Group enters into non-disclosure agreement with the data centre tenants for the purpose of protecting their privacy. To enhance customers' confidence, our information security management systems had awarded ISO 27001: 2013 certification. Such certification demonstrates our unwavering commitment to information security in data centre operations.

營運慣例

供應鏈管理

於採購材料、服務及設備時，我們確保公平及平等地對待供應商及分包商，同時獲得最有價值的商品及服務。供應商及分包商的選擇乃基於質量、服務、背景及聲譽以及環境保護因素。一經確認選定，經管理層批准後，相關供應商將被視為經批准的供應商。經批准的供應商每年將接受年度審查。我們並不知悉我們的供應商有任何不合規問題。

我們與分包商已建立長期業務關係。通過以往與分包商的業務往來，我們已充分認可彼等之專業知識及實力，有利於我們能夠維持質量標準。

產品責任

本集團的建築及數據中心租賃業務制定及實施質量管理系統，其通過ISO 9001: 2008的認證，表明我們對質量及滿足客戶需求能力的承諾。我們與客戶保持聯繫，並通過實體會議、電話及電子郵件通訊等各種渠道瞭解彼等之反饋及建議。

客戶及數據隱私對於我們數據中心租賃業務至關重要。為保護租戶隱私，本集團與數據中心租戶訂立了保密協議。為提升客戶信心，我們的信息安全管理系統已通過ISO 27001: 2013認證，證明我們在數據中心營運對信息安全的堅定承諾。



During the Reporting Period, the Group did not receive any complaint in relation to the quality of the contractor works of our construction projects. The two high-tier data centres maintain a high level of availability and no material complaints had been received from the tenants regarding the quality of performance of our data centre facilities.

The Group has been in compliance with relevant laws and regulations, and has not been assessed any fines or penalties that had a material and adverse impact on our business operation with regard to product responsibility.

Anti-corruption

The Group is committed to achieving and maintaining the integrity in business. Any forms of bribery and corruption in the construction projects tendering process, procurement, sub-contracting and properties leasing are strictly prohibited pursuant to the Group's policy. We clearly state the anti-corruption policies in our staff handbook.

We make clear the Group's expectations on employees to ensure professional and ethical conduct of all staff. Our employees are informed of the Group's expectations and guidelines in the normal course of business, as well as the applicable laws and regulations related to improper payment, frauds and money-laundering.

The Company's audit committee holds meetings regularly with the Group's senior management to consider the effectiveness of internal controls and risk management of the Company. During the Reporting Period, the Group is not aware of any material non-compliance with the relevant laws and regulations that have a significant impact on the Group relating to bribery, extortion, fraud and money laundering, nor any concluded legal case regarding corrupt practices brought against the Group or its employees.

報告期內，本集團並未收到任何有關對我們建築項目承包商工程質量的投訴。兩座高端數據中心保持高水平的可用性，且並未收到租戶對我們數據中心設施性能的重大投訴。

本集團一直遵守相關法律和法規，且並無受到任何與產品責任有關的處罰或罰款而對我們的業務經營造成重大不利影響之情況。

反貪污

本集團致力於實現及維持業務誠信。根據本集團的政策，建築項目的招標過程、採購、分包以及物業租賃中嚴禁出現任何形式的賄賂及貪污行為。我們在員工手冊中明確規定了反貪污政策。

我們對僱員表明本集團之期望，以確保全體僱員表現專業及道德操守。僱員獲告知本集團於日常業務過程中之期望及指引，以及有關不正當付款、欺詐及洗黑錢之適用法律及法規。

本公司審核委員會定期與本公司高級管理層舉行會議，以考量本公司內部監控及風險管理之成效。報告期內，本集團並不知悉有任何嚴重違反有關賄賂、勒索、欺詐及洗黑錢的相關法律和法規且對本集團存在重大影響之情況，或任何對本集團或其僱員提出並已審結的貪污訴訟案件。

Community

Community Investment

Being a responsible corporate citizen, we encourage and support employees to volunteer their time to help the under-privileged people in the community and participate in volunteer work.

Having a long history in the construction industry, we are also committed to training young construction talents. We believe that investing in education is crucial for the long-term sustainability of the community and the industry. The Group sponsored “The Tree House DreamStarter Program”, brought together the specialists of the Group’s construction arm, and the students and teachers of the Baptist Rainbow Primary School to design and build a unique bamboo tree house and set it as a new playground in the school. We organised workshops to guide the students to learn the construction skills as well as the basic theory of construction and design.

社區

社區投資

作為負責任的企業公民，我們鼓勵及支持僱員義務幫助社區中的弱勢群體及參與義工工作。

我們於建築行業擁有長久的歷史，亦致力培養年輕建築人才。我們相信，投資教育對於社區及行業的長期可持續性至關重要。本集團贊助「樹屋啟夢者計劃」，由本集團建築部門的專業人員與浸信會天虹小學的師生一起設計及建造了一間獨特的竹製樹屋，並將其作為學校的新遊樂天地。我們組織工作坊，指導學生學習建築技術以及建築和設計的基礎理論。



佳明
GRAND MING

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