



Yee Hop Holdings Limited 義合控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

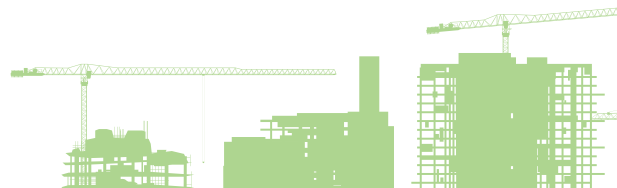
Stock Code 股份代號：1662

2016/17 ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告



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About Us

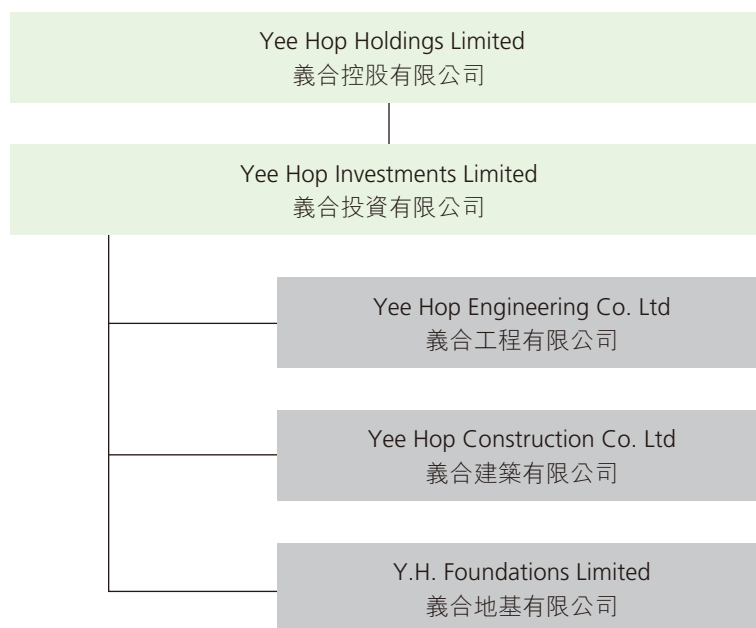
集團簡介

Yee Hop Holdings Limited (“**Yee Hop**” or the “**Group**”) is an established contractor in Hong Kong and is principally engaged in the provision of (i) foundation works (including the construction of mini-piles, rock-socketed steel H-piles and driven steel H piles, and other civil works, such as site formation works, and road and pavement works) and (ii) tunnelling works (including pipe jacking, hand dug tunnels and cut-and-cover tunnel works). The Group usually engages its own team of technical staff and direct labour to perform on-site work, together with a broad range of self-owned machinery and equipment.

義合控股有限公司(「**義合**」或「**本集團**」)為香港歷史悠久的承建商，主要從事提供(i)地基工程(包括預鑽孔小型灌注樁、預鑽孔灌注工字樁及衝擊式工字樁，及其他土木工程，如地盤平整工程及道路及行人道工程)及(ii)隧道工程(包括頂管、手挖隧道及明挖回填隧道工程)。本集團通常以自有技術人員團隊和直屬工人配合種類繁多的自置機械及設備施行地盤工程。

The Group's Business Structure

本集團業務架構



Business Philosophy

經營理念

To create sustained value for all our stakeholders by embracing opportunities and managing risks deriving from economic, environmental and social developments.

把握經濟、環境及社會發展湧現的機遇並管理所帶來的風險，為全體持份者創造可持續的價值。



About this Report

關於本報告

This is the first Environmental, Social and Governance (“ESG”) Report issued by the Group. The report discloses the Group’s actions and performance on sustainability issues in a transparent and open manner to stakeholders.

Reporting Year

Information in this report reflects the performance of the Group in environmental stewardship and social responsibility between April 2016 and March 2017. In the future, the Group will publish the Environmental, Social and Governance Report on an annual basis and make it available to the public at any time to enhance transparency and accountability.

Reporting Boundary

The report focuses on the Group’s operations in its head office, and businesses in foundation works and other civil works¹ in Hong Kong which accounted for 60% of the Group’s consolidated revenue in the reporting year. The Group will extend the scope of disclosures and will ultimately cover all its operations when the data collection system is better established and when environmental, social and governance work is strengthened. Although this report excludes the disclosure of Key Performance Indicators (“KPIs”) at the moment, the Group plans to conduct a carbon assessment next year to further refine and standardise the indicators for reporting.

Reporting Guideline

The report is published in accordance with the ESG Guide issued by the Stock Exchange. The report outlines the environmental, social and governance performance of the Group in a concise manner. Information contained herein is sourced from the official documents and statistical data of the Group, and is aggregated from the monitoring, management and operational information provided by its subsidiaries in accordance with the relevant rules of the Group. A complete content index is inserted in the last chapter of the report for reference. The report is available in Chinese and English and both are uploaded onto the Company’s website at www.yee-hop.com.hk. In case of any conflict or inconsistency between the Chinese version and the English version, the English version shall prevail.

此乃本集團刊發之首份《環境、社會及管治（「環境、社會及管治」）報告》。本報告以透明及公開方式向持份者披露本集團於可持續發展事宜的行動及表現。

報告年度

本報告所載資料反映本集團於2016年4月至2017年3月期間在環境管理及社會責任方面之表現。本集團日後將每年刊發《環境、社會及管治報告》，以便公眾隨時查閱，從而提升透明度及問責性。

報告範圍

本報告針對本集團於其總辦事處之營運及於香港之地基工程及其他土木工程¹業務而作出，有關業務佔本集團於報告年度綜合收益之60%。待本集團完善數據收集系統及加強環境、社會及管治工作後，本集團將擴大披露範圍，並最終將覆蓋其所有業務。儘管本報告目前不包括關鍵績效指標（「關鍵績效指標」）之披露，惟本集團將於來年進行碳評估，以進一步完善及規範報告指標。

報告指引

本報告乃根據聯交所頒佈之《環境、社會及管治報告指引》刊發。本報告簡明概述本集團於環境、社會及管治方面之表現。本報告所載資料來自本集團之正式文件及統計數據，並由其附屬公司根據本集團相關規則提供之監控、管理及營運資料彙集而成。完整內容索引載於本報告最後一章以供參考。本報告以中英文兩個版本編製，並上載至本公司網站www.yee-hop.com.hk。中英文本如有任何衝突或不一致之處，概以英文版本為準。

We Value Your Feedback

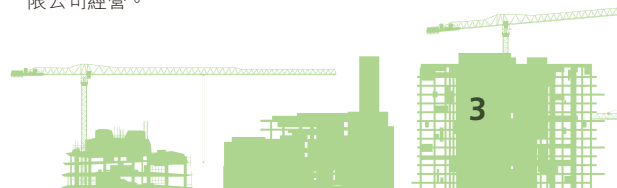
我們重視 閣下的反饋

Our continuous improvement relies on your valuable feedback on both the content and the form of this report. If you have any questions or comments, please send us your views via info@yee-hop.com.hk to help with our continued improvement in environmental, social and governance performance.

我們的不斷進步有賴 閣下對本報告內容及形式的寶貴反饋。倘 閣下有任何疑問或意見，請透過 info@yee-hop.com.hk 提出您的想法，協助我們繼續改善環境、社會及管治方面的表現。

¹ These businesses are operated by Yee Hop Engineering Co. Ltd and Y.H. Foundations Limited.

¹ 此等業務由義合工程有限公司及義合地基有限公司經營。



Message from the Management

管理層致辭

“We strive to set a good example as an environmentally, socially and economically responsible corporation.”

I am delighted to present the first Environmental, Social and Governance Report of Yee Hop Holdings Limited. We strive to set a good example as an environmentally, socially and economically responsible corporation. This report marks an important milestone in our corporate sustainability journey, but most importantly presents to our stakeholders our determination to move towards sustainability.

Employees are our invaluable assets. It is our priority to ensure the occupational health and safety of all employees, subcontractor workers and the public. Our comprehensive Safety Management System provides a framework for monitoring and evaluating the implementation of our safety policies and measures. It is also our aim to enhance the well-being and development of our employees. Apart from providing competitive remuneration and benefits, we continue to support and nurture our employees through staff development and training programmes, helping them to thrive with the Group.

As a responsible corporate citizen, we are dedicated to reducing the impact of our operations on the environment. Through the implementation of an Environmental Management System and an Energy Management System, we strive to integrate sustainability into every part of our operations.

Going forward, we will continue to ensure sustainability is an integral part of our corporate strategy as we develop long-term sustainability targets and plans.

Mr. Jim Yin Kwan Jackin
Chairman

「我們致力樹立對環境、社會及經濟負責任的企業榜樣。」

本人欣然呈上義合控股有限公司的首份《環境、社會及管治報告》。我們致力樹立對環境、社會及經濟負責任的企業榜樣。本報告標誌我們謀求企業持續發展道路上的重要里程碑，更是向持份者展現我們邁向永續發展的堅定決心。

員工乃我們最寶貴的資產。集團以保障全體員工、分包商工人和大眾的職業健康安全為優先考慮。我們全面的安全管理制度，提供框架予我們監察評估安全政策及措施的落實。增強員工的身心全面發展亦是我們的目標。我們不僅提供極具競爭力的薪酬及福利，還不斷透過員工發展及培訓項目，支持並培育我們的員工，助其與本集團共同成長。

身為負責任的企業公民，我們努力減少營運對環境的影響。我們透過執行《環境管理制度》及《能源管理制度》，致力將可持續發展融入營運每一層面。

展望未來，在構思長期可持續目標及計劃的過程中，我們將繼續確保可持續發展作為整體企業戰略的一環。

主席
詹燕群先生



Stakeholder Engagement

持份者參與

The Stock Exchange has set forth four principles for reporting in the ESG Guide: Materiality, Quantitative, Balance and Consistency which should form the basis for preparing Environmental, Social and Governance Reports. The Stock Exchange emphasises that stakeholder engagement should be the key method by which materiality is assessed. Through stakeholder engagement, companies can understand wide ranging views and identify material environmental and social issues.

The Group's business activities involve a diverse range of stakeholders. Stakeholders refer to groups and individuals materially influencing or affected by the Group's business operations. The table below presents key stakeholders of the Group and explains the engagement channels through which the Group communicated with them during the year.

Methods of Stakeholder Engagement in the Reporting Period		報告期間的持份者參與方式	
Internal Stakeholders <ul style="list-style-type: none"> The Board Management Administrative executives General staff 	External Stakeholders <ul style="list-style-type: none"> Shareholders Investors Customers Suppliers 	內部持份者 <ul style="list-style-type: none"> 董事會 管理層 行政人員 普通員工 	外部持份者 <ul style="list-style-type: none"> 股東 投資者 客戶 供應商
Engagement methods: Meeting, Interview, E-mail, Letter, Seminar, Suggestion box		參與方法： 會議、約見、電郵、書信、講座、意見收集箱	

While preparing the report, the Group commissioned an independent consultant to conduct the materiality analysis in the form of a management interview. With expert advice, the Group has identified the material aspects for this report, and these will in turn guide the formulation of the Group's sustainability roadmap.

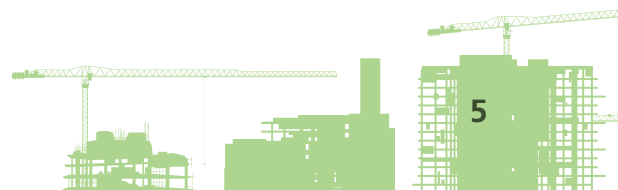
The business operations of the Group affect different stakeholders, while these stakeholders may have different expectations of the Group. To enhance the materiality analysis, the Group will continue to expand stakeholder engagement to collect a diverse range of stakeholders' views through various channels. At the same time, the Group will consider advancing the reporting principles of Quantitative, Balance and Consistency, in order to present the report in a way that continues to improve alignment with stakeholder expectations.

聯交所已於《環境、社會及管治報告指引》中載明四項匯報原則：重要性、量化、平衡及一致性。編製《環境、社會及管治報告》應以該等原則為基礎。誠如聯交所強調，持份者參與為評估重要性的主要方法。透過持份者參與，公司可知悉不同意見並識別重大的環境及社會問題。

本集團的業務活動涉及多個類別的持份者。持份者指對本集團的業務經營產生重大影響或受其重大影響的團體及個人。下表載列本集團的主要持份者，並解釋本集團於本年度如何透過各種參與渠道與持份者溝通。

於編製本報告的過程中，本集團已委託一名獨立顧問以管理層訪談方式進行實質性分析，並結合專家意見，識別本報告之重要議題，並以此作為本集團制定可持續發展方向之指引。

本集團的業務經營影響不同持份者，而該等持份者對本集團抱持不同期望。為加強重要性分析，本集團將繼續增加持份者參與程度，透過各種渠道廣泛收集持份者之意見。同時，本集團將考慮加強量化、平衡及一致性等匯報原則，以更符合持份者期望之方式呈列報告。



Protecting the Environment

保護環境

Yee Hop is committed to environmental protection by conducting its business in an environmentally responsible manner. The Group's Environmental Policy Statement affirms its aim to prevent environmental pollution, reduce waste and enhance waste recycling. The Group has implemented an Environmental Management System (EMS) in accordance with the requirements of ISO 14001:2004 which provides all employees and interested parties with a framework for monitoring and evaluating environmental policy and actions. The Group is preparing to upgrade its EMS to meet the new requirements of ISO 14001:2015, and is aiming to become certified at the end of 2017.

EMISSIONS

Climate change poses unprecedented challenges to global economic development. Extreme weather brought about by climate change directly or indirectly affects the ability of different institutions to access resources and sustain operations.

In November 2016, the Paris Agreement entered into force, calling for a global response to the threat of climate change and emphasising the need to limit the rise of global temperatures.

With a view to mitigating the risk of climate change, Yee Hop commits to conserve energy and reduce the emission of greenhouse gases through the implementation of its ISO 50001:2011 certified Energy Management System (EnMS).

To ensure that the EnMS is implemented effectively, the Group has in place a Management Review Team, which is chaired by Managing Director, and which filters down to localised Site EnMS Committees. Internal audits are also carried out with reference to ISO 19011:2002 Guidelines.

義合致力保護環境，以對環境負責的方式經營業務。本集團之《環境政策聲明》申明其防止環境污染、減少廢物及加強廢物回收的目標。本集團已根據ISO 14001:2004標準的規定實行環境管理系統(EMS)，為全體員工及相關方提供監管評估環境政策及行動的框架。本集團現正籌備升級其EMS以符合ISO 14001:2015標準的新規定，力求在2017年末取得認證。

排放物

氣候變化對全球經濟發展構成前所未有的挑戰。因氣候變化引致的極端天氣，直接或間接影響不同社會單位獲取資源及持續運作之能力。

於2016年11月，《巴黎協議》生效，呼籲全球應對氣候變化的威脅，並強調需要限制全球氣溫上升。

為減少氣候變化的風險，義合透過實行獲ISO 50001:2011認證的能源管理系統(EnMS)，致力節約能源及減輕溫室氣體排放。

為確保EnMS有效實行，本集團設有管理審視小組，由董事總經理任主席，下設分區地盤EnMS委員會。內部審核亦會參考ISO 19011:2002指引進行。



Protecting the Environment 保護環境

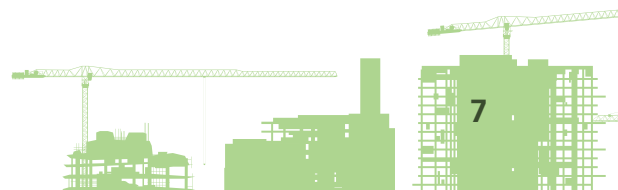
The Group has implemented various energy-saving measures such as selecting energy-efficient plants and equipment, keeping the office temperature at a reasonable level, and encouraging staff to use transport with lower fuel consumption. In order to achieve continual improvement, the Group has established the annual energy conservation targets and action plans for the period from January 2016 to December 2016 set out in the table below. Moving forward, the Group will conduct greenhouse gas emission assessments annually and develop carbon reduction targets.

本集團已執行多項節能措施，如挑選具能源效益的廠房及設備、保持辦公室溫度於合理水平及鼓勵員工使用較節省燃料的交通工具。為達致持續改進，本集團為2016年1月至2016年12月期間訂下年度節能目標及行動計劃，詳情載於下表。展望未來，本集團將每年進行溫室氣體排放評估並制定減碳目標。

Areas 範疇	Targets 目標	Action Plans 行動計劃	Review 檢討
Pile driving Transportation for office and site activities 打樁 交通運輸(就辦公室 及地盤活動而言)	To reduce energy consumption of diesel fuel by 2% compared with the year 2015 柴油消耗較2015年減少 2%	<ul style="list-style-type: none"> Staff training and awareness promotion 員工培訓及提高意識 Monthly monitoring of diesel fuel consumption 每月監察柴油消耗 	Target was not achieved. Due to the increase in project scale, more diesel fuel was consumed 目標尚未達成。由於項目 規模增大，致柴油消耗量 增加
Office 辦公室	To reduce energy consumption of electricity by 2% compared with the year 2015 電能消耗較2015年減少 2%	<ul style="list-style-type: none"> Staff awareness promotion 提升員工意識 Adoption of automatic control switching system 採用自控開關系統 Monthly monitoring of electricity consumption 每月監察電力消耗 	Target was achieved 目標已達成

In addition to carbon emissions and energy consumption, the Group has also established best practices guidelines concerning air pollution, water pollution, noise, general and hazardous waste.

除碳排放及能源消耗外，本集團亦已建立有關空氣污染、水污染、噪音、一般及有害廢棄物之良好措施指引。



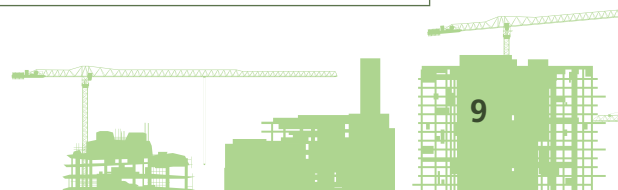
Protecting the Environment 保護環境

Aspects 層面	Issues to Control 控制事項	Best Practices 良好措施
Air Pollution 空氣污染	Emissions from plant and equipment 機器及設備排放物	<ul style="list-style-type: none"> Conduct routine maintenance 定期保養 Use fuel of quality specified by manufacturer/supplier 使用製造商／供應商指定品質的燃料 Minimise idling of vehicles 致力執行停車熄匙
	Dust emission from construction/demolition activities 建築／拆建活動的灰塵排放	<ul style="list-style-type: none"> Spray road and vehicles with water 向道路及車輛灑水 Dispose of dusty materials in enclosed containers 棄置塵埃物料於密封容器 Transfer dusty materials with a belt conveyor system 使用輸送帶運輸塵埃物料
	Compressor units 壓縮機組	<ul style="list-style-type: none"> Use ozone-friendly refrigerants where possible 於可行情況下使用對臭氧層無害的製冷劑 Make sure ozone-depleting substances used are imported from countries or territories party to the Montreal Protocol 確保所使用的損耗臭氧層物質從《蒙特利爾議定書》的成員國家或地方進口 Monitor and make sure third party vehicles follow environmental legislations 監督及確保第三方車輛遵守環境法規
Water Pollution 水污染	Stormwater polluted with debris/chemicals 被垃圾／化學物料污染的雨水	<ul style="list-style-type: none"> Construct adequate drainage channels, catchpits, siltation traps and sedimentation tanks, taking into account seasonal variations 因應季節變化，興建足夠的排水渠、排水井、隔沙井及沉積池
	Toilet and kitchen sewage 廁所及廚房污水	<ul style="list-style-type: none"> Install septic tanks, soil soakaway systems, chemical toilets and grease traps 增設化糞池、土壤滲水坑系統、化學廁所及隔油池



Protecting the Environment 保護環境

Aspects 層面	Issues to Control 控制事項	Best Practices 良好措施
Wastes 廢棄物	General waste management 一般廢棄物管理	<ul style="list-style-type: none"> Formulate Waste Management Plans 制定廢棄物管理計劃 Maximise reuse of materials in formwork design 盡量重用模板設計物料 Influence suppliers to minimise packaging and/or use recyclable packaging 影響供應商盡量減少包裝及／或使用可回收包裝
	Waste recycling 廢棄物回收	<ul style="list-style-type: none"> Reuse inert demolition wastes and surplus excavated materials as general filling materials on site where possible 於可行情況下重用拆建廢棄物及剩餘的挖掘物料作為地盤填土物料 Facilitate exchange of surplus materials by liaison with other site contractors 與其他地盤承建商聯絡交換剩餘材料
	Chemical waste 化學廢料	<ul style="list-style-type: none"> Appoint licensed collectors to collect and dispose of chemical wastes 委託認可收集商收集及廢置化學廢料
	Office waste 辦公室廢棄物	<ul style="list-style-type: none"> Establish waste segregation to facilitate recycling 設立廢物分類促進回收 Engage contractors to recycle toner cartridges and spent refrigerant 委聘承辦商回收碳粉盒及已使用製冷劑
Noise 噪音	General noise control measures 一般噪音控制措施	<ul style="list-style-type: none"> Erect noise source screening structures as early as possible 盡早建立分隔噪音源頭的結構 Use portable noise barriers for noisy stationary/mobile plants 對產生噪音的固定／流動設備，應使用流動隔音屏阻隔噪音
	Percussive piling 打樁	<ul style="list-style-type: none"> Consider the use of machines and piling systems with less noise emission 考慮使用低噪音機器及打樁系統 Shrouding of pile drivers 覆蓋打樁機 Use of damping compounds for steel piles 鋼樁使用減震合成物
	Hand held percussive breakers 手提式撞碎機	<ul style="list-style-type: none"> Only use equipment with authentic Noise Emission Labels 只使用有可靠噪音標籤的機器



Protecting the Environment 保護環境

During the reporting period, the Group identified one non-compliance case in relation to Cap 354N Waste Disposal (Charges for Disposal of Construction Waste) Regulation Section 9 Duty of Main Contractor of Construction Work to Apply for Billing Account Subsection (1) and (7), which was due to the delay in applying for a billing account for waste disposal. The case did not involve any illegal waste disposal. The Group was fined a total of HK\$5,000. To prevent similar cases in the future, the Group has put in place a checklist of mandatory applications for new construction sites. Responsible staff are required to monitor all application processes.

於本報告期間，就有關香港法例第354N章《廢物處置（建築廢物處置收費）規例》第9條「建造工程的主要承判商申請繳費帳戶的責任」第(1)至(7)款，本集團識別一宗違規事項，乃由於延遲就廢物處置申請繳費帳戶所致。該事項並無涉及任何非法廢物處置，而本集團遭罰款合共5,000港元。為防止日後再有類似事件發生，本集團已就新建地盤落實強制申請清單。有關負責的員工須監督所有申請程序。

USE OF RESOURCES

The Group acknowledges that its operations consume a range of resources and recognises its responsibility to use resources efficiently. In this regard, the policy: Best Practices for Construction Activities and Environmental Office Practices is in place to provide guidelines for staff and subcontractors.

資源使用

本集團明白其營運消耗一系列資源並認同其有責任善用資源。就此而言，本集團已制訂「建築工程良好措施及環保辦公室常規」政策，為員工及分包商提供指引。

Resources 資源	Best Practices 良好措施
Water 水	<ul style="list-style-type: none"> Fit taps and hoses with flow restricting, water efficient, spray nozzles where possible 在可能情況下安裝限流、節水及帶噴嘴的水龍頭及喉管 Repair leaks in pipes once they are identified 倘發現水管漏水馬上修補 Recycle wastewater from wheel washing, testing for leaks, concrete curing, etc. 循環再用清洗車輪、測試滲漏、水泥養護等產生的廢水
Timber for formwork, falsework, trench support and hoarding 搭建模板、臨時支架、槽壁支撐及圍板的木材	<ul style="list-style-type: none"> Use metal or other alternatives 使用金屬或其他替代品 Ensure timbers are cleaned properly handled and stored in good condition to prevent damage and facilitate reuse 確保木材適當地清潔、處理及妥善儲存，以防損壞並促進再利用
Cement, aggregates, lime for making adhesive mortar 製作粘結砂漿的水泥、碎石、石灰	<ul style="list-style-type: none"> Ensure high quality control to prevent wastage 確保高質量控制，以防浪費 Utilise surplus mortar in other temporary work 將多餘砂漿利用於其他臨時工程



Protecting the Environment

保護環境

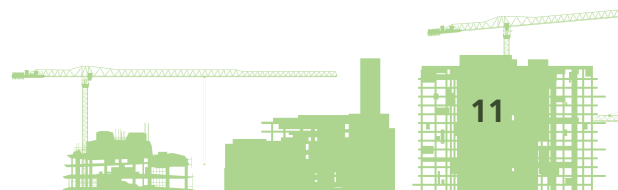
THE ENVIRONMENT AND NATURAL RESOURCES

Every procedure in construction work has the potential to cause adverse environmental impact. The Group strives to minimise impact on the environment through identifying potential negative impact in each operating activity and implementing corresponding control measures. These include the establishment of guidelines for the protection of flora, fauna and historical heritage as well as for the prevention of potential accidents and emergencies.

環境及天然資源

建築工程每個步驟皆有可能對環境造成不利影響。本集團竭力透過識別各種經營活動中之潛在不利影響及實行相應監控措施減少對環境之影響。有關措施包括建立保護植物、動物及歷史遺產以及防止潛在意外及緊急事件的指引。

Issues to Control 控制事項	Best Practices 良好措施
Aquatic habitats 水生環境	<ul style="list-style-type: none"> Avoid blocking natural watercourses 避免阻塞天然水道 Prevent encroachment of heavy equipment into riparian zones along river streams 預防重型設備侵佔河道兩岸 Locate site fuelling/oiling stations away from streams or other wetlands 加油站選址遠離河道或其他濕地 Prevent runoff of pollutants by using concrete bunds and water treatment systems 使用水泥堤壘及水質處理系統時防止污染物流出
Terrestrial flora 陸上植物	<ul style="list-style-type: none"> Retain planting and trees by adopting suitable alternatives (e.g. change of site, design and construction method) as practical and possible 採取切實有效的適當替代方法(如：更改選址、設計及建築方法)保留植被及樹木 Restrict construction equipment and personnel to specified work areas to minimise disturbance 限制特定項目地區的建築設備及人員以盡量減少滋擾 Transplant important plant species to protected locations with advice from specialists 根據專家意見移植重要植物品種至受保護區域 Do not store debris, chemicals or other harmful materials near plants 不可將泥石、化學物品或其他有害材料存放於靠近植物的地方



Protecting the Environment 保護環境

Issues to Control 控制事項	Best Practices 良好措施
Terrestrial fauna 陸上動物	<ul style="list-style-type: none"> Report suspected animal burrows or bird nests in accordance to Environmental Instruction for Potential Accidents and Emergency Situations 根據潛在意外及緊急情況下的環保指引匯報疑似動物洞穴或鳥巢 Commission qualified personnel to handle animal burrows 委託合資格人員處理動物洞穴 Minimise disturbance to the area where rare animals were spotted until approval is obtained from the project manager 未經項目經理批准前，盡量減少對發現稀有動物地區的滋擾 Do not remove bird nests prior to seeking advice from the appropriate authorities (e.g. AFCD) and minimise disturbance to the area 在取得有關當局(如：漁農自然護理署)的意見前，不會移除鳥巢並盡量減少滋擾該地方
Historical heritage 歷史遺跡	<ul style="list-style-type: none"> Report discovery of historical sites, objects etc. in accordance to Environmental Instruction for Potential Accidents and Emergency Situations 按照潛在意外及緊急情況下的環保指引，報告遺址、遺物的發現 Minimise disturbance to the area until approval is obtained from the project manager 未經項目經理批准前，盡量減少滋擾有關地區
Muddy site runoff during or after rainstorms 大雨期間或之後工地泥濘流溢	<ul style="list-style-type: none"> Construct diversion channels and bunded areas before storms to prevent runoff 於暴雨前安設引水溝及堤岸防止泥濘流出
Fire, explosion, rainstorms and typhoons 火災、爆炸、暴雨及颱風	<ul style="list-style-type: none"> Properly handle waste and wastewater from extinguishing fires, or potentially contaminated with chemicals after fires or typhoons to prevent entry into drainage systems or watercourses 恰當處理因撲滅火種產生的廢棄物及廢水，或火災或颱風後有可能受化學物污染的廢棄物及廢水，以防流入排水系統或水道
Major chemical spillage 主要化學品溢漏	<ul style="list-style-type: none"> Contain the spill to minimise land contamination and pollution of nearby watercourses 抑制溢漏以減少土地污染及附近水道污染 Appropriate removal and disposal of the chemicals by authorised organisations 由已授權的機構恰當清理及廢置化學品

Environmental training is provided for Yee Hop's employees on a regular basis to continuously raise employees' awareness of environmental protection, and their roles and responsibilities, so that an ethos of environmental protection is instilled into all business operations.

義合會定期為員工提供環境培訓，持續提高員工對環保、其職務及職責的意識，將環保風氣注入業務營運各個層面。

Employee Well-being

員工福祉

EMPLOYMENT

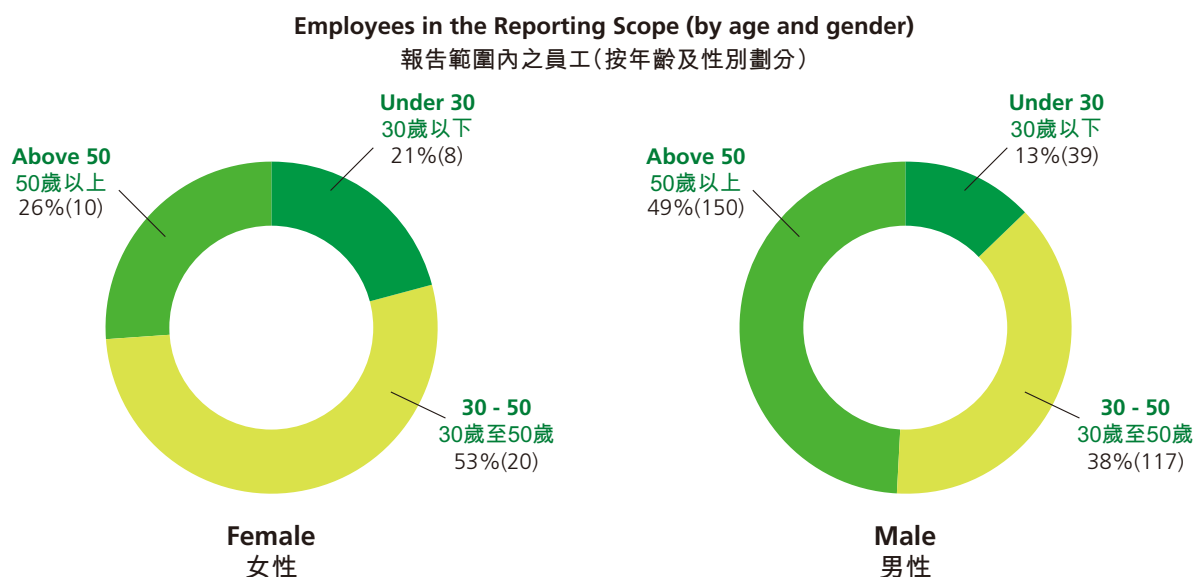
The Group recognises the contribution of our employees and considers the wellbeing of our people to be an important element of our journey towards sustainable development. In this regard, the Group aims to provide employees with a healthy and respectful working environment through the implementation of guidelines covering compensation and benefits, working hours, and disciplinary procedures. A Staff Handbook is in place to ensure that all employees are aware of the goals, policies and procedures of the Group as well as their responsibilities. To promote a healthy lifestyle and work-life balance, the Group organises family-friendly activities for employees, such as outdoor fishing and BBQ day.

It is the Group's objective to attract the younger generation to join the construction industry. The Group has provided university students with training opportunities through its summer internship programme. In summer 2016, the Group has trained four interns from the Hong Kong University of Science and Technology.

僱傭

本集團肯定員工的貢獻，同時認為員工的福祉對我們致力可持續發展至關重要。就這方面，本集團旨在透過執行有關薪酬及福利、工時及紀律程序的指引，為員工提供整潔安全而體面之工作環境。本集團備有員工手冊，確保所有員工知悉本集團之目標、政策及程序以及彼等之職責。為促進健康生活模式及生活平衡，本集團為員工舉辦合家歡活動，例如戶外釣魚及燒烤日。

本集團旨在吸引年輕一代加入建築行業。本集團透過舉辦暑期實習計劃，為大學生提供培訓機會。於2016年暑假，有四名香港科技大學學生到本集團實習。



As an equal opportunity employer, the Group treats all employees on an equal footing in matters related to all employment decisions including recruitment, promotion, appraisals, discipline, compensation and benefits. It is stated in the Employment Handbook that no employees will be treated unequally due to their race, nationality, age, gender, religion, marital status or physical disability. To maintain an equal opportunity workplace, the Group has established a grievance mechanism for employees to report discrimination or harassment. All complaints will be dealt confidentially and impartially. In the reporting period, the Group did not receive any complaints from employees.

作為提供平等機會之僱主，本集團於招聘、晉升、評估、紀律、薪酬及福利事宜方面平等對待所有員工。員工手冊列明，員工不會因種族、國籍、年齡、性別、宗教、婚姻狀況或身體殘疾遭受不平等待遇。為維持平等機會工作環境，本集團已為員工制定申訴機制報告任何歧視或騷擾情況。所有個案均會保密並給予公平處理。報告期內，本集團並無收到任何員工投訴。

Employee Well-being 員工福祉

HEALTH AND SAFETY

Occupational health and safety is a major concern in construction work. The Group endeavours to provide employees and subcontractors with a safe and healthy working environment. The Group has in place a Safety Management System in accordance with the requirements of OHSAS 18001.

The Group's Health and Safety Manual standardises safety requirements and procedures across the Group's operating activities, and is supplemented with instructions to our employees and subcontractors. The Group requires a strict implementation of the Manual.

健康及安全

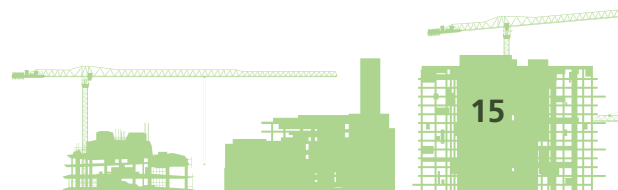
職業健康及安全乃建築工程中的重要考慮。本集團努力為員工及分包商提供一個安全健康的工作環境。本集團已根據 OHSAS 18001 的規定設立安全管理體系。

本集團的健康及安全手冊將本集團各項營運活動中的安全規定及程序標準化，並增補面向員工及分包商的指示。本集團規定須要嚴格執行手冊。

Safety Organisation 安全統籌	Safety and Health Policy Statement 安全及健康政策聲明	Emergency Preparedness 應變準備
Safety organisation is chaired by the Director and filters down to site safety officers, workers and subcontractors. Roles and responsibilities of each groups are clearly defined 董事擔任安全統籌的主席並下達至地盤安全主任、工人及分包商。各個組別的角色及責任獲明確界定	Articulates the Group's commitment in minimising the risk of accidents and injuries in its operations 闡明本集團就將營運中的意外及工傷的風險降至最低的承諾	Emergency procedures for foreseeable emergencies including fire, typhoon, landslide, heavy rainstorm and persons injured are established 就可預見的緊急事故，包括火災、颱風、山泥傾瀉、暴雨及人身傷害設立應變措施 Emergency drills on foreseeable emergencies are conducted once per year 每年舉行一次就可預見緊急事故的應變演習

Employee Well-being 員工福祉

<p>Safety Training 安全培訓</p> <p>The Group has in place a structured training plan for managers, supervisors and all personnel working on sites 本集團已為經理、主管及所有在地盤工作的人員制定有系統培訓計劃</p>	<p>Safety Objectives 安全目標</p> <p>Safety objectives for January–December 2016: 2016年1月至12月的安全目標：</p> <ul style="list-style-type: none"> – Zero Prosecution – 零檢控 – Accident rate to be less than 0.6 reportable accident per 100,000 man-hours worked – 意外比率少於每十萬個工時0.6宗可呈報意外 	<p>Job Hazard Analysis 工作危險分析</p> <p>To identify the hazard severity, likelihood of harm and the degree of risk involved for all critical work activities 識別所有關鍵工程活動的危險嚴重程度、危害相似度及風險程度</p> <p>Risk control measures established based on the analysis 基於分析建立的風險控制措施</p>
<p>Safety and Health Inspection 安全與健康監督</p> <p>The Group has established documented procedures for safety inspections and non-scheduled safety tours for identifying and correcting any unsafe conditions and behaviours 本集團已就安全檢測及非定期安全巡查建立成文程序，以識別及糾正任何不安全的狀況及行為</p> <p>Internal and external safety audits are carried out regularly in order to provide in-depth examinations. In the reporting period, 12 internal audits and 13 external audits were carried out 定期進行內部及外部安全審核以對此作深入查驗。報告期間，共進行12次內部審核及13次外部審核</p>	<p>Personal Protection Equipment 個人防護設備</p> <p>Sufficient personal protection equipment such as safety helmets and ear protectors should be provided and all workers on sites should properly use the equipment 應提供足夠的個人防護裝備，如安全帽及耳罩，全部地盤工人應妥善使用設備</p> <p>Monthly inspections carried out to ensure compliance 每月進行檢測確保合規</p>	<p>Evaluations, Selection and Control of Subcontractor 分包商的評估、挑選及監控</p> <p>The Group takes into account past safety performance in the selection of subcontractors 在篩選分包商時，本集團考慮其以往安全表現</p> <p>Safety policy and procedures incorporated into subcontract conditions. The performance of subcontractors evaluated using standards in ISO 9001 安全政策及程序乃納入分包條件。採取ISO 9001的標準評估分包商表現</p>



Employee Well-being 員工福祉

Due to the difference in job nature, more male workers are exposed to higher injury risks than female workers do, resulting in a higher injury rate. In order to minimise work-related injuries, investigations were conducted for each cases. Causes of accidents were identified and corresponding recommendations were provided to workers to avoid the reoccurrence of similar accidents.

因工作性質有異，相比女性工人，較多男性工人承受更高的受傷風險，導致更高的受傷率。為減少工傷，我們就每次事故進行調查。我們識別事故原因及向工人提供相應的推薦措施，以避免類似事故再次出現。

Work-related injury statistics in the reporting scope by gender

報告範圍內工傷數據(按性別劃分)

Gender		Number of work-related injuries	Number of fatalities	Work-related injury rate per 1,000 persons	Work-related injury rate per 100,000 man-hours worked	Lost working days due to work injury
性別		工傷數目	傷亡人數	每一千人的工傷率	每工作十萬個工時的工傷率	因工傷損失的工作日數
Female	女性	0	0	0	0	0
Male	男性	9	0	29.4	1.08	1,090
Total	總計	9	0	26.2	0.97	1,090

TRAINING AND DEVELOPMENT

The Group believes that employee development is an important part of the Group's human resource strategy and is committed to supporting the continued growth and development of employees. The Group devotes resources to provide timely and relevant sponsorship and training and development programmes that add value for employees at all working levels.

培訓及發展

本集團相信員工發展乃本集團人力資源策略的重要一環，並致力支持員工的持續進修及發展。本集團投入資源提供及時且相關的資助以及培訓和發展課程，為所有崗位的員工增值。

Through the establishment of a documented training procedure, the Group provides different types of training according to the different needs of employees whose works affect the quality in environmental management, quality management, operational health and safety and customer services. The Group arranges training to be given by experienced staff, external organisations or consultants. Areas of external training provided to employees in the reporting period include the operation and forklifts and excavators.

透過設立記錄在案的培訓程序，本集團因應員工的不同需求，提供不同種類的培訓，而員工從事的工作影響涉及環境管理、質量管理、營運健康及安全以及客戶服務方面的質素。本集團安排資深員工、外聘機構或顧問負責培訓。報告期間，我們為員工提供的外部培訓領域包括營運、叉車及挖掘機。

Employee Well-being 員工福祉

LABOUR STANDARDS

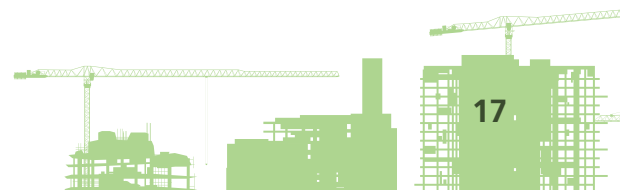
The Group is fully aware that child labour and forced labour violate fundamental human rights, transgress International Labour Conventions and also pose threats to sustainable social and economic development. The Group's Workplace Quality Policy articulates its commitment in prohibiting child and forced labour. The Group prohibits the use of child labour by reviewing the actual age of the interviewees in the recruitment process, which includes the examination of identity documents. The Group only carries out the requirements of the standard labour contract and will not use any means to unfairly restrict the employment relationship between the employee and the Group. The group keeps records of employees' overtime hours and has in place policies for overtime compensation.

During the reporting period and across the reporting scope, the Group complied fully with laws and regulations relating to employment, occupational health and safety and labour standards, including laws prohibiting child or forced labour.

勞工準則

本集團充分意識到童工及強制勞工觸犯基本人權，違反《國際勞工公約》，並對可持續社會及經濟發展構成威脅。本集團的工作場所質量政策列明，本集團致力禁止童工及強制勞工。本集團透過招聘過程中審查面試人的實際年齡，包括檢查身份證明文件，以禁止聘用童工。本集團只會執行標準勞工合約的要求，不會使用任何手段有失公平地限制員工與本集團的僱傭關係。本集團記錄員工的加班時數，並已設立超時補償政策。

報告期間，本集團全面遵守報告範圍內有關僱傭、職業健康及安全以及勞工準則的法律法規，包括嚴禁童工或強制勞工的法例。



Operating with Responsibility

負責任經營

SUPPLY CHAIN MANAGEMENT

The quality of the services the Group provides, and the quality of the infrastructure it builds are dependent on the reliability and quality of products and services delivered by suppliers. It is the Group's objective to build lasting and constructive relationships with partners in its supply chain. Guided by the Group's Supply Chain Sustainability Policy, procedures for supplier selection and engagement are formulated to ensure fairness and transparency. The Group promotes fair, open and honest competition to provide impartial opportunities to capable, qualified suppliers, contractors and consultants.

The Group maintains a pre-approved list of suppliers for the supply of construction materials such as structural steel, cement, petrol, reinforcement, concrete, machinery and laboratory testing services. The Group also engages independent experts to perform quality tests on sample materials. Suppliers that do not pass the tests will be removed from the list.

Risks in the Group's supply chain are subject to regular assessment through internal review by the senior management. The Group identifies relevant sustainability risks for each supplier category, and the strategic focus areas for supplier engagement.

The Group recognises the growing need for all corporates to strengthen their supply chain management practices to minimise environmental and social impact. Moving forward, the Group aims to continue integrating sustainability considerations into its procurement process in a strategic manner, and to launch other improvement initiatives.

供應鏈管理

本集團所提供服務的品質以及其興建基礎設施的質量取決於供應商所交付產品及服務的質量。本集團以於供應鏈中建立長久積極的夥伴關係為目標。在本集團供應鏈可持續發展政策的導引下，我們制定供應商篩選及委聘程序以確保公平透明。本集團提倡公平、公開及誠信競爭，為能力優秀、合資格的供應商、承建商及顧問提供公平機會。

本集團設有預先認可建築材料供應商名單，如結構鋼、水泥、汽油、鋼筋、混凝土、機械及實驗室測試服務。本集團亦委聘獨立專家進行樣本材料的質量測試。未能通過測試的供應商將從名單中除名。

本集團供應鏈的風險視乎高級管理層透過內部審閱進行的定期評定。本集團就各供應商類別以及供應商委聘的策略焦點識別相關的可持續發展風險。

本集團明白，企業界日益需要增強供應鏈管理常規，以減低對環境及社會造成的影響。展望未來，本集團計劃繼續以戰略性方式將可持續發展元素融入採購程序，並推出其他改善措施。



Operating with Responsibility 負責任經營

PRODUCT RESPONSIBILITY

The Group strives to maintain high levels of customer satisfaction and foster mutually beneficial relationships by providing quality and reliable products and services.

The Group has established a Quality Management System, which complies with ISO 9001:2008. It provides a framework for monitoring processes from project identification, tendering, design and development, to the construction stage. Through effective application of the system, the Group endeavours to maintain consistent qualities in its products and services.

As stated in the Group's Product Responsibility Policy, the Group is committed to providing professional and responsive services, and keeps improving these by addressing comments and feedback from customers.

The Group recognises the importance of customer data privacy. It is the Group's objective to ensure a high level of data protection. It is the Group's policy to sign non-disclosure agreement with its customers and subcontractors.

ANTI-CORRUPTION

The Group regards integrity and fairness as the foundation of corporate social responsibility. The Group is committed to conducting business honestly, ethically and with integrity; any corrupt activities are prohibited. The Group's commitment is implemented through its Anti-Corruption Policy.

Employees are prohibited from soliciting, accepting, or offering gifts, loans, fees, rewards, services and favours from or to clients, suppliers or any person having business dealings of any kind with the Group. Falsifying documents or furnishing false accounting records, receipts or invoices are also strictly prohibited.

產品責任

本集團致力透過提供高品質及可靠的產品及服務，維持高水準的客戶滿意度及促進互惠互利關係。

本集團已建立符合ISO 9001:2008的質量管理體系，為項目的物色、競標、設計及發展至建築階段提供程序監控框架。透過該系統的有效應用，本集團努力保持一貫的產品及服務質素。

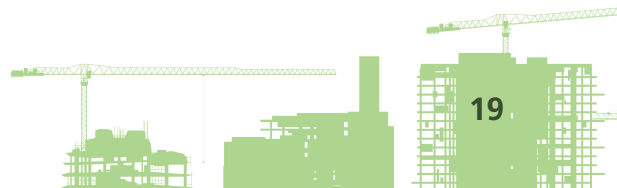
誠如本集團的產品責任政策所述，本集團致力提供專業及照顧客戶需要的服務，並透過回應客戶意見及反饋不斷進步。

本集團明白客戶資料私隱的重要性。確保資料得到高度保障乃本集團的目標。本集團設有與客戶及分包商簽立保密協議之政策。

反貪污

本集團視正直公平為企業社會責任的基石。本集團致力於誠信經營、遵守道德規範及廉潔奉公，拒絕任何貪污行為，並透過反貪污政策加以實踐。

我們禁止員工自客戶、供應商或與本集團進行任何形式交易的任何人士索取、收受或向彼等提供禮物、貸款、費用、回報、服務及優惠。我們亦嚴厲禁止虛假文件或偽造假賬、收據或發票。



Operating with Responsibility 負責任經營

As part of the Group's efforts to prevent any corrupt activities, employees are encouraged to report any suspected breaches of the rules.

During the reporting period, the Group did not identify any non-compliance with laws and regulations relating to product responsibility, and there were no incidents in relation to corruption brought against the Company and its employees within the reporting scope.

作為本集團防止貪污行為的一環，我們鼓勵員工申報任何疑似違規行為。

報告期間，本集團並無識別任何有關產品責任法律及規章的不合規行為，且概無發生任何事件，涉及對本公司及其員工提出報告範疇內的貪污指控。

The international organisation Transparency International (TI) defines corruption as the abuse of entrusted power by clients to seek personal gain. Anti-corruption has been one of the basic elements of the international community's definition of corporate social responsibility. The United Nations Convention against Corruption (UNCAC), which was introduced in 2005, was the first global convention to cover all aspects of corruption. Many countries have enacted relevant laws in accordance with the Convention and have taken measures to enforce these laws. In recent years, the Chinese government has been actively pursuing anti-corruption measures. The UN Convention is effective in China, including Hong Kong.

國際機構「透明國際」將貪污定義為濫用客戶交託的權力謀取私利。反貪污已成為國際社會定義下企業社會責任的關鍵元素。於2005年頒佈的《聯合國反腐敗公約》為首份涵蓋貪污各個方面的全球公約。多數國家已根據公約制定相關法律，並已採取措施執行有關法律。近年來，中國政府正積極推行反貪腐措施。聯合國公約在中國（包括香港）具有效力。



Investing in Society

社區投資

In markets conscious of corporate conduct and the 'social license to operate', the sole pursuit of maximum financial return to shareholders in the short term is not the only goal of business management.

The Group understands that construction activities can cause impact on neighbouring communities. The Group is dedicated to minimising negative impact by adopting mitigation measures such as constructing noise and dust barriers. The Group also carries out public relation management by continuously communicating with District Councillors, District Officers, and local communities.

It is the Group's objective to create value for the communities in which it operates. Through carrying out corporate philanthropy and establishing community partnerships, the Group supports local initiatives that create effective and lasting benefits to communities. The Group also encourages its employees to participate in volunteering activities to serve the community. In the reporting period, the Group made HK\$56,000 charitable donations.

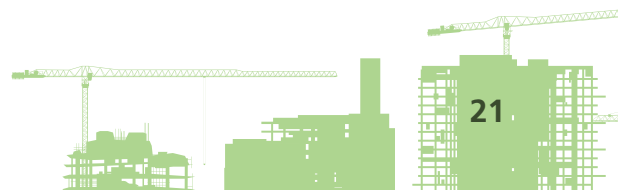
Going forward, the Group plans to establish a community investment policy to provide a framework for implementing various philanthropic initiatives.

對於企業操守和「營商社會許可」意識較強的市場，純粹追求短線為股東帶來最大財務回報，並非經營管理的唯一目標。

本集團明白建築活動會對鄰近社區帶來影響。本集團致力採取建築隔音隔塵屏障等緩解措施，將負面影響減至最低。本集團亦透過與區議員、民政事務專員及地區社群持續溝通，進行公眾關係管理。

本集團立志為營運所在社區創造價值。本集團透過開展企業慈善事業及建立社區合作關係，支持推行各項地區倡議行動，為社區帶來有效長久的利益。本集團亦鼓勵員工參與義工活動，服務社群。報告期間，本集團作出慈善捐款56,000港元。

展望未來，本集團計劃建立社區投資政策，為實行各種慈善活動計劃制定框架。



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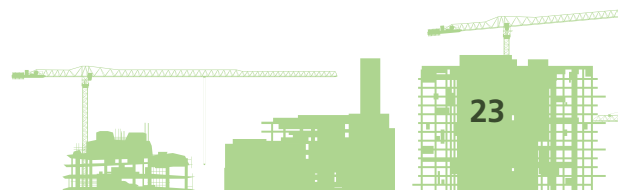
《環境、社會及管治報告指引》內容索引

Material Aspects 重大層面	Content 內容	Page index 頁碼索引
A1 Emissions A1排放物		
General Disclosure 一般披露	Information on: 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) the policies; and (a) 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. (b) 遵守對發行人有重大影響的相關法律及規例的資料。	6–10
A2 Use of Resources A2資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	10
A3 The Environment and Natural Resources A3環境及天然資源		
General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	11–12
B1 Employment B1僱傭		
General Disclosure 一般披露	Information on: 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) the policies; and (a) 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. (b) 遵守對發行人有重大影響的相關法律及規例的資料。	13

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《環境、社會及管治報告指引》內容索引

Material Aspects 重大層面	Content 內容	Page index 頁碼索引
B2 Health and Safety B2健康與安全		
General Disclosure 一般披露	Information on: 有關提供安全工作環境及保障僱員避免職業性危害的： (a) the policies; and (a) 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. (b) 遵守對發行人有重大影響的相關法律及規例的資料。	14–16
B3 Development and Training B3發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	16
B4 Labour Standards B4勞工準則		
General Disclosure 一般披露	Information on: 有關防止童工或強制勞工的： (a) the policies; and (a) 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. (b) 遵守對發行人有重大影響的相關法律及規例的資料。	17
B5 Supply Chain Management B5供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	18–19



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《環境、社會及管治報告指引》內容索引

Material Aspects 重大層面	Content 內容	Page index 頁碼索引
B6 Product Responsibility B6產品責任		
General Disclosure 一般披露	Information on: 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) the policies; and (a) 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. (b) 遵守對發行人有重大影響的相關法律及規例的資料。	18
B7 Anti-corruption B7反貪污		
General Disclosure 一般披露	Information on: 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) the policies; and (a) 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. (b) 遵守對發行人有重大影響的相關法律及規例的資料。	19
B8 Community Investment B8社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	20



Yee Hop Holdings Limited
義合控股有限公司