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Computer And Technologies Holdings Limited

科 聯 系 統 集 團 有 限 公 司

(Stock Code 股份代號: 00046)

環境、社會及管治報告
ESG REPORT
2017

Build a Better World

**What we do today can improve
all our tomorrows...**



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About the report

關於本報告

Scope and boundary

This environmental, social and governance (“ESG”) report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (“the Guide”), Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”).

To fulfill the requirement of the Guide, Computer And Technologies Holdings Limited and its subsidiaries (“C&T”, “the Company”, “we” or “us”) had commissioned an independent advisor to engage our stakeholders. The information disclosed in this report represents the most relevant issues, as identified by our key stakeholders. We endeavored to incorporate materiality, quantitative, balance and consistency in the presentation of the information, as required by the Stock Exchange. In the long run, we commit to enrich our ESG information disclosure in order to enhance the transparency in our sustainability performance.

This report details our ESG commitments, management approach and performance during the period from 1 January to 31 December 2017. The content of the report covers our operations in Hong Kong and Mainland China.

We sincerely welcome your feedback on our ESG report and our ESG performance. Please contact us by any of the following means to share your comments:

Address:
Level 10, Cyberport 2, 100 Cyberport Road, Hong Kong

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涵蓋範疇及範圍

此乃按照香港聯合交易所有限公司(「聯交所」)證券上市規則附錄二十七所載之環境、社會及管治報告指引(「指引」)編製的環境、社會及管治(「環境、社會及管治」)報告。

為符合指引的要求，科聯系統有限公司及其附屬公司(「科聯」、「本公司」、「我們」)已委託獨立顧問提供專業建議，並讓我們的持份者充分參與其中。本報告披露的資訊，是我們的主要持份者最為關注的議題。根據聯交所的要求，我們呈列資訊時，致力以重要性、量化、平衡及一致性為基礎。長遠而言，我們承諾會披露更為全面的環境、社會及管治資訊，提高可持續發展表現的透明度。

本報告詳述自二零一七年一月一日至十二月三十一日止期間我們對環境、社會及管治的承諾，及其管理方式和表現。本報告涵蓋我們於香港及中國內地的業務。

如對我們的環境、社會及管治報告以及環境、社會及管治表現有任何反饋，歡迎透過以下任何方式與我們聯絡，分享意見：

地址：
香港數碼港道100號數碼港第2座10樓

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Message from the Board

董事會致辭

With over two decades of operation since establishment, the Company has been providing products and services that are widely adopted across multiple industries, from local conglomerates to multinational corporations and government organisations. With the vision “To build a better world with Information Technology”, C&T values the importance of contributing our resources to maintain sustainable development, in a manner to minimise impacts on the environment and create a sustainable value for our stakeholders and the community.

In our first ESG report published in 2014 Annual Report, we set out the corporate policies and practices to formulate a series of strategies to sustain our ESG development in a number of aspects, including workplace practices, operating practices, environmental protection, and community involvement. Stepping up our efforts through years, we have built unique corporate governance with a mission to make more and better contributions to the environment and the community in the long run.

We believe “To build a better world” is not only a vision, but an ultimate goal for all mankind. With continuous improvement, we strive to balance the impacts of economic growth, environmental protection and social responsibility, and look forward to achieving the best benefits for our stakeholders.

“C&T operates its business on a vision to build a better world with Information Technology.”

成立至今二十多年以來，本公司的產品及服務一直廣獲不同行業的公司採用，客戶遍及本地大型企業集團以至跨國公司及政府機關。秉承「善用資訊科技 構建美好世界」的願景，科聯深明資源運用對維持可持續發展的重要性，冀減少業務運營對環境的影響，為持份者及社區創造可持續價值。

我們在二零一四年年報中首次刊發環境、社會及管治報告，載列企業政策及常規慣例，制定一系列策略，促使各方面的環境、社會及管治工作得以持續發展，包括工作環境常規、營運慣例、環境保護及社區參與。我們多年來努力不懈，建立獨特的企業管治模式，長遠目標是為環境及社區作出更多別具意義的貢獻。

我們認為「構建美好世界」不僅是我們的願景，亦是人類的最終目標。我們不斷改進，努力在經濟增長、環境保護與社會責任之間取得平衡，期待為持份者帶來最佳效益。

Foreword

前言

About the Company

Established in 1991 and listed on the Stock Exchange (Stock Code: SEHK00046) in 1998, C&T is a pioneer in the IT industry. While headquartered in Hong Kong, it has developed its presence in Mainland China. C&T's products range from human resources management to enterprise-level information management, procurement management and retail management. It also offers IT solutions and quality services, including IT solutions implementation, application software development, online e-Services as well as business process outsourcing services.

C&T operates its business on a vision "To build a better world with Information Technology". Its commitment in providing best-of-breed software products and delivering effective IT solutions and quality services enable its clients to enjoy more efficient business operation and greater competitive advantages. Apart from conducting a successful business, C&T is dedicated to maintaining a sustainable social environment and fulfill its role as a corporate citizen. Through the products and services, C&T empowers its clients to contribute to the betterment of many essential aspects of daily life of society.

Our vision "To build a better world" guides C&T to develop its own BETTER value, which means:

- **B**e Passionate and Determined
- **E**mbrace and Drive Change
- **T**ake Ownership and Accountability
- **T**hink and Act as a Professional
- **E**stablish Trust with Communication
- **R**evitalise through Learning and Growth

As an industry leader, C&T is dedicated to facilitating the advancement of the IT industry in Hong Kong. It is a member of the Hong Kong Computer Society and the Information and Software Industry Association.

關於本公司

科聯於一九九一年成立，一九九八年於聯交所上市(股份代號：SEHK00046)，是資訊科技行業的先驅。科聯的總部設於香港，目前業務已拓展至中國內地。科聯的產品涵蓋人力資源管理以至企業層面的資訊管理、採購管理及零售管理。科聯亦提供資訊科技解決方案及優質服務，包括資訊科技解決方案的執行、應用程式軟件開發、網上電子服務以及業務流程外判服務。

科聯秉持「善用資訊科技 構建美好世界」的願景來營運業務。我們一直致力提供出類拔萃的軟件產品，交付高效資訊科技解決方案及優質服務，協助客戶提高業務營運效率及提升競爭優勢。除了在業務方面取得的成就，科聯亦致力維護可持續發展的社會環境，履行企業公民責任。透過科聯的產品及服務，客戶得以在日常運作的各個重要層面竭盡所能，齊為社會謀福祉。

「構建美好世界」的願景奠定科聯以下精益求精的價值觀：

- 熱情投入
- 革新求變
- 自主承擔
- 貫徹專業
- 溝通互信
- 積極進取

科聯作為業界翹楚企業，致力推動香港資訊科技行業的發展。科聯為香港電腦學會和資訊及軟件業商會會員。

Materiality assessment

A comprehensive stakeholder engagement exercise was conducted in order to understand the perceptions and expectations of our stakeholders with regard to our ESG management approach and performance. During the process, we had engaged with a range of internal and external stakeholders that we identified to have a significant impact to our business. This includes our employees, investors, suppliers, clients and industry associations. Through surveys and interviews, stakeholders provided feedback on ESG topics that considered most relevant to them as a stakeholder. We had incorporated their feedback into the process of identifying the material topics, which acts as the foundation of the formulation of long-term ESG strategies as well as a strong reference to this report.

Material topics identified by our stakeholders:

重要性評估

在編製報告時，我們提供機會讓所有持份者充分參與，以了解持份者對環境、社會及管治方法和表現的看法及期望。在過程中，我們邀請了對業務有重大影響的內部及外界持份者參與，其中包括我們的僱員、投資者、供應商、客戶及行業協會。透過調查及訪談，持份者就其認為相關程度最高的環境、社會及管治議題提出反饋。在確認重要議題的過程中，我們納入持份者的反饋，以此作為制定長期環境、社會及管治策略的根基，以及編製本報告的重要參考資料。

我們的持份者確認的重要議題如下：

Subject area 主要範疇	Material topics 重要議題
Labour practices 勞工常規	<ul style="list-style-type: none"> • Training and development 培訓及發展 • Fair employment practice and competitive remuneration package 公平的僱傭常規及具競爭力的薪酬待遇 • Workplace health and safety 健康與安全的工作環境
Operating practices 營運慣例	<ul style="list-style-type: none"> • Ensure product and service quality 確保產品及服務質素 • Customer satisfaction 客戶滿意程度 • Protect confidential information 保障機密資訊
Environmental protection 環境保護	<ul style="list-style-type: none"> • Waste handling and reduction 處理及減少廢物

ESG Governance

環境、社會及管治

The Board has overall responsibility for the Company's ESG strategy. They are committed to ensuring that our business operates responsibly and the Company acts in the best interests of our stakeholders and shareholders. The Board delegates the day-to-day management of ESG aspects to the senior management, who oversees our ESG performance, leads long-term ESG strategic development, and reports to the Board. Our ESG performance is reviewed and evaluated annually, which will be disclosed in our annual ESG report.

Our talent

我們的人才

Being an employer of choice

Our success and ability to grow is inseparable from a skilled and professional team. It is therefore a strategy to invest in our ability to attract, train, retain, and motivate our talents. By providing a competitive remuneration package for our employees, we hope to attract high potential candidates in the market and motivate our employees. We also regularly reviews the remuneration package of employees and makes necessary adjustments to conform to the market standard.

We strictly abide by labour regulations, including but not limited to the "Employment Ordinance of Hong Kong", the "Labour Law of the People's Republic of China" and the "Employment Contract Law of the People's Republic of China" of where we operate, and prohibit the employment of child and forced labour. We are also committed to promoting a transparent, and fair recruitment process. We acknowledge our responsibilities to actively promote a diversified working environment that is free from discrimination. It is believed that the potential of our employees will be fully enabled when they are given equal opportunities in terms of career development and promotion.

The Employee Handbooks outline our expectations to the employees in terms of conduct and work attitude. Employment terms and conditions, employee benefits and staff development policies have been well printed on the Handbooks. The documents are reviewed regularly and updated whenever necessary in response to any changes in labour regulations. We welcome employees' feedback regarding our labour policies in relation to their job duties and the working environment.

董事會對本公司的環境、社會及管治策略肩負全面責任。董事會致力確保我們的業務以負責任的方式運作，且本公司的處事方式符合持份者及股東的最佳利益。董事會委託高級管理層管理環境、社會及管治方面的日常事務，而高級管理層則負責監督相關環境、社會及管治表現，制定環境、社會及管治的長期發展策略，並向董事會匯報。我們會就環境、社會及管治表現每年進行檢討及評估，並在年度環境、社會及管治報告中披露。

成為令人心悅的僱主

我們的成就及發展能力，完全有賴一支資深精幹的專業團隊。因此，我們訂下策略，投放資源以吸引、培訓、挽留及激勵人才。透過為僱員提供具有競爭力的薪酬待遇，我們希望吸引市場上優秀的人才，並激勵現有僱員。我們亦定期檢討僱員的薪酬待遇，進行必要的調整，以緊貼市場水平。

我們嚴格遵守經營所在地的勞工規例，包括但不限於《香港僱傭條例》、《中華人民共和國勞動法及中華人民共和國勞動合同法》，並禁止聘用童工及強迫勞工。我們亦致力推動透明公正的招聘程序。我們肩負積極推動無歧視多元工作環境的責任，並相信若能為僱員提供平等的職業發展及晉升機會，將有助其充分發揮潛能。

僱員手冊說明我們對僱員行為及工作態度的期望，並詳細載列僱傭條款及條件、僱員福利及僱員發展政策。我們會定期檢討手冊內容，並在有需要時按照勞工規例的任何更改進行修訂。我們歡迎僱員就有關工作職責及工作環境的勞工政策提供反饋。

Our talent

我們的人才

We have a formal grievance procedure in place that aims to settle employee grievances within the shortest possible time, and with the objective of rendering fairness and justice to all parties concerned. Employee may present a grievance, spoken or written, to the Group Human Resources Department, who is responsible to assist the employee to solve the grievance. All grievances are treated confidentially.

Employee profiles in 2016 and 2017 of our operations in Hong Kong and Mainland China, breakdown by gender, age, rank and geographical location are as below.

我們已制訂正式申訴程序，冀在最短時間內解決僱員的不滿，以公平公正的方式對待相關各方。僱員可向本集團的人力資源部提出口頭或書面申訴，人力資源部負責協助僱員解決申訴。所有申訴均保密處理。

二零一六年及二零一七年香港及中國內地業務僱員情況列載如下，按性別、年齡、職級及地區劃分。

Year ended 31 December	截至十二月三十一日止年度	2017	2016
Our workforce	僱員人數	333	342
Breakdown by gender		按性別劃分	
Female	女性	112	114
Male	男性	221	228
Breakdown by age		按年齡劃分	
< 25	< 25	37	47
25 – 29	25 – 29	76	80
30 – 39	30 – 39	137	143
40 – 49	40 – 49	62	51
> 50	> 50	21	21
Breakdown by rank		按職級劃分	
Top	高級	5	6
Middle	中級	15	19
General	一般職級	313	317
Breakdown by geographical location		按地區劃分	
Hong Kong	香港	223	220
Mainland China	中國內地	110	122

Our talent

我們的人才

Employee turnover rates in 2016 and 2017 of our operations in Hong Kong and Mainland China, breakdown by gender, age and geographical location are as below.

二零一六年及二零一七年香港及中國內地業務僱員流失率列載如下，按性別、年齡及地區劃分。

Year ended 31 December

截至十二月三十一日止年度

		2017	2016
Overall turnover rate	整體流失比率	25%	25%

Breakdown by gender

按性別劃分

Female	女性	19%	27%
Male	男性	28%	25%

Breakdown by age

按年齡劃分

< 25	< 25	38%	28%
25 – 29	25 – 29	41%	39%
30 – 39	30 – 39	19%	17%
40 – 49	40 – 49	13%	25%
> 50	> 50	19%	29%

Breakdown by geographical location

按地區劃分

Hong Kong	香港	27%	32%
Mainland China	中國內地	21%	14%

The turnover rate is the proportion of the total number of employees who leave the company voluntarily or due to retirement, dismissal or other reasons of the category to the number of employees of the corresponding category as at the year end date.

流失率是指自願或因退休、解僱或其他原因離開本公司的某類別僱員總數除以同一類別僱員於年結日的數目。

Our talent

我們的人才

Developing talent

We are committed in developing a capable team. As a company that provides IT solutions, the skills and knowledge of our employees are closely linked to the quality of what we deliver, client satisfaction and sustainability of our business. Under our training program, employees are regularly provided with opportunities to attend formal training programs that benefit their career developments, including overseas training opportunities.

We encourage continuing education. To incentivise our employees to take role-related trainings and qualification assessments organised by external parties, we offer financial sponsor as stated in our “Education Subsidy Policy”. During the reporting year, our technical employees have awarded the Microsoft Certified Solutions Associate Certificate, Microsoft Certified Solutions Developer Certificate and Project Management Professional Certification. Some administrative employees took part in trainings offered by the Hong Kong Institute of Certified Public Accountants, the Hong Kong Management Association and the Hong Kong Institute of Directors on corporate finance and taxation, human resources, corporate governance, and regulatory requirements. Others have attended soft skills training such as managerial skills. We have subsidised over HK\$70,000 to support our employees to attend over 550 hours of training during the reporting period.

We are honoured to award the “Partner Employer Award” in 2017 from the Hong Kong General Chamber of Small and Medium Business. We received this commendation for hiring and providing internship opportunities to local students and graduates that they can accumulate work experience and foster positive work attitude, in order to enhance their competitiveness in the market.

Learning Forum

Talents grow by exchanging knowledge. “Learning Forums” are organised for employees from different technical teams to exchange their knowledge. Selected employees meet regularly at the forum, and discuss any job-related topics. The latest news of the IT industry, new knowledge acquired and client serving experiences are discussed in the forums. By facilitating such interaction, employees are inspiring one another.

人才發展

我們致力發展幹練的團隊。作為提供資訊科技解決方案的公司，我們僱員的技能及知識，與本公司產品及服務質素，客戶滿意度及業務可持續性息息相關。根據我們的培訓計劃，僱員可定期參與專業培訓，包括海外培訓機會，有助其事業發展。

我們鼓勵持續教育。為了鼓勵僱員參加由外界舉辦並與其職銜相關的培訓課程及資歷評審，我們按照「教育資助政策」提供財政津貼。於報告年度，我們的技術僱員獲得微軟認證解決方案技術師證書、微軟認證解決方案開發人員證書及項目管理專業人員認證。部分行政僱員參加香港會計師公會、香港管理專業協會及香港董事學會舉辦的企業財務及稅務、人力資源、企業管治及規管要求培訓課程。其他僱員則參加管理技巧等軟技能培訓課程。於報告期間，我們已提供超過70,000港元的資助，支持僱員參與超過550小時的培訓。

我們很榮幸於二零一七年獲得香港中小型企業商會頒發「友商有良」嘉許計劃獎狀。此項嘉許乃表揚我們僱用本地學生及畢業生，又為本地學生及畢業生提供實習機會，讓他們可以累積工作經驗及培養正面工作態度，從而提升其市場競爭力。

學習論壇

知識交流推動人才成長。我們為各技術團隊的僱員組織「學習論壇」，交流知識技能。個別人員定期於論壇聚會並討論各類工作相關話題。資訊科技業最新消息、掌握的新知識及客戶服務經驗等亦在論壇討論之列。透過推動上述互動交流，僱員得以相互啟迪，獲益良多。

A structured orientation training is provided to new joiners for a smooth and quick adaptation to the new working environment. The orientation training covers an introduction to our values, business operations and employee rights.

Promoting health and safety

Health and well-being of our employees at work is a priority to us. A “Health and Safety Policy” has been formulated to govern the management of employee health and safety. Where our employees work in offices and with display screen of computers, our major focus on maintain workplace health and safety include maintaining a good housekeeping, promoting work ergonomics with display screens, and keeping the workplace adequately ventilated by fresh air. The policy is well communicated to our employees, who embrace ownership for their own safety and for visitors. To treat minor injury incidents at office, sufficient first aid facilities have been provided.

Clear evacuation maps with location of fire extinguishers are posted at prominent locations in our local office for emergency response. Exit signs are illuminated at all time, and we conduct regular inspections to ensure the evacuation routes are cleared.

Apart from maintaining a safe and comfortable working environment, we have also organised some outdoor activities for our employees such as winter hiking and charity race so as to encourage our employees to keep the habit of doing exercise, improve their physical fitness and promote healthy lifestyle. Furthermore, we keep on distributing fruit to our staff periodically to encourage healthy diets.

Our health and safety performance is satisfactory during the reporting year and zero fatalities were recorded among our employees. There were two work-related injuries resulting in a total lost of 18 business days during the year. This has, however, not caused any significant impact to our productivity.

我們亦為新僱員提供系統化的入職培訓，令彼等順利及快速地適應新的工作環境。入職培訓涵蓋有關本公司價值觀、業務營運及僱員權利的簡介。

推廣健康及安全

僱員的健康與福祉是我們的首要考慮因素。我們已制訂「健康與安全政策」以規管僱員健康及安全管理。鑒於我們的僱員主要在辦公室內面對電腦顯示屏幕工作，因此在促進辦公室的健康及安全方面，我們重點關注保持室內整潔、推廣採用人體工學顯示屏幕，以及確保辦公室有充足的新鮮空氣流通等。我們已向僱員清楚說明有關政策，而彼等亦有責任維護自身及訪客的安全。我們已提供充足的急救設備，為在辦公室發生輕傷的僱員提供及時救治。

我們在本港辦事處顯眼位置張貼標註滅火器存放位置的清晰火警疏散圖，以作緊急應變。其出口標誌亦作長期照明，並會定期檢查緊急疏散通道，以確保逃生路線暢通無礙。

除了保持安全及舒適的工作環境，我們亦為員工舉辦一些戶外活動，例如冬季遠足及慈善賽跑，以鼓勵員工養成運動習慣、增強體魄及推廣健康生活態度。此外，我們定期向員工派發水果，鼓勵健康飲食。

於本報告年度，我們的健康及安全表現令人滿意，並無僱員死亡記錄。儘管在年內有兩宗因工受傷事故而導致我們損失了18個工作天，但並無對我們的生產能力造成任何重大影響。

Our talent 我們的人才



1. Our staff participated in a Health Talk of Health Point Massage to know how to perform a standard point massage to relax and release pressure from the daily life.
員工參與保健穴位按摩講座，認識標準穴位按摩的方法，從而放鬆及釋放日常生活壓力。
2. C&T 7th Movie Show was hosted and over 100 colleagues and management gathered and enjoyed the night of joy.
科聯舉辦第7屆電影欣賞之夜，逾100名員工及管理層出席，大家樂在其中。
3. Group Annual Dinner Party was held successfully to give appreciation to all of the contribution made by our staff and also a gratefulness to those who did voluntary services to our community with our company.
本公司舉辦集團週年聯歡晚宴，表揚員工的貢獻，並感謝員工與公司共同參與社區義工服務。
4. C&T continued organising Christmas Lunch Party and share the joyous moment of Christmas with our staff.
科聯繼續舉辦聖誕午餐派對，與員工共享聖誕歡樂時光。
5. C&T valued our staff with care, we provide free coaches to pick up staff to our local office in order to minimise the transit burden.
科聯重視員工，我們繼續提供免費巴士接送員工到本港辦事處，以減低道路負擔。

Our responsibilities

我們的責任

Delivering quality service

We have dedicated customer service teams to take care of our clients' needs by providing professional and high quality support. Hotlines are set up to allow clients to reach us directly to make enquiries or complaints. It is our target to respond to our clients and resolve their issues in a timely manner.

Our service team who operating Human Resources Management Software ("HRMS") in Hong Kong was granted the ISO 20000-1:2011 certification by the International Organisation for Standardisation ("ISO") in December 2017 for its excellence in human resources service management, delivery and operation. Among the companies who are ISO 20000-1:2011 certified in Hong Kong, we are the only certified provider of HRMS products. The certification demonstrated that we have the controls and procedures in place to deliver effective, quality IT services to our customers consistently.

Upholding ethical conduct

We do not tolerate any corrupt practices. To mitigate bribery and corruption risk, we have outlined our operating principles in our "Code of Business Conduct Policy". The policy provides guidance on the appropriate practice when dealing with our suppliers, contractors, business partners and other external parties. Our expectations to conduct of employees have been well stated in the Employee Handbooks. We intend to invite the Independent Commission Against Corruption to conduct anti-corruption trainings to us in every two years and latest trainings were arranged in 2016.

Under our "Whistleblowing Policy", we offer anonymous whistleblowing channels for our employees to report any suspected case of misconduct. All reports will be brought to our internal auditor for investigation, which is overseen by C&T's Audit Committee.

In 2017, We have complied with all relevant laws and regulations in relation to anti-corruption that have a significant impact on us, including but not limited to the "Prevention of Bribery Ordinance" of Hong Kong, the "Criminal Law" of the People's Republic of China and the "Anti-Money Laundering Law" of the People's Republic of China and noted no confirmed corruption-related incident in our operations.

提供優質服務

我們的客戶服務團隊盡心盡力照顧客戶需要，提供專業及優質支援。客戶可透過熱線電話直接向我們作出查詢或投訴。我們的目標是及時回應客戶的意見，盡快解決問題。

我們的服務團隊在香港營運人力資源管理軟件（「人力資源管理軟件」），於二零一七年十二月獲國際標準化組織（「國際標準化組織」）頒授 ISO 20000-1:2011 認證，以認可其人力資源服務管理、交付及營運的傑出表現。在香港眾多獲得 ISO 20000-1:2011 認證的公司中，我們是唯一的人力資源管理軟件產品認證供應商。此項認證證明我們設有監控措施和程序，能夠持續向客戶提供有效及優質的資訊科技服務。

秉持道德操守

我們不容忍任何舞弊行為。為減低賄賂及舞弊風險，我們制訂「業務操守政策守則」，說明我們的營運宗旨。政策針對與供應商、承辦商、業務夥伴及其他外聘方進行交易的適當做法提供指引。至於我們對僱員操守的期望，已清楚載列於僱員手冊。我們擬每兩年邀請香港廉政公署為我們進行反貪培訓，而二零一六年已安排最新培訓。

根據我們的「舉報政策」，我們為僱員提供匿名告密渠道，以舉報任何可疑的違反操守事件。所有舉報將交予內部核數師調查，並由科聯的審核委員會全程監督。

於二零一七年，我們已遵守所有對我們有重大影響涉及反貪污的相關法律及法規，包括但不限於香港《防止賄賂條例》、中華人民共和國《刑法》及中華人民共和國《反洗錢法》，而業務營運中並無發現經證實的舞弊相關事件。

Our responsibilities

我們的責任

Protecting IP rights and data privacy

Our “Code of Business Conduct Policy” sets our basic principles to guide our behaviours and practices when conducting business to ensure the compliance of local laws and regulations. The policy commits us and our employees to maintain a high standard of integrity and ethics.

The policy requires our employees respect and protects intellectual property rights in our day-to-day operations. This includes the careful handling and usage of trade secrets, patents, trademarks and copyrights, as well as business, marketing and service plans, engineering ideas, design and databases.

保護知識產權及資料私隱

我們的「業務操守政策守則」列明我們的基本原則，就我們進行業務的行為及做法提供指引，確保遵守本地法律及規定。政策確保本公司及僱員維持高度誠信和道德操守。

政策規定我們的僱員須於日常營運中尊重及保護知識產權，包括謹慎處理及使用商業秘密、專利、商標及版權，以及業務、市場推廣及服務計劃、設計概念、設計和數據庫。

Our environment

我們的環境

As we are often entrusted with trade secrets or proprietary information of clients, protecting confidential information is a high priority for an IT company like us. By establishing a stringent “Information Security Policy”, we minimise any risk of information leakage. We require each and every employee to follow the guidance outlined in our policy. It clearly states that employees who have access to or are in control of such information have the full responsibility to protect the information from unauthorised disclosure or use.

In 2017, we complied with all relevant laws and regulations that have a significant impact to us, including but not limited to the “Personal Data (Privacy) Ordinance”, and noted no incident of information leakage reported during the period.

Our relationship with the environment

As a socially responsible citizen, we are concerned about the quality of the environment. While conducting business, we strive to minimise our impact to the environment. Our determination to promote environmental well-being is reflected in the introduction of our “Environmental Policy”. The policy documents our commitment to protecting the environment, minimising the environmental impact of our business operation, and promoting sustainability through our solutions. On top of complying with the relevant legislation and regulatory requirements, the policy offers guidance for our management and staff to follow in the daily operations. It touches upon our environmental strategies in energy conservation, greenhouse gas emissions reduction, waste minimisation and green purchasing. This Policy is available to all personnel in C&T and it will be updated regularly.

In 2017, we complied with all applicable environmental regulations.

由於客戶經常委託我們處理商業秘密或專有資料，對我們這一類資訊科技公司而言，資料保密工作為首要重任。透過建立嚴格的「資料保密政策」，我們可盡量減低任何資料外洩的風險。我們規定每名僱員須根據我們政策中的指引行事，當中清楚列明有權限取得或控制有關資料的僱員須全權負責保護資料免遭未經授權披露或使用。

於二零一七年，我們遵守所有對我們有重大影響的相關法律及法規，包括但不限於《個人資料(私隱)條例》，且於期內並無任何資料外洩事件報告。

我們與環境的關係

身為善盡社會責任的公民，我們密切關注環境質素。在進行業務時，我們努力降低對環境的影響。我們制訂的「環保政策」彰顯我們提高環境質素的決心。政策表明我們致力於環境保護，盡力減低業務營運對環境的影響，以及透過我們的解決方案推動可持續發展的決心。除遵守相關法例及監管要求外，政策亦為我們的管理層及僱員提供日常營運指引，其中包括我們在節能、減少溫室氣體排放、減少廢物及綠色採購方面的環保政策。政策可供科聯全體僱員查閱，並定期更新。

於二零一七年，我們遵守所有適用環保規例。

Our environment

我們的環境

Providing environmental solutions for customers

One of the important components in our “Environmental Policy” is our solution offerings that promote sustainability. With our vision “To build a better world with Information Technology”, we have developed IT solutions that can help our clients to enhance their environmental performance.

HRMS – Electronic HR platform with employee self-service

Our HRMS provides a web-based e-platform with employee self-service modules for clients to manage their complicated human resources documentations and procedures. From issuing payroll slips, marking attendance to leave application and checking of leave balances, a number of HR-related activities can be done through the e-platform instead of repeat passing and copying of paper documents. For example, Keio Engineering Limited, a well-established MEP (mechanical, electrical and plumbing) service provider realised over 20% reduction in paper consumption with the deployment of our HRMS product.

Our efforts in improving environmental performance

On the other hand, we have implemented a number of initiatives in our Hong Kong office to improve our environmental performance. Focusing on managing the paper and energy consumption, our “Green Guidelines” serve as an operational manual for our employees to follow. We have stopped providing paper cups and plastic stirrers in order to encourage our staff to use own containers. We encourage our staff to cut their paper use by communicating through emails, utilising draft paper and printing on both sides. We further reduce avoidable paper consumption by adopting pull printing and applied centralised management system to all copiers to avoid unnecessary printing. Used toners are returned to our suppliers for recycling. For hazardous waste, we dispose of them with reference to relevant guidelines to ensure compliance.

為客戶提供環保解決方案

我們所提供之可持續發展解決方案乃「環保政策」的重要組成部分。以「善用資訊科技 構建美好世界」為願景，我們已開發各種資訊科技解決方案幫助客戶提升環保表現。

人力資源管理軟件－具有員工自助服務功能的電子人力資源平台

我們的人力資源管理軟件以互聯網為基礎，為客戶提供具有員工自助服務功能的電子平台，供其管理複雜的人力資源文件及程序。從發放工資單及記錄考勤情況到假期申請及查詢假期結餘，一些人力資源相關活動均可透過電子平台完成，無須反復提交及影印紙質文件。舉例而言，久負盛名的MEP(機械、電氣及管道)服務供應商京王工程有限公司，透過使用我們的人力資源管理軟件產品，其耗紙量減少了20%以上。

我們致力改善環保表現

另一方面，我們已於香港辦公室實施若干措施以改善我們的環保表現。我們為僱員提供「綠色指引」手冊，著重於管理紙張及能源消耗。我們不再提供紙杯及塑膠攪拌棒，以鼓勵員工自備容器。我們鼓勵僱員透過電子郵件溝通、善用草稿紙及雙面打印以節省紙張使用。我們採用截取打印的方式進一步減少可避免的紙張消耗及對所有打印機應用中央管理系統以減少不必要的打印。經使用的碳粉匣會交由供應商回收。至於處理危險廢物方面，我們會參考相關指引以確保合規。

Our environment

我們的環境

Paper Usage

紙張用量

Year ended 31 December

截至十二月三十一日止年度

		2017 二零一七年	2016 二零一六年	Change 變動
Total paper consumption (in tonnes)	總紙張消耗量(以噸計)	2.4	2.3	+4%
Intensity (tonnes/m ²)	密度(噸/平方米)	0.0007	0.0007	-

In terms of energy conservation, we attempt to avoid unnecessary consumption. Our staff are reminded to switch off lights, air-conditioning system and all the electronic devices after use or work. We have also put in place a time zone system for lighting in our local office where all non-essential lights in the public areas are turned off after 6pm on working days. A time switch on power supply is further applied to our water and beverage dispensers to reduce energy wastage. Taking part in the government's Energy Saving Charter on "No ILB" (incandescent light bulbs), we have replaced traditional fluorescent tubes and light bulbs with energy-efficient LED, and T5 fluorescent tubes. We have also retired less energy-efficient electronic appliances for more efficient ones in our Hong Kong office. If our staff foresee the use of air-conditioning in the office at weekend, they are required to obtain their division heads' approval. These initiatives have enhanced our office's energy savings performance.

Despite less significant to our operation, we look into measures to reduce our water use. We have installed water-saving devices and regularly examined the water pipes in our office to prevent from leakage. By adopting these eco-friendly practices in our operation, we strive for a greener future.

Monitoring different environmental metrics allows us to continuously improve the environmental performance of our operation. We have been keeping track of our electricity and water consumption, paper use and carbon emissions. The data as below are useful for us to review our environmental performance and devise improvement measures.

就節約能源而言，我們會盡量避免不必要的消耗，例如提醒僱員在使用後或下班時關掉照明、空調系統以及所有電子設備。本港辦公室照明亦已安裝定時開關，於公共空間的所有非必要照明均會於工作日下午六時後熄滅。飲水機及飲料裝置亦已安裝了定時開關以減少浪費能源。我們已參與政府的「不要鎢絲燈泡節能約章」，以較具能源效益的LED燈及T5光管取代傳統光管及燈泡。我們於香港的辦公室亦已採用更具能源效益的電器，以取代能源效益較低的裝置。倘我們的僱員預期須於週末使用空調系統，須先取得部門主管的批准。以上措施均有助提升我們辦公室的節能績效。

儘管耗水量對我們業務運作的影響較少，我們亦不斷尋求減少使用食水的措施。我們已安裝節水裝置並定期檢測辦公室的水管以預防滲漏。我們已經在業務運作中採取上述環保措施，希望為綠色未來略盡綿力。

我們會監察不同的環保指標，以便持續改善我們業務營運中的環保表現。我們一直密切監察我們的電力及食水消耗、用紙及碳排放情況。以下數據有助我們檢討環保表現及制定改進措施。

Our environment

我們的環境

Year ended 31 December

截至十二月三十一日止年度

		2017 二零一七年	2016 二零一六年	Change 變動
Office in Hong Kong		香港辦公室		
Electricity consumption (kWh) ¹	電力消耗(千瓦時) ¹	322,140	317,810	+1%
Electricity consumption intensity (kWh/m ² floor area)	電力消耗密度 (千瓦時/平方米面積)	173	171	+1%
Carbon emission (Scope 2 only) ² (tonnes CO ₂ -e)	碳排放(僅指範圍2) ² (公噸二氧化碳當量)	254	251	+1%
Carbon intensity (tonnes CO ₂ -e/m ² floor area)	碳排放密度(公噸二氧化碳當量/平方米面積)	0.14	0.14	-
Offices in Mainland China		中國內地辦公室		
Electricity consumption (kWh) ¹	電力消耗(千瓦時) ¹	209,403	210,239	-0.4%
Electricity consumption intensity (kWh/m ² floor area)	電力消耗密度 (千瓦時/平方米面積)	128	129	-0.8%
Carbon emission (Scope 2 only) ³ (tonnes CO ₂ -e)	碳排放(僅指範圍2) ³ (公噸二氧化碳當量)	170	171	-0.6%
Carbon intensity (tonnes CO ₂ -e/m ² floor area)	碳排放密度(公噸二氧化碳當量/平方米面積)	0.10	0.10	-

In small quantities, we are phasing out unwanted electronic products. For any electronic waste discarded by our Hong Kong office, they are sold to qualified electronic waste recyclers.

我們正逐步少量淘汰不必要的電子產品。香港辦公室所棄置的任何電子廢物，均會出售予合資格電子廢物回收商。

Raising our employees' awareness of the importance of environmental protection is also essential to realise our environmental commitment. Other than inviting our employees to participate in the aforementioned initiatives, we disseminate "Green Guidelines and News" regularly through our intranet and email system to promote environmental protection.

提高僱員對環保重要性的認知，對實現我們的環保承諾亦至關重要。除邀請我們的僱員參與上述措施外，我們亦定期於內聯網及電郵系統發放「綠色指引及最新消息」，以宣揚環保理念。

¹ Electricity consumption report included electricity consumed by central air-conditioning, lighting and other electrical devices.

¹ 電力消耗報告內容包括香港辦公室中央空調、照明及其他電子設備所消耗的電力。

² We are accounting for Scope 2 carbon emission (indirect emission from consumption of purchased electricity) only. Our operation involves insignificant direct emission from consumption of vehicle fuels. According to the Sustainability Reports published by HK Electric, the carbon footprint per kWh of electricity sold in 2016 and 2017 was 0.79kg.

² 我們僅計入範圍2碳排放(使用已購買電力所產生的間接排放)。我們的業務營運涉及使用汽車燃油所產生的少量直接排放。根據港燈公佈的可持續發展報告，二零一六年及二零一七年每已售千瓦時電力的碳足跡為0.79公斤。

³ According to 2016 Emission Factors for purchased electricity within Mainland China, published by National Development and Reform Commission, the emission factor for East China Regional Grid and North China Regional Grid and is 0.8086 t-CO₂/MWh and 1 t-CO₂/MWh, respectively.

³ 根據國家發展和改革委員會發佈的二零一六年中國區域電網基準線排放因子，華東區域電網及華北區域電網的排放因子分別為0.8086公噸二氧化碳/百萬瓦小時及1公噸二氧化碳/百萬瓦小時。

Our environment

我們的環境

Our green procurement practices

Our commitment to the environment can also be observed in our procurement practices. We purchase electronic and paper products to support our operation. These products exert environmental impact throughout their life-cycles. This urged us to develop our Green Procurement Policy, which governs the purchasing practices in our day-to-day business. We prefer purchasing products that have an energy label and are compliant with Restriction of Hazardous Substances Directive (RoHS) of Europe. As a way of saving cost, the Policy also encourages our staff to purchase products with less packing and greater durability. The Green Procurement Policy is reviewed regularly to ensure it meets our needs and legal requirements.

As a company committed to bringing a better future for the society, we are attached to our social responsibilities. We believe that business success is not measured only by how much a company can gain but also the efforts it pays to give back to the community. Through a wide variety of charitable and fund-raising activities, we take the initiative to help those in need, particularly the disabled and elderly. While giving our care to the community, these experiences are rewarding to our staff volunteers.

我們的綠色採購常規

我們對環境的承諾亦可從我們的採購常規中體現。我們需購買電子及紙張產品支援我們的業務運作，而此等產品在其生命週期中會對環境造成影響。受此推動，我們訂立綠色採購政策，規管我們於日常業務中的購買常規。我們傾向購買附有能源標籤及合乎歐洲危害性物質限制指令的產品。為節省成本，政策亦鼓勵僱員購買較少包裝及更耐用的產品。綠色採購政策會定期檢討以確保其符合我們的需要及法律規定。

本公司致力於為社會塑造更美好的未來，重視切實履行企業社會責任。我們相信，業務上的成就並非單以公司盈利為標準，亦須視乎企業在回饋社區方面的努力。透過各類慈善及籌款活動，我們主動地幫助有需要人士，尤其是殘障及長者。對我們的義工團隊而言，上述活動不但可向社區傳遞關愛，亦是難能可貴的經驗。



- 1-2. We support fair trade development by ordering Fair Trade Certified coffee beans for our office use. 我們訂購公平貿易認證咖啡豆供辦公室使用以支持公平貿易發展。
3. In September 2017, C&T participated in "8th Hong Kong No Air-Con Night" by Green Sense. 於二零一七年九月，科聯參與環保觸覺舉辦的「第八屆香港無冷氣夜」。

Our community

我們的社區

Our contribution to community

We took part in a number of charitable activities in 2017, including Elderly Visiting Service and Mid-Autumn Festival Elderly Service 2017 by HKMSSAC, Sower Action Challenge 12 Hours by Sower Action and Fu Hong Walkathon by Fu Hong Society. We also participated in activities organised by different organisations such as MSF Day 2017 by Médecins Sans Frontières, Orbis World Sight Day 2017 by Orbis and Love Teeth Day 2017 by the Community of Chest.

Besides taking part as event participants, we encourage our staff to reach out to the community as volunteers. We have joined the Autumn Outing with Elderly 2017 by HKMSSAC. In 2017, our employees devoted 297 volunteering hours for the betterment of the society.

我們對社區的貢獻

我們在二零一七年參與多項慈善活動，包括香港影視明星體育協會慈善基金舉辦的長者探訪服務及中秋節長者服務2017、苗圃行動舉辦的苗圃挑戰12小時及扶康會舉辦的步行籌款。我們亦參與不同機構舉辦的各項活動，例如無國界醫生舉辦的無國界醫生日2017、奧比斯舉辦的奧比斯世界視覺日2017及香港公益金舉辦的公益愛牙日。

除了積極參與活動外，我們鼓勵僱員踏入社區做義工。我們曾參與香港影視明星體育協會慈善基金舉辦的老友記秋季大旅行。我們的僱員在二零一七年有關社會公益的義工服務時數達297小時。



1. C&T Runners took challenge of participating in 26KM route of Sower Action Challenging 12 Hours Charity Marathon 2017, aimed to raise fund for education of underprivileged students in China.
科聯跑手接受挑戰，參加「苗圃挑戰12小時慈善越野馬拉松2017」26公里賽，旨在為中國貧困學生籌募助學善款。
2. Our staff and their families visited and distributed rice packs and moon cakes to the seniors.
員工及家人探訪長者及派發米袋和月餅。
3. We joined the charting outing service with the seniors to Hong Kong Wetland Park. 我們參加規劃長者外遊服務，與長者同遊香港濕地公園。
4. To continue our support to the underprivileged in the community, we joined Fu Hong Charity Walkathon for 3 consecutive years to help raising fund.
為繼續支持社區的弱勢社群，我們連續三年參加扶康會步行籌款活動，幫助籌款。

Our community

我們的社區

In addition to participating fund-raising activities, we support good cause and the needy through donations. In 2017, we donated close to HK\$13,000. We hope our contribution can foster Hong Kong's social integration and promote the environmental quality.

Our business as a pioneering IT employer also allows us to give back to our community other than using these conventional ways. We have been taking part in the "2017/18 Life & Career Education Mentorship Project" with secondary schools, where our mentoring staff shared with the participating students their personal experiences and career advice in hope of helping the students to create their futures.

Our efforts in community work have been well-received. Besides receiving certificates of appreciation from the charitable organisations, we have been recognised as a "Caring Company" by the Hong Kong Council of Social Service since 2014 with our dedication in community involvement and commitment to social responsibility. In 2017, we have been awarded "The 6th Outstanding Corporate Social Responsibility Award" issued by the Mirror Magazine and "Caring Certificate" issued by Federation of Hong Kong Industries in recognition of our fulfillment towards shareholders, caring of employees, effort in environmental protection, commitment to customers, leadership ability and community relations in order to satisfy the needs of the present and the future.

Looking ahead, we will continue to arrange more social and charitable activities to benefit the wider community and those in need.

除了參與籌款活動外，我們透過捐款支持公益及有需要人士。二零一七年的捐款額接近13,000港元。我們希望透過慈善義舉造福社區，推動香港社會共融並改善環境質素。

作為資訊科技界的先驅，我們亦可透過非傳統方式回饋社會。我們參與多間中學的「2017/18人生及事業學長計劃」，由僱員以學長身份分享個人經驗及就業意見，協助學生創建未來。

我們對社區工作的努力備受好評。除了屢獲慈善團體頒發感謝狀之外，我們自二零一四年起也獲得香港社會服務聯會的「商界展關懷」嘉許，表揚我們熱心參與社會公益，肩負社會責任。於二零一七年，我們獲得鏡報頒發的「第六屆傑出企業社會責任獎」及香港工業總會頒發的「愛心關懷獎」，以表揚我們對股東的承諾、僱員關懷、環保措施、對客戶的投入、領導能力及社區關係，其旨在滿足當前及未來所需。

我們在未來將繼續安排更多社會公益及慈善活動，協助社會上各階層有需要人士。



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ESG Aspects 環境、社會及管治報告層面		Disclosed in 披露章節	Remarks 備註
A. Environmental A.環境			
Aspect A1: Emissions 層面A1：排放物			
General Disclosure 一般披露	Information on: (a) the policies; and (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. 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) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Our environment 我們的環境	
KPI A1.1 關鍵績效指標 A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Not material 不重大	C&T's operation does not involve emission to air and discharge to water and land in significant quantities. Therefore we are not disclosing on this figure. 科聯業務營運過程中並無向空氣、水及土地大量排放物質。因此我們並無披露該數據。
KPI A1.2 關鍵績效指標 A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity. 溫室氣體排放總量(以噸計算)及(如適用)密度。	Our efforts in improving environmental performance 我們致力改善環保表現	
KPI A1.3 關鍵績效指標 A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity. 所產生有害廢棄物總量(以噸計算)及(如適用)密度。	Not material 不重大	We are phasing out unwanted electronic products from time to time, but in very small quantities. 我們不時淘汰落後電子產品，但數量不多。

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ESG Aspects	環境、社會及管治報告層面	Disclosed in	披露章節	Remarks	備註
KPI A1.4 關鍵績效指標 A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity. 所產生無害廢棄物總量(以噸計算)及(如適用)密度。	Our efforts in improving environmental performance 我們致力改善環保表現		Used paper is the most significant source of non-hazardous waste generated from our offices. We believe as we continually avoid unnecessary paper consumption, our paper waste generation will be reduced. For quantities of paper consumed, please refer to “Our environment”.	我們辦事處產生的無害廢棄物以紙張為主。我們相信透過持續避免不必要的用紙，將可減少產生紙張廢棄物。有關紙張使用量，請參閱「我們的環境」。
KPI A1.5 關鍵績效指標 A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	Our efforts in improving environmental performance 我們致力改善環保表現		“Emission” refers to our indirect carbon emission associated with purchased electricity.	「排放」指與我們購買電力有關的間接碳排放。
KPI A1.6 關鍵績效指標 A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	Our efforts in improving environmental performance 我們致力改善環保表現			
Aspect A2: Use of Resources 層面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。	Our environment 我們的環境			
KPI A2.1 關鍵績效指標 A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity. 按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度。	Our efforts in improving environmental performance 我們致力改善環保表現			

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ESG Aspects	環境、社會及管治報告層面	Disclosed in	披露章節	Remarks	備註
KPI A2.2 關鍵績效指標 A2.2	Water consumption in total and intensity. 總耗水量及密度。	Not material 不重大		C&T's operation does not involve consumption of water in significant quantities. Therefore we are not disclosing on this figure. 科聯業務營運並無耗費大量水資源。因此我們並無披露該數據。	
KPI A2.3 關鍵績效指標 A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Our efforts in improving environmental performance 我們致力改善環保表現			
KPI A2.4 關鍵績效指標 A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	Not material 不重大		C&T's operation does not involve consumption of water in significant quantities. Therefore we are not disclosing on this indicator. 科聯業務營運並無耗費大量水資源。因此我們並無披露該指標。	
KPI A2.5 關鍵績效指標 A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	Not material 不重大		As an IT solution provider, C&T does not produce any packaged products. For quantities of paper consumed internally, please refer to "Our environment". 作為資訊科技解決方案供應商，科聯不生產任何包裝產品。有關內部耗費的紙張量，請參閱「我們的環境」。	

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ESG Aspects 環境、社會及管治報告層面		Disclosed in 披露章節	Remarks 備註
Aspect A3: The Environment and Natural Resources 層面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。	Not material 不重大	As an IT solution provider, we consider our operation not impacting the environmental and natural resources significantly. 作為資訊科技解決方案供應商，我們認為本公司營運對環境及天然資源並無造成重大影響。
KPI A3.1 關鍵績效指標 A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。		
Aspect B1: Employment 層面B1：僱傭			
General Disclosure 一般披露	Information on: (a) the policies; and (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. 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) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Our talent 我們的人才	
KPI B1.1 關鍵績效指標 B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	Our talent 我們的人才	
KPI B1.2 關鍵績效指標 B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Our talent 我們的人才	

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ESG Aspects 環境、社會及管治報告層面	Disclosed in 披露章節	Remarks 備註
Aspect B2: Health and Safety 層面B2：健康與安全		
General Disclosure 一般披露	Information on: (a) the policies; and (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. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Promoting health and safety 推廣健康及安全
KPI B2.1 關鍵績效指標 B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	Promoting health and safety 推廣健康及安全
KPI B2.2 關鍵績效指標 B2.2	Lost days due to work injury. 因工傷損失工作日數。	Promoting health and safety 推廣健康及安全
KPI B2.3 關鍵績效指標 B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	Promoting health and safety 推廣健康及安全
Aspect B3: Development and Training 層面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。	Developing talent 人才發展

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ESG Aspects	環境、社會及管治報告層面	Disclosed in	披露章節	Remarks	備註
KPI B3.1 關鍵績效指標 B3.1	The percentage of employees trained by gender and employee category. 按性別及僱員類別劃分的受訓僱員百分比。	Not disclosed	毋須披露	We ensure that our employees received regular trainings relevant to their job duties. Our efforts in employee development and training can be found in “Our talent”. 我們確保員工能定期接受與其職責相關的培訓。有關我們對僱員發展及培訓的資源投放，請參閱「我們的人才」。	
KPI B3.2 關鍵績效指標 B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。				
Aspect B4: Labour Standards 層面B4：勞工準則					
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Not material	不重大	As an IT solution provider, we mainly employ talents who have specific qualifications and work experience. We consider the risk in engaging child and forced labour is very low. Therefore we are not disclosing on this. 作為資訊科技解決方案供應商，我們主要聘用具備特定資歷及相關工作經驗的人才。我們認為僱傭童工及強制勞工的風險非常低。因此我們並無作出相關披露。	

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ESG Aspects	環境、社會及管治報告層面	Disclosed in	披露章節	Remarks	備註
KPI B4.1 關鍵績效指標 B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Not disclosed 毋須披露		See remark for KPI B4 “General Disclosure”. 見關鍵績效指標B4「一般披露」備註。	
KPI B4.2 關鍵績效指標 B4.2	B4.2 Description of steps taken to eliminate such practices when discovered. B4.2描述在發現違規情況時消除有關情況所採取的步驟。				
Aspect B5: Supply Chain Management 層面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。	Our responsibilities 我們的責任		We regard misconduct of suppliers, such as corruption and disclosure of confidential information as key ESG-related risk of engaging contractors. 我們認為委聘的外判商牽涉的主要環境、社會及管治風險為供應商過失，例如貪污及洩露機密資料。	
KPI B5.1 關鍵績效指標 B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Not disclosed 毋需披露			
KPI B5.2 關鍵績效指標 B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	Our responsibilities 我們的責任		Our policy requires activities outsourced to external parties to comply with the same security requirements as in-house activities. 我們的政策要求外判予外界各方的業務活動須遵照與內部業務活動相同的安全要求。	

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ESG Aspects 環境、社會及管治報告層面		Disclosed in 披露章節	Remarks 備註
Aspect B6: Product Responsibility 層面B6：產品責任			
General Disclosure 一般披露	Information on: (a) the policies; and (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. 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) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Our responsibilities 我們的責任	
KPI B6.1 關鍵績效指標 B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Not applicable 不適用	As an IT solution provider, C&T does not deliver any tangible products. This indicator is therefore not applicable. 作為資訊科技解決方案供應商，科聯不提供任何有形產品。因此該指標不適用。
KPI B6.2 關鍵績效指標 B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	Not disclosed 毋須披露	
KPI B6.3 關鍵績效指標 B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Protecting IP rights and data privacy 保護知識產權及資料私隱	
KPI B6.4 關鍵績效指標 B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	Delivering quality service 提供優質服務	
KPI B6.5 關鍵績效指標 B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	Protecting IP rights and data privacy 保護知識產權及資料私隱	

HKEX Environmental, Social and Governance Guide Content Index

聯交所環境、社會及管治報告指引索引

ESG Aspects 環境、社會及管治報告層面	Disclosed in 披露章節	Remarks 備註
Aspect B7: Anti-corruption 層面B7：反貪污		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Upholding ethical conduct 秉持道德操守
KPI B7.1 關鍵績效指標 B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	Upholding ethical conduct 秉持道德操守
KPI B7.2 關鍵績效指標 B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Upholding ethical conduct 秉持道德操守
Aspect B8: Community Investment 層面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。	Our community 我們的社區
KPI B8.1 關鍵績效指標 B8.1	Focus areas of contribution. 專注貢獻範疇。	Our community 我們的社區
KPI B8.2 關鍵績效指標 B8.2	Resources contributed to the focus area. 在專注範疇所動用資源。	Our community 我們的社區

A close-up photograph of several green leaves, likely from a plant. The leaves are layered, with some in the foreground and others in the background. The lighting is soft, highlighting the veins of the leaves. A small, dark insect is visible on one of the leaves in the middle ground. The overall tone is natural and green.

**It's never too late to build
a better world for our future...
Healing the world is our responsibility.**



Photo courtesy: Ir. Ng Cheung Shing



computer  technologies

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