



G-Vision International (Holdings) Limited
環 科 國 際 集 團 有 限 公 司

Stock Code 股份代號: 657

**ENVIRONMENTAL, SOCIAL
AND GOVERNANCE REPORT**

環 境 、 社 會 及 管 治 報 告

17-18

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

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Environmental, Social and Governance Report

SCOPE AND REPORTING PERIOD

This is the second Environmental, Social and Governance Report (the “ESG Report”) for G-Vision International (Holdings) Limited (the “Company”) and its subsidiaries (collectively referred to as the “Group”) which has been prepared in accordance with the ESG Reporting Guide contained in Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited (the “Stock Exchange”) (the “Listing Rules”).

As the Group is principally engaged in the operation of a management office and two restaurants in Hong Kong specialising in Chiu Chow Cuisine, this ESG report mainly focuses on the evaluation of the environmental and social aspects of the Group’s performance in these operations for the year ended 31 March 2018. For corporate governance, please refer to the Corporate Governance Report in the Group’s annual report.

STAKEHOLDER ENGAGEMENT AND MATERIALITY

The Group’s ESG Report was prepared based on the four reporting principles (materiality, quantitative, balance and consistency) as stipulated in the ESG Reporting Guide. In order to identify the most significant aspects for the Group to report on its ESG performance, the interests and influences the Group places on different key stakeholders would be considered. The Group maintains ongoing dialogues with a diverse of group of stakeholders including but not limiting to its employees, customers, suppliers, investors, shareholders, industry regulators and other governmental and community groups. Communication with them conducted both formally and informally enables the Group to identify its strengths and weaknesses and to better position itself in responding to the ESG challenges ahead.

The Group welcomes stakeholders’ feedback on our ESG approach and performance. Please give your suggestions or share your views by email to info@g-vision.com.hk.

範圍和報告期

這是環科國際集團有限公司(「本公司」)及其子公司(統稱為「本集團」)之第二份環境、社會及管治報告(「ESG報告」)，此報告已根據香港聯合交易所有限公司(「聯交所」)證券上市規則(「上市規則」)附錄27所載的《ESG報告指引》而編制。

本集團主要經營一間管理公司及兩間專門提供潮州菜之酒樓。此ESG報告主要集中對本集團截至二零一八年三月三十一日止年度於環境及社會方面之表現作出評估。有關企業管治，請參閱本集團年報中的企業管治報告。

持份者之參與及重要性

本集團ESG報告是根據《ESG報告指引》中所述的四個匯報原則(重要性、可量化、平衡和一致性)而編制。為了確認本集團披露ESG表現之最重要方面，本集團會充分考慮對不同持份者之利益和影響。本集團與不同界別之人士維持對話，當中包括但不限於其員工、客戶、供應商、投資者、股東、行業監管機構以及其他政府和社區團體。與他們進行的正式及非正式交流促使本集團能確認其優勢和弱點，並能更好地應付ESG未來之挑戰。

本集團歡迎持份者對我們ESG做法及表現提出反饋。如欲提供建議或與我們分享閣下之意見，請發送電子郵件至 info@g-vision.com.hk。

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THE COMPANY'S MISSION AND VISION ON SUSTAINABILITY COMMITMENT

Mission and Vision on Environmental, Social and Governance

The Group is committed to the sustainable development of the environment and our society. It regards sustainability as an integral part of its business objective and strive to carry out its business in a responsible manner. The Group has endeavoured to comply with applicable laws and regulations governing the environmental and social aspects of its restaurant operations and to ensure its business meet the required standards and ethics.

A. ENVIRONMENTAL

Total floor area coverage for the Group is approximately 3,530 m². Types of emissions that the Group accounted for during its course of operation mainly include air and greenhouse gas emissions and the generation of non-hazardous waste. The Group is not aware of any cases of material non-compliance relating to air and greenhouse gas emissions, discharge into water and land, and the generation of hazardous and non-hazardous waste for the year ended 31 March 2018.

A1. Emissions

A1.1 Air Emissions

For the year ended 31 March 2018, nitrogen oxides (NO_x), sulphur oxides (SO_x) and respiratory suspended particles (PM) were emitted from fuel consumption from the Group's restaurant operation. Air emission from vehicle operation was considered insignificant, thus no such data is being presented in this report.

Gaseous Fuel Consumption

Consumption of town gas remains the biggest source of emission from the Group. A total of 195,545 unit of town gas was used for the year ended 31 March 2018, contributing to 37.73 kg of nitrogen oxides (NO_x) emission and 0.19 kg of sulphur oxides (SO_x) emission.

公司對可持續發展承諾之使命和願景

對環境、社會及管治之使命和願景

本集團致力於環境與社會之可持續發展。它將可持續發展視為其業務目標的組成部分，並力求以負責任的方式經營業務。本集團致力遵守適用於其酒樓業務有關環境及社會方面之法律及法規，並確保其業務符合所需要的標準及道德規範。

A. 環境

本集團總樓面面積約3,530平方米。由本集團日常業務引致之排放物種類包括空氣及溫室氣體排放以及無害廢棄物之產生。截至二零一八年三月三十一日止年度，本集團並不知悉任何有關空氣及溫室氣體排放，水和土地排放以及產生有害及無害廢棄物的嚴重違規事項。

A1. 排放物

A1.1 空氣排放

截至二零一八年三月三十一日止年度，本集團之酒樓業務在消耗燃油時會排放出氮氧化物(NO_x)，硫氧化物(SO_x)及可吸入懸浮顆粒物(PM)。由於使用車輛產生的空氣排放量被認為是相當輕微，因此本報告沒有提供這方面之數據。

氣體燃料消耗

本集團之最大排放源頭來自煤氣消耗。截至二零一八年三月三十一日止年度之總煤氣用量為195,545煤氣用度，其引致之氮氧化物(NO_x)排放量為37.73公斤，而硫氧化物(SO_x)排放量則為0.19公斤。

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A1.2 Greenhouse Gas (GHG) Emissions

A1.2 溫室氣體(GHG)排放

Scope of Greenhouse Gas Emissions 溫室氣體排放範圍	Emission Sources 排放源	Emission (in tCO ₂ e) 以噸計 二氧化碳當量	Percentage of Total Emission 總排放量 (百分比)
Scope 1 範圍1			
Direct Emission 直接排放	Stationary Fuel Combustion 固定燃料燃燒 Combustion Source – Town Gas 燃燒來源－煤氣	499.23	41 %
Scope 2 範圍2			
Indirect Emission 間接排放	Purchased Electricity 採購電量	552.59	56%
	Purchased Town gas 採購煤氣	115.76	
Scope 3 範圍3			
Other Indirect Emission 其他間接排放	Electricity used for processing fresh water 用於處理食水之電力	22.44	3%
	Electricity used for processing wastewater 用於處理污水之電力	7.90	
	Paper Waste Disposal 廢紙棄置	5.76	
Total 共計		1,203.68	100%

Notes:

- tCO₂e = tonnes of carbon dioxide equivalent
- Emission factors were made reference to Appendix 27 of the Listing Rules and their referred documentation as set out by Hong Kong Exchanges and Clearing Limited, unless stated otherwise.

There were 1,203.68 tCO₂e greenhouse gases (mainly carbon dioxide, methane, nitrous oxide and hydrofluorocarbons) emitted for the year ended 31 March 2018, with an emission intensity of 0.34 tCO₂e/m².

附註：

- tCO₂e = 以噸計二氧化碳當量
- 除非另有說明，否則排放係數已參照香港交易及結算所有限公司所定之上市規則附錄27以及其參考文件而釐定。

截至二零一八年三月三十一日止年度溫室氣體之排放量為1,203.68噸二氧化碳當量（主要有二氧化碳，甲烷，一氧化氮及氫氟碳化物），排放強度為每平方米0.34噸之二氧化碳當量。

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A1.3 Hazardous Waste

The Group is not aware of any significant hazardous wastes and pollutants that are being discharged in the course of its business and hence no such data are being presented in this report.

A1.4 Non-hazardous Waste

Non-hazardous waste from the Group was mainly food waste and waste paper from the restaurants and the offices. A total of 1,199.34 kg of paper has been consumed for the year ended 31 March 2018, contributing to 5.76 tCO₂e.

A1.5 Measures to Mitigate Emissions

The Group adopts a proactive approach in order to minimize the environmental impact of gas emissions. We strive to lower the consumption of town gas by upgrading of our kitchen equipment on a regular basis; turning off the gas stoves and water heaters when not in use as well as providing training to staff on the appropriate use of the kitchen facilities and equipment. The chief chef has an overall responsibility to ensure the rules and guidelines are strictly adhered to by the kitchen staff. The Group has engaged professional cleaning company to inspect and clean the exhaust system of the kitchen regularly.

A1.3 有害廢棄物

本集團並不知悉在其業務過程中會釋出任何重大有害之廢棄物和污染物，因此本報告未有提供此方面數據。

A1.4 無害廢棄物

本集團的無害廢棄物主要來自酒樓和辦公室的廚餘和廢紙。截至二零一八年三月三十一日止年度，已消耗共1,199.34公斤之紙張並且產生了5.76噸之二氧化碳當量。

A1.5 減低排放的措施

本集團採取積極主動的方式，盡量減少氣體排放對環境的影響。通過定期升級廚房設備，不使用時關閉煤氣爐和熱水器，以及向員工提供適當使用廚房設施和設備的培訓，本集團力求降低煤氣之消耗量。總廚會全面負責及確保廚房員工嚴格遵守規則和準則。本集團亦已聘請專業清潔公司定期檢查和清潔廚房之抽氣系統。

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A1.6 Wastes Handling and Reduction Initiatives

To minimize food waste, the management team (floor manager and chief chef) closely monitors the purchase, usage and storage of food and other inventory items on a daily basis. All the food waste and used oils are collected and handled by licensed waste disposal companies. The Group has engaged licensed professionals on the collection of waste oils, who converted nearly 3,000 litres of waste oils from the Group into bio-diesel as a source of renewal energy for Hong Kong. A certificate of appreciation was awarded to the Group by the Government of the Hong Kong Special Administrative Region Environment Bureau in recognition of its support to the recycling business in the EcoPark of Hong Kong. The grease trap wastes arising from the Group's business operations were also removed regularly by qualified collector for proper disposal. To control waste paper, employees at the office are encouraged to use recycled papers for draft works; to print on both side of papers and to save e-copies of documents instead of printing out. The Group will review system for better waste data collection and reporting. To further reduce packaging waste, we encourage our customers to bring their own containers to take away the food.

A1.6 廢物減少及倡議

為了盡量減少食物浪費，管理團隊（樓面經理和總廚）會每天密切監測食品和其他庫存物品之採購、使用和儲存。所有的廚餘和廢油都由合資格的垃圾處理公司收集和處理。本集團已聘請專業合資格人士處理廢油收集事宜，他們將本集團近3,000公噸的廢油轉化為生物柴油，作為香港可再生能源的來源。香港特別行政區政府環境局特意向本集團頒發了感謝狀，表揚我們對香港環保園回收業務的支持。本集團於營運中所產生的隔油池廢物也由合資格的收集商定期清理並妥善處理。為了控制廢紙量，我們鼓勵辦公室人員使用再用紙起稿；以及使用雙面打印，並且以電子存檔代替打印文件。本集團將檢討以改善廢物資料收集及報告之系統。為了進一步減少包裝廢棄物，我們鼓勵客戶自備容器取走食物。

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A2. Use of Resources

A2 資源的使用

A2.1 Energy Consumption

A2.1 能源消耗

For the year ended 31 March 2018, the Group's business operations resulted in a total energy consumption of 3,690,771 kWh, with intensity of 1,046 kWh/m² from the use of electricity and town gas.

截至二零一八年三月三十一日止年度，本集團業務運作所引致的總能源消耗為3,690,771千瓦時，其中電力和煤氣的使用強度為1,046千瓦時／平方米。

Energy Consumption Sources 能源消耗源

Consumption (in kWh) 消耗(千瓦時)

Electricity 電力
Town Gas 煤氣

1,083,504
2,607,267

Electricity

電力

For the year ended 31 March 2018, the Group has consumed 1,083,504 kWh, with an intensity of 307 kWh/m².

截至二零一八年三月三十一日止年度，本集團消耗1,083,504千瓦時，強度為307千瓦時／平方米。

Restaurants 酒樓

Consumption 消耗 kWh 千瓦時
Intensity 強度 kWh/m² 千瓦時／平方米

2016/17	2017/18
1,080,862	1,055,778
342	334

Management Office 管理公司

Consumption 消耗 kWh 千瓦時
Intensity 強度 kWh/m² 千瓦時／平方米

33,354	27,726
90	75

Group 本集團

Consumption 消耗 kWh 千瓦時
Intensity 強度 kWh/m² 千瓦時／平方米

1,114,216	1,083,504
316	307

Town Gas

煤氣

For the year ended 31 March 2018, the Group's restaurant operation has consumed 195,545 units with an intensity of 62 unit/m² (2016/17: 64 unit/m²).

截至二零一八年三月三十一日止年度，本集團經營酒樓已消耗195,545煤氣用度，強度為62煤氣用度／平方米(2016/17年度：64煤氣用度／平方米)。

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A2.2 Water Consumption

For the year ended 31 March 2018, water consumption by the Group's restaurant operation was 55,837 m³, with an intensity of 18 m³/m² (2016/17: 19 m³/m²).

A2.3 Energy Use Efficiency Initiatives

Currently the Group mainly uses compact fluorescent light bulbs (CFL) which was part of the Group's energy saving initiatives. In recent years, the Group has been replacing all broken light bulbs with LED lights to further maximize energy conservation. Employees are reminded to switch off lights and air conditioners for vacant areas. Regular maintenance also helps to improve the energy-efficiency level of the Group's air-conditioning and refrigeration systems, thus reducing the consumption of electricity in the long run.

A2.4 Water Use Efficiency Initiatives

The operation of restaurants requires the use of water for food processing and cleaning purposes, and the water was supplied by the Water Supplies Department. There was no issue in sourcing water that is fit for purpose.

To maximize water saving, the Group has implemented certain water conservation measures. Low flow fixtures were installed to control water flow from the main switch. Employees are trained to turn off all water taps when they are not in use. Water pipes are checked on a regular basis to prevent water leakage. Wastewater generated from the Group during the reporting period was discharged to and treated by the Drainage Services Department.

A2.5 Packaging Material

The Group uses various packaging materials such as plastic takeaway boxes and bags in its day-to-day operation. As part of the Environmental Levy Scheme on Plastic Shopping Bag, the Group charges customer HKD5 for each takeaway box. There was a significant decrease in the annual purchase of plastic takeaway boxes and bags after such charges were imposed. The Group will continue monitor its usage of packaging material and will review and alter existing practice when necessary.

A2.2 耗水量

截至二零一八年三月三十一日止年度，本集團經營酒樓之用水量為55,837立方米，強度為18立方米／平方米（2016/17：19立方米／平方米）。

A2.3 能源使用效率倡議

目前，本集團主要採用慳電膽(CFL)作為其中一項節能措施。近年來，本集團已採用LED燈代替所有損壞之慳電膽，進一步實現節能減排。已接受培訓之員工會為空置區域關掉電燈和空調。定期保養有助提升本集團空調和冷藏系統之能源效益並長遠減少用電量。

A2.4 水使用效率倡議

酒樓的運作需要使用水來為食物處理和作為清潔用途，而水源則由水務署供應。採購適合用途的水大致上沒有問題。

為盡量節約用水，本集團已實施數項措施。安裝低流量固定裝置能控制由總制起之流量。已授受培訓之員工在不需用水情況下會關閉所有水龍頭。定期檢查水管能防止漏水。本集團在本報告期內產生的污水會經去水喉排走並由渠務署處理。

A2.5 包裝材料

本集團在日常運作中會使用不同的包裝材料包括外賣膠盒及膠袋。作為「塑膠購物袋環保徵費計劃」的一部分，本集團收取顧客每個外賣盒5港元的費用。在徵收費用實施後，本集團每年已大幅減少採購外賣膠盒和膠袋。本集團將繼續監察其包裝材料的使用情況，並將於有需要時檢討及改變現有做法。

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A3. The Environment and Natural Resources

The Group realizes that the restaurant and the office operations have continuously consume energy resources and inevitably led to certain extent of gas and waste emissions, which ultimately have a negative impact on the environment. To minimize the exposure of such risks, the Group is committed to promote environmental protection awareness in its workplace. More environmentally conscious work practices and policies will be reviewed, introduced and implemented with the aim to achieve a higher standard in the work of energy saving as well as in reduction in waste generation and emission.

B. SOCIAL

1. Employment and Labour Practices

B1. Employment

The Group had a total number of approximately 157 employees as of 31 March 2018 (2016/17: 150 employees), and all employees were Chinese from Hong Kong.

A3 環境及天然資源

本集團意識到酒樓和辦公室業務會不斷消耗能源並無可避免地導致一定程度的氣體和廢物排放，最終對環境造成負面影響。為盡量減少受此類風險影響，本集團致力在工作地點促進環保意識。為達到節能減排工作的更高標準以及減少廢棄物的產生和排放，更多具環保意識之常規及政策會被檢討、推行及實施。

B. 社會

1. 僱傭及勞工常規

B1. 僱傭

於二零一八年三月三十一日，本集團共有員工約157人（二零一六／一七年，約150人），全體員工為香港中國公民。

Workforce by Employment Type 員工類型 (%)

Full-time	全職	75
Part-time	兼職	25

Workforce by Employment Category 員工類別 (%)

Senior Management	高級管理人員	10
Middle Management	中層管理人員	14
Frontline Staff & Other Employees	前線員工和其他員工	76

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		Workforce by Age Group 員工年齡組別 (%)
18-25	18-25	2
26-35	26-35	5
36-45	36-45	16
46-55	46-55	34
56 or above	56或以上	43

		Workforce by Gender 員工性別 (%)
Male	男性	45
Female	女性	55

For the year ended 31 March 2018, there were no major changes in policies relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunities, diversity and anti-discrimination for the Group's restaurant and office operations. The Group did not note any cases of material non-compliance in relation to employment during reporting period.

Employment contract has listed out all information and entitlement regarding probation period, payment term, mandatory pension fund (MPF), rest days and public holidays, rules and conditions on leave application, internal transfer, termination and dismissal, reward or penalty. Management reviews employees' remuneration from time to time and makes reference to market average and trend. Employees are also entitled to meals provided at work and revenue bonus.

The Group understands its operating environment may induce longer working hours at work, thus temporary workers will be hired to lower the workload of permanent employees and lessen their necessities of working overtime.

截至二零一八年三月三十一日止年度，有關本集團酒樓及辦公室營運之薪酬及解僱，招聘及晉升，工作時間，休息時間，平等機會，多元化及反歧視政策並無重大改變。於報告期內，本集團並未發現任何重大員工違規事件。

本集團的僱用合同中已列出所有有關試用期、薪金標準、強制性公積金 (MPF)、休息日、公眾假期、休假申請、內部轉職、終止、解僱、獎勵或處罰之資料及員工權利。管理層會不時檢討員工工資水平，並參考市場平均水平和趨勢。員工在工作期間享有膳食供應和業績獎金。

本集團明白其業務性質可能導致較長工作時間，因此會聘用臨時工人，以降低長期僱員之工作量及減少其加班工時。

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Equal Opportunity

The Group commits to be an equal opportunity employer and will not tolerate any illegal discrimination or harassment based on religion, disability, gender, family status, ethnic, marital status, pregnancy or any other discrimination prohibited by applicable law. The Group has hired deaf-mute candidates as employees and provided training to them on communication with other employees.

Turnover

The annual turnover rate of the Group was 17% with 27 employees left for the year ended 31 March 2018 and they were all Chinese from Hong Kong. Turnover was due to shortage of labour and the lack of new interest in the industry. Management will review employees' remuneration packages from time to time in order for the Group to stay competitive in retaining staff. The annual turnover rates, categorized by age group and gender, are as follows:

平等機會

本集團為致力促進平等機會之僱主，不會容忍基於宗教、殘疾、性別、家庭狀況、種族、婚姻狀況、懷孕，及任何其他觸犯法例之歧視或騷擾。本集團曾僱用聾啞員工，並向他們提供與其他員工溝通的培訓。

流失

截至二零一八年三月三十一日止年度，集團全年流失率為17%，27名離職員工均為中國籍香港人，員工流失是由於勞工短缺以及新人對加入飲食業缺乏興趣。管理層會不時檢討僱員的薪酬待遇，以便本集團保持競爭力以挽留員工。按年齡組別和性別劃分的年度流失率如下：

Annual Turnover Rate by Age Group 按年齡組別劃分 之年度流失率 (%)

18-25	18-25	67
26-35	26-35	0
36-45	36-45	24
46-55	46-55	30
56 or above	56或以上	4

Annual Turnover Rate by Gender 按性別劃分之 年度流失率 (%)

Male	男性	27
Female	女性	9

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B2. Health and Safety

For the year ended 31 March 2018, there was no major changes in policies related to providing safe working environment and protecting employees from occupational hazards. The Group did not note any cases of material non-compliance in relation to health and safety laws and regulations.

As stated in the code of practice in the employment contract, the works of the Group's employees are governed by the Occupational Safety and Health Ordinance (Cap. 509). All employees at the restaurant operations are required to attend safety and workplace hygiene training relevant to their job duties. They are also provided with accident and/or medical insurance coverage. The Group's occupational safety and health policy is implemented and closely monitored by employees at supervisory level. There was no work-related fatality case during the reporting period. 317 working days were lost (accounts for less than 1% of the Group's total workhours) due to minor injuries at work, and concerned employees were entitled paid sick leave and medical coverage for their recovery.

B2. 健康與安全

截至二零一八年三月三十一日止年度，有關提供安全工作環境及保護僱員免受職業危害之政策並無重大改變。本集團並未發現任何有關健康與安全法律及法規之重大違規情況。

正如僱傭合約的工作守則所指，本集團員工所有工作，都受（香港法例第509章）《職業安全及健康條例》所監管。所有酒樓業務員工都必須參加與工作職責相關的安全和工作場所衛生培訓。他們也享有意外和／或醫療保險。本集團職業安全及衛生政策由管理層實施和密切監察。報告期內並無因工死亡之個案。但輕微工傷事故，則造成317個工作天之損失（少於集團總工作時間之1%），有關員工會享有有薪病假及受醫療保障以助復原。

Occupational Health and Safety Data in 2017/18 2017/18年職業 健康與安全數據

Work Related Fatality	因工死亡個案	0
Lost Days due to Work Injury	工傷造成的工作天損失	317

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B3. Development and Training

On the job training is provided for every newly employed staff, whether with previous experience or not, and for those being relocated to new post, to ensure each of them is familiar with the working conditions, their job requirements as well as all other safety and environmental conservation practices at the workplace. The intensive training is usually taken out during the probation period which usually lasts for one month. The Group's management shall review and look into developing policies regarding development and training from time to time and as required.

B3. 發展和培訓

本集團會為每位新員工（無論是否具有經驗），以及轉新職位之員工提供在職培訓，以確保其熟悉工作條件和要求、與一切在工作地點推行之安全和環保措施。密集式訓練通常會被安排在試用期間進行並會維持一個月。本集團管理層將不時及在有需要時檢討及研究有關發展及培訓的發展政策。

Employees Trained by Employee Category 按僱員類別劃分之 受培訓僱員百分比 (%)

Senior Management	高級管理人員	0
Middle Management	中層管理人員	5
Frontline & Other Staff	前線員工和其他員工	13

Employees Trained by Gender 按性別劃分之 受培訓僱員百分比 (%)

Male	男性	15
Female	女性	7

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Average Training Hours Completed per Employee by Employee Category

按員工類別完成
培訓之平均時間
(hour)
(小時)

Senior Management	高級管理人員	0
Middle Management	中層管理人員	9
Frontline & Other Staff	前線員工和其他員工	26

Average Training Hours Completed per Employee by Gender

按員工性別完成
培訓之平均時間
(hour)
(小時)

Male	男性	30
Female	女性	13

B4. Labour Standards

For the year ended 31 March 2018, the Group did not note any cases of material non-compliance relating to preventing child and forced labour. All employment and recruitment shall strictly abide by the Employment Ordinance (Cap.57) of the Laws of Hong Kong. Child labour, illegal labour and forced labour are strictly prohibited in the Group. All employees must show original personal identification documents during interview. Further checking on identification and personal information may be arranged with the Hong Kong Immigration Department to ensure no illegal workers are hired by the Group.

B4. 勞工準則

截至二零一八年三月三十一日止年度，本集團並無發現任何有關防止童工及強制勞工的重大違規情況。所有就業和招聘都嚴格遵守(香港法例第57章)《僱傭條例》。本集團嚴禁童工、非法勞工和強迫勞動。所有員工在面試時必須出示個人身份證明文件之正本。有需要時我們會通過香港人民入境事務處進一步確認身份及個人資料，以防僱用非法勞工。

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2. Operating Practices

B5. Supply Chain Management

For the year ended 31 March 2018, there were no major changes in policies on managing environmental and social risks of the supply chain. The Group has a standard procurement procedure, which is implemented and reviewed by the management (comprised of three parties: floor manager, business manager and chief chef). The Group has engaged with approximately 110 long-term reputable suppliers from Hong Kong during the reporting period in order to maintain a high standard of food quality and the most reliable supply chain. The Group actively supports local farm industry within a radius of 50 km, thus reducing carbon emission by avoiding air transport of food. The Group encourages the suppliers to make use of reusable plastic baskets for food delivery instead of boxes made with cardboard or polystyrene. The Group will endeavour to source sustainable or organic food in designing the menu.

B6. Product Responsibility

For the year ended 31 March 2018, there was no major changes in policies and the Group did not note any cases of material non-compliance regarding health and safety, advertising, labelling and privacy matters relating to products and services provided as required by related laws and regulations.

Food Safety and Quality Assurance

Employees are regularly trained on food safety by chief chef. All the food dishes are freshly made in the kitchen. This practice reduces the risk of food contamination with harmful bacteria during delivery. Also, separate storage of raw and cooked food is strictly controlled and monitored to avoid cross-contamination. Regular sampling and inspection of food delivered by suppliers is carried out to safeguard food quality.

2. 營運慣例

B5. 供應鏈管理

截至二零一八年三月三十一日止年度，有關管理供應中環境及社會風險的政策並無重大改變。本集團有標準的採購程序，由管理層（樓面經理，業務經理和總廚三方組成）實施和審查。於報告期內，我們與約110個長期信譽良好的供應商往來，以保持高質素食品和最可靠之供應鏈。本集團積極支持50公里以內的本土農業以避免空運食品及減少碳排放。本集團鼓勵供應商利用可重複使用的塑料籃子進行食品交付，而不是用紙板或聚苯乙烯製成的盒子。本集團在設計餐單時，會嘗試使用可持續或有機食材。

B6. 產品責任

截至二零一八年三月三十一日止年度，政策並無重大改變，而且本集團並無發現有任何在提供產品及服務時根據相關法例與法規要求之健康及安全、廣告、標籤及私隱事項有重大違規情況。

食品安全和質量保證

本集團由總廚培訓員工食品安全。所有菜式均在酒樓廚房裡新鮮製作，這種做法減少了於運送過程中被有害細菌污染食物之風險。此外，我們嚴格控制和監察生熟食物的分隔儲存，以避免交叉污染。我們會對供應商提供的食品進行定期抽驗和檢查，以保障食物品質。

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Customer Service

The Group has a standard practice for handling customers' complaints. The management team will actively communicate with the customers and/or with the regulatory body such as the Consumer Council to resolve disputes to the satisfaction of the customers as well as to the best interests of the Group.

Intellectual Property Rights

The Group has standard practice in which only genuine software can be installed on computers to avoid security vulnerabilities and legal disputes arising from software copyright.

Customer Data Protection and Privacy

The Group understands the importance of consumer data protection and privacy. Our employees are trained to handle all sensitive personal information provided by our customers during the course of the business with due care. This involves the exchange or use of data electronically or by any other means, including telephone, fax, written correspondence, and even direct word of mouth.

客戶服務

本集團有一套處理客戶投訴之標準做法。管理層會與客戶及／或監管機構如消費者委員會作積極溝通解決爭議，盡力令僱客滿意及達至本集團之最佳利益。

知識產權

本集團具有標準守則，在集團內的電腦上只能安裝正版軟件，以避免軟件版權引起的安全漏洞和法律糾紛。

客戶隱私

本集團明白客戶資料保障及隱私之重要性。我們的員工經過培訓，能夠謹慎處理客戶在業務過程中提供的所有敏感個人資料。當中包括以電子方式或以任何其他方式（例如電話、傳真、書面信件，甚至是直接的口述）交換或使用資料。

B7. Anti-corruption

For the year ended 31 March 2018, there was no major changes in policies relating to bribery, extortion, fraud and money laundering and there was no concluded legal cases regarding corrupt practices brought against the Group or its employees. The Group is committed to conducting its business with honesty, integrity and in accordance with all applicable anti-corruption rules and guidelines. The Group strictly implements various operating procedures and codes of conduct to regulate the work ethic of its employees. Individual staff must read and sign to agree with the codes as outlined in his/her employment contract. There are also clear guidelines for the Board members on how to deal with price-sensitive and insider information. All internal or external complaints or allegations will be documented and directed to the senior management for independent and confidential investigation.

B7. 反貪污

截至二零一八年三月三十一日止年度，有關賄賂、勒索、欺詐及洗黑錢活動的政策並無重大改變，而且亦沒有針對本集團或其僱員就涉貪行為而作出之已完結訴訟個案。本集團致力按照所有適用的反貪污規則和指引以誠實守信原則來營運業務。本集團嚴格執行各項操作程序及行為準則，以規範員工的操守。所有工作人員必須閱讀並簽署同意僱傭合同中規定的守則。董事會成員也有明確指引如何處理價格敏感資料和內幕消息。所有內部或外部的投訴或指控將被記錄在案，並轉介至高級管理層進行獨立和機密之調查。

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B8. Community Investment

The Group has not yet established a specific policy on community investment but is committed to contribute to the society. The Group is willing to sponsor activities of various corporate, religious and charitable groups and organizations. The Group is also dedicated to supporting the advancement of education and has been sponsoring high school student school fees annually via U-Hearts charity group. The Group's restaurants also offer exclusive discounts to various educational groups and schools for holding functions in its restaurants.

B8. 社區投資

本集團尚未制定具體的社區投資政策，但卻一直致力為社會作出貢獻。本集團願意贊助不同的商業、宗教和慈善團體及機構之活動。本集團專注於支持教育進修，每年透過兩地一心慈善團體贊助高中學生學費。本集團亦為在其下酒樓舉辦活動之不同教育機構及學校提供折扣。