



**U BANQUET GROUP  
HOLDING LIMITED  
饗宴集團控股有限公司**

(於開曼群島註冊成立的有限公司)  
(Incorporated in the Cayman Islands with limited liability)

股份代號 Stock Code : 1483

Environmental,  
Social and  
Governance Report  
環境、社會和  
管治報告  
**2017**

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### OVERVIEW

Unless otherwise stated, this report should be read in conjunction with the Corporate Governance Report on pages 49 to 68 of the 2017 Annual Report of U Banquet Group Holding Limited (the “**Company**”). This report will be published on the website of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and on the Company’s website. This report will be published annually.

### BASIS OF PREPARATION

This report has been prepared in accordance with the “Environmental, Social and Governance Reporting Guide” as set out in Appendix 27 under the Rules Governing the Listing of Securities on the Stock Exchange (the “**Listing Rules**”).

### SCOPE AND EXTENT OF THE REPORT

The data and information as referred to in this report are derived from different files, questionnaires, records, statistics and research of the Company and this report covers the period from 1 January 2017 to 31 December 2017 (the “**Reporting Period**”), same as the financial year of the 2017 Annual Report of the Company.

The policy document, declaration and data set out in this report cover the Company and its subsidiaries (collectively, the “**Group**”).

### THE COMPANY’S VISION OF CORPORATE RESPONSIBILITY

Adhering to its vision of sustainability, the Company is committed to generating maximum value for our shareholders as well as balancing interests from the environment, society and other aspects to promote harmony and prosperity for different kinds of stakeholders.

### 概覽

除另有說明外，本報告應與譽宴集團控股有限公司（「**本公司**」）二零一七年年報第49至68頁的企業管治報告一併閱讀。本報告將刊載於香港聯合交易所有限公司（「**聯交所**」）網站及本公司網站。本報告將每年公佈。

### 編製基準

本報告乃根據聯交所證券上市規則（「**上市規則**」）附錄27所載「環境、社會及管治報告指引」編製。

### 報告範圍和程度

本報告所引用的數據及資料源自本公司各項存檔、問卷、記錄、統計和研究。本報告所涵蓋的期間為二零一七年一月一日至二零一七年十二月三十一日（「**報告期**」），與本公司二零一七年年報的財政年度一致。

本報告所載政策文件、聲明及數據涵蓋本公司及其附屬公司（統稱「**本集團**」）。

### 本公司企業責任理念

本公司秉承可持續發展的理念，致力於為股東創造最大利潤的同時，兼顧環境、社會及其他各方面的利益，從而促進各方持份者的和諧共榮。

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

### IDENTIFICATION AND COMMUNICATION WITH STAKEHOLDERS

The Company endeavours to become a reputable enterprise which is satisfied by shareholders, admired by employees and recognised by society and tries to facilitate harmonious development among stakeholders including shareholders and investors, the staff, the suppliers and the government as well. While providing different channels of communication for stakeholders, the Company aims to give effective response and feedback to any important concerns of the stakeholders on an active and timely basis. By fully protecting the legal rights of the stakeholders, the Company is able to establish a long term relationship with them, which together help to promote harmony and prosperity among different stakeholders.

### ENVIRONMENTAL PROTECTION

The Group is committed to fulfill sustainable development and promote preservation of resources with its environmental responsibility.

As the Group involves in operating a chain of Chinese restaurants, provision of wedding services and distribution of goods consisting of fresh vegetables, fruits, seafood and frozen meat in Hong Kong during the year ended 31 December 2017, the Group measured and managed its environmental performance in several aspects throughout its operations.

#### Air Emission

Air pollution has become one of the major environmental problems in cities. As cooking process involves fuel use, restaurant operation inevitably generates exhaust gases. To protect the vicinity environment, all of the Group's restaurants have strictly complied with the oil fume and cooking odor requirements as stipulated by Air Pollution Control Ordinance (Chapter 311 of the laws of Hong Kong).

### 持份者識別和溝通

本公司致力於營造一個令股東滿意、員工喜愛及社會認同的優秀企業，促進股東及投資者、員工、供應商及政府等持份者的和諧發展。在為持份者提供各種溝通渠道的同時，本公司針對持份者關心的重點議題積極及時地作出有效回應與反饋。通過充分保障持份者的合法權益，本公司能夠與彼等建立長久關係，共同推動各方持份者的和諧共榮。

### 環境保護

本集團矢志恪守環境責任，實現可持續發展，推進資源保護。

由於截至二零一七年十二月三十一日止年度本集團涉及於香港經營中式酒樓連鎖、提供婚禮服務及分銷新鮮蔬菜、水果、海鮮及凍肉等貨品，故本集團在整個營運過程中從多個方面衡量及管理其環保表現。

### 氣體排放

空氣污染已成為城市的主要環境問題之一。由於煮食過程需使用燃料，餐廳營運將無可避免地產生廢氣。為保護鄰近環境，本集團所有酒樓均已嚴格遵守香港法例第311章《空氣污染管制條例》規定的油煙及煮食氣味要求。

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We have implemented the following measures to minimize air emissions and their effects:

- All restaurants of the Group have installed exhaust emission systems and air pollution control equipment, including mechanical ventilation systems and oil fume exhaust filters.
- Regular cleaning, inspection and maintenance were conducted to ensure the efficiency of the smoke purification devices and exhaust equipment at the Group's restaurants.

### Air emissions

*The air emissions were mainly from cooking gas and vehicles (Approx.)*

我們已實施以下措施將廢氣排放及其影響減至最低：

- 本集團所有酒樓均已安裝廢氣排放系統及空氣污染控制設備，包括機械通風系統及油煙過濾器。
- 定期進行清潔、檢查及保養，確保本集團酒樓的煙霧淨化裝置及排氣設備的效能。

### 氣體排放

*氣體排放主要來自煮食燃氣及車輛（概約數值）*

**Nitrogen oxides**  
氮氧化物

382,178 kg 公斤

**Sulphur oxides**  
二氧化硫

17,812 kg 公斤

**Particulate Matter**  
懸浮微粒

848 kg 公斤

### Greenhouse gas emissions

*Scope 1 emissions were mainly from cooking gas and vehicles (Approx.)*

**Carbon dioxide**  
二氧化碳

106,061 tonnes 噸

### 溫室氣體排放

*第一類氣體排放主要來自煮食燃氣及車輛（概約數值）*

**Methane**  
甲烷

38,971 kg 公斤

**Nitrous oxide**  
一氧化二氮

127,698 kg 公斤

Scope 2 emission, mainly from purchased electricity was approximately 8,482,073 kg. The total greenhouse gas emissions (Scope 1 and 2) were approximately 112,008 tonnes. We do not report Scope 3 emissions because of lacking complete and accurate data.

第二類氣體排放約為8,482,073公斤，主要來自所購買的電力。總溫室氣體排放量（第一類及第二類）約為112,008噸。由於缺少完整及準確數據，我們並無就第三類氣體排放作出報告。

Gas emissions are mainly oil fumes and cooking odour emissions from the cooking process at the restaurants. The Group has taken a series of measures to minimize the cooking oil fume and odour such as installation of an efficient ventilation system with filters. It not only ensures good ventilation of the food processing area but also provides a better working environment to the kitchen employees and better living environment to the neighbouring residents.

氣體排放主要為酒樓烹飪過程中產生的油煙及烹飪氣味。本集團已採取一系列措施，以盡量減少烹飪油煙及氣味，例如安裝帶過濾器的高效通風系統。該系統不僅保證食品加工區的良好通風，亦為廚房員工提供更好的工作環境及為周邊居民提供更好的生活環境。

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### Use of Resources

The Group supports environmental protection by using energy-saving lightings and recycled paper, minimizing the use of paper and reducing energy consumption by switching off idle lightings, computers and electrical appliance.

The Group adopts plastic shopping bag charging policy which charges customers an amount of not less than HK50 cents for each plastic box used in the restaurants of the Group, this lead to a sustained reduction in the use of plastic shopping bags and supporting the environment.

In order to protect the health of the ecosystem and the population of shark globally, the Group provide bird's nest as other option to replace shark's fin in the wedding menus.

Oil and grease produced from food processing and cooking in the restaurants are collected by local waste oil contractors for biodiesel production which helps to reduce the Group's overall GHG emission.

#### Use of resources 資源使用

#### Unit 單位

2017  
二零一七年  
(approximately)  
(概約數值)

Electricity 電力	kWh 千瓦時	8,482,073
Electricity intensity 用電密度	kWh per square meter 每平方米千瓦時	1,188
Water 用水	Cubic meter 立方米	3,331,447
Water intensity 用水密度	Cubic meter per square meter 每平方米立方米	467

### Social employment and labour practices

#### Employment

The Group regards its staff members as the most important asset and resource of the Group as they help to sustain its core values. The Group offered internal training to the staff members, especially those working in restaurant kitchens. The Group also offered training in occupational health and safety, operation management and leadership skills.

### 資源利用

本集團通過使用節能燈及環保紙、減少紙張使用及通過關閉無謂的燈光、電腦及電器降低能源消耗來支持環境保護。

本集團採用塑膠購物袋收費政策，對客戶於本集團酒樓使用的各塑膠盒向其收取不少於50港仙的費用，繼而有效減少塑膠購物袋的使用，支持環境保護。

為保護全球生態系統健康及鯊魚種群數量，本集團在婚禮菜單中提供燕窩，作為取代魚翅的另一選擇。

酒樓食品加工及烹飪過程中產生的油汚油脂由當地廢油承包商收集，用於生產生物柴油，幫助本集團減少整體溫室氣體排放。

### 社會僱傭及勞動慣例

#### 僱傭

本集團視員工為最重要資產及資源，員工能幫助本集團保持核心價值。本集團向員工，尤其是於餐廳廚房工作的員工提供內部培訓。本集團亦提供職業健康及安全、經營管理及領導技能方面的培訓。

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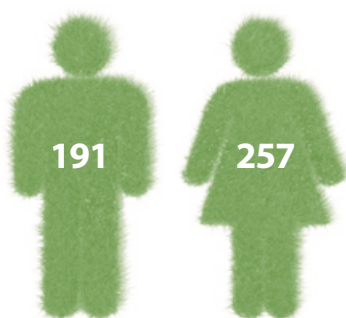
### Staff Composition

As at 31 December 2017, the Group had a workforce of 480. The Group strives to provide a work environment with equal opportunities. The Group had also recruited from a diverse age group without age discrimination. There were a total number of 32 employees at office, with 18 male employees and 14 female employees. There were a total number of 443 employees at restaurants, with 191 male employees and 257 female employees.

### Age Group of Staff

Age group  
年齡層

Under 25  
25歲以下  
25-34  
25至34歲  
35-44  
35至44歲  
45-55  
45至55歲  
Over 55  
55歲以上

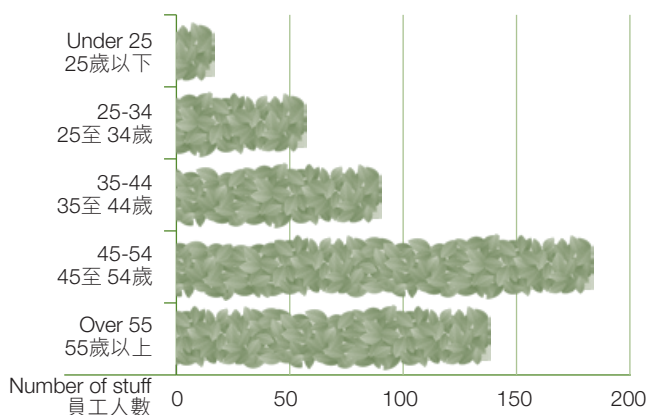


### 員工組成

於二零一七年十二月三十一日，本集團共有員工480人。本集團致力提供機會平等的工作環境。本集團亦招聘不同年齡階層的員工，不存在年齡歧視。共有32名辦公室人員，其中18名男性員工，14名女性員工。餐廳員工共有443名，其中191名男性員工，257名女性員工。

### 員工的年齡階層

Number of staff  
員工人數



As at 31 December 2017, the turnover rate for male employees was 57% while the turnover rate for female employees was 43%. The Group recruited 630 new employees during the year 2017, which is 131% of the total employees.

於二零一七年十二月三十一日，男性員工流失率為57%，而女性員工流失率為43%。本集團於二零一七年招聘630名新員工，佔員工總數的131%。

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The Group stringently complied with the Employment Ordinance, Chapter 57, Laws of Hong Kong relating to compensation and dismissal, recruitment and promotion, working hours, equal opportunity, anti-discrimination and other benefits and welfare.

The level of compensation of our employees is reviewed annually on a performance basis with reference to the market standard. A wide range of benefits including comprehensive medical and life insurance, and retirement schemes are also provided to employees.

The Group follows the occupational health and safety guidelines recommended by Labour Department. The Group has also arranged irregular seminar on emergency drills such as first aid, fire-fighting, evacuation, leakage and escape to improve staff safety awareness.

### **Health and Safety**

The Group is committed to provide a safe and healthy working environment for the employees by implementing the following measures:-

- To establish and maintain high standard of healthy and safe environment in workplace
- To ensure that the use, processing, storage of all items and materials are safe and pose not threat to health
- To provide employees with safety equipment to ensure the health and safety of all employees at work
- To keep the workplaces clean and avoiding nuisance caused by sewage flowing out of the drainage system, sanitation facilities or toilets
- To maintain good ventilation at workplaces
- To provide sufficient drinking water at workplaces

本集團嚴格遵守香港法例第57章僱傭條例有關薪酬及解聘、招聘及升職、工時、平等機會、反歧視及其他福利及補助的條文。

員工的薪酬水平參考市場水準按績效每年進行檢討。亦向員工提供各種福利，包括綜合醫療及人壽保險以及退休計劃。

本集團遵守勞工處推薦的職業健康及安全指引。本集團亦安排不定期的急救、消防、疏散、洩漏及逃生等應急練習研討會，提升員工安全意識。

### **健康及安全**

本集團致力採取以下措施，為員工提供安全健康的工作環境：

- 於工作場所建立及保持高水準的健康安全環境
- 確保所有物品材料的使用、處理、儲存安全而不會對健康造成威脅
- 向員工提供安全設備，確保所有員工工作時的健康安全
- 保持工作場所乾淨，避免污染物流出排污系統、衛生設施或廁所造成的危害
- 保持工作場所的通風良好
- 於工作場所提供足夠的飲用水

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- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>- To provide sufficient sanitation facilities and washrooms at workplace</li> <li>- To ensure proper storage of all goods and materials to eliminate hazards to others</li> <li>- To provide sufficient first-aid kit at workplaces</li> <li>- To conduct assessment for promotion</li> <li>- To ensure effective consultation, transmission and discussion of health and safety-related matters</li> </ul> | <ul style="list-style-type: none"> <li>- 於工作場所提供足夠的衛生設施及洗手間</li> <li>- 確保所有物品及材料的妥善保存，減小對其他的危害</li> <li>- 於工作場所提供足夠的急救箱</li> <li>- 進行升職評估</li> <li>- 確保健康安全事項的有效諮詢、傳遞及討論</li> </ul> |
|--|---|

In 2017, the figures for occupational health are summarised as below:-

二零一七年，職業健康數據概述如下：

### Occupational Health and Safety data

#### 職業健康安全數據

### For the year ended 31 December 2017

#### 截至二零一七年十二月三十一日止年度

Work related fatality 工作相關的死亡事故	0
Work injury cases > 3 days 大於3天的工傷案件	37
Work injury cases < 3 days 小於3天的工傷案件	2
Lost days due to work injury 工傷損失工作日數	781

The Group stringently complied with the Employees' Compensation Ordinance, Chapter 282, Laws of Hong Kong relating to the provision of safe working environment and protecting employees from occupational hazards.

本集團嚴格遵守香港法例第282章僱員補償條例有關安全工作環境及保障僱員不受職業危害的條文。



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### **Development and Training**

It is believed that a comprehensive training for staff can enhance individual and organisational capability, as well as reduce the number of injury, illness, property damage and missed time from work. The Group's comprehensive training programme covers:-

- vocational trainings
- safety trainings
- emergency preparedness
- management development

### **Labour Standards**

The Group prohibits the employment of child labour and forced labour and has established punitive measures. The human resources department oversee employment related information on a regular basis to assure no employment of any child labour or forced labour. Recruitment and employment of the Group are carried out in strict compliance with relevant law and regulation such as the Employment Ordinance, Chapter 57, Laws of Hong Kong and the guidelines issued by the human resources department (as revised from time to time) and did not find any cases with regard to child labour and forced labour during the year.

### **Operating practices**

#### **Supply Chain Management**

The Group acknowledges the importance of supply chain management to its daily operations. The key suppliers mainly provide food ingredients such as frozen meat, fresh seafood and fresh vegetables.

The Group strives to maintain long-lasting relationships with each supplier. Once suppliers are selected under the "Purchase Control Procedure", the Group will arrange a dedicated department to carry out strict review and control on some aspects of the supplier such as price and quality. Suppliers who fail to comply with the requirements of the Group will be removed from the supplier list.

### **發展及培訓**

相信為員工提供綜合培訓可提升個人及組織能力，以及減少因工作而受傷、生病、財產損失及工時流失的數目。本集團的綜合培訓計劃涵蓋：

- 職業培訓
- 安全培訓
- 應急預案
- 管理發展

### **勞動標準**

本集團嚴禁僱用童工及強迫性勞工，並建立懲罰措施。人力資源部定期監督僱傭相關信息，確保未僱傭童工或強迫性勞工。年內，本集團的招聘及僱傭乃嚴格遵守香港法例第57章僱傭條例等相關法例及法規以及人力資源部頒發的指引（經不時修訂）進行且未發現任何有關童工及強迫性勞工方面的案例。

### **經營實踐**

#### **供應鏈管理**

本集團知悉供應鏈管理對日常營運的重要性。主要供應商主要提供急凍肉、新鮮海鮮及新鮮蔬菜等食品配料。

本集團力爭與各供應商保持長期合作關係。根據「採購控制程序」選定供應商後，本集團將安排專責部門對供應商的若干方面（如價格和質素）進行嚴格審查及控制。未能遵守本集團要求的供應商將從供應商名單中剔除。

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The Group uses strict review criteria for selection of suppliers. The goods received from suppliers are required to be in compliance with the current food labeling and relevant hygiene and sanitary regulations.

The Group used to evaluate food safety, performance of suppliers, business reputation, hygiene documentary evidences in compliance with the standards of the aforesaid. Irregular review on the suppliers' products had to be conducted.

### **Product Responsibility**

Since the main business of the Group is operating restaurants, it was difficult to obtain concrete data in respect of the actual percentage of total products sold or shipped subject to recalls for safety and health reasons.

During the Reporting Period, the Group received 45 complaints in relation to the service provided and all settled with customers.

The Group has established a comprehensive feedback system. The data collected from its customers from time to time may consist of personal information. The Group strictly complies with the provisions of the Personal Data (Privacy) Ordinance, Chapter 486, Laws of Hong Kong, to ensure the personal data collected are to be treated confidentially and for specific purposes. With a view to protecting the privacy, the Group also has measures designate to prevent unauthorised access to personal data.

During the Reporting Period, the Group was not aware of any material non-compliance with relevant laws and regulations that would have any significant impact on the Group.

### **Anti-Corruption**

The Group upholds high standards on promoting anti-corruption. The Group is committed to preventing, detecting and reporting all types of fraud including bribery and corruption. The Audit Committee of the Group has the responsibility to review and raise concerns about possible improprieties in financial reporting, internal controls and other matters. During the reporting period, no incidents regarding bribery, corruption or unethical behaviour were recorded or identified.

本集團選擇供應商時採用嚴格的審核標準。從供應商收到的貨物必須符合當前的食品標籤及相關食品衛生法規。

本集團根據上述標準評估食品安全、供應商表現、商業信譽、衛生文件證據。並對供應商的產品進行不定期審查。

### **產品責任**

由於本集團的主要業務是經營餐廳，很難獲得有關因安全及健康原因被召回的產品佔所出售或付運的總產品之實際百分比的具體數據。

報告期間，本集團收到45宗有關所提供服務的投訴並已全部為客戶解決。

本集團已建立全面的反饋系統。從客戶收集的數據可能不時包含個人信息。本集團嚴格遵守香港法例第486章個人資料（私隱）條例的規定，確保所收集的個人資料嚴格保密且僅作特定用途。為保護隱私，本集團亦設有措施防止盜用個人資料。

報告期間，本集團並未獲悉可能對本集團產生重大影響的嚴重違反相關法律法規的行為。

### **反腐**

本集團在促進反腐方面堅持高標準。本集團致力於預防、甄別及報告各類欺詐行為，包括賄賂與腐敗。本集團的審核委員會負責審閱財務報告、內部監控及其他事宜並對可能存在的不當行為提出質疑。報告期間，並無記錄在案或已認定的任何賄賂、腐敗或不道德事件。

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

U Banquet's approach to anti-corruption and ethical business conduct is outlined in its internal regulations which identify the obligations, as a company, to comply with applicable laws and to avoid and report bribery and corruption cases. The Group ensures anti-corruption approach and prevention of nepotism through:

- due diligence of potential employees, contractors and suppliers;
- frequent communications from company management to all staff;
- inclusion of anti-bribery provisions in the employment contracts with all U Banquet workers and managers.

During the Reporting Period, the Group had not received any report of corruption, threat, bribery, extortion, fraud and money laundry.

### Community Investment

The Group takes an active role to support the community service in Hong Kong through donation and sponsorship with an aim to create shared value. During the Reporting Period, the Group made donation of mooncakes to elderly people and those citizens seeking community aid as well as donation of money to charity organisations.

The Group continued to maintain good partnership with charitable institutions and bodies of the community and support diversified public welfare events. The Group made contributions to the donation of edible surplus food as well as provision of assistance to people in need and received "**Caring Company Award**" by the Hong Kong Council of Social Service for a number of years.

During the Reporting Period, the Group cooperated with The Society of Rehabilitation and Crime Prevention, Hong Kong, a government recognised charitable organisation, by providing training programme to residents of Hong Kong, who have been convicted in courts, or who have released from prisons for rehabilitation.

譽宴的反腐和道德商業行為慣例於其內部法規中進行概述，該法規訂明公司有義務遵守適用法律以及避免並舉報賄賂與腐敗案件。本集團通過以下方式確保反腐措施及預防裙帶關係：

- 對潛在員工、承包商和供應商進行盡職調查；
- 公司管理層與所有員工進行密切溝通；
- 全體譽宴員工及經理的僱傭合同中載入反賄賂條款。

報告期間，本集團並無收到任何有關腐敗、威脅、賄賂、勒索、欺詐和洗錢的報告。

### 社區投資

本集團通過捐贈及贊助積極支持香港的社區服務，旨在創造共同價值。報告期間，本集團向長者及尋求社區援助的公民捐贈月餅，並向慈善組織捐款。

本集團繼續與慈善機構及社團保持良好合作關係，並支持多元化的公益活動。本集團捐贈可食餘糧並向困難人士提供協助，連續多年獲香港社會服務聯會頒發「商界展關懷」獎。

報告期間，本集團與香港善導會（政府認可的慈善組織）合作，為香港的罪犯或刑滿釋放居民提供培訓課程。

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

### VISION FOR 2018

In a nutshell, U Banquet fulfilled its responsibilities as a corporate citizen in accountable management, production and contribution to society in 2017. U Banquet promise to uphold the direction towards sustainable development and strike a balance between enterprise development and environmental protection.

For environmental protection, U Banquet will continue to fulfill sustainable development and promote preservation of resources with its environmental responsibility. In terms of social responsibilities and governance, U Banquet will continue to ensure all internal procedures, systems, guidelines and standards are lawful and complied. U Banquet will employ more resources to creating and improving the work environment, safety facilities and energy conservation in order to offer the best protection to all the stakeholders.

### 二零一八年的願景

簡言之，二零一七年，譽宴在責任管理、生產和社會貢獻方面履行了作為企業公民的責任。譽宴承諾堅持可持續發展，並力爭在企業發展和環境保護之間保持平衡。

環保方面，譽宴將繼續以環保為己任，實現可持續發展，促進資源保護。社會責任及管治方面，譽宴將繼續確保所有內部程序、系統、指引及標準合法及合規。譽宴將利用更多資源創造及改善工作環境、安全設施及節能，以便為所有持份者提供最好的保護。



**U BANQUET GROUP  
HOLDING LIMITED**  
譽宴集團控股有限公司