

# CWT INTERNATIONAL LIMITED

Stock Code 股份代號 :521



## Environmental, Social and Governance Report

環境、社會及管治報告

# 2017

商界展關懷

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# CONTENTS

## 目錄

About the Group 關於本集團	2
About the Report 關於本報告	4
Message from the Chairman 主席寄語	7
Stakeholder Engagement 持份者溝通	9
The Group and Employees 本集團與員工	14
The Group and Operations 本集團與營運	18
The Group and Environment 本集團與環境	21
The Group and Community 本集團與社區	28
Overview of Environmental and Social Performance 環境與社會績效總覽	30
“Environmental, Social and Governance Reporting Guide” Content Index 《環境、社會及管治報告指引》內容索引	32



## ABOUT THE GROUP

### 關於本集團

CWT International Limited (the “**Company**”, together with its subsidiaries, collectively referred to as the “**Group**”) is an enterprise operating diverse businesses. The principal activities of the Group are commodity marketing, financial services and logistics services, and its affiliated businesses include operation of sports and leisure related facilities, property investment, management & development, and engineering services.

We have been actively assessing the global market for attractive investment opportunities to continue to develop ourselves into a leading diversified international company. During the reporting period, the Company has successfully completed the disposal of the intelligent information business in April 2017, and completed the acquisition of CWT Pte. Limited (“**CWT SG**”, formerly known as CWT Limited). CWT SG was formerly listed in Singapore has four operating business segments: (1) logistics services; (2) commodity marketing; (3) financial services; and (4) engineering services, which was subsequent de-listing from the Singapore Exchange Securities Trading Limited in December 2017 following the completion of the acquisition by the Company. The acquisition laid a milestone for the Group’s further development into a diversified international investment enterprise. In December of the same year, the Company was officially renamed from “HNA Holding Group Co. Limited” to “CWT International Limited”. The stock code of the Company on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) remains unchanged as “521”.

CWT International Limited(「**本公司**」，連同其附屬公司，統稱「**本集團**」)是一家多元化企業。本集團的主營業務為商品貿易、金融服務及物流服務，附屬業務包括營運體育及休閒相關設施，物業投資、管理與開發業務，以及提供工程服務。

我們一直積極評估全球市場上的優質投資機遇，不斷發展，務求成為首屈一指的多元化國際公司。報告期內，本公司已於二零一七年四月順利完成出售智能信息業務，及完成收購CWT Pte. Limited(「**CWT SG**」，前稱為CWT Limited)。CWT SG原為新加坡上市公司，有四個運營業務分部：(1)物流服務；(2)商品貿易；(3)金融服務；及(4)工程服務。在本公司完成收購CWT SG後，其隨後在二零一七年十二月於新加坡證券交易所有限公司除牌。是次收購為本集團進一步發展成為多元化國際投資企業的里程碑。同年十二月，本公司正式由「海航實業集團股份有限公司」更名為「CWT International Limited」。本公司於香港聯合交易所有限公司(「**聯交所**」)的股份代號仍為「521」。



The business structure of the Group is as follows:

以下為本集團業務架構：



## ABOUT THE REPORT 關於本報告

This report is the second Environmental, Social and Governance Report (the “**Report**”) published by the Company, which allows every stakeholder to better understand the progress and direction of sustainable development of the Group through reporting the policies, measures and performances in the environmental, social and governance aspects. Available in both Chinese and English, the Report has been uploaded to the websites of the Stock Exchange and the Company ([www.cwtinternational.com](http://www.cwtinternational.com)). In the event of any inconsistency, the Chinese version shall prevail.

### SCOPE OF REPORT

In an extension of the practice of last year, the Report focuses on the operations of golf club and hotel business of the Group from 1 January 2017 to 31 December 2017 (the “**Year**”). The scope of report covers the operation of the head office in Hong Kong and Dongguan Hillview’s golf club and hotel. Since CWT SG is at the stage of integration of business, the Report does not include it in the scope of report. The Group is enhancing its internal data collection procedures and plans to state the performance of its core business in environmental, social and governance in the report of next year.

### REPORTING STANDARDS

The Report is in compliance with the “comply or explain” provisions in the Environmental, Social and Governance Reporting Guide (the “**Guide**”) issued by the Stock Exchange. To ensure the accuracy of relevant environmental key performance indicators, the Group also engaged an independent consulting firm to conduct carbon evaluation. A complete content index is appended in the last chapter hereof for quick reference according to the Guide.

本報告為本公司發表的第二份《環境、社會及管治報告》(「**本報告**」)。報告透過匯報本集團在環境、社會及管治方面的政策、措施和績效，讓各持份者更了解本集團於可持續發展議題的進程和發展方向。本報告以中、英文編寫，並已上載至聯交所及本公司網站 [www.cwtinternational.com](http://www.cwtinternational.com)。如中、英文兩個版本有任何抵觸或不相符之處，應以中文版本為準。

### 報告範圍

延續去年的做法，本報告聚焦本集團的高爾夫球會及酒店業務在二零一七年一月一日至十二月三十一日(「**本年度**」)之營運。報告範圍覆蓋香港總部辦公室以及東莞峰景高爾夫球會和酒店的營運。由於CWT SG正處於業務整合階段，本報告並未有將其納入報告範圍。本集團正在優化內部資料收集程序，並計劃在來年報告中說明其核心業務在環境、社會和管治的表現。

### 報告準則

本報告遵守聯交所頒佈的《環境、社會及管治報告指引》(《**指引**》)中有關「不遵守就解釋」的規定。本集團亦已委託獨立顧問公司進行碳評估，以確保相關環境關鍵績效指標資料的準確性。本報告最後一章附有完整索引，以便讀者按《指引》閱讀本報告。

## REPORTING PRINCIPLES

The Stock Exchange proposed four reporting principles in the Guide, including Materiality, Quantitative, Balance and Consistency, as the preparation basis of the Report. During the preparation stage of the Report, the Group has applied these reporting principles. The table below presents the Group's understanding about and responses to these reporting principles.

## 報告原則

聯交所在《指引》中提出了四項報告原則，包括重要性、量化、平衡及一致性，作為編寫本報告的基礎。在本報告的籌備過程中，本集團應用了這些報告原則。以下表格呈現了本集團對這些報告原則的理解及回應。

Reporting Principles 報告原則	Meaning 含義	Responses from the Group 本集團的回應
Materiality 重要性	The Report contains environmental and social issues which are material to stakeholders. 本報告匯報對持份者有重要影響的環境和社會議題。	The Report has placed special emphasis on the issues matter most to core businesses and the stakeholders. 本報告已經特別著墨與核心業務及持份者最相關的議題。
Quantitative 量化	The Report should disclose key performance indicators in ways that can be measured. 本報告應以可以計量的方式披露關鍵績效指標。	The Group strived to present quantitative information and enclosed with explanation whenever permitted under the circumstances. 只要情況允許，本集團都盡量展示量化的資訊並附帶說明。
Balance 平衡	The Report should be unbiased in presenting the performance of the Group. 本報告應不偏不倚地呈報本集團的表現。	The Report identified and described the achievements made and challenges faced by the Group. 本報告識別和闡述了本集團所取得的成績以及面對的挑戰。
Consistency 一致性	The Report should use consistent statistical and disclosure methods so that meaningful comparison can be performed in the future. 本報告應使用一致的統計和披露方法，令數據日後可作有意義的比較。	The Group continues to use the consistent statistical and disclosure methods so that stakeholders can compare the performances of the Group year-on-year. 本集團使用一致的統計和披露方法，令持份者得以逐年比較本集團的表現。



## CONFIRMATION AND APPROVAL

All information stated in the Report is based on the formal documents and statistical data of the Group, as well as the management and operation information collected under the Group's system. The Group has also established an environmental, social and governance working group to coordinate the reporting work. The Report was approved by the board of directors of the Company (the "Board") in July 2018.

## FEEDBACK

The Group attaches great importance to the opinions of stakeholders. If you are in doubt or have any recommendations in regards to the content or reporting format of the Report, you are welcome to contact the Group through the following methods:

Address: Suites 5811-5814, 58/F., Two International Finance Centre, No. 8 Finance Street, Central, Hong Kong  
Tel: (852) 2558 1580  
Email: cosec@cwnternational.com

## 確認及批准

本報告引用的所有資料均來自本集團的正式文件、統計數據，及其根據本集團制度收集的管理和營運資料。本集團亦成立了環境、社會及管治工作小組，統籌報告工作。本報告已於二零一八年七月獲得本公司董事會（「**董事會**」）批准。

## 意見反饋

本集團非常重視持份者的意見。如閣下對本報告的內容或匯報形式有任何疑問或建議，歡迎透過以下方式聯絡本集團：

地址：香港中環金融街8號國際金融中心二期58樓5811-5814室  
電話：(852) 2558 1580  
電郵：cosec@cwnternational.com



## MESSAGE FROM THE CHAIRMAN

### 主席寄語

I am pleased to issue the second “Environmental, Social and Governance Report” of the Group to disclose to the stakeholders the Group’s work and performance in sustainable development in the Year. In 2017, the Company completed the acquisition of CWT SG, which was a splendid and plentiful year and also a milestone for the Group to develop into a diversified international investment enterprise. With the development of business, the Group has a better understanding of importance of properly managing environmental and social impacts.

To ensure that the operation is conducted in a responsible manner, the Group has established a working group for environment, society and governance, of which the group leader was elected from management members. Members of the working group comprised representatives from all major functional departments so as to ensure that relevant measures are formulated with taking into account actual operation conditions. Upon the establishment of the working group, the Group also formulated the “Environmental, Social and Governance Policy” to explain the management guidelines to each business unit, including consideration of stakeholders’ interests in the planning and operation of core businesses, taking into account environmental, social and governance factors, and managing the environmental and social impacts of operations. The Group believes that the establishment of the working group and the formulation of policies will not only ensure that the operation complies with relevant environmental and social laws and regulations but also help continuously enhancing our performance of sustainable development.

本人欣然發佈本集團第二份《環境、社會及管治報告》，向廣大持份者披露本集團於本年度在可持續發展方面的工作和表現。二零一七年，本公司完成收購CWT SG，渡過精彩豐碩的一年，同時亦是本集團發展為多元化國際投資企業的里程碑。隨著業務發展，本集團更明白妥善管理環境和社會影響的重要性。

為確保以負責任的方式營運，本集團成立了環境、社會及管治工作小組，並由管理層成員出任組長。工作小組成員包括各主要功能部門代表，以確保有關措施已考慮實際營運情況。隨著工作小組之成立，本集團亦制定了《環境、社會及管治政策》，向各個業務單位說明管理方針，包括在計劃及經營核心業務時為持份者利益著想，考慮環境、社會及管治因素，管理營運的環境及社會影響。本集團相信，工作小組之成立和政策之制定，不但可以確保營運遵循相關的環境和社會法律及法規，更有助持續提升其在可持續發展的表現。





The “Environmental, Social and Governance Policy” covers the environment, employment and labour practices, operating practices and community. In terms of the environment, the Group focuses on reducing the impact and promoting the measures of environmental protection. In terms of employment, the Group has stepped up efforts to provide a dynamic working environment for our employees, which can make them satisfied. In terms of operations, the Group manages the environmental and social impacts of the supply chain and provide safe and high-quality products in addition to complying with regulatory requirements. As a member of the community, the Group focuses on the needs of the communities in which we operate and consider community interests in business decisions. Apart from supporting plans to improve social development, the Group also encourages employees to participate actively in volunteering and charitable activities. The policy has also been approved by the Board.

In addition, the Group has conducted a series of environmental and social work, including engaging external consultants to conduct carbon evaluation for understanding the impact on climate changes brought by the business. We formulated safety and health measures for high risk positions and provided training for employees. We organised recreational activities to promote the physical and mental health of employees. We provided healthy and safe products and services to customers through safety supervision and protective measures. We also continued to participate in and organise community activities.

Looking forward, the working group will strengthen internal supervision, implement measures and strategies related to environmental and social responsibility and report to the Board on the effectiveness of the measures regularly to manage the risks arising from sustainable development and seize opportunities.

**Xu Haohao**  
Co-Chairman

《環境、社會及管治政策》涵蓋環境、僱傭及勞工常規、營運慣例及社區四方面。在環境上，本集團專注於減少對環境造成影響及推動環境保護措施兩大方面。在僱傭方面，本集團致力提供一個有活力及能為員工帶來滿足感的工作環境。在營運方面，本集團管理供應鏈的環境及社會影響，在符合監管要求以外提供安全及優質的產品。作為社區的一員，本集團關注營運所在社區的需要，並在業務決策上考慮社區利益。除了支持能改善社會發展的計劃，本集團亦鼓勵員工積極參與義務及慈善活動。該政策亦已獲董事會審批。

此外，本集團進行了一系列環境和社會工作，包括委託外部顧問進行碳評估，以了解業務對氣候變化的影響；為高風險工作崗位制定安全與健康措施，並為員工提供培訓；舉辦康樂活動促進員工身心健康；透過安全督導及防護措施為客戶提供健康、安全的產品和服務；以及持續參與和舉辦社區活動。

展望未來，工作小組將加強內部監管及執行與環境和社會責任有關的舉措及策略，並定期向董事會匯報措施之成效，以管理可持續發展帶來的風險和把握機遇。

**徐昊昊**  
聯席主席

## STAKEHOLDER ENGAGEMENT 持份者溝通

Stakeholders<sup>1</sup> participation plays an important part in the business management of the Group. Communicating with stakeholders and understanding of their views will enable the business practices of the Group to be much closer to their needs and expectations so as to manage the opinions of different stakeholders properly while helping the Group to review potential risks and business opportunities.

The Group constantly communicates with key stakeholders internally and externally through different channels to ensure that they have the opportunity to understand the development and operational policy of the Group. It also provides opportunities for the Group to listen to their opinions, so as to identify the priorities of different issues and develop corresponding policies.

在本集團的業務管理中，持份者<sup>1</sup>的參與是其中一個重要部分。與持份者交流，了解他們的看法，能夠令本集團的業務常規更貼近他們的需要和期望，妥善管理不同持份者的意見，同時有助本集團審視潛在的風險與商機。

本集團恆常地透過不同渠道與集團內外的關鍵持份者溝通。這確保他們有機會了解本集團的發展和營運方針，亦提供機會讓本集團聽取他們的意見，以辨識不同議題的優先順序，並發展相應政策。

### Key Stakeholders and Communication Channels 關鍵持份者及溝通渠道



<sup>1</sup> “Stakeholders”, also known as “interested parties” or “equity owners”, refers to groups and individuals that have significant impact on the Group’s business or may be affected by the business, including the internal Board, management and employees, as well as the external shareholders, suppliers and business partners, customers, the government/regulatory agencies, investors, banks and community groups.

<sup>1</sup> 「持份者」，又稱「利益相關方」或「權益人」，指對本集團的業務有重大影響，或會受業務影響的群體和個人，包括內部的董事會、管理層和員工，以及外部的股東、供應商及業務夥伴、客戶、政府／監管機構、投資者、銀行及社區團體等。

## STAKEHOLDER ENGAGEMENT AND MATERIALITY ANALYSIS

The Group engaged independent sustainable development consultants to assist in the stakeholder engagement in an equitable manner to understand stakeholders' opinions and expectations on the enterprise's work in the environment and community, so as to identify and prioritize the issues which are most important to business development and the stakeholders are most concerned about.

With the assistance of consultants, the Group has comprehensively reviewed and revised the list of relevant issues for the Year and took it as the basis for this internal stakeholder engagement. The list has been increased from 11 to 21 related issues, which covered the four major aspects of "environmental protection", "employment and labour practices", "operating practices" and "community investment".

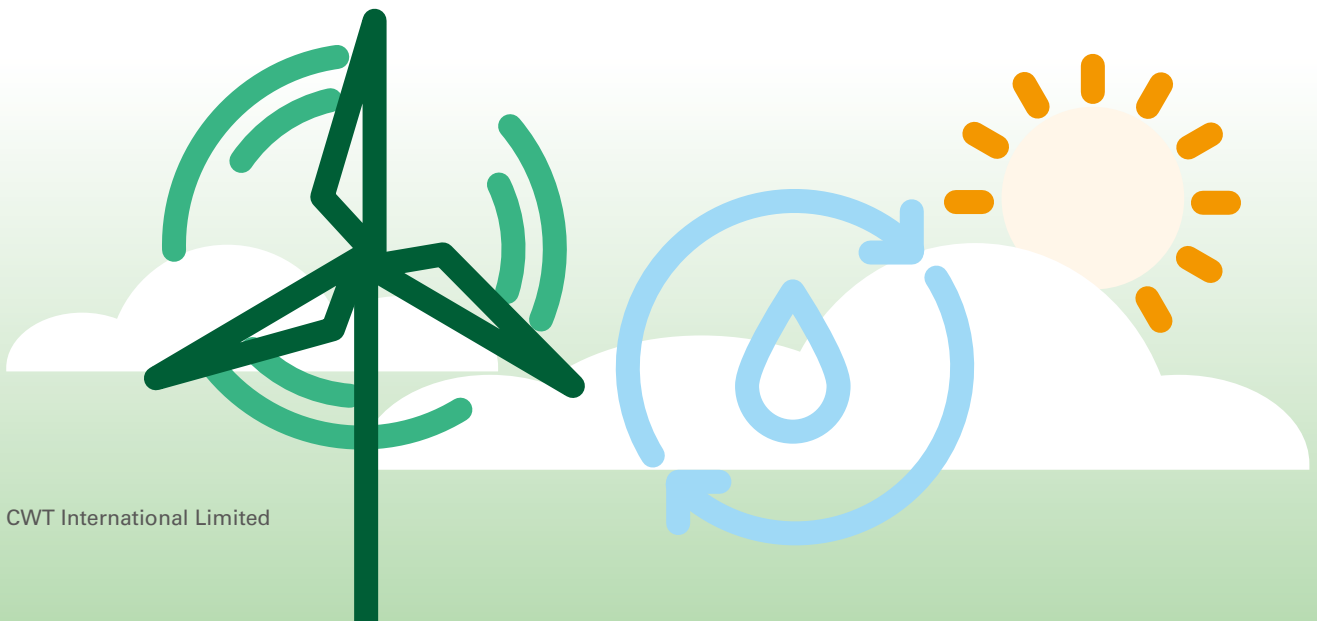
The Group invited employees in the head office in Hong Kong and Dongguan Hillview's golf club and hotel to participate in the online questionnaire survey and collected a total of 280 valid responses. Having conducted the materiality analysis and after taking into account expert's opinions, the Group identified 12 most critical issues.

## 持份者溝通和實質性分析

本集團委任獨立可持續發展顧問協助進行持份者溝通，以公正、持平的方式，以了解持份者對企業在環境和社區的工作的意見和期望，從而識別和優先處理對業務發展最重要和持份者最關注的議題。

本集團在顧問的協助下全面檢視及修訂了本年度之相關議題清單，並以此作為是次與內部持份者溝通的基礎。清單由十一項增至二十一項相關議題，涵蓋「環境保護」、「僱傭及勞工常規」、「營運慣例」和「社區投資」四大範疇。

本集團邀請香港總部辦公室以及東莞峰景高爾夫球會和酒店員工參與是次網上調查問卷，並收回共二百八十份有效回覆。結合專家意見和實質性分析，本集團識別當中最關鍵的十二項議題。



In addition, in order to more fully understand the issues of most concern to internal stakeholders in various aspects, the Group conducted further analysis on the aforesaid four major aspects with the assistance of consultants. According to the analysis, beside the 12 aforesaid materiality issues, internal stakeholders are also concerned with “Understanding the needs of the communities where our operates are located to ensure that community interests are taken into account in its business activities”. Therefore, in addition to focusing on 12 materiality issues, the Report will also make detailed disclosures on this issue to more comprehensively report the Group’s performance in all aspects.

此外，為更全面地了解內部持份者在各個範疇中最關注的議題，本集團在顧問的協助下對上述四大範疇進行進一步分析。根據分析，內部持份者除了上述十二項實質性議題外，亦關注「了解營運所在社區的需要，確保其業務活動會考慮社區利益」一項。因此，本報告除了聚焦十二項實質性議題外，亦將就此項議題作出詳細披露，以便更全面地彙報本集團在各個範疇的表現。



Remark: The standard is equally divided into indicators based on the rating by the stakeholders (shown by curves), and the issues outside the curve are defined as materiality issues.

備注：根據持份者的評分平均分為指標（以曲線呈現），處於曲線以外範圍的議題被界定為實質性議題。

Aspects 範疇	Issues (new materiality issues in the Year as compared to the materiality issues of 2016 are marked with *) 議題(與二零一六年度實質性議題相比，本年度新增之實質性議題以*標示)
<b>Environmental protection</b> 環境保護	1) Managing and monitoring air pollutants and greenhouse gas emissions to respond to national carbon reduction policy 對空氣污染物和溫室氣體排放進行管理和監控，回應國家節能減碳的政策
	2) Managing and monitoring the wastewater discharge and waste disposal to minimize the negative impact of the operation on the environment 對廢水的排放和廢棄物的處理進行管理和監控，減少營運對環境產生的負面影響
	3) Taking measures to achieve an efficient use of water resources 採取措施，有效使用水資源
	4) Taking measures to improve the efficiency of energy and papers 採取措施，提升能源和紙張的使用效率
	5) Understanding the impact of business activities on the environment and natural resources and taking actions to manage the relevant impact* 瞭解業務活動對環境及天然資源造成的影響，並採取行動管理有關影響*
<b>Employment and labour practices</b> 僱傭及勞工常規	6) Establishing employment system to make employees aware of employment arrangements* 訂立僱傭制度，令員工知悉僱傭安排*
	7) Provision of an equal and diversified employment environment to avoid discrimination or sexual harassment in workplace* 提供平等、多元化的僱傭環境，避免工作場所的歧視或性騷擾行為*
	8) Identification of high risk positions in the workplace and formulation of occupational health and safety measures* 識別工作場所中的高風險工作崗位，制定職業健康與安全措施*
	9) Provision of adequate prevention equipment and facilities to protect employees from occupational hazards 提供充足的預防設備和設施，保障員工避免職業性危害
	10) Provision of training for employees to enhance their knowledge and skills in fulfilling their job responsibilities 為員工提供培訓，提升員工履行工作職責的知識及技能
	11) Provision of personal development opportunities for employees to help them to achieve self-worth 為員工提供個人發展的機會，幫助員工實現自我價值
	12) Taking measures to prevent child labour 採取防止童工的措施
	13) Taking measures to prevent forced labour 採取防止強制勞工的措施

Aspects 範疇	Issues (new materiality issues in the Year as compared to the materiality issues of 2016 are marked with *) 議題(與二零一六年度實質性議題相比，本年度新增之實質性議題以*標示)
<b>Operating practices</b> 營運慣例	14) Analysis on the environmental and social risks of the supply chain to identify high risk segments* 分析供應鏈的環境及社會風險，識別高風險的環節*
	15) Monitoring and managing the supply chain to minimize environmental and social risks in the supply chain 對供應鏈進行監察和管理，減少供應鏈的環境及社會風險
	16) Assuming liability for products or services provided 對所提供的產品或服務承擔責任
	17) Protection of interests of customers* 保障客戶的利益*
	18) Formulation of preventive measures and internal control system on corruption, bribery, extortion, fraud and money laundering* 制定防範措施和內部監控系統，預防貪污、賄賂、勒索、欺詐及洗黑錢等行為*
	19) Establishment of anti-corruption reporting channels and procedures 建立反貪污的舉報渠道和程序
<b>Community investment</b> 社區投資	20) Understanding the needs of the communities where our operates are located to ensure that community interests are taken into account in its business activities 瞭解營運所在社區的需要，確保其業務活動會考慮社區利益
	21) Allocating resources in different areas to promote the development of communities 投入資源於不同範疇，推動社區發展

To ensure the effectiveness of stakeholder engagement, the Group is committed to establishing transparent, honest and accurate communications and providing timely responses. In the future, the Group will strengthen its interaction with stakeholders and create a mutually beneficial and win-win relationship.

為確保持份者溝通的成效，本集團致力建立透明、誠信、準確的溝通，並提供適時回覆。未來，本集團會加強與持份者互動，創造互惠共贏的關係。



## THE GROUP AND EMPLOYEES 本集團與員工

The Group has employed nearly 680 employees in Hong Kong and Dongguan, in an effort to establish a comprehensive employment system for them.

### HEALTH AND SAFETY

The Group values the health and safety of its employees and regards it as a part of corporate risk management. The “Environmental, Social and Governance Policy” states that the Group is committed to maintaining a healthy and safe working environment and providing employees with adequate safety guidelines, training and personal protective equipment. Meanwhile, the Group cares about the physical and mental health of its employees and organised many sports and entertainment activities for employees during the Year. The employees also participated in the global sports games held in Hong Kong organised by the Company’s substantial shareholder, HNA Group Co., Ltd., sports participated in include basketball, football, table tennis and badminton. In addition, the Group established a love-home service centre (employee caring centre) for employees in Dongguan, to communicate with employees through consultation hotlines, mailboxes, letter boxes and reception rooms to help them solve their difficulties in work or life.

Hillview golf club established a Loss Prevention Management Committee to review and assess accidents and safety issues, and formulated relevant policies and improvement measures. The chairman and the general manager are the director and deputy director of the Committee, and the Committee has eight working teams in place. The heads of each department are responsible for coordinating the work to ensure the effective handling of emergency. As the person in charge of safety of the department, heads of each department must ensure the proper implementation of established fire fighting and safety management system.

本集團在香港及東莞聘請近六百八十名員工，致力為他們建立一個全面的僱傭制度。

### 健康與安全

本集團重視員工的健康與安全，並視之為企業風險管理的一部分。《環境、社會及管治政策》列明，本集團致力維持一個健康安全的工作環境，並為員工提供足夠的安全指引、培訓和個人防護裝備。同時，本集團關心員工的身心健康，於本年度為員工舉辦多場體育及娛樂活動。員工亦參與由本公司主要股東海航集團有限公司於香港舉辦之全球運動會，參與運動項目包括籃球、足球、乒乓球及羽毛球。此外，本集團為東莞員工設立愛心家園服務站(員工關愛站)，通過諮詢熱線、郵箱、信箱及接待室等方式與員工溝通，協助他們解決在工作或生活中遇到的困難。

峰景高爾夫球會成立預防損失管理委員會，負責針對意外事件和安全問題進行檢查和評估，並制訂相關政策和改善措施。委員會由董事長和總經理分別擔任主任和副主任，且設有八個工作小組，由各個部門主管負責統籌工作，以確保有效地處理緊急事故。作為部門的安全負責人，各個部門主管須確保妥善落實既定的消防和安全管理制度。

Fire fighting management 消防管理	Safety management 安全管理
<p>Including: 包括：</p> <ul style="list-style-type: none"> <li>■ Conduct fire safety inspections, including inspections, repair and maintenance of fire fighting facilities and equipment</li> <li>■ 進行防火安全檢查，包括檢查、維修、保養消防設備和器材</li> </ul>	<p>Including: 包括：</p> <ul style="list-style-type: none"> <li>■ Formulate and implement various safety systems</li> <li>■ 制訂和推行各項安全制度</li> </ul>
<ul style="list-style-type: none"> <li>■ Promote fire fighting education to raise staff's awareness of fire safety</li> <li>■ 推廣消防宣傳教育，提高員工的消防安全意識</li> </ul>	<ul style="list-style-type: none"> <li>■ Conduct daily security checks to ensure prompt and proper handling of issues</li> <li>■ 每日進行治安防範檢查，確保及時和妥善處理問題</li> </ul>
<ul style="list-style-type: none"> <li>■ Ensure employees are familiar with fire emergency plans</li> <li>■ 確保員工熟悉火災應急預案</li> </ul>	

The "Employee Handbook" of the Dongguan Hillview golf club states that all employees must comply with various safety management systems, safe operation procedures, and proper use of various protective facilities. During the Year, Hillview golf club conducted the safety knowledge training to deepen knowledge of safe driving, operation safety and operation procedures, etc. for all employees of the turf department and to strengthen safety inspections so as to eliminate the potential threats to safety in a timely manner.

In addition, the Group raises the awareness of work pressures of employees in Hong Kong offices and encourages them to develop healthy work habits through the provision of Work Stress Management and Correct Use of Display Screen Equipment prepared by Occupational Safety and Health Council.

The Hong Kong head office and Dongguan Hillview's golf club and hotel did not violate laws and regulations related to providing a safe working environment and protecting employees from occupational hazards during the Year, including Law of the People's Republic of China on Work Safety, Law of the People's Republic of China on Prevention and Control of Occupational Diseases and other applicable laws and regulations.

東莞峰景高爾夫球會之《員工手冊》列明，所有員工必須遵守各項安全管理制度、安全操作規章程序，以及正確使用各種防護設施。本年度，峰景高爾夫球會舉辦安全知識培訓，加深對草坪部全體員工對安全駕駛、作業安全和操作流程等的知識，並加強安全巡察，以便及時杜絕安全隱患。

此外，本集團透過向香港辦公室員工提供由職業安全健康局編寫的《工作壓力管理》和《正確使用顯示屏幕設備》，提高員工對工作壓力的認識，以及促進員工養成健康的工作習慣。

香港總部辦公室及東莞高爾夫球會及酒店於本年度並無違反與提供安全工作環境及保障僱員避免職業性危害相關的法律及規例。當中包括《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》，以及其他適用的法律及規例。

## EMPLOYMENT

The Employee Handbook states that the employment terms such as salary, dismissal, recruitment, promotion, working hours, rest periods, equal opportunities and anti-discrimination, as well as the related personnel management issues. The Handbook states that the Group has a fair and competitive remuneration system and provides employees with various allowance benefits to encourage and retain existing employees.

The Group is committed to providing employees with a working environment of equal opportunities and harmonious diversity, to ensure provision of equal opportunities in terms of employment, training and career development. Employees will not receive differential treatment due to factors such as gender, age, nationality, race, color, religion, physical shape, illness, mental or physical disability, family status, family composition, sexual orientation, political belief or social status. In addition, the Environmental, Social and Governance Policy emphasizes the importance of building a diversified corporate culture. The Group will actively engage employees from different backgrounds to establish a diversified and integrated work team.

The Hong Kong head office and Dongguan Hillview's golf club and hotel did not violate the laws and regulations in relation to the employment (including salary and dismissal, recruitment and promotion, working hours, rest periods, equal opportunities, diversification, anti-discrimination and other benefits and welfare) during the Year, including Labour Law of the People's Republic of China, Labour Contract Law of the People's Republic of China and Social Insurance Law of the People's Republic of China, Hong Kong Employment Ordinance and other applicable laws and regulations.

## 僱傭

《員工手冊》列明有關薪酬、解僱、招聘、晉升、工作時數、假期、平等機會、反歧視等僱傭條款，以及相關的人事管理事宜。該手冊列明，本集團設有公平且具競爭力的薪酬制度，並為員工提供多種津貼福利，鼓勵及挽留現任員工。

本集團致力為員工提供一個平等機會和多元共融的工作環境，確保在僱傭、培訓及職業發展等方面均提供平等機會；不會因性別、年齡、國籍、種族、膚色、宗教、體型、疾病、心智或身體殘障、家庭崗位、家庭組成、性取向、政治信念或社會地位而差別對待員工。此外，《環境、社會及管治政策》強調建立一個多元化企業文化的重要性。本集團將積極聘用來自不同背景的員工，建立一個多元融合的工作團隊。

香港總部辦公室及東莞高爾夫球會及酒店於本年度並無違反與僱傭相關(包括有關薪酬及解僱、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)的法律及規例。當中包括《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國社會保險法》、《香港僱傭條例》，以及其他適用的法律及規例。

## LABOUR STANDARDS

In addition, the Group prohibits child labour or the employment of forced labour in any form, the related guidelines are set out in the “Environmental, Social and Governance Policy”. In recruiting, the Group will verify the actual age of applicants, including checking their identity documents and other records to prevent mistakenly employment of child labour. Meanwhile, the Group entered into employment contracts with all recruits to specify the employment terms and will not restrict the employment relationship between the employees and the enterprise by any unfair means. The Group will also not force employees to work overtime. Once employees work overtime, the Group will also provide compensation for overtime work. Employees could apply for overtime work subsidy or compassionate leave upon the approval of the supervisors and record according to local regulations.

The Hong Kong head office and Dongguan Hillview’s golf club and hotel did not violate the laws and regulations in relation to the child labour and forced labour during the Year, including Law of the People’s Republic of China on the Protection of Minors, Provisions on the Prohibition of Using Child Labour (Order of the State Council of the PRC No. 364) and other applicable laws and regulations.

## DEVELOPMENT AND TRAINING

The Group is committed to creating a corporate culture of continuous learning for employees, developing the professional skills of employees at all levels, and assisting employees in developing their personal talents. The Group formulated and implemented the “Training Management Regulations” in the Year to plan the types of training according to the needs of employees at different class of positions, and to specify the respective training content, requirements for lecturers, budgets and evaluation methods. During the Year, the Group held nearly 3,000 hours of training activities.

In addition, as response to the actual needs of different departments and positions, the Group will also conduct on-the-job training, corporate culture training and general skills training for employees according to the annual training work plan, so that employees will continue to be improved in their work skills and professional capabilities.

## 勞工準則

本集團禁止使用童工或以任何形式聘用強制勞工。有關指引已載列於《環境、社會及管治政策》之中。本集團在招聘時會審查應徵者的實際年齡，包括查核其身份證明文件及其他記錄，以防誤請童工。同時，本集團與所有獲聘者簽訂僱傭合約，訂明聘用條款，絕不會以任何不公平的方式限制員工與企業的僱傭關係。本集團亦不會強迫員工超時工作。一旦員工因公逾時工作，本集團亦會就超時工作提供補償，經主管批准並記錄在案後，員工可按當地規定申請加班津貼或補假。

香港總部辦公室及東莞高爾夫球會及酒店於本年度並無違反與童工或強制勞工相關的法律及規例。當中包括《中華人民共和國未成年人保護法》、國務院令第364號《禁止使用童工規定》，以及其他適用的法律及規例。

## 發展及培訓

本集團致力為員工創造一個持續學習的企業文化，培養各級員工的專業技能，並協助員工發展個人才能。本集團於本年度制定並推行《培訓管理規定》，按照不同職級員工的需要規劃培訓類型，以及訂明相關培訓內容、講師要求、預算及評估方法。本年度，本集團舉辦了近三千小時的培訓活動。

此外，本集團亦會因應不同部門和崗位的實際需要，根據年度培訓工作計劃進行員工入職培訓、企業文化培訓及通用技能培訓，令員工在工作技能和專業能力方面均得到持續的提升。

## THE GROUP AND OPERATIONS 本集團與營運

The Group is committed to providing customers with satisfactory products and services to safeguard their rights and interests.

### SUPPLY CHAIN MANAGEMENT

The Group treasures its cooperation with suppliers and believes that the partnership with suppliers can help the Group improve the operation flow and service quality. The Group desires to establish long-term and steady cooperation with suppliers. Therefore, effective supply chain management is of great significance. The “Environmental, Social and Governance Policy” has set forth measures for the proper management of supply chain environmental and social risks.

Dongguan Hillview’s golf club and hotel require suppliers to sign the “Social Responsibility Commitment”. In the event of any violation of the commitments by any suppliers in the four major aspects of countering commercial bribery, respecting human rights, refusing improper employment and protecting the environment, the Group will cease to cooperate with such suppliers.

### ANTI-CORRUPTION

The Group steps up efforts to promote the corporate culture of probity and honesty. The Group’s “Environmental, Social and Governance Policy” indicates zero-tolerance policies on any form of corruption including bribery, extortion, fraud and money laundering and commits to conduct business in an honest, ethical and faithful manner. In addition, Dongguan Hillview Golf Company Limited\* (東莞峰景高爾夫有限公司) revised the “Management Regulations on Staff Awards and Disciplinary Measures of Dongguan Hillview Golf Company Limited” during the Year to provide specific guidelines for the employees of the golf club.

During the Year, the employees of the Group’s head office in Hong Kong and Dongguan Hillview’s golf club and hotel did not violate any laws and regulations in relation to corruption, extortion, fraud and money laundering, including Anti-unfair Competition Law of the People’s Republic of China, Prevention of Bribery Ordinance of Hong Kong and other applicable laws and regulations.

\* for identification purpose only  
僅供識別

本集團致力為客戶提供滿意的產品及服務，保障客戶權益。

### 供應鏈管理

本集團非常重視與供應商的合作，且深信與供應商建立合作夥伴關係，能有助於本集團不斷改善營運流程及服務水平。本集團希望與供應商建立長久穩定的合作關係。因此，有效的供應鏈管理至關重要。《環境、社會及管治政策》已列明有關妥善管理供應鏈環境及社會風險的措施。

東莞峰景高爾夫球會和酒店要求供應商簽署《社會責任承諾書》。如發現供應商違背其對反對商業賄賂、尊重人權、反對不正當用工及保護環境四大方面的承諾，本集團將會停止與有關供應商合作。

### 反貪污

本集團全力推動廉潔誠信的企業文化。本集團在《環境、社會及管治政策》表明對任何形式的貪污行為採取零容忍政策，包括賄賂、苛索、欺詐及洗錢，承諾以誠實、合乎道德及恪守誠信的態度經營業務。此外，東莞峰景高爾夫有限公司於年內修訂《東莞峰景高爾夫有限公司員工獎勵和違紀處分管理規定》，為球會員工提供具體指引。

本年度，本集團香港總部辦公室及東莞高爾夫球會及酒店的員工並沒有涉及任何因貪污、勒索、欺詐及洗黑錢相關的法律及規例。當中包括《中華人民共和國反不正當競爭法》、《香港防止賄賂條例》及其他適用的法律及規例。



## PRODUCT RESPONSIBILITY

The Group values the quality of the products and services it provides and places the protection of customers' interests the first place. The "Environmental, Social and Governance Policy" sets out specific guidelines for the health and safety, advertising, labelling and privacy and intellectual property rights of products and services provided to customers and methods of redress. The Policy states that employees must take all reasonable steps to ensure the health and safety of customers and provide them with adequate and accurate information and respect customers' statutory privacy rights when collecting, storing, using and transmitting their personal information. In addition, the Group respects intellectual property rights and maintains communications with employees and customers in relation to product liability arrangements.

Dongguan Hillview Golf Company Limited made amendments to the "Golf Club Operation Department Work Manual" during the Year in order to provide clearer guidance for employees and ensure that they provide customers with healthy and safe products and services. The Manual contains detailed regulations for dangerous acts such as the violated use of golf carts and formulates work rules and regulations based on the different functions of employees. For example, the cart manager is responsible for the management of golf carts (including the condition and the maintenance of golf carts) to ensure the quality and safety of golf cart service for customers. The marshal is responsible for handling various emergencies within the fairway including bad weather, collisions with golf carts etc. to well carry out safety supervision and protection and report to the superior in a timely manner. All canteens and hotels catering services in the golf club have obtained the Hygiene Licence and the Food Catering Services Licence. The Health Bureau and the Group also conduct sanitary inspections and food safety inspections from time to time to ensure complied operations. For golf courses requiring regular spraying of insecticides, herbicides and chemical fertilizers, the Group tries to select materials that have a low impact on the environment and human health, and has formulated guidelines to regulate the proper use of materials by employees, including the application site, frequency of use, and dosage etc.

## 產品責任

本集團重視其所提供產品和服務的質量，將保障客戶的利益擺在首位。《環境、社會及管治政策》就為客戶提供產品和服務健康與安全、廣告、標籤、私隱及知識產權和補求方法列出具體指引。該政策列明，員工須採取一切合理步驟確保客戶的健康和安全和向客戶提供充分且準確的資訊，並須在收集、存儲、使用和傳輸客戶的個人信息時尊重其法定隱私權。此外，本集團尊重知識產權，並就產品責任安排與員工和客戶時刻保持溝通。

東莞峰景高爾夫有限公司於年內修訂了《高球運作部工作手冊》，旨在為員工提供更清晰的指導，確保為客戶提供健康與安全的產品及服務。該手冊對於危險性行為，如違規使用球車等，列出了詳細的規定，並根據員工的不同職能制定工作細則及規定。例如，球車管理員負責球車管理工作，包括巡查球車狀況和球車維護情況，確保為客人提供優質而安全的球車服務。巡場員負責處理球道內各種突發事件，包括惡劣天氣及球車碰撞事故等，做好安全督導及防護工作，並及時匯報上級。球會內餐廳及酒店之餐飲服務均獲得衛生許可證及餐飲服務許可證；衛生局和本集團亦會不定期進行衛生檢查及食品安全檢查，以確保合規營運。針對高爾夫球場需要定時噴灑殺蟲劑、除草劑及化肥，本集團盡量選擇對環境和人體健康影響較少的物料，並已制定指引規範員工正確使用物料，包括施用場地、使用頻率和用量等。



In order to effectively handle customer advices, Dongguan Hillview's golf club and hotel set up the customer service centre to handle various advices and suggestions put forward by customers and to provide quality services to customers.

During the reporting period, there were no legal proceedings or cases regarding product responsibility (including the health and safety, advertising, labelling and privacy of products and services) against the Group's head office in Hong Kong and Dongguan Hillview's golf club and hotel, including Law of the People's Republic of China on Product Quality, Advertisement Law of the People's Republic of China and other applicable laws and regulations.

為了有效地處理客戶意見，東莞峰景高爾夫球會和酒店設立賓客服務中心，專職處理顧客提出的各類意見與建議，致力提供優質服務予顧客。

本報告期內，本集團香港總部辦公室及東莞高爾夫球會及酒店並無涉及與產品責任相關(包括產品和服務的健康與安全、廣告、標籤及私隱)的法律及規例。當中包括《中華人民共和國產品質量法》、《中華人民共和國廣告法》，以及其他適用的法律及規例。

## THE GROUP AND ENVIRONMENT 本集團與環境

The Group attaches great importance to environmental protection and is committed to using natural resources more efficiently and reducing the impact of its business operation on the environment. The relevant management direction are set out in the “Environmental, Social and Governance Policy” to provide clear guidance to employees.

### DISCHARGE MANAGEMENT

The Group developed a set of policies and procedures for discharge management, covering waste gas emissions, greenhouse gas emissions, wastewater discharge, and waste disposal. The “Environmental, Social and Governance Policy” states that the Group must quantify and manage discharge and strive to reduce the emissions.

### GREENHOUSE GAS EMISSIONS

In the Year, the Group entrusted an independent consulting firm to carry out a carbon assessment by calculating the amount of greenhouse gas emitted during the operation. Moreover, to ensure the accuracy of relevant environmental key performance indicators, the assessment made reference to the Guide to Calculating and Reporting Greenhouse Gas Emissions in Industry and Other Sectors (Trial Edition) released by the National Development and Reform Commission, the “Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong” issued by the Environmental Protection Department and the Electrical and Mechanical Services Department of Hong Kong, the ISO 14064-1 and Greenhouse Gas Protocol and other international standards.

本集團重視環境保護，致力更有效地使用天然資源，並減少業務運作對環境造成的影響。有關的管理方向已載列《環境、社會及管治政策》，為員工提供清晰指引。

### 排放物管理

本集團已制定一套排放物管理政策和程序，內容涵蓋廢氣排放、溫室氣體排放、廢水排放和廢棄物處理。《環境、社會及管治政策》列明，本集團須量化和和管理排放物，並致力減少排放量。

### 溫室氣體排放

本集團於本年度委託獨立顧問公司進行碳評估，計算營運所產生的溫室氣體排放。評估過程參考中國國家發展改革委發佈的《工業其他行業企業溫室氣體排放核算方法與報告指南(試行)》、香港環保署和機電工程署編製的《香港建築物(商業、住宅或公共用途)的溫室氣體排放及減除的核算和報告指引》，以及ISO14064-1和溫室氣體盤查議定書等國際標準，以確保相關環境關鍵績效指標資料的準確性。

Scope 範圍	Specific Items 具體項目	Emissions of Head Office in Hong Kong 香港總部 辦公室排放量	Emissions of Dongguan Hillview's Golf Club and Hotel 東莞峰景高爾夫球 會和酒店排放量	Total Emissions 總排放量
<b>Scope 1: Direct Greenhouse Gas Emissions (tonnes of CO<sub>2</sub> equivalent)</b>  範圍一： 直接溫室氣體排放 (公噸二氧化碳當量)	Combustion of fossil fuels in stationary sources and mobile sources, fugitive emissions from refrigerant, etc.  固定源和流動源化石 燃料燃燒、製冷劑的 逸散性排放等	1.00	1,056.26	1,057.26
<b>Scope 2: Energy Indirect Greenhouse Gas Emissions (tonnes of CO<sub>2</sub> equivalent)</b>  範圍二： 能源間接溫室氣體排放 (公噸二氧化碳當量)	Purchased electricity  外購電力	59.90	2,238.38	2,298.28
<b>Greenhouse Gas Emissions (tonnes of CO<sub>2</sub> equivalent)</b>  溫室氣體排放量 (公噸二氧化碳當量)		60.9	3,294.6	3,355.5
<b>Greenhouse Gas Emissions Intensity (tonnes of CO<sub>2</sub> equivalent/m<sup>2</sup> area)</b>  溫室氣體排放密度 (公噸二氧化碳當量/ 每平方米面積)		0.075	0.0018	0.0018

The Group's greenhouse gas emissions mainly come from the operations of Dongguan Hillview's golf club and hotel which account for over 98% of the total greenhouse gas emissions, of which scope 2: indirect greenhouse gas emissions (mainly from the use of outsourcing electricity) account for approximately 70%. The Group will take advantage of this carbon assessment to understand the internal use of resources and review the results of existing measures for reducing emissions.

本集團的溫室氣體排放主要來自東莞峰景高爾夫球會和酒店的營運，佔溫室氣體排放總量超過百分之九十八，當中範圍二間接溫室氣體排放(主要來自外購電力使用所產生的溫室氣體排放量)佔近百分之七十。本集團將透過是次碳評估，了解內部使用資源的情況及檢討現行減排措施之成效。

## WASTE GAS EMISSIONS

## 廢氣排放

Type of Emissions 排放物種類	Emissions of Head Office in Hong Kong (kg) 香港總部辦公室排放量 (千克)	Emissions of Dongguan Hillview's Golf Club and Hotel (kg) 東莞峰景高爾夫球會和酒店排放量 (千克)	Total Emissions (kg) 總排放量 (千克)
<b>Nitrogen Oxides</b> 氮氧化物	0.20	1,785.06	1,785.26
<b>Sulfur Oxides</b> 硫氧化物	0.01	25.83	25.84
<b>Suspended Particles</b> 懸浮顆粒	0.01	135.98	135.99

The Group's air emissions mainly come from Dongguan Hillview's golf club and hotel. In order to reduce emissions, the Group has continuously promoted the following measures:

本集團的空氣排放物主要來自東莞峰景高爾夫球會和酒店。本集團持續透過推行以下措施，減少廢氣排放：

- the use of kitchen fume exhaust gas treatment facilities and the establishment of a corresponding management program and regular maintenance to ensure the effective operation of fume exhaust gas treatment facilities;
- the use of piped gas for hotel kitchen and commission for a professional company to regularly clean the kitchen exhaust hood and related device;
- the installation of water treatment system for hotel's generator and altitude emissions of fume after purification;
- the installation of a smoke exhaust outlet in the staff canteen and club canteen respectively and the discharge of kitchen fumes up to standard after treatment of vent wash exhaust hood and high-voltage electrostatic fume treatment system;
- 採用廚房油煙廢氣治理設施，並制定了相應管理方案和定期檢修，確保油煙廢氣治理設施有效運轉；
- 酒店廚房使用管道煤氣，並委託專業公司定期清潔廚房抽油煙機及相關設備；
- 酒店發電機安裝淨水處理系統，油煙經過淨化處理後高空排放；
- 員工飯堂及會所餐廳各設有一個排煙口，廚房油煙，經運水煙罩過濾處理，及高壓靜電油煙處理系統，達標後再排放；

- regular cleaning for relevant device twice a year, specific work of which including device maintenance is implemented by the engineering department; and
- phasing out and stopping using petrol golf carts and replacing with electric golf carts.
- 定期清洗相關設備，週期為一年兩次，具體由工程部負責落實設備維護等工作；及
- 逐步淘汰並停止使用汽油球車，以電動球車代替。

## WASTEWATER DISCHARGE

Dongguan Hillview's golf club and hotel have facilities for the treatment of domestic sewage and have formulated relevant management plans to ensure that the sewage meets the standards before discharge through regulating the management, care and maintenance of the sewage treatment facilities as well as the scope of responsibilities and job duties of the person in charge. Wastewater containing oil generated in the kitchen must be treated with a grease trap and then can be discharged into municipal sewers. While domestic wastewater from the head office in Hong Kong is directly discharged into sewage treatment plants through the pipeline system.

The Group is committed to improving the use of water resources and reducing the generation of wastewater from the source. In the future, the Group will promote water-saving habits to its employees through communication channels.

## WASTE DISPOSAL

The Group attaches great importance to the proper management of hazardous and non-hazardous waste generated in its business operations and is committed to preventing and minimising pollution to land and surrounding waters. The waste generated by Dongguan Hillview's golf club and hotel is mainly non-hazardous domestic garbage as well as a small amount of hazardous wastes such as pesticides, herbicides, waste packaging materials of fertilizer, etc. All hazardous wastes are identified by identification, stored in specific storage areas and processed by qualified recyclers. The waste from the head office in Hong Kong is general household waste which is handled properly by the property management company.

## 廢水排放

東莞峰景高爾夫球會和酒店設有生活污水治理設施，並已制定相關的管理方案，透過規範污水治理設施的管理、維護和保養，以及負責人的職責範圍及工作職責，確保污水達標方可排放。廚房產生含有油污的廢水必須經隔油隔渣池處理後，方可排入市政下水道。香港總部辦公室之生活廢水則直接經管道系統排入污水處理廠。

本集團承諾提高水資源的使用效益，從源頭減少廢水產生。未來，本集團會透過通訊渠道，向員工推廣節水習慣。

## 廢棄物處理

本集團重視妥善管理業務營運中產生的有害及無害廢棄物，致力預防及盡量減少對土地和周邊水域造成的污染。東莞峰景高爾夫球會和酒店所產生的廢棄物主要為無害的生活垃圾，以及少量農藥、除草劑、化肥的廢包裝物等危險廢物。所有危險廢物以標識識別，儲存於特定儲存區域，並由合資格回收商處理。香港總部辦公室的廢棄物為一般生活垃圾，由物業管理公司負責妥善處理。

The Group conducted carbon assessments for the first time during the Year and the data collected during the process allowed the Group to fully understand the internal management of discharge and use of resources, and set up the base year for environmental key performance indicator data. The results of the assessment will also help the Group formulate measures to reduce the emissions (including greenhouse gas, waste gas and other pollutant discharges to water and land) and waste generated and review the effectiveness of the measures. In addition to the annual carbon assessment, the Group plans to record in detail the amount of waste generated by the head office in Hong Kong so as to formulate more appropriate emissions reduction measures.

During the Year, the Group's head office in Hong Kong and Dongguan Hillview's golf club and hotel did not violate the laws and regulations in relation to discharge (including emissions of waste gas and greenhouse gas, pollutant discharges to water and land and hazardous and non-hazardous waste), including the Environmental Protection Law of the People's Republic of China, Law of the People's Republic of China on Prevention and Control of Atmospheric Pollution (Revised), Law of the People's Republic of China on Prevention and Control of Environmental Pollution by Solid Waste (Revised), Law of the People's Republic of China on Prevention and Control of Water Pollution (Revised), Law of the People's Republic of China on Evaluation of Environmental Effects, Regulation on the Administration Environmental Protection for Construction Projects, Regulation on Pesticide Administration (Revised), Pesticides Prohibited for Use, Regulation on the Safety Administration of Hazardous Chemicals and other applicable laws and regulations.

本集團於本年度初次進行碳評估，過程中所收集的數據讓本集團更全面地了解內部管理排放物和使用資源的情況，並建立了環境關鍵績效指標數據的基礎年。評估結果亦有助本集團未來制訂減少排放量(包括溫室氣體、廢氣及其他向水及土地的排污)和廢棄物產生量的措施和檢討措施成效。除了持續每年進行碳評估外，本集團計劃詳細記錄香港總部辦公室的廢棄物產生量，以制訂更合適的減排措施。

本年度，本集團香港總部辦公室及東莞高爾夫球會及酒店並無違反與排放物相關(包括廢氣及溫室氣體排放、向水及土地的排污，以及有害及無害廢棄物)的法律及規例。當中包括《中華人民共和國環境保護法》、《中華人民共和國大氣污染防治法(修訂)》、《中華人民共和國固體廢物污染環境防治法(修訂)》、《中華人民共和國水污染防治法(修訂)》、《中華人民共和國環境影響評價法》、《建設項目環境保護管理條例》、《農藥管理條例(修訂)》、《明令禁止使用的農藥》、《危險化學品安全管理條例》，以及其他適用的法律及規例。



## RESOURCE UTILIZATION

During the Year, the Group formulated the “Administrative Rules for Office Order” which detailed the internal management systems and measures in the areas of energy, paper, emissions and employee participation and arranged the Administration Department to conduct internal inspections on a monthly basis and assess the implementation of the measures. During the Year, Hillview’s golf club installed energy-saving streetlights which was expected to save about 65% of the electricity consumption compared with traditional streetlights. In the same year, the club implemented nightlight stadium power management to regulate the time of turning on and off the lights and relevant working records, so as to reduce energy wasting.

## 資源使用

本年度，本集團制定了《辦公秩序管理規定》，詳細說明針對能源、用紙、排放物及員工參與等範疇的內部管理制度及措施，並安排行政部每月進行展開內部檢查，評估措施的執行情況。年內，峰景高爾夫球會安裝節能路燈，預計可以較傳統路燈節省約百分之六十五耗電量。同年，球會實行夜燈光球場用電管理，規範開關時間和相關工作記錄，以減少浪費能源。

Energy Utilization 能源使用				
Category 類別		Emissions of Head Office in Hong Kong (MWh) 香港總部 辦公室耗量 (兆瓦時)	Consumption of Dongguan Hillview’s Golf Club and Hotel (MWh) 東莞峰景高爾夫 球會和酒店耗量 (兆瓦時)	Total Consumption 總耗量
<b>Direct Energy</b> 直接能源	Gasoline 汽油	3.31	328.48	331.79
	Diesel 柴油	0.00	376.72	376.72
	Liquefied Petroleum Gas 液化石油氣	0.00	3,615.79	3,615.79
<b>Indirect Energy</b> 間接能源	Purchased electricity 外購電力	75.82	4,246.59	4,322.41
<b>Total Energy Consumption</b> 總能源消耗		79.13	8,567.58	8,646.71
<b>Energy Consumption Intensity (MWh/m<sup>2</sup> area)</b> 能源消耗密度(兆瓦時/每平方米面積)		0.097	0.005	0.005

All domestic water of the Group is mainly supplied through municipal water supply or other public institutions. Hillview's golf club has 17 rainwater storage lakes which are used for lawn maintenance. In order to ensure the normal operation of the device, the club arranges relevant staff to regularly check and repair sprinkler device facilities and adjust the regional spraying time according to actual conditions to avoid overlapping sprays and save water resources. There was no issue in sourcing water in our operations.

The energy use and water use data collected by the independent consultant during the carbon assessment are the base year for establishing relevant data for the Group, which will help the Group understand the internal use of resources so as to review and report on the effectiveness of measures in the future.

## THE ENVIRONMENT AND NATURAL RESOURCES

The "Environmental, Social and Governance Policy" states that the Group is committed to minimizing the impact of operations on the environment and natural resources. During the Year, the Group's head office in Hong Kong and Dongguan Hillview's golf club and hotel did not cause significant impact on the environment and natural resources.

本集團之所有生活用水主要透過市政供水或由其他公共機構供應。峰景高爾夫球會設有十七個雨水蓄水湖，蓄水用作草坪養護用途。為保障設備正常運行，球會安排相關員工定期檢查和維修噴灌設備設施，並依據實際情況，調整區域噴淋時間，以避免重疊噴淋，節約水資源。我們的營運並無任何有關求取水源的問題。

獨立顧問在進行碳評估時收集之能源使用和水資源使用數據，為本集團建立相關數據的基礎年。此舉有助本集團了解內部使用資源的情況，以便將來檢討和匯報措施之成效。

## 環境及天然資源

《環境、社會及管治政策》列明，本集團致力將營運對環境和天然資源的影響降至最低。本年度，本集團香港總部辦公室及東莞高爾夫球會及酒店並無對環境及天然資源造成重大影響。

## THE GROUP AND COMMUNITY 本集團與社區

The Group endeavours to perform its corporate responsibilities and has formulated the “Environmental, Social and Governance Policy” to establish its policies on community investment. While paying attention to the needs of the communities where it operates, the Group aims to contribute to the communities through offering sponsor and encouraging the employees to participate in volunteer services. The Company has been named a “Caring Company” by the Hong Kong Council of Social Service for the second consecutive year recognizing the Group’s contribution to caring for the community, caring for its employees and caring for the environment.

本集團致力履行企業責任，並已制定《環境、社會及管治政策》，確立其社區投資的方針。本集團不但關注營運所在社區的需求，更致力透過提供贊助和鼓勵員工參與義工服務，為營運所在社區作出貢獻。本公司已連續第二年獲香港社會服務聯會頒贈「商業展關懷」標誌，表揚本集團對關愛小區、關愛員工及關愛環境所做出的貢獻。

<p>Charitable education support</p> <p>慈善助學</p>	<p>The Group has always supported charitable education for public welfare. During the Year, the Group donated the fund raised at the “Love Cup” Golf Charity Race to the left-behind children at Yuying Primary School in Jiexi County. In addition, the employees also donated school supplies such as notebooks to more than 155 local students.</p> <p>本集團一直支持慈善助學公益活動。本年度，本集團向揭西縣育英小學的留守兒童捐贈在「愛心杯」高爾夫慈善賽事所籌得的善款。此外，員工亦捐款購買筆記本等學習用品，贈予當地超過155名在校學生。</p>
<p>Public welfare</p> <p>公益活動</p>	<p>The Group’s employee representatives participated in the “HNA • Orbis Runing toward the Light” charity run organised by HNA Group, the Company’s substantial shareholder, to support the visually impaired people around the world for stepping out of the darkness and running toward the light.</p> <p>本集團員工代表參加由本公司主要股東海航集團主辦之「海航•奧比斯跑向光明」慈善跑，支持全球視障人士走出黑暗，跑向光明。</p> <p>The Group participated in the flag selling activities organised by The Community Chest of Hong Kong for two consecutive years. The charity fund raised by the activity was donated to more than 100 social welfare institutions which were expected to provide welfare services to 2 million people in need.</p> <p>本集團連續兩年參加香港公益會組織的賣旗活動。該活動籌得之善款撥捐逾百間社會福利機構，預計能為200萬名有需要人士提供福利服務。</p> <p>The Group took part in the “Hand in Hand Hong Kong” public welfare activity to celebrate the Mid-Autumn Festival with the elderly in Choi Hung District.</p> <p>本集團參加「牽手香港」公益活動，與彩虹區長者共慶中秋佳節。</p>

The Group actively participated in the Mid-Autumn Festival Charity Mooncake Sale held by The Community Chest of Hong Kong and cared for those in need in the community by purchasing mooncake vouchers for public welfare and raising charity fund.

本集團積極參與由香港公益金舉辦的中秋慈善月餅義賣活動，透過購買公益月餅禮券和籌募善款，關懷社會上有需要的人士。

The Group took part in the “Table Games Fun Day for the Elderly” at the “SERVE-A-THON HONG KONG” organised by the HandsOn Hong Kong, visited the elderly in Tin Shui Wai and learned about the living and welfare of the elderly in the grassroots community through interactive games.

本集團參加由牽手·香港舉辦的「香港國際義工節」之「桌上遊戲長者同樂日」，探訪天水圍長者，並通過互動遊戲，了解基層社區長者生活和福利。



# OVERVIEW OF ENVIRONMENTAL AND SOCIAL PERFORMANCE

## 環境與社會績效總覽

Type of Emissions and Relevant Emissions Data 排放物種類及相關排放數據		Dongguan 東莞	Hong Kong 香港	Total 總數	Unit 單位
Waste Gas 廢氣	Nitrogen oxides 氮氧化物	1,785.06	0.20	1,785.26	kg 千克
	Sulfur oxides 硫氧化物	25.83	0.01	25.84	kg 千克
	Suspended particles 懸浮顆粒	135.98	0.01	135.99	kg 千克
Greenhouses Gas 溫室氣體	Total greenhouse gas emissions 溫室氣體總排放量	3,294.6	60.9	3,355.5	tonnes of CO <sub>2</sub> equivalent 公噸二氧化碳當量
	Greenhouse gas intensity 溫室氣體密度	0.0018	0.075	0.0018	tonnes of CO <sub>2</sub> equivalent/ m <sup>2</sup> area 公噸二氧化碳當量/ 每平方米面積
Waste 廢棄物	Total hazardous waste 有害廢棄物總量	2.19	0	2.19	tonnes 公噸
	Intensity of hazardous waste 有害廢棄物密度	0.000001	0	0.000001	tonnes/m <sup>2</sup> area 公噸/每平方米面積
	Total non-hazardous waste 無害廢棄物總量	383.39	2.35	385.74	tonnes 公噸
	Intensity of non-hazardous waste 無害廢棄物密度	0.0002	0.0029	0.0002	tonnes/m <sup>2</sup> area 公噸/每平方米面積

Type of Emissions and Relevant Emissions Data 資源使用量及相關數據		Dongguan 東莞	Hong Kong 香港	Total 總數	Unit 單位
<b>Total Energy Consumption</b> 能源總耗量	Gasoline 汽油	328.48	3.31	331.79	MWh 兆瓦時
	Diesel 柴油	376.72	0.00	376.72	MWh 兆瓦時
	Liquefied Petroleum Gas 液化石油氣	3,615.79	0.00	3,615.79	MWh 兆瓦時
	Purchased electricity 外購電力	4,246.59	75.82	4,322.41	MWh 兆瓦時
	Total energy consumption 能源總耗量	8,567.58	79.13	8,646.71	MWh 兆瓦時
	Energy intensity 能源密度	0.005	0.097	0.005	MWh/m <sup>2</sup> area 兆瓦時/每平方米面積
<b>Water Consumption</b> 耗水量	Water consumption in total 總耗水量	372,993	No relevant data provided by property management company 物業管理公司未能提供有關數據	372,993	m <sup>3</sup> 立方米
	Water consumption intensity 耗水密度	0.20	No relevant data provided by property management company 物業管理公司未能提供有關數據	0.20	m <sup>3</sup> /m <sup>2</sup> area 立方米/每平方米面積



# “ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE” CONTENT INDEX

## 《環境、社會及管治報告指引》內容索引

Main Aspects 主要範疇	Description 內容	Page Index 頁碼索引
<b>A1 Emissions</b> 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	21, 25
A1.1	The types of emissions and respective emissions data 排放物種類及相關排放數據	21-25, 30
A1.2	Greenhouse gas emissions in total and intensity 溫室氣體總排放量及密度	22, 30
A1.3	Total hazardous waste produced and intensity 所產生有害廢棄物總量及密度	30
A1.4	Total non-hazardous waste produced and intensity 所產生無害廢棄物總量及密度	30
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	21-25
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	24-25

“ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE” CONTENT INDEX  
 《環境、社會及管治報告指引》內容索引

Main Aspects 主要範疇	Description 內容	Page Index 頁碼索引
<b>A2 Use of Resources</b> A2 資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources 有效使用資源的政策	21, 26
A2.1	Direct and/or indirect energy consumption by type in total and intensity 按類型劃分的直接及／或間接能源總耗量及密度	26, 31
A2.2	Water consumption in total and intensity 總耗水量及密度	31
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	26
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	27
A2.5	Total packaging material used for finished products and with reference to per unit produced 製成品所用包裝材料的總量及每生產單位估量	No packaging material has been used by the Group's head office in Hong Kong and Dongguan Hillview's golf club and hotel. 本集團香港總部辦公室及東莞高爾夫球會及酒店並無使用包裝材料。

“ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE” CONTENT INDEX  
 《環境、社會及管治報告指引》內容索引

Main Aspects 主要範疇	Description 內容	Page Index 頁碼索引
<b>A3 The Environment and Natural Resources</b> <b>A3 環境及天然資源</b>		
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	27
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	27
<b>B1 Employment</b> <b>B1 僱傭</b>		
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	16
<b>B2 Health and Safety</b> <b>B2 健康與安全</b>		
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	14-15

“ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE” CONTENT INDEX  
 《環境、社會及管治報告指引》內容索引

Main Aspects 主要範疇	Description 內容	Page Index 頁碼索引
<b>B3 Development and Training</b> B3 發展與培訓		
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	17
<b>B4 Labour Standards</b> 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	17
<b>B5 Supply Chain Management</b> B5 供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain 管理供應鏈的環境及社會風險政策	18

“ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE” CONTENT INDEX  
 《環境、社會及管治報告指引》內容索引

Main Aspects 主要範疇	Description 內容	Page Index 頁碼索引
<b>B6 Product Responsibility</b> B6 產品責任		
General Disclosure 一般披露	Information on: <ul style="list-style-type: none"> <li>(a) the policies; and</li> <li>(b) compliance with relevant laws and regulations that have a significant impact on the issuer</li> </ul> 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 <ul style="list-style-type: none"> <li>(a) 政策；及</li> <li>(b) 遵守對發行人有重大影響的相關法律及規例的資料</li> </ul>	19-20
<b>B7 Anti-corruption</b> B7 反貪污		
General Disclosure 一般披露	Information on: <ul style="list-style-type: none"> <li>(a) the policies; and</li> <li>(b) compliance with relevant laws and regulations that have a significant impact on the issuer</li> </ul> relating to bribery, extortion, fraud and money laundering 有關防止賄賂、勒索、欺詐及洗黑錢的 <ul style="list-style-type: none"> <li>(a) 政策；及</li> <li>(b) 遵守對發行人有重大影響的相關法律及規例的資料</li> </ul>	18
<b>B8 Community Investment</b> 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 有關以社區參與來瞭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	28-29



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