



(Incorporated in Bermuda with limited liability) (於百慕達註冊成立之有限公司)

Stock Code 股份代號：0061



Environmental, Social and Governance Report

2017 環境、社會及管治報告

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I. INTRODUCTION

引言

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Green Leader Holdings Group Limited (the “Company”) and its subsidiaries (collectively, the “Group”) has integrated sustainable development and social responsibilities. Under the principles of energy conservation and environmental protection, the Group has made contributions in every aspect of its businesses to protecting the environment.

The Group has developed the sustainability strategy with aims to create sustainable values to the stakeholders and to be environmentally-friendly. In order to carry out the sustainability strategy from top to bottom, the board (the “Board”) of directors (the “Directors”) of the Group has ultimate responsibility for ensuring the effectiveness of the Group’s environmental, social and governance (“ESG”) policies. The Board has established dedicated teams to manage ESG issues within each business division in the Group. Designated staff has been assigned to enforce and supervise the implementation of the relevant ESG policies. The Board is also committed to constantly reviewing and adjusting the sustainability policies to satisfy the ever-changing needs of the stakeholders. Details of the management approach in environmental and social aspects can be found in the different sections of this ESG report (“this Report”). The Board believes that sustainability is essential to the long-term development of the Group.

The Board is pleased to present this Report to demonstrate approach and performance in terms of sustainable development for the year ended 31 December 2017 (“FY2017”). This Report is prepared in compliance with the “Environmental, Social and Governance Reporting Guide” as set out in Appendix 27 of the Rules Governing the Listing of Securities (the “Listing Rules”) of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”).

綠領控股集團有限公司（簡稱「本公司」）及其附屬公司（統稱為「本集團」）將可持續發展與社會責任融合。在節能環保的理念下，本集團為保護環境在其業務上的各方面作出了貢獻。

本集團已建立可持續發展策略，旨在為持份者帶來可持續發展價值，並對環境友善。為了由上至下貫徹實行可持續性發展策略，本集團董事（「董事」）會（「董事會」）對確保本集團所訂立的环境、社會及管治（「ESG」）政策的有效性負有最終責任。董事會已在本集團各業務部門建立專門負責ESG的小組管理相關事項。有關工作人員被任命執行相關ESG政策並加以監督。董事會經常性地回顧及調整可持續性政策以滿足不斷變化的持份者需求。本集團環境及社會方面的管理方針已在本ESG報告（「本報告」）不同章節中詳細說明。董事會堅信可持續性對本集團的長期發展至關重要。

董事會欣然提呈本報告，以闡述其於截至二零一七年十二月三十一日止年度（「二零一七年財政年度」）在可持續發展方面所採取的方針及表現。本報告依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」）附錄二十七所載「環境、社會及管治報告指引」而編製。

I. INTRODUCTION

引言

Reporting Period and Scope of the Report

In the past several years, the government of the People's Republic of China (the "PRC") has emphasized the environmental protection over the country. It established clear guidelines on the safety and environment standards for the coal mines in Shanxi. To implement the national safety protocols for coal mines, the coal regulatory authorities in Shanxi applied more stringent policies and regulations on safety, environmental protection and production control. Major technical renovations were carried out and security checks on workers and environmental measures were strengthened in line with political and regulatory requirements for the Group's mines.

In November 2017, the Group's Fuchang Mine formally commenced commercial operations and the system integration and software solution business were disposed in FY2017.

Therefore, this Report only covers the environmental and social performance within the operational boundaries of the Group that include the business of deep processing on cassava in the Kingdom of Cambodia ("Cambodia") and the offices in the PRC and Hong Kong. The reporting period of this Report is FY2017, the financial year from 1 January 2017 to 31 December 2017, unless specifically stated otherwise. This Report will be issued on an annual basis.

Information Disclosure

The information in this Report was gathered from the official documents and statistics of the Group, the integrated information of supervision, management and operation in accordance with the relevant policy, the internal questionnaires based on the reporting framework, and sustainability practices provided by the subsidiaries of the Group. A complete content index is available at the end of this Report for the readers' convenience to check efficiently. This Report has been prepared in both Chinese and English and has been uploaded on the Stock Exchange and the Group's website at <http://www.greenleader.hk>. For any conflict or inconsistency, the English version shall prevail.

報告涵蓋時期及內容

過去數年，中華人民共和國（「中國」）政府在全國各地強調環境保護的重要性，並對山西煤礦的安全及環境標準制定明確指引。為執行有關煤礦的國家安全議定書，山西煤炭規管機關對安全、環境保護及生產控制方面採取更嚴格的政策及規例。本集團的礦區進行重大技術改革，加強對工人的安全檢查及環境措施以符合政治及監管要求。

於二零一七年十一月，本集團的福昌礦區正式開始商業營運，而系統集成服務及軟件解決方案業務已於二零一七年財政年度出售。

因此，本報告僅涵蓋本集團營運範圍內的環境及社會表現，有關營運範圍包括本集團位於柬埔寨王國（「柬埔寨」）的木薯深加工業務以及位於中國及香港的辦公室。除非另有特別說明，本報告的報告期間為二零一七年財政年度，即由二零一七年一月一日起至二零一七年十二月三十一日止的財政年度。本報告將會每年進行發佈。

資訊披露

本報告中的資訊來自於本集團的官方文件及數據、監督管理的綜合資訊、根據相關政策進行的管理和運營、根據報告框架的內部問卷調查以及本集團附屬公司提供的可持續性方法。本報告未提供了完整的內容索引，以方便讀者有效地查閱。本報告均以中英雙文編製，並已發佈於聯交所及本集團網頁<http://www.greenleader.hk>上。如有任何衝突或不一致之處，概以英文版本為準。

II. STAKEHOLDER ENGAGEMENT

持份者參與

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With the goal to strengthen the sustainability approach and performance of the Group, the Group has put tremendous effort into listening to both the internal and external stakeholders. The Group actively collects feedback from the stakeholders in order to maintain a high standard of sustainability within the Group and also build a trustful and supporting relationship with them. The Group connects with the stakeholders through their preferred communication channels as listed in the table below.

為了加強本集團之可持續性發展和提升表現的目標，本集團高度重視並聽取內部和外部持份者的意見。本集團積極收集持份者的反饋意見，從而保持本集團內部的高度可持續發展性，並與各持份者建立相互信任和相互支持的關係。本集團通過下表所列出的偏好溝通渠道與持份者建立聯繫。

Stakeholders 持份者類別	Expectations and concerns 期望和關注	Communication Channels 溝通渠道
Government and regulatory authorities 政府和管理機構	<ul style="list-style-type: none"> – Compliance with laws and regulations – Sustainable development – Proper tax payment 	<ul style="list-style-type: none"> – Supervision on complying with local laws and regulations – Regular reports and taxes paid
Shareholders 股東	<ul style="list-style-type: none"> – Return on investments – Corporate governance – Business compliance 	<ul style="list-style-type: none"> – Regular corporate reports and announcements – Regular general meetings – Official company website
Employees 僱員	<ul style="list-style-type: none"> – Employees' remuneration and benefits – Career development – Healthy and safe working environment 	<ul style="list-style-type: none"> – Performance reviews – Regular meetings and trainings – Emails, notice of boards, hotline and caring activities with management
Customers 客戶	<ul style="list-style-type: none"> – High quality products and services – Protect customer rights 	<ul style="list-style-type: none"> – Customer satisfaction survey – Face-to-face meetings and on-site visits – Customer service hotline and email enquiry



II. STAKEHOLDER ENGAGEMENT

持份者參與

Stakeholders 持份者類別	Expectations and concerns 期望和關注	Communication Channels 溝通渠道
Suppliers 供應商	<ul style="list-style-type: none"> - Fair and open procurement - Win-win cooperation - 公平公開的採購 - 雙贏合作 	<ul style="list-style-type: none"> - Open tendering - Suppliers' satisfactory assessment - Face-to-face meetings and on-site visits - Industry seminars - 公開投標 - 供應商的滿意度評估 - 面對面的會面和實地參觀 - 行業研討會
General public 公眾	<ul style="list-style-type: none"> - Involvement in communities - Business compliance - Environmental protection awareness - 社區參與 - 業務合規 - 環境保護意識 	<ul style="list-style-type: none"> - Media conferences and responses to enquiries - Public welfare activities - Face-to-face interview - 媒體會議和回應查詢 - 公益活動 - 面對面訪談

MATERIALITY ASSESSMENT

The Group undertakes annual review in identifying and understanding the stakeholder's main concerns and material interests for this Report. In FY2017, the Group engaged the stakeholders to conduct a materiality assessment survey. Both internal and external stakeholders were selected by the management of the Group based on their influence and dependence. Stakeholders with high level of influence and dependence on the Group were invited to present their opinions and concerns on sustainability issues via an online survey. As a result, the Group was able to prioritise the issues for discussion.

The Group has built a two-dimensional materiality analysis matrix and prioritised the 30 issues accordingly. With respect to this Report, the Group identified wastewater treatment, prevention of child labour and forced labour, preventing bribery, extortion, fraud and money laundering, and anti-corruption policies and whistle-blowing procedure as issues of the highest importance to the stakeholders and the Group. This survey has helped the Group to prioritise the corresponding sustainability issues and highlight the material and relevant aspects so as to align them with stakeholders' expectations.

STAKEHOLDERS' FEEDBACK

As the Group always strives for excellence, the Group welcomes stakeholders' feedback, especially on topics listed as the highest importance in the materiality assessment and the ESG measures and performance. Readers are also welcome to share your views with the Group at info@greenleader.hk.

重要性評估

本集團進行年度檢討，用以識別及瞭解其持份者對本報告的主要關注事項及重大利益。本集團已於二零一七年財政年度委託持份者參與重要性評估調查。本集團管理層以持份者對本集團的影響及依賴程度為基礎，挑選出內部及外部持份者進行重要性評估調查。對本集團有重要影響及依賴程度較高的持份者獲邀通過網上調查的方式，就可持續性發展的議題表達意見及提出關注。本集團從而可按重要性排列討論議題。

本集團建立了雙角度重要性分析矩陣及相應地將30個議題排序。就本報告而言，本集團將污水處理、防止童工和強制勞工、防止賄賂、勒索、欺詐和洗黑錢、反貪污政策及舉報流程列為對持份者和本集團最為重要之議題。此項調查有助本集團優先考慮相關的可持續發展議題，突顯其重要性，從而滿足持份者的期望。

持份者反饋

本集團不斷追求卓越，並歡迎持份者的反饋，尤其是對在重要性評估中具有高重要性的議題和ESG有關的措施和表現。歡迎讀者們通過電子郵件 info@greenleader.hk 與本集團分享閣下的意見。

III. ENVIRONMENTAL SUSTAINABILITY

環境可持續性

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The Group is committed to continue developing the environment and community in the operating region for long-term sustainable development. The Group stringently controls the emissions and consumption of resources, and complies with all relevant environmental laws and regulations in the operating regions in its daily operation. All operating regions of the Group have implemented effective energy conservation measures to reduce emissions and resource consumption.

This section primarily discloses the policies and practices of the Group on emissions, use of resources, the environment and natural resources during FY2017.

A.1. EMISSIONS

The emissions of the Group are domestic wastewater, solid wastes, air emissions and greenhouse gas ("GHG") emissions. The Group strictly adheres to emission related laws and regulations in Hong Kong, the PRC, and Cambodia. In FY2017, the Group found no violation with laws and regulations relating to air emission, GHG emission, discharges into water and land and generation of hazardous and non-hazardous wastes.

Air Emissions

The Group's air emission mainly comes from the use of vehicles. The air emissions generated from vehicles use of the Group are mainly sulphur oxides ("SO_x") and nitrogen oxides ("NO_x"). For detailed data, please refer to Table 1.

Greenhouse Gases

The GHG emissions of the Group mainly come from the direct emissions from vehicles use ("Scope 1") and the indirect emission from electricity consumption ("Scope 2").

For the detailed emission data of each scope, please refer to Table 1. Due to the GHG emission being closely related to energy and electricity consumption, the Group takes measures to reduce these two consumptions in daily operations, which are further explained in the subsection headed "Energy" under section A.2. "Use of Resources" of this Report.

本集團致力於經營地區之環境和社區作長期可持續發展。本集團嚴格控制排放物和資源消耗，並在日常營運中遵守營運地區的所有相關環境法律及規例。本集團所有營運地區已實施有效的節能措施，以減少排放及資源消耗。

本章節主要披露本集團於二零一七年財政年度的排放物、資源使用和環境及自然資源的政策及慣例。

A.1. 排放物

本集團的排放物包括生活廢水、固體廢物、廢氣和溫室氣體（「溫室氣體」）排放。本集團嚴格遵守香港、中國和柬埔寨的排放物相關法律及規例。在二零一七年財政年度，本集團並未發現任何違反廢氣、溫室氣體排放、向水及土地的排污、產生有害及無害廢物的有關法律及法規。

廢氣

本集團的廢氣排放主要來自於汽車的使用。本集團使用汽車而產生的廢氣主要有硫氧化物（「SO_x」）和氮氧化物（「NO_x」）。詳細資料請見表一。

溫室氣體

本集團產生的溫室氣體排放主要分為使用汽車而產生的直接排放（「範圍一」）和電力使用產生的間接排放（「範圍二」）。

各範圍的溫室氣體排放量請參照表一。由於溫室氣體的排放量與能源和用電消耗關係密切，本集團採取具體措施減少日常運營中這兩方面的消耗，有關措施在本報告A.2.「資源使用」一節「能源」分節中進一步闡述。

III. ENVIRONMENTAL SUSTAINABILITY

環境可持續性

Wastewater

Wastewater produced by the Group mainly comes from the daily use from the staff during working hours and is discharged to municipal sewage treatment plant through drainage pipes. Wastewater comes from offices is normally handled by the property management company in a unified way. No hazardous wastewater is generated by the Group during daily operations. In FY2017, the Group has generated 2,000 m³ wastewater. As the amount of wastewater generated is closely related to water consumption, the Group takes measures to reduce water consumption, which are further explained in the subsection headed "Water" under section A.2. "Use of Resources" of this Report.

Solid Wastes

The solid wastes generated from the Group comes from the domestic waste from daily operation. The Group continuously separates and collects solid wastes to ensure the reuse of recyclable waste. The unrecyclable wastes are handled by local waste treatment plant. The domestic solid wastes in offices are managed by the property management company of the buildings. In FY2017, the Group generated 500 tonnes domestic solid waste, and no hazardous solid waste was generated.

Table 1 Total emissions of the Group by category in FY2017

Item	Types of Resources	Unit	Amount	Intensity (Per unit/ employee) 密度 (單位／人)
範圍	資源類別	單位	排放量	(單位／人)
Air emission 廢氣排放	Sulphur oxide (SO _x)	kg	0.5	—
	硫氧化物(SO _x)	千克		
	Nitrogen oxide (NO _x)	kg	0.5	—
	氮氧化物(NO _x)	千克		
GHG emission 溫室氣體排放	Direct GHG emission (Scope 1)	tonnes CO ₂ -e	7.9	0.3
	直接溫室氣體排放(範圍一)	噸二氧化碳當量		
	Indirect GHG emission (Scope 2)	tonnes CO ₂ -e	16	0.5
	間接溫室氣體排放(範圍二)	噸二氧化碳當量		
Non-hazardous waste 無害廢物	Total GHG emission (Scope 1&2)	tonnes CO ₂ -e	23.8	0.8
	總溫室氣體排放量(範圍一及二)	噸二氧化碳當量		
	Non-hazardous solid waste	tonnes	500	16.7
	無害固體廢物	噸		
	Non-hazardous wastewater	m ³	2,000	66.7
	無害廢水	立方米		

廢水

本集團產生的廢水主要產生自員工在上班時間的日常使用，並通過排水管道排入市政污水處理廠。辦公室產生的廢水通常由物業管理公司進行統一處理。日常運營過程中，本集團並無產生有害廢水。在二零一七年財政年度，本集團共產生2,000立方米的廢水。由於廢水量與水資源的使用量關係密切，本集團採取具體措施以減少水資源的消耗，有關措施在本報告A.2.「資源使用」一節「用水」分節中進一步闡述。

固體廢物

本集團產生的固體廢物為日常運營中產生的生活垃圾。本集團持續對固體廢物進行分類收集以確保可回收廢物的循環使用。不可回收的廢物則由當地垃圾處理廠進行處理。辦公室產生的生活固體廢物由大廈的物業管理公司進行管理。在二零一七年財政年度，本集團共產生了500噸生活固體廢物，且並沒有產生任何有害固體廢物。

表一本集團二零一七年財政年度
總排放量(按類別劃分)

III. ENVIRONMENTAL SUSTAINABILITY

環境可持續性

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A.2.USE OF RESOURCES

The Group complied with the relevant laws and regulations in relation to use of resources during the year under review. Resources used by the Group mainly include electricity, water, diesel and gasoline.

Energy

The energy used by the Group in FY2017 mainly included electricity, and diesel and gasoline consumed by vehicles. The Group consumed 300 litres gasoline and 3,000 litres diesel in FY2017. All the electricity consumption by the Group comes directly from regular operation. The Group keeps a detailed record of electricity consumption. The total electricity consumption of the Group amounted to 24,000 kWh in FY2017. To ensure the effective use of electricity, the Group has formulated the internal regulation, which all subsidiaries of the Group should stringently comply with to save energy. The energy saving policies are included but not limited as followings:

- Employees must set the computer to sleep mode when leaving office for a short time during working hours, and turn off the power switch of computers, copy machines and drinking fountains after work;
- Use energy-saving lighting throughout the office area and divide office lighting area reasonably;
- Educate and promote energy conservation among staff within the Group;
- Reduce the number of lights used in places where natural light is sufficient and turn off the lighting system after working hours;
- Place posters with "Saving electricity. Turn off lights when you leave" in predominant places to encourage employees to save electricity;
- Purchase energy-saving equipment;
- Prohibit the purchasing of energy-intensive equipment; and
- Optimise the total electricity consumption of the production line according to the production demand.

A.2. 資源使用

本集團於回顧年度內遵守資源使用相關的法律及規例。本集團所使用的資源主要為電力、水、柴油和汽油。

能源

本集團二零一七年財政年度使用的能源主要為電力以及汽車使用的柴油和汽油。本集團在二零一七年財政年度消耗了300公升汽油和3,000公升柴油。本集團所有的電力使用直接來自於日常營運。本集團詳細記錄了電力使用情況。本集團在二零一七年財政年度總電力使用量為24,000千瓦時。為了保證電力的有效使用，本集團已制訂內部規定。本集團所有附屬公司須嚴格遵守該規定以節約能源。節能政策包括但不限於：

- 員工在上班時間內短暫離開辦公室時必須將電腦設置為睡眠狀態及下班後關閉電腦、影印機、飲水機等設備的電源；
- 辦公區域全部採用節能燈，合理劃分辦公室的照明區；
- 對本集團員工進行節約能源的教育和宣傳；
- 在天然光線充足的地方減少電燈使用數目，並在下班後關閉照明系統；
- 在顯眼位置張貼「節省用電，離開時請關燈」的海報鼓勵員工省電；
- 採購節能設備；
- 禁止採購高耗能設備；及
- 根據生產需求優化生產線的總用電量。



III. ENVIRONMENTAL SUSTAINABILITY

環境可持續性

Water

Water consumption by the Group mainly comes from the domestic use by the staffs during the working hours. The total water consumption of the Group was 30,000 m³ in FY2017. To improve the utilisation efficiency of water resources, the Group has formulated the internal guidelines. The guidelines helps the Group's employees to be fully aware of the importance of water conservation, including but not limited to the followings:

- Require employees to strictly abide by the principle of water conservation in their daily work;
- Run leakproof test for taps and washers regularly, and test the water supply system to avoid other failures;
- Place posters "Saving Water Resource" in prominent places to encourage water conservation; and
- Harvest rainwater for reuse.

Paper

Paper is one of the major natural resources consumed by the Group. The total paper consumption of the Group in FY2017 amounted to 2,000 kg. Paper consumption mainly comes from the operations of the offices. To reduce the consumption of paper, the Group has adopted the following practices:

- Keep a record on monthly consumption of paper by each department, centralised purchase once a month according to the needs, and adjust monthly;
- Promote the double-sided/black-and-white printing for unimportant files and set print permissions;
- Advocate the recycling of secondary paper, and try to reuse paper on drafts, semi-finished and non-formal documents as much as possible; and
- Use office automation systems to promote the delivery of paperless electronic documents.

用水

本集團的用水主要來自於員工在上班時間的日常用水。本集團於二零一七年財政年度的總用水量為30,000立方米。為提高水資源的利用效率，本集團已制訂內部指引。該指引有助本集團員工充分意識到節約用水的重要性，包括但不限於：

- 要求員工在日常工作中嚴格遵守節約用水的原則；
- 定期對水龍頭、墊圈進行防漏測試，並測試供水系統，以避免其他故障；
- 在顯眼位置張貼「節約水資源」的海報以鼓勵節約用水；及
- 收集雨水並重新利用。

用紙

紙張是本集團消耗的主要天然資源之一。本集團於二零一七年財政年度紙張的使用總量為2,000公斤。紙張的消耗主要來自辦公室的營運。為了節約用紙，本集團採取了以下措施：

- 對各部門每月用紙情況進行記錄，按其需求每月集中採購一次，並每月進行調整；
- 提倡對非重要檔案進行雙面／黑白列印，並設置列印權限；
- 提倡二次紙張循環使用，對草稿、半成品及非正式文檔的紙張應盡量重複利用；及
- 利用辦公室自動化系統推行無紙張電子文檔的傳遞模式。

III. ENVIRONMENTAL SUSTAINABILITY

環境可持續性

Table 2 Detailed resource consumption of the Group by category in FY2017

表二 本集團二零一七年財政年度資源使用量明細（按類別劃分）

Types of Resources		Unit	Amount	Intensity (Per unit/ employee) 密度 (單位／人)
資源類別		單位	用量	
Energy consumption 能源使用	Gasoline 汽油	litre 公升	300	10
	Diesel 柴油	litre 公升	3,000	100
	Electricity 電力	kWh 千瓦時	24,000	800
Water consumption 用水		m ³ 立方米	30,000	1,000
Paper consumption 用紙		kg 公斤	2,000	66.7

A.3. THE ENVIRONMENT AND NATURAL RESOURCES

A.3. 環境及天然資源

The Group values saving natural resources, improving natural resources efficiency and reducing the environmental impacts of the daily operations. The Group was in strict compliance with the laws and regulations in relation to the environment and the use of natural resources during the year under review.

本集團非常重視節約天然資源，提高天然資源使用效率並降低日常營運對環境的影響。本集團在回顧年度內嚴格遵守了環境及天然資源使用相關的法律及規例。

For the environmental impacts from routine operation process, the Group exerts no detrimental influence on surroundings. The air emissions, wastewater, solid waste and other environmental impacts from the operation process of the Group are in conformity with environmental laws and regulations. To alleviate the environmental impacts, the Group has taken multiple measures, including implementing 5S management system in offices, arranging the commissioner to regularly inspect the office environment to maintain a clean and healthy working environment, and investing in solar environmental protection system to reduce GHG emissions indirectly from electricity use.

本集團的常規營運對周圍環境沒有不利影響。本集團營運過程產生的廢氣排放、廢水排放、固體廢物和其他環境影響均符合環境法律及規例。為減輕本集團造成的環境影響，本集團已採取多項措施，包括在辦公室推行5S管理系統，安排專員定期檢查辦公室環境，以保持整潔健康的工作環境，以及投資太陽能環保系統，從而減少因電力使用而間接產生的溫室氣體排放。

The Group will continue to adhere to the safety, harmony and green development concept and make unremitting efforts to create an image of resource-saving and environmentally-friendly corporation.

本集團將繼續堅持安全、和諧及綠色的發展理念，為樹立節約資源、友善環境企業形象而不懈努力。

IV. SOCIAL SUSTAINABILITY

社會可持續性

EMPLOYMENT AND LABOUR PRACTICES

B.1. Employment

The Group treasures talents, believes employees are the most important asset of the Group, as well as the key to the success and sustainability of the Group. The Group strives to provide the employees with a suitable platform for developing their career, professionalism and advancement. By improving the remuneration system and career paths, the Group expects to establish a comprehensive incentive system based on physical, mental, emotional and growth motivations to carry forward the harmonious and stable employment relationship.

Law compliance

The human resources policies of the Group strictly adhere to the applicable employment laws and regulations in Hong Kong, the PRC and Cambodia, including the Employment Ordinance (Chapter 57 of the laws of Hong Kong), the Labour Law of the PRC (中華人民共和國勞動法), the Labour Contract Law of the PRC (中華人民共和國勞動合同法) and the Labour Law of Cambodia. The Group has also complied with the laws and regulations in respect to the employees' social security schemes that are enforced by the local governments in the operating regions, including endowment insurance, medical insurance, unemployment insurance, occupational injury insurance, maternity insurance, and housing subsidiary in the PRC, mandatory provident fund scheme and medical insurance in Hong Kong, and so on. The Human Resources Department of the Group reviews and updates the relevant company policies regularly in accordance with the latest laws and regulations.

Recruitment and promotion

To attract high-calibre candidates, the Group offers fair, competitive remuneration and benefits based on employee's performance, personal attributes, job experiences and career aspiration. The Group also references market standards in determining remuneration and benefit policies. Meanwhile, the Group has adopted a set of clear and transparent procedures to achieve "Openness, Fairness, Transparency and Standardization" at each stage of recruitment and recruit outstanding talents according to the planned job requirements. The Group attracts candidates through various measures such as posting recruitment advertisement on the Internet, attending recruitment seminars and hiring headhunting companies.

The Group ensures that all employees are equal during recruitment and employment, and all employees have an opportunity to be developed and promoted appropriately.

僱傭及勞工常規

B.1. 僱傭

本集團珍惜人才，堅信僱員是本集團最重要的資產，和推動本集團成功及可持續發展的關鍵。本集團致力於為僱員提供合適的平台發展事業、專業和晉升。通過完善薪酬體系和職業道路，本集團希望建立以生理、心理、情緒和成長動力為基礎的綜合激勵體系，推動和諧及穩定的僱傭關係。

遵守法律

本集團的人力資源政策嚴格遵守香港、中國和柬埔寨的適用僱傭法律及規例，主要法律法規為《僱傭條例》（香港法例第57章）、《中華人民共和國勞動法》、《中華人民共和國勞動合同法》和《柬埔寨勞工法》。本集團亦遵守營運地區當地政府施行的員工社會保障計劃相關的法律及規例，包括中國的儲蓄保險、醫療保險、失業保險、工傷保險、生育保險和房屋補貼及香港的強制性公積金計劃及醫療保險等。本集團的人力資源部根據最新法律及規例定期審閱及更新有關公司政策。

招聘及晉升

為吸引高端人才，本集團按員工的表現、修養、工作經驗及事業抱負等提供公平、具競爭力的薪酬及福利。本集團亦參考市場標準制定其薪酬及福利政策。同時，本集團採用了一套清晰透明的程序，在招聘的每個環節做到「公開、公平、透明及標準化」，按照計劃的職位要求招聘優秀人才。為吸引人才，本集團採取了一系列措施，如在互聯網上刊登招聘廣告、參加招聘研討會和聘用獵頭公司。

本集團確保所有僱員在招聘及受僱期間得到平等的對待，且所有員工適時得到發展和晉升的機會。

IV. SOCIAL SUSTAINABILITY

社會可持續性

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Remuneration and dismissal

The Group decides the remuneration and benefits of employees according to the personal qualities, past performance, market standards, and other relating aspects. The Group conducts annual assessments based on factors such as working ability, performance, market salary levels and internal budget of the employees to encourage outstanding staffs with bonuses. The Group also sets up a share option scheme as a long-term incentive for key management staff.

Meanwhile, any recruitment, promotion or termination of employment contract would be based on reasonable and lawful grounds. The Group strictly prohibits any kinds of unfair or unreasonable dismissals to protect employee's rights.

Working hours and holiday

The Group has established internal policies which according to the local employment laws for determining working hours and rest period for employees and keeps monitoring employees' working hours. Meanwhile, employees who work at non-office hours can receive appropriate overtime payment or compensation leave. In addition to basic paid annual leave and statutory holidays stipulated by the employment laws of the local governments, employees may also be given to additional leave entitlements such as marriage leave, maternity leave, sick leave and others.

Equal-opportunity and anti-discrimination

As an equal opportunity employer, the Group is committed to creating a fair, respectful and diverse working environment by promoting anti-discrimination and equal opportunity in all human resources and employment decisions, respecting all employees and has established "Equal Employment Policy". For instance, training and promotion opportunities, dismissals and retirement policies are based on factors irrespective of the employees' age, gender, marital status, pregnancy, family status, disability, race, colour, descent, nationality, religion or any other non-job related factors in all business units of the Group. The equal opportunity policy allows zero tolerance in relation to any workplace discrimination, harassment or vilification in accordance with local ordinances and regulations, such as Disability Discrimination Ordinance (Chapter 487 of laws of Hong Kong) and Sex Discrimination Ordinance (Chapter 480 of laws of Hong Kong). Employees are encouraged to report any incidents involving discrimination and sexual harassment to the Human Resources Department of the Group. The Group will take responsibility for assessing, dealing with, recording and taking any necessary disciplinary actions in relation to such incidents.

薪酬及解僱

本集團根據僱員的個人品質、過往表現、市場標準及其他相關方面等，商定僱員薪酬福利。本集團根據對在職員工工作能力、表現、市場薪酬水平和內部預算等因素進行年度考核，以獎金的方式鼓勵表現優秀的員工。本集團亦設有購股權計劃作為對主要管理人員的長期激勵。

同時，本集團任何聘用、晉升或終止僱傭合同都必須合理及合法。為保護員工的權利，本集團嚴格禁止任何不正當或不合理的解僱。

工作時數及假期

本集團已制訂內部政策，並根據當地僱傭法例制定僱員工作時數和假期，並時刻監察每位員工的工作時數。同時，員工在非辦公時間加班，可以得到適當的加班費或補假。除地方政府僱傭法例規定的基本有薪年假和法定假期外，僱員還可以享有婚假、產假、病假及其他額外假期待遇。

平等機會及反歧視

作為平等機會僱主，本集團致力於在所有人力資源及僱傭決策中通過促進反歧視及創造平等機會，尊重所有僱員並制定《平等僱傭政策》，從而營造一個公平競爭、相互尊重及多元化的工作環境。例如，本集團所有部門的僱員培訓及晉升機會、解僱及退休政策不會以僱員的年齡、性別、婚姻狀況、懷孕、家庭狀況、殘疾、種族、膚色、血統、國籍、宗教信仰或任何其他非工作相關因素為依據。本集團的平等機會政策，根據當地條例及規例（如《殘疾歧視條例》（香港法例第487章）和《性別歧視條例》（香港法例第480章）），對任何工作場所的歧視、性騷擾或受害行為實施零容忍。本集團鼓勵僱員向人力資源部報告任何涉嫌歧視及性騷擾的事件。本集團將負責對該等事件進行評估、處理、記錄及採取任何必要的紀律處分。

IV. SOCIAL SUSTAINABILITY

社會可持續性

Other benefits and welfare

To meet employees' need, the Group provides annual physical examinations, work meals, uniforms and well-equipped dorms. In terms of internal communication, effective two-way communication between the general staff and managerial staff is highly encouraged within the Group. The employees maintain a proper and smooth communication with the management through different channels. Interactive communication system plays an advantageous role in the decision-making process of the Group, and maintaining an approachability labour relationship helps to create a productive and pleasant working environment. Besides, the Group distributed bonuses and gifts to employees on traditional Chinese Festivals in FY2017.

During the year under review, the Group was in compliance with relevant laws and regulations in relation to remuneration and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, welfare and other benefits that have a significant impact on the Group.

B.2. Health and safety

In FY2017, the Group is strived to achieve an accident-free working environment. To provide and maintain a good working environment for employees, the Group has established work health and safety policies that are in line with various laws and regulations stipulated by the State Council of the PRC, the Government of the Hong Kong Special Administrative Region and Cambodia government. The specific laws and regulations included are the Occupational Safety and Health Ordinance (Chapter 509 of the laws of Hong Kong), 《中華人民共和國安全生產法》(the Work Safety Law of the PRC*), 《中華人民共和國職業病防治法》(the Prevention and Control of Occupational Diseases Law of the PRC*), 《工傷保險條例》(Regulation on Work-Related Injury Insurances*), and the Labour Law of Cambodia.

其他待遇及福利

為滿足員工需求，本集團提供年度身體檢查、工作膳食、制服和設備齊全的宿舍。在內部交流方面，本集團十分鼓勵一般職員與管理人員之間進行有效的雙向溝通。僱員透過不同途徑與管理層之間保持適當流暢的溝通。互動式的通訊系統對本集團作出決策的過程起到有利作用，維繫無障礙的勞資關係有助營造高效及愉快的工作環境。除此之外，在二零一七年財政年度，本集團在一些傳統的中國節日，會向員工發放獎金和禮物。

於回顧年度內，本集團在薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及福利和其他待遇方面，遵守對本集團有重大影響的相關法律及規例。

B.2. 健康與安全

在二零一七年財政年度，本集團致力於實現無事故的工作環境。為了給僱員提供及維持良好的工作環境，本集團已制定符合中國國務院、香港特別行政區政府和柬埔寨政府訂立的各項法律及規例的工作健康與安全政策。具體法律及規例主要為《職業安全及健康條例》（香港法例第509章）、《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》、《工傷保險條例》和《柬埔寨勞工法》。

* For identification purpose only

IV. SOCIAL SUSTAINABILITY

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The Group has established a set of comprehensive mechanism to ensure the safety of workplaces and required the implementation of a series of occupational health and safety measures in workspace. The daily work of management and employees must strictly abide by the guidelines for labour laws and regulations. The Group is committed to enhancing employees' safety awareness and maintaining a clean, smoke-free, healthy and safe working environment. These measures include:

- Provide employees with appropriate work clothes and personal protective equipment, such as goggles, protective clothing and masks, for different types of work and actual operation conditions;
- Employees of special types of work must be specially trained to obtain special types of work permit, and wearing protective shoes and helmets at work;
- Establish work safety and health announcements and post safety signs, slogans and warning signs to remind employees to prevent accidents;
- All emergency exits in the workplace must be kept clear during the working period;
- Provides a working environment with sufficient lighting and moderate temperature;
- Prohibit smoking and drinking in workplace;
- Provide regular physical examination to employee;
- Conduct emergency rescue drills;
- Conduct safety inspections; and
- Regular work safety meetings.

Besides, the relevant departments, such as Administration Department, Safety Supervision Department and Human Resources Department regularly assess the effectiveness of health and safety measures to remind employees to prevent accidents and ensure that safety policies are properly implemented.

本集團建立了一套保障工作場所安全的綜合機制，要求在工作區域內實施一系列職業健康和安全措施。管理層和員工的日常工作必須嚴格遵守勞工法及規例的指引。本集團致力於增強員工的安全意識及維持一個整潔、無煙、健康及安全的工作環境。這些措施包括：

- 針對不同工作性質和實際操作情況，為員工提供適當的工作服及個人防護裝備，如護目鏡、防護衣物及口罩；
- 特殊工種的員工必須經過特殊培訓，獲得特殊工種許可證，並在工作時穿防護鞋及配戴安全帽；
- 建立工作安全健康公告及張貼安全標誌、口號和警告標誌，提醒員工防範事故發生；
- 在工作時期內工作場所的所有緊急出口必須保持暢通；
- 提供光線充足及溫度適中的工作環境；
- 嚴禁在工作場所吸煙喝酒；
- 定期為員工提供身體檢查；
- 進行應急救援演練；
- 進行安全檢查；及
- 定期舉行安全工作會議等。

此外，有關部門如行政部、安全監督部及人力資源部等定期評估健康和安全措施的有效性，以提醒員工防範事故發生及確保安全政策妥善落實。

IV. SOCIAL SUSTAINABILITY

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In FY2017, no work-related fatalities and lost days due to work injury was found in the Group. During the year under review, the Group was not in violation of any of the relevant laws and regulations in relation to a safe working environment and protecting the employees from occupational hazards that have a significant impact on the Group.

B.3. Development and training

The Group provides systematic training and development for employees in different positions to enhance their professional skills and knowledge, thereby increasing production efficiency and productivity.

The Group provides integrated induction training for new employees to understand corporate culture, business processes, work health and safety, management system and group development. For other employees, the Group provides business improvement courses and management enhancement courses. In FY2017, the Group developed annual training plans for existing employees and provided internal training for employees. The training is based on professional orientation. Employees attending the training on specific professional field must fulfill the training hours required by professional qualifications every year. The training is supplemented by the Group's internal training in different businesses and operations to ensure employees are sufficiently capable in both professional knowledge and daily operation.

To provide financial services and fulfill the annual requirement of the Securities and Futures Commission ("SFC"), each licensed employee must take responsibility for conducting and maintaining continuous training to ensure the working standards of licensed employees can meet the requirements and help the employees perform their roles. The Group ensures that licensed employees are in compliance with the requirements of the SFC. All licensed employees must fully record the courses and continuous training activities, and keep these records for at least 3 years for future reference, present relevant records when requested by the SFC and Hong Kong Monetary Authority.

於二零一七年財政年度，本集團未發現與工作有關的死亡事故和因工傷造成損失工作日。在回顧年度內，本集團並無違反任何對本集團有重大影響及有關安全工作環境和保護僱員免受職業危害的相關法律及規例。

B.3. 發展及培訓

本集團為不同職位的員工提供有系統的培訓和發展機會，以加強其專業技能和知識，從而提高生產效率和生產力。

本集團為新入職的員工提供綜合入職培訓，以瞭解企業文化、業務流程、工作健康與安全、管理體系及集團發展。對於其他員工，本集團提供業務提升課程以及管理能力提升課程。在二零一七年財政年度，本集團針對現有員工制定年度培訓計劃，向其員工提供內部培訓。培訓以專業導向為主，員工在專業領域上的培訓必須符合每年專業資格要求的培訓時數。輔以本集團在不同業務上、運營上的內部培訓，本集團確保員工在專業知識層面和日常工作層面有足夠的能力。

為提供金融服務及符合證券及期貨事務監察委員會（「證監會」）的年度規定要求，每名持牌員工必須進行及保持持續培訓的責任，以確保持牌員工工作水平能夠達到所要求及有助有關員工履行其職能。本集團確保持牌員工符合證監會規定。所有持牌員工必須記錄所有有關個人曾經參加的課程和持續培訓活動，並保存這些紀錄至少3年，以供日後查閱，以及在證監會及香港金融管理局提出要求時出示有關紀錄。

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The Group encourages employees to attend external trainings, seminars and examinations to obtain work-related professional licenses or certifications for enhancing their competitiveness and expanding their capacity through continuous learning. Employee who have passed the examination can receive reimbursement from the Group for professional qualification fee after permission. The Group may arrange external organisations and experts to provide job-related trainings to employees.

The Group aims to foster a learning culture that could strengthen employees' professional knowledge, so as to benefit the Group as employees are expected to achieve better working performance after receiving appropriate training.

B.4. Employment standards

The Group strictly abided by the Employment Ordinance (Chapter 57 of the laws of Hong Kong), 《中華人民共和國勞動法》(the Labour Law of the PRC*), 《中華人民共和國勞動合同法》(the Law of PRC on Employment Contracts*), the Labour Law of Cambodia and other related labour laws and regulations to prohibit any child or forced labour employment during the year under review.

To combat against illegal employment on child labour, underage workers and forced labour, Human Resources Department of the Group required job applicants to provide valid identity documents before confirmation of employment to ensure that the applicants are lawfully employable. If any untrue or invalid information is provided, the Group will terminate the employment according to relevant laws. The Group has concluded the prevention of child labour and forced labour policies to the staff manual to eliminate the employment risks. The Human Resources Department of the Group is responsible to monitor and ensure compliance with the latest relevant laws and regulations that prohibit child labour and forced labour.

During the year under review, the Group has no violation in any the relevant laws and regulations on prohibit of child and forced labour.

本集團鼓勵員工參加外部培訓、研討會及考試以獲得工作相關的專業牌照或資格，以提升自身競爭力並通過不斷學習提高個人能力。成功通過考試的僱員經本集團同意後可報銷該專業資格費用。本集團或會安排外部機構及專家為其僱員提供職業培訓。

本集團旨在培養學習文化，加強僱員的專業知識，期望僱員接受合適培訓以提升工作表現，從而使本集團受惠。

B.4. 僱傭準則

於回顧年度內，本集團嚴格遵守《僱傭條例》（香港法例第57章）、《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《柬埔寨勞工法》及其他相關勞動法律及規例，以禁止僱用任何童工或強制勞工。

為打擊童工、未成年勞工和強制勞工的非法聘用，本集團人力資源部要求求職者在確認聘用之前提供有效的身份證明文件，確保申請人可合法受僱。如果提供任何虛假或無效資料，本集團有權依照有關法律終止聘用。本集團已將其防止童工和強制勞工政策編寫在員工手冊內，以徹底消除僱傭風險。本集團的人力資源部負責監督與確保本集團遵守禁止童工及強制勞工的最新相關法律及規例。

於回顧年度內，本集團在防止童工及強制勞工方面，並無違反任何相關法律及規例。

* For identification purpose only

IV. SOCIAL SUSTAINABILITY

社會可持續性

OPERATING PRACTICES

B.5. Supply chain management

As a socially responsible enterprise, it is critical and vital for the Group to maintain and manage a sustainable and reliable supply chain makes minimal negative impacts on the environment and society. The Group has strict control over the suppliers and focuses on social and environmental responsibilities in order to maintain a good and long-term relationship with the suppliers.

The supply of cassava mainly comes from Cambodia, and the Group purchases cassava from local farmers and barely from intermediate suppliers. The Group conducts on-site investigation and evaluation of suppliers' cultivation sites systematically. The survey mainly covers the dosage of pesticide used, the amount of supply and harvesting methods, and requires suppliers to provide samples. To ensure the safety of crops in plantation, The Group formulates pesticide dosage requirements based on the reference international standard ISO22000 (plantation) and Hazard Analysis and Critical Control Points ("HACCP") (factory), and requires crops to be certified by China Compulsory Certification ("CCC" or "3C") which certified by China certification and inspection group ("CCIC") based on biometric count. The plantation is also under the certification of ISO22000. While managing the supply chain, the Group closely monitors the quality of cassava products, conducts quarterly inspections on farming area, and conducts soil testing, starch moisture content testing (after harvesting) and water quality inspection of irrigation sources.

In the absence of severe quality issues and delivery delays, potential suppliers may be identified as qualified suppliers will then register as approved listed of suppliers, with the Procurement Department supervising, reviewing and confirming supplier records, and establishing and maintaining all supplier evaluation records. The list of approved suppliers held by the Group needs to be reassessed compulsory every year. If the supplier's products do not meet the Group's requirements, the Group has right to adjust the orders and take appropriate economic penalties. For any non-compliance with the Group's requirements, the Quality Control Department will require the supplier to reply according to the time limit specified in the quality agreement and follow up on its effective rectification. The supplier can restock after the cause has identified and quality has improved.

The Group strives to reduce the impact on the environment when cooperating with suppliers, and lays emphasis on the length of the entire supply chain to formulate the Group's operating manuals, as well as ensuring that the cooperate suppliers and the Group cultivate environmental awareness among the employees. The Group provides quality description and clearly sets out requirements for environmental protection in agreements.

營運慣例

B.5. 供應鏈管理

作為一個對社會負責的企業，維持和管理一個對環境和社會帶來最少負面影響的可持續發展及可靠供應鏈對本集團來說至關重要。本集團對供應商嚴格控制，並注重社會及環境責任，務求與供應商保持良好及長期的關係。

木薯的供應主要來自柬埔寨，本集團從當地農民採購木薯，基本不向中間供應商採購木薯。本集團會系統地對供應商的生產基地進行實地考察及評估，調查的主要內容是農藥使用劑量、供應量和收割方式，並要求供應商提供樣本。為保證農地農作物的安全，本集團根據參考國際標準ISO22000(農地)和危害分析和關鍵控制點("HACCP")(工廠)來制定農藥劑量要求及農作物需要根據生物劑量經過中國檢驗認證集團("CCIC")的中國強制性產品認證("CCC"或"3C")。農地也正在進行ISO22000的認證。本集團在管理供應鏈時，密切監察木薯產品的質量，對農地進行季度考察，並進行土壤檢測、澱粉水份含量測試(於收成後)和灌溉源頭水質檢測。

如無重大質量問題和交貨延誤，潛在供應商可被認定為合資格供應商，然後將登記為認可供應商名單，由採購部監督、審查和確認供應商的記錄，並建立和保存供應商的所有評估記錄。本集團持有的認可供應商名單必須每年重新評估。如果供應商的產品不符合本集團的要求，本集團有權調整訂單，並採取適當的經濟處罰。對於任何不符合本集團要求的情況，品質控制部會要求供應商按品質協議中規定的期限進行答覆，並跟進其有效的整改。查明原因並且質量作出改善後，供應商才可重新供貨。

本集團力求在與供應商的合作過程中減少對環境的影響及注重整個供應鏈的長度來制訂本集團的營運手冊，確保合作供應商與本集團培養員工的環保意識。本集團提供質量說明，並在協議中明確提出對環保方面的要求。

IV. SOCIAL SUSTAINABILITY

社會可持續性

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B.6. Product Responsibility

Law compliance

The Group has complied with relevant laws and regulations in Cambodia in all operational aspects, and holds the valid approvals, licenses and certifications for the existing businesses. At the same time, the certificate of ISO22000 are under certification.

Product quality

The Group has a Quality Control Department that specialises in the quality inspection and control of material samples and product samples. All finished products and their packaging are inspected by the Quality Control Department, and inspection reports are issued to ensure that the finished product quality meets the relevant national standards. The Group has storage to stock finished products and strictly controls the temperature to ensure that cassava and its products are stored in shaded, sealed and dry places at all times, which aims to make sure that quality is not affected during storage. Meanwhile, the Group's production lines and process are all in line with industry standards. The Group also established quality inspection management standards and procedures for finished products, which are graded according to the specifications. In FY2017, the Group has no recall due to health and safety issues.

Feedbacks and inquires

The Group has the Customer Service Department to collect feedbacks from customer and respond inquires of products. The Customer Service Department plays an important role in the improvement of product supply and service quality and is a key to maintain the market competitiveness.

Advertisement

The Group has the internal guideline for the Group to comply with relevant local laws and regulations to ensure all advertisement are provided an accurate description and information to customers. Any false statements or exaggerated advertisements are strictly prohibited. The Group hires legal advisors to provide opinions and supervision on product advertising policies and labelling policies, reviews on the contents of advertisements to ensure all advertising materials are legal, fairness and integrity, preventing irregularities in advertisements and labels. During the year under review, the Group has no violation in relation to the advertisement.

B.6. 產品責任

遵守法律

本集團已在其業務營運上的所有方面全面遵守柬埔寨的相關法律及規例，同時持有其現有業務營運相關的有效批准、許可證及執照。同時，ISO22000正在進行認證。

產品質量

本集團設有品質控制部，專門對物料和產品的樣品進行品質檢驗及控制。所有成品及其包裝均經過品質控制部檢驗，並且會出具檢驗報告書保證成品品質符合相關國家標準。本集團設有成品儲藏庫，並嚴格控制溫度，時刻保證木薯及其產品儲存於遮光密封乾燥處，確保質量在儲存期間不受影響。同時，本集團的生產線和工藝皆符合行業標準，並對成品制定質量檢驗管理標準及程序，根據成品的各項指標對成品進行等級評定。在二零一七年財政年度，本集團沒有因健康及安全問題而回收的事件。

反饋及查詢

本集團設有客戶服務部收集客戶反饋，並回應有關產品的查詢。客戶服務部對產品供應與服務質量的提高意義重大，是本集團保持市場競爭力的關鍵。

廣告

本集團已制訂符合相關當地法律及規例的內部指引，以確保所有廣告為客戶提供精準的描述及資訊。任何虛假陳述或誇張廣告都嚴格禁止。本集團聘請法律顧問，在產品廣告政策和標籤政策上提供意見及監管，對廣告內容進行審查，確保所有宣傳材料屬合法、公正及誠信，防止在廣告及標籤方面出現違規。本集團在回顧年度內並沒有刊登違規廣告。

IV. SOCIAL SUSTAINABILITY

社會可持續性

Privacy

The Group takes a close attention to customers' privacy and ensures the customers' rights are under strict protection according to the laws and regulations in operating regions. The Group established the Enterprise Resources Planning ("ERP") and the Customer Relationship Management ("CRM") to ensure all customers' transactions and data are protected. Only the authorised employee to access the personal data which collected by the Group. IT Departments restrict the installation of software and set limits between office and business networks to prevent unauthorised use, export and copying of data. Employees cannot access customers' personal data unless job requirements. The Group prohibits to disclose the customer data to third parties without customer's consent.

In order to further ensure the privacy of customers, the Group provides trainings to employees to enhance information leakage risk awareness, and signs confidentiality agreements with relevant employees.

Intellectual property

The Group has actively applied for intellectual property rights of any new trademarks, labels, product designs or technical knowledge developed by itself to protect its own proprietary rights. The intellectual property include but not limited to appearance patents, utility patents, invention patents etc. The Group hire legal advisors to provide legal advice for the protection of intellectual property rights and arrange internal legal executive to view and prevent intellectual property infringement.

The Group classifies the data and filing room which filed the trade secrets as a restrict area, isolates the area from the ordinary areas in the office, and stipulates that irrelevant staff are not allowed to enter, thereby reducing employee to access to the trade secrets of the Group. The Group requires relevant technical employees to sign a confidential agreement to implement daily confidentially technical work. The Group needs to sign a confidential agreement or privacy policy during external business activities or when entering a commercial contract if necessary.

私隱

本集團非常重視客戶私隱，並按照營業地區法律及規例，確保客戶的權利受到嚴格的保障。本集團制訂企業資源計劃（「ERP」）及建立客戶關係管理（「CRM」）確保所有客戶的交易及資料受到保護。只有獲授權員工可查閱本集團所收集的個人資料。IT部門限制軟件安裝，並在辦公室和商業網絡之間設置限制，以防止未經授權的數據使用、導出和複製。若非執行工作職務的需要，員工不得查閱客戶的個人資料。本集團禁止未經客戶授權向第三方披露客戶資料。

為進一步確保客戶的私隱，本集團向員工提供培訓以提高對信息洩漏風險的意識，並與相關員工簽署保密協議。

知識產權

本集團積極申請自行開發的任何新商標、標簽、產品設計或技術知識的知識產權，以保護自身的專利權知識產權包括但不限於外觀專利、實用型專利、發明專利等。本集團聘請法律顧問為保護知識產權提供法律意見，並安排內部法律執行人員查看和防止知識產權侵權。

本集團將資料室及檔案室等儲存有關商業秘密的地方確定為限制區域，將該區域與辦公場所中的普通區域隔離，且規定無關員工不得進入，以盡可能地減少接觸本集團商業機密的員工人數。本集團要求相關技術人員簽署保密協議以落實日常技術保密工作。本集團在對外商務活動或訂立商業合同過程中，有需要時與對方訂立保密協議或私隱政策。

IV. SOCIAL SUSTAINABILITY

社會可持續性

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B.7. Anti-corruption

To maintain a fair, ethical and efficient business and working environment, the Group strictly adheres to the local laws and regulations relating to anti-corruption and bribery, irrespective of the region or country where the Group conducts the business.

The Group provides training courses on honesty and integrity and regularly engages various departments to participate in review training sessions to raise employees' awareness of anti-corruption. When purchasing materials, the Group will assign different managers to approve purchasing according to the different amount to prevent suppliers and employees from bribing, extorting, fraudulent and laundering money in any form. The Group also sets out the relevant clauses for preventing conflicts of interest in the employment contracts for the Management.

The Group has no tolerance on corruption and sets whistle-blowing policy to report corruption. Management will investigate any suspicious or illegal activities to protect the interests of the Group. For the violation of discipline and non-compliance that have been found, the Group promptly stops and deal with it, and report to the judicial authority if necessary. The Group adopts a confidentiality mechanism to protect the whistle-blowers from the threats and disadvantages of the employment relationship of insider and to ensure the integrity of all relevant information and records.

During the year under review, the Group has no violation of any relevant laws and regulations in relation to bribery, extortion, fraud and money laundering.

COMMUNITY

B.8. Community investment

The Group understands well of the importance for making positive contribution to the community where it operates, and considers community benefits as one of its social responsibility. The Group considers that enterprises and communities are inseparable as a whole. Enterprise development has played a leading role in the economic and social development of the community, such as providing employment opportunities and increasing taxes. At the same time, enterprise development is also inseparable from community's support and help. In order to better fulfil its social responsibilities, the Group is very concerned about environmental and health issues and sponsors relevant activities or organisations when necessary.

B.7. 反貪污

為了維持一個公平、道德和高效的商業和工作環境，不論本集團於任何國家或地區營運，本集團均嚴格遵守當地反貪污和賄賂的相關法律及規例。

本集團提供誠信和廉潔的培訓課程，並定時召集各部門參加檢討培訓會，培養員工的反貪污意識。在採購物料時，本集團會根據不同交易金額指派不同的管理人員審批有關採購以防止供應商和員工以任何形式進行賄賂、勒索、欺詐和洗黑錢。本集團亦在管理層的僱傭合同中列明相關預防利益衝突的條款。

本集團對任何腐敗行為零容忍，並制定舉報政策來舉報腐敗行為。管理層將對任何可疑或違法行為進行調查，以保護本集團的利益。對發現存在的違紀違規問題，本集團將及時制止及處理，並在必要時匯報予司法機關處理。本集團採取保密機制，保護舉報人免受知情人士以僱傭關係進行威脅和不利之處，從而保障所有相關資訊和記錄的完整性。

於回顧年度內，本集團在防止賄賂、勒索、欺詐及洗黑錢方面，並無違反任何相關法律及規例。

社區

B.8. 社區投資

本集團深知對經營所在社區作出積極貢獻的重要性，並將社區的利益視為其社會責任之一。本集團認為企業和社區是不可分割的整體，企業發展對社區的經濟和社會發展起主導作用，如提供就業機會、增加稅收等。企業發展同時也離不開社區的支持與幫助。為了更好的履行社會責任，本集團非常關注環境、健康問題，並在必要時贊助相關活動或組織。

V. REPORT DISCLOSURE INDEX

報告披露索引

Aspects 層面	ESG Indicators ESG指標	Description 說明	Page 頁碼
A. Environmental			
A. 環境			
A1: Emissions	General Disclosure	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.	6
A1 : 排放物	一般披露	有關廢氣及溫室氣體排放、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。	
	KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emission data. 排放物種類及相關排放資料。	7
	KPI A1.2 關鍵績效指標A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 溫室氣體總排放量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	7
	KPI A1.3 關鍵績效指標A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	N/A
	KPI A1.4 關鍵績效指標A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	7

V. REPORT DISCLOSURE INDEX

報告披露索引

Aspects 層面	ESG Indicators ESG指標	Description 說明	Page 頁碼
A2: Use of Resources A2 : 資源使用	KPI A1.5 關鍵績效指標A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	6
	KPI A1.6 關鍵績效指標A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	7
	General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源（包括能源、水及其他原材料）的政策。	8
	KPI A2.1 關鍵績效指標A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型（如電力、燃氣或燃油）劃分的直接及／或間接能源總耗量（千瓦時）及密度（如以每產量單位、每項設施計算）。	10
	KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度（如以每產量單位、每項設施計算）。	10
	KPI A2.3 關鍵績效指標A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	8
	KPI A2.4 關鍵績效指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	9

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報告披露索引

Aspects 層面	ESG Indicators ESG指標	Description 說明	Page 頁碼
	KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	N/A
	關鍵績效指標A2.5	製成品所用包裝材料的總量（以噸為單位）及每件生產單位數量（如適用）。	不適用
A3: The Environment and Natural Resources A3：環境及天然資源	General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	10
	KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	10
	關鍵績效指標A3.1	描述業務活動對環境及天然資源的重大影響及已採取有關管理行動。	
B. Social			
B.社會			
Employment and Labour Practices			
僱傭及勞工常規			
B1: Employment B1：僱傭	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	11

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報告披露索引

Aspects 層面	ESG Indicators ESG指標	Description 說明	Page 頁碼
B2: Health and Safety B2 : 健康與安全	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	13
B3: Development and Training B3 : 發展及培訓	General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	15
B4: Labour Standards 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. 有關防止童工及強制勞工的： (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。	16

V. REPORT DISCLOSURE INDEX

報告披露索引

Aspects 層面	ESG Indicators ESG指標	Description 說明	Page 頁碼
Operating Practices 營運慣例			
B5: Supply Chain Management B5：供應鏈管理	General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	17
B6: Product Responsibility B6：產品責任	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	18
B7: Anti-corruption B7：反貪污	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	20
Community 社區			
B8: Community Investment B8：社區投資	General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來瞭解發行人營運所在社區需要和確保其業務活動會考慮社區利益的政策。	20



Green Leader Holdings Group Limited
綠領控股集團有限公司

Formerly known as North Asia Resources Holdings Limited 北亞資源控股有限公司

Incorporated in Bermuda with limited liability 於百慕達註冊成立之有限公司

Stock Code 股份代號 : 0061

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