

易生活 · 惠民生

ENVIRONMENTAL,  
SOCIAL AND  
GOVERNANCE  
REPORT

2018

環境、社會及  
管治報告



易生活控股有限公司  
Elife Holdings Limited

Incorporated in the Cayman Islands with limited liability  
於開曼群島註冊成立之有限公司

STOCK CODE 股份代號:223





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# About this Report

## 關於本報告

Elife Holdings Limited (the “Company”), together with its subsidiaries (collectively, the “Group”), is pleased to present this Environmental, Social and Governance Report (the “Report”) to provide an overview of the Group’s management on significant issues affecting the operation, and the performance of the Group in terms of environmental and social aspects. This Report is prepared by the Group with the professional assistance of APAC Compliance Consultancy and Internal Control Services Limited.

### PREPARATION BASIS AND SCOPE

This Report is prepared in accordance with Appendix 27 to the Rules Governing the Listing of Securities (the “Listing Rules”) on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) – “Environmental, Social and Governance Reporting Guide” and has complied with “comply or explain” provision in the Listing Rules.

This Report summarises the performance of the Group in respect of corporate social responsibility, covering its operating activities which are considered as material by the Group – namely (i) trading of commodities business in the People’s Republic of China (the “PRC”), the Hong Kong Special Administrative Region of the PRC (“Hong Kong”) and overseas (the “commodities trading business”); (ii) provision of services in connection with unconventional gas and import of technical equipment for the unconventional gas industry in the PRC (the “unconventional gas business”); and (iii) provision of E-smart terminal services for retail stores in the PRC (the “E-smart terminal business”). With the aim to optimise and improve the disclosure requirements in the Report, the Group has taken initiative to formulate policies, record relevant data, implement and monitor measures. This Report shall be published on the website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) in both Chinese and English. Should there be any discrepancy between the Chinese and the English versions, the English version shall prevail.

### REPORTING PERIOD

This Report demonstrates our sustainability initiatives during the reporting period from 1 April 2017 to 31 March 2018.

### CONTACT INFORMATION

The Group welcomes your feedback on this Report for our sustainability initiatives. Please contact us by [info@elifelife.com.hk](mailto:info@elifelife.com.hk).

易生活控股有限公司（「本公司」），連同其附屬公司，統稱「本集團」欣然提呈本環境、社會及管治報告（「本報告」），以概述那些影響本集團營運的重大管理事宜以及本集團在環境及社會方面的表現。本報告乃由本集團在亞太合規顧問及內控服務有限公司提供專業協助下編製。

### 編製基準及範圍

本報告按照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《環境、社會及管治報告指引》編製，並已遵守上市規則所載之「不遵守就解釋」條文。

本報告總結本集團之企業社會責任表現，其涵蓋被本集團視為重大之營運活動，即(i)於中華人民共和國（「中國」）、中國香港特別行政區（「香港」）及海外經營之商品貿易業務（「商品貿易業務」）；(ii)於中國提供與非常規天然氣相關之服務及為非常規天然氣行業輸入技術設備（「非常規天然氣業務」）；及(iii)為中國零售商店提供智能終端機服務（「智能終端機業務」）。為完善及加強本報告所需的披露，本集團主動制定相關政策、記錄相關數據、執行及監察相關措施。本報告在香港聯合交易所有限公司（「聯交所」）網站上以中、英文版本刊發。中、英文版本如有任何歧義，概以英文版本為準。

### 報告期間

本報告闡述我們於二零一七年四月一日起至二零一八年三月三十一日止報告期間內在可持續發展方面之措施。

### 聯絡方式

作為我們可持續發展計劃之一部分，本集團歡迎閣下對本報告提出反饋意見。敬請以電郵聯絡我們，電郵地址為[info@elifelife.com.hk](mailto:info@elifelife.com.hk)。

# Introduction

## 緒言

Facing the new economic era of new technology application and promotion, the Group has transformed into a high technology enterprise, with commercial Smart Terminal as its core business. The Group aims to be an “operator of commercial smart platform”, creates a brand-new platform which seamlessly integrates with traditional businesses, and continuously develops related businesses of long-term growth potentials to procure long-term and stable development.

Sustainable development is an integral part of the Group’s business strategy in order to achieve business excellence and enhance capabilities for long-term competitiveness. The Group is committed to operating in a manner which is economically, environmentally and socially sustainable while balancing the interests of its stakeholders and fostering a positive impact on the society. To demonstrate its commitment, the Group has established and implemented various policies to manage the risks related to the environment, employment, operating practices and community. Details of the management approaches to sustainable development of different areas are illustrated in this Report.

面對新科技應用及普及化之新經濟時代，本集團已轉型為一間高科技企業，並以商業智能終端作為其核心經營業務。本集團矢志成為「商業智慧平台的營運商」，創建與傳統業務無縫接合之全新平台，持續發展具長遠增長潛力之相關業務，以促進長遠穩定發展。

可持續發展是本集團發展策略之重要部分，有助本集團成為優秀企業及提高長遠競爭力。本集團致力以經濟、環境及社會可持續發展之方式進行經營，並同時平衡其持份者之利益及對社會締造正面影響。為顯示其決心，本集團已制定並實施多項政策，以管理與環境、僱傭、營運慣例及社區等相關之風險。管理層針對不同領域的可持續發展方針之詳情於本報告中說明。

# Stakeholder Engagement

## 持份者參與

The Group understands that stakeholder engagement is one of the key drivers in the continuous improvement of its performance. Hence, the Group has established various communication channels to a broad spectrum of stakeholders to enable better formulation of its business strategies in order to respond to the concerns and expectations of its stakeholders. The following table provides an overview of the Group's key stakeholders and various platforms and methods of communication.

本集團明白持份者參與乃持續改善其表現之其中一個主要推動因素。故此，本集團已制訂與廣泛持份者之間的多個溝通渠道，以更有效地制訂其業務策略以回應持份者之關注與期望。下表概述本集團之主要持份者以及各個平台及通訊方式。

Stakeholders 持份者	Expectations 期望	Engagement channels 參與渠道
<b>Government and Market Regulators</b> 政府及市場規管機構	<ul style="list-style-type: none"> <li>Compliance 合規情況</li> <li>Proper tax payment 正當繳納稅項</li> <li>Promotion of regional economic development and employment 推動地區經濟發展及就業</li> </ul>	<ul style="list-style-type: none"> <li>On-site inspections and checks 實地視察及檢查</li> <li>Work reports preparation and submission for approval 編製並提交工作報告作審批</li> <li>Information disclosure 資料披露</li> <li>Annual, interim reports and other published information 年報、中期報告及其他已刊發資料</li> </ul>
<b>Shareholders and Investors</b> 股東及投資者	<ul style="list-style-type: none"> <li>Return on the investment 投資回報</li> <li>Information disclosure and transparency 資料之披露及透明度</li> <li>Protection of interests and fair treatment of shareholders 股東利益獲得保障及股東獲得公平對待</li> </ul>	<ul style="list-style-type: none"> <li>Annual general meeting and other shareholder meetings 股東週年大會及其他股東大會</li> <li>Annual, interim reports and other published information 年報、中期報告及其他已刊發資料</li> <li>Website 網站</li> <li>Company contact information 本公司聯絡方式</li> </ul>
<b>Employees</b> 僱員	<ul style="list-style-type: none"> <li>Career development opportunities 事業發展機會</li> <li>Health and safety 健康與安全</li> </ul>	<ul style="list-style-type: none"> <li>Training 培訓</li> <li>Regular meetings on safety issues 討論安全問題之定期會議</li> </ul>
<b>Customers</b> 客戶	<ul style="list-style-type: none"> <li>Safe and high-quality products 安全、高品質之產品</li> <li>Stable relationship 穩定關係</li> <li>Information transparency 資料透明度</li> <li>Business ethics 商業道德</li> </ul>	<ul style="list-style-type: none"> <li>Email and customer service hotline 電郵及客戶服務熱線</li> <li>Visits and meetings 拜訪及會議</li> </ul>

# Stakeholder Engagement

## 持份者參與

### Suppliers/Partners

供應商／合作夥伴

- Long-term partnership  
長遠夥伴關係
- Honest cooperation  
真誠合作
- Fair and open  
公平、公開
- Risk reduction  
降低風險
- Regular meeting  
定期會議
- Tendering process  
招標過程
- Strategic cooperation  
策略合作

### Peers/Industry Associations

同業／行業協會

- Experience sharing and cooperation  
經驗分享及合作
- Fair competition  
公平競爭
- Industry conference and seminars  
行業大型會議、研討會
- Site visit  
實地考察

### Public and Communities

公眾及社區

- Community involvement  
社區參與
- Social responsibilities  
社會責任
- Volunteering  
志願活動
- Charity and social investment  
慈善及社會投資



# Environmental Aspects

## 環境方面

The Group is committed to continuously improving the environmental sustainability of its businesses and ensuring that environmental consideration remains one of the key focuses in fulfilling its obligations to both the environment and community. Hence, the Group has established relevant emission reduction and energy saving initiatives to manage the emission and maintain green operations.

### EMISSIONS

For the Group's unconventional gas business, the direct gas extraction is conducted by contractors and the Group is not involved in the operation of the gas extraction directly. In spite of this, the Group has established the "Environmental Protection Implementation Standards and Policies for Coalbed Methane Exploration and Mining Projects (《煤層氣勘探開採項目環境保護執行標準及政策》)" and ensures that the operations are conducted in accordance with the standards and regulations set by the PRC and China United Coalbed Methane Corporation Limited, including but not limited to:

- Q/CUCBM 0401-2002 Coalbed Methane Logging Operating Procedures(煤層氣測井作業規程)
- Q/CUCBM 0201-2002 Coalbed Methane Geology Mud logging Operating Procedures(煤層氣地質錄井作業規程)
- Coalbed Methane Well Fracturing Technical Specification (Trial)(煤層氣井壓裂技術規範(試行)) 2000
- Coalbed Methane Production Engineering Technical Specification(煤層氣井排采工程技術規範)2010
- DZ/T 0250-2010 Coalbed Methane Well Drilling Operating Procedures(煤層氣鑽井工程作業規程)
- GB/T 24504-2009 Methods for Coalbed Methane Well Injection/fall off Well Testing(煤層氣井注入/壓降試井方法)
- GB/T 19559-2008 Methods for Measuring Coalbed Methane Content(煤層氣含量測定方法)
- Make reference to GB/T 29119-2012 Coalbed Methane Resources Exploration Technical Specification (煤層氣資源勘查技術規範) (Adopted in 1 August 2013)

In addition, the Group conducts regular monitoring and inspection on air, noise and wastewater to ensure that the emission levels are within the allowed levels as stipulated in the relevant PRC laws and regulations, including but not limited to the Environmental Protection Law of the PRC, GB/T8978 Discharge Standard for Wastewater(污水排放要求), SY/T6283 Health, Safety and Environmental Management System Guide for Oil and Gas Drilling(石油天然氣鑽井健康、安全與環境管理體系指南), GB5084 Agriculture Irrigation Water Standard(農業灌溉水質標準), GB/T19923 Industrial Water Standard(工業用水水質標準).

本集團致力於不斷改善業務之環境可持續性並確保環境考慮因素仍然是履行其對環境及社區義務關注點之一。因此，本集團已制訂相關減排及節能措施以管理排放及維持綠色營運。

### 排放

就本集團之非常規天然氣業務而言，氣體之直接提取作業由承包商負責，本集團不直接參與提取氣體之工作。儘管如此，本集團已制定《煤層氣勘探開採項目環境保護執行標準及政策》，並保證其業務運作已按照由中國政府及中聯煤層氣有限責任公司制定之下列標準及規例進行，包括但不限於：

- Q/CUCBM 0401-2002煤層氣測井作業規程
- Q/CUCBM 0201-2002煤層氣地質錄井作業規程
- 煤層氣井壓裂技術規範(試行)2000版
- 煤層氣井排采工程技術規範2010版
- DZ/T 0250-2010煤層氣鑽井工程作業規程
- GB/T 24504-2009煤層氣井注入／壓降試井方法
- GB/T 19559-2008煤層氣含量測定方法
- 參考GB/T 29119-2012煤層氣資源勘查技術規範(二零一三年八月一日採納)

此外，本集團定期監察及檢查氣體、噪音及廢水之排放水平，以確保處於中國相關法律及法規所訂明之污染容許水平，包括但不限於《中國環境保護法》、GB/T 8978《污水排放要求》、SY/T6283《石油天然氣鑽井健康、安全與環境管理體系指南》、GB 5084《農業灌溉水質標準》、GB/T 19923《工業用水水質》。

# Environmental Aspects

## 環境方面

During the reporting period, the Group was not aware of any non-compliance with the laws and regulations that had a significant impact on the Group relating to air and greenhouse gas emission, discharges into water and land, and generation of hazardous and non-hazardous wastes.

### Air Pollutants Emission

As the Group is not involved in the direct gas extraction, the amount of air pollutants emitted by the Group is relatively insignificant. The Group's air pollutants emission mainly comes from the petrol consumption of vehicles. The Group encourages employees to conduct video and telephone conference (if possible) to reduce the air pollutants emission generated by the vehicles for business meetings.

During the reporting period, the air pollutants emission was as follows:

Air pollutant	空氣污染物	Unit	單位	2018 二零一八年	2017 二零一七年
Nitrogen oxides (NO <sub>x</sub> )	氮氧化物(NO <sub>x</sub> )	kg	千克	3.42	2.84
Sulphur oxides (SO <sub>x</sub> )	硫氧化物(SO <sub>x</sub> )	kg	千克	1.47	0.75
Particulate matter (PM)	顆粒性物質(PM)	kg	千克	0.81	0.43

In 2017, the reporting boundary includes only the commodities trading business and the unconventional gas business. In 2018, it includes the commodities trading business, the unconventional gas business and the E-smart terminal business. With more subsidiaries included in our reporting boundary this year, there is an increase of the amount of air pollutants emission.

### Greenhouse gas ("GHG") Emission

GHG is considered as one of the major contributors to the climate change and global warming. Electricity and petrol consumptions account for the major part of the Group's GHG emission. In order to improve energy efficiency and reduce energy consumption, the Group has adopted various energy saving initiatives which will be further elaborated in the section "Use of Resources" of this Report.

During the reporting period, the GHG emission was as follows:

GHG emission	溫室氣體排放	Unit	單位	2018 二零一八年	2017 二零一七年
Scope <sup>1</sup>	範圍 <sup>1</sup>	tonnes of CO <sub>2</sub> e	每噸二氧化碳當量	51.77	30.33
Scope <sup>2</sup>	範圍 <sup>2</sup>	tonnes of CO <sub>2</sub> e	每噸二氧化碳當量	114.40	10.15
<b>Total GHG emission</b>	<b>溫室氣體排放總量</b>	<b>tonnes of CO<sub>2</sub>e</b>	<b>每噸二氧化碳當量</b>	<b>166.17</b>	<b>40.48</b>
GHG emission intensity	溫室氣體排放密度	tonnes of CO <sub>2</sub> e/ employee <sup>3</sup>	每噸二氧化碳當量／僱員 <sup>3</sup>	1.71	1.84

<sup>1</sup> Scope 1: Direct emissions from operations that are owned or controlled by the Group.

<sup>2</sup> Scope 2: Indirect emissions from the generation of purchased electricity consumed by the Group.

<sup>3</sup> GHG emission intensity refers to tonnes of carbon dioxide equivalent (CO<sub>2</sub>e) per the number of employees at the end of the reporting period that contributed to the Group's GHG emission.

於報告期內，本集團並不知悉任何不遵守對本集團有重大影響且與廢氣及溫室氣體排放、向水及土地之排污、有害及無害廢棄物之產生等有關之法律及法規的情況。

### 空氣污染物排放

由於本集團不直接參與氣體提取作業，故本集團之空氣污染物排放量相對輕微。本集團之排放之空氣污染物主要來自汽車產生之燃油消耗。本集團鼓勵僱員盡可能以視像及電話會議方式進行商務會議，以減少汽車所產生之空氣污染物排放。

於報告期內，空氣污染物排放如下：

	2018 二零一八年	2017 二零一七年
Nitrogen oxides (NO <sub>x</sub> )	3.42	2.84
Sulphur oxides (SO <sub>x</sub> )	1.47	0.75
Particulate matter (PM)	0.81	0.43

於二零一七年，報告涵蓋範圍僅包括商品貿易業務及非常規天然氣業務。於二零一八年，其包括商品貿易業務、非常規天然氣業務及智能終端機業務。基於更多附屬公司納入本年度之報告涵蓋範圍，空氣污染物排放量有所增加。

### 溫室氣體（「溫室氣體」）排放

溫室氣體被視為是氣候變化及全球變暖主要成因之一。電力消耗及燃料消耗構成本集團溫室氣體排放之主要部分。為提高能源效益及減低能源消耗，本集團已採納多項節能措施，有關措施將於本報告「資源使用」一節中進一步詳述。

於報告期內，溫室氣體排放如下：

	2018 二零一八年	2017 二零一七年
Scope <sup>1</sup>	51.77	30.33
Scope <sup>2</sup>	114.40	10.15
<b>Total GHG emission</b>	<b>166.17</b>	<b>40.48</b>
GHG emission intensity	1.71	1.84

<sup>1</sup> 範疇1：自本集團所擁有或控制之業務直接排放。

<sup>2</sup> 範疇2：自本集團消耗外購電力所產生之間接排放。

<sup>3</sup> 溫室氣體排放密度指在本集團溫室氣體排放中，於報告期末每名僱員人數所排放之每噸二氧化碳當量(CO<sub>2</sub>e)。



# Environmental Aspects

## 環境方面

As mentioned in the section "Air Pollutants Emission", the Group has expanded its reporting boundary this year. With more subsidiaries included in our reporting boundaries, there is a significant increase of the amount of scope 2 GHG emission this year. However, the GHG consumption intensity decreased by 7% as compared with 2017 as a result of implementation of various energy conservation measures.

### Hazardous and Non-hazardous Wastes

The Group's operations do not generate any hazardous waste. The main non-hazardous waste generated by the Group is office waste and its amount is relatively insignificant to the Group's businesses. In spite of this, the Group strives to reduce the amount of paper waste by working towards a paperless office. The Group encourages the use of e-fax and duplex printing to reduce the paper consumption.

### USE OF RESOURCES

The Group places great emphasis on ensuring efficient use of resources. The Group aims to promote resources saving by implementing energy and water efficiency initiatives and motivating its employees to participate in resources conservation activities.

### Energy

The Group's energy consumption mainly comes from the purchased electricity for premises operation and petrol used by vehicles. In view of scarcity of resources, the Group has implemented various energy-saving strategies to reduce its energy consumption. The Group's "Administrative Management System" reminds employees to switch off lightings and electrical appliances when they are not in use for a long period of time. The Group has also implemented energy-saving lighting fixtures to reduce energy consumption. In order to further improve its energy-saving measures, the Group monitors energy consumption regularly and evaluates the efficiency of its energy-saving measures.

During the reporting period, the Group's energy consumption was as follows:

Energy	能源	Unit	單位	2018 二零一八年	2017 二零一七年
Petrol	燃料	MWh	千瓦時	196.66	115.89
Purchased electricity	外購電力	MWh	千瓦時	202.74	14.92
<b>Total energy consumption</b>	<b>能源消耗總量</b>	<b>MWh</b>	<b>千瓦時</b>	<b>399.40</b>	<b>130.81</b>
Energy consumption intensity	能源消耗密度	MWh/employee <sup>4</sup>	千瓦時／僱員 <sup>4</sup>	4.12	5.95

As aforementioned in the section "Emission", with more subsidiaries included in the reporting boundary this year, the Group's consumption of purchased electricity in 2018 increased significantly as compared with 2017. However, the energy consumption intensity decreased by 31% in 2018 as compared with 2017, reflecting the Group's continued progress on carrying out energy-saving initiatives.

<sup>4</sup> Energy consumption intensity refers to MWh per the number of employees at the end of the reporting period that contributed to the Group's energy consumption.

誠如「空氣污染物排放」一節所述，本集團於本年度之報告涵蓋範圍已擴大。基於更多附屬公司納入我們的報告涵蓋範圍，本年度範圍2之溫室氣體排放量顯著增加。然而，由於實施多項節能措施，故溫室氣體排放密度較二零一七年減少7%。

### 有害及無害廢棄物

本集團之營運並不產生任何有害廢棄物。本集團產生之無害廢棄物主要為辦公室廢棄物，其於本集團各業務所產生之數量相對輕微。儘管如此，本集團致力減少廢紙量，向無紙化辦公室邁進。本集團鼓勵使用電子傳真及雙面列印來減少紙張消耗。

### 資源使用

本集團對確保善用資源十分重視。本集團力求透過推行能源及用水效益措施以及鼓勵僱員一同參與節約資源，來推動資源節約。

### 能源

本集團之能源消耗主要來自辦公場所之外購電力及汽車燃料。鑒於資源匱乏，本集團已實施多項節能策略，以減少其能源消耗。本集團透過其「行政管理系统」提醒僱員如長時間不使用照明及電子設備，應將有關設備關掉。本集團亦已安裝節能照明裝置以減少能源消耗。為了進一步完善其節能措施，本集團定期監察能源消耗情況，並評估其節能措施之成效。

於報告期內，本集團之能源消耗如下：

誠如「排放」一節所述，基於本年度更多附屬公司納入我們的報告涵蓋範圍，本集團於二零一八年之外購電力消耗量較二零一七年顯著增加。然而，二零一八年之能源消耗密度較二零一七年減少31%，反映本集團於執行節能計劃上之持續成果。

<sup>4</sup> 能源消耗密度指在本集團能源消耗中，於報告期末每名僱員人數所消耗之千瓦時能源。

# Environmental Aspects

## 環境方面

### Water

For the Group's water consumption, the water supply service is solely controlled by the building management company. Therefore, it is not feasible for the Group to provide water consumption data as there is no separate sub-meter to record the data. Notwithstanding, the Group encourages and reminds employees to conserve water by emails and other communication channels.

### THE ENVIRONMENT AND NATURAL RESOURCES

For the unconventional gas business, the Group has established a "Health, Safety and Environment ("HSE") Management System", covering the environmental protection guidelines for construction sites. The Group has clarified the responsibilities of different positions in achieving its goal of "Zero Pollution". For any possible emergency that will cause pollution to the environment, the Group has implemented a "HSE Emergency Plan Process". In case of any accident of pollution, the emergency plan will be formulated immediately to reduce the environmental impacts to the minimal. Besides, the contractors of the Group's unconventional gas business have obtained the certificate of ISO14001:2004 Environmental Management System, in order to comply with the national and regional environmental protection regulations.

With the integration of policies and measures as mentioned in the "Emission" and "Use of Resources" sections, the Group endeavours to reduce its impacts on the environment and natural resources.

### 用水

關於本集團之耗水量，供水服務完全由樓宇管理公司控制。因此，本集團無法提供用水數據，原因是並無設置獨立水錶記錄數據。儘管如此，本集團透過電郵及其他溝通渠道，鼓勵並提醒僱員節約用水。

### 環境及天然資源

在非常規天然氣業務方面，本集團已制定「健康、安全及環境（「健康、安全及環境」）管理系統」，其涵蓋建築工地的環保指引。本集團已就其「零污染」目標釐清不同崗位之責任。針對任何可能發生且將會造成環境污染之緊急事故，本集團已實施《健康、安全及環境緊急應變計劃程序》。如有任何污染意外發生，緊急應變計劃將可即時制定，以盡量減低對環境造成之影響。此外，本集團非常規天然氣業務之分包商已取得 ISO14001:2004 環境管理體系認證，符合國家及地區環保規例。

透過融入「排放」及「資源使用」章節下所述之政策及措施，本集團致力減少其對環境及天然資源之影響。

# Social Aspects

## 社會方面

### EMPLOYMENT AND LABOUR PRACTICES

#### EMPLOYMENT

The Group believes employees are important assets and the keys to maintain its competitiveness. The Group aims to attract and retain talents, maintain a safe and equal working environment and provide development opportunities for its employees. The Group has implemented a set of human resources management policies and procedures and complies with the relevant laws and regulations, including but not limited to the Employment Ordinance (Chapter 57 of the Laws of Hong Kong), the Sex Discrimination Ordinance (Chapter 480 of the Laws of Hong Kong), the Disability Discrimination Ordinance (Chapter 487 of the Laws of Hong Kong), the Labour Law of the PRC, the Labour Contract Law of the PRC and the Fair Labour Standards Act of the United States.

The Group strives to create a comprehensive welfare and benefit system for Employees. The Group offers competitive remuneration and performance incentives, such as discretionary bonus, share options scheme and share award scheme, in order to motivate employees in the continued pursuit of the Group's goals and objectives.

In addition, the Group provides other benefits including comprehensive medical insurance, employment compensation insurance, directors' liability insurance, severance payment and mandatory provident fund to employees. Employees are also entitled to various leaves, including annual leave, marriage leave, maternity leave and paternity leave. The Group has also organised recreational activities, such as festival gatherings, for employees to relax and to enhance the harmonious spirit throughout the Group.

The Group endeavours to build a diverse and inclusive workplace where all its employees are treated with dignity and respect. The Group is dedicated to maintaining a workplace that is free from discrimination or harassment against any individual on the basis of race, religion, gender, age, nationality, colour, disability or marital status.

During the reporting period, the Group was not aware of any non-compliance with laws and regulations relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

#### 僱傭及勞工常規

##### 僱傭

本集團視僱員為重要財產及維持競爭力之關鍵。本集團謀求吸引及挽留人才、保持工作環境安全及平等，以及為僱員提供發展機會。本集團已制定一套人力資源管理政策及程序，並遵從相關法律及法規，包括但不限於香港法例第57章《僱傭條例》、香港法例第480章《性別歧視條例》、香港法例第487章《殘疾歧視條例》、中國《勞動法》、中國《勞動合同法》及美國《公平勞動標準法》(Fair Labor Standards Act)。

本集團努力為僱員建立全面的福利及待遇制度。本集團提供具競爭力的薪酬及績效獎勵，如酌情花紅、購股權計劃及股份獎勵計劃，以激勵僱員持續追求實現本集團之目標及宗旨。

此外，本集團向僱員提供其他福利，包括全面醫療保險、僱員賠償保險、董事責任保險、遣散費及強制性公積金。僱員亦享有多項休假福利，包括年假、婚假、產假及侍產假。本集團亦舉辦娛樂活動，如節日聚會等，讓僱員放鬆身心及提升本集團內的和諧精神。

本集團致力構建多元共融的工作環境，讓所有僱員均獲得尊嚴及尊重，並竭力維持工作環境免於任何針對個人之歧視或騷擾，不論是基於種族、宗教、性別、年齡、國籍、膚色、殘疾或婚姻狀況。

於報告期內，本集團並不知悉任何不遵守與薪酬及解僱、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等有關之法律及法規的情況。

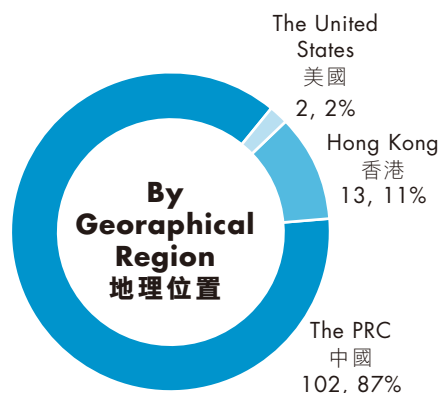
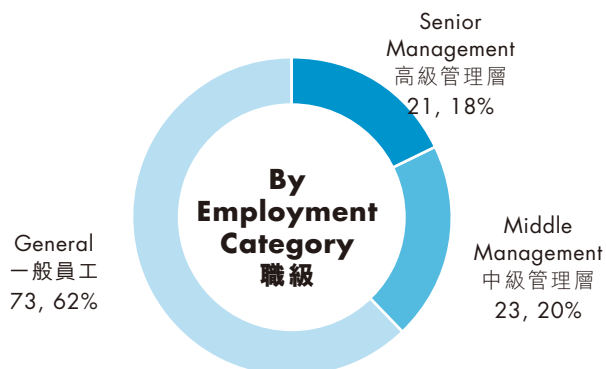
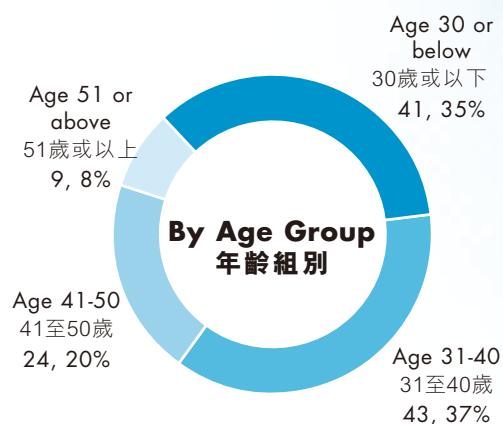
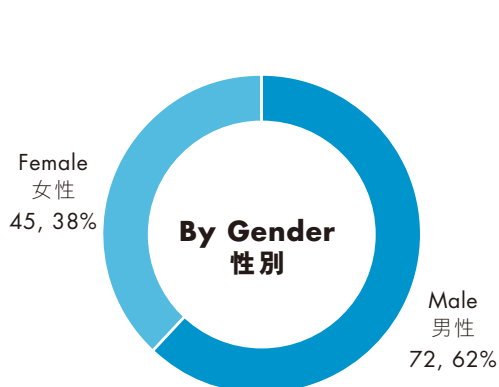


# Social Aspects

## 社會方面

As at the end of the reporting period, the employee compositions<sup>5</sup> (in numbers of employees) by gender, age group, employment category and geographical region were as follows:

於報告期末，僱員組成<sup>5</sup>（以僱員人數計）按性別、年齡組別、職級及地理位置劃分如下：



<sup>5</sup> The employee compositions only include the employees within the ESG reporting scope (i.e. the commodities trading business, the unconventional gas business and the E-smart terminal business).

<sup>5</sup> 僱員組成僅包括環境、社會及管治報告範圍（即商品貿易業務、非常規天然氣業務及智能終端機業務）內之僱員。

# Social Aspects

## 社會方面

During the reporting period, the employee turnover rate<sup>6</sup> by gender, age group and geographical location were as follows:

於報告期末，按性別、年齡組別及地理位置劃分之僱員流失率<sup>6</sup>如下：

Employee turnover rate	僱員流失率	2018 二零一八年	2017 二零一七年
<b>By gender</b>	<b>性別</b>		
Male	男性	42%	3%
Female	女性	24%	5%
<b>By age group</b>	<b>年齡組別</b>		
Age 30 or below	30歲或以下	27%	—
Age 31-40	31至40歲	44%	5%
Age 41-50	41至50歲	38%	7%
Age 51 or above	51歲或以上	22%	—
<b>By geographical location</b>	<b>地理位置</b>		
Hong Kong	香港	8%	8%
The PRC	中國	38%	—
The United States	美國	—	—
<b>Overall</b>	<b>整體</b>	<b>35%</b>	<b>8%</b>

### HEALTH AND SAFETY

The Group places the highest priority on securing the health and safety of all its employees. The Group is in strict compliance with the relevant laws and regulations, including the Occupational Safety and Health Ordinance (Chapter 509 of the Laws of Hong Kong), the Law of the PRC on Prevention and Control of Occupational Diseases and the Occupational Safety and Health Act of the United States.

For the unconventional gas business, the Group has established a "HSE Management System" covering guidelines related to safety issues, including safe production management, safety education and safety inspection. The Group has also established a Safety Production Committee, which consists of general managers, deputy general managers, department heads and project managers, to monitor and manage related safety issues.

### Safety Meetings

The safety meetings are convened by the Safety Production Committee on a regular basis. The meetings include conveying safety instructions to relevant departments, analysing the safety production work status and proposing safety objectives and requirements.

### Safety Education

Safety education is crucial to raise the safety awareness of employees so as to minimise the risk of work-related injury. The Group provides safety trainings for newly recruited employees and existing employees. The training covers various safety related issues, including safety operation methods, safety operation technical knowledge and use of protective equipment. They are delivered by courses, lectures, seminars, competitions, exhibitions etc.

<sup>6</sup> The employee turnover rate only includes the employees within the ESG reporting scope (i.e. the commodities trading business, the unconventional gas business and the E-smart terminal business).

### 健康與安全

本集團把保障其所有僱員之健康及安全列為最優先事項。本集團嚴格遵守相關法律及法規，包括香港法例第509章《職業安全及健康條例》、《中國職業病防治法》及美國《職業安全及健康法案》(Occupational Safety and Health Act)。

在非常規天然氣業務方面，本集團已設立「健康、安全及環境管理系統」涵蓋安全相關指引，包括安全生產管理、安全教育及安全檢查。本集團亦已成立由總經理、副總經理、部門主管及項目經理組成之安全生產委員會，以監察及管理安全相關事宜。

### 安全會議

安全生產委員會定期召開安全會議，會議旨在（其中包括）向有關部門傳達安全相關指示、分析安全生產之工作情況以及提出安全目標及要求。

### 安全教育

安全教育對提升僱員安全意識，從而減低工傷風險相當重要。本集團為新聘僱員及現職僱員提供安全培訓。培訓涵蓋不同安全相關議題，包括安全運作方法、安全運作之技術知識及防護裝備之使用。培訓乃透過課程、講座、研討會、比賽、展覽會等進行。

<sup>6</sup> 僱員流失率僅包括環境、社會及管治報告範圍（即商品貿易業務、非常規天然氣業務及智能終端機業務）內之僱員。

# Social Aspects

## 社會方面

### Safety Inspection

The Group conducts safety inspection regularly. The inspection is conducted by the Safety Supervision Department, department heads and team leaders to understand the safety management situation and provide a basis for safety management work plan.

In addition, the Group strives to provide and maintain a safe and healthy workplace in office operation. The Group has established the “Guidelines on Occupational Health and Safety”, covering potential hazards in the office and guidelines to minimise the potential health and safety risks. Below are some of the examples:

### Lighting

Sufficient lightings in the workplace enable employees to recognise hazards and reduce visual strain. Fluorescent lights are fitted with louver or diffuser to control glare and distribution of light. In order to reduce screen reflection and glare, daylight may be shielded by blinds or curtains and anti-glare filters can be used if necessary.

### Indoor Air Quality and Ventilation

Efficient ventilation and proper maintenance of ventilation systems help provide a comfortable working environment and avoid invisible health hazards. The Group prohibits smoking in all indoor area of the office. Air outlets are cleaned on a regular basis to improve the indoor air quality and increase efficiency of the ventilation system.

### Working Posture

The Group provides adjustable chairs for employees to adjust a suitable and comfortable seat height. Employees shall maintain a good working posture to reduce stress and strain on the body.

During the reporting period, the Group did not discover any work-related fatalities or injury and was not aware of any non-compliance with laws and regulations relating to providing a safe working environment and protecting employees from occupational hazards.

## DEVELOPMENT AND TRAINING

The Group considers the skills and knowledge of our employees as the key elements of sustainable development of the Group. According to the staff handbook, the Group provides orientation training for new employees and internal training for existing employees. The internal training covers work procedures, management knowledge, company development direction etc. The Group also encourages employees to participate in external training courses by providing training incentives.

The Group provides professional trainings for directors and senior management. The trainings cover various topics, including leadership development, regulatory requirements and corporate governance practices, with the aim to keep them abreast of the latest information and refresh their knowledge and skills.

### 安全檢查

本集團定期進行安全檢查。有關檢查由安全監督委員會、部門主管及小組組長進行，以了解安全管理情況及為安全管理工作計劃奠定基礎。

此外，本集團致力為辦公室營運提供及維持一個安全及健康的工作場所。本集團已制定《職業健康及安全指引》，當中列明辦公室之潛在危害及提供指引，以將潛在健康及安全風險減至最少。下文列舉部分例子：

### 照明

工作間充足的光線能使僱員意識到危害及減少視覺勞損。為控制眩光及光線之分佈，熒光燈配有遮光板或透光罩。為減低屏幕反射及眩光，工作間內將使用百葉簾或窗簾來遮擋陽光，如有需要亦可使用防眩光濾鏡。

### 室內空氣質素及通風

有效的通風及適當維護通風系統有助提供舒適的工作環境及防止對健康之無形危害。本集團嚴格禁止員工於所有辦公室範圍內吸煙。辦公室之出風口均作定期清潔，以改善室內空氣質素及提升通風系統效益。

### 工作姿勢

本集團為僱員提供可調式座椅，讓僱員可調校座椅至適當及舒適的高度。僱員應保持正確工作姿勢，以減少肌肉壓力及勞損。

於報告期內，本集團並無發現任何工作相關傷亡事故，亦不知悉任何不遵守與提供安全工作環境及保障僱員避免職業性危害等有關之法律及法規的情況。

### 發展及培訓

本集團視我們的僱員之技能及知識為本集團可持續發展之關鍵元素。根據員工手冊，本集團為新僱員提供入職培訓及現職僱員提供內部培訓。內部培訓涵蓋工作程序、管理知識、公司發展方針等。本集團亦透過給予培訓獎勵，鼓勵僱員參加外部培訓課程。

本集團為董事及高級管理層提供專業培訓。培訓涵蓋多個主題，包括領導能力發展、監管規定及企業管治實踐，旨在協助彼等掌握最新資訊以及更新彼等之知識及技能。



# Social Aspects

## 社會方面

At the end of the reporting period, the percentage of employees received training and the average training hours by gender and employment category<sup>7</sup> were as follows:

於報告期末，按性別及職級劃分之僱員接受培訓百分比及平均培訓時數<sup>7</sup>如下：

Training		2018 二零一八年	2017 二零一七年
Percentage of employees received training		接受培訓百分比	
By gender	性別		
Male	男性	17%	34%
Female	女性	16%	33%
By employment category	職級		
Senior management	高級管理層	52%	67%
Middle management	中級管理層	17%	21%
General staff	一般員工	5%	17%
Average training hours received per employee		每名僱員平均接受培訓時數	
By gender	性別		
Male	男性	3.6	5.4
Female	女性	1.1	3.5
By employment category	職級		
Senior management	高級管理層	11.7	10.0
Middle management	中級管理層	2.2	4.1
General staff	一般員工	0.1	1.0

### LABOUR STANDARDS

The Group is committed to supporting the effective abolition of child labour and upholding the elimination of forced labour. The Group adheres to the Employment Ordinance (Chapter 57 of the Laws of Hong Kong), the Labour Contract Law of the PRC and the Fair Labor Standards Act of the United States. As stipulated in the staff handbook, during the recruitment process, applicants are required to present their identity documents to Human Resources Department for age verification as prevention of engaging child labour. Besides, the Group provides remuneration, overtime payments and other related benefits in accordance with the relevant laws and regulations.

During the reporting period, the Group was not aware of any non-compliance with the relevant laws and regulations relating to child labour and forced labour.

### 勞工準則

本集團堅決支持切實廢除童工及消除強制勞工。本集團恪守香港法例第57章《僱傭條例》、中國《勞動合同法》及美國《公平勞動標準法》(Fair Labor Standards Act)。員工手冊訂明於招聘過程中，應徵者須向人力資源部門出示身分證明文件作核證年齡之用，以避免聘請童工。此外，本集團按照相關法律及法規提供薪酬、超時工資及其他相關福利。

於報告期內，本集團並不知悉任何不遵守與童工及強制勞工有關之相關法律及法規的情況。

<sup>7</sup> The percentage of employees received training and average training hours received per employee only include the employees within the ESG reporting scope (i.e. the commodities trading business, the unconventional gas business and the E-smart terminal business).

<sup>7</sup> 僱員接受培訓百分比及每名僱員平均接受培訓時數僅包括環境、社會及管治報告範圍(即商品貿易業務、非常規天然氣業務及智能終端機業務)內之僱員。

# Social Aspects

## 社會方面

### OPERATING PRACTICES

#### Supply Chain Management

The Group mainly works with third-party services providers such as information technology service, property management service, advertising service, legal and consulting service. The Group also works with suppliers that supply office equipment, printing and stationery.

The Group has implemented a "Supply Chain Policy" to ensure that its suppliers meet the Group's standards and comply with the relevant legislations. In selecting suppliers, the Group takes into consideration their product quality and price, reputation and creditability, energy-saving and environmental measures and occupational safety. The Group also gives priority to work with suppliers who actively fulfil its social responsibility. During the reporting period, the Group had 50 suppliers from the PRC and one supplier from Macau.

#### Product Responsibility

The Group regards service quality as a key advantage of its businesses. The Group continues to provide efficient and high-quality services in order to enhance client satisfaction. The Group is in strict compliance with the relevant laws and regulations, including but not limited to the Consumer Product Safety Act and the Federal Trade Commission Act.

##### Quality Management

The Group regards service quality as one of the key competitive advantages of its businesses. With the implementation of the "Quality Management Policy", the Group strives to ensure the continual delivery of high quality services to its customers.

In order to ensure and maintain high quality services, the Group provides trainings for employees to familiarise them with the standard operational procedures. The Group also improves the administrative ability of its senior management and the functional capability of operation employees. Besides, the Group believes the opinions from customers can drive its continuous improvements and are essential to its pursuit of excellence. Hence, the Group welcomes feedbacks of customers on the services provided.

##### Customer Data Protection and Privacy

The Group places great importance on the data protection of customers. As stipulated in the staff handbook and the "Administrative Management System", employees are required to abide by the guidance on prohibiting any unauthorised disclosure of confidential information. Employee who breaches the regulation may be subject to disciplinary or legal action.

During the reporting period, the Group was not aware of any non-compliance with laws and regulation or complaints relating to health and safety, advertising, labelling and privacy matters of products and services provided.

### 營運慣例

#### 供應鏈管理

本集團主要與第三方服務供應商合作，如資訊科技服務、物業管理服務、廣告服務、法律及諮詢服務等供應商。本集團亦與供應辦公室設備、印刷及文儀用品之供應商合作。

本集團已制定《供應鏈政策》，以確保其供應商符合本集團之標準及遵守相關法例。在揀選供應商時，本集團考慮有關供應商之產品品質及價格、聲譽及信譽、節能及環保措施以及職業安全等。本集團亦優先揀選積極履行社會責任之供應商。於報告期內，本集團於中國有50間供應商及於澳門有一間供應商。

#### 產品責任

本集團視服務質素為其業務之重要優勢。本集團持續提供高效、優質之服務，以提高顧客滿意度。本集團嚴格遵守相關法律及法規，包括但不限於《消費品安全法案》(Consumer Product Safety Act)及《聯邦貿易委員會法案》(Federal Trade Commission Act)。

##### 品質管理

本集團視服務質素為其業務之重要競爭優勢之一。通過實施《品質管理政策》，本集團矢志確保其客戶持續獲得優質服務。

為確保及維持優質服務，本集團為僱員提供培訓，以使僱員熟習標準營運程序。本集團亦改善其高級管理層之行政能力及營運員工之職務能力。此外，本集團相信顧客之意見可促進其持續改善，並對其向優質卓越之追求相當重要。因此，本集團歡迎客戶就所獲提供之服務表達意見。

##### 保障客戶數據安全及私隱

本集團十分重視客戶數據安全。誠如員工手冊及「行政管理系統」所訂明，僱員須遵循有關嚴禁任何未經授權機密資料披露之指引。僱員如違反有關規條或須接受紀律制裁或被訴諸法律行動。

於報告期內，本集團並不知悉任何不遵守與所提供產品及服務之健康與安全、廣告、標籤及私隱有關之法律及法規的情況。

# Social Aspects

## 社會方面

### Anti-Corruption

The Group believes that integrity is a valuable asset to its business and society. To uphold and promote the highest standards of integrity, the Group has incorporated the Code of Conduct in the staff handbook. It stipulates that employees are prohibited to request, receive or accept any forms of benefits from customers or business partners of the Group.

The Group is in strict compliance with the relevant laws and regulations relating to bribery, extortion, fraud and money laundering, including but not limited to the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) and the Foreign Corrupt Practices Act of the United States. During the reporting period, no legal case regarding corrupt practices was brought against the Group. Besides, the Group was not aware of any non-compliance with the relevant laws and regulations relating to bribery, extortion, fraud and money laundering during the reporting period.

### COMMUNITY

#### Community Investment

The Group is constantly aware of the community needs and strives to bring a positive impact on community development. The Group focuses on the living standard of the community, culture, education and development and labour cooperation. Employees are encouraged to dedicate their time and skills to supporting local community.

##### *Donating Books to Rural Area in Mainland China*

The Group supports educational development in poverty-stricken areas. During the reporting period, the Group donated books, which costed approximately RMB18,000, to Jiasiyuan Village (賈寺院村) in Hebei Province so as to enhance the support for education among poverty areas. The Group hopes to narrow the education gap between the urban and rural areas and thus improves the living standards of people living in rural areas.

##### *Fostering Program for Mainland Children*

Since year 2013, the Group has sponsored 4 underprivileged children in Mainland China who dropped out of school to continue their education. They discontinued their studies as their families have financial difficulties and are not able to pay for the school fees. By launching the fostering program, the Group sponsors their education and living expenses until they graduate from university.

### 反貪污

本集團相信誠信是其業務及社會之寶貴資產。為持守及促進最高誠信標準，本集團已將行為守則納入員工手冊中。行為守則禁止僱員向本集團客戶或業務夥伴要求、收取或接納任何形式之利益。

本集團嚴格遵守有關賄賂、勒索、欺詐及洗黑錢活動之相關法律及法規，包括但不限於香港法例第201章《防止賄賂條例》及美國《海外反腐敗法》(U.S. Foreign Corrupt Practices Act)。於報告期內，本集團並無面對有關貪污行為之法律訴訟。此外，本集團並不知悉任何不遵守與賄賂、勒索、欺詐及洗黑錢活動有關之相關法律及法規的情況。

### 社區

#### 社區投資

本集團一直關注社區需要並致力為社區發展作出正面貢獻。本集團專注對社區生活水平、文化、教育發展及勞務合作作出貢獻。

##### *向中國內地農村地區捐贈書籍*

本集團支持貧苦地區之教育發展。於報告期內，本集團向河北省賈寺院村捐贈價值約人民幣18,000元之書籍，藉此為貧困地區之教育提供支援。本集團期望收窄城鎮與農村之間的教育水平差距，從而改善農村人口之生活水平。

##### *內地兒童助養計劃*

自二零一三年起，本集團已資助4名於中國內地被迫退學之弱勢兒童繼續學業。彼等家庭皆因財政理由無法支付學費而被迫放棄彼等學業。透過推行助養計劃，本集團資助彼等之教育及生活費，直至彼等大學畢業為止。



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#### A. Environmental

##### 環境

#### A1: Emissions

##### 排放物

General Disclosure 一般披露		"Emissions" 「排放」	5-8
KPI A1.1 關鍵績效指 標A1.1	The types of emissions and respective emissions data 排放物種類及相關排放數據	"Emissions – Air Pollutants Emission" 「排放－空氣污染物排放」	6
KPI A1.2 關鍵績效指 標A1.2	Greenhouse gas emissions in total and, where appropriate, intensity 溫室氣體總排放量及（如適用）密度	"Emissions - Greenhouse Gas Emission" 「排放－溫室氣體排放」	6
KPI A1.3 關鍵績效指 標A1.3	Total hazardous waste produced and, where appropriate, intensity 所產生有害廢棄物總量及（如適用）密度	Not applicable to the Group's businesses. 不適用於本集團業務	N/A 不適用
KPI A1.4 關鍵績效指 標A1.4	Total non-hazardous waste produced and, where appropriate, intensity 所產生無害廢棄物總量及（如適用）密度	Not significant to the Group's businesses. 對本集團業務而言不重大	N/A 不適用
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	"Emissions - Greenhouse Gas Emission" 「排放－溫室氣體排放」	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	"Emissions – Hazardous and Non- hazardous Wastes" 「排放－有害及無害廢棄物」	7

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#### A2: Use of Resources

##### 資源使用

General Disclosure 一般披露		"Use of Resources" 「資源使用」	7-8
KPI A2.1 關鍵績效指標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	"Use of Resources - Energy" 「資源使用－能源」	7
KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity 總耗水量及密度	Not feasible for the Group to obtain water consumption data. 本集團無法取得耗水數據	N/A 不適用
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	"Use of Resources - Energy" 「資源使用－能源」	7
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	"Use of Resources - Water" 「資源使用－用水」	8
KPI A2.5 關鍵績效指標A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced 製成品所用包裝材料的總量及（如適用）每生產單位佔量	Not applicable to the Group's businesses. 不適用於本集團業務	N/A 不適用

#### A3: The Environment and Natural Resources

##### 環境及天然資源

General Disclosure 一般披露		"The Environment and Natural Resources" 「環境及天然資源」	8
KPI A3.1 關鍵績效指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動	"The Environment and Natural Resources" 「環境及天然資源」	8



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## B. Social

### 社會

#### Employment and Labour Practices

##### 僱傭及勞工常規

#### B1: Employment

##### 僱傭

##### General Disclosure

###### 一般披露

"Employment"

「僱傭」

9-11

KPI B1.1 Total workforce by gender, employment type, age group and geographical region  
關鍵績效指標B1.1 按性別、僱傭類型、年齡組別及地區劃分的僱員總數

"Employment"

「僱傭」

9-10

KPI B1.2 Employee turnover rate by gender, age group and geographical region  
關鍵績效指標B1.2 按性別、年齡組別及地區劃分的僱員流失比率

"Employment"

「僱傭」

11

#### B2: Health and safety

##### 健康與安全

##### General Disclosure

###### 一般披露

"Health and Safety"

「健康與安全」

11-12

KPI B2.1 Number and rate of work-related fatalities  
關鍵績效指標B2.1 因工作關係而死亡的人數及比率

No work-related fatality was noted.

並無發現工作相關死亡事故

N/A

不適用

KPI B2.2 Lost days due to work injury  
關鍵績效指標B2.2 因工傷損失工作日數

No work injury was noted.

並無發現工傷事故

N/A

不適用

KPI B2.3 Description of occupational health and safety measures adopted, how they are implemented and monitored  
關鍵績效指標B2.3 描述所採納的職業健康與安全措施，以及相關執行及監察方法

"Health and Safety"

「健康與安全」

11-12



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### B3: Development and Training

#### 發展及培訓

General Disclosure 一般披露		"Development and Training" 「發展及培訓」	12-13
KPI B3.1 關鍵績效指標B3.1	The percentage of employee trained and employee category 按性別及僱員類別劃分的受訓僱員百分比	"Development and Training" 「發展及培訓」	13
KPI B3.2 關鍵績效指標B3.2	The average training hours completed per employee by gender and employee category 按性別及僱員類別劃分，每名僱員完成受訓的平均時數	"Development and Training" 「發展及培訓」	13

### B4: Labour Standards

#### 勞工準則

General Disclosure 一般披露		"Labour Standards" 「勞工準則」	13
KPI B4.1 關鍵績效指標B4.1	Description of measures to review employment practices to avoid child and forced labour 描述檢討招聘慣例的措施以避免童工及強制勞工	"Labour Standards" 「勞工準則」	13
KPI B4.2 關鍵績效指標B4.2	Description of steps taken to eliminate such practices when discovered 描述在發現違規情況時消除有關情況所採取的步驟	The Group currently does not report on this indicator. 本集團目前並無就此指標進行報告	N/A 不適用

### Operating Practices

#### 營運慣例

### B5: Supply Chain Management

#### 供應鏈管理

General Disclosure 一般披露		"Supply Chain Management" 「供應鏈管理」	14
KPI B5.1 關鍵績效指標B5.1	Number of suppliers by geographical region 按地區劃分的供應商數目	"Supply Chain Management" 「供應鏈管理」	14
KPI B5.2 關鍵績效指標B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及有關慣例的執行及監察方法	"Supply Chain Management" 「供應鏈管理」	14

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#### B6: Product Responsibility

##### 產品責任

General Disclosure

一般披露

"Product Responsibility"

「產品責任」

14

KPI B6.1

關鍵績效指

標B6.1

Percentage of total products sold or shipped subject to recalls for safety and health reasons

已售或已運送產品總數中因安全與健康理由而須回收的百分比

Not applicable to the Group's businesses.

不適用於本集團業務

N/A  
不適用

KPI B6.2

關鍵績效指

標B6.2

Number of products and service related complaints received and how they are dealt with

接獲關於產品及服務的投訴數目以及應對方法

The Group currently does not report on this indicator.

本集團目前並無就此指標進行報告

N/A  
不適用

KPI B6.3

關鍵績效指

標B6.3

Description and practices relating to observing and protecting intellectual property rights

描述與維護及保障知識產權有關的慣例

The Group currently does not report on this indicator.

本集團目前並無就此指標進行報告

N/A  
不適用

KPI B6.4

關鍵績效指

標B6.4

Description of quality assurance process and recall procedures

描述質量檢定過程及產品回收程序

"Product Responsibility – Quality Management"

「產品責任－品質管理」

14

KPI B6.5

關鍵績效指

標B6.5

Description of consumer data protection and privacy policies, how they are implemented and monitored

描述消費者資料保障及私隱政策，以及相關執行及監察方法

"Product Responsibility –Customer Data Protection and Privacy"

「產品責任－保障客戶數據安全及私隱」

14

#### B7: Anti-corruption

##### 反貪污

General Disclosure

一般披露

"Anti-corruption"

「反貪污」

15

KPI B7.1

關鍵績效指

標B7.1

Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the case

於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果

"Anti-corruption"

「反貪污」

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KPI B7.2 關鍵績效指 標B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored 描述防範措施及舉報程序，以及相關執行及監察方法	The Group currently does not report on this indicator. 本集團目前並無就此指標進行報告	N/A 不適用
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### Community

#### 社區

### B8: Community Investment

#### 社區投資

General Disclosure 一般披露		"Community Investment" 「社區投資」	15
KPI B8.1 關鍵績效指 標B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport) 專注貢獻範疇（如教育、環境事宜、勞工需求、健康、文化、體育）	"Community Investment" 「社區投資」	15
KPI B8.2 關鍵績效指 標B8.2	Resources contributed (e.g. money or time) to the focus area 在專注範疇所動用資源（如金錢或時間）	"Community Investment" 「社區投資」	15



