



中國唐商控股有限公司 CHINA TANGSHANG HOLDINGS LIMITED

(Incorporated in Bermuda with limited liability)

(Stock Code: 00674)

2018 Environmental, Social and Governance Report

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關於本報告 ABOUT THIS REPORT

China Tangshang Holdings Limited (the “Company”), together with its subsidiaries (the “Group”), is pleased to present this Environmental, Social and Governance Report (the “Report”) to provide an overview of the Group’s management of significant issues affecting the operation, including environmental, social and governance issues. 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 on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) (the “Listing Rules”) – “Environmental, Social and Governance Reporting Guide” and has complied with the “comply or explain” provisions in the Listing Rules.

This Report summarises the performance of the Group in respect of corporate social responsibility, covering its operations which are considered as material by the Group – namely (i) property sub-leasing, development and investment business in the People’s Republic of China (the “PRC”), (ii) exhibition-related business in Hong Kong, (iii) money lending business in Hong Kong and (iv) food and beverages business in Hong Kong. With the aim to optimise and improve the disclosure requirements in the Report, the Group has taken initiative to formulate policies, record relevant data as well as implement and monitor measures. This Report shall be published both in Chinese and English on the website of the Stock Exchange. Should there be any discrepancy between the Chinese and the English versions, the English version shall prevail.

中國唐商控股有限公司(「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」)，以就影響營運之重大事宜(包括環境、社會及管治事宜)提供本集團管理層之概覽。本集團在亞太合規顧問及內控服務有限公司提供之專業協助下編製本報告。

編製基準及範圍

本報告乃根據香港聯合交易所有限公司(「聯交所」)證券上市規則(「上市規則」)附錄二十七 — 《環境、社會及管治報告指引》而編製，並已遵守上市規則所載之「不遵守就解釋」條文。

本報告概述本集團於企業社會責任方面之表現，涵蓋本集團認為重大之營運層面(i)於中華人民共和國(「中國」)之物業分租、發展及投資業務；(ii)於香港之展覽相關業務；(iii)於香港之放債業務；及(iv)於香港之餐飲業務。為優化及改進於本報告之披露規定，本集團已積極制定政策、記錄相關數據以及實行及監察措施。本報告於聯交所網站備有中英文版。中英文版如有任何歧義，概以英文版為準。

關於本報告 ABOUT THIS REPORT

REPORTING PERIOD

This Report demonstrates our sustainability initiatives during the reporting period from 1 April 2017 to 31 March 2018 (the “Reporting Period”).

CONTACT INFORMATION

The Group welcomes your feedback on this Report for our sustainability initiatives. Please contact us by email to enquiry@ts674.com.

報告期間

本報告載列於二零一七年四月一日至二零一八年三月三十一日之報告期間(「報告期間」)之可持續發展計劃。

聯絡資料

本集團歡迎閣下對本報告任何可持續發展計劃提出意見，請透過電郵至 enquiry@ts674.com 與我們聯繫。

緒言 INTRODUCTION

The Group is principally engaged in the exhibition-related business, money lending business and food and beverages business in Hong Kong, and property sub-leasing, development and investment business in the PRC. For the exhibition-related business, the Group acts as an organiser and contractor for exhibitions and meeting events held in Hong Kong. Our clients are primarily PRC based including numerous sub-councils of the China Council for the Promotion of International Trade in the PRC. For the property sub-leasing, development and investment business, the Group is primarily engaged in the sub-leasing, development of real estates and leasing of investment properties in Nanjing. For the money lending business, the Group involves in the provision of loans to customers, including individuals and corporations.

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 that is economically, socially and environmentally sustainable while balancing the interests of our various stakeholders and fostering a positive impact on the society. To demonstrate its commitment, the Group has established and implemented various policies and measures to manage and monitor 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.

本集團主要於香港從事展覽相關業務、放債業務及餐飲業務，及於中國從事物業分租、發展及投資業務。就展覽相關業務而言，本集團作為主辦單位及承辦商於香港舉辦展覽及會議。我們之客戶主要為中國公司，其中包括中國國際貿易促進委員會之眾多分會。就物業分租、發展及投資業務而言，本集團主要於南京從事分租及開發房地產以及租賃投資物業。就放債業務而言，本集團涉及向客戶提供貸款，包括個人及企業。

可持續發展為本集團業務策略之一部分，藉以達致卓越業務及提高長期競爭力。本集團致力以經濟、社會及環境可持續發展之方式營運，並兼顧各持份者之利益及為社會帶來積極影響。為展示其承諾，本集團已建立及實施多項政策及措施，以管理及監察與環境、僱傭、營運慣例及社區相關之風險。本報告載有不同範疇之可持續發展管理方針詳情。

持份者參與 STAKEHOLDERS ENGAGEMENT

Stakeholder engagement is an integral part of the Group's approach to sustainable development. The Group has established multiple effective communication channels to a broad spectrum of stakeholders to enable better formulation of its business strategies in order to respond to their concerns and expectations. The Group has identified key stakeholders and established various platforms of communication as followings:

持份者參與為本集團可持續發展方針之組成部分。本集團已為各類持份者建立多個有效溝通渠道，以便更好地制定其業務政策，回應彼等之關注及期望。下列為本集團已識別之關鍵持份者及建立之多個溝通平台：

Stakeholders 持份者	Issue of concern 關注事項	Engagement channels 參與渠道	Measures 措施
Government and Market Regulators 政府及市場監管機構	<ul style="list-style-type: none"> — Compliance 合規 — Promotion of regional economic development and employment 推動地區經濟發展及就業 	<ul style="list-style-type: none"> — Information disclosure 資料披露 — Annual and interim reports, announcement and other published information 年度及中期報告、公告及其他發佈資料 	<ul style="list-style-type: none"> — Operated, managed and paid taxes according to the relevant laws and regulations 根據相關法律及法規營運、管理及納稅 — Accepted the government's supervision, inspection and evaluation 接受政府監督、檢查及評估 — Strengthened safety management 加強安全管理 — Actively undertook social responsibilities 積極承擔社會責任

持份者參與 STAKEHOLDERS ENGAGEMENT

Stakeholders 持份者	Issue of concern 關注事項	Engagement channels 參與渠道	Measures 措施
Shareholders and Investors 股東及投資者	<ul style="list-style-type: none"> — Return on the investment 投資回報 — Information disclosure and transparency 資料披露及透明度 — Protection of interests and fair treatment of shareholders 保障股東權益及公平對待 	<ul style="list-style-type: none"> — Annual general meeting and other shareholder meetings 股東週年大會及其他股東會議 — Annual and interim reports, announcements and other published information 年度及中期報告、公告及其他發佈資料 	<ul style="list-style-type: none"> — Issued notices of general meeting and proposed resolutions according to the relevant regulations 根據相關規定刊發股東大會通告及提出決議案 — Disclosed company's information by publishing results announcements, circulars and two periodic reports in total in the year 透過刊發業績公告、通函及全年合共兩份定期報告披露公司資料 — Carried out different forms of investor activities with an aim to improve investors' recognition 開展不同形式之投資者活動，以提高投資者之認知度 — Disclosed company contact details on company website and in annual and interim reports 於公司網站以及年度及中期報告披露公司聯絡詳情
Employees 僱員	<ul style="list-style-type: none"> — Safeguard the rights and interests of employees 保障僱員之權益 — Career development opportunities 職業發展機會 — Health and safety 健康與安全 	<ul style="list-style-type: none"> — Training 培訓 — Cultural and sport activities 文化與體育活動 — Feedback box 意見箱 	<ul style="list-style-type: none"> — Provided a healthy and safe working environment 提供健康及安全之工作環境 — Developed a fair mechanism for promotion 建立公平晉升機制 — Cared for employees by organising employee activities 透過舉辦員工活動關懷僱員

持份者參與 STAKEHOLDERS ENGAGEMENT

Stakeholders 持份者	Issue of concern 關注事項	Engagement channels 參與渠道	Measures 措施
Customers 客戶	<ul style="list-style-type: none"> — Safe and high-quality services 安全及優質服務 — Privacy and information protection 隱私及資料保障 	<ul style="list-style-type: none"> — Email and customer service hotline 電郵及客戶服務熱線 — Customer's survey 客戶調查 — Visits and meetings 訪問及會議 	<ul style="list-style-type: none"> — Strengthened quality management 加強質量管理 — Entered into long-term strategic cooperation agreements 訂立長期戰略合作協議
Suppliers and Partners 供應商及合作夥伴	<ul style="list-style-type: none"> — Long-term partnership 長期合作關係 — Honest cooperation 誠實合作 — Fairness and openness 公平公開 — Risk reduction 降低風險 	<ul style="list-style-type: none"> — Regular meeting 例會 — Tendering process 招標過程 — Strategic cooperation 戰略合作 	<ul style="list-style-type: none"> — Invited tenders publicly to select best suppliers and contractors 公開招標，以選擇最佳供應商及承包商 — Performed contracts according to agreements 按協議履行合約 — Enhanced daily communication 加強日常溝通 — Established long-term cooperation with quality suppliers and contractors 與優質供應商及承包商建立長期合作關係 — Ensured transparency in procurement process 確保採購過程之透明度

持份者參與 STAKEHOLDERS ENGAGEMENT

Stakeholders 持份者	Issue of concern 關注事項	Engagement channels 參與渠道	Measures 措施
Peer and Industry Associations 同業及行業協會	<ul style="list-style-type: none"> — Experience sharing and corporations 分享經驗及協作 — Fair competition 公平競爭 	<ul style="list-style-type: none"> — Industry conference, seminars 業內會議及研討會 — Site visit 實地訪問 	<ul style="list-style-type: none"> — Cooperated with peers to realise win-win and shared experiences 與同業合作，實現共贏及分享經驗 — Attended seminars of the industry so as to promote sustainable development of the industry 參加業內研討會，推動行業可持續發展
Financial Institution 金融機構	<ul style="list-style-type: none"> — Compliance with the law and regulations 遵守法律及法規 — Disclosure information 披露資料 — Good creditworthiness and strong ability to pay debts 良好信譽及出色償債能力 — Stable business development 穩定業務發展 	<ul style="list-style-type: none"> — Consulting 諮詢 — Information disclosure 資料披露 — Annual and interim reports 年度及中期報告 	<ul style="list-style-type: none"> — Strictly complied with the regulatory requirements 嚴格遵守監管規定 — Disclosed and reported information in a timely and accurate manner 及時及準確地披露及報告資料 — Paid debts on time to keep good creditworthiness 按時償還債務，以保持良好信譽 — Strengthened cooperation with domestic and foreign banks 加強與境內外銀行之合作
Public and Communities 公眾及社區	<ul style="list-style-type: none"> — Community involvement 社區參與 — Social responsibilities 社會責任 	<ul style="list-style-type: none"> — Community involvements 社區參與 	<ul style="list-style-type: none"> — Gave priority to local people in the job recruitment process so as to promote community building and development 優先聘用本地人士，以促進社區建設及發展

環境層面 ENVIRONMENTAL ASPECTS

The Group is mainly involved in office operation and its impacts on the environment and natural resources is relatively insignificant. In spite of this, with the implementation of the "Corporate Environmental Policy", the Group is committed to minimising its environmental impacts by responsibly managing its business operations, reducing its carbon footprint and using resources effectively.

During the reporting period, the Group was not aware of any specific laws and regulations that had significant impact on the Group related to air and greenhouse gas emissions, discharges into water and land, generation of hazardous and non-hazardous waste.

EMISSIONS

Air Pollutants Emission

The air pollutants emitted by the Group mainly come from the fuel consumed by vehicles. The Group encourages employees to adopt alternative communication means, such as telephone conferences and video conferences, to reduce air pollutants emission that arise from additional traffic.

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

Type of air pollutants 空氣污染物之類型	Unit 單位	Amount 數量
Nitrogen oxides (NO _x) 氮氧化物 (NO _x)	kg 千克	18.11
Sulphur oxides (SO _x) 二氧化硫 (SO _x)	kg 千克	1.64
Particulate matter (PM) 懸浮顆粒 (PM)	kg 千克	0.90

本集團主要於辦公室營運及其對環境及天然資源之影響甚微。儘管如此，由於實行「企業環境政策」，本集團致力透過盡責管理其業務營運、減少其碳足跡及有效使用資源，減少其環境影響。

於報告期間，本集團並不知悉對本集團有重大影響之有關廢氣及溫室氣體排放、向水及土地排污以及產生有害及無害廢棄物之任何特定法律及法規。

排放

空氣污染物排放

本集團排放之空氣污染物主要來自汽車消耗燃料。本集團鼓勵僱員採用其他溝通方式，例如電話會議及視頻會議，以減少額外交通產生之空氣污染物排放。

於報告期間，空氣污染物排放量如下：

環境層面 ENVIRONMENTAL ASPECTS

Greenhouse Gas (“GHG”) Emission

Greenhouse gas is considered as one of the major contributors to the climate change and global warming. Fuel and electricity consumption account for a major part of the Group’s GHG emission. The Group attaches great importance on improving energy efficiency and reducing energy consumption to minimise its GHG emission. The Group has established various energy saving initiatives that will be further elaborated in the section “Use of Resources” of this Report.

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

溫室氣體(「溫室氣體」)排放

溫室氣體被視為導致氣候變化及全球變暖之其中一項主要因素。燃料及電力消耗佔本集團溫室氣體排放之主要部分。本集團十分重視提升能源效益及減少能源消耗，以減少其溫室氣體排放。本集團已建立不同節能措施，並於本報告中「資源使用」一節中進一步闡述。

於報告期間，溫室氣體排放量如下：

Type of GHG emission 溫室氣體排放之類型	Unit 單位	Amount 數量
Scope 1 ¹ 範圍 1 ¹	tonnes of CO ₂ e 噸二氧化碳當量	28.57
Scope 2 ² 範圍 2 ²	tonnes of CO ₂ e 噸二氧化碳當量	52.28
Total GHG emission 溫室氣體排放總量	tonnes of CO₂e 噸二氧化碳當量	80.85
GHG emission Intensity 溫室氣體排放密度	tonnes of CO ₂ e/employee ³ 噸二氧化碳當量／僱員 ³	0.95

¹ Scope 1: Direct emissions from sources that are owned or controlled by the Group.

² Scope 2: Indirect emissions from the generation of purchased electricity consumed by the Group.

³ The GHG emission intensity refers to the tonnes of carbon dioxide equivalent (CO₂e) per the number of employees at the end of the reporting period that contribute to the Group’s GHG emission.

¹ 範圍 1：涵蓋由本集團擁有或控制之直接溫室氣體排放。

² 範圍 2：涵蓋來自本集團內部消耗購回來之電力所引致之間接溫室氣體排放。

³ 溫室氣體排放密度指於報告期末促成本集團溫室氣體排放量之每名僱員之二氧化碳當量噸數。

Hazardous and Non-hazardous Wastes

The Group does not generate hazardous waste. The non-hazardous waste is generated from the office operations and its amount is insignificant to the Group's business. Notwithstanding, the Group strives to reduce the amount of non-hazardous waste by implementing various waste reduction initiatives. To reduce paper waste, the Group encourages employees to use both sides of paper and suitable font size and shrinkage mode when printing. The Group also promotes electronic communication, such as by emails, instead of paper form communication. Besides, employees are encouraged to use durable items, such as reusable cups and cutleries instead of disposable ones.

USE OF RESOURCES

The Group places great emphasis on efficient utilisation of resources. The Group's "Corporate Environmental Policy" provides guidelines on the efficient use of energy and water. The Group strives to promote resources saving by adopting green office practices and motivating our employees to participate in resources conservation activities.

Energy

The use of electricity and fuels account for the Group's major energy consumption. In view of the scarcity of energy, the Group has advocated various energy conservation strategies to increase energy efficiency and reduce energy consumption. The temperature of air-conditioners is maintained at a range of 20 degrees Celsius to 25.5 degrees Celsius. A standby mode is set for computers when they are not in use for a long period of time. Besides, all lighting and power supply in the area should be switched off when they are not in use.

有害及無害廢棄物

本集團並無產生有害廢棄物。無害廢棄物源自辦公室營運，且其數量對本集團之業務而言甚微。儘管如此，本集團致力透過實行不同減少廢棄物措施以減少無害廢棄物之數量。為減少廢紙，本集團鼓勵僱員雙面列印紙張及採用合適字體大小及縮小模式。本集團亦推行電子通訊，例如透過電郵以取代紙張形式之通訊。此外，本集團鼓勵僱員使用耐用物品，例如可循環使用之水杯及餐具以取代即棄用品。

資源使用

本集團高度重視資源之有效利用。本集團之「企業環境政策」為有效使用能源及水提供指引。本集團致力透過採取綠色辦公室常規及鼓勵僱員參與節約資源活動，從而推行節能。

能源

電力及燃料之消耗佔本集團之主要能源消耗。鑑於能源稀缺，本集團已提倡不同節能策略，以增加能源效益及減少能源消耗。冷氣機之溫度保持在攝氏20度至攝氏25.5度。電腦於長時間未使用時設為待機模式。此外，該方面之所有照明及電力供應於不使用時應關閉。

環境層面 ENVIRONMENTAL ASPECTS

During the reporting period, the energy consumption was as follows:

於報告期間，能源消耗量如下：

Type of energy 能源類型	Unit 單位	Amount 數量
Purchased electricity 購買電力	MWh 兆瓦時	66.21
Petrol 汽油	MWh 兆瓦時	99.06
Diesel 柴油	MWh 兆瓦時	7.85
Total energy consumption 能源總耗量	MWh 兆瓦時	173.12
Energy consumption intensity 能源消耗密度	MWh/employee ⁴ 兆瓦時／僱員 ⁴	2.04

Water

水

Water is another important resource used by the Group. The Group endeavours to conserve water effectively in its operations. In case of any leaking faucet or pipe, employees should promptly report to the relevant authority to avoid wastage of water. Besides, employees are encouraged to turn off the taps when they are not in use.

水為本集團使用之另一項重要資源。本集團致力於其營運中有效節約用水。倘出現任何水龍頭漏水或管道洩漏之情況，僱員應立即向相關部門報告以避免浪費水。此外，本集團鼓勵僱員於不使用時關上水龍頭。

During the reporting period, the water consumption was as follows:

於報告期間，耗水量如下：

Water 水	Unit 單位	Amount 數量
Water consumption 耗水量	m ³ 立方米	354.65
Water consumption intensity 耗水密度	m ³ /employee ⁵ 立方米／僱員 ⁵	4.55

⁴ The energy consumption intensity refers to the energy consumption in MWh per the number of employees at the end of the reporting period that contribute to the Group's energy consumption.

⁴ 能源消耗密度指於報告期末促成本集團能源消耗之每名僱員之能源耗量(兆瓦時)。

⁵ The water consumption intensity refers to the water consumption in m³ per the number of employees at the end of the reporting period that contribute to the Group's water consumption.

⁵ 耗水密度指於報告期末促成本集團耗水之每名僱員之耗水量(立方米)。

THE ENVIRONMENT AND NATURAL RESOURCES

Regarding the business nature of the Group, the Group's activities do not have any significant impact on the environment and natural resources. With the integration of the policies and measures mentioned in section "Emission" and "Use of Resources" to reduce air pollutants and GHG emissions, waste generation and resources consumption, the Group strives to enhance its environmental sustainability and reduce its environmental impacts to the minimal.

環境及天然資源

就本集團之業務性質而言，本集團之活動對環境及天然資源並無任何重大影響。透過整合「排放物」及「資源使用」等節所提及之政策及措施以減少空氣污染物及溫室氣體排放、廢棄物產生及資源消耗，本集團致力提升其環境可持續性及將其環境影響減至最低。

社會層面 SOCIAL ASPECTS

EMPLOYMENT AND LABOUR PRACTICES

EMPLOYMENT

The Group believes employees are valuable assets and the foundation for success and development of the Group. The Group strives to maintain a safe and equal working environment for its employees and promote employees' health and well-being. The Group's staff handbook covers its standards in respect of compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other benefits and welfare. The Group is in strict compliance with the relevant laws and regulations in the PRC and Hong Kong, including but not limited to the Labour Law of the PRC, the Labour Contract Law of the PRC, the Employment Ordinance (Cap. 57), the Sex Discrimination Ordinance (Cap. 480) and the Disability Discrimination Ordinance (Cap. 487).

The Group strives to create a fair and inclusive workplace where all its employees are treated with dignity and respect. The Group provides equal opportunity in all aspects of employment and prohibits discrimination or harassment against any individual on their gender, age, nationality, marital status, disability, race, colour, religion.

Remuneration and employee benefits are crucial to retain and motivate employees in achieving key objectives of the Group. The Group provides competitive remuneration package for its employees, covering basic salary, allowance and variable incentive-based remuneration such as discretionary bonus. The Group also provides mandatory provident fund for Hong Kong employees and required social security for PRC employees in accordance with the relevant local laws and regulations.

During the reporting period, the Group was not aware of any non-compliance with the relevant laws and regulations that had significant impact on the Group 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

本集團視僱員為寶貴資產以及本集團取得成功及發展之基礎。本集團致力為其僱員維持安全及平等之工作環境，並促進僱員之健康及福利。本集團之員工手冊包括有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利之準則。本集團嚴格遵守中國及香港之相關法律及法規，包括但不限於中國勞動法、中國勞動合同法、僱傭條例(第57章)、性別歧視條例(第480章)及殘疾歧視條例(第487章)。

本集團致力構建公平包容之工作環境，所有僱員在此均獲得尊嚴及尊重。本集團於僱傭之所有方面提供平等機會，並禁止因任何人士之性別、年齡、國籍、婚姻狀況、殘疾、種族、膚色及宗教對其進行歧視或騷擾。

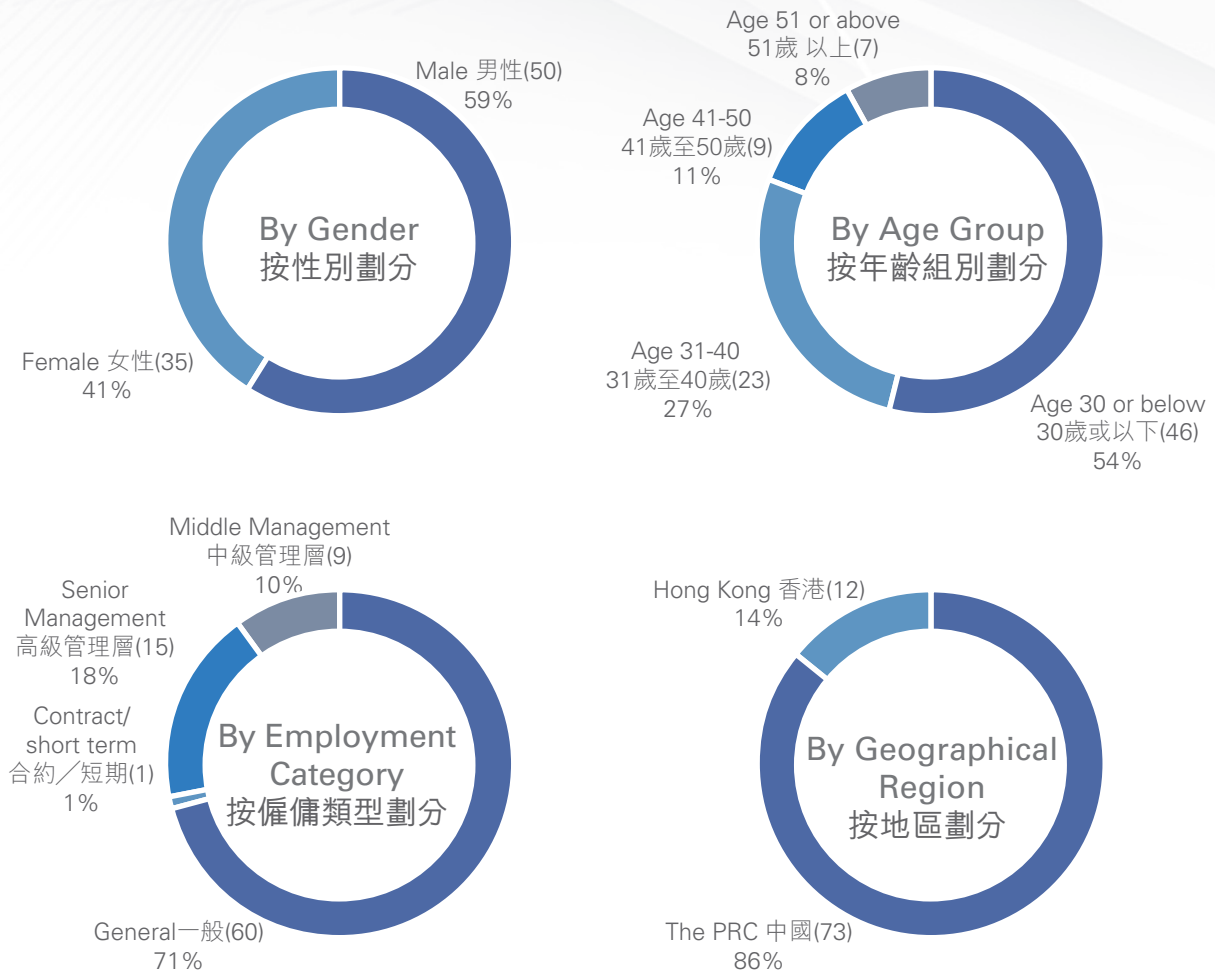
薪酬及僱員福利就挽留及激勵僱員達致本集團之關鍵目標而言屬至關重要。本集團向其僱員提供具有競爭力之薪酬待遇，包括基本薪酬、津貼及浮動獎勵薪酬(例如酌情花紅)。本集團亦根據相關地方之法律及法規為香港僱員提供強積金及為中國僱員提供法定社會保險。

於報告期間，本集團並不知悉對本集團有重大影響之有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視及其他待遇及福利之相關法律及法規之任何不合規情況。

社會層面 SOCIAL ASPECTS

As at 31 March 2018, the employee compositions (in numbers of employees) by gender, employment category, age group and geographical region were as follows:

於二零一八年三月三十一日，按性別、僱傭類型、年齡組別及地區劃分之僱員薪酬(以僱員人數表示)如下：



社會層面 SOCIAL ASPECTS

During the reporting period, the employee turnover rate by gender, age group and geographical region during the reporting period was as follows:

於報告期間，按性別、年齡組別及地區劃分之僱員流失率如下：

Employment 僱傭	Turnover rate (%) 流失率 (%)
By gender 按性別劃分	
Male 男性	36
Female 女性	57
By age group 按年齡組別劃分	
Aged 30 or below 30 歲或以下	43
Aged 31-40 31 至 40 歲	52
Aged 41-50 41 至 50 歲	56
Aged 51 or above 51 歲或以上	14
By geographical region 按地區劃分	
The PRC 中國	48
Hong Kong 香港	17
Overall 總計	45

HEALTH AND SAFETY

The Group places the highest priority in securing the health and safety of its employees. The Group strictly abides by the relevant laws and regulations in the PRC and Hong Kong, including the Law of the PRC on the Prevention and Control of Occupational Disease and the Occupational Safety and Health Ordinance (Cap. 509). 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. Light diffusers or louvers are installed on fixtures to reduce glare from overhead lighting. To reduce glare from windows, blinds or curtains should be used when necessary.

Indoor Air Quality and Ventilation

Efficient ventilation can provide a comfortable working environment and avoid invisible health hazard. The Group prohibits smoking within the office area. Air outlets are cleaned on a regular basis to improve the indoor air quality and increase the efficiency of the ventilation system.

Working Posture

The Group provides employees with adjustable chairs and encourages them to pay attention to their usual sitting posture to reduce stress and strain on their bodies.

During the reporting period, there was no case of work-related fatality or injury. The Group was not aware of any non-compliance with the relevant laws and regulations related to providing a safe working environment during the reporting period.

健康與安全

本集團以確保其僱員之健康與安全為首要事項。本集團嚴格遵守中國及香港之相關法律及法規，包括中國職業病防治法以及職業安全及健康條例(第509章)。本集團已建立「職業健康與安全指引」，涵蓋辦公室之潛在危險以及降低潛在健康與安全風險之指引。下列為部分例子：

照明

工作場所之充足照明使僱員意識到危險及減少視覺勞損。於固定裝置上安裝透光罩或遮光板，以減弱上方照明之光線。為減弱窗戶外之光線，於必要時使用百葉窗或窗簾。

室內空氣質量及通風

有效通風可提供舒適工作環境及避免對健康之無形危害。本集團禁止於辦公區域吸煙。定期清潔排氣口以改善室內空氣質量及提升通風系統之效率。

工作姿勢

本集團為僱員提供可調式座椅，並鼓勵其注意日常坐姿，以減少肌肉壓力及勞損。

於報告期間，概無與工作相關之傷亡情況。於報告期間，本集團並不知悉有關提供安全工作環境之相關法律及法規之任何不合規情況。

社會層面 SOCIAL ASPECTS

DEVELOPMENT AND TRAINING

The Group believes the knowledge and skills of its employees are vital to the sustainable development of the Group. The Group provides diversified trainings for employees to enhance their requisite knowledge and skills in discharging their duties. The Group also offers training sponsorships according to the Group's staff handbook, to encourage employees to attend external training programmes. Besides, the Group conducts regular performance appraisals to assess the employees' performance and act as a basis for promotion.

During the reporting period, the percentage of employees trained and average training hours by gender and employment type was as follows:

發展及培訓

本集團認為其僱員之知識及技能對本集團之可持續發展極為重要。本集團向僱員提供多元培訓，以提升其於履行職責時所需之必要知識及技能。根據本集團之員工手冊，本集團亦提供培訓資助，以鼓勵僱員參加外部培訓課程。此外，本集團定期進行績效考核，評估僱員之表現並作為晉升之依據。

於報告期間，按性別及僱傭類型劃分之受訓僱員之比例及平均培訓時數如下：

Employment 僱傭	Percentage of employees trained (%)	Average training hours (hours/employee)
By gender		
按性別劃分		
Male 男性	64	26.3
Female 女性	40	17.5
By employment type		
按僱傭類型劃分		
Senior management 高級管理層	87	29.2
Middle management 中級管理層	33	12.2
General 一般	45	21.6
Contract/short term 合約／短期	100	86.0

LABOUR STANDARDS

Adhering to the Labour Law of the PRC and the Employment Ordinance (Cap. 57), the Group is committed to supporting the effective abolition of child labour and upholding the elimination of all forms of forced labour. As stipulated in the Group's staff handbook, job applicants are required to present their identity documents during the recruitment process for age verification as prevention of engaging child labour. Besides, the Group respects the freedom of employees. All works should be voluntarily performed and must not involve forced labour.

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

OPERATING PRACTICES

SUPPLY CHAIN MANAGEMENT

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

The Group strives to maintain long-term and stable relationships with qualified suppliers. With the implementation of the "Supply Chain Policy", the Group aims to work with suppliers who meet its standards of technical competence, innovation, product quality, reliability and delivery performance, financial soundness, ethics and social responsibility. The Group has strict requirements on the selection of suppliers and has formulated a stringent selection procedure to evaluate the performance of the potential suppliers, with the aim to enhance the management of environmental and social risks of supply chain.

勞工準則

本集團遵守中國勞動法及僱傭條例(第57章)，致力支持有效廢除童工及堅決消除任何形式之強制勞工。誠如本集團員工手冊所規定，求職者須於招聘過程中出示身份文件以核實年齡，防止聘用童工。此外，本集團尊重僱員之自由。所有工作均自願進行，並不得涉及強制勞工。

於報告期間，本集團並不知悉有關招聘童工或強制勞工常規之相關法律及法規之任何不合規情況。

營運慣例

供應鏈管理

本集團主要與資訊科技服務、物業管理服務、廣告服務以及法律及諮詢服務等第三方服務供應商合作。本集團亦與供應辦公室設備、印刷及文具之供應商合作。

本集團致力與合資格供應商維持長期及穩定之關係。由於實行「供應鏈政策」，本集團致力與符合其技術競爭、創新、產品質量、可靠性及履約績效、財務穩健性、道德及產品責任準則之供應商合作。本集團對甄選供應商具有嚴格規定，並已制定嚴謹甄選流程，評估潛在供應商之表現，以加強管理供應鏈之環境及社會風險。

社會層面 SOCIAL ASPECTS

PRODUCT RESPONSIBILITY

The Group regards service quality as a key competitive advantage of its business and makes every effort to improve the product quality while strengthening communications with its clients. The Group complies with the relevant laws and regulations in the PRC and Hong Kong, including but not limited to the Copyright Law of the PRC and the Personal Data (Privacy) Ordinance (Cap. 486).

Quality Management

The Group has established the “Quality Management Policy” to ensure the continual delivery services to its clients. In order to deliver standardised and high-quality services, the Group conducts review regularly for continuous improvement and ensures that employees are familiarise with the operational procedures.

Customer Data Protection and Privacy

The Group regards data privacy and security as a key operating principle and takes high precaution in ensuring their confidentiality. The Group has implemented a “Staff Occupational Ethics”, which requires employees to abide by the guidance on prohibiting any unauthorised disclosure of confidential information. The Group ensures that the data of its customers is securely kept and handle with due care. In order to strengthen the employee awareness, they are provided with trainings on protecting the confidential information.

During the reporting period, the Group did not receive any complaint relating to the services provided, and the Group was not aware of any non-compliance with the relevant laws and regulations related to health and safety, advertising, labelling and privacy matters.

產品責任

本集團視服務質量為其業務之主要競爭優勢，並盡最大努力提升產品質量及加強與其客戶間之溝通。本集團遵守中國及香港之相關法律及法規，包括但不限於中國著作權法及個人資料(私隱)條例(第486章)。

質量管理

本集團已建立「質量管理政策」，以確保向其客戶持續提供服務。為提供規範化及優質服務，本集團定期檢討並作出持續改進，且確保僱員熟悉營運流程。

客戶資料保障及隱私

本集團認為資料隱私及安全為關鍵營運原則，並採取高度防範措施以確保其機密性。本集團已實行「員工職業道德」，其規定僱員遵守有關禁止任何未經授權披露機密資料之指引。本集團確認其客戶之資料獲安全存置及審慎處理。為提高僱員意識，本集團提供有關保障機密資料之培訓。

於報告期間，本集團並無接獲有關已提供服務之任何投訴，且本集團並不知悉有關健康與安全、廣告、標籤及私隱事宜之相關法律及法規之任何不合規情況。

ANTI-CORRUPTION

The Group is committed to upholding high standards of business ethics and integrity. The Group strictly abides by the relevant laws and regulations in the PRC and Hong Kong, including the Criminal Law of the PRC, the Prevention of Bribery Ordinance (Cap. 201) and Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance (Cap. 615).

The Group has established the policy of “Anti-Fraud System”, covering the Group’s standards on anti-corruption, the investigation process of corrupt practices and prevention of anti-corruption. Employees shall not solicit or accept any banquets, gifts, rebate or other forms of bribing benefits for the sake of relation, influence, interests or activities that could compromise the best interest of the Group.

The Group’s “Whistleblowing Policy” encourages and enables employees to report on observed and suspected non-compliance and questionable practices to the Chairman, Chief Executive Officer or department heads. The Group treats all disclosures in a confidential and sensitive manner to reasonably protect whistleblowers against intimidation and reprisal.

During the reporting period, no legal case concerned with corrupt practices was brought against the Group, and the Group was not aware of any non-compliance with the relevant laws and regulations related to bribery, extortion, fraud and money laundering.

反貪污

本集團致力堅守最高標準之商業道德及誠信。本集團嚴格遵守中國及香港之相關法律及法規，包括但不限於中國刑法、防止賄賂條例(第201章)以及打擊洗錢及恐怖分子資金籌集(金融機構)條例(第615章)。

本集團已建立「反詐騙系統」政策，涵蓋本集團有關反貪污、舞弊行為之調查過程及反腐敗之準則。僱員不得因關係、影響力、利益或活動索取或收受任何宴會、禮物、回佣或其他形式之賄賂福利，從而可能損害本集團最佳利益。

本集團之「舉報政策」鼓勵及讓僱員向主席、行政總裁或部門主管報告已觀察及懷疑之不合規及可疑做法。本集團以保密審慎方式處理所有披露資料，並合理保障舉報人免遭威脅及報復。

於報告期間，概無對本集團提出有關腐敗之訴訟案件，且本集團並不知悉有關賄賂、勒索、詐騙及洗黑錢之相關法律及法規之任何不合規情況。

社會層面 SOCIAL ASPECTS

COMMUNITY

COMMUNITY INVESTMENT

As a socially responsible enterprise, the Group is constantly aware of the needs of community and strives to bring a positive impact on the community. The Group has established the “Community Investment Policy” to encourage and support community development initiatives, focusing on the living standards of community, culture projects, education and development and labour cooperation. The Group encourages its employees to dedicate their time and skills to supporting local communities with the aim to create a harmonious society.

社區

社區投資

作為一間負責任之企業，本集團一直了解社區需要，並致力為社區帶來積極影響。本集團已建立「社區投資政策」，以鼓勵及支持社區發展措施，關注社區之生活水平、文化項目、教育及發展以及勞工合作。本集團鼓勵其僱員投放時間及技能，以支持地方社區及創建和諧社會。

環境、社會及管治報告索引

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING INDEX

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KPI 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" 「排放物 — 溫室氣體排放」	10
KPI 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	The Group does not generate hazardous waste. 本集團並無產生有害廢棄物。	N/A 不適用
KPI 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	The amount of non-hazardous waste is insignificant to the Group's business. 無害廢棄物之數量對本集團之業務而言甚微。	N/A 不適用
KPI 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 – Air Pollutants Emission", "Emissions – Greenhouse Gas Emission" 「排放物 — 空氣污染物排放」、 「排放物 — 溫室氣體排放」	9-10
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KPI 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 — 水」	12
KPI 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 business. 不適用於本集團之業務。	N/A 不適用
A3: The Environment and Natural Resources 環境及天然資源			
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KPI 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」	13

環境、社會及管治報告索引

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING INDEX

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B2: Health and safety 健康與安全			
General Disclosure 一般披露		"Health and Safety" 「健康與安全」	17
KPI B2.1	Number and rate of work-related fatalities 因工作關係而死亡的人數及比率	No work-related fatality was noted. 概無發現與工作相關之死亡事故。	N/A 不適用
KPI B2.2	Lost days due to work injury 因工傷損失工作日數	No work-related injury was noted. 概無發現與工作相關之受傷事故。	N/A 不適用
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored 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」	17

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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」	18
KPI B3.1	The percentage of employee trained by gender 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」	18
KPI 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」	18
B4: Labour Standards 勞工準則			
General Disclosure 一般披露		"Labour Standards" 「勞工準則」	19
KPI 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」	19
KPI 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作出報告。	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」	19
KPI B5.1	Number of suppliers by geographical region 按地區劃分的供應商數目	The Group currently does not report on this indicator. 本集團目前並無就此指標作出報告。	N/A 不適用

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KPI 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」	19
B6: Product Responsibility 產品責任			
General Disclosure 一般披露		"Product Responsibility" 「產品責任」	20
KPI 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 business. 不適用於本集團之業務。	N/A 不適用
KPI 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	No complaint was received related to the services provided by the Group. 概無接獲有關本集團已提供服務之投訴。	N/A 不適用
KPI 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作出報告。	N/A 不適用
KPI 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 — 質量管理」	20
KPI 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 — 客戶資料保障及隱私」	20

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B7: Anti-corruption 反貪污			
General Disclosure 一般披露		"Anti-corruption" 「反貪污」	21
KPI 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	No concluded legal case regarding corrupt practices was noted. 概無發生有關貪污的已審結訴訟案件。	N/A 不適用
KPI 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	"Anti-corruption" 「反貪污」	21
Community 社區			
B8: Community Investment 社區投資			
General Disclosure 一般披露		"Community Investment" 「社區投資」	22
KPI 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」	22
KPI 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)	The Group currently does not report on this indicator. 本集團目前並無就此指標作出報告。	N/A 不適用