



英皇文化產業集團有限公司
Emperor Culture Group Limited

Incorporated in Bermuda with limited Liability (Stock Code: 491)
於百慕達註冊成立之有限公司（股份代號：491）

**Environmental,
Social And
Governance Report**

環境、社會及管治報告

2017/2018

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1. ABOUT THIS REPORT 關於本報告

Emperor Culture Group Limited (the “Company”) and its subsidiaries (collectively referred to as the “Group”) acknowledge the significance of effective environmental, social and governance (“ESG”) initiatives at operation level. The direction of the Group’s ESG practices is governed by the board of directors of the Company (the “Board”), ensuring that the ESG strategy reflects the Company’s core values.

This report describes the ESG values and initiatives of the Group for the financial year ended 30 June 2018 (the “Year”). The contents of this report provide our stakeholders with an overview of the Group’s efforts regarding ESG impacts arising from its daily operations. This report complies with the provision of the ESG Reporting Guide as set out in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (“HKEx”). It is recommended that this report is read in conjunction with the Company’s Annual Report 2017/18, in particular the Corporate Governance Report and Director’s Report sections therein.

This report is available on the websites of the Company (www.empculture.com) and HKEx (www.hkexnews.hk).

英皇文化產業集團有限公司（「本公司」）及其附屬公司（統稱為「本集團」）深明有效的環境、社會及管治（「環境、社會及管治」）舉措在經營層面的重要性。本集團環境、社會及管治工作之方向由本公司董事會（「董事會」）監管，以確保環境、社會及管治策略反映本公司的核心價值。

本報告闡述本集團於截至2018年6月30日止財政年度（「本年度」）的環境、社會及管治價值及措施。本報告的內容為持份者概述本集團在環境、社會及管治方面的工作，以針對日常營運所產生的影響。本報告符合香港聯合交易所有限公司（「聯交所」）證券上市規則附錄27所載《環境、社會及管治報告指引》的條文。建議閣下將本報告與本公司2017/18年報一併閱讀，尤其是其中的企業管治報告及董事會報告部份。

本報告可於本公司的網站（www.empculture.com）及聯交所網站（www.hkexnews.hk）查閱。

1.1 Stakeholders' Engagement 持份者之參與

The Group continues to engage with its employees, customers, suppliers, shareholders and other stakeholders through diverse channels, to develop mutually beneficial relationships and promote sustainability.

本集團通過不同渠道繼續維持與其僱員、客戶、供應商、股東及其他持份者的關係，致力建立互惠關係及促進可持續發展。

The Group places a strong emphasis on employees' well-being, as well as training and development opportunities. For details, please refer to section 3.3 – “Health and Safety”, section 3.4 – “Work-life Balance” and section 3.5 – “Development and Training” below.

本集團十分重視員工的福祉以及提供培訓及發展機會。有關詳情，請參閱下文第3.3「健康及安全」章節、第3.4「工作與生活的平衡」章節及第3.5「發展及培訓」章節。

The Group is committed to delivering excellent customer services to its customers. For details, please refer to section 4.2 – “Product Responsibility and Customer Services” below.

本集團致力向其客戶提供優質客戶服務。有關詳情，請參閱本報告第4.2「產品責任及客戶服務」章節。

The Group engages suppliers that reflect its values and commitment, and maintains solid relationships with them. For details, please refer to section 4.1 – “Supply chain management” of this report.

本公司採用能反映其價值及承諾的供應商，並與彼等維持穩固關係。有關詳情，請參閱本報告第4.1「供應鏈管理」章節。

The Company maintains ongoing dialogues with its shareholders. For details, please refer to the section “Communication with Shareholders” of the Corporate Governance Report as shown on page 48 of the Company's Annual Report 2017/18.

本公司與其股東保持持續的對話。有關詳情，請參閱本公司2017/18年報第48頁所載企業管治報告內之「與股東之溝通」章節。

2. ENVIRONMENTAL 環境

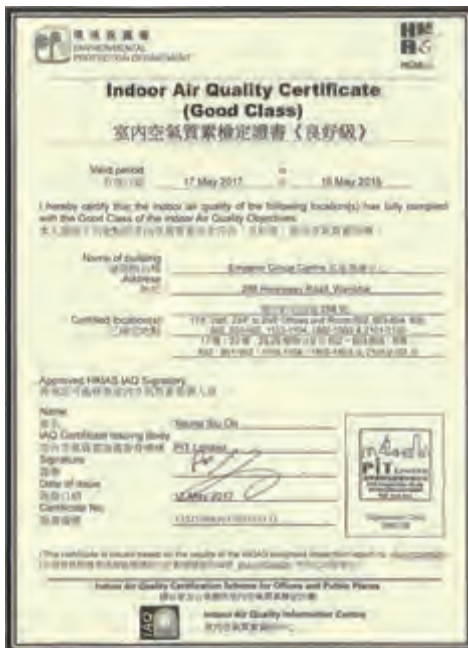
2.1 Environmental Policies and Performance 環境政策及表現

The Group is committed to supporting environmental protection initiatives and educating its employees on their awareness of promoting a green environment. The Group seeks to identify and manage environmental impacts generated by its business operations, in order to alleviate these impacts. Various measures have been adopted to reduce use of energy and other resources, minimise waste and increase recycling, and promote environmental protection in the Group's supply chain and marketplace. These measures are discussed below, in section 2.2 – “Use of Resources” and section 2.3 – “The Environment and Natural Resources”.

In May 2017, the Group's head office at 28/F, Emperor Group Centre, 288 Hennessy Road, Wanchai (the “Head Office”), along with many other floors of the building, were awarded an “Indoor Air Quality Certification – Good Class” by the Environmental Protection Department, under its voluntary Indoor Air Quality Certification Scheme for Offices and Public Places.

本集團竭誠支持環境保護工作及培育員工加強綠色環境的意識。本集團努力辨識及管理其業務對環境造成之影響，務求將該等影響減至最低。本集團已採取多項措施以降低能源及其他資源消耗、減廢及增加循環再用，並在本集團的供應鏈及市場中推行環保。該等措施載於本報告第2.2「資源利用」章節及第2.3「環境及天然資源」章節。

於2017年5月，本集團位於灣仔軒尼詩道288號英皇集團中心28樓的總部（「總辦事處」）以及該大廈的多個其他樓層，獲環境保護署根據其自願性的「辦公室及公眾場所室內空氣質素檢定計劃」頒發「室內空氣質素檢定證書－良好級」。



2.2 Use of Resources 資源利用

Global warming and climate change are among the major environmental problems in every part of the world. The electricity consumption in offices and cinema operations contributes most of the Group's carbon footprint. Several measures have been implemented in order to reduce electricity consumption, such as maintaining constant room temperature with thermostats in the air conditioning system, using LED lamps, switching off passenger lifts after office hours, etc. To identify energy efficiency opportunities, the Group measures and records the energy consumption intensity from time to time.

全球暖化及氣候變化已成為全球各地面對的重大環境問題。旗下辦公室及電影院業務之耗電為本集團碳足跡的最大來源。本集團已實施若干措施，以降低能源消耗，例如透過冷氣系統的恆溫器維持穩定室溫、採用LED燈、於辦公時間後關掉乘客升降機等。本集團不時測量及記錄能源消耗情況，以發掘提高能源效率的機會。

2.3 The Environment and Natural Resources 環境及天然資源

Creating a paperless working environment not only reduces environmental damage but also fits commercial goals, as it can save physical space, facilitate information sharing via IT networks, and reduce complicated documentation procedures. In the Head Office, the Group has implemented paperless processing e-systems – such as employee time sheets, leave applications and memo approvals. Moreover, duplex printing and copying has become the norm within the Group, greatly reducing paper consumption and saving costs. Data on usage of office printing machines is regularly collected and assessed, to monitor the efficiency of a paperless environment.

營造無紙化的工作環境不僅可減少對環境的破壞，亦具有多重商業裨益，包括可節省空間、促進資訊科技網絡信息共享及減省繁複的文書程序等。於總辦事處，本集團已實行無紙化電子處理系統，例如僱員工時表、假期申請表及審批備忘等。另外，雙面列印及複印已成為本集團內部慣例，大大減少紙張消耗及節省成本。本集團定期收集及評估打印機使用數據，以監控無紙化環境之成效。



THINK
BEFORE YOU
PRINT

Partnering with its printing solutions provider, the Group has adopted "Follow You" print solution in the Head Office, helping the Group to become more cost efficient through smarter printing. The print solution enables the Group to achieve environmental objectives by reducing unclaimed printing, as printing is released only upon presentation of a staff card from the particular staff member who gives the printing instruction.

本集團與列印方案供應商合作，在總辦事處採用「Follow You」列印方案，透過智能列印有助本集團達致更佳的成本效益。由於作出列印指示的指定員工於列印時需要出示員工證方能進行打印，因此可減少無人認領列印的情況，從而有助本集團達到環保的目的。

Staff are encouraged to actively participate in the Group's recycling effort. In the Head Office, designated containers for disposal of recyclable paper are placed in common areas. The recyclable papers are regularly collected by a recycling vendor for further processing.

本集團鼓勵員工積極參與其在循環再用方面的工作。在總辦事處內公用地方設有特定容器供棄置可回收廢紙，該等可回收廢紙由回收商定期收集後再作進一步處理。

The Company strongly recommends shareholders to access its corporate communications, including financial reports, through the websites of HKEx and the Company, instead of printed form. By introducing electronic means of corporate communications to shareholders, the quantity of printed materials has been considerably reduced. This paperless practice thus helps to protect the environment, as well as saving costs for stationery, printing and administrative charges etc. A majority of individual shareholders access the Company's financial reports and other documents via electronic means.

本公司極力推薦股東利用聯交所及本公司網站獲取公司通訊（包括財務報告），以取代印刷文件。通過向股東引入電子版公司通訊，印刷量大幅減少。此無紙化的做法既可保護環境，亦可節約文儀用品、印刷及行政費用等。大部份個人股東以電子方式收取本公司之財務報告及其他文件。

2.4 Environmental Performance Summary 環境表現概要

To illustrate the Group's sustainability performance, quantitative data from selected location has been collected. During the Year, approximately 71.9% of the Group's revenue was derived from cinema operations. One of the Group's major presences is its cinema in Hefei (the "Selected Cinema") in mainland China, which is the first cinema of the Group occupying an area of 8,289 square metres. The environmental indicators at the Selected Cinema have been obtained.

為呈列本集團可持續發展之表現，本集團於選定位置收集量化數據。於本年度，本集團之收入約71.9%來自電影院業務。本集團於中國內地合肥的電影院（「選定電影院」）為旗下的其中一個主要據點，亦為本集團首個電影院，佔地8,289平方米。選定電影院的環保指標已獲記錄。

2.4.1 Emissions 排放物

The carbon emissions at the Selected Cinema have been measured and calculated as follows:

選定電影院的碳排放量的量度及計算如下：

Indicators 指標		FY2017/18 2017/18年度
Indirect emissions (Scope 2) CO ₂ emissions from electricity generation (kg) ¹	間接排放（範疇2） 電力產生的二氧化碳排放（千克） ¹	1,064,697
Indirect emissions (Scope 3) CO ₂ emissions from paper disposal (kg)	間接排放（範疇3） 廢棄紙張的二氧化碳排放（千克）	985
Total CO ₂ emissions (kg)	二氧化碳排放總量（千克）	1,065,682
CO ₂ emissions per gross floor area (kg/m ²)	每平方米建築面積的二氧化碳排放 （千克／平方米）	128.5

¹ The calculation of the Group's carbon emission intensity is based on an operating margin carbon emission factor (East China power grid) of 0.8112 kg CO₂/kWh, which was cited in "2015 Baseline Emission Factors for Regional Power Grids in China" prepared by Department of Climate Change National Development & Reform Commission of China.

本集團碳排放密度乃基於中國國家發展和改革委員會應對氣候變化司編制的《2015中國區域電網基準排放因子》所列的華東區域電網之電量編制排放因子每千瓦時0.8112千克的二氧化碳排放計算。

2.4.2 Energy Consumption 能源消耗

Energy consumption data was based on the amount of electricity consumed in the Selected Cinema, as follows:

能源消耗數據乃基於選定電影院的用電量，如下：

Indicators 指標		FY2017/18 2017/18年度
Indirect energy consumption (kWh)	間接能源消耗 (千瓦時)	1,312,497
Energy consumption per gross floor area (kWh/m ²)	每平方米建築面積的能源消耗總量 (千瓦時／平方米)	158.3

2.4.3 Waste Management 廢物管理

Disposal of general waste generated at the Selected Cinema – is centralised through the mall's property management. The waste management data regarding the Selected Cinema is as follows:

選定電影院產生的一般廢物乃透過商場內的物業管理處進行棄置。有關本集團選定電影院的廢物管理數據如下：

Indicators 指標		FY2017/18 2017/18年度
Waste disposed to landfills (kg)	棄置於堆填區的廢物 (千克)	18,435
Waste disposed to landfills, per gross floor area (kg/m ²)	每平方米建築面積的棄置於堆填區的廢物 (千克／平方米)	2.2
Paper collected for recycling (kg)	收集進行回收的紙張 (千克)	5,867
Paper collected for recycling per gross floor area (kg/m ²)	每平方米建築面積的收集進行回收的紙張 (千克／平方米)	0.7

2.4.4 Water consumption 耗水量

The water consumption data regarding the Selected Cinema is as follows:

有關選定電影院的耗水量數據如下：

Indicators 指標		FY2017/18 2017/18年度
Water consumption (m ³)	耗水量 (立方米)	5,197
Water consumption per floor area (m ³ per m ²)	每平方米面積的耗水量 (立方米／平方米)	0.6

3. WORKPLACE QUALITY 工作環境質素

3.1 Workforce 員工

The Group believes that a motivated and balanced workforce is crucial for building a sustainable business model and delivering long-term returns.

本集團深信，積極主動且具均衡比例之員工團隊，是建立可持續經營模式及帶來長遠回報的關鍵元素。

As at 30 June 2018, the employees of the Group totalled 316, working in Hong Kong and mainland China.

於2018年6月30日，本集團合共僱有316名僱員，於香港及中國內地任職。

The demographics of the Group's workforce (as at 30 June 2018) are summarised below:

於2018年6月30日，本集團之員工分佈資料概述如下：

Region 按地區		Gender 按性別	
Hong Kong 香港	17%	Male 男	44%
Mainland China 中國內地	83%	Female 女	56%
	100%		100%

Age Distribution 按年齡分佈		Employment Type 僱傭類型	
≤25	50%	Full time 全職	69%
26-35	46%	Part time 兼職	31%
≥36	4%		
	100%		100%

Staff turnover rate among managerial positions is relatively low, reflecting a high level of employee satisfaction and engagement with the Group.

管理職位的員工流失率相對較低，反映出員工對本集團的滿意度及歸屬感處於高水平。



The Group encourages breastfeeding, and provides space to support lactation of breastfeeding women during working hours. These "Breastfeeding Friendly Workplace" measures demonstrate the Group's commitment to the well-being of its employees and their families.

本集團鼓勵母乳餵哺，並為餵哺母乳的女性員工提供空間，以支持其於工作時間內的泵母乳。該等「母乳餵哺友善工作間」措施兌現本集團維護僱員及其家庭成員福祉的承諾。



3.2 Labour Standards 勞工標準

The Group is committed to establishing an inclusive culture and embracing the diverse backgrounds of employees. The Group's employee handbook covers policies and guidelines related to employment practices, including compensation and dismissal, recruitment, working hours, rest periods, equal opportunity, anti-discrimination and other benefits and welfare, etc.

本集團致力建立共融文化，包容不同背景的員工。本集團之員工手冊訂有與僱傭常規有關的政策及指引，包括薪酬及解僱、招聘、工作時數、假期、平等機會、反歧視以及其他待遇及福利等。

The Group strictly complies with relevant laws and regulations in related regions concerning the prevention of forced or child labour. In the recruitment process, the Group implements appropriate procedures to ensure that employment adheres to minimum age provisions of applicable laws. The Group also prohibits any form of forced labour.

本集團嚴格遵守在相關地區有關防止強迫勞動或童工的法律法規。在招聘過程中，本集團實施適當程序以確保受僱員工符合適用法律的最低年齡規定。本集團亦禁止任何形式的強迫勞動。

3.3 Health and Safety 健康及安全

The Group values the health and well-being of staff. In order to provide employees with health coverage, staff are entitled to benefits including medical and life insurance as well as other fringe benefits.

本集團重視員工之健康及福祉。為了向員工提供健康保障，彼等享受之福利包括醫療及人壽保險以及其他額外福利。

The Group prides itself on providing a safe, effective and congenial work environment for its staff. Adequate arrangements and training courses are provided to ensure a healthy and safe working environment. Health and safety training is provided to all employees on induction. Office memos and guidelines on occupational health and safety are issued, and keep all employees informed. Workshops and seminars on different topics are regularly held, to present the latest information and raise awareness of occupational health and safety issues for employees.

本集團致力為員工提供安全、高效及舒適之工作環境，並以此自豪。本集團落實充足的安排及培訓課程，以確保健康及安全的工作環境。於入職時，所有員工均須接受健康及安全培訓。所有員工均獲發及知悉有關職業健康與安全的辦公室備忘錄及指引。本集團定期舉辦不同主題的研習會及研討會，以呈列最新資訊，及加強僱員對職業健康及安全方面的意識。



The Group promotes emergency preparedness and ensures there are well-stocked first-aid kits in the Head Office to protect the health and safety of employees, in the event that they are injured at work. An automated external defibrillator is also available for use in the Head Office, aiming at saving the life of anyone who might suffer sudden cardiac arrest.

本集團加強應急準備能力及確保總辦事處配備齊全的急救箱，以於員工發生工傷時能保障員工的健康及安全。本集團亦已在總辦事處設置自動體外心臟去顫器，旨在拯救潛在心臟病發的人士。



Every case of injury (if any) is required to be reported to the Group Human Resources Department and be individually assessed under the internal guideline procedures. The rate of accidents and injuries during the Year was extremely low. No fatalities or critical incidents were reported.

每宗工傷事故（如有）均需通報本集團人力資源部門，並根據內部指引程序進行獨立評估。本年度之意外及工傷率極低。概無接獲死亡或重大事故的報告。

3.4 Work-life Balance 工作與生活的平衡

The Group believes that maintaining a work-life balance is essential for sustainability, and a sound body and mind for every employee. The Group supports work-life balance activities and encourages its employees to attain a healthy work-life balance with their co-workers and family. The Group actively provides a range of activities and initiatives to enhance the health and well-being of its employees, as well as to strengthen the connections and teamwork among staff.

本集團相信，維持工作與生活的平衡對可持續發展以及每位員工的身心健康至為重要。本集團支持工作與生活平衡相關的活動，並鼓勵員工在與同事工作及家庭生活之間取得健康平衡。本集團積極提供多種活動及落實多項措施，以提高僱員的健康及福祉，以及加強員工之間的聯繫及團隊合作。

Rock Climbing Adventures 攀岩探險

September 2017
2017年9月

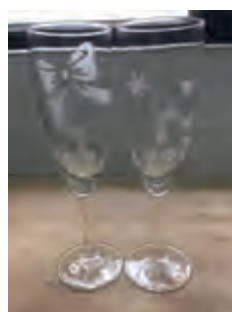


In collaboration with YMCA of Hong Kong, a 4-lesson rock climbing course led by an experienced coach was organised for participants to learn basic climbing techniques. Upon completion of the course and passing the test, the participants received Sport Climbing Level 1 Certificate from China Hong Kong Mountaineering and Climbing Union. Through climbing activities, the participants built their confidence and strengthened problem solving skills in the face of adversity.

本集團與香港基督教青年會合作，開辦由資深教練帶領的4節攀岩課程，供參加者學習基本攀登技巧。於完成課程及通過測試後，參加者獲中國香港攀山及攀登總會頒發一級運動攀登證書。透過攀登活動，參加者建立起自信並提升了面對逆境解決問題的技巧。

During the Year, the Group organised interest classes for the staff and their families, such as cookery class and glass etching workshop. These activities help to strengthen relationships between employees, and promote a harmonious working environment.

於本年度，本集團亦為員工及其家屬舉辦興趣班，如烹飪班及蝕刻玻璃杯工作坊等。該等活動有助鞏固員工之間的關係，並締造和諧的工作環境。



Glass Etching Workshop 蝕刻玻璃杯工作坊

September 2017
2017年9月





3.5 Development and Training 發展及培訓

Recognising the importance of skilled and professionally trained employees, the Group supports its staff to develop and enhance their knowledge, skills and work capability. The Group encourages and provides subsidies to employees at all levels to pursue educational or training opportunities that achieve personal growth and professional development. A Policy on External Training Subsidy is in place, allowing every staff member to develop and maintain job-related skills that maximise performance.

The Group conducted various trainings covering occupational safety, customer servicing skills and management skills, etc. During the Year, the Group dedicated around 5,655 hours to staff training, representing approximately 18 hours per employee.

本集團明白技能熟練及經專業培訓的僱員之重要性，並支持員工發展及提升其知識、技能及工作能力。本集團鼓勵並資助各級員工進修或參與培訓，以實現其個人成長及專業發展。本集團設外間進修資助政策，讓每個員工能發展及維持工作技能，發揮最佳表現。

本集團舉辦各種培訓，內容涵蓋職業安全、客戶服務技巧及管理技能等。於本年度，本集團前線員工於培訓方面投入約5,655小時，相當於每名僱員參與培訓約18小時。

4. OPERATING PRACTICES 經營常規

4.1 Supply Chain Management 供應鏈管理

The Group has established solid relationships with a number of cinema exhibition equipment and services providers who maintain high levels of quality control and service standards. The selection of suppliers is based on criteria such as quality, supplier's capability and experience, with preference given to suppliers who demonstrate their environmental commitment.

本集團與多家維持嚴謹品質監控及高服務水平的電影院展示設備商及服務商建立穩固的合作關係。供應商乃根據質素、供應商的實力及經驗等準則進行甄選，若能履行環保責任的供應商更可獲優先考慮。

4.2 Product Responsibility and Customer Services 產品責任及客戶服務

The state-of-the-art cinema under the Group offers premium viewing experience for audiences. The theatres are designed to provide an unparalleled and luxurious visual, audio and sensory experience, resulting in enhanced customer satisfaction. The cinema possesses various advanced technologies and facilities such as IMAX theatre system, 4DX motion system, D-Box seats and Dolby Atmos sound system.

本集團旗下先進的電影院為觀眾提供高品質的觀賞體驗。電影廳提供無與倫比及奢華的視覺、聽覺及觸角之體驗，顧客滿意度因而獲提升。電影院配備不同領先的科技及設施，如IMAX放映系統、4DX動感系統、D-Box椅及杜比全景聲音效系統。

The Group believes in recognising the support and loyalty of its customers. To appreciate these valuable relationships, the Group has established an exclusive loyalty program for rewarding loyal customers with unmatched privileges and special offers.

本集團對一直給予支持及忠誠的客戶心存感謝。為了感謝彼此重要的關係，本集團已設立尊貴的忠誠會員計劃，以特別的禮遇及優惠回饋忠誠客戶。

Complaints from the customers are independently investigated and handled according to its internal guidelines. They were diligently assessed and addressed in a timely manner.

客戶投訴均按照內部指引作獨立調查及處理，並已獲仔細評估及即時處理。

4.3 Protection of Data 資料保護

The Group places the utmost importance on protecting the privacy of its customers, partners and staff in the collection, processing and use of their personal data. The Group adheres to the applicable data protection regulations and ensures appropriate technical measures are in place to protect personal data against unauthorised use or access.

本集團在收集、處理及使用所有客戶、合作夥伴及員工的個人資料過程中，對保障彼等的私隱給予最高度的重視。本集團嚴格依循適用的資料保護法例並確保設立適當之技術措施，保障個人資料免被未經授權挪用或存取。

The Group also ensures that customers' personal data is securely stored, and processed only for the purpose for which it has been collected. Relevant staff are provided with adequate training in compliance with applicable laws on data privacy protection, to strengthen their awareness and to protect personal data against loss, unauthorised access, use, modification or disclosure.

本集團亦確保客戶個人資料獲安全妥善地儲存，並只會按收集時指定的用途處理。本集團根據資料私隱保護適用法律向相關員工提供充足培訓，以加強彼等的意識及保障個人資料，防止遺失、未經授權獲取、使用、修改或披露。

4.4 Protection of Intellectual Property 保障知識產權

The Group builds up and protects its intellectual property rights by prolonged use and registration of domain names. The Group's domain names are constantly monitored, and renewed prior to their expiration.

本集團透過持續使用及登記域名建立及保護其知識產權。本集團域名會獲持續監控及於屆滿前續期。

4.5 Anti-corruption/Anti-money Laundering/Counter-Terrorist Financing 反貪污／防止洗黑錢／反恐怖分子資金籌集

In order to build up an ethical corporate culture and practices, the Group has established policies and procedures for anti-corruption, anti-money laundering and counter-terrorist financing.

It is essential for the Group's employees to acquire a better understanding of corruption and related acts. In addressing and mitigating corruption risks, a set of guidelines was established to outline acceptable and unacceptable conduct in employees' daily business activities. This reaffirms that every employee must adhere to applicable legal requirements and makes ethical business decisions. Employees are given briefings organised by the Group or seminars on anti-corruption organised by the Independent Commission Against Corruption of Hong Kong. The Group has also adopted whistleblowing system and procedures for all levels and operations under the Group, so staff can raise concerns, in confidence, about possible improprieties such as misconduct and malpractice in any matter related to the Group. These policies and procedures can be found in the employee handbook on the Company's intranet.

During the Year, no legal case regarding corrupt practices was brought against the Group or its employees. Also, no whistleblowing concerning a criminal offence or misconduct was reported.

為建立一套企業道德的文化及常規，本集團已建立反貪污、反洗黑錢及反恐怖分子資金籌集之政策及程序。

本集團之員工應當對貪污及相關行為加深了解。為了針對及減低貪污之風險，本集團已制訂一套指引，列明員工日常業務活動中可接受及不可接受的行為。這套指引再次強調，每名員工均必須遵從適用的法律規定及作出合乎道德之商業決定。員工會參與本集團舉辦之簡介會或香港廉政公署舉辦之防止貪污研討會。本集團亦採納一套舉報制度及程序，讓本集團所有層面及業務之員工可秘密地就任何可能影響本集團之不當事宜（如不當及不法行為）提出檢舉。該等政策及程序可於本公司內聯網上的員工手冊內查閱。

於本年度，本集團或其員工並無面對任何有關貪污行為之法律起訴案件。同時，亦無接獲涉及刑事罪行或不當行為之舉報。

4.6 Compliance with Laws and Regulations 遵守法律及法規

The Corporate Governance Committee is delegated by the Board to review and monitor the policies and practices on compliance with legal and regulatory requirements which have significant impact on the Group. Details on the work of the Corporate Governance Committee can be found in the Corporate Governance Report as shown on page 39 of the Company's Annual Report 2017/18.

The Group's Legal Department is designed to provide an in-house legal and compliance service that effectively supports various operation units in their duties and day-to-day operations and provides legal advice in accordance with applicable laws, rules and regulations.

Updates to the relevant applicable laws, rules and regulations are brought to the attention of relevant employees and relevant operation units from time to time. The management must ensure that business is conducted in accordance with the relevant applicable laws and regulations.

董事會委派企業管治委員會檢討及監察本集團在遵守對本集團有重大影響之法例及監管規定方面的政策及常規的情況。企業管治委員會之工作詳情載於本公司2017/18年報（企業管治報告內）第39頁。

本集團之法律部門旨在提供內部法務及合規服務，以適用法律、規則及法規，有效支援多個經營單位之職務及日常營運，以及提供法律意見。

相關員工及相關經營單位不時獲得相關適用法律、規則及法規之最新資料。管理層須確保所從事業務符合相關適用之法律及法規。

5. COMMUNITY INVOLVEMENT 參與社區活動

Embracing the mission “From the Community, To the Community”, the Group actively promotes diverse community campaigns spanning elderly welfare, underprivileged communities and environmental conservation initiatives. The Group’s management team also plays an important role in mobilising staff to join all these activities, which are held in tandem with its commitment to sustainable development.

以「取諸社會，用諸社會」為使命，本集團積極推廣多種社區活動，涵蓋長者福利、弱勢社群及環保行動。該等活動與本集團可持續發展之承諾相輔相承，而本集團管理層團隊在動員參與此等活動方面亦擔任重要角色。

During the Year, the Group supported a wide range of community volunteering and charity donation programmes. Major initiatives included:

於本年度，本集團竭力支持多項社區義工服務及慈善募捐計劃。主要參與的活動包括：

Mooncake Donation Campaign 月餅捐贈活動

September 2017
2017年9月



The “Mooncake Donation Campaign”, aimed to donate mooncake collected from the Group’s staff to Pok Oi Hospital Wai Yin Association Youth City, for redistribution to underprivileged families in Tin Shui Wai.

「月餅捐贈活動」旨在向博愛醫院慧妍雅集新Teen地捐贈收集自本集團員工之月餅，以派發予天水圍的弱勢家庭。

Beijing Changli Trip Volunteering Tour 北京昌黎之旅義工行

September 2017
2017年9月



Staff of the Group again took part in the annual outbound volunteering activity organised by Emperor Foundation. They joined a four-day tour to Beijing, for service visit to “Albert Yeung Sau Shing (Changli, China) Elderly Service Centre”, where they set up game booths to have a whole day of fun with the residents there. A migrant school at Daxing district in Beijing was another destination of the tour, where volunteers enjoyed an eco-themed fun fair with underprivileged children of migrant workers.

本集團員工再次參加英皇慈善基金每年一度舉辦的大型義工活動。在為期4天的北京之行中，員工們探訪「楊受成（中國●昌黎）關愛老年中心」，並設置攤位遊戲，與長者同樂。此外，彼等探訪另一目的地—北京大興區一所勞工子弟學校，舉行一個以環保為主題的遊藝會，與民工家庭的貧困學童互動，表示關懷。



Dress Casual Day 便服日

October 2017
2017年10月

The staff dressed casual when they took part in the annual Dress Casual Day organised by the Community Chest. The theme was “Wear I Am” and participants wore their favorite outfits to work which created a vivid atmosphere at the office. The campaign had raised a considerable amount of donation for the underprivileged.

員工身穿便服參加香港公益金之年度活動便服日。便服日的主題是「做自己」；參加者穿著自己喜歡的衣服上班，為辦公室營造了朝氣勃勃的氣氛。此活動為弱勢人士籌得可觀善款。



Earth Hour 地球一小時

March 2018
2018年3月

The Group is also dedicated to promoting environmental awareness through green education. On 24 March 2018, the Group joined the millions of people around the globe and turned off its office lights in support of WWF's Earth Hour, an annual event to raise awareness of climate change.

本集團亦致力通過綠色教育宣揚環保意識。於2018年3月24日，本集團響應世界自然基金會一年一度的「地球一小時」活動，與全球數百萬人攜手參與節能行動並關閉辦公室照明燈。該活動旨在提高人們對氣候變化的意識。



Blood Donation Day 捐血日

May 2018
2018年5月

Staff members participates a regular Blood Drive in partnership with the Hong Kong Red Cross, aiming to support those in needs and spread the message of saving lives.

本集團與香港紅十字會合作定期開展捐血活動，旨在幫助有需要的人士，並傳遞挽救生命的訊息。



The following content index is prepared in accordance with the ESG Reporting Guide, as set out in Appendix 27 of the Rules Governing Listing Securities on the HKEx.

下列內容索引乃根據聯交所上市規則附錄27《環境、社會及管治報告指引》制訂。

Subject areas 主要範疇	Description 描述	Section of this report and remarks 本報告之章節及備註
A. Environmental A. 環境		
Aspect A1: Emissions 層面A1：排放物		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	2.1
KPI A1.1 指標A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	2.4.1
KPI A1.2 指標A1.2	Greenhouse gas emissions in total and intensity. 溫室氣體總排放量及密度。	2.4.1
KPI A1.3 指標A1.3	Total hazardous waste produced and intensity. 所產生有害廢棄物總量及密度。	Not applicable 不適用 <i>In view of its business nature, the Group does not directly generate any hazardous waste.</i> 基於其業務性質，本集團並無直接產生大量有害廢棄物。
KPI A1.4 指標A1.4	Total non-hazardous waste produced and intensity. 所產生無害廢棄物總量及密度。	2.4.3

Subject areas 主要範疇	Description 描述	Section of this report and remarks 本報告之章節及備註
KPI A1.5 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。	2.2
KPI A1.6 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。	2.4.3
Aspect A2: Use of Resources 層面A2：資源使用		
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。	2.2
KPI A2.1 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／或間接能源總消耗量及密度。	2.4.2
KPI A2.2 指標A2.2	Water consumption in total and intensity. 總耗水量及密度。	2.4.4
KPI A2.3 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。	2.2
KPI A2.4 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。	Not applicable 不適用 <i>The Group did not encounter any problems in sourcing water for its daily operations.</i> 本集團日常營運中在覓水源方面並無遇到任何問題。
KPI A2.5 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）每生產單位估量。	Not applicable 不適用

Subject areas 主要範疇	Description 描述	Section of this report and remarks 本報告之章節及備註
Aspect A3: The Environment and Natural Resources 層面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。	2.3
KPI A3.1 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。	2.3
B. Social B. 社會		
Employment and Labour Practices 僱傭及勞工常規		
Aspect B1: Employment 層面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。	3.2
KPI B1.1 指標B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	3.1
KPI B1.2 指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	3.1 briefly discussed 已概括說明

Subject areas 主要範疇	Description 描述	Section of this report and remarks 本報告之章節及備註
Aspect B2: Health and Safety 層面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。	3.3
KPI B2.1 指標B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	3.3
KPI B2.2 指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	3.3 briefly discussed 已概括說明
KPI B2.3 指標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。	3.3
Aspect B3: Development and Training 層面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。	3.5
KPI B3.1 指標B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別（如高級管理層、中級管理層等）劃分的受訓僱員百分比。	3.5 briefly discussed 已概括說明
KPI B3.2 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。	3.5 briefing discussed 已概括說明

Subject areas 主要範疇	Description 描述	Section of this report and remarks 本報告之章節及備註
Aspect B4: Labour Standards 層面B4：勞工準則		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	3.2
KPI B4.1 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。	3.2
KPI B4.2 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。	3.2
Operating Practices 營運慣例		
Aspect B5: Supply Chain Management 層面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。	4.1
KPI B5.1 指標B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	4.1 briefly discussed 已概括說明
KPI B5.2 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。	4.1 briefly discussed 已概括說明

Subject areas 主要範疇	Description 描述	Section of this report and remarks 本報告之章節及備註
Aspect B6: Product Responsibility 層面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。	4.2
KPI B6.1 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 不適用
KPI B6.2 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。	4.2 briefly discussed 已概括說明
KPI B6.3 指標B6.3	Description of 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。	4.4
KPI B6.4 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。	4.2
KPI B6.5 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。	4.3

Subject areas 主要範疇	Description 描述	Section of this report and remarks 本報告之章節及備註
Aspect B7: Anti-Corruption 層面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。	4.5
KPI B7.1 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 cases. 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。	4.5
KPI B7.2 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。	4.5
Community 社區		
Aspect B8: Community Investment 層面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. 有關以社區參與來了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。	5
KPI B8.1 指標B8.1	Focus areas of contribution. 專注貢獻範疇。	5
KPI B8.2 指標B8.2	Resources contributed to the focus area. 在專注範疇所動用資源。	5