

昊天發展集團有限公司

Hao Tian Development Group 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 : 00474)



2017/2018

Environmental, Social and Governance Report
環境，社會及管治報告

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

CONTENTS

目錄

1	Contents 目錄
2	Scope of Report 報告範圍
2	Communication with Stakeholders 與持份者溝通
	A Environmental 環境
3	A.1 Emissions 排放物
6	A.2 Use of Resources 資源使用
7	A.3 The Environment and Natural Resources 環境及天然資源
	B Social 社會
8	B.1 Employment 僱傭
11	B.2 Health and Safety 健康與安全
12	B.3 Development and Training 發展及培訓
13	B.4 Labour Standards 勞工準則
14	B.5 Supply Chain Management 供應鏈管理
15	B.6 Product Responsibility 產品責任
18	B.7 Anti-Corruption 反貪污
19	B.8 Community Investment 社區投資
20	Index 索引

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

SCOPE OF REPORT

Hao Tian Development Group Limited (the “**Company**”), together with its subsidiaries (collectively referred to as the “**Group**” or “**We**”), is pleased to present this Environmental, Social and Governance Report (the “**Report**”). This Report discloses and summarises the policies and performance of the Group in respect of the environmental, social and governance (“**ESG**”) responsibilities, covering the Group’s operating activities which are considered as material by the Group during the period from 1 April 2017 to 31 March 2018 (the “**Period**”). For details of corporate governance, please refer to the corporate governance report on pages 51 to 72 of the Company’s 2017/2018 annual report.

This report is prepared according to “Environmental, Social and Governance Reporting Guide” as set out in Appendix 27 to the “Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited” issued by The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”).

COMMUNICATION WITH STAKEHOLDERS

The Group’s key stakeholders include employees, customers and business partners. The Group engages them in daily operations through meetings and interviews to understand their specific views on the relevance and materiality on various ESG aspects.

Employees

Employees are important and valuable assets of the Group. The objective of the Group’s human resource management is to reward and recognize performing staff by providing a competitive remuneration and welfare packages.

Customers

The Group maintains a good relationship with its customers. It is the Group’s mission to provide effective customer services whilst maintaining long-term profitability, business and asset growth. Various means of communications have been established to provide its customers with more quality services.

報告範圍

昊天發展集團有限公司(「**本公司**」)連同其附屬公司(統稱「**本集團**」或「**我們**」)，欣然發表本環境、社會及管治報告(「**報告**」)。本報告披露並概述本集團在環境、社會及管治(「**ESG**」)責任方面的政策及表現，涵蓋本集團於2017年4月1日至2018年3月31日期間被視為重要的經營活動。有關企業管治的詳情，請參閱本公司2017/2018年報第51至72頁的企業管治報告。

本報告依據香港聯合交易所有限公司(「**聯交所**」)發佈的《香港聯合交易所有限公司證券上市規則》附錄二十七《環境、社會及管治報告指引》編撰。

與持份者溝通

本集團主要持份者包括僱員、客戶及業務夥伴。本集團於日常營運中邀請彼等參與會議及訪談以了解持份者對不同環境、社會及管治範疇的相關性及重要性的具體觀點。

僱員

僱員乃本集團重要及寶貴的資產。本集團人力資源管理的目標為透過提供具吸引力的薪酬待遇，以獎勵及認可表現優秀的員工。

客戶

本集團與客戶保持良好的關係。本集團的使命為提供卓越優質的客戶服務，同時維持長期盈利能力、業務及資產增長。本集團已建立多種溝通方式以提供更為卓越優質的客戶服務。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

COMMUNICATION WITH STAKEHOLDERS

(continued)

Business partners

Sound relationships with key business partners of the Group are important to its business development and overcoming challenges. The Group has developed long-standing relationships with a number of business partners and will ensure that they share the Group's commitments to quality and ethics as well as its vision on different ESG aspects.

與持份者溝通 (續)

業務夥伴

本集團與主要業務夥伴維持良好關係對於其業務發展及克服挑戰至為重要。本集團與多家業務夥伴建立長期的合作關係，並將確保彼等分享本集團對質量及道德準則的承諾以及對不同環境、社會及管治方面的展望。

A ENVIRONMENTAL

A.1 Emissions

The Group adopts policies and takes relevant measures to help the end-users of the construction machineries to achieve better emissions standards for its rental of construction machinery business. The Group procures machineries to comply with the Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation (Chapter 311Z of the Laws of Hong Kong) and whenever feasible, the Group also endeavours to procure construction machineries to comply with better emission performance. Most of the machineries procured by the Group meet the European Union's Stage IIIA emission standards and/or the emission standards adopted by the Ministry of the Environment of Japan. The Group provides regular maintenance services to the rental machineries to ensure that the operation of the machineries and their relevant emission in good conditions. The Group also follows the policy of the Environmental Protection Department of Hong Kong to phase out pre-Euro IV diesel commercial vehicles. Although the Group produces waste oil when performing repair, the Group implements measures to ensure that all the waste oil is collected by licensed chemical waste processors for proper disposal.

A 環境

A.1 排放物

對於建築機械租賃業務，本集團採取一系列措施以協助使用者能達到更理想的排放表現。本集團採購符合《空氣污染管制(非道路移動機械)(排放)規例》(香港法例第311Z章)規定的機械，並在可行的情況下努力引入具有更優良排放表現的機械。而本集團採購的大部分機械均符合歐盟IIIA期及／或日本環境省標準。本集團會為出租機械提供定期維修保養服務，以確保機械的運作及排放表現優良。本集團亦遵循香港環境保護署的政策以淘汰歐盟四期以前的柴油車輛。而鑑於本集團進行機械維修時會產生廢機油，故此所有廢機油都會交由持牌的化學廢物收集商作適當處置。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

A ENVIRONMENTAL (continued)

A.1 Emissions (continued)

The Group produces no hazardous wastes in the operations of its retailing of men's and women's apparels business in the PRC while non-hazardous wastes are mainly domestic garbage. The Group implements a waste management and recycling policy, which requires its employees to separate, classify and store up to a certain amount of the wastes before disposal at a designated station for centralised collection by the local sanitation department.

For other business segments of the Group, the Group adopts policies to reduce waste. The Group's Hong Kong offices have set up recycling containers to collect waste papers, aluminum cans and plastic wastes for recycling. Used electronic devices such as computers are also collected by relevant building management offices for recycling.

A 環境(續)

A.1 排放物(續)

本集團在中國內地經營男女服裝的業務運作並不會產生危險廢棄物，而一般廢棄物則主要是生活垃圾。同時，本集團實施廢物管理及回收政策，要求員工先將廢物進行分類，再棄置於政府指定的垃圾回收站，經環衛進行統一回收處置。

為減少廢棄物的產生，本集團所有設於香港的辦公室均備有各類回收箱，以收集廢紙、鋁罐及塑膠廢物用於回收利用。另外，棄用的電子設備如電腦則會交由有關的大廈管理處作回收。

	NOx emissions 氮氧化物排放 (kg) (千克)	Emissions of suspended particles 懸浮顆粒排放 (kg) (千克)	SOx emissions 硫氧化物排放 (kg) (千克)
	1,218.79	100.38	3.06
Greenhouse gas emissions in total (tCO ₂ e)		溫室氣體總排放量(噸二氧化碳當量)	1,048.35
Intensity of greenhouse gas emissions ^{Note 1} (tCO ₂ e/staff)		溫室氣體排放密度 ^{附註1} (噸二氧化碳當量／員工)	2.30

Note 1: The greenhouse gas emissions intensity is calculated by dividing the Group's total greenhouse gas emission by the Group's total number of employees as at 31 March 2018.

附註1：溫室氣體排放密度的計算法是將集團的溫室氣體總排放量除以截至2018年3月31日的本集團員工總數。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

A ENVIRONMENTAL (continued)

A.1 Emissions (continued)

Non-hazardous wastes generated in total ^{Note 2} (ton)	無害廢棄物總量 ^{附註2} (噸)	50
Intensity of non-hazardous wastes generated ^{Note 3} (ton/staff)	無害廢棄物產生密度 ^{附註3} (噸/員工)	0.16

Note 2: The total amount of non-hazardous wastes generated excludes those generated in the Group's Hong Kong offices as such wastes are handled by the respective landlords or their building management offices.

附註2：產生的無害廢棄物總量不包括本集團香港辦事處產生的廢物，因為此類廢物由各自的業主或其建築物管理處處理。

Note 3: The intensity of non-hazardous wastes generated is calculated by dividing the total amount of non-hazardous wastes generated by the total number of employees of the Group as at 31 March 2018.

附註3：產生的無害廢棄物的密度是通過將產生的非危險廢物總量除以截至2018年3月31日的本集團員工總數計算得出的。

Hazardous waste generated in total ^{Note 4} (ton)	有害廢棄物總量 ^{附註4} (噸)	3.96
Intensity of hazardous waste generated ^{Note 5} (ton/staff)	有害廢棄物產生密度 ^{附註5} (噸/員工)	0.12

Note 4: No hazardous waste was generated in the Company's offices and Nuqi.

附註4：公司辦公室和諾奇沒有產生危險廢棄物。

Note 5: The intensity of hazardous waste generated is calculated by dividing the total amount of hazardous waste generated by the total number of employees of the Group as at 31 March 2018.

附註5：產生的危險廢棄物的密度是按產生的危險廢物總量除以截至2018年3月31日的本集團員工總數計算得出。

The Group has strictly complied with the relevant laws and regulations on environmental protection. There was no case of prosecution for violation of laws and regulations related to environmental protection during the Period.

本集團嚴格遵守相關的環保法例，期內未有因為違反與環保相關法例而被檢控的個案。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

A ENVIRONMENTAL (continued)

A.2 Use of Resources

The Group adopts policies of use of resources on three aspects, namely use of paper, electricity consumption and water conservation, with a goal of enhancing resources and energy efficiency.

The Group actively encourages its employees to reduce the use of papers by perusing documents in electronic forms, adopting double-sided printing, using recycled papers in printing draft documents. The Group's employees are also encouraged to check their printouts using the print preview function to avoid unnecessary wastes due to printing errors. The Group provides electronic statement service to its customers for reducing the use of papers for its securities-related business. The Group has also set up an online system to process the approval of daily operations through electronic means.

The Group endeavours to reduce electricity consumption. It adopts natural ventilation and reduces the use of air conditioning as much as possible in some of the Group's offices. Computers are set to automatically switch to energy-saving mode or sleeping mode when they are idle so as to minimise energy consumption. The Group promotes the use of office appliances with Grade 1 energy efficiency label. The Group's employees are reminded to switch off office equipment and appliances when they are not in use. The Group also encourages its employees to use recycled water for cleaning equipment and machinery, making optimal use of water resources. Last but not least, the Group posts green messages in pantries and aside of the photocopiers as reminders for using energy and resources efficiently.

A 環境(續)

A.2 資源使用

本集團主要集中於用紙、電力消耗和水資源保護三方面以提升資源和能源效益。

本集團積極鼓勵員工透過電子形式瀏覽文件、採納雙面列印、打印文件草稿時使用循環再用的紙張，以減少用紙。本集團亦提醒員工首先使用預覽列印功能檢查打印資料，以避免因錯誤打印而造成不必要的浪費。對於證券相關業務，本集團向客戶提供電子帳單服務以減少紙張的耗用。另外，我們亦建立了一個電子平台，以處理日常運作中的審批。

本集團致力於減少電力的消耗，並盡量在本集團的部分辦公室採用自然通風，從而在辦公室內減少使用空調。針對電腦，辦公期間不使用電腦時會自動開啟節能模式或休眠模式將能耗降至最低。辦公室的電器亦提倡選用具有一級能源效益標籤的產品。而本集團亦提醒員工在不使用辦公設備時要將其關上。除此之外，本集團還鼓勵員工以回用水清洗設備和機器，善用水源。本集團更於茶水間和複印機張貼綠色提示，提醒員工節約能源和資源。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

A ENVIRONMENTAL (continued)

A.2 Use of Resources (continued)

Electricity consumption in total (kWh)	耗電量(千瓦時)	546,059
Intensity of electricity consumption ^{Note 6} (kWh/staff)	耗電密度 ^{附註6} (千瓦時／員工)	1,716.17

Note 6: The intensity of electricity consumption is calculated by dividing the total amount of electricity consumption by the total number of employees of the Group as at 31 March 2018.

附註6：耗電密度的計算方法是將電力消耗總量除以2018年3月31日本集團員工總數。

Water consumption in total ^{Note 7} (Cubic Meter)	耗水量 ^{附註7} (立方米)	14,304.14
Intensity of water consumption ^{Note 8} (m ³ /staff)	耗水密度 ^{附註8} (立方米／員工)	43.99

Note 7: The total amount of water consumption excludes the amount of water consumption in the Company's offices as fees related to water consumption are included in the management fees paid to the respective landlords.

附註7：耗水量不包括公司辦公室的用水量，因為與用水有關的費用包含在向各業主支付的管理費中。

Note 8: The water consumption intensity is calculated by dividing the total amount of water consumed by the total number of employees of the Group as at 31 March 2018.

附註8：耗水密度的計算方法是將總用水量除以2018年3月31日本集團員工總數。

A.3 The Environment and Natural Resources

The Group is committed to minimising the impacts on the environment by reducing negative impacts on the environment from operations and from promoting sales of eco-friendly products. The key environmental impacts from the Group's operations are mainly related to the use of paper, electricity and water consumption and gas emission. To mitigate the negative impacts of those energy and resources consumption, we advocate the policy of "reduce", "reuse" and "recycle". For the actions taken by the Group to manage those negative impacts, please refer to the sections "A.1 Emissions" and "A.2 Use of Resources" of this Report.

A.3 環境及天然資源

本集團致力於通過減少營運對環境的負面影響及營銷環保產品，從而減低對環境的影響。而本集團營運中對環境產生重大影響的因素主要來自於用紙、電力與水的消耗，以及廢氣排放。為減輕該等能源及資源消耗所帶來的負面影響，我們提倡「減少使用」、「再使用」及「循環再造」的政策。有關本集團為管理該等負面影響所採取的行動，請參閱本報告「A.1 排放」及「A.2 資源使用」的章節。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

B SOCIAL

B.1 Employment

The Group is committed to achieving equality and fairness at all levels of employment and providing employees with the most appropriate benefits and welfare. The Group emphasises on equal opportunities for all employees in respect of hiring, salaries, training and development, promotion and other aspects of employment. The Group is committed to providing a work environment free from any form of discrimination due to difference in ethnicity, gender, religion, age, disability or sexual orientation.

The Group provides its employees with remuneration packages structured with reference to market practices and individual employee's experience, skills and performance. Such remuneration packages are reviewed annually. Meanwhile, the Group sets a clear salary table to show the salary ranges for each rank of its employees. Promotion opportunities and salary adjustments are benchmarked against individual employee's performance.

In addition to benefits such as annual leave and maternity leave in compliance with the applicable laws and regulations, the Group's employees in Hong Kong are also entitled to fringe benefits including five-day work week, marriage leave, compassionate leave, flexible leave arrangement, travel insurance, medical and dental insurance schemes. In case of unfortunate work injury, the Group also provides fair and reasonable compensation for its employees and their families. The Group has also adopted a share option scheme and a share award scheme, the participants of which include directors, senior management and other employees of the Group.

B 社會

B.1 僱傭

本集團承諾平等對待各級員工，並為他們提供最合適的福利待遇。本集團注重在招聘、薪酬、培訓及發展、晉升及其他就業待遇方面為全體職員提供平等機會。本集團亦致力提供一個不存在任何因種族、性別、宗教、年齡、殘疾或性取向等差異而受歧視的工作環境。

本集團參考市場慣例、員工的個人經驗、技能及表現以釐定員工的薪酬待遇，並會每年作檢視。同時，本集團建立了一套清晰的薪級表載列不同職級其相應的薪酬範圍以作參考。另外，我們會根據員工的個人表現提供晉升機會及作出薪酬調整。

本集團員工除根據適用的法律法規享有年假及產假等福利待遇，香港的僱員亦享有其他額外福利，包括五天工作週、婚假、體恤假、彈性休假安排、旅遊保險、醫療和牙科保險計劃。如不幸發生工傷事故，本集團會為員工及其家屬提供公平合理的補償。本集團亦採納了購股權計劃及股份獎勵計劃，其參與者包括本集團董事、高級管理層及其他員工。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

B SOCIAL (continued)

B.1 Employment (continued)

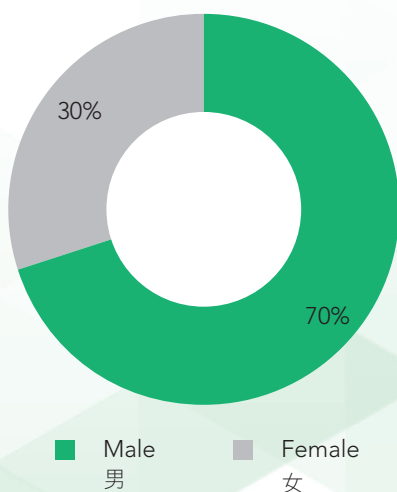
The Group's employees in the PRC are entitled to national statutory social insurances (including retirement insurance, medical insurance, work-related injury insurance, maternity insurance and unemployment insurance) and housing pension scheme. In compliance with the applicable employment laws and regulations in certain regions of the PRC, the Group's employees are entitled to statutory holidays such as paid annual leave and maternity leave accordingly.

The Group organises and hosts a wide range of social welfare activities during traditional festivals and on special occasions, with an aim to cultivate a positive working atmosphere and build a cohesive team.

Being an employer advocating for equal opportunities, the Group embraces a culture of wide diversity in terms of gender, age, skill set, educational background, industry experience and other qualifications in order to achieve the most suitable composition and balance.

As at the date of this Report, the Group employs approximately 300 employees across Hong Kong and the PRC. Demographic analyses are as below:

Total Workforce by Gender
按性別劃分的僱員總數



B 社會 (續)

B.1 僱傭 (續)

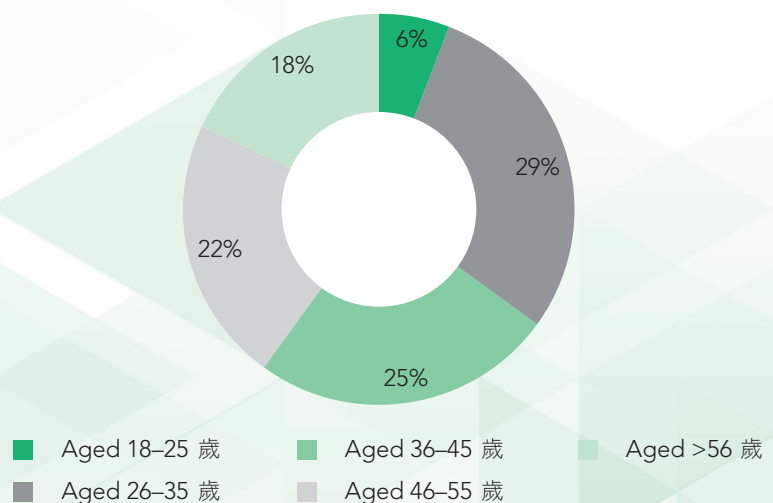
本集團在中國內地之員工均享有國家法定社會保險(包括基本養老保險、基本醫療保險、工傷保險、生育保險、失業保險)及住房養老金計劃。此外，本集團又根據若干地區的適用僱傭法律法規，給予員工基本的有薪年假及產假等法定假期。

本集團在傳統節日期間及特殊情況舉辦各種員工活動，旨在營造正面的工作氣氛，並加強員工的凝聚力。

作為一個提倡平等機會的僱主，本集團在性別、年齡、技能、教育背景、行業經驗和其他資格方面推崇僱員多元化的文化，以達致最合適的組合與平衡。

截至本報告期止，本集團在香港及中國內地共聘請約300名員工。而員工的組合統計分析如下：

Total Workforce by Age Group
按年齡組別劃分的僱員總數



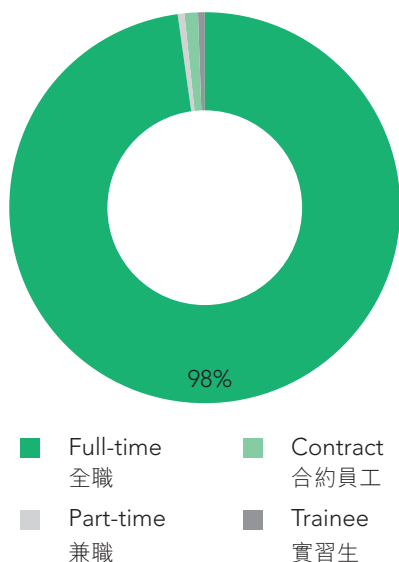
ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

B SOCIAL (continued)

B.1 Employment (continued)

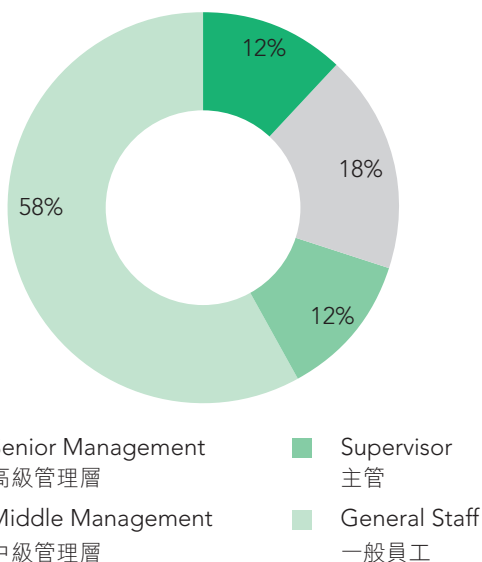
Total Workforce by Employment Type
按僱傭類型劃分的僱員總數



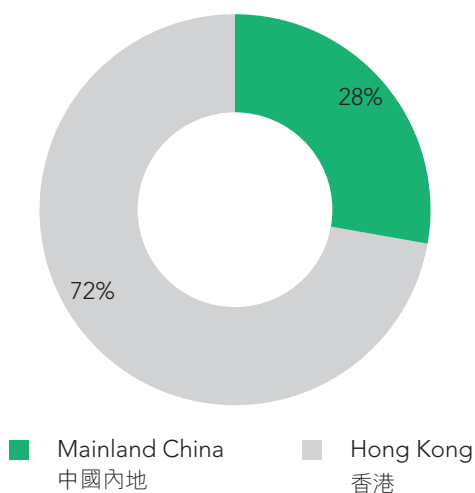
B 社會 (續)

B.1 僱傭 (續)

Total Workforce by Employee Category
按僱員職級劃分的僱員總數



Total Workforce by Geographical Region
按地區劃分的僱員總數



The Group has strictly complied with the relevant employment laws and regulations and has not been prosecuted for violations of employment-related laws and regulations during the Period.

本集團一直嚴格遵守相關的僱傭法例，期內未有因為違反與僱傭相關法例而被檢控的個案。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

B SOCIAL (continued)

B.2 Health and Safety

The Group endeavours to establish comprehensive safety measures to ensure that the workplaces of its employees are safe and comfortable. The Group's offices are equipped with first-aid kits so that its employees can receive immediate treatments for minor personal injuries or discomfort. The Group has also installed distilled water dispensers in its offices to provide its employees with clean drinking water. The Group takes employee safety as top priority by setting a clear guideline of work arrangement in the events of typhoon and rainstorm weather warnings and carrying out pest control at regular intervals. To facilitate the immediate evacuation of its employees when fire occurs, the fire escape route plans are posted in its offices. Moreover, the Group strives to ensure that the furniture used by its employees, including the chairs and workstations, are spacious and comfortable.

The Group provides appropriate protective equipment, such as safety helmets, dust masks and other protective equipment, for its employees involved in the operation of the machineries of its rental of construction machinery business, to enhance occupational safety. Meanwhile, the Group also provides safety trainings before assigning its employees to a new workplace to ensure that they understand the environment and condition of the site and are fully aware of the matters requiring attention for operation of relevant construction machineries. The Group also arranges monthly safety trainings and seminars to enhance the safety awareness of its employees and help them to identify high-risk areas.

B 社會(續)

B.2 健康與安全

我們致力建立全面的安全措施，以確保員工享有安全舒適的工作場所。辦公室配備了急救箱，員工在受到小創傷或感覺不適時能得到緊急治療。我們亦備有蒸餾水機，為員工提供清潔的飲用水。本集團將員工安全作為首要任務，並已就發出颱風和暴雨天氣警告時的工作安排訂立明確的指引。另外，我們亦會定期進行害蟲防治。為了令我們的員工能在火災發生時即時疏散，辦公室已張貼有火災逃生路線圖。此外，本集團亦盡力確保員工所使用的家具(包括椅子及工作台)寬敞舒適。

本集團為本集團從事建築機械租賃業務的員工提供安全防護裝備，例如安全帽、防塵口罩及其他安全防護裝備，以加強保障員工的職業安全。另外，本集團在派遣員工到新工作場所履行職務前會提供安全培訓，確保他們具體了解該工地的環境及情況，並充份認識在操作有關的建築機械時需要注意的事項。本集團亦會每月安排安全講座及培訓，以加強員工的安全意識及讓員工能辨識高風險的區域。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

B SOCIAL (continued)

B.2 Health and Safety (continued)

The Group strictly prohibits smoking, alcohol and drug abuse in its workplaces in the PRC for its retailing of men's and women's apparels business to improve workplace safety. Apart from placing first-aid kits at workplaces and providing trainings to its employees to prevent occupational hazards, the Group also conducts emergency rescue trainings and drills, including fire drills, with its employees every year to increase their awareness of safety and precaution. Fire squadrons are invited to participate in and lead the group fire drill. They also provide on-site education and training to all its employees.

Number of work-related fatalities

因工作關係而死亡的人數

0

Lost days due to work injury

因工傷而損失的工作日數

0

The Group has strictly complied with the relevant safety laws and regulations and there have been no cases of prosecution for violations of laws and regulations related to occupational safety during the Period.

為提高工作場所的安全性，我們在中國內地的男女服裝零售業務的工作場所均嚴禁吸煙、飲酒或濫藥。本集團除了在工作場所設立了急救藥箱及培訓員工預防職業病危害的知識外，還會每年進行應急救援培訓和演習，包括消防演習，以提高員工的安全防範意識。我們更會邀請當地消防部門參與並主導集團的消防演習，並現場進行全員教育培訓。

本集團嚴格遵守相關的安全法例，期內未有因為違反與職業安全相關法例而被檢控的個案。

B.3 Development and Training

The Group believes that employee trainings can enhance their knowledge and skills. Through employee trainings, employees can grow with the Group by realising their own values on the basis of their personal interests and expertise. The Group is committed to providing on-the-job education and trainings for its employees to enhance their knowledge and skills. Its on-the-job trainings mainly covers the areas of on-board orientation, the Group's main business and organisational structure, corporate culture, technical training, customer services and sales techniques, and anti-corruption training. Senior management officers of the Group including its directors and company secretary are required to fulfill their continuous professional development requirements under relevant professional rules and the Group subsidised them to attend such professional development activities.

B.3 發展及培訓

我們相信員工培訓能增強他們的知識技能。而通過員工培訓，員工可以根據個人興趣和專業範疇實踐個人價值，從而與集團共同成長。本集團致力於為員工提供在職教育和培訓以增強他們的知識技能，而有關的培訓則主要涵蓋入職培訓、集團主要業務和組織架構、企業文化、技術培訓、客戶服務和銷售技巧以及反貪培訓等範疇。另一方面，本集團的高級管理人員包括董事和公司秘書需根據相關的專業規則，履行持續專業發展要求，本集團並會資助他們參與有關的專業發展活動。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

B SOCIAL (continued)

B.3 Development and Training (continued)

The Group provides in-service trainings for new employees engaging in the Group's rental of construction machinery business to ensure that they have the necessary skills and knowledge to discharge their duties. The Group also provides technical courses to its existing employees who operate complex construction machineries. In order to obtain the most updated skills and knowledge of the Group's machineries that are being leased or sold, the Group arranges employees to participate in training courses organised by the manufacturers of such machineries.

The Group has devised training schedule to provide different types of trainings to employees engaged in the Group's retailing of men's and women's apparels business every year. Such trainings cover issues related to personnel, finance, store management, contract establishment and fire safety. Through education and trainings, the Group enables its employees to enhance their personal qualities, strengthen their vocational skills and reinforce team performance.

Number of trained employees (persons)

Number of training hours completed

受訓僱員人數

僱員完成受訓時數

263

1,236.2

B.4 Labour Standards

The Group prioritises the basic rights and interests of its employees.

During recruitment process, identification documents of candidates are strictly reviewed by the management of the Group to ensure that information provided is true and accurate and in particular no child labour will be employed. The Group prohibits any form of forced labour or servitude and ensures that all its employees are working on a voluntary basis. We guarantee all works shall not involve forced labour, debt repayment or involuntary prison labour. All its employees are entitled to resign upon reasonable notice.

B 社會(續)

B.3 發展及培訓(續)

對於建築機械租賃業務，本集團為新入職員工提供在職培訓，以確保他們具備履行職務所需的必要技能及知識。同時，本集團亦為需要操作複雜建築機械的員工提供技術課程培訓。另外，本集團會安排員工參與由機械製造商舉辦的訓練課程，以獲取有關本集團租賃或銷售機械的最新技能及知識。

對於男女服裝零售業務，本集團每年會訂立培訓計劃，提供不同種類培訓予員工，其分類涵蓋人事、財務、門店管理、合同訂立及消防安全等多方面。透過教育和培訓，可令員工提升其個人素質，增長工作技能及增強團隊績效。

B.4 勞工準則

本集團優先考慮員工的基本權益。

在招聘過程中，本集團管理層會嚴格核查應徵者的身份證明文件，以確保所提供的資料真實準確及確保不會聘用童工。與此同時，本集團禁止任何形式的強制勞工或勞役，並確保所有員工履行其工作均是出於自願。我們保證所有編配的工作不是使用強迫、抵債或非自願的監獄勞工。而所有員工在合理通知的情況下擁有自由離職的權利。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

B SOCIAL (continued)

B.4 Labour Standards (continued)

Working hours for its employees engaging in the Group's retailing of men's and women's apparels business in the PRC shall not exceed the limit stipulated by the applicable laws and regulations and its employees are entitled to statutory leave. Its employees are also entitled to salary and benefits in compliance with the applicable wage laws and regulations in relation to minimum wage requirements, overtime allowances and other mandatory benefits. Moreover, the salaries are paid in a timely manner.

The Group has strictly complied with the relevant labour legislation. There have been no cases of child labour or forced labour during the Period, nor has the Group been prosecuted for violation of the relevant labour legislation.

B.5 Supply Chain Management

The Group actively participates in sustainable development and considers its suppliers' performance in fulfilling their social responsibilities and commitments to environmental protection, aiming to generate a positive contribution on its supply chain. The Group gives a higher priority to suppliers of the Group's retailing of men's and women's apparels business, which are committed to international environmental, quality and safety standards such as ISO 9001, ISO 14001 and OHSAS 18001 in the supplier selection process, to ensure that they share the Group's principles and visions during their operations. In addition, the Group prohibits discrimination due to regional, racial, cultural and political factors in the course of certification, evaluation and optimization of suppliers.

B 社會(續)

B.4 勞工準則(續)

對於本集團在中國內地從事男女服裝零售業務的員工，他們的工作時間並不會超出適用當地法律的最高工時規定，而員工亦享有法定假期。另外，工資與福利亦符合適用當地工資法例，當中包括相關最低工資、加班津貼和法定福利待遇的法規。同時亦會按時發放工資。

本集團嚴格遵守相關的勞工法例，期內未出現任何童工或強迫勞工的情況，亦未有因為違反相關法例而被檢控的個案。

B.5 供應鏈管理

本集團積極參與可持續發展，並會考慮供應商在履行社會責任方面的表現及對環保的承諾，希望為我們的供應鏈帶來正面的貢獻。對於男女服裝零售業務，為確保本集團的業務合作夥伴於其營運過程中共享本集團的宗旨及願景，本集團於甄選供應商的過程中，會優先選擇已獲國際質量環境安全標準(如ISO 9001、ISO 14001及OHSAS 18001)認可的供應商。此外，本集團在供應商認證、評估、優化等過程中亦訂下規條禁止區域、種族、文化和政治等因素的歧視行為。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

B SOCIAL (continued)

B.5 Supply Chain Management (continued)

The Group conducts a strict background investigation on major suppliers for its rental of construction machinery business to evaluate their corporate social responsibility performance. In addition, existing suppliers are reviewed and evaluated annually by the Group. Moreover, during the process of selecting new suppliers, the Group will evaluate the background information and the reputation of potential suppliers as well as the quality of products and/or services they provide.

B.6 Product Responsibility

The Group attaches great importance to the protection of customer data and privacy, and manages customers' personal information in accordance with the requirements of Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong). Without the consent of the customers, the customer data collected will not be used for any other purpose. The Group makes clear indications to all its sales staff that they should provide accurate and genuine information to its customers during sales activities, reflecting the Group's reputation and its emphasis on long-term cooperation with its customers. The Group does not purchase any pirated software and hardware.

The Group adheres to the Securities and Futures Ordinance (Chapter 571 of the Laws of Hong Kong) and the Money Lenders Ordinance (Chapter 163 of the Laws of Hong Kong) to provide licensed services in its securities-related business and money lending business. The Group carefully handles and protects price-sensitive information and other sensitive information in protecting customer privacy. The Group ensures that its employees are aware of the confidentiality and privacy requirements in order to prevent information leakage and thus to protect the interests of its customers.

B 社會(續)

B.5 供應鏈管理(續)

對於建築機械租賃業務，本集團對其主要供應商會進行嚴格的背景調查，以評估其企業社會責任表現。此外，本集團會每年對現有的供應商作檢討及評估。而在選用新供應商前，本集團會評估該供應商的背景及聲譽、提供的產品或服務質素。

B.6 產品責任

本集團非常重視保護客戶資料及私隱，並根據《個人資料(私隱)條例》(香港法例第486章)的規定管理客戶的個人資料。如未經客戶同意，收集得來的客戶資料保證絕不會作其他用途。本集團亦向所有銷售人員作出明確指示，有關在銷售活動期間向客戶提供的資料必須準確及真實，以保持本集團的聲譽及體現本集團與客戶維持長期合作關係的重視。另外，本集團亦不會購買任何盜版軟件及硬件。

對於放貸及證券相關業務，本集團均嚴格遵守《證券及期貨條例》(香港法例第571章)及《放債人條例》(香港法例第163章)以提供持牌服務。我們嚴謹處理及保護股價敏感資料及其他敏感資料以保障客戶私隱。本集團確保員工了解相關的保密規定，防止資料洩露，以保障客戶利益。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

B SOCIAL (continued)

B.6 Product Responsibility (continued)

All products distributed through the Group of its rental of construction machinery business are subject to a series of inspection and verification procedures before they are dispatched, to ensure the quality, performance and safety levels of the products in compliance with the requirements of the Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation (Chapter 311Z of the Laws of Hong Kong). The Group also provides after-sales technical support, regular inspection, and repair and maintenance services for such products distributed. Manufacturers of these machineries generally provide a 12-month warranty period for new machinery, and are responsible for all liability and expenses in the event of any defects or malfunctions with regard to design, manufacture or materials during the 12-month warranty period.

The Group adopts and implements the following measures and policies for its retailing of men's and women's apparels business:

1. Quality management

With unwavering commitment to premium product quality, the Group has established a comprehensive quality control system. Its quality control department implements product quality standards in strict compliance with customers' requirements and adheres to strict rules in sample checks on suppliers' site before accepting the goods. It is to ensure the product quality is monitored at the highest standards. During the Period, no recall of product due to safety reasons has occurred.

B 社會(續)

B.6 產品責任(續)

對於建築機械租賃業務，本集團所有代理的產品於發貨前均須接受一系列的檢測及驗證程序，確保產品的質量、表現及安全水平符合《空氣污染管制(非道路移動機械)(排放)規例》(香港法例第311Z章)的要求。本集團亦為代理產品提供售後技術支援、定期檢查及維修保養服務。另外，製造商一般會為全新機械提供十二個月的保養期，在保養期內如發生任何因設計、製造或材料導致的缺陷和故障，製造商會承擔全部責任和有關費用。

對於男女服裝零售業務，本集團採取及實施了以下有關的措施及政策：

1. 品質管理

本集團高度重視產品品質，並建立了一套完善的品質控制系統。本集團的品質管制部門嚴格按照客戶要求執行產品品質標準，並遵守嚴格的規則於供應商現場及收貨前進行抽樣檢查，確保以最高標準監控產品品質。迄今為止，並未發生因安全理由而召回產品的個案。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

B SOCIAL (continued)

B.6 Product Responsibility (continued)

2. Advertising and labeling management

The Company manages labeling and advertising in accordance with the relevant laws and regulations to protect consumers' rights and maintain brand image. The Group conforms to the requirements of the Advertisements Law of China. The drafts of labels, manuals and packages include product specifications, packaging specifications, size requirements, material requirements, appearance requirements, packaging safety requirements and other specific contents, are reviewed by the marketing department, procurement department, logistics department and brand department of the Group.

3. Consumer Services

Upholding the principle of honesty and integrity, the Group uses its best endeavours to provide accurate product information and protect customers' rights. The Group has developed a mechanism in handling customer complaints to regulate the complaint registration, evaluation, investigation and resolving procedures. To improve consumers' satisfaction, the complaints on product quality are solved immediately and effectively. Also, according to the mechanism, if a complaint involves an obvious product quality defect, the store manager has to arrange refund or replacements of the goods.

The Group has strictly complied with the relevant product responsibility legislation, and there was no cases of prosecution due to violations of legislation related to product responsibility or confidentiality during the Period.

B 社會(續)

B.6 產品責任(續)

2. 廣告標籤管理

本集團嚴格執行《中華人民共和國廣告法》等法律法規的要求進行標籤管理和廣告宣傳，以保障消費者的權益及維護公司的品牌形象。標籤、說明書及包裝盒的設計稿包括產品規格、包裝規格、尺寸要求、材質要求、外觀要求和產品包裝安全要求等具體內容需經由市場部、採購部、物流部和品牌部進行審核批准。

3. 消費者服務

本集團秉承誠實守信的原則，竭力提供準確的產品資訊及保障客戶的知情權。本集團建立了顧客投訴處理機制，規定投訴登記、評估、調查和處理的程序。為提高客戶滿意度，客戶反饋的質量問題會及時、有效地解決。而根據該機制，如屬明顯產品質量問題，店長會安排退款或更換以作解決。

本集團嚴格遵守相關的產品責任法例，期內未有因為違反與產品責任或私隱相關法例而被檢控的個案。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

B SOCIAL (continued)

B.7 Anti-corruption

The Group places significant emphasis on maintaining the principle of business integrity, in order to protect the interest of the Group and demonstrate itself as a law-abiding enterprise. The Group strictly prohibits all its employees to solicit or receive commission, rebate, gratuity, loan, gift or preference from any person, company or organization that has business dealings with the Group unless with the approval of the Board and relevant laws and regulatory requirements having been complied with. The Group also prohibits its employees from directly or indirectly engaging in any activities or transactions with customers, principals, suppliers or third parties who are in conflict with the work commitments and the interests of the Group. Any conflict of interests must be declared in advance. Breach of those policies is subject to disciplinary actions. The Group has also set up reporting channels for its employees to report non-compliance cases for effective supervision.

The Group has formulated various policies for its money lending and securities-related businesses to comply with the Guideline on Anti-Money Laundering and Counter-Terrorist Financing published by Securities and Futures Commission of Hong Kong, including but not limited to, the basic procedures for customer identification and due diligence, suspicious transaction reporting and record-keeping. Ongoing staff trainings have also been carried out to ensure that each of its employees is fully aware of these policies.

B 社會(續)

B.7 反貪污

本集團極為重視維護商業誠信的原則，以保障本集團的利益，並彰顯本集團為一守法企業。本集團嚴禁僱員向任何有業務往來的人士、公司或組織索取或收受佣金、回贈、酬金、貸款、禮品或優待，除非得到董事會批准及符合相關法律及監管規定。本集團亦要求僱員不得直接或間接從事與客戶、委託人、供應商或第三方進行任何與工作承諾及集團利益有衝突的活動或交易。凡涉及任何利益衝突的情況必須提前申報。如違反規定，須受紀律處分。此外，本集團又為員工設立了申訴渠道舉報違規事件，以便進行有效監管。

對於放貸及證券相關業務，本集團亦已按照證券及期貨事務監察委員會有關打擊洗黑錢及恐怖分子資金籌集指引制定多項政策，包括客戶身份識別及盡職調查、可疑交易報告以及備存紀錄的基本程序。本集團亦不斷為員工進行培訓以確保他們對該等政策有充分的了解。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

B SOCIAL (continued)

B.7 Anti-corruption (continued)

All employee engaging in the Group's retailing of men's and women's apparel business are required to read and sign a "Self-disciplinary Integrity Agreement" on their first day of employment to discipline their work behaviour, establish good professional ethics and clearly define their responsibilities.

Number of concluded legal cases regarding corrupt practices brought against the Group or its employees during the Period

The Group has strictly complied with the relevant anti-corruption legislation, and there was no cases of prosecution due to violations of the relevant legislations during the Period.

B.8 Community Investment

The Group is concerned with the expectations and opinions from community groups. We are committed to responding to the feedback from the communities where it operates, to gain and maintain mutual trust between relevant parties and the Group in order to contribute to sustainable development of the society. In addition, the Group is planning to form a volunteer team to organise a series of volunteer and charity activities focusing on the disadvantaged communities and environmental sustainability. Those activities may include visiting the homes for elderly, cleaning up beaches and collecting second-hand goods in the Group's offices to promote the awareness and a habit of recycling to help the people in need.

B 社會 (續)

B.7 反貪污 (續)

對於男女服裝零售業務，所有僱員於入職之日須閱覽並簽署「廉潔自律協議書」，而協議書內容主要為工作行為作出規範，建立良好的職業道德及明確職責。

於匯報期內對本集團或其僱員提出
並已審結的貪污訴訟案件數目

0

本集團嚴格遵守相關的反貪污法例，期內未有因為違反相關法例而被檢控的個案。

B.8 社區投資

本集團關注社區團體的期望和意見。我們致力於回應經營所在社區的反饋，藉此贏取及維繫相關各方與集團之間的互信，以期為社區的長遠發展帶來持續的效益。此外，本集團正計劃組成一隊義工隊組織一系列的義工和慈善活動，以重點關注弱勢社群和環境的可持續發展，而活動將包括探訪老人院舍，清潔海灘和收集辦公室的二手物品，以提倡員工對廢物回收及幫助有需要人士的意識和習慣。

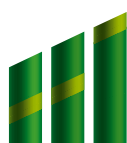
ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境，社會及管治報告

INDEX

索引

Aspect A.1 方面 A.1	Emissions 排放物	3
Aspect A.2 方面 A.2	Use of Resources 資源使用	6
Aspect A.3 方面 A.3	The Environment and Natural Resources 環境及天然資源	7
Aspect B.1 方面 B.1	Employment 僱傭	8
Aspect B.2 方面 B.2	Health and Safety 健康與安全	11
Aspect B.3 方面 B.3	Development and Training 發展及培訓	12
Aspect B.4 方面 B.4	Labour Standards 勞工準則	13
Aspect B.5 方面 B.5	Supply Chain Management 供應鏈管理	14
Aspect B.6 方面 B.6	Product Responsibility 產品責任	15
Aspect B.7 方面 B.7	Anti-corruption 反貪污	18
Aspect B.8 方面 B.8	Community Investment 社區投資	19



昊天發展集團有限公司
Hao Tian Development Group Limited

