



China Graphene Group Limited 中國烯谷集團有限公司

(Incorporated in Bermuda with limited liability) (於百慕達註冊成立之有限公司)
(Stock Code 股份代號 : 63)

2018

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



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

Table of Contents

目錄

1.	Report Overview	02
	報告概覽	
	About the Report	02
	關於本報告	
	Stakeholder Engagement	03
	利益相關者參與	
2.	The Environment	06
	環境	
	Environment Strategy and Management Approach	06
	環境策略及管理方法	
3.	The Employee	10
	僱員	
	Employment Policy	10
	僱傭政策	
	Labour Practice	11
	勞工常規	
	Working Environment	11
	工作環境	
	Ethical Conduct and Anti-corruption	14
	道德操守及反貪污	
	Development and Training	14
	發展及培訓	
4.	The Value Chain	15
	價值鏈	
	Supply Chain Management	15
	供應鏈管理	
	Product Quality and Responsibility	16
	產品質量及責任	
5.	The Community	17
	社區	
6.	Data Table	18
	數據表	
7.	Hong Kong Exchange ESG Reporting Guide Index	19
	香港交易所環境、社會及管治報告指引內容索引	

Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

1. REPORT OVERVIEW

- **About the Report**
Introduction to the Report

This report is the annual environmental social and governance report (the “ESG Report”) released by China Graphene Group Limited (the “Company”, or “We” and “Us”), together with its subsidiaries (“Graphene”, collectively referred to as the “Group”). The ESG Report provides a detailed account of the Group’s sustainability performance, policies and strategies for the twelve months ended 31 December 2018 (the “Reporting Period”).

The ESG Report addresses and communicates our sustainability concerns and objectives, we strive to achieve a long lasting and trusted relationship with our stakeholders. Please refer to our website www.chn-graphene.com and email address info@ch-graphene.com for detailed information about the Group’s ESG initiatives.

Preparation Basis and Reporting Standard

The ESG Report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) under the Appendix 27 to the Rules Governing the Listing of Securities on Hong Kong Exchanges and Clearing Limited (“HKEX”).

We have set up an ESG Working Group comprising senior management and staff who have sufficient knowledge in both ESG matters and our business operations. Cushman & Wakefield was appointed as an external consultant to provide assistance and advice in the course of report preparation. The Board of Directors have reviewed and approved the ESG Report to ensure all material issues and impacts on sustainable development are fairly presented.

1. 報告概覽

- **關於本報告**
報告引言

本報告為中國烯谷集團有限公司(「本公司」或「我們」)連同其附屬公司(「烯谷」, 統稱「本集團」)發佈的年度環境、社會及管治報告(「環境、社會及管治報告」)。環境、社會及管治報告載列本集團截至二零一八年十二月三十一止年度(「報告期間」)的可持續發展表現、政策及策略的詳細說明。

環境、社會及管治報告解決及傳達我們可持續發展的重點問題及目標, 我們致力與利益相關者建立長久且互相信任的關係。有關本集團環境、社會及管治報告舉措的詳細資料, 請參閱我們的網站www.chn-graphene.com及電郵地址info@ch-graphene.com。

編製基準及報告準則

環境、社會及管治報告已根據香港交易及結算所有限公司(「香港交易所」)證券上市規則附錄27所載《環境、社會及管治報告指引》(「環境、社會及管治報告指引」)編製。

我們已成立環境、社會及管治報告工作小組, 由高級管理層及充分了解環境、社會及管治事項及我們的業務營運的員工組成。戴德梁行已獲委任為外部顧問, 於報告編製過程中提供協助及建議。董事會已審閱及批准環境、社會及管治報告, 以確保公正呈列所有重要事宜及對可持續發展的影響。



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

1. REPORT OVERVIEW (CONTINUED)

- **About the Report (Continued)**

Scope of the ESG Report

This report will focus on two subsidiaries of the Company, namely Century Elegant Limited (“Century Elegant”) which is a property management services provider of the building named “The ICON” and Cheung Kee Garden Limited (“Cheung Kee Garden”) which is engaged in provision of horticultural services under the brand name “Cheung Kee Garden”. The operations of Century Elegant and Cheung Kee are the principal business segments of the Group related to the environmental aspects. This ESG Report focuses on three environmental aspects and eight social aspects required by HKEX. For information regarding the governance section, please refer to the Corporate Governance Report as incorporated in the Company’s Annual Report.

Access and Response to the Report

The Traditional Chinese and English versions of the Report are also available. Electronic copies can be downloaded at www.chn-graphene.com. Should you wish to provide any comment or suggestion on the ESG performances of the Group, please email us at info@chn-graphene.com.

- **Stakeholder Engagement**
Stakeholder Communication

The Company recognises the importance of participations from all the stakeholders and responds to the needs as an important principle of its business operations. We have engaged with each stakeholder to obtain their views on the importance of the environmental and social impacts towards the business and themselves, transparent and responsive channels such as meetings, telephone conference, email and mutual visits are in place to ensure the quality of stakeholder communication.

1. 報告概覽(續)

- **關於本報告(續)**

環境、社會及管治報告的範圍

本報告側重於本公司兩間附屬公司，即進加有限公司(「進加」，為名為「The ICON」的樓宇的物業管理服務提供商)及張記花園有限公司(「張記花園」，以「張記花園」品牌提供園藝服務)。進加及張記花園的業務為本集團在環境方面的主要業務分部。本環境、社會及管治報告側重於香港交易所規定的三種環境層面及八種社會層面的事宜。有關管治一節的資料，請參閱載入本公司年報的企業管治報告。

獲取及回應報告

本報告提供兩個版本，即繁體中文版及英文版。閣下可從以下網站下載報告電子版：www.chn-graphene.com。如閣下對本集團的環境、社會及管治表現有任何意見或建議，歡迎電郵至info@chn-graphene.com。

- **利益相關者參與**

利益相關者溝通

本公司認同所有利益相關者參與的重要性並將回應利益相關者的需要作為其業務營運的重要原則。我們已與各利益相關者接觸，以取得彼等有關環境及社會影響對業務及彼等本身的重要性的觀點，且已設立會議、電話會議、電郵來往及互訪等透明及回應及時的渠道，以確保利益相關者溝通的質量。



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

1. REPORT OVERVIEW (CONTINUED)

- **Stakeholder Engagement (Continued)**
Materiality Assessment

Materiality assessment can help us to better understand our sustainability impacts and the process was carried out through interviews and/or surveys. 22 topics in total have been identified, prioritized, validated and reviewed by the key stakeholders and the top 6 material issues are anti-corruption, corporate governance, customer privacy, supply chain management, customer satisfaction and inclusion and equal opportunities.

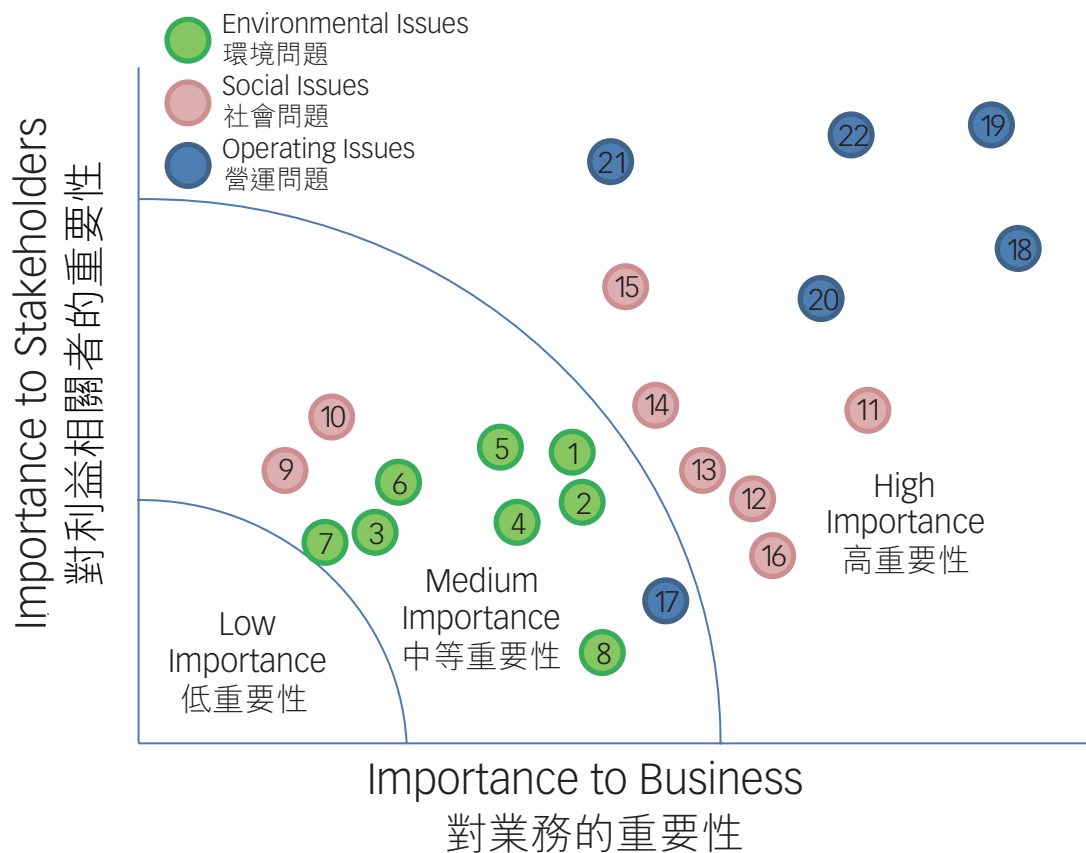
1. 報告概覽(續)

- 利益相關者參與(續)
關鍵性評估

關鍵性評估可幫助我們更好地理解我們的可持續發展影響，該過程乃透過採訪及／或調查進行。主要利益相關者已識別、優先處理、證實及審閱合共22個主題，首6大重要問題為反貪污、企業管治、客戶私隱、供應鏈管理、客戶滿意度以及包容及平等機會。

ESG Issues Materiality Matrix

環境、社會及管治問題關鍵性矩陣圖



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

1. REPORT OVERVIEW (CONTINUED)

- Stakeholder Engagement (Continued)
Materiality Assessment (Continued)

Category 類別	ESG Issues 環境、社會及管治問題	Importance 重要性
Environmental Issues 環境問題	1. Greenhouse gas emission 溫室氣體排放	Medium 中
	2. Energy consumption 能源消耗	Medium 中
	3. Water consumption 水資源消耗	Medium 中
	4. Waste 廢棄物	Medium 中
	5. Environmental impact of construction 建造對環境的影響	Medium 中
	6. Green building certification 綠色建築認證	Medium 中
	7. Customer engagement in environmental issues 客戶參與環境問題	Medium 中
	8. Use of chemicals 使用化學品	Medium 中
Social Issues 社會問題	9. Local community engagement 當地社區參與	Medium 中
	10. Community investment 社區投資	Medium 中
	11. Occupational health and safety 職業健康及安全	High 高
	12. Labour standards in supply chain 供應鏈勞工準則	High 高
	13. Training and development 培訓及發展	High 高
	14. Employee welfare 僱員福利	High 高
	15. Inclusion and equal opportunities 包容及平等機會	High 高
	16. Talent attraction and retention 吸引及挽留人才	High 高

1. 報告概覽(續)

- 利益相關者參與(續)
關鍵性評估(續)



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

1. REPORT OVERVIEW (CONTINUED)

- **Stakeholder Engagement (Continued)**
Materiality Assessment (Continued)

Category 類別	ESG Issues 環境、社會及管治問題	Importance 重要性
Operating Issues 營運問題	17. Economic value generated 所產生經濟價值	Medium 中
	18. Corporate governance 企業管治	High 高
	19. Anti-corruption 反貪污	High 高
	20. Supply chain management 供應鏈管理	High 高
	21. Customer satisfaction 客戶滿意度	High 高
	22. Customer privacy 客戶私隱	High 高

2. THE ENVIRONMENT

- **Environmental Strategy and Management Approach**

The company has established regular emission reduction policies such as supporting our people to reduce the use of conventionally fuelled vehicles, to use paper more efficiently and conduct paper-less meetings, encouraging our employees to turn off the lights and air conditioners in unmanned rooms. We also try to replace business trip and meeting where telephone and video conferencing are possible. In addition, the company also actively purchases energy-efficient office equipment, purchases and uses energy-efficient air conditioners, recycles waste paper, cardboard and plastic bottles, and effectively reduces the burden onto the environment caused by the Group's business operations.

1. 報告概覽(續)

- 利益相關者參與(續)
關鍵性評估(續)

2. 環境

- 環境策略及管理方法

本公司已制定常規減排政策，如鼓勵我們的員工減少使用傳統燃油汽車、更善用紙張及召開無紙化會議、鼓勵僱員在房間無人使用時關閉電燈及空調。如可以使用電話及視像會議，我們亦嘗試用以取代商務旅行及會議。此外，本公司亦積極購置節能辦公設備，購置及使用節能空調，循環使用廢紙、紙板及塑料瓶，有效地減少本集團業務營運對環境造成的負擔。



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

2. THE ENVIRONMENT (CONTINUED)

- **Environmental Strategy and Management Approach (Continued)**

A1. Emissions and GHG Emission

The Group's main businesses are property development services, property management services, project management services and horticultural services. Throughout the year of 2018, there are very few emissions and GHG emissions at the Group's level and no hazardous waste emissions.

During the Reporting Period, the Group's impact on environmental mainly came from three business sectors: Wanchai Office, Cheung Kee Garden and Century Elegant. Wanchai Office mainly provides daily administrative support for companies of the Group. Cheung Kee Garden provides gardening services and Century Elegant provides building property management services.

All of the three sectors purchase electricity and gas from municipal services. Wanchai Office and Century Elegant purchase domestic water, whereas Cheung Kee Garden uses stream water and therefore does not purchase domestic water. The Wanchai office has two corporate vehicles, and Cheung Kee Garden has one cargo truck. The subsequent consumption of these vehicles will be included in the final emissions calculation.

According to our data statistics, the major emissions in 2018 are sourced from: (i) Greenhouse Gas (GHG) generated from the electricity that is purchased from the grid; (ii) GHG generated from combustion of purchased Gas; (iii) GHG generated from fuel combustion due to motor vehicle use; and (iv) GHG generated from staff flight travels.

2. 環境 (續)

- 環境策略及管理方法 (續)

A1. 排放物及溫室氣體排放

本集團主營業務為物業開發服務、物業管理服務、項目管理服務及園藝服務。於二零一八年全年，集團層面的排放物及溫室氣體排放極少且並無有害廢棄物排放。

於報告期間，本集團對環境的影響主要來自三個業務分部：灣仔辦事處、張記花園及進加。灣仔辦事處主要為本集團各公司提供日常行政支援。張記花園提供園藝服務及進加提供樓宇物業管理服務。

所有三個分部從市政服務部門購買電力及煤氣。灣仔辦事處及進加購買生活用水，而張記花園使用河水，因此無需購買生活用水。灣仔辦事處有兩輛公司汽車及張記花園有一輛貨車。於計算最終排放物時，將計入該等車輛的後續消耗。

根據我們的數據統計，二零一八年的主要排放物來自：(i)從電網購買電力產生的溫室氣體；(ii)燃燒所購買的煤氣產生的溫室氣體；(iii)使用汽車而燃燒燃料產生的溫室氣體；及(iv)員工乘坐飛機產生的溫室氣體。



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

2. THE ENVIRONMENT (CONTINUED)

• Environmental Strategy and Management Approach (Continued)

A1. Emissions and GHG Emission (Continued)

For detailed emission data please see the table below:

	GHG Emission (tCO ₂ e) 溫室氣體排放(公噸二氧化碳當量)					
	Wanchai Office 灣仔辦公室		The ICON The ICON		Cheung Kee Garden 張記花園	
Scope 1 Emission 範圍一排放	GHG Total 溫室氣體總計	0	GHG Total 溫室氣體總計	20.39	GHG Total 溫室氣體總計	14.96
Scope 2 Emission 範圍二排放	GHG Total 溫室氣體總計	13.74	GHG Total 溫室氣體總計	157.05	GHG Total 溫室氣體總計	0.60
Scope 3 Emission 範圍三排放	GHG Total 溫室氣體總計	11.20	GHG Total 溫室氣體總計	13.12	GHG Total 溫室氣體總計	8.71
Sub Total 小計		24.94		190.56		24.27
Total 總計				239.77		

* The above greenhouse gas emissions are defined and calculated according to the GHG Protocol and HKEX Guidance of ESG report Annex II

* The above calculation EF is sourced from NDRC & HKEX Guidance of ESG report Annex II

The Group has no hazardous waste discharge in 2018. Totally 20.97 tons of non-hazardous domestic waste is sent to the domestic garbage centralized treatment station for treatment, and the harmful waste water discharge is zero.

2. 環境(續)

• 環境策略及管理方法(續)

A1. 排放物及溫室氣體排放(續)

有關詳細排放物數據請見下表：

* 上述溫室氣體排放乃根據溫室氣體議定書及香港交易所ESG報告附件2界定及計算。

* 上述計算EF乃取自中華人民共和國國家發展和改革委員會及香港交易所ESG報告附件2。

於二零一八年，本集團無排放有害廢物。總共20.97公噸之無害生活廢物被送往本地垃圾集中處理站進行處理，及無排放有害廢水。



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

2. THE ENVIRONMENT (CONTINUED)

• Environmental Strategy and Management Approach (Continued)

A2. Resources Consumption

The main consumption resources of the Group during the Reporting Period are electricity, gas, domestic water, gasoline and diesel.

The Group attaches great importance to the water conservation and energy efficiency in all owned and served properties. Regular maintenance and commissioning of the equipment were taken by the Group.

Resources Consumption 資源使用量	Unit 單位	Wanchai Office 灣仔辦公室	Century Elegant 進加	Cheung Kee Garden 張記花園	Total 總計
Electricity 電力	kWh 千瓦時	17,398	197,594	761	215,753
Gas 煤氣	MJ 兆焦耳	0	1,584	0	1,584
Domestic Water 生活用水	m ³ 立方米	0	212	0	212
Gasoline 氣油	L 公升	N/A 不適用	686.64	N/A 不適用	686.64
Diesel 柴油	L 公升	N/A 不適用	N/A 不適用	5,049	5,049

A3. Environment and Natural Resources

In accordance with the Group's environmental philosophy, all subsidiary companies are committed to providing high quality services while also ensuring that all business activities impact the environment positively, maintaining the balance between operational efficiency and resource consumption.

2. 環境 (續)

• 環境策略及管理方法 (續)

A2. 資源消耗

本集團於報告期間的主要資源消耗為電力、煤氣、生活用水、汽油及柴油。

本集團重視所有自置及在管物業的節約用水及能源效率。本集團定期對設備進行維護及調試。

A3. 環境及天然資源

根據本集團的環保理念，所有附屬公司致力於提供優質服務，同時確保所有業務活動對環境產生正面影響以及維持營運效率與資源消耗之間的平衡。



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

3. The Employee

- **Employment Policy**

We believe that employees are the cornerstone of Graphene's success, we are committed to building a fair, safe and healthy workplace. The Company puts great emphasis on the protection of the legitimate rights and interests of all employees and strictly complies with relevant employment and labour laws and regulations in Hong Kong, namely the *Employment Ordinance* and *Minimum Wage Ordinance*, to ensure a fair arrangement of working hours and off days for our employees.

The Company strictly complies with relevant labour regulations. There were no cases of prosecution for breach of relevant laws and regulations. No fines or non-monetary sanctions for non-compliance with relevant laws and regulations had been reported in the Reporting Period of 2018.

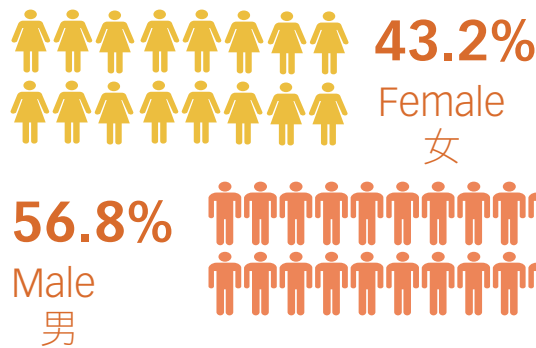
3. 僱員

- **僱傭政策**

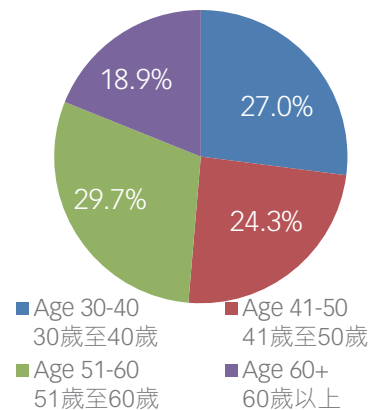
我們認為，僱員為烯谷取得成功的基石。我們致力於建立一個公平、安全及健康的工作場所。本公司極其重視保障全體僱員的合法權利及利益並嚴格遵守香港的相關僱傭及勞工法例及規例，即《僱傭條例》及《最低工資條例》，以確保公平地安排我們僱員的工作時間及休息日。

本公司嚴格遵守相關勞工法規。並無發生因違反相關法例及規例而遭檢控的案例。於二零一八年報告期間並無因未遵守相關法例及規例而遭處以罰款或非貨幣制裁。

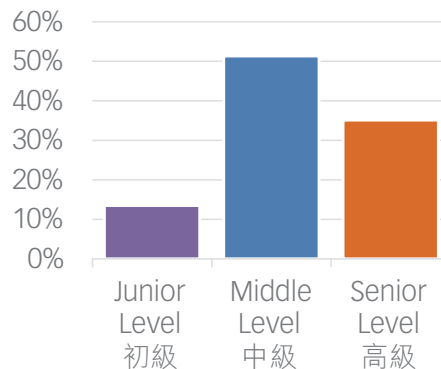
Workforce Distribution by Gender 按性別劃分的員工公佈



Workforce Distribution by Age 按年齡劃分的員工公佈



Workforce Distribution by Position Level 按職位等級劃分的員工公佈



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

3. The Employee (CONTINUED)

• Labour Practice

Every employee of the Group is entitled to annual leave, marriage leave, maternity leave, no-pay leave, jury service leave, examination leave, compassionate leave, sick leave, hospitalization leave in addition to statutory holidays required by law. To prevent the exploitation of child, human resources department staff checks the identity card of permanent employees.

Our employee can enjoy birthday leave so as to achieve work-life balance. Medical insurance coverage is also provided in accordance with local laws and regulations.

• Working Environment

Since people are one of the most crucial parts to the sustainable development of a company, we recognise the significance of creating a diversify, equal, healthy and safe working environment for our staff. We follow the principle of non-discrimination, equal opportunities and safety first. We invested resources and capital in employee safety enforcement and professional development of employee, demonstrated our believes in shared values and team work.

Diversity and Equalization

The Company emphasizes on creating a fair workplace where all employees are respected to have equal employment, remuneration and promotion opportunities. The evaluation factors of employee selection are based on performance, experience and skills. The Company also aims to ensure justice, fairness and openness in the whole employment process, from recruitment, to remuneration, promotion and training, trying the very best to eliminate all the difference between gender, age, religion, marital status and ethnic. We are committed to avoid any risk of bias and discrimination.

3. 僱員 (續)

• 勞工常規



除法例規定的法定假期外，本集團每名僱員均享有年假、婚假、產假、無薪假、陪審員假、考試假、恩恤假、病假及住院假。為防止僱用童工，人力資源部門的員工會核對長期僱員的身份證。

我們的僱員享有生日假，以實現工作與生活之間的平衡。我們亦根據當地法例及規例提供醫療保險。

• 工作環境

由於人才為一間公司可持續發展的最重要組成部分之一，我們認為員工創造多元化、平等、健康及安全的工作環境的重要性。我們遵從無歧視、平等機會及安全第一的原則。我們於保障僱員安全及僱員職業發展方面投入資源及資本，表明我們對於共享價值及團隊合作的信念。

多元化及平等

本公司重視營造一個公平的工作場所，所有僱員享有平等的就業機會、薪酬及晉升機會。挑選僱員時的評估因素為表現、經驗及技能。本公司亦旨在確保從招聘到薪酬、晉升及培訓的整個僱傭過程的公平、公正及公開，盡力消除性別、年齡、宗教、婚姻狀況及種族等之間的差異。我們致力於避免偏見及歧視風險。

Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

3. The Employee (CONTINUED)

- **Working Environment (Continued)**
Health and Safety

One of our priorities is to ensure the health and safety of our employees, we strive to maintain an efficient and effective system to safeguard the workplace. Regular assessments of emerging risks and other health and safety issues are carried out to identify workplace hazards.

Case Study: Health and Safety Measures in The ICON

Smoking is strictly prohibited in all common areas of The ICON under our management. The Group is particularly concerned with the materials used in repair and maintenance works and prohibits the use of products and materials containing volatile organic compounds and formaldehyde. The ICON maintenance contractor cleans the air conditioning dust screen and system coils regularly.

Case Study: Health and Safety Measures of Cheung Kee Garden

Cheung Kee Garden regularly conducts work environment risk assessments for employees, specific measures include: (i) guidelines for protective clothing; (ii) safe use of tools and equipment; and (iii) how employees work in hot environments.

3. 僱員(續)

- **工作環境(續)**
健康及安全

我們的首要目標之一為確保僱員的健康及安全。我們致力維持高效且有效的系統，以保障工作場所的安全。我們定期評估新興風險及其他健康與安全問題，以識別工作場所危害。

案例研究：The ICON的健康及安全措施

在我們的管理下，The ICON的所有公共區域嚴禁吸煙。本集團尤其關注維修及維護工作中使用的材料並禁止使用含有揮發性有機化合物及甲醛的產品及材料。The ICON保養承辦商定期清潔空調隔塵網及系統線圈。

案例研究：張記花園的健康及安全措施

張記花園定期為僱員進行工作環境風險評估，具體措施包括：(i)防護衣指引；(ii)安全使用工具及設備；及(iii)僱員如何在炎熱環境下工作。



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

3. The Employee (CONTINUED)

- **Working Environment (Continued)**
Health and Safety (Continued)

The health and safety of employees are the foundation for smooth operation, hence we undertake several actions, for example: (i) actively promote safety strategies; (ii) continuously improve our employees' sense of responsibility; (iii) initially implement safety risk prevention and control and process supervision; and (iv) provide regular safety training to enhance the awareness of employees at all levels.

3. 僱員 (續)

- **工作環境 (續)**
健康及安全 (續)

僱員的健康與安全是確保運作暢順的基礎。因此，我們採取若干行動，例如(i)積極推廣安全策略；(ii)不斷提升僱員的責任感；(iii)初步實施安全風險防控及流程監管；及(iv)定期提供安全培訓，以加強各級僱員的意識。



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

3. The Employee (CONTINUED)

- **Working Environment (Continued)**
Health and Safety (Continued)

During the Reporting Period, we have no violation record on the relevant laws and regulations relating to employees' health and safety that have a significant impact on the Group.



- **Ethical Conduct and Anti-corruption**

The Company sets high standards for ethical conduct and right behaviours. The Employee Handbook has specified the requirements of professional conduct that all employees are required to abide by at all times. A warning will be given once misconduct is discovered and, for serious cases, dismissal. Any misconduct will be reported to the human resource and administrative departments. During the Report Period, no incidents involving serious misconduct prosecuted for violating relevant laws are found. The Company strictly abides by the relevant anti-corruption and anti-bribery laws and regulations.

- **Development and Training**

Enhancing our people's skill sets, broadening their knowledge horizons and growing professionally are some of the aims of our learning and development programs. In view of this, the Company encourages its employees to participate in continuing education activities, especially safety training courses. The Company also regularly provides training to directors by providing reading materials to ensure that they are closely aligned with the latest regulatory requirements, corporate governance practices, market information and market trends.

3. 僱員 (續)

- **工作環境 (續)**
健康及安全 (續)

於報告期間，我們並無有關違反對本集團有重大影響且與僱員健康與安全相關的有關法例及規例的記錄。

No Fatalities
零傷亡

- **道德操守及反貪污**

本公司設定高的道德操守及正確行為標準。僱員手冊已訂明所有僱員須時刻遵守的職業操守規定。一旦發現行為不當，將予以警告，情節嚴重者予以解僱。任何僱員被發現行為不當，將向人力資源及行政部報告。於報告期間，並無發現涉及被檢控違反相關法例的嚴重行為不當的事件。本公司嚴格遵守相關反貪污及反賄賂法例及規例。

- **發展及培訓**

我們的學習及發展計劃的目標包括為提高僱員技能、擴展知識領域及發展事業。有鑑於此，本集團鼓勵其員工參加持續進修活動，尤其是安全培訓課程。本集團亦定期為董事提供提供閱讀材料以進行培訓，務求確保彼等緊貼最新的監管規定、企業管治常規、市場資訊及市場趨勢。



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

3. The Employee (CONTINUED)

- **Development and Training (Continued)**

Case Study: ESG Education Session

We encourage our people to participate in both internal and external training sessions during office hours. Our ESG working Group invited Cushman & Wakefield, an external consulting firm, to conduct an on-site ESG knowledge sharing. The workshop focused on 3 topics, namely "What's ESG", "How to understand a ESG Report" and "What's the value of a ESG Report". The participants had a more profound understanding on sustainable development and realized the importance of it.

4. The Value Chain

- **Supply Chain Management**

The Group has a stringent supplier selection process and management approach in place. We strictly abide by good practices and conduct fair and unbiased procurement processes when dealing with our suppliers. In situations where several companies can meet its project requirements, the Group will select those with a good reputation for being environmentally and socially responsible and/or that hold environmental certification.

Not only proven track record of performance satisfactory, but also strong commitments to good ESG practices concerning issues such as environmental sustainability are expected and required when the Group hires suppliers and contractors. We encourage and support our suppliers and contractors to further improve their environmental performance. The Group maintains close relationships with all the supply chain partners and communicate to achieve high-quality performance together.

3. 僱員 (續)

- **發展及培訓 (續)**

案例研究：環境、社會及管治教育

我們鼓勵僱員於辦公時間參與內部及外部培訓課程。我們的環境、社會及管治工作小組邀請外部諮詢公司戴德梁行前來本集團進行環境、社會及管治知識分享。工作小組專注於3個主題，即「環境、社會及管治是什麼」、「如何理解環境、社會及管治報告」及「環境、社會及管治報告的價值是什麼」。參與者更深刻地理解可持續發展並意識到其重要性。

4. 價值鏈

- **供應鏈管理**

本集團設有嚴格的供應商選擇程序及管理方法。本集團嚴格遵守良好慣例及以公平公正的採購程序處理與供應商的交易。倘若有多家公司符合本集團的項目要求，本集團會選擇在環保及社會責任方面具備良好聲譽及／或持有環保認證的公司。

本集團僱用供應商及承辦商時，不僅要求擁有令人滿意的表現往績記錄，亦須就環境可持續發展等問題作出致力於良好環境、社會及管治慣例的堅定承諾。我們鼓勵及支持供應商及承辦商進一步改善彼等的環保表現。本集團與所有供應鏈夥伴維持緊密關係，以共同實現優質表現。



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

4. The Value Chain (CONTINUED)

- **Product Quality and Responsibility**

Ensuring customer satisfaction with our products and services is a priority for the Group. We are committed to ensure compliance with the laws and regulations relating to product health and safety, labelling and privacy matters of the jurisdictions in which the Group operates. Policies about product quality and safety as well as compliance with laws and regulations have been clearly stated to the employees and service providers.

Case Study: Property Management in The ICON

Century Elegant has undergone several measures to ensure that the residents of The ICON enjoy satisfactory property management services for a high-quality living environment. For example, security has been strengthened by increasing the number of patrols and enhancing property entrance controls. Regular maintenance and refurbishment works are also in place to keep the property in good condition.

Case Study: Product and Service of Cheung Kee Garden

Cheung Kee Garden performs pest control on all plants before delivering to the customers to ensure that all products are of good quality. In order to improve after-sales service, Cheung Kee Garden also promises to replace all wilted plants and bad products within the warranty period.

4. 價值鏈(續)

- **產品質量及責任**

確保客戶滿意產品及服務是本集團的優先目標。本集團致力確保其在產品健康與安全、標籤及私隱方面均遵守經營所在司法權區的法例及規例。有關產品品質與安全的政策以及在遵守法例及規例方面情況，已向僱員及服務供應商清楚闡明。

案例研究：The ICON 的物業管理

進加已採取多項措施以確保 The ICON 的住戶享受優質居住環境下令人滿意的物業管理服務。例如，通過增加保安人員巡邏及加強進出物業的控制，以加強保安。實施定期保養及翻新工程，以使物業狀況保持良好。

案例研究：張記花園的產品及服務

張記花園對所有植物於交付予客戶前進行滅蟲工作，以確保所有產品的優良質量。為提升售後服務，張記花園亦承諾於保養期內更換所有枯萎的植物及不良產品。



Environmental, Social and Governance (ESG) Report

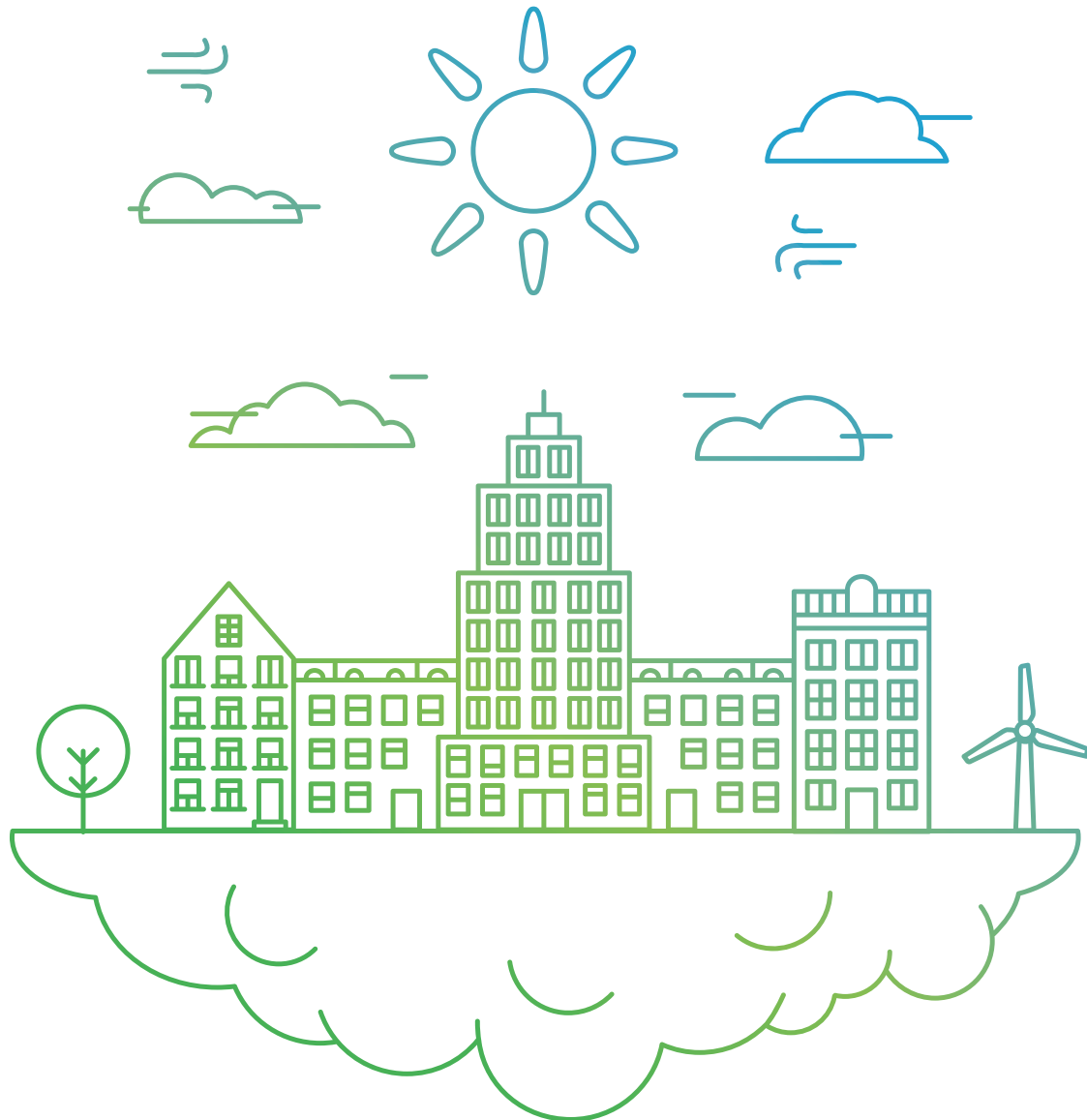
環境、社會及管治報告

5. The Community

The Group aims to help creating a harmonious, dynamic and livable environment for the communities in which we operate. We expect our employees to preserve the Group as a corporation in addition to providing high-quality products and services, but also a corporation that actively participating in social welfares. Social care has been deeply seated in the Group's corporate culture. We encourage our employees to take part in work-life balance activities and community activities, so as to further extending the caring and services to their families and surrounding communities.

5. 社區

本集團旨在幫助我們經營所在社區營造一個和諧、有活力及宜居的環境。我們期望我們的僱員將本集團發展成為一家不僅提供優質產品及服務的企業，而且成為一家積極參與社會公益的企業。關愛社會深深植根於本集團的企業文化之中。我們鼓勵僱員參與有助達致工作與生活平衡的活動及社區活動，以將關愛及服務惠及彼等的家人及周邊社區。



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

6. Data Table

6. 數據表

Category 類別	Parameters 參數	Data 2018 二零一八年數據	Unit 單位	Remarks 備註
Project Emission & Its GHG Emission 專案排放及專案 溫室氣體排放	GHG Emission 溫室氣體排放	239.77	tonCO ₂ 公噸二氧化碳	Converted to CO ₂ equivalent 折算成二氧化碳當量
	Waste Water 廢水	0	m ³ 立方米	Production does not involve waste water discharge 生產不涉及廢水排放
	Solid Waste 廢棄物	20.97	ton 公噸	
Resources Consumption 資源消耗	Natural Gas 天然氣	0	m ³ 立方米	
	Petroleum 汽油	686.64	L 公升	
	Diesel 柴油	5,049	L 公升	
	Electricity Power 電力	215,753	KWh 千瓦時	
	Water 水	212	ton 公噸	



Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

7. Hong Kong Exchange ESG Reporting Guide Index

7. 香港交易所環境、社會及管治報告指引內容索引

ESG Reporting Guide 環境、社會及管治報告指引		Pages 頁次	Contents in the Report 報告中的內容
A. Environmental 環境			
Aspect A1: Emissions 範圍 1：排放物			
A1	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。	Page 6 第 6 頁	Environmental Strategy and Management Approach 環境策略及管理方法
A1.1	The types of emissions and respective emission data. 排放物種類及相關排放數據。	Page 7 第 7 頁	Emissions and GHG Emission 排放物及溫室氣體排放
A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 溫室氣體總排放量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	Page 8 第 8 頁	Emissions and GHG Emission 排放物及溫室氣體排放
A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	Page 8 第 8 頁	Emissions and GHG Emission 排放物及溫室氣體排放
A1.4	Total non-hazardous waste produced (in tonnes and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	Page 8 第 8 頁	Emissions and GHG Emission 排放物及溫室氣體排放
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。	Page 6 第 6 頁	Emissions and GHG Emission 排放物及溫室氣體排放
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。	Page 6 第 6 頁	Emissions and GHG Emission 排放物及溫室氣體排放

Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

7. Hong Kong Exchange ESG Reporting Guide Index (CONTINUED) 7. 香港交易所環境、社會及管治報告指引內容索引(續)

ESG Reporting Guide 環境、社會及管治報告指引		Pages 頁次	Contents in the Report 報告中的內容
A. Environmental (continued) 環境(續)			
Aspect A2: Use of Resources 層面 A2：資源使用			
A2	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。	Page 9 第9頁	Resources Consumption 資源消耗
A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及/或間接能源(如電力、煤氣或燃油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	Page 9 第9頁	Resources Consumption 資源消耗
A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	Page 9 第9頁	Resources Consumption 資源消耗
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。	Page 9 第9頁	Resources Consumption 資源消耗
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。	Page 9 第9頁	Resources Consumption 資源消耗
A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	–	–
Aspect A3: The environment and Natural Resources 層面 A3：環境及天然資源			
A3	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。	Page 9 第9頁	Environmental and Natural Resources 環境及天然資源
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。	Page 9 第9頁	Environmental and Natural Resources 環境及天然資源

Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

7. Hong Kong Exchange ESG Reporting Guide Index (CONTINUED)

7. 香港交易所環境、社會及管治報告指引內容索引(續)

ESG Reporting Guide 環境、社會及管治報告指引		Pages 頁次	Contents in the Report 報告中的內容
B. Social 社會			
Aspect B1: Employment 層面 B1 : 僱傭			
B1	<p>General Disclosure 一般披露</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(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.</p> <p>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：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料。</p>	Page 10 第 10 頁	Employment Policy and Labour Practice 僱傭政策及勞工 常規
Aspect B2: Health and Safety 層面 B2 : 健康與安全			
B2	<p>General Disclosure 一般披露</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(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.</p> <p>有關提供安全工作環境及保障僱員避免職業性危害的：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料。</p>	Page 13 第 13 頁	Working Environment 工作環境
Aspect B3: Development and Training 層面 B3 : 發展及培訓			
B3	<p>General Disclosure 一般披露</p> <p>Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.</p> <p>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。</p>	Page 14 第 14 頁	Development and Training 發展及培訓

Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

7. Hong Kong Exchange ESG Reporting Guide Index (CONTINUED) 7. 香港交易所環境、社會及管治報告指引內容索引(續)

ESG Reporting Guide 環境、社會及管治報告指引		Pages 頁次	Contents in the Report 報告中的內容
B. Social (continued) 社會(續)			
Aspect B4: Labour Standards 層面 B4 : 勞工準則			
B4	<p>General Disclosure 一般披露</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.</p> <p>有關防止童工或強制勞工的：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料。</p>	Page 11 第 11 頁	Employment Policy and Labour Practice 僱傭政策及勞工常規
Aspect B5: Supply Chain Management 層面 B5 : 供應鏈管理			
B5	<p>General Disclosure 一般披露</p> <p>Policies on managing environmental and social risks of the supply chain.</p> <p>管理供應鏈的環境及社會風險政策。</p>	Page 15 第 15 頁	Supply Chain Management 供應鏈管理
Aspect B6: Product Responsibility 層面 B6 : 產品責任			
B6	<p>General Disclosure 一般披露</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(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.</p> <p>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：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料。</p>	Page 16 第 16 頁	Product Quality and Responsibility 產品質量及責任

Environmental, Social and Governance (ESG) Report

環境、社會及管治報告

7. Hong Kong Exchange ESG Reporting Guide Index (CONTINUED)

7. 香港交易所環境、社會及管治報告指引內容索引(續)

ESG Reporting Guide 環境、社會及管治報告指引		Pages 頁次	Contents in the Report 報告中的內容
B. Social (continued) 社會(續)			
Aspect B7: Anti-Corruption 層面 B7：反貪污			
B7	<p>General Disclosure 一般披露</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.</p> <p>有關防止賄賂、勒索、欺詐及洗黑錢的：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料。</p>	Page 14 第 14 頁	Ethical Conduct and Anti-corruption 道德操守及反貪污
Aspect B8: Community Investment 層面 B8：社區投資			
B8	<p>General Disclosure 一般披露</p> <p>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.</p> <p>有關以社區參與來了解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。</p>	Page 17 第 17 頁	The Community 社區



