



众安集团
ZHONG AN GROUP

(股份代號 Stock Code : 00672.HK)

眾安集團有限公司
ZHONG AN GROUP LIMITED

(formerly known as "Zhong An Real Estate Limited 眾安房產有限公司")
(前稱「眾安房產有限公司」)

(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立的有限公司)



ZHONG AN18

Environmental, Social and
Governance Report 2018
2018 環境·社會及管治報告

Environmental, Social and Governance Report 2018

環境、社會及管治報告2018

ABOUT THE GROUP

Founded in 1997, Zhong An Group Limited (the “Company”) and its subsidiaries (collectively, the “Group”) were listed on the Main Board (the “Main Board”) of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) on 13 November 2007. Amongst the real estate developers in Zhejiang Province, the Company was the second one listed on the Main Board, and the largest one in terms of proceeds raised from the IPO at the time of its listing. The Group is a leading real estate developer in Yangtze River Delta Region and primarily engaged in domestic residential real estate development, commercial real estate development and operation, property leasing, hotel operation and so on. The Hong Kong office is mainly responsible for compliance matters for listing on the Main Board.

While the business operation of China New City Commercial Development Limited (“China New City”) (Stock code: 1321) – in which the Group held 69.21% interest as at 31 December 2018 – is covered in this report, China New City is also issuing a stand-alone ESG report.

THE SCOPE, MATERIALITY AND REPORTING PERIOD OF THIS REPORT

Reporting Principle and Scope

This Environmental, Social and Governance Report (“ESG Report”) is issued in accordance with the “Environmental, Social and Governance Reporting Guide” (the “ESG Guide”) as contained in Appendix 27 to the Rules Governing the Listing of Securities on the Main Board of the Stock Exchange and the “comply or explain” provisions thereof, to disclose the policies, strategies, objectives and overall performance of the Group in respect of the ESG reporting.

關於本集團

眾安集團有限公司（「本公司」）及其附屬公司（統稱「本集團」）於一九九七年成立，並於二零零七年十一月十三日在香港聯合交易所有限公司（「聯交所」）主板（「主板」）上市，成為浙江省第二家在香港主板上市的房產企業，並創下當時浙江房企在港上市融資之最。本集團是中國長江三角地區具領先地位的房地產發展商，主要業務包括於中國內地從事住宅房地產開發、商業地產開發及運營、物業租賃及酒店運營等。香港辦公室則主要負責本公司在主板上市的相關合規事宜。

於二零一八年十二月三十一日，本集團持有另一家上市公司中國新城市商業發展有限公司（「中國新城市」）（股份代號：1321）的69.21%權益，其業務將涵蓋於本報告內，而中國新城市亦會另外刊發一份獨立的環境、社會及管治報告。

本報告的適用範圍、重要性及報告期

報告原則及範疇

本環境、社會及管治報告（「ESG報告」）乃應聯交所主板上市規則附錄二十七所載的「環境、社會及管治報告指引」（「ESG指引」）及其「不遵守就解釋」條文而發表，披露有關本集團在環境、社會及管治報告範疇上的方針、策略、目標及整體表現。

Environmental, Social and Governance Report 2018

環境·社會及管治報告2018

During the year ended 31 December 2018 (the “Reporting Period” or the “Year 2018”), the Group is principally engaged in real estate development, property leasing and hotel operation in Mainland China. Unless otherwise stated, this ESG Report covers such businesses’ overall performance, risks, strategies, measures and commitments in four major aspects, namely quality of working environment, environmental protection, operating practices and community engagement during the Reporting Period. All information and data in this ESG Report are derived from official documents or statistical reports of the Group.

For the Group’s corporate governance structure and other relevant information, please refer to the section headed Corporate Governance Report on pages 38 to 61 in the Annual Report 2018.

Materiality Assessment

The management and employees of the Group contributed to the preparation of this ESG Report and assisted the Group in reviewing its environmental, social and operational practices as well as governance issues. We also evaluate the significance of these issues to the Group’s business and the stakeholders and report accordingly.

Feedback of the Stakeholders

The Group is committed to creating sustainable growth and long-term value for its stakeholders. We actively communicate with both internal and external stakeholders and learn of their views and needs through various channels, including official financial reports, statutory disclosure, shareholder meetings, corporate website, investor and media events, employee meetings and supplier conferences.

於截至二零一八年十二月三十一日止年度（「報告期間」或「二零一八年度」），本集團主要於中國內地從事房地產開發、物業租賃及酒店運營。除另有說明者外，本ESG報告涵蓋本集團上述業務於報告期間，在工作環境質量、環境保護、營運常規及社區參與等四個方面之整體表現、風險、策略、措施及承諾。本ESG報告中所有資料及數據來自本集團的正式文件或統計報告。

有關本集團企業管治架構及其他相關資料，請參閱《二零一八年年報》第38頁至第61頁《企業管治報告》章節。

重要性評估

本集團的管理層及僱員參與編製本ESG報告，並協助本集團檢討其環境、社會、營運慣例及管治層面的議題，並評估該等議題對本集團業務及持份者的重要性，從而作出相關披露。

持份者的意見回饋

本集團致力於為其持份者創造可持續增長及長期價值，我們積極透過不同渠道，包括正式財務報告、法定披露、股東大會、公司網站、各類投資者及媒體活動、員工會議及供應商會議等方式，與內部及外部持份者的交流，了解他們的觀點及需要。

The Group hopes that this ESG Report would inform the stakeholders of the performances of the Group on aspects besides financial results and business operations. Should you have any comments on the Group's environmental, social and governance policies and performance after reading this ESG Report, you are welcomed to share your views with us through the followings:

Correspondence address: Room 4006, 40/F,
China Resources Building,
26 Harbour Road,
Wanchai, Hong Kong

Facsimile: (852) 2877 6990

E-mail: ir@zafc.com

本集團希望藉本ESG報告讓持份者認識本集團在財務業績及業務經營以外的表現。如閣下參閱本ESG報告後，對本集團的環境、社會及管治方針與表現有任何意見，本集團歡迎各持份者就下列方式與我們分享寶貴意見：

郵寄地址：香港灣仔港灣道26號
華潤大廈40樓4006室

傳真：(852) 2877 6990

電郵：ir@zafc.com

Mission and Vision

Under the principle of corporate sustainable development, the Group upholds its core corporate culture of "commitment and pragmatism; unity and ambition; creativity and efficiency; honesty and sincerity". Adhering to the basis of property development and commercial service approach, the Group persists in building urban complexes and diving into residential and commercial services. It strives to become one of the most competitive property developers in the Yangtze River Delta Region and even the whole nation, realizing diversification and synergies in terms of business and product mix. Meanwhile, the Group always maintains high environmental standards and social requirements to secure sustainable corporate development, understands the requirements of the stakeholders and maximizes the values for the shareholders of the Company.

使命及願景

本集團以企業可持續性為原則，秉持「敬業求實、團結進取、創新高效、誠信公開」的核心企業文化，致力以房產開發為基礎，以商業服務為主線，打造城市生活綜合體，推進住宅和商業服務業。本集團矢志成為長三角乃至全國最具競爭力房地產開發商之一，實現業務及產品組合多元化和協同化；同時，本集團一直堅持高標準的環保及社會要求，確保企業可持續發展，滿足持份者的需求，並為本公司股東創造最大價值。

Policies on Corporate Social Responsibilities

Through continuous communication with the stakeholders, such as shareholders, investors, employees, state and local authorities, suppliers and business partners, and the community, we are able to understand their needs and formulate appropriate policies which help fulfill the Group's corporate social responsibilities ("CSR"). Such policies are to balance the respective interests of stakeholders and have been incorporated in our business decision making.

企業社會責任政策

藉著與不同持份者的持續溝通，包括股東、投資者、員工、國家及地方政府、供應商及合作夥伴、以及社區大眾等，讓我們了解持份者需要，使本集團能為履行企業社會責任訂立合適政策，權衡一眾持份者的利益。我們將有關政策及理念融入營運決策當中。

Clear instructions to comply with or exceed minimum legal standards have been set forth, with a view to achieving best practice for the Group's daily operation. The CSR policies are applicable to all directors, senior executives and other employees and are made aware to the suppliers and other related parties to ensure our values are in alignment.

本集團已為日常營運訂立清晰的要求，致力遵守及甚至優於最低法律標準，達致最佳實務指引。我們的企業社會責任政策適用於全體董事、高級行政人員及所有其他員工，並讓供應商等所有相關方認識我們的相關政策，確保價值觀貫徹一致。

REPORTING ON ENVIRONMENTAL ASPECTS

The Group is deeply aware of the significance of environmental protection to sustainable development, and recognizes the importance of good environmental stewardship. We integrate environmental considerations into the business processes (such as real estate development and commercial property operation) and strive to comply with local regulations and industry-specific guidelines to help improve the environment.

The Group closely monitors any changes in and strictly complies with the country's and local environmental laws and regulations, including the Environmental Protection Law of the People's Republic of China《中華人民共和國環境保護法》, Law of the People's Republic of China on Prevention and Control of Pollution From Environmental Noise《中華人民共和國環境噪聲污染防治法》, Law of the People's Republic of China on Prevention and Control of Atmospheric Pollution《中華人民共和國大氣污染防治法》, Law of the People's Republic of China on Water Pollution Prevention and Control《中華人民共和國水污染防治法》, Law of the People's Republic of China on Appraising of Environment Impacts《中華人民共和國環境影響評價法》, Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes《中華人民共和國固體廢物污染環境防治法》, and Decision of the State Council on Several Issues Concerning Environmental Protection《國務院關於環境保護若干問題的決定》.

During the Reporting Period, the Group did not violate any environmental protection laws and regulations that had a significant impact on the Group relating to emissions of exhaust gas and greenhouse gas, discharges into water and land, generation of hazardous and non-hazardous waste. The Group also confirmed that it was not subject to relevant governmental penalties due to any violation of the aforesaid laws and regulations in the course of business during the Reporting Period.

Emissions

Air pollution – emissions of exhaust gas and greenhouse gas

Greenhouse gases generated during the daily business activities of the Group mainly include direct exhaust gas emitted by various construction machinery and transport vehicles for project construction, and those from the electricity and paper consumption in our offices and warehouses.

環境層面報告

本集團深明環境保護對推動可持續發展的重要性，我們重視良好的環境管理，在業務過程中（例如房地產開發及商業物業營運等）融入環保理念，遵守當地監管機構規定及行業適用指引，以持續協助改善環境。

本集團密切留意國家及地區最新的環境保護法律法規，嚴格遵守包括《中華人民共和國環境保護法》、《中華人民共和國環境噪聲污染防治法》、《中華人民共和國大氣污染防治法》、《中華人民共和國水污染防治法》、《中華人民共和國環境影響評價法》、《中華人民共和國固體廢物污染環境防治法》、《國務院關於環境保護若干問題的決定》等相關法律法規。

報告期間，本集團並無就任何有關廢氣及溫室氣體排放、水及土地的排污、以及產生有害或無害廢棄物、且對本集團有重大影響的環保法律法規之違規事件。本集團亦確認於報告期間，我們業務過程中未有出現違反上述法律及法規而遭受相關政府機關處罰的情況。

排放物

空氣污染—廢氣及溫室氣體排放

本集團日常經營活動產生的溫室氣體主要為項目施工時各類施工機械及運輸車輛的直接廢氣排放，以及來自辦公室和貨倉電力、紙張等消耗。

The Group abides by relevant laws and codes in designing and planning residential and commercial property projects with sustainable development factored in. Such initiatives enable us to design eco-friendly buildings that cater for buyers or users' needs while meeting environmental standards. Prior to a project construction, the Group submits environmental impact report to relevant government departments and only commences works upon obtaining approval. We hire contractors with good environmental and safety records for our construction works. All contractors are required to strictly comply with all prevailing environmental and safety laws and regulations of the PRC, which cover construction materials, methods, environment management at the construction sites and other areas.

The Group implements the following guidelines for the emission of greenhouse gas and exhaust gas generated in daily business activities: all construction machinery remaining idle shall be turned off; vehicle engine must be switched off whenever stopped; employees shall be reminded to turn off all electrical equipment before leaving the Company; machinery, equipment and vehicles which satisfy the national and international environmental standards shall be selected and used; and inspection and maintenance shall be conducted on a regular basis, in order to avoid excessive exhaust gas emissions caused by damaged components and to help minimize oil consumption.

Air pollution – dust

As dust may be generated due to wind or power during the project construction, the Group prevents dust generation in accordance with our internal guidelines to reduce air pollutants, and demands guarantee from contractors of construction compliance of national emission standards to reduce exhaust gas and dust generated during construction. The Group mitigated its impact on the environment through the followings: all vehicles carrying sand and stone and other waste materials are covered with canvas to make sure such vehicles would not generate a large quantity of dust during transportation; tires of vehicles entering or exiting the construction sites are washed and the road and vehicles are sprayed with water in order to prevent dust from being carried away along with the vehicles; maximum speed of the vehicles are restricted; and more environmental-friendly construction materials are adopted and equipment upgraded to effectively control dust and reduce emissions of hazardous gas and dust.

本集團在住宅或商用物業項目設計及規劃時會遵從相關法例和守則，融入可持續發展原素，從而設計既能滿足用家需求、又可符合環保水平的綠色建築。在項目工程開始前，本集團會先呈交環境影響報告予有關政府部門，並確保取得審批後方可動工。我們委聘環保及安全紀錄良好的工程承包商負責我們旗下項目的開發工程，並要求承包商嚴格遵守所有現行中國環保及安全法律及法規，包括項目所用的建築材料、施工方法、工地環境管理等。

本集團就日常經營活動中的溫室氣體及廢氣排放發出指引，包括要求關掉所有閒置的施工機械及嚴格執行停車熄匙、提醒員工離開本公司前關掉所有電器、選用符合國家及國際環保標準的機器、設備及車輛，並安排定期檢測及維修，預防零件破損導致排放過量廢氣，並有助減少耗油量。

空氣污染—揚塵

開發項目施工時會因風力或動力產生揚塵，因此，本集團根據內部指引，控制工程所產生的揚塵，減少空氣污染物，並要求承建商保證施工排放符合國家標準，以減少施工過程中產生之廢氣和粉塵。透過利用帆布遮蓋所有運載砂石等廢料的車輛，確保這些車輛不會於運載過程中製造大量揚塵；清洗進出施工現場的車輛輪胎，以及向道路及車輛灑水，避免將泥塵跟隨車輛離開工地；控制車輛的最高車速；使用更環保的建築材料以及提升設備技術，有效管理控制揚塵、減少有害氣體及粉塵的排放，減低對環境的影響。

Hazardous and non-hazardous waste treatment

As to general inert wastes and non-inert construction materials generated during the daily operations, the Group generally conducts classification of such wastes. General inert wastes generated during construction or fitting-out process, including construction scraps, debris, dirt, pitch and concrete, may be recycled as construction materials or used for land formation, if suitable. Therefore, the Group would engage professional contractors for recycling and treatment thereof. Non-inert construction materials which are not suitable for recycling or reuse, including plastic, bamboo, wooden materials, plants, packaging wastes and other organic materials, would be transported to public garbage landfill for treatment. In case of any other metal and chemical wastes, we appoint professional contractors for recycling and treatment thereof. All wastes will be properly disposed of before being carried away from the site.

In order to minimize the generation of solid electronic wastes, the Group has set up an "Information Management Center", which is responsible for unified procurement, installation, maintenance and recycling of computers and other electronic products. The Information Management Center arranges designated staff to recycle those electronic devices which have been used for long, or damaged and cannot be reused, with relevant records of registration properly done. As for obsolete electronic products or those of recycling need are processed with proper discarding treatment in accordance with relevant formalities.

Office wastes are generally gathered at a designated place as required by the property management office of the building. Moreover, the Group will conduct classification of wastes, and engage contractors for recycling of toner cartridges and spent refrigerants.

有害及無害廢棄物處理

就日常營運中產生的一般惰性廢物及非惰性建築物料，一般而言，本集團會將進行廢物分類。建築、裝修等作業過程中的一般惰性廢物，包括建築碎料、瓦礫、泥土、瀝青及混凝土等，如適用的話，可循環再用作為建材或可被用作平整土地之用。因此，本集團會交由專業承辦商回收及處置；對於非惰性建築物料，如塑膠、竹、木料、植物、包裝廢物及其他有機物料，如不適合回收再用或再造，我們會運往公眾垃圾堆填區棄置。如有其他金屬及化學廢料，我們會委聘專業承辦商回收及棄置。所有的廢棄物於運離工地前，均會妥善放置。

本集團已建立「信息管理中心」，對電腦及其他電子類產品進行統一採購、安裝、維修及回收工作，以減少產生電子固體廢物。採購時間較長、或已損壞及無法再使用的電子儀器，均由信息管理中心派專人回收，並做好相關登記處理工作，已報廢或需回收零件的電子產品則按照相關手續處理，適當棄置。

辦公室廢物方面，除了根據辦公室大廈管業處要求，將一般垃圾棄置於指定地方外，我們亦會進行垃圾分類，並委聘承辦商回收碳粉盒及已使用的製冷劑。

Sewage discharge

Contractors are required to properly dispose of sewage produced during construction process according to the laws. All sewage shall be discharged into the designated environmental treatment facilities in accordance with the instructions. Siltation traps and sedimentation tanks are equipped to reduce water pollution caused by garbage, oil or other materials.

Data summary of emissions:

污水排放

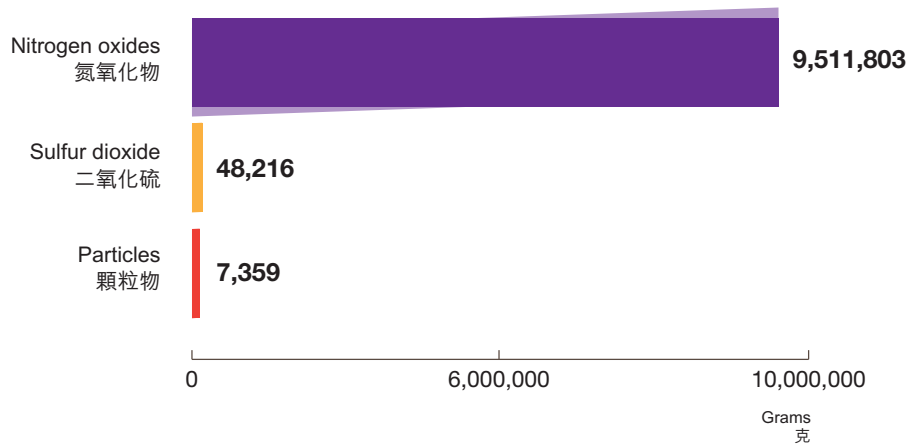
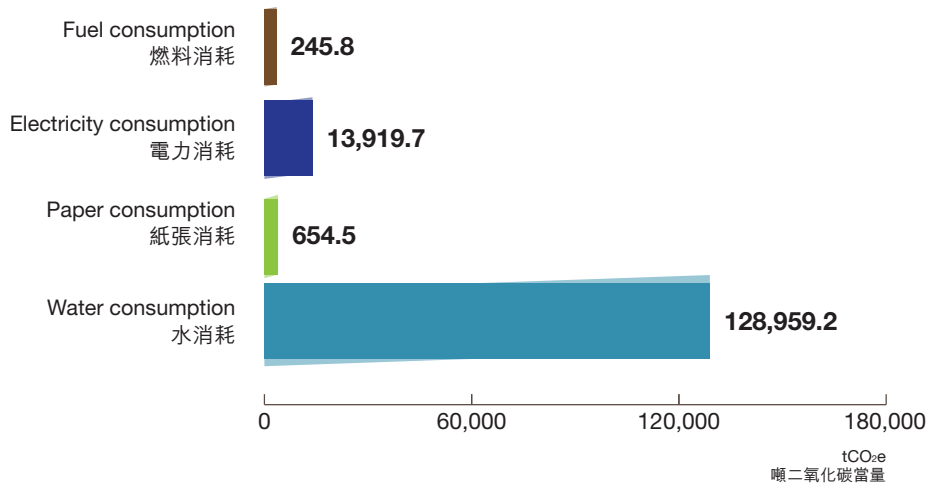
本集團要求承建商按照法律規定，妥善處理工程中產生的污水。所有污水須根據指示排放到指定之環保處理設施。為減少因垃圾、油或其他物料造成的水污染，我們會配置隔沙井及沉積池。

排放物數據摘要：

Types of emissions 排放物種類	Unit 單位	Amounts 數量
Construction waste 建築廢物	tonnes 噸	26 26
Non-hazardous waste 無害廢棄物	tonnes 噸	1,000 1,000
Hazardous waste 有害廢棄物	Kilograms 千克	500 500
Sewage 污水	tonnes 噸	6,000 6,000
Domestic waste 生活垃圾	tonnes 噸	2,000 2,000
Food waste 廚餘	tonnes 噸	1,500 1,500
Chemical waste 化學廢物	Kilograms 千克	1,200 1,200
Plastic 塑膠	Kilograms 千克	200 200
Waste paper 廢紙	tonnes 噸	24 24

Environmental, Social and Governance Report 2018

環境·社會及管治報告2018



Disclosure of key performance indicators (“KPI”) under A1 aspect in the ESG Guide by the Group is summarised as follows:

就本集團有關ESG指引中A1層面的關鍵績效指標之披露，現概述如下：

KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emission data (where appropriate) have been set out in the data summary of emissions above. 排放物種類及排放物數據（如適用）已載列於以上數據摘要。
KPI A1.2 關鍵績效指標A1.2	Overall emissions of greenhouse gas have been set out in the paragraphs above. Greenhouse gas (including sulfur dioxide and carbon monoxide) generated during the daily operation did not exceed the maximum level permitted under the relevant laws. 溫室氣體總排放量已載列於上述各段。日常營運過程中產生的溫室氣體（包括二氧化硫及一氧化碳）均沒有超出相關法例許可的最高水平。
KPI A1.3 關鍵績效指標A1.3	Total hazardous waste have been set out in the data summary of emissions above. 有害廢棄物總量已載列於以上數據摘要。
KPI A1.4 關鍵績效指標A1.4	Total non-hazardous waste have been set out in the data summary of emissions above. 無害廢棄物總量已載列於以上數據摘要。
KPI A1.5 關鍵績效指標A1.5	Please refer to the paragraphs above for measures to mitigate emissions and results achieved. 減少排放物的措施及所取得的成效可參考上述各段。
KPI A1.6 關鍵績效指標A1.6	The ways how wastes are handled and reduction initiatives have been set out in the paragraph headed Hazardous and non-hazardous waste treatment above. 處理廢棄物的方法、減低產生量的措施已載列於以上「有害及無害廢棄物處理」段落。

Use of Resources

The Group acknowledges that reducing wastes from the source and recycling for reuse are playing a positive role in environmental protection and cost reduction. Therefore, we have implemented various environmental-protection measures in daily operation and encourage the employees to follow, which include:

- Use “recycled paper” for printing of unessential documents and encourage paper recycling in the offices;
- Promote green outing and charge for car parking services to encourage employees to commute by public transportation;
- Prescribe the principle of “care for property and promote economy” in the Employee Handbook and other codes of conduct, and develop a sound atmosphere of energy saving by mutual supervision within the departments in daily work;
- Promote minimization of one-time-use disposables, such as paper cup, paper plate and plastic tableware;
- Maintain at an appropriate indoor temperature, which shall be no less than 26°C for the air conditioning system in the offices;
- Employees are required to turn off all air conditioners and lighting system in the offices before leaving for the day.

As regards property operation, the Group adopts natural sunlight and LED lighting system to reduce power consumption, install water-saving equipment in washroom and other facilities to reduce water usage, perform regular maintenance for escalators and elevators to ensure efficient operation while limiting usage during low traffic hours to save energy. We also implement suitable greening works within our properties to improve environment and air quality.

We will review the effectiveness of these measures from time to time and make adjustments in accordance with business operation, so as to achieve the objective of enhancing the utilization efficiency of resources.

資源使用

本集團深明源頭減廢、回收重用對環境的幫助，更能減低成本，因此我們在日常營運中實施多種環保措施，並鼓勵員工執行，包括：

- 於辦公室內，使用「再生紙」打印非重要文件，鼓勵循環再用紙張；
- 提倡綠色環保出行，收取一定停車費用，鼓勵員工乘坐公共交通工具上班；
- 在員工手冊等行為準則內列明「愛護財物、提倡節約」的原則，並於日常工作中由部門內部相互監督而形成良好的節約氛圍；
- 提倡避免使用一次性用品，如紙杯、紙碟及塑膠餐具等；
- 維持合適室內溫度，在辦公室空調系統設定不低於26度；
- 要求員工離開公司前，關掉所有冷氣機及辦公室照明系統。

在物業運營方面，本集團透過採用自然採光及LED照明系統減少電力消耗；在衛生間等設施使用節水設備以減少用水；定期維修電梯及升降機等設備，確保高效運作，並於人流較少時段採取限制開放，以減少能源消耗。此外，我們亦會在物業範圍進行適當綠化，改善環境及空氣質素。

我們不時檢討此等措施的成效，並因應營運情況而有所調整，以達至提升資源使用效率的目的。

Data summary of resource consumption:

資源消耗數據摘要：

Types of resource consumption 資源消耗種類	Unit 單位	Amounts 數量
Water 水	tonnes 噸	175,900.7 175,900.7
Electricity 電力	kWh 千瓦時	17,399,590 17,399,590
Fuel (including petroleum and gasoline) – vehicles, vessels and other transport 燃料(包括石油及汽油) – 車輛、船及其他運輸工具	litres 公升	99,673.7 99,673.7
Fuel (including petroleum and gasoline) – equipment and machinery 燃料(包括石油及汽油) – 裝備及機器	litres 公升	3,347 3,347
Paper 紙張	tonnes 噸	24.2 24.2
Ink cartridges 墨盒	tonnes 噸	78,929.1 78,929.1
Refrigerants 製冷劑	tonnes 噸	0.1 0.1
Packing materials (plastic) 包裝物料(塑料)	tonnes 噸	0.02 0.02
Packing materials (corrugate) 包裝物料(瓦楞)	tonnes 噸	0.2 0.2

Environmental, Social and Governance Report 2018

環境·社會及管治報告2018

Disclosure of KPI under A2 aspect in the ESG Guide by the Group is summarised as follows:

就本集團有關ESG指引中A2層面的關鍵績效指標之披露，現概述如下：

KPI A2.1

Direct and/or indirect energy consumption by type and intensity has been set out in the data summary above.

關鍵績效指標A2.1

按類型及密度劃分的直接及／或間接能源耗量已載列於以上數據摘要。

KPI A2.2

Water consumption in total has been set out in the data summary above.

關鍵績效指標A2.2

總用水量已載列於以上數據摘要。

KPI A2.3

Relevant description of energy use efficiency initiatives has been set out in the paragraphs above.

關鍵績效指標A2.3

能源使用效益計劃之相關描述已載列於以上段落。

KPI A2.4

The Group has no issue in sourcing water that is fit for purpose, and considers our water consumption is within the reasonable standard. Water efficiency initiatives have been set out in the paragraphs above.

關鍵績效指標A2.4

本集團就求取適用水源上沒有任何問題，並認為用水量處於合理水平。提升用水效益計劃已載列於以上段落。

KPI A2.5

Type and data of packing materials have been set out in the data summary above.

關鍵績效指標A2.5

包裝材料種類及數據已載列於以上數據摘要。

The Environment and Natural Resources

環境及天然資源

The Group organizes various training and public welfare activities for our employees, such as tree planting on Arbor Day, battery recycling, environmental trailwalk, and garbage collection activities, on an irregular basis to improve their awareness of environmental protection. We make sure no trash produced and left behind during the activities or trainings. We hope to cultivate our employees' active attitude towards environmental protection through their personal involvement.

為致力提高員工環保意識，本集團不定期會組織各類培訓及公益活動予我們的員工，如植物節種樹、電池回收、環保毅行活動、撿垃圾運動等。在進行活動或培訓時，我們會確保不製造及遺留垃圾，希望員工們透過親身參與，培養愛護環境的正面態度。

In addition, the Group also issues internal guidelines for environmental protection and shares green office and other relevant environmental information. We specify "environmental protection and attention to appearance" and other contents in the code of conduct in the Employee Handbook.

此外，本集團亦發出內部環保指引，分享綠色辦公室等相關環保資訊。我們在員工手冊的行為準則內容中寫明「保護環境、注重儀表」等內容。

Disclosure of KPI under A3 aspect in the ESG Guide by the Group is summarised as follows:

Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them have been set out in the paragraphs above.

REPORTING ON SOCIAL ASPECTS

Employment and Labour Practices

1. Employment

i. Employment policy

Our staff is the core assets for maintaining competitiveness and the key to business success. The Group has formulated employment policy in strict accordance with the Labour Law of the People's Republic of China 《中華人民共和國勞動法》, the Labor Contract Law of the People's Republic of China 《中華人民共和國勞動合同法》 and Employment Ordinance of Hong Kong. The Human Resource Management System of the Group strictly standardised the recruitment management system, training management system, performance management system and remuneration and welfare system. Each specific system is printed, bound and filed, and made public on the internal network platform of the Company.

The Group's Human Resource Management System ensures equal promotion opportunities and other packages, minimum wage, maximum work hours, compensation leave, provident fund or retirement protection, and long-term service awards for all employees. As to promotion path, the Group has specified the path, qualifications and requirements for promotion in the recruitment management system. The Company's other welfare, bonus incentives, etc. are clearly stated in the remuneration and welfare system.

就本集團有關ESG指引中A3層面的關鍵績效指標之披露，現概述如下：

描述業務活動對環境及天然資源的重大影響及已採取處理有關影響的行動已載列於以上段落。

社會層面報告

僱傭及勞工慣例

1. 僱傭

i. 僱傭政策

員工是維持企業競爭力的核心資產，是企業成功的關鍵。本集團嚴格依據《中華人民共和國勞動法》、《中華人民共和國勞動合同法》及香港《僱傭條例》制定僱傭政策，我們的《人事管理制度》嚴格規範招聘管理制度、培訓管理制度、績效管理制度及薪酬福利制度，並對每一個制度成文打印，裝訂成冊，留檔，並在本公司相關內部網絡平台進行公告發布。

本集團的《人事管理制度》確保所有員工獲得平等晉升機會及其他待遇、最低工資、最高工時、補假、強積金或退休保障、長期服務獎勵等。對於晉升途徑，本集團在招聘管理制度中已闡明晉升的途徑、資質及要求。對本公司其他福利待遇、獎金激勵等在薪酬福利制度中一一清晰列舉。

The Group does not have a large number of temporary workers, and most of our employees are those who have entered into fixed-term and legal labour contracts with the Group, which safeguards all legal interests of our employees. For some outsourcing or temporary workers at grassroots posts, the Group maintains equal packages for them to firmly protect the interests of all employees. Some workers who are on roster, such as those in the canteen and other front-line places, enjoy overtime pay or rest adjustment benefits; and those who are subject to variable work hours, such as drivers, may receive allowances or overtime pay according to the labour contract law.

During the Reporting Period, the Group did not violate any laws and regulations that had a significant impact on the Group relating to employment.

ii. *Equal opportunity and diverse policy*

The Group operates in the real estate industry which features more male workers. However, we adhere to a fair recruitment principle and ensure equal opportunities for both male and female. During the Reporting Period, the Group achieved a balanced proportion between male and female workers. We are dedicated to creating a diverse and inclusive workplace and protecting employees from discrimination and harassment. We have set up a talent recruitment mechanism with working experience, technical skills and work performance as the key indicators for recruitment, and employees are offered equal opportunities in terms of recruitment, regardless of their age, gender, geographical region, nationality, ethnicity, religion and belief, sexual orientation, physical disability, or marital status, etc..

iii. *Communication with employees*

The Group values communication with our employees and listens to the employees' opinions actively. We have also set up a box for collecting employees' opinions, with an aim to encourage employees to put forward their opinions. Meanwhile, we arrange trainings, department meetings, and corporate summarisation meetings on an irregular basis to build reciprocal communication with employees. The Group introduces our corporate structure, corporate culture and system to new employees in the induction training for them, in order to help them better understand the Company and enhance their sense of belonging.

本集團未存在大量臨時工，大部分員工均為簽屬固定合法的勞動合同，保障員工一切合法權益。對於個別少量基層崗位外包或臨時人員，本集團在待遇環境方面一律平衡，堅決維護員工全體利益。部分員工需輪班工作，如食堂等一線崗位，均享有加班費或調休福利；對於司機等工時不定的崗位，本集團亦會按照勞動法給予補貼或加班費。

報告期間，本集團並無牽涉任何有關僱傭，且對本集團有重大影響的違法違規事件。

ii. *平等機會及多元政策*

本集團屬於房產行業，行業特點為男性較多，但我們堅持公平的用人風格，堅持男女平等。報告期內，本集團男女僱員比例平衡。我們致力為員工創造多元共融的工作環境，保護他們免受歧視及騷擾。我們已建立人才招聘機制，以工作經驗、技術技能、工作表現為關鍵指標招聘，無論任何年齡、性別、地域、國籍、種族、宗教信仰、性取向、身體殘疾、婚姻狀況等人士均享受平等僱傭機會。

iii. *員工溝通*

本集團重視員工關懷與溝通，我們積極聽取員工的意見，並設立員工諫言箱，鼓勵員工提出意見。同時，我們安排不定期培訓、部門例會、公司總結會議等，與員工建立雙向溝通體系。本集團在入職培訓中，對員工進行公司架構、企業文化及制度介紹宣講，幫助員工鞏固對本公司的了解及增加歸屬感。



The Group holds a monthly birthday party for employees whose birthdays are in the current month, and organises team-building and other themed activities, including sports meeting, spring and autumn outings, etc., so as to facilitate communication among the employees, strengthen the relationship between the employees and the Group and enhance group cohesion.

iv. *Dismissal policy*

For an employee who fails to meet work requirements, or whose employment needs to be terminated due to violation of laws and regulations, the Group will dismiss him/her under the terms of our internal Employee Handbook. Violation of national laws shall be processed according to the national laws.

During the Reporting Period, the Group was not involved in any labour disputes due to dismissal. The Group made payment for claims and dismissal payable by us as regulated by the state.

During the Reporting Period, the employee turnover rate of the Group was at a normal level. In view of intense competition in the domestic real estate industry and increasing demand for professional talents, the Group provided reasonable and competitive remuneration package and benefits for employees in accordance with the specific condition of individual employee and the market condition.

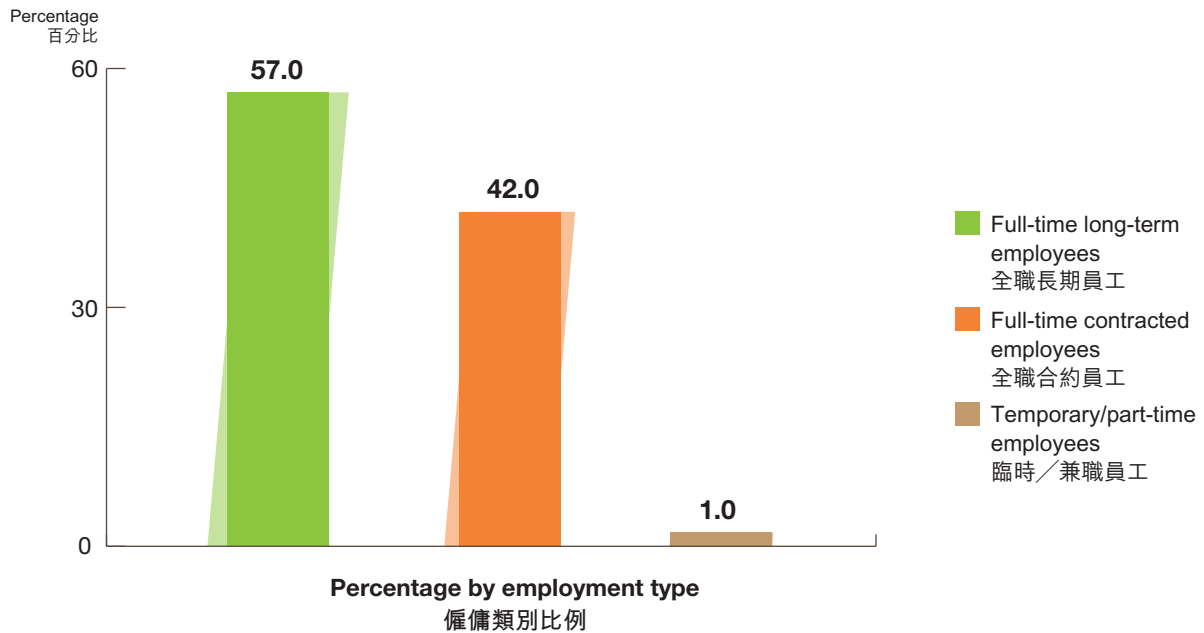
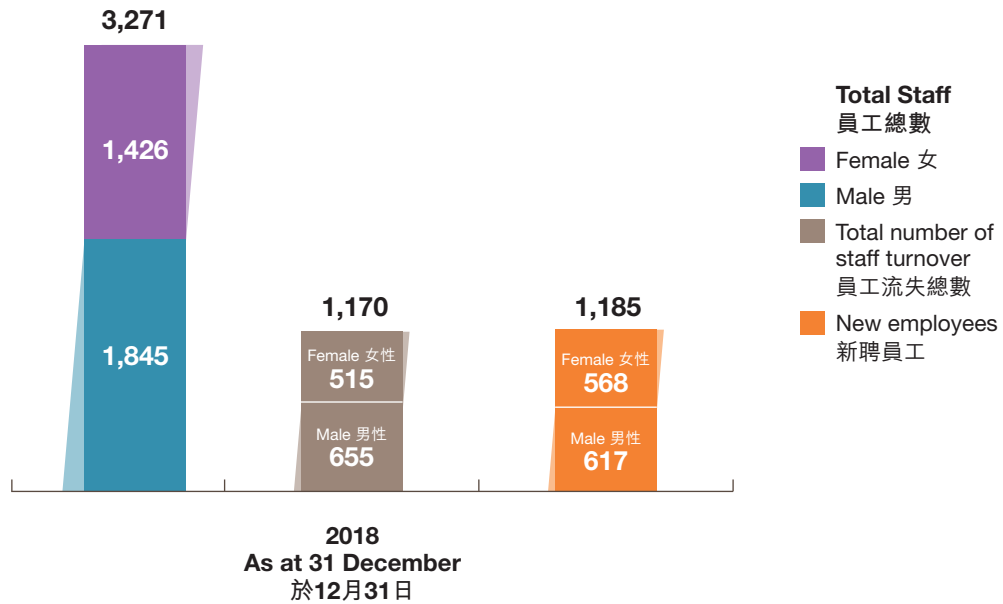
本集團每月舉行員工生日會，以及開展團隊及其他主題活動，如運動會、春秋遊等，促進員工交流，加強員工與本集團之間的關係，提升凝聚力。

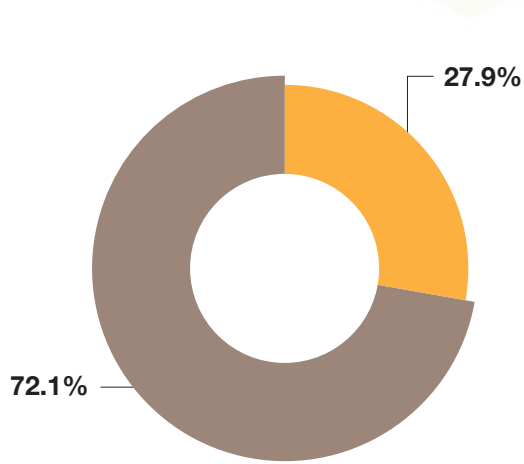
iv. *解僱政策*

對於不符合工作要求的員工，或因違法違規需要終止僱傭合同的員工，本集團均按照內部員工手冊條款進行解約，對於違法行為則按照國家法律進行處理。

本集團於報告期間未存在因解約而出現的勞資糾紛。對於國家規定的公司需支付的理賠和解約金，本集團均正常支付。

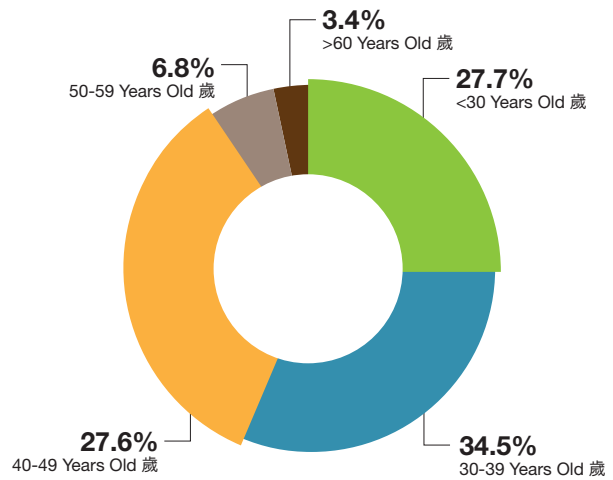
報告期內，本集團人員流失情況正常，國內房地產行業競爭激烈，人才需求上升，本集團會因應僱員情況及市場情況，提供合理且具競爭力的薪資和員工福利。





By Ranking
按職級比例

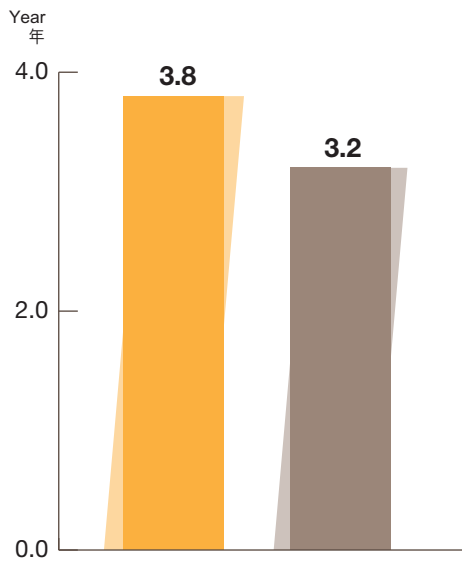
As at 31 December 2018
於2018年12月31日



By Age Distribution
按年齡比例

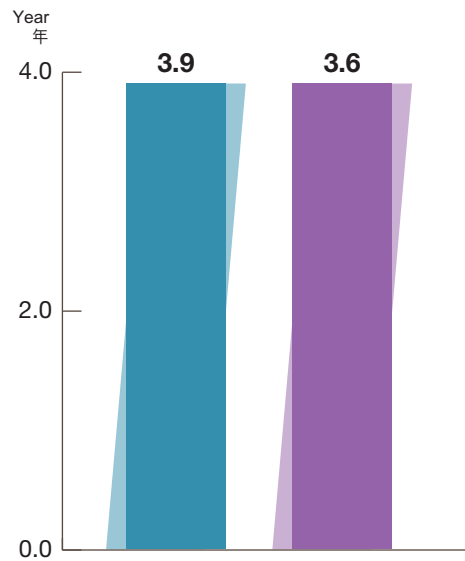
As at 31 December 2018
於2018年12月31日

- Administrative staff 行政人員
- Other staff 其他員工



Average years of services
平均服務年期

- Administrative staff 行政管理人員
- Other staff 其他員工



Average years of services
平均服務年期

- Male 男性
- Female 女性

2. Health and Safety

i. Occupational safety

The Group put the safety and well-being of employees in the first priority, as we strive to provide a healthy and safe workplace. The Group has established a comprehensive safety control system which details the guidance of daily occupational safety and contingency measures for accidents based on different work positions. We strictly follow the Production Safety Law of the People's Republic of China 《中華人民共和國安全生產法》, Fire Law of the People's Republic of China 《中華人民共和國消防法》, Provisions on Fire Supervision and Management of Construction Engineering 《建設工程消防監督管理規定》, and Fire Supervision and Inspection Regulations 《消防監督檢查規定》 issued by the Ministry of Public Security of the People's Republic of China, all project management and safety control mechanism are made in accordance with the relevant laws and regulations. We urge our employees to strictly follow all guidelines under the mechanism. Employees and supervisors shall report to management and take necessary improving measures when there is any significant work safety risk and accident.

With operation of heavy machines involved in construction works and the higher safety risks derived, the Group and its contractors provide adequate protective equipment. We also assign our staff to keep a close eye on every process and working environment management. Corrective actions will be taken immediately in case of any problems. The Group provides regular health and safety training and information to employees to raise their awareness. We also offer body check, medical insurance, pension and other regular insurance to staff of specific positions.

2. 健康及安全

i. 工作安全

本集團把員工的健康及福祉放在首位，致力提供健康、安全的工作環境。本集團已建立完善的安管理制度，當中就不同員工的工作性質提供日常工作安全及意外事故應急處理發出指引。我們嚴格遵循《中華人民共和國安全生產法》、《中華人民共和國消防法》、《建設工程消防監督管理規定》及中華人民共和國公安部頒布的《消防監督檢查規定》，所有工程項目及有關安管理制度符合相關法律法規。我們要求員工須嚴格跟循該制度下的工作指引。如有任何重大工作安全風險及意外，員工及主管須向管理層報告，並作必要改善措施。

考慮到工地施工現場涉及大量機器操作，有較高的安全風險，本集團及工程承包商會為員工配備足夠的安全保護裝備。同時，我們會派員密切監督每個工序及現場工作環境管理，如有任何問題會及時糾正。本集團會為員工定期安排健康及安全培訓和提供相關資訊，希望藉此提高員工的安全意識。我們亦會為特殊作業崗位的員工提供體檢、醫療保險、養老金等常規保險。

As to occupational disease hazards, in addition to providing employees with physical examination, the Group repeatedly emphasises the safety of site construction and the safety of water and electricity usage in offices at the morning and evening meetings. Such contents are also clearly set out in the Employee Handbook and site operation manual, and the Group has established the emergency response mechanism as well as public relation management and complaint handling mechanism.

Apart from preventive measures, we also proactively enhance the safety awareness of our employees by taking safety education as daily routine, with an aim to reduce the possibility of work-related injuries. The Group places great stress on safety courses, and arranges relevant firefighters to conduct fire fighting drills and lectures each year. Lectures on physical and psychological health of female employees are also conducted on International Working Women's Day on 8 March.

During the Reporting Period, the Group identified no material safety accidents or work-related injuries; no employees suffered from occupational hazards relating to safe workplace; and the Group was not aware of any violation of laws and regulations relating to health and safety.

ii. Physical and psychological health

The Group lays emphasis on maintaining work-life balance for employees, encourages our employees to participate in various outdoor activities which are beneficial to their mind and body, and arrange various sport activities such as badminton, yoga, ping pong, Tai Ji, running and trail walk during their spare time after daily work, and reminds them to pay attention to their health, in order to promote their physical and psychological development and enrich the leisure life of employees.

對於職業病危害，本集團在幫助做好體檢工作外，對於日常現場施工，平時辦公室用水用電安全等均在晨會、晚會進行強調與重複，而員工手冊與現場作業手冊也明確列文告知相關內容，並設有應急預案處理及公關投訴處理機制。

除防範措施外，我們亦積極提升員工安全意識，把安全教育日常化，以減低發生工傷機會。本集團對於安全類課程非常重視，每年組織相關消防人員進行消防演習及講座，對於女職工身心健康講座也於三八國際婦女勞動節上安排進行。

報告期間，本集團沒有發生重大安全事故以及工傷；亦無任何有關安全工作環境及保障僱員避免職業性危害；且未有發現違反健康及安全法律及規例的情況。

ii. 身心健康

本集團著重員工保持工作與生活平衡，鼓勵員工多參與各類型有益身心的戶外活動，並舉辦業餘體育活動，如羽毛球、瑜伽、乒乓球、太極、跑步、毅行等，提醒員工注意健康，促進僱員身心發展，豐富員工業餘生活。

The Group arranges physical examination for our employees once a year to make sure they better value their health; and where permissible, non-local employees or those who work abroad may be provided with accommodation or subsidies. In addition, we also provide employee canteens, offering well-balanced and nutritious diet to employees in a clean and healthy dining environment.

The Group also purchases insurance for our employees in strict accordance with rules and regulations, and purchases commercial insurance for some temporary workers or those who are re-employed after retirement.

3. Development and Training

The Group attaches importance to internal development and training. During the Year 2018, we formulated detailed training programs and invested over RMB1.66 million of annual training budget for supporting various training programs, covering engineering, finance, costs, research and development and other lines. Trainees included employees of the Company at all levels, and were greatly supported to go out for training and learning.

Training contents mainly focused on real estate industry posts and all sub-sector business capabilities as supplemented by managerial capacity and skills. The Group increased effort in collecting feedback from the trained employees after participating in training programs, and encouraged employees to share and summarize what they have learned among their colleagues. During the Reporting Period, the training programs were well received by the employees. Employee participation rate recorded a significant increase as compared with last year, mainly due to the fact that the Company made great efforts on training to offer a wider choice of lecturers and more extensive training forms, and that a sound learning atmosphere was developed where everybody could be supervised and encouraged by each other.

Some other subjective trainings organised, such as site visits and special summit lectures, were also well received by employees. We believe that such activities can broaden the horizons of our employees.

本集團為保證員工能更好的關注身體，體檢每年一次；而在條件許可下，提供給外地員工或駐外人員宿舍，或提供住房補貼。此外，我們也提供員工飯堂，為員工提供葷素適宜、營養均衡的餐點以及清潔健康的用餐環境。

本集團亦嚴格按照規章制度，給員工購買保險，個別臨時性崗位或退休返聘人員也會購買商業保險。

3. 發展及培訓

本集團重視內部發展及培訓。我們在二零一八年度內制定詳細的培訓發展計劃，並投入年度培訓預算人民幣166萬元以上，用於支持各培訓開展。培訓對象涉及本公司各層級員工，涉及專業條線有工程、財務、成本、研發等多條線，大力支持員工外出培訓學習。

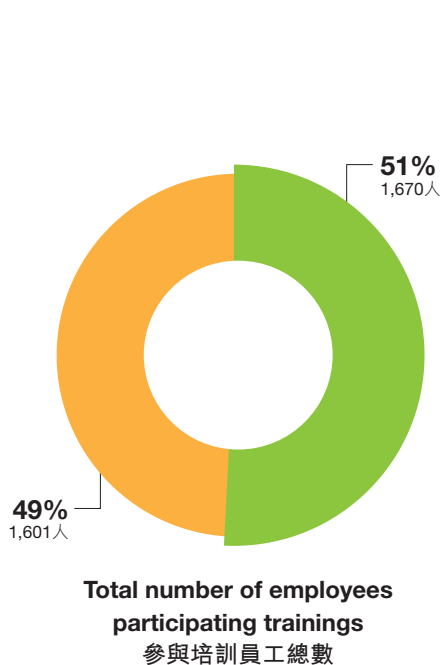
培訓內容主要以房產行業崗位為主，涉及各專業條線業務能力，輔之以管理能力技能訓練。本集團在員工參與培訓後，加強跟進培訓後員工意見反饋，鼓勵員工對所學內容進行內部分享總結，報告期內，員工對培訓反饋良好。較去年相比，員工參與率有明顯提升，主要因為：本公司對培訓支持力度大力增強，在環境師資上選擇餘地更多，培訓形式更豐富；在良好學習氛圍下大家互相監督互相鼓勵，形成良好的學習氛圍。

其他個別組織的主體性培訓也得到員工的歡迎，如外出考察、專題性峰會講座等。我們相信，該類型活動可以拓寬員工的高度與視野。

As a listed company, the Company pays special attention to the training of our senior management. Besides one or two management training(s) for all senior management, the Group conducts a large themed training for business executives each year, and arranges public relationship or speech trainings during the half-year or year-end review meeting of the Group, and organizes internal discussion to share experience. In addition, the Group also provides subsidies to encourage senior management to engage in outbound study tour and visits.

The Group promotes internal promotion of employees. Our promotion system is mainly grouped into two major occupational systems, namely the management system and professional technical system. The latter includes finance, investment, engineering, research and development, marketing and management. In general, the Group conducts a performance assessment on our employees each year, and promotes those with outstanding work performance based on business needs, and provides additional trainings to those promoted, with an aim to build our team on an ongoing basis.

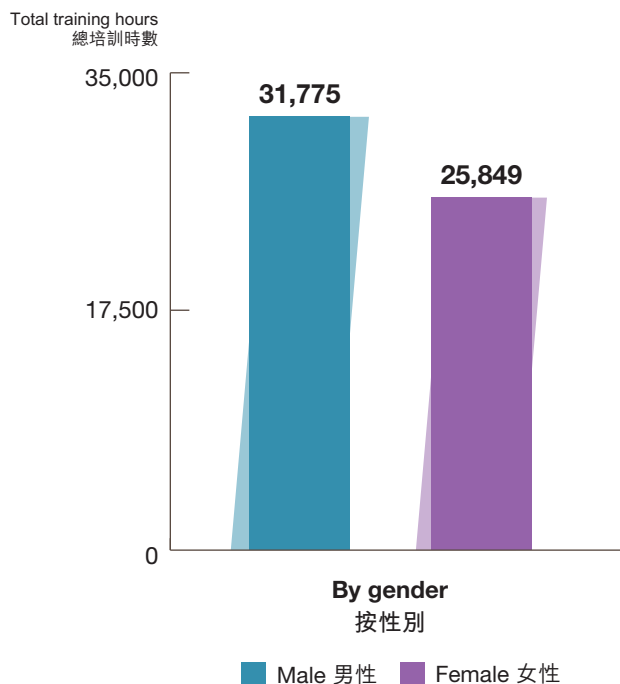
Training statistics:



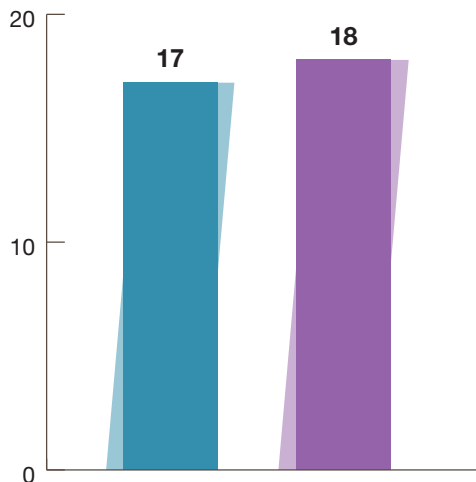
作為上市公司，本公司對於高級管理人員培訓尤其重視，每年本集團需進行一次業務高管大型主題培訓，針對所有高級管理層舉行一至兩次管理類培訓，以及在本集團半年度或年度工作總結會期間安排公關或演講培訓，並進行內部討論，分享經驗。另外，本集團亦會提供津貼鼓勵高級管理人員外出學習考察。

本集團推動員工內部晉升。本集團的晉升機會主要分為兩大職業體系，即管理體系和專業技術體系。當中，後者涉及財務、投資、工程、研發、營銷及管理。一般而言，本集團每年對員工進行績效考核，根據業務需要給予工作表現出色的員工晉升機會，並為獲晉升員工提供額外培訓，持續為本集團建立梯隊。

培訓統計：



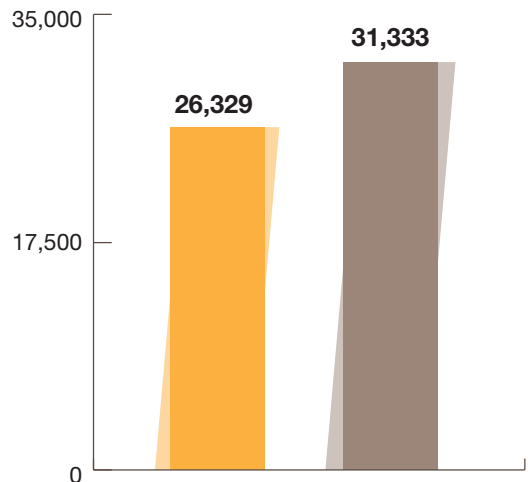
Average training hours
平均培訓時數



By gender
按性別

Male 男性 Female 女性

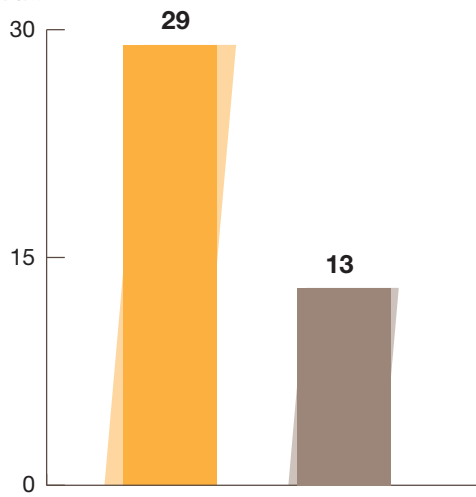
Total training hours
總培訓時數



By rank
按職級

Administrative staff 行政管理人員 Other staff 其他員工

Total training hours
總培訓時數



By rank
按職級

Administrative staff 行政管理人員 Other staff 其他員工

4. Labour Standards

The Group strictly abides by all laws and regulations relating to the labour standards in mainland China and Hong Kong, and actively safeguards the basic personal interests of our employees to ensure they work in a fair and respectful environment. We resolutely reject the use of child or forced labour. In order to prevent illegal use of child or forced labour, the human resource department of the Group requires candidates to provide effective identification certification before confirmation of employment to ensure they can be employed according to the law.

During the Reporting Period, the Group was not aware of any child or forced labour, nor involved in any cases of discrimination based on race, religion, age, disability, etc..

4. 勞工準則

本集團嚴格遵守中國及香港所有有關勞工準則的法例及法規，積極保障員工的基本個人權益，確保他們在公平及受尊重的環境下工作。我們杜絕使用童工和強制勞動等行為。為打擊非法僱用童工及強制勞工，本集團人力資源部要求求職者在確認就業前提供有效的身份證明，以確保申請人可以依法就業。

報告期間，本集團並無童工或強制勞工，亦無任何涉及種族、宗教、年齡、殘疾等歧視案。



OPERATING PRACTICES

Supply Chain Management

The Group places much emphasis on supply chain management, which we believe is pivotal to the sustainability of our business. Besides cost, product quality and track record, we stress the importance of integrity of our suppliers and business partners in selecting suppliers. To our knowledge, our suppliers and business partners had a sound business record in the past and made no serious violation of the law or business ethics. The Group has developed the Guidance of Tendering and Procurement Practice and demands our activities of selecting suppliers and procurement to be in accordance with the guidance, in order to ensure all related works are regulated, which prevents any forms of transfer of interest by our suppliers and business partners for winning procurement contracts or partnership deals.

i. Procurement and supplier assessment

The Group requires the suppliers to fulfill responsibilities under the procurement contracts and has strict assessment on suppliers in terms of contract fulfilment, so as to ensure their products and/or services quality conforms to the Group's requirements. We will report suppliers for failing to meet our quality demand or fulfill contract responsibilities. Those suppliers in serious cases will be blacklisted and banned from taking part in tendering of the Group's projects for certain years.

ii. Environmental protection

In order to construct green buildings, the Group requires its suppliers and contractors to comply with any applicable environmental laws. All property projects shall be in compliance with the country's environmental certification and achieve energy saving and emission reduction to protect the environment during construction.

If a supplier or contractor violates any relevant environmental laws and other regulations, which leads to charges by government authorities against the Group, significant and negative impact to the public and environment, or even the Group's losses of money or reputation, the Group will demand that supplier and contractor to take remedial measures. We will also replace that supplier and contractor while conducting internal review for improvement.

營運慣例

供應鏈管理

本集團注重供應鏈管理，深明健全的供應鏈管理對業務可持續性的重要。我們選用供應商時除了考慮成本、產品質素及往績紀錄外，亦非常重視供應商及合作夥伴的誠信。據我們所認知，我們的供應商及合作夥伴過去營商紀錄良好，並未出現任何嚴重違規或違反商業道德行為。本集團已設立《招標採購作業指引》，並要求所有供應商甄選及採購行為均須符合指引，確保有關工作得到規範，防止供應商及合作夥伴以透過任何形式的利益輸送而取得採購合約或合作關係。

i. 採購及供應商評估

本集團要求供應商履行採購合約項下的責任，並對供應商進行嚴格的履約評估，以確保其產品及或服務符合本集團之要求。對於不符合要求或未有履行合約責任的供應商，我們會及時將有關訊息匯報，嚴重者會被列入黑名單，在若干年內不得參與本集團下屬所有項目的投標工作。

ii. 環境保護

為建造綠色建築，本集團要求供應商及外判商須遵守任何適用的環境法規。除了物業須符合國家的相關環保認證，施工過程亦要積極做到節能減排、保護環境。

如供應商及外判商違反環保條例或其他法規，因而導致本集團被政府機關起訴、對公眾及環境造成嚴重負面影響，甚至導致本集團承受任何金錢或聲譽上的損失，本集團會要求該供應商及外判商立即作出修正措施，而我們亦會於事後更換該供應商及外判商，並進行內部檢討以作改善。

Product Responsibility

i. Product quality

The Group is committed to building top-notch projects to ensure the quality of our products meet the related requirements. We rigorously comply with various laws of the country, including the Contract Law of the People's Republic of China 《中華人民共和國合同法》 and Construction Law of the People's Republic of China 《中華人民共和國建築法》. Prior to launch for sales or lease, all property projects shall meet relevant construction and acceptance requirements such as the Regulations on Quality Management of Construction Projects 《建設工程質量管理條例》 to avoid mistakes or flaws. We require all of our marketing and information materials to be in compliance with the Urban Real Estate Administration Law of the People's Republic of China 《中華人民共和國城市房地產管理法》, the Regulations on the Administration of Exploitation and Operation of Urban Real Estate 《城市房地產開發經營管理條例》, the Advertisement Law of the People's Republic of China 《中華人民共和國廣告法》 and the Anti-Unfair Competition Law of the People's Republic of China 《中華人民共和國反不正當競爭法》 and other laws and regulations, such that detailed information of our properties is given throughout the transparent sales process. The Group also coordinates regular check and maintenance, as well as the construction and acceptance for its commercial properties based on regulations, such as the Safety Specification for Manufacture and Installation of Elevators 《電梯製造與安裝安全規範》 (GB7588-2003), Safety Specifications for Manufacture and Installation of Escalators and Automatic Moving Walkways 《自動扶梯和自動人行道的製造與安裝安全規範》 (GB16899-1997), and Specifications for Elevator Technical Conditions 《電梯技術條件》 (GB/T10058-2009).

ii. After-sales service

The Group offers after-sales service to buyers and tenants which cover suitable maintenance and/or management service under the sales and lease contract. We believe that these initiatives effectively safeguard buyers and tenants with safety use. Meanwhile, we proactively communicate with our customers in various channels to understand their needs. We will review our service processes against customer's opinions and promptly handle any complaints, with a view to improving our service and product quality.

產品責任

i. 產品質量

本集團堅持建構一流優質項目，確保產品質量符合要求。我們嚴格遵守《中華人民共和國合同法》及《中華人民共和國建築法》等國家法律，所有物業於出售或出租前均遵從《建設工程質量管理條例》等相關施工及驗收規定，以避免出錯及紕漏的機會。我們規範所有營銷及資訊材料符合《中華人民共和國城市房地產管理法》、《城市房地產開發經營管理條例》、《中華人民共和國廣告法》及《中華人民共和國反不正當競爭法》等法律法規，確保提供詳細的物業資料，銷售過程透明。本集團亦會為旗下商用物業進行定期檢查及維修，包括按照《電梯製造與安裝安全規範》GB7588-2003；《自動扶梯和自動人行道的製造與安裝安全規範》GB16899-1997；《電梯技術條件》GB/T10058-2009等規範進行工程及驗收。

ii. 售後服務

本集團為買家及租戶提供售後服務，根據銷售合同及租賃合同提供適當的維修及／或管理服務。我們相信，這些措施有效保障買家及租戶的使用安全。同時，我們積極透過各種渠道與客戶溝通，以了解客戶所需。我們會根據客戶意見審視服務過程，及時處理與調查客戶投訴，從而完善客戶服務及產品質素。

iii. Privacy policy

The Group attaches great importance to protecting data and privacy of staff and customers. During the Reporting Period, we had no access to intellectual property or other sensitive information regarding the patent technology and other information about production or construction. However, we do not rule out any possibilities of accessing trade secrets or personal data of our customers, suppliers or business partners in the future. Hence, we restrict our staff to carefully handle customer information, protect their privacy and intellectual property to avoid any unnecessary loss.

iv. Advertising and labelling

The Group has bespoke guidelines of how product sales and advertising solutions shall be conducted in strict compliance with the Advertising Law of the People's Republic of China 《中華人民共和國廣告法》, Interim Measures for Administration of Internet Advertising 《互聯網廣告管理暫行辦法》 and other legal requirements, while all advertising and promotion of property projects are required to strictly abide by relevant laws and regulations. We prepare advertising solutions that cater to the characteristics of the industry and projects. All product advertising activities are only done upon confirmation of meeting the requirements under the brand usage and product and service advertising solutions. We will also seek legal advice when necessary.

During the Reporting Period, the Group has complied with all laws and regulations that have a significant impact on the Group relating to health and safety, advertising, labelling and privacy matters relating to products and services provided.

iii. 私隱政策

本集團注重保障員工及客戶的資料及隱私。報告期間，我們在業務過程中未涉及到行業生產或施工專利技術等有關知識產權的敏感資料。然而，我們不排除日後或會接觸到客戶、供應商或合作夥伴的商業秘密甚至個人資料，因此，我們會規定員工謹慎處理客戶的資料，保障客戶私隱及知識產權，免受不必要損失。

iv. 宣傳及標籤

本集團對於產品銷售及宣傳方案均有清晰指引，嚴格遵循《中華人民共和國廣告法》、《互聯網廣告管理暫行辦法》等相關法律法規要求，所有有關物業項目的廣告宣傳事宜均嚴格遵守相關法律法規。我們會根據行業及項目特性，制訂合適的宣傳廣告方案。所有產品宣傳活動均於確認符合有關品牌使用及產品與服務宣傳方案的要求下進行。於需要時，我們亦會諮詢法律意見。

報告期間，本集團已遵守所有有關提供產品和服務的健康與安全、廣告、標籤及私隱事宜，且對本集團有重大影響的法律法規。

Anti-corruption

The Group upholds the operation principles of honesty and trustworthiness, and has built a control system according to the Criminal Law of the People's Republic of China 《中華人民共和國刑法》, Anti-Money Laundering Law of the People's Republic of China 《中華人民共和國反洗錢法》, the Prevention of Bribery Ordinance 《防止賄賂條例》 (Cap. 201 of the Laws of Hong Kong) and other national or regional laws and regulations. In the code of conduct of the Employee Handbook, there are provisions preventing any potential transfer of interest by our staff in operation activities as well as the internal and external engagement.

We urge our directors, senior executives and all other employees to obey the law in business operation and capital market. The board of directors does not tolerate any kinds of corruption, bribery, extortion, money laundering and fraud. To strengthen our corporate governance, not only has the Group set up an internal audit department and an audit committee, and has hired external lawyer and auditor to comply with corporate governance requirements as set on listed companies by the Stock Exchange, we also continuously review the effectiveness of our internal control to prevent any similar incidents.

Reporting Policy

The Group has a well-maintained anonymous reporting mechanism, which encourages our staff, suppliers, business partners and other stakeholders to report any illegal or dishonest conducts through e-mails, telephone, etc., and promises to take adequate measures to preserve anonymity for the whistle-blowers. If we receive any report about corruption, bribery, extortion, money laundering and fraud, we will promptly initiate investigation, make internal verification and report to management or government authorities. With the Group's continued business development, we will further improve our anti-corruption system and reinforce regulation.

During the Reporting Period, no corruption or fraudulent incident was discovered in the Group. The Group will regularly review the implementation of relevant policies and, where necessary, invest more resources for mechanism improvement.

反貪污

本集團堅守誠實守信的營商原則，按照《中華人民共和國刑法》、《中華人民共和國反洗錢法》、香港法例第201章《防止賄賂條例》等國家及地區法律法規訂一系列管理制度。員工手冊的行為準則內列明禁止員工在經營活動、內部外部交往中可能發生的利益輸送。

我們要求董事、高級行政人員及所有其他員工在實體業務及資本市場經營層面均奉公守法。董事會絕不姑息任何貪污、賄賂、勒索、洗黑錢及其他欺詐活動。為加強企業管治，本集團除了設有內部審計部門及審核委員會，並聘請外部律師及審計師以符合聯交所對上市公司的企業管治要求外，我們亦持續檢討內部監控的成效，以防止類似事件發生。

舉報政策

本集團擁有完善的匿名舉報機制，鼓勵員工、供應商、合作夥伴及其他持份者透過電郵、電話等途徑主動舉報任何不法及不誠實行為，並承諾為舉報人提供足夠身份保密措施。如收到任何有關貪污、賄賂、勒索、洗黑錢及其他欺詐活動的舉報，我們會即時進行調查，進行內部核實，並向管理人員匯報及通報政府機關。隨著本集團業務持續發展，我們將進一步完善反貪污的制度體系，不斷強化和加大監管力度。

報告期間，本集團未發現任何貪污或詐騙事件。本集團會定期檢視有關制度的實行情況，如有需要，投放更多資源以完善機制。

COMMUNITY

Community Investment

The Group actively fulfils its corporate social responsibility and is dedicated to facilitating community building and development. During the Reporting Period, we organised, encouraged and supported employees to participate in community activities and voluntary works, involving:

- education;
- environment protection/conservation;
- culture and art;
- health;
- employment/labour needs;
- sports and other events.

社區

社區投資

本集團積極履行社會企業責任，致力參與促進社區發展及建設。報告期內，我們組織、推動和支持員工參與社區活動及義務工作，包括：

- 教育；
- 環境保護／保育；
- 文化藝術；
- 健康；
- 就業／勞工需求；
- 體育及其他活動。



We actively give back to the society through relevant community activities, community service and donations.

透過組織相關社區活動、提供社區服務及贊助慈善活動，我們積極回饋及貢獻社會。

The Group will continue to explore different ways to promote CSR within the Company while organizing and participating in community activities which are suitable to our profile. We strive to allow our employees to give back to the community through these activities, with a view to raising their community awareness and promoting the cohesion and inclusion between the Company and community.

本集團會繼續積極研究於本公司內宣揚企業社會責任，組織或參與合適的社區活動。我們希望透過此類活動，讓員工回饋社區，從而提升員工的社區意識，推動企業與社區之間的共融。



**INDEX TABLE OF ESG REPORTING
GUIDE OF THE STOCK EXCHANGE OF
HONG KONG LIMITED**

香港聯合交易所有限公司《環境·
社會及管治報告指引》索引

Subject area 主要範疇	Contents 內容	Section in this ESG Report 本ESG報告章節
A. Environmental 環境		
A1 Emissions 排放物		
General Disclosure 一般披露	Information on the policies and 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政策及遵守對發行人有重大影響的相關法律及規例的資料。	Environmental Aspects – Emissions 環保層面－排放物
A2 Use of Resources 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。	Environmental Aspects – Use of Resources 環保層面－資源使用
A3 The Environment and Natural Resources 環境及天然資源		
General Disclosure 一般披露	Policies on minimizing 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。	Environmental Aspects – The Environment and Natural Resources 環保層面－環境及天然資源

Subject area 主要範疇	Contents 內容	Section in this ESG Report 本ESG報告章節
B. Social Aspects 社會範疇		
<i>Employment and Labour Practices</i> 僱傭及勞工慣例		
B1 Employment 僱傭		
General Disclosure 一般披露	Information on the policies and 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政策；及遵守對發行人有重大影響的相關法律及規例的資料。	Employment and Labour Practices – 1. Employment 僱傭及勞工慣例 – 1. 僱傭
B2 Health and Safety 健康與安全		
General Disclosure 一般披露	Information on the policies and 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政策；及遵守對發行人有重大影響的相關法律及規例的資料。	Employment and Labour Practices – 2. Health and Safety 僱傭及勞工慣例 – 2. 健康與安全
B3 Development and Training 發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work and 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及描述培訓活動。	Employment and Labour Practices – 3. Development and Training 僱傭及勞工慣例 – 3. 發展及培訓

Subject area 主要範疇	Contents 內容	Section in this ESG Report 本ESG報告章節
B4 Labour Standards 勞工準則		
General Disclosure 一般披露	Information on the policies and 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政策；及遵守對發行人有重大影響的相關法律及規例的資料。	Employment and Labour Practices – 4. Labour Standards 僱傭及勞工慣例 – 4. 勞工準則
<i>Operating Practices 營運慣例</i>		
B5 Supply Chain Management 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。	Operating Practices – Supply Chain Management 營運慣例 – 供應鏈管理
B6 Product Responsibility 產品責任		
General Disclosure 一般披露	Information on the policies and 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政策；及遵守對發行人有重大影響的相關法律及規例的資料。	Operating Practices – Product Responsibility 營運慣例 – 產品責任
B7 Anti-corruption 反貪污		
General Disclosure 一般披露	Information on the policies and 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、欺詐及洗黑錢的政策；及遵守對發行人有重大影響的相關法律及規例的資料。	Operating Practices – Anti-corruption 營運慣例 – 反貪污

Subject area 主要範疇	Contents 內容	Section in this ESG Report 本ESG報告章節
<i>Community</i> 社區		
B8 Community Investment 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。	Community – Community Investment 社區－社區投資



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