

# CWT International Limited

Stock Code 股份代號: 521

(Receivers appointed) (已委任接管人)



環境、社會及管治報告

2018

Environmental, Social and  
Governance Report

**商界展關懷**  
**caringcompany** 2016-19<sup>®</sup>  
Awarded by The Hong Kong Council of Social Service  
香港社會服務聯會頒發



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## ABOUT THE GROUP

### 關於本集團

CWT International Limited (*Receivers appointed*) (the “**Company**”, together with its subsidiaries, collectively referred to as the “**Group**” or “**CWT**”) is an enterprise operating diverse businesses. The principal activities of the Group are shown as below:

CWT International Limited (已委任接管人) (「**本公司**」，連同其附屬公司，統稱「**本集團**」或「**CWT**」) 是一家多元化企業。本集團的主要業務如下：



## ABOUT THE REPORT

### 關於本報告

This is the third Environmental, Social and Governance (“**ESG**”) Report (the “**Report**”) published by the Group. We believe delivering reports with clarity and transparency is the key to corporate sustainability management. Therefore, our significant strategies and performances on ESG areas are continuously disclosed to stakeholders on an annual basis.

### REPORTING PERIOD

Unless otherwise stated, the Report covers the period from 1 January 2018 to 31 December 2018 (the “**Reporting Period**”).

### REPORTING SCOPE

The Group successfully completed the acquisition of CWT Pte. Limited (“**CWT SG**”, formerly known as CWT Limited) in 2017, an integrated logistics solutions provider formerly listed in Singapore, and therefore, this year we have expanded the reporting scope to include the logistics services and commodity marketing businesses. Unless otherwise stated, the scope of the Report covers our core businesses and operations, including the headquarters in both Hong Kong and Singapore, Warehouse Integrated Solutions (“**WIS**”) business in Singapore, commodity marketing businesses in Singapore and Switzerland as well as sport and leisure related facilities business in Dongguan, People’s Republic of China (“**PRC**”).

### REPORTING STANDARDS

The Report has been prepared in accordance with the disclosure requirements of the “Environmental, Social and Governance Reporting Guide” (the “**ESG Guide**”) in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (“**HKEX**”). The details of corporate governance is addressed separately in the section of Corporate Governance Report of our 2018 annual report.

本報告為本集團發表的第三份《環境、社會及管治(「環境、社會及管治」)報告》(「本報告」)。我們相信清晰透明的報告是企業可持續發展管理的關鍵。因此，我們每年持續向持份者披露本公司在環境、社會及管治方面的重要策略與表現。

### 報告期

除另外說明外，本報告涵蓋二零一八年一月一日至二零一八年十二月三十一日期間(「報告期」)。

### 報告範圍

本集團於二零一七年成功完成收購CWT Pte. Limited(「**CWT SG**」，前稱CWT Limited)，該公司為一家綜合物流解決方案供應商，曾於新加坡上市，因此今年我們將報告範圍擴展至涵蓋物流服務和商品貿易業務。除另有說明外，本報告的範圍涵蓋我們的核心業務及營運，包括香港及新加坡的總部、新加坡的倉儲綜合解決方案(「**倉儲方案**」)業務、新加坡及瑞士的商品貿易業務以及中華人民共和國(「**中國**」)東莞的體育及休閒相關設施業務。

### 報告準則

本報告乃根據香港聯合交易所有限公司(「**聯交所**」)證券上市規則附錄二十七《環境、社會及管治報告指引》(「**環境、社會及管治指引**」)的披露規定編製。企業管治的詳情於我們的二零一八年年報內企業管治報告一節另行披露。

## ABOUT THE REPORT 關於本報告

### ACCESS TO THE REPORT

Available in both Chinese and English, the Report has been uploaded to the websites of HKEX and the Company ([www.cwtinternational.com](http://www.cwtinternational.com)). In the event of any inconsistency, English version shall prevail.

### FEEDBACK

We highly appreciate the opinions of our stakeholders. Joining hands towards sustainable development, you are always welcome to give us suggestions on the Report and/or our sustainability performances. You may reach us through the following methods:

Address: 10th Floor, Everbright Centre, 108 Gloucester Road,  
Wanchai, Hong Kong  
Tel: (852) 2558-1580  
Email: [cosec@cwtinternational.com](mailto:cosec@cwtinternational.com)

### 獲取本報告

本報告有中英文兩個版本，已上載至聯交所及本公司網站([www.cwtinternational.com](http://www.cwtinternational.com))。中英文版本如有歧義，應以英文版本為準。

### 意見反饋

我們非常重視持份者的意見。歡迎就本報告及／或我們的可持續發展表現提供建議，與我們攜手實現可持續發展。請透過以下方式聯絡我們：

地址：香港灣仔告士打道108號光大中心  
10樓  
電話：(852) 2558-1580  
電郵：[cosec@cwtinternational.com](mailto:cosec@cwtinternational.com)

## 關於本報告 ABOUT THE REPORT

## REPORTING PRINCIPLES

In the course of the Report's preparation, the Group has adhered to the reporting principles of materiality, quantitative, balance and consistency set out in the ESG Guide. Please refer to the following table for our understanding and response to these reporting principles.

## 報告原則

於本報告編製過程中，本集團遵循環境、社會及管治指引所載的重要性、量化、平衡及一致性報告原則。請參閱下表，了解我們對該等報告原則的理解及回應。

Principle 原則	Meaning 含義	Our Response 我們的回應
Materiality  重要性	The Report should contain issues that reflect material ESG impact or substantially affect stakeholders.  本報告應包含反映重大環境、社會及管治影響或對持份者有重要影響的議題。	Process of stakeholder engagement and materiality assessment are disclosed to demonstrate how the material topics are identified.  已披露持份者參與及重要性評估的過程，以展示如何識別重大主題。
Quantitative  量化	The Report should disclose key performance indicators in ways that can be measured so that the effectiveness of ESG policies and management systems can be evaluated and validated.  本報告應以可衡量的方式披露關鍵績效指標，以便評估及證明環境、社會及管治政策和管理系統的成效。	Quantitative information with explanation was provided in the Report.  本報告已提供量化資料與說明。
Balance  平衡	The Report should provide an unbiased picture of our performance. The Report should avoid selections, omissions, or presentation formats that may inappropriately influence a decision or judgment by the Report reader.  本報告應不偏不倚地呈報我們的表現。本報告應避免不恰當地影響報告讀者決策或判斷的選擇、遺漏或呈報格式。	Both achievements and challenges were discussed in this Report.  本報告已討論成就和挑戰。
Consistency  一致性	We should use consistent methodologies to allow for meaningful comparisons of ESG data over time. We should disclose in the Report any changes to the methods used or any other relevant factors affecting a meaningful comparison.  我們應使用一致的方法，使環境、社會及管治數據日後可作有意義的比較。若所用方法有任何變動或任何其他影響有意義比較的相關因素，我們亦應在本報告中註明。	Consistent methodology was used in the Report which necessary explanation on any change to the methods used as compared to the previous year.  已於本報告使用一致的方法，並就相對於去年所用方法出現的任何變動作出必要解釋。

## MESSAGE FROM THE CHAIRMAN

### 主席寄語

We are pleased to present the ESG Report 2018 of the Group to highlight our endeavours in advancing sustainable development in society and cementing business continuity to create long-term value for customers, employees, business partners, shareholders, investors and the wider community. It has now been many years since we have begun a profound transformation, across every facet of our organization in an effort to embrace the everchanging challenges in the dynamic business landscape. We integrate ESG considerations into the way we manage our business, striving to assume corporate social responsibilities while growing together with stakeholders. In the Report we look to the next phase of our sustainability journey, by outlining our enhanced strategy.

First, we achieve economic sustainability based on customer satisfaction and supportive cooperation. The Group has been working to achieve a great level of customer satisfaction through quality services and advanced technology as a leading global corporation. We are striving to make the leap forward by strengthening business competitiveness through management innovation, promoting prospective business and upgrading quality management. To continuously pursue the highest value, supportive cooperation with partner companies is a prerequisite. With the integration with CWT SG in November 2017, we will continue to accelerate shared growth and to focus on communication and build trust with our partner companies as lifetime partners.

Secondly, we fulfil our safety, health, and environmental responsibilities through Environment, Health and Safety (“EHS”) management. As a corporation that upholds the sanctity of life, preserves our environment and establishes future-oriented, absolute value, the Group has specified and implemented with priority our safety, health, and environmental policies. We have set up safety management system and conducted thorough safety trainings to ensure safety always comes first.

我們欣然呈報本集團的二零一八年環境、社會及管治報告，重點指出我們在推動社會可持續發展和鞏固業務連續性方面所作的努力，為客戶、僱員、業務合作夥伴、股東、投資者和更廣大的社區創造長期價值。為應對變化無常的商業環境中多變的挑戰，我們於組織的各個方面著手進行深刻變革已有多多年。我們將環境、社會及管治考慮因素糅合在業務管理中，努力承擔企業社會責任，同時與持份者共同成長。於本報告中，我們會略述強化策略，展望可持續發展征程的下一階段。

首先，我們在客戶滿意及支持性合作的基礎上實現經濟可持續發展。作為全球領先企業，本集團一直致力於透過優質服務和先進技術，大大提升客戶滿意度。我們透過管理創新、推進潛在業務和提升質量管理，加強企業競爭力，努力實現跨越式發展。為了不斷追求最高價值，與合作夥伴公司開展支持性合作為先決條件。於二零一七年十一月與CWT SG整合後，我們將繼續加速共享增長，並注重溝通，作為終身合作夥伴，與合作夥伴公司建立信任。

其次，我們透過環境、健康及安全（「**環境、健康及安全**」）管理履行安全、健康及環境責任。作為維護生命神聖、保護環境、創建面向未來的絕對價值的公司，本集團已優先制定並實施安全、健康及環境政策。我們已建立安全管理體系，並進行徹底的安全培訓，以確保安全第一。

## 主席寄語 MESSAGE FROM THE CHAIRMAN

Finally, we act upon social value through talent management and sharing management. We put efforts into forming a corporation where our employees would take pride in being part of our family. As a global corporation, we continue to make social contribution while creating value through our business, leading the value of sharing. Recognized for its work in local economy revitalization and job creation, the Group was awarded the Caring Company logo by the Hong Kong Council of Social Service and the Best Charitable Brand Award (最佳公益品牌獎) in the 8th Charity Festival 2018 (2018年第八屆中國公益節).

We will do our utmost to provide sustainable value to stakeholders with our social responsibility while continuing to build up our stature for continuous growth. Taking this opportunity, we would like to express our heartfelt appreciation for the unswerving support and pledge to continue to join hands with our stakeholders to work for the betterment of the society at large.

**Ding Lei**  
Co-Chairman

最後，我們透過人才管理和共享管理實現社會價值。我們努力構建讓僱員為成為我們家庭一員而感到自豪的公司。作為全球性公司，我們透過業務創造價值，繼續作出社會貢獻，引領共享的價值。本集團因其於當地經濟振興及創造就業機會方面的工作而獲得認可，於二零一八年第八屆中國公益節獲香港社會服務聯會頒發「商界展關懷」標誌及最佳公益品牌獎。

我們將盡最大努力為持份者提供可持續價值，履行社會責任，同時繼續鞏固我們的地位，以求不斷增長。藉此機會，我們衷心感謝各方堅定支持和承諾，繼續與持份者攜手努力，為改善整個社會而努力。

**丁磊**  
聯席主席



## OUR APPROACH TO SUSTAINABILITY

### 我們的可持續發展方針

As the Group strives for continuous growth and development, our goal remains that our business activities create shareholder value and have a far-reaching positive impact on the communities in which we operate. We take into account the environmental, social and governance factors and relevant risk management strategies in our operations and fulfil our social responsibilities with good practical deeds. We have formulated the Environmental, Social and Governance Policy (“**ESG Policy**”), which set forth our standards in the areas of environmental protection, employment and labour practices, operating practices and community contribution. We are committed to sustainable development that satisfies our current needs without compromising the ability of future generations to meet their own needs. Our ESG Policy guides the CWT Group in our efforts to incorporate environmental, social and governance considerations into the planning and operation of our core businesses, actively manage the environmental and social impacts of our operations to the benefit of all our stakeholders and be an active and responsible participant in the community in which we operate.

### CORPORATE GOVERNANCE

The Group is committed to upholding high ethical standards which are integral to our corporate culture and business operation. We endeavour to comply with relevant laws, including but not limited to Prevention of Bribery Ordinance of Hong Kong, Anti-unfair Competition Law of the PRC, Competition Act of Singapore and the Anti-Money Laundering (“**AML**”) Directive of the EU, in all our operating locations.

Expectation on the employees’ conduct is stated in the code of conduct as well as the employee handbook. Our Code of Conduct guides us in our actions as individuals and as an organization. It is the foundation for all business practices within the Group and provides employees with the guidance and information they need to make informed and appropriate choices and decisions.

由於本集團致力追求持續增長和發展，我們的目標仍然是我們的業務活動創造股東價值，並對我們經營所在的社區帶來深遠的積極影響。我們在營運時考慮環境、社會和管治因素以及相關風險管理策略，並以實際善行履行社會責任。我們已制定環境、社會及管治政策（「**環境、社會及管治政策**」），其中載列我們在環境保護、就業和勞工常規、營運慣例及社區貢獻方面的標準。我們致力於實現可持續發展，在滿足我們當前需求的同時不影響後代滿足自身需求的能力。我們的環境、社會及管治政策指導CWT集團將環境、社會及管治考慮因素納入我們核心業務的規劃和營運之中，積極管理我們營運的環境和社會影響，讓所有持份者受益，並成為積極參與我們經營所在社區的負責任參與者。

### 企業管治

本集團致力維護高道德標準，此乃我們企業文化及業務營運不可或缺的一部分。我們努力遵守經營所在地點相關法律，包括但不限於《香港防止賄賂條例》、《中華人民共和國反不正當競爭法》、《新加坡競爭法》及歐盟《反洗錢（「**反洗錢**」）指令》。

對僱員行為的期望於操守準則和員工手冊中有所說明。我們的操守準則指導我們作為個人和組織的行動，乃本集團內所有業務實踐的基礎，為僱員提供所需指導及資訊以作出明智和適當的選擇和決策。

## 我們的可持續發展方針 OUR APPROACH TO SUSTAINABILITY

To prevent the occurrence of money laundering, extortion and fraud and bribery, an internal audit is conducted by internal auditor where the audit plan is approved by the Group's audit committee. Our whistleblowing policy and channels are in place to facilitate employees and vendors to report malpractices and misconduct in the workplace. The policy establishes a confidential line of communication to report concerns about possible improprieties to the management and ensures the independent investigation of and follow-up of such matters. We will treat all information received confidentially and protect the identity of all whistleblowers. Anonymous disclosures will be accepted and anonymity honoured. Employees who have acted in good faith will be protected from reprisal.

During the Reporting Period, the Board was not aware of any lawsuits involving corruption, bribery, extortion, fraud or money laundering against the Group. For other issues related to our corporate governance practices, please refer to our Corporate Governance Report that included in 2018 annual report for detail.

為防止洗錢、勒索和欺詐及賄賂，內部核數師在審核計劃得到本集團審核委員會批准的情況下進行內部審核。我們設有舉報政策和渠道，以便僱員及供應商報告工作場所的失職及失當行為。該政策建有保密的溝通渠道，以向管理層報告對於可能不當的行為的憂慮，並確保會對有關事宜進行獨立調查和後續行動。我們以保密方式處理所有收到的資訊，並保護所有舉報人的身份。我們接受匿名披露並保持匿名。善意行事的員工將受到保護，免遭報復。

報告期內，董事會未發現本集團有任何涉及貪污、賄賂、勒索、欺詐或洗錢的訴訟。有關我們的企業管治常規的其他事宜，詳情請參閱載於二零一八年年報的企業管治報告。



Representatives from the Independent Commission Against Corruption of Hong Kong was invited to offer training to our staff in Hong Kong Office.  
香港廉政公署的代表受邀為我們香港辦事處的員工提供培訓。

## OUR APPROACH TO SUSTAINABILITY 我們的可持續發展方針

### SUSTAINABILITY GOVERNANCE

The Board oversees ESG risk as a strategic issue and have adopted a series of risk management procedures to ensure the key concern of stakeholders and the long-term value of the Group are consistent. The Board determines and defines what is important and the long-term value to the Group. The management assesses and determines risk and opportunity associated to ESG and consider their implications. Various departments of the Group continuously and comprehensively collect internal and external data and opinion of stakeholders through different channels, historical data, future forecast and cases as well as other relevant domestic and overseas companies. The Group formulates ESG related controls to address significant ESG risk, and those controls are operated effectively at appropriate business level. The Board oversees the ESG matters and ensures long term values could be delivered to our stakeholders.

The Group has formed an ESG working group (the “**ESG Working Group**”) to oversee and implement a consistent and strategic approach to environmental and social initiatives, and to take responsibility for publicly reporting its performance. The ESG Working Group consists of representatives from major functional departments of the Group and is chaired by a representative of the management team. Members of the ESG Working Group meet annually to review performance of material aspects.

### STAKEHOLDER ENGAGEMENT

The Group acknowledges that our stakeholders are key to our sustainability journey and strives to build a better community through empowering customers with excellence, safeguarding our people, creating sustainable workplaces and contributing to the community.

Regular communications with our key stakeholders on an ongoing basis through a series of channels allows us to understand and respond to their concerns and expectations, capture opportunities, mitigate risks and strengthen key relationships. Guided by stakeholders’ feedback, we shape our current and future sustainability strategies. We believe that every step we take will eventually lead the Group to a more sustainable future.

### 可持續發展管治

董事會將環境、社會及管治風險視為戰略議題，並已採取一系列風險管理程序，以確保持份者主要關注點與本集團的長期價值保持一致。董事會決定並確定對本集團而言重要的事項及長期價值。管理層評估並確定與環境、社會及管治相關的風險及機會並考慮其影響。本集團各部門透過不同渠道、過往數據、未來預測和案例以及國內外其他相關公司，不斷全面收集內外部數據和持份者意見。本集團制定環境、社會及管治相關控制措施以應對重大環境、社會及管治風險，該等控制措施在適當的業務層面有效運作。董事會負責監督環境、社會及管治事宜，確保向持份者創造長期價值。

本集團已成立環境、社會及管治工作小組（「**環境、社會及管治工作小組**」），負責監督及實施環境及社會措施的一致及策略性方針，並負責公開報告其績效。環境、社會及管治工作小組由本集團主要職能部門的代表組成，由管理團隊的代表擔任主席。環境、社會及管治工作小組的成員每年召開會議，檢討重大方面的績效。

### 持份者溝通

本集團深知，持份者是我們可持續發展征程的關鍵，因此致力為客戶提供卓越服務、保護員工、打造可持續發展的工作場所及向社區作出貢獻，以建立更好的社區。

我們透過一系列渠道與主要持份者定期溝通，從而了解並回應其關注和期望，抓住機遇，降低風險，並鞏固關鍵關係。我們以持份者的反饋為方向，制定當前和未來的可持續發展策略。我們相信，我們採取的每一步都將最終帶領本集團走向更加可持續的未來。

## 我們的可持續發展方針 OUR APPROACH TO SUSTAINABILITY

KEY STAKEHOLDERS AND  
COMMUNICATION CHANNELS

## 關鍵持份者及溝通渠道

Key Stakeholder Group 關鍵持份者群體	Method of Engagement 溝通方法	
Customers 客戶	<ul style="list-style-type: none"> <li>Business communication</li> <li>Meetings</li> <li>Customer service hotline</li> </ul>	<ul style="list-style-type: none"> <li>商業通訊</li> <li>會議</li> <li>客戶服務熱線</li> </ul>
Employees 僱員	<ul style="list-style-type: none"> <li>Internal communication system</li> <li>Meetings</li> <li>Annual appraisal</li> <li>Company activities</li> <li>Social media</li> </ul>	<ul style="list-style-type: none"> <li>內部通訊系統</li> <li>會議</li> <li>年度評核</li> <li>公司活動</li> <li>社交媒體</li> </ul>
Shareholders and Investors 股東及投資者	<ul style="list-style-type: none"> <li>Shareholders' meetings</li> <li>Annual reports, financial statements and announcements</li> <li>The Group and its subsidiaries' websites</li> <li>Social media</li> </ul>	<ul style="list-style-type: none"> <li>股東大會</li> <li>年報、財務報表及公告</li> <li>本集團及其附屬公司的網站</li> <li>社交媒體</li> </ul>
Suppliers 供應商	<ul style="list-style-type: none"> <li>Business communication</li> <li>Meetings</li> </ul>	<ul style="list-style-type: none"> <li>商業通訊</li> <li>會議</li> </ul>
Government Authority 政府機關	<ul style="list-style-type: none"> <li>Information submission</li> <li>Social media</li> <li>The Group and its subsidiaries' websites</li> </ul>	<ul style="list-style-type: none"> <li>資料提交</li> <li>社交媒體</li> <li>本集團及其附屬公司的網站</li> </ul>
Local Community 當地社區	<ul style="list-style-type: none"> <li>Charitable activities</li> <li>Social media</li> <li>The Group and its subsidiaries' websites</li> </ul>	<ul style="list-style-type: none"> <li>慈善活動</li> <li>社交媒體</li> <li>本集團及其附屬公司的網站</li> </ul>

## OUR APPROACH TO SUSTAINABILITY 我們的可持續發展方針

### MATERIALITY ASSESSMENT

In preparing the Report, we have conducted a stakeholder engagement exercise by means of an online survey with an aim to identify and prioritize the ESG issues which are material and relevant to our business development and stakeholders.

Stakeholder engagement is the foundation for identifying and ranking topics to be discussed in the Report through materiality analysis, including:

**Step 1: Identifying ESG topics** – We have conducted ongoing reviews on previous and existing engagement results, local reporting standards, latest sustainability trends in the industry to identify relevant material issues.

**Step 2: Ranking ESG Topics** – More than 300 stakeholders have completed the survey to rank ESG issues using a scale from 1 to 6 (where 1 is of lowest importance and 6 is the highest). They were also asked if material issues covered last year should remain this year and if additional issues should be considered.

**Step 3: Validating the Results** – The results of the ranking exercise were validated by peer benchmarking and the recommended material issues were finally endorsed by the ESG Working Group.

To ensure the effectiveness of stakeholder engagement, the Group is committed to establishing transparent, honest and accurate communications and providing timely responses. In future, the Group will strengthen its interaction with stakeholders and create a mutually beneficial and win-win relationship.

### 重要性評估

編製本報告時，我們透過網上調查與持份者進行溝通，旨在識別與我們的業務發展和持份者重要且相關的環境、社會及管治議題並確定其優先順序。

持份者溝通為透過重要性分析識別本報告所討論範疇及評級的基礎，包括：

**第一步：識別環境、社會及管治範疇** – 我們持續審閱過往及現有的溝通結果、當地報告標準、行業最新的可持續發展趨勢，以識別相關重要議題。

**第二步：將環境、社會及管治範疇評級** – 超過300名持份者已完成調查，以1至6作為等級（1為最不重要，6為最重要），對環境、社會及管治議題進行評級。調查亦問及今年是否應保留去年所涵蓋的重要議題，以及是否應考慮其他議題。

**第三步：驗證結果** – 評級結果透過同行基準予以驗證，所建議的重要議題最終由環境、社會及管治工作小組核准。

為確保持份者溝通的成效，本集團致力於開展透明、誠實及準確的溝通並及時提供答覆。未來，本集團將加強與持份者的互動，建立互利共贏的關係。

## 我們的可持續發展方針 OUR APPROACH TO SUSTAINABILITY

## MATERIALITY MATRIX

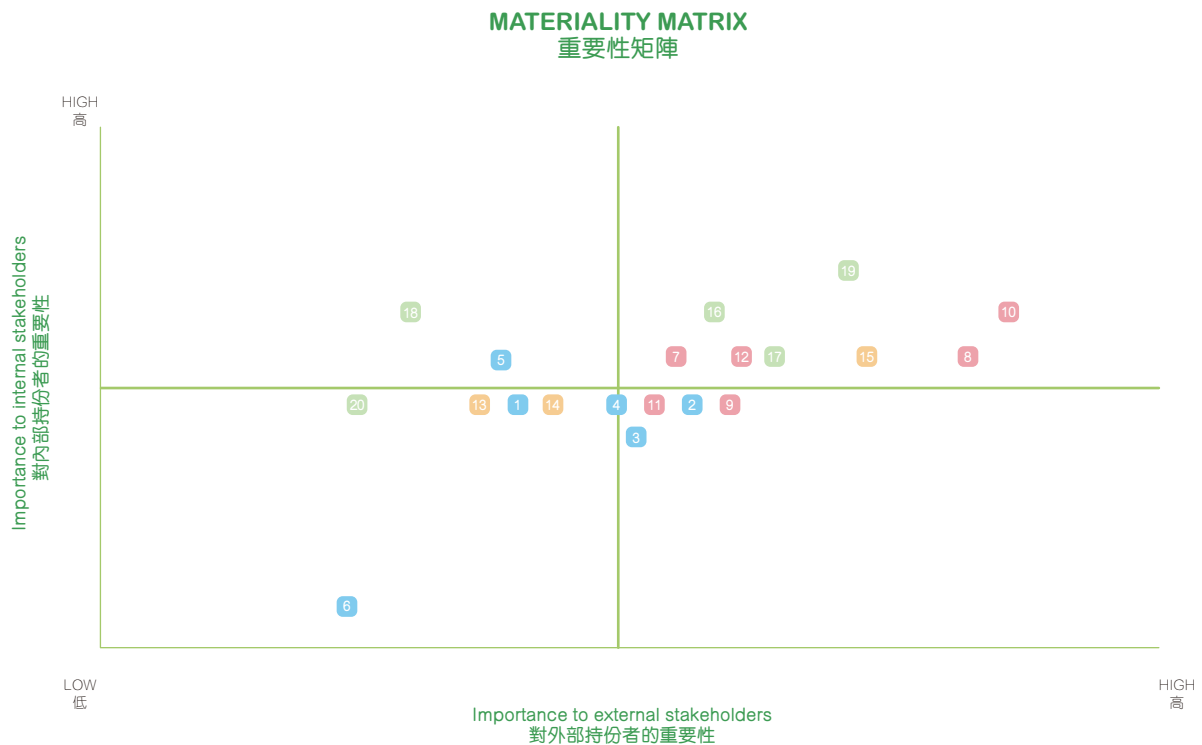
The vertical axis of the materiality matrix is "Importance to internal stakeholders" and the horizontal axis is "Importance to external stakeholders". Issues lie within the upper right quadrant in the matrix are considered to be the most important. According to the materiality assessment, the following bold 8 topics were identified as material: 7) Employment arrangement, 8) Employee welfare, 10) Occupational health and safety, 12) Prevention of child and forced labour, 15) Anti-corruption policy, 16) Protection of Intellectual property rights, 17) Service quality and 19) Customer data privacy and data security.

## 重要性矩陣

重要性矩陣的垂直軸為「對內部持份者的重要性」，橫軸為「對外部持份者的重要性」。屬於矩陣右上部分的議題被視為最重要。根據重要性評估，識別出以下8大重要範疇：7) 僱傭安排、8) 僱員福利、10) 職業健康與安全、12) 防止童工或強制勞工、15) 反腐敗政策、16) 保護知識產權、17) 服務質素及19) 客戶資料私隱及資料安全。

## SUSTAINABILITY ISSUES CONSIDERED

關注的可持續發展議題



ENVIRONMENTAL PROTECTION  
環境保護



LABOUR STANDARD  
勞工標準



SUPPLY CHAIN MANAGEMENT  
供應鏈管理



SERVICE QUALITY  
服務質素



## OUR APPROACH TO SUSTAINABILITY 我們的可持續發展方針

Environmental Protection 環境保護		Labour Standard 勞工標準	
1	Carbon and other greenhouse gas emissions management 碳及其他溫室氣體排放管理	7	Employment arrangement 僱傭安排
2	Waste water discharge and waste management 廢水排放及廢棄物管理	8	Employee welfare 僱員福利
3	Sustainable use of water 可持續利用水源	9	Diversity and equal opportunities, and the prevention of discrimination and harassment 多元化及平等機會，以及防止歧視與騷擾
4	Sustainable use of energy 可持續利用能源	10	Occupational health and safety 職業健康與安全
5	Sustainable use of other resources 可持續利用其他資源	11	Training and development 訓練與發展
6	Other impact to the environment from our operation 我們的營運對環境的其他影響	12	Prevention of child and forced labour 防止童工或強制勞工
Supply Chain Management 供應鏈管理		Service Quality 服務質素	
13	Supplier selection and assessment process 供應商篩選及評估過程	16	Protection of intellectual property rights 保護知識產權
14	Monitoring and managing environmental and social risk in the supply chain 監控及管理供應鏈中的環境及社會風險	17	Service quality 服務質素
15	Anti-corruption policy 反腐敗政策	18	Complaint and advertising management 投訴及廣告管理
		19	Customer data privacy and data security 客戶資料私隱及資料安全
		20	Community involvement 社區參與

## OUR OPERATION 我們的營運

### SUPPLY CHAIN MANAGEMENT

We exert positive influence on our suppliers and work closely with them to meet our ESG standards by assisting them to understand the standards. Our suppliers are expected to adhere to our respective policy for suppliers, which requires strong commitments to the principles of sustainable development regarding ethical conduct, health and safety, employment practice and human rights protection, environmental sustainability. We regularly converse with our suppliers to share knowledge and experience on good industry practices and exchange ideas to improve the overall sustainability performance in our supply chain.

### 供應鏈管理

我們對供應商施以積極影響，與彼等密切合作，協助彼等了解我們的環境、社會及管治標準，以求達到標準。供應商應遵守我們對其各自訂定的供應商政策，政策要求對道德行為、健康與安全、僱傭常規及人權保護、環境可持續性等可持續發展原則作出堅定承諾。我們定期與供應商交流，分享有關良好行業慣例的知識和經驗，並交流意見，以改善供應鏈的整體可持續發展績效。

#### Case Study – Conflict Minerals Policy of our Commodity Marketing Business

Our commodity marketing business is run under the brand name of MRI of which we trade metals, minerals and petroleum products. In response to current legislation, compliance and company due diligence requirement relevant and necessary to the sourcing of the minerals in or from conflict and high-risk areas, we have formulated the Conflict Minerals Policy with part of the content incorporated model policy described and advised within the Organisation for Economic Co-operation and Development (OECD) Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict Affected and High-Risk Areas document. We conduct due diligence on our suppliers, origination of minerals, supply chain (including logistics provider, counter and dealer) and receivers where applicable. We only work with suppliers who are approved by The ITRI (Industrial Technology Research Institute) Tin Supply Chain Initiative (iTSCi) to ensure all materials will be traceable by the mine tag or equivalent. We also conduct regular meetings with suppliers and carry out site visits to keep ourselves updated with the information on the supply chain of our suppliers.

#### 案例研究 – 針對我們商品貿易業務的衝突礦產政策

我們的商品貿易業務以MRI品牌經營，我們買賣金屬、礦產及石油產品。針對現行法例、合規性及採購於或來自衝突及高風險地區的礦產的相關及必要公司盡職調查規定，我們已制定衝突礦產政策，其部分內容包括經濟合作暨發展組織(OECD)《受衝突影響或高風險地區礦產的負責任供應鏈盡職調查指南》內所述及建議的示範政策。我們對供應商、起源或礦產、供應鏈(包括物流供應商、櫃檯及經銷商)及接收方(如適用)進行盡職調查。我們僅與ITRI(工業技術研究所)錫供應鏈倡議(iTSCi)認可的供應商合作，以確保所有材料都可通過礦標籤或同等方式進行追溯。我們亦定期與供應商會面並進行實地考察，了解供應商供應鏈的最新相關資訊。



## OUR OPERATION 我們的營運

### SECURITY MANAGEMENT

The management of security risks is part of our efforts to protect our staff and contractors, communities and the environment. We carefully assess the security threats and risks to our operations. Security management system and crime prevention measures are in place to ensure business continuity even in emergency situations and to safeguard employees, the assets entrusted to us by customers, as well as the Group's tangible and intangible assets. We have been maintaining close and collaborative dialogue with security authorities, companies and non-governmental organisations to increase our ability in emergency management and to provide a secure working environment for our employees and contractors.

### PROTECTING OUR CUSTOMERS

The Group treats customers data with complete confidentiality and handles such data with due care. Policies concerning information security management are formulated according to local laws and regulation, such as Personal Data (Privacy) Ordinance of Hong Kong, Measures for Security Protection Administration of the International Networking of Computer Information Networks, Personal Data Protection Act 2012 and Personal Data Protection Regulations 2014 of Singapore and EU General Data Protection Regulation (GDPR) are applied to all business segments in the Group to prevent loss and leakage of confidential information including customer data. The relevant policies are well communicated to our employees in orientation training and are regularly circulated through internal announcement.

Particularly, our operation in Singapore follows ISO8001 and ISO9001 standard and conducts regular audit for IT systems. To comply with Singapore's Copyright Act, the Software Copyright Policy is formulated to prohibit any use or installation of pirated or illegal software which might affect our data protection work.

It is our Group policy to provide sufficient information of our products and services, including advertising and information materials through company website, social media and direct communication, to our potential and existing customers in an accurate, transparent and open manner.

During the Reporting Period, we were not aware of any non-compliance with the relevant rules and regulations, such as the Advertisement Law of the PRC and Cap. 362 Trade Descriptions Ordinance of Hong Kong. We have formulated appropriate remedial measures to incidents relating to advertising, labelling and privacy matters in a timely manner.

### 安全管理

安全風險管理是我們保護員工和承包商、社區和環境的部分工作。我們會仔細評估安全威脅及營運風險。我們已採取安全管理制度和犯罪預防措施，確保在緊急情況下仍能保持業務連續性，並保障僱員、客戶委託予我們的資產以及本集團的有形和無形資產。我們一直與安全部門、公司和非政府組織保持緊密和協作聯繫，以提高我們的應急管理能力，並為僱員及承包商提供安全的工作環境。

### 保障我們的客戶

本集團以完全保密的方式處理客戶資料，並妥善管理有關資料。有關資訊安全管理的政策乃根據當地法律及法規制定，例如香港《個人資料(私隱)條例》、《計算機信息網絡國際聯網安全保護管理辦法》、新加坡《個人資料保護法》(二零一二年)及《個人資料保護條例》(二零一四年)以及歐盟《一般資料保護規範》(GDPR)，適用於本集團的所有業務分部，以防止機密資料(包括客戶資料)的丟失及洩漏。我們於入職培訓中向僱員妥善傳達相關政策，並透過內部公告定期傳閱。

具體而言，我們於新加坡的營運遵循ISO8001及ISO9001標準，並定期檢討IT系統。為符合新加坡《版權法》，我們已制訂軟件版權政策，以禁止使用或安裝可能影響資料保護工作的盜版或非法軟件。

本集團的政策為以準確、透明及開放的方式向潛在客戶及現有客戶充分提供有關我們的產品及服務的資料，包括透過公司網站刊發廣告及宣傳資料、社交媒體及直接溝通。

報告期內，我們未發現任何不遵守相關規則及法規的情況，如《中華人民共和國廣告法》及香港法例第362章《商品說明條例》。我們已制定及時適當補救與廣告、標籤及私隱事宜有關的事件的措施。

## HEALTH AND SAFETY

Ensuring the safety of our employees is our primary concern. We have taken a systematic and comprehensive approach to the identification of risks associated with health and safety issue across different businesses and to reviewing of work practices when circumstances change or new hazards arise. We set measurable standards for overseeing performance and ensuring continuous improvement.

We follow relevant health and safety laws and regulations including but not limited to Workplace Safety and Health Act and Fire Safety Act of Singapore, the Occupational Disease Prevention Law of the PRC, Food Safety Law of the PRC and Fire Protection Law of the PRC in formulation of our health and safety management system. Our logistics business in Singapore has obtained various international certification to maintain professional standard including: ISO9001:2015 Quality Management Systems<sup>1</sup>, ISO 14001:2015 Environmental Management System<sup>2</sup>, OHSAS 8001:2007 Occupational Health and Safety Management System<sup>3</sup>, ISO 22000:2015 Food Safety Management System<sup>4</sup>, Hazard Analysis and Critical Control Point (HACCP) System<sup>5</sup>, ISO/PAS 22399:2007 Incident-Preparedness and Operational Continuity Management System<sup>6</sup>, ISO 28000:2007 Supply Chain Security Management System<sup>7</sup> and Halal certification<sup>8</sup>.

<sup>1</sup> We have obtained ISO 9001:2015 for the following activities: Logistics Process and Information Management, Freight Management Trade and Shipping Documentation, General and Bonded Warehousing and Land Transportation for Hazardous and Non-Hazardous Products including Inventory Management, Handling and Storage of Fine Wines, and Handling and Storage of Frozen Products.

<sup>2</sup> We have obtained ISO 9001:2015 for the following activities: Provision of road transportation, distribution and warehousing services, including storage of hazardous substances within Singapore, including storage, maintenance, repairs and refurbishment of dry van, refrigerated and ISO tank containers, Handling and Storage of Chemicals, Handling and Storage of Fine Wines, and Handling and Storage of Frozen Food Products.

<sup>3</sup> We have obtained OHSAS 18001:2007 for the following activities: Provision of road transportation, distribution and warehousing services, including storage of hazardous substances within Singapore, including storage, maintenance, repairs and refurbishment of dry van, refrigerated and ISO tank containers.

## 健康與安全

確保僱員安全是我們首要關注的問題。我們已採取有系統而全面的方法以識別不同業務中與健康與安全問題相關的風險，並於情況發生變化或出現新的危害時檢討工作實踐。我們就監督績效及確保持續改進制定了可衡量的標準。

我們在制定健康與安全管理體系時遵循相關健康與安全法律及法規，包括但不限於新加坡《工作場所安全和健康法》、《消防安全法》、《中華人民共和國職業病防治法》、《中華人民共和國食品安全法》和《中華人民共和國消防法》。我們在新加坡的物流業務獲各種國際認證，保持專業標準，包括：ISO9001:2015 質量管理體系<sup>1</sup>、ISO 14001:2015 環境管理體系<sup>2</sup>、OHSAS 8001:2007 職業健康安全管理体系<sup>3</sup>、ISO 22000:2015 食品安全管理体系<sup>4</sup>、危害分析重要管制點(HACCP)系統<sup>5</sup>、ISO/PAS 22399:2007 事故應對及連續性管理系統<sup>6</sup>、ISO 28000:2007 供應鏈安全管理系統<sup>7</sup>及清真認證<sup>8</sup>。

<sup>1</sup> 我們已就以下活動取得ISO 9001:2015：物流流程及資訊管理、貨運管理貿易及運輸文件、危險及非危險產品的一般及保稅倉儲和陸路運輸，包括存貨管理、精品葡萄酒的處理和儲存以及冷凍產品的處理和儲存。

<sup>2</sup> 我們已就以下活動取得ISO 9001:2015：提供道路運輸、配送和倉儲服務(包括在新加坡境內存放有害物質，包括乾貨車、冷藏和ISO罐式集裝箱的儲存、維護、修理和翻新)、化學品的處理和儲存、精品葡萄酒的處理和儲存以及冷凍食品的處理和儲存。

<sup>3</sup> 我們已就以下活動取得OHSAS 18001:2007：提供道路運輸、配送和倉儲服務(包括在新加坡境內儲存有害物質，包括乾貨車、冷藏箱和ISO罐式集裝箱的儲存、維護、修理和翻新)。

## OUR OPERATION 我們的營運

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|---|---|
| <p><sup>4</sup> We have obtained ISO 22000:2005 for the following activities: Handling and Storage of Fine Wine and Frozen Food Products.</p> <p><sup>5</sup> We have obtained HACCP for the following activities: Handling and Storage of Fine Wine and Frozen Food Products.</p> <p><sup>6</sup> We have obtained ISO/PAS 22399:2007 for the following activities: Storage and Handling of Frozen, Chilled and Ambient Temperature Goods.</p> <p><sup>7</sup> We have obtained ISO 28000:2007 for the following activities: Provision of Services for distribution, storage, and management of disposal of hazardous chemicals.</p> <p><sup>8</sup> We have obtained Halal certification for our frozen, chiller and dry chamber to certify that the specified facilities are free from any non-Halal items or other elements of impurities according to the Islamic Law.</p> | <p><sup>4</sup> 我們已就以下活動取得ISO 22000:2005：精品葡萄酒和冷凍食品的處理和儲存。</p> <p><sup>5</sup> 我們已就以下活動取得HACCP：精細葡萄酒和冷凍食品的處理和儲存。</p> <p><sup>6</sup> 我們已就以下活動取得ISO/PAS 22399：2007：冷凍、冷藏和室溫商品的儲存和處理。</p> <p><sup>7</sup> 我們已就以下活動取得ISO 28000:2007：提供危險化學品處置的配送、儲存和管理服務。</p> <p><sup>8</sup> 我們已就冷凍、冷藏及乾燥室取得清真認證，證明指定的設施不含任何非清真產品或其他雜質元素，符合伊斯蘭法律。</p> |
|---|---|

## CHEMICAL WAREHOUSING

Concerning controlled chemical warehousing business, in the event of any leakage of chemicals from customer's goods, those chemical, which classified as hazardous waste, will be handled in accordance to the Environmental Protection and Management (Hazardous Substances) Regulations. Internal guidelines and trainings has been provided to our staff for hazardous waste handling. Only qualified third-party collector will be engaged for transfer of chemical.

## 化學品倉儲

關於受控化學品倉儲業務，倘客戶的貨物洩漏化學品，屬於有害廢棄物的化學品將按照《環境保護及管理(有害物質)條例》進行處理。我們為員工提供有關有害廢棄物處理的內部指導和培訓，並僅委聘合資格第三方收集商轉移化學品。

## ROAD SAFETY AND DRIVERS MANAGEMENT OF LOGISTICS BUSINESS

Customers expect their logistics provider to ensure that their goods and shipments reach their destinations reliably within the agreed period of time in good conditions. We count on our team of drivers to maintain road safety and to transport customers goods in a safe and timely manner. Drivers are required to report to the control room every day and conduct drug and alcohol (DNA) test to make sure they are physically fit for work. We equip our drivers with a portable gadget which is installed with our internally invented communication system. The system allows them to receive notification for real-time traffic condition and also facilitate communication between parties, depot, warehouse and port which significantly help us to respond to disruptions and unforeseeable events quickly and effectively. The system also allows the control room at the office to monitor drivers' location (with help of GPS system) and real-time driving speed. Journey hours of individual drivers are also tracked to make sure drivers do not work beyond the hours.

## 物流業務的道路安全與司機管理

客戶期望物流供應商確保其商品和貨物於指定時間內在良好條件下可靠地到達目的地。我們依靠我們的司機團隊保持道路安全並以安全和及時的方式運送客戶貨物。司機須每天向控制室報告並進行藥物和酒精測試，以確保身體情況適合工作。我們為司機配備便攜式小工具箱，並予安裝我們內部發明的通訊系統。該系統可讓司機接收實時交通狀況的通知，並促進各方、車站、倉庫和港口之間的通訊，這有助於我們快速有效地應對干擾和不可預見的事件。該系統亦讓辦公室的控制室監控司機位置(借助GPS系統)和實時駕駛速度，亦會追蹤各司機的路程時間，以確保司機不會超時工作。

## HEALTH AND SAFETY MANAGEMENT OF SUBCONTRACTOR OF LOGISTICS BUSINESS

All aspects of health and safety requirements, rules and regulations, work procedures also apply to all sub-contractors, including orientation program, in house rules and regulations, tool box talks, health and safety meetings and emergency procedures. Supervisors of the subcontractors should obtain the necessary Safety Orientation Course (SOC) mandated by the Ministry of Manpower. Prior to commencement of assigned works which are hazardous such as confined space/hot work, the subcontractor is required to hold a kick off meeting with our team to ascertain that all health and safety issues are adequately addressed.

## SAFETY TRAINING IN HOTEL AND GOLF CLUB OPERATION

Safety training is a must to our operational staff in our hotel and golf club operation. This year, we have strengthened our training and have incorporated on-site explanation, video-watching, role-play, situational drill and etc. to make the training process comprehensive. The content of the training covers the safety of the stadium, safety of the cart, heat stroke treatment, snake bite treatment, cardiopulmonary rehabilitation, first aid drills, arrangement under severe weather and etc.

## FOOD SAFETY

In order to ensure food safety in our catering service, internal policy has been formulated according to the Food Hygiene Law of the PRC, Implementing Regulations of the Food Safety Law of the PRC and Measures for the Supervision and Measures for the Supervision of Food Safety in Catering Service. Food safety is under control with the measures of morning staff health condition inspection, annual staff body check, staff training, food procurement record and inspection, food storage management and facility cleaning.

## 物流業務分包商的健康與安全管理

健康與安全要求、規則及條例、工作程序的所有方面亦適用於所有分包商，包括指導計劃、內部規則及條例、工具箱座談、健康與安全會議以及應急程序。分包商的主管應接受人力部規定的必要的安全指導課程。於開始進行密閉空間／熱工作業等危險的指定工程之前，分包商必須與我們的團隊進行開工會，以確定所有健康與安全問題得到充分應對。

## 酒店及高爾夫球會營運的安全培訓

我們的酒店及高爾夫球會營運的營運人員必須接受安全培訓。今年，我們加強了培訓，納入現場講解、視頻觀看、角色扮演、情景訓練等，使培訓過程更加全面。培訓內容包括球場安全、球車安全、中暑治療、蛇咬治療、心肺康復、急救演習、惡劣天氣下的安排等。

## 食品安全

為確保餐飲服務的食品安全，我們已根據《中華人民共和國食品衛生法》、《中華人民共和國食品安全法實施條例》及《餐飲服務食品安全監督管理辦法》制定內部政策，透過檢查早班員工健康狀況、年度員工身體檢查、員工培訓、食品採購記錄和檢查、食品儲存管理及設施清潔等措施，控制食品安全。

## OUR OPERATION 我們的營運

### PEST CONTROL ON GOLF COURSE

Pest control is applied according to the Regulation on Pesticide Administration (《農藥管理條例(修訂)》). We carefully select necessary insecticides, herbicides and fertilizers in hopes of reducing the impact on human and the ecosystem.

### CUSTOMER SATISFACTION

We listen to customers' opinions and requests so that we can anticipate their needs and bring them greater satisfaction measures the degree to which customers are satisfied with our services and utilizes this information to improve customer satisfaction. During the Reporting Period, we have received a satisfaction rate of 98% for our golf course operation.

### 高爾夫球場的害蟲防治

我們根據《農藥管理條例(修訂)》的規定控制害蟲。我們謹慎挑選必要的殺蟲劑、除草劑和肥料，希望減少對人類和生態系統的影響。

### 客戶滿意度

我們傾聽客戶的意見和要求，從而預料其需求，並為彼等帶來更高的滿意度，藉以衡量客戶對我們服務感到滿意的程度，並利用該等資料提高客戶滿意度。報告期內，客戶對我們的高爾夫球場營運的滿意度為98%。



## OUR TEAM 我們的團隊

We believe that each employee contributes to the sustainable growth and success of the Group. It is our hope that our employees will take pride in being a member of our family. At CWT, we are committed to creating a warm and rewarding workplace to attract, retain and develop talents. We also endeavor to offer attractive career prospects, learning opportunities and rewarding remuneration to our staff.

### ATTRACTING TALENT

The Group's competitive edge depends on our capability to strengthen our workforce. We continue to focus on identifying diverse channels as well as leveraging strategic partnership to attract and recruit talents. Our talent recruitment channels include internal recruitment, job agencies, campus recruitment, local newspapers, referrals, online job posting and etc.

### EMBRACING DIVERSITY AND DIFFERENCE

CWT is committed to promoting diversity and inclusivity in our workplace. A diverse workforce allows new ideas generation and brings positive energy to our business operations. We prohibit all forms of discrimination on gender, age, family status, sexual orientation, disability, race and religion in the workplace. Our employees are expected to follow ethical business practices and respect equal opportunity in employment. We believe our employees' potential can be explored to the fullest to grow hand in hand with the Group.

我們相信每位員工都對本集團的可持續增長及成功有所貢獻。我們希望員工為成為我們家庭一員而感到自豪。在CWT，我們致力於打造溫暖而具價值的工作場所，以吸引、挽留及培養人才。我們亦努力為員工提供具吸引力的職業前景、學習機會及獎勵。

### 吸納人才

本集團的競爭優勢取決於我們加強員工隊伍的能力。我們繼續注重識別多種渠道並利用戰略合作夥伴關係吸引和招募人才。我們的人才招聘渠道包括內部招聘、職業介紹機構、校園招聘、當地報紙、推薦、網上招聘等。

### 包容多元化及差異

CWT致力於促進工作場所多元包容。多元化的員工隊伍有助激發新想法，並為我們的業務營運帶來積極的能量。我們禁止在工作場所對性別、年齡、家庭狀況、性取向、殘疾、種族和宗教作出一切形式的歧視。僱員應遵循道德商業慣例並尊重平等就業機會。我們相信僱員可充分發揮潛力，與本集團攜手共進。

## OUR TEAM 我們的團隊

### OCCUPATIONAL HEALTH AND SAFETY

CWT is committed to reducing the impact of operations and providing a safe and healthy workplace for employees. Our internal policy sets out the guiding principles for the management system and lays the foundation for a robust health and safety management systems to provide a framework for continuous improvements in risk reduction and mitigation to maintain health and safety at our operating sites where customers' lives and property could be safeguarded at the same time. We provide necessary protective equipment and corresponding training to protect our staff. Please refer to "Health and Safety" under "Our Operation" session for our relevant policy and strategy on non-office operation.

Although office operation may have a lower possibility to workplace injury, we acknowledge the importance of promoting a healthy style among our staff and formulate occupational health and safety policy according to local laws and regulations including but not limited to Occupational Safety and Health Ordinance of Hong Kong and EU Occupational Safety and Health (OSH) Strategic Framework. During the Reporting Period, various seminars on health have been organized for our staff to promote a healthy style. External professionals are invited to share their expertise with our employees.

Besides physical health, we also care about our staff's mental wellbeing. To this end, we have arranged seminars on topics such as psychological health and stress control in hopes of helping our staff achieve peace of mind and inner calm.

### PROFESSIONAL AND PERSONAL DEVELOPMENT

To support employees' learning and development, CWT encourages employees to acquire new knowledge and skills through various enrichment and training courses where topics cover health and safety, legal and compliance, management skills and technical knowledge. We offer orientation training, on-job training, courses and seminars, job rotation, sponsored external training and overseas posting for our employees.

### 職業健康與安全

CWT致力於減少營運的影響，並為僱員提供安全健康的工作場所。我們的內部政策載列管理體系的指導原則，為健全的健康與安全管理體系奠定基礎，為持續降低和緩解風險提供框架，維護經營場所的健康與安全，同時保障客戶生命和財產。我們提供必要的防護設備及相應培訓以保護員工。有關非辦公室營運的相關政策及策略，請參閱「我們的營運」分節內「健康與安全」。

儘管辦公室營運中出現工傷的可能性較低，但我們深明在員工之間推廣健康方式的重要性，並根據當地法及法規制定職業健康與安全政策，包括但不限於香港《職業安全及健康條例》及歐盟《職業安全與健康戰略框架》。報告期內，我們為員工舉辦了各種健康研討會以推廣健康方式，並邀請了外部專業人士為員工分享專業知識。

除了身體健康，我們亦關心員工的心理健康。為此，我們安排了關於心理健康和壓力控制等主題的研討會，希望能幫助員工心靈安寧和平靜內心。

### 專業及個人發展

為了支持僱員學習及發展，CWT鼓勵僱員透過各種進修及培訓課程汲取新知識及技能，課程涉及健康與安全、法律及合規、管理技能及技術知識。我們為僱員提供入職培訓、在職培訓、課程和研討會、工作輪換、資助外部培訓及駐外職位。

## LABOUR COMPLIANCE

To the best knowledge of the Board of the Company, the Group is not subject to any major administrative sanctions or penalties due to violation of any employment laws or regulations during the Reporting Period. We formulate our human resource policy including the employee handbook for different business operation according to the local applicable laws and regulations including but not limited to Labour Law of the PRC, Employment Ordinance of Hong Kong, Employment Act of Singapore and labour laws of the EU.

## 勞工合規

就本公司董事會所知，本集團於報告期內並無因違反任何僱傭法例或規例而受到任何重大行政處罰或罰則。我們根據當地適用的法律及法規（包括但不限於《中華人民共和國勞動法》、香港《僱傭條例》、新加坡《就業法》和歐盟《勞動法》）制定人力資源政策，包括不同業務營運的員工手冊。

<b>Compensation</b> 薪酬	We benchmark and provide a fair and attractive compensation package to all employees. 我們衡量並為所有僱員提供公平且具吸引力的薪酬待遇。
<b>Dismissal</b> 解僱	Employees shall be free to leave employment upon reasonable notice. 僱員可於給予合理通知後自由離職。
<b>Recruitment</b> 招聘	We do not employ any person under the local legal minimum employment age or the mandatory school age. All recruitment procedure and promotion are managed by the Human Resource Department to ensure no child labour or forced labour is employed. 我們不僱用任何未達當地法定最低就業年齡或強制入學年齡的人士。所有招聘程序和晉升乃由人力資源部管理，以確保不僱用童工或強迫勞工。
<b>Promotion</b> 晉升	We maintain transparency with respect to the career progression and mobility for all employees. 我們在所有僱員的職業發展和流動性方面保持透明度。
<b>Working hours</b> 工作時數	We ensure all work, including overtime work, shall be voluntary. We developed remedial measures to deal promptly and effectively with forced labour in case it happens. 我們確保所有工作（包括超時工作）為自願。我們已制定補救措施，以便及時有效地處理強迫勞動，以防萬一。
<b>Rest periods</b> 假期	Full-time employees are entitled with rest periods according to the law. 全職僱員有權依法享有假期。
<b>Equal opportunity, diversity and anti-discrimination</b> 平等機會、多元化及反歧視	We provide equal opportunity in employment, training and career development regardless of gender, age, nationality, race, colour, religion, mental or physical disability, family status, family composition, sexual orientation, political beliefs or social status. We provide employees a discrimination-free and harassment-free work environment. 我們在就業、培訓及職業發展方面提供平等機會，不論性別、年齡、國籍、種族、膚色、宗教、精神或身體殘疾、家庭狀況、家庭構成、性取向、政治信仰或社會地位。我們為僱員提供無歧視及無騷擾的工作環境。



## OUR TEAM 我們的團隊

### STAFF WELFARE

We actively engage with our staff through both formal and informal channels. In particular, staff activities are organized to facilitate team building.

### 員工福利

我們透過正式及非正式渠道積極與員工互動。具體而言，我們組織員工活動以促進團隊建設。

#### Case study – Love-Home Service Centre (愛心家園服務站)

In Dongguan, we have the Love-Home Service Centre to communicate with staff through consultation hotline, mailbox, e-mail box, reception room and etc. to provide assistance to their difficulties in work or personal life. The centre also organized a wide range of staff activities to help maintain work-life balance of the staff. During the Reporting Period, a total of 41 activities were organized with over 4,000 men-times participation.

#### 個案分析 – 愛心家園服務站

我們於東莞開設愛心家園服務站，透過諮詢熱線、郵箱、電子郵箱、接待室等與員工溝通，為員工在工作或個人生活面臨的困難提供幫助。該站亦組織廣泛的員工活動，以幫助維持員工的工作與生活平衡。報告期內，共舉辦41項活動，超過4,000人次參加。



## OUR ENVIRONMENT 我們的環境

CWT is committed to minimizing the adverse impact of our business activities to the environment whilst addressing other business challenges and enabling innovative and positive changes in the areas of sustainability.

### GREEN LOGISTICS

As an integrated logistics solutions provider in Singapore, we maintain our own fleets and mainly operate in our own warehouses and container yards. With our many innovative solutions, we strive to continuously improve efficiency and reduce emissions from our operation.

### AIR AND GREENHOUSE GAS EMISSION

Our direct emissions originate from diesel fuelled trucking fleet and material handling equipment such as laden reach stacker and chassis stacker while indirect emissions come from electricity consumed for warehouse operation. We regularly upgrade and renew our fleet in accordance with the latest Euro emission standards, in which most of our prime movers and lorries are Euro IV and V. They are also tested annually by the Land Transport Authority under The Road Traffic Act (Chapter 276) of Singapore to ensure the emission is up to standard. Our use of electric powered material handling equipment also has a positive impact on local air emissions.

### WASTEWATER EMISSION

Our container logistics services include storage, maintenance and repair for general purpose container, reefer container and ISO tank. Wastewater is generated at ISO tank cleaning station. Prior to discharge, wastewater is treated with our in-house wastewater treatment system, which is designed in full cooperation with the United Kingdom's Atomic Energy Agency Technology.

The tank cleanout station engages nano filtration and reverse osmosis as the filtration media. This high capacity, automated facility features hot, cold or steam wash with spinners, programmed wash formulas, refined ventilation system as well as toxic scrubber. In compliance to The Water Pollution Control and Drainage Act (CAP348), written discharge permission is obtained from Singapore National Environment Agency. We perform real-time monitoring on the effluent quality, as well as engage qualified third party for monthly water analysis before discharge to the watercourse.

CWT在應對其他業務挑戰的同時盡力減少我們的業務活動對環境的不利影響，並在可持續發展領域實現創新及積極的變革。

### 綠色物流

作為新加坡綜合物流解決方案供應商，我們擁有自家車隊，主要於我們的自家倉庫及集裝箱堆場運作。我們以多項創新的解決方案，不斷提高效率並減少營運產生的排放物。

### 廢氣及溫室氣體排放

我們的直接排放來自柴油燃料卡車運輸車隊及物料搬運設備(如裝載貨物堆垛機和底盤堆垛機)，而間接排放來自倉庫營運所耗用的電力。我們根據最新的歐洲排放標準定期升級及更新我們的車隊，其中我們的大多數原動機和卡車均為歐盟四期及五期，並且經由陸路交通管理局根據新加坡《道路交通法》(第276章)每年進行測試，確保排放達標。我們使用電動物料搬運設備亦對當地的空氣排放有積極影響。

### 廢水排放

我們的集裝箱物流服務包括通用集裝箱、冷藏集裝箱及ISO集裝罐的存儲、維護及維修。ISO集裝罐清潔站會產生廢水。於排放前，廢水經由我們的內部廢水處理系統處理，該系統乃與英國原子能機構技術合作設計。

集裝罐清洗站採用納米過濾和反滲透作為過濾介質。該高容量的自動化設施具有熱、冷或蒸汽洗滌功能，帶有旋轉器、程序化洗滌配方、精製通風系統以及毒性洗滌器。根據《水污染控制及排水法》(第348章)，已向新加坡國家環境局獲得書面排放許可。我們實時監測出水水質，並聘請合資格第三方在排放到水道之前進行月度水質分析。

## OUR ENVIRONMENT 我們的環境

### SOLID WASTE MANAGEMENT

In our warehousing operation, wastes are handled in accordance to Environmental Public Health of Singapore. Recyclable waste, such as carton, plastic wrap and strap, are segregated and temporary stored separately from other non-recyclable refuse.

### 固體廢棄物管理

在倉儲業務中，我們按照新加坡環境公共衛生處理廢棄物。可回收的廢棄物(例如紙箱、保鮮膜和捆紮帶)予以隔離並與其他不可回收的垃圾暫時分開存放。

#### Case study

An internally invented integrated logistics solution system is adopted to help reduce waste paper:

- Dispatch documents from control room to truck drivers electronically
- Acknowledge electronically when handing and taking over
- Support electronic proof-of-delivery (ePOD)
- Aid rapid adoption to industry standards through electronic platform
- Allow sharing of document electronically on the server for all relevant parties and allow electronic approval and invoicing

#### 個案分析

我們採用內部發明的綜合物流解決方案系統以幫助減少廢紙：

- 控制室以電子方式向卡車司機發送文件
- 在處理和接手時以電子方式確認
- 支援電子交付憑證
- 透過電子平台迅速採用行業標準
- 允許所有相關人士於伺服器上以電子方式共享文件，並允許電子審批及發票

## 我們的環境 OUR ENVIRONMENT

## GREEN WAREHOUSING

## ENERGY AND WATER EFFICIENT BUILDINGS

Three of our warehouses have been rewarded with the Singapore BCA Green Mark Building Award over the years, in which the Mega Hub obtained the highest rating of Platinum in the year 2017.

Some of the green features in Mega Hub:

- 1) Energy efficient chilled water MVAC system;
- 2) Variable-frequency drive water pumps and cooling tower fans;
- 3) Energy efficient LED lighting system;
- 4) CO sensors to regulate carpark area ventilation;
- 5) Use of solar energy that offsets 5% of annual energy consumption;
- 6) Extensive use of green concrete with recycled aggregates;
- 7) Cool roof design; and
- 8) Rainwater harvesting.

## 綠色倉儲

## 節能及節水建築

多年來，我們有三個倉庫獲得新加坡BCA綠色標誌建築獎，其中Mega Hub於二零一七年獲得最高的白金評級。

Mega Hub的部分環保措施：

- 1) 節能冷水MVAC系統；
- 2) 變頻驅動水泵及冷卻塔風機；
- 3) 節能LED照明系統；
- 4) CO感應器，可調節停車場區域通風；
- 5) 使用太陽能，抵銷每年能源耗量的5%；
- 6) 廣泛使用環保混凝土和再生集料；
- 7) 冷屋頂設計；及
- 8) 雨水收集。



## OUR ENVIRONMENT 我們的環境

### REFRIGERATION SYSTEM IN COLD CHAIN LOGISTICS

CWT's cold chain logistics business has a proven record of delivering warehousing and logistics solutions for the food industry in Singapore. Our featured multi-temperature-controlled logistics facility include freezer, air-conditioned and ambient storage.

To conserve energy from refrigeration, we adopt various energy saving features such as well insulated freezer storage, foam wall for better thermal insulation, conveyor system for loading pallet in and out of the freezer to reduce cold air lost, temperature monitoring and tracking system. Moreover, ammonia gas, an environmental-friendly refrigerant, is employed in our larger cold room.

### GREEN TOURISM

Concerning our hotel and golf club operation in Dongguan, PRC, policies and measures are implemented to ensure compliance with the Law of the PRC on the Prevention and Control of Atmospheric Pollution (《中華人民共和國大氣污染防治法》), Environmental Protection Law of the PRC (《中華人民共和國環境保護法》) and other relevant environmental protection laws and regulations in PRC.

### AIR AND GREENHOUSE GAS EMISSIONS

Our main sources of emission are from liquefied petroleum gas ("LPG") for cooking and hot water supply, diesel and petrol for on-road vehicle and non-road machinery in golf course, and electricity for hotel operation. Our hotel is equipped with kitchen fume exhaust gas treatment facilities and has formulated management policies to govern the regular inspection and maintenance. The fume from the kitchens is discharged at high altitude after being treated by the purifying system including the vent wash exhaust hood and high-voltage electrostatic fume treatment system to ensure the discharged fumes are up to standard. Qualified third-party is engaged periodically to clean the kitchen exhaust hood and related devices.

### 冷鏈物流中的製冷系統

CWT的冷鏈物流業務在為新加坡食品行業提供倉儲和物流解決方案方面有良好往績。我們的特色多溫控物流設施包括冷凍庫、空調及常溫儲存。

為了節約製冷能源，我們採用各種節能設施，例如隔熱良好的冷凍庫、泡沫牆(以提高隔熱效果)、輸送系統(將貨盤裝入和裝出冷凍庫以減少冷空氣流失)、溫度監控及追蹤系統。此外，我們較大的冷藏室會使用氨氣(一種環保製冷劑)。

### 綠色旅遊

對於我們在中國東莞的酒店及高爾夫球會營運，我們已實施政策和措施以確保遵守《中華人民共和國大氣污染防治法》、《中華人民共和國環境保護法》及中國其他相關環境保護法律及法規。

### 廢氣及溫室氣體排放

我們的主要排放源自用於烹飪及熱水供應的液化石油氣(「液化石油氣」)、用於道路車輛和高爾夫球場的非道路機械的柴油和汽油以及用於酒店營運的電力。我們的酒店配備廚房煙氣排放處理設施，並已制定管理政策，以管理定期檢查和維護。廚房的煙氣經淨化系統(包括通風口排氣罩及高壓靜電煙氣處理系統)處理後於高空排出，確保排出的煙氣達到標準。我們委聘合資格第三方定期清潔廚房排氣罩和相關設備。



## 我們的環境 OUR ENVIRONMENT

## WATER MANAGEMENT

## WATER CONSERVATION

Regular inspection is performed for our sprinkler irrigation equipment to strengthen the monitoring of water quality as well as consumption. Irrigation of the golf course is supported by automatic sprinkler irrigation system which withdraws water from 17 rainwater storage lakes at the site. Any unused water will be recycled back to the lakes. In the year of 2018, 372,581m<sup>3</sup> of water was withdrawn from these storage lakes for irrigation. During the Reporting Period, we upgraded our golf course sprinkler irrigation system. The irrigation system is now centralized and satellite controlled, which enhances water efficiency. Also, we conducted full inspection and repairment for the pump house facilities this year, with a target to further optimize the use of water resource in the golf courses.

In the hotel, we have a swimming pool as well as a 150m<sup>3</sup> emergency water tank for guest rooms. Internally, we conduct monthly inspection on the two storage systems to avoid contamination and leakage. Externally, we engage professional parties to carry out annual cleaning, disinfection and water sample testing. Samples are tested by government-designated testing-agency to ensure water quality is complied with Sanitary Standard for Drinking Water (《生活飲用水衛生標準》)(GB5749-2006).

## WASTEWATER TREATMENT

Domestic sewage is generated from hotel and staff dormitory. We have standard policies and assigned responsible personnel for maintaining the in-house wastewater treatment system to ensure proper treatment prior to discharge. Regular water analysis is conducted for the treated effluent. To enhance the ability to prevent, detect and respond to environmental pollution incidents at the wastewater treatment system to minimize environmental damage in time of occurrence, an emergency action plan is particularly formulated according to the Measures for Information Report of Environmental Emergencies (《國家突發環境事件應急預案》) and Law of the PRC on the Prevention and Control of Water Pollution (《中華人民共和國水污染防治法》) in which step-by-step mitigation measures are demonstrated.

## 水資源管理

## 節約用水

我們定期檢查噴灌設備，以加強對水質和耗量的監測。高爾夫球場以自動噴灌系統灌溉，該系統從場地的17個雨水蓄水湖中抽水。未使用的水將會回收至蓄水湖。於二零一八年，我們自該等蓄水湖取出372,581立方米的水用於灌溉。報告期內，我們升級高爾夫球場噴灌系統。噴灌系統現為集中式及衛星控制，可提高用水效率。此外，我們今年全面檢查和維修泵房設施，目標為進一步優化高爾夫球場的水資源使用情況。

酒店方面，我們有一個游泳池並於客房設有150立方米應急水箱。對內，我們每月檢查兩個儲水系統，以避免污染和洩漏。對外，我們聘請專業人員每年進行清潔、消毒及水樣測試。水樣由政府指定的測試機構進行測試，以確保水質符合《生活飲用水衛生標準》(GB5749-2006)。

## 廢水處理

生活污水來自酒店及員工宿舍。我們已制定標準政策並指派負責人員維護內部廢水處理系統，以確保在排水前予以適當處理。我們定期對經處理的污水進行水質分析。為了提高預防、檢測及應對廢水處理系統環境污染事故的能力，以於出現事故時將環境破壞降至最低，我們特別根據《國家突發環境事件應急預案》及《中華人民共和國水污染防治法》制定應急行動計劃，其中說明階段性緩解措施。

## OUR ENVIRONMENT 我們的環境

### SOLID WASTE MANAGEMENT

From our golf and hotel operation, the waste stream includes non-hazardous general refuse and a small amount of hazardous wastes such as waste packaging from the use of pesticides and fertilizers and waste batteries. They are handled in accordance with Law of the PRC on the Prevention and Control of Environmental Pollution Caused by Solid Waste 《中華人民共和國固體廢物污染環境防治法》 and other relevant laws and regulations. The hazardous wastes are identified according to National Hazardous Waste Inventory 《國家危險廢物名錄》, stored in specific storage areas and processed by qualified recyclers.

### GREEN OFFICE

The environmental impact from our Hong Kong, Singapore and Switzerland offices is minimal, with a small consumption of electricity and domestic water. At CWT, waste generated from our office is properly handled by the property management, adhering to local laws and regulations including but not limited to Waste Disposal Ordinance of Hong Kong, Environmental Public Health Act of Singapore and The Waste Framework Directive of EU. Enterprise resource planning (ERP) system enables the group to reduce printing of documents, undergo internal procedure with soft copies of the documents and file them on servers. We also replace individual printers with multi-function printers shared among larger group of staff to reduce use of ink and cartridge.

### 固體廢棄物管理

我們的高爾夫球場及酒店營運所產生的廢物流包括無害的一般垃圾及少量有害廢物，例如使用農藥和肥料而造成的包裝廢物及廢電池，我們根據《中華人民共和國固體廢物污染環境防治法》及其他相關法律法規予以處理。有害廢物根據《國家危險廢物名錄》予以識別、儲存於特定儲存區域並由合資格回收商處理。

### 綠色辦公室

香港、新加坡及瑞士辦公室對環境的影響很小，電力及生活用水消耗亦不多。在CWT，辦公室產生的廢棄物由物業管理部門妥善處理，並遵守當地法律及法規，包括但不限於香港《廢物處置條例》、新加坡《環境公共衛生法》及歐盟《廢物框架指令》。企業資源規劃系統有助本集團減少打印文件、使用文件的電子複本進行內部程序並將其儲存於伺服器。我們亦使用可供更多員工共享的多功能打印機取代單個打印機，以減少使用墨水及墨盒。

#### Case study – Office relocation of Hong Kong headquarter

Our Hong Kong office was relocated during the Reporting Period. With the aim to reduce wastes going to landfills, we take every effort to reuse and recycle our used furniture.

- Most of the furniture at our previous office such as sofas, tables, chairs, cabinets was reused in new office
- Remaining furniture was placed at the previous office for use of future tenant
- Most of the existing furnishing at the new office including the ceiling, door and LED light was kept with minimal refurbishment
- Obsolete fittings and fixtures such as old cable wires were recycled

#### 案例研究 – 香港總部辦公室搬遷

報告期內，我們搬遷香港辦公室。為了減少送往堆填區的廢棄物，我們盡一切努力重複使用及回收舊家具。

- 我們於新辦公室重用舊辦公室的大多數家具(如沙發、桌子、椅子、櫥櫃)
- 其餘家具放於舊辦公室，供未來租戶使用
- 新辦公室的大部分現有家具(包括天花板、門及LED燈)只需少許翻新
- 陳舊配件及固定裝置(如舊電纜線)予以回收

## OUR COMMUNITY

### 我們的社區

CWT's community involvement and corporate giving efforts have been aligned with its business operations which included the annual provision of transportation logistics for the "Hair for Hope" fund-raising campaign held by Children's Cancer Foundation in support of children patients. CWT also supported non-charitable organizations which regarded the less privileged, young children and the needy as beneficiaries. In addition, our employees participated in various activities to promote healthy living and donated their time through volunteer and outreach activities. CWT will continue to look for new opportunities to expand its community involvement efforts. We also take an active role in industry associations including Singapore Logistics Association, Singapore Chemical Industry Council and Container Depot Association Singapore.

During the Reporting Period, approximately HK\$151,000 donation has been made for the following events:

CWT的社區參與及企業捐贈與其業務營運保持一致，其中包括每年為兒童癌症基金會為支持兒童患者舉辦的「散髮希望」籌款活動提供運輸物流服務。CWT亦支持讓弱勢群體、幼童和有需要人士受益的非慈善組織。此外，我們的僱員參與各種活動，以促進健康的生活，並為義工及外展活動獻出自己的時間。CWT將繼續尋找新機會以擴展社區參與工作。我們亦積極參與行業協會，包括新加坡物流協會、新加坡化學工業協會及新加坡集裝箱堆放場協會。

報告期內，我們已就以下活動捐出約港幣151,000元：

Event 活動	Host 主辦單位
Seeing Is Believing: HOE LON LENG – DONATION EYE-CARE 眼見為實：HOE LON LENG – 捐贈助視	SCB
Bring Smiles/Touch Hearts Charity Dinner 帶來歡笑／觸動心靈慈善晚宴	Happy Seed
SNSA Community Walk "Stepping Out for Stroke 2018" 新加坡國家中風協會社區快步走活動「Stepping Out for Stroke 2018」	Singapore National Stroke Association (SNSA) 新加坡國家中風協會
Green Day 公益綠識日	The Hong Kong Community Chest 香港公益金
Flag Day 賣旗日	The Hong Kong Community Chest 香港公益金
Children for Children 2018 兒童歡慶兒童節2018	The Business Times Budding Artists Fund 商業時報綠苗藝術家基金



## OUR COMMUNITY 我們的社區



In addition, approximately RMB87,000 worth of resources were donated to two primary schools in Limkong with games bringing fun and happiness to over 300 children.

此外，我們向廉江兩所小學捐贈價值約人民幣87,000元的資源，並透過遊戲為300多名兒童帶來樂趣和幸福。



Hair for Hope is Children's Cancer Foundation's signature fundraising event – the only head-shaving event in Singapore that serves to raise funds and awareness of childhood cancer. We provide support to the event by offering manpower and truck for free order deliveries and collections for event materials amounting to 70 manhours.

「散髮希望」是兒童癌症基金會的標誌性籌款活動－新加坡唯一一個籌款及提高兒童癌症意識的剃髮活動。我們提供人力及貨車免費交付及收集活動物資，共計70個工時，以支持活動。

## 我們的社區 OUR COMMUNITY



Staff in Hong Kong office has participated in the Community Chest Green Day to raise funds for “Medical and Health Services” supported by The Community Chest.

香港辦公室員工參加公益綠識日，為公益金資助的「醫療及保健服務」籌款。



Staff in Hong Kong office has participated in the flag day organized by the Community Chest.

香港辦公室員工參加公益金賣旗日。

# KEY PERFORMANCE INDICATORS

## 關鍵績效指標

### ENVIRONMENTAL PERFORMANCE

As CWT SG was at the stage of integration of business in 2017, no data was collected in 2017. As such, no comparative figure could be disclosed for logistics business – WIS and commodity marketing business in the following table.

### 環境表現

由於CWT SG於二零一七年處於業務整合階段，故二零一七年並無收集任何數據。因此，下表中未有披露物流業務－倉儲方案及商品貿易業務的比較數據。

Indicator 指標	Unit 單位	2018 二零一八年	2017 二零一七年
<b>Greenhouse Gas (GHG) Emissions</b> 溫室氣體排放			
Total GHG emissions (Scope 1 & Scope 2) 溫室氣體總排放量(範圍1及範圍2)			
Hong Kong head office 香港總部辦公室	Tonnes of CO <sub>2</sub> equivalent (tonnes CO <sub>2</sub> e) 公噸二氧化碳當量	45.93	60.90
Sports and leisure related facilities business 體育及休閒相關設施業務	tonnes CO <sub>2</sub> e 公噸二氧化碳當量	3,378.29	3,294.6
Logistics business – WIS 物流業務－倉儲方案	tonnes CO <sub>2</sub> e 公噸二氧化碳當量	32,031.32 <sup>1</sup>	N/A 不適用
Commodity marketing business 商品貿易業務	tonnes CO <sub>2</sub> e 公噸二氧化碳當量	18.37	N/A 不適用
Total direct GHG emissions (Scope 1) 直接溫室氣體總排放量(範圍1)			
Hong Kong head office 香港總部辦公室	tonnes CO <sub>2</sub> e 公噸二氧化碳當量	–	1.00
Sports and leisure related facilities business 體育及休閒相關設施業務	tonnes CO <sub>2</sub> e 公噸二氧化碳當量	934.63	1,056.26
Logistics business – WIS 物流業務－倉儲方案	tonnes CO <sub>2</sub> e 公噸二氧化碳當量	8,449.77	N/A 不適用
Commodity marketing business 商品貿易業務	tonnes CO <sub>2</sub> e 公噸二氧化碳當量	–	N/A 不適用

<sup>1</sup> Electricity and its corresponding GHG (Scope 2) emission covered the whole warehouses (include areas leased to tenants), as data is not feasible to separately report.

<sup>1</sup> 電力及其相應的溫室氣體（範圍2）排放涵蓋整個倉庫（包括出租予租戶的區域），因數據不可能單獨報告。

## 關鍵績效指標 KEY PERFORMANCE INDICATORS

Indicator 指標	Unit 單位	2018 二零一八年	2017 二零一七年
<b>Greenhouse Gas (GHG) Emissions</b> 溫室氣體排放			
Total indirect GHG emissions (Scope 2) 間接溫室氣體總排放量(範圍2)			
Hong Kong head office 香港總部辦公室	tonnes CO <sub>2</sub> e 公噸二氧化碳當量	45.93	59.90
Sports and leisure related facilities business 體育及休閒相關設施業務	tonnes CO <sub>2</sub> e 公噸二氧化碳當量	2,443.66	2,238.38
Logistics business – WIS 物流業務 – 倉儲方案	tonnes CO <sub>2</sub> e 公噸二氧化碳當量	23,597.10 <sup>1</sup>	N/A 不適用
Commodity marketing business 商品貿易業務	tonnes CO <sub>2</sub> e 公噸二氧化碳當量	18.37	N/A 不適用
GHG removal – Tree planting (Scope 1) 溫室氣體減除 – 植樹(範圍1)			
Hong Kong head office 香港總部辦公室	tonnes CO <sub>2</sub> e 公噸二氧化碳當量	–	–
Sports and leisure related facilities business 體育及休閒相關設施業務	tonnes CO <sub>2</sub> e 公噸二氧化碳當量	–	–
Logistics business – WIS 物流業務 – 倉儲方案	tonnes CO <sub>2</sub> e 公噸二氧化碳當量	15.55	N/A 不適用
Commodity marketing business 商品貿易業務	tonnes CO <sub>2</sub> e 公噸二氧化碳當量	–	N/A 不適用
GHG emissions intensity 溫室氣體排放密度			
Hong Kong head office 香港總部辦公室	tonnes CO <sub>2</sub> e/m <sup>2</sup> 公噸二氧化碳當量/平方米	0.068	0.075
Sports and leisure related facilities business 體育及休閒相關設施業務	tonnes CO <sub>2</sub> e/m <sup>2</sup> 公噸二氧化碳當量/平方米	0.0019	0.0018
Logistics business – WIS 物流業務 – 倉儲方案	tonnes CO <sub>2</sub> e/m <sup>2</sup> 公噸二氧化碳當量/平方米	0.035 <sup>1</sup>	N/A 不適用
Commodity marketing business 商品貿易業務	tonnes CO <sub>2</sub> e/m <sup>2</sup> 公噸二氧化碳當量/平方米	0.013	N/A 不適用

## KEY PERFORMANCE INDICATORS 關鍵績效指標

Indicator 指標	Unit 單位	2018 二零一八年	2017 二零一七年
<b>Air emissions</b> 空氣排放物			
Nitrogen Oxides (NO <sub>x</sub> ) 氮氧化物			
Hong Kong head office 香港總部辦公室	kg 千克	–	0.20
Sports and leisure related facilities business 體育及休閒相關設施業務	kg 千克	1,521.00	1,785.06
Logistics business – WIS 物流業務 – 倉儲方案	kg 千克	39,695.48	N/A 不適用
Commodity marketing business 商品貿易業務	kg 千克	–	N/A 不適用
Sulfur Oxides (SO <sub>x</sub> ) 硫氧化物			
Hong Kong head office 香港總部辦公室	kg 千克	–	0.01
Sports and leisure related facilities business 體育及休閒相關設施業務	kg 千克	1.27	25.83
Logistics business – WIS 物流業務 – 倉儲方案	kg 千克	106.44	N/A 不適用
Commodity marketing business 商品貿易業務	kg 千克	–	N/A 不適用
Suspended Particles (PM) 懸浮顆粒			
Hong Kong head office 香港總部辦公室	kg 千克	–	0.01
Sports and leisure related facilities business 體育及休閒相關設施業務	kg 千克	187.01	135.98
Logistics business – WIS 物流業務 – 倉儲方案	kg 千克	2,745.61	N/A 不適用
Commodity marketing business 商品貿易業務	kg 千克	–	N/A 不適用



## 關鍵績效指標 KEY PERFORMANCE INDICATORS

Indicator 指標	Unit 單位	2018 二零一八年	2017 二零一七年
<b>Waste</b> 廢棄物			
Total hazardous waste generation 有害廢棄物總產生量			
Hong Kong head office 香港總部辦公室	tonnes 公噸	–	–
Sports and leisure related facilities business 體育及休閒相關設施業務	tonnes 公噸	15.46	2.19
Logistics business – WIS 物流業務 – 倉儲方案	tonnes 公噸	–	N/A 不適用
Commodity marketing business 商品貿易業務	tonnes 公噸	–	N/A 不適用
Intensity of hazardous waste generation 有害廢棄物產生密度			
Hong Kong head office 香港總部辦公室	tonnes/m <sup>2</sup> 公噸／平方米	–	–
Sports and leisure related facilities business 體育及休閒相關設施業務	kg/m <sup>2</sup> 千克／平方米	0.009	0.001
Logistics business – WIS 物流業務 – 倉儲方案	tonnes/m <sup>2</sup> 公噸／平方米	–	N/A 不適用
Commodity marketing business 商品貿易業務	tonnes/m <sup>2</sup> 公噸／平方米	–	N/A 不適用

## KEY PERFORMANCE INDICATORS 關鍵績效指標

Indicator 指標	Unit 單位	2018 二零一八年	2017 二零一七年
<b>Waste 廢棄物</b>			
Total non-hazardous waste generation 無害廢棄物總產生量			
Hong Kong head office 香港總部辦公室	tonnes 公噸	2.82	2.35
Sports and leisure related facilities business 體育及休閒相關設施業務	tonnes 公噸	292.49	383.39
Logistics business – WIS 物流業務 – 倉儲方案	tonnes 公噸	777.15 <sup>2</sup>	N/A 不適用
Commodity marketing business 商品貿易業務	tonnes 公噸	5.85	N/A 不適用
Intensity of non-hazardous waste generation 無害廢棄物產生密度			
Hong Kong head office 香港總部辦公室	tonnes/m <sup>2</sup> 公噸／平方米	0.004	0.003
Sports and leisure related facilities business 體育及休閒相關設施業務	tonnes/m <sup>2</sup> 公噸／平方米	0.0002	0.0002
Logistics business – WIS 物流業務 – 倉儲方案	tonnes/m <sup>2</sup> 公噸／平方米	0.0009	N/A 不適用
Commodity marketing business 商品貿易業務	tonnes/m <sup>2</sup> 公噸／平方米	0.004	N/A 不適用

<sup>2</sup> Non-hazardous waste data for logistics business – WIS only refer to those generated by CWT Integrated and CWT Logistics warehousing operation.

<sup>2</sup> 物流業務 – 倉儲方案的無害廢棄物數據僅指CWT Integrated及CWT Logistics倉儲營運產生的無害廢棄物。

## 關鍵績效指標 KEY PERFORMANCE INDICATORS

Indicator 指標	Unit 單位	2018 二零一八年	2017 二零一七年
<b>Energy</b> 能源			
Total energy consumption 能源總耗量			
Hong Kong head office 香港總部辦公室	Megawatt hour (MWh) 兆瓦時	58.14	79.13
Sports and leisure related facilities business 體育及休閒相關設施業務	MWh 兆瓦時	8,195.78	8,567.58
Logistics business – WIS 物流業務 – 倉儲方案	MWh 兆瓦時	87,455.24	N/A 不適用
Commodity marketing business 商品貿易業務	MWh 兆瓦時	145.73	N/A 不適用
Total direct energy consumption 直接能源總耗量			
Petrol 汽油			
Hong Kong head office 香港總部辦公室	MWh 兆瓦時	–	3.31
Sports and leisure related facilities business 體育及休閒相關設施業務	MWh 兆瓦時	312.17	328.48
Logistics business – WIS 物流業務 – 倉儲方案	MWh 兆瓦時	–	N/A 不適用
Commodity marketing 商品貿易業務	MWh 兆瓦時	–	N/A 不適用



## KEY PERFORMANCE INDICATORS 關鍵績效指標

Indicator 指標	Unit 單位	2018 二零一八年	2017 二零一七年
<b>Energy</b> 能源			
Diesel 柴油			
Hong Kong head office 香港總部辦公室	MWh 兆瓦時	–	–
Sports and leisure related facilities business 體育及休閒相關設施業務	MWh 兆瓦時	333.14	376.72
Logistics business – WIS 物流業務 – 倉儲方案	MWh 兆瓦時	30,392.60	N/A 不適用
Commodity marketing business 商品貿易業務	MWh 兆瓦時	–	N/A 不適用
Liquefied Petroleum Gas (LPG) 液化石油氣			
Hong Kong head office 香港總部辦公室	MWh 兆瓦時	–	–
Sports and leisure related facilities business 體育及休閒相關設施業務	MWh 兆瓦時	2,914.43	3,615.79
Logistics business – WIS 物流業務 – 倉儲方案	MWh 兆瓦時	–	N/A 不適用
Commodity marketing business 商品貿易業務	MWh 兆瓦時	–	N/A 不適用

## 關鍵績效指標 KEY PERFORMANCE INDICATORS

Indicator 指標	Unit 單位	2018 二零一八年	2017 二零一七年
<b>Energy</b> 能源			
Solar Energy 太陽能			
Hong Kong head office 香港總部辦公室	MWh 兆瓦時	—	—
Sports and leisure related facilities business 體育及休閒相關設施業務	MWh 兆瓦時	—	—
Logistics business – WIS 物流業務 – 倉儲方案	MWh 兆瓦時	771.84	N/A 不適用
Commodity marketing business 商品貿易業務	MWh 兆瓦時	—	N/A 不適用
Total indirect energy (purchased electricity) consumption 間接能源(外購電力)總耗量			
Hong Kong head office 香港總部辦公室	MWh 兆瓦時	58.14	75.82
Sports and leisure related facilities business 體育及休閒相關設施業務	MWh 兆瓦時	4,636.05	4,246.59
Logistics business – WIS 物流業務 – 倉儲方案	MWh 兆瓦時	56,290.79 <sup>3</sup>	N/A 不適用
Commodity marketing business 商品貿易業務	MWh 兆瓦時	145.73	N/A 不適用

<sup>3</sup> Electricity and its corresponding GHG (Scope 2) emission covered the whole warehouses (include areas leased to tenants), as data is not feasible to separately report.

<sup>3</sup> 電力及其相應的溫室氣體（範圍2）排放涵蓋整個倉庫（包括出租予租戶的區域），因數據不可能單獨報告。

## KEY PERFORMANCE INDICATORS 關鍵績效指標

Indicator 指標	Unit 單位	2018 二零一八年	2017 二零一七年
<b>Energy</b> 能源			
Intensity of total energy consumption 能源總耗量密度			
Hong Kong head office 香港總部辦公室	MWh/m <sup>2</sup> 兆瓦時／平方米	0.087	0.097
Sports and leisure related facilities business 體育及休閒相關設施業務	MWh/m <sup>2</sup> 兆瓦時／平方米	0.005	0.005
Logistics business – WIS 物流服務 – 倉儲方案	MWh/m <sup>2</sup> 兆瓦時／平方米	0.10	N/A 不適用
Commodity marketing business 商品貿易業務	MWh/m <sup>2</sup> 兆瓦時／平方米	0.11	N/A 不適用

## 關鍵績效指標 KEY PERFORMANCE INDICATORS

Indicator 指標	Unit 單位	2018 二零一八年	2017 二零一七年
<b>Water</b> 水			
Total water consumption 耗水總量			
Hong Kong head office 香港總部辦公室	m <sup>3</sup> 立方米	N/A <sup>4</sup> 不適用 <sup>4</sup>	N/A <sup>4</sup> 不適用 <sup>4</sup>
Sports and leisure related facilities business 體育及休閒相關設施業務	m <sup>3</sup> 立方米	233,886.00	260,895.00 <sup>5</sup>
Logistics business – WIS 物流服務－倉儲方案	m <sup>3</sup> 立方米	200,213.64 <sup>6</sup>	N/A 不適用
Commodity marketing business 商品貿易業務	m <sup>3</sup> 立方米	N/A <sup>4</sup> 不適用 <sup>4</sup>	N/A 不適用
Intensity of water consumption 耗水密度			
Hong Kong head office 香港總部辦公室	m <sup>3</sup> /m <sup>2</sup> 立方米／平方米	N/A <sup>4</sup> 不適用 <sup>4</sup>	N/A <sup>4</sup> 不適用 <sup>4</sup>
Sports and leisure related facilities business 體育及休閒相關設施業務	m <sup>3</sup> /m <sup>2</sup> 立方米／平方米	0.13	0.15 <sup>5</sup>
Logistics business – WIS 物流服務－倉儲方案	m <sup>3</sup> /m <sup>2</sup> 立方米／平方米	0.22	N/A 不適用
Commodity marketing business 商品貿易業務	m <sup>3</sup> /m <sup>2</sup> 立方米／平方米	N/A <sup>4</sup> 不適用 <sup>4</sup>	N/A 不適用

<sup>4</sup> Water supply in Hong Kong head office and commodity marketing business is controlled by building management and relevant data is not available to individual tenants.

<sup>5</sup> Water consumption and intensity for 2017 have been revised for sports and leisure related facilities business.

<sup>6</sup> Water consumption for logistics business – WIS covered the whole warehouses (include areas leased to tenants), as the data is not feasible to separately report.

<sup>4</sup> 香港總部辦公室及商品貿易業務的供水由大廈管理層控制，個別租戶無法獲得相關數據。

<sup>5</sup> 二零一七年體育及休閒相關設施業務的耗水量及密度已予修訂。

<sup>6</sup> 物流服務－倉儲方案耗水量涵蓋整個倉庫（包括出租予租戶的區域），因數據不可能單獨報告

## KEY PERFORMANCE INDICATORS 關鍵績效指標

Indicator 指標	Unit 單位	2018 二零一八年	2017 二零一七年
<b>Packaging material</b> 包裝材料			
Packaging material consumption 包裝材料耗量			
Hong Kong head office 香港總部辦公室	tonnes 公噸	–	–
Sports and leisure related facilities business 體育及休閒相關設施業務	tonnes 公噸	0.80	–
Logistics business – WIS 物流服務 – 倉儲方案	tonnes 公噸	–	N/A 不適用
Commodity marketing business 商品貿易業務	tonnes 公噸	–	N/A 不適用
Intensity of packaging material consumption 包裝材料耗量密度			
Hong Kong head office 香港總部辦公室	kg/m <sup>2</sup> 千克／平方米	–	–
Sports and leisure related facilities business 體育及休閒相關設施業務	kg/m <sup>2</sup> 千克／平方米	0.0005	–
Logistics business – WIS 物流服務 – 倉儲方案	kg/m <sup>2</sup> 千克／平方米	–	N/A 不適用
Commodity marketing business 商品貿易業務	kg/m <sup>2</sup> 千克／平方米	–	N/A 不適用

## 關鍵績效指標 KEY PERFORMANCE INDICATORS

## SOCIAL RESPONSIBILITY PERFORMANCE

## 社會責任表現

Indicator 指標	Unit 單位	As at 31 December 2018 於二零一八年十二月三十一日	
Employment Practice 僱傭常規			
Total work force 僱員總數	No. of people 人數	1,536	
Hong Kong head office 香港總部辦公室	No. of people 人數	55	
Sports and leisure related facilities business 體育及休閒相關設施業務	No. of people 人數	544	
Logistics business – WIS 物流服務－倉儲方案	No. of people 人數	863	
Commodity marketing business 商品貿易業務	No. of people 人數	74	
Total Workforce by Employment Contact 按僱傭合約劃分的僱員總數		Permanent 長期	Other Contract type* 其他 合約類型*
Hong Kong head office 香港總部辦公室	No. of people 人數	55	–
Sports and leisure related facilities business 體育及休閒相關設施業務	No. of people 人數	544	–
Logistics business – WIS 物流服務－倉儲方案	No. of people 人數	863	–
Commodity marketing business 商品貿易業務	No. of people 人數	67	7
Total workforce by gender 按性別劃分的僱員總數		Male 男性	Female 女性
Hong Kong head office 香港總部辦公室	No. of people 人數	38	17
Sports and leisure related facilities business 體育及休閒相關設施業務	No. of people 人數	227	317
Logistics business – WIS 物流服務－倉儲方案	No. of people 人數	683	180
Commodity marketing business 商品貿易業務	No. of people 人數	39	35

\* Other contract types include contract staff, temporary staff and dispatch staff.

\* 其他合約類型包括合約員工、臨時員工及派遣員工。



## KEY PERFORMANCE INDICATORS 關鍵績效指標

Indicator 指標	Unit 單位	As at 31 December 2018 於二零一八年十二月三十一日		
Employment Practice 僱傭常規				
Total workforce by age group 按年齡組別劃分的僱員總數		30 or below 30歲或以下	31–50 31至50歲	Above 50 50歲以上
Hong Kong head office 香港總部辦公室	No. of people 人數	20	33	2
Sports and leisure related facilities business 體育及休閒相關設施業務	No. of people 人數	242	257	45
Logistics business – WIS 物流服務－倉儲方案	No. of people 人數	160	476	227
Commodity marketing business 商品貿易業務	No. of people 人數	11	51	12
Total workforce by employee category 按僱員類別劃分的僱員總數		Non-executive 非主管	Executive 主管	Manager 經理
Hong Kong head office 香港總部辦公室	No. of people 人數	38	13	4
Sports and leisure related facilities business 體育及休閒相關設施業務	No. of people 人數	527	13	4
Logistics business – WIS 物流服務－倉儲方案	No. of people 人數	613	170	80
Commodity marketing business 商品貿易業務	No. of people 人數	32	37	5

# HKEX ESG REPORTING GUIDE INDEX

## 聯交所環境、社會及管治報告指引索引

Subject Areas, Aspects, General Disclosure and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Chapter/ Disclosure 章節／披露	Page 頁數
<b>A. Environmental</b> <b>A. 環境</b>			
<b>Aspect A1: Emissions</b> <b>範疇 A1：排放物</b>			
General Disclosure  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.  一般披露  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。		Our Environment 我們的環境	25–30
KPI A1.1 關鍵績效 指標 A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Key Performance Indicators 關鍵績效指標	34–36
KPI A1.2 關鍵績效 指標 A1.2	Greenhouse gas emissions in total and where appropriate, intensity. 溫室氣體總排放量及(如適用)密度。	Key Performance Indicators 關鍵績效指標	34–36
KPI A1.3 關鍵績效 指標 A1.3	Total hazardous waste produced and where appropriate, intensity. 所產生有害廢棄物總量及(如適用)密度。	Key Performance Indicators 關鍵績效指標	37
KPI A1.4 關鍵績效 指標 A1.4	Total non-hazardous waste produced and where appropriate, intensity. 所產生無害廢棄物總量及(如適用)密度。	Key Performance Indicators 關鍵績效指標	38
KPI A1.5 關鍵績效 指標 A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	Our Environment 我們的環境 Key Performance Indicators 關鍵績效指標	25–30, 34–36
KPI A1.6 關鍵績效 指標 A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	Our Environment 我們的環境 Key Performance Indicators 關鍵績效指標	25–30, 37–38

## HKEX ESG REPORTING GUIDE INDEX 聯交所環境、社會及管治報告指引索引

Subject Areas, Aspects, General Disclosure and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Chapter/ Disclosure 章節／披露	Page 頁數
<b>Aspect A2: Use of Resources</b> <b>範疇A2：資源使用</b>			
General Disclosure  Policies on the efficient use of resources, including energy, water and other raw materials. Note: Resources may be used in production, in storage, transportation, in buildings, electronic equipment, etc.  一般披露  有效使用資源的政策，包括能源、水及其他原材料。 附註：資源可能用於生產、儲存、運輸、建築物、電子設備等。		Our Environment 我們的環境	25–30
KPI A2.1 關鍵績效 指標A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能源總耗量及密度。	Key Performance Indicators 關鍵績效指標	39–42
KPI A2.2 關鍵績效 指標A2.2	Water consumption in total and intensity. 總耗水量及密度。	Key Performance Indicators 關鍵績效指標	43
KPI A2.3 關鍵績效 指標A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Our Environment 我們的環境 Key Performance Indicators 關鍵績效指標	25–30, 39
KPI A2.4 關鍵績效 指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	Our Environment 我們的環境 Key Performance Indicators 關鍵績效指標	29, 43
KPI A2.5 關鍵績效 指標A2.5	Total packaging material used for finished products, and if applicable, with reference to per unit produced. 製成品所用包裝材料的總量及(如適用)每生產單位佔量。	Key Performance Indicators 關鍵績效指標	44

Subject Areas, Aspects, General Disclosure and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Chapter/ Disclosure 章節／披露	Page 頁數
<b>Aspect A3: The Environment and Natural Resources</b> <b>範疇A3：環境及天然資源</b>			
General Disclosure  Policies on minimising the issuer's significant impact on the environment and natural resources.  一般披露  減低發行人對環境及天然資源造成重大影響的政策。		Our Environment 我們的環境	25–30
KPI A3.1 關鍵績效 指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	Our Environment 我們的環境	25–30

## HKEX ESG REPORTING GUIDE INDEX 聯交所環境、社會及管治報告指引索引

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<b>B. Social</b> <b>B. 社會</b>			
<i>Employment and Labour Practices</i> 僱傭及勞工常規			
<b>Aspect B1: Employment</b> <b>範疇 B1: 僱傭</b>			
General Disclosure  Information on:  (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.  一般披露  有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的  (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。		Our Team 我們的團隊	21–24
KPI B1.1 關鍵績效 指標B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類別、年齡組別及地理區域劃分的僱員總數。	Key Performance Indicators 關鍵績效指標	45–46
KPI B1.2 關鍵績效 指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地理區域劃分的僱員流失率。	Not to be disclosed this year. 本年度不予披露。	N/A 不適用

Subject Areas, Aspects, General Disclosure and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Chapter/ Disclosure 章節／披露	Page 頁數
<b>Aspect B2: Health and Safety</b> <b>範疇 B2 : 健康與安全</b>			
General Disclosure  Information on:  (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.  一般披露  有關提供安全工作環境及保障僱員避免職業性危害的  (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。		Our Operation 我們的營運 Our Team 我們的團隊	17–20, 22
KPI B2.1 關鍵績效 指標 B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	Not to be disclosed this year. 本年度不予披露。	N/A 不適用
KPI B2.2 關鍵績效 指標 B2.2	Lost days due to work injury. 因工傷損失工作日數。	Not to be disclosed this year. 本年度不予披露。	N/A 不適用
KPI B2.3 關鍵績效 指標 B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	Our Operation 我們的營運 Our Team 我們的團隊	17–20, 22



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<b>Aspect B3: Development and Training</b> <b>範疇B3:發展及培訓</b>			
General Disclosure  Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.  一般披露  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。		Our Team 我們的團隊	22
KPI B3.1 關鍵績效 指標B3.1	The percentage of employees trained by gender and employee category. 按性別及僱員類別劃分的受訓僱員百分比。	Not to be disclosed this year. 本年度不予披露。	N/A 不適用
KPI B3.2 關鍵績效 指標B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分的每名僱員完成受訓的平均時數。	Not to be disclosed this year. 本年度不予披露。	N/A 不適用
<b>Aspect B4: Labour Standards</b> <b>範疇B4:勞工準則</b>			
General Disclosure  Information on:  (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.  一般披露  有關防止童工或強制勞工的  (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。		Our Team 我們的團隊	23
KPI B4.1 關鍵績效 指標B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討僱傭常規的措施以避免童工及強制勞工。	Not to be disclosed this year. 本年度不予披露。	N/A 不適用
KPI B4.2 關鍵績效 指標B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Not to be disclosed this year. 本年度不予披露。	N/A 不適用

Subject Areas, Aspects, General Disclosure and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Chapter/ Disclosure 章節／披露	Page 頁數
Operating Practices 營運慣例			
<b>Aspect B5: Supply Chain Management</b> <b>範疇 B5 : 供應鏈管理</b>			
General Disclosure  Policies on managing environmental and social risks of the supply chain.  一般披露  管理供應鏈的環境及社會風險政策。		Supply Chain Management 供應鏈管理	15
KPI B5.1 關鍵績效 指標 B5.1	Number of suppliers by geographical region. 按地理區域劃分的供應商數目。	Not to be disclosed this year. 本年度不予披露。	N/A 不適用
KPI B5.2 關鍵績效 指標 B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例、向其執行有關慣例的供應商數目以及有關慣例的執行及監察方法。	Supply Chain Management 供應鏈管理	15

Subject Areas, Aspects, General Disclosure and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Chapter/ Disclosure 章節／披露	Page 頁數
<b>Aspect B6: Product Responsibility</b> <b>範疇 B6：產品責任</b>			
General Disclosure  Information on:  (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.  一般披露  有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的  (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。		Our Operation 我們的營運	16–20
KPI B6.1 關鍵績效 指標 B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Not to be disclosed this year. 本年度不予披露。	N/A 不適用
KPI B6.2 關鍵績效 指標 B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	Not to be disclosed this year. 本年度不予披露。	N/A 不適用
KPI B6.3 關鍵績效 指標 B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。.	Our Operation 我們的營運	16
KPI B6.4 關鍵績效 指標 B6.4	Description of quality assurance process and recall procedures. 描述品質檢定過程及產品回收程序。	Our Operation 我們的營運	16–20
KPI B6.5 關鍵績效 指標 B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	Our Operation 我們的營運	16

Subject Areas, Aspects, General Disclosure and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Chapter/ Disclosure 章節／披露	Page 頁數
<b>Aspect B7: Anti-corruption</b> <b>範疇 B7：反貪污</b>			
General Disclosure  Information on:  (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.  一般披露  有關防止賄賂、勒索、欺詐及洗黑錢的  (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。		Corporate Governance 企業管治	08–09
KPI B7.1 關鍵績效 指標 B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於報告期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	Corporate Governance 企業管治	08–09
KPI B7.2 關鍵績效 指標 B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Corporate Governance 企業管治	08–09

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Subject Areas, Aspects, General Disclosure and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Chapter/ Disclosure 章節／披露	Page 頁數
<b>Community</b> 社區			
<b>Aspect B8: Community Investment</b> 範疇 B8：社區投資			
General Disclosure  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.  一般披露  有關以社區參與來瞭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。		Our Community 我們的社區	31-33
KPI B8.1 關鍵績效 指標 B8.1	Focus areas of contribution. 重點貢獻範圍。	Our Community 我們的社區	31-33
KPI B8.2 關鍵績效 指標 B8.2	Resources contributed to the focus area. 在重點範圍所動用資源。	Our Community 我們的社區	31-33

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