



AFFLUENT PARTNERS HOLDINGS LIMITED 錢唐控股有限公司*

* For identification purposes only 僅供識別



Environmental, Social and Governance Report

2019

環境、社會及管治報告

(Incorporated in the Cayman Islands with limited liability)

(開曼群島註冊成立之有限公司)

Stock Code 股份代號: 1466



CONTENTS 目錄

REPORT OVERVIEW

About the Report	2
Stakeholder Engagement	3
Materiality Assessment	5

THE ENVIRONMENT

Strategy and Management Policies Overview	8
Emissions and Waste Management	8
Use of Resources	11
Environment and Natural Resources	14

THE EMPLOYEE

Employment Policy and Labour Practice	15
Working Environment	18
Employee Development and Training	21
Ethical Conduct and Anti-corruption	23

THE VALUE CHAIN

Supply Chain Management	24
Product Quality and Responsibility	24

THE COMMUNITY

Community Investment	27
Social Responsibility	27

INDEX

2	報告概況
2	關於本報告
3	持份者參與
5	重要性評估
8	環境
8	策略及管理政策概況
8	排放物及廢棄物管理
11	資源使用
14	環境及天然資源
15	僱員
15	僱傭政策及勞工常規
18	工作環境
21	僱員發展及培訓
23	道德操守及反貪污
24	價值鏈
24	供應鏈管理
24	產品品質與責任
27	社區
27	社區投資
27	社會責任
28	指引

REPORT OVERVIEW

報告概況

The report is the third environmental, social and governance report ("ESG Report") of Affluent Partners Holdings Limited (the "Company"), together with its subsidiaries (the "Group", or "We" and "Us"). The Group continues to work towards sustainable growth through communicating and cooperating with its stakeholders. Adhering to the ESG reporting principles of materiality, quantitative, balance and consistency, the ESG Report has demonstrated our efforts as well as the strategies the Group implemented to achieve the goal of sustainable development for the twelve months ended 31 March 2019 ("Reporting Period").

• ABOUT THE REPORT

• Preparation Basis and Reporting Standard

The ESG Report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (the "ESG Reporting Guide") under the Appendix 27 to the Rules Governing the Listing of Securities on Hong Kong Exchanges and Clearing Limited ("HKEX"). Cushman & Wakefield was appointed as external consultant to provide assistance and advice in the course of report preparation.

The Group is pleased to present this ESG Report, which provides an overview of the Group's management on significant issues affecting the operation, and the performance of the Group in terms of environmental and social aspects. The Board of Directors has reviewed and approved the ESG Report to ensure all material issues and impacts on sustainability development are fairly presented.

• Scope of the ESG Report

The Group is one of the world's largest merchants, purchasers and processors of pearls. Its business also includes the operation of strategic investment and financial service segment, with the objective to include investments in real estate agency business and real estate investment funds and other potential investment opportunities.

本報告為錢唐控股有限公司（「本公司」，連同其附屬公司（「本集團」，或「我們」）第三份環境、社會及管治報告（「環境、社會及管治報告」）。本集團持續透過與其持份者溝通及合作達致可持續增長。遵循環境、社會及管治報告的重要性、量化、平衡及一致性原則，環境、社會及管治報告已展示本集團於截至2019年3月31日止的十二個月期間（「報告期間」）之努力及所實施之策略以達到可持續發展目標。

• 關於本報告

• 編製基準及報告標準

環境、社會及管治報告已根據香港交易及結算所有限公司（「香港交易所」）證券上市規則附錄二十七項下之環境、社會及管治報告指引（「環境、社會及管治報告指引」）編製。戴德梁行已獲委任為外部顧問以於編製報告之過程中提供協助及意見。

本集團欣然提呈本環境、社會及管治報告，其提供有關本集團於影響營運的重大事宜上的管理概覽以及本集團於環境及社會方面的表現。董事會已審閱並批准環境、社會及管治報告，確保所有重大事宜及對可持續發展的影響均獲公平地呈列。

• 環境、社會及管治報告的範圍

本集團為世界最大之珍珠貿易商、採購商及加工商之一。其業務亦包括策略投資及財務服務分部之營運，目標包括投資房地產代理業務及房地產投資基金以及其他潛在投資機會。

REPORT OVERVIEW

報告概況

The Group acknowledges the importance of sustainable business practices to achieve business excellence and enhance long-term competitiveness. Focusing on three environmental aspects and eight social aspects required by HKEX, the reporting scope of this ESG Report covers our core business segments:

- (i) purchasing, processing, designing, production and wholesale distribution of pearls and jewellery products in mainland China and Hong Kong ("HK"); and
- (ii) operation of strategic investment and financial service segment in HK.

For information regarding the governance section, please refer to the Corporate Governance Report as incorporated in the Company's Annual Report.

• Access and Response to the ESG Report

Both English and Chinese versions of the report are available, which shall be published on the websites of the Stock Exchange and the Company. Should there be any discrepancy between the Chinese and the English versions, the English version shall prevail. The Group welcomes your feedback on this report for our sustainability initiatives. Please contact us by ir@affluent-partners.com.

• STAKEHOLDER ENGAGEMENT

The Group strives to maintain a stable and close relationship with its key stakeholders as we recognise the importance of the stakeholder participation. During the Reporting Period, our key stakeholders are identified as government and market regulators, shareholders and investors, employees, customers, suppliers and business partners, peer and industry associations, public and communities. To understand and meet their expectations, transparent and responsive channels that emphasise two-way dialogue are in place to ensure our quality communications with our stakeholders.

本集團明白可持續業務常規對達致卓越業務及加強長期競爭力之重要性。本環境、社會及管治報告專注於香港交易所規定之三大環境層面及八大社會層面，報告範圍涵蓋本集團的核心業務分部：

- (i) 在中國內地及香港（「香港」）從事珍珠及珠寶產品的採購、加工、設計、生產及批發分銷；及
- (ii) 香港策略投資及財務服務分部之營運。

就管治部分的資料而言，請參閱載入本公司年報之企業管治報告。

• 查閱及回應環境、社會及管治報告

報告的中英文版本將於聯交所及本公司網站上刊登，均可供查閱。中英文版本如有任何歧義，概以英文版本為準。本集團歡迎閣下對本報告提出有關可持續發展措施方面的反饋，請透過 ir@affluent-partners.com 與我們聯絡。

• 持份者參與

我們明白持份者參與的重要性，故本集團致力與其重要持份者維持穩固緊密的關係。於報告期間，本集團的主要持份者確認為政府及市場監管機構、股東及投資者、僱員、客戶、供應商及業務夥伴、同業及業界組織、公眾人士及社區。為了解及符合彼等的期望，本集團採用強調雙向對話的透明且可迅速回應的渠道，確保本集團與持份者保持高質素溝通。

REPORT OVERVIEW

報告概況

Stakeholders 持份者	Engagement channels 參與渠道
Government and Market Regulators 政府及市場監管機構	<ul style="list-style-type: none"> – On-site inspections and checks 實地視察及檢查 – Annual reports, announcements and Company website 年報、公告及本公司網站
Shareholders and Investors 股東及投資者	<ul style="list-style-type: none"> – Annual general meetings and other shareholder meetings 股東週年大會及其他股東大會 – Annual reports, announcements and Company website 年報、公告及本公司網站 – Meeting with investors and analysts 與投資者及分析員會面
Employees 僱員	<ul style="list-style-type: none"> – Conferences 座談會 – Trainings, seminars and briefing sessions 培訓、研討會及簡介會 – Cultural and sport activities 文化及體育活動 – Intranet and emails 內聯網及電郵
Customers 客戶	<ul style="list-style-type: none"> – Company website, brochures and annual reports 本公司網站、小冊子及年報 – Emails and customer service hotline 電郵及客戶服務熱線 – Feedback forms 反饋表格 – Visits and meetings 訪問及會議

REPORT OVERVIEW

報告概況

Stakeholders 持份者	Engagement channels 參與渠道
Suppliers/Partners 供應商／合作夥伴	<ul style="list-style-type: none"> – Business meetings, supplier conferences, phone calls and interviews – 業務會議、供應商座談會、電話溝通及訪談 – Regular meetings – 定期會面 – Review and assessment – 檢討及評估 – Tendering process – 招標過程
Peer/Industry Associations 同業／業界組織	<ul style="list-style-type: none"> – Industry conferences – 業界座談會 – Site visits – 實地參觀
Public and Communities 公眾人士及社區	<ul style="list-style-type: none"> – Volunteering – 義工

• MATERIALITY ASSESSMENT

Materiality assessment can help us to better understand our sustainability impacts and the process was carried out through surveys. In total, 21 topics have been identified, prioritised, validated and reviewed by various stakeholder categories.

• 重要性評估

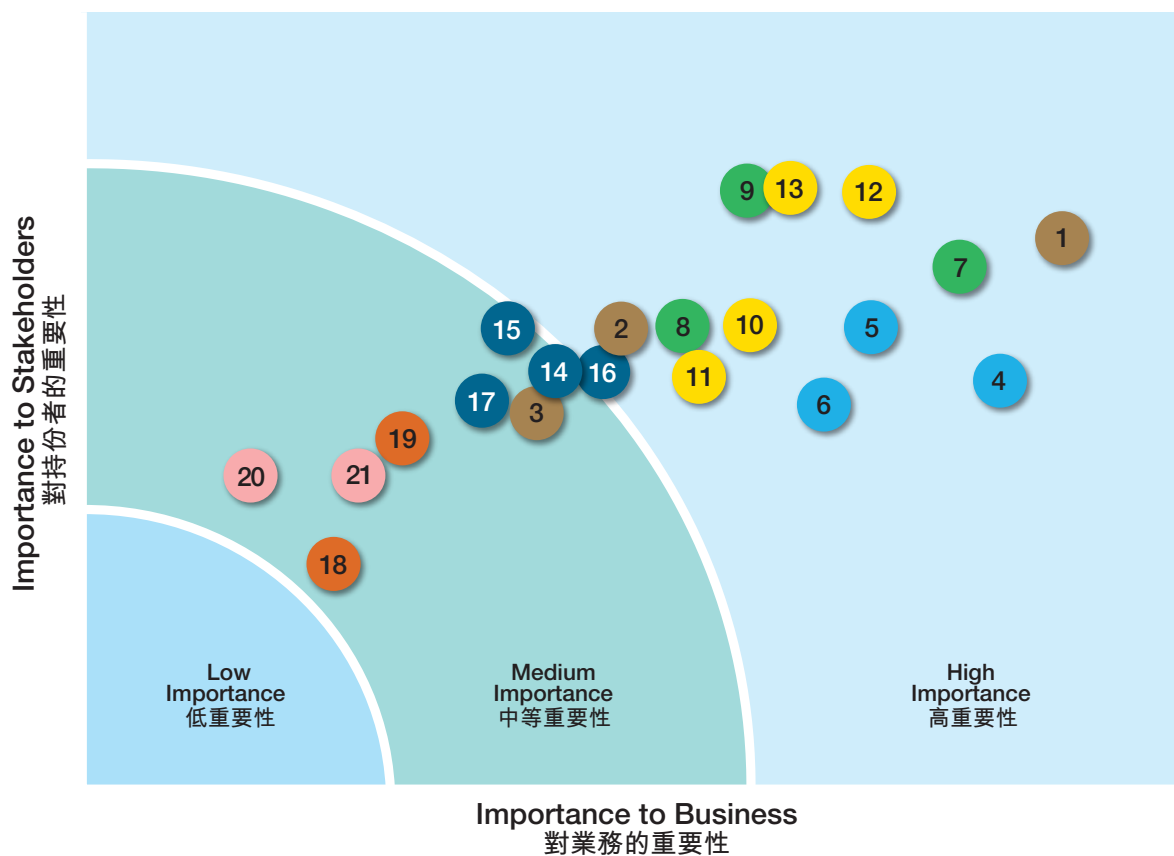
重要性評估可幫助我們更加了解我們的可持續發展影響，其以調查的方式進行。合共21項議題經確定、排序、驗證及審視（按各持份者類別劃分）。

REPORT OVERVIEW 報告概況

• MATERIALITY ASSESSMENT

• 重要性評估

ESG Issues Materiality Matrix
環境、社會及管治議題重要性矩陣



Stakeholders 持份者	ESG Issues 環境、社會及管治議題
● Government and Market Regulators 政府及市場監管機構	1 – Compliance with laws and regulations – 遵守法律法規
	2 – Proper tax payment – 正當交稅
	3 – Promotion of regional economic development and employment – 促進地區經濟發展及提高就業

REPORT OVERVIEW

報告概況

• MATERIALITY ASSESSMENT

• 重要性評估

Stakeholders 持份者	ESG Issues 環境、社會及管治議題
● Shareholders and Investors 股東及投資者	4 – Return on the investment 投資回報 5 – Information disclosure and transparency 資訊披露及透明度 6 – Protection of interests and fair treatment of shareholders 保障股東權益及公平對待股東
● Employees 僱員	7 – Safeguarding the rights and interests of employees 保障僱員權利及利益 8 – Career development opportunities 事業發展機會 9 – Health and safety 健康與安全
● Customers 客戶	10 – Safe and high-quality products 安全及高品質的產品 11 – Stable relationship 穩定關係 12 – Information transparency 資訊透明度 13 – Business ethics 商業道德
● Suppliers/Partners 供應商／合作夥伴	14 – Long-term partnership 長期夥伴關係 15 – Honest cooperation 坦誠合作 16 – Fair and open 公平公開 17 – Risk reduction 降低風險
● Peer/Industry Associations 同業／業界組織	18 – Experience sharing and cooperation 分享經驗及協作 19 – Fair competition 公平競爭
● Public and Communities 公眾人士及社區	20 – Community involvement 社區參與 21 – Social responsibility 社會責任

THE ENVIRONMENT

環境

• STRATEGY AND MANAGEMENT POLICIES OVERVIEW

Sustainable development is to protect our existing natural resources for future generations. As we continue to develop our business, we are constantly striving to innovate, reduce the impact on the natural environment, and protect the climate.

In recognition of sustainability is also the core concept of the Group, it has established regular emission reduction policies such as: green purchasing policy to regulate daily purchasing, 3Rs (Reduce, Reuse, Recycle) policy to regulate waste stream and green operation policy to regulate facility operation. Green purchasing policy requires to purchase energy-efficient office equipment and energy-efficient air conditioners. 3Rs policy encourages the reuse of printed paper and the use of recycled paper for printing and even to build a paperless office. Green Operation policy advocates the employees to turn off the lights and air conditioners in unmanned rooms and try to reduce business trips and meetings by using telephone or video conferences.

• EMISSIONS AND WASTE MANAGEMENT

• GHG Emission

There is consensus that human activity is causing climate change. The warming climate has significant negative impact on human health. The Group is committed to take sustainable, long-term actions to manage the carbon footprint of our own operations.

The elevated greenhouse gas (GHG) concentrations in the atmosphere has resulted in increased atmospheric heat retention and rising global average temperatures. As the largest contribution of the Group's carbon footprint came from sources such as purchased electricity, business travel, and vehicles, we continue to work on reducing travel and consolidating office space, as well as developing energy saving policies (as mentioned in the section "Use of Resources") and green purchasing policies to reduce the GHG emission by reducing energy consumption in the business operation.

• 策略及管理政策概況

可持續發展旨在為後代保護現有的自然資源。隨著我們持續發展業務，我們一直努力創新，減少對自然環境的影響及保護氣候。

支持可持續發展亦為本集團的核心理念，本集團已制定定期減排政策，例如：綠色採購政策以規管日常採購、3Rs（減少使用、物盡其用、循環再造）政策以管理廢棄物及綠色營運政策以管理設施運作。綠色採購政策規定購買節能辦公設備及節能冷氣機。3Rs政策鼓勵重用打印紙及使用再生紙打印，甚至建立無紙辦公室。綠色營運政策提倡僱員關閉無人房間的電燈及冷氣機，並嘗試透過使用電話或視像會議減少業務差旅及會面。

• 排放物及廢棄物管理

• 溫室氣體排放

人類活動正導致氣候轉變是為人所共識的議題。氣候變暖對人體健康造成重大負面影響。本集團致力採取可持續的長期行動管理本集團自身營運的碳足跡。

大氣層的溫室氣體濃度提高導致大氣保溫加劇及全球平均氣溫上升。由於本集團的最大部分碳足跡來自外購電力、業務差旅及車輛等源頭，我們持續努力減少差旅及合併辦公室空間，並制定節能政策（如「資源使用」一節所述）及綠色採購政策，以透過減少業務營運的能源消耗減低溫室氣體排放。

THE ENVIRONMENT

環境

This report focuses on emissions of CO₂e (CO₂, CH₄, and N₂O) and includes Scope 1 emissions, which are direct emissions from our offices and fleet vehicles; Scope 2, which is emission from the generation of purchased electricity.

本報告集中於二氧化碳當量（二氧化碳、甲烷及一氧化二氮）排放及包括範圍1排放，其為來自本集團辦公室及車輛的直接排放；範圍2，其為來自產生外購電力的排放。

The GHG emission of the Group during the Reporting Period is as follows:

本集團於報告期間之溫室氣體排放如下：

GHG Emission 溫室氣體排放	Unit 單位	Total 總計
Scope 1 ¹ 範圍1 ¹	tonnes of CO ₂ -e 噸二氧化碳當量	22.2
Scope 2 ² 範圍2 ²	tonnes of CO ₂ -e 噸二氧化碳當量	504.89
Total GHG emission 溫室氣體總排放量	tonnes of CO ₂ -e 噸二氧化碳當量	527.09
GHG intensity 溫室氣體強度	tonnes of CO ₂ -e/m ² 噸二氧化碳當量／平方米	0.135

Scope 1: Direct emissions from sources that are owned or controlled by the Group.

範圍1：來自本集團擁有或控制的來源的直接排放。

Scope 2: Indirect emissions from the purchased electricity consumed by the Group.

範圍2：來自本集團消耗外購電力的間接排放。

• Waste Management

With the scarcity of resources and energy, countries around the world are paying more attention to waste recycling. The Group is also aware of the importance of reducing waste to the company's development. Waste management is imperative to the well-being of staffs, the environment and in most cases your own profits.

• 廢棄物管理

隨著資源及能源短缺，世界各國愈加注重廢棄物回收。本集團亦明白減廢對公司發展的重要性。廢棄物管理對員工健康、環境及在大多數情況下，閣下自身的利益而言乃勢在必行。

The Group has implemented several strategies in reducing and recovering waste during building operations. For the Group's daily operation, there are two primary waste, hazardous waste (that is dangerous or potentially harmful to our health or the environment) coming from the production process mainly involves wastewater and non-hazardous waste that generated by office activities.

本集團已於建立營運時實施多項減廢及回收廢棄物的策略。於本集團的日常營運中有兩種主要廢棄物：來自生產過程的有害廢棄物（即對人體健康或環境而言屬危險或潛在有害），主要涉及廢水；以及辦公室活動所產生的無害廢棄物。

THE ENVIRONMENT

環境

The Group appoints professional waste removal company to dispose and treat the hazardous waste. Considering main waste of the Group's daily operation to be paper/card waste, plastic waste, The Group has provided clearly marked bins to place paper/cardboard, plastics and general waste in each floor of the building, so that staff can immediately dispose items they have used. All clean paper/cardboard and plastic types can be separated from other types of waste so that they can be recycled rather than landfilled.

To further reduce the use of paper, the Group advocates the adoption of paperless offices:

- Go digital.
- Print internal documents on both sides of a page.
- Reuse single-sided paper for internal staff documents.

During the Reporting Period, the wastes generated by the Group are as follows:

本集團委任專業廢棄物清理公司以處置及處理有害廢棄物。考慮到本集團日常營運之主要廢棄物為紙張／卡片廢棄物、塑膠廢棄物，本集團已於大樓各層提供具有清晰標記的垃圾箱以放置紙張／卡紙箱、塑膠及一般廢棄物，使員工可立即棄置使用過的物品。所有清潔紙張／卡紙箱及塑膠類別可與其他類別的廢棄物分隔開，使其可循環再用，避免堆填。

為進一步減少使用紙張，本集團提倡採納無紙辦公室：

- 數碼化。
- 使用雙面打印內部文件。
- 就內部員工文件重用單面紙張。

於報告期間，本集團產生之廢棄物如下：

Wastes Generation 產生之廢棄物	Unit 單位	Total 總計
Hazardous waste 有害廢棄物		
Wastewater 廢水	tonnes 噸	2.16
Hazardous waste intensity 有害廢棄物強度	tonnes/m ² 噸／平方米	0.00055
Non-hazardous waste 無害廢棄物		
General office waste 一般辦公室廢棄物	tonnes 噸	6
Non-hazardous waste intensity 無害廢棄物強度	tonnes/m ² 噸／平方米	0.00154

THE ENVIRONMENT

環境

• USE OF RESOURCES

The Group has implemented "Green Operation Method" which comes from LEED Rating System to enhance energy efficiency, water efficiency and waste management. Based on the company operation mode, the major types of consumption are electricity, water and packaging materials.

• Energy

Purchased electricity is the only energy resource for the office operation and the pearls and jewellery production. Based on these characteristics, an energy audit consultant was appointed by the Group with various energy saving solutions being adopted in different functional areas:

For office, air-conditioner, office equipment and lighting are the main types of electricity consumption

- Upgrade the lighting bulbs to LED
- Install motive sensor in meeting room, corridors and staircases
- Green purchasing policy for newly purchased laptop, TV, projector, printer and etc with energy star certification or Grade 1 energy label
- Set new and existing computers, photocopiers and printers in energy saving mode
- Switch off electrical appliances when they are not in use
- Set the temperature of air-conditioners at 25.5 degrees Celsius
- Set time control for office lighting to make the light switch off automatically after 18:30 and staffs who work overtime can switch on manually
- Consultant gives Green education to all staffs for energy saving tips

• 資源使用

本集團已實施來自領先能源與環境設計 (LEED) 評級系統的「綠色營運方式」，以加強能源效益、用水效益及廢棄物管理。根據公司營運模式，主要消耗類型為電力、水及包裝物料。

• 能源

外購電力為辦公室營運以及珍珠及珠寶生產的唯一能源資源。根據該等特徵，本集團委任能源審計顧問，並於不同功能區域採納多項節能解決方案：

就辦公室而言，冷氣機、辦公設備及照明設備為主要電力消耗類型。

- 將燈泡升級至LED
- 於會議室、走廊及樓梯安裝動作感應器
- 採用綠色採購政策，以購買具有能源之星證明或一級能源標籤的新手提電腦、電視、投影機、打印機等
- 將新及現有電腦、影印機及打印機設定為節能模式
- 於不使用時關掉電器
- 將冷氣機溫度設定為攝氏25.5度
- 將辦公室照明設備的時間控制設定為於下午六時三十分後自動關掉，加班的員工可手動開啟照明設備
- 顧問為全體員工提供有關節能提示的綠色教學

THE ENVIRONMENT

環境

For production area, process load, air-conditioner and lighting are the main types of electricity consumption:

- Facility management team makes re-commissioning for all the HVAC equipment
- Provide training to new staff on how to use manufacture equipment efficiently
- Upgrade the lighting bulbs to LED
- Install motive sensor in all corridors and restrooms
- Periodically commissions manufacture equipment

The Group also plans to install energy management system in office and production area which can real-time record energy consumption and will be very helpful for energy analysis and energy saving.

During the Reporting Period, the energy consumption of the Group is as follows:

就生產區域而言，程序負載、冷氣機及照明設備為主要電力消耗類型：

- 設施管理團隊重新調試所有 HVAC設備
- 為新員工提供如何有效使用製造設備的培訓
- 將燈泡升級至LED
- 於所有走廊及洗手間安裝動作感應器
- 定期調試製造設備

本集團亦計劃於辦公室及生產區域安裝能源管理系統，其可實時記錄能源消耗量，大大有助能源分析及節省能源。

於報告期間，本集團之能源消耗如下：

Energy 能源	Unit 單位	Total 總計
Purchased electricity 外購電力	MWh 兆瓦時	957.87
Total energy consumption 能源消耗總量	MWh 兆瓦時	957.87
Energy consumption intensity 能源消耗強度	MWh/m ² 兆瓦時／平方米	0.25

THE ENVIRONMENT

環境

• Water

Water is essential to our business and we have approached water management accordingly. Across our system, we are reducing the amount of water we use per liter of finished products. We post water saving tips in the restroom and pantry to remind staff of their water use behaviours.

During the Reporting Period, the water consumption of the Group is as follows:

Water 水	Unit 單位	Total 總計
Water consumption 耗水量	M ³ 立方米	17,409
Water consumption intensity 耗水強度	M ³ /m ² 立方米／平方米	4.47

• Packaging Materials

In order to perform our commitment to environment protection, the Group chooses Green Package materials which are harmless to human health, protective to the ecological environment and can be recycled and reused. The consumption of these materials during the Reporting Period is summarised below.

Packaging Materials 包裝物料	Unit 單位	Total 總計
Paper box 紙箱	tonnes 噸	1.8
Plastic bag 膠袋	tonnes 噸	0.2
Total 總計	tonnes 噸	2
Packaging material intensity 包裝物料強度	tonnes/tonnes of production 噸／噸產量	0.3474

• 水

水對本集團的業務而言必不可少，我們已因應業務進行用水管理。於本集團的系統中，我們正在減少我們就製成品所使用的每公升水量。我們在洗手間及茶水間張貼節約用水的提示，提醒員工的用水行為。

於報告期間，本集團之耗水量如下：

• 包裝物料

為履行本集團對環境保護的承諾，本集團選擇對人體健康無害、保護生態環境以及可循環再造及重用的綠色包裝物料。該等物料於報告期間之消耗情況概述如下。

THE ENVIRONMENT 環境

- **ENVIRONMENT AND NATURAL RESOURCES**

Recognising that environmental protection is an important obligation of global enterprises, the Group complies with all applicable environmental laws and regulations and make great efforts to reduce consumption of resources and energy. We also realise that waste materials are valuable resources, and we will implement 3Rs (Reduce, Reuse, Recycle) thoroughly and minimise the amount of final waste disposal. Paperless office is one of our strategies and works very well during the Reporting Period.

- **環境及天然資源**

本集團明白環保為全球企業的重要責任，故本集團遵守所有適用的環境法律及法規，致力減少資源及能源消耗。我們亦明白廢棄物料為寶貴資源，我們將徹底實行3Rs（減少使用、物盡其用、循環再造）及盡量減少最終廢棄物棄置量。無紙辦公室為本集團的策略之一，其於報告期間運作良好。

THE EMPLOYEE 僱員

• EMPLOYMENT POLICY AND LABOUR PRACTICE Employment

We believe the employees are the most important and valuable assets of the Group. We put great emphasis on the protection of the legitimate rights and interests of all employees and strictly complies with relevant employment and labour laws under the Hong Kong Employment Ordinance, Minimum Wage Ordinance, and Labour Law of the People's Republic of China, to ensure a fair arrangement of working hours, wages and off days for our employees.

We are committed to be an ideal employer of choice and providing a healthy working environment where our employees can thrive. We have established an effective system of employment policies, including equal recruitment policy, equal promotion policy, work-life balance policy, compensation policy, remuneration and allowance policy, dismissal and retirement policy, anti-discrimination policy, diversity policy, employee welfare and benefit policy. There were no cases of prosecution for breach of relevant laws and regulations during the Reporting Period.

Workforce Distribution by Regions and Business Sectors/Units:



Hong Kong
香港
41

Mainland China
中國大陸
219

Labour Standards

With respect of human rights, the Group has established "Child Labour Rescue Procedure" to support effective abolition of child. In our recruitment process, by following the Employment of Children Regulation made by Hong Kong Labour Department, all candidates must be aged 18 or above to be employed and everyone is provided with equal opportunities. Candidates are required to provide identity proof for verification to prevent child labour recruitment.

In addition, the Group issued "Prohibition of Forced Labour Policy Procedure" to prohibit unlawful acts such as squeezing the labour for their interest or forcing them to work by any forms of threat. Our suppliers and other business partners are expected to follow the same standards of labour practices while working with us.

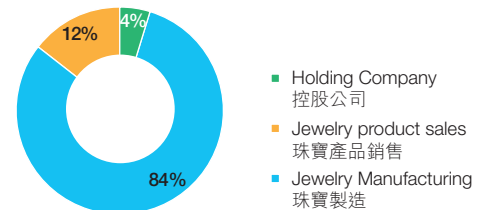
• 僱傭政策及勞工常規

僱傭

我們相信僱員為本集團最重要及寶貴的資產。我們非常重視保障所有僱員的合法權利及權益，並嚴格遵守香港僱傭條例、最低工資條例及中華人民共和國勞動法項下的相關僱傭及勞工法律，以確保公平地安排僱員的工作時間、工資及休息日。

我們致力成為卓越僱主，提供健康的工作環境，讓僱員茁壯成長、盡展所長。我們已制定僱傭政策的有效系統，包括平等招聘政策、平等晉升政策、工作生活平衡政策、補償政策、薪酬及津貼政策、解僱及退休政策、反歧視政策、多元化政策及僱員福利政策。於報告期間並無違反相關法律及法規的訴訟個案。

按地區及業務分部／單位劃分的員工分佈：



勞工準則

就人權而言，本集團已制定「童工救助程序」以支持有效廢除童工。本集團的招聘過程遵從香港勞工處頒佈的僱用兒童規例，所有應徵者須為18歲或以上方可獲聘，而所有應徵者均獲提供平等機會。應徵者須提供身份證明以供核實，防止招聘童工。

此外，本集團頒佈「禁止強迫勞工政策程序」以禁止非法行為，例如為利益而壓搾員工或以任何形式之威脅強迫員工工作。本集團的供應商及其他業務夥伴與我們合作時預期將遵循相同的勞工慣例標準。

THE EMPLOYEE 僱員

When cases of child or forced labour are discovered and reported during our regular reviews and inspections, serious investigation will be carried out promptly to settle the case and prevent the similar situation from happening again. The Group strictly complied with the Labour Law of the PRC and the Hong Kong Employment Ordinance. During the Reporting Period, our operation has not been exposed to any significant risk of child or forced labour.

Competitive Employment Terms

The Group has continued to optimise its practices and daily management of employees' individual well-being with the aim to create a safe, healthy and comfortable work environment.

倘本集團於定期檢討及檢查時發現及報告童工或強迫勞工個案，將即時進行嚴謹調查以解決個案及防止同類情況再次發生。本集團嚴格遵守中國勞動法及香港僱傭條例。於報告期間，本集團的業務並無任何有關童工或強迫勞工的重大風險。

具競爭力的僱傭條款

本集團持續優化其對僱員個人健康的慣例及日常管理，旨在創造安全、健康及舒適的工作環境。



Employee well-being can bring positive influence on staff wellness and considerably increase team engagement, trusts and overall efficiency. We aim to provide competitive employee protection, reward and benefit packages that ensure our ability to attract and retain the talents we need.

僱員安康可為員工健康帶來正面影響，並大幅提升團隊合作、信任及整體效率。我們旨在提供具競爭力的僱員保障、回報及福利待遇，確保本集團能夠吸引及挽留所需人才。

THE EMPLOYEE 僱員

Social Responsibility Assessment

Our Group recognises that the social responsibility is essential to the success of our business, well-being of our people, and wellness of the whole society. We have designed a systematic procedure "Social Responsibility Internal Inspection Procedure" to examine whether the internal system and management approach is meeting the requirements and standards.

To ensure the future operation of our corporate responsibility assessment, we have established "Social Responsibility Management Review Process" for factories.

The review process includes annual inspection of the following items:

- Review requirements for future development of the factories, legal procedures, and customer policies, and whether the factories are facing any issues related to social responsibility that might affect the reputation and image of the Group;
- Review the validity and terms of factories' Social Responsibility System;
- Review the competitiveness of factories in the market;
- Review whether the system meets SA8000 International Standard requirements;
- Review overall results related to customer and external inspections;
- Review whether current competency of the factories meets SA8000 International Standard.

社會責任評估

本集團明白社會責任對其業務的成功、僱員的健康及整個社會的安適而言為必不可少。我們已設計系統化程序「社會責任內部檢查程序」檢驗內部系統及管理方法是否符合規定及標準。

為確保企業責任評估的日後運作，我們已為廠房制定「社會責任管理檢討程序」。

檢討過程包括以下各項的年度檢查：

- 檢討廠房、法定程序及客戶政策進一步發展的需要以及廠房是否正面對任何可能影響本集團聲譽及形象的社會責任問題；
- 檢討廠房的社會責任系統有效性及條款；
- 檢討廠房於市場上的競爭力；
- 檢討系統是否符合國際標準SA8000的規定；
- 檢討客戶及外部檢查的整體結果；
- 檢討廠房的目前能力是否符合國際標準SA8000。

THE EMPLOYEE 僱員

- **WORKING ENVIRONMENT
Equal Opportunities**

The Group is committed to providing a fair and equitable workplace where all individuals are treated equally in every aspect of their work or employment. Candidates and employees have equal opportunities to employment, remuneration and promotion. We will not conduct or tolerate discrimination or harassment against individuals on the basis of age, gender, race, marital status, religion and disability on any legally protected ground or on any other ground which we consider inappropriate and unacceptable.

This policy applies to all employment activities including, but not limited to recruitment, promotion and transfer, assignment, reward and benefit provisions, training and development, termination and other similar aspects.

Work-life Balance

The Group is dedicated to encouraging employees to maintain a work-life balance through reasonable contractual working hours, vacation entitlements and company activities. These include statutory holidays, paid annual leave, marriage leave, maternity leave and paternity leave, etc. Balanced employees tend to feel more motivated and less stressed out at work, which thereby increases company productivity and reduces the number of conflicts in the working environment.

Work Space Health and Safety

The Group is committed to ensuring a sound and safe working environment for our employees to prevent injury and illness, in compliance with all relevant legislation. People are crucial to the sustainable development of our Group. We manage the safety of the office in accordance with relevant occupational health and safety laws and regulations. We strive for the highest standards of safety and health performance by taking into consideration of all possible precautionary measures to achieve a zero-incident working environment.

- **工作環境
平等機會**

本集團致力提供公平及平等的工作場所，使所有人就其於工作或僱傭的各方面獲平等對待。求職者及僱員擁有平等的就業、薪酬及晉升機會。我們將不會以年齡、性別、種族、婚姻狀況、宗教及傷健任何受法律保障的理由或任何其他我們認為不恰當及不可接受的理由對個人進行歧視或騷擾或容忍有關情況。

本政策適用於所有僱傭活動，包括但不限於招聘、晉升及調職、指派、回報及福利規定、培訓及發展、終止僱傭及其他類似方面。

工作與生活平衡

本集團致力透過合理的合約工作時間、休假權利及公司活動，鼓勵僱員維持工作生活平衡。當中包括法定假期、有薪假期、婚假、產假及侍產假等。工作生活平衡的僱員於工作時傾向感到更有動力及較小壓力，從而增加公司生產力及減少工作環境的衝突次數。

工作場所健康與安全

本集團遵守所有相關法律，致力為僱員確保良好及安全的工作環境以防止受傷及生病。人員對本集團之可持續發展至關重要。我們根據相關職業健康及安全法律及法規管理辦公室安全。透過考慮一切可能預防措施，我們力求訂立最高安全及健康表現的標準，以達至零意外工作環境。

THE EMPLOYEE 僱員

A HEALTHY WORKFORCE IS ESSENTIAL FOR RUNNING A SUCCESSFUL BUSINESS

健康的工作場所對業務成功運行而言
屬必不可少

People 員工



“Health and Safety management Policy”
「健康及安全管理政策」



“Expectant Mothers and Pregnant Employees Risk Assessment Program”
「準媽媽及懷孕僱員風險評估計劃」

Work Space Safety 工作場所安全



“Emergency Management Procedure”
「緊急管理程序」



“Chemical Products Management Program”
「化學產品管理計劃」



“Hazardous Energy Control Policy”
「有害能源監控政策」

The Group strictly complies with the PRC Law on the Prevention and Treatment of Occupational Diseases, the Hong Kong Occupational Safety and Health Ordinance and other applicable laws and regulations on health and safety. During the Reporting Period, we had no violation record on the relevant laws and regulations relating to employees' health and safety that have a significant impact on the Group.

本集團嚴格遵守中國職業病防治法、香港職業安全及健康條例及其他有關健康及安全之適用法律法規。於報告期間，我們並無違反有關僱員健康及安全之相關法律法規且對本集團構成重大影響之記錄。

THE EMPLOYEE 僱員

Workplace and Equipment Management

The Group places a great emphasis on the safety of electrical equipment by conducting regular safety checks and arranging maintenance. Major production equipment is required to have safety operation procedures and maintenance guidelines to ensure that it is functioning properly.

In addition to checks and maintenance on equipment, we carry out regular safety monitoring and risk assessment in our operations to help identify the potential occupational safety and health hazards. If any potential hazards are identified during the assessment, effective control will be implemented for safety improvement.

工作場所及設備管理

本集團重視電子設備安全，因此會進行定期的安全檢查及安排維護。主要生產設備須備有安全操作程序及維護指引，以確保其正常運作。

除設備檢查及維護外，我們於營運過程中進行定期安全監察及風險評估，以協助識別潛在職業安全及健康危害。倘於評估過程中識別出任何潛在危害，則將就改善安全實施有效監控。



For WORKERS
員工

**Greater well-being
and job satisfaction**
更健康及更大工作
成就感



For MANAGERS
管理層

**A healthier, more
motivated and productive
workforce**
更健康、更有動力及
生產力的員工



For WORKPLACES
工作場所

**Improved performance,
reduced accident and
injury rates**
提升表現，減少意外及
受傷率



For SOCIETY
社會

**Lower costs and
reduced burden on
services**
降低成本及
減少服務負擔

THE EMPLOYEE 僱員

• EMPLOYEE DEVELOPMENT AND TRAINING Employee Training and Examinations

The Group has established "2017 Training Guideline (the PRC)" to conduct periodic training to our employees regarding the requirements of their job duties. All employees must comply with the codes and policies and obtain required knowledge and techniques for their positions by passing the examinations after the trainings.

• 僱員發展及培訓 僱員培訓及測驗

本集團已制定「2017年培訓指引（中國）」為僱員定期進行有關其職責需要的培訓。所有僱員須遵守守則及政策，透過於培訓後通過測驗獲取其職位所需的知識及技術。

Target Team 目標團隊	Training contents 培訓內容	Leadership 領導人員
Head of each department 各部門主管	<ol style="list-style-type: none"> 1. Corporate Management Fundamental Concepts 企業管理及基本概念 2. Job Positions and Duties 職位及職責 3. ISO9001:2008 Operation and Control ISO9001:2008營運及監控 4. Quality Awareness 品質意識 5. Factory Quality Standards and Targets 廠房品質標準及目標 6. Continuous Improvement of Corporate Mindset 持續改善企業思維模式 7. Safety Management Knowledge 安全管理知識 8. BSCI Behavior Codes BSCI行為守則 	Factory Management Representative 廠房管理代表
Quality Control Team 品質監控團隊	<ol style="list-style-type: none"> 1. Job Duties 職責 2. ISO9001:2008 Basic Knowledge ISO9001:2008基礎知識 3. Quality Awareness 品質意識 4. Calculation and Examination of Basic Knowledge and Concepts 計算及測驗基礎知識及概念 5. Form Report 表格報告 6. Factory Quality Standards and Targets 廠房品質標準及目標 7. Continuous Improvement of Concepts 持續改善概念 8. Safety Management Knowledge regarding quality control 有關品質監控的安全管理知識 9. BSCI Behavior Codes BSCI行為守則 	Quality Management Team 品質管理團隊

THE EMPLOYEE

僱員

Target Team 目標團隊	Training contents 培訓內容	Leadership 領導人員
Inventory Management Team 存貨管理團隊	<ol style="list-style-type: none"> 1. Job Duties 職責 2. Factory Quality Standards and Targets 廠房品質標準及目標 3. Product Material Management 產品物料管理 4. Collect and deliver of record requirements 收集及遞交記錄規定 5. Form Report 表格報告 6. Inventory Safety Management Knowledge 存貨安全管理知識 7. BSCI Behavior Codes BSCI行為守則 8. ISO9001:2008 Basic Knowledge ISO9001:2008基礎知識 	Managers 經理
All Employees 全體僱員	<ol style="list-style-type: none"> 1. Factory Introduction 廠房簡介 2. Factory Regulations 廠房規矩 3. ISO9001:2008 Basic Knowledge ISO9001:2008基礎知識 4. Factory Quality Standards and Targets 廠房品質標準及目標 5. Technical Requirements for assigned position 獲指派職位的技術要求 6. BSCI Behavior Codes BSCI行為守則 	Head of each department 各部門主管

Safety Education and Training

Enhancing employees' awareness and knowledge in occupational health and safety are the basis of preventing work-related incidents. Our Group has implemented different safety training programmes for employees at all levels. For example, employees must receive trainings about chemical handling before using the chemicals. Assessment is conducted after training and employees must pass the assessment before performing the assigned tasks. All employees shall participate in the regular fire drills to ensure that they can take prompt and appropriate action in case of fire. By education and training, we inculcate safety information in our employees to keep their safety awareness.

安全教育及培訓

提高僱員對職業健康及安全的意識及知識為防止工作意外的基礎。本集團已為各級別的僱員實施不同安全培訓項目。例如，僱員於使用化學品前必須接受有關化學品處理之培訓。於培訓後會進行評估，僱員必須通過有關評估，方可進行有關獲分配之工作。所有僱員均須參與定期火警演習，以確保彼等可於發生火警時採取迅速適當之行動。我們透過教育及培訓，向僱員灌輸安全資訊，以令彼等保持安全意識。

THE EMPLOYEE 僱員

• ETHICAL CONDUCT AND ANTI-CORRUPTION Business Ethics

Our Group has established “Business Ethics Standard and Guidelines” to ensure integrity and ethical behaviours of employees and avoid the issues caused by conflict of interests. Each Employee is responsible for knowing and understanding the policies, guidelines and standards of business conduct and how to report any suspected misconduct to the internal compliance officers.

The conduct of all employees should reflect the values of the Group and promote a work environment that upholds and improves the Group’s reputation for integrity and trust.

Anti-corruption

Our Group believes the integrity and commitment of our employees are our critical factors to success. The Group has implemented “Business Behaviour Ethics and Regulation Procedure” to set out our commitment to preventing all forms of corrupt practices. Employees are required and have the responsibility to conduct themselves with integrity in an ethical and proper manner. Payments or acceptance of any kickbacks from external parties is strictly prohibited. The Group takes disciplinary action to combat against any violation of the Group’s regulation. We also have the same expectations for our suppliers and other business partners.

The Group’s “Whistleblowing Policy” sets up channel to encourage employees to raise concerns about suspected misconduct, malpractice or irregularities in confidence. All reported cases are promptly and thoroughly investigated by the Group Ethics Committee while the confidentiality is respected in order to protect individuals. If there is sufficient evidence to suggest that a case of possible corruption exists, the case will be reported to the relevant local authorities.

The Group strictly abides by relevant anti-corruption and anti-bribery laws and regulations relating to anti-corruption, including the Anti-Money Laundering Law of the PRC and the Hong Kong Prevention of Bribery Ordinance. There were no cases prosecuted for violating relevant laws during the Reporting Period.

• 道德操守及反貪污 商業道德

本集團已制定「商業道德標準及指引」以確保僱員的誠信及道德行為，避免因利益衝突發生問題。各僱員有責任學習及了解有關商業操守的政策、指引及準則以及如何向內部合規主任報告任何懷疑不當行為。

所有僱員的操守應反映本集團的價值及促進一個維護及改善本集團於誠信上的聲譽的工作環境。

反貪污

本集團相信僱員誠實守信為成功的關鍵因素。本集團已實施「商業行為道德及監管程序」，其載列本集團對防止所有形式貪污行為之承擔。僱員必須及有責任以道德及正當方式真誠行事。我們嚴禁向外部人士支付或接受其任何回佣。本集團會就打擊任何違反本集團法規之行為採取紀律處分。我們亦對我們的供應商及其他業務夥伴抱有相同期望。

本集團之「舉報政策」設立渠道，鼓勵僱員在保密情況下對懷疑不當行為、瀆職或違規行為提高警覺。所有舉報個案均由本集團之道德委員會即時及徹底調查，同時尊重保密性，以保障有關個人。倘有足夠證據證明存在可能貪污行為，則有關個案會向相關地方機關報告。

本集團嚴格遵守與反貪污有關的相關反貪污及反賄賂法律法規，包括中國反洗錢法及香港防止賄賂條例。於報告期間並無違反相關法例之訴訟案件。

THE VALUE CHAIN

價值鏈

• **SUPPLY CHAIN MANAGEMENT** **Operating Practices**

The Group adheres to good practices during procurement process and works closely with a spectrum of suppliers for the smooth operation of business, access of equipment and resources for the processing and production of pearls and jewellery products. As part of our commitment to environmental protection, product quality and social responsibility, we recognised the great importance of supply chain management and formulated internal policies and guidelines and selection of external suppliers.

The Group has a stringent supplier selection process and management approach to ensure healthy and sustainable relationship with suppliers. We will take multiple selection criteria and supplier assessment into account when accessing suppliers' profile and principles, such as product quality, labour standards, environmental and quality management and ethical business conduct. We strive to cooperate only with the suppliers who share the same principles with us.

We carry out regular on-site inspection to monitor and evaluate the performance of our suppliers. If any serious cases of non-compliance are discovered, we will terminate our contract with the supplier.

• **PRODUCT QUALITY AND RESPONSIBILITY** **Quality Control**

As one of the world's largest merchants, purchasers and processors of pearls and jewellery products, the Group considers quality control as an important aspect of our business operations. The Group has implemented "Quality Assurance Manual" to monitor the entire production process of pearls and jewellery products. For each product, different customers have specific requirements, so we must carry out quality assurance procedures to ensure the product quality meets our internal standards and customers' satisfaction.

The Group conducts quality testing for all products throughout the production process: upon taking initial samples, during processing, and before loading material for transportation. The information of product quality is recorded to see if the performance meets the standards. The Group has obtained ISO 9001:2008 quality management system accreditation for the production of pearls and jewellery products.

• **供應鏈管理** **營運常規**

本集團於採購過程中堅持良好常規及與不同光譜的供應商緊密合作，以達致順暢業務營運及取得加工及生產珍珠及珠寶產品的設備及資源。作為本集團對環境保護、產品品質及社會責任承諾的一部分，我們重視供應鏈管理及制定內部政策及指引以及選擇外部供應商。

本集團具備嚴格的供應商甄選程序及管理方法以確保與供應商保持健康及可持續的關係。我們於取覽供應商的背景及原則時會採取多項甄選準則及供應商評估，例如產品品質、勞工準則、環境及品質管理以及道德商業操守。我們力求僅與和我們秉持相同原則的供應商合作。

我們定期進行實地視察，以監察及評估供應商的表現。倘發現任何嚴重違規個案，我們將終止與供應商之合約。

• **產品品質與責任** **品質控制**

作為世界最大珍珠及珠寶產品商家、採購商及加工商之一，本集團認為品質控制為我們業務營運的重要因素。本集團已實施「品質保證手冊」，以監察珍珠及珠寶產品之整個生產過程。就各產品而言，不同客戶有特定要求，因此我們必須進行品質保證程序，以確保產品品質符合內部標準及令客戶滿意。

本集團於整體生產過程（於抽取原始樣本時、於加工過程內及於裝載物料以進行運輸前）中對所有產品進行品質測試。我們記錄產品品質資料，以了解有關表現是否符合標準。本集團已就生產珍珠及珠寶產品取得ISO 9001:2008品質管理系統認證。

THE VALUE CHAIN

價值鏈

Quality and Workmanship Case Study: Spar Cutting

品質及工藝個案研究：晶石切割



CRYSTAL
水晶

The cutting shall not exhibit any error that over the allowed range.
切割不得顯露任何超出容許範圍的誤差。

Cutting shall be symmetrical and evenly proportioned.
切割須為對稱及均衡分佈。

It should present the best possible color and brilliance in the stone.
應盡可能展現晶石的最佳顏色及光輝。

For multi-stone designs, stones with the same characteristics in terms of external form, cutting type, size, height and/or length must have a ratio that matches the cutting requirements.
就多晶石設計而言，在外形、切割類型、大小、高度及／或長度方面具備相同特點的晶石的比例須符合切割要求。

If the supplier can anticipate the color variation during production process, the client can ask the supplier to provide a set of stones that demonstrate the range of color variations.
倘供應商可於生產過程中預測顏色變化，客戶可要求供應商提供一系列展現顏色變化範圍的晶石。

Size Requirements 尺寸要求：

- Under any circumstance, the size of cutting stone shall not be smaller than the size indicated in the purchase order;
於任何情況下，經切割的晶石尺寸不得小於採購訂單所示的尺寸；
- Buyers own rights to adjust the size of the stone.
買家有權調整晶石尺寸。



PEARLS
珍珠

Both seawater and freshwater pearls have to present smooth surfaces with minor polishing.
海水及淡水珍珠均須展現光滑的表面，並經輕微拋光。

Prohibited from using pearls that 禁止使用涉及下列各項的珍珠：

- Use artificial coating
使用人造塗料
- Have damages, thin or peeled seawater pearls
受損、薄或去除外層的海水珍珠
- Has dark spots
有黑點
- With obvious gap or hole
有明顯裂痕或有孔
- Has redundant parts or not aligned with the hole
多餘的或是沒有對準的珠孔
- Has glue remnant
有膠水殘留

Size Error Range 尺寸誤差範圍：

- The actual pearl sizes can be 0.5mm over the size indicated in the purchase order.
珍珠的實際尺寸可超出採購訂單所示的尺寸0.5毫米。
- Any error that is over this range is not allowed.
不容許任何超出該範圍的誤差。

THE VALUE CHAIN

價值鏈

Product Responsibility

Ensuring customer satisfaction with our products and services is a priority for the Group. We place importance on the quality standard of our products and services to achieve sustainable growth of our business. We are committed to ensure compliance with the laws and regulations relating to product health and safety, labelling and privacy matters including the Product Quality Law of the PRC and the Hong Kong Personal Data (Privacy) Ordinance. Policies about product quality and safety as well as compliance with laws and regulations have been clearly stated to the employees and suppliers. During the Reporting Period, we had no violation record on relevant laws and regulations that have a significant impact on the Group relating to product responsibility issues.

Privacy Protection

The Group takes privacy issues of our customers, internal employees, data, and external partners and suppliers very seriously. According to the Employee Handbook, we have established confidentiality guidelines in order to demonstrate our firm commitment to privacy issue. The customers' information should not be revealed to anyone other than staff who are in the normal course of conducting duties and responsibilities. Disclosure of customers' confidential information to unauthorised personnel is prohibited and could result in disciplinary action, up to and including termination of employment.

產品責任

確保客戶滿意本集團的產品及服務為本集團的首要任務。我們重視產品及服務的品質標準，使業務達致可持續增長。我們致力確保遵守有關產品健康及安全、標籤及私隱事宜的法律法規，包括中國產品質量法及香港個人資料（私隱）條例。有關產品品質及安全以及遵守法律法規的政策已清晰地向僱員及供應商表達。於報告期間，我們並無違反與產品責任問題有關的相關法律法規而對本集團造成重大影響的記錄。

私隱保障

本集團嚴肅看待客戶、內部僱員、數據以及外部夥伴及供應商的私隱事宜。根據僱員手冊，我們已制定保密指引，以證明本集團對私隱事宜之堅決承擔。客戶資料不應向於正常履行職責及責任過程中之員工以外之任何人士披露。我們嚴禁向未獲授權人士披露客戶保密資料，其可能導致紀律處分，最嚴重者可能遭終止僱用。

THE COMMUNITY 社區

COMMUNITY INVESTMENT

Our Group believes in the concept of giving back to the community, as contributing to society is one of the Group's sustainable development strategies. We are committed to creating employment opportunities for local people and promoting the economic development of the community. We believe that through community investment, a socially responsible corporate culture and practice can be nurtured in the Group.

The Group has established "Corporate Social Responsibility System" with reference to SA8000 Standard. The system can help identify the risks related to social responsibilities that may affect the reputation and the image of the Group. It also provides a framework for us to initiate various socially responsible measures in areas including labour standard, employment and health and safety. To ensure the corporate social responsibility system aligns with the SA8000 Standard, the Group has adopted internal control procedures to review the system on a regular basis. Based on SA8000 Standard, the Group will continue to be a socially responsible company while taking effort to contribute to the community.

SOCIAL RESPONSIBILITY

• Social Activities

We understand that our responsibility to society is to bring long-term benefits to the present and future generations through social activities and community investment. Our Group has supported charities and programmes to improve the social mobility of the under-resourced and foster a more inclusive community. We aim to continue our engagement to local community, through giving care to people who need supports, grooming our talents through training and personal developments, and promoting innovative ways to create a better community and future for everyone.

2019 City University of Hong Kong Scholarship:

The Company donated initially HKD\$30,000 to City University of Hong Kong, to form "Affluent Partners Holdings Limited Scholarships" to support students with potential to receive higher education.

社區投資

貢獻社會為本集團的可持續發展策略之一，故本集團深信回饋社區的理念。我們致力為本地居民創造就業機會及促進社區的經濟發展。我們相信透過社區投資，本集團可形成具有社會責任的企業文化及常規。

本集團已參考SA8000標準制訂「企業社會責任制度」。該制度可有助識別可能影響本集團聲譽及形象的社會責任相關風險。該制度亦為我們提供開展各項範疇（包括勞工準則、僱傭及健康與安全）的社會責任措施。為確保企業社會責任制度符合SA8000標準，本集團已採納內部監控程序以定期檢討制度。根據SA8000標準，本集團將繼續作為具社會責任的公司，並同時致力貢獻社區。

社會責任

• 社會活動

我們明白我們對社會的責任為透過社會活動及社區投資，為這一代及後代帶來長期利益。本集團一直支持慈善工作及計劃，以改善缺乏資源的人的社會流動性及促進一個更為包容的社區。我們的目標為透過關懷需要支援的居民持續投入本地社區、透過培訓及個人發展栽培人才及推廣創新方法為所有人締造一個更好的社區及未來。

2019年香港城市大學獎學金：

本公司初步向香港城市大學捐贈30,000港元成立「錢唐控股有限公司獎學金」，以支持有潛質接受更高教育的學生。

INDEX

指引

Subject areas, aspects, general disclosures and Key Performance Indicators (KPIs) 主要範疇、層面、一般披露及關鍵績效指標(KPIs)		Section 章節	Page 頁次
A. Environmental			
A. 環境			
A1: Emissions			
A1 : 排放物			
General Disclosure		"GHG Emissions"	8
一般披露		「溫室氣體排放」	
KPI A1.1	The types of emissions and respective emissions data 排放物種類及相關排放數據	"GHG Emissions"	9
		「溫室氣體排放」	
KPI A1.2	Greenhouse gas emissions in total and, where appropriate, intensity 溫室氣體總排放量及（如適用）強度	"GHG Emissions"	9
		「溫室氣體排放」	
KPI A1.3	Total hazardous waste produced and, where appropriate, intensity 所產生有害廢棄物總量及（如適用）強度	"Waste management"	10
		「廢棄物管理」	
KPI 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）強度	"Waste management"	10
		「廢棄物管理」	
KPI 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	"Waste management"	10
		「廢棄物管理」	
KPI 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物的方法、減低產生量的措施及所得成果	"Waste management"	10
		「廢棄物管理」	
A2: Use of Resources			
A2 : 資源使用			
General Disclosure		"Use of Resources"	11-12
一般披露		「資源使用」	
KPI 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	"Use of Resources – Energy"	12
		「資源使用 – 能源」	
KPI A2.2	Water consumption in total and intensity 總耗水量及密度	"Use of Resources – Water"	13
		「資源使用 – 水」	
KPI 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	"Use of Resources – Energy"	12
		「資源使用 – 能源」	
KPI 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、以及用水效益計劃及所得成果	"Use of Resources – Water"	13
		「資源使用 – 水」	
KPI A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced 製成品所用包裝物料的總量及（如適用）每生產單位佔量	"Use of Resources – Packing Materials"	13
		「資源使用 – 包裝物料」	

INDEX

指引

Subject areas, aspects, general disclosures and Key Performance Indicators (KPIs) 主要範疇、層面、一般披露及關鍵績效指標(KPIs)		Section 章節	Page 頁次
A3: The Environment and Natural Resources			
A3: 環境及天然資源			
General Disclosure		"The Environment and Natural Resources"	14
一般披露		「環境及天然資源」	
KPI 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	"The Environment and Natural Resources"	14
		「環境及天然資源」	
B. Social			
B. 社會			
B1: Employment			
B1: 僱傭			
General Disclosure		"The Employee"	15
一般披露		「僱傭」	
KPI B1.1	Total workforce by gender, employment type, age group and geographical region 按性別、僱傭類型、年齡組別及地區劃分的僱員總數	"The Employee"	15
		「僱傭」	
KPI B1.2	Employee turnover rate by gender, age group and geographical region 按性別、年齡組別及地區劃分的僱員流失比率	—	—
B2: Health and safety			
B2: 健康與安全			
General Disclosure		"Work Space Health and Safety"	18-19
一般披露		「工作場所健康與安全」	
KPI B2.1	Number and rate of work-related fatalities 因工作關係而死亡的人數及比率	—	—
KPI B2.2	Lost days due to work injury 因工傷損失工作日數	—	—
KPI 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	"Work Space Health and Safety"	18-19
		「工作場所健康與安全」	

INDEX

指引

Subject areas, aspects, general disclosures and Key Performance Indicators (KPIs) 主要範疇、層面、一般披露及關鍵績效指標(KPIs)		Section 章節	Page 頁次
B3: Development and Training			
B3 : 發展與培訓			
General Disclosure		"Employee Development and Training"	21-22
一般披露		「僱員發展及培訓」	
KPI B3.1	The percentage of employee trained and employee category 受訓僱員百分比及僱員類別	—	—
KPI B3.2	The average training hours completed per employee by gender and employee category 按性別及僱員類別劃分，每名僱員完成受訓的平均時數	—	—
B4: Labour Standards			
B4 : 勞工準則			
General Disclosure		"Labour Standards"	15-16
一般披露		「勞工準則」	
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour 描述檢討招聘慣例的措施以避免童工及強制勞工	"Labour Standards"	15
KPI 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	「勞工準則」 "Labour Standards"	16
B5: Supply Chain Management			
B5 : 供應鏈管理			
General Disclosure		"Supply Chain Management"	24
一般披露		「供應鏈管理」	
KPI B5.1	Number of suppliers by geographical region 按地區劃分的供應商數目	—	—
KPI 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"	24
		「供應鏈管理」	

Subject areas, aspects, general disclosures and Key Performance Indicators (KPIs) 主要範疇、層面、一般披露及關鍵績效指標(KPIs)		Section 章節	Page 頁次
B6: Product Responsibility			
B6：產品責任			
General Disclosure		"Product Quality and Responsibility" 「產品品質與責任」	24-26
一般披露			
KPI 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	–	–
KPI 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	–	–
KPI 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	–	–
KPI B6.4	Description of quality assurance process and recall procedures 描述質量檢定過程及產品回收程序	"Product Quality and Responsibility – Quality Control" 「產品品質與責任－品質控制」	24-25
KPI 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	"Product Quality and Responsibility – Privacy Protection" 「產品品質與責任－私隱保障」	26
B7: Anti-corruption			
B7：反貪污			
General Disclosure		"Anti-corruption" 「反貪污」	23
一般披露			
KPI 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 case 於匯報期內對發行人或其僱員提出並已審結的 貪污訴訟案件的數目及訴訟結果	–	–
KPI 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	"Anti-corruption" 「反貪污」	23

INDEX

指引

Subject areas, aspects, general disclosures and Key Performance Indicators (KPIs) 主要範疇、層面、一般披露及關鍵績效指標(KPIs)		Section 章節	Page 頁次
B8: Community Investment			
B8: 社區投資			
General Disclosure 一般披露		"Community Investment" 「社區投資」	27
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport) 專注貢獻範疇（如教育、環境事宜、勞工需求、健康、文化、體育）	"Social Responsibility" 「社會責任」	27
KPI B8.2	Resources contributed (e.g. money or time) to the focus area 在專注範疇所動用資源（如金錢或時間）	"Social Responsibility" 「社會責任」	27



AFFLUENT PARTNERS HOLDINGS LIMITED
錢唐控股有限公司*