



2018/19 環境、社會及管治報告

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT



Yee Hop Holdings Limited
義合控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號 : 1662

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About This Report

關於本報告

This is Yee Hop Holdings Limited's (hereinafter referred to as "Yee Hop", or along with its subsidiaries, the "Group") Environmental, Social and Governance Report (the "Report") for the year ended 31 March 2019. This Report is prepared in accordance with the "comply or explain" and "recommended disclosures" provisions of the Environmental, Social and Governance Reporting Guide ("ESG Reporting Guide") contained in Appendix 27 of the Rules Governing the Listing of Securities, as set out by The Stock Exchange of Hong Kong Limited.

The purpose of this Report is to introduce our Group's visions, commitments, policies, initiatives and performances relating to material environmental, social and governance ("ESG") aspects. All information disclosed in this Report is compiled based on existing policies, operating practices, or official documents and reports. Our Group is committed to disclosing its sustainability performance annually in a genuine, accurate and responsible manner. The Report is endorsed and approved by our Board of Directors (the "Board"), who is devoted to managing all ESG matters of the Group.

REPORTING SCOPE

The scope of this Report covers our Group's head office operations ("Office") in Hong Kong and our foundation works and other civil works business, unless otherwise specified. Quantitative data disclosed in this Report is limited to our Office and a representative project "Outline Agreement No. 4600006337 for Distribution Cable Trenching and Laying Works in North Region (Yuen Long/Tai Po/Sheung Shui)" (the "Project") from the foundation works and other civil works business division, unless stated otherwise. Our Group will consider expanding the scope of our ESG reports in the coming years for more comprehensive reporting and disclosure.

REPORTING PERIOD

Unless otherwise specified, the Report presents our ESG performance for the financial year 2018/19, from 1 April 2018 to 31 March 2019.

這是義合控股有限公司(以下稱為「義合」或連同其附屬公司統稱為「本集團」)所發佈的截至2019年3月31日年度的環境、社會及管治報告(「本報告」)。本報告乃根據香港聯合交易所有限公司主板上市規則附錄二十七《環境、社會及管治報告指引》(「環境、社會及管治報告指引」)中所載的「不遵守就解釋」條文來編寫。

本報告旨在展示本集團在重要環境、社會及管治(「環境、社會及管治」)相關方面的願景、決心承諾、政策、措施及表現。本報告中所披露的所有信息均來自於現有的政策或營運方式，以及官方文件或報告。本集團致力每年以真實、準確及負責任的方式公佈我們的可持續表現。我們的董事會(「董事會」)致力於管理所有環境、社會及管治相關事宜，並已檢閱並審批本報告。

報告範圍

除另有指明外，本報告涵蓋本集團位於香港的總辦事處(「辦事處」)及地基工程及其他土木工程業務。除另有指明外，本報告所披露的量化數據只限於我們的辦事處以及地基工程及其他土木工程業務其中一個具代表性項目「北區(元朗／大埔／上水)配電電纜壕坑挖掘及鋪設工程(定期合約編號: 4600006337)」。本集團將考慮在未來數年擴大環境、社會及管治報告的範圍，以作更全面的報告和披露。

報告期

除另有指明外，本報告涵蓋我們在2018/19財政年度(2018年4月1日至2019年3月31日)的環境、社會及管治表現。

FEEDBACK 反饋

Your feedback on our sustainability performance or this Report is crucial and beneficial to our continuous improvement. Please send us your opinions to the following:

您對於我們可持續表現或本報告的反饋有助我們持續改進。
歡迎您透過以下渠道傳送意見給我們：

Address: Units 1104-06, Nan Fung Commercial Centre,
19 Lam Lok Street, Kowloon Bay, Hong Kong
Email: info@yee-hop.com.hk
Tel: (852) 2686 8713

地址：香港九龍灣臨樂街19號南豐商業中心1104-06室
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電話：(852) 2686 8713

About Yee Hop 關於義合

Our Group is an established contractor in Hong Kong and is principally engaged in the provision of foundation works (including the construction of mini-piles, rock-socketed steel H-piles and driven steel H piles, and other civil works, including site formation works, and road and pavement works) and tunnelling works (including pipe jacking, hand dig tunnel and cut-and-cover tunnel works). Our Group usually employs our own team of technical staff and workers to perform on-site works. We also own and operate a broad range of machineries and equipment.

To diversify the Group's business, the Group also invested in a property development project in Birmingham and established its foundation and other civil works in the Philippines in 2018. In addition, the Group has completed the acquisition of 70% share capital in Shenzhen BGI Fisheries Sci & Tech Co. Ltd in March 2019, which engaged in the research and development and breeding and sales and trading of aquatic products in the People's Republic of China. Together with the major foundation and tunnelling works business, the Group is optimistic about the continuous and long-term outlook of our business.

本集團是一間在香港有著悠久歷史的承建商，主要從事提供地基工程(包括預鑽孔小型灌注樁、預鑽孔灌注工字樁及沖擊式工字樁，及其他土木工程，包括地盤平整工程及道路及行人道工程)及隧道工程(包括頂管、手挖隧道及明挖回填隧道工程)。本集團通常採用自家技術團隊及工人去進行現場工作。我們亦擁有及營運種類眾多的機械及設備。

為了使本集團的業務更多元化，本集團於2018年在伯明罕投資了物業發展項目，以及在菲律賓創建了地基及其他土木工程。此外，於2019年3月，本集團已完成收購深圳華大海洋科技有限公司的70%股本，該公司於中國進行水產品研究和養殖及銷售及買賣。聯同主要的地基及隧道工程業務，本集團對於業務的持續及長遠發展感到樂觀。

AWARDS AND RECOGNITIONS

獎項及認證

Programme/Competition 活動／比賽	Award 獎項	Awarded Project Site (if applicable) 獲獎地盤(如適用)
CarbonCare® ESG Label 2018 2018年度「低碳關懷ESG標籤」	CarbonCare® ESG Label Level 1-Achievement 「低碳關懷ESG標籤」標籤級別1	—
Occupational Health Award 2018-19 2018-19職業健康大獎	Joyful@Healthy Workplace best Practices Award (Merit) 好心情@健康工作間大獎(優異)	—
Occupational Health and Safety Council – Good Housekeeping Competition 2018 職業安全健康局 – 2018良好工作場所整理推廣計劃	Merit Award 優異獎	Lot No. 1040 in D.D. No. 103, Yuen Long, N.T. West Rail Kam Sheung Road Station Package 1 Property Development Advance Works Contract 新界元朗錦上路西鐵站私人物業發展前期工程 Lot No. 1040 in D.D. No. 103
	Certificate of Participation 參與證書	Advance Works for West Rail Yuen Long Station Property Development at Yuen Long Town Lot No. 510 元朗西鐵站私人物業發展前期工程 Lot No. 510

About Yee Hop

關於義合

Programme/Competition 活動／比賽	Award 獎項	Awarded Project Site (if applicable) 獲獎地盤(如適用)
MTR Property Project Department 港鐵物業項目部門	Safety Contractor Award 安全承建商獎	Advance Works for West Rail Yuen Long Station Property Development at Yuen Long Town Lot No. 510 元朗西鐵站私人物業發展前期工程 Lot No. 510
24th Development Bureau Considerate Contractors Site Award Scheme 發展局－第24屆公德地盤 嘉許計劃	Non-Public Works Sites – New Works (Group A) Considerate Contractors Site Awards – Sliver Award Outstanding Environmental Management and Performance Awards – Merit Award 非工務地盤－新建工程 (A組) 公德地盤獎－銀獎 傑出環境管理獎－優異獎	Civil Works for 132kV Cable Circuit Improvement Section from Belcher's Street to Queen's Road West 由卑路乍街至皇后大道西之132千伏 電纜工程
Best Health Protection Program for Employee 最佳員工健康保護計劃	Certificate of Participation 參與證書	132kV Cable Circuit Improvement from Davis S/S to Sai Ying Pun Z/S 由摩星嶺至西營盤電力分站132千伏 電纜改善工程

Sustainability in Yee Hop

義合的可持續發展

In Yee Hop, we make our best endeavours to integrate sustainability principles into every aspect of our business, as we believe it is the only way that will lead us to sustained corporate growth.

SUSTAINABILITY POLICY

To strategically manage our sustainability performance, we formulated and issued an Environmental and Corporate Social Responsibility ("CSR") Policy, which is developed with consideration to the nature and characteristics of our business. The policy aims at guiding our operations towards corporate sustainability pragmatically with a goal to create sustained values for stakeholders. Long-term approaches to sustainability in four major areas that are material to our operations are illustrated and explained in the table below.

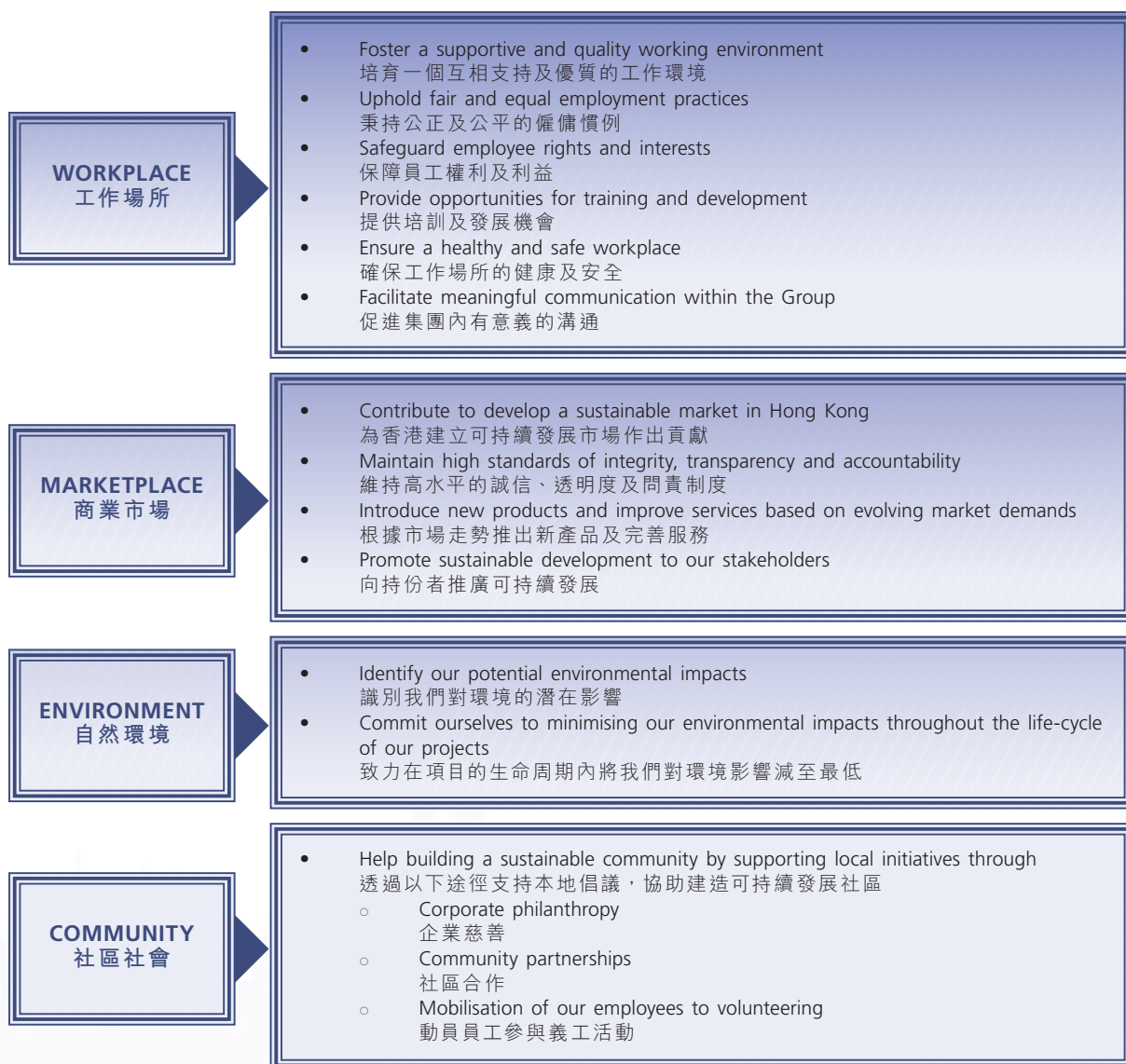
Environmental and CSR Policy

在義合，我們致力將可持續發展的原則融合到業務的各方面，因為我們相信這是達到可持續業務增長的唯一方法。

可持續發展政策

為了策略性地管理我們的可持續發展表現，我們制定及發布了環境及企業社會責任（「環境及企業社會責任」）政策。該政策乃根據業務的性質和特點而擬訂，旨在以務實的方式帶領業務達至企業可持續發展，同時持續為持份者創造價值。下圖說明及解釋了我們在對於業務重要的四個核心方面的長期可持續發展政策。

環境及企業社會責任政策



Sustainability in Yee Hop

義合的可持續發展

SUSTAINABILITY GOVERNANCE

Effective sustainability governance ensures the proper execution of our sustainability policy. In Yee Hop, sustainability is planned and managed on the strategic level by the Board, while executed and monitored on the operational level by our safety committees.

The Board

Committed to driving the Group's business in an environmentally and socially-sound manner, our Board takes up a leadership role to manage all sustainability-related matters of the Group. They are responsible for formulating and reviewing our sustainability policies and objectives, identifying and managing our sustainability-related risks, as well as reporting on our sustainability performance, among others.

Corporate Safety Committee

In light of our business nature as a construction contractor, workplace safety is one of our primary concerns within the wide spectrum of sustainability issues. A Corporate Safety Committee composed of representatives from our subsidiaries is therefore founded. They are tasked to organise, plan, implement and evaluate safety performance of our operations, including reviewing the suitability of our safety policy, organising safety promotions and trainings, and assessing safety performance for continuous improvement.

Site Safety Committee

One of our subsidiaries, Yee Hop Engineering Co., Ltd, also established a safety committee within their own operations. Their safety committee comprised of both management representatives and workers, which allows effective communication of safety objectives, policies and initiatives to the operational level. They are responsible for evaluating site safety status and reviewing risk assessments and safety procedures, among others.

可持續發展管治

有效的可持續發展管治確保我們的可持續發展政策得以妥善執行。在義合，董事會在策略性層面規劃和管理可持續發展，而安全委員會則在業務層面執行及監察可持續發展。

董事會

我們的董事會扮演領導角色，管理集團內所有有關可持續發展的事宜，為求以既環保、亦對社會負責任的方式推動業務發展。董事會負責制定及審核我們的可持續發展政策及目標、識別及管理我們與可持續發展相關的風險，以及報告我們的可持續發展表現等。

企業安全委員會

有鑑於我們作為承建商的業務本質，工作場所的安全是在眾多可持續發展議題之中，我們認為最重要的問題之一。因此，我們成立了一個由子公司代表組成的企業安全委員會。他們負責組織、策劃、執行及評估我們業務的安全表現，包括審視安全政策的適用性、舉辦安全推廣活動及培訓，以及對安全表現作出評價以達至持續進步。

地盤安全委員會

我們其中一間子公司義合工程有限公司亦在他們營運範圍成立了一個安全委員會。他們的安全委員會由管理者代表以及工人組成，此組織使安全目標、政策和措施能夠有效地傳達至執行層面。委員會的責任包括評估地盤安全狀況，及審核風險評估和安全程序等。

Sustainability in Yee Hop 義合的可持續發展

STAKEHOLDER ENGAGEMENT

It is our goal to create sustained value for our stakeholders. To achieve this, we must keep us abreast of our stakeholders' interests, and react to them promptly, appropriately and effectively. Multiple engagement channels are therefore established to foster interaction with our internal and external stakeholders. Effective communication with stakeholders allows us to review our business from different perspectives, and helps us identify and prioritise material ESG issues in our sustainability management agenda.

持份者參與

為持份者創造持續價值是我們的目標。為此，我們必須密切了解持份者的關注，並及時、適當及有效地回應他們關注的議題。因此，我們設立了多個溝通渠道，以促進與內部和外部持份者的交流。就可持續發展管理而言，有效的溝通使我們能夠從多個角度審視業務，同時幫助我們分辨及優先處理重要的環境、社會及管治議題。



Sustainability in Yee Hop 義合的可持續發展

MATERIALITY ASSESSMENT

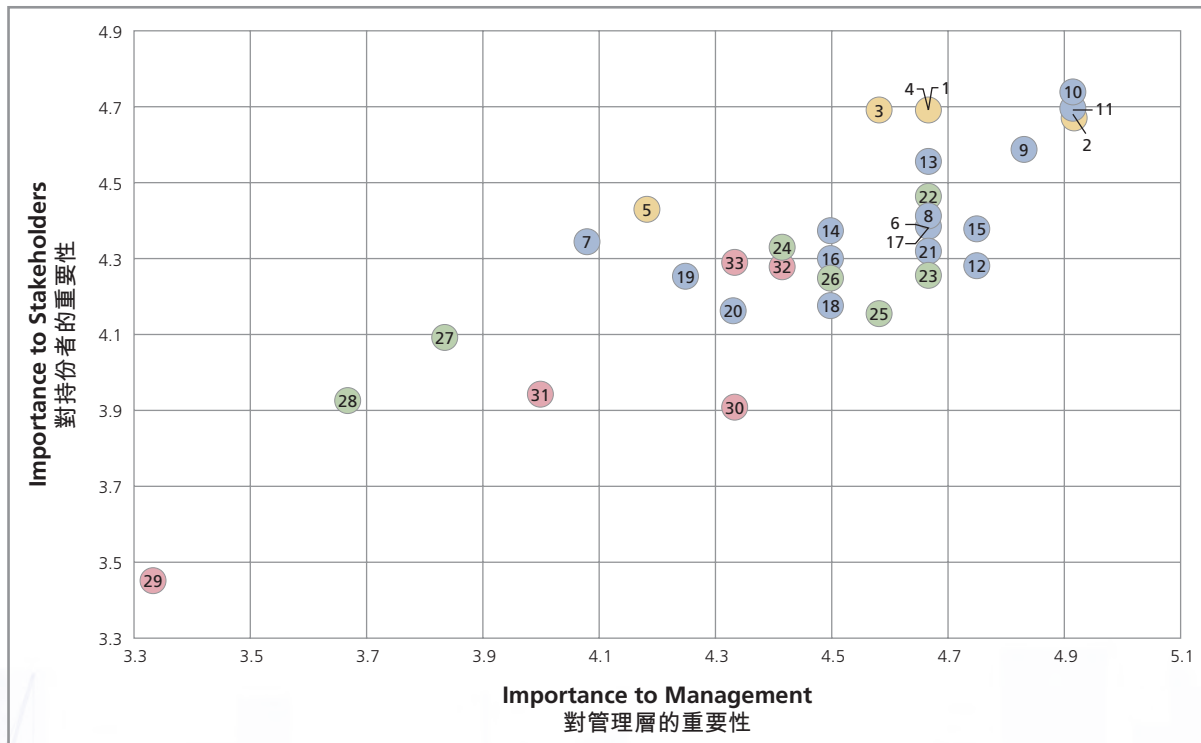
Materiality assessment refers to the process of identifying, prioritising, verifying and reviewing potential ESG issues that can impact our business or our stakeholders. Assessment results inform the prioritisation of sustainability issues in our ESG management and reporting on a strategic level.

We contracted an independent sustainability consultancy to conduct a group-wide materiality assessment via online surveys. The assessment process referenced the Global Reporting Initiative's process in determining key material issues to companies. Management and employees were invited to participate in the surveys, where they rated the relative importance of potential ESG issues. Assessment results were used to inform the structure and content of this Report. We are committed to performing this exercise annually to understand the fluid and changing stakeholders' concerns for better ESG management. The following matrix presents the results of the materiality assessment.

重要性評估

重要性評估是指識別、排序、驗證和檢視可能影響我們業務或持份者的潛在可持續發展議題的過程。評估結果為策略層面上環境、社會及管治管理及報告中，可持續發展議題的排序提供了有用的參考。

我們聘請了獨立可持續發展顧問，為本集團以網上問卷的形式進行重要性評估。評估過程參考了全球報告倡議組織確定對企業重要的關鍵議題的過程。管理層和一般員工受邀參加該項問卷調查。在調查中，他們需要根據潛在環境、社會及管治議題的重要性作出評分。本報告的結構及內容乃根據評估結果而撰寫。我們承諾每年進行此評估，以助我們了解浮動及多變的持份者關注，及完善我們的環境、社會及管治管理。以下矩陣圖表展示了重要性評估的結果。



Sustainability in Yee Hop 義合的可持續發展

Workplace 工作場所	Marketplace 商業市場
<ol style="list-style-type: none"> 1. Good Employment Practices 良好僱傭慣例 2. Employees and Site Workers' Occupational Health and Safety 員工和地盤工人的職業健康和安 3. Employee Training and Career Development 僱員培訓與職業發展 4. Diversity and Equal Opportunity 員工多樣性和平等機會 5. Defend Human Rights 維護人權 	<ol style="list-style-type: none"> 6. Corporate Governance 企業管治 7. The Group's Economic Performance 集團的財務業績 8. Corporate Image 企業形象 9. Anti-Money Laundering and Anti-Corruption 打擊清洗黑錢及貪污 10. Prevention of Illegal Labour 防止非法勞工 11. Compliance with Laws and Regulations 遵守法律法規 12. Customer Engagement and Satisfaction 客戶參與和滿意度 13. Customer Data Privacy 客戶資料的私隱 14. Product and Service Quality and Responsibility 產品及服務質素 15. Customers and Users' Health and Safety 顧客和用家的健康和安 16. Management Control Systems (ISO Standards, etc.) 管理控制系統(ISO準則等) 17. Good Business Relationships with Suppliers and Contractors 與供應商及分包商的良好營商關係 18. Suppliers and Contractors' Labour Practices 供應商及分包商的勞動慣例 19. Suppliers and Contractors' Environmental Practices 供應商及分包商的環境慣例 20. Fair and Open Procurement Practices 公平及公開的採購慣例 21. Compliance of Suppliers and Contractors 供應商及分包商的合規性

Sustainability in Yee Hop 義合的可持續發展

Environment 自然環境	Community 社區社會
<p>22. Site Environmental Impact 地盤環境影響</p> <p>23. Environmental Compliance 環境合規性</p> <p>24. Reduce the Group's Environmental Impacts in Noise and Air Emissions 減少集團在噪音和空氣排放方面的環境影響</p> <p>25. Sustainable Construction Practices and Material Usage 可持續建築實踐及物料使用</p> <p>26. Resource Management (Energy, Water and Waste) 資源管理(能源、水及廢物)</p> <p>27. Green Building Development and Certification 綠色建築發展及認證</p> <p>28. Green Office 綠色辦公室</p>	<p>29. Volunteering Opportunities 義工機會</p> <p>30. Community Engagement 社會參與</p> <p>31. Invest in Local Community 投資本地社區</p> <p>32. Create Positive Impacts in the Community 在社會中創造正面影響</p> <p>33. Minimise Site Impact to Neighbouring Communities 減低地盤對附近居民的影響</p>

Workplace 工作場所

In Yee Hop, we are dedicated to safe, fair and just workplace practices. It is our duty as an employer to safeguard our employees' rights and interests, while fostering their professional growth in the fair workplace we construct.

OCCUPATIONAL HEALTH AND SAFETY

The construction industry is inherent with safety risks. We therefore attach high priority to our safety management in endeavour to minimise any potential safety risks in our operations. To demonstrate our commitment to employee safety, we have our Safety and Health Policy Statement publicly available on our company website. Reviewed annually, the statement describes the responsibilities of the Group and frontline workers in maintaining site safety and introduces the Group's annual safety objectives. We reached the following safety goals during the Reporting Period.



Zero Prosecution
零檢控紀錄



Accident Rate
< 0.6 Reportable Accident Per 100,000 Man-hours Worked
意外率低於每十萬工時0.6宗

Safety Management

Certified with OHSAS 18001, our safety management system controls our safety performance through the implementation of stringent safety policies, introduction of necessary safety trainings and execution of regular safety inspections.

One of the major requirements of our safety management system is to observe the latest safety laws and regulations, including the Occupational Safety and Health Ordinance. In June 2018, the Labour Department issued an update on the Guidance Notes on the Selection, Use and Maintenance of Safety Helmets, which is legally binding. During the transition months, we have stepped up inspections relating to the proper use and adoption of helmets with chin straps on our project sites to rectify nonconformities with the regulatory updates.

在義合，我們致力於安全、公平及公正的工作慣例。作為僱主，我們有責任去保障員工的權利和利益，同時建造公平的工作場所，以培養員工的專業發展。

職業健康與安全

建造業本質上具有安全風險。因此，我們非常重視安全管理，務求將我們營運中所有潛在安全風險減到最低。為了展示我們對保障員工安全的決心，我們已將「安全及健康政策條文」上載到我們的公司網站，供公眾參閱。我們每年覆核條文一次，而條文則描述了集團和前線工人在維護地盤安全方面的責任，並介紹了本集團的年度安全目標。我們在報告期間達成了以下的安全目標。

安全管理

我們的安全管理體系獲得OHSAS 18001認證，它透過實施嚴謹的安全政策、引入必要的安全培訓，及執行定期安全巡查來控制我們的安全表現。

我們安全管理體系的其中一個主要要求是符合最新的安全法律及規例，包括職業安全及健康條例。在2018年6月，勞工署發表了一項有關安全帽的揀選、使用及保養指引的更新，而該更新具有法律約束力。在過渡往新標準的月份，我們在項目地盤加強了有關適當使用及採用配有下巴帶安全帽的巡查，以糾正不符合監管更新的情況。

Workplace 工作場所

Safety Inspections

We carry out safety inspections regularly to monitor the implementation of our safety initiatives. Our Safety Officers and Safety Supervisors vigilantly conduct safety inspections in accordance with legislative standards on a monthly and weekly basis respectively. Inspections results are communicated to frontline staff for immediate rectification. During the Reporting Period, we started adopting electronic means to record inspection results to streamline our inspection procedure. The new practice minimised administrative duties of our employees and allowed central management of inspection data, which is beneficial to our overall occupational health and safety management.

To further confirm the safety of our operations, our directors also conduct safety management meeting at least once every three months to closely monitor our safety performances. Internal safety audits are also performed biannually to analyse our site safety performance in an in-depth manner. Audit results are reviewed by our safety committees to evaluate our system efficiency and discuss plausible improvement plans.

安全巡查

我們定期進行安全巡查，以監控安全措施的執行情況。我們的安全主管及安全督導員分別每月及每周根據法例標準謹慎地進行安全巡查。安全巡查結果會告知前線員工，以便立刻進行糾正。報告期間，我們開始採用電子方式紀錄巡查結果，以簡化巡查程序。新的紀錄方式大大減低了員工的行政工作，亦容許我們對巡查資料作中央管理，對整體職業健康安全而言有利。

為了進一步確保我們營運的安全，我們的董事至少每三個月舉行一次安全管理會議，以密切地監察我們的安全表現。我們亦每半年進行一次內部安全審核，以深入分析我們的地盤安全表現。審核結果由安全委員會審閱，以評估體系效率及討論合理的改善計劃。

Highlights of Other Safety Measures 其他安全措施要點

Onsite Health Checks for Workers 工人現場身體檢查

We are committed to providing adequate healthcare support to our employees, especially to our onsite workers. In October 2018, we coordinated with the Construction Industry Council to organise 2 onsite body checks under the initiative "Medical Examination Scheme for Construction Workers". Our workers and subcontractors are collectively invited to undergo a general medical examination onsite to better understand their health conditions.

我們致力為員工，特別是地盤工人，提供足夠的醫療支援。在2018年10月，我們和建造業議會合作，在「工人醫療體檢試驗計劃」下，舉辦了兩次地盤現場身體檢查。我們的工人及分包商均受邀在地盤現場進行綜合體檢，以更好地了解他們的身體狀況。

Workplace 工作場所

Safety Drills

安全演習

Safety drills are effective in raising employee's awareness towards emergencies. During the Reporting Period, we arranged a total of 3 fire drills at our construction sites and our corporate office. Employees refreshed themselves about the evacuation arrangements and obtained basic skills on the proper use of fire extinguishers during the drills.

安全演習能有效提高員工對應付緊急情況的意識。報告期間，我們總共在建築地盤和辦公室安排了三場火警演習。在演習中，員工重溫了逃生安排，並獲得適當使用滅火器的基本技能。

Alcohol and Drug Free Policy

無酒無毒政策

We continued to implement the Alcohol and Drug Free Policy to forbid workers or subcontractors to work under the influence of alcohol or drugs onsite. To ensure our employees are free of behavioural medical issues, we require all newcomers to participate in a pre-appointment medical examination prior to the commencement of work. Random testings are also conducted onsite. Any worker who fails the test will be prohibited to work immediately.

我們繼續執行「無酒無毒政策」，嚴禁工人或分包商在酒精或藥物的影響下在地盤工作。為了確保我們的員工沒有行為健康問題，所有新入職員工在開始工作前均須參加職前體檢。我們亦在地盤進行隨機檢查。任何未能通過測試的員工將會立即被禁止工作。

Safety Conference

安健環研討會

In September 2018, we participated in a safety conference to seek continuous improvement in our occupational health and safety development. Selected sites were invited to share their safety measures and practices with other site safety personnel to facilitate the exchange of good practices.

2018年9月，我們參加了一場安健環研討會，以求持續改善我們的職業健康安全發展。個別地盤受邀在研討會與其他地盤安全人員分享他們的安全措施及慣常做法，以促進良好慣例的交流。

Safety Trainings

安全培訓

We also organise appropriate safety trainings for our employees. As a rule of thumb, all employees, regardless of their job nature, are required to attend a safety awareness training to better understand our occupational health and safety policy, as well as their roles and responsibilities in conforming to the policy. Other specific safety trainings we held during the year will be disclosed under "Training and Development".

我們亦為員工安排合適的安全培訓。一般而言，不論工種，所有員工必須參與安全意識培訓，以進一步了解我們的職業健康與安全政策，以及他們在配合政策上的角色和責任。我們將在「培訓及發展」章節披露其他在報告期間所舉辦的特別培訓。

Within all projects of our operations, a total of 9 cases of work-related injury were reported during the Reporting Period. We investigated all cases dutifully and provided necessary assistance to all injured workers. Relevant preventive measures were adopted subsequently to inhibit the occurrence of similar accidents.

報告期間，我們在營運的項目中共接收到9宗工傷報告。我們已謹慎地調查所有案件，並向所有受傷員工提供必要協助。我們亦已採取相關的預防措施，防止類似個案發生。

Workplace 工作場所

GOOD EMPLOYMENT PRACTICES

We strive to establish ourselves as an employer of choice by offering attractive remuneration to our employees and defending basic human rights in our operations. Our operations adhered with the Employment Ordinance, Employee Compensation Ordinance and Mandatory Provident Fund Scheme.

All of our employment benefits are commensurate with, or exceed, legal requirements. In addition to basic remuneration, our employees also enjoy bonus and other cash subsidies or allowances. We also have an annual review system in place to assess the performance of our employees. The results are meaningful references for decisions on salary adjustments, bonuses and promotions.

Prevention of Illegal Labour

We respect human rights and forbid the employment of unlawful labour in our operations. As our Workplace Quality Policy states, we prohibit the hiring of any form of forced labour, and individuals that are under 18 for positions that involve hazardous work. We also formulated the “No Child Labour Policy” to better define the duties of relevant departments and set out our measures regarding the prevention of child labour. Identity checks are meticulously performed during recruitment to ensure all candidates are hired under lawful circumstances. No forced labour or child labour were discovered in our operations during the Reporting Period.

Diversity and Equal Opportunity

We are also an equal opportunity employer. As stated in our Prevention of Discrimination and Harassment Policy, we commit ourselves to upholding fairness in all matters concerning human resources arrangement. We evaluate our people solely based on their competence, including skills, professional qualifications, educational background and others. Diversity is embraced in our workplace, while discrimination on the grounds of age, gender, race, disability, pregnancy, family status and marital status, among others, is strictly forbidden. Employees are also encouraged to report harassment or unlawful treatment they encounter at the workplace for further investigation. Appropriate legal and internal disciplinary actions will be made for any confirmed misconduct. During the Reporting Period, we abided by the Sex Discrimination Ordinance, Disability Discrimination Ordinance, Race Discrimination Ordinance and Family Status Discrimination Ordinance.

良好僱傭慣例

我們透過提供具吸引力的薪酬條件及在營運中捍衛基本人權，努力成為卓越僱主。我們營運遵守僱傭條例、僱員補償條例及強制性公積金計劃。

我們所有的僱傭福利均按照，或超越，法例要求而提供。除基本薪酬外，我們的員工亦享有花紅及其他現金津貼或補助。我們亦有年度表現考核的制度，去評估員工的表現。對於薪酬調整、花紅及晉升等決定，我們均會參考評估結果。

預防非法勞工

我們尊重人權，並禁止在營運中聘請非法勞工。就如我們的「工作環境質素政策」所提及，我們嚴禁聘用任何形式的強迫勞工，以及僱用未滿十八歲人士從事危險工作。我們亦制定了「禁止童工政策」，以更好地界定有關部門的職責，並列出有關防止童工的措施。在招聘期間，我們仔細地進行身份核實，以確保所有求職候選人均在合法情況下受聘。報告期間，我們沒有在營運中發現強迫勞工或童工。

員工多元性及平等機會

我們亦是履行平等機會的僱主。就如我們「防止歧視及騷擾的政策」所提及，我們致力在所有人力資源安排上秉持公平的原則。我們只根據能力 – 包括但不限於技能、專業資格及教育背景，去評估我們的人員。我們在工作場所擁護員工多元性，並嚴禁任何有關年齡、性別、種族、殘疾、懷孕、家庭崗位及婚姻狀況等的歧視。我們亦鼓勵員工向我們報告他們在工作場所遇到的騷擾及非法待遇，以便作進一步調查。任何不當行為一經確認，我們將作出適當的法律行動和內部紀律處分。報告期間，我們遵守了性別歧視條例、殘疾歧視條例、種族歧視條例及家庭崗位歧視條例。

Workplace 工作場所

TRAINING AND DEVELOPMENT

Quality of our employees has great implications on our business outlook. Through the provision of comprehensive training programmes, we seek to nurture our employees' capabilities and encourage their professional growth, such that our long-term competitiveness can be assured.

In Yee Hop, trainings are arranged based on relevance to individual employee's work duties and importance to the Group's operations and development. Due to our business nature as a construction contractor, numerous health and safety trainings were organised during the Reporting Period to enhance employees' capacity in this regard. Prior to the commencement of work, we require all new site workers to undergo an orientation safety training to gain a better understanding on our safety measures and policies. Selected employees were also invited to take part in first-aid training and construction safety supervisor course respectively to fulfil site safety regulatory requirements. Safety auditors, management personnel, special personnel whose work duties may have a significant implication on work safety, and personnel who are responsible for the attainment and monitoring of safety targets all receive specific additional training on an as-needed basis. Practical toolbox trainings and other trainings that aim at enhancing employees' knowledge on our quality management system ("QMS"), environmental management system ("EMS"), safety management system and energy management system were also held as needed.

To instil a culture of learning among our employees, we provide sponsorship for external training programmes that are relevant, timely and beneficial to our employees' continuous development. During the Reporting Period, our employees attended a wide scope of external training programmes to flourish their practical and professional skills, including confined space certification, supervision on tree works, excavators operations, crane operations and manual handling operations, among others.

培訓及發展

員工的質素對我們的業務前景有很大影響。透過提供全面的培訓活動，我們希望培育員工的能力，並支持他們的專業發展，以確保我們的長遠競爭力。

在義合，我們根據個別員工的工作職責以及對集團營運和發展的重要性來安排培訓。有鑑於本集團作為承建商的業務本質，我們在報告期內舉辦了多次健康及安全培訓，以提高員工在相關方面的能力。我們要求所有新入職地盤工人在開始工作前參加迎新安全培訓，以加深他們對我們的安全措施和政策的認識。個別被挑選的員工亦分別受邀參與急救課程以及安全督導員課程，以滿足地盤安全的法律要求。我們根據需要，為安全審核員、管理層、工作職責對工作安全可能有顯著影響的特別人士、以及負責實現和監督安全目標的人士提供特別的額外培訓。而旨在改善員工對於質量管理體系（「QMS」）、環境管理體系（「EMS」）、安全管理體系以及能源管理體系的實用工具箱培訓及其他培訓，亦按需要舉辦。

為了在員工當中培養學習文化，我們為相關、適時，以及對員工的持續發展有益的外部培訓提供資助。報告期間，我們的員工參與了一系列的外部培訓課程，以發展他們的實用及專業技能，包括密閉空間證明書課程、樹木工程監管課程、挖掘機操作證明書課程、起重機操作證明書課程，以及體力處理操作課程等等。

Workplace 工作場所

PROMOTING WORK-LIFE BALANCE

Promoting work-life balance in our workplace is not only beneficial to the mental health of our employees, it is also favourable to the efficiency of our operations. To demonstrate our care to the well-being of our people, we organised various leisure activities such as gathering and team excursion during the Reporting Period. Below are some highlights of our staff events.

推廣工作與生活的平衡

推廣工作與生活的平衡不單對員工的心理健康有益，更對我們營運的效率有利。為了展現我們對員工健康的關心，我們在報告期間組織了不同的康樂活動如聚會及團隊旅遊等。以下是我們員工活動的精華。



New year gathering at our director's home
新年在董事家的聚會



Barbeque gathering
燒烤聚會



Mariculture raft gathering
水產養殖筏聚會



Gathering with workers
前線員工聚會

Marketplace

商業市場

We strive to establish ourselves as a professional and reliable business partner to our customers, suppliers and subcontractors at the marketplace by upholding integrity and quality in our operations. It is our business objective to deliver projects with the best craftsmanship to attain customer satisfaction and create customer value in a sustainable manner.

EFFECTIVE CORPORATE GOVERNANCE

Only corporations that demonstrate effective governance and corporate ethics can withstand market fluctuations. With that in mind, we shall continue to strengthen our governance and emphasise the virtue of transparency and integrity in our operations.

Compliance with Laws and Regulations

Compliance is determined as the core objective and minimal requirement of our safety management system, QMS, EMS, energy management system and other internal policies relating to marketplace and workplace practices. Our safety committees and concerned departments are responsible for observing regulatory updates in a timely manner, such that our continuous conformity is assured. We also assign accountability to our frontline workers on the operational level to always fulfil legal requirements and monitor compliance within their work duties. Details on how we ensure compliance on each material ESG aspect are described in the corresponding sections. For further information on our corporate governance, please refer to our Annual Report, under section "Corporate Governance Report".

Anti-Money Laundering and Anti-Corruption

Integrity has been a core value in our governance and operations. As iterated in our Staff Handbook and Anti-Corruption Policy, accepting or offering any advantages, including but not limited to rewards, gifts, fees, loans, services, from or to any clients, suppliers or person having a business relationship with the Group is strictly prohibited. Zero tolerance is given to bribery, extortion, money laundering and corruption. We also encourage whistleblowing of suspected offence against the above code of conduct for management's investigation. If any of the above misconduct is discovered, legal and disciplinary actions will be pursued accordingly.

We complied with the Prevention of Bribery Ordinance and are not aware of any legal cases relating to corruption, bribery or money laundering being brought against the Group during the Reporting Period.

透過在營運中秉持誠信及質量，我們致力成為顧客、供應商及分包商在商業市場上既專業又可靠的商業夥伴。我們的業務目標是以最佳的手藝完成項目，務求顧客滿意，並以可持續的方式為顧客創造價值。

有效的企業管治

只有表現出有效管治及企業道德的公司才能抵擋市場波動。有見及此，我們將繼續加強我們的管治，並在我們的營運中強調透明度和誠信的美德。

遵守法律法規

遵守法律是我們安全管理體系、QMS、EMS、能源管理體系及其他和商業市場及工作場所有關的內部政策的核心目的及最低要求。我們的安全委員會及相關部門負責及時了解監管更新，以確保我們業務持續合規。在營運層面上，前線員工亦有責任在任何時候均遵守法例要求，並在工作範圍內監察營運是否合法。我們會在相應章節描述我們如何在每個重要的環境、社會及管治層面確保業務合法。有關我們企業管治的更多資訊，請參閱年報的「企業管治報告」章節。

打擊清洗黑錢及貪污

誠信一直是我們管治及營運的核心價值。就如員工手冊及反貪污政策一再重申，我們禁止員工從任何客戶、供應商或與本集團存在業務關係的人士接收，或向其提供任何利益，包括但不限於獎勵、禮物、費用、貸款及服務。我們對賄賂、敲詐勒索、洗黑錢和貪污持零容忍態度。我們亦鼓勵員工舉報涉嫌違反上述行為守則的案件，以便管理層作進一步調查。上述的不當行為一經發現，我們會作出適當的法律行動及紀律處分。

報告期間，本集團遵守了防止賄賂條例，亦未有任何貪污、賄賂及洗黑錢的法律案件對本集團提出訴訟。

CUSTOMER RELATIONS

Support from our customers is crucial to our corporate success. We place high importance in understanding, respecting and prioritising our customers in everything we do, such that long-term and satisfactory customer relationships can be forged.

Customer Engagement and Satisfaction

Communication is key to achieve customer satisfaction. In Yee Hop, we maintain close relationships with our customers through the entire project lifecycle to understand their expectations and address their concerns. Ambiguities or uncertainties are always resolved through proactive communication promptly. To better evaluate our service performance, customers are invited to rate the quality of our services via our annual customer survey. Feedback collected from the surveys serves as an important input to our continuous improvement.

We also value all negative feedback reflected by our customers. When a customer complaint is received, we will evaluate its authenticity and develop corrective and prevention measures for legitimate grievances. We received no customer complaints during the Reporting Period.

Customer Safety

Protecting the safety of our customers is of immense importance in our operations. From project commencement to project delivery, customers may visit the project sites for progress monitoring and quality inspections. In order to secure their safety onsite, we adopt necessary initiatives to eliminate and manage safety risks to visitors. Effectiveness and implementation of relevant measures are also reviewed and overseen by our safety committees. No customer injuries were reported during the Reporting Period.

Customer Data Privacy

It is our obligation to protect all confidential information shared with us. All information with personal particulars, commercial or technical secrets are handled with due care and respect to privacy. Employees are restricted from disclosing any proprietary information involved in our operations and will face disciplinary action if they fail to do so. We strictly followed the Personal Data (Privacy) Ordinance and were not aware of breaches to privacy in our operations during the Reporting Period.

客戶關係

客戶的支持對於企業成功有著相當大的影響。為了建立長期及令人滿意的客戶關係，我們非常注重去明白和尊重顧客，並在任何事情上均將他們放在第一位。

客戶參與和滿意度

溝通是獲取客戶滿意的關鍵。在義合，我們在整個項目周期均與客戶維持緊密聯繫，以明白他們的期望及釋除他們的疑慮。我們一直透過主動和客戶溝通去及時解決模糊或不明確的地方。而為了更好地評估我們的服務表現，我們邀請客戶在年度客戶調查中為我們的服務作出評分。在調查中收集到的意見對於我們的持續進步非常有用。

我們亦非常重視客戶反映的負面意見。當收到客戶投訴時，我們會評估其真偽，並為合理的投訴訂立改正及預防措施。報告期間，我們沒有接收到任何客戶投訴。

客戶安全

保障客戶安全對於我們營運來說非常重要。由項目開始到完結期間，客戶可能會到訪項目地盤，以便監察項目進度及質量。為了確保他們在地盤的安全，我們採取必要措施去消除及管理針對訪客安全的風險。我們的安全委員會亦會對相關措施的成效及執行作出審核和監察。報告期間未有發生客戶受傷的事故。

客戶資料的私隱

我們有義務保護客戶與我們共享的所有機密資訊。我們妥善、並以尊重私隱的原則處理所有包含個人資料、商業或技術秘密的資訊。員工嚴禁披露任何有關營運的內部信息，違反此守則的員工將面臨紀律處分。我們嚴格遵守個人資料(私隱)條例，而在報告期內亦未發現我們的營運涉及任何有關侵犯私隱的違規行為。

PRODUCT AND SERVICE QUALITY AND RESPONSIBILITY

Perseverance to quality is the foundation of every successful corporation. We therefore make reference to international quality standards in our quality management, and always follow our quality manual, policies and procedures in our daily operations.

Quality Management System

All of our operations are carried out in accordance with ISO 9001 QMS standards. Our top management, who is committed to ensuring the effectiveness and efficiency of our QMS, is responsible for developing, implementing and improving our QMS through regular monitoring and annual management review. Our quality policy and quality objectives are all well-communicated to concerned stakeholders to facilitate the compliance of our operations to the requirements of our QMS.

Apart from our QMS, risks and opportunities management is also essential in maintaining the quality of our services. We have identified our risks and opportunities, and formulated mitigation plans to address major risks identified. They are all integrated into our management system and quality procedures.

Quality Inspections and Corrective Measures

Quality inspections are fundamental in our quality assurance procedures. Before a project is completed, we perform various quality testing to confirm all project requirements and statutory regulations are fulfilled. We also maintain quality procedures regarding the control on monitoring and measurement devices, as well as product inspection and testing, and require all employees to rigorously follow within their scope of work. Generally, frequency and methodology of our inspections are decided based on contractual conditions, while only products that pass our quality inspections can proceed to other procedures or be delivered to customers.

We also established a Nonconforming Product Control Procedure for the identification, evaluation, segregation and disposition of subpar products. Depending on the seriousness of the defect, we may adopt corrective measures to repair the item, change the use of the item, dispose the item, or negotiate with customers for concession. All nonconforming products were handled diligently and appropriately during the Reporting Period.

產品及服務質素

對品質的堅持是所有成功企業的基础。因此我們在質量管理中參考國際質量標準，並在日常營運的任何時候均跟從質量手冊、政策及程序而運作。

質量管理體系

我們所有業務均根據ISO 9001 QMS標準運作。我們的最高管理層致力於確保QMS的有效性及效率，並負責透過定期監察和年度管理評審去制定、執行及改善我們的QMS。我們的質量政策和目標已傳達給相關的持份者，以使我們營運符合質量管理體系的要求。

除QMS外，風險及機遇管理對於維持我們的服務品質也必不可少。我們已識別業務的風險及機遇，並制定減緩計劃去處理主要風險。這些計劃已融入至我們的管理體系及質量程序。

質量監督及改正措施

質量監督是我們質量控制程序的基礎。在項目完結前，我們進行多項品質測試去確保項目符合所有項目要求及監管規例。我們亦維持有關控制監測及測量儀器、以及產品檢查和測試的品質程序，並要求所有員工在工作範圍內嚴格地跟從。一般而言，監測的頻率及方法按照合約條款而定，而只有通過我們品質測試的產品方能繼續進行其他程序或交付給客戶。

我們亦制定了不合格品控制程序以識別、評估、隔離及棄置不合格品。視乎產品瑕疵的嚴重性，我們可能採取改正措施去修理、更改其用途、棄置或和與客戶談判讓步。報告期間所有不合格品均已謹慎及適當地處理。

SUPPLY CHAIN MANAGEMENT

A sustainable supply chain can reasonably reduce environmental and social risks of our business. Our Supply Chain Sustainability Policy sets forth our commitment to fair, open and transparent procurement practices, and illustrates our determination to the integration of sustainability considerations into our supply chain management in a strategic manner. During the Reporting Period, all approved suppliers and subcontractors are based in Hong Kong.

Fair and Open Procurement Practices

Our procurement practices and tendering procedures are formulated on the basis of fairness and transparency. As stipulated on our Subcontractor and Supplier Evaluation procedure, we select and evaluate our supply chain partners justly based on their competence. New suppliers are assessed within a probation period of three project lifecycles before being placed onto our list of approved suppliers and subcontractors, which is reviewed and updated annually. Certified suppliers and subcontractors are also subject to regular assessment to ensure their capability in satisfying our quality and sustainability standards. Suppliers who show unsatisfactory performances in the assessment will be given warnings or removed from the approved supplier and subcontractor list.

Sustainable Supply Chain

Dedicated to incorporating sustainability values into our supply chain management, we have issued several policies to manage the quality, social and environmental performance of our suppliers, including the Supply Chain Sustainability Policy, the Environmental and CSR Policy and the Product Responsibility Policy. Highlights of our commitments to sustainable supply chain management are shown below.

供應鏈管理

一個可持續的供應鏈能有效減少我們業務的環境和社會風險。我們的供應鏈可持續政策展示了我們對公平、公開及具透明度的採購程序的承諾，以及將可持續發展考慮策略性地納入供應鏈管理的決心。報告期間，所有核准供應商及分包商均位於香港。

公平及公開的採購慣例

我們的採購慣例及投標程序均按公平及具透明度的原則制定。就如分包商及供應商評估程序所述，我們只根據能力，並以公平的方式去選擇及評估我們供應鏈夥伴。新供應商在被納入到我們的核准供應商和分包商名冊前，需通過為期三個項目周期的試用期。而核准供應商和分包商名冊是每年審核和更新的。核准供應商和分包商須受定期評估，以確保他們有能力滿足我們的質量及可持續發展標準。評估表現不達標的供應商會收到警告，或從核准供應商和分包商名冊被移除。

可持續的供應鏈

我們致力將可持續發展原則融入到供應鏈管理中。我們已發佈了多項政策，包括供應鏈可持續政策、環境及企業社會責任政策及產品責任政策，去管理供應商在質量、社會及環境的表現。以下是我們對於可持續供應鏈管理的重點承諾。

Sustainability Risks Assessment 可持續風險評估	<ul style="list-style-type: none">Assess risk factors in supply chain regularly and report assessment results to senior management for internal review 定期評估供應鏈的風險並向高級管理層匯報評估結果，作內部審核Mitigate compliance risks of suppliers in all ESG aspects through regular monitoring 透過定期監察，減緩供應商在所有環境、社會及管治方面的合規風險
Quality Assurance 質量保證	<ul style="list-style-type: none">Perform quality inspections on incoming raw materials 對原材料進行質量檢查Procure products and services only from approved suppliers or subcontractors 僅從經核准供應商或分包商採購產品和服務Assess and evaluate approved suppliers and subcontractors annually 每年評估核准的供應商和分包商

Marketplace

商業市場

Safety Performance 安全表現	<ul style="list-style-type: none">• Mitigate risks arising from our safety management system to safeguard the health and safety of our employees and subcontractors 減緩安全管理體系的風險，以保障我們員工及承包商的健康及安全• Inspect safety performance of subcontractors on site regularly and communicate inspection results during safety committee meetings 定期檢查承包商在地盤的安全表現，並在安全委員會會議期間報告檢查結果
Environmental Practices 環境慣例	<ul style="list-style-type: none">• Instruct our supply chain partners to implement our environmental requirements 指引供應鏈夥伴執行我們的環境要求• Collaborate with suppliers and subcontractors to realize our environmental commitments 和供應商及承包商合作，以達成我們的環境承諾• Enhance environmental awareness of supply chain partners via effective communication of relevant policies 透過有效地和供應鏈夥伴溝通相關政策，提升他們的環保意識

Environment

自然環境

In Yee Hop, we recognise the importance of good corporate environmental stewardship to the overall sustainable development of the society. We are therefore devoted to responsible environmental management, resource efficiency and environmental compliance, such that our environmental impacts and risks can be properly mitigated and managed.

ENVIRONMENTAL MANAGEMENT

Our environmental management system is carefully developed according to ISO 14001 standards. Accountabilities are assigned to employees at all levels to ensure we operate with good environmental practices that are in coherence with the requirements of our EMS. Our environmental policy and objectives are reviewed yearly by our directors with considerations to our past performance. With our EMS, we aspire not only to achieve environmental compliance, but also continuous improvement in environmental performance and resource efficiency.

Environmental Risks and Opportunities

We also perform environmental risks and opportunities assessment to identify past, current or potential environmental aspects and factors that may result in significant impacts on the environment. Based on the assessment results, we devise new environmental practices to minimise the potential risks, or adopt new business strategies to maximise the identified opportunities. The Managing Director reviews the effectiveness of our measures regularly.

Environmental Training

Necessary environmental trainings are organised for our employees to raise their awareness on proper environmental management regarding emission control and resource efficiency, among others. All training records are well-documented to ensure employees are competent in carrying out relevant environmental procedures. These trainings are conducted as needed.

在義合，我們明白到良好的企業環保管理工作對於整體社會可持續發展的重要性。因此，我們致力於負責任的環保管理、有效的資源使用及環境合規性，以妥善地減輕及管理我們的環境影響及風險。

環境管理

我們根據ISO 14001標準仔細地制定我們的環境管理體系。所有員工，不論職階，均有義務確保我們的營運跟從良好的環保慣例，並與EMS的要求一致。我們的董事每年參考過去表現來審核我們的環境政策及目標。我們不但希望EMS能確保我們符合環境規例，更希望它能使我們在環保表現及資源效率方面持續進步。

環境風險及機遇

我們亦進行環境風險及機遇評估，去識別可能會引致重大環境影響的過去、目前或潛在的環境層面及因素。根據評估結果，我們會制訂新的環保措施將潛在的風險減至最低，或採納新商業策略從已識別的機遇得到最大利益。總經理定期審視我們措施的有效性。

環保培訓

我們為員工安排必要的環保培訓，以提高他們對適當環境管理(如排放管制及資源效益等)的意識。所有培訓均有詳細紀錄，以確保員工有能力執行相關的環境程序。我們按需要舉行這些培訓。

Environment

自然環境

SITE ENVIRONMENTAL PRACTICES

Most of our environmental impacts are generated onsite. Appropriate measures are hence taken on our project sites to manage and alleviate the negative environmental impacts we generate. We also enforce regular monitoring through onsite environmental inspections to assess the implementation of our environmental practices. Sites with unsatisfactory performances will need to rectify immediately. The following table presents our initiatives in various environmental aspects during the Reporting Period.

地盤環境慣例

我們大多數的環境影響都是從地盤產生。因此，我們在項目地盤採取了適當的措施去管理及減輕我們製造的負面環境影響。除此之外，我們亦定期進行監測，透過地盤環境檢查去評估我們環保措施的執行情況。表現未如理想的地盤須立即整改。下列表格列出我們在報告期間，在多個環境範疇內的措施。

Aspect 範疇	Description 描述	Mitigation Initiative 減緩措施
Air Emissions 空氣排放	Major sources of air pollution from our sites are vehicle use and dust emissions from our construction activities. 我們地盤的主要空氣污染源自汽車使用及建築活動產生的粉塵排放。	<ul style="list-style-type: none">Conduct monthly maintenance to company vehicles and onsite equipment to ensure their energy efficiency and control their emission levels 每月為公司汽車及地盤器械作保養，以確保它們的能源效益及控制它們的排放量Spray water on dusty roads and dispose dusty materials in enclosed containers to suppress dust emissions 在多粉塵的道路上灑水，並將易生塵埃的物料棄置在密封的容器內，以遏制粉塵排放
Noise Emissions 噪音排放	Noise is an inevitable by-product of our operations. It is produced mainly by the operation of onsite machineries. 噪音是我們營運中不可避免的副產品。它主要因地盤器械的運作而產生。	<ul style="list-style-type: none">Adopt machineries with lower noise levels 採用噪音量較低的器械

Environment 自然環境

Aspect 範疇	Description 描述	Mitigation Initiative 減緩措施
Waste Management 廢物管理	<p>Waste generated onsite are primarily non-hazardous construction wastes. We produced no hazardous waste during the Reporting Period.</p> <p>地盤產生的廢物主要為無害建築廢料。報告期間我們沒有產生有害廢物。</p>	<ul style="list-style-type: none"> • Separate waste into inert, non-inert, metal, wood, chemical waste and other recyclables and handle accordingly 將廢物分類為惰性、非惰性、金屬、木材、化學廢物及其他可回收物，並作適當處理 • Provide recycling bins onsite 在地盤提供回收桶 • Recycle useful resources, such as scrap metal, scrap wood, cable drum and waste paper 回收有用資源，如廢金屬、廢木材、纜線捲盤及廢紙 • Reuse excavated materials in backfilling 重用挖掘所得的物料作為填料
Water Management 水資源管理	<p>We mainly use water for housekeeping and domestic purposes onsite, but the use is insignificant. A Water Conservation Guidance Note is issued to encourage the wise use of water resources in our operations.</p> <p>地盤主要用水於清潔及生活用途，但用水量不多。為了鼓勵我們在營運中明智用水，我們發佈了一項節水指引。</p>	<ul style="list-style-type: none"> • Recycle water from tunnel boring machine operations 從隧道鑽挖機器運作中回收水 • Use recycled sewage to clean vehicle wheels or ground mud 利用循環清潔水清洗車輪或清洗地面泥塵 • Put up water conservation signs and provide relevant training to raise awareness on water conservation 張貼節水告示並向員工提供適當培訓，以提高員工對節約用水的意識 • Analyse water consumption data periodically to review effectiveness of water conservation measures for continuous improvement 定期分析用水數據，檢討節水措施的成效，以求持續改進 • Maintain all water facilities regularly to avoid water leakage 定期保養水設施以防滲漏

Environment 自然環境

Aspect 範疇	Description 描述	Mitigation Initiative 減緩措施
Sustainable Construction Practices 可持續建築實踐	We endeavour to promote the use of environmentally-friendly materials and technologies in our operations. 我們致力在營運中推廣使用環保物料及科技。	<ul style="list-style-type: none"> Prioritise regional materials that is manufactured locally within 800 km of the site upon customer request 視乎客戶要求，優先考慮距離地盤800公里範圍內，由本地生產的區域材料 Employ recycled materials, such as recycled wood, instead of virgin materials whenever technically viable 在技術上可行的情況下，採用再生材料取代原始材料，如回收木材

ENERGY MANAGEMENT

Energy consumption and its subsequent emissions represent a considerable part of our environment impacts. We are therefore devoted to managing our energy performance systematically and holistically through the implementation of our energy management system, which is developed according to ISO 50001 standards. The objective of our energy management system is to conserve energy, reduce indirect greenhouse gases emissions induced by energy consumption in our operations and alleviate the risk of global warming.

Based on the energy manual and energy policy, a set of energy management initiatives are formulated and deployed in our operations. Some of the important measures are shown below.

- Determine an energy consumption baseline as a reference for energy management
- Devise specific energy objectives and quantifiable energy targets for continuous improvement
- Promote energy conservation in the workplace and arrange necessary energy awareness training for employees
- Conduct audit and management review on our energy management system periodically

To fulfil our energy objectives, we adopted multiple energy efficiency measures within our project and office operations. Please refer to section "Site Environmental Practices" and "Green Office" for details of our energy reduction initiatives.

能源管理

能源使用及其引致的排放是我們環境影響的一大部份。因此，我們致力透過執行根據ISO 50001標準建立的能源管理體系，有系統及全面地管理我們的能源表現。能源管理體系的目的是節約能源、減少營運中因能源消耗而產生的間接溫室氣體排放，及減緩全球暖化的危機。

根據能源手冊及能源政策，我們制定並部署了一系列能源管理措施。以下列舉了某些重要措施。

- 決定能源消耗的基線作為能源管理的參考
- 制定具體和可量化的能源目標，以實現持續改進
- 在工作場所推廣節能，並為員工提供必要的能源意識培訓
- 定期對能源管理體系進行審核及管理評審

為了達到我們的能源目標，我們已在項目及辦公室運作中採取了數項能源效益措施。有關我們節能措施的詳情請參閱「地盤環境慣例」及「綠色辦公室」章節。

Environment 自然環境

During the Reporting Period, our overall energy profile is as follows:

報告期間，我們整體耗能數據如下：

Energy Use Type 能源種類	Unit 單位	Office 辦事處	Project 項目	Total 總和
Diesel 石油	L 升	2,335.43	19,262.96	21,398.39
Petrol 汽油	L 升	12,938.42	40,542.40	53,480.82
Electricity 電力	MWh 兆瓦時	38.22	148.56	186.78
Total 總和	GJ 兆焦耳	662.22	2,639.78	3,301.99

GREENHOUSE GAS EMISSIONS

Understanding our greenhouse gas (“GHG”) emissions profile enables us to formulate effective measures in tackling the emissions. This year, we contracted an independent sustainability consultancy to evaluate our carbon footprint with reference to local guidelines and international standards, including the Greenhouse Gas Protocol developed by the World Resources Institute and World Business Council for Sustainable Development, as well as ISO 14064 – GHG Emissions Inventories and Verification. The following table shows our GHG emissions profile during the Reporting Period.

溫室氣體排放

了解我們的溫室氣體(「溫室氣體」)排放使我們能制定有效的措施來應對排放。今年，我們聘請了獨立可持續發展顧問來評估本集團的溫室氣體排放量，計算參考本地指引及國際標準，包括包括世界資源研究所和世界可持續發展工商理事會制定的溫室氣體議定書，以及ISO 14064 – 溫室氣體量化和查證。我們在報告期內的溫室氣體排放如下。

Scope/Activities 範圍／活動	Unit 單位	2017/18	2018/19
Scope 1 – Direct Emissions 範圍1 – 直接排放	Tonnes of CO ₂ -e 噸二氧化碳當量	196.00	199.71
Scope 2 – Indirect Emissions 範圍2 – 間接排放	Tonnes of CO ₂ -e 噸二氧化碳當量	85.00	95.26
Scope 3 – Other Indirect Emissions 範圍3 – 其他間接排放	Tonnes of CO ₂ -e 噸二氧化碳當量	10.90	10.89
Total Emissions 總排放	Tonnes of CO ₂ -e 噸二氧化碳當量	291.90	305.86

Environment

自然環境

Similar to last year, the majority of our GHG emissions (65%) arose from direct emissions generated by the combustion of fuel in our company vehicles. Several operational reduction initiatives are hence adopted to manage our emissions in this regard. For instance, we apply stringent control on our fleet's fuel efficiency by performing regular assessment and maintenance to our vehicles. We also encourage our employees to take public transit whenever possible. When driving is necessary, employees should drive steadily and avoid sudden acceleration or braking to maintain stable fuel consumption. Employees are also forbidden to let the vehicle engine idle to conserve fuel.

On the other hand, indirect emissions from the consumption of electricity and other indirect emissions including methane gas generation at landfill due to disposal of paper waste and emissions caused by fresh water and sewage processing accounted for 31% and 4% of our total emissions respectively. For our reduction initiatives, please refer to section "Site Environmental Practices" and "Green Office".

The Group is committed to disclosing its GHG emissions annually in a coherent and accurate manner. We will continue to refine our environmental collection network to provide a more comprehensive carbon reporting in the coming years.

GREEN OFFICE

Office operation is also an inseparable part of our business. Recognising the potential of our Office in pursuing environmental sustainability, we strive to implement various environmentally-friendly office measures and instil a green culture within our headquarter operations. To effectively communicate our green office initiatives with our Office staff, we formulated and issued an Office Environmental Management Guidance Note in 2017. The note details environmental good practices regarding the use of paper, electricity and other office stationery, as well as waste recycling within our offices. Major practices adopted in our Office are as follows:

Aspects 層面	Initiatives 措施
Use of Paper 用紙	<ul style="list-style-type: none">• Use electronic means to replace paper and choose double-sided printing when printing is necessary 以電子媒介取代紙張，並在必須打印時選擇雙面打印• Use recycled paper for drafts, printings and faxes 以環保紙作草稿、列印及傳真用途• Reuse envelopes internally 循環使用信封，發送內部文件

和去年相若，我們大部分的溫室氣體(65%)由公司汽車燃料燃燒的直接排放產生。為此，我們採取了若干減排措施去控制我們的排放。例如，我們為車隊進行定期測試及保養，從而嚴格控制燃油效率。我們亦鼓勵員工盡可能乘坐公共交通工具。當員工必須駕駛時，他們應該穩定地駕駛，避免突然加速或剎車，以維持穩定的燃料消耗。員工亦禁止將車輛引擎空轉，以節省燃料。

另一方面，因耗電而產生的間接排放、及因棄置廢紙於堆填區而產生的甲烷和因處理食水和污水而產生的排放分別佔我們總排放的31%及4%。有關我們的減排措施請參閱「地盤環境慣例」及「綠色辦公室」章節。

本集團致力每年以連貫及準確的方式披露我們的溫室氣體排放。我們會持續完善我們的環境數據收集網絡，務求在未來數年提供更詳盡的碳排放報告。

綠色辦公室

辦公室亦是我們業務中不可分割的部份。了解到我們辦事處在追求環境可持續性方面的潛力，我們努力在總部執行了數項環保辦公室措施，並向員工灌輸綠色文化。為了有效地將環保辦公室措施傳達至辦事處員工，我們在2017年制定及推出了「辦公室的環保指引」。該指引詳述了有關在辦公室用紙、用電、使用其他文具，以及廢物回收的良好環保慣例。我們在辦事處採取了以下措施：

Environment 自然環境

Aspects 層面	Initiatives 措施
Energy Consumption 耗能	<ul style="list-style-type: none"> Turn off lights during lunch hour manually or by adopting automatic sensors 午飯期間人手關掉電燈，或利用感應器自動關掉 Set indoor temperature as 25.5° C 把室內溫度維持在攝氏25.5度 Require employees to switch off their computers (including screen) after work 要求員工在辦公時間後，關掉個人電腦(包括顯示器) Audit electricity efficiency measures periodically 定期查核節能措施成效
Waste Management 廢物管理	<ul style="list-style-type: none"> Collect all used fluorescent lamps, ink cartridges, batteries and CDs for recycling 收集已用完的熒光燈、打印機碳粉盒、電池和光碟，以供回收再用 Install recycling bins for paper and plastic, among others 設置廢紙、塑膠等物料的回收箱 Replace disposable paper cups with reusable glasses 以玻璃杯取代即棄紙杯
Water Conservation 節水	<ul style="list-style-type: none"> Put up water conservation signs and provide relevant training to raise awareness on water conservation 張貼節水告示並向員工提供適當培訓，以提高員工對節約用水的意識 Analyse water consumption data periodically to review water conservation measures for continuous improvement 定期分析用水數據，檢討節水措施的成效，以求持續改進 Maintain all water facilities regularly to avoid water leakage 定期保養水設施以防滲漏
Green Procurement 環保採購	<ul style="list-style-type: none"> Use reusable and eco-friendly stationery such as mechanical pencils, refillable ball pens, reusable ink cartridges and file boxes made of recycled paper 使用可重用及環保的文具，如鉛芯筆、可替換筆芯的原子筆、可循環再用的打印機碳粉盒發以再造紙製成的文件盒 Procure equipment with energy labels 購買附有能源標籤的設備 Purchase office furniture made of wood fragments 購買以碎木板製造的辦公室傢具
Environmental Awareness 環保意識	<ul style="list-style-type: none"> Cooperate with employees to strengthen our green office culture and employees' cooperation, enhance office environmental culture 和員工緊密合作，強化辦公室環保文化

Community 社區社會

Besides corporate success, creating positive societal impacts and momentum in the community has always been our commitment as a responsible corporate citizen. Through corporate philanthropy, community partnership and volunteering, we aspire to contribute to the sustainable development of Hong Kong.



除了企業成功外，在社區中創造正面的社會影響和動力一直是我們作為負責任企業公民的承諾。我們希望透過企業慈善、社區合作及義工參與，為香港的可持續發展出一分力。

Before the Mid-Autumn Festival, a group of our employees visited an elderly home as volunteers. They distributed mooncakes to the elderly to share the festive joy with them.

中秋節前夕，我們的員工以義工身分到訪一家老人院。他們向老人家分發月餅，分享節日歡樂。



Our Group participated in the Yan Oi Tong Charity Walk in November 2018 to help raise funds for needy group in Hong Kong. All funds raised by the event will be used in Yan Oi Tong projects and programmes for different social purposes.

本集團在2018年11月參加了仁愛堂慈善步行日，為香港的弱勢社群籌款。活動中籌到的所有款項將會用於仁愛堂不同的社會活動和計劃。

Community 社區社會



Apart from supporting the local community, our Group also contributed to resolve sustainability challenges faced by other countries in the world. As addressed by the sustainable development goals advocated by the United Nations in 2015, nations, corporations and individuals should all help to improve the quality of education worldwide. Our Group therefore made a donation to the Kuuga Mkono School in Kenya, where education is not a privilege enjoyed by all children. Our Group shall continue to explore opportunities for community investment and strive to create positive impacts in the society and the world.

In January 2019, we are honoured to be one of the medal sponsors of the “Happy Run” organised by the Construction Industry Council. The event aimed at promoting healthy lifestyles in the industry by organising a 10 km and 3 km running competition. A number of our employees joined the run and shared a memorable time together.

在2019年1月，我們很榮幸成為由建造業議會舉辦的「建造業開心跑」的其中一個獎牌贊助商。透過舉辦10公里及3公里競賽，該活動希望在建造業界推廣健康生活模式。我們有為數不少的員工參加了開心跑，並共同分享了美好時刻。

除了支持本地社區，本集團亦為解決其他國家的可持續發展挑戰出一分力。正如聯合國在2015年所推動的可持續發展目標所述，國家、企業及個人均有責任改善全球的教育質素。因此，本集團向位於肯尼亞的Kuuga Mkono學校作出捐款。因為在當地，不是所有小孩都能上學。而本集團將繼續探索社區投資的機會，並致力在社會及世界創造正面影響。

Key Performance Table

關鍵績效表

Key Performance Indicators 關鍵績效指標		Unit 單位	Office 辦事處	Representative Project 具代表性項目	Total 總和
Environmental 環境					
A1.1	Nitrogen Oxides 氮氧化物	kg 公斤	9.77	243.72	253.49
	Sulfur Oxides 硫氧化物	kg 公斤	0.23	0.91	1.13
	Particulate Matters 懸浮粒子	kg 公斤	0.72	18.67	19.39
A1.2	GHG Emissions (Scope 1-3) 溫室氣體排放(範圍1-3)	tCO ₂ e- 噸二氧化碳當量	66.99	238.87	305.86
	GHG Emission Intensity by Revenue 按收入計的溫室氣體排放密度	tCO ₂ e-/ Million HKD 噸二氧化碳當量／百萬港元	—	2.13	—
	GHG Emission Intensity by Full Time Employee (FTE) 按全職員工數量計的溫室氣體排放密度	tCO ₂ e-/Person 噸二氧化碳當量／人	1.86	—	—
A1.4	Office Waste 辦事處廢物	Tonnes 噸	1.07	—	1.07
	Office Waste Intensity by FTE 按全職員工數量計的辦事處廢物密度	Tonnes/Person 噸／人	0.03	—	—
	Construction Waste 建築廢物	Tonnes 噸	—	12,211.79	12,211.79
	Construction Waste Intensity by Revenue 按收入計的建築廢物密度	Tonnes/ Million HKD 噸／百萬港元	—	109.09	—
	Paper Recycled 回收紙量	Tonnes 噸	0.24	—	0.24
	Metal Recycled 回收金屬量	Tonnes 噸	—	106.87	106.87
	Wood Recycled 回收木材量	Tonnes 噸	—	1.01	1.01

Key Performance Table

關鍵績效表

Key Performance Indicators 關鍵績效指標		Unit 單位	Office 辦事處	Representative Project 具代表性項目	Total 總和
A2.1	Total Energy Usage 總能源耗量	GJ 兆焦耳	662.22	2,639.78	3,301.99
	Electricity Usage 耗電量	MWh 兆瓦時	38.22	148.56	186.78
	Diesel Usage 耗油量	L 升	2,335.43	19,262.96	21,598.39
	Petroleum Usage 耗汽量	L 升	12,938.42	40,542.40	53,480.82
	Energy Intensity by Revenue 按收入計的能源密度	GJ/Million HKD 兆焦耳／ 百萬港元	—	23.58	—
	Energy Intensity by FTE 按全職員工數量計的能源 密度	GJ/Person 兆焦耳／人	18.40	—	—
A2.2	Water Consumption ¹ 耗水量 ¹	m ³ 立方米	—	542.96	542.96
	Water Consumption Intensity by Revenue 按收入計的耗水密度	m ³ /Million HKD 立方米／ 百萬港元	—	4.85	—

¹ When there is insufficient data due to quarterly billing, extrapolation using the most recent consumption data is applied.

¹ 如因季度結帳而導致數據不足時，我們會使用最近期的耗水數據作推算。

Key Performance Table

關鍵績效表

Key Performance Indicators 關鍵績效指標		Unit 單位	Office 辦事處	All Projects 所有項目	Total 總和
Social² 社會 ²					
B1.1	Total Workforce 員工總數	Person 人	36	367	403
	Workforce by Gender 按性別劃分的員工數目				
	Male 男	Person 人	23	335	358
	Female 女	Person 人	13	32	45
	Male to female employee ratio 員工性別比例	–	1.77:1	10.47:1	7.96:1
	Workforce by Age Group 按年齡劃分的員工數目				
	<30	Person 人	8	52	60
	30–40	Person 人	5	53	58
	41–50	Person 人	5	80	85
	>50	Person 人	18	182	200
	Workforce by Employment Category 按員工組別劃分的員工數目				
	Executives 行政人員	Person 人	7	0	7
	Senior Management 高級管理層	Person 人	7	9	16
	Middle Management 中級管理層	Person 人	4	14	18
	General Employee 一般員工	Person 人	18	344	362

² Social performance indicators include data of all project sites of the Group.

² 社會關鍵績效指標包括集團所有項目地盤。

Key Performance Table

關鍵績效表

Key Performance Indicators 關鍵績效指標		Unit 單位	Office 辦事處	All Projects 所有項目	Total 總和
B1.2	Staff Turnover 員工流失	Person 人	8	190	198
B2.1	Number of Work Injury 工傷數目	Cases 宗	–	9	9
B2.2	Lost Days due to Work Injury 因工傷損失的日數	Days 日	–	1,635	1,635
B3.2	Average Training Hours Per Employee 員工人均培訓時數	Hours 小時	–	–	18.60

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Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant chapter or explanation 相關章節或說明
A. Environmental A. 環境		
Aspect A1 : Emissions 層面 A1 : 排放物		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Environment – Environmental Management, Site Environmental Practices, Greenhouse Gas Emissions, Green Office 自然環境 – 環境管理，地盤環境慣例，溫室氣體排放，綠色辦公室
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 Table, Environment – Greenhouse Gas Emissions 關鍵績效表，自然環境 – 溫室氣體排放
KPI A1.2 關鍵績效指標 A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Key Performance Table, Environment – Greenhouse Gas Emissions 關鍵績效表，自然環境 – 溫室氣體排放
KPI A1.3 關鍵績效指標 A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Our Group did not generate any hazardous waste during the Reporting Period. 本集團在報告期內沒有生產任何有害廢物。
KPI A1.4 關鍵績效指標 A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Key Performance Table 關鍵績效表

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Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant chapter or explanation 相關章節或說明
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。	Environment – Environmental Management, Site Environmental Practices, Greenhouse Gas Emissions, Green Office 自然環境 – 環境管理，地盤環境慣例，溫室氣體排放，綠色辦公室
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. 描述有害及無害廢棄物如何處置、減少計劃及所得成果。	Environment – Site Environmental Practices, Green Office 自然環境 – 地盤環境慣例，綠色辦公室
Aspect A2 : Use of Resources 層面 A2 : 資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	Environment – Site Environmental Practices, Energy Management, Greenhouse Gas Emissions, Green Office 自然環境 – 地盤環境慣例，能源管理，溫室氣體排放，綠色辦公室
KPI A2.1 關鍵績效指標 A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	Key Performance Table, Environment – Energy Management 關鍵績效表，自然環境 – 能源管理
KPI A2.2 關鍵績效指標 A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	Key Performance Table 關鍵績效表
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。	Environment – Site Environmental Practices, Energy Management, Greenhouse Gas Emissions, Green Office 自然環境 – 地盤環境慣例，能源管理，溫室氣體排放，綠色辦公室

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Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant chapter or explanation 相關章節或說明
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。	Environment – Site Environmental Practices, Green Office 自然環境 – 地盤環境慣例，綠色辦公室
KPI A2.5 關鍵績效指標 A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位估量。	Our Group did not consume any packing material during the Reporting Period. 本集團在報告期內沒有使用任何包裝材料。
Aspect A3 : The Environment and Natural Resources 層面 A3 : 環境及天然資源		
General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	Environment – Environmental Management, Site Environmental Practices, Energy Management, Greenhouse Gas Emissions, Green Office 自然環境 – 環境管理，地盤環境慣例，能源管理，溫室氣體排放，綠色辦公室
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。	Environment – Environmental Management, Site Environmental Practices, Energy Management, Greenhouse Gas Emissions, Green Office 自然環境 – 環境管理，地盤環境慣例，能源管理，溫室氣體排放，綠色辦公室

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Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant chapter or explanation 相關章節或說明
B. Social B. 社會		
Employment and Labour Practices 僱傭及勞工常規		
Aspect B1 : Employment 層面B1：僱傭		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (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。	Workplace – Good Employment Practices 工作場所 – 良好僱傭慣例
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、僱傭類型、年齡組別及地區劃分的僱員總數。	Key Performance Table 關鍵績效表
KPI B1.2 關鍵績效指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Key Performance Table 關鍵績效表

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Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant chapter or explanation 相關章節或說明
Aspect B2 : Health and Safety 層面B2：健康與安全		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (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。	Workplace – Occupational Health and Safety 工作場所 – 職業健康與安全
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。	Key Performance Table, Workplace – Occupational Health and Safety 關鍵績效表，工作場所 – 職業健康與安全
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。	Key Performance Table 關鍵績效表
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。	Workplace – Occupational Health and Safety 工作場所 – 職業健康與安全
Aspect B3 : Development and Training 層面B3：發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Workplace – Training and Development 工作場所 – 培訓及發展
KPI B3.1 關鍵績效指標B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別（如高級管理層、中級管理層等）劃分的受訓僱員百分比。	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，每名僱員完成受訓的平均時數。	Key Performance Table 關鍵績效表

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Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant chapter or explanation 相關章節或說明
Aspect B4 : Labour Standards 層面B4：勞工準則		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 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。	Workplace – Good Employment Practices 工作場所 – 良好僱傭慣例
KPI B4.1 關鍵績效指標B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Workplace – Good Employment Practices 工作場所 – 良好僱傭慣例
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。	Workplace – Good Employment Practices 工作場所 – 良好僱傭慣例
Operating Practices 營運慣例		
Aspect B5 : Supply Chain Management 層面B5：供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Marketplace – Supply Chain Management 商業市場 – 供應鏈管理
KPI B5.1 關鍵績效指標B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	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。	Marketplace – Supply Chain Management 商業市場 – 供應鏈管理

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《環境、社會及管治報告指引》內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant chapter or explanation 相關章節或說明
Aspect B6 : Product Responsibility 層面B6：產品責任		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (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。	Marketplace – Customer Relations, Product and Service Quality and Responsibility 商業市場 – 客戶關係，產品及服務質素
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。	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。	Marketplace – Customer Relations 商業市場 – 客戶關係
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。	N.A. 不適用
KPI B6.4 關鍵績效指標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。	Marketplace – Product and Service Quality and Responsibility 商業市場 – 產品及服務質素
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。	Marketplace – Customer Relations 商業市場 – 客戶關係

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《環境、社會及管治報告指引》內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant chapter or explanation 相關章節或說明
Aspect B7 : Anti-corruption 層面B7：反貪污		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 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。	Marketplace – Effective Corporate Governance 商業市場 – 有效的企業管治
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。	Marketplace – Effective Corporate Governance 商業市場 – 有效的企業管治
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。	Marketplace – Effective Corporate Governance 商業市場 – 有效的企業管治
Community 社區		
Aspect B8 : Community Investment 層面B8：社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	Community 社區社會
KPI B8.1 關鍵績效指標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）。	Community 社區社會
KPI B8.2 關鍵績效指標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）。	Community 社區社會



Yee Hop Holdings Limited
義合控股有限公司

