

# WECON

Environmental, Social and Governance Report  
環境、社會及管治報告  
2018/19



**WECON HOLDINGS LIMITED**  
**偉工控股有限公司**

(Incorporated in the Cayman Islands with limited liability)  
(於開曼群島註冊成立之有限公司)  
Stock code 股份代號: 1793

# WECON

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# ABOUT THIS REPORT

## 關於本報告

Wecon Holdings Limited (the “**Company**” together with its subsidiaries, hereinafter referred to as the “**Group**”, “**we**” or “**us**”) is delighted to publish the first Environmental, Social and Governance Report (the “**Report**”) to summarise the Group’s policies, measures and performance on the key environmental, social and governance (“**ESG**”) issues.

### REPORTING PERIOD

The Report illustrates the overall performance of the Group regarding the environmental and social aspects from 1 April 2018 to 31 March 2019 (the “**reporting period**”).

### REPORTING SCOPE AND BOUNDARY

The Report discloses related policies and initiatives for the core and material businesses namely provision of (i) building construction services; and (ii) repair, maintenance, alteration and addition (“**RMAA**”) works services in Hong Kong.

The Report discloses environmental key performance indicators (“**KPIs**”) and selected social KPIs of the corporate office (“**office**”) and the representative projects (“**project sites**”). While the Report does not cover all of the Group’s operations, the Group aims to upgrade its internal data collection procedure and gradually expand the scope of the disclosure.

### REPORTING BASIS AND PRINCIPLES

The Report is prepared in accordance with the ESG Reporting Guide (the “**ESG Guide**”) as set out in Appendix 27 to the Rules Governing the Listing of Securities (the “**Listing Rules**”) on the Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and on the basis of the four reporting principles – materiality, quantitative, balance and consistency:

- “**Materiality**” Principle:

The Group determines material ESG issues by stakeholder engagement and materiality assessment.

偉工控股有限公司(「**本公司**」，連同其附屬公司統稱「**本集團**」或「**我們**」)欣然發佈首份環境、社會及管治報告(「**本報告**」)，以概述本集團有關主要環境、社會及管治(「**環境、社會及管治**」)議題的政策、措施及表現。

### 報告期間

本報告闡述本集團自2018年4月1日至2019年3月31日期間(「**報告期間**」)有關環境及社會層面的整體表現。

### 報告範圍及邊界

本報告披露有關核心及重大業務的政策及舉措，即在香港提供(i)屋宇建造服務；及(ii)維修、保養、改建及加建(「**裝修及維修**」)工程服務。

本報告披露公司辦公室(「**辦公室**」)及代表項目(「**項目地盤**」)的環境關鍵績效指標(「**關鍵績效指標**」)及精選社會關鍵績效指標。儘管本報告並未涵蓋本集團的所有營運，但本集團矢志改善內部數據收集程序並逐步擴大披露範圍。

### 報告基準及原則

本報告根據香港聯合交易所有限公司(「**聯交所**」)證券上市規則(「**上市規則**」)附錄27所載環境、社會及管治報告指引(「**環境、社會及管治指引**」)編製，並以四項匯報原則—重要性、量化、平衡及一致性為基準：

- 「**重要性**」原則：

本集團透過持份者參與及重要性評估確定重大環境、社會及管治議題。

- **“Quantitative” Principle:**

Information is presented with quantitative measure, whenever feasible, including information on the standards, methodologies, assumptions used and provision of comparative data.

- **“Balance” Principle:**

The Report identifies the achievements and changelings faced by the Group.

- **“Consistency” Principle:**

The Report is the first ESG report of the Group. The Report will use consistent methodologies for meaningful comparisons in the following years unless improvements in methodology are identified.

- **「量化」原則：**

本集團於可行情況下以量化計量單位呈報資料，包括有關所用標準、方法、假設及提供比較數據的資料。

- **「平衡」原則：**

本報告識別本集團取得之成就及面臨之挑戰。

- **「一致性」原則：**

本報告為本集團的首份環境、社會及管治報告。本報告未來數年將使用一致的方法作有意義的比較，惟識別到方法有所改進除外。

The Report has complied with all “comply or explain” provisions and reported on selected recommended disclosures outlined in the ESG Guide.

本報告已遵守所有「不遵守就解釋」條文，並已匯報環境、社會及管治指引所述之選擇性建議披露。

The information contained herein is sourced from internal documents and statistics of the Group, as well as the combined control, management and operations information provided by the subsidiaries in accordance with the Group’s internal management systems. A complete content index is appended to the last section hereof for quick reference. The Report is prepared and published in both Chinese and English at the Stock Exchange’s website ([www.hkexnews.hk](http://www.hkexnews.hk)) and the Company’s website ([www.wecon.com.hk](http://www.wecon.com.hk)). In the event of contradiction or inconsistency between the Chinese version and the English version, the English version shall prevail.

本報告所載資料來自本集團的內部文件及數據，以及由附屬公司依據本集團內部管理制度提供的控制、管理及營運資料匯總。本報告最後一節附有完整的內容索引，以便快速查詢。本報告以中英兩種語言編製及刊發，可於聯交所網站([www.hkexnews.hk](http://www.hkexnews.hk))及本公司網站([www.wecon.com.hk](http://www.wecon.com.hk))查閱。倘中英文版本有任何抵觸或不符之處，概以英文版本為準。

## REVIEW AND APPROVAL

The Report was reviewed and approved by the board (the “Board”) of directors (the “Directors”) of the Company on 2 October 2019.

## 審閱及批准

本報告已由本公司董事(「董事」)會(「董事會」)於2019年10月2日審閱及批准。

## FEEDBACK

The Group respects your view on the Report. Should you have any opinions or suggestions, you are welcome to share with the Group at [irwecon@wecon.com.hk](mailto:irwecon@wecon.com.hk).

## 反饋

本集團尊重閣下有關本報告之意見。倘閣下有任何意見或建議，歡迎訪問 [irwecon@wecon.com.hk](mailto:irwecon@wecon.com.hk)與本集團共享。

# INTRODUCTION

## 緒言

Founded in 1974, Wecon Limited ("WL"), one of the principal operating subsidiaries of the Group, started to engage in the building and construction market in 1984. In response to the business needs and future development, Wecon Construction & Engineering Limited ("WCE"), another principal subsidiaries of the Group, was established in 1990 to undertake the superstructure projects in the private sector.

For the past decades years, the Group has involved and completed varieties of projects in the provision of (i) building construction services; and (ii) RMAA works services in both private and public sectors. Our building construction services primarily consist of building works for new buildings, including residential, commercial and industrial buildings, while our RMAA works services include the general upkeep, maintenance, improvement, refurbishment, alteration and addition of existing facilities and components of buildings and their surroundings.

The Group has established a long term relationship with a variety of suppliers, subcontractors, specialists and financial institutions that we can integrate and interlink them to deliver the best quality, timely, high technological, responsive and valuable building and construction services to our clients.

### AWARDS AND RECOGNITIONS

The Group's efforts have been recognised by a number of awards during the reporting period. The details are as follows:

- The 17th Hong Kong Occupational Safety & Health Award 2018  
*Organised by the Occupational Safety and Health Council*
  - Safety Performance Awards – Construction Industries
    - WL and WCE
  - Safety Culture Award, Work Safe Behaviour Award, OSH Enhancement Program Award
    - NKIL 6558 Kowloon Road/Kiu Yam Street (Superstructure Works) by WCE
    - Proposed Redevelopment of Industrial Building, No. 22 Wing Kin Road Kwai Chung Town Lot No.478 by WCE

偉工有限公司("WL")為本集團的主要經營附屬公司之一，於1974年創建，於1984年開始參與建築及建造市場。為滿足業務需求及未來發展，偉工建築有限公司("WCE")為本集團的另一主要經營附屬公司，於1990年成立，承接私營界別的上層結構項目。

過往數十年，本集團參與及完成私營及公營界別的多項項目，提供(i)屋宇建造服務；及(ii)裝修及維修工程服務。我們的屋宇建造服務主要包括住宅、商用和工業樓宇等新樓宇的建築工程，而我們的裝修及維修工程服務包括對現有設施、樓宇各部分及周圍環境的一般維修、保養、改善、翻新、改建及加建。

本集團已與各類供應商、分包商、專家及金融機構建立長期合作關係，我們可整合及連接該等人士為客戶提供最優質、及時、高技術、回應迅捷及具價值的建築及建造服務。

### 獎項及認可

報告期間，本集團的工作已獲得多個獎項認可。詳情如下：

- 第十七屆香港職業安全健康大獎2018  
*由職業安全健康局舉辦*
  - 安全表現大獎—建造業組別
    - WL及WCE
  - 安全文化大獎、工作安全行為大獎、職安健改善項目大獎
    - 九龍道／僑蔭街新九龍內地段第6558號(上層結構工程)，由WCE進行
    - 建議工業樓宇重建，永健路22號葵涌市地段第478號，由WCE進行

- **HKCA Construction Safety Award 2017**  
*Organised by the Hong Kong Construction Association*
  - HKCA Safety Merit Award for the Year 2017
    - WL
- **Quality Building Award 2018**
  - Certificate of Merit Award – Hong Kong Non-Residential (New Building – Non-Government, Institution or Community) Category
    - H Queen's by WCE
- **Construction Management Awards 2018**  
*Organised by the Hong Kong Institute of Construction Managers (HKICM)*
  - Certificate of Merit – Excellent Construction Team Award – New Works
    - H Queen's by WCE
- **香港建造商會建造安全大獎2017**  
*由香港建造商會舉辦*
  - 香港建造商會安全優異獎2017
    - WL
- **優質建築優秀大獎2018**
  - 香港非住宅項目(新建築物—非政府, 機構或社區)類別—優異獎
    - H Queen's, 由WCE進行
- **營造管理優秀大獎2018**  
*由香港營造師學會舉辦*
  - 優秀建造團隊大獎—新建工程—優異獎
    - H Queen's, 由WCE進行

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE GOVERNANCE STRUCTURE

## 環境、社會及管治治理架構

The Board endeavours to support the Group's commitment to fulfilling its environmental and social responsibility and has the overall responsibility for the Group's ESG strategy and reporting. The Board is responsible for evaluating and determining the Group's ESG-related risks, and ensuring that appropriate and effective ESG risk management and internal control systems are in place.

The Board has delegated the day-to-day responsibility of the implementation to the ESG Working Group (the "Working Group"). The Working Group is composed of senior management and core members from different departments of the Group and is responsible for facilitating the adoption of ESG strategies and policies throughout the Group. The Working Group reports to the Board on the implementation of ESG initiatives and the corresponding performance.

The Board regularly reviews the Group's ESG performance, and examines and approves the Group's annual ESG report.

董事會致力支持本集團履行其環境及社會責任的承諾，並全面負責本集團的環境、社會及管治戰略及報告。董事會負責評估及確定本集團的環境、社會及管治相關風險，並確保設立適當及有效的環境、社會及管治風險管理及內部控制系統。

董事會已將日常執行職責指派於環境、社會及管治工作小組（「工作小組」）。工作小組由本集團不同部門的高級管理層及核心成員組成，負責促進整個集團採用環境、社會及管治戰略及政策。工作小組向董事會匯報環境、社會及管治舉措的執行情況及相應表現。

董事會定期檢討本集團的環境、社會及管治表現，並檢查及批准本集團的年度環境、社會及管治報告。

# STAKEHOLDER ENGAGEMENT

## 持份者參與

Stakeholders' opinions are the solid foundation for the Group's sustainable development and success. The stakeholder engagement helps the Group to develop a business strategy that meets the needs and expectations of stakeholders, enhances the ability to identify risk and strengthens important relationships. The Group communicates with its stakeholders through various channels, shown as below.

持份者的意見是本集團取得可持續發展及成功的堅實基礎。持份者參與有助本集團制定符合持份者需求及期望的業務戰略，提升識別風險的能力，增強重要合作關係。本集團透過下述多個渠道與其持份者溝通。

Stakeholder 持份者	Communication Channel 溝通渠道
Government and regulatory agency 政府及監管機構	<ul style="list-style-type: none"> <li>Annual reports, interim reports, ESG reports and other public information 年報、中報、環境、社會及管治報告及其他公開資料</li> <li>Supervision and inspection 監督及檢驗</li> </ul>
Shareholder and investor 股東及投資者	<ul style="list-style-type: none"> <li>Annual general meetings and other general meetings of shareholders 股東週年大會及其他股東大會</li> <li>Company website 公司網站</li> <li>Press releases/announcements 媒體發佈會／公告</li> <li>Annual reports, interim reports, ESG reports and other public information 年報、中報、環境、社會及管治報告及其他公開資料</li> </ul>
Employee 僱員	<ul style="list-style-type: none"> <li>Trainings 培訓</li> <li>Meetings 會議</li> <li>Performance evaluation 表現評估</li> <li>Survey 調查</li> </ul>
Customer 客戶	<ul style="list-style-type: none"> <li>Fax, email and telephone 傳真、電郵及電話</li> <li>Meetings 會議</li> </ul>
Supplier/Subcontractor/Business Partner 供應商／分包商／業務夥伴	<ul style="list-style-type: none"> <li>Meetings 會議</li> <li>Site visit 地盤訪問</li> <li>Survey 調查</li> <li>Trainings 培訓</li> </ul>
Community 社區	<ul style="list-style-type: none"> <li>Participation in community programmes 參與社區計劃</li> <li>Donation 捐款</li> <li>ESG Reports 環境、社會及管治報告</li> </ul>



# MATERIALITY ASSESSMENT

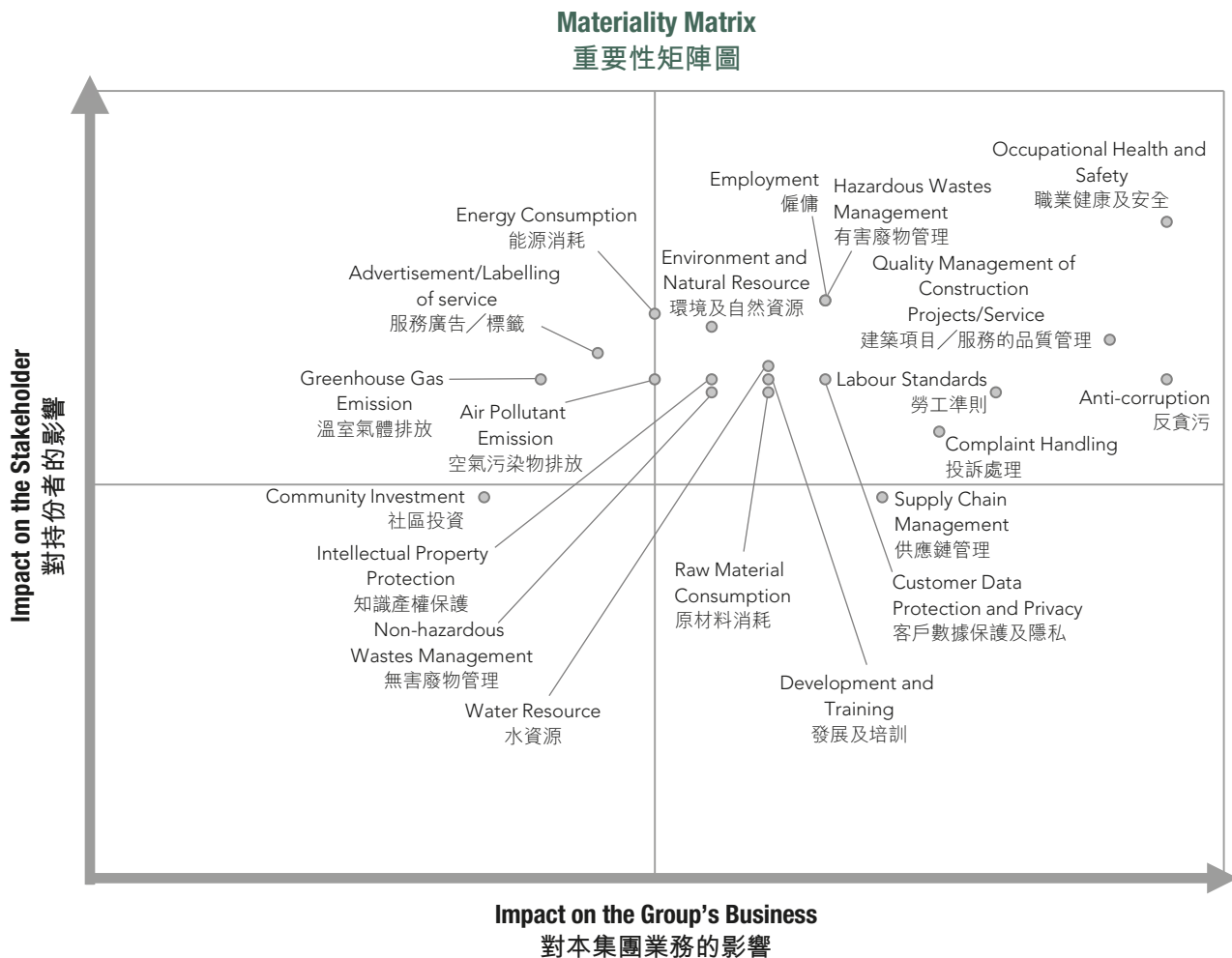
## 重要性評估

The Group identifies issues for disclosure in the Report through internal and external materiality assessment. By considering the dependence and influence on the Group of the stakeholders and the resources available for the Group, the management has identified key stakeholders and surveyed with them. They have expressed their opinions and recommendations on the sustainability issues related to the Group's operation via a survey.

Consolidating the results of internal assessment and the survey, the Group has compiled the materiality matrix as shown below. The issues that fall within the top right-hand quadrant have relatively higher significance to both stakeholders and the Group's businesses. The Group will continue to improve its reporting process based on the assessment.

本集團透過內部及外部重要性評估識別本報告的披露議題。經考慮持份者對本集團的依賴及影響以及本集團可動用的資源後，管理層已識別主要持份者並向其進行調查。彼等已透過調查對本集團營運的相關可持續發展議題發表意見及提出建議。

本集團透過整合內部評估及調查結果，編製重要性矩陣圖(如下所示)。右上方所示議題為對持份者及本集團業務而言相對更為重要的議題。本集團將根據評估持續改善其報告流程。



# ENVIRONMENTAL ASPECTS

## 環境層面

The Group endeavours to minimise any adverse impact on the environment resulting from its business activities. The Group's subsidiaries have implemented environmental management systems and energy management systems, which have been certified to comply with the standards required under ISO 14001:2015 and ISO 50001:2011 respectively. Furthermore, the Group also endeavours to achieve green building certifications (such as the BEAM Plus New Buildings issued by the Hong Kong Green Building Council and the BEAM Society) for its projects.

### ENVIRONMENTAL MANAGEMENT

The Group's Environmental Policy shows its commitment to protecting the environment of the Earth. To minimise environmental impacts concerning our activities, products and services, we would achieve effectively and efficiently to environmental standards with due integrity up to the satisfaction of clients, customers and the public by:

- Complying with applicable legal requirements and other criteria to which the organisation subscribes.
- Preventing pollution, reduce waste and minimise the consumption of resources.
- Educating, training and motivating employees to carry out tasks in an environmentally responsible manner.
- Encouraging environmental protection among suppliers and subcontractors.
- Integrating environmental consideration into the planning and construction process.
- 遵守適用法律規定及組織恪守的其他標準。
- 防止污染、減少廢物及盡量降低資源消耗。
- 教育、培訓及激勵僱員以環保方式開展任務。
- 在供應商及分包商之間倡導環保。
- 在規劃及建築過程中融入環境考量。

The Group is committed to continual improvement of environmental performance. This Environmental Policy will be communicated to all staff, subcontractors and suppliers, and be available for the public.

### Site Safety and Environmental Committee (SSEC)

Site Safety and Environmental Committee (SSEC) is established at project site, depending on actual circumstance, to oversee all the environmental-related matters. The organisation chart is as follow.

本集團竭力降低因其業務活動而對環境產生的不利影響。本集團附屬公司已實施環境管理系統及能源管理，並已經認證分別符合 ISO 14001:2015及ISO 50001:2011規定標準。此外，本集團亦竭力就其項目達致綠色建築認證（如香港綠色建築議會及建築環保評估協會頒發的綠建環評新建建築）。

### 環境管理

本集團的環境政策表明其會致力保護地球的環境。為盡量降低有關我們活動、產品及服務的環境影響，我們有效、高效及誠信地達到環境標準，滿足客戶、顧客及公眾的要求，方式為：

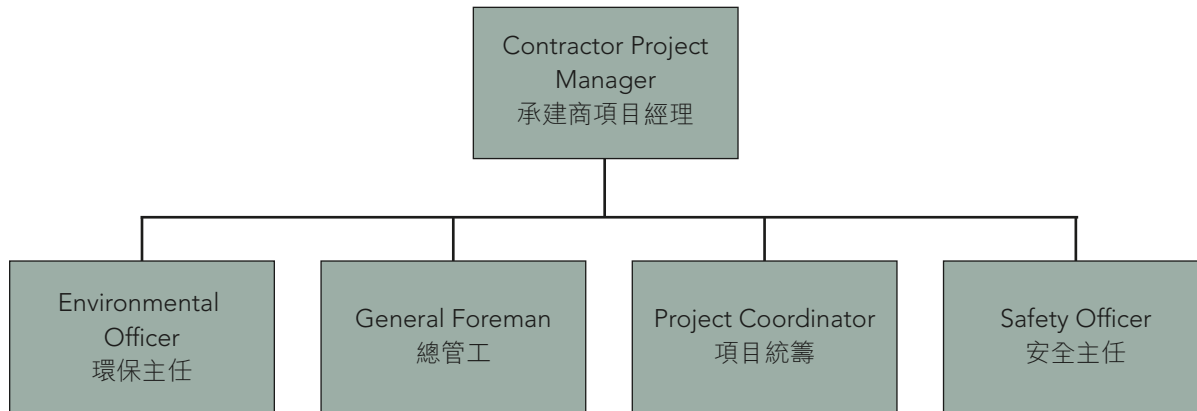
本集團致力於持續提升環境表現。本環境政策將傳達給所有職員、分包商及供應商，且可供公眾查閱。

### 地盤安全及環境委員會

根據實際情況，本集團於項目地盤成立地盤安全環境委員會，以監督所有環境相關事宜。組織結構圖如下。

## ENVIRONMENTAL ASPECTS

### 環境層面



Environmental officer communicates environmental issues directly to project manager, and environmental information (such as environmental mitigation measures, environmental work procedures, on-the-job training plans; emergency procedures and any new activities or procedures required) through board notices, emails and internal circulars to our site staff. The SSEC meeting is held regularly to discuss the recent site environmental issues such as environmental management plan, inspection items, housekeeping and mosquito control etc.

環保主任直接向項目經理傳達環境問題，並透過告示板、電郵及內部通告向地盤職員傳達環境資訊(如紓減環境影響措施、環境工作程序、在職培訓計劃、緊急程序及任何所需的新活動或程序)。定期舉行地盤安全及環境委員會會議，討論近期地盤環境問題，如環境管理計劃、巡視項目、後勤及控蚊工作等。

#### Performance Monitoring

An environmental inspection is conducted regularly on the project sites for checking whether the environmental performance of such sites is satisfactory and in compliance with the requirements of the contract and environmental management plan. In addition, environmental performance auditing is conducted regularly to evaluate the effectiveness of the environmental mitigation measures and finding out the room for improvement.

#### 表現監察

定期進行項目地盤的環保審查，以檢查相關地盤環境表現是否滿意及有否遵照合約及環境管理計劃的要求。此外，定期進行環境表現審計，以評估紓減環境影響措施的有效性，並發現改進空間。

#### Complaint Handling Procedure

Environmental complaints are referred to the environmental officer for conducting an investigation and recommending remedial measures to the project manager if the complaint is related to the works. During the reporting period, to the best of Directors' knowledge, the Group did not receive any environmental complaints.

#### 投訴處理程序

環境投訴轉介予環保主任，倘投訴與工程有關，環保主任將調查並向項目經理提出補救措施。於報告期間，據董事所深知，本集團並未收到任何環境投訴。

## EMISSIONS

The Group's project sites are subject to certain environmental requirements pursuant to the laws in Hong Kong such as Air Pollution Control Ordinance, Noise Control Ordinance, Water Pollution Control Ordinance and Waste Disposal Ordinance, Public Health and Municipal Services Ordinance, Environmental Impact Assessment Ordinance and Dumping at Sea Ordinance. During the reporting period, to the best of our Directors' knowledge, the Group was not aware of material non-compliance issues in this regard.

The Group ensures its compliance with relevant laws and regulations through measures described in the following sections.

### Air Emissions

The Group's air emissions generated from various sources, including but not limited to vehicles, dust from the construction activities and material transportation. The emissions of air pollutants are as follows:

## 排放物

本集團的項目地盤須遵守香港法例的若干環境規定，如空氣污染管制條例、噪音管制條例、水污染管制條例及廢物處置條例、公眾衛生及市政條例、環境影響評估條例及海上傾倒物料條例。於報告期間，據董事所深知，本集團在此方面並無發現任何重大違規事項。

本集團確保其透過以下章節所述措施遵守相關法律法規。

### 空氣污染物排放

本集團的空氣排放由各種來源產生，包括但不限於汽車、建築活動產生的灰塵及物料運輸。空氣污染物排放如下：

		2018/2019 kg 2018 / 2019年千克		
Air Pollutants Emissions <sup>1</sup> 空氣污染物排放 <sup>1</sup>		Office 辦公室	Project Sites 項目地盤	Total 總計
Nitrogen oxides (NO <sub>x</sub> )	氮氧化物 (NO <sub>x</sub> )	22.3	19.2	41.5
Sulphur oxides (SO <sub>x</sub> )	硫氧化物 (SO <sub>x</sub> )	0.3	0.3	0.6
Particulate matter (PM)	顆粒物 (PM)	1.6	1.4	3.0

<sup>1</sup> The data covers emissions from petrol and town gas consumption only. It is estimated based on "How to prepare an ESG Report? Appendix 2: Reporting Guidance on Environmental KPIs" published by the Stock Exchange of Hong Kong and the latest sustainability report published by The Hong Kong and China Gas Company Limited.

<sup>1</sup> 該數據僅涵蓋汽油及煤氣消耗產生的排放。其根據由香港聯交所刊發的「如何編製環境、社會及管治報告？附錄2：環境關鍵績效指標匯報指引」以及香港中華煤氣有限公司發佈的最新可持續發展報告估算。

## ENVIRONMENTAL ASPECTS

### 環境層面

Preventive and mitigation measures are implemented at project sites as follows: 項目地盤實施的預防及減緩措施如下：

Air Emissions 空氣污染物排放	Preventive/Mitigation Measures 預防／減緩措施
Dust 灰塵	<ul style="list-style-type: none"><li>• Watering dusty exposed areas, stockpiled materials or cover with tarpaulin sheets 沖洗多塵區、堆積材料或用防水布覆蓋</li><li>• Vehicle speed is limited to 8 km/h 車速限制在8公里／小時</li><li>• A wheel washing facility is provided at the site entrance 地盤入口處提供車輛沖洗設施</li></ul>
Gaseous emissions 氣體排放	<ul style="list-style-type: none"><li>• Power-off the idling vehicles/powered mechanical equipment 關閉閒置車輛／電動機械設備的電源</li><li>• Ultra-low sulphur diesel is used 使用超低硫柴油</li></ul>

### Greenhouse Gas (GHG) Emissions

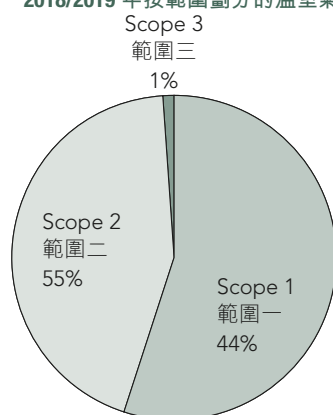
In response to the community's gradual concern on greenhouse gas ("GHG") emissions, climate changes and other related issues, the Group begins to record and report the GHG emission annually through ESG report. The primary sources of GHG emission are from diesel consumption by generator, petrol consumption by vehicles, and use of electricity and town gas.

### 溫室氣體(「溫室氣體」)排放

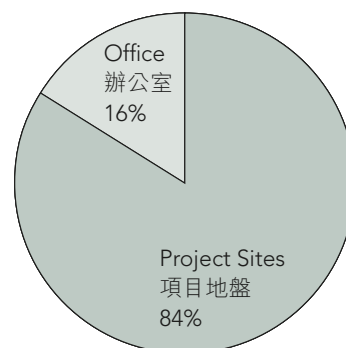
為回應社區對溫室氣體(「溫室氣體」)排放、氣候變化及其他相關問題越來越關注，本集團開始每年透過環境、社會及管治報告記錄及匯報溫室氣體排放。溫室氣體排放主要來源於發電機的柴油消耗、汽車汽油消耗、使用電力及煤氣。

		2018/2019 2018 / 2019年 tonnes CO <sub>2</sub> -equivalent 噸二氧化碳當量		
GHG emissions <sup>2</sup> 溫室氣體排放 <sup>2</sup>		Office 辦公室	Project Sites 項目地盤	Total 總計
Scope 1 <sup>3</sup>	範圍一 <sup>3</sup>	54.2	311.4	365.6
Scope 2 <sup>4</sup>	範圍二 <sup>4</sup>	77.0	388.4	465.4
Scope 3 <sup>5</sup>	範圍三 <sup>5</sup>	—	6.5	6.5
Total	總計	131.2	706.3	837.5
Intensity (per million HK\$ revenue) <sup>6</sup>	密度 (每百萬港元收益) <sup>6</sup>	/	/	0.9

2018/2019 GHG emission by Scopes  
2018/2019 年按範圍劃分的溫室氣體排放



2018/2019 GHG emission by Premises  
2018/2019 年按場所劃分的溫室氣體排放



The Group will continue to assess record and disclose its GHG emissions annually. The Group will refine the data collection system and develop reduction strategy if appropriate based on the data in the coming years.

本集團將繼續每年評估記錄及披露其溫室氣體排放。本集團將基於未來數年數據來改進數據收集系統，並制定減少排放策略(如合適)。

<sup>2</sup> The calculation of greenhouse gas emissions is made reference to the Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong published by the Environmental Protection Department, and the Electrical and Mechanical Services Department, the latest sustainability reports published by the CLP Power Hong Kong Limited, Hong Kong Electric Investment and The Hong Kong and China Gas Company Limited, Water Supplies Department and Drainage Services Department.

<sup>3</sup> Scope 1: The direct emission from the business operations owned or controlled by the Group, including the emission from the Group's vehicle fleet.

<sup>4</sup> Scope 2: The "indirect energy" emissions from the internal purchased electricity consumption by the Group.

<sup>5</sup> Scope 3: All other indirect emissions that occur outside the Group, including both upstream and downstream emissions, including the emissions due to electricity used for fresh water processing by the Water Services Department and electricity used for sewage processing by the Drainage Services Department.

<sup>6</sup> The Group's annual revenue is approximately HK\$980.6 million in 2018/2019.

<sup>2</sup> 溫室氣體排放量的計算參考環境保護署及機電工程署發佈的「香港建築物(商業、住宅或公共用途)的溫室氣體排放及減除的核算和報告指引」、中華電力有限公司、港燈電力投資及香港中華煤氣有限公司、水務署及渠務署發佈的最新可持續發展報告。

<sup>3</sup> 範圍一：本集團擁有或控制的業務營運的直接排放，包括本集團車隊的排放

<sup>4</sup> 範圍二：本集團內購電力消耗產生的「間接能源」排放

<sup>5</sup> 範圍三：本集團外部發生的所有其他間接排放，包括上游及下游排放，包括水務署用於處理淡水的電力以及渠務署用於處理污水的電力所產生的排放。

<sup>6</sup> 2018 / 2019年，本集團年收益約為980.6百萬港元。

## ENVIRONMENTAL ASPECTS

### 環境層面

#### Wastes Management

The Group acknowledges possible environmental impacts of waste generated during the course of its operations such as site clearance, excavation works, and construction and fitting out works. The Group strives to mitigate environmental impacts by adopting the right waste management strategy, prioritising avoidance and minimisation of waste generation, reuse of materials, recovery and recycling. Mitigation measures implemented at project sites are as follows.

#### 廢物管理

本集團認識到其營運過程(例如地盤清理、挖掘工程、建築及裝修工程)產生的廢物可能對環境造成影響。本集團致力於透過採用正確的廢物管理策略，優先考慮避免及儘量減少廢物產生，再利用物料，回收及再循環來減輕環境影響。項目地盤實施的紓減措施如下。

Waste Type 廢物類型	Treatment Approach 處理方法
General refuse, including office waste, paper wastes, food wastes and other packaging wastes	<ul style="list-style-type: none"> <li>• 一般廢物，包括辦公室廢物、廢紙、廚餘及其他包裝廢物</li> <li>• Variety recycling bins are provided to collect paper, plastic and other wastes separately</li> <li>• 提供分類回收箱，分開收集紙張、塑料及其他廢物</li> </ul>
Construction wastes including both inert (e.g. rock, rubble, boulder, earth, soil) and non-inert (e.g. bamboo and timber, paper, and other organic waste)	<ul style="list-style-type: none"> <li>• 建築廢物，包括惰性(如岩石、碎石、巨石、泥土、土壤)及非惰性(例如竹子及木材、紙張以及其他有機廢物)</li> <li>• Reuse and recycle construction wastes</li> <li>• Replace timber with metal for site hoarding formwork and scaffolding</li> <li>• 再利用及回收建築廢物</li> <li>• 以金屬替換木材地盤圍板板模及棚架</li> </ul>
Metal wastes	<ul style="list-style-type: none"> <li>• 金屬廢物</li> <li>• Recycled by specific contractors</li> <li>• 由具體承建商回收</li> </ul>

Waste 廢物	2018/2019 tonnes 2018 / 2019年 噸
General refuse, inert and non-inert construction wastes	一般廢物、惰性及非惰性建築廢物 39,321.8
Metal wastes (steel bar/metal strips)	金屬廢物(鋼條/金屬片) 499.7
Total non-hazardous wastes <sup>7</sup>	無害廢物總量 <sup>7</sup> 39,821.5
Intensity (per million HK\$ revenue)	密度(每百萬港元收益) 40.6

To the best of Directors' knowledge, the Group was not aware of any significant amount of hazardous wastes generated in the course of our operation in the project sites and the office. Going forward, the Group will continue refining its wastes reduction measures and disclose relevant results where appropriate.

據董事所深知，本集團未知悉項目地盤及辦公室在營運過程中產生任何大量有害廢物。展望未來，本集團將繼續完善減廢措施，並在適當情況下披露相關結果。

<sup>7</sup> It includes general refuse and construction wastes.

<sup>7</sup> 包括一般廢物及建築廢物。

## Wastewater Treatment

Wastewater is generated from activities like pre-drilling works, bored piling works and wheel washing activities. The Group takes appropriate measures to avoid contamination and blockage of public drains and sewers:

- An adequate drainage system (e.g. temporary ditches, drainage channel, U-channels and drain pipes) is maintained to collect runoff
- Sedimentation basins or traps at temporary ditches or permanent drainage channels are set up

## 廢水處理

廢水於預先鑽探工程、鑽孔樁工程及輪胎清洗活動等活動中產生。本集團採取適當措施以避免污染及堵塞公共排水渠及污水渠：

- 建立適當排水系統(例如臨時壕溝、排水渠道、U形渠道及排水管道)以收集徑流
- 在臨時溝渠或永久排水渠道設立沉澱池或隔氣彎管

## Wastewater 廢水

		2018/2019 2018 / 2019年
		m <sup>3</sup> 立方米
Total	總計	10,505.0
Intensity (per million HK\$ revenue)	密度(每百萬港元收益)	10.7

## Noise Control

Noise is emanated from various construction activities, including but not limited to the operation of excavators and tower crane, piling, erection or dismantling of scaffolding and formwork, hammering. Mitigating noise nuisance is also an important part of pollution mitigation since many of our construction sites are located in urban areas. Adhering to the Noise Control Ordinance, our project sites have acquired construction noise permit before operations commence. Construction activities emanate noise. Some of the mitigation measures are implemented to mitigate the noise:

## 噪音控制

噪音來自各種建築活動，包括但不限於挖掘機和塔式起重機的操作、打樁、架設或拆除棚架及板模、錘擊。由於我們的許多建築地盤位於市區，因此緩解噪音滋擾亦是緩解污染的重要部分。我們的項目地盤遵守《噪音管制條例》，在作業開始前已取得建築噪音許可證。建築活動發出噪音。我們實施若干減緩措施以減輕噪音：

- Covered powered mechanical equipment with acoustic material/shield when exceeding the noise limit
- 超過噪音限值時，用隔音材料／屏障遮蔽機動設備
- Use noise enclosures or barriers around the noise sensitive receiver when exceeding the noise limit
- 超過噪音限值時，在噪聲敏感接收器周圍使用隔音罩或隔音屏障
- Conduct noise monitoring regularly
- 定期進行噪音監察



## ENVIRONMENTAL ASPECTS

### 環境層面

#### USE OF RESOURCES

The significant use of resources of the Group includes energy, water and other construction material. Minimising the consumption of resources as one of the key consideration in operations as stated in the Group's Environmental Policy. Energy consumption is controlled through administrative measures, such as switching off electrical appliances during non-business hours. For energy consumption, both office and project sites consume electricity and fuel for vehicles. Also, fuel for generators is used at project sites. The Group's business activities do not consume packaging materials.

#### 資源使用

本集團使用的主要資源包括能源、水及其他建築材料。誠如本集團環境政策中所載，節能被視為營運的主要考慮因素之一。本集團透過行政措施（如非營業時間關閉電器）控制能耗。就能耗而言，辦公室及項目地盤消耗車輛的電力及燃料。同時，項目地盤使用發電機的燃料。本集團的業務活動並無消耗任何包裝材料。

		2018/2019 2018 / 2019年 MWh 兆瓦時		
Energy Consumption 能耗		Office 辦公室	Project Sites 項目地盤	Total 總計
Direct Energy Consumption <sup>8</sup>	直接能耗 <sup>8</sup>	187.5	1,190.4	1,377.9
Indirect Energy Consumption <sup>9</sup>	間接能耗 <sup>9</sup>	96.3	761.6	857.9
<b>Total</b>	<b>總計</b>	<b>283.8</b>	<b>1,952.0</b>	<b>2,235.8</b>
Intensity (per million HK\$ revenue)	密度(每百萬港元收益)	/	/	2.3

Water is also realised as a precious resource. In order to reduce the use of freshwater, the Group encourages the reuse and recycling of wastewater at project sites, for example, the treated wastewater is reused for dust suppression and washing vehicles. There is no issue in sourcing water.

水資源亦被視作珍貴的資源。為減少淡水的的使用，本集團鼓勵在項目地盤再利用及循環使用廢水，如廢水可再利用於抑塵及洗車。求取水源並無任何問題。

		2018/2019 2018 / 2019年 tonnes 噸
Water Consumption <sup>10</sup> 用水 <sup>10</sup>		
<b>Total</b>	<b>總計</b>	<b>10,533.5</b>
Intensity (per million HK\$ revenue)	密度(每百萬港元收益)	10.7

Moving forward, the Group will continue refining measures and evaluate the related results achieved if applicable.

展望未來，本集團將繼續改善措施，評估達到的相關結果（倘適用）。

<sup>8</sup> It includes the energy consumption from the fuel uses of Group's vehicles and generator.

<sup>9</sup> It includes the energy consumption from the purchased electricity and town gas of the Group.

<sup>10</sup> It refers to the water consumption on the project sites only.

<sup>8</sup> 其包括本集團車輛及發電機燃料使用產生的能耗。

<sup>9</sup> 其包括本集團已購電力及煤氣產生的能耗。

<sup>10</sup> 其僅指項目地盤的用水。

## THE ENVIRONMENT AND NATURAL RESOURCES

As established in its Environmental Policy, the Group strives to mitigate the impact of its operations on environmental and natural resources. Project sites of the Group are located in non-ecologically sensitive area; therefore is no significant impact on the environment and natural resources. Nevertheless, the Group has identified potential environmental impacts of related business activities as follows.

Environmental Impacts 環境影響	Activity/Process 活動／過程	Management Approach 管理方法
Air pollution, smog 空氣污染，煙	<ul style="list-style-type: none"> <li>• Machinery operation 機械操作</li> <li>• Construction works 建築工程</li> </ul>	<ul style="list-style-type: none"> <li>• Emission sources control 排放源管控</li> </ul>
Degradation of aquatic habitat and drinking water supply 海洋生態環境及飲用水供應惡化	<ul style="list-style-type: none"> <li>• Discharge of wastewater 廢水排放</li> </ul>	<ul style="list-style-type: none"> <li>• Emission sources control 排放源管控</li> </ul>
Soil and groundwater contamination 土壤及地下水污染	<ul style="list-style-type: none"> <li>• Spillage and leaks from machinery engine 機械發動機溢出和洩露</li> </ul>	<ul style="list-style-type: none"> <li>• Preventive control 預防控制</li> </ul>
Global warming and air pollution 全球變暖及空氣污染	<ul style="list-style-type: none"> <li>• Power supply 供電</li> </ul>	<ul style="list-style-type: none"> <li>• Resource utilisation 資源利用</li> </ul>
Conservation of Natural Resource 自然資源保護	<ul style="list-style-type: none"> <li>• Construction works 建築工程</li> </ul>	<ul style="list-style-type: none"> <li>• Resource utilisation 資源利用</li> </ul>

The Group continuously introduces measures to minimise the potential environmental impacts of the operation on the environment and natural resources. The details of action taken are illustrated in the sections headed "Emission" and "Use of Resources". Furthermore, emergency response plans are established for chemical spillage, adverse weather condition and failure of the wastewater treatment system to prevent problem caused by emergencies.

## 環境及天然資源

誠如環境政策所規定，本集團竭力減輕其營運對環境及天然資源的影響。本集團的項目地盤位於非生態敏感區，因此，對環境及天然資源並無重大影響。儘管如此，本集團已識別出下列有關業務活動的潛在環境影響。

本集團持續採取措施盡量降低營運對環境及天然資源的潛在環境影響。有關所採取行動的詳情於「排放物」及「資源使用」兩節闡述。此外，針對化學品洩露、不利天氣狀況及廢水處理系統故障設立緊急應對措施，以預防緊急情況造成的問題。

# SOCIAL ASPECTS

## 社會層面

### EMPLOYMENT AND LABOUR PRACTICES

#### Employment

The Group believes that employees are the most critical asset of the organisation. As the business grows, the Group must establish sustainable human capital to attract and retain talents. The Group strictly abides by all relevant employment law, including the Employment Ordinance, Employments' Compensation Ordinance, Minimum Wage Ordinance, Construction Workers Registration Ordinance and Mandatory Provident Fund Schemes Ordinance. During the reporting period, to the best of Directors' knowledge, the Group was not aware of any material non-compliance case in this regard. The Group has established Human Resources Management Policy and other related guidelines, which set out the details on remuneration, dismissal, recruitment, promotion, working hours, rest periods, diversity, equal opportunities and anti-discrimination.

#### Remuneration, compensation and dismissal

To attract and retain talents, the Group provides a competitive remuneration package to employees including salary, discretionary bonuses, overtime compensation and other cash subsidies. In general, the Group determines employee salaries based on each employee's education/technical qualifications, responsibilities, experiences, performance and skills. The Group has designed an annual review system to assess the performance of employees, which forms the basis of decisions with respect to salary changes, bonuses and promotions.

For resignation on employee's own accord, an exit interview is conducted with the resigned employee. The feedbacks received are beneficial to the human resources system, working environment and future positioning of jobs.

#### Recruitment and promotion

The Group believes that efficiency, effectiveness and success of the organisation depend primarily on the skills, abilities and commitment of the employees who constitute the most important asset of the organisation.

### 僱傭及勞工常規

#### 僱傭

本集團堅信僱員是企業最重要的資產。隨著業務發展，本集團須建立可持續的人力資本，吸納及挽留人才。本集團嚴格遵守全部相關僱傭法律，包括僱傭條例、僱傭補償條例、最低工資條例、建造業工人註冊條例及強制性公積金計劃條例。於報告期間，據董事所深知，本集團在此方面並無發現任何重大違規個案。本集團已設立人力資源管理政策及其他相關指引，其載列薪酬、解僱、招聘、晉升、工作時數、休息時間、多元化、平等機會及反歧視的詳情。

#### 薪酬、補償及解僱

為吸納及挽留人才，本集團向僱員提供優厚薪酬待遇，包括薪金、酌情花紅、加班補償及其他現金補貼。一般而言，本集團根據各僱員的教育／技術資格、職責、經驗、表現及技能釐定其薪金。本集團已設立年度審閱制度，評估僱員表現，作為釐定加薪、花紅及晉升的決策基準。

就僱員自願請辭而言，本集團會跟辭職僱員進行離職面談。所收到的反饋意見有利於人力資源系統、工作環境及日後工作定位改進。

#### 招聘及晉升

本集團相信企業的效率、效能及成功主要取決於僱員的技能、能力及投入。僱員為企業最為重要資產。

The philosophy of the Group seeks to attract the best-qualified candidates who support the mission and value of the Group and who respect and promote excellence through diversity. The Group aims to recruit the most suitable talent and to maintain a pool of employees according to the manpower planning and needs. Well-performing staff will be transferred and promoted to fill our vacancies and provide them with the opportunities to explore their better prospect in the Group.

The Group recognises the importance of development and growth of employees. The promotion of employee is based on their performance. Performance appraisal is conducted regularly to evaluate employees' performance regarding safety, work attitude, technical skills, interpersonal skills etc.

#### Working hours and rest periods

The Group is dedicated to providing reasonable working hours and rest periods to employees. All employees are entitled to public or statutory holidays as announced in The Government of Hong Kong Special Administrative Region Gazette each year. In addition to those holidays, employees are entitled to annual leave, sick leave, compensation leave, paternity leave, marriage leave, compassionate leave etc.

#### Diversity, equal opportunities and anti-discrimination

The Group recognises and embraces the benefits of having a diversified Board and workforce to enhance the quality of its performance. Board Diversity Policy is developed, and diversity is the value incorporated in the recruitment practices.

The Group is an equal opportunity employer and is committed to providing equal opportunities in relation to all human resources matters or in any other activities during employment including recruitment, training, promotion, transfer, compensation, benefits provision, termination, etc., regardless of age, gender, physical or mental state, marital status, family status, pregnancy, race, colour, nationality, religion, political affiliation, sexual orientation, etc. Employees are recognised and rewarded according to their contribution, performance and skill. Remuneration package and training opportunities are provided to all staff on the objective basis of their job capacity, personal capability and performance.

本集團的理念旨在吸引支持本集團使命及價值觀的最優秀候選人，彼等透過多元化尊重及促進卓越表現。本集團致力於根據人力規劃及需求招聘最合適的人才及打造僱員團隊。表現良好的職員將獲得調動及晉升以填補我們的空缺，並為他們提供機會，以探索在集團中的更好前景。

本集團認識到僱員發展與成長極其重要。本集團根據表現考核對僱員進行晉升。定期進行表現考核，從安全、工作態度、技術能力及人際交往能力等方面評估僱員的表現。

#### 工作時數及休息時間

本集團致力於為僱員提供合理的工作時數及休息時間。所有僱員均有權享受香港特別行政區政府憲報每年公佈的公眾或法定假期。除該等假期外，僱員有權享受年假、病假、補假、侍產假、婚假及恩恤假等。

#### 多元化、平等機會及反歧視

本集團深知及深信董事會成員及僱員團隊多元化對提升其表現質素裨益良多。我們制定董事會多元化政策，而多元化乃融入招聘實踐中的價值觀。

本集團乃機會平等僱主，致力於在所有人力資源事宜或僱傭期間的任何其他活動中提供平等機會，包括招聘、培訓、晉升、調動、補償、福利提供、解聘等，不論年齡、性別、身體或精神狀態、婚姻狀況、家庭狀況、懷孕、種族、膚色、國籍、宗教、政治派別、性取向等。根據僱員貢獻、表現及技能認可及獎勵僱員。我們按照僱員工作能力、個人能力及表現的客觀依據為所有僱員提供薪酬待遇及培訓機會。

## SOCIAL ASPECTS

### 社會層面

Sexual harassment is strongly prohibited. Employees, who believe that he/she has been or is being sexually harassed, is encouraged to report the incident of sexual harassment, as well as seek advice and guidance to the relevant supervisors or department heads. He/She can further lodge his/her complaint to the Human Resources & Administration Department who will investigate thoroughly and confidentially in accordance with the guidelines in handling sexual harassment complaint.

The Group will take appropriate disciplinary action against anyone who is in breach of the regulations which may in the most serious of cases lead to termination of employment contract.

#### Employee benefits and welfare

According to the applicable laws and regulations in Hong Kong, the Group provides various benefits and welfare to the employees. The Group participates in the defined contribution scheme (the “**MPF Scheme**”) under the Mandatory Provident Fund Schemes Ordinance which is available to its employees in Hong Kong. Contributions to the MPF Scheme by the Group and employees are made based on a percentage of employees’ basic salaries. The Group’s employer contributions vest fully with the employees when contributed to the MPF Scheme. The Group also provides medical insurance, compensation insurance, marriage gift, maternity coupon, condolence money and reimbursement to employees. All employees are located in Hong Kong. The details of the workforce as at 31 March 2019 and employee turnover rate during the reporting period are as follows:

堅決杜絕性騷擾。如有僱員認為彼曾經或正在受到性騷擾，鼓勵其向相關監管人員或部門主管報告性騷擾事件，並尋求建議及指引。亦可以進一步向人力資源及行政部門提出投訴，有關部門將根據指引處理性騷擾投訴，開展徹底及保密的調查。

本集團將對違反規定的任何人員採取適當的紀律處分，最嚴重的可能導致終止僱傭合約。

#### 僱員待遇及福利

根據香港適用的法例法規，本集團向僱員提供各類待遇及福利。本集團為香港僱員參加強制性公積金計劃條例項下的定額供款計劃（「**強積金計劃**」）。本集團及僱員根據僱員基本薪金的百分比向強積金計劃作出供款。本集團的僱主供款在向強積金計劃作出供款時悉數歸屬予僱員。本集團亦向僱員提供醫療保險、補償保險、結婚禮物、孕婦優惠券、慰問金及補貼。所有僱員均位於香港。有關於2019年3月31日職工及報告期內僱員流失率的詳情如下：

Workforce As at 31 March <sup>11</sup>		2019
於3月31日的職工 <sup>11</sup>		2019年
By Gender	按性別	
Male	男性	137
Female	女性	44
By Age Group	按年齡組別	
Below 30	30歲以下	38
30-50	30至50歲	91
Above 50	50歲以上	52
By Employment Type	按僱傭類別	
Full Time	全職	181
Part Time	兼職	0
Total	總計	181

Turnover Rate		2018/2019
流失率		2018 / 2019年
By Gender	按性別	
Male	男性	47.0%
Female	女性	56.0%
By Age Group	按年齡組別	
Below 30	30歲以下	65.6%
30-50	30至50歲	38.0%
Above 50	50歲以上	56.0%
Overall	總計	49.1%

<sup>11</sup> It includes the employees of the Group only. Workers of the subcontractors are not included.

<sup>11</sup> 其僅包括本集團僱員，不包括分包商的工人。

## SOCIAL ASPECTS

### 社會層面

#### Health and Safety

Due to the nature of works in the construction industry, workers at the sites are prone to safety hazards and therefore the Group has adopted a health and safety policy statement (the “**Policy Statement**”). The Group has stated in its Policy Statement its commitment to protecting its employees, subcontractors and the public from being affected by our works. The Group has adopted an occupational health and safety management system in accordance with the requirements of OHSAS 18001:2007 accreditation and has in place various policies and procedures to maintain health and safety in the workplace. The Group strictly abides by the applicable laws and regulations in Hong Kong relating to providing a safe working environment and protecting employees from occupational hazardous, including but not limited to Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance. During the reporting period, to the best of Directors’ knowledge, the Group was not aware of any significant non-compliance case in this regard.

#### Safety Organisation

The Group has established a Company Safety Management Committee and a Site Safety Committee with clearly defined responsibilities. The former is responsible for developing, reviewing and revising the Group’s Safety and Health Policy and regularly monitoring the proper implementation of a safety management system. The latter provides and improves the safety at work on-site and shall able to participate in the making and monitoring of arrangements for safety at the workplace.

#### Health and Safety Measures and Implementation

To provide a safe and healthy working environment for employees and subcontractors and to ensure compliance with the applicable laws and regulations in Hong Kong, a safety plan is implemented at the commencement and during the implementation period of each project and hazard analysis is conducted. The safety officers, general foreman and site management personnel conduct regular site visits to ensure the workers have taken all necessary safety precaution measures. Some key measures are implemented at the project sites as follows:

#### 健康及安全

由於建築行業的工作性質，地盤上的工人容易面臨安全危害，因此本集團已採納健康及安全政策聲明(「**政策聲明**」)。本集團已於政策聲明中闡明其保障其僱員、分包商及公眾免受我們工作影響的承諾。本集團已根據 OHSAS 18001:2007 認證的規定採納職業健康及安全管理體系，並設立多項政策及程序維持工作場所的健康及安全。本集團嚴格遵守相關有關提供安全工作環境及保護僱員遠離職業傷害的適用法律法規，包括但不限於職業安全及健康條例以及工廠及工業經營條例。於報告期間，據董事所深知，本集團並未就此知悉任何重大不合規事項。

#### 安全組織

本集團已成立企業安全管理委員會及地盤安全委員會，並清楚列明其職責。企業安全管理委員會負責制定、檢討及修訂本集團的安全及健康政策，並定期監督妥善實施安全管理制度。地盤安全委員會提供及改善地盤工作安全及應能夠參與制定及監督工作場所的安全工作安排。

#### 健康及安全措施以及執行

為向僱員及分包商提供安全及健康的工作環境以及確保遵守香港適用的法例法規，本集團於每個項目動工時及於施工期間實施安全計劃及進行危害分析。安全主任、總管工及地盤管理人員會定期進行地盤實地視察，確保工人已採取一切必要的安全防範措施。在項目地盤實施的若干主要措施如下：



- all new employees are required to attend safety induction training that is conducted by safety officers within two days after their commencement of work on-site
- all employees are required to wear or use appropriate safety equipment or clothing and use the appropriate safety devices, as well as to be familiar with the relevant requirements of the project safety plan and other specific safety requirements
- 所有新僱員須於開始地盤工作後的兩天內參加安全主任提供的安全入職培訓
- 所有僱員須穿戴或使用合適的安全設備或衣物，並使用適當的安全裝置，熟知項目安全計劃的相關規定以及其他特別安全規定

#### Monitoring System

Regular meetings are held for directors, safety officers and site supervisors to share the latest information and good practices with respect to safety. In the event of the occurrence of incidents and near misses, prompt corrections will be taken by following the emergency preparedness and response procedure. Follow-up investigation will be carried out to review the safety system find out the root causes of the case(s) and prevent reoccurrence of the similar case(s). Apart from routine safety inspections, regular safety walks by senior management and safety audits are conducted at all project sites to verify the sufficiency and effectiveness of safety control measures.

#### Safety Performance

The Group is deeply saddened to report one fatality at our project sites during the reporting period. Subsequent to the fatal accident, we have engaged an independent safety auditor to carry out safety audit on the Group's safety measures and procedures, to review the fatal accident and to provide recommendations to prevent the recurrence of similar accident. We have adopted the recommendations given by the independent safety auditor by the end of the reporting period. As at the end of the reporting period, no legal action, whether civil or criminal, has been brought against the Group.

The accident rate per 1,000 employees and workers in 2018/2019 are 5.5 and 8.9 respectively, which are lower than the rate in the construction industry (i.e. 32.9<sup>12</sup> in 2017). The total number of lost days due to injuries is 250. We will continue our efforts to raise safety awareness amongst our stakeholders, and to ensure that we learn from these events to prevent a reoccurrence.

#### 監督制度

董事、安全主任及地盤主管定期舉行會議，以分享安全相關最新資訊及良好常規。倘發生事故或幾乎發生事故，我們會根據應急準備及響應程序立即採取糾正措施。我們亦將進行跟進調查，審查安全系統，以找出個案發生的根本原因，防止類似個案再次發生。除日常安全檢查外，高級管理層會定期於所有建築地盤進行安全演習及安全審計，以檢驗安全控制措施是否充分及有效。

#### 安全表現

本集團懷著沉痛心情報告，我們的項目地盤於報告期間發生一宗致命事故。繼致命事故後，我們已委聘獨立安全審計師對本集團安全措施及程序開展安全審計、審查致命事故及提供建議以防止類似事故再次發生。截至報告期間末，我們已採納獨立安全審計師給予的建議。於報告期間末，概無針對本集團採取任何法律行動（不論民事或刑事）。

於2018／2019年的每1,000名僱員及工人的事故率為分別為5.5及8.9，低於建築行業事故率（即2017年的32.9<sup>12</sup>）。因工傷損失的總日數為250天。我們將繼續致力提高持份者的安全意識，確保我們從該等事件中吸取教訓，避免重蹈覆轍。

<sup>12</sup> The accident rate is extracted from the Issue No. 18 (August 2018), Occupational Safety and Statistic Bulletin, Occupational Safety and Health Branch, Labour Department

<sup>12</sup> 事故率乃摘自勞工處職業安全及健康部發表的職業安全及健康統計數字簡報第18期（2018年8月）



## SOCIAL ASPECTS

### 社會層面

		2018/2019	
		2018 / 2019年	
		Employees	Subcontractors
		僱員	分包商
Number Reportable Accidents	須報告事故數量	1	5
Accident Rate per 1,000 employees or workers <sup>13</sup>	每1,000名僱員或工人的事故率 <sup>13</sup>	5.5	8.9
Lost Time Injury Frequency Rates (LTIFR) <sup>14</sup>	損失工時工傷事故頻率(「損失工時工傷事故頻率」) <sup>14</sup>	0.2	0.3
Fatality Rate per 1,000 employees or workers <sup>15</sup>	每1,000名僱員或工人死亡率 <sup>15</sup>	0.0	1.8

The Group will continue to review the existing occupational health and safety management system and elevate the safety awareness of the employees and subcontractors.

本集團將持續審視現有職業健康及安全管理制度，並提高僱員及分包商的安全意識。

#### Development and Training

As stated in the Group's Training and Development Policy, the Group provides equal opportunity for all staff to develop their knowledge, skills and abilities through a blend of learning methods including mentoring, coaching, on-the-job training, courses, conferences and seminars. The Group also encourages self-development of employees through the taking up of training programmes and seminars. The main objective of training and development is to help develop key competencies which enable individuals to perform current or future jobs successfully.

#### 發展及培訓

誠如本集團培訓及發展政策所述，本集團為全體僱員提供平等機會，透過結合輔導、訓練、在職培訓、課程、會議及研討會等多種教學模式，幫助彼等發展知識、技能及能力。同時，本集團亦鼓勵僱員參與培訓計劃及研討會，實現自我發展。培訓及發展的主要目標為幫助個人提升關鍵能力，使其有能力在當前或今後的工作中表現出色。

<sup>13</sup> Accident Rate per 1,000 employees or workers = (Number of reportable accident/Daily average employees or workers) x 1,000

<sup>14</sup> LTIFR = (Number of lost time injuries/Total hours worked by all employees or workers during the reporting period) x 100,000

<sup>15</sup> Fatality Rate per 1,000 employees or workers = (Number of fatality/Daily average employees or workers) x 1,000

<sup>13</sup> 每1,000名僱員或工人的事故率= (須報告事故數量/ 每日平均僱員或工人人數) x 1,000

<sup>14</sup> 損失工時工傷事故頻率= (因工傷損失的工時數/ 全體僱員或工人於報告期間的總工時) x 100,000

<sup>15</sup> 每1,000名僱員或工人的死亡率= (死亡人數/ 每日平均僱員或工人人數) x 1,000

The Group provides various types of training to employees and sponsors them to attend various training courses:

本集團向僱員提供多種培訓類型，並贊助彼等參加各類培訓課程：

Field 領域	Training course 培訓課程
Interpersonal skills 人際交往技能	<ul style="list-style-type: none"> <li>Leadership Training 領導能力培訓</li> </ul>
Health and Safety 健康及安全	<ul style="list-style-type: none"> <li>Safety Training Course for Site Management Staff 地盤管理人員安全培訓課程</li> <li>Specified Training Course for Tiler 鋪瓦工指明訓練課程</li> <li>Safe Use of Abrasive Wheels 砂輪的安全使用</li> <li>First-aid Training 急救培訓</li> <li>Safety Supervisor Course 安全督導員課程</li> <li>Safety Induction Course 安全入職課程</li> <li>Tool Box Training 工具箱培訓</li> <li>Safety Enhancement Workshop 安全強化工作坊</li> </ul>
Environment 環境	<ul style="list-style-type: none"> <li>Environmental Protection Course For Environmental Supervisors 環境督導員環境保護課程</li> <li>BEAM Plus Training 綠建環評培訓</li> </ul>
Technical Skill 技術能力	<ul style="list-style-type: none"> <li>Setting Out Workshop 開線測量工作坊</li> <li>Building Information Modelling (“BIM”) Training for Management in the Construction Industry 建築行業管理之建築信息模擬(「<b>建築信息模擬</b>」)培訓</li> </ul>

## SOCIAL ASPECTS

### 社會層面

During the reporting period, the Group had 75.1% of the total number of employees received training and they received 510 hours of training. The details are as follows:

報告期間內，本集團僱員總數的75.1%接受培訓，培訓時數為510個小時。詳情如下：

Percentage of Employee Receiving Training <sup>16</sup>		2018/2019
受訓僱員比例 <sup>16</sup>		2018 / 2019年
By Gender	按性別	
Male	男性	79.6%
Female	女性	61.4%
By Employment Category	按僱傭類別	
Senior Management	高級管理層	83.3%
Middle Management/Non-management Professionals	中級管理層／非管理專業人員	65.4%
Supervisor/Department Head	監事／部門主管	51.7%
Civilian/Frontline Staff	文職／前線人員	92.3%
Overall	總計	75.1%

Average Training Hours <sup>17</sup>		2018/2019
平均培訓時數 <sup>17</sup>		2018 / 2019年
		hours/employee
		時數／僱員
By Gender	按性別	
Male	男性	3.0
Female	女性	2.3
By Employment Category	按僱傭類別	
Senior Management	高級管理層	10.5
Middle Management/Non-management Professionals	中級管理層／非管理專業人員	4.7
Supervisor/Department Head	監事／部門主管	3.3
Civilian/Frontline Staff	文職／前線人員	1.5
Overall	總計	2.8

<sup>16</sup> Percentage of trained employee = Number of employees received training during the reporting period/Number of employees at the end of the reporting period

<sup>17</sup> Average training hours = Total training hours during the reporting period/Total number of employees at the end of the reporting period

<sup>16</sup> 受訓僱員百分比=於報告期間的受訓僱員人數／於報告期末僱員人數

<sup>17</sup> 平均培訓時數=於報告期間的總培訓時數／於報告期末僱員總數

## **Labour Standards**

The Group prohibits the employment of child labour, forced labour and illegal labour. The Group has established internal guideline of employment of person under the age of 18. The Group has implemented the following measures to prevent having child labour or illegal immigrants from being on site and to prevent child labour, forced labour or illegal workers from taking employment on site:

1. Human resources and administrative officers inspect and take a copy of the original of his/her Hong Kong identity card and/or other documentary evidence showing that he/she is lawfully employable in Hong Kong.
2. The subcontracting agreement contains a clause whereby subcontractors are required to only hire persons who are lawfully employable to work on site and to prevent any illegal worker to enter the site.

The Group strictly abides the Employment Ordinance and section 38A of the Immigration Ordinance. During the reporting period, to the best of Directors' knowledge, the Group was not aware of any non-compliance case relating to child labour, forced labour and illegal immigrant labour.

## **OPERATING PRACTICES**

### **Supply Chain Management**

The Group is committed to building lasting and constructive relationships with partners in its supply chain. The suppliers of goods and services to the Group mainly include:

- (i) subcontractors
- (ii) suppliers of construction materials such as concrete and reinforcing steel bar
- (iii) machinery and equipment rental service providers

## **勞工準則**

本集團禁止僱傭童工、強制勞工及非法勞工。本集團已為未滿18歲的人員制定內部僱傭指引。本集團已採取以下措施，防止童工或非法入境者處身於地盤內，以及防止童工、強制勞工或非法勞工在地盤受僱：

1. 人力資源和行政負責人員會檢視其香港身份證及／或其他顯示其可在香港合法受僱的證明文件的正本，並複印副本。
2. 分包協議包含一項條款，規定分包商只可聘用可合法受僱的人士在地盤工作，並須防止任何非法勞工進入地盤。

本集團嚴格遵守僱傭條例及入境條例第38A條。於報告期間，據董事所深知，本集團並無發現任何與童工、強制勞工及非法入境勞工有關的違規個案。

## **營運慣例**

### **供應鏈管理**

本集團致力於與其供應鏈中的合作夥伴建立持久及建設性的關係。本集團的貨品及服務供應商主要包括：

- (i) 分包商
- (ii) 混凝土及鋼筋等建築材料的供應商
- (iii) 機械及設備租賃服務提供商

## SOCIAL ASPECTS

### 社會層面

The Group's Code of Conduct alongside with other procurement-related policies and guidelines specify our dedication to a fair, transparent and competitive procurement process which requires all employees to observe the highest standards of business integrity and to comply with relevant laws and regulations.

The Group maintains a list of approved suppliers/subcontractors which is updated on an ongoing basis and we generally only select suppliers/subcontractors from such approved suppliers/subcontractors list for our projects.

In general, suppliers/subcontractors are approved and selected after taking into account factors such as safety performance, costs, technical expertise, financial background, past performance, reliability and quality of goods, workmanship and services. For certain projects, our customers may retain their rights to nominate certain specific suppliers/subcontractors to fulfil certain parts of the works under the relevant contracts. Where a supplier/subcontractor is nominated by our customer, the Group generally retains the right to make objection to the use of such nominated suppliers/subcontractors with supporting reasons.

The performance of suppliers/subcontractors is evaluated at least once a year to determine whether corrective or preventive actions have to be implemented on suppliers/subcontractors with unsatisfactory performance, or that such suppliers/subcontractors with unsatisfactory performance shall be removed from the approved list of suppliers/subcontractors.

For further information regarding the Group's measures in relation to environmental compliance, safety and quality control of subcontractors, please refer to the sections headed "Environmental Aspects", "Health and Safety" and "Product Responsibility".

During the reporting period, the Group had a total of 1,922 suppliers and subcontractors and all of them were located in Hong Kong.

本集團行為守則連同其他採購相關政策及指引明確要求我們遵循公平、透明及具有市場競爭力的採購流程，要求所有僱員遵守最高的商業誠信標準，並遵守相關法律法規。

本集團設有認可供應商／分包商名單，並對該名單進行持續更新。我們通常僅從該認可供應商／分包商名單中選擇供應商／分包商進行我們的項目。

一般而言，供應商／分包商經過考慮安全表現、費用、技術專長、財政背景、過往表現、可靠度及貨品質素、技術及服務等因素，方獲認可及挑選。就若干項目而言，我們的客戶可保留其權利，指定若干特定供應商／分包商完成相關合約下的若干工程部分。倘供應商／分包商由客戶指定，本集團一般會保留以合理理由反對使用該等指定供應商／分包商的權利。

至少每年評估一次供應商／分包商的表現，以決定是否須針對供應商及分包商未達水平的表現採取任何糾正或防止的行為，或決定該等未達水平表現的供應商／分包商是否須從認可供應商／分包商名單中剔除。

有關本集團就環境合規、分包商安全及質素管控採取之措施的進一步詳情，請參閱「環境層面」、「健康及安全」及「產品責任」等章節。

於報告期間，本集團共有1,922名供應商及分包商，全部位於香港。

## Product Responsibility

The Group recognises the significance of quality in construction and maintenance and it is the prime objective of the Group to commit with due integrity and efficiency to discharge its contractual duties relative to quality of work as stated in its Quality Policy. The Group plans, implements, and controls systems to assure the conformance with the specified customer requirements of all buildings and maintenance projects. The Group promotes among all employees the awareness and importance of quality and calls for the co-operation, participation and leadership in achieving the Group objectives.

## Quality Management

To maintain consistent quality and safety of services for customers, the Group has established a formal quality management system which is certified to be in compliance with the requirements of ISO 9001:2015. The quality control measures are implemented as follows:

## 產品責任

本集團意識到建造及保養質量的重要性，且其首要目標為致力於誠信高效地履行其質量政策所載有關工作質素的合約職責。本集團計劃、實施及管控系統，以確保符合所有樓宇及保養工程之特定客戶需求。本集團將增強全體僱員的質量意識，使彼等了解質量的重要性，同時呼籲合作、參與及領導，以達成本集團目標。

## 品質管理

為保持對客戶的一貫優質及安全服務，本集團設立了正式的質量管理系統，經認證符合 ISO 9001:2015 要求。本集團施行的質量控制措施如下：

Phase 階段	Quality Control Measure 質量控制措施
Tendering Phase 投標階段	<ul style="list-style-type: none"> <li>Identify and review requirement of the potential customers during the tender phase and to ensure that we are capable of meeting the relevant contract requirement for all building construction projects 於投標期內確定及檢閱潛在客戶的要求，並確保我們有能力符合所有屋宇建造項目的相關合約要求</li> <li>Mobilise resources to initiate better project preparation to the requirement of the potential customers and form a project team which expeditiously utilise competent and qualified personnel 調動資源以更好地為項目作準備以滿足潛在客戶的要求，亦會成立項目團隊，其有效地採用有能力及合資格人員</li> </ul>
Project Planning Phase 項目規劃階段	<ul style="list-style-type: none"> <li>Arrange for placement of early material orders, contracts and secure necessary trade workers and machinery resources for the works or projects 安排發下早期材料訂單及合約，並保障工程或項目必要的工人及機械資源</li> <li>Post a contract award notification and conduct a tender handover meeting among the relevant responsible staff once a contract is confirmed to ensure project team members review and resolve early procurement requirements 一旦合約確認，便會發出獲授合約通知書，及相關負責僱員亦會進行標書交接會議，以確保項目團隊成員檢閱和解決早期採購要求</li> <li>Hold meetings among key project team members to discuss the relevant contract and resources issues to ensure the project team is suitably prepared, has a good understanding of the requirements for the project, and is familiar with the project scope and the proposed method of working upon which the tender was based 主要項目團隊成員舉行會議，討論相關合約及資源問題，以確保項目團隊妥善準備，並對項目要求有相當認識及瞭解項目規模及標書以此作基礎的工程建議方法</li> </ul>

## SOCIAL ASPECTS

### 社會層面

Phase 階段	Quality Control Measure 質量控制措施
	<ul style="list-style-type: none"> <li>Project manager will ensure (i) any existing foundations underground services and adjacent structures are surveyed to ascertain their condition before commencement of our works (whenever necessary); (ii) a site layout plan is prepared and agreed and that any necessary technical submissions (such as method statements, quality plans, inspection and test plans and temporary works design submissions) are properly prepared and approved prior to submission 項目經理將確保(i)任何現有地基地下服務及鄰近結構在工程開始前已進行測量以確定其狀況(如有必要)，(ii)已編製地盤佈置圖，並同意任何必要的技術方案(如施工方案、質量計劃、檢驗及測試計劃以及臨時工程標書)在提交前已妥善編製及獲批</li> <li>Prepare detailed plans and/or schedules for the procurement of materials, trade workers and machinery for communication with approved suppliers and subcontractors. 準備詳細計劃及/或時間表以採購材料、工人及機器，聯繫認可供應商及分包商。</li> <li>Review requisition and review quotations from the suppliers and subcontractors to ensure proper control before and upon delivery of such materials, services and machinery to the project sites 審閱供應商及分包商的申請及評估報價，以確保於向該等材料、服務及機器送抵項目地盤前及送抵時妥善監控</li> </ul>
Project Implementation Phase 項目實施階段	<ul style="list-style-type: none"> <li>Hold regular site review meetings with suppliers/subcontractors and relevant site staff to review the project progress, resources arrangement, project safety and security and any information that is relevant to control the project operations 供應商/分包商及相關地盤員工將舉行定期地盤審視會議，以審視項目進度、資源安排、項目安全及保安以及與監控項目運營有關的任何資料</li> <li>Evaluate and control the risks to provide a means whereby job hazards or potential hazards are identified, and manage such risks in a way to eliminate or reduce them to a tolerable or acceptable level 評估並監控風險，提供可識別工作危害或潛在危害的方法，並管理該等風險，以將其消除或減低至可容忍或可接受的水平</li> </ul>
Completion Phase 完工階段	<ul style="list-style-type: none"> <li>Carry out inspection of works and safety, health, environmental and quality ("SHEQ") inspection to ensure that the completed works conform to the requirements of customers according to the work requirements and relevant specifications, and that the site performance conforms to our SHEQ policy and legal and other requirements 進行工程檢驗及安全、健康、環境及質量(「安全、健康、環境及質量」)檢驗，以確保已完成工程已根據工程規定及相關規格遵照客戶的規定，及地盤表現遵照安全、健康、環境及質量政策及法律及其他規定</li> <li>Works which have been found non-compliant or defective and such issues are not solved immediately shall be physically identified by markings, tags or notices or, where practical, be segregated to prevent them from unintended use or further processing 被發現為不合規或有缺陷，但未有被立刻糾正的工程將透過標記、標籤或通知或(當可行時)隔離獲實際識別，以防止意外使用或進一步處理該等工程</li> </ul>

#### Intellectual Property Protection, Advertising and Labelling

The Group's business does not involve research and development, product packaging and labelling activities. Besides, the Group does not rely heavily on marketing and advertising. To the best of Directors' knowledge, the Group is not aware of any significant impact relating to intellectual property, advertising and labelling on its operations.

#### 知識產權保護、廣告及標籤

本集團業務不涉及研發、產品包裝及標籤活動。此外，本集團亦對營銷及廣告並無過度依賴。據董事所深知，本集團並無發現其營運存在任何與知識產權、廣告及標籤相關之重大影響。

#### Customer Data Protection and Privacy

The Group attaches great importance to the confidential information of the customers. The Group strives to protect the privacy of its customers, business partners and staff in the collection, processing and use of their business or personal data. The Group's Human Resources Management Policy and Handbook provides guidance on the handling of confidential information.

We have adopted data protection policy in our staff handbook to require our employees to keep all information and matters relating to the Group's business and affairs confidential and must not disclose the same to any unauthorized third parties or other employees within the Group who are not privy to such confidential information. This obligation to maintain confidentiality remains valid after the cessation of employment of the relevant employees.

We also clearly states in our staff handbook that all documents and information belonging to the Group, every employee undertakes to return to the Group, upon leaving the employment with the Group.

Failure by any employee to comply with this confidentiality obligation may lead to disciplinary action, and in serious cases will be treated as gross misconduct. Special care should also be taken in the use of any personal data, including employees and customers' personal data.

The Group strictly follows the laws and regulations relating to product responsibility. During the reporting period, to the best of Directors' knowledge, the Group was not aware of any significant non-compliance case in this regard.

#### Anti-corruption

Honesty, integrity and fair competition are the core values that all employees of the Group should uphold. The Group's Code of Conduct sets out the employee's conducts in dealing with matters related to acceptance of advantages and conflicts of interest. All new employees receive an introduction about anti-corruption, and the code of conduct is communicated to all of them.

#### 客戶數據保護及隱私

本集團非常重視客戶機密資料。在收集、處理及使用客戶、業務夥伴及員工的商業或個人數據時，本集團竭力保護彼等隱私。本集團的人力資源管理政策及手冊提供有關處理機密資料的指引。

我們已在員工手冊中採納數據保護政策，要求我們的僱員應就所有與本集團業務及事務有關的資料及事宜保密，不得將彼等披露予任何未經授權的第三方或本集團內部與該等保密資料無利害關係的其他僱員。該保密義務於有關僱員終止僱傭關係後仍然有效。

我們亦已在我們的員工手冊中明確聲明，所有文件及資料均歸屬於本集團，各僱員承諾於解除與本集團的僱傭關係時歸還該等文件及資料。

任何僱員違反該保密義務將受到紀律處分，情形嚴重者，將被視作嚴重失職處理。使用任何個人數據（包括僱員及客戶的個人數據）應小心謹慎。

本集團嚴格遵守有關產品責任的法律法規。於報告期間，據董事所深知，本集團在此方面並無發現重大違規個案。

#### 反貪污

誠實、誠信及公平競爭是本集團全體僱員應秉持的核心價值觀。有關收受利益及利益衝突等問題的處理方法載列於本集團僱員行為守則。所有新僱員均會接受有關反貪污的介紹，並向彼等傳達行為守則。



## SOCIAL ASPECTS

### 社會層面

Other than the internal anti-bribery and corruption guidelines as stipulated in the Code of Conduct, the Group has in place an Anti-Fraud Policy to provide guidelines for fraud risk evaluation, anti-fraud measures, handling of suspected fraud and fraud identification. In addition, a whistleblowing policy has been established as a communication channel for employees to report concerns relating to ethical business or personal conduct, accounting and financial matters, integrity and other misconduct, or maltreatment by other staff members after making a genuine complaint. Employees are welcome to send their concerns via mail or email. The Group will initiate the investigation procedure after receiving a report. The Group has also implemented appropriate and effective internal controls at different business processes to prevent and detect fraudulent activities.

The Group strictly abides by the laws and regulations relating to bribery, extortion, fraud and money laundering in Hong Kong, including the Prevention of Bribery Ordinance. During the reporting period, to the best of Directors' knowledge, the Group was not aware of any significant non-compliance case or related corruption litigation case in this regard.

## COMMUNITY

### Community Investment

The Group believes that community contribution is important for sustainable development as it helps to establish a harmonious society. The Group aims to develop long-term relations with stakeholders based on mutual trust, respect and integrity. The Group also seeks to make contributions to programmes which have a positive impact on different area of community development (such as art, youth education and social needs). Employees are encouraged to volunteer and work through collaboration with strategic giving as well as capacity-building initiatives to try and create a positive impact in the community. The Group was awarded the "Caring Company Logo" for 2018-2019.

除行為守則所規定的內部反賄賂及反貪污指引外，本集團已實施反欺詐政策，該政策就欺詐風險評估、反欺詐措施、可疑欺詐處理及欺詐識別等方面提供指引。此外，我們已建立舉報政策，以此作為僱員舉報有關企業道德或個人操守、會計及財務事宜、誠信及其他不當行為、或真誠投訴後遭到其他員工的粗暴對待等事宜的溝通渠道。我們歡迎僱員透過郵寄或電郵傳送其關注事項。收到舉報後，本集團將立即著手展開調查。同時，本集團亦將針對不同的業務程序實施適當及高效的內部管控，以防止及甄別不正當活動。

本集團嚴格遵守香港有關賄賂、勒索、欺詐及洗錢的法例法規，包括防止賄賂條例。於報告期間，據董事所深知，本集團在此方面並無發現任何重大違規個案或任何貪污訴訟案件。

## 社區

### 社區投資

本集團相信社區貢獻對可持續發展而言至關重要，因為其有助建立和諧社會。本集團計劃與持份者建立互相信任、互相尊重以及誠信的長期合作關係。本集團亦有意為對社區發展有積極影響的項目（如藝術、兒童教育及社區需求）作出貢獻。我們鼓勵僱員擔當志願者，通過互相協作、戰略性捐贈及能力提升活動，嘗試為社區創造積極影響。本集團獲授2018-2019年度「商界展關懷標誌」。

During the reporting period, the Group donated HK\$149,800 and contributed 56 hours for charities. The details as follows: 於報告期間，本集團向慈善機構捐款149,800港元及貢獻56小時。有關詳情如下：

Event	Resource Contributed 貢獻資源
	Donation (HK\$)/ Activity Hours (hrs) 捐款（港元）／ 活動時數（小時）
活動	
"As the Light Goes Out" Charity Film Premiere, organised by Tung Wah Group of Hospitals	「救火英雄」慈善首映禮，由東華三院組織 38,000.0港元
Ten Percent Donation Scheme Foundation Annual Charity, organised by Ten Percent Donation Scheme Foundation	十分關愛基金會週年慈善活動，由十分關愛基金會組織 39,800.0港元
Charity Bowling Tournament, organised by Tung Wah Group of Hospitals	慈善保齡球大賽，由東華三院組織 12,000.0港元
"HAWAII" by Karen Joubert Cordier, organised by Opera Hong Kong Ltd	Karen Joubert Cordier作品「夏威夷」，由香港歌劇院組織 60,000.0港元
Youth Work Experience Programme, organised by Child Development Initiative Alliance	青少年工作體驗計劃，由青少年發展企業聯盟組織 56.0小時

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE INDEX

## 環境、社會及管治報告指引內容索引

Subject Areas, Aspects, General Disclosures and Key Performance Indicators (KPIs) (Note 1)		Section/Statement	Page number
主要範疇、層面、一般披露及關鍵績效指標(附註1)		章節／描述	頁次
<b>Subject Area A. Environmental</b>			
<b>主要範疇A.環境</b>			
<i>Aspect A1 Emissions</i>			
<i>層面A1排放物</i>			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste	Environmental Management; and Emissions	9-10; and 11-15
一般披露	有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢物的產生等的： (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	環境管理；及排放物	9-10; 及 11-15
KPI A1.1	The types of emissions and respective emissions data	Emissions	11-15
關鍵績效指標A1.1	排放物種類及相關排放數據	排放物	11-15
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)	Emissions	12-13
關鍵績效指標A1.2	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)	排放物	12-13
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)	No significant hazardous wastes produced.	Not applicable
關鍵績效指標A1.3	所產生有害廢物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)	並無產生重大有害廢物。	不適用
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)	Emissions	14
關鍵績效指標A1.4	所產生無害廢物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)	排放物	14

Subject Areas, Aspects, General Disclosures and Key Performance Indicators (KPIs) (Note 1)

主要範疇、層面、一般披露及關鍵績效指標(附註1)		Section/Statement 章節／描述	Page number 頁次
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關鍵績效指標A1.6	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	排放物(附註2)	14
<i>Aspect A2 Use of Resources</i>			
<i>層面A2資源使用</i>			
General Disclosure	Policies on efficient use of resources, including energy, water and other raw materials	Environmental Management; and Use of Resources	9-10; and 16
一般披露	有效使用資源(包括能源、水及其他原材料)的政策	環境管理；及資源使用	9-10; 及 16
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KPI A2.3	Description of energy use efficiency initiatives and results achieved	Use of Resources (Note 2)	16
關鍵績效指標A2.3	描述能源使用效益計劃及所得成果	資源使用(附註2)	16
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved	Use of Resource (Note 2)	16
關鍵績效指標A2.4	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	資源使用(附註2)	16
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced	It is not relevant to the Group's business.	Not applicable
關鍵績效指標A2.5	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	此項與本集團業務不相關。	不適用

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#### Aspect A3 The Environment and Natural Resources

##### 層面A3環境及天然資源

General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources	Environmental Management; and The Environment and Natural Resources	9-10; and 17
一般披露	減低發行人對環境及天然資源造成重大影響的政策	環境管理；及環境及天然資源	9-10; 及 17
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	The Environment and Natural Resources	17
關鍵績效指標A3.1	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	環境及天然資源	17

#### Subject Area B. Social

##### 主要範疇B.社會

##### Employment and Labour Practice

##### 僱傭及勞工常規

#### Aspect B1 Employment

##### 層面B1僱傭

General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	Employment	18-21
一般披露	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	僱傭	18-21
KPI B1.1	Total workforce by gender, employment type, age group and geographical region	Employment	18-21
關鍵績效指標B1.1	按性別、僱傭類型、年齡組別及地區劃分的僱員總數	僱傭	18-21
KPI B1.2	Employee turnover rate by gender, age group and geographical region	Employment	18-21
關鍵績效指標B1.2	按性別、年齡組別及地區劃分的僱員流失比率	僱傭	18-21

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Aspect B2 Health and Safety

層面B2健康及安全

General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	Health and Safety	22-24
一般披露	有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	健康及安全	22-24
KPI B2.1	Number and rate of work-related fatalities	Health and Safety	23-24
關鍵績效指標B2.1	因工作關係而死亡的人數及比率	健康及安全	23-24
KPI B2.2	Lost days due to work injury	Health and Safety	23-24
關鍵績效指標B2.2	因工傷損失工作日數	健康及安全	23-24
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	Health and Safety	22-24
關鍵績效指標B2.3	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	健康及安全	22-24

Aspect B3 Development and Training

層面B3發展及培訓

General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities	Development and Training	24-26
一般披露	有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	發展及培訓	24-26
KPI B3.1	The percentage of employees trained by gender and employee category	Development and Training	24-26
關鍵績效指標B3.1	按性別及僱員類別劃分的受訓僱員百分比	發展及培訓	24-26
KPI B3.2	The average training hours completed per employee by gender and employee category	Development and Training	24-26
關鍵績效指標B3.2	按性別及僱員類別劃分，每名僱員完成受訓的平均時數	發展及培訓	24-26

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<i>Aspect B4 Labour Standards</i>			
<i>層面B4勞工準則</i>			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child or forced labour.	Labour Standards	27
一般披露	有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	勞工準則	27
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour	Labour Standards	27
關鍵績效指標B4.1	描述檢討招聘慣例的措施以避免童工及強制勞工	勞工準則	27
KPI B4.2	Description of steps taken to eliminate such practices when discovered	No case discovered	Not applicable
關鍵績效指標B4.2	描述在發現違規情況時消除有關情況所採取的步驟	未發現個案	不適用
<i>Operating Practices</i>			
<i>營運慣例</i>			
<i>Aspect B5 Supply Chain Management</i>			
<i>層面B5供應鏈管理</i>			
General Disclosure	Policies on managing environmental and social risks of supply chain	Supply Chain Management	27-28
一般披露	管理供應鏈的環境及社會風險政策	供應鏈管理	27-28
KPI B5.1	Number of suppliers by geographical region	Supply Chain Management	27-28
關鍵績效指標B5.1	按地區劃分的供應商數目	供應鏈管理	27-28
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	Supply Chain Management	27-28
關鍵績效指標B5.2	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。	供應鏈管理	27-28

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Aspect B6 Product Responsibility

層面B6產品責任

General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	Product Responsibility	29-31
一般披露	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	產品責任	29-31
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons	Not applicable	Not applicable
關鍵績效指標B6.1	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	不適用	不適用
KPI B6.2	Number of products and service related complaints received and how they are dealt with	Not applicable	Not applicable
關鍵績效指標B6.2	接獲關於產品及服務的投訴數目以及應對方法	不適用	不適用
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights	Not applicable	Not applicable
關鍵績效指標B6.3	描述與維護及保障知識產權有關的慣例	不適用	不適用
KPI B6.4	Description of quality assurance process and recall procedures	Product Responsibility	29-30
關鍵績效指標B6.4	描述質量檢定過程及產品回收程序	產品責任	29-30
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored	Product Responsibility	31
關鍵績效指標B6.5	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	產品責任	31

Aspect B7 Anti-corruption

層面B7反貪污

General Disclosure	Information on (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	Anti-corruption	31-32
一般披露	有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	反貪污	31-32



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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 cases	No case discovered	Not applicable
關鍵績效指標B7.1	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	未發現個案	不適用
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored	Anti-corruption	31-32
關鍵績效指標B7.2	描述防範措施及舉報程序，以及相關執行及監察方法	反貪污	31-32
Community			
社區			
Aspect B8 Community Investment			
層面B8社區投資			
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	Community Investment	32-33
一般披露	有關以社區參與來了解發行人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	社區投資	32-33
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport)	Community Investment	32-33
關鍵績效指標B8.1	專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)	社區投資	32-33
KPI B8.2	Resources contributed (e.g. money or time) to the focus area	Community Investment	32-33
關鍵績效指標B8.2	在專注範疇所動用資源(如金錢或時間)	社區投資	32-33
Note 1: All general disclosures and KPIs under "Subject Area A, Environmental" are "comply or explain" provisions while others are recommended disclosures set out in the ESG Guide.		附註1：所有一般披露及「層面A.環境」範疇內的關鍵績效指標乃「不遵守就解釋」條文，而其他為環境、社會及管治報告指引所載建議披露。	
Note 2: As it is the first ESG report, the Group will evaluate the results of the measures by reviewing the KPIs in the coming years.		附註2：由於其為第一份環境、社會及管治報告，本集團將於未來幾年通過審核關鍵績效指標來評估該等措施的結果。	



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