



**明发集团**  
MINGFA GROUP

**Mingfa Group (International) Company Limited**

**明發集團（國際）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 : 846

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告2016





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# About the Report

## 關於本報告

Mingfa Group (International) Company Limited is a well-known enterprise in the real estate industry of the People's Republic of China ("PRC" or "China"). It is a large-scale modern group enterprise with urban operations as its core business and commercial real estate, residential real estate and hotel management as its pillars, and engages in industry, commerce, investment and other businesses. As a leading company in the real estate industry of the PRC, Mingfa Group (International) Company Limited (the "Company") and its subsidiaries (collectively "the Group") actively fulfill their environmental and social responsibilities.

The Group's environmental, social and governance ("ESG") report is prepared for the purpose of providing a brief report on its ESG performance in 2016. The Group is actively pursuing innovation in environmental protection and social responsibility, focusing on the direction of sustainable development and global climate change for innovations on business models and operating methods. This report has been prepared in accordance with the environmental, social and governance reporting guidelines as set out in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. For the year ended 31 December 2016, the Company has complied with the "Comply or Explain" provisions contained in the Environmental, Social and Governance Report Guidelines of the Hong Kong Stock Exchange. The Group's environmental and social strategies, management policies, priorities and objectives are disclosed in this report. The Group hereby presents its annual ESG report (the "ESG Report") for the period from 1 January 2016 to 31 December 2016. The scope of this ESG Report covers the period from 1 January 2016 to 31 December 2016 for commercial and residential property development and hotel operations of the Group located in Nanjing, Maanshan, Shenyang, Zibo, Huaian, Yangzhou, Hefei, Wuxi, Beijing, Tianjin, Lanzhou, Pingliang, Taizhou, Zhenjiang, Shanghai, Guangan, Changsha, Huizhou, Honglai, Quanzhou, Taoyuan, Zhangzhou, Xiamen, etc., and offices in mainland China and Hong Kong, China.

The Group is principally engaged in the development of large-scale complex properties in China, as well as the national brand reputation of hotel management, property management and property investment. Further information on the Group's principal business is disclosed under "Management Discussion and Analysis" section in the 2016 Annual Report published by the Group in July 2019, which should be read in conjunction with the "Corporate Governance Report" and "Notes to the Consolidated Financial Statements" in the 2016 Annual Report in order to gain a comprehensive understanding of the performance of the Group.

In accordance with the sustainability strategy of the Group, the board of directors monitors the environmental impact in the course of operations. To effectively improve the performance of sustainable development, the board of directors is responsible for monitoring the performance of various departments in respect of ESG, appointing relevant departments to implement policies, conducting regular review and improvement policies, and is committed to continuously improving the Group's strategy for sustainable development, and hopes to continuously improve energy conservation, waste reduction and social responsibility.

明發集團(國際)有限公司是中華人民共和國(「中國」)房地產行業的知名企業，一家以城市運營為核心，以商業地產、住宅地產、酒店經營為支柱產業，並涉及工業、商貿、投資等多項領域的大型現代集團企業。作為中國房地產行業的龍頭企業，明發集團(國際)有限公司(簡稱「公司」)及其子公司(統稱「本集團」)積極履行其環境和社會責任。

本集團之環境、社會及管治(「環境、社會及管治」)報告旨在扼要匯報其於2016年於環境、社會及管治方面之表現。本集團積極在環境保護和社會責任方面不斷格新，專注在可持續發展方面的發展方向，關注全球氣候變化對商業模式和營運方式的格新。本報告按照《香港聯合交易所有限公司證券上市規則》附錄二十七所載的環境、社會及管治報告指引編製。於截至2016年12月31日止年度，本公司已遵守港交所環境、社會及管治報告指引所載的「不遵守就解釋」條文。本集團有關環境及社會方面之策略、管理方針、優先事項及目標於本報告如實披露。本集團謹此呈報2016年1月1日至2016年12月31日的年度環境、社會及管治報告(「環境、社會及管治報告」)。本環境、社會及管治報告的匯報範圍涵蓋本集團於2016年1月1日至2016年12月31日期間位於南京、馬鞍山、瀋陽、淄博、淮安、揚州、合肥、無錫、北京、天津、蘭州、平涼、泰州、鎮江、上海、廣安、長沙、惠州、洪瀨、泉州、桃園、漳州、廈門等地的商業和住宅物業開發及酒店營運，以及位於中國大陸和中國香港的辦公室。

本集團主要於中國從事大型綜合用途物業開發，同時亦涉及酒店經營、物業管理及物業投資全國品牌聲譽。有關本集團主要業務之進一步資料披露於本集團於2019年7月單獨刊發的2016年年度年報「管理層討論及分析」，並應與2016年度年報中的「企業管治報告」及「綜合財務報表附註」一併閱讀，以全面了解本集團的表現。

本集團按照可持續發展策略，由董事會監察在營運過程中對環境的影響。為更有效提升可持續發展表現。董事會負責監察各個部門在環境、社會及管治的表現，並負責任命相關部門執行政策與定期回顧與改進政策，致力不斷改善本集團於可持續發展的策略，並希望在節能減廢與實行社會責任透面不斷改善。





# Communication with Stakeholders

## 持份者溝通

As a committed company, the Group is dedicated to maintaining the highest environmental and social standards in order to ensure the sustainability of its business. The Group complies with all relevant laws and regulations in relation to our businesses, including construction, health and safety, working conditions, employment and environment which has a significant impact on the Group. The Group understands that a better future depends on the participation and contribution of all stakeholders, and thus it encourages employees, customers, suppliers and other stakeholders to participate in environmental and social activities that benefit the entire community.

The Group's stakeholders are broad, including shareholders/investors, government/regulators, employees, clients, suppliers/partners, communities/public. Through a variety of formal and informal communication methods and opinions collection, we can fully understand the opinions and expectations of stakeholders on the sustainable development of the Group, put social responsibility into practice, balance the interests of the Group and its stakeholders, and identify issues of concerns to stakeholders and topics that have significant impact on the Group.

During the course of business management of the Group, the participation of stakeholders is an important part which helps the Group to examine potential risks and business opportunities. Communicating with stakeholders and understanding their views can bring the Group's business practices closer to their needs and expectations, and properly manage the opinions of different stakeholders.

The Group continues to improve and welcomes stakeholders to provide valuable feedback through the Group's official website <http://www.ming-fa.com>.

作為一家有承擔的公司，本集團致力於保持最高的環境和社會標準，確保其業務的可持續發展。本集團遵守有關業務的所有相關法律法規，包括建造，健康和 safety，工作條件，就業和對本集團產生重大影響的環境。集團了解更美好的未來取決於所有持份者的參與和貢獻。鼓勵員工，客戶，供應商和其他持份者參與有益於整個社區的環境和社會活動。

本集團持份者的層面廣泛，包括股東／投資者、政府／監管機構、僱員、客戶、供應商／合作夥伴、社區／公眾，透過各種正式和非正式的溝通方式與收集意見，全面了解持份者對本集團可持續發展的意見及期望，實踐社會責任工作，平衡本集團與持份者的利益。從而識別持份者關注以及本集團有重大影響的議題。

在本集團的業務管理中，持份者的參與是其中一個重要部分，有助本集團審視潛在的風險與商機。與持份者交流，瞭解他們的看法，能夠令本集團的業務常規更貼近他們的需要和期望，妥善管理不同持份者的意見。

本集團不斷改進，歡迎持份者透過本集團官方網站 <http://www.ming-fa.com> 提供寶貴意見。

## Environmental Categories

### 環境範疇

#### BUSINESS SUSTAINABILITY

Under the background of China's stable economic growth, the Group will continue to leverage its solid foundation in China through the implementation of various business development strategies and make good use of its existing resources and networks, incorporate business sustainability into our businesses, and develop commercial and residential properties and operate hotels subject to the major premise of environmental protection. Under the leadership of our experienced and dedicated management team, the Group will continue to implement various environmental protection measures, actively participate in various environmental protection activities, and pay attention to global warming issues in order to maintain growth and achieve better returns.

The Group promotes environmental awareness programs to encourage different stakeholders in the community to work together in order to create a better environment. The following contents describe the environmental conservation measures implemented by the Group in terms of gas emissions, waste management, use and protection of resources, environmental impacts and natural resources.

During the reporting year, the Group strictly abides by the environmental laws and regulations of China, including but not limited to the "Environmental Protection Law of the People's Republic of China", "Environmental Impact Assessment Law of the People's Republic of China", "Water Pollution Prevention and Control Law of the People's Republic of China" and "Environmental Protection Law on Solid Wastes Pollution of the People's Republic of China".

#### 業務可持續性

在中國經濟穩定增長的背景下，本集團將透過實施各種業務發展策略繼續利用其於中國的堅實基礎，善用其現有資源及網絡，把業務可持續性融匯灌輸在業務中，以保護環境為大前提為商業和住宅物業開發及酒店營運，在經驗豐富及熱誠盡責的管理團隊領導下，本集團將繼續實施各項環保措施，積極參與各項環保活動，關注全球暖化問題，以維持增長及取得較佳回報。

本集團推行提高環保意識計劃，鼓勵社會不同持份者參與，共同締造美好環境。以下內容將會從氣體排放、廢物管理、資源的使用與保護、環境影響與天然資源等方面描述本集團所實施之環境保育措施。

於本報告年度內，本集團嚴格遵守中國環境相關的法律法規，包括但不限於《中華人民共和國環境保護法》、《中華人民共和國環境影響評價法》、《中華人民共和國水污染防治法》和《中華人民共和國固體廢棄物污染環境保護法》。



#### A1 EMISSIONS

##### Property Development

The Group's major emissions in China and Hong Kong are, among others, electricity, sewage, construction wastes, solid dust, noise and waste gases from transportation. Continuous reduction of gas emission and energy conservation are both elements valued by the Group, which we are endeavored to completely and effectively put into practice for the purpose of confronting global warming.

As the pioneer among environmental protection enterprises, the Group proactively pursues the culture of "outstanding and effective" use of natural resources, and places emphasis on policies concerning energy conservation and carbon reduction in respect of, among others, electricity, water, paper, petrol and non-hazardous wastes. Through the above, the Group aims to guide our staff to uphold our excellent tradition. The Group continues to identify effective and sustainable practices in the course of business operation for protection and better utilization of resources.

During the reporting year, the Group's waste gas emission was 701,861g sulfur oxide (SOx), 818,322g nitrogen oxides (NOx) and 24,629,506kg carbon dioxide, with a density of 10,016kg carbon dioxide equivalent/person.

#### A1 排放物

##### 物業開發

本集團在中國和香港，主要排放物為電力、污水、建築廢棄物、固體粉塵、噪音及交通運輸廢氣等方面，持續減少氣體排放和節約能源均是本集團所重視的元素，務求能完全有效地運用，以達到其應對全球氣候變化之目的。

本集團作為環保企業之創新者，積極追求自然資源「卓越高效」之文化，主要關注有關電力、水、紙、汽油及無害廢物等之節能減碳政策，並希望藉此教導員工日後能秉承集團的優良傳統，對環境出一分力，本集團繼續於業務營運中尋求有效及對可持續性的常規，對資源作出保護，更好利用資源。

於本報告年度內，本集團廢氣排放量為701,861克硫氧化物(SOx)，818,322克氮氧化物(NOx)和24,629,506千克二氧化碳，密度為10,016千克二氧化碳當量／人。

**For transportation:** The major air pollutants emitted from the operation premises of the Group include nitrogen oxides (NOx), sulfur oxide (SOx) and respirable suspended particulates (RSP), which are originated from vehicle emissions, cements and construction.

During the reporting year, data on vehicle emissions was as below:

Total vehicle travel distance: 6,327,754km

Total vehicle fuel consumption: 720,033L

Total vehicle nitrogen oxides (NOx) emission: 472,683g

Total vehicle sulfur oxide (SOx) emission: 10,584g

Total vehicle respirable suspended particulates (RSP) emission: 34,803g

**For electricity, water supply, sewage treatment and communications:** Greenhouse gases emission from “indirect energy source” incurred by the Group during the reporting year was mainly from usage of equipment, operations, sewage treatment and energy consumption arising from outsourced activities. The Group immerses the concepts of energy conservation and emission reduction in our operations and management, while puts those concepts into practice in daily acts for contributing to carbon emission reduction. Further to the abovementioned, to effectively utilize electricity, the Group insists on reduce energy and sewage consumption to the minimum extent for sustainable development by participating in environmental protection activities to reduce carbon emission, such as saving water, transporting sewage to local sewage treatment plants, taking part in Earth Hour and replacing long- and short-haul trips by online meetings for our staff.

Energy consumption during the reporting year was 23,042,557 kilowatt hours.

**在交通方面：**本集團在營運所在地的空氣污染物主要為氮氧化物(NOx)、硫氧化物(SOx)及懸浮顆粒(RSP)源自汽車的排放、水泥及建築。

於本報告年度內，汽車的排放數據如下：

汽車總行駛6,327,754公里

汽車總消耗燃料720,033公升

汽車總排放氮氧化物為(NOx)472,683克

汽車總排放硫氧化物為(SOx)10,584克

汽車總排放顆粒物為(RSP)34,803克

**在電力、供水、污水處理及通訊方面：**本集團於本報告年度內所引致的「間接能源」溫室氣體排放主要來自於設備使用、運作、處理污水和由外判活動所引致的耗電，本集團從營運管理方面注入節能減排理念，在日常生活的行為細節中做到節約能源，為減少碳排放做出貢獻。承接上文所提及，為了高效利用電力，本集團堅持在可持續發展業務的情況下，盡可能減少電力和污水消耗，節約用水及把污水輸送至當地污水處理廠進行處理並響應地球一小時等環保活動，及其員工長短途差旅，改以網上會議取替以減少碳排放。

於本報告年度內之電力消耗為23,042,557千瓦時。





## Environmental Categories

### 環境範疇

**For hazardous wastes:** The Group did not produce any hazardous wastes during the reporting year.

**For non-hazardous solid wastes:** The Group's solid wastes are mainly construction wastes and non-hazardous domestic wastes from daily operations. The Group has separated refuse collection points in place for separation and collection of construction wastes and domestic wastes. For kitchen wastes from hotels and restaurants, specialized separation, collection and treatment are conducted and then collected and handled by governmental hygiene authorities to alleviate burdens on the environment. The Group's construction wastes from property development are also properly handled and collected and treated by specialized construction wastes collectors. The Group has established targets for emission reduction and conducts more stringent separation and recycling for domestic wastes, while regularly recycles solid wastes.

**For solid dust and noise:** The Group may produce dust and noise in the course of property development. To reduce the impact of dust and noise on the surrounding environment of property development sites, the Group has implemented a series of measures to alleviate the impact on the environment, including but not limited to setting up pools in construction site to prevent vehicles from bringing dust and sludge outside, regularly cleaning the access to construction sites and building temporary walls in the site boundary to prevent dust, noise and sludge from affecting the surroundings. The Group has also avoided noisy mechanical operation at night time for construction in accordance with local laws. A large number of sound insulation and elimination equipment are employed to reduce the impact of noise on the surrounding environment.

**在有害廢棄物方面：**本集團於本報告年度內沒有產生有害廢棄物。

**在無害固體廢棄物方面：**本集團的固體廢棄物主要為建築廢棄物及日常營運所產生的無害生活垃圾，本集團設置分類收集垃圾收集站，為建築廢棄物及生活垃圾作分類收集，對酒店餐廳所產生的廚餘，再作專門分類收集處理，再由政府衛生部門收集處理，對環境減輕負擔。本集團在房地產開發過程中所產生的建築垃圾亦妥善處理，由專門處理建築垃圾的收集商，作收集和處理。本集團確立了減排目標，對日常生活垃圾再更嚴格的分類回收，並定期回收固體廢棄物。

**在固體粉塵及噪音方面：**本集團在物業開發過程中有機會產生粉塵和嘈音，為了減少粉塵和噪音對物業開發工地周圍環境的影響，本集團實施了一系列的措施以減輕對環境的影響，當中包括但不限於在建築工地設置水池清洗防止車輛把粉塵和污泥帶離工地，亦定期清洗工地出入口之道路、於工地範圍設立臨時圍牆以阻止粉塵、噪音和污泥影響附近地區，亦按照當地法例避免在晚上進行高聲浪的機械設備作建造，本集團亦使用大量隔音、消音設備來取代傳統設備以降低噪音對周圍環境的影響。



**For sewage:** The Group may produce sewage in the course of property development, which is mainly industrial sewage produced in the course of property development. Prior to emitting to municipal drainage, industrial sewage undergoes sedimentation for filtering impurities before recycling. To more effectively prevent external emission of muddy water, the Group has muddy water treatment equipment in place to reduce muddy water emission and adopt measures on saving water and reducing emission. Such acts reduce the impact on the environment.

**For greenhouse gases:** The Group mainly emits three kinds of greenhouse gases, including carbon dioxide, hydrofluorocarbons and perfluorocarbons. The Group understands the correlation between greenhouse gases emission and global warming. Greenhouse gases produced by the Group during the reporting year were mainly emitted directly or indirectly from operating activities, including but not limited to carbon dioxide produced from vehicle fuels, hydrofluorocarbons and perfluorocarbons emitted from air conditioners as well as indirect carbon dioxide emission from cements production and internal energy consumption. The Group immerses the concepts of energy conservation and emission reduction in our operations and management, while puts those concepts into practice in daily acts for contributing to carbon emission reduction. Since greenhouse gases emission is closely related to energy usage, the Group has implemented various energy conservation measures to reduce energy consumption. The Group also plants trees to transform carbon dioxide into biomass via assimilation.

During the reporting year, the Group has planted 98,600 new types of trees, reducing carbon dioxide (CO<sub>2</sub>) by 2,267,800kg.

During the reporting year, the Group's total greenhouse gases emission was 24,880 tons.

**在污水方面：**本集團在物業開發過程中有機會產生污水，主要來自於物業開發過程中所產生的工業污水，工業污水在排放出市政府排水管道前會先經過沉澱池進行雜質沉澱再進行回收。為更有效防止泥水向外排放，本集團設置泥水處理裝備以降低泥水排放並採取節約用水措施減排，減輕對環境的影響。

**在溫室氣體方面：**本集團的溫室氣體排放主要為三項，當中包括二氧化碳排放、氫氟碳化物及全氟化碳。本集團明白溫室氣體排放和全球暖化有關，本集團於本報告年度內所產生的溫室氣體主要為營運活動直接或間接的排放，其中包括但不限於車輛燃燒燃料所產生的二氧化碳、空調設備釋放氫氟碳化物(HFC)及全氟化碳(PFC)、製造水泥和公司內部消耗電力產生的間接二氧化碳排放。本集團從多方面在運營管理方面注入節能減排理念，在日常營運的行為細節中做到節約能源，為減少碳排放做出貢獻。由於溫室氣體的排放與電力與能源使用密切相關，本集團設立了多項節約能源措施以減少對電力的消耗。本集團亦透過種植樹木通過同化作用把二氧化碳轉化為生物質。

於本報告年度內本集團所新種樹木數目為98,600棵，二氧化碳(CO<sub>2</sub>)減除量為2,267,800千克。

於本報告年度內本集團的溫室氣體總排放量為24,880噸。



## Environmental Categories

### 環境範疇

#### Hotel Operations

The Group's emissions from hotel business mainly originates from sewage, refuse and gases from daily operation.

**For waste gases:** Gas cooking appliances used in kitchens in hotels' daily operations consume gases. Besides, electricity consumption in hotels also indirectly emits greenhouse gases. Air emission from the Group's hotel business is mainly carbon dioxide.

**For waste oil:** Waste oil from the Group's hotel operations is mainly from waste cooking oil from the kitchens of hotel restaurants. The Group implements centralized collection and separation, and transports to cooking oil collection plants for recycling and treatment.

**For sewage:** Daily sewage produced by the Group's hotel operations passes through municipal drainage to local sewage collection plants for treatment to alleviate the impact on the environment.

**For solid wastes:** Daily solid wastes produced by the Group's hotel operations are mainly from kitchen wastes and daily refuse produced by hotel customers. Hotels under the Group implement centralized collection and separation, and daily refuse of hotels are then collected by refuse separation and collection companies. The Group advocates environmental protection and proactively utilizes recyclable materials (including but not limited to recyclable soaps, tissues and packaging materials), thereby reducing the consumption of disposable goods.

#### 酒店營運

本集團在酒店業務中所產生的排放物主要來自於日常經營中所產生的污水、垃圾及氣體。

**在廢氣物方面：**酒店日常運作中廚房所試用的氣體爐具會消耗氣體，此外，酒店內電力的使用亦會間接排放溫室氣體，本集團酒店業務的大氣排放物主要為二氧化碳。

**在廢油方面：**本集團在酒店業務中所產生廢油主要來自於酒店餐廳廚房產生的廢棄食油，本集團實施了中央收集並分類，運往食油收集廠作回收和處理。

**在污水方面：**本集團在酒店業務中所產生的日常污水會經過市政排水管傳送至當地污水收集廠作處理，減輕對環境的影響。

**在固體廢棄物方面：**本集團在酒店業務中所產生的日常固體廢棄物主要來自於廚餘和酒店客人所產生的日常垃圾，本集團實在旗下酒店內施了中央收集並分類回收，再經由垃圾分類處理公司收集酒店日常垃圾，本集團提倡環保，積極使用可循環作造的物料(當中包括但不限於可循環使用的香皂、紙巾、包裝物料等)，減少一次性物品消耗。



#### Office

The Group's emission from offices is mainly from waste gases, sewage, greenhouse gases and solid wastes from daily operations.

**For waste gases:** Indirect greenhouse gases emission is mainly produced from electricity consumed by the Group's office, including carbon dioxide emission, as well as carbon dioxide included in the waste gases produced by vehicles under operations. The Group has formulated a series of measures on energy conservation to reduce electricity and carbon dioxide in daily operations, including but not limited to sensor-activated lighting system, avoiding unnecessary travel and online meeting.

**For sewage:** Daily sewage from the Group's offices is mainly from the use of water by employees in their daily work. The Group often reminds our staff to save water via means such as posting notices and emails. Daily sewage is transferred to local sewage collection plants for treatment via municipal drainage to alleviate the impact on the environment.

**For solid wastes:** The Group's daily solid wastes of offices are mainly produced from our staff. The Group has refuse separation and collection bins in offices to separate recyclable and non-recyclable refuse. Refuse separation and treatment companies collect daily refuse collected from offices for separation and treatment, and recyclable refuse are recycled.

#### 辦公室

本集團在辦公室中的產生的排放物主要來自於日常經營中所產生的廢氣、污水、溫室氣體與固體廢棄物。

**在廢氣物方面：**本集團主要來自辦公室內所使用的電力產生之間接溫室氣體排放，當中包括二氧化碳排放，汽車在行駛中所產生的廢氣內所含的二氧化碳。本集團制定了一系列節約能源的措施來減少日常營運中使用到的電力和二氧化碳，當中包括但不限於自動感應的照明系統，減少不必要的出差，改以網上會議等。

**在污水方面：**本集團來自辦公室內在日常污水主要來自僱員日常辦公所使用到的，本集團經常以張貼告示，電郵等形式提示員工節約用水，日常污水會透過市政排水管傳送至當地污水收集廠作處理，以減輕對環境的影響。

**在固體廢棄物方面：**本集團來自辦公室內在日常固體廢棄物主要為員工所產生的，本集團在辦公室設置分類回收筒，以分類出可回收與不可回收的垃圾，再經由垃圾分類處理公司收集辦公室的日常垃圾作分類處理，對可回收的垃圾循環再造。



## Environmental Categories

### 環境範疇

The Group has complied with relevant laws and regulations, including but not limited to the “Environmental Protection Law of the PRC” (《中華人民共和國環境保護法》), the “Prevention and Control of Water Pollution Law of the PRC” (《中華人民共和國水污染防治法》), the “Prevention and Control of Solid Wastes Pollution Law of the PRC” (《中華人民共和國固體廢物污染環境防治法》), the “Prevention and Control of Atmospheric Pollution Law of the PRC” (《中華人民共和國大氣污染防治法》) and the “Prevention and Control of Noise Pollution Law of the PRC” (《中華人民共和國環境噪聲污染防治法》).

The Board is responsible for reviewing and assessing the Group’s emission efficiency for greenhouse gases, waste oil, sewage and solid wastes, and considers that the prevailing policies are appropriate.

本集團並無不遵守包括但不限於以下法例《中華人民共和國環境保護法》、《中華人民共和國水污染防治法》、《中華人民共和國固體廢物污染環境防治法》、《中華人民共和國大氣污染防治法》、《中華人民共和國環境噪聲污染防治法》等相關法律法規。

董事會負責審視及評估本集團排放溫室氣體、廢油、污水、固體廢棄物的效率，並認為現行政策屬適切。



## **A2 USE OF RESOURCES**

The resources the Group uses during the reporting year primarily include water, electricity, paper, construction materials and daily hotel commodities. The Group has endeavoured to reduce its waste production and emissions and chosen to reuse or recycle waste, in order to reduce the consumption of light, water, heat, fuel, electricity and more to protect environment proactively.

On the other hand, the Group has been advocating waste reduction, water saving and electricity saving amongst its employees and has established a series of measures encouraging the staff to put the mentioned into place. The measures include but not limited to work and communication by emails and e-documents, promotion of a paperless office which requires staff to print, except official documents, internal circulating documents with recycle papers and establishment of different types of recycle bin to collect recyclable non-hazardous wastes.

The Group strives to lessen unnecessary solid wastes and unused materials or unrecyclable materials and transport wastes to local licensed waste treatment company to proceed professional treatment services.

### **Electricity Consumption**

During the operations of the Group's hotels and offices and the process of its construction projects, it conserves and recycles energy. The Group also places high value on electricity consumption, prompting the use of energy saving lightings within its property projects and hotels as well as using the natural light source as possible to save energy.

## **A2 資源使用**

本集團於本報告年度內的資源使用中主要包括水、電、紙、建築材料及日常酒店使用品，本集團一直致力減少其廢棄物產生及排放，並選擇再利用或回收利用的廢棄物處理方式，減少對光、水、熱、燃油、電力、水等消耗，積極達致其環境保護的目的。

另一方面，本集團一直向僱員提倡減廢、節約用水、節約用電，並設立一系列鼓勵措施吸引員工實行。其中包括但不限於本集團鼓勵員工透過電郵及電子文件工作與溝通，採用無紙化辦公室，除正式文件外、內部流通文件使用環保紙作列印，設立不同類別的環保回收箱收集可回收之無害廢物。

本集團盡量減少不必要的固體廢物及未使用的材料或不能回收的材料，運送往本地領有牌照的廢物處理公司進行專業處置服務。

### **電力消耗**

本集團在酒店營運過程中，辦公室及建築工程中，均節約能源、循環使用，對電力消耗亦十分重視，本集團的物業項目及酒店均安裝節約能源燈具，儘量採集自然光節約能源。



## Environmental Categories

### 環境範疇

The Group has adopted the following measures to conserve energy:

1. Set up the temperature of air-conditioning system to 25.5 °C and switch off air conditioners not in use
2. Reduce the use of lightings in areas with sufficient natural light source
3. Install automatic light sensors for the lighting system
4. Require the staff to turn off all electrical appliances under sleep mode
5. Post notices highlighting energy saving as a reminder to the staff of the Group
6. Clean and maintain appliances regularly to manage its electricity consumption
7. Select equipment lower in electricity consumption
8. Switch off printers, fax machines, computers and lights that are not in use
9. Replace current lightings with LED energy saving lightings
10. Install sun shading to keep the efficiency of air conditioning

Electricity consumption during the reporting year was for 23,042,557 kWh.

本集團已採取以下措施以節約能源：

1. 空調溫度調節至攝氏25.5度，並把不在使用的空調關閉
2. 在自然光採納充足的地方，減少使用電燈
3. 為照明系統加設自動感光感應器
4. 要求員工關閉所有待機狀態電器的電源
5. 張貼節約能源告示以提醒本集團旗下的員工
6. 定期清潔、保養電器以確保其耗電量
7. 使用耗電量較低的設備
8. 關閉不在使用的影印機、傳真機、電腦和燈等
9. 改用LED節能燈具取代
10. 加裝遮陽設備以保持空調效率

於本報告年度內之電力消耗為23,042,557千瓦時。



### Water Consumption

No issues in relation to the obtaining of water supply of the Group are identified. The Group often reminds and encourages its staff to save water and reduce water consumption during the business operation procedures. During the reporting year, the Group consumed water totaling 589,573 m<sup>3</sup> with a density approximate 240 m<sup>3</sup>/head.

The Group saves water to help ensure the quality of clean water provided in its operating regions or to the residents in community. Enhancing the efficacy of water resources, the Group adopts the following internal monitoring policies and measures in both public and private water supply facilities, in order to save water:

1. Present water-saving notices in prominent places to encourage staff of the Group to value water
2. Conduct regular check and maintenance on water supply system
3. Undergo regular test on water taps and daily water supply facilities to prevent leakage
4. Provide the staff with water saving education regularly
5. Spread the necessity of water saving principles in daily operations among staff
6. Install water saving devices for water taps
7. Install energy saving devices for toilet tanks
8. Control the water pressure and slow down the speed of water flow within pipes

Water consumption during the reporting year was 589,573 m<sup>3</sup>.

### 耗水

本集團在水源獲取上沒有發現任何問題。本集團經常提醒及鼓勵員工節約用水，減少在業務運作程序中之耗水量，於本報告年度內本集團的總用水量為589,573立方米，使用密度相當於240立方米／人。

本集團節約用水能有助保障營運地區或社區居民淨水品質，為提高水資源的效率，本集團在公共及私人設施取水時均採取以下內部監管政策措施以節約用水：

1. 在當眼位置張貼節約用水告示以鼓勵本集團旗下的員工珍惜食水
2. 定期檢查與保養供水系統
3. 定期對水龍頭和日常取水設施作防漏測試
4. 定期對員工展開節約用水教育
5. 向員工表達需在日常工作中節約用水的原則
6. 為水龍頭加裝節約用水裝置
7. 為廁所水箱加裝節能裝置
8. 控制水壓、減少水管內的水流速

於本報告年度內之水消耗為589,573立方米。



## Environmental Categories

### 環境範疇

#### Packaging Materials

No packaging materials are used by the Group during the reporting year.

During the reporting year, the Group has no non-compliance with environmental laws and regulations in relation to waste production and emissions.

#### 包裝材料

本集團於本報告年度內並沒有使用包裝材料。

於本報告年度內，本集團並無不遵守有關廢棄物產生及排放廢棄物的環境法例及規例。



### A3 THE ENVIRONMENTAL IMPACT AND NATURAL RESOURCES

As a well-known enterprise in the real estate industry of China, the Group is committed to the development of its business and environmental conservation, maximizing benefits while minimizing the impact on the natural environment. The management of the Group also attaches great importance to the environmental impact of its business activities, ensuring that all the decisions made are in compliance with the legal and regulatory requirements of the China government. In addition, the senior management will also issue guideline to guide employees for implementation and encourage them to provide opinions on improvement before releasing each business decision, thereby enhancing the Company's transparency and jointly implementing appropriate environmental conservation.

The Group is aware of the limitation of natural resources. Saving energy, increasing the greening proportion to elevate the greening ambiance and installing energy saving equipment to further lower the emissions. For the property and hotel projects, the Group reduces unnecessary decorations and the use of unrecyclable materials as well as the addition of energy saving equipment to further lower the emissions. The Group also has to ensure the green area of its property projects are up to par and organize greening eco-activities with staff on regular basis to contribute towards nature conservancy.

The Group endeavours to diminish the impact on environment by adopting various green measures such as efficient use of resources, reduction of carbon emissions, energy conservation and emission reduction, waste management and pollution prevention.

### A3 環境影響及天然資源

本集團作為中國房地產行業的知名企業，致力於發展公司業務與環境保育，務求取得利益最大化之同時亦盡量減低對自然環境造成影響。集團管理層亦非常重視處理業務活動所造成之環境影響，所作的決定均確保符合中國內地政府之法律和監管要求。除此之外，當高級管理層發佈每一個商業決定前，會同時發佈有關指引指導員工執行及鼓勵員工提出改善意見，藉此提升公司透明度，共同實施適當的環境保育。

本集團意識到大自然的資源有限，透過節約能源和提高綠化比例來提高綠化氣息並加裝節約能源設備以進一步減低排放，在物業和酒店項目中，減少不必要的鋪裝和不能回收材質的使用，並加裝節約能源設備以進一步減低排放。本集團亦確保物業項目的綠化面積達到理想水平，並定期與員工組織綠化生態活動，為保育大自然作出貢獻。

本集團努力通過實施各種綠色措施，盡量減少對環境的影響，卓越高效地利用資源、減少碳排放、節能減排，廢物管理和污染防治。



## Environmental Categories

### 環境範疇

The Group strives to implement good environmental practices and enhance the contributions to environmental sustainability through sustainable development initiatives, review our business practices regularly to evaluate if energy is used effectively, communicate with the suppliers our expectations of responsibilities and sustainable sourcing and manufacturing, reduce the use of printing papers and adopt different energy saving measures such as using LED lights.

For the hotel management business, the Group proactively promotes the sustainable philosophy to its customers and encourages them to replace shark fin soup or consumptions of other endangered species with other innovative delicacies.

本集團致力於通過可持續發展實施良好的環境實踐和加強對環境可持續性的貢獻、定期審查我們的業務實踐同時檢查能源是否得以有效運用、與供應商溝通我們對負責任和可持續採購和製造的期望、減少打印紙使用、各種節能措施例如LED燈的使用。

本集團在酒店管理業務中，積極向客人推廣可持續發展理念，鼓勵客人以創新菜式取代魚翅或其他瀕危絕種的消費。



### B1 EMPLOYMENT AND LABOUR PRACTICE

Employees are often considered as the most valuable asset of the Group, they therefore are entitled to social insurance, medical insurance, annual leave, sick leave, marital leave, maternity leave, compensatory leave, compassionate leave and medical check-up leave in both China or Hong Kong. In addition, our Group has been placing prior concerns on the safety of staff as we believe they are one of our valuable assets to ensure human resources can be developed sustainably. We respect employees and enter into employment contracts with them entitling the rights set out in the related labour laws to attract more talents.

Our Group respects all employees and assure that their chances of employment, training, screening and promotion will be fair and free from their race, religion, colour, gender, nationality, age, marital status, pregnancy, family condition or other physical conditions. Consolidating the sense of belonging and loyalty of the staff to the Company, the Group established and implemented the evaluation and reward system for its employees. Employees in different positions are assessed regularly by relevant aspects from their performances, attitudes, abilities to disciplines and accountabilities or comments from supervisors, to conduct periodic assessments over all staff. The Group rewards appropriate incentives to and promotes employees with outstanding performance.

Our Group strictly prohibits unreasonable and unfair dismissal. We also forbid every harassment or harmful behaviours. According to equal opportunities policy, any matters involving discrimination is monitored by the human resources department, and to ensure the Group has complied with related national and local laws and regulations.

### B1 僱用及勞工常規

本集團視員工為本集團最珍貴的資產，在職僱員不論在中國或香港均有權享有社保，醫保，年假，病假，婚假，產假，補假，喪假及體檢休假。此外本集團深信員工為企業寶貴的資產之一，確保持續發展的人力資源，一直以員工安全為首要考慮條件，尊重僱員，僱傭合約以及相關勞動法律所載的權利，吸納更多人才。

本集團尊重所有在職員工，在僱員聘用、培訓、選拔、晉升，並不會因為種族、宗教、膚色、性別、國籍、年齡、婚姻狀況、懷孕狀況、家庭狀況或其他身體因素而受到不公平對待。為提升員工對公司的歸屬感與忠誠度，本集團為其下員工定位評價獎勵制度，為不同崗位的員工作出相應的評估，由工作表現，態度及能力進行工作評估。並配合紀律性，責任調查或上司評價對所有員工作出週期性評估。表現良好的員工會給予相應的獎勵及晉升。本集團嚴禁所有不合理和不恰當的解僱。

本集團亦嚴禁一切騷擾或受害行為，按照平等機會政策，由人力資源部門監察任何涉嫌歧視的事宜，並確保本集團遵守國家及地方相關的法律和規例。



## Social Categories

### 社會範疇

The Group was in strict compliance with employment laws and regulations of the PRC and Hong Kong, which include but not limited to the following laws:

- Labor Law of the People's Republic of China;
- Employment Promotion Law of the People's Republic of China;
- Labor Contract Law of the People's Republic of China;
- The Social Insurance Law of the People's Republic of China;
- Employment Ordinance (Chapter 57 of the Laws of Hong Kong);
- Employees' Compensation Ordinance (Chapter 282 of the Laws of Hong Kong);
- Minimum Wage Ordinance (Chapter 608 of the Laws of Hong Kong);
- The Mandatory Provident Fund Schemes Ordinance (Chapter 485 of the Laws of Hong Kong);
- Disability Discrimination Ordinance (Chapter 487 of the Laws of Hong Kong);
- Race Discrimination Ordinance (Chapter 602 of the Laws of Hong Kong);
- Sex Discrimination Ordinance (Chapter 480 of the Laws of Hong Kong).

本集團嚴格遵守中國及香港的僱傭法律和法規，當中包括但不限於以下法例：

- 《中華人民共和國勞動法》；
- 《中華人民共和國就業促進法》；
- 《中華人民共和國勞動合同法》；
- 《中華人民共和國社會保險法》；
- 《僱傭條例》(香港法例第57章)；
- 《僱員補償條例》(香港法例第282章)；
- 《最低工資條例》(香港法例第608章)；
- 《強制性公積金計劃條例》(香港法例第485章)；
- 《殘疾歧視條例》(香港法例第487章)；
- 《種族歧視條例》(香港法例第602章)；
- 《性別歧視條例》(香港法例第480章)。



The Group's human resources department will also assess the remunerations of its staff regularly to the industry standard to ensure employees with different job positions are entitled to corresponding remuneration. Relevant remuneration adjustments are also made regularly for the Group's remuneration policy based on the assessment, with the aim to building a healthy development for the Company and negotiate for employees a better remuneration package. Before public recruitment opens, the Group recognises it is essential to retain talents for a healthy development for the Group's business. The Group formulates annual recruitment plan to recruit new employees according to a "fair, open, equal" principle through the Internet, job fair and employment agency and attract talents with competitive and fair remuneration and benefit packages.

To safeguard the freedom the staff can enjoy, any resignation or transferring within the Group is subject to a one-month notice to the applicants' supervisors in writing. Management personnel will meet the relevant staff to discuss the transferring matters or resignation agreement and deliver to human resources department for review and final decisions. All appointment, promotion or termination of contracts are prevailed upon employment contracts and related employment laws.

本集團人力資源部亦會定期向本集團的員工作出同業薪酬評估，確保不同崗位的員工擁有相應的薪酬，並基於評核制度上定期為本集團的薪酬制度作出相應的薪酬調整，致力為公司健康發展並同時為員工爭取最佳的待遇，在對外公開招聘前，本集團深明挽留人才為對本集團健康業務發展的重要一環，本集團每年制訂招聘計劃，招聘僱員按照「公平、公開、公正」的原則，透過互聯網、招聘會和中介等，以具競爭力及公平的薪酬及福利招攬優秀人才。

為保障員工的自由度，在本集團辭職或申請調職之員工須遞交一個月書面通知告知上級，管理層負責人會與相關員工進行會議相討調職事宜或離職協議，並遞給人力資源部作審查及最後決定。一切委任，晉升或終止合約會按照僱傭合約以及相關僱傭法律為準。



## Social Categories

### 社會範疇

The Group strives to refine the internal policies by setting up a reward and punishment system of attendance hours, attendance hours of employees and remuneration structure that are strictly controlled by human resources department, to appraise the working performance and ability of staff on regular basis, adjust their salaries and determine position rotation using the assessed performances as the basis. To award the well-performed staff, the Group reviews the remuneration of staff by annual surplus, market positioning, staff performances and other factors in accordance with the “fair, open, equal” principle so as to offer promoting opportunities for the well-performed staff.

To enhance the sense of belonging of employees, the Group has also planned to provide them with various benefits including annual body check-up, rich festive gifts and more. Management collects the opinions and complaints from staff through trainings, staff manual, emails and meetings. By building an effective communication system, the Group is committed to provide fair opportunities to staff, create a fairly competitive, mutually respect and healthy promotion system, wishing every staff can be respected and receive care, and guarantee the management of the Group can hear the voices of the grass-roots and strengthen the cohesion among all staff within the Group.

本集團致力完善內部政策，為出勤時間設立獎罰制度，由人力資源部門嚴格控制僱員的出勤時間及薪酬架構等，為員工的工作表現和能力作定期評估，以評估表現作為員工薪酬調整及職位調遷基準、為獎勵表現良好的員工，本集團會因應年度盈餘、市場定位、員工表現等因素向員工進行薪酬檢討，按照按照「公平、公開、公正」的原則，為表現良好的員工提供晉陞的機會。

為了提高僱員的歸屬感，本集團亦計劃為僱員提供包括年度身體檢查、豐富的節假日禮品等多種福利。管理層透過培訓，員工手冊，電子郵件和會議，收集員工的意見和投訴。通過建立有效的溝通系統，本集團致力為員工提供平等機會，營造公平競爭、互相尊重及健康的晉升機制，盡可能令每一位員工都得到尊重和關懷，保證本集團的管理層能聽取基層聲音，以此增強本集團全體員工的凝聚力。



The Group has been strictly complied with the labour laws and related laws and regulations of the PRC and Hong Kong, to provide employees in mainland China with 5 national statutory insurances, which include basic pension, basic medical insurance, work injury insurance, maternity insurance and unemployment insurance, and housing provident fund to ensure that it provides employees with legal and reasonable remunerations and benefits, effectively prevents the employment of child labour and offers humane and equitable treatment to employees.

During the reporting year, the Group has no non-compliance with relevant laws that have significant impact on the Group in relation to employees' safety, working hours and holidays. No material accidents are recorded during the business operations of the Group and no material injuries and death are recorded in construction sites during the reporting year.

The board of directors of the Group will monitor and assess the rights, benefits and welfares of its employees to forbid all unfair or unreasonable dismissal and consider the prevailing policy as appropriate.

本集團嚴格遵守中國及香港的勞工法律亦遵守其他相關法律法規，為在中國大陸的僱員提供五項國家法定社會保險(包括基本養老保險，基本醫療保險，工傷保險，生育保險和失業保險)和住房公積金確保為僱員提供合法合理的薪資與福利及有效地阻止僱傭童工，給予僱員人道公平待遇。

於本報告年度內，本集團並無重大不遵守有關僱員安全、工時及休息時間且可對本集團造成重大影響之相關法律的情況，本集團亦無於業務營運過程中發生任何重大意外事故且工地於本報告年度內並無錄得重大傷亡。

本集團之董事會發揮監察及評核其下僱傭權利，福利及待遇，嚴禁一切不公平或不合理之解僱。並認為現行政策屬悉切。

## B2 EMPLOYEES' HEALTH AND WORKING ENVIRONMENT SAFETY

The Group commits to build a safe, healthy and comfortable environment for its staff. We take employees' safety as our prior concern, conform to safety procedures involved in regular checks, safeguard employees' health and safety. We also act together with each relevant laws and regulations of mainland China and Hong Kong such as Production Safety Law of the People's Republic of China, Code of Occupational Disease Prevention of the People's Republic of China, Occupational Safety and Health Ordinance, Regulation on Work-Related Injury Insurances and other occupational safety and health policies.

Providing a safe, healthy and suitable daily working environment plays an important role to improve staff occupational health and working efficiency within the Group. We offer them suitable office furniture and equipment, prohibit drinking alcohol in workplace as well as advocating regular body check-ups within staff to ensure their occupational health. The Group also performs routine check-ups on fire protection system, first aid equipment and fire-fighting facilities, conducts fire drills yearly, provides occupational health and safety trainings to our staff. The Group also requires to ensure the emergency exits are kept cleared, first aid equipment are effective and employees are provided with relevant emergency coping trainings. In addition, environmental protection and workplace safety officer is also appointed by our Group to conduct regular check to assure workplace safety for our staff.

## B2 僱員健康及安全之工作環境

本集團致力為員工打造一個安全，健康與舒適的環境。以員工的安全為首要考慮，配合定期檢視之安全程序，保障員工的健康與安全。並符合中國大陸和中國香港各項相關法律及法規，包括《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》、《職業安全及健康條例》、《工傷保險條例》等職業安全及健康政策。

本集團提供一個安全、健康及合適的日常工作環境，對改善員工職業健康和工作效率至為重要。我們為員工提供合適的辦公室家具和設備，亦禁止在工地喝酒，確保員工的職業健康，我們亦鼓勵員工定期進行身體檢查。本集團亦定期檢查防火系統、急救設備及滅火設施，並每年進行火警演習，對員工進行職業健康與安全培訓，本集團亦要求工作場地中確保緊急出口保持暢通，急救設備有效性，為員工提供相應的危急應變培訓。此外，本集團委任環保職安主任進行定期檢查，確保同事工作間的安全。



The Group highly concerns occupational diseases prevention works by the formulation of policies to safeguard staff's safety, provision of preventive measures and personal equipment of work-related diseases for staff to raise their awareness of preventing work-related diseases. Any violations against Prevention and Control of Occupational Diseases Law or behaviours causing fatal safety will be penalised. For workers provided with specific work training, duties shall not be assigned before obtaining specific work permits while all workers shall be equipped with safety shoes, safety helmets and reflective vests. Staff within the Group will undergo assessments and trainings, safety drills, hygienic education and services such as occupational check and occupational disease therapy.

During the reporting year, the Group were not aware of any violation of laws and regulations that have a significant impact on the Group relating to employees' health and working environment safety. Nor did we identify any incidents relating to work injuries and negative issues highlighting occupational health and safety.

本集團關注職業病防治工作，定下制度以保障員工安全，為員工提供職業病防護措施和個人防護裝備。提高員工對職業病預防的意識，任何違反職業病防治法律或危及生命安全的行為均作處分。對特殊工種的工人提供培訓，在未獲得特殊工種許可證前，不會委派上場，所有工人在工地時，必須穿戴安全鞋、安全帽、及反光衣。本集團定期為旗下員工進行考核及培訓、安全演習、衛生教育、職安健檢查、職業病治療等服務。

於本報告年度內，本集團在僱員健康及安全工作環境方面，並不知悉有任何違反對本集團有重大影響的相關法律及法規，亦並不知悉有任何工傷事故及在職健康及安全方面的任何負面問題。

### B3 HUMAN RESOURCES DEVELOPMENT AND TRAININGS

The Group considers employees as the most valuable asset of a company and believes they are the key to the sustainability of business development. The Group persists the development philosophy of human-oriented management, of which internal promotion is the priority ahead of external recruitment for candidates best fit for our business criteria, training courses are provided for staff in different job positions with professional mentoring, to ensure the expertise of internal staff can be enhanced, and the Board reviews annually. We have created an environment within the Group allowing our staff to realise their full potentials and contribute skills and experiences to the Group's long-term development.

The Group considers upgrading the quality of all employees and the corporate image are the best driving force for trainings. It provides the staff with a comprehensive development path. To ensure the needs of corporate expansion, intelligent recruitment drives the Group to develop comprehensively. The Group endeavours to provide assistance to new employees to adapt to our corporate culture by providing related corporate cultural rules and regulations and specific duty skills trainings before holding any office. Meanwhile, the Group also organizes various training courses for staff from each department, of which the content includes occupational safety, emergency management, overhead works, handling of highly explosive goods, risk management, storage, emergency coping, complaints and follow-ups.

Our staff are encouraged to pursue personal goals by joining external trainings and assessments, to consolidate expertise and knowledge to balance their mental and physical development so as to achieve mutual growth and improvement with the Group.

### B3 人力發展和培訓

本集團認為僱員為公司的最寶貴資產，員工對業務的可持續發展最為重要。本集團堅持以人性化管理為發展理念，在對外招聘符合我們業務需求的最佳人才前，盡可能在內部調升，本集團為員工提供培訓課程，以不同崗位專業指導，確保內部員工在專業知識層面有所提升，董事會每年再出檢討，我們在集團內已創造一個可讓員工發揮其最佳之內在潛力及為本集團長期發展貢獻技能和經驗的環境。

本集團認為培訓為提升僱員整體質素及提升公司形象的最佳原動力，為員工提供一個全面發展的途徑。為確保公司的擴展需要，招聘人材也為集團全面發展提供原動力。本集團為新僱員適應企業文化作出最大幫助，為所有新僱員提供相關的企業文化規則及規例及於出任崗位前提供特定的崗位技能培訓。此外本集團也為各部門的在職員工提供各種培訓課程，課程內容涵括職業安全，危機處理，高空工作，易燃品處理，風險管理，倉儲，應急，投訴與跟進等。

本集團鼓勵員工為個人目標而參加外部培訓、考核等以提升專業水平與知識，為身心發展作出相應平衡，與本集團共同成長與進步。



## B4 LABOUR STANDARDS

### Forbidding Discrimination and Illegal Labour

For the recruitment, training and development policies of the Group, all forms of child and force labour are strictly forbidden. Employees will not be discriminated against in any forms or deprived of opportunities on the basis of gender, race, background, religion, colour, sex orientation, age, marital status, family condition, resignation reason, disabilities or pregnancy. During the recruitment process, the Group will conduct full background screening of the potential employees and verify the details of the related candidates to confirm their identity and make sure the applicants, before employed, are in compliance with laws. In the event that any child or illegal labour are discovered, the Group will immediately proceed to enforcement departments. In addition, the Group will not force employees to work overtime.

The Group is in compliance with the labour laws of Hong Kong and Special Protection for Female and Juvenile Workers (女職工和未成年工特殊保護), Chapter VII, and the Labour Law of the PRC and Provisions on the Prohibition against the Use of Child Labour (State Council Order No. 364) (禁止使用童工規定(國務院令第364號)). During the reporting year, the Group has no non-compliance with laws and regulations in relation to child labour and force labour, which include but not limited to Employment Ordinance (Chapter 57 of Hong Kong Law), Labour Code, Labour Law of the People's Republic of China, Regulations about Forbidding From the Use of Child Laborers of PRC and Law of the People's Republic of China on the Protection of Minors.

During the reporting year, no child labour or illegal labour recruitment of the Group is recorded in its operations.

## B4 勞工準則

### 向歧視及非法勞工說不

本集團在招聘，培訓及發展的政策上，嚴格禁止一切形式的童工及強制勞工。並不會因為性別，種族，背景，宗教，膚色，性取向，年齡，婚姻狀況，家庭狀況，離職原因，殘疾或懷孕而受到任何形式的歧視與剝奪機會。在招聘過程中，本集團對潛在僱員進行全面的背景審查，並核實有關該候選人的詳情，確認身份證明，確保在僱用前申請人合法合規，如發現任何童工或非法勞工，本集團會立即通知執法部門，此外，本集團並不會強迫員工加班。

本集團遵守香港勞工法例及中華人民共和國勞動法根據第七章女職工和未成年勞工特殊保護及(禁止使用童工規定)(國務院令第364號的規定)。於本報告年度內，本集團並無不遵守有關童工及強制勞工之法律及規範，包括但不限於《僱傭條例》(香港法例第57章)、《勞動法》、《中華人民共和國勞工法》、《中國禁止使用童工規定》、《中國未成年人保護法》。

於本報告年度內，本集團之營運並無紀錄有任何僱用童工或非法勞工的行為。

### B5 SUPPLIER AND SUPPLY CHAIN MANAGEMENT

#### Property Construction and Sales

The Group adopts the invitation to bid when screening suppliers. In the open tendering, the Group clearly sets out the requirements for suppliers in accordance with relevant national and/or local market norms and standards. The Group is committed to maintaining a healthy and sustainable relationship with its suppliers to continuously improve efficiency and control costs.

In order to achieve stability in supply chain management, the Group completed a comprehensive management innovation in the tender procurement business and successfully established industry benchmarks during the reporting year through the tender procurement platform, (including supplier management, supplier services, source identification and procurement execution) along with the control and service system. To ensure price and quality, the company screens qualified bidders (suppliers are required to provide business licenses, quality certificates, safety production licenses, integrity manuals and certificates of relevant personnel prior to bidding), evaluate quality and price, equipment and management conditions to determine if the contractor's reputation and technical capabilities meet the standards and specifications required for various development projects, and then enter into mutually beneficial contracts with suppliers to ensure price guarantees and quality stability.

### B5 供應商及供應鏈管理

#### 物業建設及銷售

本集團於篩選供應商時，採用邀請招標的方式聘用。在公開的招標過程中，本集團明確訂明對供應商的要求標準及採用國家及／或地方的相關市場規範和標準。本集團致力與各供應商保持健康與可持續發展的工作關係，不斷提高效率及控制成本。

以達致穩定供應鏈之管理，於本報告年度內通過招標採購平台，包括供應商管理，供應商服務，來源識別和採購執行，本集團透過控制和服務系統，並為招標採購業務完成了全面的管理創新，成功建立行業基準。通過篩選符合條件的投標人（供應商在投標前需提供營業執照、質量證書、安全生產許可證、誠信手冊及相關人員的證書等），在質量和價格，設備和管理條件方面進行評估，以確定承包商的聲譽和技術能力符合各種開發項目所要求的標準和規範，以確保價格和質量，並與供應商簽定互惠互利的合同，以確保價格保證與質量穩定。



In addition, the project company works closely with selected contractors during the implementation of the development plan and closely monitors the construction. The designated supervisory agents supervise outsourcing companies (contractors) in the purchase of building materials and services, selects responsible suppliers, including those with good brand reputation in environmental and social aspects, in order to let business be legally compliant along with the desire to implement environmental protection in the supply chain of the Group's business and submit regular monitoring reports. Random inspections are conducted regularly to monitor the quality of the project and the completion schedule for cost control.

#### **Supplier Management**

The Group is committed to maintaining a good working relationship with its suppliers in the following areas:

1. Service quality, value and safety of the product
2. All products and services complying with the law
3. Committed to contract spirit
4. Reciprocal business policies for suppliers and contractors

Employees of the Group have extensive experience in the industry. By making full use of their in-house knowledge, they enhance performance of internal staff and suppliers through periodic assessment reports.

此外，項目公司在執行發展計劃期間與選定的承包商密切合作，並密切監控施工階段。指定監督代理人監督外包公司(承建商)購買建築材料和服務，選擇具有責任的供貨商，包括在環境及社會方面具有較好品牌口碑的供應商、使業務合法合規，並希望將綠色環保實行於本集團業務內的供應鏈環節，並定期提交監督報告。定期進行隨機檢查，以監控項目的質量和完工時間表，以便進行成本控制。

#### **供應商管理**

本集團謹守以下各項的範疇與供應商保持良好的工作關係：

1. 產品的服務質量，價值和安全質量
2. 所有產品和服務均符合法例要求
3. 僅守合約精神
4. 對供應商和承包商採取互惠互利的商業政策

本集團旗下的僱員於行內亦累積豐富經驗，充分利用行內知識，透過週期性的評估報告為內部員工和供應商提升工作及合作表現。



## Social Categories

### 社會範疇

#### Hotel Operations

The suppliers used in daily operations of the Group's hotels are subject to the Group's rigorous standard screening, and the Group has an independent procurement department for the procurement of day-to-day materials for operations, including but not limited to food, beverages and room supplies, in accordance with the needs of each department and it selects suppliers for the Group's hotels through industry standards in which suppliers are required to provide products that meet the requirements of national safety regulations, chemical cosmeceutical suppliers must comply with relevant environmental protection regulations and food suppliers must comply with the food safety requirements of the relevant government departments. The Group conducts a sample survey of all its hotels as one of the conditions for its assessment of suppliers. Suppliers are required to submit licenses and certifications (e.g. product inspection testing, chemical production license, sanitary permits, etc.) before ensuring that they meet the requirements of all the Group's hotels.

The Group's hotels will also assess potential suppliers in terms of environmental and social risk factors, supplier reputation, credit, competence and etc., and suppliers that fail to meet the criteria will not be considered. Three or more suppliers will participate in the tendering for the products used by the Group's hotels, to ensure that the suppliers supply related materials under the premise of fairness, openness and equality. The Group also negotiates amicably with the suppliers and reach a consensus to abide by the rights and obligations of both parties.

The Group conducts annual assessments for suppliers and establishes guidelines in accordance with relevant laws and regulations to reduce environmental and social impacts.

#### 酒店營運

本集團於日常酒店營運的業務所使用的供應商均為本集團經過嚴密標準篩選的，本集團設有獨立採購部為酒店的日常營運物資(當中包括但不限於食品、飲料、客房用品)作採購，按照各部門的使用需求來採購物資，並會透過行業標準為本集團的酒店選擇供應商，本集團要求供應商所提供的產品符合國家安全規定，化學藥妝供應商須符合相關的環保要求法例，食品供應商須符合有關政府部門的食物安全要求。本集團對旗下所有酒店均會作出抽樣調查，作為對供應商的考核條件之一。在確保供應商能符合本集團旗下所有酒店之要求前，供應商需提交執照及認證(如：產品檢驗測試、化學藥品生產許可證、衛生許可證等)。

本集團旗下酒店亦會按照環境和社會風險因素、供應商聲譽、信用、能力等為潛在的供應商作評估，不能達標的供應商並不會考慮。本集團旗下酒店正在使用的產品供應商均有三家或以上參與競投，確保供應商在公平、公開、平等的大前提下，為本集團旗下酒店供應相關的物資，本集團亦與供應商友好協商，達成一致共識，共同遵守雙方的權利和義務。

本集團為供應商進行年度評估，按照相關法例和法規定立準則，以減少對環境和社會的影響。



## B6 PRODUCT RESPONSIBILITY AND SAFETY

### Property Development and Sales

As a well-known enterprise in the real estate industry of China, the Group's business activities are widely subject to the PRC government policies and other laws and regulations. The property development and sales business strictly abides by the relevant laws and regulations of China, including but not limited to

- The Fire Control Law of the People's Republic of China;
- The Construction Law of the People's Republic of China;
- Administrative Regulations on the Work Safety of Construction Projects;
- Law on Protection of Consumer Rights and Interests of the People's Republic of China;
- The Intellectual Property Law of the People's Republic of China;
- Advertising Law of the People's Republic of China;
- Regulatory Measures on the Sale of Commodity Buildings.

During the process of housing sales, we follow the above-mentioned laws and develop internal codes to not defraud consumers. The Group has established auditing standards for advertising and sales promotion materials, requiring using real data and prohibiting false and incorrect presentations in advertisements and sales promotion. Consultation or legal means will be adopted in case of any violation of relevant laws and regulations.

## B6 產品責任和安全

### 物業發展及銷售

本集團作為中國房地產行業的知名企業，業務活動廣泛受中國政府政策和其他法律法規的約束，物業發展及銷售業務嚴格遵守中國的相關法律法規，當中包括但不限於

- 《中華人民共和國消防法》；
- 《中華人民共和國建築法》；
- 《建設工程安全生產管理條例》；
- 《中華人民共和國消費者權益保護法》；
- 《中華人民共和國知識產權法》；
- 《中華人民共和國廣告法》；
- 《商品房銷售管理辦法》。

在房屋銷售過程中，我們遵循上述相關法律及制定內部守則，不欺詐消費者。本集團對廣告及傳銷宣傳資料制訂審核標準，要求廣告及銷售宣傳使用真實數據，並禁止虛假及不正確陳述宣傳。如發生違反相關法律法規的事情，本集團會透過協商或法律途徑解決。



## Social Categories

### 社會範疇

During the process of property development, the Group has set clear targets in its projects and product quality and formulates corresponding technical standards and construction plans. The safety and quality are monitored by qualified authorized persons, aiming to provide quality housing and service to its customers. The project company regularly checks the construction progress, safety and management during construction and operation, to inform the headquarters of the Group of any public emergency or work-related injury, and is responsible for arranging contingency plans and all construction site management to ensure that the conditions meet the requirements set out in the contract.

To safeguard the health and safety of its employees, the Group provides employee insurance for all employees. Responsible officer of project company performs regular inspections on the quality of the construction and evaluates the contractor's work. The safety and quality of the Group's properties at different stages of construction are strictly monitored and safety assessment are implemented in terms of crisis management, fire service facility management, fire exit management, regulatory records, building materials monitoring, construction site inspection and supervision, fire training, fire drills and routine contingency plan records and progress, to ensure the compliance with standards and regulations. As for the safety and health of the Group's employees, it is required to obtain the consent from the engineering department head and wear suitable safety equipment (e.g. helmets, safety shoes and reflective vests) before entering and leaving the site. The Group also purchases appropriate insurance and provides safety training for engineering projects.

本集團在物業發展過程中，在物業發展專案和產品質量方面都定下明確目標，製定相應的技術標準和施工方案，安全及品質由合資格的認可人士監察，旨在為客戶提供優質的住房和服務。項目公司定期檢查施工進度、建設和運營過程中的安全和管理，向總部本集團通報現場發生的任何公共應急事件或工傷事故，並負責安排應急預案和所有施工現場管理，以確保各項條件符合合約所定的要求。

為保障本集團員工的健康與安全，本集團為所有員工提供員工保險。項目公司負責人對施工階段的質量進行定期工作檢查，並評估承包商的工作。本集團在不同施工階段的物業的安全和質量均嚴格監控，並推行安全考核評分。評分內容包括：危機處理管理、消防設施管理、消防通道管理、監管記錄、建築物料監控、施工現場巡查與監管及消防培訓、火警演習及日常應急預案記錄及進度等以確保符合標準和規則。為確保本集團旗下員工的安全與健康，進出工地前均需得到工程部主任同意，配帶合適的安全裝備（如：安全帽、安全鞋及反光衣）。本集團亦為工程項目購買適當的保險及提供安全培訓。



### **Hotel Operations**

The Group's hotel operations strictly abide by the relevant hotel laws and regulations of China. The central air conditioning system is regularly maintained and cleaned to guarantee the air quality of the hotels. Inspection and procedural standards are implemented in accordance with the Group's internal operating instructions.

The Group's hotel operations are customer-oriented, listening carefully to the needs of customers, establishing a complaint mechanism for customers, and actively communicating with customers through various channels. When receiving customers' complaints, the hotel lobby manager will immediately accept and handle them, and reflect the same to the relevant department to make improvements and report to the supervisors. In addition, annual questionnaires about customer satisfaction are available in the Group's hotels in order to collect customers' opinions, and to improve the performance of its employees through analysis and research. The satisfaction level and opinion collected in customer survey will be treated as the blueprint for the Group's hotels' future development, and to enhance the efficacy of service quality, environmental protection and occupational safety and strengthen the safety awareness and responsibility of its employees.

### **酒店營運**

本集團旗下之酒店營運，嚴格遵守中國酒店的相關法律法規。酒店定期對中央空調系統進行維護及清洗，以保證酒店的空氣質量。檢查及程序標準根據本集團內部各項作業指導書執行。

本集團旗下之酒店以客為本，細心傾聽客人的需求，為客戶建立投訴機制，主動透過不同渠道與客人溝通和交流，如接到客人投訴，酒店大堂經理會即時接納並處理，馬上向有關部門反映投訴及作出改善，並向上司匯報。此外，本集團旗下酒店設立年度客戶滿意度調查問卷，收集本集團旗下酒店客戶意見，進行分析及研究，以改善員工的工作表現。本集團會根據客戶調查資料的滿意度和意見、作為對本集團旗下酒店未來發展改善的藍本，提升服務質量、環境保護、職業安全之成效，強化本集團旗下酒店的員工之安全意識和責任。



## Social Categories

### 社會範疇

The Group prohibits any false and exaggerated marketing in the property sales and hotel operations. Any marketing advertisements of the Group are inspected by the broadcasting department before they are launched. The Group strictly abides by the Intellectual Property Law of the People's Republic of China while closely monitoring the authenticity of the advertisements and protecting intellectual property rights and the interests of the Group. The Group strictly abides by the Protection Law of the Consumer Rights and Interests of the People's Republic of China and respects the customers' privacy. The Group strictly prohibits employees from providing customer information to third parties. All customer information is also kept confidential. The information technology department also has a firewall to prevent privacy leakage.

The Group has a comprehensive monitoring mechanism and information security system to prevent data leakage and loss, including but not limited to:

1. Hotel guest's check-in data is kept in the central database of the hotel computer and kept confidential.
2. Hotel guest's room number will not be leaked until the hotel guest's consent is obtained.
3. Hotel staff are required to sign a confidentiality agreement.
4. Sensitive data of hotel guests can only be read by the manager level or above.
5. Guest's privacy will not be leaked (including name, company, accounts, payment information, etc.).
6. Information of the employees who access the guest information are recorded.

本集團在物業銷售和酒店營運中，禁止任何虛假及誇張的傳銷宣傳，本集團的任何傳銷廣告均由廣播部門檢查後才推出市場，本集團嚴格遵守《中華人民共和國知識產權法》同時嚴密監控廣告的真實性，並保護知識產權和集團的利益，本集團嚴格遵守《中華人民共和國消費者權益保護法》，尊重客人的私穩。本集團嚴禁員工向第三方提供客戶資訊，所有客戶資料亦加以保密，電腦部門亦設有防火牆防止私隱外洩。

本集團設有完善的監管機制及資料保密系統，以防有關數據外洩和遺失，當中包括但不限於：

1. 酒店客人入住資料保存與酒店電腦中央數據庫，對外保密。
2. 在取得酒店客人的同意前，不會泄露酒店客人的房間號碼。
3. 酒店員工須簽署保密協議。
4. 酒店客人敏感資料需由經理級以上才可取閱。
5. 不會對外泄露客人的私隱(包括姓名，公司，帳目，付款資訊等)。
6. 紀錄取閱客人資料的員工。



## B7 ANTI-CORRUPTION

The Group strictly abides by the anti-corruption and bribery laws in the PRC and Hong Kong, including the Anti-Money Laundering Law of the People's Republic of China and the Prevention of Bribery Ordinance of Hong Kong. Misconduct and wrongdoing, including but not limited to the following acts

- 1: Dishonesty
- 2: Fraud
- 3: Corruption
- 4: Illegal conduct (including bribery, theft, kickbacks, drug trafficking/drug use, use of violence or threats and criminal damage to property)
- 5: Violation of laws or rules
- 6: Unethical behavior and transactions
- 7: Other serious misconduct (including serious mismanagement, serious and significant waste or repeated violations of administrative procedures)
- 8: Serious rule-breaking
- 9: All actions that may result in financial or non-financial losses to the Group or any other related conduct.

## B7 反貪污

本集團嚴格遵守中國和香港的反貪污賄賂的法律規定，包括《中華人民共和國反洗錢法》及《香港防止賄賂條例》。不當行為和不法行為，當中包括並不限於下列行為

- 1: 不誠實
- 2: 欺詐
- 3: 貪污
- 4: 非法行為(包括賄賂，盜竊，回扣，販毒／吸毒，使用暴力或威脅及財產刑事損害)
- 5: 違反法律或細則
- 6: 不道德的行為和交易
- 7: 其他嚴重不當行為(包括嚴重管理不善，嚴重及重大浪費或屢次違反行政程序)
- 8: 嚴重犯規
- 9: 所有可能導致本集團財務或非財務損失或其他任何相關行為



## Social Categories

### 社會範疇

All employees, officers and directors of the Group abide by the relevant anti-corruption laws in Hong Kong and the PRC, and have zero tolerance for corruption. According to the reporting mechanism, employees are encouraged to report any inappropriate acts directly to our manager or above by fax, letter, email, etc., to enhance their awareness of integrity. The Group adopts a confidential mechanism to protect whistle-blowers from threats and adverse event, and to ensure the integrity of reported information. The Group has established a system whereby all employees are required to be honest, self-disciplined, and shall not engage in any bribery activities, or use their duties to conduct any activities that harm the interests of the Group. The Group regularly educates key employees on integrity to enhance their self-discipline. During the reporting year, no employees of the Group received any reports or complaints.

The Board of Directors of the Group will conduct an internal investigation into any suspected or illegal acts suspected of bribery, extortion, fraud, and money laundering to protect the interests of the Group, and the employees suspected of committing crimes shall be submitted to the relevant regulatory authorities or law enforcement agencies in accordance with the findings of the investigation when the management deems necessary. Heads of departments shall promptly take emergency measures to combat corruption.

During the reporting year, the Group has not recorded any relevant laws and regulations that have a significant impact on the Group in the prevention of bribery, extortion, fraud and money laundering.

本集團全體員工，高級職員和董事均遵守香港與中國境內的相關反貪污法律，對貪污行為零容忍，按照舉報機制，鼓勵僱員直接向我們的經理或以上職級舉報任何被認為不當的行為，加強員工對廉潔工作的意識，舉報方式包括傳真、信件、電郵等。本集團採取保密機制，保護舉報人免受威脅和不利的保障，保障舉報信息的完整性。本集團訂立相關制度，所有僱員須嚴守誠信，自律守法，不得參與任何賄賂活動，或利用其職務之便利進行任何損害本集團的利益活動。本集團定期對關鍵崗位員工開展廉政教育，提升員工自我約束能力。於本報告年度內，本集團並無僱員收到任何的報告或投訴。

本集團董事局會對涉嫌賄賂，勒索，欺詐，洗黑錢的任何可疑或非法行為進行內部調查，以保護集團的利益。並按照調查結果將涉嫌犯罪的員工，於管理層認為必要時向相關監管機關或執法部門提交。部門負責人應及時採取緊急處置措施反貪污。

於本報告年度內，本集團在防止賄賂、勒索、欺詐及洗黑錢方面，並無紀錄有對本集團有重大影響的相關法律及規例。



### **Reporting Platform**

The Group has established a comprehensive monitoring mechanism to fully achieved anti-corruption work through the establishment of a transparent reporting platform with the establishment of complaint letters, on-site knowledge and reporting, internal audit, monitoring and inspection. The Company has also set up a hotline to collect clues from employees, stakeholders or all other organizations that are intended to report to the Company and its subsidiaries.

The board of directors is responsible for monitoring and assessing the Group's effectiveness in preventing corruption to develop a clean, harmonious and sound anti-corruption mechanism and considers that the current policy is appropriate.

### **舉報平台**

本集團建立完善的監察機制、透過成立投訴信件、實地了解與通報、內部審計、監測與檢查成立透明的舉報平台、全面實現反貪污工作。本公司亦設置了熱線舉報電話來收集來自員工、持份者或其他所有機構對本公司及其附屬公司，有意想舉報的線索。

董事會負責監察及評估本集團防止貪污方面的成效，營做廉潔、和諧，完善的反貪污機制、並認為現行政策屬適切。

### B8 COMMUNITY INVESTMENT AND PARTICIPATION

The Group understands that participating in community investment can not only benefit shareholders, but also take social responsibility and give back to the community, the Group encourage and promote the integration of employees into the well-being of the local community and other activities. During the reporting year, the Group actively encouraged its employees to participate in charity run and other volunteer activities to raise demands and interest awareness of the local community. The Group also organizes regular activities for local children and parents and charitable donations to educational institutions, as well as actively fund various charitable projects such as disaster relief, poverty alleviation and care for the elderly.

Through its community activities, the Group is committed to supporting and encouraging the management of our major business locations and production sites in China. In order to build a better local community, the Group reviews its established policies and plans from time to time to better understand the needs and resources types of the surrounding communities, and will also donate to support various community activities and fulfill its social responsibilities.

### B8 社區投資及參與

本集團了解參與社區投資除了能為股東帶來利益還可以承擔社會責任，回饋社區，鼓勵和促進員工融入當地社區福祉的慈善及其他活動，於本報告年度內，本集團積極鼓勵員工參與慈善義跑及志願者活動，以提高當地社區需求及利益意識。本集團亦定期舉辦活動給予當地小孩和父母參與，和慈善捐贈給與教育機構，同時亦積極資助各種慈善項目，如救災，扶貧和老人護理。

透過其社區活動，本集團致力於支持和鼓勵對我們在中國的主要營業地點及生產基地進行管理，為了建立更好的本地社區，本集團不時檢討既定政策及計劃以進一步了解周邊社區的需求及資源類型，亦會捐款支持各種社區活動及履行社會責任。