



# 英皇文化產業集團有限公司 Emperor Culture Group Limited

Incorporated in Bermuda with limited liability (Stock Code: 491)  
於百慕達註冊成立之有限公司 (股份代號: 491)

## Environmental, Social And Governance Report

環境、社會及管治報告

2018/2019



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# 1. ABOUT THIS REPORT 關於本報告

Emperor Culture Group Limited (the “Company”) and its subsidiaries (collectively referred to as the “Group”) acknowledge the significance of effective environmental, social and governance (“ESG”) initiatives at operation level. The direction of the Group’s ESG practices is governed by the board of directors of the Company (the “Board”), ensuring that the ESG strategy reflects the Company’s core values.

This report describes the ESG values and initiatives of the Group for the financial year ended 30 June 2019 (the “Year”). The contents of this report provide its stakeholders with an overview of the Group’s efforts regarding ESG impacts arising from its daily operations. This report complies with the provision of the ESG Reporting Guide as set out in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. It is recommended that this report is read in conjunction with the Company’s Annual Report 2018/19, in particular the Corporate Governance Report and Directors’ Report sections therein.

This report is available on the Company’s website (<https://www.empculture.com>) and Hong Kong Exchanges and Clearing Limited (“HKEX”) news website (<https://www.hkexnews.hk>).

英皇文化產業集團有限公司(「本公司」)及其附屬公司(統稱為「本集團」)深明有效的環境、社會及管治舉措在經營層面的重要性。本集團環境、社會及管治工作之方向由本公司董事會(「董事會」)監管，以確保環境、社會及管治策略反映本公司的核心價值。

本報告闡述本集團於截至2019年6月30日止財政年度(「本年度」)的環境、社會及管治價值及措施。本報告的內容為其持份者概述本集團在環境、社會及管治方面的工作，以針對日常營運所產生的影響。本報告符合香港聯合交易所有限公司證券上市規則附錄27所載《環境、社會及管治報告指引》的條文。建議閣下將本報告與本公司2018/19年報一併閱讀，尤其是其中的企業管治報告及董事會報告部份。

本報告可於本公司的網站(<https://www.empculture.com>)及香港交易及結算所有限公司(「港交所」)的披露易網站(<https://www.hkexnews.hk>)查閱。

## 1.1 Stakeholders Engagement and Materiality Assessment 持份者之參與及重要性評估

The Group is committed to making proactive efforts to continuously interact with key stakeholder groups, which comprise its customers, employees, investors, shareholders, suppliers and the community. The Group maintains active engagement with its stakeholders, and collects their feedback through various communication channels to understand and address their concerns. The engagement channels with stakeholders include general meetings, corporate website, community activities, regular dialogue with employees, performance appraisal interviews and networking with suppliers.

本集團致力與主要持份者群組包括客戶、僱員、投資者、股東、供應商及社會進行持續互動。本集團積極與其持份者保持聯繫，並透過各種溝通渠道收集其反饋意見，以了解與回應其訴求。與持份者的聯繫渠道包括股東大會、公司網站、社區活動、與僱員定期對話、績效評核面試及與供應商聯動。

Based on the stakeholders' feedback, the material issues were identified as follows. The Group's performance regarding these issues are discussed in this report.

根據持份者的意見，以下為已識別之重要議題。本集團就該等議題的表現將於本報告內討論。

Material ESG Topics 重要環境、社會及管治議題	
<b>Environment 環境</b> <ul style="list-style-type: none"> <li>Energy conservation 能源節約</li> <li>Waste management 廢物管理</li> <li>Waste recycling 廢物循環利用</li> </ul>	<b>Workplace 工作場所</b> <ul style="list-style-type: none"> <li>Employment and labour practices 僱傭及勞工慣例</li> <li>Diversity and equal opportunities 多元共融和平等機會</li> <li>Training and development 培訓和發展</li> <li>Occupational health and safety 職業健康與安全</li> <li>Work-life balance 工作與生活平衡</li> </ul>
<b>Operating Practices 經營常規</b> <ul style="list-style-type: none"> <li>Services quality 產品及服務質素</li> <li>Anti-corruption 反貪污</li> <li>Customer privacy protection 客戶私隱保護</li> </ul>	<b>Community 社區</b> <ul style="list-style-type: none"> <li>Employee volunteering 員工志願服務</li> <li>Community fundraising 社區籌款</li> </ul>

## 1.2 CSR Committee 企業社會責任委員會

The Group is committed to the principles of good corporate governance, and strives to integrate corporate social responsibility ("CSR") into its business strategy and management approach. A CSR Committee has been set up to formulate policies and practices on CSR-related matters, focusing on the areas of community welfare, the environment and employees' well-being. It encourages and supports employee engagement in various CSR initiatives, to ensure the Company's CSR commitment is properly fulfilled. It has overall responsibility for implementing, reviewing and monitoring the Company's CSR policy.

本集團秉行良好的企業管治準則，致力將企業社會責任融入業務策略及管理模式之中。企業社會責任委員會已獲成立，負責就企業社會責任相關事宜制定政策及常規，主要涵蓋社區福利、環境及員工福祉範疇。該委員會鼓勵並支持員工參與各類企業社會責任活動，以確保本公司妥善履行其企業社會責任承諾。該委員會全面負責本公司企業社會責任政策的實施、檢討及監察。

## 2. ENVIRONMENTAL PROTECTION 環境保護

### 2.1 Environmental Policies 環境政策

During the Year, the Group continued making its best endeavours to protect the environment in its business activities and workplace. The Group also educates its employees on their awareness of promoting a green environment. The Group seeks to identify and manage environmental impacts attributable to its operations, in order to minimise these impacts if possible. Various measures have been adopted to reduce energy and other resource use, minimise waste and increase recycling, and promote environmental protection in its supply chain and marketplace. These measures are discussed in section 2.2 "Use of resources" of this report.

In May 2019, the Group's office at Emperor Group Centre, 288 Hennessy Road, Wan Chai, Hong Kong (the "Hong Kong Office"), along with many other floors of the building, were awarded an "Indoor Air Quality Certification – Good Class" by the Environmental Protection Department, under its voluntary Indoor Air Quality Certification Scheme for Offices and Public Places.

於本年度，本集團繼續致力在業務活動及工作場所實踐環境保護。本集團亦教育其僱員提升對綠色環境的意識。本集團努力辨識及管理其業務對環境造成之影響，務求將該等影響減至最低。本集團已採取多項措施以降低能源及其他資源消耗、減廢及增加循環再用，並在其供應鏈及市場中推行環保。該等措施載於本報告第2.2「資源使用」章節。

於2019年5月，本集團位於灣仔軒尼詩道288號英皇集團中心的辦公室（「香港辦公室」）以及該大廈的多個其他樓層，獲環境保護署根據其自願性的「辦公室及公眾場所室內空氣質素檢定計劃」頒發「室內空氣質素檢定證書－良好級」。



## 2.2 Use of Resources 資源使用

### 2.2.1 Energy Saving

Global warming and climate change are among the major environmental concerns in every part of the world. The electricity consumption in offices and cinema operations contributes most of the Group's carbon footprint. In an effort to reduce carbon footprint and mitigate emissions, the Group actively promotes efficient use of energy and adopts green technologies in its Hong Kong Office. For instance, maintaining constant room temperature with thermostats in the air conditioning system, switching off passenger lifts after office hours, etc.

To identify energy efficiency opportunities, the Group measures and records the energy consumption intensity from time to time.

### 2.2.2 Waste Reduction and Management

To encourage an eco-friendly lifestyle, the Group has stopped providing plastic straws to customers in some of its cinemas, in order to minimise the negative environmental impact.

The Group also engages employees in their waste behaviours and encourages recycling practices in the workplace. In the Hong Kong Office, the building's property management company has appointed recycling contractor to collect and recycle used papers, plastic bottles, aluminium and glasses, fluorescent tubes and computer equipment.

### 2.2.1 能源節約

全球暖化及氣候變化已成為全球各地面對的重大環境問題。辦公室及電影院業務之耗電為本集團碳足跡的最大來源。為降低能源消耗及減少排放，本集團在其香港辦公室積極推行節能並採納綠色科技，例如透過冷氣系統的恆溫器維持穩定室溫、於辦公時間後關掉乘客升降機等。

為發掘提升能源效益的方法，本集團不時量度及記錄耗能情況。

### 2.2.2 廢物減少及管理

為提倡環保的生活模式，本集團已停止提供塑膠飲管予其部份電影院的顧客，以減低對環境的負面影響。

本集團並讓員工參與廢物處理，並鼓勵他們在工作場所進行回收。在香港辦公室，大廈之物業管理公司已委聘回收承包商收集及回收使用過的紙張、塑膠瓶、鋁及玻璃、光管以及電腦設備。





### 2.2.3 Paper Reduction

In an effort to reduce the use of paper, admission by QR code scanning has been adopted in some of the Group's cinemas. A QR code is provided for each online ticketing transaction, and customers may present the QR code at the entrance for admission without the need to print the tickets.

In addition, the Group continued to encourage a paperless working environment which not only reduces environmental damage but also fits commercial goals, as it can save physical space, facilitate information sharing via IT networks, and reduce complicated documentation procedures. In recent years, the Group has implemented paperless internal human resources processing such as employee time sheets, leave applications and memo approvals and many more. Moreover, duplex printing and copying has become the norm within the Group, greatly reducing paper consumption and saving costs. Usage data of office printing machines is regularly collected and assessed for monitoring the efficiency of the paperless environment.



### 2.2.3 減少用紙

為了減少紙張的使用，二維碼掃描入場已在本集團的一些電影院採用。每項網上票務交易均提供二維碼，顧客在入場處出示二維碼即可入場，無需打印戲票。

此外，本集團繼續鼓勵無紙化的工作環境，不僅可減少對環境的破壞，亦具有多重商業裨益，包括節省空間、促進資訊科技網絡信息共享及減省繁複的文書程序等。近年來，本集團已實行內部人力資源無紙化流程，例如僱員工時表、假期申請及審批備忘等。另外，雙面列印及複印已成為本集團內部慣例，大大減少紙張消耗及節省成本。本集團定期收集及評估辦公室打印機使用數據，以監控無紙化環境之成效。

Partnering with its printing solutions provider, the Group has adopted "Follow You" print solution in the Hong Kong Office, helping the Group becoming more cost efficient through smarter printing. The print solution enables the Group to achieve environmental objectives by reducing unclaimed printing, as printing is released only upon presentation of a staff card from that particular staff who gives the printing instruction.

本集團與列印方案供應商合作，在香港辦公室處採用「Follow You」列印方案，透過智能列印促使本集團達致更佳的成本效益。由於作出列印指示的指定員工於打印時需要出示員工證方能進行打印，因此可減少無人認領列印的情況，從而使本集團達到環保目的。

**THINK  
BEFORE YOU  
PRINT**

The Company strongly recommends shareholders to access its corporate communications, including financial reports, through the websites of the HKEX and the Company, instead of in printed form. By introducing electronic means of corporate communications to shareholders, the quantity of printed materials has been considerably reduced. This paperless practice thus helps to protect the environment, as well as save costs for stationery, printing and administrative charges, etc.

本公司極力推薦股東利用港交所及本公司網站獲取公司通訊(包括財務報告)而非收取印刷文件。通過向股東引入電子版公司通訊，印刷量大幅減少。此無紙化的做法既可保護環境，亦可節約文儀用品、印刷及行政費用等。

## 2.3 Environmental Performance Summary 環境表現概要

During the Year, approximately 98% of the Group's revenue was derived from cinema operations. To illustrate the Group's sustainability performance, quantitative data has been collected from its Emperor Cinemas Beijing, PRC which occupies an area of over 6,800 square metres.

於本年度，本集團之收入約98%來自電影院業務。本集團於其中國北京英皇電影城收集量化數據，以展示本集團之可持續表現。該電影院佔地逾6,800平方米。

Indicators	指標	FY2018/19年度
<b>GHG Emissions</b>	<b>溫室氣體排放</b>	
Scope 2 GHG emissions (kgCO <sub>2</sub> e)	範疇2溫室氣體排放(每公斤二氧化碳當量排放)	500,113
Scope 3 GHG emissions (kgCO <sub>2</sub> e)	範疇3溫室氣體排放(每公斤二氧化碳當量排放)	1,560
Total GHG emissions (kgCO <sub>2</sub> e)	溫室氣體排放總量(每公斤二氧化碳當量排放)	501,673
GHG emissions intensity (kg/m <sup>2</sup> )	溫室氣體排放強度(公斤/平方米)	74
<b>Energy Consumption</b>	<b>能源消耗</b>	
Indirect energy consumption (GJ)	間接能源消耗(千兆焦耳)	2,218
Energy consumption intensity (GJ/m <sup>2</sup> )	能源消耗強度(千兆焦耳/平方米)	0.3
<b>Waste Management</b>	<b>廢物處理</b>	
General refuse disposed to landfills (kg)	棄置於堆填區的一般廢物(公斤)	45,450
General refuse intensity (kg/m <sup>2</sup> )	棄置於堆填區的一般廢物密度(公斤/平方米)	7
Recycled paper collected (kg)	回收廢紙(公斤)	975
Recycled paper intensity (kg/m <sup>2</sup> )	回收廢紙密度(公斤/平方米)	0.1
<b>Water Consumption</b>	<b>耗水量</b>	
Water consumption (m <sup>3</sup> )	耗水量(立方米)	5,050
Water consumption intensity (kg/m <sup>2</sup> )	耗水量密度(公斤/平方米)	0.7



## 3. WORKPLACE QUALITY 工作場所質素

### 3.1 Workforce Distribution 員工分佈

The Group believes that a motivated and balanced workforce is crucial for building a sustainable business model and delivering long-term returns.

本集團深信，積極主動且具均衡比例之員工團隊，是建立可持續經營模式及帶來長遠回報的關鍵元素。

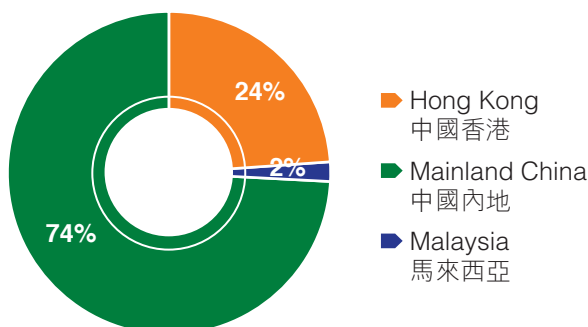
As at 30 June 2019, the full-time and part-time employees of the Group totalled 333, working in mainland China, Hong Kong and Malaysia.

於2019年6月30日，本集團合共僱有333名全職及兼職僱員，於中國內地、中國香港及馬來西亞任職。

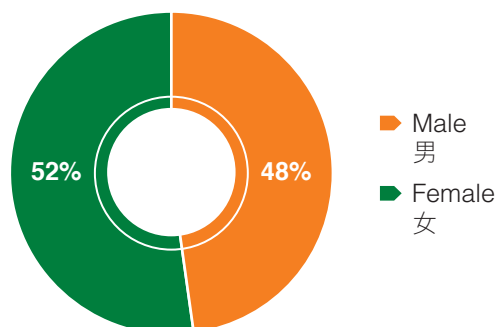
The demographics of the Group's workforce as at 30 June 2019 are summarised below:

於2019年6月30日，本集團之員工分佈資料概述如下：

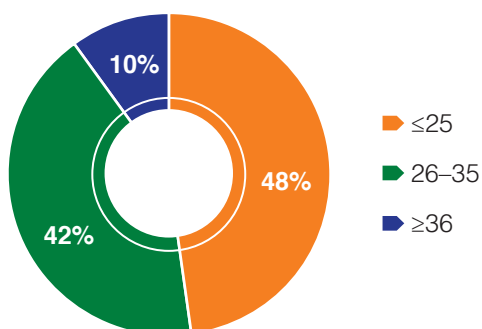
**Region 按地區**



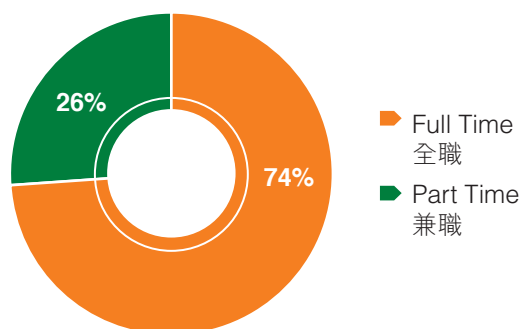
**Gender 按性別**



**Age Distribution 按年齡**



**Employment Type 按僱傭類別**



The Group has a diverse workforce in terms of gender and age, providing a variety of ideas and levels of competencies that contribute to the Group's success. The Group is firmly committed to gender equality, and particularly encourages female participation in the Board, and at managerial and operational levels.

本集團的員工團隊來自不同年齡層及性別，提供多元化的觀點及各種程度的技能，為本集團的成功作出貢獻。本集團一直堅守兩性平等原則，尤其支持女性在董事會、管理及營運層面之參與。

The management believes that employees are important assets of the Group, and remains committed to attracting and retaining talent with diverse backgrounds for achieving sustainable growth and maintaining a stable turnover rate.

管理層相信，員工乃本集團之重要資產，致力吸引並挽留不同背景的人才，以達致持續增長及維持穩定的流失率。

### 3.2 Labour Standard 勞工標準

The Group strictly complies with 中華人民共和國勞動合同法, Employment Ordinance (Cap. 57, Laws of Hong Kong), Employment Act (Act 265, Laws of Malaysia) and other statutory requirements regarding employment and labour practices. The Group is dedicated to providing equal opportunities in all aspects of employment and ensure the workplace is free from discrimination. The Group ensures employees receive fair and competitive remuneration packages in accordance with their experience, qualifications, performance and market rates, and are being reviewed on a regular basis. To attract and retain talent, comprehensive benefits are provided by the Group, such as employer's voluntary Mandatory Provident Fund Scheme, medical coverage, life insurance and paid leave.

本集團嚴格遵守中華人民共和國勞動合同法、《僱傭條例》(香港法例第57章)、Employment Act (Act 265, Laws of Malaysia)及其他有關僱傭及勞工慣例的法定規定。本集團致力於在就業的各個方面提供平等機會，並確保工作場所不存在歧視。本集團確保僱員基於其經驗、資歷、表現及市場工資水平獲得公平及具競爭力的薪酬待遇，並定期檢討有關待遇。為吸引和挽留人才，本集團提供全面的福利，例如僱主的自願性強積金供款、醫療保險、人壽保險及有薪假期。

To ensure the staff clearly understand their rights and obligations, the employee handbook is in place which covers policies and guidelines related to employment practices, including compensation and dismissal, recruitment, working hours, rest periods, equal opportunity, anti-discrimination and other fringe benefits, etc. The Group has been reviewing its related policies from time to time to ensure the Group complies with the latest statutory requirements. A set of grievance procedures is also in place, to provide staff with a channel to confidentially escalate complaints and concerns to the Human Resources Department.

為確保員工清楚了解自己的權利和義務，員工手冊涵蓋僱傭慣例相關政策及指引，包括薪酬及解僱、招聘、工作時間、休息時間、平等機會、反歧視以及其額外福利等。本集團不時檢討其相關政策，以確保本集團符合最新法定要求。申訴程序已獲設立，為員工提供渠道，以便員工以保密方式向人力資源部提出投訴和關注事項。

The Group fully complies with relevant laws and regulations in related regions concerning prevention of forced or child labour. In the recruitment process, the Group implements appropriate procedures to ensure that employment adheres to minimum age provisions of applicable laws. The Group also prohibits any form of forced labour.

本集團嚴格遵守在相關地區有關防止強迫勞動或童工的法律及法規。在招聘過程中，本集團實施適當程序以確保受僱員工符合適用法律的最低年齡規定。本集團亦禁止任何形式的強迫勞動。



### 3.3 Occupational Health and Safety 職業健康及安全

The Group prides itself on providing a safe, effective and congenial work environment for its staff. Adequate arrangements and training courses are provided to ensure a healthy and safe working environment. Health and safety training is provided to employees on induction. Office memos and guidelines on occupational health and safety are issued, and keep employees informed. Workshops and seminars on different topics are regularly held, to present the latest information and raise awareness of occupational health and safety issues for employees.

本集團致力為員工提供安全、高效及舒適之工作環境，並以此自豪。本集團落實充足的安排及培訓課程，以確保健康及安全的工作環境。於入職時，員工需接受健康及安全培訓。員工均獲發及知悉有關職業健康與安全的辦公室備忘錄及指引。本集團定期舉辦不同主題的學習工作坊及研討會，以呈列最新資訊，及加強僱員對職業健康及安全方面的意識。



The Group promotes emergency preparedness and ensures there are well-stocked first-aid kits in offices to protect the health and safety of employees, in the event that they are injured at work. An automated external defibrillator ("AED") has been placed in the office building to rescue potential victims of sudden cardiac arrest. During the Year, an AED refresh training course was held for the first aiders of the Group, to reinforce their techniques in the resuscitation processes.

本集團加強應急準備能力及確保辦公室內配備充足的急救箱，以於員工發生工傷時能保障員工的健康及安全。自動體外心臟去顫器(「AED」)已放置在辦公大樓，以供潛在心臟病患者在病發時進行救助。於本年度，本集團已為本集團的急救人員舉辦AED重溫課程，以加強其急救技巧。



Every case of injury, if any, is required to be reported to the Human Resources Department and be individually assessed under the internal guideline procedures. The rate of accidents and injuries during the Year was extremely low. No fatality nor critical incidents was reported.

每宗工傷事故(如有)需彙報至本集團人力資源部，以根據內部指引程序進行獨立評估。本年度之意外及工傷率十分低。概無接獲死亡或重大事故的報告。

### 3.4 Employee Wellness 員工福祉

The Group values workplace wellness practices that support employees' health and well-being. With society's growing concerns regarding health and diet, the Group organised a Wellness Day during the Year, offering its staff assessments of blood sugar and cholesterol levels and nutrition, as well as preliminary spine and foot examinations. In addition, the Group continued holding the "Green Monday Fruit Day" campaign, which involves giving a fresh fruit to each staff member on the first working day of every week, encouraging staff to maintain a healthy lifestyle.

本集團注重營造健康工作環境的慣常做法，使員工體魄強健。隨著社會對健康及飲食的關注增加，本集團於本年度舉行了「健康評估，了解健康」活動，為員工安排血糖、膽固醇及營養評估，以及足脊初步檢查。此外，本集團繼續舉辦「生果星期一」活動，在每週第一個工作日向總辦公室的員工派發新鮮水果，以鼓勵員工維持健康生活習慣。



The Group encourages breastfeeding and provides a designated private space in the office building to support lactation of breastfeeding female employees in flexible schedule during working hours. These "Breastfeeding Friendly Workplace" measures demonstrate the Group's commitment to the wellbeing of its employees and their families.

本集團支持母乳餵哺，並於辦公室大樓設立特定具私穩的空間，以支援女性員工在工作時間內彈性地計劃進行擠母乳。該等「母乳餵哺友善工作間」措施兌現本集團維護僱員及其家庭成員福祉的承諾。



### 3.5 Work-life Balance 工作與生活的平衡

The Group believes that maintaining work-life balance is essential for sustainability and a sound body and mind for every employee. To support employees in maintaining work-life balance and creating spirit amongst employees, the Group organised a number of activities for its employees during the Year.

本集團相信，維持工作與生活的平衡對每位員工的可持續發展及身心健康至為重要。為了支持員工維持工作與生活的平衡及培養員工的團隊精神，本集團於本年度持續為員工舉辦多個活動。

#### Cool Friday

#### 冰涼星期五

August 2018  
2018年8月



Two ice cream carts were arranged in the office building, distributing ice creams to employees so they could enjoy a cooling Friday moment during the burning hot summer.

於辦公室大樓安置了兩輛到會雪糕車並分派雪糕予同事，讓他們於炎炎夏日享受一個冰涼的星期五。

#### Adventure at Ocean Park

#### 海洋公園探索之旅

September 2018  
2018年9月



Employees and their family members were invited to Ocean Park for a day of adventure featuring thrilling rides, marine mammals and endangered animals; together with Halloween Fest 2018 and Sanrio Party.

員工及其家人獲邀到海洋公園遊覽一天，體驗刺激的機動遊戲及參觀海洋生物及瀕危動物；以及參加哈囉喂全日祭2018及Sanrio派對。

### Mid-Autumn Festival Delicacies

### 佳餚美饌賀中秋

September 2018  
2018年9月



Mooncakes provided by The Emperor Hotel, was given and shared among employees in the Hong Kong Office as a token of appreciation and to celebrate the Mid-Autumn Festival.

於香港辦公室的員工獲贈並一同分享由英皇駿景酒店所提供的月餅，以表達心意及慶祝中秋節。

### Leisure Friday

### 超級猛片，齊齊欣賞

October 2018  
2018年10月



A private movie party was organised at Emperor Cinemas, ensuring an enjoyable evening for all participating employees.

於英皇戲院舉辦了一場私人電影派對，讓所有參與員工度過一個愉快的晚上。

### DIY Cake Workshop

### DIY蛋糕工作坊

March 2019  
2019年3月



The staff enjoyed a relaxing break during a half-day cake baking workshop. The staff rolled up their sleeves and created a delicious selection of fresh cream cakes together.

員工參加為期半天的蛋糕烘焙工作坊活動，享受悠閒時光。員工捲起袖子，一同製作了一系列美味的鮮奶油蛋糕。



All these activities helped strengthen relationships between employees, boosted their morale and promoted a harmonious working environment.

該等活動均有助鞏固員工之間的關係、加強員工士氣，並締造和諧的工作環境。



### 3.6 Development and Training 發展及培訓

Recognising the importance of skilled and professionally trained employees, the Group supports its staff to develop and enhance their knowledge, skills and work capability. The Group encourages and provides subsidies to employees at all levels to pursue educational or training opportunities that achieve personal growth and professional development.

本集團明白技能熟練及經專業培訓的僱員之重要性，並支持員工發展及提升其知識、技能及工作能力。本集團鼓勵並資助各級員工進修或參與培訓，以實現其個人成長及專業發展。

The Group conducted various trainings covering occupational safety, customer servicing skills and management skills, etc. During the Year, the Group dedicated around 6,000 hours to staff-learning and training, representing approximately 18 hours per employee.

本集團舉辦各種培訓，內容涵蓋職業安全、客戶服務技巧及管理技能等。於本年度，本集團員工學習及培訓方面投入約6,000小時，相當於每名僱員參與培訓約18小時。

## 4. OPERATING PRACTICE 經營常規

### 4.1 Supply Chain Management 供應鏈管理

The Group has established solid relationships with a number of cinema exhibition equipment and services providers in mainland China and Hong Kong who maintain high levels of quality control and service standards. The selection of suppliers is based on criteria such as quality, supplier's capability and experience, with preference given to suppliers who demonstrate their environmental commitment.

本集團與多家維持嚴謹品質監控及高服務水平的中國內地和香港電影院展示設備商及服務商建立穩固的合作關係。供應商之甄選乃根據其質素、實力及經驗等準則進行，若能履行環保責任的供應商更可獲優先考慮。

### 4.2 Product Responsibility and Customer Services 產品責任及客戶服務

The state-of-the-art cinemas under the Group offers premium viewing experience for audiences. The theatres are designed to provide an unparalleled and luxurious visual, audio and sensory experience, resulting in enhanced customer satisfaction. The cinema possesses various advanced technologies and facilities such as IMAX theatre system, Screen X, 4DX or MX4D motion systems, D-Box seats and Dolby Atmos sound system.

本集團旗下先進的電影院為觀眾提供高品質的觀賞體驗。電影廳提供無與倫比及奢華的視覺、聽覺及觸角之體驗，顧客滿意度因而獲提升。電影院配備不同領先的科技及設施，如IMAX影院系統、Screen X、4DX或MX4D動感系統、D-Box動感座椅及杜比全景聲音效系統。

The Group believes in recognising the support and loyalty of its customers. To appreciate these valuable relationships, the Group has established an exclusive loyalty program for rewarding loyal customers with unmatched privileges and special offers.

本集團對一直給予支持及忠誠的客戶心存感謝。為了感謝彼此重要的關係，本集團已設立尊貴的忠誠會員計劃，以特別的禮遇及優惠回饋忠誠客戶。

Complaints from the customers are independently investigated and handled according to its internal guidelines. They were diligently assessed and addressed in a timely manner.

客戶投訴均按照內部指引作獨立調查及處理，並已獲仔細評估及即時處理。

### 4.3 Protection of Data 資料保護

The Group places the utmost importance on protecting the privacy of its customers, partners and staff in the collection, processing and use of their personal data. The Group adheres to the applicable data protection regulations and ensures appropriate technical measures are in place to protect personal data against unauthorised use or access. The Group also ensures that customers' personal data is securely stored, and processed only for the purpose for which it has been collected. Relevant staff are provided with adequate training in compliance with applicable laws on data privacy protection, to strengthen their awareness and to protect personal data against loss, unauthorised access, use, modification or disclosure. Access to the customer database is limited to authorised staff, whilst authentication is required before accessing the data. To reduce the risk of identity theft, the Group takes appropriate measures to dispose of documents that contain customer information.

本集團在收集、處理及使用所有客戶、合作夥伴及員工的個人資料過程中，對保障彼等的私隱給予最高度的重視。本集團嚴格依循適用的資料保護法例並確保設立適當之技術措施，保障個人資料免被未經授權挪用或存取。本集團亦確保客戶個人資料獲安全妥善地儲存，並只會按收集時指定的用途處理。本集團根據資料私隱保護適用法律向相關員工提供充足培訓，以加強彼等的意識及保障個人資料，防止遺失、未經授權獲取、使用、修改或披露。客戶資料庫只容許經授權員工存取，在存取資料前亦須進行驗證。為減低身份盜竊的風險，本集團於處置含有客戶資料的文件方面採取適當措施。



## 4.4 Protection of Intellectual Property 保障知識產權

The Group builds up its intellectual property rights by prolonged use and protection of domain names and various trademarks. The Group's domain names are constantly monitored and renewed prior to their expiration.

本集團透過持續使用及保護域名與各類商標，建立其知識產權。本集團域名會獲持續監控及於屆滿前續期。

## 4.5 Anti-corruption/Anti-money Laundering 反貪污／反洗錢

In order to build up an ethical corporate culture and practices, the Group has established policies and procedures for anti-corruption, anti-money laundering and counter-terrorist financing.

為建立一套企業道德的文化及常規，本集團已建立反貪污、打擊洗錢及恐怖分子資金籌集之政策及程序。

It is essential for the Group's employees to acquire a better understanding of bribery, extortion, corruption and related acts. In addressing and mitigating corruption risks, a set of guidelines in giving and receiving gifts, or offer in the form of meals, accommodation and entertainment, as well as interacting with government officials, was established to outline acceptable and unacceptable conduct in employees' daily business activities. It targets to ensure every employee adheres to applicable legal requirements and make ethical business decisions. Special care must additionally be taken to ensure that all business dealings with government officials are conducted in a context that is free from any form of corrupt practices.

本集團之員工必須對賄賂、勒索、貪污及相關行為加深了解。為了針對及減低貪污之風險，本集團已就贈送及收受禮物、提供用餐、住宿及娛樂，以及與政府官員交涉制訂一套指引，列明員工日常業務活動中可接受及不可接受的行為。這旨在確保每位員工遵從適用的法律規定及作出合乎道德之商業決定。為確保所有與政府官員之商業交易在不採取任何形式的貪污下進行，本集團給予額外的注視。

The Group has long adopted an Anti-money Laundering and Counter-Terrorist Financing Policy and Procedure ("AML Policy"). The AML Policy establishes the general framework for combating potential money laundering and financing of terrorism, and provides guidelines for preventing the Group's employees and clients, customers, suppliers, vendors and contractors from being misused for money laundering, terrorism financing or other financial crimes. The AML Policy indicates the kind of potentially suspicious transactions or activities that employees should look out for.

本集團多年來一直採納打擊洗錢及恐怖分子資金籌集政策及程序（「打擊洗錢政策」）。打擊洗錢政策確立了打擊潛在洗錢及恐怖主義資金籌集罪行的整體框架，並提供指引防止本集團的員工及客戶、顧客、供應商、賣方及承包商被誤用於洗錢、恐怖主義資金籌集或其他金融罪行。打擊洗錢政策已列出部分潛在可疑交易或活動的指標，供員工參考。

The Group's employee handbook sets out the key provisions relating to anti-corruption legislation. The Group has also adopted a whistle-blowing policy and procedures for all levels and operations under the Group, so staff can raise concerns – in confidence – about possible improprieties such as misconduct and malpractice in any matter related to the Group. These policies and procedures together with the code of conduct can be found in the employee handbook.

本集團之員工手冊載有防止貪污法例之主要條文。本集團亦採納一套檢舉政策及程序，讓本集團所有層面及業務之員工可在保密的情況下就任何可能影響本集團之不當事宜（如不當及不法行為）進行舉報。該等政策及程序連同行為守則可於員工手冊內查閱。

During the Year, no legal case regarding corrupt practices was brought against the Group or its employees. Also, no case concerning a criminal offence was charged.

於本年度，本集團或其員工並無面對任何有關貪污行為之法律起訴案件。同時，亦無涉及刑事罪行之個案被檢控。

## 4.6 Compliance with Relevant Laws and Regulations 遵守法律及法規

The Corporate Governance Committee is delegated by the Board to review and monitor the policies and practices on compliance with legal and regulatory requirements, including but not limited to the following ordinances which have significant impact on the Group:

董事會委派企業管治委員會檢討及監察本集團在遵守對本集團有重大影響之法律及監管規定方面之政策及常規的情況，包括但不限於：

- 《電影管理條例》
- 《電影產業促進法》
- 《外商投資電影院暫行規定》及補充規定
- 《數字電影發行放映管理辦法(試行)》
- 《電影院建築設計規範》
- 《食品經營許可管理辦法》
- 《公共場所衛生管理條例》及其細則
- 《中華人民共和國消防法》
- 《中華人民共和國勞動合同法》及其實施條例
- 《環境保護法》
- 《中華人民共和國環境影響評價法》
- 《反不正當競爭法》
- Amusement Rides (Safety) Ordinance (Cap. 449, Laws of Hong Kong)
- Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615, Laws of Hong Kong)
- Companies Ordinance (Cap. 622, Laws of Hong Kong)
- Competition Ordinance (Cap. 619, Laws of Hong Kong)
- Employment Ordinance (Cap. 57, Laws of Hong Kong)
- Film Censorship Ordinance (Cap. 392, Laws of Hong Kong)
- Fire Services (Installations and Equipment) Regulation (Cap.95B, Laws of Hong Kong)
- Inland Revenue Ordinance (Cap. 112, Laws of Hong Kong)
- Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong)
- Places of Public Entertainment Ordinance (Cap. 172, Laws of Hong Kong)
- 《電影管理條例》
- 《電影產業促進法》
- 《外商投資電影院暫行規定》及補充規定
- 《數字電影發行放映管理辦法(試行)》
- 《電影院建築設計規範》
- 《食品經營許可管理辦法》
- 《公共場所衛生管理條例》及其細則
- 《中華人民共和國消防法》
- 《中華人民共和國勞動合同法》及其實施條例
- 《環境保護法》
- 《中華人民共和國環境影響評價法》
- 《反不正當競爭法》
- 《機動遊戲機(安全)條例》(香港法例第449章)
- 《打擊洗錢及恐怖分子資金籌集條例》(香港法例第615章)
- 《公司條例》(香港法例第622章)
- 《競爭條例》(香港法例第619章)
- 《僱傭條例》(香港法例第57章)
- 《電影檢查條例》(香港法例第392章)
- 《消防(裝置及設備)規例》(香港法例第95B章)
- 《稅務條例》(香港法例第112章)
- 《個人資料(私隱)條例》(香港法例第486章)
- 《公眾娛樂場所條例》(香港法例第172章)

- Prevention of Bribery Ordinance (Cap. 201, Laws of Hong Kong)
- Public Health and Municipal Services Ordinance (Cap 132, Laws of Hong Kong)
- Preventive measures for the crimes of money laundering and financing of terrorism (Administrative Regulation No. 7/2006, Laws of Macau)
- Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act (Act 613, Laws of Malaysia)
- Company Act (Act 777, Laws of Malaysia)
- Competition Act (Act 712, Laws of Malaysia)
- Employment Act (Act 265, Laws of Malaysia)
- Entertainments Duty Act (Act 103, Laws of Malaysia)
- Fire Services Act (Act 341, Laws of Malaysia)
- 《防止賄賂條例》(香港法例第201章)
- 《公眾衛生及市政條例》(香港法例第132章)
- 《清洗黑錢及資助恐怖主義犯罪的預防措施》(澳門法例第7/2006號行政法規)
- Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act (Act 613, Laws of Malaysia)
- Company Act (Act 777, Laws of Malaysia)
- Competition Act (Act 712, Laws of Malaysia)
- Employment Act (Act 265, Laws of Malaysia)
- Entertainments Duty Act (Act 103, Laws of Malaysia)
- Fire Services Act (Act 341, Laws of Malaysia)

Details on the work of the Corporate Governance Committee can be found on page 39 of the Corporate Governance Report in the Company's Annual Report 2018/19.

企業管治委員會之工作詳情載於本公司2018/19年報企業管治報告第39頁。

The Legal Department works to provide an in-house legal and compliance service that effectively supports various operation units in their duties and day-to-day operation to comply with all applicable laws, rules and regulations.

法律部旨在提供內部法務及合規服務，有效支援多個營運單位於其職責及日常營運方面遵守所有適用法律、規則及法規。

Updates to the relevant applicable laws, rules and regulations are brought to the attention of relevant employees and relevant operation units from time to time. The management must ensure that business is conducted in accordance with the relevant applicable laws and regulations.

相關員工及相關經營單位不時獲悉之相關適用法律、規則及法規之更新資訊。管理層須確保所從業務乃符合適用之法律及法規。



## 5. COMMUNITY INVOLVEMENT 參與社區活動

Embracing the mission “From the Community, To the Community”, the Group actively promotes diverse community campaigns spanning elderly welfare, underprivileged communities and environmental conservation initiatives. The Group’s management team also plays an important role in mobilizing staff to join all these activities, which are held in tandem with its commitment to sustainable development.

以「取諸社會，用諸社會」為使命，本集團積極推廣多種社區活動，涵蓋長者福利、弱勢社群及環保行動。該等活動與本集團可持續發展之承諾相輔相承，而本集團管理層團隊在動員參與此等活動方面亦擔任重要角色。

### 5.1 Voluntary Services 義工服務

The Group continues building partnerships with non-governmental organisations and charitable organisations, to reach and support needy communities. Highlights of volunteering initiatives during the Year are as follows:

本集團繼續與非政府組織和慈善組織建立夥伴關係，以伸出援手支持有需要幫助的社群。於本年度，主要的義工活動如下：

#### Full Moon Fun Tram Ride

#### 賞月同樂電車遊

September 2018  
2018年9月



Partnered with Hong Kong Lutheran Social Service, LC-HKS, the “Full Moon Fun Tram Ride” event was held to celebrate the Mid-Autumn Festival with 30 underprivileged senior citizens from Tuen Mun District. Ms. Kathy Yuen, an artiste under Emperor Entertainment Group, along with the Company’s volunteers, joined the senior citizens to enjoy a traditional feast and take a nostalgic tram tour to appreciate the superb scenery and moonlight along the way.

與香港路德會社會服務處合辦的「賞月同樂電車遊」活動為30位來自屯門區的弱勢長者慶祝中秋佳節。英皇娛樂集團藝人湯怡小姐和本公司義工與一眾長者共晉傳統佳餚，並乘搭懷舊電車，欣賞沿途美景及月色。

#### Shunping, Hebei Volunteering Tour

#### 河北省順平義工之旅

December 2018  
2018年12月



Various employees took part in tour to Shunping in Hebei, for a visit to Albert Yeung Sau Shing (Shunping, China) Elderly Service Centre. They sent New Year greetings and gifts to the senior citizens, and helped with housecleaning in the centre.

員工遠赴河北省順平市探訪「楊受成(中國·順平)關愛老年中心」。他們向長者們送上賀年新春的祝福及禮物，並協助進行院舍大掃除。

**Emperor Cinemas Beijing × China Association of People with Physical Disabled: Movie Experience**

北京英皇電影城×中國肢殘人協會：電影欣賞活動

December 2018  
2018年12月



Emperor Cinemas Beijing co-organised a screening with China Association of People with Physical Disabled which some spinal cord injuries were invited to Emperor Cinemas Beijing to enjoy the movie *A Cool Fish*. After the movie, some of the injuries shared their inspirational life experiences with the audiences. The event aimed to encourage the disabled's active participation in the society and promote a harmonious community.

北京英皇電影城與中國肢殘人協會共同舉行放映會，邀請了一些脊髓損傷的殘疾人士到北京英皇電影城共同觀賞電影《無名之輩》。放映結束後，部分殘疾人士與觀眾分享了其勵志經歷。活動旨在鼓勵殘疾人積極融入社會，建立和諧社區。

## 5.2 Charitable Sponsorship and Donations 慈善贊助及捐贈

The Group mobilises its staff to participate in fundraising campaigns to help underprivileged people in the community. Major charity sponsorship and donation campaigns during the Year include:

本集團推動員工參與慈善義賣及籌款活動，幫助社區弱勢群體。於本年度，主要慈善贊助及捐款活動包括：

### Dress Casual Day

公益金便服日

October 2018  
2018年10月



This year's theme was "WEAR I AM". Participating staff members each donated HK\$70 or more to The Community Chest of Hong Kong, and put on unique clothes for dress casual day. Employees joined the campaign and showed their support.

本年主題為「色得著，做自己」，參與同事均捐出70港元或以上予香港公益金，於便服日穿上獨特的衣著。員工一同參與活動以示支持。

## UNICEF Charity Run 2018

聯合國兒童基金會  
慈善跑2018

November 2018  
2018年11月



The employees participated in the 10km run of “UNICEF Charity Run 2018”, organised annually by UNICEF Hong Kong. The donation was sponsored by Emperor Foundation, supporting HIV/AIDS prevention work for children and families in developing countries, with an aim of eliminating HIV/AIDS infections among children.

員工參加由聯合國兒童基金香港委員會每年舉辦的「聯合國兒童基金會慈善跑2018」之十公里賽跑。捐款由英皇慈善基金贊助，有關捐款用作發展中國家的兒童及家庭開展防治愛滋病毒工作，為兒童杜絕感染愛滋病。

## Standard Chartered Hong Kong Marathon 2019

渣打香港馬拉松2019

February 2019  
2019年2月



This is the largest annual sports event in Hong Kong, and several staff participated in the 10km run, bringing positive energy and a healthy lifestyle to the community. Emperor Foundation made donation to Orbis and the Hong Kong Paralympic Committee & Sports Association for the Physically Disabled in respect of each participating employee, to help people with impaired vision and the physically disabled.

多名同事參加這項香港年度大型體育盛事之十公里賽跑，向社會發放正面能量並推動健康生活模式。英皇慈善基金為每位參賽同事分別向奧比斯及香港殘疾人奧委會暨傷殘人士體育協會作出捐款，以幫助失明人士及傷健人士。



## Blood Donation Day

## 捐血日

May 2019  
2019年5月



Emperor Group and “Hong Kong Red Cross” jointly organized the Blood Donation Day. Employees donated blood to help people in need.

英皇集團與香港紅十字會合辦舉行捐血日，員工一同捐血以幫助有需要的人士。

## Festival Gifts Transfer Campaign

## 節日食品回收轉贈活動



During the Lunar New Year and Mid-Autumn festivals, respectively, New Year gifts and mooncakes were collected from staff, and donated to underprivileged families through a charitable organisation.

於農曆新年及中秋節期間，本集團向同事們收集賀年禮物及月餅，透過慈善機構轉贈至基層家庭。



### 5.3 Environmental Conservation 環境保護

The Group is dedicated to promoting environmental awareness through green education. Major environmental conservation initiatives during the Year include: 本集團致力通過綠色教育宣揚環保意識。於本年度，主要環保舉措包括：

#### Used Book Recycling Campaign

#### 舊書交換及義賣大行動

July 2018  
2018年7月



To enhance employees' environmental awareness, Emperor Foundation organised a campaign to promote reuse of books. Employees donated money in return for used books.

為進一步提高員工環保意識，英皇慈善基金舉辦活動以支持舊書循環使用。員工捐贈善款以換取舊書。

#### Earth Hour

#### 地球一小時

March 2019  
2019年3月



The Group joined the millions of people around the globe and turned off its office lights in support of WWF's Earth Hour, an annual event to raise awareness of climate change.

本集團響應世界自然基金會一年一度的「地球一小時」活動，與全球數百萬人攜手參與節能行動並關閉辦公室照明燈。活動旨在提高人們對氣候變化的意識。



英皇慈善基金  
Emperor Foundation

英皇集團全力支持地球一小時2019

## 6. APPENDIX: HKEX ESG REPORTING GUIDE CONTENT INDEX

## 附錄：港交所環境、社會及管治報告指引內容索引

Subject areas 主要範疇	Description 描述	Section 章節
<b>A. Environmental</b> <b>A. 環境</b>		
<b>Aspect A1: Emissions</b> <b>層面A1：排放物</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	2.1
KPI A1.1 指標A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	2.3
KPI A1.2 指標A1.2	Greenhouse gas emissions in total and intensity. 溫室氣體總排放量及密度。	2.3
KPI A1.3 指標A1.3	Total hazardous waste produced and intensity. 所產生有害廢棄物總量及密度。	Not applicable 不適用  <i>In view of its business nature, the Group does not directly generate any hazardous waste.</i> 基於其業務性質，本集團不會直接產生大量有害廢棄物。
KPI A1.4 指標A1.4	Total non-hazardous waste produced and intensity. 所產生無害廢棄物總量及密度。	2.3
KPI A1.5 指標A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	2.2
KPI A1.6 指標A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	2.2



Subject areas 主要範疇	Description 描述	Section 章節
<b>Aspect A2: Use of Resources</b> 層面A2：資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	2.1, 2.2
KPI A2.1 指標A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能源總消耗量及密度。	2.3
KPI A2.2 指標A2.2	Water consumption in total and intensity. 總耗水量及密度。	2.3
KPI A2.3 指標A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	2.2
KPI A2.4 指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	Not applicable 不適用  <i>The Group did not encounter any problems in sourcing water for its daily operations.</i> 本集團日常營運中在覓水源方面並無遇到任何問題。
KPI A2.5 指標A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量及(如適用)每生產單位佔量。	Not applicable 不適用
<b>Aspect A3: The Environment and Natural Resources</b> 層面A3：環境及天然資源		
General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	2.2
KPI A3.1 指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	2.2

Subject areas 主要範疇	Description 描述	Section 章節
<b>B. Social</b> <b>B. 社會</b>		
<b>Employment and Labour Practices</b> <b>僱傭及勞工常規</b>		
<b>Aspect B1: Employment</b> <b>層面B1：僱傭</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	3.2
KPI B1.1 指標B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	3.1
KPI B1.2 指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	3.1 briefing discussed 已概括說明
<b>Aspect B2: Health and Safety</b> <b>層面B2：健康與安全</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	3.3
KPI B2.1 指標B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	3.3
KPI B2.2 指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	3.3 briefing discussed 已概括說明

Subject areas 主要範疇	Description 描述	Section 章節
KPI B2.3 指標B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	3.3
<b>Aspect B3: Development and Training</b> 層面B3：發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	3.6
KPI B3.1 指標B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比。	3.6 briefing discussed 已概括說明
KPI B3.2 指標B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	3.6 briefing discussed 已概括說明
<b>Aspect B4: Labour Standards</b> 層面B4：勞工準則		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	3.2
KPI B4.1 指標B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	3.2
KPI B4.2 指標B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	3.2



Subject areas 主要範疇	Description 描述	Section 章節
<b>Operating Practices</b> 營運慣例		
<b>Aspect B5: Supply Chain Management</b> 層面B5：供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	4.1
KPI B5.1 指標B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	4.1 briefing discussed 已概括說明
KPI B5.2 指標B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	4.1 briefing discussed 已概括說明
<b>Aspect B6: Product Responsibility</b> 層面B6：產品責任		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	4.2
KPI B6.1 指標B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Not applicable 不適用
KPI B6.2 指標B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	4.2 briefing discussed 已概括說明
KPI B6.3 指標B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	4.4

Subject areas 主要範疇	Description 描述	Section 章節
KPI B6.4 指標B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	4.2
KPI B6.5 指標B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	4.3
<b>Aspect B7: Anti-corruption</b> 層面B7：反貪污		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	4.5, 4.6
KPI B7.1 指標B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	4.5
KPI B7.2 指標B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	4.5
<b>Community</b> 社區		
<b>Aspect B8: Community Investment</b> 層面B8：社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解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。	5
KPI B8.1 指標B8.1	Focus areas of contribution. 專注貢獻範疇。	5
KPI B8.2 指標B8.2	Resources contributed to the focus area. 在專注範疇所動用資源。	5