



華營建築集團控股有限公司

CR CONSTRUCTION GROUP HOLDINGS LIMITED

Stock Code: 1582

(Incorporated in the Cayman Islands with limited liability)

Environmental,
Social and
Governance Report

2019

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ABOUT THIS REPORT

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

Reporting Period

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

Reporting Scope and Boundary

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

The Report discloses key performance indicators (“**KPIs**”) of the corporate office (“**office**”) and the representative project(s) (“**project(s)**”), which contributed over 80% of the Group’s total annual revenue. While the Report does not cover all the Group’s operations, the Group aims to improve its internal data collection mechanism and gradually expand the scope of the disclosure.

Reporting Basis and Principles

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

- **“Materiality” Principle:**
The Group determines material ESG issues by stakeholder engagement and materiality assessment. Details are explained in the section headed “Materiality Assessment”.
- **“Quantitative” Principle:**
Information is presented with quantitative measure, whenever feasible, including information on the standards, methodologies, assumptions used and provision of comparative data.
- **“Balance” Principle:**
The Report identifies the achievements and challenges faced by the Group. Information is presented to provide an unbiased picture of the Group’s performance.
- **“Consistency” Principle:**
The Report is the first ESG report of the Group. The Report will use consistent methodologies for meaningful comparisons in the following years unless improvements in methodology are identified.

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

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

ABOUT THIS REPORT

Review and Approval

The board (the “**Board**”) of directors of the Company (the “**Directors**”) acknowledges its responsibility for ensuring the integrity of the ESG report and to the best of their knowledge, this report addresses all relevant material issues and fairly presents the ESG performance of the Group. The Board of Directors confirms that it has reviewed and approved the Report on 29 May 2020.

Feedback

The Group respects your view on the Report. Should you have any opinions or suggestions, you are welcome to share with the Group at info@czcgl.com.hk.

BOARD STATEMENT

Dear Stakeholders,

We are pleased to present our first ESG Report of the financial year 2019.

We recognise that sustainability is increasingly important for business as the world today faces challenging issues, including but not limited to climate change, shortage of natural resources and undermining of human rights. Expectations for companies to take the initiative on sustainability are higher.

To achieve and maintain the highest standards in all aspects of our business activities, the Group has established social responsibility system with reference to ISO 26000:2010 Guidance on social responsibility to oversee ESG issues that are relevant to the Group. The Group's Corporate Social Responsibility ("CSR") Policy was established to formalise our sustainability practices regarding business ethics, workplace health and safety, environment, community engagement and stakeholder communication channels.

The Group implements a risk management framework guided by ISO 31000:2009 Risk Management to identify and manage any risks to our business. We have also approved and overseen the selection and identification of material ESG topics by the Management.

Based on our core business, we have developed various management systems to deliver our key performance in areas such as craftsmanship, health and safety stewardship, environmental and social responsibility. These management systems have been accredited and under constant review according to relevant International Standards ISO 9001, OHSAS 18001, ISO 14001, ISO 26000 and ISO 31000 to keep abreast of the market.

As we continue our sustainability journey, performance indicators and targets that are material to our business will be progressively added, providing even more insights in our future reports. We will continue to strengthen our engagement with key stakeholders and improve our sustainability efforts and practices, to forge a long-term sustainable business.

Yours faithfully,

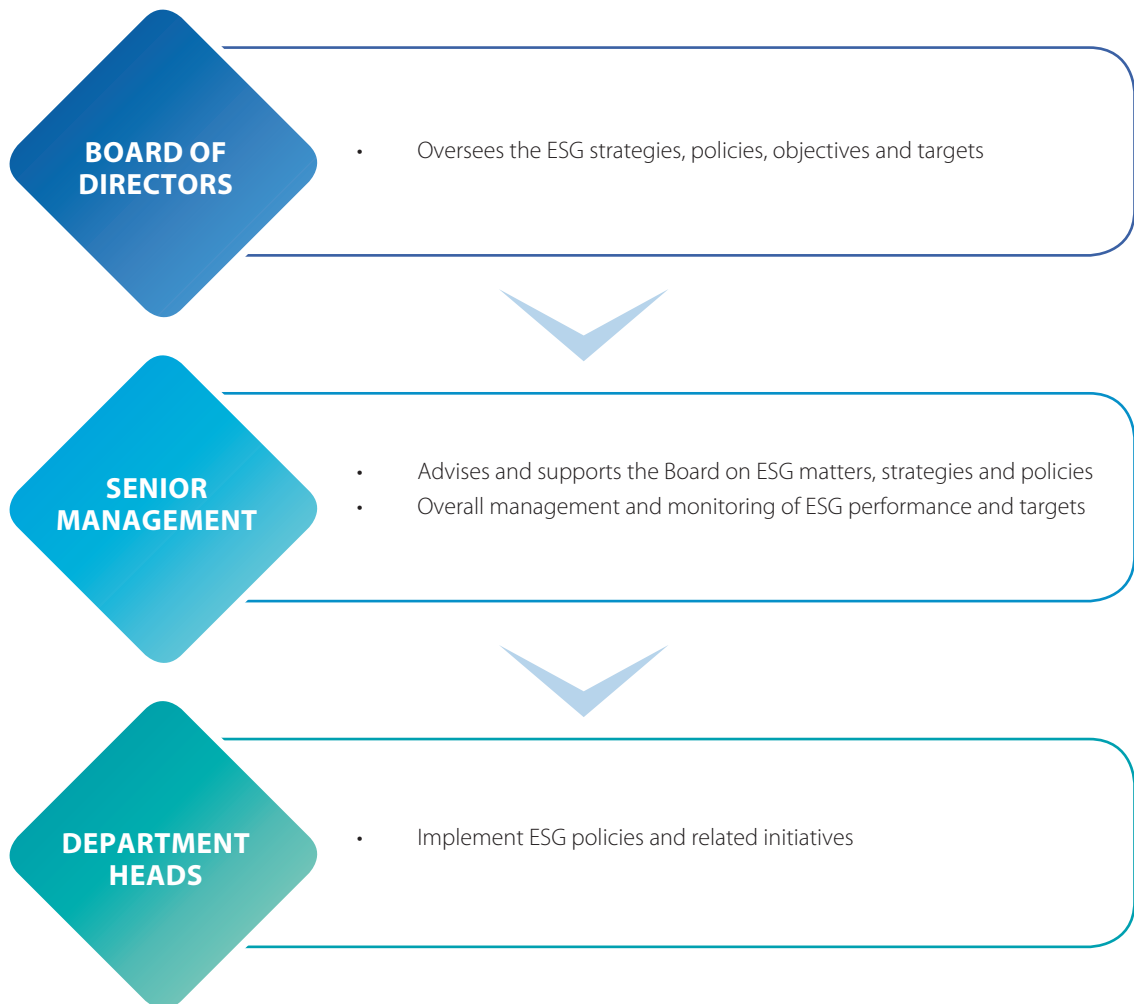
For and on behalf of the Board

Mr. Guan Manyu

Chairman and Executive Director

GOVERNANCE STRUCTURE

The Board supports the Group's commitment to fulfilling its environmental and social responsibility and has overall responsibility for the Group's ESG strategy and reporting.



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

STAKEHOLDER ENGAGEMENT

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

Stakeholder	Communication Channel
Government and regulatory agency	<ul style="list-style-type: none"> • Annual reports, interim reports, ESG reports and other public information • Supervision and inspection
Shareholder and investor	<ul style="list-style-type: none"> • Annual general meetings and other general meetings of shareholders • Company website • Press releases/announcements • Annual reports, interim reports, ESG reports and other public information
Employee	<ul style="list-style-type: none"> • Training • Meetings • Performance evaluation • Survey • Staff engagement and voluntary activities • Internal portal
Customer	<ul style="list-style-type: none"> • Fax, email and telephone • Meetings
Supplier/Subcontractor/ Business Partner	<ul style="list-style-type: none"> • Meetings • Site visit • Survey • Training
Community and NGOs	<ul style="list-style-type: none"> • CSR programmes and voluntary activities • Sponsorship and donation • ESG Reports • Social media platforms e.g. Facebook page and LinkedIn page
Media	<ul style="list-style-type: none"> • Enquiry mailbox

MATERIALITY ASSESSMENT

In preparing our ESG report, we directly engaged with the following stakeholder groups as part of the materiality assessment process to identify and prioritise the issues to be covered in this Report that have significant impacts on the business and stakeholders.

Process



Stage 1: Identification

A selection of ESG issues that may reasonably be considered important for the Group and its stakeholders from various sources, including the Listing Rules requirement, industry trends and internal policies. 25 issues were identified and grouped into four categories: Environment, Employment and Labour Practices, Operating Practices and the Community.



Stage 2: Prioritisation

Conducted online surveys to rate the importance of each issue from the perspective of a stakeholder and the Group using a scale of 1 to 5.

Developed the materiality matrix based on the scores of the surveys, set the threshold for materiality (i.e. at a score of 50th percentile) and prioritised a list of sustainability issues.



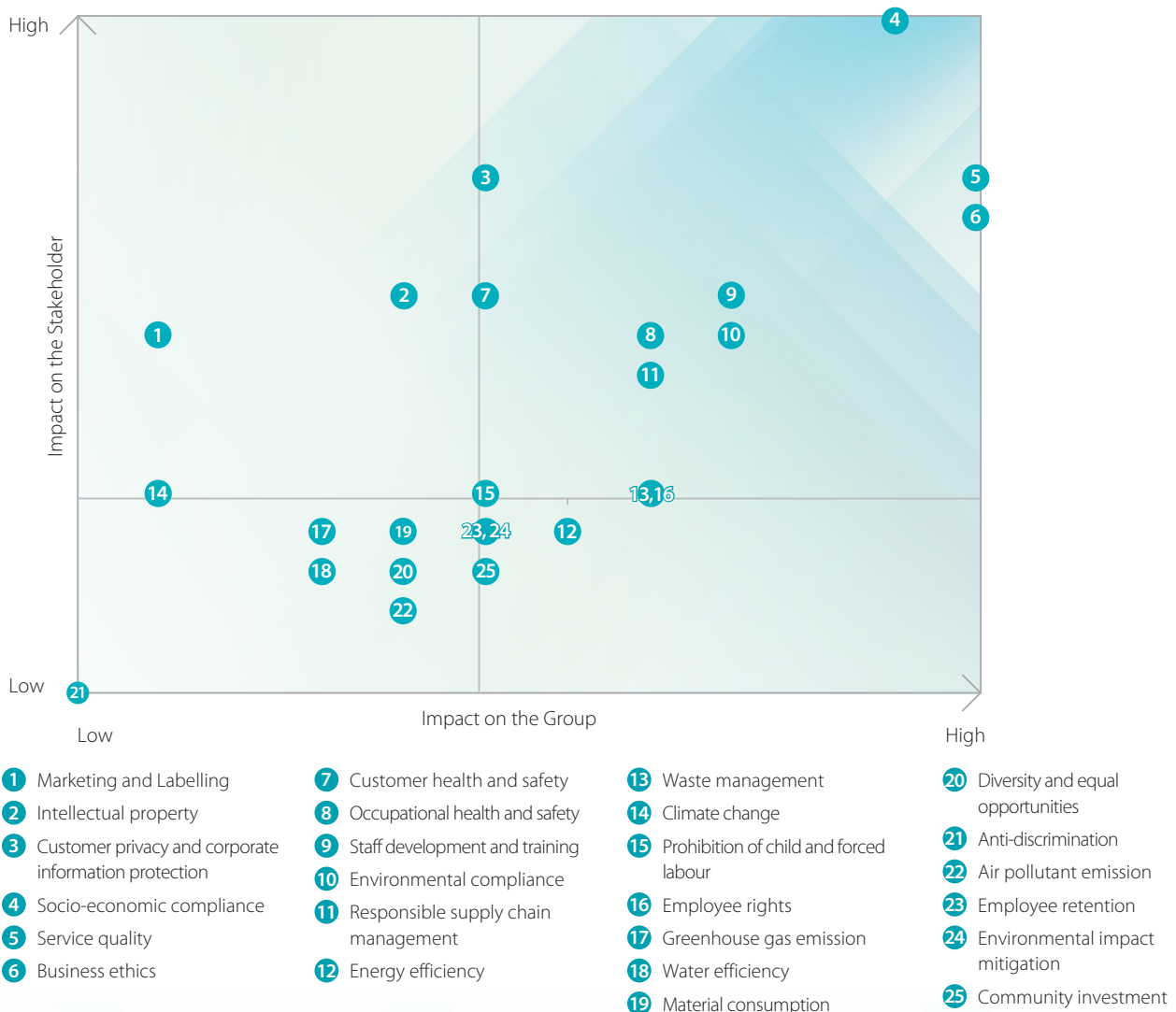
Stage 3: Validation

Management reviewed the materiality matrix and the threshold for materiality. ESG issues, with a score of 50th percentile or above from the perspective of a stakeholder and the Group, were prioritised as the most important sustainability issues for the Group to address and report on.

MATERIALITY ASSESSMENT

Materiality Matrix

Based on the materiality matrix, we believe the most pertinent sustainability issues include the following:



OUR ENVIRONMENT

The Group recognises the construction industry generates significant environmental impacts and uses a huge amount of resources. We aim to reduce the environmental pressures we put on already stressed natural systems, as well as play our part in mitigating global warming. We must also adapt and be resilient to climate change and the impacts of inevitable increases in extreme weather events.

We, therefore, do our utmost to engage our stakeholders and the communities together with our colleagues via many different approaches, through education, training and green volunteer services. Through holding classes on environment, participating actively in local community events, conducting environmental-related emergency drills, visiting advanced green technology, installing new environmental devices, etc. Green concept of our colleagues are strengthened and acquired the know-how in: regulations compliance, energy savings both in workplace and at home, waste reduction and separation, green shopping, enhancing awareness in caring the community or public and helping in sustainable development.

Policies

- **Environmental Policy**

Our Environmental Policy sets out our commitment to controlling and maintaining a high standard of environmental protection. Our goal is to support environmental protection and to prevent pollution in balance with socio-economic needs as well as to address the needs of a broad range of interested parties.

- **Waste Management Policy**

Our Waste Management Policy sets out our commitment in reducing our impact on the environment by managing waste efficiently and sustainably.

- **Greenhouse Gas Management Policy**

Our Greenhouse Gas Management Policy outlines our management approaches in reducing carbon dioxides and other greenhouse gas emissions.

- **Energy Management Policy**

Our Energy Management Policy outlines our dedication in improving the performance by creating a customer-focused and continual improvement corporate culture through the adoption and implementation of an Energy Management System.

- **Environmental-related Management Systems**

Our environmental management system and energy management system have been independently certified against ISO 14001:2015 and ISO 50001:2011 respectively. Besides, we also introduced ISO 14064:2006 Greenhouse Gas Accounting and Verification to enforce our greenhouse gas management.

OUR ENVIRONMENT

Environmental Compliance

Our projects are subject to certain environmental requirements pursuant to the laws and regulations in Hong Kong, including but not limited to:

- Air Pollution Control Ordinance (Cap. 311)
- Buildings Ordinance (Application to the New Territories) Ordinance (Cap. 121)
- Buildings Ordinance (Cap. 123)
- Dumping at Sea Ordinance (Cap. 466)
- Environmental Impact Assessment Ordinance (Cap. 499)
- Noise Control Ordinance (Cap. 400)
- Public Health and Municipal Services Ordinance (Cap. 132)
- Summary Offences Ordinance (Cap. 228)
- Waste Disposal Ordinance (Cap. 354)
- Water Pollution Control Ordinance (Cap. 358)

There was one count of conviction in 2019 of violating the relevant environmental laws and regulations. Save as disclosed, to the best of our Directors' knowledge, the Group was not aware of significant non-compliance issues in this regard during the reporting period.

Environmental Impacts from Our Operations and Mitigation Measures

Owing to the wide variety of our projects, each project is required to develop the project-specific Environmental Management Plan ("EMP"), overseen by the project environmental management team. EMP details the mitigation measures to manage and control on-site environmental impacts, including, but not limited to, air emission, noise, spillage or leakage, energy and material uses and wastes. Besides, some of our projects also follow the requirements of the Building Environmental Assessment Method (BEAM Plus) for New Building, which is a green building initiative introduced by the Hong Kong Green Building Council.

Air Emissions

Dust is generated from construction activities and material transportation. We introduce mitigation measures to control dust generated from projects and dark smoke from equipment or vehicles.

OUR ENVIRONMENT

Dust Control for Projects

Activities	Key Control Measures
Demolition of Building	<ul style="list-style-type: none"> • Spray water or dust suppression chemical around the demolition works area • Enclose the structure being demolishing with impervious dust screens or sheeting • During the removal, wet the stockpile and its remaining dusty materials with water and clear them away from roads and streets
Scaffolding	<ul style="list-style-type: none"> • Provide dust screens, sheeting or netting to enclose the scaffolding from the ground floor level of the building up to the highest level of the building
Open Burning	<ul style="list-style-type: none"> • Strictly prohibit open burning of wastes, tyres, and other refuse on the site
Excavation or Resurfacing Work	<ul style="list-style-type: none"> • Cover excavated or stockpile dusty materials with impervious sheeting or spray them with water • Remove, backfill or reinstated all dusty material within 24 hours after the excavation or unloading
Site Entrance and Boundary	<ul style="list-style-type: none"> • Provide manual or automatic vehicle washing facilities at each designated vehicle exit point • Pave the road from washing facility to exit point with concrete, bituminous or hardcore • Hoarding shall be erected along sites boundary
Drilling, Cutting & Polishing	<ul style="list-style-type: none"> • Spray water or dust suppression chemicals during these processes
Vehicles	<ul style="list-style-type: none"> • Wash vehicles before leaving the construction site • Fully cover vehicle load with impervious sheeting if carrying with dusty materials before leaving the site

OUR ENVIRONMENT

Dark Smoke Control for Equipment and Vehicles

We perform proper and scheduled maintenance for the equipment or vehicles to ensure no excessive dark smoke emission. Besides, equipment or vehicle which generates excessive dark smoke shall be prohibited from use and be repaired immediately. Engines of idle machines shall be switched off to prevent exhaust air emission.

We conduct regular dust concentration monitoring during the construction period for required projects. Besides, the use of mobile vehicles is another source of air emission. The air pollutant emissions from mobile vehicles are as follows:

Air Pollutant	Unit	2019 ¹
Nitrogen oxides (NOx)	kg	291.19
Sulphur oxides (SOx)	kg	0.36
Particulate matter (PM)	kg	16.53

Climate Change and Greenhouse Gas (GHG) Emissions

In response to the community's gradual concern on greenhouse gas ("GHG") emissions, climate changes and other related issues, the Group is committed to implementing and maintaining a high standard of greenhouse gas management. The implementation of ISO 14064:2006 Greenhouse Gas Accounting and Verification strengthens the Company's greenhouse gas emissions monitoring system. The GHG emissions² are as follows:

GHG Emission Scope	Unit	2019
Scope 1 ³	tonnes CO ₂ -equivalent	4,319.73
Scope 2 ⁴	tonnes CO ₂ -equivalent	1,758.88
Total	tonnes CO ₂ -equivalent	6,078.61
Intensity	tonnes CO ₂ -equivalent per million HKD revenue ⁵	1.26

Scope 1 emission arising from fossil fuel consumption in our projects contributed to around 71% of our total emissions, including diesel and petroleum consumption for our generators and mobile vehicles. The Group will continue to assess record and disclose its GHG emissions annually. The Group will refine the data collection system and develop reduction strategy if appropriate based on the projection of data in the coming years.

¹ The data covers emissions from petrol and diesel mobile consumption only. It is estimated based on "How to prepare an ESG Report? Appendix 2: Reporting Guidance on Environmental KPIs" published by the Stock Exchange.

² The calculation of greenhouse gas emissions is made reference to the "Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong" published by the Environmental Protection Department, and the Electrical and Mechanical Services Department, the 2019 sustainability report published by the CLP Power Hong Kong Limited.

³ Scope 1 are direct emission from the business operations owned or controlled by the Group, such as emissions from diesel and petroleum burnt on site.

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

⁵ The Group's annual revenue is approximately HKD4,833.9 million in 2019.

OUR ENVIRONMENT

Waste Management

The Group acknowledges possible environmental impacts of waste generated during its operations such as site clearance, excavation works, and construction and fitting-out works. The Group is committed to reducing its impact on the environment by managing its waste in an efficient and sustainable manner as stated in the Waste Management Policy. Each member of the Group, as well as subcontractors, should take reasonable steps to avoid the generation of waste by well planning of the works. The following hierarchy of options should be considered on waste management:

- Reduce — Avoid generation of waste and discard materials in general.
- Re-use — Consider passing on waste materials and equipment to others before disposal.
- Recycle — Segregate waste for recycling for the reduction of waste on-site.
- Disposal — Dispose of waste to comply with statutory and regulatory regulations.

Wastes generation from our operations are as follows:

Waste	Handling Method	Unit	2019
General refuse	Landfill	tonnes	7,232.66
Inert construction wastes	Reuse	tonnes	42,962.77
Non-inert construction wastes	Recycle	tonnes	2,754.77
Paper	Recycle	tonnes	29.38
Total		tonnes	52,979.58
Intensity	tonnes per million HKD revenue		10.96

To the best of our Directors' knowledge, the Group was not aware of any significant amount of hazardous wastes generated in our projects and offices. Going forward, the Group will continue refining its wastes reduction measures and disclose relevant results where appropriate. The Group will seek continuous improvement in waste management performance by setting appropriate goals and objectives throughout the organisation.

Wastewater Treatment

Wastewater is generated from surface runoff and construction activities, such as boring, drilling, concreting, plastering, cleaning works, vehicles. The Group takes appropriate measures to avoid contamination and blockage of public drains and sewers. To control the surface runoff, we implement the following:

- Channels, earth bunds or sandbags shall be installed on-site to collect and direct the wastewater to silt removal facilities properly.
- Construct perimeter channels around the site boundary to collect or intercept the storm to prevent the water with sand runoff from the site to outside area.
- The exposed soil, stockpile shall be covered (e.g. by tarpaulin) to prevent run-off.
- Manholes shall be covered properly or temporary scaled to prevent silt, construction materials or debris running into the drainage system.

To control the production of wastewater, we tend to minimise our water consumption whenever possible and reuse wastewater after sedimentation. Wastewater is pumped out to designated collection station through sedimentation. To comply with the regulatory requirements, wastewater treatment facilities, such as sedimentation tanks or silt traps, are installed to handle general construction wastewater, while aerobic treatment tank or mobile toilets are installed for other sewage.

OUR ENVIRONMENT

Wastewater is sampled regularly and tested by the international accredited testing laboratory to ensure the parameters complying with the requirements stipulated in the wastewater discharge license.

Noise Control

Noise is emanated from various construction activities, including but not limited to formwork erection, concreting, steel handling works, breaking works and operation of construction plant and equipment. Mitigating noise nuisance is also an important part of pollution mitigation since most of our projects are in urban areas. It may cause nuisances to the nearby communities. We implement the following mitigation measures in our projects:

- Noisy works can only be carried out during normal permitted hours (07:00 to 19:00) and not on general holiday or Sunday.
- Quieter plant and equipment are used to carry out related construction operations, such as the use of hand-held electric breaker, instead of using pneumatic breaker.
- Movable noise barrier or enclosure are provided to screen off the direct noise from the source.

We conduct noise monitoring at designated spot to review and monitor the noise level to ensure the permissible Noise Quota under each respective situation will not be exceeded. Besides, we establish complaints handling system and liaise with nearby communities closely in order to response to any special needs or complaints from the communities nearly immediately.

Energy Use and Efficiency

As stated in our Energy Management Policy, we aim to improve energy efficiency as a continuous improvement process. In 2019, we targeted to reduce energy consumption in projects by 2%. We strive for achieving the target through the following measures in both office and projects:

- provide training
- conduct inspections
- regular maintenance of plant
- use of more energy-efficient equipment
- communications via meetings
- conduct energy monitoring regularly
- equipment shall be turned off if not in use
- ensure lighting and air conditioning of rooms are turned off after use/office hours
- purchase energy-saving office equipment where possible

In 2019, diesel was the major source of our total energy consumption, while the rest of them were electricity and petroleum.

Energy Type	Unit	2019
Diesel	Terajoules	63.12
Petroleum	Terajoules	0.41
Electricity	Terajoules	12.66
Total	Terajoules	76.20
Intensity	Terajoules per million HKD revenue	0.02

OUR ENVIRONMENT

Water Use and Efficiency

Water is also realised as a precious resource. To reduce the use of freshwater, the Group encourages the reuse and recycling of wastewater at projects and offices. We will ensure there are no leaking faucets and will report for repair if problems are found. We also reuse wastewater at projects for water spraying or wheel washing when practicable. Water is supplied by the Water Suppliers Department, therefore, there is no issue in sourcing water that is fit for purpose.

Water Consumption		Unit	2019
Total		m ³	165,194.00
Intensity	m ³ per million HKD revenue		34.17

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

Material Consumption

To mitigate the environmental impacts of material consumptions, we implement the following practices in offices and site projects:

- Where possible, environmental friendly construction technology such as metal washing formwork/scaffolding, precast components shall be adopted to avoid making of waste.
- Strictly control the use and order of material, such as concrete, steel, solvent and paint to avoid surplus waste.
- Use of double-sided photocopying and email to reduce the consumption of paper.
- Used printer cartridges and electrical equipment (e.g. computer and printer), where possible, shall be returned to an authorised collector for reuse.

Trees and Shrub Protection

During our construction process, vegetation nearby may be damaged. We develop practices for tree and shrub protection as follows:

- Installation of protective fencing to the trees and shrubs within the construction site with the instruction of architect or contract requirements
- Trees and shrubs that may be damaged by mechanical equipment shall be fenced with appropriate material, such as timber pallet, to protect the trunk
- Chemical, grease and petroleum shall keep away from the root spread area to prevent damage from accident spillage
- Tree crown located at dusty area shall be cleaned with shower periodically to allow normal plant's metabolism

OUR PEOPLE

Talents are one of the critical success factors in our vision and ambition to hold a leading and reputable position in the industry and society. The quality of our staff is a determining factor for our success, and this holds true for both technical and support staff of all levels.

We consider human resources the most important asset and we put staff development on top of the list while fulfilling our Company's sustainability journey. To meet the needs of our sustainable growth and business development, we regularly assess our colleague's developmental needs to ensure everyone, including the top management, have the support to achieve their top potential and self-actualization.

Policies

Our Employee Handbook sets out the details on remuneration, benefits, welfare, compensation, dismissal, recruitment, promotion, working hours, rest periods, equal opportunities and anti-discrimination.

Employment Management

Recruitment and dismissal

The Group generally recruits our employees from the open market and by referrals. We intend to use our best effort to attract and retain appropriate and suitable personnel to serve us. We assess the available human resources continuously and will determine whether additional personnel are required to cope with our business development. The dismissal or voluntary termination of employee's contracts shall be enforced in accordance with the employment laws and regulations in Hong Kong.

Promotion

The Group recognises the importance of development and growth of employees. The promotion of employee is based on their performance. Performance appraisal is conducted regularly to evaluate employees' performance regarding safety, work attitude, technical skills, interpersonal skills, etc. For details, please refer to the section headed "Staff development and training".

Equal opportunity, diversity and anti-discrimination

The Group is committed to providing a fair and equal working environment for all employees, ensure employees are treated equally in every aspect of their jobs. We are committed to provide a discrimination-free working environment. We will never tolerate any form of discrimination or harassment.

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

We will never tolerate any discrimination or harassment based on gender, physical fitness, intelligence, race, age, sexual orientation, nationality, religion, family status, etc. It applies to all aspects in employments, including but not limited to recruitment, promotion, transfer, job assignment, rewards and benefits, training and development, suspension, etc.

OUR PEOPLE

Employment Profile

Workforce As at 31 December ⁶		2019
By Gender		
Male		479
Female		176
By Age Group		
20–29		110
30–39		183
40–49		157
50–59		132
60 or over		73
By Employment Type		
Permanent		655
Contract		0
By Geographical Region		
Hong Kong		651
The Mainland China		4
Total		655

The Group strictly abides by related laws and regulations, including but not limited to:

- Employment Ordinance (Cap. 57)
- Employees' Compensation Ordinance (Cap. 282)
- Mandatory Provident Fund Schemes Ordinance (Cap. 485)
- Sex Discrimination Ordinance (Cap. 480)
- Family Status Discrimination Ordinance (Cap. 527)
- Race Discrimination Ordinance (Cap. 602)
- Disability Discrimination Ordinance (Cap. 487)
- Minimum Wage Ordinance (Cap. 608)

During the reporting period, to the best of our Directors' knowledge, the Group was not aware of any significant non-compliance case in this regard.

⁶ It includes the employees of the Group only. Workers of the subcontractors are not included.

OUR PEOPLE

Employee Retention

Remuneration and compensation

To attract and retain talents, the Group offers competitive remuneration package with a variety of benefits, including performance-based bonus, Mandatory Provident Fund Schemes, medical insurance, maternity allowance and staff care benefits.

Rest period and working hours

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

Employee Activities

To create a friendly and caring working environment to our employees, the Company has launched different staff activities to cultivate self-confidence, sense of belongings and cohesion of employees. Departmental gatherings and events are also encouraged. In 2019, we have offered various benefits and activities for our employees, such as employee outings, sports competition and exchange trips.

Employee Turnover

Turnover Rate	2019
By Gender	
Male	32.7%
Female	25.3%
By Age Group	
20–29	42.3%
30–39	34.0%
40–49	23.6%
50–59	27.5%
60 or over	24.1%
By Geographical Region	
Hong Kong	30.9%
The Mainland China	0.0%
Overall	30.7%

OUR PEOPLE

Health and Safety

Health care of employees is the priority and is one of the core values of the Company. We hold a series of training and promotional activities on health and safety issues. Keen participation in these activities from our staff creates an encouraging environment to inspire top management from our business partners to constantly review safety measures and to improve job site safety. In addition, we provide employees and their families with a comprehensive wellness program to promote and maintain health both in body and soul such as annual flu shots and annual family gathering.

To enhance our image in the industry as well as bringing improvement into a broader perspective, we support respective governmental departments, trade unions and institutions in joining occupational health and safety promotion campaigns and participates various kinds of safety competitions amongst other business counterparts. We promote and enhance safety awareness at site workers level by having nominated several of our partners' workers to receive the award of Zero Accident Ambassador.

Policies

1. Safety and Health Policy

Safety and health at work is the Company's most important goal to achieve. Our Safety and Health Policy sets out our commitments and our safety performance goal.

2. Occupational Health and Safety Management System

Our Occupational Health and Safety Management System has been independently certified under ISO 45001:2018.

Occupational Measures

Owing to the wide variety of our projects, each project is required to develop the project-specific Safety Plan, overseen by the project environmental management team. It outlines the approaches to coordinate, manage and control the works in order to protect the safety, health and welfare of all workers and employees and the public engaged on the project or affected by the operations. It is also established to ensure that all statutory and contractual requirements are observed.

Our Progress

1. Enhancing our safety management system

In 2019, we refined our safety management system through amendments of our safety regulations, including our Safety and Health Policy, contract requirement, standardisation of our projects. For example, the Safety Incentive Scheme was refined. The enhancement of safety management system relies on the supports from our subcontractors. Therefore, we organised a subcontractor safety conference to share work experience as well as introduce our enhancement works.

We also authorise our frontline safety personnel to suspend any construction projects if they identify any safety hazards on-site.

2. Strengthening on-site inspections

We conducted a weekly inspection and surprise safety inspection monthly to monitor the safety performance of each project site. Quarterly, our management and compliance department conducted comprehensive safety inspections.

3. Emergency drills

We conducted several kinds of emergency drills at our projects such as fire drill, first aid drill, typhoon and rainstorm drill to ensure our workers and employees are familiar with the emergency procedures.

OUR PEOPLE

4. Safety training and education

We offered safety training and encourage our employees to participate in various activities and competitions relating to health and safety and our employees participated in the Safety Quiz, an annual event co-organised by Occupational Safety and Health Council and Labour Department. Moreover, we conducted safety training for departments and senior management to ensure all level of employees understand the importance of occupational safety.

5. Make use of technology

To enhance our communication with employees, we make use of online social platforms. We communicate various safety activities and message through WhatsApp. In 2019, we also introduced Novade, a smart field management software, to enforce our safety processes and compliance on site.

6. Health care for workers

We highly recognise the safety and health of frontline workers. In 2019, we joined the Medical Examination Scheme for Construction Workers to provide medical examination services to our workers.

Safety Performance

Our projects are subject to certain safety and health requirements pursuant to the laws in Hong Kong, including but not limited to:

- The Factories and Industrial Undertakings Ordinance (Cap. 59)
- The Dangerous Goods Ordinance (Section 6) (Cap. 295)
- The Occupational Safety and Health Ordinance (Cap. 509)

In 2019, there were 15 confirmed cases of non-compliance with the regulations under the Factories and Industrial Undertakings Ordinance (Cap. 59). We are deeply saddened that there were two fatality cases. We will continue our efforts to raise safety awareness amongst our stakeholders and to ensure that we learn from these incidents to prevent reoccurrence.

	2019 ⁷
Number of reportable accidents	48
Number of fatalities	2
Fatalities rate per 1,000 employee and workers⁸	8.5
Lost days due to injuries	8,235

⁷ It includes projects that are significantly material to the Group.

⁸ Fatality rate per 1,000 employees and workers = (Number of fatality/Daily average employees and workers) x 1,000

OUR PEOPLE

Moving forward, we strive to improve our safety management system. Our plans are as follows:

1. Review our Safety and Health Policy and our safety targets
2. Continue to strengthen the Safety Incentive Scheme and enhance the safety requirements for management and frontline workers
3. Remediation and follow-up actions for the safety issues identified and enhance our onsite management and site planning
4. Launch a safety working experience scheme to invite frontline staffs to participate in safety works to enhance the communication and understanding among departments
5. For all high-risk work, we will conduct pre-work training and strengthen risk assessment and strengthen our inspection during the work
6. Implementing of "Permit to Work" system
7. Encourage more colleagues to participate in safety competitions and other activities and use more vivid ways to raise the employees' safety awareness

Staff Development and Training

To meet the needs of our sustainable growth and business development, we regularly assess our colleagues' developmental needs to ensure everyone, including the top management, have the support to achieve their top potential and self-actualization. We have held in-house training hosted by senior members of staff and guest speakers to deliver technical seminars tailored to suit our needs. We organise training with external teaching and professional institutions on technical and managerial skills, as well as pave career paths for the long-term professional development of staff through implementing the following trainings to various levels and disciplines of staff:

- project-based mentor scheme;
- apprenticeship schemes jointly organised with post-secondary institutes;
- tactical lean management training and workshops;
- leadership skills development;
- team-building technique; and
- latest construction technologies.

Besides the above hardware skills, self-confidence, sense of belongings and cohesion are also deeply developed and underpinned through departmental gatherings and events.

Career Development

We enter into separate labour contracts with each of our employees in accordance with the applicable labour laws. The remuneration package which we offer to employees includes salary, bonus and other cash subsidies.

The performance of our employees is reviewed twice a year for numerous purposes such as promotion appraisals, salary adjustments and determination of annual bonus. We intend to maintain our remuneration packages competitive to attract talented labour in the construction industry and retain existing staff members.

Learning and Development

We generally recruit our employees from the open market and by referrals. We intend to use our best effort to attract and retain appropriate and suitable personnel to serve us. We assess the available human resources continuously and will determine whether additional personnel are required to cope with our business development.

OUR PEOPLE

To keep our employees abreast of new knowledge and skills, we organise training programmes to our employees such as workshops on leadership skills and communication skills. We believe that the provision of opportunities to continuing education and advanced training can both increase our staff member's competence and work efficiency and enhance job satisfaction and loyalty.

For our new employees to familiarise with their respective job requirements and the relevant regulations and rules, they are required to attend orientation workshop upon job commencement. Also, our new employees are subject to a probation period of three months. Upon expiry of the probation period, the relevant supervisors will decide if permanent employment status will be granted to the new employees based on their performance.

In 2019, one of our employees was awarded the "Young Lo Pan Award" by Hong Kong Lo Pan Kwong Yuet Tong, which illustrates the quality of our workforce and the Company's determination to develop our young talents. Overall, the Group offered a total of 10,275 training hours for our employees and recorded a total number of participants of 824.

Percentage of Employee Receiving Training ⁹		2019
By Gender		
Male		83.3%
Female		95.5%
By Employment Category		
Manager or above		81.5%
Supervisor or above		90.7%
Operator/Support Level		95.4%
Overall		92.4%

Average Training Hours ¹⁰		2019 hours/employee
By Gender		
Male		10.6
Female		11.8
By Employment Category		
Manager or above		9.4
Supervisor or above		12.4
Operator/Support Level		11.6
Overall		11.5

Prohibition of Child Labour and Forced Labour

The Group prohibits any form of discrimination and forced labour as stated in our CSR Policy. Human resources and administrative officers inspect the original of a candidate's Hong Kong identity card and/or other documentary evidence showing that he/she is lawfully employable in Hong Kong.

The Group strictly abides by the Employment Ordinance. During the reporting period, to the best of Directors' knowledge, the Group was not aware of any significant non-compliance case relating to child labour and forced labour.

⁹ Percentage of trained employee = Total number of employees received training during the reporting period / Total number of employees

¹⁰ Average training hours = Total training hours during the reporting period / Total number of employees

OUR SUPPLY CHAIN

Responsible Supply Chain Management

The Group is committed to building lasting and constructive relationships with partners in its supply chain. The Group's Procurement Management Manual alongside with Employee Handbook and other internal guidelines specify our dedication to a fair, ethical, eco-conscious, transparent and competitive procurement process which requires all employees to observe the highest standards of business integrity and to comply with relevant laws and regulations.

Supplier and Subcontractor Engagement

- **Supplier**

The suppliers of goods and services to the Group mainly include (i) construction materials; (ii) machinery rental service; and (iii) other construction site services. The construction materials we purchased mainly included concrete and steel reinforcement bar. We conduct supplier evaluation for new suppliers. Both potential and approved suppliers are shortlisted and reviewed from time to time with reference to criteria including, among others, (i) quality of materials, machinery or services provided; (ii) punctuality in delivery; and (iii) reputation.

- **Subcontractor**

We subcontract all our on-site works to nominated subcontractors or our domestic subcontractors and are responsible for the site supervision, management of subcontractors and overall project management. In relation to building construction works, we engage subcontractors on a contract by contract basis, by trades of work in the projects such that normally each subcontractor is only responsible for one trade of work and can decide if further subcontracting is necessary. Thus, we have not entered into any long term agreements with our subcontractors. We approved and shortlisted subcontractors from time to time with reference to factors such as (i) recent performance of the subcontractor; (ii) resources and skills of the subcontractor; (iii) standard and certification of quality assurance systems implemented by the subcontractor; and (iv) possession of requisite licenses, permits and registrations for the subcontractor's service. It is our practice to select and engage subcontractors from the internally approved list of subcontractors with reference to factors, including specific requirements for the project and price quotations.

Supplier and Subcontractor Profile

As at 31 December 2019, we had a total of 439 suppliers and 3,317 subcontractors. The majority were from Hong Kong.

	Number of Suppliers	Number of Subcontractors
Mainland China	4	–
Hong Kong	433	3,317
The United Kingdom	1	–
The United States of America	1	–
Total	439	3,317

Supplier and Subcontractor Control and Monitoring

We monitor the performance of suppliers and subcontractors on our approved list on an ongoing basis through site inspection and risk assessment. We conduct performance appraisal for our approved suppliers and subcontractors. If the appraisal result is unsatisfactory, revaluation is taken or suppliers and subcontractors might be removed from the approved list.

OUR CUSTOMER

Project and Service Quality

Quality Policy

Our Quality Policy sets out our commitment to improving the performance by creating a customer focus and continual improvement in corporate culture.

Quality Management System

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

Our project managers bear the responsibility to monitor the overall progress and quality of works undertaken by us and our subcontractors in light of the contract works delegated to them. It is the routine of our project managers to discuss quality issues with our subcontractors and give instructions to remedy any defects identified in their works. If any of our subcontractors cannot comply with our quality handbook or instructions to our satisfaction, we may issue a warning to them through site memo and remove them from our approved list of subcontractors.

In addition, we also value the involvement of our customers in the quality control process. Prior to making payments, our customers inspect the quality of our works and our project management team take note of their feedback and suggestions for improvements so that we can meet or exceed their expectations and requirements in future projects.

Complaint Handling

We have complaints handling procedures in place to provide guidelines for our employees on complaint handling. In 2019, there was one complaint received from the covered projects, which was related to inappropriate waste handling at one of the construction sites. Our team responded to the complaint and follow-up action was taken promptly.

Intellectual Property, Marketing and Labelling

The Group's business does not involve research and development, product packaging and labelling activities. Besides, the Group does not rely heavily on marketing and advertising. To the best of Directors' knowledge, the Group was not aware of any significant impact relating to intellectual property, advertising and labelling on its operations. We will closely monitor the business environment to identify any significant risks in this area.

OUR CUSTOMER

Customer Privacy and Corporate Information Protection

The Group strives to protect the privacy of its customers, business partners and staff in the collection, processing and use of their business or personal data. The Group ensures company policies strictly follow Personal Data (Privacy) Ordinance (Cap. 486).

- **Employee Profile**

The Employee Handbook has outlined the details of data collection and the uses of data. The employee file is property of the Company and should be used only when deemed necessary by the Human Resources and Administration Department. Only authorised personnel are permitted to access to the specific employee profile.

- **Company Information**

Protection of confidential business information and trade secrets is of paramount importance to the Group's interests and success. The Group requires all employees to maintain the confidentiality of company information. For all documents and information belonging to the Group, every employee undertakes to return to the Group upon termination of employment with the Group.

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

During the reporting period, to the best of our Directors' knowledge, the Group was not aware of any significant non-compliance case in this regard.

BUSINESS ETHICS

The Group is committed to conducting its business with honesty and integrity and applying the highest standards and establishment of a corporate governance framework that will seek to disclose information openly and transparently beyond legal requirements.

Policies and Preventative Measures

Our commitments and values are guided by the Employee Handbook and supplemented by different policies and procedures. These policies and procedures are regularly reviewed and updated to ensure appropriate ethical business practices and behaviour as well as compliance with corporate and regulatory requirements.

- **Employee handbook**

Our Employee Handbook sets out principles for acting responsibly in the daily operation, including issues related to business ethics, conflicts of interest, bribery, environment, health and safety, and respect in the workplace.

- **Conflict of interest procedure**

It is established to prevent, detect or deter inappropriate activity. Also, it regulates the Company's business activities and the professional behaviour of serving employees, safeguard the interests of the company and customers, maintain a good professional image and professional ethics.

- **Anti-fraud and grievance procedure**

It is established to encourage the employee to express his concerns or suspicions that the Group has or may be involved in any misconduct, fraud or irregularity.

The Group strictly abides by the laws and regulations relating to bribery, extortion, fraud and money laundering in Hong Kong, including the Prevention of Bribery Ordinance (Cap. 201). During the reporting period, to the best of our Directors' knowledge, the Group was not aware of any significant non-compliance case or related corruption litigation case in this regard.

OUR SOCIETY

Community Investment

The Group is committed to active participation and support of initiatives that benefit the communities we are involved as stated in our CSR policy. The Group has been developing rapidly in recent years, and we feel the urge to take greater social responsibility.

Proactive community engagement

We actively support the communities in which we operate directly through our volunteer team. Our motto and spirit in volunteerism is — “It is more blessed to give than to receive”. Our volunteer team aims at promoting social relationship and cohesion within the community, and to encourage the participation of individuals to help address community challenges and bring love and care to the needy. We encourage our employees and their family members, as well as working partners, to participate in volunteering services and contribute together.

Since the inception of a volunteer team, we have participated in over a wide variety of volunteering services such as elderly visits, blood donation, flag-selling and Christmas charity carnival. These services receive tremendous support from our colleagues and members of their family. By organising and participating in these volunteering services, we learnt, benefited from and achieved the following:

- demonstrate good corporate citizenship;
- contribute to a caring community;
- care for the socially vulnerable groups;
- increase employees’ morale;
- building team spirit;
- respect others dignity; and
- enhance family harmonisation.

OUR SOCIETY

Our contribution

During the reporting period, the Group has contributed HKD120,102 in various areas, including community, education, environment and labour needs.

2019



Total volunteering hours

611.5



Total contribution (HKD)¹¹

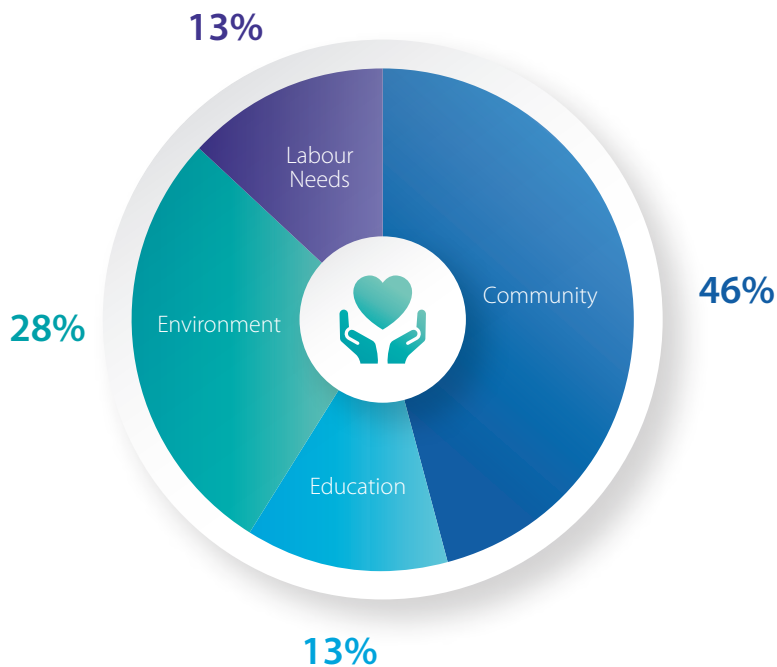
120,102



Total number of staff volunteers

261

Our Contribution by Focus Area



¹¹ The amount includes various donation and sponsorship, scholarships, entry fee for charity events and campaign etc.

AWARDS AND RECOGNITIONS

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

Health and Safety

- **Occupational Health Award 2018–19** — *Occupational Safety and Health Council, Labour Department, Department of Health, Pneumoconiosis Compensation Fund Board and Occupational Deafness Compensation Board*
 - Joyful @Healthy Workplace Best Practices Award (Enterprise/Organization Category) — Outstanding Award
 - Hearing Conservation Best Practices Award — Excellence
 - Hearing Conservation Best Practices Award — Innovative Improvement Measures Award
- **The Lighthouse Club International Design for Safety Awards 2019** — *Lighthouse Club*
 - Commended
- **The 11th Outstanding OSH Employees Award 2019** — *Occupational Safety and Health Council*
 - Bronze Award (Management — Corporation/Organisation Category)
 - Merit Award (Foremen — Corporation/Organisation Category)
- **HKCA Proactive Safety Awards Presentation 2019** — *Hong Kong Construction Association*
 - Proactive Safety Contractor Award for the year 2018
 - Safe Supervisor Award 2018
 - Safe Person-in-Charge Award 2018

Environmental Protection

- **2018 Hong Kong Awards for Environmental Excellence** — *Environment Campaign Committee, Environmental Protection Department*
 - Certificate of Merit (Construction Industry)
- **Hong Kong Green Organisation** — *Environment Campaign Committee*
 - Certificates
- **HKCA Hong Kong Construction Environmental Awards** — *Hong Kong Construction Association*
 - 2019 Environmental Merit Award

AWARDS AND RECOGNITIONS

Quality

- **Building Surveyor Awards 2019** — *The Hong Kong Institute of Surveyors Building Surveying Division*
 - Grand Award Winner
 - Winner (New Development — Client/Client's Representative)
- **Quality Public Housing Construction and Maintenance Awards 2019** — *Hong Kong Housing Authority*
 - The Innovative Use of BIM Technology (Main Contractor) — Commended
 - Timely Report of Near Miss Incident — Building — Commended
 - Outstanding Maintenance & Improvement Projects — Bronze
- **The Luban Prize of Chinese Construction Project (Overseas Project)** — *China Construction Industry Association*

Management

- **2019 AIB Hong Kong Chapter Professional Excellence in Building Awards** — *Australia Institute of Building (AIB) Hong Kong Chapter*
 - Commercial Construction — Certificate of High Commendation
 - Project Management — Certificate of High Commendation
- **The CIOB (HK) Construction Manager of the Year Awards Hong Kong 2018** — *The Chartered Institute of Building (Hong Kong) (CIOB HK)*
 - Commendation (New Works and A&A Works Category)

AWARDS AND RECOGNITIONS

Community Contribution

- **2018–20 Social Capital Builder Awards** — *Labour and Welfare Bureau and Community Investment and Inclusion Fund*
 - Social Capital Builder Logo Award
- **Happiness-at-Work Promotional Scheme 2019** — *Promoting Happiness Index Foundation*
 - Happy Company
- **Caring Company 2018/19** — *The Hong Kong Council of Social Service*
 - 10 Years Plus Caring Company
- **Good MPF Employer and MPF Support Award 2018–19** — *Mandatory Provident Fund Schemes Authority*
 - Certificate
- **Partner Employer Award 2019** — *The Hong Kong General Chamber of Small and Medium Business*
- **The 10th Hong Kong Outstanding Corporate Citizenship Awards** — *Hong Kong Productivity Council (HKPC) and Committee on the Promotion of Civic Education (CPCE)*
 - The 10th Hong Kong Outstanding Corporate Citizenship Logo — Enterprise Category

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE INDEX

Subject Areas, Aspects, General Disclosures and Key Performance Indicators (KPIs) (Note 1)		Section/ Remarks
A. Environmental		
Aspect A1 Emissions		
General Disclosure	Information on: the policies; and 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	Our Environment — Policies, Environmental Compliance
KPI A1.1	The types of emissions and respective emissions data	Our Environment — Environmental Impacts from Our Operations and Mitigation Measures — Air Emissions
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity	Our Environment — Environmental Impacts from Our Operations and Mitigation Measures — Climate Change and Greenhouse Gas (GHG) Emissions
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity	No significant hazardous wastes produced.
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity	Our Environment — Environmental Impacts from Our Operations and Mitigation Measures — Waste Management
KPI A1.5	Description of measures to mitigate emissions and results achieved	Our Environment — Environmental Impacts from Our Operations and Mitigation Measures
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved	Our Environment — Environmental Impacts from Our Operations and Mitigation Measures — Waste Management

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Subject Areas, Aspects, General Disclosures and Key Performance Indicators (KPIs) (Note 1)		Section/ Remarks
Aspect A2 Uses of Resources		
General Disclosure	Policies on efficient use of resources, including energy, water and other raw materials	Our Environment — Policies
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity	Our Environment — Environmental Impacts from Our Operations and Mitigation Measures — Energy use and Efficiency
KPI A2.2	Water consumption in total and intensity	Our Environment — Environmental Impacts from Our Operations and Mitigation Measures — Water use and Efficiency
KPI A2.3	Description of energy use efficiency initiatives and results achieved	Our Environment — Environmental Impacts from Our Operations and Mitigation Measures — Energy use and Efficiency
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved	Our Environment — Environmental Impacts from Our Operations and Mitigation Measures — Water use and Efficiency
KPI A2.5	Total packaging material used for finished products (in tonnes)	It is not relevant to the Group's business.
Aspect A3 The Environment and Natural Resources		
General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources	Our Environment — Policies
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	Our Environment — Environmental Impacts from Our Operations and Mitigation Measures

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Subject Areas, Aspects, General Disclosures and Key Performance Indicators (KPIs) (Note 1)		Section/ Remarks
B. Social Employment and Labour Practices		
Aspect B1 Employment		
General Disclosure	Information on: the policies; and 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	Our People — Policies, Employment Management, Employee Retention
KPI B1.1	Total workforce by gender, employment type, age group and geographical region	Our People — Employment Management — Employment Profile
KPI B1.2	Employee turnover rate by gender, age group and geographical region	Our People — Employee Retention — Employment Turnover
Aspect B2 Health and Safety		
General Disclosure	Information on: the policies; and 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	Our People — Health and Safety
KPI B2.1	Number and rate of work-related fatalities	Our People — Health and Safety — Safety Performance
KPI B2.2	Lost days due to work injury	Our People — Health and Safety — Safety Performance
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	Our People — Health and Safety

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Subject Areas, Aspects, General Disclosures and Key Performance Indicators (KPIs) (Note 1)		Section/ Remarks
Aspect B3 Development and Training		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities	Our People — Staff Development and Training
KPI B3.1	The percentage of employees trained by gender and employee category	Our People — Staff Development and Training
KPI B3.2	The average training hours completed per employee by gender and employee category	Our People — Staff Development and Training
Aspect B4 Labour Standards		
General Disclosure	Information on: the policies; and compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child or forced labour	Our People — Prohibition of Child Labour and Forced Labour
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour	Our People — Prohibition of Child Labour and Forced Labour
KPI B4.2	Description of steps taken to eliminate such practices when discovered	No case discovered.
Operating Practices		
Aspect B5 Supply Chain Management		
General Disclosure	Policies on managing environmental and social risks of supply chain	Our Supply Chain — Responsible Supply Chain Management
KPI B5.1	Number of suppliers by geographical region	Our Supply Chain — Responsible Supply Chain Management — Supplier and Subcontractor Profile
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored	Our Supply Chain — Responsible Supply Chain Management

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Subject Areas, Aspects, General Disclosures and Key Performance Indicators (KPIs) (Note 1)		Section/ Remarks
Aspect B6 Product Responsibility		
General Disclosure	Information on: the policies; and 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	Our Customer — Project and Service Quality
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons	Not relevant to the Group's business
KPI B6.2	Number of products and service related complaints received and how they are dealt with	Our Customer — Project and Service Quality — Complaint Handling
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights	Not material to the Group's business
KPI B6.4	Description of quality assurance process and recall procedures	Our Customer — Project and Service Quality
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored	Our Customer — Customer Privacy and Corporate Information Protection
Aspect B7 Anti-corruption		
General Disclosure	Information on: the policies; and compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering	Business Ethics — Policies and Preventive Measures
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases	No concluded case.
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored	Business Ethics — Policies and Preventive Measures

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Subject Areas, Aspects, General Disclosures and Key Performance Indicators (KPIs) (Note 1)		Section/ Remarks
Community		
Aspect B8 Community Investment		
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests	Our Society — Community Investment
KPI B8.1	Focus areas of contribution	Our Society — Community Investment
KPI B8.2	Resources contributed to the focus area	Our Society — Community Investment

Note 1: All general disclosures and KPIs under "Subject Area A. Environmental" and all general disclosure under "Subject Area B. Social" are "comply or explain" provisions while others are recommended disclosures set out in the ESG Reporting Guide.