

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2019

環境、社會及管治報告 2019

CONTENT

目錄

1	About This Report 關於本報告	2
2	Stakeholders' Communication & Expectations 權益人溝通及期望	3
2.1	Stakeholders' Participation Channels & Expectations and Demands 權益人參與渠道及期望與要求	5
3	Environment 環境	7
3.1	Emissions 排放物	9
3.1.1	Emission Treatment 廢氣處理	10
3.1.2	Dust Treatment 粉塵處理	10
3.1.3	Wastewater Treatment 廢水處理	10
3.1.4	Noise Control 噪音污染控制	10
3.2	Use of Resources 資源使用	11
3.2.1	Green Offices 環保辦公室	11
4	Society 社會	14
4.1	Employment and Labour Regulations 僱傭及勞工常規	15
4.1.1	Employment 僱傭	15
4.1.2	Health and Safety 健康與安全	16
4.1.3	Development and Training 發展及培訓	18
4.1.4	Staff Turnover 員工流失率	20
4.1.5	Labour Standards 勞工準則	20
4.2	Operational Practices 營運慣例	21
4.2.1	Supplier Management 供應商管理	21
4.2.2	Product Service and Liability 產品服務及責任	22
4.2.3	Anti-corruption 防止貪污	25
4.3	Community 社區	26
	Appendix 附錄	
1	.List of Excluded Facilities 排除的辦公設施列表	28
2	.ESG Performance Table 環境、社會、管治報告績效表	29
3	.HKEx ESG Guide Content Index 香港交易所《環境、社會及管治報告指引》內容索引	31

1. ABOUT THIS REPORT 關於本報告

ShiFang Holding Limited and its subsidiaries (collectively the “ Group”) is pleased to present this Environmental, Social and Governance Report (this “Report”). This Report, which was prepared in accordance with the Environmental, Social and Governance Reporting Guide contained in Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited (the “ Listing Rules”), sets out information regarding the period from 1 January to 31 December 2019. The Governance Section was covered in the 2019 Annual Report.

The Scope of this Report is identified through the Group’ s operational activities, which resulted in various types of emissions and use of resources. Operational boundary also determines the scope of accounting and reporting for the group’ s indirect emissions. Facilities excluded from this Report and the reason of exclusion can be found in Appendix 1. The relevant data of this report are limited to certain environmental and social key performance indicators. The Group will continuously improve and expand on the scope of data collection and its system.

You are welcomed to read this Report and fax your feedbacks to 22853900 for us to improve our environmental, social and governance work.

For further information, please visit the Group’ s website at www.shifangholding.com.

十方控股有限公司連同其附屬公司 (統稱「本集團」) 欣然發表此環境、社會及管治報告 (「本報告」) 。本報告根據香港聯合交易所有限公司證券上市規則 (「上市規則」) 附錄二十七所載《環境、社會及管治報告指引》編寫。本報告所載資料涵蓋2019年1月1日至12月31日，關於管治報告部分內容已涵載於《2019年報》。

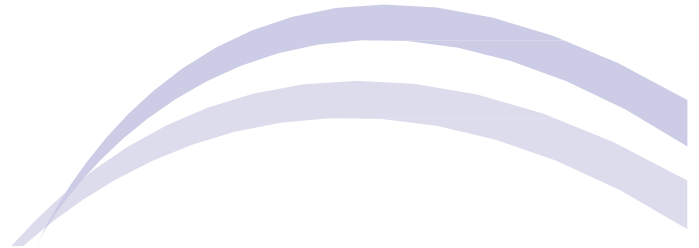
本集團以現有業務運作的辦公地點為認定之報告範圍作數據收集並分析各類排放物及資源之使用。按業務範圍釐定了本報告之計算範圍及其間接排放量。本報告中排除的辦公設施和排除原因詳見附錄1。相關數據僅限於某些環境和社會績效指標。本集團將不斷完善和擴大數據收集及其系統的範圍。

歡迎閣下閱覽本報告，及將反饋意見和建議經傳真發送至22853900，令集團得以不斷改善環境、社會及管治工作。

有關更多詳情，請瀏覽本集團網站 www.shifangholding.com。

STAKEHOLDERS' COMMUNICATION AND EXPECTATIONS

權益人溝通及期望



2. STAKEHOLDERS' COMMUNICATION AND EXPECTATIONS 權益人溝通及期望

The Group places high value on communication with stakeholders and gives prominence to their expectations of the Group in terms of environmental protection and social responsibilities. Through several channels, including communication, meetings and seminars, the Group maintains active and open dialogue with the stakeholders to come up to their expectations and demands, and enhance their understanding of and participation in the Group's business decision-making in the hope of striking a balance between the expectations, opinions and goals of different parties, as well as protecting their best collective interest in a mutually conducive way.

本集團重視與權益人的溝通，十分關注權益人對本集團環境及社會責任的期望。本集團通過不同渠道，包括持續聯繫、會議和培訓課程等，與各權益人保持積極坦誠的溝通，以加強權益人對本集團制訂業務策略方面的瞭解和參與，平衡各方的期望、意見和目標，以求互惠互利及共同爭取最大利益，從而達致他們的期望和要求。

2.1 Stakeholders' Participation Channels & Expectations and Demands

權益人參與渠道及期望與要求

Stakeholders 權益人	Participation Channels 參與管道	Expectations and Demands 期望要求
Shareholders/Investors 股東/投資者	<ul style="list-style-type: none"> ◆ General meetings 股東大會 ◆ Annual reports 年度報告 ◆ Direct communications 直接溝通 ◆ Group website 集團網站 	<ul style="list-style-type: none"> ◆ Financial results 財務業績 ◆ Sustainable business development 業務可持續發展 ◆ Social investment and contributions 對社會的投資及貢獻 ◆ Company transparency 公司透明度
Clients 客戶	<ul style="list-style-type: none"> ◆ Client events 客戶活動 ◆ Customer service 客戶服務 ◆ Daily communication 日常交流 	<ul style="list-style-type: none"> ◆ Effective media integration and comprehensive marketing service 高效媒體整合行銷服務 ◆ Protection and management on customer information 客戶資訊保護及管理 ◆ Integrity and business behaviors 誠信和商業行為
Employees 僱員	<ul style="list-style-type: none"> ◆ Training programmes 培訓課程 ◆ Work-life-balance activities 工作與生活的平衡活動 ◆ Charitable events 慈善公益活動 ◆ Regular performance appraisals 定期工作表現評核 ◆ Frequent meetings 密切會議溝通 	<ul style="list-style-type: none"> ◆ Career development 職業發展 ◆ Health and safety 健康與安全 ◆ Remuneration and benefits 薪酬與福利 ◆ Sustainable development 持續發展 ◆ Mutual trust and transparency 互信及透明度

2.1 Stakeholders' Participation Channels & Expectations and Demands (Cont' d)

權益人參與渠道及期望與要求(續)

Stakeholders 權益人	Participation Channels 參與管道	Expectations and Demands 期望要求
Governing/ Regulatory authorities 政府/監管機構	<ul style="list-style-type: none"> ◆ Direct communication 直接溝通 ◆ Compliance management 合規管理 ◆ Meetings 會議 	<ul style="list-style-type: none"> ◆ Policies adherences 遵守政策 ◆ Business development strategies 業務發展策略 ◆ Local policies and actual practices 當地法規和實際做法 ◆ Commercial ethics 商業道德 ◆ Community engagement 社區參與
Suppliers 供應商	<ul style="list-style-type: none"> ◆ Site visits and assessment 實地考察和評核 ◆ Close communication 密切溝通 ◆ Order/ contract execution 訂單/合同執行 	<ul style="list-style-type: none"> ◆ Corporate reputation 企業信譽 ◆ Product quality 產品質量 ◆ Environmental responsibility 環境責任
Communities 社區	<ul style="list-style-type: none"> ◆ Donation and support to the community 社區捐獻及援助 	<ul style="list-style-type: none"> ◆ Social contribution 對社會的貢獻 ◆ Environmental responsibility 環境責任

ENVIRONMENT

環境



3. ENVIORNMENT 環境

The Group complies with all relevant environmental laws and regulations. It improves the environment while reducing costs by pressing for saving resources amongst all employees. To show its green commitment, the Group makes every effort to employ various measures such as using energy-saving and low-consumption techniques and products as well as high-efficiency and power-saving lightings.

本集團嚴格遵守與環境相關的法律法規，倡導全體僱員節約資源，既改善環境，又降低成本。盡可能使用節能、低耗能量及高效節能光源產品等多項措施來貫徹本集團保護環境的承諾。



3.1 Emissions

The Group provides integrated printing services to newspaper partners with its printing plant in Fuzhou, China. Almost 90% of the total carbon emissions (mainly indirect emission) stemmed from the methane gas emissions generated from the landfill based on the assumed paper disposal from both our Group and our readers. To mitigate its carbon emission, the Group has introduced several policies to reduce the frequency of activities that will lead to direct emission, as well as to improve energy efficiency at the workplace.

The Group carries on its stringent control of the printing quality of its publications, uses advanced techniques and clean processes, and keeps solid waste to a minimum in the hope of taking up the duty to safeguard the environment and staff health. By making pollution control plans and related measures to minimize the impacts on the environment, the Group uses its best effort to reduce printing waste such as ink and substrates. Instead of burning right away, paper oiled or inked, spoilage, discarded book covers, off-cuts, fragments and tailings resulting from the printing and binding processes are collected and delivered to paper mills for recycling.

3.1 排放物

本集團為報紙合作夥伴提供綜合印刷服務，在中國福州設有印刷廠房。約有 90% 碳排放總量主要間接來自本集團及讀者將紙張棄置於堆填區，而所產生的甲烷氣體排放量。為減少碳排放，本集團推出多項政策，例如以減低直接排放的活動頻率，並改善工作場所的能源效率。

本集團不但確保刊物的印刷品質，採取先進的生產工藝，清潔生產，也注意減少固體廢棄物產生量，以負責的態度保護環境及僱員健康。透過對污染治理的合理規劃，採取各項措施來儘量減少對環境的影響。例如盡力減少油墨、承印等印刷材料的浪費，收集在印刷過程中損耗的油污廢紙、廢書頁、廢封面紙、印刷或裝訂過程中裁下來的紙邊、紙頭、下腳料等，不隨意燒毀，統一送往造紙廠回收。

3.1.1 Emission Treatment

The printing plant emits exhaust gas through its mechanical ventilation system. To emit such exhaust gas when the ventilation system is off, smoke vents and vent hoods have been installed.

3.1.2 Dust Treatment

Dust collectors with cloth dust bags have been installed at locations where dust is produced in the printing plant.

3.1.3 Water Consumption & Wastewater Treatment

Water consumption of the Group was 5,529.90m³ in 2018 see Appendix 2. The printing plant treats industrial and domestic wastewater separately. An industrial wastewater treatment system that can clean up ink has been added to the plant so as to maximize water recycling. To foster employees' good habit, "Water Saving" labels were sficked on the appropriate area.

3.1.4 Noise Control

Noise from printing mainly comes from the operation of machines and equipment, such as printing machines, air compressors, drying machines and various molding machines, during the printing process. To prevent adverse impacts of noise on the employees (e.g. damages to the hearing, central nervous, cardiovascular and digestive systems), the Group has provided earplugs and earflaps to its workers.

3.1.1 廢氣處理

印刷廠房會透過機械排風系統排出廢氣，為在通風設備停止運轉時仍能繼續排出廢氣，故設置旁通排風管、槽邊排風扇。

3.1.2 粉塵處理

印刷廠房於粉塵產生點設置吸塵系統，採用布袋吸塵器除塵。

3.1.3 耗水及廢水處理

集團本年度之用水量為 5,529.90 立方米 [詳見附錄2]。印刷廠房對廢水做到分類處理，將工業廢水和生活廢水分開處理，增加清洗油墨的工業廢水回用裝置，盡可能再循環使用。為提醒員工養成良好用水習慣，會在合適地方章貼節約用水標語。

3.1.4 噪音污染控制

印刷噪音污染主要是印刷過程中機器設備運轉時產生，包括印刷機、空氣壓縮機、乾燥設備及各種成型機等。為避免噪音對僱員的身體產生不良影響（如對聽覺系統、中樞神經系統和心血管系統、消化系統的損害），本集團向工作人員提供及配備保護耳塞及耳罩。



3.2 Use of Resources

Implementing green concepts and protecting the natural ecosystem are part and parcel of corporate social responsibilities. Over the years, the Group has strived to carry out energy-saving, low-consumption, sustainable and environmental - protection management principles. It actively identifies and makes use of high-performance equipment and streamlines operating procedures with the aim of reducing fuel, electricity and water consumption and improving resource utilization rate.

3.2.1 Green Offices

The Group zealously applies environmental-friendly materials to renovate its offices. Energy-saving acts were taken during daily operation, including saving electricity consumption by using LED lightings in its offices which has better energy efficiency and lifespan than fluorescent tubes. As the total gross floor area of the Group accounts to more than 5,072m², the amount of energy conserved is believed to be substantial across the years. The Group also endeavors to reduce energy usage from other electrical appliances, including computers, printers, and paper shredders. When these appliances are not in used, they will be switched to “sleep mode” or “energy saving mode” automatically to minimize energy consumption, lighting equipment will be put on where necessary.

3.2 資源使用

實踐綠色理念，保護自然生態環境，是企業履行社會責任的重要體現。多年來，本集團致力執行節能降耗、綠色環保的環境管理方針。積極物色和採用高效能的設備，精簡操作流程，藉此減少燃料、電力及水的消耗，提升資源使用效益。

3.2.1 環保辦公室

本集團在裝修辦公室過程中，積極使用節能環保材料，並於日常營運中實施節能措施包括在辦公區域採用LED燈具，較熒光燈管的能源效益及使用壽命更佳。由於本集團的總建築面積超過5,072平方米，因此這些年來的節能量相當可觀。本集團亦致力減少其他電器（包括電腦、打印機及碎紙機）的能源消耗。當這些設備未被使用時，它們將自動切換到“休眠模式”或“節能模式”，以消耗最少的能量；而照明系統亦會按需要才開啓。



3.2.1 Green Offices (Cont' d)

In the Hong Kong office, the central air conditioning system will be turned off at 7 p.m. every night to conserve energy. Green pot plants are placed in the offices to purify indoor air and create a livelier working environment.

The Group also makes the change to a paperless office by using video conferences and emails to cut back on the use of paper and other office consumables while making less business travel. Printing on both sides of the paper and in black and white are encouraged in order to save toner and reducing carbon emission.

Apart from limiting the paper waste, the Group is also devoted to minimizing its production of electronic waste, which is hazardous and environmentally harmful. Most of the office operations of the Group joined an electronic waste recycling scheme that collects used and impaired electronic goods for recycling in the reporting period. Adopting this responsible disposal means to discard such hazardous waste, negative impact that the Group imposes on the environment is greatly reduced.

3.2.1 環保辦公室 (續)

在香港辦事處，中央空調系統亦在晚上 7 時關閉以節約能源。另外，在辦公室內擺放綠色植物以淨化室內空氣，同時亦可營造具有活力的工作氛圍。

本集團提倡採用無紙化辦公室，使用視頻會議和電子郵件以減少海外公幹的次數及減少紙張等日常辦公耗材的使用，和鼓勵雙面列印及黑白列印以減低碳粉材料的消耗及減少碳排放。

除了控制紙張浪費之外，本集團還致力於盡量減少電子廢棄物的產生，這種電子廢棄物具有危害性且對環境有害。本集團大部分辦公室業務均加入電子廢物回收計劃，於報告期內收集已使用及受損電子產品作回收再利用。集團採取這種負責任的處置態度，對環境造成的負面影響亦可大大降低。

3.2.1 Green Offices (Cont' d)

The annual electricity consumption of the group was 428,013.20 kWh; consumed paper was 413.08tonnes ; used 3.9 tonnes of ink, and plastic packaging consumption was 1,360 kgs. The Group has business plans to strengthen its digital media distribution platform by recruiting staff talented in mobile and Internet technologies and continuing investments in research and development in new media advertising resulting with effective use of paper.

In the reporting period, the Group recycled waste of hazardous and non-hazardous : waste of paper 17 tonnes; 2 tonnes of ink, and a total of 63 pcs of plastic bucket; metal bucket; ink cartridge and coffee capsule see Appendix 2.

3.2.1 環保辦公室 (續)

本年度集團之耗電量為 428,013.20 千瓦·時、用紙量413.08噸、油墨之使用量為3.90噸，而塑料包裝消耗1,360公斤。集團計劃通過招聘流動及互聯網技術人才以及持續投資新媒體廣告的研究和開發來加強其數碼媒體發行平台之業務，亦可更有效使用紙張。

於報告期內集團回收之有害及無害廢料 包括: 17噸廢紙、2噸油墨及合共63件之塑膠桶，鐵皮桶，打印機 油墨盒和咖啡膠囊。[詳見附錄2]。

SOCIETY

社會



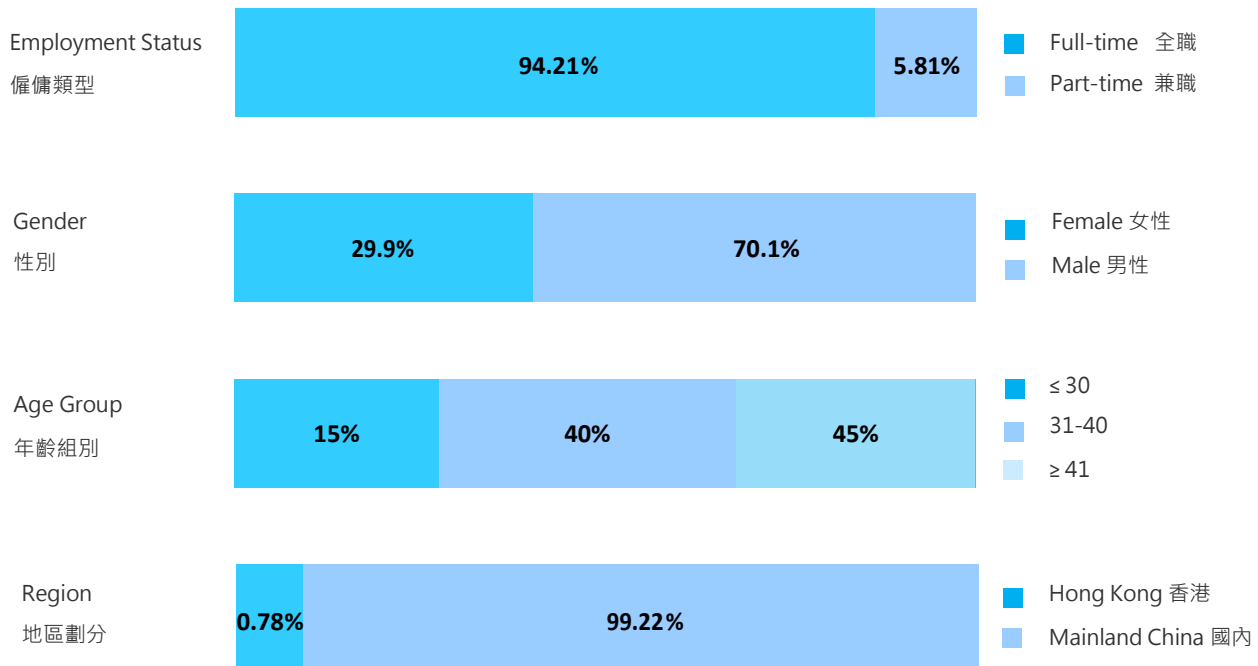
4. SOCIETY 社會

4.1 Employment and Labour Regulations

4.1.1 Employment

The Group has formulated a comprehensive set of human resources policy setting out the details about, amongst other matters, remuneration, recruitment, dismissal, promotion, leave, training and benefits. It complies with the Labour Law of China, labour legislation of Hong Kong and the employment regulations of the jurisdictions where the Group operates to protect the interests of the employees

As at 31 December 2019, the Group had 257 employees, with details as follows:



4.1 僱傭

4.1.1 僱傭及勞工常規

本集團在薪酬、招聘、解僱、晉升、假期、培訓及福利等方面制定了全面的人力資源政策，遵守中國勞動法、香港勞工法例及業務所在相關司法權區的僱傭法規，保障僱員權益。

截止2019年12月31日，本集團擁有僱員共257人，僱員詳情如下：

4.1.2 Health and Safety

Effective occupational health and safety management is crucial to the well-being of employees and the long-term development of the Group. In this regard, the Group defines, evaluates, prevents, eliminates and manages all the potential hazards at the workplace in a systematic manner and aims to create a zero-accident working environment. The Group provides guidance and supervision regarding the safe operations of its subsidiaries in accordance with the relevant laws and industry standards on occupational health and safety. Internal management systems are established and staff handbook and safety guides are prepared in order to increase employees' awareness of occupational safety and health.

During the reporting period, no material accident resulting in fatality or permanent disability has occurred and no work related injured case was reported. The rate of loss of working days (based on the total number of working days of the Group) due to general work-related injuries was 0%.

For example, the Group adopted certain occupational health and safety measures regarding the operations in Hong Kong are as follows:

4.1.2 健康與安全

有效的職業健康安全管理對僱員的福祉及本集團的長遠發展十分重要。為此，本集團有系統地界定、評估、避免、消除和管理所有工作中的潛在危害，力求實現工作環境「零意外」的目標。本集團依照相關地區關於職業健康與安全的法律及行業標準，對附屬公司的安全經營進行指導和監督。制定各項內部管理制度及僱員手冊、工作安全指南，增強僱員的職業安全和健康意識。

報告期內，本集團並未發生任何重大致命或導致永久傷殘的意外個案。亦沒有因工傷導致損失工作日的報告。一般工傷導致損失工作日比率（以本集團總工作天數計）為0%。

例如，本集團於香港地區採取了以下保障僱員健康與安全的措施：

4.1.2 Health and Safety (Cont'd)

- Holding trainings and work demonstrations for employees in Hong Kong in accordance with the Guidance Notes on Manual Handling Operations published by the Occupational Safety and Health Branch of the Labour Department in Hong Kong, so as to ensure the safety of the employees who perform manual work.
- ◆ Preparing the Code on Use of Computer Monitor Screen to deal with the occupational health issues arisen from the prolonged use of computers in Hong Kong. There are designated staffs who are in charge of evaluating the workplace of the employees to identify ways to improve work performance and enhance efficiency.
- ◆ Arranging employees to participate in the fire drills carried out by the property management companies of the buildings where the Company's offices are located and ensuring that they are aware of the emergency procedures as well as the proper use of personal protective equipment and rescue facility, so as to increase their safety awareness, raise their vigilance and allow them to familiarize themselves with the contingency plans in case of emergencies such as fire and power failure.

4.1.2 健康與安全 (續)

按香港勞工處職業安全及健康部刊發的《體力處理操作指引》，召開專項會議組織僱員進行示範學習，以保障僱員的工作體力安全。

制定《使用電腦螢幕守則》，儘可能減少因長時間電腦操作而產生的職業健康問題。為提高工作效率，派出專項負責香港同事對僱員的工作間進行評估，並提供改善方法。

為增強僱員的安全意識，使僱員時刻提高警覺，防範於未然，並對火警及電力故障等緊急及突發的情況，懂得處理及應對的方法，會安排僱員參與公司辦公大廈火警逃生演習培訓，以幫助僱員熟悉緊急應變程式，瞭解個人防護裝備及救援設施。

4.1.3 Development and Training

The Group places a great deal of importance on the career development and training of its staff and recognizes the value of human resources in the success of the Group. For years, both internal and external training programmes are provided to foster and develop its staff. With a view to improve the overall performance and professionalism of the employees, the Group has formulated and implemented a management system and handbook for employee training. For example, it has developed an internal training programme organized by Human Resources and Administrative Department which covers topics on induction procedures, corporate policies, departmental job specifications, work procedures, service etiquette, professional skills training. Employees are also required to attend internal seminars on the user guide to the Internet and company email accounts, internet security awareness and handling confidential information of the corporation held by the Information Technology Department. The objectives of the programme are to ensure its staff having a sound understanding of the Group and its requirements on staff, and at length to enhance their work efficiency and service standard.

4.1.3 發展及培訓

本集團一向重視員工的職業發展與培訓，秉承「尊重人才共贏發展」的理念。多年來，透過內、外部培訓計劃，悉心培育和發展僱員隊伍。過去，本集團為提高僱員的整體素質和專業技術水準，制定和實施僱員培訓管理制度和員工手冊，建立了內部培訓課程，例如人力資源及政務部制定了一套入職須知、公司制度、部門工作規範、工作流程、服務禮儀及職業技術培訓等項目；另員工亦須參與由資訊科技部安排之互聯網、公司郵箱使用技能、互聯網保安管理、公司資料保密資料處理的培訓講座。以上培訓目的都是為了加深僱員對本集團的認知及對員工的要求，從而提升工作效率及服務質素。

4.1.3 Development and Training (Cont' d)

Besides, employees are encouraged to take part in continuous education programmes to further upgrade their capabilities, skills, knowledge and professionalism. During the year, Hong Kong office provided employees of different ranks with various external training programmes, including seminars on Environmental, Social and Governance Report, HR Strategic Planning on Employee Benefits, and Company Secretary courses etc.

4.1.3 發展及培訓 (續)

此外亦鼓勵僱員參加各類持續進修課程，以進一步提升工作能力、技能、知識及專業水準。香港附屬公司於年內為本集團不同職級的僱員參與多種外部培訓，包括《環境、社會及管治報告》、《僱員福利策劃》研討會等及公司秘書課程等等。



Staff members are participating in the internal training seminar.

員工正參與內部培訓講座。

4.1.4 Staff Turnover

Through giving different kinds of trainings, fostering employees' specialty, and providing competitive benefits, resulting with the enhancement of the sense of belonging to the Group. As at 31 December 2019, the turnover rate of the Group kept at around 9%.

4.1.5 Labour Standards

The Group keeps abreast of employment news and information and strictly adheres to the laws relating to equal employment opportunity and prohibition of child labour and forced labour in different regions. During the reporting period, there was without any non-compliance related to the employment of child labour and forced labour issue.

4.1.4 員工流失率

透過多方面培訓、積極發展員工不同技能及提供具競爭力的福利待遇，大大提升了員工對集團的歸屬感。截止2019年12月31日，本集團的員工總體流失率維持於9%左右。

4.1.5 勞工準則

本集團定期監察僱傭相關資訊及數據，嚴格遵守不同地區有關公平就業機會、防止童工及強迫勞工的相關法例。報告期內，本集團未有任何聘用童工及強迫勞工等違規事宜。

4.2 Operational Practices

4.2.1 Supplier Management

The Group established policies and procedures for procurement to ensure that all departments observe and follow. The Group has also set up a stock-taking system which allows staff to review the inventory before procurement so as to enhance operational efficiency and better utilization of the warehousing capacity.

The basic criteria for supplier selection are:

- ◆ Competitive pricing
- ◆ Product or service quality and reliability
- ◆ Ability to fulfill the requirements and/or specifications of the users
- ◆ Ability to meet the technological requirements and pass the evaluation of the respective departments
- ◆ Compatibility with the system in use
- ◆ Service standard
- ◆ Credit terms and discount
- ◆ Delivery on-time
- ◆ After-sales service and support
- ◆ Supplier's track record with the Company

4.2 營運慣例

4.2.1 供應商管理

本集團制訂《採購守則》旨確保各部門按照及恪守集團制定的政策及流程進行任何採購活動。訂立庫存記錄機制，在採購前應檢視庫存量，適時制的採購可提升業務及倉儲之效率。

選取供應商的基本原則為：

- ◆ 具市場競爭力的價格
- ◆ 產品或服務的品質及其可靠性
- ◆ 符合使用者的要求和/或規格
- ◆ 符合申請部門的技術要求及評估
- ◆ 能與現有系統融合
- ◆ 服務質素
- ◆ 信用條款及付款折扣
- ◆ 準時交貨
- ◆ 售後服務和支援
- ◆ 供應商與公司在過去的合作表現

4.2.1 Supplier Management (Cont' d)

The staff who in charge of procurement must comply with the procurement policy when purchasing goods. It shall act as for the best rights and interests of the Group when handling corporate affairs to avoid any actual or potential conflict of interests. They also have the responsibility to report to the Group in writing any potential conflict of interests, personal or financial, that may arise from business deals or agreements. If any concealment is discovered, the Human Resources and Administration Department must be notified and all reports will be kept strictly confidential.

4.2.2 Product Service and Liability

The Group not only commits to provide quality services and solutions to customers, but also ensures customers enjoying the use of safe and reliable products. While the establishment of specific policies and compliance with the quality control workflow, the Group ensures the products meeting the requirements and the relevant health and safety, advertisement, intellectual property and privacy laws and regulations. During the reporting period, there were no known cases of non-compliance with the above laws and regulations.

The Group pioneered the idea of “integrated operation” in product operation by applying a multi-media advertising approach. Advertising packages will involve the use of newspapers, magazines, journals and the Internet so as to create added values for advertisers. The model of integrated operation, which focuses on the centralized co-ordination of multi-regional advertising, editing, distribution, planning, marketing and media business, together with the Group's unique system of advertisement monitoring system, maximizes the effectiveness of the operation.

4.2.1 供應商管理 (續)

相關負責人在採購事務時必須根據本集團內部之採購守則。而在處理公司事務時，亦從本集團最大利益出發，避免任何實際或被視為可出現的利益衝突。同時，亦有責任以書面形式向本集團申報任何商業協議或約定可能導致個人或財務上的利益衝突。如發現任何隱瞞行為，必須通報人力資源及行政部，而所有舉報均會嚴格保密。

4.2.2 產品服務及責任

本集團不單致力為客戶提供優質服務及解決方案，更確保客戶可享用安全及穩定的產品。本集團已通過嚴格的質量控制及管理制度，以確保產品符合有關健康與安全、廣告、知識產權及私隱事宜的法例規管。在報告期內，本集團並未發現不符合以上法律或法規的情況。

本集團在產品經營模式上開創「集成運營」的新策略，在廣告推介及發布上實施多媒體集成運營，報紙、雜誌、特刊、網絡等立體聯動，為客戶提供增值服務。實行多區域集成運作，廣告、採編、發行、策劃推廣、傳媒商務等統一調度，環環緊扣，並配合獨有的廣告監測系統，促使運營效果實現最大化。

4.2.2 Product Service and Liability - Traditional Advertising Business

Sale of the Group's advertising services takes the form of direct sales to advertisers in various sectors. To better serve the needs and requirements of clients, the Group has set up local branches and sales teams in every city where the Group operates as well as designated marketing teams for different sectors. These branches and teams are centrally managed by the headquarters.

4.2.2 Product Service and Liability - Printing and Distribution Supporting Service

To newspaper partners with which the Group enters into comprehensive collaboration, the Group provides supporting services which include distribution management, printing and electronic distribution of publications in order to maximize the marketing value of the clients. The provision of such services also allows the Group to strengthen the relationship with its newspaper partners by boosting the quality and appeal of the publications, thereby increasing the revenue from the provision of integrated printing and media services to the clients

4.2.2 產品服務及責任 - 常規廣告

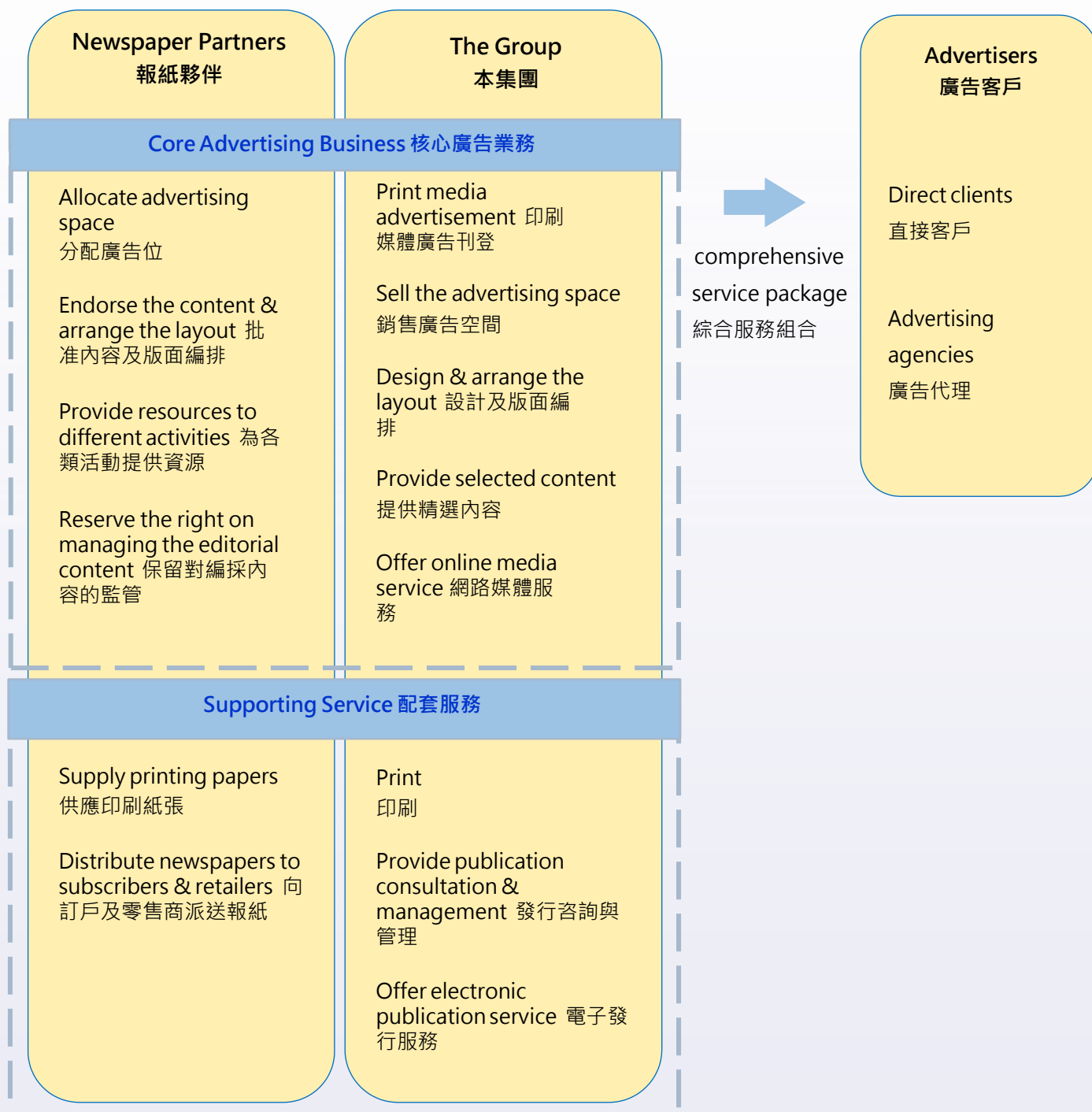
本集團的廣告服務銷售通過向來自各行各業的廣告客戶進行直銷的方式進行，為更好地滿足客戶的個人需要及要求，本集團在經營所在的各城市設立銷售服務團隊在當地經營，並由集團總部集中管理，本集團亦將客戶按行業劃分，設立專項營銷團隊跟進。

4.2.2 產品服務及責任 - 印刷發行配套服務

本集團為全面合作關係的報紙夥伴提供若干配套服務包括發行管理、印刷及出版刊物的電子發行，為廣告客戶提供最大的市場推廣價值。同時，旨在加深與報紙夥伴的合作關係，協助提升其刊物的質量，增加其對讀者的吸引力，以協助本集團提升向廣告客戶銷售本集團的綜合印刷媒體服務所產生的收入。

Traditional operational framework :

常規管理流程概述如下 :



4.2.3 Anti-corruption

The Group strictly observes relevant legal and ethical requirements. Its staff handbook contains a number of provisions regarding work conduct and discipline, which are consistently implemented in daily operations and employee management, in order to protect and maintain the interests of the Group and its stakeholders.

During the reporting period, there was neither violation of relevant standards, rules and regulations nor litigation of corruption cases involving the Group or its employees.

4.2.3 防止貪污

本集團嚴格遵守相關法律規範和道德準則。在員工手冊中制定多項工作守則和紀律條文，在實際營運及對僱員管理的過程中貫徹執行，以保障和維護本集團及權益人的利益。

在報告期內，本集團並未有出現相關標準、規則及法規的違規事宜，及未有牽涉本集團或其僱員關於貪污方面的訴訟個案。



4.3 Community

With a business coverage spanning across a number of cities in China, the Group is dedicated to establish closer ties with local communities through various means as one of its corporate responsibility objectives. It takes a proactive and constructive approach in giving back to the society by encouraging its employees to participate in charitable and community services and provide more assistance to those in need.

Explore to Learn” (“遠航助學”) is an event organized by the Exploration Team of the Executive Master of Business Administration programme of the Xiamen University in China and its goal is to help the needy students living in impoverished rural areas to have access to education and improve their living standard. Since 2014, Mr. Yu Shiquan, Executive Director and Chief Financial Officer of the Group, has been joining the “遠航助學” for six consecutive years to donate money and offer learning materials to the children living in poor mountain regions. The Group is honored to be part of the great cause in supporting, and extending love and care to, the underprivileged children. Mr. Yu and Group’s representatives continued to join a 3-day visit activity in the reporting period.



執行董事兼首席財務官余詩權先生(後排左二)探訪山區學校。
Mr. Yu Shiquan (Twoth from the left, back row), Executive Director and Chief Financial Officer visited the schools in poor mountain regions.

4.3 社區

本集團的業務遍及中國多個城市，積極履行企業公民責任，致力透過多種途徑與當地社區建立更緊密的聯繫，以主動、積極的態度和行動回饋社會，並推動僱員參與各種社會公益事務，為社區作出貢獻，為有需要人士提供更多援助。

《遠航助學》項目是由中國廈門大學高級工商管理碩士遠航班全體成員共同發起，致力扶助山區貧困學生學習與生活的助學活動。自2014年起，本集團執行董事兼首席財務官余詩權先生已連續六年參與《遠航助學》組織，向貧困山區孩子捐助學習款項、學習物資等。樂善有恆，身體力行，用愛為大山中的孩子們護航！報告年內，余詩權先生及集團代表參與了為期3天的年度探訪活動。



The Group also values harmonious relations between its subsidiaries and the respective communities where they are located. Through active involvement in local affairs and understanding of local needs, the Group strives to ensure social well-being is addressed.

本集團各地附屬公司亦非常重視在所在社區建立和諧共融的企業和社區關係，通過積極參與社區活動，瞭解社區需求，並以實際行動考慮社區利益。

Appendix 1

附錄 1

List of Excluded Facilities

不包括的辦公設施列表

In consideration of immateriality, the following list of facilities are excluded from the preparation of this report.

基於以下公司非實質營運，故排除於本報告外之辦公設施。

Facility Name 公司名稱	Region 地區
Guizhou ShiFang Printing Co. Ltd. 貴州十方印務有限公司	Guizhou 貴州
Liaoning ShiFang XinDa Culture Communication Co., Ltd. 遼寧十方信達文化傳媒有限公司	Liaoning 遼寧
Glory Peace Limited 榮泰有限公司	Samoa 薩摩亞
Dragon Soar Ltd 龍翔有限公司	British Virgin 英屬維京群島
Fujian ShiFang HeQiang Electronic Technology Co., Ltd. 福州十方合強電子科技有限公司	Fujian 福建
Fujian ShiFang KaiTai Advertisement Technology Co., Ltd. 福建十方開泰傳媒科技有限公司	Fujian 福建

Appendix 2

ESG Performance Table

附錄 2

環境、社會、管治報告績效表

Key Performance Indicators 關鍵績效指標	Unit 單位	2019
Greenhouse Gases (GHG) Emission 溫室氣體排放		
Scope 1-2 GHG Emissions 範圍 1-2 溫室氣體排放	tCO ₂ e ⁻ 公噸	275.39
GHG Emission Intensity 溫室氣體排放密度		
By Unit Production 按每產量單位	kgCO ₂ e ⁻ / Unit Produced 公斤二氧化碳當量 / 產量單位	0.0374
By Revenue 按收入	kgCO ₂ e ⁻ / RMB '000 公斤二氧化碳當量 / 人民幣 '000	2.25
By Gross Floor Area (GFA) 按總樓面面積	kgCO ₂ e ⁻ / m ² 公斤二氧化碳當量 / 平方米	54.30
By Full-Time Employee (FTE) 按全職員工人數	kgCO ₂ e ⁻ / Person 公斤二氧化碳當量 / 人	1,071.56
Hazardous Waste (Recycled) 有害廢棄物 (已回收)		
Ink 油墨	Kg 公斤	2,000.00
Recycled Ink Intensity by Unit Production 按每產量單位計算的油墨回收密度	kg / Unit Produced 公斤 / 產量單位	0.0002718
Recycled Ink Intensity by Revenue 按收入計算的油墨回收密度	kg / RMB '000 公斤 / 人民幣 '000	0.016343
Plastic Bucket/Metal Bucket/Ink Cartridges/ Coffee Capsules 塑料桶/鐵皮桶/打印機/油墨盒/咖啡膠囊	Pieces 件	63.00

Key Performance Indicators 關鍵績效指標	Unit 單位	2019
Non-Hazardous Waste (Recycled) 無害廢棄物 (已回收)		
Paper 廢紙	Tonnes 噸	17.00
Recycled Paper Intensity by Unit Produced 按每產量單位計算的廢紙回收密度	kg / Unit Produced 公斤 / 產量單位	0.00231
Recycled Paper Intensity by Revenue 按收入計算的廢紙回收密度	kg / RMB '000 公 斤 / 人民幣 '000	0.000139
Energy Consumption 能源消耗		
Electricity Usage 耗電	kWh 千瓦時	428,013.20
Energy Intensity by Facility 按設施數量計算的耗電密度	kWh / Facility 千瓦時 / 設施	32,924.09
Energy Intensity by Revenue 按收入計算的耗電密度	kWh / RMB '000 千瓦時 / 人民幣 '000	0.003498
Energy Intensity by FTE 按全職員工人數計算的耗電密度	kWh / Person 千瓦時 / 人	1,665.42
Energy Intensity by GFA 按總樓面面積計算的耗電密度	kWh / m ² 千瓦時 / 平方米	84.39
Water Consumption 耗水		
Water Consumption 耗水量	m ³ 立方米	5,529.90
Water Consumption Intensity by Facility 按設施數量計算的耗水密度	m ³ / Facility 立方米 / 設施	425.38
Water Consumption Intensity by FTE 按全職員工人數計算的耗水密度	m ³ / Person 立方米 / 人	21.52
Water Consumption Intensity by GFA 按總樓面面積計算的耗水密度	m ³ / m ² 立方米 / 平方米	1.09
Packaging Material 包裝材料		
Nylon Cable Tie 包裝索帶	Tonnes 噸	1.36
Packaging Material Usage Intensity by Unit Production 按每產量單位計算的塑膠包裝材料	kg / Unit Produced 公斤 / 產量單位	0.0001848

Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter, reference page(s) or explanation 相關章節，參考頁面或說明
A. Environmental 環境		
Aspect A1: Emissions 排放物		
General Disclosure 一般披露	Information on: 資料來源: (a) the policies; and 政策; 及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律	The description has been recorded in this report : 3. Environmental 相關描述已記錄於本報告 : 3. 環境
KPI 關鍵績效指標 A1.1	The types of emissions and respective emissions data 排放物種類及相關排放數據	The description has been recorded in this report : Appendix 2 “ESG Performance Table” 相關描述已記錄於本報告 : 附錄2環境、社會、管治報告績效表
KPI 關鍵績效指標 A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)	The description has been recorded in this report : Appendix 2 “ESG Performance Table” – GHG Emissions 相關描述已記錄於本報告 : 附錄2環境、社會、管治報告績效表 - 溫室氣體排放
KPI 關鍵績效指標 A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)	The amount of waste produced is not documented because of its insignificant quantity. The Group shall consider recording such data in the near future. 由於數據不足，而所產生的廢物量沒有記錄在案。本集團可能考慮在來年記錄此類數據。

Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter, reference page(s) or explanation 相關章節·參考頁面或說明
KPI 關鍵績效指標 A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility) 所產生無害廢棄物總量 (以噸計算) 及 (如適用) 密度 (如以每產量單位、每項設施計算)。	The amount of waste produced is not documented because of its insignificant quantity. The Group shall consider recording such data in the near future. 由於數據不足, 而所產生的廢物量沒有記錄在案。本集團可能考慮在來年記錄此類數據。
KPI 關鍵績效指標 A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	The description has been recorded in this report : 3.1 Emissions - 3.1.4 Noise Control 相關描述已記錄於本報告 : 3.1 排放物至 3.1.4 噪音污染控制
KPA 關鍵績效指標 A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述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。	The description has been recorded in this report : 3.2.1 Green Offices 相關描述已記錄於本報告 : 3.2.1 環保辦公室
Aspect A2: Use of Resources 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。	The description has been recorded in this report : 3.2 Use of Resources 相關描述已記錄於本報告 : 3.2 資源使用
KPI 關鍵績效指標 A2.1	Direct and / or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in ' 000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及 / 或間接能源 (如電、氣或油) 總耗量 (以千個千瓦時計算) 及密度 (如	The description has been recorded in this report : 3.2.1 Green Offices 相關描述已記錄於本報告 : 3.2.1 環保辦公室

Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter, reference page(s) or explanation 相關章節、參考頁面或說明
KPI關鍵績效指標 A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度 (如以每產量單位、每項設施計算)。	The description has been recorded in this report : 3.1.3 Water Consumption & Wastewater Treatment 相關描述已記錄於本報告 : 3.1.3 耗水及廢水處理
KPI 關鍵績效指標 A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	The description has been recorded in this report : 3.2.1 Green Offices 相關描述已記錄於本報告 : 3.2.1 環保辦公室
KPI關鍵績效指標 A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題、以及提升用水效益計劃及所得成果。	The Group does not have a system in place to document and monitor the use of water and water efficiency initiatives. The Group shall improve its data monitoring and collection system to begin capturing our data on consuming water and measure of water saving. 本集團目前沒有恰當的系統記錄或監控用水及節水措施。本集團將考慮改進有關之數據監控和收集系統，以開始收集相關數據及研究可行之節水措施。
KPI關鍵績效指標 A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced 製成品所用包裝材料的總量 (以噸計算) 及 (如適用) 每生產單位估量。	The Group does not have a system in place to document and monitor the use of packaging material. The Group shall improve its data monitoring and collection system to begin capturing our data on packaging material used. 本集團目前沒有恰當的系統記錄或監控包裝材料的使用情況。本集團將考慮改進有關之數據監控和收集系統，以開始收集相關數據。

Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter, reference page(s) or explanation 相關章節，參考頁面或說明
Aspect A3: The Environment and Natural Resources 環境及天然資源		
General Disclosure 一般披露	Policies on minimizing 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。	The description has been recorded in this report : 3.1 Emissions 相關描述已記錄於本報告 : 3.1 排放物
KPI 關鍵績效指標 A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	The description has been recorded in this report : 3.1 Emissions 相關描述已記錄於本報告 : 3.1 排放物
B. Social 社會		
Employment and Labour Practices 僱傭及勞工常規		
Aspect B1: Employment 僱傭		
General Disclosure 一般披露	Information on: 資料來源: 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) the policies; and 政策; 及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律	The description has been recorded in this report : 4.1.5 Labor Standards 相關描述已記錄於本報告 : 4.1.5 勞工準則

Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter, reference page(s) or explanation 相關章節，參考頁面或說明
KPI 關鍵績效指標 B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	The description has been recorded in this report : 4.1.1 Employment 相關描述已記錄於本報告 : 4.1.1 僱傭
KPI 關鍵績效指標 B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	The description has been recorded in this report : 4.1.4 Staff Turnover 相關描述已記錄於本報告 : 4.1.4 員工流失率
Aspect B2: Health and Safety 健康與安全		
General Disclosure 一般披露	Information on: 資料來源: 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) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律	The description has been recorded in this report : 4.1.2 Health and Safety 相關描述已記錄於本報告 : 4.1.2 健康與安全
KPI 關鍵績效指標 B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	The description has been recorded in this report : 4.1.2 Health and Safety 相關描述已記錄於本報告 : 4.1.2 健康與安全
KPI 關鍵績效指標 B2.2	Lost days due to work injury. 因工傷損失工作日數。	The description has been recorded in this report : 4.1.2 Health and Safety 相關描述已記錄於本報告 : 4.1.2 健康與安全

Appendix 3

附錄 3

HKEx ESG Guide Content Index (Cont' d)

香港交易所《環境、社會及管治報告指引》內容索引 (續)

Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter, reference page(s) or explanation 相關章節，參考頁面或說明
Aspect B4: Labour Standards 勞工準則		
General Disclosure 一般披露	Information on: 資料來源: Relating to preventing child and forced labour: 有關防止童工或強迫勞工的: (a) the policies; and 政策; 及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer	The description has been recorded in this report : 4.1.5 Labour Standards 相關描述已記錄於本報告 : 4.1.5 勞工準則
KPI 關鍵績效指標 B4.1	Description of measures to review employment practices to avoid child and forced labour 描述檢討招聘慣例的措施以避免童工及強制勞工。	All employee recruitment should be possessed by HR Department and employees' identity card copies should be kept to avoid any child recruitment. 所有招聘工作必需經由人力資源部處理，並需保存員工身份証副本以免聘用童工。
KPI 關鍵績效指標 B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	If the HR Department finds that the applicant does not meet the minimum working age requirement under Hong Kong labor law, HR department will turn down the application. 如人力資源部發現應徵者未符合香港勞工法例有關工作年齡要求時，人事部門會拒絕該應徵者之申請。

Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter, reference page(s) or explanation 相關章節，參考頁面或說明
Operating Practices 營運慣例		
Aspect B5: Supply Chain Management 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。	The description has been recorded in this report : 4.2.1 Supplier Management 相關描述已記錄於本報告 : 4.2.1 供應商管理
KPI 關鍵績效指標 B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	The Group does not have a system in place to document and monitor the products and service related complaints. The Group shall improve its data monitoring and collection system to begin capturing our data. 本集團目前沒有合當的系統記錄或監控相關資料。本集團將考慮改進有關之數據監控和收集系統，以開始收集相關數據。
KPI 關鍵績效指標 B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	The description has been recorded in this report : 4.2.1 Supplier Management 相關描述已記錄於本報告 : 4.2.1 供應商管理

Appendix 3

附錄 3

HKEx ESG Guide Content Index (Cont' d)

香港交易所《環境、社會及管治報告指引》內容索引 (續)

Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter, reference page (s) or explanation 相關章節，參考頁面或說明
Aspect B6: Product Responsibility 產品責任		
General Disclosure 一般披露	Information on: 資料來源: 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) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律	The description has been recorded in this report : 4.2.2 Product Service and Liability 相關描述已記錄於本報告：4.2.2 產品服務及責任
KPI 關鍵績效指標 B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	There is no related recorded in the accounting period. 審計年度並沒有相關記錄
KPI 關鍵績效指標 B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	There is no complaint recorded in the accounting period. 審計年度並沒有投訴記錄
KPI 關鍵績效指標 B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	The description has been recorded in this report : 4.2.2 Product Service and Liability 相關描述已記錄於本報告：4.2.2 產品服務及責任

Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter, reference page(s) or explanation 相關章節，參考頁面或說明
KPI 關鍵績效指標 B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	The Group does not have a system in place to document and monitor the products and service related complaints. The Group shall improve its data monitoring and collection system to begin capturing our data on related quality assurance process and recall procedures.本集團目前沒有合當的系統記錄或監控相關質量檢定過程及產品回收程序。本集團將考慮改進有關之數據監控和收集系統，以開始收集相關數據。
KPI 關鍵績效指標 B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	The description has been recorded in this report : 4.2.2 Product Service and Liability 相關描述已記錄於本報告 : 4.2.2 產品服務及責任
Aspect B7: Anti-corruption 反貪污		
General Disclosure 一般披露	Information on: 資料來源: relating to bribery, extortion, fraud and money laundering.: 有關防止賄賂、勒索、欺詐及洗黑錢的 : : (a) the policies; and 政策 ; 及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律	The description has been recorded in this report : 4.2.3 Anti-corruption 相關描述已記錄於本報告 : 4.2.3 防止貪污

Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter, reference page(s) or explanation 相關章節，參考頁面或說明
KPI 關鍵績效指標 B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	The description has been recorded in this report : 4.2.3 Anti-corruption 相關描述已記錄於本報告 : 4.2.3 防止貪污
KPI 關鍵績效指標 B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	The description has been recorded in this report : 4.2.1 Supplier Management 相關描述已記錄於本報告 : 4.2.1 供應商管理
Community 社區		
Aspect B8: Community Investment 社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	The description has been recorded in this report : 4.3 Community 相關描述已記錄於本報告 : 4.3 社區
KPI 關鍵績效指標 B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇 (如教育、環境事宜、勞工需求、健康、文化、體育)。	The description has been recorded in this report : 4.3 Community 相關描述已記錄於本報告 : 4.3 社區
KPI 關鍵績效指標 B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源 (如金錢或時間)。	The description has been recorded in this report : 4.3 Community 相關描述已記錄於本報告 : 4.3 社區



SHIFANG HOLDING LIMITED 十方控股有限公司

6/F, Hua Fu Mansion, No.121 Gutian Road, Fuzhou, Fujian,China 350005

中國福建省福州市鼓樓區古田路121號華福大廈6樓

Tel : (86) 591 8334 7997

Room 2103, 21/F “Port 33”, No. 33 Tseuk Luk Street, San Po Kong, Kowloon

香港九龍新蒲崗爵祿街33號“Port 33” 21樓2103室

Tel : (852) 2285 3988

www.shifangholding.com