

Goal Rise Logistics (China) Holdings Limited 健升物流(中國)控股有限公司

(incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

Stock Code 股份代號 : 1529

2019

Environmental, Social and
Governance Report
環境、社會及
管治報告



Environmental, Social and Governance Report

環境、社會及管治報告

INTRODUCTION AND ENVIRONMENTAL, SOCIAL AND GOVERNANCE POLICIES

This Environmental, Social and Governance Report (the “**Report**”) summarises the environmental, social and governance (“**ESG**”) initiatives, plans and performance of Goal Rise Logistics (China) Holdings Limited (the “**Company**”, together with its subsidiaries, the “**Group**” or “**we**”), and demonstrates its commitment to sustainable development. The Group has undergone the transfer of listing from GEM to the Main Board on the Stock Exchange of Hong Kong Limited (“**HKEX**”) on 19 December 2019.

The Group provides a wide range of logistics services to meet the needs of our customers’ supply chains in the People’s Republic of China (the “**PRC**”), which include (i) transportation; (ii) warehousing; (iii) in-plant logistics; and (iv) customisation services (which consist mainly of labelling services and bundling services). We offer transportation services to our customers including delivering production materials, components and finished goods to their downstream clients, manufacturing plants and/or designated locations. The Group’s five warehouses in Guangdong Province can provide customers with warehousing services. Our in-plant logistics services cover the management of the movement of (i) production materials and components and work-in-progress to the production lines within our customers’ manufacturing plants; and (ii) finished goods out to their factory gate. Our range of services gives us a competitive advantage over other logistics service providers in the PRC which offer only a limited range of services.

The Group believes that environmental protection, low-carbon, conservation of resources, and sustainable development are the social trends. In order to pursue a successful and sustainable business model in the growing trend, the Group recognises the importance of incorporating ESG concepts into its risk management system and has taken appropriate measures in day-to-day operations and governance.

序言和環境、社會及管治方針

本環境、社會及管治報告（「**本報告**」）總結健升物流（中國）控股有限公司（「**本公司**」，連同其附屬公司，「**本集團**」或「**我們**」）在環境、社會及管治（「**環境、社會及管治**」）上的倡議、計劃及績效，並展示其在可持續發展方面的承諾。本集團於2019年12月19日由香港聯合交易所（「**香港交易所**」）GEM轉往主板上市。

本集團提供各式各樣的物流服務，以切合中華人民共和國（「**中國**」）客戶的供應鏈需求，當中包括(i)運輸；(ii)倉儲；(iii)廠內物流；及(iv)定製服務（主要包括標籤服務及封裝服務）。我們為客戶提供運輸服務，主要包括交付客戶的生產材料、零部件及成品至客戶的下遊客戶、生產廠房及／或指定地點。本集團在廣東省的五個倉庫可為客戶提供倉儲服務。廠內物流服務涵蓋以下活動的管理工作：(i)在客戶生產廠房內將生產材料及零部件及在製品運至生產線；及(ii)將成品運出廠外。中國其他物流服務供應商只提供有限範疇的服務，而我們提供的服務範疇可令我們擁有競爭優勢。

本集團相信環保、低碳、保護資源，以及可持續發展為社會大趨勢。為了在大趨勢中追求成功和可持續的商業模式，本集團認同將環境、社會及管治理念融入其風險管理系統的重要性並已從日常經營及管治方面採取相應措施。

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The ESG Governance Structure

The Group has established the ESG Taskforce (the “**Taskforce**”). The Taskforce comprises core members from different departments and is responsible for collecting relevant information on the Group’s ESG aspects for preparing the Report. The Taskforce regularly reports to the board of directors (the “**Board**”), assists in identifying and evaluating the Group’s ESG risks and the effectiveness of the internal control mechanisms. The Taskforce also examines and evaluates our performances in different ESG aspects such as environment, health and safety, labour standards and product responsibilities. The Board sets up a general direction for the Group’s ESG strategies, ensuring the effectiveness in the control of its risks and internal control mechanisms.

SCOPE OF REPORTING

The Report mainly focuses on the Group’s core business in the PRC, including its subsidiaries in Tianjin and Taicang, and five warehouses in Guangdong Province. Unless otherwise stated, the Group obtained ESG Key Performance Indicators (“**KPIs**”) information through the Group’s and its subsidiaries’ operational control mechanisms. The Group will continue to expand the scope of disclosure in the future after the Group’s data collection system becomes more mature and its work on sustainable development is strengthened.

REPORTING FRAMEWORK

The Report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “**ESG Reporting Guide**”) as set out in Appendix 27 of the Rules Governing the Listing of Securities on Main Board of the HKEX. Information on the Group’s corporate governance practices is contained in the Corporate Governance Report on page 28 to page 44 of the Company’s 2019 annual report.

REPORTING PERIOD

The Report describes the ESG activities, challenges and measures taken by the Group during the year ended 31 December 2019 (“**2019**”).

環境、社會及管治治理結構

本集團成立了環境、社會及管治工作小組(「**工作小組**」)。工作小組由本集團不同部門的核心成員組成，負責搜集本集團在環境、社會及管治方面的相關資料以編製環境、社會及管治報告。工作小組會定期向董事會(「**董事會**」)彙報，協助辨識和評估本集團的環境、社會及管治風險以及評估內部控制機制的有效性。工作小組亦會檢查和評估本集團在環境、社會及管治範疇內環境、健康及安全、勞工準則及產品責任等不同方面的表現。董事會則會設定本集團環境、社會及管治策略上的大方向，並確保其風險控制及內部控制機制的有效性。

報告範圍

本報告主要集中於本集團在中國的核心業務，包括其在天津和太倉的附屬公司，以及廣東省的五個倉庫。除了特別列明以外，本集團通過本集團及附屬公司的營運控制機制取得環境、社會及管治關鍵績效指標(「**關鍵績效指標**」)資料。待本集團之資料收集系統更趨成熟，以及可持續發展工作深化之後，本集團將於未來繼續擴大披露範圍。

報告框架

本報告已根據香港交易所主板證券上市規則附錄27所載的《環境、社會及管治報告指引》(「**ESG 報告指引**」)予以編製。有關本集團企業管治常規之資料載於本公司2019年年報第28至44頁之企業管治報告。

報告期間

本報告詳述本集團於截至2019年12月31日止年度(「**2019年**」)取得的環境、社會及管治方面的活動、挑戰和採取的措施。

STAKEHOLDER ENGAGEMENT

We believe that listening to the opinions of stakeholders is constructive for an objective and comprehensive evaluation of our ESG performance. The Group has identified seven different groups of major stakeholders; they are employees, the Board, shareholders and investors, customers, suppliers and business partners, community and the public, and government and regulatory authorities.

The Group maintains on-going communication with the stakeholders through various communication channels as set out in the table below:

持份者參與

我們相信聽取持份者的意見有助於對我們的環境、社會及管治表現進行客觀和全面的評估。本集團已確定了七個不同的主要持份者群體，他們是僱員、董事會、股東和投資者、客戶、供應商和商業夥伴、社區和公眾，以及政府和監管機構。

本集團通過以下表中所載的各種溝通渠道與持份者保持溝通：

Internal Stakeholders 內部持份者	Communication Channels 溝通渠道	Expectations and Demands 期望和要求
Employees 僱員	<ul style="list-style-type: none"> Performance review Regular meetings Emails and notice boards 表現評估 常規會議 電子郵件及告示版 	<ul style="list-style-type: none"> Remuneration Occupational health and safety in workplace Career development 薪酬 工作地方的職業健康和安全 事業發展
The Board 董事會	<ul style="list-style-type: none"> Board meetings Committee meetings 董事會會議 委員會會議 	<ul style="list-style-type: none"> Corporate governance Regulatory compliance Financial performance Strategic development 企業管治 遵守法規 財務表現 策略發展

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External Stakeholders 外部持份者	Communication Channels 溝通渠道	Expectations and Demands 期望和要求
Shareholders and Investors 股東和投資者	<ul style="list-style-type: none"> Financial reports and announcements General meetings Official website 財務報告及公告 週年大會 官方網站 	<ul style="list-style-type: none"> Corporate governance Investment returns 企業管治 投資回報
Customers 客戶	<ul style="list-style-type: none"> Regular meetings Emails 常規會議 電子郵件 	<ul style="list-style-type: none"> Timely and safe delivery of services Protect customers' right 準時及安全的運輸服務 保障顧客權益
Suppliers and Business Partners 供應商和商業夥伴	<ul style="list-style-type: none"> Regular meetings Vendor evaluation 常規會議 供應商評估 	<ul style="list-style-type: none"> Fair and open procurement Stable business relationship 公平和開放的採購 穩定商業關係
Community and the Public 社區和公眾	<ul style="list-style-type: none"> Media conference Public welfare events 媒體發布會 公共福利活動 	<ul style="list-style-type: none"> Involvement in communities Environmental protection 投入社區 環境保護
Government and Regulatory Authorities 政府和監管機構	<ul style="list-style-type: none"> Regular meetings Regulatory newsletters 常規會議 合規通函 	<ul style="list-style-type: none"> Occupational health and safety in workplace Environmental protection Contribution to society 工作地方的職業健康和安全 環境保護 社會貢獻

The Group will take into account the expectations of its stakeholders while formulating its operational strategies and ESG measures, and work together to continuously improve its ESG performance to create greater value for the community.

在制訂營運策略及環境、社會及管治措施時，本集團會考慮持份者的期望，透過彼此合作使本集團不斷改善其表現，為社會締造更大價值。

MATERIALITY ASSESSMENT

The management and staff of the Group's respective major operations have participated in the preparation of the Report to assist the Group in reviewing its operations and identifying relevant ESG issues and assess the importance of related matters to its businesses and stakeholders. We believe that each year's business performance, overall situation of the industry and other factors will affect the experience of different stakeholders, and thus may affect their expectations and demands on different issues.

Subsequent to the listing of the Group, we have conducted a comprehensive materiality assessment survey and have invited stakeholders to express their views on a list of sustainability development issues. The Group is committed to engage with the stakeholders on an on-going basis and will conduct a more comprehensive materiality assessment.

Based on the assessed material ESG issues, a data collection questionnaire was prepared to collect information from relevant departments and business units of the Group. In 2019, the Group's materiality matrix is as follows:

重要範疇評估

本集團各主要職能的管理層與員工均有參與編製本報告，以協助本集團檢討其運作情況及鑒別相關環境、社會及管治事宜，並評估相關事宜對本集團的業務以及各持份者的重要性。我們相信，每年的業務表現、行業整體情況等因素都會影響不同持份者的經驗，從而可能影響他們對不同項目的期望和要求。

本集團上市後，我們亦已進行一個全面重要性評估調查，並邀請有關持份者就可持續發展問題清單表達意見。本集團承諾會持續地與持份者進行接觸，並將更全面性進行重要性評估。

根據經評估的環境、社會及管治重要事項，編製問卷，向本集團相關部門及業務單位收集資料。於2019年，本集團的重要性矩陣如下：



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Material ESG Issues

環境、社會及管治重要議題

- | | |
|--|-----------------------------------|
| 1. Waste Management | 2. Water Consumption |
| 3. Energy Consumption | 4. Use of Packaging Materials |
| 5. Climate Change Mitigation and Adaptation | 6. Employees' Rights and Welfare |
| 7. Health and Safety | 8. Development and Training |
| 9. Labour Standards | 10. Supply Chain Management |
| 11. Service Quality and Safety | 12. Customer Services and Privacy |
| 13. Protection of Intellectual Property Rights | 14. Advertising and Labeling |
| 15. Anti-corruption | 16. Community Investment |
| 17. Compliance Management | |
| 1. 廢棄物管理 | 2. 水資源消耗 |
| 3. 能源消耗 | 4. 包裝物料的使用 |
| 5. 減緩和適應氣候變化 | 6. 員工權利和福利 |
| 7. 健康與安全 | 8. 發展及培訓 |
| 9. 勞工準則 | 10. 供應鏈管理 |
| 11. 服務的品質與安全 | 12. 客戶服務及私隱 |
| 13. 知識產權保護 | 14. 宣傳及標籤 |
| 15. 反貪污 | 16. 社區投資 |
| 17. 合規管理 | |

In 2019, the Group confirmed that it has established appropriate and effective management policies and internal control systems for ESG issues and confirmed that the disclosed contents are in compliance with the requirements of the ESG Reporting Guide.

於2019年，本集團確認已就環境、社會及管治事宜設立合適及有效的管理政策及內部監控系統，並確認所披露內容符合ESG報告指引的要求。

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CONTACT US

The Group welcomes stakeholders to comment on the ESG policies and performance to help us continuously improve our sustainability performance. If you have any suggestions or opinions, questions or comments, please feel free to send them to the Company through the communication channels described on the Company's website.

A. ENVIRONMENTAL

A1. Emissions and KPIs

The Group attaches importance to the balance of business development and environmental protection and pays attention to the harmonious development of humans and nature. In 2019, the Group has complied with the environmental regulations applicable to the locations of its business operations. We have adopted policies on pollution prevention, preservation of natural resources and adherence to environmental laws and regulations. We have also formulated internal environmental management guidelines and implemented carbon reduction measures to reduce the consumption of resources such as electricity, fuel and water.

In 2019, the Group was not aware of any material non-compliance of relevant local environmental laws and regulations in relation to air and greenhouse gas (“GHG”) emissions, discharges into water and land, and generation of hazardous and non-hazardous waste that would have a significant impact on the Group, including but not limited to the Environmental Protection Law of the People's Republic of China, Water Pollution Prevention and Control Law of the People's Republic of China, Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution, Law of the People's Republic of China on Prevention and Control of Pollution From Environmental Noise, and Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste. The Group has established an environmental protection accountability system and actively implements environmental measures against pollution during daily operation.

與我們聯絡

本集團歡迎持份者就我們的環境、社會及管治方針及表現提供意見，幫助我們不斷提高可持續發展績效。如有任何建議或意見、問題或評論，敬請閣下透過本公司網站內所述之溝通渠道發送去本公司。

A. 環境

A1. 排放物和關鍵績效指標

本集團重視業務發展和環境保護的平衡，關注人與自然的和諧發展。於2019年，本集團已遵守適用於業務營運地的環保法規要求。本集團採納污染預防、保護自然資源及遵守環境法律法規的政策。我們亦已制定內部環境管理指引及實施減碳措施以減省電力、燃料和水等資源的消耗。

於2019年，本集團並不知悉任何嚴重違反有關廢氣及溫室氣體（「**溫室氣體**」）排放物、水及土地的排污以及有害及無害廢棄物產生的相關當地環境法律法規而對本集團造成重大影響的情況，包括但不限於《中華人民共和國環境保護法》、《中華人民共和國水污染防治法》、《中華人民共和國大氣污染防治法》、《中華人民共和國環境噪聲污染防治法》以及《中華人民共和國固體廢物污染環境防治法》。本集團建立了環境保護責任制度，對於經營過程中產生的環境污染積極採取環境保護措施。

The operation supervisors at all levels and office executives supervise the implementation of the above measures and related environmental protection policies. The Group expects all departments to give their best to implement its environmental policies and ensure all operational processes are complied with relevant laws and regulations, under the Group's strict supervision and guidance. Persons in charge at all levels will continue to review the environmental policies and practices and report to the management if necessary, with recommendations. If there is an abnormal discharge caused by an emergency during the operation process, the persons in charge will immediately take emergency measures to prevent the expansion of pollution, and report to the management in a timely manner so as to control the situation.

Exhaust Gas Emissions

Exhaust gas emissions generated from business operations of the Group mainly include nitrogen oxides ("NO_x"), sulphur oxides ("SO_x") and particulate matter ("PM"), the major source of which is vehicle exhaust gas.

本集團的各級經營主管及辦公室的行政人員會監督上述措施及相關環保政策的實施情況。本集團希望在嚴格的監察及指導下，各部門盡其所能執行其環保政策，確保所有業務流程符合相關法律法規要求。各級環保事務負責人會持續審視本集團的環保政策及實務，並適當彙報予管理層，如有需要會提出建議措施。在經營過程中，如出現突發事件造成排污異常，負責人應該立即採取應急措施，防止污染擴大，並及時向管理層彙報。

廢氣排放

本集團業務營運產生的廢氣主要包括氮氧化物(「**氮氧化物**」)、硫氧化物(「**硫氧化物**」)和顆粒物(「**顆粒物**」)，其主要來源為汽車尾氣。

During the business operations of the Group, a large number of vehicles are used for transportation. The consumption of gasoline and diesel by the vehicles results in the emission of air pollutants. To reduce the exhaust gas emissions from the abovementioned source, the Group has formulated related policies, and implemented various reduction measures and fleet management measures:

Fleet Management

- Selecting environmentally friendly vehicles according to the State Environmental Protection Administration's Vehicle Exhaust Pollutants Limit Standard. Regularly check the vehicles' relevant gas emissions, and pass the qualified inspection of the local environmental protection department to obtain the mark of environmental protection inspection;
- Any vehicle which has reached the vehicle service life specified by the Ministry of Public Security and the State Environmental Protection Administration in the Standards for Retirement of Automobiles will be promptly scrapped and the vehicles that do not meet the requirements of the Group will also be eliminated, to achieve a safe and clean environment for the society;
- Installing sprinklers at the entrances and exits of offices and warehouses to reduce dust particles and air pollution caused by the wheels; and

在本集團的營運過程中，需要用到大量車輛作運輸，所消耗的汽油和柴油會導致空氣污染物排放。本集團已經制定政策，並實施各種減排措施以及車隊管理措施，以減少通過上述來源產生的廢氣排放：

車隊管理

- 按國家環境保護總局的《汽車尾氣污染物排放限值標準》選用環保車輛。定期檢查車輛有關氣體的排放情況，通過環保局的合格檢驗，得到環保檢驗合格標誌；
- 凡是達到公安部及國家環境保護總局規定《汽車報廢標準》的車輛使用年限的，本集團都進行及時申請報廢，並對不符合本集團要求的車輛也進行淘汰，為社會創造一個安全及清潔的環境；
- 在辦公室及倉庫的出入口安裝灑水裝置以減低車輪造成揚塵顆粒和空氣污染；及

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- There are strict requirements for drivers:
 - Under Article 13 of the Performance Management System, penalties are imposed on the drivers for “powerful stepping on the throttle when the vehicle is started”. When parking (loading and unloading), the engine is required to be turned off, and the vehicle key must be kept when loading and unloading;
 - Requiring drivers to fuel at gas stations with national standards, scale and integrity, such as BP Petrochina Petroleum Co., Ltd. gas stations. When using their high-quality products, the Group’s truck exhaust gas emissions will be less. There will be less pollution, which is in line with the national standards for exhaust gas emissions; and
 - Drivers are trained to have the best environmentally friendly driving habits, including reducing wheel idleness and prohibiting idle wheel engine rotation.
- 對司機有嚴格的要求：
 - 根據《績效管理制度》第13條的規定，對「剛起動車輛時大力踩油門加油」的司機人員進行處罰，在停車等候(裝卸貨)時，要求關掉引擎，而裝卸貨時必須交出車鑰匙；
 - 要求司機到有國家標準、有規模和有誠信的加油站加油，如中油碧辟(BP)加油站。使用其優質的產品後，本集團的卡車尾氣排放的廢氣會更少、污染會更少，從而符合國家規定的尾氣排放標準；及
 - 訓練司機養成最佳環保駕駛習慣，包括減少車輪閑置行為及禁止閑置車輪引擎轉。

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Due to the above measures and a reduction in fuel consumption by vehicles in the Group's land transportation services, the Group's overall exhaust gas emissions in 2019 were lower compared to 2018. Although there was a reduction in the land transportation service, the Group's revenue remains constant as a result of an increase in the Group's marine transportation services. The fuel consumed for the marine transportation services was provided and borne by third party shipping companies.

The Group's exhaust gas emissions performance was as follow:

Exhaust gas category 廢氣種類	Unit 單位	2019 2019年	2018 2018年
NO _x 氮氧化物	kg 公斤	3,798.56	7,708.92
SO _x 硫氧化物	kg 公斤	4.73	13.74
PM 顆粒物	kg 公斤	304.74	762.89

GHG Emissions

The Group's GHG emissions are mainly generated from direct GHG emissions resulted from combustion of diesel and gasoline for transportation and machinery, and natural gas consumption (Scope 1), energy indirect GHG emissions resulted from purchased electricity (Scope 2), and other indirect GHG emissions resulted from water consumption and paper disposal (Scope 3).

The Group's GHG emissions have decreased by about 26% from approximately 4,639.95 tonnes in 2018 to approximately 3,445.44 tonnes in 2019. This reflects that the employees of the Group have increased their awareness of power and energy savings and a reduction in fuel consumption by vehicles due to the decrease of the Group's land transportation services.

由於採用以上措施以及本集團的陸運運輸減少所導致的車用燃油消耗用量減少，本集團於2019年的廢氣排放量相較於2018年少。然而本集團於2018年及2019年的收益相約，原因是本集團的海運運輸有所增加，海運運輸的燃油消耗由第三方船運公司所提供並負擔。

本集團的廢氣排放表現如下：

溫室氣體排放

本集團業務運營中產生的溫室氣體排放主要源於車輛及機器柴油及汽油，以及天然氣所造成的直接溫室氣體排放（範圍一），外購電力所造成的能源間接溫室氣體排放（範圍二）和用水及用紙所造成的其他間接溫室氣體排放（範圍三）。

本集團的溫室氣體排放量減少約26%由2018年約4,639.95噸減少至2019年約3,445.44噸。此反映本集團僱員的節電和節能意識已有所提高以及本集團陸運運輸減少所導致的車用燃油消耗用量下降。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

The Group's GHG emissions performance was as follows:

本集團的溫室氣體排放表現如下：

Indicator ¹ 指標 ¹	Unit 單位	2019 2019年	2018 2018年
Scope 1 — Direct GHG emissions 範圍一 — 直接溫室氣體排放	tCO ₂ e 噸二氧化碳	783.72	2,229.65
Scope 2 — Energy indirect GHG emissions 範圍二 — 能量間接溫室氣體排放	tCO ₂ e 噸二氧化碳	2,644.85	2,388.07
Scope 3 — Other indirect GHG emissions 範圍三 — 其他間接溫室氣體排放	tCO ₂ e 噸二氧化碳	16.87	22.23 ³
Total emissions 排放總量	tCO ₂ e 噸二氧化碳	3,445.44	4,639.95
Intensity ² 密度 ²	tCO ₂ e/RMB million revenue 噸二氧化碳當量/ 百萬元人民幣收益	16.42	21.96

Notes:

備註：

- GHG emission data is presented in terms of CO₂ equivalent, with reference to, including but not limited to the reporting requirements of the GHG Protocol Corporate Accounting and Reporting Standards issued by the World Resources Institute and the World Business Council for Sustainable Development, Annual Report 2018/19 issued by the Water Supplies Department, Sustainability Report 2018–19 issued by the Drainage Services Department, the latest published Baseline Emission Factors for Regional Power Grids in China, the global warming potential in the Fifth Assessment Report and 2006 IPCC Guidelines for National Greenhouse Gas Inventories Volume 2 Energy issued by the Intergovernmental Panel on Climate Change, and How to prepare an ESG Report — Appendix II: Reporting Guidance on Environmental KPIs issued by the HKEX.
- For 2019 and 2018, the Group's revenue was approximately RMB209.8 million and approximately RMB211.3 million respectively. These data are also used to calculate other intensity data.
- Data is restated according to the updated benchmarking references.

- 溫室氣體排放資料乃按二氧化碳當量呈列，並參照包括但不限於世界資源研究所及世界可持續發展工商理事會刊發的《溫室氣體盤查議定書：企業會計與報告標準》、水務署發佈的《二零一八至一九年年報》、渠務署發佈的《可持續發展報告2018–19》、最新發佈的中國區域電網基線排放因數、政府間氣候變化專門委員會發佈的《第五次評估報告》內的全球升溫潛能值及《2006年IPCC國家溫室氣體清單指南第2卷能源》，及香港交易所發佈的《如何準備環境、社會及管治報告一 附錄二：環境關鍵績效指標彙報指引》。
- 於2019年及2018年，本集團分別有約209.8百萬元人民幣及約211.3百萬元人民幣收益。該數據亦用於計算其他密度數據。
- 數據根據相關基準的更新而作出修正。

Environmental, Social and Governance Report *(Continued)*

環境、社會及管治報告 *(續)*

The Group actively adopts electricity conservation and energy saving measures to reduce GHG emissions, including:

- Purchase more brand-new machines and keep the equipment rental fleet in young age;
- Use ultra-low sulphur diesel in machines or vehicles;
- Switch off idle facility or equipment;
- Perform regular repair and maintenance on machines and vehicles to ensure their operating efficiency;
- Actively adopt vehicle emission reduction measures. Relevant measures are described under “Exhaust Gas Emissions” in this aspect above;
- Actively adopt environmental conservation and energy and water saving measures. Relevant measures are described under “Energy Consumption” and “Water Consumption” in aspect A2; and
- Actively adopt paper-saving measures. Relevant measures are described under “Waste Management” in this aspect below.

Waste Management

The Group generates various kinds of hazardous and non-hazardous waste during its operation process. To minimise the adverse impact on the environment caused by waste, the Group has strictly complied with the Law of the People’s Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste and National Catalogue of Hazardous Wastes and other related laws and regulations, implementing a variety of waste management and reduction measures.

本集團積極採取節電和節能措施，以減少溫室氣體排放，包括：

- 購買更多全新機械並將出租設備機組維持於低齡；
- 機械或車輛使用超低硫柴油；
- 關上非使用中設施或設備；
- 定期維修保養機械及車輛以確保運行效率；
- 積極採取減少車輛排出的廢氣之措施，相關具體措施在上文的「廢氣排放」一節中說明；
- 積極採取環保節能節水措施，相關具體措施在A2層面的「能源消耗」及「水資源消耗」兩節中說明；及
- 積極採取節約用紙措施，相關具體措施在下文的「廢棄物管理」一節中說明。

廢棄物管理

在本集團的營運過程中會產生有害廢棄物及無害廢棄物。為降低廢棄物對環境造成的影響，本集團嚴格依照《中華人民共和國固體廢物污染環境防治法》及《國家危險廢物名錄》等法律法規，持續實施多項廢棄物管理及減排措施。

Environmental, Social and Governance Report *(Continued)*

環境、社會及管治報告 (續)

Hazardous Waste

Hazardous waste of the Group's operations was mainly waste tires, waste engine oil, waste battery and desktop computers. Due to the limitation in data collection system, the Group was not able to collect the hazardous waste by weight. The Group will continue to improve its data collection system in the following years.

The Group's hazardous wastes disposal performance was as follows:

有害廢棄物

本集團業務營運產生的有害廢棄物主要包括廢棄輪胎、廢棄潤滑油、廢電池及台式電腦。由於數據收集系統的限制，本集團未能收集到以重量為單位的有害廢棄物。本集團將於未來數年繼續改善其數據收集系統。

本集團的有害廢棄物棄置表現如下：

Type of hazardous waste 有害廢棄物種類	Unit 單位	2019 2019年	2018 2018年
Waste mineral oil 廢棄礦物油	litres 升	–	830
Intensity 密度	litres/RMB million revenue 升/百萬元人民幣收益	–	3.93
Waste tires 廢棄輪胎	wisps 條	140	150
Intensity 密度	wisps/RMB million revenue 條/百萬元人民幣收益	0.67	0.71
Waste engine oil 廢棄潤滑油	litres 升	200	1,176
Intensity 密度	litres/RMB million revenue 升/百萬元人民幣收益	0.95	5.57
Waste battery 廢電池	pieces 個	120	18
Intensity 密度	pieces/RMB million revenue 個/百萬元人民幣收益	0.57	0.09
Computer monitor 電腦顯示屏	sets 台	–	5
Intensity 密度	sets/RMB million revenue 台/百萬元人民幣收益	–	0.02
Desktop computer 台式電腦	sets 台	5	3
Intensity 密度	sets/RMB million revenue 台/百萬元人民幣收益	0.02	0.01

Environmental, Social and Governance Report *(Continued)*

環境、社會及管治報告 *(續)*

The Group has fulfilled the local government laws and regulations, we labelled all types of hazardous waste with obvious labels, and centrally stored in designated locations according to different categories and requirement. The hazardous wastes are handled by qualified environmental service providers and delivered to the designated locations for further processing.

For waste battery, the Group sets up designated waste battery collection box, and will notify qualified environmental agents for recycling after collection.

In order to minimise oil pollution, the Group has implemented the following prevention measures:

- Prevent oil sinks into the ground, such as arable land and grassland, etc.;
- Prevent oil flows towards sewerage; and
- Prevent oil flows towards rivers, lakes and seas.

In case of the above-mentioned situation, it is necessary to promptly notify the leading official of the Group's Health, Safety, Security, and Environmental Protection Department ("**HSSE**"), the respective customer's HSSE leading official, and the State's Environmental Protection Administration.

Non-hazardous Waste

Non-hazardous waste from the Group's operation were mainly waste floor tile, waste paper and waste plastic protective film (from the shipments received). Due to the limitation in data collection system, the Group was not able to collect the waste floor tile by weight. The Group will continue to improve its data collection system in the following years.

本集團按照當地政府的法律法規，我們對各類有害廢物貼上明顯的標籤，並按不同類別及要求集中存放於指定位置。我們將有害廢物交由合資格的環保單位運送到指定地點進行處理。

就廢電池方面，本集團設置指定的廢棄電池回收箱，統一收集後，通知合資格回收的代理商處理。

為降低油品污染，本集團有實施以下避免措施：

- 避免油品滲入大地，例如耕地、草地等；
- 避免油品流入下水道；及
- 避免油品流入江河、湖及海。

一旦出現上述情況，要及時通知本集團的健康、安全、安保、環保部（「**HSSE**」）負責人、相關顧客的HSSE負責人及政府的環保部門等處理。

無害廢棄物

本集團業務營運產生的無害廢棄物主要包括廢棄地台板、廢紙及廢舊塑膠保護纏膜（來自所收到的貨物）。由於數據收集系統的限制，本集團未能收集到以重量為單位的廢棄地台板。本集團將於未來數年繼續改善其數據收集系統。

Environmental, Social and Governance Report *(Continued)*

環境、社會及管治報告 (續)

The Group's non-hazardous wastes disposal performance was as follows:

本集團的無害廢棄物棄置表現如下：

Type of non-hazardous waste 無害廢物種類	Unit 單位	2019 2019年	2018 2018年
Waste floor tile 廢棄地台板	pieces 塊	100	500
Intensity 密度	pieces/RMB million revenue 塊/百萬元人民幣收益	0.48	2.37
Waste paper 廢紙	tonnes 噸	2.04	2.79
Intensity 密度	tonnes/RMB million revenue 噸/百萬元人民幣收益	0.01	0.01
Waste plastic protective film 廢舊塑膠保護纏膜	tonnes 噸	21	8.5
Intensity 密度	tonnes/RMB million revenue 噸/百萬元人民幣收益	0.10	0.04

The Group has adopted different measures, such as different recycling methods, to minimise waste generated in daily operation, including but not limited to:

本集團採用多項措施減少浪費，例如不同的回收方法，以減少日常營運中產生的廢物，包括但不限於：

- Dismantle the waste floor tiles for maintenance and repair of other waste floor tiles;
- Keep record of the storage quantity of the waste paper for easy tracing; and
- Collect the waste plastic protective films by waste collector and send to the Renewable Resources Department.
- 拆解廢棄地台板，並用於其他廢棄破損地台板的維修維護；
- 記錄已列印倉儲貨物資料的廢紙，以便於備查；及
- 由回收人員回收廢舊塑膠保護纏膜並送至再生資源處。

Environmental, Social and Governance Report *(Continued)*

環境、社會及管治報告 *(續)*

In addition, the Group is committed to establishing a green and electronic office, and has implemented the following measures:

- Encourage use of the online system for general business notices and data transmissions;
- Minimise printing and photocopying and use both sides printing or copying whenever possible to save paper;
- Manage the usage of papers; waste papers are centrally collected and disposed by the administrative department and the office; and
- Classify scrap boxes as “Recyclable Waste” for disposal.

Sewage Discharge

Our business activities did not generate a significant amount of sewage. As the sewage discharged by the Group will be discharged into the municipal sewage pipe network to the regional water purification plant, the sewage discharged by the Group is considered as water consumed. The data on water consumption and corresponding water-saving initiatives are described under “Water Consumption” in aspect A2.

另外，本集團致力於建立一個環保及電子化的辦公室並採取以下措施：

- 通過利用網上系統進行一般事務性通知和資料傳送；
- 儘量避免列印及複印檔及辦公用紙儘量雙面使用，以減少使用紙張；
- 辦公室負責監督紙張用量，廢棄紙張由行政管理部及辦公室統一回收處理；及
- 廢包裝盒被列入「可回收利用廢物」進行處置。

污水排放

我們的業務活動並不會產生大量污水。由於本集團產生的污水將排入城市污水管網至區域淨水廠，本集團排放的污水被視為消耗的水。耗水數據及相應的節水措施於A2層面的「水資源消耗」一節中說明。

A2. Use of Resources and KPIs

The Group is committed to its philosophy of conservation, high efficiency, reasonable utilisation of resources, and prevention of wastage of resources. The Group actively promotes green office model and enhances staff's awareness of energy conservation and environmental protection. The Group manages the use of resources such as water, electricity and oil, and conducts key management of major energy-consuming equipment. The Group also statistically analyses the monthly usage and standardises equipment operation procedures to fully and effectively monitor energy. In addition, in order to achieve sustainable development, the Group regularly circulates environmental protection messages and practical advices on environmentally friendly lifestyles to its employees.

Energy Consumption

The major energy consumption of the Group in daily operation is electricity consumption, gasoline and diesel consumption by transportation and machinery, as well as the natural gas used by employees.

The Group's electricity and other energy consumption performance was as follows:

Type of Energy 能源種類	Unit 單位	2019 2019年	2018 2018年
Gasoline 汽油	kWh 千瓦時	81,959.81	229,546.60
Diesel 柴油	kWh 千瓦時	3,062,730.66	8,836,198.64
Natural gas 天然氣	kWh 千瓦時	25,174.55	27,406.96
Electricity 電力	kWh 千瓦時	4,869,743.00	4,391,230.73
Total consumption 消耗總量	kWh 千瓦時	8,039,608.02	13,484,382.93
Intensity 密度	kWh/RMB million revenue 千瓦時／百萬元人民幣收益	38,320.34	63,816.29

A2. 資源使用和關鍵績效指標

本集團秉著節約高效、合理地使用資源與防止資源浪費的理念，積極提倡綠色辦公以及加強員工的節能環保意識。本集團對水、電和油等能源使用進行管理，並對主要耗能設備進行重點管理。本集團每月統計用量，規範設備作業流程，以充分有效地利用能源。此外，為達成可持續發展，本集團定期向員工傳閱環保訊息及有關環保生活方式的實用建議。

能源消耗

在日常營運中，本集團的主要能源消耗來源為電力消耗、運輸及機器燃油所消耗的汽油和柴油以及員工所用的天然氣。

本集團耗電量及其他能源消耗表現如下：

Environmental, Social and Governance Report *(Continued)*

環境、社會及管治報告 *(續)*

The Group fully integrates the concept of energy conservation and emission reduction into daily operation, and encourages employees to take the initiative to save electricity, water, paper or office supplies.

In 2019, the Group has implemented various measures of energy conservation and emissions reduction as follows:

- Install LED energy-saving lamps in all lighting areas;
- Turn off lights when staff leave the premises to reduce electricity wastage;
- Adjust and control the temperature of air conditioners in each department according to working conditions, and the air-conditioned temperature in the office shall not be lower than 25°C;
- Carry out electrician patrol, monitor and guide each department's energy consumption by equipment maintenance department, rectify any wastage if being identified to avoid electricity wastage; and
- Conduct monthly statistical count on electricity consumption and prepare relevant records. If the consumption is over the range specified by standard, the reasons for such should be analysed and take timely remedial actions.

Through the above measures and posting of power-saving slogans, the Group's employees' awareness of energy conservation and environmental protection in work and life has been raised.

The Group's energy consumption has decreased by about 40% from approximately 13,484,382.93 kWh in 2018 to approximately 8,039,608.02 kWh in 2019. The decrease in energy consumption is mainly due to a reduction in fuel consumption by vehicles as a result of the decrease of the Group's land transportation services.

本集團將節能減排理念充分融入日常辦公，鼓勵員工從身邊的小事做起，節約每一度電、每一滴水、每一張紙或每一件辦公用品。

於2019年，本集團已實行若干節能減排措施如下：

- 在全部照明區域安裝LED節能燈；
- 人走燈滅，減少電能的浪費；
- 各部門空調的運轉溫度應依據作業條件進行調整控制，辦公室空調溫度一般不得低於25°C；
- 實施電工巡視，由維修部定期對各部門用電情況進行監控及指導，發現有浪費現象進行糾正，避免電力資源浪費；及
- 每月統計用電量，並做好相關記錄。若發現用電量超出特定基準範圍，會分析原因，並及時採取糾正措施。

本集團通過採用以上措施以及張貼節電標語，將節能環保意識滲透到每位員工的工作和生活中。

本集團的能源消耗量減少約40%由2018年約13,484,382.93千瓦時減少至2019年約8,039,608.02千瓦時，主要由於本集團陸運運輸減少所導致的車用燃油消耗用量下降。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Water Consumption

Water is one of the most precious resources on the planet. In order to reduce or eliminate water pollution, we manage and control the discharge of sewage. As our sewage discharge is mainly due to warehouse temperature control requirements, we have adopted the following measures to reduce resource consumption:

- Install more frequency converters;
- Apply logics control in managing the use of resources;
- Add plate changers and heat recovery pumps in the main engine room; and
- Use more mountain streams instead of tap water for cooler towers.

As a result of the above measures, the Group has reduced water consumption by about 23% from approximately 14,630.49 tonnes in 2018 to approximately 11,337.00 tonnes in 2019. This reflects that the employees' awareness of water conservation has increased.

The Group's water consumption performance was as follows:

Water Consumption 用水	Unit 單位	2019 2019年	2018 2018年
Total water consumption 總用水量	tonnes 噸	11,337.00	14,630.49
Intensity 密度	tonnes/RMB million revenue 噸/百萬元人民幣收益	54.04	69.24

In 2019, there was no issue in sourcing water that is fit for purpose due to the geographical location of the Group's operation and business nature.

水資源消耗

水是地球上最寶貴的資源之一。為減輕或消除水質污染，我們對污水排放進行管理和控制。由於我們的污水排放主要來自倉庫溫控要求，為減低資源消耗，我們已採用以下措施：

- 安裝更多變頻器；
- 應用邏輯控制管理資源使用；
- 主機房增加板換器和熱回收熱水泵；及
- 冷卻水塔更多利用山溪水來代替自來水。

由於採用以上措施，本集團的用水量減少約23%由2018年約14,630.49噸減少至2019年約11,337.00噸。此反映本集團僱員的節約用水意識已有所提高。

本集團用水表現如下：

於2019年，基於其經營地理位置和業務性質，本集團並沒有任何就取得適用水源上的問題。

Environmental, Social and Governance Report *(Continued)*

環境、社會及管治報告 *(續)*

Use of Packaging Materials

Due to the limitation in data collection system, the Group was not able to collect the packaging cartons and bubble boxes by weight. The Group will continue to improve its data collection system in the following years.

The Group's use of packaging materials performance was as follows:

包裝物料的使用

由於數據收集系統的限制，本集團未能收集到以重量為單位的紙皮和發泡膠箱。本集團將於未來數年繼續改善其數據收集系統。

本集團包裝材料的使用表現如下：

Type of Packaging Materials 包裝材料種類	Unit 單位	2019 2019年	2018 2018年
Plastic bags 膠袋	kg 公斤	20	46.50
Plastic films 塑膠纏膜	kg 公斤	5,400	13,206.74
Plastic protective films ¹ 塑膠保護纏膜 ¹	kg 公斤	5,000	5,000
Total consumption 總用量	kg 公斤	10,420	18,253.24
Intensity 密度	kg/RMB million revenue 公斤／百萬元人民幣收益	49.67	86.39
Packaging cartons 紙皮	pieces 塊	500	1,510
Intensity 密度	pieces/RMB million revenue 塊／百萬元人民幣收益	2.38	7.15
Bubble boxes 發泡膠箱	pieces 個	—	216
Intensity 密度	pieces/RMB million revenue 個／百萬元人民幣收益	—	1.02

Note:

1. Expanded scope of disclosure.

備註：

1. 披露範圍增加。

Among the packaging materials that we used, plastic films (which are mainly used for paving and isolating the bottom part and the walls of the containers before loading of goods) and plastic protective films (whose main role is to stabilise, cover and protect the products) were our major consumption. As packaging plastic films are difficult to be reused, and currently, there is no recycling method in the industry, the Group has arranged an independent waste processing company to collect and dispose of the materials to the disposal field on a regular basis.

A3. The Environment and Natural Resources and KPIs

The Group aims to actively promote environmental protection and efficient use of resources. We adopted four basic principles during our business operations, namely "Reduction, Reuse, Recycling and Replacement". Where applicable, we adopt a green sourcing strategy and the most practical technology to protect natural resources. The effectiveness of the Group's actions on the environment or natural resources also relies on the support of the internal and external stakeholders.

Air and Noise Pollution

The main impacts of our operations on the environment and natural resources come from the emissions and noise generated by our logistics operations. For air emission, please refer to "Emissions and KPIs" in aspect A1. The noise pollution generated by our operations came from vehicles. Although the level of noise created was not beyond the prescribed standard, the Group has installed damping plates with sound absorbing pads to minimise noise at our offices and warehouses, and has used low-noise tires for our vehicle fleets. In 2019, the Group was not aware of any material non-compliance of relevant laws and regulations that would have a significant impact on the Group, including but not limited to the limits of noise emitted by stationary road vehicles (GB16170-1996) and The Law of the People's Republic of China on Prevention and Control of Pollution from Environmental Noise.

我們使用的包裝材料當中，塑膠纏膜（主要用於裝貨前對貨櫃底部和櫃壁進行鋪墊及隔離）及塑膠保護纏膜（其主要作用是穩固、遮蓋和保護產品）為我們的主要消耗。因為包裝塑膠纏膜難以重複使用，而業界亦暫無回收途徑，我們委託一家獨立的廢物處理公司收集和處置這些材料，並定期將其運送到廢物處置場。

A3. 環境及天然資源和關鍵績效指標

本集團以積極推動環境保護及有效使用資源為宗旨。我們在業務營運中採納減少、重用、回收及取代四個基本原則。在適用的情況下，我們採取綠色採購策略和最切實可行的技術以保護天然資源。本集團對其保護環境或天然資源的措施之有效程度亦取決於內部及外部持份者的支持。

空氣和噪音污染

我們的業務對環境及天然資源的主要影響來自我們物流業務所產生的排放物和噪音。對於空氣排放關鍵績效指標，請參閱上文A1層面的「排放物和關鍵績效指標」一節。我們業務所產生的噪音污染來自車輛。雖然所產生的噪音水平並不超出規定的標準，本集團亦已引入減振板配合吸音墊以減少在辦公室及倉庫的噪音，並於我們的車隊採用低胎噪的輪胎。於2019年，本集團並不知悉任何嚴重違反相關法律及規例而對本集團造成重大影響的情況，包括但不限於汽車定置噪聲限值(GB16170-1996)及《中華人民共和國環境噪聲污染防治法》。

Climate Change Mitigation and Adaptation

The Group understands that climate change has become a global challenge and is committed to reducing the negative environmental impact of business activities. We have implemented relevant policies, including but not limited to the HSSE Health, Safety, Security, and Environmental Protection Program, so as to outline the Group's commitment to protecting the environment and reducing the environmental impact of our business.

減緩和適應氣候變化

本集團明白氣候變化已成為全球性的挑戰，並致力於減少業務活動的相關負面環境影響。我們已實施相關政策，包括但不限於《HSSE健康、安全、安保、環保程序》，以概述本集團在保護環境及減低業務對環境影響的承諾。

B. SOCIAL

B1. Employment

Employees are the largest and most valuable asset and the core competitive advantage of the Group. Meanwhile, they provide the Group with the driving force for continuous innovation. The Group adheres to a people-oriented approach, respects and safeguards the legitimate interests of every employee, standardises labour employment management, protects employees' occupational health and safety, enhances democratic management, protects the vital interests of employees, and fully respects and values their enthusiasm, initiative and creativity in order to build a harmonious labour relationship.

In 2019, the Group was not aware of any material non-compliance of laws and regulations in respect of compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare that would have a significant impact on the Group, including but not limited to the Labour Law of the People's Republic of China ("**Labour Law**") and Labour Contract Law of the People's Republic of China ("**Labour Contract Law**"). The Group has also published an Employee Handbook for regulating recruitment, promotion, discipline, working hours, vacations and other benefits, and has laid down compliance procedures and a series of work safety rules. The Human Resources Department which is responsible for the implementation of these policies confirms that the staff has full understanding of the content of the Employee Handbook before they commence employment with the Group.

B. 社會

B1. 僱傭

員工是本集團最大及具價值的資產和競爭優勢的核心，同時為本集團提供不斷創新的原動力。本集團堅持以人為本，尊重和保障每一位員工的合法權益，規範勞動僱傭管理，保障員工職業健康安全，加強民主管理，維護員工切身利益，充分尊重和重視激發員工積極性、主動性和創造力，致力於構建和諧的勞動關係。

於2019年，本集團並不知悉任何嚴重違反有關薪酬及解僱、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相關法例和法規而對本集團造成重大影響的情況，包括但不限於《中華人民共和國勞動法》(「**勞動法**」)和《中華人民共和國勞動合同法》(「**勞動合同法**」)。本集團亦已刊載員工手冊，規管招聘、升遷、紀律、工時、休假及其他福利，並制定遵守程序及一系列工作安全規則。負責執行該等政策的人力資源部確認各個員工在彼等於本集團開始工作之前已經充分認識手冊內容。

As at 31 December 2019, the total number of employees of the Group was 828, which comprises of 685 male and 143 female staff, who serve on contract basis. Among them, 88 were staff at middle-level or above, comprising 63 men (accounted for approximately 72%), and 25 women (accounted for approximately 28%). 477 employees worked in the Guangdong Province and approximately 86% of our staff are aged between 26 and 55.

In addition, the staff turnover was 277 people, of whom, 238 were male and 39 were female. Among them, most were dockers and warehouse staff and they accounted for approximately 90% of the overall loss. In terms of geographical location, 167 of the turnover staff members were from the Guangdong Province which represented approximately 60% of the total staff turnover.

Employees' Rights and Welfare

The Group endeavours to provide fair and competitive remuneration and welfare for employees and our employees' wages are above local minimum wage standard for the same period. The Group conducts regular review of its remuneration strategy and adjusts the remuneration policy according to the changes in external remuneration market and internal situation. The Group pays premiums for social insurances of employees including basic endowment insurance, basic medical insurance, unemployment insurance, work-related injury insurance, and maternity insurance as well as housing fund in accordance with national and local laws and regulations to ensure employees are covered by social insurance. Also, the Group buys accidental injuries insurance for their employees to further enhance employees' medical care protection, and helps the employees to handle their injury identification as well as work-related and accident insurance claims. Moreover, the Group offers annual leave, annual health examination, study subsidy and other welfare. We also care about disabled employees and those suffering from serious illnesses as well as their families by providing them with necessary assistance for overcoming difficulties.

於2019年12月31日，本集團總員工人數為828人，包含685位男性員工和143位女性員工，以合約制服務。當中中層或以上管理人員共88人，其中包含63位男士（大約佔百分之七十二）和25位女士（大約佔百分之二十八）。477位員工於廣東省工作，而年齡介乎26歲至55歲的員工，佔總員工人數約百分之八十六。

另外，員工流失人數為277人，當中238人為男性、39人為女性。其中以裝卸員及倉務員為主，佔整體流失人數百分之九十。從地區上看，167名的離職員工來自廣東省，約佔總員工流失人數百分之六十。

員工權利和福利

本集團致力為員工提供公平及具有競爭力的薪酬和福利，員工工資水平平均超出同期當地最低工資標準。本集團定期對薪酬策略進行回顧，並視乎外部薪酬市場變化情況及內部實際情況調整薪酬政策。本集團按照國家及地方法律法規，為員工繳納基本養老、基本醫療、失業、工傷、生育等社會保險及住房公積金，確保員工享受社會保障待遇。另外為員工購買意外傷害保險，進一步增強了員工在醫療方面的保障，並為受傷員工及時辦理工傷認定及工傷保險和意外傷害保險的理賠。本集團也提供年休假、年度體檢、教育資助及其他福利。我們也關心殘障及罹患重大疾病的員工及家屬，提供必要的幫助，扶持他們度過難關。

Environmental, Social and Governance Report *(Continued)*

環境、社會及管治報告 *(續)*

The Group cares about the physical and mental health of female employees and provides prenatal leave, maternity leave, breastfeeding leave and arranges them with reasonable positions. The Group also implements the Special Provisions on Labour Protection for Female Employees published by the State Council to guarantee their rights and to meet their needs.

In order to support a healthy leisure time for employees, the Group also regularly organises various cultural activities, encouraging them to participate, establishing a good corporate culture, and promoting harmony as well as unity among employees.

The Group sincerely safeguards the legitimate interests of labour in accordance with the requirements of the Labour Law and other national and local laws and regulations, respects the rights of employees on rest and leave, and regulates their working hours and their rights for various types of rest times and holidays. The Group follows the Regulation on Paid Annual Leave for Employees and other relevant regulations to implement the paid leave system for employees. We have also formulated management methods, strengthened regulations regarding contracts, remuneration and benefits, monitoring the implementation of the Group's labour policy to guarantee employees' interests.

Meanwhile, overtime wage is paid for labour exceeding statutory working hours in accordance with national laws and regulations. Any overtime arrangements must be carried out under the consensus between the company and the employee, following the principle of employee's willingness. Compensation for overtime work must be paid according to law.

本集團關懷女性員工的身心健康，嚴格執行產檢假、產假、哺乳假及合理安排女性員工工作崗位。本集團亦積極落實國務院《女職工勞動保護特別規定》，保障她們的工作權利同時照顧她們的需要。

為支持員工擁有健康的工餘生活，本集團亦定期舉辦各類的文娛活動，鼓勵員工參與，建立良好企業文化，促進員工之間和諧團結。

本集團按照勞動法等國家和地方法律法規的要求，切實保障勞動者合法權益，尊重員工的休息和休假的權利，規範員工的工作時間及其享有的各類休息時間和假期的權利。本集團按照《職工帶薪年休假條例》等相關規定，實施工帶薪年休假制度。我們亦制訂管理辦法，加強有關合同、薪酬及福利的規範，落實及監察本集團的勞工政策，保障員工利益。

同時亦按照國家法律法規為超出法定工作時間的勞動支付超時工資報酬。任何加班安排都必須在公司與員工協商及員工自願原則下進行。相關報酬必須按法例支付。

Employment, Promotion and Dismissal

In order to cater for its development and to proactively implement the strategy of “Advancing Enterprise by Talents”, the Group adheres to the principle of “fair competition, hiring employees on the basis of competitive selection” in the recruitment process, adopts a market-oriented recruitment manner and widely attracts outstanding talents through campus, community and internet channels, as well as constantly improves its measures for attracting and retaining talents and offers more opportunities for employees’ further development. In order to enhance the personal qualities and abilities of the employees, fully mobilise the initiative and enthusiasm of all employees, create an impartial, fair and transparent competition mechanism within the Group, recognise the value of employee experience via assessment, the Group provides the opportunity for equal competition to the employees, and reduce talent loss.

The Group enters into a labour contract with each employee in strict accordance with the Labour Law and Labour Contract Law. We constantly reinforce the management of execution and termination of labour contract with clearly specified job position, working hours, remuneration and welfare, etc. to ensure compliance with the labour standards. The Group has signed and executed labour contracts with employees in accordance with the Labour Contract Law. The signing rate of labour contracts was 100%. In 2019, the Group complied with the requirements of relevant laws and regulations in relation to employment of the place where its operations are located.

招聘、晉升及解聘

為適應本集團的發展需要，積極落實「人才強企」戰略，本集團在招聘工作中遵循「公平競爭、擇優聘用」原則，採用市場化招聘模式，通過校園、社會和網路招聘的渠道為集團廣泛吸納優秀人才，並將持續改進在吸納及挽留人才方面的措施，為員工提供廣闊的發展空間和機會。為了提升員工個人素質和能力，充分調動全體員工的主動性和積極性，在本集團內部營造公平、公正、公開的競爭機制，通過考核，承認員工經驗的價值，本集團給予員工平等競爭的機會，也可減少傑出人才的流失。

本集團嚴格按照勞動法及勞動合同法與員工簽訂勞動合同。我們亦持續加強勞動合同的簽訂及終止的管理，明確規範崗位、工時、薪酬及福利等，確保符合勞工標準。本集團按照勞動合同法依法與員工簽訂並履行勞動合同。勞動合同簽約率為100%。於2019年，本集團遵守運營所在地與僱傭相關的法律及法規的要求。

Equal Opportunities

The Group strictly complies with national and local standards by adopting a fair, equitable and open recruitment process, and develops relevant system files to eliminate discrimination during the course of recruitment. Employees face no discrimination regardless of race, sex, colour, age, family background, ethnic tradition, religion, physical fitness and nationality and thus allowing them to enjoy fair treatment in every aspect including recruitment, training and promotion, endeavouring to attract professionals with diversified background to join us. In the Group, male and female employees with the same job duties receive the same remuneration.

B2. Health and Safety

The Group values its employees as human capital and invests resources to educate the staff to enhance their skill so that they can make a greater contribution to the Group's success. In 2019, the Group was not aware of any material non-compliance with relevant laws and regulations in relation to providing a safe working environment and protecting employees from occupational hazards that would have a significant impact on the Group, including but not limited to the Labour Law, Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases and Fire Protection Law of the People's Republic of China.

In 2019, the Group did not record any accidents that resulted in death or serious physical injury and no claims or compensation were paid to its employees due to such events.

平等機會

本集團嚴格遵守國家及地方政府各項法規，採取公平、公正及公開的招聘流程，並制定了相關制度檔以杜絕招聘過程中的歧視現象。我們不會因種族、性別、膚色、年齡、家庭背景、民族傳統、宗教、身體素質和國籍等因素歧視任何一位員工，讓員工在招聘、培訓和晉升等各個階段享有公平待遇，以盡力羅致不同背景的專才加入本集團。我們的男女僱員承擔同樣的職責亦會獲得同樣的薪酬。

B2. 健康與安全

本集團視僱員為寶貴的人力資源，不吝投入資源教育及提升彼等的技能，以便彼等可為本集團續創佳績。於2019年，本集團並不知悉任何嚴重違反有關提供安全工作環境及保障僱員避免職業性危害的相關法例和法規而對本集團造成重大影響的情況，包括但不限於《勞動法》、《中華人民共和國職業病防治法》和《中華人民共和國消防法》。

於2019年，本集團並無錄得任何導致死亡或嚴重肢體受傷的意外事件，並無因該等事件而向本集團的僱員支付索償或補償。

Safe Working Environment

Ensuring the occupational health and safety of employees should be the top priority for every business, and provision of relevant personal protective tools is the most basic requirement. The Group is committed to providing personal protective equipment to all employees, which are used to reduce or decrease the damage that might be caused to employees. The Group provides uniforms, safety helmets, safety shoes, gloves and masks. Workplace safety, operating procedures safety and employee education on dealing with some possible, unexpected accidents are a focus of attention.

The Group seeks to create a healthy and safe working environment for employees. We have established the policy of HSSE Health, Safety, Security, and Environmental Protection Program to regulate the safety of warehouse, manual forklift operation, layout of the warehouse and cargo handling, etc. The HSSE Health, Safety, Security, and Environmental Protection Program policy also provides safety guidelines for staff, thereby raising their awareness of safety in workplace and defines the health and safety responsibilities of all staff, from top management to frontline, in achieving an accident-free workplace. This policy also provides employees with methodologies and tools to effectively identify hazards and assess the associated risks. Our employees are trained and encouraged to report on potential hazards.

工作場所的安全

確保員工的職業安全與健康應是每個企業的首要工作，提供相關個人安全防護工具可以為員工提供基本的保護。本集團承諾為所有員工提供勞動防護用品，這些勞動防護用品用來減少或降低可能對員工造成的傷害。本集團提供工作服、安全帽、安全鞋、手套以及口罩等。工作地點的安全、運作程序的安全和教育員工以應對一些有可能發生的突發事故亦是需要關注的重點。

本集團力求為員工打造健康安全的工作環境，我們已制定《HSSE 健康、安全、安保、環保程式》政策，規範倉庫運作安全、手動叉車安全操作及倉庫貨品擺放和裝卸安全等工作。《HSSE 健康、安全、安保、環保程式》政策亦提供安全指引給員工，提升員工在工作地方的安全意識和界定全體員工的健康與安全責任，達致為高級管理層以至前線員工提供無事故工作場所。此政策亦向僱員提供如何識別職安健危險性及評估相關風險的方法及工具。我們訓練和鼓勵僱員就潛在危險作出匯報。

Fire Safety Management

The Group highly values fire safety and contingency management and constantly enhances the Fire Safety Regulation in accordance with the requirements of the Production Safety Law of the People's Republic of China. The Group also positively develops contingency plans and organises fire drills, guides the employees to learn the use of fire-fighting equipment and develops emergency measures in order to protect themselves as well as the Group's property in case of emergency. We also conduct at least one fire control inspection every six months, fire equipment is inspected by security personnel every month, and fire control supervision and inspection will be strengthened during the high-risk fire period. In order to strengthen safety emergency management and prevent recurrence of similar accident in the future, the Group has established a comprehensive fire safety contingency system, including regular training of fire drill and accident evacuation procedures, equipping employees with the knowledge and skills to react to emergencies.

B3. Development and Training

The Group highly values the growth and development of its staff and believes that the development of staff and the enterprise will be based on and facilitated by each other. The Group provides a broad platform for the growth and development of its staff, which aims to maximise its staff's initiative and passion for work through effective training, counselling, evaluation, incentives, etc. Meanwhile, the Group also offers multiple career promotion paths so that all kind of talents will have great rooms for development on this platform.

消防安全管理

本集團高度重視消防安全管理和應急管理，根據《中華人民共和國安全生產法》的要求，不斷完善《消防安全制度》。本集團亦積極組織應急預案和演習活動，教導員工學習消防器材的使用和應對緊急情況，確保遇到特殊情況時能更好的保障自身生命安全及保護集團財產。我們亦每半年至少做一次消防大檢查、消防設備每月由保安人員進行檢查以及在火災高危期，加大消防監督檢查。為加強安全應急管理，防止同類事故重複發生，本集團結合自身情況，建立全面性應急消防體系包括定期安排防火演習及緊急疏散模擬練習，讓僱員具備應付緊急事件的知識及技巧。

B3. 發展及培訓

本集團高度重視員工的成長和發展，讓員工的發展和企業的發展互為基礎、互相促進。本集團為員工的成長和發展提供了廣闊的平台，通過有效的培訓、輔導、考核、激勵等措施，致力以最大程度激發員工的工作積極性和工作熱情。同時亦開啟多種職業晉升通道，讓各類人才在平台上都有良好的發展空間。

Training Management

The Group has established the Human Resource Management Procedures to regulate the training and management of employees. The training programmes of the Group are divided into internal training and outsourced training, and the training plan is formulated by the management on an annual basis. Moreover, a corporate training file has been maintained. The management will regularly review the effectiveness of different internal training courses to help improve the efficiency of the Group's training system.

Training Course

We believe that the quality and skill of the employees are closely related to the Group's performance. We have provided on-the-job training to enhance our staff's professional knowledge and expertise. In addition to providing internal training to employees, we sponsor our staff to attend external training courses and seminars to enable them to improve their expertise.

Internal training of the Group includes the annual warehouse safety course, the product protection regulations, etc. New recruits would have an orientation training to adapt to the working environment as soon as possible and fulfil their obligation. Training content include company's profile, various rules and regulations, business basic knowledge, corporate culture, warehouse operation, mutual relationship among various functional departments, etc.

The Group also recognises the importance of occupational safety training to ensure employees' personal safety. The relevant policies have been described in details under "Safe Working Environment" in aspect B2.

培訓管理

本集團制定了《人力資源管理程式》來規範員工的培訓管理工作。本集團培訓方式主要為企業內部培訓及外送培訓兩種，並按年度由管理層擬定培訓計畫，建立企業培訓檔案。管理層會定期審視不同內部培訓課程的有效性以協助提高本集團培訓制度的效率。

培訓課程

我們相信員工的素質及工作能力與本集團的業績是息息相關的。我們通過在職培訓致力提升員工的專業知識及專長。除向僱員提供內部培訓外，我們還資助員工參加外部培訓課程及專題講座，以使加強員工的專長。

本集團企業內部培訓包括倉庫年度安全課程及產品保護規程等。新入職員工將接受入職培訓，以幫助員工儘快適應工作環境、更好履行職責。培訓內容包括公司簡介、各項規章制度、業務基礎知識、企業文化、倉庫運作、各項職能部門相互關係等。

本集團亦極為重視職業安全培訓以保障員工個人安全，相關政策已經在B2層面《工作場所的安全》一節中詳細描述。

Focus on Employee Development

The Group attaches much importance in providing its employees a safe, comfortable and harmonious work environment. We place green plants in the office, provide staff with pre-employment medical examination and annual medical check-ups, and pay attention to the emotional well-being of employees, in order to uphold their physical healthiness.

We also arranged a series of corporate and social events for our staff in order to uplift our corporate culture and their sense of belonging.

In January 2019, the Group held an annual awards ceremony for all staff to recognise their efforts in the past year.

B4. Labour Standards

In 2019, the Group was not aware of any material non-compliance with relevant laws and regulations in relation to the prevention of child or forced labour that would have a significant impact on the Group, including but not limited to the Provisions on the Prohibition of Using Child Labour of the People's Republic of China and other local labour laws and regulations.

Meanwhile, the Group constantly refines its recruitment policy to regulate recruitment activities. With respect to basic labour issues, such as child and forced labour, the Group takes a zero-tolerance approach in terms of both rules and regulations and monitoring mechanisms. The Group clearly stipulates in recruitment guidelines that only employees over the legal working age can be recruited, and that new employees should provide true and accurate personal data when they join the Group. Recruiters rigorously review the entry data including physical examination certificates, academic credentials, identity cards, and household register.

關注員工發展

本集團非常重視為員工提供一個安全、舒適及和諧的工作環境。我們在辦公室擺放綠色植物、為員工提供入職健康檢查和年度體檢，以及關注員工情緒，致力維繫員工身心健康。

我們還為員工安排了一系列的公司和社會活動，以提升企業文化和他們的歸屬感。

於2019年一月，本集團舉行了全體員工年度頒獎典禮，為表揚過去一年員工的努力。

B4. 勞工準則

於2019年，本集團並不知悉任何嚴重違反有關防止童工或強制勞工的相關法例和法規而對本集團造成重大影響的情況，包括但不限於《中華人民共和國禁止使用童工規定》以及營運所在地有關勞動人事的法律法規。

本集團同時不斷優化委聘政策，規範招聘工作。對於基本的勞工議題，如僱傭童工和強制勞工等，本集團無論是在規章制度或是監察機制方面都採取零容忍的態度。本集團在招聘簡章上明確規定只招收達到法定工作年齡的員工，並要求新員工入職時提供真實準確的個人資料，招聘人員嚴格審查入職資料包括體檢合格證明、學歷證明、身份證、戶口等資料。

B5. Supply Chain Management

Our suppliers mainly include subcontractors for transportation services and landlords. The Group has established and implemented a Supplier Management Policy and obtained the ISO 9001:2015 Quality Management Systems Certification on land transportation of ordinary cargos and a warehousing logistics service certification. With an open but prudent attitude, the Group welcomes the participation and cooperation of highly qualified and compliant suppliers.

Supply Chain Management Structure

The Department of Commerce of the Group is responsible for the evaluation of suppliers. The assessment work is conducted in two ways, namely, daily project evaluation and annual overall evaluation. We value the legal compliance records of suppliers' operations over cost considerations. We conduct a wide range of reviews and evaluations of the suppliers (such as their organising structure, number and work experience of the staff, equipment and information systems applied, licences and permits obtained) to ensure that their operations are in line with national standards or related regulations. The evaluation results will serve as the basis for managing the suppliers, who shall propose and take effective measures to improve the services provided. The Group has the right to terminate its cooperation with suppliers who violate the rules and whose service is below standard.

Fair and Open Tendering

The Group's tendering procedures strictly abide by the Bidding Law of the People's Republic of China and related regulations. The Group's tendering process is on an open, fair and impartial basis without any discrimination against any particular supplier. Employees and any party connected to the relevant supplier are forbidden to take part in the related tendering.

B5. 供應鏈管理

我們的供應商主要包括運輸服務的分包商及業主。本集團設定並執行了供應商管理制度，擁有 ISO 9001 : 2015 質量管理體系認證 — 普通貨物的陸運運輸和倉儲理貨服務認證。本集團本著開放但謹慎的態度，歡迎高素質和合規的供應商加入和合作。

供應鏈管理結構

本集團商務部負責供應商評估工作。評估工作分兩種方式進行，即日常專案評估及年度總評估。我們重視供應商營運之法律合規記錄，更甚於成本考慮。我們會對供應商進行多方面審查及評價(包括彼等的組織架構、員工人數及工作經驗、使用的設備及資訊系統、獲得的牌照及許可證等)，以確保其經營符合國家標準或相關規定。評估結果將作為管理供應商的依據，且供應商需提出及採取有效措施，改進所提供的服務。本集團有權與違規、服務不達標的供應商終止合作。

公平及公開招標

本集團招標過程嚴格參照《中華人民共和國招標投標法》等相關規定，在公開、公平、公正的條件下進行，不會對任何供應商有歧視性待遇，與相關供應商有利益關係的員工及其他個人不會被允許參與相關招標活動。

Environmental, Social and Governance Report *(Continued)*

環境、社會及管治報告 *(續)*

Business Ethics

The Group focuses on the integrity of suppliers and business partners and only chooses to deal with suppliers and business partners with good track records and no material violation of laws or business ethics in the past. The Group has zero-tolerance against bribery and corruption as well as forbids the supplier and business partner from securing service contract or partnership through any transfer of interest.

The Group pursues local tender priorities policy, out of our 32 major suppliers (2018: 29), 18 of them are based in the Guangdong Province (2018: 16). In 2019, the Group was not aware of any serious non-compliance with the laws and regulations by its suppliers.

B6. Product Responsibility

Our business operations or profit earnings are not dependent on any patent or any other intellectual property. In 2019, the Group was not aware of any material non-compliance with relevant laws and regulations in relation to health and safety, advertising, labelling and privacy matters relating to services provided and methods of redress that would have a significant impact on the Group, including but not limited to The Trademark Law of the People's Republic of China and The Work Safety Law of the People's Republic of China.

Quality and Safety of Services

The Group attaches importance to the quality and safety of services and has developed relevant quality and safety testing systems.

商業道德

本集團亦關注供應商及合作夥伴的誠信。本集團只會挑選過去營商紀錄良好，沒有任何嚴重違規或違反商業道德行為的供應商及合作夥伴。本集團對賄賂及貪污零容忍，嚴禁供應商及合作夥伴以透過任何形式的利益輸送而取得服務合約或合作關係。

本集團奉行本地招標優先政策，其32家主要供應商當中（2018年：29家），18家來自廣東省（2018年：16家）。於2019年，本集團沒有發現我們供應商有嚴重不遵守法律及規例的情況。

B6. 產品責任

我們的業務或盈利並非依賴於任何專利或任何其他知識產權。於2019年，本集團並不知悉任何嚴重違反有關所提供服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的相關法例和法規而對本集團造成重大影響的情況，包括但不限於《中華人民共和國商標法》和《中華人民共和國安全生產法》。

服務的質量與安全

本集團重視服務的質素及安全，已制定相關的品質及安全檢測制度。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

We communicate with our customers and confirm the direction of work prior to the commencement of any projects, and actively coordinate with the customers the project needs during the process of providing the service. Our existing intelligent logistics management system is tailor-made to cater for our various operational and functional needs, including delivery route planning, tracking and tracing and purchase order management. Such system enables us to monitor the transportation status of goods delivered by our vehicle fleet to ensure that they are delivered to the correct destinations on time as specified by the customers. We offer warehousing service to our customers as part of our logistics services. Our warehouses have installed closed-circuit television surveillance systems supported by periodic guard patrols. In addition, we closely monitor the temperature and humidity level in our warehouses in order to fulfil the needs of different customers effectively and to maintain the condition of the goods.

In 2019, we received two minor complaints about missing shipments and mislabeled goods. The Group has immediately conducted investigations and taken appropriate follow-up measures.

Advertising and Labeling

In order to ensure that the promotion of the Group's services conforms to the actual situation of the service, the Group strictly abides by the relevant laws and regulations on advertising marketing such as the Advertising Law of the People's Republic of China, formulates and implements relevant systems for the supervision of advertising marketing, and strictly reviews publicly published promotional materials and sales commitments to prevent false or misleading propaganda content, and protect consumer rights from being infringed.

The Group requires all publicity content, such as external image display, event publicity, marketing publicity, to be produced and published only after approval, so as to avoid any form of false publicity and ensure its authenticity and accuracy.

我們在進行任何項目前先跟客戶溝通及確認工作方向，並在提供服務之過程中積極與客戶協調項目之需要。我們現有的智慧物流管理系統乃專為應付我們的各種營運及功能需要而度身定製，當中涵蓋送貨路線規劃、追蹤及追查以及採購訂單管理。該系統能使我們監察車隊運送貨物的運輸狀況，以確保貨物按客戶規定按時交付予正確的目的地。我們的物流服務包括向客戶提供倉儲服務。我們的倉庫裝有閉路電視監視系統，並安排護衛定期巡邏。此外，我們密切監控倉庫的溫度與濕度，為有效地滿足不同客戶的需要，以及保持貨物的狀況。

於2019年，我們收到兩宗關於貨物漏發及貨物貼錯標籤的輕微投訴。本集團已立即進行調查，並採取適當的跟進措施。

宣傳及標籤

為保證本集團服務的宣傳符合服務實情，本集團嚴格遵守《中華人民共和國廣告法》等廣告行銷相關法律法規，制定和實施監管廣告行銷的相關制度，嚴格審核公開發佈的宣傳材料及銷售承諾，防止宣傳內容失實或存在誤導性，保障客戶的消費權益不被侵害。

本集團要求所有對外形象展示、活動宣傳、行銷宣傳等宣傳內容，須經審批後方可製作及對外發佈，避免任何形式虛假宣傳，確保宣傳內容的真實及準確性。

Customer Services and Privacy

To further reinforce the privacy management in protection of the Group's property and customers' safety and interests, the Group stipulates a series of stringent and regulated policies for protecting personal information, the Group's properties and classified information (including privacy of the employees and customers); prohibits any abuse of personal information and illegal profiteering acts. In view of the above, the Group restricts to only allow authorised personnel to gain access to the customers' and employees' information system.

The Group manages customer information under strict confidentiality to avoid data privacy leakage and requests relevant personnel to sign "Confidential Agreement" at time of recruitment to safeguard the Group's commercial secrets.

The Group and its customers undertake confidentiality for any written, oral or other forms of documents, information, drawings, specifications, orders, manuals, agreements or other confidential or proprietary information of the customers that they have obtained at the confirmation of and during the execution of the agreement, including but not limited to the information relating to customers, pricing, products, processes and operations ("**confidential information**"), and shall not disclose, release or make known of such confidential information to any third parties without the consent of the customer.

The Group may not mention the agreement between the customer and/or the parties in any of its promotional materials, advertisements or for any purpose other than the purpose of the agreement without the prior written consent of the customer. Upon the expiration of the agreement or the termination of any extension, the Group shall return all drawings, specifications, manuals and other written information (including electronic or stored in other machine-readable media) that it obtains under the agreement or provided by the customer.

客戶服務及私隱

為進一步加強保密管理工作，保護企業資產以及客戶的安全與利益，本集團制訂了嚴格和規範的個人資訊保密和安全政策，保障集團資產及保護機密資料(包括員工及客戶的個人私隱)，禁止一切個人資訊的濫用和非法獲利。有鑑於此，本集團僅限授權人員能夠訪問客戶及員工的資訊系統。

本集團對客戶檔案進行嚴密謹慎的管理，避免客戶私隱的洩露，並要求相關業務人員在入職時簽署《保密協定》，加強對本集團業務機密的保護。

本集團與客戶承諾其在簽訂及履行協定的過程中獲得或得知的客戶的任何書面、口頭或其他形式的檔案、資料、圖紙、規格、訂單、手冊、協定或其他保密或專有資訊，包括但不限於與客戶、定價、產品、流程及操作有關的資訊(下稱「**保密資訊**」)保密，且未經客戶同意不得向任何第三方披露、提供或以任何形式使任何第三方獲悉該等保密資訊。

未經客戶事先書面同意，本集團不得在其任何宣傳資料、廣告中或為履行協定目的以外的任何目的提及客戶和/或雙方之間的協議事項。在協定期滿或任何展期終止時，本集團應當將其在協定項下得到或客戶提供的所有圖紙、規格、手冊和其他書面資訊(包括電子或儲存在其他機器可讀媒介中的資訊)返還客戶。

Protection of Intellectual Property Rights

The Group's day-to-day operations involve the use of the intellectual property owned by customers, suppliers, business partners or the Group itself. Therefore, the protection of intellectual property rights is an extremely important task for the Group. All customers' or suppliers' confidential information is only accessible to employees who are responsible for the corresponding project. Without the permission of the related customers or suppliers, the Group will not provide any confidential information to any cooperative partners so as to maximise the security of data for customers and suppliers.

B7. Anti-corruption

Anti-corruption

The Group recognises the importance of anti-corruption to the corporate culture of honesty and integrity as well as all the stakeholders' benefits. The Group has implemented a Prevention of Commercial Bribery Management Policy in strengthening its internal control mechanism, anti-corruption and anti-bribery work so as to achieve the core business philosophy of abiding by the law, integrity and quality service. In 2019, the Group was not aware of any material non-compliance with relevant laws and regulations of bribery, extortion, fraud and money laundering that would have a significant impact on the Group, including but not limited to the Criminal Law of the People's Republic of China, Anti-Money Laundering Law of the People's Republic of China and Law Against Unfair Competition of the People's Republic of China.

知識產權保護

本集團的日常營運中或會牽涉到使用客戶、供應商、商業夥伴或本集團自身的知識產權。因此保護知識產權為本集團非常重要的任務。所有客戶或供應商的機密資料只可以由負責相關客戶或供應商的項目工作的授權員工存取。在無相關客戶或供應商授權的情況下，本集團不會向任何合作夥伴提供任何機密資料，以致最大限度地保障客戶和供應商的資料安全。

B7. 反貪污

反貪污

本集團明白反貪對於持廉守正的企業文化以及所有持份者利益的重要。本集團執行了《預防商業賄賂管理制度》，加強企業內控機制、反貪污和反賄賂工作，做到以守法、誠信及優質服務為核心的經營理念。於2019年，本集團並不知悉任何違反有關防止賄賂、勒索、欺詐及洗黑錢的相關法例和法規而對本集團造成重大影響的情況，包括但不限於《中華人民共和國刑法》、《中華人民共和國反洗錢法》及《中華人民共和國反不正當競爭法》。

Whistle-blowing System

In accordance with the Basic Norms for Enterprise Internal Controls issued by the Ministry of Finance of the People's Republic of China and based on the actual situation of the Group, the Group has formulated the Management System of Anti-fraud Work for Goal Rise Logistics (China) Holdings Limited. This management system clarifies the purpose of anti-fraud work, the concept of fraud and its forms; anti-fraud attribution of responsibility; permanent anti-fraud establishment and its functions; guidance and supervision of anti-fraud work; fraud prevention and control; the whistle-blowing, investigation and reporting of fraud cases; the confidentiality and reward of complaints and whistle-blowing, as well as the remedies, punishment and scope of fraud. The Group's anti-fraud policies, procedures and related measures shall be communicated to employees via various channels (publish and disseminate through the Employee Handbook, promotion, or intranet, etc.) to ensure the employees are properly trained with the relevant laws, regulations and professional ethics and familiarise them with the concept of appropriate code of conduct, help them distinguish between legal and illegal activities, and moral and unethical behaviours.

The Group has set up a reporting hotline and an independent inspection team to collect related reporting information and set up a sound supervision and restraint mechanism to prevent bribery, extortion, fraud and money laundering. Under this reporting mechanism, all employees are allowed to report to the internal control staff anonymously any suspected delinquency, corruption, bribery and other misconduct in connection with the Group. The internal control staff will process the reports promptly, fairly and confidentially. On the other hand, the whistle-blowing system also ensures that whistle-blowers will not be treated unfairly because of reports, the whistle-blowers will not face unfair dismissal, unwarranted disciplinary actions, etc.

舉報制度

本集團根據中華人民共和國財政部所發出的《企業內部控制基本規範》，結合本集團實際情況，制定了《健升物流(中國)控股有限公司反舞弊管理制度》。本制度主要闡明反舞弊工作的宗旨、舞弊的概念及形式；反舞弊的責任歸屬；反舞弊常設機構及其職能；反舞弊工作的指導和監督；舞弊的預防和控制；舞弊的舉報、調查和報告；舞弊投訴及舉報的保密和報償；以及舞弊的補救措施、處罰和範圍。本集團的反舞弊政策、程序及有關措施在集團內部以多種形式(如發放員工手冊、宣傳或內聯網等方式)進行有效溝通和培訓，確保員工接受有關法律法規、職業道德規範的培訓，使其明白行為準則涉及的概念，幫助員工識別合法與違法的活動、誠通道德與非誠通道德的行為。

本集團設立舉報熱線和成立獨立稽查小組以收集相關舉報資訊，建立健全監督約束機制，防止賄賂、勒索、欺詐及洗黑錢等不當行為。該舉報制度讓所有員工可以向內部控制職能員工匿名舉報集團內懷疑怠忽職守、貪污、受賄及其他不當行為。內部控制職能員工將迅速、公平以及秘密地處理舉報。另一方面，舉報制度亦保障舉報者不會因舉報而受到不公平的對待，舉報者不會被無理解僱、無理接受紀律處分等等。

B8. Community Investment

The Group has been striving to build a beautiful and healthy community, hopes to foster employees' sense of social responsibility, thus encouraging employees to participate in charitable activities during their work and spare time to make greater contributions to the community. We have also encouraged our employees to participate in environmental and charitable activities, make donations to assist underprivileged students and engage in social services. The Group believes that participating in these activities to repay society can increase its employees' civic awareness and help establish correct values.

Education Sponsorship

The Group participated in the "Guangzhou, Hong Kong and Macao Youth Happy Hand in Hand in Zengcheng Xintang Youths Caring Activity" co-organised by the "Under the Same Sky, House of Hope Association" and "Shapu Middle School", donated items to poor schools, and received a pennant as a token of gratitude in 2019.

B8. 社區投資

本集團一直為建設美好、健康的社區而努力，希望培養員工的社會責任感，因此一直鼓勵員工於工作期間及空閒時間參與社會公益活動，為社會作更大貢獻，亦一直安排公司員工參與環保公益、捐資助學和社會服務等活動。本集團相信，借著親身參與回饋社會的活動，可以令員工的公民意識得以提升，樹立正確的價值觀。

助學活動

本集團在2019年參與了由「同一天空下希望之家協會」和「沙埔中學」共同舉辦的「穗、港、澳青少年快樂牽手增城新塘青少年送愛心活動」，向貧困學校捐贈物品，並獲得了錦旗以示感謝。

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環境、社會及管治報告 *(續)*

THE ESG REPORTING GUIDE CONTENT INDEX OF THE STOCK EXCHANGE OF HONG KONG LIMITED

香港聯合交易所有限公司的《環境、社會及管治報告指引》內容索引表

Subject Areas, Aspects, General Disclosures and KPIs

主要範疇、層面、一般披露及關鍵績效指標

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A. Environmental

A. 環境

Aspect A1: Emissions

層面 A1：排放物

General Disclosure

Information on:

- (a) the policies; and
- (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to exhaust gas and GHG emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

Emissions — Exhaust Gas Emissions, GHG Emissions, Waste Management

一般披露

有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的：

排放物 — 廢氣排放、溫室氣體排放、廢棄物管理

- (a) 政策；及
- (b) 遵守對發行人有重大影響的相關法律及規例的資料。

KPI A1.1

The types of emissions and respective emissions data.

Emissions — Exhaust Gas Emissions, GHG Emissions, Waste Management

(“comply or explain”)

關鍵績效指標 A1.1

排放物種類及相關排放數據。

排放物 — 廢氣排放、溫室氣體排放、廢棄物管理

(「不遵守就解釋」)

KPI A1.2

GHG emissions in total (in tonnes) and intensity.

Emissions — GHG Emissions

(“comply or explain”)

關鍵績效指標 A1.2

溫室氣體總排放量(以噸計算)及密度。

排放物 — 溫室氣體排放

(「不遵守就解釋」)

KPI A1.3

Total hazardous waste produced (in tonnes) and intensity.

Emissions — Waste Management

(“comply or explain”)

關鍵績效指標 A1.3

所產生有害廢棄物總量(以噸計算)及密度。

排放物 — 廢棄物管理

(「不遵守就解釋」)

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KPI A1.4 ("comply or explain") 關鍵績效指標 A1.4 〔不遵守就解釋〕	Total non-hazardous waste produced (in tonnes) and intensity. 所產生無害廢棄物總量(以噸計算)及密度。	Emissions — Waste Management 排放物 — 廢棄物管理
KPI A1.5 ("comply or explain") 關鍵績效指標 A1.5 〔不遵守就解釋〕	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	Emissions — Exhaust Gas Emissions, GHG Emissions 排放物 — 廢氣排放、溫室氣體排放
KPI A1.6 ("comply or explain") 關鍵績效指標 A1.6 〔不遵守就解釋〕	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。	Emissions — Waste Management 排放物 — 廢棄物管理

Aspect A2: Use of Resources

層面 A2：資源使用

General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	Use of Resources — Energy Consumption, Water Consumption, Use of Packaging Materials 資源使用 — 能源消耗、水資源消耗、包裝物料的使用
KPI A2.1 ("comply or explain") 關鍵績效指標 A2.1 〔不遵守就解釋〕	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及/或間接能源總耗量及密度。	Use of Resources — Energy Consumption 資源使用 — 能源消耗
KPI A2.2 ("comply or explain") 關鍵績效指標 A2.2 〔不遵守就解釋〕	Water consumption in total and intensity. 總耗水量及密度。	Use of Resources — Water Consumption 資源使用 — 水資源消耗

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KPI A2.3 ("comply or explain") 關鍵績效指標 A2.3 (「不遵守就解釋」)	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Use of Resources — Energy Consumption 資源使用 — 能源消耗
KPI A2.4 ("comply or explain") 關鍵績效指標 A2.4 (「不遵守就解釋」)	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。	Use of Resources — Water Consumption 資源使用 — 水資源消耗
KPI A2.5 ("comply or explain") 關鍵績效指標 A2.5 (「不遵守就解釋」)	Total packaging material used for finished products (in tonnes) and with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及每生產單位佔量。	Use of Resources — Use of Packaging Materials 資源使用 — 包裝物料的使用

Aspect A3: The Environment and Natural Resources

層面 A3：環境及天然資源

General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	The Environment and Natural Resources — Air and Noise Pollution, Climate Change Mitigation and Adaptation 環境及天然資源 — 空氣和噪音污染、減緩和適應氣候變化
KPI A3.1 ("comply or explain") 關鍵績效指標 A3.1 (「不遵守就解釋」)	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 Environment and Natural Resources — Air and Noise Pollution, Climate Change Mitigation and Adaptation 環境及天然資源 — 空氣和噪音污染、減緩和適應氣候變化

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B. Social

B. 社會

Aspect B1: Employment

層面 B1：僱傭

General Disclosure

Information on:

- (a) the policies; and
- (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

Employment — Employees' Rights and Welfare, Employment, Promotion and Dismissal, Equal Opportunities

一般披露

有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的：

- (a) 政策；及
- (b) 遵守對發行人有重大影響的相關法律及規例的資料。

僱傭 — 員工權利和福利、招聘、晉升及解聘、平等機會

KPI B1.1 (“**Recommended Disclosures**”)

Total work force by gender, employment type, age group and geographical region.

Employment

關鍵績效指標 B1.1
([**建議披露**])

按性別、僱傭類型、年齡組別及地區劃分的僱員總數。

僱傭

Aspect B2: Health and Safety

層面 B2：健康與安全

General Disclosure

Information on:

- (a) the policies; and
- (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.

Health and Safety — Safe Working Environment, Fire Safety Management

一般披露

有關提供安全工作環境及保障僱員避免職業性危害的：

- (a) 政策；及
- (b) 遵守對發行人有重大影響的相關法律及規例的資料。

健康與安全 — 工作場所的安全、消防安全管理

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KPI B2.1 (“ Recommended Disclosures ”)	Number and rate of work-related fatalities.	Health and Safety
關鍵績效指標 B2.1 (「 建議披露 」)	因工作關係而死亡的人數及比率。	健康與安全
KPI B2.3 (“ Recommended Disclosures ”)	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Health and Safety
關鍵績效指標 B2.3 (「 建議披露 」)	描述所採納的職業健康與安全措施，以及相關執行及監察方法。	健康與安全

Aspect B3: Development and Training

層面 B3：發展及培訓

General Disclosure	Policies on improving employees’ knowledge and skills for discharging duties at work. Description of training activities.	Development and Training — Training Management, Training Course, Focus on Employee Development
一般披露	有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	發展及培訓 — 培訓管理、培訓課程、關注員工發展

Aspect B4: Labour Standards

層面 B4：勞工準則

General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	Labour Standards
一般披露	有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	勞工準則
KPI B4.1 (“ Recommended Disclosures ”)	Description of measures to review employment practices to avoid child and forced labour	Labour Standards
關鍵績效指標 B4.1 (「 建議披露 」)	描述檢討招聘慣例的措施以避免童工及強制勞工。	勞工準則

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Aspect B5: Supply Chain Management

層面 B5：供應鏈管理

General Disclosure	Policies on managing environmental and social risks of the supply chain.	Supply Chain Management — Supply Chain Management Structure, Fair and Open Tendering, Business Ethics
一般披露	管理供應鏈的環境及社會風險政策。	供應鏈管理 — 供應鏈管理結構、公平及公開招標、商業道德
KPI B5.1 (“ Recommended Disclosures ”)	Number of suppliers by geographical region.	Supply Chain Management
關鍵績效指標 B5.1 (「 建議披露 」)	按地區劃分的供應商數目。	供應鏈管理

Aspect B6: Product Responsibility

層面 B6：產品責任

General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	Product Responsibility — Quality and Safety of Services, Advertising and Labeling, Customer Services and Privacy, Protection of Intellectual Property Rights
一般披露	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	產品責任 — 服務的質量與安全、宣傳及標籤、客戶服務及私隱、知識產權保護

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KPI B6.2 (“ Recommended Disclosures ”) 關鍵績效指標 B6.2 (「 建議披露 」)	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。	Product Responsibility 產品責任
KPI B6.3 (“ Recommended Disclosures ”) 關鍵績效指標 B6.3 (「 建議披露 」)	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。	Product Responsibility 產品責任
KPI B6.4 (“ Recommended Disclosures ”) 關鍵績效指標 B6.4 (「 建議披露 」)	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	Product Responsibility 產品責任
KPI B6.5 (“ Recommended Disclosures ”) 關鍵績效指標 B6.5 (「 建議披露 」)	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。	Product Responsibility 產品責任
Aspect B7: Anti-corruption 層面 B7：反貪污 General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Anti-corruption — Anti-corruption, Whistleblowing System 反貪污 — 反貪污、舉報制度

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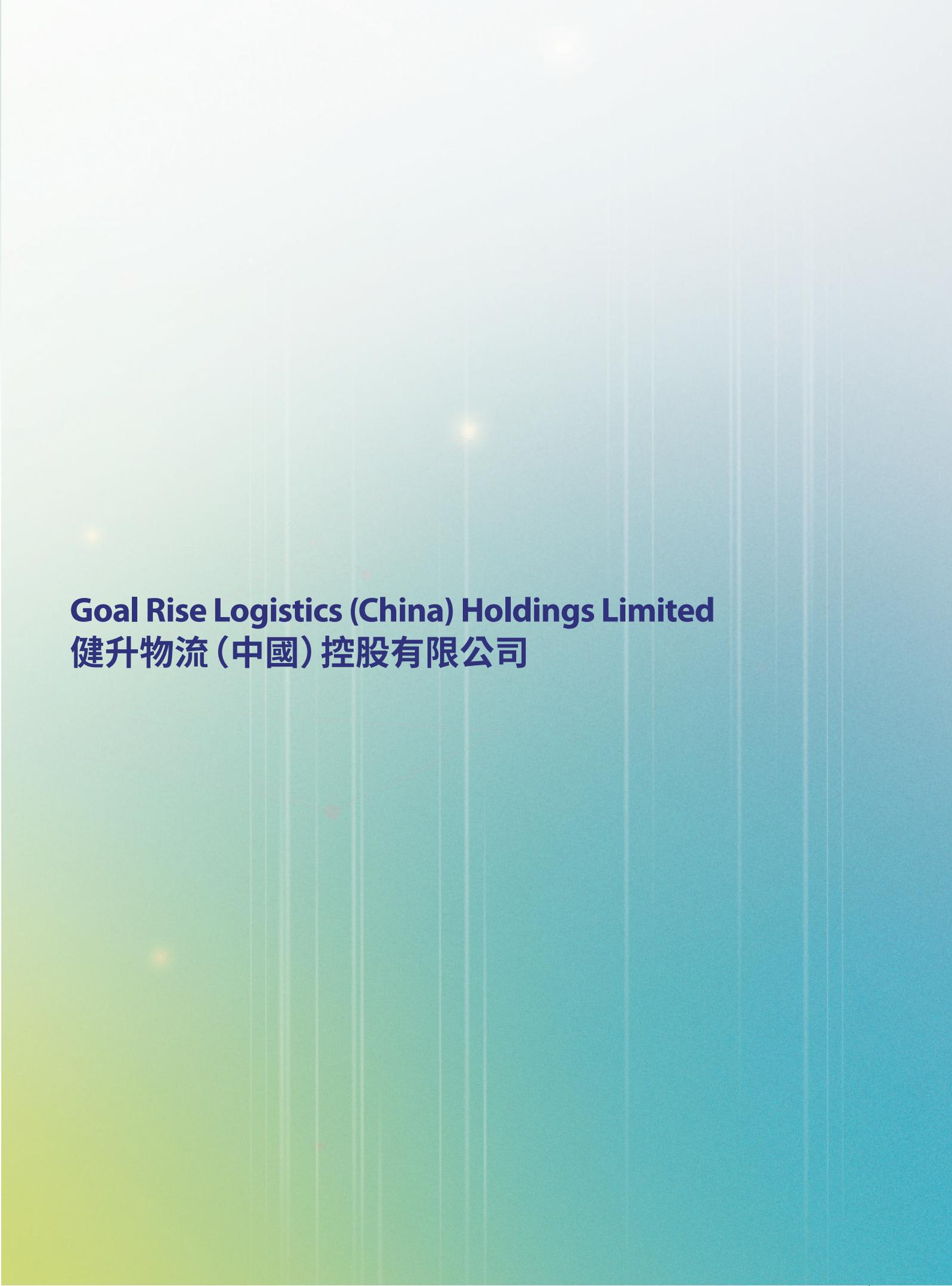
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KPI B7.2 (“ Recommended Disclosures ”)	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Anti-corruption — Anti-corruption, Whistle-blowing System
關鍵績效指標 B7.2 〔 建議披露 〕	描述防範措施及舉報程序，以及相關執行及監察方法。	反貪污 — 反貪污、舉報制度

Aspect B8: Community Investment

層面 B8：社區投資

General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities’ interests.	Community Investment — Education Sponsorship
一般披露	有關以社區參與來瞭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。	社區投資 — 助學活動
KPI B8.1 (“ Recommended Disclosures ”)	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	Community Investment
關鍵績效指標 B8.1 〔 建議披露 〕	專注貢獻範疇（如教育、環境事宜、勞工需求、健康、文化、體育）。	社區投資



Goal Rise Logistics (China) Holdings Limited
健升物流(中國)控股有限公司