



Vico International Holdings Limited

域高國際控股有限公司

(於開曼群島註冊成立的有限公司)

股份代號：1621

2019/2020

**Environmental, Social and
Governance Report**

環境、社會及管治報告



CONTENTS

目錄

About this Report	關於報告	2
Company Profile	關於本公司	5
Statement from Chairman	主席的話	6
Protect Our Environment	環境保護	8
Care Our Employees	關懷僱員	19
Protect Our Employees' Health and Safety	保障僱員的健康和安全	22
Value Created for Clients and Suppliers	為顧客及供應商創造價值	25
Operations	營運	26
Community	社區貢獻	31
Anti-Corruption	反貪污	33

About this Report

The Environmental, Social and Governance (“ESG”) Report published by Vico International Holdings Limited (the “Company”) highlights the achievements in promoting sustainability by the Company and its subsidiaries (collectively the “Group” or “we”). In keeping with the spirit of creating long-term value for our customers and stakeholders, the Company has placed considerable emphasis on sustainable development. The ESG Report elaborates on the various work of the Group in fully implementing the principle of sustainable development and its performance of social and governance. This report was prepared in accordance with the “Environmental, Social and Governance Reporting Guide” (“the Guide”) set out in Appendix 27 to the Listing Rules of The Stock Exchange of Hong Kong Limited (“the Stock Exchange”).

Scope of Report

The ESG Report covers our sustainability performance as well as the initiatives of our head offices and the wholly-owned subsidiaries in Hong Kong of the Group’s business for the period between 1 April 2019 and 31 March 2020 (the “Year”). The environmental key performance indicators (“KPI”) as disclosed in the ESG Report are based on the performance of the Group’s principal office, the operations relating to third-party branded petrochemicals, self-branded lubricant oil business as well as the provision of fleet card services for the Year. The Group will continue to strengthen its efforts in information collection for a broader disclosure of information in environmental and social aspects as well as information related to sustainable development.

Reporting Guidelines

The board has adopted the requirements of the Environmental, Social and Governance Reporting Guide (the “Guideline”) set out in the Appendix 27 of the Rules Governing the Listing of Securities on the Stock Exchange.

關於報告

域高國際控股有限公司(「本公司」)發表的環境、社會及管治報告(「ESG 報告」)闡述本公司及其附屬公司(統稱「本集團」或「我們」)在促進全面可持續發展方面的努力和成果。務求為顧客及持份者創造長遠價值，公司非常重視可持續發展。該 ESG 報告詳述本集團於實施環境及管治政策及落實可持續發展原則方面的表現。本報告乃根據香港聯合交易所有限公司(「聯交所」)證券上市規則附錄二十七《環境、社會及管治報告指引》(「指引」)所載的規定編制。

報告範圍

本報告涵蓋我們二零一九年四月一日至二零二零年三月三十一日止(「本年度」)有關環境、社會及管治議題的情況及表現。於 ESG 報告中披露的環境關鍵績效指標(「KPI」)乃基於本集團本年度的主要辦事處、與第三方品牌石油化工產品的運作、自有品牌潤滑油業務有關的業務，以及在香港提供車隊咭服務的表現。本集團將繼續加強資料收集工作，從而逐步披露更多有關環境及社會以及與可持續發展方面相關的資料。

報告指引

董事會已採用《香港聯合交易所有限公司證券上市規則》(「上市規則」)附錄 27 所載之《環境、社會及管治報告指引》之指引。

Stakeholder Engagement

The engagement of our stakeholders plays an important part in helping us to recognize our sustainability performance. The prudently collected and properly analyzed data not only reveals the Group's sustainable initiatives for the Year, but also the Group's sustainability strategy in the long-term. The Group will continuously make efforts to step up the involvement of stakeholders via constructive conversation with a view to charting a course for long-term prosperity.

Supporting the United Nations Sustainable Development Goals

The Group supports the United Nations' Sustainable Development Goals ("SDGs"), which address the global challenges we face, including those related to poverty, inequality, climate change, environmental degradation. The Group has made commitment to align the operations with 7 of the 17 SDGs with our business impacts to sustainability studied. Over the long term, the Group are working with our stakeholders to deliver outstanding value for our environment, people and community.

Information and Feedbacks

Our continuous improvements rely on your valuable opinions, if you have any advice or suggestions, please email us at cs@vicointernational.hk.

持份者參與

本公司的不同持份者的參與在幫助我們了解可持續發展績效方面發揮了重要的作用。經審慎收集及仔細分析後的數據不但表明本集團於本年度期間推行的可持續措施，同時亦展示了本集團長遠的可持續策略。本集團將不斷透過增加有建設性對話機會以提高持份者的參與，以達至長期昌盛發展。

支持聯合國可持續發展目標

本集團支持聯合國可持續發展目標，這一系列目標旨在解決我們面臨的貧困，不平等，氣候變化，環境退化等全球挑戰。我們研究業務對可持續發展的影響，從十七項聯合國可持續發展目標中識別了七項作出貢獻。從長遠來看，本集團將與持份者合作，為我們的環境，員工和社區創造價值。

資訊及意見

本集團重視閣下的意見，若閣下有任何意見或建議，歡迎發送電子郵件給我們至：cs@vicointernational.hk。



SUSTAINABLE DEVELOPMENT GOALS

環境
The Environment



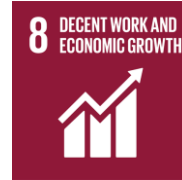
顧客
Customers



供應鏈
Supply Chain



員工
People



社群
Community



Company Profile

The Group is principally engaged in the distribution of third-party branded petrochemicals, the sales of the self-branded lubricant oil and provides fleet card services in Hong Kong. The petrochemical products of the Group include (i) diesel; (ii) lubricant oil (including self-branded lubricant oil and third-party branded lubricant oil); and (iii) other petrochemicals such as bitumen.

The Group sourced semi-finished lubricant oil in bulk volume and finished lubricant oil from overseas suppliers for the in-house blending and repackaging into wholesale and retail packs for sales in Hong Kong.

Board of Approval

The board of directors of the Company (the “**Board**”) has approved this Report on 2 September 2020.

關於本公司

本集團的核心業務包括於香港分銷第三方品牌石油化工產品，銷售自有品牌潤滑油及提供車隊咭服務。本集團的石油化工產品包括：(i) 柴油；(ii) 潤滑油（包括自有品牌潤滑油及第三方品牌潤滑油）及 (iii) 其他石油化工產品，例如瀝青。

本集團向海外供應商採購成批半製成潤滑油及成品潤滑油以供我們內部調合及重新包裝成為批發和零售裝在香港發售。

董事會批准

本公司董事會（「**董事會**」）已於二零二零年九月二日批准本報告。

Statement from Chairman

Dear Shareholders,

It gives me great pleasure to present the third Environmental, Social and Governance report of the Group for the financial year ended 31 March 2020 which shines a light on our efforts and achievements in employee care, service and products, environmental protection and corporate responsibility in the reporting year.

We recognize that employees are crucial to our long-term success and this is our most valuable assets. The Company has committed to creating respectful, diversified and inclusive working environment, every employee can work in an environment free from harassment and discrimination. We encourage our employees to participate in safety trainings and community services to enhance the importance of occupational safety, healthy lifestyle as well as the value of work-life balance. The Group provides a regular performance reviews to employees with a fair and just promotion mechanism which help them strengthen their competitiveness and their sense of belonging. We value the growth and development of employees as it is the foundation of our business expansion strategy and the development of the industry.

Our top priority is to continuously enhance the interests for our customers, employees, agents, suppliers and other stakeholders. Nowadays, the spread of the pandemic of Coronavirus ("COVID-19") has brought uncertainty to the company and the rest of the world. To deal with this situation, the Company has strictly implemented precautionary measures against COVID-19 in our workplaces.

主席的話

各位股東：

我很高興代表本集團，就截至 2020 年 3 月 31 日的財政年度，發表本集團第三份環境、社會及管治報告。報告將介紹本公司在本年度內就員工關懷、提供的服務和產品、環境保護及企業責任方面所作出的努力和取得的成就。

員工是我們最寶貴的資產之一。公司一直致力於營造一個尊重、多元化和包容的工作環境，讓每位員工都能在一個沒有騷擾和歧視的環境中工作。我們一直鼓勵員工參加安全培訓和不同的社會活動，以宣傳職業安全和健康的重要性，以及工作與生活平衡的價值。集團亦定期為員工提供工作表現評估及公平公正的晉升機制，以提升員工的競爭力及歸屬感。公司重視員工成長，員工成長是公司對外擴張戰略和行業發展趨勢的基礎。

不斷提升客戶、員工、代理商、供應商和其他利益相關者的福祉，是我們的首要任務。目前，新型冠狀病毒（「新冠病毒」）大流行給公司和世界各地帶來了不確定性。公司在工作場所嚴格實施新冠病毒預防措施。

Environmental, Social and Governance Report

環境、社會及管治報告

Regarding the social responsibility, the Company has made an endeavor to contribute to the society. The company has been honored to received “Caring Company Scheme” by the Hong Kong Council of Social Service in recognition of our commitment in corporate social responsibility since 2013. The Company recognizes its role as a responsible business with a strong sense of social responsibility, we made donation of protection equipment to the public during the outbreak of COVID-19.

Looking forward, the Company will continue to strive for an environment-friendly and sustainable future for the good of all our stakeholders and the communities we serve.

HUI Pui Sing

Chairman

Hong Kong, 2 September 2020

在社會責任方面，公司努力為社會做貢獻。自2013年起，香港社會服務聯會頒發“商界展關懷計劃”，以表揚我們對企業社會責任的不懈努力。作為企業公民，我們承擔着強烈的社會責任，在新冠病毒疫情爆發期間，為社會捐贈防護裝備。

展望未來，本集團將繼續為我們所有的利益相關者和我們所服務的社區創造一個更環保和可持續的未來。

許沛盛

主席

香港，二零二零年九月二日

Protect Our Environment

With growing environmental protection concern, the Group recognizes its role as a responsible business. We understand that environmental protection is not only beneficial to other people, but also the cornerstone of long-term business development. In order to ensure a sustainable future for our next generation, we actively promote environmental protection policies in our company and encourage our employees to use their best endeavors to reduce waste and emissions while contributing to the community and the environment. Efficiently use of resources not only reduces waste and emissions, but also reduces operating expenses, which is mutually beneficial to our operations in long run and the protection of the environment.

Green Operation

"Green operation" is the principle that the Group adheres to for protecting the environment. We agree with the aim of The Paris Agreement, and encourage employees to take carbon reduction actions continually. We echo with the global efforts to combat climate change. We regularly evaluate the potential negative environmental impacts in our operations, so as to decisively implement emission reduction policies and reduce our carbon footprint. We believe that the following policies are effective to achieve our goal:

1. We actively raise awareness of environmental protection in the workplace and regularly distribute electronic "Sustainable Development" leaflets.
2. We encourage employees to reuse and recycle, and have placed recycling bins near the office to encourage employees to recycle paper, plastic bottles and tin cans regularly.
3. We promote the concept of "reduce emission at source". When we purchase and replace equipment, we favour energy-saving products and compare their energy efficiency labels. We have done our best to purchase equipment that has been certified under the "grade 1 energy label". We also turn off electrical appliances or switch them to standby mode during non-office

環境保護

近年環境保護越來越受關注，本集團作為一家重視社會責任的企業，明白保護環境不但有利於其他人，也是業務長遠發展的基石。為了我們的下一代有一個可持續發展的將來，我們在公司積極推廣環保政策，鼓勵員工一同盡最大努力減少浪費和排放，為社會和環境作出貢獻。適當運用資源不但可以減少浪費，也能減低營運成本，這對長遠營運和保護環境是互利的。

綠色營運

「綠色營運」是本公司為保護環境所堅持的原則。我們認同二零一五年《巴黎協定》的宗旨，並持續地鼓勵員工採取碳減排行動，以積極響應全球氣候變化。我們定期審視在營運過程中所帶來的潛在環境風險及影響，從而以達成更深度減碳的目標。我們認為以下的政策能有效使用能源：

1. 我們積極在工作場所推廣環境保護意識，將「可持續發展」的單張定期以電子形式發放。
2. 我們鼓勵員工重用及循環再用，並已放置回收箱在辦公室附近，以鼓勵員工定期回收紙張、塑膠瓶和錫罐。
3. 我們推廣「源頭減排」的概念，在採購和更換設備時優先考慮節能產品和比較其能源標籤，盡量購買獲「第 1 級能源標籤」認證的設備。我們亦在非辦公時間關閉電器或將其切換到待機模式，更在特定時間

hours, and completely turn off all unnecessary lighting and air-conditioning systems to reduce energy consumption.

後完全關掉所有不必要的照明和空調系統，全面減低能源消耗。

4. We have asked our employees to consume resources responsibly. We have preset the company's printers for duplex printing and taken steps to make it easier for employees to recycle paper. We have also reused office supplies (such as envelopes and folders) and encouraged reducing paper usage by email in our internal communications.
4. 我們已要求員工善用和負責任地消耗資源。我們已把公司的打印機預設為雙面印刷，並採取措施以方便員工回收紙張。我們亦已于內部通訊中廣泛重複使用辦公用品（例如信封和資料夾），並鼓勵以電子郵件形式減少紙張的使用量。
5. We encourage customers to achieve the "Green Vision" with us. We actively send electronic invoices and monthly bills to them.
5. 我們鼓勵客戶與我們共同實現「綠色願景」，並為他們提供電子發票和月結賬單。
6. We believe that business trips tend to cause significant carbon emissions, so we encourage employees to reduce unnecessary overseas business trips and use their best endeavours to take public transport in necessary trips.
6. 我們認為商務旅行往往會造成大量碳排放，因此我們鼓勵員工減少不必要的海外商務旅行，如有需要亦應盡力乘坐公共交通工具。



Water Management

Water is a precious natural resource yet it is often undervalued by the people. The viability of many business heavily depends on clean water supply. We therefore have spared no efforts in saving water and improving water quality. The Group recognizes the importance of reducing water consumption through strengthening our water management and conservation efforts. The Group consumes water mainly for production process. During the year, the Group has consumed in total 1,281 m³ of water and on average 1.225 m³/million Hong Kong dollars of revenue. Water consumption is monitored constantly on our water-saving performance to encourage water conservation. In regard to wastewater, the discharge of sewage has been strictly complied with relevant laws and regulations. We implement proper sewage management that the septic tank system equipped in our warehouse undergoes regular checking to prevent wastewater leakage.

水資源管理

水是一種寶貴的自然資源，但人們常常低估它。可靠和潔淨的供水是許多營運企業的必要條件。因此我們盡力節省用水及提升水質。本集團意識到其重要性，透過加強水質管理和節約用水來降低耗水量。本集團的用水主要應用於公司日常運作。本年度，本集團的總耗水量為 1,281 立方米，每百萬港元收益的平均耗水量為 1.225 立方米。我們亦在營運中推廣節水措施。透過持續監察用水量，我們記錄各部門的節水表現，鼓勵節約用水。在廢水方面，我們所排放的污水亦會嚴格遵守相關部門的法律法規。我們實施妥善的污水管理，定期檢查貨倉內的污水系統，避免污水洩漏。

Waste Management

Solid waste generated from our business operation has drawn our attention in implementing a proper waste management. The Group strives to reduce carbon footprint through putting considerable focus on managing our waste generation and resource conservation. The waste generated by the Group can be broadly divided into two types, non-hazardous waste and hazardous waste. Non-hazardous waste includes general waste produced by staff during office operation and disposal of disqualified product weight. General waste is collected and treated by the management company of the building where our office is located, whereas construction waste is handled by a third party authorized by the Environment Protection Department.

Used Toner cartridges and batteries are also generated from offices and are collected by qualified parties. In addition, we prudently handle and store the wastes arising from production, such as cans for petrol storage. Some cylinders for petrol storage would be recycled from client and reused for carrying the same type of products, while some packaging carriers would be handled by client. For those hazardous wastes, we will engage a licensed chemical waste collector for disposal in order to comply with the waste disposal regulation.

Moreover, we have carried out different measures to enhance our resource conservation efforts. We are looking for more effective packaging and product carrying means to reduce the number of deliveries and constantly optimize the logistics planning. On the other hand, the group also produces hazardous waste, including lubricating oil which is handled by licensed waste collectors in accordance with the Waste Disposal Ordinance (Chemical Waste) (General) Regulation. The amount of waste produced this year:

廢物管理

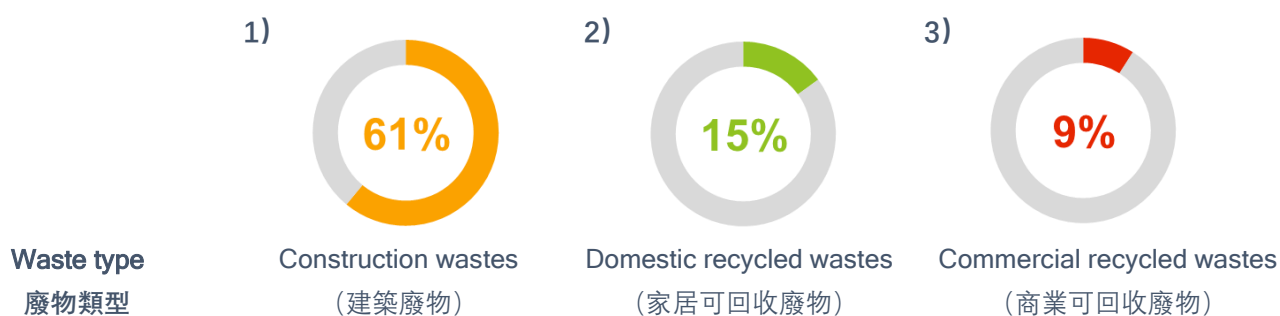
我們業務所產生的固體廢物引起了我們對廢物管理的關注。本集團致力減少我們的碳足跡，集中於廢物的管理和資源保育。本集團產生的廢物主要分為兩類：無害及有害廢棄物。無害廢棄物包括辦公室員工產生的一般廢物及棄置未達標準的產品。一般廢物由辦公室所處大廈的物業管理公司收集並處理，而建築廢料則交由環保署許可的第三方處理。

我們的辦公室營運亦會產生廢碳粉盒及廢電池並交由合資格的單位收集。我們謹慎處理和儲存生產過程中的廢棄物，例如儲存汽油的罐。部份儲存汽油的罐會從客戶處回收再用作承載同類產品，部份包裝器皿由客戶自行處理。至於有害廢棄物，我們會交由合資格的化學廢物回收商處理以符合廢物回收的規定。

此外，我們實施了不同的措施加強我們資源保育的工作。我們不斷地尋找更有效的包裝方法和承載產品方式，以減少交貨次數，實現更高效的物流規劃。另一方面，本集團亦會產生有害廢棄物，包括潤滑油。潤滑油會跟據《廢物處置條例（化學廢物）（一般）規例》交由持牌廢物收集單位處理。本年度廢物產生量：

Type of wastes 廢物種類	Weight 重量	Total Weight 總重量	Intensity (per million Hong Kong dollars of revenue) 密度 (每百萬港元收益)
Total Wastes (廢物總量)		3,793 kg	
A) Domestic wastes (家居廢物)		812 kg	0.777 kg
a i) Landfill wastes (堆填廢物)	260 kg		
a ii) Recycled wastes (可回收廢物)	552 kg ²		
B) Commercial wastes (商業廢物)		666 kg	0.637 kg
b i) Landfill wastes (堆填廢物)	54 kg		
b ii) Reused wastes (可再用廢物)	276 kg ³		
b iii) Recycled wastes (可回收廢物)	336 kg		
C) Construction wastes (建築廢物)		2,315 kg¹	2.215 kg

The percentage of highest three sub-type wastes to total wastes
三種高產生量廢棄物-按種類 (百分比)



Waste increases with the increase of the world's population and its affluence. Landfills are reaching capacity. We encourage employees to reduce waste by improving procurement and operations, and by using less packaging and more sustainable materials. Turning today's waste into tomorrow's resources, we aim to minimize our waste and to recycle, reuse, return safely to the environment as much as possible. Treating waste as a resource improves efficiency and reduces costs and our impact on the environment.

Other than proper waste disposal, waste management is also complemented by our waste reduction commitment that plays a major role in alleviating the pressure on landfills. Underpinned by the 3R principle (Reduce, Reuse and Recycle), multiple ways have been undertaken to reduce paper consumption in the office, such as promoting double-sided printing and copying and using electronic means for information dissemination where possible. The use of reusable products instead of one-off office supplies is also a further proof affirming our steadfast adherence to the principle of "Reuse". Other measures include printing internal notice on recycled paper, and providing recycling bins to collect paper, metal and plastic products.

隨著全球人口增加及富裕程度提高，廢棄物亦增多，堆填區已幾近飽和。我們鼓勵僱員透過改進採購工作和業務營運，並減少產品包裝和加強使用可持續的物料，從而減少廢棄物。我們旨在將今日的廢棄物轉化為明日的資源，盡量減少廢棄物，並盡可能將廢棄物循環再造、重用、轉化，安全地回歸大自然。將廢棄物轉化為資源可提升效益、降低成本並減少我們對環境造成的影響。

除了妥善處理廢棄物，本集團的減廢措施亦與廢物管理互相配合，目的是減輕堆填區的負荷。在 3R（「減廢」、「再用」、「回收」）原則下，我們在辦公室推行多項措施減少用紙，例如鼓勵僱員盡量使用雙面打印及使用電子信息溝通。同時，本集團推崇「再用」的原則，採用可重複利用的辦公室產品以替代即棄用品。其他措施包括以再造紙打印內部通知，並提供回收箱以收集廢紙、金屬和塑膠產品等等。

Our effective policies or methods of encouraging staff to reduce waste are as follows:

1. Computers and other electronic equipment should be turned off when not in use
2. Ensure all idling equipment is turned off when night security personnel patrols the offices
3. Promote the green message to employees to raise their awareness of their own environmental responsibilities
4. Place green posters in corridors/ pantries, and encourage employees to actively suggest environmental protection policies to nurture an atmosphere of environmentally friendliness at workplace
5. Join “Earth Hour” to enhance staff’s understanding of low carbon office operation and energy-saving habits
6. Encourage employees to draft or print internal documents on the back of unused paper, and ask supervisors to lead by example
7. Reduce the use of decorative materials. If it is necessary to use these materials, employees should store and reuse them in other occasions
8. Encourage staff to promote the use of e-statements and bank autopay service to client so as to reduce paper consumption for envelopes, monthly statements and cheques.

我們鼓勵工作人員減少廢物的有效政策或方法如下:

1. 電腦和其他電子設備在不使用時應關閉
2. 夜間保安人員在辦公室巡邏，以確保所有不使用的設備都關閉
3. 向員工宣傳「綠色信息」，確保員工認識本身的環保責任
4. 黏貼綠色海報在走廊/茶水間，積極鼓勵員工提出推動環保的建議，促進環境友好的氛圍
5. 參與環保活動「地球熄燈一小時」，提高員工對低碳辦公和節能習慣的認識
6. 鼓勵員工用尚未使用過的紙張背面起草或列印內部文件，並要求主管以身作則
7. 減少使用裝飾物料，如有需要使用則應盡量保存並在以後重複使用
8. 鼓勵員工向客戶推廣電子月結單及使用銀行自動轉賬服務，減少用紙（信封、月結單及支票所使用紙張）。



Air Emission Management

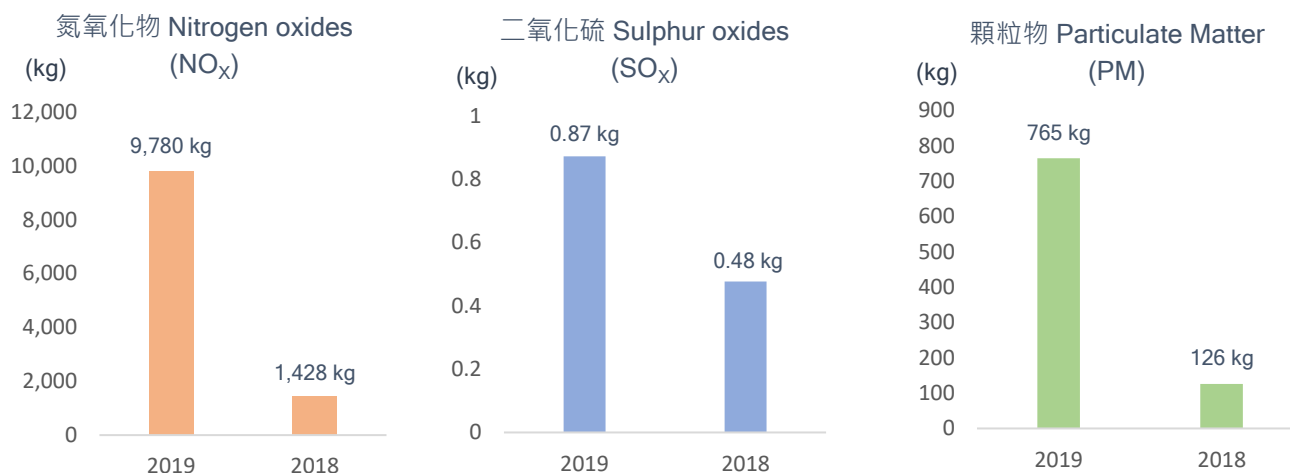
In full knowledge of the potential risk of climate change to the communities, climate change represents a fundamental threat to lives and well-being. The Group has been making steady progress in diminishing our carbon footprints across of business. Although the Group is not a heavy air polluter due to its business nature, we are still devoted to reducing air pollution in various way. The Group owns a fleet of vehicles in supporting its logistics operations, air pollutants were emitted from the use of vehicles. Air pollutants emission from the use of vehicles during the Year:

廢氣排放管理

氣候變化對人類生活和健康是一個根本威脅，了解到氣候變化為社區所帶來的潛在威脅。本集團在拓展業務時亦不忘逐步減少碳足跡。雖然本集團的日常營運並不會造成嚴重污染，但我們仍盡力減少污染物排放，致力減低對人體和環境的影響。由於本集團擁有一支車隊以支持日常運輸服務，因此本集團會因使用車輛而排放氣體和固體懸浮污染物。本年度因車輛使用而產生的空氣污染物排放量如下：

Types of emission	排放種類	Weight 重量
Nitrogen oxides (NO _x)	氮氧化物 (NO _x)	9,780 kg
Sulphur oxides (SO _x)	二氧化硫 (SO _x)	0.872 kg
Particulate Matter (PM)	顆粒物 (PM)	765 kg

Air pollutants emission from the use of vehicles during the Year



Apart from the air pollutants, greenhouse gas is another major type of air emission of the Group. Our fleet of vehicles releases not only pollutants, but also greenhouse gases such as carbon dioxide (CO₂), methane (CH₄) and nitrous oxides (N₂O). Moreover, the operation of our principal office and warehouse will also directly or indirectly emit greenhouse gases through electricity consumption, water and sewage treatment, paper disposal and business trips by staff. The number of business trips and staffs involved during the year are as follow,

除空氣污染物外，溫室氣體是本集團另一種主要廢氣來源。我們的車輛不但排放空氣污染物，亦會排放溫室氣體如二氧化碳(CO₂)、甲烷(CH₄)及氧化亞氮(N₂O)。此外，我們的主要辦公室在營運時會透過電力消耗、水及污水處理、棄置紙張至堆填區及員工外出公幹，會直接或間接排放溫室氣體。本年度公幹及公幹員工數目如下：

Region 地區	Vietnam 越南	Malaysia 馬來西亞	Singapore 新加坡
Number of business trips 公幹數目	6	3	1
Number of staffs involved 公幹員工數目	1	1	1

Air pollution affects the environment. The Group is committed to reducing the generation of air pollutants. For example, we promote the use of low-emission vehicles that comply with Euro V or above standards and unleaded fuels that combust less air pollution. We also regularly check our vehicles to prevent leakage of oil and chemicals, thereby improving energy efficiency. We require drivers to switch off idling engines to improve air quality and reduce pollutant emissions.

空氣污染會影響環境，本集團致力減少因業務產生的空氣污染物排放量。例如，我們提倡使用符合歐盟五期或以上的低排放車輛及在燃燒過程對空氣污染較少的無鉛燃料。我們亦定期檢查車輛以防止洩漏機油及化學品污染環境，從而提高能源使用效率。我們要求司機停車熄匙去改善空氣質素和減少污染物排放。

Effective policies or methods of encouraging staff to reduce electricity consumption:

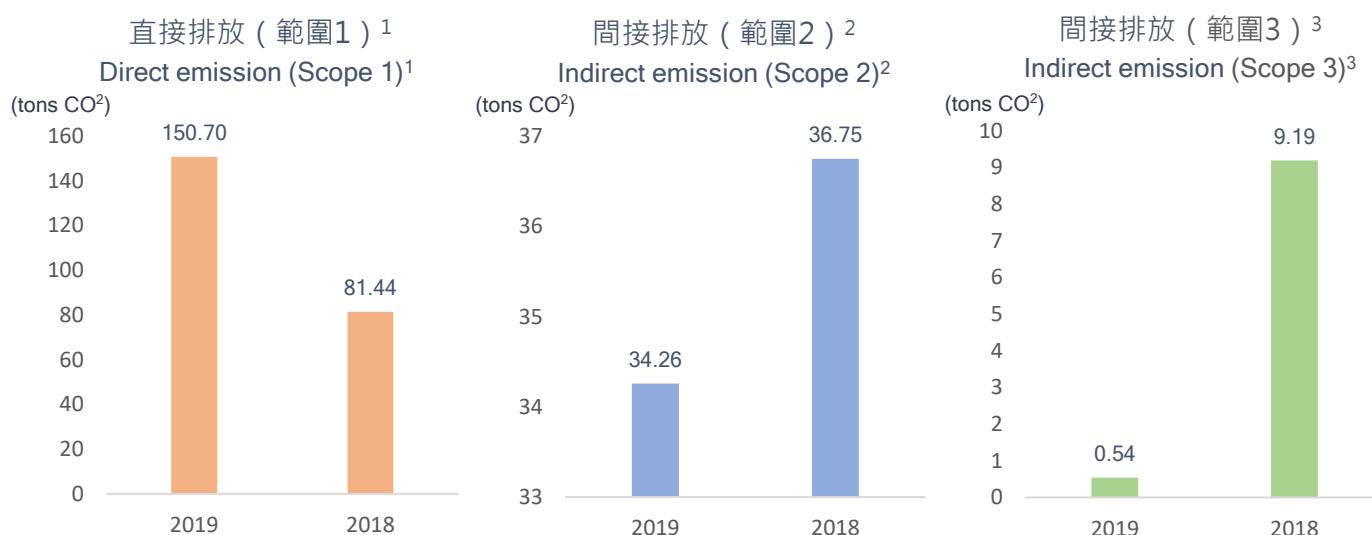
1. Deploy high-efficiency lighting system and reduce the luminosity to the lowest required level
2. Paste a "Energy Saver" labels beside the power switches and encourage staff to turn off lights when away
3. Turn off indoor lighting when sunlight is sufficient
4. Strictly turn off all the power during non-office hours
5. Ask employees to set the computers to sleep/ standby mode when the computers are not in use
6. Adjust the air-conditioning system to avoid the office temperature being unnecessary low, and set a thermometer to monitor the room temperature for keeping the indoor temperature at an appropriate level
7. Install energy-saving T5 fluorescent tubes in offices and retail outlets

我們鼓勵員工減少耗電的有效政策或方法如下：

1. 採用高效能的照明設備，並將燈光調低至最低的所需光度
2. 在電源開關掣貼上「節約能源」提示，並強烈建議午餐時間熄燈
3. 如果有足夠的陽光，室內照明應關閉
4. 嚴格關閉所有辦公室辦公時間後的用電
5. 要求員工將電腦在非使用時設定成休眠/備用模式
6. 調節空調系統以避免辦公室溫度過低，並設置溫度計監察室溫，使辦公室在夏季月份的室內溫度維持在適當水平
7. T5 節能照明燈管已安裝在辦公室和零售店

Type of emission	排放種類	Weight (tons CO ₂) 重量 (噸二氧化碳)
Total emission	總排放量	185.50
Direct emission (Scope 1) ¹	直接排放 (範圍 1) ¹	150.70
Indirect emission (Scope 2) ²	間接排放 (範圍 2) ²	34.26
Indirect emission (Scope 3) ³	間接排放 (範圍 3) ³	0.54
Intensity (emission/ million Hong Kong dollars of revenue)	密度 (排放/收益百萬港元)	0.177

Weight of 3 types of emissions in 2018 and 2019



Notes

- The data include GHG emissions from the combustion of fuels in office vehicles.
- The data include GHG emissions from the generation of purchased electricity.
- The data include GHG emissions from the landfill disposal of paper waste, electricity consumption for freshwater and sewage processing, and business travel by employee.

附註

- 此項數據包括公務車輛燃料燃燒所排放的溫室氣體。
- 此項數據包括用以產生外購電力所排放的溫室氣體。
- 此項數據包括廢紙填埋處理、用以處理食水和污水耗用電力、以及員工外出公幹所排放的溫室氣體。

The Group pays attention to the emission of greenhouse gases, which is the main cause of the greenhouse effect and climate change. Climate change causes problems such as depletion of water resources, decline in agricultural production and ecological imbalances. We note that the Global Risks Report 2019 of World Economic Forum has stated that climate change, extreme weather and natural disasters are key risks that must be addressed globally. We join the global efforts in combating climate change and are committed to monitoring our carbon footprint through a number of measures, such as energy and resources conservation (for details, please refer to the "Waste Management" and "Green Operations" sections) to work with the international community and achieve global carbon reduction goals.

During the year, the Group has not been involved in any case of non-compliance with relevant laws and regulations that have a significant impact on the Group relating to emissions.

本集團亦高度關注溫室氣體的排放，因為溫室氣體是導致溫室效應和氣候變化的主要原因。氣候變化將導致水資源枯竭、農業生產量下降和生態失衡等問題。我們注意到世界經濟論壇在《二零一九年全球風險報告》中指出，氣候變化、極端天氣和自然災害都是全球必須共同應對的風險。我們加入全球減排行列，致力透過多項措施，如節約能源及回收資源，監察我們的碳足跡（詳情請參閱「廢物管理」及「綠色營運」部分），與國際社會共同達到全球減碳目標。

於本年度，本集團並未涉及任何不遵守相關法律法規的情況，而有關法律法規對本集團的排放有重大影響。

Care Our Employees

The Group appreciates and values the devotion of our employees, this is our key driver behind all progress in sustaining our business success. The Group upholds the principle of treating every employee fairly and consistently in all matters and enforces our employment policies in accordance with the regulations of the Employment Ordinance. At the same time, we are committed to creating a warm and rewarding workplace to attract, retain and develop talents. We will be delighted to see our new employees thrive and deliver remarkable services to our customers.

Employment Standard

We have a diverse workforce and we expect our employees to treat one another with respect and dignity. Discrimination in terms of gender, age, race, religion, disability, marital or family status or any other aspects protected by law is strictly prohibited. Equal opportunities are provided to employees for all employment decisions made.

Human Resource Department also takes reasonable steps to verify the identity of the applicants. Legally enforceable employment contracts are provided to all employees to protect these rights. No child or forced labours are hired by the Group.

The Group carefully verifies the identification documents of the new employees during the employment process in order to avoid child labour. Employees are required to enter into labor contract which contains information regarding working hour, his/her benefits and right to terminate the contract to prevent any form of forced labor. Upon receipt of a letter of resignation, payment of the outstanding wages will be made timely. The Group does not encourage overtime work. There have not been any non-compliances in relation to employment, which shall be handled in accordance with relevant contracts and regulations once discovered.

關懷僱員

本集團感謝並且欣賞員工的熱忱貢獻，他們是業務持續輝煌的驅動力。本集團秉持公平原則，對所有員工一視同仁，並嚴格遵守《僱傭條例》的規定。並且致力締造一個溫馨和諧而且富有滿足感的工作環境。我們喜見員工不斷茁壯成長，並且盡心盡力為客戶提供卓越的服務。

僱傭準則

我們擁有多元化的僱員隊伍，並期望僱員互相給予尊重和尊嚴。我們嚴格禁止給予性別、年齡、種族、宗教、殘疾、婚姻或家庭狀況或任何其他受法律保護方面的歧視行為。在做出所有僱傭決策的時候，會為僱員提供平等的機會。

人力資源部亦採取合理步驟核實申請人的身份。為了保護這些權利，我們會向所有員工提供具有法律效力的僱傭合同。本公司不僱用任何童工或強迫勞動。

本集團在招聘員工時會仔細檢查受聘者的身份證明文件，避免招聘童工。僱員亦必須與本集團簽定勞工合約，合約清楚列明僱員的工時、福利及終止合約的權利，防止任何形式的強制勞工。接獲請辭通知後，我們亦會準時支付餘下工資。本集團亦不鼓勵任何超時工作。至今尚未發現違規情況，如發現招聘違規情況，必定按照相關合約和法規進行處理。

As of 31 March 2020, we employed a total of 34 staffs and the gender distribution is as follow,

截至 2020 年 3 月 31 日，本集團共聘用了 34 名員工。

Gender	性別	Number of staffs 員工數目
Male	男	14 人
Female	女	20 人
Total 總數		34 人

The Percentage of the gender distribution of our employees



Employee's Benefits and Development

We value our employees' rights and welfare. The salary structure is reviewed constantly to ensure that our employees enjoy competitive remuneration package. Apart from basic salary, we also offer discretionary bonus based on individual performance of the employees and our financial performance. Employees are also entitled to statutory holidays as stipulated in relevant regulations. In order to enhance our team spirit, we also organize company gathering in celebration of Chinese festivals.

To nurture an excellent team, we monitor the employees' performance annually. The annual appraisal is employed for evaluation purpose to attain our goal of pursuing competitiveness and motivation. We also make recommendations on their career development in the appraisal with a view to maintaining the competitiveness of our employees. We also ensure that thorough consideration of employee's attitude, ability and performance at work precedes every promotion and dismissal decision. Competent employees will be considered for internal promotion in recognition of their efforts and contributions.

僱員福利及發展

我們重視僱員的權益。為了確保僱員享有具競爭力的薪酬，本集團定期審視薪酬結構。除了基本薪金外，我們亦因應僱員個人表現及集團業績酌情給予花紅。本集團亦按照相關法例，讓僱員享有法定假期。為促進團隊精神，我們亦會組織公司聚餐，與僱員一同共度佳節。

為培育優秀團隊，本集團每年都會密切監察僱員表現。我們的年度評估旨在提高僱員競爭力，推動僱員力求上進。年度評估針對僱員職業發展需要提供建議，助僱員維持競爭力。作出任何升遷解僱決定前，我們都會確保已充分考慮僱員的工作態度、能力和表現，亦會考慮內部晉升出色員工，以表揚他們的付出和貢獻。

Employees' Training

We accord great importance to employee development which we believe is crucial to our long-term prosperity. The Group invests time and resources in employee training and development to ensure that our employees have a breadth and depth of knowledge and skills to achieve the business goal. The training plan devised by management aims to address the training needs of our employees. For new employees, orientation is provided in order to deepen their understanding of operation practice of the Group for better employee integration. Besides, regular training organized by our in-house employees is designed to enhance employees' competency in the operation of our businesses.

During the Year, the Group has not been involved in any case of non-compliance with relevant laws and regulations that have a significant impact on the Group relating to employment or labour standards.

僱員培訓

我們十分重視僱員發展，因為我們深信僱員培訓對本集團長遠發展至關重要。本集團為員工培訓和發展投放時間和資源，確保員工具備實現業務目標所需的廣泛技能和深入知識。管理層會針對員工的發展需要，編定培訓計劃。我們為新入職員工提供入職培訓，讓他們可以更了解本集團的營運模式，融入新的工作環境。另外，本集團的員工都會組織定期培訓，從而提升僱員的對公司業務的營運能力。

於本年度，本集團並未涉及任何不遵守相關法律法規的情況，而有關法律法規對本集團的就業或勞工標準有重大影響。

Protect our Employees' Health and Safety

With the obligation of providing a safe working environment and enhancing the awareness on occupational health and safety, we strictly comply with local laws and regulations regarding occupational health and safety, such as the Occupational Safety and Health Ordinance.

Support on Workplace Safety

We emphasize on the workplace safety by providing workplace safety guidelines to our employees, workplace safety inspection is conducted regularly to identify the hazards associated with each procedure and evaluate the risks associated with the hazards identified. In response to the risk evaluation result, preventive and protective measures are implemented. Apart from displaying notice or label and providing personal protective equipment to our employees whenever necessary, safety training courses are also held to raise employees' awareness of workplace safety and to ensure the efficiency of the personal protective equipment for protecting our employees.

保障僱員的健康和安全

本集團以提供安全工作環境，以及提升員工職業健康安全意識為己任。同時，我們亦嚴格遵守與職業健康及安全相關的法律法規，例如《職業安全及健康條例》。

締造安全的工作環境

除給予僱員工作安全指引外，本集團亦會定期進行工作場所安全檢查，辨別及評估生產活動過程中的風險因素，並參考評估結果制定防護措施。我們不僅張貼告示及標籤為有需要的員工提供個人防護裝備，亦舉辦安全培訓課程，提高僱員工作環境安全意識並確保僱員正確使用防護裝備。



Precautionary Measures of COVID-19

In order to protect our employees during the outbreak of COVID-19, the Group highly priorities the safety and health through implementation of hygienic safety and equipment sanitation in the workplace. We have arranged the following measures as a protection for the employees:

1. Sanitize your hands before entering the office
2. Wear a mask
3. Measure body temperature
4. Maintain social distancing with customers

預防新冠病毒措施

在疫情爆發期間，本集團高度重視員工的工作安全和健康狀況，為保障僱員，我們鼓勵員工提高防疫意識並實施預防措施，方法如下：

1. 進入公司前使用消毒搓手液清潔雙手
2. 戴好口罩
3. 測量體溫
4. 員工與客人之間保持適當距離

加強防疫措施安排

COVID-19 Precautionary Measures

- 01 進入公司前使用消毒搓手液清潔雙手
Sanitize your hands before entering the office
- 02 戴好口罩
Wear a mask
- 03 測量體溫
Measure body temperature
- 04 員工與客人之間保持適當距離
Maintaining social distancing with customers



We will closely monitor the announcement of the government for necessary follow-up. All employees are advised to follow the advice of the Department of Health such as maintaining good personal and environmental hygiene, reducing social contact and maintaining social distance. If feeling unwell with respiratory symptoms, such as having fever, cough, sore throat or muscle ache, put on a surgical mask and seek medical advice immediately.

本集團會繼續密切留意政府的相關公布，安排相應措施。我們也鼓勵各員工遵從衛生處指引，如保持良好的個人及環境衛生，減少社交接觸，保持社交距離。如感到不適，並出現傳染病感染症狀如發燒及/或呼吸道感染病徵，應佩戴外科口罩，儘早向醫生求診。

Accident Handling Scheme

Although protective measures have been implemented, our employees are subject to work-related accidents and injuries given the nature of our services. To secure workplace safety to our employees, apart from providing protective equipment, we have a comprehensive management approach from early risk identification to actual accident. The Group recognizes that the use of chemicals poses risks to the environment and to the health of its employees. Hence, we strive to minimize the risks and hazards through regular chemical spillage drill which enhances the emergency response of our employees in the event of chemical leakage. Fire drill and emergency policies were also implemented to reduce safety risks. In case of work-related accidents, we conduct a detailed analysis for the cause of injuries and implement measures to improve or rectify the issues. The Group continuously monitors the improvement measures to minimize the possibility of accidents.

事故處理計劃

由於本集團的業務性質，縱然我們為僱員制定了完善的防護措施，工傷事故仍然有可能發生。為保障員工在工作場所的安全，我們不僅提供個人防護裝備，更會採取全方位的管理方針，從早期的風險識別至實際事故發生作出全面管理。本集團明白使用化學品會為環境及僱員健康帶來風險，因此，本集團透過定期進行化學品洩漏的疏散演習，提高僱員面對化學品洩漏事故的應變能力，我們亦有進行火警演習及實施緊急政策，減低安全風險。若果事故發生，我們會仔細調查事故起因，改善及糾正問題，並密切觀察相關改善措施，將意外發生的機會率降至最低。

During the Year, the Group has not been involved in any case of non-compliance with relevant laws and regulations that have a significant impact on the Group relating to health and safety.

於本年度，本集團並未涉及任何不遵守相關法律法規的情況，而有關法律法規對本集團的健康和安全有重大影響。

Value Created for Clients and Suppliers

The Group is devoted to maintaining close and mutually beneficial relationships with its customers and suppliers. We are constantly improving all aspects of our operations to create values for our customers and suppliers.

Supply Chain Management

For the purpose of improving management efficiency and cost control, we adopt a set of rigorous quality control policies throughout our sourcing, production and delivery cycle. The group dedicates its efforts to perfecting the supply chain management by providing quality products and logistics services for our customers.

To ensure consistent quality of the petrochemicals we distributed, we only source finished products and raw materials from our approved suppliers, whose performances are reviewed annually so as to ensure overall quality of supplies. For the purchase of lubricant oil and other products, we generally request our suppliers to issue monthly report on the technical specifications to ensure that the technical specifications and quality consistently satisfy our customers' requirements. For our diesel delivery, we also conduct checks on the quantity prior to each delivery.

The distribution of suppliers shows as below :

為顧客及供應商創造價值

本集團致力與客戶和供應商保持緊密互惠的合作關係。我們不斷改善營運中的各個環節，為客戶和供應商創造價值。

供應鏈管理

我們對整個採購、生產和物流週期設定了一套嚴格的質量控制措施，提升供應鏈的效率，降低成本。集團致力於完善供應鏈管理，一直以來為顧客提供優質的產品和滿意的物流服務。

另外，我們只會向已認可的供應商採購成品和原料，供應商需要按年向我們提交報告其表現，以確保所生產的石油化工產品質素穩定。至於採購潤滑油及其他產品，我們會要求供應商每月發出有關產品的技術規格報告，以確保規格及質量符合顧客的要求。交付柴油方面，我們於交付每批貨品前亦會核對數量。

供應商選擇分佈如下表：

Region 地區	Hong Kong 香港	Singapore 新加坡	South Korea 南韓	Malaysia 馬來西亞	Mainland China 中國內地
Number of suppliers 供應商數目	13	4	2	2	2



Operations

Our aim is to provide high quality products and services to clients. To achieve this goal, we need to have clear communications with clients, employees and suppliers in order to gain their strong support.

Our quality assurance process and product recall procedures are as follows:

Product warranty and return policy

Upon receiving complaints from our customers and downstream distributors lodged through our customer service hotline, email, fax or walk-in visit at the Sham Shui Po Outlet which are relating to quality defects or shortfalls in quantity on the products we sold, we will work with our customers to investigate the issues together. If it is concluded that there are shortfalls in our delivery, we will make supplemental deliveries to our customers. For products with quality defects, we accept the exchange of same types of products or replacement with different types of products at the same value.

Given that our sales of third-party branded products to downstream distributors are covered by the quality warranty of the product manufacturers, we provide no refund or return of any obsolete inventories to our customers who are downstream distributors. In addition, the products purchased by customers using our fleet cards will be subject to the after-sales policies of oil company, and are not covered by our product return policy.

營運

我們核心的價值是向客戶提供高品質的產品及服務。為此，我們需要與客戶、僱員及供應商清晰溝通，從而得到有力支持。

我們的質量檢定過程及產品回收程序如下：

產品質量保證及退貨政策

顧客及下游分銷商可以透過我們的客戶服務熱線、電郵、傳真或親身到臨深水埗門市就已出售的問題產品作出投訴或作換貨安排。若結果為我方付運出現短缺，我們將向客戶補貨。而就產品存在質量缺陷時，我們接受以相同類別產品或同等價值的不同類別產品作換貨。

鑒於我們向下游分銷商銷售的第三方品牌產品均受產品製造商的品質保證所涵蓋，因此我們不向任何下游分銷商的客戶退款或退回任何陳舊存貨。此外，顧客使用我們的車隊卡購買的產品將受到石油公司的售後政策的約束，故此不在我們的產品退貨政策範圍內。

Quality control policies

We maintain a set of rigorous quality control policies throughout our sourcing, production and delivery cycle, and we have a successful delivery track record and provide quality after-sale services. To ensure consistent quality of the petrochemicals we distributed, we only source finished products and raw materials from our approved suppliers, whose performances are reviewed annually so as to ensure overall quality of supplies.

質量控制政策

我們對整個採購、生產及交付週期設定了一套嚴格的質量控制政策，並且擁有成功的交付記錄及優質售後服務。為確保我們分銷的石油化工產品質量保持穩定，我們只會向我們的認可供應商採購成品及原料，並按年評審其表現，以確保供貨整體質量。



In our in-house blending and repackaging of our lubricants, we strictly follow the formula and production guidelines applicable to the respective types of lubricant oil. In addition, during the process of blending and repackaging, Mr. Hui Pui Sing, our executive Director and chairman of the Board, who has more than 50 years of experience in handling petrochemicals, regularly inspects the sample of finished products on the basis of various factors such as viscosity, coloring, sediments, smell and opacity. In the event that the sample fails the quality assurance test, components used in the process will be adjusted and the product will be re-blended until it conforms to the requirements. If the failed product cannot be re-blended, the entire production batch will be rejected and disposed.

Approximately 172 complaints have been received this year about the quality of service provided by suppliers. The complaints were reported to the suppliers, with the consent of the customers, at our regular meetings for their review and investigation. Decisions were communicated to the customers once the investigation had been done.

Our policies in protecting consumers' information and privacy and relevant measures in execution and supervision are as follows:

就我們潤滑油內部調合及重新包裝方面，我們一直嚴格按照各類型潤滑油適用的配方及生產指引。此外，於調合及重新包裝過程中，擁有逾 50 年處理石油化工產品經驗的執行董事兼董事會主席許沛盛先生會定期根據多種因素對製成品樣本進行檢測，該等因素包括黏度、色澤、沉澱物、氣味及混濁度。假如樣本未能通過檢測，我們會對調配過程中使用的成份作出調整，並會重新調配產品直至符合要求。若該批調配失敗的產品無法重新調合，整個生產批號將不予接納並會作出廢棄處置。

今年收到約 172 宗關於供應商服務品質的投訴。這些投訴在得到客戶同意後，我們會在定期會議上向供應商匯報，以便他們進行審閱和調查。調查完成後，會將會議結果通知客戶。

我們的消費者資料保護及隱私政策，及相關的執行及監管方法如下：

Laws and regulations in relation to consumer protection

For the petrochemical products sales business, we provide customers with exchange services within 10 days of purchase. We bear the liability of product defects only on our in-house blended products. In terms of the third-party branded products, our upstream suppliers or distributors, as applicable, are generally liable for any defective products distributed or manufactured by them and offer replacement of defective products.

We maintain customer service hotlines to, among other things, take complaints from customers relating to the services and sales behavior of our sales agents. During this year, we did not experience material product swap or disputes with our customers over quality of our products that may have a material adverse impact to our business operations.

Customer information security

During the operation of our fleet card business, we electronically receive, process, store and transmit our customers' and partners' sensitive information, including personal identifiable information, bank account information and expense data.

We have established our information and data protection policy which governs the collection, transfer, processing and back-up of all personal data and other private information collected from fleet card holders and applicants, and have implemented internal policies and systems to protect the personal data and other private information collected from fleet card holders and applicants:

有關保障消費者的法律及法規

就石油化工產品銷售業務而言，我們為客戶提供購買後十日內換貨服務。我們僅對內部調合的產品承擔缺陷品換貨責任。就第三方品牌產品而言，上游供應商或分銷商（如適用）一般對由其分銷或生產的任何缺陷品承擔責任及提供缺陷品換貨。

我們設有客戶服務熱線以接收客戶有關我們銷售代理服務及銷售行為的投訴。於本年度，我們與客戶並無就我們產品質量出現任何重大換貨事件或產生糾紛而可能對我們業務營運造成嚴重不利影響。

保護客戶資料

於車隊咭業務的營運過程中，我們以電子方式接收、處理、儲存及傳輸客戶及夥伴的敏感資料，包括個人身份資料、銀行賬戶資料及開支數據。

我們已確立資訊及數據保護政策，以規管向車隊咭持有人及申請人收集的有關個人數據及其他私人資料的收集、轉移、處理及備份，並已實施內部政策及制度以保護向車隊咭持有人及申請人收集的個人數據及其他私人資料：

1. All documentation collected from fleet card holders and applicants in electronic forms is protected by encrypted regular back-ups within the Group's information management system. Such information will be destroyed in two years after the respective fleet card holders terminate the fleet card service.
 2. Hard copies of all application documents from our fleet card applicants are kept by our Group in a locked document cabinet, the key to which is kept by the Group's customer service manager. Such application documents will also be kept by our Group for two years before destruction.
 3. Appropriate levels of access control are implemented across our internal computer systems, so that the personal data and other private information of fleet card holders and applicants could only be accessed by senior management and permitted operation staff on an need basis.
 4. Mr. Hui Yip Ho Eric, our executive Director and chief executive officer (as supported by in-house technicians and external vendors), is responsible for overseeing the safekeeping of personal data and other private information in our possession as well as the maintenance of our internal systems for data storage, processing and protection.
 5. We set forth our privacy policy in our fleet card application form to notify fleet card applicants about our usage of personal data and other private information collected during the application process.
1. 向車隊咭持有人及申請人收集的所有電子文檔以本集團資訊管理系統內的加密方式定期備份保護。資料會在有關車隊咭持有人終止使用車隊咭服務兩年後銷毀。
 2. 車隊咭申請人的所有實體申請文檔，由本集團存放於已上鎖的文件櫃內保管，文件櫃鑰匙由本集團客戶服務經理保管。本集團亦會先保存該等申請文檔兩年之後才會銷毀。
 3. 內部電腦系統實行合適存取控制水平，使車隊咭持有人及申請人的個人數據及其他私人資料僅可由高級管理層及許可營運員工於有需要時存取。
 4. 在內部技術人員及外部供應商的支援下，執行董事兼行政總裁許業豪先生負責監督我們對個人數據、其他私人資料以及用於數據儲存、處理及保護的內部系統的維護。
 5. 我們於車隊咭申請表格中列明私隱政策，並將申請過程中收集個人數據及其他私人資料的用途告知車隊咭申請人。

Community

Following the Group's Business-in-Community philosophy and mission of delivering positive social impact, we devote ourselves to various community service to drive positive social changes. We strive for a prosperity with the society as well as our pursuit of business development, the group is keen to contribute in support of healthy development of the community. As an enterprise with strong social conscience, the Group has been actively contributing to promote collaborations among business and social service partners and inspire corporate social responsibility. We also encourage business and public institutions to join hands and build a cohesive society through caring for the community, employees and the environment.

Supporting the community is part of our corporate culture. We aspire to serve and care for the needy in society, in particular the vulnerable individual during the difficulty times in early year. During the outbreak of COVID-19, the Group organized a mask donation activity and sent volunteers to help distributing the mask to people in need in the local community, which raise the hygiene awareness.

社區貢獻

本集團秉承社會、企業共勉的理念並以社會帶來正面影響為目的，我們投入不同的社區計劃為社會帶來一個正面改變。我們在發展公司業務的同時，亦積極地貢獻和回饋社會，支援社區的健康發展。作為一間有社會責任的企業，本集團透過參與各類社區活動，積極為社區做出貢獻。同時，我們也鼓勵企業與公共單位藉由照顧社區、員工與環境一起創建一個和諧穩定的社會。

支持社區是我們企業文化之一，我們向有需要的人士提供服務和照顧。在新冠病毒疫情爆發期間，本集團組織了一個口罩派發活動，派出多名義工向社區有需要人士進行捐贈口罩，提高衛生安全意識。



Anti-corruption

With integrity being a core part of the Group's business ethics, we strictly comply with the laws and regulations regarding bribery, extortion, fraud and money laundering, such as the Prevention of Bribery Ordinance. To our anti-corruption commitment, relevant policies and guidelines such as policy on conflicts of interest is adopted. The whistle-blowing policy, which is one of our ways to maintain a high standard of corporate governance, encourages our employees to report suspected misconduct and violations of rules. Investigation work on whistle-blowing reports is undertaken by our designated personnel, who will handle all reports and enquiries with strict confidentiality under all circumstances to preserve anonymity.

During the Year, the Group has not been involved in any case of non-compliance with relevant laws and regulations that have a significant impact on the Group relating to anti-corruption.

反貪污

誠信為本是本集團營運操守的核心部分，因此我們嚴格遵守《防止賄賂條例》等有關賄賂、勒索、欺詐及洗黑錢的法律法規。為了秉持廉潔經營，本集團於員工守則中制定了相關的政政策及指引，如有關利益衝突事宜的處理。我們亦利用舉報制度，鼓勵僱員舉報懷疑不當或違規行為，以維持高水準的企業管治。本集團有專人調查及處理舉報，確保以上程序及舉報人身份保密。

於本年度，本集團並未涉及任何不遵守相關法律法規的情況，而有關法律法規對本集團的反貪腐有重大影響。



VICO INTERNATIONAL HOLDINGS LIMITED

域高國際控股有限公司