



Yee Hop Holdings Limited 義合控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號：1662



2019/20 環境、社會及管治報告 ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT



分子育種技術

Molecular breeding

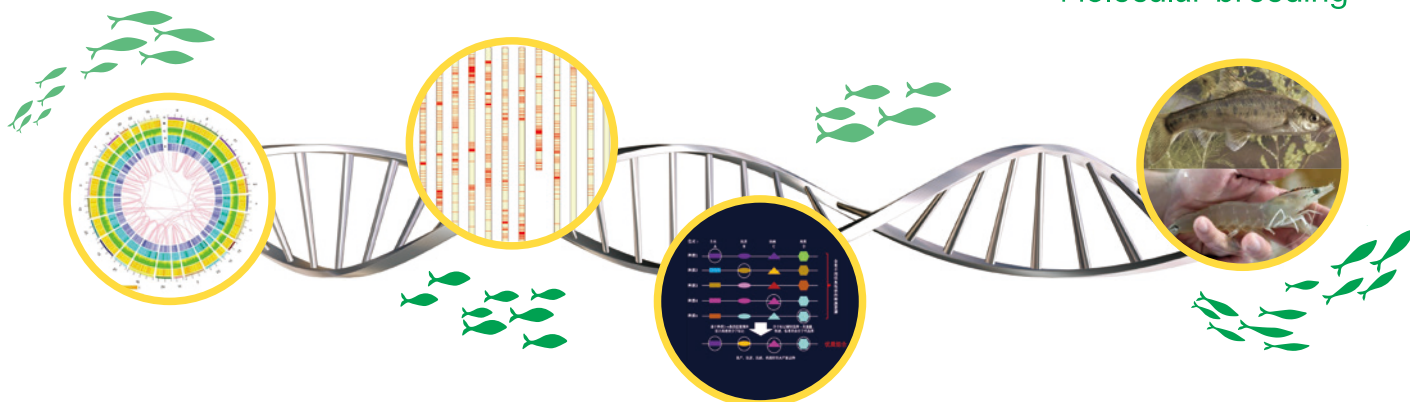




Table of Contents 目錄

2	About This Report 關於本報告	23	Managing our Value Chain 我們的價值鏈管理
4	Chairman Statement 董事長聲明	23	Customer Relations 客戶關係
6	About Yee Hop 關於義合	24	Product and Service Quality 產品及服務質素
7	Awards and Recognitions in Hong Kong 於香港的獎項及嘉許	25	Supply Chain Management 供應鏈管理
9	Sustainability in Yee Hop 義合的可持續發展	28	Protecting our Environment 我們的環境保護
9	Sustainability Governance 可持續管治	28	Environmental Management 環境管理
10	Sustainability Policy 可持續發展政策	29	Energy Management 能源管理
11	Sustainability Standards 可持續發展標準	31	Green Construction 環保建築
11	Stakeholder Engagement 持份者參與	33	Green Office 環保辦公室
12	Materiality Assessment 重要性評估	34	Greenhouse Gas Emissions 溫室氣體排放
12	Code of Conduct 行為守則	36	Caring for our Community 我們關顧社會
13	Respecting our People 我們尊重員工	38	Laws and Regulation Compliance 遵守法律法規
13	Occupational Health and Safety 職業健康與安全	39	Key Performance Table 關鍵績效表
19	Value and Care for our Employee 我們重視和關顧員工	42	HKEX Content Index 聯交所內容索引
20	Anti-Discrimination and Labour Standards 反歧視及勞工準則		
21	Development and Training 發展及培訓		

About This Report

關於本報告

Yee Hop Holdings Limited (Stock code: 1662) (hereinafter referred to as “**Yee Hop**”, or along with its subsidiaries, the “**Group**”) is pleased to present its annual Environmental, Social and Governance (“**ESG**”) Report (the “**Report**”). The purpose of the Report is to convey the Group’s visions, commitments, performances and strategies relating to material ESG issues. It is also intended to enable all relevant stakeholders to better comprehend the progress and direction of the Group with regards to sustainability.

This Report is prepared in accordance with the “comply or explain” and “recommended disclosures” provisions of the ESG Reporting Guide (the “**Reporting Guide**”) contained in Appendix 27 of the Rules Governing the Listing of Securities, as set out by The Stock Exchange of Hong Kong Limited (the “**Exchange**”). The report adheres to the following Reporting Principles:

義合控股有限公司(股份代號: 1662)(以下簡稱「**義合**」, 或連同其附屬公司為「**本集團**」)欣然公布其年度環境、社會及管治(「**ESG**」)報告(「**本報告**」)。本報告旨在傳達本集團對重大ESG議題的願景、承諾、表現和策略, 同時幫助所有相關持份者更了解本集團的可持續發展之進展和方向。

本報告根據香港聯合交易所有限公司(「**聯交所**」)《證券上市規則》附錄二十七中《環境、社會及管治報告指引》(「**報告指引**」)的「不遵守就解釋」及「建議披露」條文編製。本報告遵循以下報告原則:

Materiality 重要性	<p>This Report is structured based on the materiality of environmental and social issues of the Group (See “Sustainability in Yee Hop” section below). With the confirmation from management, we have structured the report in the following sections: “Respecting Our People”, “Managing Our Value Chain”, “Protecting Our Environment”, and finally, “Caring For Our Community”.</p> <p>本報告根據本集團的環境和社會議題的重要性編製(見下文「義合的可持續發展」部分)。經管理層確認後, 我們將本報告的架構順次序劃分為以下部分: 「我們尊重員工」、「我們的價值鏈管理」、「我們的環境保護」, 以及「我們關顧社會」。</p>
Quantitative 量化	<p>This Report provides relevant quantitative information in order to measure the effectiveness of ESG policies and management systems. Quantitative information is further accompanied by a description where appropriate.</p> <p>本報告提供相關的量化資訊, 以衡量ESG政策和管理系統的功效, 並在適當情況下作進一步說明。</p>
Balance 平衡	<p>This Report provides an unbiased picture of the Group’s ESG performance.</p> <p>本報告不偏不倚地闡述本集團的ESG表現。</p>
Consistency 一致性	<p>This Report adopts methodologies that are consistent with previous years, which allows for meaningful comparisons of ESG data over time.</p> <p>本報告採用與往年相同的研究方法, 對不同時期的ESG數據進行有意義的比較。</p>

About This Report

關於本報告

This report covers the Group's progress and performance on ESG issues from 1 April 2019 to 31 March 2020. Unless otherwise specified, the scope of this Report covers our Group's head office operations (the **"Office"**) in Hong Kong and our foundation works and other civil works business. All quantitative data disclosed in this Report is limited to our Office operations and a representative project from the foundation works and other civil works business division, namely, "Outline Agreement No. 4600006337 for Distribution Cable Trenching and Laying Works in North Region (Yuen Long/Tai Po/Sheung Shui)" (the **"Project"**).

The Group is committed to communicating all material ESG-related matters in the most accurate and genuine manner. As such, all information disclosed in this Report is compiled based on existing policies, operating practices, or official documents and reports. Furthermore, this Report is endorsed and approved by our Board of Directors (the **"Board"**), which are responsible for managing all ESG-related matters of the Group. Their role and leadership will be further explained and highlighted in the following sections (See "Sustainability in Yee Hop" section below).

Your feedback on this Report is highly valued. If you have any questions or suggestions regarding the content or format of this Report, please contact the Group.

By Post: Units 1104-06, Nan Fung Commercial Centre,
19 Lam Lok Street, Kowloon Bay, Hong Kong

By Email: info@yee-hop.com.hk

By Phone: (852) 2686 8713

本報告涵蓋本集團2019年4月1日至2020年3月31日在ESG議題上的進展及表現。除另作說明外，本報告包括本集團香港總辦事處的營運（「**辦事處**」），以及地基工程和其他土木工程業務。本報告所披露的所有量化數據僅限於本集團辦事處的營運，以及地基工程及其他土木工程業務的一項具代表性項目，即「北區（元朗／大埔／上水）配電電纜壕坑挖掘及鋪設工程（定期合約編號：4600006337）」（「**項目**」）。

本集團致力以最準確及真實的方式傳達所有ESG相關的重大事項，因此，本報告所披露的所有資料均根據現行政策、營運慣例或官方文件及報告編寫。此外，本報告經由我們的董事會（「**董事會**」）認可和批准，董事會負責管理本集團所有與ESG相關的事務。他們的崗位和帶領將在以下部分進一步解釋和詳述（見下文「義合的可持續發展」部分）。

我們非常重視您對本報告的意見，如對本報告的內容或形式有任何疑問或建議，歡迎經以下途徑與本集團聯絡：

郵寄地址：香港九龍灣臨樂街19號
南豐商業中心1104-06室

電郵： info@yee-hop.com.hk

電話： (852) 2686 8713

Chairman Statement

董事長聲明

Dear Valued Stakeholders,

On behalf of the Board, it is my pleasure to present our annual ESG Report for the Financial Year ended 31 March 2020. This Report communicates our commitments and contributions to sustainable development in a genuine and transparent manner. Through this Report, we hope to demonstrate our devotion to creating long-term sustainable value for our internal and external stakeholders.

As Yee Hop progresses along our sustainability journey, we remain loyal to our core mission to deliver quality on-site foundation and tunneling works in Hong Kong. From our humble beginnings in 1989 as a subcontractor engaged in foundation, site formation and road works, we have witnessed transformative changes locally and around the world. Locally, we have successfully undertaken various government and private projects involving general and specialist construction works of various scales. On a global level, we have continued to broaden our impact via both innovation and expansion into new markets. This includes the diversification of our foundation and other civil works in the Philippines, our investment in the Birmingham Property Project, and the completion and acquisition of share capital in Shenzhen BGI Marine Sci & Tech Co. Ltd ("**BGI Marine**"), a company established in the PRC.

Notwithstanding the long-term outlook of the construction industry in Hong Kong and beyond, the 2020 Financial Year was a year full of challenges for the Group. Given the escalation of the Sino-US trade dispute, the social unrest in Hong Kong since the third quarter of 2019, and the outbreak of the novel coronavirus (COVID-19) epidemic in the first quarter of 2020, the Group was able to traverse through adversities by integrating sustainability principles into every facet and level of our business. At the Board level, we oversee and manage all ESG-related risks and provide strategic long-term guidance on sustainability performance, goals and priorities. The Group as a whole is committed to four core sustainability values in everything that we do, namely Respecting Our People, Managing Our Value Chain, Protecting Our Environment, and Caring For Our Community. We strongly believe that stable and responsible corporate growth can only be achieved when sustainability becomes the backbone of the business.

致尊敬的持份者：

本人謹代表董事會欣然發布本集團截至2020年3月31日財政年度的年度環境、社會及管治報告。本報告以真實和透明的方式闡述我們在可持續發展方面的承諾和貢獻。我們期望透過本報告展示我們為內部和外部持份者創造長遠可持續價值的堅定決心。

義合在可持續發展的路途上，一直堅守核心使命，在香港提供高質素地基和隧道工程。我們自1989年開始承建地基、地盤平整及道路工程，見證本港和世界各地的變遷。在香港，我們成功承接多個政府及私人項目，包括不同規模的一般和專業建築工程；在國際層面，我們繼續透過創新和拓展新市場來擴展我們的影響力，當中包括在菲律賓的地基及其他土木工程的多元化發展，投資伯明翰物業項目，以及完成和收購於中國註冊成立的深圳華大海洋科技有限公司（「**華大海洋**」）的股權。

儘管香港的建築業未來前景長遠，但2020財政年度對本集團充滿挑戰。在中美貿易矛盾升級，2019年第三季起香港社會不穩，加上2020年第一季爆發2019冠狀病毒(COVID-19)疫情的環境下，本集團將可持續發展原則融入業務的各個環節和層面，渡過難關。我們的董事會監察和管理所有與ESG相關的風險，並就可持續發展的表現、目標和優先處理事項提供長遠策略性指引。本集團全體人員致力在各項工作及事務上堅守四個可持續發展核心價值，分別是「我們尊重員工」、「我們的價值鏈管理」、「我們的環境保護」以及「我們關顧社會」。我們堅信只有將可持續發展納入業務核心，才能達到穩定而負責任的企業成長。

Chairman Statement 董事長聲明

Building on our 30 years of expertise, we continue to improve the sustainability of our business year after year. Due to the nature of our business as a construction contractor in Hong Kong, coupled with the COVID-19 outbreak, occupational health and safety is regarded as one of our primary concerns. Accordingly, over the past year, we have taken substantial measures to improve the Group's occupational health and safety in a sustainable manner. One of our main subsidiaries, Yee Hop Engineering Co., Ltd., was successfully certified with ISO 45001:2018 Occupational Health and Safety Management System Standard for the provision of its construction works. We have also developed a comprehensive risk management method in regards to the COVID-19, which outlines the measures needed to be taken based on different classifications. All employees and subcontractors of the Group are required to follow these measures strictly. The adoption of ISO 45001:2018 and the COVID-19 risk management method have enabled the Group to improve employee safety, reduce workplace risks and create better, safer working conditions during this Financial Year.

We are proud to proclaim that our efforts to continuously strive for excellence in sustainability has received notable recognition. Over the last year, we have received numerous awards in different sustainability dimensions, such as occupational health and safety and environmental management and performance. Please refer to page 7 for details. It is a great honour and privilege to be recognised for our achievements. These awards not only demonstrate our competence, but they also serve to encourage the Group's continuous growth and innovation.

I would like to take this opportunity to express my sincere gratitude to all stakeholders for your continued support to the Group. Achieving sustainable development is a continuous and collaborative journey – we invite you to join our journey and thank you for taking the time to read our Report.

Jim Yin Kwan Jackin
Chairman

Hong Kong, 8 September 2020

我們擁有三十年的專業經驗，每年都積極改進我們業務的可持續水平。我們的業務性質為香港建築承建商，加上2019冠狀病毒疫情爆發，我們將職業健康與安全視為首要考慮之一。因此，在過去一年，我們採取多個重要措施，以持續改善本集團的職業健康與安全。我們其中一間主要附屬公司義合工程有限公司所提供的建築工程，已通過ISO 45001:2018職業健康安全管理体系標準認證。我們亦就2019冠狀病毒制定全面的風險管理方法，根據不同的分類概述需要採取的措施，本集團的所有員工及承建商都必須嚴格遵守這些措施。透過採用ISO 45001:2018和2019冠狀病毒風險管理方法，本集團在本財政年度改善員工安全，降低工作場所風險，造就更好更安全的工作環境。

我們在可持續發展方面不斷追求卓越的努力備受認可，我們深感自豪。過去一年，我們在不同的可持續發展範疇，如職業健康與安全、環境管理和表現等方面獲得多個獎項。請參閱第7頁了解詳細資料。我們很榮幸成果得到認可，獲獎足證我們的實力，也鼓勵本集團持續發展和創新。

本人藉此機會對各持份者長期支持本集團深表謝意。實現可持續發展需要持續合作，我們誠邀您加入我們的旅程，感謝您抽空閱讀我們的報告。

主席
詹燕群

香港，2020年9月8日



About Yee Hop 關於義合

Our Group is an established contractor in Hong Kong and is principally engaged in the provision of foundation works (including the construction of mini-piles, rock-socketed steel H-piles and driven H piles, and other civil works, including site formation works, and road and pavement works) and tunnelling works (including pipe jacking, hand dig tunnel and cut-and-cover tunnel works). With our own team of technical staff, trained workers and a broad range of company-owned machinery and equipment, our Group is capable of handling technically complicated and sizable on-site foundation and tunneling works in Hong Kong. For over 30 years, Yee Hop has participated in a diverse array of projects, including residential developments, commercial developments and infrastructure projects.

Acknowledging the benefits of diversifying the Group's business, Yee Hop has also exerted ample time and resources into the expansion into new markets. Since 2018, the Group has diversified its foundation and other civil works to the Philippines. Furthermore, Yee Hop has invested into a property development project in Birmingham, which consists of 304 residential apartments situated at Windmill Street, Birmingham, the United Kingdom. This project is expected to be completed by the year 2020. The Group has also completed the acquisition of 70% share capital in BGI Marine in March 2019, an indirect subsidiary of the Group that focuses on research and development. BGI Marine specialises in a number of development areas, including conservation and utilisation of aquatic genetic resources, molecular breeding of aquaculture species, ecological and industrial process of aquatic products, and import and export trade. As a Group, we are deeply committed to developing the whole industry chain of aquatic organisms, hence, looking forward, BGI Marine will be a core focus of the Group's business development.

本集團是香港歷史悠久的承建商，主要從事地基工程(包括預鑽孔小型灌注樁、預鑽孔灌注工字樁及衝擊式工字樁，及其他土木工程，包括地盤平整工程及道路和行人道工程)及隧道工程(包括頂管、手挖隧道及明挖回填隧道工程)。我們擁有自己的技術人員團隊、已受訓的工人和公司擁有的各種機械和設備，能夠處理在香港技術複雜、規模龐大的地基和隧道地盤工程。義合三十多年來參與了一系列的項目，包括住宅發展、商業發展和基建項目。

義合深明集團業務宜多元化，於是投入充足的時間和資源拓展新市場。自2018年起，本集團已將地基及其他土木工程的发展擴展至菲律賓。此外，義合在伯明翰投資一個地產發展項目，該項目位於英國伯明翰Windmill Street，共提供304個住宅單位，預計將於2020年完成。本集團亦已在2019年3月成功購入華大海洋70%股權。該公司為本集團的間接附屬公司，專注於研究開發，從事水產基因資源的保護與利用、水產分子育種(Molecular Breeding)、水產生態及工業加工、進出口貿易等多個發展範疇。作為集團，我們一直致力發展水生生物全產業鏈，因此，展望將來，華大海洋將成為本集團業務發展的核心引擎。

About Yee Hop 關於義合

AWARDS AND RECOGNITIONS IN HONG KONG

於香港的獎項及嘉許

Award Ceremony and Awarder 頒獎典禮及頒發組織	Award 獎項	Awarded Project Site 得獎工程項目
25th Considerate Contractors Site Award Scheme by the Development Bureau 發展局第25屆公德地盤嘉許計劃	Considerate Contractors Site Award – Merit (Non-Public Works – New Works – Group A) 公德地盤獎 – 優異獎 (非工務工程 – 新建工程 – A組)	Trenching Works for Power Supply to MTR Shatin Central Link 港鐵沙田至中環線電力挖掘工程
	Considerate Contractors Site Award – Merit (Non-Public Works – New Works – Group A) 公德地盤獎 – 優異獎 (非工務工程 – 新建工程 – A組)	Advance Works for West Rail Yuen Long Station Property Development at Yuen Long Town Lot No. 510 元朗市地段第510號西鐵元朗站物業發展前期工程
	Outstanding Environmental Management and Performance Award – Merit (Non-Public Works) 傑出環境管理獎 – 優異獎 (非工務工程)	Advance Works for West Rail Yuen Long Station Property Development at Yuen Long Town Lot No. 510 元朗市地段第510號西鐵元朗站物業發展前期工程
Construction Industry Council (CIC) 建造業議會(CIC)	Certificate of Appreciation in Recognition for the Support to the CIC Carbon Assessment Tool 支持CIC碳評估工具表揚感謝狀	Enhancement of Footbridges in Tsim Sha Tsui East 尖東行人天橋改善工程
Good Housekeeping Competition 2019 by the Occupational Safety and Health Council 職業安全健康局2019年良好工作場所整理計劃	Certificate of Participation 參與證書	West Rail Kam Sheung Road Station Package, Property Development Lot No. 1040 in DD/03, Yuen Long, New Territories 新界元朗D.D./03號地段第1040號西鐵錦上路站物業發展工程
Safety Award 2019 by the Hongkong Electric Co., Ltd. 香港電燈有限公司2019年安全大獎	Certificate of Appreciation for the Safety, Health and Environmental Performance Achiever Award 安全健康環境表現成就證書	–
	Certificate of Appreciation for the Safety, Health and Environmental Most Supportive Contractor Award 安全健康環境最具支持承包商證書	–

About Yee Hop 關於義合



Sustainability in Yee Hop

義合的可持續發展

We are fully aware that stable and responsible corporate growth can only be achieved when sustainability becomes the backbone of the business. Hence, the Group is determined to integrate sustainability principles into every facet of our business.

SUSTAINABILITY GOVERNANCE

Effective management of sustainability requires committed leadership, clear direction, and strategic influence. A robust sustainability governance structure is thus the cornerstone of Yee Hop's sustainable operations.

Our sustainability governance model provides a solid foundation for developing, implementing and anchoring sustainability strategy and targets. In Yee Hop, all our units have different roles to play and duties to fulfil. Specifically, sustainability is planned and managed on the strategic level by the Board, while executed and monitored on the operational level by our safety committees.

The Board

The Board is the highest decision-making and management authority of the Group. The Board oversees all ESG-related matters of the Group, and are primarily responsible for formulating and reviewing our sustainability policies and objectives, identifying and managing our sustainability-related risks, as well as reporting on our sustainability performance, among others.

Corporate Safety Committee

Due to the nature of our business as a construction contractor in Hong Kong, occupational health and safety is one of our primary concerns. Accordingly, a Corporate Safety Committee composed of representatives from our subsidiaries has been established. They are tasked to organise, plan, implement and evaluate safety performances of our operations, including reviewing the suitability of our safety policy, organising safety promotions and training programs, and assessing our safety performance.

Site Safety Committee

One of our main subsidiaries, Yee Hop Engineering Co., Ltd ("YHE"), has also established a Site Safety Committee within its operations. The Site Safety Committee is composed of both management representatives and workers, and is primarily responsible for communicating safety objectives, policies and initiatives to the operational level, evaluating site safety status, as well as reviewing risk assessments and safety procedures, among others.

我們深明只有將可持續發展納入業務核心，才能達到穩定而負責任的企業成長。因此，本集團悉力將可持續發展原則融入我們業務的每個層面。

可持續管治

有效的可持續發展管理需要堅定的領導、明確的方向和策略性的影響力。義合可持續發展營運的基石是強健的可持續發展管治架構。

我們的可持續發展管治模式為發展、實施和鞏固可持續發展策略和目標提供了穩固的基礎。義合的所有工作單位都有不同的角色和職責，由董事會在策略性層面規劃和管理可持續發展策略，而在營運層面上則交由我們的安全委員會執行和監督。

董事會

董事會是本集團的最高決策和管理部門，負責監督本集團所有與ESG相關的事務，同時主要負責制定和審查我們的可持續發展政策和目標，識別和管理我們的可持續發展相關風險，以及報告我們的可持續發展表現等。

企業安全委員會

由於我們在香港的業務性質是建築承建商，職業健康與安全是我們其中一個最關注的事項。因此，我們成立了一個由附屬公司代表組成的企業安全委員會，負責組織、規劃、實施和評估我們業務的安全表現，包括審查我們的安全政策，舉辦安全推廣和培訓計劃，以及評估我們的安全表現。

地盤安全委員會

義合工程有限公司（「義合工程」）為我們其中一間主要附屬公司，在其業務範圍內設立了一個地盤安全委員會。地盤安全委員會由管理層代表和工人組成，主要負責向營運部門傳達安全目標、政策和措施，評估地盤安全情況，以及審查風險評估和安全程序等。

Sustainability in Yee Hop

義合的可持續發展

SUSTAINABILITY POLICY

In order to realise our sustainability objectives and strategically manage our sustainability performance, the Group has formulated an Environmental and Corporate Social Responsibility (“CSR”) Policy. For Yee Hop, CSR is viewed as a business philosophy that creates sustainable value for shareholders by embracing opportunities and managing risks derived from economic, environmental and social developments. In other words, at our Group, CSR is about achieving commercial success in ways that honour ethical values and respect people, communities and the natural environment.

To provide guidance on how to practise CSR in our daily operations, the CSR policy has established long-term approaches in four key areas, and has conveyed each area's core principles and pragmatic objectives, as detailed below:

可持續發展政策

為實現我們的可持續發展目標，並對我們的可持續發展表現進行策略性管理，本集團制定環境和企業社會責任(「CSR」)政策。義合視CSR為公司理念，透過把握經濟、環境和社會發展所帶來的機遇和管理相關風險，為股東創造可持續價值。本集團的企業社會責任以注重道德價值和尊重員工、社區和自然環境的方式，以達至商業上的成就。

為指引如何在日常營運中實踐企業社會責任，我們在四個重點領域建立了企業社會責任政策的長遠辦法，並闡述了每個領域的核心原則和實際目標，詳情如下：

WORKPLACE 工作場所	<ul style="list-style-type: none">• Foster a supportive and quality working environment 培育一個互相支持及優質的工作環境• Uphold fair and equal employment practices 秉持公正及公平的僱傭慣例• Safeguard employee rights and interests 保障員工權利及利益• Provide opportunities for training and development 提供培訓及發展機會• Ensure a healthy and safe workplace 確保工作場所的健康及安全• Facilitate meaningful communication within the Group 促進集團內有意義的溝通
MARKETPLACE 商業市場	<ul style="list-style-type: none">• Contribute to develop a sustainable market in Hong Kong 為香港建立可持續發展市場作出貢獻• Maintain high standards of integrity, transparency and accountability 維持高水平的誠信、透明度及問責制度• Introduce new products and improve services based on evolving market demands 根據市場走勢推出新產品及完善服務• Promote sustainable development to our stakeholders 向持份者推廣可持續發展
ENVIRONMENT 自然環境	<ul style="list-style-type: none">• Identify our potential environmental impacts 識別我們對環境的潛在影響• Commit ourselves to minimizing our environmental impacts throughout the life-cycle of our projects 致力在項目的生命週期內將我們對環境影響減至最低
COMMUNITY 社區社會	<ul style="list-style-type: none">• Help building a sustainable community by supporting local initiatives through 透過以下途徑支持本地倡議，協助建造可持續發展社區<ul style="list-style-type: none">• Corporate philanthropy 企業慈善• Community partnerships 社區合作• Mobilization of our employees to volunteer work 動員員工參與義工活動

Sustainability in Yee Hop 義合的可持續發展

SUSTAINABILITY STANDARDS

In order to effectively regulate our occupational health and safety, operational quality, and environmental management, Yee Hop has implemented numerous policies and management systems that are carried out in accordance with international standards. These international standards include ISO 9001, ISO 14001, ISO 50001, OHSAS 18001, and as of November 2019, ISO 45001. Details are discussed further in the following sections. By conforming to the aforementioned international standards, we intend to reassure our stakeholders that we operate in a safe way and produce reliable, quality goods without unduly harming the environment.

STAKEHOLDER ENGAGEMENT

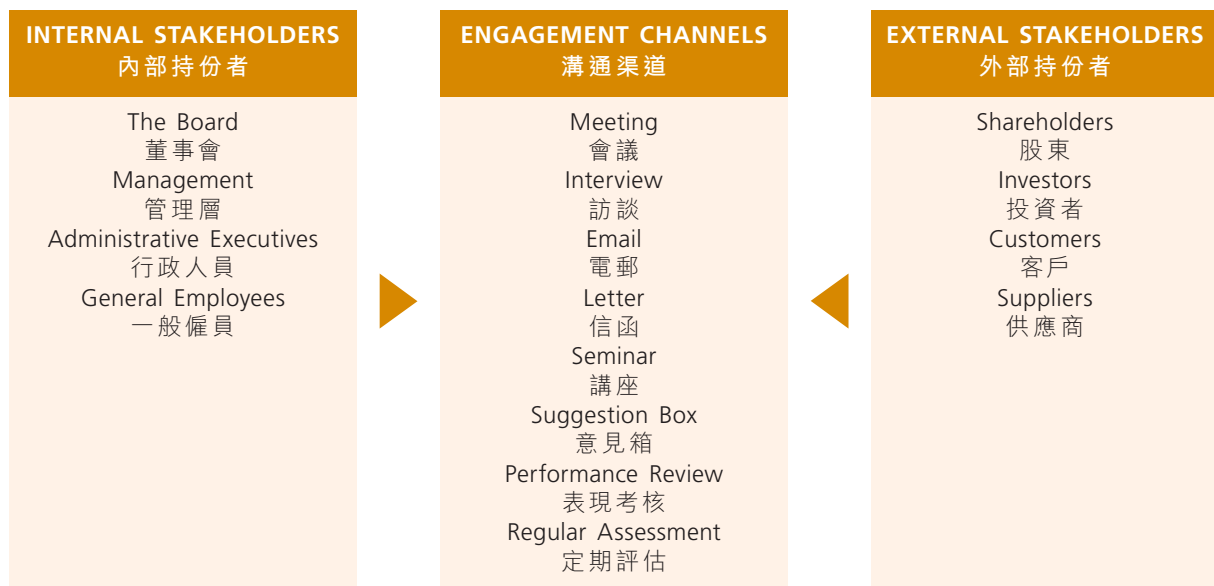
Yee Hop recognises the importance of interacting with our stakeholders as an integral part of our business operations and corporate development. We strongly believe that maintaining an open and ongoing dialogue with our stakeholders can allow the Group to further explore the materiality of different ESG issues, review our business using a multi-perspective approach, and ultimately, formulate better sustainability strategies. During the reporting period, multiple engagement channels have been established to foster interaction with our internal and external stakeholders.

可持續發展標準

為有效規範我們的職業健康與安全、營運質素和環境管理，義合實施多項按照國際標準執行的政策和管理系統。這些國際標準包括ISO 9001、ISO 14001、ISO 50001、OHSAS 18001，以及自2019年11月起採用的ISO 45001。詳細內容將在以下部分進一步討論。透過遵循上述國際標準，我們以安全的方式營運，並在不對環境造成不當損害的情況下生產可靠的優質商品，讓持份者放心。

持份者參與

義合明白與持份者雙向溝通非常重要，並將其視為業務營運和企業發展不可或缺的一部分。我們深信與持份者保持開放及持續的對話，可讓本集團進一步探討不同ESG議題的重要性，多角度檢視我們的業務，並最終制定更好的可持續發展策略。報告期間，我們建立了多個參與渠道，以促進與內部和外部持份者的溝通。



Sustainability in Yee Hop

義合的可持續發展

MATERIALITY ASSESSMENT

A materiality analysis is an assessment to identify and prioritise ESG issues that are most important to an organisation and its stakeholders. The process of identifying these issues involves reaching out to internal and external stakeholders to gather their input. The ultimate result is a visual representation of which issues should be prioritised according to their importance to the company's success and stakeholders' expectations.

As there have been no significant changes to the Group's reporting scope since the previous reporting period (1 April 2018 – 31 March 2019), the assessment results from the last reporting period were used to form the structure and content of this ESG report. Hence, we have structured this report in the following manner: "Respecting Our People", "Managing Our Value Chain", "Protecting Our Environment", and finally, "Caring For Our Community".

CODE OF CONDUCT

We are committed to conducting business honestly, ethically and with integrity. As stated in our Anti-Corruption Policy and Employee Handbook, we adhere to a strict code of conduct that includes provisions for combating bribery, extortion, fraud and money laundering. The code of conduct states that all forms of bribery, corruption and extortion are strictly prohibited. Soliciting, accepting or offering any advantages, including but not limited to rewards, gifts, fees, loans and services, from or to our clients, suppliers or any person having a business relationship with the Group, is strictly prohibited. Employees in breach of the code of conduct will be summarily dismissed. If employees notice any suspicious behaviour, they are encouraged to report it at the first instance in a confidential manner. During the reporting period, we have complied with the Prevention of Bribery Ordinance and are not aware of any legal cases relating to corruption, bribery or money laundering being brought against the Group.

It is also our moral obligation to safeguard all confidential information shared with us. As iterated in the Employee Handbook, employees are forbidden to disclose any confidential information about the Group and our clients under all circumstances. Through the Employee Handbook, employees are also made aware that all IT facilities are strictly restricted to business-related usage only. This adds an additional layer of protection from potential cyberattacks or breach of customer personal data. Employees who improperly use or disclose secrets and confidential business information will be subject to disciplinary action, including summary dismissal. During the reporting period, we have complied with the Personal Data (Privacy) Ordinance, and are not aware of any incidence of breaches to customer privacy in our operation.

重要性評估

重要性分析評估並確定對組織及其持份者最重要的ESG議題的優先次序。識別這些問題的過程包括接觸內部和外部持份者，收集其意見，按議題對公司成功的重要性和持份者的期望，最終顯示出應該優先處理的議題。

由2018年4月1日至2019年3月31日（「上一報告期」）起，本集團的報告範圍沒有重大變化，因此上一報告期的評估結果用作本ESG報告架構和內容的參考。本報告的結構按次序為：「我們尊重員工」、「我們的價值鏈管理」、「我們的環境保護」以及「我們關顧社會」。

行為守則

我們致力以誠實、合乎道德和誠信的方式經營。根據我們的反貪污政策和僱員手冊，我們遵守嚴格的行為守則，包括關於打擊賄賂、敲詐、欺詐和洗黑錢的規定。該行為守則嚴禁任何形式的賄賂、貪污和敲詐，嚴禁向我們的客戶、供應商或與本集團有業務關係的任何人士索取、接受或提供任何利益，包括但不限於獎勵、禮物、費用、貸款和服務。違反該行為守則的員工會被即時解僱。我們鼓勵員工如發現任何可疑行為，應該立即以保密方式舉報。報告期間，我們遵守《防止賄賂條例》，本集團並沒有任何有關貪污、賄賂或洗黑錢的法律案件。

我們也有道德責任去保護所有提供予我們的機密資料。僱員手冊中重申員工在任何情況下都不得透露任何有關本集團及我們的客戶的機密資料。僱員手冊亦嚴格限制所有資訊科技設施的使用，只可用於與業務相關的目的，進一步防止潛在的網絡攻擊，並加強保護客戶個人資料。員工如不正當使用或洩露秘密和商業機密資訊，會受紀律處分，包括即時解僱。報告期間，本公司遵守《個人資料（私隱）條例》的規定，營運中沒有任何侵犯客戶私隱的情況。

Respecting our People

我們尊重員工

Our employees are the core of our business. We respect and care for our employees as their contributions enable us to continue to build our future in the construction industry. Thus, we are committed to sustaining a safe and healthy working environment for all employees and site staff. We are also dedicated to being an employer of choice by valuing employee welfare, nurturing and retaining talents through training and development, and abiding by non-discriminatory, equal opportunity employment practices.

OCCUPATIONAL HEALTH AND SAFETY

The Group considers safety its highest priority in all aspects of its works, and is committed to undertaking all construction work in such a way as to minimise the risk of injury, damage to properties or the environment.

To address and minimise the inherent safety risks in the construction industry and to create a safety-conscious working environment, the Group has published its annually-reviewed Safety and Health Policy Statement on its website. This not only demonstrates our commitment to employee safety, it also holds the Group accountable to its safety objectives and responsibilities to its frontline workers.

As stated in the Safety and Health Policy Statement, Yee Hop strives:

- To adopt measures to control and eliminate hazards, as well as reduce Occupational Health and Safety risks
- To consult and prioritise participation of workers, and where they exist, workers' representatives
- To continually improve Occupational Health and Safety management and performance
- To provide safety training to all employees for their understanding, implementing and maintaining of the Safety and Health Policy

With effect from 2020, Yee Hop has introduced the following objectives:

員工我們的業務核心。我們尊重且關顧員工，他們的努力讓我們得以繼續在建築行業發展。因此，我們全力為所有員工和地盤工人持續提供安全健康的工作環境。此外，我們致力成為首選僱主，注重員工福利，透過培訓和發展來培養和留住人才，並遵守不歧視和平等機會招聘措施。

職業健康與安全

本集團認為安全是其各方面工作的首要考慮，並承諾在進行所有建築工程時，盡量減少受傷、財產或環境受損的風險。

為處理及減低建造業固有的安全風險，並建立重視安全的工作環境，本集團在其網站刊載每年檢討的安全及健康政策聲明，不僅體現對員工安全的承諾，也展示本集團對其安全目標和前線工人的責任。

根據安全及健康政策聲明，義合致力：

- 採取控制和消除危害措施，並減低職業健康與安全風險
- 與工人協商並優先考慮工人的參與，如有工人代表，則與他們協商
- 持續改進職業健康與安全的管理和表現
- 為所有員工提供安全培訓，讓他們了解、執行和維持安全及健康政策

義合以下目標由2020年起生效：

0
Prosecutions
檢控

<0.6
Accident frequency rate per 100,000
man hours worked
每10萬工時的意外事故率

Respecting our People 我們尊重員工

During the reporting period, 11 cases of work-related injuries were reported, and the number of lost days due to work injuries was 1,872 days. We investigated all cases dutifully and provided necessary support and assistance to all injured workers. Appropriate preventive measures were subsequently adopted to prevent the recurrence of such incidents.

報告期間，共上報11宗工傷案件，因工傷而損失的工作日為1,872天。我們盡責地調查了所有案件，並為所有受傷工人提供了必要的支援和幫助。隨後，我們採取了適當的預防措施，以防止該類事件再次發生。

11

Work injuries
工傷

1,872

Lost days due to work injuries
因工傷損失工作日

0

Prosecutions
檢控

0.71

**Accident frequency rate per
100,000 man hours worked**
每10萬工時的意外事故率



Safety Management

Safety in Yee Hop is managed by our Corporate Safety Committee and Site Safety Committee, as aforementioned under the "Sustainability Governance" section. In order to protect the health and safety of our employees, we have formulated a robust safety management system ("SMS"). In accordance with OHSAS 18001 standards, the SMS was developed to help formulate safety targets and objectives, implement safety policies, prepare and respond to emergencies, and organise safety training programs and inspections, as communicated in the Occupational Health and Safety Manual. An internal audit of the SMS is conducted at least once a year to ensure that the SMS is up to date with the latest standards and regulatory requirements, including the Occupational Safety and Health Ordinance and Dangerous Goods Ordinance.

安全管理

如以上「可持續發展管治」部分所述，義合的安全由我們的企業安全委員會和地盤安全委員會管理。為保障員工的健康和安全，我們按照OHSAS 18001標準制定了一套健全的安全管理系統（「SMS」），以訂定安全目標和宗旨、實施安全政策、為緊急情況作準備並應對緊急情況，以及舉辦安全培訓計劃和檢查，詳情已列明於職業健康與安全手冊中。我們每年至少內部審核一次SMS，以確保SMS符合最新的標準和法規要求，包括《職業安全及健康條例》和《危險品條例》。

Respecting our People 我們尊重員工

During the reporting period, YHE has been certified with ISO 45001:2018 Occupational Health and Safety Management System Standard for the provision of its construction works. The previous SMS shall be slowly converted from OHSAS 18001 to ISO 45001 standard.

To further manage the health and safety of our employees, risk assessments are conducted regularly. The Engineer and Safety Officer are responsible for identifying the Group's potential safety risks. They are also responsible for developing appropriate risk control measures by determining the level of risk, probability of occurrence, scope, scale, and potential injuries or property loss caused by such risks. Subsequently, the Project Manager is responsible for reviewing and approving the risk assessment results.

Health and Safety Promotion

We recognise the importance of promoting health and safety among all staff members, especially onsite workers, who are most prone to safety concerns. We have publicly recognised individual staff members and projects who/which have excelled in proactively preventing accidents. During the reporting period, we have also revised and distributed copies of our corporate safety booklet to all onsite workers.

In response to the World Health Organization's annual World No Tobacco Day in 2019, a few of our project sites have organised "No Tobacco Work Day" events. Along with other contractors, our onsite workers and staff actively participated to advocate for reducing tobacco consumption and promoting improved lung health. This also demonstrates our priority in tobacco control to achieve the Sustainable Development Goal ("SDG") target of reducing one-third premature mortality from non-communicable diseases by 2030 (SDG Goal 3. Target 3.4).

報告期間，義合工程提供的建築工程已通過ISO 45001:2018職業健康安全系統標準認證。以往的SMS將逐步由OHSAS 18001標準轉移至ISO 45001標準。

為進一步管理員工的健康和安全，我們定期進行風險評估。工程師和安全主任負責識別本集團的潛在安全風險，並透過確定風險水平、發生機率、範圍、規模以及該等風險可能造成的傷害或財產損失，制定適當的風險控制措施，再由項目經理審查和批准風險評估結果。

促進健康與安全推廣

我們明白向所有員工推廣健康和安全性的重要性，特別是最容易面對安全問題的地盤工人。我們公開表揚個別積極預防事故的員工及項目。報告期間，我們修訂了並派發企業安全手冊予所有地盤工人。

為響應世界衛生組織2019年度的「世界無煙日」，我們的部分地盤項目舉辦了「無煙工作日」活動，我們的地盤工人和員工以及其他承建商均積極參與，支持減少吸煙，促進改善肺部健康，同時體現了我們重視控煙，以實現可持續發展目標（「SDG」）中，於2030年或之前將非傳染疾病的過早死亡率降低三分之一的目標（SDG目標3.細項目標3.4）。



Respecting our People 我們尊重員工

Safety Inspections

To ensure proper implementation of our safety initiatives, the Group carries out regular safety inspections. A weekly safety walk is arranged with the Project Management and Resident Engineer's management. Moreover, Safety Officers and Safety Supervisors conduct safety inspections in accordance with legislative standards on a monthly and weekly basis respectively. Inspection items include but are not limited to general site conditions, scaffolding, lifting appliances, hand tools, excavation, electricity, fire prevention, compressed air systems, personal protective equipment, and more. The Safety Officer is also responsible for collating and analysing inspection results. To streamline our inspection procedure, electronic means were used to record inspection results during the reporting period. These results were subsequently discussed in the Safety Committee Meeting, a meeting organised by our Directors at least once every three months.

To further safeguard the health and safety of our people, internal safety audits are performed biannually. The safety audit assessed the Group's safety planning, developing, organising, implementing, measuring, auditing and reviewing processes, among others. Upon the thorough analysis of our site safety performance, the results are reviewed and evaluated by our Safety Committees, and following this, plausible improvement plans are developed. During the reporting period, two safety audits were performed on YHE and two safety audits were conducted on our Project. Our overall safety performance score is 97% in our Project audits.

安全檢測

為確保正確實施安全措施，本集團定期進行安全檢查。項目管理層及駐地盤工程師管理層安排每週一次的安全巡視，而安全主任及安全督導員亦分別每月及每週按法例標準進行安全檢查。此外，安全主任和安全督導員分別每月和每周根據法律標準進行安全檢查。檢查項目包括但不限於地盤一般情況、棚架、起重器具、手動工具、挖掘、用電、防火、壓縮空氣系統、個人防護用品等。安全主任亦負責整理和分析檢查結果。為簡化我們的檢查程序，報告期間，我們採用電子方式記錄檢查結果，其後，安全委員會舉行會議討論該等結果。安全委員會會議由我們的董事安排，最少每三個月召開一次。

為進一步保障員工的健康和安全，本集團每半年進行一次內部安全審查。安全審查評估本集團的安全規劃、發展、組織、實施、量度、審計和審查等程序。對地盤安全表現進行全面分析後，我們的安全委員會審查和評估結果，然後制定合理的改進計劃。報告期間，我們對義合工程進行了兩次安全審查，以及對本項目進行了兩次安全審查。在本項目的審查中，我們的整體安全表現得分為97%。

Respecting our People 我們尊重員工

Highlights of Other Safety Measures

Apart from safety inspections, other safety measures have also been adopted by the Group during the reporting period. These are illustrated in the table below.

其他安全措施的要點

除安全檢查外，本集團在報告期間還採取了其他安全措施，如下表示：

Emergency and Safety Drills

緊急及安全演習

Preparation is the key to effective response to workplace and onsite emergencies and fires. In terms of workplace and onsite emergencies, the Group has established a comprehensive Emergency Preparedness Procedure to ensure appropriate responses to potential emergency situations. Onsite emergency drills are conducted as planned, and depending upon the site, these may involve fire drills, confined space rescue drills, typhoon drills, heat stroke drills, chemical spill drills, among others.

準備是有效應對工作場所和地盤突發事件和火警的關鍵。在工作場所和地盤緊急情況方面，本集團制定了一套完善的應急準備程序，以確保於可能發生的緊急情況中能作出適當反應。地盤緊急演習按計劃進行，根據地盤情況，可能涉及火警演習、密閉空間救援演習、颱風演習、中暑演習、化學品洩漏演習等。

In terms of workplace and onsite fires, during the reporting period, fire drills were organised at our construction sites and our corporate office once every 6 months. 80% of our staff members and workers attended these fire drills. Fire drills helped prepare employees to respond quickly, calmly, and safely to fire outbreaks.

在工作場所和地盤火警方面，報告期間，我們在建築地盤和辦公室每半年舉行一次消防演習，有80%的員工和工人參與。消防演習有助員工做好快速、冷靜、安全地應對火警的準備。

Alcohol and Drug Free Policy

無酒無毒政策

Yee Hop recognises that alcohol and drug abuse can affect workplace safety, impair the health of our employees as well as their job performance. As such, we strive to maintain a workplace free of drugs and alcohol. During the reporting period, we continued to implement the Alcohol and Drug Free Policy. The policy states that prior to the commencement of work, all newcomers are required to participate in a medical examination. Random testings are also conducted onsite, at least once every two years. Any worker who fails the alcohol and drug tests will be summarily dismissed.

義合深明濫用酒精和藥物會影響工作場所的安全，損害員工的健康和工作表現，因此，我們努力保持一個無酒無毒的工作場所。報告期間，我們繼續實行無酒無毒政策。該政策規定，在展開工作之前，所有新員工都必須進行身體檢查，亦會至少每兩年一次於地盤即場隨機測試。任何未能通過酒精和藥物測試的工人都會被即時解僱。

Respecting our People 我們尊重員工

Onsite Health Check for Workers

工人即場身體檢查

Our onsite health checks for workers provides a double dose of health benefits: 1) An overview of our workforce's health risks, allowing us to tailor future initiatives 2) Insights of workforce's health through face-to-face consultation sessions with qualified health professionals.

我們為工人提供即場健康檢查，為其健康帶來雙重好處：1) 全面了解員工的健康風險，使我們能按需要制定措施；2) 透過面對面諮詢合資格健康專家，了解員工的健康狀況。

During the reporting period, we organised an onsite health check under the initiative "Medical Examination Scheme for Construction Workers." The initiative allowed workers and subcontractors to undergo an onsite general medical examination to better understand their health conditions.

報告期間，我們舉辦「建造業工人醫療體檢計劃」即場健康檢查，讓工人和承建商在地盤接受一般健康檢查，以更了解他們的健康狀況。

Safety Trainings

安全培訓

Safety awareness training classes are regularly provided for all employees to enable them to proactively recognise hazards and appropriately implement required control measures. By attending these training classes, employees are able to better understand the Group's internal SMS, policies, as well as their individual roles and responsibilities. To evaluate the effectiveness of these safety awareness training classes, management review is responsible for establishing a Safety Plan and conducting an annual review of the safety training programmes. Other specific safety training programmes that were held during the year will be disclosed under "Development and Training."

本集團定期為所有員工提供安全意識培訓課程，讓他們能積極主動地識別危險，並適當地實施所需的控制措施。透過參加該等培訓課程，員工能更深入地了解本集團的內部SMS政策，以及他們各自的角色和責任。為評估該等安全意識培訓課程的效用，管理層制定安全計劃，並每年審查安全培訓計劃。年內舉辦的其他特定安全培訓計劃將在「發展及培訓」部分中報告。



Medical Examination Scheme for Construction Workers
建造業工人醫療體檢計劃

Respecting our People 我們尊重員工

VALUE AND CARE FOR OUR EMPLOYEE

We strongly believe that recruiting and retaining talented individuals are vital to the Group's success. To attract and retain such talents, we offer our employees competitive remuneration packages, which includes basic salaries, year-end discretionary bonuses, group medical insurance, paid holidays and leave, including annual, maternity, paternity, jury and sick leaves, as well as contributions to provident funds. During the reporting period, our employment policies adhered with the Employment Ordinance, Employee Compensation Ordinance and the Mandatory Provident Fund Scheme.

Yee Hop prides itself in having a strong corporate culture. To motivate our employees and recognise their efforts and contributions, we have an annual review system in place to assess the performance of our employees and reward them based on their capabilities, responsibilities and performance. In completion of the annual review, all employees will be considered for a discretionary award, including but not limited to, salary adjustments, bonuses and promotions. Moreover, we aspire to foster a strong work-life balance ethic in our corporate culture. Maintaining a healthy work-life balance is not only important for employees' health and relationships, it can also improve their productivity, and ultimately, performance. Accordingly, during the reporting period, the Group organised various corporate events and activities, including a mariculture raft gathering.

我們重視和關顧員工

我們堅信招聘和留住人才對本集團的成功極為重要。為吸引和留住人才，我們為員工提供具競爭力的薪酬待遇，包括底薪、年終酌情花紅、團體醫療保險、有薪休息日和假期，包括年假、產假、侍產假、陪審團假和病假，以及強積金。報告期間，我們的僱傭政策符合《僱傭條例》、《僱傭補償條例》和《強制性公積金計劃》的規定。

義合以擁有出色的企業文化為榮。為激勵員工，並肯定他們的努力和貢獻，我們推行年度檢討機制，以評估員工表現，根據他們的能力、責任和表現予以獎勵。完成年度檢討後，所有員工都有機會得到酌情獎勵，包括但不限於薪金調整、獎金和晉升。此外，我們期望在企業文化中培養強健的工作與生活平衡觀念。保持平衡工作與生活不僅有利員工的健康和社交生活，還能提高其工作效率，最終提升員工的表現。因此，報告期間，本集團舉辦了多項企業活動，包括水產養殖筏聚會。





Respecting our People 我們尊重員工

ANTI-DISCRIMINATION AND LABOUR STANDARDS

Yee Hop also prides itself in being an equal opportunity and competence-based employer. We evaluate our candidates and employees based on objective criteria, individual performance and merit. As detailed in our Employee Handbook, Prevention of Discrimination and Harassment Policy, and Workplace Quality Policy, we treat all candidates and employees equally, and avoid any kind of discrimination based on gender, race, disability, religion, family status, marital status, among others. If (prospective) employees experience any form of discrimination, harassment or unfair treatment, they are encouraged to report it at the first instance for further investigation. All complaints will be treated in strict confidence and impartially, and appropriate legal and internal disciplinary actions will be taken. During the reporting period, we abided by the Sex Discrimination Ordinance, Disability Discrimination Ordinance, Race Discrimination Ordinance, and Family Status Discrimination Ordinance. There are no reported cases of discriminatory behaviour, harassment or unlawful treatment in the workplace.

In order to further safeguard employees' rights and interests and build a legal employment system, we strictly prohibit child labour and any other type of forced labour in our business operations. As conveyed in the No Child Labour Policy, we have established a series of internal control policies to prevent such activities from occurring. In particular, periodic assessments and random checks are conducted regularly to ensure that no person below the age of 18 is employed at the construction site. Furthermore, prior to employment, the Human Resources and Administration Department is responsible for conducting a thorough background check on all applicants. Applicants must also provide relevant certifications and identity proofs for employment eligibility verification purposes. If anyone is found to be providing false information or a false identity, the recruitment procedure will be terminated immediately. During the reporting period, there are no reported cases of child or forced labour.

反歧視及勞工準則

義合也以作為一個平等機會僱主和以能力為基礎的僱主而自豪。我們根據客觀標準、個人表現和業績來評估我們的應徵者和員工。根據我們的僱員手冊、防止歧視和騷擾政策和工作環境質素政策，我們對所有應徵者和員工一視同仁，避免基於性別、種族、殘疾、宗教、家庭狀況、婚姻狀況等任何形式的歧視。如(準)員工遇到任何形式的歧視、騷擾或不公平待遇，我們鼓勵他們在立即舉報，以便進一步調查。所有投訴將保密而公正地處理，我們會採取適當的法律和內部紀律行動。報告期間，我們遵守《性別歧視條例》、《殘疾歧視條例》、《種族歧視條例》及《家庭崗位歧視條例》，沒有任何有關工作場所歧視行為、騷擾或非法待遇的報告。

為進一步保障員工權益，並建立合法的僱傭制度，我們在營運中嚴禁使用童工或任何其他形式的強制勞工。根據禁止童工政策，我們制定了一系列的內部控制政策，以防止該等行為發生。為此，我們定期評估和抽查，以確保建築地盤沒有僱用18歲以下人士。此外，在聘用前，人力資源和行政部門會徹底調查所有應徵者的背景。應徵者必須提供相關的證書和身份證明，以便核實就業資格。如發現有人提供虛假資料或使用虛假身份，我們會立即終止招聘程序。報告期間，沒有任何關於童工或強制勞工的報告。

Respecting our People 我們尊重員工

DEVELOPMENT AND TRAINING

Recognising that the knowledge, skills and capabilities of our employees are vital to the quality of our products and services, we are committed to supporting the continued growth and development of our employees by offering training and development programmes.

At Yee Hop, we provide internal and external training and development programmes to employees at all levels, as long as they are timely, relevant, and value-adding. Practical toolbox training programmes and other management training programmes that aim to enhance employees' knowledge on our quality management system ("**QMS**"), environmental management system ("**EMS**"), safety management system and energy management system ("**EnMS**") were organised, as needed.

Due to the nature of our business as a construction contractor in Hong Kong, during the reporting period, many of our training programs were centred around health and safety and technical skills. For example, selected employees were invited to take part in first-aid training and construction safety supervisor courses. Safety auditors, management personnel, special personnel whose work duties may have a significant implication on work safety, and personnel who are responsible for the attainment and monitoring of safety targets, also received additional health and safety training on an as-needed basis. Prior to the commencement of work, we require all new site workers to undergo orientation safety training to gain a better understanding of the Group's safety measures and policies.

發展及培訓

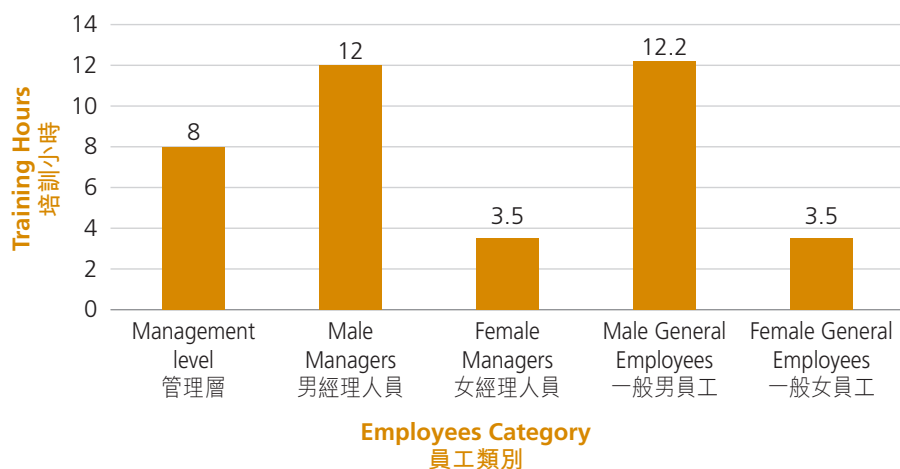
我們明白員工的知識、技能和能力對我們產品和服務的質素十分重要，因此我們致力透過提供培訓和發展計劃來協助員工持續成長和發展。

義合為各級員工提供內部和外部培訓和發展計劃，這些計劃都是適時、與工作相關而具增值作用的。因應需要，我們舉辦實用的地盤培訓課程和其他管理培訓課程，旨在提高員工對我們的質量管理系統、環境管理系統、安全管理系統和能源管理系統的認識。

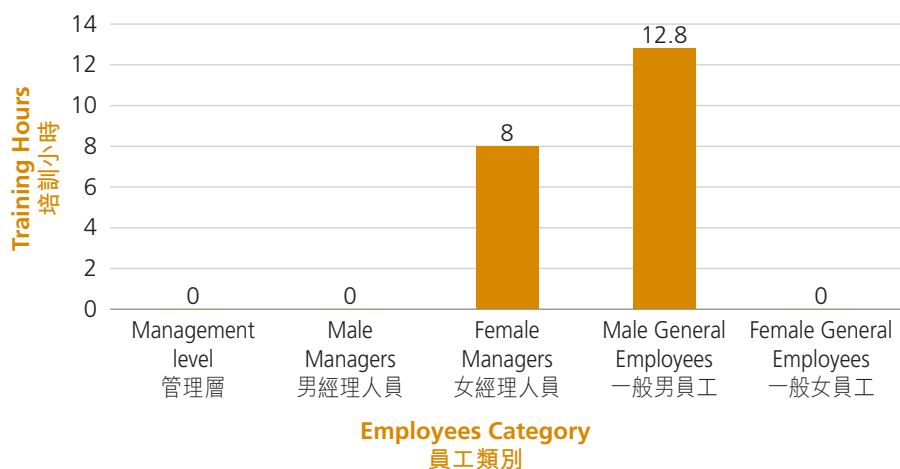
基於本集團的業務性質為香港承建商，報告期間，我們不少培訓計劃都以健康與安全及技能為主題。例如，我們邀請部分員工參加急救培訓和建築安全主管課程。安全審核員、管理人員、工作職責可能對工作安全有重大影響的特別人員，以及負責實現和監督安全目標的人員，也根據需要接受額外的健康與安全培訓。在展開工作前，我們要求所有新的地盤工人接受入職安全培訓，以更深入了解本集團的安全措施和政策。

Respecting our People 我們尊重員工

Average Safety Training Hours per Employee Category
每個員工類別的平均安全培訓時間



Average Technical Training Hours per Employee Category
每個員工類別的平均技術培訓時間



Managing our Value Chain

我們的價值鏈管理

At Yee Hop, we advance sustainability along the entire value chain. Key cornerstones of our value chain include developing positive customer relations, providing high-quality products and services, and developing and maintaining a healthy and prosperous relationship with our suppliers and subcontractors. These are all indispensable qualities at Yee Hop, and we constantly strive to improve and innovate to drive better results.

CUSTOMER RELATIONS

Our Group is committed to cultivating and nurturing positive customer relationships. We strive to prioritise, respect, and understand our customers' interests and preferences, such that long-term customer relations can be forged.

Customer Engagement and Satisfaction

We provide professional and responsive customer service to all of our customers. We value the views and opinions of all our customers and actively seek their feedback through various means and channels. To enhance our service quality, identify customer preferences and improve our operation, customers are invited to rate the quality of our services via our annual customer survey. Customers can rate our operations in terms of sufficiency of manpower, progress, workmanship, response to instructions, planning and management, among others. All information from the customer satisfaction surveys are treated as strictly confidential.

With regards to after-sale services, we ensure that all customer complaints are dealt with in a timely and professional manner. As stated in our Quality Procedures, when a customer complaint is received, we will evaluate its authenticity and subsequently develop corrective and preventive measures. During the reporting period, we did not receive any material customer complaints.

Customer Safety

Yee Hop is committed to the health and safety of our customers. We strongly believe that health and safety is vital to ensuring our business runs smoothly and to make sure customers are protected from unlawful practices that may cause injuries. From project commencement to project delivery, customers are allowed to visit project sites for progress monitoring and quality inspections. In order to secure their safety onsite, we have adopted necessary measures to mitigate risks and ensure their utmost safety. The effectiveness and implementation of such measures are reviewed and overseen by our safety committees. During the reporting period, no customer injuries were reported.

義合在整個價值鏈促進可持續性發展。我們價值鏈的核心基石包括發展正面的客戶關係，提供高質量的產品和服務，以及發展和維持與供應商和承包商健康和繁榮的關係。這些都是義合不可或缺的特質，而我們也不斷努力改進和創新，以取得更好成果。

客戶關係

本集團致力培養和發展正面客戶關係，優先考慮、尊重和了解客戶的喜好，以建立長遠的客戶關係。

顧客參與和滿意度

我們為所有顧客提供專業快捷的客戶服務。我們重視所有顧客的意見和看法，並積極透過各種方式和渠道諮詢客戶。為提升我們的服務質素、了解顧客的喜好以及改進我們的運作，我們每年都會邀請客戶就我們的服務質素作出評分。顧客可以從人力、進度、手工、回應速度、規劃和管理等方面對我們的營運進行評分。所有顧客滿意度調查的資料均會嚴格保密。

在售後服務方面，我們確保所有客戶的投訴都適時而專業地處理。根據我們的品質程序，當我們收到客戶投訴時，我們會對其真實性進行評估，然後制定糾正和預防措施。報告期間，我們沒有收到任何重大的顧客投訴。

顧客安全

義合致力保障顧客的健康和安全。我們堅信健康和 safety 是業務能夠順利進行的關鍵要素，我們全力保護顧客，確保他們不會因非法行為而受傷。從項目動工到交付，客戶都可以到項目地盤檢查進度和質素。為確保客戶在地盤時的安全，我們採取必要的措施來減低客戶的風險，確保他們安全。我們的安全委員會負責審查和監督這些措施的功效和實施情況。報告期間並沒有顧客受傷的報告。



Managing our Value Chain 我們的價值鏈管理

PRODUCT AND SERVICE QUALITY

Customer satisfaction is directly impacted by product and service quality. Hence, at Yee Hop, we uphold a high standard of product and service quality control, and have implemented policies, procedures and a QMS that is in accordance with international quality standards.

Quality Management

The Group has developed and implemented a QMS to guarantee its ability to consistently provide products and services that meet client and regulatory requirements. As communicated in the Quality Manual, the QMS is prepared, maintained and continuously improved in accordance with ISO 9001 standards. Our top management is responsible for developing, implementing and improving our QMS through regular monitoring and annual management review.

We also have a Quality Policy in place that provides a framework for quality objectives, and includes a commitment to meet customer, regulatory and ISO 9001 requirements, as well as to continually improve.

Quality Inspection

Quality control is essential to building a successful business that delivers exceptional products and services that meet or exceed customers' expectations. It also forms the basis of an efficient business that minimises waste and operates at high levels of productivity. Hence, at Yee Hop, we have developed an extensive set of quality inspection and testing procedures.

The frequency and methodology of our inspections are decided based on contractual conditions. Generally speaking, the Site Supervisor is responsible for inspecting incoming materials, and the Project Manager is responsible for the final inspection of the products. Only products that pass our quality inspections can proceed to other procedures or be delivered to our customers. When the product is certified defective, rectification measures will be put in place in a timely manner.

產品及服務質素

顧客滿意度受產品和服務質素直接影響。因此，義合堅持採用高標準的產品和服務質量管理，並實施符合國際質量標準的政策、程序和質量管理系統。

質量管理

本集團已制定並實施質量管理系統，確保能夠持續提供符合客戶和監管要求的產品和服務。根據質量手冊，質量管理系統是按照ISO 9001標準編製、維持和持續改進的。我們的最高管理層負責透過定期監控和年度管理評核來制定、實施和改進我們的質量管理系統。

我們亦制定了質量政策，為質量目標提供框架，包括承諾滿足顧客、法規和ISO 9001的要求，並不斷改進。

質量檢測

質量控制對建立成功企業、提供滿足或超越顧客期望的卓越產品和服務非常重要，同時打造有效的業務基礎，盡量減少浪費，並以水平高生產力運作。因此，義合制定了一套完善的質量檢查和測試程序。

我們檢測的次數和方法是根據合約條件決定的。一般來說，地盤督導員負責檢測來料，項目經理負責產品的最終檢測。只有通過我們質量檢測的產品才能進入其他程序或提供予客戶。如產品被證實不合格，則必須及時依照有關措施修正。

Managing our Value Chain 我們的價值鏈管理

Non-conforming Products

If outputs from the business do not conform with ISO 9001 guidelines or our quality standards, identification and corrective measures will be implemented. As such, we have established a set of Non-conforming Product Control Procedures.

As described in detail within the aforementioned procedures, if we find any non-conforming product or receive any customer complaint regarding non-conformity, we will rectify the situation by identifying, assessing and separating non-conforming products. Non-conforming products or processes are classified into minor and major non-conformities. Minor non-conformities are corrected by the Project Manager immediately, whilst major non-conformities must be reported to the Director. Depending on the seriousness of the defect, we may adopt corrective measures to repair the item and subsequently reinspect it, change the use of the item, dispose of the item, or negotiate with relevant parties for concession. During the reporting period, all non-conformities were handled professionally, diligently and appropriately. We have not recalled any product due to health and safety reasons.

SUPPLY CHAIN MANAGEMENT

Yee Hop is committed to developing and maintaining an ongoing collaborative working relationship within our supply chain. We recognise that the quality of the service we provide, and of the infrastructure that we build, are dependent on the reliability and quality of products and services delivered by our suppliers and subcontractors. Hence, we prioritise and make great efforts to maintain regular engagement and collaboration with our suppliers and subcontractors. During the reporting period, we worked closely with 13 suppliers and 3 subcontractors.

Our Supply Chain Sustainability Policy sets forth our commitment to transparent and fair procurement practices, and to managing and integrating sustainability considerations throughout our entire supply chain.

不合格產品

如果業務中有產品不符合ISO 9001準則或我們的質量標準，我們會採取識別和糾正措施。因此，我們已制定不合格產品控制程序。

正如上述程序所示，我們如發現任何不合格產品或收到任何顧客關於不合格的投訴，我們會透過識別、評估和抽去不合格產品以作糾正。不合格產品和程序分輕微和嚴重兩種。輕微的不合格情況由項目經理立即糾正，而嚴重的不合格情況則必須向董事報告。因應瑕疵的嚴重程度，我們可能會採取不同的糾正措施，包括維修然後再次檢測、改變產品的用途，棄置產品，或與有關方面談判讓步空間。報告期間，所有不合格情況均已專業、認真、妥善地處理。我們沒有因健康和原因而回收任何產品。

供應鏈管理

義合致力於供應鏈內發展及維繫持續合作關係，我們明白我們所提供的服務質素以及我們所建設的基礎設施，取決於供應商和承建商產品和服務的可靠性和質量。因此，我們非常重視並努力與供應商和承建商保持定期交流和合作。在報告期內，我們與13間供應商和3間承建商緊密合作。

我們的供應鏈可持續發展政策承諾實踐透明、公平的採購，並於整個供應鏈中管理和注入可持續發展的元素。

Managing our Value Chain 我們的價值鏈管理

Transparent and Fair Procurement Practices

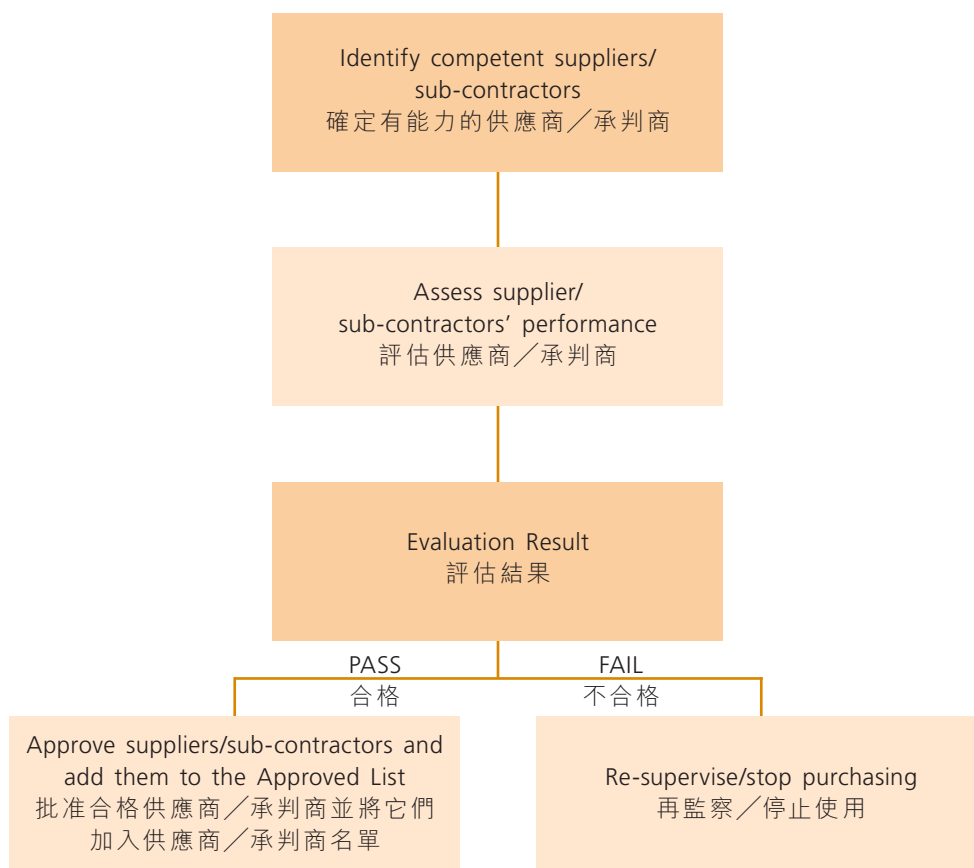
Our success depends on the trust placed in us by our stakeholders. It is therefore our responsibility to uphold our reputation as a fair and ethical business at all times. Our procurement practices and tendering procedures have thus been formulated on the basis of fairness and transparency.

As stipulated in our Supplier Evaluation Procedures, we ensure that fair opportunities are provided to capable and qualified suppliers and subcontractors. New suppliers are assessed within a probation period of three project life cycles before being placed onto our list of approved suppliers and subcontractors. Approved suppliers and subcontractors are also subject to regular assessment to ensure their capability in satisfying our quality and sustainability standards. Suppliers who show unsatisfactory performances in the assessment will be given warnings or removed from the approved supplier and subcontractor list, which is reviewed and updated on an annual basis. The sub-contractor and supplier evaluation process is outlined in the figure below.

透明而公平的採購慣例

我們的成功取決於持份者對我們的信任。因此，我們任何時候都有責任維護自己的商譽，以成為一間公平和道德的企業。因此，我們的採購慣例和招標程序都是在公平和透明的基礎上制定的。

正如我們的供應商評估程序所規定，我們須確保為有能力 and 合資格供應商及承建商提供公平機會。新供應商會在三個項目週期的試用期內接受評估，然後才被列入認可供應商和承建商名單。認可供應商及承建商亦會定期接受評估，以確保其能力符合我們的品質及可持續發展標準。在評估中表現欠佳的供應商將被警告或從認可供應商和承建商名單中移除，而該名單每年都會進行審查和更新。承建商和供應商的評估程序如下圖所示。



Sub-contractor and Supplier Evaluation Process
承判商和供應商評估程序

Managing our Value Chain 我們的價值鏈管理

Building a Sustainable Supply Chain

At Yee Hop, we believe that by managing and improving ESG performance throughout supply chains, companies can conserve resources, optimise operational processes, uncover product innovations, save costs, increase productivity and promote corporate values. In other words, the business case for supply chain sustainability is compelling. In light of this, the Group has issued several policies to manage the ESG performance of our suppliers, including the Supply Chain Sustainability Policy, the Environmental and CSR Policy and the Product Responsibility Policy.

建立可持續發展的供應鏈

義合深信透過管理和改善整個供應鏈的 ESG 表現，各公司可以節約資源、優化運作流程、發掘產品創新設計、節省成本、提高生產力和提升企業價值，因此可持續發展供應鏈的商業案例具說服力。有見及此，本集團已發佈多項政策，以管理供應商的 ESG 表現，包括供應鏈可持續發展政策、環境及企業社會責任政策及產品責任政策。

Highlights of Our Sustainable Supply Chains Management Commitments 我們可持續供應鏈管理的重點承諾

SUSTAINABILITY RISK ASSESSMENTS 可持續風險評估	<ul style="list-style-type: none"> Assess risk factors in supply chain regularly and report assessment results to senior management for internal review 定期評估供應鏈的風險並向高級管理層匯報評估結果，作內部審核 Mitigate compliance risk of suppliers in all ESG aspects through regular monitoring 透過定期監察，減緩供應商在所有環境、社會及管治方面的合規風險
QUALITY ASSURANCE 質量保證	<ul style="list-style-type: none"> Perform quality inspections on incoming raw materials 對原材料進行質量檢查 Procure products and services only from approved suppliers or subcontractors 僅從經核准供應商或分包商採購產品和服務 Assess and evaluate approved suppliers and subcontractors annually 每年評估核准的供應商和分包商
SAFETY PERFORMANCE 安全表現	<ul style="list-style-type: none"> Provide safety training and briefing sessions with subcontracted workers twice a week 每週兩次與分包工人進行安全培訓和情況介紹會 Mitigate risks arising from our safety management system to safeguard the health and safety of our employees and subcontractors 減緩安全管理體系的風險，以保障我們員工及承包商的健康及安全 Inspect safety performance of subcontractors on site regularly and communicate inspection results during Safety Committee meetings 定期檢查承包商在地盤的安全表現，並在安全委員會會議期間報告檢查結果
ENVIRONMENTAL PRACTICES 環境慣例	<ul style="list-style-type: none"> Instruct our supply chain partners to implement our environmental requirements 指引供應鏈夥伴執行我們的環境要求 Collaborate with suppliers and subcontractors to realize our environmental commitments 和供應商及承包商合作，以達成我們的環境承諾 Enhance environmental awareness of supply chain partners via effective communication of relevant policies 透過有效地和供應鏈夥伴溝通相關政策，提升他們的環保意識



Protecting our Environment

我們的環境保護

Yee Hop recognises the potential environmental impacts arising from our business processes, from construction to office operations. In order to minimise unnecessary disruption to the natural environment. We have various measures in place to mitigate the adverse impacts of air and greenhouse gas emissions, wastewater discharge, waste generation and natural resources consumption.

Yee Hop abides by all relevant environmental protection laws and regulations, including the Air Pollution Control Ordinance, Noise Control Ordinance, Water Pollution Control Ordinance and Waste Disposal Control Ordinance, among others (See “Laws and Regulation Compliance” section below). During the reporting period, we are not aware of any material non-compliance relating to the aforementioned environmental protection laws and regulations.

In this section, we will outline how the Group optimises environmental performance and operational efficiency by implementing a robust EMS and EnMs, thereby enabling green construction and office spaces.

ENVIRONMENTAL MANAGEMENT

EMS are frameworks that can help companies improve their energy efficiency and environmental sustainability. Not to have one is a significant business risk, and conversely, investing in one can reap numerous bottom-line benefits.

As stated in our Environmental Manual, our EMS is prepared, maintained and continuously improved in accordance with ISO 14001 standards. To determine the effectiveness of our EMS, an internal audit is carried out by our Quality Manager at least once a year. The audit results are subsequently reported to top management for review and discussion in the management review meetings. Continuous improvement plans are developed afterwards.

義合深明從建築到辦公室運作的業務流程，都有可能對環境造成影響，因此我們採取各種措施，以盡量減輕對自然環境不必要的影響，紓緩因溫室氣體排放、廢水排放、廢物棄置和天然資源消耗而引起的不利影響。

義合遵守所有相關的環境保護法律和法規，包括《空氣污染管制條例》、《噪音管制條例》、《水污染管制條例》和《廢物處置條例》等（見下文「遵守法律法規」部分）。在報告期內，我們沒有發現任何與上述環境保護法律和法規有關的重大違規行為。

在本節中，我們將概述集團如何通過實施健全的環境管理系統(EMS)和能源管理系統標準(EnMs)，優化環境績效和營運效率，從而實現綠色建築和辦公空間。

環境管理

環境管理系統是可以幫助公司提高能源效率和環境可持續性的框架。缺乏EMS是一個重大的商業風險，相反，投資於EMS可以為盈利能力帶來多重效益。

正如我們的環境指引中所述，我們的EMS是根據ISO 14001標準編製、維護和持續改進的。為了確定我們EMS持續有效，我們的質量監管經理每年至少進行一次內部審核。審核結果隨後會向最高管理層報告，以便在管理評審會議上進行審查和討論。其後，我們會制定持續改進計劃。

Protecting our Environment 我們的環境保護

The Group has also developed an Environmental Policy. The Policy outlines our commitment to environmental protection, and provides a framework for setting and realising our environmental objectives. In particular, we commit to:

- The provision of adequate and appropriate resources to implement this policy;
- Communicating this policy to all employees and interested parties;
- The promotion of environmental awareness to all employees at all levels through the provision of appropriate avocation, education and training;
- Initiating and implementing actions to prevent environmental pollutants and to improve environmental performance continuously; and
- Setting environmental objectives and targets that lead to continuous environmental improvement.

Environmental Risk and Opportunity Management

Environmental risk and opportunity management is becoming a critical component of corporate strategy. The management of environmental risks and opportunities is one of the fundamental approaches of proactive, rather than reactive, sustainability management. As detailed in our internal EMS, the Group is required to perform an environmental risks and opportunities assessment. Based on the assessment results, we devise new environmental practices to minimise potential risks, as well as adopt new strategies to maximise the identified opportunities.

ENERGY MANAGEMENT

Energy conservation and management plays a significant role in lessening climate change. To this end, our Group has implemented an EnMs to manage our energy consumption, improve energy efficiency and alleviate the risk of global warming. To ensure a systematic and holistic approach to energy management, the Group's EnMS was developed in accordance with ISO 50001 standards.

本集團還制定了一項環境政策，闡述對環境保護的承諾，並為制定和實現我們的環境目標提供框架。我們承諾：

- 提供足夠和合適的資源來實施這項政策；
- 向所有員工及有關人士解釋這項政策；
- 通過提供適當的職業、教育和培訓，提高各階層所有員工的環保意識；
- 發起並實施有關行動，以防止環境污染和持續改善環境績效；以及
- 制定環境目標和指標，從而不斷改善環境。

環境風險和機遇管理

環境風險和機遇管理即將成為公司戰略的一個重要部分。環境風險和機遇管理是主動而非被動的可持續性管理的基本方法之一。正如我們的內部環境管理系統中所詳述的，集團必須進行環境風險和機遇評估。根據評估結果，我們設計新的環保措施，以減少潛在的風險，並採取新的策略，以盡力把握新機遇。

能源管理

能源節約和管理在減緩氣候變化方面發揮著重要作用。為此，本集團實施了能源管理系統(EnMS)，以管理能源消耗，提升能源效率，降低全球暖化的風險。為確保能源管理的系統性和整體性，集團的EnMS是根據ISO 50001標準制定的。

Protecting our Environment 我們的環境保護

The Group also has an Energy Policy in place. Reviewed by our top management annually, the Policy communicates our commitments to energy conservation. In particularly, we are committed to:

- Complying with relevant legislation and regulations in relation to our energy use, consumption and efficiency;
- Providing of adequate and appropriate resources to implement this policy;
- Communicating this Energy Policy and providing relevant training to staff at all levels to ensure that the EnMs is fully understood, effectively implemented and continually improved;
- Using energy in a socially responsible and environmentally friendly manner;
- Applying best practices for continual improvement in our energy performance;
- Monitoring closely the energy consumption and providing adequate resources to achieve energy management objectives and targets.

To fulfil these commitments, we adopted a comprehensive set of energy reduction initiatives, both onsite and within our Office operations, as outlined in the sections below.

The following table presents the breakdown of our energy consumption during the reporting period.

集團還制定了能源政策，並於每年由我們的最高管理層進行審查，展現了我們對節能的承諾。我們承諾：

- 遵守與能源使用、消耗和效益相關的法律和法規；
- 提供充足和合適的資源來實施這項政策；
- 向各級員工解釋這項能源政策，並提供相關培訓，以確保EnMs得到充分理解、有效實施和持續改進；
- 以對社會負責和環境友好的方式使用能源；
- 以最佳作業流程持續改善我們的能源績效；
- 密切監控能源消耗，並提供充足的資源，以實現能源管理目標和指標。

為了履行這些承諾，我們採取了一系列全面的節能措施，包括地盤和辦公室營運，如下文所述。

下表列出了本報告期內的能源消耗情況。

Energy Use 能源消耗	Unit 單位	Office 辦公室	Project 項目	Total 總量
Petrol 汽油量	L 升	13,583.21	43,311.94	56,895.15
Electricity 電量	kWh 千瓦時	42,554.10	149,511.26	192,065.36
Total 總能源消耗量	MJ 兆焦耳	670,956.20	2,150,967.20	2,821,923.40

Protecting our Environment 我們的環境保護

GREEN CONSTRUCTION

The majority of our environmental impacts are generated onsite. We recognise the impact of our operations, and are therefore determined to play an active role in managing and minimising our environmental impacts. In particular, we are determined to build responsibly, reduce waste, and help preserve the environment by incorporating green features throughout the construction process.

Moreover, Yee Hop regards environmental monitoring as essential; when done correctly, consistently, and conscientiously, it can inhibit environmental accidents and non-compliance incidents. Hence, to assess the implementation of our environmental practices, we enforce regular monitoring through onsite environmental inspections. Sites with unsatisfactory environmental performances must undergo revision and develop improvement strategies. The table below introduces some of the mitigation initiatives we have implemented for various environmental aspects during the reporting period.

環保建築

我們大部分對環境造成的影響都是在地盤產生。我們明白營運對環境的影響，因此決心在管理和減少影響環境方面積極努力。我們決心以負責任的態度進行建設，減少廢物，並通過在整個施工過程中加入綠色元素，以協助保護環境。

此外，義合認為環境監測是必須的，只要正確、持續和認真地進行環境監測，就可以防止環境事故和違規事件發生。因此，為了評估環保措施的執行情況，我們以現場環境檢查作定期監測。對於環境績效不理想的地盤，必須進行修正，並制定改進策略。下表介紹了我們在報告期內針對不同環境方面實施的一些緩解措施。

Aspect 範疇	Source and Description 來源和簡介	Mitigation Initiatives 緩解措施
Air Emissions 廢氣排放	Major sources of air pollution from our onsite construction are vehicle use and dust emissions from our construction activities. 現場施工產生的空氣污染主要來自於車輛使用和施工活動產生的灰塵。	<ul style="list-style-type: none">Conduct monthly maintenance of company vehicles and onsite equipment to ensure their energy efficiency and control their emission levels 每月對公司車輛和現場設備進行維護，以確保其能源效率，並控制其排放水平Spray water on dusty roads and dispose dusty materials in enclosed containers to suppress dust emissions 在塵土飛揚的道路上灑水，用密閉容器處理相關的材料，以抑制灰塵的排放
Noise Emissions 噪音排放	Although our construction projects are fulfilling various planning and economic needs, they inevitably generate construction noise to the surrounding neighbourhoods. Noise emissions are produced mainly by the operation of onsite machineries. 雖然我們的建設項目滿足了各種規劃和經濟需要，但施工時無可避免會對周圍的居民產生噪音。噪音排放主要是由地盤機器運行產生的。	<ul style="list-style-type: none">Adopt machineries with lower noise levels 採用噪音水平較低的機器Regularly monitor noise levels at construction sites 定期監測建築地盤的噪音水平Set up noise barriers and enclosures at the construction site 在施工現場設置隔音屏障和圍擋

Protecting our Environment

我們的環境保護

Aspect 範疇	Source and Description 來源和簡介	Mitigation Initiatives 緩解措施
Waste Management 廢物管理	<p>Waste generated onsite are primarily non-hazardous construction wastes. During the reporting period, we generated 12,432.87 tonnes of non-hazardous construction waste and 41.93 tonnes of recyclable non-hazardous waste.</p> <p>現場產生的廢物主要為無害建築廢物。報告期內，我們產生的無害建築廢物為12,432.87噸，可回收利用的無害廢物為41.93噸。</p>	<ul style="list-style-type: none"> Separate waste into inert, non-inert, metal, wood, chemical waste and other recyclables, and handle accordingly 將廢物分為惰性、非惰性、金屬、木材、化學廢棄物和其他可回收物，並進行相應的處理 Provide recycling bins onsite 在現場提供回收箱 Recycle useful resources, such as scrap metal, scrap wood, cable drum and waste paper 回收有用的資源，如廢金屬、廢木頭、電纜捲軸、廢紙等 Reuse excavated materials in backfilling 在回填過程中重新使用挖掘的材料
Water Management 水資源管理	<p>We mainly use water for housekeeping and dust suppression purposes onsite. Although the overall water consumption is not high, we nevertheless issued a Water Conservation Guidance Note to foster a water conservation culture onsite and to improve water resources management in our operations.</p> <p>我們主要將水用於地盤的內務管理和抑塵。雖然整體用水量不高，但我們仍發出了《節約用水指引》，以培養地盤的節約用水文化，並改善營運上的水資源管理。</p>	<ul style="list-style-type: none"> Recycle water from tunnel boring machine operations 回收隧道挖掘機作業的水 Use recycled sewage to clean vehicle wheels or ground mud 使用回收的污水清洗車輪或地面泥土 Put up water conservation signs and provide relevant training to raise awareness on water conservation 放置節約用水提示，並提供相關培訓，提高節約用水的意識 Analyse water consumption data periodically to review effectiveness of water conservation measures for continuous improvement 定期分析用水量數據，審查節約用水措施的有效性，以不斷改進 Maintain all water facilities periodically to avoid water leakages 定期維護所有供水設施，避免漏水
Sustainable Construction Practices 可持續發展建造方法	<p>We are committed to promoting the use of environmentally-friendly materials and technologies throughout our onsite operations.</p> <p>我們致力鼓勵在施工過程中使用環保材料和技術。</p>	<ul style="list-style-type: none"> Prioritise regional materials that are manufactured locally within 800km of the site, upon customer request 按客戶要求，優先考慮使用在800公里範圍內生產的本地材料 Employ recycled materials, such as recycled wood instead of virgin materials, whenever technically viable 在技術可行的情況下，使用回收材料，例如使用回收木材，而非原始材料

Protecting our Environment

我們的環境保護

GREEN OFFICE

Practising green management in the office space can also promote and achieve efficient use of resources and reduction of waste, save energy, and help improve our working environment. Hence, our Group has formulated an Environmental Management Guidelines for the Office. In doing so, we hope to instill a sustainable mindset amongst our employees, and inspire them to incorporate sustainability in everyday life. The table below presents the core environmental initiatives adopted in the office space.

環保辦公室

在辦公室實施綠色管理，也可以促進和實現資源的有效利用，減少浪費，節約能源，有助於改善我們的工作環境。因此，本集團制定了辦公室環境管理指引。我們希望藉此向員工灌輸可持續發展的思想，並鼓勵他們將可持續發展融入日常生活。下表列出了辦公室所採取的核心環保措施。

Aspect 範疇	Office Environmental Initiatives 辦公室環保措施
Use of Paper 紙張使用	<ul style="list-style-type: none"> Use electronic means to replace paper and choose double-sided printing when printing is necessary 使用電子方式以代替紙張，需要列印時選擇雙面列印 Use recycled paper for drafts, printing and faxing 使用再生紙做草稿、列印和傳真 Reuse envelopes internally 內部溝通時可重複使用信封
Energy Consumption 能源耗用	<ul style="list-style-type: none"> Turn off lights during lunch hour manually or adopt automatic sensors 午餐時間手動關燈或採用自動感應器 Set indoor temperature at 25.5° C 將室內溫度設定在25.5° C Require employees to switch off their computers (including their screen) after work 要求員工下班後關閉電腦(包括屏幕) Audit electricity efficiency measures periodically 定期審查用電效能措施
Waste Management 廢物管理	<ul style="list-style-type: none"> Collect used fluorescent lamps, ink cartridges, batteries and CDs for recycling 收集舊燈膽、墨盒、電池和光碟，以便回收利用 Install recycling bins for paper and plastic, among others 安裝紙張和塑膠等回收箱 Replace disposable paper cups with reusable glasses 以可重複使用的玻璃杯取代一次性紙杯
Green Procurement 環保採購	<ul style="list-style-type: none"> Use reusable and eco-friendly stationery, such as mechanical pencils, refillable ball pens, reusable ink cartridges and file boxes made of recycled paper 使用可重複使用和環保的文具，如機械鉛筆、可重複使用的圓珠筆、可重複使用的墨盒和再生紙製成的文件盒等 Procure equipment with energy labels 採購有能源標籤的設備 Purchase office furniture made of wood fragments 購買木頭碎片製成的辦公家具
Environmental Awareness 環保意識	<ul style="list-style-type: none"> Cooperate with employees to strengthen our green office culture 與員工合作，加強綠色辦公室文化

Protecting our Environment 我們的環境保護

GREENHOUSE GAS EMISSIONS

Understanding our greenhouse gas (“GHG”) emissions profile helps us formulate effective measures to lower our carbon footprint. This year, we contracted an independent sustainability consultancy to evaluate our carbon footprint. The quantification methodology references local guidelines and international standards, including the “Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong 2010”, and the “Greenhouse Gas Protocol”, developed by the World Resources Institute and World Business Council for Sustainable Development. The following table displays our GHG emissions profiles during the reporting period as compared with the previous reporting period.

Scope/Activities 範圍／活動	Unit 單位	2018/19	2019/20
Scope 1 Direct Emissions 溫室氣體排放(範圍1)	Tonnes of CO ₂ -e 噸二氧化碳當量	199.71	166.84
Scope 2 Indirect Emissions 溫室氣體排放(範圍2)	Tonnes of CO ₂ -e 噸二氧化碳當量	95.26	96.03
Scope 3 Other Indirect Emissions 溫室氣體排放(範圍3)	Tonnes of CO ₂ -e 噸二氧化碳當量	10.89	11.73
Total Emissions 溫室氣體總排放	Tonnes of CO ₂ -e 噸二氧化碳當量	305.86	274.60

Similar to previous years, the majority of our GHG emissions during the reporting period (2019/20: 61%; 2018/19: 65%) originated from Scope 1 direct emissions, generated by the combustion of fuels in our company vehicles. To reduce these emissions, a number of operational reduction initiatives have been implemented. For example, we apply stringent control measures on our fleet’s fuel efficiency by performing regular vehicle assessments and maintenance. We also encourage employees to take public transit whenever possible. When driving is necessary, employees are reminded to drive steadily and avoid sudden acceleration or braking to maintain stable fuel consumption. Employees are also forbidden to let the vehicle engine idle to conserve fuel.

溫室氣體排放

通過了解我們的溫室氣體(「GHG」)排放情況，有助制定有效的措施來降低我們的碳足跡。今年，我們聘請了一家獨立的可持續發展顧問公司，評估我們的碳足跡。量化方法參考了本地的指引和國際標準，包括《香港建築物(商業、住宅或公共用途)的溫室氣體排放及減除的核算和報告指引2010年版》，以及由世界資源研究所和世界可持續發展工商理事會制定的《溫室氣體盤查議定書》。下表顯示本集團於報告期內的溫室氣體排放概況與上一個報告期的比較。

與往年類似，我們在報告期內的大部分溫室氣體排放(2019/20：61%；2018/19：65%)源自於範圍一的直接排放，由公司車輛燃料燃燒產生。為了減少這些排放，我們已經實施了一系列的營運減排措施。例如，我們通過定期對車輛進行評估和維護，對車隊的燃油效率實施嚴格的控制措施。我們還鼓勵員工盡可能乘坐公共交通工具。當需要駕駛時，我們會提醒員工穩定駕駛，避免突然加速或剎車，以保持穩定的燃料消耗。此外，我們也禁止員工讓車輛引擎空轉，以節省燃料。

Protecting our Environment 我們的環境保護

Scope 2 and 3 indirect emissions largely stemmed from the consumption of electricity, methane gas generation at landfills due to the disposal of paper waste, the use of electricity for freshwater processing by the Water Services Department, as well as the use of electricity for sewage processing by the Drainage Services Department. These indirect emissions accounted for 39% of our total emissions. Please refer to section “Green Construction” and “Green Office” for details on our emissions reduction initiatives.

Looking forward, the Group will continue to assess, record and annually disclose its GHG emissions, as well as to evaluate the effectiveness of current measures to further improve our environmental sustainability.

範圍二及三的間接排放主要來自用電、堆填區因處理廢紙而產生的沼氣、水務署處理淡水的用電，以及渠務署處理污水的用電。這些間接排放量佔我們總排放量的39%。有關減排措施的詳情，請參閱「環保建築」及「環保辦公室」一節。

展望未來，集團將繼續評估、記錄和每年披露其溫室氣體排放量，並評估現有措施的有效性，以進一步改善我們的環境可持續性。

Caring for our Community 我們關顧社會

Valuing good corporate citizenship, Yee Hop is passionate about participating in charitable donations and philanthropic activities. We recognise the importance of nurturing a robust relationship with the communities in which we operate in. Hence, during the reporting period, the Group engaged in numerous corporate philanthropy and employee volunteering activities.

義合重視良好的企業公民意識，熱衷於參與慈善捐款和慈善活動。我們深知與所在社區建立穩固關係的重要性。因此，在報告期內，集團參與了多項企業慈善事業和員工志願服務活動。



In January 2020, we participated in the “Happy Run” (建造業開心跑) organised by the Construction Industry Council and Construction Industry Sports and Volunteering Programme. Enrolment fees from the event were used for the promotion of volunteering services by the Construction Industry Council. Not only was the event an opportunity to give back to the community, the exercise and interaction between employees also increased corporate spirit.

於2020年1月，我們參加了由建造業議會和建造業運動及義工計劃舉辦的「建造業開心跑」活動。本次活動的報名費用用於推廣建造業議會的義工服務。此次活動不僅是一次回饋社會的機會，而且員工之間的鍛煉和互動也增強了企業精神。



During the reporting period, we have also participated in the “Five-a-side Football Fun Day” (建造業五人足球同樂日) organised by the Construction Industry Council and Construction Industry Sports and Volunteering Programme. Enrolment fees from the event were once again used for the promotion of volunteering services by the Construction Industry. The Group’s representative men’s team won the runner-up prize.

報告期內，本公司亦參與了由建造業議會和建造業運動及義工計劃舉辦的「建造業五人足球同樂日」。活動的報名費再次用於推廣建造業的義工服務。本集團代表隊獲得男子組盾賽亞軍。

Caring for our Community 我們關顧社會



During the reporting period, we have also donated a sizable amount to Twinklestars, a non-profit, registered, education-based charity in Hong Kong. The charity offers scholarships to students in Mainland China who need financial assistance to pursue their studies. In total, the Group donated \$28,700 to the aforementioned charities and organisations, and contributed 36 hours of volunteering hours.

In April 2019, the Group participated in the "Pok Oi Old Master Charity Run" (博愛老夫子香港慈善跑). The purpose of the event was to raise funds for Pok Oi Hospital's Tuen Mun Lam Tei Nursing and Residential Care Home for the Elderly. The elderly home is expected to be completed by early 2022.

2019年4月，集團參加了「博愛老夫子香港慈善跑」活動。活動目的是為博愛屯門藍地長者護理及護養安老院舍籌款。安老院預計將於2022年初落成。

在報告期內，我們還向摘星計劃捐贈了一筆可觀的款項，摘星計劃是一個在香港註冊的非營利教育慈善機構。該慈善機構為中國內地需要經濟援助的學生提供獎學金，幫助他們繼續學業。集團共向上述慈善機構及組織捐款28,700元，並貢獻了36小時的義工服務時間。

Laws and Regulation Compliance

遵守法律法規

During the reporting year, Yee Hop is not aware of any non-compliance with any relevant laws and regulations that have a significant impact on the Group. The following table communicates all material laws and regulations that Yee Hop rigorously adheres to, within our value chain, environment, and our people and community.

在報告年度內，義合沒有發現任何違反對集團有重大影響的相關法律法規。下表列出了義合在價值鏈、環境、員工和社區方面嚴格遵守的所有重要法律法規。

Our Value Chain 我們的價值鏈

- | | |
|---|-------------------------|
| • Prevention of Bribery Ordinance (Cap.201) | • 《防止賄賂條例》(第 201 章) |
| • Intellectual Properties Laws | • 知識產權法 |
| • Personal Data (Privacy) Ordinance (Cap.486) | • 《個人資料(私隱)條例》(第 486 章) |
| • Summary Offences Ordinance (Cap.228) | • 《簡易程序治罪條例》(第 228 章) |

Our Environment 我們的環境

- | | |
|---|-------------------------|
| • Air Pollution Control Ordinance (Cap.311) | • 《空氣污染管制條例》(第 311 章) |
| • Noise Control Ordinance (Cap.400) | • 《噪音管制條例》(第 400 章) |
| • Water Pollution Control Ordinance (Cap.358) | • 《水污染管制條例》(第 358 章) |
| • Waste Disposal Control Ordinance (Cap.354) | • 《廢物處置管制條例》(第 354 章) |
| • Dumping at Sea Ordinance (Cap.466) | • 《海上傾銷條例》(第 466 章) |
| • Public Health and Municipal Services Ordinance (Cap.132) | • 《公眾衛生及市政條例》(第 132 章) |
| • Factories and Industrial Undertaking Ordinance (Cap.59) | • 《工廠及工業經營條例》(第 59 章) |
| • Electricity Supply Lines (Protection) Regulations (Cap.406) | • 《供電電纜(保護)規例》(第 406 章) |
| • Road Traffic Ordinances (Cap.374) | • 《道路交通條例》(第 374 章) |
| • Building Ordinance (Cap.123) | • 《建築條例》(第 123 章) |
| • Boilers and Pressure Vessels Regulations | • 鍋爐和壓力容器法規 |

Our People and Community 我們的員工和社會

- | | |
|--|-------------------------|
| • The Standard Labour Contract | • 標準勞動合同 |
| • The Employment Ordinance (Cap.57) | • 《僱傭條例》(第 57 章) |
| • Employee Compensation Ordinance (Cap.282) | • 《僱員補償條例》(第 282 章) |
| • Sex Discrimination Ordinance (Cap.480) | • 《性別歧視條例》(第 480 章) |
| • Disability Discrimination Ordinance (Cap.487) | • 《殘疾歧視條例》(第 487 章) |
| • Family Status Discrimination Ordinance (Cap.527) | • 《家庭地位歧視條例》(第 527 章) |
| • Race Discrimination Ordinance (Cap.602) | • 《種族歧視條例》(第 602 章) |
| • Mandatory Provident Fund Schemes Ordinance (Cap.485) | • 《強制性公積金計劃條例》(第 485 章) |
| • Occupational Health and Safety Ordinance (Cap.509) | • 《職業健康與安全條例》(第 509 章) |
| • Dangerous Goods Ordinance (Cap.295) | • 《危險品條例》(第 295 章) |

Key Performance Table

關鍵績效表

Key Performance Indicators ¹ 關鍵績效指標 ¹		Unit 單位	Office 辦事處	Representative Project 具代表性項目	Total 總和
Environmental 環境					
A1.1	Nitrogen Oxides 氮氧化物	kg 公斤	11.06	66.11	77.17
	Sulfur Oxides 硫氧化物	kg 公斤	0.23	0.70	0.93
	Particulate Matters 懸浮粒子	kg 公斤	0.81	5.53	6.34
A1.2	GHG Emissions (Scope 1-3) 溫室氣體排放(範圍1-3)	tCO ₂ e- 噸二氧化碳當量	66.67	207.92	274.59
	GHG Emission Intensity by Full Time Employee (FTE) 按全職員工數量計的 溫室氣體排放密度	tCO ₂ e-/Person 噸二氧化碳當量／人	1.71	0.55	0.65
A1.4	Construction Waste 建築廢物	Tonnes 噸	N/A 不適用	12,432.87	12,432.87
	Paper Waste 廢紙	kg 公斤	1,050.50	1,372.50	2,423.00
	Paper Recycled 回收紙量	kg 公斤	252.00	N/A 不適用	252.00
	Metal Recycled 回收金屬量	Tonnes 公斤	N/A 不適用	41.59	41.59
	Wood Recycled 回收木材量	Tonnes 公斤	N/A 不適用	0.34	0.34
A2.1	Total Energy Usage 總能源耗量	MJ 兆焦耳	670,956.20	2,150,967.20	2,821,923.40
	Electricity Usage 耗電量	kWh 千瓦時	42,554.10	149,511.26	192,065.36
	Diesel Usage 耗油量	L 升	1,596.82	4,101.34	5,698.15
	Petroleum Usage 耗汽量	L 升	13,583.21	43,311.94	56,895.15
	Energy Intensity by FTE 按全職員工數量計的能源密度	MJ/Person 兆焦耳／人	17,204.01	5,675.38	6,751.01
A2.2	Water Consumption 耗水量	m ³ 立方米	N/A 不適用	188.00	188.00
	Water Consumption Intensity by FTE 按全職員工數量計的耗水量密度	m ³ /Person 立方米／人	N/A 不適用	0.50	0.50

¹ All figures have been rounded up to 2 decimal places, unless otherwise specified.

¹ 除非另有說明，否則所有數字均四捨五入至小數點後兩位。

Key Performance Table

關鍵績效表

Key Performance Indicators 關鍵績效指標		Unit 單位	Office 辦事處	All Projects 具代表性項目	Total 總和
Social 社會					
B1.1	Total Workforce 員工總數	Person 人	39	379	418
	Workforce by Gender 按性別劃分的員工數目				
	Male 男	Person 人	25	347	372
	Female 女	Person 人	14	32	46
	Male to female employee ratio 員工性別比例	-	1.79:1	10.84:1	8.09:1
	Workforce by Age Group 按年齡劃分的員工數目				
	<30	Person 人	8	57	65
	30-40	Person 人	8	63	71
	41-50	Person 人	7	80	87
	>50	Person 人	16	179	195
	Workforce by Employment Category 按員工組別劃分的員工數目				
	Executives 行政人員	Person 人	4	0	4
	Senior Management 高級管理層	Person 人	9	7	16
	Middle Management 中級管理層	Person 人	4	16	20
	General Employee 一般員工	Person 人	22	356	378

Key Performance Table

關鍵績效表

Key Performance Indicators 關鍵績效指標		Unit 單位	Office 辦事處	All Projects 具代表性項目	Total 總和
B1.2	Staff Turnover 員工流失	Person 人	9	272	281
B2.1	Number of Work Injury 工傷數目	Cases 宗	N/A 不適用	11	11
B2.2	Lost Days due to Work Injury 因工傷損失的日數	Days 日	N/A 不適用	1,872	1,872
B3.2	Total Training Hours 總訓練時數	Hours 小時	N/A 不適用	N/A 不適用	1410.25
	Number of Employees Trained 受訓員工人數	Person 人	N/A 不適用	N/A 不適用	117
	Average Training Hours Per Employee 員工人均培訓時數	Hours 小時	N/A 不適用	N/A 不適用	12.05

HKEX Content Index

聯交所內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter or Explanation 相關章節或說明
A. Environmental A. 環境		
Aspect A1: Emissions 層面A1：排放物		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Protecting Our Environment – Environmental Management, Energy Management, Green Construction, Green Office, Greenhouse Gas Emissions 我們的環境保護 – 環境管理，能源管理，環保建築，環保辦公室，溫室氣體排放
KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Protecting Our Environment – Greenhouse Gas Emissions; Key Performance Table 我們的環境保護 – 溫室氣體排放，關鍵績效表
KPI A1.2 關鍵績效指標A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Protecting Our Environment – Greenhouse Gas Emissions; Key Performance Table 我們的環境保護 – 溫室氣體排放，關鍵績效表
KPI A1.3 關鍵績效指標A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Our Group did not generate any hazardous waste during the reporting period 本集團在報告期內沒有生產任何有害廢物
KPI A1.4 關鍵績效指標A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Protecting Our Environment – Green Construction; Key Performance Table 我們的環境保護 – 環保建築，關鍵績效表
KPI A1.5 關鍵績效指標A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。「環境」：減少我們對環境的影響、資源管理。	Protecting Our Environment – Environmental Management, Energy Management, Green Construction, Green Office, Greenhouse Gas Emissions 我們的環境保護 – 環境管理，能源管理，環保建築，環保辦公室，溫室氣體排放

HKEX Content Index

聯交所內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter or Explanation 相關章節或說明
KPI A1.6 關鍵績效指標 A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	Protecting Our Environment – Green Construction, Green Office 我們的環境保護 – 環保建築，環保辦公室
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。	Protecting Our Environment – Environmental Management, Energy Management, Green Construction, Green Office, Greenhouse Gas Emissions 我們的環境保護 – 環境管理，能源管理，環保建築，環保辦公室，溫室氣體排放
KPI A2.1 關鍵績效指標 A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	Protecting Our Environment – Energy Management; Key Performance Table 我們的環境保護 – 能源管理，關鍵績效表
KPI A2.2 關鍵績效指標 A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	Key Performance Table 關鍵績效表
KPI A2.3 關鍵績效指標 A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Protecting Our Environment – Environmental Management, Energy Management, Green Construction, Green Office, Greenhouse Gas Emissions 我們的環境保護 – 環境管理，能源管理，環保建築，環保辦公室，溫室氣體排放
KPI A2.4 關鍵績效指標 A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	Protecting Our Environment – Green Construction, Greenhouse Gas Emissions 我們的環境保護 – 環保建築，溫室氣體排放
KPI A2.5 關鍵績效指標 A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	Our Group did not consume any packaging materials during the reporting period 本集團在報告期內沒有使用任何包裝材料

HKEX Content Index

聯交所內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter or Explanation 相關章節或說明
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。	Protecting Our Environment – Environmental Management, Energy Management, Green Construction, Green Office, Greenhouse Gas Emissions 我們的環境保護 – 環境管理，能源管理，環保建築，環保辦公室，溫室氣體排放
KPI A3.1 關鍵績效指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	Protecting Our Environment – Environmental Management, Energy Management, Green Construction, Green Office, Greenhouse Gas Emissions 我們的環境保護 – 環境管理，能源管理，環保建築，環保辦公室，溫室氣體排放
B. Social B. 社會		
Employment and Labour Practices 僱傭及勞工常規		
Aspect B1: Employment 層面B1：僱傭		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Respecting Our People – Value and Care for Our Employees; Anti-discrimination and Labour Standards 我們尊重員工 – 我們重視和關顧員工；反歧視及勞工準則
KPI B1.1 關鍵績效指標B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	Key Performance Table 關鍵績效表
KPI B1.2 關鍵績效指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Key Performance Table 關鍵績效表

HKEX Content Index

聯交所內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter or Explanation 相關章節或說明
Aspect B2: Health and Safety 層面B2：健康與安全		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Respecting Our People – Occupational Health and Safety 我們尊重員工 – 職業健康與安全
KPI B2.1 關鍵績效指標B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	N/A 不適用
KPI B2.2 關鍵績效指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	Respecting Our People – Occupational Health and Safety; Key Performance Table 我們尊重員工 – 職業健康與安全，關鍵績效表
KPI B2.3 關鍵績效指標B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	Respecting Our People – Occupational Health and Safety 我們尊重員工 – 職業健康與安全
Aspect B3: Development and Training 層面B3：發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Respecting Our People – Development and Training 我們尊重員工 – 發展及培訓
KPI B3.1 關鍵績效指標B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別（如高級管理層、中級管理層等）劃分的受訓僱員百分比。	N/A 不適用
KPI B3.2 關鍵績效指標B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Respecting Our People – Development and Training 我們尊重員工 – 發展及培訓

HKEX Content Index

聯交所內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter or Explanation 相關章節或說明
Aspect B4: Labour Standards 層面B4：勞工準則		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Respecting Our People – Anti-discrimination and Labour Standards 我們尊重員工 – 反歧視及勞工準則
KPI B4.1 關鍵績效指標B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Respecting Our People – Anti-discrimination and Labour Standards 我們尊重員工 – 反歧視及勞工準則
KPI B4.2 關鍵績效指標B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Respecting Our People – Anti-discrimination and Labour Standards 我們尊重員工 – 反歧視及勞工準則
Operating Practices 營運慣例		
Aspect B5: Supply Chain Management 層面B5：供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Managing Our Value Chain – Supply Chain Management 我們的價值鏈管理 – 供應鏈管理
KPI B5.1 關鍵績效指標B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	N/A 不適用
KPI B5.2 關鍵績效指標B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	Managing Our Value Chain – Supply Chain Management 我們的價值鏈管理 – 供應鏈管理

HKEX Content Index

聯交所內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter or Explanation 相關章節或說明
Aspect B6: Product Responsibility 層面B6：產品責任		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 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。	Managing Our Value Chain – Customer Relations, Product and Service Quality 我們的價值鏈管理 – 客戶關係，產品及服務質素
KPI B6.1 關鍵績效指標B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	N/A 不適用
KPI B6.2 關鍵績效指標B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	Managing Our Value Chain – Customer Relations 我們的價值鏈管理 – 客戶關係
KPI B6.3 關鍵績效指標B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	N/A 不適用
KPI B6.4 關鍵績效指標B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	Managing Our Value Chain – Product and Service Quality 我們的價值鏈管理 – 產品及服務質素
KPI B6.5 關鍵績效指標B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	Code of Conduct 行為守則

HKEX Content Index

聯交所內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter or Explanation 相關章節或說明
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。	Code of Conduct 行為守則
KPI B7.1 關鍵績效指標B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	Code of Conduct 行為守則
KPI B7.2 關鍵績效指標B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Code of Conduct 行為守則
Community 社區		
Aspect B8: Community Investment 層面B8：社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解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。	Caring for Our Community 我們關顧社會
KPI B8.1 關鍵績效指標B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	Caring for Our Community 我們關顧社會
KPI B8.2 關鍵績效指標B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源(如金錢或時間)。	Caring for Our Community 我們關顧社會



Yee Hop Holdings Limited
義合控股有限公司