



## AP RENTALS HOLDINGS LIMITED

### 亞積邦租賃控股有限公司\*

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

Stock Code 股份代號：1496

# 2020

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



\* For identification purposes only 僅供識別

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

In accordance with Appendix 27 — Environmental, Social and Governance (“ESG”) Reporting Guide (the “ESG Guide”) of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, AP Rentals Holdings Limited (the “Company”), and its subsidiaries (collectively the “Group”, “We”, “Our” and “Us”), present this Environmental, Social and Governance Report (the “ESG Report”) for the year ended 31 March 2020 (the “Reporting Period” or “FY2020”).

This ESG Report covers the Group’s principal businesses of construction equipment leasing and trading services in Hong Kong, which are the key area of focus in our ESG management, and was prepared in accordance with the “Comply or Explain” Provisions of the ESG Guide.

### ESG GOVERNANCE

The board of directors of the Company (the “Board”) is responsible for the Company’s ESG strategy and reporting. Our management has the overall responsibility for monitoring and managing the Company’s ESG-related risks and the effectiveness of the ESG management systems. We are committed to achieving sustainable development for the environment, the industry and our businesses through incorporation of green elements into our decision making and execution of green practices in our operations and activities. Details of our ESG strategies, policies and measures in different aspects are stipulated in the following sections, which have been reviewed by the Board to ensure it presents a balanced picture of ESG performance.

To better implement our ESG policies and measures in the Group, a Safety, Health and Environmental Management Committee (the “SHE Committee”) has been established, which directly reports to the Board. The SHE Committee is headed by the Chief Operation Officer and comprising of representatives from relevant operations and administrative functions such as service team, transportation, human resources, workshop, business administration, etc. to ensure effective implementation of ESG policies and measures. The objective of the SHE Committee is to maintain safety management system and to ensure that the Company complies with local regulations in this aspect. The functions of the SHE Committee includes management of ESG issues such as policy making as well as organising, planning, implementing and evaluating all ESG-related initiatives. The SHE Committee defines ESG targets and indicators of the Group and performs regular reviews for on-going monitoring and improvement in ESG performance. All of the twelve members of the SHE Committee are committed to recognising all safety issues and promoting safety related measures in the Company. A formal meeting is held by the SHE Committee on a bi-monthly basis during which existing ESG policies and measures are reviewed regarding their impact, efficiency and effectiveness, while remedial actions, if any, will be followed up.

根據香港聯合交易所有限公司證券上市規則附錄二十七《環境、社會及管治(ESG)報告指引》(「ESG指引」)，亞積邦租賃控股有限公司(「本公司」)及其附屬公司(統稱「本集團」及「我們」)提呈本截至2020年3月31日止年度(「報告期間」或「2020財政年度」)的環境、社會及管治報告(「ESG報告」)。

本ESG報告涵蓋本集團於香港提供建築設備租賃及買賣服務的主要業務(即我們ESG管理所專注的主要範疇)，並按照ESG指引的「不遵守就解釋」條文編製。

### ESG 管治

本公司董事會(「董事會」)負責本公司的ESG策略及報告工作。管理層全面負責監督及管理本公司的ESG相關風險及ESG管理制度的成效。我們透過將綠色元素納入決策當中及於營運與業務活動中實施綠色常規，致力達致環境、行業及業務可持續發展。我們各方面的ESG策略、政策及措施詳情於下文各節訂明，董事會已對此進行審核，以確保其可平衡展現ESG績效。

為了更好地實施本集團的ESG政策及措施，本集團已成立安全、健康及環境管理委員會(「SHE委員會」)，直接向董事會報告。SHE委員會由營運總監領導，並由相關業務及行政職能的代表組成，如服務團隊、運輸、人力資源、車間、商務管理等，以確保有效實施ESG政策及措施。SHE委員會的目標為維持安全管理制度，並確保本公司就此方面遵守地方法規。SHE委員會的職能包括管理ESG事務，如政策制定以及組織、規劃、實施及評估所有與ESG相關的舉措。SHE委員會界定本集團的ESG目標及指標，並定期檢討以持續監察及改善ESG績效。SHE委員會的全體十二名成員致力識別所有安全事宜，並推進本公司落實安全相關措施。SHE委員會每兩個月舉行一次正式會議，審議現有ESG政策及措施的影響、效益及成效，同時採取補救措施(如有)。

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## 環境、社會及管治報告

To pursue the mission of sustainable development, the Group has been devoting a lot of resources in developing new products and training up new blood. In particular, Smart System in Mobile Electricity ("SSME") is an innovative self-developed system which has not only been a breakthrough to the Group, but also to the whole market. SSME, which is designed to effectively reduce fuel consumption and operate with less carbon emissions during electricity generation, is an example of how the Group manages its ESG risks identified through the current business strategy of promoting sustainable development.

During the Reporting Period, the management has performed risk assessment and engaged an independent professional consultant to perform internal control assessment to identify any potential risks and control deficiencies and provide appropriate recommendations to the Board for improvement. The results of such assessments, as well as management's confirmation on the effectiveness of risk management and internal control systems, have been reported to the Board for proper oversight purpose.

為達成可持續發展的使命，本集團一直投入大量資源開發新產品及培訓新人。當中移動電源智能系統是一個創新的自主開發系統，不僅為本集團的突破，亦為整個市場的突破。移動電源智能系統旨在有效減少燃料消耗及在發電過程中減少碳排放，是本集團展示其透過促進可持續發展的現有業務策略所識別的環境、社會及管治風險的例子。

於報告期間，管理層進行風險評估及委聘獨立專業顧問進行內部監控評估，以識別任何潛在風險及控制不足之處，並向董事會提供適當的建議以進行改進。有關評估的結果以及管理層對風險管理及內部監控系統成效的確認已呈報予董事會，以確保進行適當的監督。

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### STAKEHOLDER ENGAGEMENT

The Group recognises the importance of stakeholder's needs and expectation in our long-term goal of achieving sustainable development. We value opinions and feedbacks from all of our stakeholders to ensure that green practices are well executed throughout our business operations in addressing stakeholders' concerns. We have been engaging with different stakeholder groups through various communication channels during our normal course of operation, which are shown in the table below:

### 與持份者溝通

本集團深明持份者需求的重要性以及我們對實現可持續發展的長期目標的期望。我們重視所有持份者的意見及反饋，以確保顧及持份者的關注事項，在整個業務營運中有效地執行綠色常規。我們於日常營運過程中通過各種渠道與不同的持份者群體進行溝通，有關溝通渠道如下表所示：

#### Stakeholder Groups

##### 持份者群體

#### Key Communication Channels

##### 主要溝通渠道

##### Employees

##### 僱員

- Email Communication
- 電郵溝通
- Internal Meeting
- 內部會議
- Employee Training and Activities
- 僱員培訓及活動
- Performance Appraisal
- 績效評核

##### Customers

##### 顧客

- Company Website
- 公司網站
- Customer Hotline and Mail
- 客戶熱線及郵件
- Customer Feedback
- 客戶反饋
- Industry Events
- 業界活動

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### Stakeholder Groups

持份者群體

### Key Communication Channels

主要溝通渠道

#### Suppliers

供應商

- Quotation and Tendering
- 報價及招標
- Site-visit and Supplier Evaluation
- 實地視察及供應商評估
- Industry Events
- 業界活動

#### Shareholders and Investors

股東及投資者

- Press Releases
- 新聞稿
- Annual Report and Interim Report
- 年報及中期報告
- Announcements and Circulars
- 公告及通函
- Shareholders' Meeting
- 股東大會
- Company Website
- 公司網站

#### Local Communities

本地社區

- Donation and Community Investment
- 捐贈及社區投資
- Community Activities
- 社區活動

### ESG MATERIALITY ASSESSMENT

Stakeholders' views and concerns over our ESG issues have been collected and considered continuously via the above mentioned communication channels in identifying potentially material ESG issues. These issues were discussed among the management to evaluate, validate and determine the relevant and material ESG issues of the Group.

### ESG 重要性評估

本集團已通過上述溝通渠道持續收集及考慮持份者對ESG議題的看法及關注事項，以識別潛在的重要ESG議題。管理層已討論有關議題，以評估、驗證及確定本集團的相關重要ESG議題。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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Based on the abovementioned materiality assessment, ESG issues that are relevant and material to the Group are shown in the table below:

根據上述重要性評估，與本集團相關且重要的 ESG 議題如下表所示：

### ESG aspects as set out in ESG Guide

#### ESG 指引所載 ESG 層面

### Material ESG issues for the Company

#### 本公司重要 ESG 議題

|                                         |    |                                       |                                  |
|-----------------------------------------|----|---------------------------------------|----------------------------------|
| <b>A. Environmental</b><br><b>A. 環境</b> | A1 | Emissions                             | • Air emissions                  |
|                                         | A1 | 排放物                                   | • 廢氣排放                           |
|                                         |    |                                       | • Waste management               |
|                                         |    |                                       | • 廢物管理                           |
|                                         | A2 | Use of Resources                      | • Use of energy and water        |
|                                         | A2 | 資源使用                                  | • 能源及水運用                         |
|                                         | A3 | The Environment and Natural Resources | • Other environmental impacts    |
|                                         | A3 | 環境及天然資源                               | • 其他環境影響                         |
| <b>B. Social</b><br><b>B. 社會</b>        | B1 | Employment                            | • Employment                     |
|                                         | B1 | 僱傭                                    | • 僱傭                             |
|                                         | B2 | Health and Safety                     | • Workplace health and safety    |
|                                         | B2 | 健康與安全                                 | • 工作場所健康與安全                      |
|                                         | B3 | Development and Training              | • Staff training and development |
|                                         | B3 | 發展及培訓                                 | • 員工培訓及發展                        |
|                                         | B4 | Labour Standards                      | • Anti-child and forced labour   |
|                                         | B4 | 勞工準則                                  | • 反童工及強制勞工                       |
|                                         | B5 | Supply Chain Management               | • Procurement management         |
|                                         | B5 | 供應鏈管理                                 | • 採購管理                           |
|                                         | B6 | Product Responsibility                | • Service excellence             |
|                                         | B6 | 產品責任                                  | • 卓越服務                           |
|                                         |    |                                       | • Product quality                |
|                                         |    |                                       | • 產品質量                           |
|                                         |    |                                       | • Data privacy                   |
|                                         |    |                                       | • 資料私隱                           |
|                                         | B7 | Anti-corruption                       | • Anti-corruption                |
|                                         | B7 | 反貪污                                   | • 反貪污                            |
|                                         | B8 | Community Investment                  | • Caring for the community       |
|                                         | B8 | 社區投資                                  | • 關懷社區                           |

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### (A) ENVIRONMENT

#### Aspect A1:

As a leading construction machinery leasing service provider, we take part in building the future of Hong Kong. Sustainability, being a critical element to the prosperity of Hong Kong in the long run, has been the key value of our business and we are committed to conducting all business activities in a manner that both protects the environment and contributes to sustainability.

The Group implements a systematic approach to formulating and reviewing its environmental objectives. Environmental objectives including minimizing emissions at source as well as recycling wastes generated from business activities are adopted by the Group in implementing green operations so as to address significant environmental issues, compliance obligations and relevant stakeholders' expectation. The Group is making continuous improvement in minimising emission through introducing and adopting advanced equipment. With the environmentally friendly policies and measures as stipulated in the respective sections below, backed by proper controls throughout our operations, we are committed to complying with all such laws and regulations in support of the government authorities' environmental protection initiatives.

During the Reporting Period, there were no material non-compliance cases against environmental laws and regulations identified, including but not limited to the Air Pollution Control Ordinance (Cap. 311 of the Laws of Hong Kong) and Waste Disposal Ordinance (Cap. 354 of the Laws of Hong Kong).

### (A) 環境

#### A1 層面：

作為領先的建築機械租賃服務供應商，我們為建設香港未來出一分力。長遠而言，可持續發展是香港繁榮的關鍵要素，我們一直視之為業務的重要價值，並致力以愛護環境及促進可持續發展的方式進行所有業務活動。

本集團以系統化方式制定及檢討環境目標。本集團採納環保目標，包括盡量減少源頭排放及回收業務活動產生的廢物，藉此實施綠色營運以處理重大環境議題、履行合規責任及達成相關持份者的期望。本集團透過引進及採用先進設備，持續減少排放量。我們通過實施下列各節所規定的環保政策及措施，並在整個營運過程中採取適當的監控措施，致力遵守所有相關法律及法規，以支持政府當局的環保行動。

於報告期間，概無發現嚴重不符合環境法律及法規的情況，包括香港法例第311章《空氣污染管制條例》及香港法例第354章《廢物處置條例》。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### Air Emissions

Air emissions, including nitrogen dioxide ("NO<sub>2</sub>"), carbon monoxide ("CO") and particulate matter ("PM"), which have negative impacts on both human health and environment, are generated mainly from combustion of fossil fuels by construction machinery and vehicles. In our operations, the majority of air emissions are generated by our rental customers who rented our machines for use at construction sites. Thus, such indirect air emissions are not controllable by the Group and disclosure is thus not applicable. The Group itself only generates limited direct air emissions during machinery repair and maintenance, pre-delivery and after hiring testing and transportation processes, the direct emission data<sup>1</sup> during the Reporting Period were as follows:

### 廢氣排放

廢氣排放(包括氮氧化物(「NO<sub>2</sub>」)、一氧化碳(「CO」)及懸浮粒子(「PM」))主要源自建築機械及車輛燃燒的化石燃料，對人體健康及環境均造成負面影響。在我們旗下業務中，廢氣排放大多源自租用我們的機械作建築用途的租賃客戶。因此，本集團無法控制相關間接廢氣排放，故披露並不適用。本集團本身只在修理、維護、交付前及出租完測試及運輸機械時產生有限的直接廢氣排放。於報告期間的直接排放數據<sup>1</sup>如下：

|                       |      | Quantity (kg)<br>數量(千克)                   |       |       | Intensity (kg/machine lease)<br>密度(千克／租用機械) |      |      |
|-----------------------|------|-------------------------------------------|-------|-------|---------------------------------------------|------|------|
|                       |      | For the year ended 31 March<br>截至3月31日止年度 |       |       |                                             |      |      |
| Air emissions<br>廢氣排放 |      | 2020                                      | 2019  | 2018  | 2020                                        | 2019 | 2018 |
| NO <sub>2</sub>       | 二氧化氮 | 819                                       | 1,039 | 1,469 | 0.58                                        | 0.88 | 0.82 |
| CO                    | 一氧化碳 | 357                                       | 421   | 618   | 0.26                                        | 0.36 | 0.34 |
| PM                    | 懸浮粒子 | 64                                        | 81    | 117   | 0.05                                        | 0.07 | 0.07 |

Despite the fact that we have no control over lessees' use of our machinery, all of our rental equipment have proper maintenance to ensure operating efficiency, and we also monitor closely the latest technology in construction machinery which could help reduce emissions.

儘管我們無法控制承租人使用我們的機械，但我們所有出租設備均得到適當維護以確保運行效率。我們亦時刻關注有助減排的最新建築機械技術。

<sup>1</sup> The direct air emissions are calculated with reference to the "Reporting Guidance on Environmental KPIs" issued by the Hong Kong Exchanges and Clearing Limited and Tier 1, 2, and 3 standards and Tier 4 standards for non-road diesel engines issued by the United States Environmental Protection Agency.

<sup>1</sup> 直接廢氣排放參照香港交易及結算所有限公司頒佈的《環境關鍵績效指標匯報指引》以及美國環境保護局頒佈的非道路柴油機一級、二級及三級標準及四級標準計算。

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In particular, the following measures have been adopted in reducing air emissions:

- Replacing old machines/vehicles with Euro V/VI standard ones timely;
- Purchasing more brand new machines and keeping the equipment rental fleet in young age (i.e. on average less than five years);
- Using Ultra Low Sulphur Diesel in machines/vehicles;
- Switching off idle plant/equipment;
- Conducting weekly self-monitoring of machine exhaust (e.g. using Ringelmann Smoke Chart method to perform visual inspection on exhaust) to check for compliance and keeping records;
- Performing regular repair and maintenance on machines/vehicles to ensure their operating efficiency;
- Complying with environmental requirements set out by Environmental Protection Department ("EPD"), such as Non-road Mobile Machinery ("NRMM") regulation and Quality Powered Mechanical Equipment ("QPME") standard; and
- Using water spray or tarpaulin covers to alleviate blowing dust.

With the abovementioned measures, the Group has successfully complied with the local environmental requirements such that there were no charges, fines or prosecution in relation to air emission regulations against the Group during the Reporting Period. Furthermore, the absolute emission amount and emission intensity showed significant decrease during the Reporting Period.

具體而言，我們為減少廢氣排放採取以下措施：

- 適時按符合歐盟V/VI期標準更換舊機械／車輛；
- 購買更多全新機械並將出租設備機組維持於低齡（即平均不足五年）；
- 機械／車輛使用超低硫柴油；
- 關上閒置裝置／設備；
- 每周自我監測機械排氣（例如使用力高文圖表(Ringelmann Smoke Chart)觀察排氣)以檢查是否合規並保存記錄；
- 定期維修保養機械／車輛以確保運行效率；
- 遵守環境保護署（「環保署」）規定的環保要求，例如非道路移動機械（「NRMM」）規例及優質機動設備（「QPME」）標準；及
- 使用噴水裝置或防水布以減少粉塵。

隨著實行上述措施，本集團已成功遵守本地環境規定，故本集團於報告期間並無遭到關於廢氣排放法規的指控、罰款或起訴。此外，排放的絕對值及排放密度於報告期間大幅下降。

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Meanwhile, greenhouse gases ("GHG") are mainly generated directly from the operating machines due to combustion of fossil fuel, and indirectly from consumption of electricity. The GHG emissions<sup>2</sup> during the Reporting Period were:

同時，溫室氣體（「GHG」）主要直接來自因燃燒化石燃料而運作的機械，亦間接源自耗電。於報告期間的GHG排放<sup>2</sup>為：

| GHG Emissions<br>GHG 排放                                               | Quantity<br>(tonnes CO <sub>2</sub> e)<br>數量<br>(噸 CO <sub>2</sub> e) |      |       | Intensity<br>(tonnes CO <sub>2</sub> e/machine lease)<br>密度<br>(噸 CO <sub>2</sub> e/租用機械) |      |      |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------|------|-------|-------------------------------------------------------------------------------------------|------|------|
|                                                                       | 2020                                                                  | 2019 | 2018  | 2020                                                                                      | 2019 | 2018 |
| For the year ended 31 March<br>截至 3 月 31 日止年度                         |                                                                       |      |       |                                                                                           |      |      |
| Scope 1 (Direct emission from combustion of fossil fuels)             | 416                                                                   | 845  | 1,186 | 297                                                                                       | 717  | 662  |
| Scope 2 (Indirect emission from electricity and town gas consumption) | 69                                                                    | 83   | 113   | 49                                                                                        | 71   | 63   |
| Scope 3 (Indirect emission from use of water and paper waste)         | 6                                                                     | 6    | 8     | 5                                                                                         | 5    | 5    |

The Group performs periodic carbon audits to trace its carbon trail and identify potential carbon reduction opportunities correspondingly. Details of carbon reduction are described in the "Use of Energy and Water" section.

本集團定期進行碳審計，以追蹤碳足跡並相應識別潛在減碳機會。有關減碳詳情載於「能源及水運用」一節。

### Waste Management

Wastes are generated from both workshop operations as well as office administrative work of the Group, while part of the workshop operation wastes are hazardous as defined by the Waste Disposal Ordinance ("WDO"). Therefore, we emphasize on proper handling of hazardous wastes in accordance with the WDO so as to avoid serious threat to human health and the environment. We manage hazardous wastes from four aspects, namely handling, storage, awareness and disposal:

### 廢物管理

廢物源自本集團的車間作業及辦公室行政工作，部分車間作業廢物根據廢物處置條例界定為有害。因此，我們堅持按照廢物處置條例妥善處理有害廢物，以免對人體健康及環境造成嚴重威脅。我們從處理、儲存、意識及處置四個方面管理有害廢物：

- Handling: Ensuring separation of hazardous wastes from general wastes
- Storage: Storing hazardous wastes in suitable containers with labels for identification; meanwhile securing storage room to prevent unauthorized access

- 處理：確保有害廢物與一般廢物分開處理
- 儲存：將有害廢物存放在具有識別標籤的合適容器中；並為儲藏室加設保安措施以防止未經授權闖入

<sup>2</sup> The GHG emissions are calculated with reference to the "Reporting Guidance on Environmental KPIs" issued by the Hong Kong Exchanges and Clearing Limited.

<sup>2</sup> GHG 排放乃經參考香港交易及結算所有限公司頒佈的《環境關鍵績效指標匯報指引》計算。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

- Awareness: Providing toolbox talk to staff for advising on types of hazardous wastes, handling method and storage location
- Disposal: Engaging only licensed and qualified hazardous wastes collectors for disposal of such wastes

The above measures ensure that all of the hazardous wastes generated during the operations of the Group are properly stored and collected by licensed contractors without polluting the neighbourhood.

On the other hand, the Group prudently handles non-hazardous waste as well by imposing such measures as providing and maintaining recycling bins in different colours to facilitate wastes separation into metal, plastic and paper, checking the proper usage of collection facilities and providing training correspondingly, assigning appropriate staff to manage collection facilities and maintaining complete recycling/waste collection records for future reference. Open incineration of wastes which generates excessive emissions is strictly prohibited. In order to reduce paper wastes, the major harmless wastes of the Group, paperless working environment is promoted. IT systems are encouraged for administrative work to replace paper correspondences and records. Meanwhile, used papers as well as cartridges/toners are collected for recycling by service provider and qualified contractors respectively. During the Reporting Period, we have collected and recycled a total of 80kg of used paper (2019: 1,140kg). The decrease in recycling amount was due to the fact that we had one off disposal of archived documents in 2019 which have been passed to paper recycler. These initiatives substantially reduced waste disposal by the Group, at the same time helped saving purchase costs.

To step up the game in reducing waste, the following waste reduction measures have been carried out within our operations:

- Re-using used envelope/paper;
- Using Forest Stewardship Council ("FSC") certified paper;
- Collecting used paper for recycling purpose;
- Providing towel instead of paper towel in pantry for drying utensils;

- 意識：為員工舉辦工作坊，提供有關有害廢物類型、處理方法及儲存位置的建議
- 處置：只聘用持牌及合格有害廢物收集商處置此類廢物

上述措施確保本集團營運過程中產生的一切有害廢物均妥善貯存，並由持牌承辦商收取，而不會對周遭事物造成污染。

另一方面，本集團亦謹慎處理無害廢物，措施包括設置不同顏色的回收箱以便將廢物分類為金屬、塑膠及紙張；檢查收集設施的適當使用情況，並提供相應培訓；派遣合適員工管理收集設施並保存完整的回收／廢物收集記錄以供日後參考；嚴禁露天焚燒產生過量排放物的廢物；推廣無紙化工作環境以減少廢紙（即本集團主要無害廢物）；鼓勵使用資訊科技系統處理行政工作以取代紙張文件及記錄。同時，廢紙以及墨盒／碳粉盒分別由服務供應商及合資格承包商回收。於報告期間，我們已收集及回收合共80千克的廢紙（2019年：1,140千克）。回收數量減少乃由於我們於2019年一次性處理大量存檔文件，並已轉交紙張回收商。該等舉措大大減少本集團棄置的廢物，同時有助於節省採購成本。

為增加減廢，我們於業務中採用以下減廢措施：

- 重用曾經使用的信封／紙張；
- 使用森林管理委員會 (Forest Stewardship Council, 「FSC」) 認證的紙張；
- 收集曾經使用的紙張作回收用途；
- 在茶水間中提供毛巾而非紙巾抹乾餐具；

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- Providing durable utensils in pantry to encourage using fewer disposable plastic ones;
- Using common drive to share company information, if deemed appropriate, instead of circulating print out copies;
- Using e-Banking and Autopay instead of issuing cheques to minimize the use of paper and envelope; and
- Using Excel log book to record and monitor usage of paper by photocopiers.

The significant hazardous and non-hazardous wastes generated directly by the Group during the Reporting Period include:

- 在茶水間中提供耐用的餐具，以鼓勵減少使用即棄塑料餐具；
- 使用共用磁碟分享公司資料（如視為合適），而非傳閱打印副本；
- 使用網上銀行及自動轉帳而非開具支票，以盡量減少使用紙張及信封；及
- 使用Excel日誌記錄並監控複印機使用紙張的情況。

報告期間本集團直接產生的主要有害及無害廢物包括：

|                             |           |            | Quantity<br>數量                            | Quantity<br>數量 | Quantity<br>數量 |
|-----------------------------|-----------|------------|-------------------------------------------|----------------|----------------|
|                             |           |            | For the year ended 31 March<br>截至3月31日止年度 |                |                |
| Waste<br>廢物                 |           | Unit<br>單位 | 2020                                      | 2019           | 2018           |
| Hazardous waste<br>有害廢物     | Lubricant | Litre      | 6,250                                     | 3,200          | 8,400          |
|                             | 潤滑劑       | 升          |                                           |                |                |
|                             | Battery   | Tonnes     | 9.6                                       | 2.3            | 4.2            |
| Non-hazardous waste<br>無害廢物 | 電池        | 噸          |                                           |                |                |
|                             | Paper     | Tonnes     | 1.0                                       | 0.9            | 1.2            |
|                             | 紙張        | 噸          |                                           |                |                |

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### Aspect A2:

#### Use of Energy and Water

Another key area of focus in the pursuit of green operations is resources conservation. Efficient use of resources promotes sustainability, meanwhile enhancing operating efficiency. Therefore, it benefits the Group from both environmental and financial perspectives.

The major resources used by the Group include diesel and petrol for machinery and vehicles, as well as electricity, town gas and water for business operations. The consumption data during the Reporting Period were as follows<sup>3</sup>:

### A2 層面：

#### 能源及水運用

節約資源是追求綠色營運的另一重點。有效運用資源有助促進可持續發展，同時提高營運效率。因此，從環境及財務角度而言對本集團有利。

本集團使用的主要資源包括用於機械及車輛的柴油及汽油以及用於業務營運的電力、煤氣及水。於報告期間的消耗數據如下<sup>3</sup>：

| Resources<br>資源   | Unit<br>單位            | Quantity<br>數量                            |         |         | Intensity (per machine lease)<br>密度(每台租用機械) |      |      |
|-------------------|-----------------------|-------------------------------------------|---------|---------|---------------------------------------------|------|------|
|                   |                       | For the year ended 31 March<br>截至3月31日止年度 |         |         |                                             |      |      |
|                   |                       | 2020                                      | 2019    | 2018    | 2020                                        | 2019 | 2018 |
|                   |                       |                                           |         |         |                                             |      |      |
| Diesel<br>柴油      | Litre<br>升            | 150,073 <sup>4</sup>                      | 313,420 | 441,274 | 107                                         | 266  | 246  |
| Petrol<br>汽油      | Litre<br>升            | 6,200                                     | 6,419   | 8,523   | 4                                           | 5    | 5    |
| Electricity<br>電力 | kWh<br>千瓦時            | 137,417                                   | 162,736 | 221,901 | 98                                          | 138  | 124  |
| Town gas<br>煤氣    | Unit<br>度             | 438                                       | 418     | 495     | 0.31                                        | 0.35 | 0.28 |
| Water<br>水        | m <sup>3</sup><br>立方米 | 2,757                                     | 3,338   | 3,871   | 2                                           | 3    | 2    |

We adopt a resources monitoring mechanism aiming at tracing and monitoring resources consumption throughout our operations continuously. It facilitates the analysis of resources efficiency and identification of improvement opportunities for optimizing use of resources. In particular, we keep track of the latest technology on machinery's energy efficiency, and upgrade our equipment fleet accordingly. Furthermore, energy friendly work practices and skills are inculcated to employees regularly to develop staff awareness of resources conservation.

我們採用資源監測機制，目的是持續追蹤及監測旗下業務的資源消耗。此舉有助分析資源效率及確定優化資源運用的改進機會。具體而言，我們會緊貼最新機械能效技術，並相應提升設備機組。此外，我們定期向員工灌輸環保工作常規及技能，以提高員工對節約資源的意識。

<sup>3</sup> The amounts represent the resources directly controlled and consumed by the Group during the Reporting Period. Indirect resources consumptions (i.e. those consumed by its customers and other third parties engaged by the Company) are excluded.

<sup>4</sup> The drop in diesel consumption was due to the fact that leasing of generators for events dropped significantly during the Reporting Period amid the social incidents and COVID-19.

<sup>3</sup> 有關數量指本集團於報告期間直接控制並耗用的資源。不包括間接耗用資源(即本公司的客戶及所委聘的其他第三方所耗用者)。

<sup>4</sup> 柴油使用量減少乃由於在社會事件及COVID-19下於報告期間就活動租賃的發電機大幅減少所致。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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For energy conservation in business operations, the Group adopts a holistic energy saving management approach under which the following measures have been adopted:

- Opting for energy saving equipment such as LED/T5 fluorescent tubes rather than traditional light bulbs and Grade 1 Energy label air conditioners;
- Using separate switches to control air conditioners and lightings in different zones of office;
- Maintaining air conditioner temperature at 25.5 degree Celsius and posting such friendly reminders in the workplace;
- Posting energy saving labels in the workplace;
- Switching off idle lightings; and
- Turning on air-conditioners in pantry only during designated time slots.

The same approach applies to water as we deploy water-saving equipment, cultivate water-saving considerations within the organization and advocate resources conservation behaviour of our people. For example, high pressure faucets have been installed in pantry and friendly reminders regarding using less water have been posted on walls. As such, resources usage has been maintained at a minimal level under the current operating scale. The Group has no issue in sourcing water for its operations since its principal operating premises in Hong Kong has municipal water supply. Due to our business nature, we do not produce significant amount of sewage during the Reporting Period and therefore disclosure in relation to water discharge does not apply.

Furthermore, the Group has not used significant amount of package materials during the Reporting Period and therefore disclosure in relation to packaging materials does not apply.

進行業務營運方面的節能工作時，本集團採取全面節能管理方針，並據此採納以下措施：

- 選用LED／T5 熒光燈等節能設備取代傳統燈泡，採用一級能源標籤空調；
- 使用獨立開關控制辦公室各區的空調及燈光；
- 將空調溫度保持在25.5攝氏度，在工作場所張貼相關溫馨提示標語；
- 在工作場所張貼節能標籤；
- 關掉不使用的燈具；及
- 僅在指定時段開啟茶水間的空調。

我們對用水採取同一方針，例如採用節水設備、內部宣揚節水概念及鼓勵員工節約資源。例如，我們在茶水間安裝高壓水龍頭，並在牆上張貼關於減少用水的溫馨提示標語。因此，本公司在目前營運規模下將資源運用維持在最低水平。由於本集團在香港的主要經營物業擁有市政供水，故並無有關採購水源以供業務之用的問題。鑑於我們的業務性質使然，我們於報告期間並無產生大量污水，因此披露有關排水的資料並不適用。

此外，本集團於報告期間並未使用大量包裝材料，因此有關包裝材料的披露資料並不適用。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### Aspect A3:

#### Other Environmental Impacts

In addition to emissions control and resources conservation, we exert ourselves in minimizing all negative impacts on the environment and natural resources, despite the fact that there are no other significant environmental impacts except for the aforesaid emissions.

The Group has established a sound risk management system led by the Risk Management Committee. It manages the overall risk level of the Group, which takes into consideration environmental risks among other operating risks. Significant environmental risks are identified for developing adequate mitigation plans. We ensure sufficient resources are deployed for implementation of these mitigation plans so as to reduce environmental risks.

The Group upholds the principle of environmental protection and execute in every detail. For instances, we consume no shark fin or other endangered species at any company banquets or events.

In order to raise the awareness of our employees and stakeholders regarding environmental protection, the Group has joined the Wastewi\$e Label (Membership No.: WW-8339-5613) in October 2018 which is a recognition scheme organized by the Environmental Committee Campaign. The Group has been committed to attaining the requirements on waste reduction and various kinds of environmental production activities have been launched. In Year 2019, the Group has accomplished nine waste reduction targets and submitted the application of WasteWi\$e Certificate with "Class of Excellence". The result will be announced later in 2020. As at 31 March 2020, the Group has been awarded the "Wastewi\$e Certificate — Basic Level" under the Hong Kong Green Organisation Certification. At present, recycle bins are placed in different work locations to collect used plastic bottles, glasses and aluminium cans. During the Reporting Period, the amount of plastic bottles, glass bottles and aluminium cans recycled by the Group listed as follows:

### 層面 A3 :

#### 其他環境影響

儘管本集團概無造成其他上述排放以外的重要環境影響，除管制排放物及節約資源外，我們亦盡量減少對環境及天然資源的所有負面影響。

本集團已建立健全風險管理制度，由風險管理委員會領導，以管理本集團整體風險水平，將環境風險等經營風險納入考慮。我們已識別重大環境風險以制定適當緩解計劃。我們確保為實施有關緩解計劃部署足夠資源，以減低環境風險。

本集團堅守環保原則，著重每個執行細節。例如，我們在任何公司宴會或活動中絕不食用魚翅或其他瀕危物種。

本集團於2018年10月參與減廢標誌計劃(會員編號：WW-8339-5613)，務求提高僱員及持份者對環保的意識，減廢標誌乃環境運動委員會的認可計劃。本集團一直致力達到減廢的要求，並已開展各種環保生產活動。於2019年，本集團已完成九個減廢目標，並申請「卓越級別」減廢證書。有關結果將於2020年稍後公佈。於2020年3月31日，本集團獲香港綠色機構認證頒發「減廢證書 — 基礎級別」。目前，我們於不同工作地點放置回收箱，以收集已使用的膠樽、玻璃樽及鋁罐。於報告期間，本集團回收的膠樽、玻璃樽及鋁罐數量載列如下：

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| Recycled Materials<br>回收材料 | Unit<br>單位 | in FY2020<br>2020 財政年度 |
|----------------------------|------------|------------------------|
| Plastic Bottles<br>膠樽      | kg<br>千克   | 2                      |
| Glass bottles<br>玻璃樽       | kg<br>千克   | 13                     |
| Aluminium cans<br>鋁罐       | kg<br>千克   | 5                      |

The Group has been planning more waste reduction activities to be launched soon.

本集團計劃即將推行更多減廢活動。

### (B) SOCIAL

#### Aspect B1:

#### Employment

The Group recognizes employee as one of the key elements to its sustainable development. We are committed to establishing a close and caring relationship with our employees. We provide a fair and safe workplace, promote diversity to our staff, and provide competitive remuneration, benefits and career development opportunities based on their merits and performance. During the Reporting Period, we did not identify material non-compliance against employment-related laws and regulations in Hong Kong, including but not limited to the Employment Ordinance (Cap. 57 of the Laws of Hong Kong), Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong), Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong) and Mandatory Provident Fund Scheme Ordinance (Cap. 485 of the Laws of Hong Kong).

Employees' remuneration packages are determined with reference to the market information and individual performance and are reviewed on a regular basis. The remuneration policy is reviewed by the Board from time to time. In addition to basic remuneration, the Group also provides medical insurance, makes contributions to provident funds and provides other benefits to employees.

In order to maintain a high level of productivity and quality standard, working hours and rest periods are determined based on operational needs and regulatory requirements so as to ensure sufficient rest for employees.

### (B) 社會

#### 層面 B1：

#### 僱傭

本集團視員工為可持續發展的關鍵要素之一。我們致力與員工建立密切友好關係。我們為員工打造公平安全的工作環境，積極推動多元化，並因應員工功績及表現提供具競爭力的薪酬、福利及事業發展機會。於報告期間，我們並無發現與香港僱傭相關法律及法例有關的重大不合規情況，包括但不限於《僱傭條例》(香港法例第57章)、《最低工資條例》(香港法例第608章)、《僱員補償條例》(香港法例第282章)及《強制性公積金計劃條例》(香港法例第485章)。

員工薪酬方案參照市場資訊及個人表現而定，並會定期檢討。董事會不時檢討薪酬政策。除基本薪酬外，本集團亦為員工提供醫療保險、公積金供款及其他福利。

為保持高水平的生產力及質量標準，我們配合營運需要及監管要求，設定工作時間及休息時間，以確保員工獲得充分休息。

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## 環境、社會及管治報告

As a responsible employer, we exercise due care in ensuring our human resources policies and practices in regard to employment, termination, compensation, working hours, leaves and equal opportunities are conducted in accordance with the aforementioned local labour laws and other applicable regulations. Our HR Department keeps a close eye on updates in employment-related law and regulations, develops corresponding policies, and establishes proper internal controls in employment processes to ensure compliance.

The Group maintains a diversified workforce. We provides equal opportunities to all staff based on their capabilities in a fair manner. We accept no tolerance towards discrimination, regardless of age, sex, marital status, nationality, disability, religion, etc.

As at 31 March 2020, we had a total workforce of 120 (2019: 115). The tables below show the composition of our workforce by gender, employment type, age group and geographical region<sup>5</sup>:

身為負責任僱主，我們審慎確保有關僱傭、解僱、薪酬、工時、假期及平等機會的人力資源政策及常規符合上述當地勞工法例及其他適用法規。人力資源部門密切關注僱傭相關法律及法規的最新情況，制定相關政策，並在僱傭過程中制定適當的內部監控措施，以確保遵守相關法律及法規。

本集團擁有多元化的工作團隊。我們以個人能力為依歸，為全體員工提供平等機會。我們絕不容忍諸如年齡、性別、婚姻狀況、國籍、殘疾及宗教等各方面的歧視。

於2020年3月31日，我們共有120名員工（2019年：115名）。下表呈列按性別、僱傭類別、年齡組別及地區劃分的員工組合<sup>5</sup>：

| <b>Gender</b> |   | <b>Number of Employees</b>         |             |
|---------------|---|------------------------------------|-------------|
| <b>性別</b>     |   | <b>僱員人數</b>                        |             |
|               |   | <b>For the year ended 31 March</b> |             |
|               |   | <b>截至3月31日止年度</b>                  |             |
|               |   | <b>2020</b>                        | <b>2019</b> |
| Male          | 男 | 102                                | 95          |
| Female        | 女 | 18                                 | 20          |

  

| <b>Employment Type</b> |    | <b>Number of Employees</b>         |                              |
|------------------------|----|------------------------------------|------------------------------|
| <b>僱傭類別</b>            |    | <b>僱員人數</b>                        |                              |
|                        |    | <b>For the year ended 31 March</b> |                              |
|                        |    | <b>截至3月31日止年度</b>                  |                              |
|                        |    | <b>2020</b>                        | <b>2019</b>                  |
| Permanent              | 長期 | 93                                 | No data in 2019 <sup>5</sup> |
|                        |    |                                    | 2019年並無數據 <sup>5</sup>       |
| Temporary              | 臨時 | 27                                 | No data in 2019 <sup>5</sup> |
|                        |    |                                    | 2019年並無數據 <sup>5</sup>       |

<sup>5</sup> Data in 2019 was not collected since corresponding data collection mechanism was established during the reporting period.

<sup>5</sup> 由於相關數據收集機制乃於報告期間制定，故並無收集於2019年的數據。

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|                         |  | Number of Employees<br>僱員人數               |      |
|-------------------------|--|-------------------------------------------|------|
|                         |  | For the year ended 31 March<br>截至3月31日止年度 |      |
| Employment Type<br>僱傭類別 |  | 2020                                      | 2019 |

|           |    |     |    |
|-----------|----|-----|----|
| Full Time | 全職 | 118 | 98 |
| Part Time | 兼職 | 2   | 17 |

|                   |  | Number of Employees<br>僱員人數               |      |
|-------------------|--|-------------------------------------------|------|
|                   |  | For the year ended 31 March<br>截至3月31日止年度 |      |
| Age Group<br>年齡組別 |  | 2020                                      | 2019 |

|             |        |    |    |
|-------------|--------|----|----|
| 30 or below | 30歲或以下 | 35 | 39 |
| 31–50       | 31至50歲 | 50 | 45 |
| 51 or above | 51歲或以上 | 35 | 31 |

|                           |  | Number of Employees<br>僱員人數               |      |
|---------------------------|--|-------------------------------------------|------|
|                           |  | For the year ended 31 March<br>截至3月31日止年度 |      |
| Geographical Region<br>地區 |  | 2020                                      | 2019 |

|           |     |     |     |
|-----------|-----|-----|-----|
| Hong Kong | 香港  | 112 | 106 |
| Macau     | 澳門  | 4   | 4   |
| Singapore | 新加坡 | 4   | 5   |

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### Aspect B2:

#### Workplace Health and Safety

The Company seeks to create a healthy and safe working environment for our employees. An Occupational Health and Safety ("OHS") Policy has been established to provide safety guidelines for staff, thereby raising the awareness of safety in workplace. The OHS Policy also defines the health and safety responsibilities of all staff, from top management to frontline, in achieving an accident free workplace. The Group strives to comply with OHS-related laws and regulations, including but not limited to Factories and Industrial Undertakings Ordinance (Cap. 59 of the Laws of Hong Kong) and Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong), so as to protect the staff and other stakeholders. During the Reporting Period, we did not identify material non-compliance with the aforementioned occupational safety and health-related laws and regulations. The management are committed to investing adequate resources to implement the OHS Policy, recognizing all health and safety issues at work as an integral part of our business performance and reviewing the OHS Policy and management system bi-annually.

Apart from these, work safety-related rules and regulations have also been reviewed regularly, including: Use of Machines in Service Yard; Use of Company Vehicles; Avoid Dog Bite Accidents; and Personal Protective Equipment ("PPE"). In addition, safety risk assessments are performed for work related to high risks equipment including generators, forklift trucks and mobile elevating work platforms to identify potential safety hazards and corresponding mitigations. The management monitors the OHS practices continuously to ensure compliance with the OHS Policy as well as OHS-related laws and regulations, meanwhile striving for continual improvement. In particular, due to the frequent social movements since June 2019, the Group has set up relevant guidelines for staff to follow in order to keep them away from danger.

In order to further mitigate the health and safety risk in the workplace, staff will receive appropriate and adequate training concerning their respective duties and responsibilities. Such training serves to help staff in thoroughly understanding and implementing the OHS Policy. For example, in order to equip staff with adequate first aid knowledge in case of any emergency, a Standard First Aid Certificate Course (Blended Learning) (SFAB) was organized in September 2019 and the 9 participating staff passed the assessment successfully and were awarded the Standard First Aid Certificates.

### 層面 B2：

#### 工作場所健康與安全

本公司力求為員工打造健康安全的工作環境。我們已制定職業健康安全(「OHS」)政策，透過為員工提供安全指引提高工作場所安全意識。OHS政策亦界定全體員工的健康與安全責任，為高級管理層以至前線員工打造無事故工作場所。本集團致力遵守OHS相關法律及法規，包括但不限於《工廠及工業經營條例》(香港法例第59章)及《職業安全及健康條例》(香港法例第509章)，以保障員工及其他持份者。於報告期間，我們並無發現有關上述職業安全與健康相關法律及法規的重大不合規情況。管理層致力投入足夠資源實施OHS政策，視工作中所有健康與安全議題為業務表現一部分，並每兩年檢討OHS政策及管理制度。

除此之外，我們亦定期審閱工作安全相關的規則及規例，當中包括在服務場地使用機器；使用公司車輛；避免被狗隻咬傷事故；及個人防護設備。此外，對涉及使用高風險設備(包括發電機、叉車及移動式升降工作平台)的工作進行安全風險評估，以識別潛在安全危害及制定相應緩解措施。管理層持續監察OHS常規以確保符合OHS政策及OHS相關法律及法規，同時不斷努力改進。尤其是，由於自2019年6月起不斷發生社會運動，本集團已制定相關員工指引，避免員工發生危險。

為進一步降低工作場所的健康與安全風險，員工將接受有關職務與職責的適當培訓。有關培訓有助員工全面理解及實施OHS政策。例如，為了讓員工在緊急情況下具備足夠的急救知識，我們於2019年9月舉辦了急救證書課程(結合式教學)，9名參與員工順利通過評估，並獲授急救證書。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

To enhance the safety awareness of staff, the Group steps further and includes "Safety Awareness" as one of the performance factors of performance appraisal for all levels of staff. The scores of the performance appraisal will directly influence the amount of salary increment and discretionary bonus of staff.

Furthermore, staff are encouraged to propose reasonable opinions with respect to adequacy and improvement of the OHS Policy. As such, staff, especially construction machinery operators, are clearly aware of the responsibilities on safety operations. Besides, we cooperate closely with manufacturers of the machinery in upgrading the safety standards of the machines to protect the operators, users and service personnel.

We have also formed the Safety, Health and Environmental Management Committee, chaired by the Chief Operating Officer who takes final responsibility and accountability in overseeing all OHS objectives, related risk and activities, to contribute to on-going improvement and facilitate information exchanges and communications on OHS. For example, the out-patient benefit of the company group medical insurance policy has been increased to an appropriate extent for all medical plans in order to provide better medical consultation service to staff. In view of the outbreak of the coronavirus disease 2019 ("COVID-19"), the Group has adopted various precautionary measures such as work from home and flexible working hours arrangement so as to minimize the risk of cross infection in the workplace. All staff and visitors are required to wash or sterilize their hands, measure body temperature and declare health conditions before entering the premises. Furthermore, strengthened PPE is provided to all staff. Qualified masks are distributed to staff and those who are required to work in high risk locations, such as the Third Runway and quarantine centres, are provided with N95 masks and eye shields.

During the Reporting Period, there were no work-related fatalities, and there were two cases of work-related injuries, accounting for a total of 206 (2019: 50) lost days due to work injury.

為提高員工的安全意識，本集團進一步將「安全意識」納入各級員工績效考核的績效因素之一。績效考核評分將直接影響員工加薪及酌情花紅的金額。

此外，我們鼓勵員工就OHS政策的充足性及完善性提出合理意見。因此，員工（特別是建築機械操作員）充分知悉安全運作的責任。此外，我們與機械製造商緊密合作，務求提高機械的安全標準，保障操作員、用家及服務人員。

我們亦已成立安全、健康及環境管理委員會，由營運總監擔任主席，肩負監督所有OHS目標、相關風險及活動的最終責任，力求持續改進及促進有關OHS的信息交流與溝通。例如，公司團體醫療保險保單的門診福利已適當地涵蓋所有醫療計劃的適當範圍，以向員工提供更好的醫療諮詢服務。鑑於2019冠狀病毒病（「COVID-19」）爆發，本集團已採取各種預防措施，例如在家辦公及安排彈性工作時間，以盡量降低工作場所交叉感染的風險。所有員工及訪客須於進入場所前清潔或消毒雙手、量度體溫及申報健康狀況。此外，我們為全體員工提供更完善的個人防護裝備。我們向員工派發合資格口罩，並向需要在高風險地點（如第三條跑道及檢疫中心）工作的員工提供N95口罩及眼罩。

於報告期間，概無因工死亡事故，惟共有兩宗工傷意外，因工傷合共損失206日（2019年：50日）工作天。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### Aspect B3:

#### Staff Training and Development

To satisfy organization's needs and equip staff with solid skills, knowledge and safety awareness, we invest resources and provide trainings for employees in relation to equipment structure, operational features, equipment repair and operator safety. By establishing adequate training programmes, we can provide necessary occupational knowledge and skills to our staff. During the Reporting Period, the number of staff trained and training hours received by employee category were as follows:

|                                |           | Number of<br>Employees Trained<br>受培訓僱員人數     |      | Number of<br>Training Hours<br>培訓時數 |       |
|--------------------------------|-----------|-----------------------------------------------|------|-------------------------------------|-------|
|                                |           | For the year ended 31 March<br>截至 3 月 31 日止年度 |      |                                     |       |
| Employee Category<br>職別        |           | 2020                                          | 2019 | 2020                                | 2019  |
| Senior Management              | 高級管理層     | 7                                             | 7    | 75                                  | 23.5  |
| General Staff (Administrative) | 一般員工 (行政) | 35                                            | 36   | 315.5                               | 218.5 |
| General Staff (Operational)    | 一般員工 (營運) | 60                                            | 52   | 2,160                               | 2,136 |

The Group offers orientation for new employees with initial information and training in their specific job functions and skills and condition of employment, so as to assist them in adapting to their positions.

On-going training opportunities are provided to equip staff with relevant technical skills, arouse and cultivate safety awareness among staff, and create a proactive learning atmosphere within the organization. For example, the training team organises internal training on generators and Mobile Elevating Work Platform to ensure service quality. In Year 2019, one of the mechanic apprentices was nominated and won the Construction Industry Outstanding Apprentice Award. Refresher training is also provided to all existing staff by the safety team. Service team members are also not missing out the chance to attend license training of selected machinery, such as forklift trucks and truck mounted cranes.

### 層面 B3：

#### 員工培訓及發展

為滿足組織需求及向員工傳授堅實的技能、知識及安全意識，我們投入資源為員工提供有關設備結構、操作特徵、設備維修及操作員安全的培訓。透過建立適當的培訓計劃，我們可為員工提供必要的職業知識及技能。於報告期間，按職別劃分的受訓員工人數及培訓時數如下：

本集團為新入職員工提供有關具體工作職能、技能及僱傭狀況的初步資料及培訓，以協助彼等適應職位。

員工獲提供持續培訓機會，以學習相關技術技能、宣揚同儕間安全意識及培養組織內積極學習氣氛。例如，培訓團隊組織有關發電機及移動式升降工作平台的內部培訓，以確保服務質量。於2019年，其中一名機械學徒獲提名及贏得建造業傑出學徒選舉。安全團隊亦向所有現有員工提供進修培訓。服務團隊成員亦無錯過參加選定機械（如叉車及車載起重機）的牌照培訓。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

During the Reporting Period, the Group has designed a formal and systematic three-year training programme for apprenticeship, syllabus of which covers both theoretical and practical trainings. During the first 18 months of the training programme, apprentices will receive concentrated professional training on three types of products. For the latter half of the programme, apprentices will be arranged in a team to receive solid on-the-job training, including the use of SSME. An experienced consultant will be assigned to provide counselling service and guidance to apprentices throughout the whole training period in order to ensure the quality of the training programme. Apprentices with satisfactory assessment results will be awarded certificates after completion of the programme. The Group targets to train up more professional technicians and engineers of SSME to cope with the rapid growth expected in the market.

Furthermore, the Group invites manufacturers of construction machinery to provide training on maintenance services to its mechanics. These training cover hydraulic, electrical and mechanical, and electronic and engine systems; as well as the use of special equipment and tools for troubleshooting. With such training, our service team can benefit from shortened machinery downtime and continuous improvement in maintenance quality.

In addition, environmental briefings and toolbox talks are offered in enhancing staff's awareness in environmentally friendly practices to promote green operations.

Training and development resources are reviewed regularly for their sufficiency and adequacy to ensure a competent workforce for delivering high quality services in meeting customers' needs.

於報告期間，本集團已就學徒訓練設計為期三年的正式系統培訓課程，其課題涵蓋理論及實際培訓。於首18個月的培訓課程中，學員將接受有關三種產品類型的密集式專業培訓。於課程後半階段，學員將以小組形式接受紮實的在職培訓（包括移動電源智能系統的使用）。於整個培訓過程期間，經驗豐富的顧問將為學員提供顧問服務及指引，確保培訓課程的質量。評核結果出色的學員將於課程結束後獲發證書。本集團的目標為培養更多移動電源智能系統的專業技工及工程師，以應對預期市場的快速增長。

此外，本集團邀請建築機械製造商向維修員提供維護服務培訓。該等培訓涵蓋液壓、電氣及機械以及電子及發動機系統；以及使用特殊設備及工具解決疑難。透過上述培訓，我們的服務團隊可受惠於停機時間縮短及維護質量持續提高。

此外，我們提供環境匯報及工作坊，以提高員工對環保措施的認識，促進綠色營運。

我們定期檢討培訓及發展資源是否充足充分，以確保工作團隊可配合客戶要求提供高質量的服務。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### Aspect B4:

#### Anti-Child and Forced Labour

The Group strictly prohibits child and forced labour of any kind in accordance with the local labour laws, including but not limited to the Employment Ordinance (Cap. 57 of the Laws of Hong Kong). We have sufficient and adequate controls in our human resources processes to prevent employment of child and forced labour, including verification of personal identity document and entering into legitimate employment contract with employees.

During the Reporting Period, the Group did not employ any child or forced labour and there was no non-compliance against the aforementioned child and forced labour-related laws and regulations.

### Aspect B5:

#### Procurement Management

Focusing on construction machinery leasing services, the Company emphasizes on supplier's performance as the equipment fleet's specification is a critical factor directly affecting our environmental and social performance. As such, we source our equipment from suppliers including reputable international equipment manufacturers from Japan, US, Canada, Europe and China.

To upkeep our product standards and organizational reputation, we maintain sound business relationship with manufacturers and suppliers, closely monitor their performance, periodically hold product and operation training rendered by manufacturers or suppliers, regularly conduct performance review on our major suppliers and service providers, and communicate with them for amendment or improvement if any deficiencies noted.

Furthermore, manufacturers will ensure the qualification of the trainers to deliver training courses with respect to machine's operators. Our training department held various sessions of product and operation training during the Reporting Period. We also import and use the qualified machines with engines fulfilling EU Stage IIIA, US Tier 3 or Japan MoE standards 1 or above to comply with the emission standard and noise level standard of Environmental Protection Department.

### 層面 B4：

#### 反童工及強制勞工

本集團嚴格按照當地勞工法例禁止任何形式的童工及強制勞工，包括但不限於《僱傭條例》(香港法例第57章)。我們充分管制採用人力資源程序，以防止僱用童工及強制勞工，當中包括核實個人身分證明文件及與僱員訂立合法僱傭合約。

於報告期間，本集團並無僱用任何童工或強制勞工，亦無發現違反上述童工及強制勞工相關法律及法規的情況。

### 層面 B5：

#### 採購管理

本公司專門提供建築機械租賃服務，由於設備機組的規格是直接影響環境及社會績效的關鍵因素，故我們極其重視供應商表現。因此，我們採購設備的供應商包括日本、美國、加拿大、歐洲及中國的知名國際設備製造商。

為保持產品質素及組織聲譽，我們與製造商及供應商保持良好的業務關係，並密切監察其表現。我們定期參與製造商或供應商舉辦的產品及操作培訓，亦會定期檢討主要供應商及服務供應商的表現，並於發現任何不足時互相溝通以求修正或改善。

此外，製造商將確保培訓人員有資格為機械操作員提供培訓課程。於報告期間，我們轄下培訓部門舉辦多次產品及操作培訓。我們亦進口及使用發動機符合歐盟IIIA級、美國Tier 3級或日本MoE標準1級或以上的合格機械，以配合環境保護署的排放標準及噪音等級標準。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### Aspect B6:

#### Service Excellence

The Group puts customer relationship as one of the top priorities. We conduct our business with understanding of customers' needs and acting from customers' perspectives, thereby developing a long term customer relationship.

Being a renowned construction machinery services provider in town, the Group strives to provide consistent and quality services to customers, which cannot be achieved without a high-performing technical team. As such, we put much emphasis on staff training as above-mentioned, as well as customer training and support. It enhances the machinery operators' skills, safety responsibility and reduces unnecessary wearing and tearing of the machinery.

Meanwhile, customer service hotline has been established to collect customers' feedbacks, regardless of appreciation or complaint. Our professional customer service staff are responsible for following up on the feedbacks timely to improve customer experience. To facilitate better responses, diversified service hotlines are supported by different divisions.

In order to provide clear overview of the services and products offering of the Group, marketing brochures are prepared to help introduce our service details and product specifications. To facilitate customers in making informed purchasing orders, we make reference to information provided by our suppliers and manufacturers in preparing marketing materials so as to reflect true and fair information of our services and products, meanwhile complying with the Trade Description Ordinance (Cap. 362 of the Laws of Hong Kong).

### 層面 B6：

#### 卓越服務

本集團視客戶關係為首要關注之一。我們從客戶的需求出發，以客戶為本經營業務，致力與客戶發展長遠關係。

作為城內著名建築機械服務供應商，本集團力求為客戶提供始終如一的優質服務，而此舉有賴表現出色的技術團隊。因此，我們非常重視上文所述的員工培訓以及客戶培訓及支援。有關培訓可提高機械操作員的技能、安全責任及減少不必要的機械磨損及損壞。

同時，我們已設立客戶服務熱線以收集客戶讚賞或投訴的反饋。我們的專業客戶服務人員負責及時跟進反饋以改善客戶體驗。為提高回應質素，多元化服務熱線得到各個部門支援。

為提供有關本集團所提供服務及產品的清晰概覽，我們編製營銷小冊子輔助介紹服務細節及產品規格。為方便客戶在瞭解資訊情況下達採購訂單，我們於編製營銷物料時參考由供應商及製造商提供的資料，藉此真實而公平地呈列我們的服務及產品資料，同時亦符合《商品說明條例》(香港法例第362章)的規定。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### Product Quality

The Group maintains its product quality through continuous enhancement.

In regard to the basics, as abovementioned, our machinery are supplied by well-known manufacturers over the world with high quality standard. Our workshop staff are well trained to maintain all equipment fleet in good operating conditions.

As for quality enhancement, the Group actively looks for improvement ideas, comments and requests from technicians, customers and salespersons for product recondition, modification and redevelopment so as to catch up promptly with the fast changing market needs. Moreover, we keep increasing the portion of machines with engines complying with the US Tier 3 or Japan MoE standard 1 in our equipment fleet to reduce emissions. We ensure our equipment fleet are properly labelled in accordance with EPD's requirements regarding NRMM and QPME. We believe our tremendous efforts in improving service offering and product quality will receive much appreciation and trust from our customers.

### Data Privacy

The Group respects privacy of personal data. We guarantee to implement all possible controls as practicable to protect our stakeholders', including our employees' personal data. We ensure our work practices comply with the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) as a minimum in protecting personal data.

In respect of sensitive business and personal information, the Group implements strict internal controls in safeguarding our data, in particular the transaction data with our suppliers, business partners and customers, so as to protect the interests of our stakeholders. Terms regarding business data confidentiality have been stipulated on both our employee handbook as well as employment contract.

During the Reporting Period, we did not identify any material non-compliance with the aforementioned service, product and data privacy-related laws and regulations.

### 產品質量

本集團通過持續改進維持產品質量。

本質上，誠如上文所述，我們的機械由世界知名製造商供應，品質標準極高。我們的車間工作人員訓練有素，可確保所有設備機組均維持良好運行狀態。

針對質量提升方面，本集團積極尋求技術人員、客戶及銷售人員就產品改造、修正及重建提出的改進建議、意見及要求，以迎合瞬息萬變的市場需要。此外，為實現減排目標，我們不斷增加發動機符合美國 Tier 3 級或日本 MoE 標準 1 級的機械佔設備機組的比例。我們確保已遵照環保署有關 NRMM 及 QPME 方面的規定將設備機組妥為標籤。我們相信，我們為提高服務質量及產品質量所作的巨大努力將得到客戶的高度讚賞及信任。

### 資料私隱

本集團尊重個人資料私隱。我們保證盡可能實施所有可行控制措施以保護持份者（包括員工）的個人資料。我們確保工作常規在保護個人資料方面至少符合《個人資料（私隱）條例》（香港法例第 486 章）。

針對敏感的業務及個人資料，本集團實行嚴格的內部監控以保護有關資料，特別是與供應商、業務夥伴及客戶的交易數據，從而保障持份者的利益。我們於員工手冊及僱傭合約訂明保密業務數據的條款。

於報告期間，我們並無發現嚴重違反上述服務、產品及資料私隱相關法律及法規的情況。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### Aspect B7:

#### Anti-Corruption

The Company implements adequate internal controls for preventing and detecting corruption, bribery and any other kinds of fraudulent activities. To prevent bribery and corruption, we have established and implemented the Anti-Bribery and Anti-Corruption Policy which sets out the standards of conduct that employees are required to follow. The Policy has been reviewed by the Company on a regular basis to ensure their up-to-dateness and applicability to our current operations. A Declaration Form (“接受禮物申請表”) which is designated for staff members to declare benefits received was set up. Under the updated policy, staff who receive any forms of gifts or presents which value HK\$50 or above are required to report to the management.

Furthermore, we have also formulated a procedure for Reporting Possible Improprieties on integrity-related matters with a whistle-blowing mechanism to encourage employees and other stakeholders to report any suspicious misconduct, while protecting the whistle-blowers from any partial treatment.

We have also periodically organized seminars and training in relation to anti-corruption measures and guidelines, operating practices and business ethics for our staff, thereby enhancing their awareness. In order to strengthen awareness of our staff about importance of business moral as well as integrity, anti-corruption video produced by Independent Commission Against Corruption are shown during orientation in order to educate new joiners the importance of integrity and awareness of various kinds of corruption traps.

During the Reporting Period, we did not identify any cases of non-compliance with laws and regulations relating to bribery, extortion, fraud and money laundering, including but not limited to the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong).

### 層面 B7：

#### 反貪污

本公司充分實施內部監控措施，用以防止及偵測貪污、賄賂及任何其他類型的欺詐活動。為防止賄賂及貪污，我們已制定及實施反賄賂及反貪污政策，當中載列員工必須遵循的行為標準。該政策已由本公司定期審閱，以確保其緊貼最新狀況並適用於我們的目前業務。我們已編製接受禮物申請表旨在供員工申報所收利益。根據已更新的政策，接獲價值50港元或以上的任何形式禮物或贈禮的員工須向管理層彙報。

此外，我們亦制定誠信相關事宜的可能不當行為報告程序，並就此設立舉報機制，鼓勵員工及其他持份者報告任何可疑不當行為，同時保護舉報人免受任何不公平待遇。

我們亦定期為員工組織有關反貪污措施及指引、營運常規及商業道德的研討會及培訓，從而提高員工意識。為提高員工對商業道德及誠信重要性的意識，於入職時會播放由廉政公署製作的反貪污視頻，以教育新入職員工誠信的重要性及認識各種貪污陷阱。

於報告期間，我們並無發現任何不符合賄賂、勒索、欺詐及洗黑錢相關法律及法規的情況，包括但不限於《防止賄賂條例》(香港法例第201章)。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### Aspect B8:

#### Caring for the Community

In an effort to building a prosperous society, other than providing high quality machinery to our customers, the Group strives to provide positive support to the local community in which it operates. This commitment is underscored best in the company value of respect, helpfulness and selflessness.

In living out the Company's value, the Group often encourages staff to serve the community through various channels, both financially and non-financially, including volunteering and community initiatives. We offer all necessary support to our staff participating in such activities, including special leaves, allowances, etc.

The Group strongly believes that education is important to youngsters. In order to give back to society, the Group actively participates in the following community events:

- Invited by the Shenzhen University, the CEO gave a speech to professors and management team as well as students of the University to share his experience in coming up with the one-stop-solution to resolve incidents in May 2019;
- Invited by the Construction Machinery Rental Branch of the China Construction Machinery Association ("CCMA") ("中國工程機械工業協會工程機械租賃分會"), the CEO gave a speech in the 6th International Aerial Work Platform Rental Summit and Building Decoration Industry Equipment Summit Forum ("第六屆國際高空作業平台租賃峰會暨建築裝飾行業設備高峰論壇") to analyse the market trend of the high reach equipment rental business in PRC in May 2019;
- Invited by Association of Engineering Professionals in Society Limited, which organised an activity called "Meeting CEO in Office" for its members in July 2019. Young professional engineers were given the opportunity to talk and share their experience and thoughts with the CEO;
- Invited by the Hong Kong Japanese Chamber of Commerce & Industry, the CEO gave a speech at the 254th Regular Meeting of the Construction & Heavy Machinery ("建設重機部會第254回定例部會") to share experience on how to apply Intelligent Management to Construction Machinery in August 2019;

### 層面 B8 :

#### 關懷社區

為建設繁榮社會，除為客戶提供高品質的機械外，本集團亦致力為經營所在社區作出積極支援。此承諾充分彰顯本公司的尊重、助人及無私精神。

為體現本公司價值，本集團經常鼓勵員工通過各種財務及非財務渠道貢獻社會，包括義工服務及社區活動。我們為參加有關活動的員工提供一切所需支援，包括特別假期及津貼等。

本集團深信，教育對年輕人十分重要。為回饋社會，本集團積極參與以下社區活動：

- 於2019年5月，行政總裁獲深圳大學的邀請向深圳大學的教授及管理團隊以及學生發表演講，分享其一站式解決方案的經驗；
- 於2019年5月，行政總裁獲中國工程機械工業協會（「中國工程機械工業協會」）工程機械租賃分會邀請，在第六屆國際高空作業平台租賃峰會暨建築裝飾行業設備高峰論壇上發表演講，分析中國高空作業設備租賃業務的市場趨勢；
- 於2019年7月，獲工程界社促會邀請，為其會員舉辦名為「在辦公室與行政總裁會面」(Meeting CEO in Office) 活動。年輕的專業工程師有機會與行政總裁交流及分享其經驗及想法；
- 於2019年8月，行政總裁獲香港日本人商工會議所邀請，在建設重機部會第254回定例部會上發表演講，分享如何將智能管理應用於建築機械；

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

- The CEO was invited to give a speech to share his experience and views at the International Rental Conference Asia in Shanghai in October 2019;
- The CEO was invited to give a speech to share his experience in managing big rental projects at the Belt and Road International Professional Mini Conferences in November 2019;
- The CEO was invited by the Construction Industry Council ("CIC") to be the committee member of CIC Approved Technical Talents Training Programmes and Co-operative Training Scheme during the Reporting Period. The committee aims to establish training objectives and development strategy for the training programmes;
- The Vice President of Sales & Marketing Department was invited to be the Module Adviser of Machineries Crane Operation to provide advice on course design during the Reporting Period.
- 於2019年10月，行政總裁獲邀請在上海的亞洲國際租賃會議上發表演講，分享其經驗及觀點；
- 於2019年11月，行政總裁獲邀請在一帶一路國際專業小型會議(Belt and Road International Professional Mini Conferences)上發表演講，分享其管理大型租賃項目的經驗；
- 於報告期間，行政總裁獲建造業議會(「建造業議會」)邀請成為建造業議會轄下認可技術專才培訓計劃及合作培訓計劃的委員會成員。該委員會旨在就培訓計劃制定培訓目標及發展策略；
- 於報告期間，銷售及市場推廣部副總裁獲邀請擔任機械起重機操作顧問，就課程設計提供意見。

During the Reporting Period, the Group sponsored the Light Tower and transportation for the Real Life Summer Run 2019 on 15 June, 29 June, 27 July and 10 August 2019 respectively which aimed to raise fund for promoting sports in Hong Kong.

於報告期間，本集團分別於2019年6月15日、6月29日、7月27日及8月10日贊助2019年生活夏令賽(Real Life Summer Run 2019)的燈箱及交通，旨在為香港推廣運動籌集資金。



**AP RENTALS HOLDINGS LIMITED**  
**亞積邦租賃控股有限公司\***

(Incorporated in the Cayman Islands with limited liability)  
(於開曼群島註冊成立之有限公司)

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