



Green Leader Holdings Group Limited
綠領控股集團有限公司

(Incorporated in Bermuda with limited liability) (於百慕達註冊成立之有限公司)
Stock Code 股份代號 : 0061

2019 環境、社會及管治報告

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT



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I. REPORTING SCOPE AND STANDARD

報告範圍及標準

Green Leader Holdings Group Limited (the “Company”) is pleased to present this environmental, social and governance (“ESG”) report (the “ESG Report”) which summarises the ESG policies, initiatives and performance for the Company and its subsidiaries (collectively, the “Group”) as well as demonstrates its commitment in achieving environmental and social sustainability for the year ended 31 December 2019 (“FY 2019”). This ESG Report is prepared in accordance with the “Environmental, Social and Governance Reporting Guide” as set out in Appendix 27 of the Rules Governing the Listing of Securities (the “Listing Rules”) on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”).

As a responsible corporate, the Group’s ESG approach is to incorporate sustainability initiatives into the operations and management of its business. The Group holds corporate social responsibilities in high regard as the Group maintains high level of corporate governance standards and operates in a way to protect the environment, serve the community, promote social integration and support heritage conservation. With the objective of becoming the preferred choice of clients, investors and employees, the Group endeavors to establish a high reputation in the mining industry and promises to deliver a high standard of services to its clients.

This ESG Report aims to share our key sustainability performances during the reporting period from 1 January 2019 to 31 December 2019. The reporting timeframe is consistent with the Company’s FY2019. The Group is principally engaged in the following business segments, (i) the development of cassava cultivation and deep processing business for the related ecological cycle industry chain; (ii) coal exploration and development, sales of coking coal and other coal products and the provision of coal trading and logistics services; and (iii) the sales of information technology products and provision of system integration services, technology services, software development and solution services.

In the past several years, the government of the People’s Republic of China (“PRC”) has emphasised the environmental protection over the country. It established clear guidelines on the safety and environment standards for the coal mines in Shanxi Province (“Shanxi”). To implement the national safety protocols for coal mines, the coal regulatory authorities in Shanxi applied more stringent policies and regulations on safety, environmental protection and production control. Major technical renovations were carried out and security checks on workers and environmental measures were strengthened in line with policies and regulatory requirements for the Group’s coal mines.

綠領控股集團有限公司(「本公司」)欣然提呈本環境、社會及管治(「ESG」)報告(「ESG報告」)，總結本公司及其附屬公司(統稱「本集團」)之ESG政策、措施及表現以及展現其於截至二零一九年十二月三十一日止年度(「二零一九年財政年度」)對達致環境及社會可持續發展之承擔。本ESG報告根據香港聯合交易所有限公司(「聯交所」)證券上市規則(「上市規則」)附錄27「環境、社會及管治報告指引」而編製。

作為負責任之企業，本集團之ESG方針為於業務營運及管理方面融合可持續措施。本集團重視企業社會責任，維持高水平企業管治標準及採取保護環境、服務社區、推動社會融合及支持文物保育之營運方式。本集團以成為客戶、投資者及僱員之優先選擇為目標，致力於礦業建立優良聲譽，並承諾為客戶提供高水平服務。

本ESG報告旨在分享我們於二零一九年一月一日至二零一九年十二月三十一日報告期間在可持續發展方面之關鍵績效。報告涵蓋時間與本公司二零一九年財政年度一致。本集團主要從事以下業務分類：(i)開發木薯種植及相關生態循環產業鏈之深加工業務；(ii)煤炭勘探及開發、銷售焦煤及其他煤炭產品及提供煤炭貿易及物流服務；及(iii)銷售資訊科技產品及提供系統集成服務、技術服務、軟件開發及解決方案服務。

過去數年，中華人民共和國(「中國」)政府一直在強調全國性的環境保護，就山西省(「山西」)煤礦的安全和環境標準制定了明確的指導方針。為執行國家煤礦安全規程，山西省煤炭監管部門對安全、環保及生產控制採取了更加嚴格的政策法規。我們根據本集團煤礦的政策和法規要求進行重大技術改造，並加強對工人的安全檢查及環保措施。

I. REPORTING SCOPE AND STANDARD (Continued)

報告範圍及標準(續)

It is a breakthrough development to the Group's mining operation segment in 2019. The Group has been focusing on the development of Fuchang Mine, Jinxin Mine and Liaoyuan Mine for full commencement of construction work during the year and is optimistic in launching the remaining mines in full operation.

Headquarter in Hong Kong and mining operation in PRC are chosen for the ESG Report due to the higher profit-generated ability of mining operation segment comparing to other segments (revenue from mining operation generated of approximately 99.9% out of the total revenue in FY2019). The Group provides an overview of the environment, community, employment and labour practices and operation convention for the year ended 31 December 2019, with coverage of the Company's operations in Hong Kong headquarter and its mining operation in PRC (the "Selected Business Segments").

The information in this ESG Report was gathered from the official documents and statistics of the Group, the integrated information of supervision, management and operation in accordance with the relevant policy, and sustainability practices provided by the subsidiaries of the Group. A complete content index is available at the end of this ESG Report for the readers' convenience to check efficiently. This ESG Report has been prepared in both Chinese and English and has been uploaded on the Stock Exchange and the Group's website at <http://www.greenleader.hk>. For any conflict or inconsistency, the English version shall prevail.

本集團之採礦業務分部於二零一九年實現突破性發展。本集團於年內專注於福昌礦區、金鑫礦區及遼源礦區全面開展施工作業，對餘下礦區全面運作持樂觀態度。

ESG報告之所以選擇香港總部及中國的採礦業務，原因為採礦業務分部與其他分部相比，其產生溢利的能力更高(於二零一九年財政年度，採礦業務所產生的收入約佔總收入的99.9%)。本集團提供有關截至二零一九年十二月三十一日止年度的環境、社區、僱傭及勞工慣例以及經營慣例的概述，涵蓋本公司在香港總部的業務以及在中國的採礦業務(「經選定業務分部」)。








本ESG報告中的資料來自本集團的正式文件及統計數據、根據相關政策的監督管理和營運流程的綜合信息及本集團附屬公司提供的可持續發展實踐。本ESG報告末提供了完整的內容索引，以方便讀者查閱。本ESG報告以中文及英文編寫並已上傳至聯交所及本集團網址<http://www.greenleader.hk>，如有任何衝突或不一致之處，概以英文本為準。

II. STAKEHOLDERS COMMUNICATION

持份者溝通

The Group values the expectations of all stakeholders, understands through a variety of effective channels their ESG expectations and appeals that serve as indispensable references to the development of the ESG strategies, and takes practical response measures.

本集團重視所有持份者的期望，透過不同有效渠道瞭解其對ESG之期望及要求，以此為發展ESG策略不可或缺之依據，並採用實際方法回應。

Stakeholders 持份者		Participation Channels 參與渠道	Topics concerned 關注議題
Internal Stakeholders 內部持份者	 Management 管理層	<ul style="list-style-type: none">Regular meetings定期會議	<ul style="list-style-type: none">Financial resultsSustainability business development財務業績可持續業務發展
	 Employees 僱員	<ul style="list-style-type: none">Regular performance appraisalsFrequent meetingsTraining programs定期業績評核頻繁會議培訓計劃	<ul style="list-style-type: none">Career developmentHealth and safetyRemuneration and benefitsSustainability development職業發展健康及安全薪酬及福利可持續發展
External Stakeholders 外部持份者	 Government and regulatory authorities 政府及監管機構	<ul style="list-style-type: none">Compliance with laws and regulationsSustainable developmentProper tax payment遵守法律及法規可持續發展妥善繳稅	<ul style="list-style-type: none">Supervision on complying with local laws and regulationsRegular reports and taxes paid監管當地法律法規的遵守常規報告和支付稅項
	 Customers 客戶	<ul style="list-style-type: none">High quality products and servicesProtect customers rights高質量產品及服務保障客戶權益	<ul style="list-style-type: none">Business relationshipCustomer satisfaction survey and feedbackCustomer service hotline and email enquiry業務關係客戶滿意度調查及反饋客戶服務熱線及電子郵件查詢
	 Shareholders / Investors 股東 / 投資者	<ul style="list-style-type: none">General meetingsAnnual reportsDirect communicationGroup website股東大會年度報告直接通訊集團網址	<ul style="list-style-type: none">Financial resultsSustainability business developmentEnvironmental responsibilityCompany transparency財務業績可持續業務發展環境責任公司透明度
	 Suppliers 供應商	<ul style="list-style-type: none">Close communicationOrder/contract execution密切溝通履行指令／合約	<ul style="list-style-type: none">Corporate contributionProduct qualityEnvironmental responsibility企業貢獻產品質量環境責任
	 General public 公眾	<ul style="list-style-type: none">Involvement in communitiesBusiness complianceEnvironmental protection awareness社區投入業務合規環境保護意識	<ul style="list-style-type: none">Media conferences and responsesPublic welfare activitiesFace-to-face interview媒體會議及回應質詢公益活動面對面訪談

III. ENVIRONMENTAL SUSTAINABILITY

環境可持續性

As a responsible corporate, the Group is committed to protecting the environment by reducing carbon emissions. The Group carefully monitors and mitigates the environmental impacts by integrating environmental considerations into all aspects of business operations. Environmental management was developed based on respective local requirements and environmental standards. In response to the community's power saving and waste-reduction demand, the Group has also adopted the procedures in relation to waste reduction, water conservation, energy conservation and solid waste recycling.

A1: EMISSIONS

The emissions of the Group are wastewater, solid wastes, air emissions and greenhouse gas ("GHG") emissions. The Group strictly adheres to emission related laws and regulations in Hong Kong and the PRC. In FY2019, the Group found no violation with laws and regulations relating to air emission, GHG emission, discharges into water and land and generation of hazardous and non-hazardous wastes.

Air Emissions

The Group's air emission mainly comes from the use of vehicles. The air emissions generated from vehicles use of the Group are mainly sulphur oxides ("SO_x") and nitrogen oxides ("NO_x"). For detailed data, please refer to Table 1.

Greenhouse Gases

The GHG emissions of the Group mainly come from the direct emissions from vehicles use ("Scope 1") and the indirect emission from electricity consumption ("Scope 2").

For the detailed emission data of each scope, please refer to Table 1. Due to the GHG emission being closely related to energy and electricity consumption, the Group takes measures to reduce these two consumptions in daily operations, which are further explained in the subsection headed "Energy" under section A.2. "Use of Resources" of this ESG Report.

Wastewater

Wastewater produced by the Group mainly comes from the daily use from the staff and is discharged to municipal sewage treatment plant through drainage pipes. Wastewater is normally handled by the property management company in a unified way. Other than that, the Group has generated 3,500 m³ wastewater in FY2019. No hazardous wastewater is generated by the Group during daily operations. As the amount of wastewater generated is closely related to water consumption, the Group takes measures to reduce water consumption, which are further explained in the subsection headed "Water" under section A.2. "Use of Resources" of this ESG Report.

作為負責任之企業，本集團致力透過減低碳排放量保護環境。本集團於業務營運各方面考慮環保事宜，謹慎監察及減低對環境造成之影響。本集團基於相關當地規定及環境標準制定環境管理方法。鑒於社區節能及減廢要求，本集團亦採用有關減廢、節約用水、節能及固體廢物回收之程序。

A1：排放物

本集團的排放物為廢水、固體廢物、廢氣排放及溫室氣體（「溫室氣體」）排放。本集團嚴格遵守香港及中國的排放物相關法律及法規。於二零一九年財政年度，本集團並無違反與廢氣排放、溫室氣體排放、水及土地的排污以及產生有害及無害廢棄物有關的法律及法規。

廢氣排放

本集團的廢氣排放主要產生自車輛使用。本集團使用車輛所產生的廢氣排放物主要為硫氧化物（「SO_x」）及氮氧化物（「NO_x」）。詳細數據，請參閱表一。

溫室氣體

本集團的溫室氣體排放主要來自使用車輛產生的直接排放（「範圍一」）和用電產生的間接排放（「範圍二」）。

有關各範圍的詳細排放數據，請參見表一。由於溫室氣體排放與能源及電力消耗密切相關，本集團採取措施減少日常運營中的該等消耗。詳情載於本ESG報告A.2.「資源使用」一節項下「能源」分節。

廢水

本集團產生的廢水主要來自員工的日常用水，並通過排水管排入市政污水處理廠。廢水通常由物業管理公司統一處理。除此之外，本集團於二零一九年財政年度產生3,500立方米廢水。本集團於日常營運中不會產生有害廢水。由於所產生的廢水量與用水量密切相關，本集團已採取具體措施以減少用水量。詳情載於本ESG報告A.2.「資源使用」一節項下「用水」分節。

III. ENVIRONMENTAL SUSTAINABILITY (Continued)

環境可持續性(續)

Solid Wastes

The solid wastes generated from the Group comes from the domestic waste from daily operation. The Group continuously separates and collects solid wastes to ensure the reuse of recyclable waste. The unrecyclable wastes are handled by local waste treatment plant. The solid wastes in offices are managed by the property management company of the buildings.

The amounts of the different types of emissions emitted by the Selected Business Segments during the year were as follows:

固體廢物

本集團產生的固體廢物來自各地日常營運所產生的垃圾。本集團持續分離及收集固體廢物，以確保可回收廢物的再利用。不可回收廢物由當地廢物處理廠處理。辦公室垃圾由大廈的物業管理公司處理。

選定業務分部年內排放的各類排放物的排放量如下：

Table 1: Total emissions of the Group by category in FY2019

表一：本集團二零一九年財政年度總排放量（按類別劃分）

Item 項目	Types of Resources 資源類別	Unit 單位	Amount 排放量
Air emission 廢氣排放	Sulphur oxide (SO _x) 硫氧化物(SO _x)	kg 千克	6,266
	Nitrogen oxide (NO _x) 氮氧化物(NO _x)	kg 千克	1,283
	PM 顆粒物	kg 千克	583
GHG emission 溫室氣體排放	Direct GHG emission (Scope 1) 直接溫室氣體排放(範圍一)	Kg CO ₂ e 千克二氧化碳當量	235,361
	Indirect GHG emission (Scope 2) 間接溫室氣體排放(範圍二)	Kg CO ₂ e 千克二氧化碳當量	40,903
	Other indirect GHG emission (Scope 3) 其他間接溫室氣體排放(範圍三)	Kg CO ₂ e 千克二氧化碳當量	28,834
Non-hazardous waste 無害廢物	Non-hazardous wastewater 無害廢水	m ³ 立方米	3,500

A2: USE OF RESOURCES

The Group complied with the relevant laws and regulations in relation to use of resources during the year under review. Resources used by the Group mainly include energy, water and paper.

A2：資源使用

本集團於回顧年度內遵守有關資源使用的相關法律及法規。本集團所使用的主要資源為能源、用水及紙張。

III. ENVIRONMENTAL SUSTAINABILITY (Continued)

環境可持續性(續)

Energy

The energy used by the Group in FY2019 mainly included electricity, and gasoline and diesel consumed by vehicles. The Group consumed 82,080 litres gasoline and 4,756 litres diesel in FY2019. All the electricity consumption by the Group comes directly from regular operation. The Group keeps a detailed record of electricity consumption. The total electricity consumption of the Group amounted to 40,903 kWh in FY2019. To ensure the effective use of electricity, the Group has formulated the internal regulation, which all subsidiaries of the Group should stringently comply with to save energy. The energy saving policies are included but not limited as followings:

- Employees must set the computer to sleep mode when leaving office for a short time during working hours, and turn off the power switch of computers, copy machines and drinking fountains after work;
- Use energy-saving lighting throughout the office area and divide office lighting area reasonably;
- Educate and promote energy conservation among staff within the Group;
- Reduce the number of lights used in places where natural light is sufficient and turn off the lighting system after working hours;
- Purchase energy-saving equipment;
- Prohibit the purchasing of energy-intensive equipment; and
- Optimise the total electricity consumption of the production line according to the production demand.

能源

本集團於二零一九年財政年度所使用的能源主要包括電力及車輛所用的汽油及柴油。於二零一九年財政年度，本集團消耗82,080升汽油及4,756升柴油。本集團的所有電力消耗均直接來自正常營運。本集團保留詳細的用電量記錄。於二零一九年財政年度，本集團的總用電量為40,903千瓦特小時。為確保電力的有效使用，本集團已制定所有附屬公司均應嚴格遵守的內部規章以節約能源，包括但不限於以下節能政策：

- 員工於工作時間內暫時離開辦公室時須將電腦設置為休眠模式，及下班時須切斷計算機、複印機及飲水器的電源；
- 於整個辦公區域內使用節能照明燈具，並合理劃分辦公照明區域；
- 於本集團內部對員工進行節能教育及促進節能意識；
- 減少於自然光充足的地方使用的燈具數量，並在工作時間後關閉照明系統；
- 購買節能設備；
- 禁止購買高耗能設備；及
- 根據生產需求優化生產線總用電量。

III. ENVIRONMENTAL SUSTAINABILITY (Continued)

環境可持續性(續)

Water

Water consumption by the Group mainly comes from the domestic use by the staffs. Wastewater is normally handled by the property management company in a unified way. Other than that, the total water consumption of the Group was 3,500 m³ in FY2019. No hazardous wastewater is generated by the Group during daily operations. To improve the utilisation efficiency of water resources, the Group has formulated the internal guidelines. The guidelines help the Group's employees to be fully aware of the importance of water conservation, including but not limited to the followings:

- Require employees to strictly abide by the principle of water conservation in their daily work;
- Run leakproof test for taps regularly, and test the water supply system to avoid other failures.

Paper

Paper is one of the major natural resources consumed by the Group. The total paper consumption of the Group in FY2019 amounted to 3,082 kg. Paper consumption mainly comes from the operations of the offices. To reduce the consumption of paper, the Group has adopted the following practices:

- Keep a record on monthly consumption of paper by each department, centralised purchase once a month according to the needs, and adjust monthly;
- Promote the double-sided and black-and-white printing for unimportant files and set print permissions;
- Advocate the recycling of secondary paper, and try to reuse paper on drafts, semi-finished and non-formal documents as much as possible; and
- Use office automation systems to promote the delivery of paperless electronic documents.

用水

本集團的用水主要來自各地員工的用水。廢水通常由物業管理公司統一處理。除此之外，本集團於二零一九年財政年度的總用水量為3,500立方米。本集團於日常營運中不會產生有害廢水。為提高水資源利用效率，本集團已制定內部指引。該等指引有助於本集團員工充分意識到節約用水的重要性，包括但不限於以下各項：

- 要求員工在日常工作中嚴格遵守節水原則；
- 定期對水龍頭進行防漏測試，並測試供水系統以避免其他故障。

紙張

紙張為本集團所使用的主要自然資源之一。本集團於二零一九年財政年度的紙張總使用量為3,082公斤。紙張使用主要來自辦公室運作。為減少紙張消耗，本集團已採取以下做法：

- 記錄各部門每月的用紙量，按需每月作一次性集中採購並按月調整；
- 提倡雙面及黑白打印非重要文件並設置打印權限；
- 提倡回收二次紙，及儘量重複使用草稿、半成品及非正規文件所用的紙張；及
- 應用自動化辦公系統促進無紙化電子文檔的傳遞。

III. ENVIRONMENTAL SUSTAINABILITY (Continued)

環境可持續性(續)

Table 2: Detailed resource consumption of the Group by category in FY 2019

表二：本集團二零一九年財政年度總排放量
(按類別劃分)

Types of Resources 資源類別	Types of Resources 資源類別	Unit 單位	Amount 數量
Energy consumption 能源消耗	Gasoline 汽油	litre 升	82,080
	Diesel 柴油	litre 升	4,756
	Electricity 電力	kWh 千瓦特小時	40,903
Water consumption 用水		m ³ 立方米	3,500
Paper consumption 用紙		kg 公斤	3,082

A3: ENVIRONMENT AND NATURAL RESOURCES

The Group values saving natural resources, improving natural resources efficiency and reducing the environmental impacts of the daily operations. The Group was in strict compliance with the laws and regulations in relation to the environment and the use of natural resources during the year under review. For the environmental impacts from routine operation process, the Group exerts no detrimental influence on surroundings. The air emissions, GHG, wastewater, solid waste and other environmental impacts from the operation process of the Group are in conformity with environmental laws and regulations. To alleviate the environmental impacts, the Group has taken multiple measures, including implementing 5S management system in offices, arranging the commissioner to regularly inspect the office environment to maintain a clean and healthy working environment. The Group will continue to adhere to the safety, harmony and green development concept and make unremitting efforts to create an image of resource-saving and environmentally-friendly corporation.

A3：環境及天然資源

本集團重視節約自然資源、提高自然資源使用效率及減少日常運營對環境的影響。於回顧年度，本集團嚴格遵守有關環境及自然資源使用的法律及法規。於日常經營過程中產生的環境影響方面，本集團對周圍環境並無造成不利影響。本集團經營過程中產生的廢氣、溫室氣體、廢水、固體廢物及其他環境影響符合環境法律法規。為減輕環境影響，本集團已採取多項措施，包括在辦公室實施5S管理系統，安排專員定期檢查辦公室環境以保持清潔及健康的工作環境。本集團將繼續秉承安全、和諧及綠色發展的理念，為打造資源節約型及環境友好型企業形像做出不懈努力。

IV. SOCIAL SUSTAINABILITY

社會可持續性

B1: EMPLOYMENT

The Group highly values its employees, as the workforce is not only the most valuable asset of the Group but is also the solid foundation of sustainable development. A team of engaged and well-trained staff is the key contributing factor to building customer loyalty and making us to be the preferred choice for our customers.

Our workforce

As at 31 December 2019, the Group had a total of 662 employees in Selected Business Segments. The workforce categorised by gender, age groups, employment type, and geographical region are depicted below:

B1：僱傭

本集團高度重視員工，因為員工不僅為本集團最寶貴的資產，亦為可持續發展的堅實基礎。一支敬業且訓練有素的員工團隊是建立客戶忠誠度並使我們成為客戶首選的關鍵因素。

我們的員工

於二零一九年十二月三十一日，本集團的選定業務分部共有662名員工。以下為按性別、年齡組別、僱傭類型及地理區域分類的僱員：

		No. of employees in Selected Business Segments 選定業務分部 的僱員數目 As at 31 December 2019 於二零一九年 十二月三十一日
Total	總數	662
By gender	按性別	
Female	女性	142
Male	男性	520
By age	按年齡	
Under 30 years old	30歲以下	135
31-40 years old	31至40歲	174
41-50 years old	41至50歲	212
Over 50 years old	超過50歲	141
By location	按位置	
Hong Kong	香港	11
PRC	中國	651
By employment category	按僱傭類別	
Full Time	全職	642
Part Time	兼職	20

IV. SOCIAL SUSTAINABILITY (Continued)

社會可持續性(續)

As a responsible employer, the Group is devoted to shape a non-discriminating, diverse, fair and harmonious workplace disregard of the number of employees. The Group is committed to providing equal opportunities to every single staff regardless of their gender, marital status, race, religion, age, nationality, sexual orientation, etc. The Group enforces zero tolerance on differential treatment and harassment on grounds of race, disability, sex and family status. A comprehensive framework with detailed human resources management policies are embedded in the staff handbook, which also provides information and guidelines to staff in Hong Kong office and PRC office in the areas of working conditions, equal employee recruitment and promotion, reasonable remuneration and employee benefits, dismissal and retirement and labour contract, training and development as well as health and safety, and undergoes regular review in light of new legal and regulatory requirements, and the best employment practices. Through the policy, the Group standardises and monitors employees' labour rights and obligations, promotion and welfare so that employees are entitled to legitimate rights and interests. During the process of recruitment of both professional and general staff, the Group considers the applicants of expatriates and ethnic minorities to consistence the employee diversity.

Law compliance

The human resources policies of the Group strictly adhere to the applicable employment laws and regulations in Hong Kong and PRC, including the Employment Ordinance (Chapter 57 of the laws of Hong Kong), the Labour Law of the PRC* (中華人民共和國勞動法) and the Labour Contract Law of the PRC* (中華人民共和國勞動合同法). The Group has also complied with the laws and regulations in respect to the employees' social security schemes that are enforced by the local governments in the operating regions, including endowment insurance, medical insurance, unemployment insurance, occupational injury insurance, maternity insurance, and housing subsidiary in the PRC, mandatory provident fund scheme and medical insurance in Hong Kong, and so on. The Human Resources Department of the Group reviews and updates the relevant company policies regularly in accordance with the latest laws and regulations.

作為負責任僱主，本集團無論僱員人數如何，亦致力營造無歧視、多元、公平及和諧之工作環境。本集團致力為每一名僱員提供平等機會，而無論其性別、婚姻狀況、種族、宗教、年齡、國籍、性取向等如何。本集團強調，絕不容忍因種族、殘疾、性別及家庭狀況而受到不同待遇及滋擾。員工手冊包含完善框架，詳述人力資源管理政策，向香港辦公室及中國辦公室員工提供有關工作環境、公平僱員招聘與晉升、合理薪酬與僱員福利、解僱與退休及勞工合約、培訓與發展以及健康與安全方面之資料及指引，亦定期審視新法例及監管規定以及最佳僱傭常規。透過有關政策，本集團統一及監察僱員之勞工權利與義務、晉升及福利，讓僱員有權獲得合法權利及權益。招募專業人士及一般員工過程中，本集團會考慮外籍人士及少數族裔申請人，貫徹實行僱員多元化。

遵守法律

本集團的人力資源政策嚴格遵守香港及中國的適用僱傭法律及法規，包括香港法例第57章《僱傭條例》、《中華人民共和國勞動法》及《中華人民共和國勞動合同法》。本集團亦遵守經營所在地區當地政府實施的僱員社會保障計劃的有關法律法規，包括中國的養老保險、醫療保險、失業保險、工傷保險、生育保險及住房補貼、香港的強制性公積金計劃和醫療保險等。本集團人力資源部會根據最新法律法規定期審查並更新公司相關政策。

* for identification purpose only

IV. SOCIAL SUSTAINABILITY (Continued)

社會可持續性(續)

Recruitment and promotion

To attract high-calibre candidates, the Group offers fair, competitive remuneration and benefits based on employee's performance, personal attributes, job experiences and career aspiration. The Group also references market standards in determining remuneration and benefit policies. Meanwhile, the Group has adopted a set of clear and transparent procedures to achieve "Openness, Fairness, Transparency and Standardisation" at each stage of recruitment and recruit outstanding talents according to the planned job requirements. The Group attracts candidates through various measures such as posting recruitment advertisement on the Internet and hiring headhunting companies. The Group ensures that all employees are equal during recruitment and employment, and all employees have an opportunity to be developed and promoted appropriately.

Remuneration and dismissal

The Group decides the remuneration and benefits of employees according to the personal qualities, past performance, market standards, and other relating aspects. The Group conducts annual assessments based on factors such as working ability, performance, market salary levels and internal budget of the employees to encourage outstanding staffs with bonuses. The Group also sets up a share option scheme as a long-term incentive for key management staff. Meanwhile, any recruitment, promotion or termination of employment contract would be based on reasonable and lawful grounds. The Group strictly prohibits any kinds of unfair or unreasonable dismissals to protect employee's rights.

Working hours and holiday

The Group has established internal policies which according to the local employment laws for determining working hours and rest period for employees and keeps monitoring employees' working hours. Meanwhile, employees who work at non-office hours can receive appropriate overtime payment or compensation leave. In addition to basic paid annual leave and statutory holidays stipulated by the employment laws of the local governments, employees may also be given to additional leave entitlements such as marriage leave, maternity leave, paternity leave, sick leave and others.

招聘及晉升

為吸引高素質人才，本集團根據員工的績效、個人能力、工作經驗及職業理想提供公平及具競爭力的薪酬與福利。本集團於釐定薪酬及福利政策時亦參考市場標準。同時，本集團已採納一套清晰透明的程序，以在招聘的每個階段實現「公開、公平、透明及標準化」，並根據擬定的職位要求招聘優秀人才。本集團通過各種措施吸引人才，例如在互聯網上發佈招聘廣告及聘用獵頭公司。本集團確保在招聘及僱用期間所有員工獲平等對待，且所有員工都有機會獲得適當發展及晉升。

薪酬及解僱

本集團根據個人素質、過往表現、市場標準及其他相關方面釐定僱員的薪酬福利。本集團根據員工的工作能力、績效、市場薪金水平及內部預算等因素進行年度評估，用獎金鼓勵優秀員工。本集團亦設立一項購股權計劃，作為對主要管理人員的長期激勵。同時，任何招聘、晉升或終止僱傭合同均應基於合理合法的依據。為保障僱員權利，本集團嚴格禁止任何不公平或不合理的解僱。

工作時數及假日

本集團已根據當地僱傭法例制定內部政策，確定員工的工作時數及假期，並持續監控員工的工作時數。同時，於非辦公時間工作的員工可以獲得適當的加班費或補假。除地方政府勞動法規定的帶薪年假及法定假日外，僱員亦享有額外休假權利，如婚假、產假、侍产假、病假及其他假期。

IV. SOCIAL SUSTAINABILITY (Continued)

社會可持續性(續)

Equal-opportunity and anti-discrimination

As an equal opportunity employer, the Group is committed to creating a fair, respectful and diverse working environment by promoting anti-discrimination and equal opportunity in all human resources and employment decisions, respecting all employees and has established "Equal Employment Policy". For instance, training and promotion opportunities, dismissals and retirement policies are based on factors irrespective of the employees' age, gender, marital status, pregnancy, family status, disability, race, colour, descent, nationality, religion or any other non-job related factors in all business units of the Group. The equal opportunity policy allows zero tolerance in relation to any workplace discrimination, harassment or vilification in accordance with local ordinances and regulations, such as Disability Discrimination Ordinance (Chapter 487 of laws of Hong Kong) and Sex Discrimination Ordinance (Chapter 480 of laws of Hong Kong). Employees are encouraged to report any incidents involving discrimination and sexual harassment to the Human Resources Department of the Group. The Group will take responsibility for assessing, dealing with, recording and taking any necessary disciplinary actions in relation to such incidents.

Other benefits and welfare

To meet employees' need, the Group provides annual physical examinations, work meals, uniforms and well-equipped dorms. In terms of internal communication, effective two-way communication between the general staff and managerial staff is highly encouraged within the Group. The employees maintain a proper and smooth communication with the management through different channels. Interactive communication system plays an advantageous role in the decision-making process of the Group, and maintaining an approachability labour relationship helps to create a productive and pleasant working environment.

During the year under review, the Group was in compliance with relevant laws and regulations in relation to remuneration and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, welfare and other benefits that have a significant impact on the Group.

平等機會及反歧視

作為一個願意提供平等機會的僱主，本集團致力於在所有人力資源及僱傭決定上推動反歧視及平等機會理念，以營造公平、互相尊重及多元化的工作環境，尊重全體員工並制定「平等就業政策」。例如，本集團所有部門的培訓及晉升機會、解僱及退休政策不會以僱員的年齡、性別、婚姻狀況、懷孕、家庭情況、殘疾、種族、膚色、血統、民族或宗教信仰或任何與工作無關的因素為依據。根據《殘疾歧視條例》(香港法例第487章)和《性別歧視條例》(香港法例第480章)等當地法令及法規制定的平等機會政策對任何工作場所的歧視、性騷擾或污衊實施零容忍。我們積極鼓勵僱員向本集團人力資源部舉報任何涉嫌歧視及性騷擾的事件。本集團將負責對有關事件進行評估、處理、記錄及採取任何必要的紀律處分。

其他待遇及福利

為滿足員工之需求，本集團提供年度身體檢查、工作膳食、工作服及設備齊全的宿舍住宿。就內部溝通而言，本集團內部大力鼓勵一般員工與管理人員之間進行有效的雙向溝通。員工透過不同渠道與管理層保持適當而順暢的溝通。交互式通信系統於本集團的決策過程中發揮了有利的作用，維持平易見人的勞資關係有助於創造高產怡人的工作環境。

於回顧年度，本集團在薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視、福利及其他待遇方面，遵守對本集團有重大影響的相關法律及規例。

IV. SOCIAL SUSTAINABILITY (Continued)

社會可持續性(續)

B2: HEALTH AND SAFETY

It is the Group's basic responsibility to maintain the occupational health and safety of employees. Policies in relation to occupational health and safety are formulated in accordance with various laws and regulations stipulated by the State Council of the PRC and the Government of the Hong Kong. The specific laws and regulations included are the Occupational Safety and Health Ordinance (Chapter 509 of the laws of Hong Kong), 《中華人民共和國安全生產法》(the Work Safety Law of the PRC*), 《中華人民共和國職業病防治法》(the Prevention and Control of Occupational Diseases Law of the PRC*), 《工傷保險條例》(Regulation on Work-Related Injury Insurances*). Relevant policies, standards and procedures are reviewed on a regular basis to ensure that hazards of safety are removed or reduced to minimal.

The Group is committed to maintaining a healthy and safe work environment and minimising any adverse health and safety impacts arising from our operations care. The Group adopted an integrated approach to health and safety, where prevention of illness and injury forms part of the management practice. Employees are expected to exercise reasonable care and attention and avoid their subjection to risks that might lead to any accident or injury. There are evacuation procedures in case of fire in the offices and working areas. Corresponding administration and operation areas are also in place to assist employees in taking sensible immediate actions. All employees are expected to show their unconditional support to maintain a healthy and smoke-free working environment. Smoking is strictly prohibited in the office, toilets and stairwell areas. Apart from the abovementioned, the Group also provides employees with occupational safety training programs to mitigate work-related risks. During the current and prior reporting year, the Group had no violation record on relevant laws and regulations about health and safety.

B3: DEVELOPMENT AND TRAINING

The Group encourages diversified learning at all employee levels as the contributions of its employees are critical to its success. Training programmes are constantly updated and their contents are reviewed and improved based on the feedback from staff and management. The Group organised various training programmes, including soft skills training, on-job practical training and language classes. The programmes aim to equip the Group's employees to become more efficient. In FY2019, a total of about 44,229 training hours covering a variety of training courses have been attended.

B2：健康與安全

維持僱員職業健康與安全是本集團之基本責任。有關職業健康與安全之政策根據中國國務院及香港政府所制定的各項法律及法規編製。具體法律及法規包括《職業安全及健康條例》(香港法例第509章)、《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》及《工傷保險條例》。定期審查相關政策、準則及程序，以確保消除安全隱患或將安全隱患降至最低。

本集團致力維持既健康又安全之工作環境，並盡量減少業務營運所產生任何不利健康及安全之影響。本集團採納一套綜合健康及安全方針，而預防疾病及受傷乃管理常規之一部分。本集團預期僱員會合理審慎避免面臨可能導致任何意外或受傷之風險。本集團已為辦公室及工作場所設立火災疏散程序，並制訂相應行政及操作區域，協助僱員即時採取明智行動。本集團期望全體僱員能表示無條件支持維持健康及無煙工作環境。辦公室、衛生間及樓梯井範圍均嚴禁吸煙。除上述者外，本集團亦為僱員提供職業安全培訓計劃，減低工作相關風險。於目前及過往報告年度，本集團並無違反有關健康及安全法律及法規之記錄。

B3：發展及培訓

本集團鼓勵所有僱員多元化學習，原因乃僱員貢獻為本集團成功關鍵。培訓計劃不斷更新，並根據員工及管理層之反饋檢討並改進計劃內容。本集團曾舉辦多項培訓計劃，當中包括軟性技巧培訓、在職培訓及語文課程。該等計劃旨在提升本集團僱員能力，使彼等更具效率。於二零一九年財政年度，僱員合共出席約44,229小時培訓，當中涵蓋各類培訓課程。

* for identification purpose only

IV. SOCIAL SUSTAINABILITY (Continued)

社會可持續性(續)

B4: LABOUR STANDARDS

The Group strictly abided by the Employment Ordinance (Chapter 57 of the laws of Hong Kong), 《中華人民共和國勞動法》(the Labour Law of the PRC*), 《中華人民共和國勞動合同法》(the Law of PRC on Employment Contracts*) and other related labour laws and regulations to prohibit any child or forced labour employment during the year under review. In FY2019, no employees of the Group were under 16 and there is no dispute between the Group and its staffs. The Group has delegated the human resources and administration department to conduct monitoring so as to ensure that there is no child labour and forced labour. As a result, the number of cases violating the labour standards was zero in 2019.

B5: SUPPLY CHAIN MANAGEMENT

As a social responsible corporate, it is critical and vital for the Group to maintain and manage a sustainable and reliable supply chain makes minimal negative impacts on the environment and society. The Group has strict control over the suppliers and focuses on social and environmental responsibilities in order to maintain a good and long-term relationship with the suppliers.

Coal mining business

The major suppliers of this business segment of the Group are the facilities manufacturers and distributors. The raw materials of this business segment include equipment and accessories for mining operation and materials for production. The mining sites formulate the procurement plan for approval by the relevant departments of the Company. According to the procurement value, the external corporate agent is entrusted by the Company to conduct open tenders or competitive negotiations (as the case may be). During the selection of suppliers, the Company carries out an examination on the eligibility of candidates, including the verification of suppliers' business license, status on the list of dishonest persons and whether any law-breaking exists during operations in the past. Moreover, given the business nature of the Company, the quality of equipment in terms of explosion-proof performance is one of the most important factors the Company considers in its procurement of certain types of equipment. Specifically, the Company requires its candidates to provide relevant certification of explosion-proof qualification and explosion-proof labels for the equipment that will be operated in the pit.

* for identification purpose only

B4：勞工準則

於回顧年度，本集團嚴格遵守《僱傭條例》（香港法例第57章）、《中華人民共和國勞動法》、《中華人民共和國勞動合同法》及其他相關勞動法律及法規，以禁止僱用任何童工或強制勞工。於二零一九年財政年度，本集團並無年齡未滿十六歲之僱員，且本集團與員工之間不存在任何糾紛。本集團已委派人力資源及行政部門進行監察，確保不存在童工及強迫勞工。因此，二零一九年違反勞工標準之案件數目為零。

B5：供應鏈管理

作為一間有社會責任的企業，維持及管理可持續及可靠的供應鏈從而將對環境及社會造成的負面影響降至最低是對本集團而言至關重要的。本集團對供應商有嚴格控制，並注重社會及環境責任，以與供應商保持長期良好的關係。

煤炭採礦業務

本集團此業務分部的主要供應商為設施製造商及分銷商。此業務分部的原材料包括採礦業務所用設備及配件以及生產所用材料。採礦場制定採購計劃，以供本公司相關部門批准。根據採購額，本公司委託外部代理公司進行公開招標或競爭性磋商（視情況而定）。在篩選供應商過程中，本公司對候選人的資格進行審查，包括對供應商營業執照、於失信人員名單上的狀態及於過往的營運中是否存在任何違法行為的核實。此外，鑒於本公司的業務性質，設備在防爆性能方面的質量是本公司在其採購若干類型設備時考慮的最主要因素之一。具體而言，本公司要求其候選人提供相關防爆資格證書並就將於礦井中運作的設備提供防爆標籤。

IV. SOCIAL SUSTAINABILITY (Continued)

社會可持續性(續)

At the office level, supply chains cover procurement for headquarter office and are mainly focused on routine office items such as stationery, toner and paper. Apart from product quality, the quality of employees is also a crucial element of the Group's quality assurance framework. Through comprehensive recruitment process, the Group ensures employees are sufficiently qualified and experienced. Also, as mentioned previously in the section "B3: Development and training", the Group provides numerous trainings to the employees to ensure that they have the latest product knowledge and the soft skills required to serve our customers well. As also mentioned previously in the section "B1: Employment", the Group retains employees through rewarding the best employees through appraisal program, regular salary reviews, and promotion and internal transfer opportunities.

B6: PRODUCT RESPONSIBILITY

Product quality

The Group has a Quality Control Department that specialises in the quality inspection and control of material samples and product samples. All finished products are inspected by the Quality Control Department, and inspection reports are issued to ensure that the finished product quality meets the relevant national standards. The finished products are stored in shaded, sealed and dry places at all times, which aims to make sure that quality is not affected during storage. Meanwhile, the Group's production lines and process are all in line with industry standards. The Group also established quality inspection management standards and procedures for finished products, which are graded according to the specifications. In FY2019, the Group has no recall due to quality issues.

就辦公室而言，供應鏈涵蓋就總部辦公室採購的用品，主要集中於日常辦公用品，例如文具、碳粉及紙張。除產品品質外，僱員質素亦為本集團品質保證框架一個關鍵要素。透過全面的招聘流程，本集團可確保僱員具備足夠資格及經驗。此外，誠如上文「B3：發展及培訓」一節所述，本集團為僱員提供眾多培訓，以確保彼等具備最新產品知識及服務客戶所需軟性技能。此外，上文「B1：僱傭」一節亦提述，本集團透過評估計劃、定期薪酬檢討、晉升及內部調遷機會獎勵最優秀僱員，藉此留住僱員。

B6：產品責任

產品質量

本集團設有質量控制部門，專門從事材料樣品及產品樣品的質量檢查及控制。所有成品由質量控制部門檢查，並出具檢查報告，以確保成品質量符合相關的國家標準。成品始終存放在陰涼、密封及乾燥的地方，以確保在儲存過程中質量不受影響。同時，本集團的生產線及流程均符合行業標準。本集團亦制定成品的質量檢驗管理標準及流程，並根據規格進行分級。於二零一九年財政年度，本集團並無因質量事宜進行回收。

IV. SOCIAL SUSTAINABILITY (Continued)

社會可持續性(續)

Protection of Customer Information

The Group takes a close attention to customer's privacy and ensures the customers' rights are under strict protection according to relevant laws and regulations to safeguard the data security of our customers. All commercial documents and personal information of our customers are stored properly in accordance to the government law. The Group pays extra attention to customer data management and no substantiated complaint regarding leakage of customer privacy or loss of customer data were reported in 2019. A set of clear customer data privacy policies has been formulated to instruct our employees on managing the data which they have access to. Data privacy training is available for employees in the orientation and refresher programme.

For instance, all customers' information and business document are held and stocked in strictly secure place. The historical records are packed in boxes and stored properly. The Group will keep the service quality through implementing written policies and reviewing guests' feedback on a timely basis.

Intellectual property

The Group hire legal advisors to provide legal advice for the protection of intellectual property rights and engage legal executive to view and prevent intellectual property infringement.

The Group classifies the data and filing room which filed the trade secrets as a restrict area, isolates the area from the ordinary areas in the office, and stipulates that irrelevant staff are not allowed to enter, thereby reducing employee to access to the trade secrets of the Group. The Group requires relevant technical employees to sign a confidential agreement to implement daily confidentially technical work. The Group needs to sign a confidential agreement or privacy policy during external business activities or when entering a commercial contract if necessary.

保障客戶資料

本集團密切關注客戶的隱私，並根據相關法律及法規確保對客戶的權利進行嚴格保護，以保障客戶的數據安全。根據政府法律，客戶的所有商業文件及個人資料均須妥善儲存。本集團特別關注客戶資料管理，於二零一九年中並無有關客戶私隱洩露或客戶資料遺失之投訴查明屬實。我們已明確制定一套客戶私隱政策，為僱員管理可查閱數據提供指引。僱員於入職及進修課程期間會接受有關私隱之培訓。

舉例而言，所有客戶資料及商業文件均存放於嚴密地點。歷史記錄妥善裝箱保存。本集團將透過實施書面政策及適時審查賓客之反饋保持服務質素。

知識產權

本集團聘請法律顧問就知識產權保護提供法律意見，並聘用法律執行人員查看及防止知識產權侵權。

本集團將歸檔商業機密的數據及檔案室分類為受限制區域，將該區域與辦公室的普通區域進行隔離，並規定不准無關人員進入，從而減少員工獲取本集團商業秘密的機會。為實施日常的保密技術工作，本集團要求相關技術人員簽署保密協議。必要時，本集團需於進行對外業務活動期間或訂立商業合約時簽署保密協議或隱私政策。

IV. SOCIAL SUSTAINABILITY (Continued)

社會可持續性(續)

B7: ANTI-CORRUPTION

The Group maintains the highest standards of openness, uprightness and accountability and all our employees are expected to observe the highest standards of ethical, personal and professional conduct. The Group does not tolerate corruption, bribery, extortion, money laundering and other fraudulent activities in connection with any of our business operations. Throughout FY2019, the Group did not receive any non-compliance matters in this aspect.

B8: COMMUNITY INVESTMENT

The Group understands well of the importance for making positive contribution to the community where it operates, and considers community benefits as one of its social responsibility. The Group considers that enterprises and communities are inseparable as a whole. Enterprise development has played a leading role in the economic and social development of the community, such as providing employment opportunities and increasing taxes. At the same time, enterprise development is also inseparable from community's support and help. In order to better fulfil its social responsibilities, the Group is very concerned about environmental and health issues and sponsors relevant activities or organisations when necessary.

B7：反貪污

本集團維持最高標準之開放、正直態度及問責制度，並預期全體員工會遵守最高道德、個人及專業操守的標準。本集團絕不姑息任何涉及業務營運之貪污、賄賂、勒索、洗黑錢及其他欺詐行為。於二零一九年財政年度，本集團並無得悉此方面有任何不合規事項。

B8：社區投資

本集團深知對運營所在社區做出積極貢獻的重要性，並將社區利益視為其社會責任之一。本集團認為企業和社區整體上是密不可分的。企業發展在社區的經濟和社會發展中發揮了主導作用，例如提供就業機會和增加稅收。同時，企業發展亦離不開社區的支持及協助。為更好地履行其社會責任，本集團非常關注環境與健康問題，並在必要時贊助相關活動或組織。



V. REPORT DISCLOSURE INDEX

報告披露索引

Aspects 層面	ESG Indicators ESG指標	Description 說明	Page 頁碼
A. Environmental A. 環境			
A1: Emissions 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 GHG, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、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法規的資料。	5
	KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emission data. 排放物種類及相關排放資料。	6
	KPI A1.2 關鍵績效指標A1.2	GHG 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)。	6
	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)。	N/A 不適用
	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)。	6

V. REPORT DISCLOSURE INDEX (Continued)

報告披露索引(續)

Aspects 層面	ESG Indicators ESG指標	Description 說明	Page 頁碼
A2: Use of Resources A2：資源使用	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。	5
	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。	6
	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。	6
	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(如電力、燃氣或燃油)劃分的直接及／或間接能源總耗量(千瓦特小時)及密度(如以每產量單位、每項設施計算)。	9
	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)。	9
	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。	7
	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。	8

V. REPORT DISCLOSURE INDEX (Continued)

報告披露索引(續)

Aspects 層面	ESG Indicators ESG指標	Description 說明	Page 頁碼
A3: The Environment and Natural Resources A3：環境及天然資源	KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	N/A
	關鍵績效指標A2.5	製成品所用包裝材料的總量(以噸為單位)及每件生產單位數量(如適用)。	不適用
	General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources.	9
	一般披露	減低發行人對環境及天然資源造成重大影響的政策。	
	KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	9
	關鍵績效指標A3.1	描述業務活動對環境及天然資源的重大影響及已採取有關管理行動。	
B. Social B. 社會 Employment and Labour Practices 僱傭及勞工常規			
B1: Employment	General Disclosure	Information on:	10
B1：僱傭	一般披露	(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法規的資料。	

V. REPORT DISCLOSURE INDEX (Continued)

報告披露索引(續)

Aspects 層面	ESG Indicators ESG指標	Description 說明	Page 頁碼
B2: Health and Safety	General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	14
B2：健康與安全	一般披露	有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及法規的資料。	
B3: Development and Training	General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	14
B3：發展及培訓	一般披露	有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	
B4: Labour Standards	General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	15
B4：勞工準則	一般披露	有關防止童工及強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及法規的資料。	

V. REPORT DISCLOSURE INDEX (Continued)

報告披露索引(續)

Aspects 層面	ESG Indicators ESG指標	Description 說明	Page 頁碼
Operating Practices 營運慣例			
B5: Supply Chain Management 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。	15
B6: Product Responsibility 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. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及法規的資料。	16
B7: Anti-corruption 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法規的資料。	18

V. REPORT DISCLOSURE INDEX (Continued)

報告披露索引(續)

Aspects 層面	ESG Indicators ESG指標	Description 說明	Page 頁碼
Community 社區			
B8: Community Investment	General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	18
B8：社區投資	一般披露	有關以社區參與來瞭解發行人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。	





Green Leader Holdings Group Limited
綠領控股集團有限公司

(Incorporated in Bermuda with limited liability) (於百慕達註冊成立之有限公司)
Stock Code 股份代號 : 0061

Units 2001-2, 20th Floor, Li Po Chun Chambers, 189 Des Voeux Road Central, Hong Kong
香港中環德輔道中189號李寶椿大廈20樓2001-2室