



英皇文化產業集團有限公司  
Emperor Culture Group Limited

Incorporated in Bermuda with limited Liability (Stock Code: 491)  
於百慕達註冊成立之有限公司（股份代號：491）

Environmental,  
Social And  
Governance Report

環境、社會及管治報告

2019/2020

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# 1. ABOUT THIS REPORT 關於本報告

Emperor Culture Group Limited (the “Company”) and its subsidiaries (collectively referred to as the “Group”) acknowledge the significance of effective environmental, social and governance (“ESG”) initiatives at operational level. The direction of the Group’s ESG practices is governed by the board of directors of the Company (the “Board”), ensuring that the ESG strategy reflects the Company’s core values.

This report describes the ESG values and initiatives of the Group for the financial year ended 30 June 2020 (the “Year”). The contents of this report provide its stakeholders with an overview of the Group’s efforts regarding ESG impacts arising from its daily operations. This report complies with the provision of the ESG Reporting Guide as set out in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. It is recommended that this report is read in conjunction with the Company’s Annual Report 2019/20, in particular the Corporate Governance Report and Directors’ Report sections therein.

This report is available on the website of the Company (<https://www.empculture.com>) and Hong Kong Exchanges and Clearing Limited (“HKEX”) news website (<https://www.hkexnews.hk>).

英皇文化產業集團有限公司(「本公司」)及其附屬公司(統稱為「本集團」)深明有效的環境、社會及管治舉措在經營層面的重要性。本集團環境、社會及管治工作之方向由本公司董事會(「董事會」)監管，以確保環境、社會及管治策略反映本公司的核心價值。

本報告闡述本集團於截至2020年6月30日止財政年度(「本年度」)的環境、社會及管治價值及措施。本報告的內容為其持份者概述本集團在環境、社會及管治方面的工作，以針對日常營運所產生的影響。本報告符合香港聯合交易所有限公司證券上市規則附錄27所載《環境、社會及管治報告指引》的條文。建議閣下將本報告與本公司2019/20年報一併閱讀，尤其是其中的企業管治報告及董事會報告部份。

本報告可於本公司的網站(<https://www.empculture.com>)及香港交易及結算所有限公司(「港交所」)的披露易網站(<https://www.hkexnews.hk>)查閱。

## 1.1 Stakeholders Engagement and Materiality Assessment 持份者之參與及重要性評估

The Group is committed to making proactive efforts to continuously interact with key stakeholder groups, which comprise its customers, employees, investors, shareholders, suppliers, contractors and the community. The Group maintains active engagement with its stakeholders, and collects their feedback through various communication channels to understand and address their concerns. The engagement channels with stakeholders include general meetings, corporate website, community activities, regular dialogue with employees, performance appraisal interviews and networking with suppliers.

本集團致力與主要持份者群組包括客戶、僱員、投資者、股東、供應商、承建商及社區進行持續互動。本集團與其持份者保持緊密聯繫，並透過各種溝通渠道收集其反饋意見，以了解與回應其關注點。與持份者的聯繫渠道包括股東大會、公司網站、社區活動、與僱員定期對話、績效評核面試及與供應商聯動。

Based on the stakeholders' feedback, the material issues were identified as follows. The Group's performance regarding these issues are discussed in this report.

根據持份者的意見，以下為已識別之重要議題。本集團就該等議題的表現將於本報告內討論。

<b>Material Topics 重要議題</b>	
<p><b>Environment 環境</b></p> <ul style="list-style-type: none"> <li>• Energy conservation 能源節約</li> <li>• Waste management 廢物管理</li> <li>• Waste recycling 廢物循環利用</li> </ul>	<p><b>Workplace 工作場所</b></p> <ul style="list-style-type: none"> <li>• Employment and labour practices 僱傭及勞工慣例</li> <li>• Diversity and equal opportunities 多元共融和平等機會</li> <li>• Training and development 培訓和發展</li> <li>• Occupational health and safety 職業健康與安全</li> <li>• Work-life balance 工作與生活平衡</li> </ul>
<p><b>Operating Practices 經營常規</b></p> <ul style="list-style-type: none"> <li>• Services quality 服務質素</li> <li>• Customer privacy protection 客戶私隱保護</li> <li>• Anti-corruption 反貪污</li> <li>• Compliance with laws and regulations 遵守法例及法規</li> </ul>	<p><b>Community 社區</b></p> <ul style="list-style-type: none"> <li>• Employee volunteering 員工志願服務</li> <li>• Community fundraising 社區籌款</li> </ul>

## 1.2 ESG Committee 環境、社會及管治委員會

The Group is committed to the principles of good corporate governance, and strives to integrate ESG initiatives into its business strategy and management approach. An ESG Committee has been set up to formulate policies and practices on ESG-related matters, focusing on the areas of community welfare, the environment and employees' well-being. It encourages and supports employee engagement in various ESG initiatives, to ensure the Company's ESG commitment is properly fulfilled. It has overall responsibility for implementing, reviewing and monitoring the Company's ESG policy.

本集團奉行良好的企業管治準則，致力將環境、社會及管治舉措融入業務策略及管理模式之中。環境、社會及管治委員會已獲成立，負責就環境、社會及管治相關事宜制定政策及常規，主要涵蓋社區福利、環境及員工福祉範疇。該委員會鼓勵並支持員工參與各類環境、社會及管治活動，以確保本公司妥善履行其環境、社會及管治承諾。該委員會全面負責本公司環境、社會及管治政策的實施、檢討及監察。

## 2. ENVIRONMENTAL PROTECTION

## 環境保護

### 2.1 Environmental Policies 環境政策

During the Year, the Group continued making its best endeavours to protect the environment in its business activities and workplace. The Group also educates its employees on their awareness of promoting a green environment. The Group seeks to identify and manage environmental impacts attributable to its operations, in order to minimise these impacts if possible. Various measures have been adopted to reduce energy and other resource use, minimise waste and increase recycling, and promote environmental protection in its supply chain and marketplace. These measures are discussed in section 2.2 “Use of Resources” of this report.

於本年度，本集團繼續致力在業務活動及工作場所實踐環境保護。本集團亦教育其僱員提升對綠色環境的意識。本集團努力辨識及管理其業務對環境造成之影響，務求將該等影響盡可能減至最低。本集團已採取多項措施以降低能源及其他資源使用、減廢及增加循環再用，並在其供應鏈及市場中推行環保。該等措施載於本報告第2.2「資源使用」章節。

### 2.2 Use of Resources 資源使用

#### 2.2.1 Energy Saving

Global warming and climate change are among the major environmental concerns in every part of the world. In an effort to reduce carbon footprint and mitigate emissions, the Group actively promotes efficient use of energy and adopts green technologies in its office at Emperor Group Centre, 288 Hennessy Road, Wan Chai, Hong Kong (the “Hong Kong Office”). For instance, maintaining constant room temperature with thermostats in the air conditioning system, switching off passenger lifts after office hours, etc.

To identify opportunities for increasing energy efficiency, the Group monitors the energy consumption intensity across its operations from time to time.

#### 2.2.1 能源節約

全球暖化及氣候變化已成為全球各地關注的主要環境議題。為降低碳足跡及減少排放，本集團在其位於香港灣仔軒尼詩道288號英皇集團中心的辦公室（「香港辦公室」）積極推行節能並採納綠色科技，例如透過冷氣系統的恆溫器維持穩定室溫、於辦公時間後關掉乘客升降機等。

本集團不時在其經營範圍監察能源消耗情況，以發掘提升能源效率的機會。

#### 2.2.2 Waste Reduction and Management

The Group engages employees in their waste behaviours and encourages recycling practices in the workplace. In the office building, the building’s property management company has appointed recycling contractor to collect and recycle used papers, plastic bottles, aluminium, glasses, fluorescent tubes and computer equipment. Recycled bags are also put in the office to collect waste papers for recycling.

#### 2.2.2 廢物減少及管理

本集團讓員工參與廢物處理，並鼓勵他們在工作場所進行回收。在辦公大樓，大廈之物業管理公司已委聘回收承包商收集及回收使用過的紙張、塑膠瓶、鋁、玻璃、光管以及電腦設備。辦公室並放置了回收袋以收集廢紙作循環利用。



### 2.2.3 Paper Reduction

In an effort to reduce the use of paper, admission by QR code scanning has been adopted in some of the Group's cinemas. A QR code is provided for each online ticketing transaction, and customers may present the QR code at the entrance for admission without the need to print the tickets.

The Group continues to encourage a paperless working environment which not only reduces environmental damage but also fits commercial goals, as it can save physical space, facilitate information sharing via IT networks, and reduce complicated documentation procedures. In recent years, the Group has implemented paperless internal human resources processing such as employee time sheets, payrolls, leave applications, surveys, assessment papers, inspection forms and many more. Moreover, duplex printing and copying has become the norm within the Group, greatly reducing paper consumption and saving costs. Usage data of office printing machines is regularly collected and assessed for monitoring the efficiency of the paperless environment.

Partnering with its printing solutions provider, the Group has adopted "Follow You" print solution in the Hong Kong Office, helping the Group becoming more cost efficient through smarter printing. The print solution enables the Group to achieve environmental objectives by reducing unclaimed printing, as printing is released only upon presentation of a staff card from that particular staff who gives the printing instruction.

The Company strongly recommends shareholders to access its corporate communications, including financial reports, through the websites of the HKEX and the Company, instead of receiving printed form. By introducing electronic means of corporate communications to shareholders, the quantity of printed materials has been considerably reduced. This paperless practice thus helps to protect the environment, as well as save costs for stationery, printing and administrative charges, etc.

### 2.2.3 減少用紙

為了減少紙張的使用，二維碼掃描入場已在本集團的一些電影院採用。每項網上票務交易均提供二維碼，顧客在入場處出示二維碼即可入場，無需打印戲票。

本集團繼續鼓勵無紙化的工作環境，不僅可減少對環境的破壞，亦具有多重商業裨益，包括節省空間、促進資訊科技網絡信息共享及減省繁複的文書程序等。近年來，本集團已實行內部人力資源無紙化流程，例如僱員工時表、糧單、假期申請、意見調查、評估報告及檢查表格等。另外，雙面列印及複印已成為本集團內部慣例，大大減少紙張消耗及節省成本。本集團定期收集及評估辦公室打印機使用數據，以監控無紙化環境之成效。

本集團與列印方案供應商合作，在香港辦公室處採用「Follow You」列印方案，透過智能列印促使本集團達致更佳的成本效益。由於作出列印指示的指定員工於打印時需要出示員工證方能進行打印，因此可減少無人認領列印的情況，從而使本集團達到環保目的。

本公司極力推薦股東透過港交所及本公司網站獲取公司通訊(包括財務報告)而非收取印刷文件。通過向股東引入電子版公司通訊，印刷量大幅減少。此無紙化的做法既可保護環境，亦可節約文儀用品、印刷及行政費用等。

**THINK  
BEFORE YOU  
PRINT**



## 2.3 Environmental Performance Summary 環境保護績效概要

During the Year, all of the Group's revenue was derived from cinema operations. Emperor Cinemas Beijing, located in the Group's headquarters in mainland China, Emperor Group Centre Beijing, covers an area of approximately 6,800 square metres. It is the first cinema with a laser IMAX screen in Chaoyang District and one of the Group's flagship cinemas in the mainland China. To illustrate the Group's sustainability performance, quantitative data has been collected from Emperor Cinemas Beijing. The relevant data is as follows:

於本年度，本集團之收入全部來自電影院業務。北京英皇電影城位於本集團在中國內地的總部－北京英皇集團中心，佔地約6,800平方米，為朝陽區第一家擁有鐳射IMAX幕的影院，並是本集團在中國內地其中一間旗艦電影城。本集團於北京英皇電影城收集量化數據，以展示本集團之可持續表現。相關數據如下：

Indicators 指標	FY2018/19年度	FY2019/20年度
<b>GHG Emissions 溫室氣體排放</b>		
Scope 1 GHG emissions (kgCO <sub>2</sub> e) 範疇1溫室氣體排放(每公斤二氧化碳當量排放)	N/A 不適用	<b>N/A</b> 不適用
Scope 2 GHG emissions (kgCO <sub>2</sub> e) 範疇2溫室氣體排放(每公斤二氧化碳當量排放)	500,113	<b>347,451</b>
Scope 3 GHG emissions (kgCO <sub>2</sub> e) 範疇3溫室氣體排放(每公斤二氧化碳當量排放)	1,560	<b>912</b>
Total (Scope 1, 2 & 3) GHG emissions (kgCO <sub>2</sub> e) 溫室氣體排放總量(範疇1、2及3)(每公斤二氧化碳當量排放)	501,673	<b>348,363</b>
GHG emissions intensity (kg/m <sup>2</sup> ) 溫室氣體排放強度(公斤/平方米)	74	<b>51</b>
<b>Energy Consumption 能源消耗</b>		
Direct energy consumption (GJ) 直接能源消耗(千兆焦耳)	N/A 不適用	<b>N/A</b> 不適用
Indirect energy consumption (GJ) 間接能源消耗(千兆焦耳)	2,218	<b>993</b>
Total energy consumption (GJ) 能源消耗總量(千兆焦耳)	2,218	<b>993</b>
Energy consumption intensity (GJ/m <sup>2</sup> ) 能源消耗強度(千兆焦耳/平方米)	0.3	<b>0.2</b>

Indicators 指標	FY2018/19年度	FY2019/20年度
<b>Waste Management 廢物處理</b>		
General refuse disposed to landfills (kg) 棄置於堆填區的一般廢物 (公斤)	45,450	<b>21,822</b>
General refuse intensity (kg/m <sup>2</sup> ) 一般廢物密度(公斤/平方米)	7	<b>3</b>
Total recycled waste (kg) 回收廢物總量(公斤)	975	<b>570</b>
Recycled waste intensity (kg/m <sup>2</sup> ) 回收廢物密度(公斤/平方米)	0.1	<b>0.1</b>
<b>Water Consumption 耗水量</b>		
Water consumption (m <sup>3</sup> ) 耗水量(立方米)	5,050	<b>2,847</b>
Water consumption intensity (m <sup>3</sup> /m <sup>2</sup> ) 耗水量密度(立方米/平方米)	0.7	<b>0.4</b>

Due to the outbreak of COVID-19 pandemic (the “Pandemic”) in early 2020, the above-mentioned Emperor Cinemas Beijing, PRC has been temporarily suspended since late January 2020 during the Year. The overall energy consumption level therefore decreased accordingly.

由於2020年年初爆發2019冠狀病毒病大流行(「大流行」)，上述之中國北京英皇電影城於本年度自2020年1月下旬起暫停營運，整體能源耗水平因此相應下降。



# 3. WORKPLACE QUALITY 工作場所質素

## 3.1 Workforce Distribution and Diversity 員工分佈及多元化

The Group believes that a motivated and balanced workforce is crucial for building a sustainable business model and delivering long-term returns.

本集團深信，積極主動且具均衡比例之員工團隊，是建立可持續經營模式及帶來長遠回報的關鍵元素。

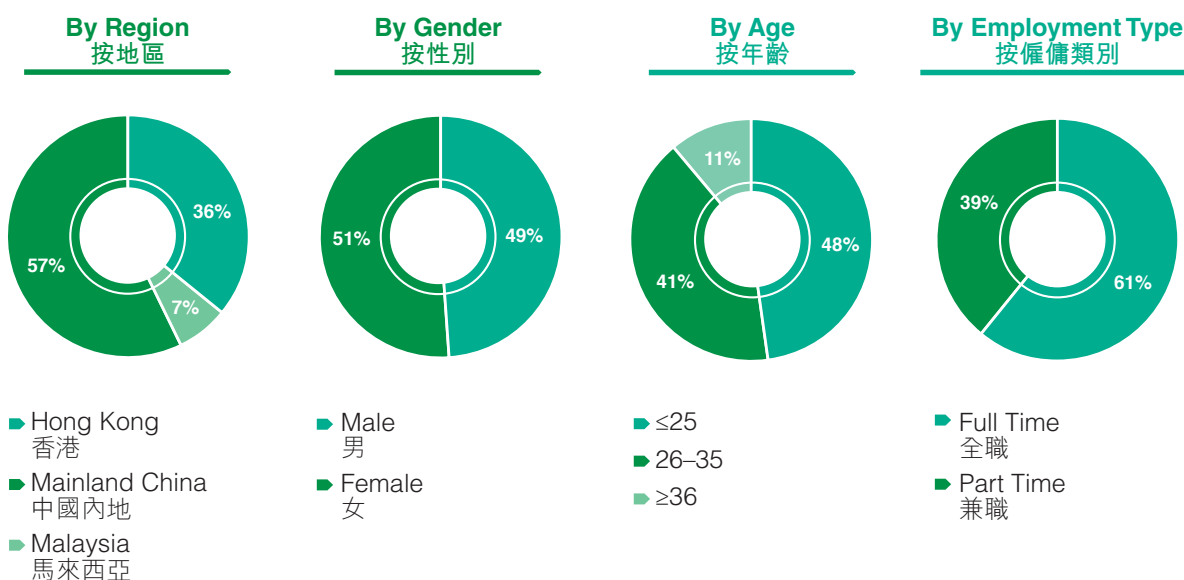
As at 30 June 2020, the full-time and part-time employees of the Group totalled 502 (2019: 333), working in mainland China, Hong Kong and Malaysia.

於2020年6月30日，本集團合共僱有502 (2019年：333)名全職及兼職僱員，於中國內地、中國香港及馬來西亞任職。

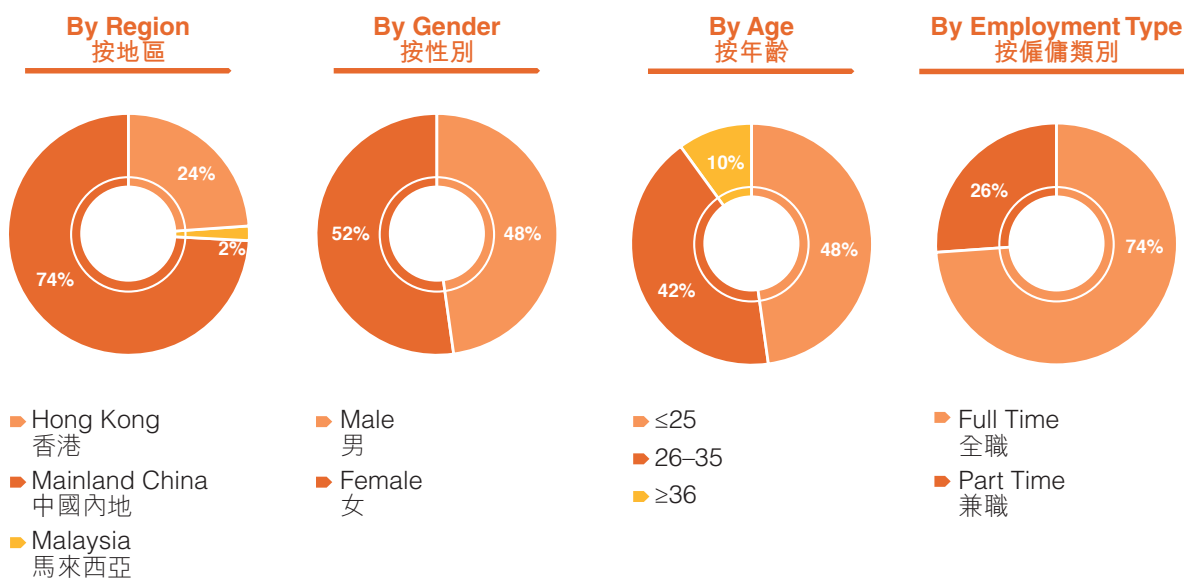
The demographics of the Group's workforce as at 30 June 2020 are summarised below:

於2020年6月30日，本集團之員工分佈資料概述如下：

### FY2019/20年度



### FY2018/19年度



The Group has a diverse workforce in terms of gender and age, providing a variety of ideas and levels of competencies that contribute to the Group's success. The Group is firmly committed to gender equality, and particularly encourages female participation in the Board, and at managerial and operational levels.

本集團的員工團隊來自不同年齡層及性別，提供多元化的觀點及各種程度的技能，為本集團的成功作出貢獻。本集團一直堅守兩性平等原則，尤其支持女性在董事會、管理及營運層面之參與。

The management believes that employees are important assets of the Group, and remains committed to attracting and retaining talent with diverse backgrounds for achieving sustainable growth and maintaining a stable turnover rate.

管理層相信，員工乃本集團之重要資產，致力吸引並挽留不同背景的人才，以達致可持續增長及維持穩定的流失率。

## 3.2 Labour Standard 勞工標準

The Group strictly complies with 中華人民共和國勞動合同法, Employment Ordinance (Cap. 57, Laws of Hong Kong), Employment Act (Act 265, Laws of Malaysia) and other statutory requirements regarding employment and labour practices. The Group is dedicated to providing equal opportunities in all aspects of employment and ensure the workplace is free from discrimination. The Group ensures employees receive fair and competitive remuneration packages in accordance with their experience, qualifications, performance and market rates, and are being reviewed on a regular basis. To attract and retain talent, comprehensive benefits are provided by the Group, such as employer's voluntary MPF contributions, medical coverage, life insurance and extra paid annual leave.

To ensure the staff clearly understand their rights and obligations, the employee handbook and other policies and guidelines are in place covering the areas of compensation and dismissal, recruitment, working hours, rest periods, equal opportunity, anti-discrimination and other fringe benefits, etc. The Group has been reviewing its related policies from time to time to ensure the Group complies with the latest statutory requirements. Also, a set of grievance procedures is also in place, to provide staff with a channel to confidentially escalate complaints and concerns to the Human Resources Department, Investigation Committee or the Group Internal Audit Director.

The Group fully complies with relevant laws and regulations in related regions concerning prevention of forced or child labour. In the recruitment process, the Group implements appropriate procedures to ensure that employment adheres to minimum age provisions of applicable laws. The Group also prohibits any form of forced labour.

The Group values workplace wellness practices that support employees' health and well-being. The Group encourages breastfeeding and provides a designated private space in the office building to support breastfeeding female employees to express breastmilk according to their schedule during working hours. These "Breastfeeding Friendly Workplace" measures demonstrate the Group's commitment to the well-being of its employees and their families.

本集團嚴格遵守中華人民共和國勞動合同法、《僱傭條例》(香港法例第57章)、Employment Act (Act 265, Laws of Malaysia)及其他有關僱傭及勞工慣例的法定規定。本集團致力於在就業的各方面提供平等機會，並確保工作場所不存在歧視。本集團確保僱員基於其經驗、資歷、表現及市場工資水平獲得公平及具競爭力的薪酬待遇，並定期檢討有關待遇。為吸引和挽留人才，本集團提供全面的福利，例如僱主的自願性強積金供款、醫療保險、人壽保險及額外有薪年假。

為確保員工清楚了解自己的權利和義務，員工手冊及其他政策及指引，涵蓋薪酬及解僱、招聘、工作時間、休息時間、平等機會、反歧視以及其他額外福利等範疇。本集團不時檢討其相關政策，以確保本集團符合最新法定要求。另外，已制定申訴程序，為員工提供渠道，使員工可以保密方式向人力資源部、調查委員會或集團內部審計總監提出投訴和關注事項。

本集團嚴格遵守在相關地區有關防止強迫勞動或童工的法律及法規。在招聘過程中，本集團實施適當程序以確保受僱員工符合適用法律的最低年齡規定。本集團亦禁止任何形式的強迫勞動。

本集團注重健康的工作場所，使員工體魄強健。本集團鼓勵母乳餵哺，並於辦公大樓提供特定具私隱的空間，以支援女性員工在工作時間內按照其時間表擠母乳。該等「母乳餵哺友善工作間」措施兌現本集團維護僱員及其家庭成員福祉的承諾。



### 3.3 Occupational Health and Safety 職業健康及安全

The Group prides itself on providing a safe, effective and congenial work environment for its staff. Health and safety training is provided to employees on induction. Workshops and seminars on different topics are regularly held, to present the latest information and raise awareness of occupational health and safety issues for employees.

本集團致力為員工提供安全、高效及舒適之工作環境，並引以為豪。於入職時，員工需接受健康及安全培訓。本集團定期舉辦不同主題的學習工作坊及研討會，以呈列最新資訊，及加強僱員對職業健康及安全方面的意識。

The Group enhances emergency preparedness and ensures there are well-stocked first-aid kits in offices, warehouse and retail outlets to protect the health and safety of employees, in the event that they are injured at work. An automated external defibrillator (“AED”) has been placed in the office building to rescue potential victims of sudden cardiac arrest. During the Year, an AED awareness training course was held for the staff, to reinforce their techniques in the resuscitation processes.

本集團提升應急準備能力及確保辦公室、倉庫及零售店內配備充足的急救箱，以於員工發生工傷時能保障員工的健康及安全。自動體外心臟去顫器(「AED」)已放置在辦公大樓，以供潛在心臟病患者在病發時進行救助。於本年度，本集團已為員工舉辦AED意識培訓課程，以加強其急救技巧。



Every case of injury (if any) is required to be reported to the Human Resources Department and be individually assessed under the internal guideline procedures. The rate of accidents and injuries during the Year was very low. No fatalities or critical incidents were reported.

一旦發生工傷事故(如有)，必須通報人力資源部，並根據內部指引程序進行獨立評估。於本年度，意外及工傷率十分低。概無接獲死亡或重大事故的報告。



In May 2020, the Head Office, along with many other units of the Emperor Group Centre, were awarded an “Indoor Air Quality Certification – Good Class” by the Environmental Protection Department, under its voluntary Indoor Air Quality Certification Scheme for Offices and Public Places.

於2020年5月，環境保護署根據其自願性辦公室及公眾場所室內空氣質素檢定計劃向總辦公室連同英皇集團中心內其他眾多單位頒發「室內空氣質素檢定證書 – 良好級」。

In this regard, multiple air purifiers were purchased by the Group and placed in multiple locations in the Hong Kong Office.

就此而言，本集團購買了多部空氣淨化器並放置在香港辦事處的多個位置。

## Precautions Against the Pandemic 大流行預防措施

The Group prioritises its staff and customers at all times. In light of the Pandemic which started since January 2020, the Group has specially established a committee and formulated contingency plans with the involvement of the senior management team. Human resources issues have been discussed, and precautionary measures have been put in place.

本集團一直將其員工及顧客放在首位。有見及於2020年年初開始的大流行，本集團在高級管理團隊的參與下，專門成立了一個委員會並制定了應變計劃，已就人力資源問題作出討論，並確保設有妥善的預防措施。



During the temporary closure of Hong Kong cinemas due to the Pandemic, all of its local Emperor Cinemas are thoroughly cleaned by its staff every day including lobby, theatres, concierge, self-service ticket machines, kiosks, escalators, washrooms, stair handrails, etc. The Group had also conducted deep cleaning using GERMAGIC™ THYME, which can effectively eliminate bacteria and virus, including COVID-19, in order to provide a better and safer environment to its customers.

由於大流行期間，香港戲院暫時關閉，其員工每天均全面地清洗本地所有英皇戲院，包括大堂、放映院、禮賓部、自助購票機、小賣部、電梯、洗手間及樓梯扶手等。本集團亦安排了使用GERMAGIC™ 長效消毒劑進行徹底清潔，該消毒劑可有效消滅細菌和病毒，包括2019冠狀病毒病，以為其顧客提供更好、更安全的環境。





To safeguard the health of its staff, the Group has been actively sourcing surgical masks and disinfectant products via multiple means, hoping to ease their pressure in searching for these items. After close communication and coordination with numerous vendors, the Group has successfully made bulk purchases of personal protection items, and distributed an “Epidemic Prevention Bag” to each staff member, including surgical masks, disinfectant hand sanitisers, disinfectant wet wipes, disinfectant spray and vitamin products to express its love and care for its staff.

為保障員工的健康，本集團積極通過多種方式採購外科口罩及消毒產品，以期減輕員工搜尋有關物資的壓力。在與眾多供應商密切溝通和協調後，本集團成功購買了大量個人防護物資，並向每位員工派發「抗疫心意包」，其中包括外科口罩、消毒搓手液、消毒濕紙巾、消毒噴霧及維他命產品，以向員工表示愛心和關懷。



In addition, the Group actively monitored the preventive measures taken by the office building's property management company, including posting health advice posters at eye-catching locations in the office building, and installing infrared temperature sensors in the lobby to check the body temperatures of everyone entering and leaving the building, to reduce the chance of infected persons entering the office building. Besides, the Group specially purchased and placed more air purifier in various locations in the Hong Kong Office to keep the workplace clean and safe. The Group also further strengthened the disinfection and cleaning of the workplace, including meeting room facilities, table tops, and door handles, to maintain good environmental hygiene.



此外，本集團積極監察辦公大樓之物業管理公司的防疫工作，包括在辦公大樓當眼處貼上健康指引海報、於辦公大樓大堂設置紅外線體溫探測儀器，以對出入大廈的所有人士探測體溫，減低染疫人士進入辦公大樓的機會。本集團特意購買更多空氣淨化器並放置於香港辦公室的多個位置，以確保工作場所清潔及安全。本集團亦進一步加強工作場所之消毒及清潔工作，包括會議室設施、桌面、門柄等，以保持良好的環境衛生。

Subsequent to the end of the Year, in view of the severity of the Pandemic in Hong Kong and to ensure the safety of its staff, the Group took further measures and arranged its staff to work from home according to the operational needs. In addition, the Group has specially provided lunch boxes to the staff in the Hong Kong Office considering the daytime dine-in arrangement implemented by the Government.

於本年度結束後，因應大流行於香港的嚴重性並為了確保員工的安全，本集團採取了進一步的措施，根據業務需要安排員工在家工作。此外，考慮到政府實施的日間堂食安排，本集團特別為香港辦公室的員工提供午飯。

### 3.4 Work-life Balance 工作與生活的平衡

The Group believes that maintaining work-life balance is essential for sustainability and a sound body and mind for every employee. To support employees in maintaining work-life balance and creating spirit amongst employees, the Group continued to organise a number of activities for its employees during the Year.

本集團相信，維持工作與生活的平衡對每位員工的可持續發展及身心健康至為重要。為支持員工維持工作與生活的平衡及培養員工的團隊精神，本集團於本年度持續為員工舉辦多個活動。

#### Badminton Fun Day

#### 「羽」眾同樂日

July 2019  
2019年7月

In order to encourage employees to adopt a healthier lifestyle by taking more exercise, badminton fun day was held, and the employees had a joyful evening.

為了鼓勵員工多做運動以實踐更健康的生活方式，舉辦了「羽」眾同樂日，讓員工度過了一個快樂的晚上。



#### Cool Friday

#### 冰涼星期五

August 2019  
2019年8月

Two ice cream carts were arranged in the office building, distributing ice creams to employees so they could enjoy a cooling Friday moment during the burning hot summer.

於辦公大樓安置了兩輛到會雪糕車並分派雪糕予同事，讓他們於炎炎夏日享受一個冰涼的星期五。



**Bank of Communications ×  
Emperor Group Basketball Match**

交銀英皇籃球企業盃

September 2019  
2019年9月

A corporate basketball match co-hosted by Bank of Communications and Emperor Group was successfully held. Some employees from the Group were recruited to compete against the basketball team of Bank of Communications. The friendly match was divided into a 5 vs 5 staff match and a 3 vs 3 leadership match led by Dr. Yeung Sau Shing, Albert, Chairman of Emperor Group and Mr. Wang Feng, Chief Executive of Bank of Communications (Hong Kong Branch). The event reinforced the relationship between the two corporations and marked a time filled with treasured moments.

由交通銀行與英皇集團合辦的企業籃球比賽成功舉行。本集團部分員工獲招攬，與交通銀行的籃球隊對賽。該友誼賽分為5對5的員工挑戰賽，以及由英皇集團主席楊受成博士和交通銀行香港分行行政總裁王鋒先生領軍的3對3領導賽。該活動加強了兩間企業的關係，並印證著寶貴時刻。



**Mid-Autumn Festival Delicacies**

佳餚美饌賀中秋

September 2019  
2019年9月



Mooncakes provided by The Emperor Hotel were given and shared among employees as a token of appreciation and to celebrate the Mid-Autumn Festival.

員工獲贈並一同分享由英皇駿景酒店所提供的月餅，以表達心意及慶祝中秋節。

All these activities helped strengthen relationships between employees, boosted their morale and promoted a harmonious working environment.

該等活動均有助鞏固員工之間的關係、加強員工士氣，並締造和諧的工作環境。



### 3.5 Development and Training 發展及培訓

Recognising the importance of skilled and professionally trained employees, the Group offers comprehensive training to enhance the knowledge, skills and work capability of its staff. The Group encourages and provides subsidies to employees at all levels to pursue educational or training opportunities that achieve personal growth and professional development. A policy on External Training Subsidy is in place, allowing every staff member to develop and maintain job-related skills for full performance.

The Group conducted various trainings covering occupational safety, customer servicing skills and management skills, etc. The number of training hours of the staff of the Group during the Year as below. The increase in the number of hours is mainly due to the opening of new cinemas contributing to the increase in the number of pre-operation trainings, introduction of the online training programs sharing platform offering more learning opportunities to its staff, increase in the number of on-the-job trainings, and more trainings being held for the frontline staff during the temporary closure of cinemas as a result of the Pandemic.

本集團明白技能熟練及經專業培訓的員工之重要性，因此提供全面的培訓以提升員工的知識、技能及工作能力。本集團鼓勵並資助各級員工進修或參與培訓，以實現其個人成長及專業發展。本集團設外間進修資助政策，讓每個員工能發展及維持工作技能，發揮最佳表現。

本集團舉辦各種培訓，內容涵蓋職業安全、客戶服務技巧及管理技能等。本集團員工本年度的培訓時數如下，培訓時間增加主要是由於新戲院的開業導致營運前培訓的增加、推行線上培訓課程分享平台為員工提供更多培訓機會、在職培訓次數的增加，以及戲院在大流行期間暫時關閉，安排了更多培訓予前線員工。

#### Training Hours 培訓時數

Item 項目	FY2018/19年度	FY2019/20年度
Total training hours 總培訓時數	6,000	<b>18,099</b>
Average training hours per employee 每名員工平均培訓時數	18	<b>36</b>

## 4. OPERATING PRACTICE 經營常規

### 4.1 Supply Chain Management 供應鏈管理

The Group has established solid relationships with a number of cinema exhibition equipment and services providers in mainland China and Hong Kong who maintain high levels of quality control and service standards. The selection of suppliers is based on criteria such as quality, supplier's capability and experience, with preference given to suppliers who demonstrate their environmental commitment.

本集團與多家維持嚴謹品質監控及高服務水平的中國內地和香港電影院展示設備商及服務商建立穩固的合作關係。供應商之甄選乃根據其質素、實力及經驗等準則進行，若能履行環保責任的供應商更可獲優先考慮。

### 4.2 Product Responsibility and Customer Services 產品責任及客戶服務

The state-of-the-art cinemas under the Group offers premium viewing experience for audiences. The theatres are designed to provide an unparalleled and luxurious visual, audio and sensory experience, resulting in enhanced customer satisfaction. Some of its cinemas possess various advanced technologies and facilities such as IMAX theatre system, Screen X, 4DX or MX4D motion systems, D-Box seats and Dolby Atmos sound system.

本集團旗下先進的電影院為觀眾提供高品質的觀賞體驗。電影廳提供無與倫比及奢華的視覺、聽覺及觸角之體驗，顧客滿意度因而獲提升。其部份電影院配備不同領先的科技及設施，如IMAX影院系統、ScreenX、4DX或MX4D動感系統、D-Box動感座椅及杜比全景聲音效系統。

The Group believes in recognising the support and loyalty of its customers. To appreciate these valuable relationships, the Group has established an exclusive loyalty program for rewarding loyal customers with unmatched privileges and special offers. During the temporary closure of the cinemas during the Pandemic, the Group enhanced customer engagement by increasing the use of social media and launching more promotional activities.

本集團對一直給予支持及忠誠的客戶心存感謝。為了感謝彼此重要的關係，本集團已設立尊貴的忠誠會員計劃，以特別的禮遇及優惠回饋忠誠客戶。由於大流行期間，戲院暫時關閉，本集團通過增加社交媒體的使用和推出更多的推廣活動增強客戶參與度。

Complaints from the customers are independently investigated and handled according to its internal guidelines. They were diligently assessed and addressed in a timely manner.

客戶投訴均按照內部指引作獨立調查及處理，並已獲仔細評估及即時處理。

### 4.3 Protection of Data 資料保護

The Group places the utmost importance on protecting the privacy of its customers, partners and staff in the collection, handling, safekeeping, use and retention of their personal data. The Group adheres to the applicable data protection regulations and ensures appropriate technical measures are in place to protect personal data against unauthorised use or access. The Group also ensures that customers' personal data is securely stored, and processed only for the purpose for which it has been collected. Relevant staff are provided with adequate training in compliance with applicable laws on data privacy protection, to strengthen their awareness and to protect personal data against loss, unauthorised access, use, modification or

本集團在收集、處理、保管、使用及保存客戶、合作夥伴及員工的個人資料過程中，對保障彼等的私隱給予最高度的重視。本集團嚴格依循適用的資料保護法例並確保設立適當之技術措施，保障個人資料免被未經授權挪用或存取。本集團亦確保客戶個人資料獲安全妥善地儲存，並只會按收集時指定的用途處理。本集團根據資料私隱保護適用法律向相關員工提供充足培訓，以加強彼等的意識及保障個人資料，防止遺失、未經授權獲取、使用、修改或披露。此外，客戶

disclosure. In addition, access to the customer database is limited to authorised staff, whilst authentication is required before accessing the data. To reduce the risk of identity theft, the Group takes appropriate measures to dispose of documents that contain customer information.

資料庫只容許經授權員工存取，在存取資料前亦須進行驗證。為減低身份盜竊的風險，本集團於處置含有客戶資料的文件方面採取適當措施。

#### 4.4 Protection of Intellectual Property 保護知識產權

The Group protects its intellectual property rights by prolonged use and registration of domain names and various trademarks. The Group's trademarks and domain names are constantly monitored, and renewed prior to their expiration.

本集團透過持續使用及登記域名與各類商標保障其知識產權。本集團商標及域名會獲持續監控及於屆滿時續期。

In November 2019, “英皇” has been recognised as well-known to the relevant public in mainland China and has obtained cross-class protection from the National Intellectual Property Administration, affirming the Group's wide acknowledgement in China and its brand value.

於2019年11月，國家知識產權局正式認定「英皇」在中國內地已為相關公眾所熟知，並獲得馳名商標的保護，印證其於中國廣泛的認受性和品牌價值。

#### 4.5 Anti-corruption/Anti-money Laundering 反貪污／反洗錢

In order to enhance ethical corporate culture and practices, the Group has established policies and procedures for anticorruption, anti-money laundering and counter-terrorist financing.

為提升企業道德文化及常規，本集團已建立反貪污、打擊洗錢及恐怖分子資金籌集之政策及程序。

It is essential for the Group's employees to acquire a better understanding of bribery, extortion, corruption and related acts. In addressing and mitigating corruption risks, a set of guidelines in giving and receiving gifts, or offer in the form of meals, accommodation and entertainment, as well as interacting with government officials, was established to outline acceptable and unacceptable conduct in employees' daily business activities. It targets to ensure every employee adheres to applicable legal requirements and make ethical business decisions. Special care must additionally be taken to ensure that all business dealings with government officials are conducted in a context that is free from any form of corrupt practices.

本集團之員工必須對賄賂、勒索、貪污及相關行為加深了解。為了針對及減低貪污之風險，本集團已就贈送及收受禮物、提供用餐、住宿及娛樂，以及與政府官員交涉制訂一套指引，列明員工日常業務活動中可接受及不可接受的行為。這旨在確保每位員工遵從適用的法律規定及作出合乎道德之商業決定。此外，還必須特別注意確保所有與政府官員進行的所有業務往來在不涉及任何形式的舞弊行為的情況下進行。

The Group has long adopted an Anti-money Laundering and Counter-Terrorist Financing Policy and Procedure (“AML Policy”). The AML Policy establishes the general framework for combating potential money laundering and financing of terrorism, and provides guidelines for preventing the Group's employees and clients, customers, suppliers, vendors and contractors from being misused for money laundering, terrorist financing or other financial crimes. The AML Policy indicates the kind of potentially suspicious transactions or activities that employees should look out for.

本集團多年來一直採納打擊洗錢及恐怖分子資金籌集政策及程序（「打擊洗錢政策」）。打擊洗錢政策確立了打擊潛在洗錢及恐怖主義資金籌集罪行的一般框架，並提供指引防止本集團的員工及客戶、顧客、供應商、賣方及承建商被濫用於洗錢、資助恐怖主義或其他金融罪行。打擊洗錢政策已列出部分潛在可疑交易或活動的指標，供員工參考。

The Group has set out the key provisions relating to anticorruption legislation. The Group has also adopted a whistleblowing policy and procedures for all levels and operation under the Group, so staff can raise concerns — in confidence — about possible improprieties such as misconduct and malpractice in any matter related to the Group. These policies and procedures together with the code of conduct can be found in the employee handbook.

During the Year, no legal case regarding corrupt practices was brought against the Group or its employees. Also, no whistleblowing concerning a criminal offence or misconduct was reported.

本集團已制定防止貪污法例之主要條文。本集團亦採納一套檢舉政策及程序，讓本集團所有層面及業務之員工可在保密的情況下就任何可能影響本集團之不當事宜(如不當及不法行為)進行舉報。該等政策及程序連同行為守則可於員工手冊內查閱。

於本年度，本集團或其員工並無面對任何有關貪污行為之法律起訴案件。同時，亦無涉及刑事罪行或不當行為之個案被舉報。

## 4.6 Compliance with Relevant Laws and Regulations 遵守相關法律及法規

The Corporate Governance Committee is delegated by the Board to review and monitor the policies and practices on compliance with legal and regulatory requirements, including but not limited to the following ordinances which have significant impact on the Group:

- 《電影管理條例》
- 《電影產業促進法》
- 《外商投資電影院暫行規定》及補充規定
- 《數字電影發行放映管理辦法(試行)》
- 《電影院建築設計規範》
- 《食品經營許可管理辦法》
- 《公共場所衛生管理條例》及其細則
- 《中華人民共和國消防法》
- 《中華人民共和國勞動合同法》及其實施條例
- 《環境保護法》
- 《中華人民共和國環境影響評價法》
- 《反不正當競爭法》
- Amusement Rides (Safety) Ordinance (Cap. 449, Laws of Hong Kong)
- Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615, Laws of Hong Kong)
- Companies Ordinance (Cap. 622, Laws of Hong Kong)
- Competition Ordinance (Cap. 619, Laws of Hong Kong)
- Employment Ordinance (Cap. 57, Laws of Hong Kong)

董事會委派企業管治委員會檢視及監察有關法例及法規要求之政策及慣例，包括但不限於以下對本集團有重大影響的法例：

- 《電影管理條例》
- 《電影產業促進法》
- 《外商投資電影院暫行規定》及補充規定
- 《數字電影發行放映管理辦法(試行)》
- 《電影院建築設計規範》
- 《食品經營許可管理辦法》
- 《公共場所衛生管理條例》及其細則
- 《中華人民共和國消防法》
- 《中華人民共和國勞動合同法》及其實施條例
- 《環境保護法》
- 《中華人民共和國環境影響評價法》
- 《反不正當競爭法》
- 《機動遊戲機(安全)條例》(香港法例第449章)
- 《打擊洗錢及恐怖分子資金籌集條例》(香港法例第615章)
- 《公司條例》(香港法例第622章)
- 《競爭條例》(香港法例第619章)
- 《僱傭條例》(香港法例第57章)

- Film Censorship Ordinance (Cap. 392, Laws of Hong Kong)
- Fire Services (Installations and Equipment) Regulation (Cap. 95B, Laws of Hong Kong)
- Inland Revenue Ordinance (Cap. 112, Laws of Hong Kong)
- Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong)
- Places of Public Entertainment Ordinance (Cap. 172, Laws of Hong Kong)
- Prevention of Bribery Ordinance (Cap. 201, Laws of Hong Kong)
- Public Health and Municipal Services Ordinance (Cap 132, Laws of Hong Kong)
- Preventive measures for the crimes of money laundering and financing of terrorism (Administrative Regulation No. 7/2006, Laws of Macau)
- Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act (Act 613, Laws of Malaysia)
- Company Act (Act 777, Laws of Malaysia)
- Competition Act (Act 712, Laws of Malaysia)
- Employment Act (Act 265, Laws of Malaysia)
- Entertainments Duty Act (Act 103, Laws of Malaysia)
- Fire Services Act (Act 341, Laws of Malaysia)
- 《電影檢查條例》(香港法例第392章)
- 《消防(裝置及設備)規例》(香港法例第95B章)
- 《稅務條例》(香港法例第112章)
- 《個人資料(私隱)條例》(香港法例第486章)
- 《公眾娛樂場所條例》(香港法例第172章)
- 《防止賄賂條例》(香港法例第201章)
- 《公眾衛生及市政條例》(香港法例第132章)
- 《清洗黑錢及資助恐怖主義犯罪的預防措施》(澳門法例第7/2006號行政法規)
- Anti-Money Laundering, Anti-terrorism Financing and Proceeds of Unlawful Activities Act (Act 613, Laws of Malaysia)
- Company Act (Act 777, Laws of Malaysia)
- Competition Act (Act 712, Laws of Malaysia)
- Employment Act (Act 265, Laws of Malaysia)
- Entertainments Duty Act (Act 103, Laws of Malaysia)
- Fire Services Act (Act 341, Laws of Malaysia)

Details on the work of the Corporate Governance Committee can be found on page 42 of the Corporate Governance Report in the Company's Annual Report 2019/20.

企業管治委員會之工作詳情載於本公司2019/20年報企業管治報告第42頁。

The Legal Department works to provide an in-house legal and compliance service that effectively supports various operation units in their duties and day-to-day operation to comply with all applicable laws, rules and regulations.

本集團法律部旨在提供內部法務及合規服務，有效支援多個營運單位於其職責及日常營運方面遵守所有適用法律、規則及法規。

Updates to the relevant applicable laws, rules and regulations are brought to the attention of relevant employees and relevant operation units from time to time. The management must ensure that business is conducted in accordance with the relevant applicable laws and regulations.

相關員工及相關經營單位不時獲悉之相關適用法律、規則及法規之更新資訊。管理層須確保所從事業務乃符合適用之法律及法規。

# 5. COMMUNITY INVOLVEMENT

## 參與社區活動

Embracing the mission “From the Community, To the Community”, the Group actively promotes diverse community campaigns spanning elderly welfare, underprivileged communities and environmental conservation initiatives. The Group’s management team also plays an important role in mobilizing staff to join all these activities, which are held in tandem with its commitment to sustainable development.

以「取諸社會，用諸社會」為使命，本集團積極推廣多種社區活動，涵蓋長者福利、弱勢社群及環保行動。該等活動與本集團可持續發展之承諾相輔相承，而本集團管理層團隊在動員參與該等活動方面亦擔任重要角色。

### 5.1 Charitable Sponsorship and Donations 慈善贊助及捐贈

The Group mobilises its staff to participate in fundraising campaigns to help underprivileged people in the community. Major charity donation and fundraising campaigns during the Year include:

本集團推動員工參與籌款活動，幫助社區弱勢群體。於本年度，主要慈善捐贈及籌款活動包括：

#### Mooncake Donation Campaign

#### 愛心月餅募捐大行動

September 2019  
2019年9月



During the Mid-Autumn Festival, excess mooncakes were collected by the Group from staff and donated to a subsidiary of Pok Oi Hospital. The mooncakes were then given to people from ethnic minorities at Tin Shui Wai, to share the joy and celebrate the Mid-Autumn Festival with them.

於中秋節期間，本集團向同事們收集過剩月餅，捐贈至博愛醫院屬下機構，然後轉贈天水圍的弱勢社群，與他們分享喜悅，共渡中秋佳節。



## Dress Casual Day



## Alex Fong's 45km Swims Around HK Charity Challenge



## Stick Rice Cake Charity Sale for Foodlink Foundation



## 公益金便服日

October 2019  
2019年10月

This theme during 2019 was “WEAR TO GO”. Participating staff members each donated HK\$70 or more to The Community Chest of Hong Kong, and put on casual wear for dress casual day. Employees joined the campaign and showed their support.

2019年之主題為「衣善而行」，每位參與同事均捐出70港元或以上予香港公益金，便可於便服日穿上便服。員工一同參與活動以示支持。

## 方力申香港環島泳45公里慈善挑戰

December 2019  
2019年12月

As the Black Diamond Sponsor, Emperor Foundation supported the Alex Fong's 45km Swims Around HK Charity Challenge, initiated by the charity organisation A Drop of Life, by making a donation. The funds raised was used for providing clean drinking water for 450,000 rural residents who are short of water.

作為活動的黑鑽贊助，英皇慈善基金透過捐款支持由慈善機構點滴是生命發起的方力申45公里香港環島泳慈善挑戰。所籌得的善款用作為45萬名缺水的偏遠山區居民提供潔淨食水。

## 福滿「膳心連」年糕義賣活動

January 2020  
2020年1月

To proactively carry out corporate social responsibility, the Group cooperated with a local charitable organisation, Foodlink Foundation, during the “Emperor International CNY Gathering 2020”, and purchased Chinese New Year's sticky rice cake vouchers from Golden Valley, a restaurant in The Emperor Hotel, for a charity sale during the event. The funds raised, without deducting the cost, were all donated to Foodlink Foundation through Emperor Foundation, in order to provide a heartfelt dinner during Chinese New Year to needy people.

本集團於「英皇國際新春好友聚會2020」與本地慈善機構膳心連基金合作，向英皇駿景酒店餐廳一駿景軒購入賀年年糕禮券，並於活動上進行慈善義賣，積極履行企業社會責任。活動籌得之款項均不扣除成本，透過英皇慈善基金全數捐贈至膳心連基金，向有需要的人士送上一頓溫暖的團年飯。

## Supplies and Funds Donation for Pandemic Prevention Work

捐資捐款支持大流行防疫工作

January 2020

2020年1月



With the outbreak of Pandemic during the Year, Emperor Group has donated medical protection supplies and funds totalling RMB10 million through the Emperor Foundation to the Hubei Charity Federation and Social Workers Across Borders, to support the emergency epidemic prevention work in Hubei Province and Hong Kong. More than 100 non-invasive ventilators were included, for symptomatic treatment to assist patients with severe illness to effectively improve their respiration. Another 10,000 sets of medical protective equipment were purchased, to provide support and assistance to medical institutions, and its medical staff standing on the front line and patients with severe illness in Hubei Province.

隨著大流行於本年度爆發，英皇集團通過英皇慈善基金向湖北省慈善總會及無國界社工捐贈合共人民幣1,000萬元的醫療防護物資及捐款，以支持湖北省及香港的緊急防疫工作，其中包括過百部無創呼吸機用於支持對症治療，以輔助重病患者有效改善呼吸；另採購10,000套醫療防護裝備，為湖北省醫療單位、前線醫護人員及重病患者提供支持和幫助。

## 5.2 Environmental Conservation 環境保護

The Group is dedicated to promoting environmental awareness through green education. Environmental conservation activity during the Year include:

本集團致力通過綠色教育宣揚環保意識。於本年度，環境保護活動包括：

### Earth Hour

地球一小時

March 2020

2020年3月



The Group's Head Office joined the millions of people around the globe and turned off its office lights in support of WWF's Earth Hour, an annual event to raise awareness of climate change.

為響應世界自然基金會一年一度的「地球一小時」活動，本集團總辦公室與全球數百萬人一同參與關閉辦公室照明燈。活動旨在提高人們對氣候變化的意識。



# 6. APPENDIX: HKEX ESG REPORTING GUIDE CONTENT INDEX

## 附錄：港交所環境、社會及管治報告指引內容索引

Subject areas 主要範疇	Description 描述	Section 章節
<b>A. Environmental</b>		
<b>A. 環境</b>		
<b>Aspect A1: Emissions</b>		
<b>層面A1：排放物</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	2.1
KPI A1.1 指標A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	2.3
KPI A1.2 指標A1.2	Greenhouse gas emissions in total and intensity. 溫室氣體總排放量及密度。	2.3
KPI A1.3 指標A1.3	Total hazardous waste produced and intensity. 所產生有害廢棄物總量及密度。	Not applicable 不適用  <i>In view of its business nature, the Group does not directly generate any hazardous waste.</i> 基於其業務性質，本集團不會直接產生大量有害廢棄物。
KPI A1.4 指標A1.4	Total non-hazardous waste produced and intensity. 所產生無害廢棄物總量及密度。	2.3
KPI A1.5 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。	2.2
KPI A1.6 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。	2.2

Subject areas 主要範疇	Description 描述	Section 章節
<b>Aspect A2: Use of Resources</b> 層面A2：資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	2.1, 2.2
KPI A2.1 指標A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能源總消耗量及密度。	2.3
KPI A2.2 指標A2.2	Water consumption in total and intensity. 總耗水量及密度。	2.3
KPI A2.3 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。	2.2
KPI A2.4 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。	Not applicable 不適用  <i>The Group did not encounter any problems in sourcing water for its daily operations.</i> 本集團在日常營運中，在覓水源方面並無遇到任何問題。
KPI A2.5 指標A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量及(如適用)每生產單位佔量。	Not applicable 不適用
<b>Aspect A3: The Environment and Natural Resources</b> 層面A3：環境及天然資源		
General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	2.1, 2.2
KPI A3.1 指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	2.2

Subject areas 主要範疇	Description 描述	Section 章節
<b>B. Social</b>		
<b>B. 社會</b>		
<b>Employment and Labour Practices</b>		
僱傭及勞工常規		
<b>Aspect B1: Employment</b>		
層面B1：僱傭		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	3.2
KPI B1.1 指標B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	3.1
KPI B1.2 指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	3.1 Briefly discussed 已概括說明
<b>Aspect B2: Health and Safety</b>		
層面B2：健康與安全		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	3.3
KPI B2.1 指標B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	3.3
KPI B2.2 指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	3.3 Briefly discussed 已概括說明

Subject areas 主要範疇	Description 描述	Section 章節
KPI B2.3 指標B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	3.3
<b>Aspect B3: Development and Training</b> 層面B3：發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	3.5
KPI B3.1 指標B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比。	3.5 Briefly discussed 已概括說明
KPI B3.2 指標B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	3.5 Briefly discussed 已概括說明
<b>Aspect B4: Labour Standards</b> 層面B4：勞工準則		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	3.2
KPI B4.1 指標B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	3.2
KPI B4.2 指標B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	3.2

Subject areas 主要範疇	Description 描述	Section 章節
<b>Operating Practices</b> 營運慣例		
<b>Aspect B5: Supply Chain Management</b> 層面B5：供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	4.1
KPI B5.1 指標B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	4.1 Briefly discussed 已概括說明
KPI B5.2 指標B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	4.1 Briefly discussed 已概括說明
<b>Aspect B6: Product Responsibility</b> 層面B6：產品責任		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	4.2
KPI B6.1 指標B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Not applicable 不適用
KPI B6.2 指標B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	4.2 Briefly discussed 已概括說明
KPI B6.3 指標B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	4.4

Subject areas 主要範疇	Description 描述	Section 章節
KPI B6.4 指標B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	4.2 Briefly discussed 已概括說明
KPI B6.5 指標B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	4.3
<b>Aspect B7: Anti-Corruption</b> 層面B7：反貪污		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	4.5
KPI B7.1 指標B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	4.5
KPI B7.2 指標B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	4.5
<b>Community</b> 社區		
<b>Aspect B8: Community Investment</b> 層面B8：社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解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。	5
KPI B8.1 指標B8.1	Focus areas of contribution. 專注貢獻範疇。	5
KPI B8.2 指標B8.2	Resources contributed to the focus area. 在專注範疇所動用資源。	5