



中國金融發展(控股)有限公司

CHINA SUCCESS FINANCE GROUP HOLDINGS LIMITED

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號：3623

2020

ENVIRONMENTAL, SOCIAL AND
GOVERNANCE REPORT

環境、社會及管治報告

Environmental, Social and Governance Report

環境、社會及管治報告

ABOUT THE ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

China Success Finance Group Holdings Limited (the “**Company**”, together with its subsidiaries, the “**Group**” or “**we**”) is pleased to present the Environmental, Social and Governance Report. This report introduces the Group’s ESG policies and practices in 2020. The reporting period is from 1 January 2020 to 31 December 2020 (the “**Reporting Period**”), which is in line with the disclosure period of the 2020 annual report. We have prepared this report in accordance with the Environmental, Social and Governance Reporting Guide as set out in Appendix 27 to the Listing Rules (the “**Listing Rules**”) of the Main Board of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and it has been reviewed and approved by the Board. The contents of the report comply with the disclosure standards of the Guide, and also contain key indicators at all levels of disclosure as required by the Guide. The purpose of this report is to enable stakeholders and the public to have a more comprehensive and deep understanding of the Group’s progress in sustainable development and to enhance stakeholders’ understanding of and confidence in the Group.

THE ESG GOVERNANCE STRUCTURE

The Board is ultimately responsible for overseeing ESG issues related to the Group’s operations and the overall ESG strategy and reporting.

It is the Board’s responsibility to understand the potential impacts of the ESG topic-related risks and opportunities for the Group’s business, strategy and financial planning, over the short, medium and long term, and to guide the Group in addressing these impacts and embracing the opportunities.

The Board prioritises ESG governance and has been constantly looking for opportunities to enhance the Group’s sustainability performance through setting ESG management approach. The Group aims to adopt a holistic approach by including environmental and social aspects into its core decision making. The Group will continue to implement more group-wide initiatives that focus on addressing ESG issues.

關於環境、社會及管治報告

中國金融發展(控股)有限公司(「本公司」, 連同其附屬公司, 以下統稱為「本集團」或「我們」)欣然呈報環境、社會及管治報告。本報告介紹本集團於二零二零年度在環境、社會及管治方面的政策及實踐。報告期間為二零二零年一月一日至二零二零年十二月三十一日(下稱「報告期間」), 與二零二零年年報的披露時間範圍保持一致。我們按照香港聯合交易所有限公司(「聯交所」)主板上市規則(「上市規則」)附錄二十七所載《環境、社會及管治報告指引》編製本報告, 並已經董事會審閱及批准。報告內容符合指引的披露準則, 亦包含指引所要求披露的各層面關鍵指標。本報告旨在使利益相關人士及公眾更全面透徹地了解本集團在可持續發展方面的進展, 並增強利益相關人士對本集團的了解和信心。

環境、社會及管治報告的管治架構

董事會為監察有關本集團運作的ESG議題以及整體ESG策略和報告承擔最終的責任。

董事會有責任了解ESG相關議題的風險對本集團的潛在影響, 以及這些ESG相關議題對本集團短期中期長期的業務、戰略、財務規劃所創造的機遇, 並帶領本集團處理這些影響及迎接機遇。

董事會以ESG管治為優先事項, 一直透過訂立ESG管治方針尋找機遇, 以提升本集團的可持續發展績效。本集團期望採用全方位管理方針, 將環境及社會考慮納入其核心決策。本集團會繼續實施更多以處理ESG議題為重點的集團措施。

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In order to strengthen the ESG disclosure and provide a stepping stone for target setting in the long run, the Group will conduct an evaluation of the data collection system and process to facilitate stakeholders' comprehensive understanding of its ESG performance and allow them to have a meaningful comparison and analysis.

REPORT PREPARATION EXPLANATION

REPORTING SCOPE

The reporting scope of this report is China Success Finance Group Holdings Limited and its major subsidiaries, covering the data and activities of the premises in Hong Kong and the mainland of China where the Group mainly operates. For details of the corporate governance of the Group, please refer to the Corporate Governance Report set out in the 2020 Annual Report of the Group.

REPORTING PRINCIPLES

This report has been prepared under the principles of materiality, quantification, balance and consistency. Given that the business nature of the Group, there is no significant environmental risk in our operation, the Group is still committed to minimising the impact of its operations on the environment.

The Group communicates with the key stakeholders to identify and determine the material issues in Environmental, Social and Governance Report. We regularly collect environmental related data by setting up forms, conduct calculation and comparative analysis of key indicators, report the results in digital format and adjust our behavior and environmental objectives accordingly. Meanwhile, consistent data calculation methods, disclosure of statistical methods and assumptions used in compiling data have enabled the meaningful comparison of the performance of ESG data at different time. The data in the report is derived from the collection, calculation and analysis in accordance with the relevant guidelines and standards, such as the Reporting Guidance on Environmental KPIs prepared by the Stock Exchange. Moreover, the figures may not sum up to the total due to rounding.

為了加強ESG披露和提供基礎以訂立長期目標，本集團將評估資料收集系統及過程，以協助持份者全面了解其ESG績效，並確保持份者可進行有意義的比較和分析。

報告編製說明

匯報範圍

本報告的匯報範圍為中國金融發展(控股)有限公司及其重大附屬公司，涵蓋本集團主要經營地點香港及內地兩地辦公場所的數據及活動。有關本集團企業管治的詳情，請參閱本集團二零二零年年度報告內的企業管治報告。

匯報原則

本報告已按照重要性、量化、平衡及一致性原則進行編寫。鑑於本集團的業務性質，我們的經營並無重大環境風險，儘管如此，本集團仍致力於將自身運營對環境的影響降至最低。

本集團與主要持份者進行溝通以識別和決定環境、社會及管治報告的重要性議題。我們通過設置表格定期收集報告有關數據，進行關鍵指標計算和比較分析，結果以數字形式匯報，並據此調整我們的行為和環保目標。同時在數據計算方法、披露統計方法及編備數據所用假設等方面貫徹一致，令環境、社會及管治各個層面的數據不同時間的表現可作有意義的比較。報告內的數據是按照有關指引及標準收集和計算分析所得，例如聯交所編製的《環境關鍵績效指標匯報指引》。另外，由於各數字採取四捨五入計算，相加結果未必與總計數字相符。

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The Group is committed to providing a fair presentation of ESG performance and presenting the data at all levels in a clear format to avoid omissions or errors.

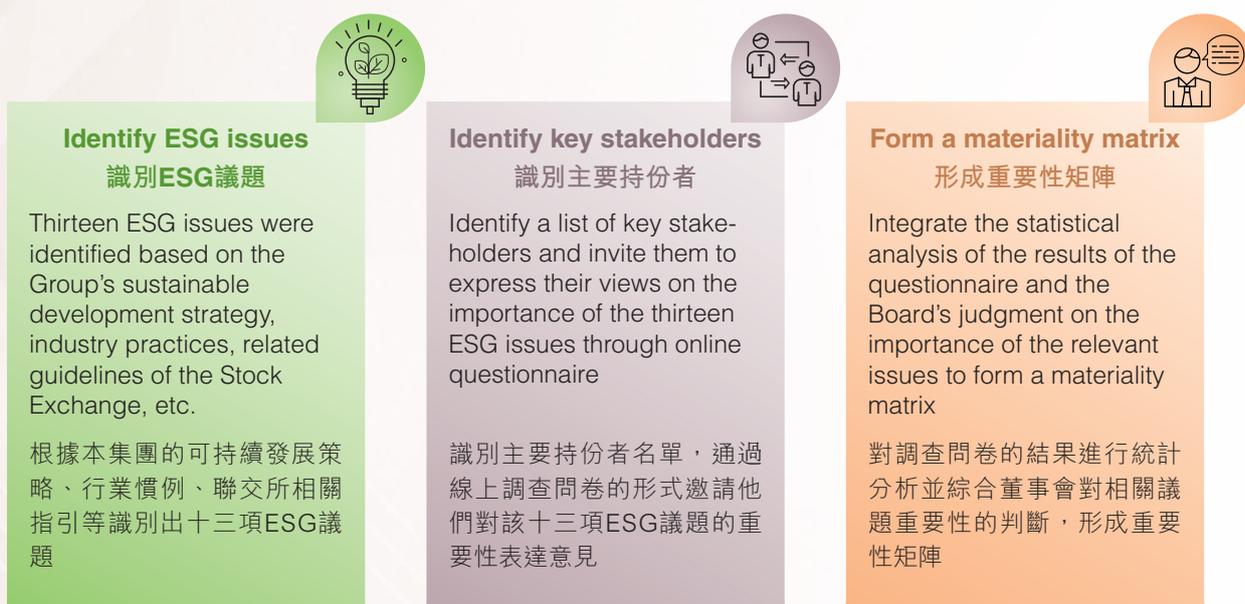
本集團致力於在呈報環境、社會及管治方面的表現時做到不偏不倚，對各個層面的數據進行格式清晰的陳列，避免遺漏或錯誤。

IMPORTANCE EVALUATION

重要性評估

The importance evaluation helps us to gain insight into different stakeholders' expectations of the Group, to lay the foundation for better responding to stakeholders' concerns, and to provide the Group with a strong basis for formulating long-term strategies. In order to identify environmental, social and governance issues that are important to the Group, we conduct importance evaluation by the following means.

重要性評估有助於我們深入了解不同持份者對本集團的期望，為更好地回應持份者的關切奠定基礎，並給本集團制定長遠策略提供有力依據。為識別對本集團而言屬重要的環境、社會及管治議題，我們通過以下方式進行重要性評估。



Environmental, Social and Governance Report

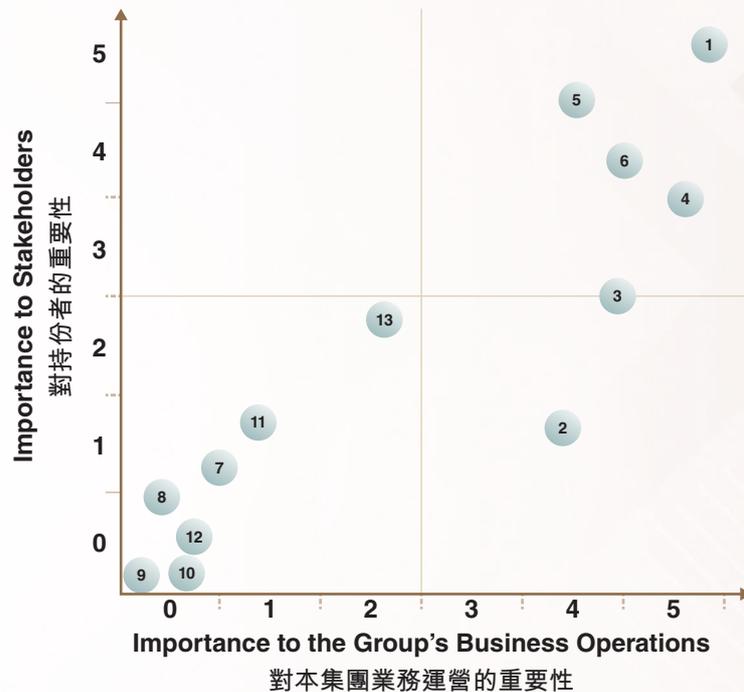
環境、社會及管治報告

According to the materiality matrix, the Group should focus on issues relating to internal control and risk management, employee development and training, product responsibility, anti-corruption, employee health and safety and employment and labour practices.

根據重要性矩陣，本集團應重點關注有關內控及風險管理、僱員發展及培訓、產品責任、反貪污、僱員健康與安全和僱傭及勞工常規方面的議題。

Chart 1 Materiality Matrix

圖表1 重要性矩陣



Note: Environmental, social and governance issues (ranking from 1 to 5 with 5 being the most important): 1. Internal control and risk management; 2. Employment and labour practices; 3. Employee health and safety; 4. Employee development and training; 5. Product responsibility; 6. Anti-corruption; 7. Energy consumption; 8. Waste gas and greenhouse gas emissions; 9. Discharges into water and land; 10. Generation of hazardous and non-hazardous waste; 11. Climate change; 12. Supply chain management; 13. Community investment.

註：環境、社會及管治議題(重要性由1至5,5為最重要): 1.內控及風險管理; 2.僱傭及勞工常規; 3.僱員健康與安全; 4.僱員發展及培訓; 5.產品責任; 6.反貪污; 7.能源耗用; 8.廢氣及溫室氣體排放; 9.向水及土地的排污; 10.有害及無害廢棄物的產生; 11.氣候轉變; 12.供應鏈管理; 13.社區投資。

FEEDBACK

If you have any suggestions or comments on the contents of this report, please email them to hkinfo@chinasuccessfinance.com to enable us to further improve our overall performance and keep the quality of the report up to date with the times.

意見反饋

如閣下對本報告內容有任何建議或意見，歡迎發送電郵至 hkinfo@chinasuccessfinance.com，讓我們能夠進一步改善整體表現，讓報告質量與時並進。

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環境、社會及管治報告

SUSTAINABLE DEVELOPMENT STRATEGY

As a responsible corporate citizen, the Group upholds the core philosophy of “Great Cause of Success, Serving the Society” and is committed to integrating the concept of sustainable development into its daily operation and management, so as to minimise the impact of energy consumption on the environment. The Group pays attention to the future development and the long-term interests. While constantly innovating on business models and improving service quality, the Group actively fulfills its social responsibilities, and strives to create value in four aspects, namely standardizing orderly operation, cultivating professional talents, green low-carbon operation, and supporting community construction. The Group also shares its operating results with shareholders, employees, customers, investors and partners to promote the sustainable development of the Group and the society.

可持續發展策略

本集團作為負責任的企業公民，秉持「集成大業，服務社會」的核心理念，致力於將可持續發展的觀念融入到日常營運及管理當中，將使用能源對環境造成的影響減至最低。本集團關注未來發展和長遠利益，在不斷創新業務模式，提升服務質量的同時，積極踐行社會責任，力求在規範有序經營、培養專業人才、綠色低碳運作及支持社區建設四個方面創造價值，並將經營成果與股東、員工、客戶、投資者及合作夥伴等共享，推動本集團和社會的可持續發展。



Chart 2 Sustainable Development Strategy
圖表2 可持續發展策略

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HONOURS AND AWARDS OF THE GROUP

The Group is a member of the China Financing Guarantee Association, the vice chairman of the Guangdong Financing Guarantee Association, the vice chairman of the Foshan Financing Guarantee Association, the vice chairman of the Financial Industry Promotion Association of Chancheng District, a standing committee member of the Jiangxi Chamber of Commerce in Guangdong Province, and a council member of the Foshan Enterprise Confederation and the Foshan Entrepreneur Association. In recent years, the Group has been awarded the honorary titles and awards such as “Guangdong Independent Innovation Model Enterprise”, “Guangdong Small and Medium Enterprises Financing Service Demonstration Institution”, “Youth Leading Enterprise”, “Bank-guarantee Cooperation and Supporting Small and Medium Enterprises Financing Social Responsibility Award” and “Foshan Citizen’s Most Favourite Financial Institution”, and has been awarded the “Major Tax Payer” many times by the People’s Government of Chancheng District, Foshan City and AA credit unit. During the Reporting Period, Guangdong Success Finance Guarantee Company Limited (the “**Success Guarantee**”), a subsidiary of the Group, has successfully renewed the Business License of Financing Guarantee Business, and become one of the first three cooperative guarantee institutions of Foshan Financing Guarantee Fund.

ENVIRONMENTAL, SOCIAL AND GOVERNANCE GROUP

The Group has established an environmental, social and governance group (the “**ESG group**”) which is coordinated by the Chief Executive Officer, organized by the Administration Department and assisted by the representatives of other departments. The ESG group is responsible for collecting environmental data on a regular basis and conducting calculation and analysis on the data, monitoring the implementation of various environmental protection measures, assessing the impact of the Group’s business operations on the environment, reporting to the Board on a regular basis, and reviewing and adjusting based on the analysis results to continuously improve our environmental, social and governance performance. The Board identifies, evaluates and monitors material environmental, social and governance issues through reviewing the Group’s operations, internal discussions and importance evaluation, while keeping an eye on the latest developments in the environment, society and governance to ensure that the Group complies with relevant regulatory requirements.

集團榮譽獎項

本集團是中國融資擔保業協會會員單位、廣東省融資擔保業協會副會長單位、佛山市信用擔保行業協會副會長單位、禪城區金融產業促進會副會長單位、廣東省江西商會常務理事單位、佛山市企業聯合會及佛山市企業家協會理事單位。近年來先後獲評「廣東省自主創新示範企業」、「廣東省中小企業融資服務示範機構」、「青年領軍企業」、「銀擔合作支持中小企業融資社會責任獎」、「佛山市民最喜愛金融單位」等榮譽稱號及獎項，並多次獲授佛山市禪城區人民政府納稅大戶及獲評AA級資信單位。報告期間，本集團附屬公司廣東集成融資擔保有限公司（「**集成擔保**」）成功換發《融資擔保業務經營許可證》，成為佛山市融資擔保基金首批三家合作擔保機構之一。

環境、社會及管治小組

本集團已設立環境、社會及管治小組（「**ESG 小組**」），由行政總裁統籌，綜合部執行，其他部門派出代表輔助。ESG小組負責定期收集環境數據並針對數據進行計算分析，監控各項環保措施的實行情況，評估本集團業務運營對環境的影響，定期向董事會進行匯報，並視分析結果進行檢討調整，以持續改善我們在環境、社會及管治方面的表現。董事會透過檢討本集團的運營、內部討論及重要性評估，識別、評估及監管重要的環境、社會及管治事宜，同時對環境、社會及管治的最新動向保持關注，確保本集團符合相關監管要求。

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COMMUNICATION WITH STAKEHOLDERS

We understand that stakeholders' engagement helps to continuously improve the Group's operating performance. The Group always values the opinions of stakeholders and believes that it is crucial to maintain open and effective communication with them. We maintain active contact with our stakeholders through a variety of channels to understand their concerns and expectations, needs and views, so that we can more objectively review the Group's efforts in assessing, planning, implementing and managing corporate sustainable development. We firmly believe that continuous improvement of communication with stakeholders will help the Company become more open and transparent, and create greater value.

As far as the Group is concerned, stakeholders refer to the groups and individuals who have a significant impact on or are affected by the business of the Group.

持份者溝通

我們明白持份者參與有助於持續改善本集團的經營表現。本集團一直重視持份者的意見，相信與其保持坦誠、有效的溝通至關重要。我們通過多種渠道與持份者保持積極聯繫，藉此了解彼等關注的事項及期望，需求及看法，以使我們能夠更客觀地審視本集團在評估、規劃、實施及管理企業可持續發展方面的工作。我們堅信，不斷完善與持份者的溝通有助於企業變得更加開放透明，更好地創造價值。

就本集團而言，持份者指的是對本集團業務有重大影響，或受本集團業務影響的群體和個人。

內部持份者 Internal Stakeholders 	外部持份者 External Stakeholders 	
<ul style="list-style-type: none">· Board of directors · 董事會· Management · 管理層· Ordinary employees · 一般員工	<ul style="list-style-type: none">· Shareholders · 股東· Investors · 投資者· Customers · 客戶· Media · 媒體· Public communities · 公眾社區	<ul style="list-style-type: none">· Partners · 合作夥伴· Governments/regulatory authorities · 政府／監管部門· Banks/financial institutions · 銀行／金融機構· Peers/industry · 同業／行業協會

Chart 3 Internal and External Stakeholders of the Group
圖表3 集團內部及外部持份者

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The Group communicates with the stakeholders through the following channels: 本集團通過以下渠道與持份者進行溝通：

Key stakeholders 主要持份者	Key concerns 主要關注點	Key communication channels 主要溝通渠道
Governments/ regulatory authorities 政府/監管部門	<ul style="list-style-type: none"> – compliant operation – paying taxes in accordance with the laws – supporting national strategies – offering employment posts 	<ul style="list-style-type: none"> – tax declaration – correspondence of official documents – implementation of policies – inspection of institutions – information disclosure
Shareholders/investors 股東/投資者	<ul style="list-style-type: none"> – return on investment – corporate governance – operating strategies – regular and timely information disclosure 	<ul style="list-style-type: none"> – annual general meetings – annual reports and interim reports – announcements and notices – the Company’s website – circulars
Employees 員工	<ul style="list-style-type: none"> – protection of interests – remuneration and benefits – occupational health – training and career development – good working environment 	<ul style="list-style-type: none"> – staff activities – daily operation of the labour union – staff evaluation and performance assessment – regular meetings and trainings – regular work summary – team culture construction – staff care plans

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Key stakeholders 主要持份者	Key concerns 主要關注點	Key communication channels 主要溝通渠道
Customers 客戶	<ul style="list-style-type: none"> – quality services – effective communication – protection of interests 	<ul style="list-style-type: none"> – site visits to the customers – reply to customer consultation – site visits of the customers – daily communication and dialogue – customer hotline and email
Partners 合作夥伴	<ul style="list-style-type: none"> – performance in accordance with the laws – mutual benefit and win-win result – fair competition 	<ul style="list-style-type: none"> – visits of cooperative organizations – negotiations of strategic cooperation – mutual visits and communication
Financial institutions 金融機構	<ul style="list-style-type: none"> – compliance of the laws and regulations – truthful disclosure of information – honest operation 	<ul style="list-style-type: none"> – mutual visits and communication – information disclosure – annual reports, interim reports and announcements
Peers/industry associations 同業/行業協會	<ul style="list-style-type: none"> – experience sharing – fair competition – commercial ethics 	<ul style="list-style-type: none"> – joining industry associations – attending industry forums and lectures – industry conferences
Media 媒體	<ul style="list-style-type: none"> – open and transparent information – multi-channel communication – timely information disclosure 	<ul style="list-style-type: none"> – interview – news release – official websites and official accounts – response to inquiries
Public communities 公眾社區	<ul style="list-style-type: none"> – public benefit undertakings – environmental protection – community development 	<ul style="list-style-type: none"> – public benefit activities – community activities – support of community projects

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ENVIRONMENTAL MATTERS

The business operation of the Group is mainly concentrated in offices and does not involve the production process. The Group mainly provides diversified and comprehensive financial services such as guarantee, financial leasing and asset management to the customers. As compared with other industries, the Group's operations do not have significant environmental risks and our principal business activities do not have material impact on the environment and natural resources. Nevertheless, as a responsible enterprise, we are fully aware of the importance of environmental protection to the sustainable development of the world, and we will start from the minor matter to care for the environment. We strive to minimise the impact of our operations on the environment by improving the efficiency of the use of resources, promoting environmentally responsible business practices, and cultivating environmental awareness among our employees. We will continue to improve our environmental protection performance and strive to achieve our vision of sustainable development.

EMISSIONS

The Group strictly complies with the Environmental Protection Law of the People's Republic of China, the Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste, the Law of Water Pollution Prevention of the People's Republic of China, the Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution, the Regulation on Urban and Rural Household Waste Treatment in Guangdong Province, the Water Pollution Control Ordinance, the Air Pollution Control Ordinance and the Waste Disposal Ordinance of the Hong Kong Special Administrative Region and other regulations on environmental protection and pollutant control. We have formulated the relevant office management measures to reduce the waste of resources and enhance energy conservation.

The emissions of the Group are mainly derived from carbon emissions and domestic wastes generated from the use of official vehicles and energy consumption in daily operation.

During the Reporting Period, the Group did not have any non-compliance incidents relating to the emissions of hazardous and non-hazardous wastes into water, land and air, or the generation of such wastes.

環境事務

本集團的業務運作主要集中在辦公室內，不涉及生產過程，主要為客戶提供擔保、融資租賃、資產管理等多元化的綜合金融服務。與其他行業相比，本集團的經營並無重大環境風險，我們的主要業務活動對環境及自然資源亦無重大影響。即便如此，作為負責任的企業，我們深知環境保護對全球可持續發展的重要性，愛護環境從點滴做起。我們透過提高資源使用效率及提倡對環境負責任的商業行為，培養員工的環保意識，儘力減少自身營運對環境造成的影響。我們將持續改善在環保方面的表現，努力實現可持續發展的願景。

排放物

本集團嚴格遵守《中華人民共和國環境保護法》、《中華人民共和國固體廢物污染環境防治法》、《中華人民共和國水污染防治法》、《中華人民共和國大氣污染防治法》、《廣東省城鄉生活垃圾處理條例》及香港特別行政區《水污染管制條例》、《空氣污染管制條例》、《廢物處置條例》等有關環境保護及污染物管制的法規。我們制定了相關的辦公室管理辦法，減少資源浪費的同時加強能源節約。

本集團的排放物主要來源於公務車使用及日常運營對能源使用產生的碳排放及生活垃圾。

於報告期間，本集團並無發生有關向水、土地及空氣排放，或產生有害及無害廢棄物等的違規事件。

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環境、社會及管治報告

1. Air Emissions

The source of emissions of the Group mainly comes from the direct or indirect emissions from combustion of fuels in official vehicles, purchased electricity, paper and water consumption and business flights. Details of the emissions generated are shown below.

1. 空氣排放物

本集團排放物的源頭主要來自於公務車使用燃料燃燒、外購電力、紙張和用水消耗及商務飛行所致的直接或間接排放。產生的空氣排放物詳情於下面列示。

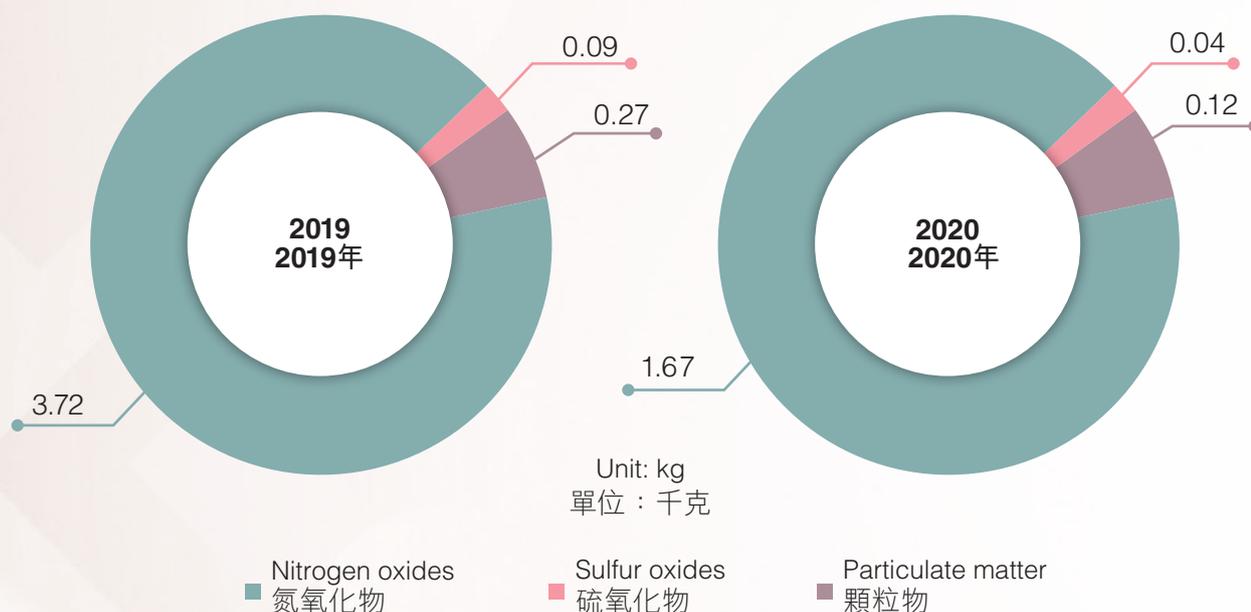


Chart 4 Emissions from the use of official vehicles
圖表4 公務車使用產生的排放物

Note:

The emission coefficients adopted in the calculation of emissions (nitrogen oxides, sulfur oxides and particulate matter) were derived from the following sources:

- EMFAC-HK Vehicle Emission Calculation
- MOBILE6.1 Particulate Emission Factor of United States Environmental Protection Agency

These coefficients are calculated on the assumption that the relative humidity is 80% and the temperature is 25 degrees Celsius with an average speed of 30 kilometers per hour and only the gases emitted in the running process are included.

註：

計算排放物(氮氧化物、硫氧化物、顆粒物)採取的排放系數乃按照以下來源得出：

- 香港環境保護署汽車排放計算模型
- 美國環境保護署的顆粒排放系數模式

該等系數乃假設相對濕度為80%，溫度為攝氏25度，平均行駛速度為每小時30公里計算，並只包括行駛中排放的氣體。

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The emission of greenhouse gases by the Group is as follows: 本集團溫室氣體的排放情況如下：

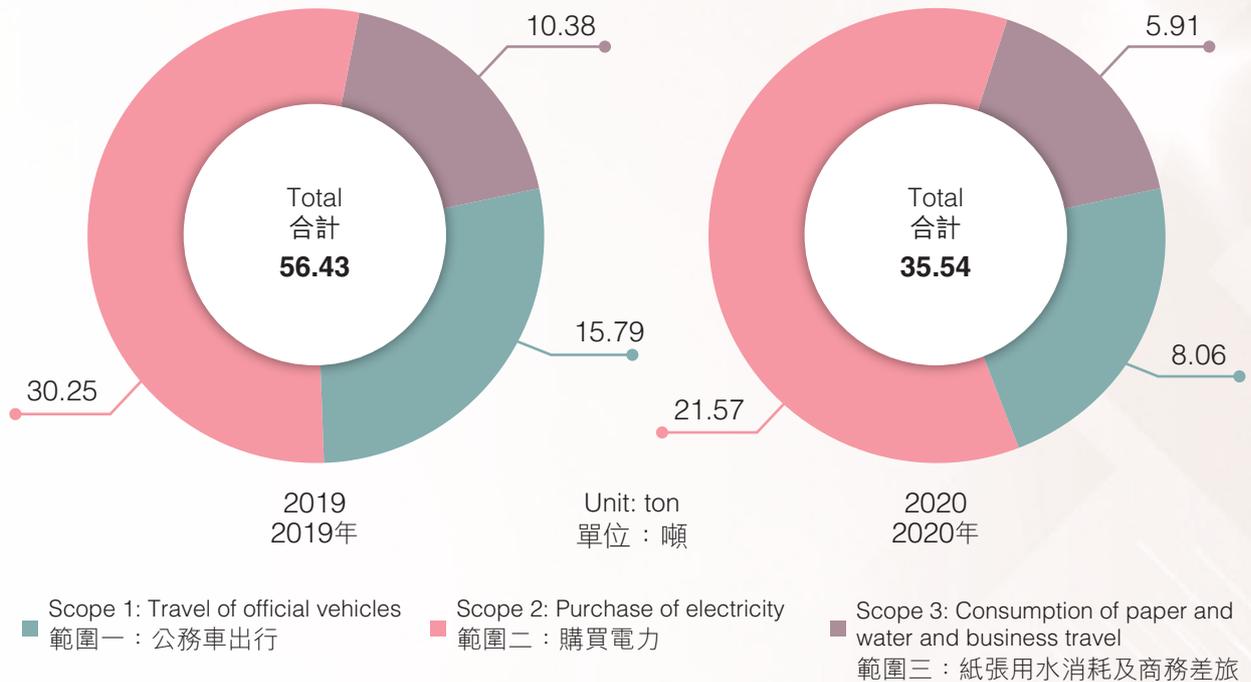


Chart 5 Greenhouse gases emission profile: Emission in CO₂e
圖表5 溫室氣體排放情況：二氧化碳當量排放量

Note:
The calculation of greenhouse gas emissions is based on “Appendix II: Reporting Guidance on Environmental KPIs” in “How to prepare an ESG Report” prepared by the Stock Exchange.

The density of carbon dioxide emission of the Group was 0.56 tons per employee.

During the Reporting Period, there were decreases in the emissions and emission of greenhouse gases of the Group, mainly due to the decrease in the use of official vehicles and business travels as a result of the impact from the COVID-19 pandemic.

註：
溫室氣體排放的計算是根據聯交所編製的《如何準備環境、社會及管治報告？》內的《附錄二：環境關鍵績效指標匯報指引》。

本集團二氧化碳排放密度為每名僱員0.56噸二氧化碳當量。

於報告期間，本集團排放物及溫室氣體排放均有所下降，主要是受新冠疫情影響減少了公務車使用及商務差旅所致。

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The Group has formulated relevant travel management regulations and management measures for official vehicles to reduce the emissions of greenhouse gas, including:

- Reducing carbon emission generated from domestic and overseas business trips by taking priority of using communication means such as conference calls and electronic communications;
- Railways are preferred for short business trips to reduce operating costs while reducing the impact of excessive energy consumption on the environment;
- Prior to the departure of official vehicles, we use map software to understand the traffic condition, plan the itinerary and the expected travel time in advance, so as to select the appropriate route and save the travel time and costs;
- By using the electronic toll collection system, vehicles can save the parking time for passing tunnels or main line toll stations, thereby reducing emissions of vehicle exhaust and improving air quality;
- Carrying out proper maintenance regularly on the official vehicles to inspect the tires to ensure that the pressure of the tires reaches an appropriate level and to extend the useful life of the vehicles;
- Encouraging the employees to work from home or achieve green commuting by walking and riding during the pandemic period.

Measures to reduce electricity consumption are detailed below.

本集團已制定相關差旅管理規定及公務用車管理辦法以減少溫室氣體排放，其中包括：

- 優先採用電話會議、電子通訊等溝通方式，減少因本地及境外差旅產生的碳排放；
- 在短途差旅中優先使用鐵路，在降低運營費用的同時減少過渡耗能對環境造成的影響；
- 於公務車出行前，使用地圖軟件了解行車狀況，提前規劃行程及預計行車時間，從而選定合適的路線，節省行程時間及費用；
- 通過使用電子道路收費系統，節省車輛通過隧道或幹線收費站的停車時間，從而減少汽車廢氣排放，幫助改善空氣質量；
- 對公務車定期進行適當的保養，檢驗輪胎以確保胎壓達到適合的水平，延長汽車的使用壽命；
- 疫情期間鼓勵員工居家辦公或通過步行、騎行實現綠色通勤。

有關減少用電的措施將在下文詳細列出。

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2. Wastes

The hazardous wastes of the Group mainly refer to a small quantity of waste medicines, lamp tubes, batteries and obsolete office equipments such as ink boxes. As the hazardous wastes generated by Hong Kong office are collectively handled by the property management office of the office building where the office is located, there is no relevant data. As for the hazardous wastes generated by the office in the mainland of China, we will sort the wastes firstly and then pass them to relevant qualified professional agencies for disposal, in order to ensure they will not cause pollution to the environment. Relevant data is small and difficult to make statistic, so it is not disclosed herein. The non-hazardous wastes of the Group are mainly waste paper products, part of which we recycle for other purposes. During the year, 20 kg of non-hazardous wastes were generated with a per capita density of 0.3 kg.

Although the Group does not generate a plenty of wastes, we deeply know the importance of waste control at the source. The Group pursues the 4R strategy in the office space, namely Reduce, Reuse, Recycle and Replace. We have implemented the following waste reduction measures accordingly:

- To reduce the use of disposable paper cups and replace them with porcelain cups that can be used after repeated cleaning;
- To promote the paperless office and replace printed copies with electronic documents whenever possible;
- To select formats with high utilization efficiency of paper for the documents that need to be printed, for example, to choose a small font and line space when printing the documents, and to choose duplex printing whenever possible;
- To place boxes to collect non-confidential papers for recycling and reuse;
- To set up garbage bins to collect discarded face masks, and hand over them to the property management office for disposal;
- To choose recyclable categories when purchasing stationery and to reuse stationery such as envelopes, folders and document bags.

Through the promotion of the measures above, our employees have established work practices of efficient use of resources.

2. 廢棄物

本集團的有害廢棄物主要是少量的廢棄藥品、燈管、電池，廢棄的辦公設備如墨盒等。香港辦公室的有害廢棄物均由所在辦公大樓物業管理處統一處理，故並無相關的數據。對於內地辦公室產生的有害廢棄物，我們會先對其進行分類，然後交由具有相關資質的專業機構對其進行處置，確保不會對環境造成污染，相關數據微小且難以統計，故不在此披露。本集團的無害廢棄物主要為廢棄紙製品，我們對其中部分廢紙進行回收利用。本年度產生無害廢棄物20千克，人均密度為0.3千克。

雖然本集團不產生大量廢棄物，但是我們深知從源頭上控制廢棄物的重要性。本集團於辦公場所奉行4R策略，即減少使用、循環利用、回收再用、替代使用。我們據此實行了以下各項減廢措施：

- 減少使用一次性紙杯，改以可重複清洗後使用的瓷杯替代；
- 推廣無紙化辦公，儘量以電子文件代替打印；
- 需打印的文件使用空間利用效率高的格式，如打印文件時選用較小的字體及行距，並儘量採用雙面打印；
- 設置容器收集非機密文件紙張以回收再用；
- 設置垃圾桶收集廢棄口罩並交給大廈管理處進行處置；
- 購置文具時選擇可循環利用的種類，重複使用信封、文件夾、文件袋等文具。

通過推廣上述措施，員工已養成高效利用資源的工作習慣。

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RESOURCE UTILIZATION

Resource utilization is one of the key concerns of the Group and the Group complies with the laws and regulations related to resource utilization, including but not limited the Law of the People's Republic of China on Conserving Energy and the Administrative Regulations on Urban Water Conservation.

The Group does not produce physical products, so it does not use packaging materials and has also not encountered any problem in obtaining suitable water sources. Resources used mainly include electricity, water and paper. The Group advocates green office and is committed to using all resources with high efficiency. The resource consumption data of the Group during the Reporting Period is set out below:

資源使用

資源使用是本集團關注的重點之一，本集團遵守與資源使用相關的法律法規，包括但不限於《中華人民共和國節約能源法》及《城市節約用水管理規定》等。

本集團不生產實物產品，故不會使用包裝材料，在求取適用水源上亦未遇見任何問題。我們對資源的使用主要包括電力、水和紙張。本集團倡導綠色辦公，致力於高效使用所有資源，以下為本集團於報告期間的資源消耗數據：

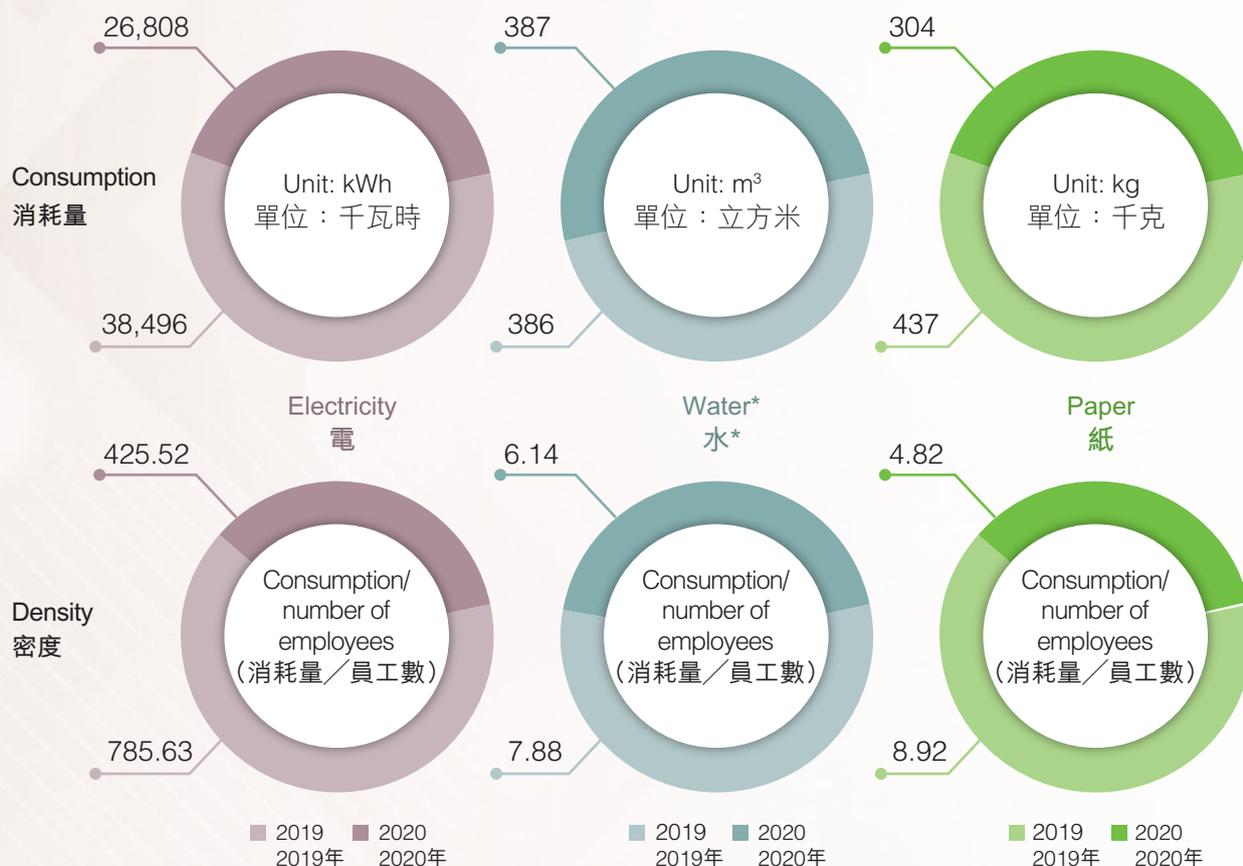


Chart 6 Resource Consumption
圖表6 資源消耗情況

Note: Above figures only include water consumption for office use at the place of operation in the mainland of China. As the water used at the office in Hong Kong is collectively regulated by the property management office, no related data is available.

註：以上數據僅包含內地辦公場所辦公用途的用水量。香港辦公室的用水由物業管理處統一管理，因此未能獲得相關數據。

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During this year, there was a significant decrease in electricity consumption and paper consumption due to the measures for epidemic prevention and control, such as telecommuting. However, there was a slight increase in water consumption as compared to last year, due to the regular sterilization for epidemic prevention after returning to work. In general, the utilisation efficiency of energy resources of the Group had been further improved during the Reporting Period.

Based on the actual operation conditions of the Group, we have fostered the awareness of energy conservation and emission reduction in the daily management, focusing on improving energy efficiency of lighting, air conditioning and office electrical equipments. We have established the Guidelines on Energy Conservation in Office with reference to relevant laws and regulations and the guides of relevant institutions, and have implemented the following measures for energy conservation:

In respect of the use of electricity:

- We use energy-saving lighting equipments and prioritize the purchase of electric appliances with high energy efficiency;
- We unplug the chargers of equipments and all kinds of plugs from the sockets when they are not in use for a long time;
- We clean and replace the air-conditioner filters to ensure the normal operation of the air-conditioners. When using the air-conditioners, we keep doors and windows closed tightly to reduce the loss of cool air;
- We use light color lampshades with high light transmittance, increase the brightness of the bulbs while reducing electricity consumption, and keep the lighting equipments clean to achieve the highest lighting efficiency;
- Office equipment, such as printers, fax machines, shredders, etc., is set in auto standby sleep mode when left idle and is power off if not in use for a long time;

本年度，由於疫情防控採取了遠程辦公等措施，用電量及耗紙量較去年明顯減少，但返工後經常性的防疫消毒工作，導致耗水量較去年稍微上升。總體而言，本集團於報告期內的能源使用效益得到了進一步改善。

針對本集團運營的實際情況，在日常的管理當中，我們樹立節能減排意識，專注於改善照明、空調及辦公電器設備的能源效益。我們參照相關法律法規及有關機構的指南制定《辦公室節能指引》，並落實以下節能措施：

用電上：

- 使用節能照明設備、優先採購高能源效益的電器；
- 長時間不使用時，將設備充電器及各類插頭從插座拔出；
- 定期清潔及更換空調濾網，以確保空調的正常運作。使用空調時保持門窗緊閉以減少冷氣流失；
- 使用透光率高的淺色燈罩，增加燈泡的亮度，同時減低耗電量，保持燈光設備潔淨以達致最高的照明效益；
- 設定打印機、傳真機、碎紙機等辦公室設備於閑置時進入自動待機／睡眠模式，長時間不使用時關閉電源；

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- We use lamplight only when necessary and make the best use of sunlight to reduce using the energy of electric lamps;
- The last employee leaving the office after work is required to check whether all the air-conditioners, office equipments are switched off, ensuring that lights and machines are off when no one is there.
- 需要時才使用燈光，並儘量善用日光，減少使用電燈的能源；
- 下班後要求最後一個離開辦公室的員工檢查所有空調、辦公設備的電源等是否已關閉，確保做到人走燈滅，人離機關。

In respect of the use of water:

- We put up water-saving signs in areas with water outlets, requiring the staff to turn off the taps after use;
- We send designated personnel to check whether there is any leakage in the water supply facilities on a regular basis and repair timely;
- We reduce the water pressure as much as possible and store used water for cleaning the office space.

Through the promotion of the measures above, our employees have established the practices of water and electricity conservation, and there is basically no occurrence of turning on the lights and taps for a long period of time.

In respect of the use of paper:

- We do our best to send messages through email and office software and actively promote paperless approval;
- We place a recycling box next to the photocopier to collect single-sided paper for recycling;
- We photocopy documents as needed to avoid photocopying too many copies.

用水上：

- 在用水區域粘貼節約用水標識，要求員工使用後關緊水龍頭；
- 派專人定期檢查供水設施是否出現滲漏並及時進行維修；
- 儘量降低水壓並儲存用過的水，以用作清洗辦公場地。

通過推廣上述措施，員工養成了節約用水、節約用電的習慣，長明燈長流水現象基本消失。

用紙上：

- 儘量通過電子郵件、辦公軟件發送信息，積極推行審批無紙化；
- 在複印機旁放置回收盒，收集單面紙以供循環利用；
- 按需要量影印文件，避免多印。

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ENVIRONMENT AND NATURAL RESOURCES

The impact of the Group on the environment and natural resources is insignificant. Notwithstanding, the Group is still committed to lessening any potential negative impact of its operation on the environment and reduces its reliance on natural resources through various means. We implement a registration system for office supplies, regularly check the consumption of office supplies, and manage the procurement, allocation and inventory of office supplies properly to reduce unnecessary waste. In addition, we provide our employees environmental education and promotion to encourage them to take environmentally responsible actions and procure them to make joint contributions to environmental protection with the Group.

We will continuously review our own environmental policies and monitor the implementation of environmental protection measures in the office. Relevant responsible personnel will report the implementation to the management on a regular basis and make continuous improvements. Meanwhile, we will actively research and implement other environmental protection measures.

CLIMATE CHANGE

The Group's main business activities are concentrated in indoor office premises. Climatic matters, such as typhoons and rainstorms, may affect the business of the Group. When typhoons and rainstorms occur, we will arrange work strictly in accordance with the relevant government policies and guidelines and suspend work when necessary to protect the personal safety of employees and the safety of the property of the Group.

The Group adopts the following measures to avoid the risks caused by typhoons and rainstorms:

- Regularly organize personnel of relevant departments to conduct safety inspections to the office and promptly make rectification when hidden dangers are discovered;
- Formulate emergency plans for bad weather and make adjustments and revisions based on actual conditions;
- Prepare flashlights, commonly used medicines and other materials regularly for urgent needs;

環境及天然資源

本集團對環境和天然資源的影響甚微，即使如此，本集團仍致力於降低營運中可能對環境造成的任何負面影響，並使用多種方法減少對天然資源的依賴。我們實行辦公用品登記制度，定期檢查辦公用品的消耗情況，做好辦公用品的購置、發放和庫存管理，減少不必要的浪費。此外，我們對僱員進行環境教育及宣傳，以鼓勵他們採取對環境負責的行為，促使員工與集團共同為環境保護貢獻力量。

我們會持續審視自身的環境政策，監控有關環保措施於辦公室內的實行情況，相關負責人員會定期向管理層反饋執行情況，並不斷進行改善，同時亦會積極研究推行其他環保措施。

氣候轉變

本集團主要業務活動集中於室內辦公場所，颱風、暴雨天氣為可能對本集團產生影響的氣候事宜。當發生颱風、暴雨時，我們將嚴格按照政府相關政策指引安排工作，必要時進行停工，保護員工的人身安全及集團的財產安全。

本集團採取以下措施以規避颱風、暴雨天氣帶來的風險：

- 定期組織相關部門人員對辦公場所進行安全檢查，發現隱患時及時整改；
- 制定惡劣天氣應急預案並根據實際情況進行調整修訂；
- 日常準備好手電筒、常用藥品等物資，以備急需；

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- Conduct safety education for employees and promote relevant knowledge;
- Care about the commuting of employees in bad weather, remind them to travel safely and provide assistance when necessary.
- 對員工進行安全教育及相關知識的宣傳普及；
- 關心員工在惡劣天氣下的通勤情況，提醒其安全出行並在必要時提供幫助。

In the event of bad weather, the Group will respond promptly to minimise the loss and harm caused. Meanwhile, we reduce our carbon footprint through green and low-carbon operations and make contributions to mitigate global warming.

相關惡劣天氣發生時，本集團將迅速反應，最大限度地降低其帶來的損失和危害。同時，我們通過綠色低碳運營減少碳足跡，為減緩全球變暖貢獻自己的力量。

SOCIAL

社會

EMPLOYMENT AND LABOUR PRACTICES

僱傭及勞工常規

The Group formulated its recruitment and employment policies strictly in accordance with the Labour Law of the People's Republic of China, the Labour Contract Law of the People's Republic of China, the Employment Promotion Law of the People's Republic of China, the Social Insurance Law of the People's Republic of China and the Employment Ordinance of Hong Kong Special Administrative Region as well as other relevant laws and regulations, prohibiting the employment of child labour or forced labour in any form. The Group has also signed labour contracts with all full-time and part-time staff to ensure the legal compliance of employment. The human resources department of the Group is responsible for formulating management rules on recruitment, attendance, salary management and performance appraisal, and closely monitors the latest changes in relevant laws and regulations to ensure proper compliance.

本集團嚴格按照內地《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國就業促進法》、《中華人民共和國社會保險法》以及香港特別行政區《僱傭條例》等相關法律法規制定招聘及用工政策，禁止以任何形式聘請童工或強制勞工，並與所有全職及兼職員工簽訂勞動合同，保證僱傭的合法合規。本集團的人力資源部門負責制定招聘、考勤、薪酬管理及績效考核等方面的管理細則，同時密切留意相關法律法規的最新變動，並確保妥善遵守。

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The Group has adopted a fair and open recruitment approach to achieve openness and transparency in terms of recruitment standards, processes and benefits. Discrimination by gender, age, geographical, ethnic, racial and religious beliefs is prohibited. The Group has also implemented equal pay for equal work for men and women and has established equal promotion and demotion ladder for them. This ensures all our staff with equal job opportunities to foster diverse development of staff. During the Reporting Period, the Group employed a total of 63 employees, details of which are as follows:

本集團採取公平公開的招聘方式，在招聘標準、流程、待遇等方面做到開放透明。嚴禁一切對性別、年齡、地域、民族、種族及宗教信仰等的歧視行為。本集團實行男女同工同酬，建立平等的職業晉升機制，確保所有員工均享有平等的工作機會，並促進員工多元化發展。報告期間，本集團共聘用63名僱員，僱員情況如下：

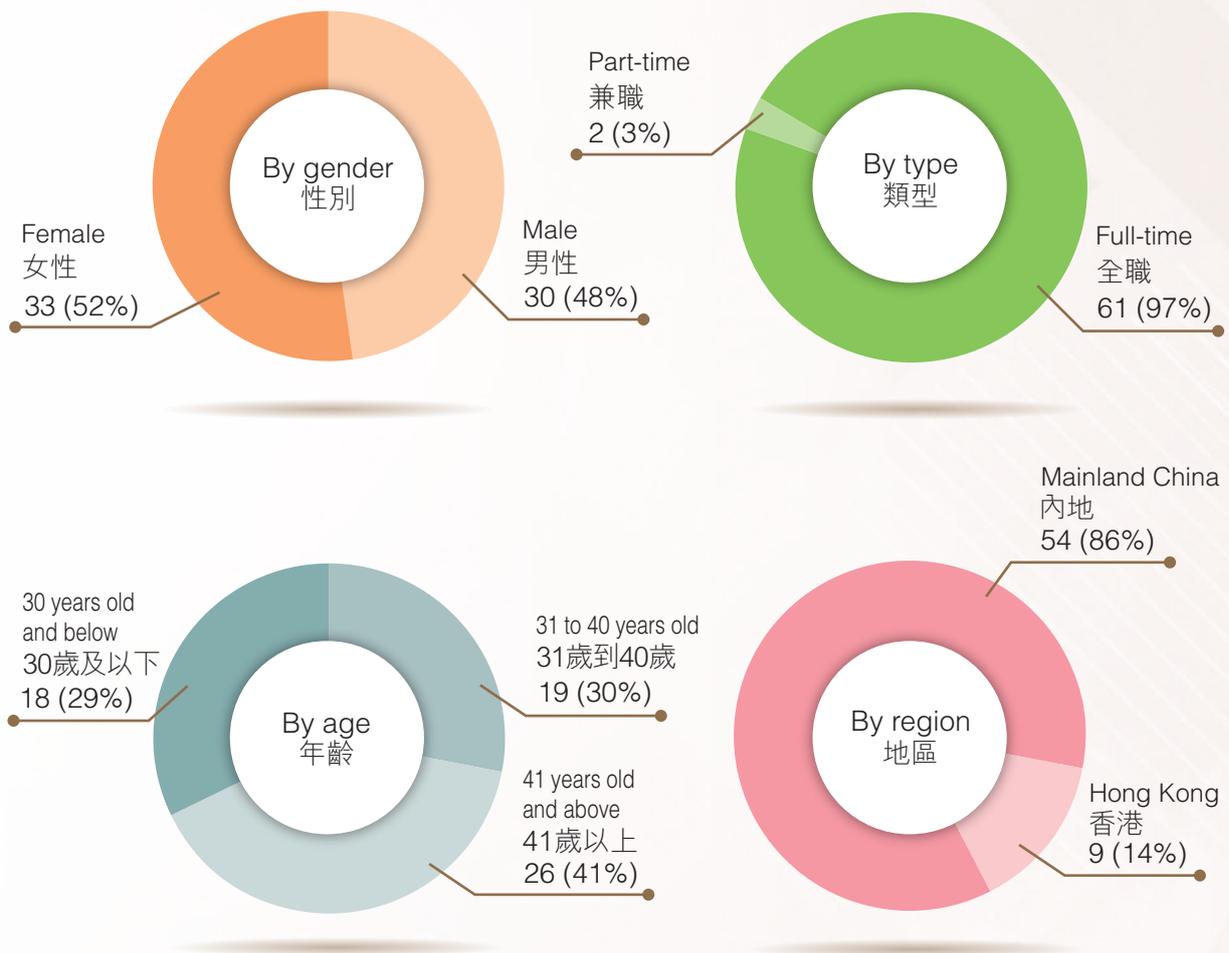


Chart 7 Details of present employees of the Group
圖表7 本集團在職僱員詳情
(By gender, types of employment, age group and region)
(按性別、僱傭類型、年齡組別及地區劃分)

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During the year, one employee left the Company, with an employee turnover rate of 3.13%. The turnover of employees is as follows:

本年度，有1名員工離職，僱員流失比率為3.13%。僱員流失情況如下：



Chart 8 Turnover of employees
圖表8 僱員流失比率

In order to attract outstanding talents, we have developed a competitive recruitment scheme, which provides employees with basic wages, bonuses, subsidies and benefits, and encourages our employees to communicate on and negotiate related salary and benefits issues through different channels. Meanwhile, a complete performance evaluation system is established to provide career promotion channels for qualified employees based on the evaluation results.

為吸引優秀人才，我們制定具市場競爭力的招聘方案，向受聘員工提供包括基本工資、獎金、津貼及福利等的薪酬待遇，並支持員工通過不同渠道溝通協商相關薪酬福利問題。同時建立完備的績效考核制度，根據考核結果對合乎要求的僱員提供職業晉升通道。

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The Group strictly complies with the relevant regulations to provide employees from the mainland of China with timely and full contributions to social insurance and housing provident fund, as well as labour insurance and Mandatory Provident Fund for Hong Kong employees. In addition, we purchase accident insurance for all staff to provide more comprehensive protection for them. Maintaining the balance of life and work is a policy we have long been adhered to. The current staff of our Group work 8 hours per day on a 5-day week basis. We also support our staff to efficiently manage their work and daily life through personal leaves, marriage leaves, maternity leaves, paternity leaves, sick leaves, bereavement leaves, work injury leaves and paid annual leaves, etc.

The Group has developed a complete demission process to follow up the resignation of employees, including resignation interview, resignation formalities and settlement of wages and benefits. We respect employees' decisions, conduct in-depth interviews and arm's length negotiations with employees with intention to resign, and terminate labour contracts according to laws. Rate of turnover has been lowered through understanding the reasons for employees' leave, collection and integration of opinions and feedback from ceased employees to make improvement in 6 major aspects of the Group's human resources procedures, including HR planning, recruitment, training, salaries and benefits, performance assessment and labour relationship. The Group aims to strengthen the expertise and techniques training for employees who fail to meet the performance targets and encourages them to realise self-enhancement to meet the work requirements of the positions.

During the Reporting Period, the Group did not have any violations of relevant employment or labour laws and regulations in relation to remuneration, recruitment and dismissal, promotion, working hours, leave, equal opportunity, diversity and anti-discrimination in the mainland of China and Hong Kong.

本集團嚴格按照有關規定，為內地員工及時、足額繳納社會保險和住房公積金，為香港員工購買勞工保險及強積金。此外，我們為全體員工購買意外保險，為員工提供更為全面的保障。保持生活與工作平衡是我們長久以來堅持的方針。本集團在崗員工均實行每週5天，每天8小時的工作制度，我們支持員工透過事假、婚假、產假、陪產假、病假、喪假、工傷假及帶薪年假等有效地管理他們的工作及日常生活。

本集團制定了完備的離職流程來跟進員工離職情況，包括離職面談、離職手續辦理及工資福利結算等。我們尊重員工的決定，與有離職意向的員工進行深入面談，平等協商，並依法終止勞動合同。我們了解員工離職原因，收集並綜合其意見反饋，以用於改善本集團人力資源規劃、招聘、培訓、薪酬福利、績效考核及勞動關係等六大方面的人力資源流程，降低離職率。本集團對人崗匹配度未達目標的員工以加強其知識技能培訓為首要事項，鼓勵員工進行自我增值以達到崗位工作要求。

於本報告期間，本集團並無發生任何違反有關薪酬、招聘及解僱、晉升、工作時數、假期、平等機會、多元化、反歧視等內地及香港相關僱傭或勞動法律法規的情況。

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HEALTH AND SAFETY

Employees are important for corporate development and represent a valuable asset of the Group. The Group values the occupational health and safety of employees. We have no major occupational hazard based on the nature of our business (mainly working in the office). The Group strictly complies with relevant laws and regulations on occupational health and safety in the Mainland and Hong Kong, such as the Occupational Diseases Prevention Law and Fire Protection Law, and strives to protect the health and safety of employees, and create a healthy, safe, open, harmonious and dynamic working environment that enhances employees' sense of well-being and belonging.

EXCELLENT WORKING ENVIRONMENT

There is no major safety concern in workplace. However, the Group strives to provide a more comfortable and safe working environment for employees by regularly cleaning water dispensers, carpets and air-conditioners, and providing air purifiers and emergency medicines.

During the epidemic period, we provide epidemic prevention supplies such as face masks, hand sanitizer, and alcohol for the employees and regularly carry out ventilation and disinfection in the office premises. Meanwhile, we also actively cooperate with the management office of the office building to carry out publicity and education of epidemic prevention and control and environmental disinfection efforts to keep safety and cleanliness of the office premises.

DIVERSIFIED EMPLOYEE BENEFITS

The Group highly values the construction of organizational culture and employee care, and focuses on the immediate needs of employees. We organize New Year activities and group activities every year, and grant outstanding departments and employees with corresponding awards. The Group provides employees with free medical examinations regularly every year and purchases medical insurance and accident insurance for employees. In the event of illness or accidents, employees can be effectively protected to reduce their worries.

健康與安全

員工是企業發展的重要基石，是集團的寶貴財富。本集團重視員工的職業健康與安全，基於我們的業務性質（主要於辦公室工作），我們並無存在任何重大職業性危害。本集團嚴格遵守內地及香港職業健康與安全的相關法律法規，如《職業病防治法》、《消防法》等，竭力保障員工的健康及安全，為員工銳意打造健康、安全、開放、和諧及富有活力的工作環境，提升員工的幸福感和歸屬感。

良好的工作環境

本集團在工作場所並無涉及重大安全隱患，但本集團仍通過定期清潔飲水機、地毯及空調，提供空氣淨化器和應急藥品等方式為員工提供更為舒適安全的工作環境。

疫情期間，我們為員工提供口罩、洗手液、酒精等防疫物資，定期對辦公場所進行通風消毒，同時亦積極配合辦公樓大廈管理處開展疫情防控宣傳教育及環境消殺工作，保持辦公場所的安全整潔。

多樣的員工福利

本集團高度重視組織文化建設和員工關懷，關注員工的切身需求。我們每年組織開年活動及團年活動，為表現突出的部門及員工頒發相應的獎項。本集團每年定期為員工提供免費健康體檢，為員工購買醫療險、意外險等，一旦員工發生疾病或者意外均能獲得有效保障，減少員工的後顧之憂。

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In addition, the Group also organized birthday parties of the staff and afternoon tea and provided holiday gifts and welfare payments from time to time to enable the employees to fully feel the warmth and care of the Group. On the other hand, in order to promote the physical and mental health of employees, we regularly organized the employees to participate in sports activities such as badminton, enabling them to release work pressure, cultivate health concept and improve physical quality.

此外，本集團亦不時組織員工生日會和下午茶，發放節日禮品及福利金，讓員工充分感受到集團的溫暖和關懷。另一方面，為促進員工身心健康，我們定期組織員工參加羽毛球等體育活動，讓員工釋放工作壓力，培養健康觀念，提高身體素質。



At the year-end summary meeting, we awarded honor certificates to the departments and employees with outstanding performance
 年終總結會，為表現突出的部門及員工頒發榮譽證書



We prepared warm gifts, flowers of Women's Day and afternoon tea of birthday party for the employees
 為員工準備三八節暖心小禮品、鮮花及生日會下午茶



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We regularly organized the employees to play badminton
定期組織員工打羽毛球

The Group is committed to creating a culture of achieving a balance between work and life, implementing a fixed working time system and discouraging overtime work. We regularly review the employees' overtime and labour intensity, and make adjustments and improvements when necessary. Besides, we have set up channels for employees' complaints, and arranged a dedicated person to be responsible for accepting appeal requests and investigating complaints and responsibilities, to protect the legitimate rights and interests of employees.

During the Reporting Period, the Group did not have any violations of relevant workplace health and safety laws and regulations, and there were no incidents of work-related injuries and work-related deaths in the past three years.

本集團致力於培養良好的工作生活平衡文化，實行固定工作時間制度及不鼓勵超時工作，我們定期檢查員工加班及勞動強度情況，必要時進行調整和改善。另外，設立員工申訴渠道，由專人負責受理申訴請求，對申訴事項和責任歸屬展開調查，保障員工的合法權益。

於報告期間，本集團並無發生任何違反有關工作場所健康與安全法律法規的情況，過去三年亦無發生工傷及因工亡故事件。

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DEVELOPMENT AND TRAINING

The Group provides all the directors with the latest developments in respect of Listing Rules and other applicable regulations and regulatory systems, industry information and the business environment, enabling them to keep abreast of the Group's business and perform their respective duties effectively. The Group regularly organizes evaluations and performance assessments for employees, and provides promotion opportunities to employees with excellent performance with reference to the evaluation results. We also encourage employees to discuss their personal development and goals with the management, provide employees with necessary supports to achieve personal growth through application for position transfer and internal promotion, and promote employees with outstanding work performance and development potentials. We are always committed to providing employees with an equal career development platform and a broad stage for realizing their career dreams.

The Group provides new recruits with regular trainings, which relate to the matters like the Group's introduction, rules and regulations as well as the use of office facilities. Respective department offers new recruits with relevant trainings according to the needs of their jobs and roles in order to facilitate new recruits in understanding corporate culture and departmental structure and adapting to the Company's environment as soon as possible.

The Group also provides the staff with opportunities of internal and external trainings: the internal trainings are conducted in form of one-on-one meetings, seminars or exchange sessions, focusing on internal team building, whereas the external trainings are conducted in form of external public courses, exchange seminars or internal lectures given by relevant professionals, with a view to updating the business knowledge of the employees and enabling them to be familiar with the latest laws and regulations of the industry and market information to improve the competitiveness of the employees. Besides, through regular assessment of the performances of the staff and in-depth interviews with them, the Group has jointly formulated the performance goals and implementation plans to foster the staff to grow with the enterprise. We also encourage our staff to learn business knowledge and office skills by themselves, and offer the bonus to those who have obtained professional qualifications for encouragement.

發展及培訓

本集團向全體董事提供上市規則及其他適用的法規及監管制度、行業資訊及營商環境之最新發展情況，以促進董事對本集團的業務理解，切實履行其各自的職責。本集團定期組織員工評價及績效考核，參考評估結果向表現優秀的員工提供晉升機會，我們亦鼓勵員工就其個人發展情況及目標與管理人員進行討論，支持員工申請調崗及通過內部晉升實現個人成長，提拔工作表現優秀及具有發展潛力的員工。致力於為員工提供平等的職業發展平台及實現事業夢想的廣闊舞臺。

本集團為全體新入職員工提供包括集團介紹、規章制度及辦公設施使用等常規培訓，各部門根據崗位需求向新入職員工提供相關培訓，以幫助新入職員工了解公司文化及部門架構，以盡快適應公司環境。

本集團亦為員工提供內部及外部培訓機會。內部培訓以單對單、講座或交流會等形式進行，重視內部團隊建設。外部培訓則以外部公開課程、交流研討會或邀請相關專業人員到內部授課等形式進行，旨在更新員工的業務知識，使其熟悉行業最新法律法規及市場資訊，提升員工的競爭力。此外，本集團通過定期考察員工的績效表現，與員工深入面談，共同制定績效目標及執行計劃，促進員工與企業共同成長。我們亦鼓勵員工自學業務知識及辦公技能，對考取專業資格證書的員工頒發獎金以茲鼓勵。

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During the Reporting Period, our staff participated in trainings in corporate governance of listed companies, business training, technical training, risk control training and other types of training. The training cost was approximately RMB1,380, and the total time of training was approximately 1,027 hours with the total average training time of approximately 30 hours.

Among the employees who received training, by gender, 44% were male employees with an average of 21.13 hours of training and 56% were female employees with an average of 37.37 hours of training; by employee category, 18% were senior management with an average of 25.50 hours of training, 26% were middle management with an average of 27.67 hours of training and 56% were general employees with an average of 32.89 hours of training.

LABOUR STANDARDS

The Group strictly abides by the relevant provisions of the Labour Law of the People's Republic of China, the Law of the People's Republic of China on the Protection of Women's Rights and Interests, the Special Provisions on the Labour Protection of Female Workers, the Law of the People's Republic of China on the Protection of Minors, and the Employment Regulations of the Hong Kong Special Administrative Region and other relevant regulations.

The Group requires job applicants and employees to provide valid identification documents and true personal information. The human resources department regularly reviews the recruitment system and records the recruitment situation for targeted improvement.

The Group is committed to eliminating any workplace harassment, intimidation and bullying, and we have established a feedback system to encourage employees to communicate with human resources and internal control departments to report forced labour or other misconducts. During the Reporting Period, the internal control department did not receive any relevant whistleblowing reports. During the year, there was neither any incidents of discrimination and employment of child labour, nor any incidents of forced or compulsory labour or infringement of employees' interests.

於報告期間，員工參與的培訓類型包括上市公司企業管治培訓、業務培訓、技術培訓、風控培訓及其他類型培訓。培訓費用支出約人民幣1,380元，受訓總時長約為1,027小時，總平均受訓時長約為30小時。

接受培訓的僱員中，按性別分類，男性僱員佔比44%，平均受訓時數為21.13小時，女性僱員佔比56%，平均受訓時數為37.37小時；按僱員類別分類，高級管理層佔比18%，平均受訓時數為25.50小時，中級管理層佔比26%，平均受訓時數為27.67小時，一般員工佔比56%，平均受訓時數為32.89小時。

勞工準則

本集團嚴格遵守《中華人民共和國勞動法》、《中華人民共和國婦女權益保障法》、《女職工勞動保護特別規定》、《中華人民共和國未成年工保護法》及香港特別行政區《僱傭條例》等相關規定。

本集團要求求職者和僱員提供有效的身份證明文件及真實的個人資料，人力資源部門定期檢討招聘制度，記錄招聘情況以進行針對性改善。

本集團堅決杜絕任何職場騷擾、恐嚇及欺凌行為，我們設有反饋制度，鼓勵員工與人力資源部門及內控部門溝通，舉報強制勞工或其他不當行為。報告期間，內控部門並無收到任何相關檢舉報告。全年未發生任何歧視事件，無僱傭童工，亦無強迫、強制勞工或涉及侵犯員工利益等事件發生。

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SUPPLY CHAIN MANAGEMENT

The Group is not a manufacturing enterprise, and supply chain management is not an important issue for the Group. Our suppliers mainly comprised of suppliers of office equipments and stationeries and providers of legal audit service, and 12 suppliers and 10 suppliers are involved in our businesses of the Mainland and Hong Kong, respectively. The Group appreciates the importance of green procurement, strictly controls the procurement process, selects environment-friendly and energy-saving products in the office procurement and also prefers local suppliers to reduce energy consumption caused by transportation. In general, the Group follows the principle of “Shopping Around” when purchasing products and services based on the quality, price, recyclability, and energy saving performance, etc. We prefer the suppliers who appreciate environmental protection and have social responsibility. Suppliers are required to comply with all relevant local and national laws and regulations. Cooperation will be terminated in case of any violations related to bribery, corruption and other prohibited commercial activities. The Group conducts evaluation and feedback on the suppliers and maintains long-term and good cooperative relationship with quality suppliers.

供應鏈管理

本集團非生產型企業，供應鏈管理對本集團而言並非重要事宜。我們的供應商主要為提供辦公室設備、文具用品之供應商及法律審計服務提供商，內地及香港約分別涉及12間和10間供應商。本集團注重綠色採購，嚴格把控採購流程，於辦公室採購中多選用環保及節能產品，並優先選擇本地供應商以減少運輸造成的能耗。一般而言，本集團採購產品及服務遵從「貨比三家」原則，基於品質、價格、可回收與否、節能表現等因素擇優選用。我們會優先考慮重視環保及具有社會責任感的供應商。供應商需遵守所有相關的地方及國家法律法規，如發生任何賄賂、貪污及其他禁止的商業行為我們將與其終止合作。本集團對供應商進行評價及反饋，與優質供應商保持長期的良好合作關係。

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PRODUCT RESPONSIBILITY

The Group strictly abides by the Advertising Law of the People's Republic of China to implement honest promotion based on the services we provide, prevents any fraud and any behavior that deceives customers and avoids misleading or exaggerating promotion.

For customers' complaints, the Group regards them as an incentive to improve service quality and listen carefully to customer needs. When providing services, we strive to provide our customers with clear information and remind them of any relevant risks to ensure that they make informed decisions. The Group also strengthens communication with customers through various channels, and ensures that customers' opinions and complaints are promptly and appropriately responded to and handled through relevant consultation and complaint procedures. Upon receiving a complaint, we require our employees to respond rapidly and propose corresponding solutions against the issues complained by the customers. Meanwhile, we will report to the management and make relevant records to prevent the reoccurrence of similar issues and formulate treatment solutions for similar incidents.

Through mutual communications, we continuously improve the quality of the services, improve the customer experience, and strive to maximize customer satisfaction. During the Reporting Period, The Group received 7 complaints about services, on which we contacted with the relevant customers immediately and made explanations to them.

We are committed to improving service quality from various aspects such as risk management, technological innovation, customer privacy protection and intellectual property protection.

產品責任

本集團嚴格遵守《中華人民共和國廣告法》，基於所能提供的服務對外如實進行宣傳，杜絕弄虛作假及任何欺騙客戶的行為，避免誤導或誇大宣傳。

對於客戶投訴，本集團將其視為提高服務質素的動力，細心聆聽客戶的需求。於辦理業務時，力求為客戶提供清晰資訊，提醒客戶任何相關風險以確保其作出知情決定。本集團亦透過多種渠道加強與客戶之間的溝通交流，通過相關諮詢及投訴程序確保客戶的意見及投訴得到及時適當的回覆和處理。當接獲投訴時，我們要求員工迅速作出應對，針對客戶投訴的問題，提出解決方案。同時，上報管理層並做好相關記錄，杜絕類似問題再次發生，並制定類似事件發生的處理方案。

通過互相交流，我們不斷提升服務質素，改善客戶體驗，務求將客戶的滿意度提升至最高。於報告期內，本集團收到7次有關服務的投訴，均已第一時間與客戶聯繫並做好相關解釋工作。

我們致力於從風險管理、技術創新、客戶隱私保障、知識產權保障等各個方面提升服務質量。

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RISK MANAGEMENT

Since its establishment, the Group has always adhered to the legal and compliant operation, strictly abided by various regulations and document requirements of its industry, and continuously strengthened compliance and risk control management within the Group. We have adhered to the risk control concept of “full coverage”, set up corresponding risk management measures for each business process, and established a risk management system suitable for the characteristics of the Group’s business.

風險管理

本集團自成立以來一直堅持依法合規經營，嚴格遵守所處行業的各項法規及文件要求，持續加強集團內部的合規及風控管理。我們秉持「全面覆蓋」的風控理念，在各項業務流程節點設置相應的風險管理措施，建立適合本集團業務特點的風險管理體系。

Overall participation 全員參與

- Strengthen the risk management methods of overall participation, require two persons to participate in the initial due diligence process; require risk control officers to fully participate in each process node of the project; establish an approval system of the risk review committee; back-office department participates in compliance review, audit supervision and other processes.
- 強化全員參與的風險管理手段，要求雙人共同參與初步盡職調查過程；要求風控人員全面參與項目的各個流程節點；建立風險評審委員會審批制度；後台部門參與合規審查、審計監督等過程。

Whole process nodes 全流程節點

- Establish corresponding risk control management measures at a series of project process nodes such as due diligence, project setting, review, approval and management to ensure that the risk management system penetrates into each process node of all projects.
- 在項目盡調、立項、審查、審批、管理等一系列項目流程節點設置相應的風險控制管理措施，確保風險管理體系滲透到全部項目的各個流程節點之中。

Comprehensive risk management 全面風險管理

- Identify and manage against the market risk, credit risk, operational risk, liquidity risk, legal risk, reputation risk and other risks.
- 針對市場風險、信用風險、操作風險、流動性風險、法律風險、聲譽風險及其他風險進行識別、管理。

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The Group sets up a risk management organizational structure based on the principles of integrity, centrality, and independence, and divides the responsibilities of risk management at all levels. Each officer shall assume different risk management responsibilities depending on the scope of his/her duties.

During the year, we continued to implement risk management measures and steadily promote business development in accordance with a series of corporate documents, including the original Working System of the Investment and Financing Decision-making Committee, Management Measures for Internet Guarantee Business, and various operational guidelines. We also strove to standardize the work contents of employees at all levels, clarify their corresponding job responsibilities, and strengthen risk control in various business operations to control the operating risks of the Group.

TECHNOLOGICAL INNOVATION

To improve customer experience and service quality, we pursue for innovation in the following areas:

1. We combine with the office software of DingTalk and develop the mobile application end in relation to internet guarantee business system (hereinafter referred to as the “**Business System**”) to realize the functions such as code scanning login by DingTalk and dynamic message push of mobile phones;
2. The Business System realizes the functions of automatically reading emails and extracting relevant data from the emails by the system through accessing to the enterprise mailboxes of Alibaba Cloud, which reduced the workload of business personnel.

本集團風險管理組織架構根據全面性、集中性、獨立性等原則進行設置，劃分各層級在風險管理方面的職責，各管理人員根據職責範圍承擔不同的風險管理責任。

本年度，我們持續按照原有的《投融資決策委員會工作制度》、《互聯網擔保業務管理辦法》、各項操作指引等一系列公司文件落實風險管理措施、穩步推進業務發展。規範各崗位人員的工作內容，明確其對應的工作職責，加強各項業務操作環節中的風險控制，從而控制本集團的經營風險。

技術創新

為提升客戶體驗和服務質量，我們從以下方面進行創新：

1. 結合釘釘辦公軟件，開發關於互聯網擔保業務系統(以下稱「**業務系統**」)的手機應用端，實現釘釘掃碼登錄、手機動態消息推送等功能；
2. 業務系統通過接入阿里雲企業郵箱，實現系統自動讀取郵件，並提取郵件中相關數據的功能，減少了業務人員的工作量。

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CUSTOMER PRIVACY PROTECTION

The protection of customer privacy is one of the most important issues for the Group. The Group strictly complies with the requirements of relevant laws and regulations such as the Personal Data (Privacy) Regulations, the Regulations of the People's Republic of China on the Protection of Computer Information Systems, and the Requirements for the Security Protection of Internet Interactive Services. We formulate related management systems such as customer data confidentiality policies and provide guidance to employees in the collection, use, storage, and inspection of customer data to ensure that customer data is used only for specific purposes and prevent data leakage. To this end, we implement a series of measures, including:

1. Require employees to set a password and screen saver for the computer they use. When leaving the seat, they must log out of the currently logged in information system and lock the computer screen to prevent information from being stolen. Employees are required to sign a confidentiality agreement when they join the Company;
2. Require employees to remind customers to protect their personal data when transacting business, and prepare information security warnings to help customers cultivate awareness of privacy protection;
3. Maintain the customer data on the Alibaba Cloud server. We strive to keep Alibaba Cloud server from illegal access through purchasing the corresponding security products and setting up a whitelist mechanism, and arrange operation and maintenance staff to inspect regularly every week and record operation and maintenance logs to repair related vulnerabilities on the server, so as to prevent the server from being illegally invade;
4. For the inspection of customer data on the business system, the system administrator can effectively control the inspecting scope of customer data that each user of the business system can access to through permission settings, and desensitization display sensitive information (such as phone numbers, etc.) on the business system to further protect the privacy of customer data.

客戶隱私保障

保障客戶隱私是本集團最為關注的事宜之一。本集團嚴格遵守《個人資料(私隱)條例》、《中華人民共和國計算機信息系統安全保護條例》、《互聯網交互式服務安全保護要求》等相關法律法規的規定。通過制定客戶資料保密政策等相關管理制度，及在有關收集、使用、儲存及查閱客戶資料方面為員工提供指引，以確保客戶資料僅用作特定用途，並防止資料外泄。為此，我們實施一系列措施，其中包括：

1. 要求員工為自己所使用的電腦設置密碼及屏幕保護，離開工位時，必須退出當前登錄的信息系統並鎖定電腦屏幕以防止信息被竊取。於員工入職時，要求其簽署《保密協議》；
2. 要求員工在進行業務辦理時，提醒客戶對個人資料進行保護，做好信息安全警示，幫助客戶培養隱私保護意識；
3. 客戶資料均統一存放於線上的阿里雲服務器，阿里雲服務器通過購買相應的安全產品，及設置白名單機制，保障服務器拒絕非法訪問，同時安排運維人員每週定期巡檢，並記錄運維日誌，對服務器上的相關漏洞進行修復，防止服務器被非法入侵；
4. 對於在業務系統上的客戶資料的查看，系統管理員通過權限設置，有效控制每個業務系統用戶能夠查看客戶資料的範圍，同時對於敏感信息(如電話號碼等)，在業務系統上進行脫敏顯示，從而進一步保障客戶資料的隱私。

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The IT department of the Group is responsible for technical monitoring of relevant systems and timely updating of security systems. We will continue to monitor the implementation of relevant measures, regularly review and update relevant privacy policies when necessary. During the year, the Group did not experience any leakage of customer privacy.

本集團IT部門負責對相關系統進行技術監控，及時更新安保系統。我們將持續監督相關措施的執行，定期檢討並於必要時更新相關隱私政策。本年度，集團未發生客戶隱私泄露事件。

INTELLECTUAL PROPERTY PROTECTION

The Group complies with laws and regulations related to intellectual property, including but not limited to Trademark Law of the People's Republic of China, Patent Law of the People's Republic of China, Copyright Law of the People's Republic of China and Copyright Ordinance of Hong Kong Special Administrative Region. We have applied for the registered trademark for the brands of the Company and the certificate for computer software copyright registration for the self-developed business operation support system of the Company. During the Reporting Period, we dispatched employees to participate in the pledge financing policies seminar of intellectual property to enhance their understanding of relevant knowledge of intellectual property. The Group respects the intellectual property rights or other legal rights of any third party and purchases genuine office software so as to avoid infringement of the intellectual property rights of others.

知識產權保障

本集團遵守知識產權相關的法律法規，包括但不限於《中華人民共和國商標法》、《中華人民共和國專利法》、《中華人民共和國著作權法》及香港特別行政區《版權條例》。我們已為公司的品牌申請註冊商標，並為公司自主研發的業務運營支持系統申請計算機軟件著作權登記證書。我們於報告期內派員工參加知識產權質押融資政策宣講會，增進員工對知識產權相關知識的了解。本集團尊重任何第三方的知識產權或其他合法權利，採購正版的辦公軟件，避免侵害他人的知識產權。

ANTI-CORRUPTION

The Group abides by the requirements of relevant laws such as the Anti-money Laundering Law of the People's Republic of China, the Criminal Law of the People's Republic of China and the Prevention of Bribery Ordinance of Hong Kong Special Administrative Region, formulates a strict monitoring system and approval process, and sets up reporting procedures and accountability mechanisms, which are regularly reviewed by our internal control department to timely improve when discovering vulnerabilities and ensure the effective operation of relevant systems.

反貪污

本集團遵守《中華人民共和國反洗錢法》、《中華人民共和國刑法》及香港特別行政區《防止賄賂條例》等相關法律規定，制定嚴密的監察體系和審批流程，設置舉報程序和追責機制，並由內控部門進行定期審查，發現漏洞時及時改進，以確保相關系統的有效運行。

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The Group actively promotes the construction of integrity and prevents criminal acts such as bribery, extortion, fraud and money laundering. We attach great importance to the construction of employees' professional ethics, build our culture of integrity within the Company, and integrate the awareness of integrity into daily operation by improving various rules and regulations and codes of integrity conduct. We forbid employees to promote business through bribery under any circumstances and adopt a zero-tolerance attitude towards those who violate laws and regulations and corporate systems and who use fraud measures to seek improper benefits. In addition, the Group provides anti-corruption training to the management and employees.

During the Reporting Period, there were no corruption cases against the Group or its employees, and there were no serious violations of laws and regulations of the Mainland and Hong Kong on bribery, extortion, fraud and money laundering.

COMMUNITY INVESTMENT

The Group highlights the importance of repaying the society while striving for business development. In order to build up our positive corporate culture and perform our social responsibility, we proactively participate in various public welfare activities, contributing to the construction of communities in various aspects such as education, science, environmental protection, culture, and sports.

During the Reporting Period, Mr. Zhang Tiewei, the chairman of the Group, served as the tutor of the master's degree of finance outside Guangdong University of Finance and Economics. He cooperated with the university to cultivate excellent students, helping the students develop the study habits and thinking mode of combining theory and practice, encouraging the students to deepen their professional knowledge, exercise their leadership ability, and cultivate innovative spirit and high moral standards. Mr. Zhang Tiewei also served as a supervisor of the anti-drug association of Chancheng District, Foshan City, and he increased efforts to strengthen the public awareness of drug education through participating in anti-drug promotion activities, and contributed to the drug control work of Foshan City.

本集團積極推進廉潔建設，防止賄賂、勒索、欺詐及洗黑錢等犯罪行為的發生。我們重視對員工的職業道德建設，在公司內部建立誠信文化，通過完善各項規章制度和廉潔行為規範，將誠信意識融入到日常運營當中。我們要求在任何情況下，員工不得通過賄賂的方式推進業務，對違反法律法規及公司制度，利用欺詐手段謀取不正當利益的行為採取零容忍的態度。另外，本集團為管理層及員工提供反貪污培訓。

報告期內，未有任何對本集團或僱員的貪污訴訟案件，並無發生任何涉及嚴重違反內地及香港有關賄賂、勒索、欺詐及洗黑錢方面的法律法規的情況。

社區投資

本集團致力於發展業務的同時，亦強調回饋社會的重要性。為樹立積極向上的企業文化及履行企業社會責任，我們積極主動參加各類公益活動，在教育、科學、環保、文化、體育等方面為社區建設貢獻力量。

報告期間，本集團主席張鐵偉先生擔任廣東財經大學的校外金融碩士學位導師，與高校聯合培養優秀學子，幫助學生培養理論與實踐相結合的學習習慣及思維模式，鼓勵學生深挖專業知識，鍛煉領導能力，培養創新精神及高道德標準。張鐵偉先生還擔任佛山市禪城區禁毒協會監事，通過參與禁毒宣傳等活動加大對市民群眾毒品認知的教育力度，為佛山禁毒工作貢獻力量。

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1. Joint efforts of Local Financial Party Organization to promote development

Success Guarantee normalized the education of party members, built a culture wall for party construction, organized three meetings and one course, and frequently carried out themed education activities, such as implementing the spirit of the Fifth Plenary Session of the 15th CPC Central Committee and the information session titled “Xi Jinping’s Governance of China”. The party branch also teamed up with the tax bureau of Chancheng District, Foshan City to promote the development of government and enterprises. In July 2020, the activity of “promoting the party spirit, aggregating the cohesiveness and pursuing development – the joint efforts of Foshan Local Financial Party Organization to promote development” carried out by Foshan Financial Work Bureau as sponsor was official launched at the conference room of Foshan Financial Work Bureau. Mr. Li Bin, secretary to the party branch of Success Guarantee, attended the opening ceremony of this activity and signed the “Undertaking for Construction of the Party” with all the associate units involved. This activity focused on the contents of joint construction in “six forms”, mainly including “attending the party’s class”, “holding themed Party’s Day activity”, “negotiating on development challenges and seeking synergic development”, “building the battlefield for party construction”, “holding the organizational life meeting” and “assessing the party members”. Success Guarantee has become one of the nine associate units of Foshan Local Financial Party Organization.

1. 地方金融黨組織聯合共建促發展

集成擔保黨支部把黨員教育常態化，在公司建立黨建文化牆，組織三會一課，並多次參加主題教育活動如貫徹十五屆五中全會精神及《習近平談治國理政》宣講會等。支部還與佛山市禪城區稅務局結對，政企共建促發展。2020年7月，由佛山市金融工作局牽頭組織開展的「強黨性、聚合力、謀發展—佛山市地方金融黨組織聯合共建促發展」活動在市金融工作局會議室正式啓動。集成擔保黨支部書記李斌先生出席該活動啓動儀式並與各聯合共建單位簽訂《黨建聯合共建承諾書》。此次活動圍繞「六共建」形式開展聯合共建活動，主要內容有：「共上黨課」、「共辦主題黨日活動」、「共商發展難題，共謀協同發展」、「共建黨建陣地」、「共開組織生活會」及「共評黨員情況」。集成擔保成為佛山市地方金融黨組織九個聯合共建單位之一。



Participating in the joint construction mobilization meeting of Municipal Local Financial Party Organization
參加市地方金融黨組織聯合共建動員大會

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2. Proactive response to control work against COVID-19 pandemic

At the very beginning of the year 2020, the battle to fight against the COVID-19 pandemic started across the country. The Group proactively responded to and implemented the pandemic control work of the country and the governmental departments at all levels, established the leading group dedicated for pandemic control work immediately, and timely convened the online meeting to arrange relevant department for work resumption preparation and rapid work resumption and contributed to the pandemic prevention and fighting work.

Before the work resumption, we strictly abided by the guidance and requirements of work resumption of the governmental departments and were well-prepared for implementing various work resumption and pandemic prevention measures, including carrying out the thorough cleaning and disinfection of the office premises in advance, procurement of pandemic prevention materials, checks and statistics on health status of all staff before the work resumption, publicity and education of the pandemic prevention and control, publicity and education and training on the codes of conduct of the staff in the pandemic prevention, etc. Meanwhile, we conducted various logistics support work after the work resumption and made proper arrangements to cater for various reasonable needs during the dining time, the home-to-office travelling and the office hours. In addition, we have formulated the guideline for office on pandemic prevention, used our corporate official number and working group to push various pandemic-related policies and measures as well as the pandemic control information in real time, timely announced the dynamics of the pandemic, given directions to the staff to increase their awareness of self-protection and to well prepare for the personal sanitation and pandemic prevention work. During the Reporting Period, no confirmed cases of the staff infected by the COVID-19 were recorded.

The Group has practically protected the health and safety of the staff by implementing a series of measures to reduce the infection risks of the staff. Demonstrated by the Group and its staff, it has contributed force to controlling the pandemic in communities.

2. 積極響應抗擊新冠肺炎疫情

2020年伊始，抗擊新冠肺炎疫情的戰鬥在全國打響，本集團積極響應並貫徹落實國家和各級政府部門的疫情防控工作，第一時間成立疫情防控工作領導小組，及時召開線上會議安排相關部門進行復工準備工作，迅速復工，為防疫抗疫工作提供助力。

復工前，我們嚴格遵照政府部門的復工指南與要求，為落實各項復工防疫措施做足了準備，包括提前對辦公場所進行全面的清潔消毒、採購防疫物資、復工前全體員工的健康狀況排查與統計、疫情防控宣傳教育、員工復工防疫行為規範的宣傳教育及培訓等，同時做好復工後各項後勤保障工作，對員工用餐、上下班出行、辦公期間各項合理需求均作出了妥善的安排。此外，我們制定防疫辦公指南，利用公司公眾號、工作群實時推送各項疫情政策舉措和防控資訊，及時通報疫情動態，引導員工增強自我防護意識，做好個人衛生防疫工作，報告期間，無錄得員工新冠肺炎確診個案。

本集團通過一系列措施切實保障員工的健康與安全，降低員工感染風險，從企業及員工自身做起，為社區疫情防控貢獻力量。

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Sanitation in office premises

- Regular ventilation and disinfection of the office premises
- Must wear face masks when entering the office premises
- Provide the staff with face masks, hand sanitizer, alcohol and other pandemic prevention materials
- Take timely quarantine measures for suspected cases and place a temporary isolation room for resettlement
- Classified management for household garbage and waste pandemic prevention garbage



辦公場所衛生

- 定期對辦公場所進行通風消毒
- 進入工作場所，必須佩戴口罩
- 為員工提供口罩、洗手液、酒精等防疫物資
- 對疑似病例及時採取隔離措施，設置臨時隔離室進行安置
- 對生活垃圾及廢棄防疫垃圾進行分類管理



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Keep social distancing

- Implement the separate dining system
- Control the number of individuals gathering within the office premises
- Reduce activities, training, centralized meetings, and increase the use of online meeting
- Remind the staff of keeping over 1 meter when communicating with each other to avoid closer face-to-face talking

保持社交距離

- 實行分餐制
- 限制辦公場所內聚集的人數
- 減少活動、培訓、集中會議，多採用線上會議
- 提醒員工交流時間隔1米以上，避免近距離面對面講話



Monitoring of health status

- Monitor and record the body temperature of the staff every day
- Request the staff to voluntarily use alcohol and hand sanitizer for disinfection purpose when entering the office premises and record their health status
- Request the staff to report when travelling out and to report the contacts with suspected cases

健康狀況監測

- 每日監測員工體溫並做好記錄
- 要求員工進入辦公場所時自覺用酒精和洗手液消毒，並登記健康狀況
- 要求員工做外出申報，疑似病例接觸申報

The Group also attaches high importance to performing its social responsibilities by proactively participating in various public activities in addition to social charity activities, details of which are as follows:

本集團亦十分重視踐行社會責任，除了參加社會公益活動，還積極投身各種公眾活動。詳情如下：

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3. Participate in the Foshan-Shenzhen Synergic Innovative Development Conference

As at 9 January 2020, the press conference of preparing for the “Foshan-Shenzhen Synergic Innovative Development Conference” and the “Foshan-Shenzhen Industrial Integration Promotion Conference” was solemnly held in Shenzhen. During the press conference, Mr. Li Bin, Executive Director and Chief Executive Officer of the Group, signed contracts with Shenzhen Public Innovation Space Association on behalf of the Group, and participated in the roundtable dialogue focusing on the theme of Foshan-Shenzhen synergic innovative development to conduct in-depth discussion and exchange with renowned scholars, industry experts and enterprises’ responsible persons in respect of the topics such as innovative development and creating industrial ecological clusters. This conference has intensified the exchange and cooperation between excellent enterprises in both Foshan and Shenzhen and helped promote the industrial integration development.

3. 參加佛山－深圳雙城協同創新發展大會

2020年1月9日，「佛山－深圳雙城協同創新發展大會」暨「佛深產業融合促進會」籌備發佈會在深圳隆重舉行。會上，本集團執行董事兼行政總裁李斌先生代表本集團與深圳市眾創空間協會進行簽約，並圍繞佛深雙城產業融合發展的主題參加了圓桌對話，就創新發展和打造產業生態集群等話題與知名學者、產業專家及企業負責人等進行了深入的討論和交流。此次大會加強了佛深兩城優秀企業的交流合作，推動產業融合發展。



Signing contracts with Shenzhen Public Innovation Space Association
與深圳市眾創空間協會進行簽約

Participating in the Roundtable Forum for Foshan-Shenzhen Industrial Integration Development
參加佛深雙城產業融合發展圓桌論壇



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4. Visit Butuo County, Liangshan Prefecture, Sichuan Province for poverty alleviation

In May 2020, the Group proactively responded to the activity of “promoting and implementing joint poverty alleviation in the east and west regions for a relatively comfortable life” organized by the Poverty Alleviation and Development Office of Chancheng District, Foshan City, and dispatched its staff to visit Poluo Village, Le’an Town, Butuo County, Liangshan Prefecture, Sichuan Province for supporting the industrial development. The Group donated a total of approximately RMB36,000 and helped Liangshan Prefecture to win the difficult battle for targeted poverty alleviation by means of “purchases in place of donations, charitable donations, expressing condolences and gifting”, such as purchasing agricultural products, donations to schools, and visiting poverty-ridden villages.

4. 赴四川省凉山州布拖縣扶貧慰問

2020年5月，本集團積極響應由佛山市禪城區扶貧開發辦公室組織的「推進落實東西部扶貧協作攜手奔小康」活動，派員工赴四川省凉山州布拖縣樂安鄉坡洛村進行產業發展幫扶，共捐贈人民幣約36,000元，通過購買農產品、捐資助學、慰問貧困村等「以購代捐、愛心捐助、慰問送暖」的方式助力凉山州打贏精準扶貧攻堅戰。

Delegating representatives to visit poor households
派代表慰問貧困戶



Assisting Poluo Village for supporting the industrial development
到坡洛村進行產業發展幫扶

The rose is in your hand, the flavor in mine; with helping targeted poverty alleviation, love is boundless. The Group will continue to invest more resources in community construction and public affairs to better perform corporate social responsibility.

贈人玫瑰，手有餘香，扶貧濟困，大愛無疆。本集團將繼續投放更多資源於社區建設及公眾事務上，以更好地踐行企業社會責任。

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A. Environmental A. 環境	A1 Emissions A1 排放物	<p>General Disclosure 一般披露</p> <p>Information on: 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：</p> <p>(a) the policies; and (a) 政策；及</p> <p>(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. (b) 遵守對發行人有重大影響的相關法律及規例的資料。</p> <p>A1.1 The types of emissions and respective emissions data. A1.1 排放物種類及相關排放數據。</p> <p>A1.2 Direct (Scope 1) and indirect energy (Scope 2) Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). A1.2 直接(範圍1)及間接能源(範圍2)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)。</p> <p>A1.3 Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). A1.3 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)。</p> <p>A1.4 Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). A1.4 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)。</p> <p>A1.5 Description of emission target(s) set and steps taken to achieve them. A1.5 描述所訂立的排放量目標及為達到這些目標所採取的步驟。</p> <p>A1.6 Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. A1.6 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。</p>	<p>Environmental Affairs-Emissions 環境事務－排放物</p>
	A2 Use of Resources A2 資源使用	<p>General Disclosure 一般披露</p> <p>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。</p>	<p>Environmental Affairs-Use of Resources 環境事務－資源使用</p>

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		<p>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).</p> <p>A2.1 按類型劃分的直接及/或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。</p> <p>A2.2 Water consumption in total and intensity (e.g. per unit of production volume, per facility).</p> <p>A2.2 總耗水量及密度(如以每產量單位、每項設施計算)。</p> <p>A2.3 Description of energy use efficiency and a description of target(s) set and steps taken to achieve them.</p> <p>A2.3 描述能源使用效益及所訂立的目標以及為達到這些目標所採取的步驟。</p> <p>A2.4 Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency and a description of target(s) set and steps taken to achieve them.</p> <p>A2.4 描述求取適用水源上可有任何問題, 以及用水效益, 並描述所訂立的目標及為達到這些目標所採取的步驟。</p> <p>A2.5 Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.</p> <p>A2.5 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。</p>	<p>Environmental Affairs-Use of Resources 環境事務-資源使用</p> <p>Environmental Affairs-Use of Resources 環境事務-資源使用</p> <p>Environmental Affairs-Use of Resources 環境事務-資源使用</p> <p>Environmental Affairs-Use of Resources 環境事務-資源使用</p> <p>N/A 不適用</p>
A3 The Environment and Natural Resources A3 環境及天然資源		<p>General Disclosure 一般披露</p> <p>Policies on minimising the issuer's significant impacts 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。</p> <p>A3.1 Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 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管理有關影響的行動。</p>	<p>Environmental Affairs-The Environment and Natural Resources 環境事務-環境及天然資源</p> <p>Environmental Affairs-The Environment and Natural Resources 環境事務-環境及天然資源</p>
A4 Climate Change A4 氣候轉變		<p>General Disclosure 一般披露</p> <p>Policies on measures to identify and mitigate significant climate-related issues which have impacted, and those which may impact the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的相關減緩措施的政策。</p> <p>A4.1 Description of the significant climate-related issues which have impacted, and those which may impact the issuer, and the actions taken to manage them. A4.1 描述已經及可能會對發行人產生影響的重大氣候相關事宜, 及其應對的行動。</p>	<p>Environmental Affairs-Climate Change 環境事務-氣候轉變</p> <p>Environmental Affairs-Climate Change 環境事務-氣候轉變</p>

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B. Social B. 社會	B1 Employment and Labour Practices B1 僱傭及勞工常規	General Disclosure 一般披露 Information on: 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) the policies; and (a) 政策；及 (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. (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Social-Employment and Labour Practices 社會-僱傭及勞工常規	
		B1.1 Total workforce by gender, employment type (i.e. full-or part time), age group and geographical region. B1.1 按性別、僱傭類型(即全職或兼職)、年齡組別及地區劃分的僱員總數。	Social-Employment and Labour Practices 社會-僱傭及勞工常規	
		B1.2 Employee turnover rate by gender, age group and geographical region. B1.2 按性別、年齡組別及地區劃分的僱員流失比率。	Social-Employment and Labour Practices 社會-僱傭及勞工常規	
		B2 Health and Safety B2 健康與安全	General Disclosure 一般披露 Information on: 有關提供安全工作環境及保障僱員避免職業性危害的： (a) the policies; and (a) 政策；及 (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. (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Social-Health and Safety 社會-健康與安全
		B2.1 Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. B2.1 過去三年(包括匯報年度)每年因工亡故的人數及比率。	Social-Health and Safety 社會-健康與安全	
		B2.2 Lost days due to work injury. B2.2 因工傷損失工作日數。 B2.3 Description of occupational health and safety measures adopted, how they are implemented and monitored. B2.3 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。	Social-Health and Safety 社會-健康與安全 Social-Health and Safety 社會-健康與安全	

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B3 Development And Training B3 發展及培訓		General Disclosure 一般披露	Social-Development and Training 社會-發展及培訓
		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。	
		B3.1 The percentage of employees trained by gender and employee category (e.g. senior management, middle management). B3.1 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。	Social-Development and Training 社會-發展及培訓
		B3.2 The average training hours completed per employee by gender and employee category. B3.2 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Social-Development and Training 社會-發展及培訓
B4 Labour Standards B4 勞工準則		General Disclosure 一般披露	Social-Labour Standards 社會-勞工準則
		Information on: 有關防止童工或強制勞工的：	
		(a) the policies; and (a) 政策；及	
		(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. (b) 遵守對發行人有重大影響的相關法律及規例的資料。	
		B4.1 Description of measures to review employment practices to avoid child and forced labour. B4.1 描述檢討招聘慣例的措施以避免童工及強制勞工。	Social-Labour Standards 社會-勞工準則
		B4.2 Description of steps taken to eliminate such practices when discovered. B4.2 描述在發現違規情況時消除有關情況所採取的步驟。	Social-Labour Standards 社會-勞工準則

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B5 Supply Chain Management B5 供應鏈管理		General Disclosure 一般披露	Social – Supply Chain Management 社會-供應鏈管理
		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。	
		B5.1 Number of suppliers by geographical region. B5.1 按地區劃分的供應商數目。	Social – Supply Chain Management 社會-供應鏈管理
		B5.2 Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. B5.2 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，以及相關執行及監察方法。	Social – Supply Chain Management 社會-供應鏈管理
		B5.3 Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. B5.3 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	N/A 不適用
		B5.4 Description of practices used to promote environmentally preferable products and services when selecting suppliers, how they are implemented and monitored. B5.4 描述在揀選供貨商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	Social-Supply Chain Management 社會-供應鏈管理
B6 Product Responsibility B6 產品責任		General Disclosure 一般披露	Social-Product Responsibility 社會-產品責任
		Information on: 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) the policies; and (a) 政策；及	
		(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labeling and privacy matters relating to products and services provided and methods of redress. (b) 遵守對發行人有重大影響的相關法律及規例的資料。	
		B6.1 Percentage of total products sold or shipped subject to recalls for safety and health reasons. B6.1 已售或已送產品總數中因安全與健康理由而須回收的百分比。	N/A 不適用
		B6.2 Number of products and services related complaints received and how they are dealt with. B6.2 接獲關於產品及服務的投訴數目以及應對方法。	Social-Product Responsibility 社會-產品責任
		B6.3 Description of practices relating to observing and protecting intellectual property rights. B6.3 描述與維護及保障知識產權有關的慣例。	Social-Product Responsibility 社會-產品責任
		B6.4 Description of quality assurance process and recall procedures. B6.4 描述質量檢定過程及產品回收程序。	N/A 不適用
		B6.5 Description of consumer data protection and privacy policies, how they are implemented and monitored. B6.5 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。	Social-Product Responsibility 社會-產品責任

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B7 Anti-corruption B7 反貪污		General Disclosure 一般披露	Social-Anti-corruption 社會-反貪污
		Information on: 有關防止賄賂、勒索、欺詐及洗黑錢的：	
		(a) the policies; and (a) 政策；及	
		(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. (b) 遵守對發行人有重大影響的相關法律及規例的資料。	
		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. B7.1 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。	Social-Anti-corruption 社會-反貪污
		B7.2 Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. B7.2 描述防範措施及舉報程序，以及相關執行及監察方法。	Social-Anti-corruption 社會-反貪污
		B7.3 Description of anti-corruption training provided to directors and staff. B7.3 描述向董事及員工提供的反貪污培訓。	Social-Anti-corruption 社會-反貪污
B8 Community Investment B8 社區投資		General Disclosure 一般披露	Community Investment 社區投資
		Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解營運所在小區需要和確保其業務活動會考慮小區利益的政策。	
		B8.1 Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). B8.1 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	Community Investment 社區投資
		B8.2 Resources contributed (e.g. money or time) to the focus area. B8.2 在專注範疇所動用資源(如金錢或時間)。	Community Investment 社區投資