



中泛控股有限公司
CHINA OCEANWIDE HOLDINGS LIMITED

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

Stock Code 股份代號: 715

Social Responsibility Report
社 會 責 任 報 告

2020



SOCIAL RESPONSIBILITY REPORT 2020

2020 年社會責任報告

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2. ABOUT THIS REPORT

China Oceanwide Holdings Limited (“China Oceanwide Holdings” or “the “Company”, and together with its subsidiaries, the “Group”) has developed corporate sustainability strategies with the aims of creating sustainable values to its stakeholders and bringing positive impacts to the environment and society. In order to carry out the sustainability strategies from top to bottom, the Board of Directors (the “Board”) of the Group has the ultimate responsibility for ensuring the effectiveness of the Group’s environmental, social and governance (“ESG”) policies. The Board has established dedicated teams to manage ESG issues within each business division in the Group. Designated staff have been assigned to enforce and supervise the implementation of relevant ESG policies. The Group is also committed to constantly reviewing and adjusting the Group’s sustainability policies in order to satisfy the ever-changing needs of its stakeholders. Details of its management approach in environmental and social aspects can be found in different sections of this Report.

3. SCOPE AND REPORTING PERIOD

This is the fourth Social Responsibility (“SR”) Report for the Group with disclosure reference made to the ESG Reporting Guide as described in Appendix 27 of the Listing Rules and Guidance set out by The Stock Exchange of Hong Kong Limited.

This SR report covers the Group’s overall performance in two subject areas, namely Environmental and Social for the operations of four business segments, namely property investment, real estate development, energy and finance investment and others, at offices in Hong Kong and Shanghai of the People’s Republic of China (the “PRC”), Los Angeles and Hawaii of the United States of America (the “United States”), and Jakarta of Indonesia for the reporting period from 1 January 2020 to 31 December 2020 (the “reporting period”), unless otherwise stated.

2. 關於本報告

中泛控股有限公司(「中泛控股」或「本公司」)連同其附屬公司「本集團」已制定其可持續發展策略，旨在為其權益人創造可持續價值，並造福環境及社會。為從上而下貫徹執行可持續發展策略，本集團董事會(「董事會」)肩負最終責任，確保本集團的環境、社會及管治(「環境、社會及管治」)政策行之有效。董事會已成立專責團隊，管理本集團各業務分部的環境、社會及管治問題。董事會亦指派指定員工加強及督導實行相關環境、社會及管治政策。此外，本集團致力持續檢討及調整本集團的可持續發展政策，以滿足其權益人不斷變化的需求。有關環境及社會層面管理方針的詳情，可參閱本報告不同章節。

3. 範圍及報告期

此乃本集團之第四份社會責任(「社會責任」)報告，其披露內容乃參考香港聯合交易所有限公司制定的上市規則附錄二十七及指引所述的環境、社會及管治報告指引編製。

除另有說明外，本社會責任報告涵蓋本集團在中華人民共和國(「中國」)香港及上海、美利堅合眾國(「美國」)洛杉磯及夏威夷以及印尼雅加達辦事處的四個業務分部(即物業投資、房地產開發、能源電力以及財務投資及其他)於2020年1月1日至2020年12月31日報告期(「報告期」)內在兩個主要範疇(即環境及社會)的整體營運績效。

4. THE GROUP'S ESG COMMITMENT

The Board has overall responsibility for the Group's ESG strategy and reporting. The Group is determined to identify the most effective way to integrate ESG considerations into its structure and committees. The Group also evaluates and monitors ESG-related risks and ensures these risks are thoroughly considered in the process of decision making and embedded into the management of risk and opportunities across the Group.

The Group believes that sustainability is essential to the long-term development of the Group. The Group has the primary responsibility for utilizing all available and reasonable means to protect the environment, its employees, and the society, ensuring all national, county and municipal ordinances are observed. The Group also actively forges close ties with the industry bodies and is currently a member of the Shanghai Real Estate Industry Association.

4. 本集團的環境、社會及管治承諾

董事會整體須為本集團的環境、社會及管治策略及報告負責。本集團決心識別將環境、社會及管治考慮因素融入其架構及委員會的最有效方法。本集團亦評估及監察環境、社會及管治相關風險，並確保該等風險於決策過程中獲透徹考慮，其後加入本集團的風險及機遇管理中。

本集團相信可持續發展對本集團的長遠發展攸關重要。本集團的首要責任為使用所有可用合理方法保護環境、其僱員及社會，確保其已遵守所有國家、縣政及市政條例。本集團亦積極與行業法團建立緊密連繫，並現為上海市房地產行業協會會員。

5. STAKEHOLDER ENGAGEMENT AND MATERIALITY

The Group regularly engages key stakeholders to better understand their concerns and expectations on sustainability issues. The Group communicates with stakeholders via various communication channels including regular meetings and surveys. Through regular engagement sessions, the Group obtains valuable feedback and reviews areas of attention which will help the business to meet its potential growth and be prepared for future sustainability challenges.

To identify material ESG issues, the Group specifically engaged both internal and external stakeholders, namely senior management, frontline staff, vendors, and clients, to gain insights into ESG material topics and challenges of the Group's operation. In the materiality assessment, stakeholders were asked to rate a list of 17 topics in terms of their relevance and importance to the Group's business development and sustainability, as well as to the wider community.

Results of the materiality analysis and the consolidated list of material aspects are presented in the following matrix and table respectively.

5. 權益人參與及重要性

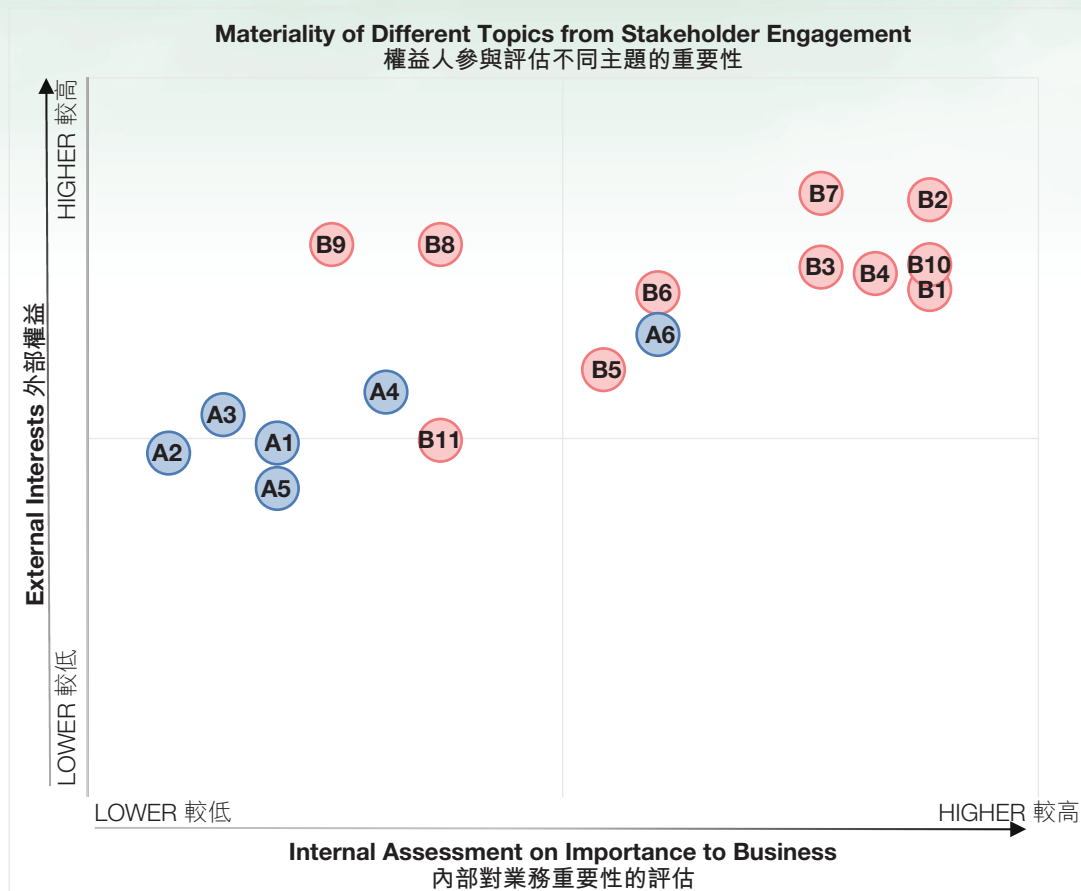
本集團定期與主要權益人溝通，以有效了解其有關可持續發展議題的憂慮及期望。本集團透過多個溝通渠道(包括定期會議及問卷調查)與權益人溝通。透過定期參與會議，本集團取得寶貴意見，並審閱關注事項，此舉將有助業務達致其潛在增長，並為未來可持續發展的挑戰作好準備。

為識別重大環境、社會及管治議題，本集團特別接觸內部及外部權益人，包括高級管理層、前線員工、服務供應商及客戶，了解環境、社會及管治重大議題及本集團營運的挑戰。於重要性評估中，權益人須按17項議題對本集團業務發展及對廣泛社區的相關性及重要性，對有關議題進行排序。

重要性分析的結果及重要層面的綜合列表分別呈列於以下矩陣表及表格內。

6. MATERIALITY MATRIX

6. 重要性矩陣





SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

A. Environmental Issues

- A1 Energy
- A2 Water
- A3 Emissions
- A4 Effluent and Waste
- A5 Other Raw Materials Consumption
- A6 Environmental Protection Policies

B. Social Issues

- B1 Employment
- B2 Occupational Health and Safety
- B3 Development and Training
- B4 Labor Standards
- B5 Supply Chain Management
- B6 Intellectual Property Rights
- B7 Customer Data Protection
- B8 Customer Service
- B9 Product/Service Quality
- B10 Anti-corruption
- B11 Community Investment

A. 環境事宜

- A1 能源
- A2 水
- A3 排放物
- A4 廢棄物及污水
- A5 其他原材料消耗
- A6 環境保護政策

B. 社會事宜

- B1 僱傭
- B2 職業健康與安全
- B3 發展及培訓
- B4 勞工準則
- B5 供應鏈管理
- B6 知識產權
- B7 客戶資料保護
- B8 客戶服務
- B9 產品／服務質素
- B10 反貪污
- B11 社區投資

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告 (續)

Among the environmental and social aspects, the following topics are identified as the most material issues to the stakeholders:

- Occupational Health and Safety
- Anti-corruption
- Customer Data Protection
- Employment
- Labor Standards

7. STAKEHOLDERS' FEEDBACK

The Group welcomes stakeholders' feedback on our ESG approach and performance. Please give your suggestions or share your views with us via email at ir@oceanwide.hk.

A. Environmental

The Group pays great attention to protecting the environment and is committed to the long-term sustainability of the environment and community in which it operates. The Group strives to create a greener office through energy and water saving, resource management, education and awareness.

在環境及社會方面，下列主題為權益人最重要的問題：

- 職業健康與安全
- 反貪污
- 客戶資料保護
- 僱傭
- 勞工準則

7. 權益人反饋

本集團歡迎權益人對我們的環境、社會及管治方針及績效給予意見。請發送電郵至 ir@oceanwide.hk，向我們提供閣下的建議或分享見解。

A. 環境

本集團非常重視保護環境，致力於經營所在地環保及社區的長期可持續發展。本集團致力透過節能節水、資源管理、教育及提高環保意識創造更環保的辦公室。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

The Group has implemented the ISO 14001 Environmental Management System and strictly monitored its projects in all segments to ensure compliance with national and local laws and regulations in relation to environmental protection and pollution control, including but not limited to the followings:

本集團已推行 ISO 14001 環境管理系統，嚴格監察所有分部的項目，確保符合與環境保護及污染管制有關的國家及地方法律及法規，包括但不限於下列各項：

Environmental laws and regulations complied in different regions

於不同地區遵守的環境保護法律及法規

Hong Kong

香港

- Environmental Impact Assessment Ordinance
環境影響評估條例
- Waste Disposal Ordinance
廢物處置條例

United States

美國

- Storm Water Pollution Control Requirement of Los Angeles Department of Building and Safety ("LADBS")
洛杉磯建築及安全部(「LADBS」)雨水污染控制規定
- The Clean Air Act
清新空氣法
- The Toxic Substances Control Act
有毒物質管制法
- The National Environmental Policy Act
國家環境政策法
- The California Environmental Quality Act
加利福尼亞州環境質素法

The PRC

中國

- Environmental Protection Law of the PRC
中國環境保護法
- Water Pollution Prevention and Control Law of the PRC
中國水污染防治法
- Law of the PRC on the Prevention and Control of Atmospheric Pollution
中國大氣污染防治法
- Law of the PRC on the Prevention and Control of Environmental Pollution by Solid Waste
中國固體廢物污染環境防治法
- Law of the PRC on the Appraising of Environment
中國環境影響評價法

Indonesia

印尼

- Water Pollution Control from the Ministry of Environmental in Indonesia
印尼環境部的水污染管制
- Air Pollution Control from the Ministry of Environmental in Indonesia
印尼環境部的大氣污染管制

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

A1. Emissions

During the reporting period, the Group did not note any cases of material non-compliance relating to air and greenhouse gas ("GHG") emissions, discharge into water and land, and the generation of hazardous and non-hazardous waste as required by the applicable laws and regulations.

A1.1 Air Emissions

During the reporting period, the Group-owned vehicles (e.g., passenger cars and light goods vehicles) operated on petrol were used for daily business operations, which contributed to the emissions of nitrogen oxides ("NO_x"), sulfur oxides ("SO_x") and respiratory suspended particles ("RSP"). With reduced demand for business trips in times of COVID-19, the Group consumed 28% less petrol compared with the Last Reporting Period, which led to substantially reductions in respective air emissions.

A1. 排放物

於報告期內，本集團並不知悉任何與廢氣及溫室氣體排放、向水及土地的排污以及有害及無害廢棄物的產生的適用法律及法規有關的嚴重不合規情況。

A1.1 廢氣排放

於報告期內，本集團於日常業務營運中使用以汽油運作的自置汽車(如乘用車及輕型貨車)，排放氮氧化物、硫氧化物及可吸入懸浮顆粒。基於新冠肺炎期間公幹的需求減少，本集團的汽油消耗量較上一報告期間減少28%，導致相關廢氣排放量顯著減少。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

Mobile fuel source 汽車燃料來源	Air emissions (non-GHG) from the mobile combustion 自汽車燃料燃燒之廢氣排放(非溫室氣體排放)		
	NO _x (kg) 氮氧化物 (千克)	RSP (kg) 可吸入懸浮 顆粒(千克)	SO _x (kg) 硫氧化物 (千克)
Petrol 汽油	4.07	0.21	0.10

A1.2 Greenhouse Gas Emissions

During the reporting period, the Group's business activities contributed to the GHG emission of 186.66 tonnes of carbon dioxide equivalent ("tCO₂eq."), mainly carbon dioxide, methane and nitrous oxide. The overall GHG intensity for the Group was 1.99 tCO₂eq. with reference to total number of employees, representing a 34% drop compared with the last reporting period.

The reported GHG emissions were attributed to the following activities:

- Direct (scope 1) GHG emissions from the consumption of petrol;
- Energy indirect (scope 2) GHG emissions from purchased electricity; and
- Other indirect (scope 3) GHG emissions from business air travel and paper waste landfilling.

A1.2 溫室氣體排放

於報告期內，本集團業務活動產生的溫室氣體排放二氧化碳當量為186.66噸(「噸二氧化碳當量」)，主要為二氧化碳、甲烷及一氧化二氮。經參考僱員總人數後，本集團的溫室氣體排放總體強度為1.99噸二氧化碳當量，較上一報告期間下跌34%。

所報告之溫室氣體排放乃產生自以下進行之活動：

- 直接排放(範圍1)來自汽油消耗的溫室氣體排放；
- 能源間接排放(範圍2)來自購買電力的溫室氣體排放；及
- 其他間接排放(範圍3)來自乘坐飛機出外公幹產生之溫室氣體排放，及堆填區的廢紙處置。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued) **2020 年社會責任報告 (續)**

Scope of Greenhouse Gas Emissions	Emission sources	GHG emission (in tCO ₂ eq.)	Total GHG emissions (in percentage)
溫室氣體排放範圍	排放來源	溫室氣體排放量 (以噸二氧化碳當量計算)	溫室氣體排放總量 (以 % 計算)
Scope 1 範圍 1			
Direct Emission	Combustion of fuel for mobile sources	18.57	10%
直接排放	流動源的燃料燃燒	汽油	
Scope 2 範圍 2			
Energy Indirect Emission	Purchased electricity	156.39	84%
能源間接排放	購買電力		
Scope 3 範圍 3			
Other Indirect Emission	Paper waste disposal	3.60	6%
其他間接排放	棄置廢紙		
	Business air travel	8.10	
	乘坐飛機出外公幹		
Total 總量		186.66	100%

Note:

- Emission factors were made reference to Appendix 27 of the Listing Rules and their referred documentation as set out by The Stock Exchange of Hong Kong Limited, unless stated otherwise.

附註：

- 除另有說明外，排放系數乃參照香港聯合交易所有限公司制定的上市規則附錄二十七及其描述的文件。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

- Emission factors of 0.7088 kg CO₂/kWh and 0.877 kg CO₂/kWh for purchased electricity in Hawaii and Jakarta were made reference to Emission and Generation Resource Integrated Database of the United States Environmental Protection Agency and Directorate General of Electricity of the Ministry of Energy and Mineral Resources of Indonesia respectively.
- CO₂ emissions from the Group's business air travels were reported with accordance to the International Civil Aviation Organization (ICAO) Carbon Emission Calculator.
- 夏威夷及雅加達的購買電力排放系數每千瓦時0.7088 千克二氧化碳及每千瓦時0.877 千克二氧化碳乃分別參照美國國家環境保護局的排放和發電資源綜合數據庫及印尼能源暨礦產資源部轄下的電力管理局數據庫。
- 本集團乘坐飛機出外公幹的二氧化碳排放量根據國際民用航空組織(ICAO)碳排放計算器報告。

A1.3 Hazardous Waste

During the reporting period, the Group generated a total of 0.02 tonnes of hazardous waste, mainly included waste fluorescent lamps, batteries, cleaning products and printer cartridges. The waste intensity was 0.21 kg/employee, representing a reduction of 10% compared to the last reporting period.

A1.3 有害廢棄物

於報告期內，本集團產生總共0.02噸有害廢棄物，主要包括螢光燈、電池、清潔產品及碳粉匣。廢棄物密度為每名僱員0.21 千克，較上一報告期間減少10%。

A1.4 Non-hazardous Waste

Non-hazardous waste from the Group's operations consists mainly of paper waste and domestic waste including scrap metal, glass, plastic, packing materials and food waste. During the reporting period, the Group generated a total of 1.35 tonnes of non-hazardous waste, contributing to the waste intensity of 0.01 tonne/employee.

A1.4 無害廢棄物

本集團營運產生的無害廢棄物主要由廢紙及家居廢棄物組成，例如廢金屬、玻璃、塑膠、包裝材料及廚餘。於報告期內，本集團產生總共1.35噸無害廢棄物，廢棄物密度為每名僱員0.01 噸。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

A1.5 Measures to Mitigate Emissions

The Group highly encourages employees to use public transport or carpool to minimize fuel consumption and emissions. Some office buildings are equipped with electric vehicle chargers which encourage the use of electric vehicles.

Throughout the years, the Group has utilized online conferencing tools for internal communication and meeting needs. As a result of the reduced demand for business travels, the GHG emission associated with business air travel dropped significantly by 77% compared to the last reporting period.

A1.6 Wastes Handling and Reduction Initiatives

The Group strictly observes national and local laws in handling both hazardous and non-hazardous waste. The Group generates minimal amount of hazardous waste which is handled by either building management offices or qualified third parties.

A1.5 減低排放量的措施

本集團高度鼓勵僱員使用公共交通工具或拼車，以減少消耗燃料及排放。若干辦公大樓設有電動車充電器，以鼓勵使用電動車。

多年來，本集團已使用線上會議工具，以滿足內部通訊及會議的需求。由於公幹的需求減少，有關乘坐飛機出外公幹的溫室氣體排放量較上一報告期間大幅下跌 77%。

A1.6 廢棄物處理及減低措施

本集團嚴格遵守與處理有害及無害廢棄物有關的國家及地方法律。本集團產生極少量有害廢棄物，而該等有害廢棄物交由樓宇管理公司或合資格第三方處理。



SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

Non-hazardous waste is collected by building management office for disposal or recycling. The Group has hired profession waste management company onsite to process any construction waste generated in the construction projects. As a result of the Group's continuous efforts, the non-hazardous intensity was further reduced to 0.01 tonnes per employee (2019: 0.04 tonnes per employee), and the Hawaii office recycled a total of 0.005 tonnes of waste paper during the reporting period.

With the aim of creating a sustainable and green workplace, the Group has adopted various green office practices, and raised staff awareness of sustainability issues in the Group's day-to-day housekeeping. For instance, the Group has adopted Office Automation ("OA") for an electronic office operation, where documents and information are transmitted electronically to avoid paper consumption. The Group encourages employees to use both sides of paper, where most network printers are set duplex printing as the default mode when printouts are necessary. The Group also provides washable, reusable mugs and kitchen utensils to avoid the use of disposable cups and utensils. Hand dryers are provided at restrooms to reduce the use of paper towels. Some of the Group's offices are fitted with water filtration systems that further minimize consumption of bottled water.

無害廢棄物由樓宇管理公司收集以作處理或回收。本集團已聘請專業廢棄物管理公司實地處理工程項目所產生的任何工程廢棄物。於本集團的持續努力下，無害廢棄物密度已進一步減少至每名僱員0.01噸(2019年：每名僱員0.04噸)，而於報告期內，夏威夷辦公室合共回收0.005噸廢紙。

為創造可持續發展及綠色的工作環境，本集團已採納多項綠色辦公室措施，並提高員工對本集團日常運作中可持續發展議題的關注。例如，本集團已採納辦公室自動化，推廣電子／無紙辦公室運作。本集團鼓勵僱員使用雙面紙，而如有需要列印，大部分網絡打印機的預設模式均已設定為雙面打印。本集團亦提供可清洗及可重用的馬克杯及廚具，避免使用一次性水杯及用具。洗手間設有乾手機，以減少使用紙巾。本集團若干辦公室配有濾水系統，以進一步減少消耗樽裝水。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

A2. Use of Resources

The Group and its employees have responsibility for energy saving and reduction in GHG emissions. The Group continues to promote eco-friendly behaviors through written guidelines in the Staff Handbook to ensure the rational use of resources across the operations.

A2.1 Energy Consumption

The total energy consumption by the Group was 254,830 Kilowatt-hour ("kWh"), with an overall energy intensity of 2,710.96 kWh per employee during the reporting period.

A2. 資源使用

本集團及其僱員肩負節約能源及減少溫室氣體排放的責任。本集團一直在員工手冊載列書面指引，推廣環保行為，確保在各項營運上合理使用資源。

A2.1 耗能

於報告期間，本集團的能源消耗總量為254,830千瓦時(「千瓦時」)，整體能源消耗密度為每名僱員2,710.96千瓦時。

Direct/indirect energy sources 直接／間接能源	Usage 用途	Consumption (unit) 耗量(單位)	Consumption (kWh) 耗能(千瓦時)	Energy intensity 能源密度
Petrol 汽油	For vehicles 汽車	6,982 L 6,982 公升	70,341 70,341	748.31 kWh/employee 748.31 千瓦時／僱員
Electricity 電力	For office operations 辦公室運作	184,489 kWh 184,489 千瓦時	184,489 184,489	1,962.65 kWh/employee 1,962.65 千瓦時／僱員

Note: Conversion factors were made reference to IEA Energy Statistics Manual and 2006 IPCC Guidelines for National Greenhouse Gas Inventories.

附註：換算系數乃參考國際能源署能源統計手冊及2006年政府間氣候變化專門委員會國家溫室氣體清單指南而定。



SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

A2.2 Water Consumption

Freshwater consumed for the Group's daily business operations is supplied by municipal freshwater supplier. Water supply and discharge of the Group are managed by the building management offices, and the costs of usage are included in the management fees. The Group did not consume significant amount of water through business activities and the water consumption was considered minimal during the reporting period.

A2.3 Energy Use Efficiency Initiatives

The Group has adopted various initiatives to ensure the rational use of energy resources. For instance, the property investment segment has installed LED lighting system for the buildings. At offices, windows blinds are kept close to reduce the need for air-conditioning.

Employees are obligated to follow the energy saving practices at offices, which include,

- switching off office equipment (e.g., printers, chargers) after office hours to reduce power consumption;
- procuring energy-efficient office equipment;

A2.2 耗水

本集團日常業務營運所耗用的淡水乃由城市淡水供應商供應。本集團的水供應及排放由樓宇管理公司管理，而使用成本計入管理費。本集團並無透過業務活動大量用水，而於報告期內耗水量被視為微乎其微。

A2.3 能源使用效益計劃

本集團已採取多項措施確保合理使用能源。例如，物業投資分部已為樓宇安裝LED照明系統。於辦公室內，百葉簾保持關閉，以減低對空調的需求。

僱員須遵守辦公室的節能措施，包括：

- 辦公時間後關閉辦公設備（如打印機及充電器）以減少耗能；
- 採購節能辦公設備；

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

- arranging for the last-man-out to check and turn off all electric appliances, e.g., printers and photocopiers; and
- carrying out regular maintenance on office equipment.

A2.4 Water Use Efficiency Initiatives

No issues on sourcing water were reported during the Reporting Period. Though the water consumption is minimal, the Group continuously encourages employees to practice water conservation and has adopted various measures in different business segments, such as:

- carrying out regular leakage tests on water taps and washers; and
- enhancing proper maintenance and repairs of water supply system to improve water usage efficiency.

A2.5 Packaging Material

The Group's businesses did not involve any use of packaging materials; hence no data nor information is being presented in this report.

- 安排最後離開辦公室的員工檢查並關閉所有電子設備，如打印機及複印機；及
- 定期維護辦公設備。

A2.4 用水效益計劃

於報告期內，本集團並未收到有關尋找水源問題的報告。儘管耗水極少，本集團一直鼓勵僱員習慣節約用水，並因應不同業務分部採納各種措施，例如：

- 對水龍頭及墊圈等缺陷進行定期漏水檢測；及
- 加強適當的供水系統保養及維修，提高用水效率。

A2.5 包裝材料

本集團的業務並不涉及任何包裝材料使用，因此本報告並無呈列任何相關數據或資料。

A3. The Environment and Natural Resources

A3.1 Significant Impacts of Activities on the Environment

The Group strictly complied with all national and local laws and regulations in relation to environmental protection and the use of natural resources during the year under review. To alleviate its impact on the environment and natural resources, the Group has followed the requirements established by Leadership in Energy and Environmental Design ("LEED") in the development of real estate in Los Angeles. Besides, the Group has also invested in the indoor greening decoration in the lobbies of the properties and in Hong Kong office. Such investment has not only enhanced the decorative and beautifying effect and created a comfortable and excellent surrounding to the leaseholders, but also improved the indoor air quality in the properties as well. The Group will continue to adhere to the safety, harmony and green development concept and make unremitting efforts to create a resource-saving and eco-friendly corporation in the future.

A3. 環境及天然資源

A3.1 活動對環境的重大影響

於回顧年度內，本集團嚴格遵守所有有關環境及使用天然資源的國家及地方法律及法規。為減輕對環保及天然資源的影響，本集團於洛杉磯開發房地產時已遵守領先能源與環境設計(「LEED」)所訂的規定。此外，本集團亦已投資於物業大堂及香港辦事處的室內綠化裝飾。有關投資一方面提升裝飾及美觀效果，為租戶提供舒適美觀的環境，另一方面亦改善物業內的室內空氣質量。本集團將繼續秉持安全、和諧及綠色發展意念，不遺餘力地於日後打造節約資源的環保企業。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

The Group has established and implemented various controlling and mitigation schemes. In particular, the Group's real estate development project in Los Angeles will pursue the U.S. Green Building Council's ("USGBC") LEED Silver certification as a Campus project consisting of a Master site which encompasses the whole property, two LEED-NC v 2009 projects, (the North Tower and South Towers, respectively) and one LEED-CS v 2009 project (retail building). All three projects are required to demonstrate environmentally responsible building practices and attain LEED Silver level certification or higher levels. By adhering to green building guidelines, the projects have demonstrated comprehensive improvements on various environmental criteria including site plan, water efficiency, energy and atmosphere, material and resources, and indoor environmental quality.

本集團已制定並實施不同監控及緩解計劃。其中，本集團的洛杉磯房地產開發項目將作為一個校園項目申請美國綠色樓宇理事會(「USGBC」)的LEED銀級認證，而主地盤包括整個物業、兩個LEED-NC(新建築)v 2009項目(北大樓及南大樓)及一個LEED-CS(結構體)v 2009項目(零售樓宇)。三個項目全部要求能展示對環境負責的建築實踐並達到LEED銀級認證或以上。藉遵從綠色樓宇指引，該等項目在多個環境要素均已取得全面提升，包括地盤規劃、用水效益、能源及大氣、材料及資源以及室內環境質素。

A4. Climate Change

To echo with international concerns on climate change, the Group will begin assessing the short-, medium- and long-term materiality of climate-related risks and opportunities for the Group. Currently, the Group has obtained insurance for the real estate development projects to mitigate the effects of environmental and other destructive hazards.

A4. 氣候變化

為響應國際對氣候變化的關注，本集團將開始為本集團評估氣候相關風險及機遇的短期、中期及長期重大性。現時，本集團已為房地產發展項目取得保險，以減低環境及其他破壞性災害的影響。

B. Social

1. Employment and Labor Practices

B1. Employment

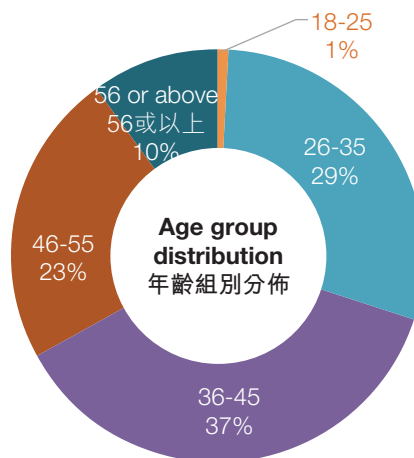
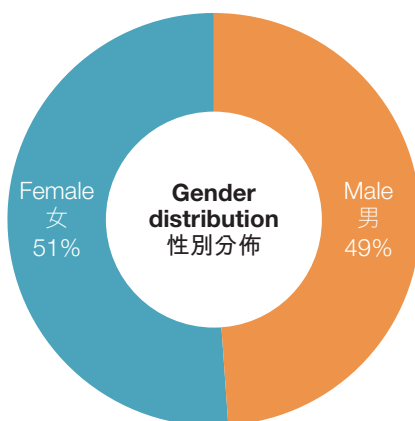
The Group had a total number of 94 employees as of 31 December 2020, nearly 99% of which were full-time employees. The total workforce which is sorted by gender, age group, employee category and geographical region are shown below.

B. 社會

1. 僱傭及勞工常規

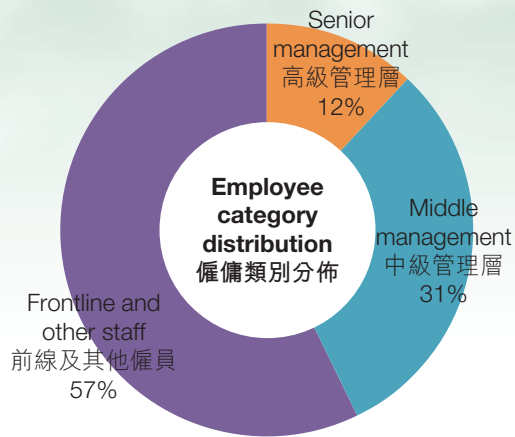
B1. 僱傭

截至2020年12月31日，本集團共有94名僱員。其中近99%為全職僱員。按性別、年齡組別、僱員類別及地區分類的員工總數載列如下。



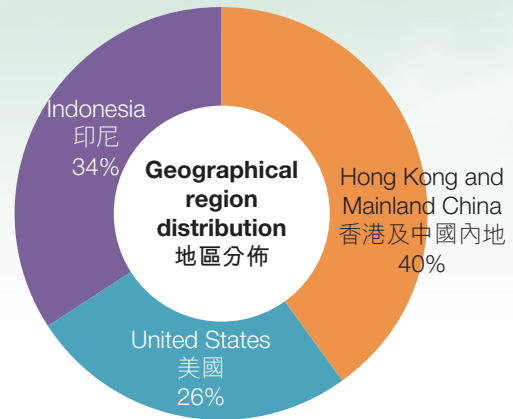
SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告 (續)



The Group treasures employee's talents and dedicates to providing a safe and sound working environment for employees as well as cultivating talents experienced in technology and management. The Group strives to provide its employees with a suitable platform for developing careers, professionalism, and advancement. By improving the remuneration system and career paths, the Group expects to establish a comprehensive incentive system based on physical, mental, emotional and growth motivations to carry forward the harmonious and stable employment relationship.

The Group did not note any cases of material non-compliance in relation to employment, compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, welfare and other benefits during the reporting period. The Group strictly complies with national and local laws and regulations, including but not limited to the followings:



本集團重視僱員的才幹，矢志為僱員提供安全良好的工作環境，培育科技及管理人才。本集團致力為僱員提供合適平台，供他們發展事業、專業及自我提升。本集團不斷完善薪酬制度及事業發展路途，建立一個激勵身心靈的全面獎勵制度，締造和諧穩定的僱傭關係。

於報告期內，本集團並不知悉任何與僱傭、薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視、福利及其他待遇有關的嚴重不合規情況。本集團嚴格遵守國家及地方法律及法規，包括但不限於下列各項：



SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

Employment laws and regulations complied in different regions

於不同地區遵守的僱傭法律及法規

Hong Kong

香港

- Employment Ordinance
僱傭條例

The PRC

中國

- Labor Law of the PRC
中國勞動法
- Labor Contract Law of the PRC
中國勞動合同法

United States

美國

- Age Discrimination in Employment Act
年齡歧視就業法
- Americans with Disabilities Act
美國殘疾人法
- Fair Labor Standards Act
公平勞工標準法
- Family and Medical Leave Act
家庭與醫療假法
- National Labor Relations Act
全國勞資關係法
- Worker Adjustment and Retraining Notification Act
員工整頓及再培訓通知法

Indonesia

印尼

- Government Regulation in Lieu of Law of the Republic of Indonesia and Presidential Regulation of the Republic of Indonesia
印尼共和國代法令政府條例和印尼共和國總統條例

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

The Group also complies with the laws and regulations in respect to the employees' social security schemes and mandatory provident fund ("MPF") scheme that are enforced by the local governments in relation to employee benefits. Especially, the Shanghai operation provides housing subsidies to its employees. Besides, employees enjoy the freedom to take part in trade unions that are formed in some operating regions to protect workers' rights and advance their interests. During the reporting period, the Hong Kong operation has been awarded with the Good MPF Employer award by the Mandatory Provident Fund Schemes Authority.

The Employee Handbook provides information and guidelines on working conditions, benefits and remuneration, training and development, as well as health and safety. The Handbook is regularly reviewed and updated based on new legal and regulatory requirements and best employment practices.

此外，本集團亦遵守地方政府就僱員福利實施的僱員社會保障計劃及強制性公積金(「強積金」)計劃的相關法律及法規。特別是，上海辦事處為其僱員提供房屋津貼。此外，僱員可自由參與由於若干經營地區組成的工會，以保障工人權利及促進其利益。於報告期內，香港辦事處曾獲強制性公積金計劃管理局頒授積金好僱主之獎項。

員工手冊提供有關工作環境、福利及薪酬、培訓及發展以及健康及安全的資料及指引。本集團根據新訂法律及監管規定以及最佳僱傭慣例定期審閱及更新手冊。



SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

Recruitment and Promotion

The Group has developed an annual recruitment plan to manage the recruitment process. To attract high caliber candidates, the Group offers fair, competitive remuneration and benefits package based on the individuals' past performance, personal attributes, job experiences and career aspiration. The Group also references market benchmarks in determining its remuneration and benefit policies. The Group attracts candidates through various strategies such as posting information on the Internet, attending recruitment seminars and recruiting talents through headhunting agencies.

The Group believes that performance appraisal is an effective way to review employees' performance and development progress. The Group has established periodicity plans and budgets to run performance evaluation. Every year, the Group reviews employees' individual performance including working capability, contribution, advantages, targets and areas of improvement. The working scope and working targets are set according to the evaluation outcomes. All the promotion should be approved by senior managers and based on employees' performance.

招聘及晉升

本集團制訂一套年度招聘計劃，管理其招聘程序。為吸引優秀的應徵者，本集團按照個人的過往表現、個人素質、工作經驗及事業抱負，提供公平而具競爭力的薪酬及福利。此外，本集團於釐定其薪酬及福利政策時，亦會參考市場標準。本集團透過不同策略招攬應徵者，例如在互聯網登載資料、參與招聘座談會及聘用獵頭公司吸納人才。

本集團相信表現評估為檢討僱員表現及發展進度的有效方法。本集團已制定定期計劃及預算進行表現評核。本集團每年審視僱員的個人表現，包括工作能力、貢獻、長處、目標及改善空間。工作範圍及工作目標會按評核結果訂定。所有晉升應由高級經理按照僱員表現審批。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

Compensation and Dismissal

As talent retention is vital to the future business development of the Group, the Group continually reviews its compensation packages. The Group performs probationary and regular evaluations according to the overall market environment, profitability of the Group and employee's performance. The evaluations process ensures that employees are recognized by the Group appropriately concerning their efforts and contributions. The Group also gives discretionary bonuses to employees according to their performance, and adopts share option schemes as a long-term incentive for key management staff.

Employees shall inform the Group in advance of their intentions to resign by written letter to the supervisor of the department and send a copy to Human Resources Department and Administration Department. Meanwhile, any appointment, promotion or termination of employment contract are based on reasonable, lawful grounds and internal policies, such as the Employee Handbook. The Group strictly prohibits any kinds of unfair or unreasonable dismissals to protect the employee's rights. In case of any serious negligence, the employee can be subject to disciplinary action, up to and including termination of employment, as well as possible legal consequences.

薪酬及解僱

由於挽留人才乃本集團未來業務發展的關鍵，本集團不斷檢討其薪酬待遇，並根據整體市場環境、本集團的盈利能力及僱員的表現進行試用及常規評核。評核程序可確保僱員的努力及貢獻獲本集團給予適當肯定。本集團亦根據僱員表現向他們酌情發放花紅，並採納購股權計劃作為主要管理人員之長期獎勵。

有意離職的僱員應預先致函部門主管，並向人力資源部及行政部發送副本通知本集團。同時，任何委任、晉升或終止僱傭合約應按合理合法的依據及內部政策(例如員工手冊)進行。本集團嚴格禁止任何類型的不公平或不理解僱，以保障僱員權利。如僱員有任何嚴重疏忽，將需接受紀律處分或被解僱，並且承擔可能的法律責任。



SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

Working Hours and Rest Period

The Group has formulated internal policies based on local employment laws for determining working hours and rest period for employees. Employees who work at nonoffice hours are eligible for overtime pays or compensation leaves. In addition to basic paid annual leaves and statutory holidays stipulated by the employment laws of the local governments, employees are also entitled to additional leaves such as marriage leave and sick leave.

Equal Opportunity and Anti-discrimination

As a responsible employer, the Group is committed to providing equal opportunities in recruitment, training, promotion, transfers and remuneration, regardless of gender, disability, family status, marital status, pregnancy, race, religion, age, nationality or sexuality. The Group's Anti-Discrimination Policy and Equal Opportunities Policy outline its commitment to ensuring a workplace free of discrimination, harassment or vilification in accordance with national and local laws and regulations including the Civil Rights Act of 1964 in United States, Disability Discrimination Ordinance and Sex Discrimination Ordinance in Hong Kong. The Group considers differential treatment on the grounds of race, gender, disability, family status or sexual orientation to be unacceptable in the workplace. The Shanghai operation has employed people with disabilities during the reporting period.

工作時數及假期

本集團已根據各地的僱傭法律，就釐定僱員的工作時數及假期制定其內部政策。於非辦公時間工作的僱員可獲超時工作薪酬或補償假期。除基本有薪年假及各地政府僱傭法律訂明的法定假日外，僱員亦可享婚假、病假等額外休假權利。

平等機會及反歧視

作為負責任僱主，本集團承諾，不論性別、殘疾、家庭狀況、婚姻狀況、懷孕、種族、宗教、年齡、國籍或性取向，於招聘、培訓、晉升、調動及薪酬方面提供平等機會。本集團的反歧視政策及平等機會政策概述其根據國家及地方法律及法規(包括美國1964年民權法以及香港殘疾歧視條例及性別歧視條例)確保工作環境並無歧視、騷擾或中傷的承諾。本集團絕不容忍於工作環境中基於種族、性別、殘疾、家庭狀況或性取向而產生的差別待遇。上海辦事處於報告期內曾僱用殘疾人士。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

With the aim of ensuring fair and equal protection for all employees, the Group has zero tolerance on sexual harassment or abuse in the workplace in any forms. The United States operations has provided sexual harassment education for employees to help safeguard against inappropriate behaviors and unwanted advances by clearly defining violations.

Other Benefits and Welfare

The Group firmly believes that a harmonious atmosphere in the office is essential to the high morale and productivity of every employee, which enhances staff engagement and enthusiasm. The Group offers competitive benefits package to employees, including medical insurance, work injury compensation insurance, life insurance, travel insurance and long service payment. Due to the pandemic, the Group was not able to organize events and activities for employees. The Hawaii operation held weekly online meeting to strengthen employees' sense of belonging. The Los Angeles operation issued holiday gift cards to all employees which received high appreciation and positive feedback from the employees.

為確保所有僱員均得到公平及平等的保護，本集團絕不容忍任何形式的職場性騷擾或欺凌行為。美國辦事處已為僱員提供性騷擾教育，有助透過明確界定違例情況而防止不恰當行為及不受歡迎的追求出現。

其他利益及福利

本集團堅信和諧的辦公室氣氛有利各僱員維持高昂士氣及生產力，並有助提升員工的敬業態度及工作熱情。本集團向僱員提供具競爭力的福利待遇，包括醫療保險、工傷賠償保險、人壽保險、旅遊保險及長期服務金。基於疫情，本集團無法為僱員籌辦活動。夏威夷辦事處每週舉行線上會議，以加強僱員的歸屬感。洛杉磯辦事處向所有獲僱員高度讚賞及正面評價的僱員頒發節日禮品卡。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

Turnover

A total of 11 employees left the Group during the reporting period, contributing to an overall turnover rate¹ of 12%. Committed to inspiring and strengthening workforce, the Group will look into opportunities to attract and retain talents regardless of their age, gender and ethnical backgrounds. During the reporting period, the Group has provided flexible working arrangements to support staff and retain talents. The Los Angeles operation has continued to use PayScale for market salary survey to ensure it maintains strong competition within the industry.

The turnover rate which is categorized by gender, age group, and geographical region are shown below.

僱員流失

於報告期內，總共有 11 名僱員離開本集團，整體流失率¹為 12%。本集團致力激勵及增強員工隊伍的實力，務求不論年齡、性別及種族背景尋找機會招攬及挽留優秀人才。於報告期內，本集團已提供彈性工作安排，以支援員工及挽留人才。洛杉磯辦事處已持續使用 PayScale 進行市場薪金問卷調查，以確保其於業內維持強勁的競爭力。

按性別、年齡組別及地區劃分的流失率如下。

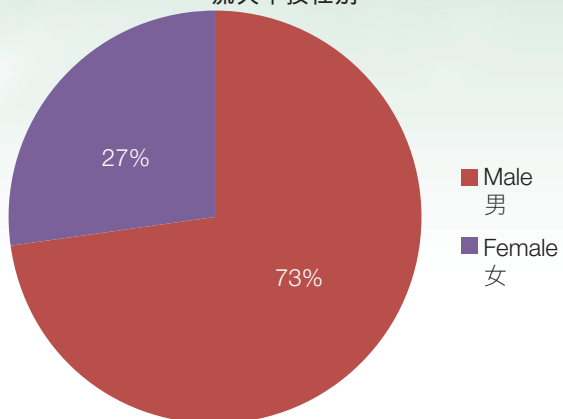
¹ Annual turnover rate = number of employees resigned during the reporting period/number of employees as at the end of the reporting period*100%

¹ 年度流失率 = 於報告期內離職的僱員人數／於報告期末的僱員人數*100%

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)
2020 年社會責任報告 (續)

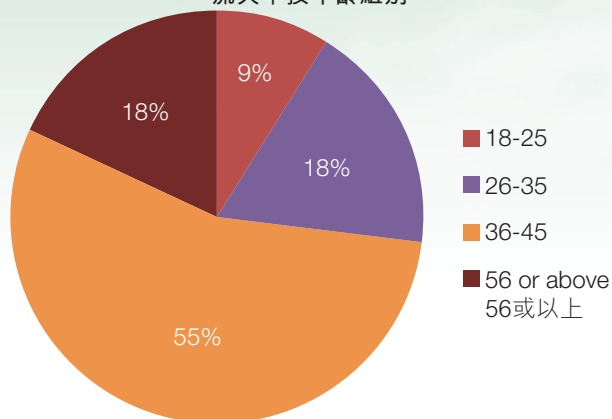
TURNOVER RATE BY GENDER

流失率按性別



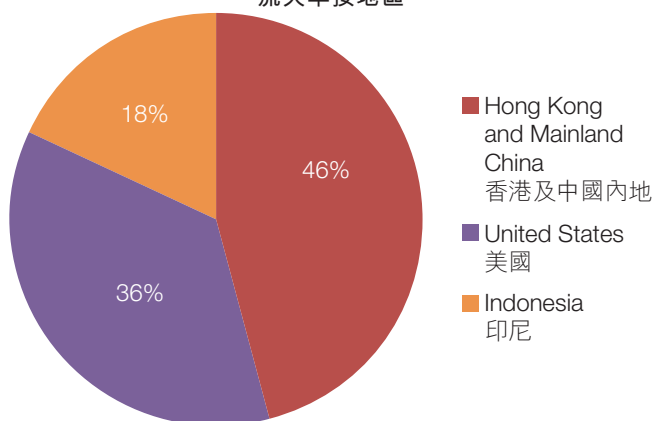
TURNOVER RATE BY AGE GROUP

流失率按年齡組別



TURNOVER RATE BY REGION

流失率按地區



SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

B2. Employee Health and Safety

During the reporting period, the Group did not note any cases of material non-compliance in relation to health and safety laws and regulations, and strictly complied with national and local laws and regulations, including but not limited to the followings:

B2. 僱員健康與安全

於報告期內，本集團並不知悉任何與健康與安全法律及法規有關的嚴重不合規情況，並嚴格遵守國家及地方法律及法規，包括但不限於下列各項：

Occupational health and safety laws and regulations complied in different regions

於不同地區遵守的職業健康與安全法律及法規

Hong Kong

香港

- Occupational Safety and Health Ordinance
職業安全及健康條例
- Employees' Compensation Ordinance
僱員補償條例

The PRC

中國

- Law of the PRC on the Protection of Production Safety
中國安全生產法
- Regulation on Work-Related Injury Insurance of the PRC
中國工傷保險條例

United States

美國

- Occupational Safety and Health Act
職業安全及健康法

Indonesia

印尼

- N/A
不適用

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

Protecting Employees from Occupational Hazards

All employees shall be aware of the importance of working safety to avoid unnecessary accidents or injuries. When accidents happen, employees should report to the director of the department and the Human Resources Department immediately. The Group has established internal regulations to protect employees from occupational hazards and provided guidance on prevention of occupational risks. The Group provides annual medical check-up for its employees.

Providing a Safe Working Environment

The Group is committed to providing safe and secure working conditions, and to protecting its employees from physical, mental or emotional harassment. As stated in the Employee Handbook, the Group conducts regular evaluations on the working environment to pinpoint and mitigate potential workplace hazards faced by their employees. The Group prohibits smoking and drinking liquor in workplace (including the escalator and toilets), cleans the air-conditioning system and conducts carpet disinfection regularly.

保護僱員免受職業性災害

所有僱員均應注意工作安全的重要性，免受不必要的意外或傷害。一旦發生意外，僱員應即時向部門總監及人力資源部匯報。本集團亦已制定內部規例，保護僱員免受職業性災害，並向僱員提供如何預防職業性風險的指引。本集團每年均為其僱員提供身體檢查。

提供安全的工作環境

本集團承諾提供安全工作環境，並保障其僱員免受人身、精神或情緒上的騷擾。誠如員工手冊所載，本集團會定期進行工作環境評核，以指出並減低僱員正面對的潛在工作場所災害。本集團禁止在工作場所(包括升降機及洗手間)吸煙及飲酒，並定期清潔空調系統及消毒地氈。



SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

Additionally, the Group has formulated different contingency plans to handle various emergency situations effectively and has provided fire and safety orientation training for all employees. First aid supplies are installed in easily accessible areas in the workplace. Fire drill are arranged to familiarize employees the proper evacuation routes and practices in case a fire, power outage or another disaster occurs during working hours. Escape routes are always kept clear and the evacuation maps are prominently displayed at office areas. The furniture products in the Shanghai operation have been tested for formaldehyde emissions; all of which passed the European E0 emission standard. Ventilation systems and air purifiers are installed to maintain offices' air quality.

In the real estate development segment, the general contractor for Los Angeles project has established a comprehensive Site Specific Environmental, Health & Safety ("EHS") Manual to ensure that contractors provide a safe and healthy working environment that benefit all workers and management personnel on site. A safe environment shall be maintained jointly by contractors, sub-contractors and their employees by complying with all applicable local and national health and safety laws, rules, recognized codes, standards and other external requirements in the real estate development projects such as California

此外，本集團已制定不同應變計劃以有效處理各種緊急情況，並為所有僱員提供消防及安全培訓。急救用品則設於工作場所方便取得的地方。本集團安排火警演習，以讓僱員熟識於工作時間內發生火警、停電或其他災害時的正確逃生路線及做法。逃生路線應時常保持暢通，而逃生地圖應永久張貼於辦公區域。上海辦事處的傢俱產品已進行甲醛排放測試；該等傢俱產品均已通過歐洲E0排放標準。辦公室已安裝通風系統及空氣清新機，以保持空氣質素良好。

於房地產開發分部，洛杉磯項目的總承包商已建立全面的工地環境、健康及安全手冊，以確保承包商提供有利於場所內所有工作及管理人員安全及健康的工作環境。安全的環境需要承包商、分包商以及其僱員共同維護，且房地產開發項目必須遵守所有適用地方及國家健康及安全法

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

Code of Regulations. EHS, site-specific conditions and rules developed with the consideration of all significant hazards and risks, and other items which are essential for the safe and efficient operation of the project must be strictly complied and disclosed. The safety and quality of properties are monitored at all stages of construction by the general contractor to ensure that they meet the highest standards. This entails a dedication to stringent product safety standards and a focus on health and safety issues in real estate development practices. To ensure safety in the power plants of the energy segment, the Group conducts EHS meetings and safety training regularly for the sub-contractors.

No fatalities of the Group's employees have been recorded in the last three reporting years. During the reporting period, no work-related injury cases and lost days due to work injury was recorded in the Group. During the year under review, the Group was not in violation of any of the relevant laws and regulations in relation to providing a safe working environment and protecting the employees from occupational hazards that have a significant impact on the Group.

律及規則、獲認可的守則、標準及其他外部規定，例如加州規例守則。環境、健康及安全要求、特定場地狀況及經考慮所有重大危險及風險後所制定、對項目安全高效運作至關重要的規則必須嚴格遵守及披露。總承包商於所有施工階段一直監控物業的安全及質素，以確保符合最高標準。這反映出房地產開發業務對嚴謹產品安全標準的承擔和對健康及安全問題的重視。為確保能源電力分部的發電廠安全，本集團為分包商定期安排環境、健康與安全會議及安全培訓。

於過去三個報告年度並無錄得本集團僱員身故。於報告期內，本集團並無錄得任何與工作有關的受傷個案，亦無因工傷而流失的天數。於回顧年度內，本集團並無違反與提供安全工作環境及保護僱員免受職業性災害，且對本集團有重大影響的任何相關法律及法規。



SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

Our Responses to COVID-19

With the outbreak of COVID-19 pandemic, the Group is highly conscious of the potential health and safety impacts brought to its employees. In addition to strengthening the sanitation in its operations, precautionary measures such as temperature screening before entering the workplace, and ensuring sufficient disinfection supplies such as face masks and hand sanitizers in the operations are also implemented.

In addition, the Group has set up an emergency response team to closely monitor the development of the epidemic. During the time when business travel is restricted, employees meet with clients via teleconferencing and videoconferencing tools. Furthermore, the Group has allowed more flexibility in dealing with different kinds of situation during the pandemic, including flexible working hours, working by shift, working from home during quarantined, no salary deduction during sick leave period, etc. to protect staff from being affected due to work.

我們對新冠肺炎的 應對措施

隨著新冠肺炎疫情爆發，本集團高度關注對其僱員造成的潛在健康及安全影響。除於營運中加強消毒外，於營運中亦實行多項預防措施，例如進入工作場所前進行體溫檢測及確保備存充足消毒用品(如口罩及消毒搓手液)。

此外，本集團已設立緊急應變小組，以密切監察疫情發展。於公幹受限期間內，僱員透過電話會議及視像會議工具與客戶進行會議。此外，本集團已允許以更靈活的方式處理疫情下的各種情況，包括彈性上班時間、輪班工作、於隔離期間在家工作、病假期間不會扣除薪金等，以保障員工避免因工作而受到影響。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

B3. Development and Training

The Group values employee training and considers it as an important means to improve the Group's overall operational efficiency. Employees are encouraged to explore training opportunities related to their job skills and positions. The Group offers comprehensive training and development programs to its employees to strengthen their work-related skills and knowledge. Department heads are responsible for identifying training needs and internal training are provided to employees where there are policy updates and regulatory changes. A training plan is developed by the management based on the business needs and development goals of employees. Training contents are regularly updated to ensure contents are relevant to stakeholders' changing needs.

B3. 發展及培訓

本集團重視僱員培訓，視之為提升本集團整體營運效率的重要方法，並鼓勵僱員探討與其工作技能及職位有關的培訓機會。本集團向員工提供全面的培訓及發展課程，增強僱員與工作相關的技能及知識。部門主管負責識別培訓需要，並在有政策更新及監管有變化的情況下向僱員提供內部培訓。管理層按業務需要及僱員發展目標制訂培訓計劃。培訓內容定期更新，以確保內容切合權益人瞬息萬變的需求。



SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

Specifically, the Group provides orientation training for new employees focusing on corporate culture, business processes, work health and safety, management system and group development. For existing employees, the Group provides on-the-job training and development programs to facilitate continuing education and lifelong learning. With regard to employees' roles and positions, the Group offers individually tailored training to its employees, such as taxation updates, implementation on operating systems, risk control management and business compliance updates, which aims to foster a learning culture that could strengthen employees' professional knowledge and improve working efficiency. The Group provides training sponsorship for employees who attend external training.

During the reporting period, the total training hours and the average training hours per employee were 383 hours and 4.1 hours per employee respectively.

具體而言，本集團為新僱員提供入職培訓，讓他們了解本集團的企業文化、業務流程、工作健康與安全、管理系統及集團發展。至於現有僱員，本集團已提供在職培訓及發展課程，鼓勵持續教育及終身學習。僱員的角色及職位方面，本集團為個別僱員提供度身培訓，例如稅務最新資料、營運系統的運作、風險監控管理及商業合規最新資料，以培養學習文化，增強僱員的專業知識及提升工作效率。本集團為參與外界培訓的僱員提供培訓補助。

於報告期內，總培訓時數及每名僱員平均培訓時數分別為383小時及每名僱員4.1小時。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

Training percentage by gender

培訓百分比按性別

Male: 48% Female: 77%

男：48% 女：77%

Average training hours by gender

平均培訓時數按性別

Male: 2.3 hours Female: 5.8 hours

男：2.3 小時 女：5.8 小時

Training percentage by employee grade

培訓百分比按僱員職級

Frontline employees: 48%

前線員工：48%

Middle management: 86%

中級管理層：86%

Senior management: 73%

高級管理層：73%

Average training hours by employee grade

平均培訓時數按僱員職級

Frontline employees: 2.9 hours

前線員工：2.9 小時

Middle management: 6.0 hours

中級管理層：6.0 小時

Senior management: 4.5 hours

高級管理層：4.5 小時

B4. Labor Standards

In pursuance of the Group's human resources management system, national and local laws related to labor standards and rights, there was no child labor nor forced labor working in the Group. Concept relating to prevention of child and forced labors has been integrated into the Group's recruitment principles, processes and the Employee Handbook, which underpins the Group's commitment in eliminating human rights violation within the Group. No material non-compliance with laws and regulations regarding child and forced labor was recorded during the reporting period.

B4. 勞工準則

為落實本集團的人力資源管理系統以及有關勞工準則及權利的國家及地方法律，本集團並無童工及強制勞工。關於防止童工及強制勞工的理念已融入本集團的招聘原則及程序以及員工手冊，有助本集團履行消除本集團內違反人權的情況的承諾。於報告期內並無錄得與關於童工及強制勞工的法律及法規有關的嚴重不合規情況。



SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

To prevent illegal employment of child labor, underage workers and forced labor, job applicants are required to provide valid identity documents before confirmation of employment to ensure that they are lawfully employable. For instance, new employees in the United States need to go through Form I-9 process and provide information regarding the age and work authorization status. The Group also conducts backgrounds checks to ensure that each employee hired by the Group meets the minimum age requirement. If there is any unreal information, the Group will terminate the employment according to relevant laws. The case will be reported to the management of the Group, Human Resources, Risk Management and Legal Department, and saved for further investigation.

為防止非法僱用童工、未成年工人及強制勞工，於確認聘用前，會要求求職者提供有效身份證明文件，以確保求職者為合法就業。例如，美國的新僱員須通過表格I-9程序，並提供有關年齡及工作授權狀況的資料。本集團亦進行背景調查，以確保本集團所聘請的各僱員符合最低年齡規定。如有任何失實資料，本集團將根據相關法律終止僱用。有關個案將向本集團管理層、人力資源部、風險管理部及法律部匯報，並留待作進一步調查。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

2. Operating Practices

B5. Supply Chain Management

As a socially responsible enterprise, it is critical and vital for the Group to maintain and manage a sustainable and reliable supply chain that poses minimal negative impacts on the environment and society. Each of the operating subsidiaries within the Group monitors the quality of its suppliers and their supply chain practices on a strict and continuous basis. When choosing office equipment, the Administration Department gives preference to eco-friendly products where possible and observes waste reduction guidelines in the handling of unwanted waste. During the reporting period, the Group had engaged a total of 275 suppliers.

The Group has a stringent tendering policy to select and manage its supply chain. When selecting suppliers, the Group evaluates supplier capabilities through on-site inspections conducted by internal tender team. Potential suppliers are evaluated in terms of product and service quality, production capacity, reputation, qualification, track records and social and environmental responsibilities. Suppliers are divided into different groups according to the contract term and production capability for more effective management.

2. 營運慣例

B5. 供應鏈管理

作為對社會負責任的企業，維持可持續及可靠的供應鏈，可將對環境和社會的影響降至最低，對本集團至關重要。本集團旗下各營運附屬公司定期嚴格監察供應商的質素及供應鏈慣例。於挑選辦公室設備時，行政部於可行情況下偏向選用環保產品，並於處理無用廢棄物時遵守減廢指引。於報告期內，本集團合共委聘275名供應商。

本集團為挑選及管理供應鏈訂有嚴格的招標政策。在挑選供應商時，內部招標小組會進行實地調查，再由本集團評估供應商的能力。潛在供應商會因應產品及服務質素、產能、聲譽、資格、往績紀錄以及社會及環境責任方面接受評估。為更有效管理，供應商會根據合約條款及產能被劃分為不同組別。



SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

The Group strives to reduce adverse impact on the environment in its procurement activities. The product quality standards provided by the Group and the commercial agreement with suppliers have clearly stated the environmental requirements. The Group conducts interviews with suppliers on environmental behavior to scrutinize whether suppliers have any significant adverse environmental impact on the products provided, the number of pollution accidents in the past, and awareness of environmental protection, active control, reduction and prevention of pollution. Potential suppliers are required to provide a series of qualifications including the ISO 9001 Quality Management System, ISO 14001 Environmental Management System and ISO 45001 Occupational Health and Safety Management System and other business documents (e.g., business license, tax registration certificate and financial information) for internal evaluation.

本集團致力減輕其採購活動對環境的不利影響。本集團所提供的產品質量標準及與供應商訂立的商業協議清楚列明環境要求。本集團就環境行為查詢供應商，審視供應商所提供的產品有否對環境構成重大負面影響、過去污染意外數目以及環保、主動監控以及減低及防止污染的意識。潛在供應商須提供ISO 9001質量管理系統、ISO 14001環境管理系統及ISO 45001職業健康安全系統等一系列資格證書及其他業務文件（例如營業執照、稅務登記證及財務資料等），以作內部評估。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

To control supply chain risks, the Group has established a qualified contractor list and evaluated performances of contractors regularly. Qualified suppliers are required to follow all the environmental and social practices laid down in the contracts and in compliant with Los Angeles City Building Code. In the real estate business segment, the Group has authorized the general contractor to manage its supply chain and engaged an external consultant to monitor and test the quality of construction materials such as steel and concrete regularly. It also manages health and safety performances of the contractors through procedures and standards such as Site-Specific EHS Manual, the Construction Indoor Air Quality Management and Construction Waste Management Plan. In the energy segment, the Group has organized regular meetings with respect to the EHS aspects, aiming to educate the subcontractors' leaders on the knowledge in business operation, as well as close monitoring on environmental index and site cleanliness. In property investment segment, the Group actively promotes waste reduction per Domestic Garbage Classification and Reduction Policy. A 24-hour hotline has been set up to facilitate timely and effective communication between the Group's management office with the property owners and tenants.

為控制供應鏈風險，本集團已建立合資格承包商名單，定期評估承包商的表現。合資格供應商須遵守合約中訂明的所有環保及社會慣例，並符合洛杉磯城市建築規範。至於房地產業務分部，本集團已授權總承包商管理供應鏈，並委聘外部顧問定期監察及測試建築材料（如鋼筋及混凝土）的質量。此外，本集團亦通過工地的環境、健康及安全手冊、工程室內空氣質素管理及工程廢棄物管理計劃等程序及準則，管理承包商的健康與安全表現。能源電力分部方面，本集團定期召開環境、健康及安全會議，以向分包商負責人傳授業務營運方面的知識，並密切監察環境指數及地盤清潔。物業投資分部方面，本集團就家居垃圾分類及減廢政策積極推廣減廢。本集團亦設有24小時熱線，加強本集團的管理辦公室與物業業主及租戶適時有效溝通。



SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

B6. Product Responsibility

During the reporting period, the Group did not note any cases material of non-compliance regarding health and safety, advertising, labelling and privacy matters relating to products and services provided as required by related laws and regulations. There were no recalls nor complaints received related to products and service provided.

Customer Service

In the property investment segment, the Group negotiates on the lease conditions to provide a satisfactory leasing arrangement for both tenants and property owners. The Group also engages with the tenants to listen to their concerns, learn about the latest product information of the tenants so as to identify their needs. In order to ensure protection of customers in the lease contract, required information contained in the lease contracts and in any form of communication must be factual, accurate and precise statements.

The Group has set up service enquiry lines to collect feedback and complaints from customers. Once there is a complaint, the Group will keep customers in line with the progress and remediation according to the situation. The Group received no complaint during the year under review.

B6. 產品責任

於報告期內，本集團並不知悉任何與關於所提供產品及服務的健康與安全、廣告、標籤及私隱事宜的法律及法規有關的嚴重不合規情況。本集團未曾召回所提供產品及服務，亦未有接獲關於所提供產品及服務的投訴。

客戶服務

就物業投資分部而言，本集團磋商租賃條件，以為租戶與物業業主提供滿意的租賃安排。本集團亦接洽租戶，聆聽他們的顧慮，了解他們的最新產品資料，以確定他們的真正需要。為確保客戶在租約中得到保障，租約及各種通訊中載列的所需資料必須真實、準確及精確。

本集團已設立服務查詢熱線，聆聽客戶回饋和投訴。一旦接獲投訴，本集團將按照情況及時告知客戶進展及補救方法。於回顧年度內，本集團並無接獲投訴。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

Information Security

The Group complies with relevant PRC laws and regulations to ensure that the rights and interests of customers are strictly protected. The Group has built a secure data storage system where customers' information and data are limited to authorized personnel. The Group has also established internet firewalls, anti-virus systems and internet authorization systems to reduce cybersecurity risks.

The Group prohibits the provision of customer information to a third party without authorization of the customer. Training is arranged for employees to increase their cybersecurity awareness. By signing the confidentiality agreement, employees are responsible for keeping business secrets and other intellectual property rights confidentiality. In addition, the Information Technology Department sets restricted connections between office and commercial networks to prevent unauthorized use, export and copy of sensitive data and information.

信息安全

本集團遵守相關中國法律及法規，確保客戶權利和利益受到嚴格保障。本集團已建立安全數據儲存系統，客戶資料及數據僅限於授權人士使用。本集團亦設有互聯網防火牆、防毒系統及互聯網授權系統，以減低網絡安全風險。

本集團禁止未經客戶同意擅自向第三方提供客戶信息，並為僱員安排培訓以提高其網絡安全意識。僱員簽訂保密協議，即有責任保守商業秘密及其他知識產權機密。此外，信息技術部在辦公室與商業網絡之間有限制聯繫，防止擅自使用、輸出及複製敏感數據及資料。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

Intellectual Property Rights

The Group complies with laws and regulations that have great impact on the Group such as the Patent Law of the PRC, Trademark Law of the PRC and Regulation for the Implementation of the Trademark Law of the PRC. The Group has engaged legal advisers to provide legal advice on the protection of intellectual property rights and arranged internal legal personnel to inspect and prevent the infringement of intellectual property rights.

知識產權

本集團遵守對本集團有重大影響的法律及法規，例如中國專利法、中國商標法及中國商標法實施條例。本集團已委託法律顧問就保護知識產權提供法律意見，安排內部法務人員監察並防止侵犯知識產權。

B7. Anti-corruption

To maintain a fair, ethical and efficient business and working environment, the Group strictly adheres to the following local laws and regulations relating to anti-corruption and bribery, irrespective of the area or country where its business operates.

B7. 反貪污

為保持業務及工作環境公平、合乎道德及高效，不論業務經營所在地區或國家，本集團均嚴格遵守以下有關反貪污及賄賂的地方法律及法規。

Anti-corruption laws and regulations complied in different regions

於不同地區遵守的反貪污法律及法規

Hong Kong

香港

- Prevention of Bribery Ordinance
防止賄賂條例

The PRC

中國

- Law of the PRC on Anti-money Laundering
中國反洗錢法

United States

美國

- Foreign Corrupt Practice Act
國外反貪污法
- Money Laundering Control Act
洗錢防制法

Indonesia

印尼

- Eradication of Criminal Acts of Corruption on Law of the Republic of Indonesia
印尼共和國根除貪污犯罪行為法

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告 (續)

The Group has no tolerance with any kinds of corruption act. The Anti-corruption and Anti-bribery Policy, and Code of Conduct have been put in place as effective tools for the Group to define and manage the potential corruptive behavior. The management of the Group has investigated on any suspicious operation relating to corruption to protect the Group's interest. All employees are expected to discharge duties with integrity and self-discipline and are required to abstain from involving in any bribery, extortion, fraud and money laundering activities or activities which might exploit their positions against the Group's interests, affect business decision or jeopardize independent judgment during business operations. Anti-corruption clauses are clearly stated in the contractor's contract, which plays an important role in further regulating the contractors' behavior in the business transactions.

本集團絕不容忍任何形式的貪污行為。本集團所制訂的反貪污及反賄賂政策及操守守則有效地界定並管束潛在貪污行為。本集團管理層調查所有涉及貪污的可疑行為以保障本集團的利益。所有僱員需於履行其職責時恪守誠信及自律原則，並不得參與賄賂、勒索、欺詐及洗錢活動，或於業務營運過程中利用其職務之便進行任何損害本集團利益及影響其作出業務決策或獨立判斷的活動。承包商合約清晰列明反貪污條款，以進一步監管承包商於業務交易中的行為。



SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

The Group has set up an internal whistleblowing policy to encourage employees report to the Group of any suspected cases of misconduct, malpractice, impropriety, unethical or unfair treatment. Employees who report any suspected misconduct or malpractice are required to provide full details and supporting evidence verbally or in writing to the Risk Management Department, who will discreetly conduct investigations against the reported suspicious or illegal behavior to protect the Group's interests. The Group advocates a confidentiality mechanism to protect the whistle-blowers against unfair dismissal or victimization. The Audit Committee shall supervise the enforcement of these procedures. In Hong Kong, all new hires receive anti-corruption training, as part of new-joiner orientations, to ensure full compliance and understanding of the policies.

本集團已制定內部舉報政策，以鼓勵僱員檢舉任何疑似不當行為、舞弊、徇私、不道德或不公平待遇的個案。僱員向風險管理部門舉報懷疑不當行為或舞弊時，須以口頭或書面形式提供詳盡細節及支持證據，而風險管理部門將對所報告的可疑或非法行為進行謹慎調查，以保障本集團的利益。本集團奉行保密機制，以保護檢舉人免受不公平解僱或傷害。審核委員會監察有關程序的執行情況。於香港，所有新聘員工均接受反貪污培訓作為新入職程序的一部分，以確保他們完全遵守及了解有關政策。

SOCIAL RESPONSIBILITY REPORT 2020 (Continued)

2020 年社會責任報告(續)

The Group strictly abides by all laws and regulations related to anti-corruption. There was no concluded legal case regarding corrupt practices brought against the Group or its employees and the Group did not note any cases of non-compliance with laws and regulations on money laundering, bribery, extortion, fraud or corruption during the reporting period.

本集團嚴格遵守所有與反貪污有關的法律及法規。於報告期內，概無針對本集團或其僱員提起有關貪污行為的已審結法律案件，而本集團並不知悉任何涉及洗錢、賄賂、勒索、欺詐或貪污法律及法規的不合規情況。

B8. Community Investment

The Group has always been committed to fulfilling corporate social responsibility in the operating regions, especially bringing numerous benefits to those who genuinely need help. It attaches great importance to educational and local development. Policy related to media, community engagement and donation has been established to provide guidance and procedures on any activities related to social groups, non-governmental organizations, and governmental parties. Approval from various departments and senior management must be obtained prior to engagement.

B8. 社區投資

本集團不斷致力於業務所在地履行企業社會責任，尤其是幫助真正有需要的人士。本集團肩負教育及地區發展的重任。本集團已制訂有關媒體、社區參與及捐款的政策，為任何涉及社區團體、非政府組織及政府各方的活動提供指引及程序。凡參與任何有關活動，必須事先獲得不同部門及高級管理層批准方可進行。

