

# Environmental, Social and Governance Report **2020**





# TABLE OF CONTENTS

---

<b>ABOUT THIS REPORT</b>	2
<b>ABOUT ORIENT VICTORY</b>	4
Diversified Tourism Products and Services Business	4
Integrated Development Business	4
Investment Holdings Business	5
<b>OUR APPROACH TO SUSTAINABILITY</b>	6
Sustainability Governance	6
Risk Management	6
Stakeholder Engagement	8
Materiality Assessment	9
<b>OUR OPERATIONS</b>	12
Provision of Quality and Safe Travel Products and Services	12
Customer Relations	12
Corporate Values and Ethics	13
Legal Compliance	15
Supplier Relations	15
<b>OUR PEOPLE AND COMMUNITY</b>	17
Employment and Employee Welfare	17
Fairness and Equal Opportunities	18
Labor Standards	19
Health and Safety	19
Development and Training	21
Community	21
<b>OUR ENVIRONMENT</b>	22
Emissions	22
Energy and Water Usage	23
Waste Management	24
Use of Environmental and Natural Resources	25
<b>LAWS AND REGULATIONS COMPLIANCE</b>	26
<b>ESG PERFORMANCE TABLE</b>	28
<b>HKEX ESG GUIDE CONTENT INDEX</b>	31

## ABOUT THIS REPORT

Orient Victory Travel Group Company Limited (stock code: 00265) (hereinafter referred to as “Orient Victory” or the “Company”, together with its subsidiaries, the “Group”) is pleased to present its annual Environmental, Social and Governance (“ESG”) Report (the “Report”). This Report intends to convey the Group’s visions, commitments, policies, and performances relating to material ESG issues. In doing so, our valued stakeholders will grasp a better understanding of the Group’s sustainability progress and direction, thus allowing us to build rapport, trust and symbiotic relationships.

Unless otherwise specified, the Report covers the period from 1 January 2020 to 31 December 2020 (the “Year”) and focuses on the Group’s diversified tourism products and services business segment in Hong Kong and Beijing, the People’s Republic of China (the “PRC”), integrated development business segment in Hebei Province, the PRC, as well as its headquarter’s operations in Hong Kong. The scope of the Report was determined based on the materiality of the operations towards the Group and was subsequently confirmed by management.

Beijing Jinlv Shidai Tourism Co. Limited<sup>1</sup> (北京金旅時代旅行社有限公司) (“Jinlv Shidai”) was excluded in the previous ESG report but has been included in this year’s reporting scope as this business segment is considered material to the Group’s operations. As we strive to be more transparent in our environmental impact, we have also expanded our scope of environmental KPI calculations to include Jinlv Shidai this year.

This Report is prepared in accordance with the “Comply or Explain” and “Recommended Disclosures” provisions of the ESG Reporting Guide (the “Reporting Guide”) under Appendix 27 of the Rules Governing the Listing of Securities (the “Listing Rules”) on The Stock Exchange of Hong Kong Limited (the “Exchange”). It adheres to the “Materiality”, “Quantitative”, “Balance” and “Consistency” reporting principles.

Materiality	The structure of this Report is based on the materiality of the Group’s environmental and social issues. Following a stakeholder engagement process and materiality assessment, this Report is organized by the following sections: “Our Operations”, “Our People and Community”, and “Our Environment”. For more information, please refer to subsections “Stakeholder Engagement” and “Materiality Assessment” under section “Our Approach to Sustainability”.
Quantitative	In order to evaluate and validate the Group’s ESG policies and management systems, this Report discloses relevant key performance indicators (“KPIs”) and quantitative information. Quantitative information is further accompanied by a description where appropriate.
Balance	This Report provides an unbiased overview of the Group’s performances and areas of improvement.
Consistency	This Report adopts methodologies that are consistent with previous years, which allows for meaningful comparisons of ESG data over time. Any changes to the methods, KPIs used, or any other relevant factors affecting a meaningful comparison shall be fully disclosed.

<sup>1</sup> An English translation of the Chinese name is expressed for identification purpose only.



## ABOUT THIS REPORT

The Group is committed to communicating all material ESG matters in the most accurate and genuine manner. All information published in this Report is compiled based on existing policies, practices, and official documents or reports. This Report is also endorsed and approved by the Board of Directors (the “Board”), who is responsible for strategizing and managing ESG matters of the Group, including ESG risk identification and reporting, among others. Their role and leadership in this regard will be further explained in the following sections.

The Group constantly strives to refine our sustainability practices, performances, and disclosure. Your feedback on this Report and our approach to sustainability is highly valued and welcomed. Please send us your comments through the following channels.

By Post	Suite 1201B, Tower 1, Admiralty Center, 18 Harcourt Road, Admiralty, Hong Kong
By Phone	(852) 3590 6280
By Facsimile	(852) 3590 6290
By Email	ovchina@orientvictory.com.cn



## ABOUT ORIENT VICTORY

During the Year, Orient Victory specialized in (i) the provision of diversified tourism products and services; (ii) the provision of integrated development; and (iii) investment holdings.<sup>2</sup>

### Diversified Tourism Products and Services Business

Principal subsidiaries of the Group were largely involved in the diversified tourism products and services business during the Year. Principal subsidiaries comprised of (i) Four Seas Tours Limited (“Four Seas”) (四海旅行社有限公司), which engaged in the sale of air ticket and provision of other travel related services<sup>3</sup> in Hong Kong; and (ii) Dongsheng (Beijing) International Travel Co., Limited<sup>1</sup> (“Dongsheng Beijing”) (東勝(北京)國際旅行社有限公司) and Jinlv Shidai, which engaged in the sale of air tickets and provision of outbound tourism-related services in the PRC.

The Group aspires to deliver not only a one-stop-shop travel service to sub-agents and travelers, but also to provide the most affordable and reliable business solutions to our corporate clients. With decades of experience and a proven track record in both Hong Kong and the PRC, we pride ourselves in our ability to provide excellent customer services.

### Integrated Development Business

---

#### Tourist Attraction and Cultural Spot

---

The Group had previously acquired certain companies in the PRC, including Hebei Tu Men Travel Development Limited<sup>1</sup> (河北土門旅遊開發有限公司) (“Tu Men Travel”), which is principally engaged in operating and managing tourist attractions and cultural spots. However, as a result of the coronavirus disease 2019 (COVID-19) pandemic (the “Pandemic”), the tourist attraction and cultural spot was temporarily suspended in late January 2020 and reopened in late March 2020 with restrictions on the number of visitors, resulting in a decrease in revenue for the Year. Our tourism-related accommodation facilities, located in Zhangjiakou<sup>1</sup> (張家口) and Shijiazhuang<sup>1</sup> (石家莊), the PRC are currently under the planning and preliminary development stages.

---

<sup>2</sup> The Group ceased to engage in the financial services business in May 2019.

<sup>3</sup> Other travel related services included, but were not limited to, the provision of travel packages, arrangement of hotel accommodation bookings, and service packages of hotels, cruise and air fares.

## ABOUT ORIENT VICTORY

### Real Estate

The Group has been operating in the integrated development business since the acquisition of a piece of land located at corner Miller Rise, Bankside Road, Millwater Parkway, Silverdale, Auckland, New Zealand in 2017. This plot of land has an aggregate area of approximately 15,742 square meter. The first phase of the residential zone has been completed and all the residential units were sold during the Year. In respect of the remaining portion of the piece of land, with an aim to facilitating the timing of cash inflows, in December 2020, the Group entered into two agreements for sale and purchase of real estate with an independent third party of the Company to dispose of the remaining portion of the piece of land. The disposal is expected to be completed in the second quarter of 2021.

### Marketing, Event Planning and Consultancy Services

In addition, the Group had been involved in marketing, event planning and consultancy services during the Year. By recruiting qualified professionals with ample experiences in corporate image building, brand management, marketing, event planning and public relations and communications, we aim to nurture innovative solutions and anticipate future growth in this segment.

### Investment Holdings Business

The Group's investment holdings business mainly included the equity interest in China Comfort Tourism Group Company Limited<sup>1</sup> (中國康輝旅遊集團有限責任公司) ("China Comfort"). China Comfort engaged in the provision of travel agent services in the PRC, including domestic travel, outbound travel and inbound travel, and the provision of brand name used by the franchisees in the PRC and was an associate of the Company. With a view to improving the Group's financial status and reduce the risk of having further losses and impairment derived from China Comfort, it was agreed by the Board on 26 March 2020 to proceed with the disposal of China Comfort. Hence, the Group's investment holdings business is excluded from the scope of this Report.



## OUR APPROACH TO SUSTAINABILITY

With the advent of climate change, we recognize the growing urgency to address ESG risks and opportunities in the business environment. To adapt to these changing environments, our business needs to embrace sustainable solutions and strengthen our sustainability commitment for long-term success. The Group is thus determined to integrate sustainability principles into every facet of our business.

### Sustainability Governance

Sound sustainability governance is indispensable to creating long-term success. A robust and pragmatic sustainability governance structure enables a company to implement sustainability strategies across the business, strengthen relationships with its stakeholders, and ensure overall accountability.

At Orient Victory, the Board is the highest decision-making and management authority. The Board is responsible for managing ESG-related performances of the Group. It also oversees all ESG-related matters, including the identification, evaluation and management of ESG-related risks and opportunities. In the upcoming years, we aspire to further increase the Board involvement with ESG issues in a gradual manner.

### Risk Management

Risk management is an integral component of sustainability management. Highly volatile current affairs, changing regulatory and operating environments and business strategy, among other concerns, have highlighted the need for proper risk management. Recognizing this, our Group has established robust risk assessment procedures for continuous risk identification, evaluation, and management.

The Board is responsible for the maintenance of a sound and effective risk management and internal control system and has established a set of internal control policies and procedures. In particular, a team, consist of qualified accountants and management, has been organized by the Group to carry out the internal audit function of the Company (the “IA Team”). Based on the risk assessment conducted by management, the IA Team formulates audit plans periodically and ensures the audit programs cover essential internal control areas of key operating subsidiaries. Such audit plans are then reviewed by the Audit Committee at regular intervals.

As alluded to previously, management is largely responsible for conducting the risk assessment. Management will identify the Company’s risks through periodic reviews of economic and industry factors affecting the business, as well as through conferences and meetings with industry analysts. Following the assessment, management will organize a meeting with employees on an annual basis to reinforce the corporation mission, as well as to discuss the high risks that the Company is facing and corresponding mitigating actions to be taken.

### The Pandemic

Facing an unprecedented global health emergency crisis caused by the Pandemic, the global travel and tourism industry experienced a tremendous fall of international travel due to global travel restrictions, many borders are even fully closed to contain the Pandemic.

As a result of the Pandemic and the implementation of anti-epidemic measures, including travel restrictions and temporary suspension of tourism activities and cultural spots, the Group’s tourism-related business have been inevitably affected. In order to manage these risks, the Group has carried out a series of mitigative measures, including:

## OUR APPROACH TO SUSTAINABILITY

### i) Implementing Cost Containment Plans

By implementing cost control measures, including the incurrence of wages, salaries and other benefits and pension scheme contributions, the Group was able to avoid excessive fixed costs.

### ii) Facilitating Businesses Other Than Tourism-related Businesses

Business diversification is part of our long-term corporate growth strategy to minimize repercussions when an industry or sector suffers a downturn. The ongoing, unpredictable Pandemic has proven the cogency of our strategy and our ability to think ahead. During the Year, the integrated development businesses, including marketing, event planning and consulting services, as well as property development, had become the main focus of our business activities. Given that the full recovery time for the global tourism industry is highly uncertain, the Group has been exploring new income streams in the PRC. This can help broaden the Group's income sources and improve our financial performance.

### iii) Expediting the Disposal of China Comfort

China Comfort was a loss-making business principally engaged in the provision of travel agent services in the PRC. By disposing China Comfort, the Group's financial status and results would be significantly improved, and further losses and potential impairment could be avoided in the future.

### iv) Enabling the Prompt Resumption of Tu Men Travel

Upon the approval and consent of the local government, the Tu Men Travel business was resumed in a safe and adequate manner in late March 2020. Adequate hygiene measures were carried out by the Group, including but not limited to:

- (1) monitoring the number, flow and social distancing of visitors;
- (2) implementing body temperature screenings for employees and visitors before entering the cultural spot;
- (3) providing employees with proper surgical masks and requesting employees and visitors to wear proper surgical masks at all times;
- (4) providing regular employee training on disinfection procedures and food safety; and
- (5) conducting regular disinfection procedures on the entire cultural spot.



## OUR APPROACH TO SUSTAINABILITY

The Group will closely monitor the appropriateness of the aforementioned measures as the Pandemic evolves. The Group will also pay close attention to the development of the Pandemic and the global tourism industry, such that if tourism-related businesses were to resume, it would be done in a safe and sound manner.

### Stakeholder Engagement

Stakeholder engagement is a priority and an integral part of our business operations and corporate development as it helps to translate stakeholder views, expectations and needs into organizational goals. Moreover, productive stakeholder engagement can create the basis of effective, holistic sustainable development that takes into account a diverse array of perspectives.

As indicated in the table below, multiple stakeholder groups, including our investors and shareholders, customers, suppliers, employees, government and industry bodies and the community were engaged through various communication channels during the Year.

Stakeholder Group	Engagement Channels
Investors and Shareholders	<ul style="list-style-type: none"><li>• General meetings</li><li>• Interim and annual financial reports</li><li>• Website of Orient Victory</li><li>• Announcements and circulars</li><li>• ESG Survey</li></ul>
Customers	<ul style="list-style-type: none"><li>• Newsletters</li><li>• Tea parties</li><li>• Corporate hotline, emails, social media platform, website</li><li>• ESG Survey</li></ul>
Suppliers	<ul style="list-style-type: none"><li>• Workshops and travel exhibitions</li><li>• Meetings and correspondences</li><li>• ESG Survey</li></ul>
Employees	<ul style="list-style-type: none"><li>• Video conference</li><li>• Performance appraisals</li><li>• Sponsored training and development</li><li>• Meetings and correspondences</li><li>• ESG Survey</li></ul>
Government and Industry Bodies	<ul style="list-style-type: none"><li>• Compliance and non-compliance reports</li><li>• Correspondences</li></ul>
Community	<ul style="list-style-type: none"><li>• Charity and voluntary activities</li></ul>

## OUR APPROACH TO SUSTAINABILITY

### Materiality Assessment

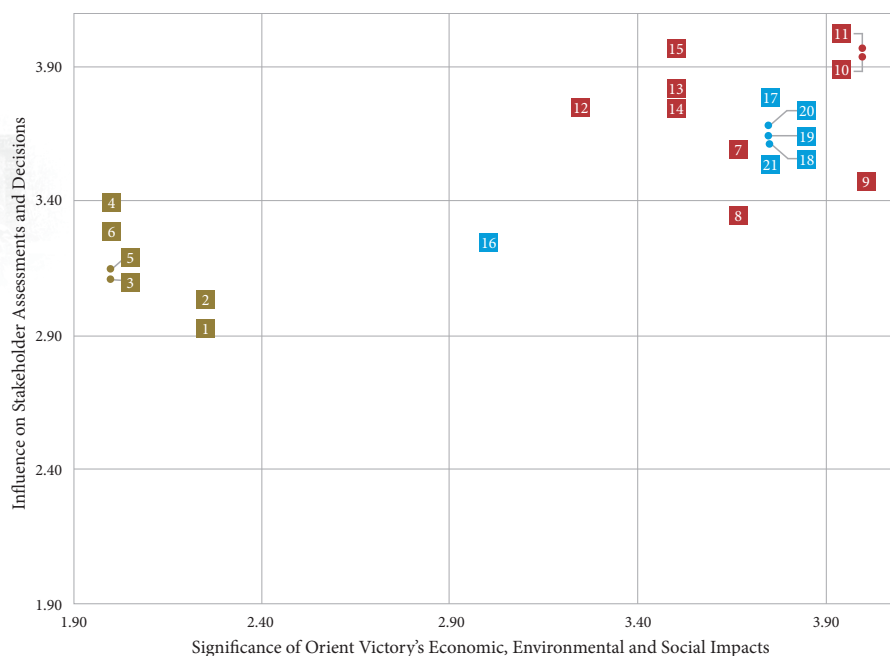
In preparing this Report, the Group engaged an independent sustainability consultant to conduct our first ESG-specific stakeholder engagement exercise. The exercise helped identify and evaluate sustainability issues that are most material to the Group and stakeholders, as well as determine the coverage and structure of the Report. We are committed to performing this exercise annually to ensure our existing priorities, strategies and policies align with stakeholder expectations, as well as sustainability-related risks and opportunities.

A 4-step approach has been adopted to assess the materiality of ESG issues.

Step 1: Identification	<p>A list of potential material issues was identified with reference to the following sources:</p> <ul style="list-style-type: none"><li>• The Global Reporting Initiatives (“GRI”) Standards</li><li>• The United Nations Sustainable Development Goals (“SDGs”)</li><li>• Previous ESG Reports from Orient Victory</li><li>• Industry benchmarking</li></ul> <p>21 material issues were identified and defined.</p>
Step 2: Prioritization	<p>Two sets of online surveys were distributed to the Group. In alignment with the GRI Standards, 4 members of the Board and management considered the Group’s impact on the wider economy, environment and society. 28 other stakeholders, constituting members of our investors, shareholders, employees, customers and suppliers, considered how the identified material aspects impacted their assessments and decisions. A standard questionnaire was utilized to ensure consistent and systematic evaluation of material issues.</p>
Step 3: Validation	<p>The Group’s senior management confirmed the list of material topics for disclosure in this Report. Survey data was plotted in the materiality matrix to represent the significance of Orient Victory’s economic, environmental and social impacts, as well as the influence on stakeholder assessment and decisions. The results are shown in the materiality matrix.</p>
Step 4: Review	<p>The Board has reviewed the identified material issues, the materiality matrix, as well as relevant risks and opportunities, to ensure appropriate relevance and materiality to Orient Victory.</p>



## OUR APPROACH TO SUSTAINABILITY



### Our Environment

1. Greenhouse Gas and Air Emissions
2. Energy Consumption and Management
3. Water Consumption and Management
4. Environmentally Friendly Products
5. Solid Waste Management and Reduction
6. Effluents Management and Reduction

### Our Operations

7. Safety and Hygiene of Tourist Attraction Facilities
8. Customer Experience of Tourist Attractions
9. **Travel Safety and Experience**
10. **Protection of Customer Information and Privacy**
11. **Customer Service and Satisfaction**
12. Supply Chain Management
13. **Anti-corruption**
14. Corporate Governance and Risk Management
15. **Legal Compliance**

### Our People and Community

16. Community Engagement and Donations
17. **Occupational Health and Safety**
18. **Training and Development**
19. **Equal Opportunities, Diversity and Anti-discrimination**
20. **Employee Welfare**
21. **Child Labor and Forced Labor Prevention**

## OUR APPROACH TO SUSTAINABILITY

The matrix and table<sup>4</sup> presents the results of the materiality assessment. The matrix illustrates and reflects the relative importance of each issue towards the Group's economic, environmental and social impacts against stakeholder assessments and decisions. It allows us to understand the intricate relationship between the two.

In the materiality assessment, an average score was used to assess the general importance of each aspect. Through this exercise, ESG issues were prioritized to finalize a report structure that balances stakeholder interests and expectations. The recommended report structure for this Year is hence shown below.



<sup>4</sup> The top 10 material issues in the materiality matrix are displayed in bold.



## OUR OPERATIONS

The Pandemic did not deter our enthusiasm to provide quality and safe travel products and services, forge strong customer and supplier relations, as well as maintain noble corporate values and ethics that met all relevant legislative and regulatory standards. These are all indispensable qualities in our operations to ensure customer loyalty and deliver long-term economic performance.

### Provision of Quality and Safe Travel Products and Services

Quality and safety are vital to the enjoyment of any travel adventure. Orient Victory, ensures quality and safe travel products and services by understanding, recognizing, and anticipating the needs of customers, as well as striving to meet or exceed them.

During the Year, we continued to collaborate and engage with various industry bodies. Four Seas continued to receive the accreditation from the International Air Transport Association, an organization that supports aviation with global standards for airline safety, security, efficiency and sustainability. The accreditation enables us to promote and sell international air passenger transportation as a certified agent. It also allows the direct transaction of flight tickets from member airlines, which enhances the efficiency and quality of our travel products.



To govern our operations and protect the interests and safety of our customers, the Group acted in accordance with the Directives and Guidelines of the Travel Industry Council ("TIC"). We strive to maintain ongoing communication with the TIC and other relevant regulatory authorities to collect the latest market information and incorporate them into our strategies.

At Tu Men Travel, safety is guaranteed through regular meetings within the Engineering and Property Department. During the meetings, safety hazards and solutions were discussed, including issues relating to pandemic prevention, maintenance of fire-fighting equipment, and uneven road surfaces, among other topics. A person in charge was assigned to each topic discussed to ensure that appropriate follow-up and corrective actions have been undertaken. Safety inspections regarding water, electricity and natural gas are also carried out regularly. Furthermore, at Tu Men Travel, a food inspection center has been established in the tourist service center to conduct random food inspections every day.

In light of the Pandemic, the Group also adopted stringent safety measures across our operations, including the temporary closure and suspension of Tu Men Travel and other global travel and tourism activities. For more information regarding pandemic mitigation strategies, please refer to subsection "Risk Management" under section "Our Approach to Sustainability".

### Customer Relations

Fostering positive customer relations is a critical factor for our industry, both as a means of satisfying ever-increasing customer expectations, and as a way to achieve long term business profitability. To ensure that customers feel valued and heard, we deliver quality customer service that is reliable, empathetic and responsive.

At Orient Victory, customers must be treated in a respectful, polite and professional manner at all times. Employees are trained regularly to deliver a brand-consistent customer experience, as well as to improve customer support and satisfaction. Should a complaint be received, employees shall transfer the complaint to their supervisor, as well as provide the client with an effective mechanism of lodging and managing complaints. All complaints are systematically recorded and filed for follow-up and future reference. Relevant staff are then responsible for evaluating each complaint, investigating their possible causes, and formulating and adopting solutions to ensure that corrective and preventive actions have been implemented. During the Year, the Group did not receive any complaints.

## OUR OPERATIONS

Furthermore, to provide greater flexibility for our customers, all flights and travel packages are refundable subject to customers' requests and airlines' and relevant services providers' refund policies. The Group has formed a refund team to manage refund procedures. The team is responsible for submitting requests to airlines via the Global Distribution System (the "GDS"), as well as generating credit notes to customers once refunds have been received from respective airlines.

### Corporate Values and Ethics

Ethical values are the compass by which we operate our business, ensuring that we practice responsible behavior, above and beyond compliance with laws and regulations. In general, the Group prohibits all false trade descriptions, misleading omissions, aggressive commercial practices, bait advertising, bait-and-switch, and wrongly accepting payment. In doing so, customers are reassured that all trade practices are fairly deployed by our employees. We also place utmost importance in creating an anti-corruption culture, protecting customer data privacy, and respecting intellectual property rights.

#### Anti-Corruption

We are committed to conducting business honestly, ethically and with integrity. As communicated in our Employee Handbook, we adhere to a strict code of conduct that includes provisions for bribery, extortion, fraud and money laundering. The code of conduct states that all forms of bribery, corruption and extortion are strictly prohibited. Soliciting, accepting or offering any advantages, from or to our clients, suppliers or any person having a business relationship with the Group, is strictly prohibited without prior permission from the Group. Employees are also prohibited from advising or dealing in any transactions that may give rise to potential conflicts of interest. Employees in breach of the code of conduct will be summarily dismissed and may be liable to further legal consequences. If employees notice any suspicious behavior, they are encouraged to report it at the first instance in a confidential manner. Management will subsequently investigate and handle the matter professionally, diligently and appropriately.

In Four Seas, a Code of Ethics and Business Conduct have been established, with the intention of raising ethical awareness and guiding employees in their daily decisions. As stipulated in the document, Four Seas managers shall ensure ethical supply chain management, especially during procurement processes. Engagement with suppliers will be immediately terminated if any bribery attempts are discovered. During the Year, there were no legal cases regarding corrupt practices brought against the Group or our employees.

#### Data Privacy Protection

It is our moral obligation to safeguard all confidential information shared with us. Employees are forbidden to disclose any confidential information about the Group and our clients under all circumstances, including customer information, other business parties' information, or any information relating to our Company, internal activities, techniques or operating practices. Employees are also strictly prohibited to use such information for the purpose of dealings in securities in any market, or for any personal gains. Confidentiality must be retained even after a member of staff leaves the Group. Those who improperly use or disclose secrets and confidential business information will be subject to disciplinary action, including summary dismissal.

In addition, as iterated in the Information Technology Policy, all consumer data is stored in a secured computer system with access limited to authorized staff only. When confidential information needs to be destroyed, the system administrator shall suspend the access of customer profiles and all users will not be able to access the information of these profiles. Furthermore, employees are made aware that all IT facilities are strictly restricted to business-related usage only. This adds an additional layer of protection from potential cyberattacks or breach of customer personal data.

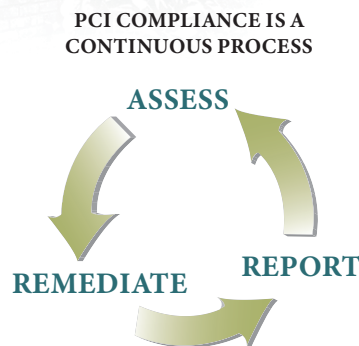


## OUR OPERATIONS

During the Year, Four Seas continued to attain the Payment Card Industry (the “PCI”) Data Security Standard, a standard that ensures payment security and data security. Although the certification is attained on a yearly basis, we believe that PCI should be a continual process, involving 3 major steps.



**PCI DSS**  
Compliant



Assess	Identifying cardholder data, taking an inventory of IT assets and business processes for payment card processing, and analyzing them for vulnerabilities.
Remediate	Fixing vulnerabilities and eliminating the storage of cardholder data unless absolutely necessary.
Report	Compiling and submitting required reports to the appropriate acquiring bank and card brands.

As per certification, Four Seas strictly upholds the following measures under each control objectives.

Control Objectives	Measures
Build and Maintain a Secure Network	<ul style="list-style-type: none"> <li>Install and maintain a firewall configuration to protect cardholder data</li> <li>Do not use vendor-supplied defaults for system passwords and other security parameters</li> </ul>
Protect Cardholder Data	<ul style="list-style-type: none"> <li>Protect stored cardholder data</li> <li>Encrypt transmission of cardholder data across open, public networks</li> </ul>
Maintain a Vulnerability Management Program	<ul style="list-style-type: none"> <li>Use and regularly update anti-virus software or programs</li> <li>Develop and maintain secure systems and applications</li> </ul>
Implement Strong Access Control Measures	<ul style="list-style-type: none"> <li>Restrict access to cardholder data by business need-to-know</li> <li>Assign a unique ID to each person with computer access</li> <li>Restrict physical access to cardholder data</li> </ul>
Regularly Monitor and Test Networks	<ul style="list-style-type: none"> <li>Track and monitor all access to network resources and cardholder data</li> <li>Regularly test security systems and processes</li> </ul>
Maintain an Information Security Policy	<ul style="list-style-type: none"> <li>Maintain a policy that addresses information security for employees and contractors</li> </ul>

## OUR OPERATIONS

### Intellectual Property Rights

Our Group respects and protects intellectual property rights, including but not limited to trademarks, patents and copyrights. During the Year, we were not aware of any infringement (i) by us of any intellectual property rights owned by third parties, or (ii) by any third parties of any intellectual property rights owned by us.

### Legal Compliance

For Orient Victory, legal compliance is of prime importance to protect the health, safety and welfare of all relevant stakeholders. Failure to comply with laws, rules, and regulations governing our operations can result in significant risks to the Company. Hence, the Group is committed to complying with the Listing Rules, as well as all relevant laws and regulations across different levels of our operations.

In December 2019, the Exchange issued new amendments to the Reporting Guide, which includes the mandatory disclosure of the Board's oversight of ESG issues, management approach, among other requirements. To guarantee full compliance with the new requirements of the Reporting Guide, we have conducted a thorough gap analysis with an independent sustainability consultant, which enabled us to better understand the gaps between this Report and the new requirements. Moving forward, we shall ensure that the 2021 ESG Report will fully comply with the new Listing Rules. We shall also strive for Group-wide compliance with all applicable laws and regulations. For more information regarding laws and regulations compliance this Year, please refer to section "Laws and Regulations Compliance".

### Supplier Relations

Open communication and collaboration with suppliers can help to support the Group's long-term goals. As a Group, we are committed to minimizing the environmental impact of our operations and suppliers, while supporting and engaging the communities in which we operate in.

Our Group's supply chain and supplier relations differ in each business segment. In the diversified tourism products and services segment, our suppliers are mainly airline companies. In the integrated development segment, especially within our operations at Tu Men Travel, our suppliers are mainly vendors. As the Group is committed to sustainability across the entire value chain, we believe that there are many emerging opportunities for sustainable operations in relation to the supplier selection process and operational guidelines.

At Orient Victory, we ensure that the supplier selection process is able to attract the most qualified candidates and that assessment and decision making is carried out within a fair, transparent and consistent framework. A 4-step procurement process is practiced in our headquarters. Failure to follow these procedures will result in disapproval of the service provider. During the Year, our headquarters engaged a total of 10 suppliers from Hong Kong, and 1 supplier from the PRC.



## OUR OPERATIONS



### 4-step Procurement Process in Our Headquarters

At Four Seas, we have adopted a stringent selection criterion for our suppliers. Candidates are engaged based on cost effectiveness, service quality, reputation, safety standards, responsiveness and reliability, among other criteria. As suppliers' environmental performance is also one of our considerations, we also request potential suppliers to provide environmental protection policies for our review. At Four Seas, we had worked closely with 77 suppliers from Hong Kong, 9 suppliers from the PRC, and 2 suppliers from Macau during the Year.

At Tu Men Travel, vendors are selected through a competitive bidding process. The bidding process is aimed at increasing the competitiveness of the bids, avoiding preferential treatments, and enabling the Group to get the best offer. Interested vendors send their bids for consideration, which are then carefully evaluated by the Group such that the most qualified vendors can be identified. Once a vendor is selected, a contract will be signed and implemented.



## OUR PEOPLE AND COMMUNITY

We highly value the relationships with our people and communities. As a business and an employer, we take the welfare of our employees seriously. We strive to nurture equality and diversity across our business, create a safe and comfortable working environment, invest in talent development and management, as well as participate in community engagement and investment programs. In doing so, employees are treated with respect and appreciation and will therefore be more motivated to design and deliver quality travel products and services.

At Tu Men Travel, we have adopted the 5S system (“5S”), a workplace organization system that consists of five Japanese words: seiri (整理), seiton (整頓), seisō (清掃), seiketsu (清潔), and shitsuke (素養). These have been translated as “sort”, “set in order”, “shine”, “standardize” and “sustain”. This system aims to organize spaces so work can be performed efficiently, effectively, and safely. Originating from Japan, this system focuses on putting everything where it belongs and keeping the workplace clean, which makes it easier for people to perform their work duties without wasting time or risking injury.

### Employment and Employee Welfare

To attract and retain talented individuals, we offer competitive remuneration packages to our employees. Outlined in our Employee Handbook and Employment Contract, these include basic salaries, discretionary bonuses and salary adjustments, medical schemes, and provident fund schemes, among others. For employees with greater seniority, including managerial staff or above, they are entitled to rental reimbursement schemes, term life insurance, and accidental death and dismemberment insurance schemes. Moreover, the Group also offers paid holidays and leave, annual leave, sick leave, marriage leave and compassionate leave. Each employee is entitled to a maximum of 18 days of annual leave, dependent upon seniority and years of service in the Company. During the Year, Tu Men Travel newly established a Leading Group for Collective Wage Negotiation (“Leading Group”) (工資集體協商領導小組), as a means of ensuring employees are treated and remunerated fairly. The Leading Group periodically discusses topics concerning the wage distribution system, minimum wage standards, and the distribution of bonuses, allowances and subsidies, among others.

To recognize the achievements of our employees, as well as ensure fair and adequate remuneration, the Group conducts performance appraisals on a monthly and quarterly basis, depending on the level of seniority. The Group believes that performance appraisals are an effective way to review employees’ performance and development progress. It is, by the same token, an opportunity for employees and the employer to communicate. Upon completion of the appraisal, employees will be considered for a discretionary award, including but not limited to, salary adjustments, bonuses and promotions. At Tu Men Travel, an attendance, performance and salary system are in place to ensure standardization and fair treatment towards all employees.

Furthermore, we aspire to foster a strong work-life balance ethic among our people to boost company morale, thus improving their productivity and performance. During the Year, the Group organized various recreational events and activities. For example, at Tu Men Travel, a birthday party is organized every quarter.



## OUR PEOPLE AND COMMUNITY

On January 17, 2020, following the Christmas and New Year holidays, the Group organized an annual dinner to ring in the new year with our valued employees, as well as recognize staff with outstanding performance from the previous year. Through this event, we hoped to encourage and motivate our staff members to continue working hard for another prosperous year ahead. Approximately 190 employees, as well as over 400 other guests, including industry peers, business partners and media partners, have attended the event.

Due to the prolonged impact of the Pandemic on our diversified tourism products and services business, the Group was forced to take the hard but necessary decision to reduce the number of operating staff, as part of the Group's restructuring process. Employees who were let go were adequately compensated as per their contract terms and there were no significant cases of labor conflict as a result. We are hopeful that this is temporary, and we look forward to building a strong and resilient workforce once our operations completely resume to normal.

## Fairness and Equal Opportunities

As an equal opportunity employer, we guarantee a diversified and inclusive workplace that is free of discrimination. We pride ourselves in being a competence-based employer by evaluating our candidates and employees based on objective criteria, individual performance and merit. This prevents the occurrence of unfair and unjust treatment to employees or job candidates on the grounds of gender, age, race, disability, social identity, marital status, and religion, among others. Employee rights, responsibilities, as well as relevant anti-discrimination guidelines are all clearly defined in the Code of Ethics and Business Conduct.

At Tu Men Travel, we support our female employees through equal treatment and special protection initiatives. We have set up systems to support female employees through pregnancy, childbirth and breastfeeding periods. We have also established and will continue to improve their labor protection system.

Unlawful harassment of any type, including sexual, disability and racial are strictly forbidden at Orient Victory. At Tu Men Travel, the Group has implemented appropriate mechanisms to prevent and forbid sexual harassment to our female employees. As highlighted in the Employee Handbook, a grievance system is also in place for employees to raise any concerns, including unjust treatment, unfair work arrangements, or wrongful application of regulations. All complaints will be treated impartially and promptly by the Department Head, as well as the Human Resources and Administration Manager.



## OUR PEOPLE AND COMMUNITY

### Labor Standards

In order to safeguard employees' rights and interests and build a legal employment system, we strictly monitor and control employment risks during recruitment and employment processes. In particular, we strictly prohibit child labor, forced labor, and any other unlawful forms of labor employment, and have established a series of internal precautionary measures to prevent such activities from occurring.

Prior to employment, the Group's Human Resources Department conducts a thorough background check on all prospective staff, and requires that they provide relevant certificates for verification, such as identification documents. If anyone is found to be providing false information or a false identity, the team leader will rectify the situation at the first instance, and the recruitment procedure will be terminated immediately. The case will subsequently be reported to relevant regulators and recorded by the Group. The Department Head will also organize a training session to remind employees of the labor standards. During the Year, the Group was not aware of any material non-compliance with any relevant laws and regulations that have a significant impact on the Group in relation to preventing child and forced labor.

### Health and Safety

At Orient Victory, we instill a culture that prioritizes safe and secure working conditions. The Group has formulated various internal policies and guidelines on the prevention, mitigation and handling of emergencies, as well as protection of the health and safety of our employees.

---

#### Safety Measures and Guidelines

---

- Smoking is strictly prohibited in the office area;
  - First aid kits are placed at noticeable areas and maintained regularly;
  - Fire drills are conducted regularly; and
  - Clear and comprehensive guidelines are provided to all staff on how to handle typhoons and rainstorm warnings, accidents and work-related injuries.
-

## OUR PEOPLE AND COMMUNITY

At Tu Men Travel, we have established a labor safety and health system, as well as safety management rules and regulations. Employees are regularly trained to understand the safety policy, safety information, emergency handling, among other important safety topics. Specific training is also conducted based on job requirements of various departments.

In terms of fire safety, as stipulated in the Fire Safety Education and Training System, drills are conducted once a year. Through these drills, employees are trained on the relevant fire protection laws and regulations, fire prevention measures, how to use fire-extinguishing equipment, evacuation routes, among other relevant topics. Onsite, we ensure a set of strategically located fire extinguishers, as well as other fire-fighting equipment are available at all times. During the Year, our headquarters participated in one fire drill organized by the building management office, while at Tu Men Travel, fire drills, natural gas safety drills among other drills were organized 7 times.

Our target has always been to achieve zero work injuries and zero fatalities, which have been successfully met in the past 3 years. In accordance with the Employee's Compensation Ordinance, employees are entitled to compensation for any work-related accidents, sickness or injuries, if they were to occur. We hope to continue to maintain this work injury and fatality rate in the future.



## Pandemic Prevention and Mitigation

We, as a responsible corporate citizen, must be careful and diligent in handling and minimizing the spread of the virus within our workplace. To this end, we regularly transmit information on the latest pandemic news and information through emails to all employees. Subsequently, we also implemented special working arrangements at various target work locations. At our headquarters, we implemented the “working from home” and “flexitime working” policy. At Dongsheng Beijing, we adopted a number of prevention measures as indicated in the following table.

Measures	Description
Body Temperature Checks	All persons entering the premises must undergo a body temperature check. If a person is found with a high body temperature, it must be immediately registered and reported. The person must also contact the health department for further inspection.
Thorough Disinfection	All areas, including garbage bins, door handles, elevators, corridors and public areas must be thoroughly and regularly disinfected. Cleaners are required to wear protective clothing to reduce virus exposure. Emergency medical supplies, including face masks were also distributed to employees.
Designated Recycling and Garbage Bins for Used Masks	Contamination from reusing disposable masks is highly problematic. Hence, Dongsheng Beijing has set up designated recycling and garbage bins for used masks around the premises.
Practice Proper Hygiene	Employees are regularly reminded to cancel unnecessary gatherings, stay at home as much as possible, wear masks, and wash hands frequently.



## OUR PEOPLE AND COMMUNITY

At Tu Men Travel, the prevention measures are disclosed in the section headed "The Pandemic" under "Risk Management" in "Our Approach to Sustainability".

### Development and Training

The Group is aware that employee development and training contribute towards improved productivity in the workplace, job satisfaction, morale and retention. Accordingly, we are committed to providing directors and staff members with a development platform in which they could harness valuable skills and knowledge. This is clearly stipulated in the Code of Ethics and Business Conduct.

We actively encourage all employees to attend seminars and courses to better their understanding of the tourism industry. All new hires are required to attend the orientation program to master frontline and back office operations, whilst directors are provided with training and seminars conducted by professional parties. On a compulsory basis, job-specific employees are also required to undertake courses provided by the GDS.

At Four Seas specifically, to further enhance customer service and communications, product training is conducted regularly, so that frontline staff are kept abreast of the latest product information and market trends. At Tu Men Travel, employees are offered pre-job and on-the-job training. Pre-job training involves introducing employees to our corporate culture, corporate development strategy, various management systems, labor contracts, benefits and remunerations, and company organization. On-the-job training refers to the training of job-specific skill sets and is based on the working department of the employee. Through these training courses, we hope to provide employees with continuing education and personal development opportunities, as well as advance their knowledge and service quality so that the Group maintains its competitiveness.

### Community

We care about making contributions to our community. In light of the Pandemic, we unfortunately had to postpone or cancel many community activities in consideration of the health and safety of our staff as well as our community members. Looking forward, we will explore opportunities to engage with the community in a safe and effective manner.

During the Year, we were immensely grateful to be on the receiving end of community generosity and support this Year. Dongsheng Beijing received numerous pandemic prevention supplies and materials from multiple sources, including cash, disinfectants, and disposable gloves. We truly cherish these generous donations and are motivated to do our part in engaging with the community in the near future.



## OUR ENVIRONMENT

Operating within the tourism and travel industry has heightened our awareness of the Group's environmental impacts. Recognizing that air travel is a large contributor to climate change, we acknowledge our responsibility and take all reasonable steps to minimize our direct and indirect environmental impacts, with a focus on areas where our impacts are the greatest, namely emissions, energy and water usage, waste management, and the use of environmental and natural resources.

With that said, the direct environmental impact we incur is significantly minimal compared to the indirect impacts of our services. To this end, we actively advise our suppliers, business partners and customers to adopt environmental protection policies and measures as a means of sharpening their environmental awareness. We shall continue to advocate the importance of implementing air quality initiatives in the air and on the ground to reduce emissions.

Internally, Four Seas has implemented an Environmental Protection Policy. The policy outlines our commitment to environmental protection, as well as our expectations for employees within the workplace with regards to energy usage, water usage, and waste. Moving forward, the Group will continue to monitor and assess its emissions and resource usage and disclose relevant information in a transparent manner.

### Emissions

#### Greenhouse Gas

As the majority of our business is office-oriented, we generate minimal Scope 1 direct emissions. Scope 1 direct emissions are largely derived from fuel combustion in our vehicles, onsite machineries, as well as gas combustion in our kitchen stoves, while the main source of Scope 2 indirect air emissions is derived from electricity usage in our office operations and tourism spot operations.

Our primary source of direct emissions largely stems from vehicle transportation, hence, we have implemented numerous measures to reduce these air emissions, which have been communicated to all employees. For example, we actively encourage employees to utilize public transportation instead of company vehicles. We also regularly maintain our company vehicles to ensure fuel efficiency and minimize exhaust air emissions, including particulate matters, volatile organic compounds ("VOC"), nitrogen oxides, or sulphur dioxides. Although we currently do not have a monitoring system in place to assess and quantify exhaust gas emissions, we shall continue our efforts in reducing the Group's emissions.

To accurately quantify and assess the Group's greenhouse gas ("GHG") emissions, we engaged an independent consultant to evaluate our overall GHG emissions. The quantification process makes reference to the "Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong", "Guidelines on Provincial Greenhouse Gas Emission Inventory" (省級溫室氣體清單編製指南), the "General Principles for Calculation of the Comprehensive Energy Consumption" (GB/T 2589-2008綜合估算計算通則), and other relevant local and international standards. We also utilized the latest emission factors, which are periodically published by relevant power companies.

Due to the impact of the Pandemic, GHG levels decreased by 17.05% during the Year. With that said, approximately 99% of our greenhouse gas emissions continued to be derived from Scope 2 indirect greenhouse gas emissions, traceable to the fossil fuels used to generate electricity. Hence, moving forward, we must prioritize and continue our efforts in reducing electricity usage. For more information regarding electricity usage, please refer to the subsection "Energy and Water Usage" under section "Our Environment".

## OUR ENVIRONMENT

GHG Emissions (tCO <sub>2</sub> -e)	2018	2019	2020
Headquarters	5.53	4.03	3.30
Four Seas	85.14	78.07	69.09
Dongsheng Beijing	N/A	14.76	2.94
Jinlv Shidai	N/A	N/A	N/A
Tu Men Travel	N/A	1,047.09	873.58
Total	90.67	1,143.95	948.91

### Noise Emissions

Our tourism attraction and cultural spot inevitably generates noise to the surrounding areas. Stemming from wastewater processing facilities, heat exchange stations, water pump rooms, electric switch rooms and traffic, Tu Men Travel has undergone all necessary noise monitoring tests. To further reduce noise emissions, we opt for low-noise equipment for fans and water pumps, which are notably quieter. Mufflers, sound insulation covers, basic vibration reduction and soft connections for pipes are also installed in strategic locations.

### Other Air Emissions

At Tu Men Travel, the operation of the tourist attraction and cultural spot involved the use of onsite wastewater purification and processing facilities. Although the facilities were well equipped with activated carbon absorption and UV photolysis purification equipment for VOC treatment, it inevitably emitted chemicals including ammonia, hydrogen sulfide, and odor. To ensure that we complied with regulatory requirements, the onsite facilities have passed multiple rounds of testing. Trees were also planted throughout the site to provide a green and pleasant atmosphere, as well as reduce air emissions.

### Energy and Water Usage

In our offices, the majority of the Group's energy usage derived from electricity consumption. The electricity use at our offices are powered by local utility companies using fossil fuels as a major source of electricity generation. At Tu Men Travel, energy usage largely consisted of LPG usage, originating from onsite machinery, natural gas usage mainly for kitchen stoves, as well as electricity usage for the general operation of the tourist attraction and cultural spot. During the Year, Tu Men Travel used 176.35 liters of LPG (2019: 424.02 liters) and 1,449.25 m<sup>3</sup> of natural gas (2019: 471.00 m<sup>3</sup>).

Electricity Consumption (kWh'000)	2018	2019	2020
Headquarters	6.91	4.97	4.07 <sup>5</sup>
Four Seas	104.01	96.38	85.29
Dongsheng Beijing	N/A	15.25	7.20
Jinlv Shidai	N/A	N/A	N/A
Tu Men Travel	N/A	1,159.18	1,009.77
Total	110.92	1,275.78	1,106.33

With the advent of climate change, depleting natural resources, and rising expectations on corporate environmental performance, reducing energy consumption is a major priority in our corporate agenda. Thus, we have implemented the following energy saving initiatives at Four Seas. We look forward to introducing other energy efficiency management and reduction initiatives across our other operations in the near future.

<sup>5</sup> Due to our office relocation, this figure only takes into consideration electricity consumption from June to December 2020.



## OUR ENVIRONMENT

### Energy Saving Initiatives

- Use natural lighting and energy-saving lighting system
- Opt for electronic appliances with energy saving labels
- Maintain room temperature at 25.5 °C
- Inspect air conditioning systems and filters regularly to ensure energy efficiency
- Turn off air-conditioning systems and all electronic appliances when the office is not in use
- Whenever possible, hold electronic conferences to avoid business travel

Regarding water consumption, water usage in our offices is mainly derived from our washrooms. As these washrooms are shared with other occupants in the building, the water supply is managed by respective property management groups. Hence, we are currently unable to retrieve any water usage records and quantify our water consumption. Nevertheless, we will continue to encourage efficient use of water among our employees.

At Tu Men Travel, wastewater stems directly from domestic sewage and washrooms. Accordingly, we have set up onsite wastewater purification and processing facilities, equipped with activated carbon absorption and UV photolysis purification equipment for VOC treatment. After the purification process, water is returned to a clean water tank, and is then reused for irrigation or washroom flushing purposes. The water recycled is tested periodically for contaminants to ensure safe and sustainable use. Moreover, drinking water is also tested periodically by a professional third party to ensure the health and safety of our employees and guests. During the Year, the Group had no issue in sourcing water that is fit for purpose.

### Waste Management

Effective waste management, which involves the regular collection, transportation as well as processing, disposal and recycling of different types of waste, is vital for the conservation of limited natural resources, making it central to ensuring a sustainable future. Recent environmental issues, such as the shortage of landfill sites, have made waste reduction a more pressing issue for our stakeholders and local communities. Recognizing this, the Group is strongly committed to effectively manage our waste.

At Tu Men Travel, waste is mainly categorized into domestic waste, sewage sludge, and waste activated carbon. Domestic waste and sewage sludge are properly handled by a professional third party regularly, whilst waste activated carbon is collected every two months for recycling and reusing purposes by our supplier. All areas storing garbage and waste are cleaned in a timely manner and kept dry. Furthermore, as iterated in our contract with our supplier for edible oils, discarded animal oils and vegetable oils from our kitchens were recycled. In total, 270 kilograms were recycled.

Within our office operations, which includes operations at the headquarters, Four Seas, Dongsheng Beijing and Jinvl Shidai, we produced zero hazardous waste and minimal non-hazardous waste. All non-hazardous waste is properly handled and disposed of by an authorized third party. Due to its insignificant quantity, we do not document the amount of non-hazardous waste generated in our offices, with the exception of paper waste. During the Year, Dongsheng Beijing and Jinvl Shidai had consumed 138,000 and 37,500 sheets of paper, respectively, while our headquarters consumed 4 boxes of paper, and recycled 2 boxes of paper.



## OUR ENVIRONMENT

To minimize the amount of waste generated and ensure responsible waste disposal, the Group has implemented a series of waste management measures in our offices.

---

### Waste Management Measures

---

- Set duplex black and white as default setting for printing and photocopying
  - Utilize recycled papers for internal documents
  - Utilize electronic filing system instead of a paper filing system
  - Replace printed tickets with the use of electronic tickets
  - Encourage customers to use e-invoices and e-statements
  - Purchase reusable stationary
  - Return all used ink cartridges to suppliers for recycling purposes
- 

### Use of Environmental and Natural Resources

Orient Victory does not generate significant direct impacts on the environment, nor does it involve any direct use of natural resources. With that said, we do recognize that our operations in Tu Men Travel may have given rise to negative environmental impacts.

Accordingly, the Group has implemented various pollution prevention mechanisms for the development and operation phases at Tu Men Travel. All wastewater, air emissions, solid wastes, and noise have been tested and are well within regulatory requirement. In the unlikely event of receiving any environmental-related complaints, the Group will proactively investigate and rectify all problems in a timely manner.

Moving forward, we shall continue to improve our internal monitoring systems for all of our operations. We shall also consider collaborating with our suppliers, business partners and customers to embed an environmentally responsible mindset across the entire value chain, as well as tackle sustainability challenges in a more systematic way.

## LAWS AND REGULATIONS COMPLIANCE

During the Year, the Group is not aware of any non-compliance with any relevant laws and regulations that have a significant impact on the Group. The following table communicates all material laws and regulations that Orient Victory rigorously adheres to, within our operations, our people and community, and our environment.

---

### Our Operations

---

- Companies Ordinances (Cap. 622)
- Listing Rules
- Securities and Futures Ordinance (Cap. 571)
- Travel Agents Ordinance (Cap. 218)
- Directives and Guidelines of Travel Industry Council of Hong Kong
- Prevention of Bribery Ordinance (Cap. 201)
- Trade Marks Ordinance (Cap. 559)
- Intellectual Properties Laws
- Trade Descriptions Ordinance (Cap. 362)
- Personal Data (Privacy) Ordinance (Cap.486)
- Competition Ordinance (Cap. 619)
- Production Safety Law of the PRC
- Patent Law of the PRC

---

### Our People and Community

---

- Labor Relations Ordinance (Cap. 55)
- Employment Ordinance (Cap. 57)
- Employment of Children Regulations (Cap. 57B)
- Employment of Young Persons (Industry) Regulations (Cap. 57C)
- Minimum Wage Ordinance (Cap. 608)
- Mandatory Provident Fund Schemes Ordinance (Cap. 485)
- Occupational Health and Safety Ordinance (Cap. 509)
- Employees' Compensation Ordinance (Cap. 282)
- Sex Discrimination Ordinance (Cap. 480)
- Disability Discrimination Ordinance (Cap. 487)
- Family Status Discrimination Ordinance (Cap. 527)
- Race Discrimination Ordinance (Cap. 602)
- Labor Law of the PRC
- Labor Contract Law of the PRC
- Social Insurance Law of the PRC
- Regulation on Work-Related Injury Insurances
- Special Rules on the Labor Protection of Female Employees
- Law of the PRC on the Prevention and Control of Occupational Diseases
- Law of the PRC on the Protection of Women's Rights and Interests
- Law on Protection of Minors of the PRC
- Trade Union Law of the PRC
- The United Nations Convention on the Rights of the Child



## LAWS AND REGULATIONS COMPLIANCE

---

### Our Environment

---

- The Guideline for Risk Management of Noise Occupational Hazard
  - Noise Control Ordinance (Cap. 400)
  - Waste Disposal (Charges for Disposal of Construction Waste) Regulation
  - Water Pollution Control Ordinance (Cap. 358)
  - Air Pollution Control Ordinance (Cap. 311)
  - Administrative Regulations on Environmental Protection in Construction Projects (No. 682)
  - Ambient Air Exhaust Gas. Determination of Ammonia. Nessler's Reagent Spectrophotometry
  - Emission Standards for Odor Pollutants (GB 14554-1993)
  - Air Quality - Determination of Sulphuretted Hydrogen, Methyl Sulphydryl Dimethyl Sulfide and Dimethyl Disulfide - Gas Chromatography
  - Air Quality - Determination of Odor - Triangle Odor Bag Method
  - The Reuse of Urban Recycling Water - Water Quality Standard for Urban Miscellaneous Water Consumption
  - The Reuse of Urban Recycling Water - Water Quality Standard for Scenic Environment Use
  - Emission Standard for Community Noise
  - Standards for Drinking Water Quality
-

## ESG PERFORMANCE TABLE

Key Performance Indicators	Unit	Headquarters	Four Seas	Dongsheng Beijing	Jinlv Shidai	Tu Men Travel
<b>Environment</b>						
<b>GHG Emissions</b>						
GHG Emission – Scope 1	tCO <sub>2</sub> -e	N/A	N/A	N/A	N/A	0.27
GHG Emission – Scope 2	tCO <sub>2</sub> -e	3.30	69.09	2.94	N/A	873.31
Total GHG Emissions	tCO <sub>2</sub> -e	3.30	69.09	2.94	N/A	873.58
GHG Emission Intensity by Workforce	tCO <sub>2</sub> -e/ person	0.22	1.97	1.47	N/A	12.85
GHG Emission Intensity by Area	tCO <sub>2</sub> -e/ m <sup>2</sup>	0.03	0.22	0.01	N/A	0.04
<b>Energy Use</b>						
LPG Usage	Liter	N/A	N/A	N/A	N/A	176.35
Natural Gas Usage	m <sup>3</sup>	N/A	N/A	N/A	N/A	1,449.25
Electricity Usage	kWh	4,074.00 <sup>6</sup>	85,293.00	7,200.00	N/A	1,009,774.00
Total Energy Usage <sup>7</sup>	MJ	14,666.40	307,054.80	25,920.00	N/A	3,693,955.61
Energy Usage Intensity by Workforce	MJ/person	977.76	8,772.99	12,960.00	N/A	54,322.88
Energy Usage Intensity by Area	MJ/m <sup>2</sup>	133.90	969.79	57.82	N/A	181.08
<b>Social</b>						
Total Workforce	Person	15	35	2	59	68
<b>Workforce by Gender</b>						
Female	Person	6	23	2	31	22
Male	Person	9	12	0	28	46

<sup>6</sup> Due to our office relocation, this figure only takes into consideration electricity consumption from June to December 2020.

<sup>7</sup> An extrapolation technique was used to consider the unreported days within the Year.

## ESG PERFORMANCE TABLE

Key Performance Indicators	Unit	Headquarters	Four Seas	Dongsheng Beijing	Jinlv Shidai	Tu Men Travel
<b>Workforce by Employment Level</b>						
C-level Management	Person	7	0	0	0	0
Senior Management	Person	4	6	1	4	0
Middle Management	Person	2	9	0	9	4
General Staff	Person	2	20	1	46	64
<b>Workforce by Age Group</b>						
< 21	Person	0	0	0	0	0
21 – 40	Person	3	8	1	57	40
41 – 60	Person	11	23	1	2	27
> 60	Person	1	4	0	0	1
<b>Workforce by Employment Category</b>						
Full-time	Person	14	34	2	58	47
Part-time	Person	1	1	0	1	21
<b>Workforce by Geographical Region</b>						
Hong Kong	Person	5	35	0	0	0
Mainland China	Person	10	0	2	59	68
<b>Employee Turnover Rate by Gender</b>						
Female	Person	0	3	0	21	5
Male	Person	0	7	0	18	7



## ESG PERFORMANCE TABLE

Key Performance Indicators	Unit	Headquarters	Four Seas	Dongsheng Beijing	Jinlv Shidai	Tu Men Travel
<b>Employee Turnover Rate by Age Group</b>						
< 21	Person	0	0	0	0	0
21 – 40	Person	0	2	0	39	5
41 – 60	Person	0	5	0	0	7
> 60	Person	0	3	0	0	0
<b>Average Training Hours by Employment Category</b>						
C-level Management	Hours	0.82	N/A	0	N/A	0
Senior Management	Hours	10	N/A	0	N/A	0
Middle Management	Hours	5	N/A	0	N/A	1.50
General Staff	Hours	0	N/A	0	N/A	0.28
<b>Average Training Hours per Person by Gender</b>						
Female	Hours	2.15	N/A	0	N/A	0.33
Male	Hours	1.04	N/A	0	N/A	1.09
<b>Number of Work-related Injury and Fatality</b>						
Work-related Injury	No.	0	0	0	0	0
Work-related Fatality	No.	0	0	0	0	0
<b>Number of Suppliers by Geographical Region</b>						
Hong Kong	No.	10	77	0	0	0
Mainland China	No.	1	9	2	92	5
Macau	No.	0	2	0	0	0

## HKEX ESG GUIDE CONTENT INDEX

Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
<b>A. Environmental</b>		
<b>Aspect A1: Emissions</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	Our Environment – Emissions, Energy and Water Usage, Waste Management, Use of Environmental and Natural Resources  Laws and Regulations Compliance
KPI A1.1	The types of emissions and respective emissions data.	Our Environment – Emissions  ESG Performance Table
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Our Environment – Emissions  ESG Performance Table
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	The Group produces zero hazardous waste.
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	The amount of waste produced is not documented because of its insignificant quantity. The Group shall consider recording such data in the near future.
KPI A1.5	Description of measures to mitigate emissions and results achieved.	Our Environment – Emissions, Energy and Water Usage
KPI A1.6	Description of how hazardous and nonhazardous wastes are handled, reduction initiatives and results achieved.	Our Environment – Waste Management

## HKEX ESG GUIDE CONTENT INDEX

Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
<b>Aspect A2: Use of Resources</b>		
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	Our Environment – Energy and Water Usage, Waste Management
KPI 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).	Our Environment – Energy and Water Usage  ESG Performance Table
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	The amount of water consumed by the Group is not documented because the water supply is regulated by respective property management group (s).
KPI A2.3	Description of energy use efficiency initiatives and results achieved.	Our Environment – Energy and Water Usage
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	Our Environment – Energy and Water Usage
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	This KPI is irrelevant to the Group's business.
<b>Aspect A3: The Environment and Natural Resources</b>		
General Disclosure	Policies on minimizing the issuer's significant impact on the environment and natural resources.	Our Environment – Use of Environmental and Natural Resources
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Our Environment – Use of Environmental and Natural Resources



## HKEX ESG GUIDE CONTENT INDEX

Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
<b>B. Social</b>		
<b>Employment and Labor Practices</b>		
<b>Aspect B1: Employment</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	Our People and Community – Employment and Employee Welfare, Fairness and Equal Opportunities  Laws and Regulations Compliance
KPI B1.1	Total workforce by gender, employment type, age group and geographical region.	ESG Performance Table
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	ESG Performance Table
<b>Aspect B2: Health and Safety</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	Our People and Community – Health and Safety  Laws and Regulations Compliance
KPI B2.1	Number and rate of work-related fatalities.	Our People and Community – Health and Safety  ESG Performance Table
KPI B2.2	Lost days due to work injury.	Our People and Community – Health and Safety  ESG Performance Table
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Our People and Community – Health and Safety

## HKEX ESG GUIDE CONTENT INDEX

Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
<b>Aspect B3: Development and Training</b>		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Our People and Community – Development and Training
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	N/A
KPI B3.2	The average training hours completed per employee by gender and employee category	ESG Performance Table
<b>Aspect B4: Labor Standards</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labor.	Our People and Community – Labor Standards  Laws and Regulations Compliance
KPI B4.1	Description of measures to review employment practices to avoid child and forced labor.	Our People and Community – Labor Standards
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	Our People and Community – Labor Standards
<b>Operating Practices</b>		
<b>Aspect B5: Supply Chain Management</b>		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	Our Operations – Supplier Relations
KPI B5.1	Number of suppliers by geographical region.	Our Operations – Supplier Relations  ESG Performance Table
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	Our Operations – Supplier Relations

## HKEX ESG GUIDE CONTENT INDEX

Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
<b>Aspect B6: Product Responsibility</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	Our Operations – Provision of Quality and Safe Travel Products and Services, Customer Relations, Corporate Values and Ethics  Laws and Regulations Compliance
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	N/A
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	Our Operations – Customer Relations
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights	Our Operations – Corporate Values and Ethics
KPI B6.4	Description of quality assurance process and recall procedures.	Our Operations – Provision of Quality and Safe Travel Products and Services, Customer Relations
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Our Operations – Corporate Values and Ethics
<b>Aspect B7: Anti-corruption</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	Our Operations – Corporate Values and Ethics  Laws and Regulations Compliance
KPI 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.	Our Operations – Corporate Values and Ethics
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Our Operations – Corporate Values and Ethics



## HKEX ESG GUIDE CONTENT INDEX

Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
<b>Community</b>		
<b>Aspect B8: Community Investment</b>		
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	Our People and Community – Community
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labor needs, health, culture, sport).	Our People and Community – Employment and Employee Welfare, Community
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	N/A





**東勝旅遊**  
ORIENT VICTORY TRAVEL

Suite 1201B, Tower 1,  
Admiralty Centre, 18 Harcourt Road,  
Admiralty, Hong Kong

[www.orientvictory.com.hk](http://www.orientvictory.com.hk)

