



Power Financial Group Limited 權威金融集團有限公司

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock code 股份代號: 397)

2020

Environmental, Social and Governance Report

環境、社會及管治報告



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Power Financial Group Limited (the “Company”) (Stock Code: 0397) is a comprehensive wealth management service provider in Hong Kong mainly engaged in the financial services business, money lending business, trading business and assets investment. The Company and its subsidiaries (collectively referred as the “Group”) acknowledge the significance of effective environmental, social and governance (“ESG”) initiatives at operation level. The direction of the Group’s ESG practices is governed by the board of the directors of the Company (the “Board”), ensuring that the ESG strategy reflects the Company’s core value. We had a designated working group, which comprised of employees from various departments, to gather relevant information and data for the preparation of such report.

This report describes the ESG initiatives of the Group for the financial year ended 31 December 2020 (the “Year” or “Reporting Period”). The contents of this report provide its stakeholders with an overview of the Group’s efforts regarding ESG impacts arising from its daily operations.

REPORTING PRINCIPLES

This report was prepared for an overview of the performance of the Group on environmental, social and governance (“ESG Report”). This ESG Report has been published in accordance with Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) in Appendix 27 to the Rules (“Listing Rules”) Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (“HKEx”).

This report is one of the communication channels through which we connect with our stakeholders. We believe that ESG information that is meaningful and important to their decision-making should be disclosed. In this regard, the compilation process of this ESG Report follows the reporting principles suggested by the ESG Reporting Guide, which include:

權威金融集團有限公司(「本公司」)(股份代號：0397)為香港的綜合財富管理服务供應商，主要從事金融服務業務、借貸業務、貿易業務及資產投資。本公司及其附屬公司(統稱為「本集團」)深明有效的環境、社會及管治(「環境、社會及管治」)措施在營運層面的重要性。本集團環境、社會及管治實務的方向由本公司董事會(「董事會」)監管，確保環境、社會及管治策略反映本公司的核心價值。我們設有由來自不同部門員工組成的專責工作組，以收集相關資料及數據，用於編寫有關報告。

本報告闡述本集團截至二零二零年十二月三十一日止財政年度(「本年度」或「報告期間」)的環境、社會及管治措施。本報告的內容為其持份者概述本集團在日常營運對環境、社會及管治方面的影響所作出的努力。

匯報原則

編製本報告旨在提供本集團在環境、社會及管治方面的表現概覽(「環境、社會及管治報告」)。本環境、社會及管治報告乃根據香港聯合交易所有限公司(「香港交易所」)證券上市規則(「上市規則」)附錄27所載《環境、社會及管治報告指引》(「環境、社會及管治報告指引」)而刊發。

本報告為我們與持份者聯繫的溝通渠道之一。我們認為應該披露對持份者有意義及有助他們決策的環境、社會及管治資料。就此而言，本環境、社會及管治報告的編製過程乃遵循環境、社會及管治報告指引建議之報告原則，當中包括：

Materiality 重要性	<p>After collecting the opinions of stakeholders through internal and external stakeholder engagements, we review and determine material ESG aspects to the Group and guide the focus of this ESG Report.</p> <p>透過內部或外在持份者參與收集持份者的意見後，我們會檢討及決定對本集團屬重要的環境、社會及管治層面，並據此決定本環境、社會及管治報告的重點。</p>
Balance 平衡	<p>To provide an unbiased picture of the Group, the Group not only disclosed the progress in sustainable development management, but also discussed the Group's sustainable development challenges and future action plans, and explains the undisclosed information.</p> <p>為公正呈現本集團狀況，本集團不僅披露了可持續發展管理的進度，也討論了本集團可持續發展的挑戰及未來行動的計劃，並解釋並無披露某些資料的原因。</p>
Quantitative 定量	<p>All departments and business lines used the tools to continuously record the Group's economic, environmental and social indicators, and monitor the progress and results of the targets' implementation.</p> <p>所有部門及業務分支均使用工具持續紀錄本集團的經濟、環境及社會指標，並監察落實目標的進度及結果。</p>
Consistency 連貫性	<p>Unless otherwise stated, this ESG Report adopted consistent methodologies to allow for a fair comparison of our performance from time to time.</p> <p>除非另外說明，本環境、社會及管治報告採用方法與過往一致，以便不時對我們的表現進行公平比較。</p>

This ESG Report also complies with the mandatory disclosure requirements and "comply or explain" provisions of the ESG Reporting Guide. It is recommended that this ESG Report is read in conjunction with the Group's annual report for the Year, in particular the Corporate Governance Report and Directors' Report.

本環境、社會及管治報告亦依從環境、社會及管治報告指引的強制披露規定及「不遵守就解釋」規定。建議將本環境、社會及管治報告與本集團本年度的年報一併閱讀，尤其是企業管治報告及董事會報告。

SCOPE AND BOUNDARY

Unless otherwise specified, this report covers the Group's ESG accomplishments and challenges during the Reporting Period.

To provide a comprehensive review of our impact and performance, this ESG report includes data from all business units where we have operational control. As a financial services provider, this ESG Report focuses on the Group's financial services business, money lending business and assets investment during the Reporting Period. The content of this ESG Report will also focus on material sustainability areas based on our most significant economic, environmental and

範疇及界限

除非另有註明，本報告涵蓋本集團於報告期間在環境、社會及管治方面的成就及挑戰。

為全面回顧我們的影響及表現，本環境、社會及管治報告載有我們擁有營運控制權的所有業務單位的數據。本集團為金融服務供應商，故本環境、社會及管治報告聚焦於報告期間內本集團的金融服務業務、借貸業務及資產投資。本環境、社會及管治報告的內容亦聚焦於我們在經濟、環境及社會方面影響最顯著的重大可持續發展

social impacts, and the area of greatest interests of our stakeholders. As there were no changes to the business scope, our ESG management approach, initiatives and strategy remained unchanged.

STATEMENT OF THE BOARD

Our management approach is to run our business in an ethically, socially and environmentally responsible manner, supporting and connecting the communities we serve. We must do this while maintaining services excellence and financial returns.

領域，以及我們的持份者最關注的領域。由於業務範疇並無變動，我們的環境、社會及管治管理方針、措施及策略保持不變。

董事會聲明

我們的管理方針是以對道德、社會及環境負責任的態度來經營業務，支持及連繫我們服務的社會。我們必須在達致此目標的同時，致力維持卓越服務及財務回報。



The Board has the overall responsibility for the Group's ESG strategies and reporting, as well as overseeing and managing our ESG-related risks. The Board regularly reviews our systems and guidelines across our operations to maintain high level of transparency and accountability.

We identify, evaluate and prioritise ESG issues through regular internal and external stakeholder engagements. ESG working group is authorised by the Board to carry out ESG-related tasks once the ESG related issue is identified. While the ESG working group implements and communicates the day-to-day management of ESG issues, the Board is responsible for the oversight of the overall management and decisions relating to the sustainability governance of the Group. Through the Board's oversight, we are now able to assess ESG risks and provide strategic long-term guidance on sustainability performance, goals, and priorities. We have also implemented new ESG-related policies and guidelines. The new developments

董事會對本集團的環境、社會及管治策略及報告，以及監督及管理與環境、社會及管治相關風險負有整體責任。董事會定期檢討各營運環節的制度及指引，以維持高透明及問責程度。

我們定期接觸內外部持份者，以識別、評估及確定環境、社會及管治事宜的緩急輕重。識別出環境、社會及管治相關事宜後，董事會將授權環境、社會及管治工作組進行環境、社會及管治相關工作。環境、社會及管治工作組負責執行及協調環境、社會及管治事宜的日常管理，而董事會則負責監督有關本集團可持續發展管治的整體管理及決策。透過董事會的監察，我們現在有能力評估環境、社會及管治的風險，並就可持續性表現、目標及其緩急輕重提供策略性的長期指導。我們也實行了新的環境、社會及管治相關政策與指引。在我們為股東、員工、

are embedded into how we conduct our business as we create long-term sustainable value for our shareholders, employees, customers, suppliers and the communities where we operate.

Looking forward to the future, the Board will also timely review the Group's own ESG strategic planning and performance based on the macro policy environment and the business development direction, considering the matters that the stakeholders concern about. The Board also sets out ESG goals and targets on relevant Key Performance Indicators ("KPIs") and make comparisons on yearly review. We aim to make full use of our ESG data and reduce carbon footprint by raising employees' ESG awareness, ultimately driving the change of behavior towards incorporating ESG initiatives into our operational strategy. We strive to provide a supportive working environment to our employees, while minimising any environmental impact caused by our operational activities.

This ESG Report has been reviewed by the ESG working group and approved by the Board. Available in both Chinese and English, this ESG Report can be accessed at the Company's website (<https://www.powerfinancial.com.hk>) and HKEx's website (<https://www.hkexnews.hk>).

客戶、供應商及營運所在社區創造長期可持續價值的過程中，新的發展已融入我們開展業務的方式中。

展望將來，董事會亦會根據宏觀政策環境及業務發展方向，考慮持份者關心的事宜，及時檢討本集團的環境、社會及管治策略規劃及表現。董事會亦已制定環境、社會及管治目標及相關關鍵績效指標（「關鍵績效指標」）的目標，並在年度審閱中進行比較。我們旨在充分利用環境、社會及管治數據，並透過提高員工的環境、社會及管治意識以減少碳足跡，最終推動行為改變，將環境、社會及管治措施納入我們的營運策略。我們致力創造支持員工的工作環境，同時盡量降低營運活動導致的所有環境影響。

本環境、社會及管治報告已經環境、社會及管治工作組審閱，並由董事會批准。本環境、社會及管治報告同時提供中英文版本，兩者均可於本公司網站（<https://www.powerfinancial.com.hk>）及香港交易所網站（<https://www.hkexnews.hk>）查閱。

MATERIALITY ASSESSMENT

Assessment Process

A materiality assessment is the process of identifying, refining, and assessing the potential ESG related issues that could affect a business and/or its stakeholders. The process involved both employees of different levels and external stakeholders. They were identified based on their expertise and working relationship with the Group.

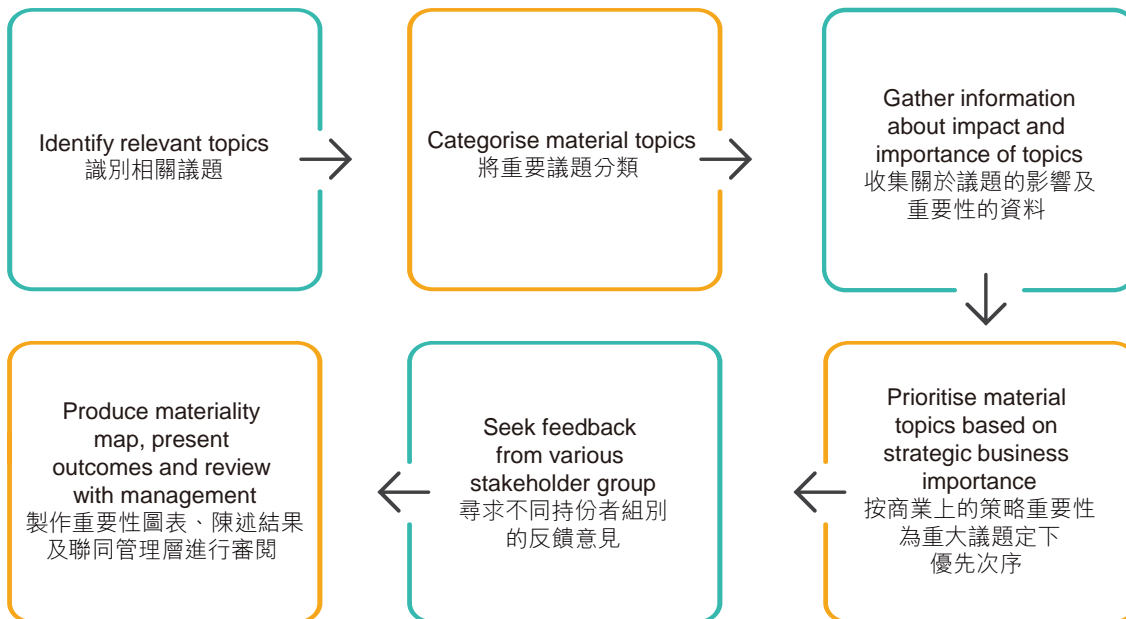
重要性評估

評估過程

重要性評估是識別、完善及評估可能影響商業機構及／或其持份者的潛在環境、社會及管治相關問題的過程，過程涉及各級員工及外部持份者，識別上述人士的基準為其專長及與本集團的工作關係。

The materiality assessment process at the Group consists of the following sequential steps:

本集團的重要性評估過程包括以下步驟，依次為：



Materiality Matrix

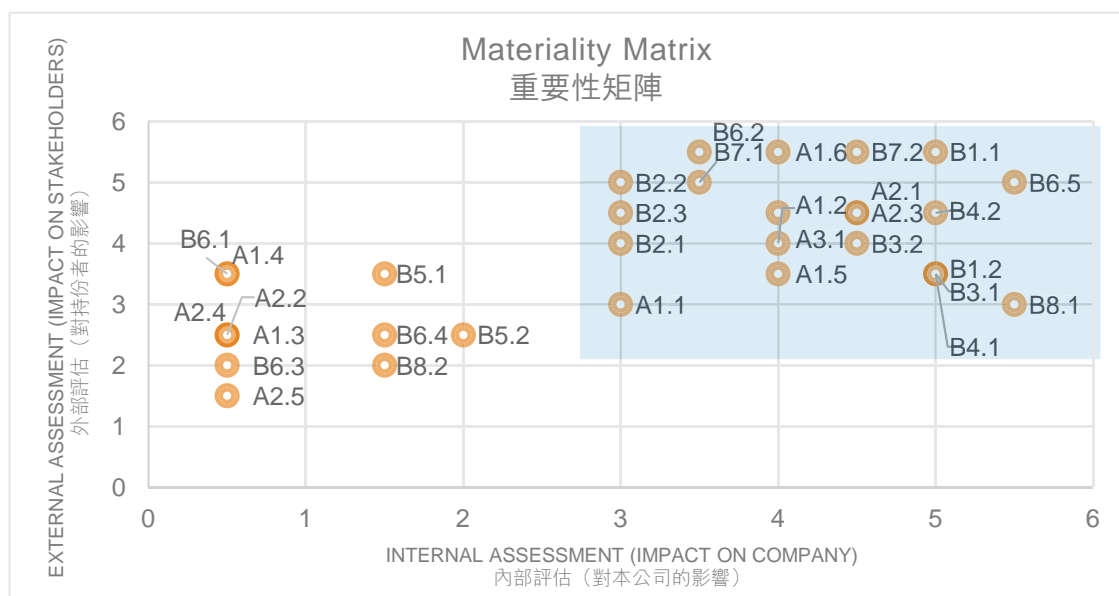
As identified by the materiality assessment, the ESG Report covers the overall performance, risks, strategies, measures and commitments of the Group in four areas, namely, working environment quality, environmental protection, operating practices and community investment for the Group's principal business operations. Once we identify the most material issues, we will continue to manage all issues affecting the Group and our stakeholders. We will also dedicate our reporting efforts on our top material issues through the disclosure of relevant KPIs, targets or initiatives which are described in subsequent sections of this ESG Report.

重要性矩陣

經重要性評估所識別後，環境、社會及管治報告涵蓋本集團主要業務營運的四個範疇（即工作環境質素、環境保護、營運實務及社區投資）的整體表現、風險、策略、措施及承擔。識別出最重要的問題後，我們會持續管理所有影響本集團及持份者的事宜。我們亦會透過披露本環境、社會及管治報告之後章節中描述的相關關鍵績效指標、目標或措施，集中匯報最關鍵的重大事宜。

About This Report | 關於本報告

The following matrix shows the materiality assessment result of the Group. 以下矩陣顯示本集團的重要性評估結果：



Area of Focus

重點範疇

Environmental protection

環境保護

Workplace quality

工作環境質素

Operating practices

營運實務

Community investments

社區投資

Material Issues

重大事宜

Use of resources

資源使用

Waste management

廢棄物管理

Waste reduction and recycling

減廢及回收廢物

Employment

僱傭

Development and training

發展及培訓

Diversity and equal opportunity

多元化及平等機會

Health and safety

健康及安全

Service quality

服務質素

Customer privacy protection

客戶私隱保障

Anti-money laundering

反洗黑錢

Anti-corruption

反貪污

Community investment

社區投資

Employee volunteering

僱員義工服務

STAKEHOLDERS ENGAGEMENT

持份者的參與

We understand that stakeholders' engagement plays a pivotal role to our continuous effort in improving our ESG standard. Therefore, we maintain open communication channels with our stakeholders through ongoing dialogue conducted via regularly scheduled meetings and briefings. We endeavor to provide our stakeholders with clear information about our business operations and ESG issues. These engagements also ensure that the implementation of our sustainability strategy remains consistent across our operations and that our measures effectively address stakeholders' feedback.

我們明白，持份者的參與對我們不斷提高環境、社會及管治標準扮演著重要角色。因此，我們透過定期安排的會議及簡報會進行持續對話，維持開放的持份者溝通渠道。我們盡力為持份者提供有關業務營運及環境、社會及管治事宜的清晰資料。與持份者接觸也確保了我們的可持續發展策略在各營運環節保持一致，亦確保措施能有效回應持份者的反饋意見。

During the Reporting Period, the Group engages with our stakeholders' through multiple communication channels, summarized as follows:

於報告期間內，本集團透過多個溝通渠道與持份者接觸，概述如下：

Employees
僱員

Communications through daily operations, meetings to address business operational needs.

透過日常營運、會議進行溝通以應對業務營運需要。

Performance review and training is conducted to communicate with employees about job expectation, and we retain talents with our appraisal system.

進行績效評估及培訓以與僱員就工作期望進行溝通，以及透過評核制度挽留人才。

Customers
客戶

KYC onboarding procedures and client profile review, face to face business meetings marketing materials, and email correspondences to engage with our customers. 瞭解客戶引導程序及客戶檔案審閱、面對面業務會議、營銷材料及以電郵通訊與客戶接觸。

Business partners & Suppliers
業務夥伴及供應商

For business partners, we arrange for business meetings, conferences to identify their needs. Whereas for suppliers, the Group assesses suppliers' capability and performance with multiple rounds of selection prior to engagement.

對於業務夥伴，我們安排業務會面及會議以確定其需求。對於供應商，本集團在委聘前以多輪甄選評估供應商的能力及表現。

Shareholders 股東

Annual general meetings, announcements and circulars, annual reports and interim reports, other disclosure documents and press releases to engage with shareholders.
股東週年大會、公告及通函、年報及中期報告、其他披露文件及新聞稿以供股東參閱。

Regulators 監管機構

Communications achieved via both written and electronic means.
透過書面及電子方式進行溝通。

Community 社區

Participation in events and community services, donation to charitable organisations.
參與活動及社區服務、向慈善機構捐獻。

For more information on our stakeholder engagement process, please refer to the MATERIALITY ASSESSMENT section of this ESG Report.

有關持份者參與的更多詳情，請參閱本環境、社會及管治報告重要性評估一節。

Environmental 環境



OUR ENVIRONMENT

Environmental challenges (i.e., failure of climate change, and human-made environmental damage and disasters, etc.) are the contemporary problems faced by all of us. As a provider of financial services, direct impacts to the environment may not be anticipated. Yet, the Group strive to minimise our indirect impact of our business operations on the environment. We operate our business in an environmentally conscious manner and advocate for good practices in our relationship with stakeholders. The Group has made reference to relevant environmental rules and low-carbon measures suggested by relevant government departments and organisations, and from time to time requires employees to follow these practices. These measures are discussed in the section “USE OF RESOURCES” of this ESG Report.

During the Reporting Period, we confirmed that there was no incident of non-compliance with local relevant environmental laws and regulations relating to exhaust gas and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste that have a significant impact on the Group. Therefore, no penalty was imposed on the Group during the Reporting Period.

As a financial institution, money lender and assets investment company, although we have not formulated specific guideline on ESG consideration for our investments, we have an indirect approach towards better sustainability and governance. We seek to invest and work with veteran fund managers, which we believe would have incorporated fundamental ESG considerations into their investment decisions. In the process of our due diligence procedure, we also conduct new searches in relation to funds, and will take into consideration for any negative news, especially ESG related issues prior to making investment decisions.

我們的環境

環境挑戰（即適應氣候變化失敗及人為環境破壞和災難等）為全球人類現時所面臨的問題。作為金融服務供應商，我們未必會對環境造成直接影響。然而，本集團極力爭取將業務營運對環境造成的間接影響降至最低。我們以環保的方式經營業務，並在與持份者建立關係的同時亦提倡良好的環保措施。本集團已參考相關政府部門及機構建議的相關環境規例及低碳措施，並不時要求僱員遵守該等常規。該等措施的詳情載於本環境、社會及管治報告「資源使用」一節。

於報告期間內，我們確認，概無任何有關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而對本集團有重大影響的本地相關環保法律法規之不合規事件，因此於報告期間內，本集團概無被施加處罰。

作為一家金融機構、放債人及資產投資公司，儘管我們並無就環境、社會及管治的考量制定具體投資指引，但我們採取間接方法以達至更佳的可持續發展及管治。我們尋求與資深基金經理進行投資和合作，相信他們會將基本環境、社會及管治考量納入其投資決定。在我們的盡職調查程序中，我們亦於作出投資決定前就基金進行消息搜索，並將任何負面消息納入考慮範圍，尤其是環境、社會及管治相關事宜。

EMISSION

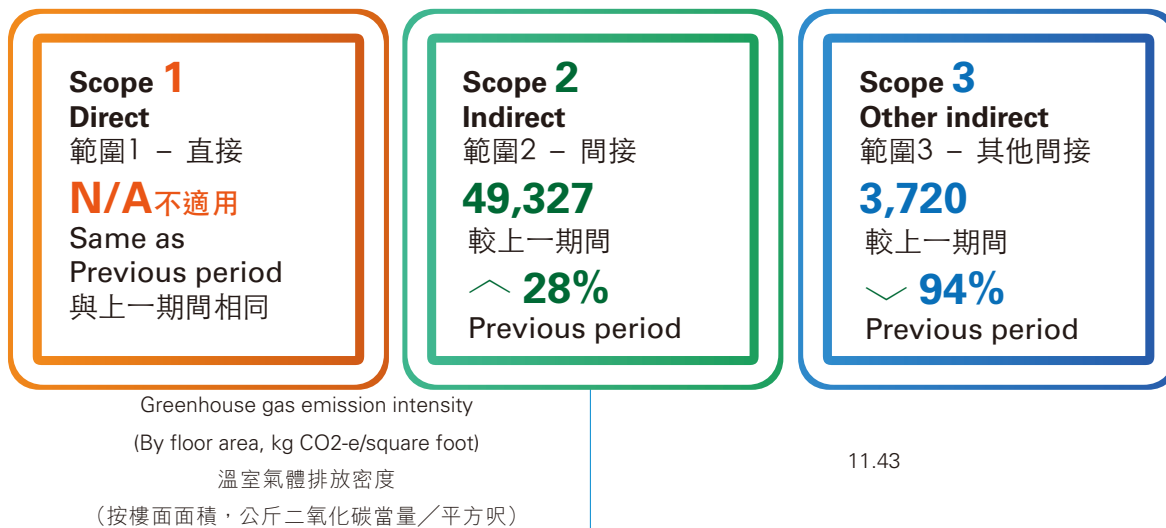
Exhaust Gas and Greenhouse Gas ("GHG") Emission

With the Group's primary business in financial services, money lending business and assets investment, the Group does not involve any industrial production or possess any factory facilities, and therefore, the Group does not generate a significant amount of exhaust gas emission during the daily operations. The majority of our operations are conducted in an office environment and limited environmental impact is caused directly by our business operations. The carbon footprint arising from our day-to-day operations is mainly from the emissions generated from our business travel of our directors and employees and our electricity consumption for our daily operations. Although GHG emissions are not identified as material to the Group, we strive to minimise resource consumption and encourage our employees to adopt environmental best practices across every business segment, so as to limit indirect emission GHG.

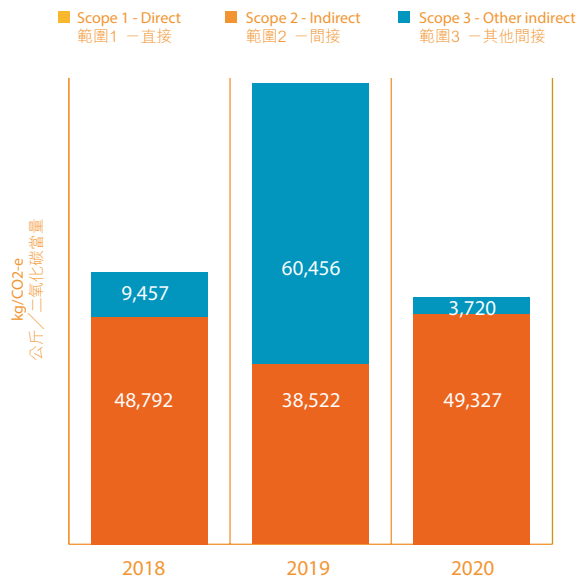
排放物

廢氣及溫室氣體(「溫室氣體」)排放

由於本集團的主要業務是金融服務、借貸業務及資產投資，本集團未有從事任何工業生產活動或擁有任何工廠設施，因此，本集團在日常運營中不會產生大量廢氣排放。我們大部分營運均於辦公室環境進行，業務營運直接造成的環境影響有限。日常營運產生的碳足跡主要來自董事和僱員因商務差旅而產生的排放，以及日常營運所用電力。雖然溫室氣體排放未獲本集團識別為重大事項，我們仍致力盡量減少資源消耗並鼓勵各個業務分類的僱員採納最佳環境實務，以限制溫室氣體間接排放。



GHG EMISSIONS 溫室氣體排放



Greenhouse gas emission intensity
(By floor area, kg CO2-e/square foot)
溫室氣體排放密度
(按樓面面積，公斤二氧化碳當量／平方呎)

11.43

Note:

Scope 1 emissions come from direct GHG emissions from combustion of fuels in stationary or mobile sources (excluding electrical equipment) to generate electricity, heat or steam, which is not applicable to our business due to the fact that we do not involve in direct production.

Scope 2 emissions come from indirect GHG emissions from the generation of purchased electricity;

Scope 3 emission include other indirect GHG emissions that occur outside the Company such as emissions from business travel of employees and paper waste disposed at landfills.

* Emissions for Nitrogen oxides (NOx), Sulphur oxides (SOx), and Respirable suspended particulates (RSP) are not disclosed as the amount is insignificant

附註：

範圍1 排放來自固定或流動來源（不包括電力設備）為產生電力、熱力或蒸汽而燃燒燃料的直接溫室氣體排放，而我們並無從事直接生產，故不適用於我們的業務。

範圍2 排放來自產生購入電力的間接溫室氣體排放；

範圍3 排放包括本公司以外產生的其他間接溫室氣體排放，例如僱員商務差旅的排放及於堆填區棄置的廢紙。

* 氮氧化物、硫氧化物及可吸入懸浮粒子的排放量微不足道，故並無披露有關數據

WASTE MANAGEMENT

Hazardous waste

Due to the business nature, the Group's operations do not directly generate hazardous wastes from its daily operations.

Non-hazardous waste

During the Reporting Period, the Group has properly managed and disposed the non-hazardous wastes produced from its daily operations, including office wastes and domestic refuse. Due to our business nature, a relatively large amount of paper is consumed for printing. To minimise the paper consumed, we regularly monitor our paper consumption and implement waste reduction initiatives and measure. Please refer to "USE OF RESOURCES" for details.

We are also committed to maintain a high standard for waste reduction and educating employee on the importance of waste reduction. As a result, employees' waste management awareness has greatly improved.

廢棄物管理

有害廢棄物

由於業務性質，本集團營運不會從日常營運中直接產生任何有害廢棄物。

無害廢棄物

於報告期間內，本集團妥善管理及處理從日常營運中產生的無害廢棄物，包括辦公室廢棄物及生活垃圾。由於我們的業務性質，我們消耗相對大量的紙張用於打印。為了盡量減少紙張消耗，我們定期監控紙張消耗並實施減廢計劃及措施。詳情請參閱「資源使用」。

我們亦致力於在減廢方面恪守高標準，並向員工提倡減廢的重要性，因此大幅提升了員工的廢棄物管理意識。

Summary of KPI disclosure of Aspect A1: Emission

關鍵績效指標概要披露－層面A1：排放

Aspects, General Disclosures and KPIs

層面、一般披露及關鍵績效指標

KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Our principal business operations do not involve activities that directly emit greenhouse gases or other air pollutants. The types of emissions and respective emissions data are set out above. 我們的主要業務營運並無涉及直接排放溫室氣體或其他空氣污染物的活動。排放物類別及相關排放數據載於上文。
KPI A1.2 關鍵績效指標A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 直接(範圍1)及能源間接(範圍2)溫室氣體排放(以噸計)及(如適用)密度(如以每產量單位、每項設施計算)。	Due to our business nature, no direct (Scope 1) emission data is applicable, whereas emission of indirect (Scope 2 & 3) greenhouse gases are as set out above. 由於我們的業務性質，直接(範圍1)排放數據並不適用，而間接(範圍2及3)溫室氣體排放量載於上文。

KP1 A1.3 關鍵績效指標 A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計)及(如適用)密度(如以每產量單位、每項設施計算)。	Our principal business operations do not involve activities that produce hazardous wastes; whilst non-hazardous wastes produced from our daily operations include only office wastes and domestic refuse. 我們的主要業務營運並無涉及產生有害廢棄物的活動；而日常營運產生的無害廢棄物僅包括辦公室廢棄物及生活垃圾。
KP1 A1.4 關鍵績效指標 A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量(以噸計)及(如適用)密度(如以每產量單位、每項設施計算)。	There is no applicable data of non-hazardous wastes produced from our operations, as waste is collected and handled by designated service provider hired by the property management company of the commercial building where our office is located. 由於廢棄物由辦公室所在商業大廈的物業管理公司僱用的指定服務提供商收集及處理，故並無營運產生的無害廢棄物的適用數據。
KP1 A1.5 關鍵績效指標 A1.5	Description of emission target(s) set and steps taken to achieve them. 描述排放目標及所採取的步驟。	Emission target and steps taken to minimise emissions can be referred to in the Use of Resources section. 排放目標及為盡量減少排放而採取的步驟可參閱「資源使用」一節。
KP1 A1.6 關鍵績效指標 A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法、減排目標及所採取的步驟。	Description of how hazardous and non-hazardous wastes are handled, reduction targets can be referred to in the Use of Resources section below. 處理有害及無害廢棄物的方法、減排目標的描述可參閱下文「資源使用」一節。

USE OR RESOURCES

The Group and its businesses endeavour to optimise the use of resources, including energy, water and other materials. We strive to implement various environmentally friendly office measures and instil a green culture within our business operations. We have also adopted a “green office” policy, pursuant to which we have implemented various measures to continually improve our energy efficiency and water/waste management.

資源使用

本集團及其業務致力於優化資源使用，包括能源、水及其他材料。我們努力實施各種環保辦公措施，並在業務營運內營造綠色文化。我們亦採用「綠色辦公」政策，據此，我們已實施多項措施，不斷提高能源效益及用水／廢棄物管理。

Target

The Board has set forth a target to reduce emission and waste by 5% in the coming year, the following steps are undertaken to achieve these objectives. Comparison will be made across years forming the basis of future policies and initiatives to achieve target emission reduction.

目標

董事會已制定目標，冀將來年的排放及廢棄物減少5%，以下為實現該等目標而採取的步驟。將進行跨年度比較以構成實現目標減排的未來政策及措施。

Initiatives

Major practices adopted in our office are as followed:

措施

於辦公室採納的主要常規如下：

Aspects 層面	Major practices 主要常規
Energy Consumption 能源消耗	<ul style="list-style-type: none"> Set indoor temperature as 24°C 調節室內溫度至24°C Turn off lights during off-hours 於非辦公時間關掉照明 Require employees to switch off their computers (including screens) after work 要求員工於下班時關掉電腦(包括螢幕) Switch off all electrical appliances and office equipment when they are not in use 關掉所有非使用中的電器及辦公室設備 Procure equipment with "Grade 1" energy labels issued by the Electrical and Mechanical Services Department in Hong Kong 購買獲香港機電工程署發出「一級」能源標籤的設備 Utilise day-time natural lighting in offices 在辦公室善用自然日照 Install LED lighting systems with better energy efficiency 安裝能源效益較佳的發光二極管照明系統
Water Conservation 節約用水	<ul style="list-style-type: none"> Put up water conservation signs in pantry and toilet to raise the awareness on water conservation 在茶水間及洗手間張貼節約用水告示，提高節約用水意識 Maintain all water facilities regularly to avoid water leakage 定期保養所有供水設施，預防滲漏 Repair pipes and drainage immediately when there is dripping 即時維修滲漏水管及渠道
Use of Paper 紙張使用	<ul style="list-style-type: none"> Reuse and recycle paper, and promote double-sided printing 重用及回收紙張和鼓勵雙面打印 Encourage the use of electronic mailing and electronic filing system 鼓勵使用電子郵件及電子檔案管理系統 Encourage clients to opt for e-statement, paperless communication, and marketing materials 鼓勵客戶選擇電子結單、無紙通訊及營銷材料 Use eFax system to reduce waste paper 使用電子傳真系統以減少廢紙

Aspects

層面

Waste Reduction

減少廢物

Major practices

主要常規

- Reuse other stationery and reduce the use of disposable tableware
重用其他文具及減少使用即棄餐具
- Recycle ink cartridges and copier toner containers
回收墨盒及影印機碳粉盒
- Focus on software improvisation and purchase computer hardware only when necessary to reduce electronic waste
主要使用臨時湊合軟件，僅於必要時購買電腦硬件以減少電子廢棄物
- Sign up for Computer Recycling Programme with the Environmental Protection Department in Hong Kong or engage private recyclers for collection of disposed computer and peripherals
簽署參與香港環境保護署的「電腦回收計劃」或委聘私人回收商收集廢棄電腦及周邊設備
- Set up of recycling stations in prominent areas and install signage to remind co-workers on importance of correct procedures of recycling
於當眼位置設立回收站及設置標示提醒同事正確回收程序的重要性
- Minimise packaging materials for corporate gifts and souvenirs, choose green souvenirs
盡量減少公司禮品及紀念品的包裝材料，選擇綠色紀念品
- When promotional material is inevitable, environmental consideration has to be taken into account, for example, consider using recycled materials, SoyInk or FSC-certified paper (Forest Stewardship Council™, FSC) etc
無可避免使用宣傳品時，須納入環境考量，例如考慮使用回收材料、大豆油墨或森林管理委員會認證的紙張等

USE OF PAPER

Financial services provider has traditionally been a paper-intensive industry. Paper accounts for the majority of our non-hazardous waste. Thus, we have made determined efforts to promote digitalisation. Where feasible, the Group invests in and adopts paperless processes. In our workplace, we heavily encourage our employees to achieve paperless working (i.e., replaced paper-based reports with electronic copies and widely adopted e-forms and e-fax in our business for administrative document sharing and transfer) and reduce storage space. We continue to upgrade our online trading platforms to enhance paperless experience for our customers. In line with market practices, we have established a fee for hardcopy statements to encourage customers to opt for e-statement. In addition, our marketing information is distributed via electronic channels, such as email and SMS, instead of the traditional printed mails.

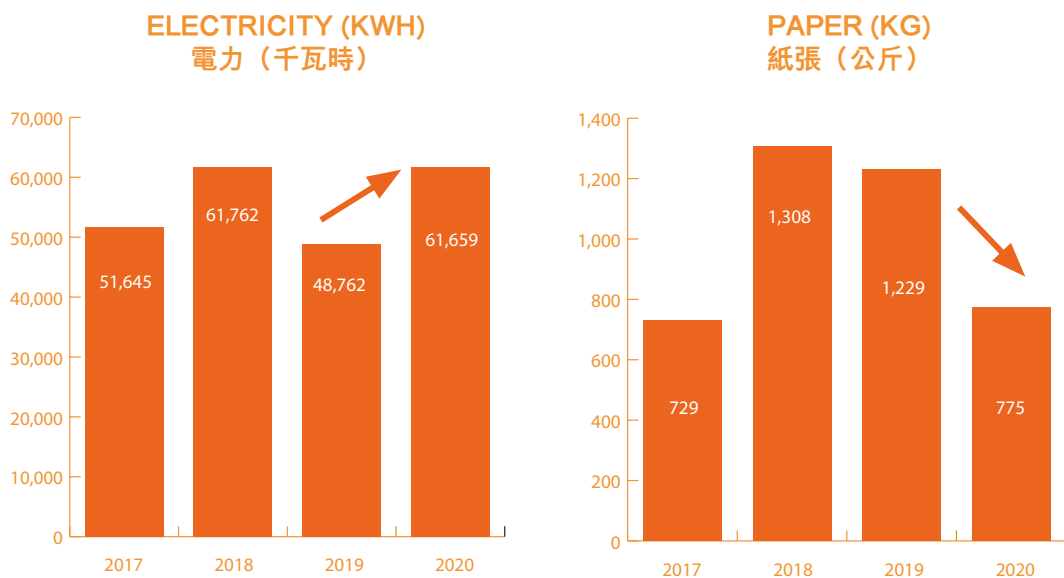
紙張使用

金融服務供應商傳統上一直是消耗大量紙張的行業。紙張佔我們無害廢棄物的大部分。因此，我們致力推動數碼化。在可行的情況下，本集團投資並採用無紙化流程。在我們的工作場所，我們大力鼓勵員工實現無紙化工作（即用電子文件取代紙本報告，並於業務中廣泛採用電子表格及電子傳真，以便共用及傳送行政文件），以及減少存儲空間。我們繼續升級我們的網上交易平台，以改善客戶的無紙體驗。我們按市場慣例收取印刷結單費用，以鼓勵客戶選擇電子結單。此外，我們透過電郵及簡訊等電子渠道發布行銷資訊，以取代傳統的印刷本郵件。

During the Reporting Period, our consumption of paper has notably decreased, which also resulted in decrease in respective emission of CO₂ equivalents. This was mainly attributable to the ESG initiative laid by the Board focusing on the “go paperless” program and the “green office” policy for our financial services business. Due to the change of location and business expansion, our consumption of energy has been increased at a reasonable level. The Group will continue to review its internal environmental policies regularly and take necessary measure to improve its efficiency of resources use.

於報告期間內，我們的紙張消耗顯著減少，並且導致相關二氧化碳當量排放量減少。此乃主要由於董事會就金融服務業務的「無紙化」計劃及「綠色辦公室」政策而提出的環境、社會及管治措施。受搬遷及業務擴張影響，能源消耗有所增加，惟增幅處於合理水平。本集團將繼續定期檢討內部環境政策，並採取必要措施以提高資源使用效率。

RESOURCE CONSUMPTION DATA 資源消耗數據



Consumption data comparison	消耗數據比較	2019	2020	% change	Target
		二零一九年	二零二零年	%變動	目標
Electricity (kWh)	電力 (千瓦時)	48,762	61,659	26%	Room for improvement 改進空間
Paper (kg)	紙張 (公斤)	1,229	775	-37%	Met 達成

Summary of KPI disclosure of Aspect A2: Use of Resources

關鍵績效指標概要披露一層面A2：資源使用

Aspects, General Disclosures and KPIs

層面、一般披露及關鍵績效指標

KPI A2.1 關鍵績效指標A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及／或間接能源（如電、氣或油）總耗量（以千個千瓦時計）及密度（如以每產量單位、每項設施計算）。	Details of energy consumption is as illustrated in the above diagrams. Our business relies only on electricity as the only source of energy for its business operations. 能源消耗的詳情如上圖所示。我們的業務僅依靠電力作為其業務營運的唯一能源。
KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度（如以每產量單位、每項設施計算）。	There is no applicable data of water consumption because it is not feasible to obtain water withdrawal and discharge data as an individual occupant of leased office premises in Hong Kong where water supply and discharge are not billed to us separately by the respective building management. 概無耗水量的適用數據，原因是我們作為於香港租賃辦公室物業的個別佔用人，相關樓宇管理處並無向我們獨立發出供水及排水的帳單，故取得取水及排水量數據並不可行。
KPI A2.3 關鍵績效指標A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述能源使用效益目標及所採取的步驟。	Description of energy use, efficiency targets and steps taken to achieve them can be referred to in the above paragraphs. 能源使用、效益目標及就其採取的步驟的描述可參閱上文各段。
KPI A2.4 關鍵績效指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上有否任何問題、用水效益目標及所採取的步驟。	There is no issue in sourcing water that is fit for purpose whereas the Group considers its water consumption level is reasonable. Target for water efficiency is not presented as data gathering is not applicable. Steps taken to reduce water usage can be referred to in the above paragraphs. 求取適用水源上概無問題，而本集團認為其耗水量屬合理。用水效率目標並未呈列，原因是數據收集不適用。減少用水量所採取的步驟可參閱上文各段。
KPI A2.5 關鍵績效指標A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量（以噸計）及（如適用）每生產單位佔量。	There is no applicable data of packaging material as we do not involve the use of any packaging material. 概無包裝材料的適用數據，因為我們並無使用包裝材料。

ENVIRONMENT AND NATURAL RESOURCES

環境及天然資源

As the Group has always integrated the sustainability mindset into its business strategy and operation control, its commitment to corporate and environmental responsibility has remained unwavering. The usage of paper in our business by far contributed the most impact to the environment and we strive to reduce the impact of such by implementing the “go paperless” initiative by stages. The Company strongly encourage shareholder communications by electronic means through email and online forms. We aim to reduce the printout of corporate communications gradually by stages, if cost and benefit concern being justified, the Group may consider disseminating information to shareholders electronically in the future.

本集團向來將可持續發展理念融入業務戰略及營運管控，堅定不移地承擔企業及環境責任。我們業務中迄今為止的用紙量對環境的影響最大，故我們致力透過分階段實行「無紙化」措施以減低有關影響。本公司強烈鼓勵股東以電子方式透過郵件及線上模式進行溝通。我們的目標是逐步減少公司通訊的印刷，如符合成本效益，本集團未來或會考慮以電子方式向股東傳遞資訊。

In order to help promoting environmental awareness among our employees, we often put up various notices to remind them of our environmental protection measures and provides updates and information about environmental issues and the Group's latest environmental initiatives. We also have designated staff to ensure effective implementation of the above initiatives. Constant review of our policies and practices are conducted for improvement of our environmental approaches and identifying relevant risks.

為協助提高僱員的環保意識，我們經常張貼不同告示，提醒僱員我們的環保措施，提供環境事宜的最新進展及資料，以及本集團的最新環境計劃。我們亦有指派專責員工，確保上述措施有效落實。我們不間斷檢討有關政策及常規，以改進環保方針、識別相關風險。

Summary of KPI disclosure of Aspect A3: Use of Environment And Natural Resources 關鍵績效指標概要披露一層面A3：環境及天然資源使用

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標

KPI A3.1
關鍵績效指標A3.1

Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.
描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。

Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them can be referred to the above paragraphs.
業務活動對環境及天然資源的重大影響，以及已採取管理有關影響的行動的描述可參閱上文各段。

CLIMATE CHANGE

Much of the world's waste goes to landfill sites and produce methane, which is a significant contributor to climate change. Discarded electronic waste is, in particular, toxic to the environment as e-waste such as computers and other electronic appliances which contain a long list of hazardous substances, including polyvinyl chloride (PVC), brominated flame retardant (BFRs) and phthalates. Therefore, we strive to reduce electronic solid waste produced from our operations. With respect to enhancement of our IT infrastructure, we place our focus on software improvisation and purchase computer hardware only when necessary to reduce electronic waste.

In order to help promoting environmental awareness among our employees, we often put up various notices to educate our employees on such. We also encourage our employees to take part in campaigns like "The Earth Hour" to raise their awareness on climate change.

氣候變化

全球許多廢棄物均棄置於堆填區並產生甲烷，此乃氣候變化的重要原因。廢棄電子產品對環境的影響格外嚴重，因為電腦及其他電子器材等電子廢棄物含有極多有害物質，包括聚氯乙烯、溴化阻燃劑及鄰苯二甲酸鹽。因此，我們致力減少自營運中產生的電子固體廢棄物。對於提升我們的資訊科技基礎建設，我們主要使用臨時湊合軟件，僅於必要時購買電腦硬件以減少電子廢棄物。

為了協助提高僱員的環境意識，我們經常張貼不同告示以教導僱員。我們亦鼓勵僱員參與「地球一小時」等活動，以提高對氣候變化的意識。

Summary of KPI disclosure of Aspect A4: Climate Change
關鍵績效指標概要披露一層面 A4：氣候變化

Aspects, General Disclosures and KPIs
層面、一般披露及關鍵績效指標

KPI A4.1
關鍵績效指標 A4.1

Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them.
描述已經及可能會對發行人產生影響的重大氣候相關事宜，及已採取管理有關事宜的行動。

Description of the significant climate-related issues which may impact the Company and actions taken to manage them can be referred to the above paragraphs.
可能影響本公司的重大氣候相關事宜，以及已採取管理有關影響的行動的描述可參閱上文各段。

Social
社會



OUR PEOPLE

As a financial service provider, we are committed to offer opportunities to local talents. We not only focus on our people's health and safety, but also focus on developing, engaging, and helping them to grow professionally and personally during their time with us.

EMPLOYMENT

We believe people are our most valuable asset of the Group and our core competitive advantage. As their employer, we are committed to establish a close and caring relationship with our people. This includes not only offering employees fair wages and benefits, but also enriching their lives through training and leisure activities and keeping them safe at work.

Recruitment and Remuneration Policies

As at 31 December 2020, we had a total workforce of 29. Empowering and inspiring our colleagues is key to attracting and retaining the people that ensure competitiveness. We provide a fair and safe workplace, promote diversity to our staff, and provide competitive remuneration, benefits and career development opportunities based on their merits and performance.

To ensure compliance with all applicable legal and regulatory requirements, our Human Resources ("HR") team closely monitors the updates in employment-related law and regulations, develops corresponding policies, and establishes proper internal controls in employment processes to ensure compliance. During the Reporting Period, we did not identify material non-compliance against employment-related laws and regulations in Hong Kong, including but not limited to the Employment Ordinance (Cap. 57 of the Laws of Hong Kong), Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong), Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong) and Mandatory Provident Fund Scheme Ordinance (Cap. 485 of the Laws of Hong Kong). Our staff handbook sets our provisions on business conduct, work ethics, trainings and regulations, and required responsibilities of employees. The staff handbook is distributed to each employee upon onboarding.

我們的員工

作為金融服務供應商，我們致力為本地人才提供機遇。我們不僅關注員工的健康與安全，亦專注在員工任職期間培養、促使並協助彼等的事業及個人發展。

僱傭

我們相信員工是本集團最寶貴的資產，並且是我們的核心競爭優勢。作為其僱主，我們致力於與我們的員工建立密切及關顧的關係。這不僅包括為員工提供公平工資及福利，亦包括通過培訓及休閒活動豐富彼等的生活，並確保彼等的工作安全。

招聘及薪酬政策

於二零二零年十二月三十一日，我們的員工總數為29人。授權及激勵我們的同事為吸引及保留人才以確保競爭力的關鍵。我們提供一個公平及安全的工作場所，向員工提倡多元化，並根據員工的優點及表現提供有競爭力的薪酬、福利及職業發展機會。

為確保遵守所有適用的法律及監管要求，我們的人力資源（「人力資源」）團隊密切關注與僱傭有關的法律及法規的最新消息，制定相應的政策，並在僱傭過程中建立適當的內部控制，以確保合規。於報告期間，我們並無發現嚴重違反香港僱傭相關法律及法規的情況，包括但不限於《僱傭條例》（香港法例第57章）、《最低工資條例》（香港法例第608章）、《僱傭補償條例》（香港法例第282章）及《強制性公積金計劃條例》（香港法例第485章）。我們員工手冊載有業務操守、職業道德、培訓及監管的條文，以及僱員須承擔的職責。員工手冊於入職時分發予每名僱員。

To attract and retain the best candidates, we have developed a comprehensive remuneration, reward, and performance evaluation framework. The Group provides its talents with a competitive remuneration and benefits packages, which includes basic salary, share options schemes, Mandatory Provident Fund, comprehensive medical insurance coverage. Employee's paid leave entitlement includes but not limited to annual leave, maternity leave, paternity leave, birthday leave, compensation leave, marriage leave and sick leave.

Corresponding remuneration and benefits adjustments will be reviewed and determined based on the market information, individual performance, the Group's overall performance and other market conditions.

Equal Opportunities, Diversity and Inclusion

The Group is committed to create and maintain an inclusive and collaborative workplace. We are committed to provide equal opportunities of employment and development, the Group conducts personal evaluation based on the employees' experience and competence to actively promote the concept of equality. In addition, our recruitment policy stipulates that we recruit candidate based on their experience and expertise, and do not discriminate on grounds of gender, disability, pregnancy, marital and family status, racial background, religious belief, age or sexual orientation. These policies are documented in the Employee Handbook, and are strictly complied with relevant local laws and regulations, including but not limited to the Sex Discrimination Ordinance (Cap. 480 of the Laws of Hong Kong), the Disability Discrimination Ordinance (Cap. 487 of the Laws of Hong Kong), the Family Status Discrimination Ordinance (Cap. 527 of the Laws of Hong Kong), and the Race Discrimination Ordinance (Cap. 602 of the Laws of Hong Kong). Any employees violating the Equal Employment Opportunity Policy and the Non-discrimination and Anti-harassment Policy will be subjected to disciplinary actions up to termination of employment contract. As part of the ESG plan to review and refine current policies on ESG related matters, the Group is going to include policies and guidelines to address diversity, prohibition of child and forced labour in its employment policy.

為吸納及挽留最佳人選，我們訂有全面的薪酬、獎勵及績效評估框架。本集團向人才提供具競爭力的薪酬及福利組合，包括基本薪金、購股權計劃、強制性公積金及綜合醫療保險。僱員有權享有的帶薪假期包括但不限於年假、產假、侍产假、生日假、補假、婚假及病假。

相應薪酬及福利調整將根據市場資訊、個人表現、本集團整體表現及其他市場狀況予以檢討及釐定。

平等機會、多元化及包容

本集團致力於創造及維護包容、合作的工作環境。我們努力提供平等僱傭及發展機會，本集團亦根據僱員經驗及能力進行個人評估，積極促進平等理念。此外，我們的招聘政策規定，我們基於申請人的經驗及專業知識招聘，不會因性別、殘疾、懷孕、婚姻及家庭狀況、種族背景、宗教信仰、年齡或性取向而歧視。僱員手冊載有該等政策，且須嚴格遵守有關本地法律及法規，包括但不限於《性別歧視條例》（香港法例第480章）、《殘疾歧視條例》（香港法例第487章）、《家庭崗位歧視條例》（香港法例第527章），及《種族歧視條例》（香港法例第602章）。任何違反平等僱傭機會政策及反歧視及反騷擾政策的僱員，將面臨懲處，嚴重者終止僱傭合約。作為檢討及改進現有環境、社會及管治相關事宜政策的環境、社會及管治計劃一部分，本集團將於其僱傭政策中納入政策及指引處理多元化、禁止童工及強制勞工。

Dismissal Policies

Our staff handbook includes guidelines and policies for compensation and dismissals. In situations where an employee violates the Group's regulations or consistently performs their duties below an acceptable level, our human resources department has in place a range of procedures for employee dismissal at management's disposal. Terms and condition relating to dismissal are properly documented in employment contracts and are in full compliance with relevant laws and regulations. A set of grievance procedures is also in place, to provide staff with a channel of escalating their complaints and concern to the human resources department.

Employee Communication

We value the voices of employees and believe a strong communication is a prerequisite for effective management. To enhance communication among employee, the Group organises various activities, such as annual dinner and Christmas party. The Group will also give out festive gifts such as mooncake vouchers and Chinese rice cakes on festive seasons to our employees to show our appreciation for their hard work and dedication. We think that it is important to put thought into building mutual trust and employee recognition and these appreciation gestures are meant to boost morale and create a thriving workplace for our employees. By maintaining a close relationship with our staffs, we hope this will allow us to have a better understanding of their needs and goals. Employees are also encouraged to give feedbacks and suggestions to the Group for improvements. We have also adopted the open-door policy for employees to express their concern and opinions with respect to their work condition.

解僱政策

我們的員工手冊包含有關薪酬及解僱的指引及政策。倘僱員違反本集團的規則或長期以低於可接受的水平履行職責，我們的人力資源部門已制定一系列僱員解僱程序供管理層處置。有關解僱的條款及條件已妥善記載於僱傭合約並完全遵守相關法律法規。申訴程序已獲設立，為員工提供渠道，以便員工向人力資源部門提出投訴和關注事項。

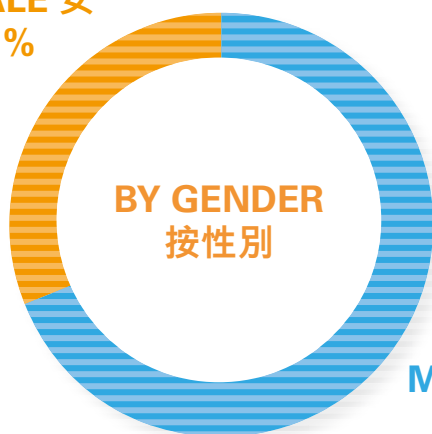
僱員溝通

我們重視僱員的意見，並深信溝通是有效管理的先決條件。為了促進僱員之間的溝通，本集團組織各類活動，如年會和聖誕派對。本集團亦在節日向員工派發節慶禮品，例如月餅券及粽子，對彼等辛勤工作和忠誠奉獻致謝。我們認為盡心築造互信關係及員工認可十分重要，這些感謝的表示旨在振士氣、為員工創造一個精力充沛的工作環境。我們希望通過與員工維持密切關係，更好地了解其需求及目標。此外，我們鼓勵僱員向本集團作出反饋及改善建議。我們亦對員工採納開誠布公政策，歡迎彼等對其工作狀況提出問題和表達意見。

The tables show the composition of our workforce by gender, employment type, rank, and age group.

按性別、僱傭類別、職級及年齡組別劃分的員工團隊佔比如下列各圖所示：

FEMALE 女
31%



BY GENDER
按性別

MALE 男
69%

PERMANENT
永久
100%



BY EMPLOYMENT TYPE
按僱傭類別

EXECUTIVES
管理人員
10%

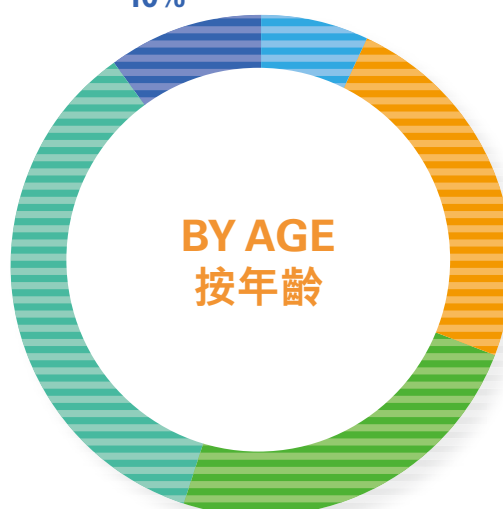


BY RANK
按職級

OTHERS
其他
90%

ABOVE 60
60歲以上
10%

BELOW 30
30歲以下
7%



BY AGE
按年齡

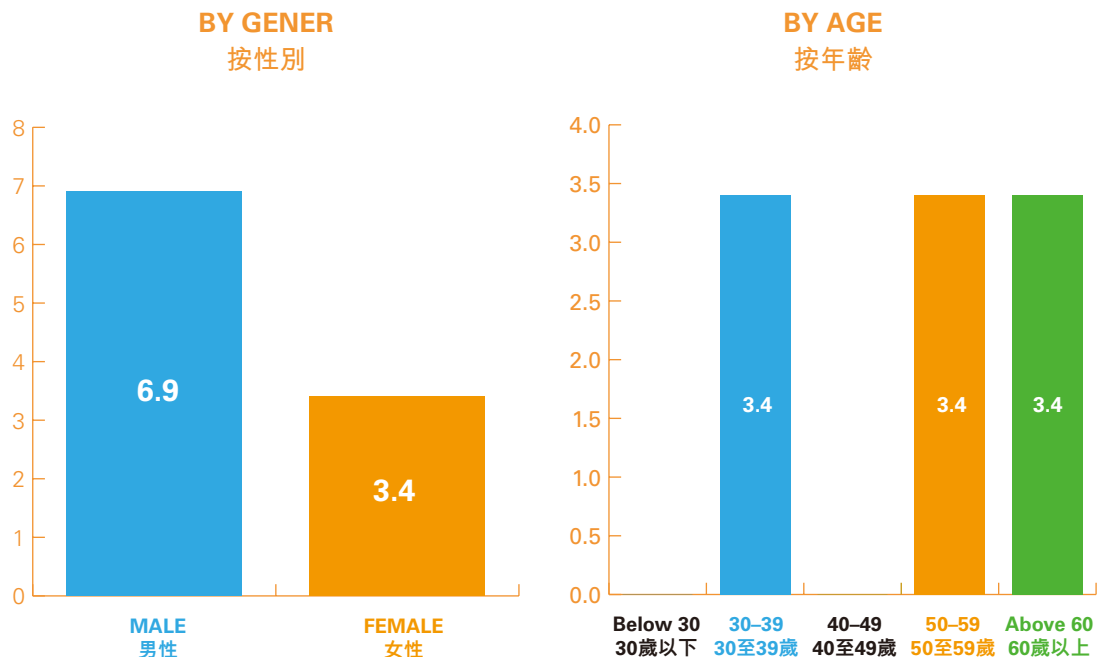
30-39
30至39歲
24%

50-59
50至59歲
35%

40-49
40至49歲
24%

The tables show the composition of our turnover rate by gender and age.

按性別及年齡劃分的流失率佔比如下列各圖所示：



Summary of KPI disclosure of Aspect B1: Employment

關鍵績效指標概要披露一層面B1：僱傭

Aspects, General Disclosures and KPIs

層面、一般披露及關鍵績效指標

KPI B1.1 關鍵績效指標B1.1

Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region.

按性別、僱傭類型（如全職或兼職）、年齡組別及地區劃分的僱員總數。

KPI B1.2 關鍵績效指標B1.2

Employee turnover rate by gender, age group and geographical region.

按性別、年齡組別及地區劃分的僱員流失比率。

Data of total employees by gender, employment type and age group, as well as employee turnover by gender are as illustrated above. There is no geographical information presented as all employees were based in Hong Kong during the Reporting Period.

按性別、僱員類型及年齡組別劃分的僱員總數以及按性別劃分的僱員流失之數據如上文所示。於報告期間內，由於全體僱員均位於香港，因此並無呈現地區資料。

HEALTH AND SAFETY

The safety and well-being of employees is our core concern. Although our nature of business is not typically associated with high health and safety risks when compared to other more labour-intensive industries, we strive to promote a culture of safety by establishing relevant policies and plans. We also have policies in place to manage occupational health and safety issues across our entire business operations.

健康及安全

員工的安全和健康是我們重點關注的方面。雖然我們業務的性質相對於其他勞動密集行業而言，通常不涉及較高健康及安全風險，惟我們努力倡導安全文化，訂有相關政策及計劃。我們亦實行政策以管理整體業務營運的職業健康及安全事宜。

The Group acknowledges the significance of employees' occupational health and safety, and endeavors to provide our employees a safe and pleasant working environment with health-related benefits.

Safety First

To maintain high occupational safety and health standard across the Group, we access and identify potential safety risks and take preventive measures from time to time. Safety training and relevant information materials are provided to new and existing staffs regularly to raise their awareness on safe and healthy workplace behaviors. Our staffs participated in regular fire drills organised by the building management offices. In case of significant safety risks and accidents, we will make necessary improvement measures. There were no work-related fatalities during the Year.

Employees' Well-Being

While medical and dental insurances are in place to provide full coverage of personal health care, we also help staff to maintain good psychological health and are always open to closely communicate with our employees and enlist professional external counselling services when necessary.

COVID-19

Communities across the world face uncertainty due to the global outbreak of Coronavirus Disease 2019 ("COVID-19"). Putting the health and safety of our employees as top priority, we immediately took all possible measures. We have implemented additional measures to ensure the health and safety of our employees, including the following:

Flexible work
arrangement
靈活工作安排

- A "Work from Home" regime was launched. Subject to employees' role, employees may work from home if required.
推出「居家工作」安排。視乎職責，僱員可居家工作(如需要)。
- Utilise communications technologies and the existing video conferencing system to facilitate seamless communication between employees, and to minimise in person contact.
使用通訊技術及現有視頻會議系統，促進僱員之間順利溝通及盡量減少當面接觸。

本集團深明僱員職業健康及安全的重要性，並致力於為僱員提供安全愉快的工作環境，並配備健康相關福利。

安全第一

為了在本集團貫徹維持高水平的職業安全及健康標準，我們不時審閱及識別潛在安全風險並採取預防措施。我們向新入職及現任的員工定期提供安全培訓及相關資料，藉此提高其對安全及健康工作行為的意識。員工定期參加建築管理辦事處組織的消防演習。倘出現重大安全風險及事故，我們將採納必要的改進措施。本年度並無工作相關傷亡情況。

僱員健康

雖然我們設有醫療及牙科保險以提供全面的個人健康護理，我們亦幫助員工保持心理健康，一直以開放態度與員工保持緊密溝通，並於有需要時尋求專業外部輔導服務。

COVID-19

由於全球爆發2019冠狀病毒病(「COVID-19」)，全球各地面臨不明朗的環境。我們將僱員的健康及安全視為重中之重，立即採取一切可能措施。我們實行了額外措施，以確保僱員的健康及安全，包括以下各項：

Procurement of sanitary items and protective equipment 採購衛生用品及保護設備	<ul style="list-style-type: none"> Provide protective and disinfection products such as face masks, alcohol-based hand sanitizers, bleach, cleansers and gloves in our workplaces. 在工作場所提供保護及消毒用品，如口罩、酒精手部消毒劑、消毒水、清潔劑及手套。
Office safety 辦事處安全	<ul style="list-style-type: none"> Require employees to check body temperature before and after reporting the duty and wear a mask in the office. 要求員工在上下班時測量體溫及於辦事處佩戴口罩。 Monitor employees' health status and their travelling plans to enable timely response actions. 監控僱員健康情況及其出行計劃以便及時採取應變措施。 Step up cleansing and disinfection measures in all our workplaces. 在所有工作場所設立清潔及消毒措施。
Raise the awareness 提高意識	<ul style="list-style-type: none"> Relevant government alerts are posted in our workplace. 在工作場所張貼相關政府提醒。

We assume every responsibility to assure that all necessary preventive and protective measures are taken to minimise occupational safety and risk, and we pledge to provide a blame-free environment and encourage employees to stay home if they are ill. These measures have been effective, with no confirmed cases of infection among the Group.

我們承擔所有責任確保採取一切必要的預防及保護措施，以盡量減低職業安全和風險，而且我們承諾提供免怪責環境並鼓勵僱員生病時留在家中。該等措施成效顯著，本集團並無錄得確診感染個案。

During the Reporting Period, there was no significant incident of safety and work-related injury. There was no incident of non-compliance with relevant laws and regulations that have a significant impact on the Group relating to providing a safe working environment and protecting employees from occupational hazards.

於報告期間內，並無發生重大安全及工傷事件。概無任何有關提供安全工作環境及保障僱員免受職業性危害而對本集團有重大影響的相關法律法規之違規事件。

Summary of KPI Disclosure of Aspect B2: Health and Safety

關鍵績效指標概要披露一層面 B2：健康及安全

Aspects, General Disclosures and KPIs

層面、一般披露及關鍵績效指標

KPI B2.1 關鍵績效指標 B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年（包括報告年度）每年因工亡故的人數及比率。	There were no work-related fatalities during the Reporting Period and in each of the past three years. 於報告期間內及於過去三年每年，概無與工作有關的死亡。
KPI B2.2 關鍵績效指標 B2.2	Lost days due to work injury. 因工傷損失工作日數。	There was no work-related injury that resulted in lost days. 概無因工受傷導致損失工作日數。

KPI B2.3

關鍵績效指標 B2.3

Description of occupational health and safety measures adopted, and how they are implemented and monitored.

描述所採納的職業健康及安全措施，以及相關執行及監察方法。

Description of occupational health and safety measures adopted, how they are implemented and monitored can be referred to in the above paragraphs.

已採納職業健康及安全措施、實施及監察方法的描述可參閱上文各段。

DEVELOPMENT AND TRAINING

The Group believes that is the fundamental productive force in the development of enterprise and emphasises the employees' career development. Comprehensive development training and leadership programs have been established to build the human and organisational capital needed to fuel business growth and also enable our employees to develop themselves to their fullest potential and deliver the best to meet client's expectations.

The Group applies modern enterprise training concepts and offers training to all the employees, determines to facilitate the enterprise development and employees' personal growth. An appropriate mix of on-the-job coaching and training opportunities will cater for employees' development needs. We organise and subsidise various internal and external staff training seminars covering various relevant topics, such as anti-money laundering, regulatory updates and application of new accounting standards etc., in order to assist our employees in equipping themselves for the fast-changing operating environment in Hong Kong. Induction training is provided for every new joiners of the Group to familiarise themselves with job-related requirements. New joiners are guided by senior staff as a mentor and standard operating procedures are in place for operational tasks. We also provide sponsorship for employees' education related to attainment of relevant professional qualification.

The Group has established a performance appraisal system to enable our staffs to have a better understanding of their strengths, as well as to track progress against their career goals. We aim to unleash our employees' potential to the full and we ensure their dedication in professional development is well rewarded.

發展及培訓

本集團認為，員工為企業發展的基本生產力，並重視員工的職業發展。我們制定全面的發展培訓及領導計劃，以建立推動業務增長所需的人力及組織資本，同時也使我們的員工能夠充分發展自己的潛力，提供最好的服務，以滿足客戶的期望。

本集團運用現代企業培訓理念，為所有員工提供培訓，以促進企業發展及員工的個人成長。適當的在職輔導連同培訓機會將滿足員工的發展需要。我們籌辦及資助不同的內部及外部員工培訓研討會，涵蓋不同相關議題（例如反洗黑錢、監管更新及應用新會計準則等），以協助員工裝備自己，迎接瞬息萬變的香港營運環境。我們為本集團每名新入職員工提供入職培訓，以便熟悉工作相關的要求。新入職員工由資深員工指導，我們就營運工作已制定標準營運程序。我們亦贊助僱員取得相關專業資格的教育。

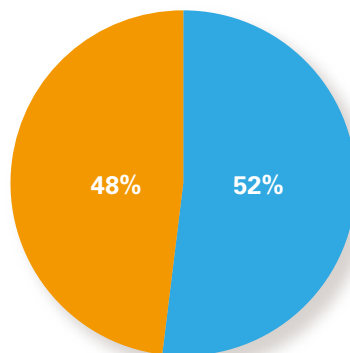
本集團訂有表現評核制度，使員工更瞭解自己的優勢及跟進彼等事業目標的進度。我們旨在充分釋放員工的潛力，並確保彼等在職業發展上的努力獲得良好回報。

During the Reporting Period, our staffs dedicated 208 hours in participating in training and development.

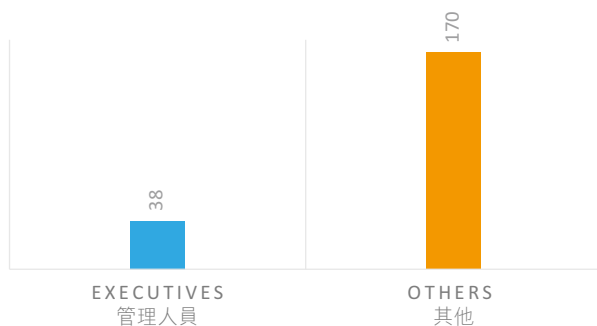
於報告期間內，我們的僱員付出208小時參與培訓及發展。

TRAINING PARTICIPATION 培訓參與
(PARTICIPATING EMPLOYEES: 14) (參與僱員：14人)

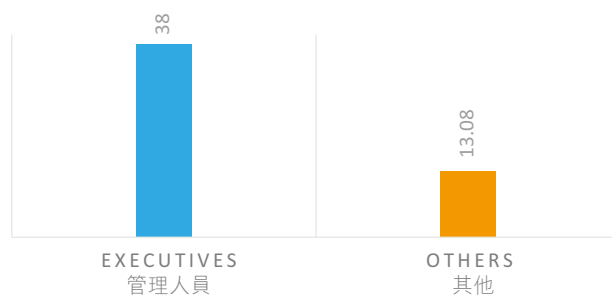
■ NON-PARTICIPATING EMPLOYEES 未參與僱員 ■ PARTICIPATING EMPLOYEES 參與僱員



NO. OF HOURS 時數
(BY RANK) (按職級)



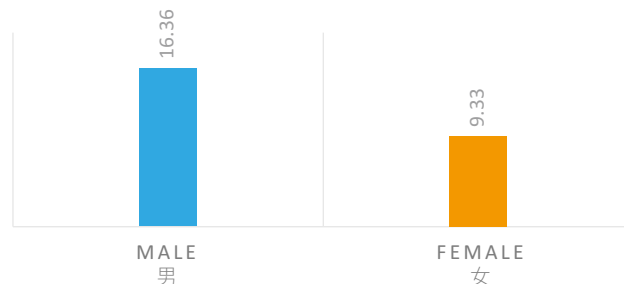
AVERAGE HOURS PER PARTICIPATING EMPLOYEE 每名參與僱員平均時數
(BY RANK) (按職級)



NUMBER OF HOURS 時數
(BY GENDER) (按性別)



AVERAGE HOURS PER PARTICIPATING EMPLOYEE 每名參與僱員平均時數
(BY GENDER) (按性別)



Summary of KPI disclosure of Aspect B3: Development and Training
 關鍵績效指標概要披露一層面 B3：發展及培訓

Aspects, General Disclosures and KPIs
 層面、一般披露及關鍵績效指標

KPI B3.1 關鍵績效指標 B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱傭類型(如高級管理層、中級管理層)劃分的受訓僱員百分比。	The percentage of employees trained by gender and employee category (e.g. senior management, middle management) is as illustrated above. 按性別及僱員類型(如高級管理層、中級管理層)劃分的受訓僱員百分比如上文所示。
KPI B3.2 關鍵績效指標 B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱傭類型劃分，每名僱員完成受訓的平均時數。	The average training hours completed per employee by gender and employee category is as illustrated above. 按性別及僱員類型劃分的每名僱員完成的平均培訓時數如上文所示。

LABOUR STANDARD

We consider our employees as our most valuable asset and we are committed to retain the best talent to enable the sustainability of our group by respecting every right of each employee's. The Group strictly abides by all relevant laws and regulation. It clearly stipulates in the recruitment and entry management system that the recruits should be at least 18 years of age, and employment of child labour is prohibited under any circumstances. Moreover, the Group guarantees that no employee is made to work against his/her will.

Under strict supervision, all employees, including directors and employees at all levels, are protected from any harassment or bullying at work. Our recruitment process consists of procedures to verify candidates' age to ensure no used of labour. Before joining the Group, background check will be conducted to ensure such candidate is fit and proper for the role. We prohibit any form of work abuse and harassment at our workplace. Our whistleblower policy is in place and we encourage employees to report on any misconduct, fraud, corrupt practices, coercion and harassment. These acts, if proven, would result in disciplinary action including dismissal.

勞工準則

我們將僱員視為我們的最寶貴資產，我們尊重每名僱員的每項權利，致力挽留最佳人才以實現本集團的可持續發展。本集團嚴格遵守所有相關法律及法規。招聘及入職管理制度明確規定，應聘者須至少年滿18歲，且任何情況下均禁止僱用童工。此外，本集團保證不強迫任何員工違背其意願工作。

在嚴格的監督下，所有僱員(包括董事及各級僱員)均受到保護，免受工作中的任何騷擾或欺凌。我們的招聘流程包括驗證申請人年齡的程序，確保並無使用童工。加入本集團前須接受背景調查，確保有關申請人為適當人選。我們禁止在工作場所中進行任何形式的職場欺凌及騷擾。我們已制定舉報政策，並鼓勵僱員舉報任何不當行為、詐騙、貪污行徑、脅迫及騷擾。一經證實，該等行為將導致包括解僱的紀律處分。

During the Reporting Period, the Group has encountered no incidents of non-compliance with all applicable laws and regulations related to anti-child and anti-forced labour practices at all operating regions. Major laws and regulations applicable include, but are not limited to, the Employment Ordinance (Cap. 57 of the laws of Hong Kong).

於報告期內，本集團在所有經營地區並無遇到違反與反童工及反強迫勞動做法有關的所有適用法律及法規的事件。適用的主要法律及法規包括但不限於《僱傭條例》(香港法例第57章)。

Summary of KPI disclosure of Aspect B4: Labour Standards

關鍵績效指標概要披露一層面 B4：勞工準則

Aspects, General Disclosures and KPIs

層面、一般披露及關鍵績效指標

KPI B4.1 關鍵績效指標 B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Description of measures to review employment practices to avoid child and forced labour can be referred to in the above paragraph. 檢討招聘慣例以避免童工及強制勞工的措施的描述可參閱上文各段。
KPI B4.2 關鍵績效指標 B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Description of steps taken to eliminate such practices when discovered can be referred to in the above paragraph. 在發現違規時消除有關情況所採取步驟的描述可參閱上文各段。

OUR SUPPLY CHAIN

As a financial services provider, the Group has an extensive supply chain for various goods and services to support our quality product and service delivery. We extend our values on ethics and professionalism to our supply chain.

SUPPLY CHAIN MANAGEMENT

We value our longstanding relationship with our suppliers. The Group heavily outsourced its administrative function. There were less than 20 supplies for the Group. All of our suppliers, vendors and contractors, including service providers of information technology, sales and marketing, advertising, and legal and consulting services are based in Hong Kong. The Group believes that effective communication is the key to maintain a long-term relationship with suppliers, and only a trusting relationship with our suppliers could manage our environmental and social risk while enhancing our operating efficiency.

The Group adheres to fair operating practices through structured vendor selection processes, from screening criteria to identifying potential environmental and social risks along our supply chain. The Group tends to avoid suppliers who impose severe environmental and social impact, and ESG concerns has become one of our selection criteria upon vendor selection. Sustainable, fair trade and environmentally friendly products are preferred and procurement decision are not solely based on price concern.

During the Reporting Period, the Group has encountered no incidents of non-compliance with all related laws and regulations at all operating regions.

我們的供應鏈

身為金融服務供應商，本集團對多種貨品及服務均有廣泛的供應鏈，以支援我們的優質產品及服務交付。我們將道德及專業的價值觀延伸到我們的供應鏈上。

供應鏈管理

我們重視與供應商的長期合作關係。本集團大量外判其行政管理職能。本集團供應商少於20名。我們所有供應商、銷售商及分包商（包括資訊科技、銷售及營銷、廣告以及法律及諮詢服務的服務供應商）均位於香港。本集團相信，有效溝通為與供應商維持長期關係的關鍵，而與供應商的信賴關係方可管理我們的環境及社會風險，同時提升營運效率。

本集團擁有健全的銷售商甄選程序，奉行公平的營運常規，有關甄選程序由篩選基準至識別我們供應鏈的潛在環境及社會風險。本集團傾向避免帶來嚴重環境及社會影響的供應商，對環境、社會及管治的關注已成為我們甄選銷售商的甄選基準之一。首選可持續、公平貿易及環保產品，而採購決策不僅基於對價格的關注。

於報告期內，本集團在所有運營地區並無遇到違反任何相關法律及法規的事件。

Summary of KPI disclosure of Aspect B5: Supply Chain Management
關鍵績效指標概要披露一層面 B5：供應鏈管理

Aspects, General Disclosures and KPIs

層面、一般披露及關鍵績效指標

KPI B5.1 關鍵績效指標 B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	We have less than 20 suppliers (excluding trading business), mainly for our administrative functions. All suppliers are based in Hong Kong. 少於20名供應商（撇除貿易業務），主要涉及行政管理職能。全體供應商均位於香港。
KPI B5.2 關鍵績效指標 B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及相關執行及監察方法。	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented and monitored are as shown above. 有關聘用供應商的慣例，向其執行及監察有關慣例的供應商數目的描述載列於上文。
KPI B5.3 關鍵績效指標 B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述用於識別供應鏈的環境及社會風險的慣例，以及相關執行及監察方法。	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored is as shown in the above paragraphs. 用於識別供應鏈的環境及社會風險的慣例，以及相關執行及監察方法的描述載列於上文各段。
KPI B5.4 關鍵績效指標 B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述用於甄選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored is as shown in the above paragraphs. 用於甄選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法的描述載列於上文各段。

OUR CUSTOMER

The Group places a heavy emphasis on the quality of services we provide to our customers. We aspire to maintain high level of service quality by considering customer needs and interest throughout our operations.

PRODUCT RESPONSIBILITY

Our financial services business is regulated by the Securities and Futures Commission of Hong Kong, and we have fully complied with the applicable regulations and ordinance.

We aim to deliver the best to our clients with our online securities services. Our sales and dealers have obtained required qualifications to provide useful information on our services, industry and market. We realise that investors are always looking for the best return for their investments. Hence, we seek in our capacity to help investors identify risks and optimise their return on investment. Designated account managers and customer service channels are in place to obtain valuable feedback from clients. We have clear guidelines and standard operation procedures for our staff to deliver quality service, and we pledge to ensure service offered are up to clients' satisfaction standard. The monitoring of our service quality also extends to post-sales stage. If we receive any complaints or request for refund or compensation, we will investigate and handle according to internal procedures.

Our money lending business is governed by the Money Lenders Ordinance (Cap 163 of the Laws of Hong Kong) and we have fully complied with the applicable regulations and ordinance.

During the Reporting Period, there was no material complaint or damage claim on our product and service quality from our clients.

我們的客戶

本集團非常重視我們為客戶提供的服務品質。我們希望通過在整個運營過程中考慮客戶的需求及利益來保持高水準的服務品質。

產品責任

我們的金融服務業務由香港證券及期貨事務監察委員會監管，而我們完全符合適用規則與條例。

我們的目標是為客戶提供最佳網上證券服務。我們的銷售員與交易員已考獲所需資格，以提供有用的服務、行業及市場資訊。我們深明投資者自當追求最高回報。因此，我們親自著手協助投資者識別風險，提升投資回報。我們已指派客戶經理及提供客戶服務渠道，以獲取客戶寶貴的反饋意見。我們為員工提供清晰的指引及標準操作程序以提供優質服務，並承諾確保所提供的服務符合客戶滿意標準。我們對服務質素的監察亦延伸至售後階段。倘我們收到任何投訴或退貨或賠償要求，我們將根據內部程序進行調查和處理。

我們的借貸業務受《放債人條例》(香港法例第163章)規管，我們已完全符合適用的規例及條例。

於報告期間內，我們的客戶對我們的產品及服務質量概無重大投訴或損壞索償。

DATA PRIVACY AND CYBERSECURITY

As a financial institution, we deal with sensitive information of our clients. We understand it is very important for us to take necessary steps to comply with the Personal Data (Privacy) Ordinance (Cap 486 of the Laws of Hong Kong) and other applicable laws ensuring data privacy and protection. Our staff handbook outlines the guidelines for the use and management of all data and information. Nonetheless, we also have developed internal compliance manuals. Such manuals are communicated to our staffs and are reinforced from time to time.

We place a heavy focus on mitigating cybersecurity risks. Our online system is upgraded and backed up regularly and we have a business continuity plan in place to deal with potential or unexpected disruption of online services. The protection of information from external threat is of critical importance when protecting customers' privacy. We review our cybersecurity policy from time to time and we invite external service providers to provide cybersecurity trainings to keep our staff abreast of latest cybersecurity risks.

INTELLECTUAL PROPERTY RIGHT

Given the nature of our business, our operations do not involve the use of intellectual property right owned by other parties. Nevertheless, the Group has a clear set of handling and protecting intellectual property and all employees are required to follow.

During the Reporting Period, the Group has complied with all relevant laws and regulations that have a significant impact on the Group relating to health and safety, and privacy matters.

資料私隱及網絡安全

作為一家金融機構，我們處理客戶的敏感資料。我們明白，採取必要步驟遵守《個人資料(私隱)條例》(香港法例第486章)及其他適用法律，以確保資料私隱及保障，是非常重要的。員工手冊載有使用及管理所有數據及資料的準則。另外，我們亦已制定內部合規手冊。有關手冊會派發予員工，並經不時改進。

我們非常重視減低網絡安全風險。我們的網上系統會定期升級和備份，而且我們已制定業務連續性計劃應對網上服務的潛在或非預期中斷。保障客戶私隱時，保障資料免受外部威脅至關重要。我們不時檢討網絡安全政策，並邀請外部服務供應商提供網絡安全培訓，使員工瞭解最新的網絡安全風險。

知識產權

基於業務性質使然，我們的營運不涉及使用其他方擁有的知識產權。儘管如此，本集團於處理及保護知識產權方面有一套明確規則，所有員工均必須遵守。

於報告期間內，本集團已遵守一切有關健康及安全以及私隱事宜並對本集團構成重大影響的相關法律法規。

Summary of KPI disclosure of Aspect B6: Product Responsibility
 關鍵績效指標概要披露－層面 B6：產品責任

Aspects, General Disclosures and KPIs
 層面、一般披露及關鍵績效指標

KPI B6.1 關鍵績效指標 B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全及健康理由而須回收的百分比。	There were no products sold or shipped subject to recalls for safety and health reasons and no related complaints. 概無已售或已運送產品因安全及健康理由而須回收及並無相關投訴。
KPI B6.2 關鍵績效指標 B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	Our operation does not involve the use of third-party IP right. Description of practices relating to observing and protecting intellectual property rights can be referred to in above paragraphs. 我們的營運概無涉及使用第三方知識產權。與維護及保障知識產權有關的慣例的描述可參閱上文各段。
KPI B6.3 關鍵績效指標 B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Description of quality assurance process and recall procedures can be referred to in above paragraphs. 質量檢定過程及產品回收程序的描述可參閱上文各段。
KPI B6.4 關鍵績效指標 B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	Description of consumer data protection and privacy policies, how they are implemented and monitored is set out above. 消費者資料保護及私隱政策以及相關執行及監察方法的描述載於上文。

ANTI-CORRUPTION

The Group upholds the highest standard of corporate governance and adhere to the values of honesty and integrity. We comply with the Prevention of Bribery Ordinance (Cap 201 of the Laws of Hong Kong) and other applicable anti-corruption laws and regulations. We endeavour to maintain sound corporate governance and risk management to protect the interest of our stakeholders. Audit committee, remuneration committee and nomination committee are set up to assist the Board to oversee the operation and control of the Group.

We have a zero-tolerance policy on corruption, bribery, extortion, fraud and money laundering.

反貪污

本集團奉行最高標準的企業管治及堅守誠信的價值觀。我們遵守《防止賄賂條例》(香港法例第201章)及其他適用反貪污法律及法規。我們致力維持完善的企業管治及風險管理，以保障持份者的利益。我們設立了審核委員會、薪酬委員會及提名委員會，協助董事會監察本集團營運及管理情況。

我們對於貪污、賄賂、勒索、詐騙及洗黑錢行為採取零容忍政策。

ANTI-MONEY LAUNDERING

The Group has in place an Anti-Money Laundering and Counter Terrorist Financing Policy ("AML Policy") for combating potential money laundering. Our AML Policy provides guidelines for our employees to perform client due diligence procedures prior to onboarding any clients, preventing money laundering activities or any other illegal acts. These guidelines are formulated based on the Securities and Futures Ordinance. Business ethic code is developed to ensure the Group operates at the highest integrity level. Where any conflict of interest arises, needed to be reported in order to avoid any insider dealing or any criminal offence in client transactions.

WHISTLE BLOWING POLICY

We have adopted a whistle-blowing policy enabling all levels and operation to report about possible improprieties. Employees who discover any corruption, bribery, market misconduct or money laundering incident can report to the Board directly. All reported misconducts and malpractice are confidential to protect the legitimate interest of the whistle blower. Investigation will be carried out and we will report to relevant regulatory and law enforcement bodies when necessary.

To raise employees' awareness of anti-corruption and anti-money laundering, we provide regular training on the latest regulatory updates and best practices. We educate our employees to apply the "SAFE" Approach in identifying any suspicious transactions:

- **Screen:** Screen for suspicious account indicators
- **Ask:** Ask customers appropriate questions
- **Find:** Find out customers' records
- **Evaluate:** Evaluate if the transaction is suspicious

Our staff handbook provides guidance in relation to declaration of potential conflict of interests, business ethics, and prohibit our employees to solicit or accept any form of interests and gifts.

反洗黑錢

本集團已制定反洗黑錢及反恐怖分子資金籌集政策（「反洗黑錢政策」），以打擊潛在的洗黑錢活動。我們的反洗黑錢政策為僱員提供指引以在接納任何客戶前進行客戶盡職調查程序，防止洗黑錢活動或任何其他非法行為。該等指引乃根據《證券及期貨條例》制定。本公司制訂了《企業道德規範》，確保本集團時刻以最高誠信水準營運。如有任何利益衝突，均須舉報以避免客戶買賣涉及任何內幕交易或犯罪行為。

舉報政策

我們已採取舉報政策，供各級和營運人員均可舉報可能的不當行為。發現任何貪污、賄賂、市場不當行為或洗黑錢事件的僱員可直接向董事會舉報。所有舉報不當行為及失職個案均會保密，以保障舉報者的合法權益。我們在必要時將進行調查並向相關監管及執法機關匯報。

為提高僱員的反貪污及反洗黑錢意識，我們定期提供有關最新監管資訊及最佳常規的培訓。我們教導僱員應用「SAFE」方法以識別任何可疑交易：

- **檢查：**檢查可疑賬戶指標
- **詢問：**詢問客戶適當的問題
- **查找：**查找客戶記錄
- **評估：**評估交易是否可疑

我們的員工手冊提供有關潛在利益衝突聲明、商業道德及禁止僱員徵求或接受任何形式利益和饋贈的指引。

During the Reporting Period, there was no incident of non-compliance with the relevant laws and regulations that have a significant impact on the Group relating to corruption, bribery, extortion, fraud and money laundering.

於報告期間內，概無有關貪污、賄賂、勒索、詐騙及洗黑錢而對本集團有重大影響的相關法律法規之違規事件。

Summary of KPI disclosure of Aspect B7: Anti-Corruption

關鍵績效指標概要披露－層面 B7：反貪污

Aspects, General Disclosures and KPIs

層面、一般披露及關鍵績效指標

KPI B7.1 關鍵績效指標 B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於報告期間內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	There were no concluded legal cases regarding corrupt practices brought against the Group or its employees during the Reporting Period. 於報告期間內，概無對本集團或其僱員提出並已審結的貪污訴訟案件。
KPI B7.2 關鍵績效指標 B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Description of preventive measures and whistle-blowing procedures is set out in above paragraphs. 防範措施及舉報程序的描述載於上文各段。
KPI B7.3 關鍵績效指標 B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供反貪污培訓。	Description of anti-corruption training provided to directors and staff can be referred to in the above paragraphs. 向董事及員工提供反貪污培訓的描述可參閱上文各段。

OUR COMMUNITY

Under the COVID-19 influences, our corporate social responsibility activities have its focus shifted to disease prevention. We are aware that as a global citizen, the way to curb the rise of COVID-19 cases we should all play a part, hence we have provided all necessary face masks and sanitisers for all of our employees. We have also organised a campaign to raise employees' awareness on hygiene and we would like to also take this opportunity to develop closer bonding with our co-workers.

PRESERVE WORKPLACE HYGIENE CAMPAIGN

We are delighted to have involved all employees from all ranks to take part in preserving the workplace hygiene and participate in the cleaning and sanitizing of our workplace for each other co-workers when the COVID-19 pandemic first started. We aimed to promote better sense of belongings for our employees for the workplace and service-above-self attitude.

PROMOTE VACCINATION

The Company has encouraged each of its employees to receive vaccine. We understand that in order for vaccination to work, it requires effort of the whole community. We wish to promote the awareness of protecting everyone from the COVID-19, and we believe that if everyone is willing to take a small step in promoting vaccination, the earlier the restoration of the community from the pandemic.

PARTICIPATE EARTH HOUR

Due to the COVID-19 pandemic, the Company and its employees has strictly observe social distancing measures during the Year, and our original plans for corporate social responsibility activities and community service has been postponed until further notice. As a means to preserve the environment and promote environmental awareness for employees to "Consume Less, Enjoy More", we have actively promote and encourage our staffs to participate in the Earth Hour event.

我們的社區

在COVID-19的影響下，我們的企業社會責任活動的重點已轉移到疾病預防上。我們意識到，作為一個全球公民，要遏制COVID-19個案增加，我們都應該出一分力，因此我們為所有員工提供所有必要的口罩及消毒劑。我們亦舉辦了一項活動，以提高員工的衛生意識，我們亦想借此機會與同事建立更緊密的聯繫。

保持工作場所衛生運動

我們很高興在COVID-19疫情剛開始的時候，讓各級員工參與保持工作場所衛生以及同事互相為工作場所進行清潔及消毒。我們希望促進員工對工作場所的歸屬感及超我服務的態度。

促進疫苗接種

本公司已經鼓勵每名員工接受疫苗接種。我們明白，為了使疫苗接種發揮作用，需要全社會的努力。我們希望促進保護每個人免受COVID-19影響的意識，我們相信如果每個人都願意在促進疫苗接種方面邁出一小步，社會就會越早從疫情中恢復過來。

參加地球一小時活動

由於COVID-19疫情的影響，本公司及員工在年內嚴格遵守社交距離措施，我們原定的企業社會責任活動及社區服務計劃被推遲，直至另行通知。為保護環境，提高員工的環保意識，讓其「少消費，多享受」，我們積極宣傳及鼓勵員工參與地球一小時活動。

Earth Hour is a global, annual event encouraging individuals, communities and businesses to switch off non-essential lights for one hour. The purpose of this event is to inspire our people to take action to conserve our environment.

We target to engage regularly and participate in charitable events, through corporate philanthropy and collaboration with charitable organisations, we hope to drive long term sustainability development, while fostering closer relationship between our employees and the community.

COMMUNITY INVESTMENT

Our motto – “From the Community, to the Community” reminds us to give back to spread love to the underprivileged. This year, we target to service and provide support for those who are adversely affected by the pandemic.

During the Reporting Period, we have organized voluntary service campaigns as follows:

Distribution of COVID Prevention Packages

In light of the persisting pandemic situation, this year we have organized a COVID Prevention service project, targeting to ease the burden for elderlies as these COVID prevention supplies would mean extra cost of living to those in need. Sanitary and disease prevention supplies such as face masks, hand sanitisers, food packages were distributed to elderlies.



地球一小時為一個全球年度活動，鼓勵個人、社區及企業關閉非必要的燈光一小時。這項活動的目的是激勵我們的員工採取行動，保護我們的環境。

我們的目標是透過企業慈善工作及與慈善組織合作，定期參與及參加慈善活動，我們希望推動長期可持續發展並拉近僱員與社區的關係。

社區投資

我們的座右銘「取之社區，用之社區」提醒我們要回饋社會，向弱勢社群宣揚愛心。本年度，我們希望向遭受疫情影響的人士提供服務和支援。

於報告期間內，我們舉辦了以下義工服務活動：

派發抗疫套裝

有鑒於疫情持續，本年度我們舉辦了抗疫服務行動，由於生活困難的人士須為取得抗疫物資招致額外生活開支，所以此次行動以紓緩長者的負擔為目標。我們向長者派發口罩、手部消毒劑、食品等衛生及抗疫物資。



Distribution of Rice Packages and lunch boxes

We wish to provide support for those who are financially affected by the pandemic. In such, some activities are organised to distribute Rice Packages and lunch boxes to our local community. Our intended beneficiaries of the project include those who are unemployed, disabled or those who are living with government social security or elderly allowance. These service projects are organized in collaboration with the Federation of HK Guangxi Qinzhou Organisations Limited and Kwai Kong Fund Association.

派發愛心米及飯盒

我們希望向受到疫情影響而遇上經濟困難的人提供支援。就此，我們舉辦了向街坊派發愛心米及飯盒的活動。我們的特定服務對象包括失業人士、殘疾人士或依靠政府社會保障或長者津貼過活的人士。該等服務行動是與香港廣西欽州市聯合總會有限公司及桂港基金會合辦。





We live by our motto whilst encouraging our employees to take part in voluntary work and service projects. We target to engage regularly and participate in charitable events, through corporate philanthropy and collaboration with charitable organisations. Through driving long term sustainability development by contributing to community services, closer bonding between our employees enhanced.

我們秉承我們的座右銘，同時鼓勵員工參與義務工作及服務行動。我們希望透過企業慈善及與慈善機構的合作，定期進行和參與慈善活動。透過對社區服務作出貢獻來推動長遠可持續發展，加強員工之間的凝聚力。

Summary of KPI disclosure of Aspect B8: Community

關鍵績效指標概要披露－層面 B8：社區

Aspects, General Disclosures and KPIs

層面、一般披露及關鍵績效指標

KPI B8.1 關鍵績效指標 B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 貢獻重點領域(如教育、環境關注、勞工需要、健康、文化、運動)。	Focus areas of contribution is as described above. 貢獻重點領域如上文所述。
KPI B8.2 關鍵績效指標 B8.2	Resources contributed (e.g. money or time) to the focus area. 對重點領域貢獻的資源(如金錢或時間)。	Resources contributed is as described above. 貢獻的資源如上文所述。

HKEX ESG Reporting Aspects 香港交易所環境、社會及管治報告層面		Section/Page in the ESG Report 環境、社會及管治報告章節／頁次
Mandatory Disclosure Requirement 強制披露規定		
Governance Structure 管治架構	A disclosure of the board's oversight of ESG issues; 披露董事會對環境、社會及管治事宜的監管；	Statement of the Board of Directors (P.5) 董事會聲明 (第5頁)
	The board's ESG management approach and strategy, including the process used to evaluate, prioritise and manage material ESG-related issues (including risks to the issuer's businesses); and 董事會的環境、社會及管治管理方針及策略，包括評估、優次排列及管理重要的環境、社會及管治相關事宜（包括對發行人業務的風險）的過程；及	
	How the board reviews progress made against ESG-related goals and targets with an explanation of how they relate to the issuer's businesses. 董事會如何按環境、社會及管治相關目標檢討進度，並解釋它們如何與發行人業務有關連。	
Reporting Principles 匯報原則	Materiality: 重要性： (i) The process to identify and the criteria for the selection of material ESG factors; 識別重要環境、社會及管治因素的過程及選擇這些因素的準則； (ii) If a stakeholder engagement is conducted, a description of significant stakeholders identified, and the process and results of the issuer's stakeholder engagement. 如發行人已進行持份者參與，已識別的重要持份者的描述及發行人持份者參與的過程及結果。	Reporting Principle (P.3) 匯報原則 (第3頁)
	Quantitative: 量化： Information on the standards, methodologies, assumptions and/or calculation tools used, and source of conversion factors used, for the reporting of emissions/energy consumption (where applicable) should be disclosed. 有關匯報排放量／能源耗用（如適用）所用的標準、方法、假設及／或計算工具的資料，以及所使用的轉換因素的來源應予披露。	
	Consistency: 一致性： The issuer should disclose in the ESG report any changes to the methods or KPIs used, or any other relevant factors affecting a meaningful comparison. 發行人應在環境、社會及管治報告中披露統計方法或關鍵績效指標的變更（如有）或任何其他影響有意義比較的相關因素。	
Reporting Boundary 匯報範圍	A narrative explaining the reporting boundaries of the ESG report and describing the process used to identify which entities or operations are included in the ESG report. If there is a change in the scope, the issuer should explain the difference and reason for the change. 解釋環境、社會及管治報告的匯報範圍，及描述挑選哪些實體或業務納入環境、社會及管治報告的過程。若匯報範圍有所改變，發行人應解釋不同之處及變動原因。	Scope and Boundary (P.4) 範疇及界限 (第4頁)

HKEX ESG Reporting Aspects 香港交易所環境、社會及管治報告層面		Section/Page in the ESG Report 環境、社會及 管治報告章節／ 頁次
Comply or Explain Provisions 不遵守就解釋條文		
Aspect A1 Emissions 層面A1 排放物		
Aspect A1 Emissions and Waste: General Disclosures 層面A1 排放物及廢 棄物：一般披露	Policies and compliance with laws and regulations relating to air quality and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的政策及遵守法律及規例。	Our environment (P.12) 我們的環境 (第12頁)
A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Exhaust gas and greenhouse gas emission (P.13-14) 廢氣及溫室氣體 排放 (第13-14頁)
A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 直接(範圍1)及能源間接(範圍2)溫室氣體排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	
A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Waste management (P.15) 廢棄物管理 (第15頁)
A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	
A1.5	Description of emission target(s) set and steps taken to achieve them. 描述所訂立的排放量目標及為達到這些目標所採取的步驟。	
A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	

HKEX ESG Reporting Aspects 香港交易所環境、社會及管治報告層面		Section/Page in the ESG Report 環境、社會及管治報告章節／頁次
Aspect A2 Use of Resources 層面A2資源使用		
Aspect A2 Use of Resources: General Disclosures 層面A2資源使用：一般披露	Policies on efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	Use of resources (P.16–18) 資源使用 (第16–18頁)
A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	Resource consumption data (P.19) 資源消耗數據 (第19頁)
A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	N/A 不適用
A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	Resource consumption data (P.19) 資源消耗數據 (第19頁)
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	N/A 不適用
A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	N/A 不適用
Aspect A3 The Environment and Natural Resources 層面A3環境及天然資源		
Aspect A3 Environment and natural resources: General Disclosures 層面A3環境及天然資源：一般披露	Policies on minimising significant impacts on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	Environment and nature resources (P.21) 環境及天然資源 (第21頁)
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	
Aspect A4 Climate Change 層面A4氣候變化		
Aspect A4 Climate Change: General Disclosures 層面A4氣候變化：一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact the Company. 識別及應對已經及可能會對本公司產生影響的重大氣候相關事宜的政策。	Climate change (P.22) 氣候變化 (第22頁)
A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	

HKEX ESG Reporting Aspects 香港交易所環境、社會及管治報告層面		Section/Page in the ESG Report 環境、社會及管治報告章節／頁次
Aspect B1 Employment 層面 B1 僱傭		
Aspect B1 Employment: General Disclosures 層面 B1 僱傭： 一般披露	Policies and compliance with laws and regulations relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, antidiscrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的披露及政策以及遵守法律及規例。	Employment (P.24–28) 僱傭 (第 24–28 頁)
B1.1	Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region. 按性別、僱傭類型（例如全職或兼職）、年齡組別及地區劃分的僱員總數。	Employment (P.27) 僱傭 (第 27 頁)
B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Employment (P.28) 僱傭 (第 28 頁)
Aspect B2 Health and Safety 層面 B2 健康及安全		
Aspect B2 Health and Safety: General Disclosures 層面 B2 健康及安全： 一般披露	Policies and compliance with laws and regulations relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的披露及政策以及遵守法律及規例。	Health and Safety (P.28) 健康及安全 (第 28 頁)
B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年（包括報告年度）每年因工亡故的人數及比率。	Health and Safety (P.30) 健康及安全 (第 30 頁)
B2.2	Lost days due to work injury. 因工傷損失工作日數。	
B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored. 描述所採納的職業健康及安全措施，以及相關執行及監察方法。	
Aspect B3 Development and Training 層面 B3 發展及培訓		
Aspect B3 Development and Training: General Disclosures 層面 B3 發展及培訓： 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Development and training (P.31) 發展及培訓 (第 31 頁)
B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱傭類型（如高級管理層、中級管理層）劃分的受訓僱員百分比。	Development and training (P.32) 發展及培訓 (第 32 頁)
B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱傭類型劃分，每名僱員完成受訓的平均時數。	

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Aspect B4 Labour Standards 層面 B4 勞工準則		
Aspect B4 Labour Standards: General Disclosures 層面 B4 勞工準則： 一般披露	Policies and compliance with laws and regulations relating to preventing child and forced labour. 有關防止童工及強制勞工的披露及政策以及遵守法律及規例。	Labour standard (P.32–33) 勞工準則 (第 32–33 頁)
B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	
B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	
Aspect B5 Supply Chain Management 層面 B5 供應鏈管理		
Aspect B5 Supply Chain Management: General Disclosures 層面 B5 供應鏈管理： 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Our supply chain (P.33–34) 我們的供應鏈 (第 33–34 頁)
B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及相關執行及監察方法。	
B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	
B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	

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Aspect B6 Product Responsibility 層面B6產品責任		
Aspect B6 Product Responsibility: General Disclosures 層面B6產品責任：一般披露	Policies; and compliance with laws and regulations relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康及安全、廣告、標籤及私隱事宜以及補救方法的披露及政策以及遵守法律及規例。	Product Responsibility (P.36–37) 產品責任 (第36–37頁)
B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全及健康理由而須回收的百分比。	
B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	
B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	
B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	
B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	
Aspect B7 Anti-corruption 層面B7反貪污		
Aspect B7 Anti-corruption: General Disclosures 層面B7反貪污：一般披露	Policies and compliance with laws and regulations relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的披露及政策以及遵守法律及規例。	Anti-corruption, Anti-money laundering, whistle blowing policy (P.38–39) 反貪污、反洗黑錢、舉報政策 (第38–39頁)
B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於報告期間內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	
B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	
B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供反貪污培訓。	

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Aspect B8 Community Investment 層面 B8 社區投資		
Aspect B8 Community Investment: General Disclosures 層面 B8 社區投資： 一般披露	Policies on community engagement to understand the needs of the communities where we operate and to ensure that our activities take into consideration the communities' interests. 有關以社區參與來瞭解發行人營運所在社區需要和確保其業務活動會考慮社區利益的政策。	Our community (P.43–45) 我們的社區 (第 43–45 頁)
B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 貢獻重點領域（如教育、環境關注、勞工需要、健康、文化、運動）。	
B8.2	Resources contributed (e.g. money or time) to the focus area. 對重點領域貢獻的資源（如金錢或時間）。	