



# Crown International Corporation Limited 皇冠環球集團有限公司

(Incorporated in Hong Kong with limited liability)  
(在香港註冊成立之有限公司)

Stock code 股份代號: 727

*Environmental,  
Social and  
Governance Report*  
**2020/2021**  
環境、社會及管治報告

健康中國2030  
宏健園康養集團

# Environmental, Social and Governance Report 環境、社會及管治報告

## INTRODUCTION AND APPROACH TO ENVIRONMENTAL, SOCIAL AND GOVERNANCE

This Environmental, Social and Governance Report (the “**Report**”) summarises the environmental, social and governance (“**ESG**”) initiatives, plans and performance of Crown International Corporation Limited (the “**Company**”), together with its subsidiaries (the “**Group**” or “**we**”), and demonstrates its commitment to sustainable development.

The Group provides a wide range of services to cater for the needs of customers in the People’s Republic of China (the “**PRC**”), including (i) property investment; (ii) property development; (iii) hotel operation; (iv) financial consultancy service; and (v) comprehensive healthcare planning and management service. Other than financial performance, environmental protection is also a key focus of the Group, and thus we actively play our role as corporate citizen to fulfill our environmental protection responsibility. The Group fully understands the importance of protecting the Earth, our precious planet, and prioritising environmental and social responsibilities. As a result, in formulating our business strategies, identifying different potential acquisitions and investments, and fulfilling our business objectives, our considerations in ESG are integrated into our day-to-day operations, in order to operate the Group in a sustainable and responsible way.

The Group believes that environmental protection, low carbon, resource conservation and sustainable development are the key trends in society. In order to pursue a successful and sustainable business model in the key trends, the Group recognises the importance of integrating ESG aspects into its risk management system and has taken corresponding measures in its daily operation and governance perspective.

## 序言和環境、社會及管治方針

本環境、社會及管治報告(「**本報告**」)總結皇冠環球集團有限公司(「**本公司**」),連同其附屬公司(「**本集團**」或「**我們**»)在環境、社會及管治(「**環境、社會及管治**»)上的倡議、計劃及績效,並展示其在可持續發展方面的承諾。

本集團提供各式各樣的服務,以切合中華人民共和國(「**中國**」)客戶的需求,當中包括(i)物業投資;(ii)物業發展;(iii)酒店營運;(iv)金融顧問服務;及(v)大健康策劃管理服務。除財務表現外,環境保護亦是本集團的關注重點,我們積極扮演企業公民角色,奉行對環保的責任。本集團深明愛護我們珍貴的地球以及以環境及社會責任為先之重要性。因此,我們於制訂業務策略、物色不同潛在收購及投資項目以及追求業務目標時,將我們在環境、社會及管治方面之考慮因素融入日常營運之中,從而讓本集團以可持續及負責任之方式經營。

本集團相信環保、低碳、保護資源以及可持續發展為社會大趨勢。為了在大趨勢中追求成功和可持續的商業模式,本集團認同將環境、社會及管治理念融入其風險管理系統的重要性並已從日常經營及管治方面採取相應措施。

# Environmental, Social and Governance Report (Continued)

## 環境、社會及管治報告 (續)

### The ESG Governance Structure

The Group has appointed some designated personnel from core members of different core departments to collect relevant information on the ESG aspects of the Group for preparing the Report. The designated personnel periodically report to the board of directors (the “**Board**”), assist in identifying and assessing the Group’s ESG risks and the effectiveness of the internal control mechanisms. They also examine and evaluate the Group’s performance in different aspects, such as environment, health and safety, labour standards and product responsibility in the ESG areas. The Board sets up a general direction for the Group’s ESG strategies, ensuring the effectiveness in the control of its risks and internal control mechanisms.

### REPORTING SCOPE

The Report primarily focuses on the Group’s offices in Mainland China and Hong Kong as the Group’s principal activities are office-based operations. Unless specified otherwise, the information of the Group’s key performance indicators (“**KPIs**”) in the ESG areas are collected through the operation control mechanisms of the Group and its subsidiaries. The Group will continue to assess the major ESG aspects of different businesses to determine whether they need to be included in the Report.

### 環境、社會及管治治理結構

本集團從不同核心部門的核心成員中任命了指定人員，負責搜集本集團在環境、社會及管治方面的相關資料以編製本報告。指定人員會定期向董事會（「**董事會**」）彙報，協助辨識和評估本集團的環境、社會及管治風險以及評估內部控制機制的有效性。彼等亦會檢查和評估本集團在環境、社會及管治範疇內的環境、健康及安全、勞工準則及產品責任等不同方面的表現。董事會則會設定本集團環境、社會及管治策略上的大方向，並確保其風險控制及內部控制機制的有效性。

### 報告範圍

由於本集團之主要業務屬於在辦公室內營運之業務，因此本報告主要集中於本集團在中國內地以及香港的辦公室。除了特別列明以外，本集團通過本集團及附屬公司的營運控制機制取得環境、社會及管治關鍵績效指標（「**關鍵績效指標**」）資料。本集團將繼續評估不同業務的主要環境、社會及管治層面以釐定其是否需納入環境、社會及管治報告中。

# Environmental, Social and Governance Report (Continued) 環境、社會及管治報告 (續)

## REPORTING FRAMEWORK

The Report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “**ESG Reporting Guide**”) as set out in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (“**HKEX**”). Information relating to the Group’s corporate governance practices is set out in the Corporate Governance Report of the Company’s annual report for the Current Year.

## REPORTING PERIOD

The Report describes the ESG activities, challenges and measures taken by the Group during the year ended 31 March 2021 (the “**Current Year**”).

## STAKEHOLDER ENGAGEMENT

The Group recognises that the success of our business is closely related to the support of our key stakeholders, and we therefore value the feedback from our key stakeholders on the business and ESG related issues of the Group. We believe that listening to the opinions of stakeholders is constructive for an objective and comprehensive evaluation of our ESG performance.

## 報告框架

本報告已根據香港聯合交易所有限公司（「**香港交易所**」）證券上市規則附錄二十七所載的《環境、社會及管治報告指引》（「**環境、社會及管治報告指引**」）予以編製。有關本集團企業管治常規之資料載於本公司本年度年報之企業管治報告。

## 報告期間

本報告詳述本集團於截至2021年3月31日止年度（「**本年度**」）所取得的環境、社會及管治方面的活動、挑戰和採取的措施。

## 持份者參與

本集團深明業務的成功跟主要持份者的支持息息相關，因此我們非常重視主要持份者對本集團業務和環境、社會及管治相關的反饋。我們相信聽取持份者的意見有助於對我們的環境、社會及管治表現進行客觀和全面的評估。

# Environmental, Social and Governance Report (continued)

## 環境、社會及管治報告 (續)

The following table summarises the Group's key stakeholders and various communication channels and their concerns and expectations of the Group.

下表概述本集團的主要利益持份者與各種溝通方式及他們對本集團的關注及期望。

Stakeholders 持份者	Communication channels 溝通管道	Concerns and expectations 關注及期望
Shareholders and investors 股東與投資者	<ul style="list-style-type: none"> <li>Annual general meeting and other shareholder meetings 股東周年大會及其他股東大會</li> <li>Financial reports 財務報告</li> <li>Group website and e-mail 集團網頁及電郵</li> <li>Results announcements 業績公佈</li> </ul>	<ul style="list-style-type: none"> <li>Compliance operation 合規經營</li> <li>Return on investment 投資回報</li> <li>Corporate governance 企業管治</li> <li>Information disclosure and transparency 資訊披露及透明度</li> <li>Protection of rights and interests and fair treatment of shareholders 保障股東權益及公平對待股東</li> </ul>
Customers 客戶	<ul style="list-style-type: none"> <li>Customer support hotline and e-mail 客戶支援熱線和電郵</li> <li>Meetings 會議</li> <li>Telephone/e-mail contact 電話／電郵聯繫</li> <li>Customer activities 客戶活動</li> </ul>	<ul style="list-style-type: none"> <li>Stable relationship 穩定關係</li> <li>Information transparency 資訊透明度</li> <li>Integrity 誠信</li> <li>Business ethics 商業道德</li> </ul>
Employees 僱員	<ul style="list-style-type: none"> <li>Employee performance appraisal 員工績效考核</li> <li>Intranet and e-mail 內部網路及電郵</li> <li>Mid-year/year-end performance appraisal meeting 年中／年末表現評估會議</li> <li>Face to face talks 當面會談</li> <li>E-mail contact 電郵聯繫</li> </ul>	<ul style="list-style-type: none"> <li>Protection of employees' rights and interests 保障僱員權益</li> <li>Working environment 工作環境</li> <li>Career development opportunities 事業發展機會</li> <li>Remuneration and benefits 薪酬與福利</li> <li>Health and safety 健康與安全</li> </ul>

# Environmental, Social and Governance Report (Continued) 環境、社會及管治報告 (續)

Stakeholders 持份者	Communication channels 溝通管道	Concerns and expectations 關注及期望
Suppliers and partners 供應商和合作夥伴	<ul style="list-style-type: none"> <li>Business meetings, e-mail and telephone 商務會議、電郵和電話</li> <li>Review and assessment 審核與評估</li> <li>Regular meetings 定期會議</li> <li>Procurement and tender meetings 採購招標會</li> <li>Opinion survey 意見調查</li> <li>Instant messaging software 即時通訊軟件</li> </ul>	<ul style="list-style-type: none"> <li>Long-term cooperation 長期合作關係</li> <li>Honest cooperation 坦誠合作</li> <li>Fairness and openness 公平公開</li> <li>Information resources sharing 資訊資源共享</li> <li>Risk reduction 降低風險</li> </ul>
Regulators and government authorities 監管機構和政府機構	<ul style="list-style-type: none"> <li>Compliance advisor 合規顧問</li> <li>Financial reports 財務報告</li> <li>Telephone/e-mail contact 電話／電郵聯繫</li> <li>Information disclosure 資訊披露</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with regulations 遵守法規</li> <li>Tax payment as required 按規繳稅</li> <li>Promoting regional economic development and employment 促進地區經濟發展及就業</li> </ul>
Communities, non-governmental organisations and media 社區、非政府機構及媒體	<ul style="list-style-type: none"> <li>ESG reports 環境、社會及管治報告</li> <li>Press releases/announcements 新聞稿／公告</li> <li>Results announcements 業績公佈</li> </ul>	<ul style="list-style-type: none"> <li>Giving back to society 回饋社會</li> <li>Environmental protection 環境保護</li> <li>Social welfare 社會福利</li> <li>Health and safety 健康與安全</li> </ul>

In formulating operational strategies and the ESG measures, the Group takes into account the stakeholders' expectations and strives to improve its performance through mutual cooperation, delivering greater value for the society.

在制訂營運策略及環境、社會及管治措施時，本集團會考慮持份者的期望，透過彼此合作使本集團不斷改善其表現，為社會締造更大價值。

# Environmental, Social and Governance Report (Continued)

## 環境、社會及管治報告 (續)

### MATERIALITY ASSESSMENT

The management and employees of the Group's respective major functions have participated in the preparation of the Report to assist the Group in reviewing its operations and identifying relevant ESG issues, and assess the importance of related issues to its business and stakeholders. We believe that the business performance, overall situation of the industry and other factors in each year will have different impact on stakeholders, and thus may affect their expectations and demands on different issues. Therefore, in order to better understand stakeholders' views and expectations on the Group's ESG performance, we strive to adopt a systematic approach in conducting the annual materiality assessment.

During the Current Year, based on the assessed material ESG issues, a data collection questionnaire was prepared to collect information from relevant departments and business units of the Group. The following table summarises the level of materiality of the Group on different ESG issues:

### 重要範疇評估

本集團各主要職能的管理層與僱員均有參與編製本報告，以協助本集團檢討其運作情況及鑒別相關環境、社會及管治事宜，並評估相關事宜對本集團的業務以及各持份者的重要性。我們相信，每年的業務表現、行業整體情況等因素都會對持份者有著不同的影響，從而影響他們對不同項目的期望和要求。因此，為更有效瞭解持份者對本集團之環境、社會及管治表現的意見及期望，我們致力採用有系統的方法進行年度重要範疇評估工作。

於本年度，本集團根據經評估的環境、社會及管治重要事項，編製問卷以向本集團相關部門及業務單位收集資料。下表概述了本集團不同環境、社會及管治議題上的重要性級別：

Material Issues 重大議題		
High 高	Medium 中	Low 低
<ul style="list-style-type: none"><li>• Employment practices 僱傭慣例</li><li>• Employees' health and safety 僱員健康與安全</li><li>• Service quality and standards 服務品質及標準</li><li>• Prevention of child or forced labour 防止童工或強制勞工</li><li>• Anti-corruption 反貪污</li></ul>	<ul style="list-style-type: none"><li>• Energy consumption 能源消耗</li><li>• Environmental impact management 環境影響管理</li><li>• Corporate social responsibility 企業社會責任</li><li>• Employee development and training 僱員發展與培訓</li></ul>	<ul style="list-style-type: none"><li>• Emissions control 排放控制</li><li>• Water consumption 水資源消耗</li><li>• Supply chain management 供應鏈管理</li><li>• Waste management 廢棄物管理</li></ul>

# Environmental, Social and Governance Report (Continued) 環境、社會及管治報告 (續)

During the Current Year, the Group confirmed that it has established appropriate and effective management policies and internal control systems for the ESG issues and confirmed that the disclosed contents comply with the requirements of the ESG Reporting Guide.

## CONTACT US

The Group welcomes and values stakeholders' feedback to our ESG approach and performance which will help us continuously improve our sustainability performance. If you have any suggestions or opinions, questions or comments, please feel free to contact us at:

Address: Suite 902, 9th Floor, Central Plaza, 18 Harbour Road,  
Wanchai, Hong Kong  
Telephone: +852 3168 2588  
E-mail: [info@crownicorp.com](mailto:info@crownicorp.com)

於本年度，本集團確認已就環境、社會及管治事宜設立合適及有效的管理政策及內部監控系統，並確認所披露內容符合環境、社會及管治報告指引的規定。

## 與我們聯絡

本集團歡迎並重視持份者就我們的環境、社會及管治方針及表現提供意見，幫助我們不斷提高可持續發展績效。如有任何建議或意見、問題或評論，敬請閣下循以下途徑與我們聯絡：

地址：香港灣仔港灣道  
18號中環廣場9樓902室  
電話：+852 3168 2588  
電郵：[info@crownicorp.com](mailto:info@crownicorp.com)



## A. ENVIRONMENTAL

### A1. Emissions Control

The Group attaches importance to the balance between business development and environmental protection, and pays attention to the harmonious development of humans and nature. We are committed to playing an important role to protect the Earth and natural resources and upholding high standards of environmental standards to strictly comply with applicable laws and regulations during the operation of the business. During the Current Year, the Group complied with the environmental regulatory requirements applicable to the places in which it operates. The Group has adopted policies on pollution prevention, protection of natural resources and compliance with environmental laws and regulations. We have also established internal environmental management guidelines and implemented carbon reduction measures to reduce the consumption of resources such as electricity, fuel and water.

During the Current Year, the Group was not aware of any material non-compliance with relevant local environmental laws and regulations in relation to exhaust gas and greenhouse gas (“GHG”) emissions, discharges into water and land, and generation of hazardous and non-hazardous waste that would have a significant impact on the Group, including, but not limited to, the Environmental Protection Law of the PRC (中華人民共和國環境保護法), the Water Pollution Prevention and Control Law of the PRC (中華人民共和國水污染防治法), the Law of the PRC on the Prevention and Control of Atmospheric Pollution (中華人民共和國大氣污染防治法), the Law of the PRC on the Prevention and Control of Environmental Pollution by Solid Waste (中華人民共和國固體廢物污染環境防治法) in the PRC and the Air Pollution Control Ordinance in Hong Kong. The Group has established an environmental protection accountability system and actively implements environmental measures against pollution during daily operation.

## A. 環境

### A1. 排放控制

本集團重視業務發展和環境保護的平衡，關注人與自然的和諧發展。我們致力肩負保護地球及自然資源的重任並秉持高水平之環境標準，於經營業務過程中嚴格遵守適用法例及法規。於本年度，本集團已遵守適用於業務營運地的環保法規要求。本集團採納污染預防、保護自然資源及遵守環境法律及法規的政策。我們亦已制定內部環境管理指引及實施減碳措施以減省電力、燃料和水等資源的消耗。

於本年度，本集團並不知悉任何嚴重違反有關廢氣及溫室氣體（「溫室氣體」）排放、水及土地的排污以及有害及無害廢棄物產生的相關當地環境法律及法規，包括但不限於中國的《中華人民共和國環境保護法》、《中華人民共和國水污染防治法》、《中華人民共和國大氣污染防治法》、《中華人民共和國固體廢物污染環境防治法》以及香港的《空氣污染管制條例》等，而對本集團造成重大影響的情況。本集團建立了環境保護責任制度並對於經營過程中產生的環境污染積極採取環境保護措施。

# Environmental, Social and Governance Report (Continued) 環境、社會及管治報告 (續)

The Group's senior management and office executives supervise the implementation of the above measures and related environmental protection policies. The Group expects all departments to give their best to implement its environmental policies and ensure all operational processes are in compliance with relevant laws and regulations under the Group's strict supervision and guidance. The designated personnel will continue to review the Group's environmental policies and practices and report to the management as appropriate, with recommendations if necessary.

## Exhaust Gas Emissions

Exhaust gas emissions generated from business operations of the Group mainly include nitrogen oxides (NO<sub>x</sub>), sulphur oxides (SO<sub>x</sub>) and particulate matter (PM), the major source of which is vehicle exhaust gas.

The main emissions from the Group's operations are from petrol consumed by vehicles. In respect of such sources of emissions, we have actively taken a series of emission reduction measures to reduce the adverse impact of emissions on the environment and the risk of illnesses caused by air pollution in the society. These measures include, but are not limited to, performing regular vehicle inspections and maintenance to improve vehicle efficiency, encouraging the use of public transportation for business travel, and using electronic means of communication such as video conference to reduce the frequency of business trips.

During the Current Year, the Group's exhaust gas emissions performance was as follow:

Type of exhaust gas 廢氣種類	Unit 單位	2021	2020
Nitrogen oxides (NO <sub>x</sub> ) 氮氧化物(NO <sub>x</sub> )	kg 公斤	3.38	9.5
Sulphur oxides (SO <sub>x</sub> ) 硫氧化物(SO <sub>x</sub> )	kg 公斤	0.09	0.25
Particulate matter (PM) 顆粒物(PM)	kg 公斤	0.25	0.70

本集團的高級管理層及辦公室的行政人員會監督上述措施及相關環保政策的實施情況。本集團希望在嚴格的監察及指導下，各部門盡其所能執行其環保政策，確保所有業務流程符合相關法律及法規要求。指定人員會持續審視本集團的環保政策及實務，並適當彙報予管理層，如有需要會提出建議措施。

## 廢氣排放

本集團業務營運產生的廢氣主要包括氮氧化物(NO<sub>x</sub>)、硫氧化物(SO<sub>x</sub>)和顆粒物(PM)，其主要來源為汽車廢氣。

本集團營運產生的主要排放物源自車輛消耗的汽油。針對上述排放源，我們積極採取一系列減排措施從而減少排放物對環境的不利影響並減少社會患上因空氣污染所造成的疾病機會。措施包括但不限於定期進行車輛檢查和保養以提高車輛效率、鼓勵使用公共交通工具供商業差旅以及利用視頻會議等電子通訊手段減少出差次數。

於本年度，本集團的廢氣排放表現如下：

# Environmental, Social and Governance Report (Continued)

## 環境、社會及管治報告 (續)

### GHG Emissions

The Group's GHG emissions are mainly generated from direct GHG emissions resulted from combustion of petrol in vehicles (Scope 1), energy indirect GHG emissions resulted from purchased electricity (Scope 2), and other indirect GHG emissions resulted from paper disposal (Scope 3).

During the Current Year, the Group's total GHG emissions decreased by approximately 50.09% due to the higher electricity consumption incurred by the Group as a result of the hydroelectric testing conducted at its office in Zhongshan City during the financial year of 2019/20, which was leased out during the Current Year, resulting in a significant reduction in GHG emissions as compared to the financial year of 2019/20. During the Current Year, the Group's GHG emissions performance was as follows:

### 溫室氣體排放

本集團業務運營中產生的溫室氣體排放主要源於車輛使用汽油所造成的直接溫室氣體排放(範圍一)、外購電力所造成的能源間接溫室氣體排放(範圍二)以及用紙所造成的其他間接溫室氣體排放(範圍三)。

於本年度，本集團的溫室氣體排放總量下降了約50.09%，這是由於本集團在二零一九／二零財政年度在中山市辦公室進行水電測試，因而產生了較大的電力消耗，該辦公室已於本年度租出，這導致本年度溫室氣體排放量較二零一九／二零財政年度大幅減少。於本年度，本集團的溫室氣體排放表現如下：

Indicator <sup>1</sup> 指標 <sup>1</sup>	Unit 單位	2021	2020
Scope 1 — Direct GHG emissions 範圍一 — 直接溫室氣體排放	tCO <sub>2</sub> equivalent 噸二氧化碳當量	16.80	45.66
Scope 2 — Energy indirect GHG emissions 範圍二 — 能源間接溫室氣體排放	tCO <sub>2</sub> equivalent 噸二氧化碳當量	92.58	175.79
Scope 3 — Other indirect GHG emissions 範圍三 — 其他間接溫室氣體排放	tCO <sub>2</sub> equivalent 噸二氧化碳當量	2.81	3.35
<b>Total emissions</b> <b>排放總量</b>	<b>tCO<sub>2</sub> equivalent</b> <b>噸二氧化碳當量</b>	<b>112.19</b>	<b>224.80</b>
<b>Intensity</b> <b>密度</b>	<b>tCO<sub>2</sub> equivalent/number of employees</b> <b>噸二氧化碳當量／ 僱員人數</b>	<b>2.24</b>	<b>4.09</b>
<b>Intensity <sup>2</sup></b> <b>密度<sup>2</sup></b>	<b>tCO<sub>2</sub> equivalent/HK\$ million revenue</b> <b>噸二氧化碳當量／ 百萬元港幣收益</b>	<b>8.07</b>	<b>15.08</b>

# Environmental, Social and Governance Report (Continued) 環境、社會及管治報告 (續)

## Notes:

1. GHG emission data is presented in terms of CO2 equivalent, with reference to, including, but not limited to, The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standards issued by the World Resources Institute and the World Business Council for Sustainable Development, the latest published Baseline Emission Factors for Regional Power Grids in China, the global warming potential values in the Fifth Assessment Report and 2006 IPCC Guidelines for National Greenhouse Gas Inventories Volume 2 Energy issued by the Intergovernmental Panel on Climate Change, and How to prepare an ESG Report — Appendix II: Reporting Guidance on Environmental KPIs issued by the HKEX.
2. For the Current Year and the financial year of 2019/20, the Group's revenue was approximately HK\$13.9 million and approximately HK\$14.91 million respectively. These data are also used to calculate other intensity data.

## Sewage Discharge

The Group does not consume a significant volume of water in its business activities, and therefore our business activities do not generate a large amount of sewage discharge. As the sewage generated by the Group is discharged into the public sewerage system, the amount of sewage discharge is considered as the water consumption. The amount of water consumption and corresponding water-saving initiatives will be described under "Water Consumption" in aspect A2.

## Waste Management

The Group also generates waste during its operation process. To minimise the impact on the environment caused by waste, the Group has strictly complied with the Law of the PRC on the Prevention and Control of Environmental Pollution by Solid Waste (中華人民共和國固體廢物污染環境防治法) and the Directory of National Hazardous Wastes (國家危險廢物名錄) in the PRC and the Waste Disposal Ordinance in Hong Kong and other laws and regulations, continuously implementing a variety of waste management and emission reduction measures.

## 備註：

1. 溫室氣體排放資料乃按二氧化碳當量呈列，並參照包括但不限於世界資源研究所及世界可持續發展工商理事會刊發的《溫室氣體盤查議定書：企業會計與報告標準》、最新發佈的中國區域電網基線排放因數、政府間氣候變化專門委員會發佈的《第五次評估報告》內的全球升溫潛能值及《2006年IPCC國家溫室氣體清單指南第2卷能源》，及香港交易所發佈的《如何準備環境、社會及管治報告—附錄二：環境關鍵績效指標彙報指引》。
2. 於本年度及二零一九／二零財政年度，本集團的收益分別為約13.9百萬元港幣及約14.91百萬元港幣。該數據亦用於計算其他密度數據。

## 污水排放

本集團業務活動並無大量用水，因此我們的業務活動並無產生大量污水排放。由於本集團所產生之污水是均排放至公共污水收集系統，因此污水排放量會視為水源消耗。水源消耗量及相應的節水措施將於A2層面「水資源消耗」中進行說明。

## 廢棄物管理

在本集團的營運過程中，亦會產生廢棄物。為降低廢棄物對環境造成的影響，本集團嚴格依照中國的《中華人民共和國固體廢物污染環境防治法》、《國家危險廢物名錄》以及香港的《廢物處置條例》等法律及法規，持續實施多項廢棄物管理及減排措施。

# Environmental, Social and Governance Report (continued)

## 環境、社會及管治報告 (續)

### Hazardous waste

Due to the Group's business nature, during the Current Year, the Group did not generate a significant amount of hazardous waste during its business operations. Nevertheless, the Group has established guidelines for the management and disposal of hazardous waste in accordance with the laws and regulations of the local government. If any hazardous waste is generated, it will be clearly labelled and stored at a designated location as required, and a qualified environmental unit or collector will be engaged to collect and deliver such waste to the designated location for disposal.

### Non-hazardous waste

The Group generates non-hazardous waste during its business operations, which mainly includes domestic waste and paper generated from daily operation. Apart from continuing to implement the existing waste reduction measures, the Group will also strive to explore the use of different measures to enhance the recycling rate and reduce waste generation.

The Group employs a number of measures to reduce waste, such as different recycling methods, to reduce the amount of waste generated in its daily operation. These measures include, but are not limited to, encouraging employees to use double-sided printing, suggesting the use of electronic information systems for material sharing and distribution of internal administrative documents, encouraging employees to use proper domestic waste treatment methods, requiring employees to dispose of domestic waste to the designated collection containers or places in accordance with the specified location and time, and prohibiting employees from dumping or stacking domestic waste arbitrarily.

During the Current Year, the Group consumed a total of approximately 86,032 pieces of paper (financial year of 2019/20: 85,319 pieces) with the weight of approximately 0.43 ton. The non-hazardous waste disposal performance was as follows:

Type of non-hazardous waste 無害廢棄物種類	Unit 單位	2021	2020
Total non-hazardous waste 無害廢棄物總量	tons 噸	1.00	Not applicable 不適用
Intensity 密度	tons/HK\$ million revenue 噸/百萬元港幣收益	0.07	Not applicable 不適用

### 有害廢棄物

基於本集團的業務性質，於本年度，本集團業務營運並無產生的大量的有害廢棄物。儘管如此，本集團仍按照當地政府的法律及法規，制定管理及處置有害廢棄物的指引。倘若產生任何有害廢棄物，我們將對有害廢物貼上明顯的標籤，按要求集中存放於指定位置，並將委聘合資格的環保單位或收集商收集該等廢棄物，運送到指定地點進行處理。

### 無害廢棄物

本集團業務營運產生的無害廢棄物主要包括日常營運中產生之生活廢棄物及用紙。本集團除了繼續實行現有的減廢措施，亦會努力研究採用其他不同措施，以提升回收率和減少廢棄物產生。

本集團採用多項措施減少浪費，例如不同的回收方法，以減少日常營運中產生的廢物。措施包括但不限於鼓勵僱員使用雙面打印、建議使用電子資訊系統來共享公司資料及分發內部行政文件、鼓勵僱員使用恰當的生活廢棄物處理方法、要求僱員按照指定位置及時間將生活廢棄物棄置於指定收集箱或地點、以及禁止僱員隨意傾倒或堆放生活廢棄物。

於本年度，本集團共消耗約86,032張紙(二零一九/二零財政年度：85,319張)，重量約為0.43噸，無害廢棄物的棄置表現如下：

## A2. Use of Resources

Electricity consumption in the offices is the major source of the Group's indirect GHG emission. Therefore, we set out several comprehensive guidelines and measures in relation to energy saving to our employees with an aim to minimise the GHG emissions from electricity consumption. Adhering to the philosophy of conservation, high efficiency, reasonable utilisation of resources and prevention of wastage of resources, the Group actively promotes green office and enhances employees' awareness of energy conservation and environmental protection.

### *Energy Consumption*

The major energy consumptions of the Group in daily operation are electricity consumption, petrol consumption for transportation. The Group fully integrates the concept of energy saving and emission reduction into its daily operation and encourages its employees to make efforts to avoid wastage and make good use of resources.

During the Current Year, the Group implemented energy saving and emission reduction measures including, but not limited to, maintaining an indoor temperature at an optimal level of 25°C in the offices, cleaning the air conditioner and ventilation system regularly, installing LED lighting system in the offices, encouraging employees to use natural light and turn off all equipment when not in use, and putting notices and signs emphasising the importance of energy saving in the offices.

## A2. 資源使用

本集團於辦公室所消耗之電力是間接排放溫室氣體的主要來源，因此我們制訂多項全面的節能指引及措施供僱員遵行，其目的旨在盡量減少消耗電力造成之溫室氣體排放量。本集團秉著節約高效、合理地使用資源與防止資源浪費的理念，積極提倡綠色辦公以及加強僱員的節能環保意識。

### *能源消耗*

在日常營運中，本集團的主要能源消耗來源為電力消耗、運輸所消耗的汽油。本集團將節能減排理念充分融入日常辦公，鼓勵僱員致力避免浪費並善用資源。

於本年度，本集團已實行之節能減排措施包括但不限於把辦公室室內溫度維持於攝氏25度之理想水平、定期清洗空調及抽風系統、在辦公室內裝設LED照明系統、鼓勵僱員使用自然光、鼓勵僱員關掉所有無人使用之設備、以及於辦公室內亦張貼強調節能重要性之通告及標誌。

# Environmental, Social and Governance Report (continued)

## 環境、社會及管治報告 (續)

Through the adoption of the above measures and the posting of energy saving slogans, the Group has instilled the awareness of energy saving and environmental protection into the work and life of every employee and raised the awareness of energy saving among staff. During the Current Year, the Group's direct energy consumption was approximately 61.20 MWh of petrol. The Group's indirect energy consumption was approximately 106.01 MWh of purchased electricity.

Total energy consumption for the Current year decreased by approximately 24.86% as compared to the financial year of 2019/20 due to the higher electricity consumption incurred by the Group as a result of the hydroelectric testing conducted at its office in Zhongshan City during the financial year of 2019/20, which was leased out during the Current Year, resulting in a significant reduction in total energy consumption as compared to the financial year of 2019/20.

During the Current Year, the Group's total energy consumption performance was as follows:

Type of energy 能源種類	Unit 單位	2021	2020
Total energy consumption 能源消耗總量	MWh 兆瓦時	167.21	222.52
Intensity 密度	MWh/number of employees 兆瓦時／僱員人數	3.34	4.05
Intensity 密度	MWh/HK\$ million revenue 兆瓦時／百萬元港幣收益	12.03	14.92

### Water Consumption

The Group considers water to be one of the most precious resources on the Earth. Apart from water for domestic use in the offices and regular fire drills, the Group does not require any water for its daily operations. To reduce resource consumption, we strictly control the frequency of water consumption and encourage our employees to conserve water. The Group will continue to step up relevant publicity in the workplace to raise employees' awareness of water conservation in the future. During the Current Year, there was no issue in sourcing water that is fit for purpose due to the geographical location of the Group's operation and business nature.

本集團通過採用以上措施以及張貼節電標語，將節能環保意識滲透到每位僱員的工作和生活中，並提高了員工的節能意識。於本年度，本集團直接能源消耗量為汽油的約61.20兆瓦時。而本集團的間接能源消耗為外購電力的約106.01兆瓦時。

本年度的能源消耗總量較二零一九／二零財政年度下降了約24.86%，這是由於本集團在二零一九／二零財政年度在中山市辦公室進行水電測試，因而產生了較大的電力消耗，該辦公室已於本年度租出，這導致本年度能源消耗總量較二零一九／二零財政年度大幅減少。

於本年度，本集團能源消耗總量的表現如下：

### 水資源消耗

本集團認為水是地球上最寶貴的資源之一。除在辦公室的生活用水以及定期消防演習之外，本集團日常營運無需其他用水。為減低資源消耗，我們嚴格控制用水頻率並鼓勵僱員節約用水。本集團會在未來會繼續在工作地點加強相關的宣傳，以提高僱員的節約用水意識。於本年度，基於其經營地理位置和業務性質，本集團並沒有任何就取得適用水源上的問題。

# Environmental, Social and Governance Report (Continued) 環境、社會及管治報告 (續)

During the Current Year, the Group's total water consumption decreased by approximately 50.10% due to the higher water consumption incurred by the Group as a result of the hydroelectric testing conducted at its office in Zhongshan City during the financial year of 2019/20, which was leased out during the Current Year, resulting in a significant reduction in water consumption as compared to the financial year of 2019/20. During the Current Year, the Group's water consumption performance was as follows:

於本年度，本集團的總用水量下降了約50.10%，這是由於本集團在二零一九／二零財政年度在中山市辦公室進行水電測試，因而產生了較大的水源消耗，該辦公室已於本年度租出，這導致本年度用水總量較二零一九／二零財政年度大幅減少。於本年度，本集團用水表現如下：

Water consumption 用水	Unit 單位	2021	2020
Total water consumption 總用水量	m <sup>3</sup> 立方米	984.00	1,972.00
Intensity 密度	m <sup>3</sup> /number of employees 立方米／僱員人數	19.68	35.85
Intensity 密度	m <sup>3</sup> /HK\$ million revenue 立方米／百萬元港幣收益	70.79	132.26

### Use of Packaging Materials

Due to the Group's business nature, during the Current Year, the Group's daily operations did not involve the use of a significant amount of packaging materials.

### 包裝物料的使用

基於本集團的業務性質，於本年度，本集團的日常業務並不涉及大量包裝材料的使用。

## A3. The Environment and Natural Resources

### Environment Impact Management

Although the Group's operations do not involve serious pollution, as part of our ongoing commitment to corporate social responsibility, we recognise the importance of reducing the potential negative environmental impact of our business operations. The Group strives to reduce our potential impact on the environment by adopting industry best practices related to reducing the consumption of natural resources and implementing effective environmental management. The Group regularly assesses the environmental risks of its operations, takes precautionary measures to reduce potential risks and ensures compliance with relevant laws and regulations, and is also committed to achieving sustainable development and creating long-term value for the community and stakeholders.

## A3. 環境及天然資源

### 環境影響管理

儘管本集團的營運過程並不涉及嚴重污染，但作為對企業社會責任的持續承諾，我們意識到減低業務營運對環境的潛在負面影響之重要性。本集團通過採用針對減少天然資源消耗及有效實施環境管理的行業最佳實踐，努力減輕我們對環境的潛在影響。本集團定期評估業務的環境風險，採取預防措施以降低潛在風險並確保遵守相關法律法規，亦致力於實現可持續發展，為社區及持份者創造長期價值。



## B. SOCIAL

### B1. Employment practices

The Group considers our employees are the core for us to maintain our competitive advantage and the most important asset for our operations and development. The Group aims to provide an ideal workplace for each of our employees, and allows them to enjoy equal opportunity, harmony, continuous training and prospective career opportunities so as to drive employees to work hard and achieve our business objectives and goals. The Group insists on a people-oriented approach that respects and protects the legitimate rights and interests of each employee, regulates labour and employment management, protects the occupational health and safety of employees, safeguards their vital interests, stimulate their motivation and creativity, and strives to build harmonious labour relations.

During the Current Year, the Group was not aware of any material non-compliance with relevant laws and regulations relating to remuneration and dismissal, recruitment and promotion, working hours, leaves, equal opportunities, diversity, anti-discrimination and other treatment and welfare that would have a significant impact on the Group, including, but not limited to, the Labor Law of the PRC (中華人民共和國勞動法) and the Labor Contract Law of the PRC (中華人民共和國勞動合同法) in China and the Employment Ordinance in Hong Kong. The Group has also developed the Employee Handbook (員工手冊) to regulate recruitment, promotion, discipline, working hours, leaves and other welfare.

## B. 社會

### B1. 僱傭慣例

本集團認為僱員是我們維持競爭優勢的核心以及營運及發展最重要的資產。本集團務求為每位僱員提供理想工作環境，並讓彼等可享有平等機會、融洽關係、持續培訓及前途得到保證之事業機會，從而推動僱員勤奮工作，達成我們之短期及長期業務目標。本集團堅持以人為本，尊重和保障每一位僱員的合法權益，規範勞動僱傭管理，保障僱員職業健康安全，維護僱員切身利益，重視激發僱員積極性和創造力，並致力於構建和諧的勞動關係。

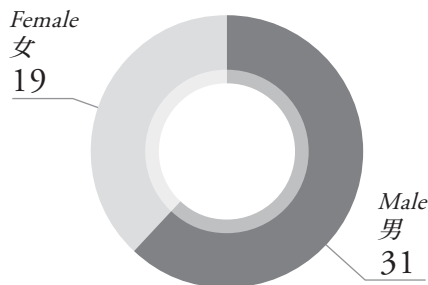
於本年度，本集團並不知悉任何嚴重違反有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的相關法例和法規，包括但不限於中國的《中華人民共和國勞動法》和《中華人民共和國勞動合同法》以及香港的《僱傭條例》，而對本集團造成重大影響的情況。本集團亦制定了《員工手冊》以規管招聘、升遷、紀律、工時、休假及其他福利。

# Environmental, Social and Governance Report (Continued) 環境、社會及管治報告 (續)

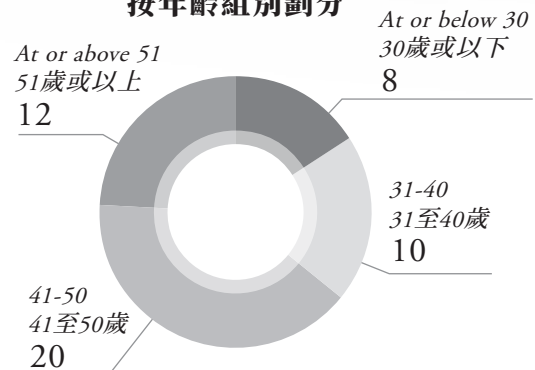
As at 31 March 2021, the total number of employees of the Group within the scope of this Report was 50, with a breakdown of employees by gender, age group, region and type of employment as follows:

截至2021年3月31日，本集團於本報告範圍的總僱員人數為50人，其按性別、年齡組別、地區以及僱傭類別的僱員分類如下：

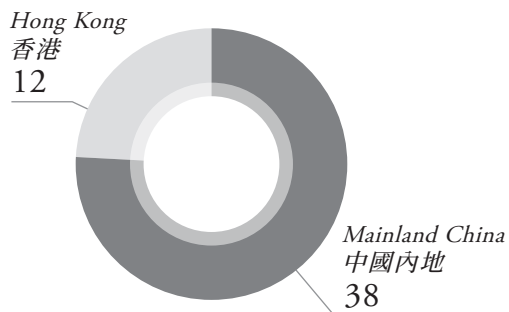
**By Gender**  
**按性別劃分**



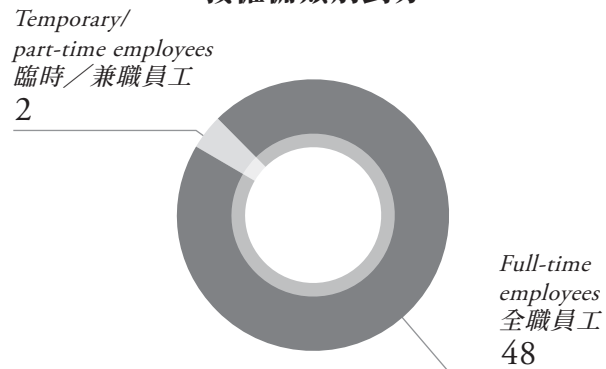
**By Age Group**  
**按年齡組別劃分**



**By Region**  
**按地區劃分**



**By Type of Employment**  
**按僱傭類別劃分**



# Environmental, Social and Governance Report (continued)

## 環境、社會及管治報告 (續)

In addition, the total number of employee turnover was 16, representing a turnover rate of approximately 30.48%. The breakdown of employee turnover rates by gender, age group and region was as follows:

另外，僱員流失總人數為16人，流失率約為30.48%。按性別，年齡組別和地區的僱員流失率分佈如下：

		Number of resignee 離職人數	Turnover rate 流失率
<b>By gender</b>	<b>按性別</b>		
Male	男性	7	22%
Female	女性	9	43%
<b>By age group</b>	<b>按年齡組別</b>		
At or below 30	30歲或以下	5	50%
31-40	31至40歲	5	43%
41-50	41至50歲	3	16%
At or above 51	51歲或以上	3	25%
<b>By Region</b>	<b>按地區</b>		
Mainland China	中國內地	10	25%
Hong Kong	香港	6	48%

### Employees' Rights and Welfare

The Group endeavours to provide employees with fair and competitive remuneration and welfare and determines employee remuneration in accordance with industry practice and individual performance. The Group conducts regular review of its employee benefits and adjusts such benefits according to the changes in external remuneration market and internal actual situation to ensure that they are in line with current market standards. The Group pays premiums for social insurances of employees including basic endowment insurance, basic medical insurance, unemployment insurance, work-related injury insurance, and maternity insurance as well as housing fund in accordance with national and local laws and regulations to ensure employees are covered by social insurance. Also, the Group provides benefits such as allowances, benefits in kind, medical insurance, discretionary bonuses and participation of eligible employees in share option schemes, in an effort to retain talents and to ensure that employees' compensation, working hours and leaves are determined with reference to their respective job responsibilities, experience, qualifications and performance.

### 僱員權利和福利

本集團致力為僱員提供公平及具有競爭力的薪酬和福利，並按照行業慣例及僱員個人表現釐定僱員薪酬。本集團定期對僱員待遇進行回顧，並視乎外部薪酬市場變化情況及內部實際情況調整僱員待遇，以確保符合當前市場標準。本集團按照國家及地方法律及法規，為僱員繳納基本養老、基本醫療、失業、工傷、生育等社會保險及住房公積金，確保僱員享受社會保障待遇。此外本集團也提供包括津貼、實物利益、醫療保險、酌情花紅及讓合資格僱員參與購股權計劃等項待遇以致力挽留人才，並確保僱員的補償、工作時數及假期均參考僱員各自的工作責任、經驗、資格及表現來釐定。

## Environmental, Social and Governance Report (Continued) 環境、社會及管治報告 (續)

The Group strictly complies with the requirements of relevant laws and regulations in the PRC and Hong Kong to protect the legitimate rights and interests of the labour force, respects the rights of employees to rest and leave, and regulates working hours of employees and their entitlement to various rest periods and holidays. The Group has implemented a paid leave system for employees in accordance with relevant provisions in the Employee Handbook. We have also established management practices to strengthen the regulation of contracts, remuneration and benefits, and to implement and monitor the Group's labour policies to protect the interests of employees. The Group also pays overtime pay for labour that exceeds statutory working hours in accordance with national laws and regulations. Any overtime work arrangements must be negotiated between the Company and employees and must be voluntary for the employees. The relevant remuneration must be paid in accordance with the law.

### *Recruitment, Promotion and Dismissal*

In order to meet the Group's development, we ensure that the recruitment, promotion and dismissal process only emphasis on the qualifications, experience and merits of applicants and employees, and strictly prohibits any discrimination on the grounds of gender, colour, race, age and religion. To ensure fairness, our recruitment process includes centralising the candidate selection process by the human resources department for Hong Kong recruitment and the general manager for the PRC recruitment, standardising the interview assessments, and undergoing a strict vetting process for the positions offered. The Group attaches great importance to equal opportunity and transparent promotions. In order to increase the personal quality and competence of our employees and to mobilise the initiative and motivation of all employees, we strive to create a fair, just and open competition mechanism that recognises the value of our employees through assessment and reduces brain drain by giving them equal opportunities to compete.

本集團嚴格按照中國及香港的相關法律及法規的要求，切實保障勞動者合法權益，尊重僱員的休息和休假的權利，並規範僱員的工作時間及其享有的各類休息時間和假期的權利。本集團按照《僱員手冊》內的相關規定，實施僱員帶薪休假制度。我們亦制訂管理辦法，加強有關合同、薪酬及福利的規範，落實及監察本集團的勞工政策，保障僱員利益。本集團亦按照國家法律及法規為超出法定工作時間的勞動支付超時工資報酬。任何加班安排都必須在公司與僱員協商及僱員自願原則下進行。相關報酬必須按法例支付。

### *招聘、晉升及解僱*

為適應本集團的發展需要，我們在招聘、晉升及解僱過程中確保僅著重申請人及僱員的資格、經驗及功績，並嚴格禁止任何就性別、膚色、種族、年齡及宗教信仰所引起的歧視。為確保公平，招聘程序包括由人力資源部（就香港招聘而言）及總經理（就中國招聘而言）集中處理挑選程序，以劃一標準評核面試表現，以及為不同職位進行嚴格審查程序。本集團極為重視平等機會及晉升透明度，為提升僱員個人素質和能力以及充分調動全體僱員的主動性和積極性，我們致力營造公平、公正、公開的競爭機制，通過考核，承認僱員的價值，並憑藉給予僱員平等競爭的機會，減少人才的流失。

### *Equal Opportunities*

The Group strictly abides by the national and local government regulations, adopts a fair, just and open recruitment process, and has developed relevant systems to prevent discrimination in the recruitment process, regardless of race, gender, colour, age, family background, ethnic tradition, religion, physical fitness and nationality, allowing employees to enjoy fair treatment at all stages of recruitment, training and promotion, in an effort to bring professionals with different backgrounds to join the Group. The Group is committed to providing equal opportunities in all aspects as well as maintaining a diverse workforce and prohibiting unfair treatment of any kind.

## **B2. Employees Health and Safety**

The safety and health of employees is a top priority for the Group. Despite the low occupational safety and health risks faced by our office staff, we maintain a meticulous approach to safety education and training, and have therefore developed the Safety Management System (安全管理制度) to clearly communicate the Group's safety objectives. We are pursuing "two eliminations and one control", i.e. elimination of accidents of a larger scale and above and control of sporadic accidents, in order to raise employees' safety awareness and prevent occurrence of accidents. The Group has complied with all laws and regulations relating to the provision of a safe working environment and the protection of employees from occupational hazards including, but not limited to, the Law on the Prevention and Control of Occupational Diseases of the PRC (中華人民共和國職業病防治法) and the Fire Prevention Law of the PRC (中華人民共和國消防法) in China, and the Occupational Safety and Health Ordinance in Hong Kong, etc..

During the Current Year, the Group was not aware of any material non-compliance with applicable national laws and regulations relating to health and safety that would have a significant impact on the Group, nor did it record any work-related accidents resulting in fatalities and any lost workdays due to work-related injuries.

### *平等機會*

本集團嚴格遵守國家及地方政府各項法規，採取公平、公正及公開的招聘流程，並制定了相關制度以杜絕招聘過程中的歧視現象，不會因種族、性別、膚色、年齡、家庭背景、民族傳統、宗教、身體素質和國籍等因素歧視任何一位僱員，讓僱員在招聘、培訓和晉升等各個階段享有公平待遇，以盡力羅致不同背景的專才加入本集團。本集團致力於在所有方面提供平等機會並承諾保持員工多元化，亦禁止任何不公平對待。

## **B2. 僱員健康與安全**

本集團將僱員的安全及健康置於首位。儘管本集團辦公室員工面對之職業安全及健康風險偏低，我們仍然堅持在安全教育及培訓方面維持一絲不苟的態度，並因而制定了《安全管理制度》以清晰傳達本集團的安全目標，致力追求「兩杜絕、一控制」，即杜絕較大及以上事故以及控制零星傷亡事故，力求提升僱員安全意識，慎防意外發生。本集團已遵守所有與提供安全工作環境及保障僱員避免職業性危害有關的法律及法規，包括但不限於中國的《中華人民共和國職業病防治法》和《中華人民共和國消防法》以及香港的《職業安全及健康條例》等相關法律及法規。

於本年度，本集團並無發現任何對本集團造成重大影響的健康與安全相關的適用國家法律及法規之重大違規事宜，亦無錄得任何因工作關係而導致死亡的意外事件以及任何因工傷而損失之工作日數。

*Preventive Measures for COVID-19*

Since the Group's operation is primarily carried out in office and labour intensive, the Group has taken measures to minimise the risk of exposure to infection. The Group provided its delivery personnel with face masks, hand sanitizers and other protective equipment immediately after the outbreak and required all employees to put on face masks at all times when they were on duty and be highly aware of personal hygiene. In addition, the Group actively follows and responds to the Chinese government's prevention and control measures for COVID-19.

### B3. Employees Development and Training

The Group believes that the development of the potentials of the employees is closely related to our growth. As a result, it is one of the Company's missions to place strong emphasis on career development of its employees and to provide them with extensive trainings, so that their development and the growth of the enterprise can build on each other and be mutually reinforcing. The Group provides a broad platform for the growth and development of its employees through the formulation of the Staff Training System (員工培訓制度) to standardise and personalise training, as well as through regular evaluation and incentives to stimulate employees' motivation and enthusiasm. To this end, we have established training related policies to regulate the management on training of employees. The management will regularly review the effectiveness of different training plans to help improve the efficiency of the Group's training system. By providing a wide range of training programmes to its employees, the Group actively assists them in developing their long-term career plans.

*Training Programmes*

Based on employees' career development plans and needs, the Group offers internal training on accounting and finance to corresponding production unit, so as to enhance the professional knowledge and expertise of employees. Moreover, the Group strongly encourages employees to attend any necessary external training courses, workshops and seminars, including job-related skills training, professional skills training and managerial training. We encourage our employees to attend external training courses and participate in professional lectures by providing substantial support to them, such as providing financial support and encouraging employees to take any necessary leave for studying.

*2019冠狀病毒病的預防措施*

由於本集團的營運主要在辦公室進行，屬勞動密集型，本集團已採取措施將感染風險降至最低。在疫症爆發後，本集團立即為配送人員提供口罩、洗手液及其他防護設備，並要求所有僱員在值班時全程佩戴口罩及高度關注個人衛生。同時，本集團會積極關注和響應中國政府對2019冠狀病毒病的預防及控制措施。

### B3. 僱員發展及培訓

本集團相信僱員潛能的發揮跟我們的發展息息相關。因此，本公司其中一項使命在於大力提升僱員在職業上的發展，為他們提供充實培訓，讓僱員的發展和企業的發展互為基礎，互相促進。本集團為僱員的成長和發展提供了廣闊的平台，通過制定《員工培訓制度》，以規範化及個性化培訓，並透過定期評估以及激勵等措施，致力激發僱員的工作積極性和熱情。為此，我們制定了培訓相關政策以規範員工的培訓管理工作。管理層會定期審視不同培訓方案的有效性以協助提高集團培訓制度的效率。本集團透過為員工提供多樣化的培訓，積極協助員工制定長遠的職涯規劃。

*培訓課程*

本集團因應僱員在職業上的發展計劃及需要，提供在會計及財務上的內部培訓予有關生產單位，旨在致力提升僱員的專業知識及專長。此外，本集團積極鼓勵僱員出席任何必要的外部培訓課程、工作坊及研討會，包括職業相關技能培訓、專業技能培訓以及管理能力培訓，並為僱員提供實質支持，如提供財務支援及鼓勵僱員享用任何必要研修假，以鼓勵僱員出席外部培訓課程及參與專業講座。

### B4. Labour Standards

#### *Prevention of Child or Forced Labour*

The Group strictly complies with the national and local employment laws and regulations and prohibits any child labour and forced labour in its business operations. During the Current Year, the Group was not aware of any material non-compliance with laws and regulations relating to child labour and forced labour that would have a significant impact on the Group including, but not limited to, the Labour Law of the PRC (中華人民共和國勞動法) and the Prohibition of Child Labour (禁止使用童工規定) in the PRC, the Employment Ordinance in Hong Kong and the laws and regulations relating to labour and personnel in the places of operation. The Group has also formulated the Management System for Child and Minor Labour (童工與未成年工管理制度) to clearly inform employees that child labour is strictly prohibited. The Group requires the personnel team of the management department to conduct rigorous checks on documents and information such as identity cards, medical certificates, academic certificates and household and to ensure that all documents provided are original during recruitment. In case of doubt about the validity of documents such as age, applicants must be required to provide proof from the public security police station where the applicant's household is located or contact the public security police station to confirm the validity of the documents. Employment will be offered only after the age and other information is confirmed to be correct. In addition, the Group conducts regular audits and inspections to prevent any child labour and forced labour in its operations. In the meantime, the Group's employees work overtime voluntarily only when necessary. If any child labour is found to have been wrongly employed, the Group will immediately settle their wages and take remedies, including immediate cessation of their work, provision of medical examination and, if necessary, treatment and escorting them home or picking them up by a guardian. Any department or individual, if found to be responsible for the injury, disability or death of a child labourer, shall be imposed administrative penalties by the labour security department at or above the district level; if have committed a crime, will be held criminally liable by the judicial authorities. Moreover, the Group will never condone any negative acts such as verbal abuse, corporal punishment, physical abuse, oppression, sexual harassment, etc., against its employees for any reason.

### B4. 勞工準則

#### *防止童工或強制勞工*

本集團嚴格遵守國家及地方僱傭法律及法規，禁止在業務營運中僱用童工及強制勞工。於本年度，本集團並不知悉任何嚴重違反童工及強制勞工相關法例及法規包括但不限於中國的《中華人民共和國勞動法》和《禁止使用童工規定》、香港的《僱傭條例》、以及營運所在地有關勞動人事的法律及法規，而對本集團造成重大影響的情況。本集團亦制定了《童工與未成年工管理制度》以清晰告知員工我們嚴格禁止招聘童工，並要求管理部人事組在招聘時必須對身份證、體檢合格證明、學歷證明以及戶口等文件及資料嚴格查驗以及確保所提供證件必須為原件。如對年齡等證明文件的有效性有所質疑時，必須要求申請人提供戶口所在地的公安派出所證明或是透過與公安派出所聯繫確認文件的有效性，在對年齡及其他資料均確認無偽後方可聘用。此外，本集團會定期進行審核及檢查，以防止在其營運中出現任何童工及強制勞工。與此同時本集團的員工僅在必要時自願加班。如有發現任何錯誤招用的童工，本集團將立刻結算其薪資並措取補救措施，包括立刻停止其工作、提供健康檢查並在有需要時予以治療並派人將其護送回家或由監護人接回。如發現任何對童工傷、殘或死亡有責任的部門或個人，將由區級以上的勞動保障部門給予行政處罰。而構成犯罪的，則由司法機關依法追究刑事責任。除此之外，本集團亦絕不縱容出於任何理由對其員工進行任何例如口頭謾罵、體罰、身體虐待、壓迫、性騷擾等的負面行為。

## B5. Supply Chain Management

Suppliers are crucial to our businesses and operations. The Group aims at developing on mutual trust and stable cooperation with its suppliers. The Group adheres to international best practices and ensures fair and unbiased tender processes are maintained when dealing with suppliers. The Group's supply chain management includes a supplier selection mechanism with a number of stringent selection criteria subject to the core principles of honesty, integrity, fairness, justice and transparency. In addition, the Group also monitors the quality of goods and services provided by its suppliers on a regular basis. Where the Group discovers that the quality of products and services did not meet our standard, or their services provided was environmental unfriendly and energy inefficient compared to their peers in the market, they will be required to make corrective actions in a timely manner. Otherwise, they may be suspended from any business relationships with us.

### *Management of Contractor for the Construction Work in the Weihai Property*

During the Current Year, the Weihai Property was still under construction. Although the construction work is provided by a contractor which has already been engaged, the senior management took serious care in the background and their commitments to the society and environment of that contractor by enquiring and reading its ESG news and reports. The project personnel regularly monitor the progress of the construction conducted by the contractor, and hold regular meetings with the contractor to check if there are any toxic, harmful or contaminated materials used. The Group also emphasised avoidance when managing wastes as well as the importance of reduction, reuse and recycling over disposal during the construction by the contractor, to ensure that the contractor is aligned with our objectives and direction.

## B5. 供應鏈管理

供應商對我們的業務及營運至為重要。本集團致力與供應商建立互信以及穩定的合作關係。本集團與供應商進行業務來往時，緊守國際最佳常規，確保進行招標程序時保持公平且不偏不倚。本集團的供應鏈管理包括供應商挑選機制，並設有多項嚴格挑選準則，謹遵誠信、廉正、公平、公正及透明等核心原則。此外，本集團亦定期監察供應商提供之貨品及服務的質素。倘本集團發現產品及服務質素未能符合標準，或所提供之服務在環保及能源效益方面不及市場上其他同業，則會要求彼等及時作出糾正行動，否則，我們或會暫停與彼等之業務關係。

### *威海物業建設工程的承建商管理*

於本年度，威海物業仍在建設中。儘管建設工程乃由先前已聘用的承建商承建，但高級管理層仍透過查閱承建商的環境、社會及管治資訊及報告審慎考察有關承建商的背景及對社會與環境的承諾。項目人員負責定期監察承建商的建設進度，並與承建商舉行定期會議以審視承建商有否使用任何有毒、有害或是任何受污染材料。本集團在承建商建設期間，亦強調管理廢棄物時避免棄置，並強調減廢、重用以及循環再用之重要性，以確保承建商跟我們的目標及方向保持一致。



# Environmental, Social and Governance Report (continued)

## 環境、社會及管治報告 (續)

### *Supplier's Environmental and Social Risks*

The Group establishes relevant procurement procedures to handle the procurement of goods and services from suppliers. In order to further improve the selection and management of suppliers, the Group has formulated the Green Procurement Code of Conduct (綠色採購規範書) to standardise the environmental management controls of suppliers to ensure effective satisfaction with the Group's requirements. In addition, supplier selection is performed by the corresponding operation departments and office managers. In supplier selection, the Group conducts thorough due diligence and vetting process by taking into account of a number of selection criteria including, but not limited to, pricing, quality of products, company background, past experience and reputation, supply capacity, any non-compliance with local law and regulations on existing business, as well as qualifications attained and financial status and other factors. Besides, the Group also expects our major suppliers to understand the importance of environmental protection and social responsibility and put health and safety as one of their core principles in doing businesses. Proper internal control measures are also in place in our procurement system to ensure each supplier engagement is approved by the appropriate level of management.

### *供應商的環境及社會風險*

本集團制定了相關採購程序，處理向供應商採購貨品及服務之事宜。為進一步完善供應商的挑選及管理，本集團因而制定了《綠色採購規範書》以規範化供應商的環境管理的控制措施以保證有效地達到本集團的要求。此外，供應商的挑選由相關營運部門及辦公室經理負責，而挑選供應商時，本集團會進行完善的盡職調查及審核程序，並就多項挑選準則進行考慮，其中包括但不限於定價、產品品質、公司背景、過往經驗及聲譽、供應能力、現有業務有否違反當地法律及法規以及所得資格及財務狀況等因素。此外，本集團亦期望主要供應商了解環保及社會責任之重要性，並將健康與安全視作營商核心原則之一。我們的採購制度亦已納入妥善內部監控措施，以確保每名供應商均經適當級別之管理層批准後方會委聘。

# Environmental, Social and Governance Report (Continued) 環境、社會及管治報告 (續)

## *Fair and Open Tender*

The Group's tender process is conducted under open, fair and equitable conditions in strict compliance with the Law of the PRC on Tendering and Bidding (中華人民共和國招標投標法) and other relevant regulations. No discriminatory treatment will be given to any supplier, and employees and other individuals with an interest in the suppliers will not be allowed to participate in the relevant tender activities. The Group is also concerned about the integrity of its suppliers and partners and has zero tolerance for bribery and corruption, and strictly prohibits suppliers and partners from obtaining procurement contracts or partnerships through any form of transfer of benefits.

## **B6. Product Responsibility**

Due to the nature of the Group's business, we have not relied on the use of a large number of patents or intellectual property rights. During the reporting period, the Group strictly complied with the laws and regulations relating to health and safety of products and services, advertising, labelling and privacy matters as well as remedies including, but not limited to, the Advertising Law of the PRC (中華人民共和國廣告法) and the Patent Law of the PRC (中華人民共和國專利法) in the PRC and the Personal Data (Privacy) Ordinance in Hong Kong. During the Current Year, the Group was not aware of any material non-compliance with laws and regulations relating to health and safety of products and services, advertising, labelling and privacy matters that would have a material impact on the Group.

## *公平及公開招標*

本集團招標過程嚴格參照《中華人民共和國招標投標法》等相關規定，在公開、公平、公正的條件下進行，不會對任何供應商有歧視性待遇，與供應商有利益關係的僱員及其他個人不會被允許參與相關招標活動。本集團亦關注供應商及合作夥伴的誠信，對賄賂及貪污零容忍，嚴禁供應商及合作夥伴以透過任何形式的利益輸送而取得採購合約或合作關係。

## **B6. 產品責任**

基於本集團的業務性質，我們並無依賴大量的專利或知識產權使用。於報告期內，本集團嚴格遵守有關產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的法律及法規，包括但不限於中國的《中華人民共和國廣告法》和《中華人民共和國專利法》以及香港的《個人資料(私隱)條例》等。於本年度，本集團並不知悉任何重大違反並可能對本集團產生重大影響的有關產品和服務的健康與安全、廣告、標籤及私隱事宜的法律及法規。

# Environmental, Social and Governance Report (continued)

## 環境、社會及管治報告 (續)

### *Service Quality and Standards*

As the Group's business does not involve significant safety issues, the quality of our services is of paramount importance in maintaining a long term mutually beneficial relationship with our customers. To this end, the Group has developed relevant systems for handling customer feedback to standardise the process of dealing with enquiries, quotations and complaints, so that it ensures that each customer's feedback is recorded, handled and responded to in a professional and prompt manner.

During the Current Year, the Group did not receive any major written complaints about its products and services, nor did it have any sold or delivered products that needed to be recalled for safety and health reasons.

### *Advertising and Labeling*

In order to ensure that the promotion of the Group's services conforms to the actual situation of the service, the Group strictly abides by the relevant laws and regulations on advertising marketing such as the Advertising Law of the PRC (中華人民共和國廣告法) in the PRC and the Trade Descriptions Ordinance in Hong Kong. The Group ensures that all advertising contents are clear, real and authentic. The use of false and misleading product descriptions in advertisements is strictly prohibited.

The Group requires all publicity content, such as external image display, event publicity, marketing publicity, to be produced and published only after approval, so as to avoid any form of false publicity and ensure its authenticity and accuracy.

### *服務品質及標準*

由於本集團的業務並不涉及重大的安全事宜，因此，我們服務的質素於與客戶維持長期的互惠關係尤為重要。本集團為此制定了處理客戶反饋的相關制度，以規範化處理查詢、報價及投訴等反饋的流程，從而確保每一位客戶的反饋也會被專業和迅速地記錄、處理以及作出回應。

於本年度，本集團並無接獲任何有關產品及服務的重大書面投訴，亦無任何因安全與健康理由而需回收的已售或已運送產品。

### *宣傳及標籤*

為保證本集團服務的宣傳符合服務實情，本集團嚴格遵守中國的《中華人民共和國廣告法》以及香港的《商品說明條例》等廣告行銷相關法律及法規。本集團致力確保所有廣告內容均清楚及真實，並嚴格杜絕在廣告中對產品使用虛假及誤導性商品說明的行為。

本集團要求所有對外形象展示、活動宣傳以及行銷宣傳等宣傳內容，均須經審批後方可製作及對外發佈，避免任何形式虛假宣傳，確保宣傳內容的真實及準確性。

# Environmental, Social and Governance Report (Continued) 環境、社會及管治報告 (續)

## *Protection of Customer Privacy*

To further reinforce the privacy management in protection of the Group's property and customers' safety and interests, the Group stipulates a series of stringent and regulated policies for protecting personal information, the Group's properties and classified information (including privacy of the employees and customers); and strictly prohibits any abuse of personal information and illegal profiteering acts. In view of the above, the Group restricts to only allow authorised personnel to gain access to the customers' and employees' information system, and employees are strictly prohibited to disclose the Company's information without authorisation, including the identity and background and the contract terms with the tenants. The Group shall not make any reference in any of its promotional materials or advertisements to matters agreed between the Group and its customers for any purpose other than the performance of agreed purposes without the prior written consent of the customers.

## *Intellectual Property Management*

The Group's day-to-day operations may involve the use of the intellectual property owned by suppliers or the Group itself. Therefore, the protection of intellectual property rights is an important task for the Group. The Group respects the intellectual property rights of partners while protecting its own intellectual property rights from infringement. Meantime, the Group enters into confidentiality agreements with its employees, clearly specifying the scope, means and liability for breach of confidentiality, so as to prevent leakage of confidentiality due to staff turnover and maximise the security of data for customers and suppliers.

## *客戶私隱保護*

為進一步加強保密管理工作，保護企業資產以及客戶的安全與利益，本集團制訂了嚴格和規範化的個人資訊保密和安全政策，保障集團資產及保護機密資料（包括僱員及客戶的個人私隱），並嚴格禁止一切個人資訊的濫用和非法獲利。有鑑於此，本集團僅限授權人員能夠訪問客戶及僱員的資訊系統，並嚴禁僱員在未經授權下披露本公司之資料，包括租戶身份和背景及合約條款。未經客戶事先書面同意，本集團不得在其任何宣傳資料或廣告中，為履行協定目的以外的任何目的提及跟客戶之間的協議事項。

## *知識產權管理*

本集團的日常營運中或會牽涉到使用供應商或本集團自身的知識產權。因此保護知識產權為本集團重要的任務。本集團尊重合作夥伴的知識產權，亦致力保護自身知識產權不受侵犯。與此同時，本集團與員工簽訂保密協議，清晰列明保密的範圍、手段及違約責任，以防止因人員流動而造成的洩密，從而最大限度地保障客戶和供應商的資料安全。

### B7. Anti-corruption

The Group recognises the crucial importance of anti-corruption to a corporate culture of integrity and to the interests of all stakeholders. To maintain a fair, ethical and efficient business and working environment, the Group stresses great importance to anti-corruption measures to every stakeholder including our employees, suppliers, customers and bankers. Any form of corruption including, but not limited to, fraud, extortion, bribery and money laundering is strictly prohibited. We regularly remind our employees not to accept gifts or rebates from suppliers or other stakeholders under any circumstances, and not to receive or accept any gratification from any persons, companies or institutions whom the Group has business dealings with. To stakeholders such as suppliers, customers, professional parties and bankers, the Group will continue with and be committed to individual and business integrity, adhering to the business ethics of honesty, integrity, fairness, mutual benefit, and customer first.

During the Current Year, the Group was not aware of any non-compliance case in relation to bribery, extortion, fraud and money laundering related laws and regulations that would have a significant impact on the Group including, but not limited to, the Criminal Law of the PRC (中華人民共和國刑法), Anti-Money Laundering Law of the PRC (中華人民共和國反洗錢法) and the Anti-Unfair Competition Law of the PRC (中華人民共和國反不正當競爭法) in the PRC and the Prevention of Bribery Ordinance in Hong Kong.

### B7. 反貪污

本集團深明反貪對於持廉守正的企業文化以及所有持份者的利益至關重要。為使營商及工作環境維持公平且符合道德及效益，本集團向各位持份者（包括僱員、供應商、客戶及往來銀行）強調反貪污措施之重要性。本集團嚴禁一切形式之貪污，包括但不限於欺詐、勒索、賄賂及洗黑錢等，並定期提醒僱員無論在任何情況均不得接受供應商或其他持份者之餽贈或回扣，亦不得收受與本集團有業務往來之任何人士、公司或機構給予之任何報酬。對於持份者，如供應商、客戶、專業人士及往來銀行，本集團將繼續堅持並致力於個人及商業方面均以誠相待，恪守誠信、廉正、公平、互惠及以客為先之商業道德。

於本年度，本集團並不知悉任何違反有關防止賄賂、勒索、欺詐及洗黑錢的相關法例和法規，包括但不限於中國的《中華人民共和國刑法》、《中華人民共和國反洗錢法》和《中華人民共和國反不正當競爭法》以及香港的《防止賄賂條例》等，而對本集團造成重大影響的情況。

## *Whistle-blowing System*

The Group has set up a whistle-blowing hotline and an independent inspection team to collect related whistle-blowing information and set up a sound supervision and restraint mechanism to prevent bribery, extortion, fraud and money laundering and other misconducts. Under this whistle-blowing system, all employees are allowed to report to the internal control employees anonymously any suspected delinquency, corruption, bribery and other misconducts in connection with the Group. The internal control employees will process the reports promptly, fairly and confidentially. On the other hand, the whistle-blowing system also ensures that whistle-blowers will not be treated unfairly because of reports, including, but not limited to, unfair dismissal, unwarranted disciplinary actions, etc.

## **B8. Community Investment**

### *Corporate Social Responsibility*

The Group adheres to the belief of “taking from society, and giving back to society”. Apart from maintaining sound business development, the Group also actively takes initiatives in community investments by actively involved in the nurturing of talents in both the PRC and Hong Kong. Besides, the Group encourages employees to take part in work-life balance activities and community services, including various culture events, community volunteering, employee outings, and supporting charitable organisations. The Group hopes to foster employees’ sense of social responsibility, thus encouraging them to actively participate in social activities for public good to make greater contributions to the society. We believe that the participation in activities that contribute to the society can improve employees’ civic awareness and help them establish correct values.

## *舉報制度*

本集團設立舉報熱線和成立獨立稽查小組以收集相關舉報資訊，建立健全監督約束機制，以防止賄賂、勒索、欺詐及洗黑錢等不當行為。該舉報制度讓所有僱員可以向內部控制職能僱員匿名舉報集團內懷疑怠忽職守、貪污、受賄及其他不當行為。內部控制職能僱員將迅速，公平以及秘密地處理舉報。另一方面，舉報制度亦保障舉報者不會因舉報而受到不公平的對待，包括但不限於無理解僱、無理接受紀律處分等等。

## **B8. 社區投資**

### *企業社會責任*

本集團奉行「取之社會，用之社會」理念。除維持完善業務發展外，本集團亦積極參與社區投資，於中國及香港積極培育人才。此外，本集團鼓勵僱員參與工餘活動及社區服務，包括各類文化活動、社區義務工作、僱員聚會及支持慈善團體。本集團希望培養員工的社會責任感，因此一直鼓勵員工積極參與社會公益活動，為社會作出更大貢獻。我們相信借著親身參與回饋社會的活動，可以令員工的公民意識得以提高及幫助他們樹立正確的價值觀。



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