



Yee Hop Holdings Limited

義合控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號：1662



環境、社會及
管治報告 **2020/21**

ENVIRONMENTAL, SOCIAL AND
GOVERNANCE REPORT

Table of Contents 目錄

2	About This Report 關於本報告	21	Protecting Human Rights 維護人權
4	Chairman's Statement 董事長聲明	22	Responsible Value Chain 負責任的價值鏈
6	About Yee Hop 關於義合	22	Ethical Business Practices 道德商業行為
8	Awards and Recognitions 獎項及嘉許	23	Product and Service Quality 產品和服務質量
9	Approach to Sustainability 可持續發展方式	24	Customer Relations 客戶關係
9	Sustainability Governance 可持續發展管治	25	Supplier and Subcontractor Engagement 供應商和分包商參與
9	Sustainability Strategy 可持續發展策略	28	Corporate Citizen 企業公民
11	Sustainability Standards 可持續發展標準	28	Community Investment and Engagement 社區投資和參與
11	Stakeholder Engagement 持份者參與	30	Protecting Our Planet 保護我們的地球
12	Materiality Assessment 重要性評估	30	Green Construction 綠色建築
14	Dedicated Workforce 敬業的勞動力	33	Resource Management 資源管理
14	Occupational Health and Safety 職業健康和安全	35	Addressing Climate Change 應對氣候變化
19	Recognising and Rewarding Our People 認可和獎勵我們的員工	38	Green Office 綠色辦公室
19	Development and Training 發展與培訓	39	Laws and Regulations Compliance 遵守法律法規
21	Diversity, Inclusion and Anti-discrimination 多樣化、包容性和反歧視	41	Key Performance Table 關鍵績效表
		46	ESG Reporting Guide Content Index ESG報告指引內容索引



About This Report 關於本報告

Yee Hop Holdings Limited (stock code: 1662) (hereinafter referred to as “**Yee Hop**”, or along with its subsidiaries the “**Group**”) is pleased to present its fifth annual Environmental, Social and Governance (“**ESG**”) Report (the “**Report**”). It is prepared in accordance with the “comply or explain” provision of the Environmental, Social and Governance Reporting Guide in Appendix 27 of the Main Board Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.

This ESG Report outlines the Group’s ESG priorities, commitments and performances, elaborating on the aspects that have material impact on the long-term success of the Group. All information has been prepared and published based on the Group’s policies, practises, or official documents in an accurate, genuine, and transparent manner. This Report has been endorsed and approved by our Board of Directors (the “**Board**”), who are responsible for managing all ESG-related matters of the Group.

Unless otherwise specified, the Report covers our Group’s head office operations (the “**Office**”) in Hong Kong and the foundation works and other civil works business. As the foundation and other civil works business remains the most material business segment, we are currently not reporting on other segments. The quantitative data disclosed in this Report covers our Office operations and a representative project from the foundation works and other civil works business division, namely, “Outline Agreement No. 4600006337 for Distribution Cable Trenching and Laying Works in North Region (Yuen Long/Tai Po/Sheung Shui)” (the “**Project**”). This Report covers the period from 1 April 2020 to 31 March 2021 (the “**Reporting Period**”) unless specified otherwise.

義合控股有限公司(股份代號:1662)(以下簡稱「**義合**」,或連同其附屬公司合稱「**本集團**」)欣然呈交其第五份年度環境、社會及管治(「**ESG**」)報告(「**本報告**」)。它乃根據香港聯合交易所有限公司證券主板上市規則附錄二十七的環境、社會及管治報告指引的「不遵守就解釋」條文所編製。

本ESG報告概述本集團的ESG優先事項、承諾和績效,闡述為本集團帶來長遠成功的重大影響方面。所有信息均根據本集團的政策、慣例或官方文件以準確、真實和透明的方式準備和發布。本報告已獲得董事會(「**董事會**」)的認可和批准,他們負責管理本集團的所有ESG相關事宜。

除另有說明外,本報告涵蓋本集團在香港的總辦事處(「**辦事處**」)的營運以及地基工程和其他土木工程業務。由於地基及其他土木工程業務乃目前最重要的業務分部,我們將不報告其他分部。本報告披露的量化數據涵蓋我們的辦事處以及地基工程和其他土木工程業務的一個代表項目,即「北區(元朗/大埔/上水)配電電纜壕坑挖掘及鋪設工程(定期合約編號:4600006337)」(「**項目**」)。除非另有說明,本報告涵蓋的期間為2020年4月1日至2021年3月31日(「**本報告期**」)。

About This Report 關於本報告

The preparation of this Report adheres to the following reporting principles.

本報告的編製遵循以下報告原則：

Materiality 重要性	<p>With the confirmation of the Board and senior management, this Report is structured based on the materiality of respective issues, resulting from the stakeholder engagement process.</p> <p>經董事會和高級管理層確認，本報告根據持份者參與過程所得的各議題重要性而構建。</p>
Quantitative 量化	<p>This Report discloses material environmental and social key performance indicators (“KPIs”) of the Office and the Project.</p> <p>本報告披露辦事處和項目的重大環境和社會關鍵績效指標(「KPIs」)。</p>
Balance 平衡	<p>This Report presents an unbiased overview of the Group’s ESG performance with both achievements and areas of improvements disclosed.</p> <p>本報告公正地概述了本集團的ESG表現，並披露了成就和改善空間。</p>
Consistency 一致性	<p>The methodology used to calculate environmental KPIs is in consistency with the previous year. Further details of the quantification methodology can be referred to the “Addressing Climate Change” section.</p> <p>計算環境KPI的方法與上年一致。量化方法的更多資料可以參考「應對氣候變化」部分。</p>

Opinion and Feedback

We highly welcome reader feedback on this Report and our approach to sustainability. Please raise all queries or comments through the following channels.

Post Units 1104–06, Nan Fung Commercial Centre,
19 Lam Lok Street, Kowloon Bay, Hong Kong

Email info@yee-hop.com.hk

Phone (852) 2686 8713

意見和反饋

我們非常歡迎讀者就本報告和我們的可持續發展方式提出反饋。請通過以下渠道提出所有疑問或意見。

郵寄地址 香港九龍灣臨樂街19號
南豐商業中心1104–06室

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Chairman's Statement 董事長聲明

Dear Valued Stakeholders,

On behalf of the Board, it is my pleasure to present our annual ESG Report for the Financial Year ended 31 March 2021. The past year continued to be one filled with challenges, growth and achievements for all levels of our operations. Underpinning the Group's ability to navigate through this turbulent period is an effective governance culture that embraces sustainability principles across our decision-making. We believe including environmental and social objectives in the core of our business transformation can help us achieve business sustainability as well as fulfilling our corporate responsibility. For us, incorporating ESG considerations is intrinsic to the sustainable development of our industry and, in turn, our Group.

Owing to the swift actions taken by our employees, our operations proved to be resilient against the negative impact of the novel coronavirus ("COVID-19") epidemic has toward the construction industry. Persevering with confidence, we commenced new projects during the year from our foundation and civil works business as well as from tunneling works business, driving overall growth for the Group.

In parallel, major milestones and significant progress were achieved in the expansion of our breeding, sales and trading of aquatic products business in the PRC market. This Financial Year we completed several non-legally binding strategic cooperation agreements through our subsidiary Shenzhen BGI Marine Sci & Tech Co. Ltd ("BGI Marine") with partnered entities, namely BGI Shenzhen Co. Ltd., BGI Life Science Research Institution and Marine Biomedical Research Institute of Qingdao Holdings Ltd. In advancing the marine biopharmaceuticals research and development market, BGI Marine released the Fish Antimicrobial Peptide Database (魚類抗菌肽數據庫). We remain optimistic in diversifying our business spectrum capabilities and grasping opportunities in the worldwide biopharmaceutical market to propel the Group in achieving long-term business success.

Recognising that sustainability contributes to long-term business success, this year, we solidified our sustainability strategy that sets out the Group's long-term priorities under four main pillars – Marketplace, Workplace, Community and the Environment. Building on these priorities, Yee Hop's materiality assessment was updated to gauge the ESG issues that mattered most to our businesses and our stakeholders. Renewed focus on stakeholder's priorities motivates us to adopt a more systematic and strategic approach to create more business value for the Group and our stakeholders.

致尊敬的持份者：

本人謹代表董事會欣然發布本集團截至2021年3月31日財政年度的年度環境、社會及管治報告。過去一年對我們各層面的營運而言仍充滿挑戰、增長和成就。把可持續發展原則帶進決策中是一種有效支持本集團渡過這動盪時期的治理文化。我們深信，將環境和社會目標納入我們業務轉型的核心可幫助實現業務可持續性並履行我們的企業責任。對我們而言，納入ESG考慮因素是行業乃至本集團可持續發展的內在因素。

由於我們的員工迅速採取行動，證明我們的營運能夠抵禦新型冠狀病毒（「**新型冠狀病毒**」）疫情對建築行業的負面影響。我們於年內滿懷信心地繼續開展地基及土木工程業務以及隧道工程業務的新項目，推動本集團整體增長。

與此同時，我們在中國市場的水產養殖、銷售和貿易業務的擴展方面取得重大里程碑和重大進展。本財政年度，我們通過子公司深圳華大海洋科技有限公司（「**華大海洋**」）與合作實體（即華大深圳有限公司、華大生命科學研究所和青島海洋生物醫藥研究院股份有限公司）完成多項不具法律約束的策略合作協議。在推進海洋生物製藥研發市場，華大海洋發布了魚類抗菌肽數據庫。我們對多元化業務範圍能力及把握全球生物醫藥市場機遇以推動本集團取得長期業務成功保持樂觀。

意識到可持續發展有助於長遠的業務成功，我們今年鞏固了可持續發展策略，將本集團的長遠優先事項確定為四大支柱 – 市場、職場、社區和環境。基於這些優先事項，我們更新義合的重要性評估，以衡量對我們的業務和持份者最重要的ESG問題。更新持份者的優先事項促使我們採取更有系統性和策略性的方式，為本集團和持份者創造更多商業價值。



Chairman's Statement 董事長聲明

As the impact of the pandemic remains with us and for the foreseeable future, we took this opportunity to continue strengthening our resilience in managing the health and safety of our employees. Throughout the pandemic we supported our employees with personal protective equipment, enhanced sanitation measures and strictly monitored the latest local and regional guidelines. While the longevity of the COVID-19 remains uncertain, we believe that the Group is prepared to address any forthcoming obstacles through our robust risk management framework and diligent workforce.

Along with the importance of finding solutions to overcoming the pandemic, climate change is also one of the most pressing global challenges. We recognise the role we play in combating climate change and have advanced our environmental ambitions to simultaneously secure the future generations, whilst also creating opportunities for operational efficiency and improved energy performance. We formulated several one-year achievable energy consumption reduction targets as well as set a safety management and energy management system training completion goal. As part of these efforts, we are monitoring the usage of various high energy consumption sources. These measures demonstrate the growing importance of energy efficiency for the Group and stresses the high standard we set for protecting the environment in which we operate.

I would like to express my gratitude to all colleagues, business partners, customers, subcontractors and suppliers for their unwavering support as well as dedication to promoting best ESG practices throughout our operations. As a result of our consistent efforts, we have gained esteemed recognition and awards from leading awarding organisations during the year in areas of site health, safety and environmental performances. Growing year on year, we strive to improve sustainability in every aspect of our business and we are dedicated to making persistent and incremental progress. With that said, this Report not only covers our ESG practices and accomplishments, but also our direction and aspirations to becoming a more responsible business.

Jim Yin Kwan Jackin
Chairman and Executive Director

Hong Kong, 20 August 2021

由於疫情的影響在可預見的未來仍然存在，我們藉此機會繼續加強在管理員工健康和 safety 方面的韌力。在於疫期間，我們為員工提供個人防護設備、加強衛生措施並嚴格遵守最新的本地和區域準則。儘管新型冠狀病毒的存在期仍然不明，但我們深信，本集團已準備好通過我們健全的風險管理框架和勤奮的員工以解決任何特發障礙。

除了找尋度過疫情的解決方案的重要性外，氣候變化也是最緊迫的全球挑戰之一。我們認識到在應對氣候變化的角色，並推進我們的環境雄心，以同時保護未來一代，同時亦為提高營運效率和能源績效創造機會。我們制定了若干一年可實現的節能減排目標，並制定了安全管理和能源管理體系培訓目標。我們正在監控各種高能耗來源的使用情況，作為目標的一部分。這些措施表明能源效率對本集團的重要性日益增加，並強調為保護我們經營所在的環境而設定的高標準。

我向所有支持我們以及在整個營運中推廣最佳ESG實踐的同事、業務合作夥伴、客戶、分包商和供應商表示感謝。由於我們的不懈努力，在這一年在地盤健康、安全和環境績效方面獲得了領先頒獎機構的認可和獎勵。逐年增長，我們努力提高業務各方面的可持續性，並致力於取得持續和漸進的進步。本報告不僅涵蓋了我們的ESG實踐和成就，亦涵蓋了我們成為更負責任的企業的方向和願景。

主席和執行董事
詹燕群

香港，2021年8月20日



About Yee Hop 關於義合

Since its founding, Yee Hop has become one of the major contractors in Hong Kong. It is principally engaged in the (i) provision of foundation, other civil works and tunnelling works in Hong Kong and overseas; (ii) research and development, breeding, sales and trading of aquatic products and related services in the People of Republic of China (“PRC”); and (iii) sub-leasing of premises in the PRC.

自成立以來，義合已成為香港的主要承建商之一。其主要從事(i)在香港及海外提供地基、其他土木工程及隧道工程；(ii)在中華人民共和國(「中國」)的水產研發、養殖、銷售和貿易及相關服務；(iii)在中國分租物業。

i) Foundation, Other Civil Works and Tunnelling Works


i) 地基、其他土木工程及隧道工程

For over 30 years, the Group has been providing foundation and civil works through its main operating subsidiary, Yee Hop Engineering Co. Ltd (“YHE”). Its foundation works include the provision of construction of mini-piles, rock-socketed steel H-piles and driven steel H piles, whilst the provision of other civil works includes site formation works, and road and pavement work. The Group also conducts tunnelling works, which incorporate pipe jacking, hand dig tunnel, and cut-and-cover tunnel works.

三十多年來，本集團一直以其營運的主要附屬公司義合工程有限公司(「義合工程」)提供地基及土木工程。其地基工程包括預鑽孔小型灌注樁、預鑽孔灌注工字樁及衝擊式工字樁，並提供其他土木工程包括地盤平整工程、道路和行人道工程。本集團亦進行隧道工程，包括頂管、手挖隧道及明挖回填隧道工程。

The Group has developed a wealth of experience through a variety of construction projects spanning from residential developments, commercial developments and infrastructure projects in Hong Kong. To compound on our professional expertise, we expanded our foundation works and other civil works segments to the Philippines in 2018.

本集團透過香港的住宅發展項目、商業發展項目及基礎建設項目等各種建築項目累積了豐富的經驗。為了鞏固我們的專業知識，我們於2018年將地基工程和其他土木工程部門擴展至菲律賓。



About Yee Hop 關於義合

ii) Research and Development, Breeding, Sales and Trading of Aquatic Products and Related Services

ii) 水產研發、養殖、銷售和貿易及相關服務

Constituting a diversified business profile, the Group has expanded and been involved in the marine ecology business. Through its non-wholly owned subsidiary, BGI Marine, the Group engages in the research and development, and conservation and utilisation of aquatic genetic resources, molecular breeding of aquaculture species, ecological and industrial process of aquatic products, as well as the trading of aquatic species.

憑藉多元化的業務，本集團已擴展並涉足海洋生態業務。本集團通過其非全資子公司華大海洋從事水產基因資源的研發、保育和使用水產養殖品種的分子育種、水產的生態和工業加工，以及水產貿易。

During the Reporting Period, the subsidiary of BGI Marine formed a non-legally binding strategic cooperation framework agreement with BGI Life Science Research Institution (深圳華大生命科學研究院) (“**BGI Research**”) to stimulate marine technology innovation and use of genetic technology. Alongside these developments, in July 2020 the BGI Marine launched its Antimicrobial Peptide Database (魚類抗菌肽數據庫) providing important contributions to the research and development of new feed additives, health foods and pharmaceuticals. We expect to expand through the marine biopharmaceutical market in the coming years.

本報告期內，華大海洋子公司與深圳華大生命科學研究院(「**華大研究院**」)簽署了不具法律約束的策略合作框架協議，以促進海洋技術創新和利用基因技術。除了這些發展，華大海洋在2020年7月推出了魚類抗菌肽數據庫，為新型飼料添加劑、健康食品 and 藥物的研究和開發帶來重大貢獻。我們預計未來幾年將通過海洋生物製藥市場進行擴張。

iii) Sub-leasing of Premises

iii) 分租物業

During the Reporting Period, the Group commenced to engage in the business of sub-leasing of premises by entering two cooperation agreements which relate to premises situated in Guangzhou, a first-tier city in the PRC.

本報告期內，本集團通過簽訂兩份與位於中國一線城市 – 廣州的物業相關合作協議，開始從事物業分租業務。

Beside the core segments, the Group has sought to invest in a property development project situated in Windmill Street, Birmingham, the United Kingdom. This development comprising of 304 luxurious residential apartments has been completed with about 74.3% of the apartments being sold/pre-sold. Going forward, we aim to strengthen all fronts of our business to drive value to our stakeholders.

除核心分部外，本集團亦投資位於英國伯明翰Windmill Street的物業發展項目。該開發項目包括304套豪華住宅公寓，並已完成約74.3%的公寓已售／預售。展望未來，我們目標加強業務各方面，為持份者創造價值。

AWARDS AND RECOGNITIONS

獎項及嘉許

Organisation 機構	Award 獎項	Receiving Project Site 得獎工程項目
CLP Power Hong Kong Limited 香港中華電力有限公司	Chief Operating Officer Award 2019 2019年首席營運官獎	–
	The Best Safety Performance 最佳安全表現	–
Development Bureau 發展局	Outstanding Award for Sports Excellence and Activeness – Sliver 最積極運動參與率及突出表現獎	Outline Agreement No. 4600006337 For Distribution Cable Trenching and Laving Works in North Region (Yuen Long/Tai Po/Sheung Shui) 「北區(元朗/大埔/上水)配電電 纜壕坑挖掘及鋪設工程(定期合約 編號: 4600006337)」
Development Bureau 發展局	26th Considerate Contractors Site Award Scheme – Merit (Non-Public Works Sites – New Works & RMAA Works CCSA) 第26屆公德地盤嘉許計劃 – 優異 (非工務工程地盤 – 新建工程和 維修、保養、改建及加建工程公 德地盤嘉許)	Outline Agreement No. 4600006337 For Distribution Cable Trenching and Laving Works in North Region (Yuen Long/Tai Po/Sheung Shui) 「北區(元朗/大埔/上水)配電電 纜壕坑挖掘及鋪設工程(定期合約 編號: 4600006337)」
Hong Kong Electric Co., Ltd. Safety Award 2020 香港電燈有限公司2020安全大獎	Certificate of Appreciation for Safety, Health and Environmental Performance Achiever Award 安全健康環境表現成就證書	–

Approach to Sustainability

可持續發展方式

Recognising the inextricable relationship between sustainability and long-term business development, Yee Hop is working diligently to strengthen our sustainability management system for effective control of ESG-related risks and opportunities. We continue to improve and integrate sustainable development and economic, environmental and social sustainability considerations into our business.

SUSTAINABILITY GOVERNANCE

Sound governance is fundamental to ensure that our priorities, strategies and actions materialise throughout the Group's operations. Whilst sustainability is spearheaded on a strategic level by the Board, our safety committees execute and monitor sustainability practices on an operational level.

The Board

The Board provides oversight of our efforts to ensure ESG-related matters are executed by the Group. The Board is the ultimate accountable body for all ESG-related matters. Their responsibilities include formulating and reviewing sustainability policies and objectives, identifying and managing our sustainability-related risks, as well as reviewing progress made against ESG performances and indicators on a regular basis.

Corporate Safety Management Committee

Consisting of representatives from our subsidiaries, the Corporate Safety Committee has been established to monitor the safety management system ("SMS") of our operations as well as to evaluate relevant performances. In addition to reviewing safety performances, the Corporate Safety Committee is also responsible for organising safety awareness and training programmes, as well as reviewing injury cases for loss control and prevention.

Site Safety Committee

To coordinate safety management on an operation level, a Site Safety Committee composed of management representatives and workers has been set up at YHE. The Site Safety Committee is responsible for communicating to the project sites safety objectives, policies and initiatives, evaluating site safety status, as well as reviewing risk assessments and safety procedures, among others.

SUSTAINABILITY STRATEGY

At Yee Hop, we embrace the principles of sustainability in our organisation's decision-making process. We strive to contribute positive impact for our employees, shareholders, communities and the environment at large. As an expansion of the Group's Environmental and Corporate Social Responsibility ("CSR") Policy, we have developed a sustainability strategy with four core pillars including Marketplace, Workplace, Community and Environment

意識到可持續發展與長期業務發展之間密不可分的關係，義合正努力加強我們的可持續發展管理體系，以有效控制與ESG相關的風險和機遇。我們繼續改善並將可持續發展以及經濟、環境和社會可持續性因素融入我們的業務當中。

可持續發展管治

健全的管治是確保我們的優先事項、策略和行動在本集團營運中得以實現的基礎。雖然可持續發展由董事會在策略層面帶頭，但我們的安全委員會在營運層面執行和監控可持續發展的慣例。

董事會

董事會監督我們以確保ESG相關事宜在本集團得以執行。董事會是所有ESG相關事宜的最終問責機構。他們的職責包括制定和審查可持續發展政策和目標，識別和管理我們的可持續發展相關風險，以及定期審查ESG績效和指標取得的進展。

企業安全委員會

由我們附屬公司的代表組成的企業安全委員會已成立，以監察我們營運的安全管理系統(「安全管理系統」)並評估相關表現。除了審核安全表現外，企業安全委員會亦負責組織安全意識和培訓計劃，以及審核受傷案例以控制和預防損失。

地盤安全委員會

為協調營運層面的安全管理，義合工程成立了由管理層代表和工人組成的地盤安全委員會。地盤安全委員會負責就項目地盤的安全目標、政策和措施進行溝通，評估地盤的安全狀況，以及審查風險評估和安全程序等。

可持續發展策略

在義合，我們在公司的決策過程中採用可持續性原則。我們努力為員工、股東、社區和整個環境作出積極的影響。作為本集團環境和企業社會責任(「企業社會責任」)政策的擴展，我們制定了可持續發展策略，包括市場、職場、社區和環境四大核心支柱，以實現可持續業務營

Approach to Sustainability

可持續發展方式

to enable sustainable business operations. The strategy signals our commitment to sustainable development and echoes our corporate values and provides a clear framework in deploying resources, creating impacts and communicating results. With a solid foundation we have built in our ESG journey over the past years, we are delighted to set forth specific priorities for the Group in the coming years.

運。該策略標誌著我們對可持續發展的承諾，呼應了我們的企業價值觀，並為部署資源、帶來影響和溝通結果提供了清晰的框架。憑藉我們在過去幾年的ESG旅程中建立的堅實基礎，我們很高興為本集團制定未來幾年的具體優先事項。



Marketplace

- Operate under high standards of integrity, transparency and accountability to provide professional expertise
- Remain flexible and responsive to evolving market demands
- Promote principles of sustainable development among our stakeholders

Workplace

- Foster a supportive and quality work environment
- Uphold fair and equal employment practices that protects employee rights and interests
- Support staff training and career development opportunities
- Maintain a healthy and safe work environment
- Facilitate stakeholder communication for meaningful and trusting relationships

Community

- Support local initiatives that create positive impact and lasting benefits to the community
- Establish community partnerships
- Mobilise productive and engaging workforce through volunteering

Environment

- Integrate environmental considerations throughout the lifecycle of our projects
- Seek strategic environmental improvements through conserving natural resources, reducing the use of energy, minimising and recycling waste
- Enhance environmental awareness to all stakeholders whilst supporting environmental initiatives in the community

市場

- 在廉正、透明和問責的高標準下營運，以提供專業知識
- 保持靈活性並響應不斷變化的市場需求
- 向我們的持份者推廣可持續發展原則

職場

- 營造具支持性和優質的工作環境
- 秉持公平和平等的僱傭慣例，保障員工權益
- 支持員工培訓和職業發展機會
- 保持健康和安全的工作環境
- 促進持份者溝通，建立有意義和互信的關係

社區

- 支持本地倡議以在社區帶來正面影響和持久效益
- 建立社區合作關係
- 通過志願服務提高生產力和勞動力參與

環境

- 在項目的整個生命週期中加入環境因素
- 通過保護自然資源、減少能源使用、減少和回收廢物以尋求策略性的環境改善
- 提高所有持份者的環保意識，同時支持社區的環保措施

Approach to Sustainability 可持續發展方式

SUSTAINABILITY STANDARDS

In order to ensure best practice in the industry and effectively regulate our occupational health and safety, operational quality, and environmental management, the Group has implemented numerous policies and management systems, most of which are carried out in accordance with international standards.

可持續發展標準

為確保行業最佳慣例並有效規範我們的職業健康與安全、營運質量和環境管理，本集團實施了多項政策和管理制度，其中大部分乃按照國際標準執行。

Sustainability Standards

可持續發展標準

- | | |
|---|------------------------|
| • ISO 9001 Quality Management System | • ISO 9001品質管理系統 |
| • ISO 14001 Environmental Management System | • ISO 14001環境管理系統 |
| • ISO 45001 Occupational Health and Safety | • ISO 45001職業健康與安全管理系統 |
| • ISO 50001 Energy Management System | • ISO 50001能源管理體系 |

STAKEHOLDER ENGAGEMENT

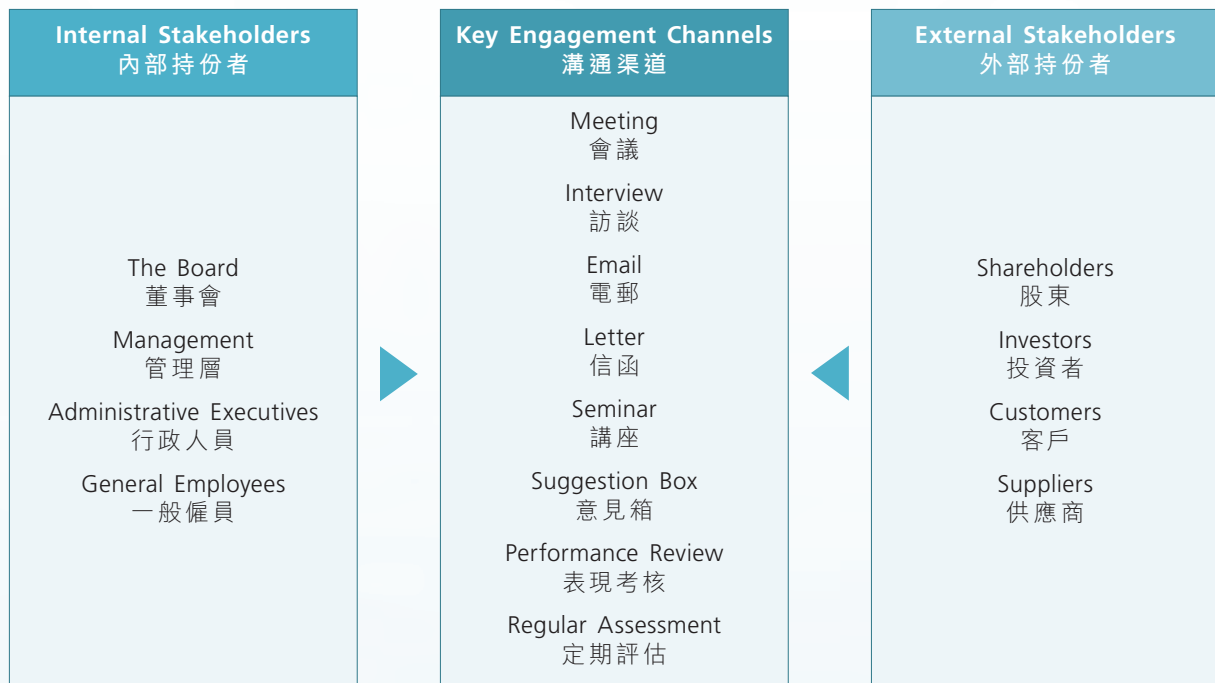
To deliver long-term value, the Group is committed to ongoing and active engagement with our stakeholders. We subscribe to an inclusive approach, believing that we are able to improve our ESG approach and performance when we serve the interest of a wide range of stakeholders. Through regular engagement, it allows the Group to understand stakeholders' priorities, expectations and perceptions regarding sustainability.

持份者參與

為實現長遠價值，本集團致力於與持份者持續積極互動。我們支持包容性方式，相信為廣大持份者的利益服務能夠改善我們的ESG方式和表現。通過定期參與，使本集團能夠了解持份者對可持續發展的優先事項、期望和看法。

The following tables demonstrate our key stakeholders and associated stakeholder engagement channels adopted during the Reporting Period.

下表顯示了我們在本報告期內的主要持份者和相關的持份者參與渠道。



Approach to Sustainability 可持續發展方式

MATERIALITY ASSESSMENT

As a regular practice crucial to the continuous improvement of the Group's sustainable development, the Group engaged an independent sustainability consultancy to conduct a stakeholder engagement exercise during this Reporting Period. To identify our most material ESG issues, a 4-step approach was conducted.

重要性評估

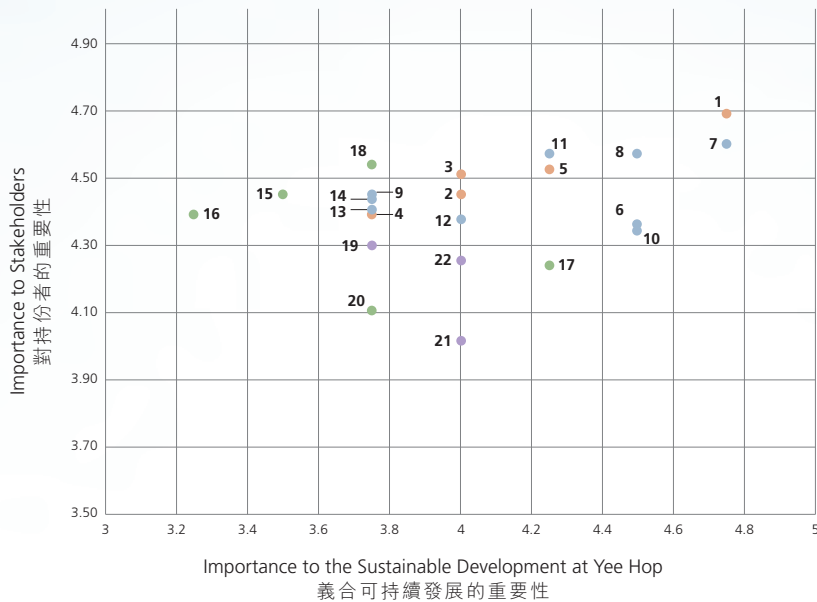
作為對可持續發展的持續改善至關重要的常規慣例，本集團於本報告期內聘請了獨立的可持續發展顧問進行了持份者參與活動。我們採用了4步方法以確定最重大的ESG議題。

<p>1. Identification 鑑定</p>	<p>Based on peer benchmarking, reviewing past ESG reports, and referencing to Global Reporting Initiative Standards, we identified 22 ESG issues that are considered material to the Group. 根據同行對標、審查過去的ESG報告並參考全球報告倡議標準，我們確定了22個被認為對本集團具有重大意義的ESG議題。</p>
<p>2. Prioritisation 優先排序</p>	<p>An online survey has been conducted on the vital stakeholder groups, in which stakeholders were asked to rank material ESG issues by their perceived importance. The stakeholder groups surveyed include the Board, Management, Employees and Customers, and have received a total of 71 responses. 向主要持份者組別進行了網上問卷調查，其中持份者根據他們認為的重大性為重大ESG議題進行排名。接受調查的持份者組別包括董事會、管理層、員工和客戶，共收到71份回覆。</p>
<p>3. Validation 驗證</p>	<p>The Group's senior management confirmed the list of material topics and validated the list for disclosure in this Report. 本集團的高級管理層確認了本報告披露的重大議題清單，並確認了披露清單。</p>
<p>4. Review 審查</p>	<p>The Board reviewed the material issues and the results to align with our organisational strategy, as well as ensure appropriate relevance and materiality to Yee Hop. 董事會審查了重大議題和結果以符合我們的組織策略，並確保與義合具適當的相關性和重大性。</p>

The materiality matrix below reflects the relative importance of each issue towards the sustainable development of Yee Hop against different stakeholder's views. The top 10 material issues in the materiality matrix are displayed in bold in the table below. The content of this Report is structured according to the overall materiality, which is determined by the aggregated scores assigned by our survey respondents.

下列的重要性矩陣反映每個議題在不同持份者的意見下對義合可持續發展的相對重要性。下表中以粗體顯示了重要性矩陣中的10大議題。本報告的內容乃根據整體重要性以構建，整體重要性由我們的調查所得的平均分而定。

Approach to Sustainability 可持續發展方式



Dedicated Workforce 敬業的勞動力	Responsible Value Chain 負責任的價值鏈
<ol style="list-style-type: none"> 1. Occupational Health and Safety 職業健康及安全 2. Employment Practices 僱傭慣例 3. Employee Training and Development 僱員培訓及發展 4. Diversity and Equal Opportunity 多元化與平等機會 5. Protecting Human Rights (Child and Forced Labour) 保護人權(童工及強迫勞動) 	<ol style="list-style-type: none"> 6. Corporate Governance and Compliance 企業管治及合規 7. Anti-Corruption 反貪污 8. Confidentiality and Data Privacy 保密及資料保障 9. Product and Service Quality Management 產品及服務質素管理 10. Customer Safety, Engagement and Satisfaction 客戶參與及滿意度 11. Customers and Users' Health and Safety 顧客和用家的健康及安全 12. Supplier and Subcontractor Engagement 供應商及分包商的聘用 13. Supplier and Subcontractor's Environmental and Social Responsibility 供應商和分包商的環境和社會責任 14. Transparent and Fair Procurement Practices 透明及公平的採購慣例
Protecting our Planet 保護我們的地球	Corporate Citizen 企業公民
<ol style="list-style-type: none"> 15. Air and Noise Emissions Control 廢氣及噪音排放控制 16. Resource Management (Energy, Water and Waste) 資源管理(能源、水及廢物) 17. Construction Practices and Material Usage 建築實踐及物料使用 18. Site Environmental Impact 工地環境影響 19. Green Office 綠色辦公室 20. Climate Change 氣候變化 	<ol style="list-style-type: none"> 21. Community Investment and Engagement 社區投資與參與 22. Site Impact on Local Communities 施工對當地社區的影響



Dedicated Workforce 敬業的勞動力

We believe the contributions, dedications and visions of our employees enable the Group to remain highly competitive in the industry. As such, we aim to create an environment where our employees will be healthy, safe and productive. We also seek to invest in our employees to further their development and ultimately create a thriving workforce.

OCCUPATIONAL HEALTH AND SAFETY

Our foremost priority is to protect the health and safety of our people. Occupational health and safety risks are inevitable in the nature of our business, which spurs our determination to generate continuous improvements to our health and safety systems. We strictly adhere to our Safety and Health Policy Statement, detailing our pledge to provide a safe work environment that minimises risk of injury and damage to properties as well as the environment. As we strive for continuous improvement, we encourage our employees to raise concerns or feedback on matters relating to health and safety, as well as conducting an annual review of the policy as appropriate.

我們相信員工的貢獻、奉獻和遠見使本集團能夠在行業中保持高度競爭力。因此，我們的目標乃為員工創造一個健康、安全和高效的環境。我們亦積極投資在員工上，以促進他們的發展並最終創造一支蓬勃發展的勞動力團隊。

職業健康和安

保護員工的健康和安全是我們的首要任務。職業健康和安風險在我們的業務性質中乃屬不可避免，這促使我們決心持續改善健康和安系統。我們嚴格遵守安及健康政策聲明，詳明我們承諾提供安的工作環境，以減少受傷風險和財產以及環境的損失。在我們努力持續改善的過程中，我們鼓勵員工就健康和安相關的問題提出疑慮或反饋，並在適當時為政策進行年度審查。

Safety and Health Policy Statement 安全與健康政策聲明

- To adopt measures to control and eliminate hazards, as well as to reduce occupational health and safety risks;
 - To consult and prioritise participation of workers, and where they exist, workers' representatives;
 - To continually improve occupational health and safety management and performance; and
 - To provide safety training to all employees for their understanding, implementing and maintaining of the Safety and Health Policy Statement.
- 採取措施以控制和消除危害，並降低職業健康和安風險；
 - 協商並優先考慮員工和員工代表的參與；
 - 持續改善職業健康和安管理和表現；和
 - 為所有員工提供安培訓，讓他們了解、實施和維護安全與健康政策聲明。

Dedicated Workforce 敬業的勞動力

Management Approach

To ensure the effective implementation of safety management practices across our operations and the compliance of relevant local laws and regulations, we have established several health and safety committees.

管理方式

為確保我們在營運中有效實施安全管理慣例並遵守相關的當地法律法規，我們成立了健康和安委會。

Committee 委員會	Responsibilities 職責	Meeting Frequency 會議頻率
Corporate Safety Committee 企業安全委員會	<ul style="list-style-type: none"> Execute safety management policies in all operations 在所有操作中執行安全管理政策 Devise and review safety policies and allocate program resources as needed 設計和審查安全政策並根據需要分配項目資源 Monitor effectiveness of implementation and operational control measures 監控實施和操作控制措施的有效性 	Quarterly 季度
Site Safety Committee 地盤安全委員會	<ul style="list-style-type: none"> Conduct on-site inspection reports 進行現場檢查報告 Review risk assessment and safety procedures 審查風險評估和安全程序 Report accident, create incident statistics and trend analysis 報告事故、建立事故統計和趨勢分析 Identify areas for improvement and corrective actions 確定需要改進和糾正的領域 Organise training and promotion of safety awareness 組織安全意識培訓和宣傳 	Monthly 月度

Alongside these committees, the Group's SMS has been developed in accordance with ISO 45001 standards which intends to formulate safety targets and objectives, implement safety policies, prepare and respond to emergencies, as well as organise safety training programs and inspections. As detailed in the Occupational Health and Safety Manual, an internal audit of the SMS will be conducted at least once a year to ensure that the SMS is up to date with the latest standard and regulatory requirements.

與委員會一致，本集團的安全管理系統已根據ISO 45001標準制定，旨在制定安全目標和目的、實施安全政策、準備和應對緊急情況，以及組織安全培訓計劃和檢查。如職業健康與安全手冊中詳述而言，安全管理系統的內部審核將每年至少進行一次，以確保安全管理系統符合最新標準和監管要求。

In furthering our efforts to safeguard our employees, the Health and Safety Manual stipulates good practices and crucial onsite measures when handling equipment and materials, approach to handling accident and incident situations as well as necessary training programmes, among others. Through the structured management system, we aim to reinforce the supervision and management of safety risks, thereby moving from remedy to prevention. During the Reporting Period, there was one violation to the Construction Works Registration Ordinance (Cap. 583 of Laws of Hong Kong) in relation to workers at project site. To rectify the situation, we have provided training and the necessary precaution measures to prevent such instances from recurring in the future.

為進一步加強保護我們的員工，健康與安全手冊規定使用設備和材料時的良好慣例和關鍵的地盤措施、處理意外和事故情況的方法以及必要的培訓計劃等。通過結構性的管理體系，強化安全風險監督管理，從而有補救做到預防。本報告期內，項目地盤工人違反了一宗《建築工程註冊條例》(香港法例第583章)事宜。為了糾正這種情況，我們提供了培訓和必要的預防措施，以防止此類情況再次發生。

Dedicated Workforce 敬業的勞動力

Safety Inspections

Our commitment to high levels of safety standards encourage us to conduct regular safety inspections and audits at the project sites. We continue to hold weekly safety walks arranged by the Project Management and Resident Engineer's Management. Inspections are also conducted in accordance with legislative standards assessing various criteria which include general site conditions, scaffolding, lifting appliances, hand tools, excavation, electricity, fire prevention and personal protective equipment, among others. These are performed by the Safety Officers and the Safety Supervisors on a monthly and weekly basis respectively. To streamline our inspection procedure, electronic means are used to record inspection results, which will be subsequently discussed in the Safety Committee Meeting.

We coordinate specialised audits to assess the Group's safety planning, developing, organising, implementing, measuring, auditing and reviewing processes, among others. Upon a thorough analysis of our site safety performance, the results will be reviewed and evaluated by our Safety Committees, and following this, practicable improvement plans will be developed. During the Reporting Period, three safety audits have been conducted at YHE which all received higher than above standard performance.

Incident and Accident Prevention

The Group acknowledges the inherent occupational risks and is committed to adopting measures to control, prevent and eliminate potential hazards from occurring. To demonstrate our strengthened efforts, the Group has established safety goals in its annually reviewed Safety and Health Policy Statement with effect from 2021.

Safety Goals

0 Prosecutions 檢控	<0.6 Accident frequency rate per 100,000 man-hours worked 每10萬工時的意外事故率
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We focus on achieving injury-free operations by providing the mandatory Basic Safety Training Course (Construction Industry Safety Card Course) to newly recruited site workers. This aims to enrich basic safety knowledge as well as promote the common types of hazards and precautions they should undertake at the construction sites.

安全檢查

我們對高水平安全標準的承諾，激勵我們在項目地盤進行定期的安全檢查和審計。我們繼續每週由項目管理和駐地工程師管理安排進行安全視察。視察亦根據立法標準進行，評估各種標準，包括一般地盤條件、腳手架、起重設備、手動工具、挖掘、電力、防火和個人防護設備等。這些由安全主任和安全監督員分別每月和每週執行一次。為簡化檢查程序，我們使用電子方式記錄檢查結果，隨後將在安全委員會會議上作討論。

我們協調專業審計，以評估本集團的安全規劃、制定、組織、實施、衡量、審計和審查流程等。為地盤安全績效進行分析後，我們的安全委員會將為結果進行審查和評估，然後製定切實可行的改善計劃。本報告期內，義合工程共進行了3次安全審計，均獲得高於標準的表現。

預防事故和意外

本集團意識固有的職業風險，並致力採取措施以控制、預防和消除潛在危害的發生。為了展示我們的努力，本集團在其每年審查的安全與健康政策聲明中製定了安全目標，並2021年起生效。

安全目標

我們通過為新招聘的地盤工人提供強制性基礎安全培訓課程(建築行業安全卡課程)，專注於實現零意外操作。目的是豐富基礎安全知識，並宣傳他們在建築地盤應留意的常見危害類型和預防措施。

Dedicated Workforce 敬業的勞動力

Whilst the safety of the project sites is of vital importance, safeguarding our office environment is equally of concern. Therefore, the Group organised fire drills at the Office and the project sites annually and biannually respectively. These fire drills which are attended by 70% of our staff help prepare employees to respond quickly, calmly and safely to fire outbreaks.

During the Reporting Period, 11 cases of work-related injuries were reported, and the number of lost days due to work injuries was 3,206 days. We investigated all cases dutifully and provided the necessary support and assistance to the injured workers. Appropriate preventive measures have subsequently been adopted to prevent the recurrence of such incidents.

雖然地盤現場的安全至關重要，但保護我們的辦公環境亦同樣值得關注。因此，本集團每年和每兩年在辦公室和地盤現場組織消防演習。我們70%的員工參加了消防演習，幫助他們做好準備，快速、冷靜和安全地應對火警。

本報告期內，共有11宗工傷事故報告，工傷損失日數3,206天。我們盡職調查了所有案件，並為受傷工人提供必要的支持和幫助。隨後採取適當的預防措施，以防止此類事件再次發生。

11

Work Injuries
工傷
(2019/2020: 11)

3,206

Lost days due to work injuries
因工傷損失工作日
(2019/2020: 1,872)

0

Prosecutions
檢控
(2019/2020: 0)

26.00

Work Injuries Rate per 1,000 Employees
工傷率每1,000名員工

Safety Awareness

We strive to promote safety culture through various communication channels, such as safety campaigns, seminars and training sessions. During this Reporting Period, contractors, our onsite workers and staff participated in the World Health's Organisation's annual "No Tobacco Work Day". In supporting this annual event, we aim to work together to create a smoke-free environment and promote improved lung health. In addition, we organised an onsite Health Check for Workers Medical Examination Scheme for Construction Workers ("建造業工人醫療體檢計劃") to enable the workers and the subcontracts better understand their health conditions. Through making medical assessment convenient and accessible, we aim to provide the workers with a tailored assessment of their health risks through consultation sessions with qualified health professionals.

安全意識

我們致力通過各溝通渠道推廣安全文化，例如安全活動、研討會和培訓課程。在本報告期內，承包商、我們的地盤工人和員工參加了世界衛生組織一年一度的「世界無煙日」。在支持這一年度活動的過程中，我們旨在共同創造一個無煙環境並促進改善肺部健康。此外，我們組織了「建築業工人醫療體檢計劃」地盤健康檢查，讓工人和分包商更好地了解他們的健康狀況。通過使醫療評估變得方便和可及，我們旨在通過與合規醫護專業人員的諮詢，為工人提供量身定制的健康風險評估。

Dedicated Workforce 敬業的勞動力



Combating COVID-19

To protect the health and safety of our employees against the COVID-19 epidemic, we ensure that all parts of the operations are well-equipped for pandemic prevention. In our project sites, we distributed 12,510 masks to our subcontractors to strengthen their personal protection. Through closely monitoring the latest situation and keeping informed of local and regional guidelines, we adjusted our internal updates and health advice on a regular basis. To minimise the adverse impact of the pandemic on employee well-being, overall production capacity and work quality, we have implemented a series of site and office protocols aimed at strengthening our immunity to further transmission.

抗擊新型冠狀病毒

為了保護我們員工的健康和安全免受新型冠狀病毒疫情的影響，我們確保營運的所有部分均配備齊全以預防流行病。在我們的項目地盤，我們向分包商分發了12,510個口罩，以加強他們的個人防護。通過密切關注最新情況並了解本地和區域指南，我們定期調整內部更新和健康建議。為了減少疫情對員工福祉、整體生產力和工作質量的不利影響，我們實施了一系列地盤和辦公室協議，旨在進一步增強我們對傳播的免疫力。

General COVID-19 Guidelines for all Employees

適用於所有員工的新型冠狀病毒一般指南

- Always wear a mask
- Maintain indoor air circulation
- Minimise unnecessary social contacts and avoid visiting crowded places
- Perform thorough disinfection procedures regularly
- Seek medical advice promptly and rest at home if employees experience any physical discomfort
- Perform hand hygiene frequently and properly, especially before touching eyes, nose and mouth
- 經常戴口罩
- 保持室內空氣流通
- 減少不必要的社交接觸，避免去人多地方
- 定期進行徹底的消毒程序
- 員工如有身體不適，應及時就醫並在家休息
- 經常並正確地進行手部清潔，尤其在觸摸眼、鼻和口前



Dedicated Workforce 敬業的勞動力

Productive Workplace

Recognising that alcohol and drug abuse can impair the health of our employees and disrupt job performance, the Group is devoted to providing a productive work environment to prevent the risk of accidents. Under the Group's Alcohol and Drug Free Policy, we require newly joined employees to participate in a medical examination and participate in random onsite testing, at least once every two years.

RECOGNISING AND REWARDING OUR PEOPLE

We make a conscious effort to recognise and reward our employees to acknowledge their work, as well as foster motivation in the workplace. As such, the Group offers competitive remuneration packages, including year-end discretionary bonuses, Group medical insurance, and provident fund scheme as detailed in the Employee Handbook. Paid holidays and leave, including annual, maternity, paternity, jury and sick leaves are also granted to all employees.

Our benefits and reward system works in tandem to help our employees pursue continuous improvement. The annual review system is designed for managers to assess the performance and behaviours of their staff and reward them based on their capabilities, responsibilities and performance. In completion of the annual review, employees will be considered for a discretionary award, including but not limited to salary adjustments, bonuses and promotions.

DEVELOPMENT AND TRAINING

Equipping our employees with essential knowledge and technical skills is the key to delivering high-quality products and services. Hence, we are committed to providing internal and external training and resources that deliver continuous learning and development opportunities.

As outlined in the Quality Procedures policy, we prepare all staff performing work dealing with service quality with training on quality management system ("QMS"), environmental management system ("EMS"), SMS and energy management system ("EnMS") training. The Human Resources and Office Administrator is responsible to ensure that appropriate people are trained and will report the status and progress at the management review meeting.

具生產力的工作場所

意識到酒精和藥物濫用會損害我們員工的健康並擾亂工作表現，本集團致力提供高效的工作環境以防止發生意外的風險。根據本集團的無酒精和無毒政策，我們要求新入職員工至少每兩年參加一次體檢和隨機地盤檢測。

認可和獎勵我們的員工

我們有意認可和獎勵員工，以表彰他們的工作，並在職場加強勞動力。因此，本集團提供具競爭力的薪酬待遇，包括年終酌情花紅、集團醫療保險及僱員手冊中詳述的強積金計劃。所有員工均享有帶薪假期，包括年假、產假、陪產假、陪審假和病假。

我們的福利和獎勵制度協同幫助員工追求持續改善。年度考核制度旨在讓管理層對員工的表現和行為進行評估，並根據他們的能力、職責和表現給予獎勵。在完成年度審查後，員工將被考慮獲得酌情獎勵，包括但不限於薪金調整、花紅和晉升。

發展與培訓

員工配備必要的知識和技術技能是提供高質量產品和服務的關鍵因素。因此，我們致力提供內部和外部培訓和資源，以提供持續的學習和發展機會。

正如質量程序政策所述，我們為所有從事服務性工作的員工準備質量管理系統（「質量管理系統」）、環境管理系統（「環境管理系統」）、安全管理系統和能源管理系統（「能源管理系統」）的培訓訓練。人力資源和辦公室管理員負責確保適當的員工得到培訓，並將在管理審查會議上報告狀態和進展。

Dedicated Workforce 敬業的勞動力



Various training covering topics within health and safety and equipment handling are organised on an ongoing basis for all employees. As of 31 March 2021, a total of 26,439 participants participated in health and safety training.

我們為所有員工持續組織各種涵蓋健康和 safety 主題以及處理設備的培訓。截至 2021年3月31日，共有26,439名人次參加了健康與安全培訓。

Safety in the Use of Abrasive Wheels

In the construction and manufacturing industries, abrasive wheels are typically used for metal-surface finishing processes through grinding and cutting.

Learning outcomes:

- Knowledge on relevant local legislations and guidelines
- Basic structure and characteristics of abrasive wheels
- Arising hazards from the utilisation of abrasive wheels
- Proper inspecting, mounting and replacement of abrasive wheels
- Safety procedures in the usage of abrasive wheels

安全使用砂輪

在建築和製造業，砂輪通常通過研磨和切割進行的金屬表面加工。

學習成果：

- 了解本地相關法規和指南
- 砂輪的基本結構及特點
- 使用砂輪的危害
- 正確檢查、安裝和更換砂輪
- 砂輪使用安全程序



Dedicated Workforce 敬業的勞動力

DIVERSITY, INCLUSION AND ANTI-DISCRIMINATION

The Group is committed to offering a workplace that is free from discrimination, harassment and vilification. Upholding our policy as an equal opportunity employer, differential treatment on grounds of gender, race, pregnancy, disability, religion, family status and marital status will not be tolerated in the workplace. This is detailed in our Prevention of Discrimination and Harassment Policy and Workplace Quality Policy. Ensuring the anti-discrimination policy is implemented in daily operations, all employment practices which include advertising, recruitment, training and development opportunities, work allocations, among others are treated with fairness. In the event that our employees believe that they have been treated unfairly, appropriate channels are available to report these circumstances in strict confidence, which are followed by appropriate investigation and disciplinary actions. During the Reporting Period, we are not aware of any material non-compliance with relevant laws and regulations in relation to discriminatory behaviour, harassment or unlawful treatment in the workplace.

PROTECTING HUMAN RIGHTS

Our No Child Labour Policy reflects the Group's responsibility to protecting and respecting human rights. We do not tolerate any forms of child and forced labour in our business operations and have established various control mechanisms to prevent such activities from occurring. Monitored by the Human Resources and Administration Department, verification checks which include the provision of personal identification documents are conducted for employment eligibility purposes. At the construction site, random checks and periodic assessments are conducted annually to ensure that minors are not employed. To reinforce our expectations of the employee's rights and interests, we communicate the policy through induction training and is accessible through internal servers. If the unlikely event that such circumstances arise, the recruitment procedure will be terminated immediately.

多樣化、包容性和反歧視

本集團致力提供一個無歧視、騷擾和誹謗的職場。作為平等機會僱主我們堅守政策，工作場所不容忍基於性別、種族、懷孕、殘疾、宗教、家庭狀況和婚姻狀況的差別待遇。這在我們的防止歧視和騷擾政策和工作環境質素政策中詳細說明。我們確保在日常營運中實施反歧視政策，公平對待所有僱傭慣例，包括廣告、招聘、培訓和發展機會、工作分配等。如果員工認為他們受到不公平對待，我們可以通過適當的渠道嚴格保密地報告，然後進行適當的調查和紀律處分。本報告期內，我們未發現職場存在歧視、騷擾或非法待遇等重大違反相關法律法規的情況。

維護人權

我們的禁止童工政策以證本集團保護和尊重人權的責任。我們在營運業務時不容忍任何形式的童工和強迫勞動，並建立各種管制機制以防止此類活動發生。出於就業資格目的，人力資源和行政部門的監督進行了包括提供個人身份證明文件在內的驗證檢查。在建築地盤，每年進行隨機檢查和定期評估，以確保沒有僱用未成年人。為了加強對員工權益的期望，我們通過入職培訓溝通政策，並通過瀏覽內部服務器。若以上罕見情況發生，招聘程序將立即終止。



Responsible Value Chain

負責任的價值鏈

We endeavour to incorporate sustainable principles throughout our value chain in order to mitigate social and environmental risks and safeguard the interests of our shareholders. In view of this, the Group conducts ethical business practices, provides high-quality products and services, and fosters healthy and long-term relationships with our suppliers and subcontractors. These indispensable qualities are the cornerstones to drive better results.

ETHICAL BUSINESS PRACTICES

The integrity of staff is a critical factor for corporate growth. Yee Hop is committed to ensuring that our activities are conducted with the highest ethical standards through acting with probity, transparency and accountability.

Anti-Corruption

The Group's Anti-Corruption Policy and Employee Handbook set out our expectations for an ethical and responsible workplace. Yee Hop adopts a zero-tolerance approach to any forms of money laundering, commercial bribery and fraud with clients, suppliers or any persons with dealings with the Company. To stamp out any improprieties, employees are encouraged to raise any concerns over breach of legal and regulatory requirements, malpractice or genuine suspicion. On the grounds of misconduct, the Group will impose necessary disciplinary actions, including but not limited to summary dismissal. Although the Group did not arrange any anti-corruption specific training for our employees during this Reporting Period, such content is nevertheless periodically emphasised in our meetings. During the Reporting Period, the Group is not aware of any material complaints, cases, or non-compliance with any laws and regulations relating to corruption, bribery, extortion, fraud, or money laundering.

Confidentiality and Data Protection

The importance of safeguarding confidential information is emphasised in our Employee Handbook. It is our moral obligation to protect the private information of our customers, so as to strengthen the integrity of our business operations.

To ensure that information is securely protected, all IT facilities are strictly operated for business-related usage only, with specific information requiring consent from management before usage. To further guard against the transmission of sensitive data and practise good housekeeping, we install appropriate programmes to perform virus checks and ensure instructions are available to employees through the Finance and Administration Department. In the Employee Handbook, we also communicate the purpose of collecting employee data, the information collected, the rights to access, and information on the transfer of data. During the Reporting Period, we have complied with relevant laws and regulations, and are not aware of any incidence of breaches to data privacy in our operation.

我們努力在整個價值鏈中融入可持續原則，以減輕社會和環境風險並保護我們股東的利益。有鑑於此，本集團遵循道德商業慣例，提供優質產品和服務，並與我們的供應商和分包商建立健康和長遠的關係。這些不可或缺的品質是推動更好成績的基石。

道德商業行為

員工的誠信是企業增長的關鍵因素。義合致力通過誠實、透明和負責任的慣例確保我們的業務以最高道德標準進行。

反貪污

本集團的反貪污政策和員工手冊闡明我們對道德和負責任職場的期望。義合對任何形式與客戶、供應商或與公司交易的任何人之洗錢、商業賄賂和欺詐行為採取零容忍態度。為杜絕任何不當行為，我們鼓勵員工就違反法律和監管要求、瀆職或真正的懷疑提出疑慮。在不當行為下，本集團將採取必要的紀律處分，包括但不限於即決開除。儘管本集團於本報告期內並未為我們的員工安排任何反貪污專項培訓，但我們的會議仍會定期強調此內容。本報告期內，本集團未發現與腐敗、賄賂、勒索、欺詐或洗錢有關的重大投訴、案件或不遵守任何法律法規的情況。

保密和保護數據

我們的員工手冊強調保護機密信息的重要性。保護客戶私人信息是我們的道德義務，以加強我們營運業務的完整性。

為確保信息得到安全保護，所有電腦設施均僅用於業務相關用途，具體信息需徵得管理層同意後方可使用。為進一步防止傳送敏感資料並實行良好的內務管理，我們安裝了適當的程序以執行病毒檢查並確保通過財務和行政部門向員工提供說明。在員工手冊中，我們亦傳達了收集員工資料的目的、收集的信息、瀏覽權以及有關資料傳送的信息。本報告期內，我們遵守相關法律法規，未發現經營過程中發生洩露資料私隱事件。



Responsible Value Chain 負責任的價值鏈

Intellectual Property

We respect intellectual property rights of third parties and are committed to abiding by relevant laws and regulations. In order to avoid infringement of any third party's intellectual property rights, we require employees to sign the Employee Handbook, which thereby affirms their avoidance to use unlicensed computer software or making unauthorised software copies. This is reviewed annually to ensure compliance with the Copyright Ordinance (Cap. 528 of the Laws of Hong Kong). Disciplinary action is taken immediately if such infringement occurs. During the Reporting Period, the Group is not aware of any material non-compliance with any laws and regulations relating to intellectual property rights.

PRODUCT AND SERVICE QUALITY

Achieving operational excellence stems from our ability to uphold high levels of product and service quality through a robust quality management system, inspection control and rectifying procedures. We strive to set a leading example of best practices within the marketplace, by strictly following our Product Responsibility Policy to ensure continuous improvement.

Management Approach

The QMS guides the Group in consistently providing quality products and services that fulfil the client needs, regulatory requirements and ISO 9001 standards. As detailed in the Quality Manual, information regarding the expectations of the product and service quality, handling procedures and processes, roles and responsibilities, as well as the risks and opportunities that may arise are communicated to our employees for continuous improvement. To reinforce the management system and identify areas for improvement, senior management reviews and refines the policy on an annual basis. In addition, we conduct internal audits on the QMS to reassure the effectiveness and consistency of the quality management approach.

Quality Inspection and Control

Inspection and testing procedures are paramount to guarantee our customers receive a seamless experience. Before the dispatching of any product, inspections and testing activities must be conducted and verified by the authorised person in charge. Throughout this process, we retain documented information for traceability and continuous improvement to avoid recurrence of similar incidents.

知識產權

我們尊重第三方的知識產權，並承諾遵守相關法律法規。為避免侵犯任何第三方的知識產權，我們要求員工簽署員工手冊，從而確認他們不會使用未經許可的電腦軟件或未經授權下的製做軟件副本。我們每年進行審查，以確保遵守《版權條例》(香港法例第528章)。若發生此類違規行為，我們將立即採取紀律處分。本報告期內，本集團未發現任何重大違反知識產權相關法律法規的情況。

產品和服務質量

我們通過強健的質量管理系統、檢查控制和整改程序實現卓越營運，以保持高水平的產品和服務質量。我們通過嚴格遵守產品責任政策確保持續改善，努力在市場中樹立最佳慣例的領先典範。

管理方式

質量管理系統指導本集團始終如一地提供滿足客戶需求、監管要求和ISO 9001標準的優質產品和服務。如質量手冊中詳述，有關產品和服務質量的期望、處理程序和流程、角色和職責以及可能出現的風險和機會的信息將傳達給員工，以進行持續改進。為了加強管理系統並確定需要改進的空間，高級管理層每年會審查和完善政策。此外，我們對質量管理系統進行內部審核，以確保質量管理方式的有效性和一致性。

質量檢驗和控制

檢查和測試程序對於確保我們的客戶獲得完美體驗至關重要。所有產品在發貨前，必須由授權負責人進行檢查和測試活動並進行驗證。在整個過程中，我們保留文件資料以進行可追溯性和持續改進，以避免類似事件再次發生。

Responsible Value Chain 負責任的價值鏈

In case of a defective product, our Non-conforming Product Control Procedures specifies the procedures to handle products at each stage of the production. Different classifications of defect will be handled by different responsible officers. For example, minor defects will be reported to the Project Manager, whilst major defects will be corrected by the Director. Depending on the severity of the defective product, we may adopt corrective measures to repair the item and subsequently reinspect it, change the use of the item, dispose of the item, or negotiate with the relevant parties for concession. All defects have been handled professionally and appropriately during the Reporting Period. We have not recalled any product due to health and safety reasons.



CUSTOMER RELATIONS

Maintaining long-lasting customer relationships underpins our business's success. As such, we seek to achieve excellence by understanding customer's needs and expectations, as well as maintaining the safety of our products.

Customer Satisfaction and Engagement

Upholding our customer-centric approach, we thoroughly understand the customer's objectives and requirements at the design stage. Through examining tender notices, introduction manuals and planning documents, we strive to address the needs of our customers to maintain satisfaction. We value the feedback from our customers to improve our professional and responsible customer service.

To this end, we have a customer satisfaction survey where customers can rate the quality of our operations on various criteria which include manpower, progress, workmanship, responsiveness, management, among others. This customer engagement system provides feedback following the completion of a significant project, so that we can conduct preventative and corrective actions, if necessary, as well as make ongoing improvements to better serve the needs of our customers. Upon receiving customers' complaints, we will evaluate their authenticity and subsequently develop corrective and preventative measures. During the Reporting Period, we did not receive any material customer complaints.

對於有缺陷的產品，我們的不合格產品控制程序指定了在生產每個階段處理產品的程序。不同類別的缺陷將由不同負責人員處理。例如，小缺陷將報告至項目經理，而重大缺陷將由總監糾正。根據缺陷產品的嚴重程度，我們或會採取糾正措施修復並隨後進行重新檢驗、更改其用途、處置或與相關方協商。本報告期內，所有缺陷均已得到專業和適當的處理。由於健康和 safety 原因，我們沒有召回任何產品。

客戶關係

維持長期客戶關係是我們業務成功的基礎。因此，我們力求通過了解客戶的需求和期望以及維護我們的產品安全以達至卓越。

客戶滿意和參與

我們秉持以客為本的理念，在設計階段徹底了解客戶的目標和要求。通過審查招標通知、介紹手冊和規劃文件，我們努力滿足客戶的需求，以保持滿意度。我們重視客戶的反饋，以改善專業和負責任的客戶服務。

為此，我們進行客戶滿意度調查，客戶可根據各種標準為我們的營運質量進行評分，包括人力、進度、工藝、響應能力、管理等。此客戶參與系統會在重要項目完成後提供反饋，以便我們在必要時採取預防和糾正措施，並持續改善以更好地滿足客戶需求。在收到客戶投訴後，我們將就真確性進行評估，並隨後制定糾正和預防措施。本報告期內，我們未收到任何重大客戶投訴。

Responsible Value Chain 負責任的價值鏈

Customer Safety

As our customers are engaged from project commencement to project delivery, safeguarding our customers from construction site injuries is of vital importance. Throughout the project lifecycle, customers are permitted to visit project sites to monitor the progress and conduct quality inspections. To protect their safety onsite, we have implemented necessary measures to mitigate risks which are overseen and reviewed by our safety committees. For example, we equip customers with personal protective equipment and are guided through the site by a safety officer. During the Reporting Period, no customer injuries were reported.

SUPPLIER AND SUBCONTRACTOR ENGAGEMENT

We strive to maintain ongoing and trustful relationships with our partners along the supply chain. With environment, labour standards, and human rights becoming increasingly important, we endeavour to promote sustainable practices throughout the supply chain.

Fair and Equitable Procurement Practices

At Yee Hop, we proudly conduct our procurement practices fairly and transparently to sustain good governance. By implementing the Supply Chain Sustainability Policy, we have communicated our commitment to promoting transparency and fair competition in our procurement practices.

The Group maintains a list of approved suppliers, including but not limited to suppliers and sub-contractors providing material, equipment, transportation, consulting, laboratory and testing services. To ensure the suitability of new suppliers, they will undergo a probation period of three project life cycles before being placed onto our list of approved suppliers. Periodically, our suppliers and subcontractors will be assessed to ensure their capability to satisfy our quality and sustainability standards. Only contractors that continue to be competent shall remain on our list, with those showing unsatisfactory results will be given warnings. During the Reporting Period, we engaged with 256 suppliers and sub-contractors from Hong Kong.

客戶安全

由於客戶從項目開始至項目交付均參與其中，因此保護客戶免受建築地盤傷害至關重要。在整個項目期中，允許客戶到訪地盤現場以監控進度並進行質量檢查。為了保護他們的安全，我們採取了必要的措施以降低風險，並由安全委員會監督和審查。例如，我們為客戶配備個人防護設備，並由安全員引導穿過現場。本報告期內，沒有客戶報告受傷。

供應商和分包商參與

我們努力與供應鏈的合作夥伴保持持續和互信關係。隨著環境、勞工標準和人權變得越來越重要，我們努力在整個供應鏈中推廣可持續的做法。

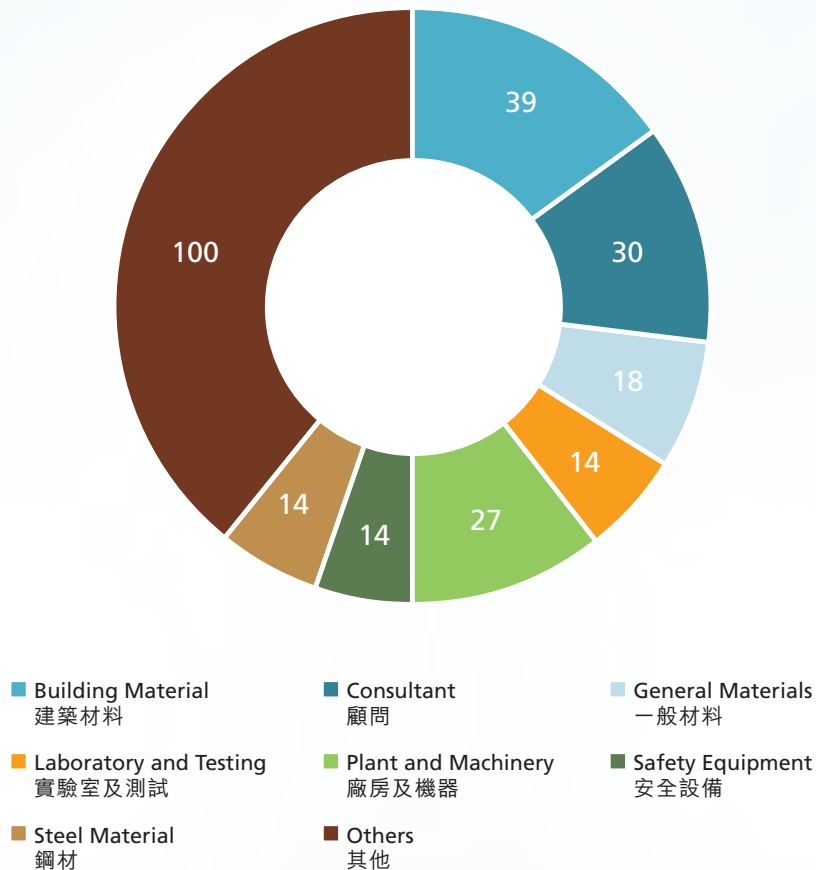
公平公正的採購慣例

在義合，我們以公平和透明的方式進行採購實踐，以維持良好的管治為榮。通過實施供應鏈可持續發展政策，我們傳達了在採購管理中促進透明度和公平競爭的承諾。

本集團備有一份經批准的供應商名單，包括但不限於提供材料、設備、運輸、諮詢、實驗室和測試服務的供應商和分包商。為確保新供應商的適用性，他們將經過三個項目生命週期的試用期，然後被列入我們的批准供應商名單。我們將定期為我們的供應商和分包商進行評估，以確保他們能夠滿足我們的質量和可持續性標準。只有合格的承包商才能繼續留在名單上，表現不滿意的承包商將被警告。本報告期內，我們與來自香港256家的供應商和分包商進行了評估。

Responsible Value Chain 負責任的價值鏈

Distribution of Suppliers by Product and Services Category
按產品和服務類別劃分的供應商分佈



Responsible Supply Chain

The Group's influence extends beyond the boundaries of our operations to the suppliers and subcontractors we work with, and as such are committed to integrating sustainability into our own procurement practices to minimise our impacts on society and natural resources. Our commitment to promoting a sustainable supply chain is supported by three policies, namely, Supply Chain Sustainability Policy, Environmental and CSR Policy and the Product Responsibility Policy. In addition to procuring locally to reduce our carbon footprint, we encourage our suppliers to observe our sustainability commitments and adhere to environmentally, socially, and ethically responsible practices.

負責任的供應鏈

本集團的影響力超越我們的營運範圍，延伸至與我們合作的供應商和分包商，因此我們致力將可持續性融入至採購慣例中，以減少我們對社會和自然資源的影響。我們推動可持續供應鏈的承諾得到三項政策的支持，即供應鏈可持續發展政策、環境和企業社會責任政策以及產品責任政策。除了在本地採購以減少碳足跡外，我們亦鼓勵供應商遵守可持續發展承諾，並遵守對環境、社會和負道德責任的慣例。

Sustainable Supply Chain Management Commitments

可持續供應鏈管理承諾

<p>Risk Assessment 風險評估</p>	<ul style="list-style-type: none"> Assess risk factors in supply chain regularly and report assessment results to senior management for internal review 定期評估供應鏈中的風險因素，並將評估結果報告至高級管理層進行內部審核 Mitigate compliance risk of suppliers in all ESG aspects through regular monitoring 通過定期監控以降低供應商在所有ESG方面的風險合規
<p>Quality Assurance 品質保證</p>	<ul style="list-style-type: none"> Perform quality inspections on incoming raw materials 對原材料進行質量檢驗 Procure products and services only from approved suppliers or subcontractors 僅從受批的供應商或分包商採購產品和服務 Assess and evaluate approved suppliers and subcontractors annually 每年評估和檢視受批的供應商和分包商
<p>Safety Performance 安全性能</p>	<ul style="list-style-type: none"> Provide safety training and briefing sessions with subcontracted workers twice a week 為分包工人提供每週兩次的安全培訓和簡報會 Mitigate risks arising from our SMS to safeguard the health and safety of our employees and subcontractors 降低安全管理系統帶來的風險，以保障員工和分包商的健康和安全 Inspect safety performance of subcontractors on site regularly and communicate inspection results during Safety Committee meetings 定期在地盤檢查分包商的安全表現，並在安全委員會會議期間傳達檢查結果
<p>Environmental Practice 環保慣例</p>	<ul style="list-style-type: none"> Instruct our supply chain partners to implement our environmental requirements 指導供應鏈合作夥伴實施我們的環境要求 Collaborate with suppliers and subcontractors to realise our environmental commitments 與供應商和分包商合作以實現我們的環境承諾 Enhance environmental awareness of supply chain partners via effective communication of relevant policies 通過有效溝通相關政策，提升供應鏈合作夥伴的環保意識

Corporate Citizen 企業公民

Yee Hop is always keen to contribute to the economic and societal development in the community that surrounds us. We strive to build a harmonious society through participating in community events and investing in non-governmental organisations.

COMMUNITY INVESTMENT AND ENGAGEMENT

Promoting Healthy Lifestyles

Hosted by the Construction Industry Council and Construction Industry Sports and Volunteering Program, we continue to participate in the annual “Happy Run” event. This event welcomes all construction practitioners to enjoy a healthy and exciting day with the aim of promoting healthy living and increasing corporate spirit.

Supporting Talented Youths

We believe in supporting youths to help them achieve their goals and reach their fullest potential. As such, the Group donated \$14,000 to the Twinklestars, an organisation providing financial assistance to families with financial difficulties to enrol into university with peace and mind. We aim to make university education more accessible to young talents across the PRC.

義合一直熱衷為我們的社區經濟和社會發展作出貢獻。我們致力通過參與社區活動和投放資源至非政府組織以構建和諧社會。

社區投資和參與

提倡健康的生活方式

由建造業議會及建造業體育及義工計劃主辦，我們繼續參與一年一度的「開心跑」活動。是次活動歡迎所有建築從業者享受健康和激動人心的一天，旨在促進健康生活，提升企業精神。

支持具才華的青年

我們支持青年，幫助他們實現目標並發揮最大潛力。因此，本集團向摘星計劃捐贈了14,000元，為經濟困難的家庭提供經濟援助，讓他們安心入讀大學。我們的目標乃讓中國年輕人才更容易接受大學教育。



Safeguarding Our Community

To strengthen community protection towards the COVID-19, the Group donated \$6,000 to a mask bank organised by the Lok Sin Tong Benevolent Society for surgical mask distribution to the underprivileged. As disadvantaged groups which include the elderly, low-income families, individuals with disabilities are more prone to the effects of the COVID-19, we believe it is more important than ever to spread care and kindness to the community.

During the Reporting Period, the Group donated a total of \$25,600, benefitting causes for education, health and social services in Hong Kong and PRC. Our Group will continue to explore opportunities for community investment and strive to create positive impacts.

保護我們的社區

為加強社區對新型冠狀病毒的保護，本集團向樂善堂慈善會舉辦的口罩銀行捐贈了6,000元，用以向弱勢群體派發外科口罩。由於包括老年人、低收入家庭、殘疾人在內的弱勢群體更容易受到新型冠狀病毒影響，我們認為向社區傳播關懷和善意比以往任何時候更為重要。

本報告期內，本集團共捐款25,600元，惠及香港及中國的教育、健康及社會服務事業。本集團將繼續探索社區投資機會，努力創造正面影響。



Protecting Our Planet 保護我們的地球

The environment in which we operate is inherently intertwined with our business, and we recognise our responsibility in protecting our planet for long-term sustainability. To this end, we are committed to developing a good management system and investing our time and resources to help minimise adverse impacts and reduce our environmental footprint. Air and noise emissions, energy efficiency, waste generation, and water consumption are some of the areas of focus. Our success depends on tackling these areas through operational efficiency. During the Reporting Period, we are not aware of any material non-compliance relating to environmental protection laws and regulations.

GREEN CONSTRUCTION

Management Approach

The Group's Environmental Policy sets out the overall direction of its environmental management framework. All employees are responsible for addressing the commitments set forth in the Policy during day-to-day operations.

我們經營所在地的環境與我們的業務有著聯繫，而我們意識到我們有責任保護地球以實現長遠可持續發展。為此，我們致力發展良好的管理系統並投入時間和資源，以幫助減少不利影響並減少我們的環境足跡。氣和噪音排放、能源效率、廢物和水耗是一些重點領域。我們的成功取決於通過營運效率解決。本報告期內，我們未發現與環境保護法律法規相關的重大違規情況。

綠色建築

管理方式

本集團的環境政策規定其環境管理框架的整體方向。所有員工均有責任在日常營運中履行政策中所定的承諾。

Environmental Policy Commitments

環境政策承諾

- Provide adequate and appropriate resources to implement this Policy;
- Communicate this Policy to all employees and interested parties;
- Promote environmental awareness to all employees at all levels through the provision of appropriate avocation, education and training;
- Initiate and implement actions to prevent environmental pollutants and to improve environmental performance continuously; and
- Set environmental objectives and targets that lead to continuous environmental improvement.
- 提供足夠和適當的資源以實施本政策；
- 將本政策傳達至所有員工和相關方；
- 通過提供適當的提倡、教育和培訓，提高各級員工的環保意識；
- 發起和實施防止環境污染和持續改善環境績效的行動；和
- 設定環境目標和指標，以持續改善環境。

To meet our environmental objectives, our EMS is formulated in accordance with ISO 14001 and is reviewed regularly to improve efficiency, incorporate best industry practices, as well as ensure our compliance to local legislations and requirements. For optimisation and consistency in our management system, the Quality Manager carries out internal audits annually whilst the Environmental Officer conducts audits once a week. The Environmental Officer uses the site environmental inspection checklist to summarise the inspection results and subsequently develop improvements and recommendations.

為實現我們的環境目標，我們的環境管理系統根據ISO 14001制定並定期審查以提高效率、納入最佳行業慣例，並確保我們遵守本地法規和要求。為了優化和保持管理系統的一致性，質量經理每年進行一次內部審核，而環境主任每週進行一次審核。環境主任使用地盤環境檢查清單總結檢查結果，並隨後提出改進建議。

Protecting Our Planet 保護我們的地球

In our representative projects, we will establish a Site Safety and Environmental Committee to discuss and review the environmental management system on a monthly basis. Consisting of key site management staff, the Committee will also monitor the on-site environmental performance and progress and will prepare a Monthly Environmental Report detailing a summary of environmental pollution incidents and offences, as well as their remedies.

Environmental Awareness

We strive to become environmental stewards by promoting awareness and good industry practices among our workforce. In doing so, we train, encourage and reward our employees to develop a culture of environmental consciousness.

在我們的代表性項目中，我們將成立一個地盤安全和環境委員會，每月討論和審查環境管理系統。該委員會由主要的地盤管理人員組成，監督地盤的環境表現和進展，並編製月度環境報告，詳細介紹環境污染事件和違法行為及其補救措施。

環保意識

我們努力通過提高員工意識和良好的行業慣例以成為環境管家。在此過程中，我們培訓、鼓勵和獎勵員工培養環保意識文化。

Train 培訓	Encourage 鼓勵	Reward 獎勵
Conduct environmental toolbox talks to all workers at regular intervals giving update issues on pollution control matters 定期與所有工人進行環境工作會談，提供有關污染控制事項的最新議題	Encourage environmental best practices through bulletins and posters 通過公告和海報鼓勵最佳環境慣例	Reward and recognise site personnel and subcontractor with good environmental performance through the Incentive Scheme 通過獎勵計劃獎勵和表彰環境表現良好的地盤人員和分包商

Air Emissions

The Group endeavours to lower its air emission that is largely attributed to the onsite vehicle and site machinery, as well as dust emissions from our construction sites. To suppress dust emissions, we spray water on excavation, earth moving, rock bearing and drilling activities, as well as dispose of dusty materials in enclosed containers regularly. Roads are particularly vulnerable to windblown dust, hence we ensure that muddy trails are cleaned up tidily and maintained periodically. Idle machineries are also switched off to avoid unnecessary emissions.

氣排放


本集團致力降低主要由地盤車輛及工地機械產生的廢氣排放，以及建築地盤的揚塵排放。為抑制粉塵排放，我們在挖掘、土方、岩石承載和鑽孔活動中噴水，並定期在密閉容器中處理含塵材料。道路特別容易受風吹灰塵的影響，因此我們確保將泥濘小徑清理乾淨並定期維護，並關閉閒置的機器以避免不必要的排放。

Noise Emissions

Sound levels associated with heavy construction equipment can influence the surrounding community and environment around us. During the Reporting Period there was one violation to Noise Control Ordinance (Cap. 400 of the Laws of Hong Kong). We have addressed this incident with due care and strengthened our approach to operate construction activities between the appropriate hours of 7 am to 7 pm. We strive to minimise noise emissions by ensuring equipment is in line with the Construction Noise Permit issued by the Environmental Protection Department, as well as adopting the following procedures.

噪音排放

與重型建築設備相關的噪音水平會影響周圍的社區和環境。本報告期內發生了一項違反《噪音管制條例》(香港法例第400章)的事件，我們以應有的謹慎態度處理，並加強在上午7時至晚上7時的時間適當開展施工的方式。我們確保設備符合環境保護署發出的建築噪音許可證，並採取以下程序，以盡量減少噪音排放。



Protecting Our Planet 保護我們的地球

Noise Emissions Mitigation Measures

- Set up noise protection barriers in the vicinity of noise sensitive receivers
- Machinery known to emit significant noise are strategically placed to avoid noise sensitive receivers
- Utilise machineries with lower noise levels whenever practical
- Properly fit silencers and mufflers to dampen noise levels
- Require construction activities to operate at reasonable hours

減噪措施

- 在噪音敏感受體附近設置噪音防護屏障
- 策略性地放置會發出顯著噪音的機器，以遠離對噪音敏感受體
- 盡可能使用噪音水平較低的機器
- 正確安裝減音器和減音器以降低噪音水平
- 要求在合理的時間進行施工活動

Waste and Sustainable Materials Management

Waste generated onsite is primarily non-hazardous construction waste. We manage and sort construction waste on site as much as possible to reduce the amount going into disposal and landfill. Proper handling of construction waste is addressed and strengthened through Environmental Induction Training and toolbox talk given at the commencement of employment. In addition to providing accessible recycling bins onsite, we repurpose excavated materials for backfilling. During the Reporting Period, we generated 1,308.00 tonnes of non-hazardous construction waste and 20,890.00 tonnes of recyclable non-hazardous waste.

Besides waste management, Yee Hop makes every effort to promote the use of sustainable materials and technologies through the materials procurement of the project site. By procuring materials that are manufactured within 800km of the project site, we reduce transportation costs whilst spurring the local economy. We also employ recycled materials, such as recycled wood instead of virgin materials, whenever technically viable.

Ecological Protection

We aim to protect the biological diversity and minimise disturbance to wildlife during the construction phase of our projects. Our approach to construction activities actively prohibits the disturbance, hunting or trapping of wildlife within a country park or special protected site. Alongside this, we forbid the extraction of plants designated in these country parks or special protected sites. To conserve natural resources, we encourage the reduction of timber usage throughout our operations.

廢物和可持續物料管理

地盤產生的廢物主要來自無害的建築廢物。我們在地盤為建築垃圾進行管理和分類，以減少處置和埋填的數量。通過在就業時進行環境入職培訓和講座以解決和正確處理建築廢物。除了在地盤提供回收箱外，我們亦用挖掘物料進行回填。本報告期內，我們產生1,308.00噸無害建築垃圾和20,890.00噸可回收無害廢棄物。

除廢物管理外，義合亦通過為項目地盤採購物料，努力促進使用可持續材料和技術。通過在項目地盤800公里範圍內採購製造的物料，我們降低運輸成本，同時促進本地經濟。只要技術可行，我們亦會使用回收材料，例如回收木材而不是原木材。

生態保護

我們目標旨在於在項目的建設階段保護生物多樣性並盡量減少對野生動物的干擾。我們的建築活動方式禁止在郊野公園或特別保護區內干擾、狩獵或誘捕野生動物。此外，我們禁止開採這些郊野公園或特別保護區內的指定植物。為了保護自然資源，我們鼓勵在整個營運過程中減少使用木材。

Protecting Our Planet 保護我們的地球

RESOURCE MANAGEMENT

Adopting better resource management contributes to our journey towards sustainable development. The Group is devoted to place efforts into energy and resource management, through enhancing energy efficiency, managing waste and minimising water consumption.

Energy Efficiency

With the mindset to alleviate the risks of climate change on our operations, the Group has established an EnMS to manage energy consumption and enhance energy efficiency performance. The EnMS continues to be maintained in accordance with ISO 50001 standards and reviewed by management annually to adapt to emerging priorities. Our Energy Policy outlines our commitment to managing energy consumption and expectations for our employees to translate this ethos into their day-to-day operations.

資源管理

採用更好的資源管理有助我們實現可持續發展。本集團致力通過提高能源效率、管理廢物和減少用水，努力進行能源和資源管理。

能源效率

本著減低氣候變化對我們營運風險的心態，本集團建立了能源管理系統以管理能源消耗並提高能源效率績效。能源管理系統繼續按照ISO 50001標準進行維護，並每年由管理層進行審查以適應新現的優先事項。我們的能源政策概述我們對管理能源消耗的承諾以及對員工的期望，以成為他們日常營運的座右銘。

Energy Policy Commitment 能源政策承諾

- Comply with relevant legislation and regulations in relation to our energy use, consumption and efficiency;
- Provide adequate and appropriate resources to implement this policy;
- Communicate this Energy Policy and provide relevant training to staff at all levels to ensure that the EnMS is fully understood, effectively implemented and continually improved;
- Use energy in a socially responsible and environmentally friendly manner;
- Apply best practices for continual improvement in our energy performance; and
- Monitor energy consumption closely and provide adequate resources to achieve energy management objectives and targets.
- 遵守與能源使用、消耗和效率相關的法律法規；
- 提供足夠和適當的資源以實施政策；
- 傳達本能源政策，並為各級員工提供相關培訓，確保能源管理系統得以充分理解、有效實施和持續改善；
- 以對社會負責和環保的方式使用能源；
- 應用最佳慣例以持續改善我們的能源績效；和
- 密切監控能源消耗並提供足夠的資源以實現能源管理目標和指標。

To address these commitments, we closely monitor our energy consumption at our project sites and adopt various energy reduction initiatives in our Office as indicated in "Green Office". The following table presents the breakdown of our energy consumption during the Reporting Period.

為兌現這些承諾，我們密切監控項目地盤的能源消耗，並在辦事處採取各種「綠色辦公室」所示的節能措施，下表列示本報告期內我們的能源消耗明細。

Protecting Our Planet 保護我們的地球

Energy Type 能源消耗	Unit 單位	Office 辦事處	Project 項目	Total 總和
Diesel Usage 耗油量	L 升	2,258.33	2,893.54	5,151.87
Petroleum Usage 耗油量	L 升	12,998.98	37,498.82	50,497.80
Electricity 耗電量	kWh 千瓦時	44,382.90	151,848.90	196,231.80
Total Energy Usage 總能源耗量	MJ 兆焦耳	683,455.73	1,917,557.06	2,601,012.79

Across our projects, we are committed to enhancing energy efficiency and identifying areas for improvements in efforts to reduce our greenhouse gas (“GHG”) emissions. Accordingly, the Group plans, reviews and evaluates the energy performances of our project sites annually, and creates action plans based on the analysis. Taking account of legal requirements and opportunities of improved energy performance, we have designed a series of targets aimed to be achieved within a one-year timeframe along with its associated action plans.

在項目中，我們致力提高能源效率並確定需要改善的領域，以減少我們的溫室氣體（「溫室氣體」）排放。因此，本集團每年會為項目地盤的能源績效進行規劃、審查和評估，並根據分析制定行動計劃。考慮到法律要求和提高能源績效的機會，我們設計了一系列在一年時間內實現的目標及其相關的行動計劃。

Scope 範圍	2021 Target 2021目標	Action Plan 行動計劃
Project Sites 項目地盤	Reduce energy consumption of diesel fuel by 2% compared with 2020 與2020年相比，柴油能源消耗降低2%	<ul style="list-style-type: none"> Monitor consumption of diesel fuel monthly for pile driving, bored piling, excavation and lateral support works, open dig trenching and pipe jacking 每月監測打樁、鑽孔打樁、挖掘和橫向支撐工程、露天開挖溝渠和頂管工程的柴油消耗量
	Reduce energy consumption of electricity by 2% compared with 2020 與2020年相比，電源消耗降低2%	<ul style="list-style-type: none"> Monitor consumption of electricity monthly and separately for pile driving, bored piling and pipe jacking 每月監控打樁、鑽孔打樁和頂管的用電量
Office 辦事處	Reduce energy consumption of electricity by 2% compared with 2020 與2020年相比，電源消耗降低2%	<ul style="list-style-type: none"> Promote staff awareness of electricity consumption and the adoption of the automatic control switching system in office 提高員工耗電意識，並在辦公室採用自動控制開關系統 Monitor consumption of electricity monthly for office activities 每月監控辦事處的耗電量

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Scope 範圍	2021 Target 2021目標	Action Plan 行動計劃
Project Sites and Office 項目地盤和辦事處	Reduce energy consumption of diesel fuel by 2% compared with 2020 與2020年相比，柴油能源消耗降低2%	<ul style="list-style-type: none"> Promote staff awareness of diesel fuel consumption in the use of company vehicles 提升員工使用公司車輛時的柴油耗油量意識 Monitor consumption of diesel fuel monthly and separately for vehicle transport for site activities 每月監測柴油消耗量，並單獨監測地盤運輸車輛的柴油消耗量
	Hold and complete EnMS training for staff in 2021 2021年舉辦並完成能源管理系統員工培訓	<ul style="list-style-type: none"> Promote energy awareness and provide training for EnMS at least once per year 提高能源意識，每年至少提供一次能源管理系統培訓

Water

The Group consumes water for housekeeping and dust suppression purposes onsite. Although the overall water consumption is minimal, we nevertheless issued a Water Conservation Guidance Note to foster water conservation culture onsite and to improve water resource management in our operations. During the Reporting Period, the Group consumed 2,008.14 m³ of water.

水

本集團在地盤使用水作清潔及抑塵用途。雖然整體用水量較少，但我們張貼了節水指導說明，以在現場培養節水文化，並改善我們營運中的水資源管理。本報告期內，本集團消耗水量2,008.14立方米。

Water Reduction Initiatives

- Recycle water from tunnel boring machine operations
- Use recycled sewage to clean vehicle wheels or ground mud
- Put up water conservation signs and provide relevant training to raise awareness on water conservation
- Analyse water consumption data periodically to review effectiveness of water conservation measures for continuous improvement
- Maintain all water facilities periodically to avoid water leakages

節水措施

- 從隧道掘進機操作中回收水
- 使用再生污水清洗車輪或地面泥漿
- 張貼節水標誌並提供相關培訓，提高節水意識
- 定期分析耗水量數據，檢討節水措施的成效，持續改善
- 定期維護所有供水設施，避免漏水

ADDRESSING CLIMATE CHANGE

Climate change has brought us a multitude of challenges such as sea level rise, extreme weather and rising temperatures. This impacts the continuity of our operations and increases health and safety risks of our workers. However, it also provides us with an opportunity to take actions to mitigate and adapt to such impacts. In response to the increasing risks brought by extreme weather, we implemented a Natural Disasters Contingency Plan that stipulates emergency procedures for typhoons and black rainstorms.

應對氣候變化

氣候變化為我們帶來水面上升、極端天氣和氣溫上升等諸多挑戰。這影響我們營運的始續性，並增加工人的健康和安​​全風險。但是，它也為我們提供了採取減輕行動和適應此類影響的機會。針對極端天氣帶來增加的風險，我們實施了惡劣天氣緊急應變方案，規定了颱風和黑色暴雨的應急程序。

Protecting Our Planet 保護我們的地球

Stage 階段	Preventative Actions 預防措施
Preparation of extreme weather event 準備極端天氣事件	<ul style="list-style-type: none"> • Set up Emergency Team to facilitate emergency protocols 成立應急小組以促進應急協議 • Cover all machinery appliances 涵蓋所有機械器具 • Fasten and secure loose construction material 緊固並固定鬆散的建築材料 • Check silt removal facilities, channels and manholes to ensure proper functioning 檢查淤泥清除設施、渠道和沙井，以確保正常運作 • Implement intercepting channels to divert storm runoff away from exposed soil surfaces 實施攔截渠道，轉移從風暴徑流暴露的土壤表面 • Complete typhoon and rainstorm checklist and ensure all preventive measures are carried out 完成颱風和暴雨檢查表，並確保採取所有預防措施
Actions taken after extreme weather event 極端天氣事件後採取的行動	<ul style="list-style-type: none"> • Observe the site, report damages and repair damaged facilities back to safe condition prior to work commencement; 在開工前視察現場，報告損壞情況並將損壞的設施修復到安全狀態 • Inspect silt removal facilities, channels and manholes to ensure that they are all in satisfactory working condition before use 使用前檢查清淤設施、渠道和人孔，確保它們處於令人滿意的工作狀態

Greenhouse Gas Emissions

GHG emissions mainly derived from fuels for company vehicle transportation and generation of purchased electricity. To play our part in addressing climate change, we established effective measures to lower our carbon footprint. We perform regular vehicle assessment and maintenance of vehicles to ensure efficiency, whilst encouraging our employees to take public transportation whenever possible. When using company vehicles, employees are reminded to drive steadily to avoid sudden acceleration or braking to maintain stable fuel consumption, as well as to avoid idling engines for maxim fuel conservation. For further details, please refer to the "Green Construction" and "Green Office" sections for details on our emissions reduction initiatives.

溫室氣體排放

溫室氣體排放主要來自公司車輛的運輸燃料和外購電力。為了在應對氣候變化方面發揮作用，我們制定了有效的措施以降低碳足跡。我們定期進行車輛評估和維護以確保效率，同時鼓勵員工盡量乘坐公共交通工具。使用公司車輛時，提醒員工平穩駕駛，避免突然加速或突然剎車，以保持油耗穩定，同時避免發動機空轉，以節省燃油。有關更多減排措施的詳情，請參閱「綠色建築」和「綠色辦公室」部分。

Protecting Our Planet 保護我們的地球

Consistent with previous years, the majority of our GHG emissions are attributed to Scope 1 emissions (2019/20: 61%, 2020/21: 64%), generated by the combustion of fuels of our company vehicles. Contrarily, Scope 2 and 3 indirect emissions represented a smaller proportion of the Group's emissions (2019/20: 39%, 2020/21: 36%), and stemmed from the consumption of electricity, methane gas generation at landfills due to the disposal of paper waste, electricity for freshwater processing by the Water Services Department, as well as electricity usage for sewage processing by the Drainage Service Department.

與往年一樣，我們大部分的溫室氣體排放歸於公司車輛燃燒燃料所產生的範圍1排放(2019/20：61%，2020/21：64%)。相反，範圍2和範圍3的間接排放佔本集團排放量較小比例(2019/20：39%，2020/21：36%)，主要來自電力消耗、堆填區因處置廢紙而產生的甲烷氣體、水務署處理淡水的用電量，以及渠務署處理污水的用電量。

GHG emissions ¹ 溫室氣體排放 ¹	Unit 單位	2018/19	2019/20	2020/21
Scope 1 Direct Emissions 範圍一 直接排放	Tonnes of CO ₂ -e 噸二氧化碳當量	199.71	166.84	148.25
Scope 2 Energy Indirect Emissions 範圍二 能源間接排放	Tonnes of CO ₂ -e 噸二氧化碳當量	95.26	96.03	72.61
Scope 3 Other Indirect Emissions 範圍三 其他間接排放	Tonnes of CO ₂ -e 噸二氧化碳當量	10.89	11.73	9.20
Total GHG Emissions 溫室氣體總排放	Tonnes of CO ₂ -e 噸二氧化碳當量	305.86	274.60	230.06

The quantification process for GHG emissions references both local and international guidelines, which include the "Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong" published by the Environmental Protection Department and the Electrical and Mechanical Services Department, as well as the "Greenhouse Gas Protocol" developed by the World Resources Institute and World Business Council for Sustainable Development.

溫室氣體排放量的量化過程參考了本地和國際指南，其中包括環境保護署和機電工程署出版的《香港建築物(商業、住宅或公共用途)的溫室氣體排放及減除的核算和報告指引》，以及世界資源研究所和世界可持續發展工商理事會制定的《溫室氣體盤查議定書》。

¹ GHG emissions data covers the Office and the Project.

¹ 溫室氣體排放數據涵蓋辦公室和項目。

Protecting Our Planet 保護我們的地球

GREEN OFFICE

Our office plays a role in creating a greener, cleaner and more sustainable environment through managing the use of paper, minimising waste, and collecting recyclable materials. Accordingly, the Group has implemented an Environmental Management Guidelines as a guide for practising green management in the workplace. Through this, we hope to instil a sustainable mindset amongst our employees and inspire them to incorporate sustainability in everyday life.

綠色辦公室

我們的辦公室通過管理使用紙張、減少浪費和收集可回收材料，在創造更綠色、更清潔和更可持續的環境方面發揮著作用。因此，本集團實施環境管理指引，作為在職場實踐綠色管理的指南。通過這種方式，我們希望向員工中灌輸可持續性的思維，並激勵他們將可持續發展融入日常生活。

Category 類別	Office Environmental Initiative 辦公室環境倡議
Paper Usage 紙張使用	<ul style="list-style-type: none"> Use electronic means to replace paper and choose double-sided printing when printing is necessary 使用電子方式代替紙張，需要打印時選擇雙面打印 Use recycled paper for drafts, printing and faxing 重用紙張進行草稿、打印和傳真 Reuse envelopes internally 在內部重複使用信封
Energy Consumption 能源消耗	<ul style="list-style-type: none"> Turn off lights during lunch hour manually or adopt automatic sensors 午餐期間手動關燈或採用自動感應器 Set indoor temperature at 25.5°C 把室內溫度設定為25.5°C Require employees to switch off their computers (including their screen) after work 要求員工下班後關閉電腦(包括屏幕) Audit electricity efficiency measures periodically 定期審核電效措施
Waste Management 廢物管理	<ul style="list-style-type: none"> Collect used fluorescent lamps, ink cartridges, batteries and CDs for recycling 收集使用過的熒光燈、墨盒、電池和CD進行循環再用 Install recycling bins for paper and plastic, among others 安裝紙和塑料等回收箱 Replace disposable paper cups with reusable glasses 用可重用的眼鏡代替一次性紙杯
Green Procurement 綠色採購	<ul style="list-style-type: none"> Use reusable and eco-friendly stationery, such as mechanical pencils, refillable ball pens, reusable ink cartridges and file boxes made of recycled paper 使用可重用且環保的文具，例如自動鉛筆、圓珠筆、可重用墨盒和再生紙製成的文件盒 Procure equipment with energy labels 採購帶有能源標籤的設備 Purchase office furniture made of wood fragments 購買由木屑製成的辦公家具
Environmental Awareness 環保意識	<ul style="list-style-type: none"> Cooperate with employees to strengthen our green office culture 與員工合作，強化我們的綠色辦公文化

Laws and Regulations Compliance

遵守法律法規

PEOPLE 員工

- Employment Ordinance (Cap. 57 of Laws of Hong Kong)
- Factories and Industrial Undertaking Ordinance (Cap. 59 of Laws of Hong Kong)
- Employee Compensation Ordinance (Cap. 282 of Laws of Hong Kong)
- Dangerous Goods Ordinance (Cap. 295 of Laws of Hong Kong)
- Sex Discrimination Ordinance (Cap. 480 of Laws of Hong Kong)
- Mandatory Provident Fund Schemes Ordinance (Cap. 485 of Laws of Hong Kong)
- Disability Discrimination Ordinance (Cap. 487 of Laws of Hong Kong)
- Occupational Safety and Health Ordinance (Cap. 509 of Laws of Hong Kong)
- Family Status Discrimination Ordinance (Cap. 527 of Laws of Hong Kong)
- Race Discrimination Ordinance (Cap. 602 of Laws of Hong Kong)
- Minimum Wage Ordinance (Cap. 608 of Laws of Hong Kong)
- 《僱傭條例》(香港法例第57章)
- 《工廠及工業經營條例》(香港法例第59章)
- 《僱員補償條例》(香港法例第282章)
- 《危險品條例》(香港法例第295章)
- 《性別歧視條例》(香港法例第480章)
- 《強制性公積金計劃條例》(香港法例第485章)
- 《殘疾歧視條例》(香港法例第487章)
- 《職業健康與安全條例》(香港法例第509章)
- 《家庭地位歧視條例》(香港法例第527章)
- 《種族歧視條例》(香港法例第602章)
- 《最低工資條例》(香港法例第608章)

VALUE CHAIN 價值鏈

- Intellectual Property Laws
- Prevention of Bribery Ordinance (Cap. 201 of Laws of Hong Kong)
- Summary Offences Ordinance (Cap. 228 of Laws of Hong Kong)
- Personal Data (Privacy) Ordinance (Cap. 486 of Laws of Hong Kong)
- Competition Ordinance (Cap. 619 of Laws of Hong Kong)
- 知識產權法
- 《防止賄賂條例》(香港法例第201章)
- 《簡易程序治罪條例》(香港法例第228章)
- 《個人資料(私隱)條例》(香港法例第486章)
- 《競爭條例》(香港法例第619章)

Laws and Regulations Compliance 遵守法律法規

ENVIRONMENT 環境

- Boilers and Pressure Vessels Regulations (Cap. 56A of Laws of Hong Kong)
- Building Ordinance (Cap. 123 of Laws of Hong Kong)
- Public Health and Municipal Services Ordinance (Cap. 132 of Laws of Hong Kong)
- Air Pollution Control Ordinance (Cap. 311 of Laws of Hong Kong)
- Waste Disposal Ordinance (Cap. 354 of Laws of Hong Kong)
- Water Pollution Control Ordinance (Cap. 358 of Laws of Hong Kong)
- Road Traffic Ordinances (Cap. 374 of Laws of Hong Kong)
- Noise Control Ordinance (Cap. 400 of Laws of Hong Kong)
- Electricity Supply Lines (Protection) Regulations (Cap. 406 of Laws of Hong Kong)
- Dumping at Sea Ordinance (Cap. 466 of Laws of Hong Kong)
- Environmental Impact Assessment Ordinance (Cap. 499 of Laws of Hong Kong)
- Hazardous Chemicals Control Ordinance (Cap. 595 of Laws of Hong Kong)
- 《鍋爐和壓力容器法規》(香港法例第56A章)
- 《建築條例》(香港法例第123章)
- 《公眾衛生及市政條例》(香港法例第132章)
- 《空氣污染管制條例》(香港法例第311章)
- 《廢物處置管制條例》(香港法例第354章)
- 《水污染管制條例》(香港法例第358章)
- 《道路交通條例》(香港法例第374章)
- 《噪音管制條例》(香港法例第400章)
- 《供電電纜(保護)規例》(香港法例第406章)
- 《海上傾銷條例》(香港法例第466章)
- 《環境影響評估條例》(香港法例第499章)
- 《有毒化學品管制條例》(香港法例第595章)

Key Performance Table

關鍵績效表

Key Performance Indicators 關鍵績效指標	Unit 單位	Office 辦事處	Representative Project 具代表性項目	Total 總和
Environmental 環境				
Air and GHG Emissions 空氣和溫室氣體排放				
Nitrogen Oxides 氮氧化物	kg 公斤	12.76	67.60	80.36
Sulphur Oxides 硫氧化物	kg 公斤	0.23	0.60	0.83
Particulate Matters 懸浮粒子	kg 公斤	0.94	5.66	6.60
GHG Emissions (Scope 1-3) 溫室氣體排放(範圍1-3)	tCO ₂ -e 噸二氧化碳當量	63.16	166.90	230.06
GHG Emission Intensity by Full Time Employee (FTE) 按全職員工數量計的溫室氣體排放密度	tCO ₂ -e/Person 噸二氧化碳當量/人	1.66	0.43	0.54
Energy Use 能源用量				
Electricity Usage 耗電量	kWh 千瓦時	44,382.90	151,848.90	196,231.80
Diesel Usage 耗油量	Litre 升	2,258.33	2,893.54	5,151.87
Petroleum Usage 耗汽量	Litre 升	12,998.98	37,498.82	50,497.80
Total Energy Usage 總能源耗量	MJ 兆焦耳	683,455.73	1,917,557.06	2,601,012.79
Energy Usage Intensity by FTE 按全職員工數量計的能源密度	MJ/Person 兆焦耳/人	17,985.68	4,980.67	6,148.97
Water 水				
Water Consumption 耗水量	m ³ 立方米	N/A 不適用	2,008.14	2,008.14
Water Consumption Intensity by FTE 按全職員工數量計的耗水量密度	m ³ /Person 立方米/人	N/A 不適用	5.22	4.75

Key Performance Table 關鍵績效表

Key Performance Indicators 關鍵績效指標	Unit 單位	Office 辦事處	Representative Project 具代表性項目	Total 總和
Environmental 環境				
Waste 廢棄物				
Construction Waste 建築廢物	Tonnes 噸	N/A 不適用	1,308.00	1,308.00
Paper Waste 廢紙	kg 公斤	1,289.00	450.00	1,739.00
Paper Recycled 回收紙量	kg 公斤	336.00	N/A 不適用	336.00
Metal Recycled 回收金屬量	Tonnes 噸	N/A 不適用	20,890.00	20,890.00
Wood Recycled 回收木材量	Tonnes 噸	N/A 不適用	0.00	0.00

Key Performance Table 關鍵績效表

Key Performance Indicators 關鍵績效指標	Unit 單位	Office 辦事處	All Projects 所有項目	Total 總和
Social² 社會 ²				
Workforce 員工數目				
Total Workforce 員工總數	Person 人	38	385	423
By Gender 按性別劃分				
Male 男	Person 人	25	356	381
Female 女	Person 人	13	29	42
Male to female employee ratio 員工性別比例	-	1.92:1	12.28:1	9.07:1
By Age Group 按年齡劃分				
<30	Person 人	6	45	51
30-40	Person 人	9	60	69
41-50	Person 人	8	68	76
<30	Person 人	15	212	227
By Employment Category 按員工組別劃分				
Executives 行政人員	Person 人	4	0	4
Senior Management 高級管理層	Person 人	9	4	13
Middle Management 中級管理層	Person 人	6	14	20
General Employee 一般員工	Person 人	19	367	386

² Inclusive of full-time and part-time employees.

² 包括全職和兼職員工。

Key Performance Table 關鍵績效表

Key Performance Indicators 關鍵績效指標	Unit 單位	Office 辦事處	All Projects 所有項目	Total 總和
Turnover Rate 流失率				
By Gender 按性別劃分				
Male 男	%	4.00	100.71	94.29
Female 女	%	51.85	72.13	65.91
By Age Group 按年齡劃分				
<30	%	60.00	135.29	261.82
30-40	%	33.33	95.93	145.88
41-50	%	16.67	91.89	143.75
<30	%	5.41	92.07	59.83
Training and Development 培訓與發展				
Percentage of Employees Trained 培訓的員工百分比				
By Gender 按性別劃分				
Male 男	%		13.91	
Female 女	%		14.29	
By Employment Category 按員工組別劃分				
Executives 行政人員	%		25.00	
Senior Management 高級管理層	%		53.85	
Middle Management 中級管理層	%		0.00	
General Employee 一般員工	%		13.47	

Key Performance Table 關鍵績效表

Key Performance Indicators 關鍵績效指標	Unit 單位	Office 辦事處	All Projects 所有項目	Total 總和
Average Training Hours 均培訓時數				
By Gender 按性別劃分				
Male 男	Hours/Employee 工時／員工		1.49	
Female 女	Hours/Employee 工時／員工		1.29	
By Employment Category 按員工組別劃分				
Executives 行政人員	Hours/Employee 工時／員工		2.00	
Senior Management 高級管理層	Hours/Employee 工時／員工		5.23	
Middle Management 中級管理層	Hours/Employee 工時／員工		0.00	
General Employee 一般員工	Hours/Employee 工時／員工		1.43	
Work-Related Incident 工傷				
Work-Related Fatalities 因工死亡	Case 個案	N/A 不適用	0	0
Work Injury Cases 工傷個案	Case 個案	N/A 不適用	11	11
Lost Days Due to Work Injury 因工傷損失的日數	Days 日	N/A 不適用	3,206	3,206
Work Injury Rate 工傷率	Per 1,000 Employees 每1,000名員工	N/A 不適用	26.00	26.00

ESG Reporting Guide Content Index

ESG報告指引內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter or Explanation 相關章節或說明
A. Environmental A. 環境		
Aspect A1: Emissions 層面 A1：排放物		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 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： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Protecting our Planet – Green Construction, Resource Management, Addressing Climate Change, Green Office; Laws and Regulations Compliance 保護我們的地球 – 綠色建築、資源管理、應對氣候變化、綠色辦公室；遵守法律法規
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。	Protecting our Planet – Green Construction, Addressing Climate Change; Key Performance Table 保護我們的地球 – 綠色建築，應對氣候變化；關鍵績效表
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)溫室氣體排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Protecting our Planet – Addressing Climate Change; Key Performance Table 保護我們的地球 – 應對氣候變化；關鍵績效表
KPI 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(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	The Group did not generate any hazardous waste during the Reporting Period. 本集團在報告期內沒有生產任何有害廢物
KPI 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(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Key Performance Table 關鍵績效表
KPI A1.5 關鍵績效指標 A1.5	Description of emissions 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。	Protecting our Planet – Resource Management 保護我們的地球 – 資源管理

ESG Reporting Guide Content Index

ESG 報告指引內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter or Explanation 相關章節或說明
KPI 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，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。	Protecting our Planet – Green Construction 保護我們的地球 – 綠色建築 The Group shall consider analysing material waste records, and implementing reduction targets, where material. 本集團應考慮分析重大廢物記錄，並在重要的情況下實施減少目標。
Aspect A2: Use of Resources 層面 A2：資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	Protecting our Planet – Green Construction. Resource Management, Green Office 保護我們的地球 – 綠色建築，資源管理，綠色辦公室
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(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	Protecting our Planet – Resource Management; Key Performance Table 保護我們的地球 – 資源管理；關鍵績效表
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)。	Key Performance Table 關鍵績效表
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。	Protecting our Planet – Resource Management 保護我們的地球 – 資源管理
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。	Protecting our Planet – Resource Management 保護我們的地球 – 資源管理 The Group shall consider analysing water efficiency patterns and implementing water efficiency targets, where material. 本集團應考慮分析重大用水源記錄，並在重要的情況下實施減少目標。

ESG Reporting Guide Content Index

ESG 報告指引內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標		
	Description 描述	Relevant Chapter or Explanation 相關章節或說明
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(以噸計算)及(如適用)每生產單位佔量。	The Group did not consume any packaging materials during the Reporting Period. 本集團在報告期內沒有使用任何包裝材料
Aspect A3: The Environment and Natural Resources 層面 A3：環境及天然資源		
General Disclosure 一般披露	Policies on minimising the issuer's significant impact 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。	Protecting our Planet – Green Construction, Resource Management, Addressing Climate Change, Green Office 保護我們的地球 – 綠色建築，資源管理，應對氣候變化，綠色辦公室
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。	Protecting our Planet – Green Construction, Resource Management, Addressing Climate Change, Green Office 保護我們的地球 – 綠色建築，資源管理，應對氣候變化，綠色辦公室
Aspect A4: Climate Change 層面 A4：氣候變化		
General Disclosure 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	Protecting our Planet – Addressing Climate Change 保護我們的地球 – 應對氣候變化
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，及應對行動。	Protecting our Planet – Addressing Climate Change 保護我們的地球 – 應對氣候變化

ESG Reporting Guide Content Index

ESG 報告指引內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter or Explanation 相關章節或說明
B. Social B. 社會		
Employment and Labour Practices 僱傭及勞工常規		
Aspect B1: Employment 層面 B1：僱傭		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Dedicated Workforce – Occupational Health and Safety, Recognising and Rewarding Our Employees, Development and Training, Diversity, Inclusion and Anti-Discrimination, Protecting Human Rights; Laws and Regulations Compliance 敬業的勞動力 – 職業健康和 safety，認可和獎勵我們的員工，發展與培訓，多樣化、包容性和反歧視，維護人權；遵守法律法規
KPI B1.1 關鍵績效指標 B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	Key Performance Table 關鍵績效表
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。	Key Performance Table 關鍵績效表
Aspect B2: Health and Safety 層面 B2：健康與安全		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Dedicated Workforce – Occupational Health and Safety; Laws and Regulations Compliance 敬業的勞動力 – 職業健康和 safety；遵守法律法規

ESG Reporting Guide Content Index

ESG 報告指引內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter or Explanation 相關章節或說明
KPI B2.1 關鍵績效指標 B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	Dedicated Workforce – Occupational Health and Safety; Key Performance Table 敬業的勞動力 – 職業健康和安；關鍵績效表
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。	Dedicated Workforce – Occupational Health and Safety; Key Performance Table 敬業的勞動力 – 職業健康和安；關鍵績效表
KPI B2.3 關鍵績效指標 B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	Dedicated Workforce – Occupational Health and Safety 敬業的勞動力 – 職業健康和安
Aspect B3: Development and Training 層面 B3：發展及培訓		
General Disclosure 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	Dedicated Workforce – Development and Training 敬業的勞動力 – 發展與培訓
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). 按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比。	Key Performance Table 關鍵績效表
KPI B3.2 關鍵績效指標 B3.2	The average training hours completed per employee by gender and employee category 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Key Performance Table 關鍵績效表
Aspect B4: Labour Standards 層面 B4：勞工準則		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Dedicated Workforce – Diversity, Inclusion and Anti-Discrimination, Protecting Human Rights; Laws and Regulations Compliance 敬業的勞動力 – 多樣化、包容性和反歧視，維護人權；遵守法律法規

ESG Reporting Guide Content Index

ESG 報告指引內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter or Explanation 相關章節或說明
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。	Dedicated Workforce – Protecting Human Rights 敬業的勞動力 – 維護人權
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。	Dedicated Workforce – Protecting Human Rights 敬業的勞動力 – 維護人權
Operating Practices 營運慣例		
Aspect B5: Supply Chain Management 層面 B5：供應鏈管理		
General Disclosure 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。	Responsible Value Chain – Supplier and Subcontractor Engagement 負責的價值鏈 – 供應商和分包商參與
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。	Responsible Value Chain – Supplier and Subcontractor Engagement; Key Performance Table 負責的價值鏈 – 供應商和分包商參與；關鍵績效表
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, 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、以及有關慣例的執行及監察方法。	Responsible Value Chain – Supplier and Subcontractor Engagement 負責的價值鏈 – 供應商和分包商參與
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。	Responsible Value Chain – Supplier and Subcontractor Engagement 負責的價值鏈 – 供應商和分包商參與
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。	Responsible Value Chain – Supplier and Subcontractor Engagement 負責的價值鏈 – 供應商和分包商參與

ESG Reporting Guide Content Index

ESG 報告指引內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標		
	Description 描述	Relevant Chapter or Explanation 相關章節或說明
Aspect B6: Product Responsibility 層面 B6：產品責任		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Responsible Value Chain – Product and Service Quality, Customer Relations; Laws and Regulations Compliance 負責任的價值鏈 – 產品和服務質量，客戶關係；遵守法律法規
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與健康理由而須回收的百分比。	N/A 不適用
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。	Responsible Value Chain – Customer Relations 負責任的價值鏈 – 客戶關係
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。	Responsible Value Chain – Ethical Business Practices 負責任的價值鏈 – 道德商業行為
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。	Responsible Value Chain – Product and Service Quality 負責任的價值鏈 – 產品和服務質量
KPI B6.5 關鍵績效指標 B6.5	Description of consumer data protection and privacy policies, 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。	Responsible Value Chain – Ethical Business Practices 負責任的價值鏈 – 道德商業行為

ESG Reporting Guide Content Index

ESG 報告指引內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant Chapter or Explanation 相關章節或說明
Aspect B7: Anti-corruption 層面 B7：反貪污		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Responsible Value Chain – Ethical Business Practices 負責任的價值鏈 – 道德商業行為
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. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	Responsible Value Chain – Ethical Business Practices 負責任的價值鏈 – 道德商業行為
KPI B7.2 關鍵績效指標 B7.2	Description of preventive measures and whistle-blowing procedures, 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。	Responsible Value Chain – Ethical Business Practices 負責任的價值鏈 – 道德商業行為
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的反貪污培訓。	Responsible Value Chain – Ethical Business Practices 負責任的價值鏈 – 道德商業行為
Community 社區		
Aspect B8: Community Investment 層面 B8：社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	Corporate Citizen – Community Investment and Engagement 企業公民 – 社區投資和參與
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). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	Corporate Citizen – Community Investment and Engagement 企業公民 – 社區投資和參與
KPI B8.2 關鍵績效指標 B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源(如金錢或時間)。	Corporate Citizen – Community Investment and Engagement 企業公民 – 社區投資和參與



Yee Hop Holdings Limited
義合控股有限公司

