



佳明  
GRAND MING

GRAND MING GROUP HOLDINGS LIMITED  
佳明集團控股有限公司

(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: 1271



Environmental, Social  
and Governance Report

2020/21

環境、社會和管治報告



The Board of Directors of Grand Ming Group Holdings Limited (the “**Company**”, together with its subsidiaries, the “**Group**”) is pleased to present the Environmental, Social and Governance (“**ESG**”) Report for the year ended 31 March 2021 (the “**Reporting Period**”). This report is prepared pursuant to the ESG Reporting Guide as set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, and follows the principle of materiality, quantification, balance and consistency to disclose the relevant data and policy. It summarises the major measures and activities implemented by the Group in respect of environmental and social aspects during the Reporting Period.

The Group is principally engaged in the businesses of (i) provision of building services in property development projects as a main contractor as well as existing building alterations, renovation and fitting-out works services; (ii) development of high-tier data centre buildings and leasing of the raised floor space therein; and (iii) property development.

## ENVIRONMENTAL

### Emissions

The Group attaches importance to the balance of business development and its impact on the environment. We aim to mitigate the impact to the environment generated from our business activities by improving operational efficiencies and adopting best practicable designs and technologies without compromising the quality of our products and services delivered to our customers. In addition, we ensure compliance with all applicable environmental and related legislations.

During the Reporting Period, the Group was not aware of any material non-compliance with the relevant laws and regulations in relation to air and Greenhouse Gas (“**GHG**”) emissions, discharge into water and land, and generation of hazardous and non-hazardous wastes.

佳明集團控股有限公司（「**本公司**」，連同其附屬公司，統稱「**本集團**」）董事會欣然提呈截至2021年3月31日止年度（「**報告期**」）之環境、社會及管治（「**環境、社會及管治**」）報告。本報告乃根據香港聯合交易所有限公司證券上市規則附錄27《環境、社會及管治報告指引》所編製，並遵循重要性、量化、平衡及一致性的原則，披露相關數據及政策。本報告總結本集團於報告期內就環保及社會範疇實施的主要措施及活動。

本集團主要業務包括(i)作為主承建商提供樓宇建造服務，及為現有樓宇提供改建、翻新及裝修工程服務；(ii)發展高端數據中心大樓並出租其內的架空地台空間及(iii)物業發展。

### 環境

#### 排放物

本集團重視在業務發展與其對環境造成的影響之間取得平衡。我們致力透過提高營運效率及採用最佳可行的設計及技術，減輕我們的業務活動對環境的影響，同時不影響我們提供予客戶的產品及服務的質量。此外，我們確保遵守所有適用的環境和相關法規。

報告期內，本集團並不知悉有任何嚴重構成有關空氣及溫室氣體排放、向水及土地的排污以及產生有害及無害廢棄物的相關法律和法規之情況。



## GHG Emissions

The following presents our GHG emissions for the Reporting Period:

## 溫室氣體排放

我們於報告期內的溫室氣體排放呈報如下：

Scope of GHG Emissions <sup>(i)</sup> 溫室氣體排放範圍 <sup>(i)</sup>	Emission sources 排放源	Emissions (in tonnes of CO <sub>2</sub> e) 排放量 (噸二氧化碳當量)
Scope 1 – Direct emissions 範圍1 – 直接排放	Diesels for machineries and petrol for motor vehicles 機器設備使用的柴油及機動車輛使用的汽油	834
Scope 2 – Indirect emissions 範圍2 – 間接排放	Electricity purchased from the power company 向電力公司購買的電力	1,186
		<hr/> <hr/> 2,020

Note:

(i) The classification of scope of GHG Emissions follows the "Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong (2010 Edition)" issued by Electrical and Mechanical Services Department and Environmental Protection Department.

附註：

(i) 溫室氣體排放範圍乃遵照機電工程署及環境保護署刊發的《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》(2010年版)分類。

Diesel consumed by the machineries in the construction sites and electricity consumed in the data centres are the major sources of energy consumption and emissions. As diesel is utilised based on the specific construction works in accordance to the construction development plan and electricity consumed in the data centres is dependent on the utilisation by the tenants, the annual consumption amount and intensity of these resources vary and may not be comparable year over year. Nevertheless the Group has implemented various energy saving measures as set out in the paragraph below and in the section headed "Use of Resources" with the aim of utilising these resources effectively and reducing emission of GHG and pollutants from our business operations.

建築工地機器消耗的柴油和數據中心消耗的電力是我們能源消耗和排放的主要來源。由於柴油仍按照建築發展計劃而進行特定的建築工程中使用，而數據中心的電力消耗亦取決於租戶使用電量，因此該等資源每年的消耗量和強度均有變化，不適合進行年度比較。不過本集團已採取下文及「資源利用」一節所述的多項節能措施，旨在盡力有效使用該等資源，以及減少業務營運中的溫室氣體和污染物排放。



Electricity is the key energy source in the data centre leasing business, and is the major source of our GHG emissions. While our electricity consumption is dependent on the tenant's utilisation and hence could not be substantially reduced, we have incorporated energy efficiency into the building design and operation of our data centres. As such, our data centres are designed to maximise local site conditions and deploy high efficiency electrical power units, air conditioning systems and water cooling systems. Infrastructure and facilities like raised floor, high floor-to-floor height and computer room air conditioning units are set up to enhance cooling and energy efficiency in the operation of data centres. Indeed our efforts in sustainability have been recognised in various awards and certifications. Our iTech Tower 2 achieved the "Bronze" rating in the BEAM Plus Final Assessment (for New Buildings), and was awarded the silver certification under the LEED 2009 core and shell development rating system by the U.S. Green Building Council (USGBC). Furthermore, the Company is an institutional member of Hong Kong Green Building Council Limited.

We support the use of green and renewable energy source with a view to reducing our carbon footprint. During the Reporting Period, we continued to purchase renewable energy generated by the local renewable energy sources from the electricity company. Furthermore, we have recently installed solar panels at the rooftop of our two data centres. These solar panels will generate electricity for the lighting in the public area of the two data centres.

The aforesaid awards, membership and actions had substantiated our pursuits of developing green building and minimising pollution to the external environment.

### **Waste**

Our construction business inevitably generates construction wastes in the course of operation. Yet the Group has adopted strict waste handling procedures and does not permit illegal dumping of construction waste. Non-hazardous unrecyclable construction wastes would be collected by waste collectors and then disposed at the designated landfill. Pursuant to the Construction Waste Disposal Charging Scheme established by the government, the Group had opened billing accounts with the Environmental Protection Department to pay for the charges for disposal of construction waste. During the Reporting Period, 14,036.8 tonnes of non-hazardous inert construction waste were taken to the public fill.

電力是數據中心租賃業務的主要能源，亦是我們溫室氣體排放的主要來源。雖然我們的電力消耗取決於租戶的用量而無法大幅減少，我們仍將能源效率納入數據中心的建築設計及營運當中。因此，我們數據中心的設計盡量利用現場條件，並採用高效率電源裝置、空調系統及水冷卻系統。架高地台、高樓底以及精密空調系統等基礎建設和設備提升數據中心運行時的冷卻和能源效率。事實上，我們在可持續發展方面的努力得到各種獎項和認證的認可。我們的iTech Tower 2於綠建築環評最終評估（新建建築）中獲得「銅級」評級，並獲得美國綠色建築委員會(USGBC)頒發的LEED 2009核心及外部發展評級系統的銀級認證。此外，本公司為香港綠色建築議會有限公司的機構會員。

我們支持使用綠色和可再生能源，藉以減少我們的碳足跡。報告期內，我們繼續從電力公司購買由本地產生的可再生能源。此外，我們兩座數據中心最近於屋頂安裝了太陽能電池板。該等太陽能板將為兩座數據中心的公共區域的照明系統提供電力。

上述獎項、會員資格和行動印證了我們對發展綠色建築及盡量減少外部環境污染的追求。

### **廢棄物**

我們的建築業務在營運過程中無可避免產生建築廢物。唯本集團已採納嚴謹的廢物處理程序，並不允許非法傾倒建築廢物。不可回收的無害建築廢物將由廢物收集商收集，然後棄置於指定堆填區。根據政府設立的建築廢物處置收費計劃，本集團已於環境保護署開立付款賬戶，用於支付建築廢物處置費用。報告期內，已運往公眾填料的無害惰性建築廢物共有14,036.8噸。





To reduce generation of excessive construction wastes, we have chosen formworks made of aluminum alloy in our construction operation. Aluminum formworks could be reused and recycled when scrapped, and are therefore more environmental friendly compared to the traditional timber formworks. In addition, prefabrication is currently widely used in our construction works. This helps to reduce the on-site usage of concrete and lower the pollution generated in the concreting process.

The Group did not generate a notable amount of hazardous wastes from the operation process during the Reporting Period.

### Use of Resources

During the Reporting Period, the Group's consumptions in electricity, petrol, diesel and water were as follows:

Use of resources 使用資源	Unit 單位	Amount 數量	Intensity 密度
Electricity 電力	kWh 千瓦時	2,366,723	1.82 kWh/ft <sup>2</sup> <sup>(i)</sup> 每平方呎1.82千瓦時
Petrol 汽油	Litres 升	20,620	11.87 L/100km <sup>(ii)</sup> 每100公里11.87升
Diesel 柴油	Litres 升	297,391	0.31 L/ft <sup>2</sup> <sup>(iii)</sup> 每平方呎0.31升
Water 水	m <sup>3</sup> 立方米	46,661	0.054 m <sup>3</sup> /ft <sup>2</sup> <sup>(iv)</sup> 每平方呎0.054立方米

Notes:

- (i) Calculated based on the total amount of electricity consumption over the aggregate gross floor area of ongoing construction projects, data centre buildings and headquarter offices
- (ii) Calculated based on the total amount of petrol consumption over total kilometers travelled by the vehicles and multiply by 100
- (iii) Calculated based on the total amount of diesel consumption over gross floor area of ongoing construction projects
- (iv) Calculated based on the total amount of water consumption over the aggregate gross floor area of ongoing construction projects and data centre buildings

為減少產生過量的建築廢物，我們的建築業務已採用鋁合金製模板。鋁質模板可重複使用及於報廢時回收，因此相比於傳統木質模板更為環保。另外，我們目前的建築工程已廣泛採用預製件，此有助減少現場混凝土的用量，並減低混凝過程中產生的污染。

報告期內，本集團於營運過程中並無產生大量有害廢物。

### 資源利用

本集團於報告期內之電力、汽油、柴油和水消耗情況如下：

附註：

- (i) 按電力總消耗量除以仍施工建築項目、數據中心大樓及總部辦公室的合計樓面面積計算
- (ii) 按汽油總消耗量除以車輛行駛的總公里數乘以100計算
- (iii) 按柴油總消耗量除以仍施工建築項目的樓面面積計算
- (iv) 按水總消耗量除以仍施工建築項目及數據中心大樓的合計樓面面積計算



### **Energy consumption**

Consumption of electricity and diesel contributed to the majority of energy consumption in the Group's business operation. We have implemented a series of green practices in our businesses' operations to foster efficient utilisation of resources and curtail emission and wastage, including:

- Conduct routine repair and maintenance of motor vehicles and machineries;
- Reduce idling time of the machineries during operation;
- Use energy-saving LED lights and T5 fluorescent tubes in the temporary lightings of the construction sites and common areas of the data centre premises;
- Double-sided printing and copying;
- Distribute and present documents or information electronically in the board and business meetings;
- Encourage our staff to switch off lightings and electrical devices that are not in use.

Based on these energy use efficiency initiatives, use of resources can be effectively controlled and efficiently reduced.

### **Water consumption**

The Group's water consumption is mainly attributed to the construction operation. We always remind our construction workers and on-site staff to develop the habit of water conservation. Regular checking of water pipes was also conducted to prevent water leakage. During the Reporting Period, there was no issue in sourcing water that is fit for purpose for the Group.

### **Packaging material**

Due to the nature of business of the Group, we do not consume any packaging materials for product packaging.

### **能源消耗**

電力及柴油消耗佔本集團業務營運中的大部分能源消耗。我們於業務經營中實施一系列環保措施，以促進資源的有效利用，以及減低排放和浪費，包括：

- 為車輛及機器設備進行定期維修及保養；
- 減低機器設備運行期間的閒置時間；
- 建築工地的臨時照明及數據中心物業的公共區域採用LED節能燈及T5熒光燈管；
- 雙面打印及複印；
- 在董事會和業務會議上以電子方式分發和提交會議文件或資料；
- 鼓勵我們的員工關閉未使用的照明及電器設備。

該等能源使用效率措施可有效控制及減少使用資源。

### **用水**

本集團的用水主要來自建築業務。我們經常提醒我們的建築工人和工地人員養成節約用水的習慣，並且定期檢查水管以防止漏水。報告期內，本集團求取適用水源並無任何問題。

### **包裝材料**

由於本集團的業務性質，我們並無使用任何包裝材料進行產品包裝。







## The Environment and Natural Resources

The Group realises that its business operations has been deploying natural resources and thereby placing a negative impact on the environment. With a view to minimising the environmental impact, the Group has incorporated the concept of environmental protection into the process of business operations and office administration. Apart from adopting the aforementioned measures, we have adopted environmental management systems in both our construction and data centre leasing business, which have been assessed and certified as fulfilling the requirement of ISO 14001: 2015. Furthermore, we continuously monitor our mode of operation and adopt necessary measures to alleviate the impact to the environment and natural resources.

During the Reporting Period, the Group was not aware of any material non-compliance with the relevant laws and regulations in relation to environment and natural resources.

### Noise

The Group and the employed subcontractors strictly adhere to the laws stipulated by Environmental Protection Department and carry out all construction works only during the permitted days and hours. Noise reduction devices are installed in the powered mechanical equipment of construction sites to reduce the noise generated during operation. Our on-site staff and safety officers would implement immediate corrective actions to rectify the situation whenever any environmental non-compliance is noted on site.

### Sewage

Waste water generated from our construction activities would be treated through filtration and sedimentation processes before discharging to the sewage drains. In addition, water treatment monitoring is controlled through computerised building management system in our data centre premises to minimise sewage production.

## 環境及天然資源

本集團意識到其業務營運一直使用天然資源，從而對環境造成負面影響。為了儘量減少對環境影響，本集團已將環保理念融入企業經營及辦公室管理之中。除採用上述措施外，我們的建築及數據中心租賃業務均採用已通過評估及經ISO 14001: 2015認證的環境管理系統。此外，我們持續監察我們的營運模式，並採取合適措施，以減輕對環境及天然資源的影響。

報告期內，本集團並不知悉有任何重要構成有關環境及天然資源的相關法律和法規之情況。

### 噪音

本集團及受僱分包商均嚴格遵守環境保護署規定的法規，僅在准許的日子和時間內進行所有建築工程。建築工地的動力機械設備已安裝降噪裝置，以減少運行期間產生的噪音。當我們的地盤人員及安全主任於現場發現任何不合規狀況時將立即採取糾正措施，以糾正有關情況。

### 污水

我們建築活動產生的廢水在排放到污水渠之前需通過過濾和沉澱處理。此外，我們數據中心利用電腦化樓宇管理系統進行水處理監測，以減少污水產生。



## SOCIAL

### Employment and Labour Practices

#### Employment

Employees are our most valued assets. Our sustainable growth is attributable to the employees' continuously contributions and efforts. In view of this, we provide comprehensive remuneration package to attract, motivate and retain appropriate and suitable employees to serve the Group. The remuneration policy and packages are periodically reviewed by making reference to the prevailing market conditions. Discretionary bonus are payable to employees according to the individual's performance. Besides, share options and shares may be granted to eligible employees under the share option scheme and share award plan respectively. Internal promotion is offered to existing staff, and we offer adequate on-the-job and professional trainings to help them qualify for senior positions.

The Group's management undertakes to ensure that all human resources management practices, including the employee's recruitment and dismissal, are in compliance with applicable laws and regulations in all material aspects. All newcomers will be given a staff handbook which sets out all information and entitlement regarding probation period, remuneration, welfare, rest days and public holidays, rules and conditions on leave application, termination and dismissal as well as work ethics.

The Group is committed to building a workplace free from discrimination of gender, race, religion, age, marital and family status, pregnancy or any other reasons.

During the Reporting Period, the Group was not aware of any material non-compliance with the relevant laws and regulations that have significant impact on the Group relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

#### Health and Safety

We put the health and safety of our employees as a top priority and provide all employees with a safe working environment. Occupational health and safety management system have been implemented in both our construction and data centre leasing business and were certified to be in compliance with the requirements of OHSAS 18001: 2007 standard (currently upgraded to ISO 45001: 2018).

## 社會

### 僱傭及勞工常規

#### 僱傭

僱員是我們最寶貴的資產。本集團之可持續發展有賴於彼等之不斷貢獻及努力。有鑑於此，我們提供全面的薪酬待遇，吸引、激勵及留住適當及合適的僱員為本集團服務。我們參考現行市況定期檢討薪酬政策及待遇。我們根據個人表現向僱員支付酌情花紅。此外，我們可分別根據購股權計劃及股份獎勵計劃向合資格僱員授予購股權及股份。我們為現有員工提供內部晉升，並提供足夠的在職及專業培訓，幫助彼等獲得勝任高級職位的資格。

本集團管理層承諾確保所有人力資源管理措施，包括僱員的招聘及解聘，在各主要方面均符合適用的法律和法規。所有新入職員工將收到員工手冊，其中列明有關試用期、薪酬、福利、休息日及公眾假期、休假申請規則及條件、終止及解聘以及職業道德等全部資料及權利。

本集團致力建立一個沒有性別、種族、宗教、年齡、婚姻及家庭狀況、懷孕或任何其他原因歧視的工作場所。

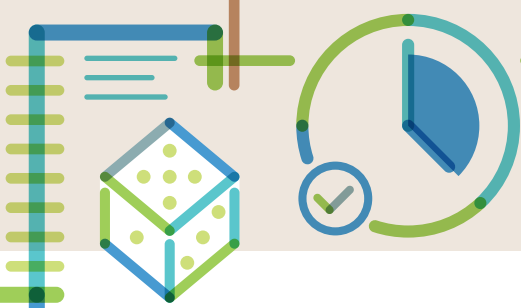
報告期內，本集團並不知悉任何有關報酬及解聘、招聘及晉升、工作時間、休息期、平等機會、多元化、反歧視及其他待遇和福利與相關法律和法規之重大不合規且對本集團存有重大影響之情況。

#### 健康與安全

我們把員工的健康與安全放在首位，為所有僱員提供一個安全的工作環境。我們的建築及數據中心租賃業務已實行職業健康安全系統，該系統已符合OHSAS 18001: 2007標準的要求（目前已更新為ISO 45001: 2018）。







Safety induction training is provided to all construction workers prior to the commencement of on-site work. Seminars which focus on safety for specific works types are organised and conducted by our project manager on a regular basis to enhance the safety awareness amongst employees. We also provide appropriate and adequate protective equipments (such as safety helmets, goggles, safety shoes, ear plugs and dusk masks) to our construction site workers. Our safety officers are responsible for the overall safety matters of the construction sites. They station in construction sites to supervise the observance of the safety standards by the site workers (including the Group's and the subcontractors' employees), and promote the safe execution of work in the construction sites. Besides, on-site safety meetings of each individual construction project are held on a monthly basis where our project team review and monitor the execution and compliance of the safety standards in the workplace together with the subcontractors' representatives. As a reward for the pursuit of safety, we would award a discretionary bonus to our on-site staff and workers of the construction project if no summons are issued from government authorities for breach of laws, rules and regulation in relation to safety for that particular project.

On the corporate level, we have designated a safety director to monitor the implementation of safety management system. In addition, safety committee, which comprise of director of the construction segment, safety director and project manager, is established to review the site safety policy and procedures as well as to oversee the implementation of safety management system.

The Group strictly abides by the relevant laws and regulations related to safety management in Hong Kong. During the Reporting Period, no fatalities of the Group's employees were reported. In relation to health and work safety, the Group was not subject to any material claim or penalty, and has complied with, in all material aspects, the relevant laws and regulations in Hong Kong.

We also support employees' work-family balance by encouraging employees to efficiently complete their works within working time, and working overtime is generally not encouraged.

入職安全培訓在開始現場施工前有提供予所有建築工人。有關特定工種安全的研討會亦定期由我們的項目經理舉辦，以提高僱員的安全意識。我們同時為施工現場的建築工人提供適當及充分的防護設備（如安全帽、護目鏡、安全鞋、耳塞、防塵面具）。我們的安全主任負責建築地盤的整體安全事宜，並駐紮在施工现场，監督現場工人（包括本集團及分包商的僱員）遵守安全標準及促進施工现场的安全施工。此外，每個建築項目每月均召開一次地盤安全會議，會上我們的項目團隊與分包商代表一起檢討及監督工作場所安全標準的執行及遵守情況。為推動安全施工，倘個別建築項目未因違反安全相關之法律、條例及法規而收到政府部門發出的傳票，我們將發放酌情獎金予該項目之本公司地盤人員和工人。

企業層面上，我們已指定一名安全總監，監督安全管理系統的實施。另外，由建築分部之董事、安全總監及項目經理組成的安全委員會，負責檢討工地安全政策及程序以及監督安全管理系統的實施。

本集團嚴格遵守香港有關安全管理的相關法律和法規。報告期內，本集團概無收到僱員死亡事故的報告。就健康及工作安全而言，本集團未遭受任何重大申索或處罰，亦在各主要方面遵守香港的相關法律和法規。

我們亦支持僱員平衡工作與家庭，鼓勵僱員在工作時間內有效地完成工作，且通常不鼓勵加班。



Protecting the health of our staffs, customers and work partners are the Group's top priority. In response to the COVID-19 pandemic, the Group has implemented the following measures to minimise the risk of contracting and spreading the COVID-19:

- All staffs and construction workers are required to wear face masks at work place and construction sites respectively;
- Construction workers are required to present negative COVID-19 test results conducted within the past 14 days when entering the construction sites;
- Construction workers and site staffs conduct mandatory body temperature check before entering the construction sites;
- Engage cleaning specialist company to disinfect sales office and show flats on a regular basis;
- Shorten the daily office hours to enable our staffs to avoid peak office hours when the pandemic was severe;
- Encourage employees to receive COVID-19 vaccination by providing two days paid leave for vaccination.

### Development and Training

We regard staff development as one of the most important drivers for the Group's development. We encourage employees to study by themselves through pursuing degree-based academic education and various professional seminars and training courses, taking various professional qualification examinations so as to update their professional knowledge. The Group would in general reimburse employees part of the tuition fees.

Our project directors and technical director have organised various in-house training programs in relation to industry practice, knowledge and safety standards for employees to strengthen their industrial and technical knowhow.

本集團一向將員工、客戶及工作夥伴的健康放在首位。面對新冠病毒疫情，本集團已實施了以下措施以減低感染和傳播新冠病毒的風險：

- 所有員工和地盤工人在辦公地方與建築地盤必須佩戴口罩；
- 地盤工人進入建築地盤時必須出示過去14天內進行的新冠病毒測試的陰性結果；
- 建築工人和工地人員進入建築地盤前進行強制性體溫檢查；
- 聘用專業清潔公司定期為銷售辦事處和示範單位進行消毒；
- 在疫情嚴峻時縮短每日辦公時間，讓員工避開下班繁忙時段；
- 為僱員提供兩日有薪休假，以鼓勵其接種新冠病毒疫苗。

### 發展及培訓

我們認為員工發展是本集團發展的重要推動力之一。我們鼓勵僱員自學，報讀學位課程及參加各種專業講座及培訓課程，報考各種專業資格考試，更新專業知識。本集團一般會補償僱員部分學費。

我們的項目總監及技術總監組織各種有關行業慣例、知識及安全標準的內部培訓課程，強化僱員的行業及技術知識。





## Labour Standard

The Group strictly adheres to the Employment Ordinance (Cap. 57 of the Laws of Hong Kong) in all respects related to employment. Accordingly, the Group strictly prohibited engagement of child labour, illegal labour and forced labour. Besides, the Group does not use unlawful or unfair means to restrict the employment relationship between the employees and the Group. Employees are free to terminate their employment with the Group upon giving prior notice as stipulated in their employment contracts.

The Company clearly sets out the code of conduct for employees in the staff handbook. Employees are encouraged to report any malpractice to their supervisor.

During the Reporting Period, the Group was not aware of any non-compliance with the relevant laws and regulations that have significant impact on the Group relating to prevention of child and forced labour.

## OPERATING PRACTICES

### Supply Chain Management

In procuring materials, services and equipment, we ensure that suppliers and subcontractors are fairly and equally treated, and at the same time we acquire goods and services at the best possible value. The selection of suppliers and subcontractors is based on, amongst others, their quality, services, background, and reputation, as well as environmental protection measures. Once the selection of suppliers is confirmed, they will be considered as approved suppliers after the management's approval. Periodic review on the approved suppliers would be conducted. We are not aware of any material non-compliance issues with our suppliers.

We have established a long-term business relationship with the subcontractors. Through the past dealings with the subcontractors, we have acquired sufficient appreciation of their expertise and strength so that it would enable us to maintain our quality standards.

## 勞工準則

本集團於僱傭的各方面嚴格遵守香港法例第57章《僱傭條例》。因此，本集團嚴禁僱用童工、非法勞工及強制勞工。此外，本集團並未採用非法或不公平的手段限制僱員與本集團之間的僱傭關係。僱員可按照僱傭合同規定下給予事先通知後自由終止受僱本集團。

本公司於員工手冊中明確規定了僱員的操守準則，並鼓勵僱員向其主管報告任何不法行為。

報告期內，本集團並不知悉任何有關防止童工及強制勞工與相關法律和法規之不合規且對本集團存有重大影響之情況。

## 營運慣例

### 供應鏈管理

於採購材料、服務及設備時，我們確保公平及平等地對待供應商及分包商，同時獲得最有價值的商品及服務。供應商及分包商的選擇乃基於（其中包括）其質量、服務、背景和聲譽以及環境保護因素。一經確認選定，相關供應商由管理層批准後將被視為經批准的供應商。經批准的供應商每年將接受定期審查。我們並不知悉我們的供應商有任何重大不合規問題。

我們與分包商已建立長期業務關係。通過以往與分包商的業務往來，我們已充分認可彼等之專業知識及實力，有利於我們能夠維持質量標準。



### Product Responsibility

The Group has developed and implemented the Quality Management System in the construction and data centre leasing business which was awarded ISO 9001: 2015 certification. This demonstrates our commitment to quality and our capability to satisfy customers' requirements. We stay connected with our customers and acquaint them with feedbacks and suggestions through various channels such as physical meetings, telephone and electronic mail communication. Customers and data privacy are of paramount importance of our data centre leasing business. The Group enters into non-disclosure agreements with the data centre tenants for the purpose of protecting their privacy. To enhance customers' confidence, our information security management systems had been awarded ISO 27001: 2013 certification. Such certification demonstrates our unwavering commitment to information security in data centre operations.

During the Reporting Period, the Group did not receive any material complaint in relation to the quality of the contractor works of our construction projects. The two high-tier data centres maintained a high level of availability and no material complaints were received from the tenants regarding the quality of performance of our data centre facilities.

The Group has been in compliance with relevant laws and regulations in all material aspects, and has not been imposed any fines or penalties that had a material and adverse impact on our business operation with regard to product responsibility.

### Anti-corruption

The Group is committed to achieving and maintaining the integrity in business. Any forms of bribery and corruption in the construction projects tendering process, procurement, sub-contracting and properties leasing are strictly prohibited pursuant to the Group's policy and will be reported to the relevant authority. Anti-corruption policies are clearly stated in our staff handbook.

We make clear the Group's expectations on employees to ensure professional and ethical conduct of all staff. Our employees are informed of the Group's expectations and guidelines in the normal course of business, as well as the applicable laws and regulations related to bribery, extortion, frauds and money-laundering.

### 產品責任

本集團的建築及數據中心租賃業務已制定及實施質量管理系統，其通過ISO 9001: 2015的認證，表明我們對質量及滿足客戶需求能力的承諾。我們與客戶保持聯繫，並通過實體會議、電話及電子郵件通訊等各種渠道了解彼等之反饋及建議。客戶及數據隱私對於我們數據中心租賃業務至關重要。為保護租戶隱私，本集團與數據中心租戶訂立了保密協議。為提升客戶信心，我們的信息安全管理系統已通過ISO 27001: 2013認證，證明我們在數據中心營運對信息安全的堅定承諾。

報告期內，本集團並未收到任何有關對我們建築項目承包商工程質量的重大投訴。兩座高端數據中心保持高水平的可用性，且未收到租戶對我們數據中心設施性能的重大投訴。

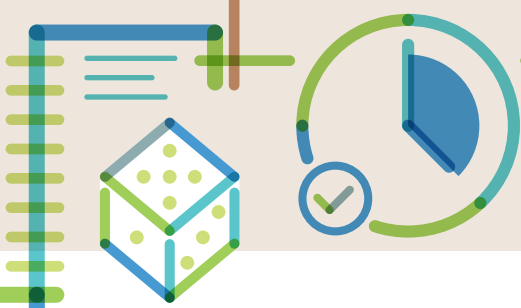
本集團在各主要方面均遵守相關法律和法規，且無受到任何與產品責任有關的處罰或罰款而對我們的業務經營造成重大不利影響之情況。

### 反貪污

本集團致力於實現及維持業務誠信。根據本集團的政策，任何形式的賄賂及貪污行為嚴禁在建築項目的招標過程、採購、分包以及物業租賃中出現，並會向有關當局報告。我們在員工手冊中明確訂明瞭反貪污政策。

我們對僱員表明本集團之期望，以確保全體僱員表現專業及道德操守。僱員獲告知本集團於日常業務過程中之期望及指引，以及有關行賄、敲詐、欺詐及洗黑錢之適用法律及法規。





The Company's audit committee holds meetings regularly with the Group's senior management and internal auditor to consider the effectiveness of internal controls and risk management of the Company. During the Reporting Period, the Group was not aware of any material non-compliance with the relevant laws and regulations that have a significant impact on the Group relating to bribery, extortion, fraud and money laundering, nor any concluded legal case regarding corrupt practices brought against the Group or its employees.

## COMMUNITY

### Community Investment

Being a responsible corporate citizen, we encourage and support employees to volunteer to help the under-privileged people in the community and participate in volunteer work.

The Group has sponsored the "Konica Minolta Green Concert" for 5 consecutive years, which promotes the concept of environment protection and raise funds for different local charitable organisations every year. For this year, the money raised from the event was donated to "Children's Heart Foundation", which provides financial and psychological support to children suffering from congenital heart disease and their families.

The Group will continue to commit long-term social responsibility and environmental protection in the future that help to build a green and harmonious community and seek opportunities to contribute to the society in different ways and help the communities in need.

本公司審核委員會定期與本集團高級管理層和內部審計師進行會議，以考量本公司內部監控及風險管理之成效。報告期內，本集團並不知悉有任何嚴重違反有關行賄、敲詐、欺詐及洗黑錢的相關法律和法規且對本集團存在重大影響之情況，或任何對本集團或其僱員提出並已審結的貪污訴訟案件。

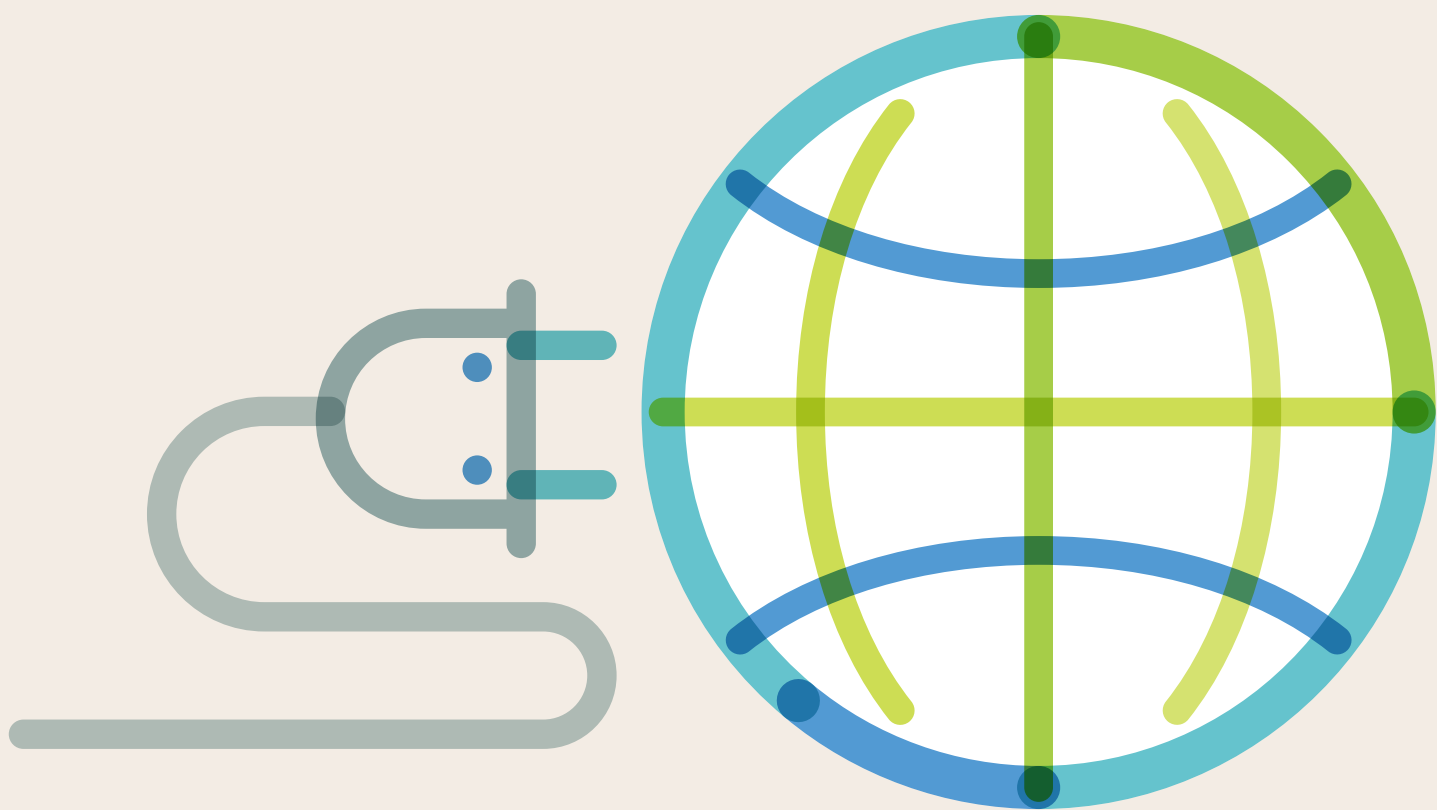
## 社區

### 社區投資

作為負責任的企業公民，我們鼓勵及支持僱員義務幫助社區中的弱勢群體及參與義工工作。

本集團連續5年贊助「柯尼卡美能達綠色音樂會」。此活動冀宣揚環保概念，每年亦為本地不同的慈善團體籌款。本年活動籌得之款項已捐予「兒童心臟基金會」，向患有先天性心臟病兒童及其家屬提供經濟和心理支援。

本集團將繼續承擔長期的社會責任和環境保護，有助於建設綠色和諧的社區和尋找機會，以不同方式為社會作貢獻及幫助有需要的社區，回饋社會。



佳明  
GRAND MING

GRAND MING GROUP HOLDINGS LIMITED

佳明集團控股有限公司