



宏安地產  
WANG ON PROPERTIES

Incorporated in Bermuda with limited liability  
於百慕達註冊成立之有限公司

Stock Code 股份代號: 1243

A PASSION FOR TOMORROW  
見愛建明天

THE CORNERSTONE TO BUILD THE FUTURE  
以愛為基石 為未來建設

2021  
ENVIRONMENTAL,  
SOCIAL AND  
GOVERNANCE REPORT  
環境、社會及管治報告

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## ABOUT THE GROUP

### 關於本集團

Wang On Properties Limited (the "**Company**", together with its subsidiaries, collectively the "**Group**") (stock code: 1243) is a Hong Kong property development company with competitive edge and has maintained a balanced property portfolio for years. It was spin-off and listed in April 2016 and is a subsidiary of Wang On Group Limited ("**Wang On Group**") (stock code: 1222). The core business of the Group is property development and property investment. It develops different types of properties in response to the geographical location and surrounding supporting planning, giving full play to the Group's competitive advantages, while meeting the different needs of customers, and maintaining sustainable operation and development efficiency in the long run.

宏安地產有限公司(「**本公司**」，連同其附屬公司，統稱「**本集團**」)(股份代號：1243)為一家具競爭力的香港物業發展公司，多年來擁有均衡的房地產業務組合，並於二零一六年四月分拆上市，是宏安集團有限公司(「**宏安集團**」)(股份代號：1222)的附屬公司。本集團的核心業務為物業發展及物業投資，並因應地理位置及周邊配套規劃，發展不同類型物業，發揮本集團競爭優勢，同時滿足顧客的不同需求，長遠維持可持續經營及發展效率。

## CORPORATE VALUE

## 企業價值

### ● **Ambition**

With the vision of "The Cornerstone to Build the Future, A Passion for Tomorrow", Wang On Properties is looking to the future and is committed to building a better home for the next generation.

### ● **Plan**

With grand foresight, outstanding vision, rich experience and a love-oriented foundation, in the face of the rapidly changing environment of the Hong Kong property market, we maintain a positive attitude, move forward steadily, and carefully build a beautiful home.

### ● **Purpose**

Carrying out the spirit of "Seeking Progress while Maintaining Stability", we continue to seize new opportunities and develop promising projects based on our sound business foundation, and aiming to become a leading real estate company.

### ● **宏願**

宏安地產本著「以愛為基石」，為未來建設的遠見，放眼未來，致力為下一代建造美好的安居之所。

### ● **宏圖**

憑藉宏大的遠見、超卓的眼光、豐富的經驗及以愛為本的基礎，面對香港物業市場瞬息萬變的環境，我們保持積極態度，穩步向前，精心締建美好家園。

### ● **宏旨**

貫徹「穩中求進」的精神，我們於穩健的業務根基上，不斷把握新機遇，開發具潛質的項目，矢志成為首屈一指的房地產企業。

With the spirit of seeking enterprising, continuous innovation and perfection in a stable manner, the Group will continue to actively participate in local property development and investment projects, including "The Met. Focus", "The Met. Sublime", "The Met. Delight", "The Met. Bliss", "The Met. Blossom", "The Met. Acappella" and "The Met. Azure" of the exquisite residential series "The Met."; "maya" of the luxury residential series branded "Nouvelle"; houses "Meister House" and "Godi XI", and "LADDER Dundas", a multi-storey Ginza type commercial complex under the "LADDER" series has also been launched.

本集團會繼續以穩健中尋求進取、不斷革新、至臻完美的精神，積極參與本地物業發展及投資項目，包括精品式住宅The Met.系列的「薈點」、「薈臻」、「薈悅」、「薈晴」、「薈朗」、「薈菁」及「薈藍」；豪華住宅品牌Nouvelle系列的「曦臺」；洋房「首譽」及「戈林」，更推出銀座式商廈「LADDER」系列的「LADDER Dundas」。

## ABOUT THE REPORT 關於本報告

This report is the fifth “Environmental, Social and Governance Report” (the “**Report**”) issued by the Group. For stakeholders to better understand the environmental, social and governance issues of the Group, this Report focuses on the sustainable development policies, practices and performance of the Group during the year from 1 April 2020 to 31 March 2021 (the “**Year**”). To allow accessible by various sectors at any time, this Report has been prepared in both English and Chinese and uploaded to the websites of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) (www.hkexnews.hk) and the Company (www.woproperties.com).

### SCOPE OF THIS REPORT

This Report focuses on reporting the sustainable development performance of the Group’s property development and property investment business segments. The scope of this Report covers the operation of the Group’s headquarter office in Hong Kong, the construction phase of a wholly-owned property project, a residential project, The Met. Azure, located in Tsing Yi Town Lot No. 192 (“**Tsing Yi Residential Project**”), and the construction phase of a non-wholly owned property project of the residential project located at 86A-86D Pok Fu Lam Road (the “**Pok Fu Lam Residential Project**”) (collectively referred to as the “**two residential projects**”) and does not include other property projects.

The Group’s land development portfolio is as follows:

本報告為本集團發表的第五份《環境、社會及管治報告》(「**本報告**」)。為使持份者更好地了解本集團的環境、社會及管治議題，本報告重點闡述本集團於二零二零年四月一日至二零二一年三月三十一日(「**本年度**」)的可持續發展方針、實踐及績效。為供各界隨時查閱，本報告設中文及英文版本，並分別上載至香港聯合交易所有限公司(「**聯交所**」)的網站(www.hkexnews.hk)及本公司網站(www.woproperties.com)上閱覽。

### 報告範圍

本報告重點匯報本集團之物業發展及物業投資業務分部的可持續發展表現。本報告範圍為本集團位於香港之總部辦事處的營運、一項全資擁有物業項目的施工階段，位於青衣市地段第192號的住宅項目「**蒼藍**」(「**青衣住宅項目**」)，以及一項全資擁有物業項目的施工階段，位於薄扶林道86A-86D號的住宅項目(「**薄扶林住宅項目**」)(統稱「**兩個住宅項目**」)，並不包括其他物業項目。

本集團之發展用地組合如下：

Location	地點	Proposed Purpose	擬定用途	Approximate total gross floor area	Expected completion year	Attributable to the Group
				概約總建築面積	預期竣工年度	本集團應佔權益
Tsing Yi Town Lot No. 192	青衣市地段第192號	Residential Project	住宅項目	90,000	2022	100%
86A-86D Pok Fu Lam Road	薄扶林道86A-86D號	Residential Project	住宅項目	28,500	2022	70%

As The Met. Acappella was completed and delivered in May 2019, The Met. Acappella is not included in this Report. Compared with the “Environmental, Social and Governance Report” for 2020, the Pok Fu Lam Residential Project is a new report scope. The Group will regularly review the scope of the report based on the principle of materiality to ensure that it provides investors and other stakeholders with more comprehensive and accurate information.

由於蒼藍已於二零一九年五月竣工及交付，蒼藍並不納入在此報告。與二零二零年度《環境、社會及管治報告》相比，薄扶林住宅項目為新增報告範圍。本集團將定期以重要性為原則檢視報告範圍，確保為投資者及其他持份者提供更全面和準確的資訊。

## ABOUT THE REPORT (CONTINUED)

### 關於本報告(續)

The Group understands that the current reporting scope does not cover all the Group's property development projects<sup>1</sup> and is gradually expanding the reporting scope to provide stakeholders with more comprehensive information.

本集團明白目前匯報範圍尚未覆蓋本集團所有物業開發項目<sup>1</sup>，並正就逐步擴大報告範圍，以便向持份者提供更全面資訊。

### REPORTING STANDARDS AND PRINCIPLES

The Report is prepared in accordance with the “comply or explain” provisions of the Environmental, Social and Governance Reporting Guide (the “**Guide**”) contained in Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange (the “**Listing Rule**”). Part of the “recommended disclosure” key performance indicators in the “Guidelines” have been disclosed in this Report. In preparing this Report, the Group followed the four reporting principles of materiality, quantitative, balance and consistency.

### 報告準則及原則

本報告乃依據聯交所證券上市規則(「**上市規則**」)附錄二十七中的《環境、社會及管治報告指引》(「**《指引》**」)的「不遵守就解釋」規定編製。部分《指引》中「建議披露」的關鍵績效指標已於本報告披露。在編備本報告時，本集團遵循重要性、量化、平衡及一致性四項匯報原則。

Reporting principles 匯報原則	Definition 釋義	The Group's responses 本集團的回應
<b>Materiality</b>	The Report should reflect the organisation's significant influences on environment and society, or aspects that substantively affect stakeholders' assessment and decision on organisation.	The Board considers the nature of the business and operating methods, identifies the major environmental and social issues in the Group's operations that have a significant impact on the environment and society and is important to stakeholders, and reports them in this report. Please refer to the “Material Issues” section for the specific evaluation process.
<b>重要性</b>	本報告應反映機構對環境及社會的顯著影響，或實質上影響持份者對機構評估及決定的範疇。	董事會考慮業務性質及營運方式，識別本集團營運對環境及社會有重大影響及對持份者重要的重大環境及社會議題，並於本報告重點匯報。具體評估過程請參閱「重要議題」章節。

<sup>1</sup> The Group owned five property development projects as of March 31, 2021, with a total gross floor area of 346,500 square feet.

<sup>1</sup> 本集團於二零二一年三月三十一日擁有的物業發展項目共五個，總建築面積達34.65萬平方呎。

## ABOUT THE REPORT (CONTINUED)

### 關於本報告(續)

Reporting principles 匯報原則	Definition 釋義	The Group's responses 本集團的回應
<b>Quantitative</b>	The Report should disclose key performance indicators in a measurable manner.	The Group records and discloses key performance indicators in a quantitative manner to evaluate the effectiveness of environmental, social and governance policies and management systems. The Group has also commissioned professional consultants to evaluate environmental key performance indicators based on local guidelines and international standards.
量化	本報告應以可以計量的方式披露關鍵績效指標。	本集團以量化的方式記錄和披露關鍵績效指標，以評估環境、社會及管治政策和管理系統的有效性。本集團亦已委託專業顧問根據當地指引及國際標準對環境關鍵績效指標進行評估。
<b>Balance</b>	The organisation should prepare the Report in an unbiased manner, to ensure it gives a clear picture of positive and negative impacts, enabling stakeholders to reasonably evaluate the overall performance of the organisation.	The Group prepared the Report with an impartial attitude, expounding its achievements in sustainable development and the challenges it faced and solutions, in order to ensure that the Group's performance in sustainable development was truthfully reflected.
平衡	機構應以不偏不倚的態度籌備本報告，確保清晰說明其正面及負面影響，讓持份者可合理地評估機構的整體績效。	本集團以不偏不倚的態度籌備本報告，闡述其在可持續發展的成就和所面對的挑戰及解決方案，確保如實反映本集團於可持續發展方面的表現。
<b>Consistency</b>	The Report's disclosures should use a consistent statistical method of disclosure to allow stakeholders to analyse and evaluate the performance of the organisation at different times. The organisation should explain any changes in methods.	This Report uses the same statistical method as the previous year. If there are any changes that may affect the comparison with the previous report information and performance, this Report will provide corresponding explanations. For details, please refer to the "Overview of Key Performance Indicators" section.
一致性	本報告披露應採用一致的披露統計方法，以便持份者可分析及評估機構於不同時間的績效。機構應就任何方法的變化作出解釋。	本報告使用與上年度一致的統計方法。如有任何可能影響與過往報告資訊及績效作比較的變更，本報告將作出相應解釋。詳情請參閱「關鍵績效指標總覽」章節。

## ABOUT THE REPORT (CONTINUED)

### 關於本報告(續)

#### CONFIRMATION AND APPROVAL

All the information quoted in this report comes from the Group's official documents, statistical data and management and operation data collected in accordance with the Group's system, and strives to ensure that the information presented in the Report is accurate and reliable. This Report has been reviewed and approved by the Board.

#### FEEDBACK

The Group welcomes feedback and suggestions from stakeholders. Your opinions will help to improve and enhance the Group's future environmental, social and governance performance. If you have any questions or suggestions about this Report and the environmental, social and governance performance of the Group, please contact the Company via email ([pr@woproperties.com](mailto:pr@woproperties.com)).

#### 確認及批准

本報告引用的所有資料均來自本集團的官方文件、統計數據及根據本集團制度所收集的管理和運營資料，竭力確保本報告所呈現的資料均準確可靠。本報告已獲董事會審閱及批准。

#### 意見反饋

本集團歡迎持份者的反饋和建議。您的意見有助完善和增強本集團未來的環境、社會及管治表現。如閣下對本報告和本集團環境、社會及管治表現有任何疑問或建議，歡迎透過電郵 ([pr@woproperties.com](mailto:pr@woproperties.com)) 與本公司聯絡。

## OVERVIEW OF SUSTAINABILITY PERFORMANCE

### 可持續發展績效一覽

Environmental 環境		Unit 單位	
<b>Emissions</b> 排放物	Total greenhouse gas emission 溫室氣體排放總量	tco <sub>2</sub> e 公噸二氧化碳當量	63.5
	Total waste generated 產生廢物總量	tonnes 公噸	1.7
<b>Resources</b> 資源	Total energy consumption 能源消耗總量	MWh 兆瓦時	91.2
	Total water consumption 耗水總量	m <sup>3</sup> 立方米	120.2
Social 社會		Unit 單位	
<b>Workforce</b> 員工	Number of Employees 員工人數	Employee number 人	136
	Ratio of Male to Female Employees 男女員工人數比例	Employee number 人	1.52:1
	Number of Work-related Fatalities 因工死亡人數	Employee number 人	0
	Work-related Injury Rate 工傷率	%	2.2
	Percentage of Employee Trained 受訓員工百分比	%	50.0
	Donation 捐款	Hong Kong Dollars 港元	approximately 2,200,000 約2,200,000



## MESSAGE FROM THE BOARD 董事會寄語

In the past year, the global outbreak of the COVID-19 virus brought uncertainties to global corporations. The Group actively responded to the pandemic-control measures implemented by governments of different places, in order to safeguard the health and safety of employees of all business unit, stakeholders and clients.

In times as such, stakeholders become more concern with the sustainability of corporations. The Group recognizes the importance of sustainability to corporations, and establishes sustainable strategies when appropriate to prepare for the construction of long term goal. The Group is committed to building a good corporate governance, where the Board is responsible for supervising the work of environmental, social and governance, and deciding strategy directions and targets. In the future, the Group will form a sustainability committee to provide guidance for the Group regarding the monitoring of its environmental, social and governance performance.

Apart from handling the pandemic, the risk of climate change cannot be ignored as well. In 2020, governments of different countries, including the Chinese government and the HKSAR government, announced successively about their zero emissions targets and that they will gradually transform into low carbon economy. The Group understands that climate change will affect its operation, thus establishes climate change related polices, and assess the risks and opportunities brought to operation by climate change step by step, and formulate management measures.

Looking forward, the Group anticipates to move forward in the sustainability aspect. To better understand the stakeholders' anticipations toward the Group in a whole, the Group will continue to strengthen its communication with stakeholders, broaden the scope of the stakeholders' questionnaire to its employees, so to enhance its sustainability performance.

在過去的一年，2019冠狀病毒在全球大流行，對全球的企業帶來種種不確定性。本集團積極響應各地政府為控制疫情所採取的措施，保障各業務單位之員工、持份者及顧客的健康及安全。

在此背景下，持份者對企業的可持續發展更為關注。本集團深明可持續發展對企業的重要性，並適時建立可持續策略，為建立長遠目標而作準備。本集團致力建立良好企業管治，由董事會負責監管環境、社會及管治的工作，制定策略方向及目標。將來，本集團將成立可持續發展委員會，以指導本集團監測其環境、社會及管治表現。

除應對疫情外，氣候變化的危機也不容忽視。二零二零年，各國政府，包括中國政府、香港特別行政區政府先後公佈淨零排放目標，逐步轉型至低碳經濟。本集團明白氣候變化會為營運帶來影響，就此制訂有關氣候變化的政策，並逐步評估氣候變化為營運帶來的風險及機遇，制定管理措施。

展望未來，本集團期望於可持續發展方面邁進。為更全面了解持份者對本集團的期望，本集團將繼續加強與持份者溝通，將持份者問卷範圍擴大至其員工，以提升其可持續發展表現。

## SUSTAINABLE DEVELOPMENT GOVERNANCE

### 可持續發展管治

The Group believes that good governance culture and sustainable environmental, social and economic effective operation mode can bring long term values to corporations and society. The Board takes full responsibility for the Group's environmental, social and governance, including sustainability strategies, management, performance and report, and will control relative matters, and identify relevant risks and opportunities from the sustainable operation mode, in order to reduce the negative impacts the Group poses toward the environment and society during operation.

### RISK MANAGEMENT

An effective risk management is crucial to the long term growth and sustainability of the Group. Through understanding the risk profile that the enterprise can withstand, the Group implements management measures when appropriate. The Audit Committee assists the Board to continuously review and control the corporate risk management and internal control, while the management is responsible for designing, maintaining, implementing and supervising the risk management and internal control system.

The Board performs an annual review on the risk management and internal control system and procedure, which covers all the key controls, including finance, operation and compliance, to ensure it continues to be appropriate and effective. To ensure the efficiency and effectiveness of the risk management and internal control system, the Group commissions external consultant to examine the system, the Audit Committee and the Board will then review the investigation findings and suggestions.

本集團深信良好的管治文化及可持續的環境、社會和經濟效益的營運模式能為企業及社會帶來長遠價值。董事會為本集團的環境、社會及管治承擔全部責任，包括可持續發展策略、管理、表現及匯報，亦對相關事宜進行監管，並識別可持續發展營運模式上的相關風險和機遇，以減低本集團營運時對環境及社會帶來的負面影響。

### 風險管理

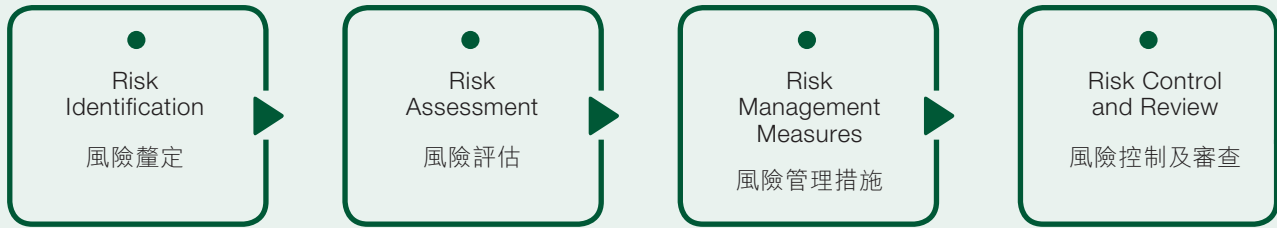
有效的風險管理對本集團的長遠增長及持續發展至關重要。透過了解企業可承受的風險狀況，本集團適時採取管理措施，由審核委員會協助董事會持續檢討及監管企業風險管理及內部監控，而管理層則負責設計、維護、實施及監控風險管理及內部控制系統。

董事會每年均就風險管理及內部監控系統及程序進行檢討，涵蓋所有重要控制，包括財務、經營及合規，以確保其持續適當及有效。為確保風險管理及內部監控系統的效率及有效性，本集團委聘外部諮詢公司審查系統，並由審核委員會及董事會審閱調查結果及建議。

## SUSTAINABLE DEVELOPMENT GOVERNANCE (CONTINUED) 可持續發展管治(續)

The Group's risk management and internal control system procedures constitute the following four steps and relevant policies and procedures are formulated.

本集團的風險管理及內部監控系統程序通過以下四個步驟，並制定相關政策及程序。



Through risk management strategy, management refers to internal and external factors and matters such as politics, economics, technology, environment, social and employees etc. to identify risks related to the Group's business, and performs assessment on and prioritizes the risks according to their relevant impacts and odds of occurrence, thus minimize the impacts that such risks have on the Group.

透過風險管理策略，管理層根據政治、經濟、技術、環境、社會及員工等內外因素及事件，以釐定與本集團業務有關的風險，並根據各種風險相關影響及發生機率進行評估及優先排序，將風險對本集團的影響減至最低。

## SUSTAINABLE DEVELOPMENT GOVERNANCE (CONTINUED) 可持續發展管治(續)

### RISK MANAGEMENT STRATEGY

### 風險管理策略



Type of Risk 風險類別	Description of Risk 風險描述	Measures against Risk 風險應對措施
<p><b>Project Quality Risk</b></p> <p>項目品質風險</p>	<p>The Group understands the quality and quantity of the property development projects are crucial, as low quality properties will affect the safety and health of clients. As a property developer, the Group relies on the contractors to conduct related construction work of the property development project. If the contractors fail to reach the satisfactory level of the Group, quality and safety issues may be resulted, thus affect the Group's reputation.</p> <p>本集團明白物業發展項目的品質及質量尤其重要，低質量的物業會影響客戶健康及安全。作為物業發展商，本集團依賴承建商進行物業發展項目之建築相關工程。若承建商未能達致本集團的理想水平，將會導致品質及安全問題，影響集團聲譽。</p>	<ul style="list-style-type: none"> <li>• The Group unifies the quality guaranteed standard of all construction projects, and establishes a new property passing standard, which covers 25 standard aspects.</li> <li>• To ensure the property development project complies with the highest quality standard, the Group performs review on the project after completion and follows up with the contractors on the construction flaws.</li> <li>• The Group performs an annual assessment on the contractors' performances to ensure aspects such as construction site management and construction craftsmanship are well performed.</li> <li>• 本集團統一各建築項目之質量保證標準，設立全新樓宇合格標準，當中涵蓋二十五個標準範疇。</li> <li>• 為確保物業發展項目符合最高質量標準，本集團在項目竣工後對項目進行檢查及向承建商跟進工程缺陷。</li> <li>• 集團每年對承建商表現進行評估，確保地盤管理及建築工藝等多個範疇表現良好。</li> </ul>

## SUSTAINABLE DEVELOPMENT GOVERNANCE (CONTINUED)

### 可持續發展管治(續)

#### COMPLIANCE MANAGEMENT

Compliance operation is the foundation of the Group's continuous operation. The Group realizes that misbehaviors will lead to relevant legal actions taken by regulatory authorities. Through reviewing work practices and compliance, the Group strengthens the implementation of policies, and reviews and improves existing standards and practices on an on-going basis. If fails to abide by the relevant laws and regulations, the Group's reputation may be prejudiced, thus pose adverse impacts on its operation, business, operation result or financial position. The followings are the identified laws and regulations that will pose significant impacts on the Group, including litigations or penalties. During the year, the Group was not aware of any material incompliance cases against the following laws and regulations, nor any corruption related litigations against the Group and its employees.

#### 合規管理

合規營運是本集團持續營運的基礎。本集團知悉違規行為會導致監管機構採取相關的法律行動。透過檢視工作常規及合規情況，本集團加強政策實施，並持續檢討和完善已有的準則和慣例。如有違反相關法律及規例，均可能損害本集團聲譽，並對其營運、業務、經營業績或財政狀況造成不利影響。以下為已識別對本集團造成重大影響(包括訴訟或罰款)的法律及規例。本年度，本集團並無發現任何嚴重違反以下法律及規例的案例，亦無任何與本集團及員工相關的貪污訴訟案件。

Aspect 層面	Relevant Laws and Regulations 相關法律及規例
<b>Emissions</b> 排放物	Air Pollution Control Ordinance, Water Pollution Control Ordinance and Waste Disposal Ordinance 《空氣污染管制條例》、《水污染管制條例》及《廢物處置條例》
<b>Employment and labour standards</b> 僱傭及勞工準則	Employment Ordinance, Employees' Compensation Ordinance, Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance and Personal Data (Privacy) Ordinance 《僱傭條例》、《僱員補償條例》、《性別歧視條例》、《殘疾歧視條例》、《家庭崗位歧視條例》及《個人資料(私隱)條例》
<b>Health and safety</b> 健康與安全	Occupational Safety and Health Ordinance and Employees' Compensation Ordinance 《職業安全及健康條例》及《僱員補償條例》
<b>Product liability</b> 產品責任	Buildings Ordinance, Residential Properties (First-hand Sales) Ordinance and Personal Data (Privacy) Ordinance 《建築物條例》、《一手住宅物業銷售條例》及《個人資料(私隱)條例》
<b>Anti-corruption</b> 反貪污	Prevention of Bribery Ordinance 《防止賄賂條例》

## STAKEHOLDERS ENGAGEMENT

### 持份者溝通

The demand of stakeholders is considered to be a key opinion in the path to sustainable development. The Group continues to keep close contact with stakeholders in all kinds (including investors and shareholders, customers, directors and employees, business partners, community and regulatory authority). The following is the relationship between the Group, the stakeholders and the engagement channels.

本集團視持份者的需求為可持續發展道路上的重要意見。本集團與各類持份者持續保持緊密溝通，包括，投資者及股東、客戶、董事及員工、業務夥伴、社區及監管機構等。以下為本集團與持份者的關係及溝通渠道。

Key stakeholders 主要持份者	Key engagement issue 溝通要點	Engagement channel 溝通渠道
Investors and shareholders 投資者及股東	The Group handles the concern issues of investors and shareholders in a timely manner can help corporates in generating long-term financial returns and creating social value. 本集團及時處理投資者及股東關注的事宜，有助企業創造長期財務回報及社會價值。	<ul style="list-style-type: none"> <li>Annual General Meeting/Extraordinary General Meeting</li> <li>Annual and interim results announcement</li> <li>Announcement and notices</li> <li>Key stakeholders and engagement channels</li> <li>Annual and interim report</li> <li>Company's website</li> <li>年度／特別股東大會</li> <li>年度及中期業績公佈</li> <li>公佈及通告</li> <li>主要持份者及溝通渠道</li> <li>年度及中期報告</li> <li>公司網站</li> </ul>
Customers 客戶	By understanding the expectations and demands of the customers, the quality of the products and services of the Group will be improved and enhanced constantly. 了解客戶的期望及需求有助本集團不斷進步及提升其產品及服務質素。	<ul style="list-style-type: none"> <li>Customers service hotline</li> <li>Business representatives</li> <li>Website and email</li> <li>客戶服務熱線</li> <li>業務代表</li> <li>網站及電郵</li> </ul>

## STAKEHOLDERS ENGAGEMENT (CONTINUED)

### 持份者溝通(續)

Key stakeholders 主要持份者	Key engagement issue 溝通要點	Engagement channel 溝通渠道
<b>Directors and employees</b>  董事及員工	<p>To promote mutual respect and provide a healthy workplace environment, the Group always strives to understand the needs of directors and employees.</p> <p>為推廣尊重文化及提供健康的工作環境，本集團不斷了解董事及員工的需求。</p>	<ul style="list-style-type: none"> <li>Retreats</li> <li>Social gathering</li> <li>集思會</li> <li>聯誼聚會</li> </ul>
<b>Business partner</b>  業務夥伴	<p>The Group will cooperate tightly with business partners at every stages in supervising quality and performance to ensure only high-quality products and services are delivered.</p> <p>本集團於各階段與業務夥伴密切合作，監控其質量及表現，確保交付優質產品及服務。</p>	<ul style="list-style-type: none"> <li>On-site meetings</li> <li>Site co-ordination meetings</li> <li>實地會議</li> <li>地盤協調研會</li> </ul>
<b>Community</b>  社區	<p>The Group responds to the needs of communities by engaging into them proactively, so as to create a lasting benefits.</p> <p>本集團積極與社區溝通，了解其需要，為社會創造長久利益。</p>	<ul style="list-style-type: none"> <li>Community activities</li> <li>Staff volunteer activities</li> <li>Sponsorship and donation</li> <li>社區活動</li> <li>員工義工活動</li> <li>贊助及捐贈</li> </ul>
<b>Regulatory authority</b>  監管機構	<p>The Group closely communicates with the regulatory authorities, so as to ensure compliance with relevant laws and regulations, and avoidance of adverse effects to the business.</p> <p>本集團與監管機構緊密溝通，確保遵循所有相關法律及法規，避免對業務造成負面影響。</p>	<ul style="list-style-type: none"> <li>Publications and emails</li> <li>Meetings</li> <li>刊物及電郵</li> <li>會議</li> </ul>

## STAKEHOLDERS ENGAGEMENT (CONTINUED)

### 持份者溝通(續)

#### MATERIALITY ASSESSMENT

The members of the Board have identified seven environmental, social and governance issues as being most material to the Group among twelve environmental and social issues in the way of responding questionnaire survey conducted by the Group. The Board considered that these issues had imposed material impacts on stakeholders and the Group's operation. According to the result of the questionnaire, the followings are the material issues of this Year and the corresponding response of the Group.

#### 重要性評估

本集團以問卷調查形式，由董事會成員於十二項環境及社會議題中，識別本集團中最重要的七項環境、社會及管治議題。此等議題為董事會認為對持份者及本集團營運有重大影響。根據問卷調查結果，以下為本年度重大議題及本集團對此等議題的回應。

Material issues 重要議題	The Group's responses 本集團的回應
<b>Employment</b> 僱傭	The Group is committed to developing an optimized employment system, so as to attract and retain talents. 本集團致力為員工建立完善僱傭體系，以吸納及挽留人才。
<b>Health and safety</b> 健康與安全	The Group promises to provide a healthy and safe working Environment to the employees. Under the influence of the COVID-19 this year, the Group adopted stringent epidemic prevention measures to ensure the health and safety of employees. 本集團承諾為員工提供健康、安全的工作環境。本年度在2019冠狀病毒的影響下，本集團採取嚴謹的防疫措施，確保員工健康及安全。
<b>Products liability</b> 產品責任	The Group focuses on the provision of high quality products and services to its customers, by reviewing and optimizing its quality management system continually, improving the production process, quality requirement and quality management implementation methods of products and services. 本集團專注為客戶提供高質量的產品和服務，不斷檢討和完善其質量管理體系，提升各產品和服務的製造程序、質量要求及質量管理執行方式。
<b>Anti-corruption</b> 反貪污	The Group has established anti-fraud and reporting system, and provided regular anti-corruption training to employees. 本集團設有反欺詐和舉報系統，並為員工定期提供反貪污培訓。
<b>Use of resources</b> 資源使用	The Group supports "Green development and operation", which raise the effectiveness of the use of operating resources and promote green construction to ensure the coordinated collaboration between business and ecosystem, so as to reduce the negative environmental impacts of the operation. 本集團支持「綠色發展及營運」，提高營運資源使用效率、推動綠色建築，並確保業務與生態協調發展，以減少營運對環境造成的負面影響。



## STAKEHOLDERS ENGAGEMENT (CONTINUED)

### 持份者溝通(續)

Material issues 重要議題	The Group's responses 本集團的回應
<b>Development and training</b> 發展及培訓	<p>The Group strives to form a competitive team by providing its employees continued career development and training opportunities.</p> <p>本集團持續為員工提供職業發展及培訓機會，致力打造具競爭力團隊。</p>
<b>Labor standard</b> 勞工準則	<p>The Group respects human right and forbid the employment of child labor and forced labor, as well as stipulating the measures for avoiding child and forced labor on the relevant policy.</p> <p>本集團尊重人權，禁止聘請童工及強制勞工，並在有關政策上列明避免童工及強制勞工的措施。</p>

Compared with the prior year, development and training is the newly-added material issue in the Year. Looking ahead, with a view to fully understand the environmental and social issues which are material to the business and stakeholders and optimize the relevant policies and measures, the Group will increase engagement with stakeholders and to expand the scope of questionnaire survey among stakeholders.

與上年度相比，發展及培訓為本年度新增的重要議題。展望將來，本集團將加強持份者溝通，並擴大持份者問卷調查，更全面地了解對業務和持份者至關重要的環境和社會議題，繼而完善相關政策及措施。

## CARING FOR EMPLOYEES

### 關懷員工

The Group believes employees can work at ease in a fair and respectful workplace under a healthy employment system. The adoption of various policies and measures by the Group manifests the caring for employees, we listen the demand of employees proactively and review the effectiveness of each policies and measures in a timely manner to ensure their skills are fully utilized in the workplace.

### EMPLOYMENT SYSTEM

The Group believes an optimized employment system can attract and retain talents. The Group has developed ““Environmental, Social and Governance Policy”, “Manual on Human Resource Management”, and “Staff Handbook” which clearly states policies of remuneration and dismissal, recruitment and promotion, working hours, holidays, equal opportunities, diversification, anti-discrimination and other welfare treatments. From these, the staff members can apprehend the employees’ regulations and arrangement.

健全的僱傭制度能使員工在平等而受尊重的環境下安心工作。本集團通過各項政策措施，展示對員工的關懷，並積極聆聽員工的需求，適時檢視各項政策及措施成效，確保員工充分發揮才能。

### 僱傭制度

本集團相信完善的僱傭制度能夠吸納及挽留人才。本集團已制定《環境、社會及管治政策》、《人力資源管理手冊》，及《員工手冊》清楚列明有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視、其他待遇及福利方面等政策，讓員工知悉本集團的僱傭規定及安排。

#### Remuneration and dismissal 薪酬及解僱

The Group regularly determines and reviews the remuneration based on experience, qualification and work performance of the employees, company policy, market pay trend and other factors. The Group has also stated clear employment conditions on the employment contract. The contract termination process and conditions of dismissal have also been listed on “Staff Handbook”.

根據員工資歷、工作表現、公司政策及市場薪酬趨勢等因素，本集團定期釐訂及檢討薪酬。本集團亦在僱傭合約清楚列明僱傭條件，以及在《員工手冊》描述有關中止合約程序及解僱條件。

#### Recruitment and promotion 招聘與晉升

The Group upholds the recruiting principal “Proper assignment of roles” and adopts an objective and legitimate standard. In a bid to encourage employees with outstanding performance, the Company will prioritize “internal promotion” to fill the vacancy, which may enhance the sense of belonging of employees. In the course of recruitment, the Group will consider the capability, job knowledge, academic and professional qualification of the employees, actual requirement and other factors.

本集團以「知人善任」為招聘原則，採用客觀合理的準則。為鼓勵表現卓越的員工，每當有職位空缺時，公司會首先考慮以「內部晉升」方法填補空缺，從而加強員工歸屬感。在招聘過程中，本集團將根據員工的工作能力、對工作之認識、學歷及專業資格、實際需求等因素為考慮。

In the respect of employees’ promotion, the Group implements performance management system and employee rewards system on a regular basis, the promotion is determined based on the annual performance evaluations performed by their immediate supervisors.

有關員工晉升方面，本集團定期實施績效管理制度和員工獎懲制度，員工年度績效檢視由直屬主管根據其表現決定是否晉升。

## CARING FOR EMPLOYEES (CONTINUED)

### 關懷員工(續)

<p><b>Working hours and holidays</b> 工作時數及假期</p>	<p>The Group concerns the right of employees, and sets out attendance management system, working hours and days off arrangement based on statutory working hours. When overtime work is needed, the Group will discuss with the employees and provide compensatory leave or overtime allowance in accordance with the law.</p> <p>本集團關注員工權益，並按照法定工作時間制訂考勤管理制度、工時及休息日的安排，在需要加班的情況下與員工協商，依法提供補休或加班津貼。</p> <p>Apart from statutory/public holidays and days off, the Group provides maternity, paternity, matrimonial, compassionate and examination leave.</p> <p>除法定／公眾假期及休息日外，本集團提供分娩假、侍產假、婚假、恩恤假及考試假。</p>
<p><b>Other welfare and benefits</b> 其他待遇福利</p>	<p>The Group provides employees with hospitalisation medical insurance, outpatient medical benefits, discounts for Wai Yuen Tong products, preferential price for participation in physical examination, dental care, family outpatient medical concession scheme, subsidy for annual fee of professional bodies and training subsidy scheme.</p> <p>本集團已為員工提供包括住院醫療保險、門診醫療福利、位元堂產品購物優惠、以優惠價參與體格檢查、牙科保健、家屬門診醫療優惠計劃、專業學會年費資助及進修資助計劃。</p>
<p><b>Equal opportunity, anti-discrimination and diversity</b> 平等機會、反歧視及多元化</p>	<p>The Group upholds the equal rights of employees and promotes the principal of equal opportunity. The Group treats every employee equally and prohibits any form of discrimination, harassment and unequal treatment upon recruitment, orientation, training, promotion and dismissal based on their gender, disability, pregnancy, family, race, colour, religion, age, sexual orientation, nationality, union membership or other differences.</p> <p>本集團維護員工的平等權利並推廣平等機會原則。本集團對所有員工一視同仁，防止員工因其性別、殘疾、懷孕、家庭狀況、種族、膚色、宗教、年齡、性取向、國籍、工會會籍或其他條件差別在招聘、入職、培訓、晉升至離職時受到任何形式的歧視、騷擾行為和不平等對待。</p> <p>The Group understands a diverse team can bring different experience, skill and broader ideas to the Group and enhance the growth potential of the Group. The Group also recruits disabled persons, and promotes inclusive workplace culture.</p> <p>本集團明白多元化團體能為本集團帶來不同的經驗、技能及多元化的思想，加強本集團的發展潛力。本集團通過招聘殘障人士，推動傷健共融文化。</p>

## CARING FOR EMPLOYEES (CONTINUED)

### 關懷員工(續)

#### Grievance channel 申訴渠道

In order to facilitate the communication and cooperation between employees and employers, the Group listens the opinions of the employees proactively, and sets up multiple communication channels for employees to complaint and raise opinions, include staff newsletter, staff opinion survey, whistleblowing system and staff meeting. The Group will adopt a fair and impartial approach in resolving the complaint promptly and investigate the complaint in accordance with the established procedure. The Group has stated the complaint procedure in the “Staff Handbook”, where employees can file a complaint with their department heads or the human resources department in case of any dissatisfaction during the employment, which upholds the legitimated right of the employees. Internal audit department will understand the details from such employees upon receiving the complaint, and all information will be kept confidential. If such complaint is found to constitute any risk or there is room for improvement of the Group, the internal audit department will conduct further investigation, and refer such report and recommendations to the senior management for follow-up actions.

為促進勞、資雙方的溝通及合作，本集團積極聆聽員工的意見，並設立多個溝通渠道，包括員工通訊、員工意見調查、舉報機制以及員工大會，供員工提出申訴及意見，本集團將會以公平公正的態度，迅速處理及解決投訴，並按既定程序進行調查。本集團在《員工手冊》亦清楚列明申訴程序，若員工在僱傭關係中產生任何不滿，可向所屬主管或人力資源部申訴，保障員工正當合法權益。內部審計部門將於收到投訴後向該名員工了解詳情，所有資料均保密處理。如發現該投訴對本集團構成風險或本集團有待改善之地方，內部審計部門將進一步調查，並將有關報告及建議呈交至高級管理層作跟進。

## CARING FOR EMPLOYEES (CONTINUED)

### 關懷員工(續)

#### HEALTH AND SAFETY

The Group is committed to protect the health and safety of the employees, “Staff Handbook” and other policies regulate the management system and control measures regarding the employees’ occupational safety and health. With an aim to avoid accidents, employees are required to report any work methods and facilities in workplaces that may lead to accidents to their supervisors and human resources department for appropriate follow-up actions.

During the Year, there were 3 cases of work-related injuries in the Group, which has a 33% decrease from last year. A total of 145 working days were lost due to work-related injuries, mainly are caused by slip, trip and fall accidents and muscle strain. The Group has immediately conducted investigations and taken follow-up actions. In order to prevent the recurrence of similar accidents and ensure the safety of staff, the Group has provided occupational safety booklet to enhance employees’ safety awareness at work.

As the property developer, the Group values the health and safety of construction site workers of the project contractors. With a view to minimizing the safety crisis in construction site, construction contractors are required to submit safety management plans before the commencement of the work for the Group’s approval and implementation. Meanwhile, the Group also appoints independent safety consultants to supervise the implementation of the safety plans and conduct safety inspections to identify any deficiencies and provide recommendations.

#### 健康與安全

本集團致力保障員工的健康與安全，於《員工手冊》及其他政策規範員工職業安全健康的管理制度及控制措施。為防止意外發生，員工須向所屬主管及人力資源部報告任何可能導致意外的工作方法及工作場所之設施，以便適時跟進。

本年度，本集團發生3宗工傷個案，較去年減少33%，因工傷共損失145天工作日數，主要為滑倒及肌肉勞損，本集團已隨即進行調查及採取跟進行動。為防止同類意外再次發生和保障員工安全，本集團已提供職業安全小冊子，加強員工在工作時的安全意識。

作為物業發展商，本集團重視項目承建商的地盤工人的健康與安全。為確保將地盤內的安全危機減至最低，建築工程承建商必須於動工前提交安全管理計劃，以供本集團批准及執行，同時本集團亦委任獨立安全顧問監督實施安全計劃，並進行安全巡查，以識別任何不足之處及提供建議。

## CARING FOR EMPLOYEES (CONTINUED)

### 關懷員工(續)

#### Response to COVID-19

Confronting the persistent COVID-19 pandemic, the Group has implemented various measures in office to protect the safety of employees. The relevant countermeasures are as follows:

- **Ensure the hygiene of the working environment**

The employees are required to wear masks at all times, and the Group has arranged specialized team to disinfect the office regularly, so as to provide a healthy and safe working environment. Meanwhile, the Group has posted memorandum to remind the employees to pay attention to hygiene.

- **Ensure the safety of employees**

The Group ensures that employees have kept appropriate social distance in the workplace. We have conducted daily temperature check and distributed masks and personal disinfectant and sanitizer to employees, they are also required to fill health declaration form. Besides, the Group has provided COVID-19 medical protection to the employees.

- **Provide flexible working hours**

The Group has adjusted the working mode and advocated the implementation of staggered time, including work from home arrangement. To limit the number of face-to-face meeting in working hours, the Group encouraged them to conduct it online or reach by phone.

#### 應對2019冠狀病毒

面對2019冠狀病毒疫情持續，本集團在辦公室實施各種措施，致力保障員工安全。有關應對措施如下：

- **確保工作環境衛生**

本集團要求員工時刻配戴口罩，安排專人定時在辦公室進行例行消毒，為員工提供健康及安全的工作環境。同時，本集團張貼提示，提醒員工注意清潔衛生。

- **保障員工安全**

本集團確保員工在工作場所可保持合適的社交距離，每天為員工量度體溫，並發放口罩及個人消毒清潔衛生用品，同時要求員工填寫健康申報表。本集團亦額外為員工提供2019冠狀病毒的醫療保障。

- **提供彈性工作安排**

本集團調整工作模式，提倡辦公室同事彈性上下班安排，包括在家工作安排。為減少員工在工作期間聚集會議，本集團鼓勵以線上或電話形式進行。

## CARING FOR EMPLOYEES (CONTINUED)

### 關懷員工(續)

#### DEVELOPMENT AND TRAINING

Percentage of Employees Trained <sup>2</sup>	:	50.0%
Number of Training Hours per Employees <sup>3</sup>	:	0.75 hours
Percentage of employees receiving regular performance and career development reviews:	:	91.2%

The Group recognises that development and training opportunities help each employee's long-term career development, so as to allow them achieve their career goals. Under the guidance of the "the Manual on Human Resources Management", the Group has stipulated the management system of training, regulate the objectives, principles, contents and forms of trainings, procedures and management, implementation and evaluation, fees as well as information management, to provide various knowledge and skills training opportunities as required by employees and the Company.

The Group expects to bring diversified development opportunities to employees. The human resources department is responsible for the planning, implementation, monitoring and assessing various training activities. The human resources department also gains understanding of training and development needs from each department, further establishes training objectives, and designs detailed training plans and programmes. Staff members will complete programme evaluation forms after training sessions for assessing the effectiveness of training, which will be taken as reference for the re-designing and adjustment of courses.

In order to encourage employees to pursue continuing education, they may file their claims for fees of continuing education and training programmes certified by Education Bureau, as well as apply for examination leave and study leave. In order to improve employees' professional knowledge and stay up-to-date with the latest trends in the industry, the Group also offers funding for membership of professional institutes to employees, they can enjoy full or unpaid study leave according to established standards, and they can also enjoy additional benefits during the leave. In the meantime, the Group reviews the performances of staff annually to assess their working performances, which will be taken into account when making decisions of promotion and training directions.

<sup>2</sup> Percentage of Employees Trained = Number of Employees Trained / Total number of Employees x 100%.

<sup>3</sup> Number of Training Hours per Employees = Training hours of employees in this category / number of employees in this category.

#### 發展及培訓

受訓員工百分比 <sup>2</sup>	:	50.0%
受訓員工平均時數 <sup>3</sup>	:	0.75小時
接受定期績效及職業發展檢視的百分比	:	91.2%

本集團明白發展及培訓機會有助每位員工長遠的職業發展，協助員工達成事業目標。在《人力資源管理手冊》的指導下，本集團訂明培訓管理制度，規範培訓目標、原則、內容與形式、過程與管理、實施與評估、費用及資料管理等範疇，按照員工及企業需求提供各種知識及技能的培訓機會。

本集團期望為員工帶來多元化的發展機遇，由人力資源部負責計劃、實施、監督和評估各項培訓活動。人力資源部亦會向各部門了解其培訓和發展需求，進而訂立培訓目標及設計詳細的培訓課程及規劃。員工參加培訓後須填寫課程評估表，以評估培訓成效，並作為課程重新設計或調整的參考。

為鼓勵員工持續進修，員工可申請報銷教育局認可的持續進修及培訓課程費用，以及申請考試假和進修假。為提高員工的專業知識及緊貼行業最新趨勢，本集團亦為員工提供專業學會會籍資助，按既定準則享有全薪或無薪進修假，並可在休假期間享有附加的福利待遇。同時，本集團每年進行年度績效檢視，以評估員工工作表現，並作為決定其未來升職及培訓方向的基礎。

<sup>2</sup> 受訓員工百分比 = 受訓員工人數 / 總員工人數 x 100%。

<sup>3</sup> 受訓員工平均時數 = 該類別員工受訓時數 / 該類別員工人數。

## CARING FOR EMPLOYEES (CONTINUED)

### 關懷員工(續)

#### LABOUR PRACTICES

The Group prohibits the employment of child labor and forced labor. It has developed the “Manual on Human Resource Management” and “Staff Handbook”, which stipulate that minors who do not meet the age requirements should not be employed. During the recruitment process, all applicants must submit original identification documents for verification by the Human Resources Department. If it is discovered that a minor has been hired by mistake, the Group will immediately stop his/her work, send him/her back to the guardian's place, and bear all expenses.

In order to prevent forced labor, the Group sets out the relevant compensation regulations for employees overtime in the “Staff Handbook” to ensure that all employment relationships are voluntary. At the same time, employees can also terminate their employment contracts with the Group in accordance with the negotiated dismissal process.

#### 勞工準則

本集團禁止聘請童工及強制勞工，亦已制定《人力資源管理手冊》及《員工手冊》，規定不得聘用未符年齡要求的未成年人士。在招聘過程中，所有應徵者須提交身份證明文件正本供人力資源部核實之用。如發現誤聘未成年人士，本集團會立即停止其工作，將其送回監護人的所在地，並承擔一切費用。

為防止強制勞工，本集團於《員工手冊》列明對員工加班的相關補償規定，確保所有僱傭關係均屬自願。同時，員工亦可按協商解聘流程與本集團解除僱傭合同。



## RESPONSIBLE OPERATION

### 盡責營運

The Group is committed to maintaining a high level of ethics in business operation. In the entire business process, regardless of tender, procurement, construction, sales and after sales services, the Group has corresponding policies in place, including the “Staff Handbook” and other related measures, to standardize its service responsibilities, including service quality, customer privacy, supply chain, anti-corruption management and etc., to boost customer satisfaction.

### PRODUCT LIABILITY

#### Develop quality projects

The Group’s project quality system covers the entire project cycle, with policies and measures for monitoring at different construction stages. During the project design process, the Group aims to improve the quality of the indoor environment, such as increasing the introduction of natural light, enhancing natural ventilation installation, providing fresh air system for air-conditioned indoor spaces and preventing moisture. For example, in order to enhance natural ventilation, certain units in the Tsing Yi residential project have added door windows. At the same time, the Group also provides accessible facilities in public areas of residential projects for the convenience of the disabled.

During the construction phase, the Group also attends regular onsite meetings and site co-ordination seminars, and maintains close communication with contractors and service providers, monitors the construction progress and quality of our contractors, correct quality problems in time. To standardise the quality assurance standard of construction projects, the Group establishes a new building acceptability criteria spanning 25 aspects, ranging from floor tiles, ceiling lines, electrical appliances to drainage system. Also, the Group uses authorised plumbing materials and implements sampling tests to ensure the quality of potable water meeting the referenced drinking water quality standards at all point of use.

本集團致力維持高水平的營運道德。在整個業務流程中，不論招標、採購、施工、銷售及售後服務過程，本集團均設有既定政策，包括《員工手冊》等相關措施，規範其服務責任，包括服務質量、客戶私穩、供應鏈及反貪污的管理等，以提升客戶滿意度。

### 產品責任

#### 發展優質項目

本集團的項目質量體系涵蓋整個項目周期，於不同施工階段均設有政策措施監管。在項目設計過程中，本集團旨在提升室內環境質素，如增加引入自然光、增強自然通風設備、為室內空調區域提供新鮮空氣系統、防潮等。例如為使增強自然通風，部份青衣住宅項目的單位增設了門式窗戶。同時，本集團亦在住宅項目的公眾地方提供便利殘疾人士的無障礙設施。

在施工期間，本集團亦會定期出席實地會議及地盤協調研討會，與承建商及服務供應商保持密切溝通，監察承建商的工程進度及質量，及時糾正質量問題。為使建築項目的質量保證標準統一化，本集團設立全新樓宇合格標準，包括地磚、天花佈線、電子器材以至污水系統等二十五個範疇。此外，本集團使用認可管道材料及執行水質抽樣測試，確保飲用水質量及所有使用地點之飲用水品質均符合參考飲用水品質標準。

## RESPONSIBLE OPERATION (CONTINUED)

### 盡責營運(續)

The Group's "Project Quality Inspection Handbook" sets out in detail the requirements and criteria for construction projects, including waterproofing of the roof and balcony, bathroom decoration, door and window installation, electrical installation, etc. At the completion stage, in order to ensure that the property development project meets the highest quality standards and requirements, the Group conducts project completion inspections, follows up on the contractor's performance in various areas such as site management and construction craftsmanship and puts forward suggestions for improving the quality of the project.

本集團的《工程質量檢驗手冊》詳細列明對建築工程的要求及準則，包括屋頂和陽台防水、浴室裝修、門窗安裝、電氣安裝等。於竣工階段，為確保物業發展項目符合最高質量標準及要求，本集團進行項目竣工檢查，並就地盤管理及建築工藝等多個範疇對承建商表現向承建商跟進及提出改善項目質量的建議。

#### Enhance customer experience and satisfaction

#### 提升客戶體驗及滿意度

##### Protect customer privacy rights

##### 保護客戶私隱權益

##### Customer privacy

- prohibits all employees to disclose any confidential information of any customer illegally
- prohibits abuse of such information in exchange of monetary benefits, or to use the same for personal purposes

##### 客戶私隱

- 嚴禁所有員工非法向外披露任何客戶的保密資料
- 員工不得濫用保密資料，以換取金錢利益或作私人用途

The Group places a high value on establishing and maintaining good relationships with customers, and has channels of communication in place to maintain communication with customers at all times, and is committed to continuously improving the quality of the Group's projects and services. The Group also conducts questionnaire surveys of customers, to collect feedback from customers and get to know the level of satisfaction of customers, and has procedures in place to collect and handle customer complaints.

本集團重視與客戶建立和維持良好關係，並設有溝通渠道，時刻與客戶保持溝通，致力持續提升本集團項目和服務質素。本集團亦對客戶進行問卷調查，收集客戶意見及了解其滿意度，並設立程序以收集及處理客戶投訴。

To protect the health and safety of customers, the Group performs regular checks and maintenance on property facilities, such as escalators and elevators, conducts emergency fire drills, cleans drinking water tanks and has in place CCTV systems and 24-hour security personnel.

為保障客戶的健康與安全，本集團定期檢查和維修物業設施，如電梯和升降機、舉辦火警緊急演習、清潔飲用水水箱及設有閉路電視系統和二十四小時保安人員。

## RESPONSIBLE OPERATION (CONTINUED)

### 盡責營運(續)

#### Product labels

To enable customers to understand the Group's properties, in the course of property sales, the Group observes the "Residential Properties (First-hand Sales) Ordinance", which requires that any promotion materials and product labels must be approved to ensure that sales descriptions and marketing information fully comply with laws and regulations in respect of advertisement and labels

#### ANTI-CORRUPTION

The Group is committed to maintaining the integrity of the Company and strictly prohibits any corruption in its operations. The Group has clarified the definition of misconduct in its "staff Handbook", prohibiting any form of corruption and bribery, including bribery, extortion, fraud and money laundering. In order to ensure that staff members are aware of the view and requirements of the Company, the Group has established an anti-fraud and whistleblowing mechanism, through which staff members can report to management in respect of suspected corruption acts. Management will then conduct an investigation regarding the report, all of which are handled in a confidential manner. If a case of corruption is confirmed, management will, as the case may be, decide to adopt corresponding disciplinary action, or report to the relevant law enforcement unit.

The Group has set up a "Staff Handbook" to regulate employee behaviour, requiring employees that while conducting any business activities, they must avoid receiving gifts from third-party individuals and organisations, including tenants, licensed persons, service users, customers, business partners, etc., to steer clear of any conflict of interest. Prior approval from the Company must be obtained by the staff member before accepting any entertainment. Any breach of the said regulations by a staff member will result in internal disciplinary action or termination of employment.

The Group invites representatives of the Independent Commission Against Corruption to provide employees with anti-corruption training from time to time to enhance their anti-corruption and integrity awareness. During the Year, the Group provided anti-corruption training to employees at all levels (including members of the Board) of 52 people in total for a total of 63.5 hours.

#### 產品標籤

為使客戶了解本集團的物業，本集團遵守香港《一手住宅物業銷售條例》，在物業銷售過程中規定任何宣傳刊物及產品標籤必須經過審批，確保銷售描述及市場推廣資訊完全符合有關廣告和標籤法律法規的規定。

#### 反貪污

本集團致力維護企業的廉潔文化，嚴禁營運上的任何貪污舞弊的行為。本集團已訂明《員工手冊》，闡明不良行為的定義，禁止任何形式的貪污賄賂行為，包括賄賂、勒索、欺詐及洗黑錢等。為確保員工清楚企業的立場及要求，本集團訂立了反欺詐和舉報系統，員工可透過投訴舉報程序向管理層舉報懷疑貪污行為，管理層並會就舉報事件以展開調查，所有舉報均以保密形式處理。如確認為貪污事件，管理層將根據當時實際情況再做決定，採取相應紀律處分行動或向相關執法機構呈報。

本集團設有《員工手冊》規範員工行為，要求員工在進行任何商業活動時不得收受來自第三方個人或組織(包括租戶、持牌人、服務用戶、客戶、業務夥伴)的饋贈，以避免利益衝突。員工必須獲公司批准後，方可接受款待。若員工違反上述條例，則會面臨內部紀律處分或終止聘用。

本集團不時邀請廉政公署的代表為員工提供反貪污培訓，以提升他們反貪腐及廉潔意識。本年度，本集團為各級員工(包括董事會成員)共52人提供反貪污培訓合共63.5小時。

## RESPONSIBLE OPERATION (CONTINUED)

### 盡責營運(續)

During the Year, no corruption lawsuits were filed against the Group or its employees.

本年度，並無對本集團或其員工提出的貪污訴訟案件。

### SUPPLY CHAIN MANAGEMENT

In order to ensure that property projects can maintain high-quality standards, the Group has formulated policies to regulate the business ethics of suppliers and contractors. All suppliers and contractors must meet the requirements of the Group in terms of quality, environment and safety standards.

### 供應鏈管理

為確保物業項目能維持優質水平，本集團制定相關政策規範供應商及承包商的商業道德。所有供應商及承包商必須符合本集團在質量、環境及安全標準方面的要求。

As the Group outsources the construction work of the property development project to an independent construction company, the cooperation of suppliers and contractors is very important. The Group has established a tender review committee (the “**Tender Review Committee**”) and formulated a “Comprehensive Procedure Manual” to supervise the entire tender process based on unified tendering standards and the principles of objectivity, fairness, impartiality and high transparency. The contract procurement process of each property development must be regularly reviewed and closely monitored by the Tender Review Committee to ensure that contract procurement is carried out fairly and impartially.

由於本集團將物業發展項目之建築工程外判予獨立建築公司，供應商及承包商的配合十分重要。本集團已成立招標審核委員會（「**招標審核委員會**」）及制定《全面程序手冊》，以統一招標標準及以客觀、公平、公正及高透明度的原則監控整個招標流程。每項物業發展的合約採購過程均須由招標審核委員會定期檢討及密切監察，以確保合約採購公平及公正地進行。

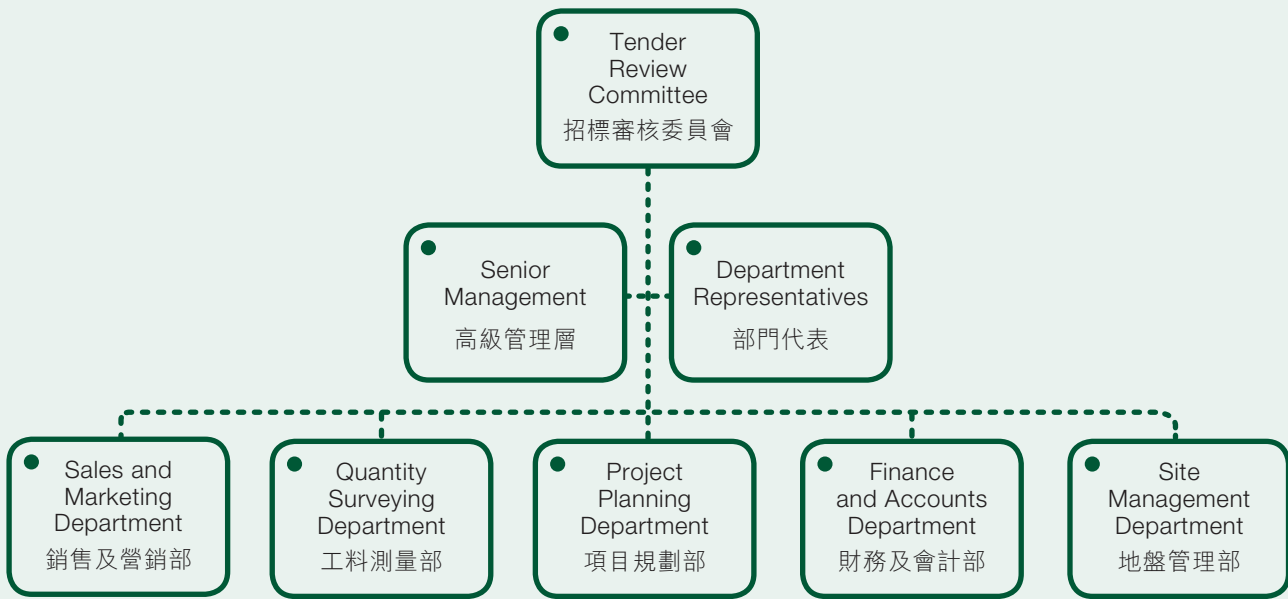
The Group stipulates the policies and systems in relation to ethical requirements and confidentiality in the “Staff Handbook”, which prohibits all employees to disclose any confidential information of any customer, to abuse such information in exchange of monetary benefits, or to use the same for personal purposes. The Group respects intellectual property rights. The “Environmental, Social and Governance Policy” stipulates that, during the cooperation with external organisations, confidentiality agreement (if applicable) must be complied with and should not infringe the products and services provided. At the same time, the Group provides relevant trainings related to the use of authentic software to our information management personnel, so as to ensure authentic software is used in all operations.

本集團於《員工手冊》載列有關公司道德守則及保密工作的規章制度，嚴禁所有員工向外披露任何客戶的保密資料，並不得濫用保密資料，以換取金錢利益或作私人用途。本集團尊重知識產權，於《環境、社會及管治政策》列明在與外部機構合作的過程中，須遵守保密協議（如適用），並不得侵犯其提供的產品和服務。同時，本集團為信息管理人員提供有關使用正版軟件的培訓，確保所有操作均使用正版軟件。

## RESPONSIBLE OPERATION (CONTINUED) 盡責營運(續)

### STRUCTURE OF THE TENDER REVIEW COMMITTEE

### 招標審核委員會架構



The list of tenderers is compiled in accordance with the standard list, consultants or the suggestions of other relevant parties of the Group, and pre-qualification of tenderers is conducted through site visits, job reference analysis, feedback from consultants, review of annual returns and claims records. It will be further reviewed by the Tender Review Committee for tender invitation, and tender proposals are reviewed and assessed in the following aspects:

編製投標者名單須根據本集團之標準清單、顧問或其他相關人士之意見，並透過實地考察、工程參考分析、顧問反饋、審閱週年申報表及索償紀錄，對投標者進行預審。由招標審核委員會進一步審核以進行招標，並就以下兩方面審核及評估標書：

#### Commercial considerations 商業考慮

- Reasonableness of tender price
- Compliance with tendering terms
- Corruption or other non-compliance record
- 標價合理性
- 投標條款遵守程度
- 貪污或其他違法紀錄

#### Technical considerations 技術考慮

The project planning department and site management department conduct technical assessment of tenderers on the following aspects:

- Technical and professional capability
  - Relevant experience in similar projects
  - Knowledge of site restrictions and scope of work
  - Strength of proposed project team for the project
  - Quality assurance experience and relevant certificate/award attained
  - Reference from clients, consultants and others
- 項目規劃部及地盤管理部會對投標者進行技術評估：
- 技術及專業實力
  - 類似項目之相關過往經驗
  - 對地盤限制及工作範圍之熟悉程度
  - 進行此項目之建議項目團隊之專長
  - 所具備之質量保證經驗及相關證書／獎項
  - 客戶、顧問及其他人士之推薦

## RESPONSIBLE OPERATION (CONTINUED)

### 盡責營運(續)

To monitor environmental performance of construction companies or contractors, all construction companies or contractors assigned by the Group are required to deliver the waste management plans to the Group for review before the construction of projects. They are required to comply with the laws and regulations in relation to the disposal of wastes, water pollution, air pollution, wastewater discharge and noise. The Group also encourages contractors to take measures to reduce waste generation and considers to formulate guidelines of management and reduction of construction wastes for contractors, such as recycle and reuse construction wastes.

In addition, the Group makes assessment on environmental and social risks of suppliers and contractors and establishes relevant risk management mechanism, so as to ensure that supply chain management is effective. The Group will also establish a complaint handling mechanism to timely respond to and handle all cases in a fair manner.

To allow suppliers and contractors assuming greater corporate social responsibility, the Group considers expanding selection criteria of suppliers and contractors into environmental and social performance, such as prioritizing use of green products with explanation of related definitions, from time to time.

為監察建築公司或承辦商的環境表現，所有經本集團委派的建築公司或承辦商均應於項目施工前提交廢棄物管理計劃供本集團審查，並要求他們必須遵守與廢料處置、水污染、空氣污染、污水排放及噪音有關的法律及法規。本集團亦鼓勵承辦商採取減少廢棄物產生的措施，並考慮為承辦商制訂管理及減少建築廢棄物的指引，如循環再利用建築廢棄物。

本集團亦會為供應商及承包商的環境及社會風險進行評估，建立相關的風險管理機制，以更有效地管理其供應鏈的表現。本集團亦會建立申訴機制，及時回應和公平處理所有個案。

為加強供應商及承包商在企業社會方面的責任，本集團將考慮在篩選供應商及承包商時加入其環境及社會表現，如不時優先採用環保產品，並細明相關定義。

## ENVIRONMENTAL PROTECTION 環境保護

The Group recognize the importance of environmental and nature resources in its business operation and firmly believe green operation is its integral part for sustainable development. The Group endeavor to promote sustainable operation through reduction of emissions and pollutions, effective use of resources, conservation of environmental and natural resources as well as minimization of negative impacts of entire life cycle of properties on environment in response to climate change.

本集團明白其營運有賴於環境及大自然的資源，並深信綠色營運乃是企業可持續發展的重要一環。本集團致力透過減少排放及污染、有效使用資源、珍惜環境及天然資源及應對氣候變化減少物業整個生命周期對環境的負面影響，推動可持續營運。

### Office operations 辦公室營運

The Group is committed to implementing management strategy of green office with an aim to reduce the impacts of office operation on environment and natural resources via various measures.

本集團致力打造綠色辦公室的管理方針，透過各項措施減低辦公室營運對環境及天然資源構成的影響。

### Property development 物業發展

The Group add green elements into project planning and design, and oversee environmental performance of contractors during construction phase, so as to avoid and reduce impacts on environment and nature resources.

本集團於項目規劃及設計中加入綠色元素，以及監管承建商於施工階段的環境表現，以避免和減少對環境及天然資源的影響。

## USE OF RESOURCES

This Year, the energy consumption of the Group was mainly attributed to external procurement of electricity, which amounted to 91.2 MWh, the energy consumption intensity was 6.3 MWh/thousand square feet of gross floor area. The Group has implemented the following measures in its offices for reducing the use of resources:

## 資源使用

本集團的能源使用主要來自外購電力。本年度，共產生91.2兆瓦時，能源消耗密度為6.3兆瓦時／千平方呎建築面積。本集團在辦公室實施以下減少資源使用的措施：

### Energy conservation 節約能源

- Use of high energy efficiency lighting equipment, including LED lights
- 使用包括LED燈具在內的高能源效益的照明設備
- Set up different lighting systems in different areas, so as to reduce intensity
- 於不同區域設置不同照明系統，降低使用強度
- Set up sensors in office rooms, toilets and conference rooms to reduce electronic consumption in depopulated area
- 於辦公室房間、洗手間及會議室等區域設置感應器，減少無人區電力消耗

## ENVIRONMENTAL PROTECTION (CONTINUED)

### 環境保護(續)

<p><b>Energy conservation</b> 節約能源</p>	<ul style="list-style-type: none"> <li>• Change setting of computer and activate its standby or hibernation mode, screen is preset in auto-power-off mode or power saving mode in case of extended period of inactivity</li> <li>• 更改電腦設置，啟動電腦的待命或休眠模式，若長時間無操作電腦，顯示屏將自動關閉或進入省電模式</li> <li>• Personal computer, including screen, keeps shutting down outside office hours</li> <li>• 在辦公時間後，關掉個人電腦（包括顯示屏）</li> <li>• Replace aging A/C system with high energy efficient one</li> <li>• 以能源效益高的空調系統取代低效率的舊系統</li> </ul>
<p><b>Reducing paper usage</b> 減少用紙</p>	<ul style="list-style-type: none"> <li>• Encourage employees to communicate through emails or electronic files, so as to reduce the use of papers</li> <li>• 鼓勵員工通過電子郵件或電子文檔進行溝通，以減少紙張的使用</li> <li>• Encourage employees to use print doubled-sided copies or reuse single-side printed papers</li> <li>• 鼓勵員工採用雙面打印或重用單面紙</li> <li>• Recycling bins are placed in the offices and arranges recyclers to collect recycled materials regularly</li> <li>• 於辦公室放置回收箱，並安排回收商定期進行收集回收物品</li> <li>• Default double sided printing on printers and photocopiers</li> <li>• 將打印機及影印機預設為雙面打印</li> <li>• Reuse one-side used paper for drafting, printing or receiving documents via fax</li> <li>• 使用紙張未用過的一面，作草擬、列印及接收傳真用途</li> <li>• Reuse used envelopes and file folders for internal communications</li> <li>• 循環使用信封和檔案夾，發送內部文件及書信</li> <li>• Facilitate the use of electronic communication and electronic storage</li> <li>• 採用電子通訊及電子存檔</li> </ul>



## ENVIRONMENTAL PROTECTION (CONTINUED)

### 環境保護(續)

The Group is determined to enhance the efficiency of resources use of buildings during the operation stage, the Group adds resource-saving elements during the building design stage, such as:

本集團致力提升建築物於營運階段的資源使用效益，在樓宇設計階段加入節約資源的元素，如：

<b>Energy conservation</b> 節約能源	<ul style="list-style-type: none"> <li>Requiring all designs and specifications related to Mechanical, Electrical and Plumbing (MEP) systems conform to latest Building Energy Codes</li> <li>要求所有關於機械、電氣及管道(MEP)系統的設計及規格符合最新《建築物能源效益守則》</li> <li>Using LED lights as much as possible</li> <li>儘量採用LED燈</li> </ul>
<b>Use of resources</b> 資源使用	<ul style="list-style-type: none"> <li>Contractors are encouraged to use the timber certified by Forest Stewardship Council if timber formwork is necessary</li> <li>如需使用木材模板，鼓勵承辦商採用選擇森林管理委員會認證的木材</li> <li>Contractors are encouraged to reuse construction materials and actively establish a set of inspection standards for reusing materials</li> <li>鼓勵承辦商重用施工材料，並積極建立一套重用材料的檢測標準</li> </ul>

### Water Resources

The Group's office mainly consumes water for daily domestic use and encounters no problem in getting applicable water sources. During the Year, the office operations of the Group consumed 120.2 cubic metres of water resources in total and the intensity of water consumption was 8.3 cubic metres/thousand square feet of gross floor area. The main reason for the increase in water consumption compared with the previous year was that during the epidemic period, the Group strengthened the cleanliness of the working environment and encouraged employees to wash their hands frequently to prevent the spread of bacteria. The Group has principally taken the following measures to reduce consumption of water:

### 水資源

本集團辦公室主要消耗日常生活用水，在求取適用水源上無任何問題。本年度，本集團辦公室共消耗水資源120.2立方米，耗水密度為8.3立方米／千平方呎建築面積。用水量較上年度增加主要原因是疫情期間，本集團加強工作環境的清潔及鼓勵員工勤洗手，防止細菌散播。本集團主要採取以下方式節約用水：

<b>Office</b> 辦公室	Changing employees' behavior 改變員工行為  Repair and maintenance of equipment 設備維修	<ul style="list-style-type: none"> <li>Put up water conservation poster in office to raise employees' awareness on water saving</li> <li>通過在辦公室張貼宣傳節水標語，提升員工節水意識</li> <li>Carry out regular inspection of water pipes and taps to prevent leakage, and arrange for repair if required</li> <li>定期檢查水管及水龍頭有否漏水，並在需要時安排維修</li> </ul>
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## ENVIRONMENTAL PROTECTION (CONTINUED)

### 環境保護(續)

<b>Development projects</b> 發展項目	Water conservation measures 節水措施	<ul style="list-style-type: none"> <li>Use drip irrigation system to reduce the water used in landscape irrigation</li> <li>採用滴灌系統以減少園林灌溉的用水</li> <li>Use water-saving equipment, such as water-efficient devices</li> <li>採用節水設備，如引入節水性能較高的設備</li> </ul>
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### MANAGEMENT OF EMISSIONS

The Group has engaged a professional consultant to carry out carbon assessment for quantifying greenhouse gas emissions from its operation. During the quantitative process of greenhouse gas emissions, greenhouse gas emissions (or carbon emissions) of the Group are comprehensively assessed with reference to international or local standards. The quantitative process is based on the Guidelines<sup>4</sup> prepared by Environmental Protection Department and Electrical and Mechanical Services Department in Hong Kong and international standards such as ISO14064-1.

### 排放物管理

本集團委託專業顧問公司進行碳評估，以量化其營運產生的溫室氣體排放。溫室氣體量化的過程參照國際或本地標準全面評估本集團的溫室氣體排放(或碳排放)情況。量化的過程參考香港環境保護署及機電工程署編製的指引<sup>4</sup>以及ISO14064-1等國際標準進行。

Greenhouse Gas Emissions 溫室氣體排放	Total (tonnes of CO <sub>2</sub> equivalent) 總量 (公噸二氧化碳當量)
Scope 1 <sup>5</sup> 範圍1 <sup>5</sup>	0.0
Scope 2 <sup>6</sup> 範圍2 <sup>6</sup>	45.6
Scope 3 <sup>7</sup> 範圍3 <sup>7</sup>	17.9
<b>Total Greenhouse Gas Emissions</b> 溫室氣體排放總量	63.5
Intensity of Greenhouse Gas Emissions (by thousands square feet of gross floor area) 溫室氣體排放密度 (以每千平方呎建築面積計算)	4.4

<sup>4</sup> Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong

<sup>5</sup> There is no relevant greenhouse gas emissions as the office of the Group did not involve any usage of motor vehicles.

<sup>6</sup> Scope 2 includes greenhouse gas emissions generated by electricity consumption.

<sup>7</sup> Scope 3 includes greenhouse gas emissions generated by disposal of paper, drinking water and sewage treatment in the office, and the Group's business travel by plane.

<sup>4</sup> 《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》

<sup>5</sup> 本集團辦公室不涉及車輛使用，並無相關溫室氣體排放。

<sup>6</sup> 範圍2包括電力消耗所產生的溫室氣體排放。

<sup>7</sup> 範圍3包括辦公室廢紙棄置、食水和污水處理以及本集團商務旅行搭乘飛機的溫室氣體排放。

## ENVIRONMENTAL PROTECTION (CONTINUED)

### 環境保護(續)

The greenhouse gas emissions of the Group is mainly derived from the electricity use in offices. The Group has implemented various measures to reduce greenhouse gas emissions, such as purchasing video conference equipment and electric vehicles, reducing the greenhouse gas produced from fossil fuel combustion and business travels.

本集團的溫室氣體排放主要來自辦公室的電力使用。本集團已採取各項措施以減少溫室氣體排放，如購買視像會議設備及電動車，減少化石燃料燃燒及商務旅行產生的溫室氣體。

#### Wastes

0.002 tonne of hazardous wastes are produced by the offices during the year and the intensity is 0.0001 tonne/thousand square feet of gross floor area. All non-hazardous wastes are disposed by the property management company. In addition, the Group has formulated and practiced the waste management system with the principle of source reduction

#### 廢棄物

辦公室全年的有害廢棄物產生量為0.002公噸，密度為0.0001公噸／千平方呎建築面積。所有無害廢棄物均交由物業管理公司處理。另外，本集團已制訂和實踐以源頭減廢為宗旨的廢棄物管理制度。

Two residential projects of the Group have generated wastes, such as domestic garbage, metal and construction wastes as well as demolition scrap, during construction phase. The wastes generated from the two residential projects are all handled by a qualified contractor. To reduce waste generation, the two residential projects of the Group:

本集團的兩個住宅項目在施工階段均會產生生活垃圾、金屬及建築和拆卸廢料等廢棄物。兩個住宅項目產生的廢棄物已全部交由合資格承辦商進行處理。為減少廢棄物產生，本集團的兩個住宅項目：

#### Reducing wastes 減少廢棄物

- Contractors are encouraged to use reusable metal system formwork to replace traditional timber formwork in order to reduce the use of timber and construction wastes
- 鼓勵承辦商使用可重用的金屬製系統模板取代傳統木材模板，減少木材使用和建築廢物
- Contractors are encouraged to use prefabricated exterior concrete walls to reduce construction wastes generated from related formwork
- 鼓勵承辦商使用預製混凝土外牆，減少相關模塊產生的建築廢棄物

## ENVIRONMENTAL PROTECTION (CONTINUED)

### 環境保護(續)

#### ENVIRONMENTAL AND NATURAL RESOURCES

The Group has endeavored to minimize the negative impacts of its operation on surrounding environment and natural resources. The Group has policy to formulate environmental analysis and environmental management plan throughout the project cycle, so as to identify and mitigate indirect and long-term impacts on ecological environment. In addition, the Group will review design and construction plans to ensure the entire life cycle of projects in line with environmental management plans. Upon completion of project construction, the Group will devote resources to plant various kinds of trees, such as trees of native species, to counteract the impacts of construction on biodiversity.

#### CLIMATE CHANGE

Climate change constitutes major impacts on enterprises across the globe, including the impacts on property development industry, such as physical risks arising from the threat of extreme weather to building structure and safety and transition risks arising from the transition to a low-carbon economy. In view of this, the Group sets out the corresponding management measures and goals in order to enhance its resilience. To mitigate the risks from extreme weather, such as rainstorms and floods, subsoil drainage pipes have been installed on the Group's projects for preventing the rise in water table underground.

Looking forward, the Group will take the risks and opportunities arising from climate change into commercial considerations.

#### 環境及天然資源

本集團致力減低其營運對周邊環境及天然資源的負面影響。本集團已制訂政策，管理項目週期的環境分析和環境管理計劃，以識別和減輕對生態環境的間接和長期影響。本集團亦會審查設計及施工方案，確保項目的整個生命週期均符合環境管理規劃。在項目建設完成後，為彌補項目在建設過程中對生物多樣性的影響，本集團投入資源種植不同種類的樹木，如土生品種的樹木。

#### 氣候變化

氣候變化對全球企業有重大影響，當中包括對物業發展行業的影響，如實體風險(極端天氣對樓宇結構及安全的威脅等)及過度風險(如經濟轉型至低碳經濟等)。為此，本集團已制定相應的管理措施和目標，以提高其抵御能力。為減低極端天氣(如暴雨及水浸)帶來的風險，本集團的項目將額外加設底土排水渠，以防止地下水位上升。

展望未來，本集團考慮將氣候變化帶來的風險和機遇納入商業決策。

## CO-BUILDING COMMUNITY 共建社區

The Group is committed to giving back to the society and aiming to be a socially responsible company. The Group undertakes to bring its expertise, skills and work experience into full play to contribute to the communities in which it operates, benefiting the community together with all staff members for the purpose of creating a better future. During the reporting year, the Group's social investments<sup>8</sup> principally focus on two aspects: building a harmonious society and supporting youth development.

Charity donation: approximately HK\$2.2 million  
Number of volunteer hours: 80 hours

### BUILDING A HARMONIOUS SOCIETY

The Group have partnered with Wai Yuen Tong Medicine Holdings Limited (a fellow subsidiary of the Company) to offer 603 gift packs of mooncakes to residential care homes for the elderly under Tung Wah Group of Hospitals. As the effects of COVID-19 pandemic linger, restricted entry and exit arrangement as well as restricted visiting arrangement for the care homes are implemented to minimize the risk of COVID-19 spreading in the care homes and safeguard the health and safety of the residents. In view of this, the Group would like to share love and show them its care and concern through the mooncake sharing event.

In addition, the Group have participated into the social scheme of "Harmonious and Inclusive Community" sponsored by Home Affairs Department, Sham Shui Po District Office, for new arrivals from the mainland, our colleagues have visited low-income subdivided unit households and senior citizens.

On New Year's Eve 2020, a team of our staff led by the Group's directors organized a "Share the Warmth" event through which fleece blankets and gift voucher of Wai Yuen Tong "Sea Coconut and Pear Syrup" were offered to grassroots and senior citizens.

Management of the Group have also mobilized our staff members to join "Po Leung Kuk CNY Charity Walk" along Shing Mun River for raising fund to support the disadvantaged. Meanwhile, the Group has sponsored the "Walkathon – Shing Mun River Promenade" introduced by Po Leung Kuk, and the charity funds raised by the Group will all be used for operating expenses of Po Leung Kuk and its development.

本集團致力貢獻回饋於社會，成為一個對社會負責任的企業。本集團承諾：發揮專業知識、技能和經驗為營運所在地的社區作出貢獻，與員工攜手貢獻社會，創建宏遠未來。報告年度內，本集團的社區投資工作<sup>8</sup>專注於兩個範疇：建立和諧社區、以及支持青年發展。

捐獻金額：約2,200,000港元  
義工服務時數：80小時

### 建立和諧社區

與位元堂藥業控股有限公司(本公司之同集團子公司)攜手，本集團向各區的東華三院安老院舍長者送贈603罐中秋福餅。由於新冠肺炎疫情持續，安老院舍出於為長者的健康着想，謝絕親友探訪及限制院友外出，以盡量減低病毒在院內傳染的風險。有見及此，本集團希望透過送贈中秋福餅，向公公婆婆們聊表心意。

本集團亦參與了由深水埗民政事務處贊助的深水埗區新來港人士融入社會計劃的「深融社區」，由本公司員工組隊，探訪深水埗低收入劏房住戶家庭或長者戶。

在除夕日，本集團的董事帶領員工以送暖行動支援基層市民，派發毛氈及位元堂海底椰秋梨膏換領券予長者會員家庭。

本集團的管理層亦與一眾同事身體力行參加由保良局主辦的「新春行大運」慈善步行籌款活動，完成城門河段的步行籌款，透過步行籌款來支援社會上更多弱勢社群。同時，本集團亦贊助保良局推介的「悠遊漫步城門河」路線。本集團所籌得善款將全數用於保良局各項服務經費及拓展用途。

<sup>8</sup> Including the number of volunteers and hours of Wang On Group.

<sup>8</sup> 包括宏安集團之義工人數和時數。

## CO-BUILDING COMMUNITY (CONTINUED) 共建社區(續)

In future, the Group, by rooting its business in Hong Kong, will keep on paying more attention to the needs of grassroots and new arrivals from the mainland and offering them various supports and assistance, co-building with the community for a brighter tomorrow to achieve the Group's corporate vision of "A Passion for Building a Prosperous Future".

### SUPPORTING YOUTH DEVELOPMENT

The Group acknowledged that young people are the future pillars of society, and it has strived to support the development of the youths for achieving their goals. This Year, the Group established "Wang On Properties Academic Excellence Scholarship for BBA Students of Hang Seng Management College", encouraging the outstanding students to pursue academic excellence and preparing themselves for career advancement prospects.

未來，本集團會繼續細心聆聽基層市民及新來港家庭的切身需要，竭力為他們提供各種支持，紮根香港實現「因夢想凝聚動力·創建宏遠未來」的企業願景，與社區共建理想宏業。

### 支持青年發展

本集團深明青少年是社會將來的棟樑，並積極支持青少年發展，助他們實現目標。本年度，本集團在香港恆生大學設立的「宏安地產工商管理卓越學業獎學金」，贊助表現出色的學生，鼓勵他們在學習中追求卓越，以從事他們所選擇的職業。

## OVERVIEW OF KEY PERFORMANCE INDICATORS

### 關鍵績效指標總覽

Key Environmental Performance Indicators 環境關鍵績效指標	Unit 單位	Year Ended 31 March 截至三月三十一日止年度	
		2021	2020 <sup>9</sup>
		二零二一	二零二零 <sup>9</sup>
<b>Office</b> 辦公室			
<b>Greenhouse Gas Emissions</b> 溫室氣體排放			
Total Greenhouse Gas Emissions 溫室氣體排放總量	tonnes of CO <sub>2</sub> equivalent 公噸二氧化碳當量	63.5	67.5
Scope 1 <sup>10</sup> 範圍1 <sup>10</sup>	tonnes of CO <sub>2</sub> equivalent 公噸二氧化碳當量	0.0	0.0
Scope 2 <sup>11</sup> 範圍2 <sup>11</sup>	tonnes of CO <sub>2</sub> equivalent 公噸二氧化碳當量	45.6	44.7
Scope 3 <sup>12</sup> 範圍3 <sup>12</sup>	tonnes of CO <sub>2</sub> equivalent 公噸二氧化碳當量	17.9	22.8 <sup>13</sup>
Intensity of Greenhouse Gas (by gross floor area) 溫室氣體密度(以建築面積計算)	tonnes of CO <sub>2</sub> equivalent/ thousand square feet 公噸二氧化碳當量/千平方呎	4.4	4.7

<sup>9</sup> Since the Company and Wang On Group share the same headquarters office, the area is divided by two to calculate the density. Therefore, the relevant data for 2020 has been re-estimated for consistency comparison.

<sup>10</sup> There is no relevant greenhouse gas emissions as the office of the Group does not involve any usage of motor vehicles.

<sup>11</sup> Scope 2 includes greenhouse gas emissions generated by electricity consumption.

<sup>12</sup> Scope 3 includes greenhouse gas emissions generated by disposal of paper, drinking water and sewage treatment in the office, and the Group's business travel by plane.

<sup>13</sup> The use of paper in 2021 includes the use of paper printed materials such as letterheads, business cards and envelopes. Therefore, the greenhouse gas emissions of waste paper disposal in 2020 have been re-estimated and stated for consistency comparison.

<sup>9</sup> 因本公司及宏安集團共用同一總部辦公室，故將其面積除以二以計算密度。故此二零二零年相關數據已作重新估算，以作一致性的比較。

<sup>10</sup> 本集團辦公室不涉及車輛使用，並無相關溫室氣體排放。

<sup>11</sup> 範圍2包括電力消耗所產生的溫室氣體排放。

<sup>12</sup> 範圍3包括辦公室廢紙棄置、食水和污水處理以及本集團商務旅行搭乘飛機的溫室氣體排放。

<sup>13</sup> 二零二一年的紙張使用量包括信箋抬頭、名片及信封等紙質印刷品的使用量，故此二零二零年廢紙棄置的溫室氣體排放已作重新估算陳述，以作一致性的比較。

## OVERVIEW OF KEY PERFORMANCE INDICATORS (CONTINUED)

### 關鍵績效指標總覽(續)

Key Environmental Performance Indicators 環境關鍵績效指標	Unit 單位	Year Ended 31 March 截至三月三十一日止年度	
		2021 二零二一	2020 <sup>9</sup> 二零二零 <sup>9</sup>
<b>Wastes<sup>14</sup></b> 廢棄物 <sup>14</sup>			
Total hazardous Wastes produced 所產生有害廢棄物總量	tonnes 公噸	0.002	–
Intensity of hazardous Wastes (by gross floor area) 有害廢棄物密度(以建築面積計算)	tonnes/thousand square feet 公噸/千平方呎	0.0001	–
Total Non-hazardous Wastes produced 所產生無害廢棄物總量	tonnes 公噸	1.7	1.5
Intensity of Non-hazardous Wastes (by gross floor area) 無害廢棄物密度(以建築面積計算)	tonnes/thousand square feet 公噸/千平方呎	0.1	0.1
<b>Use of Energy</b> 能源使用			
Total Energy Consumption 能源總耗量	MWh 兆瓦時	91.2	89.5
Consumption of purchased electricity 外購電力耗量	MWh 兆瓦時	91.2	89.5
Intensity of Energy Consumption (by gross floor area) 能源耗量密度(以建築面積計算)	MWh/thousand square feet 兆瓦時/千平方呎	6.3	6.2

<sup>14</sup> The Group began to include the total amount and density of hazardous waste in the office into the scope of disclosure this year. Hazardous waste generated in the office includes used batteries.

<sup>14</sup> 本集團於本年度開始將辦公室的有害廢棄物總量及密度納入披露範圍。辦公室產生的有害廢棄物包括廢棄電池。



## OVERVIEW OF KEY PERFORMANCE INDICATORS (CONTINUED)

### 關鍵績效指標總覽(續)

Key Environmental Performance Indicators 環境關鍵績效指標	Unit 單位	Year Ended 31 March 截至三月三十一日止年度	
		2021	2020 <sup>9</sup>
		二零二一	二零二零 <sup>9</sup>
<b>Use of Water Resources</b> 水資源使用			
Total Water Consumption 耗水總量	cubic metre 立方米	120.2	89.5
Intensity of Water Consumption (by gross floor area) 耗水密度(以建築面積計算)	cubic metre/thousand square feet 立方米/千平方呎	8.3	6.2
<b>Construction Contractors<sup>15</sup></b> 建築承辦商 <sup>15</sup>			
Total Hazardous Wastes Generated 所產生有害廢棄物總量	tonnes 公噸	0	0
Total Non-hazardous Wastes Generated <sup>16</sup> 所產生無害廢棄物總量 <sup>16</sup>	tonnes 公噸	8,597.2	18,500.9
Total Water Consumption 耗水總量	cubic metre 立方米	13,600.0 <sup>17</sup>	8,970.0
Consumption of purchased electricity <sup>18</sup> 外購電力耗量 <sup>18</sup>	MWh 兆瓦時	206.4	–

<sup>15</sup> The data are provided by construction contractors. The Met. Acappella and the Tsing Yi Residential Project was included in 2020 and the Tsing Yi and Pok Fu Lam Residential Project was included in 2021.

<sup>16</sup> The wastes generated by The Met. Acappella and the Tsing Yi Residential Project in 2020 included general wastes as well as metal, papers, plastics as well as construction and demolition wastes. The wastes generated by the Tsing Yi and Pok Fu Lam Residential Project in 2021 included papers, metal as well as construction and demolition wastes.

<sup>17</sup> The engineering phase of this year's construction project is different from that carried out last year, so water consumption has increased.

<sup>18</sup> The Group began to include the electricity consumption of construction contractors in the scope of disclosure this year.

<sup>15</sup> 數據由建築承辦商提供。二零二零年包括蒼薈及青衣住宅項目，二零二一年則包括青衣及薄扶林住宅項目。

<sup>16</sup> 二零二零年蒼薈及青衣住宅項目產生的廢棄物包括一般垃圾、金屬、紙張、塑膠以及建築和拆卸廢料。二零二一年青衣住宅及薄扶林項目產生的廢棄物包括紙張、金屬及建築和拆卸廢料。

<sup>17</sup> 本年度建築項目工程階段與去年開展的工程有所不同，因此用水量增加。

<sup>18</sup> 本集團於本年度開始將建築承辦商的電力耗量納入披露範圍。

## OVERVIEW OF KEY PERFORMANCE INDICATORS (CONTINUED)

### 關鍵績效指標總覽(續)

Key Social Performance Indicators		Unit	Year Ended 31 March
社會關鍵績效指標		單位	截至 三月三十一日 止年度  2021 二零二一
<b>Workforce</b> 員工	Total headcount 員工人數	Employee number 人	<b>136</b>
	By Age Group 按年齡組別劃分		
	30 or below 30歲以下	Employee number 人	<b>22</b>
	30-50 30至50歲	Employee number 人	<b>69</b>
	Above 50 50歲以上	Employee number 人	<b>45</b>
	By Gender 按性別劃分		
	Male 男性	Employee number 人	<b>82</b>
	Female 女性	Employee number 人	<b>54</b>

## OVERVIEW OF KEY PERFORMANCE INDICATORS (CONTINUED)

### 關鍵績效指標總覽(續)

Key Social Performance Indicators		Unit	Year Ended 31 March
社會關鍵績效指標		單位	截至 三月三十一日 止年度 <b>2021</b> 二零二一
<b>Workforce</b> 員工	By Professional Profile		
	按專業類別劃分		
	Management staff	Employee number	<b>29</b>
	管理層員工	人	
	General staff	Employee number	<b>107</b>
	一般員工	人	
	By Employment Type		
按僱傭類型劃分			
Full time	Employee number	<b>136</b>	
全職	人		
Part time	Employee number	<b>0</b>	
兼職	人		
Ratio of Male to Female Employees	Employee number	<b>1.52:1</b>	
男女員工人數比例	人		

## OVERVIEW OF KEY PERFORMANCE INDICATORS (CONTINUED)

### 關鍵績效指標總覽(續)

Key Social Performance Indicators		Unit	Year Ended 31 March
社會關鍵績效指標		單位	截至 三月三十一日 止年度 <b>2021</b> 二零二一
<b>Workforce</b> 員工	Employee New Hire Rate <sup>19</sup> 員工新聘率 <sup>19</sup>	%	<b>46.3</b>
	By Age Group 按年齡組別劃分		
	30 or below 30歲以下	%	<b>63.6</b>
	30-50 30至50歲	%	<b>36.2</b>
	Above 50 50歲以上	%	<b>53.3</b>
	By Gender 按性別劃分		
	Male 男性	%	<b>47.6</b>
	Female 女性	%	<b>44.4</b>

<sup>19</sup> Employee New Hire Rate (%) = number of newly-hired employees of the category/total number of employees of the category x 100%.

<sup>19</sup> 員工新聘率 (%) = 該類別新聘員工人數 / 該類別總員工人數 x 100%。

## OVERVIEW OF KEY PERFORMANCE INDICATORS (CONTINUED)

### 關鍵績效指標總覽(續)

Key Social Performance Indicators		Unit	Year Ended 31 March
社會關鍵績效指標		單位	截至 三月三十一日 止年度 <b>2021</b> 二零二一
<b>Workforce</b> 員工	Employee Turnover Rate <sup>20</sup> 員工流失率 <sup>20</sup>	%	<b>34.6</b>
	By Age Group 按年齡組別劃分		
	30 or below 30歲以下	%	<b>27.3</b>
	30-50 30至50歲	%	<b>31.9</b>
	Above 50 50歲以上	%	<b>42.2</b>
	By Gender 按性別劃分		
	Male 男性	%	<b>45.1</b>
	Female 女性	%	<b>18.5</b>

<sup>20</sup> Employee Turnover Rate (%) = number of turnover of the category/total workforce of the category x 100%.

<sup>20</sup> 員工流失率 (%) = 該類別流失員工人數 / 該類別總員工人數 x 100%。

## OVERVIEW OF KEY PERFORMANCE INDICATORS (CONTINUED)

### 關鍵績效指標總覽(續)

Key Social Performance Indicators		Unit	Year Ended 31 March
社會關鍵績效指標		單位	截至 三月三十一日 止年度  2021  二零二一
<b>Health and Safety</b> 健康及安全	Employees 員工		
	Number of work-related deaths and Percentage <sup>21</sup> 因工死亡人數及百分比 <sup>21</sup>	Employee number (%) 人(%)	0 (0%)
	Work-related Injuries 工傷事故	Cases 次數	3
	Work-related Injury Rate <sup>22</sup> 工傷率 <sup>22</sup>	%	2.2
	Lost Days Due to Work-related Injury 因工傷損失工作日數	Days 日數	145
	Workers from Construction Contractors <sup>23</sup> 建築承辦商工人 <sup>23</sup>		
	Number of work-related deaths and Percentage <sup>24</sup> 因工死亡人數及百分比 <sup>24</sup>	Employee number (%) 人(%)	0 (0%)
	Work-related Injury 工傷事故	Cases 次數	0

<sup>21</sup> The number of deaths due to work in the past three years (including the reporting year) is zero.

<sup>22</sup> Work-related Injury Rate = number of employees injured at work/total number of employees x 100%.

<sup>23</sup> The data are provided by construction contractors. The Met. Acappella and the Tsing Yi Residential Project was included in 2020 and Tsing Yi and Pok Fu Lam Residential Project was included in 2021.

<sup>24</sup> The number of deaths due to work in the past three years (including the reporting year) was zero.

<sup>21</sup> 過去三年(包括匯報年度)因工亡故的人數為零。

<sup>22</sup> 工傷率 = 因工受傷員工人數 / 總員工人數 x 100%。

<sup>23</sup> 數據由建築承辦商提供。二零二零年包括薈薈及青衣住宅項目，二零二一年則包括青衣及薄扶林住宅項目。

<sup>24</sup> 過去三年(包括匯報年度)因工亡故的人數為零。

## OVERVIEW OF KEY PERFORMANCE INDICATORS (CONTINUED)

### 關鍵績效指標總覽(續)

Key Social Performance Indicators		Unit	Year Ended 31 March
社會關鍵績效指標		單位	截至 三月三十一日 止年度 <b>2021</b> 二零二一
<b>Employee Training</b> 僱員培訓	Percentage of Employee Trained <sup>25</sup> 受訓員工百分比 <sup>25</sup>	%	<b>50.0</b> <sup>26</sup>
	By Gender Group 按性別組別劃分		
	Male 男性	%	<b>27.9</b>
	Female 女性	%	<b>22.1</b>
	By Professional Profile 按專業類別劃分		
	Management staff 管理層員工	%	<b>9.6</b>
	General staff 一般員工	%	<b>40.4</b>

<sup>25</sup> Percentage of employees trained = number of employees trained/total number of employees x 100%.

<sup>26</sup> The proportion of the category among trained employees = number of employees trained of the category/number of employees trained x 100%. Male-to-female ratio among trained employees: male (56%) and female (44%); ratio of trained employees in each professional category: management staff (19%) and general staff (81%).

<sup>25</sup> 受訓員工百分比 = 受訓員工人數 / 總員工人數 x 100%。

<sup>26</sup> 受訓員工中相關類別所佔比例 = 該類別員工受訓人數 / 受訓員工人數 x 100%。受訓員工中的男女比例：男性 (56%) 及女性 (44%)；受訓員工中各職級組別的比例：管理層員工 (19%) 及一般員工 (81%)。

## OVERVIEW OF KEY PERFORMANCE INDICATORS (CONTINUED)

### 關鍵績效指標總覽(續)

Key Social Performance Indicators		Unit	Year Ended 31 March
社會關鍵績效指標		單位	截至 三月三十一日 止年度 <b>2021</b> 二零二一
<b>Employee Training</b> 僱員培訓	Average training hours of employees <sup>27</sup> 受訓員工平均時數 <sup>27</sup>	Hours 小時	<b>0.75</b>
	By Gender Group 按性別組別劃分	Hours	
	Male 男性	Hours 小時	<b>0.70</b>
	Female 女性	Hours 小時	<b>0.83</b>
	By Professional Profile 按專業類別劃分	Hours	
	Management staff 管理層員工	Hours 小時	<b>0.67</b>
	General staff 一般員工	Hours 小時	<b>0.77</b>
	Percentage of Employees Receiving Regular % Performance and Career Development Reviews 接受定期績效及職業發展檢視的員工百分比		<b>91.2</b>

<sup>27</sup> Average training hours of employees = the training hours of employees of the category/total number of employees of the category.

<sup>27</sup> 受訓員工平均時數 = 該類別員工受訓時數 / 該類別員工人數。



## OVERVIEW OF KEY PERFORMANCE INDICATORS (CONTINUED)

### 關鍵績效指標總覽(續)

Key Social Performance Indicators		Unit	Year Ended 31 March
社會關鍵績效指標		單位	截至 三月三十一日 止年度 <b>2021</b> 二零二一
<b>Suppliers</b> 供應商	Number of Suppliers 供應商數目		
	By area 按地區劃分		
	Hong Kong 香港	Number 數目	<b>8</b>
<b>Community Investment<sup>28</sup></b> 社區投資 <sup>28</sup>	Donation 捐款	Hong Kong Dollars 港元	<b>approximately 2,200,000</b> 約 <b>2,200,000</b>
	Volunteer Headcounts 義工人次	Number 人次	<b>98</b>
	Volunteering Hours 義工時數	Hours 小時	<b>80</b>

<sup>28</sup> Including the number and hours of volunteers of Wang On Group.

<sup>28</sup> 包括宏安集團之義工人數和時數。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE CONTENT INDEX

### 《環境、社會及管治報告指引》報告內容索引

Subject Areas	Content	Page
主要範疇	內容	頁碼索引
<b>A1 Emissions</b>		
<b>A1 排放物</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	12, 33-34
一般披露	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。	
A1.1	The types of emissions and respective emissions data.	No application of motor vehicle involves in the Group's office, thus there is no concern about vehicle exhaust emissions.
A1.1	排放物種類及相關排放數據。	本集團辦公室不涉及車輛使用，並無相關廢氣排放。
A1.2	Greenhouse gas emissions in total and intensity.	7, 33, 38
A1.2	溫室氣體總排放量及密度。	
A1.3	Total hazardous waste produced and intensity.	39
A1.3	所產生有害廢棄物總量及密度。	
A1.4	Total non-hazardous waste produced and intensity.	34, 39
A1.4	所產生無害廢棄物總量及密度。	
A1.5	Description of emissions target(s) set and steps taken to achieve them.	33-34
A1.5	描述減低排放量的措施及所得成果。	
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.	34
A1.6	描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE CONTENT INDEX (CONTINUED)

### 《環境、社會及管治報告指引》報告內容索引(續)

Subject Areas	Content	Page
主要範疇	內容	頁碼索引
<b>A2 Use of Resources</b>		
<b>A2 資源使用</b>		
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	30-32
一般披露	有效使用資源（包括能源、水及其他原材料）的政策。	
A2.1	Direct and/or indirect energy consumption by type in total and intensity.	7, 30, 39
A2.1	按類型劃分的直接及／或間接能源總耗量及密度。	
A2.2	Water consumption in total and intensity.	7, 32, 40
A2.2	總耗水量及密度。	
A2.3	Description of energy use efficiency initiatives and results achieved.	30-32
A2.3	描述能源使用效益計劃及所得成果。	
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.	32-33
A2.4	描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	
A2.5	Total packaging material used for finished products and with reference to per unit produced.	The operations of the Group do not involve in the use of packaging materials.
A2.5	製成品所用包裝材料的總量及每生產單位佔量。	本集團業務營運不涉及使用包裝材料。
<b>A3 Environment and Natural Resources</b>		
<b>A3 環境及天然資源</b>		
General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources.	35
一般披露	減低發行人對環境及天然資源造成重大影響的政策。	
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	35
A3.1	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。	

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE CONTENT INDEX (CONTINUED)

### 《環境、社會及管治報告指引》報告內容索引(續)

Subject Areas	Content	Page
主要範疇	內容	頁碼索引
<b>B1 Employment</b>		
<b>B1 僱傭</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	12, 17-19
一般披露	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。	
B1.1	Total workforce by gender, employment type, age group and geographical region.	41-42
B1.1	按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	
B1.2	Employee turnover rate by gender, age group and geographical region.	44
B1.2	按性別、年齡組別及地區劃分的僱員流失比率。	
<b>B2 Health and Safety</b>		
<b>B2 健康與安全</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	12, 20
一般披露	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。	
B2.1	Number and rate of work-related fatalities occurred.	7, 45
B2.1	因工作關係而死亡的人數及比率。	
B2.2	Lost days due to work-related injuries.	20, 45
B2.2	因工傷損失工作日數。	
B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	20-21
B2.3	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。	

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE CONTENT INDEX (CONTINUED)

### 《環境、社會及管治報告指引》報告內容索引(續)

Subject Areas	Content	Page
主要範疇	內容	頁碼索引
<b>B3 Development and Training</b>		
<b>B3 發展及培訓</b>		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	22
一般披露	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。	
B3.1	The percentage of employees trained by gender and employee category.	22, 46
B3.1	按性別及僱員類別劃分的受訓僱員百分比。	
B3.2	The average training hours completed per employee by gender and employee category.	22, 47
B3.2	按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	
<b>B4 Labour Standards</b>		
<b>B4 勞工準則</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	12, 23
一般披露	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。	
B4.1	Description of measures to review employment practices to avoid child and forced labour.	23
B4.1	描述檢討招聘慣例的措施以避免童工及強制勞工。	
B4.2	Description of steps taken to eliminate such practices when discovered.	23
B4.2	描述在發現違規情況時消除有關情況所採取的步驟。	
<b>B5 Supply Chain Management</b>		
<b>B5 供應鏈管理</b>		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	27-29
一般披露	管理供應鏈的環境及社會風險政策。	
B5.1	Number of suppliers by geographical region.	48
B5.1	按地區劃分的供應商數目。	
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	27-29
B5.2	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。	

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### 《環境、社會及管治報告指引》報告內容索引(續)

Subject Areas	Content	Page
主要範疇	內容	頁碼索引
<b>B6 Product Responsibility</b>		
<b>B6 產品責任</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	12, 24-26; The operations of the Group do not involve in labelling relating to products and services.
一般披露	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (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。	本集團業務不涉及產品和服務標籤。
B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Not applicable
B6.1	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。	不適用
B6.2	Number of products and services-related complaints received and how they are dealt with.	Not applicable
B6.2	接獲關於產品及服務的投訴數目以及應對方法。	不適用
B6.3	Description of practices relating to observing and protecting intellectual property rights.	27
B6.3	描述與維護及保障知識產權有關的慣例。	
B6.4	Description of quality assurance process and recall procedures.	25-26
B6.4	描述質量檢定過程及產品回收程序。	
B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	25
B6.5	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。	

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE CONTENT INDEX (CONTINUED)

### 《環境、社會及管治報告指引》報告內容索引(續)

Subject Areas	Content	Page
主要範疇	內容	頁碼索引
<b>B7 Anti-corruption</b>		
<b>B7 反貪污</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	12, 26
一般披露	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。	
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.	27
B7.1	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。	
B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	26
B7.2	描述防範措施及舉報程序，以及相關執行及監察方法。	
<b>B8 Community Investment</b>		
<b>B8 社區投資</b>		
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	36
一般披露	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。	
B8.1	Focus areas of contribution.	36-37
B8.1	專注貢獻範疇。	
B8.2	Resources contributed to the focus area.	7, 48
B8.2	在專注範疇所動用資源。	



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