



# 信銘生命科技集團有限公司

## Aceso Life Science Group Limited

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Formerly known as Hao Tian Development Group Limited 昊天發展集團有限公司)

(前稱Hao Tian Development Group Limited 昊天發展集團有限公司)

(Stock code 股份代號 : 00474)

2020/21  
ENVIRONMENTAL, SOCIAL  
AND GOVERNANCE REPORT  
環境、社會及管治報告

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

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# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 1. SCOPE OF THIS REPORT

This Report discloses and summarises the policies and performance of the Group in respect of the environmental, social and governance (“ESG”) responsibilities, for the following business segments of the Group which are considered as material during the year (1 April 2020 to 31 March 2021), which is in line with the time period of the annual report.

1. Securities and financial services in Hong Kong
2. Rental and sales of construction machinery in Hong Kong
3. Property leasing in the United Kingdom.

While striving for performance, the Group pursues business sustainability by being a responsible corporate citizen and is committed to maintaining high standards of business practices in relation to environmental protection, social responsibility and corporate governance.

For details of corporate governance, please refer to the corporate governance report on pages 39 to 66 of the Company’s 2020/2021 annual report.

This Report is prepared in accordance with the “Environmental, Social and Governance Reporting Guide” (the “ESG Guide”) of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) set out in Appendix 27 of Main Board Listing Rules. The ESG Report provides a simplified overview on the environmental, social and governance (“ESG”) performance of the Group. The information in the ESG Report is derived from the Group’s official documents and statistics, as well as the integration and summary of monitoring, management and operational information provided by subsidiaries of the Group.

This report is available in an electronic version which can be viewed on the website of the Company (<http://www.acesogrouphk.com>) and on the website of HKEx (<http://www.hkexnews.hk>).

### 1. 本報告的範圍

本報告披露並總結了本集團在環境、社會及管治(「ESG」)責任方面的政策和表現，涵蓋年內(2020年4月1日至2021年3月31日，與年報期間相符)被視為重要的以下業務範疇：

1. 於香港的證券及金融服務
2. 於香港的建築機械租賃及銷售
3. 於英國的物業租賃

於追求更佳業務表現的同時，本集團履行作為負責任企業公民的義務，從而加強業務的可持續性，並致力在環境保護、社會責任及企業管治方面維持高標準的商業常規。

有關企業管治的詳細資訊，請參閱本公司2020/2021年報第39至66頁的企業管治報告。

本報告乃根據主板上市規則附錄二十七所載香港聯合交易所有限公司(「聯交所」)《環境、社會及管治報告指引》(「環境、社會及管治指引」)編製。環境、社會及管治報告對本集團的環境、社會及管治(「ESG」)表現進行簡要概述。環境、社會及管治報告中的資料乃來自本集團的正式文件及統計數據，以及根據本集團子公司提供的監測、管理及營運資料所整合匯報。

本報告以電子版形式發佈，可在本公司網站(<http://www.acesogrouphk.com>)及聯交所網站(<http://www.hkexnews.hk>)查閱。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 2. COMMUNICATION WITH STAKEHOLDERS

The Company understands that the solid support of stakeholders is crucial for the Group's long-term development. To improve communications with stakeholders, the Company has taken great efforts to establish effective communication channels. The Company has published the Environmental, Social and Governance report on the website for the convenience of all stakeholders. Meanwhile, the Company has also communicated with stakeholders regarding its vision and initiatives on the environmental, social and governance aspect through channels such as meetings, e-mails and service hotlines.

The Group understands the customer's expectations on product responsibility, and the government's supervision on construction machinery emissions and financial services. At the same time, through understanding employees' concerns on occupational health and safety, training and development, and through communication with suppliers to understand their concerns with the Group's supply chain management policy, the Group has adopted a series of policies and measures in response to the demands of all parties.

### 2. 與持份者溝通

本公司深明持份者的堅實支持對本集團的長遠發展十分重要。為著加強與持份者溝通，本公司十分注重建立有效的溝通渠道。本公司在網站發佈環境、社會及管治報告以便各界持份者取閱。與此同時，本公司又透過會議、電郵、服務熱線等渠道，與持份者交流本公司的環境、社會及管治方面的願景及舉措。

本集團深明顧客對本公司產品責任的期望以及政府當局對建築機械的排放物以及金融服務的監管，與此同時通過了解員工對職業健康安全以及培訓發展的關注重點，亦透過與供應商溝通明瞭他們關注本集團的供應鏈管理政策，本集團採取一系列政策及措施以回應各方的訴求。



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 2. COMMUNICATION WITH STAKEHOLDERS (Continued)

#### Stakeholders and engagement methods

##### Stakeholders 持份者

##### Interests and concerns 利益及關注事項

##### Engagement channels 參與渠道

Shareholders and  
Investors  
股東及投資者

- Return on investment and dividends  
投資回報及股息
- Corporate strategy and governance  
公司策略及管治
- Risk mitigation and management  
風險緩減及管理

- Annual General Meeting  
股東週年大會
- Interim and annual reports, corporate websites  
中期及年度報告、公司網站
- Announcements, notices of meetings, circulars  
公告、會議通知、通函

Customers  
客戶

- Legal and high-quality products/services  
合法及優質產品／服務
- Information transparency  
資訊透明
- Business ethics and integrity  
商業道德及操守

- Group websites, brochures, annual reports and announcements  
集團網站、宣傳冊、年度報告及公告
- Email and customer service hotline  
電郵及客戶服務熱線
- Regular meetings  
定期會議

Employees  
僱員

- Compensation and benefits  
薪酬及福利
- Occupational health and safety  
職業安全及健康
- Career development opportunities  
職業發展機會
- Corporate culture and well-being  
企業文化及福利

- In-house training programmes  
內部培訓計劃
- Performance reviews and appraisals  
績效回顧及評核
- Promote career development and enhance competence at all levels  
促進公司各職級職業發展並提高競爭力

Suppliers  
供應商

- Long-term partnership  
長期合作關係
- Ethical business practices  
道德商業慣例
- Supplier assessment criteria  
供應商評估標準

- Procurement processes  
採購過程
- Audits and assessments  
審計及評估

Government  
政府

- Laws and regulation compliance  
遵守法律及法規

- Review latest laws and regularly inspection  
審查最新法律及定期進行檢查

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 2. COMMUNICATION WITH STAKEHOLDERS

(Continued)

#### Stakeholders and engagement methods (Continued)

The business of the Group affects different stakeholders, and stakeholders have different expectations on the Group. The Group will maintain communication with stakeholders continuously, collect opinions of stakeholders through different forms more extensively, and make substantive analysis more comprehensively. At the same time, the Group will enhance the reporting principles of materiality, quantification, balance and consistency, in order to define the content of the ESG Report and presentation of the information that is more in line with the expectations of stakeholders.

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE

#### 3.1 Environmental

##### 3.1.1 Use of Resources

The Group is aware of its responsibility and required commitment to the environmental sustainable development of its on-going operations. The Group supports “Green Environment” ideas, comply with the requirements of the Hong Kong Special Administrative Region (“HKSAR”) laws, and specific guides in the industry, and are committed to the social responsibility of protecting the environment as a responsible corporation. The Group has implemented policies and taken measures to ensure the business and operation to be energy, water and resources saving.

### 2. 與持份者溝通(續)

#### 持份者及參與方式(續)

本集團的業務對不同持份者構成影響，而持份者對本集團有不同期望。本集團將持續與持份者溝通，並透過不同形式更廣泛地收集持份者的意見，令實質性分析更完備。同時，本集團也會提升重要性、量化、平衡及一致性的匯報原則，以更符合持份者期望的方式，界定環境、社會及管治報告內容及資訊的呈現方式。

### 3. 環境、社會及管治表現

#### 3.1 環境

##### 3.1.1 資源使用

本集團意識到其對持續經營的環境可持續發展的責任和所須承擔。本集團支持「環境綠化」理念，恪守香港特別行政區（「香港特別行政區」）法例規定及行業特別指引，且作為一家負責任的企業，我們肩負致力保護環境的社會責任。本集團執行政策及採取措施確保業務及營運可節約能源、用水及資源。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.1 Environmental (Continued)

##### 3.1.1 Use of Resources (Continued)

The Group had not been subjected to any reported violation in relation to its emissions and waste discharges or other environmental issues during the Reporting Period. The Group did not note any material non-compliance with environmental laws and regulations during the Reporting Period.

The Group consumed mainly on three types of resources, namely electricity, fuels for transportation, and water. According to the characteristics of the industries involved, the Group has formulated relevant environmental policies to achieve rational use and utilization of resources.

The Group's construction machinery sector prioritized the introduction of construction machinery with better fuel consumption efficiency, and the use of electrical products with Grade 1 energy label or equivalent. Moreover, the Group promoted the use of office appliances with Grade 1 energy efficiency label.

For office operation, the Group endeavoured to adopt natural ventilation and reduce the use of air conditioning for reducing consumption of electricity. Also, employees were requested to set their computers to energy-saving mode or sleeping mode when they were idle. For other office equipment and appliances when they were not in use, employees were reminded to switch them off.

### 3. 環境、社會及管治表現(續)

#### 3.1 環境(續)

##### 3.1.1 資源使用(續)

於報告期間，本集團並無涉及任何已呈報有關廢氣及廢物排放或其他環境事宜的違規行為。於報告期間，本集團並未發現任何重大違反環境法律及法規的情況。

本集團主要耗用三類資源，即電力、運輸燃料和水。根據所參與行業的特點，本集團制定了相關的環境政策，以實現資源的合理和有效使用。

本集團建築機械業務優先引進燃油耗用效率更高的建築機械，以及使用帶有1級能源標籤或同等能效的電氣產品。此外，本集團促進使用帶1級能效標籤的辦公室電器。

在辦公室運作方面，本集團努力採用自然通風，減少空調的使用，以減少耗電。此外，要求員工將閒置的電腦設定於節能或睡眠模式。對其他辦公設備和電器，於不需使用時，我們也提醒員工關閉它們。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.1 Environmental (Continued)

##### 3.1.1 Use of Resources (Continued)

During the year, total consumption of key resources by all operating sites of the Group were listed as follows:

Type of Resources 資源類型		Annual consumption 年度耗用量	Intensity of consumption <sup>Note 1</sup> (per person) 耗用密度 <sup>註1</sup> (以每人計算)
Electricity 電力	(kWh) (千瓦時)	265,375	1,516
Diesel oil 柴油	(litre) (升)	208,691	1,193
Petrol 汽油	(litre) (升)	27,103	155
Gas oil 船舶燃油	(litre) (升)	68,700	393
Water 水	(cubic meter) (立方米)	720	4

Note 1: The intensity of consumption was calculated by dividing the total amount of particular resource consumption with the total number of employees of the Group as at 31 March 2021.

### 3. 環境、社會及管治表現 (續)

#### 3.1 環境 (續)

##### 3.1.1 資源使用 (續)

年內，本集團所有運營地點的主要資源耗用總量載列如下：

註1：耗用密度計算方法是將指定資源耗用總量，除以於2021年3月31日本集團的員工總數。



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.1 Environmental (Continued)

##### 3.1.1 Use of Resources (Continued)

###### *Energy conservation measures*

Within the Group's Hong Kong and China offices, energy-saving LED lights had been adopted in the office and shop areas; also, air-conditioning has been set at an appropriate temperature to reduce unnecessary energy consumption. Moreover, it was the Group's procurement policy to buy office appliance with high energy efficiency, e.g. through energy label selection. In addition to facility controls, green messages or slogans were disseminated in obvious locations within office area to remind employee on saving energy.

###### *Water conservation measures*

Amongst the Group's operation, water was mainly consumed in the office areas. For avoiding unnecessary water wastage, the Group often advised employees to report timely any faulty water devices. Also, green messages or slogans were posted in obvious locations within office area to remind employee on saving water.

### 3. 環境、社會及管治表現(續)

#### 3.1 環境(續)

##### 3.1.1 資源使用(續)

###### *節約能源措施*

在本集團香港及中國辦事處內，辦公室及店舖區域都採用LED節能燈；空調也設置在適當的溫度，以減少不必要的能源消耗。此外，本集團的採購政策是透過選擇能源標籤，購買高能效的辦公電器。除了設施控制外，在辦公室內的顯眼位置宣傳綠色資訊或標語，提醒員工節約能源。

###### *節約用水措施*

在本集團的營運中，辦公室是用水的主要區域。為了避免不必要的耗水，本集團經常建議員工及時報告任何不正常運作的用水裝置。此外，在辦公室內顯眼位置張貼綠色資訊或標語，提醒員工節約用水。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.1 Environmental (Continued)

##### 3.1.1 Use of Resources (Continued)

###### *Material conservation measures*

Amongst office operation of various business segments, the Group encouraged employees to use both sides of paper by reusing single-sided printed paper for printing on the other side, this enhanced the utilization of paper use. In addition, for the appropriate processes, the Group adopted electronic systems for operation and avoid unnecessary printout with the aim to minimize use of papers.

Hong Kong offices of the Group have set up recycling containers to collect waste papers, aluminium cans and plastic wastes which then conveyed to appropriate party for recycling arrangement. Furthermore, disposed electronic devices such as computers were also collected by relevant building management offices for conveying to qualified agency for subsequent recycling. This approach enhanced effectiveness in use of resources in the long term.

For the business segments of financial services, rental and sales of construction machinery and property leasing, no packaging materials were required in the product and service delivery.

### 3. 環境、社會及管治表現(續)

#### 3.1 環境(續)

##### 3.1.1 資源使用(續)

###### *節約物料措施*

在各業務範疇中的辦公室運作中，本集團鼓勵員工使用紙張的兩面，於已單面打印的紙張上繼續進行打印，從而提高紙張的使用利用率。此外，於合適的流程，本集團採用電子系統進行操作，避免不必要的打印，以盡量減少紙張的使用。

本集團的香港辦事處已設置回收容器收集廢紙、鋁罐和塑膠廢物，然後轉交適當單位安排回收。此外，棄置的電子設備，如電腦也由相關大廈管理處收集及交給合資格的機構進行回收。從長遠看，這種措施提高了資源的有效使用。

對於金融服務、建築機械的租賃和銷售以及物業租賃業務，產品和服務交付都不需要包裝材料。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.1 Environmental (Continued)

##### 3.1.2 Emission

The financial service and property leasing business of the Group did not involve significant discharge of solid waste or sewage, and the type of wastes generated by the Group was mainly non-hazardous domestic garbage. However, the business operation would incur indirect greenhouse gas emission from consumption of electricity while occasional use of transportation would discharge exhaust gas from fuel combustion, the Group has formulated relevant policies to mitigate the adverse impact to the environment, including the use of lead-free petrol by vehicles for reducing air pollution.

### 3. 環境、社會及管治表現(續)

#### 3.1 環境(續)

##### 3.1.2 排放物

本集團金融服務及物業租賃業務不涉及大量固體廢物或污水的排放，而本集團產生的廢物類型主要是無害的生活垃圾。然而，業務運作會因電力消耗而間接地導致溫室氣體的排放，及偶爾使用運輸工具會排放燃料燃燒時產生的廢氣，因此本集團已制訂相關政策，以減輕對環境造成的不利影響，包括車輛使用無鉛汽油來減少空氣污染。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.1 Environmental (Continued)

##### 3.1.2 Emission (Continued)

###### *Mitigation against air pollution*

For business segment on rental and sales of construction machinery, despite the Group was not direct end user of construction machinery, we are still striving to align with government policies and is committed to adopting a series of measures for supporting end users attain better emission performance. The Group procured the machinery in compliance with the Environmental Protection Department's regulations pertinent to the emission of non-road mobile machinery The Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation (Chapter 311Z of the Laws of Hong Kong), and also continued to phase out older machines. Most of the machines have met the requirements of the EU Stage IIIA or the Japan's Ministry of the Environment. Upon technically feasible and accepted by the market, the Group prioritized the introduction of construction machinery with better emission performance. At the same time, the Group also regularly maintained those rented construction machineries for assuring their excellent operational and emission performance. Furthermore, for those non-road vehicles newly approved for use in Hong Kong, the Group has accessed the updates from the Environmental Protection Department, and has closely followed up on this latest statutory requirement. The Group has also been adhering with the policies of the Environmental Protection Department to phase out pre-Euro IV diesel vehicles for continued improvement of emission performance.

### 3. 環境、社會及管治表現(續)

#### 3.1 環境(續)

##### 3.1.2 排放物(續)

###### *減少空氣污染*

對於建築機械租賃和銷售業務，儘管本集團不是建築機械的直接最終使用者，但我們仍在努力與政府政策保持一致，並承諾採取一系列措施支援最終使用者獲得更好的排放性能。本集團採購的機械符合環境保護署有關非道路移動機械的排放規例《空氣污染管制(非道路移動機械)(排放)規例》(香港法例第311Z章)，並持續淘汰陳舊機械。大多數機械都符合歐盟IIIA級或日本環境省的要求。在技術可行且為市場所接受的情況下，本集團優先引進具有更好排放性能的建築機械。同時，本集團還定期保養這些租用的建築機械，以確保其優良的營運和排放性能。此外，對於新獲准在香港使用的非道路車輛，本集團已取得環境保護署的最新消息，並密切跟進最新的法定要求。本集團亦一直遵守環境保護署的政策，逐步淘汰歐盟IV前的柴油車輛，以持續改善排放表現。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.1 Environmental (Continued)

##### 3.1.2 Emission (Continued)

##### Mitigation against air pollution (Continued)

During the year, the main direct air emission by the Group was air pollutants generated from fuel consumption by transportation tools. The approximate emission volumes were listed as follows:

Air Pollutant	空氣污染物	Annual Emission Volume (kilogram) 年度排放量 (公斤)
Nitrogen Oxides (NOx)	氮氧化物 (NOx)	850.9
Sulphur Oxides (SOx)	硫氧化物 (SOx)	3.8
Particulate Matters (PM)	顆粒物 (PM)	74.5

### 3. 環境、社會及管治表現 (續)

#### 3.1 環境 (續)

##### 3.1.2 排放物 (續)

##### 減少空氣污染 (續)

年內，本集團主要的直接空氣排放是運輸工具耗用燃料時產生的空氣污染物，其排放量大致如下：



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.1 Environmental (Continued)

##### 3.1.2 Emission (Continued)

###### Control of greenhouse gases (GHG) emission

Apart from the abovementioned air pollutants directly released to the environment, the Group was aware of the sources of GHG incurred from electricity consumption by facilities and emission from fuel consumption.

The diagram below identified the total GHG emission from the Group during the year and the associated emission intensity was calculated by dividing the total number of employees in the Group:

### 3. 環境、社會及管治表現(續)

#### 3.1 環境(續)

##### 3.1.2 排放物(續)

###### 溫室氣體排放控制

除了上述直接排放到環境的空氣污染物外，本集團了解設施用電和燃料耗用也會產生溫室氣體。

下圖顯示年內本集團所排放的溫室氣體總量，相關排放密度的計算方法是將排放總量除以本集團員工總數：



Total GHG emission

溫室氣體排放總量

979.6

tonne carbon dioxide equivalent

噸二氧化碳當量

GHG emission intensity <sup>Note 3</sup>

溫室氣體排放密度<sup>註3</sup>

5.6

tonne carbon dioxide equivalent / person

噸二氧化碳當量/人

Note 3: The greenhouse gas emissions intensity was calculated by dividing the Group's total greenhouse gas emission by the Group's total number of employees as at 31 March 2021.

註3：溫室氣體排放密度的計算方法是將本集團溫室氣體排放總量除以本集團於2021年3月31日的員工總數。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.1 Environmental (Continued)

##### 3.1.2 Emission (Continued)

###### *Control of solid wastes*

Under the normal operation, no hazardous waste was generated in the Group's Hong Kong and China office. The wastes generated from these areas mainly domestic garbage which were non-hazardous in nature.

For managing waste oil generated from maintenance of machinery, the Group has registered with the Environmental Protection Department as a chemical waste producer, and has complied with relevant requirements and guidelines, and entrusted licensed chemical waste collectors to handle waste oils in an environmentally friendly manner for mitigation of environmental impact.

Also, the Group has also set up collection facilities for classification of various wastes for subsequent recycling arrangement. This approach in turn supported reduction of waste discharge to the environment.

### 3. 環境、社會及管治表現(續)

#### 3.1 環境(續)

##### 3.1.2 排放物(續)

###### *固體廢物控制*

在正常運作下，本集團香港及中國辦事處沒有產生有害廢棄物。這些地區所產生的廢物主要是生活垃圾，在性質上是無害的。

為了管理機械維修時產生的廢油，本集團已於環境保護署登記為化學廢物產生者，並遵從有關要求及指引，委託持牌化學廢物收集者以環保的方式處理廢油，減輕對環境的影響。

此外，本集團亦設有收集設施，對各種廢物進行分類，以便日後進行循環再造。另一方面，這種做法可支援減少向環境排放廢物。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.1 Environmental (Continued)

##### 3.1.2 Emission (Continued)

###### Control of solid wastes (Continued)

Hazardous Wastes <sup>Note 4</sup>

Annual discharge

0.8 tonne

Intensity <sup>Note 5</sup>

4.6 kg/person

Note 4: Hazardous wastes were generated from the rental and sales of construction machinery in Hong Kong. No hazardous waste was generated in the Group's offices covered by this report.

Note 5: The intensity was calculated by dividing the total amount of hazardous waste generated by the total number of employees of the Group as at 31 March 2021.

### 3. 環境、社會及管治表現 (續)

#### 3.1 環境 (續)

##### 3.1.2 排放物 (續)

###### 固體廢物控制 (續)

有害廢棄物 <sup>註4</sup>

年度排放

0.8噸

密度 <sup>註5</sup>

4.6 千克/人

註4：有害廢棄物是於香港的建築機械租用及銷售業務產生的。本報告所涵蓋的本集團各辦公室都未有產生有害廢棄物。

註5：密度的計算方法是將已產生的有害廢棄物的總量除以本集團於2021年3月31日的員工總數。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.1 Environmental (Continued)

##### 3.1.2 Emission (Continued)

###### *Control of wastewater discharge*

From the Group's office operation, the main discharge was domestic sewage. There was no industry effluent and relevant discharge was processed in accordance with local regulations by the qualified agency.

During the reporting period, the Group did not identify any legal violation or complaint regarding emissions and other environmental issues.

##### 3.1.3 Environment and Natural Resources

Amongst the Group's operations, they did not discharge large amount of waste water. The key environmental impacts were mainly related to consumption of fuel, electricity and water as well as emission of gases. For mitigation of the associated adverse impacts, the Group was striving to enhance the utilization in the use of resources, through strengthening electronic operation and file management, and raising environmental awareness of employees.

### 3. 環境、社會及管治表現(續)

#### 3.1 環境(續)

##### 3.1.2 排放物(續)

###### *廢水排放控制*

從本集團的辦公室運作情況來看，主要排放是生活污水。本集團並沒有工業廢水，相關排放由合資格機構按照當地規定進行處理。

於報告期內，本集團沒有發現任何關於排放和其他環境問題的違法個案或投訴。

##### 3.1.3 環境及天然資源

在本集團的運作中，並沒有排放大量的廢水。重要的環境影響主要與燃料、電力和水的耗用以及氣體的排放有關。為減輕相關不利影響，本集團正致力提高資源利用率，加強電子運作及檔案管理，以及提高員工的環保意識。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.1 Environmental (Continued)

##### 3.1.3 Environment and Natural Resources (Continued)

In addition, various measures were in place for reducing greenhouse gas emission. For the finance services segment, the Group was aware of the international capital market trend on promoting transition to green economy. This enhanced the market awareness of green finance and the associated green financial products. In addition to worldwide governments already taking actions to encourage the development of green finance, China has defined the investment funds in her 13th Five-Year Plan, and Hong Kong Government would strengthen the promotion of her advantages in the capital market as well as highlight her conditions for developing green financial products. This context provided an excellent platform for the Company to explore further business opportunities.

### 3. 環境、社會及管治表現(續)

#### 3.1 環境(續)

##### 3.1.3 環境及天然資源(續)

此外，更採取了各種措施減少溫室氣體排放。在金融服務領域，本集團意識到國際資本市場向綠色經濟轉型的趨勢。這增強了綠色金融及相關綠色金融產品的市場意識。除了全球各國政府已經採取行動鼓勵發展綠色金融外，中國還確定了「十三五規劃」中的投資基金，香港政府將加強推廣其在資本市場的優勢，並強調其開發綠色金融產品的條件。這種背景為本公司探索進一步的商業機遇提供了一個極好的平台。



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.1 Environmental (Continued)

##### 3.1.3 Environment and Natural Resources

(Continued)

Concerning the business segment for construction machinery, the Group closely monitored to adhere to the latest requirements from the regulatory authorities. We arranged employees regularly to attend public sessions held by the Environmental Protection Department, to closely follow up the changes in the relevant regulations and policies through timely updates of the Group's environmental management policies. Examples included the adherence to the requirements for controlling exhaust emissions from non-road mobile machinery and non-road vehicles, as well as the elimination of pre-Euro IV stage diesel vehicles. These assured that all customers could attain good emission levels and minimize adverse environmental impact on air quality.

For the other office operations within the Group, we endeavoured to prioritize products and services from local suppliers for reduction of GHG from overseas procurement. Similarly, for GHG reduction from use of transportation, video or phone conference or other electronic communication tools would be used, whenever appropriate, to avoid remote meeting by traveling.

### 3. 環境、社會及管治表現(續)

#### 3.1 環境(續)

##### 3.1.3環境及天然資源(續)

關於建築機械業務領域，本集團密切監控，以遵守監管機構的最新要求。我們定期安排員工出席環境保護署舉辦的公開會議，透過及時更新本集團的環境管理政策，密切跟進有關法規和政策的變化。這方面的例子包括遵守控制非道路移動機械和非道路車輛廢氣排放的要求，以及淘汰歐盟IV期前的柴油車輛。這些確保所有客戶都能達到良好的排放水平，並盡量減少對空氣質素的不利環境影響。

對於本集團內的其他辦公室運作，我們致力優先考慮當地供應商的產品和服務，以減少海外採購所導致的溫室氣體。同樣地，為了減少因使用運輸所導致的溫室氣體，在適當的情況下，將會採用視頻、電話會議、或其他電子通信工具，避免需要出差的遠程會議。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social

##### 3.2.1 Employment

The Group strictly abided by the local regulations of the regions where the Group were running business for developing its employment policies. Staff handbook or equivalent has been provided for access by employees on the relevant policies.

The Group was committed to achieving equality at all levels of employment and providing employees with the most appropriate remuneration and benefits. The Group emphasised on equal opportunities for all employees in respect of hiring, salaries, training and development, promotion and other aspects of employment. Also, we were committed to providing a work environment free from any form of discrimination due to difference in ethnicity, gender, religion, age, disability or sexual orientation.

Regarding the working hours, the engagement of the Group's employees would be controlled not exceeding the limit stipulated by applicable laws and regulations, and they would be entitled to statutory holidays and leaves.

##### *Recruitment and promotion*

The Group has formulated its recruitment procedures and practices. Whenever there were recruitment needs, the Group would determine the job requirements specific to the relevant functions and ranks. Recruitment was simply based on job requirements and would not be affected by other attributes, for preventing any occurrence of discrimination.

### 3. 環境、社會及管治表現(續)

#### 3.2 社會

##### 3.2.1 僱傭

本集團嚴格遵守本集團經營業務地區所制定的當地法規，以制定其僱傭政策，並已提供僱員手冊或相關文件，供員工查閱相關政策。

本集團承諾在各級受僱階層中實現平等，為員工提供最恰當的報酬和福利。本集團強調所有員工在招聘、薪酬、培訓和發展、晉升和其他僱傭相關方面的平等機會。此外，我們承諾提供一個免受任何形式歧視的工作環境，不會因種族、性別、宗教、年齡、殘疾或性取向等差異而造成歧視。

在工作時間方面，本集團員工的聘用將控制在不超過適用法律和法規所定的限額，並且他們有權享受法定的假日和休假。

##### *招聘和晉升*

本集團制定了其招聘程序和措施。每當有招聘需要時，本集團將確定有關職能和職級的具體工作要求。招聘只會根據工作要求進行，不會受到其他屬性的影響，以防止歧視的發生。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.1 Employment (Continued)

###### *Recruitment and promotion (Continued)*

Being an employer supporting equal opportunity, the Group embraced a wide diversity of employment culture in terms of gender, age, skill set, educational background, industry experience and other qualifications. The Group provided clear promotion criteria for employees and conducted performance appraisal on regular basis for identifying the appropriate talents with adequate promotion opportunities.

###### *Compensation and benefits*

The Group's employees were entitled to salaries in compliance with applicable laws and regulations related to minimum wage, overtime compensation and other mandatory benefits. Moreover, the salaries were paid in a timely manner as per applicable regulations.

The Group provided employees with remuneration packages structured with reference to market practices and individual employee's experience, skills and performance. Such remuneration packages were reviewed annually, and the Group set a clear salary table to identify the salary ranges for each rank of employees. Promotion opportunities and salary adjustments were benchmarked against performance of individual employee.

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.1 僱傭(續)

###### *招聘和晉升(續)*

作為支持平等機會的僱主，本集團包容廣泛的受僱文化，覆蓋不同性別、年齡、技能、教育背景、行業經驗及其他資歷等。本集團為員工提供明確的晉升準則，並定期進行表現評估，以確認合適人才並提供足夠的晉升機會。

###### *薪酬和福利*

本集團員工可依據適用的法律和法規享有最低工資、加班補償和其他強制性福利。此外，他們的工資也按照適用的條例及時支付。

本集團向員工提供的薪酬待遇，參考市場慣例和個別員工的經驗、技能和表現。這些薪酬待遇每年審查一次，而本集團制定明確的薪酬標準表，確定每個職級員工的薪金範圍。晉升機會和薪金調整以個別員工表現為基準。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.1 Employment (Continued)

###### *Compensation and benefits (Continued)*

In addition to legal benefits such as annual leave and maternity leave, the Group's employees in Hong Kong were also entitled to fringe benefits including five-day work week, marriage leave, compassionate leave, flexible leave arrangement, travel insurance, medical and dental insurance schemes. In event of any unfortunate work injury, the Group would provide fair and reasonable compensation for employees and their families. The Group has also adopted a share option scheme and a share award scheme, of which the participants included directors, senior management and other employees of the Group.

In compliance with applicable employment laws and regulations, the Group's employees in China were entitled to national statutory social insurances, including retirement insurance, medical insurance, work-related injury insurance, maternity insurance and unemployment insurance. In addition, employees were entitled to statutory holidays such as paid annual leave and maternity leave.

Apart from the legal benefits, the Group would organise social welfare activities during traditional festivals and on special occasions, with the aim to cultivate a positive working atmosphere and to build a cohesive team.

During the year, the Group did not identify any legal violation or complaints regarding discrimination or other employment issues.

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.1 僱傭(續)

###### *薪酬和福利(續)*

除年假和產假等法定福利外，位於香港的本集團員工也有權享受額外福利，包括每週工作五天、婚假、喪假、彈性休假、旅遊保險、醫療和牙科保險等。若遇到任何不幸的工傷，本集團將提供公平和合理的補償給員工和其家庭。本集團也採用了股票期權計劃和股份獎勵計劃，參與者包括本集團的董事、高級管理層和其他僱員。

根據適用的僱傭法律和法規，位於中國的本集團員工有權享受國家法定的社會保險，包括退休保險、醫療保險、工傷保險、生育保險和失業保險。此外，僱員有權享受法定假日，如有薪年假和產假。

除了法定福利外，於傳統節日和特別日子，本集團會組織社交福利活動，希望建立一個正面的工作氛圍，及一個有凝聚力的團隊。

年內，本集團沒有發現任何關於歧視或其他僱傭問題的違法個案或投訴。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

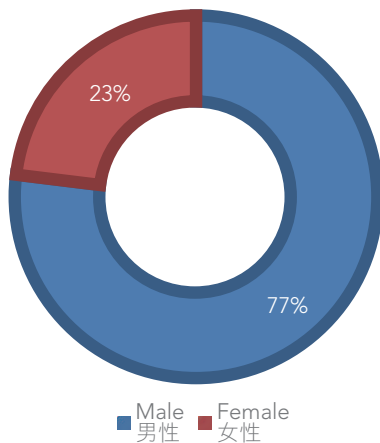
##### 3.2.1 Employment (Continued)

##### Compensation and benefits (Continued)

As at 31 March 2021, the total number of employees amongst the business locations was 175. All were full-time employees and the population was further classified in the diagrams below:

#### Total Workforce by Gender

按性別劃分的員工人數



### 3. 環境、社會及管治表現 (續)

#### 3.2 社會 (續)

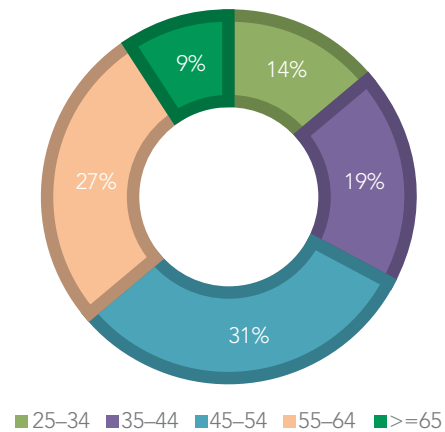
##### 3.2.1 僱傭 (續)

##### 薪酬和福利 (續)

於2021年3月31日，業務地點僱員總數為175人。他們都是全職員工，其分佈於下圖進一步分類顯示：

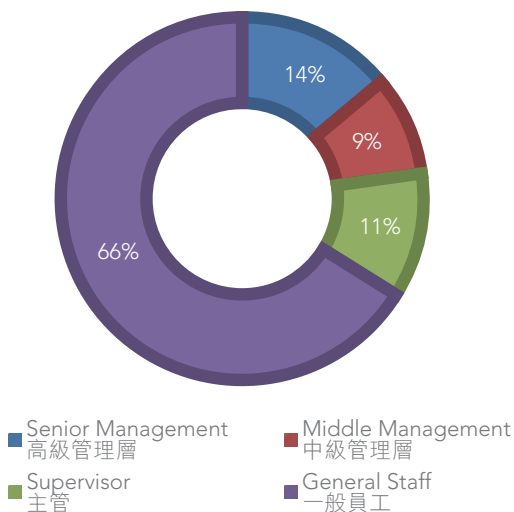
#### Total Workforce by Age Group

按年齡組別劃分的員工人數



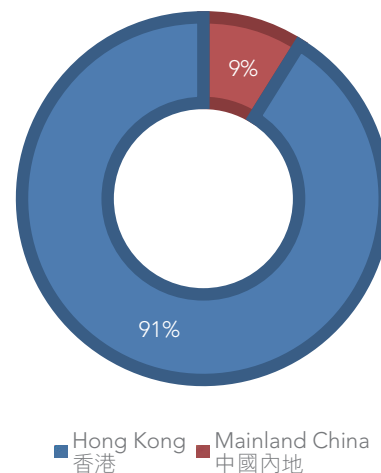
#### Total Workforce by Employee Category

按員工類別劃分的員工人數



#### Total Workforce by Geographical Region

按地理區域劃分的員工人數





# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.2 Health and Safety

The Group was committed to provision of a safe and healthy working environment for employees. This included the establishment of a comfortable workplace with adequate lighting and good air quality, as well as pest control at regular intervals. The Group has implemented policies for prohibition of any hazardous activities including smoking and liquor in the workplace. Whenever necessary, we may engage third-party organization to review occupational health and safety performance within the Group's operations.

For emergency preparedness, the fire escape routes were posted in the Group's offices and employees were arranged to participate fire drills organized by office building's property management company. All these practices raised employee awareness on the way of evacuation in event of fire. The Group abided by the relevant regulations for assurance of fire safety, and installed the essential fire equipment such as fire hydrants, fire extinguishers, etc. Also, the Group has developed clear guideline to assure safe work arrangement in the event of typhoon and rainstorm weather warnings. Moreover, the Group's offices were equipped with first-aid kits so that employees could be subject to immediate treatments for minor personal injuries.

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.2 健康與安全

本集團承諾為員工提供安全及健康的工作環境，包括建立一個舒適的工作場所，擁有充足的照明和良好的空氣質素，並且定期進行蟲害控制。本集團已實施政策以禁止任何危害活動，包括在工作場所吸煙和飲酒。必要時，我們可能會聘請第三方機構審查本集團營運中的職業健康和安全管理表現。

為了做好應急準備，火警逃生路線張貼在本集團的辦公室和安排員工參加辦公樓物業管理公司所組織的消防演習。這些措施都是為了提高員工在發生火災時疏散方式的意識。本集團遵守關於確保消防安全的規定，安裝消防栓、滅火器等必需的消防設備。此外，本集團還制定了明確的指引，以確保在出現颱風及暴雨天氣警告時的安全工作安排。此外，本集團的辦公室還配備了急救箱，以便僱員能夠立即接受輕微個人受傷的治療。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.2 Health and Safety (Continued)

For employees engaged in the rental and sales business of construction machinery, the Group provided them with appropriate personnel protective equipment, such as safety helmets, dust masks, eye protectors, safety harnesses, and other protective equipment, etc., for assuring their occupational safety. For preventive measures, the Group provided safety training to employees before their assignment to new workplace, this helped them familiar with working environment so that they could be alert to safety matters during operation of machinery. Also, we arranged monthly safety trainings and seminars to enhance the safety awareness of the Group's employees and to help them identify high-risk areas.

During this reporting period, the Group did not identify any violation of occupational health and safety regulations in the regions of business operation. In the same period, there was no work-related fatality and the number of work day lost due to work-related injuries was identified as follows:

Number of work-related fatalities	0
Lost days due to work injury	0

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.2 健康與安全(續)

對於從事建築機械租賃和銷售業務的員工，本集團提供給他們適當的個人防護裝備，如安全帽、防塵口罩、護目鏡、安全帶、和其他防護設備等，以確保他們的職業安全。為了作好防範措施，本集團在派遣員工到新工作場所之前，給予他們安全培訓，這有助於他們熟悉工作環境，致使他們在機械操作過程中能夠對安全事項保持警惕。此外，我們安排每月安全培訓和研討會，以提高本集團員工的安全意識，並幫助他們識別高風險區域。

在本報告期間，本集團沒有發現任何違反業務經營地區相關職業健康和安法例的個案。在同一期間，並未發現與工作有關的死亡個案，因工傷而損失的工作日數確定如下：

與工作有關的死亡人數	0
因工傷而損失的天數	0

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.3 Development and Training

The Group believes that employees can grow with the Group by realising their own values on the basis of their personal interests and expertise.

Generally, the Group provided in-service training for new employees, which may cover on-board orientation, the Group's main business and organisational structure, corporate culture, etc. Also, the Group was committed to providing on-the-job education and training, especially those related to products and/or services being delivered, which equipped them with the required job knowledge and necessary skills to exercise their duties. Senior management officers of the Group including our Directors and company secretary were required to fulfill the continuous professional development programme under relevant professional rules and the Group subsidised them to attend the external professional development activities.

The Group has identified various trainings to support different needs of various positions and departments, such as for the following aspects of various operations:

- (a) Human resources
- (b) Finance
- (c) Procurement and contract drafting
- (d) Customer communication and relationship management
- (e) Inventory management

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.3發展及培訓

本集團相信，員工可基於個人興趣和專長實現自己的價值，與本集團一起成長。

一般而言，本集團為新員工提供入職培訓，這涵蓋迎新簡介、本集團主要業務和組織架構、企業文化等。此外，本集團承諾提供在職教育和培訓，尤其是那些與產品和／或服務相關的培訓，以便他們擁有工作所需的知識和必要技能。對於本集團高級管理人員，包括董事及公司秘書，他們需按照專業規則參與相關的持續發展課程，本集團資助他們參與外部專業發展活動。

本集團已確認多類培訓，以支援不同職位和部門的不同需要，譬如涵蓋下列營運層面：

- (a) 人力資源
- (b) 財務
- (c) 採購及合同起草
- (d) 客戶溝通及關係管理
- (e) 庫存管理

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.3 Development and Training (Continued)

For rental and sales business of construction machinery, the Group would arrange technical training courses to the employees responsible for operating complex construction machinery, and would also require them to possess relevant qualification before assignment. Where appropriate, the Group would organize with the manufacturers to provide employees with the latest skills and knowledge of the construction machinery that were being leased or sold.

In addition to the provision of the applicable soft skill trainings such as customer service, sales techniques, financial services business team of the Group would provide employees with the compliance training on securities and futures trading. This assured them to be familiar with the relevant requirements of the regulatory authorities and the knowledge for internal control.

Apart from the abovementioned operational trainings, the Group was also providing training related to safe operation and fire safety, which aligned with the Group's commitment of upholding workplace safety. Furthermore, the Group was aware of integrity importance to the continued success of the business, consequently anti-corruption training or equivalent was provided to employees for raising their awareness on this aspect.

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.3發展及培訓(續)

針對建築機械的租賃和銷售業務，本集團將安排技術培訓課程給負責操作複雜建築機械的員工，並在分派工作前要求他們具備相關資格。在適當情況下，本集團將與製造商合作舉辦課堂，提供給員工關於正在租賃或出售之建築機械的最新技能和知識。

除了提供適用的軟技能培訓，如客戶服務、銷售技巧外，本集團的金融服務團隊也為員工提供證券和期貨交易之合規培訓，使他們能夠熟悉監管機構的相關要求和內部控制知識。

除了上述操作培訓外，本集團亦提供與安全運作及消防安全有關的訓練，與本集團維護工作場所安全的承諾一致。此外，本集團認識到誠信對業務持續成功的重要性，因此向員工提供了防貪或類似培訓，藉此提高他們對這方面的認識。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.3 Development and Training (Continued)

In response to identifying the appropriate training needs, regular performance appraisals would be arranged to employees. The information collected from the appraisal would provide the grounds for development of the appropriate training programmes to relevant employees.

For supporting business expansion of the Group, training would be given to those employees who had potential for promotion to a higher position. Relevant training would equip the staff with the required skills and knowledge to enhance their capabilities for meeting the requirements of the promoted positions.



Proportion of Employees  
trained during the year

年內受訓僱員的比例

83%

83%

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.3發展及培訓(續)

為了確認恰當的培訓需求，會對員工進行定期的表現評估。從評估中收集的資訊，將提供依據以制定相關僱員的合適培訓方案。

為了支援本集團的業務拓展，將對那些有晉升潛力的員工進行培訓。有關培訓使工作人員具備必要的技能和知識，藉此提升他們的能力，以滿足晉升職位的要求。



Number of Training Hours  
completed during the year per employee

年內每位僱員完成的培訓小時

3 hours

3小時

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.4 Labour Standards

The Group prioritises the basic rights and interests of its employees, and we strictly comply with all applicable local laws and regulations against child labour and forced labour.

##### *Prohibition of child labour*

During recruitment process, identification documents of applicants were strictly reviewed by the Group to verify the submitted information was true and accurate for preventing employment of applicants under the legal working age.

##### *Prohibition of forced labour*

The policies of the Group prohibited all forms of forced labour, including: deposit upon recruitment, withholding of identity documents or wages, involuntary overtime work, bonded and prison labour. All employees may resign upon reasonable notice.

During this reporting period, the Group did not identify any case of child labour employment or legal violation of regulations related to forced labour.

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.4 勞工準則

本集團將員工的基本權益作首要考慮，我們嚴格遵守所有適用的當地法律和法規，禁止童工和強制勞工。

##### *禁止童工*

在招聘過程中，本集團嚴格審查申請人的身份證明文件，以驗證所提交的資訊是真實和準確，防止申請人在低於法定工作年齡下受僱。

##### *禁止強制勞工*

本集團的政策禁止一切形式的強制勞工，包括：招聘押金、扣留身份證件或工資、非自願加班工作、債役及監獄工。所有僱員都可於合理通知期後離職。

在本報告期間，本集團沒有發現任何受僱童工或與強制勞工有關的違法個案。



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.5 Supply Chain Management

For assuring quality products and services to the customers, the Group has established comprehensive system for evaluation and selection of suppliers. Moreover, the Group aimed to generate a positive impact of sustainability into its supply chain, and may consider suppliers' performance in fulfilling social responsibilities and commitment to environmental protection whenever appropriate.

For managing key suppliers in rental and sales business of construction machinery, the Group conducted strict background investigation and evaluated their performance in the aspects of corporate social responsibility. Moreover, during the selection of new suppliers, the Group would evaluate the background information and the reputation of potential suppliers as well as the quality of products and/or services they provided.

Amongst the provision of financial services, suppliers were those external professional agencies including law firms, fund sales, report publishers/printers. Before engagement and contracting with these agencies, the Group would evaluate their professional qualification/certification, project experience, and other legal compliance requirements.

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.5 供應鏈管理

為確保向客戶提供優質的產品和服務，本集團建立了全面的供應商評估和選擇制度。此外，本集團致力對其供應鏈發揮正面的可持續影響，並在合適的情況下，考慮評估其供應商在履行社會責任及環保承諾方面的表現。

為了管理建築機械租賃及銷售業務的主要供應商，本集團進行了嚴格的背景調查，並評估了其在企業社會責任方面的表現。另外，在新供應商的選擇過程中，本集團將評估潛在供應商的背景資訊和聲譽，以及他們所提供的產品和／或服務品質。

在提供金融服務的過程，供應商主要是外部專業機構，包括律師事務所、基金銷售公司、報告出版商／印刷商。在與這些機構接洽和簽約之前，本集團將評估其專業資格／認證、項目經驗，以及其他法律合規要求。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.5 Supply Chain Management (Continued)

During selection of suppliers for construction machinery business, suppliers were generally evaluated on the following aspects before procurement by the Group:

- (a) Technical capability
- (b) Quality of the supplied products and service
- (c) Past performance records of supplier
- (d) Certification attained for the supplied products or other qualification attributes (e.g. ISO 9001, ISO 14001, AQAP 2120, etc.)
- (e) Brand reputation of the supplier in the market
- (f) Compatibility of pricing with the Group's budget

Apart from the abovementioned criteria pertinent to construction machinery business, the Group would uphold the criteria of corporate social responsibility in supplier selection, the following criteria would also be covered whenever appropriate:

- (a) Environmental-friendly attributes of the supplied products
- (b) Status of supplier's compliance with relevant regulations (e.g. environmental, child labour, wage payment issue)
- (c) Integrity of suppliers (e.g. any bribery or other misconduct behaviour exposed to the Group)
- (d) Confidentiality arrangement by the suppliers

For the existing suppliers, annual evaluation would also be proceeded to assure the continued suitability to the Group.

### 3. 環境、社會及管治表現 (續)

#### 3.2 社會 (續)

##### 3.2.5 供應鏈管理 (續)

當選擇建築機械業務中的供應商，本集團在採購前一般對供應商進行以下方面的評估：

- (a) 技術能力
- (b) 所供應產品和服務的品質
- (c) 供應商的過往表現紀錄
- (d) 所供應產品或其他資格的認證 (例如：ISO 9001、ISO 14001、AQAP 2120 等)
- (e) 供應商在市場上的品牌聲譽
- (f) 定價與本集團預算的相容性

除上述與建築機械業務有關的準則外，本集團在選擇供應商時會堅持企業社會責任準則，在適當情況下亦涵蓋以下準則：

- (a) 所供應產品的環保特性
- (b) 供應商遵守相關法規的狀況 (例如：環境、童工、工資支付問題)
- (c) 供應商的誠信 (例如：任何影響本集團的賄賂或其他不當行為)
- (d) 供應商的保密安排

對於現有供應商，還將進行年度評估，以確保它們持續合適本集團的需要。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.6 Product Responsibility

The Group adhered to the relevant regulations and national standards for management of the product requirements, including for the relevant quality, legality and safety aspects.

##### *Product compliance*

With reference to the codes and guidelines issued by the Securities and Futures Commission, the team responsible for financial services of the Group adhered to Securities and Futures Ordinance and other relevant regulations by formulation and implementation of the corresponding policies, procedures and control measures in accordance with the relevant requirements and standards for financial products, securities and futures trading, etc. Whenever required, license or equivalent would be provided for the relevant financial products or services. Third-party agency would be engaged to verify the compliance and integrity of relevant financial product issues.

All products distributed through rental and sales business of construction machinery were subject to a series of inspection and verification procedures before they were dispatched, this assured the products in compliance with the requirements of the Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation.

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.6 產品責任

本集團遵守相關法規和國家標準，以管理對產品的要求，包括有關品質、合法性和安全方面的要求。

##### *產品合規性*

參照證券及期貨事務監察委員會(證監會)發出的守則及指引，負責本集團金融服務的員工制訂及實施符合金融產品、證券、期貨交易等有關要求和標準的政策、程序和控制措施，切實遵守《證券及期貨條例》及其他有關法例。必要時，將會申請牌照或同等文件給相關金融產品或服務，及委任第三方機構以查核金融產品相關的合規性和完整性。

通過建築機械租賃和銷售業務分銷的所有產品，在出貨前都經過一系列的檢查及驗證程序，以確保產品符合《空氣污染管制(非道路移動機械)(排放)規例》的要求。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.6 Product Responsibility (Continued)

###### *Product compliance (Continued)*

The Group has established complaint handling process for responding all kinds of complaints in a timely manner. No customer complaint was identified in the construction machinery rental and sales business during its reporting period. Also, amongst the products being sold and delivered, there was no incident of recall because of product's health and safety reason in construction machinery rental and sales business during their reporting periods.

The Group is committed to not procuring any pirated software and hardware, respecting the intellectual property of the other parties and complying with relevant regulations.

###### *After-sales service*

With the aim to enhance customer satisfaction, for rental and sales business of construction machinery, the Group provided after-sales technical support, regular inspection, as well as repair and maintenance services for those products distributed. Manufacturers of those machineries generally provided a 12-month warranty for new machinery, and were responsible for all liabilities and expenses in the event of any defect or malfunction with regard to design, manufacturing or materials during the 12-month warranty period.

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.6 產品責任(續)

###### *產品合規性(續)*

本集團已建立投訴處理程序，以便及時回應各類投訴。於建築機械的租賃和銷售業務，在其報告期內沒有收到客戶投訴。在已售及已運送產品中，於建築機械租賃和銷售業務，在它們業務的報告期內也沒有因產品安全與健康理由而須回收的個案。

本集團承諾不會購買任何盜版軟硬件，尊重他人的知識產權及遵守相關法規。

###### *售後服務*

為了提高客戶滿意度，對於建築機械的租賃和銷售業務，本集團提供售後技術支援、定期檢查以及為分銷的產品提供維修及保養。機械製造商一般為新機械提供12個月的保修期，並承擔在12個月的保修期內所有關於設計、製造或材料的任何缺陷或故障所導致的責任及費用。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.6 Product Responsibility (Continued)

###### *Product promotion*

For nomenclature of products in financial services, the Group would review and eliminate any inappropriate name to avoid misleading to customers and investors. Also, the sales documentation contained clear product information that enabled them to make informed decision.

For avoidance of misleading customers, all promotional content of the Group must go through the corresponding information disclosure procedures before release to external parties. The procedure included prior review to assure all information released to the public was true and accurate.

The Group clearly indicated to all sales personnel that they should provide accurate and genuine information to customers during sales activities, reflecting the Group's reputation and its emphasis on the long-term partnership with customers.

###### *Employee awareness on product information*

For guaranteeing service quality and avoidance of misleading customers, the Group provided regular training to sales personnel and other personnel interfacing with customers. The training provided clear product knowledge to personnel and assured them to possess the skills of communicating product information accurately to the customers. For particular product or service, sales personnel or other client-interfacing employees may be even required to obtain the relevant qualification.

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.6 產品責任(續)

###### *產品推廣*

對於金融服務產品的命名，本集團審查及杜絕任何不適當的名稱，以免誤導客戶和投資者。此外，銷售文件包含清晰的產品資訊，使他們能夠做出明智的決策。

為免誤導客戶，本集團的所有推廣內容在對外發佈前，必須經過相應的資訊披露程序，當中包括事先審查，以確保向公眾發佈的所有資訊都是真實和準確。

本集團對所有銷售人員清楚表明，他們應該在銷售過程中為客戶提供準確及真實的資訊，體現本集團的聲譽及其重視與客戶的長期夥伴關係。

###### *員工對產品資訊的認識*

為了保證服務品質及避免誤導客戶，本集團定期對銷售人員和其他與客戶接觸的員工進行培訓。培訓為提供清晰的產品知識給相關員工，以保證他們擁有向客戶準確地傳達產品資訊的技能。對於特定的產品或服務，銷售人員或其他與客戶接觸的員工甚至需要獲取相關資格。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.6 Product Responsibility (Continued)

###### *Protection of customer privacy*

The Group attached great importance to privacy protection of customer data and managed personal data of customers in accordance with the requirements of the Personal Data (Privacy) Ordinance. The collected customer data would not be used for promotion or other purpose without prior consent from customers.

Information collected from investors of the Group's financial products was maintained in accordance with the requirements stipulated by the regulatory authorities and industry self-discipline organizations. Practices and controls were in place to safeguard the privacy of customers' personal information.

The Group regularly reviewed the security of the data storage system, and managed confidentiality of data through firewall and other online behaviours for preventing personal data from risk of leakage. For information on printed copies, they were securely stored by physical facility and under restricted access by authorized personnel.

The Group assured its employees aware of the confidentiality and privacy requirements. Whenever strict confidentiality was necessary, employees and suppliers were required to sign confidentiality agreement when they engaged and signed contract with the Group respectively.

During this reporting period, the Group did not identify any legal violation pertaining to product responsibility.

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.6 產品責任(續)

###### *客戶私隱的保護*

本集團非常重視《個人資料(私隱)條例》的規定，以保護客戶資料及管理客戶的個人資料。在未經客戶事先同意的情況下，被收集的客戶資料不會用於促銷或其他用途。

於本集團金融產品所收集的投資者資訊，按照監管機構和行業規範組織的要求進行維護。相關措施和控制已經制定，以保護客戶個人資料的私隱。

本集團定期審查資料存儲系統的安全性，通過防火牆和其他線上行為管理，以確保資料的機密性，及防止洩漏個人資料。對於已打印的資訊，它們存放於保安管控的設施內，並由授權人員限制存取。

本集團確保其員工知悉保密和私隱要求。若有嚴格保密的需要，當與員工和供應商簽訂相關合同時，也要求他們簽署保密協議。

在本報告期間，本集團沒有發現任何與產品責任相關的違法行為。



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.7 Anti-corruption

The Group strictly abided by the regulations pertinent to anti-corruption, anti-bribery, prevention of extortion and fraud, and anti-money laundering, etc.

With reference to the “Guideline on Anti-Money Laundering and Counter-Terrorist Financing” issued by the Securities and Futures Commission, the business team of financial service segment eliminated any illegal activities such as money laundering by formulation and implementation of the corresponding policies, procedures and control measures in accordance with the relevant provisions and standards for combating money laundering and terrorist financing, including “Anti-Money Laundering and Counter-Terrorist Financing Ordinance”, “The United Nations (Anti-Terrorism Measures) Ordinance”, and “The United Nations Sanctions Ordinance”, etc. The Group combatted money laundering by establishment of effective reporting mechanism and due diligence assessment of various risks associated with country, customer, product and/or service.

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.7反貪污

本集團嚴格遵守有關反貪污、反賄賂、防止勒索和欺詐，以及打擊洗黑錢等法規。

參照證券及期貨事務監察委員會(證監會)發出的《打擊洗錢及恐怖分子資金籌集指引》，金融服務的業務團隊已制定和執行有關的政策、程序和控制措施，它們符合打擊洗錢和打擊資助恐怖主義的規定和標準，包括《打擊洗錢及恐怖分子資金籌集條例》、《聯合國(反恐怖主義措施)條例》和《聯合國制裁條例》等，以杜絕洗黑錢等非法活動。本集團透過建立有效的匯報機制和盡職審查，評估與國家、客戶、產品和/或服務相關的各種風險來打擊洗黑錢活動。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.7 Anti-corruption (Continued)

###### *Policies for Business Ethics*

The Group placed significant emphasis on maintaining the principles of business integrity for protection of the Group's interests and demonstration of legal compliance. We strictly prohibited all our employees to ask for or receive commission, rebate, gratuity, loan, gift or other benefits from any person, company or organization that had business dealings with the Group, unless with the approval of the Board and in compliance with the relevant laws and regulations. Relevant business ethics policies have been communicated to the Group's business partners for clear communication.

###### *Declaration for Conflict of Interest*

Employees were prohibited from directly or indirectly engaging in any activities or transactions with customers, suppliers or other third parties who were in conflict with work commitments and interests of the Group. Relevant employees were required to declare any conflict of interests in advance. Policies were in place for identification of the possible scenarios encountering conflict of interest and the channel for employee's declaration. Breach of those policies was subject to disciplinary actions.

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.7反貪污(續)

###### *商業道德政策*

本集團重視維護商業誠信的原則，以保障本集團的利益及符合相關法規。除非得到董事會批准並符合相關的法律與法規，我們嚴格禁止員工要求與本集團有業務往來的個人、公司或組織，或從他們收取佣金、回扣、酬金、貸款、禮品或其他好處。相關的商業道德政策已傳達給本集團的業務合作夥伴，以確保他們清晰了解。

###### *利益衝突申報*

我們禁止員工直接或間接地牽涉於任何客戶、供應商或其他第三方機構與本集團工作承諾和利益有衝突的活動或交易，員工必須事前申報有關的利益衝突。相關政策已制定，用於識別可能遇到利益衝突的情況，以及員工可申報的渠道，並說明違反此政策須接受紀律處分。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.7 Anti-corruption (Continued)

###### *Code of Conduct for employees*

The Group has established the code of conduct for employees including Directors to abide by the relevant business ethics. The code explicitly prohibited employees to receive or request from any business partner for commissions, rebates, gratuities, loans, gifts or other forms of improper benefits. Employees were requested to sign agreement of integrity or equivalent to discipline their work behaviour. Policies were in place for governing employees' receipt of gifts and other improper benefits which may give rise to bribery or other illegal acts.

Through regular training, information of the abovementioned agreement and other topics of anti-corruption would be regularly reminded to employees for raising their awareness on corrupt, fraudulent, and other forms of misconduct behaviour.

###### *Auditing and Whistleblowing mechanism*

Audit committee has been established for overseeing internal audits, which provided information for regular review of the Group's performance in corporate governance and for identifying of risks of bribery/corruption or other aspects of misconduct amongst various operational stages.

Apart from internal audits, the Group has engaged third-party independent accountant to proceed financial audit. This provided a stringent measure for assuring the accuracy and integrity of financial accounts.

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.7反貪污(續)

###### *員工行為守則*

本集團已為包括董事在內的員工制定了行為守則，以遵守相關的商業道德。該守則明確禁止員工收取或要求任何業務合作夥伴提供佣金、回扣、酬金、貸款、禮品或其他形式的正當利益。我們要求員工簽署誠信協定或同等文件，以約束其工作行為；也制定了相關政策，監管員工因收授禮品和其他不當利益而可能導致的賄賂或其他非法活動。

透過定期培訓，我們定期提醒員工上述協定內容和其他反貪污主題，以提高他們的對貪污、欺詐和其他不當行為的意識。

###### *審計和舉報機制*

我們設立了審計委員會，負責監督內部審核，為定期審查本集團在公司管治方面的表現提供了資訊，並於不同營運階段識別相關的賄賂／貪污或其他不當行為出現的風險。

除了內部審核，本集團還聘請了第三方獨立會計師進行財務審計，此嚴格措施確保財務賬戶的準確性和完整性。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.7 Anti-corruption (Continued)

###### *Auditing and Whistleblowing mechanism* (Continued)

For enhancing the effectiveness of supervision, the Group has also set up reporting channels for employees to report suspect or actual case which related to corruption, misconduct behaviour or other illegal acts.

During the year, the Group did not identify any legal violation related to corruption. Also, there was no concluded legal cases regarding corrupt practices brought against the Group or our employees during the year.

##### 3.2.8 Community Contribution

The Group is concerned with the expectations and opinions from community, and was committed to supporting them though continued liaison with community groups to understand their needs. The Group has been striving in community contribution through various channels, such as partnering with relevant charitable groups, sponsorship and volunteering support, with the aim to support the vulnerable groups and give back to the society.

### 3. 環境、社會及管治表現(續)

#### 3.2 社會(續)

##### 3.2.7反貪污(續)

###### *審計和舉報機制(續)*

為提升監督效果，本集團還建立舉報渠道，供員工匯報與貪污、不當行為或其他非法活動有關的可疑或確實個案。

年內，本集團沒有發現任何與貪污有關的違法行為。此外，於年內，本集團或我們員工並無涉及已審結的貪污案件。

##### 3.2.8社區貢獻

本集團關注社區的期望和意見，並承諾透過與社區團體的持續聯系，了解他們的需要及支援他們。本集團一直透過不同渠道，致力貢獻社區，例如與有關慈善團體合作、贊助和提供志願服務，目標為支援弱勢群體，回饋社會。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE (Continued)

#### 3.2 Social (Continued)

##### 3.2.8 Community Contribution (Continued)

In response to the feedback and needs of community groups, the Group has formed a volunteer team to support various types of activities, covering fundraising events, environmental protection, caring of the disadvantaged groups, community improvement programs as well as cultural and sports activities. In the reporting period, the total number of volunteering hours amounted to 25 hours.

We were dedicated to the sustainable development of the communities amongst which the Group was running business. The efforts of the Group towards the community contribution have been recognized by relevant stakeholders, who included "Labour Department" and "The Hong Kong Council of Social Service".



### 3. 環境、社會及管治表現 (續)

#### 3.2 社會 (續)

##### 3.2.8 社區貢獻 (續)

為了回應社區團體的意見和需要，本集團組織了一支義工隊伍，以支援各類活動，包括籌款活動、環境保護、照顧弱勢社群、社區改善計劃、以及文化和體育活動等。在報告期間，義務工作的總時數合共 25 小時。

我們致力於本集團有業務營運的社區的可持續發展。本集團為社區貢獻的努力，亦榮獲相關持份者包括「勞工處」及「香港社會服務聯會」的認同。



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Subject Area A 主要範疇 A	Environment 環境	3.1
Aspect A.1 層面 A.1	Emissions 排放物	3.1.2
KPI A.1.1 指標 A.1.1	Types of emissions and respective emissions data 排放物種類及相關排放數據	3.1.2
KPI A.1.2 指標 A.1.2	Greenhouse gas emissions in total and intensity 溫室氣體總排放量及密度	3.1.2
KPI A.1.3 指標 A.1.3	Total hazardous waste produced and intensity 所產生有害廢棄物總量及密度	3.1.2
KPI A.1.4 指標 A.1.4	Total non-hazardous waste produced and intensity 所產生無害廢棄物總量及密度	3.1.2
KPI A.1.5 指標 A.1.5	Description of measures to mitigate emissions and results achieved 描述減低排放量的措施及所得成果	3.1.2
KPI A.1.6 指標 A.1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved 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	3.1.2
Aspect A.2 層面 A.2	Use of Resources 資源使用	3.1.1
KPI A.2.1 指標 A.2.1	Direct and/or indirect energy consumption by type in total and intensity 按類型劃分的直接及／或間接能源總耗量及密度	3.1.1
KPI A.2.2 指標 A.2.2	Water consumption in total and intensity 總耗水量及密度	3.1.1
KPI A.2.3 指標 A.2.3	Description of energy use efficiency initiatives and results achieved 描述能源使用效益計劃及所得成果	3.1.1
KPI A.2.4 指標 A.2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved 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	3.1.1



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	ESG Reporting Guide 環境、社會及管治報告指引	Section of This Report 本報告章節
KPI A.2.5	Total packaging material used for finished products and with reference to per unit produced	The Group is principally engaged in business activities not involving use of any packaging materials, and thus this indicator is not applicable
指標A.2.5	製成品所用包裝材料的總量及每生產單位佔量	本集團主要從事的商業活動不涉及包裝材料的使用，故此指標不適用
Aspect A.3 層面A.3	Environment and Natural Resources 環境及天然資源	3.1.3
KPI A.3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	3.1.3
指標A.3.1	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	
Subject Area B 主要範疇B	Social 社會	3.2
Aspect B.1 層面B.1	Employment 僱傭	3.2.1
KPI B.1.1	Total workforce by gender, employment type, age group and geographical region	3.2.1
指標B.1.1	按性別、僱傭類型、年齡組別及地區劃分的僱員總數	
KPI B.1.2	Employee turnover rate by gender, age group and geographical region	Not disclosed
指標B.1.2	按性別、年齡組別及地區劃分的僱員流失比率	未有披露
Aspect B.2 層面B.2	Health and Safety 健康與安全	3.2.2
KPI B.2.1	Number and rate of work-related fatalities	3.2.2
指標B.2.1	因工作關係而死亡的人數及比率	
KPI B.2.2	Number of lost days due to work injury	3.2.2
指標B.2.2	因工傷損失工作日數	
KPI B.2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	3.2.2
指標B.2.3	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	

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Aspect B.3 層面 B.3	Development and Training 發展及培訓	3.2.3
KPI B.3.1	The percentage of employees trained by gender and employee category	3.2.3 (only disclosed figures related to employees in Hong Kong as a whole)
指標 B.3.1	按性別及僱員類別劃分的受訓僱員百分比	(所披露的數值只限於整體香港員工)
KPI B.3.2	The average training hours completed per employee by gender and employee category	3.2.3 (only disclosed figures related to employees in Hong Kong as a whole)
指標 B.3.2	按性別及僱員類別劃分，每名僱員完成受訓的平均時數	(所披露的數值只限於整體香港員工)
Aspect B.4 層面 B.4	Labour Standards 勞工準則	3.2.4
KPI B.4.1	Description of measures to review employment practices to avoid child and forced labour	3.2.4
指標 B.4.1	描述檢討招聘慣例的措施以避免童工及強制勞工	
KPI B.4.2	Description of steps taken to eliminate such practices when discovered	3.2.4
指標 B.4.2	描述在發現違規情況時消除有關情況所採取的步驟	
Aspect B.5 層面 B.5	Supply Chain Management 供應鏈管理	3.2.5
KPI B.5.1	Number of suppliers by geographical region	Not disclosed
指標 B.5.1	按地區劃分的供應商數目	未有披露
KPI B.5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored	Not disclosed
指標 B.5.2	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	未有披露

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Aspect B.6 層面 B.6	Product Responsibility 產品責任	3.2.6
KPI B.6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons	3.2.6 (not applicable to the Group's financial service business in which product recall is not applicable for safety and health reason)
指標 B.6.1	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	(不適用於本集團的金融服務業務，因業務不會因安全與健康理由而須回收產品)
KPI B.6.2	Number of complaints received about products and services and the handling method	3.2.6
指標 B.6.2	接獲關於產品及服務的投訴數目以及應對方法	
KPI B.6.3	Description of practices relating to observing and protecting intellectual property rights	3.2.6
指標 B.6.3	描述與維護及保障知識產權有關的慣例	
KPI B.6.4	Description of quality assurance process and recall procedures	3.2.6
指標 B.6.4	描述質量檢定過程及產品回收程序	
KPI B.6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored	3.2.6
指標 B.6.5	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	

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Aspect B.7 層面 B.7	Anti-corruption 反貪污	3.2.7
KPI B.7.1 指標 B.7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果	3.2.7
KPI B.7.2 指標 B.7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored 描述防範措施及舉報程序，以及相關執行及監察方法	3.2.7
Aspect B.8 層面 B.8	Community Investment 社區投資	3.2.8
KPI B.8.1 指標 B.8.1	Focus areas of contribution 專注貢獻範疇	3.2.8
KPI B.8.2 指標 B.8.2	Resources contributed to the focus area 在專注範疇所動用資源	3.2.8



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