



AP RENTALS HOLDINGS LIMITED 亞積邦租賃控股有限公司*

(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立之有限公司)

Stock Code 股份代號 : 1496



2021

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

* For identification purposes only 僅供識別

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

In accordance with Appendix 27 — Environmental, Social and Governance (“ESG”) Reporting Guide (the “ESG Guide”) of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”), AP Rentals Holdings Limited (“AP Rentals” or the “Company”), and its subsidiaries (collectively the “Group”, “We”, “Our” and “Us”), present this Environmental, Social and Governance Report (the “ESG Report”) for the year ended 31 March 2021 (the “Reporting Period” or “FY2021”).

This ESG Report covers the Group’s principal businesses of construction equipment leasing and trading services in Hong Kong, which are the key area of focus for our ESG management, and was prepared in accordance with the “Comply or Explain” Provisions of the ESG Guide.

ABOUT AP RENTALS

We are a leading equipment rental service company in Hong Kong, with the capability of providing equipment rental-related solutions and value-added services to our customers. We focus on construction, E&M engineering, event and entertainment equipment, including power and energy equipment, high-reach equipment and material handling equipment. Sustainability disseminates into our corporate strategy as we recognise our impacts on society and environment. We seek to deliver our business in a viable, even-handed manner and in harmony with our environment. We are committed to initiating ESG measures to create a healthy and sustainable living environment. The ESG report serves to disclose the Group’s ESG performance and the relevant ESG initiatives.

OUR MISSION

To provide a one-stop solution to our customers. We aim to boost their working efficiency and to reduce the cost and environmental impact at the same time.

ESG GOVERNANCE

The Board of Directors (the “Board”) is responsible for the Group’s ESG strategy and reporting. Our management holds the overall responsibility for monitoring and managing the Group’s ESG-related risks and the effectiveness of the ESG management systems. We are committed to achieving sustainable development for the environment, the industry and our businesses by incorporating green elements into our decision-making and executing green practices in our operations and activities. Details of our ESG strategies, policies and measures in different aspects are stipulated in the below sections. In addition, the Board has reviewed this ESG Report to ensure it presents a balanced picture of our ESG performance.

根據香港聯合交易所有限公司證券上市規則(「上市規則」)附錄二十七《環境、社會及管治(「ESG」)報告指引》(「ESG指引」)，亞積邦租賃控股有限公司(「亞積邦租賃控股」或「本公司」)及其附屬公司(統稱「本集團」及「我們」)提呈本截至2021年3月31日止年度(「報告期間」或「2021財政年度」)的環境、社會及管治報告(「ESG報告」)。

本ESG報告涵蓋本集團於香港提供建築設備租賃及買賣服務的主要業務(即我們ESG管理所專注的主要範疇)，並按照ESG指引的「不遵守就解釋」條文編製。

關於亞積邦租賃控股

我們是香港的領先設備出租服務公司，有能力向客戶提供設備出租相關解決方案及增值服務。我們專注於建築、機電工程、節目及娛樂設備，包括動力能源設備、高空工作設備及物料處理設備。由於我們深明我們對社會及環境的影響，故我們的企業策略亦貫徹可持續性。我們尋求以可行及公平的方式經營業務，並與我們的環境和諧共存。我們致力採取ESG措施，營造健康及可持續的生活環境。ESG報告旨在披露本集團的ESG績效及相關ESG舉措。

我們的使命

為客戶提供一站式解決方案。我們旨在提高客戶的工作效率，在節省成本的同時減低對環境的影響。

ESG 治理

董事會負責本集團的ESG策略及報告工作。管理層全面負責監督及管理本集團的ESG相關風險及ESG管理制度的成效。我們透過將綠色元素納入決策當中及於營運與業務活動中實施綠色常規，致力達致環境、行業及業務可持續發展。我們各方面的ESG策略、政策及措施詳情於下文各節訂明。此外，董事會已審閱本ESG報告，以確保其可平衡展現ESG績效。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

To better implement our ESG policies and measures in the Group, a Safety, Health and Environmental Management Committee (the "SHE Committee") has been established, directly reporting to the Board. The SHE Committee is headed by the Chief Operating Officer and comprising representatives from relevant operations and administrative functions such as service team, transportation, human resources, workshop, and business administration, etc. to ensure effective implementation of ESG policies and measures.

為了更好地實施本集團的ESG政策及措施，本集團已成立安全、健康及環境管理委員會（「SHE委員會」），其直接向董事會報告。SHE委員會由營運總監領導，並由相關業務及行政職能的代表組成，如服務團隊、運輸、人力資源、車間及商務管理等，以確保有效實施ESG政策及措施。



The objective of the SHE Committee is to provide strategic guidance and review the Group's corporate responsibility, safety management practices and performance. The SHE Committee shall:

SHE委員會的目標為提供策略指引及檢討本集團的企業責任、安全管理慣例及績效。SHE委員會須：

1. Define ESG targets and indicators of the Group
2. Ensure the Group's operations and practices are carried out in accordance with the ESG policy and targets
3. Perform regular reviews for ongoing monitoring and improvement in ESG performance
4. Review and approve the annual ESG report
5. Identify the emerging ESG issues and recommend the corresponding measures.

1. 界定本集團的ESG目標及指標
2. 確保本集團的營運及慣例按ESG政策及目標進行
3. 進行定期審閱，以持續監察及提升ESG表現
4. 審閱及批准年度ESG報告
5. 識別新出現的ESG議題，並建議應對措施。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

All of the twelve members of the SHE Committee are committed to recognising all safety issues and promoting safety-related measures in the Group. A formal meeting is held by the SHE Committee on a bi-monthly basis. Existing ESG policies and measures are reviewed regarding their impact, efficiency and effectiveness, while remedial actions, if any, will be followed up.

To pursue sustainable development, the Group has been devoting a lot of resources to developing new products and training up fresh blood. In particular, Smart System in Mobile Electricity (“SSME”) is an innovative self-developed system that has been a breakthrough to the Group and the whole market. SSME, designed to effectively reduce fuel consumption and operate with fewer carbon emissions during electricity generation, is an example of how the Group manages its ESG risks identified through the current business strategy of promoting sustainable development.

A top-down risk management framework has been established and adopted to strengthen the ongoing risk management system. The Board recognises climate change and sustainability as emerging topics in recent years. Therefore, it actively manages and includes them in the annual risk assessment. In addition, the Board has engaged an external independent international consulting firm (the “Consultant”) to conduct an internal control assessment to identify any potential risks, control deficiencies, and provide appropriate recommendations for improvement. Based on the assessments and corresponding recommendations, the Board takes a monitoring role to ensure the practical follow-up actions are in place to manage the risks.

During the Reporting Period, the Consultant has reviewed and recommended appropriate actions so as to ensure that the Company is complying with the requirement of the Listing Rules in relation to internal controls assessment, enterprise risk management and corporate governance advising services. The results of such assessments, as well as management’s confirmation on the effectiveness of risk management and internal control systems, have been reported to the Board for proper oversight purpose.

SHE委員會的全體十二名成員致力確認所有安全事宜，並推進本集團落實安全相關措施。SHE委員會每兩個月舉行一次正式會議，審議現有ESG政策及措施的影響、效益及成效，同時採取補救措施(如有)。

為實現可持續發展，本集團一直投放大量資源開發新產品及培訓新人。當中移動電源智能系統是一個創新的自主開發系統，為本集團的突破，亦為整個市場的突破。移動電源智能系統旨在有效減少燃料消耗及在發電過程中減少碳排放，是本集團展示其如何透過促進可持續發展的現有業務策略管理所識別ESG風險的例子。

我們已制定及採納由上而下的風險管理框架，以不斷加強風險管理制度。董事會明白近年來氣候變化及可持續性為新興的議題。因此，董事會積極管理該等議題並將其納入年度風險評估。此外，董事會已委聘外部獨立國際顧問公司(「顧問」)，對內部監控進行評估，以識別任何潛在風險及控制不足之處，並提供適當的推薦建議以作改善。基於有關評估及相關推薦建議，董事會負責監察有關情況，確保已採取可行的跟進行動以管理有關風險。

於報告期間，顧問已檢討及建議適當的行動，以確保本公司於內部監控評估、企業風險管理及企業管治顧問服務方面符合上市規則的規定。有關評估的結果以及管理層對風險管理及內部監控系統成效的確認已呈報予董事會，以確保進行適當的監督。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

STAKEHOLDER ENGAGEMENT

AP Rentals focuses on integrating the concept of sustainability into our daily business operations. To better understand stakeholders' needs and expectations in our long-term goal of achieving sustainable development, we actively seek feedback and opinions from all of our internal and external stakeholders. We have been engaging with different stakeholder groups through various communication channels during our regular course of operation, which are shown in the table below:

與持份者溝通

亞積邦租賃控股專注於將可持續性的概念融入至我們的日常業務營運。為更好地了解持份者的需要及其對我們達成可持續發展的長遠目標的期望，我們積極尋求所有內部及外部持份者的反饋意見及建議。我們於日常營運過程中通過各種溝通渠道與不同的持份者群體進行溝通，有關溝通渠道如下表所示：

Stakeholder Groups 持份者群體	Key Communication Channels 主要溝通渠道
Employees 僱員	<ul style="list-style-type: none">• Email Communication 電郵溝通• Internal Meeting 內部會議• Employee Training and Activities 僱員培訓及活動• Performance Appraisal 績效評核
Customers 顧客	<ul style="list-style-type: none">• Company Website 公司網站• Customer Hotline and Mail 客戶熱線及郵件• Customer Feedback 客戶反饋• Industry Events 業界活動
Suppliers 供應商	<ul style="list-style-type: none">• Quotation and Tendering 報價及招標• Site-visit and Supplier Evaluation 實地視察及供應商評估• Industry Events 業界活動

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Stakeholder Groups

持份者群體

Key Communication Channels

主要溝通渠道

Shareholders and Investors

股東及投資者

- Press Releases
- 新聞稿
- Annual Report and Interim Report
- 年報及中期報告
- Announcements and Circulars
- 公告及通函
- Shareholders' Meeting
- 股東大會
- Company Website
- 公司網站

Local Communities

本地社區

- Donation and Community Investment
- 捐贈及社區投資
- Community Activities
- 社區活動

ESG MATERIALITY ASSESSMENT

We have conducted the initial screening to identify the related and material ESG issues based on AP Rentals' business nature and strategic development plan. Stakeholders' views and concerns over the identified ESG issues have been collected through a set of ESG questionnaire which were distributed to key internal and external stakeholders and the abovementioned communication channels. The results from the stakeholder engagement have been consolidated for ESG risks prioritisation. These issues were then discussed among the management to evaluate, validate and determine the relevant and material ESG issues of the Group.

ESG 重要性評估

我們已基於亞積邦租賃控股的業務性質及策略發展方案進行初步篩選，識別相關及重要的ESG議題。我們已透過一系列ESG調查問卷收集持份者對已識別ESG議題的意見及疑問，有關問卷派發至關鍵的內部及外部持份者以及上述溝通渠道。與持份者溝通的結果已進行匯總，以排列ESG風險的優先次序。管理層其後討論該等議題，以評估、驗證及釐定本集團的相關及重要ESG議題。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Based on the abovementioned materiality assessment, ESG issues that are relevant and material to the Group are shown in the table below:

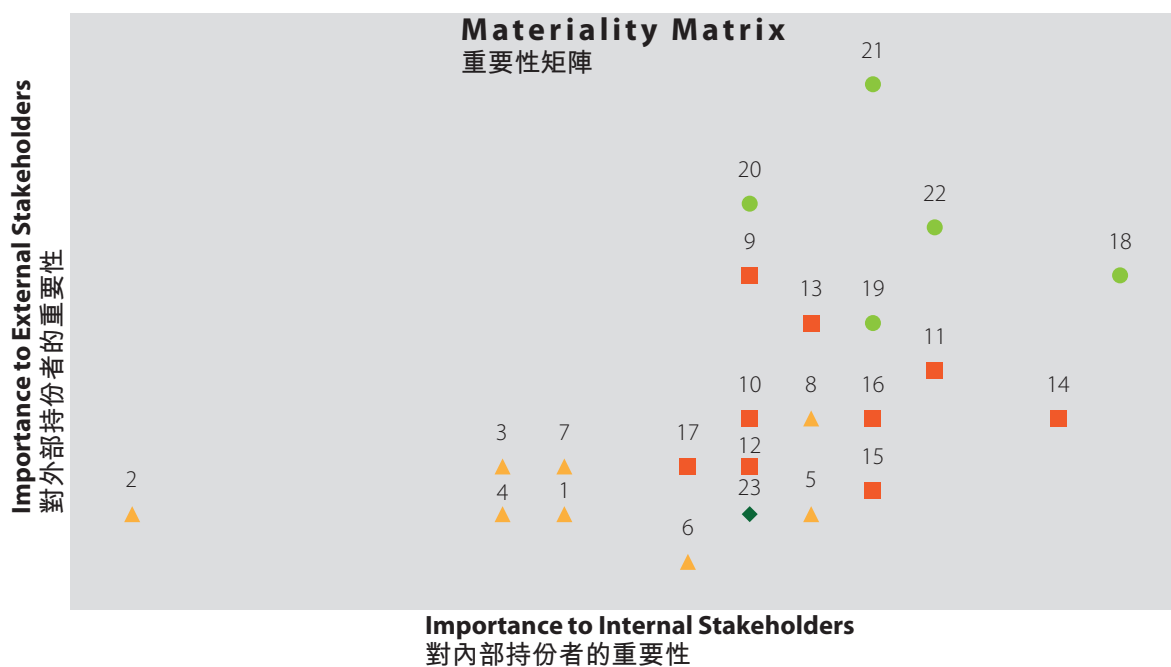
根據上述重要性評估，與本集團相關且重要的 ESG 議題如下表所示：

Aspect 層面	ESG Issue ESG 議題
Environment ▲ 環境 ▲	<ol style="list-style-type: none">1. Air pollution 1. 空氣污染2. Effluent management 2. 污水管理3. Waste management 3. 廢物管理4. Climate change (disaster response) 4. 氣候變化(災害應對)5. Energy use and efficiency 5. 能源使用及效益6. Water resource use and efficiency 6. 水資源使用及效益7. Noise nuisance 7. 噪音滋擾8. Emission of greenhouse gases or other significant gas emission 8. 溫室氣體排放或其他主要氣體排放
Governance ■ 治理 ■	<ol style="list-style-type: none">9. Economic performance 9. 經濟績效10. Compliance 10. 合規11. Respect of human rights 11. 遵守人權12. Diversity and equal opportunities 12. 多元化及平等機會13. Employer-employee relations 13. 僱傭關係14. Safe and healthy working environment 14. 安全及健康的工作環境15. Training and development 15. 培訓及發展16. Prevention of child labour or forced labour 16. 防止童工或強制勞工17. Responsible supply chain management 17. 負責任的供應鏈管理

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Aspect 層面	ESG Issue ESG 議題
Customers/Clients ● 顧客／客戶 ●	18. Service quality 18. 服務質量
	19. Product safety 19. 產品安全
	20. Advertising and labelling 20. 廣告及標籤
	21. Data privacy and protection 21. 資料私隱及保護
	22. Anti-corruption and money laundering 22. 反貪污及洗黑錢
	23. Community investment 23. 社區投資
	Community ◆ 社區 ◆



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

CONSERVING THE ENVIRONMENT

As a leading construction machinery leasing service provider, we take part in building the future of Hong Kong. To deliver our products and services to high standards of safety and user experience, we rely on resources from electricity used in our office to the fuel used in the equipment to serve our clients. We consider each of these aspects to ensure that they are sustainable, cost-effective and above all, beneficial to the health of the environment and experiences of our clients.

In our day-to-day operations, we are particularly conscious of our ecological footprint that affects the local community and the wider environment. To better account for our impact on the environment, the Group implements a systematic approach to identify our carbon footprint in our value chain. Corresponding mitigation measures are developed to address the significant environmental issues, compliance obligation and stakeholders' expectations.

The Group is making continuous improvements in minimising emissions through introducing and adopting advanced equipment. For example, we have launched applications for a smart system in the mobile electricity supply business known as SSME to better monitor and control the electricity consumption to achieve higher energy efficiency and lower waste of energy embedded in the system design.

During the Reporting Period, there were no material non-compliance cases against environmental laws and regulations identified, including but not limited to the Air Pollution Control Ordinance (Cap. 311 of the Laws of Hong Kong) and Waste Disposal Ordinance (Cap. 354 of the Laws of Hong Kong).

Air Emissions

Air emissions, including nitrogen dioxide ("NO₂"), carbon monoxide ("CO") and particulate matter ("PM"), which have negative impacts on both our health and to the environment, are generated mainly from combustion of fossil fuels by rental equipment and vehicles. As an equipment rental service company, we engage in the rental of equipment and provision of equipment related value-added rental services to customers. Our rental customers generate direct emissions from equipment usage; therefore, we have no direct control over the equipment operations. Thus, the emission data from them are not included in the scope of this Report. Nevertheless, we endeavour to improve our equipment energy efficiency and adopt energy-saving solutions to help our customer reduce their carbon footprint. In particular, the following measures have been adopted in reducing air emissions:

- Replacing old machines/vehicles with Euro V/VI standard ones timely;

保護環境

作為領先的建築機械租賃服務供應商，我們參與構建香港的未來。為提供符合高安全標準及良好用戶體驗的產品及服務，我們依賴辦公室所用電力及提供予客戶的設備所用的燃料等資源。我們考慮各個方面，確保其可持續、節省成本以及最重要的是，對環境健康及客戶體驗屬有利。

於我們的日常營運中，我們尤其留意影響地方社區及大環境的生態足跡。為更好考慮我們對環境的影響，本集團落實系統化的方法，識別我們價值鏈中的碳足跡。我們已制定相應的緩解措施，處理重大環境問題、合規責任及持份者期望。

本集團正不斷作出改善，透過引入及採用先進的設備，盡量減少排放。例如，我們已在移動電源供應業務中推出智能系統應用程式（即移動電源智能系統），以更好地監察及控制耗電量，從而實現最佳的能源效益及減少浪費系統設計中的內置能源。

於報告期間，概無發現嚴重不符合環境法律及法規的情況，包括但不限於《空氣污染管制條例》（香港法例第311章）及《廢物處置條例》（香港法例第354章）。

廢氣排放

廢氣排放（包括氮氧化物、一氧化碳及懸浮粒子）主要源自出租設備及車輛燃燒的化石燃料，對人體健康及環境均造成負面影響。作為設備出租服務公司，我們從事出租設備及向客戶提供設備相關增值租賃服務。我們的租賃客戶因使用設備而產生直接排放；因此，我們並無直接控制設備操作。故此，客戶的排放數據並無納入本報告的範圍。然而，我們致力提高設備的能源效益，並採用節能解決方案，有助客戶減少碳足跡。具體而言，我們已採納下列措施以減少廢氣排放：

- 適時按符合歐盟V/VI期標準更換舊機械／車輛；

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

- Purchasing more brand new machines and keeping the equipment rental fleet in young age (i.e. on average less than five years);
- Using Ultra Low Sulphur Diesel in machines/vehicles;
- Switching off idle plant/equipment;
- Conducting weekly self-monitoring of machine exhaust (e.g. using Ringelmann Smoke Chart method to perform a visual inspection on exhaust) to check for compliance and keeping records;
- Performing regular repair and maintenance on machines/vehicles to ensure their operating efficiency;
- Complying with environmental requirements set out by Environmental Protection Department (“EPD”), such as Non-road Mobile Machinery (“NRMM”) regulation and Quality Powered Mechanical Equipment (“QPME”) standard; and
- Using water spray or tarpaulin covers to alleviate blowing dust.
- 購買更多全新機械並將出租設備機組維持於低齡(即平均不足五年)；
- 機械／車輛使用超低硫柴油；
- 關上閒置裝置／設備；
- 每周自我監測機械排氣(例如使用力高文圖表(Ringelmann Smoke Chart)觀察排氣)以檢查是否合規並保存記錄；
- 定期維修保養機械／車輛以確保運行效率；
- 遵守環境保護署(「環保署」)規定的環保要求，例如非道路移動機械(「NRMM」)規例及優質機動設備(「QPME」)標準；及
- 使用噴水裝置或防水布以減少粉塵。

During our daily operation, we only generate limited direct air emissions during machinery repair and maintenance, pre-delivery and after hiring testing and transportation processes; the direct emission data¹ during the Reporting Period were as follows:

於我們的日常營運中，我們只有在機械修理、維護、交付前及出租完測試及運輸時產生有限的直接廢氣排放；於報告期間的直接排放數據¹如下：

Air emissions 廢氣排放		Quantity (kg) 數量(千克)			Intensity (kg/machine lease) 密度(千克／租用機械)		
		For the year ended 31 March 截至3月31日止年度					
		2021 2021年	2020 2020年	2019 2019年	2021 2021年	2020 2020年	2019 2019年
NO ₂	二氧化氮	656	819	1,039	0.5	0.58	0.88
CO	一氧化碳	365	357	421	0.28	0.26	0.36
PM	懸浮粒子	51	64	81	0.04	0.05	0.07

¹ The direct air emissions are calculated with reference to the “Reporting Guidance on Environmental KPIs” issued by the Hong Kong Exchanges and Clearing Limited and Tier 1, 2, and 3 standards and Tier 4 standards for non-road diesel engines issued by the United States Environmental Protection Agency.

¹ 直接廢氣排放乃經參考香港交易及結算有限公司頒佈的《環境關鍵績效指標匯報指引》以及美國環境保護局頒佈的非道路柴油機一級、二級及三級標準及四級標準計算。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Meanwhile, greenhouse gases (“GHG”) are mainly generated directly from the operating machines due to the combustion of fossil fuel and indirectly from the consumption of electricity. In AP Rentals, we perform regular energy audit in accordance with the applicable standards to provide insights about our operations and recommended strategies going forward.

同時，溫室氣體(「GHG」)主要直接來自因燃燒化石燃料而運作的機械，亦間接源自電力消耗。就亞積邦租賃控股而言，我們根據適用標準定期進行能源審計，以提供業務見解，並就未來策略提供推薦建議。

The GHG emissions² during the Reporting Period were:

於報告期間的GHG排放²為：

GHG Emissions GHG 排放	Quantity (tonnes CO ₂ e) 數量(噸 CO ₂ e)			Intensity (kg CO ₂ e/machine lease) 密度(噸 CO ₂ e/租用機械)		
	2021 2021年	2020 2020年	2019 2019年	2021 2021年	2020 2020年	2019 2019年
For the year ended 31 March 截至3月31日止年度						
Scope 1 (Direct emission from combustion of fossil fuels) 範疇1(燃燒化石燃料直接排放)	313	416	845	238	297	717
Scope 2 (Indirect emission from electricity and town gas consumption) 範疇2(耗用電力及煤氣間接排放)	80	107 ³	83	60	77 ³	71
Scope 3 (Indirect emission from use of water and paper waste) 範疇3(使用水及廢紙間接排放)	6	6	6	5	5	5

Waste Management

Wastes are generated from both workshop operations and office administrative works, while part of the workshop operation wastes are hazardous as defined by the Waste Disposal Ordinance (“WDO”). Therefore, to effectively identify, monitor and control the waste issue, we have adopted the waste life cycle approach and conducted relevant exercises to tackle the issue and demonstrate our support to the circular economy.

廢物管理

廢物源自車間作業及辦公室行政工作，部分車間作業的廢物根據《廢物處置條例》界定為有害。因此，為有效地識別、監察及控制廢物問題，我們已採用廢物生命週期方法，並進行相關實踐以解決該問題，顯示我們對循環經濟的支持。

- Procurement: Ensuring only needed resources and a suitable amount of them are purchased to prevent over-storage and wastage
- Handling: Ensuring separation of hazardous wastes from general wastes

- 採購：確保僅採購所需及適量的資源，以避免過度存儲及浪費
- 處理：確保有害廢物與一般廢物分開處理

² The GHG emissions are calculated with reference to the “Reporting Guidance on Environmental KPIs” issued by the Hong Kong Exchanges and Clearing Limited.

² GHG 排放乃經參考香港交易及結算有限公司頒佈的《環境關鍵績效指標匯報指引》計算。

³ We have restated the scope 2 emission due to the adjustment made on one of the electricity meters.

³ 由於對其中一個電錶進行調整，故我們已重列範疇2排放。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

- Storage: Storing hazardous wastes in suitable containers with labels for identity; meanwhile securing storage room to prevent unauthorised access
- Awareness: Providing toolbox talk to staff for advising on types of hazardous wastes, handling method and storage location
- Disposal: Engaging only licensed and qualified hazardous wastes collectors for removal of such wastes
- 儲存：將有害廢物存放在具有識別標籤的合適容器中；並為儲藏室加設保安措施以防止未經授權闖入
- 意識：為員工舉辦工作坊，提供有關有害廢物類型、處理方法及儲存位置的建議
- 處置：只聘用持牌及合格有害廢物收集商清除此類廢物

We pledge that all hazardous wastes generated from our operation are treated in accordance with applicable laws and regulations on-site and collected by licensed contractors.

我們保證我們營運產生的所有有害廢物均按照適用的法律及法規於工地處理，並由持牌承包商進行收集。

On the other hand, large portions of our wastes are non-hazardous generated by the business operation in our offices. We have therefore implemented a myriad of measures to reduce waste and promote recycling. "Reduce, Reuse, Recycle and Upcycle" model is utilised to enable us to decide the appropriate and effective control on non-hazardous waste.

另一方面，我們大部分廢物為辦公室內業務營運產生的無害廢物。因此，我們已制定多種措施以減少廢物及提高循環再用。我們運用「減少、重用、回收及再造」模式，讓我們能夠就無害廢物決定適當及有效的控制。

The following waste reduction measures have been carried out within our operations:

我們已於營運中採取下列減廢措施：

- Re-using used envelope/paper;
- Using Forest Stewardship Council ("FSC") certified paper;
- Assigning appropriate staff to manage collection facilities;
- Checking the proper usage of collection facilities and providing training correspondingly to nurture the awareness;
- Maintaining complete recycling/waste collection records for future reference;
- Collecting used paper for recycling purposes;
- Providing towel instead of paper towel in the pantry for drying utensils;
- Providing durable utensils in pantry to discourage using disposable plastic ones;
- Using common drive to share company information, if deemed appropriate, instead of circulating print out copies;
- 重用使用過的信封／紙張；
- 使用森林管理委員會 (Forest Stewardship Council, 「FSC」) 認證的紙張；
- 指派合適的員工管理收集設施；
- 檢查收集設施的適當使用情況，並提供相應培訓，培養有關方面的意識；
- 備存完整的回收／廢物收集記錄以供日後查閱；
- 收集使用過的紙張作回收用途；
- 在茶水間中提供毛巾而非紙巾抹乾餐具；
- 在茶水間中提供耐用的餐具，以鼓勵減少使用即棄塑料餐具；
- 使用共用磁碟分享公司資料(如視為合適)，而非傳閱打印副本；

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

- Providing and maintaining recycling bins in different colours to facilitate wastes separation into metal, plastic and paper;
- Using e-Banking and Autopay instead of issuing cheques to minimise the use of paper and envelope; and
- Using Excel logbook to record and monitor the usage of paper by photocopiers.

During the Reporting Period, we have collected and recycled a total of 1,200kg of used paper (2020: 80kg, 2019: 1,140kg). These initiatives substantially reduced waste disposal by the Group, at the same time, helped saving purchase costs.

The significant hazardous and non-hazardous wastes generated directly by the Group during the Reporting Period include:

- 提供及放置不同顏色的回收箱，將廢物分類為金屬、塑膠及紙張；
- 使用網上銀行及自動轉帳而非開具支票，以盡量減少使用紙張及信封；及
- 使用Excel日誌記錄並監控複印機使用紙張的情況。

於報告期間，我們已收集及回收合共1,200千克使用過的紙張(2020年：80千克；2019年：1,140千克)。該等舉措大幅減少本集團的廢物處置量，同時有助節省採購成本。

於報告期間，本集團直接產生的主要有害及無害廢物包括：

Waste 廢物	Unit 單位	Quantity 數量	Quantity 數量	Quantity 數量
		2021 2021年	2020 2020年	2019 2019年
For the year ended 31 March 截至3月31日止年度				
Hazardous waste 有害廢物	Lubricant 潤滑劑	0 ⁴	6,250	3,200
	Battery 電池	16.35	9.6	2.3
Non-hazardous waste 無害廢物	Paper 紙張	0.8	1.0	0.9

⁴ During the Reporting Period, the used lubricant was temporarily stored in our storage area, and the disposal was made in July 2021. The data will be disclosed in the ESG Report for the year ending 31 March 2022. Also, part of the lubricant disposal was arranged by our customers and the relevant data was not available.

⁴ 於報告期間，使用過的潤滑劑暫時存放於儲藏室，並於2021年7月進行處置。有關數據將於截至2022年3月31日止年度的ESG報告披露。此外，由於部分潤滑劑乃由客戶安排處置，故並無相關數據。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Use of Energy and Water

We recognise the scarcity of resources, especially on fossil fuels and the negative environmental impacts of burning them. Therefore, we strive to reduce energy consumption and enhance operating efficiency to conserve resources and promote sustainability. At the same time, the reduction of energy usage also brings us financial incentives to dedicate to adapting related technologies and initiatives.

The major resources used by the Group include diesel and petrol for machinery and vehicles, as well as electricity, town gas and water for business operations. The consumption data during the Reporting Period were as follows⁵:

能源及水運用

我們深明資源(尤其是化石燃料)的稀缺性,及燃燒化石燃料對環境造成的不利影響。因此,我們致力減少能源消耗,提高經營效益,以保護資源及提高可持續性。同時,減少能源耗量亦為我們帶來財政誘因,致力採取相關技術及措施。

本集團使用的主要資源包括用於機械及車輛的柴油及汽油以及用於業務營運的電力、煤氣及水。於報告期間的消耗數據如下⁵：

Resources 資源	Unit 單位	Quantity 數量			Intensity (per machine lease) 密度(每台租用機械)		
		For the year ended 31 March 截至3月31日止年度			For the year ended 31 March 截至3月31日止年度		
		2021 2021年	2020 2020年	2019 2019年	2021 2021年	2020 2020年	2019 2019年
Diesel 柴油	Litre 升	109,893	150,073	313,420	83	107	266
Petrol 汽油	Litre 升	7,294	6,200	6,419	6	4	5
Electricity 電力	kWh 千瓦時	214,412	214,277 ⁶	162,736	163	153 ⁶	138
Town gas 煤氣	Unit 度	534	438	418	0.41	0.31	0.35
Water 水	m ³ 立方米	4,180	2,757	3,338	3	2	3

⁵ The amounts represent the resources directly controlled and consumed by the Group during the Reporting Period. Indirect resources consumptions (i.e. those consumed by its customers and other third parties engaged by the Company) are excluded.

⁶ We have restated the electricity usage due to the adjustment made on one of the electricity meters.

⁵ 有關數量指本集團於報告期間直接控制並耗用的資源。不包括間接耗用資源(即本公司的客戶及所委聘的其他第三方所耗用者)。

⁶ 由於對其中一個電錶進行調整,故我們已重列電力使用情況。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

To better track and monitor the daily resource consumption involved in our operation, we have adopted a resources monitoring mechanism to facilitate the analysis of resources efficiency and identify improvement opportunities. Furthermore, within the office, we have adopted a green office approach to reduce the energy consumption by the office equipment and, more importantly, foster green awareness among our employees by holding workshops and internal circulations.

For energy conservation in business operations, the Group adopts a holistic energy-saving management approach under which the following measures have been adopted:

- Opting for energy-saving equipment such as LED/T5 fluorescent tubes rather than traditional light bulbs, and Grade 1 Energy label air conditioners;
- Using separate switches to control air conditioners and lightings in different zones of office;
- Maintaining air conditioner temperature at 25.5 degree Celsius and posting such friendly reminders in the workplace;
- Posting energy-saving labels in the workplace;
- Switching off idle lightings; and
- Turning on air-conditioners in the pantry only during designated time slots.

We put equivalent care on water resources conservation. Even though we are not in a water-intensive industry, we are still putting reasonable endeavour to reduce the Group's water footprint. Initiatives such as high-pressure faucets and water-saving awareness programmes, have been cultivated in our business.

The Group has no issue sourcing water for its operations since its principal operating premises in Hong Kong have a municipal water supply. In addition, due to our business nature, we do not produce a significant amount of sewage during the Reporting Period. Therefore, disclosure in relation to water discharge does not apply.

Furthermore, the Group has not used a significant amount of packaging materials during the Reporting Period, and therefore disclosure in relation to packaging materials does not apply.

為更好地追蹤及監察我們營運涉及的日常資源消耗，我們已採納資源監察機制，進行資源效益分析，並識別改善的機會。此外，在辦公室內，我們已採用綠色辦公方法，減少辦公設備的能源消耗，而更重要的是，透過舉辦工作坊及內部傳閱文件，提高僱員的環保意識。

進行業務營運方面的節能工作時，本集團採取全面節能管理方針，並據此採納以下措施：

- 選用LED/T5 熒光燈等節能設備取代傳統燈泡，採用一級能源標籤空調；
- 使用獨立開關控制辦公室各區的空調及燈光；
- 將空調溫度保持在 25.5 攝氏度，在工作場所張貼相關溫馨提示標籤；
- 在工作場所張貼節能標籤；
- 關掉不使用的燈具；及
- 僅在指定時段開啟茶水間的空調。

我們同樣重視水資源保護。儘管我們並非屬於大量用水的行業，我們仍合理地致力減少本集團的水足跡。我們已於業務中落實高壓水龍頭及節水意識計劃等舉措。

由於本集團在香港的主要經營物業擁有市政供水，故並無有關採購水源以供業務之用的問題。此外，鑑於我們的業務性質使然，我們於報告期間並無產生大量污水。因此披露有關排水的資料並不適用。

此外，本集團於報告期間並未使用大量包裝材料，因此有關包裝材料的披露資料並不適用。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Other Environmental Impacts

In addition to emissions control and resources conservation, we exert ourselves in minimising all negative impacts on the environment and natural resources, even though there are no other significant environmental impacts except for the emissions described above.

The Group has established a sound risk management system led by the Risk Management Committee. It manages the overall risk level of the Group, which takes into consideration environmental risks, among other operating risks. Significant environmental risks are identified for developing adequate mitigation plans. We ensure sufficient resources are deployed for the implementation of these mitigation plans to reduce environmental risks.

The Group upholds the principle of environmental protection and executes in every detail. For instance, we consume no shark fin or other endangered species at any company banquets or events.

To raise awareness of our employees and stakeholders regarding environmental protection, the Group had joined the Wastewise Label (Membership No.: WW-8339-5613). The Group has committed to attaining the requirements on waste reduction, and various kinds of environmental production activities have been launched. The Group has accomplished nine waste reduction targets and applied for Wastewise Certificate with "Class of Excellence". The Group has also been awarded the "Wastewise Certificate — Basic Level" under the Hong Kong Green Organisation Certification ("HKGOC"). We have placed recycle bins in different work locations to collect used plastic bottles, glasses and aluminium cans. However, due to the hygiene concern during Covid-19, we have temporarily paused the recycling service for plastic and metal until the end of the outbreak. Meanwhile, we keep advocating the importance of recycling and encouraging our employees to reduce waste generation in their daily life.

Climate Change

We believe that businesses of all kinds must actively participate in protecting our planet to mitigate climate change. Climate change will result in more frequent adverse weather events or natural disasters, negatively affecting economies and disrupting our business day-to-day. To mitigate the potential losses brought by the extreme weather conditions, we have conducted preliminary simulations and forecasts to estimate the impacts to our staff and assets, including our office premises and equipment. An emergency response plan has been established based on the simulation result.

其他環境影響

儘管本集團概無造成其他上述排放以外的重要環境影響，除管制排放物及節約資源外，我們亦盡量減少對環境及天然資源的所有負面影響。

本集團已建立健全風險管理制度，由風險管理委員會領導，以管理本集團整體風險水平，將環境風險等經營風險納入考慮。我們已識別重大環境風險以制定適當緩解計劃。我們確保為實施有關緩解計劃部署足夠資源，以減低環境風險。

本集團堅守環保原則，著重每個執行細節。例如，我們在任何公司宴會或活動中絕不食用魚翅或其他瀕危物種。

本集團已參與減廢標誌計劃(會員編號: WW-8339-5613)，務求提高僱員及持份者對環保的意識。本集團一直致力達到減廢的要求，並已開展各種環保生產活動。本集團已完成九個減廢目標，並申請「卓越級別」減廢證書。本集團亦獲香港綠色機構認證頒發「減廢證書 — 基礎級別」。我們於不同工作地點放置回收箱，以收集已使用的膠樽、玻璃樽及鋁罐。然而，由於Covid-19期間的衛生問題，我們已暫停塑膠及金屬的回收服務，直至疫情結束為止。同時，我們繼續提倡回收的重要性，並鼓勵僱員於日常生活中減少產生廢物。

氣候變化

我們認為各行各業均須積極為保護地球出一份力，減緩氣候變化。氣候變化將導致惡劣天氣事件或自然災害更頻密地發生，進而對經濟產生不利影響及干擾我們的日常業務。為減少極端天氣情況造成的潛在損失，我們已進行初步模擬及預測，估計對我們員工及資產(包括辦公室物業及設備)的影響。我們已根據模擬結果制定緊急應對方案。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

VALUING OUR EMPLOYEE

As a responsible employer, AP Rentals takes excellent care to ensure that our talent policies and practices regarding employment, termination, remuneration, working hours, leave, and equal opportunity are implemented in accordance with local labour laws and other applicable regulations. In addition, our Human Resources Department monitors and develops responsive policies for up-to-date information on labour laws and regulations and establishes appropriate internal controls in the human resource processes to ensure compliance.

The Group is committed to establishing and maintaining a safe working environment for our employees to raise occupational safety and health awareness and minimise the potential risks and hazards in our operation. The Group provides a competitive compensation package to attract and retain our talents, and the remuneration package is determined based on market trend, employee's roles and responsibilities as well as performance. In addition to the remuneration package, we also provide our employees with additional welfare such as medical insurance, the mandatory provident fund ("MPF"), etc. We are proactively looking for practical benefits for our employees to create a better working environment. We implement working hours with full consideration of employees' physical and mental health. Overtime work is determined based on operational needs, and it is compensated in accordance with relevant regulations.

To keep track of our employees' performance, we have established an employee performance system. Regular performance evaluation is conducted to increase employee engagement, and the remuneration is adjusted based on the result of the performance evaluation.

The Group maintains a diversified workforce. We provide equal opportunities to all staff based on their capabilities in a fair manner. We accept no tolerance towards discrimination, regardless of age, sex, marital status, nationality, disability, religion, etc.

重視僱員

作為負責任的僱主，亞積邦租賃控股審慎確保我們有關僱傭、終止僱傭、薪酬、工作時數、假期及平等機會的人才政策及慣例乃按照地方勞工法及其他適用法規實施。此外，我們的人力資源部監察有關勞工法及法規的最新資料，並制定應對政策，在人力資源過程中實施適當的內部監控，以確保合規情況。

本集團致力為僱員建立及維持安全的工作環境，提高職業安全與健康意識，並盡量減少我們營運的潛在風險及危害。本集團提供具有競爭力的薪酬待遇，以吸引及挽留人才，而有關薪酬待遇乃基於市場趨勢、僱員職位及職責及表現釐定。除薪酬待遇外，我們亦為僱員提供醫療保險、強制性公積金（「強積金」）等額外福利。我們積極為僱員謀求切實福利，創建良好的工作環境。我們所實行的工作時數已充分考慮僱員的身心健康。我們在營運需要的情況下確定超時工作，並根據相關法規提供薪酬。

為掌握僱員的表現，我們已建立僱員績效制度。我們定期進行績效評估，提高僱員的參與程度，並基於績效評估的結果調整薪酬。

本集團擁有多元化的工作團隊。我們以個人能力為依歸，為全體員工提供平等機會。我們絕不容忍諸如年齡、性別、婚姻狀況、國籍、殘疾及宗教等各方面的歧視。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

As of 31 March 2021, we had a total workforce of 116 (2020: 120, 2019: 115). The tables below show the composition of our workforce by gender, employment type, age group and geographical region:

於2021年3月31日，我們共有116名員工(2020年：120名；2019年：115名)。下表呈列按性別、僱傭類別、年齡組別及地區劃分的員工組合：

		Number of Employees 僱員人數		
		For the year ended 31 March 截至3月31日止年度		
		2021 2021年	2020 2020年	2019 2019年
Gender 性別				
Male	男性	96	102	95
Female	女性	20	18	20

		Number of Employees 僱員人數		
		For the year ended 31 March 截至3月31日止年度		
		2021 2021年	2020 2020年	2019 2019年
Employment Type 僱傭類別				
Permanent	長期	92	93	98
Temporary	臨時	24	27	17

		Number of Employees 僱員人數		
		For the year ended 31 March 截至3月31日止年度		
		2021 2021年	2020 2020年	2019 2019年
Employment Type 僱傭類別				
Full Time	全職	116	118	98
Part Time	兼職	0	2	17

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

		Number of Employees 僱員人數		
		For the year ended 31 March 截至3月31日止年度		
Age Group 年齡組別		2021 2021年	2020 2020年	2019 2019年
30 or below	30歲或以下	30	35	39
31–50	31至50歲	53	50	45
51 or above	51歲或以上	33	35	31

		Number of Employees 僱員人數		
		For the year ended 31 March 截至3月31日止年度		
Geographical Region 地區		2021 2021年	2020 2020年	2019 2019年
Hong Kong	香港	106	112	106
Macau	澳門	4	4	4
Singapore	新加坡	3	4	5
Mainland China	中國內地	3	0	0

During the Reporting Period, total employee turnover was 30, detailed breakdowns as below⁷:

於報告期間，僱員流失總數為30人，明細如下⁷：

		Number of Employees 僱員人數	
		For the year ended 31 March 截至3月31日止年度	
Gender 性別		2021 2021年	2020 2020年
Male	男性	26	16
Female	女性	4	6

⁷ We enhanced the data collection method to introduce new reporting items in 2021. Therefore, the performance statistics in 2020 are not available.

⁷ 我們改進了數據收集方法，並於2021年引入新的報告項目。因此，並無2020年的表現數據。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

		Number of Employees 僱員人數	
		For the year ended 31 March 截至3月31日止年度	
Age Group 年齡組別		2021 2021年	2020 2020年
30 or below 30歲或以下		6	6
31–50 31至50歲		15	8
51 or above 51歲或以上		9	8

		Number of Employees 僱員人數	
		For the year ended 31 March 截至3月31日止年度	
Geographical Region 地區		2021 2021年	2020 2020年
Hong Kong 香港		29	21
Singapore 新加坡		1	1

During the Reporting Period, we did not identify material non-compliance against employment-related laws and regulations in Hong Kong, including but not limited to the Employment Ordinance (Cap. 57 of the Laws of Hong Kong), Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong), Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong), Mandatory Provident Fund Scheme Ordinance (Cap. 485 of the Laws of Hong Kong) and regulations in the jurisdictions where we operate.

於報告期間，我們並無發現與香港僱傭相關法律及法例以及我們業務所在司法權區規例有關的重大不合規情況，包括但不限於《僱傭條例》（香港法例第57章）、《最低工資條例》（香港法例第608章）、《僱員補償條例》（香港法例第282章）、《強制性公積金計劃條例》（香港法例第485章）。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Workplace Health and Safety

The Group strives to create a healthy and safe working environment for our employees. The Occupational Health and Safety (“OHS”) Policy was formulated to provide employees with safety guidelines to improve workplace safety awareness. The OHS policy also defines all personnel’s health and safety responsibilities from the top management to the front line to achieve an accident-free workplace. The management is committed to investing sufficient resources to implement the OHS policy, treating all occupational health and safety issues as an integral part of our business performance, and reviewing the OHS policy and management system every six months.

Apart from these, we have established the following work safety-related policies and procedures to increase employee safety awareness.

- Use of Machines in Service Yard;
- Use of Company Vehicles;
- Avoid Dog Bite Accidents Manual;
- and Use of Personal Protective Equipment (“PPE”).

The policies and procedures have been reviewed regularly to ensure they are aligned with the latest laws and regulations.

In addition, safety risk assessments are performed for works related to high-risk equipment, including generators, forklift trucks, and mobile elevating work platforms to identify potential safety hazards and corresponding mitigations. The management monitors the OHS practices continuously to ensure compliance with the OHS Policy and OHS-related laws and regulations while striving for continual improvement.

To further mitigate the health and safety risk in the workplace, staff will receive appropriate and adequate training concerning their respective duties and responsibilities. Such training serves to help staff in thoroughly understanding and implementing the OHS Policy. To equip staff with sufficient first aid knowledge, we have assigned 9 of our employees to attend the Standard First Aid Certificate Course (Blended Learning) (“SFAB”), and all of them passed the assessment. As a result, they were awarded the Standard First Aid Certificates.

工作場所健康與安全

本集團致力為僱員營造健康及安全的工作環境。我們已制定職業健康與安全(「OHS」)政策，為僱員提供安全指引，提高工作場所安全意識。OHS政策亦界定所有員工(高級管理人員至前線工作人員)的健康及安全責任，以實現零事故工作場所。管理層致力投放充足資源實行OHS政策，將所有職業健康與安全議題作為業務表現的一部分處理，並每六個月對OHS政策及管理制度進行審閱。

除此之外，我們已制定下列工作安全相關政策及流程，以提高僱員的安全意識：

- 在服務場地使用機器；
- 使用公司車輛；
- 避免被狗隻咬傷事故；
- 使用個人防護設備。

我們已定期審視有關政策及程序，以確保其符合最新的法律及法規。

此外，對涉及使用高風險設備(包括發電機、叉車及移動式升降工作平台)的工作進行安全風險評估，以識別潛在安全危害及制定相應緩解措施。管理層持續監察OHS常規以確保符合OHS政策及OHS相關法律及法規，同時不斷努力改進。

為進一步降低工作場所的健康與安全風險，員工將接受有關職務與職責的適當培訓。有關培訓有助員工全面理解及實施OHS政策。為令員工具備足夠的急救知識，我們已委派9位僱員參加急救證書課程(結合式教學)(「SFAB」)，彼等全部通過評估，並獲授急救證書。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

To enhance staff safety awareness, the Group steps further and includes “Safety Awareness” as one of the performance factors of the performance appraisal for all levels of staff. The performance appraisal scores will directly influence the amount of salary increment and the discretionary bonus of staff.

Furthermore, staff are encouraged to propose reasonable opinions with respect to the adequacy and improvement of the OHS Policy. As such, staff, especially construction machinery operators, are aware of the responsibilities of safety operations. Besides, we cooperate closely with machinery manufacturers to upgrade the machines’ safety standards to protect the operators, users, and service personnel.

The Safety, Health and Environmental Management Committee, chaired by the Chief Operating Officer takes final responsibility and accountability in overseeing all OHS objectives, related risk and activities, contributing to ongoing improvement, and facilitating information exchanges and communications on OHS. For example, the outpatient benefit of the Group’s medical insurance policy has been increased to an appropriate extent for all medical plans to provide better medical consultation service to staff. We understand that our service team needs more comprehensive protection as they are exposed to a riskier-working environment due to the job nature. Therefore, we provide strengthened PPE for them. Qualified masks are distributed to staff and those required to work in high-risk locations; the Third Runway and quarantine centres are supplied with N95 masks and eye shields.

During the Reporting Period, there were no work-related fatalities (2020: 0, 2019: 0), and there were a total of 590 (2020: 206, 2019: 50) lost days due to work injury.

The Group strives to comply with OHS-related laws and regulations, including but not limited to Factories and Industrial Undertakings Ordinance (Cap. 59 of the Laws of Hong Kong), Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong) and regulations in the jurisdictions where we operate, to protect the staff and other stakeholders. During the Reporting Period, we did not identify material non-compliance with the aforementioned occupational safety and health-related laws and regulations.

為提高員工的安全意識，本集團進一步將「安全意識」納入各級員工績效考核的績效因素之一。績效考核評分將直接影響員工加薪及酌情花紅的金額。

此外，我們鼓勵員工按OHS政策的充足性和可改善之處，提出合理意見。因此，員工（特別是建築機械操作員）知悉安全運作的責任。此外，我們與機械製造商緊密合作，務求提高機械的安全標準，保障操作員、用家及服務人員。

由營運總監擔任主席之安全、健康及環境管理委員會，肩負起監督所有OHS目標、相關風險及活動的最終責任，力求持續改進及促進有關OHS的信息交流與溝通。譬如，為向我們的員工提供更好的醫療諮詢服務，本集團已適度提高醫療保險政策之下所有醫療保險計劃的門診保障。我們了解到我們的服務團隊因工作性質而暴露於高風險的工作環境中，故需要更全面的保護。因此，我們為其提供更完善的個人防護設備。我們亦向需要在高風險地點工作的員工提供符合質量要求的口罩；我們向於新跑道及檢疫中心工作的員工提供N95口罩及眼罩。

於報告期間，概無因工死亡事故（2020年：0宗；2019年：0宗），惟因工傷意外而合共損失590日工作天（2020年：206日；2019年：50日）。

本集團致力遵守OHS相關法律及法規，包括但不限於《工廠及工業經營條例》（香港法例第59章）、《職業安全及健康條例》（香港法例第509章）及我們業務所在司法權區的規例，以保障員工及其他持份者。於報告期間，我們並無發現有關上述職業安全與健康相關法律及法規的重大不合規情況。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Staff Training and Development

To satisfy organisation's needs and equip staff with solid skills, knowledge and safety awareness, we invest resources and provide training for employees to enhance safety awareness. By establishing adequate training programmes, we can provide necessary occupational knowledge and skills to our staff. During the Reporting Period, the number of staff trained and training hours received by gender and employee category were as follows⁸:

員工培訓及發展

為滿足組織需求及向員工傳授堅實的技能、知識及安全意識，我們投入資源為員工提供培訓以加強安全意識。透過建立合適的培訓計劃，我們可為員工提供必要的職業知識及技能。於報告期間，按性別及職別劃分的受訓員工人數及培訓時數如下⁸：

Gender 性別	Number of Employees Trained 受培訓員工人數		Number of Training Hours 培訓時數	
	For the year ended 31 March 截至3月31日止年度		For the year ended 31 March 截至3月31日止年度	
	2021 2021年	2020 2020年	2021 2021年	2020 2020年
Male 男性	82	No data in 2020 2020年並無數據	804.5	No data in 2020 2020年並無數據
Female 女性	19	No data in 2020 2020年並無數據	126	No data in 2020 2020年並無數據

Employee Category 職別	Number of Employees Trained 受培訓員工人數			Number of Training Hours 培訓時數		
	For the year ended 31 March 截至3月31日止年度			For the year ended 31 March 截至3月31日止年度		
	2021 2021年	2020 2020年	2019 2019年	2021 2021年	2020 2020年	2019 2019年
Senior Management 高級管理層	12	7	7	102	75	23.5
General Staff (Administrative) 一般員工(行政)	28	35	36	192 ⁹	315.5	218.5
General Staff (Operational) 一般員工(營運)	61	60	52	636.5 ⁹	2,160	2,136

The Group offers orientation for new employees with initial information and training in their specific job functions and skills and condition of employment to assist them in adapting to their positions.

本集團為新入職員工提供入職培訓，內容有關具體工作職能、技能及僱傭狀況的初步資料及訓練，以協助彼等適應職位。

⁸ We enhanced the data collection method to introduce new reporting items in 2021. Therefore, the performance statistics in 2020 are not available.

⁸ 我們於2021年提升數據收集方法，並引入新報告項目。因此，並無2020年的表現數據。

⁹ To maintain social distancing during Covid-19, we only provided core and necessary training to general staff.

⁹ 為於Covid-19期間維持社交距離，我們僅向一般員工提供關鍵及必要培訓。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

The Group's technical staff attend seminars jointly conducted by equipment manufacturers and the Group to acquire product knowledge to ensure that they are equipped with the necessary skills and knowledge to perform their duties. Such seminars include training regarding the equipment structures, operational features, operator safety training and equipment repair. In addition, the Group's technical staff also attend external training courses and obtain relevant certificates. These training cover hydraulic, electrical and mechanical, electronic, engine systems, special equipment and tools for troubleshooting.

We have also developed an apprenticeship to nurture the new professional technicians and engineers, apart from the external training. The three-year training covers both theoretical and practical training. During the first 18 months of the training programme, apprentices will receive full professional training on three types of products. For the latter half of the programme, apprentices will be arranged in a team to receive solid on-the-job training. An experienced consultant will be assigned to provide counselling service and guidance to apprentices throughout the whole training period to ensure the quality of the training programme. We are proud to announce that 3 apprentices have completed and received the training certificate during the Reporting Period.

Meanwhile, we have developed a formal and systematic training programme for SSME, including classroom and practical training. In the future, we plan to expand the scope of the training programme to our customers to ensure their SSME operators are equipped with sufficient skills.

To provide easy access to training materials so that our employees can learn and revise anytime, we are preparing training videos focusing on the operational safety aspect. Meanwhile, we also are developing virtual safety training sessions to keep our employees in Mainland China, Singapore and Macau updated with the latest safety requirements.

To align with our sustainable development mission, we have incorporated sustainability elements such as resources management, energy management, and other environmentally friendly practices in our existing training content. We aim to nurture a green working culture through education and training.

Training and development resources are reviewed regularly for their sufficiency and adequacy to ensure a competent workforce for delivering high-quality services in meeting customers' needs. The representative in Human Resources Department will actively look for the applicable external training programme for the team to maintain our competence.

本集團的技術人員參加由設備製造商與本集團聯合舉辦的研討會，以學習產品知識，確保彼等掌握履行彼等職責所必備的技術和知識。有關研討會包括關於設備結構、操作特點、操作員安全訓練及設備修理的培訓。此外，本集團技術人員參加外部培訓課程並取得相關證書。該等培訓涵蓋液壓、電氣及機械、電子、發動機系統、特殊設備及故障排除工具。

除了提供外部培訓外，我們亦已開設學員訓練，以培養新專業技工及工程師。為期三年的培訓兼具理論與實踐。在培訓課程的首18個月期間，學員將接受關於三種產品的全面專業培訓。於課程的後半部份，我們將安排學員以小組形式接受紮實的在職訓練。我們將指派一名富有經驗的顧問，於整個培訓期間向學員提供顧問服務及指引，以保證培訓課程的質素。我們自豪地宣佈，於報告期間，3名學員已完成課程，並獲發證書。

同時，我們已就移動電源智能系統設計正式的系統培訓課程，包括教學及實訓。於未來，我們計劃將培訓課程的範圍拓寬至涵蓋客戶，確保其移動電源智能系統操作員能夠具備足夠的技能。

為讓我們員工輕鬆查閱培訓資料以隨時學習及溫習，我們正攝製專門有關營運安全方面的培訓視頻。同時，我們亦正透過網絡開設安全培訓課程，讓身處中國內地、新加坡及澳門的員工能獲悉最新的安全規定。

為與我們的可持續發展目標一致，我們已在現有培訓內容中加入資源管理、能源管理及其他環保慣例等可持續元素。我們致力透過教育和培訓營造綠色辦公文化。

我們定期檢討培訓和發展資源是否適當及充足，以確保能幹的工作團隊可配合客戶要求提供高質量的服務。我們的人力資源部代表將積極地為團隊尋找合適的外部培訓課程，以保持我們的競爭力。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Anti-Child and Forced Labour

We have deployed sufficient controls in our human resources processes to prevent child and forced labour employment, including verifying personal identity documents and entering into a legitimate employment contract with employees.

The Group strictly prohibits child and forced labour of any kind in accordance with the local labour laws, including but not limited to the Employment Ordinance (Cap. 57 of the Laws of Hong Kong) and regulations in the jurisdictions where we operate. During the Reporting Period, the Group did not employ any child or forced labour, and there was no non-compliance against the aforementioned child and forced labour-related laws and regulations.

Procurement Management

Focusing on construction machinery leasing services, the Group emphasises on supplier's performance, as the equipment fleet's specification is a critical factor directly affecting our environmental and social performance.

Green procurement is another critical element in the Group's business operation as we recognise the selection of sustainable products can reduce environmental impacts and safeguard human and labour rights. Before the purchase decisions are made, we would balance the environmental impact, cost and product quality.

As such, we source our equipment from sound and reliable suppliers, including reputable international equipment suppliers from Japan, the US, Canada, Europe and China. As of 31 March 2021, we had a total of 178 suppliers.¹⁰

Region

地區

Asia	亞洲
Europe	歐洲
North America	北美洲

To upkeep our product standards and organisational reputation, we maintain a good business relationship with manufacturers and suppliers, and closely monitor their performance. Regular review on the performance, including environmental and social aspects, is conducted for the suppliers. In addition, the corresponding user department of the Group will evaluate performance of each supplier based on the result of the review and quality of the product, and timeliness of the service delivery.

¹⁰ We enhanced the data collection method to introduce new reporting items in 2021. Therefore, the statistics in 2020 are not available.

反童工及強制勞工

我們充分管制人力資源程序，以防止僱用童工及強制勞工，當中包括核實個人身分證明文件及與僱員訂立合法僱傭合約。

本集團嚴格按照地方勞動法禁止任何形式的童工及強制勞工，包括但不限於《僱傭條例》(香港法例第57章)及我們業務所在司法權區的規例。於報告期間，本集團並無僱用任何童工或強制勞工，亦無發現違反上述童工及強制勞工相關法律及法規的情況。

採購管理

本集團專門提供建築機械出租服務，由於設備機組的規格是直接影響環境及社會績效的關鍵因素，故我們極其重視供應商的表現。

由於我們認為選擇可持續的產品可減少對環境的影響，並保障人權及勞工權益，故綠色採購是本集團業務營運的另一個重要元素。於作出採購決定前，我們將在環境影響、成本及產品質量之間作出平衡。

因此，我們向穩健可靠的供應商採購設備，包括來自日本、美國、加拿大、歐洲以及中國等信譽良好的國際設備供應商。於2021年3月31日，我們合共有178名供應商。¹⁰

Number of Suppliers

供應商數目

174
2
2

為保持我們的產品標準及和公司聲譽，我們與製造商及供應商維持良好的業務關係，並密切地監察其表現。我們定期審視供應商在環境及社會等方面的表現。此外，本集團的相關用家部門將根據審閱結果及產品質量以及服務交付時效性，評估各名供應商的表現。

¹⁰ 我們於2021年提升數據收集方法，並引入新報告項目。因此，並無2020年的數據。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Furthermore, manufacturers will ensure the qualification of the trainers to deliver training courses with respect to machine's operators. Our training department held various sessions of product and operation training during the Reporting Period. We also import and use the qualified machines with engines fulfilling EU Stage IIIA, US Tier 3 or Japan MoE standards 1 or above to comply with the emission standard and noise level standard of EPD.

Service Excellence

The Group puts customer relationships as one of the top priorities. We strive to provide top-notch service to our customers, and we endeavour to understand customers' needs and act from customers' perspectives, thereby developing a long-term customer relationship.

Being a renowned construction machinery services provider in town, the Group strives to provide consistent and quality services to customers, which cannot be achieved without a high-performing technical team. As such, we put much emphasis on staff training as abovementioned and customer training and support. As a result, it enhances the machinery operators' skills, safety responsibility and reduces unnecessary wearing and tearing of the machinery.

Meanwhile, a customer service hotline has been established to collect customers' feedbacks, regardless of appreciation or complaint. Our professional customer service staff are responsible for following up on the feedbacks timely to improve customer experience. To facilitate better responses, different divisions support diversified service hotlines for example our customers can directly reach out to technical support team for equipment maintenance.

To provide a clear overview of the services and products offering, marketing brochures are prepared to help introduce our service details and product specifications. In addition, to facilitate customers in making informed purchase orders, we refer to the information provided by our suppliers and manufacturers in preparing marketing materials to reflect accurate and fair information of our services and products, meanwhile complying with the Trade Descriptions Ordinance (Cap. 362 of the Laws of Hong Kong) and regulations in the jurisdictions where we operate.

此外，製造商將確保其培訓人員具備資格為機械操作員提供培訓課程。於報告期間，我們的培訓部門舉辦多次產品及操作培訓。我們亦進口及使用發動機符合歐盟IIIA級、美國Tier 3級或日本MoE標準1級或以上的合資格機械，以遵守環境保護署的排放標準及噪音等級標準。

卓越服務

本集團視客戶關係為首要關注事項之一。我們致力向客戶提供一流的服務，並致力了解客戶所需，以客戶為本，並與客戶建立長遠關係。

作為市內著名的建築機械服務提供商，本集團力求為客戶提供始終如一的優質服務，而此舉有賴表現出色的技術團隊。同樣地，我們非常重視上文所述的員工培訓以及客戶培訓及支援。因此，有關培訓可提高機械操作員的技能、安全責任及減少不必要的機械磨損及損壞。

同時，我們已設立客戶服務熱線以收集客戶讚賞或投訴的反饋。我們的專業客戶服務人員負責及時跟進反饋以改善客戶體驗。為了更好地回應有關反饋，多元化服務熱線得到各個部門支援，例如客戶可直接聯席技術支援團隊諮詢設備修理事宜。

為提供有關服務及產品組合的清晰概覽，我們編製營銷小冊子輔助介紹服務細節及產品規格。此外，為方便客戶在瞭解資訊情況下達採購訂單，我們於編製營銷材料時參考由供應商及製造商提供的資料，藉此準確而公平地呈列我們的服務及產品資料，同時亦符合商品說明條例（香港法例第362章）及我們業務所在司法權區的規例。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Product Quality

The Group has formulated a product quality management system to ensure safe and reliable products to our customers. Our workshop staff are well trained for the product service side to provide our customers with a good user experience. In addition, the qualified technicians maintain our equipment fleet regularly to ensure they are all in optimal operating conditions.

As for quality enhancement, the Group actively looks for improvement ideas, feedbacks and requests from technicians, customers and salespersons. Based on the comments and suggestions from the stakeholders, our technical and development team will conduct the product recondition, modification and redevelopment to catch up with the fast-changing market needs.

Moreover, we keep increasing the portion of machines with engines complying with the US Tier 3 or Japan MoE standard 1 in our equipment fleet to reduce emissions. Furthermore, we ensure our equipment fleet is appropriately labelled according to EPD's requirements regarding NRMM and QPME. We believe our tremendous efforts in improving service offering and product quality will receive much appreciation and trust from our customers.

As of 31 March 2021, there were 451 service calls in over 280,000 machine rentals days¹¹, resulting in a service call frequency of 0.16 case per 100 rental days which demonstrates our distinctive product quality.¹²

Data Privacy

The Group respects the privacy of personal data. Accordingly, we guarantee to implement all possible controls as practicable to protect our stakeholders, including our employees' personal data. Furthermore, we ensure our work practices comply with the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) and regulations in the jurisdictions where we operate as a minimum in protecting personal data.

In respect of sensitive business and personal information, the Group implements strict internal controls in safeguarding our data, particularly the transaction data with our suppliers, business partners and customers, to protect the interests of our stakeholders.

產品質量

本集團已建立產品質量管理系統以確保向客戶提供安全可靠的產品。我們的車間員工接受有關產品服務的嚴格培訓，為客戶帶來良好用戶體驗。此外，我們合資格的技術人員亦定期保養設備機組，確其均處於良好的運行狀態。

針對質量提升方面，本集團積極向技術人員、客戶及銷售人員徵求改進意見、反饋及要求。我們的技術和開發團隊將按持份者的意見和建議對產品進行改造、修改及重新研發，以迎合瞬息萬變的市場需要。

此外，為減低排放，我們不斷增加設備機組內，發動機符合美國Tier 3級或日本MoE標準1級的機械所佔比例。我們確保已遵照環保署有關NRMM及QPME方面的規定，將設備機組妥為標籤。我們相信，我們為提高服務組合及產品質量所作的大量努力將得到客戶的高度讚賞及信任。

截至2021年3月31日，於機械出租日數280,000日中，我們接獲451通服務查詢來電¹¹，即其頻率為每100天出租日中有0.16通服務來電，顯示我們優秀的產品質素。¹²

資料私隱

本集團尊重個人資料私隱。據此，我們保證盡可能實施一切可行控制措施以保護持份者（包括員工）的個人資料。此外，我們確保工作常規在保護個人資料方面至少符合《個人資料（私隱）條例》（香港法例第486章）及我們業務所在司法權區的規例。

針對敏感的業務及個人資料，本集團實行嚴格的內部監控以保護有關資料，特別是與供應商、業務夥伴及客戶的交易數據，從而保障持份者的利益。

¹¹ We enhanced the data collection method to introduce new reporting items in 2021. Therefore, the performance statistics in 2020 are not available.

¹² Due to our business nature, normally there is no product recall case.

¹¹ 我們於2021年提升數據收集方法，並引入新報告項目。因此，並無2020年的表現數據。

¹² 由於我們的業務性質使然，通常並無產品召回的情況。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

During our daily operations, we have applied the following measures to ensure data privacy and to prevent any potential data leakage, which may affect the interests of our stakeholders and our brand image:

- No transfer or disclosure of personal data to any entity that is not a member of the Group without consent unless required by law or previously notified;
- Only collect and retain personal data relevant to our business operations;
- No installation of unauthorised third-party software or applications.

Terms regarding business data confidentiality have been stipulated on both our employee handbook and the employment contract.

During the Reporting Period, we did not identify any material non-compliance with the aforementioned service, product and data privacy-related laws and regulations.

Anti-Corruption

The Group implements adequate internal controls for preventing and detecting corruption, bribery, and other fraudulent activities. To avoid bribery and corruption, we have established and implemented the Anti-Bribery and Anti-Corruption Policy, which sets out the standards of conduct that employees must follow. The Group has reviewed the Policy regularly to ensure their applicability to our current operations. A Declaration Form (“接受禮物申請表”) which is designated for staff members to declare benefits received has been set up. Under the updated Policy, staff who receive any forms of gifts or presents that value HK\$50 or above must report to the management.

Furthermore, we have also formulated a procedure for Reporting Possible Improprieties on integrity-related matters with a whistle-blowing mechanism to encourage employees and other stakeholders to report any suspected misconduct while protecting the whistle-blowers from partial treatment.

我們已於日常營運中採取下列措施以保障資料私隱，防止資料外洩而損害持份者的利益及我們的品牌形象：

- 除非按法律要求或經事前通知，否則在未取得准許的情況下，一概不得將個人資料轉移或披露予任何非本集團成員公司之實體；
- 僅收集與我們業務營運相關的個人資料；
- 不得安裝未經許可使用的第三方軟件或應用程式。

我們的員工手冊及僱員合約已詳細規定有關商業資訊及保密之條款。

於報告期間，我們並無發現嚴重違反上述服務、產品及資料私隱相關法律及法規的情況。

反貪污

本集團充分實施內部監控措施，用以防止及偵測貪污、賄賂及任何其他類型的欺詐活動。為避免賄賂及貪污，我們已制定及實施反賄賂及反貪污政策，當中載列員工必須遵循的行為標準。本集團已定期審閱該政策，以確保其適用於我們目前的業務營運。我們已制定接受禮物申請表，該表格旨在供員工申報所收利益。根據已更新的政策，接受價值50港元或以上的任何形式禮物或贈禮的員工須向管理層彙報。

此外，我們亦制定誠信相關事宜的可能不當行為報告程序，並就此設立舉報機制，鼓勵員工及其他持份者報告任何可疑不當行為，同時保護舉報人免受任何不公平待遇。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

We have also periodically organised seminars and training concerning anti-corruption measures and guidelines, operating practices and business ethics for our directors and staff, thereby enhancing their awareness. Furthermore, to strengthen awareness of our staff about the importance of business morals and integrity, the anti-corruption video produced by Independent Commission Against Corruption (“ICAC”) is shown during orientation to educate new joiners on the importance of integrity and awareness of various kinds of corruption traps. In addition, refresher training on business ethics is regularly delivered to our directors and staff to review and update the measures and guidelines.

During the Reporting Period, we did not identify any cases of non-compliance with laws and regulations relating to bribery, extortion, fraud and money laundering, including but not limited to the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong) and regulations in the jurisdictions where we operate.

Caring for the Community

To build a prosperous society, other than providing high-quality machinery to our customers, the Group strives to provide positive support to the local community in which it operates. This commitment is underscored best in the company value of respect, helpfulness and selflessness.

In living out the Group’s value, the Group often encourages staff to serve the community including volunteering and participating in community initiatives. We offer all necessary support to our staff participating in such activities, including special leaves, allowances, etc.

During the Reporting Period, the Group actively participated in the following community events:

Name of Organisation/Event 機構／活動名稱	Purpose and Target beneficiary 目的及受惠者
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The Salvation Army
救世軍

Donated clothes to people in need
向有需要人士捐贈衣服

Hong Kong Federation of
Handicapped Youth
香港傷殘青年協會
CIC — Zero Carbon Park

Contributed voluntary service to the Territory-wide Flag Day

參與全港賣旗日的義工活動

建造業零碳天地
Lighthouse Club
明建會

Provided on-site generator to support “Construction Industry Caring Campaign — Fight Against the Novel Coronavirus”

為「建造業抗疫關愛行動」現場提供發電機

Raised fund in the “Lap Dog Challenge 2020” to support construction industry in Hong Kong
於「明建會跑圈王者挑戰賽2020」中為香港建造業籌款

我們亦定期為董事及員工組織有關反貪污措施及指引、營運常規及商業道德的研討會及培訓，從而提高彼等之意識。此外，為提高員工對商業道德及誠信重要性的意識，於入職時會播放由廉政公署（「廉署」）製作的反貪污視頻，以教育新入職員工誠信的重要性及認識各種貪污陷阱。此外，我們亦定期向董事及員工提供有關商業道德之精修培訓，以助其學習及更新其措施及準則。

於報告期間，我們並無發現任何不符合賄賂、勒索、欺詐及洗黑錢相關法律及法規的情況，包括但不限於《防止賄賂條例》（香港法例第201章）及我們業務所在司法權區的規例。

關懷社區

為建設繁榮社會，除為客戶提供高品質的機械外，本集團亦致力積極為經營所在社區作出支援。此承諾充分彰顯本公司的尊重、助人及無私精神。

為體現本集團價值，本集團經常鼓勵員工透過義工服務及參與社區活動為社區作貢獻。我們為參加有關活動的員工提供一切所需支援，包括特別假期及津貼等。

於報告期間，本集團積極參與下列社區活動：



AP RENTALS HOLDINGS LIMITED
亞積邦租賃控股有限公司*

(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立之有限公司)

Stock Code 股份代號：1496

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