



2021

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



兆邦基地產
Zhaobangji Properties

ZHAOBANGJI PROPERTIES HOLDINGS LIMITED

兆邦基地產控股有限公司

(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: 1660

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About ESG Report

關於本報告

Zhaobangji Properties Holdings Limited (the “**Company**”) has published an Environmental, Social and Governance (“**ESG**”) report in which the Company and its subsidiaries (collectively, “**we**” or “**the Group**”) have made significant achievements in sustainability. Sustainable development has been a priority for the Company within the context of creating long-term value for its stakeholders and customers. The ESG Report elaborates on the various works of the Group in fully implementing the principle of sustainable development and social and governance policies.

SCOPE OF REPORT

The Group is principally engaged in the sales of machinery and spare parts and provision of related services, transportation services and leasing of machinery and provision of related services in Hong Kong, and property management services, property leasing and subletting, and leasing of machinery and provision of related services in Shenzhen of the People’s Republic of China (the “**PRC**”). The ESG Report covers the sustainability performance of the Group for the period between 1 April 2020 and 31 March 2021 (the “**Year**”). The environmental key performance indicators (“**KPI**”) as disclosed in the ESG Report are based on the performance of the Group’s three subsidiaries in Hong Kong, including Sanroc International (Hong Kong) Limited, Sanroc Leasing (Plant & Machinery) Limited, and Santech Transportation Limited (collectively “**Sanroc**”), which constitute the majority of the Group’s revenue.

To broaden the dissemination of environmental, social and sustainability development information, the Group will continue to strengthen its efforts in information collection for a broader disclosure of information. For details of corporate governance, please refer to the corporate governance report on pages 19 to 38 of the 2020/21 Annual Report.

REPORTING GUIDELINES

The board (The “**Board**”) of directors of the Company has adopted the requirements of the Environmental, Social and Governance Reporting Guide (the “**Guideline**”) set out in the Appendix 27 of the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited.

兆邦地產控股有限公司(「**本公司**」)發表的環境、社會及管治報告(「**ESG 報告**」)闡述本公司及其附屬公司(統稱「**我們**」或「**本集團**」)在促進全面可持續發展方面取得重要的成果。本公司視可持續發展為最重要的一環，務求為顧客及持份者創造長遠價值。ESG 報告詳述本集團在全面實施可持續發展原則及社會和管治政策方面的各種工作。

報告範圍

本集團主要在香港從事建築機械和配件銷售及提供相關服務、運輸服務及建築機械租賃及提供相關服務，以及在中華人民共和國(「**中國**」)深圳提供物業管理服務、物業租賃及轉租，以及建築機械租賃及提供相關服務。ESG 報告涵蓋了本集團在二零二零年四月一日至二零二一年三月三十一日止(「**本年度**」)的可持續表現。ESG 報告中披露的環境關鍵績效指標(「**KPI**」)是基於本集團在香港的三家子公司的表現，包括善樂國際(香港)有限公司、善樂機械租賃有限公司以及善達運輸有限公司(統稱為「**善樂**」)，三者構成了本集團收入的主要部分。

為了披露更多有關環境及社會以及與可持續發展方面相關的資料，本集團將加強及擴展資料收集工作。有關企業管治的詳情，請參閱2020/21年報第19至38頁之企業管治報告。

報告指引

本公司董事會(「**董事會**」)已採用《香港聯合交易所有限公司證券上市規則》(「**上市規則**」)附錄27所載之《環境、社會及管治報告指引》之指引。

INFORMATION AND FEEDBACKS

The Group will highly value your feedback. If you have any advice or recommendations, please provide through the mail to the following address: Unit 13–15, 11/F., China Merchants Tower, Shun Tak Centre, 168–200 Connaught Road Central, Hong Kong.

資訊及意見

本集團高度重視閣下的意見。若閣下有任何意見或建議，請發送你的函件至以下地址：香港干諾道中168–200號信德中心招商局大廈11樓13–15室。

Our Governance

公司治理架構

The Group is aware that sound ESG governance strategies and practices share is crucial to our corporate success. The Board takes full responsibility to supervise the Group's sustainable development strategies, ESG governance, and risk management. To execute the Environmental, Social, and Governance policy, the Board has delegated authority to management. Our aim is to identify and benefit from sustainability opportunities and to manage sustainability risks, through appropriate policies, standards and systems.

本集團深明良好的ESG管治策略是企業發展成功不可或缺的一環。董事會全權負責監督本集團的可持續發展戰略、ESG管治和風險管理。此外，董事會已授權管理層執行ESG政策。我們希望透過適當的政策、標準和制度，識別可持續發展的機遇並從中得益，並且有效管理可持續發展的風險。

ENGAGEMENT FOR STAKEHOLDER RELATIONSHIP

Participation of staff across departments and divisions plays a critical role in the recognition of sustainability performances of the Group. The discreetly collected and cautiously analyzed data highlights the Group's sustainable initiatives for the Year and the Group's sustainability strategy in the long term. In the interest of charting a long-term prosperity course, the Group will step up the participation of stakeholders via constructive discussion.

我們與主要持份者關係

有賴於不同部門員工的參與，本集團得知可持續發展方面的表現。這些謹慎收集和分析的數據展顯了本集團本年度的可持續發展計劃以及長期的可持續發展戰略。本集團為了達致長遠繁榮發展，將通過建設性對話加強持份者的參與。

As a resource for stakeholders, the Group strives to maintain a strong relationship of trust and support through multiple communication channels so that it can understand and meet the expectations and needs of the various stakeholders.

本集團希望通過多元化的溝通渠道與持份者保持支持和信任關係。本集團可以有效理解和響應不同持份者的期望和要求。

Stakeholders 持份者	Expectations and Requirements 期望和要求	Means of Communication and Response 溝通和回應方式
Government and regulators 政府和監管機構	<ul style="list-style-type: none"> Compliance with national policies, laws and regulation 遵守國家政策、法律和法規 Tax Payment in full and on time 足額按時納稅 Production safety 安全生產 	<ul style="list-style-type: none"> Dedicated reports 專題報告 Examination and inspection 檢驗和檢查

Stakeholders 持份者	Expectations and Requirements 期望和要求	Means of Communication and Response 溝通和回應方式
Shareholders 股東	<ul style="list-style-type: none"> • Returns 回報 • Compliance operation 合規經營 • Rise in company value 提升公司價值 • Transparency and effective communication 透明度和有效溝通 	<ul style="list-style-type: none"> • General meetings 股東大會 • Announcements 公告 • Email, telephone communication and company website 電郵、電話通訊和公司網站 • Dedicated reports 專題報告
Business partners 商業合作夥伴	<ul style="list-style-type: none"> • Operation with integrity 誠信經營 • Equal Rivalry 公平競爭 • Performance of contracts 履行合同 • Mutual benefits 互惠互利 	<ul style="list-style-type: none"> • Business communication 商務溝通 • Discussion and exchange of opinions 討論與意見交流
Customers 顧客	<ul style="list-style-type: none"> • Outstanding products and services 優質產品和服務 • Health and safety 健康和安 • Performance of contracts 履行合同 • Operation with integrity 誠信經營 	<ul style="list-style-type: none"> • Customer service centre and hotline 客戶服務中心和熱線
Environment 環境	<ul style="list-style-type: none"> • Compliance with emission regulations 達標排放 • Energy saving and emission reduction 節能減排 • Environmental protection 保護環境 	<ul style="list-style-type: none"> • Reporting 報告

Our Governance 公司治理架構

Stakeholders 持份者	Expectations and Requirements 期望和要求	Means of Communication and Response 溝通和回應方式
Employees 僱員	<ul style="list-style-type: none"> • Protection of rights 保護權益 • Occupational health 職業健康 • Remunerations and benefits 薪酬福利 • Career development 職業發展 • Humanity cares 人文關懷 	<ul style="list-style-type: none"> • Employee activities 員工活動
Community and the public 社區與公眾	<ul style="list-style-type: none"> • Enhancement of community environment 改善社區環境 • Transparency 透明度 	<ul style="list-style-type: none"> • Company website 公司網站 • Announcements 公告

Protect Our Environment

環境保護

The Group has developed an internal guideline to build an environmentally-friendly enterprise, which consists of general environmental measures such as keeping electricity usage low, reducing paper consumption, avoiding waste, and conserving resources. The Group is committed to progressively enhancing environmental performance by reducing emissions and conserving resources. Also, the Group complies with all relevant environmental laws and regulations including but not limited to the Environmental Protection Law of the People's Republic of China, the Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution, the Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes, the Air Pollution Control Ordinance of Hong Kong, the Water Pollution Control Ordinance of Hong Kong, and the Waste Disposal Ordinance of Hong Kong.

AIR EMISSION MANAGEMENT

The Group is committed to controlling air emissions generated by its operations. Due to its business nature, the Group is not engaged in any manufacturing process, nor does it generate any emissions that could substantially affect the environment. The company targets lowering emissions generated by vehicles by using fuels with less exhaust emissions, keeping the company fleet properly tuned, checking tire pressure on a regular basis, and ensuring that engines are not left idling.

For the business of Sanroc, although we are not the end-user of the machinery, we still ensure that all machinery strictly conforms to the prescribed emission standards under the Air Pollution Control (Non-Road Mobile Machinery) (Emission) Regulation. The environmental protection department has approved or exempted all the machinery that we offer, allowing our clients to reduce their air pollution by using the machinery provided by Sanroc.

During the Year, the air pollutants generated by Sanroc were from the use of vehicles. The air pollutant emission during the Year is as follows:

本集團制定了建設環保企業的內部準則，其中包括節約用電、節約用紙、減少浪費和節約資源等一般環保措施來保護環境。本集團致力通過減少廢氣排放和節約資源以逐步提高環保表現。此外，本集團遵守所有相關的環境法律法規，包括但不限於《中華人民共和國環境保護法》、《中華人民共和國大氣污染防治法》、《中華人民共和國固體廢物污染環境防治法》、香港《空氣污染管制條例》、香港《水污染管制條例》，以及香港《廢物處置條例》。

廢氣排放管理

本集團致力控制營運時所產生的廢氣排放。基於業務性質，本集團不涉及任何生產過程，也不會排放影響環境的氣體。本集團制定減少排放的目標，透過鼓勵使用廢氣排放量較少的車輛和燃料、為我們公司車隊進行保養、定期檢查和充氣以保持正確的輪胎壓力以及確保正常運行的車輛不會空轉引擎，以減少因使用車輛所產生的空氣污染物。

就善樂的業務而言，儘管我們不是建築機械的最終使用者，但我們仍要確保所有建築機械嚴格遵守《空氣污染管制(非道路移動機械)(排放)規例》中規定的排放標準。我們所有建築機械均獲環境保護署核准或豁免，並貼上由環境保護署發出的標籤，從而使我們的客戶在使用善樂提供的機械時減少廢氣排放。

本年度，善樂產生的空氣污染物來自車輛使用。本年度的空氣污染物排放量如下：

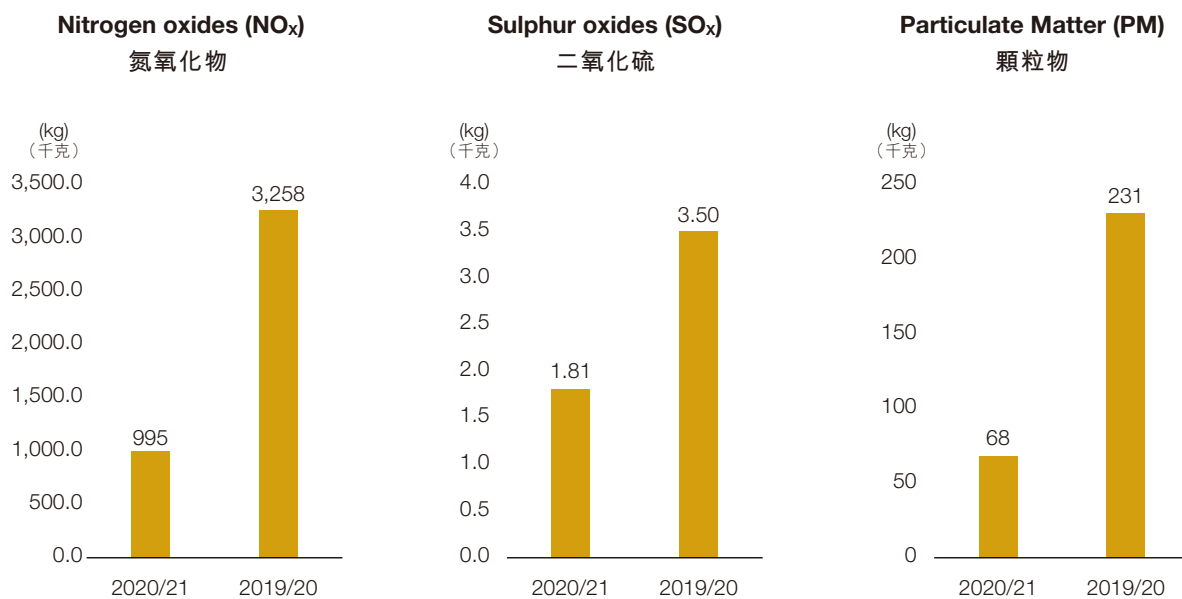
Air pollutant	空氣污染物	Weight (kg) 重量(千克)
Nitrogen oxides (NO _x)	氮氧化物(NO _x)	995
Sulphur oxides (SO _x)	二氧化硫(SO _x)	1.81
Particulate matter (PM)	顆粒物(PM)	68

Protect Our Environment

環境保護

Air pollutants emission from the use of vehicles during the Year

本年度車輛產生的空氣污染物排放量



WATER MANAGEMENT

Apart from monitoring air emission, the Group strives to reduce water consumption. The Group has implemented a number of water-saving measures at its offices. Water conservation is a key strategic focus for us. For example, we replace traditional equipment with water efficient equipment. We use dual-flush toilets, infrared sensors in faucets, and infrared sensors on urinals in offices to reduce water use. To ensure proper water equipment maintenance, the Group conducts regular faucet inspections and repairs dripping taps to minimize water leakage.

Since Sanroc is the Group's largest water user, it uses a great deal of water to cleanse equipment returned to the group following leasing and domestic use. Since water conservation measures, such as reusing wastewater generated from machinery washing after filtration and separating oily water, have been implemented to enhance Sanroc's water recycling capability, water consumption has been minimized. Additionally, Sanroc strives to incorporate water conservation ideas into its operation by constantly monitoring water consumption. Additionally, Sanroc implements appropriate sewage management, including regular checks of the septic tank system installed in the warehouse to prevent wastewater leaks.

水資源管理

除了監測空氣排放，本集團還致力於節約用水。本集團已在辦公室實施各種節約用水的措施。我們努力將節約用水的理念引入到日常營運之中，例如用節水設備代替傳統設備。我們在辦公室使用雙抽水馬桶、紅外線感應水龍頭和紅外線感應小便池，以提高用水效率。本集團為了確保供水設備的素質，我們會定期檢查水龍頭和修理滴水的水龍頭以減少漏水。

由於善樂是本集團的主要用水戶，我們會在客戶租賃並使用後所退還的建築機械需要用水清潔。善樂採取了節約用水的措施，例如循環再用經過過濾和油水分離的建築機械洗滌廢水，提高循環用水能力，把用水量減至最低。善樂還努力將節約用水的理念引入到營運之中，持續監測用水量。此外，善樂實施適當的污水管理，定期檢查貨倉內的化糞池系統，以防止廢水洩漏。

Sanroc's business operations do not consume large amounts of water and it has been putting efforts in saving water and improving water quality. During the Year, Sanroc had no issue in sourcing water that is fit for purpose. The water consumption of Sanroc during the Year is as follows:

善樂的業務運作並不消耗大量的水，並一直在努力節約用水和提升水質。本年度，善樂於求取適用水源上概無任何問題。本年度善樂的耗水量如下：

Water Consumption	耗水量	
Total water consumption (m³)	總耗水量 (立方米)	372.05
Intensity (m ³ /million Hong Kong dollars of Sanroc revenue)	密度 (立方米／善樂的每百萬港元收入)	1.55

WASTE MANAGEMENT

Emissions from the Group are generated through the generation of solid waste. Waste reduction plays an important role in reducing the pressure on landfills by reducing the amount of waste created. So, we have taken a number of measures to cut down on office waste. We, for instance, minimize paper consumption in our offices by setting printers to default duplex, using electronic means for information exchange where possible, and sending electronic greeting cards during the holiday season. Prioritizing reusable products rather than one-off office supplies before procurement will minimize waste generation by evaluating material usage and avoiding overstocks. In addition, all the waste produced by the group is treated properly to reduce its environmental impact.

廢物管理

生產固體廢物是本集團其中一個排放來源。本集團認為減少廢物的產生是對減輕堆填區壓力方面有重要的作用。因此，我們採取了多項措施以減少辦公室廢物。例如，我們通過將打印機設置為默認雙面打印、盡可能使用電子方式交換資料，以及在節日期間使用電子賀卡，以盡量減少辦公室的紙張消耗。我們還會評估物資的使用情況，以避免庫存積壓，並在採購前優先考慮可重複使用的產品而不是用完即棄的辦公室用品，以盡量減少產生廢物。本集團還確保對所有產生的廢物均得到妥善處理，以減少對環境造成影響。

As part of its operations, Sanroc generates non-hazardous and hazardous waste. Sanroc generates non-hazardous waste in its office and warehouses. This waste includes the residue of washing machinery and other material regarded and treated as mixed construction waste. In the office building, general waste is collected and handled by the management company, while construction waste is collected and handled by a waste treatment company authorized by the Environmental

善樂在營運過程中會產生其他種類的無害及有害廢物。善樂會在一般辦公室和倉庫產生一些無害的廢物，例如被視為混合建築廢物的建築機械洗滌殘留物。一般廢物會由大廈管理公司收集和處理，混合建築廢物由環境保護署授權的廢物處理公司收集和處理。另

Protect Our Environment

環境保護

Protection Department. Conversely, hazardous waste such as used toner cartridges from offices is collected by qualified parties. The wastes generated by Sanroc during the Year are as follows:

一方面，來自辦公室的已使用之碳粉盒屬於有害廢物，會由合資格人士收集。本年度善樂產生的廢物如下：

Type of Waste	廢物種類	
Total waste	總重量	51.204
Non-hazardous waste¹	無害廢物¹	
Mixed construction waste (tonnes)	混合建築廢物(噸)	51.2
Intensity (tonnes/million Hong Kong dollars of Sanroc revenue)	密度(噸/善樂的每百萬港元收入)	0.21
Hazardous waste	有害廢物	
Toner cartridges (tonnes)	碳粉盒(噸)	0.004
Intensity (tonnes/million Hong Kong dollars of Sanroc revenue)	密度(噸/善樂的每百萬港元收入)	0.00002

Notes

- As general waste was collected by the management company of the office building, weight of general waste was not available.

附註

- 一般廢物是由大廈的管理公司收集，因此無法獲得一般廢物的重量。

GREEN OPERATION

The Group is dedicated to promoting green operations for a sustainable future. The Group generates greenhouse gases as a result of its activities; therefore, we put efforts into reducing such emissions in a green and energy-saving manner. To reduce our carbon footprint, we use video conferencing to reduce unnecessary business travel, choose direct flights to avoid long distance travel, avoid the use of disposable utensils at events, and optimize route planning for transportation.

In addition, the Group implements various measures to reduce energy consumption and increase energy efficiency. For maximum efficiency, a separate switch is used for each light zone. We also set the air conditioning system at a minimum of 25 degrees Celsius and allow employees not to wear ties and complete suits in hot weather to reduce the use of air conditioning. We also encourage employees to reduce unnecessary energy usage by switching off electronic devices after working hours and setting computers to automatic standby mode when idle.

綠色營運

本集團致力於促進可持續發展的綠色經營策略。本集團在營運時會產生溫室氣體，因此，我們通過各種綠色和節能措施努力減少直接和間接排放溫室氣體。為了減少碳足跡，我們通過使用視像系統進行線上匯報和會議以取代不必要的商務旅行、為無可避免的商務旅行選擇直飛航班、避免在活動中使用即棄用具，以及改善運輸和服務交付的路線計劃。

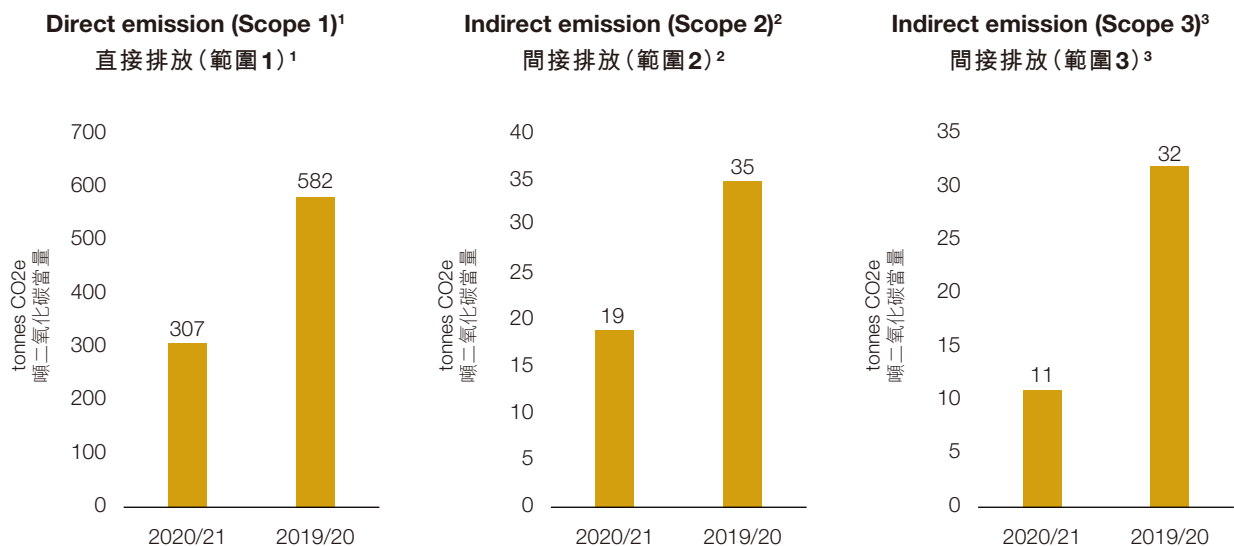
除此之外，本集團還採取了不同的措施來減少能耗並提高能源效益。我們為不同照明區域設立獨立照明開關，以最大程度地提升能源效率。我們還將空調系統的最低溫度設置為攝氏25度，並允許員工在炎熱的天氣中不繫領帶和穿全套西裝，以減少使用冷氣。此外，為了減少不必要的能源消耗，我們鼓勵員工實踐環保措施，例如在下班後關閉電子設備，並在閒置時將電腦設置為自動待機模式。

The major source of greenhouse gas emissions for Sanroc is the use of vehicles. Beside using electricity, treating freshwater and sewage, disposing of paper to landfills, and making business trips, the office and warehouse also indirectly emit greenhouse gases. Sanroc's greenhouse gas emissions during the year were as follows:

對於善樂而言，行車時的直接排放是溫室氣體排放的主要來源。辦公室和倉庫的營運還通過電力消耗、淡水和污水處理、廢紙堆填處理以及員工出差間接排放溫室氣體。本年度善樂的溫室氣體排放量如下：

Greenhouse gas emissions	溫室氣體排放量	
Total greenhouse gas emission (tonnes CO_{2e})	總溫室氣體排放量(噸二氧化碳當量)	337.09
Scope 1 – direct emission (tonnes CO _{2e}) ¹	範圍1 – 直接排放(噸二氧化碳當量) ¹	307.15
Scope 2 – energy indirect emission (tonnes CO _{2e}) ²	範圍2 – 能源間接排放(噸二氧化碳當量) ²	18.53
Scope 3 – other indirect emission (tonnes CO _{2e}) ³	範圍3 – 其他間接排放(噸二氧化碳當量) ³	11.41
Intensity (tonnes CO _{2e} /million Hong Kong dollars of Sanroc revenue)	密度(噸二氧化碳當量/善樂的每百萬港元收入)	1.40

Weight of 3 types of CO_{2e} emissions in 2019/20 and 2020/21
2019/20至2020/21年度3類二氧化碳排放方式的總排放量



Notes

- Scope 1 includes the emissions from the fuel combustion in vehicles.
- Scope 2 includes the emissions from purchased electricity.
- Scope 3 includes the emissions from landfill disposal of paper waste, electricity consumption for freshwater and sewage processing, and business travel by employees.

附註

- 範圍1包括車輛燃料燃燒產生的排放。
- 範圍2包括外購電力的排放。
- 範圍3包括廢紙堆填處理、淡水和污水處理的電力消耗，以及員工的商務旅行所產生的排放。

Protect Our Environment

環境保護

Due to Sanroc's nature of business, no packaging material was used during the year. However, Sanroc consumed energy both directly and indirectly, through the use of its fleet of vehicles and through the use of electricity. In order to mitigate the impact of energy consumption as well as reduce the greenhouse gas emissions caused by vehicles, which are the major source of emissions, Sanroc has adopted a series of measures that include inspecting vehicles regularly to prevent fuel leakages and optimize fuel efficiency. Also, drivers are required to turn off idling engines in order to save energy. The energy consumption of Sanroc during the year was as follows:

由於善樂的業務性質，本年度並無使用任何包裝材料。然而，公司通過使用其車隊和使用電力，直接和間接地消耗能源。為了減輕能源消耗的影響以及減少車輛造成的溫室氣體排放（主要的排放源），善樂採取了一系列措施，例如定期檢查車輛，以防止燃料洩漏，從而提升燃料效率。善樂亦要求司機停車熄匙以減少能源浪費。本年度善樂的能耗如下：

Energy Consumption	能源消耗	
Total energy consumption (MWh)	總能源消耗(兆瓦時)	1,230.07
Direct energy consumption (MWh) ¹	直接能源消耗(兆瓦時) ¹	1,229.72
Indirect energy consumption (MWh) ²	間接能源消耗(兆瓦時) ²	0.34
Intensity (MWh/million Hong Kong dollars of Sanroc revenue)	密度(兆瓦時/善樂的每百萬港元收入)	5.13

Notes

1. Direct energy consumption includes fuel consumption in vehicles
2. Indirect energy consumption includes electricity purchased for consumption

附註

1. 直接能源消耗包括車輛燃料消耗。
2. 間接能源消耗包括外購電力。

RESPONDING TO CLIMATE CHANGE

Recent years have seen climate change as one of the key global issues. As a result of climate change, extreme weather events have become more frequent, which has negatively affected economic activities. Due to this, the Group attaches great importance to reducing emissions of greenhouse gases and climate change in general.

Our Group has established an internal guideline to address extreme weather events such as typhoons and rainstorms, which are common in summer in Hong Kong and Guangdong, which may pose danger to our employees and pose a financial and social risk to the Group. The Group pays particular attention to weather warnings in its area and strives for smooth operations while placing a priority on the safety of its employees. In accordance with the Group's operation needs and manpower situation, the Group's management is responsible for preparing a list of employees required to be on duty during inclement weather. Supervisors of employees required to be on duty should consider the safety of the workplace, the actual situation of the employee, and be flexible in the work arrangement.

應對氣候變化

近年來，氣候變化已成為關鍵的全球問題之一。由於氣候變化，極端天氣事件變得更加頻繁，這對經濟活動產生了負面影響。由於這個原因，本集團非常重視減少溫室氣體的排放和總體上的氣候變化。

我們集團已經制定了內部指南，以應對極端天氣事件，如颱風和暴雨，這在香港和廣東的夏季很常見，可能會對我們的員工造成危險，並對集團構成財務和社會風險。本集團特別關注所在地區的天氣預警，在重視員工安全的同時，力爭做到平穩運營。根據本集團的運營需要和人力狀況，本集團管理層負責編制惡劣天氣下需要值班的員工名單。需要值班的員工的主管應考慮工作場所的安全、員工的實際情況，並靈活安排工作。

Care for Our Employees

關懷僱員

The success of our company is based on the stability and performance of our employees. Among the Group's core values is compliance with legal and regulatory requirements regarding employment, diversity, and safety, as well as labor standards. Additionally, we strive to create an environment that welcomes, retains, and develops talents. The total number of employees and turnover rate of the Group during the year are as follows

我們公司的成功是建立在我們員工的穩定和表現之上的。集團的核心價值之一是遵守有關就業、多樣性和安全的法律和法規要求，以及勞動標準。此外，我們努力創造一個歡迎、保留和發展人才的環境。本年度本集團的員工總數和離職率如下：

Indicators	指標	
Total workforce	員工總數	179
By gender	按性別	
Male	男	124
Female	女	55
By employment type	按僱傭類型	
Full-time	全職	176
Part-time	兼職	3
By age group	按年齡段	
<30	<30	18
30–50	30–50	78
>50	>50	83
By geographic region	按地域	
Hong Kong	香港	51
The PRC	中國	128
Turnover rate (%)	流失率(%)	32%
By gender	按性別	
Male	男	40
Female	女	18
By age group	按年齡段	
<30	<30	9
30–50	30–50	33
>50	>50	16
By geographic region	按地域	
Hong Kong	香港	19
The PRC	中國	39

Care for Our Employees

關懷僱員

EMPLOYMENT STANDARD

The Group adheres strictly to labor laws and regulations, including, but not limited to, the Labor Law of the People's Republic of China, the Labor Contract Law of the People's Republic of China, the Regulations of the Shenzhen Municipality on the Wage Payment to Employees and the Employment Ordinance and Minimum Wage Ordinance of Hong Kong.

The Group analyzes manpower on a regular basis to decide when new employees are needed. All applicants will receive equal opportunity regardless of their gender, age, family status, or race, and written tests and interviews will be conducted to select candidates. As part of the new employee orientation process, all employees are required to provide legitimate identification, education records, and work references, as well as other relevant documents for age verification to prevent child labor. In order to prevent forced labor, employers require employees to enter into a labor contract outlining their duties, working hours, and benefits as well as their rights to terminate the contract. Upon receiving a letter of resignation, outstanding wages will be paid by the Group in a timely manner.

EMPLOYEE'S BENEFITS AND DEVELOPMENT

As a responsible business, the Group provides an attractive working environment and career development opportunities for its employees. Performance management is aimed at evaluating and motivating employees and promoting a performance-oriented culture that will improve enterprise performance and facilitate the growth of the group as a whole. Group employees are periodically evaluated based on their performance and attitude, from which results are taken into account for promotion, salary adjustment, discretionary bonus, and training. We will consider promotions for qualified employees who have shown a willingness to work and contribute.

僱傭準則

本集團嚴格遵守與勞工有關的法律法規，包括但不限於《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《深圳市員工工資支付條例》，以及香港《僱傭條例》和《最低工資條例》。

集團定期分析人力，以決定何時需要新員工。所有申請者都將獲得平等的機會，無論其性別、年齡、家庭狀況或種族如何，都將進行筆試和面試來選擇候選人。作為新員工入職培訓過程的一部分，所有員工都需要提供合法的身份證明、教育記錄和工作證明，以及其他相關文件，以便進行年齡驗證防止童工。為了防止強迫勞動，僱主要求僱員簽訂勞動合同，概述他們的職責、工作時間和福利，以及他們終止合同的權利。在收到辭職信後，待付的工資將由集團及時支付。

僱員福利及發展

本集團作為一間負責任的企業，為員工提供一個有吸引力的工作環境和職業發展機會。本集團建立了績效管理體系，旨在合理評價和激勵員工，形成以績效為導向的文化，以改善企業績效，並促進本集團和員工共同成長。本集團定期評估員工的工作表現和態度，而評估結果會作為員工晉升、薪酬調整、酌情花紅和培訓的參考。有能力 and 作出巨大付出和貢獻的員工將獲考慮內部晉升。

We value the rights and welfare of our employees. In order to ensure that our employees receive a competitive remuneration package, our salary structure is continually reviewed. Apart from basic salary, we also offer discretionary bonus based on individual performance of the employees and our financial performance. As well as the basic salary, we also offer discretionary bonuses based on the performance of our employees and our financial performance. Employees are also entitled to statutory holidays, Social Insurance in the PRC and the Mandatory Provident Fund Schemes in Hong Kong as stipulated in the Labor Law of the People's Republic of China, the Social Insurance Law of the People's Republic of China, the Employment Ordinance and the Mandatory Provident Fund Schemes Ordinance of Hong Kong.

During the Year, the Group has not been involved in any case of non-compliance with relevant laws and regulations that have a significant impact on the Group relating to employment or labour standards.

EMPLOYEES' TRAINING

The Company believed that employee development is crucial to its long-term success. Training needs are addressed by the management through a training plan. An orientation is provided to new employees to help them understand the operation practices of the Group for better employee integration. In the past year, the Group has organized training for its employees based on their job duties. In the maintenance department, for instance, Sanroc employees have received training on operational and maintenance safety, as well as driving safety and musculoskeletal disorders.

To encourage its employees to pursue independent learning and take part in external training, the Group provides tuition reimbursement for external training courses. Employees are incentivized to further enhance their professionalism and industry knowledge to support our business.

With the objective of providing a safe working environment and increasing awareness of occupational health and safety, a work safety management system and supervisory system are put into practice to enhance safety. We uphold occupational safety, health and compliance with relevant laws and regulations, including but not limited to the Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases and the Occupational Safety and Health Ordinance of Hong Kong. The Group has established working safety guidelines to ensure the safety of its employees. During the Year, no work-related fatalities were reported to the Group. There were 348 lost days due to 3 work injuries.

我們重視員工的權利和福利。我們會定期檢討薪酬結構，以確保我們的僱員享有有具競爭力的薪酬待遇。除基本工資外，我們還根據員工的個人表現和我們的財務表現提供酌情獎金。根據《中華人民共和國勞動法》、《中華人民共和國社會保險法》、香港《僱傭條例》和《強制性公積金計劃條例》的規定，員工亦享有法定假日，在中國享有社會保險和在香港享有強制性公積金計劃。

本年度，本集團並未涉及任何構成違反僱傭和勞工標準相關之法律法規並對本集團有重大影響的情況。

僱員培訓

本集團認為員工發展對其長期成功至關重要。管理層通過培訓計劃來滿足培訓需求。為新員工提供指導，幫助他們了解本集團的運作方式，以便更好地融入員工。在過去的一年裡，集團根據員工的工作職責為他們組織了培訓。例如，在維修部門的員工接受了有關操作和維修安全以及駕駛安全和肌肉骨骼疾病的培訓。

為鼓勵員工深造並參加外部培訓，本集團為外部培訓課程提供學費補償。我們鼓勵員工進一步提高專業水平和行業知識，以支持我們的業務。

為了提供一個安全舒適的工作環境並提高職業健康與安全意識，我們在工作中引入了工作安全管理和監督系統，以提高安全績效。本集團遵守相關法律法規，包括但不限於《中華人民共和國職業病防治法》和香港《職業安全及健康條例》，以維護職業健康和安全。本集團已制定安全生產準則，以確保僱員的安全。本年度，本集團沒有接獲與工作有關的死亡個案。本集團發生了3項工傷事件，損失了348個工作日數。

Protect Our Employees' Health and Safety

保障僱員的健康和安全

RESPONSES TO CORONAVIRUS DISEASE PANDEMIC

A major health issue during the Year was the Coronavirus COVID-19 outbreak. Different measures have been taken by the Group to safeguard the health of our employees. The Group maintains a clean office environment and encourages employees to observe personal hygiene and hand hygiene in Hong Kong. The Group strictly follows the regulations of the local government, such as the circular issued by the People's Government of Guangdong Province regarding the opening hours of schools and the resume of enterprise work. Furthermore, the Group sets up a health liaison system with experts and makes sure that its employees are equipped with the necessary materials to prevent and control disease.

SUPPORT ON WORKPLACE SAFETY

Workplace safety inspections are conducted regularly to identify the hazards associated with our business activities and evaluate the risks associated with those hazards. As a result of the risk evaluation, preventive and protective measures are taken. To ensure a safe working environment and to provide facilities for employees' welfare, the management is responsible. Employees are provided guidelines regarding occupational musculoskeletal disorders and relevant stretching exercises. Furthermore, to enhance our employees' awareness of workplace safety and to ensure that the personal protective equipment offered is effective in protecting them, we also hold safety training courses for them whenever necessary. During the Year, Sanroc has provided safety training regarding operational, maintenance, and repair safety of machinery to employees from the maintenance department.

In order to minimize occupational risks, some employees are obliged to possess relevant certificates, such as completion of the mandatory basic safety training courses for the construction industry, which attests to their capability to discharge duties in a safe manner.

對新冠狀病毒疾病大流行的應對

本年度的2019冠狀病毒病爆發是主要健康問題。本集團採取了不同的措施以保護我們的員工免受感染。本集團在香港採取靈活的工作安排以減少接觸，鼓勵員工注意個人衛生和手部衛生，保持辦公室清潔，並保持良好的通風。在中國，本集團嚴格遵守當地政府的規定，包括但不限於《廣東省人民政府關於企業復工和學校開學時間的通知》。本集團還建立了由專責人員組成的健康聯絡制度，並為員工準備了預防和控制疾病的必要設備。

締造安全的工作環境

我們會定期進行工作場所的安全檢查，以了解業務活動相關的危險，並評估與這些危險相關的風險。作為風險評估的結果，我們採取了預防和保護措施。為確保安全的工作環境，並為員工的福利提供設施，管理層負有責任。我們向員工提供有關職業性肌肉骨骼疾病和相關拉伸運動的指南。此外，為了提高員工的工作場所安全意識，確保提供的個人防護設備能有效地保護他們，我們還在必要時為他們舉辦安全培訓課程。

為盡量減低職業風險，特定崗位的僱員須持有有關證書，例如已完成建造業的強制性基本安全訓練課程，以證明他們有能力以安全方式履行職務。

ACCIDENT HANDLING SCHEME

The Group's business related to machinery uses chemicals, which are hazardous to health. To minimize the risks and hazards, we help our relevant employees participate in chemical spillage drills, which improve their emergency response capability in case of a chemical spill. To minimize safety risks, fire drills and emergency policies were implemented.

Whenever there is a work-related accident, we scrutinize the cause and take steps to correct the issues. To reduce the possibility of accidents, the Group continuously monitors improvement measures. During the Year, the Group has not been involved in any case of non-compliance with relevant laws or regulations that have a significant impact on its health and safety.

事故處理計劃

本集團與機械有關的業務涉及化學品的使用，這對員工的健康構成風險。為了將風險和危害降到最低，我們說明相關員工參加化學品洩漏演習，提高他們在化學品洩漏情況下的應急反應能力。為了儘量減少安全風險，我們實施了消防演習和應急政策。

在發生工傷事故時，我們會仔細分析事故起因，並採取措施改善或糾正有關問題。為了減少事故發生的可能性，集團不斷監測改進措施。本年度，本集團並未涉及任何構成違反健康和 safety 相關之法律法規並對本集團有重大影響的情況。



Value Created for Clients and Suppliers

為顧客及供應商創造價值

The Group is dedicated to developing a good relationship that brings positive impacts and growth to our clients and suppliers. We aim to enhance every aspect of our operation to provide our clients with quality services and adhere to a high standard of business ethics.

CUSTOMER-FOCUSED

The Group's success highly depends on customers' satisfaction, thus the Group is committed to providing customer-oriented services to fully meet the needs of the customers. Our goal is to provide our clients with top-quality services. We arrange and accompany our customers to overseas workshops of our suppliers if we plan to trade construction machinery of high monetary value. We also provide our clients with safety and hygiene guidelines on the tenancy contract when we lease and sublet property. Storing flammable, explosive, or toxic materials as well as other dangerous items that could endanger the building's safety is strictly prohibited. Obstruction of the stairs, passage, or common areas, including piling up or leaving object, furniture, or rubbish, are also restricted to ensure fire safety.

As we accord great importance to the health and safety of customers, a wide range of customer services is provided. For instance, technical support for both machinery trading and leasing businesses in Hong Kong is provided by technical staff to ensure our leased machinery is maintained in a safe and efficient state. Our technical team provides on-site technical support services related to our trading operations, including installation and refinement, testing and commissioning, and machine operation training for the commencement of our basic machinery services.

Feedback from customers on overall performance, quality of service, and satisfaction with the product is frequently collected. Our goal is to increase our customers' confidence in the Group by providing not only satisfactory services but also quickly analyzing the root cause of customer complaints so that we can take preventive and remedial measures promptly. The Group did not have any product recalled for health and safety reasons during the Year.

本集團致力於發展良好的關係，為我們的客戶和供應商帶來積極的影響和增長。我們的目標是改善營運的各個環節，為我們的客戶提供優質的服務，並堅持高標準的商業道德。

顧客為先

本集團的成功取決於客戶的滿意程度，因此本集團致力於提供以客戶為中心的服務，充分滿足客戶的需求。我們的目標是為我們的客戶提供最優質的服務。如果我們計劃交易高貨幣價值的建築機械，我們會安排並陪同客戶到供應商的海外車間。當我們租賃和轉租房產時，我們還在租約上為客戶提供安全和衛生指南。嚴禁存放易燃、易爆或有毒材料以及其他可能危及建築物安全的危險物品。為確保消防安全，還限制了對樓梯、通道或公共區域的阻礙，包括堆放或留下物品、傢俬或垃圾。

由於我們非常重視客戶的健康和安全，因此提供了廣泛的客戶服務。例如，技術人員會為香港的建築機械貿易和租賃業務提供技術支援，以確保我們租賃的機械保持在安全有效的狀態。作為我們貿易營運的一部分，我們的技術團隊致力於提供現場技術支援服務，包括安裝和調整、測試和調節，以及進行機械操作訓練，作為我們基本機械服務的開始。

我們經常收集客戶對整體表現、服務品質和產品滿意度的回饋。我們的目標是增加客戶對集團的信心，不僅提供滿意的服務，而且迅速分析客戶投訴的根本原因，以便及時採取預防和補救措施。本年度，本集團並無任何售出或運輸的產品基於安全及健康理由需要回收。

BUSINESS ETHICS

Our code of conduct is mainly defined by integrity, demanding employees to emulate the highest degree of integrity and ethics, as well as strict compliance with relevant laws and legislation, including but not limited to the Regulations of the People's Republic of China for Safety Protection of Computer Information Systems, Copyright Law of the People's Republic of China, the Personal Data (Privacy) Ordinance and the Copyright Ordinance of Hong Kong.

The Group requires absolute accuracy of all information on our website and forbid any false, misleading, or inaccurate statement in any form of our marketing activities. The Group's marketing activities must be accurate in every aspect, including product and company information. We forbid any false or misleading statement. We are keenly aware of our responsibility to protect client data, which is why we require all our employees to abide by a code of conduct which strictly forbids the unauthorized disclosure of confidential or proprietary information, during or after employment. Employees found to be in violation of the Group's code of conduct could have their employment contracts terminated. For our business in property leasing and subletting, we enter into an agreement with every client to prohibit both parties from disclosing the details of the tenancy, as a means of protection of the trade secret and the client's privacy as well. As part of the business, we conduct in property leasing and subletting, we enter into an agreement with every client to prevent both parties from disclosing details of the tenancy, in order to protect both the trade secret and the client's privacy. Furthermore, our software system is protected against virus contamination and information leakage.

商業道德

本集團的道德守則注重誠信，要求所有僱員秉持最高的誠信及道德標準，以及遵守有關法律及法規，包括但不限於《中華人民共和國計算機信息系統安全保護條例》、《中華人民共和國著作權法》、香港《個人資料(私隱)條例》和《版權條例》。

本集團要求我們的網站所有資料絕對準確，並禁止在任何形式的市場推廣活動中作出任何虛假、誤導或不準確的聲明。集團的行銷活動在各個方面都必須是準確的，包括產品和公司資訊。我們禁止任何虛假或誤導性的陳述。我們強烈意識到我們有責任保護客戶資料，這就是為什麼我們要求所有員工遵守行為準則，嚴格禁止在就業期間或就業後未經授權披露機密或專有資訊。被發現違反集團行為準則的員工可能會被終止僱傭合同。作為我們開展的房產租賃和轉租業務的一部分，我們與每個客戶簽訂協定，禁止雙方披露租約的細節，以此來保護商業秘密和客戶的隱私。此外，我們的軟件系統受到保護，防止病毒污染和信息洩漏。

Supply chain management

供應鏈管理

Underpinning our continuous development and smooth business operation is the stability in the supply of materials. When selecting suppliers, an objective analysis is carried out after considering their performance, reputation, environmental and social factors. Suppliers with the certification of ISO 14001 or ISO 9001 Quality Management System Certification or OHSAS 18001 or other accreditation will be given priority. During the enrollment process, if there are equal amounts of qualified suppliers, the selection will be based on the green procurement principle, which prefers suppliers who use environmentally-friendly products. The Group has established comprehensive guidelines for environmental protection and occupational health and safety for its suppliers in Hong Kong. A purchase and sale agreement is signed between the suppliers and the Group to ensure the quality of their products. Suppliers found in violation of the Group's policy may be suspended from cooperation, until the situation is rectified.

本集團業務得以持續發展及暢順運作有賴於供應商穩定的原材料供應。我們在選擇供應商時，會客觀評估各供應商的表現、聲譽，以及環境和社會因素。我們會優先考慮持有 ISO 14001、ISO 9001 質量管理認證體系、OHSAS 18001 或其他相關認證的供應商。如果出現條件相若的供應商，將根據綠色採購原則進行選擇，即優先選擇使用環保產品的供應商。集團為香港的供應商制定了全面的環境保護和職業健康與安全準則。供應商與集團簽訂購銷協定，以確保其產品的品質。發現違反集團政策的供應商可能會被暫停合作，直到情況得以糾正。

Contribute to Our Community

社區貢獻

Our Group strives for growth and prosperity with society as well as our pursuit of business development, so we are proud to support a healthy community where we operate. Being a socially responsible enterprise, the Group actively encourages its employees to conduct volunteer or charitable works. Our Group aims to maintain close relationships with society and to gradually increase its community involvement.

本集團追求業務發展的同時，亦積極貢獻社會，因為我們很自豪能夠支持我們經營所在的健康社區作為具有社會責任感的企業，本集團積極鼓勵員工參加志願服務和慈善活動。本集團致力與社會保持密切關係，並致力隨着業務發展的進展，逐步加強與社會的聯繫。

Anti-corruption 反貪污

As an integral part of the Group's business ethics, we strictly comply with the relevant laws and regulations, including but not limited to the Criminal Law of the People's Republic of China and the Prevention of Bribery Ordinance of Hong Kong. Codes of conduct for its employees include instructions on accepting gifts and clarifying conflicts of interest. In addition, the Company has adopted a whistle-blowing policy for maintaining a high level of corporate governance. Reporting suspected misconduct and violations of the rules is encouraged by our company. The investigation of whistle-blowing complaints is conducted by our designated personnel, who will deal with all reports and inquiries with strict confidentiality under all circumstances to protect the confidentiality of whistle-blowers.

During the Year, the Group has not been involved in any case of non-compliance with relevant laws and regulations that have a significant impact on the Group relating to anti-corruption.

作為集團商業道德的一個重要部分，我們嚴格遵守相關的法律和法規，包括但不限於《中華人民共和國刑法》和《香港防止賄賂條例》。其員工的行為守則包括關於接受禮物和澄清利益衝突的指示。此外，本公司還採取了舉報政策，以保持高水準的公司治理。我們公司鼓勵舉報可疑的不當行為和違規行為。對舉報投訴的調查由我們指定的人員進行，他們將在任何情況下嚴格保密地處理所有舉報和查詢，以保護舉報人的機密。

本年度，本集團並未涉及任何構成違反反貪污相關之法律法規並對本集團有重大影響的情況。

ZHAOBANGJI PROPERTIES HOLDINGS LIMITED

兆邦基地產控股有限公司