



Skymission Group Holdings Limited

天任集團控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號 : 1429

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

Contents

目錄

2	ABOUT THIS REPORT 關於本報告
2	Report Profile 報告簡介
2	Reporting Scope 報告範圍
3	Reporting Framework 報告框架
4	Reporting Declaration 報告聲明
4	Information and Feedback 資料及反饋
4	Board Approval 董事會批准
5	STAKEHOLDER ENGAGEMENT 持份者參與
6	MATERIALITY ASSESSMENT 重要性評估
6	THE GROUP AND THE ENVIRONMENT 本集團與環境
6	Overview 概覽
7	<i>Emissions</i> 排放
7	<i>Air Emissions</i> 大氣排放
7	<i>Greenhouse Gas Emissions</i> 溫室氣體排放
8	<i>Hazardous and Non-hazardous Wastes</i> 有害及無害廢棄物
9	<i>Energy Consumption</i> 能源消耗
10	<i>Water Usage</i> 用水
11	The Environment and Natural Resources 環境及自然資源
12	THE GROUP AND THE SOCIETY 本集團與社會
12	Overview 概覽
12	Employment 僱傭
13	<i>Welfare and Benefits</i> 福利待遇
13	<i>Equal Opportunity, Diversity and Anti-discrimination</i> 平等機會、多元化及反歧視
13	Health and Safety 健康與安全
14	Development and Training 發展及培訓
14	Labour Standards 勞工準則
15	Supply Chain Management 供應鏈管理
16	<i>Quality Assurance</i> 質量保證
16	<i>Complaints Handling Procedures</i> 投訴處理程序
16	<i>Protection of Customers' Data</i> 客戶資料的保護
17	Anti-corruption 反貪污
17	Community Investment 社區投資
17	FUTURE APPROACH TOWARDS SUSTAINABLE DEVELOPMENT 未來可持續發展的方式
18	HKEX ENVIRONMENTAL, SOCIAL AND GOVERNANCE GUIDE CONTENT INDEX 香港聯交所《環境、社會及管治報告指引》內容索引

Environmental, Social and Governance Report

環境、社會及管治報告

ABOUT THIS REPORT

Report Profile

Skymission Group Holdings Limited (hereafter, the “Company”) and its subsidiaries (collectively known as the “Group”, “we” or “us”) are pleased to present our Environmental, Social and Governance (“ESG”) Report. The content of this ESG Report herein focuses on providing an overview of the ESG performance of our major operations from 1st April 2020 to 31st March 2021 (the “Reporting Period”).

The Group is an established formwork works subcontractor in Hong Kong with an operating history of over 20 years. The Group provides two kinds of formwork: 1) the traditional formwork works services to its customers by using timber and plywood; and 2) the system formwork works services by using aluminum formwork.

The Group believes that management of environmental and social issues is one of the key factors in long-term success under this rapidly changing world. To better manage the risks for environmental protection and keep up with the requirements and expectations of regulatory authorities, the Group has an efficient operations management system in place, with well-established policies and procedures as well as higher standard of energy efficient measures and waste treatment. The Group believes that our expertise, capabilities and ownership patterns can be part of the solution to some of the challenges the Group is facing.

The Board of Directors (the “Board”) of the Company has ultimate responsibility for ensuring the effectiveness of the Group’s ESG policies. In order to carry out the Group’s sustainability strategy from top to bottom, the Board has established certain dedicated teams to manage the ESG issues within each business division of the Group. Designated employee has been assigned to enforce and supervise the implementation of the relevant policies.

Reporting Scope

The scope of the ESG Report covers the operations of the Group in Hong Kong during the Reporting Period.

關於本報告

報告簡介

天任集團控股有限公司(以下簡稱「本公司」)及其附屬公司(統稱為「本集團」或「我們」)欣然提呈我們的環境、社會及管治(「環境、社會及管治」)報告。本環境、社會及管治報告的內容重點概述我們主要業務自二零二零年四月一日至二零二一年三月三十一日(「報告期間」)的環境、社會及管治表現。

本集團為香港一間具良好聲譽的模板工程分包商，擁有逾20年的經營歷史。本集團提供兩種模板：1)透過使用木材及夾板向客戶提供傳統模板工程服務；及2)透過使用鋁板提供系統模板工程服務。

本集團相信，對環境及社會問題的管理乃在當前迅速變化的環境下實現長期成功的關鍵因素之一。為更好管理環保的風險以及遵從監管機關的要求和期望，本集團已制定高效的經營管理制度、完善的政策及程序以及高標準的節能措施及廢棄物處理。本集團認為，我們的專業知識、能力及所有權模式可助解決本集團所面臨的部分挑戰。

本公司董事會(「董事會」)負有確保本集團環境、社會及管治政策富有成效的最終責任。為自上而下執行本集團的可持續發展戰略，董事會已成立若干專責小組，負責管理本集團各業務分部內的環境、社會及管治事宜。本集團已指派專責人員負責執行及監督相關政策的實施。

報告範圍

環境、社會及管治報告的範圍涵蓋本集團於報告期間在香港的業務。

Environmental, Social and Governance Report

環境、社會及管治報告

Reporting Framework

The ESG Report has been prepared in accordance with the ESG Reporting Guide under Appendix 27 to the Rules Governing the Listing of Securities (the "Listing Rules") on the Stock Exchange of Hong Kong Limited (the "Stock Exchange"). Based on the reporting principles of materiality, quantitative, balance and consistency, the two ESG subject areas, namely Environmental and Social, are disclosed separately, highlighting the impacts of the operations of the Group in Hong Kong during the Reporting Period.

We have also provided the ESG content index that includes the Key Performance Indicators ("KPIs") for the ESG Reporting Guide and it is set out in page 18 to 26 of this ESG Report.

During the preparation of this ESG Report, the Group has applied the following reporting principles as stated in the aforementioned ESG Reporting Guide:

Materiality 重要性	The Group conducts materiality assessment and reports material issues that are sufficiently important to the stakeholders. 本集團進行重要性評估並報告對利益相關者而言屬足夠重要的重大事宜。
Quantitative 量化	The Group adopts the international standards and emission factors as specified in the ESG Reporting Guide issued by the Stock Exchange in computing the relevant KPIs. The Group ensures that all KPIs are measurable to allow the evaluation and validation of the effectiveness of ESG management system of the Group. 本集團採用聯交所頒佈的《環境、社會及管治報告指引》所載的國際標準及排放因子計算相關關鍵績效指標。本集團確保所有關鍵績效指標均可衡量，以評估及驗證本集團環境、社會及管治管理體系的有效性。
Balance 平衡性	The ESG Report provides an unbiased picture of the Group's performance, without any selections, omissions, or presentation formats that may inappropriately influence a decision or judgment by the readers. 環境、社會及管治報告不偏不倚地呈報本集團的表現，避免可能會不恰當地影響讀者決策或判斷的任何選擇、遺漏或呈報格式。
Consistency 一致性	The Group adopts consistent approaches and methodologies in collecting and computing the data that enable meaningful comparisons of ESG figures over time. Any changes to the methods used will be disclosed. 本集團於收集及計算數據時使用一致的方式及方法，令環境、社會及管治數據日後可作有意義的比較。本集團將披露對所用方法的任何更改。

報告框架

環境、社會及管治報告乃根據香港聯合交易所有限公司（「聯交所」）證券上市規則（「上市規則」）附錄27所載的環境、社會及管治報告指引編製。根據重要性、量化、平衡性及一致性的報告原則，環境、社會及管治兩大主要範疇（即環境及社會）已單獨披露，著重說明本集團業務於報告期間在香港的影響。

我們亦已提供包含環境、社會及管治報告指引的關鍵績效指標（「關鍵績效指標」）的環境、社會及管治內容索引，其載於本環境、社會及管治報告第18至26頁。

於編製本環境、社會及管治報告期間，本集團採用上述環境、社會及管治報告指引中所述以下報告原則：

Environmental, Social and Governance Report

環境、社會及管治報告

Reporting Declaration

The Group attaches great importance in the materiality, balance, and consistency of this ESG Report. This ESG Report comprehensively introduces the doctrine and policy, as well as the ESG management process of the Group. By publishing this ESG Report, the Group looks forward to enhancing the communication and collaboration with its stakeholders, and further promoting the sustainable development of the Group in terms of environment, social and economy. The KPIs disclosed in this ESG Report is mainly based on the results of materiality assessment and stakeholder engagement.

Information and Feedback

For detailed information regarding the financial performance and corporate governance of the Group during the Reporting Period, please visit our official website (<https://skymission.group/>) and our annual report. Your opinion is highly valued, should you have any suggestions or comments, please email us at enquiry@temmex.com.

Board Approval

The ESG Committee of the Board has reviewed the ESG Report and make recommendation to the Board for approval. The Board has approved the ESG Report on 18 October 2021.

報告聲明

本集團非常重視本環境、社會及管治報告的重要性、平衡性及一致性。本環境、社會及管治報告詳盡闡述本集團的原則及政策以及環境、社會及管治管理過程。通過刊發本環境、社會及管治報告，本集團期待加強與持份者的溝通與合作，進一步促進本集團於環境、社會及經濟方面的可持續發展。本環境、社會及管治報告所披露的關鍵績效指標主要基於重要性評估結果及持份者參與。

資料及反饋

有關本集團於報告期間之財務表現及企業管治詳情，請瀏覽我們的官方網站 (<https://skymission.group/>) 及年報。本集團高度重視閣下的意見，如閣下有任何建議或意見，請電郵至 enquiry@temmex.com。

董事會批准

董事會環境、社會及管治委員會已審閱環境、社會及管治報告並向董事會作出批准建議。董事會已於二零二一年十月十八日批准環境、社會及管治報告。

Environmental, Social and Governance Report

環境、社會及管治報告

STAKEHOLDER ENGAGEMENT

As stakeholders play a crucial role in sustaining the success of our business, we make use of various communication channels to understand our stakeholders. The following table provides an overview of the Group's key stakeholders and various approaches adopted by the Group to communicate with different key stakeholders:

持份者參與

由於持份者在維持我們業務成功方面發揮著至關重要的作用，故我們善用各種溝通渠道來理解持份者。下表載列本集團關鍵持份者及本集團採納與不同關鍵持份者溝通的不同方法概覽：

Stakeholders 持份者	Possible areas of concern 可能關注的議題	Communication and response 溝通及回應
Hong Kong Stock Exchange ("HKEX") 香港聯交所(「聯交所」)	Compliance with the Listing Rules, publishing of announcements in a timely and accurate manner 遵守上市規則、及時準確地刊發公告	Training, seminars, programmes, updating of website and announcements 培訓、研討會、計劃、網站更新及公告
Governments 政府	Compliance with laws and regulations, social welfare and prevention of tax evasion 遵守法律法規、社會福利及避免逃稅	Interactions and visits, government inspections, tax returns and other information 互動及視察、政府檢查、報稅表及其他資訊
Suppliers 供應商	Payment schedule and supply stability 付款時間表及供應穩定	Site visits and research 現場考察及調研
Investors 投資者	Corporate governance, business strategies and performance and investment return 企業管治、業務策略及表現以及投資回報	Shareholders' meetings, issue of financial reports for investors, media and analysts 股東大會、為投資者、媒體及分析師刊發財務報告
Media 媒體	Corporate governance, environmental protection and human rights 企業管治、環境保護及人權	Posting of communications on the Hong Kong Stock Exchange's and Group's website 在香港聯交所及本集團網站刊發通訊
Customers 客戶	Work quality, fair and reasonable pricing, value of service, protection for the labour force, work safety and environmental protection 工作品質、公平合理定價、服務價值、勞工保護、工作安全及環境保護	Site visits and customer feedbacks 現場考察及客戶反饋
Employees 僱員	Employee rights, salaries, training and development, working hours, working environment and work safety 僱員權利、薪酬、培訓及發展、工作時間、工作環境及工作安全	Conducting team activities, training, interviews with employees, issue of employee manual, internal memorandum and suggestion box 開展團隊活動、培訓、員工訪談、發佈員工手冊、內部備忘錄及意見箱
Community 社區	Environmental, employment and community development, work safety and social welfare 環境、僱傭及社區發展、工作安全以及社會福利	Developing community activities and employee voluntary activities 舉辦社區活動及僱員義工活動

Environmental, Social and Governance Report

環境、社會及管治報告

MATERIALITY ASSESSMENT

The Group has identified the ESG issues that may have potential impacts on its sustainable development and are pertinent to its business and stakeholders. Such ESG issues are analysed with reference to an array of factors, including the Group's overall strategy, development, goals and targets. The identified ESG issues are then assessed based on their respective levels of impact. The Group has formulated sustainability strategies to tackle the identified ESG issues, and thus it is believed that the following issues do not pose a material impact on its financial and operational performance.

The table below summarises the results of the materiality assessment on the identified ESG issues:

Environmental aspect 環境方面	Use of Resources 資源使用	Emissions 排放	
Social aspect 社會方面	Employment 僱傭	Development and Training 發展及培訓	Supply Chain Management 供應鏈管理
	Health and Safety 健康及安全	Labour Standards 勞工準則	Anti-corruption 反貪污

THE GROUP AND THE ENVIRONMENT

Overview

The Group acknowledges that a healthy environment is crucial to the well-being of our society, people and business. Our commitment to environmental stewardship and sustainability encompasses each of our businesses. We are dedicated to maintain a low level of energy consumption and emission in every single step. We also strive to enhance operational efficiency and carry out measures to reduce the impacts of our daily operations on the environment.

During the Reporting Period, the Group has fully complied with all applicable requirements set forth in the laws and regulations regarding air and greenhouse gas emission including but not limited to, the Air Pollution Control Ordinance (Chapter 311 of the Laws of Hong Kong), Noise Control Ordinance (Chapter 400 of the Laws of Hong Kong), Water Pollution Control Ordinance (Chapter 358 of the Laws of Hong Kong), Waste Disposal Ordinance (Chapter 354 of the Laws of Hong Kong) and Environmental Impact Assessment Ordinance (Chapter 499 of the Laws of Hong Kong).

重要性評估

本集團已確定可能對其可持續發展產生潛在影響且與其業務及持份者相關的環境、社會及管治事宜。該等環境、社會及管治事宜乃參考一系列因素進行分析，包括本集團的整體策略、發展、目的及目標。已確定環境、社會及管治事宜隨後根據其各自的影響水平予以評估。本集團已制定可持續發展策略以解決已確定環境、社會及管治事宜，因此本集團認為以下問題不會對其財務及經營業績構成重大影響。

下表概述已確定環境、社會及管治事宜重要性評估之結果：

本集團與環境

概覽

本集團意識到健康的環境對我們的社會、人民及企業的福祉至關重要。我們對環境管理和可持續性的承諾涵蓋我們每一項業務。我們致力於每一步中維持較低的能源消耗及排放水平。我們亦力求提高營運效益，並採取措施減少日常營運對環境的影響。

於報告期間，本集團已全面遵守有關空氣及溫室氣體排放的法律法規所載的所有適用要求，包括但不限於空氣污染管制條例（香港法例第311章）、噪音管制條例（香港法例第400章）、水污染管制條例（香港法例第358章）、廢物處置條例（香港法例第354章）及環境影響評估條例（香港法例第499章）。

Environmental, Social and Governance Report

環境、社會及管治報告

Emissions

The Group is principally engaged in the formwork works business in Hong Kong and no material and significant air pollution, noise pollution and water pollution are produced by the Group at present. The Group recognises the importance of protecting the environment and strives to minimise adverse impacts on the environment by preventing pollution, saving energies and reducing wastes.

Air Emissions

Air pollutants, such as nitrogen oxides ("NOx"), sulphur oxides ("SOx"), respiratory suspended particulates etc., are mainly generated from the use of vehicles and machinery through consumption of fuels. The Group does not own any private cars nor operates its own transportation team and our operation does not involve significant use of machinery, thus no material air pollutants are produced by the Group.

Greenhouse Gas Emissions

Greenhouse gas emission (the "GHG emissions") produced by the Group is indirectly derived from the energy (Scope 2) and paper consumption (Scope 3) in office. The statistics of GHG emissions recorded during the current Reporting Period are detailed below.

Year ended 31 March 截至三月三十一日止年度	Units 單位	2021 二零二一年
Scope of GHG Emission 溫室氣體排放範圍		
Scope 2 範圍2		
Indirect Emission ("Purchased Electricity") 間接排放(「已購電力」)	kgCO ₂ e 千克二氧化碳當量	4,045
Scope 3 範圍3		
Other Indirect Emission ("Paper Consumption") 其他間接排放(「紙張消耗」)	kgCO ₂ e 千克二氧化碳當量	2,640
Total GHG emissions (Scopes 2 and 3) 溫室氣體排放總量(範圍2及3)	kgCO ₂ e 千克二氧化碳當量	6,685
Total GHG emission per floor area ¹ 單位樓面面積溫室氣體排放總量 ¹	kgCO ₂ e/sq. meter 千克二氧化碳當量/ 平方米	2.35

排放

本集團主要於香港從事模板工程業務，且本集團現時並無產生任何重大及嚴重的空氣污染、噪音污染及水污染。本集團深知保護環境的重要性，並致力透過預防污染、節約能源及減少廢棄物，盡量減少對環境的不利影響。

大氣排放

使用車輛及機械時，燃燒燃料會產生空氣污染物(如氮氧化物、硫氧化物、呼吸懸浮顆粒物等)。本集團並無擁有任何私家車，亦未經營自有運輸隊伍，且我們的營運不涉及使用大量機械，因此本集團不會產生重大空氣污染物。

溫室氣體排放

本集團產生的溫室氣體排放(「溫室氣體排放」)間接來自辦公室的能源(範圍2)及紙張消耗(範圍3)。本報告期間內記錄的溫室氣體排放統計數據詳述如下。

Environmental, Social and Governance Report

環境、社會及管治報告

Hazardous and Non-hazardous Wastes

The Group advocates the idea of sustainable environment and promotes the principle of "4Rs" via monitoring the selection of sustainable construction materials, and reusing and recycling the construction materials as much as possible. The Group aims at minimising the generation of wastes and preserving limited natural resources and valuable landfill space.

During the Reporting Period, no hazardous waste is produced by the Group in the course of business operation. Non-hazardous wastes produced by the Group mainly include general office waste, timber, plywood, aluminum and steel that are used in the formwork. Most of the time, the aluminum and steel are collected or recycled by third parties. The details of non-hazardous waste generated during the Reporting Period are as follows:

有害及無害廢棄物

本集團倡導可持續環境的理念，並通過監測可持續建築材料的選擇，儘可能重複利用及回收建築材料推廣「4R」原則。本集團旨在盡量減少廢物的產生，及保護有限的自然資源及寶貴的垃圾填埋場空間。

於報告期間，本集團於業務營運過程中並未產生有害廢棄物。本集團產生的無害廢棄物主要包括一般辦公廢棄物、用於模板的木材、夾板、鋁及鋼。於多數情況下，鋁及鋼由第三方收集或回收。於報告期間產生的無害廢棄物詳情如下：

Year ended 31 March 截至三月三十一日止年度	Units 單位	2021 二零二一年
Non-hazardous waste ² 無害廢棄物 ²		
Aluminum 鋁	Tons 噸	20,500
Steel 鋼	Tons 噸	1,482,919
General office waste 一般辦公廢棄物	Tons 噸	1
Total non-hazardous waste 無害廢棄物總量	Tons 噸	1,503,420
Total non-hazardous waste per dollar of revenue ³ 無害廢棄物總量(每港元收入) ³	Tons/HK\$ 噸/港元	0.003

¹ The total office area of the Group was 2,841 square metres.

² The data of timber and plywood were in the process of collecting, the figures will be disclosed in the next reporting year.

³ As per 2020/21 Annual Report of the Group, the total revenue of the Group for the year ended 31 March 2021 was HK\$534,280,000.

¹ 本集團總辦公面積為2,841平方米。

² 木材及夾板的數據正在收集過程中，數據將於下一個報告年度予以披露。

³ 根據本集團二零二零年/二一年年度報告，本集團截至二零二一年三月三十一日止年度的總收入為534,280,000港元。

Environmental, Social and Governance Report

環境、社會及管治報告

In order to mitigate emissions and wastages produced in the business operation, the Group has implemented the following measures:

- Sourcing only Forest Stewardship Council ("FSC") certified plywood and timber from various local suppliers in Hong Kong, as they are woods from FSC certified forests, in which FSC helps achieve sustainable forest management in the world;
- Reusing and recycling materials whenever applicable;
- Seeking for new materials that are more environmental-friendly to replace plywood in the future;
- Exploring the possibility to switch from traditional formwork (using timber and plywood) to system formwork (using aluminum and steel) since aluminum and steel are more environmental-friendly and can generally be reused by over 20 times in the construction project;
- Using machinery (for instance, the forklifts) which complies with the Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation (Chapter 311Z of the Laws of Hong Kong) at all construction sites;
- Spraying water on the surface of dusty materials before, during and after excavation; and
- Washing vehicle to remove any dusty materials before leaving a site.

為減少業務營運中產生的排放及浪費，本集團已實施以下措施：

- 僅自香港的多家本地供應商採購 Forest Stewardship Council (「FSC」) 認證的夾板及木材，原因為相關木材來自經 FSC 認證的森林，FSC 有助於在世界範圍內實現可持續的森林管理；
- 於適用情況下重複使用及回收材料；
- 未來尋求更環保的新材料替代夾板；
- 探索自傳統模板（使用木材及夾板）轉換為系統模板（使用鋁及鋼）的可能性，原因為鋁及鋼更為環保，於建築項目中一般可重複使用 20 次以上；
- 於所有建築工地使用符合《空氣污染管制（非道路移動機械）（排放）規例》（香港法例第 311Z 章）的機械（例如叉車）；
- 於挖掘前、挖掘期間及挖掘後對有粉塵的材料表面噴水；及
- 離開工地前清洗車輛以清除任何灰塵物質。

Energy Consumption

The electricity consumption is mainly for office operations. The following shows the electricity consumption during the Reporting Period.

能源消耗

耗電量主要用於辦公室運營。下表列示於報告期間的耗電量。

Year ended 31 March 截至三月三十一日止年度	Units 單位	2021 二零二一年
Energy consumption and intensity 能源消耗量及密度		
Electricity consumption 耗電量	kWh 千瓦時	10,931
Electricity consumption per floor area 單位樓面面積耗電量	kWh/sq. meter 千瓦時／平方米	3.85

Environmental, Social and Governance Report

環境、社會及管治報告

With an aim to reduce energy consumption and emissions, the Group has implemented the following energy-saving measures:

- Considering power consumption as one of the evaluation criteria for purchasing electronic devices, and selecting electronic devices that consume less power;
- Preferring electronic equipment with Grade 1 energy efficiency labelling when acquisition requisition is made;
- Maintaining the electronic devices currently in use to ensure that the device is operating properly and to prevent wastage of electricity due to faulty operation;
- Switching on air-conditioners only when the air temperature is above 28-degrees Celsius and they should be turned off 30 minutes before the end of office hour;
- Cleaning the air filter of the air conditioner regularly to prevent dust from accumulating and reducing the cooling performance of the air conditioner;
- Ensuring that all doors and windows are closed to prevent loss of cool air and increase the power consumption of air conditioners;
- Switching off all electronic equipment when they are not in operation; and
- Switching off unnecessary lighting facilities during the lunch time, and the last employee who leave the office must ensure that all lights are switched off.

Water Usage

The Group has complied with the Water Pollution Control Ordinance. During the Reporting Period, the charge of water consumption of the Group's offices was charged as part of our property management fees payable to the property management company and hence we are unable to collect the water usage information for the purpose of disclosure.

為減少能源消耗及排放，本集團實行以下節能措施：

- 以耗電量作為購買電子設備其中一個評估準則，選擇耗電量較少的電子設備；
- 作出採購申請時優先考慮具有一級能效標識的電子設備；
- 維護當前使用的電子設備，確保設備正常運行，防止因錯誤操作造成電力浪費；
- 僅於氣溫高於28攝氏度時才開啟冷氣，並應於辦公時間結束前30分鐘關閉冷氣；
- 定期清洗冷氣設備的濾塵網，以避免灰塵累積及減低冷氣的製冷效能；
- 確保所有門窗已關閉，以防止冷氣流失而增加冷氣的耗電量；
- 關閉所有不工作的電子設備；及
- 於午餐時間關閉不必要的照明設施，最後離開辦公室的僱員必須確保所有燈均已關閉。

用水

本集團已遵守《水污染管制條例》。於報告期間，本集團辦公室的用水費用作為我們應付物業管理公司的物業管理費的一部分，因此我們無法就披露目的收集用水資料。

Environmental, Social and Governance Report

環境、社會及管治報告

In order to save water and reduce the pollution of waste water, the Group has implemented the following efficiency measures:

- Prohibiting any wastage of water;
- Fuse Inspecting and identifying any water leakage, breakage or other potential damage of water pipes regularly;
- Purchasing detergents which are non-phosphorus, low-toxic, and less polluting;
- Adhering to the principle of "On when in use, off when not in use" in terms of water usage in toilets and bathrooms;
- Posting promotional posters and cards in prominent areas of the workplace to remind employees of saving water; and
- Promoting water-saving education and ideas of water-saving among our employees.

The Environment and Natural Resources

As a formwork works subcontractor, there is no significant consumption of natural resources and therefore the Group's activities do not have any significant impact on the environment. Notwithstanding, the Group strives to enhance environmental sustainability and environmental awareness of its employees. We will continue to review our environmental policies and green practices from time to time.

為節約用水及減少廢水污染，本集團實施以下增效措施：

- 禁止浪費水；
- 定期檢查保險絲及確定水管是否有漏水、破損或其他潛在損壞；
- 購買無磷、低毒、低污染的洗滌劑；
- 衛生間及洗澡房用水堅持「用時開，不用時關」的原則；
- 在工作場所的顯眼位置張貼宣傳海報、宣傳卡以提醒員工節約用水；及
- 於員工中間推廣節水教育及節水理念。

環境及自然資源

作為模板工程分包商，本集團並未消耗大量自然資源，因此本集團的活動對環境並無任何重大影響。儘管如此，本集團仍致力提高環境可持續性及僱員的環保意識。我們將繼續不時檢討我們的環境政策及環保措施。

Environmental, Social and Governance Report

環境、社會及管治報告

THE GROUP AND THE SOCIETY

Overview

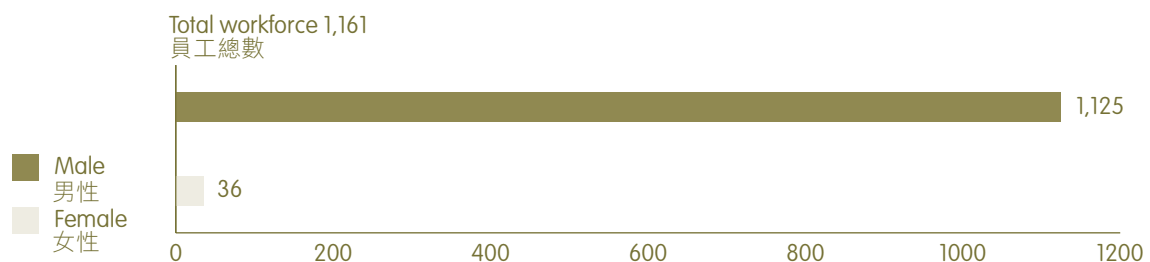
The Group believes that employees are one of the most valuable assets and is vital to our sustainable development. We consider human resources management as an integral part of our overall business strategy to retain a leading and reputable industry position. We trust and respect our dedicated and highly competent workforce, and is committed to building a diversified and inclusive working environment for all employees and investing resources in order to attract, motivate and retain talents.

Additionally, we recognise that the health and safety of our employees, customers and the public is of utmost importance to our Group. Hence, we are committed to placing a high standard of safety management system to protect our front-line workers and employees while delivering quality projects. We continuously strive to promote health and well-being for our employees and the community at large.

Employment

As a responsible employer, the Group complies with all relevant employment laws and regulations that have a significant impact on it, including but not limited to the Employment Ordinance (Cap. 57 of the Laws of Hong Kong), Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong), Factories and Industrial Undertakings Ordinance (Cap. 59 of the Laws of Hong Kong), Occupiers Liability Ordinance (Cap. 314 of the Laws of Hong Kong), Immigration Ordinance (Cap. 115 of the Laws of Hong Kong), Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong), Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong), Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong) and Construction Workers Registration Ordinance (Cap. 583 of the Laws of Hong Kong).

During the Reporting Period, the employee profiles by gender and age are shown as follows:



本集團與社會

概覽

本集團認為僱員乃本集團最寶貴的資產之一，對我們的可持續發展至關重要。我們將人力資源管理視為我們整體業務策略的組成部分，以保持領先及享有盛譽的行業地位。我們信任及尊重敬業、高質素的員工隊伍，致力於為所有僱員營造多元化、包容的工作環境，並投入資源以吸引、激勵及留住人才。

此外，我們認識到僱員、客戶及公眾的健康及安全對本集團而言屬至關重要。因此，我們致力於建立高標準的安全管理體系，以於交付優質項目的同時保護我們的一線工人及僱員。我們持續致力於促進僱員及整個社區的健康及福祉。

僱傭

作為一名負責任之僱主，本集團遵守對其有重大影響之所有相關僱傭法律及法規，包括但不限於香港法例第57章《僱傭條例》、香港法例第509章《職業安全及健康條例》、香港法例第59章《工廠及工業經營條例》、香港法例第314章《佔用人法律責任條例》、香港法例第115章《入境條例》、香港法例第608章《最低工資條例》、香港法例第485章《強制性公積金計劃條例》、香港法例第282章《僱員補償條例》及香港法例第583章《建造業工人註冊條例》。

於報告期間，按性別及年齡劃分的僱員情況如下：

Environmental, Social and Governance Report

環境、社會及管治報告

Welfare and Benefits

The Group has established a fair and reasonable remuneration policy, adhering to the principles of fairness, incentive and legality. For effective human resources management, the Group offers rewards (e.g. promotion) and inflicts punishments (e.g. warning and dismissal) according to the employees' performance and conduct.

Employees are entitled to all statutory holidays, leave and welfare as stipulated in the relevant laws and regulations, including but not limited to paid maternity leave, marriage leave, compassionate leave and annual leave.

In addition, the Group believes that maintaining a good work-life balance is vital to employees' physical and mental health. Thus, employees are never forced to work overtime.

Equal Opportunity, Diversity and Anti-discrimination

The Group always endeavours to provide a fair working environment where employees are treated equally and respectfully. All employees are assessed and remunerated based on their skills and competencies irrespective of their race, religion, gender, age and disability. Through the enforcement of the policy of prohibiting discrimination and harassment, the Group strives to create a workplace free of bullying, belittling and sexual harassment.

Health and Safety

The Group places emphasis on occupational health and work safety, and provide safety training to the employees covering topics such as safety measures. Due to the nature of works in the construction sites, there are inherent risks of accidents or injuries. As such, the Group has established a safety management system, which is certified to be in compliance with ISO 45001 standards, to provide the employees with a safe and healthy working environment. The Group has also engaged external safety auditors to conduct safety audit on our safety management system in accordance with the requirements of the Factories and Industrial Undertakings (Safety Management) Regulations.

福利待遇

本集團秉承公平、獎勵及合法之原則，制定了一套公平合理之薪酬政策。為實現有效人事管理，本集團根據僱員表現及行為給予回報（例如晉升）及施以處分（例如警告及解僱）。

僱員可享有相關法律及法規規定之所有法定假期、假期及福利，包括但不限於有薪產假、婚假、恩恤假及年假。

此外，本集團相信，保持工作與生活之間平衡對於僱員之身心健康至關重要。因此，僱員從不會被強制加班。

平等機會、多元化及反歧視

本集團一直致力為僱員提供公平之工作環境，令彼等受到公平待遇及獲得尊重。全體僱員之評估及薪酬均按彼等之技能及能力而定，而不論彼等之種族、宗教、性別、年齡及殘疾。透過執行嚴禁歧視及騷擾之政策，本集團竭力創造一個零欺凌、貶損及性騷擾之工作場所。

健康與安全

本集團重視職業健康及工作安全，為僱員提供安全措施等主題的安全培訓。由於建築工地的工程性質，存在事故或受傷的固有風險。因此，本集團已建立安全管理系統，該系統經認證符合 ISO 45001 標準，為僱員提供安全、健康的工作環境。本集團亦已根據《工廠及工業經營（安全管理）規例》的要求，委聘外部安全審核員對我們的安全管理系統進行安全審核。

Environmental, Social and Governance Report

環境、社會及管治報告

The Group prepares a safety plan for each project, which is conveyed to the employees before commencement of works. The purpose of the safety plan is to (i) assess and identify risks associated with the works and environments associated with each project; and (ii) formulate appropriate measures and works procedures for implementation. Additionally, the Group would have at least one registered safety officer to closely monitor the employees following the established safety policies and regulations when carrying out construction works. The safety officer also conducts regular site safety inspection and provide safety training to the employees. If there is any occurrence of work-related accident, the safety officer is also responsible to conduct accident investigation and report to the Executive Directors and customers.

In the event of work-related injuries, the Group will take all necessary measures to make sure that proper medical care is offered to the respective employees.

Development and Training

The Group regards employees as the most valuable asset. Thus, the Group provides ongoing training to employees in relation to construction activities, including technical skills, knowledge and work safety. The Group believes that investing in employees through training helps promoting job satisfaction and employee loyalty.

The training provides a learning opportunity for the employees to enhance their competence, job skills, and knowledge in discharging their duties. It also helps the employees in achieving their personal goals while aligning their personal development with the Company's goals.

Labour Standards

The Group strictly abides the Employment Ordinance (Cap. 57 of the Laws of Hong Kong) and other related labour laws and regulations in Hong Kong to strictly prohibit any forced or child labour. If management discovers irregular employment of child labor or forced labor, the Group will immediately terminate the contract, ascertains the causes and accountabilities.

For new recruits, Human Resources Department inspects and obtains the copies of the workers' identification documents, including identity card, green card and construction workers registration card. The employment of forced and child labour is strictly prohibited. During the Reporting Period, all employees were over the age of 18, and had been properly employed in accordance with the requirements of all applicable laws and regulations. No confirmed non-compliance incidents or grievances were noted by the Group.

本集團為各項目編製安全計劃，並會於工程施工前向其僱員傳達。安全計劃旨在(i)評估及識別與各項目工程及環境有關的風險；及(ii)就實施制定適當的措施及工程程序。此外，本集團將設有至少一名註冊安全員，以密切監察僱員於開展建築工程時遵守既定安全政策及規例。安全員亦定期進行現場安全檢查，並為僱員提供安全培訓。倘發生任何與工作有關的意外事件，安全員亦有責任進行意外事件調查並向執行董事及客戶報告。

倘發生工傷，本集團將採取一切必要措施確保為相關僱員提供適當的醫療護理。

發展及培訓

本集團視僱員為最珍貴資產。因此，本集團向僱員提供有關建築活動的持續培訓，包括技術技能、知識及工作安全。本集團認為，透過培訓對員工進行投資有助提高工作滿意度及員工忠誠度。

培訓為僱員提供一個學習機會，以提高彼等履行職責的能力、工作技能及知識，亦幫助僱員實現其個人目標，同時令其個人發展與本公司的目標保持一致。

勞工準則

本集團嚴格遵守香港法例第57章《僱傭條例》及香港其他相關勞工法律法規，嚴禁任何強迫勞動或童工。倘管理層發現使用童工或強迫勞動的違規行為，本集團將立即終止合約，查明原因並追究責任。

就新入職僱員而言，人力資源部檢查工人身份證明文件，並獲取該等文件的文本，包括身份證、綠卡及建築工人登記卡。嚴禁強迫勞動及童工。於報告期間，所有僱員均年滿18周歲，並已按照所有適用法律法規的要求得到合法聘用。本集團並未發現任何已確認的違規事件或投訴。

Environmental, Social and Governance Report

環境、社會及管治報告

The Group provides equal employment opportunity which is free from any form of discrimination or harassment. All employees are assessed based on their ability, job performance and contribution, irrespective of their nationality, race, religion, disability, sexual orientation, political opinion, gender, age or family status.

The Group offers sufficient rest days and daily rest period to employees so as to prevent forced labour and to protect the employees' health. The Group will not force any employees to work overtime against their will.

Supply Chain Management

The Group places emphasis on its supply chain management. We value the sustainability of its supply chain while maintaining the cost competitiveness. The Group supports the purchase of environmentally-friendly products to minimize the environmental impact caused by its business operations. The Group also closely cooperates with the suppliers to maintain the quality of products and services provided to the customers.

The Group has incorporated the supplier selection and assessment procedures in their Internal Control Procedure Manual. Purchasing Department of the Group is responsible for the supplier management and the suppliers are assessed based on various factors, including the delivery lead time, claim policies, production facilities and capacities, prices, communication system and efficiency, repair services, packaging ability, geographical location and environmental compliance.

We only source FSC certified plywood and timber from various local suppliers in Hong Kong, as they are woods from FSC certified forests, in which FSC helps achieve sustainable forest management in the world.

Moreover, the Group closely monitors the performance of the existing suppliers and selects new suppliers based on defined criteria, such as quality, delivery time and cost, etc. The approved suppliers are evaluated on a regular basis (at least once a year) by the Purchasing Department to ensure that the quality of products and services that the Group purchases are up to standard. Suppliers who are not up to standard for a prolonged period will be disqualified. Currently, the Group has 30 suppliers and all of the suppliers are located in Hong Kong.

本集團提供平等的就業機會，不存在任何形式的歧視或騷擾。本集團根據能力、工作表現及貢獻評估所有僱員，而不論彼等的國籍、種族、宗教、殘疾、性取向、政見、性別、年齡或家庭狀況。

本集團為僱員提供充足的休息日及每日休息時間，以防止強制勞工及保障僱員健康。本集團不會強迫任何僱員加班。

供應鏈管理

本集團非常重視其供應鏈管理。我們看重其供應鏈之可持續性，同時保持成本競爭力。本集團支持購買環保產品，以使其業務營運產生之環境影響減至最低。本集團亦與供應商緊密合作，以維持向客戶提供產品及服務之質量。

本集團已將供應商選擇及評估程序納入其內部控制程序手冊。本集團採購部負責供應商管理，並根據交付間隔期、索賠政策、生產設施及能力、價格、通訊系統及效率、維修服務、包裝能力、地理位置及環境合規性等多種因素對供應商進行評估。

我們僅向若干香港本地供應商採購經森林管理委員會認證的夾板及木板，因為它們是來自森林管理委員會認證森林的木材，而森林管理委員會可於其中幫助實現全球可持續森林管理。

此外，本集團按照質量、交付時間及成本等明確標準嚴密監控現有供應商之表現及挑選新供應商。採購部定期評估已核准之供應商（至少一年一次），以保證本集團所購產品及服務之質量符合最新標準。長期未能符合最新標準之供應商會被剔除。目前，本集團擁有30家供應商及所有供應商均位於香港。

Environmental, Social and Governance Report

環境、社會及管治報告

Quality Assurance

The Group has set up the comprehensive procedures and guidelines to govern the quality control on the construction works performed, including the incoming materials control, in-process control and work done control.

If any defect goods are identified, the Site Operation Manager or Foreman would inform the Purchasing Department to negotiate with the supplier for a return or goods exchange depending on the required delivery schedule.

The Site Operation Manager would inspect the work done of formwork construction before inviting the Main Contractor to carry out the final inspection.

Both Chief Executive Officer and Financial Controller will draw the Director's attention if the defects are done by similar human's mistakes or caused by inferior material item. The Director is responsible to take immediate action to improve such situation.

Complaints Handling Procedures

Customers' opinions and feedback help to drive continuous improvement of the Group and are vital to its pursuit of excellence. The Group makes every effort to promptly investigate and resolve all disputes and complaints lodged by the customers. Upon the receipt of a complaint, the responsible personnel will investigate the matter and appropriate action will be taken in a timely manner.

Protection of Customers' Data

The Group places vast effort in protecting the privacy of our customers, partners and employees during the collection, process and use of personal data. The Group adheres to the relevant regulations, such as the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong); ensuring that customers' personal data is securely kept and processed only for the purpose of which it has been collected.

During the Reporting Period, the Group was not aware of any incidents of non-compliance with relevant regulations and codes concerning health and safety, advertising, labelling and privacy matters relating to the provision of the Group's products and services. Simultaneously, received no complaint or litigation due to violation of any national or regional laws and regulations in relation to the provision of commercial services.

質量保證

本集團已制定全面的程序及指引，以規管所進行建築工程的質量控制，包括來料控制、過程控制及完工控制。

倘發現任何瑕疵貨品，地盤運營經理或管工將通知採購部與供應商協商，進行退貨或換貨，取決於所需的交付時間表而定。

在邀請總承建商進行最終檢查之前，地盤運營經理將檢查已完工的模板建造工程。

倘瑕疵乃因類似的人為錯誤或劣質材料引起，行政總裁及財務總監均會提請董事注意。董事負責立即採取行動改善此情況。

投訴處理程序

客戶的意見和反饋有助於推動本集團的持續發展，對於追求卓越至關重要。本集團將全力以赴，迅速調查及解決客戶提出之所有爭議及投訴。接獲投訴後，負責人員將調查有關事項並及時採取適當行動。

客戶資料的保護

本集團在收集、處理及使用我們客戶、合作夥伴及僱員的個人資料時投放重大的努力以保護其私隱。本集團遵守有關法規，例如香港法例第486章《個人資料(私隱)條例》；確保僅出於收集目的而安全地保留和處理客戶的個人資料。

於報告期間，本集團並未發現任何不遵守有關健康及安全、廣告、標籤及與本集團提供的產品及服務相關的私隱事宜的法規及規例的事件。與此同時，本集團並未由於違反任何有關提供商業服務的國家或地區法律法規而收到任何投訴或訴訟。

Environmental, Social and Governance Report

環境、社會及管治報告

Anti-corruption

During the Reporting Period, the Group complied with all relevant laws and regulations relating to prevention of bribery, extortion, fraud and money laundering, including but not limited to, the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong), the Drug Trafficking (Recovery of Proceeds) Ordinance (Cap. 405 of the Laws of Hong Kong) and the Organized and Serious Crimes Ordinance (Cap. 455 of the Laws of Hong Kong).

The Group prohibits all forms of bribery and corruption, and ensure our anti-corruption policy is clearly communicated to all employees. No employees are permitted to solicit or accept any advantage for themselves directly or indirectly. Directors and employees should avoid any conflicts of interest, in which their private interest conflicts with the Group's interest.

The Group also has the whistle blowing procedures in place for reporting any concerns about malpractices or improprieties. If employees have any relevant concerns, they can report to the Human Resources Manager, Financial Controller and CEO via email, telephone or letter. A full investigation will then be conducted, disciplinary action will be applied to the employees involved upon confirmation of the occurrence, and further legal action may be taken depending on the nature and particular circumstances of each case.

During the Reporting Period, no corruption case was noted or reported.

Community Investment

The Group is well aware of the responsibilities it owes to the community at large. In recognition of our social duty as a good corporate citizen, we endeavor to give back to the society and continue to explore different opportunities to incorporate environmental and social elements into our operations and investment decisions. We also encourage employees to take part in community services to foster sustainable harmony of a society.

FUTURE APPROACH TOWARDS SUSTAINABLE DEVELOPMENT

The Group will continue to uphold its corporate social responsibility and enhance its relevant performance. In the future, the Group aims at enhancing its ESG performance through raising employees' and subcontractors' awareness over environmental protection, dedicating more and more resources to protecting the health and safety of our employees, and participating in various charities to contribute to Hong Kong society.

反貪污

於報告期間，本集團遵守與防止賄賂、勒索、欺詐及洗黑錢有關的所有相關法律法規，包括但不限於香港法例第201章《防止賄賂條例》、香港法例第405章《販毒（追討得益）條例》及香港法例第455章《有組織及嚴重罪行條例》。

本集團禁止一切形式的賄賂及腐敗，並確保我們的反腐敗政策清楚傳達予所有僱員。不允許任何僱員直接或間接為自己爭取或接受任何利益。董事及僱員應避免私人利益與本集團利益出現利益衝突。

本集團亦建立有關舉報任何不法行為或不當行為事宜的舉報程序。倘發現任何相關事宜，僱員可通過電郵、電話或信件向人力資源經理、財務總監及行政總裁舉報。隨後將展開全面的調查，如確認存在不法行為，將對涉事僱員施予紀律行動，亦可根據各個案件的性質及具體情況進一步採取法律措施。

於報告期間，並無發現貪污案件或接獲相關報告。

社區投資

本集團深知對整個社會應負的責任。意識到我們作為良好企業公民的社會責任，我們努力回饋社會，並繼續探索各種機會，將環境和社會因素納入我們的營運及投資決策。我們亦鼓勵僱員參加社區服務，以促進社會的可持續和諧。

未來可持續發展的方式

本集團將繼續履行其企業社會責任及加強其相關表現。日後，本集團的目標為透過提升員工及分包商對環境保護的意識，不斷投入更多資源以保障其員工的健康及安全，並參與各種慈善活動為香港社會作出貢獻，從而提升其環境、社會及管治表現。

Environmental, Social and Governance Report

環境、社會及管治報告

HKEX ENVIRONMENTAL, SOCIAL AND GOVERNANCE GUIDE CONTENT INDEX

香港聯交所《環境、社會及管治報告 指引》內容索引

Aspect 層面	Description 描述	Chapter/Section 章／節	Remarks 備註
A. Environmental			
A. 環境			
A1 Emissions			
A1 排放物			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無 害廢棄物的產生等問題的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例 的資料。	Overview 概覽	
KPI A1.1 關鍵績效指標 A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Emissions 排放	
KPI A1.2 關鍵績效指標 A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 溫室氣體排放總量（以噸計算）及（如適用）密度（如以每產 量單位、每項設施計算）。	Greenhouse Gas Emissions 溫室氣體排放	
KPI A1.3 關鍵績效指標 A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量（以噸計算）及（如適用）密度（如以 每產量單位、每項設施計算）。	Hazardous and Non-hazardous Wastes 有害及無害廢棄物	
KPI A1.4 關鍵績效指標 A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量（以噸計算）及（如適用）密度（如以 每產量單位、每項設施計算）。	Hazardous and Non-hazardous Wastes 有害及無害廢棄物	
KPI A1.5 關鍵績效指標 A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	Energy Consumption 能源消耗	
KPI A1.6 關鍵績效指標 A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法，減廢的措施及所得成果。	Hazardous and Non-hazardous Wastes 有害及無害廢棄物	

Environmental, Social and Governance Report

環境、社會及管治報告

Aspect 層面	Description 描述	Chapter/Section 章／節	Remarks 備註
A2 Use of Resources A2 資源使用			
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	Energy Consumption, Water Usage 能源消耗、用水	
KPI A2.1 關鍵績效指標 A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	Energy Consumption 能源消耗	
KPI A2.2 關鍵績效指標 A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	Water Usage 用水	
KPI A2.3 關鍵績效指標 A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Energy Consumption 能源消耗	
KPI A2.4 關鍵績效指標 A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題, 以及用水效益計劃及所得成果。	Water Usage 用水	
KPI A2.5 關鍵績效指標 A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	Not applicable 不適用	No packaging materials used 概無使用包裝材料
A3 The Environment and Natural Resources A3 環境及天然資源			
General Disclosure 一般披露	Policies on minimizing the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	The Environment and Natural Resources 環境及天然資源	
KPI A3.1 關鍵績效指標 A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	The Environment and Natural Resources 環境及天然資源	

Environmental, Social and Governance Report

環境、社會及管治報告

Aspect 層面	Description 描述	Chapter/Section 章／節	Remarks 備註
B. Social B. 社會 B1 Employment B1 僱傭			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Welfare and Benefits; Equal Opportunity, diversity and Anti-discrimination 福利待遇；平等機會、多元化及反歧視	
KPI B1.1 關鍵績效指標 B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	Employment 僱傭	
KPI B1.2 關鍵績效指標 B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Not disclosed 未披露	This KPI falls under the recommended (voluntary) level of disclosure, relevant data will be disclosed in the next reporting year 該關鍵績效指標介於披露推薦(自願)水平，相關數據將於下一報告年度披露

Environmental, Social and Governance Report

環境、社會及管治報告

Aspect 層面	Description 描述	Chapter/Section 章／節	Remarks 備註
B2 Health and Safety B2 健康與安全			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Health and Safety 健康與安全	
KPI B2.1 關鍵績效指標 B2.1	Number and rate of work-related fatalities. 因工亡故的人數及比率。	Not disclosed 未披露	This KPI falls under the recommended (voluntary) level of disclosure, relevant data will be disclosed in the next reporting year 該關鍵績效指標介於披露推薦(自願)水平，相關數據將於下一報告年度披露
KPI B2.2 關鍵績效指標 B2.2	Lost days due to work injury. 因工傷損失工作日數。	Not disclosed 未披露	This KPI falls under the recommended (voluntary) level of disclosure, relevant data will be disclosed in the next reporting year 該關鍵績效指標介於披露推薦(自願)水平，相關數據將於下一報告年度披露
KPI B2.3 關鍵績效指標 B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，相關執行及監察方法。	Health and Safety 健康與安全	

Environmental, Social and Governance Report

環境、社會及管治報告

Aspect 層面	Description 描述	Chapter/Section 章／節	Remarks 備註
B3 Development and Training B3發展及培訓			
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. 有關提升僱員履行工作職責的知識及技能的政策。	Development and Training 發展及培訓	
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Not disclosed	This KPI falls under the recommended (voluntary) level of disclosure, relevant data will be disclosed in the next reporting year
關鍵績效指標 B3.1	按性別及僱員類別(如高級管理層、中級管理層)劃分的受訓僱員百分比。	未披露	該關鍵績效指標介於披露推薦(自願)水平, 相關數據將於下一報告年度披露
KPI B3.2	The average training hours completed per employee by gender and employee category.	Not disclosed	This KPI falls under the recommended (voluntary) level of disclosure, relevant data will be disclosed in the next reporting year
關鍵績效指標 B3.2	按性別及僱員類別劃分, 每名僱員完成受訓的平均時數。	未披露	該關鍵績效指標介於披露推薦(自願)水平, 相關數據將於下一報告年度披露

Environmental, Social and Governance Report

環境、社會及管治報告

Aspect 層面	Description 描述	Chapter/Section 章／節	Remarks 備註
B4 Labour Standards B4 勞工準則			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labor. 有關防止童工及強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Labour Standards 勞工準則	
KPI B4.1 關鍵績效指標 B4.1	Description of measures to review employment practices to avoid child and forced labor. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Labour Standards 勞工準則	
KPI B4.2 關鍵績效指標 B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Labour Standards 勞工準則	
B5 Supply Chain Management B5 供應鏈管理			
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Supply Chain Management 供應鏈管理	
KPI B5.1 關鍵績效指標 B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Supply Chain Management 供應鏈管理	
KPI B5.2 關鍵績效指標 B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，相關執行及監察方法。	Supply Chain Management 供應鏈管理	

Environmental, Social and Governance Report

環境、社會及管治報告

Aspect 層面	Description 描述	Chapter/Section 章／節	Remarks 備註
B6 Product and Service Responsibility B6 產品及服務責任			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Complaints Handling Procedures, Protection of Customers' Data 投訴處理程序、客戶資料的保護	
KPI B6.1 關鍵績效指標 B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須召回的百分比。	Not applicable 不適用	Business Nature 業務性質
KPI B6.2 關鍵績效指標 B6.2	Number of products and service-related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	Complaints Handling Procedures 投訴處理程序	
KPI B6.3 關鍵績效指標 B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Not applicable 不適用	Business Nature 業務性質
KPI B6.4 關鍵績效指標 B6.4	Description of quality assurance process and recall procedures. 描述質量保證過程及產品召回程序。	Quality Assurance 質量保證	
KPI B6.5 關鍵績效指標 B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，相關執行及監察方法。	Protection of Customers' Data 客戶資料的保護	

Environmental, Social and Governance Report

環境、社會及管治報告

Aspect 層面	Description 描述	Chapter/Section 章／節	Remarks 備註
B7 Anti- corruption B7 反貪污			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Anti-corruption 反貪污	
KPI B7.1 關鍵績效指標 B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於報告期間對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	Anti-corruption 反貪污	
KPI B7.2 關鍵績效指標 B7.2	Description of preventive measures, how they are implemented and monitored. 描述防範措施，相關執行及監察方法。	Anti-corruption 反貪污	

Environmental, Social and Governance Report

環境、社會及管治報告

Aspect 層面	Description 描述	Chapter/Section 章／節	Remarks 備註
B8 Community Investment B8 社區投資			
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解發行人營運所在社區需要和確保其業務活動會考慮社區利益的政策。	Community Investment 社區投資	
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labor needs, health, culture, sport).	Not disclosed	This KPI falls under the recommended (voluntary) level of disclosure, relevant data will be disclosed in the next reporting year
關鍵績效指標 B8.1	專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	未披露	該關鍵績效指標介於披露推薦(自願)水平，相關數據將於下一報告年度披露
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	Not disclosed	This KPI falls under the recommended (voluntary) level of disclosure, relevant data will be disclosed in the next reporting year
關鍵績效指標 B8.2	在專注範疇所動用資源(如金錢或時間)。	未披露	該關鍵績效指標介於披露推薦(自願)水平，相關數據將於下一報告年度披露