

星島新聞集團

SING TAO
新聞集團
星島新聞集團有限公司
SING TAO NEWS CORPORATION LIMITED

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



2021

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

(Stock Code 股份代號：1105)



Contents

目錄

	About Sing Tao 關於星島	1
	Corporate Milestones 星島歷程	2
	About the Report 關於本報告	4
	Reporting Scope and Boundary 報告範圍	4
	Reporting Principles 匯報原則	4
	Feedback 反饋	4
	Board Statement 董事會聲明	5
	Sustainability Governance 可持續發展管治	6
	Stakeholder Communication 持份者溝通	7
	Ethical Operation Practices 道德營運慣例	8
	Anti-Corruption 反貪污	8
	Product Responsibility 產品責任	9
	Supply Chain Management 供應鏈管理	10
	People-oriented 以人為本	11
	Occupational Health and Safety 職業健康與安全	11
	Employment System 僱傭體系	15
	Training and Development 培訓與發展	20
	Environmental Conservation 環境保護	21
	Emissions 排放物	21
	Use of Resources 資源使用	26
	Environment and Natural Resources 環境及天然資源	28
	Climate Change 氣候變化	28
	Community Contribution 社區回饋	29
	Performance Overview 績效指標概覽	36
	HKEx ESG Reporting Guide Content Index	40
	港交所環境、社會及管治報告內容索引	



About Sing Tao

關於星島

ABOUT SING TAO

Sing Tao News Corporation Limited is a media corporation with a vision to become a leading cross-media content and service provider serving global Chinese communities. The Company is listed on the Main Board of the Hong Kong Stock Exchange (stock code : 1105). Its principal activities comprise Media and Media-related operations, including traditional media spanning Newspapers, Magazines, Recruitment Media and Books, as well as online and mobile multi-media platforms which the Group has been developing in order to open up new reader segments and revenue sources. In building our cross-media business we keep a pulse closely on the latest development trends to meet the extensive needs of the market. Based in Hong Kong, the Group's business network covers major cities in the PRC, the US, Canada and Europe, with around 1,300 staff worldwide.

The "Sing Tao" brand dates back to 1938 when the daily newspaper of the same title was launched in Hong Kong. Over the years, "Sing Tao" has become recognised as a global name in the print media market. The current newspaper portfolio includes paid and free newspapers in both Chinese and English languages, targeting local and overseas Chinese readers. Currently, the Group is placing strong efforts on the development of its new media business by adopting the strategy of upgrading the "single-engine drive" of the Group's traditional media to become a "dual-engine drive" which combines traditional media and new media, in order to build a competitive multi-media platform. In January 2022, the Group launched the all-new "Sing Tao Headline" APP, providing users with trending news, videos/live broadcasts, personalised functions and practical daily-living tools.

Within the print media operations, the flagship publication is the renowned Sing Tao Daily. Acclaimed as one of the world's most widely-read Chinese-language daily newspapers, Sing Tao Daily publishes a number of overseas editions sold in over 100 cities worldwide, in addition to Hong Kong. The Group has also established for itself a leadership position in Hong Kong's free newspaper market, given the success of Headline Daily and The Standard, respectively the No. 1 Chinese-language and English-language free paper. In the Magazine market, the weekly title East Week provides comprehensive content on local and global current affairs, entertainment, lifestyle and cultural trends. The Group also offers a multi-media platform for recruitment and continuing education advertising under its JobMarket brand.

關於星島

星島新聞集團有限公司是一家以成為全球華人地區領先的跨媒體內容及服務供應商為目標的媒體企業，在香港交易所主板上市(股份代號：1105)。星島新聞集團有限公司的主要業務為媒體與媒體相關業務，傳統媒體包括報章、雜誌、招聘媒體及圖書等，同時本集團亦致力發展其網上及移動多媒體平台，以開拓新的讀者市場及收入來源。本集團緊貼市場的發展趨勢，旨在建立一個跨媒體業務以廣泛地滿足市場不同的需求。以香港為其主要市場，本集團的業務覆蓋中國、美國、加拿大及歐洲等多個國家的主要城市，並在全球共聘用約1,300名員工。

「星島」之品牌隨著《星島日報》於一九三八年在香港創刊而面世。多年來，「星島」品牌已在平面媒體市場中得到肯定，現時本集團的報章業務包括中英文的收費及免費報章，以本地及海外華人讀者為對象。目前本集團重點發展新媒體業務，將原以傳統媒體為主的「單向驅動」升級為「雙驅並行」，結合傳統媒體和新媒體，構建更具競爭力的多媒體平台。本集團於二零二二年一月隆重推出全新多合一手機應用程式《星島頭條》應用程式，集齊新聞、視頻／直播、個人化功能以及生活實用小工具，讓讀者隨時瀏覽多元化資訊。

在平面媒體業務中，知名中文報章《星島日報》為本集團的旗艦刊物，它同時有多個海外版本於全球超過100個城市發行，是全球發行網最大的中文國際報章之一。本集團積極發展免費報章業務，先後推出《頭條日報》及將《英文虎報》轉型，在免費報章市場脫穎而出，成績有目共睹。在雜誌方面，主要刊物是每周出版的《東周刊》，提供多元化的本地及世界時事資訊、娛樂、生活時尚及文化潮流的相關內容。本集團亦透過旗下品牌包括《JobMarket求職廣場》等提供招聘和持續教育廣告的多媒體中介平台。

Corporate Milestones

星島歷程

1938

Sing Tao Daily was launched in Hong Kong on 1 August 1938 by overseas Chinese entrepreneur Mr. Aw Boon-haw



1938年8月1日《星島日報》由華僑商人胡文虎先生在香港創辦

1949

The English-language newspaper Hong Kong Standard was initiated in Hong Kong on 1 March 1949



1949年3月1日《英文虎報》在香港創刊

1964

The Group's first overseas office was set up in San Francisco in 1964 for the issuance of Sing Tao Daily "airmail" edition



1964年成立首個海外辦事處於三藩市，發行《星島日報》航空版

1965

Sing Tao Daily's New York edition was inaugurated in 1965



1965年創辦《星島日報》紐約版

1975

The San Francisco office published the locally-produced Sing Tao Daily "US Western edition" in 1975; in the same year the London office was set up and started Sing Tao Daily's European edition



1975年三藩市正式創辦當地印行的《星島日報》美西版；同年設倫敦辦事處並創刊歐洲版

1976

The Sing Tao Charitable Foundation was established in 1976 to effectively channel donations to the needy



1976年成立「星島慈善基金」，將各善長的捐款有系統地救濟有需要人士

1978

The New York, Los Angeles and Toronto offices were opened in 1978



1978年成立紐約、洛杉磯及多倫多辦事處

1982

To encourage the studying of journalism, the Sing Tao Communication Centre was donated to Hong Kong Baptist University in 1982



1982年為推動新聞學教育，捐款於香港浸會大學興建「星島傳理中心」

1989

Hong Kong's first Chinese-language school paper Sunny Campus was launched in 1989



1989年推出全港首份中文學生報《陽光校園》

1994

The "Leader of the Year" Award was inaugurated in 1994



1994年首辦「傑出領袖選舉」

Corporate Milestones

星島歷程

1995

Sing Tao Daily's e-paper was introduced in 1995, the pioneering electronic newspaper in Hong Kong

1995年《星島日報》正式上網，推出全港首份電子日報



2005

Headline Daily was brought to the market in 2005 and became the No. 1 free newspaper

2005年創辦《頭條日報》，成為全港第一的免費報章



2011

The printing factory was expanded in 2011 to become Hong Kong's leading newspaper printing plant and the first in Asia to be awarded ISO certifications

2011年增添全新生產線，印刷產能為全港之冠，更成為全亞洲首間獲得多項ISO認證的報章印刷廠房



2021

The Group appointed new Board of Directors and Management on 3 June 2021. At the Annual General Meeting on 29 June 2021, the Group's Chairman introduced the new focus on mobile digital media development

2021年6月3日集團委任新董事會及管理層。集團主席於6月29日股東周年大會上介紹「新媒體業務」將重點發展流動媒體

2002



The Group's Magazine Division was set up in 2002 with the acquisition of East TOUCH

2002年收購《東Touch》並成立雜誌部門

2007



The Standard was re-introduced as a free newspaper in 2007 and was the first English-language free daily in Hong Kong. In the same year, the Group built a brand-new printing factory in Tseung Kwan O with state-of-the-art newspaper printing machinery

2007年9月《英文虎報》轉型為免費報章，是香港首份免費英文日報。同年，為配合免費報章發展，於將軍澳興建全新印刷廠房及購入先進印刷機器

2017



The Group's headquarters were moved to Tseung Kwan O Industrial Estate

2017年集團遷址至將軍澳工業邨星島新聞集團大廈

2022



The mobile application "Sing Tao Headline" was launched on 3 January 2022 providing a comprehensive platform that combines news, videos, personalised functions and practical daily-living tools

2022年1月3日推出《星島頭條》流動應用程式，提供一個結合生活、新聞資訊、視頻、個人化功能及生活實用小工具的綜合平台

About the Report

關於本報告

With the growing concerns of sustainability for society, corporate's environmental, social, and governance (“ESG”) performance become one of the indicators on investment and evaluating organisation's operation and stability. Sing Tao News Corporation Limited (the “Company”), with its subsidiaries (the “Group” or “We”), recognises the importance of ESG management and monitoring in the operation and preparing this Environmental, Social and Governance Report (the “Report”) to disclose the policy and measures as well as the performance in 2021.

REPORTING SCOPE AND BOUNDARY

This Report focuses on the major business operation in Hong Kong, namely newspaper and magazine publishing and related digital media operations, which represents the major revenue and cash flow of the Group. It covers performance during the period of 1 January 2021 to 31 December 2021 (the “Reporting Period”).

REPORTING PRINCIPLES

The Report is prepared in response to the four principles, namely materiality, consistency, balance, and quantitative, as set out in the Appendix 27 Environmental, Social and Governance Reporting Guide (the “ESG Guide”) of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.

隨著社會對可持續發展的關注不斷上升，企業的環境、社會及管治的表現成為投資和評估集團營運及穩定性的指標之一。星島新聞集團有限公司(「本公司」)及其附屬公司(「本集團」或「我們」)明白環境、社會及管治的管理及監控對業務營運的重要性，並編制本環境、社會及管治報告(「本報告」)披露其政策及措施和二零二一年的績效表現。

報告範圍

本報告集中披露位於香港的核心業務營運，包括報章及雜誌出版及相關的電子媒體營運，該等業務為本集團主要收入及現金流量，涵蓋了二零二一年一月一日至二零二一年十二月三十一日期間(「報告期」)的績效表現。

匯報原則

本報告根據香港聯合交易所有限公司證券上市規則附錄二十七所載之《環境、社會及管治報告指引》(「ESG指引」)中四項匯報原則(即重要性、一致性、平衡和量化)編制而成。

Reporting Principles 匯報原則	The Group's Application 本集團的應用
Materiality 重要性	During the Reporting Period, the Group communicated with different stakeholders to identify the material issues and consider their opinions in the process of decision making. 於本報告期，本集團與不同持份者進行溝通，識別重要議題並在決策過程中考慮其意見。
Consistency 一致性	Unless otherwise specified, the Group adopted consistent methodologies for data disclosure. 除另外說明，本集團採用一致的披露數據統計方法。
Balance 平衡	The Report is prepared in an impartial manner that discloses both positive and negative impacts. 本報告以不偏不倚的原則編制，披露了正面和負面的影響。
Quantitative 量化	Quantified performance and calculation methods were disclosed where feasible. 在可行的情況下，本集團披露量化的績效表現和計算方法。

FEEDBACK

The Group believes different parties' opinions help to improve the ESG performance and governance. If you have any feedback or questions regarding the Report and other ESG matters, please do not hesitate to contact us via info@singtaonewscorp.com.

反饋

本集團相信不同界別的意見有助提升環境、社會及管治的表現和監管。如閣下對本報告或其他環境、社會及管治相關事宜有任何反饋或疑問，歡迎通過 info@singtaonewscorp.com 與我們聯繫。



Board Statement

董事會聲明

Our Board of Directors (the “Board”) takes overall responsibility on monitoring the Group’s Environmental, Social, and Governance (“ESG”) issues, the direction and progress of our sustainability performance and evaluating the ESG-related risks and opportunities.

To strengthen our management on sustainable development, an ESG Sub-Committee (the “Sub-Committee”) has been established under the Corporate Governance Committee. The Sub-Committee is composed of key business functions and divisions of the Group. They are responsible for reviewing and updating as necessary the Group’s policies and practices on production safety, environmental protection, social responsibility management, and corporate governance; reviewing and monitoring the risks assessment in respect of the Group’s impact on health, safety, environmental and society, etc. They regularly report to the Corporate Governance Committee and/or the Board on the work, significant decisions, findings, and recommendations.

Going forward, the Board will continue to integrate environmental, social, and governance factors into business decision-making, with a view of creating sustained value for our society.

我們的董事會全面負責監察集團的環境、社會及管治事宜、可持續發展績效的方向和進展，以及評估其相關風險和機遇。

為加強我們對可持續發展的管理，我們已建立環境、社會及管治附屬委員會（「附屬委員會」），其隸屬於企業管治委員會，由本集團主要業務功能及部門組成，負責檢討及更新本集團有關生產安全、環境保護、社會責任管理及企業管治的政策及常規、檢討及監察有關本集團對健康、安全、環境及社會之影響的風險評估等，並定期向企業管治委員會及／或董事會報告有關工作進度、重要決定、結論及建議。

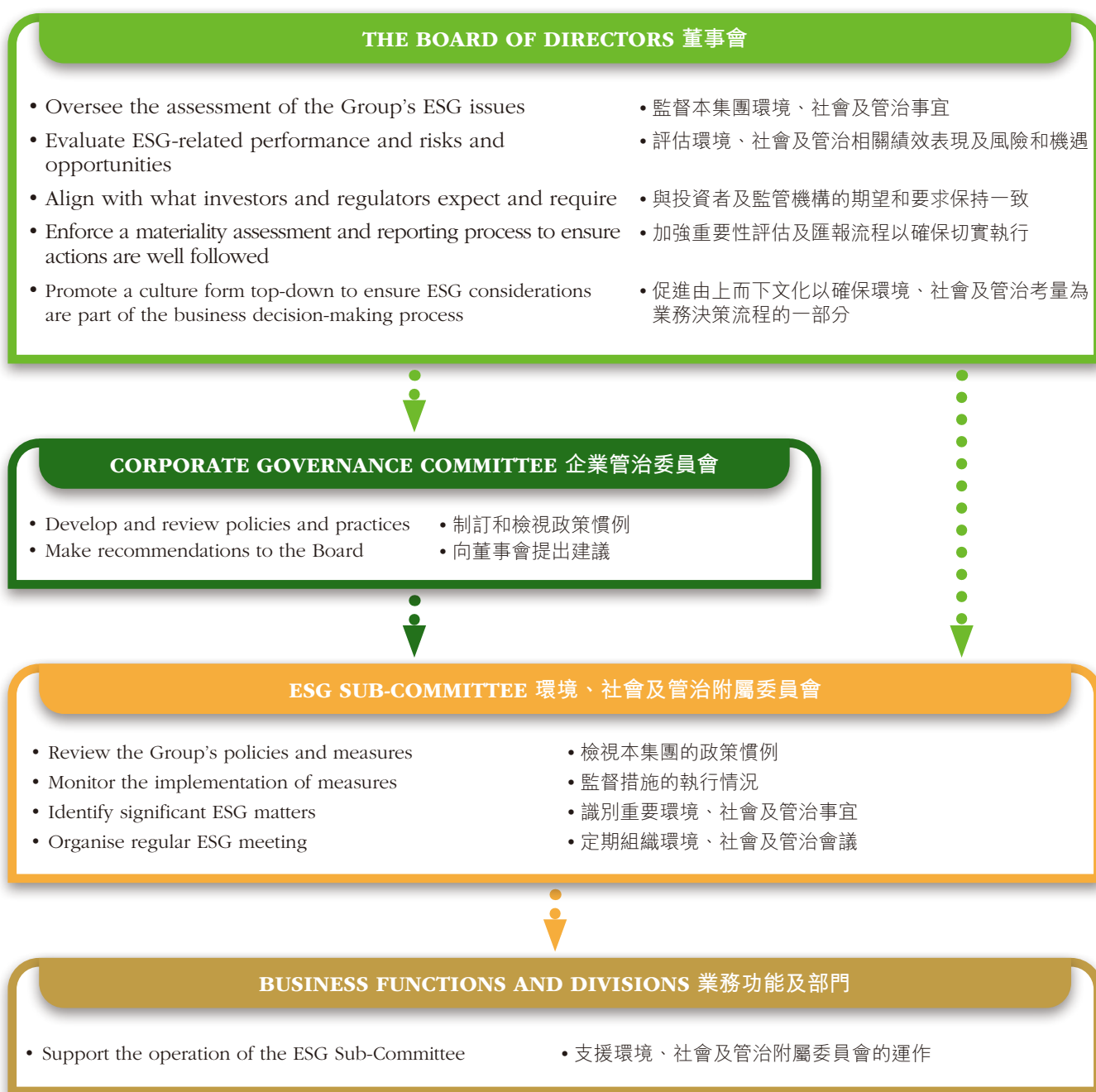
展望未來，董事會將繼續將環境、社會和管治因素，納入業務決策之中，為社會創造持續價值。

Sustainability Governance

可持續發展管治

In order to perform sustainable ESG governance, the Group has established a comprehensive governance structure for managing and monitoring ESG issues. The Sub-Committee is comprised of members of the Corporate Governance Committee (the “Committee”) and the department head of Corporate Affairs. It is supported by departments and divisions, including Senior Management, Human Resources and Administration, Legal and Company Secretarial, Corporate Affairs, Paper and Printing, Information Technology (IT), Business Heads and Department Heads.

為進行可持續的環境、社會及管治監管，本集團建立了完善的管治結構，對環境、社會及管治事宜進行管理和監控。附屬委員會由企業管治委員會（「委員會」）成員和企業事務部門負責人組成，由包括高級管理層、行政及人力資源、法律及公司秘書、企業事務、紙及印刷、資訊科技、業務主管和部門主管在內的職能和部門支援。





Stakeholder Communication

持份者溝通

Regular stakeholder communication enhances the operation and governance by helping to identify the material issues, opportunities and challenges for the Group. We strive to sustain our business development and performance through different communication channels.

定期與持份者溝通有助於識別本集團的重大議題、機遇和挑戰，從而增強其營運和管治。我們通過不同的溝通渠道致力維持本集團的業務發展和表現。

Stakeholder Groups 持份者組別	Communication Channels 溝通渠道	溝通渠道
Employees 員工 	<ul style="list-style-type: none"> • Questionnaires and surveys • Emails • Intranet • Staff opinion system • Appraisals • Company newsletters • Employee handbook 	<ul style="list-style-type: none"> • 問卷調查 • 電子郵件 • 內聯網 • 員工意見系統 • 績效評估 • 公司通訊 • 僱員手冊
Business partners 業務夥伴 	<ul style="list-style-type: none"> • Questionnaires and surveys • Emails • Company newsletters 	<ul style="list-style-type: none"> • 問卷調查 • 電子郵件 • 公司通訊
Customers 客戶 	<ul style="list-style-type: none"> • Questionnaires and surveys • Emails • Company newsletters 	<ul style="list-style-type: none"> • 問卷調查 • 電子郵件 • 公司通訊
Suppliers 供應商 	<ul style="list-style-type: none"> • Questionnaires and surveys • Site visit • Emails • Regular meeting • Company newsletters 	<ul style="list-style-type: none"> • 問卷調查 • 實地考察 • 電子郵件 • 定期會議 • 公司通訊
Shareholders and investors 股東和投資者 	<ul style="list-style-type: none"> • Annual meeting • Annual and interim reports • Emails • Conference calls • Meetings • Company newsletters 	<ul style="list-style-type: none"> • 年度會議 • 年度及中期報告 • 電子郵件 • 電話會議 • 會議 • 公司通訊

During the Reporting Period, both internal and external stakeholders were invited to conduct a questionnaire and give ratings on 14 environmental and social related issues. According to their opinions, we identified anti-corruption, occupational health and safety, and product responsibility as the most material issues that rank the highest.

於本報告期，我們邀請了內部及外部持份者進行問卷調查，針對十四項環境及社會相關議題進行評分。根據持份者的意見，我們將排行最高分的反貪污、職業健康與安全、產品責任識別為重大議題。

Ethical Operation Practices

道德營運慣例

ANTI-CORRUPTION

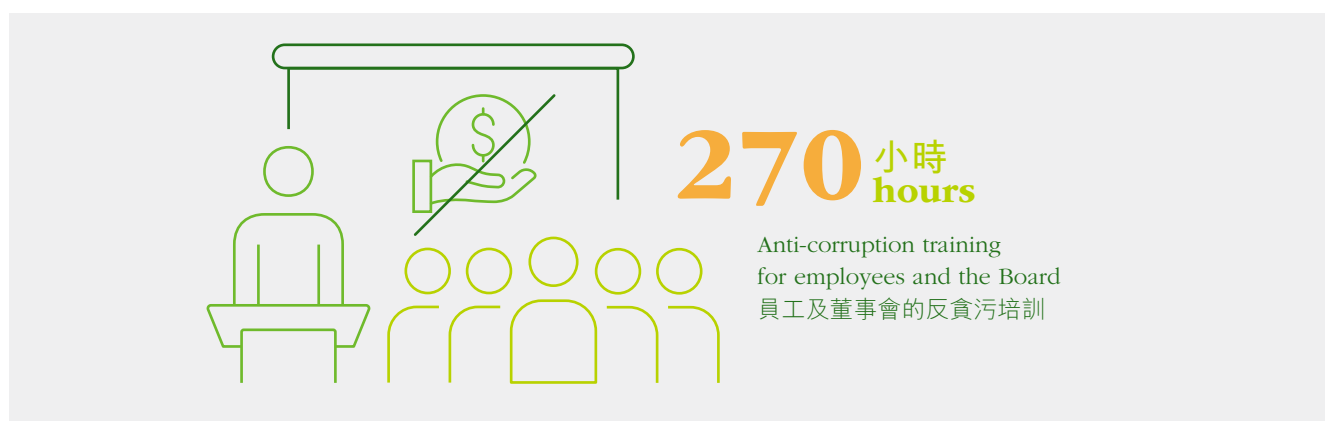
Ethically sustaining business development is the cornerstone of the Group. Employees are strictly regulated by the Code of Conduct, as stipulated in the Employee Handbook, and the Prevention of Bribery Ordinance (Cap.201 of the Laws of Hong Kong). When there is a conflict of interest or employees are aware of circumstances or activities in relation to the Group's affair or business, the cases should be reported immediately. Also, the Group encourages the reporting of illegal practices, including but not limited to, bribery, fraud, and money laundering through our whistle-blowing mechanism. An investigation will be taken in response to the reported case. The identity of whistle-blowers and reports are kept confidential to ensure there is no detriment to reporting suspected cases.

To further ensure compliance, relevant guidelines are available on the intranet for all employees to access at any time, together with the internal audits to review the performance. At the same time, the Group organises anti-corruption training to remain and provide knowledge on prevention and handling corruption. During the Reporting Period, employees and the Board received a total of 270 hours of anti-corruption training. With the comprehensive monitoring system, there are no anti-corruption related cases received during the Report Period.

反貪污

本集團以道德維持業務為營運發展的基石，僱員受《僱員手冊》及《防止賄賂條例》(香港法例第201章)中的行為守則嚴格規管。當存在利益衝突或知悉與本集團事務或業務有關的情況或活動時，員工應立即報告案件。此外，本集團鼓勵通過已訂立的匿名舉報機制舉報不法行為，包括但不限於賄賂、欺詐和洗錢，且對舉報個案進行調查。舉報人的身份及報告均會保密處理，以確保舉報人不會因舉報可疑個案而受傷害。

為進一步確保員工遵守法規，所有員工均可在內聯網隨時查閱相關指引，以及通過內部審核工作檢視績效表現。同時，本集團舉辦反貪污培訓，提醒及教授預防和處理貪污事宜的知識。於報告期內，員工及董事會共接受了270小時的反貪污培訓。透過全面的監控體系，報告期內未收到反貪污案件。





Ethical Operation Practices

道德營運慣例

PRODUCT RESPONSIBILITY

As one of the major media organisations in Hong Kong, we strive to provide products (inter alia, newspapers, magazines, recruitment media and other publications) and services (inter alia, advertising, promotional events, printing and publishing services) of the highest standards. Despite complying with the advertising and media laws, the Copyright Ordinance, and the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong), the Group has established the policies in the Employee Handbook and IT Policy for internal management.

Before the publication of advertisements and articles, all items are reviewed and commented on to ensure the authenticity of the contents and avoid violations of regulations. If there is incorrect information mentioned in our products, an immediate response will be taken to revise the content. As to providing journalism and advertisement, intellectual property rights is one of the concerns in our operation. All forms of copyright works, including computer software, books, newspapers, audio-visual works, etc., will only be used with the authorisation of the copyright owner. If there is any infringement of intellectual property rights, the Group will undergo investigation and impose a penalty.

To further protect the property of the Group and avoid infringement of copyright software, the IT Policy stipulates all programs and files are licensed and downloaded only with the approval of the IT department. It also helps to protect the data privacy of our customers. After receiving customers' consent on collecting personal information, the received data and information are saved on the secured location of the server to avoid data leakage.

During the Report Period, the Group is not aware of any violation of product responsibility-related regulations and ordinances. Also, the Group is not aware of products related complaints as well as the cases of recalling products due to health and safety reasons. If there are complaints about our products, we will undergo investigation and establish improvement measures.

產品責任

作為香港主要媒體機構之一，我們致力提供最高質素的產品(包括報章、雜誌、招聘媒體及其他刊物)及服務(其中包括廣告、宣傳活動、印刷及出版服務)，在遵守廣告及傳媒法例、《版權條例》及《個人資料(私隱)條例》(香港法例第486章)的同時，本集團已制定《僱員手冊》及《資訊科技政策》供內部監管。

在刊出任何廣告和報道前，我們會對所有項目進行審閱和批閱，確保內容的準確性，避免違規。如產品中提及不正確資訊，我們將立即作出修改。於新聞和廣告方面，知識產權是我們營運中關注的問題之一。所有形式的知識產權產品，包括電腦軟件、書籍、報章、影音等，只在獲得版權持有人授權後才能使用。如有侵犯知識產權，本集團將進行調查並予以處罰。

為進一步保護本集團的財產及避免使用侵犯知識產權的軟件，以及保障客戶私隱，《資訊科技政策》規定所有程式和檔案均需為授權版本，以及僅可在獲得資訊科技部門批准後才可下載。在徵得客戶同意收集個人資料後，本集團會將獲取的數據和資料儲存在伺服器的安全位置，避免數據及資料洩露。

於本報告期，本集團未發現有違反產品責任相關法規的情況，以及未有知悉有關產品的投訴及因健康和原因而回收產品的案例。如有針對本集團產品的投訴，我們會進行調查並制訂改善措施。



Ethical Operation Practices

道德營運慣例

SUPPLY CHAIN MANAGEMENT

The Group advocates the importance of maintaining the stability of the supply chain. It is committed to sourcing materials from sustainable sources and ensuring the selection of socially and environmentally responsible suppliers. Senior management employees are responsible for examining their environmental and social performance before the selection. They are expected to fulfill the requirements established by the regulations and ordinances and the expectations of the industry. Relevant requirements are listed in the tender and contract with the suppliers, including the environmentally friendly materials requirement, ensuring the absence of child and forced labour.

To guarantee the compliance with relevant regulations and performance of materials, the Group reviews the list of suppliers on regular basis. If the suppliers are failed to meet the standards, the Group may discontinue the business relationship unless improvement measures are implemented within the given period.

During the Reporting Year, the Group has more than 1,200 suppliers, 90% of our suppliers are based in Asia, and the rest are based in North America and Europe that provide services and products.

供應鏈管理

本集團提倡維持供應鏈穩定性的重要性，致力於從可持續來源採購材料，並確保與對社會和環境負責的供應商合作。高級管理人員負責在挑選供應商前，檢查其環境和社會績效表現，滿足法例法規列明的要求以及行業的期望。同時，我們將相關要求列明在招標書及供應商合約中，當中包括環保材料的要求，以及確保沒有聘用童工和使用強迫勞動。

為保證符合相關法規和材料質量，本集團會定期審核供應商名單。倘供應商未能達標，本集團會要求其在指定期間內實施改善措施，或終止業務合作關係。

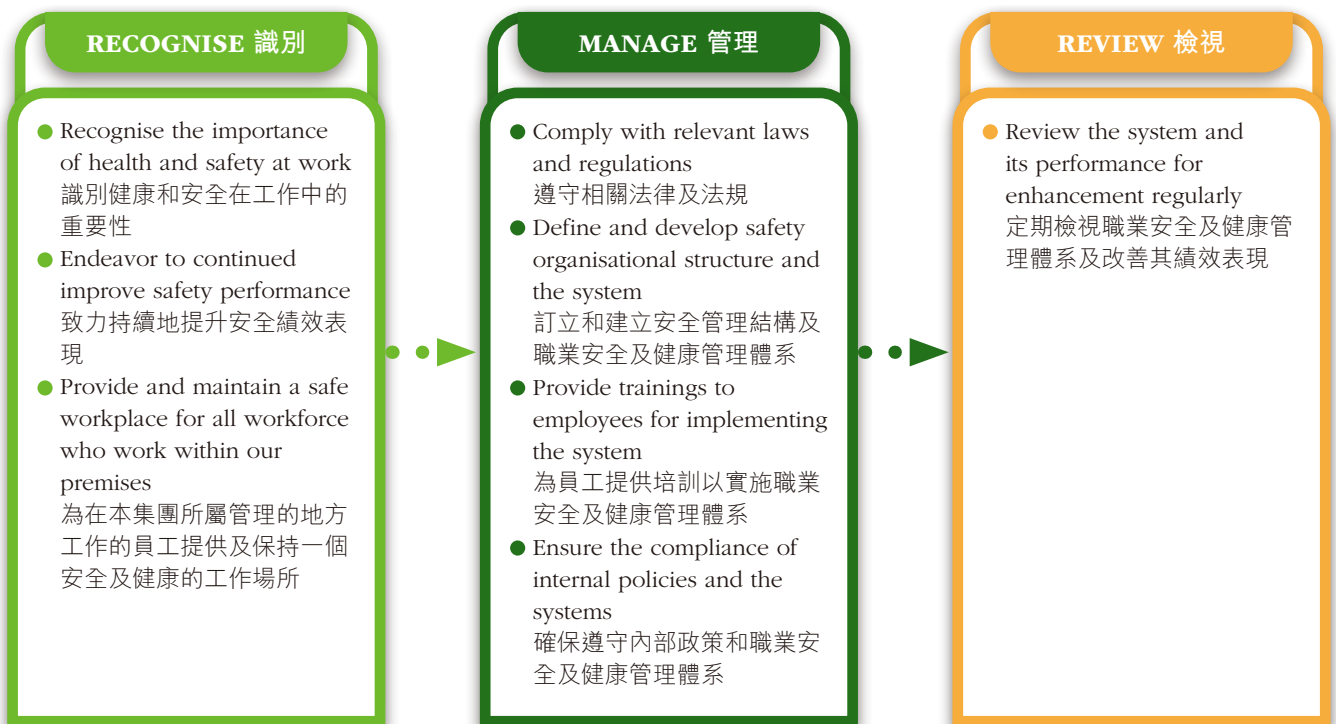
於本報告期，本集團共擁有超過1,200所合作供應商，為集團提供服務和產品，當中90%位於亞洲，其餘位於北美洲和歐洲。

OCCUPATIONAL HEALTH AND SAFETY

Protecting the health and safety of employees is one of the keystones for our sustainable development. We adhere to the Fire Services Ordinance (Cap. 95 of the Laws of Hong Kong), the Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong), the Factories and Industrial Undertakings Ordinance (Cap. 59 of the Laws of Hong Kong) and Factories and Industrial Undertakings (Safety Management) Regulation (Cap. 59AF of the Laws of Hong Kong). Based on the relevant regulations and ordinances, employees are managed by an Occupational Health and Safety Management System for a comprehensive monitoring in the workplace. At the same time, the Safety Management Committee is responsible for monitoring the health and safety performance in daily operations.

職業健康與安全

我們視保護員工的健康和安全為可持續發展的基石之一，遵守《消防條例》(香港法例第95章)、《職業安全及健康條例》(香港法例第509章)、《工廠及工業經營條例》(香港法例第59章)及《工廠及工業經營(安全管理)規例》(香港法例第59AF章)。根據相關法規和條例，員工由職業安全及健康管理體系管理，以實現全面監控工作場所。同時並由安全管理委員會負責監測日常營運中的健康安全績效。



People-oriented 以人為本

Besides, our workplaces are equipped with adequate safety equipment and instruction, such as fire sprinklers and extinguishers, emergency exit floor plans. Regular inspections of emergency exits are conducted as well as holding fire evacuation drills and safety talks to ensure that employees have adequate knowledge for handling the unfortunate circumstances. First aid boxes and automated external defibrillators (AED) are also provided in the workplace for an immediate response, as well as the lending ladder, flashlight, jump starter, etc., as the value-added services.

此外，我們的工作場所充分配備安全設施和指示，例如消防灑水裝置和滅火器、緊急出口平面圖。我們會定期檢查緊急出口，並舉行消防疏散演習和安全講座，以確保員工有足夠的知識應對意外情況。工作場所亦配備了急救箱和自動體外心臟去顫器(AED)以供即時應對，以及借用梯子、手電筒、啟動器等增值服務。

Value-Added Services 增值服務

 <p>Portable Charger Service (For Mobile / Laptop use) 外置充電器借用服務 (手機/電腦適用)</p>	 <p>Jump Starter 汽車應急啟動電源</p>
 <p>USB Cable Service 充電線借用服務</p>	 <p>Inflator Pump 充氣泵</p>
 <p>Flashlight Service 電筒借用服務</p>	 <p>First Aid Service 緊急救傷服務</p>
 <p>Trolley Service 手推車借用服務</p>	 <p>AED Service 自動體外心臟去顫器服務</p>
 <p>Ladder Service 梯子借用服務</p>	 <p>Umbrella Provision Service 雨傘借用服務</p>
	 <p>Lost & Found Service 財物報失及認領</p>

如需借用或歸還物品，請到大堂接待處辦理
 To borrow or return item(s), please head to the reception desk at lobby for procedures

如有任何查詢，請致電內線2323 或3333與物業服務部聯絡
 If you have any queries, please contact Property Management Department at ext. 2323 or 3333



物業服務部
Property Management Department

Combat the COVID-19 對抗2019新型冠狀病毒

Since 2020, COVID-19 has greatly affected our living and ways of work. The Group understands the growing concerns of our employees and implemented a series of measures to protect them from the disease.

自二零二零年以來，2019新型冠狀病毒為我們的生和工作模式帶來巨大的影響。本集團了解員工的擔憂日益增多，並採取一系列防疫措施保護他們免受病毒感染。

Employee awareness

- Provide the latest information through email and intranet
- Encourage social distancing, where feasible
- Encourage online meetings and conferences to minimise in-person communication and opportunity of infection

員工意識

- 通過電子郵件和內聯網提供最新資訊
- 在可行的情況下鼓勵保持社交距離
- 鼓勵線上會議，盡量減少面對面交流和感染機會



Sanitation and hygiene

- Conduct regular cleaning and sanitising
- Check body temperature before entering the workplace
- Adopt flexible working hours and allow employees to work from home
- Require personal health status declaration
- Require negative test results before coming to the workplace if employees have COVID-19 symptoms
- Provide hand sanitisers, facial masks and other personal protective equipment

環境和個人衛生

- 定期進行清潔和消毒
- 進入工作場所前檢查體溫
- 採用彈性工作時間，允許員工在家工作
- 需提供個人健康狀況聲明
- 如果員工出現2019新型冠狀病毒感染症狀，需在抵達工作場所前提供陰性檢測結果
- 提供洗手液、口罩和其他個人防護裝備



People-oriented 以人為本

With the increasing confirmed COVID-19 cases that show the possible transmission through contact. The Group installed touchless panels to lower the infection risks via physical touch, and use disinfection robots on each floor for cleaning and disinfection. Furthermore, in order to protect our talents from COVID-19, they are encouraged to get vaccinated. A lucky draw was organised for fully vaccinated employees with a total of HK\$1,000,000 for 170 winners. Besides, vaccinated employees are eligible for vaccination leave for their recovery from possible side effects.

隨著2019新型冠狀病毒可透過接觸傳播導致確診個案增加，本集團安裝非接觸式升降機按鈕，降低通過物理接觸的感染風險，並在各樓層使用消毒機器人進行清潔和消毒。此外，為保護人才免受2019新型冠狀病毒的影響，本集團舉辦接種疫苗幸運抽獎，鼓勵員工接種疫苗，共有170名獲獎者獲得總額為1,000,000港元的獎賞。接種疫苗的員工亦可享有疫苗接種假，以便從可能產生的副作用中恢復。





People-oriented 以人為本

During the Reporting Period, 7 cases of work-related injuries were received, of which 3 cases are finger cut injury and 4 cases are ankle or leg sprain, with a total of 695 days lost. The cases were handled in accordance with the laws and internal policies. We also explore improvement measures to prevent the occurrence of the same or similar cases. Besides, zero work-related fatalities happened in the past three years and violation of health and safety related ordinances and regulations.

EMPLOYMENT SYSTEM

The Group believes an inclusive and fair employment system helps maintain talents and develop a positive working environment. We comply with the Companies Ordinance (Cap. 622 of the Laws of Hong Kong), Employment Ordinance (Cap. 57 of the Laws of Hong Kong), Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong), Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong), Minimum Wages Ordinance (Cap. 608 of the Laws of Hong Kong) and other employment-related laws and ordinances. Besides, our employees are protected by the Employment Policy and the Employee Handbook. The Human Resources Department is responsible for ensuring the compliance of internal and external regulations and procedures as well as advising departments on employment-related issues.

本報告期內，本集團共有7宗因工受傷案例，其中包括3宗手指割傷及4宗踝、腿扭傷，共累計695天因工受傷而損失的工作日數。所有案件已按照法律和內部政策進行處理，並已定立改善措施，防止發生相同或類似的個案。此外，本集團於過去三年未有發生因工死亡和違反健康與安全相關條例和法規的個案。

僱傭體系

本集團相信包容及公平的僱傭制度有助留住人才及營造積極的工作環境。我們遵守《公司條例》(香港法例第622章)、《僱傭條例》(香港法例第57章)、《僱員補償條例》(香港法例第282章)、《個人資料(私隱)條例》(香港法例第486章)、《最低工資條例》(香港法例第608章)及其他僱傭相關法律及法規，以及透過《僱傭政策》和《僱員手冊》保護員工。人力資源部負責確保內部和外部法例和程序符合規性，並就僱傭相關事宜向相應部門提供建議。

Recruitment and dismissal 招聘和解僱



- The Human Resources Department will begin the recruitment procedure through legal channels after receiving the application of departments. Applications are reviewed in a fair and equal manner to ensure the objectivity of recruitment. 人力資源部會於收到部門申請後，通過合法途徑啟動招聘程序，以公平公正的原則審核申請，確保招聘過程的客觀性。
- If employees fail to perform their duties and meet the standards after being offered the opportunity of improvement, the Group will terminate the employment. Also, employees will be dismissed if their behaviours severely impact the operation. 如果員工在獲得改進機會後，未能履行職責及達到標準，本集團將終止雙方的僱傭關係。此外，如果員工的行為嚴重影響集團營運，本集團會解僱相關員工。

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Promotion and retention 晉升和人才挽留



- With the regular performance appraisal, employees are offered the possibility of salary adjustment and promotion in response to their performance. 通過定期的績效考核及其結果，為員工提供薪酬調整和晉升的機會。
- In order to retain the talents, the Group offers employees incentive payments. Also, salaries and payments are reviewed from time to time in accordance with the market changes. 本集團向員工提供獎勵以挽留人才，以及根據市場變化，不時檢討員工薪酬及獎勵。

Compensation and benefits 薪酬及福利



- As a return of employees' hard work, we offer them different benefits, including annual leave, maternity leave, compassionate leave, examination leave, compensation leave, etc. Also, with the concerns of personal health, the Group provides medical insurance, travel insurance scheme, long service award and other holidays and schemes to protect the talents. 作為對員工辛勤工作的回報，我們提供不同的福利，包括年假、產假、喪假、考試假、補償假等。此外，考慮到個人健康，本集團為員工提供醫療保險、旅行保險計劃、長期服務獎和其他假期及計劃，以保護人才。
- We attract, retain and motivate high performing employees with incentive payments, such as allowances, performance driven commissions and bonuses, discretionary year-end bonuses and share option scheme. 為吸引、挽留或激勵表現優異的員工，我們提供津貼、表現佣金及花紅、年終酌情花紅及購股權計劃等獎勵。

Diversity and equal opportunity 多元化和平等機會



- As stated in the Equal Employment Opportunity policy and the Employee Handbook, employees have an equal opportunity of recruitment, promotion and compensation regardless of their age, gender, marital status, family status, disability, race, nationality, religion or other factors. Decisions are made according to their working ability, performance, aptitude and relevant factors. People with different backgrounds, races, nationalities, etc., are welcomed by the Group. 本集團於《平等僱傭機會政策》和《僱員手冊》中所述，不論年齡、性別、婚姻狀況、家庭狀況、殘疾、種族、國籍、宗教或其他因素，所有員工均享有平等的招聘、晉升和薪酬機會。本集團只會按員工的工作能力、表現、資質和相關因素作出決策。同時，本集團歡迎不同背景、種族、國籍等人士加入。
- We have zero tolerance for discrimination, harassment, vilification and victimisation. All employees are protected by the policies in Employee Handbook. If they are being unlawfully treated, an immediate report should be taken to resolve the problem and implement improvement measures. 我們對歧視、騷擾、誹謗和迫害採取零容忍態度，所有員工均受《僱員手冊》中的政策保護。如果他們被不法對待，應立即報告以解決問題並實施改進措施。



People-oriented 以人為本

Labour standards 勞工準則



- All forms of child and forced labour are prohibited as stipulated in the “No Child Labour and No Forced Labour” policy.
按照「不僱傭童工及不強逼勞動」政策的規定，禁止所有形式的童工和強迫勞動。
- During recruitment, the Human Resources Department is responsible to verify the identity and eligibility of work of the applicants. If child labour is found, the Group will immediately stop his/her application and handle the case with relevant regulations or policies.
在招聘過程中，人力資源部負責核實應聘者的身份和工作資格。如發現童工，本集團將立即中止其申請，並按相關法例法規或政策處理。
- All forms of involuntary labour, including threatening, fraud and coercion, are not allowed. Information of working hours and arrangement of working overtime is clearly stated in the work time shift and Employee Handbook. If there is a violation of the policies, a penalty will be imposed on relevant employees.
禁止任何形式的非自願勞動，包括威脅、欺詐和脅迫，並在工作時間班次和《僱員手冊》中明確工作時間和加班安排的資訊。如果有違規的行為，本集團會對相關員工實行處分。



People-oriented 以人為本

Optimise the staff canteen 優化員工餐廳

In order to create a better place for employees to enjoy their rest time and meals, we renovated the staff canteen with new facilities and lighting design. Also, food and services are provided by our skilled cooks and experienced attendants. Employees are able to purchase their lunch, afternoon tea or dinner at an exclusive price.

At the same time, the staff canteen is decorated with the “Sing Tao Culture Wall” that shows the Group’s culture and history over the years. With the “Sing Tao Culture Wall”, employees can know more about the Group as well as develop their sense of belonging.

為了給員工創造一個更好的休息和用餐場所，我們對員工餐廳進行了改造工程，配備嶄新的設施和照明設計。此外，員工可以優惠價格購買由專業的廚師和經驗豐富的服務員提供的午餐、下午茶或晚餐以及餐飲服務。

同時，員工餐廳新增了「星島文化牆」，展示了本集團多年來的文化和歷史。通過「星島文化牆」，員工可以了解更多本集團以培養歸屬感。



Greening project 綠化項目

Apart from renovating the staff canteen for a better experience, we believe greening the environment helps to lighten the mood in the workplace. It creates a relaxing atmosphere for employees to refresh and improve their performance. During the Reporting Period, we beautified our headquarter with around 1,500 plants in the area of about 140 square meters.

除了優化員工餐廳以提供更好的體驗外，我們相信綠化環境有助於緩和和工作場所的氣氛，為員工創造了一個輕鬆的環境，以提升工作表現。本報告期內，我們於總部種植約1,500棵植物進行綠化工程，涉及面積約140平方米。

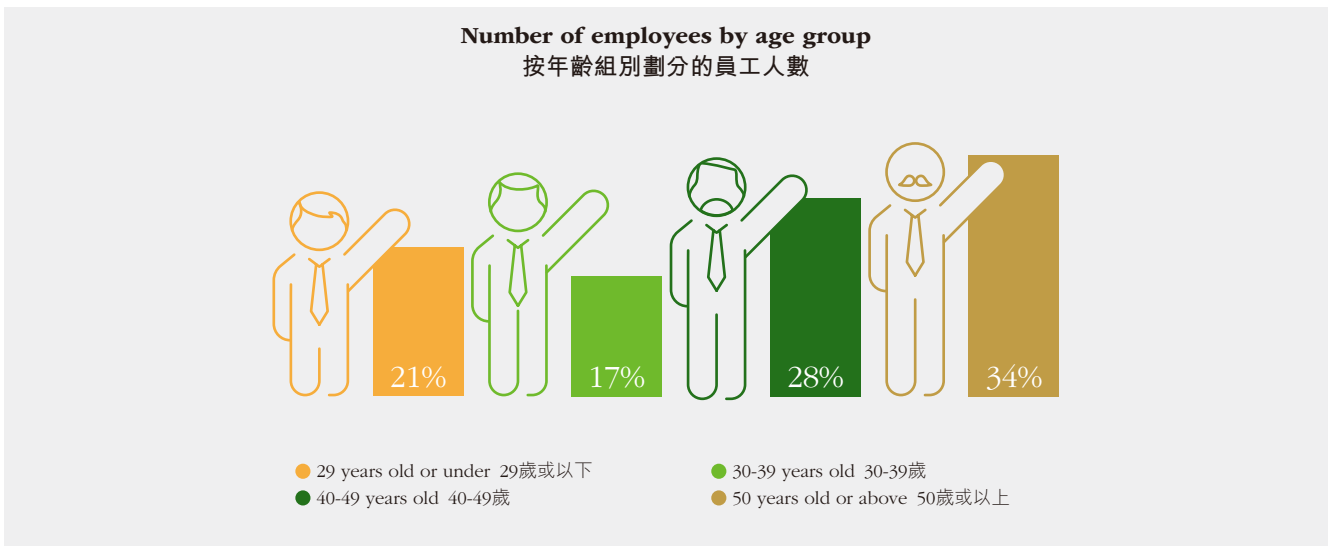
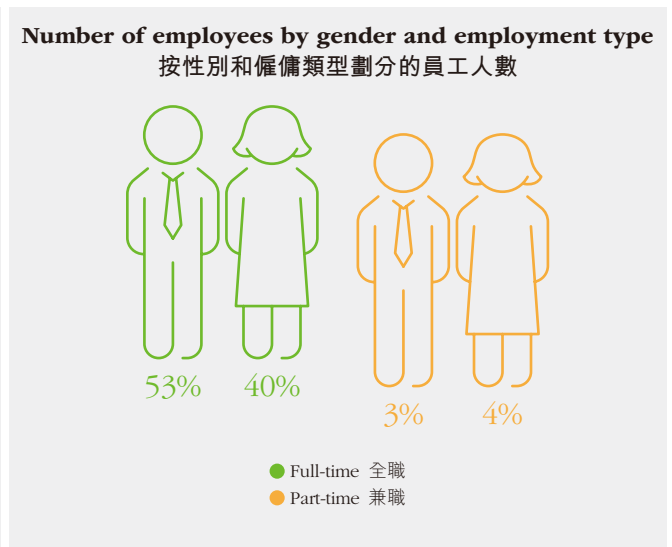
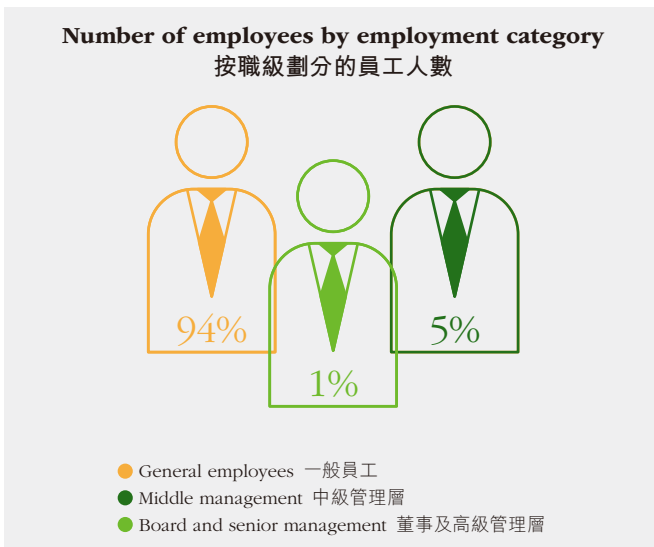




People-oriented 以人為本

As of 31 December 2021, the Group employed 1,116 employees, of which 619 are male and 497 are female, that all based in Hong Kong. Also, we obtained a 35.48% turnover rate, including 26.82% for males and 46.28% for females, mainly due to the recovery of the economic environment that creates more job opportunities in the market and other industries.

截至二零二一年十二月三十一日，本集團共聘用1,116名員工，包括619名男性和497名女性，均在香港工作。此外，我們員工流失率是35.48%，其中男性為26.82%，而女性為46.28%，主要是由於經濟環境逐步復蘇，為市場和其他行業創造了更多就業機會。



Turnover rate and number of new hired by age group	按年齡組別劃分的流失率和新員工人數	29 years old or under 29歲或以下	30-39 years old 30-39歲	40-49 years old 40-49歲	50 years old or above 50歲或以上
Turnover rate	流失率	79.74%	44.50%	22.26%	14.88%
Number of new hired	新員工人數	240	126	99	63

People-oriented 以人為本

TRAINING AND DEVELOPMENT

The Group recognises the importance of providing training and development opportunities to employees to achieve sustainable business development. Different training activities are provided regarding the position and operating strategies. For the newly hired employees, we organise induction training to enlighten their understandings of the Group and industry. Besides, we provide on-the-job training, workshops, and seminars to refresh and develop job-related knowledge and skills, including training on the Personal Data (Privacy) Ordinance, the Trade Descriptions Ordinance (Cap. 362 of the Laws of Hong Kong), and relevant regulations and laws. Apart from the job-related training provided by the Group, employees are encouraged to participate in training programs that are approved by the Group. Education subsidy and examination leaves are available for application if participating in the designated courses. After the training, employees will be invited to conduct a questionnaire for evaluating their performance and content of the training activities.

During the Reporting Period, a total of 597 employees received 32 training hours on average. The Group is committed to improving the data collection system for documenting performance and information.

培訓與發展

本集團明白為僱員提供培訓及發展機會，以實現業務可持續發展的重要性，為各職位和營運策略，提供不同的培訓活動。對於新入職的員工，我們會舉辦入職培訓，加強他們對集團和行業的了解。此外，我們提供在職培訓、工作坊和研討會，以更新和建立與工作相關的知識和技能，包括《個人資料(私隱)條例》、《商品說明條例》(香港法例第362章)及相關法規和法律的培訓。除本集團提供的工作相關培訓課程外，我們鼓勵員工參加本集團認可的培訓項目，並為參加指定課程的員工提供教育津貼及考試假的申請機會。培訓結束後，本集團會邀請員工進行問卷調查，以評估他們的表現和活動內容。

本報告期內，本集團共為597名員工提供平均為32小時的培訓活動，並致力於改善績效和資料記錄的數據收集系統。





Environmental Conservation

環境保護

EMISSIONS

Carbon footprint is one of the most concerning issues in the world. The Group understands the importance of managing and reducing emissions to lower the environmental impacts of our operation. Our Emissions Policy advocates the emissions reduction in daily operation while complying with relevant regulations and laws, including the Air Pollution Control (Fuel Restriction) Regulations, Air Pollution Control (Volatile Organic compounds) Regulation and Waste Disposal (Chemical Waste) (General) Regulation (Cap.354C of the Laws of Hong Kong).

In order to minimise environmental impacts from emitting greenhouse gas and air pollutants, a series of measures have been introduced. Besides, the Group has set up the electricity target of maintaining the key performance indicators at not more than 2019 levels. A designated employee is assigned for the adoption of environmentally friendly measures to achieve the target.

排放物

本集團理解碳足跡是全球關注的議題之一，以及管理和減少排放以降低營運對環境不利影響的重要性。我們的《排放政策》提倡在日常營運中減少排放，同時遵守相關法規和法律，包括《空氣污染控制(燃料限制)條例》、《空氣污染控制(揮發性有機化合物)條例》和《廢物處置(化學廢物)(一般)條例》(香港法例第354C章)。

為了減少排放溫室氣體和空氣污染物對環境的影響，我們已經採取了一系列措施。此外，本集團已訂立維持關鍵績效指標不超過二零一九年水平的電力目標，並指定員工負責訂定的環保措施以實現目標。

Equipment enhancement 完善裝備	Employee behaviours 員工行為
<ul style="list-style-type: none"> Replace traditional lamps with LED spotlights and T5 fluorescent tubes 用LED燈和T5節能光管取代傳統光管 Install timers and automatic shut-off for the outdoor lighting system 為室外照明系統安裝定時器和自動關閉功能 Maintain and repair equipment regularly 定期檢查和維修設備 Electronic payment fully equipped at the staff canteen 員工餐廳全面實行電子支付 Video conferencing equipment are available to minimise local and overseas business travel 提供視像會議設備，以減少本地及海外公幹 Install thermostat for all air conditioning for smarter control of room temperature 為所有空調安裝恆溫器，更智能地控制室溫 	<ul style="list-style-type: none"> Staff are encouraged to switch off the light after the use of a room, during lunch hour, and switch off its individual light before leaving for a long time 鼓勵員工在使用房間後、午膳時間關閉照明系統，並在長時間離開前關掉單獨的照明設備 Particular staff are assigned to control the turn on & off of general office equipment before & after office hours 指定人員在辦公時間前後控制一般辦公設備的開關 Staff are encouraged to print only when necessary and to print with black and white; double-sided printing was set as default for printing 鼓勵員工僅在必要時打印，以及使用黑白印刷；同時，設定雙面打印為預設模式 Staff are encouraged to recycle the wastepaper at the designated collection area 鼓勵員工在指定收集區回收廢紙 Staff are encouraged to use electronic supporting medium instead of using paper/printing 鼓勵員工使用電子媒介，避免使用紙張／打印

Environmental Conservation

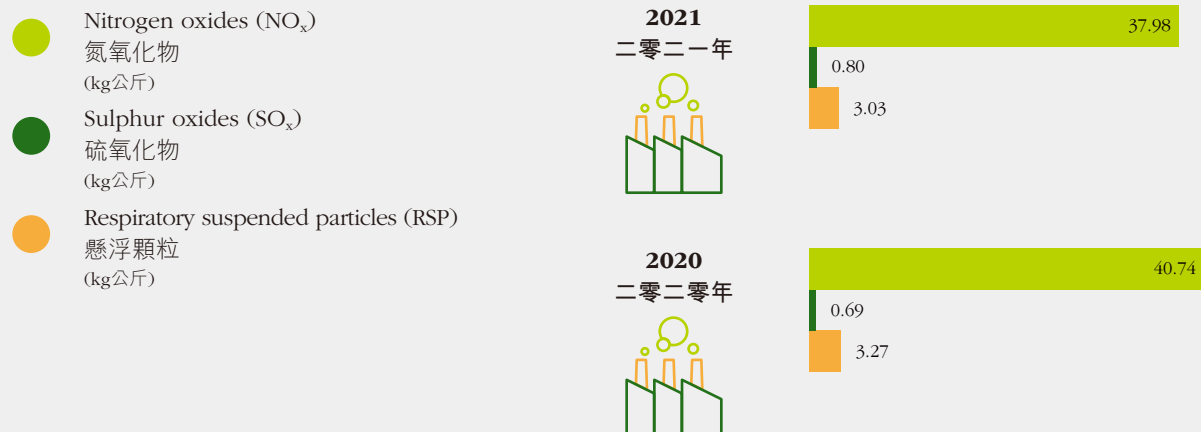
環境保護

During the Reporting Period, the Group emitted 37.98 kg, 0.80 kg and 3.03 kg of nitrogen oxides (NO_x), sulphur oxides (SO_x) and respiratory suspended particles (RSP), respectively, from the use of vehicles. Except for the emissions of SO_x which increased by 0.11 kg, emissions of both NO_x and RSP reduced by 2.76 kg and 0.24 kg respectively. For the greenhouse gas emissions, the emissions totalled 3,857.69 tonnes of carbon dioxide equivalent, with the intensity of 0.012 tonnes of carbon dioxide equivalent/square feet and 3.46 tonnes of carbon dioxide equivalent/employee. With the reduction of electricity consumption due to the implementation of measures and pandemic, Scope 2 decreased by 21.9% as well as a 21.2% reduction in the total emissions.

本報告期內，本集團因車輛而分別排放37.98公斤氮氧化物、0.80公斤硫氧化物和3.03公斤懸浮顆粒。除了硫氧化物排放量增加0.11公斤，氮氧化物和懸浮顆粒排放量分別減少2.76公斤和0.24公斤。此外，溫室氣體排放總量為3,857.69公噸二氧化碳當量，而密度為0.012公噸二氧化碳當量/平方尺及3.46公噸二氧化碳當量/員工。由於實施了一系列減排措施和疫情導致用電量減少，範圍二減少了21.9%，而總排放量減少了21.2%。

Air pollutants emissions¹

空氣污染物排放¹

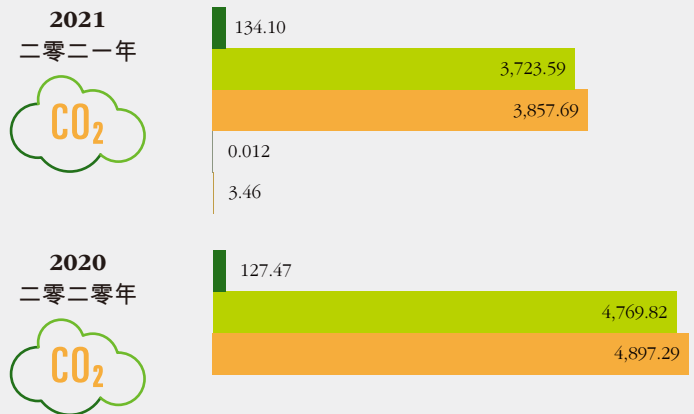


¹ Calculated with reference to HKEx "How to prepare an ESG Report Appendix 2: Reporting Guidance on Environmental KPIs".

¹ 參考港交所《如何編制環境、社會及管治報告—附錄二：環境關鍵績效指標報告指引》計算。

Greenhouse gas emissions 溫室氣體排放

- Scope 1²
 範圍一²
 tonnes of carbon dioxide equivalent
 公噸二氧化碳當量
- Scope 2³
 範圍二³
 tonnes of carbon dioxide equivalent
 公噸二氧化碳當量
- Total greenhouse gas emissions
 溫室氣體排放總量
 tonnes of carbon dioxide equivalent
 公噸二氧化碳當量
- Greenhouse gas intensity (by area)
 溫室氣體排放密度(按面積)
 tonnes of carbon dioxide equivalent/square feet
 公噸二氧化碳當量/平方呎
- Greenhouse gas intensity
 (by number of employees)
 溫室氣體排放密度(按員工人數)
 tonnes of carbon dioxide equivalent/employee
 公噸二氧化碳當量/員工



2 Includes direct emissions from company-owned vehicles.
 3 Includes indirect energy consumption purchased from CLP Power Hong Kong Limited. It is calculated with reference to HKEx "How to prepare an ESG Report Appendix 2: Reporting Guidance on Environmental KPIs" and emission factor on the 2021 Sustainability Report of CLP Power Hong Kong Limited.

2 包括公司車輛的直接排放。
 3 包括從中華電力有限公司購買的間接能源消耗。參考港交所《如何編制環境、社會及管治報告—附錄二：環境關鍵績效指標報告指引》及中華電力有限公司二零二一年可持續發展報告中的排放因子計算。

Environmental Conservation

環境保護

Apart from reducing greenhouse gas and air pollutants emissions, we strive to decrease the generation and disposal of wastes through different monitoring measures. Also, the Group has established the target of maintaining the key performance indicators at not more than 2019 levels for the use of ink to further lower and manage our environmental impacts.

除了減少溫室氣體和空氣污染排放，我們致力通過不同的監控措施以減少廢棄物的產生和處置。同時，本集團已制定油墨使用的關鍵績效指標維持在不超過二零一九年水平的目標，以進一步降低和管理我們的環境影響。

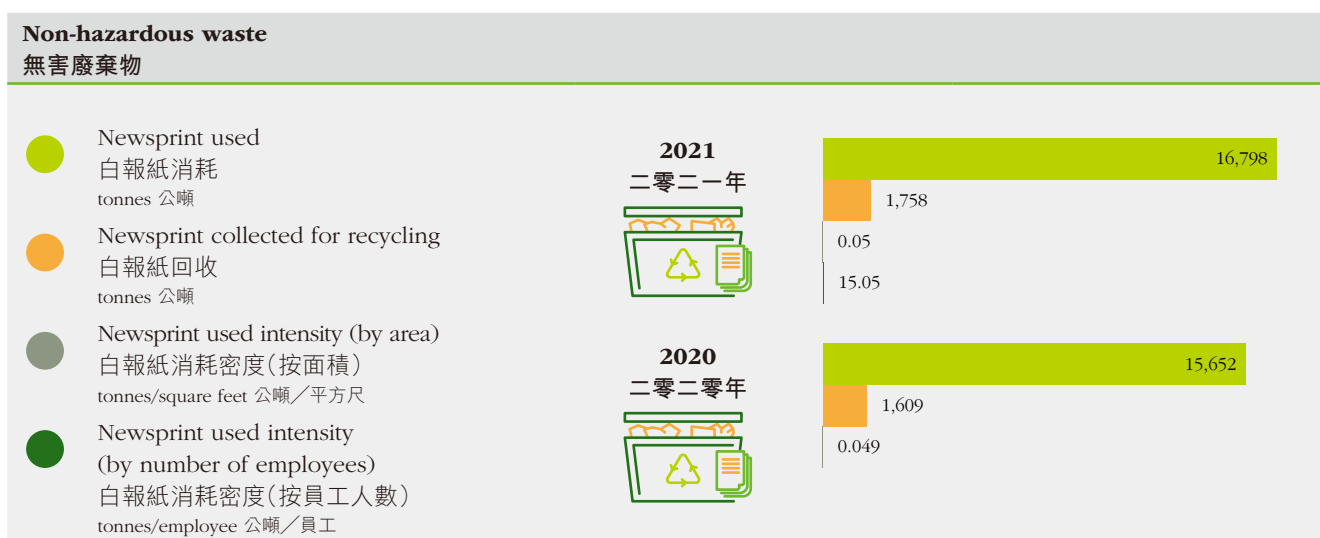
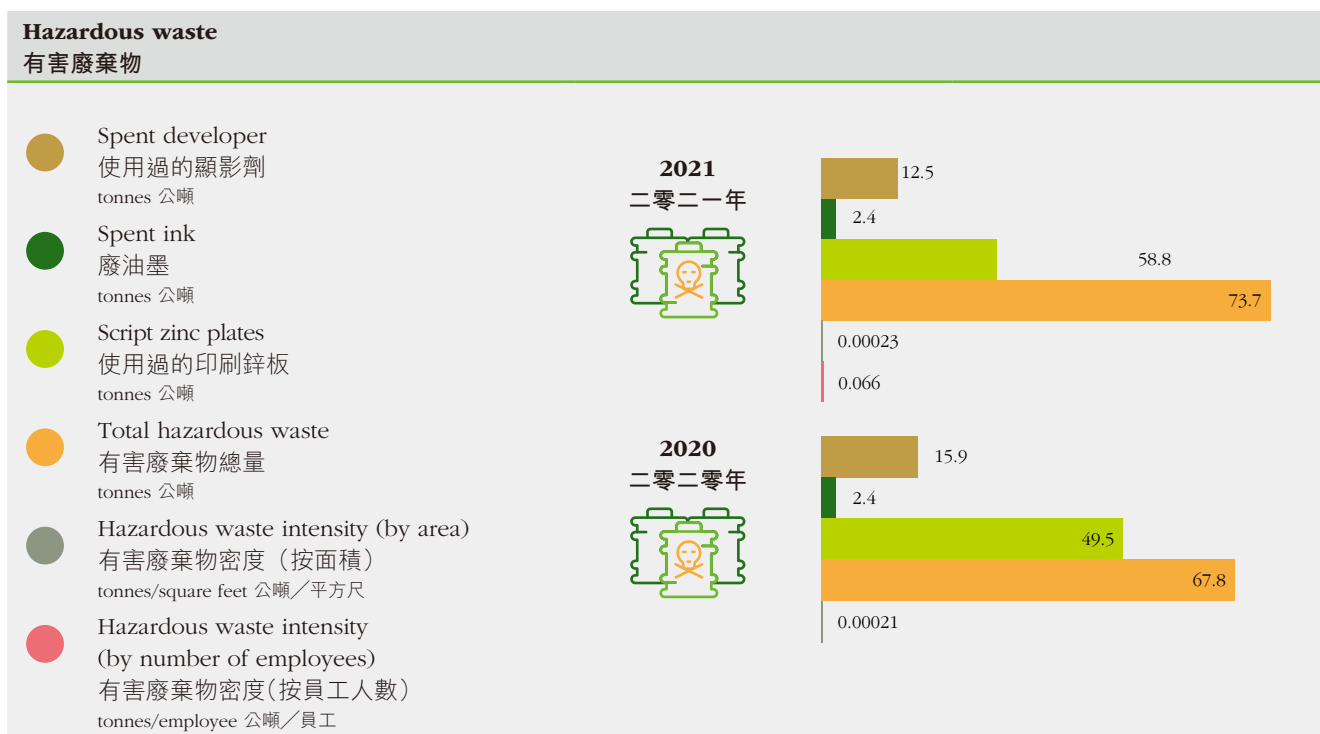
Hazardous waste 有害廢棄物	Non-hazardous waste 無害廢棄物
Reduction 減少	Reduction 減少
<div data-bbox="129 831 245 909"></div> <ul style="list-style-type: none"> Adopt non-alcohol printing method 採用無酒精印刷方式 <div data-bbox="129 936 245 1014"></div> <ul style="list-style-type: none"> Planted 1,500 plants in the area of about 140 square meters 在約140平方米的範圍種植了1,500棵植物 	<div data-bbox="791 831 908 909"></div> <ul style="list-style-type: none"> Use electronic supporting medium instead of using paper/printing 使用電子媒介，減少使用紙張／印刷 <div data-bbox="791 965 908 1043"></div> <ul style="list-style-type: none"> Double-sided printing was set as default for printing 設定雙面打印為預設模式
Handling 處理	Handling 處理
<div data-bbox="129 1193 245 1272"></div> <ul style="list-style-type: none"> Hire registered and licensed chemical waste collectors for collecting and handling e-waste, used zinc plates, used printer cartridges and spent ink 聘請註冊和持牌的化學廢棄物收集公司收集和處理電子垃圾、使用後的印刷鋅板、使用後的印刷墨盒及廢油墨 	<div data-bbox="791 1193 908 1272"></div> <ul style="list-style-type: none"> Collect used paper, plastic and metals for recycling 收集使用過的紙張、塑膠和金屬進行回收

Environmental Conservation

環境保護

During the Reporting Period, the Group generated a total of 73.7 tonnes of hazardous waste that included spent developer, spent ink and script zinc plates. Compared with 2020, the hazardous waste generation raised by about 8.7% with the increasing usage of script zinc plates. For the non-hazardous waste, it mainly included the use of newsprint with the total generation of 16,798 tonnes used newsprint and 1,758 tonnes collected for recycling. With the increasing number of printed newspapers, the total non-hazardous waste is increased by around 7.3%.

本報告期內，本集團共產生73.7公噸有害廢棄物，其中包括使用過的顯影劑、廢油墨及使用過的印刷鋅板。與二零二零年相比，隨著印刷鋅板使用量的增加，有害廢棄物產生量增加約8.7%。無害廢棄物主要包括白報紙的使用量，共產生16,798公噸消耗量，而回收量則為1,758噸。由於印刷報紙的數量增加，無害廢棄物總量則增加約7.3%。



Environmental Conservation

環境保護

USE OF RESOURCES

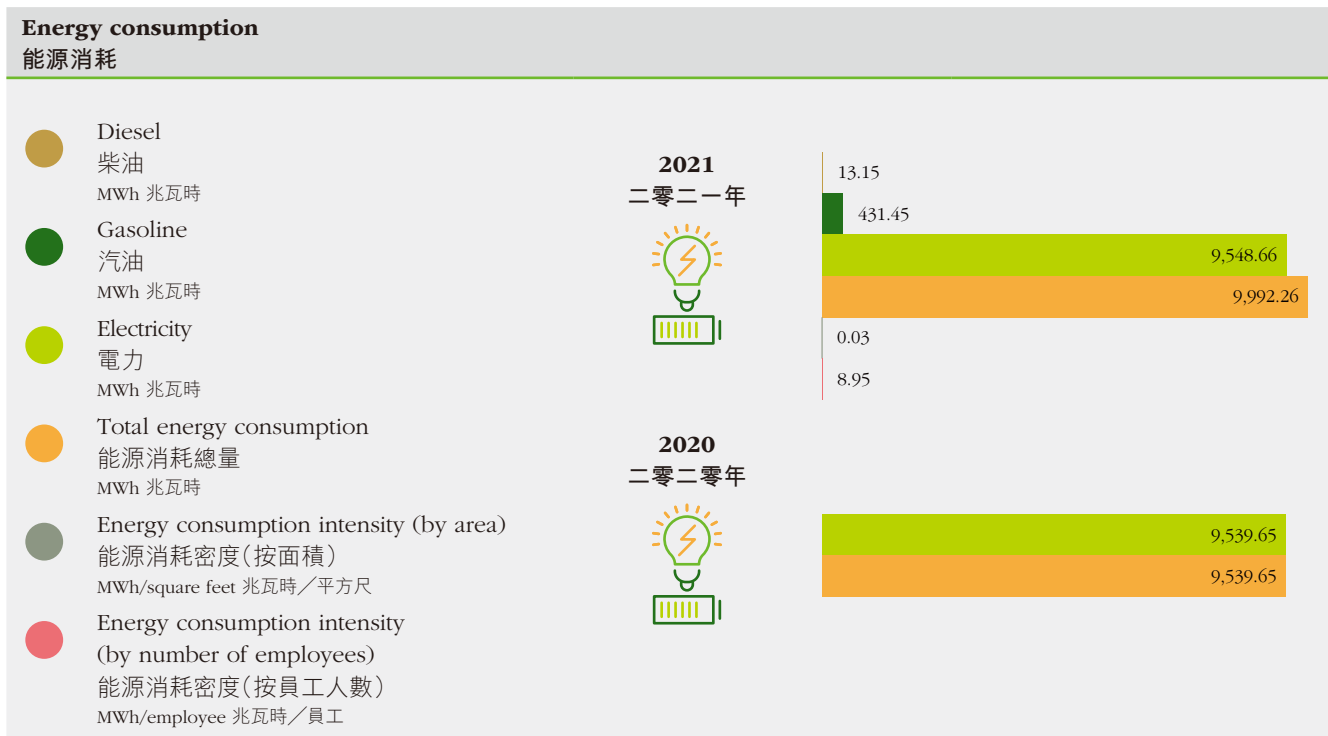
The Group understands the scarcity of resources and is committed to utilising resources efficiently. As stipulated in the Policy on Efficient Use of Resources, we adhere to applicable regulations and standards and continuously improve our environmental performance. Employees are also encouraged to participate in the process of environmental protection by different action steps. For more details, please refer to the relevant measures in the “Emissions” section.

During the Reporting Period, the Group consumed a total of 9,992.26 MWh energy. With the improvement of the data collection system, the total energy consumption increased by around 4.7%.

資源使用

本集團理解資源的珍貴性，並致力有效利用資源。根據《資源有效利用政策》的規定，我們遵守適用的法規和標準，不斷提高環境績效。同時，我們鼓勵員工通過不同的行動參與環境保護過程。詳情請參閱「排放物」章節的相關措施。

本報告期內，本集團共消耗9,992.26兆瓦時能源。隨著完善的數據收集系統，能源消耗總量增加約4.7%。



Environmental Conservation

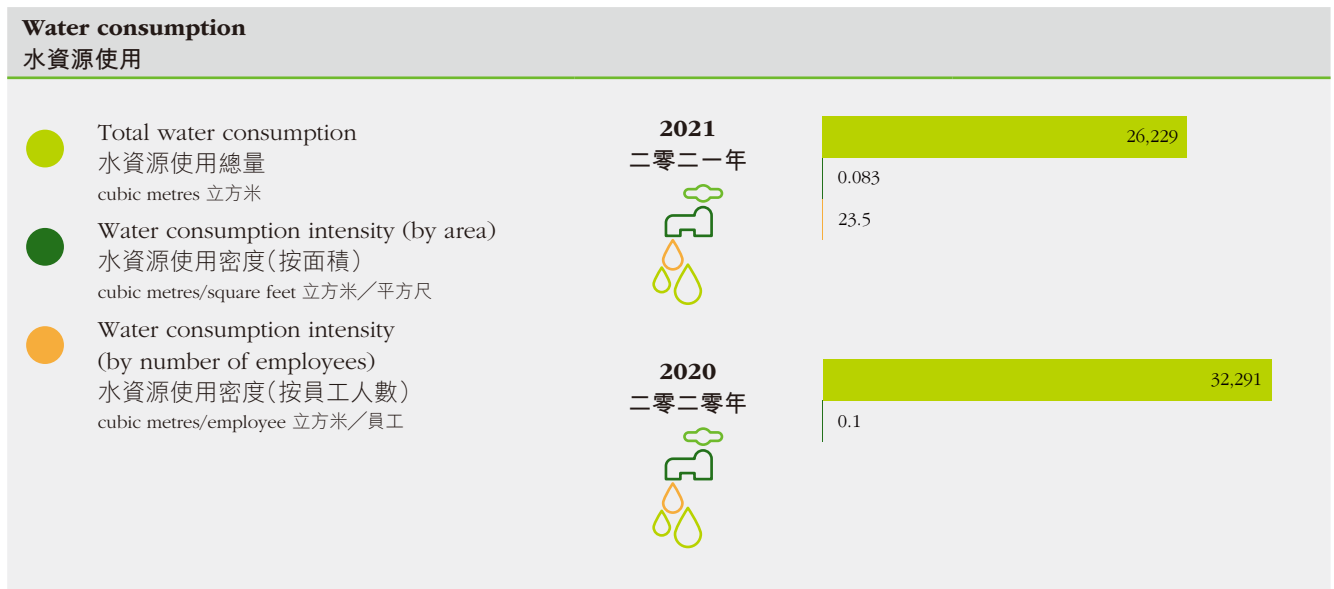
環境保護

Even though we are not facing any issue in sourcing water, we advocate the reduction of water consumption for the conservation of water resources. With our target of maintaining the key performance indicators at not more than 2019 levels, we have introduced measures to ensure effective usage of resources, including putting up posters on water-saving practices, installing water-saving taps.

During the Reporting Period, the Group consumed 26,229 cubic metres of water resources. The implementation of water saving measures resulted in a reduction of around 18.8% of total consumption.

即使我們在求取水源上沒有任何問題，我們提倡減少用水量以保護水資源。我們已採取措施確保有效利用資源，包括張貼節水措施海報、安裝節水水龍頭等，致力達成將關鍵績效指標維持在不超過二零一九年水平的目標。

於本報告期，本集團共消耗了26,229立方米水資源，通過實施節水措施使總量減少了約18.8%。



Due to our business operation, large amounts of paper and ink are consumed in the production. To lower the impacts from the unavoidable consumption, the Group encourages the use of environmentally friendly products as well as to achieve the target of maintaining the key performance indicators at not more than 2019 levels. For example, the papers used are purchased from the members of the Forest Stewardship Council to minimise the impacts on forests. We also collect newspapers for recycling to avoid waste of materials and to remanufacture for printing. Apart from the paper consumption, ink is another concern of the Group on our potential environmental impacts. As to fulfill the standards and decrease the potential impacts, we use organic-based printing ink for our products. All ink used was supplied by manufacturers who comply with ISO14000 and ISO14001 Environmental Management System Standards as well as the ISO9000 and ISO9001 Quality Management System Standards.

因應我們的業務運作，生產過程需使用大量紙張和油墨。為降低不可避免的消耗帶來的影響，本集團鼓勵使用環保產品，並實現將關鍵績效指標維持在不超過二零一九年水平的目標。例如，從森林管理委員會成員購買紙張，以盡量減少對森林的影響。我們亦會收集白報紙以進行回收，避免浪費資源及可再製造印刷用紙張。除白報紙的使用外，油墨是本集團的潛在環境影響的另一個關注點。為了達到標準和減少潛在影響，我們的產品均使用有機印刷油墨。所有使用的油墨由符合ISO14000及ISO14001環境管理體系標準及ISO9000及ISO9001質量管理體系標準的製造商提供。



Environmental Conservation

環境保護

ENVIRONMENT AND NATURAL RESOURCES

With the focus on newspapers and magazine publications and digital media services, we affect the environment with certain levels of energy consumption and emissions. As described in the “Emissions” section, the Group has implemented measures on mitigating and minimising the air emissions, waste, and water discharge. At the same time, our operation carries with potential noise and light pollution. To reduce the corresponding impacts, our Environmental and Natural Resources Policy indicates that all relevant equipment should be maintained periodically, and lightings are only used for illumination purposes. Also, the Group will review the measures and system, where appropriate, to perform comprehensive management on the impacts on the environment and natural resources.

CLIMATE CHANGE

Although urban and economic development brings benefits to our standard of living, it is threatening our lives and safety with climate change. It results in rising sea levels, melting of glaciers and sea ice, frequent hurricanes, storms and other phenomena. The Group acknowledges the impacts of climate change on the community and our business operation. In order to mitigate the climate-related risks and impacts, the Group will formulate relevant policy for identifying and monitoring the issues and establish corresponding measures for mitigation.

環境及天然資源

我們的報紙和雜誌出版物以及數碼媒體服務，為環境帶來一定程度的能源消耗和排放影響。如「排放物」一節所述，本集團已採取相應措施緩和及減少空氣排放物、廢棄物和水資源的排放。同時，我們的業務亦存在潛在的噪音和光污染。為了減少相應的影響，我們的《環境和自然資源政策》已明確所有相關設備應定期維修，以及照明設備僅用於照明目的。此外，本集團將於適時檢視措施和制度，以對環境和自然資源的影響進行全面管理。

氣候變化

雖然城市和經濟發展為我們的生活水平帶來了正面影響，但伴隨的氣候變化正威脅著我們的性命與安全。氣候變化已令冰川和海冰融化導致海平面上升，颶風、風暴和其他現象頻繁發生。本集團理解氣候變化對社區及業務營運的影響，並將制訂相關政策以識別和監測其議題，訂立相應的減緩措施，以減低氣候相關的風險和影響。



Community Contribution

社區回饋

Despite providing high-quality products for business development, the Group focuses on assisting community development. We strive to provide support to the two core areas, which are Education and Charity & Community Care, by leveraging on and aligning resources (including our readers and staff) for their needs.

本集團除了集中於提供高質素產品以發展業務，還專注於協助社區發展。我們善用集團資源(包括讀者和員工)，致力為教育和慈善與社區關懷這兩大核心領域提供支援以滿足受助者的需求。

Education 教育

To support the talents and future pillars of society by providing them with opportunities for formal education as well as personal development.

通過協助年輕人獲得正統教育和個人發展機會，他們將會成為未來的社會棟樑。

Sing Tao Charitable Foundation has served the community for 45 years, with different types of financial assistance and event, such as Sing Tao Charitable Foundation Scholarships, Sing Tao Charitable Foundation Students' Loan Fund, The Standard/Sing Tao "Fat Choy" Drive Medical Students Loan Fund. The Group also organise a number of education-related activities, such as "Leader of the Year" Award, "Sing Tao Inter-School Debating Competition".

「星島慈善基金」已服務社會四十五年，提供不同類型的資助，例如「星島慈善基金獎學金」、「星島慈善基金貸款助學金」、「虎報／星島發財醫科生助學金」。本集團也舉辦多項教育相關的活動，例如「傑出領袖選舉」、「星島全港校際辯論比賽」。

Projects of the Year 年度項目

Sing Tao Charitable Foundation Scholarships

「星島慈善基金獎學金」



Contributions 回饋活動

- Offers one-off scholarships to outstanding students studying Journalism and Communication at The Chinese University of Hong Kong, to nurture future journalists and talents in the news industry.
- Since February 2019, Sing Tao Charitable Foundation Scholarships was extended to students in Journalism and Communication at Chu Hai College of Higher Education, Hong Kong
- Focuses on students who had excellent performance in the HKDSE examination and the elites of the "Sing Tao Inter-School Debating Competition"
- Offered scholarships of HK\$165,000 to 15 students in the 2020/2021 academic year
- 向香港中文大學新聞與傳播系的優秀學生頒發一次性的獎學金，為新聞行業培育人才
- 自二零一九年二月起，「星島慈善基金獎學金」新增向香港珠海學院新聞及傳播學系成績優異的學生頒發獎學金
- 向在香港中學文憑考試狀元兼「星島全港校際辯論比賽」的精英頒發獎學金
- 於二零二零／二零二一學年，共向15名學生頒發獎學金合共165,000港元

Community Contribution

社區回饋

Projects of the Year 年度項目	Contributions 回饋活動
Sing Tao Charitable Foundation Students' Loan Fund 「星島慈善基金貸款助學金」	<ul style="list-style-type: none"> Assists students who face financial difficulty and are nominated by their education institutes Provides loan to students of the eight University Grants Committee-funded universities and Hong Kong Shue Yan University, and emergency loans to students of the aforementioned nine universities, certain other tertiary institutions and secondary schools recognised by the Education Bureau Offered loans of approximately HK\$748,000 to 53 students in the 2020/2021 academic year 為有經濟困難並獲得院校推薦的學生伸出援手 向受大學教育資助委員會資助的八間院校及香港樹仁大學提供助學貸款，亦設有緊急援助貸款，後者的支援對象包括上述九間大學、其他專上學院及教育局認可中學的學生 於二零二零／二零二一學年，共向53名學生借出貸款助學金約748,000港元
The Standard/Sing Tao "Fat Choy" Drive Medical Students Loan Fund 「虎報／星島發財醫科生助學金」	<ul style="list-style-type: none"> Provides interest-free loans to students (in Medicine, Nursing and Chinese Medicine at The University of Hong Kong) with financial difficulty Approved loans of approximately HK\$383,800 to 16 students in the 2020/2021 academic year 為香港大學醫學系、護理學院及中藥學院的學生提供免息貸款 於二零二零／二零二一學年，共向16名學生批出貸款約383,800港元
"Leader of the Year" Award 「傑出領袖選舉」	<ul style="list-style-type: none"> Acknowledges outstanding leaders and thereby encourages the younger generation to strive for excellence and contribute to the development of Hong Kong Presented a total of 132 awards by 2020 表揚傑出領袖及鼓勵年輕一代以獲獎領袖為榜樣，為香港發展作出貢獻 截至二零二零年，共頒發132個獎項



Projects of the Year 年度項目	Contributions 回饋活動
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36th Sing Tao Inter-School Debating Competition
「星島第三十六屆全港校際辯論比賽」

- Hones students' skills in use of language, debating, analytical thinking, and organisation
- 訓練學生的雙語能力、辯才、分析思維和組織能力



Donation to Hong Kong Society for the Blind
捐款至香港盲人輔導會

- Donated HK\$11,500 through the charity book sale
- Received a Bronze Award of the Generous Giving Angel Award (Corporate) Donation
- 舉辦義賣書籍活動，共捐出11,500港元
- 獲得樂善天使獎(機構)捐款銅獎





香港盲人輔導會
The Hong Kong Society for the Blind

2021捐贈者暨企業伙伴嘉許計劃

機構樂善天使獎

— 銅獎 —

Global China Circulation & Distribution Ltd.

二零二一年十二月

Community Contribution

社區回饋

Projects of the Year 年度項目

Company Visit 報館參觀

Contributions 回饋活動

- Raises students' interest in journalism and allows young people to better understand the operations of a newspaper
- Organised 3 visits from the schools and non-profit organisations in 2021
- 提升學生對新聞業的興趣，使其更了解報章企業的運作
- 於二零二一年，共組織了3次學校及非牟利機構參觀活動



Charity & Community Care 慈善與社區關懷

The Group is committed to “giving back to society” by supporting charitable activities and caring for those in need. In our day-to-day news gathering and reporting activities the Group is frequently in touch with and aware of the special and urgent needs in the community.

本集團堅守「取諸社會，用諸社會」的信念，一直支持慈善活動，關懷有需要人士。本集團的媒體業務以嚴謹的編採態度，每天走入社區發掘事實真相，亦因此對社會的狀況有深入認知，了解有需要人士及團體的迫切需要，及時向他們伸出援手。

Apart from providing financial support to students, we support the needy, victims of accidents or disasters through Sing Tao Charitable Foundation and other activities.

除了為學生提供經濟支持外，「星島慈善基金」亦在突發事故或災難情況為不幸人士提供援助。

Projects of the Year 年度項目

Contributions 回饋活動

Sing Tao Charitable Foundation- Reader's Donations 「星島慈善基金－讀者捐款」

- Helps individuals and families in need to tide over their worst times
- Assisted 5 cases with approximately HK\$130,000 in donations from our benevolent readers in 2021
- 幫助有需要的個人及家庭渡過艱難時期
- 於二零二一年，共有5宗援助個案，捐款數字約130,000港元

Adversity Support Scheme with Yan Oi Tong 「仁間有愛應急錢計劃」

- Serves the needy with Yan Oi Tong since 2009
- Assisted 5 cases with HK\$130,000 in 2021
- 自二零零九年起，與仁愛堂合作服務有需要人士
- 於二零二一年，協助5個個案，合共130,000港元的善款



倉務員猝死「仁間有愛」捐助遺屬

倉務員譚雙貴本月九日在青衣貨櫃碼頭猝死，遺下愛妻和三名年幼兒子，父母老淚縱橫，一家陷困境之際，仁愛堂與本報合辦「仁間有愛」應急錢計劃，向死者一家捐助二萬元以解燃眉之急，家人連聲道謝。

譚雙貴的遺孀周潔，對丈夫只活了三十七年人生感到哀痛，出事前數天一家暢遊馬灣的時光再度縈繞腦中。她在天水圍天德邨家居忙於照料三名分別兩歲、四歲及十歲兒子，並整理一下亡夫遺物。

三代六口失經濟支柱

「雙貴的喪禮預訂下月中舉行，探道教儀式，各兒子仍然掛念爸爸，幸近日心情已漸平復。」譚太幽幽地說，由於疫情影響本港經濟，雙貴父親在年初被裁員，放一家七口重擔全落於雙貴肩上，日推夜捱，疑長時間工作積勞成疾，本月九日，他乘坐公司接駁車前往青衣貨櫃碼頭開工期間，突然暈倒，送院不治，經濟支柱斷裂，三代陷徬徨，幸在最困難時候，善長仁翁出手相助，譚太已接收仁愛堂「仁間有愛」善款二萬元，她表示會好好撫養三名兒子，繼續生活下去。 記者 林思明

譚雙貴遺孀接收「仁間有愛」二萬元善款。 林思明攝



黃俊英接收「仁間有愛」兩萬元善款。 徐裕民攝

仁愛堂捐款五萬元 助寶達邨火劫家屬



秀茂坪寶達邨達喜樓上月中發生奪命火警，導致三代同堂的六口之家四人死亡二人受傷。仁愛堂董事局決議，透過仁愛堂「仁間有愛」支援計畫，撥款港幣五萬元予以援助，盼為受災家庭提供最即時的緊急經濟援助，以解燃眉之急。

仁愛堂第四十二屆董事局表示，對

海，六十歲男戶主逃出火場後昏迷送院，事發時同住的長女之丈夫剛外出不在家。意外中，尚有一名九旬男鄰居吸入濃煙不適須送院。

據知，男戶主已出院，但因家居嚴重損毀，須在別處暫住，而上月底屋邨舉辦的籌款活動，亦把善款交男戶主接收。

仁愛堂為本港六大慈善機構之一，自三十年代開始建立中醫診所，贈醫施藥，展開救貧賑災的工作。為配合

丈夫猝逝復患癌 遺孀徬徨獲施援

「我真係好擔心個女，佢仲咁細！」麵包師傅早前工作期間猝死，遺下妻女，遺孀其後更發現患上第二期乳癌，為籌措標靶針藥費，憂心忡忡，仁愛堂與本報合辦「仁間有愛」應急錢計劃捐助二萬元以解燃眉之急，事主萬分感激。

接受捐款的事主黃俊英（四十五歲），日前在何文田愛民邨家中接收捐款時表示，心情至今仍未平復。她憶起丈夫（阿林）生前身影，不禁眼泛淚光，指夫婦均為廣東人，她在深圳打工時由朋友介紹認識阿林，○五年在港結婚，現年十四歲讀中三女兒在港出世。

「打六次標靶針要52萬」

曾太指要供養年邁父親，而家姑離與小叔同住，但任職旅遊業的小叔受疫情影響停工，待母責任落在阿林身上，由於夫婦積蓄不多，阿林要辛勤工作多賺點工資，豈料今年二月，他展工作過勞，凌晨在麵包工場暈倒，送院不治，遺下孤寡。

「我老公喪事囉三月六號舉行，剛做完白事，自己又驗出乳癌第二期，醫生話係最惡毒腫瘤，注射標靶針六次要五十二萬元，等腫瘤縮細才可做手術，之後還要進行一年標靶針療程。」曾太說時愁眉不展。

她要為女兒振作，不想女兒喪父後又再失去至親，孤苦伶仃。對於仁愛堂率先資助高壽，曾太再

Community Contribution

社區回饋

Projects of the Year 年度項目

The Community Chest Rainbow Fund 「公益金及時雨基金」

Contributions 回饋活動

- Since 2011 Headline Daily has been a media sponsor
- Helps the individuals and families with immediate needs
- Assisted 6 cases with HK\$425,000 in 2021
- 《頭條日報》自二零一一年起為此擔任媒體贊助商
- 幫助有迫切需要的人士或家庭
- 於二零二一年，協助6宗個案，合共425,000港元的經濟援助

雪中送炭

修樹工意外亡 家人難掩傷痛

八月中旬，康文署修樹技工曾女士於工作期間，不幸因升降台折斷墮下身亡，曾女士的一家面對突如其來的消息，大受打擊，情緒低落。

曾女士的女兒憶起母親，哀傷表示，「媽媽平日樂於助人，不會抱怨，只會默默助人。」她續說：「一家五口感情很好，樂也融融，平日媽媽放工回家會為家人準備晚餐，一家人共聚天倫。」只可惜此情境不再。

曾女士的女兒難掩傷感，指母親是家中的靈魂人物，更坦言意外發生至今亦難以接受母親的離世。

曾女士是家中經濟支柱，公益金及時雨基金聞訊，馬上撥款港幣六萬五千元，紓解燃眉之急，協助曾女士一家渡過困境。




公益金及時雨基金 (頭條日報全力支持)

雪中送炭

碼頭倉務員猝逝 公益金及時雨10萬助妻兒

四月上旬，三十七歲碼頭倉務員譚雙貴於工作期間突然昏迷猝逝，遺下太太周女士及三名分別十歲、四歲及兩歲的年幼兒子。

「老公老實顧家，好疼愛三個兒子，今次飛來橫禍……」無法接受丈夫突然離世，周女士忍不住哽咽。據周女士透露，丈夫生前非常勤奮工作，儘管工作忙碌，仍然盡量抽空陪伴兒子。在周女士及丈夫的悉心栽培下，大兒子不負厚望，在校名列前茅。遺憾的是，驟然離世的丈夫再也無法親口稱讚兒子，昔日幸福美滿的家庭時光只能緬懷。失去家中經濟支柱的周女士面對將來感到徬徨無助，既要處理丈夫的身後事，亦要定期帶腿部發育不良的小兒子覆診，身心俱疲。

由於要照顧年紀尚小的兒子，周女士無法工作，導致現時家中經濟非常拮据，急需各方支援。公益金及時雨基金聞訊，馬上撥款港幣十萬元，協助譚家紓解燃眉之急。

(讀者如欲捐款幫助周女士，請聯絡「香港公益金及時雨基金」，電話：2599 6111，電郵：chest@commchest.org)




公益金及時雨基金 (頭條日報全力支持)

Projects of the Year 年度項目

Media Partners for Charities 慈善機構的媒體合作夥伴

The 17 years Hong Kong Disneyland Resort (HKDR) has been committed to environmental protection in its daily operation and service concepts. Through a kind and warm care, a collection of Earth Month, the Resort design a series of fun and educational topics to engage and inspire environmental awareness of all guests and visitors.

This year, the Resort once again has a major activity to celebrate Earth Month. From April 22 to April 24, the Resort will hold a series of activities, including a 5,000-step walk, a 6-km walk, and a 6-km walk, to raise awareness of environmental protection and encourage guests to take action to protect the planet.

HKDR has established an Environmental Protection Committee (EPC) to coordinate and manage all environmental protection activities. The EPC is a cross-departmental team that includes representatives from all departments of the Resort. The EPC is responsible for developing and implementing environmental protection policies and programs, and for monitoring and reporting on the Resort's environmental performance.

In 2019, the EPC organized a series of environmental protection activities, including a 5,000-step walk, a 6-km walk, and a 6-km walk. These activities were held at various locations throughout the Resort, and were attended by thousands of guests and visitors. The activities were a great success, and helped to raise awareness of environmental protection among the Resort's guests and visitors.

HKDR is committed to environmental protection, and will continue to work hard to protect the planet for generations to come. We hope that all our guests and visitors will join us in our efforts to protect the planet, and make a difference in the world.

Contributions 回饋活動

- Promoted “Charity Calendar 2022” of SPCA
- Promoted “Donate A Pencil Campaign 2021” of PLAN
- Promoted “The 14th Charity Refugee Film Festival” of UNHCR
- Promoted “Discover For Every Child” of UNICEF
- Promoted “The 9th Hong Kong Volunteer Award” and “International Volunteer Day” of Agency for Volunteer Service (AVS)
- Promoted “Spring Charity Walk for Children Virtual Walk” of World Vision Hong Kong
- Joint promotion with Hong Kong Disney to promote an environmental message
- 為香港愛護動物協會推廣「2022年慈善日曆」
- 為國際培幼會推廣2021年「愛·女孩」鉛筆捐贈活動
- 為聯合國難民署推廣「第十四屆慈善難民電影節」
- 為聯合國兒童基金會推廣「還童心導遊」
- 為義務工作發展局推廣「第九屆香港傑出義工獎」、「國際義工日」
- 為香港世界宣明會推廣「新春童樂慈善行」
- 與香港迪士尼樂園聯合推廣宣傳環保信息



Performance Overview

績效指標概覽

ENVIRONMENTAL 環境

Environmental key performance indicators 環境關鍵績效指標		2021 二零二一年	2020 二零二零年	Unit 單位
Air pollutants emissions 空氣污染物排放量				
				
Nitrogen oxides	氮氧化物	37.98	40.74	kg 公斤
Sulphur oxides	硫氧化物	0.80	0.69	kg 公斤
Respiratory suspended particles	懸浮顆粒	3.03	3.27	kg 公斤
Greenhouse gas emissions 溫室氣體排放量				
				
Scope 1	範圍一	134.10	127.47	tonnes of carbon dioxide equivalent 公噸二氧化碳當量
Scope 2	範圍二	3,723.59	4,769.82	tonnes of carbon dioxide equivalent 公噸二氧化碳當量
Total greenhouse gas emissions	溫室氣體排放總量	3,857.69	4,897.29	tonnes of carbon dioxide equivalent 公噸二氧化碳當量
Greenhouse gas intensity (by area)	溫室氣體密度 (按面積)	0.012	Not available 未能提供	tonnes of carbon dioxide equivalent/square feet 公噸二氧化碳當量/平方尺
Greenhouse gas intensity (by number of employees)	溫室氣體密度 (按員工人數)	3.46	Not available 未能提供	tonnes of carbon dioxide equivalent/employee 公噸二氧化碳當量/員工
Hazardous waste 有害廢棄物				
				
Spent developer	顯影劑	12.5	15.9	tonnes 公噸
Spent ink	廢油墨	2.4	2.4	tonnes 公噸
Script zinc plates	使用過的印刷鋅板	58.8	49.5	tonnes 公噸
Total hazardous waste	有害廢棄物總量	73.7	67.8	tonnes 公噸
Hazardous waste intensity (by area)	有害廢棄物密度 (按面積)	0.00023	0.00021	tonnes/square feet 公噸/平方尺
Hazardous waste intensity (by number of employees)	有害廢棄物密度 (按員工人數)	0.066	Not available 未能提供	tonnes/employee 公噸/員工

Performance Overview



績效指標概覽

Environmental key performance indicators 環境關鍵績效指標		2021 二零二一年	2020 二零二零年	Unit 單位
Non-hazardous waste 無害廢棄物				
				
Newsprint used	白報紙消耗	16,798	15,652	tonnes 公噸
Newsprint collected for recycling	白報紙回收	1,758	1,609	tonnes 公噸
Newsprint used intensity (by area)	白報紙消耗密度 (按面積)	0.05	0.049	tonnes/square feet 公噸/平方尺
Newsprint used intensity (by number of employees)	白報紙消耗密度 (按員工人數)	15.05	Not available 未能提供	tonnes/employee 公噸/員工
Energy consumption 能源消耗				
				
Diesel	柴油	13.15	Not applicable 不適用	MWh 兆瓦時
Gasoline	汽油	431.45	Not applicable 不適用	MWh 兆瓦時
Electricity	電力	9,547.66	9,539.65	MWh 兆瓦時
Total energy consumption	能源消耗總量	9,992.26	9,539.65	MWh 兆瓦時
Energy consumption intensity (by area)	能源消耗密度 (按面積)	0.03	Not available 未能提供	MWh/square feet 兆瓦時/平方尺
Energy consumption intensity (by number of employees)	能源消耗密度 (按員工人數)	8.95	Not available 未能提供	MWh/employee 兆瓦時/員工
Water consumption 水資源使用				
				
Total water consumption	水資源使用總量	26,229	32,291	cubic metres 立方米
Water consumption intensity (by area)	水資源使用密度 (按面積)	0.083	0.1	cubic metres/square feet 立方米/平方尺
Water consumption intensity (by number of employees)	水資源使用密度 (按員工人數)	23.5	Not available 未能提供	cubic metres/employee 立方米/員工

Performance Overview

績效指標概覽

SOCIAL 社會

Social key performance indicators 社會關鍵績效指標		2021 二零二一年	2020 二零二零年
Number of employees 	員工人數		
Gender	性別		
Male	男性	619	661
Female	女性	497	502
Age group	年齡組別		
29 years old or under	29歲或以下	232	231
30-39 years old	30-39歲	191	176
40-49 years old	40-49歲	310	358
50 years old or above	50歲或以上	383	398
Employment category	僱傭類型		
Full-time	全職	1,037	1,163
Part-time	兼職	79	Not available 未能提供
Geographical region	地區		
Hong Kong	香港	1,116	929
Mainland China and Overseas	中國內地及海外	Not applicable 不適用	234
Employment level	職級		
General employees	一般員工	1,056	Not available 未能提供
Middle management	中級管理層	53	Not available 未能提供
Board and Senior management	董事及高級管理層	7	Not available 未能提供
Total	總數	1,116	1,163
Employee turnover rate 	員工流失率		
Gender	性別		
Male	男性	26.82%	7.5%
Female	女性	46.28%	15.7%
Age group	年齡組別		
29 years old or under	29歲或以下	79.74%	39.6%
30-39 years old	30-39歲	44.50%	13.0%
40-49 years old	40-49歲	22.26%	2.8%
50 years old or above	50歲或以上	14.88%	2.6%
Total	總數	35.48%	11.0%

Performance Overview

績效指標概覽

Social key performance indicators 社會關鍵績效指標		2021 二零二一年	2020 二零二零年
Number of new hired 新入職員工人數			
			
Gender 性別			
Male	男性	231	Not available 未能提供
Female	女性	297	Not available 未能提供
Age group 年齡組別			
29 years old or under	29歲或以下	240	Not available 未能提供
30-39 years old	30-39歲	126	Not available 未能提供
40-49 years old	40-49歲	99	Not available 未能提供
50 years old or above	50歲或以上	63	Not available 未能提供
Total	總數	528	Not available 未能提供
Health and safety 健康與安全			
			
Number of work-related injuries	因工受傷數量	7	4
Lost days due to work injuries	因工傷損失工作日數	695	793
Number of work-related fatalities	因工死亡人數	0	0
Employee training 員工培訓			
			
Total number of trained employees	受培訓員工總數	597	733
Percentage of trained employees	受培訓員工百分比	53.5%	63.0%
Average training hours (hours)	平均培訓時數(小時)	32	53
Anti-corruption training 反貪污培訓			
			
Total training hours (hours) Employees and the Board	總培訓時數(小時) 員工及董事	270	Not available 未能提供

HKEx ESG Reporting Guide Content Index

港交所環境、社會及管治報告內容索引

Aspects 層面	Description 內容	Page/Remark 頁碼索引／備註
A1 Emissions 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。	21
A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	22, 36
A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions and intensity. 直接(範圍1)及能源間接(範圍2)溫室氣體排放量及密度。	22-23, 36
A1.3	Total hazardous waste produced and intensity. 所產生有害廢棄物總量及密度。	25, 36
A1.4	Total non-hazardous waste produced and intensity. 所產生無害廢棄物總量及密度。	25, 37
A1.5	Description of emission target(s) set and steps taken to achieve them. 描述所訂立的排放量目標及為達到這些目標所採取的步驟。	21
A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	24

HKEx ESG Reporting Guide Content Index

港交所環境、社會及管治報告內容索引



Aspects 層面	Description 內容	Page/Remark 頁碼索引/備註
A2 Use of Resources		
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。	21, 26
A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及/或間接能源總耗量及密度。	26, 37
A2.2	Water consumption in total and intensity. 總耗水量及密度。	27, 37
A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	27, 37
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	27
A2.5	Total packaging material used for finished products and per unit produced. 製成品所用包裝材料的總量及每生產單位估量。	During the Reporting Period, the Group did not consume any packaging materials. 於報告期內，本集團未有使用任何包裝材料。
A3 The Environment and Natural Resources		
環境及天然資源		
General Disclosure 一般披露	Policies on minimising the issuer's significant impacts 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。	21, 28
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。	21, 24, 28
A4 Climate Change		
氣候變化		
General Disclosure 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	28
A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	28

HKEx ESG Reporting Guide Content Index

港交所環境、社會及管治報告內容索引

Aspects 層面	Description 內容	Page/Remark 頁碼索引/備註
B1 Employment		
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。	15-17
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。	19, 38
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。	19, 38
B2 Health and Safety		
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。	11
B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年(包括匯報年度)每年因工亡故的人數及比率。	15, 39
B2.2	Lost days due to work injury. 因工傷損失工作日數。	15, 39
B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	11-14



HKEx ESG Reporting Guide Content Index

港交所環境、社會及管治報告內容索引

Aspects 層面	Description 內容	Page/Remark 頁碼索引／備註
B3 Development and Training		
發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	20
B3.1	The percentage of employees trained by gender and employee category. 按性別及僱員類別劃分的受訓僱員百分比。	39 The Group will further improve the data collection system for disclosing relevant data. 本集團會完善相關數據收集系統，以作進一步披露。
B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	20 The Group will further improve the data collection system for disclosing relevant data. 本集團會完善相關數據收集系統，以作進一步披露。
B4 Labour Standards		
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 labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	15, 17
B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	17
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。	17

HKEx ESG Reporting Guide Content Index

港交所環境、社會及管治報告內容索引

Aspects 層面	Description 內容	Page/Remark 頁碼索引／備註
B5 Supply Chain Management 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。	10
B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	10
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and 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，以及相關執行及監察方法。	10 The Group will further improve the data collection system for disclosing relevant data. 本集團會完善相關數據收集系統，以作進一步披露。
B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	10
B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	10



HKEx ESG Reporting Guide Content Index

港交所環境、社會及管治報告內容索引

Aspects 層面	Description 內容	Page/Remark 頁碼索引/備註
B6 Product Responsibility		
產品責任		
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。	9
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回收的百分比。	9
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。	9
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。	9
B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	9
B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	9
B7 Anti-corruption		
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。	8
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. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	8
B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	8
B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	8, 39

HKEx ESG Reporting Guide Content Index

港交所環境、社會及管治報告內容索引

Aspects 層面	Description 內容	Page/Remark 頁碼索引／備註
B8 Community Investment		
社區投資		
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	29
一般披露	有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	
B8.1	Focus areas of contribution. 專注貢獻範疇。	29, 33
B8.2	Resources contributed to the focus area. 在專注範疇所動用資源。	29-35



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