



大中華金融控股有限公司

GREATER CHINA FINANCIAL HOLDINGS LIMITED

(incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock Code 股份代號: 431)

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會
及管治報告

2021



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Greater China Financial Holdings Limited (the “Company”) is pleased to present the Company’s 2021 Environmental, Social and Governance (the “ESG”) Report (the “ESG Report”). This report was prepared pursuant to the disclosure requirements as set out in the Environmental, Social and Governance Reporting Guide contained in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “ESG Guide”).

The Company and its subsidiaries (the “Group”) are principally engaged in investment holding, industrial property development, general trading and loan financing operation including the provision of loan financing, financial guarantee services, loan referral and consultancy services. This report covers the Group’s environmental and social performance for the period from 1 January 2021 to 31 December 2021 (the “Reporting Period”). The Company has complied with the “comply or explain” provisions set out in the ESG Guide for the Reporting Period. For information regarding the Group’s financial performance and corporate governance, please refer to the Group’s annual report. The Group reviewed, identified and disclosed herein the material environmental and social issues and aspects, which are considered to have significant impacts and are relevant to the Group’s business and stakeholders during the Reporting Period.

The Group has responsibility to maximize shareholder returns, and this is aligned with the objective to provide clients with the best service and platforms. This is achieved not only through the Group having financial strength but also through investing in its employees and wider social practices.

We welcome any comments and suggestions on this report as well as our performance in sustainability development, please email them to info@greaterchina.com.hk.

大中華金融控股有限公司(「本公司」)欣然呈列本公司二零二一年環境、社會及管治(「環境、社會及管治」)報告(「環境、社會及管治報告」)。本報告乃根據香港聯合交易所有限公司證券上市規則附錄27環境、社會及管治報告指引(「環境、社會及管治報告指引」)所載披露規定編製。

本公司及其附屬公司(「本集團」)主要從事投資控股、工業用物業發展、一般貿易及貸款融資業務(包括提供貸款融資、融資擔保服務、貸款轉介及諮詢服務)。本報告涵蓋本集團於二零二一年一月一日至二零二一年十二月三十一日止期間(「報告期間」)的環境及社會表現。本公司已於報告期間遵守環境、社會及管治指引所載「不遵守就解釋」條文。有關本集團財務業績及企業管治的資料，請參閱本集團年報。本集團於本報告檢討、識別及披露報告期間內被視為對本集團業務及持份者構成重大影響且與之有關的重大環境及社會事項及方面。

本集團負有盡量提高股東回報的責任，此舉與向客戶提供最佳服務及平台的宗旨不謀而合。這不僅透過本集團所具備的財務實力而達致，亦透過栽培其僱員及參與更多社會事務而達致。

我們歡迎對本報告以及我們在可持續發展方面的表現發表評論及提供建議，請將其電郵至 info@greaterchina.com.hk。

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STATEMENT OF THE BOARD

As a responsible corporate citizen, the Group acknowledges that prudent environmental and societal management is of great importance to sustainable economic growth. The ESG Report summarizes the strategy, practice and vision of the Group in respect of issues related to ESG, and conveys the Group's devotion for sustainability. To address the global concern about climate change, the Group has also considered the climate-related issues and incorporated them into the ESG Report. All potential risks that may have impact on the Group's businesses will be covered and evaluated in the annual enterprise risk assessment.

The Group has established a governance structure to enhance its management of ESG issues. The board (the "Board") of directors (the "Directors") of the Company has an overall responsibility for overseeing the Group's ESG-related risks and opportunities, establishing and adopting the ESG-related strategies and targets of the Group, reviewing the Group's performance annually against the targets, and revising the strategies as appropriate if significant variance from the ESG-related target is identified. In order to exert governance over the ESG issues, the Group has set up a working group (the "ESG Working Group") that comprises members from middle to senior management and it serves as a supportive role to the Board in implementing the ESG-related strategies and targets, conducting materiality assessments of ESG issues and prioritise them, and promote the implementation of respective measures. By the delegation of authority of the Board, the ESG Working Group assists in collecting ESG data from respective functional department, monitoring the implementation of the measures, and investigating any deviations from the targets, and liaising with the relevant functional department to take prompt rectification actions.

Based on the set goals and targets, the Board will continue to review the Group's progress in relation to ESG issues in order to build a more sustainable business and bring greater benefits for the society as a whole.

董事會聲明

作為負責任的企業公民，本集團深知審慎環境及社會管理對於可持續經濟增長具有極其重大的意義。環境、社會及管治報告概述本集團有關環境、社會及管治問題的策略、實踐及願景，傳遞本集團對於可持續發展的決心。為應對全球對氣候變化的關注，本集團亦考慮氣候相關問題並將其納入環境、社會及管治報告中。年度企業風險評估將涵蓋及評估可能影響本集團業務的所有潛在風險。

本集團已建立管治架構，以加強管理環境、社會及管治問題。本公司董事（「董事」）會（「董事會」）全面負責監督本集團的環境、社會及管治相關風險及機會、制定及採納本集團的環境、社會及管治相關策略及目標、每年根據目標檢討本集團的表現，以及在發現與環境、社會及管治目標有明顯差異的情況下適當地修訂策略。為管治環境、社會及管治問題，本集團已成立工作小組（「環境、社會及管治工作小組」），由中至高級管理層成員組成，以支援董事會執行環境、社會及管治相關策略及目標、進行環境、社會及管治問題重要性評估並優先處理，以及促進實行相應措施。在董事會的授權下，環境、社會及管治工作小組協助從各個職能部門收集環境、社會及管治數據、監察實行措施以及調整與目標之間的任何差異，並與相關職能部門聯繫以採取迅速的糾正措施。

董事會將繼續根據既定目的及目標檢討本集團有關環境、社會及管治事宜的進展，以建立更可持續發展的業務並為整體社會帶來更廣泛的利益。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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Governance structure

管治架構



ABOUT THE ESG REPORT

Objectives:

The Group is committed to be a successful operator in its business operations, bringing returns to its investors and supporters, giving a healthy and safe working environment to its employees, and helping to provide sustainable developments for the local communities and the Group.

Scope:

This report has been prepared in accordance with the ESG Guide. In preparing the ESG Report, the Group has adopted the international standards and emission factors specified in the guidance materials on ESG issued by Stock Exchange for computing the relevant key performance indicators (“KPIs”), and there is no change from previous year in the way the ESG Report has been prepared. The application of materiality is detailed in the section headed “Materiality Assessment” of this ESG report.

Divided into two parts, the first part of the ESG Report highlights the environmental initiatives carried out by the Group, whereas the latter part elaborates on the social impact brought by the Group in both Hong Kong and the PRC, during the Reporting Period. This ESG Report set out the work we have done in the past and the future plans for sustainability.

關於環境、社會及管治報告

宗旨：

本集團致力於成為其業務營運的成功經營者，為其投資者及支持者帶來回報，為其僱員提供健康安全的工作環境，並協助為當地社區及本集團提供可持續發展。

範圍：

本報告乃根據環境、社會及管治報告指引編製。於編製環境、社會及管治報告時，本集團已採納由聯交所發出的環境、社會及管治指引材料所列明的國際準則及排放因素以計算相關關鍵績效指標（「關鍵績效指標」），及環境、社會及管治報告的編製方式與上年度並無變動。重要性的應用於本環境、社會及管治報告「重要性評估」一節詳述。

環境、社會及管治報告分為兩個部分，第一部分以本報告期間本集團進行的環保活動為重點，第二部分則詳述本集團對香港及中國產生的社會影響。本環境、社會及管治報告載列我們過往有關可持續發展的工作以及未來相關計劃。

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Reporting Principles

The following four reporting principles underpin the preparation of the ESG Report:

- **Materiality:** Material ESG issues have been identified by considering business nature and development of the Group.
- **Quantitative:** KPIs and comparative figures have been disclosed quantitatively where appropriate.
- **Balance:** The Group's performance has been presented in an unbiased manner.
- **Consistency:** Consistent statistical methodologies have been applied for meaningful comparisons of ESG data overtime. In case of any changes in the reporting scope or methodologies, they shall be explained for the reference of stakeholders.

STAKEHOLDER ENGAGEMENT

The Group actively strives to better understand and engage our stakeholders to ensure continuous improvements. We strongly believe that our stakeholders play a crucial role in sustaining the success of our business in the challenging market.

The major ESG concerns of its stakeholders and the means through which the Group engages with such stakeholders are detailed below.

Employees
僱員

- Annual performance appraisal system
- 年度表現評核機制
- Training, seminars and briefing sessions
- 培訓、講座及簡報會
- Staff communication
- 員工交流
- Recreational and volunteer activities
- 工餘及義工活動

Customers
客戶

- Client relationship contacts
- 客戶關係接觸
- Company website
- 公司網站
- Online platform
- 網上平台
- Customer service hotline
- 客戶服務熱線

報告原則

下列四項報告原則為編製環境、社會及管治報告的基礎：

- **重要性：**重大環境、社會及管治事宜通過考慮本集團業務性質及發展進行識別。
- **量化：**關鍵績效指標及比較數據按量化（倘適用）進行披露。
- **平衡：**已以公正方式呈列本集團表現。
- **一致性：**已應用一致的統計方法，令環境、社會及管治數據日後可作有意義的比較。倘報告範圍或方法發生任何變動，應進行解釋以供持份者參考。

持份者參與

本集團積極加深對持份者的了解並與持份者溝通，以確保持續改進。我們堅信，我們的業務要在充滿挑戰的市場中繼續成功，持份者發揮至關重要的作用。

持份者關注的主要環境、社會及管治議題及有關持份者參與本集團的方式於下文詳述。

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環境、社會及管治報告

Shareholders 股東

- Annual General Meeting and other general meetings
- 股東週年大會及其他股東大會
- Investor and press conferences and briefings
- 投資者及新聞發佈會以及簡報會
- Company website
- 公司網站
- Corporate communications including announcements, press releases, circulars, interim and annual reports
- 企業通訊，包括公告、新聞稿、通函、中期及年度報告

Suppliers 供應商

- Regular supplier communications and reviews
- 定期與供應商交流及檢討

Regulators 監管機構

- Regular meetings and communications
- 定期會議及交流
- Compliance reports
- 合規報告
- Training, focus groups and other events
- 培訓、小組焦點座談會及其他活動

Community 社會

- Staff volunteer activities
- 員工的義工活動
- Sponsorships and donations
- 贊助及捐贈

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MATERIALITY ASSESSMENT

The management and employees of the Group's respective major operations have participated in the preparation of the ESG Report to assist the Group in reviewing the operations and identifying relevant ESG issues and assess the importance of related matters to the Group's businesses and stakeholders. Based on the assessed significant ESG issues, data were collected from relevant departments and business units of the Group to perform the ESG assessment.

Based on the results of the assessment, the Company will review its longer-term strategy for addressing specific sustainability issues and explore future opportunities for improving the sustainability performance and reporting.

The Group's material ESG issues are summarized as follows:

Material environmental aspects:

- Use of electricity
- Non-Hazardous waste
- Air emissions

Material social aspects:

- Health and safety
- Product responsibility
- Anti-corruption

重要性評估

本集團各主要職能的管理層與僱員均有參與編製環境、社會及管治報告，以協助本集團檢討運作情況及鑒別相關環境、社會及管治事宜，並評估相關事宜對本集團的業務以及各持份者的重要性。根據經評估的環境、社會及管治的重要事項，向本集團相關部門及業務單位收集資料以進行環境、社會及管治評估。

本公司將根據評估結果檢討長期策略，解決具體的可持續發展問題，並尋求未來機會，以完善可持續發展的表現並進行報告。

本集團的重大環境、社會及管治事宜概述如下：

重大環境層面：

- 用電
- 無害廢棄物
- 氣體排放

重大社會層面：

- 健康及安全
- 產品責任
- 反貪污

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

(A) ENVIRONMENTAL

ENVIRONMENTAL AREAS OVERVIEW

The Group has continued with its environmental policies and strategies in developing a sustainable business by undertaking initiatives on resources conservation and environmental protection, as well as saving operating costs. The Group has taken an active role to ensure a sustainable and environmentally-friendly processes by complying with all related national and provincial laws and standards. When carrying out operational activities, the Group has assumed social responsibilities and initiatives to prevent pollution, reduce wastes and minimize negative impact to the environment, and save energy, water and other resources.

A1. Emissions

The Group, being primarily an office-based company, requires limited natural resources to operate and therefore has a relatively low environmental impact. Our direct environmental impact comes from our office operations, staff travelling by air and by cars, and the Group is not engaged in activities that are generally regarded as having a high environmental impact. The Group believes that the activities do not materially contribute to pollution or cause material damage to the environment. However, the Group takes all practicable steps to meet statutory requirements and minimize its impacts on the environment and encourages its employees to conserve energy, minimize waste and recycle work materials.

The non-hazardous wastes are used papers and office utensils generated from general office, the amount of which is insignificant and they are collected by the cleaning workers of the building management offices on a daily basis.

The emission of greenhouse gases and the use of energy such as electricity are as a result of office-based business activities and from business travel, and are under close monitoring. The Group also keeps abreast of the technological advancement which can be used for reducing emissions.

As at 31 December 2021, there was no violation of relevant law, rules and regulations by the Group relating to air and greenhouse gas emission, discharges into water and land, and generation of hazardous and non-hazardous waste.

(A) 環境

環境領域概述

本集團透過實施資源節約及環境保護措施以及節省營運成本，繼續實施環境政策及策略以發展可持續發展業務。本集團肩負積極角色，透過遵守所有相關的國家及省級法律及標準，確保可持續及環保的流程。於開展業務活動時，本集團承擔社會責任及舉措，以防止污染、減少浪費、盡量減少對環境的負面影響以及節約能源、水及其他資源。

A1. 排放

本集團為主要在辦事處經營業務的公司，營運僅須耗用少量天然資源，故此對環境的影響相對較小。我們對環境的直接影響源自辦事處營運、員工搭乘飛機及汽車外遊工幹，以及本集團並無從事一般視為對環境帶來重大影響的活動。本集團相信，該等活動並無造成重大污染或對環境產生嚴重傷害。然而，本集團採取一切務實步驟以符合法定規定及盡量減低對環境的影響，並且鼓勵僱員節約能源、減少浪費及循環使用工作材料。

無害廢棄物為一般辦公產生的廢紙及辦公用具，其數量微不足道，並由大廈管理處的清潔工人每日收集。

在辦公室經營商業活動及商務外遊導致排放溫室氣體及使用電力等能源，並受到密切監控。本集團亦於技術上與時俱進以減少排放。

於二零二一年十二月三十一日，本集團並無違反有關廢氣及溫室氣體排放、向水及土地的排污、產生有害及無害廢棄物的相關法例、規則及法規。

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A2. Use of Resources

General policies to improve the environment within the Group are as follows:

- Staff are encouraged to travel on public transport facilities;
- Use of video and telephone conferencing as much as possible to reduce travelling;
- Increasing electronic storage of documents rather than retention of hard paper copies;
- Encouraging employee to avoid leaving taps running when lathering hands with soaps and report any leaks to prevent water wastage;
- Reduction in paper usage through double sided printing and copying and using recycling paper;
- Electronic distribution of reports, contract notes, etc., to reduce paper consumption;
- Recycling of waste wherever possible; and
- Use more energy saving LED lights and switching off idle lightings and electrical appliance.

A2. 資源使用

本集團部門改善環境的一般政策包括下列各項：

- 鼓勵員工利用公共交通設施往返不同地方；
- 盡量採用視像及電話會議以減少外遊工幹；
- 更多使用電子途徑儲存文件，而非保留紙張版本；
- 鼓勵僱員在使用肥皂洗手時避免長時間開啟水龍頭，並報告任何漏水情況以防止浪費水；
- 透過雙面印刷及複印以及使用再造紙以減少使用紙張；
- 以電子方式傳遞報告、成交結單等以減少耗用紙張；
- 盡量回收廢棄物；及
- 採用更多節能LED照明及關掉不必要的照明和電器。

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For water consumption, the Group's water consumption expenses are included in the property management fee, therefore consumption data is unavailable as offices are located in buildings with centralized water metering. In addition, water consumption in our offices are not considered material issues in the Group's operations. The Group did not identify any issues in sourcing water that is fit for purpose.

The Group did not generate significant amount of hazardous waste and packaging materials, while the major non-hazardous waste generated was paper.

A3. The Environment and Natural Resources

The Group pledges to uphold quality management and implement policies for conserving resources and managing waste. The Group will continue to increase capacity in recycling to reduce the material influence from the Group's operation on the environment and natural resources. The Group adopts consistent policies to achieve effective saving of resources and follow the laws and regulations for healthy business development.

Awareness for environmental protection of all employees is enhanced through environmental protection activities, training programs, and promotions. The concept of "Reduce", "Reuse", "Recycle" are strongly promoted. By promoting them, the Group is striving to protect the environment as well as contributing back to the society.

The Group, being primarily an office-based company, has no significant activities that will impact on the environment and natural resources.

就用水而言，本集團的用水費用已計入物業管理費，因此，由於辦公室位於安裝集中式水錶的大廈內，因此無法獲得用水量數據。此外，於本集團營運中，辦公室用水並無被認為屬於重大議題。本集團並無發現求取適用水源上有任何問題。

本集團並無產生大量有害廢棄物及包裝材料，而產生的主要無害廢棄物為紙張。

A3. 環境及天然資源

本集團承諾維持優質管理及推行節省資源及處理廢棄物之政策。本集團將繼續加強回收以減低本集團營運對環境及天然資源之重大影響。本集團採納一致的政策以有效地實現節省資源及遵循業務健康發展的法律法規。

透過環境保護活動、培訓課程及推廣，提高全體僱員之環保意識。大力提倡「減省」、「再用」及「回收」理念。本集團透過提倡此等理念，致力保護環境及回饋社會。

本集團為主要在辦事處經營業務的公司，故並無重大活動將會對環境及天然資源造成影響。

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A4. Climate Change

The Group reviews and identifies the climate-related risk annually while conducting the risk assessment. We have considered the potential climate-related risks in respect of the recommendations of the Task Force on Climate-related Financial Disclosure, which are the physical risks such as extreme weather conditions and transition risks such as regulatory change on environmental matters, and summarised as below:

Risk Type	Risks	Potential Financial Impact	Short (current Reporting Period)	Medium (1-3 years)	Long (4-10 years)	Mitigation Strategy
風險類型	風險	潛在財務影響	短期 (本報告期)	中期 (一至三年)	長期 (四至十年)	緩解策略
Physical Risks	<ul style="list-style-type: none"> Extreme weather conditions such as flooding and typhoon Sustained elevated temperature 	<ul style="list-style-type: none"> Reduced revenue from business and supply chain disruptions Increased cost related to the rising need for cooling 	✓	✓		<ul style="list-style-type: none"> Located our offices in cities where the occurrences extreme weather conditions are relatively rare Adopted energy conservation measures
物理風險	<ul style="list-style-type: none"> 洪水及颱風等極端天氣條件 持續高溫 	<ul style="list-style-type: none"> 業務收入減少及供應鏈中斷 冷卻需求增加導致成本增加 				<ul style="list-style-type: none"> 將我們的辦公室設在極端天氣條件相對罕見的城市 採取節能措施
Transition Risks	<ul style="list-style-type: none"> Changes in environmental-related regulations Shift in customer preferences to producers that are more active in incorporating environmentally friendly concepts 	<ul style="list-style-type: none"> Increased pricing of greenhouse gas emissions Decreased revenue due to loss of customer 		✓	✓	<ul style="list-style-type: none"> Our Group has limited company vehicle use to necessary meetings and reduced energy consumption by implementing energy conservation measures
轉型風險	<ul style="list-style-type: none"> 環境相關法規變動 客戶轉向更積極融入環境友好概念的生產商 	<ul style="list-style-type: none"> 溫室氣體排放的定價上升 客戶流失導致收入減少 				<ul style="list-style-type: none"> 本集團限制車輛用於必要會議並實施節能措施降低能耗

A4. 氣候變化

本集團每年檢討及識別氣候相關風險，同時進行風險評估。我們已就氣候相關財務信息披露工作組的建議考慮潛在的氣候相關風險，即極端天氣條件等物理風險及環境事務的監管變動等轉型風險，總結如下：

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(B) SOCIAL

SOCIAL AREAS OVERVIEW

As stated in the objective statement, the Group is committed to bringing returns to its investors and supporters, providing a healthy and safe working environment to its employees, and creating a sustainable development for the local communities. It has therefore formulated and implemented its ESG strategies, policies, rules and regulations by incorporating its long and short term goals with considerations on the stakeholders and the society. It has committed to operating its business in an open, transparent and fair way, through which will bring benefits to stakeholders and contribute the growth and development of the local communities and society.

SOCIAL ASPECTS

The ESG Guide states that Social aspects include "Employment and Labour Practices", "Operating Practices" and "Community", which are reported herein below:

Employment and Labour Practices

B1. Employment

Policies and regulations principally adopted by the Group in respect of compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other benefits and welfare have clearly been stated in the employee handbook and they are summarized as follows:

Compensation

Remuneration and benefits are benchmarked against prevailing local industry norms and commensurate with experiences and qualifications.

Dismissal

This is based on the legislation in Hong Kong and Labour Laws in the PRC in relation to employment.

(B) 社會

社會領域概述

誠如宗旨聲明所述，本集團致力為其投資者及支持者帶來回報，為其僱員提供健康及安全的工作環境，並為當地社區創造可持續發展。因此，透過將利益相關者及社會的考慮因素納入其長期及短期目標，制定並實施環境、社會及管治策略、政策、規則及法規。本集團致力於以公開、透明及公平的方式經營其業務，藉此將為利益相關者帶來利益，並促進當地社區及社會的成長及發展。

社會層面

環境、社會及管治指引闡明社會層面包括「僱傭及勞工常規」、「營運慣例」及「社區」，報告如下：

僱傭及勞工常規

B1. 僱傭

員工手冊內已清楚列明本集團就薪酬及解僱、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和福利所採納的主要政策及規例，有關內容概述如下：

薪資

薪酬及福利以現行本地行業常規為準，並且與經驗及資格相稱。

解僱

解僱依據香港法例及中國勞動法中有關僱傭的規定執行。

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Recruitment and promotion

It is the policy of the Group to undertake recruitment in fair and equitable way which gives equal opportunity to all applicants whilst ensuring the most suitable candidates for a role is chosen. The Group aims to offer all suitable employees opportunity for development and career advancement through promotions and transfers from within the Company.

During the Reporting Period, there were a total of 139 permanent and 2 temporary staff in Hong Kong and the PRC. Hong Kong office has 29 permanent staff, out of which 19 were male staff and 10 were female staff. There were 110 permanent and 2 temporary staff in the PRC, out of which 54 were male and 58 were female.

Out of the 141 permanent and temporary staff, 9 staff were under 25 years old, 25 staff were between the age of 25 to 29 years old, 48 staff were between the age of 30 to 39 years old, 36 staff were between the age of 40 to 49 years old, and 23 staff were above the age of 50.

As at 31 December 2021, employee turnover across the Group was at 48%. The detailed turnover information is as follows:

招聘及晉升

本集團的政策是以公平公正的方式招聘員工，對所有申請人給予平等機會，亦努力確保挑選最合適的應聘人員。本集團旨在透過升遷及公司內部轉換職位的方式，為所有合適僱員提供發展和職業晉升的機會。

於報告期間，本集團於香港及中國共僱傭139名長期及2名臨時員工。香港辦事處有29名長期員工，其中19名為男性員工及10名為女性員工。中國辦事處有110名長期及2名臨時員工，其中54名為男性員工及58名為女性員工。

在141名長期及臨時員工中，9名員工的年齡在25歲以下，25名員工的年齡在25至29歲之間，48名員工的年齡在30至39歲之間，36名員工的年齡在40至49歲之間及23名員工的年齡在50歲以上。

於二零二一年十二月三十一日，本集團的僱員流失率為48%。流失資料詳情如下：

		Year ended 31 December 2021 截至二零二一年十二月 三十一日止年度 Total 總計
Overall turnover	整體流失率	48%
Turnover rate by gender	按性別劃分的流失率	
Female	女性	46%
Male	男性	51%
Turnover rate by age	按年齡劃分的流失率	
Below 25	25歲以下	33%
26 – 35	26至35歲	68%
36 – 45	36至45歲	69%
46 – 55	46至55歲	31%
56 – 65	56至65歲	17%
Turnover rate by geographical location	按地區劃分的流失率	
Hong Kong	香港	10%
PRC	中國	58%

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Employees hired by the Group are located in Hong Kong and the PRC. The Group strictly complies with the requirements of the applicable laws of employment in Hong Kong and the PRC without violating the relevant rules and regulations:

- Workers' wages, overtime payments and related benefits are made in accordance with the local minimum wage (or above);
- Holidays and statutory paid leaves are in compliance with the requirements of Hong Kong and the PRC;
- The Group treats all the employees equally. Their employment, remuneration and promotion will not be affected by their social identities such as ethnicity, race, nationality, gender, religion, age, sexual orientation, political faction and marital status;
- No underage person will be hired;
- The Group is committed to give full consideration to applications for employment from disabled persons, as well as providing continuing employment to existing employees who become disabled during their employment. In the event that an employee becomes disabled, the Group's policy is to make reasonable adjustments, including arranging for training, to enable the employee to continue working for the Group; and
- The Group provides a number of different benefits to employees including MPF, private medical care. Eligible employees are rewarded through the Group share option scheme and have the opportunity to acquire shares of the Company through this scheme.

本集團所聘用的僱員均位於香港和中國。本集團嚴謹遵從香港及中國適用僱傭法例的規定，並無違反相關規則和法規：

- 勞工工資、加班費及相關福利均依據當地最低工資（或高於）支付；
- 假期及法定有薪假期均遵從香港及中國的規定；
- 本集團平等對待僱員，不會因為彼等的民族、種族、國籍、性別、宗教、年齡、性取向、政治派別、婚姻狀況等社會身份而影響其錄用、待遇和升遷；
- 不會僱用未成年人士；
- 本集團承諾會充份考慮由傷殘人士提出的入職申請，以及向於僱用期間變成傷殘的現職僱員提供持續僱用。倘僱員變成傷殘，本集團之政策是作出合理調整（包括安排培訓）以讓僱員繼續為本集團提供服務；及
- 本集團向僱員提供多類不同福利，包括強積金、私營醫療保險等。合資格僱員透過集團購股權計劃而獲得獎賞，並且有機會透過該計劃購入本公司的股份。

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B2. Health and Safety

Working Environment

During the Reporting Period, the Group complied with the relevant laws and regulations in regard to health and safety, including but not limited to the Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong) and Law of the People's Republic of China on Prevention and Control of Occupational Diseases (《中華人民共和國職業病防治法》).

The Group is committed to providing a working environment in which bright, dynamic and committed individuals to perform. We believe that investing in our staff and developing their potential is important to the success of the business. The Group strives to be a caring employer, encourages work-life balance, and communicates with the staff to enhance their sense of belonging and morale.

The health and safety of the Group's employees and visitors is of primary importance. The Group is committed to create and maintain a safe and healthy working environment. Health and safety assessments are carried out regularly in the work areas.

The Group places great importance on the health, safety and welfare of its employees. Relevant policies, standards, and procedures are reviewed on a regular basis to ensure that any hazards or risks are removed or reduced to minimize. The safety policies, standards, and procedures are communicated to employees through contracts of employment, the employee handbook, and employee briefings. All employees have a duty to exercise responsibility and do everything possible to prevent injury to themselves and others.

One of our foremost priorities is to provide employees with a safe and conducive working environment

- Office employees are assigned with individual work stations. Offices are properly lit and ventilated, kept clean and tidy with ample space between work stations;
- Offices are smoke-free;
- Office furniture and fittings are well maintained and replaced where necessary;

B2. 健康與安全

工作環境

於報告期間，本集團已遵守有關健康與安全的相關法律及法規，包括但不限於《職業健康及安全條例》(香港法例第509章)及《中華人民共和國職業病防治法》。

本集團致力為朝氣勃勃、充滿活力及獻身事業的人士提供工作環境。我們相信，業務的成功訣竅在於對員工栽培及開發其潛質。本集團致力成為關顧員工的僱主，鼓勵彼等於工作和生活之間取得平衡，並與員工交流以加強彼等的歸屬感和工作士氣。

本集團十分關心僱員和訪客的健康及安全。本集團致力創造及保持安全和健康的工作環境。我們定期評估工作地點的健康及安全狀況。

本集團非常重視其僱員的健康、安全和福利，並且定期檢討相關政策、準則和程序，藉以確保任何危險品或風險均被移除或降至最低水平。我們透過僱傭合約、員工手冊以及僱員簡介向僱員傳達職安政策、準則及操作程序。所有僱員均有責任以負責任的態度行事及採取一切方法避免自身及他人受傷。

我們的首要任務之一是為員工提供安全和有利的工作環境

- 辦公室僱員會獲分配個人工位。辦公室具備適當的照明及通風系統，環境保持整潔，各工位之間有充裕空間；
- 辦公室內禁止吸煙；
- 辦公室家具及配置保養良好，並於有需要時更換；

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- Security measures are in place at our offices to restrict entry and exit only to staff and permitted visitors; and
- Government's work guidelines on typhoon and rainstorm warnings are followed.

During the past three Reporting Period, no work-related fatality and lost days due to work injury were recorded by the Group.

B3. Development and Training

For improving employees' knowledge and skills to performing their duties at work, all staff are being encouraged to take advantage of the staff development programs, which includes internal and external courses and vocational trainings fully subsidized by the Group. The total training for the Group during the Reporting Period were 1,613.5 hours.

During the Reporting Period, the percentage of employees trained are as follows:

KPI B3.1	關鍵表現指標 B3.1
Development and Training Indicators	發展及培訓指標
By Gender	按性別劃分
Male	53%
Female	47%

By Employee Category	按僱員類別劃分
Entry level	71%
Middle level	20%
Management level	9%

The average training hours completed per employee are shown as follow:

KPI B3.2	關鍵表現指標 B3.2
Development and Training Indicators	發展及培訓指標
Average hours of training per employee by gender	按性別劃分每名僱員的受訓時數
Male	29.26
Female	29.42

Average hours of training per employee by employment category	按僱員類別劃分每名僱員的受訓時數
Entry level	24.27
Middle level	38.36
Management level	49.00

- 辦公室設有安保措施，僅限員工及許可訪客進出；及
- 遵照政府有關颱風及暴雨警告的工作指引。

於過往三個報告期間，本集團並無因工作關係而死亡及因工傷損失工作日數的記錄。

B3. 發展及培訓

為提升僱員於履行工作職責時所需的知識和技能，我們鼓勵全體員工爭取參與員工進修課程的機會，包括內部及外部課程以及由本集團全額補貼的職訓課程。本集團於報告期間的培訓總時長為1,613.5小時。

於報告期間，受訓僱員的百分比如下：

每名僱員完成受訓的平均時數如下所示：

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B4. Labour Standards

The Group strictly complied with the legislation/law in relation to employment in Hong Kong and the PRC. The Group provides the required labour protection, safety and health conditions to ensure employees' safety during their services. The Group also paid wages and salaries, benefits and compensations, and insurances on schedule.

To prevent employment of child labour, newly recruited employees are required to provide a copy of identification documents for age verification. Signing employment contracts with our employees, which clearly state the job positions of the employees, is also an essential part of our employment process to prevent forced labour. Job seekers under the age of 16 or those who provide false or untrue identity proof and documents are not employed by the Group.

During the Reporting Period, we have no recordable non-compliance cases in relevant laws and regulations.

B5. Supply Chain Management

Since the Group is a service provider engaged in investment holding, industrial property development, general trading and loan financing operation including the provision of loan financing, financial guarantee services, loan referral and consultancy services, our business does not involve much of the purchase of physical materials, and thus, we have relatively few suppliers and a less complicated supply chain as compared to other industries. Our suppliers are mostly third-party service providers, such as specialists offering information technology services, advertising services, legal and consulting services, as well as suppliers providing office equipment, printing, and stationery.

The Group continues its policy to open its purchases to all suppliers on a fair and equitable manner to achieve an efficient and stable supply of quality goods and services and elimination of malpractices. All purchases are executed and recorded in accordance with the in-house rules which predominantly imposes concern for and attaches importance to its fit for purpose, safety and reliability. Other secondary considerations are in areas like price, sustainable availability and reputation of the suppliers. Suppliers are chosen based on their continuous ability to guarantee satisfactory product quantity and quality, reasonable pricing and timely delivery. New suppliers are required to provide relevant certifications/documents and track records.

B4. 勞工準則

本集團嚴格遵守香港及中國有關僱傭的法例／法律。本集團提供必須的勞工保障、安全及健康環境，以確保僱員工作期間的安全。本集團亦按時支付工資和薪酬、福利及補償以及保險費用。

為防止僱用童工，新聘請的僱員須提供身份證明文件副本，以核實年齡。為了在僱傭過程中防止強制勞工，須與我們的僱員簽署清晰列明僱員工作職位之僱傭合約。未滿16周歲者或者提供任何虛假或不真實的證件或文件的求職者，本集團不予錄用。

於報告期間，我們並無有關法律及規例的違規記錄。

B5. 供應鏈管理

由於本集團為從事投資控股、工業用物業發展、一般貿易及貸款融資業務（包括提供貸款融資、融資擔保服務、貸款轉介及諮詢服務）的服務提供商，我們的業務並不涉及太多購買實體材料，因此，相較於其他行業我們的供應商相對較少，供應鏈亦不複雜。我們的供應商主要為第三方服務提供商，例如提供信息技術服務、廣告服務、法律及諮詢服務的專家，以及提供辦公設備、印刷及信箋的供應商。

本集團繼續實施其政策，以公平合理的方式向所有供應商開放採購，以實現高效穩定的優質商品及服務供應，消除不當行為。所有採購都按照內部規定執行及記錄，這些規則對目的性、安全性和可靠性十分重視。其他次要考慮因素包括價格、可持續供應和供應商聲譽等。供應商乃根據其能否持續保證令人滿意的產品數量和品質，以及合理的價格和及時的交貨進行選擇。新供應商需要提供相關的證明／文件及過往記錄。

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Since our business does not involve much of the purchase of physical materials, under this circumstance, the data of numbers of suppliers by geographical region are not being maintained by the Group, while the policies on managing environmental and social risks of the supply chain, practices used to identify environmental and social risks along the supply chain and the practices used to promote environmentally preferable products and services are not considered as material issues in the Group's operations.

B6. Product Responsibility

The Group endeavors to provide customers with satisfying services and monitors customer complaints so that they can be given the attention required to resolve the problem and put processes in place to prevent reoccurrence.

Since the Group's business nature is not exposed to product trading, hence, no product quality assurance process or recall procedures being established by the Group.

During the Reporting Period, we complied with all relevant laws and regulations, and there was no products and service-related complaints have been received by the Group, and there was no product sold or shipped subject to recalls for safety or health reasons.

For the customer privacy protection, all the customers' personal documents are being kept by the operation departments with sufficient privacy measures. It is the Group policy requires employees to keep confidential of the information including customer information as they are deemed to be non-public information. Those Information is only available for the enquiries by the staff responsible for company operation so as to ensure customer information security.

The Group takes great care to the avoidance of risks of infringement of intellectual property rights. All products used by the Group are purchased through legitimate sources. Currently there is no infringement of intellectual property case by the Group.

由於我們的業務並不涉及太多購買實體材料，在此情況下，本集團並不保留按地理區域劃分的供應商數量數據，而有關管理供應鏈環境及社會風險的政策、用於識別供應鏈環境及社會風險的慣例以及用於促進環保型產品及服務的慣例並不被視為本集團營運的重大問題。

B6. 產品責任

本集團致力向客戶提供彼等滿意的服務，監察跟進客戶投訴，致使投訴獲得所需的關注度從而解決問題，並且設定程序以避免問題重複發生。

由於本集團的業務性質不涉及產品交易，因此，本集團並無建立產品質量保證程序或召回程序。

於報告期間，我們已遵守所有相關法律及法規，且本集團並無收到任何產品及服務相關投訴，亦無任何已售出或發貨產品因安全或健康原因而被召回的情況。

對於客戶私隱保障，所有客戶個人文件均由備有足夠私隱保護措施的營運部門保管。本集團政策要求僱員將資料保密，包括視為非公眾信息的客戶資料。該等資料僅會於負責公司營運的員工提出查詢時方會提供，藉此確保客戶資料安全。

本集團盡力避免出現侵犯知識產權的風險。本集團採用的全部產品均透過合法途徑購買。目前本集團並無任何侵犯知識產權的個案。

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B7. Anti-Corruption

The Group is well aware of the importance of honesty, integrity and fairness, and has included anti-corruption policy in our employee handbook. The Group severely prohibits its employees, including directors, to make inappropriate payments or to accept any forms of gifts and benefits beyond proper permission. In addition, our employees are strictly prohibited from engaging in any illegal acts, including extortion, fraud, money laundering, etc. Identified cases will be followed-up with applicable legal actions. It is the Group's core values for reminding its employees to uphold their integrity and professionalism.

The Group encourages its employees to report alleged malpractices, misconduct and possible cases violating Prevention of Bribery Ordinance (Cap. 201) or the Prevention of Money Laundering and Terrorist Financing Guidance Note by Securities and Futures Commission. We welcome our employees to report any suspected malpractices through various channels. Management, and even the Company's Audit Committee, takes immediate action to investigate the issue. The Group promises to fully support the whistleblowers and the identity of the whistleblowers is also well protected.

During the Reporting Period, the Group reported no bribery nor corruption charges, and since the Group's business is not highly exposed to the risk of corruption, no training of such area was held during the Reporting Period. Yet, the Group is planning to provide anti-corruption training to its employees and directors in the next reporting period.

B7. 反貪污

本集團深知誠實、正直及公平之重要，並已在員工手冊內載列反貪污政策。本集團嚴禁僱員（包括董事）支付不當款項或接受任何形式的禮品及利益，除非獲得正式許可。此外，嚴格禁止我們的僱員進行任何非法行為，包括敲詐、詐騙、洗錢等。本集團將採用適當法律行動跟進所識別的案例。本集團的核心價值觀為提醒其僱員堅守其誠信及專業精神。

本集團鼓勵僱員報告疑似瀆職、不當行為及違反防止賄賂條例（第201章）或證券及期貨事務監察委員會頒佈的防止洗黑錢及恐怖分子集資活動的指引的可能案件。我們歡迎僱員透過各種渠道舉報任何疑似不當行為。管理層以至本公司審核委員會即時採取措施調查有關事件。本集團承諾全力支持舉報者，亦會妥善保護舉報者的身份。

於報告期間，本集團並無報告任何賄賂或貪污指控，且由於本集團的業務受貪污風險的影響不大，於報告期間並無舉辦有關方面的培訓。然而，本集團計劃於下一個報告期間為其員工及董事提供反貪污培訓。

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環境、社會及管治報告

B8. Community Investment

The Group pursues sustainable development of our community by assessing and managing the social impact of our operations on the marketplace and by supporting initiatives that create effective and lasting benefits to communities in our operating boundaries.

The Group has always encouraged our staff to participate in voluntary and charitable events to service the community and society. During the Reporting Period, a total 51 of our staff joined the “愛•微公益” live stream charity auction for 3 hours on 20 June 2021, to support charity organizations in the PRC by raising the funds necessary to continue their work.

CARBON FOOTPRINT TRACKING

Our Group identified emission of greenhouse gas (“GHG”) from its operations may have an adverse impact on the environment. The emissions associated with electricity consumed in our offices remain the biggest contributor to our GHG emissions. Other contributors include our own vehicle travelling, employee business air travel, and paper waste disposal.

1. Overall CO₂ emission

During the Reporting Period, the Group’s overall CO₂ emission has slightly decreased by 17.95% from 241.2 tons of CO₂ in 2020 to 197.9 tons in 2021.

B8. 社區投資

本集團通過評估及管理我們業務對市場的社會影響，及支持可為我們經營範圍內的社區創造有效及持久效益的舉措，尋求社區的可持續發展。

本集團一直鼓勵員工參與志願及慈善活動，以服務社區及社會。於報告期間，我們共有51名員工於二零二一年六月二十日參加為時3小時的「愛•微公益」直播慈善拍賣，以支持中國的慈善組織，幫助其籌集必要的資金以繼續開展工作。

碳足跡追蹤

本集團發現其營運產生的溫室氣體（「溫室氣體」）排放可能對環境產生不利影響。與我們辦公室用電相關的排放仍是我們溫室氣體排放的最大來源。其他排放源包括自有車輛行駛、僱員商務航空出行及廢紙處理。

1. 整體二氧化碳排放

於報告期間，本集團整體二氧化碳排放由二零二零年的241.2噸二氧化碳輕微減至二零二一年的197.9噸，減幅為17.95%。

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2. Fuel consumption on own vehicles

During the Reporting Period, the Group's overall CO₂ emission due to fuel consumption on own vehicles was the same as in 2021 compared to 2020, CO₂ emission decreased by 50.10%. Hazardous gases including Nitrogen oxide (NOx), Sulphur Oxide (SOx), and Particulate Matter (PM) were generated directly from the fuel used for our vehicles. The amounts generated were 3,271g, 77g, and 241g which were much less than to 2020 at 10,023g, 177g, and 738g, respectively for NOx, SOx, and PM. The reason for the decrease of CO₂ emission and hazardous gases was mainly due to travel restriction during the pandemic in the Reporting Period.

3. Electricity consumption

During the Reporting Period, the Group's overall electricity consumption has slightly increased by 3.84% from 281,372 kWh in 2020 to 292,164 kWh in 2021.

4. Employee air travel

CO₂ emission due to employee air travelling decreased by 100% in 2021 as compared with 2020. The reason for the decrease was mainly due to travel restriction during the pandemic in the Reporting Period.

5. Paper waste

CO₂ emission due to paper waste decreased by 73.1% in 2021 as compared to 2020 due to the continuous paper reduction effort by the Group. The Group will continue to encourage the staff to conserve and reduce. The staff are encouraged to use electronic documents rather the paper copies

- All non-customer printing to use recycle papers if all possible;
- The staff are encouraged to use double sided printing method; and
- Set up of the system to log and report printing usage of individual operating unit to monitor and measure their performance.

2. 自有車輛使用燃油

於報告期間，二零二一年本集團因自有車輛燃料消耗產生的整體二氧化碳排放與二零二零年相同，二氧化碳排放減少50.10%。氮氧化物、硫氧化物及顆粒物等有害氣體由我們的車輛所用燃料直接產生。產生的氮氧化物、硫氧化物及顆粒物重量分別為3,271克、77克及241克，遠低於二零二零年的10,023克、177克及738克。二氧化碳排放及有害氣體減少乃主要由於報告期間疫情時期實行旅行限制。

3. 電能消耗

於報告期間，本集團整體電能消耗由二零二零年的281,372千瓦時輕微增加3.84%至二零二一年的292,164千瓦時。

4. 僱員航空出行

二零二一年由於僱員航空出行所產生的二氧化碳排放較二零二零年減少100%。該減少乃主要由於報告期間疫情時期實行旅行限制。

5. 廢紙

二零二一年本集團由於廢紙產生的二氧化碳排放較二零二零年減少73.1%，此乃由於本集團持續努力減少紙張使用。本集團將繼續鼓勵僱員節約及減少紙張使用。本集團鼓勵僱員以電子文檔代替紙質版

- 對於非客戶打印，盡可能使用回收紙；
- 鼓勵僱員使用雙面打印；及
- 設立系統，記錄並報告各營運單位的打印使用情況，以監察及衡量其表現。

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GROUP KPI

集團關鍵績效指標

		2021 二零二一年	2020 二零二零年	Year-on-year variance (in %) 按年變動(%)
Scope 1 – Direct emissions and removals	範疇1 – 直接排放及減除			
Fuel consumed (Note 2)	消耗燃料 (附註2)			
(in liters)	(公升)	5,247	12,063	-56.50%
(in tCO ₂ e)	(噸二氧化碳當量)	14.21	28.47	-50.09%
Intensity per Gross Floor Area square meter (Note 1)	每平方米 (建築面積) 密度 (附註1)			
(in liters)	(公升)	1.72	1.74	-1.15%
(tCO ₂ e)	(噸二氧化碳當量)	0.0047	0.0041	14.63%
Scope 2 – Energy indirect emissions	範疇2 – 能源間接排放			
Electricity consumed (Note 3)	電能消耗 (附註3)			
(in kWh)	(千瓦時)	292,164	281,372	+3.84%
(in tCO ₂ e)	(噸二氧化碳當量)	182.2	179.2	+1.67%
Intensity per Gross Floor Area square meter (Note 2)	每平方米 (建築面積) 密度 (附註2)			
(in kWh)	(千瓦時)	95.85	40.47	+136.8%
(in tCO ₂ e)	(噸二氧化碳當量)	0.060	0.026	+130.8%
Scope 3 – Other indirect emissions	範疇3 – 其他間接排放			
Paper waste disposal (Note 4)	廢紙處理 (附註4)			
(in tonnes)	(噸)	0.31	1.16	-73.28%
(in tCO ₂ e)	(噸二氧化碳當量)	1.50	5.58	-73.12%
Intensity per Gross Floor Area square meter (Note 1)	每平方米 (建築面積) 密度 (附註1)			
(in tonnes)	(噸)	0.0001	0.0002	-50.0%
(in tCO ₂ e)	(噸二氧化碳當量)	0.0005	0.0008	-37.5%
Air travel by staff (Note 5)	僱員航空出行 (附註5)			
(in km)	(千米)	-	303,098	-100%
(in tCO ₂ e)	(噸二氧化碳當量)	-	27.9	-100%
Intensity per Gross Floor Area square meter (Note 1)	每平方米 (建築面積) 密度 (附註1)			
(in km)	(千米)	-	43.6	-100%
(in tCO ₂ e)	(噸二氧化碳當量)	-	0.004	-100%
Total emissions (direct and indirect) and removals	總排放 (直接及間接) 及減除			
Total greenhouse gas emissions (in tCO₂e)	總溫室氣體排放 (噸二氧化碳當量)	197.9	241.2	-17.95%
Intensity per Gross Floor Area square meter (in tCO₂e) (Note 1)	每平方米 (建築面積) 密度 (噸二氧化碳當量) (附註1)	0.065	0.035	+85.71%

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REDUCTION TARGET

Our target is to retain the total greenhouse gas emissions at below 220 tCO₂e annually in the next reporting period; for the non-hazardous wastes, we targeted to retain the paper waste disposal at below 1 tonne annually in the next reporting period; for the electricity consumption, we targeted to retain the electricity consumption at below 300,000 kWh annually in the next reporting period.

Notes:

1. The Group's offices gross floor area was used as the denominator to calculate greenhouse gas emissions intensity. The Group's office gross floor area for 2020 and 2021 was 6,952 square meter and 3,048 square meters respectively.
2. Fuel consumption includes fuel used by Group's private vehicles. Emissions relating to vehicles are based on Appendix 2: Reporting Guidance on Environmental KPIs calculation model issued by HKEX in 2021 and EMFAC-HK calculation model issued by The Hong Kong Environmental Protection Department in 2020.
3. Emissions relating to electricity consumption are based on the latest emission factors provided by Hong Kong Electric Company Limited. For the Group's office in Beijing, the emission factor is based on the 「2019 China regional power grid baseline emission factor 中國區域電網基準線排放因子」 published by National Development and Reform Commission, Ministry of Climate Change.
4. Emissions relating to paper waste disposal are equal to emissions from paper copying and printing.
5. Emissions relating to air travel by staff are based on "International Civil Aviation Organization Carbon Emissions Calculator", provided on the website of International Civil Aviation Organization.

減排目標

我們的目標是下個報告期間實現溫室氣體年排放總量少於220噸二氧化碳當量；無害廢棄物方面，我們的目標是下個報告期間實現廢紙年處理量少於1噸；電能消耗方面，我們的目標是下個報告期間實現電能年消耗量少於300,000千瓦時。

附註：

1. 本集團辦事處建築面積用作分母計算溫室氣體排放密度，二零二零年及二零二一年本集團辦事處建築面積分別為6,952平方米及3,048平方米。
2. 燃油使用包括本集團私家車所用燃料。與車輛相關的排放乃根據二零二一年聯交所公佈的附錄二：環境關鍵績效指標匯報指引計算模型及二零二零年香港環境保護署公佈的EMFAC-HK汽車排放計算模型計算。
3. 與電能消耗相關的排放是根據香港電燈有限公司提供的最新排放因子計算。本集團位於北京的辦事處，其排放因子是根據國家發展和改革委員會應對氣候變化司刊發的《二零一九年中國區域電網基準線排放因子》計算。
4. 與廢紙處理相關的排放相等於紙張影印及打印產生的排放。
5. 與僱員航空出行相關的排放是根據國際民用航空組織網站提供的《國際民航組織碳排放計算器》計算。

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ESG REPORTING GUIDE CONTENT INDEX

《環境、社會及管治報告指引》內容索引

PART A. ENVIRONMENTAL

A 部分. 環境

ESG Aspects

環境、社會及管治層面

Related Section(s)

相關章節

A1. Emissions

A1. 排放物

<p>Information on the policies and 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.</p> <p>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政策及遵守對發行人有重大影響的相關法律及規例的資料。</p>	<p>ENVIRONMENTAL AREAS OVERVIEW</p> <p>環境領域概述</p>
<p>KPI A1.1 The types of emissions and respective emission data.</p> <p>關鍵績效指標A1.1排放物種類及相關排放數據。</p>	<p>A1. Emissions GROUP KPI</p> <p>A1. 排放物 集團關鍵績效指標</p>
<p>KPI A1.2 Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).</p> <p>關鍵績效指標A1.2直接（範圍1）及能源間接（範圍2）溫室氣體排放量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。</p>	<p>GROUP KPI</p> <p>集團關鍵績效指標</p>
<p>KPI A1.3 Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).</p> <p>關鍵績效指標A1.3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）。</p>	<p>A2. Use of Resources</p> <p>A2. 資源使用</p>
<p>KPI A1.4 Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).</p> <p>關鍵績效指標A1.4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）。</p>	<p>A2. Use of Resource GROUP KPI</p> <p>A2. 資源使用 集團關鍵績效指標</p>
<p>KPI A1.5 Description of emissions target(s) set and steps taken to achieve them.</p> <p>關鍵績效指標A1.5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。</p>	<p>REDUCTION TARGET</p> <p>減排目標</p>
<p>KPI 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.</p> <p>關鍵績效指標A1.6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。</p>	<p>REDUCTION TARGET</p> <p>減排目標</p>

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Related Section(s)

相關章節

A2. Use of Resources

A2. 資源使用

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。

A2. Use of Resource

A2. 資源使用

KPI 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).

關鍵績效指標A2.1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）。

GROUP KPI

集團關鍵績效指標

KPI A2.2 Water consumption in total and intensity (e.g. per unit of production volume, per facility).

關鍵績效指標A2.2總耗水量及密度（如以每產量單位、每項設施計算）。

A2. Use of Resource

A2. 資源使用

KPI A2.3 Description of energy use efficiency target(s) set and steps taken to achieve them.

關鍵績效指標A2.3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。

REDUCTION TARGET

減排目標

KPI 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.

關鍵績效指標A2.4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。

A2. Use of Resource

A2. 資源使用

KPI A2.5 Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.

關鍵績效指標A2.5製成品所用包裝材料的總量（以噸計算）及（如適用）每生產單位估量。

A2. Use of Resource

A2. 資源使用

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相關章節

A3. The Environment and Natural Resources

A3. 環境及天然資源

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。

A3. The Environment and Natural Resources

A3. 環境及天然資源

KPI A3.1 Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.

關鍵績效指標 A3.1 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。

A3. The Environment and Natural Resources

A3. 環境及天然資源

A4. Climate Change

A4. 氣候變化

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。

A4. Climate Change

A4. 氣候變化

KPI 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.

關鍵績效指標 A4.1 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。

A4. Climate Change

A4. 氣候變化

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PART B. SOCIAL

ESG Aspects

環境、社會及管治層面

Related Section(s)

相關章節

B1. Employment

B1. 僱傭

Information on the policies and compliance with 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.

B1. Employment

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政策及遵守對發行人有重大影響的相關法律及規例的資料。

B1. 僱傭

KPI B1.1 Total workforce by gender, employment type, age group and geographical region.

B1. Employment

關鍵績效指標B1.1按性別、僱傭類型、年齡組別及地區劃分的僱員總數。

B1. 僱傭

KPI B1.2 Employment turnover rate by gender, age group and geographical region.

B1. Employment

關鍵績效指標B1.2按性別、年齡組別及地區劃分的僱員流失比率。

B1. 僱傭

B2. Health and Safety

B2. 健康與安全

Information on the policies and compliance with laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.

B2. Health and Safety

有關提供安全工作環境及保障僱員避免職業性危害的政策及遵守對發行人有重大影響的相關法律及規例的資料。

B2. 健康與安全

KPI B2.1 Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.

B2. Health and Safety

關鍵績效指標B2.1過去三年（包括匯報年度）每年因工亡故的人數及比率。

B2. 健康與安全

KPI B2.2 Lost days due to work injury.

B2. Health and Safety

關鍵績效指標B2.2因工傷損失工作日數。

B2. 健康與安全

KPI B2.3 Description of occupational health and safety measures adopted, how they are implemented and monitored.

B2. Health and Safety

關鍵績效指標B2.3描述所採納的職業健康與安全措施，以及相關執行及監察方法。

B2. 健康與安全

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環境、社會及管治層面

Related Section(s)

相關章節

B3. Development and Training

B3. 發展及培訓

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。

B3. Development and Training

B3. 發展及培訓

KPI B3.1 The percentage of employees trained by gender and employee category (e.g. senior management, middle management).

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。

B3. Development and Training

B3. 發展及培訓

KPI B3.2 The average training hours completed per employee by gender and employee category.

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。

B3. Development and Training

B3. 發展及培訓

B4. Labour Standards

B4. 勞工準則

Information on the policies and compliance with 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政策及遵守對發行人有重大影響的相關法律及規例的資料。

B4. Labour Standards

B4. 勞工準則

KPI B4.1 Description of measures to review employment practices to avoid child and forced labour.

關鍵績效指標B4.1描述檢討招聘慣例的措施以避免童工及強制勞工。

B4. Labour Standards

B4. 勞工準則

KPI B4.2 Description of steps taken to eliminate such practices when discovered.

關鍵績效指標B4.2描述在發現違規情況時消除有關情況所採取的步驟。

B4. Labour Standards

B4. 勞工準則

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Related Section(s)

相關章節

B5. Supply Chain Management

B5. 供應鏈管理

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。

B5. Supply Chain Management
B5. 供應鏈管理

KPI B5.1 Number of suppliers by geographical region.

關鍵績效指標B5.1按地區劃分的供應商數目。

B5. Supply Chain Management
B5. 供應鏈管理

KPI B5.2 Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.

關鍵績效指標B5.2描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。

B5. Supply Chain Management
B5. 供應鏈管理

KPI B5.3 Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.

關鍵績效指標B5.3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。

B5. Supply Chain Management
B5. 供應鏈管理

KPI B5.4 Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.

關鍵績效指標B5.4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。

B5. Supply Chain Management
B5. 供應鏈管理

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Related Section(s)

相關章節

B6. Product Responsibility

B6. 產品責任

<p>Information on the policies and compliance with 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 method 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政策及遵守對發行人有重大影響的相關法律及規例的資料。</p>	<p>B6. Product Responsibility B6. 產品責任</p>
<p>KPI B6.1 Percentage of total products sold or shipped subject to recalls for safety and health reasons. 關鍵績效指標B6.1已售或已運送產品總數中因安全與健康理由而須回收的百分比。</p>	<p>B6. Product Responsibility B6. 產品責任</p>
<p>KPI B6.2 Number of products and service-related complaints received and how they are dealt with. 關鍵績效指標B6.2接獲關於產品及服務的投訴數目以及應對方法。</p>	<p>B6. Product Responsibility B6. 產品責任</p>
<p>KPI B6.3 Description of practices relating to observing and protecting intellectual property rights. 關鍵績效指標B6.3描述與維護及保障知識產權有關的慣例。</p>	<p>B6. Product Responsibility B6. 產品責任</p>
<p>KPI B6.4 Description of quality assurance process and recall procedures. 關鍵績效指標B6.4描述質量檢定過程及回收程序。</p>	<p>B6. Product Responsibility B6. 產品責任</p>
<p>KPI B6.5 Description of consumer data protection and privacy policies, how they are implemented and monitored. 關鍵績效指標B6.5描述消費者資料保障及私隱政策，以及相關執行及監察方法。</p>	<p>B6. Product Responsibility B6. 產品責任</p>

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B7. Anti-corruption

B7. 反貪污

Information on the policies and 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、欺詐及洗黑錢的政策及遵守對發行人有重大影響的相關法律及規例的資料。

B7. Anti-Corruption

B7. 反貪污

KPI 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.

關鍵績效指標B7.1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。

B7. Anti-Corruption

B7. 反貪污

KPI B7.2 Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.

關鍵績效指標B7.2描述防範措施及舉報程序，以及相關執行及監察方法。

B7. Anti-Corruption

B7. 反貪污

KPI B7.3 Description of anti-corruption training provided to directors and staff.

關鍵績效指標B7.3描述向董事及員工提供的反貪污培訓。

B7. Anti-Corruption

B7. 反貪污

B8. Community Investment

B8. 社區投資

Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure that 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。

B8. Community Investment

B8. 社區投資

KPI B8.1 Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).

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）。

B8. Community Investment

B8. 社區投資

KPI B8.2 Resources contributed (e.g. money or time) to the focus area.

關鍵績效指標B8.2在專注範疇所動用資源（如金錢或時間）。

B8. Community Investment

B8. 社區投資



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