



AMCO UNITED HOLDING LIMITED

雋泰控股有限公司\*

*(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 : 630)**

**2021**

Environmental, Social and  
Governance Report

環境、社會及管治報告

*\* For identification purposes only*  
僅供識別

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## ABOUT THIS REPORT

This Environmental, Social and Governance Report (the “ESG Report”) addresses all relevant material topics and fairly presents the environmental and social performance of the Group and its impacts. This report covers all operations of the Group and describes its initiatives and progress in respect of environmental and social aspects for the Year from 1 January 2021 to 31 December 2021 (the “Year”).

The ESG Report focuses on the environmental and social performance of the Group’s business activities in Hong Kong during the Year, namely (i) manufacture and sale of medical devices products (“Medical Devices Business”); (ii) manufacture and sale of plastic moulding products (“Plastic Moulding Business”); (iii) provision of construction services in building construction, building maintenance and improvement works, project management, renovation and decoration works (“Building Contract Works Business”); and (iv) the provision of money lending (“Money Lending Business”).

The Board acknowledges its responsibility for ensuring the integrity of the ESG Report. This ESG Report is prepared in compliance with the Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) issued by the Stock Exchange set out in Appendix 27 to the Listing Rules. The ESG Report has been prepared based on four reporting principles, including materiality, quantitiveness, balance and consistency.

## Feedback

While the ESG Report aims to be plain, clear, and easy-to-read, we appreciate any comments that can help improve the content provided in this report. Any queries or suggestions regarding the content of this report can be directed to:

## 關於本報告

本環境、社會及管治報告（「ESG報告」）就所有相關的重要議題作出闡述，並公平呈報本集團的環境及社會表現及其影響。本報告涵蓋本集團所有業務並說明其有關二零二一年一月一日至二零二一年十二月三十一日年度（「本年度」）環境及社會方面的舉措及進展。

ESG報告關注本年度本集團於香港業務活動的環境及社會表現，即(i)製造及銷售醫療設備產品（「醫療設備業務」）；(ii)製造及銷售塑膠模具產品（「塑膠模具業務」）；(iii)提供樓宇建造、樓宇維修及改善工程、項目管理、裝修及裝飾工程方面之建造服務業務（「樓宇承包工程業務」）；及(iv)提供放貸業務（「放貸業務」）。

董事會明白其為確保ESG報告完整所負有的責任。本ESG報告乃遵照上市規則附錄27所載由聯交所發佈之環境、社會及管治報告指引（「ESG報告指引」）而編製。ESG報告已根據重要性、量化、平衡及一致性四項匯報原則而編製。

## 反饋

ESG報告以簡明易讀為擬定原則，我們亦歡迎就本報告內容之改進提供意見。有關本報告內容之任何查詢或建議可透過以下方式傳達至：

## ABOUT THIS REPORT *(continued)*

### Feedback *(continued)*

AMCO United Holding Limited

Address: Unit 1104, Crawford House, 70 Queen's Road Central,  
Central, Hong Kong

Telephone: (852) 2961 4871

Fax: (852) 2125 7001

Email: sc.tang@amco-united.com

## ESG GOVERNANCE

AMCO United Holding Limited (the "Company") and its subsidiaries (collectively referred to as the "Group") are determined to establish a business model that places sustainability into its consideration. The Group has strived to incorporate various environmental, social and governance ("ESG") initiatives, such as the environmental management system and the green office scheme, into its daily operations.

The major impacts of our operations lie on the supply chain as most of our operations are outsourced. We, therefore, have put our focus on supply chain management, ensuring that our suppliers and contractors are environmentally and socially responsible. While we encourage our business partners to share our ESG values, we closely monitor their ESG performance and status of compliance with all applicable laws and regulations.

To provide excellent product and service quality, the Group's Building Contract Works Business has established an Integrated Management System ("IMS") which abides by ISO 9001, ISO 14001 and ISO 45001 (replaced the previous OHSAS 18001). The IMS has established several policies and objectives, identified the roles and responsibilities of employees, aiming to provide customers with high quality, environment-friendly and secure services.

## 關於本報告 *(續)*

### 反饋 *(續)*

雋泰控股有限公司

地址：香港中環皇后大道中70號  
卡佛大廈1104室

電話：(852) 2961 4871

傳真：(852) 2125 7001

電郵：sc.tang@amco-united.com

## ESG管治

雋泰控股有限公司（「本公司」）及其附屬公司（統稱「本集團」）堅持在其商業模式中融入更多有關可持續發展的考慮。本集團致力於其日常業務過程中納入多項環境、社會及管治（「環境、社會及管治」）舉措（例如環境管理體系及綠色辦公室計劃）。

由於我們大部分業務均以外包形式進行，我們業務的主要影響在於供應鏈。因此，我們注重供應鏈管理，並確保我們的供應商及承建商對環境及社會負責。我們鼓勵業務夥伴與我們秉持相同的環境、社會及管治價值理念，同時亦密切監督彼等之環境、社會及管治表現以及遵守所有適用法律法規的情況。

為提供卓越產品及服務，本集團的樓宇承包工程業務已建立符合ISO 9001、ISO 14001及ISO 45001（替代先前的OHSAS 18001）標準的綜合管理系統（「綜合管理系統」）。該綜合管理系統訂有多項政策及目標，明確僱員角色及責任，以為客戶提供優質、環保及安全的服務為宗旨。

## ESG GOVERNANCE *(continued)*

The Group attaches great importance to human resources management. We are devoted to protecting employees' rights, providing employees with training for continuous development and creating a safe and healthy work environment. The Group also appreciates the support received from all of its stakeholders including investors, employees, customers, suppliers, etc., during the Year.

To address the potential ESG risks and grasp the golden opportunities for sustainable development, the Group believes that a stable and efficient ESG governance framework is vital. The Group is committed to mitigating the impacts of its business operations on the environment and contributing to the community. The Board of Directors assumes overall responsibility for ESG strategy, management, performance and reporting.

Through conducting the materiality assessment, the Group has identified the key ESG topics which are "relevant" and "important" to our business. In particular, health and safety, employment and development and training are issues of high priority; whereas non-hazardous waste and anti-corruption are also issues relevant to our business but of less importance.

## ESG管治 (續)

本集團高度重視人力資源管理。我們努力保障僱員權利，為僱員提供持續發展培訓及創造安全健康的工作環境。本集團亦感謝投資者、僱員、客戶、供應商等所有持份者於本年度的鼎力支持。

為應對潛在的ESG風險，把握可持續發展的黃金機遇，本集團認為穩定高效的ESG管治框架至關重要。本集團致力於減輕其業務營運對環境的影響，為社區作出貢獻。董事會對ESG策略、管理、表現及報告負有整體責任。

透過進行重要性評估，本集團已識別對我們業務「相關」及「重要」的關鍵ESG議題。具體而言，健康及安全、僱傭以及發展及培訓乃重中之重，而無害廢棄物及反貪污亦為與我們業務相關的議題，惟相對次要。

## ENVIRONMENTAL ASPECTS

The Group is committed to improving its environmental performance on an ongoing basis. The Group conducts activities in an environmentally responsible manner and has implemented an environmental policy. The Group's environmental management approach is described as below.

## 環境層面

本集團致力於持續改善其環保表現。本集團以符合環保原則的方式開展業務活動，並已實施環保政策。本集團的環境管理方針如下圖所示。



## ENVIRONMENTAL ASPECTS *(continued)*

The Building Contract Works Business manages its environmental impacts through the IMS which follows the ISO 14001 Environmental Management System. Environmental management objectives are set up under the IMS:

- to ensure proper disposal of chemical waste and avoid release of toxic gases;
- to ensure legal compliance of engineering activities;
- to reduce pollution caused by air conditioning system in office premises; and
- to reduce paper consumption and electricity consumption.

## USE OF RESOURCES

The Group's IMS sets out the reduction of paper and electricity consumption as one of our environmental management objectives. In alignment with the Group's environmental management policy, we implemented a series of measures to minimize the use of materials and energy consumption by our "Reduce, Reuse and Recycle" ("3R") initiatives.

This is the fifth year of the Group's participation in the green office initiative designed by a third-party consultancy firm, "Let's Go". The scheme enables us to incorporate concepts of sustainable development into our daily operations and reduce our environmental footprint through professional assessment and advice. For resources conservation, green office practices of the following areas have been widely adopted: paper, plastic, waste electrical and electronic equipment ("WEEE"), water and miscellaneous.

## 環境層面 (續)

於樓宇承包工程業務方面，我們透過符合 ISO 14001 環境管理體系之綜合管理系統管理其環境影響。我們根據綜合管理系統設立以下環境管理目標：

- 確保妥善處理化學廢品，避免排放有毒氣體；
- 確保遵守工程活動方面的法律；
- 減少辦公室空調系統產生的污染；及
- 減少紙張使用及電力消耗。

## 資源使用

本集團的綜合管理系統設立減少紙張及電力消耗為我們的環境管理目標之一。為符合本集團的環境管理政策，我們採取了一系列措施，透過「減少使用、重複利用及循環再造」（「3R」）原則，盡量減少材料的使用及能源消耗。

此為本集團第五年參與由第三方顧問公司策劃的綠色辦公計劃「綠識空間」。該計劃使我們將可持續發展的理念融入至我們的日常營運中，並通過專業評估及建議減少我們對環境的影響。在節約資源方面，本集團已於以下領域廣泛採納綠色辦公措施：紙張、塑料、廢電器電子產品（「廢電器電子產品」）、水資源及其他。

## USE OF RESOURCES (continued)

### Energy Consumption

In 2021, the Group consumed a total of 83.8 MWh-equivalent of energy (2020: 82.2 MWh-e), and the energy consumption intensity was 1.2 MWh-equivalent per million HKD revenue (2020: 1.5 MWh-e per million HKD revenue). Our energy consumption figures are detailed in the below table.

## 資源使用 (續)

### 能源消耗

於二零二一年，本集團能源消耗總量為83.8兆瓦時等值（二零二零年：82.2兆瓦時等值），而能源消耗密度為每百萬港元收入1.2兆瓦時等值（二零二零年：每百萬港元收入1.5兆瓦時等值）。我們的能源消耗數據詳見下表。

Direct and indirect energy consumption by type 按類型劃分的直接及間接能源消耗	2021 二零二一年	2020 二零二零年	Unit 單位
Direct energy consumption – Gasoline 直接能源消耗—汽油	193.6	185.6	GJ 吉焦耳
Indirect energy consumption – Electricity 間接能源消耗—電力	30.1	30.7	MWh 兆瓦時
Total energy consumption 能源消耗總量	83.8	82.2	MWh-e 兆瓦時等值
Intensity (by revenue) 密度（按收入計算）	1.2	1.5	MWh-e/million HKD revenue 兆瓦時等值／百萬港元收入



## USE OF RESOURCES *(continued)*

### Energy Consumption *(continued)*

Under the green office scheme “Let’s Go”, some energy conservation measures have been implemented in our office premises:

## 資源使用 (續)

### 能源消耗 (續)

根據「綠識空間」的綠色辦公室計劃，我們辦公室物業已實施若干節能措施：

#### Air Conditioning 空調

- Switch off air conditioning system when not in use
- Maintain the indoor temperature at 25.5°C
- Install solar films on windows
- 不使用時關閉空調系統
- 維持室內溫度為25.5°C
- 窗戶安裝隔熱膜

#### Lighting 照明

- Switch off lights when not in use
- Retrofit fluorescent lamps with LED lamps
- Maximise the use of natural light
- Clean lighting tubes/ bulbs periodically
- 不使用時關閉電燈
- 用LED燈替換熒光燈
- 盡量使用自然光
- 定期清洗照明燈管／燈泡

#### Office Equipment 辦公設備

- Switch off equipment when not in use
- Maintain equipment properly to reduce energy consumption
- Purchase office equipment with high energy efficiency labels
- 不使用時關閉設備
- 妥善保養設備以減少能源消耗
- 購置具有高能效標識的辦公設備

## USE OF RESOURCES *(continued)*

### Energy Consumption *(continued)*

To further enhance the environmental awareness of our employees and drive behavioural change, stickers and posters are used as a reminder for developing greener office habits.

Although energy use is not one of the material ESG topics of the Group, we will continue to monitor our energy consumption and improve efficiency in all operations.

### Water Consumption

Our total amount of water consumption in 2021 was 5.0 cubic meters (2020: 4.0 m<sup>3</sup>) and the water consumption intensity was 0.07 cubic meter per million HKD revenue (2020: 0.07 m<sup>3</sup> per million HKD revenue). Water is consumed by municipal water supply and we did not encounter any issues in sourcing water during the Year.

#### Water consumption in total and intensity

	2021	2020	Unit
耗水總量及密度	二零二一年	二零二零年	單位
Total water consumption	5.0	4.0	m <sup>3</sup>
耗水總量			立方米
Intensity (by revenue)	0.07	0.07	m <sup>3</sup> /million HKD revenue
密度 (按收入計算)			立方米/百萬港元收入

### Packaging materials

The Group's operations do not involve any use of packaging material.

## 資源使用 (續)

### 能源消耗 (續)

為進一步提升僱員的環保意識及促進行為改變，我們使用貼紙和海報以提醒其養成更環保的辦公習慣。

儘管能源使用並非本集團的重大環境、社會及管治議題之一，我們將繼續監察我們的能源消耗及提高所有業務的能源利用效率。

### 耗水

二零二一年，我們的耗水總量為5.0立方米（二零二零年：4.0立方米），而耗水密度為每百萬港元收入0.07立方米（二零二零年：每百萬港元收入0.07立方米）。水資源由市政供水消耗，我們於本年度並無遇到取水的任何問題。

### 包裝材料

本集團的營運並無涉及使用任何包裝材料。

## EMISSIONS

The most significant environmental impact of the Group's office-based operations is carbon emissions from energy consumption of our office premises and vehicles. In this regard, the Group adhere to our environmental management approach to prevent pollution and reduce waste at source.

The Group's operations strictly comply with all environmental laws and regulations, including the Air Pollution Control Ordinance, the Ozone Layer Protection Ordinance, the Water Pollution Control Ordinance and the Waste Disposal Ordinance.

During the Year, the Group was not aware of any violations of relevant laws and regulations that have a significant impact on the Group, relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

### Air Emissions

In 2021, the amount of air pollutants, namely nitrogen oxides (NO<sub>x</sub>), sulphur oxides (SO<sub>x</sub>) and respirable suspended particles (RSP), emitted from our operations were 3.01 kg (2020: 3.6 kg), 0.08 kg (2020: 0.1 kg) and 0.22 kg (2020: 0.3 kg) respectively.

Air emissions	2021	2020	Unit
廢氣排放	二零二一年	二零二零年	單位
Nitrogen oxides (NO <sub>x</sub> )	3.01	3.6	kg
氮氧化物(NO <sub>x</sub> )			千克
Sulphur oxides (SO <sub>x</sub> )	0.08	0.1	kg
硫氧化物(SO <sub>x</sub> )			千克
Respirable suspended particles (RSP)	0.22	0.3	kg
可吸入懸浮粒子(RSP)			千克

## 排放

本集團的辦公室營運對環境產生的最大影響為辦公室物業及汽車能耗所產生的碳排放。為此，本集團堅持我們的環境管理方針，以防止污染並從源頭減廢。

本集團之業務經營嚴格遵守所有環境法律法規，包括《空氣污染管制條例》、《保護臭氧層條例》、《水污染管制條例》及《廢物處置條例》。

於本年度，本集團並無知悉任何違反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且對本集團構成重大影響的相關法律法規事宜。

### 廢氣排放

二零二一年，我們的業務營運排放的空氣污染物（即氮氧化物(NO<sub>x</sub>)、硫氧化物(SO<sub>x</sub>)及可吸入懸浮粒子(RSP)），分別為3.01千克（二零二零年：3.6千克）、0.08千克（二零二零年：0.1千克）及0.22千克（二零二零年：0.3千克）。

## EMISSIONS (continued)

### Greenhouse Gas Emissions

The Group's greenhouse gases (GHG) emissions include direct emissions (Scope 1) from gasoline used and energy indirect emissions (Scope 2) resulting from the generation of purchased electricity. Scope 3 emissions are generated by the water and sewage processed. In 2021, our total GHG emissions were 26.2 tonnes of carbon dioxide-equivalent (2020: 30.0 tonnes of CO<sub>2</sub>-e) and our GHG emission intensity was 0.36 tonnes of carbon dioxide-equivalent per million HKD revenue (2020: 0.56 tonnes of CO<sub>2</sub>-e per million HKD revenue).

As GHG emission is the key cause of climate change, the Group shall continue to monitor the carbon footprint of our operations and identify possible areas for mitigating our impacts on the environment.

## 排放 (續)

### 溫室氣體排放

本集團的溫室氣體排放包括使用汽油產生的直接排放(範圍1)以及購買電力產生的能源間接排放(範圍2)。範圍3排放由水及污水處理產生。二零二一年，我們的溫室氣體排放總量為26.2噸二氧化碳當量(二零二零年：30.0噸二氧化碳當量)，而溫室氣體排放密度為每百萬港元收入0.36噸二氧化碳當量(二零二零年：每百萬港元收入0.56噸二氧化碳當量)。

由於溫室氣體排放為造成氣候變化的主要原因，故本集團將繼續監察我們業務營運的碳足跡，並識別可能有助於減輕我們對環境影響的領域。

Greenhouse gas emissions 溫室氣體排放	2021 二零二一年	2020 二零二零年	Unit 單位
Scope 1 emissions 範圍1排放	15.0	14.4	tonnes CO <sub>2</sub> -e 噸二氧化碳當量
Scope 2 emissions 範圍2排放	11.1	15.6	tonnes CO <sub>2</sub> -e 噸二氧化碳當量
Scope 3 emissions 範圍3排放	0.0	-	tonnes CO <sub>2</sub> -e 噸二氧化碳當量
Total greenhouse gas emissions 溫室氣體排放總量	26.2	30.0	tonnes CO <sub>2</sub> -e 噸二氧化碳當量
Intensity (by revenue) 密度(按收入計算)	0.36	0.56	tonnes CO <sub>2</sub> -e/million HKD revenue 噸二氧化碳當量/百萬港元收入

## EMISSIONS *(continued)*

### Waste Management

Due to the nature of our office operations, the amount of hazardous waste and non-hazardous waste produced is considered to be immaterial for disclosure.

## THE ENVIRONMENT AND NATURAL RESOURCES

We are committed to minimising the environmental footprint of our operations, including those outsourced. For waste management, the Group's Building Contract Works Business strictly complies with the Waste Disposal (Charges for Disposal of Construction Waste) Regulation. It applies for billing account for the disposal of construction waste to adhere to the polluter-pays principle.

The Building Contract Works Business also properly collects wastewater and then discharges it into the sewage system, collects waste oil cans for centralised disposal, and examines the Material Safety Data Sheet (MSDS) of solvents used. The Plastic Moulding Business recycles scrap plastic materials and resells them to upstream suppliers.

## CLIMATE CHANGE

The world is currently encountering the challenge of climate change. The Group is concerned about climate-related issues and has identified physical risk such as the acute risks brought by the extreme weather, which directly affect our Building Contract Works Business. We are committed to effectively managing physical and transition risks brought by climate change and have integrated such considerations into our risk assessment process and business strategy.

## 排放 *(續)*

### 廢棄物管理

由於我們於辦公室運營的性質，須予披露的所產生有害廢棄物及無害廢棄物數量被視為並不重大。

## 環境及自然資源

我們致力減少我們的業務營運（包括外包業務）的環境影響。廢棄物管理方面，本集團的樓宇承包工程業務嚴格遵守《廢物處置（建築廢物處置收費）規例》，就處置建築廢棄物申請繳費帳戶，以遵守污染者自付原則。

樓宇承包工程業務亦妥善收集廢水，並排入污水系統；收集廢油罐進行集中處理；以及檢查所用溶劑的物料安全資料表。塑膠模具業務回收利用塑膠廢料並向上游供應商轉售。

## 氣候變化

當前，世界正面臨著氣候變化的挑戰。本集團關注氣候相關議題，並已識別直接影響我們樓宇承包工程業務的物理風險，如極端天氣引起的急性風險。我們致力於有效管理氣候變化引起的物理及過渡風險，並將該考量因素納入我們的風險評估過程及業務策略。

## CLIMATE CHANGE (continued)

Some examples of climate-related risks and opportunities to our business are identified below:

	<b>Plastic Moulding Business</b> 塑膠模具業務	<b>Building Contract Works Business</b> 樓宇承包工程業務
Type of risks 風險類型	Transitional risk – Policy and legal risk 過渡風險 – 政策及法律風險	Physical risk – Acute risk 物理風險 – 急性風險
Possible impacts to business 對業務可能產生的影響	The existing and emerging requirements in policies and regulations may be more stringent related to climate change. The changes of policies may lead to higher operating costs to ensure compliance. 現行及新的政策及法規要求可能對氣候變化更加嚴格。政策變化可能會導致確保合規的營運成本增加。	Extreme weather events, such as super typhoons and rainstorms, may pose danger to our employee during work. Productivity may be reduced due to the suspended operation or transportation difficulties. 超強颱風及暴雨等極端天氣事件可能會對我們工作中的僱員造成危險。由於暫停營運或運輸困難，生產力可能會下降。
Mitigation plans 緩解計劃	The Group will investigate the possibility of incorporating climate change considerations in its production process and encourage the use of low carbon, low embodied-energy and energy efficient products and materials. 本集團將調查在其生產過程中納入氣候變化考量因素的可能性，並鼓勵使用低碳、低內含能源及節能產品及材料。	The Group will review the existing risk management plan to tackle the crisis arising from extreme weather events due to climate change. 本集團將審閱現有風險管理計劃，以應對氣候變化引致的極端天氣事件所帶來的危機。

## 氣候變化 (續)

我們的業務營運過程中與氣候有關的風險及機遇的部分示例載列如下：

## SOCIAL ASPECTS

### Employment and Labour Practices

#### *Employment*

The Group has developed a working environment in which management and employees work together cooperatively and responsibly, striving to adopt the best social practices and maintain good employee relations.

During the Reporting Period, the Group did not have a record of any material non-compliance relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity and discrimination.

#### **Talent Management**

The Group has formulated comprehensive human resources policies to ensure its operations comply with domestic labour laws and regulations, including Employment Ordinance and Minimum Wage Ordinance. The policies include employment terms and conditions, working hours, rest periods, promotion, compensation and dismissal, benefits and welfare, staff training and development, employee code of conduct and corporate practices.

We offer competitive remuneration packages to attract and retain talented staff, in which discretionary bonuses and other benefits including mandatory provident funds and medical care are provided. Our employees are entitled to annual leave, sick leave, maternity leave, jury service leave, compensation leave, marriage leave, compassionate leave, paternity leave and public holidays under the Employment Ordinance. In addition, we carry out regular salary reviews for our employees, based on employee's performance, the financial condition of the Group and external factors such as the condition of the Hong Kong economy.

## 社會方面

### 僱傭及勞工慣例

#### *僱傭*

本集團已創建一個管理層及僱員以合作及負責任的方式共同工作的工作環境，致力採取最佳的社會實踐及維持良好的僱員關係。

於報告期間，本集團並無錄得任何與補償及解僱、聘用及晉升、工作時數、休息時間、平等機遇、多元化及歧視有關的重大不合規情況。

#### **人才管理**

本集團已制定全面的人力資源政策以確保其營運符合國家勞動法律法規，包括《僱傭條例》及《最低工資條例》。該等政策包括僱傭條款及條件、工作時數、休息時間、晉升、補償及解僱、福利及待遇、員工培訓及發展、僱員行為守則及企業管治。

我們提供具競爭力的薪酬待遇以吸引及挽留優秀員工，其中提供酌情花紅及其他福利，包括強制性公積金及醫療保健。我們的員工均有權享有《僱傭條例》規定的年假、病假、產假、陪審團假、補休、婚假、恩恤假、侍产假及公眾假期。此外，我們會根據僱員的表現、本集團的財務狀況及香港經濟狀況等外部因素，定期對我們僱員的薪金進行檢討。

## SOCIAL ASPECTS (continued)

### Equal Opportunities, Diversity and Anti-discrimination

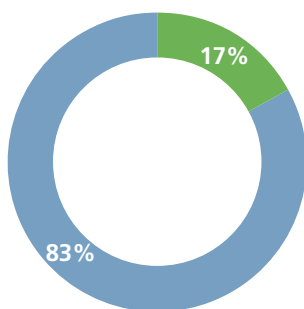
The Group is committed to providing a non-discriminating workplace which is free of intimidation and harassment. The Group offers equal opportunities of employment irrespective of sex, age, marital status, ethnicity, religion, disability or employment status.

## 社會方面 (續)

### 平等機遇、多元化及反歧視

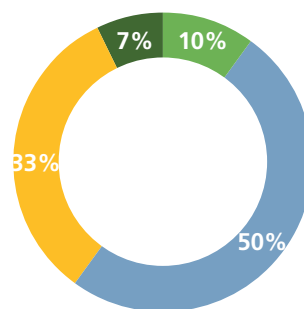
本集團致力提供不存在威脅及騷擾之零歧視工作環境。本集團不論性別、年齡、婚姻狀況、種族、宗教、傷健或就業情況提供平等的就業機會。

**Number of Employee By Gender**  
按性別劃分的僱員人數



■ Female 女性  
■ Male 男性

**Number of Employee By Age Group**  
按年齡組別劃分的僱員人數



■ ≤30 ■ 31-40 ■ 41-50 ■ >50

## HEALTH AND SAFETY

The Group is committed to providing safe and healthy working conditions, equipment and systems for all employees, and to providing such information, training and supervision as they need for the purpose.

We strictly comply with all occupational safety-related laws and regulations, including the Occupational Safety and Health Ordinance, Employees' Compensation Ordinance and Fire Services Ordinance. During the Year, the Group was not aware of any violations of relevant laws and regulations that have a significant impact on the Group, relating to providing a safe working environment and protecting employees from occupational hazards.

## 健康與安全

本集團致力為全體僱員提供安全健康的工作條件、設備及系統，並提供員工所需的相關資訊、培訓和指導。

我們嚴格遵守所有職業安全相關法律法規，包括《職業安全及健康條例》、《僱員補償條例》及《消防條例》。於本年度，本集團並不知悉任何違反有關提供安全工作環境及保障僱員避免職業性危害且對本集團構成重大影響的相關法律法規事宜。



## HEALTH AND SAFETY *(continued)*

Our office-based operations do not involve any high-risk areas related to the occupational health and safety (“OHS”) of its staff. Nevertheless, the Group has implemented a health and safety policy and ascertained that every employee is fully aware of his/her role and responsibilities for promoting and maintaining a safe and healthy working environment. A number of precautionary measures have been taken to ensure office security, such as avoiding placing obstructions in passageways and exits. In addition, our employees are insured under the employee’s compensation insurance in accordance with the requirement of the Employee’s Compensation Ordinance.

The Group is aware of the OHS risk in its supply chain. The Building Contract Works Business manages the sub-contractors’ OHS performance through the IMS which abides by the ISO 45001 Occupational Health and Safety Management System. It monitors health and safety measures implemented by the sub-contractors to ascertain effective controls that are in place to mitigate health and safety risks at construction sites. The OHS Objectives are established under the IMS:

- to strengthen OHS awareness of employees;
- to achieve zero violation of OHS laws and regulations; and
- to guarantee occupational safety of employees and strictly monitor the accident rate per half-year to be zero.

The Building Contract Works Business’s OHS management system consists of six major components: work hazard analysis, personal protective equipment (“PPE”), employee safety manual, risk assessment, health protection plan, and fire safety. Project managers carry out regular site visits to monitor the OHS performance of its sub-contractors and ensure that safety managers are performing their duties properly. The safety managers are assigned to carry out work hazard analysis and risk assessment and ensure that workers are equipped with appropriate and sufficient PPE.

## 健康與安全 *(續)*

我們的辦公室營運不涉及任何與其員工職業健康與安全(「職業健康與安全」)有關的高風險區域。然而，本集團已實行健康與安全政策並確保每名僱員能充分知悉彼等於推動及維持安全與健康的工作環境方面的角色及職責。為確保辦公室的安全，我們已採取多項預防措施，如避免在通道及出口擺放障礙物。此外，根據《僱員補償條例》的規定，我們的僱員已就僱員補償保險進行投保。

本集團知悉其供應鏈的職業健康與安全風險。樓宇承包工程業務已通過符合ISO 45001職業健康及安全管理體系認證的綜合管理系統，管理分包商的職業健康與安全表現。其監管分包商實施的健康與安全措施，以確保分包商可有效監控以降低建築地盤的健康與安全風險。我們根據綜合管理系統設立以下職業健康與安全目標：

- 加強僱員的職業健康與安全意識；
- 實現零違反職業健康與安全法律法規；及
- 確保僱員的職業安全及嚴格監控每半年的事故率為零。

樓宇承包工程業務的職業健康與安全管理體系包括六個主要部分：工作危害分析、個人防護設備(「個人防護設備」)、僱員安全手冊、風險評估、健康保障計劃及防火安全。項目經理通過定期實地考察監控分包商的職業健康與安全表現並確保安全經理正確地履行彼等的職責。安全經理負責進行工作危害分析及風險評估，確保工人配備適當及充足的個人防護設備。

## HEALTH AND SAFETY *(continued)*

During the past three years, including the Year, the Group did not record any accidents that resulted in death or serious physical injury and did not identify any material non-compliance with laws and regulations relevant to the health and safety of employees.

## DEVELOPMENT AND TRAINING

The Group invests in training and development to sustain a competent and professional workforce that can contribute to its success. We provide continuous training and development opportunities for employees, at both professional and personal levels, to motivate and up-skill existing staff to align with our business needs and the ever-changing environment.

Induction training will be provided to all new employees. On-job training including professional skills, customer service skills and environmental knowledge is provided to help employees get familiar with the job duties. To support employees in fulfilling their career aspirations, the Group has a tuition reimbursement scheme for staff taking courses related to their job duties at reputable institutions.

To cultivate a team of professionals that will contribute to our success, competent employees are promoted to senior positions based on merit. Salary increases, improved benefits and changes in job titles are usually associated with promotions.

## LABOUR STANDARDS

While the Group does not operate in locations with high risk of child labour, we work closely with our suppliers and sub-contractors to ensure they do not use forced or child labour in their production facilities or construction sites. During the Year, the Group did not receive any reports relating to the use of child or forced labour.

## 健康與安全 (續)

過往三年（包括本年度），本集團並無錄得任何導致身故或嚴重身體傷害的事故，亦無發現不遵守僱員健康與安全相關法律法規的任何重大違規事項。

## 發展及培訓

本集團投資培訓及發展以維持一支能幹及專業且能為本集團的成功作出貢獻的員工隊伍。我們為僱員提供專業及個人層面之持續培訓及發展機會，激勵現有員工提升其技能，以令其緊貼我們的業務需求及適應不斷變化的環境。

我們將為所有新員工提供入職培訓。在職培訓包括專業技能、客服技巧及環境知識，該培訓協助僱員熟悉工作職責。為支持僱員實現其職業抱負，本集團設有學費資助計劃，供員工於信譽良好的機構參加與彼等工作職責相關的課程。

為培養專業團隊，為我們的成功作出貢獻，有能力的僱員將根據業績獲晉升至高級職位。薪金增加、福利改善及職位頭銜變動一般均與晉升有關。

## 勞工準則

儘管本集團並無於童工風險相對較高的地區營運，我們與供應商及分包商緊密合作，確保彼等於其生產設施或建築地盤概無使用強制勞工或童工。於本年度，本集團並無接獲任何關於使用童工或強制勞工之報告。

## OPERATING PRACTICES

### Supply Chain Management

As most of our operations are outsourced, maintaining a stable and productive supply chain is the key to the Group's success. We strive to establish mutually beneficial working relationships with suppliers and contractors to jointly enhance product and service quality. During the Year, the Group had a total of 7 major suppliers located in Hong Kong.

We require our suppliers and contractors to adhere to sustainable business practices. The Group evaluates and monitors their environmental and social performance in terms of ethical issues, human rights, product responsibility and environmental impact, making sure that all suppliers and contractors adhere to our code of conduct and procurement policies. In return, we provide transparency and fairness in our procurement process and contractual agreements.

The Group's Building Contract Works Business engages sub-contractors for projects works, including building construction, building maintenance and improvement works, revocation and decoration work. Sub-contractors with comprehensive quality management systems and safety management systems such as ISO certification are given priority. They are selected according to the following criteria: reputation, price, qualification, quality and compliance.

The Group adopts multiple procedures to monitor the service provided by sub-contractors. Technical directors and engineers are responsible for monitoring and supervising the works carried out by sub-contractors. After consultation with technical directors, the engineers review and analyse whether the service levels and capabilities of sub-contractors meet our requirements.

If any supplier or contractor is found to have a low score, we examine whether its performance will affect the quality of our products or services and take remedial actions where appropriate. The Medical Devices Business and Plastic Moulding Business maintain stable and long-term relationships with major suppliers to ensure the reliable supply of certified products.

## 營運常規

### 供應鏈管理

由於我們大部分業務均以外包形式進行，維持穩定高效的供應鏈對本集團的成功至關重要。我們致力與供應商及承建商建立協作共贏的業務關係，共同提高產品及服務質素。於本年度，本集團於香港共有7個主要供應商。

我們要求我們的供應商及承建商踐行可持續的業務慣例。本集團從道德議題、人權、產品責任及環境影響等多個角度評價及監控彼等的環境及社會表現，確保所有供應商及承建商均遵守我們的行為守則及採購政策。另一方面，我們亦提供透明、公平的採購流程及合約協議。

本集團的樓宇承包工程業務委聘分包商開展樓宇建造、樓宇維修及改善工程、裝修及裝飾工程等項目工程。我們優先選用具備ISO認證等完善質量管理體系及安全管理體系的分包商。分包商乃依據以下標準進行甄選：聲譽、價格、資質、質量及合規。

本集團採納多項程序監督分包商提供之服務。技術總監及工程師負責監督及監管分包商開展之工程。工程師徵詢技術總監意見後，會審核並分析分包商的服務水平及能力是否符合我們的要求。

倘任何供應商或承建商評分較低，我們會核驗其表現是否影響我們產品或服務的質素，並適時採取補救措施。醫療設備業務及塑膠模具業務與主要供應商維持穩定長期的業務關係，以確保認證產品的可靠供應。

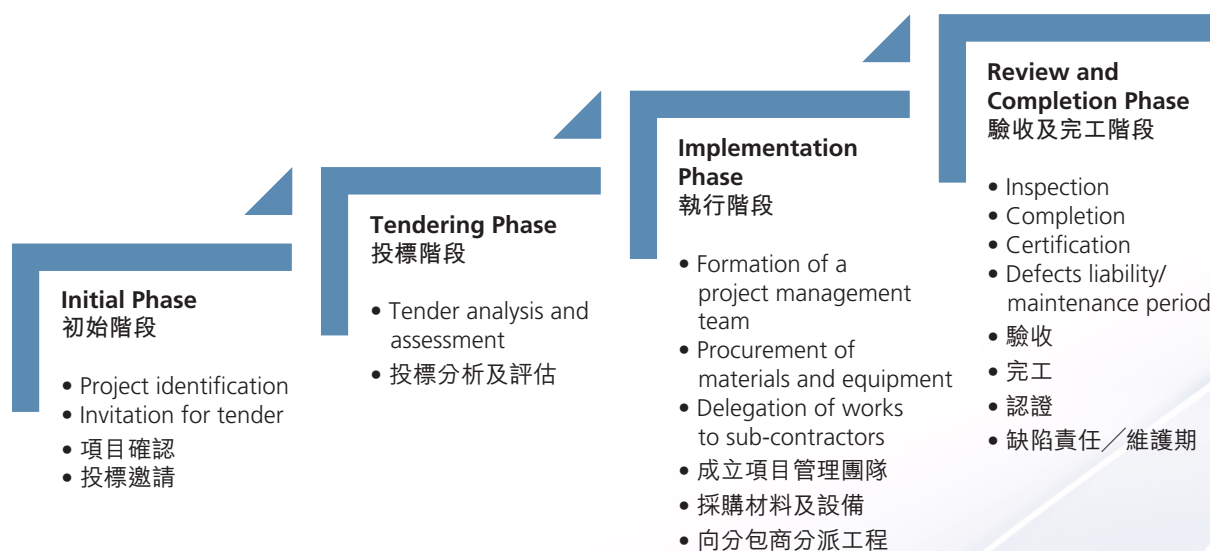
## PRODUCT RESPONSIBILITY

### Product and Service Quality

The Group strives to meet customers' demands and expectations through maintaining a high quality of services and products. We continue to optimise our quality management system, focusing on products and services standards, data privacy and customer satisfaction.

The manufacturing facility of our Medical Devices Business is ISO 13485 –certified and U.S. FDA –registered. In order to meet the stringent qualification requirements and approval from the regulatory authority, we undergo strict quality control testing and get our products certified by third parties before sending them to the market. During the Year, the Medical Devices Business completed the renewal of ISO 13485 certification and FDA registration.

As a registered general building contractor and a registered minor works contractor under the Buildings Ordinance as well as an authorised building contractor of the Hong Kong Housing Authority, the Group's Building Contract Works Business has a well-developed operational procedure that standardises project management and supervision of works conducted by sub-contractors to ensure conformity to contractual specifications. The following diagram illustrates its operational flow:



## 產品責任

### 產品及服務質素

本集團致力透過維持高質量的服務及產品以滿足客戶的要求及期望。我們持續優化質量管理體系、專注產品及服務標準、數據私隱及客戶滿意度。

醫療設備業務生產設施已取得ISO 13485認證及通過美國FDA註冊。為符合監管機構的嚴格資質要求及取得批准，我們已在產品推向市場前進行嚴格的質控檢測並申請第三方認證。於本年度，醫療設備業務已完成更新ISO 13485認證及FDA註冊。

作為《建築物條例》下的註冊總建築承建商及註冊小型工程承建商以及香港房屋委員會的經認可建築承建商，本集團的樓宇承包工程業務擁有完善的營運程序，以對分包商進行的工程開展標準化的項目管理及監督，確保符合合約規定。下圖示列其營運流程：

## PRODUCT RESPONSIBILITY *(continued)*

### Product and Service Quality *(continued)*

The Building Contract Works Business follows the work guidelines stipulated in IMS, which is in line with ISO 9001 Quality Management System, so as to minimise potential risks during the construction process. Quality management objectives are set up under the IMS:

- to minimise the number of formal written complaints received from customers for the same project during the same year;
- to ensure that the customer satisfaction level achieves a specified score;
- to monitor and review work procedures to ensure no delays; and
- all work defects raised by customers must be followed up promptly upon receipt.

The Group complies with all applicable laws, regulations and international standards while conducting quality inspections in the designated construction phase and prior to product delivery. IMS managers are assigned to investigate, follow up and report any non-conforming products or services. We make corrections where appropriate to avoid the recurrence of similar incidents.

### Data Privacy and Customer Satisfaction

The Group respects the privacy of its customers and maintains the highest security and confidentiality on customer data. We strictly comply with the Personal Data (Privacy) Ordinance and have established a set of rules to guide employees in protecting customer information. Employees are responsible to protect customer information against improper disclosure, misuse or unauthorised use, loss, damage or corruption. They exercise caution and obtain prior permission before disclosing any confidential information to any party outside the organisation.

## 產品責任 *(續)*

### 產品及服務質素 *(續)*

樓宇承包工程業務乃根據符合ISO 9001質量管理體系的綜合管理系統所載的工作指引進行，以將施工過程中的潛在風險降至最低。我們根據綜合管理系統設立以下質量管理目標：

- 最大限度減少於同一年度就同一項目接獲的客戶正式書面投訴之數量；
- 確保客戶滿意度達至特定評分；
- 監督及評審工作程序以確保無延誤情況發生；及
- 必須於接獲客戶提出的所有工程缺陷時立即跟進解決。

本集團在指定建設階段及產品交付前進行質檢，並遵循所有適用法律法規以及國際準則。本集團安排綜合管理系統經理調查、跟進及報告任何不合格產品或服務。我們作出適當整改以避免同類事件再次發生。

### 數據私隱及客戶滿意度

本集團尊重其客戶的私隱並確保客戶數據維持最高級別的安全與保密。我們嚴格遵守《個人資料(私隱)條例》，並已制定一套規則以指引僱員保護客戶信息。僱員須負責保護客戶信息免受不當披露、濫用或擅自使用、損壞、破壞或腐敗。僱員向任何組織外部人士披露任何保密信息前須謹慎行事並取得事先批准。

## PRODUCT RESPONSIBILITY *(continued)*

### Data Privacy and Customer Satisfaction *(continued)*

To continuously improve the quality of our services, we regularly collect and analyse customer feedback in aspects of quoted price, service attitudes, product quality, site conditions, delivery communication, etc. Corrections are made to ensure customer satisfaction.

During the Year, the Group was not aware of any violations of relevant laws and regulations that have a significant impact on the Group, relating to health and safety, advertising, labelling and privacy matters relating to the products and services provided.

## ANTI-CORRUPTION

The Group believes that honesty, integrity and fair play constitute important practices. We have established a robust internal control framework to prevent behaviours such as bribery, extortion, fraud and money laundering. A code of conduct has been stipulated in the staff handbook which lists proper business practices and prohibited acts, including soliciting advantages and accepting gifts. Anti-corruption training would be provided for Directors and employee if required.

The Group's operations comply with all anti-corruption related laws and regulations, including the Prevention of Bribery Ordinance. During the Year, the Group was not aware of any violations of relevant laws and regulations, including the Prevention of Bribery Ordinance. There were no concluded legal cases regarding corrupt practices brought against the Group or its employees.

## 產品責任 *(續)*

### 數據私隱及客戶滿意度 *(續)*

為持續改善我們的服務質素，我們定期向客戶收集有關報價、服務態度、產品質量、工地環境、交付溝通等方面的反饋並進行分析，並作出相應整改以確保客戶滿意。

於本年度，本集團並無知悉任何違反有關提供產品及服務之健康與安全、廣告、標籤及私隱事宜且對本集團構成重大影響的相關法律法規事宜。

## 反貪污

本集團深信誠實、廉潔及公平為重要的行為規範。我們已建立穩固的內部監控框架，以避免賄賂、勒索、欺詐及洗黑錢等行為。員工手冊已訂明行為守則，當中列明正當商業慣例及禁止行為，包括索取利益及收受禮物。我們將於需要時為董事及僱員提供反貪污培訓。

本集團之業務經營遵守所有反貪污之相關法律法規，包括《防止賄賂條例》。於本年度，本集團並無知悉任何違反相關法律法規（包括《防止賄賂條例》）事宜。概無對本集團或其僱員提出並已審結的貪污訴訟案件。

## ANTI-CORRUPTION *(continued)*

### Conflict of Interest

Our employees are regularly reminded that they must declare to the Directors any conflict of interest that may arise or has arisen between their personal interests and those of the Group, and to avoid engaging in business, investments or activities that might result in conflict with interests of the Group. Directors should disclose potential conflicts of interest to the Board.

### Whistle-blowing Policy

We encourage the reporting of suspected internal business irregularities and provide clear channels specifically for this purpose. Any employee who becomes aware of any existing or potential breach of the code of conduct is encouraged to report promptly to the human resources department. The Group takes appropriate actions, including disciplinary action, termination of employment or preventive action. Cases of suspected corruption or other criminal offences are reported to the Independent Commission Against Corruption (ICAC) or other appropriate authorities.

## COMMUNITY INVESTMENT

Striving to be a responsible corporate citizen, we are committed to making our community a better place to live. We respect local culture and values, encourage our employees to participate and contribute to community activities on a voluntary basis. We hope that the Group can help create a harmonious society, bearing our fair share of social responsibility.

## 反貪污 (續)

### 利益衝突

我們定期提醒僱員，彼等必須向董事申報任何其個人利益與本集團利益可能產生或已經產生的利益衝突，並避免從事可能與本集團利益產生衝突的業務、投資或活動。董事應向董事會披露潛在利益衝突。

### 舉報政策

我們鼓勵舉報內部疑似業務不規範行為，並為此專門提供透明渠道。任何得悉任何現有或可能違反行為守則事件的僱員均應即時向人力資源部匯報。本集團會就此採取適當行動，包括紀律處分、解僱或預防措施。疑似貪污或其他刑事犯罪案件會向香港廉政公署或其他相關部門匯報。

## 社區投資

為成為一名負責任的企業公民，我們致力改善社區生活。我們尊重當地文化及價值，鼓勵我們的僱員自願參與社區活動並作出貢獻。我們希望本集團可幫助創建和諧社會，以肩負我們的社會責任。

## SUMMARY OF KEY PERFORMANCE INDICATORS 關鍵績效指標概要

Environmental Aspects 環境層面	2021 二零二一年	2020 二零二零年	Unit 單位
<b>Aspect A1: Emissions</b>			
<b>層面A1：排放物</b>			
<b>A1.1 The types of emissions and respective emissions data</b>			
排放物類別及相關排放數據			
Nitrogen oxides (NO <sub>x</sub> ) 氮氧化物 (NO <sub>x</sub> )	3.01	3.6	kg 千克
Sulphur oxides (SO <sub>x</sub> ) 硫氧化物 (SO <sub>x</sub> )	0.08	0.1	kg 千克
Respirable suspended particles (RSP) 可吸入懸浮粒子 (RSP)	0.22	0.3	kg 千克
<b>A1.2 Greenhouse gas emissions in total and intensity</b>			
溫室氣體總排放及密度			
Scope 1 emissions 範圍1排放	15.0	14.4	tonnes CO <sub>2</sub> -e 噸二氧化碳當量
Scope 2 emissions 範圍2排放	11.1	15.6	tonnes CO <sub>2</sub> -e 噸二氧化碳當量
Scope 3 emissions 範圍3排放	0.0	–	tonnes CO <sub>2</sub> -e 噸二氧化碳當量
Total greenhouse gas emissions 溫室氣體排放總量	26.2	30.0	tonnes CO <sub>2</sub> -e 噸二氧化碳當量
Intensity (by revenue) 密度 (按收入計算)	0.36	0.56	tonnes CO <sub>2</sub> -e/million HKD revenue 噸二氧化碳當量/ 百萬港元收入



## SUMMARY OF KEY PERFORMANCE INDICATORS 關鍵績效指標概要 (續)

(continued)

Environmental Aspects	2021	2020	Unit
環境層面	二零二一年	二零二零年	單位
<b>Aspect A2: Use of Resources</b>			
層面A2：資源利用			
<b>A2.1 Direct and/or indirect energy consumption by type</b>			
按類型劃分的直接及／或間接能源消耗			
Direct energy consumption	193.6	185.6	GJ
直接能源消耗			吉焦耳
Indirect energy consumption	30.1	30.7	MWh
間接能源消耗			兆瓦時
Total energy consumption	83.8	82.2	MWh-e
能源消耗總量			兆瓦時等值
Intensity (by revenue)	1.2	1.5	MWh-e/million
			HKD revenue
密度（按收入計算）			兆瓦時等值／ 百萬港元收入
<b>A2.2 Water consumption in total and intensity</b>			
耗水總量及密度			
Total water consumption	5.0	4.0	m <sup>3</sup>
耗水總量			立方米
Intensity (by revenue)	0.07	0.07	m <sup>3</sup> /million
			HKD revenue
密度（按收入計算）	0.07	0.07	立方米／ 百萬港元收入

## SUMMARY OF KEY PERFORMANCE INDICATORS

## 關鍵績效指標概要 (續)

(continued)

Social Aspects		2021	Unit
社會層面		二零二一年	單位
<b>Aspect B1: Employment</b>			
層面B1：僱傭			
<b>B1.1 Total workforce</b>			
員工總數			
Total number of employees		30	employee
僱員總數			名僱員
By gender			
按性別劃分			
	Female	5	employee
	女性		名僱員
	Male	25	employee
	男性		名僱員
By employment type			
按僱傭類別劃分			
	Full-time	30	employee
	全職		名僱員
	Part-time	0	employee
	兼職		名僱員
By age group			
按年齡組別劃分			
	30 years old or below	10	employee
	30歲或以下		名僱員
	31-40 years old	15	employee
	31至40歲		名僱員
	41-50 years old	3	employee
	41至50歲		名僱員
	Over 50 years old	2	employee
	50歲以上		名僱員
By employee category			
按僱員類別劃分			
	Managerial	8	employee
	管理層		名僱員
	Middle	10	employee
	中層		名僱員
	Junior	12	employee
	初級		名僱員
By geographical region			
按地理區域劃分			
	Hong Kong	27	employee
	香港		名僱員
	The People's Republic of China	3	employee
	中華人民共和國		名僱員

## SUMMARY OF KEY PERFORMANCE INDICATORS

## 關鍵績效指標概要 (續)

(continued)

Social Aspects		2021	Unit
社會層面		二零二一年	單位
<b>B1.2 Employee turnover rate</b>			
僱員流失率			
Total employee turnover rate		13	%
僱員總流失率			
By gender	Female	40	%
按性別劃分	女性		
	Male	4	%
	男性		
By employment type	Full-time	13	%
按僱傭類別劃分	全職		
	Part-time	–	%
	兼職		
By age group	Under 30 years old	–	%
按年齡組別劃分	30歲或以下		
	31-40 years old	0	%
	31至40歲		
	41-50 years old	–	%
	41至50歲		
	Over 50 years old	100	%
	50歲以上		
By geographical region	Hong Kong	100	%
按地理區域劃分	香港		
	The People's Republic of China	–	%
	中華人民共和國		
<b>Aspect B2: Health and Safety</b>			
層面B2：健康與安全			
<b>B2.1 Number of work-related fatalities</b>			
		0	no.
因工亡故的人數			人
Rate of work-related fatalities		0	%
因工亡故的比率			

## SUMMARY OF KEY PERFORMANCE INDICATORS

## 關鍵績效指標概要 (續)

(continued)

Social Aspects		2021	Unit
社會層面		二零二一年	單位
<b>B2.2 Lost days due to work injury</b>		<b>0</b>	day
因工傷損失工作日數			日
<b>Aspect B3: Development and Training</b>			
層面B3：發展及培訓			
<b>B3.1 Number of trained employees</b>			
受訓僱員人數			
Total number of trained employees		<b>7</b>	employees
受訓僱員總數			名僱員
Percentage of total employees trained		<b>23</b>	%
總受訓僱員百分比			
<b>B3.2 Average training hours completed</b>			
完成受訓的平均時數			
Average training hours per employee		<b>3</b>	hours
每名僱員平均受訓時數			小時
<b>Aspect B5: Supply Chain Management</b>			
層面B5：供應鏈管理			
<b>B5.1 Number of suppliers by geographical region</b>			
按地理區域劃分的供應商數目			
Total number of suppliers		<b>7</b>	suppliers
供應商總數			名供應商
By geographical region	Hong Kong	<b>7</b>	suppliers
按地理區域劃分	香港		名供應商

## SUMMARY OF KEY PERFORMANCE INDICATORS

## 關鍵績效指標概要 (續)

(continued)

Social Aspects	2021	Unit
社會層面	二零二一年	單位
<b>Aspect B6: Product Responsibility</b>		
層面B6：產品責任		
<b>B6.1 Percentage of total products sold or shipped subject to recalls</b>	<b>0</b>	<b>%</b>
已售或已運送產品總數中須回收的百分比		
<b>B6.2 Number of products and service-related complaints received</b>	<b>0</b>	<b>no.</b>
接獲關於產品及服務的投訴數目		項
<b>Aspect B7: Anti-corruption</b>		
層面B7：反貪污		
<b>B7.1 Number of concluded legal cases regarding corruption</b>	<b>0</b>	<b>case</b>
已審結的貪污訴訟案件的數目		宗

