



Zhaoke Ophthalmology Limited
兆科眼科有限公司

*(Incorporated in the British Virgin Islands with limited liability
and continued in the Cayman Islands)*

(於英屬處女群島註冊成立並於開曼群島存續的有限公司)

(Stock Code 股份代號: 6622)



2021

**ENVIRONMENTAL, SOCIAL
AND GOVERNANCE REPORT**

環境、社會及管治報告

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ABOUT THE GROUP

Zhaoke Ophthalmology Limited (the “Company”, together with its subsidiaries, “Zhaoke Ophthalmology” or the “Group”) is an ophthalmic pharmaceutical company dedicated to the research, development and commercialization of ophthalmic therapies. Leveraging its deep domain expertise, the Group has built a comprehensive ophthalmic drug pipeline of 13 innovative drugs and 12 generic drugs that covers most major ocular indications affecting the front and the back of the eye, through either in-house development or in-licensing.

Zhaoke Ophthalmology’s comprehensive ophthalmic drug pipeline of 25 candidates covers five major ophthalmic indications in China, namely dry eye disease, wet age-related macular degeneration, diabetic macular edema, myopia and glaucoma. The Group has a commercial-scale advanced ophthalmic drug manufacturing facility, which was designed and built in compliance with cGMP requirements of China, the United States and the European Union, in Nansha. It also persists in expanding its experienced workforce with the aim of becoming the leader in the ophthalmic sector.

關於本集團

兆科眼科有限公司(「本公司」)連同其附屬公司(統稱為「兆科眼科」或「本集團」)是為一家致力於研究、研發及商業化眼科療法的眼科製藥公司。憑藉在領域內深厚的專業知識，本集團通過自主研發或許可引進，目前已建立包括13種創新藥及12種仿製藥的全面眼科藥物管線，涵蓋包括影響眼前節及眼後節的多數主要眼科適應症。

兆科眼科已建立起包含25種候選藥物的全面眼科藥物管線，包括在中國五個主要眼科適應症：乾眼症、濕性老年黃斑部病變、糖尿病黃斑水腫、近視及青光眼。本集團位於南沙設有一座具商業規劃，根據中國、美國及歐盟cGMP標準設計及興建的先進眼藥製造設施，並持續擴大經驗豐富的人才團隊，致力成為眼科行業的領導者。

ABOUT THIS REPORT

Being the second Environmental, Social and Governance Report issued by the Company, this report discusses the policies, measures and performance of the Group in terms of environmental protection, social care and corporate governance for the purpose of providing the stakeholders with information about the Group's progress and direction in respect of environmental, social and governance ("ESG") issues. It is published in both English and Chinese on the websites of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") and the Company (<https://www.zkoph.com/>) with the confirmation and approval of the board (the "Board") of directors (the "Directors") on May 30, 2022.

Reporting Boundary

This report reports on the Group's ESG performance for the financial year started from January 1, 2021 and ended on December 31, 2021 (the "Year"). The reporting boundary for the Year has been expanded to include the Group's headquarters in China and the Group's ophthalmic drug manufacturing facility in Nansha, Guangzhou, as well as the Group's head office in Hong Kong, which takes up some of the administrative duties of the mainland headquarters.

關於本報告

本報告是本公司發佈之第二份《環境、社會及管治報告》。報告涵蓋本集團在環境保護、社會關懷及企業管治方面的政策、措施和績效，旨在讓各持份者了解本集團環境、社會及管治工作的進程和方向。本報告以中、英文編寫，透過香港聯合交易所有限公司（「聯交所」）及本公司網站（<https://www.zkoph.com/>）發佈，並已在二零二二年五月三十日獲董事會確認及批准。

報告範圍

本報告匯報本集團在二零二一年一月一日至二零二一年十二月三十一日之財政年度內（「本年度」）之環境、社會及管治表現。本年度，兆科眼科擴大了報告範圍，涵蓋本集團內地總部，位於廣州南沙區的眼藥製造設施，並新增香港總部，主要分擔內地總部行政工作。

Reporting Principles

This report was prepared based on four reporting principles, namely materiality, quantitative, balance and consistency, in accordance with the Environmental, Social and Governance Reporting Guide (the "Guide") as set out in Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange. To provide the stakeholders with a comprehensive understanding of the Group's ESG performance, a complete index is set out in the last section of this report for easy reference.

報告準則

本報告按聯交所證券上市規則附錄二十七《環境、社會及管治報告指引》(「指引」)編寫，並兼顧重要性、量化、平衡及一致性四項匯報原則編寫報告。為了讓持份者全面了解本集團的環境、社會及管治績效，本報告的最後一章提供完整索引，以便讀者參考。

Reporting Principles 匯報原則	The Group's Response 本集團的回應
Materiality 重要性	The Group identified nine issues that were of utmost importance to the Group through a stakeholder questionnaire. These issues reflected the material impacts of the Group's operation on the environment and the society that were important to the stakeholders. 本集團以持份者問卷方式，識別九項對本集團至關重要的議題。此等議題反映了本集團營運對環境及社會有重大影響，並對持份者重要的議題。
Quantitative 量化	The Group ensured that all key performance data have been quantifiable, the carbon emissions have been assessed in accordance with local guidelines, and calculation standards and methods have been clearly explained. 本集團確保關鍵績效數據可予計算，並根據本地指引評估碳排放量，並會清楚說明計算標準及方式。
Balance 平衡	The Group described its achievements and challenges in terms of sustainable development based on the preparation principles of accuracy, objectivity and balance for the stakeholders to reasonably evaluate the Group's overall performance. 本集團以準確、客觀及持平為編寫原則，闡述本集團在可持續發展的成就和所面對的挑戰，讓持份者可合理地評估本集團的整體績效。
Consistency 一致性	The Group applied consistent statistics compilation methods and provided historical data whenever practicable to present the Group's sustainability performance and progress. 本集團採用一致的數據統計方式，並在可行的情況下提供歷史數據，以展示本集團於可持續發展的表現和進程。

Comments and Feedback

The Group values the feedback of its stakeholders. If you have any questions or suggestions about this report, please do not hesitate to contact the Group by email at info@zkoph.com.

意見反饋

本集團重視持份者的意見。如閣下對本報告有任何疑問或建議，歡迎透過以電郵方式與本集團聯絡：info@zkoph.com。

STATEMENT FROM THE BOARD

Zhaoke Ophthalmology is committed to the sustainable development of the biotech industry by being a socially responsible leader. To effectively implement its sustainable development agenda, the Group has established an ESG framework in its Environmental and Social Governance and Policy, which clearly defines the responsibilities of the Board, the senior management and the sustainability steering committee (the "SSC") in order to pursue its ESG goals at all levels.

Being the highest decision-making body of the Group in respect of ESG issues, the Board has overall responsibility for supervising and reviewing the impacts of the Group's operation on the environment and the society and conducting biannual review of ESG disclosure and risk management. The senior management is responsible for identifying ESG risks, formulating goals and management policies, evaluating relevant performance and determining the overall strategic direction of Zhaoke Ophthalmology. The SSC, which is comprised of the heads of every department, is principally responsible for coordinating ESG efforts as the steering group and assisting the Board in reviewing and supervising the progress and results of environmental and social initiatives.

The identification of social and environmental risks and opportunities can help the Group better manage such risks with its operating strategies while maintaining healthy business growth. During the Year, major ESG risks and opportunities that have a significant impact on Zhaoke Ophthalmology has been identified by the Group and confirmed by the Board. The Group will continue to monitor the level of these major risks and formulate relevant risk management measures.

Since China's announcement of its national target to achieve carbon neutrality by 2060, the Group has taken steps to reduce its carbon emissions in response to climate change. To effectively manage the risks and opportunities brought by climate change to Zhaoke Ophthalmology, the Group has devised its own Climate Change Policy during the Year and nurtured a top-down management culture to tackle the impact of climate change on the environment from five perspectives, namely governance, mitigation, adaptation, resistance and disclosure.

In addition, the Group has already set guiding environmental targets to provide a basis for its future emission reduction measures. Zhaoke Ophthalmology also plans to implement more emission reduction measures in order to refine its environmental protection management. Moreover, the Group utilizes green deposit to invest its surplus cash reserves in environmental friendly projects with the aim of supporting environmentally beneficial projects beyond its operations.

Looking forward, the Group will continue to incorporate ESG into its business operations and long-term development strategies. Zhaoke Ophthalmology will seek stakeholders' advice so as to improve its ESG strategies.

董事會聲明

兆科眼科致力於推動生物科技行業的可持續發展，使本集團成為具有社會責任意識的領先企業。為有效落實集團的可持續發展進程，本集團的《環境、社會管治和政策》已訂明環境、社會及管治架構，明確有關董事會、高級管理人員和可持續發展指導委員會的職責，旨在將集團的環境、社會及管治目標貫徹到各個層面。

董事會作為本集團環境、社會及管治事宜的最高決策層，全面監督及審視對本集團的運營環境與對社會的影響，並於每年進行兩次環境、社會及管治披露和風險管理回顧。高級管理人員負責識別環境、社會及管治風險，制定計劃目標和管理政策、績效考核，決定兆科眼科的整體策略方向。可持續發展指導委員會由各部門主管組成，主要職責負責作為推動小組，統籌環境、社會及管治工作，協助董事會對環境及社會的進展和結果進行管理和監督。

識別社會、環境風險和機遇相關風險有助本集團於更好地於營運策略當中管理風險，並且維持業務穩健發展。本年度，本集團識別了對兆科眼科有重大影響的環境、社會及管治風險和機遇，並由董事會確認結果。本集團將持續監察這些重大風險的水平，並制定風險管理措施。

隨着中國宣佈於二零六零年前達至碳中和的國家目標，本集團致力減少碳排放，以應對氣候變化。為妥善管理氣候變化為兆科眼科營運帶來的風險及機遇，本集團於本年度制定了《氣候變化政策》，以五個不同導向，包括管治、減緩、適應、抵禦及披露，建立自上而下的管理文化，應對氣候變化對環境的衝擊。

此外，本集團亦制定了方向性環境目標，為日後集團的減排措施奠下基礎。兆科眼科亦計劃落實更多節能減排措施，進一步完善環境保護管理。此外，本集團採用綠色存款，利用現金盈餘投資於環保項目，冀望於營運的不同範疇貢獻對環境有利的項目。

展望未來，本集團將持續推動環境、社會及管治融入公司業務運營和長遠策略發展中，將收集更多持份者的意見，逐漸完善兆科眼科的環境、社會及管治策略。



ESG APPROACH

A well-established ESG structure is beneficial not only to the effective management of ESG issues, but also to Zhaoke Ophthalmology's corporate governance and operation. To perfect its ESG strategy, the Group is committed to transparent and compliant disclosure of ESG performance to enhance the public's understanding of the Group's business philosophy and socially responsible practices. The Environmental and Social Governance and Policy of the Group clearly defines the responsibilities of the Board and the senior management within the governance structure. In addition, the Group has also set up the SSC to assist the Board in its management of environmental and social matters.

The SSC of Zhaoke Ophthalmology is the Group's goalkeeper in respect of ESG issues. It is responsible for reviewing and supervising the action plans, targets and performance indicators of the Group in all key sustainability aspects. Also, the SSC reports on relevant risk management, targets, plans, implementation and progress to the Board and the senior management regularly. The Board, being the head of Zhaoke Ophthalmology's ESG structure, has overall responsibility for supervising and reviewing ESG issues and monitoring the impacts of ESG risks and opportunities on the Group. The senior management of the Group is responsible for formulating and implementing the ESG strategic direction and supporting major measures in environmental and social aspects.

With the aim of becoming a leader in the biotechnology industry in respect of taking on social responsibilities, Zhaoke Ophthalmology strives to incorporate ESG philosophies in its overall development plan for fulfilling corporate social responsibility. What is more, to integrate the social responsibility concept and its business operation, the Group studies the impact of ESG matters on Zhaoke Ophthalmology's operation and may formulate ESG strategies to effectively manage relevant efforts and targets.

環境、社會及管治方針

完善的環境、社會及管治架構不單有助有效地管理環境、社會及管治事宜，更能帶領兆科眼科至更成功的企業管治及營運。本集團承諾以透明和合規的環境、社會及管治表現披露，提升公眾對本集團經營理念和實踐社會責任的了解，從而完善其環境、社會及管治策略。本集團的《環境、社會管治和政策》已為其管治架構訂明有關董事會、高級管理人員的職責，並設有可持續發展督導委員會，協助董事會管理環境及社會事宜。

兆科眼科的可持續發展督導委員會為集團於環境、社會及管治事宜管理的守門員，負責審視和監督集團各可持續發展重點範疇的行動計劃、目標和績效指標。此外，可持續發展督導委員會亦定期向董事會及高級管理層匯報相關風險管理、目標、計劃以及執行情況及進展。董事會為兆科眼科環境、社會及管治架構的最高領導機構，負責全面監督及審視環境、社會及管治事宜，並監察相關環境、社會及管治風險及機遇對本集團的影響。本集團的高級管理人員則負責制定及執行環境、社會及管治策略方向，支持各環境及社會範疇的主要措施。

兆科眼科以將環境、社會及管治理念融入企業履行社會責任的整體發展規劃為目標，使本集團在生物科技行業內成為實踐社會責任的領先企業。此外，為使社會責任理念融入本集團各業務環節，本集團將探索環境、社會及管治事宜對兆科眼科營運的影響，並考慮制定環境、社會及管治策略，以更有效地管理相關工作及目標。

Risk Management

The Board takes overall responsibility for the Group's risk management and internal control systems as well as the effectiveness thereof in order to establish clear corporate risk management framework and risk management policies. The Group has set up the audit committee, which meets at least twice a year mainly to review and supervise the risk management and internal control systems so as to assist the Board in its continuous supervision of the effectiveness of the Group's risk management and internal control systems. Some of the major ESG risks identified by the Group during the Year included:

風險管理

為建立清晰的企業風險管理框架及風險管理政策，董事會對於本集團的風險管理及內部監控制度及成效負上全部責任。本集團設有由審核委員會主要審閱及監督風險管理和內部監控系統，每年至少舉行兩次會議，以協助董事會持續審視本集團的風險管理及內部監控制度的成效。以下為本年度，本集團所識別的其中一些重大環境、社會及管治風險包括：

Types and Descriptions of Risks 風險類型以及描述	Management Measures 管理措施
<p>Health and Safety</p> <p>Health and safety are vital for maintaining and enhancing the productivity of the workforce of the pharmaceutical industry. If the Group lacks effective safety management system and the risk of accident increase, the productivity of its workforce and, in turn, the long-term business operation of the Group may be materially affected.</p> <p>健康和安</p> <p>健康和安是製藥業勞動力的可持續性和提高生產力的重要部分。若本集團缺乏有效的安全管理系統，增加事故風險，可能會影響勞動生產力，長遠對業務構成重大影響。</p>	<p>The Group has formulated policies to clearly define occupational health and safety targets and responsibilities and conducts regular inspections to ensure that its operations comply with the requirements of the occupational safety and health system.</p> <p>本集團設有政策明確有關職業健康及安全的目標及職責，並定期進行巡查，確保營運合符職安健體系的要求。</p>
<p>Supply Chain Management</p> <p>An unstable supply chain resulting from, among other matters, climate change and extreme weather conditions as well as mismanagement of suppliers may impact raw material prices and production and, in turn, the Group as a whole. Such risks may adversely affect the Group's business development, results and financial conditions and may, in turn, harm its reputation and result in regulatory fines.</p> <p>供應鏈管理</p> <p>供應鏈對本集團的影響包括氣候變化影響供應鏈的穩定性，極端天氣及供應商管理不當等或會對材料價格、生產構成影響。此等風險可影響本集團發展的業務、對業績及財務狀況構成不利影響並可能會導致聲譽受損，遭受監管罰款。</p>	<p>The Group is in the process of incorporating the identified environmental and social risks into its procurement management mechanism and plans to choose environmentally preferable products whenever practicable.</p> <p>本集團正計劃按已識別的環境及社會風險納入採購管理機制內，並在可行的情況下盡量採購環保產品。</p>



Types and Descriptions of Risks

風險類型以及描述

Management Measures

管理措施

Product Quality Management

Product quality risks involve four major aspects, namely procurement, production, inspection and sale. Inadequate control over any one of these aspects may subject the Group to product quality risks, result in life-threatening product quality and safety issues, increase the risk of litigation in relation to safety issues, and jeopardize its reputation.

產品質量管理

產品質量風險可分為四大方面：採購、生產、檢測、銷售。若任何範疇沒有足夠管控，本集團可面對產品質量風險，並因產品的質量和安全可能會危及生命，增加與安全事項相關的訴訟風險，並且可能會損害聲譽。

Although its products are still at the research and development ("R&D") stage, the Group has already developed its quality management system and formulated a series of policies to clearly define production processes and maintain consistent product quality.

雖本集團的產品仍處於研發階段，本集團已制定質量管理體系，並設有一系列政策確保清晰生產流程，維持產品質量一致。

Data Protection

Online hackers may attempt to steal valuable and sensitive confidential data of the Group for ransom, sale or other criminal activities.

數據保護

網絡攻擊者會試圖從本集團竊取有價值的敏感機密數據以換取贖金、出售和其他犯罪行為。

The Staff Manual includes management measures that employees have to implement so as to protect information and data and to reduce the risk of data leakage.

《員工手冊》包含要求員工對信息及數據的保護管理的措施，減低數據洩漏風險。

Anti-corruption

In recent years, the pharmaceutical industry has been subject to some of the highest-profile anti-corruption enforcement actions against, among other matters, the offer of benefits to regulators in order to seek product approval. Illegal conducts will not only result in legal risks, but also harm the Group's reputation.

反貪污

近年來，一些備受注目的反貪污執法行動涉及製藥行業，例如向監管人員提供利益從而獲得產品批准，違規行為不但會為本集團帶來法律風險，亦造成聲譽損失。

The Group adopts a zero-tolerance attitude towards all kinds of corrupt practices. All employees are required to enter into a compliance undertaking upon joining the Group to ensure that they understand the Group's requirements in respect of business ethics.

本集團對任何形式的貪污行為採取零容忍的態度，所有員工於入職時簽署合規承諾書，確保知悉本集團有關營商道德的規定。

Compliance Management

The Group strictly complies with the policies and measures under all laws and regulations. The compliance department has already identified and determined laws and regulations that have a significant impact on Zhaoke Ophthalmology and ensured that they are being firmly complied with. Any breach of such laws and regulations may lead to grave consequences including damages to the Group's operation and reputation, as well as costly litigations. All the Group's departments stringently comply with policies and measures regulating the compliance with such laws and regulations in order to prevent non-compliance. During the Year, the Group did not breach any laws and regulations that have a significant impact on it and was not involved in any legal cases regarding corrupt practices brought against it or its employees. Laws and regulations that have a significant impact on the Group are set out as follows:

合規管理

本集團嚴謹遵循各法律法規的政策及措施，合規管理部門已識別，確定對兆科眼科有重大影響的法律法規，並確保嚴謹遵守。違反相關法律法規會帶來營運以及聲譽受損，以及引致高額訴訟等嚴重後果。本集團的各部門均嚴格執行規管各法律法規的政策及措施，以避免違規情況。本年度，本集團沒有違反對本集團造成重大影響的法律及法規，亦沒有收到對本集團或僱員提出的貪污訴訟案件。以下為對本集團造成重大影響的法律法規列表：

Aspects 層面	Laws and regulations that have a significant impact on the Group 對本集團有重大影響的法律法規
Emissions 排放物	the Environmental Protection Law of the People's Republic of China and the Energy Conservation Law of the People's Republic of China 《中華人民共和國環境保護法》及《中華人民共和國節約能源法》
Employment and Labor Standards 僱傭及勞工準則	Operation in Hong Kong: the Employment Ordinance, the Employees' Compensation Ordinance, the Employment of Children Regulations Operation in the mainland: the Labor Law of the People's Republic of China, the Labor Contract Law of the People's Republic of China, the Law of the People's Republic of China on the Protection of Minors, the Law of the People's Republic of China on the Protection of Rights and Interests of Women, the Social Insurance Law, the Trade Union Law and the Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases 香港營運：《僱傭條例》、《員工補償條例》、《僱用兒童條例》 內地營運：《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國未成年人保護法》、《中華人民共和國婦女權益保障法》、《社會保險法》、《工會法》及《中華人民共和國職業病防治法》
Health and Safety 健康與安全	Good Clinical Practice, the Work Safety Law of the People's Republic of China, the Drug Administration Law of the People's Republic of China and Good Manufacturing Practice for Pharmaceutical Products 《藥物臨床試驗質量管理規範》、《中華人民共和國安全生產法》、《中華人民共和國藥品管理法》及《藥品生產質量管理規範》
Product Responsibility 產品責任	the Copyright Law of the People's Republic of China, the Intellectual Property Law of the People's Republic of China, the Patent Law of the People's Republic of China and the Trademark Law of the People's Republic of China 《中華人民共和國著作權法》、《中華人民共和國知識產權法》、《中華人民共和國專利法》及《中華人民共和國商標法》
Anti-corruption 反貪污	the Anti-Unfair Competition Law of the People's Republic of China, the Anti-Money Laundering Law of the People's Republic of China, the anti-corruption laws and regulations of the Hong Kong Special Administrative Region, the Foreign Corrupt Practices Act of the United States of America and the Bribery Act of the United Kingdom 《中華人民共和國反不當競爭法》、《中華人民共和國反洗錢法》、香港特別行政區的反腐敗法律法規、美國《海外反腐敗法》及英國《反賄賂法》

STAKEHOLDER ENGAGEMENT

The Group is well aware of the importance of stakeholders' opinions in fostering long-term sustainable growth. It consolidates their opinions and incorporates key ESG issues into its operating strategies. It gives due consideration to and balances the interests of different parties in its operational decision-making process. The Group engages with stakeholders such as its staff, investors, suppliers, value-chain partners and community organizations, provides its information in a timely manner and listens to their needs through a number of channels in order to review and formulate relevant policies and measures.

持份者溝通

為促進更長遠的可持續發展，本集團明白考慮持份者意見的重要性，並綜合他們的意見，將重要的環境、社會及管治議題，融入營運策略中，於作出營運決策時，充分考慮平衡多方利益。本集團透過多方渠道與員工、投資者、供應商、價值鏈夥伴和社區團體等各持份者溝通，並適時提供有關本集團的資訊和溝通，了解他們的需要，以協助本集團檢討及制定相應的政策和措施。

Staff 員工

The Group encourages its staff to submit their suggestions about how to improve the Group's performance to their team through permanent communication channels such as internal notices and daily emails.

本集團鼓勵員工於工作團隊發表有關改進集團表現的意見，並透過內部通知和日常電郵等作為恆常溝通渠道。

Investors 投資者

The Group provides information about itself to the investors through multiple channels, such as its corporate website, general meetings, announcements published through Hong Kong Exchanges and Clearing Limited ("HKEx"), financial reports and circulars.

透過多方渠道：公司網頁、股東會議、於香港交易所發佈公告、財務報告及通函等渠道，向投資者提供集團相關資訊。

Suppliers 供應商

The Group maintains friendly communication with its suppliers through emails and other communication channels, and encourages them to enhance their environmental and social performance.

透過電郵等溝通與供應商維繫良好溝通，確保產品質素並鼓勵供應商提升其環境與社會表現。

Value-chain partners 價值鏈夥伴

The Group regularly participates in industry forums and industry seminars to improve the quality of its products and stay abreast of industry trends.

透過持續參與行業論壇以及同業研討會，提升產品質量以及緊貼業界趨勢。

Community organizations 社區團體

The Group maintains amicable communication with non-governmental, governmental and other community organizations to understand the needs of the communities where it operates and help those in need in such communities.

持續與各方非政府團體及政府相關機構等社區組織維持良好溝通，了解營運地區的需要，服務社區有需要人士。

The Board also adjusts the Group's ESG strategies as and when appropriate according to its business development and the opinions of the stakeholders. To review its ESG performance efficiently, the Group will actively considers all kinds of stakeholder engagement activities with a view to fully comprehending the concerns of its stakeholders, refine the relevant management approach, policies and measures, and meet the expectations of the stakeholders in an effective manner.

根據本集團的業務發展及持份者的意見，董事會將會適時修訂本集團環境、社會及管治策略。為有效審視環境、社會及管治表現，本集團將積極考慮透過更多元的持份者溝通活動，更深入了解持份者所關注的議題，深化相關管理方針、政策及措施，以有效回應持份者的期望。

Key Issues

During the Year, Zhaoke Ophthalmology collected opinions from the stakeholders by way of online questionnaires in order to identify ESG issues that have a significant impact on the Group. Targets of the questionnaires mainly included the Directors, employees, suppliers and customers. A total of 107 valid questionnaires were received.

重要議題

本年度，兆科眼科以網上問卷調查方式向持份者收集意見，以識別對本集團有重大影響的環境、社會及管治議題。參與問卷調查的持份者主要包括董事、員工、供應商及客戶，共收集了107份有效問卷。

Updating the List of Issues 更新議題清單

- ✓ The Group identified a total of 18 ESG issues that were most relevant to its business or its impact, covering 4 major aspects, namely environmental, employment and labor practices, operating practices, and community investment, as the bases of the current stakeholder engagement in accordance with international trends, industry practices and the results of the previous stakeholder engagement exercises.
- ✓ 本集團參考國際趨勢、同行慣例及過去持份者溝通結果，共識別18項與集團業務及其影響最密切相關的環境、社會及管治議題，涵蓋環境、僱傭及勞工常規、營運慣例及社區投資，四大範疇，以此作為是次持份者溝通的基礎。

Collecting Stakeholder Opinions 收集持份者意見

- ✓ Internal and external stakeholders were invited to evaluate the materiality of each issue and give their opinions on the Group's ESG approach by way of online questionnaires.
- ✓ 以網上問卷方式，邀請內部和外部持份者評估每項議題的重要性，以及就本集團環境、社會及管治方針表達意見。

Identifying Key Issues 識別重要議題

- ✓ The opinions of the stakeholders were analyzed and 9 issues of the highest importance were identified according to the stakeholders' opinions on: (1) the materiality of each issue to the stakeholders and (2) the level of impact Zhaoke Ophthalmology has on the environment and society.
- ✓ 對持份者的意見進行了分析，根據持份者對各議題於(1)對持份者的重要程度及(2)兆科眼科對環境和社會的影響程度，共識別出9項最重要的議題。

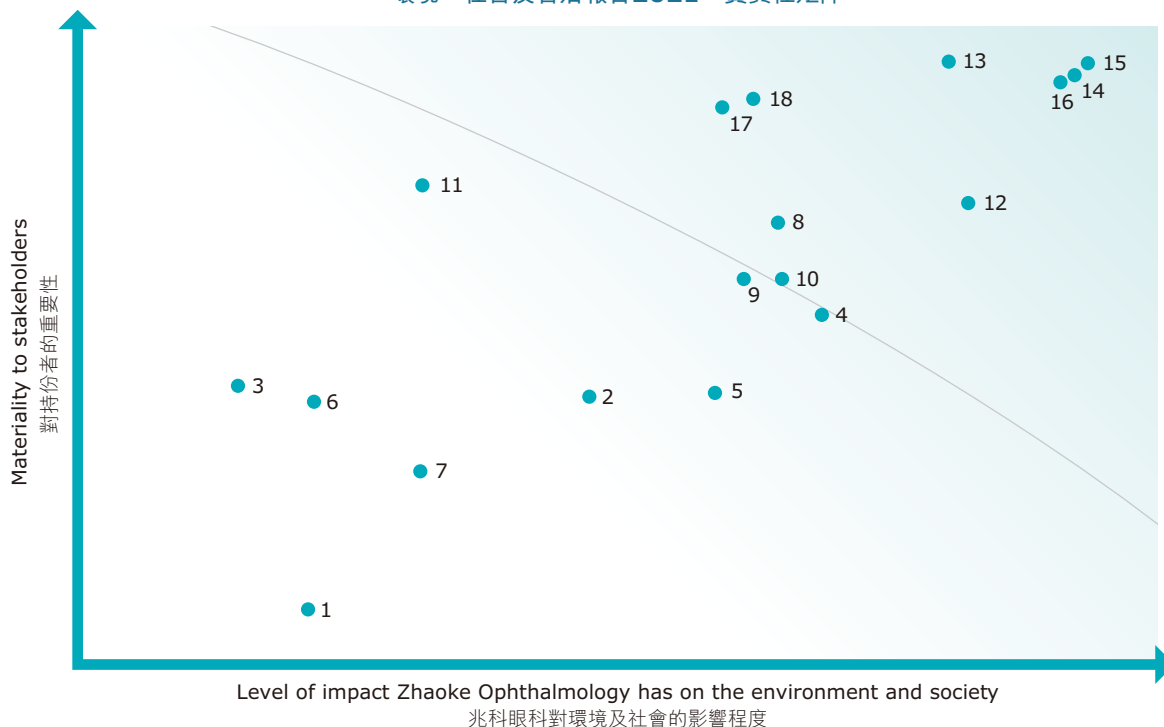
Determining Key Issues 確定重要議題

- ✓ The resultant material issues were reviewed and verified by the management of the Group and then approved by the Board.
- ✓ 重要議題結果交由本集團管理層審視及驗證，並由董事會批准。

The following materiality matrix shows the level of importance of the issues based on the questionnaires:

下圖的重要性矩陣展示了問卷調查所得的議題重要性排序：

ESG Report 2021 – Materiality Matrix 環境、社會及管治報告2021 – 實質性矩陣



Aspects of ESG issues:

環境、社會及管治議題範疇：

Environment 環境	Employment and Labor Practices 僱傭及勞工常規	Operating Practices 營運慣例	Community Investment 社區投資
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Types 類別	ESG Issues 環境、社會及管治議題
Issues of high materiality 重要議題	15 Protection of Intellectual Properties 保障知識產權
	14 Protection of Customers' Health and Safety 保障客戶的健康與安全
	16 Anti-corruption 反貪污
	13 Improvement of Product Quality Management 完善產品質量管理
	12 Protection of Customers' Information and Privacy 保護客戶資料和隱私
	18 Investment of Resources in Community Development 投入資源推動社區發展
	17 Ensuring Business Activities Take into Account Community Needs and Benefits 確保業務活動考慮社區的需要和利益
	8 Establishment of Comprehensive Employment Management System 建立全面的僱傭管理制度
10 Training and Development 培訓和發展	

Types 類別	ESG Issues 環境、社會及管治議題	
Other issues 其他議題	4	Management of Hazardous Waste 有害廢棄物管理
	9	Healthy and Safe Workplace 健康和安全的工作環境
	11	Management of Environmental and Social Risks of the Supply Chain 管理供應鏈的環境及社會風險
	5	Management of Non-Hazardous Waste 無害廢棄物管理
	2	Energy-Saving/Energy-Efficiency Improvements 節能／提升能源效益
	6	Impacts on the Environment and Natural Resources 對環境及天然資源的影響
	7	Climate Change 氣候變化
	3	Management of Sewage and Water Use 污水及用水管理
	1	Management of Air Pollutants/Greenhouse Gas ("GHG") Emissions 空氣污染物／溫室氣體排放管理

RESPONSIBLE OPERATION

The Group adheres to the most stringent business ethics and integrity principles in its business operation. Being a responsible pharmaceutical company, the Group has policies and measures in respect of product safety, supply chain management, anti-corruption, intellectual properties and so on in place to safeguard the quality of its product and sales activities in order to maximize the Group's value in the society.

Business Ethics


The Group values business ethics and a transparent corporate culture. It adopts a zero-tolerance attitude towards all kinds of corrupt practices. All employees are required to enter into a compliance undertaking upon joining the Group to ensure that they understand the Group's requirements in respect of business ethics. The Group has a Compliance Policy Guide in place to govern the management and processes of its operational compliant, anti-corruption and intellectual property protection activities. Employees are prohibited from committing bribery or demanding or receiving bribe, whether in money or in kind, with the aim of securing or maintaining business. In addition, the Group strictly controls the process of offering or making donations, whether in kind or in cash, by its employees. Only occasional offering of marketing items, medical supplies and educational products within certain legal, reasonable and necessary limits are allowed.

盡責營運

本集團秉承高標準的商業道德、誠信的理念經營業務。作為負責任的醫藥公司，本集團設立各項政策措施包括產品安全、供應鏈管理，以及反貪污及知識產權等範圍，以保障本集團的產品及銷售質量，從而提升本集團為社會帶來的價值。

營商道德

本集團重視商業誠信和透明度的企業文化，並對任何形式的貪污行為採取零容忍的態度，所有員工於入職時簽署合規承諾書，確保知悉本集團有關營商道德的規定。本集團的《合規政策指引》，規範本集團合規營運、對反貪污和知識產權保障的管理和流程。任何員工不得為獲取或維持業務行使或收受金錢、物品或其他任何財物的賄賂。同時，嚴格規管員工贈予或提供資源或捐款的程序，僅在法律規範允許且合理、必要範圍內偶爾提供推廣輔助用品、醫用物品及教育物品。



Employees are prohibited from engaging in activities suspicious of money laundering. All business transactions must be conducted by way of remittance between corporate accounts instead of payment of hard cash. The financial department is responsible for duly filing and recording all transactions as well as reporting any large cash transactions in accordance with the relevant anti-money laundering regulations. The Group also requires its staff to keep confidential information of the Company obtained by them while performing their duties as well as information for which the Company owes a confidentiality obligation strictly in secret. The use of any undisclosed information of the Company in insider trading is strictly forbidden.

To effectively enlist the help of the employees to keep watch on its anti-corruption efforts, the Group has established a whistle-blowing system for employees to inquire about or report any non-compliance in confidence and without the risk of revenge. Regular compliance training also helps ensure that the employees understand the Group's requirements in respect of business ethics. During the Year, 233 employees have completed 466 hours of anti-corruption training in total.

Intellectual Properties and Protection of Customers' Privacy

Intellectual properties are important assets of the Group and include patents, trademarks, commercial secrets and copyrights, as well as scientific and technological knowledge, proprietary techniques and experience obtained from its business operation. The employees must comply with the Company's regulations in relation to confidentiality and are obliged to establish, protect, observe and safeguard the intellectual properties of the Group and third parties. Any employee in breach of such regulations will face hefty fine, litigation, injunction or criminal punishment.

The Group has drawn up the Management Standard for Customer Information File, which set out the requirements for establishing, organizing, keeping and using sales customer information files as the guidelines for management.

本集團員工嚴禁參與任何涉嫌洗錢的活動。業務所涉資金往來，應通過企業帳戶間資金劃轉方式進行，避免現金交易。財務部門則需按照反洗錢相關規定做好交易備查登記和大額交易報告。本集團要求員工嚴格保守在工作過程中所知悉的公司保密資訊以及公司負有保密義務的資訊，並禁止員工利用公司的任何非公開資訊從事內幕交易。

為有效鼓勵員工監督本集團的廉潔工作，本集團設立了舉報溝通渠道，以保密及嚴禁報復為前提，供員工諮詢或舉報任何違規行為。持續的合規培訓能確保員工知悉本集團有關營商道德的規定，本年度共有233員工參與反貪污培訓，共466小時。

知識產權及保障客戶私隱

本集團知識產權包括專利、商標、商業秘密和著作權，以及科學和技術知識、專有技術和在業務活動過程中收穫的經驗，為重要資產。員工需要遵守公司的有關保密法規，有責任建立、保護、維護和防護本集團以及他人的知識產權。若員工違反相關規定，將會受到嚴重罰款、訴訟、禁令或刑事處罰。

本集團建立了《客戶資質檔案管理規程》，內容包括銷售客戶資料檔案建立、整理、保存和使用要求等，用於指導銷售客戶資料檔案的管理。

Quality Management

To provide safe and effective medicines, the Group attaches enormous importance to production quality management. It has established the General Quality Management Standard and the Standard Measures for Corporate Quality Policies and Quality Targets, which set out the Group's requirements for the management of production quality, quality policies and quality targets in order to ensure that all environments, materials, procedures and quality inspections during the drug manufacturing process are in compliance with regulatory requirements. The production and manufacturing of products are also subject to stringent internal quality standards under the quality management system. Suppliers and partners are also required to follow such standards.

質量管理

為提供安全高效的藥物，本集團重視生產質量管理，設立了《質量管理總則》、《公司質量方針和質量目標管理規程》列出產品生產的質量管理以及質量方針、目標的管理，以保障所有生產藥物的環境、物料、過程及質量檢驗均合法規要求。在質量管理設有一系列嚴格的內部品質標準來進行產品生產製造，並要求供應商和合作夥伴遵循相應的品質標準。

Quality Management Measures 質量管理措施	Descriptions 內容
Quality inspection	<p>The Group has implemented the Self-Inspection Management Standard as the guidelines for the management of self-inspection activities with respect to their scope, frequency, planning and implementation. The Group's Unqualified Product Management Standard governs the management of unqualified products in terms of thresholds, disposal procedures, disposal timelines and requirements.</p> <p>To manage the identification of inconsistent products and ensure compliance with product requirements, Zhaoke Ophthalmology has also devised the Deviation Management Standard that covers the classification and grading of deviation, the investigation into the reasons of deviation, the evaluation of their impacts, the formulation of rectifying measures and the acceptance of deviation.</p>
質量檢閱	<p>本集團設有《自檢管理規程》，內容包括自檢範圍、自檢週期、自檢計劃的製定及實施等，用於指導自檢的管理。本集團的《不合格品管理規程》規範了對於不合格產品的管理，如不合格品範圍、處理流程、處理期限及要求等。</p> <p>為識別產品偏差的管理，兆科眼科亦設有《偏差管理規程》，內容包括偏差分類和分級、偏差原因調查、偏差影響性評估、糾正預防措施的製定、偏差事件放行等，以確保產品符合規格。</p>
Product risk management	<p>The Group has put in place the Quality Risk Management Standard and the Quality Risk Standard Operation Regulation as the guidelines for quality risk management in respect of the application scope, management procedures and key management tools for quality risks.</p>
產品風險管理	<p>本集團建立了《質量風險管理規程》、《質量風險標準操作規程》，內容包括質量風險應用範圍、管理流程、主要的風險管理工具等，用於指導質量風險的管理。</p>
Trials and R&D activities	<p>All research activities (including but not limited to pre-clinical and clinical researches) are designed, reviewed and executed in strict compliance with all laws, regulations, practices, moral standards and ethical requirements. When a research project is completed, the Group will conduct an independent review and verification of the results and then apply for relevant patents or manage them as unpatented technologies or commercial secrets.</p>
試驗研發活動	<p>所有研究活動(包括但不限於臨床前研究、臨床研究)均需嚴格遵循所有的法律、法規、規範和道德標準、倫理要求進行設計、審查和執行。研究項目結束，本集團會對研究成果進行獨立評審和驗收，並行專利申請或作為非專利技術、商業秘密等管理。</p>

Quality Management Measures 質量管理措施	Descriptions 內容
Drug safety 藥品安全	<p>The safety of the patients is of utmost importance to the Group. The Company complies with laws and regulations in relation to drug safety and quality in its R&D, production, storage, marketing, after-sales services and other activities. The Group's Adverse Drug Reaction Reporting and Monitoring Management Standard and Adverse Drug Reaction Reporting and Testing Standard Operation Standard provide guidance on the management of undesirable side effects in respect of monitoring scope and handling procedures.</p> <p>保證患者安全是集團的首要宗旨。公司在研發、生產、儲存、營銷和售後等各個環節都遵守藥品安全和質量相關法律法規。《藥品不良反應報告和監測管理規程》、《藥品不良反應報告和檢測標準操作規程》，內容包括不良反應監測範圍、處理流程等，用於指導不良反應的管理。</p>
Product storage 產品儲存	<p>The Group has devised the Finished Product Inspection and Acceptance Standard Operation Standard, the Finished Product Stock-in, Storage and Release Management Standard, the Finished Product Stock-in, Storage and Release Standard Operation Standard and the Finished Product Release and Delivery Management Standard to provide guidance on the inspection, acceptance, stock-in, storage, release and delivery of finished products.</p> <p>本集團建立了《成品審核放行標準操作規程》、《成品入庫、儲存、發放管理規程》、《成品入庫、儲存、發放標準操作規程》、《成品發運管理規程》用於指導成品的審核放行、入庫、儲存、發放和發運。</p>
Annual product review 產品年度回顧	<p>The Group conducts annual product reviews and analyses based on its Annual Quality Review Management Standard, which manage such annual reviews by describing how should annual review plans and conclusion reports be prepared and providing instructions on how to carry out data collection, trend analysis, improvement and preventive measures according to the annual review.</p> <p>本集團每年均為產品進行年度回顧分析，透過《年度質量回顧管理規程》，內容包括年度回顧計劃及總結報告的製定流程，指導年度回顧中的數據匯總、趨勢分析、改進和預防性措施的實施等，用於年度回顧中的管理。</p>
After-sales services 售後服務	<p>During the Year, the Group did not have any drug available for sale. However, the After-Sales Service Management Standard has been prepared to set out policies on all kinds of abnormalities, such as customer complaints and abnormalities during transportation and usage, as well as relevant handling mechanisms, with the aims of investigating and handling product quality issues in a timely manner. In case of customer complaint, the quality department will handle the complaint and quality issue in accordance with the User Interview and User Complaint Management Standard. Abnormalities that arise from product delivery and may have an impact on the quality of the finished product will be handled according to the Finished Product Return Management Standard. Drugs on sale with quality issue will be dealt with pursuant to the Product Recall Management Standard.</p> <p>本集團於本年度暫未有任何藥物銷售。為及時對產品質素進行調查處理，已制定《售後服務管理規程》，列舉各類異常情況，包括顧客投訴、運輸及使用過程中出現異常情況，以及處理機制的相關政策。當出現顧客投訴問題，便按《用戶訪問和用戶投訴管理規程》，協助質量部門處理顧客投訴和質量問題。若在運輸過程中出現異常情況可能影響到成品的質量，便按《成品退貨管理規程》進行處理。若發現銷售的藥品存在質量問題，便按《產品召回管理規程》進行處理。</p>
Customer complaints 客戶投訴	<p>The Group has laid down the User Interview and User Complaint Management Standard, which provide guidance on interviewing customers and managing customer complaints by setting out methods for customer interview and important matters for request and customer complaint acceptance procedures.</p> <p>本集團建立了《用戶訪問和用戶投訴管理規程》，內容包括用戶訪問方式、要求和客戶投訴受理流程、注意事項等，用於指導用戶訪問、用戶投訴的管理。</p>

Responsible Marketing

To set up a sound operating system, Zhaoke Ophthalmology has already formulated stringent advertising and product labelling standards even though it has not yet conducted any sales activity during the Year. The Group has also devised the Printed Packaging Material Management Standard that sets out design, approval, printing, safekeeping and usage requirements as the guidelines for the management of drug packaging, labelling, instructions, specimens and templates. In addition, the Compliance Policy Guide stipulates that the employees are responsible for ensuring that all marketing materials provide customers with objective, accurate, true, fair and appropriate information. The Group also prohibits sales representatives from making false or misleading statements regarding the effectiveness, effects, quality, sales, users' feedback, awards and other aspects of its drugs in commercial promotional activities. Furthermore, all the Group's drugs can only be launched after obtaining relevant government approval for their labels.

Supply Chain Management

The Group has put together the Supplier Auditing Management Standard and the Supplier Auditing Standard Operation Standard to set out the categories of suppliers, management requirements for each category and audit approaches for the management of suppliers and supplier audit. According to its procurement principles, the Group obtains quotations from at least 3 suppliers and considers, among other matters, the suppliers' credit standing, performance capability, product quality, service standard, pricing and delivery time.

The Group evaluates the performances of all suppliers according to its Supplier Evaluation Form. To carry out dynamic management of the supplier list, all evaluation records are filed and kept in a consistent format and suppliers that offer high prices but poor services will be eliminated and replaced. The performance of each type of suppliers are evaluated every year. If on-site evaluation is not practicable or necessary (for example in the case of overseas suppliers), reasons for not conducting such evaluation in the annual evaluation will be recorded and filed in writing for all departments to review.

Before engaging in any definite cooperation with any third-party supplier or service provider, the Group will conduct a due diligence review in respect of compliance. The supplier or service provider will also have to enter into a Compliance Undertaking and undertake to strictly comply with all requirements in relation to anti-corruption and anti-unfair competition as well as other policies in relation to compliance under all applicable laws and regulations.

Looking forward, the Group will incorporate the identified environmental and social risks into its procurement management mechanism and choose environmentally preferable products whenever practicable in order to improve and enhance the environmental and social performance of the supply chain.

負責任營銷

為建立健全營運機制，兆科眼科本年度雖然暫未涉及任何銷售活動，但已為廣告及產品標籤制訂了嚴格的準則。本集團建立了《印刷性包裝材料管理規程》，內容包括設計和批准、印刷、保管和使用要求等，用於指導藥品包裝盒、標籤、說明書及標準樣本、模板的管理。另外，在《合規政策指引》內要求員工向客戶提供持平、準確、誠實、公正和合適的資訊。同時，本集團嚴禁銷售人員對藥物的性能、功能、品質、銷售狀況、用戶評價、曾獲榮譽等作虛假或者引人誤解的商業宣傳行為。本集團的藥物標籤均會通過相關政府部門批准，方可出售。

供應鏈管理

本集團建立了《供應商審計管理規程》、《供應商審計標準操作規程》，內容包括供應商分類、各類型供應商管理要求、審計方式等，用於供應商、供應商審計的管理。採購原則至少向三家供應商詢價，當向供應商的詢價時會考慮但不限於以下條件，供應商資信、履約能力、產品質量好、服務優良、價格合理及交貨時間等。

本集團依據《供應商考核評分表》評核所有供應商的表現，對價格高、服務差的供應商進行淘汰替換，實現合格供方名單的動態管理，並將所有考評記錄統一歸檔保存。每年會對各類供應商的供貨情況進行評價，若未能為部份供貨商進行現場評估，或供貨商沒有進行現場評估的需要（例如海外供貨商），便就不進行評估的原因於年度回顧中作出書面記錄，並妥善歸檔供各部門審閱。

在與協力廠商供應商或服務商開展具體合作前，本集團會進行合規盡職調查，並要求該供應商或服務商簽署《合規承諾函》，承諾嚴格遵守所適用法律法規中關於反貪污及反不正當競爭的規定和其他合規政策。

展望未來，本集團會將已識別的環境及社會風險納入採購管理機制內，並在可行的情況下盡量採購環保產品，從而推廣加強供應鏈的環境及社會表現。

PEOPLE ORIENTATION

Zhaoke Ophthalmology endeavors to create a fair and respectful working environment for its employees, protect their legal rights and provide them with appropriate resources to support their development. The Group has established policies to regulate employment practices, employee's health and safety, staff development and training, and other relevant matters. It also reviews the effectiveness of such policies and measures as and when appropriate in order to ensure effective response to the employees' needs.

Employment Management System

Zhaoke Ophthalmology is committed to building a sound employment system and a safe and healthy working environment by implementing diversified policies and measures and showing its care for the employees. The Group proactively listens to the needs of its staff and reviews the effectiveness of its policies and measures as and when appropriate to ensure that the employees can unleash their potential. Its Staff Manual sets out Zhaoke Ophthalmology's guidelines for staff recruitment and dismissal, remuneration and benefit, working hours, equal opportunity, anti-discrimination, diversity and labor standards as follows:

Recruitment

The Group offers equal employment opportunities and considers applicants and employees equally. It provides different internal career development opportunities to the staff members. The human resource department participates in all recruitment processes to ensure transparency and openness.

招聘

本集團提供平等的就業機會，對應聘者和員工一視同仁，並為內部員工提供多種職業發展機會。招聘過程均有人力資源部參與，確保透明公開。

Equal Opportunity, Anti-Discrimination and Diversity

Zhaoke Ophthalmology aims at creating a diversified working environment and provides equal employment opportunities. It rigorously prohibits discrimination and harassment based on gender, race, disability, sexual orientation, age, nationality, religion or faith, marital status, ethnicity, political belief or family responsibility.

平等機會、反歧視及多元化

兆科眼科以建立多元的工作環境為目標，提供平等的就業機會。絕不容許性別、種族、殘障、性取向、年齡、國籍、宗教或信仰、婚姻狀況、族裔、政治觀念或家庭責任的歧視和騷擾行為。

Benefit

In addition to statutory holidays, the Group also offers a variety of special leaves, such as Women's Day holiday, Youth Day holiday, compassionate leave, marriage leave, maternity leave, miscarriage leave, paternity leave and leave for contraception, to the employees. It makes contributions to retirement insurance, medical insurance, unemployment insurance, maternity insurance and work injury insurance for its staff in accordance with national and local government regulations. Other benefits include housing provident fund and additional business protection plans that offer help to employees in case of illness or accident.

福利

本集團為員工提供法定假期並提供不同特別假期，包括婦女節假期、青年節假期、喪假、婚假、產假、流產假、陪產假及計劃生育假期等。本集團按國家及地方政府規定為員工繳納養老保險、醫療保險、失業保險、生育保險和工傷保險。其他福利包括住房公積金和額外的商業保障計劃，使員工在遇到疾病及意外事故時盡可能得到有力的幫助。

以人為本

兆科眼科致力於營造公平、互相尊重的工作環境，維護員工合法權益，提供適當資源以支援員工發展。本集團於僱傭管理慣例、員工的健康與安全，發展與培訓等範疇均設有政策管理。本集團亦適時檢視各項政策及措施成效，以確保能有效地回應員工需要。

僱傭管理制度

兆科眼科以建立完善的僱傭體系、安全健康的工作環境為目標，通過各項政策措施，展示本集團對員工的關懷。本集團積極聆聽員工需要，並適時檢視各項政策及措施成效，以確保員工的才能可有效發揮。本集團的《員工手冊》規範了兆科眼科於招聘及員工離任、薪酬及福利、工作時間、平等機會、反歧視及多元化及勞工準則的指引：

Remuneration	<p>The Group regularly studies the remuneration and benefit in the foreign invested pharmaceutical industry and other sectors in order to provide market benchmarks for its own remuneration adjustments. Remuneration and remuneration adjustments are determined based on the employees' qualifications, position, work experience, educational background, performance and other factors.</p>
薪酬	<p>Employees' wages comprise basic salaries, allowances, subsidies, performance-based bonuses, achievement-related wages and sales-based bonuses. A performance appraisal mechanism has been developed as the basis for staff remuneration adjustments, performance-based bonus payment, staff development, training and career development plans, and termination of labor contract.</p> <p>本集團定期進行外資製藥行業及其他行業的薪資福利調研，為工資調整提供市場參考。員工薪酬和調整均按資歷、職級、工作經驗、教育背景及表現等因素制定。</p> <p>員工工資由基本工資、津貼、補貼、績效獎金、效益工資、銷售獎金等組成。另外，設有員工的績效評估機制，作為員工工資調整、績效獎金分配、員工發展、培訓和職業發展規劃或解除勞動合同的依據。</p>
Labor Standards	<p>The Group strictly complies with labor laws and regulations and does not employ child and forced labors. It also respects the principles of fairness, liberty and arm's length negotiation when it enters into or amends labor contracts with its staff, and never compels its staff by force.</p>
勞工準則	<p>The Group regulates staff's working hours and rest arrangements. Overtime outside of the standard working hours in emergency is only permitted if it is voluntary and approved by the head and manager of the department, and shall be compensated by compensatory leave. Looking forward, the Group will formalize its policies preventing child and forced labors, including measures to review employment practices and steps to be taken to eliminate non-compliance when discovered.</p> <p>本集團嚴格遵守勞動法律法規，不會聘請使用童工和強制勞工。當與員工訂立和變更勞動合同時，均遵循平等自願、協商一致的原則，絕無任何強迫員工的情況。</p> <p>本集團規範員工工作時間及休息安排。如因緊急情況下，員工同意於辦公時間外工作，需由部門主管及經理批核，並給予補假予員工。未來，本集團將制定有關防止聘用童工及強制勞工的政策，包括檢討招聘慣例的措施及在發現違規情況時消除有關情況所採取的步驟。</p>
Working Hours	<p>Different working hour systems have been applied based on business needs and the employees' job natures. Current working hour systems include standard working hours, the timed work system and the comprehensive working hour system. Staff members will be notified of any changes in a timely manner. Employees with standard working hours have 8-hour work days and 40-hour work weeks (excluding meal, commuting and business travel time). They normally work 5 days a week except for statutory holidays.</p>
工作時間	<p>根據經營需要和員工的工作性質，設有不同工時制度。現時工作時間包括標準工時工作制、不定時工作制及綜合工時制三種，若有其他變化，將及時告知員工。標準工時工作制員工的工作時間為每日工作八小時，每週40小時，不包括用餐時間和上下班或出差途中時間。通常每週五個工作日，法定假日除外。</p>





Health and Safety

The Group strives to provide its staff members with a safe, hygienic and comfortable work environment. The Occupational Health and Safety and Environmental Protection Management Standard has been devised to set out safety, occupational health and environmental protection goals, the responsibility of the employees at all departments and levels, implementation procedures, and requirements for continuous improvement in the occupational health, safety and environmental systems. Employees are required to follow all operational safety rules and take established and available protective measures so as to prevent accident.

With respect to production safety, the Group has established the Production Safety Management Standard to lay down its requirements for production safety, classification of and handling procedures for incidents, and reminders to individuals that they should safeguard personal and property safety. The Group also has the Staff Health Management Standard in place to provide guidance on staff health management and requirements for personal hygiene by setting out its management framework for staff health and imposing requirements for personal hygiene, including body check upon joining the Group, annual occupational health checks, compilation of staff health files, and requirements for personal hygiene. Annual occupational health checks are arranged for all staff members according to their job natures. The Group did not have any work-related fatalities or work injuries during the Year.¹

Pandemic Prevention and Control

Since May 2021, the entire staff of Zhaoke Ophthalmology's base in Nansha, Guangzhou, has been working together to strengthen overall pandemic control on high alert. All branches, departments and units have raised their prevention and control standards and completed several rounds of nucleic acid testing among all their members. All employees have been vaccinated. Work-from-home and quarantine arrangements have been put into practice as and when appropriate. Office hygiene and safety management has been effectively implemented. As such, a concerted pandemic prevention and control effort under which everyone is tested has been realized and a firewall against the pandemic has been put into effect in a timely manner.

健康與安全

本集團致力為員工提供安全、衛生和舒適的工作環境，建立了《職業健康安全及環境保護管理規程》，內容包括安全、職業健康及環境保護的目標，各部門和各級人員職責，工作實施流程及職業健康安全及環境體系持續改進要求等，要求員工需遵守所有安全操作規程和規定並必須使用現有的和可用的保護措施，防止事故發生。

在生產安全方面，本集團建立了《安全生產管理規程》，內容包括生產安全管理要求、事故分類和處理程序、個人注意事項等，確保人員人身、財產安全。本集團設有《人員健康管理規程》，列出員工健康情況管理和個人衛生要求，內容包括入職體檢、每年定期安排職業健康體檢、建立員工健康檔案、個人衛生要求等，用於指導人員健康情況管理和個人衛生要求。每年安排全體員工參加符合崗位要求的職業健康檢查。本年度，本集團未有發生員工因工死亡或受傷個案¹。

疫情防控

自二零二一年五月以來，兆科廣州南沙基地的全體同仁上下一心，緊張戒備，全面加强管控措施，各分公司、各部門、各單位全面提升防控標準，配合完成多輪全員核查查核酸檢測工作覆蓋率100%，疫苗接種人員數據覆蓋率100%，落實相關員工居家隔離要求，做好日常辦公人員衛生安全管理，切實做到「應檢盡檢，不漏一人，不遺一處」的全員防控標準，快速地構築起防疫防火牆。

¹ The Group did not have any work-related fatalities in the past three years.
本集團於過去三年未有發生員工因工死亡事件。

Training and Development

Being committed to the holistic development of its employees, the Group has laid down training and development opportunities and rules for its staff in the Staff Manual of Zhaoke Ophthalmology. The human resource department is responsible for devising annual training plans and arranging relevant training programs for the staff members with the aim of unleashing their potential. During the Year, the Group provided 6 compliance training courses for new employees, training for middle and senior management, training for sales and marketing personnel and regular monthly training for the entire staff. A total of 234 staff members have completed an aggregate of 7,768 training hours.

培訓與發展

本集團致力於員工的整體發展，兆科眼科於《員工手冊》列明對於員工培訓與發展的機會及細則。培訓由人力資源部負責規劃年度培訓計劃，並安排員工參加相關培訓項目，持續開發員工潛力。本年度進行了共六場新員工合規培訓、中高層培訓、市場銷售培訓以及每月定期培訓給予全體員工，共有234人參與，投入共7,768培訓小時。

Types of training 培訓類型	Training topics 培訓內容
Regular training	<ul style="list-style-type: none"> Induction training for new recruits and regular training for the entire staff in respect of compliance, rules and regulations are provided according to the Group's needs. Induction training for new employees mainly covers Zhaoke Ophthalmology's culture, business, practices and systems for new recruits to better understand these topics and meet their job standards and requirements. The Group's annual training plans encompass quality management, environment and occupational safety management, compliance management and ophthalmology knowledge.
定期培訓	<ul style="list-style-type: none"> 包括入職和按照集團需要定期對全體員工進行合規準則及法規的培訓。 入職培訓內容主要讓新員工了解兆科眼科文化、業務、各項規章制度，以致符合工作條件和要求。 本集團年度培訓計劃內容包括質量管理、環境和職業安全管理、合規管理、以及眼科醫學知識。
Special training	<ul style="list-style-type: none"> Special training courses are provided in relation to respective departments, jobs, business activities and compliance risks. Special training during the Year included training for middle and senior management and sales and marketing staff. Staff members are reimbursed for training costs with the aim of promoting participation in professional expertise training.
專題培訓	<ul style="list-style-type: none"> 根據部門、崗位、業務活動和合規風險話題進行專題培訓。 本年度設有為中高層以及市場銷售的專題培訓。 為員工提供專項培訓費用，鼓勵員工進行專業技術培訓。

The Group encourages all staff members to formulate their personal development plans according to their personal abilities and career development goals and taking into account the Company's requirements for its staff and positions. The implementation of such personal development plans will be reviewed regularly by the relevant staff member together with his/her manager.

本集團鼓勵每個員工根據個人的能力及職業發展目標並綜合考慮公司對員工職位要求，制定個人發展計劃，並由主管經理定期與員工對個人發展計劃的實施進行回顧。

ENVIRONMENTAL PROTECTION

To advocate environmentally responsible business practices, the Group has a set of Internal Guidelines on Environmental Protection and Use of Natural Resources in place to govern the emissions, use of resources and other impacts on the environment and natural resources of its operation and production. It has also put together its Climate Change Policy and environmental targets during the Year in order to operate in an environmental-friendly manner, enhance the sustainability of its business activities and minimize the adverse impacts of its operation on the environment.

Climate Change

Climate Change is one of the most significant risks faced by businesses across the globe. Extreme weather events may damage the Group's assets and facilities and disrupt its business operation. Inability to upgrade in response to climate change according to national regulations and market development may increase the Group's operating costs and harm its reputation. The Group has devised its own Climate Change Policy to tackle climate change from 5 perspectives, namely governance, mitigation, adaptation, resistance and disclosure.

環境保護

為倡導對環境負責任的商業行為，本集團的《對環境保護及天然資源使用集團內部指引》，規管其營運及生產過程中的排放、資源使用，及其對環境及天然資源的影響。本年度制定了《氣候變化政策》，以及環境目標，務求以環保的方式開展業務，不斷提高業務活動的可持續性，並盡量減少業務活動對於環境的負面影響。

氣候變化

氣候變化為全球行業認為最高風險之一。極端天氣事件會對本集團的資產以及設施帶來影響，可能會造成業務中斷。為應對氣候變化，若不能緊密跟隨國家合規提升以及市場轉變，本集團或面對上升營運成本和聲譽風險。本集團已制定了《氣候變化政策》，以五個不同導向，包括管治、減緩、適應、抵禦及披露，作為應對策略。

Strategies against Climate Change 應對氣候變化策略

Governance 管治	<ul style="list-style-type: none">Progressively incorporate climate change into the Group's overall business development strategy.逐步將氣候變化考量納入集團整體業務發展策略。
Mitigation 減緩	<ul style="list-style-type: none">Rigorously implement measures to reduce carbon emissions and limit the global temperature increase to 1.5°C above pre-industrial levels in response to the Paris Agreement and the goals of Hong Kong to achieve carbon neutrality by 2050.為響應《巴黎協定》以及香港二零五零碳中和目標努力將氣溫升幅限制在工業化前水準1.5攝氏度之內，同時落實減少碳排放的措施。
Adaptation 適應	<ul style="list-style-type: none">Properly identify and evaluate the risks and opportunities brought by climate change to the Group, understand the impacts of climate change on its business operation and financial performance, and incorporate such risks and opportunities in its risk management system.識別及評估氣候變化為本集團帶來的風險及機遇，了解氣候變化對業務營運及相關財務的影響，並將相關風險及機遇納入本集團風險管理系統。
Resistance 抵禦	<ul style="list-style-type: none">Closely keep track of climate change development across the globe and the industry, study the feasibility of applying best practices of the industry against climate risks (such as water shortage) to the Group, and implement climate change resistant measures to improve Zhaoke Ophthalmology's resilience against climate change.把握環球及行業相關的氣候變化趨勢，並了解行業最佳應對氣候風險（如：水資源短缺）的慣例套用於本集團的可行性，並落實抵禦氣候變化的措施，持續提升兆科眼科抵禦氣候變化的能力。
Disclosure 披露	<ul style="list-style-type: none">Timely disclose information about climate change management on the Company's website.於本公司網站適時地披露有關管理氣候變化相關事宜的資訊。

Management of Air and GHG Emissions

廢氣排放及溫室氣體管理

Emission Targets

排放量目標

The Group strives to reduce its Scope 1 and Scope 2 emissions by implementing a series of low-carbon production measures such as improving production techniques and equipment, using electric vehicles to reduce fossil fuel combustion, and using environmental-friendly refrigerants.

本集團致力於減少範圍1和範圍2的排放，集團將展開一系列低碳生產措施，包括改進生產工藝設備，並繼續使用電動汽車來減少傳統燃料的燃燒，及使用對環境更友好的製冷劑等。

The total amount and intensity of GHG emissions produced by the Group during the reporting year were 1,925.2 tonnes of carbon dioxide ("CO₂") equivalent and 0.2 tonnes of CO₂ equivalent per square meter ("m²"), respectively. Scopes 1, 2 and 3 GHG emissions amounted to 47.5 tonnes, 1,811.7 tonnes and 66.0 tonnes of CO₂ equivalent, respectively. Scope 2, which accounted for 94% of the GHG emissions in total, mainly comprised electricity consumption from production at factories and air-conditioning and lighting at the quality inspection center and offices, while electricity use from the Group's electric vehicle was included in the total electricity consumption. As its GHG emissions were mainly electricity consumption in Scope 2, the Group has adopted various energy conservation measures to reduce the use of electricity and, hence, GHG emissions.

Total GHG emissions increased by 14.5% as compared with 2020, mainly due to changes in temperature, increase in production time, surge in purchased electricity and more business travels by air. The Group does not consume any fossil fuel as it uses electric vehicle for commercial purpose. No air pollutants, namely nitrogen oxide, sulfur oxide and respiratory suspended particles, were recorded as the Group did not consume any fossil fuel during the Year.

本集團在報告年度內共產生溫室氣體排放總量為1,925.2公噸二氧化碳當量，其密度為0.2公噸二氧化碳當量/平方米。範圍1、範圍2及範圍3的溫室氣體排放量分別為47.5公噸二氧化碳當量、1,811.7公噸二氧化碳當量及66.0公噸二氧化碳當量。範圍2佔溫室氣體排放總量94%，當中主要排放來源於廠房生產、質檢中心和辦公室的空調及電燈使用，以及集團擁有的一輛電動汽車也包括在用電消耗總量。由於本集團的溫室氣體排放主要來自範圍2的電力耗用，本集團以各項節能措施，減少電力耗用，從而減少溫室氣體排放。

與二零二零年相比，溫室氣體總排放量增加了14.5%，主要因為天氣溫度變化以及生產作業時間增加以及外購電力和飛機商務旅行的增加所致。本集團的商用車使用電動車，故不會使用化石燃料。由於本集團於本年度沒有化石燃料消耗，因此沒有氮氧化物、硫氧化物及可吸入懸浮粒子的空氣排放物。

Management of Hazardous and Non-Hazardous Waste

有害及無害廢棄物管理

Waste Targets

廢棄物目標

The Group strives to implement the green chemical project that minimizes the use of hazardous chemicals and reduces waste. It is also committed to the stringent supervision and management of waste production, collection, sorting, labelling, recording, storage, transportation, disposal and other related handling procedures with the aim of mitigating the impact of waste on the environment. Furthermore, the Company will continue to explore ways to increase the recycling rate of waste (including medical waste) and maximize waste reduction, recycling and neutralization.

本集團致力於推動綠色化學項目，盡可能減少有害化學物質的使用和減少廢物的產生，致力於推行對廢棄物的產生、收集、分類、標籤、記錄、儲存、運輸、處置等環節進行嚴格監督與管理，避免廢棄物對環境造成污染。此外本公司將繼續探索提高相關醫療廢物在內的多種廢棄物回收率的方法，盡可能實現廢棄物的減量化、資源化、無害化。

During the Year, the total amount of hazardous waste produced by the Group decreased by 62.7% as compared with last year to 5.3 tonnes, of which 2.6 tonnes were waste liquid from chemical reagents, 1.4 tonnes were pharmaceutical drug waste, 0.4 tonne was waste gloves and masks, 0.9 tonne was waste packaging and containers, and 0.00035 tonne was medical waste. The increase in waste liquid from chemical reagents was principally due to the increase in the Company's laboratory projects, while the new category of medical waste arose mainly from the R&D activities of the newly established animal laboratory. Other waste decreased because the amount of waste for 2020 included certain waste accumulated in the past and did not reflect the amount produced within 2020.

本集團於本年度共產生5.3公噸有害廢棄物，較上一年降低62.7%，其中包括2.6公噸化學試劑廢液、1.4公噸廢藥品藥物、0.4公噸廢手套和口罩、0.9公噸廢包裝容器和0.00035公噸醫療廢物。化學試劑的廢液新增主要是由於公司實驗室項目的增多，新增的醫療廢物主要是由於新增研發設有動物實驗室，其他有害廢棄物的減少主要是由於二零二零年的廢棄數量包括一定時間的累積處理量，故未能完全反映二零二零年內所產生的廢棄物產生量。

Steps Taken to Reduce the Generation of Waste

減少廢棄物產生量的措施

- The Group has designated waste paper, metal and chemical collection areas for the collection of recyclable industrial waste to be recycled by recyclers and chemical waste to be handled by professional chemical waste collectors. The Group has laid down stringent requirements for the collection, transportation and disposal of medical waste, monitors and controls the whole handling process, and verifies and registers the amount of waste so as to prevent lost
- Recyclable waste such as electronic equipment is collectively handled by recyclers
- Unrecyclable domestic waste is collected and handled by qualified environmental protection companies
- 對於可回收的產業廢棄物，本集團設置廢紙、廢金屬及化學廢物專區，由資源回收商及專業化學廢料收集商回收處理。集團對於醫療廢物收運處置有嚴謹的要求，處理的全程進行監督管理，防止廢物遺失，並且核實登記廢物數量。
- 對能循環再用的廢棄物，例如電子設備，將一併收集給予資源回收商處理。
- 在不可回收的生活廢棄物，便透過合資格的環保公司清運及處理。

The total amount of non-hazardous waste produced by the Group during the Year increased by 35.2% as compared with last year to 7.3 tonnes, of which 4.8 tonnes were domestic waste, 1.6 tonnes were food waste, 0.1 tonne was waste paper and 0.8 tonne was plastic waste. Food waste is handled by the canteen operator while other non-hazardous wastes are collected by recyclers for recycling and treatment. The total amount of non-hazardous waste increased mainly because the Group started to collect data on its domestic waste during the Year. Waste paper decreased because factory workers were more experienced in running the production lines after the early production stage. Food waste decreased because it was not included in the data for the Year as canteen operation was outsourced.

本集團本年度共產生無害廢棄物7.3公噸，較上一年新增35.2%，其中包括4.8公噸生活垃圾、1.6公噸廚餘、0.1公噸廢棄紙張、0.8公噸塑料，當中廚餘交由飯堂供應商處理，其餘無害廢棄物則交予回收商作回收處理。無害廢棄物總量的增加主要是由於集團在本年度開始記錄生活垃圾相關資料。廢棄紙張數量減少是由於經過生產初期階段，廠房相關人員對生產線操作逐漸純熟。另外廚餘垃圾的減少是由於員工膳食外判，相應部份不包括於本年度的統計數字內。

The Environment and Use of Natural Resources

The Group places a great deal of importance on the impacts of its operation on the environment and natural resources, and incorporates environmental protection in its business decisions so as to further alleviate such impacts. The Group strives to minimize the impacts of its operation on the environment by the efficient use of resources. Key resources used by the Group's operations are purchased electricity, water, packaging materials and paper. The Group's energy consumption for the Year only comprised indirect energy consumption in the form of electricity. Total electricity consumption and energy intensity were 2,969.5 MWh and 0.3 MWh/m², respectively, representing an increase in electricity consumption of 11.3% as compared with last year.

環境及天然資源使用

本集團重視其營運對環境及天然資源的影響，並把環境保護的考慮納入商業決定，以進一步降低對環境和天然資源的影響。本集團旨在通過善用資源減少營運對環境帶來的影響。本集團各營運點資源耗用主要為外購電力、水資源及包裝材料和紙張使用。本年度，本集團的能源耗用只涉及間接能源中的電力消耗，共耗用2,969.5兆瓦時，能源密度為0.3兆瓦時／平方米，耗電量較上一年新增11.3%。

Energy Efficiency Targets

能源效益目標


To reduce electricity consumption, the Group will continue to improve its production techniques and equipment, enhance its production efficiency, and implement and follow ISO14000, ISO51000 and other environment or energy management standards as well as best energy conservation practices in the industry. It will promote a series of energy conservation measures in the laboratory, production and office operations across its departments. It will also carry on its research and study of other proposals to enhance energy efficiency, such as the adoption of energy-saving systems and undertaking energy-saving reconstruction projects.

本集團將持續改進生產工藝設備，提高生產效率，推行參考ISO14000及ISO51000等環境或能源管理標準及行業最佳慣例能效措施，以達到減少耗電量。推動公司各部門在實驗環節、生產環節和辦公環節分別展開一系列節能舉措，持續研究探討其他提高能源利用效率的方案，如應用節能控制系統、開展節能改造項目等。

Steps Taken to Enhance Energy Efficiency

提升能源效益的措施

- Use energy-saving equipment and phase out obsolete energy-intensive products
- Maximize the use of natural light and minimize the use of lighting during daytime
- Separate different lighting areas with separate light switches
- Remind staff to switch off all equipment before leaving the office
- 選用節能設備並逐步淘汰落後的高耗能產品
- 於白天時盡量多使用自然採光，減少使用照明設備
- 劃分為不同的照明區域，設置獨立開關
- 提醒員工確保在離開辦公室之前關閉所有設備



The total amount and intensity of raw and packaging materials, including vial caps, seal caps for medicinal eye drops and blister packs, used by the Group during the Year were 13.4 tonnes and 0.002 tonne/m², respectively. Moreover, the amount of paper used by the Group for printing documents in its daily office operation increased by 0.6 tonne as compared with last year to 2.9 tonnes, mainly due to the increase in the number of staff members and the increase in paper usage for business needs.

本集團在本年度共使用13.4公噸製成品所用的原材料及包裝材料，其密度為0.002公噸／平方米，當中包括藥用瓶蓋、藥用滴眼劑瓶蓋、吸塑盒等。另外，本集團共使用了2.9公噸紙張，於日常辦公室作文件之用，較上年新增了0.6公噸，主要是由於公司人員人數增加以及部分辦公室因業務原因紙張使用量增加。

Water Resource Conservation Targets

保護水資源目標

The Group strictly complies with local laws and regulations at locations where it operates and implements stringent and proactive water resource management systems. Looking forward, the Group will continue to monitor monthly water consumption, constantly improve its water management, and explore feasible ways to reduce water consumption, such as analysing water usage to identify water conservation opportunities and carrying out water recycling with upgraded techniques. It will also take practicable actions to reduce waste, for example reminding staff to report water leakage and damages as soon as possible.

本集團嚴格遵守運營地法律法規，嚴格執行水資源管理相關制度並進行主動管理，展望未來，本集團將繼續每月監測耗水量，不斷強化用水管理，探索減少用水量的可行方案，如分析耗水源頭以識別相應節水方案、通過工藝改進實現回圈用水等管道，並在可行的情況下採取行動，例如告示提醒員工儘早匯報漏水或損壞事故，減少浪費。

Steps Taken to Enhance Water Efficiency

提升水資源效益的措施

- No bottled water is provided for the employees so as to reduce waste
- Staff members are reminded to turn off faucets after use. Dripping faucets are repaired regularly to prevent further leakage
- 不向員工提供瓶裝水，以免造成浪費
- 提醒員工使用後關閉水龍頭，並定期維修滴水龍頭，以防止進一步滲漏

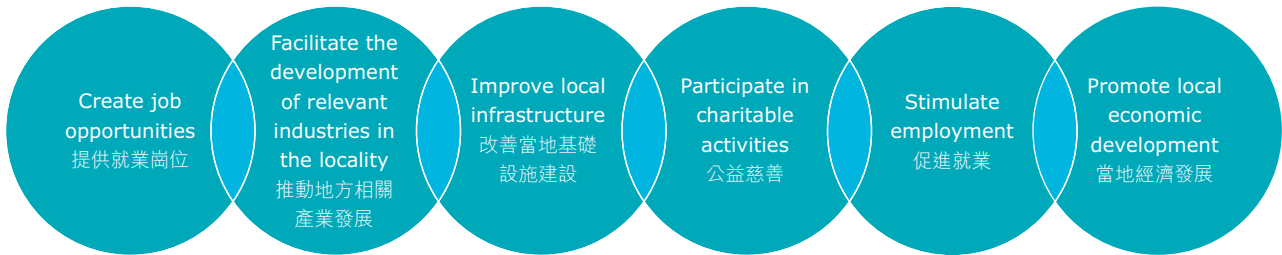
The total amount and intensity of water consumed by the Group as a whole were 15,408 m³ and 1.7 m³/m², respectively. The water consumed by the Group mainly comprised domestic water use in offices and the quality inspection center, as well as water use for production in factories. The total amount and intensity of water consumption increased by 35.3% as compared with last year.

本集團整體用水總量為15,408立方米，耗水密度為1.7立方米／平方米，主要為辦公室和質檢中心生活用水及廠房生產用水，總用量和總用水密度較上一年均新增35.3%。

COMMUNITY BUILDING

Being a responsible corporate citizen, Zhaoke Ophthalmology is dedicated to being socially ethical, respectful of people and the society and conscious of environmental protection. The Group's Community Interest Policy sets out a framework and standards for community investment activities. The Group encourages its staff to participate in voluntary work, provides resources and assistance to people in need and promotes social cohesion by operating an annual reward scheme.

To boost community development, the Group upholds the spirit of "from the society, to the society" and focuses on several social development areas as follows:



In respect of community health, 6 volunteers from the Group spent a total of 36 hours on pandemic prevention and control activities during the Year. The Group also donated HK\$61,835 to poverty relief projects.

作為負責任的企業公民，兆科眼科致力兼顧社會道德，尊重人群，尊重社區，並且維護自然環境。本集團的《社區利益政策》列出社區投資活動的架構和準則。本集團鼓勵員工多參與義工活動，並設有年度獎勵計劃，希望為有需要人士提供資源和協助，並從而提高社會凝聚力。

為促使社區繁榮，秉承「取於社會，用於社會」的精神，本集團專注於不同領域的社區發展，包括以下專注範疇：

針對社區健康，本年度進行了疫情防控活動共有六名義工投入36小時參與以及捐款61,835港元於扶貧事項。

Charitable Activities – Charitable Giving to Huoshiguan Village

公益慈善 – 火石關村愛心捐贈

In December of the Year, Dr. Lau Lit Fui, president and chief operating officer of Zhaoke Ophthalmology, visited Huoshiguan Village, Zongdi Township, Ziyun Autonomous County, Anshun City, Guizhou Province, on behalf of the Company and made donations to the village as gifts to the elderly and as subsidies to the students in the village. A total of RMB20,000 was donated to Huoshiguan Village for educational purposes in this event.

本年度十二月，兆科眼科總裁兼首席運營官柳烈奎博士代表公司前往火石關村考察，向貴州省安順市紫雲自治縣縣地鎮火石關村進行愛心捐贈，主要用於向村內長者慰問以及在校學生的生活補助。是次活動共捐贈二萬元人民幣予火石關村以作教育用途。

SUMMARY OF KEY PERFORMANCE INDICATORS

關鍵績效指標一覽

Environmental Performance

環境績效

GHG emissions^{2, 3}

溫室氣體排放^{2, 3}

	2021 二零二一年	2020 二零二零年	Unit 單位
Scope 1 範圍1	47.5	37.0	tonne of CO ₂ equivalent 公噸二氧化碳當量
Scope 2 範圍2	1,811.7	1,627.8	tonne of CO ₂ equivalent 公噸二氧化碳當量
Scope 3 範圍3	66.0	16.5	tonne of CO ₂ equivalent 公噸二氧化碳當量
GHG emissions in total 溫室氣體排放總量	1,925.2	1,681.3	tonne of CO₂ equivalent 公噸二氧化碳當量
Intensity of GHG (per area) 溫室氣體密度(以面積計算)	0.2	0.2	tonne of CO₂ equivalent/m² 公噸二氧化碳當量/平方米

Hazardous and non-hazardous waste produced

有害及無害廢棄物產生量

	2021 二零二一年	2020 二零二零年	Unit 單位
Total hazardous waste produced 所產生有害廢棄物總量	5.3	14.3 ⁴	tonne 公噸
Intensity of hazardous waste (per area) 有害廢棄物密度(以面積計算)	0.0006	0.002 ⁴	tonne/m ² 公噸/平方米
Total non-hazardous waste produced 所產生無害廢棄物總量	7.3	5.4	tonne 公噸
Intensity of non-hazardous waste (per area) 無害廢棄物密度(以面積計算)	0.001	0.001	tonne/m ² 公噸/平方米

² Scope 1 – direct GHG emissions included GHG emissions from the Group's equipment and systems. Scope 2 – indirect GHG emissions included emissions resulting from the Group's consumption of purchased electricity. Scope 3 – other GHG emissions included emissions from the Group's business travels by air.

範圍1 – 直接溫室氣體排放，包括本集團設備及系統運作時溫室氣體的排放。範圍2 – 間接溫室氣體排放，包括本集團外購電力消耗的排放。範圍3 – 其他溫室氣體排放，包括本集團飛機商務旅行的排放。

³ The quantitative process was based on the Guidelines for Accounting and Reporting Greenhouse Gas Emissions – China Public Building Operation Units (Enterprises) (Trial) and with reference to international standards such as ISO14064-1 and the Greenhouse Gas Protocol. 量化的過程參考《公共建築運營企業溫室氣體排放核算方法和報告指南(試行)》，以及參考國際標準如ISO14064-1及溫室氣體盤查議定書。

⁴ After re-calculation, total hazardous waste produced and intensity of hazardous waste (per area) in 2020 were revised to 14.3 tonnes and 0.02 tonne/m², respectively.

經重新核算，二零二零年所產生的有害廢棄物總量及有害廢棄物密度(以面積計算)修訂為14.3公噸和0.02公噸/平方米。

Energy consumption⁵

能源耗量⁵

	2021 二零二一年	2020 二零二零年	Unit 單位
Indirect energy – electricity 間接能源－電力	2,969.5	2,668.1	MWh 兆瓦時
Energy consumption in total 能源總耗量	2,969.5	2,668.1	MWh 兆瓦時
Intensity of energy (per area) 能源密度(以面積計算)	0.3	0.3	MWh/m² 兆瓦時/平方米

Water consumption

耗水量

	2021 二零二一年	2020 二零二零年	Unit 單位
Water consumption in total 耗水總量	15,408	11,384⁶	m³ 立方米
Water consumption intensity (per area) 耗水密度(以面積計算)	1.7	1.3⁶	m³/m² 立方米/平方米

Packaging material used

包裝材料用量

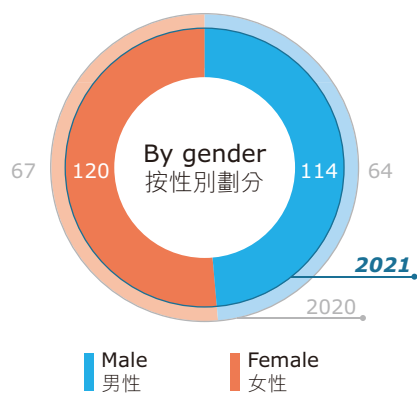
	2021 二零二一年	2020 二零二零年	Unit 單位
Total packaging material used 包裝材料總量	13.4	12.7	tonne 公噸
Intensity of packaging material used (per area) 包裝材料密度(以面積計算)	0.002	0.001	tonne/m ² 公噸/平方米

⁵ Zhaoke Ophthalmology did not have any direct energy consumption in 2020 and 2021.
二零二零及二零二一年兆科眼科均未有涉及直接能源耗用。

⁶ Water consumption in total and water consumption intensity (per area) in 2020 were revised to 11,384 m³ and 1.3 m³/m², respectively.
二零二零年耗水總量和耗水密度(以面積計算)修訂為11,384立方米和1.3立方米/平方米。

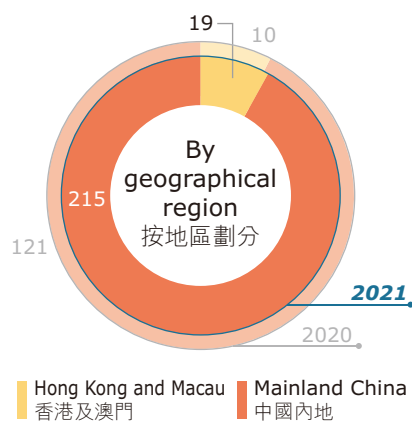
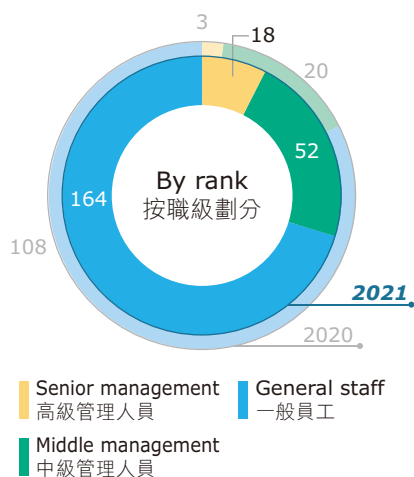
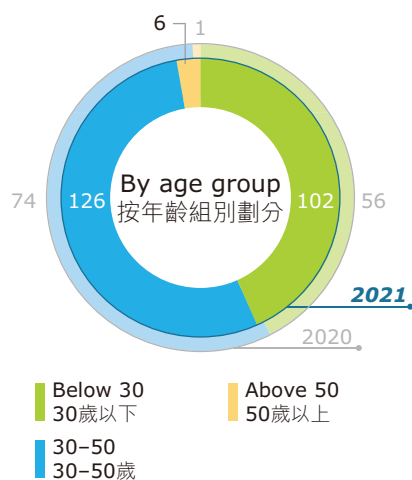
Social Performance

Total workforce^{7, 8}



社會績效

員工人數^{7, 8}



Total number of staff
總員工人數

: 234

⁷ Number of employees as at 31 December 2021.

截至二零二一年十二月三十一日的員工人數。

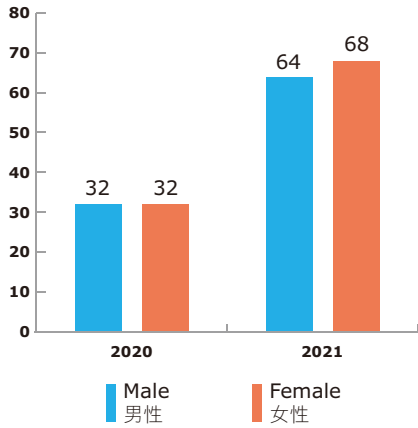
⁸ During the Year, all staff members are full-time employees.

本年度，所有員工均為全職員工。

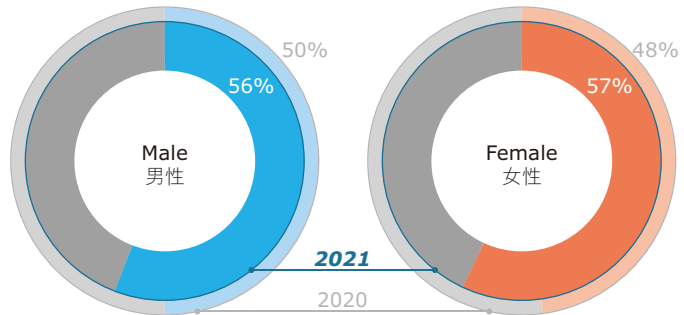
Number and percentage of new recruits⁹

新入職員工人數及比率⁹

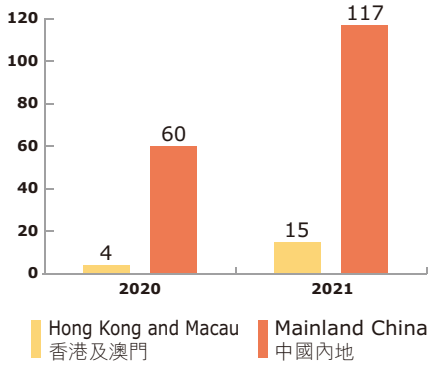
Number by gender
按性別劃分人數



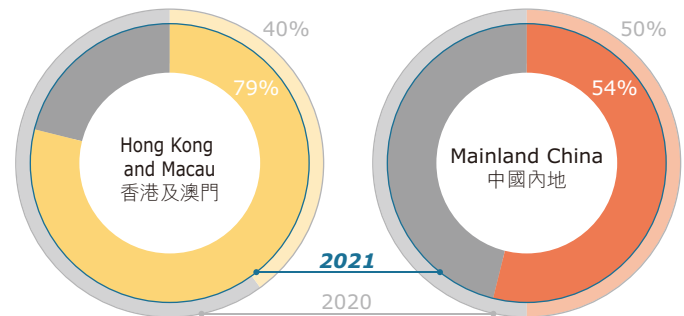
Percentage by gender
按性別劃分比率



Number by geographical region
按地區劃分人數

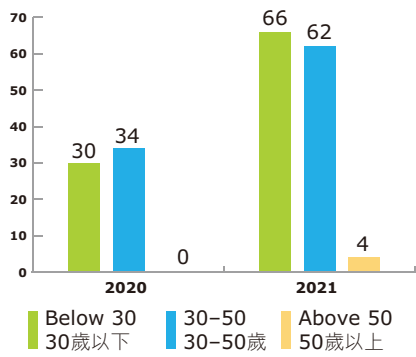


Percentage by geographical region
按地區劃分比率

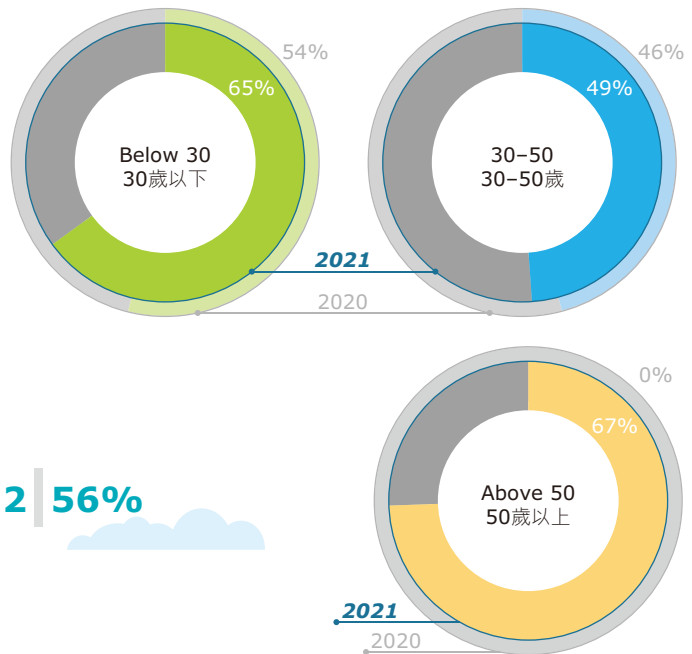


⁹ Percentage of new recruits = Number of new recruits/Number of employees as at the end of the reporting period.
新入職員工比率 = 新入職員工人數 / 報告期末員工人數。

Number by age group
按年齡組別劃分人數



Percentage by age group
按年齡組別劃分比率



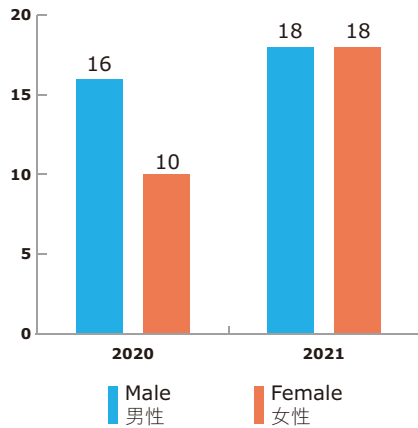
Number and percentage
of new recruits in total
總新入職員工人數及比率

: 132 | 56%

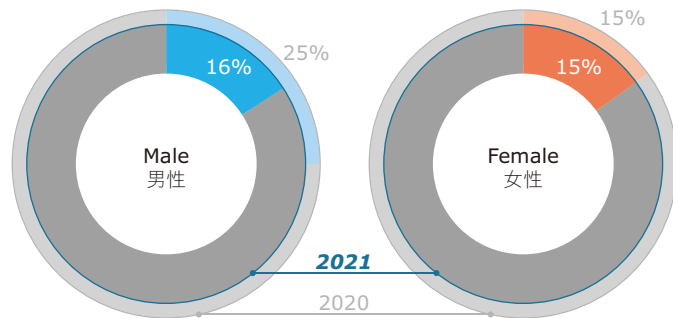
Turnover and turnover rate¹⁰

流失員工人數及比率¹⁰

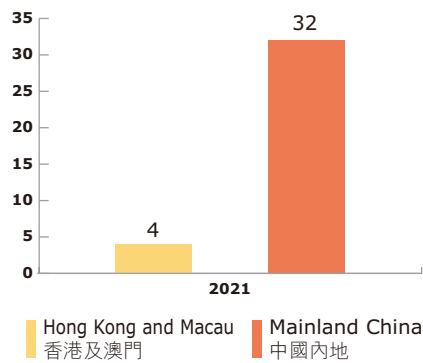
Number by gender
按性別劃分人數



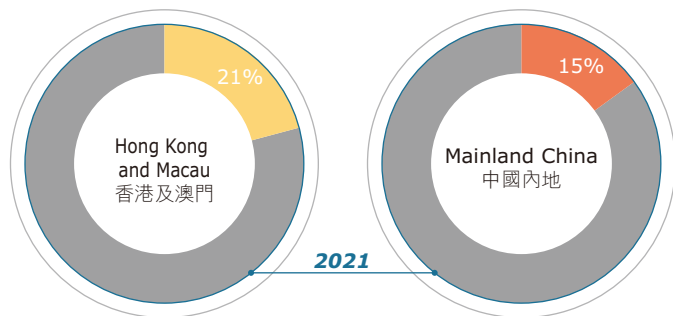
Percentage by gender
按性別劃分比率



Number by geographical region
按地區劃分人數

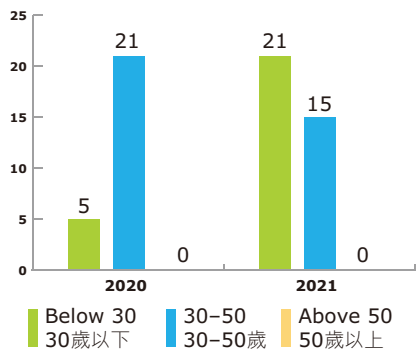


Percentage by geographical region
按地區劃分比率

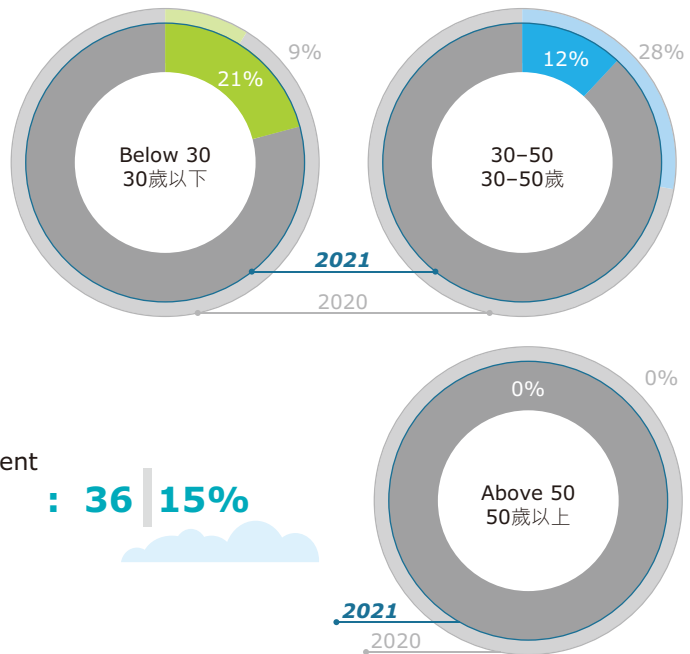


¹⁰ Turnover rate = Number of employees leaving employment/Number of employees as at the end of the reporting period.
流失員工比率 = 流失員工人數 / 報告期末僱員人數。

Number by age group
按年齡組別劃分人數



Percentage by age group
按年齡組別劃分比率



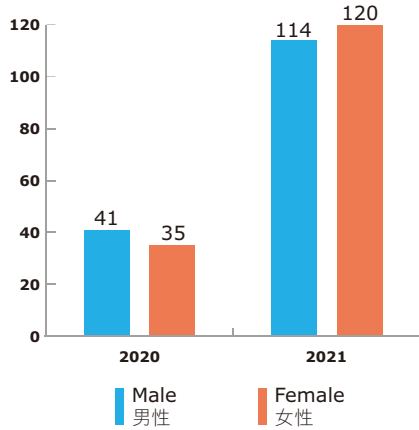
Number of staff who left employment
and staff turnover rate in total
總流失員工人數及比率

: 36 | 15%

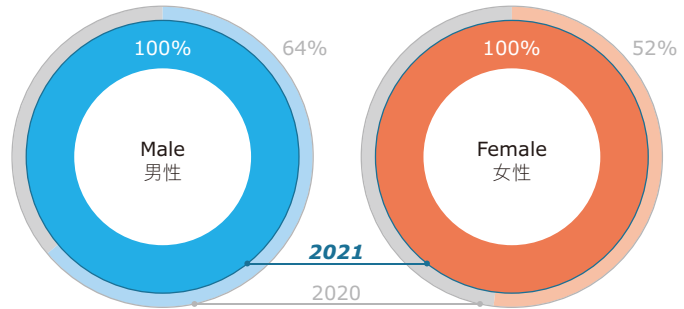
Number and percentage of employees trained¹¹

受訓員工人數及比率¹¹

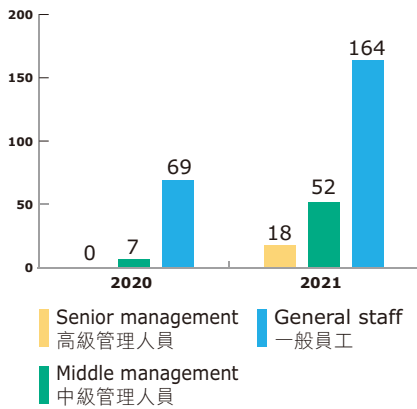
Number by gender
按性別劃分人數



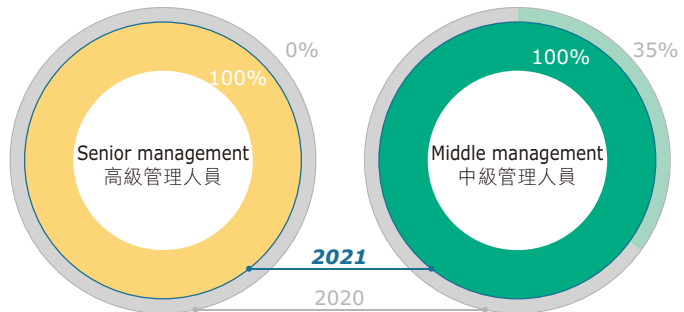
Percentage by gender
按性別劃分比率



Number by rank
按職級劃分人數

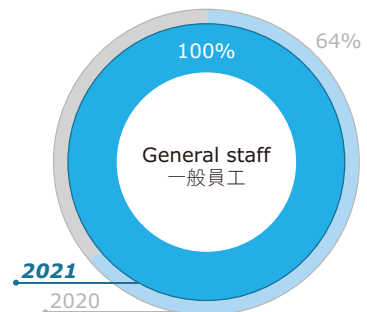


Percentage by rank
按職級劃分比率



Number and percentage of staff who took part in training in total
總受訓員工人數及比率

: 234 | 100%



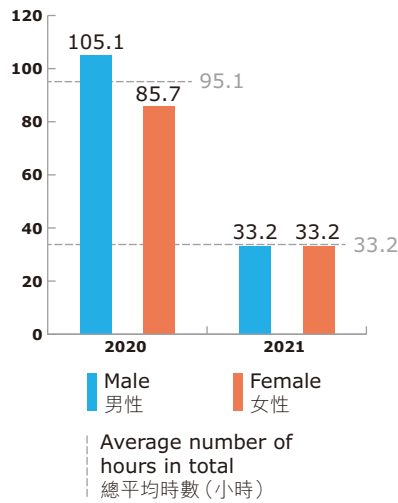
¹¹ Percentage of employees trained = Employees who took part in training in the specified category/Number of employees in the specified category.

受訓員工比率 = 相關類別參加培訓的員工 / 相關類別員工人數。

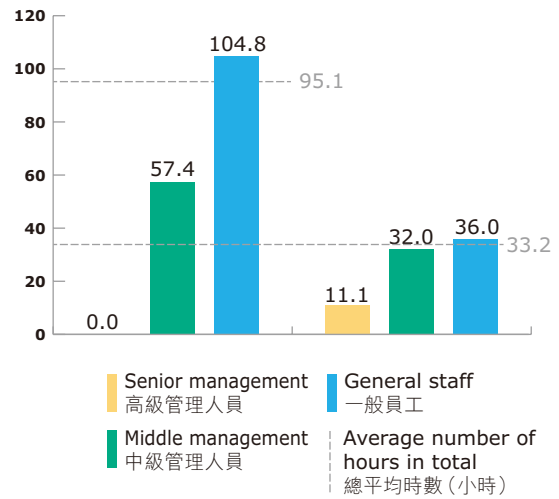
Average training hours completed per employee¹²

受訓員工平均受訓時數(小時)¹²

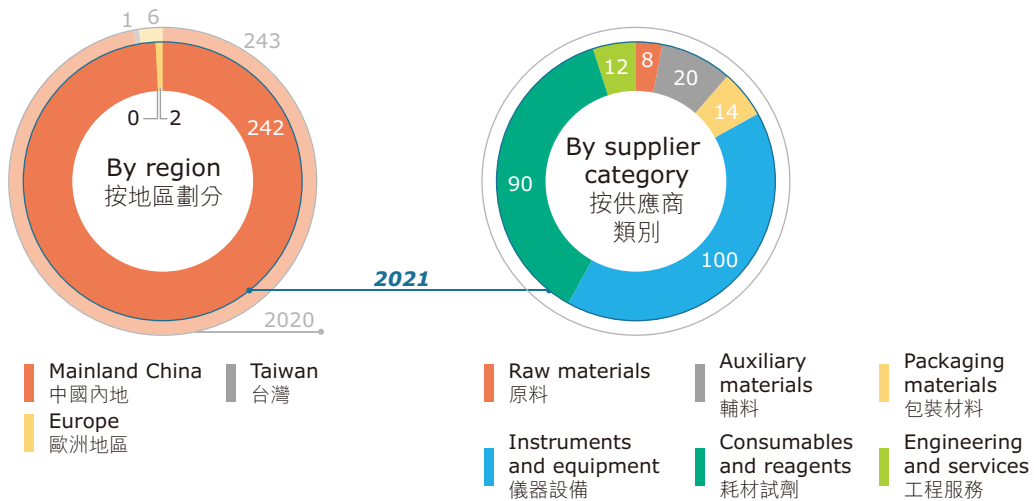
Number of hours by gender
按性別劃分時數(小時)



Number of hours by rank
按職級劃分時數(小時)



Number of suppliers
供應商數目



¹² Average training hours completed per employee trained = Total training hours completed by the specified category/Total number of employees in the specified category.

受訓員工平均受訓時數 = 相關類別培訓時間總數 / 相關類別員工總數。

Number and average training hours of staff members attended anti-corruption training¹³

反貪污受訓員工人數及平均時數¹³

		2021 二零二一年		2020 二零二零年
		Number and percentage by category 分類人數及比率		Average training hours 平均時數(小時)
Board members 董事會成員		1	-	2
By rank 按職級劃分	Senior management 高級管理人員	17	94%	2
	Middle management 中級管理人員	52	100%	2
	General staff 一般員工	164	100%	2

¹³ Percentage of employees trained = Employees who took part in training in the specified category/Number of employees in the specified category.

受訓員工比率 = 相關類別參加培訓的員工 / 相關類別員工人數。



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE – CONTENT INDEX

《環境、社會及管治報告指引》— 內容索引

Subject areas 主要範疇	Description 描述	Page index/Remarks 頁面索引/備註
Mandatory Disclosure Requirements 強制披露規定		
Governance Structure 管治架構	<ul style="list-style-type: none"> (i) the board’s oversight of ESG issues. (ii) the board’s ESG management approach and strategy, including process used to evaluate, prioritise and manage material ESG-related issues (including risks to the issuer’s businesses). (iii) how the board reviews progress made against ESG-related goals and targets, with explanation of how they relate to the issuer’s businesses. <ul style="list-style-type: none"> (i) 披露董事會對環境、社會及管治事宜的監管。 (ii) 董事會的環境、社會及管治管理方針及策略，包括評估、優次排列及管理重要的環境、社會及管治相關事宜(包括對發行人業務的風險)的過程。 (iii) 董事會如何按環境、社會及管治相關目標檢討進度，並解釋它們如何與發行人業務有關連。 	5-8
Reporting Principles 匯報原則	<p>Materiality: The ESG report should disclose: (i) the process to identify and the criteria for the selection of material ESG factors; (ii) if a stakeholder engagement is conducted, a description of significant stakeholders identified, and the process and results of the issuer’s stakeholder engagement.</p> <p>Quantitative: Information on the standards, methodologies, assumptions and/or calculation tools used, and source of conversion factors used, for the reporting of emissions/energy consumption (where applicable) should be disclosed.</p> <p>Consistency: The issuer should disclose in the ESG report any changes to the methods or KPIs used, or any other relevant factors affecting a meaningful comparison.</p> <p>重要性：環境、社會及管治報告應披露：(i)識別重要環境、社會及管治因素的過程及選擇這些因素的準則；(ii)如發行人已進行持份者參與，已識別的重要持份者的描述及發行人持份者參與的過程及結果。</p> <p>量化：有關匯報排放量/能源耗用(如適用)所用的標準、方法、假設及/或計算工具的資料，以及所使用的轉換因素的來源應予披露。</p> <p>一致性：發行人應在環境、社會及管治報告中披露統計方法或關鍵績效指標的變更(如有)或任何其他影響有意義比較的相關因素。</p>	4
Reporting Boundary 匯報範圍	<p>A narrative explaining the reporting boundaries of the ESG report and describing the process used to identify which entities or operations are included in the ESG report. If there is a change in the scope, the issuer should explain the difference and reason for the change.</p> <p>解釋環境、社會及管治報告的匯報範圍，及描述挑選哪些實體或業務納入環境、社會及管治報告的過程。若匯報範圍有所改變，發行人應解釋不同之處及變動原因。</p>	3

Subject areas 主要範疇	Description 描述	Page index/Remarks 頁面索引/備註
“Comply or explain” Provisions 「不遵守就解釋」條文		
A. Environmental A.環境		
Aspect A1: Emissions 層面A1：排放物		
General Disclosure 一般披露	Information on: <ul style="list-style-type: none"> (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer <p>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：</p>	9, 23–24
A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	The Group did not emit any air pollutant. 本集團未有產生空氣污染排放物。
A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions and, where appropriate, intensity. 直接(範圍1)及能源間接(範圍2)溫室氣體排放量及(如適用)密度。	23, 28
A1.3	Total hazardous waste produced and, where appropriate, intensity. 所產生有害廢棄物總量及(如適用)密度。	24, 28
A1.4	Total non-hazardous waste produced and, where appropriate, intensity. 所產生無害廢棄物總量及(如適用)密度。	24, 28
A1.5	Description of emissions target(s) set and steps taken to achieve them. 描述所訂立的排放量目標及為達到這些目標所採取的步驟。	As the Group’s operation did not emit any air pollutants, no such target was set. 由於本集團營運未有產生空氣污染排放物，故未有制定相關目標。
A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	21, 24



Subject areas 主要範疇	Description 描述	Page index/Remarks 頁面索引/備註
Aspect A2: Use of Resources 層面A2：資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	25-26
A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及/或間接能源總耗量及密度。	25, 29
A2.2	Water consumption in total and intensity. 總耗水量及密度。	26, 29
A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	25
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	The Group did not have any issue in sourcing water that is fit for purpose. 本集團於求取適用水源上未有任何問題。
A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量及(如適用)每生產單位佔量。	29
Aspect A3: The Environment and Natural Resources 層面A3：環境及天然資源		
General Disclosure 一般披露	Policies on minimising the issuer's significant impacts on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	25
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	25
Aspect A4: Climate Change A4：氣候變化		
General Disclosure 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	22
A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	22

Subject areas 主要範疇	Description 描述	Page index/Remarks 頁面索引/備註
B. Social		
B. 社會		
Aspect B1: Employment		
層面B1：僱傭		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	9, 18-19
B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	30-31
B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	32
Aspect B2: Health and Safety		
層面B2：健康與安全		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	9, 20
B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年(包括匯報年度)每年因工亡故的人數及比率。	20
B2.2	Lost days due to work injury. 因工傷損失工作日數。	20
B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	20

Subject areas 主要範疇	Description 描述	Page index/Remarks 頁面索引/備註
Aspect B3: Development and Training 層面B3：發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	21
B3.1	The percentage of employees trained by gender and employee category. 按性別及僱員類別劃分的受訓僱員百分比。	33
B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	34
Aspect B4: Labour Standards 層面B4：勞工準則		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	9, 18–19
B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	19
B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	19
Aspect B5: Supply Chain Management 層面B5：供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	
B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	35
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。	17

Subject areas 主要範疇	Description 描述	Page index/Remarks 頁面索引/備註
B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	17
B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	17
Aspect B6: Product Responsibility 層面B6：產品責任		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	9, 13-17
B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	16
B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	17
B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	14
B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	16
B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	14

Subject areas 主要範疇	Description 描述	Page index/Remarks 頁面索引/備註
Aspect B7: Anti-corruption 層面B7：反貪污		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	9, 13
B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	9
B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	13
B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	13
Aspect B8: Community Investment 層面B8：社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解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。	27
B8.1	Focus areas of contribution. 專注貢獻範疇。	27
B8.2	Resources contributed to the focus area. 在專注範疇所動用資源。	27

