



China Beidahuang Industry Group Holdings Limited
中國北大荒產業集團控股有限公司

(Incorporated in the Cayman Islands with limited liability) (於開曼群島註冊成立的有限公司)
(Stock Code 股份代號: 00039)

環境、社會及管治報告
ENVIRONMENTAL, SOCIAL AND
GOVERNANCE REPORT
2021

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

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ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

I. ABOUT THIS REPORT

China Beidahuang Industry Group Holdings Limited (referred to as the “Group” or we) principally engages in the sale and distribution of wine and liquor, trading of food products, financial leasing services, rental services, and mineral products businesses. The principal facilities are located in the People’s Republic of China (the “PRC”).

This report summarises several aspects of the Group’s business practices for the Environmental, Social and Governance (referred to as the “ESG”) report (referred to as the “Report”) and its relevant implemented policies and strategies in relation to the Group’s operational practices and environmental protection. For information regarding corporate governance, please refer to the “Corporate Governance Report” in the Group’s annual report for the year ended 31 December 2021.

The Report covers the period from 1 January 2021 to 31 December 2021 (the “Reporting Year” or “FY2021”).

- **Reporting Framework**

The Report has been prepared with reference to the ESG reporting guide set out in Appendix 27 to the Main Board Listing Rules of the Stock Exchange of Hong Kong Limited.

In preparation of this Report, due diligence has been taken to adhere to the four Reporting Principles of “Materiality”, “Quantitative”, “Balance” and “Consistency” as set out in the ESG Reporting Guide, which are detailed as follows.

I. 關於本報告

中國北大荒產業集團控股有限公司（「本集團」或我們）主要從事銷售及分銷酒類、買賣食品、融資租賃服務、租賃服務及礦產業務。主要設施位於中華人民共和國（「中國」）。

本報告概述本集團業務實踐中有關環境、社會及管治（下稱「ESG」）報告（「本報告」）的若干方面及其與本集團業務運作及環境保護相關的政策實施及策略。有關企業管治的資料，請參閱本集團截至二零二一年十二月三十一日止年度年報中的「企業管治報告」。

本報告涵蓋二零二一年一月一日至二零二一年十二月三十一日（「報告年度」或「二零二一財年」）。

- **報告框架**

本報告按照香港聯合交易所有限公司主板上市規則附錄二十七所載ESG報告指引編製。

於編製本報告時，本集團展開盡職調查以遵守ESG報告指引所載之「重要性」、「量化」、「平衡」及「一致性」四個報告原則，詳情如下。

Materiality: We identified the most material ESG issues pertaining to our businesses through the materiality assessment, as disclosed in page 6 of this Report. The materiality of issues was reviewed and confirmed by the Board.

Quantitative: This Report discloses key performance indicators (KPIs) in environmental and social aspects in a quantitative way wherever possible and giving comparative data in annual ESG reports where appropriate. Whenever deemed material, the Report details any standards, methodologies, assumptions and/or calculation tools used, or source of conversion factors used.

“Balance”: This Report complies with the principle of balance to present the current performance and management of the Group in ESG in an objective, impartially and truthfully manner.

Consistency: The Group follows the ESG Reporting Guide for reporting. Unless otherwise stated, this Report applies the data statistics and calculation methods that are consistent with those in last year ESG report to provide a meaningful comparison with data over previous years.

重要性：我們透過重要性評估確定與我們業務相關的最重要的ESG議題，誠如本報告第6頁所披露。董事會審閱並確認有關事宜的重要性。

量化：本報告盡可能以量化形式披露環境及社會層面的關鍵績效指標(KPI)，並適時在年度ESG報告中提供比較數據。一旦被視為重大，本報告詳細說明所使用的任何標準、方法、假設及／或計算工具，或所使用的轉換系數的來源。

平衡：本報告遵循平衡原則，客觀、公正及真實呈現本集團的ESG表現及管理現狀。

一致性：本集團遵循ESG報告指引進行匯報。除另有說明外，本報告採用與去年ESG報告一致的數據統計及計算方法，以便與往年數據做有意義之比較。

- **Reporting Scope**

The Report content covers the Group's ESG policies and measures, and compliance for the entire Group. The disclosure scope of related data covers our Hong Kong headquarters and the following major subsidiaries: (i) Shenzhen Beidahuang Green Food Distribution Limited ("Green Food Distribution"); (ii) Beijing Chuangzhangu Desheng Investment Management Co., Ltd ("Desheng"); (iii) Beijing Chuangzhangu Wangxin Investment Management Co., Ltd ("Wangxin"); (iv) Beijing Mumian Shangyuan Investment Management Co., Ltd ("Shangyuan") which engages in the leasing of office premises and facilities in the PRC; (v) Most Success Corporation Ltd ("Most Success") which engages in the leasing of logistics facilities; and (vi) Linxiang Qiangsheng Mining Co., Ltd ("Qiangsheng") which engages in the mineral products business. The Group has included the mineral products business in the ESG Report 2021, as the increase in the revenue contribution of mineral products business during the year compared to the same period last year.

- **Comments and Feedback**

We make every effort to ensure consistency between the Chinese and English versions of this Report. However, in the event of any inconsistency, the English version shall prevail.

The progress of the Group depends in part on valuable comments from stakeholders. For any clarifications or advice regarding the content of this ESG Report, please forward your comments and suggestions to info@sino-distill.com.

- **報告範圍**

本報告涵蓋本集團的ESG政策及措施，以及整個集團的合規。相關數據的披露範圍包括我們於香港的總辦事處及下列主要附屬公司：(i)深圳北大荒綠色食品配送有限公司（「綠色食品配送」）；(ii)北京創展谷德勝投資管理有限公司（「德勝」）；(iii)北京創展谷望新投資管理有限公司（「望新」）；(iv)北京木棉上元投資管理有限公司（「上元」），從事於中國租賃辦公物業及設施業務；(v)偉成興業有限公司（「偉成興業」），從事租賃物流設施業務；及(vi)臨湘市強盛礦業有限責任公司（「強盛」），從事礦產品業務。本集團將礦產品業務納入二零二一年ESG報告，乃由於年內礦產品業務收入貢獻較上年同期有所增加。

- **意見及反饋**

我們將盡一切努力確保本報告的中英文版本保持一致。然而，如有任何歧義，應以英文版本為準。

本集團的進展部分取決於持份者的寶貴意見。如對本ESG報告內容有任何澄清或建議，請將閣下的意見及建議轉發至 info@sino-distill.com。

- **Board Statement**

The Board has the overall responsibility for the Group's ESG strategy and reporting, which include determine and evaluate the ESG related risks, oversee and ensure the suitable and effective ESG risk management and internal control systems are in place. The Board is also responsible for ensuring every strategic plan and vision, as well as operational guidelines for ESG matters are operating smoothly. The Board has formed an ESG working group to assist and advise the Board on the development and implementation of ESG strategies, policies and practices of the Group, assisting the Board in reviewing ESG performance and targets. Furthermore, it also helps to assess and manage ESG-related risks and opportunities. The assessment of ESG-related risks, which included but not limited to environment, human resources, health and safety and compliance, and these risks have been embedded into the risk management processes which include risk identification, risk assessment, risk treatment, monitoring and review processes. The result of the overall ESG performance and ESG-related risk assessment will be reported to the Board on an annual basis for review in order to ensure that the Group's ESG strategy and goals are achieved. The ESG working group will report to the Board regarding the ESG risks and opportunities, as well as the policies implementation on a regular basis, so that the Board is up-to-date regarding the risk and opportunities of ESG.

- **董事會聲明**

董事會對本集團的ESG策略及報告承擔總體責任，包括釐定及評估ESG相關風險，監督及確保建立合適且有效的ESG風險管理及內部監控系統。董事會亦負責確保各項策略計劃及願景，以及ESG相關事項的操作指引順利運行。董事會已成立ESG工作小組，協助董事會制定及實施本集團的ESG策略、政策及常規並提供建議，協助董事會檢討ESG表現及目標。此外，ESG工作小組亦幫助董事會評估及管理ESG相關風險及機遇。對ESG相關風險的評估，包括但不限於環境、人力資源、健康及安全以及合規，該等風險已被納入風險管理流程，包括風險識別、風險評估、風險處理、監測及檢討流程。ESG整體表現以及ESG相關風險評估的結果將每年報告董事會進行檢討，以確保本集團的ESG策略及目標得以實現。ESG工作小組將定期向董事會報告ESG風險及機遇以及政策執行情況，以便董事會了解ESG風險及機遇的最新情況。

II. APPROACH TO SUSTAINABILITY

The Group's mission is to maximise the benefits to our shareholders and employees. It upholds the core values of "integrity, market-driven, accurate positioning, and seeking joint development", while adopting a people-oriented approach that values employees' continuous development.

Our mission statement shows what we endeavour to be. The journey towards it is equally important. Business longevity shall only be granted to those who look beyond short-term gains and consider the external impacts they have on the economy, society, and environment. The Group incorporates ESG into the board's oversight of strategy. We identify and evaluate the materiality of the diverse range of ESG issues that are interrelated with our business operations (See next section: Materiality Assessment). Validated by the board, the most material ESG issues guide the Group's corporate strategy. As we advance our sustainability journey, the Group endeavours to raise the board's knowledge and awareness of the ESG landscape.

- **Materiality Assessment**

Sustainable development encompasses a holistic spectrum of environmental and social aspects. In order to harness the related risks and opportunities, it is crucial for the Group to determine the most material aspects. The Group adopts a three steps process of identification, prioritisation and validation to ensure sustainability issues are being managed and reported in accordance with their materiality.

II. 可持續發展方向

本集團的使命乃為股東及僱員爭取最大利益，其秉承「誠信為本，市場為導，準確定位，共謀發展」之核心價值，同時採取以人為本之方針，重視僱員的持續發展。

我們的使命宣言表明了我們努力的方向。然而實現使命的過程同樣重要。目光超越短期利益並考慮其對經濟、社會及環境外部影響的企業方會實現業務的可持續發展。本集團將ESG納入董事會的監察策略。我們確定並評估與我們業務營運相關的各種ESG議題的重要性（請參閱下節：重要性評估）。經董事會驗證，最重要的ESG議題可指導本集團的企業戰略。在我們推進可持續發展的旅程中，本集團致力於提高董事會對ESG狀況的了解及認識。

- **重要性評估**

可持續發展涵蓋了環境及社會方面的整體範疇。為了把握相關的風險及機遇，確定最重要的方面對本集團至為重要。本集團採用識別、優先次序及驗證的三步過程，以確保根據重要性對可持續發展議題進行管理及報告。

(1) *Identification*

All fundamental sustainability issues were identified in accordance with the ESG Reporting Guide. In the context of the latest sustainability landscape, the Group has determined the following 19 issues deemed to have impact on the environment and society through our operations.

(1) *識別*

根據ESG報告指引，確定了所有基本的可持續發展議題。在最新的可持續發展形勢下，本集團確定了以下19個議題，該等議題被認為通過我們的營運對環境及社會產生了影響。

ESG Aspects
ESG層面

Material ESG issues for the Group
本集團之重要ESG議題

ESG Aspects ESG層面		Material ESG issues for the Group 本集團之重要ESG議題
A. Environmental 環境	<i>A1 Emissions</i> 排放物	1. Air emissions 廢氣排放
	<i>A2 Use of Resources</i> 資源使用	2. Greenhouse gas emissions 溫室氣體排放
	<i>A3 The Environment and Natural Resources</i> 環境及天然資源	3. Waste management 廢棄物管理
	<i>A4 Climate Change</i> 氣候變化	4. Energy consumption 能源消耗
		5. Water consumption 耗水
		6. Paper consumption 紙張消耗
		7. Environmental risk management 環境風險管理
		8. Climate Change 氣候變化

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ESG Aspects ESG層面		Material ESG issues for the Group 本集團之重要ESG議題
B. Social 社會	<i>B1 Employment</i> 僱傭	9. Human resources practices 人力資源常規
		10. Remuneration policies 薪酬政策
		11. Equal opportunity 平等機會
	<i>B2 Health and Safety</i> 健康與安全	12. Workplace health and safety 工作場所的健康與安全
	<i>B3 Development and Training</i> 發展及培訓	13. Employee development 僱員發展
	<i>B4 Labour Standards</i> 勞工準則	14. Anti-child and forced labour 反童工與強制勞工
	<i>B5 Supply Chain Management</i> 供應鏈管理	15. Suppliers' practices 供應商慣例
	<i>B6 Product Responsibility</i> 產品責任	16. Product quality and customer satisfaction 產品質量及客戶滿意度
	17. Protection of customer data 客戶數據保護	
<i>B7 Anti-corruption</i> 反貪污	18. Anti-corruption and Anti-money laundering 反貪污及反洗黑錢	
<i>B8 Community Investment</i> 社區投資	19. Community support 社區支持	

(2) *Prioritisation*

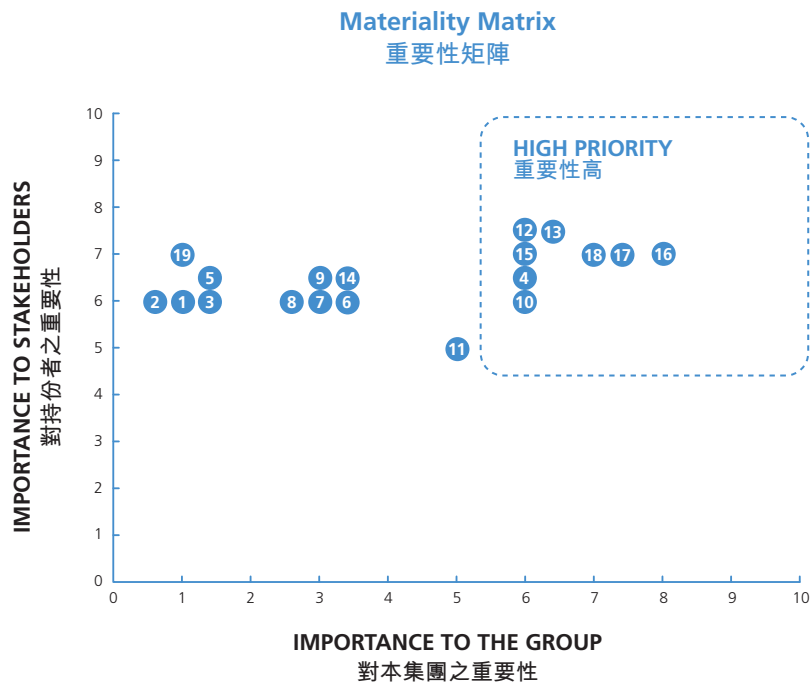
To determine the materiality of the selected ESG issues, the views of senior management were sought. The senior management, who possesses a high-level view of all the issues, was asked to score the significance of each ESG issues to stakeholder groups and the Group in each of their perspective. The following materiality matrix resulted, with the topmost-right quadrant determining the issues of high materiality.

Materiality matrix

(2) 優先次序

為了確定所選ESG議題的重要性，我們徵詢高級管理層的意見。高層管理層對所有議題均持高度看法，須從持份者群組及本集團的各個角度對每項ESG議題的重要性進行評分。得出以下重要性矩陣，其中最右上象限確定了高度重要性的議題。

重要性矩陣



Highly material issues (by ranking)

高度重要性議題 (按排名先後)

Ranking 排名	No. 編號	Issues 議題
Highest 最高	16	Product quality and customer satisfaction 產品質量及客戶滿意度
	17	Protection of customer data 客戶數據保護
	18	Anti-corruption and Anti-money Laundering 反貪污及反洗黑錢
	13	Employee development 僱員發展
	12	Workplace health and safety 工作場所的健康與安全
	15	Suppliers' practices 供應商慣例
	4	Energy consumption 能源消耗
Lowest 最低	10	Remuneration policies 薪酬政策

(3) *Validation*

The Board has reviewed and validated the materiality process, and hence the Report discloses the Group's performance on all high and low materiality issues. To address matters most material to the Group's stakeholders, issues of high materiality are discussed in more depth throughout the Report.

(3) *驗證*

董事會已審查並驗證重要性流程，因此本報告披露了本集團在所有高重要性及低重要性議題上的表現。為了處理對本集團持份者最為重要的事項，將於本報告中更深入地討論具有高度重要性的議題。

• **Stakeholder Engagement**

The Group believes that identifying and addressing stakeholder views lay a solid foundation to the long-term growth and success of the Group. The Group engages with a wide network of stakeholders, including employees, customers, suppliers, shareholders, government and community.

• **持份者參與**

本集團相信，識別及回應持份者見解為本集團長遠增長及成功奠定穩固基礎。本集團與廣泛的持份者溝通，包含僱員、客戶、供應商、股東、政府及社區。



The Group develops multiple engagement channels that provide opportunities for stakeholders to express their views on the Group's general business conduct and sustainability management. The engagement channels are summarised in the following table. To reinforce mutual trust and respect, the Group is committed to maintaining effective communication channels with stakeholders in both formal and informal ways. This can enable the Group to better shape its business strategies in order to respond to their needs and expectations, anticipate risks and strengthen key relationships.

本集團設有多個參與渠道，為持份者提供機會表達對本集團一般商業行為及可持續性管理之見解。該等參與渠道於下表概述。為加強相互信任及尊重，本集團致力維持與持份者有效溝通之正式及非正式渠道，讓本集團可優化業務策略，以回應持份者之需求及期望、預測風險及鞏固主要關係。

Stakeholders 持份者	Engagement channels 參與渠道	Issues of interest/concern 有關／關注主題
Shareholders 股東	<ul style="list-style-type: none"> General meetings 股東大會 Regular corporate publications including financial reports and ESG report 定期公司刊物，包括財務報告及ESG報告 Circulars and announcements 通函及公告 Direct enquiries 直接查詢 Corporate website 公司網站 	<ul style="list-style-type: none"> Business strategies and sustainability 業務策略及可持續性 Financial performance 財務表現 Corporate governance 企業管治
Employees 僱員	<ul style="list-style-type: none"> Performance appraisals 表現評核 Training sessions 培訓課程 	<ul style="list-style-type: none"> Training and development 培訓及發展 Employee remuneration and welfare 僱員薪酬及福利 Occupational health and safety 職業健康與安全 Equal opportunities 平等機會

Stakeholders 持份者	Engagement channels 參與渠道	Issues of interest/concern 有關／關注主題
Customers 客戶	<ul style="list-style-type: none"> Business meetings 商業會議 Complaint and feedback channels 投訴及反饋渠道 Corporate website 公司網站 	<ul style="list-style-type: none"> Products quality and reliability 產品質量及可靠程度 Customer data security 客戶數據安全 Business ethics 商業道德
Suppliers 供應商	<ul style="list-style-type: none"> Business meetings 商業會議 Supplier assessment 供應商評估 Continuous direct communication 持續直接溝通 	<ul style="list-style-type: none"> Fair competition 公平競爭 Business ethics 商業道德
Government 政府	<ul style="list-style-type: none"> Statutory filings and notification 法定存檔及通知 Regulatory or voluntary disclosures 監管或自願性披露 	<ul style="list-style-type: none"> Compliance with law and regulations 遵守法律及法規 Business strategies and sustainability 業務策略及可持續性 Environmental protection 環境保護
Community 社區	<ul style="list-style-type: none"> Community activities 社區活動 Corporate donations 公司捐款 	<ul style="list-style-type: none"> Fair employment opportunities 平等就業機會 Environmental protection 環境保護

III. ENVIRONMENTAL RESPONSIBILITY

The Group is committed to providing quality products and services in a clean and sustainable manner. Its business activities are principally engaged in the sales of green food products, leasing of logistic and office facilities and mineral product business. The Group is aware of the environmental impact arising from the offices and operational sites. During the Reporting Year, it has implemented policies and measures to ensure adverse impacts on the environment is minimised and natural resources are conserved. The Group strives to drive improvement to continuously reduce our air emissions and waste generation, as well as conserve energy and water resources.

Aspect A1: Emissions and Waste generated

During the Reporting Year, the Group has not encountered any incidents of non-compliance with all applicable laws and regulations related to air emissions and waste handling at all operating regions. Major laws and regulations applicable are detailed in respective sections.

Air emissions

The Group's air emissions are mainly generated by the use of vehicles. The Group strives to improve the air quality at the roadside and improve traffic flow problem. The Group also encourages the employees to take public transportation for commuting and replacing heavy polluting vehicles with more environmentally-friendly vehicles. Major applicable laws and regulations related to control of air emissions include, but are not limited to, "Air Pollution Prevention and Control Law" of the PRC.

III. 環境責任

本集團致力以潔淨及可持續方式提供優質產品及服務。其主要從事綠色食品銷售、物流及辦公設施租賃以及礦產品業務。本集團深明辦公室與營運場地運作對環境造成的影響。於報告年度內，其已實行政策及措施，確保盡量降低對環境的不利影響及保護天然資源。本集團努力推動改進，以持續減少廢氣排放及廢棄物的產生，並節約能源及水資源。

層面A1：產生的排放物及廢棄物

於報告年度內，本集團所有經營地區均未發生任何違反與廢氣排放及廢物處理有關的所有適用法律及法規的事件。主要適用法律及法規於相關章節詳述。

廢氣排放

本集團的廢氣排放主要源自使用汽車。本集團致力改善路邊空氣質素及紓緩交通流量問題，並鼓勵僱員通勤時乘搭公共交通工具及以較環保的車輛取代嚴重污染環境的車輛。與控制廢氣排放有關的主要適用法律及法規包括但不限於中華人民共和國《大氣污染防治法》。

During the Reporting Year, the Group's air emissions of Sulphur Oxides (SO_x), Nitrogen Oxide (NO_x), and Particulate Matter (PM) from vehicle operations were recorded. The Group released 5.44 kg, 0.13 kg and 0.4 kg of nitrogen oxides, sulphur oxides, and particulate matter in FY2021. In FY2021, the vehicle changed from petrol to diesel vehicle caused a year on year increase in nitrogen oxides and particulate matter. The Group have set air emission target to maintain the air emission at a similar level. The Group will continue to promote the concepts of reducing air emission and continue to review the effectiveness of the existing initiatives.

於報告年度內，本集團車輛運行所產生的硫氧化物(SO_x)、氮氧化物(NO_x)及顆粒物(PM)的氣體排放量均已記錄。本集團於二零二一財年釋放了5.44千克、0.13千克及0.4千克氮氧化物、硫氧化物及顆粒物。2021財政年度，車輛從汽油車改為柴油車，造成氮氧化物和顆粒物比去年同期增加。本集團已設定廢氣排放目標保持在相近的水平。本集團將繼續向員工宣傳減少空氣排放的理念，並繼續審查現有舉措的有效性。

Air emissions 廢氣排放		Unit 單位	FY2021 二零二一財年	FY2020 二零二零財年	YOY change 同比變動
Nitrogen oxides (NO _x)	氮氧化物(NO _x)	kg 千克	5.44	1.49	265%
Sulphur oxides (SO _x)	硫氧化物(SO _x)	kg 千克	0.13	0.13	-
Particulate matter (PM)	顆粒物(PM)	kg 千克	0.40	0.11	264%

Greenhouse gas emissions and climate change mitigation

Climate change adaptation and mitigation is no longer only a subject of an international agenda, but highly relevant to all members of the society. The corporate sector is increasingly becoming aware of how climate change impacts pose risks to business operations. To implement an effective approach to climate change mitigation, it is important to have a comprehensive understanding of the carbon emission sources of the Group. The Group's carbon footprint, presented in the chart and table below, is primarily due to the use of electricity and vehicles. During the Reporting Year, the Group generated a total of 158.9 tonnes of carbon dioxide equivalent (tCO₂e) of greenhouse gases (Scope I and II), resulting in a carbon intensity of 0.27 tCO₂e per HKD million revenue generated.

溫室氣體排放與減緩氣候變化

適應及減緩氣候變化不再僅僅是國際議程上的一個議題，而與社會上的每一位成員息息相關。企業部門越來越意識到氣候變化的影響如何對企業經營構成風險。為實施有效減緩氣候變化的方法，須全面了解本集團的碳排放源頭。下表顯示本集團的碳足跡主要來自電力及車輛使用。於報告年度內，本集團共產生158.9噸二氧化碳當量(tCO₂e)的溫室氣體(範圍I及II)，導致碳排放強度為每百萬港元收入0.27噸二氧化碳當量。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Greenhouse gas emissions ⁽¹⁾ 溫室氣體排放 ⁽¹⁾		Unit 單位	FY2021 二零二一財年	FY2020 二零二零財年	YOY change 同比變動
Scope I (Direct Emissions) 範圍I (直接排放)		tCO ₂ e 噸二氧化碳當量	21.6	23.0	(6%)
	Mobile combustion 車輛燃燒	tCO ₂ e 噸二氧化碳當量	21.6	23.0	(6%)
Scope II (Indirect Emissions) 範圍II (間接排放)		tCO ₂ e 噸二氧化碳當量	137.3	117.1	17%
	Electricity purchased 外購電力	tCO ₂ e 噸二氧化碳當量	137.3	117.1	17%
Scope III (Other Indirect Emissions) 範圍III (其他間接排放)		tCO ₂ e 噸二氧化碳當量	6.2	6.2	–
	Business air travels 商務航空旅行	tCO ₂ e 噸二氧化碳當量	3.4	3.5	(3%)
	Paper waste disposed at landfills 堆填區處置的廢紙	tCO ₂ e 噸二氧化碳當量	2.8	2.8	–
Total 總計	(Scope I and II) (範圍I及II)	tCO ₂ e 噸二氧化碳當量	158.9	140.1	13%
	(Scope I, II and III) (範圍I、II及III)	tCO ₂ e 噸二氧化碳當量	165.1	146.3	13%
Carbon intensity 碳排放強度	(Scope I and II) (範圍I及II)	tCO ₂ e per HKD million 每百萬港元 噸二氧化碳當量	0.27	0.26	4%
	(Scope I, II and III) (範圍I、II及III)		0.28	0.27	4%

Note (1): GHG emission data is presented in terms of carbon dioxide equivalent and are based on, but not limited to, The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standards issued by the World Resources Institute and the World Business Council for Sustainable Development, "How to prepare an ESG Report-Appendix II: Reporting Guidance on Environmental KPIs" issued by the HKEX.

附註(1): 溫室氣體排放數據乃按二氧化碳當量呈列, 並參照包括但不限於世界資源研究所及世界可持續發展工商理事會刊發的《溫室氣體盤查議定書: 企業會計與報告標準》、聯交所發佈的《如何準備環境、社會及管治報告—附錄二: 環境關鍵績效指標匯報指引》。

The Group is committed to reducing our carbon footprint. Scope I and II emissions are addressed through our energy reduction initiatives (See Section: A2.1 Energy Consumption). Scope III emissions incur throughout our value chain. During the Reporting Year, we have set emission targets to maintain the total future greenhouse gas emissions and continue to employ the following measures to minimise such emissions:

- Select direct flights for unavoidable business trips;
- Conduct video conferencing or use emails to reduce carbon footprint from flights;
- Keep company vehicles properly tuned as inefficient car will use more fuel and emit more pollutants; and
- Ensure no idling vehicles with running engines.

Waste management

The typical waste generated in the Group's office and operational sites are mainly paper and general waste. The majority of waste is disposed at the landfill by qualified contractors. The Group has established clear and concrete guidelines on waste management. The amount of disposed waste is recorded and matched with contractors' reports to ensure they are entirely disposed in the most appropriate manner.

本集團致力於減少我們的碳足跡。通過我們的節能舉措解決範圍I及II的排放問題(請參閱章節:A2.1能源消耗)。範圍III的排放會在我們的整個價值鏈中產生。於報告年度內,我們已制定排放目標以保持未來溫室氣體排放總量,並繼續採取以下措施將有關排放降至最低:

- 若商務旅行不可避免,則選擇直飛航班;
- 舉行視像會議或使用電郵減少因航班而產生的碳足跡;
- 確保妥善調整公司車輛,因為低效能的車輛會耗用較多燃料及排放較多污染物;及
- 確保停車熄匙。

廢棄物管理

本集團辦公室及營運地點產生的典型廢棄物主要為紙張及一般廢棄物。大部份廢棄物乃由合資格承包商棄置於堆填區。本集團已制定清晰而具體的廢棄物管理指引。本集團會記錄廢棄物棄置量,並與承包商之報告作比對,確保以最適當之方式棄置所有廢棄物。

During the Reporting Year, the Group generated 810 kg of paper waste, resulting in the non-hazardous waste intensity of 1.4 kg per HKD million revenue generated. We recycled 230.0 kg of the paper waste generated, which is approximately 28% of the total paper waste generated. The increased consumption of the paper waste compare to last year as more documents are required to circulate among different offices. In the course of operation, the Group does not generate any significant hazardous waste. Hazardous wastes produced during the Group's processing and operation are mainly the waste mineral oils, sludge after wastewater sedimentation, waste cutting fluids produced by machines during processing. As a process to collect data about discharges of other types of waste has yet been established, the Group did not make relevant statistics. The Group will gradually improve the relevant process and disclose the data in the coming years. The major applicable laws and regulations related to the control of waste include, but not limited to, the "Solid Wastes Pollution Prevention and Control Law" of the PRC and the "Waste Disposal Ordinance" of Hong Kong. The Group have set waste target to maintain the waste at a similar level. The Group will continue to promote the concepts of reducing waste and continue to review the effectiveness of the existing initiatives.

Seeking to contribute to the closed-loop economy, we have employed the following measures and initiatives during the Reporting Year to reduce the generation of non-hazardous waste, and raise recycling rates:

- Organises and maintains the garbage and recycled waste storage areas;
- Places posters on walls and labels the type of waste or recyclables on the bin;
- Sorts recyclable waste into appropriate receptacles;
- Educates the employees on sorting methods;
- Provides paperless billing options for customers and imposes smart printing modes for staff; and
- Encourages staffs to use electronic communications for directory, forms, reports and storage when possible.

於報告年度，本集團產生810千克廢紙，產生的無害廢棄物密度為每百萬港元收入1.4千克。我們已回收230.0千克廢紙，相當於產生的廢紙總量的約28%。廢紙消耗較去年增加乃由於不同辦公室之間需傳閱更多文件。於經營過程中，本集團並無產生任何重大有害廢棄物。本集團加工過程中產生的有害廢棄物主要是廢棄礦物油、廢水沉澱後的污泥和機器在加工過程中產生的廢棄切削液。因為收集有關其他類型排放物的數據程序尚未成立，本集團沒有進行相關統計。本集團將逐步改進相關流程並在未來幾年披露有關數據。與廢棄物管制有關的主要適用法律及法規包括但不限於中華人民共和國《固體廢物污染環境防治法》及香港《廢物處置條例》。本集團已制定廢棄物排放目標，以將廢棄物排放量保持在相近的水平。本集團將繼續推廣減廢理念，並繼續檢討現有措施的成效。

為對循環經濟作出貢獻，我們已於報告年度採取以下措施及舉措，以減少無害廢棄物的產生並提高回收率：

- 組織和維護垃圾與回收廢棄物存放區；
- 於牆身張貼海報，並於垃圾箱貼上廢棄物或回收物種類標籤；
- 將可回收之廢棄物分類並存放於適當位置；
- 教育僱員如何進行分類；
- 為客戶提供無紙賬單選項，向員工實施智能印刷模式；及
- 鼓勵員工盡可能使用電子通訊作電話簿、表格、報告及儲存資料用途。

Aspect A2: Use of Resources

The Group is committed to continually monitoring and improving resource efficiency as an integral part of business strategy and operating methods, as well as complying with relevant government policies and environmental legislations.

Energy

The Group's energy consumption consists of the use of vehicle fuel and electricity for office and site operations. Electricity purchased accounted for approximately 73% of total energy consumption, while vehicle fuel accounted for the remaining 27%. During the Reporting Year, the Group consumed 84,127.5 and 225,000 kWh of direct and indirect energy respectively, resulting in a total energy intensity of 516.7 kWh per HKD million revenue generated.

層面A2：資源使用

本集團致力於持續監察及提高資源效率，將其作為業務策略及營運方式不可或缺的一部份，並遵守相關政府政策及環境法例。

能源

本集團的能源消耗包括使用汽車燃料以及辦公室與工地營運所使用的電力。外購電力佔總能耗約73%，而汽車燃料則佔其餘的27%。於報告年度，本集團分別消耗約84,127.5及225,000千瓦時的直接及間接能源，因此，總能源密度為每百萬港元收入516.7千瓦時。

Energy consumption 能源消耗	Unit 單位	FY2021 二零二一財年	FY2020 ⁽¹⁾ 二零二零財年 ⁽¹⁾	YOY change 同比變動
Direct 直接	kWh 千瓦時	84,127.5	83,539.6	7%
Vehicle fuel 汽車燃料	kWh 千瓦時	84,127.5	83,539.6	7%
Indirect 間接	kWh 千瓦時	225,000	125,000	80%
Electricity purchased 外購電力	kWh 千瓦時	225,000	125,000	80%
Total (Direct and Indirect) 總計(直接及間接)	kWh 千瓦時	309,127.5	208,539.6	33%
Energy intensity 能源密度	kWh per HKD million 每百萬港元 千瓦時	516.7	388.1	135%

Note (1): The data is restated as kWh.

附註(1): 數據重列為千瓦時。

The Group have set fuel and electricity consumption targets to maintain at a similar level and committed to minimising such consumption. The Group will continue to promote the concepts of reducing energy consumption and continue to review the effectiveness of the existing initiatives. During the Reporting Year, offices and facilities have implemented the following initiatives:

- Installs energy efficient lightings and cooling systems in all the offices and branches;
- Replaces all the computer equipments, servers, and monitors with energy efficient models;
- Turns off all lights and air conditioners when staffs leave the company;
- Turns off all electronics or switches to energy saving mode when they are not in use; and
- Maintains room temperature on an average between 24 and 26 degrees.

Water resources

At the Group, the offices and sites withdraw water mostly from municipal water supplies. During the Reporting Year, it did not encounter any problem in sourcing water fit for purpose. However, water resources should not be taken for granted and conserved to ensure a sustainable future. The Group have set water consumption target to maintain at a similar level and committed to minimising such consumption. The Group will continue to promote the concepts of reducing water consumption and continue to review the effectiveness of the existing initiatives. During the Reporting Year, offices and sites have implemented the following initiatives:

- Makes use of dual-flush toilet to save water;
- Adopts effective water-saving production patterns and instruments;

本集團已制定燃料及電力消耗目標保持在相近水平並致力降低該等消耗。本集團將繼續向員工宣傳減少能源消耗的理念，並繼續審查現有舉措的有效性。於報告年度，各辦事處及設施已推行下列措施：

- 於所有辦公室及分公司安裝具能源效益之照明及冷氣系統；
- 將所有電腦設備、伺服器及顯示屏更換為具能源效益之型號；
- 員工離開公司時關掉所有照明及空調；
- 關掉所有閒置電器或開啟節能模式；及
- 將室內溫度保持於平均24至26度。

水資源

本集團辦公室及場地用水主要為市政供水。於報告年度，本集團在尋找適用水源方面並未遇到任何問題。然而，水資源不應視為理所當然，應節約用水以確保未來可持續性。本集團已制定耗水目標保持在相近水平並致力於盡量減少耗水量。本集團將繼續向員工宣傳減少耗水量的理念，並繼續審查現有舉措的有效性。於報告年度，已於辦公室及場地執行以下措施：

- 使用雙沖水馬桶，節約用水；
- 採用高效節水的生產模式及工具；

- Checks the hoses and pipes for leaks, cracks, and other damages regularly and repairs in a timely manner; and
- Gives priority to effective water-saving products in purchase decision.
- 定期檢查喉管及水管是否漏水、破損及其他損壞，並即時維修；及
- 採購時優先選擇高效節水產品。

As the water supply of the Group's premise of operations in Hong Kong and the PRC are solely controlled by the building management office, the provision of water usage data by individual occupant is not feasible, therefore we are unable to disclose our water consumption data.

Packaging material

In the sales of food products business, the Group's operations involves the repackaging of wholesale products. The Group regularly communicates with customers to minimise the packaging materials as we aim to protect the environment. As the Group deemed packaging consumption was not a material topic, it did not disclose any data for this Reporting Year.

Aspect A3: The Environment and Natural Resources

The Group strives to build an eco-conscious culture that ingrains positive lifestyles and habits among employees. It encourages employees to opt for public transportation when commuting to and from offices. The Group also provides eco-friendly office supplies and reusable cups and kitchenware.

由於本集團於香港及中國的營運場所的供水完全由大廈管理處控制，提供個別租戶用水數據並不可行，因此我們無法披露我們的用水數據。

包裝材料

在食品銷售業務方面，本集團的營運涉及批發產品的重新包裝。由於本集團旨在保護環境，我們會與客戶定期溝通，以盡量減少包裝材料。本集團認為包裝消耗並非屬於重大主題，故其並無於本報告年內披露任何數據。

層面A3：環境及天然資源

本集團致力於建立環保意識文化，向員工灌輸積極的生活方式及習慣。本集團鼓勵員工在往返辦公室時選擇公共交通工具。本集團亦提供環保辦公用品及可用水杯及廚房用具。

Aspect A4: Climate Change

Climate change is a global challenge that profoundly affects not just the environment, but our fundamental socioeconomic systems. Climate change effects such as global temperature rises, extreme weather events, flooding, drought, and rising sea levels could put infrastructure at risk, disrupt agriculture yields and even endanger lives. The Group recognises that companies must take steps in mitigation and adaptation by implementing measures to manage physical and transition risks. The Group is accelerating its climate action by adapting its management approach to be more resilient in the face of climate risk, as well as leveraging its network of business partners to advocate for better sustainability performance.

With the Central Government's target of carbon neutrality by 2060, there will be significant changes in energy supply and the emergence of climate policies at the regional or national level. The transition to a low-carbon economy will also lead to an increase in the cost of carbon emissions; with energy consumption as the main source of our emissions, our carbon costs will be closely linked to the effectiveness of our energy management initiatives.

Beyond transition risks, the change in climate pattern also increases the likelihood of extreme weather (e.g. typhoons and floods). Acute physical risks could damage our assets and increase maintenance costs, negatively affect our customers and employee's safety, and lead to service disruptions.

With these risks in mind, we have measures to reduce energy consumption and related carbon emissions across all operations, and contingency plans in light of possible water-related weather events. The Group continues to develop and update its crisis response to minimise potential business disruptions.

層面A4：氣候變化

氣候變化是全球當前面對的挑戰，對環境以至我們的基本社會經濟體系有著深刻的影響。全球氣溫上升、極端天氣事件、洪水、乾旱和海平面上升等氣候變化影響不僅可能使基礎設施受損，還會破壞農業生產，甚至危及生命安全。本集團意識到，企業必須採取緩解和適應措施以管理物理風險和轉型風險。本集團正在加快實施氣候應對行動的步伐，通過調整管理方針增加應對氣候風險的抵禦能力，並同時借助業務夥伴網絡來提升可持續發展表現。

隨著中央政府提出2060年前實現碳中和的目標，能源供應將發生重大變化，地區或國家層面的氣候政策也將陸續出台。向低碳經濟過渡的過程中還會導致碳排放成本增加；由於能源消耗是我們的主要排放來源，我們的碳成本將與能源管理措施的有效性密切相關。

除轉型風險以外，氣候模式的變化還增加了發生極端天氣（如颱風和洪水）的可能性。嚴重的實體風險可能會損壞我們的資產，增加維護成本，對我們顧客和員工的安全產生負面影響，並導致營運中斷。

考慮到上述風險，我們在所有營運領域制訂了減少能源消耗和相關的碳排放措施，並針對可能發生的與水相關的氣候事件制訂了應急計劃。本集團持續制訂和更新危機應對措施，務求將發生業務中斷的可能性降至最低。

IV. SOCIAL RESPONSIBILITY

The Group ingrains social responsibility into all aspects of its operations. It seeks to address the needs and views of employees by maintaining honest and authentic dialogue with staff. Furthermore, the Group commits to delivering quality products and services grounded on ethical business conduct and supply chain management, as well as to meaningful engagements with the community.

Aspect B1: Employment

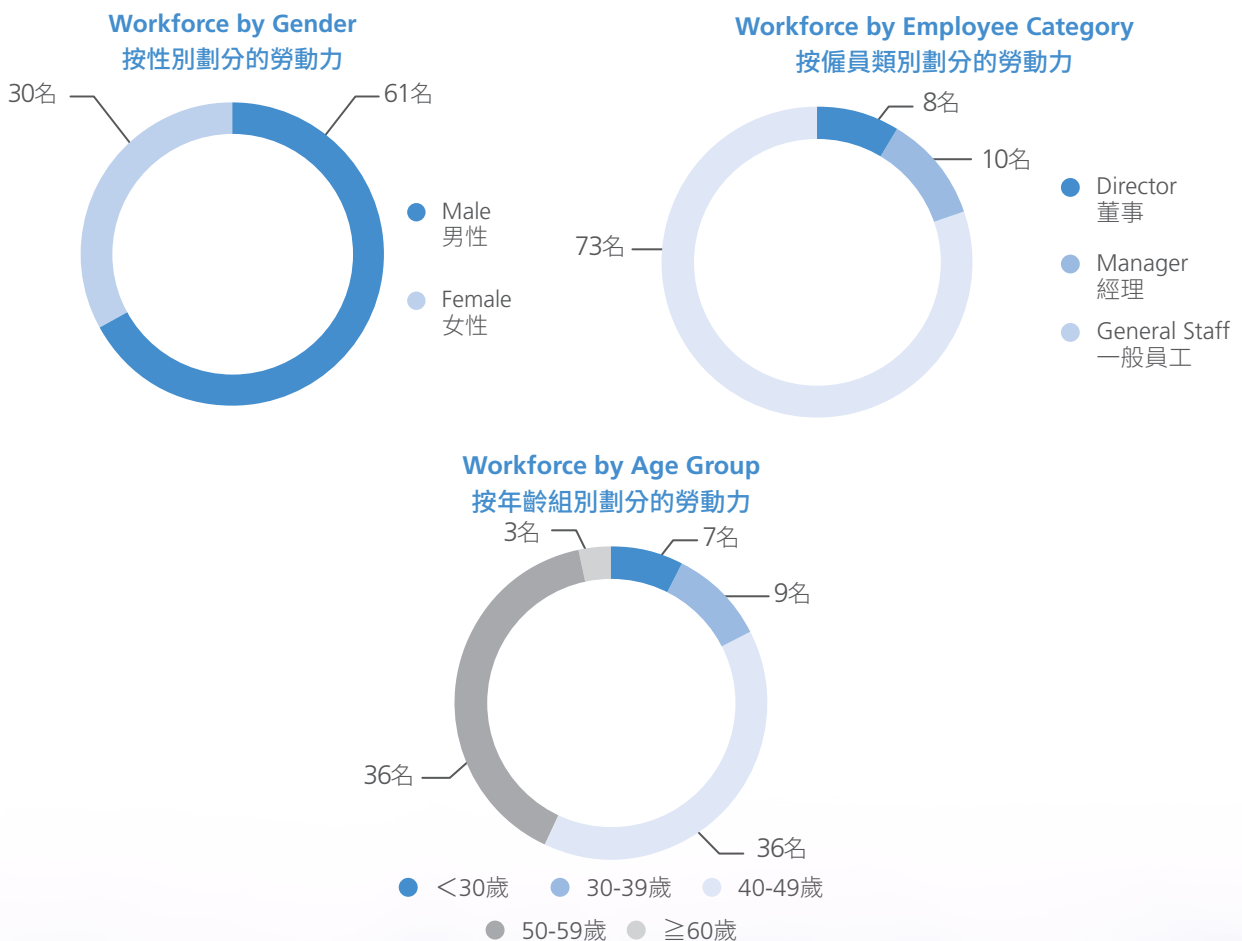
As at the end of the Reporting Year, the Group employed 91 full-time employees, of which 61 and 30 are male and female staff respectively. The Group employed 8, 10 and 73 directors, managers and general staff respectively. In terms of the workforce by region, approximately 95% (i.e. 86) of the Group's employees are located in the Mainland China, with the remaining staff (i.e. 5) located in Hong Kong.

IV. 社會責任

本集團對其營運的各方面承擔社會責任。本集團致力通過與員工保持誠實及真摯的對話，以滿足僱員的需要及意見。此外，本集團致力於以商業操守及供應鏈管理為基礎提供優質產品及服務，並有效參與社會活動。

層面B1：僱傭

於報告年度末，本集團僱用91名全職僱員，其中男性及女性僱員分別為61名及30名。本集團分別聘用8名、10名及73名董事、經理及一般員工。按地區劃分，本集團約95%（即86名）的僱員位於中國內地，其餘員工（即5名）則位於香港。



Based on the principles of fairness and equality, the Group's staff handbook stipulates clear policies relating to relevant labour laws, regulations and industry practices, covering areas such as compensation, dismissal, promotion, working hours, recruitment, rest periods, diversity and other benefits and welfare. During the Reporting Year, the Group has not encountered any incidents of non-compliance with all major applicable laws and regulations related to employment at all operating regions. Major applicable laws and regulations include, but are not limited to, the "Labour Law" of the PRC and "Employment Ordinance" of Hong Kong.

Remuneration and welfare

Employees of the Group are remunerated at a competitive level and are rewarded according to their performances and experiences. The promotion and remuneration of the Group's employees are subject to periodic review. Employees are entitled to retirement fund, transportation allowance and discretionary bonuses. Details are set out in the staff handbook to ensure information transparency on the responsibilities and rights of employees.

Recruitment and promotion

The human resources department conducts a comprehensive recruitment review process to ensure that the data provided by the candidates is accurate. The Group's recruitment and promotion processes are carried out in a fair and open manner for all employees. Employees are recognised and rewarded by their contribution, work performance and skills, and outcomes will not be affected by any discrimination on the grounds of age, sex, marital status, family status, race, disability, nationality, religion, political affiliation and sexual orientation and other factors. In the case of dismissal, the staff handbook is adhered to which ensures the entire procedure is compliant with statutory requirements.

本集團的員工手冊基於公平及平等的原則，制定了與相關勞動法律、法規及行業慣例有關的明確政策，涵蓋內容包括薪酬、解僱、晉升、工作時數、招募、休息時間、多元化以及其他利益及福利等方面。於報告年度內，本集團所有經營地區均未發生違反與僱傭有關的所有主要適用法律及法規的事件。主要適用的法律及法規包括但不限於中華人民共和國《勞動法》及香港《僱傭條例》。

薪酬及福利

本集團僱員之薪酬待遇具有競爭力，按表現及經驗獲得報酬。本集團定期檢討僱員的晉升及薪酬。僱員有權獲取退休金、交通津貼及酌情花紅。有關詳情載於員工手冊，以確保有關僱員責任及權利資料的透明度。

招募及晉升

人力資源部會進行全面招募審閱流程，確保應徵者提供準確資料。本集團之招募及晉升流程適用於全體僱員，公平公開。僱員會按其貢獻、工作表現及技能獲得認可及回報，而結果不會因年齡、性別、婚姻狀況、家庭狀況、種族、殘疾、國籍、宗教、政治立場、性取向及其他因素而產生的任何歧視受到影響。如進行解僱，本集團須遵守員工手冊，以確保整個程序符合法定規定。

Anti-discrimination

The Group is an equal opportunity employer and embraces inclusive employment that builds a respectful workplace. The staff handbook outlines the terms and conditions of employment, expectation for employees' conducts and behaviours, employees' rights and benefits. With the aim to ensure fair and equal protection for all employees, the Group has zero tolerance on sexual harassment or abuse in the workplace in any form, which is a violation of the labour laws in all countries.

During the Reporting Year, the Group employee turnover rate was 18.7%. The table below presents the turnover rate by gender, age group and region.

反歧視

本集團是平等機會僱主，並擁護多元共融的僱傭原則，建立相互尊重的工作場所。員工手冊載有僱傭條款及條件、對僱員操守及行為的期望、僱員的權利及福利。為公平公正地保障全體僱員權利，對於工作場所內違反世界各國勞工法的任何形式的性騷擾或欺凌，本集團均採取零容忍態度。

於報告年度內，本集團僱員流失率為18.7%。下表呈列按性別、年齡組別及區域劃分的流失率。

Turnover rate		Unit	FY2021	FY2020
流失率		單位	二零二一財年	二零二零財年
Group	本集團	%	18.7	18.2
By Gender	按性別			
Male	男性	%	19.7	11.1
Female	女性	%	16.7	26.7
By Age Group	按年齡組別			
<30	<30歲	%	–	23.1
30 – 39	30–39歲	%	–	40
40 – 49	40–49歲	%	11.1	–
50 – 59	50–59歲	%	36.1	–
>59	>59歲	%	–	–
By Region	按區域			
Mainland China	中國內地	%	18.6	20.7
Hong Kong	香港	%	20.0	–

Aspect B2: Workplace Health and Safety

It is of paramount importance to ensure a safe and healthy workplace for our employees. The Group's safety management systems of respective regions ensure any latest updates related to legislation and industry practices are identified and addressed. During the Reporting Year, the Group has not encountered any incidents of non-compliance with all applicable laws and regulations related to occupational health and safety at all operating regions. Major applicable laws and regulations include, but are not limited to, "Law on Work Safety" of the PRC and the "Occupational Safety and Health Ordinance" of Hong Kong.

The Group spares no effort to safeguard the safety of our employees and workplace. During the Reporting Year, we have adopted the best practices through the following safety policies and procedures:

- Establish safety guidelines and practices to ensure healthy and safe working conditions for our employees;
- Provides safety orientation to new employees to ensure a thorough understanding of health and safety, and their roles and responsibilities;
- Provides necessary protective equipment, such as safety shoes and ear protection, to warehouse workers;
- Conducts regular inspections and investigate any reported unsafe conditions;
- Conducts rescue, fire and evacuation drills according to statutory requirements; and
- Holds safety seminars and workshops on a regular basis in order to raise awareness of occupational safety.

層面B2：工作場所的健康與安全

向僱員提供安全及健康的工作場所至關重要。本集團各地區的安全管理系統隨時處理及識別與法規及行業慣例有關的更新。於報告年度，本集團所有經營地區均未發生任何違反與職業健康及安全有關的所有適用法律及法規的事件。主要適用的法律及法規包括但不限於中華人民共和國《安全生產法》及香港《職業安全及健康條例》。

本集團不遺餘力保障僱員及工作場所的安全。於報告年度，我們通過以下安全政策及程序採取最佳實踐方法：

- 制訂安全指引及常規，確保僱員具備健康與安全之工作條件；
- 為新僱員提供入職安全指導，確保清楚了解健康與安全，以及彼等的角色及責任；
- 向倉管人員提供必要的保護裝備，例如安全鞋及聽覺保護裝備；
- 進行定期檢查，及調查任何已報告的不安全狀況；
- 按照法定要求進行救援、消防及疏散演練；及
- 定期舉辦安全講座及工作坊，以提高職業安全意識。

Regarding the occupational hazards of harmful chemical factors and dust, the Group will provide the employees with anti-poison and dust-proof masks, the concentration of harmful chemical factors and dust conform to the limit of national occupational health standards. The Group also cleans and maintains the ventilation facilities on a regular basis.

COVID-19 outbreak has been one of the biggest challenges this year. We have taken proactive measures to protect our clients and employees during the year. Disinfection and cleansing measures have been constantly conducted by the Group, especially for the common areas that will be frequently contacted such as door knobs and railings while the maintenance of air ventilation systems will also be conducted on a regular basis at the workplace. For any individuals arrive our offices, they are required to check the temperature and we have provided protective and disinfection products to them, such as face masks and alcohol-based hand sanitisers. In response to the government's social distancing restrictions, the Group adopts special working arrangements during the Reporting Year, such as work-from-home policies and flexible working hours. In addition, the Group suspends the employees' business travel plans to further avoid the infections of the employees.

To cope with the COVID-19, we have integrated pandemic risks into our enterprise risk management mechanism and established policies related to new management guidelines. To support government program on easing the impacts of COVID-19, we have suspended public activities, events and any site-visits.

During the last three years, the Group's operations recorded 0 fatalities (i.e. 0%) and 0 lost days due to work injury.

針對化學有害因素及粉塵的職業危害，本集團將為員工提供防毒防塵口罩，且化學有害因素及粉塵濃度符合國家職業衛生標準限值。本集團亦定期清潔及維護通風設施。

COVID-19疫情爆發是本年度的最大挑戰之一。年內，我們已採取積極措施保護客戶及員工。本集團持續採取消毒及清潔措施，尤其是對門把及欄杆等接觸頻密的公共區域，同時定期維護工作場所的通風系統。進入辦公室的人員須檢測體溫，我們亦為彼等提供口罩、含酒精洗手液等防護及消毒產品。為響應政府的社交距離限制，本集團於報告年度採納特別工作安排，如居家辦公及彈性工作時間等政策。此外，本集團暫停員工差旅計劃，以進一步避免員工受感染。

為應對COVID-19疫情，我們已將疫情風險納入自身的企業風險管理機制，並根據新管理指引制定相關政策。為支持紓緩COVID-19疫情影響的政府計劃，我們已暫停公開活動及一切出訪。

於過去三年，本集團的營運錄得因工傷而導致的意外死亡事故及損失工作天數為零（即0%）。

Aspect B3: Development and Training

The Group regards the staff as the most valuable assets. The Group dedicates significant resources to attract and retain the talented employees, and to ensure that people will grow along with the business.

In addition, the Group's management held on-the-job trainings and off-the-job seminars from time to time during the Reporting Year. Such sessions typically provide detailed explanations and discussions of technical knowledge encountered by the staffs in the recent projects. The Group highly encourages staffs to attend internal training courses to develop personal skills and expand their knowledge base.

During the Reporting Year, the Group has provided different types of training for the top management and general staff to enhance their level of communication and team building skills.

Furthermore, the Group provides guidance and trainings to the directors regarding the Group's business and his/her duties responsibilities under the Listing Rules and the relevant statutory and regulatory requirements when newly appointed. The directors will be briefed regularly on the latest development regarding the Listing Rules and other applicable statutory requirements to ensure compliance and upkeep of good corporate governance practices.

層面B3：發展及培訓

本集團視員工為最寶貴之資產，並投入大量資源吸引及挽留人才，確保彼等與業務同步成長。

另外，本集團管理層於報告年度不時舉辦在職培訓及工餘講座。有關環節通常會詳細解釋及討論員工在近期項目所遇到之技術知識。本集團大力鼓勵員工參與內部培訓課程，發展個人技能，增進知識基礎。

於報告年度，本集團已為最高管理層及一般員工提供不同類型的培訓，加強彼等的溝通能力及團隊建設技巧。

此外，本集團會於新董事獲委任時向彼等提供有關本集團業務及其於上市規則及相關法定及監管規定下職責之指引及培訓。董事定期參與上市規則及其他適用法定規定之最新發展簡報，確保合規及恪守良好企業管治常規。

Development and Training		Trained Employee (in percentage)	Average Training hours (in hour)
發展及培訓		受訓僱員 (百分比)	平均培訓時數 (小時)
Group	本集團	21%	0.8
By Gender	按性別		
Male	男性	63%	0.7
Female	女性	37%	1.0
Employee Category	僱員類別		
Director	董事	42%	6.5
Managerial	經理	16%	1.0
General staff	一般員工	42%	0.1

Aspect B4: Labor Standard

The Group strictly prohibits all forms of child labour and forced labour or modern slavery. It establishes and implements the staff handbook which contains clear policies relating to relevant labour laws, regulations and industry practices, covering areas such as compensation, dismissal, promotion, working hours, recruitment, rest periods, diversity and other benefits and welfare. The rights and freedoms of every individual is protected as no worker is asked to surrender identification documents nor lodge deposits as a condition of employment. Cases of child labour in our businesses are averted by conducting age verification of all job applicants.

During the Reporting Year, the Group has not encountered any incidents of non-compliance with all applicable laws and regulations related to anti-child and anti-forced labour practices at all operating regions. Major applicable laws and regulations include, but are not limited to, the “Labour Law” of the PRC and “Employment Ordinance” of Hong Kong.

Aspect B5: Supply Chain Management

The Group is committed to developing and maintaining effective and mutually beneficial working relationships with the business partners (such as suppliers, subcontractors and transporter etc.). The Group requires each business partner to comply with the Group’s code of conduct of social responsibility and business ethics. The Group assesses whether the business partners fulfill the code requirement annually. Any violation of the code will lead to instant termination of the business partnership.

層面B4：勞工準則

本集團嚴格禁止一切形式的童工及強制勞工或現代奴役。其已制訂及實施員工手冊，當中載有與相關勞動法律、法規及行業慣例有關的明確政策，涵蓋內容包括薪酬、解僱、晉升、工作時數、招募、休息時間、多元化以及其他利益及福利等方面。每個人的權利及自由受到保護，概無任何員工須以交出身份證明文件或繳納按金作為僱傭條件。通過對所有求職者進行年齡核實，我們避免了僱用童工。

於報告年度，本集團所有經營地區均未發生任何違反與反童工與強制勞工常規有關的所有適用法律及法規的事件。主要適用的法律及法規包括但不限於中華人民共和國《勞動法》及香港《僱傭條例》。

層面B5：供應鏈管理

本集團致力與業務夥伴（如供應商、分包商及運輸商等）建立並維繫有效之互惠合作關係。本集團要求各個業務夥伴遵守本集團所訂之社會責任及商業道德操守守則。本集團會每年評核業務夥伴是否符合守則規定。任何違反守則的行為會導致即時終止業務夥伴關係。

Food product quality is essential to the green food products business as they are the main products. All suppliers must pass our stringent assessment procedures in order to be qualified as our approved suppliers, such as whether they have obtained relevant permits, whether their food products comply with the standards, and whether the suppliers meet the sewage and emission requirements in their own regions. The Group would not approve or purchase from unqualified suppliers.

For the rental business of logistics and office facilities, the suppliers mainly comprise of general office supplies, for example, paper and stationery. The Group generally selects suppliers based on their scale of business and reputation. The Group will take a fair and open principle on procurement of materials and services.

For the mineral products business, we have formulated a series of supplier related policies to regulate the code of conduct of suppliers. In particular, the subsidiaries of the Group will also formulate relevant systems according to the Group's system and based on their own actual conditions. Relevant management systems set out in detail a sound supplier supervision, review and management mechanism. The Group review the quality of mineral product on a regular basis. Furthermore, the Group supports and encourages the suppliers to promote efficient use of resources and environmental protection and fulfill corporate social responsibility.

食品乃綠色食品業務之主要產品，故食品質量至關重要。所有供應商必須通過我們嚴格的評核程序，方合資格成為我們的認可供應商，例如供應商是否已取得相關許可證，食品是否符合標準，以及供應商是否符合自身所在地區之污水及排放規定。本集團不會認可不合資格之供應商或向彼等進行採購。

至於租賃物流設施及辦公設施業務，供應商主要包含一般文儀供應，例如紙張及文具。本集團通常根據供應商之業務規模及聲譽進行篩選。本集團在採購物料及服務時將採取公平公開原則。

對於礦產品業務，我們制定了一系列供應商相關政策，以規範供應商的行為守則。其中，本集團附屬公司亦將根據本集團制度並按自身實際情況編製相關制度。相關管理制度均詳細載明完善的供應商監督、檢討及管理機制。本集團會定期檢討礦產品的質量。本集團亦會支持及鼓勵供應商促進有效運用資源及保護環境，並履行企業社會責任。

When selecting suppliers, we comprehensively take into consideration their performance including the compliance procedures, the quality of products supplied, the delivery period, product prices, after-sale services and other factors. According to relevant regulations of the management measures, the Group will arrange personnel to conduct on-the-spot investigation and reviews based on actual conditions of the Company before entering into contracts with new suppliers, thus to ensure that the quality and operations of suppliers meet the requirements of the Group. Annual assessment to suppliers is conducted by the Group with filling in the Qualified Supplier Review Form. In addition to quality and service, we also attach importance to suppliers' environmental and social performance, including sustainable development management standards, environmental management, employment of child labour or forced labour, etc., and include them in the scope of assessment. The unqualified suppliers will be warned or disqualified based on the degree of violation.

Furthermore, the Group gradually takes environmental consideration into account in the procurement processes. To integrate the environmental vision into the procurement of product supplies, the Group avoids disposable products and chooses suppliers who provide durable products with less packaging materials. Priority will be given to environmentally friendly materials and office goods, so as to raise the suppliers' awareness of sustainable development.

Besides, for suppliers who provide special and important products, we will organize field inspection personnel to conduct on-site review according to actual needs. After the inspection, a written report will be issued to detail the overall situation of the inspected suppliers to effectively identify and reduce the potential environmental and social risks of the suppliers. As at the end of the Reporting Period, the Group's subsidiaries had a total of 40 suppliers in the PRC. The Group has implemented relevant supplier management practices for all of them.

篩選供應商時，我們綜合考慮彼等的表現，包括合規程序、供貨質量、交貨週期、產品價格、售後服務及其他因素。根據管理措施相關規定，在與新供應商訂立合同前，本集團將根據公司實際情況安排人員進行實地考察及審查，確保供應商的質量及經營符合本集團的要求。本集團每年度對供應商進行評估，並填寫《合格供應商估審表》。除質量及服務外，我們同樣重視供應商的環境與社會表現，包括可持續發展管理標準、環境管理、僱用童工或強制勞工等方面，並將彼等納入考核範圍。不合格供應商將按違規程度給予警告或取消資格。

再者，本集團逐步在採購過程中考慮環境因素。為將環境考量納入產品供應採購，本集團避免使用即棄產品，並選用產品耐用及使用較少包裝材料的供應商。本集團優先使用環保物料及文儀用品，藉此提高供應商之可持續發展意識。

另外，對於提供具有特殊性、重要性產品的供應商，我們將根據實際需要組織考察人員進行現場審查。考察後會出具書面報告，詳細描述被考察供應商的全面狀況，以有效識別及減低供應商的潛在環境與社會風險。於報告期末，本集團附屬公司於中國共有供應商40家。本集團對所有供應商均已執行相關供應商管理慣例。

Aspect B6: Product Responsibility

The Group offers quality products and services grounded on responsible operating practices. We commit to meeting customer needs through innovation and sound business ethics.

Product quality and safety

Although the Group does not engage in the production of green food products, it pays close attention to the quality and certification of food products distributed. The Group only selects food product under strict control, and mainly distributes rice, grain and oil, including Qinmin Organic Noodles (親民有機掛麵), Meiming Wenshi 1986 and 1997 product series (美名問世1966、1997系列產品), and other food products include but not limited to corn, cooking oils and cereals.

The mineral products business take the enhancement of quality, benefits and core competitiveness as its focus and with “sustainable utilisation of resources” and “realisation of high-quality development” as its objects, we promise to continuously improve the sustainability of resource utilization to promote the standardisation on the management of products responsibility. Besides, we set goals such as improving utilisation rate of resources, safe and clean processing, reducing processing costs, and increasing product quality and economic benefits. We follow the quality system standards and always provide customers with high-quality products. The Group has implemented stringent quality monitoring work to ensure that the requirements of customers and national laws and regulations are met.

層面B6：產品責任

本集團秉承良心營運慣例提供優質產品及服務。我們致力於通過創新及良好商業道德以滿足客戶需求。

產品質量及安全

儘管本集團並無從事綠色食品生產業務，但仍有密切關注獲分銷食品之質量及認證。本集團僅選購經嚴格監控之食品，主要分銷大米及糧油，包括親民有機掛麵、美名問世1986、1997系列產品以及其他食品，包括但不限於玉米、食用油及穀類食品。

礦產品業務以提高質量、效益及核心競爭力為中心，並以「資源的可持續利用」及「實現高質量的發展」為宗旨。我們承諾將持續提高資源利用的可持續性，以推進產品責任標準化管理。同時，我們設定提高資源利用率、進行安全清潔、降低處理成本、提高產品質量和經濟效益等目標，遵循質量體系標準，始終為客戶提供高質量的產品。本集團已實施嚴格的質量監控工作，以確保滿足客戶及國家法律及法規的要求。

The quality inspection of the Group's products is carried out in accordance with the relevant national inspection and quality standards. The Group has continuously improved its product quality management system. In order to ensure product quality, a quality inspection center has been set up to conduct inspections at all stages in the process of production. If any quality problems are found in the process, relevant departments will carry out research, handle and timely rectify them to ensure that customers are provided with high-quality products.

During the Reporting Year, the Group has not encountered any incidents of non-compliance with all applicable laws and regulations related to product/service quality and safety at all operating regions, and no products were subject to recalls for safety and health reasons. Furthermore, the Group has not received any product and services complaints. In case of any product and services complaints, the Group will follow up, investigate and handle the complaints received from customers in a timely manner in accordance with the Group's guidelines. The sales department is responsible for receiving and tracking the customer complaints. If there is a product quality or service-related issue, the relevant department will propose a solution and handle immediately upon approval by the department head. The sales department will then reply to the customers regarding the handling measures until being confirmed by the customers. The Group will also implement precaution measures for the issues raised by customers. Major applicable laws and regulations include, but are not limited to, the "Administrative Measures for Food Operation Licensing" and the "Food Safety Law" of the PRC.

本集團的產品質量檢驗按照國家相關檢驗及質量標準實施，不斷完善產品質量管理制度。為確保產品質量，本集團建立質檢中心，對生產過程中各個階段進行檢測。如過程中發現有任何質量問題，相關部門會進行研究處理並及時整改，確保為客戶提供優質的產品。

於報告年度，本集團所有經營地區均未發生任何違反與產品／服務質量及安全有關的所有適用法律及法規的事件，概無產品因安全及健康原因須被召回。此外，本集團並無接獲任何有關產品及服務的投訴。如有任何有關產品或服務的投訴，本集團將按照集團的指引即時跟進、調查和處理相關投訴。銷售部負責接收和跟進客戶的投訴。如有產品質量或服務相關問題，經部門負責人批准後，由相關部門提出解決方案並立即處理。銷售部將會回覆客戶有關解決方案，直至客戶滿意。本集團亦會針對客戶提出的問題採取預防措施。主要適用的法律及法規包括但不限於中華人民共和國《食品經營許可管理辦法》及《食品安全法》。

Public Interest and Accountability

For the management of personal data privacy, the Group is committed to protecting privacy and confidentiality of personal data of the customers. The employees are instructed to handle customer information with due care. The Group collects and uses customer information in a responsible and non-discriminatory manner. Only designated employees can assess customer information for business use. They are required to sign non-disclosure agreement upon employment to state that they are not allowed to disclose any information to unauthorised third parties.

The Group ensures operations are conducted in a manner consistent with the highest ethical standards, which is essential to gain the confidence of customers and the public. During the Reporting Year, the Group has not encountered any incidents of non-compliance with all applicable laws and regulations related to the protection of data privacy, advertising and labelling at all operating regions.

公眾利益及問責

本集團管理個人資料私隱，力求保障客戶之個人資料私隱及保密，並指示僱員審慎處理客戶資料。本集團以負責任及不歧視的方式收集並使用客戶資料。只有指定僱員能接觸客戶資料作業務用途。該等僱員須於受僱時簽署保密協議，表明彼等不得向未獲授權的第三方披露任何資料。

本集團確保以符合最高道德標準的方式開展業務活動，這對贏取客戶及公眾信任至關重要。於報告年度，本集團所有經營地區均未發生任何違反與保護資料私隱、廣告及標籤有關的所有適用法律及法規的事件。

Fair and Open Competition

The Group promotes fair and open competition that aims to develop long-term relationships based on mutual trust. The Group ensures that all parties involved in the procurement process participate fairly, honestly and in good faith. The Group recognises that adherence to the principles of competition is essential to the maintenance of the integrity of the procurement process.

Labeling and Advertising

Responsible marketing practices are crucial to gaining customer trust and confidence. The Group strictly follows national laws and legal requirements, as well as making a holistic policy and guideline to ensure the compliance with business ethic. All sales promotions, including direct marketing and digital marketing, should meet reasonable consumer expectations and uphold transparency. All sponsorship is based on contractual obligations between the sponsor and the sponsored party. All the policies will be reviewed by the Group on a regular basis and updated where necessary.

Aspect B7: Anti-corruption

The Group is committed to achieving and maintaining the highest standards of openness, probity and accountability. During the reporting period, the Group has arranged anti-corruption training for employees and directors. Employees at all levels are expected to conduct themselves with integrity, impartiality and honesty. It is every employee's responsibility and it is all interest of the company to ensure that any inappropriate behavior or organisational malpractice that compromises the interest of the shareholders, investors, customers and the wider public does not occur.

公平公開競爭

本集團提倡公平公開競爭，以互信為基礎建立長期關係。本集團確保所有各方公平、誠實及真誠地參與採購過程。本集團確認遵守競爭原則乃維持採購過程誠信的關鍵。

標籤及廣告

負責任的市場推廣慣例對獲取客戶信任至關重要。本集團嚴格遵守國家法例和法定要求，以及制定全面措施以確保我們符合商業道德要求。所有包括直接和電子市場營銷以內的營業推廣手法應符合客人期望及維持透明度。所有贊助根據合約精神亦要履行雙方合約。本集團將定期審閱所有政策，必要時作出更新。

層面B7：反貪污

本集團致力落實及維持最高標準的公開、誠信及問責制度。於報告期內，本集團已為員工及董事安排反貪污培訓。各級僱員理應正直不阿、信實公平行事。每名僱員及本公司均有責任傾力確保不會發生有損股東、投資者、客戶及大眾利益之任何不當行為或有組織的舞弊行為。

During the Reporting Period, the Group has encountered no incidents of non-compliance (resulting in a fine or penalty and/or a warning) with all applicable laws and regulations relating to anti-corruption practices at all operating regions and there is no concluded legal cases regarding corrupt practices brought against the Group or its employees. During the Reporting Year, the Group has adopted the Code of Conduct in the Group's compliance policy which includes provisions for conflicts of interest, privacy and confidentiality of information, use of computer software control, bribery and anti-corruption.

Whistle-blowing policy is also implemented to encourage employees and others who have serious concerns to voice any suspected misconduct, illegal acts or failure to act. Employees who breach the anti-corruption policy will face disciplinary action, which could result in dismissal for serious misconduct. During the Reporting Year, the Group has not encountered any incidents of non-compliance with all applicable laws and regulations at all operating regions. Major applicable laws and regulations include, but are not limited to, the "Criminal and Civil Law" of the PRC and the "Prevention of Bribery Ordinance" of Hong Kong.

Aspect B8: Community Investment

For the Group's long-term development, community participation is important. As a responsible corporate citizen, the Group is constantly aware of the needs and is committed to promoting development and construction activities of the community at which the Group operates.

The Group takes up corporate responsibilities with the best efforts and benefits the community through a variety of actions, such as investment, donation, time, products, services, influences, management knowledge and other resources. The Group also encourages staff to spend time and efforts in various community projects, making contributions to the community.

於報告期內，本集團所有經營地區均未發生任何違反與反貪污實踐有關的所有適用法律及法規的事件（從而導致罰款或處罰及／或警告）及沒有關於針對本集團或其僱員的貪污行為的已結案法律案件。於報告年度，本集團於其合規政策中採納操守守則，當中載有關於利益衝突、資料私隱及保密、電腦軟件監控應用、賄賂及反貪污之條文。

本集團亦已實施舉報政策，鼓勵僱員及其他存有重大疑慮的人士舉報任何疑似不當行為、不法行為或不作為。違反反貪污政策的僱員將面臨紀律處分，觸犯嚴重不當行為者有可能被解僱。於報告年度，本集團所有經營地區均未發生任何違反所有適用法律及法規的事件。主要適用的法律及法規包括但不限於中華人民共和國《刑法及民法》以及香港《防止賄賂條例》。

層面B8：社區投資

社區參與對本集團的長期發展而言意義重大。作為負責任的企業公民，本集團一直關注有需要人士，不遺餘力推動本集團業務所在社區的發展及建設活動。

本集團竭盡所能履行企業責任，透過不同活動惠澤社群，例如投資、捐贈、付出時間、產品、服務、影響力、管理知識及其他資源。本集團亦鼓勵僱員抽空參與不同社區項目，為貢獻社區出力。

V. LOOKING FORWARDS

The Group understands the importance of achieving economic, environmental and social sustainability for the long term success of the business. The sustainability guidelines lay out the principles and actions for managing and performing in an ethical manner, throughout the operational flow. The Group shall continue to deliver safe and quality products that do not come at the expense of the environment.

V. 展望未來

本集團了解實現經濟、環境及社會可持續發展對業務長遠成功的重要性。可持續發展指引載列以符合道德的方式管理及執行各個運作流程的原則及行動。本集團將繼續在不犧牲環境的前提下提供安全優質產品。



China Beidahuang Industry Group Holdings Limited
中國北大荒產業集團控股有限公司