



**Affluent Foundation Holdings Limited**

**俊裕地基集團有限公司**

(Incorporated in the Cayman Islands with limited liability)

Stock Code : 1757

2021/22

ENVIRONMENTAL  
AND SOCIAL  
GOVERNANCE  
REPORT

## INTRODUCTION

Affluent Foundation Holdings Limited (the “Company” or, together with its subsidiaries, the “Group”) is pleased to present its annual Environmental, Social and Governance (“ESG”) report for the year ended 31 March 2022 (the “Reporting Period”).

### ESG Governance Structure

The Group understands its responsibility and is committed to protecting and enhancing long-term shareholder value, leading and stewarding the Group with the aim to achieve long-term returns and generate a positive impact on the society and the environment. To achieve this goal, the Group has developed a various ESG-related management systems to ensure its governance is aligned with its ESG strategic growth, while advocating for the integration of ESG into its business operations.

The board of directors of the Company (the “Board”) acknowledges its responsibility for the management of the Group and is collectively responsible to ensure the sustainability of the Group’s development. The Board is responsible for formulating the ESG strategies of the Group, monitoring the ESG performance of its operation, reviewing the effectiveness of the ESG management system and determining the ESG policies of the Group. The chairman of the Board is responsible for overseeing the strategic planning and leadership of the Group, while senior management is responsible for effective implementation of the strategies formulated by the Board.

The relevant staff from various departments facilitate the Board’s oversight of ESG-related matters and has the responsibility for collecting and analyzing ESG data, monitoring and evaluating the Group’s ESG performance, and preparing ESG reports. They arrange meetings to discuss and review ESG-related matters, including but not limited to the Group’s ESG-related performance, ESG-related policies and procedures, as well as the Group’s strategic goals in terms of sustainable development and ultimately report to the Board from time to time and assists the Board to discharges its oversight responsibility.

### Basis of Preparation

The ESG report is prepared based on the Environmental, Social and Governance Reporting Guide (“ESG Reporting Guide”) in Appendix 27 of the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited with related topics and data reported according to their importance and in keeping with the principals of materiality, quantification, balance, and consistency.

The Group attaches great importance to materiality, quantitative, balance and consistency during the preparation of the ESG Report. The Group has applied these reporting principles in the ESG Reporting Guide as the following:

- **Materiality:** Materiality assessment was conducted to identify material issues during the Reporting Period, thereby adopting the confirmed material issues as the focus for the preparation of the EGS Report. The materiality of issues was reviewed and confirmed by the Board and the ESG Management Team. Please refer to the section headed “Materiality Assessment” for further details.
- **Quantitative:** The standards and methodologies used in calculation of relevant data in the ESG Report, as well as the applicable assumptions were disclosed. The KPIs were supplemented by explanatory notes to establish benchmarks where feasible.
- **Balance:** The ESG Report was prepared based on an objective and impartial manner to ensure that the information disclosed faithfully reflects the overall ESG performance of the Group.
- **Consistency:** The statistical methodologies applied to this ESG Report were substantially consistent with the previous reporting periods, and explanations were provided regarding data with changes in the scope of disclosure and calculation methodologies. If there are any changes that may affect comparison with previous reports, the Group will add comments to the corresponding content of this ESG Report.

## INTRODUCTION (CONTINUED)

### Scope and Reporting Period

The operating subsidiary of the Group currently focuses on providing a high standard of work and satisfying services related to foundation works in Hong Kong. To a lesser extent, the Group is also engaged in leasing of machineries to other construction companies.

The ESG report covers the Group's major operations in Hong Kong, namely the provision of services in relation to foundation works in Hong Kong, which is the key area of focus for our ESG management.

Documentation, statistics as well as other information available in relation to the Group was taken into account when extracting information, data and content for the ESG report. Details of our ESG strategies, policies and measures with regard to the different factors are stipulated below.

The ESG Report specifies the ESG activities, challenges and measures being taken by the Group during the financial year ended 31 March 2022.

### Stakeholder Engagement

To achieve sustainable development, the Group maintains close relationships and continuously communicates with its stakeholders. This communication enables the Group to accurately assess the potential impact of its business activities in terms of ESG. The table below highlights the Group's key stakeholders as well as the Group's methods in engaging them:

Stakeholder Groups	Specific Stakeholders	Methods of Communication
Investors	Shareholders	Corporate website Annual financial report Seminars Conference call
Employees	Senior management Employees Potential recruits	Training, seminars Face-to-face meetings Conference call Independent focus groups and interviews Corporate social responsibility and volunteering activities
Customers	Real estate developers Main contractors	Interviews Face-to-face meetings
Suppliers/Contractors	Materials suppliers Contractors	Supplier assessments Daily work reviews Site inspection/meeting with Contractors
Government	Government Regulatory authorities	Written or electronic correspondence

## I. ENVIRONMENTAL

### Environment and Natural Resources

The Group mainly undertakes foundation works in the construction industry and strictly complies with the environmental protection laws and regulations in Hong Kong, including the Air Pollution Control Ordinance (Cap. 311), Waste Disposal Ordinance (Cap. 354) and Noise Control Ordinance (Cap. 400). The Group implements various measures to avoid, minimise and control the impact on the environment at its construction sites.

With regard to air quality control, the Group stores sand, debris, or other dusty materials outside of construction sites. The construction materials are covered or wetted on site. Construction works are also enclosed with impervious dust screens, and working areas are wet prior to, during and after works execution. Haul roads are wet using water sprinklers or water bowsers. Construction vehicles are washed, and any dusty materials are removed before leaving a site.

In terms of environmental management for waste control, excavated materials or pure construction and demolition inert materials (e.g., hard rock, sand, soil, and broken concrete) shall be sorted on site for reuse on the site or disposed of at a designated outlet (e.g., Public Fill Reception Facility). In addition, cardboard, and paper packaging (for plant, equipment, and material) shall be sorted onsite and sold to recycling companies by the main contractor. They shall be stockpiled appropriately in dry conditions and covered to prevent cross contamination with other construction and demolition waste.

The nature of our business inevitably leads to noise pollution, and our procedures are set up to regulate the time and the specific types of equipment permitted for conducting percussive piling works. Noise barriers and hoarding are erected along the site boundary to lessen the impact of both dust and noise.

To the best of the Group's knowledge, there were no material non-compliances with environmental laws and regulations during the Reporting Period.

### Greenhouse Gas (GHG) Emissions

The Group is committed to maintaining the quality of the environment, using clean energy, reducing pollution and waste during operation to reduce and even eliminate the adverse impact on the environment from operating activities and emissions. Over the years, the Group has been committed to environmental protection and has adopted a number of measures and monitoring methods to mitigate emissions and ensure that its responsibility for environmental protection has been fulfilled. In accordance with the "Air Pollution Control Ordinance" laid down by the Environmental Protection Department (EPD), all of the Group's machinery uses fuel with a sulphur content not exceeding 0.005% during industrial processes.

During the Reporting Period, the Group did not use any liquefied petroleum gas or gas and did not produce any hazardous waste from its operations. Therefore, it has no relevant GHG emissions to report.

## I. ENVIRONMENTAL (CONTINUED)

### Greenhouse Gas (GHG) Emissions (CONTINUED)

The following presents the Group's GHG emissions for the Reporting Period:

#### GHG emissions from use of vehicles

Aspects 1.1	Unit	2022	2021
Nitrogen oxides	gram	272,846.69	250,616.47
Sulphur oxides	gram	411.10	526.16
Respiratory suspended particles	gram	18,748.30	20,648.00

#### GHG emissions from mobile combustion sources

Aspects 1.2	Unit: kg (CO <sub>2</sub> equivalent)	2022	2021
Scope 1			
Carbon dioxide	kg	82,070.27	84,786.12
Methane	kg	131.66	147.77
Nitrous oxide	kg	35.46	9,171.08

#### Indirect GHG emission resulting from the generation of purchased electricity and water processing

Aspects 1.3	Unit	2022	2021
Scope 2			
Indirect GHG Emissions	kg (CO <sub>2</sub> equivalent)	24,589.71	14,375.55
Indirect GHG Emissions intensity	kg (CO <sub>2</sub> equivalent)/office	4,919.74	14,375.55

#### Non-hazardous waste produced

Aspects 1.4	Unit	2022	2021
Non-hazardous waste disposal	tonnes	1,532.34	39.50
Non-hazardous waste intensity	tonnes/ construction project	383.08	39.50

Due to the nature of the Group's business, certain construction waste is generated in our construction process. The construction waste is disposed of at landfills or sold for recycling purposes. The Group always endeavours to recycle practicable construction material in our design and construction process. During the Reporting Period, the Group set target to reduce 5% of GHG emissions and non-hazardous over the next 5 years, using the Reporting Period as the baseline year.

In summary, to the best of knowledge of the directors of the Company (the "Directors"), there were no material non-compliances with the applicable local rules and regulations relating to air emissions, GHG emissions, water and land discharges, and generation of hazardous and non-hazardous waste in all material aspects during the Reporting Period.

## I. ENVIRONMENTAL (CONTINUED)

### Use of Resources

The Group has implemented a series of measures to enhance the awareness of environmental protection among employees with the aim of saving energy, fully utilising resources and recycling waste in the Group's operations.

The Group encourages employees to use recycled paper for printing and other operational use, and to consider the necessity of printed copies of electronic files during work. At its office, the Group has adopted LED lighting and requires employees to turn off the lights whenever vacating the office area.

Most of the electrical appliances at the Group's office are energy efficient. When using air conditioning, employees are advised to set the temperature at an eco-friendly level of 25.5 degrees Celsius.

As the Group's operations are based in Hong Kong, we believe that there is no material issue in sourcing water that is fit for purpose. In addition, as the Group is not involved in any production process, it does not consume packaging materials, hence this aspect is considered as irrelevant to the Group.

The following presents the Group's direct energy and water consumption for the Reporting Period:

#### **Direct energy consumption in total and intensity**

<b>Aspects 2.1</b>	<b>Unit</b>	<b>2022</b>	<b>2021</b>
Electricity usage	kWh	63,997.00	28,626
Electricity usage intensity	kWh/office	12,799.40	28,626

#### **Water consumption in total and intensity**

<b>Aspects 2.2</b>	<b>Unit</b>	<b>2022</b>	<b>2021</b>
Water consumption	cubic metre	353	150
Water consumption intensity	cubic metre/office	353	150

During the Reporting Period, the Group set a target of reducing 5% of the direct energy and water consumption over the next 5 years, using the Reporting Period as the baseline year.

### The Environment and Natural Resources

The Group pursues best practices with the environment and focuses on the impact of its operations on the environment and natural resources. The Group has also integrated the concept of environmental protection into its internal management and daily operation activities and its committed to achieving the goal of environmental sustainability.

The main resources used by the Group in its daily operations are electricity and diesel which have been described in the section headed "Use of Resources". Apart from that, the Group will not use other natural resources in large quantities. The Group's environmental impact and the use of natural resources have always been highly valued, and it hopes to identify and mitigate the impact by considering sustainable development in all of its affairs.

## I. ENVIRONMENTAL (CONTINUED)

### The Environment and Natural Resources (CONTINUED)

#### **Noise Management**

The Group recognises that noise pollution may be generated due to our business nature. Therefore, the Group has implemented a number of measures to reduce noise level and ensured that the quality of life of the neighbourhood would not be severely disrupted. Whenever the noise level exceeds the prescribed level regulated by the Noise Control Ordinance and other relevant guidelines issued by the Environmental Protection Department, the Group will investigate the underlying factors and make respective arrangements. Silent equipment will be used where available and will be maintained regularly. With the relevant measures, the Group aims to minimise the impact brought to our neighbourhood.

#### **Indoor Air Quality**

Good indoor air quality is important for employees who work in the office. Indoor air quality in our workplace is regularly monitored. The Group has adopted several measures to ensure a good indoor air quality at the office, which include but not limited to conducting regular cleaning of air conditioning system. With such measures, indoor air quality is maintained.

#### **Climate Change**

The Group recognises the importance of the identification and mitigation of significant climate-related matters; therefore, the Group is committed to managing the potential climate-related risks which may impact the Group's business activities. The Group has established risk management policy in identifying and mitigating different risks including climate-related risks. The Board meets regularly and cooperates closely with key management to identify and evaluate climate-related risks and to formulate strategies to manage the identified risks.

Through the above method, the Group identified the material impacts on the Group's business arising from the following risks:

#### **Physical Risks**

The increased frequency and severity of extreme weather such as typhoons, storms and heavy rains can disrupt the Group's operations by damaging the power grid and communication infrastructures, and injuring its employees during their work, leading to reduced capacity and decreased in productivity, or expose the Group to risks associated with non-performance and delayed performance. To minimise the potential risks and hazards, the Group has flexible working arrangements and precautionary measures during bad or extreme weather conditions.

#### **Transition Risks**

The Group anticipates that there will be more stringent climate legislations and regulations to support the global vision of carbon neutrality. From a listed company's perspective, we acknowledge the increasing requirements of climate-related information disclosures. One example is the update of the Stock Exchange's ESG Reporting Guide in respect to significant climate-related impact disclosures of an issuer. Stricter environmental laws and regulations may expose enterprises to higher risks of claims and lawsuits. Corporate reputation may also decline due to failure to meet the compliance requirements for climate change. The company's related capital investment and compliance costs thus increase. In response to the policy and legal risks as well as reputation risks, the Group regularly monitors existing and emerging trends, policies, and regulations relevant to climate and be prepared to alert the top management where necessary to avoid cost increments, non-compliance fines and/or reputational risks due to delayed response.

## II. SOCIAL

### Employment and Labour Standards

Our employees are our invaluable assets. The human resources policies of the Group are in line with the employment laws in Hong Kong. The policies cover the Group's standards in respect of compensation and dismissal, recruitment and promotion, working hours, rest periods and other benefits and welfare. The Directors and senior management of the Company participate in formulating remuneration packages for the entire workforce, which reflect positions, job nature, qualifications and experience. Remuneration is subject to annual review and shall be adjusted appropriately based on performance appraisals. Internal promotions are prioritised over external recruitment whenever there are development opportunities within the Group.

The Group fully complies with laws and regulations prohibiting unfair discrimination, including the Sex Discrimination Ordinance (Cap. 480), the Race Discrimination Ordinance (Cap. 602) and the Disability Discrimination Ordinance (Cap. 487). As an equal opportunity employer, the Group treats all employees on an equal footing in matters related to recruitment, promotion, appraisals, discipline, remuneration and benefits. An employee's age, gender, family status, sexual orientation, physical disability, ethnicity and religion shall not affect his or her career with us.

To prevent any hiring of child labour or illegal labour, the Group's human resources department is instructed to pay particular attention to such illegal practices and follow the Group's standardised recruitment procedures. The interviewer is responsible for checking the personnel identification documents of the job applicant to ensure the applicant is over the legally authorised working age.

To prevent forced labour practices, sufficient rest days are assigned to employees according to the Employment Ordinance (Cap. 57).

To the best knowledge of the Directors, during the Reporting Period, the Group did not identify any material breaches of relevant laws and regulations relating to prevention of child and forced labour.

The Group had 129 employees as at 31 March 2022 (FY2021: 149 employees), all of whom are from Hong Kong, including 39 full time employees, 3 part time employees, and 87 contractors or short term staff. Out of the total number of employees, 116 of our employees were male (FY2021: 136 male employees) and 13 of them were female (FY2021: 13 female employees). Majority of the workforce were within the 51–70 age group, accounting for 82 of our employees, while 41 employees were within the 31–50 age group, 4 employees were under 30 years old and 2 employees were over 70 years old.

During the Reporting Period, the Group's overall full-time employee turnover rate was approximately 61.2%. The employee turnover rate for male and female were approximately 62.9% and 46.2% respectively.

The Group maintains high standards of business ethics and requires its employees and subcontractors to abide by the Group's code of conduct.

During the Reporting Period, to the best of the Group's knowledge, there were no non-compliance cases regarding violation of any employment related laws and regulations, including, but not limited to:

- Employment Ordinance (Chapter 57 of the Laws of Hong Kong);
- Mandatory Provident Fund Schemes Ordinance (Chapter 485 of the Laws of Hong Kong); and
- Minimum Wage Ordinance (Chapter 608 of the Laws of Hong Kong).



## II. SOCIAL (CONTINUED)

### Protecting Employees' Health and Safety

The Group is committed to providing both its employees and subcontractors with a safe and healthy working environment.

For each construction project, sufficient risk assessments and a safety plan shall be implemented to ensure the safety of personnel working at the project site.

Specifically, the following safety measures are adopted:

- establishing an induction scheme in which new construction workers undertake induction safety training provided by the main contractor or the Group within the first day at the respective construction site to equip them with adequate knowledge with regards to safety and their work and/or relevant risks and hazards on the work site;
- providing sponsorship for employees to attend seminars and training sessions with respect to safety and skills development;
- arranging talks with construction workers after the occurrence of industrial accidents during which workers are allowed to express their opinions in relation to the safety topics in the respective toolbox talks;
- promoting workers' safety awareness in terms of manual lifting, preventing falls from height and falling objects and preventing "slip and trip" incidents, and improving on site cleanliness and tidiness; and
- setting up a drill program involving the execution of emergency drills from time to time to maintain workers' safety awareness.

Although the Group has implemented a safety plan to mitigate safety risks, the occurrence of accidents at construction sites cannot be eliminated due to the nature of work in the construction industry.

The work injury statistics for the Group were as follows:

Aspects 2.1 and 2.2	Unit	2022	2021	2020
Number of work-related fatalities	case(s)	1*	0	0
Rate of work-related fatalities	percentage	0.78%	0%	0%
Number of reported accidents (Sick leave > 3 days)	case(s)	3	5	5
Days lost due to work injury	day(s)	254	644	427

\* Subsequent to the accident happened at the warehouse, the Group performed investigation and implemented safety improvement plan to mitigate the potential risks, including dismantling and removal of metal structures and three office containers.

The Group was not aware of any material non-compliance with the health and safety laws and regulations during the Reporting Period.

## II. SOCIAL (CONTINUED)

### Responding to the Novel Coronavirus ("COVID-19") Pandemic

Towards the end of the Reporting Period, Group operations were affected by the COVID-19 pandemic. With the aim of safeguarding the health of our staff, the following measures had been implemented:

- Providing face masks and disinfectant products at head office and site offices for staff use.
- Requiring staff to adhere to the Group's office hygiene requirements in response to COVID-19.
- Placing educational materials regarding COVID-19 at head office to raise the relevant awareness of staff.
- Requiring visitors to show a negative COVID-19 test result before visiting the head office.

The above measures were not only for the protection of the health of our staff, but also our customers and the communities close to the worksites where the Group had operations.

### Training and Development

To allow employees to excel at their career, while at the same time to ensure their safety at work, the Group provides them with adequate support and on-site training.

The Group arranges training workshops or courses for its employees in relation to the skills and techniques required for carrying out the Group's construction services, as well as knowledge on occupational health and safety, which are to be conducted either through internal training or by external parties such as other training authorities through sponsorship of admission fees.

In particular, the Group ensures sufficient safety training shall be provided to employees. Total hours for safety training organised for employees during the Reporting Period amounted to 685. The following presents the statistics for hours of safety training attended by employees based on gender and employment categories:

	2022		2021	
	Percentage of employees trained (%)	Average training hours per employee (hours)	Percentage of employees trained (%)	Average training hours per employee (hours)
<b>By Gender</b>				
• Female	100	1	100	1
• Male	100	6	100	6
<b>By Employment Category</b>				
• Senior Management	100	1	100	1
• Middle Management	100	9	100	10
• Junior Management	100	2	100	2
• Contractor or Short-Term Staff	100	5	100	5

## II. SOCIAL (CONTINUED)

### Supply Chain Management

To support the Group's commitment to delivering the best services to customers and adding value to the Group's stakeholders in terms of ESG, the Group's operations department practices thorough supply chain management.

Specifically, approved lists of suppliers and subcontractors are maintained.

The Group's suppliers are selected based on the following factors:

- Environmental compliance of products supplied;
- Quality of materials; and
- Any background issues concerning potential conflict of interests in supplying goods to the Group.

The Group shall only purchase from approved suppliers to ensure quality of its purchases. Further, with reference to the quality requirement of its construction projects, the responsible project team or the directors shall communicate with suppliers the quality requirements. At reception of goods at project sites, the foremen shall be responsible for inspecting the delivered goods to ensure they conform to quality requirements.

For subcontractors, the following factors shall be considered:

- Past safety records;
- Quality of work delivered to customers;
- Environmental compliance;
- Records of complaints from customers;
- Labour practices, in particular the hiring of illegal labour; and
- Any background issues concerning potential conflict of interests in providing services to the Group.

Regular inspection on the quality and progress delivered by subcontractors shall be performed by the responsible project team. The Group has made it clear to subcontractors that it is essential that they comply with related laws and regulations when handling safety and employment matters at construction sites.

During the Reporting Period, the Group had engaged 104 suppliers and subcontractors while all of them were in Hong Kong.

### Service Pledge to Customers

The cornerstone to the Group's success has been the trust built between itself and its customers. Accordingly, customer communication channels have been set up, including an office hotline and construction site representatives for handling customers enquiries and complaints. The Group pledges to resolve any enquiries and complaints to the satisfaction of its customers and deliver the best construction services available.

During the Reporting Period, legal liabilities arising from defective construction works, disputes with customers, or customer data protection issues were not noted.

## II. SOCIAL (CONTINUED)

### **Product Responsibility**

Achieving and maintaining high quality standard for projects are the most important for the sustainable growth of the Group. Our direct customers include main contractors and subcontractors of various construction projects in Hong Kong. As a subcontractor, the Group mainly secures our projects from contractors through tenders by invitation. The Group strives to maintain good relationship with our major customers to establish good reputation and to gain future business opportunity.

During the Reporting Period, the Group was not aware of any material non-compliance with any laws and regulations in Hong Kong related to product health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress including but not limited to, the Trade Descriptions Ordinance and Personal Data (Privacy) Ordinance, that would have a significant impact to the Group. There was no complaint received during the Reporting Period. Given the Group's business nature, the Group was not involved in the sale of products, therefore disclosure on product recall procedures and number of products recalled are not applicable.

### **Project Quality Management**

The Group commits to fulfilling our customers' satisfaction with high quality construction service to ensure our clients' requirements and expectations are fully understood and documented. The designated staff are responsible to monitor the project progress and job workmanship as per contractual and other requirements and will then review all documents referenced in the tender received by the Group. The designated department prepares preliminaries tender notes after the review to record the project details, specific contract payment terms and conditions, and the information required to be submitted. Such information will be brought to the Board for their acceptance or rejection of tender.

### **Privacy Protection**

Despite that the Group has limited access to our customers' personal data due to our business nature, as a responsible service provider, the Group has formulated internal policy to regulate the handling of confidential information while protecting customers' privacy. All confidential data related to the Group's business and customer information are securely protected and only used for internal purpose. Any leakage of confidential information to the third parties is strictly prohibited. As such, in carrying out our operations, the Group adheres to the Personal Data (Privacy) Ordinance and expressly reiterates confidentiality obligations.

The Group is determined to strengthen the protection of customers' privacy. Our employees are trained to maintain the confidentiality of our customers' information which they may have access to during work. The Group also standardises procedures for filing to protect confidential information.

### **Intellectual Property Rights**

The Group has established relevant guidelines to govern the information technology management within the Group. Besides, the IT Department is responsible for obtaining proper licenses for software, hardware, and information the Group uses in its business operation. Duplication or downloading of information, software, and images from the internet must be approved by relevant departments. Furthermore, the Group closely monitor the infringement actions in the market and prevent infringement behavior, such as counterfeit trademarks.

## II. SOCIAL (CONTINUED)

### Product Responsibility (CONTINUED)

#### **Advertising and Labelling**

As a subcontractor who provides wet trades works and other wet trades related ancillary works, the Group does not have any significant issues on advertising and labelling. Nevertheless, in the Group's dealings with its clients, information provided should be complete, true, accurate, clear, and comply with all relevant laws and regulations regarding the proper advertising, including but not limited to the Trade Descriptions Ordinance.

#### **Anti-corruption**

Over the years, the Group has not witnessed any suspected or actual bribery, extortion, fraud and money laundering activities occurring within the Group. The Group stands firmly by its anti-corruption policies and procurement practices as stated in its internal manuals. Acceptance of kickbacks, commissions or any forms of benefits are strictly prohibited during any procurement, contract negotiations or other business dealings.

The manuals also outline guidance over conflicts of interest, intellectual property rights, privacy and information confidentiality, bribery and corruption, and equal opportunities.

There is also a gift policy in the Group's internal manuals which clearly states the required process and procedure for handling and accepting gifts and advantages.

To the best knowledge of the Directors, no material breaches of relevant laws and regulations relating to bribery, extortion, fraud and money laundering were identified during the Reporting Period.

#### **Community Involvement**

The Group always encourages its employees to participate in charitable activities within the community and thus the Group is willing to allow its employees to join various charity events whenever possible. Due to the COVID-19 pandemic, the Group has temporarily suspended the organisation and participation of charitable and voluntary activities.

## INDEX TABLE OF ESG REPORTING GUIDE OF THE STOCK EXCHANGE OF HONG KONG LIMITED

Mandatory Disclosure Requirements	Section
Governance Structure	Section 1: ESG Governance Structure
Reporting Principles	Section 1.2: Basis of Preparation
Reporting Boundary	Section 1.3: Scope and Reporting Period

Subject Areas, Aspects, General Disclosures and KPIs	Description	Section
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### A. Environmental

#### Aspect A1: Emissions

General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste	I. Environmental – Greenhouse Gas (GHG) Emissions
KPI A1.1	The types of emissions and respective emissions data	I. Environmental – Greenhouse Gas (GHG) Emissions – <i>GHG emissions from use of vehicles</i>
KPI A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)	I. Environmental – Greenhouse Gas (GHG) Emissions – <i>GHG emissions from mobile combustion sources</i>
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)	I. Environmental – Greenhouse Gas (GHG) Emissions
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)	I. Environmental – Greenhouse Gas (GHG) Emissions – <i>Non-hazardous waste produced</i>
KPI A1.5	Description of emissions target(s) set and steps taken to achieve them	I. Environmental – Greenhouse Gas (GHG) Emissions
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them	I. Environmental – Greenhouse Gas (GHG) Emissions

**INDEX TABLE OF ESG REPORTING GUIDE OF THE STOCK EXCHANGE OF HONG KONG LIMITED**  
(CONTINUED)

Subject Areas, Aspects, General Disclosures and KPIs	Description	Section
<b>A. Environmental</b>		
<i>Aspect A2: Use of Resources</i>		
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials	I. Environmental – Use of Resources
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility)	I. Environmental – Use of Resources – <i>Direct energy consumption in total and intensity</i>
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility)	I. Environmental – Use of Resources – <i>Water consumption in total and intensity</i>
KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them	I. Environmental – Use of Resources
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them	I. Environmental – Use of Resources
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced	I. Environmental – Use of Resources
<i>Aspect A3: The Environment and Natural Resources</i>		
General Disclosure	Policies on minimising the issuer's significant impacts on the environment and natural resources	I. Environmental – The Environment and Natural Resources
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	I. Environmental – The Environment and Natural Resources
<i>Aspect A4: Climate Change</i>		
General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer	I. Environmental – Climate Change
KPI A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them	I. Environmental – Climate Change

**INDEX TABLE OF ESG REPORTING GUIDE OF THE STOCK EXCHANGE OF HONG KONG LIMITED**  
(CONTINUED)

Subject Areas, Aspects, General Disclosures and KPIs	Description	Section
<b>B. Social</b>		
<i>Aspect B1: Employment</i>		
General Disclosure	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	II. Social – Employment and Labour Standards
KPI B1.1	Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region	II. Social – Employment and Labour Standards
KPI B1.2	Employee turnover rate by gender, age group and geographical region	II. Social – Employment and Labour Standards
<i>Aspect B2: Health and Safety</i>		
General Disclosure	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	II. Social – Protecting Employees' Health and Safety
KPI B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year	II. Social – Protecting Employees' Health and Safety
KPI B2.2	Lost days due to work injury	II. Social – Protecting Employees' Health and Safety
KPI B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored	II. Social – Protecting Employees' Health and Safety
<i>Aspect B3: Development and Training</i>		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities	II. Social – Training and Development
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management)	II. Social – Training and Development
KPI B3.2	The average training hours completed per employee by gender and employee category	II. Social – Training and Development



**INDEX TABLE OF ESG REPORTING GUIDE OF THE STOCK EXCHANGE OF HONG KONG LIMITED**  
(CONTINUED)

Subject Areas, Aspects, General Disclosures and KPIs	Description	Section
<b>B. Social</b>		
<i>Aspect B4: Labour Standards</i>		
General Disclosure	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	II. Social – Employment and Labour Standards
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour	II. Social – Employment and Labour Standards
KPI B4.2	Description of steps taken to eliminate such practices when discovered	II. Social – Employment and Labour Standards
<i>Aspect B5: Supply Chain Management</i>		
General Disclosure	Policies on managing environmental and social risks of the supply chain	II. Social – Supply Chain Management
KPI B5.1	Number of suppliers by geographical region	II. Social – Supply Chain Management
KPI 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	II. Social – Supply Chain Management
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored	II. Social – Supply Chain Management
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored	II. Social – Supply Chain Management

**INDEX TABLE OF ESG REPORTING GUIDE OF THE STOCK EXCHANGE OF HONG KONG LIMITED**  
(CONTINUED)

Subject Areas, Aspects, General Disclosures and KPIs	Description	Section
<b>B. Social</b>		
<i>Aspect B6: Product Responsibility</i>		
General Disclosure	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	II. Social – Product Responsibility
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons	II. Social – Product Responsibility
KPI B6.2	Number of products and service related complaints received and how they are dealt with	II. Social – Product Responsibility
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights	II. Social – Product Responsibility
KPI B6.4	Description of quality assurance process and recall procedures	II. Social – Product Responsibility
KPI B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored	II. Social – Product Responsibility
<i>Aspect B7: Anti-corruption</i>		
General Disclosure	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	II. Social – Anti-corruption
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases	II. Social – Anti-corruption
KPI B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored	II. Social – Anti-corruption
KPI B7.3	Description of anti-corruption training provided to directors and staff	II. Social – Anti-corruption

**INDEX TABLE OF ESG REPORTING GUIDE OF THE STOCK EXCHANGE OF HONG KONG LIMITED**  
(CONTINUED)

Subject Areas, Aspects, General Disclosures and KPIs	Description	Section
<b>B. Social</b>		
<i>Aspect B8: Community Investment</i>		
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests	II. Social – Community Involvement
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport)	II. Social – Community Involvement
KPI B8.2	Resources contributed (e.g. money or time) to the focus area	II. Social – Community Involvement