



Crown International Corporation Limited 皇冠環球集團有限公司

(Incorporated in Hong Kong with limited liability)
(在香港註冊成立之有限公司)

Stock code 股份代號: 727



健康中國2030
宏健園康養集團

ENVIRONMENTAL, SOCIAL AND
GOVERNANCE REPORT

2021/2022

環境、社會及管治報告

Environmental, Social and Governance Report 環境、社會及管治報告

BOARD STATEMENT

Introduction and Approach to Environmental, Social and Governance

The board (the “**Board**”) of directors (the “**Directors**”) of Crown International Corporation Limited (the “**Company**”), together with its subsidiaries (collectively, the “**Group**”), is pleased to present the environmental, social and governance report of the Group (the “**Report**”). The Report summarises the environmental, social and governance (“**ESG**”) initiatives, plans and performance of the Group, and demonstrates its commitment to sustainable development.

The Group provides a wide range of services to cater for the needs of customers in the People’s Republic of China (the “**PRC**”), including (i) property investment; (ii) property development; (iii) hotel operation; (iv) financial consultancy service and (v) comprehensive healthcare business. Other than financial performance, environmental protection is also a key focus of the Group, and thus the Group actively play our role as corporate citizen to fulfill our environmental protection responsibility. The Group fully understands the importance of protecting the Earth, the precious planet, and prioritising environmental and social responsibilities. As a result, in formulating the Group’s business strategies, identifying different potential acquisitions and investments, and fulfilling our business objectives, our considerations in ESG are integrated into our day-to-day operations, in order to operate the Group in a sustainable and responsible way.

The Group believes that environmental protection, low carbon, resource conservation and sustainable development are the key trends in society. In order to pursue a successful and sustainable business model in the key trends, the Group recognises the importance of integrating ESG aspects into its risk management system and has taken corresponding measures in its daily operation and governance perspective. In addition, to promote carbon neutrality and respond to stakeholders’ expectations on the Group and issues concerning ESG, the Group has set environment-related targets, which will be disclosed in the Report.

董事會聲明

序言和環境、社會及管治方針

皇冠環球集團有限公司（「**本公司**」），連同其附屬公司（統稱「**本集團**」）之董事（「**董事**」）會（「**董事會**」）欣然提呈本集團的環境、社會及管治報告（「**本報告**」）。本報告總結本集團在環境、社會及管治（「**環境、社會及管治**」）上的倡議、計劃及績效，並展示其在可持續發展方面的承諾。

本集團提供各式各樣的服務，以切合中華人民共和國（「**中國**」）客戶的需求，當中包括(i)物業投資；(ii)物業發展；(iii)酒店營運；(iv)金融顧問服務及(v)大健康業務。除財務表現外，環境保護亦是本集團的關注重點，本集團積極扮演企業公民角色，奉行對環保的責任。本集團深明愛護珍貴的地球以及以環境及社會責任為先之重要性。因此，本集團於制訂業務策略、物色不同潛在收購及投資項目以及追求業務目標時，將本集團在環境、社會及管治方面之考慮因素融入日常營運之中，從而讓本集團以可持續及負責任之方式經營。

本集團相信環保、低碳、保護資源、以及可持續發展為社會大趨勢。為了在大趨勢中追求成功和可持續的商業模式，本集團認同將環境、社會及管治理念融入其風險管理系統的重要性並已從日常經營及管治方面採取相應措施。同時，為推動碳中和及回應各持份者對本集團的期望及所關注的環境、社會及管治事宜，本集團已設定了環境相關目標，並將在本報告披露。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

ESG Governance Structure

The Board is fully responsible for the Group's ESG strategies, policies and reports. It also monitors and manages ESG affairs. The Board is responsible for formulating the Group's ESG targets, priorities and policies. Meanwhile, the Board ensures the effectiveness of the ESG risk management and internal control systems. Under the assistance of the designated personnel, the Board regularly discusses and reviews the Group's ESG affairs, including but not limited to risks, opportunities, performance, targets and indicators.

The Group has appointed some designated personnel (the “**Designated Personnel**”) from core members of different core departments to manage related ESG issues. The duties of the Designated Personnel include, but are not limited to, assisting the Board in collecting and analysing relevant information on the Group's ESG aspects, preparing ESG reports, identifying and evaluating the Group's ESG risks, assessing the effectiveness of internal control mechanisms, organising and conducting materiality assessment, and formulating and implementing the Group's ESG-related strategies, frameworks and policies. The Designated Personnel also examine and evaluate the Group's performance in different aspects, such as environment, health and safety, labour standards and product responsibility in the ESG areas. The Designated Personnel periodically report relevant information to the Board.

環境、社會及管治管治結構

董事會全面負責本集團環境、社會及管治的策略、管治方針及匯報，並監督及管理環境、社會及管治相關的事宜。董事會負責制定本集團環境、社會及管治相關目標、優次事項及政策。同時，董事會確保環境、社會及管治上的風險管理和內部監控系統的有效性。董事會在指定人員的協助下，定期討論和審查本集團在環境、社會及管治相關事宜，包括但不限於風險、機遇、表現、目標及指標。

本集團從不同核心部門的核心成員中任命了管理環境、社會及管治相關事宜的指定人員（「**指定人員**」）。指定人員的職責包括但不限於協助董事會搜集及分析本集團在環境、社會及管治方面的相關資料、編製環境、社會及管治報告、辨識和評估本集團的環境、社會及管治風險、評估內部監控機制的有效性、組織和進行重要範疇評估，以及制定及實施本集團環境、社會及管治相關策略、框架及政策。指定人員亦會檢查和評估本集團在環境、社會及管治範疇內的環境、健康及安全、勞工準則及產品責任等不同方面的表現。指定人員會定期向董事會匯報相關信息。

Environmental, Social and Governance Report (Continued) 環境、社會及管治報告 (續)

REPORTING SCOPE

Based on the materiality principle and taking into account the core business and major sources of revenue of the Group, the management of the Group discussed and determined the reporting scope of the Report, which has been approved by the Board. The Report primarily covers the Group's offices in the PRC and Hong Kong as the Group's principal activities are office-based operations. Unless specified otherwise, the information of the Group's key performance indicators ("KPIs") in the ESG areas are collected through the operation control mechanisms of the Group and its subsidiaries. The Group will continue to assess the major ESG aspects of different businesses to determine whether they need to be included in the Report.

REPORTING PERIOD

The Report describes the ESG activities, challenges and measures taken by the Group during the financial year ended 31 March 2022 (the "**Current Year**").

REPORTING FRAMEWORK

The Report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (the "**ESG Reporting Guide**") as set out in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "**Stock Exchange**") and based on the reporting principles of materiality, quantitative, and consistency.

報告範圍

本集團的管理層根據重要性原則，並考慮本集團的核心業務和主要收入來源，討論及釐定本報告的報告範圍，並經董事會批准。由於本集團之主要業務屬於在辦公室內營運之業務，因此本報告主要涵蓋本集團在中國以及香港的辦公室。除了特別列明以外，本集團通過本集團及附屬公司的營運控制機制取得環境、社會及管治關鍵績效指標（「**關鍵績效指標**」）資料。本集團將繼續評估不同業務的主要環境、社會及管治層面以釐定其是否需納入本報告中。

報告期間

本報告詳述本集團截至二零二二年三月三十一日止財政年度（「**本年度**」）所取得的環境、社會及管治方面的活動、挑戰和採取的措施。

報告框架

本報告已根據香港聯合交易所有限公司（「**聯交所**」）證券上市規則附錄二十七所載的《環境、社會及管治報告指引》（「**環境、社會及管治報告指引**」）予以編製，以重要性、量化及一致性的報告原則作為編寫的基礎。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Materiality: The Group has identified and analysed material ESG issues through materiality assessment during the Current Year, and made the identified material ESG issues the focus of the Report. The materiality of the issues has been reviewed and confirmed by the Board. For further details, please refer to the two sections headed “Stakeholder Engagement” and “Materiality Assessment”.

Quantitative: Information regarding the standards, methodologies, assumptions and/or calculation references and sources of key conversion factors used for KPIs are stated wherever appropriate.

Consistency: Unless otherwise specified, the Group will follow the same disclosure and statistical methodology in the last year for meaningful comparisons. If there are any changes that may affect comparisons with previous reports, the Group will add explanatory notes to the corresponding content of the Report describing the changes of information in the scope of reporting and calculation methods.

Information relating to the Group’s corporate governance practices is set out in the Corporate Governance Report of the Company’s annual report for the Current Year.

STAKEHOLDER ENGAGEMENT

The Group recognises that the success of our business is closely related to the support of our key stakeholders, and the Group therefore values the feedback from our key stakeholders on the business and ESG-related issues of the Group. The Group believes that listening to the opinions of stakeholders is constructive for an objective and comprehensive evaluation of our ESG performance.

重要性：本集團於本年度通過重要範疇評估識別及分析重大環境、社會及管治議題，並將已確認的重大環境、社會及管治議題作為編製本報告的重點。議題的重要性已由董事會審閱及確認。有關進一步詳情，請參閱「持份者參與」與「重要範疇評估」兩節。

量化：有關關鍵績效指標所採用標準、方法、假設及／或計算參考以及主要轉換因素的來源已於適當部分說明。

一致性：除另有指明，本集團將沿用去年的披露及統計方法，以進行有意義的比較。如有任何可能影響與過往報告作比較的變動，本集團將於本報告的相應內容中添加註釋說明，對公開範圍和計算方法發生變化的資料進行描述。

有關本集團企業管治常規之資料載於本公司本年度年報之企業管治報告。

持份者參與

本集團深明業務的成功跟主要持份者的支持息息相關，因此本集團非常重視主要持份者對本集團業務和環境、社會及管治相關事宜的反饋。本集團相信聽取持份者的意見有助於對其環境、社會及管治表現進行客觀和全面的評估。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

The following table summarises the Group's key stakeholders and various communication channels and their concerns and expectations on the Group.

下表概述本集團的主要利益持份者與各種溝通方式及他們對本集團的關注及期望。

Stakeholders 持份者	Communication channels 溝通渠道	Concerns and expectations 關注及期望
Shareholders and investors 股東與投資者	<ul style="list-style-type: none"> Annual general meeting and other shareholder meetings 股東周年大會及其他股東大會 Financial reports 財務報告 Group website and e-mail 集團網頁及電郵 Results announcements 業績公佈 	<ul style="list-style-type: none"> Compliance operation 合規經營 Return on investment 投資回報 Corporate governance 企業管治 Information disclosure and transparency 資訊披露及透明度 Protection of rights and interests and fair treatment of shareholders 保障股東權益及公平對待股東
Customers 客戶	<ul style="list-style-type: none"> Customer support hotline and e-mail 客戶支援熱線和電郵 Meetings 會議 Telephone/e-mail contact 電話／電郵聯繫 Customer activities 客戶活動 	<ul style="list-style-type: none"> Stable relationship 穩定關係 Information transparency 資訊透明度 Integrity 誠信 Business ethics 商業道德
Employees 僱員	<ul style="list-style-type: none"> Employee performance appraisal 員工績效考核 Intranet and e-mail 內部網路及電郵 Mid-year/year-end performance appraisal meeting 年中／年末表現評估會議 Face to face talks 當面會談 E-mail contact 電郵聯繫 	<ul style="list-style-type: none"> Protection of employees' rights and interests 保障僱員權益 Working environment 工作環境 Career development opportunities 事業發展機會 Remuneration and benefits 薪酬與福利 Health and safety 健康與安全

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Stakeholders 持份者	Communication channels 溝通渠道	Concerns and expectations 關注及期望
Suppliers and partners 供應商和合作夥伴	<ul style="list-style-type: none"> Business meetings, e-mail and telephone 商務會議、電郵和電話 Review and assessment 審核與評估 Regular meetings 定期會議 Procurement and tender meetings 採購招標會 Opinion survey 意見調查 Instant messaging software 即時通訊軟件 	<ul style="list-style-type: none"> Long-term cooperation 長期合作關係 Honest cooperation 坦誠合作 Fairness and openness 公平公開 Information resources sharing 資訊資源共享 Risk reduction 降低風險
Regulators and government authorities 監管機構和政府機構	<ul style="list-style-type: none"> Compliance advisor 合規顧問 Financial reports 財務報告 Telephone/e-mail contact 電話／電郵聯繫 Information disclosure 資訊披露 	<ul style="list-style-type: none"> Compliance with regulations 遵守法規 Tax payment as required 按規繳稅 Promoting regional economic development and employment 促進地區經濟發展及就業
Communities, non- governmental organisations and media 社區、非政府機構及媒體	<ul style="list-style-type: none"> ESG reports 環境、社會及管治報告 Press releases/announcements 新聞稿／公告 Results announcements 業績公佈 	<ul style="list-style-type: none"> Giving back to society 回饋社會 Environmental protection 環境保護 Social welfare 社會福利 Health and safety 健康與安全

In formulating operational strategies and the ESG measures, the Group takes into account the stakeholders' expectations and strives to improve the Group's performance through mutual cooperation, with a view to delivering greater value for the society.

在制訂營運策略及環境、社會及管治措施時，本集團會考慮持份者的期望，透過彼此合作不斷改善本集團的表現，為社會締造更大價值。

Environmental, Social and Governance Report (Continued) 環境、社會及管治報告 (續)

MATERIALITY ASSESSMENT

The management and employees of the Group's respective major functions have participated in the preparation of the Report to assist the Group in reviewing its operations and identifying relevant ESG issues, and assess the importance of related issues to its business and stakeholders. The Group believes that the business performance, overall situation of the industry and other factors in each year will have different impact on stakeholders, and thus may affect their expectations and demands on different issues. Therefore, in order to better understand stakeholders' views and expectations on the Group's ESG performance, the Group strives to adopt a systematic approach in conducting the annual materiality assessment.

With reference to business development strategies and industry practices, the Group's management and employees have identified the ESG issues that have a significant impact on stakeholders and the development of the Group's business. The Group compiled a questionnaire and invited stakeholders related to the Group to rank the importance of various ESG issues to themselves and their impact on the Group's sustainable development. The Group has analysed and ranked material topics based on the survey results. The survey results for material assessment will be reviewed and confirmed by the Board and the management, and will be disclosed in the Report. The following table summarises the level of materiality of the Group on different ESG issues:

重要範疇評估

本集團各主要職能管理層與僱員均有參與編製本報告，以協助本集團檢討其運作情況及鑒別相關環境、社會及管治事宜，並評估相關事宜對本集團的業務以及各持份者的重要性。本集團相信，每年的業務表現、行業整體情況等因素都會對持份者有著不同的影響，從而影響他們對不同項目的期望和要求。因此，為更有效了解利益相關者對本集團之環境、社會及管治表現的意見及期望，本集團致力採用有系統的方法進行年度重要範疇評估工作。

參考業務發展策略及行業慣例，本集團的管理層與僱員已識別對持份者及對本集團業務發展有重大影響的環境、社會及管治議題。本集團通過問卷調查，邀請與本集團有關的持份者就各項環境、社會及管治議題對自身的重要性，及對本集團可持續發展的影響程度評分。本集團根據調查結果對重要議題進行分析及排序。重要範疇評估問卷調查結果會經由董事會及管理層審閱及確認，並於本報告作出披露。下表概述了本集團不同環境、社會及管治議題上的重要性級別：

Material Issues 重大議題		
High 高	Medium 中	Low 低
<ul style="list-style-type: none"> • Employment practices 僱傭慣例 • Employees' health and safety 僱員健康與安全 • Service quality and standards 服務品質及標準 • Prevention of child and forced labour 防止童工及強制勞工 • Anti-corruption 反貪污 	<ul style="list-style-type: none"> • Energy consumption 能源消耗 • Environmental impact management 環境影響管理 • Corporate social responsibility 企業社會責任 • Employee development and training 僱員發展與培訓 	<ul style="list-style-type: none"> • Emissions control 排放控制 • Water consumption 水資源消耗 • Supply chain management 供應鏈管理 • Waste management 廢棄物管理 • Climate change 氣候變化

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

CONTACT US

The Group welcomes and values stakeholders' feedback to our ESG approach and performance, which will help the Group continuously improve our sustainability performance. If you have any suggestions or opinions, questions or comments, please feel free to contact the Group at:

Address: Suite 902, 9th Floor, Central Plaza, 18 Harbour Road,
Wanchai, Hong Kong
Telephone: +852 3168 2588
E-mail: info@crownicorp.com

與我們聯絡

本集團歡迎並重視持份者就其環境、社會及管治方針及表現提供意見，幫助本集團不斷提高可持續發展績效。如有任何建議或意見、問題或評論，敬請閣下循以下途徑與本集團聯絡：

地址：香港灣仔港灣道18號
中環廣場9樓902室
電話：+852 3168 2588
電郵：info@crownicorp.com

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

A. ENVIRONMENTAL

The Group attaches importance to the balance between business development and environmental protection, and pays attention to the harmonious development of humans and nature. The Group is committed to playing an important role to protect the Earth and natural resources and upholding high level of environmental standards to strictly comply with applicable laws and regulations during the operation of the business. During the Current Year, the Group complied with the environmental regulatory requirements applicable to the places in which it operates. The Group has adopted policies on pollution prevention, protection of natural resources and compliance with environmental laws and regulations. The Group has also established internal environmental management guidelines and implemented carbon reduction measures to reduce the consumption of resources such as electricity, fuel and water.

A1. Emissions

The Group has established an environmental protection accountability system and actively implemented environmental measures against pollution during daily operation. The Group's senior management and office executives supervise the implementation of the above measures and related environmental protection policies. The Group expects all departments to give their best to implement its environmental policies and ensure all operational processes are in compliance with relevant laws and regulations under the Group's strict supervision and guidance. The Designated Personnel will continue to review the Group's environmental policies and practices and report to the management as appropriate, with recommendations if necessary.

A. 環境

本集團重視業務發展和環境保護之間的平衡，關注人與自然的和諧發展。本集團致力肩負保護地球及自然資源的重任並秉持高水平之環境標準，於經營業務過程中嚴格遵守適用法例及法規。於本年度，本集團已遵守適用於業務營運地的環保法規要求。本集團採納污染預防、保護自然資源及遵守環境法律及法規的政策。本集團亦已制定內部環境管理指引及實施減碳措施以減省電力、燃料和水等資源的消耗。

A1. 排放物

本集團建立了環境保護責任制度並對於經營過程中產生的環境污染積極採取環境保護措施。本集團的高級管理層及辦公室的行政人員會監督上述措施及相關環保政策的實施情況。本集團希望在嚴格的監察及指導下，各部門盡其所能執行其環保政策，確保所有業務流程符合相關法律及法規要求。指定人員會持續審視本集團的環保政策及實務，並適當匯報予管理層，如有需要會提出建議措施。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

During the Current Year, the Group was not aware of any material non-compliance with relevant local environmental laws and regulations in relation to exhaust gas and greenhouse gas (“GHG”) emissions, discharges into water and land, and generation of hazardous and non-hazardous waste that would have a significant impact on the Group, including, but not limited to, the Environmental Protection Law of the PRC (中華人民共和國環境保護法), the Water Pollution Prevention and Control Law of the PRC (中華人民共和國水污染防治法), the Law of the PRC on the Prevention and Control of Atmospheric Pollution (中華人民共和國大氣污染防治法), the Law of the PRC on the Prevention and Control of Environmental Pollution by Solid Waste (中華人民共和國固體廢物污染環境防治法) and the Air Pollution Control Ordinance (空氣污染管制條例) of Hong Kong.

Exhaust Gas Emissions

Exhaust gas emissions generated from business operations of the Group mainly include nitrogen oxides (NO_x), sulphur oxides (SO_x) and particulate matter (PM). The main exhaust gas emissions generated from the Group's operations are from petrol consumed by vehicles. In respect of such sources of emissions, the Group has actively taken a series of emission reduction measures to reduce the adverse impact of emissions on the environment and the risk of illnesses caused by air pollution in the society. These measures include, but are not limited to, performing regular vehicle inspections and maintenance to improve vehicle efficiency, encouraging the use of public transportation for business travel, and using electronic means of communication such as video conference to reduce the frequency of business trips.

於本年度，本集團並不知悉任何嚴重違反有關廢氣及溫室氣體（「溫室氣體」）排放、水及土地的排污以及有害及無害廢棄物產生的相關當地環境法律及法規，包括但不限於《中華人民共和國環境保護法》、《中華人民共和國水污染防治法》、《中華人民共和國大氣污染防治法》、《中華人民共和國固體廢物污染環境防治法》以及香港《空氣污染管制條例》等，而對本集團造成重大影響的情況。

廢氣排放

本集團業務營運產生的廢氣主要包括氮氧化物（NO_x）、硫氧化物（SO_x）和顆粒物（PM）。本集團營運產生的廢氣主要源自車輛消耗的汽油。針對上述排放源，本集團積極採取一系列減排措施從而減少排放物對環境的不利影響並減少社會患上因空氣污染而造成疾病的機會。措施包括但不限於定期進行車輛檢查和保養以提高車輛效率、鼓勵使用公共交通工具供商業差旅、以及利用視頻會議等電子通訊方法減少出差次數。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

During the Current Year, the Group's exhaust gas emissions¹ performance was as follows:

於本年度，本集團的廢氣排放¹表現如下：

Type of exhaust gas 廢氣種類	Unit 單位	2022 二零二二年	2021 二零二一年
Nitrogen oxides (NO _x) 氮氧化物(NO _x)	kg 公斤	4.16	3.38
Sulphur oxides (SO _x) 硫氧化物(SO _x)	kg 公斤	0.11	0.09
Particulate matter (PM) 顆粒物(PM)	kg 公斤	0.31	0.25

Note:

- The calculation of exhaust gas emissions is based on “How to prepare an ESG Report—Appendix 2: Reporting Guidance on Environmental KPIs” issued by the Stock Exchange.

備註：

- 廢氣排放數據計算乃基於聯交所發佈的《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》。

GHG Emissions

The Group's GHG emissions are mainly generated from direct GHG emissions resulted from combustion of petrol in vehicles (Scope 1), energy indirect GHG emissions resulted from purchased electricity (Scope 2), and other indirect GHG emissions resulted from paper disposal (Scope 3). In order to reduce GHG emissions from the Group's operation, the Group has set a target to gradually reduce its intensity of GHG emissions (tCO₂ equivalent/number of employees) generated by the year ending 31 March 2025 (“FY2025”), using the Current Year as the baseline year. To this end, the Group has implemented the following measures to reduce direct GHG emissions resulted from combustion of petrol in vehicles:

溫室氣體排放

本集團業務運營中產生的溫室氣體排放主要源於車輛使用汽油所造成的直接溫室氣體排放（範圍一）、外購電力所造成的能源間接溫室氣體排放（範圍二）以及用紙所造成的其他間接溫室氣體排放（範圍三）。為減少本集團業務運營中產生的溫室氣體排放，本集團已制定目標，以本年度為基準年，於截至二零二五年三月三十一日止年度（「二零二五財年」）前逐步降低溫室氣體排放密度（噸二氧化碳當量／僱員人數）。為達到此目標，本集團已實施以下措施，以減少車輛使用汽油所造成的直接溫室氣體排放：

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

- Plan routes in advance before using vehicles to optimise petrol consumption;
- Turn off engines for idling vehicles to reduce petrol consumption;
- Conduct regular vehicle inspections and maintenance to enhance vehicle efficiency.
- 行車前規劃路線以優化汽油消耗；
- 當車輛空轉時關閉引擎以減少汽油消耗；
- 定期進行汽車檢查及維修以確保汽車的效能。

During the Current Year, the Group's intensity of GHG emissions (tCO₂ equivalent/number of employees) increased by approximately 46.88% as compared to the year ended 31 March 2021 (the "Previous Year") due to the increase in our business activities.

於本年度，由於業務活動增加，本集團的溫室氣體排放密度（噸二氧化碳當量／僱員人數）較截至二零二一年三月三十一日止財政年度（「上年度」）上升了約46.88%。

The Group's GHG emissions performance was as follows:

本集團的溫室氣體排放表現如下：

Indicator ² 指標 ²	Unit 單位	2022 二零二二年	2021 二零二一年
Scope 1 — Direct GHG emissions 範圍一 — 直接溫室氣體排放	tCO ₂ equivalent 噸二氧化碳當量	19.53	16.80
Scope 2 — Energy indirect GHG emissions 範圍二 — 能源間接溫室氣體排放	tCO ₂ equivalent 噸二氧化碳當量	80.26	92.58
Scope 3 — Other indirect GHG emissions 範圍三 — 其他間接溫室氣體排放	tCO ₂ equivalent 噸二氧化碳當量	2.16	2.81
Total GHG emissions 溫室氣體排放總量	tCO ₂ equivalent 噸二氧化碳當量	101.95	112.19
Intensity ³ 密度 ³	tCO ₂ equivalent/number of employees 噸二氧化碳當量／僱員人數	3.29	2.24
Intensity ⁴ 密度 ⁴	tCO ₂ equivalent/ HK\$ million revenue 噸二氧化碳當量／百萬元港幣收益	5.83	8.07

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Notes:

2. GHG emission data is presented in terms of CO₂ equivalent, with reference to, including, 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, the 2019 Baseline Emission Factor of China Regional Power Grid for Emission Reduction Projects published by the Ministry of Ecology and Environment of the PRC, the HK Electric Investments Sustainability Report 2021 published by the HK Electric, the global warming potential values in the Fifth Assessment Report and 2006 IPCC Guidelines for National Greenhouse Gas Inventories Volume 2 Energy issued by the Intergovernmental Panel on Climate Change, and How to prepare an ESG Report—Appendix 2: Reporting Guidance on Environmental KPIs issued by the Stock Exchange.
3. As at 31 March 2022, the total number of employees of the Group (including executive Directors) was 31 (as at 31 March 2021: 50). These data are also used to calculate other intensity data.
4. For the Current Year and the Previous Year, the Group's revenue was approximately HK\$17.5 million and approximately HK\$13.9 million respectively. These data are also used to calculate other intensity data.

Sewage Discharge

The Group does not consume a significant volume of water in its business activities, and therefore the Group's business activities do not generate a large amount of sewage discharge. As the sewage generated by the Group is discharged into the public sewerage system, the amount of sewage discharge is considered as the water consumption. The amount of water consumption and corresponding water-saving initiatives will be described under "Water Consumption" in aspect A2.

備註：

2. 溫室氣體排放資料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》、中國生態環境部發佈的《2019年度減排項目中國區域電網基準線排放因子》、港燈電力發佈的港燈電力投資之二零二一年可持續發展報告、政府間氣候變化專門委員會發佈的《第五次評估報告》內的全球升溫潛能值及《2006年IPCC國家溫室氣體清單指南第2卷能源》，及聯交所發佈的《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》。
3. 於二零二二年三月三十一日，本集團合共有31名僱員（於二零二一年三月三十一日：50名），包括執行董事。該數據亦用於計算其他密度數據。
4. 於本年度及上年度，本集團的收益分別為約17.5百萬元港幣及約13.9百萬元港幣。該數據亦用於計算其他密度數據。

污水排放

本集團的業務活動並無大量用水，因此本集團的業務活動並無產生大量污水排放。由於本集團所產生之污水均排放至公共污水收集系統，因此污水排放量會視為水資源消耗。水資源消耗量及相應的節水措施將於A2層面「水資源消耗」中進行說明。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Waste Management

The Group also generates waste during its operation process. To minimise the impact on the environment caused by waste, the Group has strictly complied with the Law of the PRC on the Prevention and Control of Environmental Pollution by Solid Waste (中華人民共和國固體廢物污染環境防治法) and the Directory of National Hazardous Wastes (國家危險廢物名錄) of the PRC and the Waste Disposal Ordinance (廢物處置條例) of Hong Kong and other laws and regulations, continuously implementing a variety of waste management and emission reduction measures. In order to reduce wastes from the Group's operation, the Group has set a target to gradually reduce its intensity of waste generated by the FY2025 (tons/number of employees), using the Current Year as the baseline year.

Hazardous waste

Due to the Group's business nature, during the Current Year, the Group did not generate a significant amount of hazardous waste during its business operations. Nevertheless, the Group has established guidelines for the management and disposal of hazardous waste in accordance with the laws and regulations of the local government. If any hazardous waste is generated, it will be clearly labelled and stored at a designated location as required, and a qualified environmental unit or collector will be engaged to collect and deliver such waste to the designated location for disposal.

Non-hazardous waste

The Group generates non-hazardous waste during its business operations, which mainly includes domestic waste and paper generated from daily operation. Apart from continuing to implement the existing waste reduction measures, the Group will also strive to explore the use of different measures to enhance the recycling rate and reduce waste generation.

廢棄物管理

在本集團的營運過程中，亦會產生有廢棄物。為降低廢棄物對環境造成的影響，本集團嚴格依照《中華人民共和國固體廢物污染環境防治法》、中國《國家危險廢物名錄》以及香港《廢物處置條例》等法律及法規，持續實施多項廢棄物管理及減排措施。為減少本集團業務運營中產生的廢棄物，本集團已制定目標，以本年度為基準年，於二零二五財年前逐步降低廢棄物棄置密度（噸／僱員人數）。

有害廢棄物

基於本集團的業務性質，於本年度，本集團業務營運並無產生大量的有害廢棄物。儘管如此，本集團仍按照當地政府的法律及法規，制定管理及處置有害廢棄物的指引。倘若產生任何有害廢棄物，本集團將對有害廢物貼上明顯的標籤，按要求集中存放於指定位置，並將委聘合資格的環保單位或收集商收集該等廢棄物，運送到指定地點進行處理。

無害廢棄物

本集團業務營運產生的無害廢棄物主要包括日常營運中產生之生活廢棄物及用紙。本集團除了繼續實行現有的減廢措施，亦會努力研究採用其他不同措施，以提升回收率和減少廢棄物產生。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

The Group employs a number of measures to reduce waste, such as different recycling methods, to reduce the amount of waste generated in its daily operation. These measures include, but are not limited to, encouraging employees to use double-sided printing, suggesting the use of electronic information systems for material sharing and distribution of internal administrative documents, encouraging employees to use proper domestic waste treatment methods, requiring employees to dispose of domestic waste to the designated collection containers or places in accordance with the specified location and time, and prohibiting employees from dumping or stacking domestic waste arbitrarily.

During the Current Year, the Group disposed approximately 1.00 tons of non-hazardous waste, which includes a total of approximately 90,356 pieces of paper (the Previous Year: 86,032 pieces) with the weight of approximately 0.45 ton (the Previous Year: 0.43 ton) consumed. During the Current Year, the Group's intensity of non-hazardous waste disposal (tons/number of employees) increased by approximately 50.00% due to the increase in our business activities.

The non-hazardous waste disposal performance of the Group was as follows:

本集團採用多項措施減少浪費，例如通過不同的回收方法以減少日常營運中產生的廢物。措施包括但不限於鼓勵僱員使用雙面打印、建議使用電子資訊系統來共享公司資料及分發內部行政文件、鼓勵僱員使用恰當的生活廢棄物處理方法、要求僱員按照指定位置及時間將生活廢棄物棄置於指定收集箱或地點、以及禁止僱員隨意傾倒或堆放生活廢棄物。

於本年度，本集團棄置約1.00噸無害廢棄物，其中包括被共消耗的約90,356張紙（上年度：86,032張），重量約為0.45噸（上年度：0.43噸）。於本年度，由於業務活動增加，本集團的無害廢棄物的棄置密度（噸／僱員人數）上升了約50.00 %。

本集團的無害廢棄物棄置表現如下：

Indicator 指標	Unit 單位	2022 二零二二年	2021 二零二一年
Total non-hazardous waste disposal 無害廢棄物棄置總量	tons 噸	1.00	1.00
Intensity 密度	tons/number of employees 噸／僱員人數	0.03	0.02
Intensity 密度	tons/HK\$ million revenue 噸／百萬元港幣收益	0.06	0.07

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

A2. Use of Resources

Electricity consumption in the offices is the major source of the Group's indirect GHG emission. Therefore, the Group sets out several comprehensive guidelines and measures in relation to energy saving to our employees with an aim to minimise the GHG emissions from electricity consumption. Adhering to the philosophy of conservation, high efficiency, reasonable utilisation of resources and prevention of wastage of resources, the Group actively promotes green office and enhances employees' awareness of energy conservation and environmental protection.

Energy Consumption

The major energy consumptions of the Group in daily operation are electricity consumption and petrol consumption for transportation. To reduce the energy consumption from the Group's business operation, the Group has set the target to gradually reduce the energy consumptions intensity (MWh/number of employees) using the Current Year as the baseline year by FY2025. To achieve this target, the Group fully integrates the concept of energy saving and emission reduction into its daily operation and encourages its employees to avoid wastage and make good use of resources. During the Current Year, the Group implemented energy saving and emission reduction measures including, but not limited to, maintaining an indoor temperature at an optimal level of 25°C in the offices, cleaning the air conditioner and ventilation system regularly, installing LED lighting system in the offices, encouraging employees to use natural light and turn off all equipment when not in use, and putting notices and signs emphasising the importance of energy saving in the offices. Through the adoption of the above measures and the posting of energy saving slogans, the Group has instilled the awareness of energy saving and environmental protection into the work and life of every employee and raised the awareness of energy saving among staff.

During the Current Year, the Group's energy consumption intensity (MWh/number of employees) increased by approximately 59.58% as compared to the Previous Year due to the increase in our business activities.

A2. 資源使用

本集團辦公室的電力消耗是間接排放溫室氣體的主要來源，因此本集團制訂多項全面的節能指引及措施供僱員遵行，其目的旨在盡量減少電力消耗造成的溫室氣體排放量。本集團秉持著節約高效、合理使用資源與防止資源浪費的理念，積極提倡綠色辦公以及加強僱員的節能環保意識。

能源消耗

在日常營運中，本集團的主要能源消耗為電力消耗以及運輸途中的汽油消耗。為減少本集團業務運營中產生的能源消耗，本集團已制定目標，以本年度為基準年，於二零二五財年前逐步降低能源消耗密度（兆瓦時／僱員人數）。為達到此目標，本集團將節能減排理念充分融入日常辦公，鼓勵僱員避免浪費並善用資源。於本年度，本集團實行了節能減排措施，包括但不限於把辦公室室內溫度維持於攝氏25度之理想水平、定期清洗空調及抽風系統、在辦公室內裝設LED照明系統、鼓勵僱員使用自然光、鼓勵僱員關掉所有無人使用之設備、以及於辦公室內張貼強調節能重要性之通告及標誌。本集團通過採用以上措施以及張貼節電標語，將節能環保意識滲透到每位僱員的工作和生活中，並提高了員工的節能意識。

於本年度，由於業務活動增加，本集團的能源消耗密度（兆瓦時／僱員人數）較上年度上升了約59.58%。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

The Group's total energy consumption performance was as follows:

本集團的能源消耗總量表現如下：

Type of energy ⁵ 能源種類 ⁵	Unit 單位	2022 二零二二年	2021 二零二一年
Direct energy consumption 直接能源消耗			
• Petrol 汽油	MWh 兆瓦時	71.16	61.20
Indirect energy consumption 間接能源消耗			
• Electricity 電力	MWh 兆瓦時	93.94	106.01
Total energy consumption 能源消耗總量	MWh 兆瓦時	165.10	167.21
Intensity 密度	MWh/number of employees 兆瓦時／僱員人數	5.33	3.34
Intensity 密度	MWh/HK\$ million revenue 兆瓦時／百萬元港幣收益	9.43	12.03

Note:

備註：

5. The calculation method of energy consumption data is based on the "Energy Statistics Manual" published by the International Energy Agency. Due to the optimised data processing, the relevant data has been disclosed by type since the Current Year.

5. 能源消耗數據的計算方法乃根據國際能源署所發佈之《能源數據手冊》所制定。由於數據處理系統的優化，相關數據由本年度開始按類型披露。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Water Consumption

The Group considers water to be one of the most precious resources on Earth. Apart from water for domestic use in the offices and regular fire drills, the Group does not require any water for its daily operations. To reduce water consumption from the Group's business operation, the Group has set the target to gradually reduce the use of water intensity ($\text{m}^3/\text{number of employees}$) using the Current Year as the baseline year by FY2025. To achieve this target, the Group controls the frequency of water consumption and encourages our employees to conserve water. The Group will continue to step up relevant publicity in the workplace to raise employees' awareness of water conservation in the future. During the Current Year, there was no issue in sourcing water that is fit for purpose due to the geographical location of the Group's operation and business nature.

During the Current Year, the Group's water intensity ($\text{m}^3/\text{number of employees}$) increased by approximately 54.07% as compared to the Previous Year due to the increase in our business activities.

The Group's water consumption performance was as follows:

Water consumption 用水	Unit 單位	2022 二零二二年	2021 二零二一年
Total water consumption 總用水量	m^3 立方米	940.00	984.00
Intensity 密度	$\text{m}^3/\text{number of employees}$ 立方米／僱員人數	30.32	19.68
Intensity 密度	$\text{m}^3/\text{HK\$ million revenue}$ 立方米／百萬元港幣收益	53.71	70.79

水資源消耗

本集團認為水是地球上最寶貴的資源之一。除在辦公室的生活用水以及定期消防演習之外，本集團日常營運無需其他用水。為減低本集團業務營運中產生的水資源消耗，本集團已制定目標，以本年度為基準年，於二零二五財年前逐步降低用水密度（立方米／僱員人數）。為達到此目標，本集團控制用水頻率並鼓勵僱員節約用水。本集團會在未來會繼續在工作地點加強相關的宣傳，以提高僱員的節約用水意識。於本年度，基於其經營地理位置和業務性質，本集團並沒有任何就取得適用水源上的問題。

於本年度，由於業務活動增加，本集團的總用水密度（立方米／僱員人數）較上年度上升了約 54.07%。

本集團的用水表現如下：

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Use of Packaging Materials

Due to the Group's business nature, during the Current Year, the Group's daily operations did not involve the use of a significant amount of packaging materials.

包裝物料的使用

基於本集團的業務性質，於本年度，本集團的日常業務並不涉及大量包裝材料的使用。

A3. The Environment and Natural Resources

Environmental Impact Management

Although the Group's operations do not involve serious pollution, as part of our ongoing commitment to corporate social responsibility, the Group recognises the importance of reducing the potential negative environmental impact of our business operations. The Group strives to reduce our potential impact on the environment by adopting industry best practices related to reducing the consumption of natural resources and implementing effective environmental management. The Group regularly assesses the environmental risks of its operations, takes precautionary measures to reduce potential risks and ensures compliance with relevant laws and regulations, and is also committed to achieving sustainable development and creating long-term value for the community and stakeholders.

環境影響管理

儘管本集團的營運過程並不涉及嚴重污染，但作為對企業社會責任的持續承諾，本集團意識到減低業務營運對環境的潛在負面影響之重要性。本集團通過採用針對減少天然資源消耗及有效實施環境管理的行業最佳常規，努力減輕本集團對環境的潛在影響。本集團定期評估業務的環境風險，採取預防措施以降低潛在風險並確保遵守相關法律法規，亦致力於實現可持續發展，為社區及持份者創造長期價值。

A4. Climate Change

To respond to climate change, many countries around the world adopted more aggressive policies and measures. To be in line with the nation's goal of "carbon peak by 2030 and carbon neutralisation by 2060" and sustainable key trends, the Group actively incorporates climate change into risk management and development considerations and enhances the Group's mitigation and adaptability to potential climate change impacts. To better cope with the potential risk and opportunities of climate change, the Group carried out the identification, assessment, and analysis of climate-related risks, identified the climate-related risks that have a material impact on the Company's business and operations and assessed the impact of each risk on its own finances, the results of the relevant work are as follows:

A4. 氣候變化

為應對氣候變化，全球多個國家都採取了更有力的政策和措施。為配合國家實現「2030年前碳達峰、2060年前碳中和」的目標及可持續發展的大趨勢，本集團積極將氣候變化納入風險管理及發展的考慮因素，以加強本集團對氣候變化的潛在影響的減緩及適應能力。為了更好應對氣候變化的潛在風險與機遇，本集團於本年度開展了氣候相關風險的識別、評估和分析工作，識別了對於本公司業務和營運具有實質性影響的氣候相關風險，並評估各項風險對自身財務的影響，相關工作的結果如下：

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Physical Risks

Increasing severity and frequency of extreme weather events, such as floods arising from super typhoons and rainstorms, may cause damage to the Group's properties, which results in the impairment of assets and increases the maintenance costs, and may have an impact on the personal safety of employees. In addition, these extreme weather events also may influence the stability of the power supply and lead to power shortages, thereby affecting the Group's operation. In response to these potential risks, the Group has formulated the extreme weather contingency plan, including the allocation of manpower, arrangement for emergency measures, sequence and timing of business resumption, etc., to reduce the impact of extreme weather events. The Group also informs its employees in advance regarding the arrangement in case of bad weather.

Transition Risks

To achieve the goal of carbon neutrality, the Group expects that the government will strengthen environmental regulation and disclosure requirements on climate-related matters. The Group therefore will face more stringent regulatory compliance requirements, resulting in operation costs increased. If the Group fails to meet the policies and regulatory requirements, the Group will face regulatory risks from the regulatory authorities. It also damages the Group's reputation and impacts investors' confidence in the Group. To respond to these potential risks, the Group will continue to pay attention to the latest government policies and relevant requirements, consult regulatory opinions for operation, reduce carbon emissions from the operation through various measures, and make an immediate response for the changed policies.

實體風險

由於極端天氣事件的程度變得更嚴重以及其發生的次數更加頻繁，例如超級颱風、暴雨引發的水災等，可能會對本集團的物業造成損壞，導致資產減值及增加維修成本，並可能會對僱員人身安全產生影響。此外，這些極端天氣事件亦可能影響電力供應的穩定性，導致電力短缺，從而影響本集團的營運。為應對這些潛在風險，本集團制定極端天氣應對計劃，包括人員分配、應急措施安排、業務範圍恢復次序和時間等，以減低極端天氣事件帶來的影響。本集團亦會提早向僱員交代惡劣天氣下的安排。

轉型風險

為達到碳中和的目標，本集團預視政府將加強對環境監管的力度和對氣候相關事宜披露的要求。本集團因而會面對更嚴峻的法規合規要求，導致營運成本的增加。如本集團未能滿足政策及法規要求，本集團將面臨來自監管機構的合規風險。本集團的聲譽亦將會受損，影響投資者對本集團的信心。為應對這些潛在風險，本集團會持續留意政府最新的政策及相關規定、諮詢合規經營意見，並通過各種措施減低營運中產生的碳排放，以就政策改變作出及時的回應。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

B. SOCIAL

B1. Employment Practices

The Group considers our employees are the core for the Group to maintain our competitive advantage and the most important asset for our operations and development. The Group aims to provide an ideal workplace for each of our employees, allowing them to enjoy equal opportunity, harmony, continuous training, and promising career opportunities so as to drive employees to work hard and achieve the Group's short-term and long-term business objectives and goals. The Group insists on a people-oriented approach that respects and protects the legitimate rights and interests of each employee, regulates labour and employment management, protects the occupational health and safety of employees, safeguards their vital interests, stimulate their motivation and creativity, and strives to create harmonious labour relations. The Group has also developed the Employee Handbook (員工手冊) to regulate recruitment, promotion, discipline, working hours, leaves and other welfare.

During the Current Year, the Group was not aware of any material non-compliance with relevant laws and regulations relating to remuneration and dismissal, recruitment and promotion, working hours, leaves, equal opportunities, diversity, anti-discrimination, and other treatment and welfare that would have a significant impact on the Group, including, but not limited to, the Labor Law of the PRC (中華人民共和國勞動法), the Labor Contract Law of the PRC (中華人民共和國勞動合同法) and the Employment Ordinance (僱傭條例) of Hong Kong.

B. 社會

B1. 僱傭慣例

本集團認為僱員是本集團維持競爭優勢的核心以及營運及發展最重要的資產。本集團務求為每位僱員提供理想工作環境，並讓彼等可享有平等機會、融洽關係、持續培訓及前途得到保證之事業機會，從而推動僱員勤奮工作，達成本集團之短期及長期業務目標。本集團堅持以人為本，尊重和保障每一位僱員的合法權益，規範勞動僱傭管理，保障僱員職業健康安全，維護僱員切身利益，重視激發僱員積極性和創造力，並致力於創造和諧的勞動關係。本集團亦制定了《員工手冊》以規管招聘、升遷、紀律、工時、休假及其他福利。

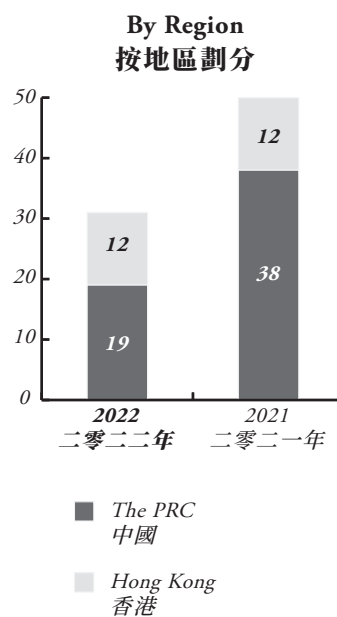
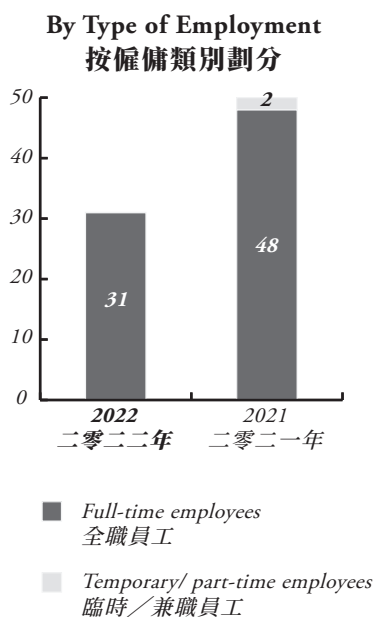
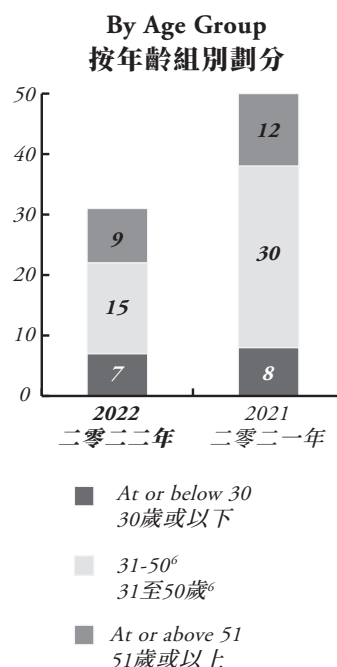
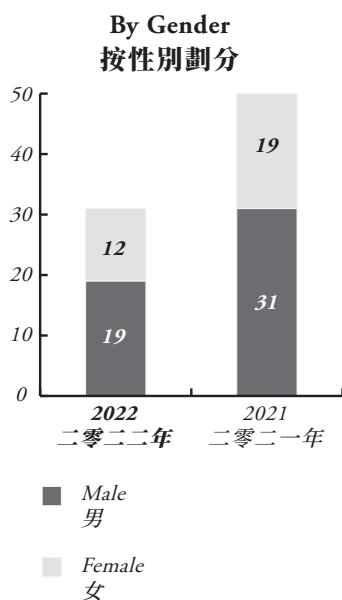
於本年度，本集團並不知悉任何嚴重違反有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的相關法例和法規，包括但不限於《中華人民共和國勞動法》、《中華人民共和國勞動合同法》以及香港《僱傭條例》，而對本集團造成重大影響的情況。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

As at 31 March 2022, the Group had a total of 31 employees (as at 31 March 2021: 50) including executive directors. The breakdown of employees by gender, age group, type of employment, and region was as follows:

於二零二二年三月三十一日，本集團合共有31名僱員（於二零二一年三月三十一日：50名），包括執行董事。其按性別、年齡組別、僱傭類別以及地區的僱員分類如下：



Note:

6. Due to the adjustment of data processing system, the Group has combined the 31- 40 age group with 41 – 50 age group into 31-50 age group. The combined age group will be applied hereafter.

備註:

6. 由於數據處理系統的調整，本集團已合併31-40歲年齡組別及41-50歲年齡組別為31-50歲年齡組別。下文將繼續使用合併後的年齡組別。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

In addition, during the Current Year, the total number of employee turnover was 26 (the Previous year: 16), representing a turnover rate⁷ of approximately 64.20% (the Previous year: 30.48%). The breakdown of employee turnover rates by gender, age group, and region was as follows:

另外，於本年度的僱員流失總人數為26人（上年度：16人），流失率⁷約為64.20%（上年度：30.48%）。按性別，年齡組別和地區的僱員流失率分佈如下：

		2022 二零二二年		2021 二零二一年	
		離職人數 Number of turnover employees	流失率 ⁸ Turnover rate ⁸	離職人數 Number of turnover employees	流失率 ⁸ Turnover rate ⁸
By gender	按性別劃分				
Male	男性	19	76%	7	22%
Female	女性	7	45%	9	43%
By age group	按年齡組別劃分				
At or below 30	30歲或以下	4	53%	5	50%
31-50	31至50歲	16	71%	8	27%
At or above 51	51歲或以上	6	57%	3	25%
By region	按地區劃分				
The PRC	中國	22	77%	10	25%
Hong Kong	香港	4	33%	6	48%

Notes:

- The overall employee turnover rate was calculated by dividing the number of employees leaving employment during the reporting period by the average number of employees (average of number of employees at the start and at the end of the reporting period).
- The employee turnover rate of each category was calculated by dividing the number of employees leaving employment in the specified category during the reporting period by the average number of employees (average of number of employees at the start and at the end of the reporting period) in the specified category.

備註：

- 整體僱員流失率乃按於報告期內離職僱員人數除以僱員平均人數（期初及期末僱員人數之平均值）計算。
- 各類別之僱流失率按於報告期內該特定類別的離職僱員人數除以該特定類別僱員平均人數（期初及期末僱員人數之平均值）計算。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Employees' Rights and Welfare

The Group endeavours to provide employees with fair and competitive remuneration and welfare and determines employee remuneration in accordance with industry practice and individual performance. The Group conducts regular review of its employee benefits and adjusts such benefits according to the changes in external remuneration market and internal actual situation to ensure that they are in line with current market standards. The Group pays premiums for social insurances of employees including basic endowment insurance, basic medical insurance, unemployment insurance, work-related injury insurance, and maternity insurance as well as housing provident fund in accordance with national and local laws and regulations to ensure employees are covered by social insurance. Also, the Group provides benefits such as allowances, benefits in kind, medical insurance, discretionary bonuses, and participation of eligible employees in share option schemes, in an effort to retain talents and to ensure that employees' compensation, working hours and leaves are determined with reference to their respective job responsibilities, experience, qualifications and performance.

The Group strictly complies with the requirements of relevant laws and regulations in the PRC and Hong Kong to protect the legitimate rights and interests of the labour force, respects the rights of employees to rest and leave, and regulates the working hours of employees and their entitlement to various rest periods and holidays. The Group has implemented a paid leave system for employees in accordance with relevant provisions in the Employee Handbook. The Group has also established management practices to strengthen the regulation of contracts, remuneration and benefits, and to implement and monitor the Group's labour policies to protect the interests of employees. The Group also pays overtime pay for the labour that exceeds statutory working hours in accordance with national laws and regulations. Any overtime work arrangements must be negotiated between the Group and employees and must be voluntary for the employees. The relevant remuneration must be paid in accordance with the law.

僱員權利和福利

本集團致力為僱員提供公平及具有競爭力的薪酬和福利，並按照行業慣例及僱員個人表現釐定僱員薪酬。本集團定期對僱員待遇進行回顧，並視乎外部薪酬市場變化情況及內部實際情況調整僱員待遇，以確保符合當前市場標準。本集團按照國家及地方法律及法規，為僱員繳納基本養老、基本醫療、失業、工傷、生育等社會保險及住房公積金，確保僱員享受社會保障待遇。此外本集團也提供包括津貼、實物利益、醫療保險、酌情花紅及讓合資格僱員參與購股權計劃等待遇以致力挽留人才，並確保僱員的補償、工作時數及假期均參考僱員各自的工作責任、經驗、資格及表現來釐定。

本集團嚴格按照中國及香港的相關法律及法規的要求，切實保障勞動者合法權益，尊重僱員的休息和休假的權利，並規範僱員的工作時間及其享有的各類休息時間和假期的權利。本集團按照《僱員手冊》內的相關規定，實施僱員帶薪休假制度。本集團亦制訂管理辦法，加強有關合同、薪酬及福利的規範，落實及監察本集團的勞工政策，保障僱員利益。本集團亦按照國家法律及法規為超出法定工作時間的勞動支付超時工資報酬。任何加班安排都必須在本集團與僱員協商及僱員自願原則下進行。相關報酬必須按法例支付。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Recruitment, Promotion and Dismissal

To meet the Group's development, the Group ensures that the recruitment, promotion, and dismissal process only emphasis on the qualifications, experience, and merits of applicants and employees, and strictly prohibits any discrimination on the grounds of gender, colour, race, age, and religion. To ensure fairness, the recruitment process includes centralising the candidate selection process by the human resources department for Hong Kong recruitment and the general manager for the PRC recruitment, standardising the interview assessments, and undergoing a strict vetting process for the different positions offered. The Group attaches great importance to equal opportunity and transparent promotions. To increase the personal quality and competence of the employees and to mobilise the initiative and motivation of all employees, the Group strives to create a fair, just, and open competition mechanism that recognises the value of the employees through assessment and reduces brain drain by giving them equal opportunities to compete.

Equal Opportunities

The Group is dedicated to providing equal opportunity in all aspects of employment and maintaining an inclusive and collaborative workplace culture. Regardless of race, gender, colour, age, family background, ethnic tradition, religion, physical fitness, and nationality, etc., the Group allows employees to enjoy a fair treatment at all stages of recruitment, training, and promotion, in an effort to bring professionals with different backgrounds to join the Group. The Group is committed to maintaining a diverse workforce and prohibiting unfair treatment of any kind.

招聘、晉升及解僱

為適應本集團的發展需要，本集團在招聘、晉升及解僱過程中確保僅著重申請人及僱員的資格、經驗及功績，並嚴格禁止任何就性別、膚色、種族、年齡及宗教信仰所引起的歧視。為確保公平，招聘程序包括由人力資源部（就香港招聘而言）及總經理（就中國招聘而言）集中處理挑選程序，以劃一標準評核面試表現，以及為不同職位進行嚴格審查程序。本集團極為重視平等機會及晉升透明度，為提升僱員個人素質和能力以及充分調動全體僱員的主動性和積極性，本集團致力營造公平、公正、公開的競爭機制，通過考核，承認僱員的價值，並憑藉給予僱員平等競爭的機會，減少人才的流失。

平等機會

本集團致力在僱傭的各方面提供平等機會，並維持包容協作的工作場所文化。本集團不會因種族、性別、膚色、年齡、家庭背景、民族傳統、宗教、身體素質和國籍等因素歧視任何一位僱員，讓僱員在招聘、培訓和晉升等各個階段享有公平待遇，以盡力羅致不同背景的專才加入本集團。本集團承諾會保持員工多元化，亦禁止任何不公平對待。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

B2. Employees Health and Safety

The safety and health of employees are a top priority for the Group. Despite the low occupational safety and health risks faced by the Group's office staff, the Group maintains a meticulous approach to safety education and training and has therefore developed the Safety Management System (安全管理制度) to clearly communicate the Group's safety objectives. The Group is pursuing "two eliminations and one control", i.e. elimination of accidents of a larger scale and above and control of sporadic accidents, to raise employees' safety awareness and prevent the occurrence of accidents. The Group has complied with all laws and regulations relating to the provision of a safe working environment and the protection of employees from occupational hazards including, but not limited to, the Law of the PRC on the Prevention and Treatment of Occupational Diseases (中華人民共和國職業病防治法), the Fire Protection Law of the PRC (中華人民共和國消防法) and the Occupational Safety and Health Ordinance (職業安全及健康條例) of Hong Kong.

During the Current Year, the Group was not aware of any material non-compliance with applicable national laws and regulations relating to health and safety that would have a significant impact on the Group, nor did it record any work-related accidents resulting in fatalities and any lost workdays due to work-related injuries during last three years (including the Current Year).

B2. 僱員健康與安全

本集團將僱員的安全及健康置於首位。儘管本集團辦公室員工面對之職業安全及健康風險偏低，本集團仍然堅持在安全教育及培訓方面維持一絲不苟的態度，並因而制定了《安全管理制度》以清晰傳達本集團的安全目標，致力追求「兩杜絕、一控制」，即杜絕較大及以上事故以及控制零星傷亡事故，力求提升僱員安全意識，慎防意外發生。本集團已遵守所有與提供安全工作環境及保障僱員避免職業性危害有關的法律及法規，包括但不限於《中華人民共和國職業病防治法》、《中華人民共和國消防法》以及香港《職業安全及健康條例》。

於本年度，本集團並無發現任何對本集團造成重大影響的健康與安全相關的適用國家法律及法規之重大違規事宜，亦於過去三年（包括本年度）並無錄得任何因工作關係而導致死亡的意外事件以及任何因工傷而損失之工作日數。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Preventive Measures for COVID-19

Since the Group's operation is primarily carried out in the offices and is labour intensive, the Group has taken measures to minimise the risk of exposure to infection. The Group provided its delivery personnel with face masks, hand sanitizers, and other protective equipment immediately after the outbreak and required all employees to always put on face masks when they were on duty and be highly aware of personal hygiene. Meanwhile, the Group's offices implemented large-scale disinfection during the Current Year. The Group will continue to actively follow and respond to the local government's prevention and control measures for COVID-19.

B3. Employees Development and Training

The Group believes that the development of the potential of the employees is closely related to the Group's growth. As a result, it is one of the Group's missions to place a strong emphasis on the career development of its employees and to provide them with extensive training, so that their development and the growth of the enterprise can build on each other and be mutually reinforcing. The Group provides a broad platform for the growth and development of its employees through the formulation of the Staff Training System (員工培訓制度) to standardise and personalise training, as well as through regular evaluation and stimulate employees' motivation and enthusiasm. To this end, the Group has established training-related policies to regulate the management of training of employees. The management will regularly review the effectiveness of different training plans to help improve the efficiency of the Group's training system. By providing a wide range of training programs to its employees, the Group actively assists them in developing their long-term career plans.

2019冠狀病毒病的預防措施

由於本集團的營運主要在辦公室進行，屬勞動密集型，本集團已採取措施將感染風險降至最低。在疫症爆發後，本集團立即為配送人員提供口罩、洗手液及其他防護設備，並要求所有僱員在值班時全程佩戴口罩及高度關注個人衛生。同時，本集團辦公室於本年度進行大型消毒。本集團會繼續積極關注和響應當地政府對2019冠狀病毒病的預防及控制措施。

B3. 僱員發展及培訓

本集團相信僱員潛能的發揮跟本集團的發展息息相關。因此，本集團其中一項使命在於大力提升僱員在職業上的發展，為他們提供充實培訓，讓僱員的發展和企業的發展互為基礎，互相促進。本集團為僱員的成長和發展提供了廣闊的平台，通過制定《員工培訓制度》，以規範化及個性化培訓，並透過定期評估以及激勵等措施，激發僱員的工作積極性和熱情。為此，本集團制定了培訓相關政策以規範員工的培訓管理工作。管理層會定期審視不同培訓方案的有效性以協助提高集團培訓制度的效率。本集團透過為員工提供多樣化的培訓，積極協助員工制定長遠的職涯規劃。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Training Programmes

Based on employees' career development plans and needs, the Group offers internal training in accounting and finance to the corresponding production unit, to enhance the professional knowledge and expertise of employees. Moreover, the Group strongly encourages employees to attend any necessary external training courses, workshops, and seminars, including job-related skills training, professional skills training, and managerial training. The Group encourages the employees to attend external training courses and participate in professional lectures by providing substantial support to them, such as providing financial support and encouraging employees to take any necessary leave for studying.

During the Current Year, the total number of employees trained was 10, and the percentage of employees trained was approximately 32.26%⁹, representing the average training hours of each employee were approximately 1.61 hours¹⁰. Details of training of relevant employees were as follows:

培訓課程

本集團因應僱員在職業上的發展計劃及需要，提供在會計及財務上的內部培訓予有關生產單位，旨在致力提升僱員的專業知識及專長。此外，本集團積極鼓勵僱員出席任何必要的外部培訓課程、工作坊及研討會，包括職業相關技能培訓、專業技能培訓以及管理能力培訓，並為僱員提供實質支持，如提供財務支援及鼓勵僱員享用任何必要研修假，以鼓勵僱員出席外部培訓課程及參與專業講座。

於本年度，本集團受訓僱員總人數為10名，受訓僱員百分比約為32.26%⁹，平均每位僱員受訓時數約為1.61小時¹⁰。有關員工培訓的具體資料如下：

		受訓僱員 明細 ¹¹	平均受訓 時數(小時) ¹²
		Breakdown of employees trained ¹¹	Average training hours (hour) ¹²
By gender	按性別劃分		
Male	男性	60.00%	1.47
Female	女性	40.00%	1.83
By employment type	按僱員類別		
Senior management	高級管理層	40.00%	3.00
Mid-level management	中級管理層	60.00%	4.22
General staff	基層員工	—	—

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Notes:

9. The total percentage of employees trained was calculated by dividing the total number of employees trained during the reporting period by the total number of employees at the end of the reporting period. The relevant data has been disclosed since the Current Year.
10. The average hours of each employee who completed the training were calculated by dividing the total training hours during the reporting period by the total number of employees at the end of the reporting period. The relevant data has been disclosed since the Current Year.
11. The breakdown of employees trained by category was calculated by dividing the number of employees trained in the specified category during the reporting period by the total number of employees trained at the end of the reporting period. The relevant data has been disclosed since the Current Year.
12. The average hours per employees trained by category who completed the training were calculated by dividing the total training hours of employees trained in the specified category during the reporting period by the number of employees in the specified category at the end of the reporting period. The relevant data has been disclosed since the Current Year.

備註：

9. 總受訓僱員百分比是按於報告期內總受訓僱員人數除以報告期末總僱員人數計算。相關數據自本年度起披露。
10. 每名僱員完成受訓的平均時數是於報告期內總受訓時數除以報告期末總僱員人數計算。相關數據自本年度起披露。
11. 各類別之受訓僱員明細是於報告期內該類別的受訓僱員人數除以報告期末總受訓僱員人數計算。相關數據自本年度起披露。
12. 各類別僱員完成受訓的平均時數是按於報告期內該類別僱員的總受訓時數除以報告期末該類別的僱員人數計算。相關數據自本年度起披露。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

B4. Labour Standards

Prevention of Child and Forced Labour

The Group strictly complies with the national and local employment laws and regulations and prohibits any child labour and forced labour in its business operations. During the Current Year, the Group was not aware of any material non-compliance with laws and regulations relating to child labour and forced labour that would have a significant impact on the Group including, but not limited to, the Labour Law of the PRC (中華人民共和國勞動法) and the Prohibition of Using Child Labour (禁止使用童工規定) and the Employment Ordinance (僱傭條例) of Hong Kong. The Group has also formulated the Management System for Child and Minor Labour (童工與未成年工管理制度) to clearly inform employees that child labour is strictly prohibited in the Group. The Group requires the personnel management department to conduct rigorous checks on documents and information such as identity cards, medical certificates, academic certificates, and household and to ensure that all documents provided are original during recruitment. In case of doubt about the validity of documents such as age, applicants must be required to provide proof from the public security police station where the applicant's household is located or contact the public security police station to confirm the validity of the documents. Employment will be offered only after the age and other information are confirmed to be correct. In addition, the Group conducts regular audits and inspections to prevent any child labour and forced labour in its operations. In the meantime, the Group's employees work overtime voluntarily only when necessary. If any child labour is found to have been wrongly employed, the Group will immediately settle their wages and take remedies, including the immediate cessation of their work, provision of medical examination and, if necessary, treatment and escorting them home or picking them up by a guardian. Any department or individual, if found to be responsible for the injury, disability, or death of a child labourer, shall be imposed administrative penalties by the labour security department at or above the district level. If a crime is constituted, the criminal responsibility shall be pursued by judicial authorities. Moreover, the Group will not tolerate any negative acts such as verbal abuse, corporal punishment, physical abuse, oppression, sexual harassment, etc., against its employees for any reason.

B4. 勞工準則

防止童工及強制勞工

本集團嚴格遵守國家及地方僱傭法律及法規，禁止在業務營運中僱用童工及強制勞工。於本年度，本集團並不知悉任何嚴重違反童工及強制勞工相關法例及法規，包括但不限於《中華人民共和國勞動法》和《禁止使用童工規定》以及香港《僱傭條例》，而對本集團造成重大影響的情況。本集團亦制定了《童工與未成年工管理制度》以清晰告知員工本集團嚴格禁止招聘童工，並要求人事管理組在招聘時必須對身份證、體檢合格證明、學歷證明以及戶口等文件及資料進行嚴格查驗以及確保所提供證件必須為原件。如對年齡等證明文件的有效性有所質疑時，必須要求申請人提供戶口所在地的公安派出所證明或是透過與公安派出所聯繫確認文件的有效性，在對年齡及其他資料均確認無偽後方可聘用。此外，本集團會定期進行審核及檢查，以防止在其營運中出現任何童工及強制勞工。與此同時本集團的員工僅在必要時自願加班。如有發現任何錯誤招用的童工，本集團將立刻結算其薪資並採取補救措施，包括立刻停止其工作、提供健康檢查並在有需要時予以治療並派人將其護送回家或由監護人接回。如發現任何對童工的受傷、殘障或死亡有責任的部門或個人，將由區級以上的勞動保障部門給予行政處罰。如構成犯罪，則由司法機關依法追究刑事責任。除此之外，本集團亦絕不縱容出於任何理由對其員工進行任何例如口頭謾罵、體罰、身體虐待、壓迫、性騷擾等的負面行為。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

B5. Supply Chain Management

Suppliers are crucial to the businesses and operations of the Group. The Group aims at developing on mutual trust and stable cooperation with its suppliers. The Group adheres to international best practices and ensures fair and unbiased tender processes are maintained when dealing with suppliers. The Group has established a supplier selection mechanism with a number of stringent selection criteria and strictly adheres to the core principles of honesty, integrity, fairness, justice and transparency.

During the Current Year, the Weihai Property was still under construction. Although the construction work is provided by a contractor which was engaged previously, the senior management took serious care in the background and commitments to the society and environment of that contractor by enquiring and reading its ESG-related information and reports. The project personnel regularly monitored the progress of the construction conducted by the contractor, and held regular meetings with the contractor to review whether the contractor has used any toxic and hazardous materials or caused significant pollution to the environment. The Group also emphasised the importance of waste management and advocated waste reduction, reuse and recycling during the construction by the contractor, to ensure that alignment with the Group's objectives and direction.

B5. 供應鏈管理

供應商對本集團的業務及營運至為重要。本集團致力與供應商建立互信以及穩定的合作關係。本集團與供應商進行業務來往時，緊守國際最佳常規，確保進行招標程序時保持公平且不偏不倚。本集團建立了具有多項嚴格選擇標準的供應商選擇機制，並嚴格遵守誠實、正直、公平、公正及透明的核心原則。

於本年度，威海物業仍在建設中。儘管建設工程乃由先前已聘用的承建商承建，但高級管理層仍透過查閱承建商的環境、社會及管治相關的資訊及報告審慎考察有關承建商的背景及對社會與環境的承諾。項目人員負責定期監察承建商的建設進度，並與承建商舉行定期會議以審視承建商有否使用任何有毒和有害材料或是對環境造成重大的污染。本集團在承建商建設期間，亦強調廢棄物管理之重要性，並提倡減廢、重用以及循環再用，以確保承建商跟本集團的目標及方向保持一致。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Suppliers' Environmental and Social Risks

The Group has established relevant procurement procedures to handle the procurement of goods and services from suppliers. Supplier selection is performed by the corresponding operation departments and office managers. In supplier selection, the Group conducts thorough due diligence and vetting process by taking into account of a number of selection criteria including, but not limited to, pricing, quality of products, company background, past experience and reputation, supply capacity, any non-compliance with local law and regulations on existing business, as well as qualifications attained and financial status and other factors. Proper internal control measures are also in place in the Group's procurement system to ensure each supplier engagement is approved by the appropriate level of management.

In addition, the Group oversees the social and environmental performance of its suppliers and monitors the quality of goods and services provided by them on a regular basis. Where the Group discovers that they did not meet the standard, or their goods and services provided were environmental unfriendly and energy inefficient compared to their peers in the market, they will be required to make corrective actions in a timely manner. Otherwise, they may be suspended from any business relationships with the Group.

The Group also expects its major suppliers to understand the importance of environmental protection and social responsibility and put health and safety as one of their core principles in doing businesses. In order to further improve the selection and management of suppliers, the Group has formulated the Green Procurement Code of Conduct (綠色採購規範書) to standardise the environmental management controls of suppliers to ensure they can meet the requirements of the Group.

供應商的環境及社會風險

本集團制定了相關採購程序，處理向供應商採購貨品及服務之事宜。供應商的挑選由相關營運部門及辦公室經理負責，而挑選供應商時，本集團會進行完善的盡職調查及審核程序，並就多項挑選準則進行考慮，其中包括但不限於定價、產品品質、公司背景、過往經驗及聲譽、供應能力、現有業務有否違反當地法律及法規以及所得資格及財務狀況等因素。本集團的採購制度亦已納入妥善內部監控措施，以確保每名供應商均經適當級別之管理層批准後方會委聘。

此外，本集團定期監察其供應商的社會和環境績效，以及他們提供之貨品及服務的質素。倘本集團發現他們未能符合其標準，或所提供之貨品及服務在環保及能源效益方面不及市場上其他同業，則會要求彼等及時作出糾正行動，否則，本集團或會暫停與彼等之業務關係。

本集團亦期望其主要供應商了解環保及社會責任之重要性，並將健康與安全視作營商核心原則之一。為進一步完善供應商的挑選及管理，本集團制定了《綠色採購規範書》以規範供應商的環境管理的控制措施以確保他們符合本集團的要求。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Fair and Open Tender

The Group's tender process is conducted under open, fair and equitable conditions in strict compliance with the Law of the PRC on Tendering and Bidding (中華人民共和國招標投標法) and other relevant regulations. No discriminatory treatment will be given to any supplier, and employees and other individuals with an interest in the suppliers will not be allowed to participate in the relevant tender activities. The Group is also concerned about the integrity of its suppliers and partners and has zero tolerance for bribery and corruption, and strictly prohibits suppliers and partners from obtaining procurement contracts or partnerships through any form of transfer of benefits.

During the Current Year, the Group had a total of 38 suppliers, all of which were located in the PRC and were selected through the above supply chain management practices.

B6. Product Responsibility

During the Current Year, the Group strictly complied with laws and regulations relating to health and safety of products and services, advertising, labelling and privacy matters as well as remedies including, but not limited to, the Advertising Law of the PRC (中華人民共和國廣告法) and the Patent Law of the PRC (中華人民共和國專利法) and the Personal Data (Privacy) Ordinance (個人資料(私隱)條例) of Hong Kong. During the Current Year, the Group was not aware of any material non-compliance with laws and regulations relating to health and safety of products and services, advertising, labelling and privacy matters that would have a material impact on the Group. Due to the nature of the Group's business, the number of recalls for safety and health reasons and the relevant recall procedures were not applicable to the Group.

Service Quality and Standards

The quality of the Group's services is of paramount importance in maintaining a long-term mutually beneficial relationship with its customers. The Group therefore has developed relevant systems for handling customer feedback to standardise the process of dealing with enquiries, quotations and complaints, so that it ensures that each customer's feedback is recorded, handled and responded to in a professional and prompt manner. During the Current Year, the Group did not receive any major written complaints about its products and services.

公平及公開招標

本集團招標過程嚴格參照《中華人民共和國招標投標法》等相關規定，在公開、公平、公正的條件下進行，不會對任何供應商有歧視性待遇，與供應商有利益關係的僱員及其他個人不會被允許參與相關招標活動。本集團亦關注供應商及合作夥伴的誠信，對賄賂及貪污零容忍，嚴禁供應商及合作夥伴以透過任何形式的利益輸送而取得採購合約或合作關係。

於本年度，本集團共有38個供應商，所有供應商均位於中國，且經過上述供應鏈管理慣例挑選。

B6. 產品責任

於本年度，本集團嚴格遵守有關產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的法律及法規，包括但不限於《中華人民共和國廣告法》和《中華人民共和國專利法》以及香港《個人資料(私隱)條例》。於本年度，本集團並不知悉任何重大違反並可能對本集團產生重大影響的有關產品和服務的健康與安全、廣告、標籤及私隱事宜的法律及法規。基於本集團的業務性質，出於安全及健康原因召回之數目及有關召回程序並不適用於本集團。

服務品質及標準

本集團的服務質素對於維持與客戶的長期互惠關係尤為重要。本集團為此制定了處理客戶反饋的相關制度，以規範化處理查詢、報價及投訴的流程，從而確保每一位客戶的反饋也會被專業和迅速地記錄、處理以及作出回應。於本年度，本集團並無接獲任何有關產品及服務的重大書面投訴。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Promoting and Labelling

In order to ensure that the promotion of the Group's services conforms to the actual situation of the service, the Group strictly abides by the relevant laws and regulations on advertising and marketing such as the Advertising Law of the PRC (中華人民共和國廣告法) and the Trade Descriptions Ordinance (商品說明條例) of Hong Kong. The Group is committed to ensuring that all advertising contents are clear and authentic. The use of false and misleading product descriptions in advertisements is strictly prohibited. The Group also requires all publicity content, such as external image display, event publicity, marketing publicity, to be produced and published only after approval, so as to avoid any form of false publicity and ensure its authenticity and accuracy.

Protection of Customer Privacy

To further reinforce the privacy management in protection of the enterprise property and customers' safety and interests, the Group has stipulated a series of stringent and standardised personal information privacy and security policies for protecting the Group's properties and classified information (including the personal privacy of employees and customers); and strictly prohibits any abuse of personal information and illegal profiteering acts. Only authorised personnel of the Group can access information systems with customer and employee data, and employees are strictly prohibited to disclose the company's information without authorisation, including the identity and background of tenants and contract terms. Without prior written consent of customers, the Group shall not mention the matters agreed between the Group and the customers in any promotional materials or advertisements for any purpose other than the agreement.

宣傳及標籤

為保證本集團服務的宣傳符合服務實情，本集團嚴格遵守《中華人民共和國廣告法》以及香港《商品說明條例》等廣告行銷相關法律及法規。本集團致力確保所有廣告內容均清楚及真實，並嚴格杜絕在廣告中對產品使用虛假及誤導性商品說明的行為。本集團亦要求所有對外形象展示、活動宣傳以及行銷宣傳等宣傳內容，均須經審批後方可製作及對外發佈，避免任何形式虛假宣傳，確保宣傳內容的真實及準確性。

客戶私隱保護

為進一步加強保密管理工作，保護企業資產以及客戶的安全與利益，本集團制訂了嚴格和規範化的個人資訊保密和安全政策，保障本集團資產及保護機密資料（包括僱員及客戶的個人私隱），並嚴格禁止一切個人資訊的濫用和非法獲利。本集團僅限獲授權人員能夠存取有客戶及僱員資料的資訊系統，並嚴禁僱員在未經授權下披露公司之資料，包括租戶身份和背景及合約條款。未經客戶事先書面同意，本集團不得在任何宣傳資料或廣告中提及本集團與客戶之間協議的事項，以實現協議以外的任何目的。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Intellectual Property Management

Due to the nature of the Group's business, the Group does not rely on the use of a large number of patents or intellectual property rights. However, the Group's daily operations may involve the use of the intellectual property rights owned by suppliers or business partners. The Group respects the intellectual property rights of partners while protecting its own intellectual property rights from infringement. Meantime, the Group enters into confidentiality agreements with its employees, clearly specifying the scope, means and liability for breach of confidentiality, so as to prevent leakage of confidential information due to staff turnover and maximise the security of data for customers and suppliers.

B7. Anti-corruption

The Group recognises the crucial importance of anti-corruption to a corporate culture of integrity and to the interests of all stakeholders. To maintain a fair, ethical and efficient business and working environment, the Group stresses great importance of anti-corruption measures to every stakeholder including employees, suppliers, customers and bankers. Any form of corruption including, but not limited to, fraud, extortion, bribery and money laundering is strictly prohibited. The Group regularly remind its employees not to accept gifts or rebates from suppliers or other stakeholders under any circumstances, and not to receive or accept any gratification from any person, companies or institutions with whom the Group has business dealings. The relevant guidelines are also clearly listed in the Employee Handbook. The Group will continue with and be committed to business integrity, adhering to the business ethics of honesty, integrity, fairness, mutual benefit, and customer first.

知識產權管理

基於本集團的業務性質，本集團並無依賴大量的專利或知識產權使用。然而本集團的日常營運中或會牽涉到使用供應商或商業夥伴的知識產權。本集團尊重合作夥伴的知識產權，亦致力保護自身知識產權不受侵犯。與此同時，本集團與員工簽訂保密協議，清晰列明保密的範圍、手段及違約責任，以防止因人員流動而造成的洩密，從而最大限度地保障客戶和供應商的資料安全。

B7. 反貪污

本集團深明反貪污對於持廉守正的企業文化以及所有持份者的利益至關重要。為使營商及工作環境維持公平且符合道德及效益，本集團向各位持份者（包括僱員、供應商、客戶及往來銀行）強調反貪污措施之重要性。本集團嚴禁一切形式之貪污，包括但不限於欺詐、勒索、賄賂及洗黑錢，並定期提醒僱員無論在任何情況均不得接受供應商或其他持份者之餽贈或回扣，亦不得收受與本集團有業務往來之任何人士、公司或機構給予之任何報酬。相關指引亦明確列在《員工手冊》中。本集團將繼續堅持並致力於商業方面均以誠相待，恪守誠信、廉正、公平、互惠及以客為先之商業道德。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

During the Current Year, the Group was not aware of any non-compliance case in relation to the prevention of bribery, extortion, fraud and money laundering-related laws and regulations that would have a significant impact on the Group including, but not limited to, the Criminal Law of the PRC (中華人民共和國刑法), Anti-Money Laundering Law of the PRC (中華人民共和國反洗錢法) and the Anti-Unfair Competition Law of the PRC (中華人民共和國反不正當競爭法) and the Prevention of Bribery Ordinance (防止賄賂條例) of Hong Kong. Furthermore, there was no concluded legal cases regarding corrupt practices brought against the Group or its employees during the Current Year.

In order to prevent any misconduct such as bribery, extortion, fraud and money laundering during the operation of the Group, the Group has circulated guidelines relating to anti-money laundering and counter-terrorist financing to the Board and its employees with the aim to familiarise them with their corresponding role and responsibility to promote anti-corruption and business ethics.

Whistle-blowing System

The Group has set up a whistle-blowing hotline and an independent inspection team to collect related whistle-blowing information and set up a sound supervision and restraint mechanism to prevent bribery, extortion, fraud, money laundering and other misconducts. Under this whistle-blowing system, all employees are allowed to report to the internal control employees anonymously any suspected delinquency, corruption, bribery and other misconducts within the Group. The internal control employees will process the reports promptly, fairly and confidentially. Besides, the whistle-blowing system also ensures that whistle-blowers will not be treated unfairly because of the reports, including, but not limited to, unreasonable dismissal and unwarranted disciplinary actions.

於本年度，本集團並不知悉任何違反有關防止賄賂、勒索、欺詐及洗黑錢的相關法例和法規，包括但不限於《中華人民共和國刑法》、《中華人民共和國反洗錢法》和《中華人民共和國反不正當競爭法》以及香港《防止賄賂條例》，而對本集團造成重大影響的情況。此外，於本年度並無對本集團或其僱員提出並已審結的貪污訴訟案件。

為防止本集團的營運過程中出現任何賄賂、勒索、欺詐及洗黑錢等不當行為，本集團已向董事會及其員工分發有關反洗錢和反恐怖分子資金籌集的指引，旨在讓他們熟悉他們在促進反貪污和商業道德方面的相應角色和責任。

舉報制度

本集團設立舉報熱線和成立獨立稽查小組以收集相關舉報資訊，建立健全監督約束機制，以防止賄賂、勒索、欺詐及洗黑錢等不當行為。該舉報制度讓所有僱員可以向內部監控職能僱員匿名舉報集團內懷疑怠忽職守、貪污、受賄及其他不當行為。內部監控職員將迅速、公平以及保密地處理舉報。此外，舉報制度亦保障舉報者不會因舉報而受到不公平的對待，包括但不限於無理解僱及無理接受紀律處分。

Environmental, Social and Governance Report (Continued) 環境、社會及管治報告 (續)

B8. Community Investment

Corporate Social Responsibility

The Group adheres to the belief of “taking from society, and giving back to society”. Apart from maintaining sound business development, the Group also actively takes initiatives in community investments, especially focusing on environmental protection and poverty alleviation. Besides, the Group encourages employees to take part in work-life balance activities and community services, including various culture events, community volunteering, employee outings, and supporting charitable organisations. The Group hopes to foster employees’ sense of social responsibility, thus encouraging them to actively participate in social activities for public good to make greater contributions to the society. The Group believes that the participation in activities that contribute to the society can improve employees’ civic awareness and help them establish correct values. Due to the COVID-19 epidemic, the Group suspended its organisation and participation in social welfare activities and focused on its own business development.

B8. 社區投資

企業社會責任

本集團奉行「取之社會，用之社會」理念。除維持完善業務發展外，本集團亦積極參與社區投資，尤其專注於環保及扶貧。此外，本集團鼓勵僱員參與工餘活動及社區服務，包括各類文化活動、社區義務工作、僱員聚會及支持慈善團體。本集團希望培養員工的社會責任感，因此一直鼓勵員工積極參與社會公益活動，為社會作出更大貢獻。本集團相信藉著親身參與回饋社會的活動，可以令員工的公民意識得以提高及幫助他們樹立正確的價值觀。由於2019冠狀病毒病疫情的關係，本集團暫停了組織及參與社會公益活動，並專注於自身的業務發展。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

CONTENT INDEX OF THE ESG REPORTING GUIDE OF THE STOCK EXCHANGE

聯交所的《環境、社會及管治 報告指引》內容索引表

Mandatory Disclosure Requirements 強制披露規定		Chapters/Statement 章節／聲明
Governance Framework 管治框架		Board Statement – ESG Governance Structure 董事會聲明 — 環境、社會及管治管治結構
Reporting Principles 匯報原則		Reporting Framework 報告框架
Reporting Boundary 匯報範圍		Reporting Scope 報告範圍
Subject Areas, General Disclosures and KPIs 層面、一般披露及 關鍵績效指標		Section/Statement 章節／聲明
	Description 描述	
Aspect A1: Emissions 層面A1：排放物		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Emissions 排放物
KPI A1.1	The types of emissions and respective emissions data.	Emissions – Exhaust Gas Emissions
關鍵績效指標A1.1	排放物種類及相關排放數據。	排放物 – 廢氣排放

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Subject Areas, General Disclosures and KPIs 層面、一般披露及 關鍵績效指標	Description 描述	Section/Statement 章節／聲明
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).	Emissions – GHG Emissions
關鍵績效指標A1.2	直接（範圍1）及能源間接（範圍2）溫室氣體排放量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	排放物 – 溫室氣體排放
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Emissions – Waste Management
關鍵績效指標A1.3	所產生有害廢棄物總量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	排放物 – 廢棄物管理
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Emissions – Waste Management
關鍵績效指標A1.4	所產生無害廢棄物總量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	排放物 – 廢棄物管理
KPI A1.5	Description of emissions target(s) set and steps taken to achieve them.	Emissions – GHG Emissions
關鍵績效指標A1.5	描述所訂立的排放量目標及為達到這些目標所採取的步驟。	排放物 – 溫室氣體排放
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.	Emissions – Waste Management
關鍵績效指標A1.6	描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	排放物 – 廢棄物管理

Environmental, Social and Governance Report (continued)

環境、社會及管治報告 (續)

Subject Areas, General Disclosures and KPIs

層面、一般披露及 關鍵績效指標

Description

描述

Section/Statement

章節／聲明

Aspect A2: Use of Resources

層面A2：資源使用

General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	Use of Resources
一般披露	有效使用資源(包括能源、水及其他原材料)的政策。	資源使用
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).	Use of Resources – Energy Consumption
關鍵績效指標A2.1	按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	資源使用 – 能源消耗
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	Use of Resources – Water Consumption
關鍵績效指標A2.2	總耗水量及密度(如以每產量單位、每項設施計算)。	資源使用 – 水資源消耗
KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	Use of Resources – Energy Consumption
關鍵績效指標A2.3	描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	資源使用 – 能源消耗
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.	Use of Resources – Water Consumption
關鍵績效指標A2.4	描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	資源使用 – 水資源消耗

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Subject Areas,

General Disclosures

and KPIs

層面、一般披露及

關鍵績效指標

Description

描述

Section/Statement

章節／聲明

KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	N/A – explained
關鍵績效指標A2.5	製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	不適用 – 已解釋

Aspect A3: The Environment and Natural Resources

層面A3：環境及天然資源

General Disclosure	Policies on minimising the issuer's significant impacts on the environment and natural resources.	The Environment and Natural Resources – Environmental Impact Management
一般披露	減低發行人對環境及天然資源造成重大影響的政策。	環境及天然資源 – 環境影響管理
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	The Environment and Natural Resources – Environmental Impact Management
關鍵績效指標A3.1	描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	環境及天然資源 – 環境影響管理

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Subject Areas,

General Disclosures

and KPIs

層面、一般披露及

關鍵績效指標

Description

描述

Section/Statement

章節／聲明

Aspect A4: Climate Change

層面A4：氣候變化

General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	Climate Change
一般披露	識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	氣候變化
KPI A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them.	Climate Change – Physical Risks, Transition Risks
關鍵績效指標A4.1	描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	氣候變化 – 實體風險、轉型風險

Aspect B1: Employment

層面B1：僱傭

General Disclosure	Information on:	Employment
一般披露	(a) the policies; and	Practices
	(b) compliance with relevant laws and regulations that have a significant impact on the issuer	僱傭慣例
	relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	
	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的：	
	(a) 政策；及	
	(b) 遵守對發行人有重大影響的相關法律及規例的資料。	
KPI B1.1	Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region.	Employment Practices
關鍵績效指標B1.1	按性別、僱傭類型（如全職或兼職）、年齡組別及地區劃分的僱員總數。	僱傭慣例
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Employment Practices
關鍵績效指標B1.2	按性別、年齡組別及地區劃分的僱員流失比率。	僱傭慣例

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Subject Areas, General Disclosures and KPIs 層面、一般披露及 關鍵績效指標	Description 描述	Section/Statement 章節／聲明
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Aspect B2: Health and Safety

層面B2：健康與安全

General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Employees Health and Safety 僱員健康與安全
KPI B2.1 關鍵績效指標B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年(包括匯報年度)每年因工亡故的人數及比率。	Employees Health and Safety 僱員健康與安全
KPI B2.2 關鍵績效指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	Employees Health and Safety 僱員健康與安全
KPI B2.3 關鍵績效指標B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	Employees Health and Safety 僱員健康與安全

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Subject Areas,

General Disclosures

and KPIs

層面、一般披露及

關鍵績效指標

Description

描述

Section/Statement

章節／聲明

Aspect B3: Development and Training

層面B3：發展及培訓

General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Employees Development and Training
一般披露	有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	僱員發展及培訓
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Employees Development and Training – Training Programmes
關鍵績效指標B3.1	按性別及僱員類別（如高級管理層、中級管理層）劃分的受訓僱員百分比。	僱員發展及培訓 – 培訓課程
KPI B3.2	The average training hours completed per employee by gender and employee category.	Employees Development and Training – Training Programmes
關鍵績效指標B3.2	按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	僱員發展及培訓 – 培訓課程

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Subject Areas, General Disclosures and KPIs 層面、一般披露及 關鍵績效指標	Description 描述	Section/Statement 章節／聲明
Aspect B4: Labour Standards		
層面B4：勞工準則		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Labour Standards – Prevention of Child and Forced Labour 勞工準則 – 防止 童工及強制勞工
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	Labour Standards – Prevention of Child and Forced Labour
關鍵績效指標B4.1	描述檢討招聘慣例的措施以避免童工及強制勞工。	勞工準則 – 防止 童工及強制勞工
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	Labour Standards – Prevention of Child and Forced Labour
關鍵績效指標B4.2	描述在發現違規情況時消除有關情況所採取的步驟。	勞工準則 – 防止 童工及強制勞工

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Subject Areas,

General Disclosures

and KPIs

層面、一般披露及

關鍵績效指標

Description

描述

Section/Statement

章節／聲明

Aspect B5: Supply Chain Management

層面B5：供應鏈管理

General Disclosure	Policies on managing environmental and social risks of the supply chain.	Supply Chain Management
一般披露	管理供應鏈的環境及社會風險政策。	供應鏈管理
KPI B5.1	Number of suppliers by geographical region.	Supply Chain Management
關鍵績效指標B5.1	按地區劃分的供應商數目。	供應鏈管理
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.	Supply Chain Management
關鍵績效指標B5.2	描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。	供應鏈管理
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	Supply Chain Management – Suppliers' Environmental and Social Risks, Fair and Open Tender
關鍵績效指標B5.3	描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	供應鏈管理 – 供應商的環境及社會風險、公平及公開招標
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	Supply Chain Management – Suppliers' Environmental and Social Risks
關鍵績效指標B5.4	描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	供應鏈管理 – 供應商的環境及社會風險

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Subject Areas, General Disclosures and KPIs 層面、一般披露及 關鍵績效指標	Description 描述	Section/Statement 章節／聲明
Aspect B6: Product Responsibility		
層面B6：產品責任		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Product Responsibility 產品責任
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	N/A – explained
關鍵績效指標B6.1	已售或已運送產品總數中因安全與健康理由而須回收的百分比。	不適用 – 已解釋
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	Product Responsibility – Service Quality and Standards
關鍵績效指標B6.2	接獲關於產品及服務的投訴數目以及應對方法。	產品責任 – 服務品質及標準
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Product Responsibility – Intellectual Property Management
關鍵績效指標B6.3	描述與維護及保障知識產權有關的慣例。	產品責任 – 知識產權管理
KPI B6.4	Description of quality assurance process and recall procedures.	N/A – explained
關鍵績效指標B6.4	描述質量檢定過程及產品回收程序。	不適用 – 已解釋

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Subject Areas,

General Disclosures

and KPIs

層面、一般披露及

關鍵績效指標

Description

描述

Section/Statement

章節／聲明

KPI B6.5

Description of consumer data protection and privacy policies, and how they are implemented and monitored.

Product
Responsibility –
Protection of
Customer Privacy

關鍵績效指標B6.5

描述消費者資料保障及私隱政策，以及相關執行及監察方法。

產品責任 –
客戶私隱保護

Aspect B7: Anti-corruption

層面B7：反貪污

General Disclosure

一般披露

Information on:

- (a) the policies; and
 - (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.
- 有關防止賄賂、勒索、欺詐及洗黑錢的：
- (a) 政策；及
 - (b) 遵守對發行人有重大影響的相關法律及規例的資料。

Anti-corruption
反貪污

KPI B7.1

Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.

Anti-corruption

關鍵績效指標B7.1

於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。

反貪污

KPI B7.2

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

Anti-corruption –
Whistle-blowing
System

關鍵績效指標B7.2

描述防範措施及舉報程序，以及相關執行及監察方法。

反貪污 –
舉報制度

KPI B7.3

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

Anti-corruption

關鍵績效指標B7.3

描述向董事及員工提供的反貪污培訓。

反貪污

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告 (續)

Subject Areas, General Disclosures and KPIs 層面、一般披露及 關鍵績效指標	Description 描述	Section/Statement 章節／聲明
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Aspect B8: Community Investment

層面B8：社區投資

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.	Community Investment – Corporate Social Responsibility
一般披露	有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	社區投資 – 企業社會責任
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	Community Investment – Corporate Social Responsibility
關鍵績效指標B8.1	專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	社區投資 – 企業社會責任
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	Community Investment – Corporate Social Responsibility
關鍵績效指標B8.2	在專注範疇所動用資源(如金錢或時間)。	社區投資 – 企業社會責任



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