



2022

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

AP RENTALS HOLDINGS LIMITED 亞積邦租賃控股有限公司*

(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立之有限公司)

Stock Code 股份代號 : 1496



* For identification purposes only 僅供識別

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ABOUT AP RENTALS

AP Rentals Holdings Limited (“AP Rentals” or the “Company”), and its subsidiaries (collectively the “Group”, “We”, “Our” and “Us”) is a leading equipment rental service company in Hong Kong, with the capability of providing equipment rental-related solutions and value-added services to our customers. We focus on construction, E&M engineering, Event, and Entertainment equipment, including power and energy equipment, high-reach equipment and material handling equipment. Sustainability disseminates into our corporate strategy as we recognise our impacts on society and environment. We seek to deliver our business in a viable, even-handed manner and in harmony with our environment. We are committed to initiating Environmental, Social and Governance (“ESG”) measures to create a healthy and sustainable living environment. The ESG report serves to disclose the Group’s ESG performance and the relevant ESG initiatives.

OUR MISSION

To provide a one-stop solution to our customers. We aim to boost their working efficiency and to reduce the cost and environmental impact at the same time.

REPORTING SCOPE

In accordance with Appendix 27 — Environmental, Social and Governance Reporting Guide (the “ESG Guide”) of the Main Board Listing Rules published by the Hong Kong Exchanges and Clearing Limited, we present this ESG Report for the year ended 31 March 2022 (the “Reporting Period” or “FY2022”).

This ESG Report covers the Group’s principal businesses of construction equipment leasing and trading services in Hong Kong, which are the key area of focus for our ESG management, and was prepared in accordance with the “Comply or Explain” Provisions of the ESG Guide.

關於亞積邦租賃

亞積邦租賃控股有限公司(「亞積邦租賃」或「本公司」)及其附屬公司(統稱「本集團」、「我們」及「我們的」)為香港領先的設備租賃服務公司，有能力向客戶提供設備租賃相關的解決方案及增值服務。我們專注於建築、機電工程、節目及娛樂設備，包括電力及能源設備、高空工作設備及物料處理設備。由於我們深明我們對社會及環境的影響，故我們的企業策略亦貫徹可持續性。我們力求以可行、均衡的方式經營業務，與環境和諧共處。我們致力推行環境、社會及管治(「ESG」)措施，以營造健康及可持續的生活環境。ESG報告旨在披露本集團的ESG績效及相關ESG舉措。

我們的使命

為客戶提供一站式解決方案，旨在激發客戶的工作效率，在節省成本的同時減低對環境的影響。

報告範圍

按照香港交易及結算所有限公司刊發的主板上市規則附錄27—環境、社會及管治報告指引(「ESG指引」)，我們呈列截至2022年3月31日止年度(「報告期間」或「2022財年」)的ESG報告。

本ESG報告涵蓋本集團於香港的建築設備租賃及貿易服務的主要業務，此乃我們ESG管理的重點關注領域，並按照ESG指引的「不遵守就解釋」條文編製。

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REPORTING PRINCIPLES

The Group's ESG Report conforms to the list of "Reporting Principles" within Appendix 27, in which the preparation and disclosure of information follows the underlying four principles:

Materiality: Materiality assessments were conducted during the reporting period with key stakeholders to identify material issues. These identified issues are stated and presented according to their importance under the "Materiality Matrix" table, the progression and relevant information within each issue are disclosed within the contents of the ESG Report.

Quantitative: Environmental and social performance data were collected in accordance with the ESG Guide and relevance to the Group's targets and ESG direction, these data were finalised and disclosed within the ESG Report to present the Group's performance on key performance indicators ("KPIs") in a quantitative manner.

Balance: The Group presents its performance and describes underlying issues in an objective and transparent manner without intentions to skew our results to any degree. This is to allow our readers to assess or reassess the performance of the Group's ESG performance with the information provided within this report.

Consistency: To help readers better compare our results within ESG Reports over time, The Group aims to maintain consistency in its reporting methodology, data and formula consistency unless stated otherwise.

報告原則

本集團的ESG報告符合附錄27「報告原則」的清單，當中資料的編製及披露遵循以下四項基本原則：

重要性：於報告期間與主要持份者進行重要性評估，以識別重要議題。該等已識別的議題根據其重要性於「重要性矩陣」列表內陳述及呈列，各議題的進展及相關資料於ESG報告的內容披露。

量化：環境及社會績效數據乃根據ESG指引收集，並與本集團的目標及ESG方向相關。該等數據均於ESG報告內落實及披露，以量化方式呈列本集團於關鍵績效指標（「關鍵績效指標」）方面的表現。

平衡：本集團以客觀及透明的方式呈列其績效及描述相關事宜，無意在任何程度上影響我們的業績。此舉可讓讀者透過本報告所提供的資料評估或重新評估本集團的ESG績效。

一致性：除另有說明外，為幫助讀者更好地比較ESG報告中的結果，本集團旨在保持報告方法、數據及算式的一致性。

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ESG GOVERNANCE

The Board of Directors (the “Board”) is responsible for the Group’s ESG strategy and reporting. Our management holds the overall responsibility for monitoring and managing the Group’s ESG-related risks and the effectiveness of the ESG management systems. We are committed to achieving sustainable development for the environment, the industry and our businesses by incorporating green elements into our decision-making and executing green practices in our operations and activities. Details of our ESG strategies, policies and measures in different aspects are stipulated in the below sections. In addition, the Board has reviewed this ESG Report to ensure it presents a balanced picture of our ESG performance.

To better implement our ESG policies and measures in the Group, an Environmental, Social & Governance Working Group (the “ESG Working Group”) has been established to handle ESG related tasks and directly reporting on progression and updates to the Board.

To pursue sustainable development, the Group has been devoting a lot of resources to developing new products and training up fresh blood. In particular, Smart System in Mobile Electricity (“SSME”) is an innovative self-developed system that has been a breakthrough to the Group and the whole market. SSME, designed to effectively reduce fuel consumption and operate with fewer carbon emissions during electricity generation, is an example of how the Group manages its ESG risks identified through the current business strategy of promoting sustainable development.

A top-down risk management framework has been established and adopted to strengthen the ongoing risk management system. The Board recognises climate change and sustainability as emerging topics in recent years. Therefore, it actively manages and includes them in the annual risk assessment. In addition, the Board has engaged in an international consulting firm to review and recommend appropriate actions so as to ensure that the Company is complying with the requirement of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”) in relation to internal controls assessment, enterprise risk management and corporate governance advising services. For example, the internal controls assessment is to identify any potential risks, control deficiencies, and provide appropriate recommendations for improvement. Based on the abovementioned assessments and corresponding recommendations, the Board takes a monitoring role to ensure the practical follow-up actions are in place to manage the risks.

ESG 管治

董事會(「董事會」)負責本集團的ESG策略及報告工作。管理層全面負責監督及管理本集團的ESG相關風險及ESG管理制度的成效。我們透過將綠色元素納入決策當中及於營運與業務活動中實施綠色常規，致力達致環境、行業及業務可持續發展。我們在各方面的ESG策略、政策及措施詳情於下文各節訂明。此外，董事會已審閱本ESG報告，以確保其可平衡展現ESG績效。

為更好地於本集團內實施我們的ESG政策及措施，我們已成立環境、社會及管治工作小組(「ESG工作小組」)，以處理ESG相關工作，並直接向董事會報告有關進展及最新情況。

為推行可持續發展，本集團一直投放大量資源開發新產品及培訓新人。特別是，移動電源智能系統(「移動電源智能系統」)是一種創新的自主開發系統，對本集團及整個市場均有突破。移動電源智能系統旨在有效減少燃料消耗及在發電過程中減少碳排放，是本集團展示其如何透過促進可持續發展的現有業務策略管理所識別ESG風險的例子。

我們已制定及採納由上而下的風險管理框架，以加強持續風險管理制度。董事會明白到氣候變化及可持續性為近年來新興的議題。因此，董事會積極管理該等議題並將其納入年度風險評估。此外，董事會已委聘一家國際諮詢公司審閱及建議適當行動，從而確保本公司遵守香港聯合交易所有限公司證券上市規則(「上市規則」)有關內部監控評估、企業風險管理及企業管治顧問服務的規定。例如，內部監控評估旨在識別任何潛在風險、監控缺陷及提供適當改善建議。基於有關於上述評估及相關推薦建議，董事會負責監察有關情況，確保已採取可行的跟進行動以管理有關風險。

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STAKEHOLDER ENGAGEMENT

AP Rentals focuses on integrating the concept of sustainability into our daily business operations. To better understand stakeholders' needs and expectations in our long-term goal of achieving sustainable development, we actively seek feedback and opinions from all of our internal and external stakeholders. We have been engaging with different stakeholder groups through various communication channels during our regular course of operation, which are shown in the table below:

持份者參與

亞積邦租賃專注於在我們的日常業務營運中融入可持續發展理念。為更好地了解持份者的需要及其對我們達成可持續發展的長遠目標的期望，我們積極尋求所有內部及外部持份者的反饋意見及建議。我們於日常營運過程中通過各種溝通渠道與不同的持份者群體進行溝通，有關溝通渠道如下表所示：

| Stakeholder Groups 持份者組別 | Key Communication Channels 主要溝通渠道 |
|-----------------------------|--|
| Employees 僱員 | <ul style="list-style-type: none">• Email Communication• 電郵溝通• Internal Meeting• 內部會議• Employee Training and Activities• 僱員培訓與活動• Performance Appraisal• 績效考核 |
| Customers 客戶 | <ul style="list-style-type: none">• Company Website• 公司網站• Customer Hotline and Mail• 客戶熱線及郵件• Customer Feedback• 客戶反饋• Industry Events• 行業事件 |
| Suppliers 供應商 | <ul style="list-style-type: none">• Quotation and Tendering• 報價及投標• Site-visit and Supplier Evaluation• 實地考察及供應商評估• Industry Events• 行業事件 |

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Stakeholder Groups

持份者組別

Key Communication Channels

主要溝通渠道

Shareholders and Investors

股東及投資者

- Press Releases
- 新聞發佈
- Annual Report and Interim Report
- 年報及中期報告
- Announcements and Circulars
- 公告及通函
- Shareholder's Meeting
- 股東大會
- Company Website
- 公司網站

Local Communities

地方社區

- Donation and Community Investment
- 捐贈及社區投資
- Community Activities
- 社區活動

ESG MATERIALITY ASSESSMENT

We have conducted the initial screening to identify the related and material ESG issues based on AP rentals' business nature and strategic development plan. Stakeholders' views and concerns over the identified ESG issues have been collected through a set of ESG questionnaire which were distributed to key internal and external stakeholders and the abovementioned communication channels. The results from the stakeholder engagement have been consolidated for ESG risks prioritisation. These issues were then discussed among the management to evaluate, validate and determine the relevant and material ESG issues of the Group.

ESG 重要性評估

我們已基於亞積邦租賃的業務性質及策略發展方案進行初步篩選，識別相關及重要的ESG議題。我們已透過一套ESG調查問卷收集持份者對已識別ESG議題的意見及疑問，而有關問卷已派發至關鍵的內部及外部持份者以及上述溝通渠道。與持份者溝通的結果已進行綜合，以排列ESG風險的優先次序。管理層隨後討論該等議題，以評估、驗證及確定本集團的相關及重大ESG議題。

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In FY2022, we have broadened the spectrum of ESG issues from 23 aspects to 25, filtered aspects with falling relevance and replaced immaterial aspects with material topics. Based on the mentioned materiality assessment, ESG issues that are relevant and material to the Group are shown in the table below:

於2022財年，我們已將ESG議題的範圍由23個範疇擴大至25個範疇，篩選相關度下降的範疇，並以重要議題取代非重要範疇。基於上述重要性評估，與本集團相關且重要的ESG議題如下表所示：

| Aspect 方面 | ESG Issue ESG 議題 |
|---|--|
| Environment ▲ 環境 | 1. Air pollution |
| | 1. 空氣污染 |
| | 2. Effluent management |
| | 2. 污水管理 |
| | 3. Waste management |
| | 3. 廢棄物管理 |
| | 4. Climate resilience and disaster response |
| | 4. 氣候抗禦及災難應對 |
| Governance ■ 管治 | 5. Energy use and efficiency |
| | 5. 能源使用及效益 |
| | 6. Water resource use and efficiency |
| | 6. 水資源使用及效益 |
| | 7. Noise nuisance management |
| | 7. 噪音滋擾管理 |
| | 8. Emission of green house gases or other significant gas emission |
| | 8. 排放溫室氣體或其他主要氣體排放 |
| | 9. Compliance |
| | 9. 守規 |
| | 10. Human rights protection |
| | 10. 人權保障 |
| | 11. Equal opportunities |
| | 11. 平等機會 |
| | 12. Staff compensation and welfare |
| | 12. 員工待遇及福利 |
| | 13. Employer-employee relations |
| 13. 勞資關係 | |
| 14. Safe and healthy working environment | |
| 14. 安全與健康的工作環境 | |
| 15. Staff training and development | |
| 15. 員工培訓及發展 | |
| 16. Prevention of child labor or forced labor | |
| 16. 防止童工或強制勞工 | |
| 17. Sustainable & ethical supply chain management | |
| 17. 可持續及合乎道德的供應鏈管理 | |

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Aspect
方面

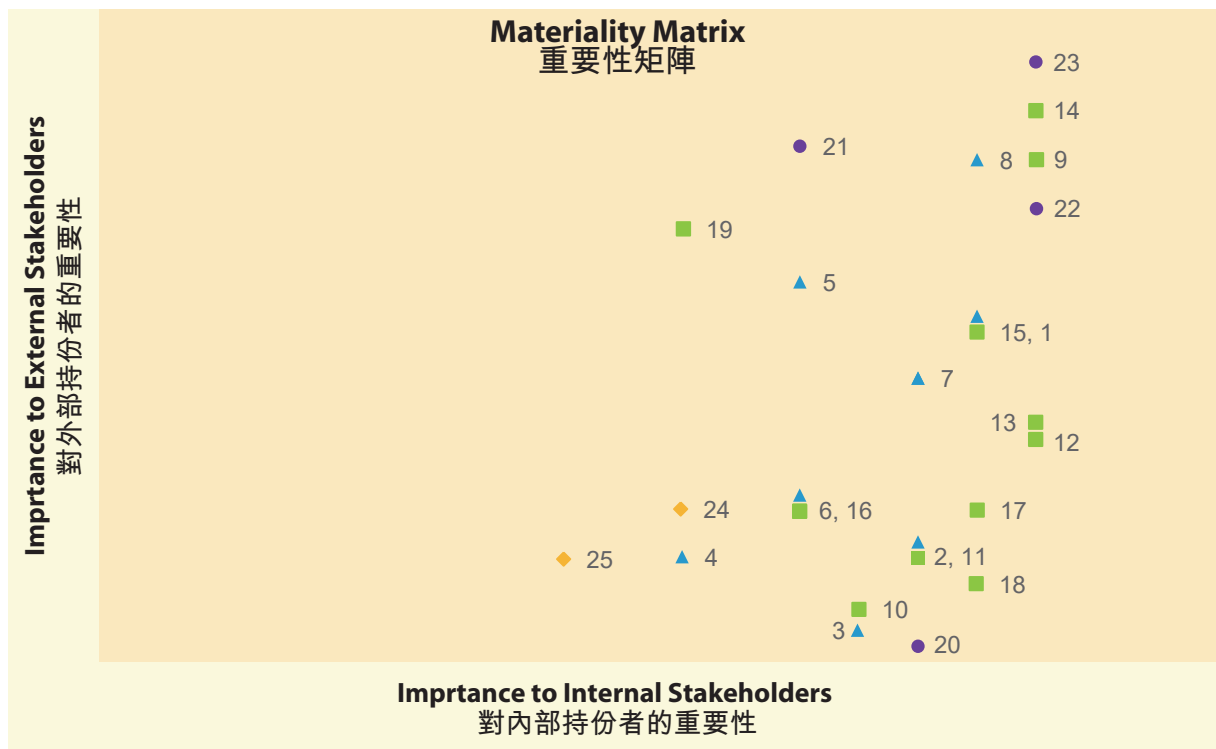
ESG Issue
ESG 議題

Customers/Clients ●
客戶／客戶

- 18. Standardized value chain, service quality and safety
- 18. 標準化價值鏈、服務質量及安全
- 19. Innovation and intellectual property protection
- 19. 創新及知識產權保障

Community ◆
社區

- 20. Cybersecurity & Data Protection
- 20. 網絡安全及數據保護
- 21. Customers' satisfaction
- 21. 客戶滿意度
- 22. Customer information and privacy protection
- 22. 客戶資料及私隱保護
- 23. Prevention of bribery, extortion, fraud and money laundering
- 23. 防止賄賂、勒索、欺詐及洗黑錢
- 24. Promotion of corporate social responsibility
- 24. 促進企業社會責任
- 25. Community investment and engagement
- 25. 社區投資及參與



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In FY2022, ESG issues such as the safe and healthy working environment (14) and the prevention of bribery, extortion, fraud and money laundering (23) were perceived to be most material to both external stakeholders and internal stakeholders.

CONSERVING THE ENVIRONMENT

As a leading construction machinery leasing service provider, we take part in building the future of Hong Kong. To deliver our products and services to high standards of safety and user experience, we rely on resources from electricity used in our office to the fuel used in the equipment to serve our clients. We consider each of these aspects to ensure that they are sustainable, cost-effective and above all, beneficial to the health of the environment and experiences of our clients.

In our day-to-day operations, we are particularly conscious of our ecological footprint that affects the local community and the wider environment. To better account for our impact on the environment, the Group implements a systematic approach to identify our carbon footprint in our value chain. Corresponding mitigation measures are developed to address the significant environmental issues, compliance obligation and stakeholders' expectations.

The Group is making continuous improvements in minimising emissions through introducing and adopting advanced equipment. For example, we have launched applications for a smart system in the mobile electricity supply business known as SSME to better monitor and control the electricity consumption to achieve higher energy efficiency and lower waste of energy embedded in the system design.

During the Reporting Period, there were no material non-compliance cases against environmental laws and regulations identified, including but not limited to the Air Pollution Control Ordinance (Cap. 311 of the Laws of Hong Kong), Waste Disposal Ordinance (Cap. 354 of the Laws of Hong Kong) and regulations in the jurisdictions where we operate.

於2022財年，安全與健康的工作環境(14)及防止賄賂、勒索、欺詐及洗黑錢(23)等ESG議題被認為均對外部持份者及內部持份者而言最為重要。

環境保護

作為領先的建築機械租賃服務供應商，我們為建設香港未來出一分力。為交付高度安全標準及良好用戶體驗的產品及服務，我們依賴辦公室所用電力及服務客戶的設備所用的燃料等資源。我們考慮各個層面，確保其可持續、節省成本以及最重要的是，對環境健康及客戶體驗屬有利。

於我們的日常營運中，我們尤其在在意影響地方社區及大環境的生態足跡。為更好對對環境的影響負責，本集團落實系統化的方法，識別我們價值鏈中的碳足跡。我們已制定相應的緩解措施，以處理重大環境問題、合規責任及持份者期望。

本集團正不斷作出改善，透過引入及採用先進設備，盡量減少排放。舉例而言，我們已在移動電源供應業務中推出智能系統應用程式（稱為移動電源智能系統），以更好地監察及控制耗電量，從而實現更佳的能源效益及減少浪費系統設計中的內置能源。

於報告期間，我們並無發現嚴重違反環境法律及法規的情況，包括但不限於《空氣污染管制條例》（香港法例第311章）、《廢物處置條例》（香港法例第354章）及我們營運所在司法權區的法規。

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Air Pollution

Air emissions, including nitrogen dioxide (“NO₂”), carbon monoxide (“CO”) and particulate matter (“PM”), which have negative impacts on both our health and to the environment, are generated mainly from combustion of fossil fuels by rental equipment and vehicles. As an equipment rental service company, we engage in the rental of equipment and provision of equipment related value-added rental services to customers. Our rental customers generate direct emissions from equipment usage; therefore, we have no direct control over the equipment operations. Thus, the emission data from them are not included in the scope of this Report. Nevertheless, we endeavour to improve our equipment energy efficiency and adopt energy-saving solutions to help our customer reduce their carbon footprint. In particular, the following measures have been adopted in reducing air emissions:

- Replacing old machines/vehicles with Euro V/VI standard ones timely;
- Purchasing more brand new machines and keeping the equipment rental fleet in young age (i.e. on average less than five years);
- Using Ultra Low Sulphur Diesel in machines/vehicles;
- Switching off idle plant/equipment;
- Conducting weekly self-monitoring of machine exhaust (e.g. using Ringelmann Smoke Chart method to perform a visual inspection on exhaust) to check for compliance and keeping records;
- Performing regular repair and maintenance on machines/vehicles to ensure their operating efficiency;
- Complying with environmental requirements set out by Environmental Protection Department (“EPD”), such as Non-road Mobile Machinery (“NRMM”) regulation and Quality Powered Mechanical Equipment (“QPME”) standard;
- Using water spray or tarpaulin covers to alleviate blowing dust; and
- Promoting use of the SSME solution to customers, which has better energy efficiency comparing with the traditional ones.

空氣污染

廢氣排放(包括二氧化氮、一氧化碳及懸浮粒子對我們的健康及環境均有負面影響)主要來自出租設備及車輛燃燒化石燃料。作為設備出租服務公司，我們從事出租設備及向客戶提供設備相關增值租賃服務。我們的租賃客戶因使用設備而產生直接排放；因此，我們並無直接控制設備操作。就此，客戶的排放數據並無納入本報告的範圍。儘管如此，我們致力改進設備的能源效益，並採用節能解決方案，有助客戶減少碳足跡。具體而言，我們為減少廢氣排放採取以下措施：

- 及時以歐盟V/VI標準機器／汽車取代舊機器／汽車；
- 購買更多全新機器及將設備出租機隊維持於較短機齡(即平均少於五年)；
- 機械／汽車使用超低硫柴油；
- 關掉閒置機械／設備；
- 每週進行自我監察機械排氣(例如使用力高文圖表(Ringelmann Smoke Chart)方法以視覺檢查排氣)以查核是否合規並保存記錄；
- 對機器／汽車進行定期維修及保養，確保其營運效率；
- 遵守環境保護署(「環保署」)規定的環保要求，例如非道路移動機械(「NRMM」)規例及優質機動設備(「QPME」)標準；
- 使用噴水裝置或防水布以減少粉塵；及
- 向客戶推廣移動電源智能系統解決方案的使用，其較傳統的解決方案具有較佳能源效益。

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During our daily operation, we only generate limited direct air emissions during machinery repair and maintenance, pre-delivery and after hiring testing and transportation processes; the direct emission data¹ during the Reporting Period were as follows:

於日常營運中，我們僅於機器維修及保養、交付前及租用測試及運輸過程後產生有限的直接廢氣排放。於報告期間的直接排放數據¹如下：

| Air emissions | 廢氣排放 | Quantity (kg) 數量 (千克) | | | Intensity (kg/machine lease) 密度 (千克／機器租賃) | | |
|--|------|--------------------------------|---------------|---------------|--|---------------|---------------|
| | | 2022 2022年 | 2021 2021年 | 2020 2020年 | 2022 2022年 | 2021 2021年 | 2020 2020年 |
| For the year ended 31 March 截至3月31日止年度 | | | | | | | |
| NO ₂ | 二氧化氮 | 488 | 656 | 819 | 0.37 | 0.5 | 0.58 |
| CO | 一氧化碳 | 224 | 365 | 357 | 0.17 | 0.28 | 0.26 |
| PM | 懸浮粒子 | 38 | 51 | 64 | 0.03 | 0.04 | 0.05 |

Going forwards, we aim to reduce air emission intensity by effective implementation of the above-mentioned air emission reduction measures.

面向未來，我們的目標是透過有效實施上述空氣減排措施來降低空氣排放強度。

¹ The direct air emissions are calculated with reference to the "Reporting Guidance on Environmental KPIs" issued by the Hong Kong Exchanges and Clearing Limited and Tier 1, 2, and 3 standards and Tier 4 standards for non-road diesel engines issued by the United States Environmental Protection Agency.

¹ 直接廢氣排放乃參考香港交易及結算所有限公司發出的「環境關鍵績效指標匯報指引」及美國環境保護局發出的非道路柴油機一級、二級及三級標準及四級標準計算。

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Meanwhile, greenhouse gases (“GHG”) are mainly generated directly from the operating machines due to the combustion of fossil fuel and indirectly from the consumption of electricity. In AP Rentals, we perform regular energy audit in accordance with the applicable standards to provide insights about our operations and recommended strategies going forward. AP Rentals also is committed to reducing its greenhouse gas emission intensity going forward. Since the year ended 31 March 2020 (“FY2020”), we have successfully reduced our scope 1 emission intensity by 2% and scope 2 emission intensity by 9%.

同時，由於化石燃料的燃燒，溫室氣體（「溫室氣體」）主要直接來自於操作機器及間接來自於電力的消耗。對於亞積邦租賃而言，我們根據適用標準進行定期能源審核，以提供有關我們未來營運及建議策略的見解。亞積邦租賃亦致力降低其溫室氣體排放密度。自截至2020年3月31日止年度（「2020財年」）以來，我們已成功將範圍1排放密度降低2%及範圍2排放密度降低9%。

The GHG emissions² during the Reporting Period were:

報告期間的溫室氣體排放²為：

| GHG Emissions | 溫室氣體排放 | Quantity (tonnes CO ₂ e) 數量 (噸二氧化碳當量) | | | Intensity (kg CO ₂ e/machine lease) 密度 (千克二氧化碳當量/機器租賃) | | |
|---|----------------------|---|---------------|------------------|--|---------------|-----------------|
| | | 2022 2022年 | 2021 2021年 | 2020 2020年 | 2022 2022年 | 2021 2021年 | 2020 2020年 |
| For the year ended 31 March 截至3月31日止年度 | | | | | | | |
| Scope 1 (Direct emission from combustion of fossil fuels) | 範圍1 (來自化石燃料燃燒的直接排放) | 384 | 313 | 416 | 290 | 238 | 297 |
| Scope 2 (Indirect emission from electricity and town gas consumption) | 範圍2 (來自電力及煤氣耗用的間接排放) | 92 | 80 | 107 ³ | 69 | 60 | 77 ³ |
| Scope 3 (Indirect emission from use of water and paper waste) | 範圍3 (來自用水及廢紙的間接排放) | 7 | 6 | 6 | 5 | 5 | 5 |

² The GHG emissions are calculated with reference to the “Reporting Guidance on Environmental KPIs” issued by the Hong Kong Exchanges and Clearing Limited.

³ We have re-stated the scope 2 emission due to the adjustment made on one of the electricity meters.

² 溫室氣體排放乃經參考香港交易及結算有限公司發出的《環境關鍵績效指標匯報指引》計算。

³ 由於我們已對其中一個電錶進行調整，故我們已重列範圍2的排放量

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Waste Management

Wastes are generated from both workshop operations and office administrative works, while part of the workshop operation wastes are hazardous as defined by the Waste Disposal Ordinance (“WDO”). Therefore, to effectively identify, monitor and control the waste issue, we have adopted a standard approach which include appropriate actions to tackle the issue and demonstrate our support to waste sustainability.

- Procurement: Ensuring only needed resources and a suitable amount of them are purchased to prevent over-storage and wastage
- Handling: Ensuring separation of hazardous wastes from general wastes
- Storage: Storing hazardous wastes in suitable containers with labels for identity; meanwhile securing storage room to prevent unauthorised access
- Awareness: Providing toolbox talk to staff for advising on types of hazardous wastes, handling method and storage location
- Disposal: Engaging only licensed and qualified hazardous waste collectors for removal of such wastes

The Group ensures that all hazardous wastes generated from our operation are treated in accordance with applicable laws and regulations on-site and collected by licensed contractors.

On the other hand, large portions of our wastes are non-hazardous generated by the business operation in our offices. We have therefore implemented a myriad of measures to reduce waste and promote recycling. “Reduce, Reuse, Recycle and Upcycle” model is utilised to enable us to decide the appropriate and effective control on non-hazardous waste.

廢棄物管理

廢物源自車間作業及辦公室行政工作，部分車間作業的廢物根據《廢物處置條例》界定為有害。因此，為有效識別、監察及控制廢棄物問題，我們已採納標準方法，包括採取適當行動解決有關問題，並展示我們對廢棄物可持續性的支持。

- 採購：確保僅需要的資源及採購其合適數量以防止過度存儲及浪費
- 處理：確保有害廢棄物與一般廢棄物分開廢棄物
- 儲存：將有害廢棄物存放在附有標籤的合適容器以作識別；並為儲藏室加設保安措施以防止未經授權人士進入
- 意識：為員工提供工具箱講解，就各類有害廢棄物提供意見、處理方法及儲存地點
- 處置：僅委聘持牌及合資格的有害廢棄物的收集商，以移除該等廢棄物

本集團確保在營運產生的所有有害廢棄物均根據現場適用法律及法規處理，並由持牌承包商收集。

另一方面，我們大部分廢物為辦公室內業務營運產生的無害廢物。因此，我們已制定多種措施以減少廢物及提高循環再用。我們運用「減少、重用、回收及再造」模式，讓我們能夠就無害廢物決定適當及有效的控制。

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The following waste reduction measures have been carried out within our operations:

我們已於營運中推行下列減廢措施：

- Re-using used envelope/paper;
 - Using Forest Stewardship Council ("FSC") certified paper;
 - Assigning appropriate staff to manage collection facilities;
 - Checking the proper usage of collection facilities and providing training correspondingly to nurture the awareness;
 - Maintaining complete recycling/waste collection records for future reference;
 - Collecting used paper for recycling purposes;
 - Providing reusable towel instead of paper towel in the pantry for drying utensils;
 - Providing durable utensils in pantry to discourage using disposable plastic ones;
 - Using common drive to share company information, if deemed appropriate, instead of circulating print out copies;
 - Providing and maintaining recycling bins in different colours to facilitate metal, plastic and paper wastes separation;
 - Using e-Banking and Autopay instead of issuing cheques to minimise the use of paper and envelope; and
 - Using Excel logbook to record and monitor the usage of paper by photocopiers.
- 重用曾經使用的信封／紙張；
 - 使用森林管理委員會 (Forest Stewardship Council (「FSC」)) 認證的紙張；
 - 指派合適的員工管理收集設施；
 - 檢查收集設施的正確使用情況，並提供相應培訓以培養意識；
 - 保存完整的回收／廢棄物收集記錄供日後參考；
 - 收集使用過的紙張作回收用途；
 - 在茶水間提供可重複使用的毛巾代替紙巾以抹乾器具；
 - 在茶水間提供耐用餐具，避免使用即棄式塑膠餐具；
 - 使用共用磁碟機欲分享公司資料 (如視為適當)，而非傳閱打印本；
 - 提供及設置不同顏色的回收箱以有助進行金屬、塑膠及廢紙分類；
 - 使用電子銀行及自動轉賬代替印發支票，以盡量減少使用紙張及信封；及
 - 使用 Excel 記錄簿記錄及監察影印機紙張的使用情況。

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For the year ended 31 March 2021 ("FY2021"), due to the hygiene concerns during Covid-19, we have temporarily paused the recycling service except for paper until the end of the outbreak. During the Reporting Period, we implemented initiatives to substantially reduce waste disposal by the Group, at the same time, helped saving purchasing costs. Recycled items include:

在截至2021年3月31日止年度(「2021財年」)，由於Covid-19期間的衛生問題，我們已暫停塑膠及金屬的回收服務，直至疫情結束為止。於報告期間，我們已實施舉措，從而大幅減少本集團的廢物處置量，同時有助節省採購成本。回收項目包括：

| Recycling 回收 | Unit 單位 | Quantity 數量 | | |
|---|------------|----------------|---------------|---------------|
| | | 2022 2022年 | 2021 2021年 | 2020 2020年 |
| For the year ended 31 March 截至3月31日止年度 | | | | |
| Paper 紙張 | Kg 千克 | 110 | 1,200 | 80 |
| Aluminum cans 鋁罐 | Kg 千克 | 16 | N/A 不適用 | 5 |
| Plastic bottles 膠樽 | Kg 千克 | 2 | N/A 不適用 | 2 |
| Glass bottles 玻璃樽 | Kg 千克 | 3 | N/A 不適用 | 13 |
| Florescent tubes 熒光管 | Kg 千克 | 22 | N/A 不適用 | N/A 不適用 |
| Toner cartridge 碳粉盒 | Kg 千克 | 1.3 | N/A 不適用 | N/A 不適用 |

The significant hazardous and non-hazardous wastes generated directly by the Group during the Reporting Period include:

本集團於報告期間直接產生的主要有害及無害廢物包括：

| Waste 廢棄物 | Unit 單位 | Quantity 數量 | | | |
|---|------------------|----------------|---------------------|----------------|-------|
| | | 2022 2022年 | 2021 2021年 | 2020 2020年 | |
| For the year ended 31 March 截至3月31日止年度 | | | | | |
| Hazardous waste 有害廢棄物 | Lubricant 潤滑劑 | Litre 公升 | 15,620 ⁴ | 0 ⁴ | 6,250 |
| | Battery 電池 | Tonnes 公噸 | 16.3 | 16.4 | 9.6 |
| Non-hazardous waste 無害廢棄物 | Paper 紙張 | Tonnes 公噸 | 1.0 | 0.8 | 1.0 |

⁴ During FY2021, the used lubricant was temporarily stored in our storage area, and the disposal was made in July 2021, hence there was a big increase in lubricant disposal in FY2022, when comparing with FY2020.

⁴ 於2021財年，已使用的潤滑劑暫時存放於我們的存儲區，並於2021年7月進行處置，因此，當與2020財年比較時，2022財年的潤滑劑處理量相對有所大幅增加。

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To raise awareness of our employees and stakeholders regarding environmental protection, the Group had joined the Wastewi\$e Label (Membership No.: WW-8339-5613). The Group has committed to attaining the requirements on waste reduction, and various kinds of environmental production activities have been launched. The Group has accomplished nine waste reduction targets and applied for WasteWi\$e Certificate with "Class of Excellence". The Group has also been awarded the "Wastewi\$e Certificate — Excellence Level" under the Hong Kong Green Organisation Certification ("HKGOC") by the Environmental Campaign Committee (previously awarded with Basic Level). We have placed recycle bins in different work locations to collect used plastic bottles, glasses and aluminium cans. Meanwhile, we keep evocating the importance of recycling and encouraging our employees to reduce waste generation in their daily life.

As of FY2022, AP Rentals is committed to reducing its overall hazardous and non-hazardous wastes intensities going forward. We will continue to explore opportunities to improve how wastes are handled and strive forward as an environmentally responsible operation.

本集團已參與減廢標誌計劃(會員編號: WW-8339-5613), 務求提高我們僱員及持份者對環保的意識。本集團一直致力達到減廢的要求, 並已開展各種環保生產活動。本集團已完成九個減廢目標, 並已申請「卓越級別」減廢證書。本集團亦已獲環境運動委員會頒發香港綠色機構認證(「HKGOC」)的「減廢證書—卓越級別」(過往獲頒基礎級別)。我們於不同工作地點放置回收箱, 以收集已使用的膠樽、玻璃樽及鋁罐。同時, 我們不斷提昇回收的重要性, 並鼓勵員工在日常生活中減少廢物的產生。

於2022財年, 亞積邦租賃致力於在未來減少其整體有害及無害廢棄物的密度。我們將繼續探索改善廢物處理方式的機會, 並努力邁進成為對環境負責的企業。

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環境、社會及管治報告

Energy, Water Use and Efficiency

We recognise the scarcity of resources, especially on fossil fuels and the negative environmental impacts of burning them. Therefore, we strive to reduce energy consumption and enhance operating efficiency to conserve resources and promote sustainability. At the same time, the reduction of energy usage also brings us financial incentives to dedicate to adapting related technologies and initiatives.

The major resources used by the Group include diesel and petrol for machinery and vehicles, as well as electricity, town gas and water for business operations. The consumption data during the Reporting Period were as follows⁵:

能源、水資源使用及效益

我們深明資源(尤其是化石燃料)的稀有性及其燃燒對環境造成的負面影響。因此，我們致力減少能源消耗，提高經營效益，以保護資源及提高可持續性。同時，減少能源耗量亦為我們帶來財政誘因，致力採取相關技術及措施。

本集團使用的主要資源包括用於機械及汽車的柴油及汽油，以及業務運營使用的電力、煤氣及水。於報告期間的消耗數據如下⁵：

| Resources 資源 | Unit 單位 | Quantity 數量 | | | Intensity (per machine lease) 密度 (按機器租賃) | | |
|-------------------|-----------------------|---|---------|----------------------|---|-------|------------------|
| | | For the year ended 31 March 截至3月31日止年度 | | | For the year ended 31 March 截至3月31日止年度 | | |
| | | 2022 | 2021 | 2020 | 2022 | 2021 | 2020 |
| | | 2022年 | 2021年 | 2020年 | 2022年 | 2021年 | 2020年 |
| Diesel 柴油 | Litre 公升 | 135,261 | 109,893 | 150,073 | 102 | 83 | 107 |
| Petrol 汽油 | Litre 公升 | 10,368 | 7,294 | 6,200 | 8 | 6 | 4 |
| Electricity 電力 | kWh 千瓦時 | 234,969 | 214,412 | 214,277 ⁶ | 177 | 163 | 153 ⁶ |
| Town gas 煤氣 | Unit 單位 | 474 | 534 | 438 | 0.36 | 0.41 | 0.31 |
| Water 水 | m ³ 立方米 | 2,680 | 4,180 | 2,757 | 2 | 3 | 2 |

⁵ The amounts represent the resources directly controlled and consumed by the Group during the Reporting Period. Indirect resources consumptions (i.e. those consumed by its customers and other third parties engaged by the Company) are excluded.

⁶ We have restated the electricity usage due to the adjustment made on one of the electricity meters.

⁵ 有關數量指本集團於報告期間直接控制並耗用的資源。不包括間接耗用資源(即本公司的客戶及所委聘的其他第三方所耗用者)。

⁶ 由於對其中一個電錶進行調整，故我們已重列電力的使用情況。

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To better track and monitor the daily resource consumption involved in our operation, we have adopted a resources monitoring mechanism to facilitate the analysis of resources efficiency and identify improvement opportunities. Furthermore, within the office, we have adopted a green office approach to reduce the energy consumption by the office equipment and, more importantly, foster green awareness among our employees by holding workshops and internal circulations.

Going forward, AP Rentals is committed to improve energy efficiency in its operations and reduce energy consumption where applicable to minimise our impact on the environment. For energy conservation in business operations, the Group adopts a holistic energy-saving management approach under which the following measures have been adopted:

- Opting for energy-saving equipment such as LED/T5 fluorescent tubes rather than traditional light bulbs, and Grade 1 Energy label air conditioners;
- Using separate switches to control air conditioners and lightings in different zones of office;
- Maintaining air conditioner temperature at 25.5 degree Celsius and posting such friendly reminders in the workplace;
- Posting energy-saving labels in the workplace;
- Switching off idle lightings; and
- Turning on air-conditioners in the pantry only during designated time slots.

為更好地追蹤及監察我們營運涉及的日常資源耗用量，我們已採納資源監察機制，協助進行資源效益分析，並識別改進的機會。此外，在辦公室內，我們已採用綠色辦公方針，減少辦公設備的能源消耗，而更重要的是，透過舉辦工作坊及內部傳閱文件來提高僱員的環保意識。

展望未來，亞積邦租賃致力提高其於營運中的能源效益，並在適用情況下減少能源消耗，盡量減低我們對環境造成的影響。就業務營運上的節能工作而言，本集團採取全面節能管理方針，並據此採納以下措施：

- 選用LED/T5熒光燈等節能設備取代傳統燈泡，採用一級能源標籤空調；
- 使用獨立開關制來控制辦公室內各區的空調及燈光；
- 將空調溫度維持於攝氏25.5度；於工作場所張貼有關溫馨提示標語；
- 在工作場所張貼節能標籤；
- 關掉不使用的燈具；及
- 僅在指定時段開啟茶水間的空調。

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We put equivalent care on water resources conservation. Even though we are not in a water-intensive industry, we are still putting reasonable endeavours to reduce our Group's water footprint. Initiatives such as high-pressure faucets and water-saving awareness programmes, have been cultivated in our business.

Although water is a not material resource to our operations, we are aware of its scarcity and its vulnerability to waste and pollution. AP Rentals is committed to raising awareness on water conservation to our employees to ensure that water is being used responsibly within our premises, we also encourage our employees to further such practices outside of work.

The Group has no issue sourcing water for its operations since its principal operating premises in Hong Kong have a municipal water supply. In addition, due to our business nature, we do not produce a significant amount of sewage during the Reporting Period. Therefore, disclosure in relation to water discharge does not apply.

Furthermore, the Group has not used a significant amount of packaging materials during the Reporting Period, and therefore disclosure in relation to packaging materials does not apply.

Other Environmental Impacts

In addition to emissions control and resources conservation, we exert ourselves in minimising all negative impacts on the environment and natural resources, even though there are no other significant environmental impacts except for the emissions described above.

The Group has established a sound risk management system led by the Risk Management Committee. It manages the overall risk level of the Group, which gives appropriate priority when taking environmental risks into consideration, among other operating risks. Significant environmental risks are identified for developing adequate mitigation plans. We ensure sufficient resources are deployed for the implementation of these mitigation plans to reduce environmental risks.

The Group upholds the principle of environmental protection and executes in every detail. For instance, we consume no shark fin or other endangered species at any company banquets or events.

我們同樣重視水資源保護。儘管我們並非耗水行業，但我們仍在盡合理努力減少本集團的水足跡。我們在業務上已培養高壓水龍頭及節水意識計劃等措施。

儘管水對我們的營運而言並非重要資源，惟我們意識到水的稀缺性及其容易被浪費及污染。亞積邦租賃致力提高僱員的節約用水意識，確保其於處所內負責任地用水，我們亦鼓勵僱員於休班時進一步實踐有關意識。

由於本集團在香港的主要經營處所擁有市政供水，故並無有關採購水源以供業務使用的問題。此外，鑑於我們的業務性質使然，我們於報告期間並無產生大量污水。因此有關排水的披露並不適用。

此外，本集團於報告期間並未使用大量包裝材料，因此有關包裝材料的披露並不適用。

其他環境影響

儘管本集團概無造成其他上述排放以外的重要環境影響，除管制排放物及節約資源外，我們亦盡量減少對環境及天然資源的所有負面影響。

本集團已建立由風險管理委員會領導的健全風險管理制度，其管理本集團的整體風險水平，在考慮環境風險時給予適當的優先次序，其中包括營運風險。我們已識別重大環境風險以制定適當緩解方案。我們確保為實施有關緩解計劃部署足夠資源，以減低環境風險。

本集團秉持環保原則，著重每個執行細節。舉例而言，我們在任何公司宴會或活動中絕不食用魚翅或其他瀕危物種。

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Climate Change

We believe that businesses of all kinds must actively participate in protecting our planet to mitigate climate change. Climate change will result in more frequent adverse weather events or natural disasters, negatively affecting economies and disrupting our business day-to-day. To mitigate the potential losses brought by the extreme weather conditions, we have conducted preliminary simulations and forecasts to estimate the impacts to our staff and assets, including our office premises and equipment. Our standard operating procedure and policy acknowledges the severity of extreme weather situations and is prepared to manage its risks accordingly by taking preventive measures, proper responses during emergencies and post extreme weather maintenances. Our pre-inclement weather checklist outlines measures to be taken promptly after the issuance of tropical storm signals 3 and above, the checklist ensures that our assets are properly protected and potential damage is minimised. During an emergency, our Emergency Response Plan is in place to guide our employees on necessary procedures and actions to take during the event of typhoon or strong winds, actions include but is not limited to avoiding locations prone to falling objects and ensuring that power supplies are turned off with plugs removed from outlets. Finally, our post-inclement weather checklist outlines actions to take after a typhoon signal 8, the checklist include but is not limited to proper clean-ups and examining machinery to ensure the safety levels of our facility and the possibility to resume operations as soon as possible.

VALUING OUR EMPLOYEE

As a responsible employer, AP Rentals takes excellent care to ensure that our talent policies and practices regarding employment, termination, remuneration, working hours, leave, and equal opportunity are implemented in accordance with local labour laws and other applicable regulations. In addition, our Human Resources Department monitors and develops responsive policies for up-to-date information on labour laws and regulations and establishes appropriate internal controls in the human resource processes to ensure compliance.

The Group is committed to establishing and maintaining a safe working environment for our employees to raise occupational safety and health awareness and minimise the potential risks and hazards in our operation. The pandemic elevated the challenge to maintain and safe work environment and safety standards, to better protect our employees under the COVID-19 pandemic we have adopted flexible working hours and work-from-home policies to minimise chances of infection. We also offered special vaccination leaves for our full time staff to encourage vaccination to ensure the health and safety our employees and stakeholders.

氣候變化

我們認為各行各業均須積極為保護地球出一份力，減緩氣候變化。氣候變化將導致更頻繁的惡劣天氣事件或自然災害，對經濟造成負面影響，並擾亂我們的日常業務。為減少極端天氣情況造成的潛在損失，我們已進行初步模擬及預測，估計其對我們員工及資產（包括辦公室物業及設備）的影響。標準作業程序及政策認知到極端天氣情況的嚴重性，並準備透過採取預防措施、在緊急情況下的適當反應及極端天氣後的維護以管理相應的風險。我們的惡劣天氣前檢查表概述在發佈3號及以上熱帶風暴信號後應及時採取的措施，該檢查表確保我們的資產獲得適當的保護，並將潛在的損害降到最低。在緊急情況下，我們制定了緊急應變計劃，以指導僱員在颱風或強風發生時採取必要的程序及行動，包括但不限於避開容易墜落物體的位置，並確保在從插座上拔下插頭的情況下關閉電源。最後，我們的惡劣天氣後檢查表概述在8號颱風信號後應採取的行動，該檢查表包括但不限於適當的清理及檢查機器，確保我們設施的安全水平及盡快恢復營運的可能性。

重視員工

作為負責任的僱主，亞積邦租賃格外謹慎，確保我們在僱傭、解僱、薪酬、工時、休假及平等機會方面的人才政策及常規均按照當地勞工法律及其他適用法規實施。此外，我們的人力資源部監察有關勞工法及法規的最新資料，並制定應對政策，在人力資源過程中實施適當的內部監控，以確保合規情況。

本集團致力為僱員建立及維持安全的工作環境，提高職業安全與健康意識，並盡量減少我們營運的潛在風險及危害。疫情已提高維持及安全的工作環境及安全標準的挑戰，以在COVID-19疫情下更好地保護我們的員工，故我們採取了彈性工作時間及在家工作的政策，以盡量減少受感染的機會。我們亦為全職員工提供特別的疫苗接種假期，以鼓勵接種疫苗，確保僱員及持份者的健康及安全。

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To attract and retain our talents, the Group provides a competitive compensation packages. Our remuneration package is determined based on market trends, employee's roles and responsibilities as well as performance. In addition to the remuneration package, we also provide our employees with additional welfare such as medical insurance, the mandatory provident fund ("MPF"), etc. We are proactively looking for practical benefits for our employees to create a better working environment. We implement working hours with full consideration of employees' physical and mental health. Overtime work is determined based on operational needs, and it is compensated in accordance with relevant regulations.

The Group maintains a diversified workforce. We provide equal opportunities to all staff based on their capabilities in a fair manner. To keep track of our employees' performance, we have established an employee performance system. Regular performance evaluation is conducted to increase employee engagement, and the remuneration is adjusted based on the result of the performance evaluation. We accept no tolerance towards discrimination, regardless of age, sex, marital status, nationality, disability, religion, etc.

The tables below show the composition of our workforce by gender, employment type, age group and geographical region:

為吸引及挽留人才，本集團提供具競爭力的薪酬待遇。我們的薪酬待遇乃根據市場趨勢、僱員的角色及職責以及表現釐定。除薪酬待遇外，我們亦為僱員提供醫療保險及強制性公積金（「強積金」）等額外福利。我們積極為僱員謀求切實福利，創建良好的工作環境。我們所實行的工作時數已充分考慮僱員的身心健康。我們在有需要的情況下確定超時工作，並根據相關法規給予補償。

本集團設有多元化的工作團隊。我們以個人能力為依歸，為全體員工提供平等機會。為掌握僱員的表現，我們已建立僱員績效制度。我們定期進行績效評估，提高僱員的參與程度，並根據績效評估的結果調整薪酬。我們絕不容忍諸如年齡、性別、婚姻狀況、國籍、殘疾及宗教等各方面的歧視。

下表載列按性別、僱傭類型、年齡組別及地區劃分的工作團隊組成：

| | | Number of Employees 僱員人數 | | |
|-----------------------------------|----------------|---|---------------|---------------|
| | | For the year ended 31 March 截至3月31日止年度 | | |
| Category | 類別 | 2022 2022年 | 2021 2021年 | 2020 2020年 |
| By Gender | 按性別劃分 | | | |
| Male | 男 | 110 | 96 | 102 |
| Female | 女 | 20 | 20 | 18 |
| By Employment Type | 按僱傭類型劃分 | | | |
| Permanent | 長期 | 100 | 92 | 93 |
| Temporary | 臨時 | 30 | 24 | 27 |
| Full time | 全職 | 128 | 116 | 118 |
| Part time | 兼職 | 2 | 0 | 2 |
| By Employee Category | 按僱員類型劃分 | | | |
| Senior Management | 高級管理層 | 9 | 9 | 9 |
| Intermediate staff and management | 中級員工及管理層 | 11 | 8 | 8 |
| General staff | 一般員工 | 110 | 99 | 103 |

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| Category | 類別 | Number of Employees 僱員人數 | | |
|-------------------------------|--------|---|---------------|---------------|
| | | For the year ended 31 March 截至3月31日止年度 | | |
| | | 2022 2022年 | 2021 2021年 | 2020 2020年 |
| By Age Group | | 按年齡組別劃分 | | |
| 30 or below | 30歲或以下 | 37 | 30 | 35 |
| 31-50 | 31-50歲 | 60 | 53 | 50 |
| 51 or Above | 51歲或以上 | 33 | 33 | 35 |
| By Geographical Region | | 按地區劃分 | | |
| Hong Kong | 香港 | 120 | 106 | 112 |
| Macau | 澳門 | 4 | 4 | 4 |
| Mainland China | 中國內地 | 3 | 3 | 0 |
| Singapore | 新加坡 | 3 | 3 | 4 |

During the Reporting Period, total employee turnover rate was 22%, detailed breakdowns as below:⁷

於報告期間，僱員總流失率為22%，詳盡明細如下：⁷

| Category | 類別 | Employees Left during the year 年內離職的僱員人數 | | |
|-------------------------------|--------|---|---------------|---|
| | | For the year ended 31 March 截至3月31日止年度 | | |
| | | 2022 2022年 | 2021 2021年 | 2022's Turnover Rate 2022年 流失率 |
| By Gender | | 按性別劃分 | | |
| Male | 男 | 24 | 26 | 22% |
| Female | 女 | 4 | 4 | 20% |
| By Age Group | | 按年齡組別劃分 | | |
| 30 or below | 30歲或以下 | 11 | 6 | 30% |
| 31-50 | 31-50歲 | 10 | 15 | 17% |
| 51 or Above | 51歲或以上 | 7 | 9 | 21% |
| By Geographical Region | | 按地區劃分 | | |
| Hong Kong | 香港 | 27 | 29 | 23% |
| Macau | 澳門 | 0 | 0 | 0% |
| Mainland China | 中國內地 | 1 | 0 | 33% |
| Singapore | 新加坡 | 0 | 1 | 0% |

⁷ Performance statistics in FY2020 are not available.

⁷ 無法獲得2020財年的績效統計數據。

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During the Reporting Period, we did not identify material non-compliance against employment-related laws and regulations in Hong Kong, including but not limited to the Employment Ordinance (Cap. 57 of the Laws of Hong Kong), Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong), Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong), Mandatory Provident Fund Scheme Ordinance (Cap. 485 of the Laws of Hong Kong) and regulations in the jurisdictions where we operate.

Safe and Healthy Working Environment

The Group strives to create a healthy and safe working environment for our employees. The Occupational Health and Safety ("OHS") Policy was formulated to provide employees with safety guidelines to improve workplace safety awareness. The OHS policy defines all personnel's health and safety responsibilities from the top management to the front line to achieve an accident-free workplace. The management is committed to investing sufficient resources to implement the OHS policy, treating all OHS issues as an integral part of our business performance, and reviewing the OHS policy and management system every six months.

Apart from these, we have reviewed the following work safety-related policies and procedures to increase employee safety awareness:

- Manual handling procedures;
- Use of Ladders;
- Principles of load safety/transporting an engineering plant; and
- Use of Personal Protective Equipment ("PPE").

In addition, safety risk assessments are performed for works related to high-risk equipment, including generators, forklift trucks, and mobile elevating work platforms to identify potential safety hazards and corresponding mitigations. The management monitors and review OHS practices regularly to ensure compliance with the OHS Policy and alignment with latest OHS-related laws and regulations while striving for continual improvement.

To further mitigate the health and safety risk in the workplace, staff will receive appropriate and adequate training concerning their respective duties and responsibilities. Such training serves to help staff in thoroughly understanding and implementing the OHS Policy. To equip staff with sufficient first aid knowledge, we have assigned 9 of our employees to attend the Standard First Aid Certificate Course (Blended Learning) ("SFAB"), and all of them passed the assessment. As a result, they were awarded the Standard First Aid Certificates.

於報告期間，我們並無發現與香港僱傭相關法律及法例以及我們業務所在司法權區規例有關的重大不合規情況，包括但不限於《僱傭條例》(香港法例第57章)、《最低工資條例》(香港法例第608章)、《僱員補償條例》(香港法例第282章)、《強制性公積金計劃條例》(香港法例第485章)。

安全與健康的工作環境

本集團致力為僱員營造健康及安全的工作環境。本集團已制定職業健康及安全(「職安健」)政策，為僱員提供安全指引，以提高工作安全意識。職安健政策界定所有人員的健康及安全責任，從高級管理層到前線，以實現零事故的工作場所。管理層致力投入足夠資源實施職安健政策，將所有職安健事宜視為我們業績不可或缺的一部分，並每六個月檢討職安健政策及管理系統。

除此之外，我們已審閱下列工作安全相關政策及流程，以提高僱員的安全意識：

- 人手處理程序；
- 使用梯子；
- 負荷安全／運輸工程機械的原則；及
- 使用個人防護裝備(「個人防護裝備」)。

此外，我們對高風險設備(包括發電機、叉車及移動升降工作台)的相關工程進行安全風險評估，以識別潛在的安全隱患及相應的緩解措施。管理層定期監察及檢討職安健常規，以確保遵守職安健政策及符合最新職安健相關法律及法規，同時致力持續改進。

為進一步降低工作場所的健康及安全風險，員工將接受有關職務與職責的適當培訓。有關培訓有助員工全面了解及實施職安健政策。為使員工具備足夠的急救知識，我們已指派9名員工參加標準急救證書課程(混合學習)(「SFAB」)，且彼等均已通過評核。因此，彼等獲授標準急救證書。

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To enhance staff safety awareness, the Group steps further and includes "Safety Awareness" as one of the performance factors of the performance appraisal for all levels of staff. The performance appraisal scores will directly influence the amount of salary increment and the discretionary bonus of staff.

Furthermore, staff are encouraged to propose reasonable opinions with respect to the adequacy and improvement of the OHS Policy. As such, staff, especially construction machinery operators, are aware of the responsibilities of safety operations. Besides, we cooperate closely with machinery manufacturers to upgrade the machines' safety standards to protect the operators, users, and service personnel.

We understand that our service team needs more comprehensive protection as they are exposed to a riskier-working environment due to the job nature. Therefore, we provide strengthened PPE for them, we also provide substitutes to enrol mandatory safety training for operators of cranes and qualified masks are distributed to staff and those required to work in high-risk locations; the Third Runway and quarantine centres are supplied with N95 masks and eye shields.

In FY2022, we have further improved our standards for health and safety with notable highlights being:

- Panel medical service provider is changed and more than 3,000 panel doctors are available
- All workshop staff are required to conduct pre-employment check up
- All staff who have confirmed probation will be entitled to an annual body check subsidy
- Automated External Defibrillator are newly purchased and are registered at the "AED Anywhere for Anyone" Programme of Hong Kong Fire Services Department

COVID-19 health and safety measures:

- Due to the outbreak of COVID-19, surgical masks, face shield & rapid antigen test kits are distributed to all staff members
- 3/4 pay is granted to staff members who are required to be quarantined if they do not have any outstanding vacation leave
- Sanitizing sprays are placed in office to increase the protection for staff

During the Reporting Period, there were no work-related fatalities (FY2021: 0, FY2020: 0), and there were a total of 25 (FY2021: 590, FY2020: 206) lost days due to work injury.

為提高員工的安全意識，本集團進一步將「安全意識」納入各級員工績效考核的績效元素之一。績效考核評分將直接影響員工加薪及酌情花紅的金額。

此外，我們鼓勵員工就職安健政策的充足性及改進提出合理意見。因此，員工（特別是建築機械操作員）知悉安全運作的責任。此外，我們與機械製造商緊密合作，務求提高機械的安全標準，保障操作員、用家及服務人員。

我們明白我們的服務團隊因工作性質而面對風險較高的工作環境，需要更全面的保障。因此，我們向其提供已強化的個人防護裝備，我們亦提供替工為起重機操作員可參加強制性安全培訓，並向員工及在高風險地點工作的員工派發合格口罩；第三跑道及檢疫中心則提供N95口罩及眼罩。

於2022財年，我們進一步提升健康及安全標準，重點包括：

- 顧問醫療服務供應商已更換，現提供超過3,000名顧問醫生
- 所有車間員工均須進行職前檢查
- 所有已通過試用期的員工將有權享有體檢補助
- 新購入自動心臟除顫器，並已向香港消防處的「AED睇得到用得到」計劃註冊

COVID-19健康及安全措施：

- 由於COVID-19爆發，故向全體員工派發外科口罩、面罩及快速抗原檢測試劑盒
- 須進行隔離的員工獲發四分之三的薪酬（如並無任何待休假期）
- 在辦公室內放置消毒噴霧器，以增強對員工的保護

於報告期間，概無因工死亡事故（2021財年：0宗；2020財年：0宗），惟因工傷意外損失合共25（2021財年：590；2020財年：206）個工作天。

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The Group strives to comply with OHS-related laws and regulations, including but not limited to Factories and Industrial Undertakings Ordinance (Cap. 59 of the Laws of Hong Kong), Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong), Electricity (Wiring) Regulations (Cap. 406E of the Laws of Hong Kong), Dangerous Goods (General) Regulations (Cap. 295B of the Laws of Hong Kong), Code of Practice for the loading of vehicles, Transport Department and regulations in the jurisdictions where we operate, to protect the staff and other stakeholders. During the Reporting Period, we did not identify material non-compliance with the aforementioned occupational safety and health-related laws and regulations.

Staff Training and Development

To satisfy organisation's needs and equip staff with solid skills, knowledge and safety awareness, we invest resources and provide training for employees to enhance safety awareness. By establishing adequate training programmes, we can provide necessary occupational knowledge and skills to our staff. During the Reporting Period, the number of staff trained and training hours received by gender and employee category were as follows⁸:

本集團致力遵守職業安全與健康相關的法律及規例，包括但不限於《工廠及工業經營條例》(香港法例第59章)、《職業安全與健康條例》(香港法例第509章)、《電力(線路)規例》(香港法例第406E章)、《危險品(一般)規例》(香港法例第295B章)、車輛裝載方面的實務指引、運輸署以及我們營運所在司法權區的規例，以保障員工及其他持份者。於報告期間，我們並無發現有關上述職業安全與健康相關法律及法規的重大違規情況。

員工培訓與發展

為滿足組織需求及讓員工配備踏實的技能、知識及安全意識，我們投入資源為員工提供培訓以加強安全意識。透過建立適當的培訓課程，我們可為員工提供必要的職業知識及技能。於報告期間，按性別及僱員類別劃分的受訓員工人數及受訓時數如下⁸：

| Category | 類別 | Number of Employees Trained 接受培訓僱員人數 | | Number of Training Hours 培訓時數 | |
|----------|----|---|-------|---|-------|
| | | For the year ended 31 March 截至3月31日止年度 | | For the year ended 31 March 截至3月31日止年度 | |
| | | 2022 | 2021 | 2022 | 2021 |
| | | 2022年 | 2021年 | 2022年 | 2021年 |
| Male | 男 | 81 | 82 | 652.5 | 804.5 |
| Female | 女 | 13 | 19 | 94.5 | 126 |

| Employee Category | 僱員類別 | Number of Employees Trained 接受培訓僱員人數 | | | Number of Training Hours 培訓時數 | | |
|--------------------------------|----------|---|-------|-------|---|--------------------|-------|
| | | For the year ended 31 March 截至3月31日止年度 | | | For the year ended 31 March 截至3月31日止年度 | | |
| | | 2022 | 2021 | 2020 | 2022 | 2021 | 2020 |
| | | 2022年 | 2021年 | 2020年 | 2022年 | 2021年 | 2020年 |
| Senior Management | 高級管理層 | 20 | 12 | 7 | 183 ⁹ | 102 | 75 |
| General Staff (Administrative) | 一般員工(行政) | 18 | 28 | 35 | 90 ⁹ | 192 ⁹ | 315.5 |
| General Staff (Operational) | 一般員工(操作) | 56 | 61 | 60 | 474 ⁹ | 636.5 ⁹ | 2,160 |

⁸ Performance statistics in FY2020 are not available.

⁹ To maintain social distancing during Covid-19, we only provided core and necessary training to general staff. However, for senior management, they performed the training via internet, like using Zoom.

⁸ 無法獲得2020財年的績效統計數據。

⁹ 為於Covid-19期間內保持社交距離，我們向一般員工只提供核心及必需的培訓。然而，就高級管理層而言，彼等透過互聯網(如應用Zoom)進行培訓。

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The Group offers orientation for new employees with initial information and training in their specific job functions and skills and condition of employment to assist them in adapting to their positions.

The Group's technical staff attend seminars jointly conducted by equipment manufacturers and the Group to acquire product knowledge to ensure that they are equipped with the necessary skills and knowledge to perform their duties. Such seminars include training regarding the equipment structures, operational features, operator safety training and equipment repair. In addition, the Group's technical staff also attends external training courses and obtains relevant certificates. The training covers hydraulic, electrical and mechanical, electronic, engine systems, special equipment and tools for troubleshooting.

We have also developed an apprenticeship to nurture the new professional technicians and engineers, apart from the external training. The three-year training consists of both theoretical and practical sections. During the first 18 months of the training programme, apprentices will receive full professional training on products such as mobile elevating working platforms, generator and forklifts. For the latter half of the programme, apprentices will be arranged in a team to receive solid on-the-job training. We are proud to announce that 3 apprentices have completed and received the training certificates during Reporting Period.

Meanwhile, we have developed a formal and systematic training programme for SSME, including classroom and practical training. In the future, we plan to expand the scope of the training programme to our customers to ensure their SSME operators are equipped with sufficient skills. In addition, to align with our sustainable development mission, we have incorporated sustainability elements such as resources management, energy management, and other environmentally friendly practices in our existing training content. We aim to nurture a green working culture through education and training.

The Group also provides easy access to training materials so that our employees can learn and revise anytime, we are preparing training videos focusing on the operational safety aspect. Meanwhile, we also are developing virtual safety training sessions to keep our employees in Mainland China, Singapore and Macau updated with the latest safety requirements.

本集團為新僱員提供入職指引，有關其特定工作職能及技能以及僱傭條件的初步資訊及培訓，以協助彼等適應其職位。

本集團的技術人員參加由設備製造商與本集團聯合舉辦的研討會，以學習產品知識，確保彼等掌握履行彼等職責所必備的技術和知識。有關研討會包括設備結構的訓練、操作特點、操作員安全訓練及設備維修。此外，本集團技術人員亦會出席外部培訓課程並取得相關證書。培訓內容涵蓋液壓、機電、電子、發動機系統、特種設備及解決難題的工具。

除了提供外部培訓外，我們亦已開設學員訓練，以培養新專業技工及工程師。三年培訓包括理論及實踐部分。在培訓課程的首18個月期間，學員將接受關於移動升降工作台、發電機及叉車等產品的全面專業培訓。就計劃的後半段而言，我們將安排學徒到團隊接受堅實的在職培訓。我們欣然宣佈，於報告期間，3名學徒已完成並獲得培訓證書。

與此同時，我們已就移動電源智能系統設計正式及系統性的培訓課程，包括教學及實習培訓。我們計劃在未來將培訓課程的範圍擴大至涵蓋客戶，確保其移動電源智能系統操作員能夠具備足夠的技能。此外，為與我們的可持續發展目標一致，我們已在現有培訓內容加入資源管理、能源管理及其他環保實務等可持續元素。我們致力透過教育及培訓營造綠色辦公文化。

本集團亦提供易於獲取的培訓材料，以便僱員可隨時學習及修改，我們正準備集中於操作安全方面的培訓視頻。同時，我們亦正透過網絡開設安全培訓課程，讓身處中國內地、新加坡及澳門的員工能獲悉最新的安全規定。

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Training and development resources are reviewed regularly for their sufficiency and adequacy to ensure a competent workforce for delivering high-quality services in meeting customers' needs. The representative in Human Resources Department will actively look for the applicable external training programme for the team to maintain our competence.

Prevention of Child Labor or Forced Labor

We have deployed sufficient controls in our human resources processes to prevent child and forced labour employment, including verifying personal identity documents and entering into a legitimate employment contract with employees.

The Group strictly prohibits child and forced labour of any kind in accordance with the local labour laws, including but not limited to the Employment Ordinance (Cap. 57 of the Laws of Hong Kong) and regulations in the jurisdictions where we operate. Should any case of child labor or forced labor be reported or discovered by AP Rentals within our operations, clients or suppliers, immediate actions will be taken including reporting to relevant authorities and the temporary suspension all business relation until further confirmation. During the Reporting Period, the Group did not employ any child or forced labour, and there was no non-compliance against the aforementioned child and forced labour-related laws and regulations.

Sustainable & Ethical Supply Chain Management

Focusing on construction machinery leasing services, the Group emphasises on supplier's performance, as the equipment fleet's specification is a critical factor directly affecting our environmental and social performance.

Green procurement is another critical element in the Group's business operation as we recognise the selection of sustainable products can reduce environmental impacts and safeguard human and labour rights. Before the purchase decisions are made, we would balance the environmental impact, cost and product quality.

我們定期檢討培訓和發展資源是否適當及充足，以確保能幹的工作團隊可配合客戶要求提供高質量的服務。我們的人力資源部代表將積極地為團隊尋找合適的外部培訓課程，以保持我們的競爭力。

防止童工或強制勞工

我們已作出部署以充分管制人力資源程序，防止僱用童工及強制勞工，當中包括核實個人身分證文件及與僱員訂立合法僱傭合約。

本集團嚴格按照地方勞動法禁止任何形式的童工及強制勞工，包括但不限於《僱傭條例》(香港法例第57章)及我們營運所在司法權區的規例。倘亞積邦租賃在我們的業務、客戶或供應商中報告或發現任何童工或強迫勞動個案，將立即採取行動，包括向有關當局報告並暫停所有業務關係，直至進一步確認為止。於報告期間，本集團並無僱用任何童工或強制勞工，亦無違反上述童工及強制勞工相關法律及法規的情況。

可持續及道德供應鏈管理

因應本集團集中建築機械租賃服務，設備機組的規格是直接影響環境及社會績效的關鍵因素，故我們極其重視供應商的表現。

由於我們認為選擇可持續的產品可減少對環境的影響，並保障人權及勞工權益，故綠色採購是本集團業務營運的另一個重要元素。於作出採購決定前，我們將在環境影響、成本及產品質量之間作出平衡。

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As such, we source our equipment from sound and reliable suppliers, including but not limited to reputable international equipment manufacturers from Japan, the US, Canada, Europe and China. In FY2022, we had a total of 161 suppliers.¹⁰

因此，我們向穩健可靠的供應商採購設備，包括但不限於來自日本、美國、加拿大、歐洲及中國的知名國際設備製造商。於2022財年，我們共有161名供應商。¹⁰

Number of Suppliers 供應商數目 For the year ended 31 March 截至3月31日止年度

| Region | 地區 | 2022 2022年 | 2021 2021年 |
|---------------|----|---------------|---------------|
| Asia | 亞洲 | 157 | 174 |
| Europe | 歐洲 | 2 | 2 |
| North America | 北美 | 2 | 2 |
| Total | 合計 | 161 | 178 |

To upkeep our product standards and organisational reputation, we maintain a good business relationship with manufacturers and suppliers, and closely monitor their performance. Regular review on the performance, including environmental and social aspects, is conducted for the suppliers. In addition, the corresponding user department of the Group will evaluate performance of each supplier based on the result of the review and quality of the product, and timeliness of the service delivery.

為維持我們的產品標準及組織聲譽，我們與製造商及供應商維持良好的業務關係，並密切監察彼等的表現。我們定期審視供應商在環境及社會等方面的表現。此外，本集團的相關用家部門將根據審閱結果、產品質量及服務交付及時性，評估各名供應商的表現。

Furthermore, manufacturers will ensure the qualification of the trainers to deliver training courses with respect to machine's operators. Our training department held various sessions of product and operation training during the Reporting Period. We also import and use qualified machines with engines fulfilling EU Stage IIIA, US Tier 3 or Japan MoE standards 1 or above to comply with the emission standard and noise level standard of EPD to minimise the overall environmental impact.

此外，製造商將確保培訓人員有資格為機械營運商提供培訓課程。於報告期間，我們轄下培訓部門舉辦多次產品及操作培訓。我們亦進口及使用發動機符合歐盟IIIA級、美國3級(Tier 3)或日本MoE標準1級或以上的合資格機械，以遵守環境保護署的排放標準及噪音等級標準，以盡量減少整體環境影響。

Standardised Value Chain, Service Quality and Safety

The Group puts customer relationships as one of the top priorities. We strive to provide top-notch service to our customers, and we endeavour to understand customers' needs and act from customers' perspectives, thereby developing a long-term customer relationship.

標準化價值鏈、服務質量及安全

本集團視客戶關係為首要工作之一。我們致力向客戶提供一流服務，並致力了解客戶需要，以客為本，並與客戶建立長遠關係。

Being a renowned construction machinery services provider in town, the Group strives to provide consistent and quality services to customers, which cannot be achieved without a high-performing technical team. As such, we put much emphasis on staff training as abovementioned and customer training and support. As a result, it enhances the machinery operators' skills, safety responsibility and reduces unnecessary wearing and tearing of the machinery.

作為城內著名建築機械服務供應商，本集團力求為客戶提供始終如一的優質服務，而此舉有賴表現出色的技術團隊。同樣地，我們非常重視上文所述的員工培訓以及客戶培訓及支援。因此，有關培訓可提高機械操作員的技能、安全責任及減少不必要的機械磨損及損壞。

¹⁰ Statistics for FY2020 are not available.

¹⁰ 無法獲得2020財年的統計數據。

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Meanwhile, a customer service hotline has been established to collect customers' feedbacks, regardless of appreciation or complaint. Our professional customer service staff are responsible for following up on the feedbacks timely to improve customer experience. To facilitate better responses, different divisions support diversified service hotlines. For example, our customers can directly reach out to technical support team for equipment maintenance.

To provide a clear overview of the services and products offering, marketing brochures are prepared to help introduce our service details and product specifications. In addition, to facilitate customers in making informed purchase orders, we refer to the information provided by our suppliers and manufacturers in preparing marketing materials to reflect accurate and fair information of our services and products, meanwhile complying with the Trade Descriptions Ordinance (Cap. 362 of the Laws of Hong Kong) and regulations in the jurisdictions where we operate.

Product Quality

The Group has formulated a product quality management system to ensure safe and reliable products to our customers. Our qualified technicians maintain our equipment fleet regularly to ensure they are all in optimal operating conditions, and our quality assurance process ensures the Group's products are in appropriate conditions to reduce the occurrence of complaints and maximise our customers' satisfaction rate towards the quality of our products and services. In FY2022, there were 793 cases of complaint (FY2021: 451 cases) which are mostly resulted from the natural depreciation of machineries.

As for quality enhancement, the Group actively looks for improvement ideas, feedbacks and requests from technicians, customers and salespersons. Based on the comments and suggestions from the stakeholders, our technical and development team will conduct the product recondition, modification and redevelopment to catch up with the fast-changing market needs.

Moreover, we keep increasing the portion of machines with engines complying with the US Tier 3 or Japan MoE standard 1 in our equipment fleet to reduce emissions. Furthermore, we ensure our equipment fleet is appropriately labelled according to EPD's requirements regarding NRMM and QPME. We believe our tremendous efforts in improving service offering and product quality will receive much appreciation and trust from our customers.

同時，我們已設立客戶服務熱線以收集客戶讚賞或投訴的反饋。我們的專業客戶服務人員負責及時跟進反饋以提升客戶體驗。為促進更好的回應，不同部門支持多元化的服務熱線。例如，我們的客戶可直接聯繫技術支援團隊進行設備保養。

為提供有關服務及產品組合的清晰概覽，我們已製備營銷小冊子輔助介紹服務細節及產品規格。此外，為方便客戶在瞭解資訊情況下下達採購訂單，我們於編製營銷材料時參考由供應商及製造商提供的資料，藉此準確而公平地呈列我們的服務及產品資料，同時亦符合商品說明條例（香港法例第362章）及我們業務所在司法權區的規例。

產品質量

本集團已建立產品質量管理系統以確保向客戶提供安全可靠的產品。我們的合資格技術人員定期保養我們的設備機組，以確保其處於最佳運作狀況，而我們的質量保證流程確保本集團的產品處於適當狀況，以減少投訴的發生，並盡量提高客戶對我們產品及服務質量的滿意度。於2022財年，接獲793宗投訴（2021財年：451宗），主要是因機械自然折舊所致。

針對質量提升方面，本集團積極向技術人員、客戶及銷售人員徵求改進意見、反饋及要求。我們的技術和開發團隊將按持份者的意見和建議對產品進行改造、修改及重新研發，以迎合瞬息萬變的市場需要。

此外，為實現減排目標，我們不斷增加發動機符合美國3級(Tier 3)或日本MoE標準1級的機械佔設備機組的比例。此外，我們確保我們的設備機組根據環保署有關非道路移動機械及優質機動設備的規定妥為貼上標籤。我們相信，我們為提高服務質量及產品質量所作的巨大努力將得到客戶的高度讚賞及信任。

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In FY2022, there were 793 service calls in over 230,635 machine rentals days, resulting in a service call frequency of 0.34 case per 100 rental days (FY2021: 0.16 case per 100 rental days) which demonstrates our distinctive product quality.¹¹

Innovation and intellectual property protection

AP Rentals recognises the importance of intellectual property rights and ensures proper usage of licensed products within our operations through our policies. Employees are required to comply with necessary terms and agreements when using licensed products and abstain from actions which may result in licensed products misuse or potential copyright infringement. AP Rentals is aware that violations against the fair use of intellectual properties may put the company's reputation at risk and negatively impact the progress of innovation, we therefore take on the duty to protect any intellectual property used within our operations sincerely.

Cybersecurity & Data Protection

The Group respects the privacy of personal data. Accordingly, we guarantee to implement all possible controls as practicable to protect our stakeholders, including our employees' personal data. Furthermore, we ensure our work practices comply with the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) and regulations in the jurisdictions where we operate as a minimum in protecting personal data.

In respect of sensitive business and personal information, the Group implements strict internal controls in safeguarding our data, particularly the transaction data with our suppliers, business partners and customers, to protect the interests of our stakeholders.

During our daily operations, we have applied the following measures to ensure data privacy and to prevent any potential data leakage, which may affect the interests of our stakeholders and our brand image:

- No transfer or disclosure of personal data to any entity that is not a member of the Group without consent unless required by law or previously notified;
- Only collect and retain personal data relevant to our business operations; and
- No Installation of unauthorised third-party software or applications.

¹¹ Due to our business nature, normally there is no product recall case.

於2022財年，我們於230,635個機器出租日內接獲793個服務呼叫，即每100個出租日有0.34宗（2021財年：每100個出租日有0.16宗）服務呼叫的頻率，顯示我們出眾的產品質量。¹¹

創新及知識產權保護

亞積邦租賃認知到知識產權的重要性，並通過我們的政策確保在營運範圍內妥為使用許可產品。僱員在使用許可產品時必須遵守必要條款及協議，並避免可能導致許可產品濫用或潛在版權侵權的行為。亞積邦租賃意識到違反知識產權的合理使用可能令本公司的聲譽面臨風險並對創新進程產生負面影響，故我們有責任真誠地保護在營運範圍內使用的任何知識產權。

網絡安全及數據保護

本集團尊重個人資料私隱。據此，我們保證盡可能實施一切可行控制措施以保護持份者（包括員工）的個人資料。此外，我們確保工作常規在保護個人資料方面至少符合《個人資料（私隱）條例》（香港法例第486章）及我們業務所在司法權區的規例。

針對敏感的業務及個人資料，本集團實行嚴格的內部監控以保護有關資料，特別是與供應商、業務夥伴及客戶的交易數據，從而保障持份者的利益。

環境、社會及管治報告我們已於日常營運中採取下列措施以保障資料私隱，防止資料外洩而損害持份者的利益及我們的品牌形象：

- 除非按法律要求或經事前通知，否則在未取得準許的情況下，一概不得將個人資料轉移或披露予任何非本集團成員公司之實體；
- 僅收集及保留與我們業務營運有關的個人資料；及
- 不得安裝未經許可使用的第三方軟件或應用程式。

¹¹ 由於我們的業務性質使然，通常並無產品召回的情況。

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Terms regarding business data confidentiality have been stipulated on both our employee handbook and the employment contract.

During the Reporting Period, we did not identify any material non-compliance with the aforementioned service, product and data privacy-related laws and regulations.

Prevention of Bribery, Extortion, Fraud and Money Laundering

The Group implements adequate internal controls for preventing and detecting corruption, bribery, and other fraudulent activities. To avoid bribery and corruption, we have established and implemented the Anti-Bribery and Anti-Corruption Policy, which sets out the standards of conduct that employees must follow. The Group has reviewed the Policy regularly to ensure their applicability to our current operations. A Declaration Form (“接受禮物申請表”) which is designated for staff members to declare benefits received has been set up. Under the updated Policy, staff who receive any forms of gifts or presents that value HK\$50 or above must report to the management.

Furthermore, we have also formulated a procedure for Reporting Possible Improprieties on integrity-related matters with a whistle-blowing mechanism to encourage employees and other stakeholders to report any suspected misconduct while protecting the whistle-blowers from partial treatment.

We have also periodically organised seminars and training concerning anti-corruption measures and guidelines, operating practices and business ethics for our directors and staff, thereby enhancing their awareness. Furthermore, to strengthen awareness of our staff about the importance of business morals and integrity, the anti-corruption video produced by Independent Commission Against Corruption (“ICAC”) is shown during orientation to educate new joiners on the importance of integrity and awareness of various kinds of corruption traps. In addition, refresher training on business ethics is regularly delivered to our directors and staff to review and update the measures and guidelines.

Furthermore, six of the middle to senior management staff attended the “Webinar on Competition Ordinance” organized by the Competition Commission of Hong Kong in September 2021, in which topics including the Competition Ordinance, anti-competitive practices and case studies were covered.

我們的員工手冊及僱員合約已詳細規定有關商業資訊及保密之條款。

於報告期間，我們並無發現任何嚴重違反上述服務、產品及資料私隱相關法律及法規的情況。

防止賄賂、勒索、欺詐及洗黑錢

本集團充分實施內部監控措施，用以防止及偵測貪污、賄賂及任何其他類型的欺詐活動。為避免賄賂及貪污，我們已制定及實施反賄賂及反貪污政策，當中載列僱員必須遵守的行為準則。本集團已定期審閱該政策，以確保其適用於我們目前的業務營運。我們已制定聲明表格（「接受禮物申請表」）以供員工接受利益時申報。根據經更新的政策，員工於收取任何形式的禮品或價值50港元或以上的禮品時，必須向管理層報告。

此外，我們亦制定誠信相關事宜的可能不當行為報告程序，並就此設立舉報機制，鼓勵員工及其他持份者報告任何可疑不當行為，同時保護舉報人免受任何不公平待遇。

我們亦定期為董事及員工舉辦有關反貪污措施及指引、營運慣例及商業道德的研討會及培訓，從而提高彼等的意識。此外，為提高員工對商業道德及誠信重要性的意識，於入職時會播放由廉政公署（「廉署」）製作的反貪污視頻，以教育新入職員工誠信的重要性及認識各種貪污陷阱。此外，我們亦定期向董事及員工提供有關商業道德之精修培訓，以助其學習及更新其措施及準則。

此外，六名中高層管理人員參加了由香港競爭事務委員會於2021年9月舉辦的「競爭條例網上研討會」，所涵蓋的主題包括《競爭條例》、反競爭實務及個案研究。

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During the Reporting Period, we did not identify any cases of non-compliance with laws and regulations relating to bribery, extortion, fraud and money laundering, including but not limited to the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong) and regulations in the jurisdictions where we operate.

Community Investment and Engagement

To build a prosperous society, other than providing high-quality machinery to our customers, the Group strives to provide positive support to the local community in which it operates. This commitment is underscored best in the company value of respect, helpfulness and selflessness.

In living out the Group's value, the Group often encourages staff to serve the community including volunteering and participating in community initiatives. We offer all necessary support to our staff participating in such activities, including special leaves, allowances, etc. Due to the on-going COVID-19 pandemic, the Group decided not to participate in community activities in FY2022 to better protect our employee's health and safety.

During the Reporting Period, the Group participated in community sponsorships including 2 units of scissor lift to the Science Technology Communication Center of Hong Kong Construction Industry Employees General Union, 1 unit of scissor lift to Lam Tsuen Village Office and monetary sponsorship of HKD50,000 for the Dashun Foundation's 10th Anniversary Booklet. The CEO of the Group was also invited by the Construction Industry Council (CIC) as a committee member of CIC Approved Technical Talents Training Programmes and Co-operative Training Scheme. The committee aims to establish training objectives and development strategy for training programmes offered to the community.

於報告期間，我們並無發現任何違反有關賄賂、勒索、欺詐及洗黑錢的法律及法規的情況，包括但不限於《防止賄賂條例》(香港法例第201章)及我們經營所在司法權區的法規。

社區投資及參與

為建設繁榮社會，除為客戶提供高品質的機械外，本集團亦致力積極為經營所在社區作出支援。此承諾充分彰顯本公司的尊重、助人及無私精神。

為體現本集團價值，本集團經常鼓勵員工透過義工服務及參與社區活動為社區作貢獻。我們為參加有關活動的員工提供一切所需支援，包括特別假期及津貼等。由於COVID-19疫情持續，本集團決定在2022財年不參與社區活動，以更有效保護僱員的健康及安全。

於報告期間，本集團參與社區捐贈及贊助，包括向香港建造業職工總會科技通訊中心捐贈2台剪刀式升降機、向林村辦事處捐贈1台剪刀式升降機及現金50,000港元贊助大舜基金的十週年紀念冊。本集團行政總裁亦獲建造業議會邀請為建造業議會認可的技術人才培訓課程及合作培訓課程的委員會成員。該委員會旨在就向社區提供的培訓課程制定培訓目標及發展策略。



AP RENTALS HOLDINGS LIMITED
亞積邦租賃控股有限公司*

(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立之有限公司)

Stock Code 股份代號：1496

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