



**HYBRID KINETIC GROUP LIMITED**  
**正道集團有限公司**

*(incorporated in Bermuda with limited liability)*

*(於百慕達註冊成立之有限公司)*

(Stock code 股份代號: 1188)

**ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2022**

二零二二年環境、社會及管治報告

## REPORT OVERVIEW 報告概覽

This Environmental, Social and Governance Report (the “Report”) summarises the environmental, social and governance (“ESG”) initiatives, plans and performances of Hybrid Kinetic Group Limited (the “Company”), together with its subsidiaries (the “Group”), and demonstrates its commitment to sustainable development.

本環境、社會及管治報告（「本報告」）總結正道集團有限公司（「本公司」）及其附屬公司（「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。

## MANAGEMENT APPROACH TO ESG 環境、社會及管治管理方法

The Group attaches great importance to sustainable development with the core governance concept that remains “Cherish the Earth, Care Employees, Serve for Clients, and Contribute to the Community”. The Group adheres to the management policies of sustainable ESG development, actively participates in electric vehicles-related business and supports clean energy products so as to reduce gasoline or diesel consumption, in turn reducing the greenhouse gas (“GHG”) emissions. Furthermore, the Group also emphasizes on the development of employees’ self-potential and the satisfaction of needs of clients. The Group is dedicated to contributing to society through constant communication with the community and discussion of potential policies for community contribution. The Group is committed to handling its ESG affairs effectively and responsibly, which is integrated as one of the core components of the Group’s business strategy as the Group believes this is the key to its continuous success in the future.

本集團十分重視可持續發展，並堅持「珍惜地球、關懷員工、服務客戶、貢獻社區」的核心管治理念。本集團秉承可持續發展的環境、社會及管治的管理方針，積極參與電動車相關業務及支援潔淨能源產品，減少汽油或柴油的使用，藉此減少溫室氣體（「溫室氣體」）的排放。此外，本集團亦重視員工發展自我潛能和重視滿足客戶需求。同時，其不忘回饋社區，通過持續與社區溝通，以探討合適的社區貢獻方案。本集團承諾有效及負責任地處理其環境、社會及管治事務，並將可持續發展融入到其業務策略當中，以此作為本集團的商業策略的一個核心部分，因為本集團相信這是讓其在未來繼續取得成功的關鍵。

This Report enables stakeholders to better understand the performance and contribution of the Group in the ESG aspects.

本報告能讓持份者更深切了解本集團在環境、社會及管治責任方面的表現及貢獻。

## REPORTING PERIOD 報告期間

The Report describes the ESG activities, challenges and measures taken by the Group during the year ended 31 December 2022 (the “Reporting Period”).

本報告詳述本集團於二零二二年十二月三十一日止年度（「報告期」）取得的環境、社會及管治方面的活動、挑戰和採取的措施。

## REPORTING FRAMEWORK 報告框架

The Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) as set out in Appendix 27 to the Rules governing the Listing of Securities on the Main Board of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”).

本報告根據香港聯合交易所有限公司（「聯交所」）《主板上市規則》中證券上市規則附錄二十七《環境、社會及管治報告指引》（「《指引》」）編製。

## REPORTING PRINCIPLES 報告原則

During the preparation for this Report, the Group has applied the reporting principles stipulated in the ESG Reporting Guide as the following:

在編製本報告的過程中，本集團遵循《指引》中的規定的報告原則，如下所示：

### Materiality 重要性

The materiality assessment was conducted to identify material issues during the Reporting Period, thereby adopting the confirmed material issues as the focus for the preparation of the Report. The materiality of issues was reviewed and confirmed by the ESG Taskforce. Please refer to the sections headed “Stakeholder Engagement” and “Materiality Assessment” for further details.

於報告期內，本集團進行重要範疇評估以識別重要議題，以該確定的議題作為本報告的編寫重點。這些問題的重要性均由環境、社會及管治工作小組進行審核和確認。詳情參考“持份者參與”及“重要範疇評估”章節。

### Quantitative 量化

Supplementary notes are added along with quantitative data disclosed in the Report to explain any standards, methodologies, and source of conversion factors used during the calculation of emissions and energy consumption.

在本報告中所披露量化資料的同時，附加補充說明會用以解釋在計算排放量和能源消耗量時使用的任何標準、方法和轉換係數的來源。

### Consistency 一致性

The preparation approach of this Report was substantially consistent with the previous year, and explanations were provided regarding data with changes in the scope of disclosure and calculation methodologies.

本報告的編制方法與上年度基本一致，並提供資料以解釋披露範圍和計算方法之改變。

## BOARD STATEMENT – The ESG Governance Structure

### 董事會聲明 – 環境、社會及管治治理結構

#### Oversight of ESG Issues 監督環境、社會及管治議題

The board of directors (the “Board”) holds the ultimate responsibility on monitoring the Group’s ESG issues, including ESG management approach, strategy, and policies. To better manage the Group’s ESG performance and identify potential risks, the Board conducts materiality assessment with the assistance of the ESG Taskforce (the “Taskforce”) to evaluate and prioritise material ESG-related issues with reference to the opinions of our stakeholders. The Board sets up a general direction for the Group’s ESG strategies, ensuring the effectiveness in the control of ESG risks and internal control mechanisms.

董事會（「董事會」）對監督本集團的環境、社會及管治議題負有最終責任，其中包括管理方法、策略和政策。為了更好地管理集團的環境、社會及管治表現和識別潛在的風險，董事會在環境、社會及管治工作小組（「工作小組」）的協助下進行重要範疇評估，參考持份者對環境、社會及管治相關重大議題的意見進行評估及和確定其輕重緩急。董事會為集團的環境、社會及管治策略制定總體方向，確保對環境、社會及管治之風險和內部控制機制的有效監管。

#### The ESG Taskforce 環境、社會及管治工作小組

The Group has established the Taskforce, and it comprises core members from different departments of the Group and is responsible for collecting relevant information on its ESG aspects for preparing the Report. The Taskforce reports to the Board, assists in identifying and evaluating the Group’s ESG risks and the effectiveness of the internal control mechanisms and reviews the progress of the setting ESG goals and targets. The Taskforce also examines and evaluates the Group’s performances in different aspects such as environment, health and safety, labour standards and product responsibilities in the ESG aspects. The Taskforce is responsible for collecting and analysing ESG data, monitoring and evaluating the Group’s ESG performance, ensuring compliance with ESG-related laws and regulations, and preparing ESG Reports. The Taskforce discussed the existing and upcoming plans to monitor and manage the Group’s strategic goals in terms of sustainable development, mitigate potential risks, and minimize their negative impacts on business operations.

本集團已成立工作小組，其由本集團不同部門的核心成員組成，負責搜集其部門在環境、社會及管治方面的相關資料以編製本報告。工作小組向董事會匯報，協助識別和評估本集團的環境、社會及管治之風險以及內部控制機制的有效性和審視設定環境、社會及管治之成果與目標之程序。工作小組亦會審視和評估本集團在環境、社會及管治範疇內環境、健康和 safety、勞工標準、產品責任等不同方面的表現。工作小組同時負責收集和分析環境、社會及管治數據，監控和評估本集團的環境、社會及管治表現，確保本集團遵守環境、社會及管治相關法律法規，並準備環境、社會及管治報告。工作小組討論現有和未來的計劃，以監控和管理集團在可持續發展方面的策略目標，降低潛在風險，和使對業務運營的負面影響降至最低。

The Report has been reviewed and approved by the Board prior to the publication.

本報告於發佈前已獲董事會審閱及批准。

## SCOPE OF REPORTING 報告範圍

The Report covers the Group's principal business in the development and sale of battery management systems and spare parts, high-tech electric motor vehicles, advanced batteries materials as well as financial leasing services. Due to the impact of COVID-19, the Report only includes the environmental data of Hong Kong office and social data will be covered on both the main operating locations in Hong Kong and China. Going forward, the Group will continue to expand the scope of disclosure after the Group's data collection system becomes more mature and the sustainable development work is enhanced.

本報告涵蓋本集團的主要業務，包括電池管理系統及零部件、高科技電動汽車、先進電池材料的開發和銷售以及融資租賃服務。受新冠肺炎的影響，本報告僅包含香港辦事處的環境數據，社會數據將涵蓋香港和中國的主要運營地點。未來，當本集團數據採集體系更趨成熟，將繼續擴大披露範圍，並加強可持續發展工作。

## STAKEHOLDER ENGAGEMENT 持份者參與

The Group communicates with and supports stakeholders through a two-way model to achieve mutual growth. The Group values stakeholders' opinions on its operation and ESG issues. In order to better understand and address stakeholders' concerns, the Group communicates with its key stakeholders, including but not limited to shareholders and investors, customers, suppliers, employees, regulatory authorities and Government as well as the community, non-governmental organizations ("NGOs") and media through different channels. With regard to the usual practice, the Group shares the latest information through email, telephone, site visits, and meetings.

本集團與持份者以雙軌溝通模式互相交流及支援，以達致共同成長。因此本集團重視不同持份者對其經營及環境、社會及管治議題上的意見。為全面了解、回應及處理不同持份者的核心關注點，本集團與包括但不限於股東及投資者、客戶、供應商、員工、監管機構及政府和社群、非政府機構（「非政府機構」）及媒體在內的不同持份者緊密溝通。在日常營運慣例中，本集團會透過電郵、電話、現場探訪及溝通大會等分享最新資訊。

Through different stakeholder engagement and communication channels, the Group will take into account stakeholders' expectations in its operations and ESG strategies. The stakeholder engagement and communication channels are as follows:

通過不同的持份者參與及溝通管道，本集團會將他們的期望帶入其營運及環境、社會及管治策略當中。持份者參與及溝通管道如下：

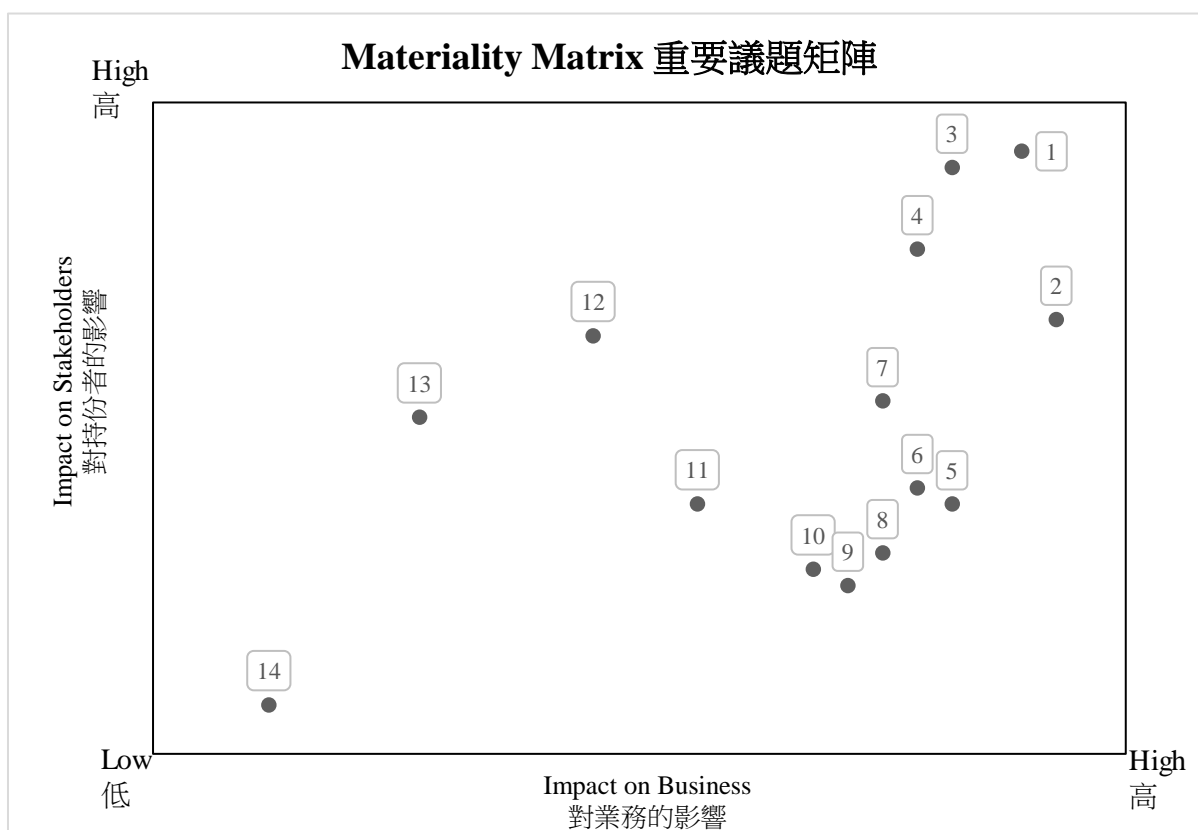
Stakeholder Type 持份者類型	Communication Channels 溝通管道	Expectations 期望
Shareholders and investors 股東及投資者	<ul style="list-style-type: none"> <li>Annual general meeting 股東周年大會</li> <li>Financial reports 財務報告</li> <li>Announcements and circulars 公告及通函</li> </ul>	<ul style="list-style-type: none"> <li>Return on investment 投資回報</li> <li>Corporate governance 企業管治</li> <li>Business compliance 業務合規性</li> </ul>
Customers 客戶	<ul style="list-style-type: none"> <li>Hotline for after-sale service 售後服務熱線</li> <li>Customer satisfaction survey 客戶滿意度調查</li> </ul>	<ul style="list-style-type: none"> <li>High quality products and services 高品質的產品和服務</li> <li>Protect the rights of customers 保障客戶權益</li> <li>Business compliance 業務合規性</li> </ul>
Suppliers 供應商	<ul style="list-style-type: none"> <li>On-site audit management system 供應商在地審計管理制度</li> <li>Regular assessment of suppliers' performance 定期評估供應商表現</li> <li>Supplier management meetings and events 供應商管理會議及活動</li> </ul>	<ul style="list-style-type: none"> <li>Fair and open procurement 公平及公開的採購</li> <li>Sustainable sourcing 可持續性採購</li> <li>Green sourcing 綠色採購</li> </ul>
Employees 員工	<ul style="list-style-type: none"> <li>Means for employees to express opinions (e.g. opinion form and suggestion box) 員工表達意見的管道（如表格、意見箱）</li> <li>Regular meetings and communications (e.g. email and telephone) 定期的溝通大會和通訊（如電郵、電話）</li> <li>Site visits 現場探訪</li> <li>Assessment of work performance 工作表現評核</li> </ul>	<ul style="list-style-type: none"> <li>Employees' compensation and benefits 員工的薪酬和福利</li> <li>Career development 職業發展</li> </ul>
Regulatory authorities and Government 監管機構及政府	<ul style="list-style-type: none"> <li>Compliance advisor 合規顧問</li> <li>Financial reports 財務報告</li> <li>Legal advisor 法律顧問</li> </ul>	<ul style="list-style-type: none"> <li>Law and regulation compliance 法律法規合規性</li> <li>Payment of taxes 繳納稅款</li> </ul>

Stakeholder Type 持份者類型	Communication Channels 溝通管道	Expectations 期望
Community, NGOs and media 社群、非政府機構及媒體	<ul style="list-style-type: none"> <li>• Community investment plans 社區投資計劃</li> <li>• ESG Reports 環境、社會及管治報告</li> </ul>	<ul style="list-style-type: none"> <li>• Transparent information disclosure 透明的信息披露</li> <li>• Involvement in the communities 社區參與</li> <li>• Business compliance 業務合規性</li> <li>• Environmental protection awareness 環保意識</li> </ul>

## MATERIALITY ASSESSMENT 重要範疇評估

The Group's Taskforce has participated in the preparation of the Report to assist the Group in reviewing its operations and identifying relevant ESG issues, and assessing the importance of related issues to the Group's businesses and stakeholders. Materiality assessment has been conducted to identify the issues. The following matrix is a summary of the Group's material ESG topics included in this Report:

本集團工作小組參與編製本報告，以協助本集團檢討其營運情況及識別相關環境、社會及管治議題，並評估相關事宜對本集團的業務以及各持份者的重要性。重要範疇評估用於識別重要議題。以下為本報告所載本集團的重要環境、社會及管治議題之矩陣：



### Key Concerns 重要議題

- |  |  |
|--|--|
| 1. Anti-corruption 反貪污                           | 8. The environment and natural resources 環境與自然資源 |
| 2. Customer satisfaction and privacy 客戶滿意度和隱私    | 9. Emissions 排放                                  |
| 3. Occupational health and safety 職業健康和<br>安全    | 10. Use of resources 資源使用                        |
| 4. Protection of IP Rights 知識產權保護                | 11. Product quality control 產品質量控制               |
| 5. Employee remuneration and welfare 僱傭<br>待遇及福利 | 12. Development and training 發展和培訓               |
| 6. Labour standards 勞工標準                         | 13. Community development 社區發展                   |
| 7. Supply chain management 供應鏈管理                 | 14. Climate change 氣候變化                          |



The Group confirmed that it has established appropriate and effective management policies and internal control systems for ESG issues and confirmed that the disclosed contents are in compliance with the requirements of the Guide.

本集團確認已就環境、社會及管治議題設立合適及有效的管理政策及內部監控系統，並確認所披露內容符合《指引》的要求。

#### Forward-Looking Statements 前瞻性陳述

This Report contains forward-looking statements which are based on the current expectations, estimates, projections, beliefs, and assumptions of the Company about the businesses and the markets in which it and its subsidiaries operate. These forward-looking statements are not guarantees of future performance and are subject to market risk, uncertainties, and factors beyond the control of the Company. Therefore, actual outcomes and returns may differ materially from the assumptions made and the statements contained in this Report.

本報告包含基於對現有公司及其附屬公司之經營業務和市場的預期、估計、預測、信念和假設的前瞻性陳述。該等陳述並不是對未來業績的保證，當中受市場風險、不確定性和公司無法控制之因素所影響。因此，實際結果和回報可能與本報告中所做的假設和陳述存在重大差異。

#### Contact Us 與我們聯絡

The Group welcomes all feedback and opinions from its stakeholders. Any of the feedbacks is cherished and incorporated into operation strategy wherever it sees appropriate and considers as the cornerstone for development. If you have any advice or suggestions, welcome you to contact us by mailing to Unit 1002, 10th Floor, Infinitus Plaza, 199 Des Voeux Road Central, Hong Kong.

本集團歡迎持份者提供反饋及意見。任何反饋皆被重視，若有合適反饋，將納入在的運營策略並成發展的基石。閣下可就環境、社會及管治報告或其在可持續發展方面的表現提供寶貴意見，並郵寄至香港上環德輔道中199號無限極廣場10樓1002室。

## A. ENVIRONMENTAL A. 環境

The Group adheres to good environmental management, and strives to protect the environment to fulfil its corporate social responsibility. The Group supports the national strategy in environmental protection and its principal activities were development of high-tech electric motor vehicles, development and sales of battery management systems and spare parts and development of advanced batteries materials. The Group advocates the philosophy of “Energy conservation and Emission reduction”, and implements a variety of environmental protection policies and measures during its operations.

本集團重視良好的環境管理，努力保護環境，以落實本集團應承擔的社會責任。本集團支持國家環保策略，主要業務為開發高科技電動車、開發及銷售電池管理系統及備品備件以及開發先進電池材料。為減低營運對環境產生的負面影響，本集團提倡「節約及減排」的理念，在營運方面實施多項環保政策及措施。

The Group has established an accountability system for environmental protection and actively adopts environmental protection measures to tackle the environmental impacts generated in the operation. The Group is committed to promoting a green environment by introducing environmentally-friendly business practices, educating employees to enhance their awareness of environmental protection and complying with the relevant environmental laws and regulations.

本集團建立了環境保護責任制度，對於經營過程中產生的環境影響積極採取環境保護措施。本集團透過引入環保商業慣例、教導僱員以提升其環保意識及遵守相關環保法律法規，致力推廣綠色環境。

The Group strictly complies with the related environmental protection laws and regulations. During the Reporting Period, the Group did not have any material violation of relevant local environmental laws and regulations in relation to exhaust gas and GHG emissions, water and land discharge, and the generation of hazardous and non-hazardous wastes that would have a significant impact on the Group. Such relevant laws and regulations include but not limited to the Air Pollution Control Ordinance of Hong Kong, Waste Disposal Ordinance of Hong Kong and Noise Control Ordinance of Hong Kong.

本集團嚴格遵守有關環境保護的法律法規。於報告期內，本集團並無任何就空氣及溫室氣體、水資源及土地的排污以及有害及無害廢棄物產生，對本集團有重大影響的當地相關環境法律法規之重大違規事件。該等相關法律法規包括但不限於香港的《空氣污染管制條例》、香港的《廢物處置條例》及香港的《噪音管制條例》。

## A1. Emissions A1. 排放物

### Air Emissions 空氣排放物

The Company's business operations are mainly conducted at its office. The exhaust gas generated by the Group includes nitrogen oxides (“NOx”), sulphur oxides (“SOx”) and particulate matter (“PM”), and the main source of emission is generated from automobiles’ exhaust. The Group has formulated relevant policies and implemented the following emission reduction measures with the aim to reduce emissions from the source:

本公司的業務運營主要在其辦公室進行。本集團業務營運產生的廢氣主要包括氮氧化物（「NOx」）、硫氧化物（「SOx」）和顆粒物（「PM」），其主要來源為汽車尾廢氣。本集團已經制定政策，並實施下列各種相關減排措施，以減少通過上述來源產生的廢氣排放：

- Reduce long-distance meetings by advocating the utilisation of telephone or video meetings, thus reducing exhaust gas and GHG emissions caused by transportation;
  - Take public transport during business trips under normal circumstance;
  - Strictly require employees to choose public transportation for long-distance trips; and
  - Choose local suppliers and contractors to reduce exhaust gas and GHG emissions resulted from transportation.
- 減少舉行長途的見面會議，以電話或視訊會議取代，從而減少因交通而產生的廢氣及溫室氣體排放；
- 出差期間，如無必要，則儘量選擇公共交通工具；
- 嚴格要求長途出差人員選擇公共交通工具；及
- 盡量選擇本地供應商及承判商以減少因交通帶來的廢氣及溫室氣體排放。

During the Reporting Period, the Group’s air emissions performance was as follows:

於報告期內，本集團的廢氣排放量如下：

Type of Air Pollutants 廢氣種類	Unit 單位	2022	2021	2020
Nitrogen oxides (NOx) 氮氧化物	kg 公斤	1.55	0.76	2.19
Sulphur oxides (SOx) 硫氧化物	kg 公斤	0.05	0.02	0.05
Particulate matter (“PM”) 顆粒物	kg 公斤	0.11	0.06	0.16

## GHG Emissions 溫室氣體排放

The major sources of the Group's GHG emissions are direct GHG emissions (Scope 1) from gasoline combustion for transportation and energy indirect GHG emissions (Scope 2) from purchased electricity. To control the GHG emissions, the Group has adopted policies on efficient use of energy as described in the section headed "Use of Resources" below.

本集團的主要溫室氣體排放來源於交通運輸所消耗的汽油造成的直接溫室氣體排放（範圍1）及外購電力造成的能源間接溫室氣體排放（範圍2）。為控制溫室氣體排放，本集團已採納下文「資源使用」一節所述的提高能源利用效率政策。

During the Reporting Period, the Group's GHG emissions performance was as follows:  
 於報告期內，本集團的溫室氣體排放表現如下：

Indicators 指標	Unit 單位	2022	2021	2020
Direct GHG emissions (Scope 1) 直接溫室氣體排放（範圍1）	tCO <sub>2</sub> e 噸二氧化碳當量	8.18	3.77	8.74
Indirect GHG emissions (Scope 2) 能源間接溫室氣體排放（範圍2）	tCO <sub>2</sub> e 噸二氧化碳當量	8.84	11.15	17.40
Total GHG emissions (Scope 1 and 2) 溫室氣體排放總量（範圍1及2）	tCO <sub>2</sub> e 噸二氧化碳當量	17.02	14.91	26.14
Intensity 密度	tCO <sub>2</sub> e / employee 噸二氧化碳當量／僱員	1.22	1.07	1.14

Note: 註:

1. GHG emissions data is presented in terms of carbon dioxide equivalent and are based on, 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, "How to prepare an ESG Report – Appendix II: Reporting Guidance on Environmental KPIs" issued by the Stock Exchange of Hong Kong Limited and the "2021 Sustainability Report" published by HK Electric Investments Limited.

1. 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》、香港聯合交易所有限公司發佈的《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》及港燈電力投資2021年可持續發展報告；

2. As of 31 December 2022, the Group had 14 employees in total at Hong Kong headquarter. The data is also used for calculating other intensity data.

2. 截至二零二二年十二月三十一日，本集團於香港總部的員工總數為14人。此數據亦會用作計算其他密度數據。

To ensure the effectiveness of the below carbon reduction measures, the Group decided to set a target of reducing the total GHG emissions intensity (tCO<sub>2</sub>e / employee) by 2025 compared to the year ended 31 December 2021.

為確保以下減碳措施的有效性，本集團設立以 2025 年為期限降低溫室氣體總排放密度 (tCO<sub>2</sub>e / 僱員) (與截至二零二一年十二月三十一日年度相比) 的目標。

#### *Sewage Discharge* 污水排放

Due to the Group's business nature, it does not consume significant amount of water during its business operations, and therefore its business activities did not generate material portion of discharges into water during the Reporting Period. Since the wastewater discharged by the Group is discharged into the municipal sewage pipeline network for processing, the amount of water consumption of the Group represents the wastewater discharge volume. The data of wastewater discharge volume will be described in the section headed "Water Management" in aspect A2. Most of the water supply and discharge facilities are provided and managed by the property management company.

基於本集團的業務性質，本集團的業務營運不會大量耗水，因此於報告期內其業務活動並無大量排放污水。由於本集團排放的廢水排入市政污水管道網絡進行處理，本集團的用水量代表廢水排放量。廢水排放量的數據將在層面A2 中「用水管理」一節說明。大部分供水和排水設施由物業管理公司提供和管理。

#### *Waste Management* 廢物管理

The Group identifies and classifies wastes, storing and disposing them in a unified manner. The Group has set up a unified recycling box, designated responsible personnel to timely dispose waste, and maintain environmental sanitation around the collection box. The Group has taken specific measures for handling the following categories of solid waste.

本集團對廢棄物進行識別分類、集中存放及統一處置。本集團設置統一的分類收集箱，指定管理責任人適時處理廢物，並保持收集箱周圍的環境衛生。對以下類別的固體廢棄物，本集團採取有針對性的處理措施。

### Non-hazardous Wastes 無害廢棄物

The non-hazardous wastes produced by the Group were mainly office waste and paper. The Group has introduced the following waste reduction measures to minimise the waste produced:

本集團所產生的無害廢棄物主要是辦公室廢物及紙張。本集團已採取以下減少廢物產生的措施：

- Adopt electronic filing and electronic meeting instead of physical meeting;
  - Avoid printing and copying documents;
  - Use double-sided printing and photocopying;
  - Recycling was carried out in the Group into categories of plastic, paper, glasses, cans, and non-recyclable wastes; and
  - Printer or toner cartridges were also recycled on a regular basis by collaborating with our suppliers.
- 採用電子存檔和電子會議代替實體會議；
  - 避免打印和覆印文件；
  - 使用雙面打印和覆印；
  - 集團按塑料、紙張、玻璃、罐頭和不可回收的廢物的種類履行循環再用；及
  - 通過與供應商合作，定期回收打印機或碳粉盒。

Through these waste management measures, the employee awareness of waste management has been enhanced.

透過該等廢物管理措施，僱員對廢物管理的意識得以提高。

The Group's non-hazardous waste disposal performance was as follows:

本集團的無害廢棄物排放量表現如下：

Category of Waste 廢棄物種類	Unit 單位	2022	2021	2020
Paper 紙張	tonnes 噸	0.058	0.130	0.130
Total Non-hazardous wastes 無害廢棄物總量	tonnes 噸	0.058	0.130	0.130
Intensity 密度	tonnes per employee 噸/僱員	0.004	0.010	0.010

Although the amount generated was not significant, the Group has set a target of lowering the non-hazardous wastes intensity by 2025 compared with the year ended 31 December 2021, and expects to achieve this target through continuous review of the above waste reduction measures.

儘管產生的數量不大，本集團設立以2025年為期限降低無害廢棄物密度的目標（與截至二零二一年十二月三十一日年度相比），並期望通過持續審查上述減廢措施來實現這一目標。

### *Hazardous Wastes* 有害廢棄物

Due to the office-based nature of our business operation, the Group did not generate any hazardous wastes during the Reporting Period. Still, we have established guidelines to govern the management and disposal of hazardous wastes. In case there are any hazardous wastes produced, the Group must engage a qualified waste collector to handle such wastes for the compliance with the relevant environmental laws and regulations.

於報告期內，由於本集團業務營運於辦公室內進行，本集團未產生任何有害廢棄物。本集團仍已制定指引，以監管有害廢棄物的管理及處置。倘若產生任何有害廢棄物，本集團必須委聘合資格廢物收集商處理該等廢物，以遵守相關環境法律法規。

### **A2. Use of Resources A2. 資源使用**

The Group upholds and promotes the principle of effective use of resources, as well as continuously evaluates the potential environmental impacts by real-time monitoring its business operations. Through the 4Rs principles, namely, reduce, reuse, recycle and replace, the Group promotes green office and operation environment with the aim to minimise environmental impacts. Employees of the Group follow the relevant environmental management principles, and consciously reduce the consumption of electricity, paper and water. The Group's employees are encouraged to implement a paperless office by sending documents in electronic form whenever possible, so as to reduce the amount of paper consumption.

本集團以積極推動有效使用資源為宗旨，並透過即時監察以持續評估其業務營運對環境帶來的潛在影響。通過減少、重用、回收及取代四個基本原則，本集團促進綠色辦公及營運環境，從而將營運對環境的影響減至最低。本集團的員工在配合相關環境管理原則下，都會自覺地珍惜電、紙及水資源。本集團鼓勵員工落實無紙化辦公，盡量傳遞電子文檔，以減少紙張使用。

The Group promotes green products in compliance with the national requirements as well as achieving the goal of “Four-No” production – “No toxic, No hazardous substance is generated, No wastewater, No exhaust gas is discharged”. The Group manages the use of water, electricity and oil resources by collecting monthly usage statistics and standardizing the operation processes for major energy-consuming equipment for effective utilisation of energy.

本集團推動綠色產品，既能符合國家要求，又能達致四無生產 – 「無毒及無有害物質產生，無廢水及無廢氣排放」。本集團對水、電和油等資源使用進行管理，每月統計用量，對主要耗能設備進行重點管理，規範設備作業流程，以充分有效地利用能源。

### Energy Consumption 能源消耗

The Group actively implements the concept of energy saving and emission reduction. All employees must follow the adopted measures, including the purchase of energy-efficient products and services, and assume the responsibility for the Group's overall energy efficiency. The Group will investigate the unusual or unanticipated increase in electricity consumption to find out the root causes and corresponding preventive measures will be taken.

本集團積極踐行節能減排理念。所有僱員必須遵行既定措施，包括購買能源效益較高的產品及服務，並對本集團的整體能源效益負責。本集團將調查不尋常或預期外的電力消耗上升以找出根本原因並採取相應預防措施。

The Group actively adopts electricity conservation and energy saving measures to reduce GHG emissions. The Group has established rules and regulations to achieve the goal of saving electricity and using electricity efficiently. The specific measures are as follows:

本集團積極採取節電節能的措施來降低溫室氣體排放。本集團制定了規章制度以達到節約用電及有效使用電力的目標。相關具體措施如下：

- Use energy-saving light bulbs and all departments implement the principle of “Manage by the on-duty staff” in order to foster good habits like turning lights off after use;
  - Unplug electrical appliances which are not in use to save standby power;
  - Strictly control of air conditioning temperatures to prevent excessive energy consumption and extend the life of air conditioning units, thereby reducing the amount of electronic waste; and
  - Replace long-distance meetings with telephone or video conferencing to reduce carbon emissions of business travel. Long-distance travellers are strictly required to choose public transport.
- 
- 使用節能燈，各部門實行「誰在崗，誰管理」的原則，養成用後關燈的良好習慣；
  - 時間不用的電器設備應拔掉插頭，以節省待機時的耗電；
  - 嚴格控制空調機使用時的溫度，避免能源過渡消耗，亦能延長空調機壽命，減少電子垃圾的產生；及
  - 以電話或視頻會議代替長途會議，從而減少商務旅行的碳排放。嚴格規範長途旅行者應選擇公共交通工具。

Through the above measures, employees' awareness of energy conservation and reducing GHG emissions has been improved and enhanced.

透過上述措施，員工的節能減排意識得以加強和提高。



The Group's energy consumption performance was as follows:

本集團的能源用量表現如下：

Types of Energy 能源種類	Unit 單位	2022	2021	2020
Direct energy consumption - Gasoline 直接能源消耗量－汽油	kWh 千瓦時	29,792.59	13,719.67	31,830.39
Indirect energy consumption - Electricity 間接能源消耗量－電力	kWh 千瓦時	12,455.00	15,701.00	21,482.00
Total energy consumption 能源消耗總量	kWh 千瓦時	42,247.59	29,420.67	53,312.39
Intensity 密度	kWh per employee 千瓦時 / 僱員	3,017.69	2,101.48	2,317.93

To ensure the effectiveness of reducing energy consumption, the Group has set a target of reducing energy consumption intensity by 2025 compared with the year ended 31 December 2021, and implements the above-mentioned power-saving and energy-saving measures to achieve this target.

為確保降低能源消耗的有效性，本集團設立以2025年為期限降低能源消耗密度的目標（與截至二零二一年十二月三十一日年度相比），並實施以上節電節能措施來達成此目標。

#### *Water management* 用水管理

The Group encourages its employees and customers to develop the habit of conscious water conservation to reduce water consumption in the office. The Group continues to increase water conservation propaganda and post water-saving slogans in washrooms and pantries to encourage employees to save water. Through the above measures, employee awareness of water saving has been raised. The Group did not have any significant issues in sourcing water that is fit for purpose due to the geographical location of the Group's operation site.

本集團鼓勵其僱員及客戶養成自覺節約用水的習慣，以減少辦公耗水量。本集團不斷加大節水宣傳力度，在洗手間及茶水間張貼節水標語，鼓勵僱員節約用水。透過上述措施，員工的節水意識得以提高。鑑於本集團營運點的地理位置，本集團求取適用水源上並沒有任何重大議題。

The Group's office is situated in commercial buildings where water usage is covered by the tenancy and estate management fee. Hence, it is not feasible for the Group to provide water consumption data as no sub-meter records water usage. Given our operating locations, the Group does not encounter any significant issues in sourcing water that is fit for purpose.

本集團辦公室位於商業大廈內，其用水量賬單由租金及物業管理費支付。由於沒有分錶記錄用水量，本集團無法提供用水量數據。鑑於我們的經營地點，本集團在求取適用水源上沒有遇到任何重大問題。

Group decided to set a target of reducing the total water consumption intensity by 2025 compared to the year ended 31 December 2021.

為確保降低水資源消耗的有效性，本集團已設定了到2025年降低耗水密度的目標（與截至二零二一年十二月三十一日年度相比）。

#### *Use of Packaging Materials* 包裝材料使用

Due to the Group's business nature, it does not consume a significant amount of packaging materials, and hence the related disclosure is not applicable to the Group.

鑑於本集團的業務性質，其不會消耗大量包裝材料，因此有關披露不適用於本集團。

### **A3. The Environment and Natural Resources A3. 環境及天然資源**

The Group strives to pursue the best practices for environment protection and focuses on its potential impacts on the environment and natural resources to achieve sustainable development. In addition to complying with relevant environmental laws and international standards for protecting the natural environment, the Group has also implemented several measures to reduce its potential environmental impact. On the other hand, the Group also provides environmental education to all employees to enhance their environmental awareness.

本集團積極追求環境保護的最佳實踐，並注重其業務對環境及天然資源的影響以實現可持續發展。除了遵循環境相關法規及國際準則，適切地保護自然環境外，本集團亦採取多項措施以減少對環境的潛在影響。另一方面，本集團亦為所有員工提供環保教育，藉此提高員工的環保意識。

#### Environmental Awareness 環保意識

With the aim to achieve environmentally sustainable development, the Group encourages its employees to adopt environmentally friendly lifestyles and enhance their awareness of environmental protection. The Group also strives to promote green travel and raises employee awareness of emission reduction and carbon reduction.

為達致環境可持續發展，本集團鼓勵員工能夠落實有關環保生活方式，提升員工的環保意識。本集團亦致力宣傳綠色出行，提高員工減排降碳意識。

## Indoor Air Quality Management 室內空氣質素管理

Good indoor air quality is important as employees spend most of their time working in the office. Indoor air quality in the Group's workplace is regularly monitored and measured. Air pollutants, contaminants and dust particles are filtered out by air purifying equipment in the workplace, and regular cleaning of air conditioning system is conducted to ensure offices' indoor air quality.

由於僱員大部分時間都在辦公室工作，故良好的室內空氣質素非常重要。本集團定期監控和測量工作場所的室內空氣質素。透過在工作場所採用空氣淨化設備將污染物、雜質及塵埃微粒過濾，並定期清潔空調系統，確保辦公室室內空氣質素良好。

### A4. Climate Change A4. 氣候變化

The Group is aware of the threat posed by climate change and is actively doing its part by offsetting its carbon footprint. The Group recognises the importance of the identification and mitigation of significant climate-related issues, therefore closely monitors the potential impact of climate change on its business and operations and is committed to managing the potential climate-related risks which may impact the Group's business activities. In accordance with the reporting framework developed by the Task Force on Climate-related Financial Disclosures, there are two major categories of climate-related risks, physical and transition risks. The Group has implemented risk management exercises in identifying and mitigating climate-related risks.

本集團意識到氣候變化帶來的威脅，並積極通過抵消其碳足跡來作貢獻。本集團認知到識別和應對與氣候有關的重大議題之重要性，因此密切監測氣候變化對我們的業務和營運的潛在影響，並致力於管理可能影響本集團業務活動的潛在氣候風險。根據氣候相關財務披露工作小組制定的報告框架，氣候相關風險有兩大類型，即實體風險和過渡風險。就識別和緩和氣候相關風險，本集團已經實施了風險管理工作。

#### Physical Risks 實體風險

The increased frequency and severity of extreme weather events such as typhoons, storms, heavy rains, and extreme cold or heat bring acute and chronic physical risks to the Group's business. The Group's productivity will be reduced under extreme weather events as the safety of our employees is threatened and the power grid or communication infrastructures may be damaged, which exposes the Group to risks associated with non-performance and delayed performance, leading to direct negative impact on the Group's revenue.

就颱風、風暴、暴雨、極寒或極熱等極端天氣事件的頻率和嚴重程度的增加，為本集團的業務帶來了急性和慢性實體風險。在極端天氣事件下，我們員工的安全受到威脅，電網或通信基礎設施可能受到破壞，本集團的生產力因此下降，致使本集團面臨不能履行和延遲履行的相關風險，引致本集團的收入受到直接的負面影響。

To minimize the potential risks and hazards, the Group has established mitigation plans, including flexible working arrangements and precautionary measures during bad or extreme weather conditions. The Group will explore emergency plan to further reduce the vulnerability of its installations to extreme weather events to enhance business stability.

為減少潛在的風險和危害，本集團已經制定了應對計畫，包括在惡劣或極端天氣情況下的彈性工作安排和預防措施。本集團將繼續探索應急應對計畫，進一步降低我們的辦公運營對應對極端天氣事件的脆弱性，以提高業務的穩定性。

#### Transition Risks 過渡風險

To achieve the global vision on carbon neutrality, the Group expects the evolution of the regulatory, technological and market landscape due to climate change, including the tightening of national policies, the emergence of environmentally related taxes, and the shifting of customer preference to an eco-friendlier resorts operation.

為了實現碳中和的全球願景，本集團預計，受氣候變化，監管、技術和市場格局將發生演變，當中包括國家政策的收緊，產生與環境有關的稅收，以及客戶的偏向於較更環保友善經營之公司。

In response to the policy and legal risks as well as the reputation risks, the Group constantly monitors any changes in laws or regulations and global trends on climate change to avoid cost increments, non-compliance fines or reputational risks due to delayed response. In addition, the Group has been taking comprehensive environmental protection measures, including GHG emission reduction measures, and has set targets to gradually reduce the Group's energy consumption and GHG emissions in the future.

為了應對政策和法律風險以及聲譽風險，本集團不斷監察法律法規及全球氣候轉變的趨勢，以避免成本增加、違規罰款或因反應過慢而導致的聲譽風險。此外，本集團一直在採取全面的環境保護措施，包括減少溫室氣體排放的措施，並制定了目標，在未來逐步減少本集團的能源消耗和溫室氣體排放。

## **B. SOCIAL B. 社會**

### **B1. Employment B1. 僱傭**

Employees are one of the cornerstones of the Group's continuous success, as they can provide the Group with the driving force for continuous innovation. The Group respects the principle of "Everyone is equal" and adheres to the people-oriented approach, standardising employment management to respect and protect the legitimate interests of every employee. At the same time, the Group is committed to ensuring each and every one of its employee's occupational health and safety, as well as strengthening talent management, and protecting employees' interests to show respect to employees and unleash their enthusiasm, initiative and creativity with the aim to build a harmonious employment relationship.

員工能為本集團提供不斷創新的原動力，因此員工為本集團持續成功中不可或缺的基石。本集團尊重「人人平等」之原則，堅持以人為本，尊重和保障每一位員工的合法權益，規範勞動僱傭管理。同時，本集團保障員工職業健康安全，加強人才管理，維護員工切身利益，充分尊重員工和重視激發其積極性、能動性和創造力，致力構建和諧的勞動關係。

During the Reporting Period, the Group strictly complied with relevant labour laws and regulations, including but not limited to, the Employment Ordinance and the Minimum Wage Ordinance. The Group was not aware of any material non-compliance of laws and regulations in respect of human resources that may have a significant impact on the Group. Such laws and regulations include but not limited to the Employment Ordinance of Hong Kong.

於報告期內，本集團嚴格遵守與僱傭相關的法律法規，包括但不限於《僱傭條例》及《最低工資條例》。本集團並未發現任何違反有關人力資源的法例和法規而對本集團造成重大影響的事宜。該等法律法規包括但不限於香港的《僱傭條例》。

#### *Remuneration and Benefits* 薪酬福利

The Group has established a fair, reasonable and competitive remuneration system for salary payments based on fairness, competitiveness, incentives, reasonableness, and legality. Employees' remuneration comprises of basic salary, performance bonus, overtime payment, position subsidy and related subsidies and other various bonuses. In addition, the Group conducts annual assessments in accordance with the changes in macroeconomic factors (e.g. price levels), industry and regional remuneration levels, changes in the Group's development strategy and overall performance of the Group, and makes corresponding adjustments to staff remuneration.

本集團建立了一套公平、合理且有競爭力的薪酬體系，基於公平、競爭、激勵、合理及合法原則，為員工發放薪酬。員工薪酬由基本工資、績效工資、加班工資、崗位補貼、相關補貼和各種獎金等組成。此外，本集團每年對宏觀因素（如物價水平）的變化、行業及地區薪資水平、本集團發展策略變化以及本集團整體效益情況進行評估，並對員工薪酬等作相應調整。

The Group respects the rights of employees to rest and take leaves, and has established relevant policies so as to monitor and regulate employees' working hours and ensure their rights for different rest periods and holidays. The Group also pays wages, overtime compensation and paid leaves in accordance with local regulations, and has implemented the "Retirement Policy", with the aim to enhance the living standard of retired employees. Employees who have been employed for 20 years or more will be given a pension to show our gratitude for their contributions over the years.

本集團尊重員工的休息和休假的權利，並設有相關政策以監督及規範員工的工作時間及其享有的各類休息時間和假期的權利。本集團亦按照相關法律法規支付工資、加班補償、及有薪假期等，亦推行《退休政策》，讓員工能在退休時有生活保障。任職二十年或以上至退休的員工將會給予退休金，以答謝其多年來的貢獻。

In addition, the Group has established the "Work-life Balance Policy" to ensure that employees have sufficient time to rest and have fun with their families. The Group will not force employees to work overtime.

此外，本集團已建立《工作生活平衡政策》，確保員工有充分時間休息及與家人同樂。本集團不會強迫員工超時工作。

#### Employment, Promotion and Dismissal 招聘、晉升及解聘

The Group proactively implements strategies for talent recruitment, and continuously establishes and improves the recruitment system. In the recruitment process, the Group has standardised the hiring procedures and recruitment principles, adhering to the hiring principles of morality, knowledge, ability, relevant working experience and health conditions required by the positions, upholding the principles of justice, fairness, equality and openness to attract talents. All applicants are given the right to apply, and the Group will not reject job applicants due to factors such as gender, age and ethnicity.

本集團積極實施人才強企戰略，不斷建立和完善人才招聘選拔制度。在招聘過程中，本集團規範錄用流程和招聘原則，堅持品德優秀、學識、能力、經驗和體格適合於所任崗位的聘任原則，堅持公正、公平、平等及公開原則，從而不斷吸引和招攬優秀人才。每位工作應徵者都擁有相同的應徵權利，本集團不會因性別、年齡及種族等因素而拒絕聘用工作應徵者。

The Group has relevant policies in place, standardising the promotion, transfer, demotion and resignation process to protect the interests of both employees and the Company. The Group has implemented a fair and open assessment system to evaluate employees' work performance, experience and personal abilities as a basis for promotion opportunities for employees and free from bias due to other factors such as marital status and physical condition to unleash their full potential. In order to optimise the allocation of human resources, the Group provides extra training opportunities emphasising employees' career development.

本集團設有相關政策，明確規範人員晉升、調動、降級及離職流程，保護員工和本公司雙方的利益。本集團已經落實了一套公平公開的考核制度，只會按照員工的工作表現、經驗及個人能力作員工晉升的條件，不會考慮其他因素如婚姻及身體狀況等，為員工提供晉升及發展的機會，以發掘其工作潛能。為優化人力資源配置，本集團為員工的職業發展提供更多培訓機會。

The Group has established a long-term employee development system, continuously targets employees' needs, and provides employees with courses of job skills with the goal of raising their workplace performance and smoothening their paths to promotion. The Group has proactively rolled out an "Employee Joint Growth Model" which allows new recruits and junior employees to be mentored by experienced employees; the mentoring and communication process also allows the experienced employees to be inspired with a new mindset for enhancement of their own competence and knowledge.

本集團開展長期員工發展機制，持續針對員工需要，提供工作技巧課程，目的是提升他們的職場表現，能夠有更暢通的晉升前路。本集團積極展開「員工共同成長模式」，新入職員工或初級員工會受經驗較豐富的員工指導，在指導過程中，經驗較豐富的員工亦能在溝通過程中，啟發新思維，改善自身的能力及增進知識。

### Equal Opportunities 平等機會

The Group strictly complies with relevant standards by adopting a fair, equitable and open recruitment process and develops relevant system files to eliminate discrimination in the recruitment processes. Employees face no discrimination regardless of race, sex, colour, age, family background, ethnic tradition, religion, physical fitness and nationality and thus allowing them to enjoy fair treatment in every aspect including recruitment, salary, training and promotion. The Group is endeavoured to attract professionals with diverse background to join the Group.

本集團嚴格遵守相關法規，採取公平、公正、公開的招聘流程，制定了相關制度檔以杜絕招聘過程中的歧視現象，不因種族、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員工，讓員工在招聘、薪酬、培訓和晉升等各個階段享受公平待遇，以盡力羅致不同背景的專才加入本集團。

As of 31 December 2022, the Group's employee size breakdown was as below:

截至二零二二年十二月三十一日，本集團員工規模細分如下：

Categories 類別	2022	2021
<b>Total number of employees</b> 員工總數	<b>51</b>	<b>61</b>
<b>By Gender 按性別</b>		
Male 男性	40	48
Female 女性	11	13
<b>By Employment Category 按職級</b>		
Senior management 高級管理層	17	19
Middle management 中級管理層	20	22
General staff 一般員工	14	20
<b>By Age Group 按年齡組別</b>		
Below 30 years old 30 歲以下	2	2
30-50 years old 30-50 歲	24	32
Above 50 years old 50 歲以上	25	27
<b>By Geographical Region 按地區劃分</b>		
Hong Kong 香港	28	14
PRC 中國內地	21	44
Others 其他	2	3
<b>By Employment Type 按受聘類別</b>		
Full Time 全職	50	59
Part Time 兼職	1	2



During the Reporting Period, the Group recorded a turnover rate of 16.39 %. The table below shows the employee turnover rate breakdown by gender, age group and geographical region:

於報告期內，本集團錄得16.39%的離職率。下表所示為按性別、年齡組別及地區劃分的細分離職率：

<b>Categories</b> 類別	<b>2022</b> (%)	<b>2021</b> (%)
<b>By Gender 按性別</b>		
Male 男性	13.11	3.18
Female 女性	3.28	--
<b>By Age Group 按年齡組別</b>		
Below 30 years old 30 歲以下	0.00	1.59
30-50 years old 30-50 歲	13.11	--
Above 50 years old 50 歲以上	3.28	1.59
<b>By Geographical Region 按地區劃分</b>		
Hong Kong 香港	11.48	1.59
PRC 中國內地	6.56	--
Others 其他	1.64	1.59

Note: The turnover rates are calculated by dividing the number of employees who left the Group during the Reporting Period for a particular category by the total number of employees at the beginning of the Reporting Period.

註：離職率的計算方法是將報告期內該類別離職員工人數除報告期初的總員工人數。

## B2. Health and Safety B2. 健康與安全

The Group attaches great importance to the health and safety of employees. The Group is committed to providing employees with a safe and comfortable working environment and strives to eliminate potential health and safety hazards at the workplace. The Group has established relevant policies on the prevention and remediation of safety accidents, and detection of potential safety hazards in the workplace, so as to maintain a safe working environment. The Group strictly enforces relevant laws and regulations including but not limited to the Occupational Safety and Health Ordinance and the Employees' Compensation Ordinance.

本集團高度重視員工的健康與安全，致力於為員工提供健康、安全和舒適的工作環境，並努力消除職場潛在的健康與安全危害。本集團已制定相關的安全事故預防和治理政策，檢測工作場所潛在的安全隱患，以維持安全的工作環境。本集團嚴格執行相關法律法規，包括但不限於《職業安全健康條例》及《僱員補償條例》。

### Occupational Health and Safety 職業健康與安全

Employee safety is one of the main focuses of the Group. The Group strives to create a safe working environment as recommended by the Occupational Safety and Health Council in Hong Kong. Reading materials in relation to occupational safety and health have been circulated to all employees to ensure that they are equipped with updated knowledge in this regard. Moreover, the Group also provides occupational health and safety trainings and evaluates the effectiveness of trainings through drills held annually. The Group has adopted training and drills to improve the emergency response capability of all employees, so that all employees can enhance their safety awareness and take effective emergency measures in the event of an accident or emergency situation to reduce the potential harm to personnel, damage to property and adverse effects on the environment. With the aim to continuously improve the training programmes, the Group consults employees' opinions by survey and collects their suggestions through email. The Group strives to achieve the goal of "zero accidents at work", continuously improves the system, and regularly assesses occupational health and safety performance to ensure that the Group can consistently achieve the goal of "zero accidents at work".

員工安全是本集團其中一個重點方針。本集團致力建構符合香港職業安全健康局所建議的安全工作環境。有關職業安全及健康的閱讀材料已分發給所有員工，以確保他們掌握這些方面的最新知識。此外，本集團每年亦會提供職業健康及安全培訓，並透過演練評估培訓成效。本集團採取培訓和演練等措施提高全體員工對突發事件的應急能力，使全體員工增強安全意識，並在發生緊急情況或事故時能迅速有效地採取應急措施，減少各類突發事件對人員的潛在傷害、財產損失和對環境的不良影響。本集團每年都會制定問卷調查，諮詢員工意見以改善活動方案，同時亦透過電郵收集員工的建議。本集團力爭「工作零事故」，持續改善制度，定期評估職業健康與安全績效，確保本集團能持續達到「工作零事故」的目標。

With the outbreak of the COVID-19 pandemic, the Group is highly aware of the potential health and safety impacts brought to its employees. As of the publication date of this Report, apart from strengthening the sanitation of its operations to ensure a healthy and safe working environment, precautionary measures including temperature screening before entering the workplace, ensuring sufficient disinfection supplies such as face masks and hand sanitisers in our operations, as well as work-from-home arrangements during the severe period were implemented.

隨著新型冠狀病毒疫情的爆發，本集團高度關注為其僱員帶來的潛在健康與安全影響。截至本報告發布之日，本集團除加強營運環境的衛生情況以確保健康與安全的工作環境外，本集團亦採取預防措施，例如進入工作場所前進行體溫檢查，並確保在營運環境提供足夠消毒用品，如口罩及消毒洗手液以及在疫情嚴峻時為員工提供在家工作的安排。

The Group has achieved zero work-related fatalities for three consecutive years (including the Reporting Period). During the Reporting Period, the Group had not lost any working days due to work injury. The Group was also not aware of any material non-compliance with employment-related laws and regulations that would have a significant impact on the Group include but not limited to the Occupational Safety and the Health Ordinance of Hong Kong, the Labour Law of the PRC and the Prevention and Treatment of Occupational Diseases Law of the PRC.

本集團連續三年（含報告期）實現員工零傷亡。於報告期內，本集團未因工傷損失工作日。本集團亦不知悉有任何對本集團造成重大影響的與僱傭有關的法律及法規的重大違規行為，包括但不限於香港《職業安全與健康條例》、《中華人民共和國勞動法》和《中華人民共和國職業病防治法》。

### **B3. Development and Training B3. 發展及培訓**

The Group has established a long-term employee development mechanism, and continuously provides job skills courses for the needs of employees with the purpose of enhancing their workplace performance and smoothening their promotion path. Through the utilisation of diversified training models, the Group meets the diverse needs of employees at all levels, enhancing staffs' skills, helping the Group to achieve sustainable development, and promoting individual employee growth and development.

本集團開展長期員工發展機制，持續針對員工需要，提供工作技巧課程，目的是提升他們的職場表現，能夠有更暢通的晉升前路。本集團通過多元化培訓模式來滿足各級各類員工的不同需求，提升員工技能，幫助本集團達致可持續發展，同時促進員工個人成長及發展。

The Group is proactively engaged in the “Employee Joint Growth Model”, in which junior staff or new employees are guided by experienced employees. During the guidance process, experienced employees can also be inspired as well as further enhance their abilities and knowledge. The Group also encourages employees to participate in external training on their own, and will also subsidise employees to obtain professional qualifications related to the business of the Group. New recruits will receive on-the-job training to help them adapt to the work environment and perform their duties as quickly as possible. The Group also trains key personnel such as technicians, internal auditors, environmental, safety management personnel and quality inspectors.

本集團積極展開「員工共同成長模式」，初級員工或新入職員工會受經驗較豐富的員工指導。在指導過程中，經驗較豐富的員工亦能在溝通過程中，啟發新思維，改善自身的能力及增進知識。本集團亦鼓勵員工自行參加外部培訓，同時亦會資助員工考取與本集團業務相關的專業資格。新入職員工將接受入職培訓，以幫助員工儘快適應工作環境、更好履行職責。本集團還對技術人員、內審員、環境、安全管理人員和品質檢查員等重要崗位人員進行培訓。

During the Reporting Period, the Group has achieved a 29.41% overall training rate and a total training time of 225 hours. The table below shows the employee training data by gender and employee category:

於報告期內，本集團達至總受訓率29.41%及總受訓時數為 225 小時。下表所示按照性別及僱員類別劃分的受訓資料：

<b>Employee Training KPIs Information</b> 員工受訓關鍵績效指標資料	<b>Percentage of Employees Trained (%)</b> 受訓僱員百分比 (%)	<b>Average Training Hours per Employee (hours)</b> 僱員受訓平均時數 (小時)
<b>By Gender 按性別</b>		
Male 男性	32.50	4.63
Female 女性	18.18	3.64
<b>By Employment Category 按職級</b>		
Senior management 高級管理層	70.59	9.71
Middle management 中級管理層	10.00	2.00
General staff 一般員工	7.14	1.43

Note: The percentage of employees trained is calculated by dividing the number of employees trained for a particular category by the number of employees in that category at the end of the Reporting Period.

註：受訓員工百分比的計算方法是該類別受訓員工人數除該類別的報告期末員工人數。

## **B4. Labour Standards B4. 勞工準則**

Child and forced labour are strictly prohibited during the recruitment process as defined by laws and regulations. The Group strictly complies with local laws and conducts recruitment according to the Employment Ordinance in Hong Kong. During the Reporting Period, the Group did not identify any material issues that violated the laws and regulations related to preventing child and forced labour that have a significant impact on the Group.

誠如法律法規所界定，在招聘過程中我們嚴格禁止僱用童工及強制勞工。本集團嚴格遵守本地法律，並根據香港的《僱傭條例》進行招聘。於報告期內，本集團並未發現到任何違反防止童工或強制勞工相關的法律法規而對本集團造成重大影響的事宜。

Personal data are collected during the process to assist in the selection of suitable candidates and to verify candidates' personal data. The human resources department of the Group also ensures identity documents are carefully checked. If violation is involved, it will be dealt with in light of the circumstances as clearly stated in the Group's relevant policy.

招聘過程中收集的個人資料乃用於輔助甄選合適人選及核實相關人員的個人資料。本集團的人力資源部亦會確保身份證明文件經仔細查核。若出現違規情況，將按照本集團相關政策的明確規定結合具體情況進行處理。

### **Preventive Measures of Child Labour 防止童工措施**

The Group's recruitment post stipulates that only candidates over the age of 18 will be recruited and all new employees are required to provide true and accurate personal information. The recruiters will stringently verify their information, including academic certificates, identity cards and account information. The human resources department will also eliminate job applications from applicants under the age of 18.

本集團在招聘簡章上明確規定只聘用18歲以上的員工，並要求新員工入職時提供真實準確的個人資料，招聘人員嚴格審查入職資料包括學歷證明、身份證、戶口等資料。人力資源部在評估履歷表時，亦會剔出年齡18歲以下的工作應徵者。

### **Preventive Policies of Forced Labour 防止強制勞工政策**

The Group has a well-established recruitment process that examines the candidate's background and a formal reporting process to address any exceptions that occur. The process is also regularly reviewed and inspected to prevent any child labour or forced labour in the operation. The Group respects human rights and promises that employees should be protected by the Group and should not be forced to work by employees of any class.

本集團已建立需檢查候選人背景的完善的招聘流程及處理任何例外情況的正式報告程序。另外亦定期進行審查及檢查，以防止經營中存在的任何童工或強制勞工。本集團尊重人權，承諾員工應受本集團保護，不應被本集團任何階層的員工強迫勞動。

In addition, employees work overtime on a voluntary basis, and the Group promises not to force employees to work overtime to avoid violating labour standards and effectively safeguard employee rights. The Group will not collect deposits from new recruits or seize their identity documents. The human resources department also regularly checks the working hour record and will investigate immediately if overworking is discovered. The Group also prohibits punitive measures, management methods and behaviors such as insult, corporal punishment, violence, mental stress, sexual harassment (including inappropriate language, posture and physical contact), sexual abuse, etc. for any reason.

此外，員工加班遵循自願原則，本集團承諾不會強迫員工超時工作，以避免違反勞工準則，切實維護員工權益。員工入職時，本集團不會向員工收取押金或扣押他們的身份證明文件。人力資源部亦會定期檢查工作小時記錄，如發現超時工作情況，會立刻調查。本集團亦禁止以任何理由對員工進行辱罵、體罰、暴力、精神壓迫、性騷擾（包括不恰當語言、姿勢和身體的接觸）、性虐待等懲罰性措施、管理方法和行為。

## **B5. Supply Chain Management B5. 供應鏈管理**

Apart from sourcing raw materials based on the specifications of the required products, price trends of raw materials and product requirements, the Group also attaches great importance to the management of potential environmental and social risks in the supply chain. The Group has established a rigorous and standardised procurement system and supplier selection process, and has imposed environmental and social risk control requirements on suppliers.

除了根據所需產品的規格、原材料的價格趨勢及產品需求採購原材料外，本集團亦高度重視供應鏈中潛在環境和社會風險的管理。本集團建立了嚴格而規範的採購體系及供應商甄選流程，並對供應商提出了環境及社會風險控制方面的要求。

The Group has formulated and implemented a well-managed procurement system and a rigorous supplier selection process to ensure the quality of raw materials and enhance the quality of its products. In addition, all suppliers are monitored and assessed by the Group regularly. The Group takes measures to assess whether suppliers are operating in compliance with relevant laws and regulations and other required standards for health, safety, forced labour and child labour, and to examine suppliers' awareness of these aspects with the aim to minimise potential social risk in the Group's supply chain.

本集團設有管理完善的採購體系及嚴格的供應商甄選流程，以確保原材料的品質，從而提升其產品質素。此外，所有供應商須定期接受本集團的監察及評估。本集團會採取措施以評估供應商是否有在健康、安全、強迫勞工及童工方面符合相關法律法規以及其他所須達到的標準，及考察供應商在上述各方面的意識，以減低本集團供應鏈的社會風險。

<b>Location 地點</b>	<b>No. of Suppliers 供應商數量</b>
Hong Kong 香港	34
PRC 中國內地	24

## Fair and Open Procurement 公平及公開採購

The Group's procurement procedures strictly abide by related laws and regulations, making procurement on an open, fair and impartial basis without any discrimination against any suppliers. Employees and other individuals who share a common interest with suppliers will not be allowed to participate in the relevant procurement process.

本集團採購過程嚴格參照相關法律法規的規定，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，與相關供應商有利益關係的員工及其他個人不會被允許參與相關採購活動。

## Business Ethics 商業道德

The Group is also concerned about the integrity of its suppliers and partners and will only select suppliers and partners who have a good track record in the past and do not have any serious violations or ethical violations. The Group has zero tolerance for bribery and corruption, and it is strictly forbidding suppliers and partners to obtain procurement contracts or partnerships through any form of transfer of benefits.

本集團亦關注供應商及合作夥伴的誠信，只會挑選過去營商紀錄良好，沒有任何嚴重違規或違反商業道德行為的供應商及合作夥伴。本集團對賄賂及貪污採取零容忍態度，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。

## Green Sourcing 綠色採購

The Group is committed to selecting environmentally friendly products with competitive prices and good quality, in order to safeguard end-users' health and safety, prevent pollution and efficiently use natural resources. The Group requires all departments to consider environmental factors and search for products with higher recycled content, greater durability or greater water and energy efficiency.

本集團致力於選擇具有競爭力價格和優質的環保友善產品，以保障最終使用者的健康和 safety，防止污染和有效利用自然資源。本集團要求各部門考慮環境因素，尋找具有較高再生資源含量、較耐用或較高水和能源效益的產品。

During the procurement process, the Group prioritises local suppliers and environmentally friendly products and services, hoping to reduce the carbon footprint caused by procurement via local procurement, while supporting local economic development and creating employment opportunities for local communities. In addition to environmental factors, the Group will also adopt measures to monitor whether its suppliers or contractors comply with relevant laws and regulations or meet other standards in terms of health, safety, forced labour and child labour, etc.

在採購過程中，本集團優先考慮本地供應商和環保友善之產品和服務，希望通過當地採購以減少採購造成的碳足跡，同時支持當地經濟發展，為當地社區創造就業機會。除環境因素外，本集團亦會採取措施監察其供應商或承包商在健康、安全、強迫勞工及童工等方面是否符合相關法律法規或其他標準。

## **B6. Product Responsibility B6. 產品責任**

The Group attaches great importance to product quality and corporate reputation. The Group actively monitors the quality of products and services through internal controls and strictly monitors the compliance of products sold. The Group also maintains communication with customers and provides aftersales service to ensure understanding and fulfilling customer needs and expectations, and continuously improves the Group's products and services by understanding customer satisfaction level.

本集團十分重視產品質素及企業信譽，積極透過內部監控確保產品及服務質素，嚴格監控所售產品的合規情況。本集團亦一直保持與顧客的溝通並提供售後服務，確保理解及滿足顧客的需求和期望，並希望了解客戶的滿意情況，以對本集團的產品和服務不斷作出改進。

The Group actively comply with the laws and regulations of the Trade Descriptions Ordinance (Cap. 362), the Copyright Ordinance (Cap. 528) and the Personal Data (Privacy) Ordinance. During the Reporting Period, the Group did not identify any material issues that violated the laws and regulations related to the quality of products and services that have a significant impact on the Group.

本集團積極遵守包括《商品說明條例》（第 362 章）、《版權條例》（第 528 章）及《個人資料（私隱）條例》在內的法律法規。於報告期內，本集團並未發現到任何違反產品及服務品質相關的法律法規而對本集團造成重大影響的事宜。

During the Reporting Period, the Group was not aware of any cases where products sold or shipped subject to recalls for safety and health reasons, and no major complaints about products and services were received.

於報告期內，本集團並未知悉任何已售或已運送產品因安全與健康理由而須回收的個案，亦未接獲關於產品及服務的重大投訴。



## Quality Control 品質控制

The Group implements strict quality control, its quality standards are formulated with reference to applicable Chinese standards. The Group's products have passed all necessary product certification tests commissioned by the Group, such as GB/T 31467.3-2015 "Lithium Ion Power Battery Packs and Systems for Electric Vehicles Part 3 Safety Requirements and Test Methods", Ministry of Industry and Information Technology The dustproof and waterproof requirements and fire protection requirements in the "Safety Technical Conditions for Electric Buses" in Document 377 and the rate test in 1610 "Test Methods for Power Plants and Fuel Cells Related Technical Specifications (Implementation)". These certification tests are performed by independent testing and inspection agencies. The Group is equipped with sufficient quality inspectors to implement quality control programs, most of which involve basic inspections and simple equipment operations.

本集團實施嚴格品質控制，其品質標準亦參考適用中國標準制訂。本集團對於內地廠房生產的產品，建立了全面的品質控制體系。本集團的產品均已通過本集團委託進行的所有必需產品認證測試，如：GB/T 31467.3-2015《電動汽車用鋰離子動力蓄電池包和系統第3部分安全性要求與測試方法》、工信部裝377號文件中《電動客車安全技術條件》中防塵防水要求及防火要求和1610《動力電池、燃料電池相關技術指標測試方法（實行）》中倍率測試等。該等認證測試由獨立測試及檢驗機構執行。本集團配備足夠的質檢員負責實施品質控制程序，最主要涉及基本檢查及簡單設備的操作。

The quality inspection process of the Group is rigorous, and all purchased raw materials must be tested by a third-party testing agency before they can be put into storage. Products on the production line must pass the sampling test before proceeding to the next step. All finished products must pass the quality and safety inspection of the inspection department and issue a finished product inspection report. After the test is completed, the quality manager reviews the test report. Only products that pass the test can be sold, and products that fail to pass the test will be recalled according to the relevant procedures.

本集團質量檢測過程嚴謹，所有採購的原材料均需通過第三方檢測機構檢測才可入庫。生產線上的產品必須按照抽檢合格方可進入下一步驟。所有成品必須通過檢測部門的品質與安全檢測，並發出成品檢驗報告。檢測完成後，由品質部經理審閱檢測報告。只有檢測報告合格的產品才可出售，而檢測報告不合格的產品，將會按照相關流程進行回收。

## Product Recycling 產品回收

After consultation with the customer, the Group will conduct a comprehensive assessment based on the actual capacity of the recovered used power battery, charge and discharge characteristics and safety of use to determine whether it can be used for cascade use (including energy storage, portable charger or for low-speed vehicles), recycled or scrapped.

與顧客協商後，本集團都會按回收後的廢舊動力蓄電池的容量、充放電特性及使用安全性等實際情況進行綜合評估，判斷其是否可進行梯級利用（包含：儲能使用、移動電源使用、低速車使用）、再生利用或報廢。

The Group conducts testing, sorting, dismantling and reorganisation of used power storage batteries that meet the conditions for cascade utilisation. The Group affixes trademark to the batteries to indicate that the battery products for cascade utilisation, and will code and establish traceability system for the products according to the requirements of the Group.

本集團會對符合梯級利用條件的廢舊動力蓄電池進行必要的檢測、分類、拆解和重組，貼自有商標以明示該電池產品為梯級利用電池，並會按照本集團要求對產品編碼及建立追溯系統。

The used power storage batteries that have been certified to be unable for cascade utilisation will be recycled according to relevant requirements, so that companies with recycling qualifications can recover valuable resources and handle them according to the prescribed procedures.

經判斷不能進行梯級利用的廢舊動力蓄電池會按有關要求進行再生利用，讓有回收資質的公司回收其中有價值的資源，按規定流程處理。

#### Customer Service and Protection of Privacy 客戶服務及隱私保障

The Group provides quality service experience to consumers through standardised service quality, humanised service process and standardised service management. The sales department is responsible for receiving and processing customer complaints in a timely manner, and is confirmed and resolved by the salesperson on-site. The Sales Department continuously tracks feedback from customers in order to increase customer satisfaction. At the same time, the Group conducts customer satisfaction surveys on an annual basis to collect valuable customer feedback.

本集團通過標準化的服務品質、人性化的服務過程以及規範化的服務管理為消費者和客戶帶來優質的服務體驗。本集團由銷售部門負責及時接收和處理顧客投訴，並由業務員現場確認並解決，銷售部門持續跟蹤客戶回饋的資訊，進而提高顧客滿意度。同時，本集團每年均進行客戶滿意度調查，收集客戶的寶貴意見。

The Group strictly and cautiously manages customer files to avoid leakage of customer privacy, and requires relevant business personnel to sign the “Nondisclosure Agreement” when they join the company to further strengthen the protection of the Group’s business secrets and clients’ information.

本集團對客戶檔案進行嚴密謹慎的管理，避免客戶隱私的洩露，並要求相關業務人員在入職時簽署《保密協定》，以進一步加強對本集團業務機密以及客戶機密的保護。

When the Group's products are sold, the Group provides customers with an authentic product description to prevent customers from being misled. The Group will also provide after-sales services to customers to address their enquiries. If there is a problem with the product, the Group will actively approach the customer for possible product recycling.

本集團產品售賣時，必會向客戶提供真實的產品描述訊息，防止顧客被誤導。產品成功售賣後，本集團亦會為客戶致力提供售後服務，方便客戶查詢。如產品出現問題，本集團會主動與客戶協商，研究產品回收。

To implement excellent customer service, the Group has set up a telephone complaint handling mechanism, and all issues are followed up and dealt with by the after-sales service department, so that customers have channels to submit complaints and smooth resolutions to any issues. The Group also conducts customer satisfaction surveys to allow it to analyse the level of customer satisfaction and make improvements. For safeguarding consumer data and privacy, the Group has appointed Internet Security Administrator to perform regular maintenance and inspections of the Group's networks and computer equipment and ensure that the systems are secure. The Group's internet security management team performs evaluations on monthly basis. In event of any abnormality found in the system, it will be rectified in a timely manner.

為了做好顧客服務，本集團設立電話投訴機制，並由售後服務部進行跟進及處理，讓客戶可以「投訴有門，暢通解決問題」。本集團亦會進行顧客滿意度調查，以分析客戶滿意度以進一步改善本集團服務。為保障消費者資料及私隱，本集團委派網路安全管理員，定期對本集團的網路與電腦設備進行維護與監察，確保系統安全性。本集團的網路安全管理團隊會每月定期進行一次評估，如果發現系統有異常情況，會及時進行修復。

#### Protection of Intellectual Property Rights 保障知識產權

The Group is committed to maintaining and safeguarding intellectual property rights and has different practices to ensure that intellectual property rights are respected. Conventions include but not limited to forbidding the purchase of pirated products, conducting monthly internal audits, checking whether employees have downloaded pirated software privately, not using photos without authorisation by the manufacturer, and verifying whether photos used by the Company are copyrighted on a monthly basis. In addition, the Group will not adopt designs without the authorisation from the manufacturers, and will check whether the designs belong to the Company every six months. The Group promises that all propaganda or product design of the Company does not involve plagiarism, and requires all employees of the Group to have a sense of intellectual property rights and keep their designs confidential.

本集團致力維護及保障知識產權，並設有不同慣例，以確保知識產權得到尊重。慣例包括但不限於嚴格禁止購買盜版產品、每月一次進行內部審核，檢查員工有否私自下載盜版軟體、不採用未經協力廠商授權的相片，每月一次核查本公司所用相片是否具有版權。此外，本集團亦不會採用未經協力廠商授權的設計，並會每半年一次抽查設計是否屬於本公司所有。本集團承諾本公司所有的宣傳或產品設計均不涉及抄襲，並要求本集團所有員工有知識產權意識，對自己的設計保密。

## Advertising and Labelling 廣告及標籤

As the Group's operational process does not involve a material amount of advertising and labelling practices, the information relating to advertising and labelling is considered as immaterial to the Group.

由於本集團的營運程序並不涉及大量廣告及標籤，因此有關廣告及標籤的資料被視為本集團的非重大事宜。

## **B7. Anti-corruption B7. 反貪污**

### Anti-corruption Policies and Systems 反貪污政策及制度

The Group believes that integrity is one of the key elements for the Group's continuing success. Therefore, the Group attaches great importance to anti-corruption work and system building, and is committed to building a clean and transparent corporate culture. The Group strictly abides by the Prevention of Bribery Ordinance and other relevant laws and regulations.

本集團相信廉潔的企業文化是本公司持續成功的關鍵，因此極為重視反腐倡廉的工作及制度建設，致力建設及維護廉潔公開透明的企業文化。本集團嚴格遵守《防止賄賂條例》等法律法規的規定。

During the Reporting Period, the Group did not identify any material violations of laws and regulations regarding the prevention of bribery, extortion, fraud and money laundering that have a significant impact on the Group. Also, there were also no concluded legal cases regarding corrupt practices brought against the Group or its employees.

於報告期內，本集團並未發現到任何違反有關防止賄賂、勒索、欺詐及洗黑錢的法律法規的重大事宜。於報告期內，也沒有對本集團或其僱員提出並已審結的貪污訴訟案件。

The Group requires all employees to abide by the code of business ethics and promise not to engage in any corruption or bribery, fraud, extortion and money laundering activities. The Group has a strict internal control system, establishes regulations on combating corruption, and assigns dedicated personnel to monitor positions with a relatively high risk of conflict of interests to eliminate any forms of corrupt behaviours. The composition of different members in the Board allows independent monitoring of corporate behaviours. The Board will regularly evaluate anti-corruption policies, such as independent auditing policies, contract approval policies and tendering policies, to maintain anti-corruption performance. Furthermore, the Group actively promotes the idea of integrity by providing employees with professional ethics and anticorruption training so as to construct a culture of integrity with the aim to create a working environment free from corruption.

本集團要求所有員工都要遵守商業道德準則，並承諾不會有任何貪污及賄賂行為，亦不會從事任何詐騙、勒索及洗黑錢活動。本集團設有嚴格的內部控制制度，制定了關於反腐倡廉的規定，亦會派專人監察發生利益衝突較高風險的職位，杜絕任何形式的腐敗行為發生。本集團設有董事會，讓來自不同機構的董事會成員能獨立監管企業管治表現。董事會會定期探討防止貪污政策，例如獨立核數政策、合約審批政策及招標政策等，以維持防貪表現。與此同時，為營造更加廉潔正直的氛圍，本集團從培訓層面著手，積極推行廉潔文化建設，為員工開展職業道德規範與反腐敗培訓。

#### Conflict of Interest Policy 利益衝突政策

The Group has established a policy on the declaration of conflict of interest. In event of a suspected case, employees must declare the conflict of interest to the human resources department immediately. The reporting channel includes meetings, phone calls and emails. The Group will review the declaration procedures and communication channels for each case. The declaration conflicts of interest measures will be evaluated once a year, and follow up actions will be taken, if necessary, within one week based on the results of the inspection. For positions with a higher risk of conflicts of interest, the Group will assign special personnel to monitor and resolutely prevent any form of corruption, including extortion and money laundering.

本集團設立了利益衝突申報政策。如有疑似個案，員工須立即向人力資源部申報利益衝突，申報管道包括會面、電話及電郵。本集團會按照各個個案，檢視申報程序及溝通管道。利益申報措施會每年進行成效評估一次，根據檢視結果，在必要時於一星期內跟進。針對發生利益衝突的較高風險職位，本集團會指派專人監察，以堅決杜絕任何形式的腐敗行為，包括勒索及洗黑錢。

## Fair and Open Tendering Procedures 公平公開的招標程序

To ensure that the tendering process is fair, just and open, the Group will invite suppliers to submit tenders through email invitations and announcements on the company website. The number of invited suppliers is determined by the value of the service, and at least three are invited. The Group will also review the supplier's documents and performances, as well as assess the tender's effectiveness. The tendering program will also conduct an annual performance evaluation. If the supplier's services are found to be inconsistent with the Group's expectations, the supplier will be replaced.

為確保招標程序公平、公正、公開，本集團會透過電郵邀請及公司網站公告，邀請供應商投標。按服務的價值確定邀請供應商的數量，最少邀請三家。本集團亦會檢討供應商檔案及表現，評估招標成效。招標程序會每年進行一次成效評估，如發現供應商的服務與本集團期望不符，會撤換供應商。

## Whistle-blowing System 舉報制度

The Group has also established a whistle-blowing system to establish and maintain a clean and transparent culture of the Group. The whistle-blowing system allows all employees and investors to report corruption, bribery and other misconduct within the Group anonymously to the human resources department and the investment relations department. These two departments and the audit committee will process the report promptly, fairly and confidentially. On the other hand, the whistle-blowing system also ensures that whistle-blowers are not treated unfairly because of reports, and will not be subjected to unfair dismissal, unreasonable disciplinary action, and so on.

本集團亦設立了舉報制度以建立及維持本集團的廉潔和透明文化。該舉報制度讓所有員工及投資者可以向人力資源部及投資關係部匿名舉報本集團內怠忽職守、貪污、受賄及其他不當行為。人力資源部或投資關係部以及內部審計委員會將迅速、公平以及秘密地處理舉報。另一方面，舉報制度亦保障舉報者不會因舉報而受到不公平的對待，舉報者不會被無理解僱、無理接受紀律處分等。

## Anti-corruption Training 反貪污培訓

Trainings related to anti-corruption are rendered to our management and employees to boost their awareness on the prevention of any kind of unethical behavior such as bribery, extortion, fraud and money laundering. During the Reporting Period, all directors have received anti-corruption training by way of anti-corruption training reading materials ("ANTICORRUPTION PROGRAMME – A GUIDE FOR LISTED COMPANIES" published by ICAC) circulated and have spent approximately 2 hours studying instead of physically attending the training due to COVID-19 pandemic.

本集團向管理層和員工提供與反貪污相關的培訓，以提高他們對賄賂、敲詐勒索、欺詐和洗錢等任何不道德行為的認識。於報告期內，受到新冠肺炎疫情的影響，實體培訓無法開展，全體董事通過傳閱之反貪污培訓材料（廉政公署出版的《上市公司防貪系統實務指南》）接受反貪污培訓，並進行約2個小時之自主學習。

## **B8. Community Investment B8. 社區投資**

### Corporate Social Responsibility 企業社會責任

The Group is committed to shouldering the responsibility of contributing to society while having economic development. The Group is committed to serving the community, incorporating environmental, labour needs, education and culture into community discussions to support relevant activities. The Group hopes to foster employees' sense of social responsibility, encouraging employees to participate in social welfare activities during their work and leisure time to make greater contributions to the community. The Group believes that by participating in the community activities, the civic awareness of employees can be enhanced, and positive values can be established.

本集團堅持在經濟發展的同時應肩負回報社會的責任。本集團致力服務社群，把環境、勞工需求、教育及文化等納入社區探討事項，以支持相關事項的活動。本集團希望培養員工的社會責任感，因此一直鼓勵員工於工作期間及私人時間參與社會公益活動，為社會作更大貢獻。本集團相信，借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升，以樹立正確的價值觀。

**THE ESG REPORTING GUIDE CONTENT INDEX OF THE STOCK EXCHANGE OF HONG KONG LIMITED**

香港聯合交易所有限公司的《環境、社會及管治報告指引》內容索引

<b>Subject Areas, Disclosures and KPIs</b> 層面、一般披露及關鍵績效指標 <b>Aspect A1: Emissions</b> 層面 A1：排放物	<b>Description</b> 描述	<b>Section</b> 章節
General Disclosure 一般披露	Information on: 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) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer. 遵守對發行人有重大影響的相關法律法規的資料。 relating to air and GHG emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	Emissions 排放物
KPI A1.1 關鍵績效指標 A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放資料。	Emissions – Air Emissions 排放物 – 空氣排放物
KPI A1.2 關鍵績效指標 A1.2	GHG emissions in total (in tonnes) and intensity. 溫室氣體總排放量（以噸計算）及密度。	Emissions – Greenhouse Gas Emission 排放物 – 溫室氣體排放
KPI A1.3 關鍵績效指標 A1.3	Total hazardous waste produced (in tonnes) and intensity. 所產生有害廢棄物總量（以噸計算）及密度。	Emissions – Waste Management (Not applicable – Explained) 排放物 – 廢物處理（不適用 – 已解釋）
KPI A1.4 關鍵績效指標 A1.4	Total non-hazardous waste produced (in tonnes) and intensity. 所產生無害廢棄物總量（以噸計算）及密度。	Emissions – Waste Management 排放物 – 廢物處理
KPI A1.5 關鍵績效指標 A1.5	Description of emission target(s) set and steps taken to achieve them.	Emissions – Waste Management



	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－廢物處理
KPI A1.6 關鍵績效指標 A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	Emissions — Waste Management 排放物－廢物處理
<b>Aspect A2: Use of Resources</b> 層面 A2：資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源（包括能源、水及其他原材料）的政策。	Use of Resources 資源使用
KPI A2.1 關鍵績效指標 A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能源總耗量及密度。	Use of Resources — Energy Consumption 資源使用－能源消耗
KPI A2.2 關鍵績效指標 A2.2	Water consumption in total and intensity. 總耗水量及密度。	Use of Resources — Water Management 資源使用－用水管理
KPI A2.3 關鍵績效指標 A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	Use of Resources — Energy Consumption 資源使用－能源消耗
KPI A2.4 關鍵績效指標 A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	Use of Resources — Water Management 資源使用－用水管理
KPI A2.5 關鍵績效指標 A2.5	Total packaging material used for finished products (in tonnes) and with reference to per unit produced. 製成品所用包裝材料的總量（以噸計算）及每生產單位佔量。	Use of Resources — Use of Packaging Materials (Not applicable — Explained) 資源使用－包裝材料使用（不適用－已解釋）

<b>Aspect A3: The Environment and Natural Resources</b> 層面 A3：環境及天然資源		
General Disclosure 一般披露	Policies on minimizing the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	The Environment and Natural Resources 環境及天然資源
KPI A3.1 關鍵績效指標 A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	The Environment and Natural Resources 環境及天然資源
<b>Aspect A4 : Climate Change</b> 層面 A4：氣候變化		
General Disclosure 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	Climate Change 氣候變化
KPI A4.1 關鍵績效指標 A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	Climate Change — Physical Risks, Transitional Risks 氣候變化 — 實體風險、過渡風險
<b>B. 社會</b>		
<b>Aspect B1: Employment</b> 層面 B1：僱傭		
General Disclosure 一般披露	Information on: 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) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer. 遵守對發行人有重大影響的相關法律及規例的資料。 relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, antidiscrimination, and other benefits and welfare.	Employment 僱傭

KPI B1.1 關鍵績效指標 B1.1	Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	Employment 僱傭
KPI B1.2 關鍵績效指標 B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Employment 僱傭
<b>Aspect B2: Health and Safety</b> 層面 B2：健康與安全		
General Disclosure 一般披露	Information on: 有關提供安全工作環境及保障僱員避免職業性危害的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to providing a safe working environment and protecting employees from occupational hazards.	Health and Safety 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。	Health and Safety 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。	Health and Safety 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。	Health and Safety 健康與安全
<b>Aspect B3: Development and Training</b> 層面 B3：發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Development and Training 發展及培訓
KPI B3.1 關鍵績效指標 B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Development and Training 發展及培訓

	按性別及僱員類別（如高級管理層、中級管理層等）劃分的受訓僱員百分比。	
KPI B3.2 關鍵績效指標 B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Development and Training 發展及培訓
<b>Aspect B4: Labour Standards</b> 層面 B4：勞工準則		
General Disclosure 一般披露	Information on: 有關防止童工或強制勞工的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to preventing child and forced labour.	Labour Standards 勞工準則
KPI B4.1 關鍵績效指標 B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Labour Standards — Preventive Measures of Child Labour, Preventive Policies of Forced Labour 勞工準則－防止童工措施、防止強制勞工政策
KPI B4.2 關鍵績效指標 B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Labour Standards — Preventive measures of Child Labour, Preventive Policies of Forced Labour 勞工準則－防止童工措施、防止強制勞工政策
<b>Aspect B5: Supply Chain Management</b> 層面 B5：供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Supply Chain Management 供應鏈管理
KPI B5.1 關鍵績效指標 B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Supply Chain Management 供應鏈管理
KPI B5.2 關鍵績效指標 B5.2	Description of practices relating to engaging suppliers, number of suppliers	Supply Chain Management –

	where the practices are being implemented, and how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。	Fair and Open Procurement, Business Ethics 供應鏈管理－公平及公開採購、商業道德
KPI B5.3 關鍵績效指標 B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	Supply Chain Management — Green Sourcing 供應鏈管理－綠色採購
KPI B5.4 關鍵績效指標 B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	Supply Chain Management — Green Sourcing 供應鏈管理－綠色採購
<b>Aspect B6: Product Responsibility</b> 層面 B6：產品責任		
General Disclosure 一般披露	Information on: 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) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	Product Responsibility 產品責任
KPI B6.1 關鍵績效指標 B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Product Responsibility 產品責任
KPI B6.2 關鍵績效指標 B6.2	Number of products and service-related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	Product Responsibility 產品責任

KPI B6.3 關鍵績效指標 B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Product Responsibility — Protection of Intellectual Property Rights 產品責任 — 保障知識產權
KPI B6.4 關鍵績效指標 B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	Product Responsibility – Quality Control 產品責任 — 品質控制
KPI B6.5 關鍵績效指標 B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	Product Responsibility — Customer Service and Protection of Privacy 產品責任 — 客戶服務及隱私保障
<b>Aspect B7: Anti-corruption</b> 層面 B7：反貪污		
General Disclosure 一般披露	Information on: 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to bribery, extortion, fraud and money laundering.	Anti-corruption – Anti-corruption Policies and Systems 反貪污 – 反貪污政策及制度
KPI B7.1 關鍵績效指標 B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the Reporting Period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	Anti-corruption – Anti-corruption Policies and Systems 反貪污 – 反貪污政策及制度
KPI B7.2 關鍵績效指標 B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Anti-corruption – Whistle-blowing System 反貪污 – 舉報制度
KPI B7.3 關鍵績效指標 B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	Anti-corruption – Anti-corruption Training 反貪污 – 反貪污培訓
<b>Aspect B8: Community Investment</b>		

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