

Kingkey Intelligence Culture Holdings Limited 京基智慧文化控股有限公司

(Incorporated in the Cayman Islands and continued in Bermuda with limited liability)
(於開曼群島註冊成立並於百慕達繼續經營之有限公司)

(Stock Code 股份代號 : 550)



ENVIRONMENTAL, SOCIAL
AND GOVERNANCE REPORT
2022

環境、社會及管治報告

Environmental, Social and Governance Report

環境、社會及管治報告

INTRODUCTION

Kingkey Intelligence Culture Holdings Limited (the “Company”, together with its subsidiaries, the “Group”) is principally engaged in the provision of advertising agency services through paper media and digital media (“Recruit Magazine”, “Recruit”), provision of Medical and Health services and E-commerce services in PRC. This Environmental, Social and Governance Report (the “ESG Report”) summarises the Group’s environmental, social and governance (“ESG”) initiatives, plans and performances and demonstrates its commitment to sustainable development.

REPORTING SCOPE

The ESG Report covers the Group’s major business activities of the advertising segment in Hong Kong (Recruit magazine). Information and ESG key performance indicator (“KPI”) data of the advertising segment under the Group’s direct operational control are gathered and reported in this ESG Report.

There is a new business launch of the E-commerce service business in PRC that commenced in May 2022 which will not be included in this ESG report as its revenue contribution to the Group is not material during its new development stage. The Group will continue to expand the scope of the disclosure in the future when the Group’s data collection system becomes more mature, and the sustainability work is enhanced.

REPORTING PERIOD

The ESG Report specifies the ESG activities, challenges, performance, and measures taken by the Group during the financial year ended 31 December 2022 (“FY2022”, “Year”, “Reporting Period”).

REPORTING FRAMEWORK

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

引言

京基智慧文化控股有限公司(「本公司」，連同其附屬公司，「本集團」)主要從事透過紙媒及數碼媒體(「Recruit雜誌」、「Recruit」)提供廣告代理服務、提供醫療及保健服務以及於中國提供電子商務服務。本環境、社會及管治報告(「環境、社會及管治報告」)概述本集團在環境、社會及管治(「環境、社會及管治」)上的倡議、計劃及績效，並表明其在可持續發展方面的承諾。

報告範圍

環境、社會及管治報告涵蓋本集團於香港的廣告分部主要業務活動(Recruit雜誌)。本集團直接經營控制的廣告分部的資料及環境、社會及管治的關鍵績效指標(「關鍵績效指標」)數據在本環境、社會及管治報告內匯集及報告。

於二零二二年五月開始的中國電子商務服務業務的新業務啟動將不計入本環境、社會及管治報告內，原因為其於新發展階段對本集團的收入貢獻並不重大。當本集團的數據收集系統更加成熟並可持續發展工作得以加強後，本集團於未來將繼續擴大報告範圍。

報告期間

環境、社會及管治報告詳述本集團於截至二零二二年十二月三十一日止財政年度(「二零二二年財政年度」、「本年度」、「報告期間」)採取的環境、社會及管治活動、挑戰、績效及措施。

報告框架

本環境、社會及管治報告乃根據香港聯合交易所有限公司(「聯交所」)證券上市規則(「上市規則」)附錄二十七所載環境、社會及管治報告指引(「環境、社會及管治報告指引」)編製。

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REPORTING PRINCIPLES

The Group has applied the following reporting principles for the preparation of this ESG Report:

- “Materiality” – The Materiality assessment was conducted to identify material ESG issues during the Reporting Period, thereby adopting the confirmed material ESG topics as the focus for the preparation of the ESG report. Material ESG issues were reviewed and confirmed by internal and external stakeholders’ engagement with the ESG Working Group. Please refer to the sections headed “Stakeholder Engagement” and “Materiality Assessment” for further details.
- “Quantitative” – Quantitative data with supplementary notes are used for KPI disclosure to represent a measurable result and to explain the standards, methodologies, and source of conversion factors used during the calculation of emissions and energy consumption.
- “Consistency” – The preparation approach of this ESG report was substantially consistent with methodologies applied in the previous year, and explanations were provided regarding changes in reporting boundary.
- “Balance” – This ESG report is completed based on fact and actual data disclosure to avoid biased judgement and misleading information to report readers.

FORWARD-LOOKING STATEMENT

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.

APPROVAL AND CONFIRMATION

The information included in the Report was sourced from the official documents and statistical data of the Group. The Report has been reviewed and approved by the Board.

報告原則

本集團已應用以下報告原則編製本環境、社會及管治報告：

- 「重要性」—於報告期間進行重要性評估以識別重大環境、社會及管治事宜，從而採納已確認的重大環境、社會及管治議題作為編製環境、社會及管治報告的重點。經內部及外部持份者參與環境、社會及管治工作小組審閱及確認重大環境、社會及管治事宜。有關進一步詳情，請參閱「持份者參與」及「重要性評估」章節。
- 「量化」—披露關鍵績效指標時使用量化數據及補充說明，以表示可計量的結果，並解釋計算排放及能源消耗時所用的標準、方法及轉換係數來源。
- 「一致性」—本環境、社會及管治報告的編製方法與上一年度所採用的方法基本一致，並就報告範圍的變動提供解釋。
- 「平衡」—本環境、社會及管治報告根據事實及實際數據披露完成，以避免對報告讀者作出偏頗判斷及誤導資料。

前瞻性陳述

本報告包含前瞻性陳述，其乃基於本公司對其及其附屬公司經營的業務和市場的當前預期、估計、預測、理念和假設。該等前瞻性陳述並非對未來表現的保證，並受市場風險、不確定性及本公司無法控制的因素所影響。因此，實際結果及回報可能與本報告所載假設及陳述有重大差異。

批准及確認

本報告所載資料均來自本集團的官方文件及統計數據。本報告已獲董事會審閱及批准。

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CONTACT US

The Group welcomes stakeholders to provide their opinions and suggestions. You can provide valuable advice in respect of the ESG Report on the Group's performances in sustainable development by writing to 44/F, Office Tower, Convention Plaza, 1 Harbour Road, Wan Chai, Hong Kong.

BOARD STATEMENT AND ESG GOVERNANCE

The board of directors (the "Board") is pleased to present the ESG Report that summarises the ESG initiatives, plans, and performances of the Group and demonstrates its commitment to sustainable development. The Group sincerely commits towards the long-term sustainable growth goal and strives to be a responsible corporation. The Board is also responsible for ensuring the effectiveness of the Group's risk management and internal controls. The Group has developed a core ESG governance framework to ensure the alignment of ESG governance with our strategic growth while advocating the integration of ESG into our business operations. The structure of our corporate social responsibility is divided into two main components, namely the Board and an ESG working group.

The Board

The Board is responsible for overseeing all ESG issues of the Group. The Board holds the ultimate responsibility for monitoring the Group's ESG issues, including ESG management approach, strategy, and policies. To ameliorate the management of the Group's ESG performance and identify potential risks, the Board conducts regular materiality assessments with the assistance of the ESG Working Group to evaluate and prioritise material ESG-related issues with reference to the opinions of our stakeholders.

The ESG Working Group

The ESG Working Group was formed by core members from different departments and operational teams with approval by the Board, assisting the Board with risk assessment and efficient implementation of policies.

Duties of the ESG Working Group include ESG data collection and data analysis for ESG report preparation. The ESG working group is also responsible for monitoring and evaluating the ESG performance to ensure regulations in corresponding countries are fully complied. Regular meetings are carried out to assess the effectiveness of the current policies for ongoing improvement in ESG aspects. The ESG Working Group discussed essential ESG topics in a timely manner

聯絡我們

本集團歡迎持份者提供意見及建議。閣下可致函香港灣仔港灣道1號會展廣場辦公大樓44樓，就環境、社會及管治報告有關本集團在可持續發展方面的績效提供寶貴意見。

董事會聲明及環境、社會及管治治理

董事會(「董事會」)欣然呈報環境、社會及管治報告，該報告概述本集團在環境、社會及管治上的倡議、計劃及績效，並表明其在可持續發展方面的承諾。本集團真誠致力於實現長期可持續發展目標，並力爭成為一間負責任的企業。董事會亦負責確保本集團風險管理及內部監控的有效性。本集團已制定核心環境、社會及管治治理框架以確保環境、社會及管治治理與我們的策略性增長保持一致，同時提倡將環境、社會及管治融入我們的業務經營。我們的企業社會責任架構分為兩個主要部分，即董事會及環境、社會及管治工作小組。

董事會

董事會負責監督本集團的所有環境、社會及管治事宜。董事會對監察本集團環境、社會及管治事宜(包括環境、社會及管治管理方式、策略及政策)負最終責任。為改善本集團環境、社會及管治績效管理及識別潛在風險，董事會在環境、社會及管治工作小組的協助下定期進行重要性評估，參考持份者的意見以評估及優先處理重大的環境、社會及管治相關事宜。

環境、社會及管治工作小組

環境、社會及管治工作小組由來自不同部門及營運團隊的核心成員組成，並經董事會批准，協助董事會進行風險評估及有效執行政策。

環境、社會及管治工作小組的職責包括環境、社會及管治數據收集及數據分析，以編製環境、社會及管治報告。環境、社會及管治工作小組亦負責監察及評估環境、社會及管治表現，以確保完全遵守相應國家的法規。定期舉行會議，以評估持續改善環境、社會及管治方面的現行政策的有效性。環境、社會及管治工作小組及時討論重大環境、社會及管

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and integrates ESG concerns into strategy development for risk management and opportunities optimisation. Through analysis and discussion, the ESG Working Group sets out different ESG goals as part of the sustainable development process, turning the identified threats into opportunities through policy formulation and implementation. The ESG working group is responsible to report to the Board periodically, assist in assessing and identifying the Group's ESG risks and opportunities, evaluate the implementation and effectiveness of internal control mechanisms, and review the progress of the set goals and targets.

治議題，並將環境、社會及管治關注點納入風險管理及機會優化的策略制定中。環境、社會及管治工作小組透過分析及討論，制定不同的環境、社會及管治目標，作為可持續發展過程的一部分，通過政策制定及實施，將已識別的威脅轉化為機遇。環境、社會及管治工作小組負責定期向董事會匯報、協助評估及識別本集團的環境、社會及管治風險及機遇、評估內部監控機制的實施及有效性，並檢討所設定目標及指標的進度。

STAKEHOLDER ENGAGEMENT

The Group values stakeholders' engagement and feedback on the Group's sustainable development. To enhance the communication with our stakeholders, we encourage their active feedback to the Group's strategy via different channels and showing us their expectations.

持份者參與

本集團重視持份者對本集團可持續發展的參與及反饋。為加強與持份者的溝通，我們鼓勵持份者透過不同渠道對本集團的策略作出積極反饋，並向我們表達彼等的期望。

Stakeholders 持份者	Channels 渠道	Expectations 期望
The Stock Exchange 聯交所	<ul style="list-style-type: none"> The Stock Exchange website 聯交所網站 Written or electronic correspondence 書面或電子通訊 	<ul style="list-style-type: none"> Compliance with Listing Rules and other relevant Ordinances 遵守上市規則及其他相關條例
Government and regulatory authorities 政府及監管機構	<ul style="list-style-type: none"> Routine reports 例行報告 Written or electronic correspondence 書面或電子通訊 Visits and government inspections 視察及政府檢查 	<ul style="list-style-type: none"> Compliance with local laws and regulations 遵守當地法律及法規 Stability in business operations 業務經營穩定性 Support for local economic growth 支持當地經濟增長
Shareholders and investors 股東及投資者	<ul style="list-style-type: none"> General meetings and other shareholder meetings 股東大會及其他股東大會 Annual and interim reports 年報及中期報告 Announcements and circulars 公告及通函 Company website 公司網站 	<ul style="list-style-type: none"> Sustainable profitability 持續盈利能力 Shareholder return 股東回報 Corporate governance 企業管治 Business compliance 業務合規

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Stakeholders 持份者	Channels 渠道	Expectations 期望
Employees 僱員	<ul style="list-style-type: none"> • Training, seminars and briefing • 培訓、研討會及簡報會 • Employee suggestion boxes • 僱員意見箱 • Emails • 電郵 • Regular general meetings • 定期全體會議 • Internal memos • 內部備忘錄 	<ul style="list-style-type: none"> • Remuneration, compensation and benefits • 薪酬、補償和福利 • Fair and competitive employment • 公平及具競爭力的僱傭關係 • Safe working environment • 安全工作環境 • Career development • 職業發展
Customers 客戶	<ul style="list-style-type: none"> • Customer service hotline and email • 客戶服務熱線及電郵 • Site visits • 實地視察 	<ul style="list-style-type: none"> • Rapid response and customer satisfaction • 迅速回應及客戶滿意度 • High-quality services • 高品質服務 • Labour protection and work safety • 勞工保障和工作安全
Suppliers 供應商	<ul style="list-style-type: none"> • Site visits • 實地視察 • Engagement and cooperation • 參與及合作 • Business meetings and discussion • 商務會議及討論 	<ul style="list-style-type: none"> • Fair and open procurement • 公平及公開採購 • Sustainable relationship • 可持續關係
Media and the public 媒體及公眾	<ul style="list-style-type: none"> • ESG report • 環境、社會及管治報告 • Newsletters on the company website • 公司網站上發佈通訊 • Reports and announcements • 報告及公告 	<ul style="list-style-type: none"> • Transparency of ESG issues and financial disclosure • 環境、社會及管治事宜以及財務披露的透明度 • Legal compliance • 法律合規 • Corporate governance • 企業管治
Community 社區	<ul style="list-style-type: none"> • Community activities • 社區活動 • Employee voluntary activities • 僱員志願活動 • Community welfare subsidies • 社區福利補貼 • Charitable donations • 慈善捐贈 	<ul style="list-style-type: none"> • Active participation in worthy causes • 積極參與善舉 • Community development • 社區發展

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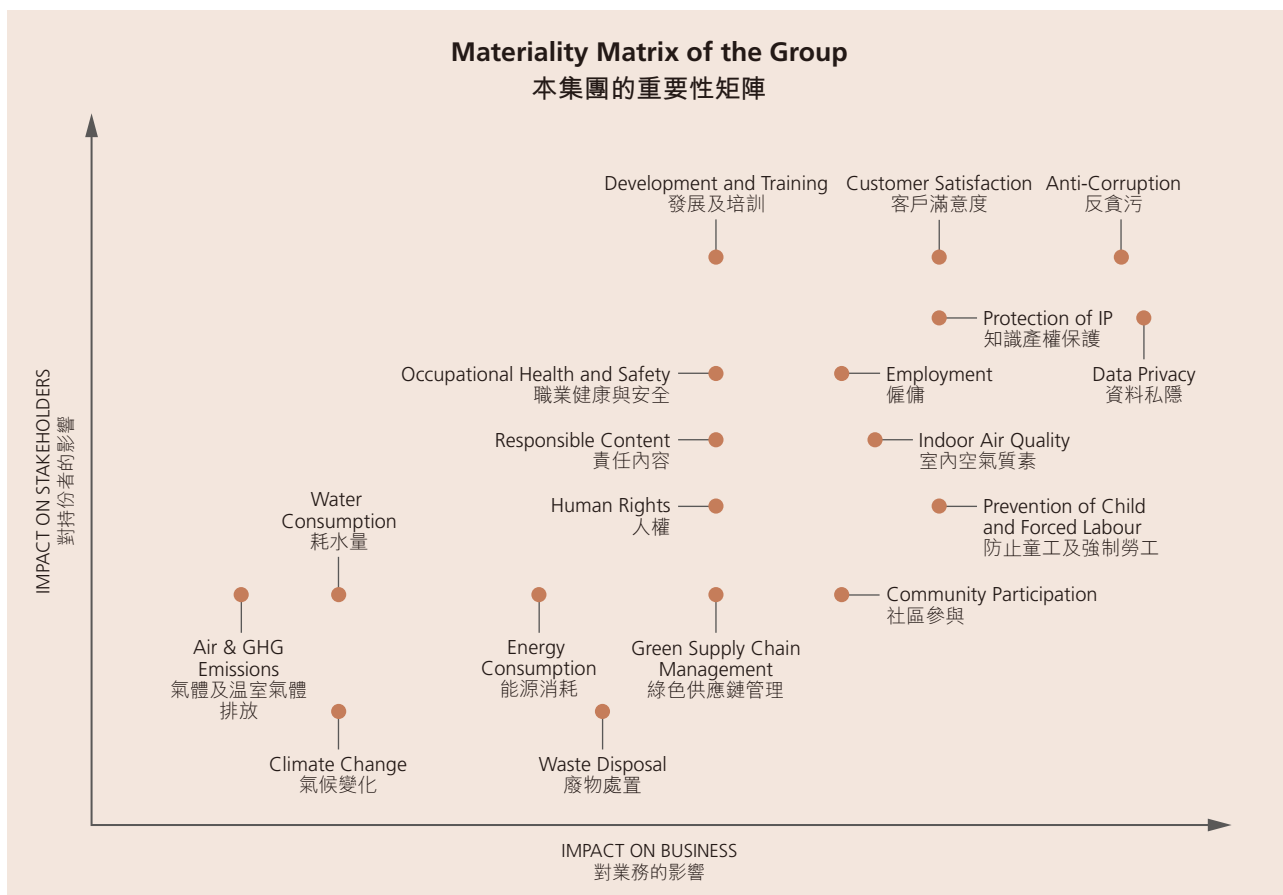
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MATERIALITY ASSESSMENT

The Group's ESG Working Group 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. Material 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:

重要性評估

本集團的環境、社會及管治工作小組已參與編製本報告，以協助本集團檢討其營運及識別相關環境、社會及管治事宜，並評估相關事宜對本集團業務及持份者的重要性。已進行重大評估以識別問題。以下矩陣為本報告所載本集團重大環境、社會及管治主題的概要：



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 have complied with the requirements of the Guide.

本集團確認其已為環境、社會及管治事宜制定適當及有效的管理政策及內部監控制度，並確認所披露的內容符合指引的規定。

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ENVIRONMENTAL

As a responsible corporate citizen, the Group is devoted to participating in achieving a more vigorous decarbonisation target through the implementation of internal policies with sustainability integration to reduce carbon emissions.

Due to the Group's office-based business nature, the Group does not cause a significant impact on the environment. The Group nevertheless continuously improves existing policies and incorporates new policies to mitigate potential direct and indirect negative environmental impacts arising from its business operations.

During the Reporting Period, the Group was not aware of any material non-compliance with environmental-related laws and regulations in relation to exhaust gas and greenhouse gases ("GHG") emissions, water and land discharge, and the generation of hazardous waste and non-hazardous waste that would have a significant impact on the Group. Relevant laws and regulations including but are not limited to the Waste Disposal Ordinance, the Air Pollution Control Ordinance, and the Water Pollution Control Ordinance of Hong Kong.

Emissions

Air Emissions

The business activities covered by the Company mainly involve office operations. The exhaust gas generated by the Group includes nitrogen oxides ("NO_x"), sulphur oxides ("SO_x") and particulate matter ("PM"), and the main source of emission is generated from automobile exhaust. Proactive measures have been taken by the Group to reduce air emissions through implemented policies including regular vehicle checks and quality maintenance to improve vehicle efficiency, and educating employees on the importance of turning off engines for idling vehicles. The Group would continue to seek improvement in reducing air pollution as part of our sustainable strategies.

環境

作為負責任的企業公民，本集團致力於通過實施與可持續發展相結合的內部政策以減少碳排放，從而實現更積極的脫碳目標。

由於本集團的業務性質以在辦公室營運為主，本集團不會對環境造成重大影響。然而，本集團不斷改進現有政策並納入新政策，以減輕其業務營運所產生的潛在直接及間接負面環境影響。

於報告期間，本集團並無獲悉任何與廢氣及溫室氣體（「溫室氣體」）排放、水陸排放以及有害廢棄物及無害廢棄物的產生有關會對本集團產生重大影響的對相關環境法律法規的重大不合規情況。相關法律法規包括但不限於香港的《廢物處置條例》、《空氣污染管制條例》及《水污染管制條例》。

排放

氣體排放

本公司所從事的業務活動主要為辦公室業務。本集團業務營運產生的廢氣主要包括氮氧化物（「NO_x」）、硫氧化物（「SO_x」）和顆粒物（「PM」），排放主要來源為汽車尾氣。本集團已採取積極措施，透過實施政策減少廢氣排放，包括定期檢查車輛及進行質量保養以提高車輛效率，以及教育僱員關閉空轉車輛引擎的重要性。作為我們可持續發展策略的一部分，本集團將繼續尋求改善減少空氣污染的措施。

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During the Reporting Period, the Group's exhaust gas emissions performance was as follows: 於報告期間，本集團廢氣排放表現如下：

Types of exhaust gas	Unit	FY2022 二零二二年 財政年度	FY2021* 二零二一年 財政年度*
廢氣種類	單位		
Nitrogen Oxides (NO _x) 氮氧化物(NO _x)	kg 千克	0.98	1.46
Sulphur Oxides (SO _x) 硫氧化物(SO _x)	kg 千克	0.02	0.03
Particulate Matter (PM) 顆粒物(PM)	kg 千克	0.07	0.11

* FY2021 data has been restated.

* 二零二一年財政年度數據已重述。

GHG Emissions

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 greenhouse gas emissions, the Group has adopted policies on the efficient use of energy as described in the section headed "Use of Resources" below.

溫室氣體排放

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: 於報告期間，本集團的溫室氣體排放表現如下：

Indicators ¹	Unit	FY2022 二零二二年 財政年度	FY2021* 二零二一年 財政年度*
指標 ¹	單位		
Direct GHG emissions (Scope 1) 直接溫室氣體排放(範圍1)	tCO ₂ e 噸二氧化碳當量	3.83	5.73
Energy indirect GHG emissions (Scope 2) 能源間接溫室氣體排放(範圍2)	tCO ₂ e 噸二氧化碳當量	N/A³ 不適用³	N/A ³ 不適用 ³
Total GHG emissions (Scopes 1 and 2) 溫室氣體排放總量(範圍1及2)	tCO ₂ e 噸二氧化碳當量	3.83	5.73
Intensity ² 密度 ²	tCO ₂ e/employee 噸二氧化碳當量/僱員	0.12	0.18

* FY2021 data has been restated.

* 二零二一年財政年度數據已重述。

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Notes:

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 "2022 Sustainability Report" published by Hong Kong Electric Investments Limited.
2. As of 31 December 2022, the Group had 32 employees (2021: 31) under this Reporting Scope. The data is also used for calculating other intensity data.
3. Electricity usage was not available since electricity usage and its related costs were included in the latest arranged tenancy agreement starting from May 2020.

The Group has established internal guidance to reduce GHG emissions by increasing the efficiency of petrol consumption including preparation of route planning ahead to seek shorter routing, avoiding route repetition and minimising fuel consumption. Encouraging employees to switch off the engine when the vehicle is idling, and regular maintenance of vehicles is carried out to ensure optimal engine performance and avoid excessive fuel use.

The Group has set a target of lowering the GHG emission intensity in the next three years compared with FY2021 and expects to achieve this target through continuous review of the above GHG reduction measures.

Waste Management

Hazardous Waste Management

In FY2022, no material hazardous waste was generated by the Group due to the Group's advertising business nature.

附註：

1. 溫室氣體排放數據乃按二氧化碳當量呈列，並參照包括但不限於世界資源研究所及世界可持續發展工商理事會刊發的「溫室氣體盤查議定書：企業會計與報告標準」、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」及港燈電力投資有限公司刊發的「二零二二年可持續發展報告」。
2. 截至二零二二年十二月三十一日，本報告範圍內本集團有32名僱員(二零二一年：31名)。該數據亦用於計算其他密度數據。
3. 由於自二零二零年五月起，用電量及其相關成本計入最新安排租賃協議，故無法取得用電量的數據。

本集團已制定內部指引，通過提高汽油消耗效率減少溫室氣體排放，包括提前制定規劃路線以尋求更短的路線、避免路線重複及最大限度地減少燃料消耗。鼓勵僱員在停車時關閉引擎，並對車輛進行定期維護，以確保引擎性能最佳，避免過度使用燃油。

本集團已為未來三年定下較二零二一年財政年度低的溫室氣體排放密度，並預計通過持續檢討上述減少溫室氣體排放的措施以實現此目標。

廢物管理

危險廢物管理

於二零二二年財政年度，由於本集團的廣告業務性質，本集團並無產生重大危險廢物。

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Non-Hazardous Waste Management

The Group has assigned a printing company for the printing service of the "Recruit magazine", the use of paper for the magazine is not included in this ESG report. The major source of non-hazardous waste is the office paper.

Category of Wastes	Unit	FY2022 二零二二年 財政年度	FY2021* 二零二一年 財政年度*
廢棄物類別	單位		
Total non-hazardous waste 無害廢物總量			
– Office paper – 辦公室用紙	Tonnes 噸	0.22	0.08
Intensity 密度	Tonnes/employee 噸／僱員	0.01	0.01

* FY2021 data has been restated.

The Group strives to reduce waste disposal by promoting paperless operations, raising the environmental awareness of employees and encouraging them to have eco-friendly practices by reducing waste production at the office for nurturing green workplace culture. Green measures are introduced such as encouraging employees to put used single-sided office paper in a designated paper recycling bin; to use double-sided printing; to use recycled paper including those which are to be shredded, to maximise the use of digital copies to reduce printing electronic copies and to have recycling of used paper to extend their product life cycle. The Group would continuously monitor the efficiency of its waste management system.

During the Year, the Group has set a three-year goal for reduction in non-hazardous waste with FY2021 as the base year for comparison.

Discharges into Water and Land

Due to the Group's office-based business nature, the discharges into the land were insignificant. Similarly, discharges into the water were insignificant.

無害廢物管理

本集團已委聘一家印刷公司為「Recruit雜誌」提供印刷服務，本環境、社會及管治報告並不包括該雜誌的紙張使用。無害廢物的主要來源為辦公室用紙。

* 二零二一年財政年度數據已重述。

本集團致力透過推廣無紙化營運、提高僱員的環保意識及鼓勵僱員通過減少辦公室廢物產生實踐環保，以營造綠色工作場所文化，從而減少廢物處理。引入環保措施，例如鼓勵僱員將用過的單面辦公用紙放入指定的廢紙回收箱；使用雙面打印；使用再生紙（包括將被粉碎的紙張），盡量使用數碼副本以減少印刷電子副本，並回收廢紙以延長產品生命週期。本集團將持續監察其廢物管理系統的效率。

於本年度，本集團已設定三年減少無害廢物的目標，並以二零二一年財政年度為比較基準年。

向水及土地的排污

由於本集團以辦公室營運為主的業務性質，土地的排污量並不重大。同樣地，向水的排污並不重大。

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Use of Resources

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 of its business operations. Through the 4Rs principles, namely, reduce, reuse, recycle and replace, the Group promotes green office and operating 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.

Energy Management

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. Through the above measures, employees' awareness of energy conservation and reducing GHG emissions have been improved and enhanced. The Group's energy consumption performance was as follows:

Types of Energy	Unit	FY2022 二零二二年 財政年度	FY2021* 二零二一年 財政年度*
能源類別	單位		
Direct energy consumption – petrol 直接能源消耗 – 汽油	kWh 千瓦時	13,955.56	20,878.58
Indirect energy consumption – electricity 間接能源消耗 – 電力	kWh 千瓦時	N/A 不適用	N/A 不適用
Total energy consumption 能源消耗總量	kWh 千瓦時	13,955.56	20,878.58
Intensity 密度	kWh/employee 千瓦時／僱員	436.11	673.5

* FY2021 data has been restated.

Based on the statistic generated from the updated Climate Action Plan, electricity is the major source of carbon footprint. Although electricity usage cannot be obtained due to tenant agreement, the Group is devoted to fostering an energy-saving corporate culture for carbon-neutral by 2050. The Group established proactive measures such as adopting natural lighting design in the workplace to minimise consumption of lighting, switching off idle appliances and replacing old equipment with higher energy efficiency.

資源使用

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。本集團的僱員在遵循相關環境管理原則下，均會自覺地珍惜電、紙及水資源。

能源管理

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。透過上述措施，員工節能減排意識得以提高及增強。本集團的能源消耗表現如下：

* 二零二一年財政年度數據已重述。

根據最新氣候行動計劃產生的統計數據，電力為碳足跡的主要來源。儘管由於租賃協議而無法獲得用電量，但本集團致力於營造節能的企業文化，以在二零五零年前實現碳中和。本集團已採取積極措施，例如在工作場所採用自然採光設計以盡量減少照明消耗、關閉閑置電器及更換能效更高的舊設備。

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Water Consumption

Water usage at the office is the major source of water consumption within the Group. Water consumption data was not available since water usage was covered in the tenancy fee.

Apart from posting banners around the office to actively promote the importance of water conservation to its employees, the Group also regularly inspects water taps and promptly reports leakage, installs dual flush water cisterns in toilets and water-saving thimble in sinks in washrooms where possible. Through the implementation of said water-saving measures, employees' awareness of water conservation has been increased.

During the reporting period, the Group did not encounter any problem in sourcing water that is fit for purpose due to the Group's business nature and its operating region.

Even though our consumption of water is insignificant, the Group has set a target of lowering the water intensity in the next three years compared with FY2021 and expects to achieve this target through continuous review of the above water-saving measures.

Use of Packaging Materials

No packaging material has been used within the Reporting Period due to the Group's business nature. The use of packaging material is considered an immaterial ESG issue to the Group.

The Environment and Natural Resources

Impact on the Environment and Natural Resources

Although the core business of the Group has a limited impact on the environment and natural resources, as an ongoing commitment to good corporate social responsibility, the Group realises its responsibility in minimising any negative environmental impacts in its business operations. The Group regularly assesses the environmental risks of its business and adopts preventive measures to reduce the risks and ensures compliance with relevant laws and regulations.

耗水量

辦公室用水為本集團用水的主要來源。由於用水已包括於租賃費用內，因此無法取得用水數據。

除了在辦公室各處張貼橫幅外，本集團仍積極向僱員推廣節約用水的重要性。本集團亦定期檢查水龍頭以及時報告漏水，並在洗手間內安裝雙沖水箱及在可能的情況下為洗手間的水龍頭裝上節水裝置。通過實施上述節水措施，員工的節水意識有所提高。

於報告期間，由於本集團的業務性質及經營區域，我們於獲取適用水源方面並無遇到問題。

儘管我們的耗水量並不重大，本集團為未來三年定下較二零二一年財政年度低的目標，並預計通過持續檢討上述節水措施達到此目標。

包裝材料使用

由於本集團的業務性質，於報告期間並無使用包裝材料。包裝材料使用被視為本集團的重大環境、社會及管治事宜。

環境及自然資源

對環境及自然資源的影響

儘管本集團的核心業務對環境及自然資源的影響有限，但本集團深知盡量減少業務營運對環境的負面影響的責任，此為對良好企業社會責任的持續承諾。本集團定期評估業務的環境風險，並採取預防措施以降低風險並確保遵守相關法律法規。

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Climate Change

Climate Change Mitigation and Adaptation

To align with the Task Forces Climate-related Financial Disclosures (“TCFD”), the Group understands that it is important to incorporate climate-related risks into our business strategies to prevent failure and disruption caused by extreme weather and climate changes. The Group have established an effective and adequate risk management system for risk assessment, risk identification and risk mitigation. Climate-related risk is categorised as Physical risk and Transitional risk according to TCFD.

Physical Risks

Based on the global research published, the frequency, and severity of extreme weather such as typhoons, storms, heavy rainfalls and extreme cold or hot weather are getting intense. The Group expects that its business operation would be affected by chronic risks such as frequent typhoons and flooding, employees' safety is threatened under severe typhoons and business operations need to be ceased under Typhoon signal no.8 or above leading to delayed performance. The Group set out the emergency plan included in Staff Handbook ensures employees understand that their rights are protected, employees are not required to go to work under specific extreme weather regarding relevant local regulations. The Group implements and conducts regular reviews of the emergency plan to enhance business stability.

Transition Risks

To follow the footprint of the global trend 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 and listing rules and the emergence of environmentally related taxes. Stricter environmental laws and regulations may expose enterprises to higher risks of claims and lawsuits, which might incur additional compliance costs. In response to the political 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, noncompliance fines or reputational risks due to delayed response. In addition, the Group has been taking comprehensive environmental protection measures, including GHG reduction measures, and has set targets to gradually reduce the Group's energy consumption and GHG emissions in the future.

氣候變化

應對及適應氣候變化

為與氣候相關財務披露專責小組（「氣候相關財務披露專責小組」）保持一致，本集團瞭解將氣候相關風險納入我們的業務策略以防止極端天氣及氣候變化導致的失敗及中斷至關重要。本集團已建立有效及充分的風險管理系統，以進行風險評估、風險識別及風險緩解。根據氣候相關財務披露專責小組，氣候相關風險分為實體風險及轉型風險。

實體風險

根據已刊發的全球研究，颱風、風暴、暴雨及極冷或極熱天氣等極端天氣的頻率及嚴重程度正在日趨強烈。本集團預期其業務營運將受到頻繁颱風及洪水等長期風險的影響，僱員的安全在強颱風下受到威脅，而八號或以上颱風訊號下須暫停業務營運，導致業績延遲。本集團在員工手冊中制定應急預案，確保僱員瞭解自身權利受到保護，僱員毋須在當地相關法規規定的特定極端天氣下工作。本集團實施並定期檢討應急預案，以增強業務穩定性。

轉型風險

為跟隨碳中和的全球趨勢，本集團預期氣候變化將導致監管、技術及市場格局的演變，包括國家政策及上市規則收緊以及出台環境相關稅項。更嚴格的环境法律法規可能使企業面臨更高的申索及訴訟風險，從而可能產生額外的合規成本。為應對政治及法律風險以及聲譽風險，本集團持續監察有關氣候變化的法律或法規及全球趨勢的任何變動，以避免因應對遲緩而導致成本增加、違規罰款或聲譽風險。此外，本集團一直採取全面的環境保護措施（包括溫室氣體減排措施），並設定目標以於未來逐步減少本集團的能源消耗及溫室氣體排放。

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SOCIAL

Employment

The Group values employees' contributions as important assets leading to future business success. To recognise employees' contributions, Human Resources Department formulates comprehensive employment policies to protect employees' rights and interests, implementing an appraisal system for performance evaluation and ensuring fair employees' career development. Staff Handbook has provided a proper guidance in recruitment and remuneration, compensations, working hours and rest periods, diversity, and equal opportunities, etc. The Group periodically reviews these policies and employment practices to ensure continuous improvement of its employment standards and competitiveness against companies of a similar industry.

During the Reporting Period, the Group was not aware of any material non-compliance with employment-related laws and regulations having a significant impact on the Group, including but not limited to the Employment Ordinance, the Sex Discrimination Ordinance, and the Employees' Compensation Ordinance of Hong Kong.

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

Indicator(s)		FY2022 二零二二年 財政年度	FY2021* 二零二一年 財政年度*
指標			
Total number of employees	僱員總數	32	31
By Gender	按性別劃分		
Male	男性	8	9
Female	女性	24	22
By Age Group	按年齡劃分		
18-35	18至35歲	2	4
36-55	36至55歲	20	18
56 or above	56歲或以上	10	9
By Geographical Region	按地理位置劃分		
Hong Kong	香港	32	31
By Employment Type	按僱傭類別劃分		
Full-time	全職	22	21
Part-time	兼職	10	10

* FY2021 data has been restated.

社會

僱傭

本集團視僱員的貢獻為未來業務成功的重要資產。為認可僱員的貢獻，人力資源部制定全面的僱傭政策，保障僱員權益，實施績效考核制度，確保僱員的職業發展公平。員工手冊已就招聘及薪酬、賠償、工作時間及休息時間、多樣性和平等機會等提供適當指引。本集團定期審閱此等政策及僱傭事宜，確保不斷改善其僱傭標準及提升在相似業界內的競爭力。

於報告期間，本集團並不知悉任何因嚴重違反與僱傭有關的法律及法規而對本集團產生重大影響的情況，包括但不限於香港《僱傭條例》、《性別歧視條例》及《僱員補償條例》。

截至二零二二年十二月三十一日，本集團的僱員人數明細如下：

* 二零二一年財政年度數據已重述。

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During the Year, the Group recorded a turnover rate of approximately 16%. Employee turnover rates are presented below:

年內，本集團錄得流失率約16%。僱員流失率呈列如下：

Indicator(s)		FY2022 二零二二年 財政年度	FY2021* 二零二一年 財政年度*
指標			
By Gender	按性別劃分		
Male	男性	50%	11.11%
Female	女性	4.17%	4.55%
By Age Group	按年齡劃分		
18–35	18至35歲	200%	0%
36–55	36至55歲	5%	100%
56 or above	56歲或以上	0%	0%
By Geographical Region	按地理位置劃分		
Hong Kong	香港	15.63%	6.45%

* FY2021 data has been restated.

* 二零二一年財政年度數據已重述。

Recruitment, Promotion, and Remuneration

Employment process of the Group is a robust, transparent, and fair talent selection procedure based on candidates' expertise and experience regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

The Group provides attractive remuneration and prosperous career development to retain talents. The remuneration scheme and promotion system are based on employees' qualifications and performance. Periodic assessment of employees' performance is carried out to evaluate salaries, bonuses and promotion opportunities based on employees' contribution and effort. Provision of leave entitlements for different circumstances including but not limited to maternity leave, paternity leave marriage leave, study leave, compassionate leave, and compensation leave to ensure employees could enjoy work-life balance.

招聘、晉升及薪酬

本集團的僱傭程序是一個穩健、透明及公平的人才甄選程序，以候選人的專業知識及經驗為基礎，不分種族、信仰、國籍、血統、性別、婚姻狀況、殘疾、宗教或政治派別、年齡或性取向。

本集團提供具吸引力的薪酬及良好的職業發展，以挽留人才。薪酬計劃及晉升制度乃根據僱員的資歷及表現釐定。定期評估僱員表現，以根據僱員的貢獻及努力評估薪金、花紅及晉升機會。就不同情況提供休假安排，包括但不限於產假、陪產假、婚假、進修假、喪假及補償假，以確保僱員可享有工作與生活的平衡。

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環境、社會及管治報告

Equal Opportunities, Diversity, and Anti-discrimination

The Group emphasises employment diversity for sustainable business growth. Talent acquisition based on experience and expertise with equal employment opportunities. The Group promotes a norm-based working environment which is free from discrimination, harassment, victimisation, and vilification.

As a major player in the job recruitment media industry, the Group is committed to promoting human rights with the belief of everyone has the freedom to make occupational choices based on his/her qualification and experience. The Group creates a collaborative workplace culture with zero tolerance for discrimination and harassing behaviours.

Working Hours and Rest Periods

The Group has formulated policies for determining employees' working hours and rest periods for complying with local employment regulations. During the pandemic of COVID-19, the Group announces flexible working hours arrangement ensuring employees maintain good health while continue contributing their effort to the Group's business.

Compensation and Dismissal

All employees are covered under the Employees' Compensation Ordinance of Hong Kong upon joining the Group, employees who sustain work injury would receive stated compensation listed in the insurance plan of the Group.

Unreasonable dismissal under any circumstances is strictly prohibited, dismissal would be based on reasonable and lawful grounds supported by the internal policies of the Group.

Benefits and Welfares

The Group offers attractive benefits and welfare to retain talents and to build up employees' loyalty. Additional employees' welfare includes but is not limited to medical insurance, annual medical check-ups, and other meal allowance, travel allowance and education allowance. During FY2022, the Group has organised company events such as annual dinner and regular gatherings to foster employer-employee relationship and to raise employees' sense of belonging.

平等機會、多元化及反歧視

本集團強調僱傭多樣化，以實現可持續業務增長。人才招聘基於經驗及專業知識，就業機會均等。本集團提倡以規範為基礎的工作環境，避免歧視、騷擾、迫害和誹謗。

作為招聘媒體行業的主要參與者，本集團致力於促進人權，相信每名人士均可根據其資格及經驗自由選擇職業。本集團創造協作的工作場所文化，對歧視及騷擾行為零容忍。

工作時間及休息時間

本集團已制定政策以釐定僱員的工作時間及休息時間，以符合當地僱傭規例。在2019冠狀病毒病疫情下，本集團宣佈彈性工作時間安排，確保僱員保持身體健康，同時繼續為本集團業務作出貢獻。

賠償及解僱

所有僱員於加入本集團時均受香港《僱員補償條例》保障，因工受傷的僱員將獲得本集團保險計劃所列明的補償。

本集團嚴禁任何情況下不合理的解僱，解僱將基於內部政策的合理和合法理由進行。

福利和待遇

本集團提供具吸引力的福利和待遇，以挽留人才及建立僱員忠誠度。額外僱員福利包括但不限於醫療保險、年度體檢及其他膳食津貼、差旅津貼及教育津貼。於二零二二年財政年度，本集團舉辦周年晚宴及定期聚會等公司活動，以促進僱主與僱員的關係及提升僱員的歸屬感。

Environmental, Social and Governance Report

環境、社會及管治報告

Health and Safety

Occupational Health and Safety

The Group is committed to safeguarding the well-being of all employees. Occupational health and safety (OHS) measures have been included in Staff Handbook as guidance to staff members. The Group implements health and safety measures which are applicable for an office-based business operation and precautionary measures such as working arrangement guidelines under typhoons and rainstorms to avoid safety issues caused by confusion.

Occupational health and safety training is provided to employees with training content covering the operation of fire extinguishers and the location of fire extinguishers. The Group ensures fire-fighting equipment are placed at locations that are readily accessible by employees in the event of a fire; first aid boxes are placed around the premise. To comply with Occupational Safety and Health Ordinance and other relevant regulations, regular inspections of safety equipment and periodic review of OHS policy for content updates are conducted by the Group.

During FY2022, the Group was not aware of any material non-compliance with health and safety-related laws and regulations that would have a significant impact on the Group including but not limited to the Occupational Safety and Health Ordinance.

The Group has achieved zero work-related fatalities for three consecutive years from FY2020 to FY2022 and no lost working days due to work injury within the Reporting Period.

健康及安全

職業健康及安全

本集團致力保障全體僱員的福祉。職業健康及安全措施已納入員工手冊，作為對員工的指引。本集團實施適用於辦公室業務營運的健康及安全措施，以及颱風及暴雨下的工作安排指引等預防措施，以避免因混亂而導致安全問題。

本集團為僱員提供職業健康及安全培訓，培訓內容涵蓋滅火器的操作及滅火器的位置。本集團確保消防設備放置於發生火災時僱員可隨時取用的位置；急救箱放置在房屋周圍。為遵守《職業安全及健康條例》及其他相關規例，本集團定期檢查安全設備及定期檢討職業安全及健康政策的內容更新。

於二零二二年財政年度，本集團並不知悉任何嚴重違反健康及安全相關法律及法規，包括但不限於《職業安全及健康條例》，而將對本集團造成重大影響的情況。

本集團於二零二零年財政年度至二零二二年財政年度連續三年達成零因工死亡，且於報告期間概無因工傷而損失工作日數。

Indicators	Units	FY2022 二零二二年 財政年度	FY2021 二零二一年 財政年度	FY2020 二零二零年 財政年度
指標	單位			
Work-related fatalities 因工死亡	Cases 宗數	0	0	0
Lost day due to work injury 因工傷損失工作日數	Days 日數	0	0	0

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Response to the outbreak of the COVID-19 pandemic

The Group formulates different preventive measures to create a pandemic-free workplace to protect employees' health. The Group's premises are sanitised more frequently during the pandemic, and employees and visitors need to have temperature screening prior to entering the premises to avoid virus spread. Sufficient inventory of epidemic prevention equipment such as face masks and hand sanitizers provided to staff. On-going monitoring of employees' health conditions to prevent the spread of COVID-19 at the workplace.

Development and Training

Employees are encouraged to participate in internal and external training to enrich their knowledge and equip themselves for the ever-changing environment in the media industry. Refresher training is provided to staff for reviewing prior knowledge. As part of the career development program offered by the Group, employees can apply for 50%–70% course reimbursement, depending on the level of relevant of the course taken. Study leave is provided to permanent employees who enrolled in job-related courses.

As mentioned in the section "Recruitment, Promotion and Remuneration", the Group regularly evaluates employees' performance for promotion. The Group provides directed training to employees who obtained a satisfactory level of performance to amplify advanced knowledge.

應對2019冠狀病毒病疫情的爆發

本集團制定不同的預防措施，以創造無疫情的工作場所，保障僱員的健康。於疫情期間，本集團的場所更加頻繁地進行消毒，僱員及訪客在進入場所之前需要進行體溫檢測，以避免病毒傳播。為員工提供足夠的防疫設備，如口罩及洗手液。持續監察僱員的健康狀況，以防止2019冠狀病毒病在工作場所傳播。

發展及培訓

本集團鼓勵僱員參與內部及外部培訓，以豐富知識及為媒體行業變化多端的環境作好準備。我們向員工提供進修培訓，以回顧過往知識。作為本集團提供的職業發展計劃的一部分，僱員可申請50%至70%的課程報銷，視乎所學課程的相關水平而定。進修假提供予參與工作相關課程的永久僱員。

誠如「招聘、晉升及薪酬」一節所述，本集團定期評估僱員的表現。本集團為取得滿意表現水平的僱員提供定向培訓，以擴充先進知識。

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During the Reporting Period, the Group has provided a total of approximately 44 hours of training to 32 employees and directors. The breakdown of the average training data is as follows:

於報告期間，本集團為32名僱員及董事提供合共約44小時的培訓。平均培訓數據明細如下：

Indicators		Percentage of employees trained (%)	Average training hours (hours)
指標		受訓僱員百分比 (%)	平均培訓時數(小時)
Gender (including directors)	性別(包括董事)		
Male	男性	100%	1.38
Female	女性	100%	1.04
Employee Category (including directors)	僱員類別(包括董事)		
Senior Management	高級管理層	100%	2.00
Management	管理層	100%	1.00
General Staff	一般員工	100%	1.00

Labour Standards

Prevention of Child and Forced Labour

Recruitment is conducted based on the guidance of the Staff Handbook, recruitment of child labour is strictly prohibited under the Group's internal policies, all employees recruited by the Group should be 18 years old or above. The identity verification process is carried out during the recruitment stage, HR department requires candidates to provide identity proof and personal data for the screening process.

The Group respects human rights and freedom of making career choices. Employing forced labour is not allowed under the Group's policy. The employed candidate is ensured to join the Group out of their own willingness. If the violation is identified, the proper procedure will be taken by the relevant department promptly.

During FY2022, the Group was not aware of any material non-compliance with child and forced labour-related laws and regulations that would have a significant impact on the Group, including but not limited to the Employment Ordinance of Hong Kong.

勞工準則

防止童工及強制勞工

招聘根據員工手冊的指引進行，本集團內部政策嚴禁聘用童工，本集團招聘的所有僱員均須年滿18歲或以上。身份驗證流程在招聘階段進行，人力資源部要求候選人為篩選流程提供身份證明及個人資料。

本集團尊重人權及擇業自由。根據本集團的政策，不允許僱用強制勞工。被僱用的候選人被確保出於彼等自身的意願加入本集團。倘發現違規行為，相關部門將立即採取適當的程序。

於二零二二年財政年度，本集團並不知悉有任何嚴重違反童工及強制勞工相關的法例及規例而將對本集團造成重大影響的情況，包括但不限於香港《僱傭條例》。

Environmental, Social and Governance Report

環境、社會及管治報告

Supply Chain Management

To integrate ESG concerns into the Group's supply chain management, the Group have established a systematic supply chain management system for suppliers' selection and evaluation ensuring the service quality and its contribution to environmental protection. The Group has a well-regulated, fair, and open tendering procedure to select suppliers who meet the requirements of the Group. A tender procedure will be applied for the larger size procurement and the process is fully monitored. The cost offered by suppliers is not the only material criterion to be considered in the selection process, due diligence of suppliers is also an essential element to be examined by the Group. The procurement team would review the supplier's background such as history in the industry, recognised membership in its operating industry, reputation, qualification, management model, financial health status and ESG contribution. Only qualified suppliers will be listed on our suppliers' list. Periodic review of suppliers' performance will be carried out by the procurement team, ensuring that suppliers comply with regulations in terms of service standards, contract conditions and quality provisions. The Group strives to maintain long-term relationships with high-quality local suppliers to ascertain product quality and customer satisfaction. To ensure the effectiveness of the evaluation system, suppliers which could not pass the evaluation assessment would be removed and replaced with new suppliers. During FY2022, the Group engaged 4 major suppliers, all of which were geographically located in Hong Kong.

Green Procurement

Suppliers with ESG engagement would be considered with priority, the Group would prioritise procurement for environmental-friendly products and services to reduce carbon emissions. The Group always prioritises the selection of local suppliers over international suppliers to reduce the use of cross-country logistics services and to reduce Air and GHG emissions. The procurement team would conduct regular reviews to ensure selected suppliers comply with regulations related to environmental and social standards, including but not limited to health, safety and prevention of forced labour and child labour. To ensure suppliers meet all required standards, visiting suppliers' operating premises is part of the Group's evaluation strategy to identify ESG risks and react promptly.

供應鏈管理

為將環境、社會及管治關注融入本集團的供應鏈管理，本集團已建立系統化的供應鏈管理體系，用於供應商甄選及評估，以確保服務質素及其對環境保護的貢獻。本集團有一套規範、公平及公開的招標程序，以甄選符合本集團要求的供應商。大型採購將採用招標程序，並對整個過程進行全面監測。供應商提供的成本並非甄選過程中考慮的唯一重要標準，供應商的盡職調查亦為本集團審查的重要因素。採購團隊將審查供應商的背景，如行業歷史、其運營行業的認可會員資格、聲譽、資格、管理模式、財務健康狀況及環境、社會及管治貢獻。僅有合資格的供應商將被列入我們的供應商名單。採購團隊會定期檢討供應商的表現，確保供應商在服務標準、合約條件及質量條款方面符合規定。本集團致力與優質本地供應商維持長期關係，以確定產品質量及客戶滿意度。為確保評估系統的有效性，未能通過評估的供應商將被剔除，並由新供應商取代。於二零二二年財政年度，本集團委聘四間主要供應商，全部均位於香港。

綠色採購

本集團將優先考慮參與環境、社會及管治的供應商，優先採購環保產品及服務，以減少碳排放。本集團一向優先選擇本地供應商而非國際供應商，以減少使用跨國物流服務及減少氣體及溫室氣體排放。採購團隊將進行定期檢討，以確保選定供應商遵守有關環境及社會標準的法規，包括但不限於健康、安全、防止強制勞工及童工。為確保供應商符合所有規定標準，本集團的評估策略包括巡視供應商的經營場所，以識別環境、社會及管治風險並迅速作出反應。

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環境、社會及管治報告

Product Responsibility

Responsible Content

The Group puts extensive quality assurance processes in place to ensure product governance and compliance with relevant local laws and regulations. During FY2022, the Group was not aware of any non-compliance with laws and regulations concerning health and safety, advertising, labelling, and privacy matters relating to products and services and service that would have a significant impact on the Group, including but not limited to the Trade Descriptions Ordinance. The Group did not receive any products or services recall case during the Reporting Period.

Customer Satisfaction

Customer satisfaction is important to our sustainable business success. Apart from product quality, the Group is concerned about post-sale customer satisfaction. Customer service policy has been set out as a guideline for feedback handling procedure. Customers can reach customer service through a hotline or email to ensure complaints are handled promptly, employees are trained with professional knowledge regarding customer complaint handling. Regular meetings are organised to discuss, and review received complaints by management to prevent re-occurrence and achieve optimum business performance.

Protection of IP Rights

Protecting IP Rights is important in the advertising industry, the Group sets out IP protection-related procedures. Protective measures of trademark and copyrights are enforced such as obtaining consent from the copyright holder before inserting related materials on the Group's product or platform. The Group will only purchase genuine copyrighted products such as computer software and firewalls. The Group treats infringement of IP rights seriously, legal actions may be taken if violations are found.

Data Privacy Protection

As an advertising media, the Group has established the Privacy Policy which is available both on the official website of Recruit and in the Staff Handbook. The said policy covers topics such as the handling and disclosure of confidential information. Unauthorised access to the Group's information system is strictly prohibited. Confidential information is also strictly monitored to prevent any direct or indirect information leakage to external parties through any means. The Group regularly monitors related activities regarding the protection of data privacy.

產品責任

責任內容

本集團已實施廣泛的質量保證程序，以確保產品管治及符合相關當地法律及法規。於二零二二年財政年度，本集團並不知悉任何違反關於產品及服務的、涉及健康與安全、廣告、標籤及私隱事項的法律及法規而將對本集團造成重大影響的情況，包括但不限於香港《商品說明條例》。於報告期間，本集團並無接獲任何產品或服務召回個案。

客戶滿意度

客戶滿意度對我們可持續的業務成功至關重要。除產品質量外，本集團亦注重售後客戶滿意度。我們已制定客戶服務政策，作為反饋處理程序的指引。客戶可透過熱線或電郵聯絡客服，確保投訴得以及時處理，僱員接受有關客戶投訴處理的專業知識培訓。我們定期召開會議，以討論及檢討管理層接獲的投訴，以防止再次發生及達致最佳業務表現。

保護知識產權

保護知識產權在廣告業至關重要，本集團制定知識產權保護相關程序。本集團實施商標及版權保護措施，例如在本集團產品或平台上插入相關材料前取得版權持有人同意。本集團僅將購買計算機軟件及防火牆等正版版權產品。本集團嚴肅對待侵犯知識產權的行為，如發現違規行為，可能會採取法律行動。

資料私隱保護

作為廣告媒體，本集團已制訂私隱政策，可在才庫的官方網站及員工手冊上查閱。相關政策涵蓋處理及披露機密資料等主題。本集團嚴禁未經授權進入其資訊系統。機密資料亦受嚴格監察，以防止任何直接或間接資料透過任何途徑向外泄露。本集團定期監控保護資料隱私的相關活動。

Environmental, Social and Governance Report

環境、社會及管治報告

Anti-corruption

Anti-corruption Policy

The Group established an Anti-Corruption Policy in the staff handbook. The policy is regularly updated to ensure its effectiveness and compliance with the requirement of the Corporate Governance Code. Employees are strictly prohibited from accepting any forms of gifts and benefits beyond what has been prescribed. During FY2022, the Group was not aware of any material non-compliance with the relevant laws and regulations regarding bribery extortion, fraud and money laundering that would have a significant impact on the Group, including but not limited to the Prevention of Bribery Ordinance. During FY2022, there were no concluded legal cases regarding corrupt practices brought against the Group or its employees.

Whistle-blowing Policy

The Group encourages its employees to report alleged malpractices or misconduct through various channels. The management will take immediate action to investigate the issue. The Group endeavours to protect the whistle-blower from common concerns such as potential retaliation and is assured that their identity as a whistle-blower will be kept confidential. The Group has formulated a Whistle-blowing policy to govern the said procedures in order to prevent any malpractice or misconduct relating to bribery, extortion, fraud and money laundering that will happen in the Group.

Anti-corruption Training

During FY2022, the Group's directors received 2 hours of anti-corruption training. Employees' and directors' awareness of anti-corruption has been enhanced.

Community Investment

Community Participation

The Group is committed to supporting the public by means of social participation and donation. As part of shouldering corporate social responsibility, the Group has established relevant guidelines to further encourage its staff to actively engage in community participation. The Group has plans to give back to society through more active participation in community programmes, which not only benefit society but also nurture a good corporate culture. The Group encourages our staff to contribute to society by taking voluntary work for people in need.

反貪污

反貪污政策

本集團已於員工手冊制定反貪污政策。該政策會定期更新，以確保其有效性及符合企業管治守則的規定。嚴禁僱員接受超出規定的任何形式的禮物和利益。於二零二二年財政年度，本集團並不知悉任何嚴重違反賄賂、勒索、欺詐及洗黑錢相關法律及法規，包括但不限於防止賄賂條例並對本集團有重大影響的情況。於二零二二年財政年度，概無對本集團或其僱員有關貪污行為提出並已審結的法律案件。

舉報政策

本集團鼓勵其僱員透過不同渠道舉報涉嫌違規或不當行為。管理層將立即採取行動調查有關問題。本集團致力保護舉報人免受潛在報復等常見憂慮，並確保其作為舉報人的身份會被保密。本集團已制定舉報政策以規管上述程序，以防止本集團發生任何與賄賂、勒索、欺詐和洗錢有關的不當行為。

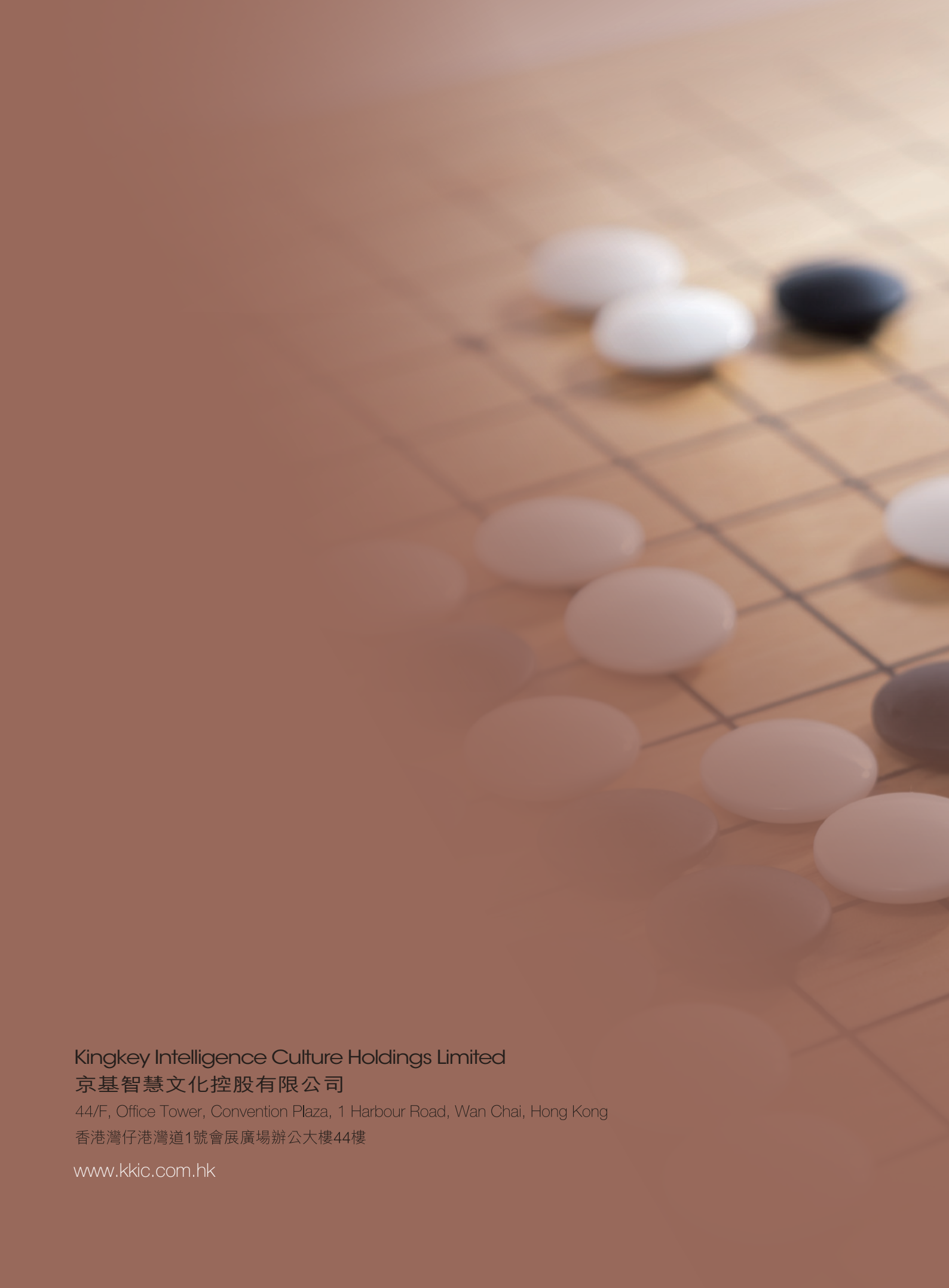
反貪污培訓

於二零二二年財政年度，本集團董事已接受2小時的反貪污培訓。僱員及董事的反貪污意識得以加強。

社區投資

社區參與

本集團致力於通過社會參與及捐贈的方式支援公眾。作為承擔企業社會責任的一部分，本集團已建立相關指引，以進一步鼓勵員工參與社區活動。本集團計劃透過更積極參與社區活動回饋社會，不僅令社會受惠，更有助培育良好的企業文化。本集團鼓勵僱員透過為有需要人士提供志願服務以回饋社會。



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