



# Yee Hop Holdings Limited

## 義合控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號：1662



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT  
2022/23 環境、社會及管治報告

## Table of Contents

<b>About This ESG Report</b>	3
OPINION AND FEEDBACK	3
<b>Chairman's Statement</b>	4
<b>About Yee Hop</b>	6
<b>Awards and Recognitions</b>	7
<b>Sustainability at Yee Hop</b>	8
SUSTAINABILITY GOVERNANCE	8
<i>The Board</i>	8
<i>Corporate Safety Committee</i>	8
<i>Site Safety Committee</i>	8
SUSTAINABILITY STRATEGY	8
SUSTAINABILITY STANDARDS	9
STAKEHOLDER ENGAGEMENT	10
MATERIALITY ASSESSMENT	10
<b>Workplace</b>	12
OCCUPATIONAL HEALTH AND SAFETY	12
<i>Safety Governance</i>	13
<i>Safety Evaluation and Enhancement</i>	14
<i>Safety Promotion and Programmes</i>	14
<i>COVID-19 Control and Prevention</i>	15
EQUALITY, DIVERSITY AND ANTI-DISCRIMINATION	16
EMPLOYEE TRAINING AND DEVELOPMENT	16
EMPLOYEE ENGAGEMENT AND RECOGNITION	18
PROMOTING HUMAN RIGHTS	18
<b>Marketplace</b>	19
CORPORATE GOVERNANCE AND COMPLIANCE	19
<i>Anti-corruption</i>	19
<i>Customer Data Protection and Privacy</i>	19
<i>Intellectual Property Rights</i>	20
SUSTAINABLE AND RESPONSIBLE SUPPLY CHAIN	20
<i>Transparent Procurement Practices</i>	21
<i>Supplier and Subcontractor Engagement</i>	21
CUSTOMER SAFETY, ENGAGEMENT AND SATISFACTION	21
PRODUCT AND SERVICE QUALITY MANAGEMENT	22
<i>Quality Assurance and Control</i>	22



<b>Environment</b>	23
RESOURCE MANAGEMENT AND CIRCULARITY	23
<i>Energy Efficiency</i>	23
<i>Water Efficiency</i>	25
<i>Waste Management</i>	26
SITE ENVIRONMENTAL IMPACT MITIGATION	27
<i>Biodiversity Conservation</i>	27
SUSTAINABLE CONSTRUCTION PRACTICES AND MATERIALS USAGE	27
EMISSIONS MANAGEMENT	28
<i>Noise Emissions</i>	28
<i>Air Emissions</i>	28
<i>Greenhouse Gas Emissions</i>	29
CLIMATE CHANGE ADAPTATION	30
GREEN OFFICE	31
<b>Community</b>	32
COMMUNITY DEVELOPMENT AND ENGAGEMENT	32
<i>Championing Educational Equality</i>	32
<i>Empowering the Underprivileged</i>	32
<b>Laws and Regulations Compliance</b>	33
<b>Key Performance Table</b>	34
<b>HKEX ESG Guide Content Index</b>	37



## About This ESG Report

Yee Hop Holdings Limited (stock code: 1662) (hereinafter referred to as “Yee Hop”, or along with its subsidiaries, the “**Group**”) is pleased to present its annual Environmental, Social and Governance (“**ESG**”) Report (the “**ESG Report**”). This ESG Report is prepared in accordance with the “mandatory disclosure requirements” and “comply or explain” provisions of the ESG Reporting Guide under Appendix 27 of the Main Board Listing Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (“**HKEX**”).

This ESG Report describes the Group’s approaches, commitments, strategies and performances on ESG issues and the corresponding impact on its overall sustainable development. All information is compiled in an accurate, impartial and transparent manner based on the Group’s policies, practices and official documents. The Board of Directors (the “**Board**”), which is ultimately responsible for overseeing and managing ESG-related matters of the Group, has reviewed and approved this ESG Report.

The scope of this ESG Report covers the Group’s head office operations (the “**Office**”) in Hong Kong and its foundation works and other civil works business. As the foundation and other civil works business remains our most important business segment and continues to have the most material ESG impact, other business segments are excluded and not reported on. Quantitative data disclosed in this ESG Report includes our Office operations and a representative project from the foundation works and other civil works business division, namely “Contract No.: 12/WSD/20 - Term Contract for Risk-Based Improvement of Small Water Mains - Hong Kong & Islands and New Territories West” (the “**Project**”). Unless otherwise specified, this ESG Report covers the period from 1 April 2022 to 31 March 2023 (the “**Reporting Period**”).

This ESG Report is aligned with the following reporting principles:

<b>Materiality</b>	Upon confirmation from the Board and management, this ESG Report is structured based on the materiality of ESG issues concluded from a stakeholder engagement activity.
<b>Quantitative</b>	Key performance indicators (“ <b>KPIs</b> ”) and quantitative data from the Office and the Project are disclosed in this ESG Report.
<b>Balance</b>	An impartial portrayal of the Group’s ESG performance is presented, and both achievements and areas of improvement are disclosed.
<b>Consistency</b>	The calculation methodologies used are consistent with previous years to enable a meaningful comparison of ESG data over time.

## OPINION AND FEEDBACK

We highly appreciate and welcome your feedback on this ESG Report and our approach to sustainability. Please share your comments with us through the following channels:

**Post** Units 1104–06, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Hong Kong

**E-mail** [info@yee-hop.com.hk](mailto:info@yee-hop.com.hk)



## Chairman's Statement

Dear Valued Stakeholders,

On behalf of the Board, it is my pleasure to present our annual ESG Report for the Financial Year ended 31 March 2023. As the COVID-19 pandemic has gradually subsided and the world embarks on the road to recovery, we acknowledge that our operations must be resilient to overcome any unforeseeable and unprecedented challenges. At Yee Hop, we firmly believe that fully embracing sustainable principles is fundamental to ensure long-term growth and stability and aim to play a leading role in shaping a more sustainable construction industry.

During this Financial Year, the construction industry in the Hong Kong Special Administrative Region (“**HKSAR**”) has shown promising signs of recovery with a strong pipeline of public and private sector projects for tendering. The Group has successfully leveraged these opportunities to strengthen its core business segments, and it has been awarded 7 projects relating to foundation works and 1 project focusing on tunnelling works. On the other hand, although the Group's premises revitalisation and enhancement business has experienced slow growth due to the sporadic outbreaks of COVID-19 in the People's Republic of China (the “**PRC**”), we nevertheless remain optimistic of a progressive rebound in economic activity within this sector.

Our mission to safeguard our people from occupational health and safety risks inherent to the construction industry is emphasised through our robust initiatives. As a result, the Group has received 3 awards and recognitions from the HKSAR Government, commending its accomplishments in prioritising health and safety, including a silver award for the 28th Considerate Contractors Site Award Scheme. New technology has been embraced, in which we have adopted the “G Eye” smart remote surveillance cameras to monitor the health and safety of our construction site workers, whilst the accompanying smart watches tracks health parameters including blood pressure and heart rate. Our employees participated in the “Safety Experience Tour”, which simulates real-life accident scenarios on construction sites and in turn, enables us to build a safety-driven culture. In addition, we have organised social activities to promote the well-being of our employees, including 5-a-side football, a hike and a walking challenge.

Achieving business growth in a sustainable manner can only be materialised by formulating a clear roadmap and engaging with key stakeholder groups. To ensure that our strategic priorities align with their expectations, we have reviewed and refined our list of material ESG issues to reflect the latest developments and invited stakeholders to express their opinions. The Group will also continue to implement and refine its sustainability strategy, comprising the four key pillars of Workplace, Marketplace, Environment and Community, to smoothly accomplish its objectives in the ESG domain.

Yee Hop is mindful of the state of the environment and pledges to act as a steward. To this end, we have formulated a set of environmental targets in FY21/22 concentrating on emissions, waste, electricity, petrol and water. We will continue to monitor and disclose our annual progress in order to meet our obligations. To kick-start our transition to renewable energy, at the Office and Project, we have replaced 5 fossil fuel-based vehicles with electric vehicles and purchased 2 electric vehicles, as well as applying for the HKSAR Government's New Energy Transport Fund to accelerate progress. We have also created a Risk and Opportunities Analysis sheet to identify issues on energy management and formulate robust measures to mitigate these risks or capture these opportunities. Climate change is a key concern for humanity, and we aim to strengthen our approach and align with best practices in the coming years to minimise its impact on our operations and explore corresponding opportunities.

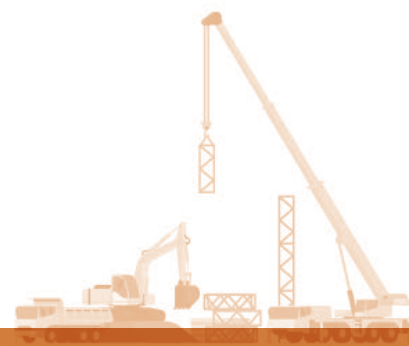


I would like to express my sincerest gratitude to all stakeholders, especially our business partners, colleagues, customers, suppliers and subcontractors, for their invaluable dedication and support to maintaining the continued success of the Group. As we embark on our path to sustainability, we envision working together with our stakeholders and uniting our efforts to drive responsible practices, foster an eco-friendly mindset and ultimately, facilitate a harmonious relationship with the environment and society. We hope you are inspired to take action and join us on our journey after reading this ESG Report.

**Jim Yin Kwan Jackin**

*Chairman and Executive Director*

Hong Kong, 30 June 2023





## About Yee Hop

Yee Hop has a more than 30-year history of providing engineering and construction services in Hong Kong. It is principally engaged in (i) the provision of foundation, other civil works and tunnelling works in Hong Kong and overseas, and (ii) premises revitalisation and enhancement in the PRC. The Group has also invested in an associate relating to a property development project, namely the Birmingham Property Project. This Project consists of 304 residential apartments situated at Windmill Street, Birmingham, the United Kingdom, and most of the apartments have been sold or pre-sold.

### i) Foundation, Other Civil Works and Tunnelling Works

Through its subsidiary Yee Hop Engineering Co. Ltd (“**YHE**”), the Group provides foundation and other civil works. Foundation works include the construction of mini-piles, rock-socketed steel H-piles and driven steel H-piles, whereas other civil works include site formation works, and road and pavement works. The Group also carries out tunnelling works, which involve pipe jacking, hand dig tunnel and cut-and-cover tunnel works.

Equipped with extensive experience, the Group has successfully undertaken and completed a range of construction projects, which include residential developments, commercial developments and infrastructure projects. The Group sought new opportunities to leverage its expertise through expanding the foundation works and other civil works business segment to the Philippines in 2018.

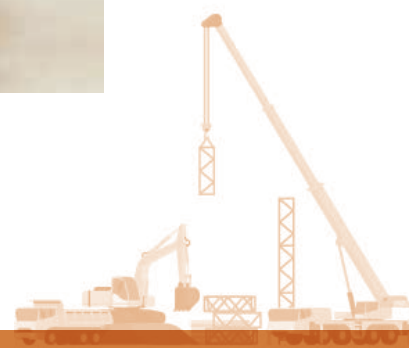
### ii) Premises Revitalisation and Enhancement

To diversify its business portfolio, the Group commenced operations in the premises revitalisation and enhancement business by entering into four cooperation agreements relating to premises situated in Guangzhou, a first-tier city in the PRC in 2021. The four premises will undergo renovation and enhancement works, in which one premise had reached completion and moved on to active promotion and marketing for leasing activities.



## Awards and Recognitions

Organisation and Scheme	Award Name	Project Site
Occupational Safety and Health Council ("OSHC"), HKSAR Government 23rd Construction Safety Award	Best Safety Enhancement Program for Confined Space Certificate of Attainment	Contract No. 17/8006 Civil Works for 132kV Cable Circuit Improvement From Davis S/S to Sai Ying Pun Z/S-Section From Davis S/S to Joint Bay at Belcher's Street
Development Bureau, HKSAR Government 28th Considerate Contractors Site Award Scheme	Non-Public Works – New Works – Group A CCSA – Silver	Contract No. 17/8006 Civil Works for 132kV Cable Circuit Improvement From Davis S/S to Sai Ying Pun Z/S Section From Davis S/S Joint Bay at Belcher's Street
Development Bureau, HKSAR Government 28th Considerate Contractors Site Award Scheme	Non-Public Works – New Works – Group A CCSA – Merit	Contract No. 18/8003 Civil Works for 132kV Cable Circuit Improvement along Hollywood Road and from Lyndhurst Terrace to Zetland Street Z/S
The Lok Sin Tong Benevolent Society, Kowloon Lok Sin Tong Charity Candy Campaign 2023	Certificate of Appreciation for being Cash Sponsor of Lok Sin Tong Charity Candy Campaign 2023	N/A
Department of Health and OSHC, HKSAR Government "10,000 Steps a Day" Walking Challenge	Achievement for average of 8,000 steps per day	N/A





## Sustainability at Yee Hop

Embarking on a path of sustainable development is fundamental to guarantee the long-term stability and growth of Yee Hop. Thus, we are determined to integrate sustainability with responsibility to develop a business model that contributes to preserving resources for future generations whilst delivering positive impact to the environment and society.

### SUSTAINABILITY GOVERNANCE

Building a robust governance system enables us to fully embrace and apply ESG considerations throughout our operations. The Board spearheads sustainability at the strategic level, whereas the Safety Committees are responsible for executing and monitoring policies and practices at the operational level.

#### *The Board*

The Board is accountable for our approach to ESG management and oversees the implementation of all ESG-related matters. Their responsibilities include formulating policies, setting out ESG objectives, managing material ESG issues as well as risks and opportunities, reviewing progress on targets and evaluating the Group's overall ESG performance.

#### *Corporate Safety Committee*

To coordinate efforts in building a safety-driven corporate culture, a Corporate Safety Committee has been created, which comprises representatives from our subsidiaries, to monitor our safety management system ("**SMS**") and assess our safety performance. It is also in charge of organising safety initiatives and training programmes as well as reviewing injury cases.

#### *Site Safety Committee*

To thoroughly instil safety at the operational level, a Site Safety Committee composed of management representatives and workers has been established at YHE. It is tasked with communicating safety objectives, policies and schemes, evaluating site safety status and reviewing risk assessments as well as safety procedures.

### SUSTAINABILITY STRATEGY

At Yee Hop, we capture the essence of sustainability through adopting a robust and streamlined approach. To drive our commitment, we have formulated the Environmental and Corporate Social Responsibility ("**CSR**") Policy, which shapes our strategic priorities to create value for the economy, environment and society. Our sustainability strategy, which comprises the four principal pillars of Workplace, Marketplace, Community and Environment, additionally encapsulates the visions and objectives that we aim to achieve and serves as a driving force to influence our stakeholders to collaboratively implement responsible initiatives. Through these actions, we are determined to mobilise resources and pave the way for a sustainable future.





**Workplace**

- Foster a supportive and quality work environment
- Uphold fair and equal employment practices that protect employee rights and interests
- Support staff training and career development opportunities
- Maintain a healthy and safe work environment
- Facilitate stakeholder communication for meaningful and trusting relationships

**Marketplace**

- Operate under high standards of integrity, transparency and accountability to provide professional expertise
- Remain flexible and responsive to evolving market demands
- Promote principles of sustainable development among our stakeholders

**Environment**

- Integrate environmental considerations throughout the lifecycle of our projects
- Seek strategic environmental improvements through conserving natural resources, reducing the use of energy, minimising and recycling waste
- Enhance environmental awareness for all stakeholders whilst supporting environmental initiatives in the community

**Community**

- Support local initiatives that create positive impact and lasting benefits to the community
- Establish community partnerships
- Mobilise a productive and engaged workforce through facilitating volunteering opportunities

**SUSTAINABILITY STANDARDS**

To align with industry best practices and regulate the effectiveness of our operational quality, environmental management, occupational health and safety, and energy management, the Group has developed numerous policies and management systems, which are implemented in accordance with international standards.

ISO 9001	ISO 14001	ISO 45001	ISO 50001
Quality Management System	Environmental Management System	Occupational Health and Safety Management System	Energy Management System



## STAKEHOLDER ENGAGEMENT

Building strong relationships and communicating with stakeholders is critical to the long-term success of the Group. To this end, we adopt different engagement methods as a mechanism to recognise the interests and expectations of important stakeholders whilst balancing our strategic priorities in order to enable us to navigate in a direction that is mindful of our impact. During the Reporting Period, we have established the following engagement channels to interact with our internal and external stakeholders.

Internal Stakeholders	Key Engagement Channels	External Stakeholders
Board Management Administrative Executives General Staff	Meeting Interview Email Letter Seminar Suggestion Box Performance Review Regular Assessment	Shareholders Investors Customers Suppliers Regulators Community

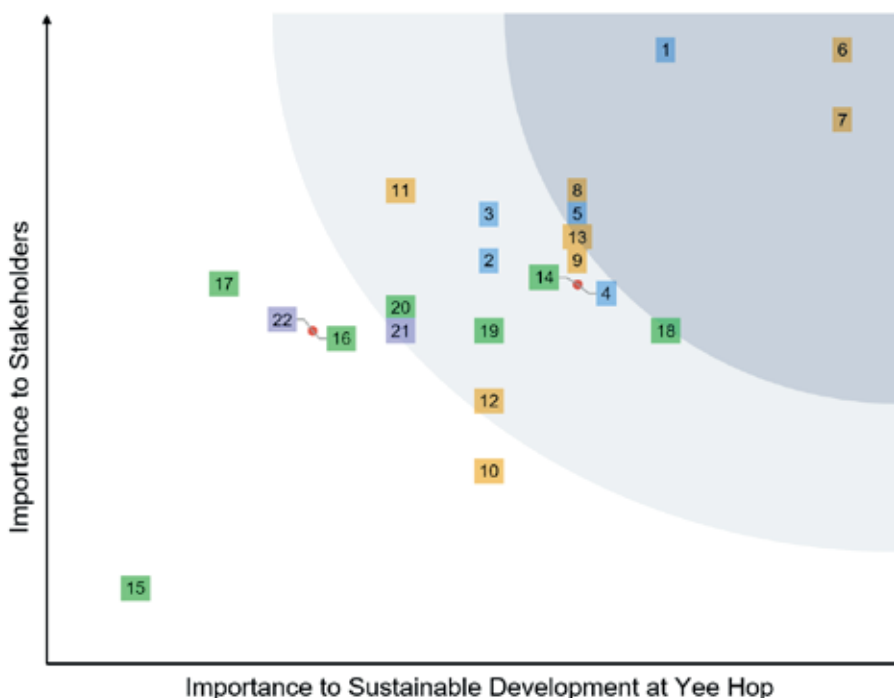
## MATERIALITY ASSESSMENT

As an important component to understand the Group's most material issues relating to its sustainable development, the Group has commissioned an independent sustainability consultancy to conduct a stakeholder engagement exercise during the Reporting Period. A 3-step approach was applied to assess the materiality of relevant ESG issues.

<b>Step 1: Identification</b>	Through benchmarking industry peers, reviewing previous ESG reports, and referencing the Global Reporting Initiative Standards, 22 ESG issues were identified to be material to the Group.
<b>Step 2: Prioritisation</b>	An online survey was delivered to important stakeholder groups, who were invited to rank the ESG issues based on the relative importance to them. 36 responses in total were received from the engaged stakeholder groups, namely the Board, management, employees and customers.
<b>Step 3: Validation and Review</b>	The Group's senior management has confirmed and validated the list of material ESG issues for disclosure in this ESG Report. The Board has reviewed the material issues and assessment results to ensure relevance and materiality to Yee Hop.

A materiality matrix was plotted portraying the perceived importance of each ESG issue towards the sustainable development of the Group (expressed by the Board and management) against the perspectives of other stakeholder groups (expressed by employees). The top 10 material issues are presented in bold in the following table. The structure of this ESG Report is aligned with the average scores derived from surveyed stakeholders.





Workplace	Marketplace
<ul style="list-style-type: none"> <li>1. <b>Occupational Health and Safety</b></li> <li>2. Promoting Human Rights (Forced and Child Labour)</li> <li>3. <b>Employee Training and Development</b></li> <li>4. <b>Employee Engagement and Recognition</b></li> <li>5. <b>Equality, Diversity and Anti-discrimination</b></li> </ul>	<ul style="list-style-type: none"> <li>6. <b>Anti-corruption</b></li> <li>7. <b>Customer Data Protection and Privacy</b></li> <li>8. <b>Corporate Governance and Compliance</b></li> <li>9. <b>Customer Safety, Engagement and Satisfaction</b></li> <li>10. Supplier and Subcontractor Engagement</li> <li>11. Product and Service Quality Management</li> <li>12. Transparent Procurement Practices</li> <li>13. <b>Sustainable and Responsible Supply Chain</b></li> </ul>
Environment	Community
<ul style="list-style-type: none"> <li>14. Site Environmental Impact Mitigation</li> <li>15. Green Office</li> <li>16. Emissions Management</li> <li>17. Climate Change Adaptation</li> <li>18. <b>Resource Management and Circularity (Energy, Water and Waste)</b></li> <li>19. Sustainable Construction Practices and Materials Usage</li> <li>20. Environmental Compliance Staff</li> </ul>	<ul style="list-style-type: none"> <li>21. Minimising Site Impact on Local Communities</li> <li>22. Community Development and Engagement</li> </ul>



## Workplace

Championing the health and safety rights of its people is a top priority for the Group. To this end, the Group adopts stringent measures to create a safety-driven culture and upholds a low-risk mindset to ultimately build a thriving workplace. We are committed to embracing equality and diversity throughout our operations and eliminating discriminatory behaviour whilst stimulating the growth of our talents by offering training and development opportunities, as well as protecting human rights to empower our employees.

### OCCUPATIONAL HEALTH AND SAFETY

At Yee Hop, safeguarding occupational health and safety is placed at the forefront of our operations. Although risks are inevitable and heightened due to the business nature, we nevertheless pledge to maximise welfare and minimise hazards in the workplace, which is demonstrated by our Safety and Health Policy Statement. The Safety Manager is responsible for the implementation of the policy, which is reviewed annually, and the Group's safety performance is evaluated to validate that its formulated safety objectives are continuously achieved.

#### Safety and Health Policy Statement Commitments

- Adopt measures to control and eliminate hazards, as well as to reduce occupational health and safety risks.
- Consult and prioritise participation of workers, and where they exist, workers' representatives.
- Continually improve occupational health and safety management and performance.
- Provide safety training to all employees for their understanding, implementing and maintaining of the Safety and Health Policy Statement.

#### Safety Objectives From 2022

- **0** prosecutions
- **<0.35** accident frequency rate per 100,000 man hours worked

During the Reporting Period, 6 cases of work-related injuries and 1,475 lost days due to these injuries were recorded. In addition, no work-related fatalities were reported during the past three years, which includes the Reporting Period. To support the injured workers, we promptly provided assistance and applied due diligence when investigating all reported cases to subsequently adopt prevention measures and avoid the recurrence of a similar situation. Furthermore, four prosecutions were initiated against the Group concerning its environmental management practices.

<b>6</b> <b>Work injuries</b> <b>(2021/2022: 6)</b>	<b>1,475</b> <b>Lost days due to work injuries</b> <b>(2021/2022: 2,024)</b>
<b>4</b> <b>Prosecutions</b> <b>(2021/2022: 2)</b>	<b>0.48</b> <b>Accident rate per 100,000 man-hours worked</b> <b>(2021/2022: 0.41)</b>



## Safety Governance

To facilitate proper safety management practices, safety committees have been set up to review overall site safety and ensure that relevant personnel can competently execute safety measures in order to rigorously uphold our standards and more importantly, safeguard the welfare of all workers. The Corporate Safety Committee and Site Safety Committee meet on a quarterly and monthly basis respectively.

### Corporate Safety Committee Key Responsibilities

- Coordinate and evaluate safety management policies
- Monitor and review operational control measures
- Allocate resources for the execution of safety programmes
- Accelerate progress in achieving safety goals and objectives

### Site Safety Committee Key Responsibilities

- Examine site safety inspection reports and recommend corrective actions
- Review risk assessment and safety procedures
- Report on site injuries and conduct trends analysis
- Evaluate safety training and promote safety awareness

We have additionally developed a robust SMS, which is implemented, maintained and continually improved in accordance with the ISO 45001 standards. The Occupational Health and Safety Manual describes the formulation of the SMS, which is designed to assist with delegating safety responsibilities to personnel, setting safety targets and objectives, preparing and responding to emergencies, as well as organising safety training programmes and inspections. An internal audit is conducted at least once a year to ensure that the SMS continuously conforms to our policies and objectives, the ISO standards and regulatory requirements.

The Health and Safety Manual strengthens our commitment to safeguarding workers involved in different construction activities. As stated, numerous personal protective equipment (“PPE”) is provided and programmes are in place to control and mitigate the associated risks. The manual also stipulates our practices and procedures relating to aspects including health and safety training, regulations, inspections, job hazard analysis, accident investigations and so on.

Safety plans are compiled for each construction project, which details our safety framework and is regularly updated to confirm that our procedures are in line with best practices. To reinforce our commitment to upholding high safety standards, we produce monthly safety reports, which provides a summary of completed risk assessments, accident statistics, safety training sessions provided to employees, safety checks and inspections conducted at sites, as well as safety performance of subcontractors amongst others.

The Group recognises the damage that alcohol and drug abuse can cause and hence, is committed to stamping out this unhealthy behaviour in the workplace. Our Alcohol and Drug Free Policy stipulates that all new employees are subject to a medical examination prior to assignment of work, whilst current employees must undergo a medical examination at least once every two years. Spot checks are carried out, and workers who refuse to participate or are reasonably suspected to be under the influence of alcohol or drugs will be expelled immediately.





### ***Safety Evaluation and Enhancement***

We perform routine procedures at the project sites to enforce and validate our high safety standards. Safety walks arranged by the Project Management and Resident Engineer's Management are held, whilst safety inspections are conducted by our Safety Officers and Safety Supervisors on a monthly and weekly basis respectively. The safety inspections are conducted in compliance with legislative standards, which assess criteria including but not limited to general site conditions, scaffolding, lifting appliances, hand tools, excavation, electricity, fire prevention, compressed air systems and PPE. Upon conclusion, the Safety Officer collates and analyses the results, which will be subsequently discussed at the Site Safety Committee meetings.

Audits are conducted by independent auditors to scrutinise the Group's safety planning, development, organisation, implementation, measurement, audit and review processes amongst others. During the audit, our site safety performance is analysed, and the findings will subsequently be reviewed and evaluated by both safety committees to formulate mechanisms for enhancement. During the Reporting Period, four and two safety audits were conducted on YHE and Yee Hop Construction Co., Ltd. respectively, in which we have achieved a high safety and health performance level.

To prioritise the safety of employees, the Group has formulated a drill programme for each construction project. Safety drills on topics including but are not limited to flooding and typhoons, first aid and electric shocks are scheduled and held at least once a year. Fire drills are also organised annually at the Office and biannually at the project sites, in which 70% of staff members on average participated in the fire drills during the Reporting Period. Drill reports are produced to evaluate the preparedness of employees to respond to emergencies and facilitate enhancements if applicable.

During the Reporting Period, we have adopted a set of smart remote surveillance cameras "G Eye" to enable real-time monitoring of the health and safety situation of workers at project sites and strengthen our ability to respond to any emergencies. Smart watches were also provided to workers to detect their location through GPS and track their blood pressure, body temperature, blood oxygen saturation (SaO<sub>2</sub>), heart rate and so on.

### ***Safety Promotion and Programmes***

Yee Hop strives to promote the importance of safety to employees and enhance their safety awareness by implementing diverse initiatives. Through our monthly Site Safety Star Award, which includes a certificate and a cash prize, we recognise staff members that adopt a responsible and safety-driven attitude. The Safety Suggestion Notice scheme ("安全建議通告") encourages all workers to provide practical and feasible suggestions, and they may be incentivised with a cash prize upon review by management. In addition, our Safety Cash incentive scheme ("安全獎金"), which rewards workers at project sites who consistently cultivate a culture of safety is expected to be continued in the near future and disclosed accordingly in future ESG reports.



To motivate staff members to quit smoking and ultimately enable a healthier lifestyle for them and their families, we participated in the World Health Organisation's annual "World No Tobacco Day", and 24 staff members also joined a health talk on the digestive system. In addition, 10 employees had attended a "Safety Experience Tour" arranged by the Hong Kong Institute of Construction to improve their safety awareness. During this activity, they had experienced simulation-based training that models real-life accident scenarios on construction sites.



### COVID-19 Control and Prevention

The unpredictable and turbulent nature of COVID-19 had driven the Group to formulate and implement a set of measures to swiftly address COVID-19. Through circulating notices to staff members, we shared the latest updates and regulations enacted by the HKSAR Government. Upon arrival at the Office and project sites, all visitors were required to submit a health declaration form, and all employees were required to be at least double vaccinated or present a negative COVID-19 test result every two weeks in order to report for work. If positive cases were detected at the project site, the workplace will be sealed off and sanitised, and we would conduct contact tracing. At our project sites, we continued to provide COVID-19 rapid antigen test kits to both employees and subcontractors, in which 63,187 testing kits were distributed. In addition, we had set up a one-day vaccination holiday scheme for employees who had received triple vaccination.

To prevent transmission in the workplace, Yee Hop had established protocols for employees at the Office and project sites to put into practice.

#### Guidelines to Combat Covid-19

- Always wear a mask
- Avoid dining with others
- Maintain social distancing
- Body temperature must be measured prior to entering the workplace
- Seek medical assistance and rest at home if experiencing flu-related symptoms
- Immediately report to the supervisor or site manager if positive cases are detected

During the Reporting Period, we have fully complied with relevant laws and regulations, which include but are not limited to the Factories and Industrial Undertaking Ordinance (Cap. 59 of the Laws of Hong Kong) and Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong).



## EQUALITY, DIVERSITY AND ANTI-DISCRIMINATION

The Group is committed to providing equal opportunities and a diverse workplace that is free from discrimination. Our zero-tolerance approach is detailed in the Employee Handbook, Prevention Discrimination and Harassment Policy, and Workplace Quality Policy, which specify that all recruitment and employment procedures are based on objective criteria, individual performance and merit. Discrimination on grounds including sex, pregnancy, marital status, age, disability, family status, ethnic origin, race or religious belief is strictly prohibited under all circumstances. Employees can direct complaints on discrimination or harassment to the General Manager, who will handle the case in a confidential manner. In the event that employees have engaged in immoral conduct, they will be subject to disciplinary actions, which include summary dismissal amongst others. During the Reporting Period, there were no reported cases of discriminatory behaviour, harassment or unfair treatment in the workplace.

## EMPLOYEE TRAINING AND DEVELOPMENT

Strengthening the competencies of our employees through offering training opportunities in order to nurture a talented workforce is of great importance to Yee Hop. Thus, we have robust procedures in place to guarantee that staff are well-equipped to perform their duties.

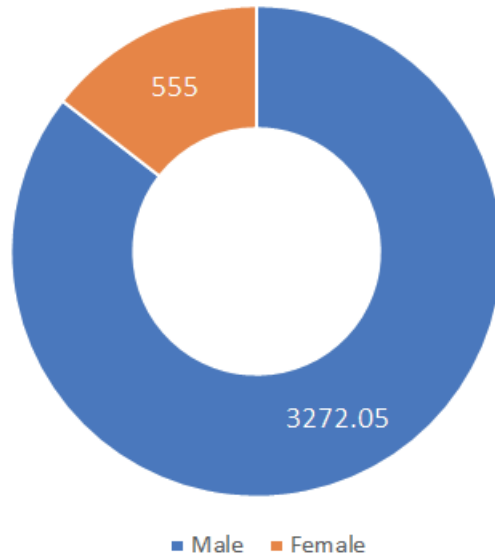
As mentioned in our List of Quality Procedures, we provide training on our quality management system (“**QMS**”), environmental management system (“**EMS**”), SMS and energy management system (“**EnMS**”) for all staff that perform work relating to service quality. The Human Resources and Office Administrator is responsible for ensuring that relevant staff possess the required knowledge and skills, and the training effectiveness is evaluated at the management review meeting.

A structured Safety and Health Training Plan is created for each construction project to ensure that all on-site personnel including managers, supervisors and workers are sufficiently trained prior to engaging in their respective duties. The topics and frequency of training sessions are specified within the plans, which will be reviewed by the Safety Management Committee at the end of each year.

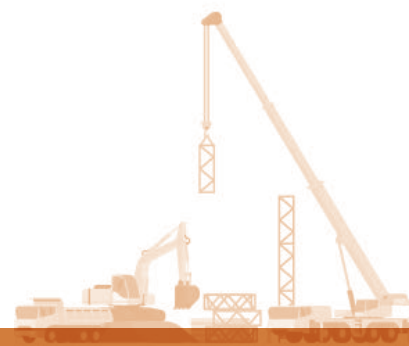
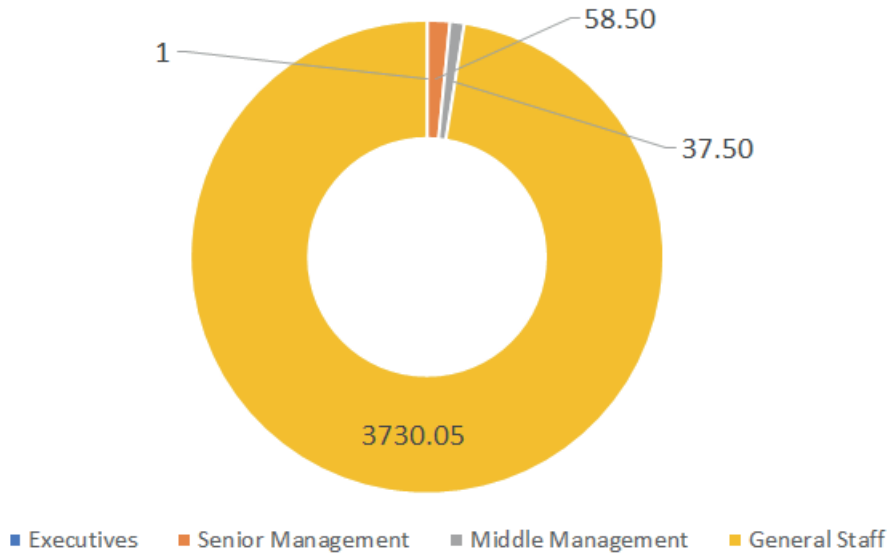
As part of the on-boarding process, all new on-site employees will be provided with the Basic General Safety Training, which covers basic safety knowledge and the potential risks involved with different construction activities. We will additionally organise the General Safety Induction Training to supplement the knowledge of new recruits and educate them on our Safety Policy, particulars of the site, special characteristics of the works, emergency procedures and accident reporting procedures, in addition to our safety rules and regulations. Current employees at project sites are required to participate in regular tool box training on topics covering different trades, specific health and safety training for special or potential high-risk activities, and/or safety management-related training. During the Reporting Period, the Group has organised training sessions on health and safety topics including access and egress, excavation safety, confined spaces, first aid, safety management and so on.



### Total Training Hours Completed by Gender



### Total Training Hours Completed by Employment Category



## EMPLOYEE ENGAGEMENT AND RECOGNITION

We are committed to engaging with our employees and acknowledging their unwavering dedication to contribute to the growth and success of the Company. Our Employee Handbook, which complies with the Employment Ordinance (Cap. 57 of the Laws of Hong Kong) amongst others, indicates our competitive remuneration packages. As mentioned, employees are entitled to paid holidays and various leave benefits that include annual leave, maternity leave, paternity leave, jury leave and sick leave. They are also provided with a year-end discretionary bonus, shorter working hours on particular occasions such as Christmas Eve, Group medical insurance and contributions to the provident fund scheme. A Voluntary Contribution Scheme is in place, and participating employees will receive an additional contribution from the Company for each completed year of service.

An annual review system has been designed to enable management to discuss with employees their annual performance and facilitate continuous improvement. During the performance appraisal, factors including attendance, punctuality, teamwork, flexibility, achievements and so on are assessed. Employees will be eligible for a salary adjustment, bonuses and/or promotions depending on the evaluation.

To show appreciation to our workforce and boost their satisfaction, we organised diverse social activities during the Reporting Period for employees. Our football enthusiasts demonstrated their athletic abilities by joining the "Construction Industry 5-a-side Football Competition 2022" arranged by the Construction Industry Council ("CIC"). We also participated in Lok Sin Tong's V-SPORT Smoke-free Hike (「愛·無煙V-SPORT 無煙山步行」), in which we cleaned up cigarette butts on the trail, and the "10 000 Steps a Day" Walking Challenge coordinated by government bodies.



## PROMOTING HUMAN RIGHTS

The Group respects the notion of upholding fundamental human rights and strictly prohibits child and forced labour within its operations. Our No Child Labour Policy and Preventing Illegal Working Policy detail our mechanisms to eliminate illegal labour. The backgrounds and identification documents of candidates are checked and verified during the recruitment process, paying close attention to photographs and birth dates. The Human Resources Department and security staff at project sites are in charge of the implementation of these policies, whilst relevant personnel will undertake random checks of records annually. In the unlikely event that illegal labour comes to light, we will immediately terminate recruitment or employment of the person(s) in question. During the Reporting Period, we have ensured compliance with the Construction Workers Registration Ordinance (Cap. 583 of the Laws of Hong Kong) amongst others and did not record any incidents relating to child and forced labour.





## Marketplace

Yee Hop champions sound business ethics to construct a robust corporate governance system and facilitate operational compliance. To promote a responsible marketplace, we engage with suppliers and subcontractors to develop mutually beneficial relationships and influence them to build a truly integrated supply chain that is ultimately sustainable whilst enabling a transparent procurement process. Through interacting with customers and prioritising their safety and satisfaction, we endeavour to establish a customer-centric approach and continuously optimise our product and service quality management.

### CORPORATE GOVERNANCE AND COMPLIANCE

Upholding an accountable corporate governance system to eliminate corruption, safeguard customer data and protect intellectual property rights, as well as maintaining legal compliance, is a primary responsibility of Yee Hop. Thus, we ensure that employees always act with the highest levels of integrity and establish full compliance with relevant laws and regulations.

#### *Anti-corruption*

The Group's principles on stamping out unethical behaviour can be found in the Anti-Corruption Policy, which strictly complies with the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong), and Employee Handbook. We prohibit employees from engaging in activities that could be constituted as impropriety, including soliciting, accepting or offering advantages from or to any clients, contractors, suppliers and government officials who have a business relationship with the Group. Entertainment invitations must pass the 'Sunshine Test' to eliminate any conceptions of misgiving. Employees that are proven to have carried out gross misconduct will be subject to disciplinary action including summary dismissal amongst others.

To uphold a strong sense of justice, we have formulated a Whistleblowing Policy to encourage employees to raise any concerns of malpractice through e-mail or post. The allegation will be handled with due care and in a confidential manner, and we will protect the identity of the whistleblower to avoid any potential retaliation. Every allegation will be recorded in the Whistleblowing Register, and an investigation will be subsequently conducted by a designated department. An investigation report and recommendations for improvement will be submitted to the Audit Committee for review, which is in charge of monitoring the implementation of this Policy. During the Reporting Period, the Group was not aware of any non-compliance with relevant laws and regulations or any legal cases relating to bribery, extortion, fraud or money laundering.

In addition, the Group arranged an anti-corruption training session for its employees during the Reporting Period. 3 employees comprising senior management and general staff participated in the "Professional Ethics and Integrity of Safety Officers" online seminar collaboratively provided by the OSHC, Labour Department of the HKSAR Government and Independent Commission Against Corruption ("ICAC"). Upon completion, our employees strengthened their knowledge on enforcing moral standards, upholding integrity and combating corruptive behaviour within industrial undertakings.

#### *Customer Data Protection and Privacy*

Our moral obligations in safeguarding confidential data of customers is firmly embedded within our operations and is emphasised in our Employee Handbook, which states that employees must not divulge any sensitive data of the Company under all circumstances. The guidelines also stress that employees are ultimately responsible for protecting customers' data, and computers must be used for business activities only. Antivirus programmes have been installed on computers to verify that all systems and disks are secure. In the event that employees are involved in a data breach, they will be held accountable and subject to disciplinary action, which includes summary dismissal.





To prudently and lawfully secure the private data of employees, we have created a Data Protection and Privacy Policy, which outlines our procedures relating to the collection, storage, usage and processing of data as well as parties who may have access to such data. During the Reporting Period, we have complied with relevant laws and regulations including the Personal Data (Privacy) Ordinance (Cap. 486) and were not aware of any data breaches.

### **Intellectual Property Rights**

We pay great attention to respecting the intellectual property rights of third parties. To avoid any potential rights infringements, employees are forbidden to make or use any unlicensed computer software, and they are required to sign the Employee Handbook annually to reaffirm their commitment to maintaining compliance with the Copyright Ordinance (Cap. 528 of the Laws of Hong Kong). Any employee that breaches this requirement will be held liable for their actions. During the Reporting Period, the Group was not aware of any non-compliance with laws and regulations relating to intellectual property rights.

### **SUSTAINABLE AND RESPONSIBLE SUPPLY CHAIN**

The Group adopts a comprehensive approach to fully integrate sustainability within its supply chain. To this end, we have established the Supply Chain Sustainability Policy, Environmental and CSR Policy, and the Product Responsibility Policy to enable us to operate in a responsible manner and effectively manage supply chain risks.

To embrace sustainable procurement, we engage with suppliers based in Hong Kong, which considerably reduces our carbon footprint and supports the local economy. FSC-certified timber is purchased where possible and employing quiet rock breaking machines mitigates our noise emissions. In addition, the procured "G Eye" smart remote surveillance cameras are powered using solar energy. We extend our sustainability commitments, which is listed in the table below, to our suppliers and encourage them to observe our expectations and develop ethical business practices.

<b>Risk Assessment</b>	<ul style="list-style-type: none"> <li>Assess risk factors in the supply chain regularly and report assessment results to senior management for internal review</li> <li>Mitigate compliance risk of the suppliers in all ESG aspects through regular monitoring</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>Perform quality inspections on incoming raw materials</li> <li>Procure products and services only from approved suppliers or subcontractors</li> <li>Assess and evaluate approved suppliers and subcontractors annually</li> </ul>
<b>Safety Performance</b>	<ul style="list-style-type: none"> <li>Provide workers of the subcontractor with safety training and briefing sessions twice a week</li> <li>Mitigate risks arising from our SMS to safeguard the health and safety of our employees and the subcontractors</li> <li>Inspect safety performance of the subcontractors on-site regularly and communicate inspection results during Safety Committee meetings</li> </ul>
<b>Environmental Practices</b>	<ul style="list-style-type: none"> <li>Instruct our supply chain partners to implement our environmental requirements</li> <li>Collaborate with suppliers and subcontractors to realise our environmental commitments</li> <li>Enhance environmental awareness of our supply chain partners via effective communication of the relevant policies</li> </ul>



### **Transparent Procurement Practices**

Yee Hop operates with a dedicated approach to maintaining fair and transparent procurement practices in order to foster harmonious partnerships and build a diverse supply chain. We have formulated a Supply Chain Sustainability Policy to demonstrate our commitment to promoting fair opportunities and honest competition.

### **Supplier and Subcontractor Engagement**

Our Supplier Evaluation Procedures, which can be found in the List of Quality Procedures, emphasises that we will engage with all competent and qualified suppliers and subcontractors during the tendering process.

To evaluate the capabilities of new suppliers, they must undergo a probation period of three project life cycles in order to obtain approval and be placed onto our list of approved suppliers. All current suppliers and subcontractors are subject to a regular assessment through an internal review to confirm that they are able to achieve our quality, reliability and sustainability standards. For suppliers that exhibit unsatisfactory performance, they will be given a warning or removed from the list of approved suppliers. During the Reporting Period, we have engaged with 384 suppliers, subcontractors and other types of product or service providers from Hong Kong.

## **CUSTOMER SAFETY, ENGAGEMENT AND SATISFACTION**

Safeguarding the health and safety of customers is pivotal to our growth and success. To this end, we continuously engage with customers to guarantee that their requirements are fulfilled in order to achieve high levels of satisfaction across our operations.

From project commencement to project delivery, we endeavour to focus on customer welfare and deliver a safe customer experience. During the project lifecycle, customers are authorised to visit project sites to monitor the progress and conduct quality inspections. To protect their safety on-site and mitigate risks, we have implemented stringent measures, which are monitored and reviewed by both of our Safety Committees. An example is that customers are provided with PPE and are guided through the site by a safety officer. During the Reporting Period, no customer injuries were reported at project sites.

Yee Hop is driven to build dynamic relationships with customers to smoothly meet their demands and maintain strong satisfaction levels. At the design stage, we will examine tender notices and planning documents to address the customer's needs, which in turn enables us to offer service excellence and provide outstanding products. To develop a greater insight of customer experiences, we have a customer satisfaction survey mechanism that enables them to share feedback upon completion of a project. They will be asked to rate different aspects relating to manpower, progress, workmanship, responsiveness, planning and management, and so on. The results will be used to facilitate enhancements to better serve the needs of our customers.

In the unlikely event of a customer complaint, we will handle it based on the guidelines mentioned in our List of Quality Procedures. The Project Manager will judge the authenticity of the received complaint, and corrective action as well as preventative measures will be carried out for complaints that are deemed to be appropriate. Actions taken along with its effectiveness to resolve the problem will be recorded in the Corrective Action Request. During the Reporting Period, we did not receive any customer complaints.



## PRODUCT AND SERVICE QUALITY MANAGEMENT

Developing robust procedures to consistently achieve high levels of product and service quality is a commitment that the Group embraces. Consequently, we stringently apply our quality assurance mechanisms to spur us to meet our objectives of delivering products that infuse our craftsmanship with quality excellence.

The QMS, which adheres to the ISO 9001 standards, enables us to continuously provide products and services that fulfil client needs and regulatory requirements. As specified in the Quality Manual, information on the needs and expectations of relevant parties, handling procedures and processes, organisational roles and responsibilities, risks and opportunities identification, as well as quality policies and objectives are communicated to our employees for continuous improvement. To optimise and strengthen the QMS, our top management is in charge of conducting a management review annually. In addition, internal audits are carried out periodically to monitor and reinforce the effectiveness of our quality management approach.

### *Quality Assurance and Control*

We have established a sound quality assurance process, which is detailed in the List of Quality Procedures, to guarantee that our requirements are always met. The Site Supervisor is responsible for inspecting incoming materials, and then the Project Manager will validate the inspections by checking the delivery order. Tests on materials may also be carried out depending on contractual requirements. In order to proceed to the next stage of the process, all inspections and tests must be completed and passed. Prior to delivery to customers, a final inspection will be performed by the Project Manager to safeguard quality and confirm conformity to our specified standards.

For products that are discovered to contain defects, they will be processed according to our Non-conforming Product Control Procedures, which is mentioned in the List of Quality Procedures. The non-conforming products will be separated where possible and then categorised into minor and major defects, which will be handled by the Project Manager and Managing Director respectively. To address the problem, we will implement corrective measures depending on the severity of the situation, which includes repairing the defective product and subsequently re-inspecting it, changing the use of the item, disposing of the item, or negotiating with the customer for a concession. Details of the product defects identified and effectiveness of the corrective actions will be recorded in the Corrective Action Request. During the Reporting Period, we have appropriately handled all product defects and did not recall any products due to health and safety reasons, as well as maintained compliance with relevant laws and regulations relating to product responsibility, including the Buildings Ordinance (Cap. 123 of the Laws of Hong Kong) and so on.



## Environment

An eco-conscious mindset coupled with sustainable operating practices shapes Yee Hop's approach to protecting our planet and its flora and fauna. As a responsible environmental steward, we have a duty to comply with environmental laws and regulations, and efficiently consume natural resources and explore methods to promote a circular economy, in order to mitigate our adverse environmental impact, especially from project sites. Combining sustainable construction practices and eco-friendly materials at project sites with our green office model reinforces our dedication to reducing harmful emissions and tackling climate change.

### RESOURCE MANAGEMENT AND CIRCULARITY

The efficient consumption of natural resources is of utmost importance to the Group. Thus, we have formulated measures to conserve energy and water as well as reduce waste to remind employees to always act responsibly and, crucially, promote the circularity of finite resources.

#### *Energy Efficiency*

Our commitment to enhancing energy performance is supported by our EnMS, which enables us to evaluate consumption patterns to subsequently adopt best practices. The EnMS is maintained in accordance with the ISO 50001 standards and reviewed by management annually to strengthen the suitability and effectiveness of the system. Our Energy Policy outlines our approach to continuously achieving progress in energy conservation.

#### Energy Policy Statement Commitments

- Comply with relevant legislation and regulations in relation to our energy use, consumption and efficiency.
- Provide adequate and appropriate resources to implement this Policy.
- Communicate this Energy Policy and provide relevant training to staff at all levels to ensure that the EnMS is fully understood, effectively implemented and continually improved.
- Use energy in a socially responsible and environmentally friendly manner.
- Apply best practices for continual improvement in our energy performance.
- Monitor energy consumption closely and provide adequate resources to achieve energy management objectives and targets.



Diesel and petrol to fuel company vehicles and electricity to support daily business operations constitutes the Group's primary sources of energy usage. The Group's energy consumption during the Reporting Period can be found in the following table. To ensure efficient energy usage at construction sites, the Group provides regular training to workers to develop their awareness.

Energy Type	Unit	Office	Project	Total
Diesel Consumption	L	193.48	0.00	193.48
Petrol Consumption	L	11,573.97	20,893.80	32,467.77
Electricity Consumption	kWh	45,527.81	273,051.06	318,578.87
Total Energy Consumption	MJ	560,022.35	1,684,597.62	2,244,619.97

To accomplish our energy efficiency ambitions and objectives, we have formulated a set of targets, in which the progress is illustrated in the table below.

Scope	Targets	FY22/23 Progress
<b>Electricity</b>		
Office	<ul style="list-style-type: none"> <li>By FY24/25, reduce absolute electricity usage by 4%, when compared to the FY19/20 baseline.</li> </ul>	Increased absolute electricity usage by approximately 7%.
Office and Specific Project Site <sup>1</sup>	<ul style="list-style-type: none"> <li>By FY24/25, provide at least 2-hour energy and resource saving training for our employees.</li> </ul>	Office: provided 1-hour training sessions on energy and resource saving to 22 employees.  Specific Project Site: provided monthly training sessions on energy and resource saving to all employees.
<b>Petrol</b>		
Office	<ul style="list-style-type: none"> <li>By FY24/25, reduce petrol usage intensity by revenue (litre/HK\$'million) by 3%, when compared to the FY18/19 baseline.</li> </ul>	Decreased petrol usage intensity by revenue by approximately 24%.

<sup>1</sup> Specific project site refers to "Contract No.: 12/WSD/20 - Term Contract for Risk-Based Improvement of Small Water Mains - Hong Kong & Islands and New Territories West".



### Water Efficiency

The Group's water usage is predominantly for cleaning and dust suppression on-site. We have created a set of water conservation guidelines for the Office and project sites to instil a culture of responsible water management and enable regular maintenance of water systems to prevent wastage. In addition, we have applied for a Water Pollution Control Ordinance (WPCO) licence and guarantee that all wastewater is discharged according to the licence conditions.

#### Water Conservation Initiatives

- Recycle water from tunnel boring machine operations
- Use recycled sewage to clean vehicle wheels or ground dust
- Put up water conservation signs and provide relevant training to raise awareness on water conservation
- Analyse water consumption data periodically to review the effectiveness of water conservation measures for continuous improvement
- Maintain all water facilities periodically to avoid water leakages

The Group has not experienced any difficulties in sourcing water that was fit for purpose. During the Reporting Period, water usage at the Group was 9,257.27 m<sup>3</sup>, which excludes the Office as its water consumption is managed by the facilities management office of the building and hence, relevant records are not available.

To support its water conservation efforts, the Group is focused on achieving the established targets below.

Scope	Targets	FY22/23 Progress
<b>Water</b>		
Specific Project Site	<ul style="list-style-type: none"> <li>• By FY24/25, provide at least 2-hour energy and resource saving training for our employees.</li> </ul>	Provided monthly training sessions on energy and resource saving to all employees.

During the Reporting Period, we recorded four cases of non-compliance relating to our water and wastewater management procedures. Two violations each of the Public Health and Municipal Services Ordinance (Cap. 132 of the Laws of Hong Kong) and Water Pollution Control Ordinance (Cap. 358 of the Laws of Hong Kong) were committed. The four violations concerned larvae of mosquitoes being detected in the accumulation of water, and wastewater not undergoing proper treatment prior to discharge in a communal drain. The Group promptly took action to address these problems and prevent a recurrence of similar incidents, and the measures will be monitored to ensure legal compliance at all times.





### Waste Management

Non-hazardous construction waste at project sites constitutes our primary waste generation, and measures are in place to minimise our adverse impact on natural resources. To facilitate proper waste management and maintain compliance with the Waste Disposal Ordinance (Cap. 354 of the Laws of Hong Kong), construction waste is separated into different waste streams, and materials are placed into our on-site recycling bins. Unrecyclable construction waste is disposed of through the Construction Waste Disposal Charging Scheme enacted by the Environmental Protection Department (“EPD”) of the HKSAR Government. We also follow the Trip Ticket System (TTS) enacted by The Development Bureau of the HKSAR Government to enable the proper disposal of construction and demolition materials. Paper waste is recycled where possible, whilst other types of generated non-hazardous waste is collected and disposed of by licensed waste collectors.

Waste management targets are in place to promote sustainable practices and accelerate progress made on reaching our goals.

Scope	Targets	FY22/23 Progress
<b>Waste</b>		
Office	<ul style="list-style-type: none"> <li>By FY24/25, maintain absolute paper waste at the FY20/21 level.</li> </ul>	Decreased absolute paper waste by approximately 37%.
Office and Specific Project Site	<ul style="list-style-type: none"> <li>By FY24/25, ensure at least 30% of procured materials is FSC- or PEFC-certified.</li> </ul>	No progress. However, we will continue to source and procure raw materials with FSC or PEFC certification.
	<ul style="list-style-type: none"> <li>By FY24/25, ensure at least 20% of paper waste is recycled.</li> </ul>	Office: recycled approximately 54% of paper waste.  Specific Project Site: no progress. However, we will optimise our practices to increase recycling of paper waste.



## SITE ENVIRONMENTAL IMPACT MITIGATION

Yee Hop acknowledges its duty to mitigate adverse environmental impact, which is primarily attributable to construction activities at its project sites. To this end, we conduct an analysis of our business activities annually to identify the potential risks and opportunities, the affected parties, and formulate corresponding measures to minimise the negative impact or capitalise on opportunities, which paves the way for our strengthened environmental management approach. During the Reporting Period, we determined the following energy-related issues to have a significant impact on our operations and developed relevant control measures.

Issues	Risks	Measures
Compliance with customer specifications and legal requirements	Violation or customer rejection of product	<ul style="list-style-type: none"> <li>Review customer and regulatory requirements during the quotation and contract review stages</li> </ul>
Customers require the development of an EnMS	Increased operating costs	<ul style="list-style-type: none"> <li>Establish and implement an EnMS as well as formulate control procedures</li> </ul>
Supervision and audit by certification body	Fail to meet requirements and standards	<ul style="list-style-type: none"> <li>Perform daily maintenance operations and conduct regular internal audits on the EnMS</li> </ul>
Machinery and equipment resource management	Affect project operations and incur financial loss	<ul style="list-style-type: none"> <li>Prioritise the procurement of energy saving machinery and equipment</li> <li>Evaluate energy usage of products and services</li> </ul>
Monitoring instruments and equipment for energy usage	Affect data collection of energy usage	<ul style="list-style-type: none"> <li>Maintain, control and calibrate the instruments and equipment</li> </ul>
Energy design in service delivery	Increased operating costs	<ul style="list-style-type: none"> <li>Apply energy efficiency principles in engineering design and adopt energy saving construction plans</li> </ul>
Review and improvement of energy saving results and performance	Affect the provision of quality products and services	<ul style="list-style-type: none"> <li>Establish energy policies, objectives and indicators</li> <li>Ensure that the EnMS can meet standards and customer requirements</li> </ul>

## Biodiversity Conservation

We are mindful of the negative impact that construction activities may cause to biodiversity and surrounding ecosystems. To care for species at country parks or special protected sites, we prohibit the disturbance, hunting or trapping of wildlife, as well as any damage to and extraction of plants. To protect forests, we aim to reduce timber usage, and FSC-certified timber is adopted as a replacement where possible.

## SUSTAINABLE CONSTRUCTION PRACTICES AND MATERIALS USAGE

The Group's Environmental Policy Statement, which is reviewed by top management annually, lays out our environmental management framework. As stated, employees are required to uphold the commitments to ensure that our environmental goals are achieved in an efficient manner.

### Environmental Policy Statement Commitments

- Provide adequate and appropriate resources to implement this Policy.
- Communicate this Policy to all the employees and interested parties.
- Promote environmental awareness to all the employees at all levels through the provision of appropriate advocacy, education and training.
- Initiate and implement actions to prevent environmental pollution and to improve environmental performance continuously.
- Set environmental objectives and targets that lead to continuous environmental improvement.

As indicated in our Environmental Manual, we have set up an EMS in accordance with the ISO 14001 standards, which facilitates our capabilities in maintaining legal compliance to ultimately enhance our environmental performance. To ensure the effectiveness of the EMS, the Quality Manager conducts an audit at least annually.

At project sites, the Environmental Officer carries out a weekly audit and completes the Weekly Environmental Walk Inspection Checklist to examine if sufficient environmental mitigation measures have been implemented. Situations that require improvement will be marked for follow-up. The Environmental Officer additionally produces a Monthly Environmental & Hygiene Report, which summarises the inspections and any complaints filed by the EPD, as well as the measures in place to promote sustainable construction. A Site Safety and Environmental Management Committee and Site Safety and Environmental Committee, which both meet on a monthly basis, have been established to respond to environmental issues and strengthen our approaches.

To responsibly use and conserve raw materials, excavated materials are repurposed for backfilling whilst recycled materials are employed where possible. We organise Environmental Induction Training for new recruits to develop their awareness of environmental protection and best practices. Sustainable technologies are adopted at project sites and include a cloud management system for machinery, which effectively monitors the usage of construction equipment to enable optimal performance.

## EMISSIONS MANAGEMENT

Yee Hop acknowledges that harmful emissions are a key driver of global warming. As a responsible corporate citizen, we are determined to reduce noise, air and greenhouse gas (“GHG”) emissions in order to protect our planet, as well as comply with the Air Pollution Control Ordinance (Cap. 311 of the Laws of Hong Kong), Noise Control Ordinance (Cap. 400 of the Laws of Hong Kong) and so on.

### Noise Emissions

Noise emissions are attributable to the usage of on-site equipment and machinery, which can cause nuisance to local communities and the environment. To address this concern, the Group has installed SilentUP retractable noise barriers and established a set of procedures to strengthen its approach whilst operating equipment strictly adheres to the Construction Noise Permit issued by the EPD.

#### Noise Emissions Mitigation Measures

- Set up noise protection barriers in the vicinity of noise sensitive receivers
- Machinery known to emit significant noise is strategically placed to avoid noise sensitive receivers
- Employ machinery with lower noise levels where feasible
- Properly fit silencers on machinery to dampen noise levels
- Operate construction activities at reasonable hours (between 7am and 7pm on weekdays only) where possible

### Air Emissions

The Group strives to minimise air emissions, which are derived from on-site vehicles and machinery usage, as well as dust emissions from construction sites. Prior to works commencement, a notification is submitted to the EPD to demonstrate that our practices to manage air emissions comply with local legislation. Employees are also frequently reminded to switch off idle vehicles and machinery when not in use. To limit dust emissions, we spray water on excavation, earth moving, and drilling construction activities amongst others, and dusty materials are stored and disposed of in enclosed containers. Dust screens have also been erected to control the amount of construction dust, whilst on-site personnel will clean up nearby roads that have been exposed to airborne dust.



### Greenhouse Gas Emissions

GHG emissions cover scope 1 to scope 3 and are generated as part of daily operations. Scope 1 emissions originate from the combustion of fuels from vehicles and machinery, whilst scope 2 emissions arise from the consumption of purchased electricity. Scope 3 emissions include electricity used for freshwater and sewage treatment processes, and methane gas generation from paper waste disposal at landfills.

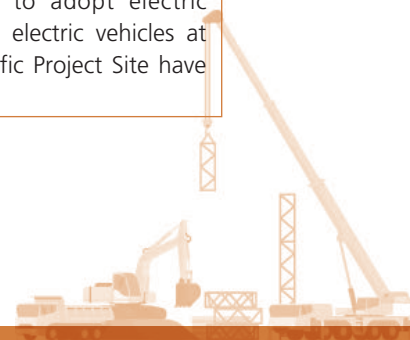
We have implemented initiatives to mitigate emissions and hence reduce our carbon footprint. Routine vehicle inspections, as well as maintenance and repairs, are carried out to maintain vehicle condition. Employees are encouraged to practise responsible driving techniques when using company vehicles, such as driving at a constant speed, avoiding excessive speeding and refraining from idling. During the Reporting Period, at the Office and Project, we have replaced 5 fossil fuel-based vehicles with electric vehicles and procured 2 electric vehicles whilst applying for the New Energy Transport Fund operated by the EPD, in which the subsidy has been approved, to accelerate our transition to renewable energy.

To analyse our GHG emissions, we have engaged with an independent sustainability consultancy to evaluate our performance. The quantification process references both Hong Kong and international guidelines, which include the "Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong" published by the EPD and the Electrical and Mechanical Services Department of the HKSAR Government, and the "Greenhouse Gas Protocol" developed by the World Resources Institute and World Business Council for Sustainable Development. The emission factors used are provided by the respective utility companies.

Scope	Unit	Office	Project	Total
<b>Scope 1 Direct Emissions</b>	Tonnes of CO <sub>2</sub> -e	31.41	55.77	87.18
<b>Scope 2 Energy Indirect Emissions</b>	Tonnes of CO <sub>2</sub> -e	17.76	106.49	124.25
<b>Scope 3 Other Indirect Emissions</b>	Tonnes of CO <sub>2</sub> -e	3.92	8.32	12.24
<b>Total GHG Emissions</b>	Tonnes of CO <sub>2</sub> -e	53.09	170.58	223.67

We have created environmental targets to reinforce our commitment to managing emissions, in which our performance is mentioned below.

Scope	Targets	FY22/23 Progress
<b>Emissions</b>		
Office	<ul style="list-style-type: none"> <li>By FY24/25, reduce absolute greenhouse gas emissions (scope 1-3) by 3%, when compared to the FY19/20 baseline.</li> </ul>	Decreased absolute GHG emissions by approximately 20%.
Office and Specific Project Site	<ul style="list-style-type: none"> <li>By FY24/25, join an industry association/coalition/partnership group to promote carbon reduction in the construction industry.</li> </ul>	No progress. However, we will continue to seek collaborations with organisations in the construction industry to reduce carbon emissions.
	<ul style="list-style-type: none"> <li>By FY24/25, organise an environmental initiative that reduces or offsets greenhouse gas emissions.</li> </ul>	Initiated a scheme to adopt electric vehicles, in which 7 electric vehicles at the Office and Specific Project Site have been acquired.



## CLIMATE CHANGE ADAPTATION

Climate change continues to pose a serious threat to the human population, and its increasingly devastating impact cannot be underestimated. Thus, the Group is driven to adopt a comprehensive approach to address the associated risks and create countermeasures to mitigate its volatility. We have put into practice a contingency plan to manage often serious extreme weather events.

Sequence	Mitigation Measures
Before the extreme weather event	<ul style="list-style-type: none"> <li>• Set up an Emergency Team to execute emergency protocols</li> <li>• Cover all machinery appliances</li> <li>• Fasten and secure loose construction material</li> <li>• Check silt removal facilities, channels and manholes to ensure proper functioning</li> <li>• Implement intercepting channels to divert storm run-offs away from exposed soil surfaces</li> <li>• Complete the typhoon and rainstorm checklist and confirm all preventive measures are carried out</li> </ul>
After the extreme weather event	<ul style="list-style-type: none"> <li>• Observe the site, report damages and repair damaged facilities back to safe condition prior to work commencement</li> <li>• Inspect silt removal facilities, channels and manholes to ensure that they are all in satisfactory working condition before use</li> </ul>

The Group has performed a preliminary climate-related risk assessment in FY21/22 according to the recommendations of the Task Force on Climate-Related Financial Disclosures. Nine climate-related risks, which consisted of physical risks and transition risks, that are relevant to the Group were identified. Physical risks were categorised into acute and chronic, whilst transition risks were broken down into policy and legal, technology, market and reputation. A criteria based on severity and frequency were adopted to determine the significance of and prioritise each climate-related risk.

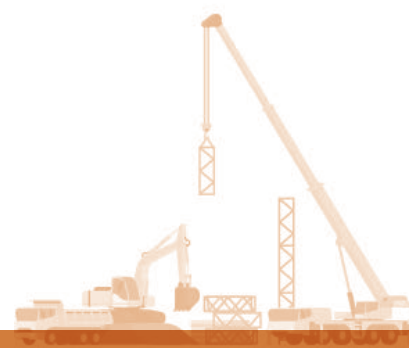
Through this assessment, all risks were concluded to be of low risk except for the chronic physical risk of rising temperatures, which was designated as a medium risk. This risk has a profound impact on our ability to carry out construction activities, which may potentially encounter frequent disruptions to protect our workers from extreme heat. Hence, product delivery within the agreed schedule to our customers would subsequently be affected, which will have ramifications for our financial planning. Corresponding measures have been formulated to mitigate this risk and safeguard our construction site workers, which include but are not limited to arranging sufficient work/rest cycles, coordinating training sessions to facilitate early detection of heat stroke, and providing fans or cooling units.



## GREEN OFFICE

Through adopting a green office model, we are dedicated to transition into a workplace that is energy-efficient and sustainable. To support this commitment, the Group has implemented a set of Environmental Management Guidelines to foster a healthy work environment, build a culture that thrives on caring for the environment, and inspire employees to embrace a responsibility-driven mindset.

Environmental Aspect	Initiatives
Paper Usage	<ul style="list-style-type: none"> <li>• Use electronic means to replace paper and choose double-sided printing when printing is necessary</li> <li>• Use recycled paper for drafts, printing and faxing</li> <li>• Reuse envelopes internally</li> </ul>
Energy Consumption	<ul style="list-style-type: none"> <li>• Turn off lights during lunch hour or adopt automatic sensors</li> <li>• Set indoor temperature at 25.5°C</li> <li>• Require employees to switch off computers and monitors after work</li> <li>• Audit electricity efficiency measures periodically</li> </ul>
Waste Management	<ul style="list-style-type: none"> <li>• Collect used fluorescent lamps, ink cartridges, batteries and CDs for recycling</li> <li>• Install recycling bins for paper and plastic amongst others</li> <li>• Replace disposable paper cups with reusable glassware</li> </ul>
Green Procurement	<ul style="list-style-type: none"> <li>• Use reusable stationery, such as mechanical pencils, refillable ball pens, reusable ink cartridges and filing boxes made of recycled paper</li> <li>• Procure equipment with energy labels</li> <li>• Purchase office furniture made of wood fragments</li> </ul>
Environmental Awareness	<ul style="list-style-type: none"> <li>• Cooperate with employees to strengthen our green office culture</li> </ul>



## Community

Yee Hop is passionate about fulfilling its civic duty to stimulate the development and growth of local communities. Consequently, we exert considerable efforts to engage with individuals and charitable organisations, as well as support different social causes to ultimately create a harmonious and resilient society.

### COMMUNITY DEVELOPMENT AND ENGAGEMENT

The Group allocates resources and contributes to initiatives that resonate with its strategic priorities. During the Reporting Period, we donated a total of HK\$23,200 to drive positive change in the focus areas of education and community health.

#### *Championing Educational Equality*

As a strong believer in the power of education, we support talented youth to unlock their potential and achieve their educational aspirations. Hence, the Group donated HK\$14,600 to Twinklestars, which is a charity that provides monetary aid to students with financial difficulties in Mainland China to pursue studies at university, during the Reporting Period. We strive to lend a helping hand to even more students and promote the accessibility of education.

#### *Empowering the Underprivileged*

To assist underprivileged groups in society, the Group maintains an ongoing collaboration with Lok Sin Tong, which is a charity that aims to enhance the health and welfare of children from impoverished backgrounds and senior citizens. During the Reporting Period, we donated a total of HK\$8,000 to fund the organisation's charitable activities and support their "Charity Candy Campaign 2023" event to make a difference and show care to those experiencing hardships.





## Laws and Regulations Compliance

### Workplace

- Apprenticeship Ordinance (Cap. 47 of the Laws of Hong Kong)
- Employment Ordinance (Cap. 57 of the Laws of Hong Kong)
- Factories and Industrial Undertaking Ordinance (Cap. 59 of the Laws of Hong Kong)
- Immigration Ordinance (Cap. 115 of the Laws of Hong Kong)
- Employee Compensation Ordinance (Cap. 282 of the Laws of Hong Kong)
- Dangerous Goods Ordinance (Cap. 295 of the Laws of Hong Kong)
- Occupational Retirement Schemes Ordinance (Cap. 426 of the Laws of Hong Kong)
- Sex Discrimination Ordinance (Cap. 480 of the Laws of Hong Kong)
- Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong)
- Disability Discrimination Ordinance (Cap. 487 of the Laws of Hong Kong)
- Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong)
- Family Status Discrimination Ordinance (Cap. 527 of the Laws of Hong Kong)
- Construction Workers Registration Ordinance (Cap. 583 of the Laws of Hong Kong)
- Race Discrimination Ordinance (Cap. 602 of the Laws of Hong Kong)
- Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong)

### Marketplace

- Buildings Ordinance (Cap. 123 of the Laws of Hong Kong)
- Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong)
- Summary Offences Ordinance (Cap. 228 of the Laws of Hong Kong)
- Occupiers Liability Ordinance (Cap. 314 of the Laws of Hong Kong)
- Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong)
- Copyright Ordinance (Cap. 528 of the Laws of Hong Kong)
- Competition Ordinance (Cap. 619 of the Laws of Hong Kong)

### Environment

- Public Health and Municipal Services Ordinance (Cap. 132 of the Laws of Hong Kong)
- Air Pollution Control Ordinance (Cap. 311 of the Laws of Hong Kong)
- Waste Disposal Ordinance (Cap. 354 of the Laws of Hong Kong)
- Water Pollution Control Ordinance (Cap. 358 of the Laws of Hong Kong)
- Road Traffic Ordinance (Cap. 374 of the Laws of Hong Kong)
- Noise Control Ordinance (Cap. 400 of the Laws of Hong Kong)
- Electricity Supply Lines (Protection) Regulations (Cap. 406H of the Laws of Hong Kong)



## Key Performance Table

Key Performance Indicators <sup>2</sup>	Unit	Office	Representative Project	Total
<b>Environmental</b>				
<b>Air and GHG Emissions</b>				
Nitrogen Oxides	kg	10.58	17.88	28.46
Sulphur Oxides	kg	0.17	0.31	0.48
Particulate Matter	kg	0.78	1.32	2.10
GHG Emissions (Scope 1) <sup>3</sup>	tCO <sub>2</sub> -e	31.41	55.77	87.18
GHG Emissions (Scope 2)	tCO <sub>2</sub> -e	17.76	106.49	124.25
GHG Emissions (Scope 3)	tCO <sub>2</sub> -e	3.92	8.32	12.24
Total GHG Emissions (Scope 1–3)	tCO <sub>2</sub> -e	53.09	170.58	223.67
GHG Emissions Intensity by Revenue <sup>4</sup>	tCO <sub>2</sub> -e/ HK\$'million		0.32	
<b>Energy</b>				
Diesel Usage	Litre	193.48	0.00	193.48
Petrol Usage	Litre	11,573.97	20,893.80	32,467.77
Electricity Usage	kWh	45,527.81	273,051.06	318,578.87
Total Energy Usage	MJ	560,022.35	1,684,597.62	2,244,619.97
Electricity Usage Intensity by Revenue	kWh/HK\$'million		450.10	
Energy Usage Intensity by Revenue	MJ/HK\$'million		3,171.26	
<b>Water</b>				
Water Usage	m <sup>3</sup>	N/A	9,257.27	9,257.27
Water Usage Intensity by Revenue	m <sup>3</sup> /HK\$'million	N/A	13.08	
<b>Waste</b>				
Construction Waste	Tonnes	N/A	20.84	20.84
Construction Waste Recycled	Tonnes	N/A	0.00	0.00
Metal Recycled	Tonnes	N/A	0.00	0.00
Wood Recycled	Tonnes	N/A	0.00	0.00
Paper Waste	kg	816.50	882.50	1,699.00
Paper Recycled	kg	441.00	0.00	441.00
Total Waste Generated	Tonnes	0.82	21.72	22.54
Construction Waste Generated Intensity by Revenue	Tonnes/ HK\$'million	N/A	0.03	
Paper Waste Generated Intensity by Revenue	kg/HK\$'million		2.40	

<sup>2</sup> In the previous financial year, there was a temporary disruption in business operations, and KPIs disclosed from the representative project did not cover the full financial year. Hence, data between the previous and this ESG Report may not be directly comparable.

<sup>3</sup> The Global Warming Potential values are referenced from the Intergovernmental Panel on Climate Change's Sixth Assessment Report.

<sup>4</sup> Intensity by revenue is calculated based on the Group's total revenue of HK\$707.8 million.

Key Performance Indicators	Unit	Office	All Projects	Total
<b>Social</b>				
<b>Workforce</b>				
Total Workforce	Person	38	306	344
<b>Workforce by Gender</b>				
Male	Person	26	273	299
Female	Person	12	33	45
Male to Female Employee Ratio	–	2.17:1	8.27:1	6.64:1
<b>Workforce by Age Group</b>				
<30 Years Old	Person	5	24	29
30-40 Years Old	Person	5	45	50
41-50 Years Old	Person	11	51	62
>50 Years Old	Person	17	186	203
<b>Workforce by Employment Category</b>				
Executives	Person	4	0	4
Senior Management	Person	10	7	17
Middle Management	Person	3	16	19
General Staff	Person	21	283	304
<b>Turnover Rate</b>				
Total Turnover Rate	%	29.33%	66.27%	62.52%
<b>Turnover Rate by Gender</b>				
Male	%	12.50%	70.25%	65.94%
Female	%	59.26%	31.88%	39.58%
<b>Turnover Rate by Age Group</b>				
<30 Years Old	%	90.91%	117.65%	112.90%
30-40 Years Old	%	40.00%	75.79%	72.38%
41-50 Years Old	%	19.05%	77.69%	69.01%
>50 Years Old	%	12.12%	53.90%	50.70%

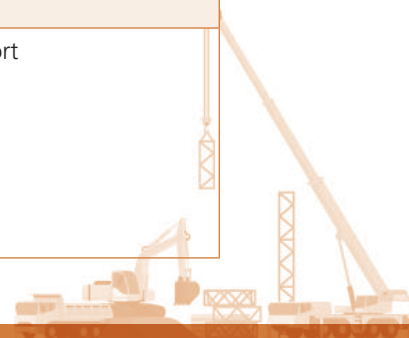


Key Performance Indicators	Unit	Office	All Projects	Total
<b>Employees Trained</b>				
Total Employees Trained	%		99.13%	
<b>Employees Trained by Gender</b>				
Male	%		99.00%	
Female	%		100.00%	
<b>Employees Trained by Employment Category</b>				
Executives	%		25.00%	
Senior Management	%		100.00%	
Middle Management	%		100.00%	
General Staff	%		100.00%	
<b>Training Hours</b>				
Average Training Hours	Hours/Employee		11.13	
<b>Average Training Hours by Gender</b>				
Male	Hours/Employee		10.94	
Female	Hours/Employee		12.33	
<b>Average Training Hours by Employment Category</b>				
Executives	Hours/Employee		0.25	
Senior Management	Hours/Employee		3.44	
Middle Management	Hours/Employee		1.97	
General Staff	Hours/Employee		12.27	
<b>Work-related Incidents</b>				
Work-related Fatalities	Case	N/A	0	0
Work Injury Cases	Case	N/A	6	6
Work Injury Rate	Per 1,000 Employees	N/A	19.61	17.44
Lost Days Due to Work Injury	No. of Days	N/A	1,475.00	1,475.00



## HKEX ESG Guide Content Index

Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
<b>Mandatory Disclosure Requirements</b>		
<b>Governance Structure</b>		
	<p>A statement from the board containing the following elements:</p> <ul style="list-style-type: none"> <li>(i) a disclosure of the board's oversight of ESG issues;</li> <li>(ii) the board's ESG management approach and strategy, including the process used to evaluate, prioritise and manage material ESG-related issues (including risks to the issuer's businesses); and</li> <li>(iii) how the board reviews progress made against ESG-related goals and targets with an explanation of how they relate to the issuer's businesses.</li> </ul>	<p>Sustainability at Yee Hop – SUSTAINABILITY GOVERNANCE, SUSTAINABILITY STRATEGY, SUSTAINABILITY STANDARDS, STAKEHOLDER ENGAGEMENT, MATERIALITY ASSESSMENT</p>
<b>Reporting Principles</b>		
	<p>A description of, or an explanation on, the application of the following Reporting Principles in the preparation of the ESG report:</p> <p><b>Materiality:</b> The ESG report should disclose:</p> <ul style="list-style-type: none"> <li>(i) the process to identify and the criteria for the selection of material ESG factors;</li> <li>(ii) if a stakeholder engagement is conducted, a description of significant stakeholders identified, and the process and results of the issuer's stakeholder engagement.</li> </ul> <p><b>Quantitative:</b> Information on the standards, methodologies, assumptions and/or calculation tools used, and source of conversion factors used, for the reporting of emissions/energy consumption (where applicable) should be discussed.</p> <p><b>Consistency:</b> The issuer should disclose in the ESG report any changes to the methods or KPIs used, or any other relevant factors affecting a meaningful comparison.</p>	<p>About This ESG Report</p> <p>Sustainability at Yee Hop – STAKEHOLDER ENGAGEMENT, MATERIALITY ASSESSMENT</p> <p>Key Performance Table</p>
<b>Reporting Boundary</b>		
	<p>A narrative explaining the reporting boundaries of the ESG report and describing the process used to identify which entities or operations are included in the ESG report. If there is a change in the scope, the issuer should explain the difference and reason for the change.</p>	<p>About This ESG Report</p>



Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
<b>"Comply or Explain" Provisions</b>		
<b>A. Environmental</b>		
<b>Aspect A1: Emissions</b>		
General Disclosure	Information on: (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	Environment – RESOURCE MANAGEMENT AND CIRCULARITY, SUSTAINABLE CONSTRUCTION PRACTICES AND MATERIALS USAGE, EMISSIONS MANAGEMENT  Laws and Regulations Compliance
KPI A1.1	The types of emissions and respective emissions data.	Environment – EMISSIONS MANAGEMENT  Key Performance Table
KPI A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Environment – EMISSIONS MANAGEMENT  Key Performance Table
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	The Group did not generate any hazardous waste during the Reporting Period
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Key Performance Table
KPI A1.5	Description of emissions target(s) set and steps taken to achieve them.	Environment – EMISSIONS MANAGEMENT
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them.	Environment – RESOURCE MANAGEMENT AND CIRCULARITY



Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
<b>"Comply or Explain" Provisions</b>		
<b>A. Environmental</b>		
<b>Aspect A2: Use of Resources</b>		
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	Environment – RESOURCE MANAGEMENT AND CIRCULARITY, SUSTAINABLE CONSTRUCTION PRACTICES AND MATERIALS USAGE
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).	Environment – RESOURCE MANAGEMENT AND CIRCULARITY Key Performance Table
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	Environment – RESOURCE MANAGEMENT AND CIRCULARITY Key Performance Table
KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	Environment – RESOURCE MANAGEMENT AND CIRCULARITY, SITE ENVIRONMENTAL IMPACT MITIGATION
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them.	Environment – RESOURCE MANAGEMENT AND CIRCULARITY
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	The Group did not use any packaging materials during the Reporting Period
<b>Aspect A3: The Environment and Natural Resources</b>		
General Disclosure	Policies on minimising the issuer's significant impacts on the environment and natural resources.	Environment – RESOURCE MANAGEMENT AND CIRCULARITY, SITE ENVIRONMENTAL IMPACT MITIGATION, SUSTAINABLE CONSTRUCTION PRACTICES AND MATERIALS USAGE, EMISSIONS MANAGEMENT, GREEN OFFICE
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Environment – RESOURCE MANAGEMENT AND CIRCULARITY, SITE ENVIRONMENTAL IMPACT MITIGATION, SUSTAINABLE CONSTRUCTION PRACTICES AND MATERIALS USAGE, EMISSIONS MANAGEMENT, GREEN OFFICE





Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
<b>"Comply or Explain" Provisions</b>		
<b>A. Environmental</b>		
<b>Aspect A4: Climate Change</b>		
General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	Environment – CLIMATE CHANGE ADAPTATION
KPI A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them.	Environment – CLIMATE CHANGE ADAPTATION
<b>B. Social</b>		
<b>Employment and Labour Practices</b>		
<b>Aspect B1: Employment</b>		
General Disclosure	Information on: (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	Workplace – EQUALITY, DIVERSITY AND ANTI-DISCRIMINATION, EMPLOYEE ENGAGEMENT AND RECOGNITION  Laws and Regulations Compliance
KPI B1.1	Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region.	Key Performance Table
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Key Performance Table



Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
<b>B. Social</b>		
<b>Aspect B2: Health and Safety</b>		
General Disclosure	Information on: (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to providing a safe working environment and protecting employees from occupational hazards.	Workplace – OCCUPATIONAL HEALTH AND SAFETY  Laws and Regulations Compliance
KPI B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	Workplace – OCCUPATIONAL HEALTH AND SAFETY  Key Performance Table
KPI B2.2	Lost days due to work injury.	Workplace – OCCUPATIONAL HEALTH AND SAFETY  Key Performance Table
KPI B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored.	Workplace – OCCUPATIONAL HEALTH AND SAFETY
<b>Aspect B3: Development and Training</b>		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Workplace – EMPLOYEE TRAINING AND DEVELOPMENT
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Key Performance Table
KPI B3.2	The average training hours completed per employee by gender and employee category.	Key Performance Table
<b>Aspect B4: Labour Standards</b>		
General Disclosure	Information on: (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to preventing child and forced labour.	Workplace – PROMOTING HUMAN RIGHTS  Laws and Regulations Compliance
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	Workplace – PROMOTING HUMAN RIGHTS



Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
<b>B. Social</b>		
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	Workplace – PROMOTING HUMAN RIGHTS
<b>Operating Practices</b>		
<b>Aspect B5: Supply Chain Management</b>		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	Marketplace – SUSTAINABLE AND RESPONSIBLE SUPPLY CHAIN
KPI B5.1	Number of suppliers by geographical region.	Marketplace – SUSTAINABLE AND RESPONSIBLE SUPPLY CHAIN
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored.	Marketplace – SUSTAINABLE AND RESPONSIBLE SUPPLY CHAIN
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	Marketplace – SUSTAINABLE AND RESPONSIBLE SUPPLY CHAIN
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	Marketplace – SUSTAINABLE AND RESPONSIBLE SUPPLY CHAIN
<b>Aspect B6: Product Responsibility</b>		
General Disclosure	Information on: (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	Marketplace – CORPORATE GOVERNANCE AND COMPLIANCE, CUSTOMER SAFETY, ENGAGEMENT AND SATISFACTION, PRODUCT AND SERVICE QUALITY MANAGEMENT  Laws and Regulations Compliance
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Marketplace – PRODUCT AND SERVICE QUALITY MANAGEMENT
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	Marketplace – CUSTOMER SAFETY, ENGAGEMENT AND SATISFACTION
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Marketplace – CORPORATE GOVERNANCE AND COMPLIANCE
KPI B6.4	Description of quality assurance process and recall procedures.	Marketplace – PRODUCT AND SERVICE QUALITY MANAGEMENT
KPI B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored.	Marketplace – CORPORATE GOVERNANCE AND COMPLIANCE



Aspects, General Disclosures and KPIs	Description	Relevant Chapter or Explanation
<b>B. Social</b>		
<b>Aspect B7: Anti-corruption</b>		
General Disclosure	Information on: (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to bribery, extortion, fraud and money laundering.	Marketplace – CORPORATE GOVERNANCE AND COMPLIANCE  Laws and Regulations Compliance
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	Marketplace – CORPORATE GOVERNANCE AND COMPLIANCE
KPI B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.	Marketplace – CORPORATE GOVERNANCE AND COMPLIANCE
KPI B7.3	Description of anti-corruption training provided to directors and staff.	Marketplace – CORPORATE GOVERNANCE AND COMPLIANCE
<b>Community</b>		
<b>Aspect B8: Community Investment</b>		
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	Community – COMMUNITY DEVELOPMENT AND ENGAGEMENT
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	Community – COMMUNITY DEVELOPMENT AND ENGAGEMENT
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	Community – COMMUNITY DEVELOPMENT AND ENGAGEMENT





**Yee Hop Holdings Limited**  
**義合控股有限公司**

