



2023

ENVIRONMENTAL, SOCIAL
and GOVERNANCE REPORT
環境、社會及管治報告



兆邦基地產
Zhaobangji Properties

ZHAOBANGJI PROPERTIES HOLDINGS LIMITED

兆邦基地產控股有限公司

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

Stock Code 股份代號: 1660



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About ESG Report

關於本報告

Zhaobangji Properties Holdings Limited (the “**Company**”) has published an Environmental, Social and Governance (“**ESG**”) report in which the Company and its subsidiaries (collectively, “**we**” or the “**Group**”) have made significant achievements in sustainability. Sustainable development has been a priority for the Company within the context of creating long-term value for its stakeholders and customers. The ESG report elaborates on the various works of the Group in fully implementing the principle of sustainable development and social and governance policies.

SCOPE OF REPORT

The Group is principally engaged in the trading of machinery and spare parts, leasing of machinery and provision of related services, the provision of transportation services in Hong Kong, and the provision of property management services, leasing of machinery and property leasing and subletting in Shenzhen of the People’s Republic of China (the “**PRC**”). The ESG report covers the sustainability performance of the Group for the period between 1 April 2022 and 31 March 2023 (the “**Year**”). The environmental key performance indicators (“**KPI**”) as disclosed in the ESG report are based on the performance of the Group’s two subsidiaries in Hong Kong, including Sanroc International (Hong Kong) Limited and Sanroc Leasing (Plant & Machinery) Limited (collectively “**Sanroc**”), which constitute the majority of the Group’s impacts to the environment.

To broaden the dissemination of environmental, social and sustainable development information, the Group will continue to strengthen its efforts in information collection for a broader disclosure of information. For details of corporate governance, please refer to the corporate governance report on pages 18 to 39 of the 2022/23 Annual Report.

兆邦地產控股有限公司(「**本公司**」)發表的環境、社會及管治報告(「**ESG報告**」)闡述本公司及其附屬公司(統稱「**我們**」或「**本集團**」)在促進全面可持續發展方面取得重要的成果。本公司視可持續發展為最重要的一環，務求為顧客及持份者創造長遠價值。ESG報告詳述本集團在全面實施可持續發展原則及社會和管治政策方面的各種工作。

報告範圍

本集團主要從事機械及配件貿易、機械租賃及提供相關服務、在香港提供運輸服務，以及在中華人民共和國(「**中國**」)深圳提供物業管理服務、機械租賃以及物業租賃及轉租業務。ESG報告涵蓋了本集團在二零二二年四月一日至二零二三年三月三十一日止(「**本年度**」)的可持續表現。ESG報告中披露的環境關鍵績效指標(「**KPI**」)是基於本集團在香港的兩家子公司的表現，包括善樂國際(香港)有限公司及善樂機械租賃有限公司(統稱為「**善樂**」)，構成了本集團環境影響的主要部分。

為了披露更多有關環境及社會以及與可持續發展方面相關的資料，本集團將加強及擴展資料收集工作。有關企業管治的詳情，請參閱二零二二／二三年報第18至39頁之企業管治報告。

REPORTING GUIDELINES

The board of directors (The “**Board**”) of the Company has adopted the requirements of the Environmental, Social and Governance Reporting Guide (the “**Guideline**”) set out in the Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”).

In preparing this report, we meet the three reporting principles stipulated in the Guidelines – “materiality”, “quantitative” and “consistency”.

Materiality

The content of the ESG report is determined based on the stakeholder engagement and materiality assessment, which includes identifying ESG-related issues, gathering and reviewing the opinions from internal management and various stakeholders, assessing the relevance and materiality of the issues, and preparing and verifying information of the ESG report. The ESG report provides comprehensive coverage of the key ESG issues of concern to the Group’s stakeholders.

Quantitative

The Group has disclosed the quantitative environmental and social KPI in the ESG report. The criteria, methodologies, references as well as conversion factors used to calculate the KPIs are stated wherever possible to provide stakeholders with a comprehensive understanding of the Group’s ESG performance.

Consistency

To facilitate the comparison of ESG performance between years, the Group uses consistent reporting and calculation methods as far as reasonable, and details the significant changes in methodologies in the relevant sections.

INFORMATION AND FEEDBACK

The Group will highly value your feedback. If you have any advice or recommendations, please provide through the mail to the following address: Unit 13-15, 11/F., China Merchants Tower, Shun Tak Centre, 168-200 Connaught Road Central, Hong Kong.

報告指引

本公司董事會(「**董事會**」)已採用《香港聯合交易所有限公司(「**聯交所**」)證券上市規則》附錄27所載之《環境、社會及管治報告指引》(「**指引**」)之要求。

於編製本報告過程中，我們符合指引規定的三項報告原則 – 「重要性」、「量化」及「一致性」。

重要性

ESG報告內容乃根據持份者參與及重要性評估而釐定，包括確定ESG相關議題，收集及審閱內部管理層及各持份者的意見、評估議題的相關性和重要性，以及編製及查證ESG報告的資料。ESG報告全面涵蓋本集團持份者所關注的關鍵ESG議題。

量化

本集團已於ESG報告披露量化的環境及社會關鍵績效指標。用於計算關鍵績效指標的準則、方法、參考及轉換因子(如適用)已予載列，以便持份者全面了解本集團的ESG表現。

一致性

為方便比較各年度的ESG表現，本集團在合理情況下盡可能使用一致的匯報及計算方法，並於相關章節詳述該等方法的重大變動。

資訊及意見

本集團高度重視閣下的意見。若閣下有任何意見或建議，請發送你的函件至以下地址：香港干諾道中168-200號信德中心招商局大廈11樓13-15室。

Our Governance

公司治理架構

The Group is aware that sound ESG governance strategies and practices share is crucial to our corporate success. The Board takes full responsibility to supervise the Group's sustainable development strategies, ESG governance, and risk management. To execute the Environmental, Social, and Governance policy, the Board has delegated authority to management. Our aim is to identify and benefit from sustainability opportunities and to manage sustainability risks, through appropriate policies, standards, and systems.

Recognizing the importance of stakeholders' opinions on the Group's sustainable development, the Group has commissioned an independent third-party ESG consultant during the Year to help identify key ESG issues and advise on its ESG performance. The consulting firm assisted in gathering and analyzing the ESG issues that are related to the Group's internal stakeholder and business. The Board then reviewed the results of the assessment and identified the Group's key ESG issues. The Board regularly reviews the communication channels for stakeholder engagement to ensure that the Group maintains effective communication with its stakeholders.

To effectively drive the Group's ESG progress, the Board will continue to oversee the ESG-related work and ensure the Group's operation closely follows the latest regulations and trends regarding ESG-related issues. During the Year, the Group set environmental targets, details of which are set out in the section "Environmental Goals and Progress" of the ESG report. The Board will review the progress of achieving the targets on a regular basis to continuously improve the Group's environmental performance.

本集團深明良好的ESG管治策略是企業發展成功不可或缺的一環。董事會全權負責監督本集團的可持續發展戰略、ESG管治和風險管理。董事會已授權管理層執行ESG政策。我們希望透過適當的政策、標準和制度，識別可持續發展的機遇並從中得益，並且有效管理可持續發展的風險。

了解到持份者對本集團可持續發展意見的重要性，本集團已於年內委聘獨立第三方ESG顧問，以協助識別關鍵ESG議題並就本集團之ESG表現提供建議。顧問公司已協助收集和分析與本集團內部持份者及業務相關的ESG議題，並進行評估。董事會其後審閱評估結果並確定本集團的關鍵ESG議題。董事會定期檢視持份者參與的溝通渠道，以確保本集團與其持份者保持有效溝通。

為有效推動本集團的ESG進程，董事會將持續監督ESG相關工作，並確保本集團的營運緊貼ESG相關的最新法規和趨勢。於年內，本集團訂立環境目標，詳情載於ESG報告的「環境目標及進度」一節。董事會將定期檢討達成目標的進度，以持續改善本集團的環保表現。

ENGAGEMENT FOR STAKEHOLDER RELATIONSHIP

Participation of staff across departments and divisions plays a critical role in the recognition of sustainability performances of the Group. The discreetly collected and cautiously analyzed data highlights the Group's sustainable initiatives for the Year and the Group's sustainability strategy in the long term. In the interest of charting a long-term prosperity course, the Group will enhance the participation of stakeholders via constructive discussion.

As a resource for stakeholders, the Group strives to maintain a strong relationship of trust and support through multiple communication channels in order to understand and meet the expectations and needs of the various stakeholders.

我們與主要持份者關係

有賴於不同部門員工的參與，本集團得知可持續發展方面的表現。這些謹慎收集和分析的數據展顯了本集團本年度的可持續發展計劃以及長期的可持續發展戰略。本集團為了達致長遠繁榮發展，將通過建設性對話加強持份者的參與。

本集團希望通過多元化的溝通渠道與持份者保持支持和信任關係。本集團可以有效理解和響應不同持份者的期望和要求。

Stakeholders 持份者	Expectations and Requirements 期望和要求	Means of Communication and Response 溝通和回應方式
Government and regulators 政府和監管機構	<ul style="list-style-type: none"> Compliance with national policies, laws, and regulation 遵守國家政策、法律和法規 Support local economic growth 支持地方經濟增長 Drive local employment 推動當地就業 Tax Payment in full and on time 足額按時納稅 	<ul style="list-style-type: none"> Regular report of Information 定期匯報信息
Shareholders 股東	<ul style="list-style-type: none"> Returns 回報 Compliance operation 合規經營 Rise in company value 提升公司價值 Transparency and effective communication 透明度和有效溝通 	<ul style="list-style-type: none"> General meetings 股東大會 Announcements 公告 Email, telephone communication, and company website 電郵、電話通訊和公司網站 Dedicated reports 專題報告

Our Governance 公司治理架構

Stakeholders 持份者	Expectations and Requirements 期望和要求	Means of Communication and Response 溝通和回應方式
Business partners 商業合作夥伴	<ul style="list-style-type: none"> • Operation with integrity 誠信經營 • Equal rivalry 公平競爭 • Performance of contracts 履行合同 • Mutual benefits 互惠互利 	<ul style="list-style-type: none"> • Business communication 商務溝通 • Discussion and exchange of opinions 討論與意見交流 • Engagement and cooperation 互動與合作
Environment 環境	<ul style="list-style-type: none"> • Energy saving and emission reduction 節能減排 • Environmental protection 保護環境 	<ul style="list-style-type: none"> • Implement environmental protection measures 實施環境保護措施
Employees 僱員	<ul style="list-style-type: none"> • Protection of rights 保護權益 • Occupational health 職業健康 • Remunerations and benefits 薪酬福利 • Career development 職業發展 • Humanity cares 人文關懷 	<ul style="list-style-type: none"> • Employee mailbox 僱員郵箱 • Employee activities 僱員活動
Community and the public 社區與公眾	<ul style="list-style-type: none"> • Participation in charity 參與慈善事業 • Transparency 透明度 	<ul style="list-style-type: none"> • Company website 公司網站 • Announcements 公告

MATERIALITY ASSESSMENT

To develop a clear and effective ESG management approach, the Group conducted a materiality assessment during the Year to identify ESG issues of importance to the Group's business and its stakeholders. This materiality assessment was based on the analysis of opinions from third-party ESG consultant and materiality maps issued by reputable external parties¹. During the Year, the ESG material issues identified by the Group were as follows:

重要性評估

為制定清晰有效的ESG管理方法，本集團於年內進行重要性評估，以識別對本集團業務和持份者屬重要的ESG議題。該重要性評估乃基於第三方ESG顧問的分析以及知名外部人士提供的重要性圖譜¹。於年內，本集團識別出的重要ESG議題如下：

Aspects 層面	Material Issues 重要議題
Environmental 環境	<ul style="list-style-type: none"> Ecological Impacts 生態影響
Employment and Labor Practices 僱傭及勞工常規	<ul style="list-style-type: none"> Employee Health & Safety 僱員健康與安全 Human Capital Development 人力資本發展
Operating Practices 營運慣例	<ul style="list-style-type: none"> Product Quality & Safety 產品質量與安全

¹ The materiality maps referenced in the materiality assessment have included the ESG Industry Materiality Map and the SASB Materiality Map produced respectively by Morgan Stanley Capital International (MSCI) and the Sustainability Accounting Standards Board (SASB).

¹ 重要性評估中所參考的重要性圖譜包括摩根士丹利資本國際(MSCI)及可持續發展會計準則委員會(SASB)分別編製的ESG行業重要性圖譜及SASB重要性圖譜。

Protect Our Environment

環境保護

The Group has developed an internal guideline to build an environmentally-friendly enterprise, which consists of general environmental measures such as keeping electricity usage low, reducing paper consumption, avoiding waste, and conserving resources. The Group is committed to progressively enhancing environmental performance by reducing emissions and conserving resources. Also, the Group complies with all relevant environmental laws and regulations including but not limited to the Environmental Protection Law of the People's Republic of China, the Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution, the Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes, the Air Pollution Control Ordinance of Hong Kong, the Water Pollution Control Ordinance of Hong Kong, and the Waste Disposal Ordinance of Hong Kong.

本集團制定了建設環保企業的內部準則，其中包括節約用電、節約用紙、減少浪費和節約資源等一般環保措施來保護環境。本集團致力通過減少廢氣排放和節約資源以逐步提高環保表現。此外，本集團遵守所有相關的環境法律法規，包括但不限於《中華人民共和國環境保護法》、《中華人民共和國大氣污染防治法》、《中華人民共和國固體廢物污染環境防治法》、香港《空氣污染管制條例》、香港《水污染管制條例》，以及香港《廢物處置條例》。

ENVIRONMENTAL GOALS AND PROGRESS

環境目標及進度

Aspects 層面	Our Goals 我們的目標	Chapter on Corresponding Measures 相應措施的章節
Emissions 排放物	<ul style="list-style-type: none"> Reducing the intensity of greenhouse gas emissions 減少溫室氣體排放的密度 Supporting Hong Kong's goal of achieving carbon neutrality by 2050 支持香港二零五零年實現碳中和的目標 	PROTECT OUR ENVIRONMENT Air Emission Management 環境保護 廢氣排放管理
Waste 廢棄物	<ul style="list-style-type: none"> Optimizing resource efficiency where feasible and avoid waste 在可行的情況下優化資源效率及避免浪費 Recycling renewable resources where feasible 在可行的情況下回收可再生資源 Ensuring that all waste is disposed of in a safe and legal manner 確保以安全合法的方式處理所有廢棄物 	PROTECT OUR ENVIRONMENT Waste Management 環境保護 廢棄物管理

Aspects 層面	Our Goals 我們的目標	Chapter on Corresponding Measures 相應措施的章節
Energy 能源	<ul style="list-style-type: none"> Continuing to promote energy conservation 持續推進節約能源 Promoting the use of energy-efficient appliances 提倡使用節能電器 	PROTECT OUR ENVIRONMENT Green Operation 環境保護 綠色營運
Water 水資源	<ul style="list-style-type: none"> Continuing to promote water conservation 持續推進節約用水 Promoting the use of water-efficient plumbing fixtures and appliances 推廣使用節水的水管裝置和器具 	PROTECT OUR ENVIRONMENT Water Management 環境保護 水資源管理

AIR EMISSION MANAGEMENT

The Group is committed to controlling air emissions generated by its operations. Due to its business nature, the Group is not engaged in any manufacturing process, nor does it generate any emissions that could substantially affect the environment. The Group reduces emissions generated by vehicles by keeping the Group's fleet properly tuned, checking the tire pressure on a regular basis, and ensuring that engines are not left idling.

For the business of Sanroc, although we are not the end-user of the machinery, we still ensure that all machinery strictly conforms to the prescribed emission standards under the Air Pollution Control (Non-Road Mobile Machinery) (Emission) Regulation. The Environmental Protection Department has approved or exempted all the machinery that we offer, allowing our clients to reduce their air pollution by using the machinery provided by Sanroc.

廢氣排放管理

本集團致力控制營運時所產生的廢氣排放。基於業務性質，本集團不涉及任何生產過程，也不會排放影響環境的氣體。本集團透過為我們集團車隊進行保養、定期檢查和充氣以保持正確的輪胎壓力以及確保正常運行的車輛不會空轉引擎，以減少因使用車輛所產生的空氣污染物。

就善樂的業務而言，儘管我們不是建築機械的最終使用者，但我們仍要確保所有建築機械嚴格遵守《空氣污染管制(非道路移動機械)(排放)規例》中規定的排放標準。我們所有建築機械均獲環境保護署核准或豁免，從而使我們的客戶在使用善樂提供的機械時減少廢氣排放。

Protect Our Environment 環境保護

During the Year, the air pollutants generated by Sanroc were from the use of vehicles. The air pollutant emission during the Year is as follows:

本年度，善樂產生的空氣污染物來自車輛使用。本年度的空氣污染物排放量如下：

Air pollutant ¹	空氣污染物 ¹	Weight (kg) 重量(千克)
Nitrogen oxides (NO _x) (kg)	氮氧化物(NO _x)(千克)	164
Sulphur oxides (SO _x) (kg)	二氧化硫(SO _x)(千克)	0.3
Particulate matter (PM) (kg)	顆粒物(PM)(千克)	10

Note:

- The calculation method and emission factors are from Appendix II "Reporting Guidance on Environmental KPIs" ("Appendix II") published by the Stock Exchange.

附註：

- 計算方法及排放因子來自聯交所刊發的附錄二《環境關鍵績效指標匯報指引》(「附錄二」)。

WATER MANAGEMENT

Apart from monitoring air emissions, the Group strives to reduce water consumption. The Group has implemented a number of water-saving measures at its offices. Water conservation is a key strategic focus for us. For example, we ask employees to close the faucet after use and fix the dripping tap as soon as possible once find out any leakage. Apart from this, we carry out regular leakage tests on concealed piping and check for overflowing tanks, in the meanwhile, we also check water meter readings periodically, and regularly check for hidden water leakage to minimize water leakage.

Since Sanroc is the Group's largest water user, it uses a great deal of water to cleanse equipment returned to the group following leasing and domestic use. Since water conservation measures, such as reusing wastewater generated from machinery washing after filtration and separating oily water, have been implemented to enhance Sanroc's water recycling capability, water consumption has been minimized. Additionally, Sanroc strives to incorporate water conservation ideas into its operation by constantly monitoring water consumption. Additionally, Sanroc implements appropriate sewage management, including regular checks of the septic tank system installed in the warehouse to prevent wastewater leaks.

水資源管理

除了監測空氣排放，本集團還致力於節約用水。本集團已在辦公室實施各種節約用水的措施。我們努力將節約用水的理念引入到日常營運之中，例如，我們要求僱員在使用後關閉水龍頭，一旦發現有漏水現象將儘快維修。除此之外，我們還定期對隱蔽管道進行滲漏測試，並檢查水箱是否溢水，與此同時，我們還定期檢查水錶讀數並定期檢查隱性漏水，以儘量減少漏水。

由於善樂是本集團的主要用水戶，其使用大量水資源清洗客戶租賃並使用後所退還予本集團的建築機械。善樂採取了節約用水的措施，例如循環再用經過過濾和油水分離的建築機械洗滌廢水，提高循環用水能力，把用水量減至最低。善樂還努力將節約用水的理念引入到營運之中，持續監測用水量。此外，善樂實施適當的污水管理，定期檢查貨倉內的化糞池系統，以防止廢水洩漏。

Sanroc's business operations do not consume large amounts of water and it has been putting efforts in saving water and improving water quality. During the Year, Sanroc had no issue in sourcing water that is fit for purpose. The water consumption of Sanroc during the Year is as follows:

善樂的業務運作並不消耗大量的水，並一直在努力節約用水和提升水質。本年度，善樂於求取適用水源上概無任何問題。本年度善樂的耗水量如下：

Water Consumption ¹	耗水量 ¹	
Total water consumption (m³)	總耗水量(立方米)	1260
Intensity (m ³ /million Hong Kong dollars of Sanroc revenue)	密度(立方米／善樂的每百萬港元收入)	10.68

Note:

- The water consumption is calculated based on the actual amount of water consumption.

附註：

- 耗水量按實際使用量計算。

WASTE MANAGEMENT

Emissions from the Group are generated through the generation of solid waste. Waste reduction plays an important role in reducing the pressure on landfills by reducing the amount of waste created. So, we have taken a number of measures to cut down on office waste. We, for example, encourage employees to reuse paper or use paper on both sides, wherever possible, and set computers and printers to default duplex and economical modes. Administration staff also will place a notice beside the printer to remind employees to use double-sided photocopying or use re-use paper. Apart from this, we use OA system to substitute paper-based office administration systems and collect waste paper for recycling. Paper stock count will be counted regularly to monitor paper consumption and take appropriate measures for improvement.

廢棄物管理

生產固體廢物是本集團其中一個排放來源。本集團認為減少廢物的產生是對減輕堆填區壓力方面有重要的作用。因此，我們採取了多項措施以減少辦公室廢物。例如，我們鼓勵員工盡可能地重複使用紙張或雙面使用紙張，將電腦及打印機預設為雙面打印及經濟操作模式。行政人員亦會在打印機旁放置通知，提醒員工使用雙面影印或重複使用的紙張。除此以外，我們還使用OA系統來替代紙質辦公管理系統，並收集廢紙進行回收。我們將定期對紙張進行盤點，以監測紙張的消耗並採取適當的措施進行改進。

Protect Our Environment 環境保護

As part of its operations, Sanroc generates non-hazardous and hazardous waste. Sanroc generates non-hazardous waste in its office and warehouses. This waste includes the residue of washing machinery and other material regarded and treated as mixed construction waste. In the office building, general waste is collected and handled by the management company, while construction waste is collected and handled by a waste treatment company authorized by the Environmental Protection Department. Conversely, hazardous waste such as used toner cartridges from offices is collected by qualified parties. The wastes generated by Sanroc during the Year are as follows:

善樂在營運過程中會產生其他種類的無害及有害廢物。善樂會在一般辦公室和倉庫產生一些無害的廢物，例如被視為混合建築廢物的建築機械洗滌殘留物。一般廢物會由大廈管理公司收集和處理，混合建築廢物由環境保護署授權的廢物處理公司收集和處理。另一方面，來自辦公室的已使用之碳粉盒屬於有害廢物，會由合資格人士收集。本年度善樂產生的廢物如下：

Type of Waste	廢物種類	
Total waste (kg)	總重量(千克)	76,215
Non-hazardous waste¹	無害廢物¹	
Mixed construction waste (kg)	混合建築廢物(千克)	76,210
Intensity (kg/million Hong Kong dollars of Sanroc revenue)	密度(千克／善樂的每百萬港元收入)	645.85
Hazardous waste	有害廢物	
Toner cartridges (kg)	碳粉盒(千克)	5
Intensity (kg/million Hong Kong dollars of Sanroc revenue)	密度(千克／善樂的每百萬港元收入)	0.04

Note:

- As general waste was collected by the management company of the office building, weight of general waste was not available.

附註：

- 一般廢物是由大廈的管理公司收集，因此無法獲得一般廢物的重量。

GREEN OPERATION

The Group is dedicated to promoting green operations for a sustainable future. The Group generates greenhouse gases as a result of its activities; therefore, we ask employees to switch off lighting when rooms are not in use, and maximize natural light in the workplace as far as practicable. We also adopt energy efficient lighting and keep light fixtures and lamps clean to maximize their efficiency to save energy consumption.

綠色營運

本集團致力於促進可持續發展的綠色經營策略。本集團在營運時會產生溫室氣體，因此，我們要求員工在不使用房間時關閉照明並在切實可行的情況下儘量增加工作場所的自然光。我們還採用節能照明並保持燈具裝置及燈具的清潔，最大限度地提高其效率從而節省能源消耗。

In addition, the Group implements various measures to reduce energy consumption and increase energy efficiency. For maximum efficiency, we clean the filters and fan coil units regularly and set the air conditioning systems at a minimum of 25.5 degrees Celsius. At the same time, we also ask employees to switch off air-conditioning when rooms are not in use. The Group allows employees not to wear ties and full suits in hot weather and every Friday, in order to reduce the use of air conditioning.

The major source of greenhouse gas emissions for Sanroc is the use of vehicles. Besides using electricity, treating freshwater and sewage, disposing of paper in landfills, and making business trips, the office and warehouse also indirectly emit greenhouse gases. Sanroc's greenhouse gas emissions during the Year were as follows:

除此之外，本集團還採取了不同的措施來減少能耗並提高能源效益。為最大程度地提升能源效率，我們定期清洗篩檢程式和風機盤管裝置，並將空調系統的最低溫度設置為攝氏25.5度。同時，我們還要求員工在不使用房間時關閉空調。本集團允許員工在炎熱的天氣和每周五不繫領帶和穿全套西裝，以減少使用冷氣。

對於善樂而言，行車時的直接排放是溫室氣體排放的主要來源。辦公室和倉庫的營運還通過電力消耗、淡水和污水處理、廢紙堆填處理以及員工出差間接排放溫室氣體。本年度善樂的溫室氣體排放量如下：

Greenhouse Gas Emissions ¹	溫室氣體排放量 ¹	
Total greenhouse gas emission (tonnes CO₂e)	總溫室氣體排放量(噸二氧化碳當量)	95
Scope 1 – direct emission (tonnes CO ₂ e) ²	範圍1 – 直接排放(噸二氧化碳當量) ²	52
Scope 2 – energy indirect emission (tonnes CO ₂ e) ³	範圍2 – 能源間接排放(噸二氧化碳當量) ³	31
Scope 3 – other indirect emission (tonnes CO ₂ e) ⁴	範圍3 – 其他間接排放(噸二氧化碳當量) ⁴	11
Intensity (tonnes CO ₂ e/million Hong Kong dollars of Sanroc revenue)	密度(噸二氧化碳當量／善樂的每百萬港元收入)	0.80

Notes:

- Greenhouse gas emissions are calculated in accordance with Appendix II published by the Stock Exchange, the "Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purpose) in Hong Kong" published by the Environmental Protection Department and the Electrical and Mechanical Services Department, and the "Sixth Assessment Report" published by the Intergovernmental Panel on Climate Change (IPCC). The Group's greenhouse gas emissions include carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons and sulphur hexafluoride. For ease of reading and understanding, the data of greenhouse gas emissions are presented in tonnes of carbon dioxide equivalent ("CO₂e").
- Scope 1 includes the emissions from the fuel combustion in vehicles. The calculation method and emission factor are from the Appendix II published by the Stock Exchange. The breakdown of Sanroc's scope 1 greenhouse gas emissions in the Year is as follows: carbon dioxide (48.58 tonnes CO₂e), methane (0.07 tonnes CO₂e) and nitrous oxide (3.76 tonnes CO₂e). There was no emission of hydrofluorocarbons, perfluorocarbons and sulphur hexafluoride in the Year.

附註：

- 溫室氣體排放乃根據聯交所刊發的附錄二、環保署與機電工程署出版的《香港建築物(商業、住宅或公共用途)的溫室氣體排放及減除的核算和報告指引》及政府間氣候變化專門委員會(IPCC)刊發的「第六次評估報告」計算。本集團的溫室氣體排放包括二氧化碳、甲烷、一氧化二氮、氫氟烴、全氟化碳和六氟化硫。為易於閱讀及理解，溫室氣體排放數據以噸二氧化碳當量(「**二氧化碳當量**」)呈列。
- 範圍1包括車輛燃料燃燒產生的排放。計算方法及排放因子來自聯交所刊發的附錄二。本年度，善樂範圍1的溫室氣體排放詳情如下：二氧化碳(48.58噸二氧化碳當量)、甲烷(0.07噸二氧化碳當量)及一氧化二氮(3.76噸二氧化碳當量)。於本年度並無排放氫氟烴、全氟化碳和六氟化硫。

Protect Our Environment 環境保護

- Scope 2 includes the emissions from purchased electricity. The calculation method is from Appendix II and the emission factor is from CLP Holdings Limited.
- Scope 3 includes the emissions from landfill disposal of paper waste, electricity consumption for freshwater and sewage processing, and business travel by employees. The calculation method are from Appendix II. The emission factors are from Appendix II published by the Stock Exchange, the Water Supplier Department, the Drainage Services Department, and the International Civil Aviation Organization (ICAO) Carbon Emissions Calculator.

Due to Sanroc's nature of business, no packaging material was used during the Year. However, Sanroc consumed energy both directly and indirectly, through the use of its fleet of vehicles and the use of electricity. In order to mitigate the impact of energy consumption as well as reduce the greenhouse gas emissions caused by vehicles, which are the major source of emissions, Sanroc has adopted a series of measures that include inspecting vehicles regularly to prevent fuel leakages and optimize fuel efficiency. Also, drivers are required to turn off idling engines in order to save energy. The energy consumption of Sanroc during the Year was as follows:

Energy Consumption	能源消耗	
Total energy consumption (MWh)	總能源消耗(兆瓦時)	263
Direct energy consumption (MWh) ¹	直接能源消耗(兆瓦時) ¹	183
Indirect energy consumption (MWh) ²	間接能源消耗(兆瓦時) ²	79
Intensity (MWh/million Hong Kong dollars of Sanroc revenue)	密度(兆瓦時／善樂的每百萬港元收入)	2.23

Notes:

- Direct energy consumption includes fuel consumption in vehicles, which is calculated based on the actual amount consumed. The calculation method is from Appendix II. The fuel and energy unit conversion factor is from the "Energy Statistics Manual" published by the International Energy Agency (IEA).
- Indirect energy consumption includes electricity purchased for consumption, which is calculated based on the actual amount consumed.

- 範圍2包括外購電力的排放。計算方法來自附錄二，而排放因子來自中電控股有限公司。
- 範圍3包括廢紙堆填處理、淡水和污水處理的電力消耗，以及員工的商務旅行所產生的排放。計算方法來自附錄二。排放因子來自聯交所刊發的附錄二、水務署、渠務署及國際民航組織碳排放計算器。

由於善樂的業務性質，本年度並無使用任何包裝材料。然而，公司通過使用其車隊和使用電力，直接和間接地消耗能源。為了減輕能源消耗的影響以及減少車輛造成的溫室氣體排放(主要的排放源)，善樂採取了一系列措施，例如定期檢查車輛，以防止燃料洩漏，從而提升燃料效率。善樂亦要求司機停車熄匙以減少能源浪費。本年度善樂的能耗如下：

附註：

- 直接能源消耗包括車輛燃料消耗，基於實際消耗量計算。計算方法來自附錄二。燃料及能源單位換算系數來自國際能源機構刊發的能源數據手冊。
- 間接能源消耗包括外購電力，基於實際消耗量計算。

RESPONDING TO CLIMATE CHANGE

Recent years have seen climate change as one of the key global issues. As a result of climate change, extreme weather events have become more frequent, which has negatively affected economic activities. The Group has identified different physical risks that may pose threats to the business and its financial performance, including the risk of enhanced emissions-reporting obligations and increased pricing of greenhouse gas emissions. In addition, the Group may face various transitional risks, such as the transition to lower-emissions technology. Due to this, the Group attaches great importance to reducing emissions of greenhouse gases and climate change in general.

The Group has established an internal guideline to address extreme weather events such as typhoons and rainstorms, which are common in summer in Hong Kong and Guangdong, which may pose danger to our employees and pose a financial and social risk to the Group. The Group pays particular attention to weather warnings in its area and strives for smooth operations while placing a priority on the safety of its employees. In accordance with the Group's operation needs and manpower situation, the Group's management is responsible for preparing a list of employees required to be on duty during inclement weather. Supervisors of employees required to be on duty should consider the safety of the workplace, the actual situation of the employee, and be flexible in the work arrangement.

應對氣候變化

近年來，氣候變化已成為關鍵的全球問題之一。由於氣候變化，極端天氣事件變得更加頻繁，這對經濟活動產生了負面影響。本集團已識別出可能對業務及其財務業績構成威脅的不同實體風險，包括加強排放報告責任及增加溫室氣體排放價格的風險。此外，本集團可能面臨多種轉型風險，例如向低排放技術轉型。由於這個原因，本集團非常重視減少溫室氣體的排放和總體上的氣候變化。

本集團已經制定了內部指南，以應對極端天氣事件，如颱風和暴雨，這在香港和廣東的夏季很常見，可能會對我們的員工造成危險，並對本集團構成財務和社會風險。本集團特別關注所在地區的天氣預警，在重視員工安全的同時，力爭做到平穩運營。根據本集團的運營需要和人力狀況，本集團管理層負責編製惡劣天氣下需要值班的員工名單。需要值班的員工的主管應考慮工作場所的安全、員工的實際情況，並靈活安排工作。

Care for Our Employees

關懷僱員

The success of the Group is based on the stability and performance of our employees. Among the Group's core values is compliance with legal and regulatory requirements regarding employment, diversity, and safety, as well as labor standards. Additionally, we strive to create an environment that welcomes, retains and develops talents. The total number of employees and turnover rate of the Group during the Year are as follows:

本集團的成功是建立在我們員工的穩定和表現之上的。本集團的核心價值之一是遵守有關就業、多樣性和安全的法律和法規要求，以及勞動標準。此外，我們努力創造一個歡迎、保留和發展人才的環境。本年度本集團的員工總數和離職率如下：

Indicators	指標	
Total workforce	員工總數	243
By gender	按性別	
Male	男性	145
Female	女性	98
By employment type	按僱傭類型	
Full-time	全職	164
Part-time	兼職	79
By age group	按年齡段	
<30	<30	29
30-50	30-50	112
>50	>50	102
By geographic region	按地域	
Hong Kong	香港	26
The PRC	中國	217
Turnover rate¹	流失率¹	21%
By gender	按性別	
Male	男性	16%
Female	女性	30%
By age group	按年齡段	
<30	<30	31%
30-50	30-50	17%
>50	>50	24%
By geographic region	按地域	
Hong Kong	香港	84%
The PRC	中國	9%

Indicators	指標	
Average Hours of Training per Employee and Percentage of Employees who Received Training²	每名僱員的平均培訓時數及接受培訓的僱員百分比 ²	2.81 (89%)
By gender	按性別	
Male	男性	2.91 (93%)
Female	女性	2.65 (84%)
By employee category	按僱員類別	
General staff	普通員工	2.82 (91%)
Middle management	中級管理層	3.00 (89%)
Senior management	高級管理層	0.50 (21%)

Notes:

1. The turnover rate of employees is calculated in accordance with the Appendix III "Reporting Guidance on Social KPIs" published by the Stock Exchange.
2. Percentage of employees who received training is calculated in accordance with the Appendix III "Reporting Guidance on Social KPIs" published by the Stock Exchange.

附註：

1. 僱員流失率乃根據聯交所刊發的附錄三《社會關鍵績效指標匯報指引》計算。
2. 接受培訓的僱員百分比乃根據聯交所刊發的附錄三《社會關鍵績效指標匯報指引》計算。

EMPLOYMENT STANDARD

The Group adheres strictly to labor laws and regulations, including, but not limited to, the Labor Law of the People's Republic of China, the Labor Contract Law of the People's Republic of China, the Regulations of the Shenzhen Municipality on the Wage Payment to Employees and the Employment Ordinance and Minimum Wage Ordinance of Hong Kong.

僱傭準則

本集團嚴格遵守勞工法律及法規，包括但不限於《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《深圳市員工工資支付條例》，以及香港《僱傭條例》和《最低工資條例》。

Care for Our Employees 關懷僱員

The Group analyzes manpower on a regular basis to decide when new employees are needed. All applicants will receive equal opportunity regardless of their gender, age, family status, or race, and written tests and interviews will be conducted to select candidates. As part of the Group's employee orientation, all employees are required to provide legitimate identification, education records, and work references, as well as other relevant documents for age verification to prevent child labor. In order to prevent forced labor, employers require employees to enter into a labor contract outlining their duties, working hours, and benefits as well as their rights to terminate the contract. If child labour or forced labour is discovered, the Group will immediately stop his/her work and investigate the incident to prevent the recurrence of similar situation. Upon receiving a letter of resignation, outstanding wages will be paid by the Group in a timely manner.

EMPLOYEES' BENEFITS AND DEVELOPMENT

As a responsible business, the Group provides an attractive working environment and career development opportunities for its employees. Performance management is aimed at evaluating and motivating employees and promoting a performance-oriented culture that will improve enterprise performance and facilitate the growth of the group as a whole. The Group's employees are periodically evaluated based on their performance and attitude, from which results are taken into account for promotion, salary adjustment, discretionary bonus, and training. We will consider promotions for qualified employees who have shown a willingness to work and contribute.

We value the rights and welfare of our employees. In order to ensure that our employees receive a competitive remuneration package, our salary structure is continually reviewed. Apart from basic salary, we also offer discretionary bonuses based on the individual performance of the employees and our financial performance. Employees are also entitled to statutory holidays, Social Insurance in the People's Republic of China, and the Mandatory Provident Fund Schemes in Hong Kong as stipulated in the Labor Law of the People's Republic of China, the Social Insurance Law of the People's Republic of China, the Employment Ordinance and the Mandatory Provident Fund Schemes Ordinance of Hong Kong.

本集團定期分析人力，以決定何時需要新員工。所有申請者都將獲得平等的機會，無論其性別、年齡、家庭狀況或種族如何，都將進行筆試和面試來選擇候選人。作為本集團員工入職培訓過程的一部分，所有員工都需要提供合法的身份證明、教育記錄和工作證明，以及其他相關文件，以便進行年齡驗證防止童工。為了防止強迫勞動，僱主要求僱員簽訂勞動合同，該合同概述他們的職責、工作時間和福利，以及他們終止合同的權利。如發現使用童工或強迫勞動，本集團將立即停止其工作並調查事件，以防止類似情況再次發生。在收到辭職信後，待付的工資將由集團及時支付。

僱員福利及發展

本集團作為一間負責任的企業，為員工提供一個有吸引力的工作環境和職業發展機會。本集團建立了績效管理體系，旨在合理評價和激勵員工，形成以績效為導向的文化，以改善企業績效，並促進本集團和員工共同成長。本集團定期評估員工的工作表現和態度，而評估結果會作為員工晉升、薪酬調整、酌情花紅和培訓的參考。作出付出和貢獻的合格員工將獲考慮晉升。

我們重視員工的權利和福利。我們會持續檢討薪酬結構，以確保我們的僱員享有具競爭力的薪酬待遇。除基本工資外，我們還根據員工的個人表現和我們的財務表現提供酌情獎金。根據《中華人民共和國勞動法》、《中華人民共和國社會保險法》、香港《僱傭條例》和《強制性公積金計劃條例》的規定，員工亦享有法定假日，在中華人民共和國享有社會保險和在香港享有強制性公積金計劃。

During the Year, the Group has not been involved in any case of non-compliance with relevant laws and regulations that have a significant impact on the Group relating to employment or labour standards.

EMPLOYEES' TRAINING

The Group believed that employee development is crucial to its long term success. Training needs are addressed by the management through a training plan. An orientation is provided to new employees to help them understand the operation practices of the Group for better employee integration. In the past year, the Group has organized training for its employees based on their job duties. In the maintenance department, for instance, Sanroc employees have received training on operational and maintenance safety, as well as driving safety and musculoskeletal disorders.

To encourage its employees to pursue independent learning and take part in external training, the Group provides education allowance and tuition reimbursement for external training courses as well as provides its staff with examination leaves, in order to encourage them to develop skills and expand their knowledge. In addition, we also encourage employees to attend talks and seminars held by external organizations, in order to enrich their knowledge in discharging duties to support our business.

本年度，本集團並未涉及任何構成違反在僱傭或勞工標準方面對本集團有重大影響之相關法律法規的情況。

僱員培訓

本集團認為員工發展對其長期成功至關重要。管理層通過培訓計劃來滿足培訓需求。為新員工提供指導，幫助他們了解本集團的運作方式，以便更好地融入員工。在過去的一年裡，集團根據員工的工作職責為他們組織了培訓。例如，在維修部門的員工接受了有關操作和維修安全以及駕駛安全和肌肉骨骼疾病的培訓。

為鼓勵員工深造並參加外部培訓，本集團為外部培訓課程提供教育津貼及學費補償並為其僱員提供考試假期，以鼓勵員工發展技能及增加學識。此外，我們還鼓勵員工參加外部機構舉辦的講座和研討會，藉以豐富彼等於履行職責時的知識，以支持我們的業務。

Protect Our Employees' Health and Safety

保障僱員的健康和安全

With the objective of providing a safe working environment and increasing awareness of occupational health and safety, a work safety management system and supervisory system are put into practice to enhance safety. We uphold occupational safety, health, and compliance with relevant laws and regulations, including but not limited to the Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases and the Occupational Safety and Health Ordinance of Hong Kong. The Group has established working safety guidelines to ensure the safety of its employees. During the Year, no lost day due to work injury were reported to the Group and there was no work-related fatality for the past 3 years.

SUPPORT ON WORKPLACE SAFETY

The management is responsible to implement an internal policy that emphasizes the importance of occupational safety and health and ensures that the office and working environment are in line with or have a higher standard than the requirements of relevant laws. Workplace safety inspections are conducted regularly to identify the hazards associated with our business activities and evaluate the risks associated with those hazards. As a result of the risk evaluation, preventive and protective measures are taken. The management is responsible to ensure a safe working environment and to provide facilities for employees' welfare. The Group always keeps employees informed about safety inspections, injury and illness statistics, and other safety-related issues. In addition, rescue, fire, and evacuation drills will be arranged regularly. Employees are provided guidelines regarding occupational musculoskeletal disorders and relevant stretching exercises. Furthermore, to enhance our employees' awareness of workplace safety and to ensure that the personal protective equipment offered is effective in protecting them, we also hold safety training courses for them whenever necessary.

In order to minimize occupational risks, some employees are obliged to possess relevant certificates, such as completion of the mandatory basic safety training courses for the construction industry, which attests to their capability to discharge duties in a safe manner.

為了提供一個安全舒適的工作環境並提高職業健康與安全意識，我們在工作中引入了工作安全管理和監督系統，以提高安全績效。本集團遵守相關法律法規，包括但不限於《中華人民共和國職業病防治法》和香港《職業安全及健康條例》，以維護職業健康和 safety。本集團已制定安全生產準則，以確保僱員的安全。本年度，本集團無因工傷事件損失工作日數且過去三年未發生因工死亡事件。

締造安全的工作環境

管理層負責執行強調職業安全與健康重要性的內部政策，並確保辦公室和工作環境符合或高於相關法律的要求。我們會定期進行工作場所的安全檢查，以了解業務活動相關的危險，並評估與這些危險相關的風險。作為風險評估的結果，我們採取了預防和保護措施。管理層有責任確保安全的工作環境，並為員工的福利提供設施。本集團始終讓員工知悉安全檢查、傷病統計資料以及其他安全相關事宜。此外，還將定期安排救援、消防、疏散演習。我們向員工提供有關職業性肌肉骨骼疾病和相關拉伸運動的指南。此外，為了提高員工的工作場所安全意識，確保提供的個人防護設備能有效地保護他們，我們還在必要時為他們舉辦安全培訓課程。

為盡量減低職業風險，特定崗位的僱員須持有有關證書，例如已完成建造業的強制性基本安全訓練課程，以證明他們有能力以安全方式履行職務。

Responses to Coronavirus Disease Pandemic

During the Year, although the COVID-19 epidemic has eased, the Group has not let down its vigilance. Different measures have been taken by the Group to safeguard the health of our employees. The Group maintains a clean office environment and encourages employees to observe personal hygiene and hand hygiene in Hong Kong. The Group strictly follows the regulations of the local government, such as the circular issued by the People's Government of Guangdong Province regarding the opening hours of schools and the resume of enterprise work. Furthermore, the Group sets up a health liaison system with experts and makes sure that its employees are equipped with the necessary materials to prevent and control disease.

ACCIDENT HANDLING SCHEME

The Group's business related to machinery uses chemicals, which are hazardous to health. To minimize the risks and hazards, we help our relevant employees participate in chemical spillage drills, which improve their emergency response capability in case of a chemical spill. To minimize safety risks, fire drills and emergency policies were implemented.

Whenever there is a work-related accident, we scrutinize the cause and take steps to correct the issues. To reduce the possibility of accidents, the Group continuously monitors improvement measures. During the Year, the Group has not been involved in any case of non-compliance with relevant laws or regulations that have a significant impact on its health and safety.

對新冠狀病毒疾病大流行的應對措施

於本年度，儘管2019冠狀病毒病大流行已有所緩解，但本集團仍未放鬆警覺。本集團採取了不同的措施以保護我們的員工免受感染。本集團在香港保持辦公室清潔，並鼓勵員工注意個人衛生和手部衛生。在中國，本集團嚴格遵守當地政府的規定，如廣東省人民政府下發的《關於企業復工和學校開學時間的通知》。本集團還建立了由專責人員組成的健康聯絡制度，並為員工準備了預防和控制疾病的必要設備。

事故處理計劃

本集團與機械有關的業務涉及化學品的使用，這對員工的健康構成風險。為了將風險和危害降到最低，我們協助相關員工參加化學品洩漏演習，提高他們在化學品洩漏情況下的應急反應能力。為了儘量減少安全風險，我們實施了消防演習和應急政策。

在發生工傷事故時，我們會仔細分析事故起因，並採取措施糾正有關問題。為了減少事故發生的可能性，本集團不斷監測改進措施。本年度，本集團並未涉及任何構成違反對本集團健康和 safety 有重大影響之相關法律法規的情況。



Value Created for Clients and Suppliers

為顧客及供應商創造價值

The Group is dedicated to developing a good relationship that brings positive impacts and growth to our clients and suppliers. We aim to enhance every aspect of our operation to provide our clients with quality services and adhere to a high standard of business ethics.

CUSTOMER-FOCUSED

The Group's success highly depends on customers' satisfaction, thus the Group is committed to providing customer-oriented services to fully meet the needs of the customers. Our goal is to provide our clients with top-quality services. We arrange and accompany our customers to overseas workshops of our suppliers if we plan to trade construction machinery of high monetary value. We also provide our clients with safety and hygiene guidelines on the tenancy contract when we lease and sublet the property. Storing flammable, explosive, or toxic materials as well as other dangerous items that could endanger the building's safety is strictly prohibited. Obstruction of the stairs, passage, or common areas, including piling up or leaving objects, furniture, or rubbish, are also restricted to ensure fire safety.

As we accord great importance to the health and safety of customers, a wide range of customer services is provided. For instance, technical support for both machinery trading and leasing businesses in Hong Kong is provided by technical staff to ensure our leased machinery is maintained in a safe and efficient state. Our technical team provides on-site technical support services related to our trading operations, including installation and refinement, testing and commissioning, and machine operation training for the commencement of our basic machinery services.

Feedback from customers on overall performance, quality of service, and satisfaction with the product are frequently collected. Our goal is to increase our customers' confidence in the Group by providing not only satisfactory services but also quickly analyzing the root cause of customer complaints so that we can take preventive and remedial measures promptly. The Group did not have any product recalled for health and safety reasons and did not receive any major complaint during the Year.

本集團致力於發展良好的關係，為我們的客戶和供應商帶來積極的影響和增長。我們的目標是改善營運的各個環節，為我們的客戶提供優質的服務，並堅持高標準的商業道德。

顧客為先

本集團的成功很大程度上取決於客戶的滿意程度，因此本集團致力於提供以客戶為中心的服務，充分滿足客戶的需求。我們的目標是為我們的客戶提供最優質的服務。如果我們計劃交易高貨幣價值的建築機械，我們會安排並陪同客戶到供應商的海外車間。當我們租賃和轉租房產時，我們還在租約上為客戶提供安全和衛生指南。嚴禁存放易燃、易爆或有毒材料以及其他可能危及建築物安全的危險物品。為確保消防安全，還限制了對樓梯、通道或公共區域的阻礙，包括堆放或留下物品、傢俬或垃圾。

由於我們非常重視客戶的健康和安全，因此提供了廣泛的客戶服務。例如，技術人員會為香港的建築機械貿易和租賃業務提供技術支援，以確保我們租賃的機械保持在安全有效的狀態。作為我們貿易營運的一部分，我們的技術團隊致力於提供現場技術支援服務，包括安裝和調整、測試和調節，以及進行機械操作訓練，作為我們基本機械服務的開始。

我們經常收集客戶對整體表現、服務品質和產品滿意度的回饋。我們的目標是增加客戶對集團的信心，我們不僅提供滿意的服務，而且迅速分析客戶投訴的根本原因，以便及時採取預防和補救措施。本年度，本集團並無任何產品基於安全及健康理由需要回收，亦未收到任何重大投訴。

BUSINESS ETHICS

Our code of conduct is mainly defined by integrity, demanding employees to emulate the highest degree of integrity and ethics, as well as strict compliance with relevant laws and legislation, including but not limited to the Regulations of the People's Republic of China for Safety Protection of Computer Information Systems, Copyright Law of the People's Republic of China, the Personal Data (Privacy) Ordinance and the Copyright Ordinance of Hong Kong.

The Group requires all public sales and marketing information are checked to make sure they comply with the law and are not false or misleading in any way. The Group's marketing activities must be accurate in every aspect, including product and company information. We forbid any false or misleading statement. We are keenly aware of our responsibility to protect client data, which is why we collect and use customer information in a responsible and non-discriminatory manner by restricting the use of the customer information to purposes consistent with those identified in our contract. The Group also advises employees on issues related to the handling of customer information. They may get information about the customer only when there is a good reason to do so. In the meanwhile, the Group takes steps to make computer databases secure and to safeguard the information about the customer. Employees found to be in violation of the Group's code of conduct could have their employment contracts terminated. For our business in property leasing and subletting, we enter into an agreement with every client to prohibit both parties from disclosing the details of the tenancy, as a means of protection of the trade secret and the client's privacy as well. We also respect and protect intellectual property. A software licensing policy is implemented to ensure that all software used by the Group is legitimate and complies with the licensing agreement. Furthermore, our software system is protected against virus contamination and information leakage.

商業道德

本集團的道德守則注重誠信，要求所有僱員秉持最高的誠信及道德標準，以及遵守有關法律及法規，包括但不限於《中華人民共和國計算機信息系統安全保護條例》、《中華人民共和國著作權法》、香港《個人資料(私隱)條例》和《版權條例》。

本集團要求檢查所有公開銷售及營銷資料，以確保其符合法律規定及在任何方面均不存在虛假或誤導成份。本集團的行銷活動在各個方面都必須是準確的，包括產品和公司資訊。我們禁止任何虛假或誤導性的陳述。我們強烈意識到我們有責任保護客戶資料，因此我們按負責及無歧視性的方式收集及使用客戶資料，將客戶資料的使用限制在與合約所列者一致的目的內。本集團亦就與處理客戶資料有關的事宜向僱員提供建議。僱員僅在有合理理由時方可獲得客戶的相關資料。同時，本集團採取措施確保計算機數據庫的安全，並保護客戶的相關資料。被發現違反集團行為準則的員工可能會被終止僱傭合同。作為我們開展的房產租賃和轉租業務的一部分，我們與每個客戶簽訂協定，禁止雙方披露租約的細節，以此來保護商業秘密和客戶的隱私。我們也尊重和保護知識產權。實施正版軟件政策以確保本集團使用的所有軟件均合法且符合許可協議。此外，我們的軟件系統受到保護，防止病毒污染和信息洩漏。

Value Created for Clients and Suppliers 為顧客及供應商創造價值

ANTI-CORRUPTION

As an integral part of the Group's business ethics, the Group strictly complies with the relevant laws and regulations, including but not limited to the Criminal Law of the People's Republic of China and the Prevention of Bribery Ordinance of Hong Kong. We adopt a code of conduct that include provisions for conflicts of interest, privacy and confidentiality of information, bribery, anti-corruption and corruption, and equal opportunities. Once any staff offered a bribe or is asked to make one, or if he/she suspects that any bribery, corruption, or other breaches of this policy has occurred or may occur, must notify designated senior management. In addition, the Group has adopted a whistle-blowing policy for maintaining a high level of corporate governance. Reporting suspected misconduct and violations of the rules is encouraged by the Group. The investigation of whistle-blowing complaints is conducted by our designated personnel, who will deal with all reports and inquiries with strict confidentiality under all circumstances to protect the confidentiality of whistle-blowers.

During the Year, the Group has not been involved in any case of non-compliance with relevant laws and regulations that have a significant impact on the Group relating to anti-corruption and did not provide any anti-corruption training.

SUPPLY CHAIN MANAGEMENT

Underpinning our continuous development and smooth business operation is the stability in the supply of materials. When selecting suppliers, an objective analysis is carried out after considering their performance, reputation, and environmental and social factors. Suppliers with the certification of ISO 14001 or ISO 9001 Quality Management System Certification or OHSAS 18001 or other accreditation will be given priority. During the enrollment process, if there are equal amounts of qualified suppliers, the selection will be based on the green procurement principle, which prefers suppliers who use environmentally-friendly products. The Group has established comprehensive guidelines for environmental protection and occupational health and safety for its suppliers in Hong Kong. A purchase and sale agreement is signed between the suppliers and the Group to ensure the quality of their products. Suppliers found in violation of the Group's policy may be suspended from cooperation, until the situation is rectified. During the procurement process, the Group prefers to purchase eco-friendly products, such as refillable ball pens, mechanical pencils, eco-friendly paper, as well as products with energy efficiency labels or indications. During the Year, the Group has no major suppliers.

反貪污

作為本集團商業道德的一個重要部分，本集團嚴格遵守相關的法律和法規，包括但不限於《中華人民共和國刑法》和《香港防止賄賂條例》。我們採納一套行為守則，當中包括有關利益衝突、私隱及資料保密、賄賂、反貪污及腐敗以及機會均等的條文。一旦任何員工行賄或被要求行賄，或倘其懷疑已發生或可能發生任何賄賂、腐敗或其他違反本政策的行為，其須通知指定高級管理人員。此外，本集團還採取了舉報政策，以保持高水準的公司治理。本集團鼓勵舉報可疑的不當行為和違規行為。對舉報投訴的調查由我們指定的人員進行，他們將在任何情況下嚴格保密地處理所有舉報和查詢，以保護舉報人的機密。

本年度，本集團並未涉及任何構成違反對本集團反貪污有重大影響之相關法律法規的情況，且並無提供任何反貪污培訓。

供應鏈管理

本集團業務得以持續發展及暢順運作有賴於供應商穩定的原材料供應。我們在選擇供應商時，會客觀評估各供應商的表現、聲譽，以及環境和社會因素。我們會優先考慮持有ISO 14001或ISO 9001質量管理認證體系、OHSAS 18001或其他相關認證的供應商。於參與過程中，如果出現條件相若的供應商，將根據綠色採購原則進行選擇，即優先選擇使用環保產品的供應商。本集團為香港的供應商制定了全面的環境保護和職業健康與安全準則。供應商與集團簽訂購銷協定，以確保其產品的品質。發現違反集團政策的供應商可能會被暫停合作，直到情況得以糾正。於採購過程中，本集團優先採購環保產品，如可替換的圓珠筆、自動鉛筆、環保紙，以及帶有能效標籤或指示的產品。本年度，本集團並無主要供應商。

Contribute to Our Community 社區貢獻

Our Group strives for growth and prosperity with society as well as our pursuit of business development, so we are proud to support a healthy community where we operate. Being a socially responsible enterprise, the Group actively encourages its employees to conduct volunteer or charitable works. The Group aims to maintain close relationships with society and to gradually increase its community involvement.

本集團追求業務發展的同時，亦積極貢獻社會，因為我們很自豪能夠支持我們經營所在的健康社區。作為具有社會責任感的企業，本集團積極鼓勵員工參加志願服務和慈善活動。本集團致力與社會保持密切關係，並逐步加強與社會的聯繫。

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環境、社會及管治報告指引內容索引

ESG Indicators	Reporting Guideline	Chapters	Page no./ Explanation/ Reasons for Omissions
ESG指標	報告指引	章節	頁次／說明／ 遺漏原因
A. Environmental			
A. 環境			
Aspect A1	Emissions		
層面A1	排放物		
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.	PROTECT OUR ENVIRONMENT Environmental Goals and Progress, Air Emission Management, Waste Management	8-12
一般披露	有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	環境保護 環境目標及進度、 廢氣排放管理、廢物管理	8-12
KPI A1.1	The types of emissions and respective emissions data.	PROTECT OUR ENVIRONMENT Air Emission Management	9-10
關鍵績效指標A1.1	排放物種類及相關排放數據。	環境保護 廢氣排放管理	9-10
KPI A1.2	Direct and energy indirect greenhouse gas emissions in total and intensity.	PROTECT OUR ENVIRONMENT Green Operation	13
關鍵績效指標A1.2	直接及能源間接溫室氣體排放總量及密度。	環境保護 綠色營運	13

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ESG Indicators	Reporting Guideline	Chapters	Page no./ Explanation/ Reasons for Omissions
ESG指標	報告指引	章節	頁次／說明／ 遺漏原因
KPI A1.3	Total hazardous waste produced and intensity.	PROTECT OUR ENVIRONMENT Waste Management	12
關鍵績效指標A1.3	所產生有害廢棄物總量及密度。	環境保護 廢棄物管理	12
KPI A1.4	Total non-hazardous waste produced and intensity.	PROTECT OUR ENVIRONMENT Waste Management	12
關鍵績效指標A1.4	所產生無害廢棄物總量及密度。	環境保護 廢棄物管理	12
KPI A1.5	Description of emissions target set and steps taken to achieve them.	PROTECT OUR ENVIRONMENT Environmental Goals and Progress, Air Emission Management, Green Operation	8-10,12-14
關鍵績效指標A1.5	描述所訂立的排放量目標及為達到這些目標所採取的步驟。	環境保護 環境目標及進度、 廢氣排放管理、綠色營運	8-10,12-14
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target set and steps taken to achieve them.	PROTECT OUR ENVIRONMENT Environmental Goals and Progress, Waste Management	8-9,11-12
關鍵績效指標A1.6	描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	環境保護 環境目標及進度、 廢棄物管理	8-9,11-12

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ESG Indicators	Reporting Guideline	Chapters	Page no./ Explanation/ Reasons for Omissions
ESG指標	報告指引	章節	頁次／說明／ 遺漏原因
Aspect A2	Use of Resources		
層面A2	資源使用		
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	PROTECT OUR ENVIRONMENT Environmental Goals and Progress, Water Management, Green Operation	8-14
一般披露	有效使用資源(包括能源、水及其他原材料)的政策。	環境保護 環境目標及進度、水資源管理、綠色營運	8-14
KPI A2.1	Direct and/or indirect energy consumption by type in total and intensity.	PROTECT OUR ENVIRONMENT Green Operation	14
關鍵績效指標A2.1	按類型劃分的直接及／或間接能源總耗量及密度。	環境保護 綠色營運	14
KPI A2.2	Water consumption in total and intensity.	PROTECT OUR ENVIRONMENT Water Management	11
關鍵績效指標A2.2	總耗水量及密度。	環境保護 水資源管理	11

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ESG Indicators	Reporting Guideline	Chapters	Page no./ Explanation/ Reasons for Omissions
ESG指標	報告指引	章節	頁次／說明／ 遺漏原因
KPI A2.3	Description of energy use efficiency target set and steps taken to achieve them.	PROTECT OUR ENVIRONMENT Environmental Goals and Progress, Green Operation	8-9,12-14
關鍵績效指標A2.3	描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	環境保護 環境目標及進度、綠色營運	8-9,12-14
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target set and steps taken to achieve them.	PROTECT OUR ENVIRONMENT Environmental Goals and Progress, Water Management	8-11
關鍵績效指標A2.4	描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	環境保護 環境目標及進度、水資源管理	8-11
KPI A2.5	Total packaging material used for finished products and with reference to per unit produced.	PROTECT OUR ENVIRONMENT Green Operation	14
關鍵績效指標A2.5	製成品所用包裝材料的總量及每生產單位佔量。	環境保護 綠色營運	14

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Aspect A3	The Environment and Natural Resources		
層面A3	環境及天然資源		
General Disclosure	Policies on minimizing the issuer's significant impact on the environment and natural resources.	PROTECT OUR ENVIRONMENT Green Operation, Responding to Climate Change	12-15
一般披露	減低發行人對環境及天然資源造成重大影響的政策。	環境保護 綠色營運、應對氣候變化	12-15
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	PROTECT OUR ENVIRONMENT Green Operation, Responding to Climate Change	12-15
關鍵績效指標A3.1	描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	環境保護 綠色營運、應對氣候變化	12-15
Aspect A4	Climate Change		
層面A4	氣候變化		
General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	PROTECT OUR ENVIRONMENT Responding to Climate Change	15
一般披露	識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	環境保護 應對氣候變化	15
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.	PROTECT OUR ENVIRONMENT Responding to Climate Change	15
關鍵績效指標A4.1	描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	環境保護 應對氣候變化	15

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B. Social			
B. 社會			
Aspect B1			
層面B1			
Employment and Labour Practices			
僱傭及勞工常規			
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.	CARE FOR OUR EMPLOYEES Employment Standard, Employees' Benefits and Development	17-19
一般披露	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	關懷僱員 僱傭準則、 僱員福利及發展	17-19
KPI B1.1	Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region.	CARE FOR OUR EMPLOYEES	16
關鍵績效指標B1.1	按性別、僱傭類型(如全職或兼職)、年齡組別及地區劃分的僱員總數。	關懷僱員	16
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	CARE FOR OUR EMPLOYEES	16
關鍵績效指標B1.2	按性別、年齡組別及地區劃分的僱員流失比率。	關懷僱員	16

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Aspect B2	Employment and Labour Practices		
層面B2	僱傭及勞工常規		
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.	PROTECT OUR EMPLOYEES' HEALTH AND SAFETY Support on Workplace Safety, Accident Handling Scheme	20-21
一般披露	有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	保障僱員的健康和安全 締造安全的工作環境、 事故處理計劃	20-21
KPI B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	PROTECT OUR EMPLOYEES' HEALTH AND SAFETY	20
關鍵績效指標B2.1	過去三年(包括匯報年度)每年因工亡故的人數及比率。	保障僱員的健康和安全	20
KPI B2.2	Lost days due to work injury.	PROTECT OUR EMPLOYEES' HEALTH AND SAFETY	20
關鍵績效指標B2.2	因工傷損失工作日數。	保障僱員的健康和安全	20
KPI B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored.	PROTECT OUR EMPLOYEES' HEALTH AND SAFETY Support on Workplace Safety, Accident Handling Scheme	20-21
關鍵績效指標B2.3	描述所採納的職業健康與安全措施，以及相關執行及監察方法。	保障僱員的健康和安全 締造安全的工作環境、 事故處理計劃	20-21

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Aspect B3	Development and Training		
層面B3	發展及培訓		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	CARE FOR OUR EMPLOYEES Employees' Benefits and Development, Employees' Training	18-19
一般披露	有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	關懷僱員 僱員福利及發展、 僱員培訓	18-19
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	CARE FOR OUR EMPLOYEES	17
關鍵績效指標B3.1	按性別及僱員類別(如高級管理層、中級管理層)劃分的受訓僱員百分比。	關懷僱員	17
KPI B3.2	The average training hours completed per employee by gender and employee category.	CARE FOR OUR EMPLOYEES	17
關鍵績效指標B3.2	按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	關懷僱員	17

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Aspect B4	Labour Standards		
層面B4	勞工準則		
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.	CARE FOR OUR EMPLOYEES Employment Standard	17-18
一般披露	有關防止童及強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	關懷僱員 僱傭準則	17-18
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	CARE FOR OUR EMPLOYEES Employment Standard	17-18
關鍵績效指標B4.1	描述檢討招聘慣例的措施以避免童工及強制勞工。	關懷僱員 僱傭準則	17-18
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	CARE FOR OUR EMPLOYEES Employment Standard	17-18
關鍵績效指標B4.2	描述在發現違規情況時消除有關情況所採取的步驟。	關懷僱員 僱傭準則	17-18

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Aspect B5	Supply Chain Management		
層面B5	供應鏈管理		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	VALUE CREATED FOR CLIENTS AND SUPPLIERS Supply Chain Management	24
一般披露	管理供應鏈的環境及社會風險政策。	為顧客及供應商創造價值 供應鏈管理	24
KPI B5.1	Number of suppliers by geographical region.	VALUE CREATED FOR CLIENTS AND SUPPLIERS Supply Chain Management	24
關鍵績效指標B5.1	按地區劃分的供應商數目。	為顧客及供應商創造價值 供應鏈管理	24
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.	VALUE CREATED FOR CLIENTS AND SUPPLIERS Supply Chain Management	24
關鍵績效指標B5.2	描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。	為顧客及供應商創造價值 供應鏈管理	24
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	VALUE CREATED FOR CLIENTS AND SUPPLIERS Supply Chain Management	24
關鍵績效指標B5.3	描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	為顧客及供應商創造價值 供應鏈管理	24

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KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	VALUE CREATED FOR CLIENTS AND SUPPLIERS Supply Chain Management	24
關鍵績效指標B5.4	描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	為顧客及供應商創造價值 供應鏈管理	24
Aspect B6	Product Responsibility		
層面B6	產品責任		
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.	VALUE CREATED FOR CLIENTS AND SUPPLIERS Business Ethics	23
一般披露	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	為顧客及供應商創造價值 商業道德	23
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	VALUE CREATED FOR CLIENTS AND SUPPLIERS Customer-focused	22
關鍵績效指標B6.1	已售或已運送產品總數中因安全與健康理由而須回收的百分比。	為顧客及供應商創造價值 顧客為先	22

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KPI B6.2	Number of products and service related complaints received and how they are dealt with.	VALUE CREATED FOR CLIENTS AND SUPPLIERS Customer-focused	22
關鍵績效指標B6.2	接獲關於產品及服務的投訴數目以及應對方法。	為顧客及供應商創造價值 顧客為先	22
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	VALUE CREATED FOR CLIENTS AND SUPPLIERS Business Ethics	23
關鍵績效指標B6.3	描述與維護及保障知識產權有關的慣例。	為顧客及供應商創造價值 商業道德	23
KPI B6.4	Description of quality assurance process and recall procedures.	VALUE CREATED FOR CLIENTS AND SUPPLIERS Customer-focused	22
關鍵績效指標B6.4	描述質量檢定過程及產品回收程序。	為顧客及供應商創造價值 顧客為先	22
KPI B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored.	VALUE CREATED FOR CLIENTS AND SUPPLIERS Business Ethics	23
關鍵績效指標B6.5	描述消費者資料保障及私隱政策，以及相關執行及監察方法。	為顧客及供應商創造價值 商業道德	23

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Aspect B7	Anti-corruption		
層面B7	反貪污		
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.	VALUE CREATED FOR CLIENTS AND SUPPLIERS Anti-corruption	24
一般披露	有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	為顧客及供應商創造價值 反貪污	24
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.	VALUE CREATED FOR CLIENTS AND SUPPLIERS Anti-corruption	24
關鍵績效指標B7.1	於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	為顧客及供應商創造價值 反貪污	24
KPI B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.	VALUE CREATED FOR CLIENTS AND SUPPLIERS Anti-corruption	24
關鍵績效指標B7.2	描述防範措施及舉報程序，以及相關執行及監察方法。	為顧客及供應商創造價值 反貪污	24
KPI B7.3	Description of anti-corruption training provided to directors and staff.	VALUE CREATED FOR CLIENTS AND SUPPLIERS Anti-corruption	24
關鍵績效指標B7.3	描述向董事及員工提供的反貪污培訓。	為顧客及供應商創造價值 反貪污	24

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Aspect B8	Community Investment		
層面B8	社區投資		
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	CONTRIBUTE TO OUR COMMUNITY	25
一般披露	有關以社區參與來了解發行人營運所在社區需要和確保其業務活動會考慮社區利益的政策。	社區貢獻	25
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	CONTRIBUTE TO OUR COMMUNITY	25
關鍵績效指標B8.1	專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	社區貢獻	25
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	N/A	The Group's community investment did not involve in resource contribution.
關鍵績效指標B8.2	在專注範疇所動用資源(如金錢或時間)。	不適用	本集團的社區投資不涉及動用資源。

ZHAOBANGJI PROPERTIES HOLDINGS LIMITED
兆邦基地產控股有限公司