



# Easy Smart Group Holdings Limited 怡俊集團控股有限公司

*(incorporated in the Cayman Islands with limited liability)*

*(於開曼群島註冊成立之有限公司)*

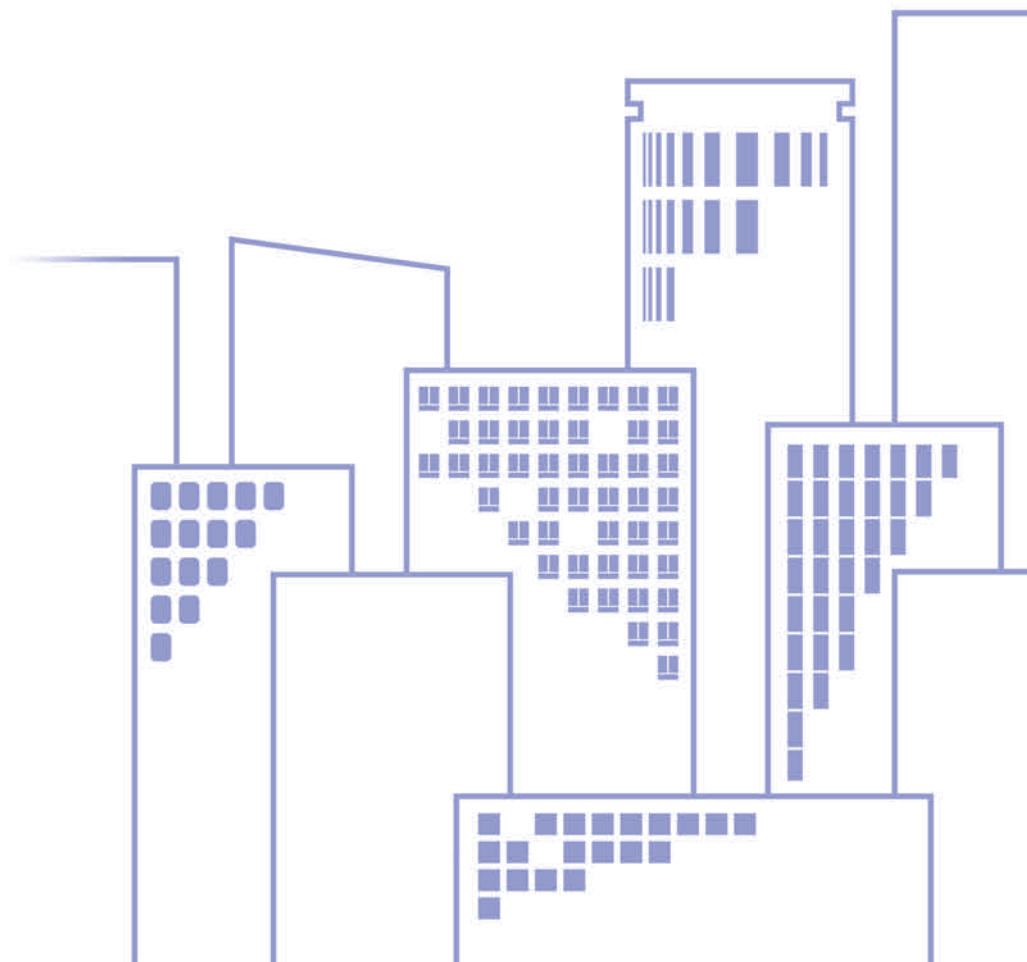
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ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT  
環境、社會及管治報告 2023



## Contents 目錄

2	About the Environmental, Social and Governance (“ESG”) Report 關於環境、社會及管治（「環境、社會及管治」）報告	10	Environmental 環境
4	ESG Management 環境、社會及管治管理	18	Social 社會
7	Our Stakeholders 持份者	31	HKEX ESG Reporting Guide Content Index 香港聯交所環境、社會及管治報告指引 內容索引
8	Materiality Assessment 重要性評估		



## ABOUT THE ENVIRONMENTAL, SOCIAL AND GOVERNANCE (“ESG”) REPORT

Easy Smart Group Holdings Limited (the “**Company**”, together with its subsidiaries, collectively as the “**Group**” or “**we**”) is delighted to present its environmental, social and governance report (the “**ESG Report**”) for the financial year ended 30 June 2023. This ESG Report herein focuses on providing an overview of the environmental and social aspects of our Group, and outlines how we seek to continually improve our operational strategy in regard to our environment and society in order to cope with the global standards of sustainability.

The Group believes that prudent management of environmental and social issues is one of the key factors in long-term success in this rapidly changing world. To better understand the risks and opportunities for environmental protection, the Group closely follows the requirements and expectations of regulatory authorities through efficient operation management, well-established policies and procedures. The Group believes that its expertise, capabilities and ownership patterns can be part of the solution to some of the challenges the Group is facing.

In order to carry out the Group’s sustainability strategy from top to bottom, the Board of Directors (the “**Board**”) of the Company has ultimate responsibility for ensuring the effectiveness of the Group’s ESG policies. The Board has established certain dedicated teams to manage the ESG issues within each business division of the Group. The designated staff has been assigned to enforce and supervise the implementation of the relevant policies.

The Group is committed to the implementation of sustainable development and social corporate responsibility. While the Group is actively developing and expanding its business, the Group also takes environmental, social and moral needs into serious consideration so as to strike a balance and unity between the profitability, environmental and social impacts. The Group also pays great attention to stakeholders including but not limited to customers, investors, environment, suppliers, employees and government to establish a good relationship through better understanding and responding to their expectations. As a result, the Group will continue to maintain close contact with the stakeholders to meet the expectations and needs of the stakeholders with an aim to continuously improve its environmental, social and governance strategies to create an efficient and diversified business.

## 關於環境、社會及管治（「環境、社會及管治」）報告

怡俊集團控股有限公司（「**本公司**」，連同其附屬公司，統稱「**本集團**」或「**我們**」）欣然提呈其截至二零二三年六月三十日止財政年度之環境、社會及管治報告（「**環境、社會及管治報告**」）。本環境、社會及管治報告重點提供本集團環境及社會層面之概覽，並概述我們如何尋求持續改善環境及社會方面的營運策略，以符合全球可持續發展標準。

本集團相信，對環境及社會問題的審慎管理乃在此瞬息萬變的環境下取得長期成功的關鍵因素之一。為更好地了解保護環境的風險及機遇，本集團透過高效的經營管理、完善的政策及程序，嚴格遵循監管機構的要求和期望。本集團相信，其專業知識、能力及所有權模式可助力解決本集團所面臨的若干挑戰。

為自上而下執行本集團的可持續發展策略，本公司董事會（「**董事會**」）對確保本集團環境、社會及管治政策的成效負有最終責任。董事會已成立若干專責團隊，負責管理本集團各業務分部的環境、社會及管治事宜。本集團已指派專責人員負責執行及監督相關政策的實施。

本集團致力實現可持續發展及企業社會責任。本集團在積極發展及拓展業務的同時，亦認真考慮環境、社會及道德需求，力求在盈利、環境及社會影響之間取得平衡與和諧。本集團亦高度關注包括但不限於客戶、投資者、環境、供應商、僱員及政府等在內的各界持份者，致力透過更好地了解及回應彼等的期望建立良好關係。因此，本集團將繼續與持份者保持密切聯繫，以滿足彼等的期望及需求，持續改善其環境、社會及管治策略，打造高效且多元發展的企業。

During the process of the preparation of this ESG Report, the Group has conducted a thorough review and evaluation of the existing Group's policies and practices with the aim of achieving better performance results in the future. Unless otherwise stated, this ESG Report covers the data and information from the business of the passive fire protection works in Hong Kong.

### Report Scope and Boundary

This ESG Report is prepared in compliance with the Environmental, Social and Governance Reporting Guide (“**ESG Reporting Guide**”) as set out in Appendix 27 of the Rules Governing the Listing of Securities (the “**Listing Rules**”) on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and in accordance to the material ESG issues identified from the Stakeholders' Questionnaire. During the preparation for this ESG Report, the Group has applied the reporting principles in the Reporting Guide as follows:

**Materiality:** Materiality assessment was conducted to identify material ESG issues, thereby adopting the confirmed material ESG issues as the focus for the preparation of the ESG Report. The materiality of ESG issues was reviewed and confirmed by the Board and senior management. For further details, please refer to the sections headed “Our Stakeholders” and “Materiality Assessment”.

**Quantitative:** To evaluate and review the effectiveness of ESG policies and management approaches, we have reported our ESG performance quantitatively with clear narration to explain the impacts. The Group has developed environmental targets to reduce particular impacts.

**Consistency:** The international standards, applicable assumptions and emission factors specified in the guidance materials on ESG issued by the Stock Exchange for computing the relevant key performance indicators (“**KPIs**”) have been adopted in the ESG Report. If there are any changes in the scope of disclosure and calculation methodologies that may affect the comparison, explanations will be provided to the corresponding data. The Group will maintain the consistency of the methodologies and key performance indicators of the Reporting Period and that of the future reporting periods, to allow for meaningful comparisons over time.

**Balance:** The ESG Report provides an unbiased picture of the Group's performance within the Reporting Period, avoiding selections, omissions, or presentation formats that may inappropriately influence a decision or judgment by the reader.

於編製本環境、社會及管治報告過程中，本集團已對其現有政策及常規進行全面檢討及評估，以期日後取得更佳表現。除另有說明外，本環境、社會及管治報告涵蓋香港被動消防工程業務的數據及資料。

### 報告範圍及界限

本環境、社會及管治報告乃遵照香港聯合交易所有限公司（「**聯交所**」）證券上市規則（「**上市規則**」）附錄二十七所載環境、社會及管治報告指引（「**環境、社會及管治報告指引**」）及根據持份者問卷所識別之重大環境、社會及管治議題而編製。於編製本環境、社會及管治報告期間，本集團已應用報告指引中的以下報告原則：

**重要性：**本集團已進行環境、社會及管治重要性評估以識別重大議題，並將已確認的重大環境、社會及管治議題作為本環境、社會及管治報告的編製重點。環境、社會及管治議題的重要性已由董事會及高級管理層審閱及確認。進一步詳情請參閱「持份者」及「重要性評估」兩節。

**量化：**為評估及檢討環境、社會及管治政策及管理方法之成效，我們已量化報告環境、社會及管治表現，並清楚說明其影響。本集團已制定環境目標以減少具體影響。

**一致性：**本環境、社會及管治報告已就計算相關關鍵績效指標（「**關鍵績效指標**」）採納聯交所頒佈的環境、社會及管治指引資料所指定的國際標準、適用假設及排放係數。如披露範圍及計算方法有任何變化，並可能影響與過往環境、社會及管治報告的比較，將會就相應的數據進行解釋。本集團將保持報告期間與日後報告期間的方法及關鍵績效指標的一致性，以便長時間進行有意義的比較。

**平衡：**環境、社會及管治報告提供本集團在報告期間內的表現的公正情況，避免可能對報告讀者的決定或判斷產生不當影響的選擇、遺漏或呈現形式。

In order to comply with the disclosure obligations of “comply or explain” provisions, this ESG Report has outlined the overall Group’s performance in environmental protection, human resources, operating practice and community involvement for the financial year, from 1 July 2022 to 30 June 2023 (“Reporting Period”).

This ESG Report was approved by the board of directors (the “Board”) on 27 September 2023. For details on the Group’s corporate governance, please refer to “Corporate Governance Report” on pages 16 to 32 of the Group’s Annual Report.

### Information and Feedback

For details in relation to our financial performance and corporate governance, please visit our website on [www.easysmart.com.hk](http://www.easysmart.com.hk) and/or see our Annual Report for the year ended 30 June 2023. The Group also treasures your feedback and comments on our sustainability performance, please send your feedback and other sustainability inquiries to our office at [ir@easysmart.com.hk](mailto:ir@easysmart.com.hk).

## ESG MANAGEMENT

The Group looks at issues that may have a reputational impact on, or that may pose a risk to, the Group in the short-, medium- or long-term. Issues that are important to the stakeholders, including but not limited to, customers and employees, as well as non-governmental organizations, are also crucial to the Group. All potential issues are covered and evaluated in the annual risk assessment. The Group is positive in developing opportunities with a focus on work ethics to ensure that success in business development is sustainable with the benefits to be passed on to the employees, the customers and the environment.

Integration of sustainability into the business strategies as well as daily operations of the Company is a must to pursue the business model. To deal with ESG issues effectively, understanding, and interacting with, the employees, customers and other stakeholders are of the highest priority. The Group believes that effective management of ESG issues is important to long-term success in the rapidly changing world. With a thorough understanding of the ESG risks and opportunities, the Group will be better positioned in allocating resources to reduce and recycle different kinds of waste, and responding to the increasing demand for higher standards of waste treatment by the regulators.

為遵守「不遵守就解釋」條文之披露責任，本環境、社會及管治報告已概述本集團自二零二二年七月一日至二零二三年六月三十日止財政年度（「報告期間」）於環境保護、人力資源、營運慣例及社區參與方面之整體表現。

本環境、社會及管治報告經董事會（「董事會」）於二零二三年九月二十七日批准。有關本集團企業管治的詳情，請參閱本集團年報第16至32頁之「企業管治報告」。

### 資訊及反饋

有關我們財務表現及企業管治的詳情，請瀏覽本公司網站[www.easysmart.com.hk](http://www.easysmart.com.hk)及／或參閱我們截至二零二三年六月三十日止年度之年報。本集團亦重視閣下對我們可持續性表現之反饋及意見，敬請將閣下的反饋及其他可持續性查詢透過[ir@easysmart.com.hk](mailto:ir@easysmart.com.hk)發送予我們的辦事處。

## 環境、社會及管治管理

本集團關注在中短期或長遠而言對本集團之信譽可能造成影響，或令本集團承擔風險之事宜。本集團亦非常重視對持份者，包括但不限於客戶及僱員，以及非政府組織而言攸關重要之事宜。年度風險評估涵蓋並評估所有潛在事宜。本集團積極開拓發展機會，同時秉持職業道德，確保本集團成功實現業務可持續發展，亦令僱員、客戶及環境受惠。

為實現業務模式，可持續性在本公司之業務策略及日常營運中不可或缺。為有效處理環境、社會及管治事宜，了解僱員、客戶及其他持份者及與彼等互動是首要任務。本集團相信，對環境、社會及管治事宜之有效管理對在瞬息萬變之世界裡取得長遠成功十分重要。透過全面了解環境、社會及管治的風險及機遇，本集團將在分配資源方面具備更佳優勢，以減少及回收不同類別之廢棄物，並可配合監管機關就廢棄物處理推陳出新之更高標準。

The Group acknowledges our responsibilities on environmental protection, social responsibilities and is aware of the climate-related issues that may have an impact on our Group's business operation. We are committed to complying with environmental, social and governance reporting requirements upon the Listing. We have established an ESG policy (the "ESG Policy") in accordance with the standards of Appendix 27 to the Listing Rules, which outline, among others, (i) the appropriate risk governance on ESG matters, including climate-related risks and opportunities; (ii) identification of key stakeholders and the communication channels to engage with them; (iii) ESG strategy formation procedures; (iv) ESG risk management and monitoring; and (v) the identification of key performance indicators, the relevant measurements and mitigating measures.

Our ESG policy also sets out the responsibilities of different parties in managing ESG matters. Our Board takes the leadership in promoting top-down culture, with our Board being the highest governance body of our Group, ensuring that ESG considerations are taken into consideration during the business decision-making process. Our Board has overall responsibility for overseeing and determining our Group's environmental, social, and climate-related risks and opportunities impacting our Group via the annual risk assessment, establishing and adopting the ESG policy and targets of our Group, and reviewing and revising our Group's performance annually against ESG targets as appropriate.

The Group is confident that as part of the business decision-making process, by involving all relevant stakeholders in the ESG management process, the ESG issues will be monitored closely, and the long-term success of the Group will be assured.

The sustainability strategy of the Group in the following aspects applies to all the work streams:

- to promote environmental sustainability;
- to attract, retain and support employees;
- to engage with stakeholders;
- to promote sustainability of local communities;
- to strengthen community relations; and
- to grow suppliers' commitment.

本集團明白我們在環保及社會責任方面之責任，並意識到與氣候有關之問題可能對本集團之業務營運造成影響。我們承諾於上市後遵守環境、社會及管治報告規定。我們已按照上市規則附錄二十七的標準制定環境、社會及管治政策（「**環境、社會及管治政策**」），該政策概述（其中包括）(i)環境、社會及管治事項之適當風險管治，包括與氣候有關之風險及機遇；(ii)識別主要持份者及與彼等溝通之渠道；(iii)環境、社會及管治策略制定程序；(iv)環境、社會及管治風險管理及監測；及(v)識別關鍵績效指標、相關計量指標及緩解措施。

我們的環境、社會及管治政策亦載列各方在管理環境、社會及管治事宜過程中各自之責任。董事會是本集團的最高管治機構，在其領導下宣揚自上而下的文化，確保在業務決策過程中考慮到環境、社會及管治因素。董事會全面負責透過年度風險評估監督及確定影響本集團之環境、社會及氣候相關風險及機會，建立及採納本集團之環境、社會及管治政策及目標，並根據環境、社會及管治目標每年檢討本集團之表現及於適當時作出修訂。

本集團相信，作為業務決策過程之一部份，透過於環境、社會及管治之管理過程中使所有相關持份者參與其中，本集團將能夠密切監控環境、社會及管治事宜，並確保本集團之長遠成功。

本集團於以下各方面之可持續性策略適用於所有業務範疇：

- 促進環境可持續性；
- 吸引、挽留及支持僱員；
- 與持份者溝通；
- 促進當地社區的可持續性；
- 鞏固社區關係；及
- 推動供應商之承諾。

### ESG Governance Structure

To facilitate effective management of ESG issues, the Group has established a governance structure. The Board has overall responsibility for overseeing the Group's ESG-related risks and opportunities, establishing and adopting the ESG-related strategies and targets of the Group including setting KPIs for environmental-related issues and setting higher standards of energy efficient measures and waste treatment, reviewing the Group's performance annually against the ESG-related targets, and revising the ESG-related strategies as appropriate if significant variance from the ESG-related target is identified. Our Board has established an ESG working group that comprises general managers, project manager and accounting manager. The ESG working group supports the Board in implementing ESG actions, policies, targets and strategies; conducting materiality assessments of material ESG and climate risks through the ESG data collection and reporting cycle. The ESG working group also investigates deviation from targets and seeks rectification actions for such deviation. The ESG working group has to report to our Board on a semi-annual basis on the ESG performance of our Group, and our Board will review the effectiveness of the systems and controls in place, including business, environment, people, and social interests.

Based on the set goals and targets, the Board will continue to review the Group's progress in relation to ESG issues in order to build a more sustainable business and bring greater benefits to society as a whole.

### Governance structure



### 環境、社會及管治之管治架構

為促進有效管理環境、社會及管治事宜，本集團已建立管治架構。董事會全面負責監督本集團之環境、社會及管治相關風險及機會，制定及採納本集團之環境、社會及管治相關策略及目標（包括就環境相關事宜設定關鍵績效指標及設定節能措施及廢棄物處理的更高標準），按照環境、社會及管治相關目標每年檢討本集團之表現，並於發現與環境、社會及管治相關目標有重大差異時酌情修訂環境、社會及管治相關策略。董事會已成立由總經理、項目經理及會計經理組成之環境、社會及管治工作小組。環境、社會及管治工作小組協助董事會實施環境、社會及管治行動、政策、目標及策略，並透過環境、社會及管治數據收集和報告對重大環境、社會及管治風險和氣候風險進行重要性評估。環境、社會及管治工作小組亦會調查偏離目標之情況，並致力對有關偏離進行糾正。環境、社會及管治工作小組須每半年向董事會彙報本集團之環境、社會及管治表現，而董事會將檢討現有系統及控制之成效，包括業務、環境、人員及社會利益。

根據既定目標及指標，董事會將持續檢討本集團在環境、社會及管治事宜方面之進展，以建立可持續性更強的業務，並為整個社會帶來更大利益。

### 管治架構

## OUR STAKEHOLDERS

The Group values feedback from its stakeholders as it brings invaluable direction for the continuous development of the Group. Internal and external stakeholders have been involved in regular engagement activities to share views regarding the Group's operations and performances. The Group is actively searching for every opportunity to understand and engage its stakeholders to ensure that improvement can be implemented to its products and services.

## 持份者

持份者為本集團之持續發展帶來寶貴的方向，因此本集團重視彼等之回饋意見。內部及外部持份者參與定期交流活動，分享有關本集團營運及表現之意見。本集團積極尋求每個與持份者增進了解及交流的機會，以確保持續改進本集團之產品及服務。

Stakeholders 持份者	Probable Points of Concern 可能關注事宜	Communication and Responses 溝通與回應
Stock Exchange 聯交所	Compliance with listing rules, and timely and accurate announcements. 遵守上市規則，及時而準確地刊發公告。	Meetings, training, workshops, programs, website updates, and announcements. 會議、培訓、工作坊、計劃、網站更新及公告。
Government 政府	Compliance with laws and regulations, preventing tax evasion, and social welfare. 遵守法律法規、防偷稅漏稅及促進社會福利。	Interaction and visits, government inspections, tax returns and other information. 互動及訪問、政府視察、報稅表及其他資料。
Investors 投資者	Corporate governance, business strategies and performance, and investment returns. 企業管治、業務策略及表現及投資回報。	Organizing briefing sessions and seminars, interviews, shareholders' meetings, issue of financial reports or operation reports for investors, media and analysis. 為投資者、媒體及分析師組織簡報會、研討會、訪談、股東大會，刊發財務報告或營運報告。
Media & Public 媒體及公眾	Corporate governance, environmental protection, and human rights. 企業管治、環保及人權。	Issue of newsletters on the Company's website. 在本公司網站上發佈通訊。
Customers 客戶	Service quality, service delivery schedule, reasonable prices, service value, and personal data protection. 服務質量、服務交付計劃、合理價格、服務價值及個人資料保護。	After-sales services. 售後服務。
Employees 僱員	Rights and benefits of employees, compensation, training and development, work hours, and working environment. 僱員權利及福利、報酬、培訓與發展、工作時間及工作環境。	Conducting union activities, training, interviews with employees, internal memos, and employee suggestion boxes. 開展工會活動、培訓，與僱員進行面談、內部備忘錄及僱員意見箱。
Community 社區	Community environment, employment opportunities, community development, and social welfare. 社區環境、僱傭機會、社區發展及社會福利。	Developing community activities, employee voluntary activities, and community welfare subsidies and donations. 開展社區活動、僱員義工活動，社區福利補貼及捐贈。



## MATERIALITY ASSESSMENT

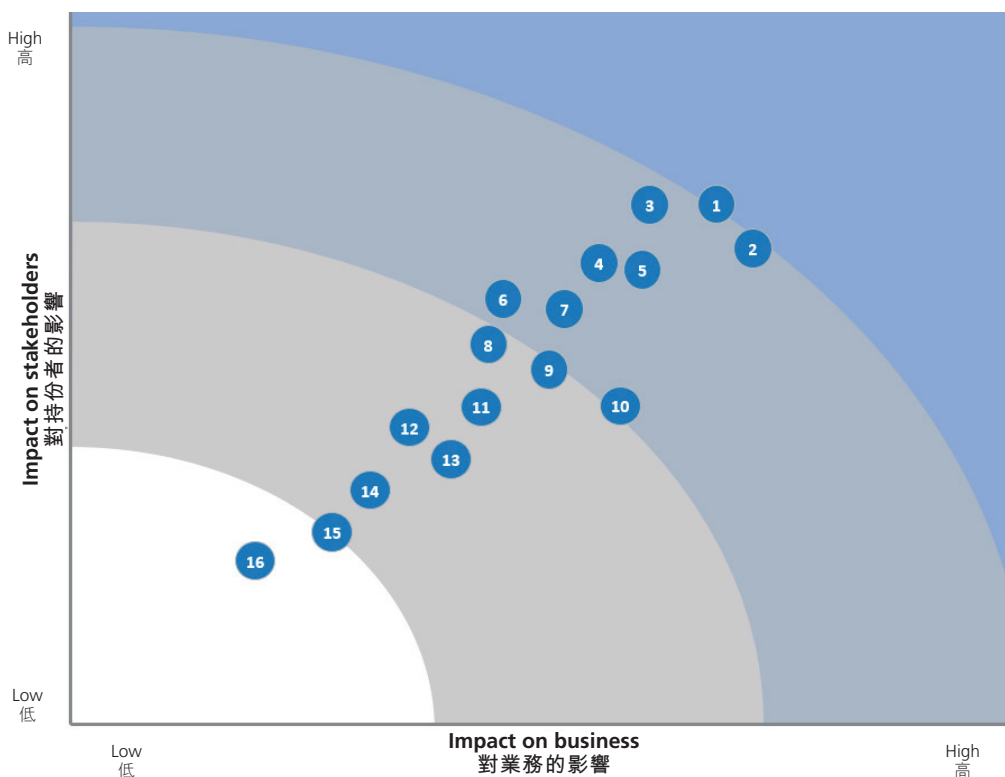
The Group has identified ESG issue that have potential or actual impact on its sustainable development from various sources, such as issues identified in internal policies, industry trends and the Sustainability Accounting Standards Board's Materiality Map<sup>i</sup>. The ESG issues have been analyzed with reference to an array of factors, including the Group's overall strategy, development, and goals and targets. The Group has conducted a materiality assessment to rate the identified ESG issues that are pertinent to its business and stakeholders, and their respective levels of impact.

The Group has conducted a materiality assessment to rate the identified ESG issues that are pertinent to its business and stakeholders, and their respective levels of impact. The assessment results are shown below:

## 重要性評估

本集團已從多種來源確定對其可持續發展具有潛在或實際影響的環境、社會及管治問題，例如內部政策中所確定的問題、行業趨勢及可持續發展會計準則委員會的重要性示意圖<sup>i</sup>。已對環境、社會及管治問題進行分析，乃參考一系列因素，包括本集團之整體策略、發展以及目標和指標。本集團已進行重要性評估，以評估已確定與其業務及持份者直接相關之環境、社會及管治議題以及各自的影響程度。

本集團已進行重要性評估，對已識別且與其業務及持份者相關之環境、社會及管治議題以及各自的影響程度進行評級。評估結果如下所示：



<sup>i</sup> Sustainability Accounting Standards Board's Materiality Map, <https://materiality.sasb.org/>  
可持續發展會計準則委員會的重要性示意圖，<https://materiality.sasb.org/>

**Material ESG Issues**  
**重大環境、社會及管治議題**

<b>1</b>	Health and Safety 健康及安全	<b>9</b>	Energy Consumption 能源消耗
<b>2</b>	Product and Service Responsibility 產品及服務責任	<b>10</b>	Development and Training 發展及培訓
<b>3</b>	Labour Standards 勞工準則	<b>11</b>	Natural Resources 自然資源
<b>4</b>	Climate Change 氣候變化	<b>12</b>	Water Consumption 水消耗
<b>5</b>	Anti-corruption 反貪污	<b>13</b>	Supply Chain Management 供應鏈管理
<b>6</b>	Community Investment 社區投資	<b>14</b>	Hazardous Waste 有害廢棄物
<b>7</b>	Employment 僱傭	<b>15</b>	Emissions 排放物
<b>8</b>	Greenhouse Gas (“GHG”) Emissions 溫室氣體(「溫室氣體」)排放	<b>16</b>	Non-hazardous Waste 無害廢棄物

## ENVIRONMENTAL

### Overview

A sustainable environment is a foundation for long-term economic and social prosperity. The Group believes that sustainability represents not just an ethical obligation, but also a gateway to business success. Therefore, the Group prioritizes environmental protection, strives to mitigate any undesirable impact on the environment and continues to contribute to sustainable development.

During the Reporting Period, the Group has fully complied with all applicable environmental requirements as set up by the laws and regulations in Hong Kong including but not limited to the Air Pollution Control Ordinance, Noise Control Ordinance, Water Pollution Control Ordinance and Waste Disposal Ordinance, Public Health and Municipal Services Ordinance. A breach of these ordinances can give rise to civil and/or criminal liability including fine and imprisonment. The Group ensures its compliance with relevant laws and regulations through measures described in the following sections. During the Reporting Period, there were no non-compliance incidents or grievances noted by the Group in relation to environmental issues.

### Emissions

During the Group's daily operations, the Group owned 3 vehicles for its business operations. Vehicle usage is the major activity of the Group that generate air pollutant, which includes nitrogen oxides ("NOx"), sulphur oxides ("SOx") and Particulate Matter ("PM"). During the Reporting Period, the air emissions data is as follows:

**Year ended 30 June**  
截至六月三十日止年度

	<b>2023</b> 二零二三年
NOx emission (g) 氮氧化物排放量(以克計算)	3,251.8
SOx emission (g) 硫氧化物排放量(以克計算)	76.8
PM emission (g) 顆粒物排放量(以克計算)	239.4
<b>NOx emission intensity (g/thousand dollars of revenue)</b> 氮氧化物排放密度(克/千元收入)	<b>0.010</b>
<b>SOx emission intensity (g/thousand dollars of revenue)</b> 硫氧化物排放密度(克/千元收入)	<b>0.00024</b>
<b>PM emission intensity (g/thousand dollars of revenue)</b> 顆粒物排放密度(克/千元收入)	<b>0.001</b>

## 環境

### 概覽

可持續發展之環境是經濟及社會長期繁榮之基礎。本集團認為，可持續發展不僅是一種道德義務，更是業務成功的途徑。因此，本集團將環境保護置於首位，務求減低對環境造成任何負面影響，並繼續為可持續發展作出貢獻。

於報告期間，本集團已完全遵守香港法例及法規所載的所有適用環境規定，包括但不限於《空氣污染管制條例》、《噪音管制條例》、《水污染管制條例》、《廢物處置條例》及《公眾衛生及市政條例》。違反該等條例可導致民事及/或刑事責任，包括罰款及監禁。本集團透過下節所述措施確保其遵守相關法律法規。於報告期間，本集團並無發現與環境事宜有關之不合規事件或投訴。

### 排放

於本集團日常營運期間，本集團擁有3輛汽車用於其業務營運。車輛使用乃本集團產生空氣污染物的主要活動，包括氮氧化物(「氮氧化物」)、硫氧化物(「硫氧化物」)及顆粒物(「顆粒物」)。於報告期間，廢氣排放數據如下：

To uphold the principles of sustainable development, the Group is committed to reducing the emissions intensity of NOx, SOx and PM by 5% by the year ending 30 June 2026, against the emissions intensity of the baseline year ended 30 June 2023. For fleet management, regular maintenance checks are performed for all the vehicles to enhance fuel consumption efficiency, ensure road safety and keep emissions at their minimum.

### GHG Emissions

GHG generated from human activities is one of the significant drivers of global warming which affect the lives of the present and future generation. Therefore, the Group is highly concerned about the importance of monitoring and mitigating GHG emissions in our operations. As mentioned, vehicle fuel combustion is the major activity that generates direct GHG emissions (Scope 1) from operations. In addition, energy indirect GHG emissions (Scope 2) and other indirect emissions (Scope 3) mainly result from the purchase of electricity and paper consumption within the Group. The GHG emissions generated by the Group are shown as follows:

**Year ended 30 June**  
截至六月三十日止年度

**2023**  
二零二三年

### GHG Emissions (tonnes CO<sub>2</sub>-e)

溫室氣體排放量 (噸二氧化碳當量)

Scope 1 – Direct Emissions from Mobile Combustion Sources 範圍一 – 來自汽車燃料燃燒的直接排放	13.9
Scope 2 – Energy Indirect Emissions (Electricity consumption) 範圍二 – 能源間接排放 (電力消耗)	18.8
Scope 3 – Other Indirect Emissions (Paper consumption) 範圍三 – 其他間接排放 (紙張消耗)	5.0

**Total Amount of GHG Produced during the Reporting Period (tonnes CO<sub>2</sub>-e):** **37.7**

報告期間產生的溫室氣體總量 (噸二氧化碳當量) :

**The intensity of GHG Produced during the Reporting Period (tonnes CO<sub>2</sub>-e/thousand dollars of revenue):** **0.00012**

報告期間產生的溫室氣體密度 (噸二氧化碳當量 / 千元收入) :

During the Reporting Period, the GHG emissions intensity of the Group is 0.00012 tonnes **CO<sub>2</sub>-e/thousand dollars of revenue**. To uphold the principles of sustainable development, the Group is committed to reducing the GHG emissions intensity by 5% by the year ending 30 June 2026, against the GHG emissions intensity of the baseline year ended 30 June 2023.

為堅持可持續發展的原則，本集團承諾在截至二零二六年六月三十日止年度前將氮氧化物、硫氧化物及顆粒物的排放密度相比截至二零二三年六月三十日止基準年度的排放密度降低5%。就車隊管理而言，我們會對所有車輛進行定期保養檢查，以提高燃料消耗效率，確保道路安全，將排放控制在最低水平。

### 溫室氣體排放

全球暖化影響今世後代的生活，而人類活動產生的溫室氣體為全球暖化的主要原因之一。因此，本集團對監督及減少經營活動中溫室氣體的排放給予高度關注。如前所述，汽車燃料燃燒為經營活動中產生直接溫室氣體排放 (範圍一) 的主要活動。此外，能源間接溫室氣體排放 (範圍二) 及其他間接排放 (範圍三) 主要來源於本集團採購之電力以及紙張消耗。本集團產生的溫室氣體排放如下：

於報告期間，本集團溫室氣體排放密度為 0.00012 噸二氧化碳當量 / 千元收入。為堅持可持續發展之原則，本集團承諾在截至二零二六年六月三十日止年度前將溫室氣體的排放密度相比截至二零二三年六月三十日止基準年度的溫室氣體排放密度降低5%。

Our Group has implemented an array of measures to mitigate air and GHG emissions, including but not limited to the following:

- Require employees to turn off lights, equipment, and other electronic devices when such devices are not in operation and before leaving the premises;
- Replace all lighting with LED lighting products that are more energy-efficient;
- Set and keep air conditioners to a default temperature of around 24 degrees Celsius;
- Provide training and educate our employees on the concept of energy efficiency;
- Promote a paperless environment, encourage the usage of electronic copies instead of hard copies, the use of double-sided printing, and the use of single-sided-printed paper when there is no confidential information on it;
- Procure products for the office that are more energy efficient, such as those with Grade 1 or 2 energy label; and
- Conduct regular inspections and maintenance of vehicles and equipment.

We have also adopted green procurement practices to manage scope 3 other indirect GHG emissions from the upstream supply chain with preference is given to suppliers with relevant ISO certifications such as ISO 14001 Environmental Management System and ISO 20400 Sustainable Procurement, or products that obtained certifications such as Construction Industry Council Green Product Certification if their products meet the project requirements. As suppliers certified with relevant ISO certifications indicate that the suppliers have an environmental management system in place or integrated sustainability within their procurement to manage and minimise their business's environmental impacts, such as GHG emissions, energy and water usage, and waste production, our preference given to suppliers with ISO 14001 Environmental Management System and ISO 20400 Sustainable Procurement is consistent with our green procurement practices, which involves purchasing products and services that cause minimal adverse environmental impacts. We believe that such GHG emissions could be minimised via a prudent selection of suppliers and low carbon construction materials.

本集團已實施一系列措施以減少廢氣及溫室氣體排放，包括但不限於下列各項：

- 要求僱員於燈具、設備及其他電子設備在非工作狀態時以及離開前關閉該等設備；
- 以更節能的LED照明產品取代所有照明設施；
- 將空調設定並保持在攝氏24度左右的預設溫度；
- 為僱員提供有關節能理念的培訓及教育；
- 促進無紙化環境，鼓勵使用電子版本取代紙質版本，使用雙面打印，並在沒有機密資料的情況下使用已單面列印的紙張；
- 為辦公室採購更節能的產品，如標有一級或二級能源標籤的產品；及
- 定期檢查和保養車輛及設備。

我們亦已採取綠色採購慣例，以管理來自上游供應鏈的範圍三其他間接溫室氣體排放，我們優先考慮獲得ISO 14001環境管理體系及ISO 20400可持續採購等相關ISO認證的供應商，或獲得建造業議會綠色產品認證等認證的產品（倘其產品符合項目要求）。由於獲得相關ISO認證的供應商意味著該等供應商擁有環境管理體系或已將可持續發展融入其採購，以管理及盡量減低其業務對環境之影響，如溫室氣體排放、能源和水的使用以及廢棄物產生，而我們優先考慮獲得ISO 14001環境管理體系和ISO 20400可持續採購的供應商，符合我們的綠色採購慣例，即採購對環境造成最小不利影響之產品及服務。我們相信，透過審慎選擇供應商及低碳建築材料，可將該等溫室氣體排放降至最低。

### Waste Management

During the Reporting Period, the Group has fully complied with all applicable requirements as set up by the laws and regulations in Hong Kong regarding the generation of hazardous waste and non-hazardous waste including but not limited to the Waste Disposal (Charges for Disposal of Construction Waste) Regulation and the Waste Disposal (Chemical Waste) (General) Regulation. No confirmed material non-compliance incidents or grievances in relation to hazardous and non-hazardous waste management were noted by the Group.

Non-hazardous construction wastes and residual materials will be sorted and separated into inert and non-inert portions. Recyclable or reusable materials such as metals and concrete will be handled by recyclers, and the remaining sorted inert and non-inert portions will be handled by the waste collector engaged by the main contractors to dispose of at the relevant government waste disposal facilities (public fill reception facilities, sorting facilities or landfills) in accordance with the Waste Disposal (Charges for Disposal of Construction Waste) Regulation, while any hazardous or toxic waste will be collected in a designated waste location with cautionary warning signs, and further handled by a licensed waste collector engaged by the main contractors.

The following shows the statistics of non-hazardous waste generated and recorded during the Reporting Period:

**Year ended 30 June**  
截至六月三十日止年度

**2023**  
二零二三年

Total Non-hazardous Waste Generated (kg) 所產生無害廢棄物總量(以千克計算)	1,038
<b>Intensity of Non-hazardous Waste Generated (kg/thousand dollars of revenue):</b> 所產生無害廢棄物密度(千克/千元收入):	<b>0.003</b>

The major non-hazardous waste produced by our business activities is paper consumed for administrative purposes. We encourage our employees to reduce paper consumption whenever possible, and work towards a paperless environment.

During the Reporting Period, the intensity of the non-hazardous waste generated by the Group is 0.003 kg per thousand dollars of revenue. To uphold the principles of sustainable development, the Group is committed to reducing the intensity of the non-hazardous waste generated by 5% by the year ending 30 June 2026, against the non-hazardous waste intensity of the baseline year ended 30 June 2023.

### 廢棄物管理

於報告期間，本集團已完全遵守香港法律及法規有關產生有害廢棄物及無害廢棄物之所有適用規定，包括但不限於《廢物處置(建築廢物處置收費)規例》及《廢物處置(化學廢物)(一般)規例》。本集團並無發現與有害及無害廢棄物管理有關之已確認重大不合規事件或投訴。

我們將對無害建築廢棄物及剩餘材料分類，分為惰性及非惰性兩部分。金屬及混凝土等可回收或可重複利用的材料將由回收商處置，而餘下已分類的惰性及非惰性材料將由總承建商委聘的廢物收集商處置，並根據《廢物處置(建築廢物處置收費)規例》在相關政府的廢物處置設施(公眾填埋接收設施、分類設施或堆填區)處置，而任何有害或有毒廢棄物則在指定廢物地點收集，並設置警示標誌，再由總承建商委聘的持牌廢物收集商作進一步處理。

下表載列於報告期間所產生及記錄的無害廢棄物統計數據：

我們業務活動所產生之主要無害廢棄物為行政用紙。我們鼓勵員工盡可能減少紙張消耗，並致力實現無紙化環境。

於報告期間，本集團所產生之無害廢棄物密度為0.003千克/千元收入。為堅持可持續發展之原則，本集團承諾在截至二零二六年六月三十日止年度前將無害廢棄物的密度相比截至二零二三年六月三十日止基準年度的無害廢棄物密度降低5%。

### **Packaging**

As the Group's core business activities do not involve the use of packaging materials, and thus, no relevant data and measures in this respect are available.

### **Energy Efficiency**

The Group treasures the use of energy. As mentioned, the Group has implemented an array of measures to reduce energy consumption. For details of the energy consumption reduction measures, please refer to the section headed "GHG Emissions" in this ESG Report.

During the Reporting Period, the energy consumption of the Group is shown as follows:

**Year ended 30 June**  
截至六月三十日止年度

Electricity (kWh)  
電力(以千瓦時計算)  
Petrol (kWh)  
汽油(以千瓦時計算)

**2023**  
二零二三年

48,300.00

50,645.33

### **Total Energy Consumption (kWh):**

能源消耗總量(以千瓦時計算):

**98,945.33**

### **Energy Consumption Intensity (kWh/thousand dollars of revenue):**

能源消耗密度(千瓦時/千元收入):

**0.31**

During the Reporting Period, the energy consumption intensity of the Group is 0.31 kWh per thousand dollars of revenue. To uphold the principles of sustainable development, the Group is committed to reducing the intensity of the energy consumption by 5% by the year ending 30 June 2026, against the energy consumption intensity of the baseline year ended 30 June 2023.

### **包裝**

由於本集團的核心業務活動並不涉及包裝材料的使用，因此並無相關數據及計量。

### **能源效益**

本集團珍惜能源的使用。如上所述，本集團已實施一系列措施以減少能源消耗。有關減少能源消耗措施之詳情，請參閱本環境、社會及管治報告「溫室氣體排放」一節。

於報告期間，本集團的能源消耗量如下：

於報告期間，本集團之能源消耗密度為0.31千瓦時/千元收入。為堅持可持續發展之原則，本集團承諾在截至二零二六年六月三十日止年度前將能源消耗密度相比截至二零二三年六月三十日止基準年度的能源消耗密度降低5%。

### **Water Management**

The Group has complied with the Hong Kong's Water Pollution Control Ordinance with an aim to prevent and control water pollution, protect and improve the environment. During the Reporting Period, we have no issue in sourcing water that is fit for purpose.

The Group treasures the preciousness of water resources. Through the implementation of a variety of measures, the Group is committed to achieving water conservation and adopted various measures to lessen the use of water under the principles of saving and recycling:

- Any water wastage phenomenon is prohibited;
- Regular checking on water taps and pipes to avoid unnecessary leakage;
- Meter reading is checked constantly for revealing any hidden leakage phenomena; and
- Water-saving education and ideas of water-saving and water scarcity are continuously promoted among our employees.

The Group believes that carrying out the measures stated above, will be effective in raising the awareness of employees' water conservation initiatives and reduce water consumption in the long run.

During the Reporting Period, the water consumption of the Group is shown as follows:

**Year ended 30 June**  
截至六月三十日止年度

**2023**  
二零二三年

Water Consumption ( $m^3$ )  
用水量(以立方米計算)

53.2

**Water Consumption Intensity ( $m^3$ /thousand dollars of revenue):**  
用水密度(立方米/千元收入):

**0.00017**

### **用水管理**

本集團遵守香港《水污染管制條例》，致力防止和控制水污染、保護及改善環境。於報告期間，我們在求取適用水源方面並無困難。

本集團珍惜寶貴的水資源。本集團秉持節約及回收的原則，透過實施多項措施推行節約用水，並採納多項措施減少用水：

- 禁止一切浪費用水的行為及情況；
- 定期檢查水龍頭及水管，避免不必要之滲漏；
- 時常檢查儀錶讀數以發現隱藏的漏水現象；及
- 持續向僱員宣傳節水教育及節水和水資源稀缺的觀念。

本集團認為，透過實施上述措施，將能有效提升僱員節約用水的意識及長遠減少用水。

於報告期間，本集團的用水量如下所示：



During the Reporting Period, the water consumption intensity of the Group is 0.00017 m<sup>3</sup> per thousand dollars of revenue. The Group targets to reduce the water consumption intensity by 5% by the year ending 30 June 2026, against the water consumption intensity of the baseline year ended 30 June 2023. Our Group will make continuous efforts to work towards the set target of water consumption through the established water usage management and the implemented measures to avoid unnecessary leakage.

### **Environmental Protection**

As a passive fire protection works service provider, there is no significant consumption of natural resources and therefore the Group's activities do not have any significant impact on the environment. However, the Group is concerned about the natural resources consumed along the supply chain and it endeavours to select vendors that are environmentally and socially conscious. Details of vendor selection criteria are set out in the section headed "Supply Chain Management" below.

### **Climate Change**

The Group has considered the potential climate-related risks and opportunities in respect of the recommendations of the Task Force on Climate-related Financial Disclosures, in which potential physical risks and transition risks from climate change may pose adverse financial impacts on the Group's businesses. Acute physical risk can arise from extreme weather conditions such as flooding and storms and chronic physical risk can arise from sustained high temperature, while transition risk may result from a change in climate-related regulations or emerging technology. The Group defines time horizons as Short-term: 1-5 years, Medium-term: 6-10 years, Long-term: ≥ 11 years.

於報告期間，本集團的用水密度為0.00017立方米／千元收入。本集團之目標是於截至二零二六年六月三十日止年度前將用水密度相比截至二零二三年六月三十日止基準年度之用水密度減少5%。本集團將持續努力，透過完善的用水管理及實施措施以避免不必要之滲漏，達致設定的用水目標。

### **環境保護**

作為被動消防工程服務供應商，我們並無重大的天然資源消耗，因此本集團活動並未對環境造成任何重大影響。然而，本集團十分關注供應鏈的天然資源消耗，並傾向選擇與具備環保及社會責任意識的供應商合作。有關供應商甄選標準的詳情載於下文「供應鏈管理」一節。

### **氣候變化**

本集團已就氣候相關財務披露工作小組的建議考慮潛在氣候相關風險及機會，其中氣候變化帶來的潛在實體風險及過渡風險可能對本集團的業務造成不利財務影響。嚴重實體風險可能來自洪水及暴風雨等極端天氣情況，長期實體風險可能來自持續高溫，而過渡風險則可能來自氣候相關法規變動或新興科技。本集團將時間範圍定義為短期：一至五年，中期：六至十年，長期：十一年及以上。

The potential climate-related risks in respect of the recommendations of the Task Force on Climate-related Financial Disclosures are summarized below:

氣候相關財務披露工作小組的建議有關之潛在氣候相關風險概述如下：

Risk Type 風險類型	Risks 風險	Potential Financial Impact 潛在財務影響	Short (1-5 years) 短期 (一至 五年)	Medium (6-10 years) 中期 (六至 十年)	Long (≥11 years) 長期 (十一年 及以上)	Mitigation Strategy 減緩策略	
Physical Risks 實體風險	<ul style="list-style-type: none"> <li>Extreme weather conditions such as flooding and storms 極端天氣狀況，例如洪災及颱風</li> </ul>	<ul style="list-style-type: none"> <li>Reduced revenue from business due to business and supply chain disruptions 業務及供應鏈中斷導致業務收益減少</li> </ul>	√	√		<ul style="list-style-type: none"> <li>Establish adverse weather condition policy 制訂惡劣天氣狀況政策</li> </ul>	
	<ul style="list-style-type: none"> <li>Sustained elevated temperature 持續高溫</li> </ul>	<ul style="list-style-type: none"> <li>Increased in business operating costs 業務營運成本增加</li> </ul>			√	√	<ul style="list-style-type: none"> <li>Adopt energy conservation measures to avoid overconsumption of natural resources 採納節能措施，避免過度消耗自然資源</li> </ul>
Transition Risks 過渡風險	<ul style="list-style-type: none"> <li>Changes in climate-related regulations 氣候相關法規變化</li> </ul>	<ul style="list-style-type: none"> <li>Higher operating costs to comply with more stringent regulations 營運成本增高，以遵守更嚴格之法規</li> </ul>			√	√	<ul style="list-style-type: none"> <li>Adopt energy conservation measures to reduce emissions 採納節能措施，減少排放</li> <li>Adopted green procurement 採納綠色採購</li> <li>Continue to monitor the regulatory environment to ensure that the Group complied with the climate-related laws and regulations 繼續監察監管環境，確保本集團遵守氣候相關法律及法規</li> </ul>
	<ul style="list-style-type: none"> <li>Emerging technology 新興科技</li> </ul>	<ul style="list-style-type: none"> <li>Higher operating costs to adopt new practices or technologies 營運成本增加，以採納新常規或科技</li> </ul>				√	√

## SOCIAL

### Employment

The Group has strictly complied with a series of labour laws in Hong Kong including but not limited to the Employment Ordinance (Chapter 57 of the Laws of Hong Kong). To ensure that the Group's key policies are clearly and consistently communicated to the employees, the Group has established an "Employees' Handbook", which details the rights of the employees, such as working hours, leave entitlements and other benefits and welfare. "Employees' Handbook" is available to all employees upon request.

The Group believes that employees are the key asset and important component to business success, so the Group pays attention to the personal growth of every employee and has set up various channels of communication with employees to enhance employees' sense of belonging to the Group.

The Group also embraces diversity and is committed to promoting the diversity of our employees to enhance the effectiveness of our corporate governance. We strive to achieve diversity not only in terms of gender, but also age, culture, educational background, professional qualifications, skills and industry experience. We ensure that our employees are recruited strictly based on their abilities through an impartial and transparent recruitment system. We support diversity, equity and inclusion in the workplace and believe that by providing all individuals with equal opportunities, we can make the most of their capabilities as part of our social responsibility.

The Group has established a set of rules in our "Employee Handbook" to ensure that no employee is mistreated, harassed, discriminated against, or deprived of any opportunities including but not limited to recruitment, promotion, training, and company welfare because of their nationality, religion, beliefs, disability, gender, age, birthplace, sexual orientation, values, workstyles and family status. These important values within the Group are well communicated to all of our employees. The Group strives to provide equal opportunities to disabled individuals by recruiting employees strictly based on their abilities through an impartial and transparent recruitment system. The Group acknowledges the value of diversity and will ensure gender equality in our board composition by having at least one female board member. The Group is committed to improving human resources policies and workplace facilities so as to guarantee employees' health and safety at all times.

## 社會

### 僱傭

本集團嚴格遵守香港的一系列勞動法律，包括但不限於《僱傭條例》(香港法例第57章)。為確保本集團之主要政策清晰一致地傳達給僱員，本集團已制定《僱員手冊》，詳細列明僱員之權利，如工作時間、假期權利及其他利益和福利。所有僱員均可索取《僱員手冊》。

本集團認為，僱員乃企業之重要資產及企業成功之重要組成部分，本集團關注每一位僱員的個人成長，並已建立與僱員的多種溝通渠道，以增強僱員對本集團之歸屬感。

本集團亦提倡多元化，並致力促進僱員多元化，以提高企業管治的有效性。我們力求在性別，以及年齡、文化及教育背景、專業資格、技能及行業經驗方面實現多元化。我們確保透過公正透明的招聘系統嚴格根據僱員能力招聘員工。我們支持工作場所的多元化、公平性及包容性，並相信透過為眾人提供平等機會，我們可以充分利用他們的能力作為我們履行社會責任的一部分。

本集團已在《僱員手冊》中制定規則，以確保並無僱員因其國籍、宗教信仰、信仰、殘疾、性別、年齡、出生地、性取向、價值觀、工作方式及家庭狀況而遭受虐待、騷擾、歧視或剝奪任何機會(包括但不限於招聘、晉升、培訓及公司福利)。本集團內的重要價值觀已妥為傳達予所有僱員。本集團透過公正透明的招聘系統嚴格根據僱員能力招聘員工，努力為殘疾人士提供平等機會。本集團秉承多元化之價值觀，並透過至少有一名女性董事會成員來確保董事會組成中的性別平等。本集團致力改善人力資源政策及工作場所設施，以始終保障僱員的健康及安全。

### **Employees**

The Group believes that a diversified and cohesive team is indispensable to the success of the business. The Group strives to ensure that the recruitment process is fair and without any discrimination.

As at 30 June 2023, the Group had a total of 61 employees.

The breakdowns of the Group's workforce by gender, age group and region are as follows:

### **僱員**

本集團相信，多元化且有凝聚力之團隊對於業務成功不可或缺。本集團力求確保招聘過程公平及無歧視。

於二零二三年六月三十日，本集團合共有61名僱員。

本集團之員工按性別、年齡組別及地區劃分之明細如下：

<b>As at 30 June</b> 於六月三十日	<b>2023</b> 二零二三年
<b>Total workforce</b> 員工總數	61
<b>By gender</b> 按性別	
Male 男性	42
Female 女性	19
<b>By age group</b> 按年齡組別	
Below 30 30歲以下	11
30 – 50 30歲至50歲	35
Above 50 50歲以上	15
<b>By region</b> 按地區	
Hong Kong 香港	61
<b>By employment type</b> 按僱傭類別	
Full time 全職	61

During the Reporting Period, the employee turnover across the Group was 41%<sup>ii</sup>, the details are as follows:

於報告期間，本集團的僱員流失率為41%<sup>ii</sup>，詳述如下：

<b>KPI B1.2</b>	
<b>關鍵績效指標B1.2</b>	
<b>Employee turnover rates</b>	
<b>僱員流失率</b>	
<b>Overall turnover rate</b>	41%
<b>整體流失率</b>	
<b>By gender</b>	
<b>按性別</b>	
Male	40%
男性	
Female	42%
女性	
<b>By age group</b>	
<b>按年齡組別</b>	
Below 30	73%
30歲以下	
30 – 50	37%
30歲至50歲	
Above 50	27%
50歲以上	
<b>By region</b>	
<b>按地區</b>	
Hong Kong	41%
香港	

<sup>ii</sup> The overall turnover rate is disclosed in accordance “Appendix 3: Reporting Guidance on Social KPIs” published by HKEX, which is the total employees leaving employment divided by the number of total employees as at 30 June 2023.  
 整體流失率乃根據香港聯交所發佈之《附錄三：社會關鍵績效指標報告指引》披露，即於二零二三年六月三十日離職僱員總數除以僱員總數。

### **Occupational Health and Safety**

During the Reporting Period, the Group has complied with the Factories and Industrial Undertakings Ordinance (Chapter 59 of the Laws of Hong Kong), Occupational Safety and Health Ordinance (Chapter 509 of the Laws of Hong Kong), Employees' Compensation Ordinance (Chapter 282 of the Laws of Hong Kong) and other relevant laws and regulations which stipulate requirements to maintain safe working conditions and to protect the occupational health of employees. The Group has been educating employees on occupational safety and sanitation, preventing accidents at work and reducing occupational hazards.

The Group strives to offer a healthy and safe work environment for our employees, accidents that give rise to employees' compensation claims and/or personal injury claims are generally covered by the insurance policies of the relevant main contractors. The Group generally works with other safety supervisors and the main contractors on site to ensure the satisfaction of safety requirements and systems established by our customers or main contractor. However, the Group has adopted an occupational health and safety standards system ourselves which is monitored by our project managers and site foremen on site and the Group continuously seeks to improve our system to protect our employees and our subcontractors' employees during the course of work. Our current occupational health and safety standards system includes the following major features:

- formulating safety policies in operating equipment and machines;
- providing safety training to employees at construction sites before their commencement of work on safe work practices and proper handling of any hazardous substances;
- ensuring our employees on the work sites possess a valid Construction Industry Safety Training Certificate (Green Card) and Construction Workers Registration Card;
- ensuring employees at construction sites are provided with necessary safety equipment; and
- conducting regular safety inspections on site and providing suitable warnings to employees on potential risks on site.

### **職業健康與安全**

於報告期間，本集團已遵守《工廠及工業經營條例》(香港法例第59章)、《職業安全及健康條例》(香港法例第509章)、《僱員補償條例》(香港法例第282章)以及其他規定保證生產安全環境及保護僱員職業健康之相關法律法規。本集團培養僱員的職業安全與衛生意識、防止工作事故及降低職業危害。

本集團致力為僱員提供健康及安全的工作環境，而可能導致僱員補償索償及／或人身傷害索償的意外事故則一般由相關總承建商購買的保險保障。本集團一般與現場其他安全監事及總承建商合作，以確保符合客戶或總承建商制定的安全要求及制度。然而，本集團已採納其本身之職業健康及安全標準體系，並由項目經理及現場工頭監察，本集團不斷尋求改善該體系，以在工作過程中保護本集團及分包商的僱員。我們的現行職業健康與安全標準體系包括以下主要特點：

- 制定運作設備和機器的安全政策；
- 在建築工地僱員開始工作前，向彼等提供有關工作安全常規及妥善處理任何有害物質的安全培訓；
- 確保工地僱員持有有效的建造業安全訓練證明書(綠卡)及建造業工人註冊證；
- 確保建築工地的僱員獲提供必要的安全設備；及
- 定期進行現場安全檢查，並就現場的潛在風險向員工提供適當警告。

The Group has also implemented various precautions and safety measures for handling hazardous waste (if any), such as toxic materials, including but not limited to (i) requiring all workers to wear a mask and appropriate personal protective equipment; (ii) placing warning signs and labeling the container holding the hazardous substance legibly with the name of the substance, hazard classification and symbol, particular risks inherent in the substance, and required safety precautions; (iii) prohibiting smoking in the work areas; and (iv) keeping the work sites well-ventilated.

To ensure a safe working environment, all fire extinguishing systems must be checked regularly with the date of inspection, and relevant information should be marked on the extinguishers and fire extinguishing systems. Fire extinguishers should be placed in prominent areas without blockage by any obstructions. Staff is trained with fire safety knowledge such as evacuation routes and the use of fire extinguishers.

In response to COVID-19, the Group has adopted several additional mitigation measures according to the government policies, which are including, (i) encouraging staff and workers to wear surgical masks both at the office and work sites; (ii) conducting body temperature checks before entering work sites; (iii) providing hand sanitiser for our office employees; (iv) requesting staff and workers to maintain personal hygiene and those with respiratory symptoms to refrain from working and to seek medical treatment promptly; (v) placing health information on COVID-19 prominently at work sites; and (vi) if any staff or workers are requested by the Department of Health of Hong Kong to be quarantined or have been confirmed to have contracted COVID-19, their respective department or project management team will be instructed to keep such occurrence on record. Any other staff or workers with close contact with such staff or workers shall also be informed. The Group will pay close attention to the latest development and regularly reviews the measures implemented to ensure the measures are effective.

During the current Reporting Period, there are 2 cases of work-related injuries and 13 days lost due to work injuries. No work-related fatalities were recorded by the Group in the past three years including the Reporting Period. The Group continues to reflect on its existing safety policies and is committed to continuously adapting and improving its occupational safety measures as necessary.

本集團亦已實施多項預防措施及安全措施處理有毒物質等有害廢棄物(如有)，包括但不限於：(i)要求所有工人佩戴口罩及適當的個人防護裝備；(ii)在裝有有害物質的容器上放置警告標誌和標籤，清楚標明該物質的名稱、危險分類及標識、該物質固有的特定風險以及所需的安全預防措施；(iii)禁止在工作區域吸煙；及(iv)保持工地通風良好。

為確保安全的工作環境，所有滅火系統均須定期檢查，並註明檢查日期，在滅火器及滅火系統上標明相關信息。滅火器應放置在顯眼的區域，不要被任何障礙物堵塞。員工需接受消防安全知識培訓，如疏散路線及滅火器的使用。

為應對新冠肺炎，本集團已根據政府政策採納多項額外緩解措施，包括(i)鼓勵員工及工人於辦公室及工地佩戴外科口罩；(ii)在進入工地前進行體溫檢查；(iii)為辦公室僱員提供洗手液；(iv)要求員工及工人保持個人衛生，有呼吸道癥狀者不得工作，須及時就醫；(v)在工作場所顯著位置放置有關新冠肺炎的健康信息；及(vi)倘任何員工或工人被香港衛生署要求檢疫或已確認感染新冠肺炎，則彼等各自的部門或項目管理團隊將按指示記錄有關事件，同時亦應知會與該等員工或工人密切接觸的任何其他員工或工人。本集團將密切關注最新發展，並定期檢討已實施的措施，確保措施行之有效。

於本報告期間，本集團錄得2宗工傷事故，因工傷損失13個工作日。於過去三年(包括報告期間)，本集團概無錄得因工死亡事故。本集團繼續反省其現有的安全政策，承諾在必要時不斷調整及改善其職業安全措施。

### **Development and Training**

The Group regards employees as its most valuable asset. Thus, the Group places emphasis on the personal development of the employees. The Group believes that investing in employees through training will help promote job satisfaction and staff loyalty. Different types of training were provided to the employees to enhance their knowledge and capabilities. The Group conducted an array of training, including induction training for newly-joined employees in discharging their duties and having a thorough understanding of internal policies; regular safety training including fire safety; regular training in customer handling; and training for our professional staff.

The Group will continue to invest more resources into its employees' training and development, so that its staff can be equipped with the necessary knowledge and skills to keep abreast of market trends and provide quality services, as well as achieve personal career development. By these means, all employees can grow together with the Group.

During the Reporting Period, the employees of the Group received 48 hours of training in total. The training details of the Group during the Reporting Period are as follows:

### **發展及培訓**

本集團視僱員為最寶貴之資產。因此，本集團重視僱員之個人發展。本集團相信，透過培訓對僱員進行投資將有助提升工作滿意度及員工忠誠度。我們為僱員提供不同類型的培訓，以提升彼等之知識及能力。本集團開展一系列培訓，包括對新入職僱員履職的入職培訓並深入了解內部政策；定期安全培訓，包括消防安全；客戶處理的定期培訓；以及對專業人員進行培訓。

本集團將繼續投放更多資源於僱員培訓及發展，使其員工具備所需的知識及技能，以緊貼市場趨勢及提供優質服務，同時實現個人職業發展。藉助該等方式，所有僱員均可與本集團共同成長。

於報告期間，本集團僱員合共接受48個小時培訓。本集團於報告期間的培訓詳情如下：

<b>KPI B3.1</b> 關鍵績效指標B3.1	
<b>Development and Training Indicators</b> 發展及培訓指標	
<b>Total</b> 總計	31%
<b>By Gender</b> 按性別	
Male 男性	79%
Female 女性	21%
<b>By Employee Category</b> 按僱員類別	
Entry level 初級	47%
Middle level 中級	27%
Management level 管理級	26%



<b>KPI B3.2</b>	
<b>關鍵績效指標B3.2</b>	
<b>Development and Training Indicators</b>	
<b>發展及培訓指標</b>	
<b>Average hours of training that employees participated in</b>	0.8
<b>僱員的平均培訓時數</b>	
<b>Average hours of training per employee by gender</b>	
<b>按性別劃分的每名僱員平均培訓時數</b>	
Male	0.9
男性	
Female	0.5
女性	
<b>Average hours of training per employee by employment category</b>	
<b>按僱傭類別劃分的每名僱員平均培訓時數</b>	
Entry level	0.6
初級	
Middle level	1.3
中級	
Management level	1.1
管理級	

### Labour Standards

During the Reporting Period, the Group has strictly complied with a series of labour laws in Hong Kong including but not limited to the Employment Ordinance (Chapter 57 of the Laws of Hong Kong).

With the aim to protect the children of their childhood, prevent inappropriate physical and manual work for children and protect the free labour rights and employees' rights and interests, the Group has strict requirements for the recruitment process. Upon receipt of the candidate's resume, the Human Resources Department will conduct a thorough background check to ensure whether the personal data stated on the application form is true. During the job interview, the Group carefully examines and verifies the applicant's original identity card and makes detailed inquiries to applicants to ensure that the Group does not employ child labour and forced labour.

The Group strictly prohibits the use of forced labour and child labour. If management discovers irregular employment of child labour or forced labour, the Group will immediately terminate the contract, ascertain the causes of such irregular employment and accountabilities of relevant recruitment staff to eliminate such practices. During the Reporting Period, the Group did not employ child labour or forced labour.

### 勞工準則

於報告期間，本集團嚴格遵守香港的一系列勞工法律，包括但不限於《僱傭條例》(香港法例第57章)。

為了保護兒童的童年、防止兒童進行不當體力勞動以及保障工作自由權及僱員權益，本集團已對招聘程序作出嚴格規定。收到應聘者簡歷後，人力資源部將進行全面的背景調查，以確保申請表格內所述個人資料是否準確無誤。面試過程中，本集團會仔細審核申請人的身份證原件並詳細詢問申請人情況，以確保本集團未僱用童工或強制勞工。

本集團嚴格禁止使用強制勞工及童工。倘管理層發現任何不合法僱用童工或強制勞工行為，本集團將立即終止合同、查明非法僱傭的原因及問責有關招聘員工以消除有關情況。於報告期間，本集團並無僱用童工及強制勞工。

### **Supply Chain Management**

The Group places emphasis on its supply chain management. In addition to improving cost competitiveness, the Group also values the sustainability of its supply chain. The Group supports the purchase of environmentally friendly products to minimize the environmental impact caused by its business operations. Also, the Group would consider the awareness of occupational health and safety during the supplier selection. Our Group performs background checks and assessments prior to engaging the suppliers (including subcontractors), including their historical compliance with environmental and social-related laws and regulations (such as their waste, labour and occupational health and safety management). As abovementioned, our Group purchases from reputable and reliable approved suppliers, and suppliers with relevant ISO certifications (such as ISO 14001, ISO 9001, ISO 45001) or supply of low carbon construction materials such as products that obtained Construction Industry Council Green Product Certification, will have advantages during our Group's supplier selection process.

The Group closely monitors the performance of the existing suppliers and selects new vendors based on defined criteria, such as qualification, company scales, and reputation, etc. Approved suppliers are evaluated on a regular basis by the respective purchasing departments to ensure that the quality of products and services that the Group purchases are up to standard. Suppliers who are not up to standard for a prolonged period of time will be disqualified.

There were 72 and 6 approved suppliers located in Hong Kong and the People's Republic of China (the "PRC") during the Reporting Period. The Group has performed the annual evaluation of the suppliers in order to assess whether the suppliers have complied with the standards of the Group.

### **Product Quality Assurance**

The Group is dedicated to maintaining a high quality in our services given the importance of our reputation in attracting new business opportunities and we have established a quality management system, which has been accredited with ISO 9001 certification since 2014.

### **供應鏈管理**

本集團重視供應鏈管理。除提高成本競爭力外，本集團亦重視供應鏈的可持續性。本集團支持購買環保產品，以將其業務營運產生之環境影響減至最低。此外，本集團在選擇供應商時會考慮職業健康及安全意識。本集團於聘用供應商(包括分包商)前會進行背景調查及評估，包括彼等過往遵守環境及社會相關法律及法規之情況(如廢棄物、勞工及職業健康與安全管理)。如上文所述，本集團向信譽良好及可靠之已核准供應商採購，而具備相關ISO認證(如ISO 14001、ISO 9001、ISO 45001)或供應低碳建築材料(如獲得建造業議會綠色產品認證的產品)之供應商，將在本集團的供應商甄選過程中具有優勢。

本集團按照資質、公司規模及信譽等明確標準嚴密監控現有供應商之表現及挑選新供應商。各採購部門定期評估已核准之供應商，以保證本集團所購產品及服務之質量符合標準。長期未能符合標準之供應商會被剔除。

於報告期間，分別有72名及6名已核准供應商位於香港及中華人民共和國(「中國」)。本集團已對供應商進行年度評估，以評估供應商是否符合本集團的標準。

### **產品質量保證**

由於我們的聲譽在吸引新商機方面發揮重要作用，本集團致力保持高質素服務，我們已建立質量管理體系，並自二零一四年起獲得ISO 9001認證。

The Group is dedicated to maintaining the high quality of our services, it has established a quality management system and implemented various measures to ensure the quality of our services, including but not limited to (i) monitoring and supervising the works conducted by our subcontractors to ensure compliance with customers' requirements and standards as well as the implementation and compliance with safety management system; (ii) maintaining records on the progress of the projects, issues identified from inspections and testing as well as the status of timely rectifications; and (iii) careful selection of suppliers and ensuring quality and standards of the materials supplied.

The Group has also adopted various measures to ensure the safety of our materials used, including but not limited to (i) purchasing from reputable and reliable approved suppliers, preferably with relevant ISO certifications; (ii) performing periodic assessments on the products or materials used in our projects such as by examining the product specifications and relevant material safety data sheet (where available); and (iii) prohibiting the use of such materials (such as fire resistant paints, fire rated boards and fire rated doors) with carcinogenic substances in our projects as outlined in our internal control manual and checking that our materials (including fire resistant paints, fire rated boards and fire rated doors) used are free from carcinogenic substances. To the best knowledge, information and belief of our executive Directors, our Group's passive fire protection materials used in projects do not contain carcinogenic substances.

The project teams are responsible for the quality management of specific projects and ensuring the proper implementation of our procedures and plans, particularly checking compliance with any standards required by our customers and monitoring the service quality in our projects. Also, under our quality management system, the Group maintains detailed procedures including a quality manual, quality procedures and quality plan as well as template work instructions and forms to maintain proper record keeping on the progress of our works, issues identified from inspections and testing and the status of rectifications to ensure timely completion according to work schedule and prompt updates to our management and our customers.

本集團致力保持高質素服務，並已建立質量管理體系，實施多項措施以保證我們的服務質素，包括但不限於(i)監察及監督分包商進行的工程，確保符合客戶之要求及標準，以及實施及遵守安全管理制度；(ii)保存有關項目進度、檢查及測試中發現的問題以及及時糾正的情況之記錄；及(iii)審慎挑選供應商，保證所供應材料之質素及標準。

本集團亦已採取多項措施以確保用料安全，包括但不限於(i)向信譽良好及可靠之已核准供應商採購，具備相關ISO認證者優先；(ii)對我們的項目所使用產品或材料進行定期評估，例如檢查產品規格及相關材料安全數據表(如有)；及(iii)禁止在我們的項目中使用含有致癌物質(概列於我們的內部控制手冊)的材料(如防火塗料、防火板及防火門)，並檢查我們所使用的材料(包括防火塗料、防火板及防火門)是否不含致癌物質。就執行董事所深知、盡悉及確信，本集團項目所用之被動消防材料不含致癌物質。

項目團隊負責具體項目之質量管理，確保我們的程序及方案得以妥當實施，尤其是檢查是否符合客戶要求之任何標準，以及監控我們項目的服務質素。此外，根據我們的質量管理體系，本集團設有詳細的程序，包括質量手冊、質量程序及質量計劃以及工作指示模板和表格，以妥善記錄我們的工作進度、檢查及測試中發現的問題以及糾正情況，確保根據工作時間表及時完成，並及時向管理層及客戶更新有關資料。

Besides, the Group typically engages suppliers (including subcontractors) from our list of approved suppliers. We add or remove suppliers to or from our list based on their reputation, quality and general terms provided including their general prices. In the selection of suppliers of materials, the Group particularly focuses on the range of products supplied, the specification and acceptability and environmental friendliness of such products, and the timeliness of their delivery. In the selection of subcontractors, the Group particularly focus on their experience and expertise in the use of a variety of passive fire protection materials, their available resource and their past performance. For the control over subcontractors, our operation team is responsible for drafting method statements for each project so front-line workers (including our subcontractors' workers) are aware of our scope of services for the specific project, the passive fire protection materials to be used, proper handling and application procedures for such materials such as reminder on pre-application mixing and the specific thickness requirements for the proper application of certain fire resistant paints and the need for uniform application across surfaces. It also includes lists of expected equipment to be used and proper safety warnings and protocols. Our foremen and other members of our project management team will conduct inspections to check the work conducted by such workers for compliance with our specifications such as by using a handheld coating thickness gauge after the fire-resistant paint is applied to ensure proper thickness.

Apart from careful selection of suppliers and control over subcontractors, there is also quality control over the material supplied. Before delivery of materials to the project site, the Group will typically request and review the relevant test reports from recognised laboratories as procured by our suppliers of materials confirming that the fire resistance performance of the specific brand(s) of materials was tested and satisfied the applicable fire resistance performance standards. Where appropriate, the Group will also separately engage laboratories or external testing companies to conduct various tests on materials supplied such as water penetration, pressure drop, tensile and hardness to satisfy ourselves with the quality of the products. If the quality of the products supplied is not up to our standards, the Group will request our suppliers of materials to replace and provide suitable substitutes.

Due to the Group's business nature, there was no product sold or shipped subject to recalls for safety or health reasons during the Reporting Period.

此外，本集團一般委聘經核准供應商名單中的供應商(包括分包商)。我們根據供應商的聲譽、質素及所提供之一般條款(包括其整體價格)在我們的名單中添加或刪除供應商。在選擇材料供應商時，本集團特別關注所供應產品之範圍、該等產品之規格、可接受性及環保性，以及交付時間。在選擇分包商時，本集團特別關注其在使用各種被動消防材料方面之經驗和專業知識、可用資源及其過往表現。就對分包商的監管而言，我們的經營團隊負責為每個項目草擬施工方法說明書，以便一線工人(包括分包商的工人)了解我們具體項目之服務範圍、擬使用之被動消防材料、有關材料之正確處理和使用程序(例如在使用前混合的提示及正確使用某些防火塗料的具體厚度要求)以及在表面均勻使用之必要性。另外亦包括預期使用的設備列表以及適當的安全警告和協議。我們的工頭和項目管理團隊的其他成員將進行檢查，以確定該等工人進行之工程是否符合我們的規範，例如在塗上防火塗料後使用手持式塗層厚度測量儀進行測量，以確保厚度適當。

除審慎選擇供應商及監管分包商外，我們亦對所供應材料進行質量控制。在將材料交付至項目現場之前，本集團通常會索取並審查由認可實驗室提供之對我們的供應商所供應材料之相關測試報告，以確認具體品牌材料之防火性能已經過測試並符合適用之防火性能標準。本集團亦會在適當時分別委聘實驗室或外部測試公司對所供應材料進行各種測試，如滲水、壓降、拉伸及硬度，以確保產品質量。倘所供應產品之質量未達到我們的標準，本集團將要求材料供應商更換及提供合適的替代品。

鑒於本集團之業務性質，於報告期間並無已銷售或已付運產品因安全或健康原因而須召回。

### *Our Products and Services*

The Group values customer relations as they are integral to the success of its business. We pledge to offer quality after-sales service to our customers and take customer complaints seriously manner. Customers are welcome to provide feedback and express concerns through our customer service hotline or email. The Group establishes the “Client Compliant Record” and “Client survey” so that the project principal can fill in the forms and send the forms directly to the General Manager. All of the feedback and complaints are recorded, detailing information such as the cause of the complaint, the product concerned, follow-up actions, and results, etc. Once the General Manager receives the forms, he will review the details and gather the meeting which involves the presence of the Project Manager and his team to discuss the issue of the complaints and to work out the best resolution for the situation. A periodic revisit of the issue is required so that to ensure the issue is properly resolved. By keeping track of all the complaints, the Group can ensure that our customers’ concerns have been attended to accordingly, while implementing the rectifications in a timely manner.

The Group works to create a good client experience by providing quality products and services that suit customers’ needs. We welcome feedback from our customers and provide them with various ways of solving their issues. During the Reporting Period, no cases of the products and service-related complaints were received.

### *Data Privacy*

In order to build customer trust and loyalty, the Group has established measures to reduce the risk of employees leaking confidential information to outsiders.

The Group has established the “Information Security Management System Policy”, which is to comply with Hong Kong’s “Personal Data (Privacy) Ordinance”. All relevant codes of practice and guidelines are issued by the General Manager to ensure that the information is collected for specific purposes and only designed staff has access to it. If any employee has been discovered of misappropriating customers’ private data, the Group will take disciplinary action against the employee concerned and reserve its right to legal action. Moreover, our employees are given limited access to the company database depending on their job positions. Authorization is managed by the Information Technology Security Officer of the Group, who will regularly review the internal information technology system to ensure the safety of the Group’s computer systems. Employees are strictly prohibited from modifying their computers without formal approval from the management.

### *產品及服務*

本集團重視客戶關係，乃因其為業務成功不可或缺之一部分。我們承諾為客戶提供優質的售後服務，並認真對待客戶投訴。歡迎客戶通過客戶服務熱線或電郵提供反饋及表達關注。本集團建立《客戶投訴記錄》及《客戶調查表》，以供項目負責人填寫表格後將其直接交予總經理。所有反饋及投訴均作記錄，當中詳細記錄投訴原因、涉及產品、後續行動及結果等資料。只要總經理收到表格，即會審查詳情，並召集由項目經理及其團隊參加的會議，討論投訴的問題，並制定最佳解決方案。須定期進行回訪，以確保問題得以妥善解決。通過跟蹤所有投訴，本集團可確保及時實施糾正措施的同時，亦相應處理了客戶的關注。

本集團致力憑藉提供符合客戶需求之優質產品和服務，務求營造良好的客戶體驗。我們歡迎客戶的反饋，並為彼等提供解決問題的各種方法。於報告期間，本集團並無接獲有關產品及服務之任何投訴。

### *資料私隱*

為建立客戶信任及忠誠，本集團已推行措施，減低僱員向外界洩漏機密資料之風險。

本集團已制定《資料安全管理政策》，以符合香港之《個人資料(私隱)條例》。所有相關之行為守則和指引均由總經理發佈，以確保收集資料乃為特定目的進行，且僅指定員工方能查看。倘僱員被發現不當使用客戶之個人資料，本集團將對該名僱員作出紀律處分，並保留追究其法律責任之權利。此外，我們根據僱員的工作崗位，制定其訪問公司數據庫的權限。授權由本集團資訊技術部安全總監管理，彼將定期審查內部資訊技術系統，以確保本集團電腦系統之安全性。未經管理層正式批准，嚴禁僱員修改電腦。

### *Intellectual Property Rights*

The Group has registered trademarks which are important to our business. We regularly monitor whether our trademarks are being infringed. The Group has established a policy regarding intellectual property. It aims to comply with intellectual property laws and prevent and deter counterfeiting and piracy. Also, the Group supports the creative and economic activity built upon intellectual property protection. We are committed to protecting intellectual property rights which we handle with great care during our daily operations.

During the Reporting Period, the Group complied with all laws and regulations related to intellectual property rights in Hong Kong that have a significant impact on it, including but not limited to the Copyright Ordinance (Cap. 528 of the Laws of Hong Kong).

### **Anti-corruption**

During the Reporting Period, the Group observed the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong). Employees are strictly prohibited from engaging in illegal activities, including but not limited to bribery, fraud and misappropriation.

Moreover, the “Anti-bribery Policies”, the “Anti-money Laundering and Counter Terrorist Financing Policy” and the “Anti-fraud Policy” clearly sets out the procedures and channels for reporting corruption, bribery and fraud cases. As stipulated in the policies, all employees should immediately report any suspected fraud cases. In order to promote anti-corruption and anti-bribery in business, the policies strengthen the Group’s internal control mechanism and supervision in relation to anti-corruption issues.

The Group has a whistle-blowing policy in place to encourage employees to report any suspicious fraudulent activities. The Group intends to protect the whistle-blower from common concerns such as confidentiality and potential retaliation. Therefore, the employee(s) reporting in good faith under this procedure shall be assured of the protection against unfair termination or victimization, even if the reports are subsequently proved to be unsubstantiated. A full investigation will then be conducted by the Audit Committee in a confidential, disciplinary action will be applied to the employee involved upon confirmation of the occurrence, and further legal action may be taken depending on the nature and particular circumstances of each case.

### *知識產權*

本集團擁有之註冊商標對我們的業務而言非常重要。我們定期監察我們的商標是否遭侵權。本集團已制定有關知識產權之政策。該政策旨在遵守知識產權法，防止及阻止偽造和盜版。此外，本集團支持基於知識產權保護的創意及經濟活動。我們致力保護知識產權，並在日常營運中審慎行事。

於報告期間，本集團已遵守對其有重大影響有關香港知識產權之所有法律及法規，包括但不限於《版權條例》(香港法例第528章)。

### *反貪污*

於報告期間，本集團遵守《防止賄賂條例》(香港法例第201章)。僱員嚴禁參與非法活動，包括但不限於賄賂、欺詐和挪用行為。

此外，《反賄賂政策》、《反洗黑錢及反恐怖分子融資政策》及《反舞弊政策》明確規定了舉報貪污、賄賂及舞弊案件的程序及渠道。根據政策規定，所有員工應即時舉報任何疑似欺詐案件。為促進業務中的反貪污及反賄賂氛圍，該等政策加強本集團的內部監控機制及對反貪污事宜的監督。

本集團已制定舉報政策，鼓勵僱員舉報任何可疑的欺詐活動。本集團有意保障舉報人免受保密及潛在報復等常見關注的問題。因此，即使隨後證明舉報並無根據，應確保按照此程序真誠舉報的僱員免受不正當解僱或侵害。審核委員會隨後將秘密展開全面調查，如確認存在不法行為，將對涉事僱員施予紀律行動，亦可根據每宗個案的性質及具體情況進一步採取法律行動。

The Group will actively combat any money laundering using public or private accounts and ensure that there is no corruption and bribery within the Group. If employees want to report any suspicious corruption cases, they can report to the relevant management by telephone, e-mail or letter.

During the Reporting Period, no corruption or money laundering cases were noted or reported within the Group. The Group offers new employee induction training which includes training about basic employee ethics, such as anti-corruption. Also, the Group provided 1 session of anti-corruption training to all staff during the Reporting Period. The Group will closely monitor the regulatory development and will arrange relevant anti-corruption training for our employees and directors, where necessary.

### **Community Investment**

The Group understands that the development of the enterprise depends on the support from the communities. Meanwhile, the Group has also shown the spirit of serving the communities where the Group operates and has been actively involved in community investment. The Group encourages our employees to participate and contribute to society as a sustainable business is dependent on the stability and well-being of our community. During the Reporting Period, the Group donated in total of 15,000 HKD to the Lighthouse Club Hong Kong and the Shui On Seagull Club. The Group will continue to explore more community activities and contribute to the prosperity of the community.

本集團將積極打擊任何使用公共或私人銀行賬戶洗錢的活動，確保本集團內部不存在貪污賄賂行為。如僱員欲舉報任何可疑的腐敗案件，彼等可通過電話、電郵或信件向相關管理部門舉報。

於報告期間，本集團概無已知悉或呈報之貪污及洗錢個案。本集團為新僱員提供入職培訓，包括有關基本僱員道德（如反貪污）之培訓。此外，於報告期間，本集團為全體員工提供一次反貪污培訓。本集團將密切監察監管發展，並於有需要時為僱員及董事安排相關反貪污培訓。

### **社區投資**

本集團深知企業發展倚賴社區的支持。同時，本集團亦已表明服務本集團經營所在社區的心意，積極參與社區投資。企業的可持續發展倚賴社區的穩定和安康，故本集團鼓勵僱員參與社區活動、為社區做貢獻。於報告期間，本集團向香港明建會及瑞安海鷗社合共捐款15,000港元。本集團將繼續發掘更多社區活動，為社區繁榮貢獻一己之力。

## HKEX ESG REPORTING GUIDE CONTENT INDEX

## 香港聯交所環境、社會及管治 報告指引內容索引

### Part A: Environmental

### A部：環境

ESG Aspects 環境、社會及管治層面	Related Section(s) 相關章節	Remarks 備註
<b>A1. Emissions</b> A1.排放		
<p><b>Information on the policies and 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.</b></p> <p>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之政策及遵守對發行人有重大影響之相關法律及規例之資料。</p>	<p><b>Overview, Emissions, GHG Emissions, Waste Management</b></p> <p>概覽、排放、溫室氣體排放、廢棄物管理</p>	
<p><b>KPI A1.1 The types of emissions and respective emission data.</b></p> <p>關鍵績效指標A1.1排放物種類及相關排放數據。</p>	<p><b>Emissions</b></p> <p>排放</p>	
<p><b>KPI A1.2 Greenhouse gas emission in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).</b></p> <p>關鍵績效指標A1.2溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。</p>	<p><b>GHG Emissions</b></p> <p>溫室氣體排放</p>	
<p><b>KPI A1.3 Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).</b></p> <p>關鍵績效指標A1.3所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。</p>	<p><b>Waste Management</b></p> <p>廢棄物管理</p>	



ESG Aspects 環境、社會及管治層面	Related Section(s) 相關章節	Remarks 備註
<p><b>KPI A1.4 Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).</b>            關鍵績效指標A1.4所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。</p>	<p><b>Waste Management</b>            廢棄物管理</p>	
<p><b>KPI A1.5 Description of measures to mitigate emissions and results achieved.</b>            關鍵績效指標A1.5描述減低排放量的措施及所得成果。</p>	<p><b>GHG Emissions</b>            溫室氣體排放</p>	
<p><b>KPI A1.6 Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.</b>            關鍵績效指標A1.6描述處理有害及無害廢棄物的方法、減少產生量的措施及所得成果。</p>	<p><b>Waste Management</b>            廢棄物管理</p>	
<p><b>A2. Use of Resources</b>            A2.資源使用</p>		
<p><b>Policies on the efficient use of resources, including energy, water and other raw materials.</b>            有效使用資源(包括能源、水及其他原材料)之政策。</p>	<p><b>Energy Efficiency, Water Management, Supply Chain Management</b>            能源效益、用水管理、供應鏈管理</p>	
<p><b>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).</b>            關鍵績效指標A2.1按類型劃分的直接及／或間接能源(如電力、燃氣或石油)總消耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。</p>	<p><b>Energy Efficiency</b>            能源效益</p>	

ESG Aspects 環境、社會及管治層面	Related Section(s) 相關章節	Remarks 備註
<p><b>KPI A2.2 Water consumption in total and intensity (e.g. per unit of production volume, per facility).</b> 關鍵績效指標A2.2總用水量及密度(如以每產量單位、每項設施計算)。</p>	<p><b>Water Management</b> 用水管理</p>	
<p><b>KPI A2.3 Description of energy use efficiency initiatives and results achieved.</b> 關鍵績效指標A2.3描述能源使用效益計劃及所得成果。</p>	<p><b>Energy Efficiency</b> 能源效益</p>	
<p><b>KPI A2.4 Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.</b> 關鍵績效指標A2.4描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。</p>	<p><b>Water Management</b> 用水管理</p>	
<p><b>KPI A2.5 Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.</b> 關鍵績效指標A2.5製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。</p>	<p><b>Packaging</b> 包裝</p>	<p>The Group does not involve the use of packaging materials due to the nature of business 由於業務性質，本集團並無涉及使用包裝材料</p>

ESG Aspects 環境、社會及管治層面	Related Section(s) 相關章節	Remarks 備註
<b>A3. The Environmental and Natural Resources</b> <b>A3.環境及天然資源</b>		
<b>Policies on minimizing the issuer's significant impact on the environment and natural resources.</b> 減低發行人對環境及天然資源造成的重大影響之政策。	<b><i>Energy Efficiency, Water Management</i></b> <b>能源效益、用水管理</b>	
<b>KPI A3.1 Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.</b> 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之行動。	<b><i>Environmental Protection</i></b> <b>環境保護</b>	
<b>A4. Climate Change</b> <b>A4.氣候變化</b>		
<b>Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.</b> 有關識別及應對已經及可能會對發行人產生影響之重大氣候相關事宜之政策。	<b><i>Climate Change</i></b> <b>氣候變化</b>	
<b>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.</b> 關鍵績效指標A4.1描述已經及可能會對發行人產生影響之重大氣候相關事宜及已採取管理有關事宜之行動。	<b><i>Climate Change</i></b> <b>氣候變化</b>	

Part B. Social

B部：社會

ESG Aspects 環境、社會及管治層面	Related Section(s) 相關章節	Remarks 備註
<b>B1. Employment</b> <b>B1.僱傭</b>		
<p><b>Information on the policies and compliance with 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.</b></p> <p>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之政策及遵守對發行人有重大影響之相關法律及規例之資料。</p>	<p><i>Employment</i></p> <p>僱傭</p>	
<p><b>KPI B1.1 Total workforce by gender, employment type, age group and geographical region.</b></p> <p>關鍵績效指標B1.1按性別、僱傭類型、年齡組別及地區劃分的僱員總數。</p>	<p><i>Employees</i></p> <p>僱員</p>	
<p><b>KPI B1.2 Employment turnover rate by gender, age group and geographical region.</b></p> <p>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。</p>	<p><i>Employees</i></p> <p>僱員</p>	
<b>B2. Health and Safety</b> <b>B2.健康與安全</b>		
<p><b>Information on the policies and compliance with laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.</b></p> <p>有關提供安全工作環境及保障僱員避免職業性危害之政策及遵守對發行人有重大影響之相關法律及規例之資料。</p>	<p><i>Occupational Health and Safety</i></p> <p>職業健康與安全</p>	

ESG Aspects 環境、社會及管治層面	Related Section(s) 相關章節	Remarks 備註
<b>KPI B2.1 Number and rate of work-related fatalities.</b> 關鍵績效指標B2.1因工作關係而死亡的人數及比率。	<b>Occupational Health and Safety</b> 職業健康與安全	
<b>KPI B2.2 Lost days due to work injury.</b> 關鍵績效指標B2.2因工傷損失工作日數。	<b>Occupational Health and Safety</b> 職業健康與安全	
<b>KPI B2.3 Description of occupational health and safety measures adopted, how they are implemented and monitored.</b> 關鍵績效指標B2.3描述所採納之職業健康與安全措施以及相關執行及監察方法。	<b>Occupational Health and Safety</b> 職業健康與安全	
<b>B3. Development and Training</b> <b>B3.發展及培訓</b>		
<b>Policies on improving employees' knowledge and skills for discharging duties at work.</b> <b>Description of training activities.</b> 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。	<b>Development and Training</b> 發展及培訓	
<b>KPI B3.1 The percentage of employees trained by gender and employee category (e.g. senior management, middle management).</b> 關鍵績效指標B3.1按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比。	<b>Development and Training</b> 發展及培訓	
<b>KPI B3.2 The average training hours completed per employee by gender and employee category.</b> 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。	<b>Development and Training</b> 發展及培訓	

ESG Aspects 環境、社會及管治層面	Related Section(s) 相關章節	Remarks 備註
<b>B4. Labour Standards</b> B4. 勞工準則		
<p><b>Information on the policies and compliance with laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.</b></p> <p>有關防止童工及強制勞工之政策及遵守對發行人有重大影響的相關法律及規例之資料。</p>	<p><i>Labour Standards</i> 勞工準則</p>	
<p><b>KPI B4.1 Description of measures to review employment practices to avoid child and forced labour.</b></p> <p>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。</p>	<p><i>Labour Standards</i> 勞工準則</p>	
<p><b>KPI B4.2 Description of steps taken to eliminate such practices when discovered.</b></p> <p>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。</p>	<p><i>Labour Standards</i> 勞工準則</p>	
<b>B5. Supply Chain Management</b> B5. 供應鏈管理		
<p><b>Policies on managing environmental and social risks of the supply chain.</b></p> <p>有關管理供應鏈的環境及社會風險之政策。</p>	<p><i>Supply Chain Management</i> 供應鏈管理</p>	
<p><b>KPI B5.1 Number of suppliers by geographical region.</b></p> <p>關鍵績效指標B5.1按地區劃分的供應商數目。</p>	<p><i>Supply Chain Management</i> 供應鏈管理</p>	
<p><b>KPI B5.2 Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.</b></p> <p>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、以及有關慣例的執行及監察方法。</p>	<p><i>Supply Chain Management</i> 供應鏈管理</p>	

ESG Aspects 環境、社會及管治層面	Related Section(s) 相關章節	Remarks 備註
<p><b>KPI B5.3 Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.</b>            關鍵績效指標B5.3描述用於識別供應鏈的環境及社會風險的慣例以及有關慣例的執行及監察方法。</p>	<p><b>Supply Chain Management</b>            供應鏈管理</p>	
<p><b>KPI B5.4 Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.</b>            關鍵績效指標B5.4描述用於甄選供應商時推動環保產品及服務的慣例以及有關慣例的執行及監察方法。</p>	<p><b>Supply Chain Management</b>            供應鏈管理</p>	
<p><b>B6. Product Responsibility</b>            B6.產品責任</p>		
<p><b>Information on the policies and compliance with 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 method of redress.</b>            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政策及遵守對發行人有重大影響的相關法律及規例之資料。</p>	<p><b>Product Quality Assurance, Our Products and Services</b>            產品質量保證、產品及服務</p>	
<p><b>KPI B6.1 Percentage of total products sold or shipped subject to recalls for safety and health reasons.</b>            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。</p>	<p><b>Product Quality Assurance</b>            產品質量保證</p>	

ESG Aspects 環境、社會及管治層面	Related Section(s) 相關章節	Remarks 備註
<p><b>KPI B6.2 Number of products and service-related complaints received and how they are dealt with.</b> 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。</p>	<p><b><i>Our Products and Services</i></b> 產品及服務</p>	
<p><b>KPI B6.3 Description of practices relating to observing and protecting intellectual property rights.</b> 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。</p>	<p><b><i>Intellectual Property Rights</i></b> 知識產權</p>	
<p><b>KPI B6.4 Description of quality assurance process and recall procedures.</b> 關鍵績效指標B6.4描述質量檢定過程及產品回收程序。</p>	<p><b><i>Product Quality Assurance</i></b> 產品質量保證</p>	
<p><b>KPI B6.5 Description of consumer data protection and privacy policies, how they are implemented and monitored.</b> 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。</p>	<p><b><i>Data Privacy</i></b> 資料私隱</p>	
<p><b>B7. Anti-corruption</b> B7.反貪污</p>		
<p><b>Information on the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.</b> 有關防止賄賂、勒索、欺詐及洗錢的政策及遵守對發行人有重大影響之相關法律及規例之資料。</p>	<p><b><i>Anti-corruption</i></b> 反貪污</p>	
<p><b>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.</b> 關鍵績效指標B7.1於報告期間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。</p>	<p><b><i>Anti-corruption</i></b> 反貪污</p>	



ESG Aspects 環境、社會及管治層面	Related Section(s) 相關章節	Remarks 備註
<p><b>KPI B7.2 Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.</b>            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。</p>	<p><b><i>Anti-corruption</i></b>            反貪污</p>	
<p><b>KPI B7.3 Description of anti-corruption training provided to directors and staff.</b>            關鍵績效指標B7.3描述提供給董事及員工的反貪污培訓。</p>	<p><b><i>Anti-corruption</i></b>            反貪污</p>	
<p><b>B8. Community Investment</b>  <b>B8.社區投資</b></p>		
<p><b>Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure that its activities take into consideration the communities' interests.</b>            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之政策。</p>	<p><b><i>Community Investment</i></b>            社區投資</p>	
<p><b>KPI B8.1 Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).</b>            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)。</p>	<p><b><i>Community Investment</i></b>            社區投資</p>	
<p><b>KPI B8.2 Resources contributed (e.g. money or time) to the focus area.</b>            關鍵績效指標B8.2在專注範疇所動用資源(如金錢或時間)。</p>	<p><b><i>Community Investment</i></b>            社區投資</p>	

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