



英皇資本集團有限公司
Emperor Capital Group Limited

於百慕達註冊成立之有限公司 (股份代號: 717)
Incorporated in Bermuda with limited liability (Stock Code: 717)

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2022 / 2023

環境、社會及管治報告

ENVIRONMENTAL, SOCIAL AND
GOVERNANCE REPORT

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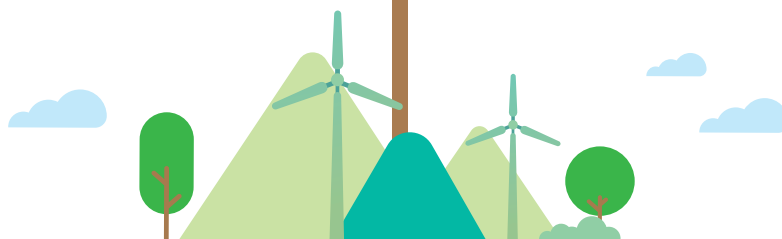
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ABOUT THIS REPORT

關於本報告

Emperor Capital Group Limited (“Company”) and its subsidiaries (collectively referred to as “Group”) principally engages in the provision of financial services including (i) commercial and personal lending as well as margin and initial public offering financing; (ii) brokerage services, wealth management and asset management; (iii) placing and underwriting services for listed issuers; and (iv) corporate finance advisory services. It acknowledges the significance of effective environmental, social and governance (“ESG”) initiatives at operational level. By adopting environmental and social initiatives into its business operations, the Group can enhance its cost efficiency and risk management, and make informed decisions by engaging with the stakeholders of the Group. By so doing, the Group can operate in a responsible and sustainable manner.

This report describes the ESG values and initiatives of the Group for the financial year ended 30 September 2023 (“Year”). The contents of this report provide its stakeholders with an overview of the Group’s efforts regarding ESG impacts arising from its daily operations. This report complies with the provision of the ESG Reporting Guide as set out in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. It is recommended that this report is read in conjunction with the Company’s 2022/2023 Annual Report, in particular the Directors’ Report and Corporate Governance Report sections therein.

This report is available on the websites of the Company (<https://www.EmperorCapital.com>) and Hong Kong Exchanges and Clearing Limited (“HKEX”) news website (<https://www.hkexnews.hk>).

英皇資本集團有限公司（「本公司」）及其附屬公司（統稱為「本集團」）主要從事提供金融服務，包括(i)商業及個人貸款以及孖展及首次公開發售融資；(ii)經紀服務、財富管理及資產管理；(iii)為上市發行人提供配售與包銷服務；及(iv)企業融資顧問服務。其深明有效的環境、社會及管治舉措在經營層面的重要性。通過於業務營運實施環境和社會舉措，本集團將可提升其成本效益及風險管理，並透過與本集團利益持份者溝通以作出明智決策。藉此，本集團將可以負責任及可持續的方式營運。

本報告闡述本集團於截至2023年9月30日止財政年度（「本年度」）的環境、社會及管治價值及措施。本報告的內容為其持份者概述本集團在日常營運對環境、社會及管治方面的影響所作出的努力。本報告符合香港聯合交易所有限公司證券上市規則附錄27所載《環境、社會及管治報告指引》的條文。建議閣下將本報告與本公司2022/2023年報一併閱讀，尤其是其中的董事會報告及企業管治報告部份。

本報告可於本公司的網站(<https://www.EmperorCapital.com>)及香港交易及結算所有限公司（「港交所」）的披露易網站(<https://www.hkexnews.hk>)查閱。



BOARD STATEMENT

The board of directors of the Company (“Board”) has the overall responsibility for ensuring effectiveness of the Company’s ESG strategy and reporting with an aim that the Group can operate its businesses in a responsible and sustainable manner.

Our ESG processes and procedures focus on non-financial indicators that outline the Company’s approach towards sustainability and has taken into account ESG-related issues covering different aspects including operations, legal and compliance, internal control, human resources, as well as marketing and communications. To reinforce the Board’s ESG management approach and strategy as well as further enhance ESG governance, the Board has adopted an ESG Policy whereby the ESG Committee (comprising representatives from operations and supporting departments) and the Executive Committee of the Company (“Executive Committee”) are delegated the power and authority to handle all ESG-related matters.

董事會聲明

本公司董事會（「董事會」）對於確保本公司環境、社會及管治策略和報告的有效性負有全面責任，以讓本集團以負責任及可持續的方式營運其業務。

我們的環境、社會及管治流程和程序專注於非財務指標，概述了本公司就可持續發展的方法，並已考慮與環境、社會及管治相關議題，涵蓋多個方面，包括營運、法律合規、內部監控、人力資源以及營銷和通訊。為了加強董事會的環境、社會及管治管理方法及策略，並進一步提升對環境、社會及管治的管治，董事會採納了環境、社會及管治政策，並授予環境、社會及管治委員會（由營運及支援部門的代表組成）及本公司執行委員會（「執行委員會」）權力及權限處理所有與環境、社會及管治相關的事宜。

Their respective roles and functions are as follows:
其各自的角色和職能如下：

ESG Committee

- Works through the key performance indicators and the right tools and resources to handle the ESG issues
- Formulates and executes action plans and ensures execution by respective teams so as to achieve the ESG-related goals and targets set by the Board and Executive Committee

The ESG Committee reports to the Executive Committee on the progress of the above action plans.

Executive Committee

- Provides recommendations to the Board on setting ESG-related goals and targets in relation to the Group's businesses as well as management approach and strategy
- Oversees formulation and implementation of action plans by the ESG Committee
- Monitors and evaluates effectiveness of action plans in achieving ESG-related goals and targets relating to the Group's businesses including the key performance indicators
- Reviews effectiveness of ESG risk management and internal control systems and makes recommendations to the Board

The Executive Committee reports at least once a year to the Board on the implementation and the progress made towards achieving ESG objectives.

Based on the recommendations from the Executive Committee, the Board reviewed the progress made towards achieving the ESG-related goals and targets as well as effectiveness of the management approach and strategy.

環境、社會及管治委員會

- 通過關鍵績效指標及正確的工具和資源來處理環境、社會及管治事宜
- 制定及實施執行計劃，並確保各團隊的執行以達致董事會及執行委員會制定的環境、社會及管治相關目標

環境、社會及管治委員會向執行委員會報告上述執行計劃的進展情況。

執行委員會

- 就本集團業務的環境、社會及管治相關目標的設定，以及管理方式和策略向董事會提出建議
- 監督由環境、社會及管治委員會制定及實施的執行計劃
- 監測和評估執行計劃在達致與本集團業務在環境、社會及管治相關目標方面的有效性，包括關鍵績效指標
- 檢視環境、社會及管治風險管理和內部監控系統的有效性，並向董事會提出建議

執行委員會將至少每年向董事會報告一次就達致環境、社會及管治目標的執行及進展情況。

根據執行委員會的建議，董事會已檢視在達致環境、社會及管治相關目標方面取得的進展，以及管理方法及策略的有效性。

1.1 Stakeholders Engagement and Materiality Assessment 持份者之參與及重要性評估

The Group is committed to making proactive efforts to continuously interact with key stakeholder groups. The Group maintains active engagement with its stakeholders, and collects their feedback through various communication channels to understand and address their concerns in order to improve the Group's operation and practices accordingly.

本集團致力與主要持份者群組進行持續互動。本集團與其持份者保持緊密聯繫，並透過各種溝通渠道收集其反饋意見，了解與回應其關注點，從而改善本集團的營運和實踐。

Major Communication Channels 主要溝通渠道

<p>Customers 顧客</p> 	<ul style="list-style-type: none"> • Onsite communications 現場溝通 • Social media 社交媒體 • Emails 電郵 • Customer service hotlines 顧客服務熱線
<p>Employees 員工</p> 	<ul style="list-style-type: none"> • Performance appraisal interviews 績效評估訪談 • Employee engagement surveys 員工參與度調查問卷 • Staff activities 員工活動 • Daily communications 日常交流
<p>Shareholders and Investors 股東及投資者</p> 	<ul style="list-style-type: none"> • General meetings 股東大會 • Corporate websites 企業網站 • Meetings and conference calls 會議及電話會議 • Corporate communication documents 公司通訊文件
<p>Business Partners and Suppliers 商業夥伴及供應商</p> 	<ul style="list-style-type: none"> • Daily communications 日常交流 • Assessments 評估 • Meetings 會議
<p>Community 社區</p> 	<ul style="list-style-type: none"> • Community services 社區服務 • Corporate websites 企業網站 • Social media 社交媒體
<p>Government and Regulatory Bodies 政府及監管機構</p> 	<ul style="list-style-type: none"> • Regular dialogues 定期對話 • Meetings 會議 • Forums and conferences 論壇和會議

ABOUT THIS REPORT 關於本報告

Based on the stakeholders' feedback, the material issues were identified as follows. The Group's performance regarding these issues are discussed in this report.

Material Topics

Environment

- Energy conservation
- Waste management
- Waste recycling
- Paper reduction

Workplace

- Employment and labour practices
- Diversity and equal opportunities
- Training and development
- Occupational health and safety
- Work-life balance

Operating Practices

- Products and services quality
- Customer privacy protection
- Anti-corruption/Anti-money laundering
- Compliance with laws and regulations

Community

- Employee volunteering
- Community fundraising

根據持份者的意見，以下為已識別之重要議題。本集團就該等議題的表現於本報告內作出討論。

重要議題

環境

- 能源節約
- 廢物管理
- 廢物循環利用
- 減少用紙

工作場所

- 僱傭及勞工慣例
- 多元共融和平等機會
- 培訓和發展
- 職業健康與安全
- 工作與生活平衡

經營常規

- 產品及服務質素
- 客戶私隱保護
- 反貪污／反洗錢
- 遵守法例及法規

社區

- 員工志願服務
- 社區籌款



ENVIRONMENTAL PROTECTION

環境保護





2.1 | Environmental Policies 環境政策

During the Year, the Group continued making its best endeavours to protect the environment in its business activities and workplace. The Group also educates its employees on their awareness of promoting a green environment. The Group seeks to identify and manage environmental impacts attributable to its operations, in order to minimise these impacts if possible. In pursuing sustainability, an office environmental policy and various measures have been adopted to reduce energy and other resource use, minimise waste and increase recycling, and promote environmental protection in its supply chain and marketplace. These measures are discussed in section 2.2, "Use of Resources", of this report.

Besides, the Group has placed surplus fund in certain banks, to support environmentally beneficial projects and businesses that promote the transition to a low-carbon, climate-resilient and sustainable economy, through its green deposit programme.

2.2 | Use of Resources 資源使用

2.2.1 Energy Saving

Global warming and climate change are among the major environmental concerns in every part of the world. In an effort to reduce energy consumption and carbon emissions, the Group actively promotes efficient use of energy and adopts green technologies in its head office at 23rd and 24th Floor, Emperor Group Centre, 288 Hennessy Road, Wan Chai, Hong Kong ("Hong Kong Office") and its branches.

In the Group's Hong Kong Office and operation, electricity consumption is the primary source of carbon emissions. Several measures have been or will be adopted to reduce its energy consumption:

- Gradually replace low efficiency traditional lights with high efficiency new lights
- Higher priority is given to purchasing electrical appliances with high energy efficiency grades
- Applying energy-saving modes by default for all electrical appliances

於本年度，本集團繼續致力在業務活動及工作場所實踐環境保護。本集團亦教育其僱員提升對綠色環境的意識。本集團努力辨識及管理其業務對環境造成之影響，務求將該等影響盡可能減至最低。為達致可持續發展，本集團已採取辦公室環保指引多項措施以降低能源及其他資源消耗、減廢及增加循環再用，並在其供應鏈及市場中推行環保。該等措施載於本報告第2.2「資源使用」章節。

此外，本集團將剩餘資金存放於某些銀行，透過其綠色存款計劃，以支持有利於環境的項目和業務，促進低碳、能適應氣候和可持續經濟的轉型。

2.2.1 能源節約

全球暖化及氣候變化已成為全球各地關注的主要環境議題。為降低能源消耗及減少碳排放，本集團在其位於香港灣仔軒尼詩道288號英皇集團中心23樓及24樓的總辦公室（「香港辦公室」）及分行積極推行節能並採納綠色科技。

在本集團的香港辦公室及營運中，電力消耗為最主要的碳排放來源。為減少能源消耗，本集團有若干項措施已被或計劃執行：

- 逐步更換傳統式低功耗照明系統，至新式高功效照明裝置
- 優先選購高功效的電器
- 所有電器均會被預設至電力節省模式來運作

- Staff turn off lights and air-conditioning in their zones after work
- Switching off some passenger lifts after office hours
- Reminding staff to turn off unnecessary electrical appliances, to save electricity
- Using air conditioning thermostats to maintain constant room temperatures
- Adopting energy-efficient LED light tubes in indoor areas as well as advertising panels
- Switching off LED advertising panels during non-business hours
- 員工下班後關閉各自區域的燈光及空調
- 於辦公時間後關掉部分乘客升降機
- 提醒員工把不必要的電器關掉，以節省電力
- 透過冷氣系統的恆溫器維持穩定室溫
- 室內空間以及廣告牌內已採用節能LED光管
- 在非營業時間內關掉LED廣告牌

To identify energy efficiency opportunities, the Group measures and records the energy consumption intensity from time to time.

為發掘提升能源效益的機會，本集團不時量度及記錄能源消耗情況。

2.2.2 Waste Reduction and Management

2.2.2 減少及管理廢物

The Group engages employees in their waste behaviours and encourages recycling practices in the workplace in order to minimise the environmental impacts arising from waste disposal.

本集團讓員工參與廢物處理，並鼓勵他們在工作場所進行回收，以減低棄置廢物對環境所產生的影響。

In the office building, the building's property management company has appointed recycling contractor to collect and recycle used papers, plastic bottles, aluminium, glasses, fluorescent tubes and computer equipment. Recycled bags are also put in the Hong Kong Office to collect waste papers for recycling.

在辦公大樓，大廈之物業管理公司已委聘回收承包商收集及回收使用過的紙張、塑膠瓶、鋁、玻璃、光管以及電腦設備。香港辦公室並放置了回收袋以收集廢紙作循環利用。



2.2.3 Paper Reduction

Office paper is the main non-hazardous wastes produced in the Group's operations. The Group continues to encourage a paperless working environment which not only reduces environmental damage but also fits commercial goals, as it can save physical space, facilitate information sharing via IT networks, and reduce complicated documentation procedures. In recent years, the Group has implemented paperless internal human resources processing such as employee time sheets, payrolls, leave applications, surveys, assessment papers, inspection forms and many more. From time to time, the Group shares tips on paper reduction with colleagues – such as utilising used envelopes for internal correspondences, and using laptops or tablets instead of paper for meetings. Besides, electronic devices instead of paper are now typically used in promotional activities.

2.2.3 減少用紙

於本集團的營運中，辦公用紙為其主要的無害廢棄物。本集團繼續鼓勵無紙化的工作環境，不僅可減少對環境的破壞，亦具有多重商業裨益，包括節省空間、促進資訊科技網絡信息共享及減省繁複的文書程序等。近年來，本集團已實行內部人力資源無紙化流程，例如僱員工時表、糧單、假期申請、意見調查、評估報告及檢查表格等。本集團不時與同事分享減少用紙的建議，例如利用已使用的信封作內部文件往來及使用平板或手提電腦代替紙張開會等。此外，於宣傳活動上現時通常使用電子器材以取代紙張。



Partnering with its printing solutions provider, the Group has adopted "Follow You" print solution in the Hong Kong Office, helping the Group becoming more cost efficient through smarter printing. The print solution enables the Group to achieve environmental objectives by reducing unclaimed printing, as printing is released only upon presentation of a staff card from that particular staff who gives the printing instruction. Moreover, duplex printing and copying has become the norm within the Group, greatly reducing paper consumption and saving costs. Usage data of office printing machines is regularly collected and assessed for monitoring the efficiency of the paperless environment.

本集團與其列印方案供應商合作，在香港辦公室處採用「Follow You」列印方案，透過智能列印有助本集團達成更佳的成本效益。由於作出列印指示的指定員工於打印時需要出示員工證方能進行打印，因此可減少無人認領列印的情況，從而使本集團達到環保目的。另外，雙面列印及複印已成為本集團內部慣例，大大減少紙張消耗及節省成本。本集團定期收集及評估辦公室打印機使用數據，以監控無紙化環境之成效。

THINK
BEFORE YOU
PRINT



The Group aims to promote environmental awareness, not only within the organisation, but also through engaging customers, encouraging a co-operative approach to minimising its environmental impact. The formalities for opening a securities account involve a considerable amount of paperwork. In view of this, the account opening form has been modified to minimise paper usage. To encourage the migration of customers' account statements from a print format to electronic version, a surcharge is applied if customers opt to receive paper statements. As at 30 September 2023, the portion of customers adopting electronic statements was 90% (2022: 90%). In addition, the Group distributes the latest promotion information and notices via email and SMS instead of printed mails.

The Company strongly recommends shareholders to access its corporate communications, including financial reports, through the websites of the HKEX and the Company, instead of receiving printed form. By introducing electronic means of corporate communications to shareholders, the quantity of printed materials has been considerably reduced. This paperless practice thus helps to protect the environment, as well as save costs for stationery, printing and administrative charges, etc.

2.3 | Climate Change Impact 氣候變化影響

The world's climate has changed significantly in the past decades – global temperatures have increased and extreme weather events are becoming more frequent and severe, which may cause disruptions to business operations globally, and in turn adversely impact the macro economy.

The Group mainly engages in financial services business which does not involve production. The increase in temperature may lead to an increase in the energy consumption of the Group's offices and branches. The Group has already devised preventive and emergency measures, and will continue keeping abreast of weather warnings issued by the government, while closely monitor the potential risks arising from climate change and its impacts on the Group's operations and customers. The Group will also continue its efforts in controlling energy consumption and carbon emissions, to minimise their damage to the environment.

本集團旨在提升環保意識，不僅於公司內部，同時亦讓客戶參與其中，鼓勵共同協作減少對環境的影響。辦理開立證券賬戶涉及大量文書工作。有鑑於此，已改良開戶表格以減少紙張使用量。為鼓勵客戶將賬單由印刷版轉為電子版，倘客戶選擇收印刷賬單，將需繳付額外費用。於2023年9月30日，採用電子賬單之客戶佔比為90% (2022年: 90%)。此外，本集團透過電子郵件及短訊而非印刷郵件發佈最新推廣資訊及通知。

本公司極力推薦股東利用港交所及本公司網站獲取公司通訊 (包括財務報告) 而非收取印刷文件。通過向股東引入電子版公司通訊，印刷量大幅減少。此無紙化的做法既可保護環境，亦可節約文儀用品、印刷及行政費用等。

世界氣候在過去數十年發生了重大變化—全球氣溫上升，極端天氣事件越趨頻繁及嚴重，這可能擾亂全球業務營運，從而對宏觀經濟構成不利影響。

本集團主要從事金融服務業務，並不涉及生產。氣溫上升可能會使本集團辦公室及分行的能源消耗有所提升。本集團已制定預防和緊急應對措施，並將繼續時刻關注政府發佈的天氣預警，密切監察氣候變化的潛在風險及其對本集團的營運和客戶的影響。本集團亦會繼續致力於控制能源消耗及碳排放，務求減低其對環境的破壞。

2.4 | Environmental Performance Summary 環境績效概要

To illustrate the Group's sustainability performance, quantitative data has been collected from its Hong Kong Office, which occupies a gross floor area of 1,732 square metres, during the Year. The relevant data are listed in the table below.

於本年度，本集團於其香港辦公室（總建築面積為1,732平方米）收集量化數據，以展示本集團之可持續表現。相關數據已列載於下表。

Indicators 指標	FY2021/22年度	FY2022/23年度
GHG Emissions 溫室氣體排放		
Scope 1 GHG emissions (kgCO ₂ e) 範疇1溫室氣體排放(每公斤二氧化碳當量排放)	N/A 不適用	N/A 不適用
Scope 2 GHG emissions (kgCO ₂ e) 範疇2溫室氣體排放(每公斤二氧化碳當量排放)	166,445	159,556
Scope 3 GHG emissions (kgCO ₂ e) 範疇3溫室氣體排放(每公斤二氧化碳當量排放)	19,411	22,646
Total (Scope 1, 2 & 3) GHG emissions (kgCO ₂ e) 溫室氣體排放總量(範疇1, 2及3)(每公斤二氧化碳當量排放)	185,857	182,202
GHG emissions intensity (kg/m ²) 溫室氣體排放強度(公斤/平方米)	107	105
Energy Consumption 能源消耗		
Direct energy consumption (GJ) 直接能源消耗(千兆焦耳)	N/A 不適用	N/A 不適用
Indirect energy consumption (GJ) 間接能源消耗(千兆焦耳)	843	844
Total energy consumption (GJ) 能源消耗總量(千兆焦耳)	843	844
Energy consumption intensity (GJ/m ²) 能源消耗強度(千兆焦耳/平方米)	0.5	0.5
Waste Management 廢物處理		
General refuse disposed to landfills (kg) 棄置於堆填區的一般廢物(公斤)	4,014	4,256
General refuse disposed to landfills intensity (kg/m ²) 一般廢物密度(公斤/平方米)	2.3	2.5
Recycled waste (kg) 回收廢物總量(公斤)	629	478
Recycled waste intensity (kg/m ²) 回收廢物密度(公斤/平方米)	0.4	0.3

Note: As the Hong Kong Office did not have separate meters for water consumption measurement, hence water consumption data is not available.

備註：由於香港辦公室沒有獨立水錶量度耗水量，因此並未能提供耗水量數據。

The Group has set a target to reduce energy consumption by 5% in its Hong Kong Office by FY2025/2026 or before, with FY2020/2021 as the baseline.

本集團已訂立了目標，以2020/2021年度為基準，於2025/2026年度或之前在香港辦公室減少能源消耗5%。



WORKPLACE QUALITY

工作場所質素

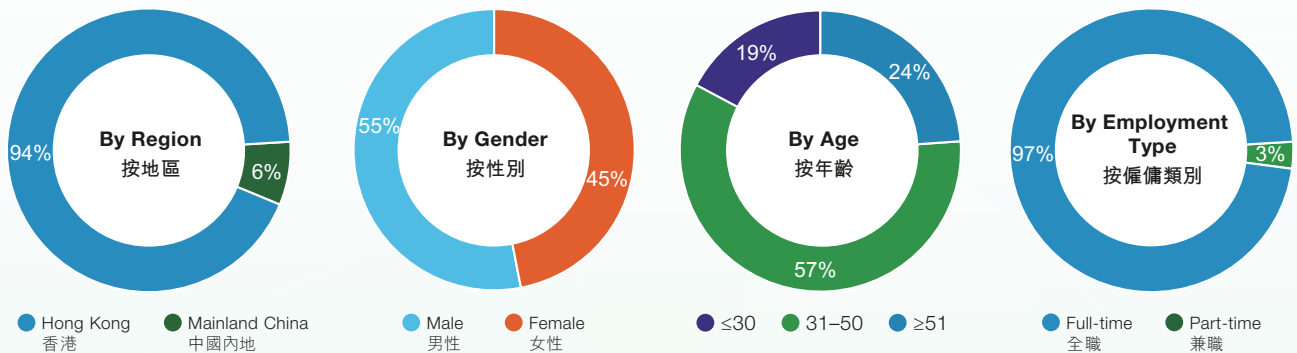


3.1 | Workforce Distribution and Diversity 員工分佈及職場多元化

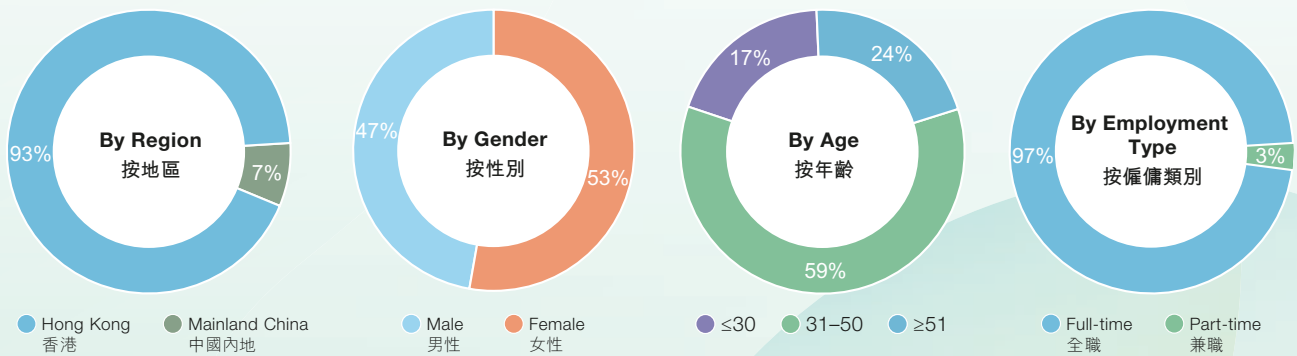
The Group believes that a motivated and balanced workforce is crucial for building a sustainable business model and delivering long-term returns. As at 30 September 2023, the employees of the Group totalled 139 (2022: 131), working in the office and branches in Hong Kong, and in liaison offices in the mainland China. The demographics of the Group's workforce as at 30 September 2023 are summarised below:

本集團深信，積極主動且具均衡比例之員工團隊，是建立可持續經營模式及帶來長遠回報的關鍵元素。於2023年9月30日，本集團合共僱有139（2022年：131）名僱員，於香港的辦公室及分行以及中國內地聯絡辦事處工作。於2023年9月30日，本集團之員工分佈資料概述如下：

FY2022/2023年度



FY2021/2022年度



The Group has a diverse workforce in terms of gender and age, providing a variety of ideas and levels of competencies that contribute to the Group's success. The Group is firmly committed to gender equality, and particularly encourages female participation in the Board, and at managerial and operational levels.

本集團的員工團隊來自不同年齡層及性別，提供多元化的觀點及各種程度的技能，為本集團的成功作出貢獻。本集團一直堅守兩性平等原則，尤其支持女性在董事會、管理及營運層面之參與。

The management believes that employees are important assets of the Group, and remains committed to attracting and retaining talent with diverse backgrounds for achieving sustainable growth and maintaining a stable turnover rate. The turnover rates of the Group's workforce during the Year are listed in the tables below.

管理層相信，員工乃本集團之重要資產，並致力吸引並挽留不同背景的人才，以達致可持續增長及維持穩定的流失率。於本年度，本集團之員工流失率已列載於下表。

By Region 按地區		By Gender 按性別		By Age 按年齡	
Hong Kong 香港	28%	Female 女性	32%	<=30	26%
Mainland China 中國內地	11%	Male 男性	22%	31-50	27%
				>=51	27%

3.2 | Labour Standard 勞工標準

The Group strictly complies with the Employment Ordinance (Cap. 57, Laws of Hong Kong) and other statutory requirements regarding employment and labour practices. The Group is dedicated to providing equal opportunities in all aspects of employment and ensure the workplace is free from discrimination. The Group ensures employees receive fair and competitive remuneration packages in accordance with their experience, qualifications, performance and market rates, and are being reviewed on a regular basis. To attract and retain talent, comprehensive benefits are provided by the Group, such as employer's voluntary MPF contributions, medical coverage, life insurance and extra paid annual leave. Each Hong Kong employee is also entitled to one day of birthday leave in lieu of a birthday gift.

本集團嚴格遵守《僱傭條例》(香港法例第57章)及其他有關僱傭及勞工慣例的法定規定。本集團致力於在就業的各方面提供平等機會，並確保工作場所不存在歧視。本集團確保僱員基於其經驗、資歷、表現及市場工資水平獲得公平及具競爭力的薪酬待遇，並定期檢討有關待遇。為吸引和挽留人才，本集團提供全面的福利，例如僱主的自願性強積金供款、醫療保險、人壽保險及額外有薪年假。每名香港員工並可享有一天生日假期以代替生日禮物。

To ensure the staff clearly understand their rights and obligations, the employee handbook and other policies and guidelines are in place covering the areas of compensation and dismissal, recruitment, working hours, rest periods, equal opportunity, anti-discrimination and other fringe benefits, etc. The Group reviews its related policies from time to time to ensure the Group complies with the latest statutory requirements. To create a stronger bond between the Group and its staff, the Human Resources Department invited colleagues to participate in an anonymous employee engagement survey, so that the Group can identify the key areas for creating a happier and more productive working environment for its staff. Also, a set of grievance procedures is also in place, to provide staff with a channel to confidentially escalate complaints and concerns to the Human Resources Department or Investigation Committee.

為確保員工清楚了解自己的權利和義務，員工手冊及其他政策及指引，涵蓋薪酬及解僱、招聘、工作時間、休息時間、平等機會、反歧視以及其他額外福利等範疇。本集團不時檢討其相關政策，以確保本集團符合最新法定要求。為了在本集團和員工之間建立更緊密的聯繫，人力資源部邀請同事們參加員工參與度匿名調查問卷，以便本集團能夠識別為員工創造更快樂和更有成效的工作環境的關鍵領域。另外，已制定申訴程序，為員工提供渠道，使員工可以保密方式向人力資源部或調查委員會提出投訴和關注事項。

The Group fully complies with relevant laws and regulations in related regions concerning prevention of forced or child labour including the Protection of Children and Juveniles Ordinance (Cap. 213, Laws of Hong Kong). In the recruitment process, the Group implements appropriate procedures to ensure that employment adheres to minimum age provisions of applicable laws. The Group also prohibits any form of forced labour. The ages and identities of its employees are verified, and employment contracts are entered into with all employees.

The Group values workplace wellness practices that support employees' health and well-being. The Group encourages breastfeeding and provides a designated private space in the office building to support breastfeeding female employees to express breastmilk according to their schedule during working hours. These "Breastfeeding Friendly Workplace" measures demonstrate the Group's commitment to the well-being of its employees and their families.



本集團嚴格遵守在相關地區有關防止強迫勞動或童工的法律及法規，包括《保護兒童及少年條例》(香港法例第213章)。在招聘過程中，本集團實施適當程序以確保受僱員工符合適用法律的最低年齡規定。本集團亦禁止任何形式的強迫勞動。其僱員的年齡和身份均得到核實，並與所有僱員簽訂了僱傭合同。

本集團注重健康的工作場所，使員工體魄強健。本集團鼓勵母乳餵哺，並於辦公大樓提供特定的私人空間，以支援女性員工在工作時間內按照其時間表擠母乳。該等「母乳餵哺友善工作間」措施兌現本集團維護僱員及其家庭成員福祉的承諾。

3.3 | Occupational Health and Safety 職業健康及安全

The Group prides itself on providing a safe, effective and congenial work environment for its staff. Health and safety training is provided to employees on induction. Workshops and seminars on different topics are regularly held, to present the latest information and raise awareness of occupational health and safety issues for employees.

Besides, occupational health and safety ("OHS") measures are regularly reviewed by the Group to ensure their effectiveness. A dedicated team has also been established to deal with OHS matters, and to react promptly if there are issues, to ensure a healthy and safe work environment.

The Group enhances emergency preparedness and ensures there are well-stocked first-aid kits in the office to protect the health and safety of employees, in the event that they are injured at work. An automated external defibrillator ("AED") has been placed in the office building to rescue cardiac arrest patient when needed. Besides, the Group has arranged staff who is certificate first aider to provide emergency assistance to colleagues in the Hong Kong Office whenever needed.

本集團致力為員工提供安全、高效及舒適之工作環境，並引以為豪。於入職時，員工需接受健康及安全培訓。本集團定期舉辦不同主題的學習工作坊及研討會，以呈列最新資訊，及加強僱員對職業健康及安全方面的意識。

此外，本集團定期審查職業健康及安全（「職安健」）措施，以確保其有效性。同時成立了一個專門小組處理職安健事宜，以便在問題出現時迅速作出反應，確保一個健康和safe的工作環境。

本集團提升應急準備能力及確保辦公室內配備充足的急救箱，以於員工發生工傷時能保障員工的健康及安全。自動體外心臟去顫器（「AED」）已放置在辦公室，以在需要時救助心臟驟停的患者。此外，本集團安排了已獲認可急救證書之員工於需要時在香港辦公室為其他員工提供緊急救援。

During the Year, the Group invited a first aid instructor from Hong Kong Red Cross to conduct a Public Education Talk for employees, to enhance their knowledge of first aid, cardiopulmonary resuscitation and AED, as well as raise their safety awareness.

於本年度，本集團邀請了香港紅十字會急救講師進行公眾急救教育講座，以增強員工對急救、心肺復甦法及AED的知識，並提高其安全意識。



英皇集團
EMPEROR GROUP

公眾急救教育講座



為增強同事對急救的知識，本部現安排公眾急救教育講座予同事參加，同事可以透過講座增強對急救、CPR及AED的知識，並提高大家的安全意識。

講座日期：2022年11月23日 (星期三)

講座時間：下午3時至下午5時

學員人數：每班 20 人 (先到先得)

授課語言：廣東話

主講導師：香港紅十字會急救講師

訓練地點：英皇集團中心2樓



講座內容：

急救原則 傷口及出血

哽塞處理 燒傷及燙傷

心臟病 CPR及AED

立即參加
費用全免



Shoulder, Neck and Back Training

The Group invited a sports and health expert from a sports organisation to enable staff to reacquaint themselves with and practice scientific-back ways to exercise and achieve fitness. The expert provided training on relieving tension in shoulders, neck and waist; onsite exercises, and post-exercise stretching and relaxation, etc., to assist the staff with cultivating healthy habits and reducing shoulder, neck and waist pains caused by sedentary lifestyles or incorrect ways of exercising.

Every case of injury, if any, is required to be reported to the Human Resources Department and be individually assessed under the internal guideline procedures. During the Year, the number of lost days due to work injuries was 0 (2022: 82), while the numbers and rate of work-related fatalities during the past three years are listed in the table below.

肩頸腰知識培訓

本集團邀請了體育機構的運動健康專家，讓員工重新認識和練習科學化的運動方式並達到強身健體。該專家提供緩解肩部、頸部及腰部緊張的訓練，以及進行了現場練習、鍛煉後的拉伸和放鬆等，協助員工培養健康習慣，減少他們因久坐或錯誤的運動方式而引起的肩頸腰疼痛。

每宗工傷事故 (如有) 需彙報至人力資源部，以根據內部指引程序進行獨立評估。於本年度，因工傷損失工作日數為0 (2022年: 82) 天，而過去3年因工亡故的人數及比率已列載於下表。

Item 項目	FY2020/2021年度	FY2021/2022年度	FY2022/2023年度
Number of work-related fatalities 因工亡故的人數	0	0	0
Rate of work-related fatalities 因工亡故的比率	0	0	0

During the Year, the Hong Kong Office, along with many other units of the Emperor Group Centre, were awarded an “Indoor Air Quality Certification – Good Class” by the Environmental Protection Department, under its voluntary Indoor Air Quality Certification Scheme for Offices and Public Places.

於本年度，環境保護署根據其自願性辦公室及公眾場所室內空氣質素檢定計劃向香港辦公室連同英皇集團中心內其他眾多單位頒發「室內空氣質素檢定證書－良好級」。



3.4 | Development and Training 發展及培訓

Recognising the importance of skilled and professionally trained employees, the Group offers comprehensive training to enhance the knowledge, skills and work capability of its staff. The Group encourages and provides subsidies to employees at all levels to pursue educational or training opportunities that achieve personal growth and professional development. A policy on External Training Subsidy is in place, allowing every staff member to develop and maintain job-related skills for full performance.

本集團明白技能熟練及經專業培訓的員工之重要性，因此提供全面的培訓以提升員工的知識、技能及工作能力。本集團鼓勵並資助各級員工進修或參與培訓，以實現其個人成長及專業發展。本集團設外間進修資助政策，讓每個員工能發展及維持工作技能，發揮最佳表現。

As the Group retains its position at the forefront of the vibrant market, the staff actively pursue professional trainings to enhance their technical knowledge and keep abreast of the latest developments. The Group conducts in-house seminars and trainings covering anti-money laundering, updates to laws, codes, rules and regulations, and other topics related to licensed regulated activities from time to time, in order to maintain the highest standard of professional conduct and ethics by employees. The seminars and training were recognised by the Securities and Futures Commission ("SFC"), enabling licensed staff to fulfil the requirements for continuous professional training. During the Year, the topics of training organised by the Group included:

- Staff dealing, suitability requirement and relevant significant compliance requirements
 - Mergers and acquisitions guide and takeovers code
 - Anti-money laundering and relevant significant compliance requirements
 - Analysis of latest macroeconomic situation and investment, and monitoring of third party deposits and payments
 - Presentation and case sharing on structured notes products
 - Pioneer in AI insights: Recent developments and consultations in the AI industry, shared by Gopher Asset Management
- 員工交易、合適性規定及相關重要合規事宜
 - 併購指南及收購守則
 - 防止洗錢及相關重要合規事宜
 - 最新宏觀經濟形勢和投資分析及監控第三者存款和付款
 - 結構性票據產品講解及案例分享
 - AI 最前沿 – 由歌斐資產管理分享近期關於AI行業的一些變化和最新諮訊

WORKPLACE QUALITY 工作場所質素

The Group adopts a zero-tolerance approach to all forms of corruption and bribery. This is clearly stipulated in all employees' contracts which prohibits staff from accepting advantages, gifts or entertainment from all business partners. These policies are explained during induction training, and are freely accessible on the Group's intranet. To maintain vigilance against corruption risks, the Group also offers internal refresher training such as talks or seminars on business ethics on a regular basis, delivered by Independent Commission Against Corruption of Hong Kong ("ICAC"). During the Year, a virtual talk was organised by the ICAC, to raise employees' awareness of temptations for corruption in daily work and enhance knowledge of anti-corruption laws; all employees were required to participate.

During the Year, the number of training hours of the staff of the Group is listed in the table below.

Item 項目	FY2021/2022年度	FY2022/2023年度
Total training hours 總培訓時數	725	638
Average training hours per employee 每名員工平均培訓時數	5.5	4.6

During the Year, the percentage of employees trained are listed in the tables below.

By Gender 按性別		By Employee Category 按僱員類別	
Female 女性	27%	Managerial grade or above 經理級別或以上	77%
Male 男性	73%	General staff 一般員工	23%

本集團對一切形式的貪污和賄賂採取零容忍的態度。這在所有僱傭合同中均有明確規定，禁止員工接受所有商業夥伴的好處、禮物或娛樂。這些政策已在入職培訓時作出解釋，並可在本集團內聯網上自由查閱。為了保持對貪污風險的警惕性，本集團還定期提供內部進修培訓，如由香港廉政公署舉辦的商業道德講座或研討會。於本年度，香港廉政公署舉辦了一次網上講座，以提高員工對日常工作中貪污誘惑的意識，並加強對反貪污法律的知識，所有員工都必須參加。

於本年度，本集團員工培訓時數已列載於下表。

於本年度，受訓僱員百分比已列載於下表。

3.5 | Work-life Balance 工作與生活的平衡

The Group believes that maintaining work-life balance is essential for sustainability and a sound body and mind for every employee. To support employees in maintaining work-life balance and creating team spirit, the Group organised staff activities from time to time that helped strengthen relationships between employees, boosted their morale and promoted a harmonious working environment.

本集團相信，維持工作與生活的平衡對每位員工的可持續發展及身心健康至為重要。為支持員工維持工作與生活的平衡及培養團隊精神，本集團不時舉辦員工活動，這有助鞏固員工之間的關係、加強員工士氣，並締造和諧的工作環境。

Webinar – What is Dementia? 網上講座 – 認知障礙知多點

October 2022
2022年10月



認知障礙知多點

根據衛生署的資料顯示，本港每10名70歲或以上長者中，便有1人患上認知障礙症；而每3名85歲或以上長者中，則有1人患上認知障礙症。預計到了2036年，全港認知障礙症患者人口將高達28萬1，實在不容忽視。面對認知障礙症，應如何防範？是次網上健康講座可助您了解更多有關認知障礙症的基本知識，包括成因及類別、不同階段病徵、初期警號、相關治療及預防方法，並分享認知障礙症護理，包括照顧技巧及家居照顧等，從而減低健康風險。

網上健康講座詳情

講者：劉玉麟醫生，腦神經科專科醫生
日期：2022年10月28日（星期五）
時間：下午 1:00 - 2:00
語言：廣東話



In view of the increasing prevalence of dementia in Hong Kong, the Group invited a neurologist to conduct a webinar for staff to understand basic information on dementia, such as causes and types, symptoms, treatments and prevention, as well as sharing with them how to take care of people with dementia, in order to minimise the risks of health problems.

認知障礙症在香港越趨普遍，有見及此，本集團邀請了腦神經科專科醫生進行網上講座，讓員工了解有關認知障礙症的基本資料如成因及類別、病徵、治療及預防方法，同時亦分享了對認知障礙症患者的護理方法，從而減低健康風險。

Stretching and Exercising Classes 伸展舒痛體驗班

October to November 2022
2022年10至11月



英皇集團
EMPEROR GROUP

伸展舒痛體驗班

我們一向關心員工身心健康，現推出三款伸展舒痛班，為大家身心靈打打氣！

經常低頭做家務及各種不
良姿勢令肌肉過勞，以致
出現肌肉結實缺血閉塞等
致肌肉痠痛等不適症出
現。此課程會以不同伸展
動作來舒緩不適。

痛症伸展班

日期: 05/10/2022 & 12/10/2022
時間: 18:15 - 19:45

筋膜放鬆伸展班

日期: 19/10/2022 & 26/10/2022
時間: 18:15 - 19:45

因長時間看電話、電腦、
揸車、搬運貨物、個個姿勢活動
以致頸、肩、腰、背、手、腕、
出現不適。此課程特別針對這些
位伸展來消除疲勞。

肩頸酸痛伸展班

日期: 02/11/2022 & 09/11/2022
時間: 18:15 - 19:45

上課地點: 灣仔英皇集團中心2樓

立即報名
費用全免

備註:
1) 限一節體驗班共兩節
2) 同事如欲參加每節課一項首道及一項次道課程
3) 活動名額以先到先得形式安排，報滿即止
4) 參加者請自備運動服、運動鞋和毛巾各一件及穿著運動服上課
5) 如有參加者未能出席，請於報名後第一節課前通知人力資源部，否則
每節課將收取行政收費港幣200元

In view of office workers sometimes facing problems such as muscle fatigue, or muscle tension or pain caused by poor posture, the Group organised stretching and exercising classes for employees, so they can relieve any pain through stretching exercises.

有見及辦公室同事常面對如肌肉過勞或因不良姿勢而造成肌肉繃緊或痛症等問題，本集團舉辦了伸展舒痛體驗班，讓員工透過伸展運動舒緩痛症。

Head, Shoulder and Neck Massage Service 頭肩頸按摩服務

October to December 2022
2022年10至12月



英皇集團
EMPEROR GROUP

係時候放鬆一下身心

齊來鬆一鬆 頭肩頸按摩

享受30分鐘頭肩頸按摩服務(費用全免)

日期: 10月21日(五)/11月18日(五)
/12月23日(五) (任選其一#)

時段: 下午3時至6時*

地點: 灣仔英皇集團中心2樓
MUSTARD SEED

立即報名

同事可按意願列明首道及次道日子
*按摩時段將會由HR安排
成功參加者將收到HR發出的電郵通知及所獲分配的按摩服務時段

名額有限，先到先得！

In view of the long working hours of colleagues in the office, the Group has specially invited masseurs from "Smart Living" of the Employees Retraining Board to provide head, shoulder and neck massage services for its colleagues in the Hong Kong Office to help improve blood circulation, relieve chronic pain and promote health, and alleviate work pressures for its staff.

考慮到同事平日在辦公室內長時間工作，本集團特意邀請了僱員再培訓局「樂活一站」的按摩員，為香港辦公室的同事提供頭肩頸按摩服務，有助血液循環、改善痛症及促進身體健康，並為員工舒緩工作壓力。

Yoga Classes 瑜伽體驗班

November to December 2022
2022年11至12月



英皇集團 EMPEROR GROUP
瑜伽體驗班
我們一向關心員工身心健康，現推出三款瑜伽班，為大家身心靈打打气！

養生瑜珈班
日期: 16/11/2022 & 23/11/2022
時間: 18:15 - 19:45
透過一些進階式子對體弱手腳等訓練，不但可強化肌肉，更可增加骨柱的延伸，舒緩和避免因久坐而出現的痛症及使身體各系統運作更健康，讓身心達到更深層的放鬆，也可改善呼吸和促進睡眠，養生益壽。

心靈瑜珈班
日期: 30/11/2022 & 07/12/2022
時間: 18:15 - 19:45
透過一些緩慢又深層放鬆的方法，先以一連串的伸展動作釋放因忙碌和壓力而導致肌肉緊張，再透過練習呼吸技巧助你穩定雜念，進入心靈空間，對於減輕及放鬆精神有極正面的影響。

減壓舒緩瑜珈班
日期: 14/12/2022 & 21/12/2022
時間: 18:15 - 19:45
生活緊張加上壓力，或令我們肩頸痛、背痛、坐骨神經痛及失眠等徵狀，此都有助舒緩壓力引起的不適及痛症。

上課地點: 灣仔英皇集團中心2樓

立即報名
費用全免

備註:
1. 每一款體驗班均限額
2. 同事可依據喜好選擇一項數目及一項次課程
3. 活動名額以先到先得的形式安排，額滿即止
4. 參加者須自備瑜伽墊、瑜伽帶及毛巾各一件及穿著運動服上課
5. 如參加者未能出席，請於體驗班前一星期通知人力資源部，否則每節課程收取行政費港幣200元

In an effort to maintain employees' physical and mental health, the Group organised yoga classes for employees catering to different needs such as easing stress, improving sleep quality and mental relaxation, as well as strengthening muscles and relieving pain.

為保持其員工身心健康，本集團為員工舉辦了針對不同需要的瑜珈班，如舒緩壓力、改善睡眠質素、放鬆精神等，同時有助強化肌肉及改善痛症。

DIY Aromatherapy Workshops DIY香薰精油療法工作坊

December 2022
2022年12月



英皇集團 EMPEROR GROUP
DIY香薰精油療法工作坊
為舒緩日常生活壓力、有效放鬆身心，現將舉辦DIY香薰精油療法工作坊，讓員工親手調配香薰芳療棒，並學習運用芳療棒舒緩日常痛症、緊張情緒及生活壓力。

日期: 2022年12月8日(星期四)
時間: 6:15 pm - 7:45 pm
地點: 灣仔英皇集團中心2樓

工作坊內容:
• 認識香薰治療和精油
• 學習精油安全使用方法
• 認識減壓精油及配方
• DIY 個人配方芳療棒
• 教授運用芳療棒舒緩頭痛、失眠、肩頭痛等問題

備註:
• 活動名額有限，先到先得，額滿即止
• 成功報名同事將個別收到確認電郵
• 如參加者未能出席，請於工作坊前一天通知人力資源部，否則缺席者將被收取行政費港幣200元

To help its employees relieve daily stress and relax their bodies and minds, the Group organised aromatherapy workshops for them to learn about aromatherapy and essential oils, and to learn how to use aroma sticks. Employees could also mix their own aroma sticks in order to relieve their body pains, tension and stress.

為幫助員工舒緩日常生活壓力及放鬆身心，本集團舉辦了香薰精油療法工作坊，讓員工認識香薰治療和精油並學習如何運用芳療棒。員工更可親手調配個人芳療棒，用以舒緩他們身體的痛症、緊張及壓力。

Christmas Party 聖誕聯歡會

December 2022
2022年12月



The Group held a warm and joyful Christmas party for its staff, to celebrate the festive season together. Ms. Daisy Yeung, the Group's Chairperson, together with the staff participated in the games and enjoyed the festive atmosphere. Relationships between colleagues were also enhanced.

本集團為其員工舉行了一個既溫馨又歡樂的聖誕聯歡會，讓員工可以一同慶祝節日。本集團主席楊玳詩女士與一眾員工一同參加遊戲，一起享受節日的愉快氣氛。同事間的關係亦有所增進。

“Toys Exchange” Parent-child Activity 「以蜜易物」親子活動

April 2023
2023年4月



The Group is very supportive of its employees' efforts to maintain work-family balance, and has specially organised a “Toys Exchange” parent-child activity for employees and their families. Game tables were set up for children to play and exchange toys, so they could learn sharing and communication skills. All the adults and children spent a joyful afternoon together.

本集團十分支持其員工努力保持工作與家庭間的平衡，特意舉辦了「以蜜易物」親子活動，供員工及其家人參加。設有攤位遊戲，供小朋友們玩樂及交換玩具，讓他們從中學習分享和溝通技巧等。大人及小朋友一起渡過了一個歡樂的下午。

16th Listing Anniversary Party 上市16週年慶祝活動

April 2023
2023年4月

The Group arranged a simple roast pig cutting ceremony, and let staff jointly celebrate the Company's 16th anniversary of listing.

本集團舉行了簡單的切乳豬儀式，以讓同事一同慶祝本公司上市16週年。



Friendly Basketball Match 籃球友誼賽

May 2023
2023年5月

The Group held an exciting basketball match for its staff. Ms. Daisy Yeung, the Group's Chairperson, attended, to support and present awards to the winning teams. All participating staff present thoroughly enjoyed the evening.

本集團為員工舉辦了一場精彩的籃球賽。本集團主席楊玳詩女士到場支持並為獲勝隊伍頒獎。所有參與活動的同事們度過了一個快樂的晚上。



Mother's Day Special – DIY Flower Table Lamp Workshop 母親節呈獻 – DIY保鮮花枱燈工作坊

May 2023
2023年5月



The Group organised a DIY flower table lamp workshop for Mother's Day, enabling colleagues to create unique flower table lamps for their mothers. Apart from sharing the fun of making handicrafts together, colleagues could also express their love and gratitude to their mothers.

本集團為母親節舉辦了DIY保鮮花枱燈工作坊，讓同事們製作獨一無二的保鮮花枱燈送給母親。同事們除了能一起分享製作手工藝品的樂趣，又可以表達他們對母親的關愛和感激之情。

Father's Day Special – Cake Baking Workshop 父親節呈獻 – 蛋糕烘焙工作坊

June 2023
2023年6月



With Father's Day approaching, the Group organised a cake baking workshop for colleagues, so they could prepare cakes themselves for their fathers and express their love through action.

臨近父親節，本集團為同事舉辦蛋糕烘焙工作坊，讓同事可以親手為爸爸們準備窩心蛋糕，以行動表達其愛意。

Kayaking Eco-Tour 夏日嘩!嘩!划!獨木舟體驗生態導賞遊

July 2023
2023年7月



The Group cooperated with Earth Gogo Go to organise a kayaking eco-tour. Two colleagues per kayak experienced kayaking in the vicinity of Wu Kai Sha campsite and nearby islands, while appreciating the surrounding natural environment. They communicated and cooperated with each other in a relaxed, enjoyable atmosphere, which enhanced the relationships and friendships between colleagues.

本集團與地球Gogo Go合作舉辦划獨木舟生態導賞遊。同事以二人一組形式，於烏溪沙營地及附近小島附近體驗划艇，同時欣賞附近的生態環境。他們在輕鬆愉快的氣氛中彼此溝通、合作，提升了同事之間的關係和友誼。

Diamond Exploration Workshop 鑽石探索工作坊

August 2023
2023年8月



The Group invited experts from Emperor Watch & Jewellery, a member of Emperor Group, to introduce the sources, origins, features, clarity grading and setting design of diamonds to colleagues, leading them into the deep and wide world of diamonds, and exploring its secrets.

本集團邀請了英皇集團旗下之英皇鐘錶珠寶的專家為同事介紹鑽石來源、產地、特性、淨度評級及鑲嵌設計等相關知識，帶領同事走進鑽石既深且廣的世界，探索背後蘊藏的秘密。

Mid-Autumn DIY Moon Lantern Workshop 中秋DIY月亮燈籠工作坊

September 2023
2023年9月



Mid-Autumn Festival is one of the key festivals in Chinese tradition. The Group organised a DIY moon lantern workshop for colleagues to utilise their creativity and make unique moon lanterns with simple materials to welcome the Mid-Autumn Festival, and share good times together.

中秋節是中國傳統其中一個重要的節日。本集團舉辦了DIY燈籠工作坊，讓同事發揮創意，用簡單的材料親手製作獨一無二的月亮燈籠，共同迎接中秋佳節，分享美好時光。

Mid-Autumn Festival Delicacies 佳餚美饌賀中秋

September 2023
2023年9月



As a token of appreciation and to celebrate the Mid-Autumn Festival, mooncakes provided by The Emperor Hotel were given to and shared among employees in the Hong Kong Office.

為表達本集團的心意及慶祝中秋節，香港辦公室的員工獲贈並一同分享由英皇駿景酒店所提供的月餅。

All these activities helped strengthen relationships between employees, boosted their morale and promoted a harmonious working environment.

此等活動均有助鞏固員工之間的關係、加強員工士氣，並締造和諧的工作環境。



OPERATING PRACTICE

經營常規



4.1 | Supply Chain Management 供應鏈管理

The Group values mutually beneficial and longstanding relationships with its suppliers. The Group works closely with a number of services providers offering trading platform systems and financial information solutions in Hong Kong and mainland China. The selection of suppliers is based on criteria such as price, stability of the trading platform, customer service team responsiveness, capability and experience, with preference given to potential suppliers that demonstrate their commitment to the environment. The Group will also be alert as to whether there is unfavourable news of its engaged suppliers on the environmental aspect. In the event of such news, the Group will internally discuss the need to change the supplier.

To ensure the suppliers are responsible companies, the Group visits their workplaces from time to time, to promote proper labour standards. The Group will terminate contracts with suppliers who use child or forced labour, and report to relevant departments in case if any cases found.

During the Year, the Group engaged 9 suppliers in its supply chain.

4.2 | Product Responsibility and Customer Services 產品責任及客戶服務

The Group has earned trusted relationships with its broad customer base through providing dedicated customer services.

The Group makes every effort to promptly and fairly investigate and resolve all disputes and complaints lodged by customers, according to clearly written internal procedures. The Group has set up designated channels – including hotline, facsimile and email – for customers to lodge complaints. All complaints received through these channels are diverted to and handled by the Complaint Officer. The hotline numbers and email address are shown on the daily and monthly customer statements, to ensure customers are aware of the communication channels for lodging complaints. Upon receipt of a complaint, the Complaint Officer will investigate in a timely manner and report the findings to senior management. Senior management shall review the complaint and determine whether internal controls and procedures need to be enhanced or any other appropriate action is required to be taken.

本集團重視與其供應商建立互惠互利及長久的合作關係。本集團與多名在香港及中國內地提供交易平台系統及金融資訊解決方案的服務供應商保持緊密合作。甄選供應商乃根據價格、交易平台的穩定性、客戶服務團隊的回應速度、實力及經驗等準則而進行，潛在供應商若能履行環保者，會獲優先考慮。本集團亦會留意其使用的供應商在環境保護方面有否出現不利新聞。如有發現，本集團會進行內部討論，以決定是否需要更換供應商。

為確保供應商為負責任的公司，本集團不時拜訪其供應商的工作場所，以促進適當的勞動標準。如發現任何個案，本集團會終止使用童工或強迫勞動的供應商的合同，並向相關部門舉報。

於本年度，本集團在其供應鏈共使用9個供應商。

本集團透過提供貼身的客戶服務獲得廣大客戶群之信任。

本集團力求根據清楚列明之內部程序，及時公平地調查並解決客戶提出之所有糾紛及投訴。本集團已設立指定渠道（包括熱線電話、傳真及電郵）供客戶提出投訴。通過該等渠道收到之所有投訴將轉達投訴主任並由其處理。該等熱線電話及電郵地址均顯示於每日及每月之客戶賬單上，以確保客戶知悉提出投訴之溝通渠道。於收到投訴後，投訴主任將及時作出調查，並將結果報告予高級管理層。高級管理層將審查投訴，並決定須否加強內部監控及程序或採取任何其他適當行動。

During the Year, 1 (2022: 8) customer complaint(s) concerning dealing in securities was reported.

As a comprehensive financial services provider, the Group comprises teams of professionals specialising in a wide array of services including brokerage, asset management, financing, and corporate finance advisory. As at 30 September 2023, 41 (2022: 50) employees and 87 (2022: 78) account executives of the Group were licensed with the SFC for various types of regulated activities: dealing in securities (Type 1), dealing in futures contracts (Type 2), advising on securities (Type 4), advising on futures contracts (Type 5), advising on corporate finance (Type 6), and asset management (Type 9), registered with Professional Insurance Brokers Association or Estate Agents Authority.

In order to adopt a high standard of corporate governance and ensure market integrity, the Group has become a member of "The Chamber of Hong Kong Listed Companies" and "Association of Hong Kong Capital Market Practitioners Limited". Besides, in recognition of its dedicated services and professionalism, the Group received the following awards during the Year:

於本年度，共接獲1（2022年：8）宗關於證券交易的客戶投訴。

作為一家綜合金融服務供應商，本集團擁有由各種服務之專業人士組成的團隊，包括經紀、資產管理、貸款及企業融資顧問。於2023年9月30日，本集團41（2022年：50）名僱員及87（2022年：78）名客戶經理獲證監會許可從事各種受規管活動：證券交易（第1類）、期貨合約交易（第2類）、就證券提供意見（第4類）、就期貨合約提供意見（第5類）、就機構融資提供意見（第6類）以及資產管理（第9類），或已於香港專業保險經紀協會或地產代理監管局登記。

為實施高水平企業管治措施及保持市場誠信，本集團已成為「香港上市公司商會」及「香港資本市場專業人員協會」之會員。此外，為表彰其熱誠的服務及專業水平，本集團於本年度獲得以下獎項：

Hong Kong Service Awards
2023 – Finance and
Securities Service
East Week Magazine
香港服務大獎2023 –
金融證券服務組別
東周刊

March 2023
2023年3月



Merits of Achievement in
Banking and Finance 2023
Capital Magazine
資本卓越金融證券商大獎2023
資本雜誌

August 2023
2023年8月



Leadership Business Award
2023 – Wealth Solutions
Award of Excellence
Now TV
企業品牌成就大獎2023 –
優越財富管理方案品牌大獎
Now財經台

September 2023
2023年9月



4.3 | Protection of Data 資料保護

The Group places the utmost importance on protecting the privacy of its customers, partners and staff in the collection, handling, safekeeping, use and retention of their personal data. The Group adheres to the applicable data protection regulations and ensures appropriate technical measures are in place to protect personal data against unauthorised disclosure, use or access. The Group also ensures that customers' personal data is securely stored, and used only for the purpose for which it has been collected and such other purposes as expressly consented by customers. Relevant staff are provided with adequate training in compliance with applicable laws on data privacy protection, to strengthen their awareness and to protect personal data against loss, unauthorised access, use, modification or disclosure. In addition, access to the customer database is limited to authorised staff, whilst authentication is required before accessing the data. To reduce the risk of identity theft, the Group takes appropriate measures to dispose of documents that contain customer information.

本集團在收集、處理、保管、使用及保存客戶、合作夥伴及員工的個人資料過程中，對保障彼等的私隱給予最高度的重視。本集團嚴格依循適用的資料保護法例並確保設立適當之技術措施，保障個人資料免被未經授權披露、挪用或存取。本集團亦確保客戶個人資料獲安全妥善地儲存，並只會按收集時指定的用途及經客戶明確同意的其他用途使用。本集團根據資料私隱保護適用法律向相關員工提供充足培訓，以加強彼等的意識及保障個人資料，防止遺失、未經授權獲取、使用、修改或披露。此外，客戶資料庫只容許經授權員工存取，在存取資料前亦須進行驗證。為減低身份盜竊的風險，本集團於處置含有客戶資料的文件方面採取適當措施。

4.4 | Protection of Intellectual Property 保護知識產權

The Group protects its intellectual property rights by prolonged use and registration of domain names and various trademarks. The Group's trademarks and domain names are constantly monitored, and renewed prior to their expiration.

本集團透過持續使用及登記域名與各類商標保障其知識產權。本集團商標及域名會獲持續監控及於屆滿時續期。

Besides, the Group immediately takes action against any fake news or infringing articles or materials in relation to the Group.

此外，本集團針對任何與本集團有關的欺詐或侵權物品或材料採取即時行動。

4.5 | Anti-corruption/Anti-money Laundering 反貪污／反洗錢

In order to enhance ethical corporate culture and practices, the Group has established policies and procedures for anti-corruption, anti-money laundering and counter-terrorist financing. To ensure and mitigate the associated risks, adequate procedures on customer screening and monitoring, “know your customer” practices, record keeping, and reporting suspicious circumstances are established in accordance with the relevant laws, codes and guidelines issued by the regulatory authorities.

It is essential for the Group’s employees to acquire a better understanding of bribery, extortion, corruption and related acts. In addressing and mitigating corruption risks, a set of guidelines in giving and receiving gifts, or offer in the form of meals, accommodation and entertainment, as well as interacting with government officials, was established to outline acceptable and unacceptable conduct in employees’ daily business activities. It targets to ensure every employee adheres to applicable legal requirements and makes ethical business decisions. Special care must additionally be taken to ensure that all business dealings with government officials are conducted in a context that is free from any form of corrupt practices.

The Group has long adopted an Anti-Money Laundering and Counter-Terrorist Financing Policy and Procedure (“AML Policy”). The AML Policy establishes the general framework for combating potential money laundering and financing of terrorism, and provides guidelines for preventing the Group’s employees from being misused for money laundering, terrorist financing or other financial crimes. The AML Policy indicates the kind of potentially suspicious transactions or activities that employees should look out for.

The Group has set out the key provisions relating to anti-corruption legislation. The Group has also adopted a whistleblowing policy and procedures for all levels and operations under the Group, so staff can raise concerns, in confidence, about possible improprieties (such as misconduct and malpractice) in any matter related to the Group. The Group’s whistle-blowing policy encourages all staff to report any actual or suspected improper conduct, in confidence, to their immediate supervisor or department head. These policies and procedures together with the code of conduct can be found in the employee handbook.

為提升企業道德文化及常規，本集團已建立反貪污、打擊洗錢及恐怖分子資金籌集之政策及程序。為確保及減低相關風險，已按照監管機構頒佈之相關法律、法規及指引制定有關客戶篩選及監控、「了解你的客戶」常規、保存記錄以及舉報可疑情況的足夠程序。

本集團之員工必須對賄賂、勒索、貪污及相關行為加深了解。為了針對及減低貪污之風險，本集團已就贈送及收受禮物、提供用餐、住宿及娛樂，以及與政府官員交往制訂一套指引，列明員工日常業務活動中可接受及不可接受的行為。這旨在確保每位員工遵從適用的法律規定及作出合乎道德之商業決定。此外，還必須特別注意確保所有與政府官員進行的所有業務往來在不涉及任何形式的舞弊行為的情況下進行。

本集團多年來一直採納打擊洗錢及恐怖分子資金籌集政策及程序（「打擊洗錢政策」）。打擊洗錢政策確立了打擊潛在洗錢及恐怖主義資金籌集罪行的一般框架，並提供指引防止本集團的員工被濫用於洗錢、資助恐怖主義或其他金融罪行。打擊洗錢政策已列出部分潛在可疑交易或活動的指標，供員工參考。

本集團已制定有關防止貪污法例之主要條文。本集團亦採納一套舉報政策及程序，讓本集團各層面及業務之員工可在保密的情況下就任何可能影響本集團之不當事宜（如不當及不法行為）進行舉報。本集團的檢舉政策鼓勵所有員工在保密的情況下向其直屬上司或部門主管舉報任何實際或疑似的不當行為。該等政策及程序連同行為守則可於員工手冊內查閱。

The Group has set out a comprehensive framework of measures to prevent money laundering activities. At the time of account opening, the Group will perform a name search in an anti-money laundering database system provided by a third party vendor, in order to screen each new customer against current terrorist and sanction designations, and check whether the customer is a Politically Exposed Person (PEP). New account applications lodged by terrorists or sanctioned entities would be rejected. Regular name checks of existing customers against the latest terrorist and sanction list issued by US Treasury Department, as recommended by the regulators, are also conducted. The Group performs regular reviews on transactions by high-risk customers, in order to identify suspicious transactions. In the event that any suspicious transactions are noted, the Group will report them to the Joint Financial Intelligence Unit in due course.

本集團已制訂一套綜合框架措施以防止洗錢活動。於開立戶口時，本集團將在由第三方供應商提供之防止洗錢數據庫系統內進行名稱搜索，以識別每名新客戶是否牽涉當前恐怖分子及於制裁名單內，並檢查客戶是否為政治公眾人物(PEP)。恐怖分子或受制裁實體提出的新開戶申請會被拒絕。按監管機構建議，本集團亦根據美國財政部最新頒佈之恐怖分子及受制裁清單對現有客戶進行定期名稱檢查。本集團會對高風險客戶進行之交易進行定期審查，以識別可疑交易。倘知悉任何可疑交易，本集團將適時向聯合財富情報組舉報。

During the Year, no legal case regarding corrupt practices was brought against the Group or its employees. Also, no whistleblowing concerning a criminal offence or misconduct was reported.

於本年度，本集團或其員工並無面對任何有關貪污行為之法律起訴案件。同時，亦無涉及刑事罪行或不當行為之個案被舉報。

4.6 Compliance with Relevant Laws and Regulations 遵守相關法律及法規

The Corporate Governance Committee is delegated by the Board to review and monitor the policies and practices on compliance with legal and regulatory requirements, including but not limited to the following ordinances which have significant impact on the Group:

董事會委派企業管治委員會檢視及監察有關法例及法規要求之政策及慣例，包括但不限於以下對本集團有重大影響的法例：

- Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615, Laws of Hong Kong)
- Companies Ordinance (Cap. 622, Laws of Hong Kong)
- Competition Ordinance (Cap. 619, Laws of Hong Kong)
- Employment Ordinance (Cap. 57, Laws of Hong Kong)
- 《打擊洗錢及恐怖分子資金籌集條例》(香港法例第615章)
- 《公司條例》(香港法例第622章)
- 《競爭條例》(香港法例第619章)
- 《僱傭條例》(香港法例第57章)

- Money Lenders Ordinance (Cap. 163, Laws of Hong Kong)
- Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong)
- Prevention of Bribery Ordinance (Cap. 201, Laws of Hong Kong)
- Securities and Futures Ordinance (Cap. 571, Laws of Hong Kong)
- 《放債人條例》(香港法例第163章)
- 《個人資料(私隱)條例》(香港法例第486章)
- 《防止賄賂條例》(香港法例第201章)
- 《證券及期貨條例》(香港法例第571章)

Details on the work of the Corporate Governance Committee are shown in the Corporate Governance Report, which can be found on page 44 of the Company's 2022/2023 Annual Report.

企業管治委員會之工作詳情載於本公司2022/2023年度報告第44頁中之企業管治報告內。

The Legal and Compliance Department of the Group works to provide an in-house legal and compliance service that effectively supports various operation units in their duties and day-to-day operation to comply with all applicable laws, rules and regulations (such as Securities and Futures Ordinance and its subsidiary legislations, Prevention of Bribery Ordinance and Codes and Guidelines issued by SFC).

本集團法律及合規部旨在提供內部法務及合規服務，有效支援多個營運單位於其職責及日常營運方面遵守所有適用法律、規則及法規（如證券及期貨條例及其附屬法例、防止賄賂條例以及證監會頒佈的守則及指引）。

Updates on the relevant applicable laws, rules and regulations are brought to the attention of relevant employees and relevant operation units from time to time. The Group holds relevant required licenses for provision of services, such as dealing in securities and futures contracts; advising on securities and futures contracts; advising on corporate finance and asset management; and money lenders and insurance broker licenses, etc. The management must ensure that business is conducted in accordance with the relevant applicable laws and regulations.

相關員工及相關經營單位不時獲悉之相關適用法律、規則及法規之更新資訊。本集團持有提供服務所需之相關牌照，例如買賣證券及期貨合約、就證券及期貨合約提供意見、就企業融資及資產管理提供意見，以及放債人及保險經紀牌照等。管理層須確保所從事業務乃符合適用之法律及法規。



COMMUNITY INVOLVEMENT

參與社區活動





Embracing the mission “From the Community, To the Community”, the Group actively promotes diverse community campaigns spanning elderly welfare, underprivileged communities and environmental conservation initiatives. The Group’s management team also plays an important role in mobilising staff to join all these activities, which are held in tandem with its commitment to sustainable development.

The Group has been awarded the 15 Years Plus Caring Company Logo by the Hong Kong Council of Social Service, recognising its ongoing commitment to fulfilling its corporate social responsibilities.

以「取諸社會，用諸社會」為使命，本集團積極推廣多種社區活動，涵蓋長者福利、弱勢社群及環保行動。該等活動與本集團可持續發展之承諾相輔相承，而本集團管理層團隊在動員參與該等活動方面亦擔任重要角色。

本集團獲香港社會服務聯會頒發15年或以上「商界展關懷」標誌殊榮，表揚其履行企業社會責任的持久承諾。



5.1 | Voluntary Services 義工服務

The Group continues building partnerships with non-governmental organisations and charitable organisations, to reach and support needy communities.

本集團持續與非政府組織和慈善組織保持夥伴關係，以伸出援手支持有需要幫助的社群。

Cognitive Fun Day with Elderly 認知耆樂日

October 2022
2022年10月

In order to raise awareness of senior citizens’ brain health, Emperor Foundation co-hosted the “Cognitive Fun Day with Elderly” with Yan Chai Hospital. The Group’s volunteers conducted a series of games with elderly members of the community centre under Yan Chai Hospital, and distributed health soup packages and goodie bags sponsored by Emperor Foundation to each of them, to give them care and greetings.

為提升大家對長者腦部健康意識，英皇慈善基金與仁濟醫院合作舉辦「認知耆樂日」。本集團的義工與仁濟醫院社區中心轄下長者會員進行一系列認知遊戲，以及向每位長者派發由英皇慈善基金贊助的保健湯包及福袋，送上關懷與祝福。



“Discover Emperor, The Celebration Walk” Virtual Charity Tour – Elderly Session 「一喜活現·英皇80年」慈善虛擬導賞活動長者場

October 2022
2022年10月



Co-organised with local cultural enterprise “Walk in Hong Kong”, Emperor Group held the Virtual Charity Tour – Elderly Session of “Discover Emperor, The Celebration Walk” at Emperor Cinemas, Citywalk, Tsuen Wan. Emperor Group employed an interactive online broadcast format with an audio-visual guide, combining information on its development with key celebratory moments for Hong Kong people, to enable senior citizens to relive bygone days. Over 80 senior citizens from the beneficiaries, Hong Kong Lutheran Social Service and The Neighbourhood Advice-Action Council, attended the event in person, and over 800 participated online. The Group organised a volunteer team to interact with the senior citizens on site, creating an enthusiastic atmosphere.

英皇集團於荃灣荃新天地之英皇戲院舉行「一喜活現·英皇80年」慈善虛擬導賞活動長者場，活動由本地文化企業「活現香港」協辦。英皇集團將其發展蹤跡結合香港人生命中值得慶祝的美好時刻，利用線上直播互動形式配合聲畫導航，與公眾重溫懷舊風情。活動邀請到逾80位來自香港路德會社會服務處及鄰舍輔導會的長者出席，同時逾800位長者透過線上參與。本集團組織義工隊在現場與長者互動，氣氛熾熱高漲。

Sending Love and Care to the Elderly 向長者贈暖送福

November 2022
2022年11月



Emperor Foundation joined hands with Yan Chai Hospital and organised an activity “Sending Love and Care to the Elderly” in which the Group’s volunteers visited elderly singletons and couples living in Butterfly Estate, Tuen Mun, who are in the care of Yan Chai Hospital. They gave them gift bags and healthy soup packs, showing love and care to the elderly.

英皇慈善基金與仁濟醫院攜手籌辦「向長者贈暖送福」活動，由本集團的義工同事逐一登門為由仁濟醫院照顧居於屯門蝴蝶邨的獨居及雙老家庭送上福袋及保健湯包，為他們表達愛與關懷。

Blissful Baking Fun 甜蜜GO糕小煮角

February 2023
2023年2月

The Group's volunteers worked with approximately 40 underprivileged children from Pok Oi Kong Ha Wai Village Families Development Centre to bake pastries, and distributed gift bags to the children as well as organised a lucky draw for them.

本集團義工與博愛江夏圍村家庭發展中心約40位弱勢兒童一起烘焙糕點，並派發福袋給小朋友及進行大抽獎。



Visit to the Elderly 長者探訪

March 2023
2023年3月

The Group joined hands with Bliss District Elderly Community Centre of Hong Kong Christian Service to organise visits to the elderly. The volunteers of the Group and the centre visited elderly singletons and couples living in the district, to understand the lives and challenges of the elderly through interacting with them and listening to their stories, and to send blessings to them.

本集團與香港基督教服務處樂暉長者地區中心攜手合辦長者探訪活動。本集團與該中心的義工一起探訪區內獨居和雙老長者，透過與他們的互動及聆聽他們的故事，了解長者的生活和挑戰，並藉此向他們送上祝福。



Mother's Day Parent-Child Thankful Activity 「感恩有您」母親節親子活動

May 2023
2023年5月

The Group's volunteers and 30 grassroots families from the Neighbourhood Advice-Action Council ("NAAC") participated in a parent-child shrimp fishing activity, to deepen their relationships with each other.

本集團義工與鄰舍輔導會30個基層家庭盡情投入親子釣蝦活動，加深彼此之間的關係。



Pickleball Sports Day 匹克球同樂日

June 2023
2023年6月

The Group's volunteers, together with various business units and artists of Emperor Group, formed a volunteer team to participate in a training course on the emerging sport, Pickleball, jointly organised by the NAAC and BestKall Pickleball Association, to promote the integration of senior citizens and young people, and ensure the senior citizens to keep abreast of market trends and realise self-worth. The Group's volunteers played a friendly match with senior citizens from the Sham Shui Po District Elderly Community Centre and Lei Tung Neighbourhood Elderly Centre in Ap Lei Chau under NAAC, who enjoyed learning a new sport.

本集團聯同英皇集團旗下不同業務單位及藝人組成義工隊，參與鄰舍輔導會及柏斯高匹克球協會一同籌辦的新興運動「匹克球」訓練班，推動長青共融，讓銀髮一族緊貼潮流，實現自我價值。本集團義工與來自鄰舍輔導會轄下深水埗康齡社區服務中心及鴨脷洲利東鄰里康齡中心的長者們進行友誼賽，讓他們享受學習新的運動。



Mid-Autumn Festival Celebration with Elderly 博愛耆樂融融慶中秋

September 2023
2023年9月



The Group's volunteers visited Pok Oi Hospital Centre to celebrate the Mid-Autumn Festival with the elderly. The Group arranged some simple games and a lucky draw for them, and distributed gift bags to them.

本集團義工親身到訪博愛醫院中心與長者一同慶祝中秋節，為他們安排了一些簡單的遊戲及抽獎，並派發福袋給他們。

5.2 Charitable Sponsorship and Donations 慈善贊助及捐贈

The Group mobilises its staff to participate in fundraising campaigns to help underprivileged people in the community. Major charity donation and fundraising campaigns during the Year include:

本集團推動員工參與籌款活動，幫助社區弱勢群體。於本年度，主要慈善捐贈及籌款活動包括：

Dress Casual Day 公益金便服日

October 2022
2022年10月

This year's theme was "we CARE we WEAR". Participating staff members each donated HK\$70 or more to The Community Chest of Hong Kong, and put on casual wear for dress casual day. Employees joined the campaign and showed their support.

本年主題為「we CARE we WEAR」，每位參與同事均捐出70港元或以上予香港公益金，便可於便服日穿上便服。員工一同參與活動以示支持。



Spreading Goodness, Embracing the Chinese New Year 做好事，過好年

November 2022
2022年11月

英皇證券集團
Emperor Capital Group

做好事 過好年

送你2023年座檯月曆

由即日起至2022年12月14日，英皇證券或期貨客戶只要於推廣期內完成一單交易，即可獲贈2023年投資名人金句座檯月曆，先到先得，送完即止。

2023年座檯月曆詳情
提供主要投資市場的重要日子，助你作出每個投資部署。

月曆尺寸：250mm (H) x 210mm (W) 圖例僅供參考，產品以實物為準

推廣期內，客戶每完成一單交易，英皇證券將會撥捐出\$1予本地慈善機構，用作幫助有經濟困難之有特殊需要兒童及青年，及早接受所需訓練和治療。請多多支持，為新一年加添意義！

一掃了解更多
客戶查詢熱線：2919 2919
WhatsApp: 666 18 717
網上開戶
即上 www.EmperorCapital.com

條款及細則：
1. 推廣期由2022年11月14日至2022年12月14日（即農曆癸卯年「霜降節」）。
2. 獲贈2023年座檯月曆限推廣期內獲單上投資額達一千元。
3. 推廣期內每完成一單交易，英皇證券將會撥捐出\$1予本地慈善機構，用作幫助有經濟困難之有特殊需要兒童及青年，及早接受所需訓練和治療。請多多支持，為新一年加添意義！
英皇證券集團（Emperor Capital Group Limited）
英皇證券集團（Emperor Capital Group Limited）

For every completed transaction by its customers during the promotional period, the Group donated HK\$1 to Heep Hong Society, to support children and youth with special needs who are facing financial difficulties. The donation will be used to provide them with necessary training and therapies.

客戶於推廣期內每完成一宗交易，本集團便撥捐1港元予協康會，用作幫助有經濟困難之有特殊需要之兒童及青年，及早接受所需訓練和治療。

Heep Hong Charity Football Fun Day 2022 協康慈善足球同樂日2022

December 2022
2022年12月



The Group's football team participated in "Heep Hong Charity Football Fun Day 2022", organised by Heep Hong Society. Ms. Daisy Yeung, the Group's Chairperson, attended the kick-off ceremony and cheered the football team, which reached the semi-finals. This event mainly raised funds for the "Children and Youth Training Fund", to support children and youths with special needs from low-income families.

本集團足球隊參與由協康會舉辦之「協康慈善足球同樂日2022」。本集團主席楊玳詩女士到場參與開球禮儀式並為足球隊打氣，其成功取得四強佳績。今次活動主要為「兒童及青年訓練基金」籌募善款，資助來自低收入家庭之有特殊需要的兒童及青年。

Love Teeth Day 公益愛牙日

December 2022
2022年12月

The Group encouraged colleagues to participate in the "Love Teeth Day", reminding them to take care of their own teeth as well as showing their care to beneficiaries at the same time. Participating staff members who each donated HK\$35 or more to The Community Chest of Hong Kong received a "Love Teeth Day Pack" which included a variety of oral care products.

本集團鼓勵同事參加「公益愛牙日」，藉由活動提醒同事愛護自己牙齒的同時，亦向受助者送上關懷。每位參與同事凡捐款港幣35元或以上予香港公益金，便可獲得包括有多種口腔護理用品之「愛牙日禮包」一份。



Skip Lunch Day 公益行善折食日

March 2023
2023年3月



By making a donation of HK\$35 or more, each donor would receive a Skip Lunch Day coupon as a token of appreciation. Coupon holder could redeem designated items at any Hung Fook Tong outlets in Hong Kong in a specified period. The donation were used to support The Community Chest and its member agencies, to improve the lives of street sleepers, and people living in cage homes and cubicles.

凡捐款港幣35元或以上，每位捐款者即可獲得「折」食愛心券一張。持券者可於指定期間於全港鴻福堂門市換領指定產品。捐款用以支持公益金及其轄下會員機構，幫助露宿者、籠屋及板間房居民改善生活。

Charity Movie Screening – “Love Never Ends” 《我愛你!》電影慈善 觀映活動

August 2023
2023年8月



The Group sponsored and invited 60 persons from grassroots families from the NAAC to watch this meaningful movie – *Movie Never Ends*, enabling them to have more leisure time with their families.

本集團贊助及邀請鄰舍輔導會60位來自低收入家庭人士觀賞這齣富意義的電影—《我愛你!》，使他們能夠與家人共度多一點休閒時光。

Mooncake Donation Campaign 愛心月餅募捐大行動

September 2023
2023年9月

During the Mid-Autumn Festival, excess mooncakes were collected by the Group from staff and donated to a subsidiary of Pok Oi Hospital. The mooncakes were then given to people from ethnic minorities at Tin Shui Wai, to share the joy and celebrate the Mid-Autumn Festival with them.

於中秋節期間，本集團向同事們收集過剩月餅，捐贈至博愛醫院屬下機構，然後轉贈天水圍的弱勢社群，與他們分享喜悅，共度中秋佳節。



5.3 | Environmental Conservation 環境保護

The Group is dedicated to promoting environmental awareness through green education.

本集團致力通過綠色教育宣揚環保意識。

Lai See Reuse and Recycle Program 利是封回收重用大行動

February 2023
2023年2月



The Group participated in the “Lai See Reuse and Recycling Program” launched by Greeners Action. Multiple collection points were set up in a number of properties under Emperor Group. The collected lai see packets were processed and sorted by a sheltered workshop, and turned into new lai see packets that will be distributed to the public in the following year, extending the value of paper. Through this program, the Group hopes to encourage its colleagues to put “go green” concepts into practice.

本集團參與了由綠領行動舉辦之「利是封回收重用大行動」。多個收集箱設置於英皇集團旗下多個物業。收集後的利是封交由庇護工場處理及分類，製作成新生利是封以於翌年派發予公眾，以延續紙張的價值。通過此行動，本集團希望能鼓勵其員工將綠色環保理念付諸實踐。

Besides, Emperor Group has signed the Greeners Action Charter on “Eco-Friendly Red Packets” this year, with the aim of reducing waste at source by printing and distributing fewer lai see packets.

此外，英皇集團簽署了由綠領行動舉辦的「環保利是封約章」，期望通過減少印製及派發利是封，旨於從源頭推動減少廢物。

Earth Hour 地球一小時

March 2023
2023年3月



The Group’s Hong Kong Office joined the millions of people around the globe and turned off its office lights in support of WWF’s Earth Hour, an annual event to raise awareness of climate change.

為響應世界自然基金會一年一度的「地球一小時」活動，本集團香港辦公室與全球數百萬人一同參與關閉辦公室照明燈。活動旨在提高人們對氣候變化的意識。



APPENDIX: HKEX ESG REPORTING GUIDE CONTENT INDEX

附錄：港交所環境、社會及
管治報告指引內容索引





Subject areas 主要範疇	Description 描述	Section 章節
A. Environmental 環境		
Aspect A1: Emissions 層面A1: 排放物		
General Disclosure 一般披露	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. 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。	2.1
KPI A1.1 指標A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	2.4
KPI A1.2 指標A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 直接(範圍1)及能源間接(範圍2)溫室氣體排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	2.4
KPI A1.3 指標A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 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)。	Not applicable <i>In view of its business nature, the Group does not directly generate any hazardous waste.</i> 不適用 基於其業務性質，本集團不會直接產生大量有害廢棄物。
KPI A1.4 指標A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 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)。	2.4
KPI A1.5 指標A1.5	Description of emissions target(s) set and steps taken to achieve them. 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。	2.2, 2.4
KPI A1.6 指標A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	2.2, 2.4

Subject areas 主要範疇	Description 描述	Section 章節
Aspect A2: Use of Resources 層面A2: 資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	2.1, 2.2
KPI A2.1 指標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). 按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	2.4
KPI A2.2 指標A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	Not applicable <i>The Group operates in leased premises. The water consumption data for individual occupants is not available.</i> 不適用 本集團於租用物業營運，並無獲提供個別租戶的耗水數據。
KPI A2.3 指標A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	2.2, 2.4
KPI A2.4 指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	Not applicable <i>The Group did not encounter any problems in sourcing water for its daily operations.</i> 不適用 本集團在日常營運中，在覓水源方面並無遇到任何問題。
KPI A2.5 指標A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 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。	Not applicable 不適用

Subject areas 主要範疇	Description 描述	Section 章節
Aspect A3: The Environment and Natural Resources 層面A3: 環境及天然資源		
General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	2.1, 2.2
KPI A3.1 指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	2.2
Aspect A4: Climate Change 層面A4: 氣候變化		
General Disclosure 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	2.3
KPI A4.1 指標A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	2.3

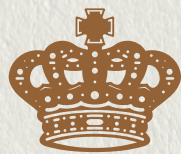
Subject areas 主要範疇	Description 描述	Section 章節
B. Social B. 社會		
Employment and Labour Practices 僱傭及勞工常規		
Aspect B1: Employment 層面B1: 僱傭		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 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。	3.2
KPI B1.1 指標B1.1	Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region. 按性別、僱傭類型（如全職或兼職）、年齡組別及地區劃分的僱員總數。	3.1
KPI B1.2 指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	3.1

Subject areas 主要範疇	Description 描述	Section 章節
Aspect B2: Health and Safety 層面B2: 健康與安全		
General Disclosure 一般披露	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. 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。	3.3
KPI B2.1 指標B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年(包括匯報年度)每年因工亡故的人數及比率。	3.3
KPI B2.2 指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	3.3
KPI B2.3 指標B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	3.3
Aspect B3: Development and Training 層面B3: 發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	3.4
KPI B3.1 指標B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 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。	3.4
KPI B3.2 指標B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	3.4

Subject areas 主要範疇	Description 描述	Section 章節
Aspect B4: Labour Standards 層面B4: 勞工準則		
General Disclosure 一般披露	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. 有關防止童工或強制勞工的： (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。	3.2
KPI B4.1 指標B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	3.2
KPI B4.2 指標B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	3.2 Briefly discussed 已概括說明
Operating Practices 營運慣例		
Aspect B5: Supply Chain Management 層面B5: 供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	4.1
KPI B5.1 指標B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	4.1 Briefly discussed 已概括說明
KPI B5.2 指標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. 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。	4.1 Briefly discussed 已概括說明
KPI B5.3 指標B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	4.1
KPI B5.4 指標B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	4.1

Subject areas 主要範疇	Description 描述	Section 章節
Aspect B6: Product Responsibility 層面B6: 產品責任		
General Disclosure 一般披露	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. 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。	4.2
KPI B6.1 指標B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Not applicable 不適用
KPI B6.2 指標B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	4.2
KPI B6.3 指標B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	4.4
KPI B6.4 指標B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	4.2 Briefly discussed 已概括說明
KPI B6.5 指標B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	4.3

Subject areas 主要範疇	Description 描述	Section 章節
Aspect B7: Anti-Corruption 層面B7: 反貪污		
General Disclosure 一般披露	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. 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。	4.5
KPI B7.1 指標B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	4.5
KPI B7.2 指標B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	4.5
KPI B7.3 指標B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	3.4
Community 社區		
Aspect B8: Community Investment 層面B8: 社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解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。	5
KPI B8.1 指標B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	5
KPI B8.2 指標B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源(如金錢或時間)。	5



英皇資本集團有限公司
Emperor Capital Group Limited