

NEW
MEDIA
LAB

新傳企劃有限公司

New Media Lab Limited

(Incorporated in the Cayman Islands with Limited Liability)
(於開曼群島註冊成立之有限公司)

Stock Code : 1284
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2023

Environmental, Social and Governance Report

環境、社會及管治報告

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ABOUT THIS REPORT 關於本報告

New Media Lab Limited (the “Company”) and its subsidiaries (collectively referred to as the “Group”) principally engages in the provision of one-stop, integrated advertising solutions to brand owners and advertising agencies through several digital media platforms. Currently, the Group operates nine media brands: “*Weekend Weekly*”, “*Oriental Sunday*”, “*Economic Digest*”, “*New Monday*”, “*More*”, “*GOtrip*”, “*Sunday Kiss*”, “*SSwagger*” and “*Madame Figaro*”.

The Group 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. Besides, the Group is dedicated to prioritising ESG disclosure, and is committed to enhancing its transparency and accountability by consistently disclosing its ESG practices and performance, showcasing its commitment to sustainable and responsible business practices.

新傳企劃有限公司(「本公司」)及其附屬公司(統稱為「本集團」)主要透過多個數碼媒體平台，向品牌擁有者及廣告代理公司提供一站式綜合廣告解決方案。目前，本集團經營9個媒體品牌：「*新假期*」、「*東方新地*」、「*經濟一週*」、「*新Monday*」、「*More*」、「*GOtrip*」、「*Sunday Kiss親子童盟*」、「*SSwagger*」和「*Madame Figaro*」。

本集團深明有效的環境、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。此外，本集團致力優先考慮環境、社會及管治披露，並透過持續披露其環境、社會及管治常規及表現，提高其透明度及問責性，展示其對可持續及負責任經營慣例的承諾。



Reporting Boundary

This report primarily provides an overview of the Group's key operations at its Hong Kong office for the financial year ended 31 December 2023 ("Year"), and describes the ESG values and initiatives of the Group.

This report complies with the provisions of the ESG Reporting Guide ("ESG Reporting Guide") as set out in Appendix C2 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited ("Stock Exchange"). It is recommended that this report is read in conjunction with the Company's 2023 Annual Report, in particular the Directors' Report and Corporate Governance Report sections therein.

匯報範圍

本報告主要概述本集團於截至2023年12月31日止財政年度(「本年度」)於其香港辦公室的主要營運，以及闡述本集團的環境、社會及管治價值及措施。

本報告符合香港聯合交易所有限公司(「聯交所」)證券上市規則附錄C2所載《環境、社會及管治報告指引》(「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2023年年報一併閱讀，尤其是其中的董事會報告及企業管治報告部份。

Reporting Principles

This report is based on the four reporting principles outlined in the ESG Reporting Guide — materiality, consistency, quantitative, and balance.

- **Materiality:** The Group collects and compiles information based on the materiality principle. It focuses on key ESG issues that are relevant to the Group and its stakeholders;
- **Consistency:** The Group maintains consistency in its ESG reporting by following the ESG Reporting Guide. This ensures that the information is consistently disclosed over time;
- **Quantitative:** The Group includes quantitative data in its ESG report. This provides a measurable and objective assessment of its performance in areas such as emissions, resource consumption, and waste management; and
- **Balance:** The Group strives to achieve a balanced ESG report, which provides an overview of the Group's sustainability initiatives spanning areas including governance, talent development, compliance, environmental responsibility, and community investment.

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

匯報原則

本報告基於環境、社會及管治報告指引中概述的四項報告原則－重要性、一致性、量化和平衡。

- **重要性：**本集團根據重要性原則收集和彙編資訊。其主要關注與本集團及其持份者有關的環境、社會及管治議題。
- **一致性：**本集團遵循環境、社會及管治報告指引，保持其環境、社會及管治報告的一致性。這確保了資訊於日後披露的一致性。
- **量化：**本集團在其環境、社會及管治報告中納入了可予計量的數據。這為本集團在排放、資源消耗及廢物處理等領域的表現提供了可量度的客觀評估。
- **平衡：**本集團致力實現環境、社會及管治報告的平衡，以提供本集團在可持續發展舉措的概述，涵蓋的領域包括治理、人才發展、合規、環境責任及社區投資。

本報告可於本公司的網站(<https://www.NewMediaLab.com.hk>)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

董事會聲明

The board of directors of the Company (“Board”) recognises that sustainable practices are essential for the success and resilience of the Group, which enable the Group to operate its businesses in a responsible and sustainable manner. By prioritising ESG practices and upholding responsible governance, the Group aims to establish trust, build credibility, and make positive contributions to the community and environment in which the Group operates.

The Group’s 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. The Board has overall responsibility for the Company’s ESG strategy and reporting. 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.

Their respective roles and functions are as follows:

ESG Committee

- Works through the key performance indicators (“KPIs”) 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 set by the Board

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

本公司董事會(「董事會」)認同可持續發展的實踐對於本集團的成功和抗逆力十分重要，以讓本集團以負責任及可持續的方式營運其業務。通過優先考慮環境、社會及管治實踐以及堅持負責任的治理，本集團旨在建立信任、樹立信譽，並為本集團在其營運的社區和環境作出正面的貢獻。

本集團的環境、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。董事會全面負責本公司的環境、社會及管治策略和匯報工作。為加強董事會的環境、社會及管治管理方針及策略，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，按此授予環境、社會及管治委員會(由營運及支援部門及本公司執行委員會(「執行委員會」)的代表組成)權力及權限處理所有與環境、社會及管治相關的事宜。

其各自的角色和職能如下：

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匯報上述執行計劃的進展情況。

Executive Committee

- Provides recommendations to the Board on setting ESG-related goals in line with 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 relating to the Group's businesses including the KPIs
- Reviews effectiveness of ESG risk management and internal control systems and makes recommendation 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.

執行委員會

- 基於本集團的業務、管理方式及策略，就制定環境、社會及管治相關目標向董事會提出建議
- 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匯報一次就達致環境、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。

Set out below is the functional framework on ESG sustainability of the Company.

以下是本公司可持續性的環境、社會及管治之功能框架。



- 1 Please refer to page 6 of this report for their roles and functions
有關其角色及職能，請參考本報告第6頁
- 2 Please refer to page 5 of this report for their roles and functions
有關其角色及職能，請參考本報告第5頁

- Reporting of ESG-related matters
匯報與環境、社會及管治相關事宜
- Reporting of other matters
匯報其他事宜

ESG Risk Management

The Group has adopted an effective risk management mechanism to identify, assess, review and manage ESG risks of the Group. By actively managing and mitigating the identified ESG risks, the Group demonstrates its commitment to sustainable and responsible business practices. The major ESG risks relating to the employment, operation and social aspects are listed below.

Risk Identification and Management Approach

(i) Employment

Risk

The Group may fail in attracting, recruiting or retaining key personnel.

Impact

This may result in the Group lacking key talent in critical positions, which may impact business operations and development. The absence of key personnel may lead to decreased decision-making capabilities, limited innovation and development capabilities, and have a negative impact on the overall performance and competitiveness of the Group.

Approach

The Group implements talent management strategies, which include offering competitive compensation packages, providing career development opportunities, initiating employee engagement initiatives, etc. By prioritising the well-being and growth of its employees, the Group aims to ensure a talented and motivated workforce for making contributions to the Group.

環境、社會及管治風險管理

本集團採納了有效的風險管理機制，以識別、評估、審查和管理本集團的環境、社會和管治風險。通過積極管理和降低已識別的環境、社會及管治風險，本集團展示了其對可持續和負責任的經營方式的承諾。有關僱傭、營運及社會方面的環境、社會及管治風險已於下面列出。

風險識別與管理方法

(i) 僱傭

風險

本集團可能未能吸引、招聘或挽留重要人才。

影響

這可能導致本集團在關鍵崗位上缺乏重要人才，從而影響業務營運和發展。重要人才的缺少可能導致決策能力下降、創新和發展能力受限，並對本集團的整體業績和競爭力產生負面影響。

方式

本集團實施人才管理策略，包括提供具競爭力的薪酬待遇、提供就業發展機會、發起員工參與活動等。通過優先考慮員工的福利和成長，本集團旨在確保具有才華及積極上進的員工隊伍為本集團作出貢獻。

(ii) Operation

Risk

Non-compliant advertising content leading to subsequent legal liabilities; IT system failures data losses; and disclosure of personal data of audiences and clients.

Impact

Non-compliant advertising content may lead to legal risks and liabilities. If the advertising violates laws and regulations, or triggers consumer complaints, the Group may face consequences such as fines, lawsuits or damage to brand reputation, etc. In addition, IT system failures or data loss may cause business interruptions, data losses, and information breaches, and thus have a negative impact on business operations and customer trust.

Approach

The Group maintains strict compliance procedures and quality control measures in relation to operation-related risks. It conducts regular reviews of advertising content to ensure compliance with relevant laws and regulations. Additionally, the Group invests in robust IT infrastructure and data protection systems to safeguard against system failures and data breaches.

(ii) 營運

風險

違規廣告內容導致後續法律責任、訊息技術系統故障損失數據，以及受眾及客戶的資料披露。

影響

不合規的廣告內容可能引致法律風險及責任。倘廣告違反法律法規或引發消費者申訴，本集團可能面臨如罰款、訴訟或品牌聲譽受損等後果。此外，訊息技術系統故障或損失數據可能導致業務中斷、數據遺失、資料洩露，並對業務營運及客戶信任產生負面影響。

方式

本集團對經營相關風險維持嚴格的合規程序及質量控制措施。本集團定期檢討廣告內容，以確保遵守相關法律法規。此外，本集團投資穩健的訊息技術基礎設施及數據保護系統，以防止系統故障及數據外洩。

(iii) Social and Governance

Risk

Widespread epidemic outbreak and changes in government regulations.

Impact

Widespread epidemic outbreaks may pose risks to employee health and safety and have a negative impact on business operations and productivity. Besides, changes in government regulations may significantly affect business operations and compliance, requiring timely adjustments and adaptation.

Approach

The Group closely monitors global trends and government policies. It implements preventive measures to mitigate the potential impact of outbreaks or regulatory changes. The Group also maintains open communication channels with relevant authorities and stakeholders to stay informed and adapt to evolving circumstances.

Through ongoing monitoring, evaluation, and improvement of its risk management strategies, the Group strives to ensure the long-term resilience and success of its operations while minimising potential negative impacts on its business, stakeholders, and the environment. Should risk events arise, the Group will handle it according to the measures and procedures in a timely manner.

For further details on the risk management and significant risks that have been identified, please refer to Risk Management and Internal Control section in the Corporate Governance Report of the Company's 2023 Annual Report.

(iii) 社會及管治

風險

流行病全面爆發以及政府法規發生變化。

影響

疫情的廣泛爆發可能會對員工的健康及安全帶來風險，並對業務營運及生產力產生負面影響。此外，政府法規變動可能嚴重影響業務營運及合規性，需要及時調整並適應。

方式

本集團密切監察全球趨勢及政府政策。其實行預防措施，以減輕潛在爆發或監管變化的影響。本集團亦與有關當局及持份者保持開放的溝通渠道，以了解並適應不斷變化的情況。

通過對風險管理策略的持續監察、檢討和改善，本集團致力於確保其營運的長期抗逆力及成功，同時減少對其業務、持份者和環境的潛在負面影響。一旦發生風險事故，本集團將根據措施和流程及時處理。

有關風險管理及已識別的重大風險之進一步詳情，請參閱本公司2023年年報內之企業管治報告中的風險管理及內部監控部份。

1.1 Stakeholders Engagement and Materiality Assessment

持份者之參與及重要性評估

Stakeholder engagement plays a key role in the Group's continuous improvement and development. The Group is committed to making proactive efforts to continuously interact with key stakeholder groups through various communication channels, to better understand their needs and concerns, and develop strategies and measures to address these issues. Through ongoing dialogues, the Group endeavours to strengthen relationships with stakeholders and improve its operation and practices, thereby creating value for stakeholders.

持份者的參與對本集團的持續改進和發展擔當很重要的角色。本集團致力與主要持份者群組進行持續互動，並透過各種溝通渠道更好地了解與其需要及關注點，從而制定解決這些問題的策略和措施。通過持續對話，本集團致力加強與持份者的關係，改善其營運和實踐，從而為持份者創造價值。

Major Communication Channels

主要溝通渠道

 Advertisers 廣告商	<ul style="list-style-type: none">• Onsite communications 現場溝通• Emails and instant messenger 電郵及即時通訊• Conference calls 電話會議
 Employees 員工	<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• Town hall meetings 員工大會• Emails and instant messenger 電郵及即時通訊
 Shareholders and Investors 股東及投資者	<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
 Business Partners and Suppliers 商業夥伴及供應商	<ul style="list-style-type: none">• Emails and instant messenger 電郵及即時通訊• Meetings and conference calls 會議及電話會議
 Community and Audiences 社區及受眾	<ul style="list-style-type: none">• Community services 社區服務• Corporate websites 企業網站• Social media 社交媒體• Inquiry hotlines 查詢熱線
 Government and Regulatory Bodies 政府及監管機構	<ul style="list-style-type: none">• Regular dialogues 定期對話• Meetings 會議• Forums and conferences 論壇和會議

Materiality Assessment

重要性評估

During the Year, the Group invited senior management to participate in identifying crucial issue, thus aiding in the development of effective sustainability strategies and policies. The results are as follows:

於本年度，本集團邀請高級管理層參與識別重要議題，以協助制定有效的可持續發展策略和措施。結果如下：

Rank 排序	Issue 議題
1	Employment practices 僱傭慣例
2	Training and development 培訓和發展
3	Product responsibility 產品責任
4	Energy 能源
5	Waste 廢物
6	Community investment 社區投資
7	Occupational health and safety 職業健康及安全
8	Child labour and forced labour 童工及強迫勞工
9	Anti-corruption 反貪污
10	Green procurement 綠色採購
11	Supply chain management 供應鏈管理
12	Greenhouse gases and air pollutants 溫室氣體和空氣污染物
13	Water resources 水資源
14	Climate changes 氣候變化

- Environment 環境
- Employment and labor practices 僱傭及勞工常規
- Operating practices 經營常規
- Community 社區

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

根據管理層的評估及持份者的意見，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。

Material Topics 重要性評估

Environment 環境

- Energy conservation
能源節約
- Waste management
廢物管理
- Waste recycling
廢物循環利用
- Paper reduction
減少用紙

Workplace 工作場所

- Employment and labour practices
僱傭及勞工慣例
- Diversity and equal opportunities
多元共融和平等機會
- Training and development
培訓和發展
- Occupational health and safety
職業健康與安全
- Work-life balance
工作與生活平衡

Operating Practices 經營常規

- Products and services quality
產品及服務質素
- Customer privacy protection
客戶私隱保護
- Anti-corruption/Anti-money laundering
反貪污／反洗錢
- Compliance with laws and regulations
遵守法例及法規

Community 社區

- Employee volunteering
員工志願服務
- Community fundraising
社區籌款

This Group will continue improving its stakeholder communication mechanisms, and broaden the range of stakeholders for identifying material issues, in order to conduct more thorough assessments and analyses.

本集團將繼續改善與持份者的溝通機制，擴大持份者的範圍以識別重要議題，從而進行更全面的評估和分析。



2

ENVIRONMENTAL PROTECTION 環境保護

2.1 Environmental Policies

環境政策

The Group attaches great importance to the sustainability of the environment. Although the Group has no direct printing or manufacturing facilities in its operations, and is not a major source of environmental pollution given its operations do not generate material air, noise, water, physical waste or other types of pollutants, the Group is committed to making every effort to protect the environment in its business activities and workplaces.

The Group seeks to identify and manage environmental impacts attributable to its operations, in order to minimise these impacts if possible. The Group has adopted various measures to reduce energy and other resource use, minimise waste and increase recycling, and promote environmental protection in its supply chain and marketplace. The Group also educates its employees, to enhance their awareness of promoting a green environment.

本集團高度重視環境的可持續性。儘管本集團在其經營上沒有直接的印刷或生產設施，且鑒於其營運不會產生重大空氣、噪音、水、實體廢物或其他類型的污染物，並非環境污染的主要來源，但本集團仍致力竭盡全力於其業務活動及工作場所保護環境。

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。本集團已採取多項措施以降低能源及其他資源使用、減廢及增加循環再用，並在其供應鏈及市場中推行環保。本集團並教育其僱員，以提升他們對綠色環境的意識。

2.2 Use of Resources 資源使用

2.2.1 Emissions and Resource Consumption 排放物及能源消耗

The Group's greenhouse gas ("GHG") emissions mainly arise from indirect emissions resulting from the use of purchased electricity. To ensure the emission management goals are achieved, the Group has adopted the following measures to reduce energy consumption and improve overall energy efficiency in its head office at 8/F, Tower 1, The Quayside, 77 Hoi Bun Road, Kwun Tong, Hong Kong ("Hong Kong Office"):

- Using high efficiency new lights
- Adopting energy-efficient LED light tubes
- Higher priority is given to purchasing electrical appliances with high energy efficiency grades
- Applying energy-saving modes by default for all electrical appliances
- Turning off lights and air-conditioning automatically after office hours
- Reminding staff to turn off unnecessary electrical appliances, to save electricity
- Using air conditioning thermostats to maintain constant room temperatures

Through consistently measuring, setting targets for and monitoring greenhouse gas emissions, the Group can effectively assess and manage the risks associated with increased energy consumption, reduce its impact on the environment, and realise cost savings.

本集團的溫室氣體排放主要來自於使用外購電力所產生的間接排放。為確保實現排放管理目標，本集團已於其位於香港觀塘海濱道77號海濱匯1座8樓的總辦公室（「香港辦公室」）採取以下措施降低能源消耗及提升整體能源效率：

- 採用新式高功效照明裝置
- 採用節能LED光管
- 優先選購高功效級別的電器
- 所有電器均會被預設以電力節省模式來運作
- 辦公時間後自動關閉燈光及空調
- 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

透過持續量度、設定溫室氣體排放目標及監測排放，本集團可有效評估及管理能源消耗增加之相關風險，減少其對環境的影響，並實現成本節約。

In 2021, the Group relocated its headquarters to its current office at The Quayside, which is an eco-friendly building that has received various certifications and awards such as the BEAM Plus Platinum rating by the Hong Kong Green Building Council. The Quayside has incorporated various energy-saving mechanisms, such as a lighting control system whereby certain lights are pre-set to turn off automatically during non-office hours unless a motion sensor is activated, as well as daylight sensors that adjust lighting brightness and turn off lights near windows during daytime.

於2021年，本集團將其總部搬遷至目前位於海濱匯的辦公室，其為環保大廈，已獲得多項認證及獎項，如香港綠色建築議會的綠建環評鉑金評級。海濱匯採用各類節能機制，如照明控制系統，其中若干照明預設為於非辦公時間自動關閉（除非啟動運動感應器），以及日光感應器，可於白天調節照明亮度並關閉靠近窗戶的燈具。

2.2.2 Waste Reduction and Management 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.

The waste generated by the Group is mainly household waste and electronic waste. To reduce the amount of waste, unsold copies of the Group's print magazines and books are dispatched for recycling; whereas obsolete IT devices such as personal computers, monitors and laptops are transferred to charitable organisations, which can re-use them or pass them to government-recognised recyclers for recycling.

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

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。

本集團產生的廢物主要為生活垃圾及電子廢物。為減少廢物量，本集團未售出的印刷雜誌及書籍將被送往回收；而個人電腦、顯示器及筆記本電腦等陳舊的訊息科技器材則會轉送慈善組織，由慈善組織重新利用或移交政府認可的回收商進行回收。

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、玻璃以及可充電電池。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

Reduction of Paper Use 減少用紙

Apart from electricity, paper is another major resource that is consumed during the Group's operations, with over 99% of the total paper consumption being used for magazine printing. The major printing service supplier engaged by the Group for its print magazines uses papers supplied by paper mills that are members of Forest Stewardship Council ("FSC") or the Programme for the Endorsement of Forest Certification ("PEFC"), promoting responsible and sustainable management of the world's forests. It has also obtained several certifications, including FSC Chain of Custody Certification (FSC-STD-40-004 V3), Quality Management System Certification (ISO 9001:2015), Environmental Management System Certification (ISO 14001:2015) and PEFC Certification, ensuring that its operational energy consumption and emissions are minimised. During the Year, its total paper consumption for the Group's print magazines was 184.8 tons (2022: 186.7 tons). In the meantime, the Group engaged a distributor to distribute its print magazines, which was also responsible for arranging paper recycling for the returned print magazines. During the Year, the total paper recycled from the Group's returned print magazines was 40,941 kg (2022: 38,940 kg).

In response to market trends, most of the Group's print publications have in recent years been converted to digital versions such as "**More**", "**Weekend Weekly**", "**New Monday**", etc, significantly reducing paper consumption. As noted above, unsold copies of the Group's print magazines and books are dispatched for waste recycling.

In the Hong Kong Office, 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 operating processing such as claims applications, payrolls, leave applications, surveys, performance appraisals 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 are now widely used in promotional activities.

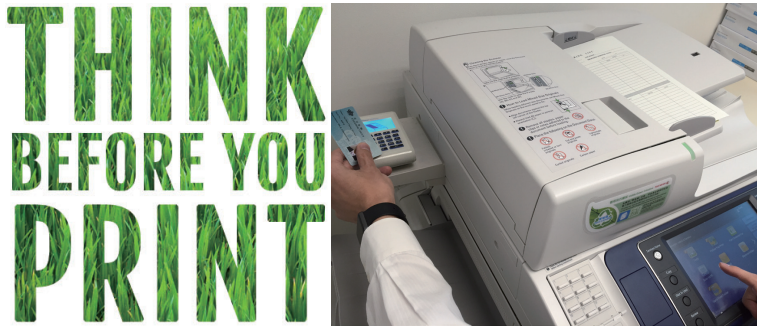
除電力外，紙張是本集團營運過程中消耗的另一主要資源，逾99%紙張消耗總量用於雜誌印刷。本集團印刷雜誌所聘用主要印刷服務供應商是使用森林管理委員會(FSC)或森林驗證認可計劃(PEFC)成員的造紙廠提供的紙張，促進對世界森林的負責任及可持續管理。其亦獲得多項認證，包括FSC產銷監管鏈認證(FSC-STD-40-004V3)、質量管理體系認證(ISO 9001:2015)、環境管理體系認證(ISO 14001:2015)及PEFC計劃認證，確保於其營運中盡量減少能源消耗及排放。於本年度，其就本集團印刷雜誌的總用紙量為184.8公噸(2022年：186.7公噸)。同時，本集團聘用了一間發行商以分發其印刷雜誌，其亦負責將退回之印刷雜誌安排回收。於本年度，本集團的退回印刷雜誌的回收紙張總量為40,941公斤(38,940公斤)。

因應市場趨勢，本集團近年大部分印刷出版物已轉為電子版，如「**More**」、「**新假期**」、「**新Monday**」等，大幅減少紙張消耗。如上文所述，本集團未售出印刷雜誌及書籍將送往廢物回收。

於香港辦公室，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，本集團已實行內部營運無紙化流程，例如費用申報、糧單、假期申請、意見調查及表現評估等。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，於宣傳活動上現時廣泛使用電子器材。



In its Hong Kong Office, printing is released only upon presentation of a staff card from that particular staff who gives the printing instruction, enabling the Group to achieve environmental objectives by reducing unclaimed printing. 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. To reduce the related impact, the Group strives to use papers certified by the FSC in the Hong Kong Office.



In compliance with the "Proposals to Expand the Paperless Listing Regime and Other Rule Amendments" issued by the Stock Exchange taking effect on 31 December 2023, the Company electronically disseminates its corporate communications including financial reports, and strongly recommends shareholders to access its corporate communications through the websites of the HKEX and the Company, instead of receiving printed form. The Group believes this paperless practice can help to protect the environment, as well as save costs for stationery, printing and administrative charges, etc.

The Group's business involves minimal use of packaging materials, specifically tape. Given these materials relatively low overall importance, they will not be extensively discussed in this report.

於其香港辦公室，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。為減少相關影響，本集團致力於香港辦公室使用經FSC認證的紙張。

根據聯交所頒佈於2023年12月31日生效之關於《擴大無紙化上市機制及其他上市規則修訂建議》，本公司通過電子方式發佈公司通訊(包括財務報告)，並極力推薦股東利用港交所及本公司網站獲取公司通訊而非收取印刷文件。本集團認為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。

本集團的業務極少涉及使用包裝材料，特別是膠紙。鑒於該等材料的整體重要性相對較低，故並未於本報告內詳述。

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 the provision of integrated advertising solutions and does not operate any printing or manufacturing facilities. With global warming and climate change becoming one of the major environmental concerns in every part of the world, the Group has conducted a preliminary climate risk analysis in order to better comprehend climate change's impact on its operations and development. The Group has accordingly devised preventive and emergency measures, as well as initiated various measures to reduce its carbon footprint, including enhancing energy efficiency and minimising waste.

Physical Risks 實體風險

Physical risks encompass potential hazards that might disrupt the Group's business operations. For example, extreme weather conditions might interrupt power supplies, leading to internet outages that might prevent audiences from accessing its digital media platforms. These interruptions could affect its online suppliers and the printing of publications. Global warming could also result in increased energy consumption in the Group's offices. The Group has implemented various measures, such as contingency plans for extreme weather or emergencies, to enhance its operational resilience to such risks.

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。

本集團主要從事提供綜合廣告解決方案，且並無經營任何印刷或生產設施。隨著全球暖化及氣候變化成為全球各地的主要環境議題之一，本集團已進行初步氣候風險分析，以更好地了解氣候變化對其營運及發展的影響。因此，本集團已相應制定預防及緊急措施，並開始採取多項舉措減少碳足跡，包括提升能源效率及盡量減少廢物。

實體風險包括可能擾亂本集團業務營運的潛在危險。例如，極端天氣條件可能會中斷電力供應，導致網絡中斷，從而可能阻止受眾進入其數碼媒體平台。這些中斷可能影響其線上供應商及出版物的印刷。全球暖化亦可能導致本集團辦公室的能源消耗增加。本集團已實施極端天氣或突發事件應急計劃等多項措施，以增強抵禦有關風險的營運韌性。



Transition Risks 轉型風險

Transition risks refer to challenges associated with the shift to a low-carbon economy, potentially requiring substantial policy, legal, technological, and market changes to address climate change mitigation and adaptation requirements. For instance, (i) supply chain disruption and sourcing issues; (ii) regulatory bodies might enforce stricter ESG disclosure requirements; and (iii) technological advances could impact its competitiveness, unless the Group invests in relevant technologies. These changes could result in higher operational costs and hence reduce the profit of for the Group. Therefore, the Group should regularly monitor existing and emerging trends, as well as climate-related policies and regulations.

The Group will continue its efforts in controlling energy consumption and carbon emissions, to minimise their damage to the environment. Additionally, the Group is committed to increasing its employees' awareness of climate change issues and is consistently exploring new ways to counter this global challenge.

轉型風險指與向低碳經濟轉型相關的挑戰，可能需要重大政策、法律、技術及市場變化以應對減緩及適應氣候變化的需求。例如，(i)供應鏈及採購問題；(ii)監管機構可能會執行更嚴格的環境、社會及管治披露要求；及(iii)除非本集團投資相關技術，否則技術進步可能影響其競爭力。該等變化可能導致本集團營運成本上升，從而減少本集團的利潤。因此，本集團應定期監測現有及新興趨勢以及氣候相關政策和法規。

本集團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。此外，本集團致力提高其員工對氣候變化議題的意識，並不斷探索應對這項全球挑戰的新方法。

2.4 Environmental Performance Summary

環境保護績效概要

To illustrate the Group's sustainability performance, quantitative data has been collected from its Hong Kong Office, which occupies a gross floor area of 3,386 square metres. The relevant data are listed in the table below.

為展示本集團之可持續表現，本集團於其香港辦公室收集量化數據，其所佔總建築面積為3,386平方米。相關數據已列載於下表。

Indicators 指標	FY2022 年度	FY2023 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)	83,478	81,559
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)	3,773	3,576
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)	87,251	85,135
GHG emissions intensity (kg/m ²) 溫室氣體排放強度(公斤/平方米)	26	25
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)	771	752
Total energy consumption (GJ) 能源消耗總量(千兆焦耳)	771	752
Energy consumption intensity (GJ/m ²) 能源消耗強度(千兆焦耳/平方米)	0.2	0.2
Waste Management 廢物處理		
General refuse disposed at landfills (kg) 棄置於堆填區的一般廢物(公斤)	16,344	25,137
General refuse disposed to landfills intensity (kg/m ²) 一般廢物密度(公斤/平方米)	4.8	7.4
Recycled waste (kg) 回收廢物總量(公斤)	105	175
Recycled waste intensity (kg/m ²) 回收廢物密度(公斤/平方米)	0.03	0.1
Packaging Material Consumption 包裝物料消耗		
Total packaging material used (kg) 所用包裝材料總量(公斤)	N/A 不適用	103

Note: As the Hong Kong Office does not have separate meters for water consumption measurement, 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。

During the Year, general refuse disposed at landfills increased due to the resumption of normal business operation and more colleagues resumed working in office instead of working from home. In order to minimise the environmental impacts, the Group has set a target to maintain similar level of GHG emissions without exceeding an increase of 5% by FY2026, with FY2023 as the baseline.

於本年度，棄置於堆填區的一般廢物增加是由於業務營運恢復正常，且更多員工恢復於辦公室工作，以非在家工作。為降低對環境的影響，本集團已訂立了目標，到2026年度，將溫室氣體排放水平維持於相若水平，以2023年度為基準，不超過5%。



3

WORKPLACE QUALITY 工作場所質素

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

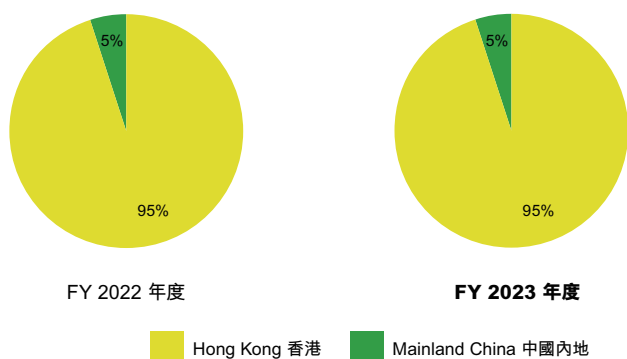
The Group believes that a motivated and balanced workforce is crucial for building a sustainable business model and delivering long-term returns. The Group is firmly committed to diligently fostering a nurturing and all-encompassing work environment that encourages and empowers its employees to flourish, thereby enabling them to make utmost valuable contributions towards the Group's continued prosperity and advancement.

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。本集團堅定致力營造一個具培育及包容性的工作環境，鼓勵並賦權員工蓬勃發展，從而使他們能夠為本集團的持續繁榮及進步作出極具價值的貢獻。

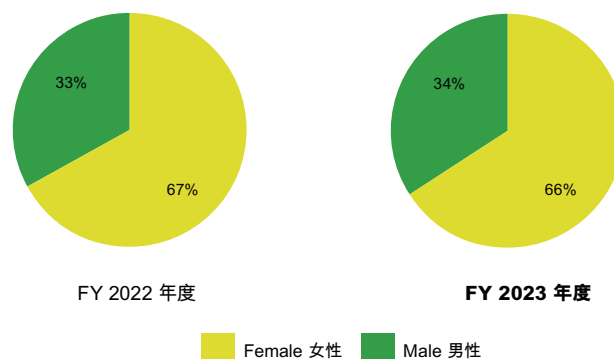
As at 31 December 2023, the full time employees of the Group totalled 232 (2022: 240), working in Hong Kong and mainland China. The demographics of the Group's workforce as at 31 December 2023 are summarised below:

於2023年12月31日，本集團合共僱有232（2022年：240）名全職僱員於香港及中國內地工作。於2023年12月31日，本集團之員工分佈資料概述如下：

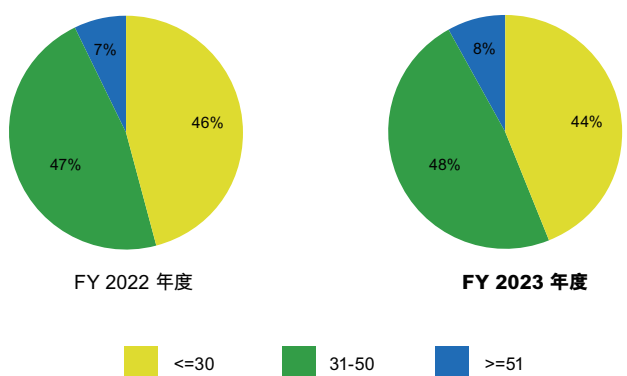
By Region 按地區



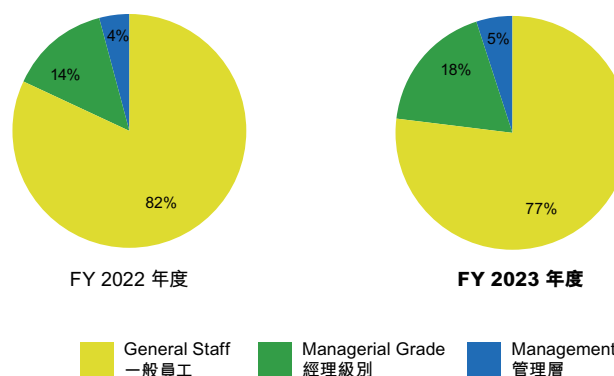
By Gender 按性別



By Age 按年齡



By Employment Grade 按僱傭職級



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 at both managerial and operational levels.

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.

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。本集團在管理及營運層面均一直堅守兩性平等原則。

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	Percentage 百分比
Hong Kong 香港	54%
Mainland China 中國內地	18%

By Gender 按性別	Percentage 百分比
Female 女性	56%
Male 男性	45%

By Age 按年齡	Percentage 百分比
<=30	74%
31-50	36%
>=51	18%

3.2 Employment Practices 僱傭常規

The Group strictly complies with the Employment Ordinance (Cap. 57, Laws of Hong Kong), Minimum Wages Ordinance (Cap. 608, Laws of Hong Kong), Sex Discrimination Ordinance (Cap. 480, Laws of Hong Kong), and other statutory requirements regarding employment and labour practices.

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.

The Group firmly believes that a fair and just working environment can significantly boost employee morale and productivity, and is therefore dedicated to providing equal opportunities in all aspects of employment and ensuring 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. Performance evaluations are conducted by department supervisors at the end of probationary periods, and during promotions, salary adjustments and annual assessments. These evaluations help assess employees' past performances, and set goals for their future development. The Group welcomes employees to provide feedback during performance evaluations, to guide their career growth. The completed performance evaluation forms are kept in employees' personal files for record-keeping purposes.

本集團嚴格遵守《僱傭條例》(香港法例第57章)、《最低工資條例》(香港法例第608章)、《性別歧視條例》(香港法例第480章), 以及其他有關僱傭及勞工慣例的法定規定。

為確保員工清楚了解自己的權利和義務, 已制定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。

本集團堅信公平公正的工作環境可大大提高員工士氣和工作效率, 因此其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。績效評估由部門主管於試用期結束, 以及晉升、薪酬調整及年度考核期間進行。該等評價有助評核員工的過往表現, 並為他們的未來發展設定目標。本集團鼓勵員工於績效評估時提供反饋, 以指導其職業發展。所填妥之績效評估表存在員工個人檔案中用作記錄保存。

A set of grievance procedures is in place, to provide staff with a channel to confidentially escalate complaints and concerns to the Human Resources Department or Investigation Committee. The management will continue listening to the voices of employees, to ensure that their concerns and needs are appropriately addressed and resolved.

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.

During the Year, the Group was not aware of any cases of non-compliance with employment and labour regulations. If a violation is confirmed during the regular monitoring process or upon receipt of an application, the Group will handle the case in accordance with internal policies and regulations, such as by terminating the employment contract or reporting the violation to law enforcement agencies.

本集團已制定申訴程序，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。管理層將繼續傾聽員工聲音，確保他們的關注和需求得到適當關注及解決。

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。

於本年度，本集團並不知悉任何違反僱傭及勞工法規的個案。倘於定期監控過程中或收到申請後確認有違規行為，本集團將根據內部政策及規例處理個案，如終止僱傭合約或向執法機關舉報違規行為。

3.3 Welfare and Benefits 福利及津貼

The Group places a strong emphasis on the well-being and benefits of its employees, recognising their vital role in the overall success and sustained growth of the Group. To ensure a supportive and nurturing work environment, the Group implements various measures to prioritise the welfare of its employees.

One key aspect of employee welfare is the timely and full payment of salaries. The management understands the importance of financial stability and ensures that employees receive their salaries on time and in full, providing them with a sense of security and satisfaction. Additionally, the Group offers a comprehensive range of leave entitlements, including statutory holidays as well as additional leave such as annual leave, sick leave, maternity leave, paternity leave, compensatory leave, marriage leave, jury leave and condolence leave. Each Hong Kong employee is also entitled to one day of birthday leave in lieu of a birthday gift. These leave options allow employees to fulfil personal and family commitments, attaining work-life balance.

Besides, comprehensive benefits are provided by the Group, such as employer's voluntary mandatory provident fund contributions and medical coverage. By providing these welfare benefits, the Group ensures that employees have access to necessary healthcare services and financial security.

本集團極為重視員工的福祉及福利，並認同他們對本集團的整體成功及持續發展至關重要。為確保一個具支持性及培養性的工作環境，本集團採取多項措施優先考慮員工福利。

員工福利的一個重要方面是及時全額支付薪資。管理層深明財務穩定的重要性，確保員工按時全額領取薪資，讓員工有安全感和滿足感。此外，本集團提供全面的休假權利，包括法定假期以及年假、病假、產假、陪产假、補休假、婚假、陪審員假及喪假等額外假期。每名香港員工並可享有一天生日假期以代替生日禮物。這些休假選擇讓員工履行個人和家庭承擔，並實現工作與生活平衡。

此外，本集團提供全面的福利，例如僱主的自願性強積金供款及醫療保險。透過提供該等福利，本集團確保員工獲得必要醫療保健服務及財務保障。

Employee Health Day 員工健康日

September 2023
2023年9月

The Group organised an Employee Health Day together with FWD Hong Kong. In addition to arranging a health seminar on "A Guide to Emotional Health in the Workplace" and a complimentary nourishing dessert, the Group arranged games with prizes for its staff, comprehensively supporting their health.

本集團與富衛香港一同舉辦了員工健康日，除了安排「職場情緒健康全攻略」健康講座及免費贈送養生甜品，更為員工安排了有獎遊戲，全面支持員工的健康。



3.4 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. To ensure the highest standards of health and safety, the Group adheres to all relevant regulations and implements comprehensive safety measures throughout its operations.

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 building 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.

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: 0), while the numbers and rate of work-related fatalities during the past 3 years are listed in the table below.

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。為確保最高的健康和 safety 標準，本集團遵守所有相關法規，並於整個營運過程中實施全面的安全措施。

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，確保一個健康和安全的工作環境。

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，以於員工在工作期間受傷時能保障員工的健康及安全。自動體外心臟去顫器（「AED」）已放置在辦公大樓，以在需要時救助心臟驟停的患者。

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：0）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	FY2021年度	FY2022年度	FY2023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

3.5 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, enabling them to excel in their roles. 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.

During the Year, various kinds of training were held for employees:

New Joiner Orientation Training and Regular Training: Aim to ensure all employees have the necessary knowledge and skills to complete their tasks and are familiar with compliance requirements and company policies

Irregular Training: Aims to provide employees with relevant information for addressing any issues they may encounter

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，使他們能在其崗位發揮所長。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。

於本年度，本集團為員工舉辦各類培訓：

新入職培訓及定期培訓：旨在確保全體員工具備完成任務所需的知識及技能，並熟悉合規要求及公司政策

不定期培訓：旨在為員工提供相關資料，以解決他們可能遇到的任何問題



During the Year, the Group also arranged training for staff responsible for recruitment, mainly covering recruitment channels, procedures and interviewing skills, with a view to upskilling the interviewers in the selection process and enhancing the efficiency of the recruitment process. In addition, the Group organised workshops on Key Performance Indicators (KPI) setting methodology and performance appraisal skills, to enhance management skills of employees of managerial and pre-managerial grades.

By investing in the continuous learning and development of its employees, the Group aims to enhance their capabilities and foster their professional growth. During the Year, the number of training hours of the staff of the Group is listed in the table below.

Item 項目	FY2022年度	FY2023年度
Total training hours 總培訓時數	1,560	1,753
Average training hours per employee 每名員工平均培訓時數	4	4

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

By Gender 按性別	Percentage 百分比
Female 女性	70%
Male 男性	30%

By Employee Category 按僱員類別	Percentage 百分比
General staff 一般員工	82%
Managerial grade 經理級別	14%
Management 管理層	4%

於本年度，本集團並為負責招聘之員工安排培訓，內容主要包括招聘渠道、流程及面試技巧，以提升面試員的甄選技巧及提高招聘過程的效率。此外，本集團舉行了關鍵績效指標制定方法及績效考核技巧工作坊，以提升經理及準經理級別員工的管理技巧。

透過投資員工的持續學習和發展，本集團旨在提高其能力並促進其專業發展。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。

3.6 Employee Activities 員工活動

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。

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。

Dialogue in the Dark 黑暗中對話

October 2023
2023年10月

The Group organised the “Dialogue in the Dark” experiential activity, in which colleagues used their hands, noses and mouths instead of their eyes to perceive their surroundings in total darkness. Through this innovative silent event in the dark, they were able to experience the daily life of the visually impaired; at the same time, they were able to experience the world from a different perspective and have a moment of self-reflection.

本集團舉辦「黑暗中對話」體驗活動，同事在全黑環境中以手、鼻、口等代替眼睛去感知身邊事物，透過黑暗及無聲的新穎體驗去感受視障人士的日常生活；同時也讓他們換一個角度體驗世界，從中進行反思。



Yakult Factory Visit 益力多廠參觀活動

December 2023
2023年12月



The Group organised an activity — "Have you visited the Yakult factory today?", enabling colleagues to experience the Yakult manufacturing process, while learning about the benefits of the active lactic acid bacteria, and gaining a deeper understanding of the story behind Yakult and the value of the product. After the visit, the participants went to Lung Wah Hotel — which is in Sha Tin, with an 80-year history for a lunch, and spent a relaxed, pleasant morning.

本集團舉行了「益力多廠，你今日參觀左未？」活動，讓同事親身體驗益力多的製造過程，了解其中活性乳酸菌的益處，以及深入了解益力多背後的故事和產品的價值。參加者於參觀結束後一同前往屹立沙田八十載的龍華酒店享用午餐，在輕鬆愉快的氛圍下渡過了一個早上。



4

OPERATING PRACTICE 經營常規

The Group places a strong emphasis on compliance and considers it a core value in all aspects of its operations. The Group is committed to upholding ethical business practices and complying with relevant laws, regulations, and industry standards. Compliance is not only a legal obligation to the Group, but a fundamental principle that guides its decision-making and ensures that the Group operates with integrity and transparency. The Group has implemented robust compliance frameworks and internal controls to mitigate risks and ensure that its actions align with the Group's values. By prioritising compliance, the Group aims to foster trust, maintain the confidence of its stakeholders, and contribute to a sustainable and responsible business environment.

本集團高度重視合規，並將其視為營運各方面的核心價值。本集團致力維護道德商業慣例，遵守相關法律、法規及行業標準。合規不僅為本集團的法律義務，亦為指導其決策、確保本集團誠信、透明經營的基本原則。本集團實施了穩健的合規框架及內部控制，以降低風險並確保其行動符合本集團的價值觀。透過優先考慮合規，本集團旨在培養信任，維持持份者信心，並為可持續及負責任的營商環境作出貢獻。

4.1 Supply Chain Management 供應鏈管理

The Group acknowledges the substantial benefit of robust and transparent supply chain management for its business operations. The Group has therefore instituted a thorough and stringent supply chain management system, including clear oversight mechanisms to monitor the performance and compliance of its suppliers.

In addition to in-house content creation and production, the Group occasionally engages external freelancers, special correspondents, columnists, etc to write on specified topics, and external production teams for media production, depending on factors such as production scale, customer needs and workload.

Regarding supplier selection, the Group has internal control authorisations and procedures for appointing freelancers or suppliers, such as obtaining multiple quotations for price comparison. The Group also requires relevant team members to maintain internal records of previous appointments and evaluations of the suppliers' work quality. This serves as a basis for supplier quality oversight. The Group has compiled a list of approved suppliers, based on their overall performances. The Group requires its staff to cooperate only with those on the approved list, to ensure the suppliers meet the requisite standards. All the content created by external parties for the Group's media platforms must receive prior approval from the heads of respective media platforms. If the content is inconsistent with the Group's content guideline, the freelancers or suppliers will be requested to make modifications.

During the Year, the numbers of suppliers engaged in its supply chain were as follows.

本集團認同穩健、透明的供應鏈管理對其業務營運有重大的好處。因此，本集團建立一套全面且嚴格的供應鏈管理體系，包括明確的監督機制，以監察供應商的表現及合規性。

除內部內容創作及製作外，本集團亦視乎製作規模、客戶需求及工作量等因素，不定期委聘外部自由職業者、特派記者、專欄作家等撰寫特定主題，以及外部製作團隊進行媒體製作。

就供應商甄選而言，本集團設有內部監控授權及委任自由職業者或供應商的程序，例如取得多個報價進行比價。本集團亦要求相關團隊成員保存先前委任及供應商工作質素評估的內部記錄。此乃供應商質量監管的基準。本集團已根據供應商的整體表現編製一份經認可之供應商名單。本集團要求員工僅與經認可名單上的供應商合作，以確保供應商符合必要標準。所有外部人士為本集團媒體平台所創作的內容均須事先獲得各媒體平台主管批准。倘內容不符合本集團的內容指引，將要求自由職業者或供應商進行修改。

於本年度，本集團在其供應鏈按地區劃分的供應商數目已載列於下表。

By Region 按地區	Number of Suppliers 供應商數目
Hong Kong 香港	916
Others 其他	16

4.2 Product Responsibility and Customer Services

產品責任及客戶服務

The Group's primary products are multimedia content across various media platforms, encompassing content creation and media production. Hence, it attaches great importance to the supervision of its advertising content. If any of the advertisement contents on its media platform contain false descriptions, obscenities or indecent content, defamatory materials or infringing works — regardless of whether the majority of the advertisement content is produced by the Group or its clients, the Group will bear the responsibility. Accordingly, the Group has adopted internal monitoring measures for advertising content, to ensure that the content on its media platforms is in compliance with laws and regulations. These measures mainly involve content review and approval at different levels, to ensure comprehensive compliance.

Besides, the Group has established clear standard operating procedures for handling various types of complaints and enquiries regarding content. The procedures detail how to handle requests for clarification, amendments, deletion of articles or posts, claims for reimbursement or licence fees, and requests to publish public statements. The communication channels include social media, email, telephone, etc. Each type of request has a specified procedure, with different roles involved, such as the editor, senior editor, managing director, and the chief operating officer. The steps usually involve reporting the case, fact checking, and deciding on the appropriate course of action. If necessary, the management office is involved in settlements and public statements, and the Human Resources Department may be informed so it can follow up regarding disciplinary actions.

During the Year, the Group received 2 (2022: 0) customer complaints lodged with Consumer Council which were diligently assessed and addressed in a timely manner.

本集團的主要產品為跨媒體平台的多媒體內容，包括內容創作及媒體製作。因此，本集團極為重視廣告內容監管。倘其媒體平台上的任何廣告內容包含虛假描述、猥褻或不雅內容、誹謗性資料或侵權作品—無論大部分廣告內容是否由本集團或其客戶製作，本集團將承擔責任。因此，本集團已對廣告內容採取內部監控措施，以確保其媒體平台上的內容符合法律法規。該等措施主要涉及內容分級審閱及批准，確保全面合規。

此外，本集團已制定操作程序之明確標準，以處理有關內容的各類投訴及問詢。該等程序詳細說明如何處理澄清、修改、刪除文章或貼文的請求、報銷或許可費索償，以及發佈公開聲明的請求。溝通渠道包括社交媒體、電郵、電話等。各類請求設有特定程序，涉及不同角色，例如編輯、高級編輯、董事總經理及營運總監。這些步驟通常包括報告個案、查核事實以及決定適當的行動方案。如有必要，管理層辦公室會參與和解及公開聲明，並可能通知人力資源部，以便其跟進紀律處分。

於本年度，本集團收到2(2022年:0)宗由客戶向消費者委員會作出之投訴，並已作仔細評估及即時處理。

In recognition of its outstanding performance and brand reputation, the Group received the following awards during the Year:

為表彰其出色的表現及品牌知名度，本集團於本年度獲得以下獎項：

“Economic Digest”

- Magazine Category (Overall) — Gold Award
- Magazine Category (ESG) — Bronze Award

“Weekend Weekly”

- Online Media Category (Social Media) — Silver Award
- Online Media Category (Mobile Applications) — Silver Award
- Online Media Category (Overall) — Bronze Award
- Top Ten Favourite Fanpages

Hong Kong Association of Interactive Marketing —
The 8th Media Convergence Awards
January, 2024

「經濟一週」

- 雜誌類別(整體)金獎
- 雜誌類別(ESG)銅獎

「新假期」

- 網媒類別(社交媒體)銀獎
- 網媒類別(流動程式)銀獎
- 網媒類別(整體)銅獎
- 十大最喜愛粉絲專頁

香港互動市務商會 —
第8屆傳媒轉型大獎
2024年1月



4.3 Data Protection

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.

Based on business requirements, the Group collects various types of personal data, which include personal information, device-specific details, demographic and behavioural data, and transaction data, from its readers and clients. These personal data are primarily collected through digital media platforms. Currently, all collected data is stored within a central information system supported by a virtual private cloud provided by reputable third-party cloud computing service providers. Also, a small portion of personal data is collected in print, such as personal information submitted by subscribers to the printed version of “**Economic Digest**”. Paper-based personal data is stored in locked office cabinets. To minimise risks of data leakage, the Group assigns different access levels to various departments and teams. Employees can only access data relevant to their job duties when necessary. The Group does not share any personal data with third parties unless required by law. 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。

根據業務需求，本集團向讀者及客戶收集各類個人資料，包括個人信息、設備特定詳情、人口統計及行為數據，以及交易數據。該等個人資料主要透過數碼媒體平台收集。目前，所有收集的資料均儲存於由信譽良好的第三方雲端運算服務提供商提供的虛擬私有雲支援的中央信息系統。同時，小部分個人資料以印刷物形式收集，例如「**經濟一週**」印刷版訂閱者提交的個人信息。以紙本形式記載的個人資料存儲於上鎖的辦公櫃中。為降低資料外洩風險，本集團為各部門和團隊配置不同的讀取等級。員工只能於必要時獲取與其工作職責相關的資料。除非法律要求，否則本集團不會與第三方分享任何個人資料。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。

The Group has established internal control measures to ensure compliance with the Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong) and relevant data protection principles. These internal control measures include:

1. Listing the data protection principles under the Personal Data (Privacy) Ordinance in the Group's Standard Operating Procedure for Handling Personal Data and explaining its content and importance to employees during induction training;
將《個人資料(私隱)條例》項下的資料保障原則列於本集團的《處理個人資料守則》，並於入職培訓向員工講解其內容及重要性；
2. Classifying the nature of information and data which the Group may collect during daily operations;
根據本集團於日常營運中可能收集的資訊及資料的性質進行分類；
3. Providing guidelines and examples for the data that can be collected to prevent excessive data collection;
提供可收集資料的指引及範例，以防止過度收集資料；
4. Providing data collection templates to ensure all necessary explanatory statements are included; and
提供資料收集模板以確保包含所有必要說明性陳述；及
5. Specifying procedures for handling unsubscribe requests and listing relevant personnel contact information, to ensure prompt handling of data access requests and unsubscribe requests.
明確處理取消訂閱請求的程序並列出相關人員的聯繫方式，以確保及時處理資料查閱要求及取消訂閱請求。

Moreover, the Group conducts personal data protection training for its employees as part of their induction, and requires annual tests on personal data protection to ensure understanding of legal requirements for data handling.

Regarding digital network security, the Group ensures the virtual private cloud's network access is protected by firewalls and traffic control, to prevent unauthorised third-party access. The Group has set up intellectual property access restrictions and passwords for internal data access, to ensure only designated personnel can access data when necessary. Regular network security checks are conducted to identify unauthorised access and prevent data leakage.

All these measures aim to ensure the Group's business activities adhere to the highest personal data protection standards. The Group regularly reviews and updates its policies and measures to align with the latest laws, regulations, and technology changes, ensuring continued top-tier personal data protection.

本集團已制定內部監控措施，以確保遵守《個人資料(私隱)條例》(香港法例第486章)及相關資料保護原則。該等內部監控措施包括：

此外，作為入職培訓的一部分，本集團為員工進行個人資料保護培訓，並要求每年進行個人資料保護測驗，以確保了解資料處理的法律要求。

就數碼網絡安全而言，本集團確保虛擬私有雲的網絡讀取受到防火牆及流量控制保護，以防止未經授權第三方讀取。本集團對內部資料讀取設定知識產權讀取限制及密碼，以確保僅指定人員於必要時才能獲取資料。網絡安全檢查定期進行，以識別未經授權的讀取並防止資料外洩。

所有該等措施旨在確保本集團業務活動符合最高的個人資料保護標準。本集團定期審閱及更新其政策和措施，以符合最新法律、法規及技術變動，確保持續提供頂級的個人資料保護。

4.4 Protection of Intellectual Property

保護知識產權

The Group attaches great importance to the protection of intellectual property and is committed to complying with relevant laws, regulations and international standards. 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.

The Group signs contracts with suppliers and partners that clearly define the ownership and usage rights of intellectual property, to ensure the legal use of others' intellectual property. Besides, the Group immediately takes action against any infringement of the Group's intellectual property rights.

The Group provides regular trainings on intellectual property protection to employees, including an overview of intellectual property laws and real-life cases of copyright infringement, to ensure that employees are aware of the latest cases and the group's latest standard operating procedures, thereby reducing risks of infringement.

The Group has also established internal control mechanisms to ensure that internal processes and procedures comply with intellectual property laws and regulations. This includes monitoring content creation, review and publication, to ensure that the Group only uses authorised or legally obtained materials. The Group regularly conducts risk assessments to evaluate potential intellectual property risks in its content creation and usage, and develops corresponding measures to mitigate these risks.

The Group will continue improving and updating its intellectual property protection policies and measures, to ensure that its business operations comply with the latest legal and regulatory requirements and protect the legitimate rights and interests of intellectual property. During the Year, the Group has not been involved in any legal disputes or significant claims related to the content and advertising of digital media platforms and publications.

本集團高度重視知識產權保護，並致力遵守相關法律、法規及國際標準。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前續期。

本集團與供應商及合作夥伴簽訂合約，明確列明知識產權的所有權及使用權，確保合法使用他人之知識產權。此外，本集團針對任何對本集團之知識產權作出的侵犯採取即時行動。

本集團定期為員工提供知識產權保護培訓，包括知識產權法概述及版權侵犯的真實案例，確保員工意識到最新案例及本集團操作程序之最新標準，從而降低侵權風險。

本集團亦建立內部監控機制，以確保內部流程及程序符合知識產權法律法規，其中包括監察內容創作、審查及發佈，以確保本集團僅使用授權或合法取得的材料。本集團定期進行風險評估，以評估其內容創作及使用過程中的潛在知識產權風險，並制定相應措施降低該等風險。

本集團將持續改善並更新知識產權保護政策和措施，以確保其業務營運符合最新法律法規要求，並保護知識產權的合法權益。於本年度，本集團並無涉及任何與數碼媒體平台及出版物的內容及廣告相關的法律糾紛或重大索償。

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

The Group believes that fair, transparent, and ethical business practices are key to corporate success and sustainable development. 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.

The Group adopts a zero-tolerance approach to all forms of corruption and bribery. It is essential for the Group's employees to have a deep understanding of bribery, extortion, corruption and related acts, in order to maintain compliance and integrity in business operations. Strictly adhering to the Prevention of Bribery Ordinance (Cap. 201, Laws of Hong Kong), an Anti-Corruption Policy and Procedures has been established, in which a set of guidelines in giving and receiving gifts, or offer in the form of meals, accommodation and entertainment, as well as interacting with business partners and government officials, was established to outline acceptable and unacceptable conduct in employees' daily business activities. This is also clearly stipulated in all employees' contracts. These policies are explained during induction training, and are freely accessible on the Group's intranet. The Group aims to ensure every employee adheres to applicable legal requirements and makes ethical business decisions. Besides, special care must additionally be taken to ensure that all business dealings with business partners and 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 part of potentially suspicious transactions or activities that employees should look out for.

本集團堅信公平、透明和道德的商業行為是企業成功及可持續發展的關鍵。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。

本集團對一切形式的貪污和賄賂採取零容忍的態度。本集團之員工必須對賄賂、勒索、貪污及相關行為有深入的了解，以維持業務營運合規及誠信。本集團嚴格遵守《防止賄賂條例》(香港法例第201章)，且已制定反貪污政策及程序，其中本集團已就贈送及收受禮物、提供用餐、住宿及娛樂，以及與商業夥伴和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。上述指引均已在所有僱傭合同中清晰訂明。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。本集團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商業夥伴和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。

The Group has also adopted a whistle-blowing 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 internal staff to report actual or suspected improper conduct, in confidence, to their immediate supervisor or department head. The Group guarantees confidentiality of whistle-blowers' identities and protection from harassment, even if disclosure is required for legal proceedings. Moreover, the Group regularly assigns employees to review their department's compliance performance, formulate measures to address potential or existing issues, and identify and manage potential compliance risks in advance. This ensures that compliance standards are continually strengthened and improved. These policies and procedures together with the code of conduct can be found in the employee handbook.

In addition to these measures, the Group puts a strong emphasis on training and education. Employees are provided with regular training on anti-corruption practices, such as talks or seminars on business ethics, delivered by the Independent Commission Against Corruption of Hong Kong from time to time, equipping them with the knowledge and skills necessary to maintain a clean and ethical business environment.

During the Year, no legal case regarding corrupt practices was brought against the Group or its employees.

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內部員工在保密的情況下向其直屬上司或部門主管舉報實際或疑似的不當行為。即使法律程序要求披露，本集團亦保證舉報人身份的保密性並防止騷擾。此外，本集團定期委派員工審查其部門的合規表現，制定解決潛在或現有問題的措施，及提前識別及管理潛在合規風險。這確保不斷加強及完善合規標準。該等政策及程序連同行為守則可於員工手冊內查閱。

除該等措施外，本集團亦非常重視培訓及教育。員工獲定期提供反貪污常規培訓，如由香港廉政公署不時舉辦的商業道德講座或研討會，令他們具備維持廉潔及道德營商環境所需的知識和技能。

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。

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 relevant legal and regulatory requirements, including but not limited to the following ordinances which have significant impact on the Group:

- Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615, Laws of Hong Kong)
- Books Registration Ordinance (Cap. 142, Laws of Hong Kong)
- Companies Ordinance (Cap. 622, Laws of Hong Kong)
- Competition Ordinance (Cap. 619, Laws of Hong Kong)
- Control of Obscene and Indecent Articles Ordinance (Cap. 390, Laws of Hong Kong)
- Copyright Ordinance (Cap. 528, Laws of Hong Kong)
- Defamation Ordinance (Cap. 21, Laws of Hong Kong)
- Employment Ordinance (Cap. 57, Laws of Hong Kong)
- Registration of Local Newspapers Ordinance (Cap. 268, Laws of Hong Kong)
- Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong)
- Prevention of Bribery Ordinance (Cap. 201, Laws of Hong Kong)
- Trade Descriptions Ordinance (Cap. 362, Laws of Hong Kong)

Details on the work of the Corporate Governance Committee are shown in the Corporate Governance Report, which can be found on pages 38 to 39 of the Company's 2023 Annual Report.

The Legal 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.

Updates to the relevant applicable laws, rules and regulations are brought to the attention of relevant employees and relevant operation units from time to time. The management must ensure that business is conducted in accordance with the relevant applicable laws and regulations.

The Board is not aware of any issues within the Group during the Year that are in violation of any laws and regulations.

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：

- 打擊洗錢及恐怖分子資金籌集條例(香港法例第615章)
- 書刊註冊條例(香港法例第142章)
- 公司條例(香港法例第622章)
- 競爭條例(香港法例第619章)
- 淫褻及不雅物品管制條例(香港法例第390章)
- 版權條例(香港法例第528章)
- 誹謗條例(香港法例第21章)
- 僱傭條例(香港法例第57章)
- 本地報刊註冊條例(香港法例第268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)
- 商品說明條例(香港法例第362章)

企業管治委員會之工作詳情載於本公司2023年度報告第38至39頁中之企業管治報告內。

本集團法律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。

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。管理層須確保所從事業務乃符合適用之法律及法規。

於本年度，董事會並不知悉本集團有違反法律及法規的情況。

5

COMMUNITY INVOLVEMENT 參與社區活動

The Group highly recognises its role in social responsibility, and is committed to giving back to the communities. 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 is dedicated to making a positive impact on society through community investment and engagement initiatives.

During the Year, the Group has participated in the Bank of East Asia’s Green Deposit Program, which supports eligible green projects that promote environmental protection and sustainable development.

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

本集團高度重視其社會責任，致力回饋社群。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。本集團致力透過社區投資及參與，對社會作出正面影響。

於本年度，本集團參與東亞銀行綠色存款計劃，支持合資格綠色項目，推動環境保護及可持續發展。

本集團獲香港社會服務聯會頒發「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。

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 integration between 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.

本集團的義工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。



Joyful Winter Community Discovery Tour with Senior Citizens

冬日樂耆探索遊

December 2023

2023年12月



Emperor Foundation and Hong Kong Lutheran Social Service jointly organised this event ahead of the Winter Solstice, to celebrate with senior citizens in advance. The Group's volunteers joined forces with 15 senior citizens, some of whom have mild cognitive impairment, together with their families, to explore the community and undertake simple tasks such as posting Christmas cards. Through these interactions, the senior citizens felt the love and care from society; and the volunteers could learn more about dementia, demonstrating the Group's commitment to social responsibility.

英皇慈善基金與香港路德會社會服務處在冬至到來之前合辦「冬日樂耆探索遊」活動，與長者們提早慶祝。本集團的義工與15位長者（部分患有初級認知障礙症）及其家屬探索社區及執行簡單任務如郵寄聖誕卡。通過互動，長者感受社會對他們的愛及關懷，同時讓義工們加深認識認知障礙症，體現本集團對社會責任的承諾。

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.

The Group has been serving as a media sponsor in recent years, offering free print and online advertising spaces to non-profit and non-governmental organisations such as the Hong Kong Red Cross, A Drop of Life, Orbis, UNICEF, World Vision, Green Power, SPCA, etc. The Group aims to assist these organisations in promoting their activities, ultimately benefiting the Hong Kong community and those in need. During the Year, the Group sponsored a total of 117 campaigns by offering advertising spaces. It also participated in other charity donation and fundraising campaigns, which include:

本集團推動員工參與籌款活動，幫助社區弱勢群體。

本集團近年來一直擔任媒體贊助商，為香港紅十字會、點滴是生命、奧比斯、聯合國兒童基金會、世界宣明會、綠色力量、愛護動物協會等非盈利及非政府組織提供免費印刷及線上廣告位置。本集團旨在協助該等組織推廣其活動，最終造福香港社會及有需要人士。於本年度，本集團透過提供免費廣告空間贊助共117個活動。其並參與其他慈善捐贈及籌款活動，包括：

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 donations 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。

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。

Red Packets Recycling Campaign

利是封回收活動

February 2023

2023年2月

The Group participated in the red packets recycling campaign organised by the office building, in order to support waste reduction and promote an environmentally friendly lifestyle.

本集團參與了由辦公大樓舉辦之利是封回收活動，以支持減少廢物及推廣環保的生活方式。

“Play with WOW” Carnival 「WOW仔Park住你玩」嘉年華

March 2023

2023年3月



In order to promote green living, “**Weekend Weekly**” held the “Play with WOW” Carnival in D • PARK, Tsuen Wan, which was co-organised by Cheers Up Foundation. “**Weekend Weekly**” invited a number of green organisations and social enterprises to hold various green workshops for the public in the carnival, as well as nostalgic booth games and traditional snacks stalls, which brought the participants the experience of eating, shopping and playing while promoting green living.

為推廣綠色生活，「**新假期**」於荃灣D • PARK舉辦了「WOW仔Park住你玩」嘉年華，並由Cheers Up知行善心慈善基金協辦。在嘉年華中，「**新假期**」邀請了多個環保組織及社會企業帶來各式各樣的環保工作坊，同時亦有懷舊攤位遊戲及傳統小食攤檔，在宣傳綠色生活的同時，也為參與者帶來食、買、玩的體驗。

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。

ESG Excellence Business Awards 2023 ESG卓越企業大獎2023

August 2023
2023年8月



To commend enterprises that have demonstrated outstanding achievements in environmental protection, social responsibility and corporate governance, “*Economic Digest*” and the Centre for Business Sustainability of The Chinese University of Hong Kong Business School jointly organised the first “ESG Excellence Business Awards”, which encouraged enterprises to demonstrate excellent performance in sustainable development, as well as increased public awareness and concern about ESG issues.

為表彰在環境保護、社會責任及企業管治取得傑出成就的企業，「*經濟一週*」與香港中文大學管理學系商業可持續發展中心聯合舉辦首屆「ESG卓越企業大獎」，鼓勵企業於可持續發展方面展現卓越表現，並提高環境、社會及管治事宜上的公眾意識及關注。

Mooncake Box Recycling Campaign 月餅盒回收活動

September 2023
2023年9月

The Group participated in the mooncake box recycling campaign organised by the office building, in order to promote resource recycling and waste reduction. The collected mooncake boxes were passed to Greeners Action for recycling.

本集團參與了由辦公大樓舉辦之月餅盒回收活動，以推廣資源再循環及減少廢物。所回收的月餅盒全部交予綠領行動作循環再用。

Green Masters — Toys and Story Books Giving Day 綠「惜」小達人之玩具圖書轉送日

November 2023
2023年11月



“**Sunday Kiss**” jointly organised the toys and story books giving day with GOODS-CO, an online exchange platform for used items, at Airside, Kai Tak. During the event, the participants brought their relatively new and idle toys and books to the venue to give away or receive them, so as to extend the life of the toys and books. After the event, the remaining second-hand toys and books were passed on to more than 200 social welfare organisations by GOODS-CO, to cultivate children's environmental protection awareness through the event.

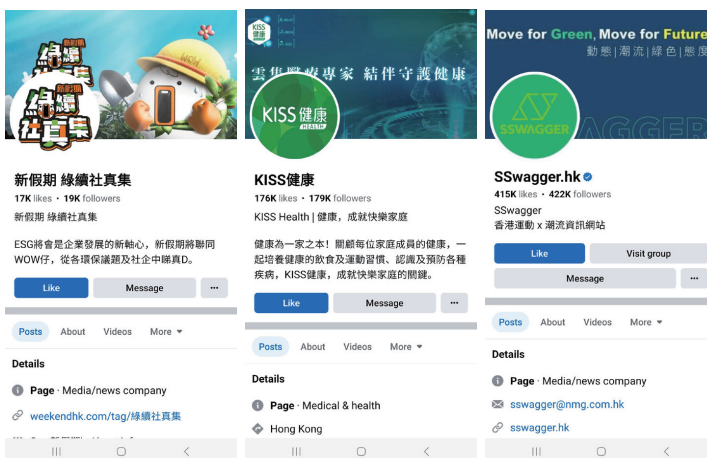
「**Sunday Kiss**」與二手物品配對平台GOODS-CO在啟德Airside聯合舉辦了綠「惜」小達人之玩具圖書轉送日。活動期間，參與者帶同較新淨又閒置的玩具及圖書到現場轉贈或接收，以延續玩具及圖書的生命。活動後剩餘的二手玩具及圖書由GOODS-CO轉贈至逾200間社福機構，透過活動培養小朋友的環保意識。

Green Masters — Starting Challenge 綠「惜」小達人之起步挑戰賽

November 2023
2023年11月

Sunday Kiss invited all primary school students in Hong Kong to take part in this meaning event, which aimed to cultivate students' environmental awareness through fun challenges for a greener future. During the campaign, participants watched a video and answered questions related to sustainability and environmental protection. At the same time, they were required to design their own green homes using their creativity, by colouring in colouring sheets and adding environmental elements as decorations under the theme of "My Green Home". An e-certificate of participation was issued to each participant and prizes were awarded, to encourage students to participate in the event.

Sunday Kiss 邀請全港的小學生一同參加此具意義的活動，透過有趣的小挑戰，培養學生們的環保意識，為創建更綠色的未來行動。活動期間，參加者在觀看影片後回答與可持續發展及環保相關問題，同時以「我的綠『惜』家園」為題，於填色紙上塗上顏色並加插環保小元素作裝飾，利用創意構建出心目中的綠色家園。是次活動的每位參加者均獲發電子參與證書，同時亦設有獎項，鼓勵學生積極參與。



Leveraging its media platforms, the Group actively promotes green topics and has created social pages such as 綠續社真集 in "**Weekend Weekly**", KISS 健康 in "**Sunday Kiss**", 綠色生活 in "**SSwagger**" and ESG in "**Economic Digest**".

本集團利用自有媒體平台，積極倡議綠色議題，並打造了「新假期」的綠續社真集、「**Sunday Kiss**」的KISS健康、「**SSwagger**」的綠色生活及「**經濟一週**」的環境、社會及管治等社交頁面。



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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 A.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。

Subject areas 主要範疇	Description 描述	Section 章節
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
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。	2.2
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。

Subject areas 主要範疇	Description 描述	Section 章節
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。	2.4
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

Subject areas 主要範疇	Description 描述	Section 章節
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
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, 3.3
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。	3.4
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。	3.4
KPI B2.2 指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	3.4
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。	3.4
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。	3.5
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。	3.5
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。	3.5

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
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
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

Subject areas 主要範疇	Description 描述	Section 章節
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
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, 4.3
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。	4.5
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