



# Apex Ace Holding Limited 光麗科技控股有限公司 \*

(Incorporated in the Cayman Islands with limited liability)  
(於開曼群島註冊成立的有限公司)

Stock code 股份代號 : 6036



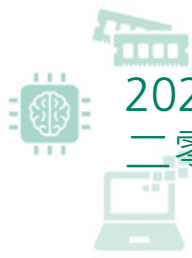
## Environmental, Social and Governance Report 環境、社會和管治報告 2023

\* For identification purpose only 僅供識別



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# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告

### ABOUT THE GROUP

Apex Ace Holding Limited (the “Company” together with its subsidiaries, hereafter refined to as the “Group” or “we” or “us”) is a semiconductor and other electronic components distributor. We principally engage in the supply of digital storage products, active and passive general electronic components, self-developed modules as well as complimentary technical supports. Our customers are primarily market players in the Technology, Media & Telecom (“TMT”) sector of the People’s Republic of China (the “PRC” or “China”) and Hong Kong. The electronic components of the Group supplies are classified into two major segments, including Digital Storage products, which comprises Memory and Data & Cloud products and General components. Since the commencement of our business in 2005, the Group has been focusing on identifying, sourcing, selling and distributing quality electronic components produced by brand name Upstream Manufacturers which normally conduct sales of their products through electronic components distributors like the Group, except that direct sales channels are established between Upstream Manufacturers and some sizeable Downstream Manufacturers.

Our memory products are widely used in multimedia and mobile devices such as mobile phones, set-top boxes, smart TVs and wearables, while our Data & Cloud products are mainly used in data centres such as enterprise-level secured server systems. Besides, we also offer General Components including switches, connectors, passive components, main chips, sensors, power semiconductors and analogue to digital converters which apply to mobile and multimedia devices. Apart from supplying digital storage products and general electronic components to our customers, we also provide technical support on a complimentary basis from the pre-sales to post-sales stages.

The pre-sales application engineering support services we provide include advising customers on the compatibility and configuration of electronic components, design-in, installation methods and communicating with Upstream Manufacturers and/or Downstream Manufacturers to fine-tune configurations; whilst post-sales technical support services include software upgrading, component replacement and emergency support.

The Group envisions to be the primary and reliable supplier of choice of our customers and develop a mutually trustable relationship with our suppliers and customers so as to achieve a win-win situation in every transaction we engage in. Bearing in mind the values of proactivity, loyalty, responsibility and team spirit, we aspire to provide high-quality products and value-adding services for our business partners and customers.

Looking forward, China is in pursuit of semiconductor self-sufficiency amid heavy demand for electronic products and the rapid increase in the use of emerging technologies in automotive and industrial electronics. As a result, the Group is optimistic about the overall electronic market over the next couple of years.

### 關於本集團

光麗科技控股有限公司（「本公司」，連同其附屬公司，以下修訂為「本集團」或「我們」）是一家半導體和其他電子元件分銷商。我們主要從事供應數碼存儲產品、有源及無源通用電子元件、自主研發模組以及免費技術支援。我們的客戶主要是中華人民共和國（「中國」）及香港的科技、媒體及通訊（「TMT」）行業的市場參與者。本集團供應的電子元件分為兩個主要分部，包括數碼存儲產品（包括記憶體及數據與雲端產品）及通用元件。自二零零五年開展業務以來，本集團一直專注於識別、採購、銷售及分銷由上游品牌製造商生產的優質電子元件，其通常透過如本集團等電子元件分銷商銷售其產品，惟上游製造商會與部分具規模的下游製造商之間建立直接銷售渠道。

我們的記憶體產品廣泛用於多媒體以及移動設備，如手機、機頂盒、智能電視及可穿戴設備，而我們的數據與雲端產品主要用於企業級別安全伺服器系統等數據中心。此外，我們亦提供通用元件，包括應用於移動和多媒體設備的開關、連接器、無源元件、主芯片、傳感器、功率半導體和模擬數碼轉換器。除向客戶供應數碼存儲產品及通用電子元件外，我們亦免費提供售前至售後階段的技術支援。

我們提供的售前應用工程支援服務包括就電子元件的兼容性及配置、設計、安裝方法向客戶提供建議，並與上游製造商及／或下游製造商溝通以微調配置；而售後技術支援服務包括軟件升級、元件更換及緊急支援。

本集團期盼成為客戶的首要及可靠供應商，與客戶和供應商建立彼此信賴的關係，致力於每項交易達至雙贏局面。本集團謹記積極主動、忠誠實意、各司其職及團隊精神的價值觀，致力為我們的商業夥伴和客戶提供優質產品及增值服務。

展望未來，為滿足電子產品的殷切需求以及應對新興技術於汽車及工業電子的快速普及，中國正追求實現半導體自主化。因此，本集團對於未來數年的整體電子市場抱持樂觀態度。

# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告



Consumers' shopping habits have changed since 2020 due to the COVID-19 pandemic, accelerating a shift towards digital economy, creating more online consumers, and propelling global demand for consumer electronics products, computers and digital services. Demand for automotive semiconductors has increased alongside the trend of switching to alternative fuel vehicles including electric cars, which use significantly more power semiconductor content in order to control components. As the next generation of digital products requires more powerful chips, investment in processors and further innovations in materials in terms of performance and durability are expected to continue in future.

### BOARD STATEMENT

The Group is pleased to present the 2023 Environmental, Social and Governance Report (the "Report"). We put the sustainable development of our business as the top priority of our long-term development goals, and incorporate climate-related issues and environmental, social and governance ("ESG") elements into our long-term business strategic plan. As the most important leading role of the Group, the board of directors of the Company (the "Director(s)" and the "Board" respectively) has the sole responsibility to oversee, directly manage and monitor the Group's ESG issues and progress.

In response to climate change, we have set clear short-term and long-term sustainable development goals to achieve ongoing emission and resources consumption reduction progress according to the Group's performance after implementing the reduction initiatives and measures. The Board of Directors regularly monitors and reviews the effectiveness of management, including reviewing the Group's ESG performance and adjusting corresponding action plans. Effective implementation of ESG policies relies on the collaboration of different departments. Following the recommendations given by The Stock Exchange of Hong Kong Limited (the "Stock Exchange"), we have established an interdepartmental ESG Working Group (the "ESG Working Group") to coordinate different departments and enhance their cooperation, to ensure that performance is consistent and stakeholders' expectations can be met. We work together to realise our sustainable development goals as a team.

The Group strives to ensure the establishment of appropriate and effective risk management and internal control systems to supervise the identification and assessment of ESG, and climate-related risks and opportunities, and to respond to the challenges and impacts of different times.

Looking ahead, the Board of Directors will continue to review and monitor the environmental, social and corporate governance performance of the Group. We will also continue to provide reliable, consistent and comparable environmental, social and corporate governance material information to our stakeholders.

自二零二零年以來，由於出現COVID-19疫情，消費者的消費習慣發生改變，加速轉向數碼經濟，創造更多線上消費者及帶動消費電子產品、電腦及數碼服務的全球需求。在轉向電動等替代能源汽車的趨勢下，為控制元件而使用明顯更多的功率半導體含量，汽車半導體需求有所增加。由於下一代的數碼產品要求更強大的芯片，未來對處理器投資及材料在性能及耐用性方面的進一步創新預期持續。

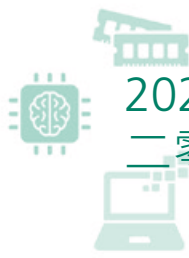
### 董事會聲明

本集團欣然提呈二零二三年環境、社會及管治報告（「本報告」）。我們將業務的可持續發展視為長期發展目標的優先事項，並將氣候相關議題及環境、社會及管治要素納入我們的長期業務戰略規劃。作為本集團最重要的領導角色，本公司董事會（「董事」及「董事會」）全權負責監督、直接管理及監察本集團的環境、社會及管治議題及進展。

為應對氣候變化，我們已制訂明確的短期及長期可持續發展目標，根據本集團落實減排計劃及措施後的表現，實現持續減少排放及資源消耗進度。董事會定期監察及檢討管理成效，包括檢討本集團的環境、社會及管治表現及調整相應的行動計劃。環境、社會及管治政策的有效實施有賴不同部門的協作。根據香港聯合交易所有限公司（「聯交所」）的建議，我們已設立跨部門的環境、社會及管治工作小組（「環境、社會及管治工作小組」），協調不同部門並加強合作，確保表現一致，滿足持份者的期望。我們作為一個團隊，共同努力實現可持續發展目標。

本集團致力確保建立適當有效的風險管理及內部監控制度，監督識別和評估環境、社會及管治及氣候相關風險和機會，應對不同時期的挑戰及影響。

展望未來，董事會將繼續檢討及監察本集團的環境、社會及企業管治表現。我們亦將繼續為持份者提供可靠、一致及可比較的環境、社會及企業管治之重要資料。



# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告

### ABOUT THE REPORT

The Company is pleased to present the ESG Report for the year ended 31 December 2023 to provide an overview of the Group's management of significant issues affecting the operations, including ESG issues.

### Reporting Period

The Report illustrates the policies and performance regarding the environmental and social aspects from 1 January 2023 to 31 December 2023 (the "Reporting Period").

### Reporting Scope And Boundaries

The Report focuses on the two principal business divisions, namely, trading of (i) digital storage products and (ii) general components. The reporting boundary mainly includes the warehouses and offices in Hong Kong and Shenzhen<sup>1</sup>. During the Reporting Period, the reporting scope and boundaries has been slightly expanded. The Report discloses key performance indicators ("KPIs") of the corporate office<sup>2</sup> ("office") which contributed over 94% of the Group's total annual revenue. While the Report does not cover all the Group's operations, the Group will continuously upgrade its internal data collection procedures to expand the scope of the disclosure in future.

### Reporting Basis

The Report is prepared in accordance with the ESG Reporting Guide as set out in Appendix C2 to the Rules Governing the Listing of Securities on the Stock Exchange (the "Listing Rules") and on the basis of the four reporting principles – materiality, quantitative, balance and consistency:

- "Materiality" Principle:  
The Group determines material ESG issues by stakeholder engagement and materiality assessment. Details are explained in the section headed "Materiality Assessment".
- "Quantitative" Principle:  
Information is presented with quantitative measures, whenever feasible, including information on the standards, methodologies, assumptions used and provision of comparative data.
- "Balance" Principle:  
The Report identifies the achievements and challenges faced by the Group.
- "Consistency" Principle:  
The Report uses consistent methodologies for meaningful comparisons in the following years unless improvements in methodology are identified.

<sup>1</sup> The site of operations includes the warehouses, offices and dorms in Hong Kong, Shenzhen, Beijing, Jinan and Shanghai.

<sup>2</sup> Corporate offices are operated by the Company's subsidiaries Ascent Way International Limited, AVT International Limited, Shenzhen Lisigao Electronics Company Limited\* (深圳麗斯高電子有限公司), Shenzhen Zhihaoxin Technology Company Limited\* (深圳智浩芯科技有限公司), Ascent Way International (SZ) Limited\* (深圳振啟電子有限公司), Shenzhen Zhicheng Innovative Electronics Company Limited\* (深圳智成創科電子有限公司) and Shenzhen Guangli New Energy Technology Company Limited\* (深圳市光麗新能科技有限公司).

\* The English name is translated for identification purpose only.

### 關於本報告

本公司欣然提呈截至二零二三年十二月三十一日止年度的環境、社會及管治報告，以概述本集團如何管理對營運構成影響的重大問題，包括環境、社會及管治議題。

### 報告期間

本報告說明於二零二三年一月一日至二零二三年十二月三十一日（「報告期間」）有關環境及社會層面的政策及績效。

### 報告範疇及範圍

本報告集中於兩個主要業務分部，分別為：(i) 數碼存儲產品及(ii)通用元件之貿易。報告範圍主要包括香港及深圳之倉庫及辦公室<sup>1</sup>。於報告期間，報告範疇及範圍略有擴大。本報告披露佔本集團年收益總額逾94%的公司辦公室<sup>2</sup>（「辦公室」）的關鍵績效指標（「關鍵績效指標」）。儘管本報告並未涵蓋本集團所有營運，本集團日後將不斷提升內部數據收集程序並擴大披露範圍。

### 報告基準

本報告是根據聯交所證券上市規則（「上市規則」）附錄C2所載的環境、社會及管治報告指引，按四個報告原則的基準（重要性、量化、平衡及一致性）編製：

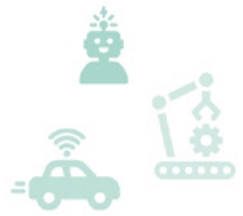
- 「重要性」原則：  
本集團按持份者參與及重要性評估釐定重要環境、社會及管治議題。詳情載於「重要性評估」一節。
- 「量化」原則：  
在可行情況下以量化指標呈列資料，包括所用標準、方法、假設及提供比較數據的資料。
- 「平衡」原則：  
本報告識別本集團取得的成果及面臨的挑戰。
- 「一致性」原則：  
除非在已識別之方法上有所改進，否則本報告於其後年度採用一致的方法進行有意義的比較。

<sup>1</sup> 營運地點包括於香港、深圳、北京、濟南及上海的倉庫、辦公室及宿舍。

<sup>2</sup> 公司辦公室由本公司附屬公司振啟國際有限公司、香港艾維特國際有限公司、深圳麗斯高電子有限公司、深圳智浩芯科技有限公司、深圳振啟電子有限公司、深圳智成創科電子有限公司及深圳市光麗新能科技有限公司營運。

# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告



The Report has complied with all “comply or explain” provisions outlined in the ESG Reporting Guide.

The information contained herein is sourced from internal documents and statistics of the Group, as well as the combined control, management and operations information provided by the subsidiaries in accordance with the Group’s internal management systems. The Report is prepared and published in both Chinese and English at the Stock Exchange’s website ([www.hkexnews.hk](http://www.hkexnews.hk)) and the Company’s website (<http://apexace.com/>). In the event of contradiction or inconsistency between the Chinese version and the English version, the English version shall prevail.

### Confirmation and Approval

The Report has been confirmed and approved by the Board on 27 March 2024.

### Information and Feedback

The Group values the opinion of stakeholders. If you have any questions or suggestions regarding the content of this Report, please contact the Group through the following channels:

Address: Units 2-3, 1/F, Sun Cheong Industrial Building,  
1 Cheung Shun Street, Kowloon, Hong Kong  
Email: [ir@apexace.com](mailto:ir@apexace.com)  
Tel: +852 3725 0102  
Fax: +852 2401 2105

### ESG GOVERNANCE STRUCTURE

The Group is committed to integrating environmental, social and governance factors into our operations in order to create sustainable value for stakeholders and take up the responsibilities as a corporate citizen. The Group has established an ESG Working Group. The ESG Working Group is composed of core members of the Group and is responsible for facilitating the adoption of ESG strategies and policies throughout the Group, collecting information related to ESG and other relevant tasks. The ESG Working Group reports to the Executive Committee of the Company on the implementation of ESG initiatives and the performance of the sites of operations regularly.

The ESG Working Group is also responsible for identifying, evaluating and determining the ESG-related risks of the Group and ensuring that the Group has established applicable measures and effective system to manage and control ESG-related risks and opportunities.

本報告已遵守環境、社會及管治報告指引所概述的所有「不遵守就解釋」條文。

本報告所載資料來自本集團內部文件及統計資料，以及附屬公司根據本集團內部管理體系提供有關控制、管理及營運的綜合資料。本報告以中、英文編製及刊發在聯交所網站([www.hkexnews.hk](http://www.hkexnews.hk))及本公司網站(<http://apexace.com/>)。如中、英文兩個版本有任何抵觸或不相符之處，以英文版本為準。

### 確認和批准

本報告已於二零二四年三月二十七日經董事會確認和批准。

### 資料和反饋

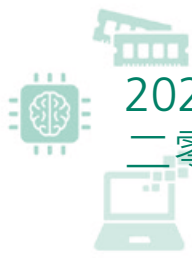
本集團重視持份者的意見。閣下如對本報告的內容有任何問題或建議，謹請經以下渠道與本集團聯絡：

地址：香港九龍長順街1號  
新昌工業大廈1樓2-3室  
電郵：[ir@apexace.com](mailto:ir@apexace.com)  
電話：+852 3725 0102  
傳真：+852 2401 2105

### 環境、社會及管治的管治架構

本集團致力將環境、社會及管治因素納入營運中，為持份者創造可持續價值，並承擔企業公民的責任。本集團已設立環境、社會及管治工作小組，由本集團的核心成員組成，負責促進整個集團採用環境、社會及管治策略及政策，收集有關環境、社會及管治及其他相關任務的資料。環境、社會及管治工作小組會定期向本公司執行委員會匯報環境、社會及管治措施的推行情況，以及營運地點的表現。

環境、社會及管治工作小組亦負責識別、評估及釐定本集團的環境、社會及管治相關風險，並確保本集團設立適用措施及有效系統，以管理及控制環境、社會及管治相關風險及機會。



# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告

### STAKEHOLDER ENGAGEMENT

Stakeholders' opinion provides a solid foundation for the Group's sustainable development and success. The stakeholder engagement helps the Group to develop a business strategy that meets the needs and expectations of stakeholders, enhances the ability to identify risks and strengthens important relationships. Stakeholders can express their opinions on ESG aspects through various channels. The relevant stakeholders of the Group and their engagement platforms are as follows:

### 持份者參與

持份者的意見為本集團的可持續發展和成就奠定堅實的基礎。持份者參與有助本集團制訂符合持份者需要及期望的業務策略，提高識別風險的能力和鞏固重要關係。持份者可通過各種渠道表達對環境、社會及管治方面的意見。本集團的相關持份者及其參與平台如下：

Stakeholders 持份者	Concerns and Expectations 關注及期望	Engagement Platforms 參與平台
<b>Government and regulatory agencies 政府及監管機構</b>	<ul style="list-style-type: none"> <li>Compliance with laws and regulations</li> <li>遵守法律及法規</li> <li>Proper tax payment</li> <li>正當交稅</li> <li>Promoting local economic development and employment</li> <li>促進當地經濟發展及就業</li> </ul>	<ul style="list-style-type: none"> <li>Annual reports, interim reports, ESG reports and other public information</li> <li>年報、中期報告、環境、社會及管治報告以及其他公開資料</li> <li>Press release and announcements</li> <li>新聞稿及公告</li> <li>Emails, telephone communications and Company's website</li> <li>電郵、電話溝通及公司網站</li> </ul>
<b>Shareholders and investors 股東及投資者</b>	<ul style="list-style-type: none"> <li>Risk Management</li> <li>風險管理</li> <li>Return on investment</li> <li>投資回報</li> <li>Compliance operation</li> <li>合規營運</li> <li>Information transparency and effective communication</li> <li>資訊透明及有效溝通</li> </ul>	<ul style="list-style-type: none"> <li>Annual general meetings and other general meetings of shareholders</li> <li>股東週年大會及其他股東大會</li> <li>Emails, telephone communications and Company's website</li> <li>電郵、電話溝通及公司網站</li> <li>Press release and announcements</li> <li>新聞稿及公告</li> <li>Annual reports, interim reports, ESG reports and other public information</li> <li>年報、中期報告、環境、社會及管治報告以及其他公開資料</li> </ul>
<b>Peer Industry 同業</b>	<ul style="list-style-type: none"> <li>Formulation of industrial standards</li> <li>制定行業標準</li> <li>Promoting industrial developments</li> <li>促進行業發展</li> </ul>	<ul style="list-style-type: none"> <li>Exhibition and trade fair</li> <li>展覽及貿易展覽會</li> <li>Meetings</li> <li>會議</li> <li>Seminars</li> <li>研討會</li> </ul>
<b>Employees 僱員</b>	<ul style="list-style-type: none"> <li>Employees' rights and interests</li> <li>僱員權益</li> <li>Health and safety</li> <li>健康與安全</li> <li>Remuneration and benefits</li> <li>薪酬與福利</li> <li>Training and development</li> <li>培訓與發展</li> <li>Humanistic care</li> <li>人文關懷</li> </ul>	<ul style="list-style-type: none"> <li>Training and workshops</li> <li>培訓及研討會</li> <li>Social gatherings</li> <li>社交聚會</li> <li>Intranet</li> <li>內聯網</li> <li>Yearly review</li> <li>年度檢討</li> </ul>

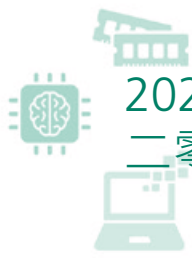
# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告



Stakeholders 持份者	Concerns and Expectations 關注及期望	Engagement Platforms 參與平台
<b>Customers</b> 客戶	<ul style="list-style-type: none"> <li>• High-quality products and services</li> <li>• 優質產品及服務</li> <li>• Health and safety</li> <li>• 健康與安全</li> <li>• Business ethics</li> <li>• 商業道德</li> <li>• Customer's information and privacy protection</li> <li>• 客戶資料及私隱保護</li> </ul>	<ul style="list-style-type: none"> <li>• Customer service hotline</li> <li>• 客戶服務熱線</li> <li>• Meetings</li> <li>• 會議</li> <li>• Exhibition and trade fair</li> <li>• 展覽及貿易展覽會</li> <li>• Regular visits</li> <li>• 定期造訪</li> </ul>
<b>Suppliers</b> 供應商	<ul style="list-style-type: none"> <li>• Fair procurement</li> <li>• 公平採購</li> <li>• Long-term cooperation</li> <li>• 長期合作</li> <li>• Mutual benefits</li> <li>• 互惠互利</li> </ul>	<ul style="list-style-type: none"> <li>• Screening and assessments</li> <li>• 甄選及評估</li> <li>• Meetings</li> <li>• 會議</li> <li>• Performance review</li> <li>• 表現檢討</li> <li>• Regular visits</li> <li>• 定期造訪</li> </ul>
<b>Community and the public</b> 社區及公眾	<ul style="list-style-type: none"> <li>• Promoting community development</li> <li>• 促進社區發展</li> <li>• Participation in public welfare</li> <li>• 參與公益事業</li> </ul>	<ul style="list-style-type: none"> <li>• Community services</li> <li>• 社區服務</li> <li>• Volunteering</li> <li>• 義工活動</li> </ul>





# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告

### MATERIALITY ASSESSMENT

When preparing the ESG Report, the Group directly engaged with various stakeholders as part of the materiality assessment process to identify and prioritise the issues to be included in the ESG Report which the Board believes would have significant impact on the Group's business and its stakeholders.

### 重要性評估

於編製環境、社會及管治報告時，作為重要性評估流程的一部分，本集團直接與以下持份者群體溝通，以識別環境、社會及管治報告中包括董事會認為會對本集團業務及其持份者有重大影響的議題並加以排序。

### Process 流程

1

#### Stage 1 - Identification 階段1 - 識別

A selection of ESG issues that may reasonably be considered important for the Group and its stakeholders from various sources, including Listing Rules requirement, industry trends and internal policies. 28 issues were identified and grouped into 4 categories: Environment, Employment and Labour Practices, Operating Practices and Community.

從各種來源(包括上市規則、行業趨勢及內部政策)選出對本集團及其持份者可能會合理認為重要的環境、社會及管治議題。已識別28個議題並劃分成4類：環境、僱傭及勞工常規、營運常規及社區。

2

#### Stage 2 - Prioritisation 階段2 - 排序

Conducted online surveys to rate the importance of each issue from the perspective of a stakeholder and the Group using a scale of 1 to 5.

Developed the materiality matrix based on the scores of the surveys, set the threshold for materiality (i.e. at a score of average) and prioritised a list of sustainability issues.

進行線上調查，利用1至5作級別，從持份者及本集團的角度對每個議題的重要性進行評分。

根據調查的得分建立重要性矩陣，設定重要性的閾值(即平均分)，並將可持續發展議題進行排序。

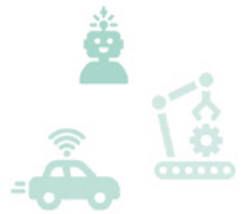
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#### Stage 3 - Validation 階段3 - 驗證

Management reviewed the materiality matrix and the threshold for materiality. ESG issues, with a score of average or above from the perspective of a stakeholder and the Group, were prioritised as the most important sustainability issues for the Group to address and report on.

管理層檢討重要性矩陣及重要性閾值。從持份者及本集團的角度出發，得分為平均分或以上的環境、社會及管治議題被列為本集團需要應對及報告的最重要的可持續發展議題。

# 2023 Environmental, Social and Governance Report 二零二三年環境、社會及管治報告

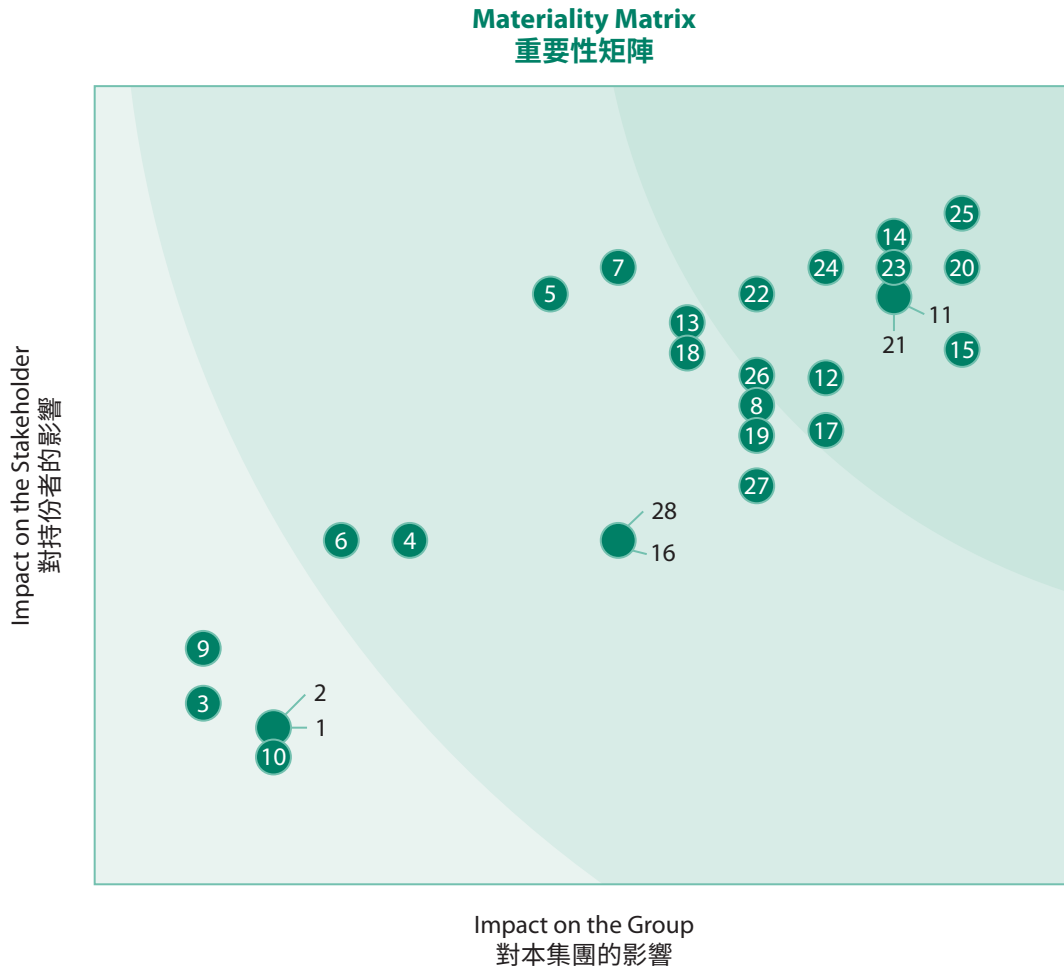


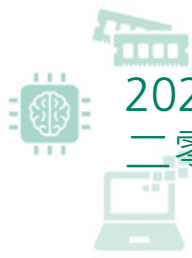
## MATERIALITY MATRIX

Based on the materiality matrix, the Board believes that the most pertinent sustainability issues which are material to both the Group and its stakeholders include the following:

## 重要性矩陣

基於重要性矩陣，董事會認為對本集團及其持份者而言屬重大的最相關可持續發展議題包括以下各項：





# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告

In 2023, the identified material topics are as follows:

於二零二三年，已識別的重要性議題如下：

### Topics of high importance 高度重要性議題

- 8 Environmental regulations compliance  
環境法規合規性
- 11 Employment practices  
招聘常規
- 12 Diversity and equal opportunities  
多元化及平等機會
- 13 Anti-discrimination  
反歧視
- 14 Staff occupational health and safety  
員工職業健康與安全
- 15 Staff development and training  
員工發展及培訓
- 18 Environmental friendliness on products or service purchased  
採購產品或服務的環境友好性
- 20 Customers' privacy and confidentiality  
客戶私隱及保密性
- 21 Customer satisfaction  
客戶滿意度
- 22 Intellectual property  
知識產權
- 23 Safety of services/products  
服務／產品安全性
- 24 Quality of services/products  
服務／產品質量
- 25 Business ethics  
商業道德
- 26 Anti-corruption training for management and employees  
管理層及僱員的反貪污培訓

### Topics of medium importance 中度重要性議題

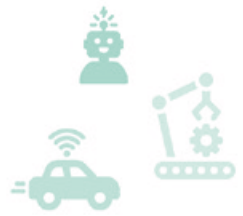
- 5 Energy efficiency  
能源效率
- 7 Use of raw materials and packaging materials  
原材料及包裝材料的使用
- 17 Responsible supply chain management  
負責任的供應鏈管理
- 19 Compliance with regulations on marketing, product and service labelling  
遵守市場推廣、產品和服務標籤的法規
- 27 Contributions to the society  
社會貢獻

### Topics of lower importance 低度重要性議題

- 1 Air emissions  
廢氣排放
- 2 Greenhouse gas ("GHG") emissions  
溫室氣體 (「溫室氣體」) 排放
- 3 Effluents management  
污水管理
- 4 Waste management  
廢物管理
- 6 Water efficiency  
用水效率
- 9 Land use, pollution and restoration  
土地使用、污染及恢復
- 10 Climate change  
氣候變化
- 16 Prohibition of child labour and forced labour  
禁止童工及強制勞工
- 28 Communication and connection with local community  
與當地社區溝通及聯繫

# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告



### ENVIRONMENTAL ASPECTS

Environmental sustainability is a key focus of the Group's corporate social responsibility. The Group has formulated the Sustainable Development Policy and Environmental Protection Policy Statement to demonstrate its determination to protect the environment.

To help achieve and secure a sustainable future, the Group also advocates carbon reduction, and is committed to achieving sustainable operations. To this end, we have set clear emission reduction targets, compared with the 2019 baseline year, and strive to achieve the following targets:

- Reduce air emission by 2% in 2027 and 3% in 2032;
- Reduce electricity consumption per MWh of square feet by 2% in 2027 and 3% in 2032;
- Reduce water consumption per approximate tonne of employee by 2% in 2027 and 3% in 2032;
- Increase the amount of recycled waste paper by 2% in 2027 and 3% in 2032; and
- Reduce waste disposal by 2% in 2027 and 3% in 2032.

### Emissions

Since the business activities covered by this Report mainly involve office operations, there was no emission that would have significant environmental impacts other than Greenhouse Gases ("GHG") generated indirectly in the course of electricity consumption. Domestic wastewater generated by the Group was discharged through a local pipe network to a sewage treatment plant.

The Group is committed to the following:

- Minimise emissions of air pollutants and GHGs;
- Adopt internationally recognised standards or equivalent local standards in assessing and disclosing the emissions of GHGs in its operations;
- Prevent and minimise hazardous and non-hazardous waste; and
- Properly discharge hazardous and non-hazardous waste generated in its operations.

As the Group's business activities mainly include office operations with no material manufacturing of products, there is no significant environmental laws and regulations that have a significant impact on the Group.

### 環境層面

環境可持續性是本集團企業社會責任的重點。本集團已制訂可持續發展政策及環境保護政策聲明，以展現其保護環境的決心。

為協助實現和確保可持續發展的未來，本集團亦倡導減少碳排放，並致力於實現可持續經營。為此，我們已訂立明確的減排目標，與二零一九年基準年相比，力爭實現以下目標：

- 二零二七年廢氣排放減少2%及二零三二年減少3%；
- 二零二七年每平方呎兆瓦時的耗電量減少2%及二零三二年減少3%；
- 二零二七年每概約噸員工用水量減少2%及二零三二年減少3%；
- 二零二七年廢紙回收量增加2%及二零三二年增加3%；及
- 二零二七年廢物處理減少2%及二零三二年減少3%。

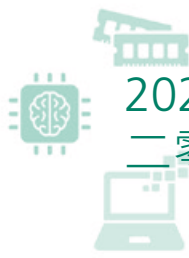
### 排放

由於本報告涵蓋的業務活動主要涉及辦公室營運，因此並不會產生對環境構成顯著影響的排放，惟用電過程中間接產生的溫室氣體（「溫室氣體」）除外。本集團產生的日常起居廢水通過當地管網排放至污水處理廠。

本集團致力於以下各方面：

- 盡量減少空氣污染物和溫室氣體的排放；
- 在評估和披露其營運中的溫室氣體排放時，採用國際公認的標準或同等的地方標準；
- 防止和減少有害廢棄物和無害廢棄物；及
- 妥善清理其營運中產生的有害廢棄物和無害廢棄物。

由於本集團的業務活動主要包括辦公室營運而並無重大之製造產品運作，因此並無重大環保法律及規例對本集團產生顯著影響。



# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告

### GHG Emissions

To control the GHG emissions, the Group has adopted policies on efficient use of energy as described in the section headed "Use of Resources" below and will continue to assess, record and disclose its GHG emissions and other environmental data on a yearly basis. The performance indicators are as follows:

### 溫室氣體排放

為控制溫室氣體排放，本集團已採用下文「資源使用」一節所述有關有效使用能源之政策，並將繼續每年評估、記錄及披露其溫室氣體排放及其他環境數據。績效指標如下：

GHG Emissions <sup>3</sup> 溫室氣體排放 <sup>3</sup>	Unit 單位	2023 二零二三年	2022 二零二二年
Scope 1 <sup>4</sup> 範圍一 <sup>4</sup>	tonnes CO <sub>2</sub> -equivalent 二氧化碳當量，以噸計	13.66	11.56 <sup>5</sup>
Scope 2 <sup>6</sup> 範圍二 <sup>6</sup>	tonnes CO <sub>2</sub> -equivalent 二氧化碳當量，以噸計	110.86	88.14 <sup>5</sup>
Total Emissions 總排放量	tonnes CO <sub>2</sub> -equivalent 二氧化碳當量，以噸計	124.52	99.69 <sup>5</sup>
Intensity <sup>7</sup> 密度 <sup>7</sup>	tonnes CO <sub>2</sub> -equivalent/ft <sup>2</sup> 二氧化碳當量，以噸計／平方呎 <sup>2</sup>	0.003	0.003

<sup>3</sup> The GHG emissions are calculated with reference to GHG Protocol Tool for Energy Consumption in China (Version 2.1) published by World Resources Institute, 2022 Sustainability Report issued by China Light and Power Co. Ltd., Energy Statistic Manual published by the International Energy Agency ("IEA"), General Guideline of the Greenhouse Gas Emissions Accounting Method and Reporting of Other Industrial Enterprises (Trial) issued by the National Development and Reform Commission ("NDRC") of the PRC, Fifth Assessment Report released by the Intergovernmental Panel on Climate Change, Results of Emission Reduction Project China Regional Power Grid Baseline Emission Factor issued by the National Climate Strategy Centre of the PRC, and the Appendix 2: Reporting Guidance on Environmental KPIs issued by Stock Exchange.

<sup>4</sup> Scope 1: The direct emission from the business operations owned or controlled by the Group, including the fuel consumption from mobile vehicles.

<sup>5</sup> The figures are restated.

<sup>6</sup> Scope 2: The indirect energy emissions from the internal purchased electricity consumption by the Group.

<sup>7</sup> The total site area of the offices in 2023 and 2022 are 43,951.20 and 35,339.86 square feet respectively.

<sup>3</sup> 溫室氣體排放量的計算乃經參考世界資源研究所發佈的《中國能源消耗引起的溫室氣體排放計算工具指南(2.1版)》、中華電力有限公司刊發的《2022可持續發展報告》、國際能源署(「國際能源署」)發佈的《能源統計手冊》、中國國家發展和改革委員會(「國家發改委」)發佈的《工業其他行業企業溫室氣體排放核算方法與報告指南(試行)》、政府間氣候變化專門委員會發佈的《第五次評估報告》、中國國家氣候戰略中心發佈的減排項目中國區域電網基準線排放因子及聯交所刊發的附錄二：環境關鍵績效指標匯報指引。

<sup>4</sup> 範圍一：由本集團擁有或控制的業務營運直接產生的排放，包括汽車的燃料消耗。

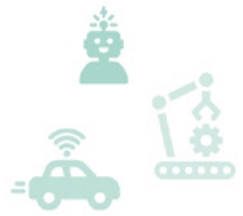
<sup>5</sup> 數據已重列。

<sup>6</sup> 範圍二：由本集團內部消耗外購電力所引致的間接能源排放。

<sup>7</sup> 二零二三年及二零二二年辦公室的總佔地面積分別為43,951.20平方呎及35,339.86平方呎。

# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告



During the Reporting Period, the increase in Scope 2 emission was mainly due to the electricity consumption grown in the site area expansion. Electricity consumption was the major source of our GHG emissions which comprised of around 89% of the total GHG emission of the Group.

於報告期間，範圍二排放量增加主要由於佔地面積擴大帶來的電力消耗增長。電力消耗為我們的溫室氣體排放的主要來源，佔本集團溫室氣體總排放量約89%。

On the other hand, both air and China High-Speed Rail travelling are important for us to explore new business opportunities and maintain relationship with our existing customers. We will continue to keep track of employees' business travelling and the corresponding GHG emissions. The Group continues to encourage employees to make uses of phone or video conferencing to reduce emissions from air and China High Speed Rail travel.

另一方面，航空和中國高鐵差旅對我們物色新業務機遇及維持與現有客戶的關係而言甚為重要。我們將繼續記錄員工的航空差旅及相應的溫室氣體排放量。本集團繼續鼓勵員工採用電話或視頻會議，以減少航空和中國高鐵差旅帶來的排放。

### Wastes

The wastes generated from our operations are generally domestic wastes, office paper, paper board and toner. We have engaged with recycling companies to recycle the wastes. The details of the wastes generated are as follows:

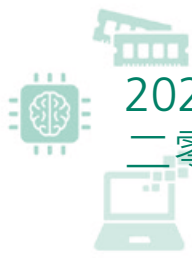
### 廢物

營運產生的廢物通常是家庭廢物、辦公室用紙、紙板及碳粉。我們委聘回收公司以回收廢物。所產生的廢物詳情如下：

Wastes 廢物	Treatment Method 處置方法	Unit 單位	2023 二零二三年	2022 二零二二年
<b>Non-Hazardous waste</b> <b>無害廢物</b>				
General Unclassified Wastes 一般未分類廢物	Disposed to Landfill 堆填區處置	kg 千克	<b>890.0</b>	243.0
Office Paper 辦公室用紙	Recycled or Reused 回收或再利用	kg 千克	<b>1,418.0</b>	452.4
Paper Board 紙板	Recycled or Reused 回收或再利用	kg 千克	<b>80.0</b>	70.0
<b>Total</b> <b>總計</b>		kg 千克	<b>2,388.0</b>	765.4
Intensity <sup>8</sup> 密度 <sup>8</sup>		kg/employee 千克／僱員	<b>16.9</b>	5.3
<b>Hazardous waste</b> <b>有害廢物</b>				
Toner 碳粉	Recycled 回收	kg 千克	<b>3.0</b>	3.3
<b>Total</b> <b>總計</b>		kg 千克	<b>3.0</b>	3.3
Intensity <sup>8</sup> 密度 <sup>8</sup>		kg/employee 千克／僱員	<b>0.02</b>	0.02

<sup>8</sup> The total number of employees were 141 as at the end of December 2023 and 144 as at the end of December 2022.

<sup>8</sup> 於二零二三年十二月末，僱員總數為141，於二零二二年十二月末，僱員總數為144。



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During the reporting period, the significant increase in general unclassified wastes and office paper recycling were due to the disposal of numerous obsolete documents. To reduce paper consumption and wastage of paper, we encourage our employees to:

- Consider purchasing recycled paper mainly made up of recycled content and with minimal Chlorine bleaching;
  - Reuse envelopes and folders for sending internal documents and letters; and
  - Adopt electronic communication and filing.
- 考慮購買主要以回收成分製成且氯漂白最少的再造紙；
  - 發送內部文件和信件時重用信封和文件夾；及
  - 採用電子通訊和存檔方式。

The Group will continuously monitor the GHG emissions and waste production to see if any detailed measures can be formulated in future for more effective management of emissions.

於報告期間，一般未分類廢物及辦公室用紙回收量大幅增加的原因是處理了大量過時文件。為減少紙張消耗及浪費，我們鼓勵僱員：

The Group abided by the relevant laws and regulations that apply to its sites of operations, including but not limited to the Air Pollution Control Ordinance (Cap. 311), Water Pollution Control Ordinance (Cap. 358) and Waste Disposal Ordinance (Cap. 354) of Hong Kong and the Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution (《中華人民共和國大氣污染防治法》), Law of the People's Republic of China on the Prevention and Control of Water Pollution (《中華人民共和國水污染防治法》), Law of the People's Republic of China on the Prevention and Control of Environment Pollution Caused by Solid Wastes (《中華人民共和國固體廢物污染環境防治法》). During the Reporting Period, there was no non-compliance with the relevant laws and regulations that have a significant impact on the Group relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

本集團將持續監察溫室氣體排放及廢棄物產生的情況，以確定日後是否可制訂任何更有效管理排放的詳細措施。

本集團恪守適用於其營運地點的相關法律及規例，包括但不限於香港的《空氣污染管制條例》(第311章)、《水污染管制條例》(第358章)及《廢物處置條例》(第354章)以及《中華人民共和國大氣污染防治法》、《中華人民共和國水污染防治法》及《中華人民共和國固體廢物污染環境防治法》。於報告期間，並無涉及對本集團產生重大影響的廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢物相關法律法規的不合規情況。

### Use of Resources

The Group is well aware that reasonable use of resources is essential to sustainable development. The Group is committed to the following:

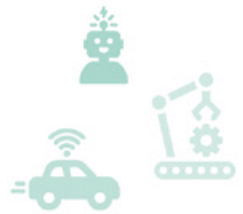
- Adopt the principles of reduce, reuse and recycle to increase the consumption efficiency of energy, paper, water, high-quality plastic stretch film (packaging materials) and other resources in its business operations;
  - Nurture the culture of environmental protection within the Group to increase the environmental awareness of employees;
  - Formulate achievable and measurable goals with regard to environmental protection;
  - Maintain continuous communication with employees with regard to environmental protection policies;
- 採用減少、再利用和回收的原則，提高其業務營運中的能源、紙張、水、優質塑料拉伸膜(包裝材料)和其他資源的消耗效率；
  - 在本集團內培育環保文化，提高員工的環保意識；
  - 制訂有關環保的可實現和可計量目標；
  - 在環保政策方面，與員工保持持續溝通；

### 資源使用

本集團深明合理使用資源對可持續發展至關重要。本集團致力於以下各方面：

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- Regularly review the implementation of the Environmental Protection Policy Statement to ensure effective execution;
- To avoid employees from generating excessive paper waste, towels are now provided in the toilets of the Group for the need of employees as well as to encourage paper conservation; and
- Adopt second-hand pallets for shipment and recycle pallets after use.

The Group seeks to encourage its employees to adopt efficiency measures in the use of lighting, computer, water, paper, and packaging materials.

### Energy Management

The major energy source of the Group is electricity. We have implemented various measures to mitigate the consumption regarding the use of lighting, air conditioner and computer, such as labels with message of switching off all electronic devices when not in use are placed next to switches of electronic devices.

#### Lighting

- Switch off unnecessary lighting in public areas (such as reception area, pantry, lavatory and corridors) during less busy hours (such as lunch-time and non-business hours);
- Divide space into zones with the individual lighting control system to provide flexibility; and
- Select light colours for the paint of office walls and ceilings to reduce unnecessary lighting.

#### Air Conditioner

- Switch off unnecessary air-conditioners during less busy hours (such as lunch time and non-business hours);
- Switch on the air-conditioner only when the meeting room is occupied. Switch off the air-conditioner upon leaving the meeting room; and
- Replace old, inefficient systems with energy-efficient air-conditioning systems when necessary.

#### Computer

- Adjust the computer setting to activate the standby or hibernation mode of computers so that the display monitors will switch off automatically or enter energy saving mode when left idle for a prescribed period of time;
- Adjust the brightness of the display monitor; and
- Switch off computers (including the display monitors) after use.

- 定期審視環保政策聲明的實施，以確保其有效執行；
- 為避免員工浪費過多紙張，本集團現因應員工的需要而於洗手間提供毛巾，並鼓勵節約用紙；及
- 採用二手墊板裝運，並在使用後回收托盤。

本集團致力鼓勵員工以符合效率的方式使用照明、電腦、水、紙張及包裝材料。

### 能源管理

本集團能源的主要來源是電力。我們已實行多項措施以減低有關使用照明、空調及電腦的消耗，例如在電子設備的開關旁邊放置標籤，提醒在不使用電子設備時應關掉所有電子設備。

#### 照明

- 在較為空閒的時間（如午膳時段和非營業時間）關掉公共區域（如接待處、茶水間、洗手間和走廊）的非必要照明；
- 將空間劃分為設有個別照明控制系統之區域以靈活控制照明安排；及
- 辦公室牆壁和天花板選用淺色塗料，以減少不必要的照明。

#### 空調

- 在較為空閒的時間（如午膳時段和非營業時間）關掉不必要的空調；
- 會議室只會在使用時才開啟空調，離開會議室時關掉空調；及
- 於需要時以節能空調系統取代舊式低效系統。

#### 電腦

- 調整電腦設定以啟用電腦的待機或休眠模式，使顯示屏在閒置一段既定時間後自動關閉或進入節能模式；
- 調整顯示屏的亮度；及
- 用後關掉電腦（包括顯示屏）。





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The details of energy consumption are as follows:

能源消耗詳情如下：

Energy Consumption <sup>9</sup> 能源消耗 <sup>9</sup>	Unit 單位	2023 二零二三年	2022 二零二二年
<i>Direct Source(s)</i> 直接來源			
Petroleum 石油	MWh 兆瓦時	53.89	44.08 <sup>10</sup>
<i>Indirect Source(s)</i> 間接來源			
Purchased Electricity 外購電力	MWh 兆瓦時	182.16	151.67
<b>Total Consumption</b> <b>消耗總量</b>	MWh 兆瓦時	<b>236.05</b>	195.75 <sup>10</sup>
Intensity <sup>11</sup> 密度 <sup>11</sup>	MWh/ft <sup>2</sup> 兆瓦時／平方呎	0.005	0.006

During the Reporting Period, the increase in energy consumption was mainly due to the site expansion within the reporting scope.

於報告期間，能源消耗增加乃主要由於報告範疇內的佔地擴大。

<sup>9</sup> The energy consumption is calculated with reference to the Energy Statistic Manual published by the IEA and the General Guideline of the Greenhouse Gas Emissions Accounting Method and Reporting of Other Industrial Enterprises (Trial) issued by the NDRC of the PRC.

<sup>10</sup> The figures are restated.

<sup>11</sup> The total site area of the offices in 2023 and 2022 are 43,951.20 and 35,339.86 square feet respectively.

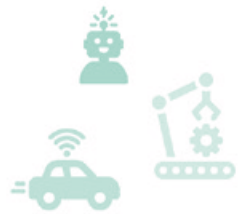
<sup>9</sup> 能源消耗的計算乃經參考國際能源署發佈的《能源統計手冊》及中國國家發改委發佈的《工業其他行業企業溫室氣體排放核算方法與報告指南（試行）》。

<sup>10</sup> 數據已重列。

<sup>11</sup> 二零二三年及二零二二年辦公室的總佔地面積分別為43,951.20及35,339.86平方呎。

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### Water Resources

Water consumption refers to the water usage in washroom and pantry. The water supply is provided by the local water supply company and managed by the property management company. Therefore, there is no issue in sourcing water. The Group has implemented initiatives to control water consumption as follows:

- Turn off the water tap promptly after use;
- Labels with message of water saving are placed next to water supply facilities; and
- When using dual-flush toilets, choose the amount of water for flushing according to one's needs and avoid unnecessary flushing.

### 水資源

耗水量指洗手間及茶水間的用水。供水由當地供水公司提供，並由物業管理公司管理。因此，本公司並無採購水的問題。本集團已推行以下控制耗水的措施：

- 用後隨即關掉水龍頭；
- 在供水設施旁邊放置節約用水標籤；及
- 使用「雙沖式沖廁」坐廁時，根據自身需要選擇沖水量，避免不必要的沖水。

Water Resource 水資源	Unit 單位	2023 二零二三年	2022 二零二二年
Total Consumption 消耗總量	m <sup>3</sup> 立方米	411	461
Intensity <sup>12</sup> 密度 <sup>12</sup>	m <sup>3</sup> /employee 立方米／僱員	2.91	3.20

During the Reporting Period, the amount of water consumption had no significant difference comparing against the previous year. Water consumption mainly incurred by cleaning activities of employees (i.e. hand washing) and cleaners (i.e. office cleaning).

於報告期間，耗水量與上年相比並無顯著差異。耗水量主要來自員工（即洗手）及清潔工（即辦公室清潔）的清潔活動。

<sup>12</sup> The total number of employees were 141 as at the end of December 2023 and 144 as at the end of December 2022.

<sup>12</sup> 於二零二三年十二月末，僱員總數為141，於二零二二年十二月末，僱員總數為144。



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### Others

- Maintain or replace malfunctioning equipment; and
- Prioritise the choices of environmentally friendly products or materials in the procurement process.

The Group plans to adopt more resource saving measures in future, such as arranging regular internal environmental awareness seminars for employees, switching off all electrical equipment when not in use at its offices and warehouses, and conducting regular inspections for water leaking faucets and toilets.

### Packaging Materials

The main packaging materials include label stickers, stretch film, plastic pallets, sealing tape and paper boxes. The details of the consumption volume are as follows:

Packaging Material 包裝材料	Unit 單位	2023 二零二三年	2022 二零二二年
Label Stickers 標籤貼紙	tonnes 噸	0.530	0.092
Stretch Film 拉伸膜	tonnes 噸	0.031	0.017
Plastic Pallets 塑料墊板	tonnes 噸	1.000	0.230
Sealing Tape 密封帶	tonnes 噸	0.025	0.025
Paper Boxes 紙盒	tonnes 噸	0.250	0.300

### The Environment and Natural Resources

Due to the nature of the Group's business, its daily business operations posed no significant adverse direct impact on the environment. However, the indirect GHG emissions would still aggravate the phenomenon of global warming. The Group strives to reduce the indirect impact caused by GHG emissions through various measures mentioned in the sections "Emissions" and "Use of resources".

Looking ahead, the Group will continuously assess its environmental risks so as to formulate appropriate response measures and regularly review and update its Environmental Protection Policy Statement.

### 其他

- 維護或更換發生故障的設備；及
- 在採購過程中優先選擇環保產品或材料。

本集團計劃日後採取更多資源節約措施，例如定期為員工安排內部環保意識研討會，關閉辦公室及倉庫不使用的電力設備，並定期檢查水龍頭及廁所所有否漏水。

### 包裝材料

主要包裝材料包括標籤貼紙、拉伸膜、塑料墊板、密封帶及紙盒。消耗量的詳情如下：

### 環境及天然資源

基於本集團業務的性質，其日常業務營運對環境並無直接的重大不利影響。然而，溫室氣體的間接排放仍加劇全球暖化現象。本集團致力通過「排放」及「資源使用」各節提述的不同措施，減輕溫室氣體排放造成的間接影響。

展望未來，本集團將持續評估其環境風險，以制訂適當的應付措施，並定期審視及更新其環保政策聲明。

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### Climate Change

Climate change is one of the biggest global challenges faced by the society nowadays, and we must act now for our climate and our communities. In recent years, extreme weather, such as strong winds and heavy rainfall, as well as tides and floods, have become the focus of news. Logistics and supply chains are particularly vulnerable. Heavy rainfall, rising tides, and floods can cause serious damage to assets such as buildings, warehouses, and goods in storage, resulting in financial losses. Although such incidents are beyond everyone's control, the Group believes that all stakeholders should work together to address climate change, which will also be regarded as one of the most significant risks to the world in coming years.

Many new challenges have been posed by the COVID-19 pandemic in recent years, but it has not changed our commitment to climate actions. The pace of change has expedited around the world, underscoring the importance for us to accelerate its transition to a low-carbon economy.

The Group has further enhanced its disclosure for the Reporting Period. The Group's business units have strengthened analyses on the risks and opportunities from climate change specific to their markets.

In response to the Paris Agreement, the Hong Kong Government issued the "Hong Kong's Climate Action Plan", and formulated various plans and actions, setting out the vision of "Zero-carbon Emissions, Liveable City, Sustainable Development". The government has determined to set medium-term goal as halving Hong Kong's total carbon emissions from 2005 levels before 2035. The Group understands that climate change may have significant impacts on our operations.

The Group essentially plans to respond to local government initiatives and follow local governments' emission reduction requirements. We aim to reduce emissions by 2% by 2027 and ensure that the Group's greenhouse gas emissions comply with the local requirements set for 2030. Although the increase in reporting scope created challenges for the Group to achieve its targets, we have closely tracked the progress in achieving the targets by 2027. Our long-term target is to achieve carbon neutrality by 2050 in Hong Kong region and by 2060 in PRC. We are committed to continuously improving our energy efficiency, applying professional knowledge to improve on-site efficiency and maintain efficient management support, in order to safeguard the Group's reputation.

Over the years, we have been grasping different opportunities to expand our business, accelerate the transformation and make the Group smarter, more environmentally friendly, and safer for employees and users (such as automation, and utilising digital platforms for online conference to reduce carbon footprint in transportation). These measures have made our facilities become more sustainable and fulfil our commitment to resource management and environmental protection.

### 氣候變化

氣候變化是當今社會面臨的最大全球性挑戰之一，我們現在必須為我們的氣候及社區採取行動。近年來，強風、暴雨等極端天氣，以及潮汐、洪水等成為新聞焦點。物流及供應鏈尤其易受打擊。暴雨、漲潮及洪水會對建築物、倉庫及儲存的貨物等資產造成嚴重破壞，從而造成財務損失。儘管此類事件超出所有人的控制範圍，但本集團認為，所有持份者應共同努力應對氣候變化，這也將被視為未來數年世界面臨的最重大風險之一。

近年來，COVID-19疫情帶來了許多新的挑戰，但並未改變我們對氣候行動的承諾。世界各地的變革步伐加快，凸顯我們加快向低碳經濟轉型的重要性。

本集團於報告期間進一步加強披露，各業務部門加強了針對各自市場的氣候變化風險及機遇的分析。

因應《巴黎協定》，香港政府發表了「香港氣候行動藍圖」，制定各項計劃和行動，訂下推展「零碳排放·綠色宜居·持續發展」的願景。政府已制訂中期目標，在二零三五年前把香港的碳排放總量由二零零五年水平減半。本集團瞭解氣候變化可能對我們的營運產生重大影響。

本集團實質上計劃響應各地政府的倡議，遵守各地政府的減排要求。我們力爭到二零二七年前減少排放2%，並確保本集團的溫室氣體排放於二零三零年符合各地要求。儘管報告範疇增加為本集團實現目標帶來挑戰，但我們一直密切跟蹤到二零二七年前實現目標的進展情況。我們的長期目標是到二零五零年前在香港地區及到二零六零年前在中國實現碳中和。我們致力於不斷提高能源效率，運用專業知識提高現場效率及保持高效的管理支持，以維護本集團的聲譽。

多年來，我們一直把握不同機遇拓展業務，加速轉型，使本集團對僱員及用戶更智能、更環保、更安全（例如自動化，以及利用數碼平台進行在線會議，以減少交通運輸中的碳足跡）。該等措施使我們的設施變得更加可持續，並履行我們對資源管理及環保的承諾。



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## 二零二三年環境、社會及管治報告

### Action on Climate Change

Action on climate change is embedded in the Group's business strategy with the Sustainable Development Policy, which reflects the governance and management processes of the Company. The index table below outlines where to find the core elements of how the Group responds to Stock Exchange recommendations on ESG (including climate-related issues).

### 氣候變化行動

有關氣候變化的行動已與可持續發展政策融入本集團的業務策略中，並反映在本公司的管治及管理流程中。以下索引表列示本集團如何回應聯交所有關環境、社會及管治建議（包括氣候相關議題）的核心要素。

#### Core element 核心要素

#### The Group's response 本集團的應對措施

#### Governance 管治

- Set up ESG Working Group with regular meetings
- 成立環境、社會及管治工作小組及定期舉行會議
- Integrate ESG topics (including climate-related issues) in corporate decision making
- 將環境、社會及管治議題（包括氣候相關議題）納入企業決策

#### Strategy 策略

- Understanding climate risks and identifying risks and opportunities in low-carbon transition
- 瞭解氣候風險及識別低碳轉型中的風險及機遇

#### Risk Management 風險管理

- ESG Working Group to identify and discuss ESG risks
- 環境、社會及管治工作小組識別及討論環境、社會及管治風險
- Preparing for the transition to a low-carbon economy
- 為向低碳經濟轉型作準備
- Preparing and setup measures to physical climate risks
- 準備及制定應對實質氣候風險的措施

#### Metrics and Targets 指標及目標

- Investing in transition enablers if possible
- 盡可能投資轉型推動者
- Creating value in the low-carbon transition if possible
- 盡可能在低碳轉型中創造價值

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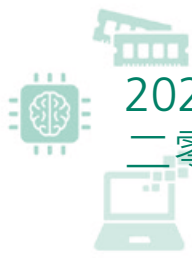
## 二零二三年環境、社會及管治報告



The Group has identified a series of climate-related risks and opportunities relevant to our assets and services which are significant to us. These transition and physical risks are discussed in the sections below.

本集團已識別出一系列與我們的資產及服務有關的氣候相關風險及機遇，對我們而言意義重大。該等過渡及實體風險在以下各節中討論。

	<b>Risks 風險</b>	<b>Opportunities 機遇</b>
<b>Short term (0-1 year) 短期 (0至1年)</b>	<ul style="list-style-type: none"> <li>Physical risks from extreme weather events</li> <li>來自極端天氣事件的實體風險</li> <li>Securing the skills and capability required to implement climate strategy</li> <li>取得實施氣候策略所需的技能及能力</li> </ul>	<ul style="list-style-type: none"> <li>Sourcing new environmentally friendly products and establish supply chains for customers, making contribution to decarbonisation</li> <li>為客戶採購新的環保產品並建立供應鏈，為脫碳作出貢獻</li> <li>Technologies to enhance the performance of operation and energy efficiency</li> <li>提高營運表現及能源效率的技術</li> </ul>
<b>Medium term (5 years) 中期 (5年)</b>	<ul style="list-style-type: none"> <li>Transition risks – Implementation of low-carbon policies for the operation</li> <li>過渡風險—就營運落實低碳政策</li> <li>Transition risks – Supply and demand for certain commodities, products and services may change as climate related risks and opportunities are increasingly taken into account</li> <li>過渡風險—隨著氣候相關風險及機遇日益受到關注，若干商品、產品及服務的供需可能會發生變化</li> </ul>	<ul style="list-style-type: none"> <li>Transitioning to low carbon economy market to meet government decarbonisation targets</li> <li>向低碳經濟市場轉型以實現政府脫碳目標</li> <li>Opportunities arising from transition enablers</li> <li>轉型推動者帶來的機遇</li> </ul>



# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告

### Risks 風險

### Opportunities 機遇

#### Medium term to long term (5+ years) 中長期 (5年以上)

- Transition risks – Potential new regulation and policies
- 過渡風險—潛在的新法規及政策
- Transition risks – Development and use of emerging technologies may increase the operational costs, and reduce the Groups' competitiveness
- 過渡風險—新興技術的開發及使用可能會增加營運成本，降低本集團的競爭力
- Transition risks – The Group's reputation may be impacted due to changing customer or community perceptions of said the Group's contribution to or detraction from the transition to a lower-carbon economy
- 過渡風險—由於客戶或社區就有關本集團對向低碳經濟轉型的貢獻或減損的認知發生變化，本集團的聲譽可能會受到影響
- Transition risks – The Group may not be able to keep up with the trend of digital transformation, which may impact the Group's business performance
- 過渡風險—本集團可能無法跟上數碼化轉型的趨勢，這可能會影響本集團的業務表現

- Transitioning to low carbon economy market to meet government decarbonisation targets
- 向低碳經濟市場轉型以實現政府脫碳目標
- Opportunities arising from transition enablers
- 轉型推動者帶來的機遇
- To work as a pioneer in the industry and build up the relevant reputations
- 成為行業先鋒並建立相關聲譽
- With the growth in demand of digital products and technologies, the Group's business facilitation will be enhanced
- 隨著對數碼產品和技術需求的增長，本集團的業務協調將得到提升

Physical climate risks have the potential to damage the integrity of the Group's assets or interrupt our service delivery to customers directly. The Group has already set up a number of measures in place to enhance the reliance of its operations, including contingency plan for extreme weather or emergency conditions.

實體氣候風險可能損害本集團資產的完整性或直接干擾我們向客戶提供的服務。本集團已制訂多項措施以加強其營運的可靠性，包括有關極端天氣或緊急情況的應變計劃。

Transition risks have the potential to increase the operational cost and legal risk due to change of policy, technology development, digitalisation, relevant risk affected to supply and demand, and reputation due to public perceptions. The Group has already identified the relevant risks and continue to monitor the market and policy updates. The Group has also planned to invest according to the market needs and has taken this as an opportunity for long term development.

基於政策變化、技術發展、數碼化、影響供需的相關風險以及公眾認知導致的聲譽，轉型風險有可能增加營運成本及法律風險。本集團已識別相關風險，並繼續監察市場及政策的最近趨勢。本集團亦已計劃根據市場需求進行投資，並已以此為契機進行長遠發展。

# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告

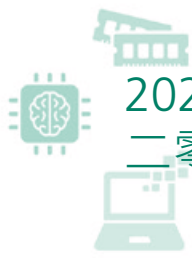


Over the years, a series of measures have been adopted to put in place along the Group's value chain helping the Company to be prepared for climate events. These measures are deployed for different geographies, taking into account the asset types, locations and relevancy. They are summarised in the table below:

多年來，我們已採取一系列措施以於本集團價值鏈上實行，幫助本公司因應氣候事件作準備。考慮到資產類型、位置及相關性，該等措施針對不同地區進行部署。茲概述於下表中：

Relevant part of the value chain 價值鏈的相關部分	Relevant measures 相關措施
<b>Supply chain</b> 供應鏈	Diversify materials supplies from multiple suppliers, sources and countries. 使來自多個供應商、來源及國家的材料供應多元化。
<b>Operation</b> 營運	<p>Monitor and inspect assets regularly: 定期監察及檢查資產：</p> <ul style="list-style-type: none"> <li>- Maintenance of a Contingency Plan for offices and warehouses facilities</li> <li>- 維持所有辦公室及倉庫設施的應急方案</li> </ul> <p>To address extreme heat and increased temperature: 應對極端高溫及溫度升高問題：</p> <ul style="list-style-type: none"> <li>- Maintain cooling equipment in good conditions to improve efficiency in long term</li> <li>- 保持冷卻設備處於良好狀態以長期提高效率</li> </ul> <p>To address the risk of water shortage and drought: 應對缺水及乾旱風險：</p> <ul style="list-style-type: none"> <li>- To maintain water tank(s) in facilities if possible</li> <li>- 盡可能維護設施中的儲水箱</li> <li>- Purchase drinking water with sufficient storage</li> <li>- 購買及儲存足夠的飲用水</li> </ul>
<b>Services</b> 服務	<p>To address flooding risks: 應對洪水風險：</p> <ul style="list-style-type: none"> <li>- Deploy anti-flooding measures suitable for the assets, including drainage systems, flood gates and flood barriers, if necessary</li> <li>- 如有必要，部署與資產相匹配的防洪措施，包括排水系統、防洪閘及防洪屏障</li> <li>- Establish a typhoon response protocol and coordinating system to ensure smooth execution of contingency plans</li> <li>- 建立颱風應變程序及協調機制，確保應急方案順利執行</li> <li>- Enhance the communication capacity of customer services, in particular post-incident customer communication</li> <li>- 提升客戶服務的溝通能力，特別是事後客戶溝通</li> </ul>





# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告

### *Investing Transition Enablers*

Investment in a broad range of transition enablers is required to transform the business to low-carbon economy. The Group will invest more resources to purchase Electric vehicles (EV) to replace the old fossil fuels vehicles in future when new purchases of vehicles are required for business use.

### *Our Path to 2050*

The Group is prepared to address the threats climate change poses both to our business and to the communities that we serve. We are determined to deliver on our purpose to provide safe, reliable, and affordable products and services for customers, and we are fully aware that our environmental responsibility has never been greater. Every one of us needs to play our part and together we can speed up the pace of low carbon transition and create a low-carbon world for our future.

### *投資於轉型推動者*

需要對廣泛的轉型推動者進行投資，以將業務轉型為低碳經濟。本集團未來將投入更多資源，以在需要購買新車輛作業務用途時購買電動汽車取代舊化石燃料汽車。

### *邁向二零五零年*

本集團已準備好應付氣候變化對我們的業務及我們所服務的社區構成的威脅。我們將堅決實現目標，為客戶提供安全、可靠及經濟上可承受的產品及服務，且我們充分意識到我們的環境責任從未如此重大。我們每個人都需要各司其職，合作加快低碳轉型的步伐，為我們的未來創造一個低碳世界。

# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告



### SOCIAL ASPECTS

The Group abided by all laws and regulations adopted in all sites of operations and has formulated the Employment and Labour Practices Policy Statement. The aim of the Employment and Labour Practices Policy Statement is to provide employees with a workplace that is free of discrimination and harassment as well as emphasises diversity, health and safety.

#### Employment and Labour Practices

##### Employment

The Group regards talents as a key to corporate success and sustainability. The Group stipulates in the Sustainable Development Policy and Employee Handbook that the Group will:

- Provide equal opportunities in employment, training and career development regardless of sex, nationality, marital status, disability and religious belief;
- Provide employees with internal guidelines in relation to equal opportunities, discrimination and harassment; and
- Create a diverse working environment within the Group.

##### Remuneration and Compensation

The Group's remuneration policy is built on the principle of equitability with incentive-based, performance oriented and market-competitive remuneration packages for its employees. The remuneration is determined based on the internal grading structure and with reference to the employee's educational or technical qualifications, experience and degree of responsibility pertinent to the job. Salary is reviewed and adjusted regularly based on salary surveys on the market, the performance of employee, growth potential, as well as the Group's overall business performance.

Besides, overtime compensation is offered to applicable employees, such as travelling allowance. Depending on the employees' performance, market conditions and profitability of the Group's business, we may issue an annual discretionary bonus to employees who are non-contractual in employment nature and who are fully discretionary.

##### Promotion

Employees are promoted on the basis of their performance in the current jobs and the extent to which they demonstrate the attributes required for the higher grade. Promotion assessment will be conducted by the Head of Department or Business Unit and the Head of Human Resources and Administration Department, and finally approved by the authorised Management.

### 社會層面

本集團恪守所有營運地點採納的所有法律及規例，並已制訂僱傭及勞工常規政策聲明。僱傭及勞工常規政策聲明旨在為員工提供並無歧視和騷擾的工作場所，並強調多元化、身心健康和安全。

#### 僱傭及勞工常規

##### 僱傭

本集團視人才為企業成功與可持續發展的關鍵。本集團在可持續發展政策及員工手冊中訂明，本集團將：

- 在僱傭、培訓和事業發展方面提供平等機會，不論性別、國籍、婚姻狀況、及宗教信仰如何；
- 為員工提供與平等機會、歧視和騷擾相關的內部指引；及
- 在本集團內創造多元化的工作環境。

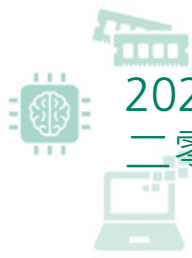
##### 薪酬及酬金

本集團的薪酬政策乃建基於公平原則，為其僱員提供以獎勵為基礎、表現為本及具市場競爭力的薪酬待遇。薪酬乃基於內部評級架構及參考員工的學歷或技術資格、經驗及就有關工作須承擔的責任而釐定。薪金定期根據市場上的薪金調查、員工的表現、增長潛力及本集團的整體業務表現予以檢討及調整。

此外，亦向部分適用的員工提供加班補償，例如出行津貼。根據員工的表現、市場狀況及本集團業務的盈利能力，我們可能向並非合約僱傭性質及全面酌情的僱員發放年度酌情花紅。

##### 晉升

僱員的晉升基於彼等於當前工作崗位的表現以及所展示才能與較高職級所需者的相符程度而定。晉升評估將由部門或業務單位的主管或人力資源及行政部主管負責進行，並由獲授權管理層作出最終審批。



# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告

### *Working Hours, Rest Periods*

The Group implements five-day work week for non-shift employees. Shift employees will work according to shift roster but will be entitled to a rest day per week. The Group's statutory holidays are entitled to employees, including public holidays, annual leave, sick leave, marriage leave, maternity leave, paternity leave, compassionate leave, birthday leave and jury leave.

### *Welfare and Other Benefits*

Employees after probation are eligible for joining the Group's medical scheme as well as the travel and personal accident insurance. Monthly contributions are made to Hong Kong staff's Mandatory Provident Fund retirement benefit scheme under the Mandatory Provident Fund Schemes Ordinance (Cap.485) of Hong Kong. In addition, the Company has adopted the Share Option Scheme and the Restricted Share Award Scheme as incentives or rewards for eligible participants for their contribution to the Group.

The Group abided by the employment laws and regulations that apply to its sites of operations, including but not limited to the Employment Ordinance (Cap. 57), the Employees' Compensation Ordinance (Cap. 282), the Minimum Wage Ordinance (Cap. 608), the Occupational Safety and Health Ordinance (Cap. 509) of Hong Kong and the Labour Law of the People's Republic of China (《中華人民共和國勞動法》). During the Reporting Period, there was no non-compliance with relevant laws and regulations that have a significant impact on the Group relating to compensation, dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

The Group has established a grievance mechanism to timely manage and respond to grievance and suggestions raised by employees. Employees who feel unjustly treated could write to their department head or supervisor requesting an interview or raise their concern on relevant subject through the reporting procedures under the whistleblowing policy adopted by the Company. In case of unsatisfaction, employees could bring their cases to the Management and the Head of Human Resources and Administrative Department for further investigation. Our management will carry out investigations and make final decision on the follow up actions to be taken on those cases.

To strengthen the bonding and relationship between the Group and our employees, we have organised a variety of employees' activities during the Reporting Period, such as employees' birthday parties, annual dinner, various holiday potlucks, other team building activities and granted special pay leave to certain employee. The Group has also offered festive treats such as mooncakes to our employees and has arranged early office closure on festive periods.

### *工作時數、假期*

本集團為非輪班制員工實施五天工作週。而輪班制員工則根據輪班執勤表工作，每週享有一天假期。員工享有本集團的法定假期，包括公眾假期、年假、病假、婚假、產假、侍產假、恩恤假、生日假及陪審假。

### *福利及其他待遇*

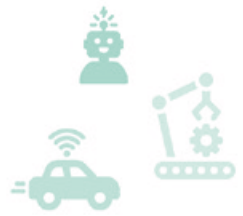
通過試用期的員工有資格加入本集團的醫療計劃以及差旅及個人意外保險。本公司根據香港《強制性公積金計劃條例》(第485章)，每月就香港員工的強制性公積金退休福利計劃作出供款。此外，本公司已採納購股權計劃及限制性股份獎勵計劃，作為對合資格參與者為本集團作出貢獻的獎勵。

本集團恪守適用於其營運地點的僱傭法律及規例，包括但不限於香港的《僱傭條例》(第57章)、《僱員補償條例》(第282章)、《最低工資條例》(第608章)、《職業安全及健康條例》(第509章)及《中華人民共和國勞動法》。於報告期間，在薪酬及解僱、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方面均無違反相關法律法規而會對本集團產生重大影響的不合規情況。

本集團建立申訴機制，適時管理和回應員工最近提出的申訴和建議。員工若受到不公平對待可以書面形式向部門負責人或主管要求會面，或根據本公司所採納的舉報政策下的報告程序對相關事宜表達關注。如員工不滿意，可向管理層、人力資源及行政部門主管報告彼等個案作進一步調查。我們的管理層將進行調查，並針對該等個案採取的後續行動作出最終決策。

為加強本集團與員工之間的聯繫和關係，我們在報告期間舉行各種員工活動，如員工生日派對、年度晚宴、各種節日聚餐和其他團隊建設活動，以及向若干僱員提供特別休假。本集團亦向員工派發月餅等節日禮物，並安排在節日期間提早關閉辦公室。

# 2023 Environmental, Social and Governance Report 二零二三年環境、社會及管治報告



Photos of 2023 Annual Dinner  
二零二三年年度晚宴照片

## Employment Profile

Our employment profile during the Reporting Period is as follows:

## 僱傭狀況

我們於報告期間的僱傭狀況如下：

<b>Workforce<sup>13</sup></b> <b>As at 31 December</b>	<b>員工<sup>13</sup></b> <b>截至十二月三十一日</b>	<b>2023</b> <b>二零二三年</b>	<b>2022</b> <b>二零二二年</b>
<b>By Gender</b>	<b>按性別劃分</b>		
Male	男性	<b>79</b>	80
Female	女性	<b>62</b>	64
<b>By Age Group</b>	<b>按年齡組別劃分</b>		
Below 30	30歲以下	<b>19</b>	24
30-50	30至50歲	<b>92</b>	101
Over 50	50歲以上	<b>30</b>	19
<b>By Employment Type</b>	<b>按僱傭類別劃分</b>		
Full time	全職	<b>134</b>	144
Part time	兼職	<b>7</b>	0
<b>By Geographical Region</b>	<b>按地理區域劃分</b>		
Hong Kong	香港	<b>33</b>	41
Mainland China	中國內地	<b>108</b>	103
Other Country or Region	其他國家或地區	<b>0</b>	0
<b>Total</b>	<b>總計</b>	<b>141</b>	144

<sup>13</sup> The total workforce of the Reporting Period included employees from the whole Group.

<sup>13</sup> 報告期間的員工總數包括整個集團的員工。



# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告

### Employee Turnover

The Group considers employees as one of the most valuable assets of the Group, the management team of the Group has continuous close monitoring on the turnover rate of employees and strives to maintain a low turnover rate by improving the welfare and fringe benefits of employees. During the Reporting Period, the employee turnover rate is as follows:

### 員工流失

本集團將員工視為本集團最有價值的資產之一，本集團的管理團隊持續密切監察員工流失率，致力透過改善員工福利及附帶福利，維持低流失率。於報告期間，員工流失率如下：

Turnover Rate <sup>14</sup> As at 31 December	流失率 <sup>14</sup> 截至十二月三十一日	2023 二零二三年	2022 二零二二年
<b>By Gender</b>	<b>按性別劃分</b>		
Male	男性	<b>31.6%</b>	12.5%
Female	女性	<b>11.3%</b>	20.3%
<b>By Age Group</b>	<b>按年齡組別劃分</b>		
Below 30	30歲以下	<b>36.8%</b>	29.2%
30-50	30至50歲	<b>23.9%</b>	12.9%
Over 50	50歲以上	<b>10.0%</b>	15.8%
<b>By Geographical Region</b>	<b>按地理區域劃分</b>		
Hong Kong	香港	<b>24.2%</b>	19.5%
Mainland China	中國內地	<b>22.2%</b>	14.6%
Other Country/Region	其他國家／地區	<b>0%</b>	0%
<b>Overall</b>	<b>整體</b>	<b>22.7%</b>	16.0%

### Health and Safety

To build a healthy and safe working environment, the Group has stated its commitment in the Employee Handbook and Sustainable Development Policy that it will:

- Formulate occupational health and safety measures to minimise the risk of employees being injured, infected, or exposed to occupational hazards in the workplace; and
- Prepare for emergencies to ensure that the Group can respond in a timely and effective manner.

### 健康和 safety

為營造健康安全的工作環境，本集團已在員工手冊及可持續發展政策中表明將致力：

- 制訂職業健康和安全措施，以盡量減少員工在工作場所受傷、受感染或面對職業危害的風險；及
- 為緊急情況做好準備，以確保本集團能夠及時有效地應對。

<sup>14</sup> Turnover rate represents the number of departures in the Reporting Period divided by the headcount at the end of the Reporting Period. The Group had a total of 32 employees departed during the Reporting Period.

<sup>14</sup> 流失率等同報告期間離職人數除以報告期末員工人數。於報告期間，本集團共有32名僱員離職。

# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告



To ensure adequate protection for employees against accidents, instructions are issued to departments on safety policies and procedures. Employees must follow the safety and health measures established by the Group in the Employee Handbook and Sustainable Development Policy. Every supervisor or department head is responsible for monitoring the compliance of the safety and health measures of their own department. The number and rate of work-related fatalities and lost days as a result of work-related injury cases are as follows:

為確保為員工提供足夠的保護避免發生意外，已向部門發佈有關安全政策和程序的指示。員工必須遵守本集團在員工手冊及可持續發展政策中制訂的安全和健康措施。主管或部門負責人負責監察其部門在安全和健康措施方面的遵守情況。因工傷案件造成的因工亡故人數及比率以及損失日數如下：

	2023 二零二三年	2022 二零二二年	2021 二零二一年
<b>Number of work-related fatalities</b> <b>因工亡故人數</b>	<b>0</b>	0	0
Rate of work-related fatalities 因工亡故比率	<b>0.00%</b>	0.00%	0.00%
<b>Number of work injuries</b> <b>工傷人數</b>	<b>0</b>	0	1
Lost days due to work injury 工傷導致損失日數	<b>0</b>	0	51

The Group abided by the relevant laws and regulations that apply to its sites of operations, including but not limited to the Occupational Safety and Health Ordinance (Cap. 509) of Hong Kong and the Law of the People's Republic of China on the Prevention and Control of Occupational Diseases (《中華人民共和國職業病防治法》). During the Reporting Period, there was no non-compliance with relevant laws and regulations that have a significant impact on the Group relating to providing a safe working environment and protecting employees from occupational hazards.

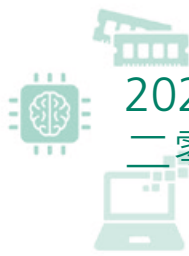
本集團恪守適用於其營運地點的相關法律及規例，包括但不限於香港的《職業安全及健康條例》(第509章)及《中華人民共和國職業病防治法》。於報告期間，在提供安全的工作環境和保護員工免受職業危害方面並無違反相關法律法規而會對本集團產生重大影響的不合規情況。

The Group has established announcements and advertisements related to occupational health and safety in the workplace. The Group has established preventive, contingency measures and has formed a Disease Prevention Response Unit to mitigate the risks of virus, such as COVID-19, from spreading in workplace. We will trace the pandemic situation continually and take immediate actions in response to the pandemic situation around the workplace.

本集團已訂明有關工作場所職業健康及安全的公告及廣告。本集團已制訂預防和應急措施，並已成立疾病預防應對小組，以減輕COVID-19等病毒在工作場所傳播的風險。我們將持續跟蹤疫情，並針對工作場所周圍的疫情狀況立即採取行動。

Looking ahead, the Group will continue to refine its occupational health and safety management system and organise occupational health training to improve the health awareness of employees.

展望未來，本集團將完善其職業健康安全管理体系，並組織職業健康培訓，以提高員工的健康意識。



# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告

### Development and Training

The Group values the employees' development and training and has stated in the Employee Handbook and Sustainable Development Policy that it will:

- Invest in the training and career development of employees;
- Provide adequate training opportunities to enhance the knowledge and skills required for employees to perform their job duties, such as enhancing their marketing skills and improving their product knowledge; and
- Continuously improve the employment system and create a positive environment for the career development of employees.

Below are the percentage of employees who have received training held by the Group during the Reporting Period:

Percentage of Employee Receiving Training <sup>15</sup>	員工接受培訓比率 <sup>15</sup>	2023 二零二三年	2022 二零二二年
<b>By Gender</b>	<b>按性別劃分</b>		
Male	男性	<b>70.9%</b>	72.5%
Female	女性	<b>75.8%</b>	73.4%
<b>By Employment Category</b>	<b>按僱傭類別劃分</b>		
Senior Management	高級管理層	<b>54.5%</b>	72.2%
Middle Management	中級管理層	<b>86.7%</b>	72.2%
General Staff	一般職員	<b>70.3%</b>	74.2%
<b>Overall</b>	<b>整體</b>	<b>73.0%</b>	72.9%

The Group had arranged a total of 521 training hours for the employees during the Reporting Period and the average training hours details are as follows:

Average Training Hours <sup>16</sup>	平均培訓時數 <sup>16</sup>	2023 二零二三年 (Hours/employee) (小時/僱員)	2022 二零二二年 (Hours/employee) (小時/僱員)
<b>By Gender</b>	<b>按性別劃分</b>		
Male	男性	<b>4.1</b>	1.7
Female	女性	<b>3.2</b>	1.2
<b>By Employment Category</b>	<b>按僱傭類別劃分</b>		
Senior Management	高級管理層	<b>4.8</b>	0.6
Middle Management	中級管理層	<b>5.6</b>	0.6
General Staff	一般職員	<b>2.2</b>	0.8
<b>Overall</b>	<b>整體</b>	<b>3.7</b>	1.5

### 發展及培訓

本集團重視員工的發展及培訓，並在員工手冊及可持續發展政策中表明其將：

- 投資於員工的培訓和事業發展；
- 提供足夠的培訓機會，以提升員工履行職務所需的知識和技能，如提升其營銷技巧及加強其產品認識；及
- 不斷完善僱傭體系，為員工的事業發展創造利好環境。

報告期間已接受本集團提供的培訓的員工百分比如下：

於報告期間，本集團共安排員工培訓521小時，平均培訓時數詳情如下：

<sup>15</sup> Percentage of trained employee represents the total number of employees received training during the Reporting Period divided by the total number of employees.

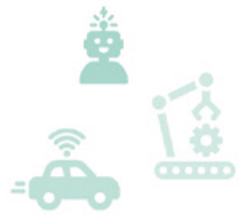
<sup>15</sup> 受訓員工比率等同報告期間接受培訓的員工總數除以員工總數。

<sup>16</sup> Average training hours represents the total training hours during the Reporting Period divided by the total number of employees.

<sup>16</sup> 平均培訓時數等同報告期間培訓總時數除以員工總數。

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The Group conducted technical product training as well as training on introduction of company operations, relevant laws and regulations (including the Listing Rules and the Securities and Futures Ordinance (Chapter 571 of the Laws of Hong Kong)), employees ethical guidelines, knowledge of products in the Group's business industry, and so on for eligible employees. To communicate with its employees about their career development and performance, management also held performance review with employees on an annual basis.

The Group has been building a system to assess the performance of employees annually. The Group will continue to review and update its development and training measures periodically.

### Labour Standards

The Group has formulated the Sustainable Development Policy and Employee Handbook and prohibits the use of child labour and forced labour. The Group undertakes timely communication with employees regarding overtime work arrangements. For example, if there is any need for regular overtime work, the Group will make forward planning and discussion with the relevant employees beforehand. Before hiring, various documents related to the age of applicants are checked to verify his/her age and identity to avoid child labour and forced labour. Despite the Group has already established a set of procedures to mitigate the risks of employing child labour or forced labour, we are also committed to establishing contingency measures to counter any cases of child labour or forced labour if such cases arise.

The Group abided by the relevant laws and regulations that apply to its sites of operations, including but not limited to the Employment Ordinance (Cap. 57) and the Labour Law of the People's Republic of China (《中華人民共和國勞動法》), Provisions on the Prohibition of Using Child Labour of PRC (中華人民共和國《禁止使用童工規定》). During the Reporting Period, there was no non-compliance with relevant laws and regulations that have a significant impact on the Group relating to child labour and forced labour.

The Group will continue to review the implementation of its Sustainable Development Policy and Employee Handbook regularly to ensure effective execution of its practices on prohibiting child labour and forced labour.

本集團為合資格員工進行技術產品培訓以及公司營運介紹、相關法律法規(包括上市規則及香港法例第571章證券及期貨條例)、員工道德指引、本集團業務行業的產品知識等培訓。為了與員工就其事業發展和表現進行溝通,管理層亦每年與僱員進行員工表現回顧。

本集團建立每年評估員工表現的系統。本集團將定期檢討及更新其發展及培訓措施。

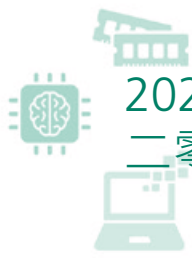
### 勞工準則

本集團制訂了可持續發展政策及員工手冊並禁止使用童工和強制勞工。本集團適時與員工進行加班安排的溝通。例如,倘若需要定期加班,本集團將事先制訂計劃並與相關員工討論。在招聘之前,檢查與求職者年齡相關的各種文件,以核實年齡和身份,以防童工和強制勞工。儘管本集團已制訂一套程序來減輕僱用童工或強制勞工的風險,但我們亦承諾制訂應急措施應對發生童工或強制勞工的任何情況。

本集團恪守適用於其營運地點的相關法律及規例,包括但不限於《僱傭條例》(第57章)及《中華人民共和國勞動法》、中華人民共和國《禁止使用童工規定》。於報告期間,並無與童工和強制勞工有關的違反相關法律法規而會對本集團產生重大影響的不合規情況。

本集團將繼續定期審視其可持續發展政策及員工手冊的實施情況,以確保有效執行其禁止童工和強制勞工的做法。





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## 二零二三年環境、社會及管治報告

### Operating Practices

The Group abided by laws and regulations that apply to all sites of operations and has formulated the Sustainable Development Policy in order to manage environmental and social risks in its daily operations.

### Supply Chain Management

The Group believes that proper management of supply chain is essential to a socially responsible company and is committed to the following as stipulated in the Sustainable Development Policy:

- Stringently select suppliers and review their performance regularly;
- Identify environmental and social risks along the supply chain and formulate corresponding measures; and
- Ensure continuous communication with suppliers and provide them with timely support.

When selecting and sourcing potential suppliers, the Group takes into account three main factors including (i) the environmental protection policies of the suppliers such as their capability to manage waste and pollution; (ii) the price and quality they offer to the Group which ensure that products are maintained at a satisfactory level; (iii) their compliance with labour policies such as prohibiting the use of child labour and offering equal job opportunities. The Group will prioritise suppliers who implement sustainable development policies and promote environmentally preferable products and services during the selection of new suppliers.

Below is the number of suppliers of the Group by geographical region:

Suppliers As at 31 December	供應商 截至十二月三十一日	2023 二零二三年	2022 二零二二年
<b>By Geographical Region</b>	<b>按地理區域劃分</b>		
Hong Kong	香港	64	60
Mainland China	中國內地	76	52
Other Country or Region	其他國家或地區	0	0
<b>Total</b>	<b>整體</b>	<b>140</b>	112

The Group has established a risk assessment procedure to identify environmental and social risks of suppliers and formulate a supplier code of practice that covers issues of environmental protection and community care. The Group will continuously review and improve related procedures. During the Reporting Period, our supply chain management practice had been applied to all suppliers engaged by the Group.

### 營運慣例

本集團恪守適用於所有營運地點的法律及規例，並制訂了可持續發展政策，以管理日常營運中的環境和社會風險。

### 供應鏈管理

本集團相信，對篤行社會責任的公司而言，妥善管理供應鏈至關重要，而本集團致力於以下訂明於可持續發展政策的各方面：

- 嚴選供應商並定期審查其表現；
- 識別供應鏈中的環境和社會風險並制訂相應措施；及
- 確保與供應商持續溝通，並為供應商提供適時的支持。

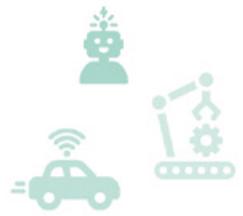
於選擇及物色潛在供應商時，本集團將考慮三個主要因素，包括(i)供應商的環保政策，例如他們管理廢物及污染的能力；(ii)提供予本集團的價格及質量能確保產品保持令人滿意的水平；(iii)其勞工政策合規，例如禁止兒童勞工及提供平等工作機會。本集團會在選擇新供應商時優先考慮實行可持續發展政策及推廣環保產品和服務的供應商。

以下是本集團按地理區域劃分的供應商數量：

本集團已建立風險評估程序，以識別供應商的環境及社會風險，並制訂涵蓋環境保護和關懷社區事宜的供應商行為守則。本集團將持續審視並改善相關程序。於報告期間，我們的供應鏈管理慣例已應用於本集團聘用的所有供應商。

# 2023 Environmental, Social and Governance Report

## 二零二三年環境、社會及管治報告



### Product Responsibility

The Group is principally engaged in the sales of electronic components, and has established the Sustainable Development Policy governing product responsibility and services and is committed to the following:

- Ensure the quality of our products safeguarding the health and safety of our clients;
- To fulfil the promotion and sales commitment regarding quality of our products;
- Protect clients' privacy when collecting, saving, using and sending personal information of clients;
- Formulate remedial measures and contingency plan when there is client information leakage in a timely and effective manner;
- Adopt adequate measures to maintain and protect the Group's intellectual property rights; and
- Ensure continuous communication with employees and clients regarding product responsibility.

The Group has developed internal quality monitoring standards to ensure our product safety. For instance, the goods supplied shall be subject to Restriction of the Use of Certain Hazardous Substances ("RoHS") compliant. Besides, the Group has implemented measures related to product return and customer privacy protection. The details are illustrated in the following sections. Issue related to advertising or labelling do not have a significant impact on the Group's operations.

The Group abided by the relevant laws and regulations that apply to its sites of operations, including but not limited to the Trade Descriptions Ordinance (Cap. 362) and Personal Data (Privacy) Ordinance (Cap. 486) of Hong Kong and the Product Quality Law of the People's Republic of China (《中華人民共和國產品質量法》), Advertising Law of the People's Republic of China (《中華人民共和國廣告法》), Law of the People's Republic of China on the Protection of Consumer Rights and Interests (《中華人民共和國消費者權益保護法》). During the Reporting Period, there was no non-compliance with relevant laws and regulations that have a significant impact on the Group relating to health and safety, advertising, labelling and privacy matters relating to products and services provided.

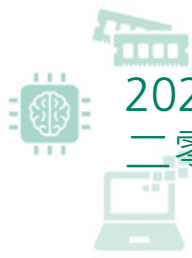
### 產品責任

本集團主要從事電子元件的銷售，並已制訂可持續發展政策規管產品責任及服務，並致力於以下各方面：

- 確保產品質素以保障客戶的健康和安全；
- 履行關於產品質量的推廣及銷售承諾；
- 在收集、保存、使用和發送客戶的個人資料時保護客戶的私隱；
- 制訂糾正措施及應急計劃以及時有效地應對客戶信息洩漏的情況；
- 採取適當措施維護和保障本集團的知識產權；及
- 確保與員工和客戶就產品責任進行持續溝通。

本集團已制訂內部品質監控標準，以確保產品安全。例如，供應貨品須遵守限制使用某些有害物質指令的規定。此外，本集團已實施與退貨及客戶私隱保障有關的措施。有關詳情於下文章節說明。與廣告或標籤有關的事宜不會對本集團的營運造成重大影響。

本集團恪守適用於其營運地點的相關法律及規例，包括但不限於香港的《商品說明條例》(第362章)及《個人資料(私隱)條例》(第486章)以及《中華人民共和國產品質量法》、《中華人民共和國廣告法》、《中華人民共和國消費者權益保護法》。於報告期間，並無與所提供產品和服務相關的健康和安全、廣告、標籤和私隱事宜的違反相關法律法規而會對本集團產生重大影響的不合規情況。



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## 二零二三年環境、社會及管治報告

### Quality Control and Management

The Group's commitment on quality assurance was stated in the Sustainable Development Policy. Upon the arrival of products to the Group, items are ascertained to be delivered in accordance with our purchase orders, namely the products type and quantity. Once the delivery is confirmed, our staff will conduct visual checks against the products to ensure that product quality is up to standard, followed by the conduct of performance testing on some storage system products.

Most products are packaged in vacuum sealed bags. In such circumstances, only visual inspections would be conducted on these products. Generally, opened or damaged packaging is not accepted by our customers. It is thus not feasible for the Group to conduct performance testing on these products prior to delivery. The product packaging must be intact to guarantee the authenticity of products and that products have never been tampered with.

In order to ensure that products meet the specified requirements and performance, the Group has formulated Regular Inspection Standards. The Group conducts product tests in sampling method regularly, in the aspects of packaging checking, electrical test, electromagnetic touch quality, bright dots, dark dots, and broken dots inspection. The passed and defective products will be labelled and arranged neatly according to respective inspection results.

The Group also has measures in place to protect products from being damaged during testing process. The Group's quality assurance technicians are required to wear anti-electrostatic clothing and shoes to prevent hardware components from being damaged or destroyed by electrostatic discharge during the testing. After the visual inspection, products would be repacked, pending delivery in accordance with the purchase orders issued by our customers.

### Product Return and Complaint Handling Policy

The type of complaint in our industry mainly arises from product return requests. The availability of warranties is subject to the decision of upstream manufacturers. When upstream manufacturers provide warranties to the Group, we would in turn, provide warranties to our customers. The Group would subsequently return defective products under warranty to the relevant upstream manufacturers for an exchange according to the Return Merchandise Authorisation<sup>17</sup> procedures as agreed with the upstream manufacturers. The related costs of return are borne by relevant upstream manufacturers as per relevant distribution agreements. It is believed that quality of the Group's products would be maintained and that no substantial costs shall be incurred by the Group even if we encounter product return circumstances.

<sup>17</sup> Return Merchandise Authorisation, one of the after-sales services that provides replacement or repair of defective components, given that the components are within the product's warranty period.

### 質量控制及管理

本集團對質量保證的承諾已在可持續發展政策中闡明。於產品送達至本集團後，將首先根據採購訂單（即產品的類型及數量）確認貨品是否交付。交付一經確認，員工對產品進行外觀檢查以確保產品質量符合標準，隨後對若干存儲系統產品進行性能測試。

大部分產品為真空密封袋包裝，於此情況下僅能為有關產品進行外觀檢查。一般而言，客戶不接受包裝開封或包裝受損，故本集團於交付前對該等產品進行性能測試並不可行。產品包裝必須完好無損，以確保產品貨真價實且產品未曾受損。

為確保產品符合規定的要求及性能，本集團已制定定期檢驗標準。本集團定期以抽樣方式對產品進行檢驗，包括包裝檢查、電氣測試、電磁觸摸質量、亮點、暗點及斷點檢查。合格品及不合格品將根據檢驗結果貼上標籤並擺放整齊。

本集團亦已採取措施保護產品於測試過程中免受損毀。本集團的質量鑒證技術員須穿戴防靜電服裝及鞋履，以防止測試過程中硬件元件遭靜電放電損毀或破壞。於外觀檢查後，產品將根據客戶發出的採購訂單重新包裝以待交付予客戶。

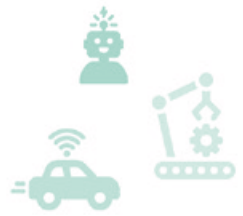
### 產品退貨及投訴處理政策

我們行業的投訴類型主要來自產品退貨請求。上游製造商決定是否提供保修。當上游製造商向本集團提供保修，我們亦可向客戶提供保修。本集團隨後將根據與上游製造商協議的退貨授權<sup>17</sup>程序向上游製造商退換保修期內的產品。相關退貨成本根據相關分銷協議將由相關上游製造商承擔。我們相信，本集團可維持優質產品，即使本集團遭遇退貨，亦不會產生大額成本。

<sup>17</sup> 退貨授權為一種售後服務，提供有缺陷元件的更換或維修，前提是零件在產品的保修期內。

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The Group has formulated the Return Material Authorisation (“RMA”) Operation Standard, which regulates the working process of RMA operation and the responsibilities of related operation units to ensure the efficiency and quality of RMA repairment, resulting in all the products repaired by RMA to be returned to customers as scheduled.

There was no product recall for safety and health reasons and complaint cases during the Reporting Period.

### *Intellectual Property Rights*

The Group respects intellectual properties and our brand “Apex Ace” is well known by the public. Given the importance of this brand to the business, the Group has already registered the trademark of our principal brand name “Apex Ace” in the PRC and in Hong Kong. In addition, the Group has 3 domain names which are material to the business, namely apexace.com, avt.com.hk and szzyp.com.cn for which the Group is the registered proprietor. The Group considers sales and marketing to be a significant component in our business operations. Its marketing efforts included advertising through website and media.

During the Reporting Period, the Group strictly abided by the Trade Marks Ordinance (Cap. 559) of Hong Kong and the Patent Law of the People’s Republic of China (《中華人民共和國專利法》), Trademark Law of the People’s Republic of China (《中華人民共和國商標法》). To the best of Directors’ knowledge, the Group did not encounter any significant impact relating to intellectual property, advertising and labelling on its operations. We will closely monitor the business environment to identify any significant risks in this area.

### *Customer Data Protection and Privacy*

As stipulated in our Sustainable Development Policy, the Group attaches great importance to the confidential information of the customers. To ensure the safety and privacy of client information, the Group will only collect client data for purposes permissible under the applicable law. Employees are required to sign Confidentiality, Non-disclosure and Non-competing Agreement, stipulating that the trade secrets and other confidential information shall not be revealed to any person, company or media.

Looking ahead, the Group will continue to pay attention to amendments of relevant laws and regulations in relation to product responsibility. This will enable the Group to take follow-up actions in due course.

本集團已制定退料授權(「RMA」)作業標準，規範了RMA作業流程及相關作業單位的職責，確保RMA維修的效率及質量，使所有經RMA維修的產品均能如期返還予客戶。

於報告期間，並無因安全與健康理由而進行的產品召回及投訴個案。

### *知識產權*

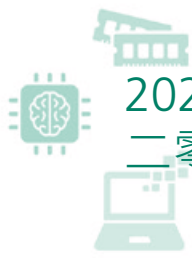
本集團尊重知識產權，我們的品牌「光麗科技」為公眾所熟知。鑑於該品牌對業務的重要性，本集團已在中國及香港註冊主要品牌名稱「光麗科技」的商標。此外，本集團擁有3個對業務而言屬重大的域名，即apexace.com、avt.com.hk及szzyp.com.cn，而本集團為註冊擁有人。本集團認為銷售及營銷是我們業務營運的重要組成部分。其營銷工作包括透過網站及媒體投放廣告。

於報告期間，本集團嚴格遵守香港的《商標條例》(第559章)及《中華人民共和國專利法》、《中華人民共和國商標法》。就董事所深知，本集團的營運並無受到與知識產權、廣告及標籤有關的任何重大影響。我們將密切關注商業環境，以識別該領域的任何重大風險。

### *客戶資料保障及私隱*

誠如我們的可持續發展政策所訂明，本集團非常重視客戶資料的保密。為確保客戶資料的安全及私隱，本集團將僅會根據適用法律允許的目的收集客戶數據。員工須簽署保密、不披露及不競爭協議，當中規定不得向任何人士、公司或媒體披露商業機密及其他保密資料。

展望未來，本集團將繼續關注產品責任相關法律及規例的修訂。此將讓本集團能夠在適當時候採取跟進行動。



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### Anti-corruption

The Group abided by the relevant laws and regulations that apply to its sites of operations, including but not limited to the Prevention of Bribery Ordinance (Cap. 201) in Hong Kong and the Criminal Law of the People's Republic of China (《中華人民共和國刑法》). The Group has established Anti-corruption Policy and takes a zero-tolerance approach towards all forms of bribery and corruption and is committed to observing and upholding high standards of business integrity, honesty, fairness, impartiality and transparency in all its business dealings at all times.

To maintain a fair, ethical and efficient business and working environment and prevent any form of corruption, the Group has established the Sustainable Development Policy, inserting relevant guidelines in the Employee Handbook as well as the Employees' Code of Conduct and is committed to the following:

- Nurture an anti-corruption atmosphere within the Group to improve employees' anti-corruption awareness;
- Ensure continuous communication with employees and clients with regard to anti-corruption policy and execution; and
- Adopt measures to prevent behaviours such as bribery, extortion, fraud and money laundering.

Employees are prohibited from accepting, solicit or offering gifts for business partners, such as customers and suppliers. As detailed in the Employee Handbook, the Group has specified the circumstances that allow its employees to accept and grant gifts. Employees must declare and obtain approval from management for cases that are deemed inevitable.

The Group has established Whistleblowing Policy. Employees are required to report to management through their department head or the Human Resources and Administration Department of incidents or suspected cases of corruption, theft, fraud and embezzlement. External party can report any concerns to the Chairman by email. The Group's management will conduct an investigation and report to the relevant authorities if necessary.

Anti-corruption training materials, such as the Group's internal policies for anti-corruption and relevant laws to be complied with, can be accessed any time by all levels of employees in the Group's internal server and the website of the Company. During the Reporting Period, all directors and staff attended the anti-corruption video training. The training content included business integrity and corruption prevention. Looking ahead, the Group would seek to provide more formal trainings in this respect for all its employees.

The Group has formulated a corruption risk assessment mechanism and has introduced terms related to anti-corruption in the employment contract. The Group will regularly review and update its anti-corruption policy and measures.

### 反貪污

本集團恪守適用於其營運地點的相關法律及規例，包括但不限於香港的《防止賄賂條例》（第201章）及《中華人民共和國刑法》。本集團已制定反貪污政策，對一切形式的賄賂及貪污行為採取零容忍態度，並承諾在所有業務往來中始終遵守及堅持商業誠信、誠實、公平、公正及透明的高標準。

為維持公平、合乎道德及有效率的業務及工作環境並且防止任何形式的貪污，本集團已制訂可持續發展政策，在員工手冊及員工行為守則加入相關指引，並致力於以下各方面：

- 培養本集團內部的反貪污風氣，提高員工的反貪污意識；
- 確保在反貪污政策和執行方面與員工及客戶持續溝通；及
- 採取措施防止賄賂、勒索、欺詐和洗黑錢等行徑。

禁止員工與商業夥伴（如客戶和供應商）之間的禮品收受、索取或餽贈。誠如員工手冊中所詳述，本集團已訂明允許員工接受和餽贈禮品的情况。對於被視為不可避免的情况，員工必須向管理層申報並獲得批准。

本集團已制定舉報政策。員工必須透過部門負責人或人力資源及行政部向管理層報告貪污、盜竊、欺詐及挪用公款事件或懷疑情况。外部人員可透過電郵向主席報告任何問題。本集團管理層將進行調查，並在必要時向有關當局報告。

所有員工可於任何時候於本集團的內聯網及本公司網站查閱反貪污培訓材料，例如本集團對反貪污的內部政策及需要遵守的相關法律。於報告期間，所有董事及員工均參加反貪污視頻培訓。培訓內容包括商業誠信及預防貪污。展望未來，本集團就此而言，將會為員工提供更多正式培訓。

本集團已制訂貪污風險評估機制，並已在僱傭合約中引入與反貪污相關的條款。本集團將定期審查和更新其反貪污政策和措施。

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During the Reporting Period, there was no non-compliance with relevant laws and regulations that have a significant impact on the Group relating to bribery, extortion, fraud and money laundering. No legal actions involving corrupt activities were brought against any members of the Group or our employees.

### Community

#### Community Investment

The Group has formulated the Sustainable Development Policy to fulfil its corporate responsibility and contribute to the community where it operates. The Group is committed to the following:

- Promote an inclusive corporate culture within the Group;
- Encourage and arrange employees to participate in voluntary services and charity activities; and
- Leverage its expertise to contribute to the community where it operates; and
- Strive to make donations and provide sponsorship to charity events or activities that can bring positive influence on the society.

The Group selects and approves volunteering and charity activities organised by external organisations. The Group encourages employees to participate in and organise their own volunteering and charity events and believes that they can add values to our employees and are conducive in strengthening the cohesion and harmony of the Group.

During the Reporting Period, the Group has contributed a total of HKD1,360 to support a charitable organisation Tung Wah Group of Hospitals by purchasing charity concert tickets. We are committed to bearing the social responsibilities and contributing to society by our resources. Looking ahead, the Group will continue to understand the needs of the communities in its sites of operations to determine the focus of contribution and we look forward to participating in more community services in future.

於報告期間，並無涉及賄賂、勒索、欺詐和洗黑錢的違反相關法律法規而會對本集團產生重大影響的不合規情況。本集團任何成員或我們的員工概無涉及貪污活動的法律行動。

### 社區

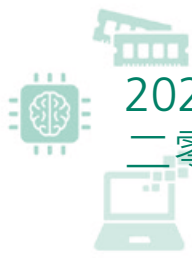
#### 社區投資

本集團已制訂可持續發展政策，以履行其企業責任，並為其經營所在社區作出貢獻。本集團致力於以下各方面：

- 在本集團內部推廣包容的企業文化；
- 鼓勵和安排員工參加義工服務和慈善活動；及
- 發揮其專業訣竅為其經營所在的社區作出貢獻；及
- 努力捐款並贊助可於社會產生積極影響的慈善活動。

本集團選擇和批准外界組織籌辦的義工和慈善活動。本集團鼓勵員工自行參與和籌辦義工和慈善活動，並相信員工能藉該等活動增值自我，以及有助加強本集團的凝聚力和和諧。

於報告期間，本集團以購買慈善音樂會門票的形式，捐獻合共港幣1,360元以支援慈善機構東華三院。我們致力於承擔社會責任，並透過我們的資源回饋社會。展望未來，集團將繼續瞭解其營運地點的社區所需，以確定作出貢獻的重點範疇。我們期待將來參與更多社區服務。



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## 二零二三年環境、社會及管治報告

### THE STOCK EXCHANGE “ESG GUIDE” CONTENT INDEX

### 聯交所「環境、社會及管治指引」內容索引

Subject Areas, Aspects, General Disclosures and Key Performance Indicators (“KPIs”) 主要範疇、層面、一般披露及關鍵績效指標（「關鍵績效指標」）	Explanation/ Reference Section 說明／參考章節
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#### Subject Area A. Environmental

#### 主要範疇A.環境

#### Aspect A1 Emissions

#### 層面A1排放

General Disclosure	Information on:	Environmental Aspects
	(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.	
	Note: Air emissions include NO <sub>x</sub> , SO <sub>x</sub> , and other pollutants regulated under national laws and regulations. Greenhouse gases include carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons and sulphur hexafluoride.	
一般披露	Hazardous wastes are those defined by national regulations. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害環境廢物的產生等的：	環境層面
	(a) 政策；及	
	(b) 遵守對發行人有重大影響的相關法律及規的資料。	
	附註： 廢氣排放包括氮氧化物、硫氧化物及其他受國家法律及規例規管的污染物。溫室氣體包括二氧化碳、甲烷、氧化亞氮、氫氟碳化合物、全氟化碳及六氟化硫。	
	有害廢物指國家規例所界定者。	
KPI A1.1	The types of emissions and respective emissions data.	Emissions
關鍵績效指標A1.1	排放物種類及相關排放數據。	排放
KPI A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Emissions – GHG Emissions
關鍵績效指標A1.2	直接（範圍一）及能源間接（範圍二）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）。	排放－溫室氣體排放
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Emissions – Waste
關鍵績效指標A1.3	所產生有害廢物總量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	排放－廢物

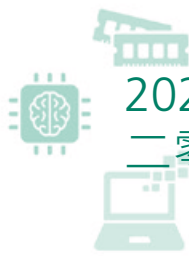
# 2023 Environmental, Social and Governance Report

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Subject Areas, Aspects, General Disclosures and Key Performance Indicators ("KPIs")		Explanation/Reference Section
主要範疇、層面、一般披露及關鍵績效指標 (「關鍵績效指標」)		說明／參考章節
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Emissions – Waste
關鍵績效指標A1.4	所產生無害廢物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	排放－廢物
KPI A1.5	Description of emission target(s) set and steps taken to achieve them.	Environmental Aspects
關鍵績效指標A1.5	描述所訂立的排放量目標及為達到有關目標所採取的步驟。	環境層面
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them.	Emissions – Waste
關鍵績效指標A1.6	描述處理有害及無害廢物的方法，及描述所訂立的減廢目標及為達到有關目標所採取的步驟。	排放－廢物
<b>Aspect A2 Use of Resources</b>		
<b>層面A2資源使用</b>		
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	Environmental Aspects
一般披露	Note: Resources may be used in production, in storage, transportation, in buildings, electronic equipment, etc. 有效使用資源(包括能源、水及其他原材料)的政策。	環境層面
KPI A2.1	附註：資源可用於生產、儲存、運輸、樓宇、電子設備等。 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).	Use of Resources – Energy Management
關鍵績效指標A2.1	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。	資源使用－能源管理
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	Use of Resources – Water Resources
關鍵績效指標A2.2	總耗水量及密度(如以每產量單位、每項設施計算)。	資源使用－能源管理
KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	Use of Resources – Energy Management
關鍵績效指標A2.3	描述所訂立的能源使用效益目標及為達到有關目標所採取的步驟。	資源使用－能源管理
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them.	Use of Resources – Water Resources
關鍵績效指標A2.4	描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到有關目標所採取的步驟。	資源使用－水資源
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	Use of Resources – Packaging Materials
關鍵績效指標A2.5	製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	資源使用－包裝材料





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### Aspect A3 The Environment and Natural Resources

#### 層面A3環境及天然資源

General Disclosure	Policies on minimising the issuer’s significant impact on the environment and natural resources.	
一般披露	減低發行人對環境及天然資源造成重大影響的政策。	
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	The Environment and Natural Resources
關鍵績效指標A3.1	描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	環境及天然資源

### Aspect A4 Climate Change

#### 層面A4氣候變化

General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	Climate Change
一般披露	識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	氣候變化
KPI A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them.	Climate Change
關鍵績效指標A4.1	描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	氣候變化

### Subject Area B. Social

#### 主要範疇B.社會

#### Employment and Labour Practices

#### 僱傭及勞工常規

### Aspect B1 Employment

#### 層面B1僱傭

General Disclosure	Information on:	Employment
	(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.	
一般披露	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的：	僱傭
	(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。	
KPI B1.1	Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region.	Employment – Employment Profile
關鍵績效指標B1.1	按性別、僱傭類型 (如全職或兼職)、年齡組別及地區劃分的僱員總數。	僱傭－僱傭狀況
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Employment – Employee Turnover
關鍵績效指標B1.2	按性別、年齡組別及地區劃分的僱員流失比率。	僱傭－員工流失

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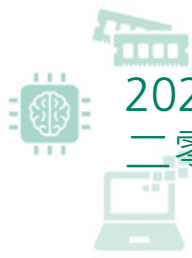


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### Aspect B2 Health and Safety

#### 層面B2健康和 safety

General Disclosure	Information on:	Health and Safety
	(a) the policies; and	
	(b) compliance with relevant laws and regulations that have a significant impact on the issuer	
一般披露	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：	健康和 safety
	(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。	
KPI B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the Reporting Year.	Health and Safety
關鍵績效指標B2.1	過去三年（包括報告年度）每年因工亡故的人數及比率。	健康和 safety
KPI B2.2	Lost days due to work injury.	Health and Safety
關鍵績效指標B2.2	因工傷損失工作日數。	健康和 safety
KPI B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored.	Health and Safety
關鍵績效指標B2.3	描述所採納的職業健康與安全措施，以及相關執行及監察方法。	健康和 safety
<b>Aspect B3 Development and Training</b>		
<b>層面B3發展及培訓</b>		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Development and Training
一般披露	Note: Training refers to vocational training. It may include internal and external courses paid by the employer. 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。	發展及培訓
KPI B3.1	附註：培訓指職業培訓，可包括由僱主付費的內外部課程。 The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Development and Training
關鍵績效指標B3.1	按性別及僱員類別（如高級管理層、中級管理層）劃分的受訓僱員百分比。	發展及培訓
KPI B3.2	The average training hours completed per employee by gender and employee category.	Development and Training
關鍵績效指標B3.2	按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	發展及培訓



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### Aspect B4 Labour Standards 層面B4勞工準則

General Disclosure	Information on:	Labour Standards
	(a) the policies; and	
	(b) compliance with relevant laws and regulations that have a significant impact on the issuer	

一般披露	relating to preventing child and forced labour. 有關防止童工或強制勞工的：	勞工準則
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	(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。	
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	Labour Standards

關鍵績效指標B4.1	描述檢討招聘慣例的措施以避免童工及強制勞工。	勞工準則
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	Labour Standards

關鍵績效指標B4.2	描述在發現違規情況時消除有關情況所採取的步驟。	勞工準則
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### Operating Practices 營運慣例

General Disclosure	Policies on managing environmental and social risks of the supply chain.	Operating Practices – Supply Chain Management
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一般披露	管理供應鏈的環境及社會風險政策。	營運慣例—供應鏈管理
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KPI B5.1	Number of suppliers by geographical region.	Operating Practices – Supply Chain Management
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關鍵績效指標B5.1	按地區劃分的供應商數目。	營運慣例—供應鏈管理
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KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored.	Operating Practices – Supply Chain Management
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關鍵績效指標B5.2	描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	營運慣例—供應鏈管理
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KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	Operating Practices – Supply Chain Management
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關鍵績效指標B5.3	描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	營運慣例—供應鏈管理
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KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	Operating Practices – Supply Chain Management
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關鍵績效指標B5.4	描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	營運慣例—供應鏈管理
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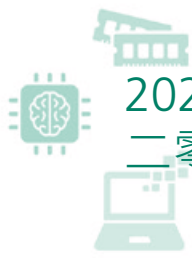
關鍵績效指標B5.4	描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	營運慣例—供應鏈管理
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<b>Aspect B6 Product Responsibility</b> <b>層面B6產品責任</b>		
General Disclosure	Information on:	Operating Practices – Product Responsibility
	(a) the policies; and	
	(b) compliance with relevant 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.	
一般披露	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的：	營運慣例－產品責任
	(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。	
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Operating Practices – Product Responsibility
關鍵績效指標B6.1	已售或已運送產品總數中因安全與健康理由而須回收的百分比。	營運慣例－產品責任
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	Operating Practices – Product Responsibility
關鍵績效指標B6.2	接獲關於產品及服務的投訴數目以及應對方法。	營運慣例－產品責任
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Operating Practices – Product Responsibility
關鍵績效指標B6.3	描述與維護及保障知識產權有關的慣例。	營運慣例－產品責任
KPI B6.4	Description of quality assurance process and recall procedures.	Operating Practices – Product Responsibility
關鍵績效指標B6.4	描述質量檢定過程及產品回收程序。	營運慣例－產品責任
KPI B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored.	Operating Practices – Product Responsibility
關鍵績效指標B6.5	描述消費者資料保障及私隱政策，以及相關執行及監察方法。	營運慣例－產品責任



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### Aspect B7 Anti-corruption

#### 層面B7反貪污

General Disclosure	Information on	Operating Practices – Anti-corruption
	(a) the policies; and	
	(b) compliance with relevant laws and regulations that have a significant impact on the issuer	
一般披露	relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的：	營運慣例—反貪污
	(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。	
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	Operating Practices – Anti-corruption
關鍵績效指標B7.1	於報告期間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。	營運慣例—反貪污
KPI B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.	Operating Practices – Anti-corruption
關鍵績效指標B7.2	描述防範措施及舉報程式，以及相關執行及監察方法。	營運慣例—反貪污
KPI B7.3	Description of anti-corruption training provided to directors and staff.	Operating Practices – Anti-corruption
關鍵績效指標B7.3	描述向董事及員工提供的反貪污培訓。	營運慣例—反貪污

### Community

#### 社區

### Aspect B8 Community Investment

#### 層面B8社區投資

General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities’ interests.	Community – Community Investment
一般披露	有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	社區—社區投資
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	Community – Community Investment
關鍵績效指標B8.1	專注貢獻範疇（如教育、環境事宜、勞工需求、健康、文化、體育）。	社區—社區投資
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	Community – Community Investment
關鍵績效指標B8.2	在專注範疇所動用資源（如金錢或時間）。	社區—社區投資

