



# INVESTECH HOLDINGS LIMITED 威訊控股有限公司

(Incorporated in the Cayman Islands and continued in Bermuda with limited liability)  
(於開曼群島註冊成立並於百慕達存續的有限公司)

Stock Code 股份代號: 1087

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

2024



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## MESSAGE FROM THE CHAIRMAN

In our pursuit of excellence, it is imperative that we not only focus on innovation and client satisfaction but also on environmental, social, and governance (ESG) factors. Sustainability is not merely a buzzword, it is a fundamental aspect of our corporate identity.

Our ESG report underscores our dedication to minimising our environmental footprint, fostering a diverse and inclusive workplace, and upholding the highest standards of corporate governance. By integrating sustainability principles into our operations, we are not only future-proofing our business but also contributing to a more sustainable world.

Our smart office software solutions – Virsical, a well-designed holistic facilities, resources and people wellness platform and ecosystem, is driven by a vision of leveraging green technology to strengthen communities and promote sustainable practices that benefit both enterprises and the environment. By utilising energy-efficient appliances, we aim to create workspaces that are not only functional but also environmentally responsible. This approach aligns with global sustainability goals and addresses the urgent need for businesses to reduce their carbon footprint. Looking ahead, we will continue to innovate and enhance our smart office solutions to create a sustainable future where technology and well-being progress together.

I would like to express my sincere gratitude to all our employees for their tireless commitment and passion as we collectively embark on this journey towards sustainability. Looking ahead, we will continue to embrace the corporate social responsibilities and to advance sustainable development for all.

**Chan Sek Keung, Ringo**  
*Chairman*

## 主席致辭

在追求卓越的過程中，我們不僅要專注於創新及客戶滿意度，亦須關注環境、社會及管治因素。可持續發展不僅是一個流行詞，更是我們企業身份的基本要素。

我們的環境、社會及管治報告強調我們致力於最大限度地降低環境足跡、建立多元化而具包容性的工作環境以及維護企業管治的最高標準。透過將可持續發展原則融入我們的營運，我們不僅為我們企業的未來發展奠定基礎，亦為打造更可持續發展的世界作出貢獻。

本集團的智能辦公軟件解決方案威思客為一個精心設計的整體設施、資源及人類健康平台及生態系統，由利用綠色科技的願景推動，以加強社群並促進可持續實踐，造福企業及環境。透過使用節能設備，我們致力於創造功能與環保兼具的工作空間。此舉與全球可持續發展目標一致，同時應對企業減少碳足跡的迫切需要。展望未來，我們將繼續創新及提升智能辦公解決方案，以創造技術與福祉共同進步的可持續未來。

本人衷心感謝我們全體僱員的不懈努力及熱忱，讓我們攜手踏上可持續發展的旅程。展望未來，我們將繼續肩負企業社會責任，致力推動整體可持續發展。

**主席**  
**陳錫強**



## ABOUT THIS REPORT

InvesTech Holdings Limited (the “Company”), along with its subsidiaries (referred to as the “Group” or “we”), is delighted to present its Environmental, Social, and Governance report (the “Report”). The Report provides a comprehensive overview of the Group’s management strategies and achievements in Environmental, Social, and Governance (“ESG”) aspects. Our goal with this Report is to highlight the Group’s steadfast commitment to steering the Company towards sustainability. This commitment is specifically aimed at addressing various challenges associated with ESG factors that may influence the Group’s management and operational functions.

## Reporting Standard and Principles

The Report is prepared in accordance with the “mandatory disclosure requirements” and “comply or explain” provisions of the Environmental, Social and Governance Reporting Guide (the “ESG Guide”) as set out in Appendix C2 to the Rules Governing the Listing of Securities of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”). Adhering to the principles of materiality, quantitative, balance, and consistency, the Report ensures a clear presentation of ESG issues relevant to stakeholders. The Corporate Governance aspect will be separately addressed in the “Corporate Governance Report” in the annual report of the Company for the year ended 31 December 2024 to be published by the end of April 2025 (the “Corporate Governance Report”). For easy reference to the ESG Guide, a comprehensive content index is provided in the final chapter of the Report.

## 關於本報告

威訊控股有限公司（「本公司」）連同其附屬公司（統稱「本集團」或「我們」）欣然發佈《環境、社會及管治報告》（「報告」）。本報告全面概述本集團於環境、社會及管治（「環境、社會及管治」）方面的管理策略及成就。本報告旨在強調本集團引領本公司邁向可持續發展的堅定承諾。該承諾乃為有針對性地應對可能影響本集團管理及營運的各種環境、社會及管治因素相關挑戰。

## 報告準則及原則

本報告按照香港聯合交易所有限公司（「聯交所」）證券上市規則附錄C2《環境、社會及管治報告指引》（「ESG指引」）中的「強制披露規定」及「不遵守就解釋」條文編製而成。報告秉承重要性、量化、平衡性及一致性的原則，確保清晰呈現與持份者有關的環境、社會及管治議題。企業管治事項則於本公司將於二零二五年四月底前刊發的截至二零二四年十二月三十一日止年度年報「企業管治報告」（「企業管治報告」）一節另行載述。為方便參閱ESG指引，完整內容索引附載於本報告最後一章。

## ABOUT THIS REPORT (continued)

### Reporting Standard and Principles (continued)

In line with the ESG Guide, the Report has applied the following principles:

## 關於本報告 (續)

### 報告準則及原則 (續)

與ESG指引的要求一致，本報告已採納以下原則：

Principles 原則	The Group's Response 本集團回應
Materiality 重要性	A materiality assessment was conducted to identify the key issues that are significant to the long-term sustainability of the Group. For further information, please refer to the section titled "Materiality Assessment." 已進行重要性評估，以識別對本集團長期可持續發展屬重大的關鍵議題。有關進一步資料，請參閱「重要性評估」一節。
Quantitative 量化	In accordance with Appendix C2 to the Rules Governing the Listing of Securities of the Stock Exchange ("the Listing Rules"), the Group meticulously prepares measurable Key Performance Indicators (KPIs) for the evaluation of performance. The quantitative data presented in this Report is supplemented by narratives, explanations, and pertinent comparisons, thus ensuring a consistent emphasis on quantitative information. All relevant environmental and social performance indicators in the Report are disclosed quantitatively, where feasible, in line with the ESG Guide. 根據聯交所證券上市規則（「上市規則」）附錄C2，本集團悉心編製可計量的關鍵績效指標關鍵績效指標，以對表現作出評估。本報告所提呈的量化數據會以敘述、說明及相關比較作為補充，以確保持續強調量化資料。於可行情況下，本報告所有相關的環境及社會績效指標均會依照ESG指引作出量化披露。
Balance 平衡性	The overall ESG performance outlined in this Report has been presented in an objective and impartial manner, thereby providing stakeholders with a well-rounded overview of the Group's activities. 本報告中概述的整體環境、社會及管治表現均以客觀公正的方式呈列，從而為持份者提供本集團活動的全面概覽。
Consistency 一致性	Unless otherwise stated, the reporting scope of the Group and the calculation methodologies used in the Report remain unchanged. For any changes in the scope of disclosure and calculation methodologies, proper disclosures and explanations will be provided if needed. 除非另有說明，本集團報告範圍及本報告中所使用的計算方法保持不變。就披露範圍及計算方法的任何變動而言，將提供適當披露及解釋（如需要）。

## Reporting Scope

The Report focuses on the ESG performance of the core business segment of the Group, which is the provision of network system integration including the provision of network infrastructure solutions, network professional services and smart office software solutions, and the network equipment rental business, during the period from 1 January 2024 to 31 December 2024 (the "Reporting Period"). The Report covers the offices in the People's Republic of China (the "PRC"), Hong Kong and Vietnam.

## 報告範圍

本報告聚焦本集團的核心業務分部，即提供網絡系統整合，包括提供網絡基礎建設解決方案、網絡專業服務及智能辦公軟件解決方案、以及網絡設備租賃業務於二零二四年一月一日至二零二四年十二月三十一日期間（「報告期間」）的環境、社會及管治方面的表現。本報告涵蓋中華人民共和國（「中國」）、香港和越南的辦事處。

## Feedback

The Group welcomes stakeholders' feedback on our ESG approach and sustainability performance. Please share your views and comments with us at: Room 02-03, 18/F, AIA Financial Centre, 712 Prince Edward Road East, San Po Kong, Kowloon, Hong Kong.

## 反饋

本集團歡迎持份者對我們的環境、社會及管治方針及可持續發展表現的反饋。請透過以下方式與我們分享 閣下的觀點及意見：香港九龍新蒲崗太子道東712號友邦九龍金融中心18樓02-03室。



## GOVERNANCE STRUCTURE

### Governance Structure for ESG Work

The Group is committed to integrating ESG factors into its operations, to create sustainable value for stakeholders, and fulfilling its responsibilities as a corporate citizen. The board of directors of the Company (the “Board”) is responsible for evaluating and addressing the Group’s ESG risks, ensuring the establishment of an effective ESG risk management framework, and maintaining a robust internal control system. The Board also oversees critical matters such as approving the Group’s development strategy, formulating and approving ESG-related policies, and periodically reviewing ESG performance to assess progress on related initiatives.

To further these efforts, we have established an ESG working group (the “Working Group”). The Working Group is tasked with assisting in the development, implementation, and review of the Group’s ESG vision, strategy, goals, and policies. Key responsibilities of the Working Group include:

- Assessing and identifying ESG-related risks and opportunities for the Group;
- Evaluating significant ESG issues and their prioritisation;
- Engaging with key stakeholders, and developing a stakeholder communication policy;
- Monitoring the Group’s performance against ESG-related targets and indicators;
- Ensuring the disclosure of relevant information in ESG reports.

Our overarching aim is to enhance the Group’s environmental performance by reducing greenhouse gas (“GHG”) emissions, improving energy efficiency, and minimising unnecessary waste disposal in day-to-day business activities. To achieve these objectives, the Group has implemented environmentally friendly policies supported by a comprehensive system for monitoring and tracking ESG performance to foster continuous improvement.

## 管治架構

### 環境、社會及管治工作的管治架構

本集團致力於將環境、社會及管治因素融入營運，為持份者創造可持續發展價值，並履行其作為企業公民的責任。本公司董事會（「董事會」）負責評估及處理本集團的環境、社會及管治風險，確保建立有效的環境、社會及管治風險管理框架，並維持健全的內部監控系統。董事會亦會監督重要事項，例如批准本集團的發展策略、制定及批准環境、社會及管治相關政策，以及定期檢討環境、社會及管治表現以評估相關舉措的進度。

為進一步推動該等工作，我們已成立環境、社會及管治工作小組（「工作小組」）。工作小組負責協助制定、執行及檢討本集團的環境、社會及管治願景、策略、目標及政策。工作小組的主要職責包括：

- 評估及識別本集團與環境、社會及管治相關的風險及機會；
- 評估重大環境、社會及管治議題及其優先次序；
- 與主要持份者溝通，並制定持份者溝通政策；
- 根據環境、社會及管治相關目標及指標監察本集團的表現；
- 確保環境、社會及管治報告披露相關資料。

本集團的總體目標為於日常業務營運中減少溫室氣體（「溫室氣體」）排放，提高能源效率及盡量減少不必要的廢物處理，提升本集團的環保表現。為達成該等目標，本集團已實施環保政策，並由一套全面的系統支援，以監測及跟蹤環境、社會及管治表現系統，從而作出持續改進。

## GOVERNANCE STRUCTURE (continued)

### Governance Structure for ESG Work (continued)

The Working Group is responsible for regularly updating the Group's management on ESG outcomes and KPIs. This ensures alignment with policy directives and reinforces the Group's commitment to its environmental philosophy.

### Stakeholder Engagement

The Group recognise the paramount important of maintaining a close connection with stakeholders in achieving sustainable development goals. Consequently, we employ diverse communication channel and platforms to engage with both internal and external stakeholders in order to understand their opinions and expectations. This going dialogue enables us to adapt our business practices and evaluate and enhance our sustainable development strategies.

## 管治架構 (續)

### 環境、社會及管治工作的管治架構 (續)

工作小組負責定期向本集團管理層匯報環境、社會及管治成果及關鍵績效指標的最新情況。這可確保本集團遵循政策方針，並加強其對其環保理念的承諾。

### 持份者參與

本集團深明與持份者保持密切聯繫對實現可持續發展目標的重要性。因此，我們採用多種溝通渠道及平台與內部及外部持份者進行溝通，從而了解彼等的意見及期望。該持續的對話使我們能夠調整業務常規，並評估及完善我們的可持續發展策略。

Stakeholders 持份者	Means of Communication 溝通途徑	Expectations 期望
Employees  僱員	<ul style="list-style-type: none"><li>Performance appraisals</li><li>Regular briefing</li><li>Training sessions including seminars and workshops</li><li>Meeting and discussion on work performance</li><li>Online platform</li><li>表現考核</li><li>定期簡報</li><li>培訓課程，包括研討會及工作坊</li><li>工作表現會議及討論</li><li>線上平台</li></ul>	<ul style="list-style-type: none"><li>Protection of employee interests</li><li>Occupational health and workplace safety</li><li>Career development opportunities</li><li>Employee's remuneration and welfare improvement</li><li>維護僱員利益</li><li>職業健康及工作場所安全</li><li>職業發展機會</li><li>改善僱員薪酬及福利</li></ul>
Customers  客戶	<ul style="list-style-type: none"><li>Complaint and feedback channels</li><li>Visits by customer relation personnel</li><li>Continuous direct communication</li><li>投訴及反饋渠道</li><li>客戶關係人員造訪</li><li>持續直接溝通</li></ul>	<ul style="list-style-type: none"><li>Safe and high-quality products and services</li><li>Meet the diversified customer needs</li><li>安全及高質素產品及服務</li><li>滿足客戶多元化需求</li></ul>
Suppliers  供應商	<ul style="list-style-type: none"><li>Supplier assessment system</li><li>Continuous direct communication</li><li>供應商評估系統</li><li>持續直接溝通</li></ul>	<ul style="list-style-type: none"><li>Transparent, fair, and equitable procurement processes</li><li>Compliance with contracts to achieve win-win situation with mutual benefits</li><li>Stable demand and common development</li><li>透明、公平及公正採購程序</li><li>信守合約，互利共贏</li><li>需求穩定，共同發展</li></ul>



## GOVERNANCE STRUCTURE (continued)

### Stakeholder Engagement (continued)

## 管治架構 (續)

### 持份者參與 (續)

Stakeholders 持份者	Means of Communication 溝通途徑	Expectations 期望
Shareholders and investors 股東及投資者	<ul style="list-style-type: none"> <li>General meetings</li> <li>Regular corporate publications including financial reports and results announcements</li> <li>Circulars and announcements</li> <li>Corporate website</li> <li>股東大會</li> <li>定期的企業出版刊物，包括財務報告及業績公告</li> <li>通函及公告</li> <li>公司網站</li> </ul>	<ul style="list-style-type: none"> <li>Operating results improvement</li> <li>Strong corporate governance</li> <li>Timely and complete information disclosure</li> <li>Sustainable return on investment</li> <li>經營業績提升</li> <li>穩固的企業管治</li> <li>適時及完整的信息披露</li> <li>可持續的投資回報</li> </ul>
Business partners 業務夥伴	<ul style="list-style-type: none"> <li>Meetings</li> <li>Visits</li> <li>會議</li> <li>造訪</li> </ul>	<ul style="list-style-type: none"> <li>Trust-based cooperation</li> <li>Anti-corruption</li> <li>Fair and just</li> <li>基於信任的合作</li> <li>反貪腐</li> <li>公平公正</li> </ul>
Regulatory authorities 監管機構	<ul style="list-style-type: none"> <li>Statutory filings and notification</li> <li>Ad-hoc enquiries</li> <li>Seminars</li> <li>E-mails</li> <li>法定申報及通知</li> <li>臨時查詢</li> <li>研討會</li> <li>電郵</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with laws and regulations and the Listing Rules</li> <li>Business integrity</li> <li>遵守法律法規及上市規則</li> <li>廉潔從業</li> </ul>
Community 社區	<ul style="list-style-type: none"> <li>Donations and voluntary activities</li> <li>Corporate website</li> <li>Social media</li> <li>Mailbox</li> <li>捐贈及志願活動</li> <li>公司網站</li> <li>社交媒體</li> <li>郵箱</li> </ul>	<ul style="list-style-type: none"> <li>Supporting public welfare activities</li> <li>Community environmental improvements</li> <li>Career opportunities</li> <li>支持公共福利活動</li> <li>改善社區環境</li> <li>職業機會</li> </ul>



## GOVERNANCE STRUCTURE (continued)

### Stakeholder Engagement (continued)

#### Materiality Assessment

Apart from the routine communication mentioned earlier, the Group leveraged previous assessment outcomes from its independent third-party ESG consultant during this Reporting Period, with indicators restated. This survey invited diverse stakeholders to evaluate the significance of various issues to the Group, helping to identify ESG issues of material importance and guiding the Group's subsequent actions.

The materiality assessment for the Reporting Period is mainly divided into the following three stages:

##### 1. Identify ESG issues

- The Group identified and reviewed 28 ESG issues most closely related to the Group's business. These issues were identified by reference to the requirements of the Stock Exchange and industry trends towards sustainable development to ensure that the issues identified adequately reflect the nature of the Group's business.

##### 2. Stakeholder Survey

- Internal and external stakeholders participated in an online questionnaire to express their concerns about various issues. The consultant conducted a quantitative analysis based on two parameters: stakeholder orientation toward the issues and the materiality of these issues to the Group's business operations and development. The results were presented in a matrix format, highlighting the most critical issues at both stakeholder and organisational levels. These prioritised issues form the focus of the Report's disclosures.

##### 3. Identify material issues

- The management of the Group has reviewed and identified 9 prioritised material issues to ensure the reasonableness, balance and completeness of the Report.

## 管治架構 (續)

### 持份者參與 (續)

#### 重要性評估

除上述常規溝通外，於本報告期間，本集團運用獨立第三方環境、社會及管治顧問先前的評估結果，並重列各項指標。該調查邀請不同的持份者評估多項議題對本集團的重要性，有助於識別具有重大意義的環境、社會及管治議題，並指導本集團的後續行動。

報告期間的重要性評估主要分為以下三個階段：

##### 1. 識別環境、社會及管治議題

- 本集團識別及檢視28項與本集團業務最密切的環境、社會及管治議題。這些議題乃透過參照聯交所要求以及行業對可持續發展的趨勢所得，確保識別出來的議題充分反映本集團的業務性質。

##### 2. 持份者調查

- 內部及外部持份者參與網上問卷調查，以表達彼等對各項議題的關注程度。顧問根據兩項參數進行量化分析：持份者對該等議題的取向和議題對本集團業務營運及發展的重要性。分析結果以矩陣形式呈列，並強調在持份者及組織層面中最關鍵的議題。該等優先排序的議題乃本報告的披露重點。

##### 3. 識別重要議題

- 本集團管理層已審閱並識別9項優先排序的重大議題，以確保本報告的合理性、平衡性及完整性。

## GOVERNANCE STRUCTURE (continued)

### Stakeholder Engagement (continued)

#### Materiality Assessment (continued)

List of ESG Issues

## 管治架構 (續)

### 持份者參與 (續)

#### 重要性評估 (續)

環境、社會及管治議題清單

Governance 管治		Environmental 環境		Caring for Employees 關懷僱員		Product Responsibility and Operation Practices 產品責任與營運常規		Community Contribution 社區貢獻	
1.	Corporate ESG management	3.	Air, GHG emission and control	8.	Employment compliance	16.	Supplier management	28.	Charitable donations and community activities
2.	Systemic risk management	4.	Efficient use of energy resources	9.	Employer-employee relations and communication with employees	17.	Environmental and social risks in supply chain		
		5.	Efficient use of water resources	10.	Attracting talent and retaining employees	18.	Green procurement		
		6.	Optimising non-hazardous waste consumption and recycling practices	11.	Equal-opportunity, diversity, anti-discrimination	19.	Product and service quality		
		7.	Climate change risk	12.	Employee benefits	20.	Product and customer safety and health (e.g. content compliance, truthfulness and reliability)		
				13.	Occupational health and safety	21.	Customer communication and satisfaction		
				14.	Employee training and development	22.	Protection of customer information and privacy		
				15.	Prevention of child and forced labour	23.	Complaint handling		
						24.	Intellectual property protection		
						25.	Research and development		
						26.	Advertising and label management		
						27.	Anti-corruption (including bribery, extortion, fraud and money laundering, etc.)		



## GOVERNANCE STRUCTURE (continued)

### Stakeholder Engagement (continued)

#### Materiality Assessment (continued)

List of ESG Issues

## 管治架構 (續)

### 持份者參與 (續)

#### 重要性評估 (續)

環境、社會及管治議題清單

Governance 管治	Environmental 環境	Caring for Employees 關懷僱員	Product Responsibility and Operation Practices 產品責任與營運常規	Community Contribution 社區貢獻
1. 企業環境、社會及管治管理	3. 空氣、溫室氣體排放及控制	8. 僱傭合規性	16. 供應商管理	28. 慈善捐贈與公益活動
2. 系統性風險管理	4. 有效使用能源資源	9. 僱傭關係及與僱員溝通	17. 供應鏈中的環境及社會風險	
	5. 有效使用水資源	10. 吸納人才及挽留僱員	18. 綠色採購	
	6. 優化無害廢棄物消耗及回收慣例	11. 平等機會、多元化、反歧視	19. 產品及服務品質	
	7. 氣候變化風險	12. 僱員福利	20. 產品與客戶的安全及健康 (例如內容合規、真實可靠)	
		13. 職業健康及安全	21. 客戶溝通及滿意度	
		14. 僱員培訓及發展	22. 保障客戶資料及私隱	
		15. 防止童工及強迫勞動	23. 投訴處理	
			24. 知識產權維護	
			25. 研究及開發	
			26. 廣告及標籤管理	
			27. 反貪腐 (包括賄賂、勒索、欺詐及洗黑錢等)	

## GOVERNANCE STRUCTURE (continued)

### Stakeholder Engagement (continued)

#### Materiality Assessment (continued)

During the Reporting Period, the results of our materiality analysis are shown in the following materiality matrix, of which the 9 issues in the upper right corner are the issues of greater concern to stakeholders and will be highlighted in the Report.

## 管治架構 (續)

### 持份者參與 (續)

#### 重要性評估 (續)

於報告期間，我們得出的重要性分析結果載於下列的重要性議題矩陣，當中右上角部分的9項議題為本次分析得出持份者較為關注的議題，將於本報告作重點披露。

#### Materiality Analysis Matrix of ESG Issues

#### 環境、社會及管治議題重要性分析矩陣





## GOVERNANCE STRUCTURE (continued)

### Materiality Assessment (continued)

## 管治架構 (續)

### 重要性評估 (續)

Ranking	Indicator	Identified Material Issues	Relevant Section
排名	指標	所識別的重要議題	相關章節
1	8	Employment compliance 僱傭合規性	Employment Right 僱傭權益
2	10	Attracting talent and retaining employees 吸納人才及挽留僱員	Employer-employee Relationship 僱主與僱員的關係
3	9	Employer-employee relations and communication with employees 僱傭關係及與僱員溝通	Employer-employee Relationship 僱主與僱員的關係
3	13	Occupational health and safety 職業健康及安全	Occupational Health and Safety 職業健康及安全
5	14	Employee training and development 僱員培訓及發展	Employee Trainings and Development 僱員培訓及發展
6	12	Employee benefits 僱員福利	Employee Trainings and Development 僱員培訓及發展
7	11	Equal-opportunity, diversity, anti-discrimination 平等機會、多元化、反歧視	Diversity and Equal Opportunity 多元化及平等機會
8	22	Protection of customer information and privacy 保障客戶資料及私隱	Privacy and Data Protection 私隱及資料保護
9	15	Prevention of child and forced labour 防止童工及強迫勞動	Employment Right 僱傭權益

The Group strives to review these material ESG issues from time to time to achieve continuous improvement and sustainable business development.

本集團致力不時審視該等重大環境、社會及管治議題，以實現持續改進及可持續業務發展。

## EMPLOYMENT AND LABOUR PRACTICES

### Employer-employee Relationship

The Group values its employees as its greatest assets and resources, recognising them as the driving force behind corporate growth. In line with this, the Group is committed to cultivating a fair, inclusive, and harmonious workplace that attracts and retains talented professionals in a competitive job market. This commitment is essential for sustaining the Group's competitiveness within the industry.

## 僱傭及勞工常規

### 僱主與僱員的關係

本集團將僱員視為最寶貴的資產及資源，並深知其為企業發展的驅動力。為此，本集團致力於培養公平、包容及和諧的工作環境，在競爭激烈的就業市場中吸引及留住優秀的專業人才。此舉對於維持本集團在行業內的競爭力至關重要。

## EMPLOYMENT AND LABOUR PRACTICES (continued)

### Employer-employee Relationship (continued)

To support these efforts, the Group has implemented a comprehensive Personnel Management System. This framework clearly defines the Group's human resources strategies, including training programs, performance evaluations, and the delineation of roles and responsibilities across regional departments. It also establishes robust communication channels for information exchange and feedback, ensuring systematic management of employee recruitment, remuneration, benefits, promotions, work schedules, and terminations.

Furthermore, the Group places a strong emphasis on employee development, offering extensive opportunities for career growth to empower its workforce and align individual aspirations with corporate objectives.

As of 31 December 2024, the Group has 323 employees. The demographics of the Group's workforce as of 31 December 2024 and 2023 are summarised below:

## 僱傭及勞工常規 (續)

### 僱主與僱員的關係 (續)

為此，本集團已實施全面的《人事管理制度》。該框架清楚界定本集團的人力資源策略，包括培訓計劃、表現評估，以及各區域部門的角色及職責劃分。其亦建立強大的資訊交流及反饋的溝通渠道，確保僱員的招聘、薪酬、福利、晉升、工作安排及離職有序管理。

此外，本集團非常重視僱員發展，提供廣泛的職業發展機會，以增強其僱員的能力，並使個人願望與企業目標保持一致。

截至二零二四年十二月三十一日，本集團共有323名僱員。截至二零二四年及二零二三年十二月三十一日，本集團僱員人數統計資料概述如下：

Number of Employees	僱員人數	2024 二零二四年	2023 二零二三年
<b>Total Number of Employees</b>	<b>僱員總數</b>	<b>323</b>	325
By Gender	按性別分類		
Male	男性	223	237
Female	女性	100	88
By Age Group	按年齡組別分類		
30 or below	30歲或以下	108	121
31-40	31歲至40歲	112	117
41-50	41歲至50歲	70	61
51 or above	51歲或以上	33	26
By Employment Type	按僱員類別分類		
Full-time	全職	316	320
Part-time	兼職	7	5
By Geographical Region	按地區分類		
Hong Kong	香港	64	58
The PRC	中國	253	261
Vietnam	越南	6	6



## EMPLOYMENT AND LABOUR PRACTICES (continued)

### Employer-employee Relationship (continued)

## 僱傭及勞工常規 (續)

### 僱主與僱員的關係 (續)

Employee Turnover Rate <sup>1</sup>	僱員流失率 <sup>1</sup>	2024 二零二四年	2023 二零二三年
<b>Overall Turnover Rate</b>	<b>整體流失率</b>	<b>14.86%</b>	28.62%
By Gender	按性別分類		
Male	男性	<b>17.49%</b>	33.33%
Female	女性	<b>9.00%</b>	15.91%
By Age Group	按年齡組別分類		
30 or below	30歲或以下	<b>9.26%</b>	31.40%
31-40	31歲至40歲	<b>20.54%</b>	27.35%
41-50	41歲至50歲	<b>11.43%</b>	31.15%
51 or above	51歲或以上	<b>21.21%</b>	19.05%
By Geographical Region	按地區分類		
Hong Kong	香港	<b>37.50%</b>	58.62%
The PRC	中國	<b>9.49%</b>	22.61%
Vietnam	越南	—	—

<sup>1</sup> The employee turnover rate is calculated by the number of employees at the end of the Reporting Period.

<sup>1</sup> 僱員流失率按報告期末的僱員人數計量。

### Employee Benefits

Our objective is to attract and retain top talent by fostering a supportive work environment that facilitates business growth. We provide competitive compensation packages aligned with current market standards and individual performance metrics. These packages encompass discretionary bonuses, annual leave, sick leave, maternity leave, medical schemes, mandatory provident funds, and a range of additional benefits. In addition to these offerings, we conduct regular monthly, quarterly, and annual performance appraisals to evaluate staff performance. Outstanding employees are recognised through internal promotions and salary increments, ensuring the ongoing competitiveness of our remuneration packages. The Group considers the appraisal process as an opportunity to engage with staff, addressing their concerns and needs. This process also enables us to assess employee competencies and identify their strengths and weaknesses, which will guide the development of future training programs.

### 僱員福利

我們的目標是透過營造有利於業務增長的工作環境，吸引並留住頂尖人才。我們提供與當前市場標準及個人表現指標一致的具有競爭力的薪酬組合。該等薪酬待遇包括酌情花紅、年假、病假、產假、醫療計劃、強制性公積金及一系列額外福利。除該等福利外，我們還會定期進行月度、季度及年度表現考核，以評估員工的表現。表現優秀的僱員將通過內部晉升及加薪獲得認可，以確保薪酬待遇的持續競爭力。本集團將考核過程視為與員工溝通、解決彼等關心的問題及需求的機會。這一過程亦使我們能夠評估僱員的能力，找出優點及缺點，為未來培訓計劃的發展提供指引。

## EMPLOYMENT AND LABOUR PRACTICES (continued)

### Diversity and Equal Opportunity

The Group places a high priority on workforce diversity as it enables us to attract the top-tier talent, incorporate a broader range of talents, and build more cohesive teams to deliver impactful results for our stakeholders. The Group actively cultivates a culture of equality, prohibiting any unfair treatment of employees based on factors such as sex, race, age, or religion. The Group's zero-tolerance attitude towards unfair discrimination also applies to recruitment, assessment and consultation procedures. The Personnel Management System emphasises that only the job skills of candidates will be taken into account during the recruitment process to ensure a fair and unbiased approach to candidate selection.

In addition, the Group acknowledges the importance of diversity in achieving strategic objectives and driving sustainable development. To this end, we have implemented a Board Diversity Policy, which considers various aspects of diversity in the composition of the Board. These aspects include gender, age, cultural and educational background, ethnicity, professional expertise, skills, knowledge, and length of service. An annual disclosure of the Board's composition, detailing dimensions such as gender, age, ethnicity, and tenure, will be included in the Corporate Governance Report.

During the Reporting Period, the Group has not received internal or external complaints regarding equal opportunities employment and have zero non-compliances concerning regulations such as the Sex Discrimination Ordinance, the Disability Discrimination Ordinance and Family Status Discrimination Ordinance.

## 僱傭及勞工常規 (續)

### 多元化及平等機會

本集團高度重視僱員多元化，因其使我們能吸引頂尖人才，廣納更多人才並建立更有凝聚力的團隊，為持份者帶來有影響力的結果。本集團積極培育平等文化，禁止基於性別、種族、年齡或宗教等因素而對僱員進行任何不公對待。本集團對不公平歧視持零容忍態度，亦適用於招聘、評估及諮詢程序。《人事管理制度》中強調招聘時只會考慮應聘人的工作技能，確保公平公正地篩選應聘人。

此外，本集團認同多元化對於實現戰略目標及推動可持續發展的重要性。為此，我們已實施董事會多元化政策，當中考慮到董事會組成多元化的各個方面。該等方面包括性別、年齡、文化及教育背景、種族、專長、技能、知識及服務年期。董事會組成（包括性別、年齡、種族及任期等詳情）將每年在企業管治報告內披露。

本集團於報告期間並無接獲有關平等就業機會的內部或外部投訴，亦沒有任何觸犯《性別歧視條例》、《殘疾歧視條例》及《家庭崗位歧視條例》的不合規事項。



## EMPLOYMENT AND LABOUR PRACTICES (continued)

### Employment Right

The Group maintains a strict policy prohibiting all forms of child labor and forced labor. As part of the recruitment process, the Group will conduct identity verification on job applicants to ensure compliance with age-related employment regulations. If any violations are detected, such as recruiting minors under the age of 16 or forced labour, employment will be terminated in accordance with the Personnel Management System.

The Group's staff handbook further reinforces this commitment by outlining clear expectations regarding professional ethics and personal conduct. Employees are strictly prohibited from engaging in any fraudulent activities, whether internal or external. The Group adheres rigorously to the laws and regulations of the PRC, Hong Kong, and Vietnam, including, but not limited to, The Labour Law of the People's Republic of China, the Labour Contract Law of the People's Republic of China, the Regulations on Prohibition of Child Labour, the Employment Ordinance of Hong Kong, and the Labour Law of Vietnam. These measures are designed to uphold and protect the legitimate rights and interests of employees.

During the Reporting Period, the Group has not identified any instances of non-compliance with laws and regulations concerning employment and labour standards.

### 僱傭及勞工常規 (續)

#### 僱傭權益

本集團維持嚴格的政策，禁止一切形式的童工及強制勞工。本集團在招聘過程中會對求職者進行身份核驗，以確保遵守與年齡相關的僱傭規例。如發現招收未滿16歲未成年人、強迫勞動等違法行為，依照《人事管理制度》的規定，予以終止聘用。

本集團的員工手冊透過概覽對職業道德及個人行為的明確期望，進一步加強了這一承諾。嚴禁僱員參與任何欺詐活動（無論是對內還是對外）。本集團嚴格遵守中國、香港及越南的法例與規條，包括但不限於《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《禁止使用童工規定》、《香港僱傭條例》及《越南勞動法》。該等措施旨在維護及保障僱員合法權益。

於報告期間，本集團並無發現任何不遵守有關僱傭及勞工準則的法律法規的情況。

## EMPLOYMENT AND LABOUR PRACTICES (continued)

### Occupational Health and Safety

The Group is committed to establishing a secure and pleasant work environment that fosters employee growth and organisational cohesion. To enhance holistic well-being and cultivate a positive workplace culture, we implemented a comprehensive calendar of cultural and team-building initiatives throughout the Reporting Period. These included seasonal celebrations like the Spring Festival Reunion Dinner and Christmas Gala that preserved cultural heritage while strengthening interpersonal bonds.

Our wellness programs featured women-centric initiatives such as International Women's Day gifts distribution and therapeutic neck massages. Creative engagements included traditional craft workshops like lacquer fan making during Moon Festival and dragon boat-themed children's gift campaigns that extended care to employees' families. Innovative gratitude cultivation activities stood out during Thanksgiving, featuring customised ribbon appreciation exchanges and collaborative phrase puzzle games, complemented by themed afternoon tea sessions. These multidimensional programs achieved dual objectives of stress relief and relationship building, ultimately enhancing employees' sense of belonging through shared cultural experiences and meaningful interactions.

To prioritise the well-being of our employees, the Personnel Management System specifies that the Group will enhance its commitment to employee health. This includes subsidising fitness activities for employees at the managerial level or above, as well as providing comprehensive medical insurance coverage and annual health check-ups.

We strictly follow laws and regulation about occupational health and safety, including but not limited to the Production Safety Law of the People's Republic of China, the Regulation on Work-Related Injury Insurances and the Occupational Safety and Health Ordinance.

During the Reporting Period, no safety incidents resulting in work-related injuries or fatalities occurred. Furthermore, the Group has not identified material non-compliance with relevant laws and regulations concerning workplace safety or the protection of employees from occupational hazards.

## 僱傭及勞工常規 (續)

### 職業健康及安全

本集團致力於建立一個安全、舒適的工作環境，促進僱員成長及組織凝聚力。為提升整體福祉及培養積極的工作場所文化，我們於整個報告期間實施全面的文化及團建活動。該等活動包括季節性慶祝活動，如春節團圓宴及聖誕聯歡晚會，不僅傳承了文化遺產，還增強了人際聯繫。

我們的健康計劃以女性為中心，例如國際婦女節禮品派發及頸部按摩療法。創意活動包括中秋節製作漆扇等傳統手工藝工作坊，以及以龍舟為主題的兒童禮品活動，將關懷延伸至僱員家庭。在感恩節期間，創新的感恩培養活動尤為突出，包括定製絲帶感謝交換及合作拼字遊戲，並搭配主題下午茶。該等多層面的計劃達到舒緩壓力及建立關係的雙重目標，通過共享文化體驗及有意義的互動，最終增強了僱員的歸屬感。

為優先考慮僱員的福祉，《人事管理制度》明確本集團將加強對僱員健康的承諾，包括為管理級或以上僱員的健身活動提供資助，以及提供全面的醫療保險和年度身體檢查。

我們嚴格遵守有關職業健康及安全相關法律及法規，包括但不限於《中華人民共和國安全生產法》、《工傷保險條例》及《職業安全及健康條例》。

於報告期間，並無發生任何導致出現工傷或死亡的安全事故。此外，本集團並無發現與工作場所安全及保護僱員免受職業危害相關的重大違規的行為。



## EMPLOYMENT AND LABOUR PRACTICES (continued)

### Occupational Health and Safety (continued)

The number of work-related fatalities and work injuries occurred in each of the past three years are as follows:

Work Injuries and Work-related Fatalities 工傷及因工死亡		2024 二零二四年	2023 二零二三年	2022 二零二二年
Number of lost days due to work injuries	因工傷損失的工作日數	—	—	—
Number of work injuries due to work	因工受傷人數	—	—	—
Number of work-related fatalities due to work	因工死亡人數	—	—	—

### Employee Trainings and Development

The Group regards talent as a critical asset and the foundation of the Group's long-term growth. The Group fully explores employees' potential and has established a system for cultivating their abilities. During the Reporting Period, the Group conducted targeted trainings on its products and services to foster the professional growth of its employees. The trainings we provided included but not limited to:

- Cisco NGFW and Security Workshop
- Applicable Business Matrix Training
- Best Practices for ESG Smart Office
- Third-party Integrated Service Optimisation Sharing
- Operation Training of New Cloud System

To support the onboarding process for new hires, the Group conducts specialised training for employees in sales, marketing, and customer service roles during their probationary period. These sessions focus on equipping them with essential skills and job-related knowledge. At the end of the probationary period, new recruits present their learnings to immediate supervisors and department heads, preparing them to effectively fulfil their responsibilities.

## 僱傭及勞工常規 (續)

### 職業健康及安全 (續)

於過去三年，每年發生的因工死亡及工傷人數如下：

Work Injuries and Work-related Fatalities 工傷及因工死亡		2024 二零二四年	2023 二零二三年	2022 二零二二年
Number of lost days due to work injuries	因工傷損失的工作日數	—	—	—
Number of work injuries due to work	因工受傷人數	—	—	—
Number of work-related fatalities due to work	因工死亡人數	—	—	—

### 僱員培訓及發展

本集團珍視人才為重要資產及本集團長期發展的基礎。本集團充分探索僱員潛力，並已建立系統培養其能力。於報告期間，本集團針對產品及服務進行有針對性的培訓，促進僱員的專業發展。我們提供的培訓包括但不限於以下：

- 思科防火牆與網絡安全研討會
- 適用的業務矩陣培訓
- 環境、社會及管治智慧辦公最佳實踐
- 第三方綜合服務優化分享
- 新雲端系統操作培訓

為支持新員工的入職程序，本集團在試用期內為銷售、營銷及客戶服務崗位的僱員進行專業培訓。該等課程重點培養彼等的基本技能及工作相關知識。在試用期結束時，新入職的員工會向直屬上司及部門主管展示彼等的學習成果，為有效履行職責作好準備。

## EMPLOYMENT AND LABOUR PRACTICES (continued)

### Employee Trainings and Development (continued)

Additionally, the Group promotes a culture of continuous learning by encouraging directors and employees to participate in relevant training courses and seminars. This initiative ensures that employees remain updated on the latest developments in laws, regulations, and industry trends, thereby enhancing their proficiency and alignment with the evolving business landscape.

The table below summarises training statistics recorded for the Reporting Period:

## 僱傭及勞工常規 (續)

### 僱員培訓及發展 (續)

此外，本集團倡導持續學習的文化，鼓勵董事及僱員出席相關培訓課程及座談會。該項舉措可確保僱員掌握最新的法律、法規及行業趨勢，從而提升彼等的能力，並與不斷演進的業務格局保持一致。

下表概述報告期間錄得培訓統計資料：

Percentage of Trained Employees	已接受培訓僱員百分比	2024 二零二四年	2023 二零二三年
<b>Overall Trained Employees Percentage<sup>2,3</sup></b>	<b>整體已接受培訓僱員百分比<sup>2,3</sup></b>	<b>72.14%</b>	78.46%
By Gender	按性別分類		
Male	男性	69.10%	74.90%
Female	女性	30.90%	25.10%
By Employee Category	按僱員類別分類		
Senior management	高級管理層	5.15%	10.20%
Middle management	中級管理層	9.87%	21.57%
General and technical staff	一般及技術員工	84.98%	68.24%
<b>Number of Average Training Hours per Employee</b>	<b>每名僱員平均培訓時數</b>		
Total Training Hours	總培訓時數	1,940	469
Overall Average Training Hours per Employee <sup>2,3</sup>	每名僱員整體平均培訓時數 <sup>2,3</sup>	6.01	1.44
By Gender	按性別分類		
Male	男性	6.29	1.17
Female	女性	5.38	2.18
By Employee Category	按僱員類別分類		
Senior management	高級管理層	8.32	2.96
Middle management	中級管理層	1.00	2.24
General and technical staff	一般及技術員工	6.56	1.09

<sup>2</sup> We made reference to the calculation method of social key performance indicators specified in the "How to prepare an ESG report" published by the Stock Exchange and calculated based on the number of employees at the end of the Reporting Period.

<sup>3</sup> Employee training data do not include employees who have left the Group during the Reporting Period.

<sup>2</sup> 我們參考聯交所刊發的《如何編備環境、社會及管治報告》中所訂明的社會關鍵績效指標計算方式，以報告期間末的僱員人數進行計算。

<sup>3</sup> 僱員培訓數據並不包括於報告期間已離職之僱員。



## ENVIRONMENTAL RESPONSIBILITIES

As a corporation specialising in software and information technology services, our primary resource usage is limited to electricity and water, resulting in relatively low consumption levels and minimal GHG emissions. Consequently, our business activities have minimal impact on the environment and natural resources. Nevertheless, the Group remains committed to minimising its environmental footprint. We actively promote green office practices, encouraging employees to conserve water and electricity in their daily routines to improve resource efficiency.

The Group strictly complies with relevant environmental regulations, including the Energy Conservation Law of the People's Republic of China, the Environmental Protection Law of the People's Republic of China, and the Hong Kong Waste Disposal Ordinance. During the Reporting Period, the Group has not identified any instances of non-compliance with environmental regulations or any associated fines or charges.

### Energy and GHG Emissions

The Group's primary emission sources include purchased electricity for daily office operations and GHG emissions resulting from the fuel used in the Group vehicles and during air travel. During the Reporting Period, we initiated several programs aimed at energy conservation to improve our energy efficiency. Below are the key measures we have implemented to reduce energy usage, all of which comply with the Guidelines for Environmental Protection in Offices:

- Use of electricity-efficient light bulbs.
- Maximisation of natural light utilisation.
- Strategically position lights based on requirements.
- Implementation of dimmers to adjust the lights whenever possible.
- Lighting devices and light bulbs would be kept clean to attain highest illumination efficiency.
- Turn off lights and air conditioners when they are not in use.
- Turn off all appliances when appropriate or set to the energy saving mode.

## 環境責任

作為一家專門從事軟件及資訊技術服務的企業，我們的主要資源使用不限於水電，因此消耗水平相對較低，溫室氣體排放量亦極少。因此，我們的業務活動對環境及自然資源影響極小。儘管如此，本集團仍致力於將環境足跡降至最低。我們積極推廣綠色辦公常規，鼓勵僱員於日常工作中節約用水用電，以提高資源效率。

本集團嚴格遵守《中華人民共和國節約能源法》、《中華人民共和國環境保護法》和香港《廢物處置條例》等相關環保法規。於報告期間，本集團並未發現任何不符合環保法規或任何相關的罰款或指控的情況。

### 能源及溫室氣體排放

本集團的主要排放源包括用於日常辦公營運的外購電力以及本集團車輛及航空差旅所使用的燃料所產生的溫室氣體排放。於報告期間，我們啟動多項旨在節約能源的計劃，以提高我們的能源效率。以下為我們為減少能源使用而實施的主要措施，所有措施均符合《辦公室環保工作指引》：

- 使用省電燈泡。
- 最大限度地利用自然光。
- 根據需求策略性安裝電燈。
- 盡可能使用光暗掣調校燈光。
- 保持燈光設備及燈泡潔淨以達致最高照明效益。
- 關閉未在使用的電燈及空調。
- 適時關閉所有電器，或設定為節能模式。

## ENVIRONMENTAL RESPONSIBILITIES (continued)

### Energy and GHG Emissions (continued)

These initiatives have not only reduced our environmental footprint but have also yielded tangible cost savings for the Group. Moving forward, we are committed to exploring innovative energy-saving strategies and continuously enhancing our energy management practices to promote further sustainability advancements.

### Waste Management

The Group recognises its operational characteristics, which do not contribute to hazardous waste generation in routine activities. Conversely, the main non-hazardous waste produced during our operations is office paper. In alignment with our commitment to sustainability, the Group is dedicated to fostering a paperless work environment that complements our environmental goals and business objectives. By embracing a paperless approach, we aim to minimise our ecological footprint, optimise the utilisation of physical space, enhance information sharing through IT networks, and streamline documentation processes.

Additionally, the Group actively involves employees in waste management practices and promotes recycling initiatives in the workplace. Furthermore, various measures have been implemented to reduce waste generation at the source. The key initiatives adopted in our offices are outlined below:

- Adopting an electronic office platform for information dissemination to reduce paper consumption.
- Majority of network printers are configured to default to double-sided printing as the standard setting.
- Carefully consider the required number of copies before photocopying to prevent excess printing.
- Providing boxes or trays beside copiers to collect single-sided paper for reuse and double-sided paper for recycling.
- Encouraging employees to utilise both sides of the paper. Envelopes and loose minute jackets are reused, and the backs of expired paper pads are repurposed for drafting or printing.
- Sorting wastes before disposal to facilitate recycling.
- Repairing electricity appliances to extend their service lifespan.

Through these comprehensive initiatives, we are not only minimising our environmental impact but also fostering a culture of sustainability and responsible resource management across our organisation.

## 環境責任 (續)

### 能源及溫室氣體排放 (續)

該等舉措不僅減低我們的環境足跡，亦為本集團帶來切實的成本節約。展望未來，我們致力於探索創新的節能策略，並持續強化我們的能源管理常規，以促進進一步的可持續發展。

### 廢物管理

本集團深明其營運特色，在日常活動中不會產生有害廢棄物。反之，辦公用紙為本集團營運中產生的主要無害廢棄物。為與我們對可持續發展的承諾保持一致，本集團致力於營造無紙化工作環境，以配合我們的環保目標及業務目標。通過採用無紙化方針，我們旨在最大限度地減少生態足跡、優化物理空間，通過資訊科技網絡促進資訊共享，及精簡文件處理流程。

此外，本集團積極鼓勵僱員參與棄置物管理實踐，並於工作場所推廣回收舉措。此外，本集團亦實施各種措施，從源頭減少廢物的產生。我們的辦公室所採取的主要措施概述如下：

- 採納電子辦公平台作資訊傳播以減少紙張消耗。
- 將大部分網絡打印機調校至雙面打印的標準設置。
- 影印前仔細考慮清楚需要複印本的數量防止多印。
- 在複印機旁放置盒或盤，分別收集單面紙以供再用及兩面用過的紙張以供循環再造。
- 鼓勵僱員使用紙張兩面。循環再用信封及活頁紀錄紙夾，並使用過期的信紙簿背面以作草稿或打印之用。
- 在棄置廢物前，將廢物分類，方便循環再造。
- 維修電子設備以延長其服務期。

透過該等全面舉措，我們不僅將對環境的影響降至最低，還在整個組織中營造一種可持續發展及負責任的資源管理文化。



## ENVIRONMENTAL RESPONSIBILITIES (continued)

### Water Consumption

The primary source of water consumption within our operations is domestic water usage in our office, resulting in relatively low water usage. However, the water consumption data is unavailable as the Group's local offices do not have independent water meters to track internal consumption. Despite this limitation, the Group remains committed to promoting water conservation practices among our employees. We actively urge our employees to be mindful of water usage in the office environment and to adopt water-saving habits. The Group has purchased tap water for its water supply needs, and there was no supply disruptions reported during the Reporting Period.

### Smart Office Software Solutions

We have developed a series of "Smart Office Software Solutions", specifically designed for digital offices, buildings and parks. These innovative solutions revolutionise office resource management by harnessing the power of big data and Internet of Things (IoT) technology, thereby improving resource efficiency and enhancing the productivity of office users. Key components of our Smart Office Software Solutions focus on environmental sustainability:

#### Smart Workspace

- An automated platform powered by IoT technology to help customers manage both fixed and mobile workspaces, thereby improving energy efficiency and reducing rental costs.
- Comprehensive statistical and usage reports, allowing customers to optimise office capacity and increase workstation utilisation.

#### Smart Signage Management

- Real-time display of office lighting, air quality, water and electricity consumption, health status and other information to help customers formulating energy-saving strategies and managing energy usage more efficiently.

## 環境責任 (續)

### 用水

我們營運過程中的主要用水來源為辦公室的生活用水，因此用水量相對較低。然而，由於本集團各地辦公室並無獨立水錶記錄內部消耗，因此並無用水量數據。儘管存在該限制，本集團仍致力於在僱員中推廣節約用水的做法。我們積極敦促僱員注意辦公環境的用水狀況，養成節水習慣。本集團已購買自來水以滿足其供水需要，於報告期間並無供水中斷的問題。

### 智能辦公軟件解決方案

我們專門圍繞數位化辦公室、樓宇及園區發展了一系列「智能辦公軟件解決方案」。該等創新的解決方案利用大數據及物聯網技術優化辦公室資源管理，從而提升資源使用的效率及提高辦公室使用者的生產力。我們的智能辦公軟件解決方案的主要組成部分著重於環境的可持續發展：

#### 智能工作空間

- 由物聯網技術驅動的自動化平台，協助客戶管理固定座位和移動工作空間，從而提升能源效率及降低租賃成本。
- 完整的統計報表和使用報告，讓客戶優化辦公空間容量及提高工作空間使用率。

#### 智能空間管理

- 實時顯示辦公室光線照明、空氣品質、水電能耗、健康狀態等資料，從而幫助客戶制定節能策略並實現更高效的能源管理。

## ENVIRONMENTAL RESPONSIBILITIES (continued)

### Combating Climate Change

Climate change stands as one of the most significant global challenges confronting society today, necessitating urgent action to safeguard both our environment and communities. In response, we have established an ESG working group to monitor the Group's GHG emissions and propelling impactful green initiatives aimed at emission reduction.

Recognising the potential climate-related risks that could impact our operations, we strive to enhance our responsiveness and adaptability. The following are the identified risks along with our proactive measures:

Type of risks 風險種類	Example of the risks 風險例子	Responsive measures 反應措施
Acute physical risks 急性實質風險	<ul style="list-style-type: none"><li>Flooding 洪水</li><li>Typhoon 颱風</li><li>Storms 風暴</li></ul>	<p>The Group has implemented the work arrangements of extreme weather conditions such as black rainstorm warning, flooding and typhoon signal No. 8.</p> <p>本集團已實施於黑色暴雨警告、洪水及8號颱風信號等極端天氣情況的工作安排。</p>
Chronic physical risks 長期性實質風險	<ul style="list-style-type: none"><li>Sustained high temperature 持續高溫</li></ul>	<p>The Group has adopted energy conservation measures in managing such risk, for details please refer to the subsection of "Energy and Greenhouse Gas Emissions".</p> <p>本集團已採納節能措施以管理相關風險，詳情請見「能源及溫室氣體排放」一節。</p>
Transition risks 過渡風險	<ul style="list-style-type: none"><li>Change in environmental-related regulations 環境相關法規變動</li><li>Shifts in customer preferences 客戶偏好轉變</li></ul>	<p>The Group diligently monitors the evolving regulatory landscape to ensure our products and services remain aligned with the expectations of both our customers and regulators.</p> <p>本集團致力於監察不斷演進的法規環境，以確保我們的產品及服務符合客戶及監管機構的期望。</p>

Although these risks mentioned above may not have significant impact on the Group's operations, we are committed to closely monitor the developments in both local and international policies and regulations. By identifying and evaluating the likelihood and potential impact of these climate-related risks, we are bolstering the Group's resilience, ensuring sustainable business growth, and safeguarding our future operations.

## 環境責任 (續)

### 應對氣候變化

氣候變化是當今社會面臨最大的全球挑戰之一，必須採取緊急行動來保護我們的環境及社區。為此，我們已成立環境、社會及管治工作小組，以監測本集團的溫室氣體排放，並推動有影響力的綠色措施以減少排放。

意識到與氣候相關的潛在風險可能會影響我們的營運，我們努力提高應變能力及適應能力。以下為已識別風險以及我們的積極措施：

儘管該等風險對本集團營運可能並無重大影響，我們致力於密切關注本地及國際政策法規的發展變化。透過識別及評估該等氣候相關風險的可能性及潛在影響，我們正加強本集團的應變能力，並確保可持續業務增長及保障我們的未來營運。



## ENVIRONMENTAL RESPONSIBILITIES (continued)

### Environmental Performance Data Overview<sup>4</sup>

## 環境責任 (續)

### 環境表現數據概覽<sup>4</sup>

Key Environmental Indicators	關鍵環境指標	Unit	單位	2024 二零二四年	2023 二零二三年
<b>GHG Emissions<sup>5,6</sup></b>	<b>溫室氣體排放<sup>5,6</sup></b>				
Scope 1 – Direct emissions <sup>7</sup> Mobile combustion and fugitive emission	範圍一—直接排放 <sup>7</sup> 移動燃燒及無組織排放	tCO <sub>2</sub> e (tonnes of CO <sub>2</sub> equivalent)	噸二氧化碳當量	4.64	1.08
Scope 2 – Indirect emissions Purchased electricity	範圍二—間接排放 外購電力	tCO <sub>2</sub> e	噸二氧化碳當量	125.11	108.24
Scope 3 – Other indirect emissions <sup>8</sup> Business air travel	範圍三—其他間接排放 <sup>8</sup> 業務航空差旅	tCO <sub>2</sub> e	噸二氧化碳當量	26.62	12.94
Total GHG Emissions	溫室氣體總排放量	tCO <sub>2</sub> e	噸二氧化碳當量	156.37	122.27
GHG Emissions Intensity of Office Floor Area	辦公室樓面面積之溫室氣體排放密度	tCO <sub>2</sub> e/m <sup>2</sup>	噸二氧化碳當量／平方米	0.04	0.02
<b>Air Pollutant Emissions<sup>7</sup></b>	<b>空氣污染物排放<sup>7</sup></b>				
Nitrogen Oxides (NO <sub>x</sub> )	氮氧化物(NO <sub>x</sub> )	gram	克	1,977.08	272.95
Sulphur Oxides (SO <sub>x</sub> )	硫氧化物(SO <sub>x</sub> )	gram	克	25.55	5.97
Particulate Matter (PM)	懸浮顆粒物(PM)	gram	克	145.57	20.10
<b>Energy Consumption</b>	<b>能源消耗</b>				
Unleaded petrol	無鉛汽油	MWh	兆瓦時	16.84	3.93
Purchased electricity	外購電力	MWh	兆瓦時	232.89	214.74
Total Energy Consumption	能源總消耗量	MWh	兆瓦時	249.73	218.68
Energy Consumption Intensity of Office Floor Area	辦公室樓面面積之能源消耗密度	MWh/m <sup>2</sup>	兆瓦時／平方米	0.07	0.04
<b>Non-hazardous Wastes</b>	<b>無害廢棄物</b>				
Total Non-hazardous Wastes Generation	無害廢物總量	Tonnes	噸	0.11	0.70
Non-hazardous Wastes Generation Intensity of Office Floor Area	辦公室樓面面積之無害廢物密度	kg/m <sup>2</sup>	公斤／平方米	0.032	0.13

<sup>4</sup> The data covers only environmental data known to the subsidiaries controlled by the Group. In 2024 and 2023, the environmental data included offices in Hong Kong, Shanghai, Beijing, Xi'an, Guangzhou, Chengdu, and Shenzhen.

<sup>5</sup> In accordance with Greenhouse Gas Protocol, a Corporate Accounting and Reporting Standard (Revised), published by the World Resources Institute and the World Business Council for Sustainable Development, Scope 1 direct emissions covered GHG emissions directly from operations owned or controlled by the Group, while Scope 2 indirect emissions covered GHG emissions from "indirect energy" resulting from the Group's internal consumption of (purchased or acquired) electricity. Scope 3 other indirect emissions included GHG emissions from commercial air travelling.

<sup>6</sup> The emission factors we use were based on the latest version of the "How to prepare an ESG report – Appendix 2: Reporting Guidance on Environmental KPIs" published by the Stock Exchange and the emission factor published by the electricity provider (CLP 2023 Sustainability Report).

<sup>7</sup> The increase in mobile combustion and fugitive emissions is attributable to the accelerated corporate expansion and amplified operational activities after the pandemic.

<sup>8</sup> The upward trajectory in business air travel emissions is principally driven by structural shifts in operational geography, specifically: (1) accelerated cross-regional collaboration demands stemming from decentralised client engagements and new market penetration strategies; (2) projects require in-person technical support in various phases.

<sup>4</sup> 有關數據僅涵蓋由本集團控制的附屬公司所知悉的環境數據。於二零二四年及二零二三年，環境數據包括香港、上海、北京、西安、廣州、成都及深圳的辦事處。

<sup>5</sup> 根據由世界企業永續發展協會及世界資源研究所發行的溫室氣體盤查議定書企業會計與報告標則(修訂版)，範圍一直接排放涵蓋本集團擁有或控制的業務直接產生的溫室氣體排放，而範圍二間接排放則涵蓋來自本集團內部消耗(購回來的或取得的)電力所引致的「間接能源」溫室氣體排放。範圍三其他間接排放則包含商業航空差旅產生的溫室氣體排放。

<sup>6</sup> 我們所使用的排放系數乃參照聯交所刊發的《如何準備環境、社會及管治報告—附錄二：環境關鍵績效指標匯報指引》指引的最新版本以及電力供應商公佈的排放系數(2023中電可持續發展報告)。

<sup>7</sup> 移動燃燒及無組織排放量的增加歸因於疫情後企業擴張加速及業務活動擴大。

<sup>8</sup> 業務航空差旅排放量的增加軌跡主要是由營運地域的結構性轉變推動，具體而言：(1)分散的客戶委聘及新的市場滲透策略加速了跨區域協作需求；(2)項目在不同階段需要親自提供技術支援。

## OPERATION PRACTICES

### Supply Chain Management

The Group is committed to fostering collaborative value creation with its partners while adhering strictly to applicable laws and regulations. To ensure sustainable development, we have implemented a robust system with clear evaluation standards for supplier selection, assessment, and management. By partnering with high-quality partners, we aim to establish enduring and stable collaborations, ensuring the sustainable development of the Group.

Our procurement policy emphasises transparency, fairness, and equity procurement, prioritising the Group's best interests. We actively advocate for responsible sourcing practices to mitigate environmental and social risks throughout the supply chain. To deliver top-quality goods and services to our customers, we have formulated the Supplier Management System to oversee the supplier management process.

When selecting suppliers or contractors, we consider various factors, including product quality, technical proficiency, delivery time, service quality, cooperation, information security, and other critical areas. Only suppliers that meet our criteria are included in the approved suppliers' list. For unqualified suppliers, we will terminate the relationship with them, remove them from the Qualified Supplier List and downgrade them to candidate suppliers or non-cooperating suppliers. This approach helps mitigate environmental and social risks across the entire supply chain.

## 營運常規

### 供應鏈管理

本集團在嚴格遵守適用法律法規的同時，致力促進與其合作夥伴共創價值。為確保可持續發展，我們已實施一套健全的制度，就供應商選擇、評估及管理制定清晰的評價標準。我們透過與優質合作夥伴建立合作關係，矢志建立持久穩定的合作關係，確保本集團的可持續發展。

我們的採購政策強調透明、公平、公正採購，優先考慮本集團的最佳利益。我們積極倡導責任採購常規，以減低供應鏈對環境及社會的風險的影響。為了向客戶提供最優質貨品及服務，我們制定了《供應商管理制度》以監督供應商管理流程。

我們選擇供應商或承包商時會考慮多種因素，包括貨品品質、技術力量、交貨時間、服務質量、配合度、資訊安全等其他重要範疇。只有符合我們標準的供應商才可登錄於認可供應商名單內。對於評審不合格的供應商，我們則會與彼等終止合作關係，並將彼等從《合格供應商名錄》中剔除，並降級為候選供應商或不予合作供應商。這一做法有助於降低對整個供應鏈的環境及社會風險。

Supplier Information		2024 二零二四年	2023 二零二三年
按地區分類			
By Geographical Region			
The PRC	中國	13	9
Hong Kong	香港	5	—



## OPERATION PRACTICES (continued)

### Service Responsibility

The Group is committed to delivering a high-quality product experience for our customers. To ensure the stability of new product operations and meet market requirements, we have implemented the Software Engineering Control System, rigorously overseeing the planning and processes of product design and development.

In each region where we operate, dedicated customer service executives deliver comprehensive after-sales services and product support tailored to customer needs. Establishing a customer satisfaction and feedback mechanism, we effectively manage customer inquiries and complaints, continuously checking and enhancing customer satisfaction. Following the resolution of each case, our customer service specialists conduct satisfaction surveys, with quarterly statistics and overall customer satisfaction analysis helping us refine products and services, fostering greater customer trust. At the same time, we continue to keep in touch with our customers through various communication channels, including emails, face-to-face meetings and faxes, to collect their feedback and ensure timely responses to customer feedback.

Recognising the importance of long-term customer value, we define clear roles, workflows, training requirements, and service standards for engineers and customer service specialists. Our service management policy outlines the technical details of various cases, ensuring that employees possess the necessary expertise to respond to customer inquiries. During the Reporting Period, the Group did not receive any significant service complaints.

## 營運常規 (續)

### 服務責任

本集團致力於為客戶提供高質量的產品體驗。為確保新產品運行的穩定性並滿足市場要求，我們實施了《軟體工程管制體系》，嚴格監督產品設計及開發的策劃和過程。

在我們營運的各個區域，均有客戶服務專員針對客戶需求，提供全面的售後服務及產品支援。通過制定客戶滿意度與反饋機制，我們有效處理客戶諮詢與投訴，持續檢查及提升客戶的滿意度。於各案例解決後，客戶服務專員進行滿意度調查，通過季度統計及整體客戶滿意度分析，幫助我們改善產品和服務，增強客戶信賴。同時，我們持續通過各種溝通渠道，包括電郵、面談和傳真等與客戶保持聯繫，收集彼等之意見，確保客戶的反饋得到及時回應。

我們深明長期客戶價值的重要性，因此我們為工程師及客戶服務專員界定有明確的角色、工作流程、培訓要求及服務標準。我們的服務管理政策列明不同個案的技術細則，確保僱員擁有必要的專業知識回應客戶的查詢。於報告期間，本集團並未收到任何重大服務投訴。

## OPERATION PRACTICES (continued)

### Service Responsibility (continued)

The Group also enforces strict compliance with copyright laws and intellectual property regulations. This includes adherence to the Trademarks Ordinance (Chapter 559 of the Laws of Hong Kong), the Patent Law of the People's Republic of China, the Trademark Law of the People's Republic of China, the Copyright Law of the People's Republic of China and the Regulations on the Protection of Computer Software. Our confidentiality provisions outline clear procedures for patent applications and the registration of software copyrights for inventions, technologies, and other research and development outcomes. Employees are prohibited from displaying any intellectual property without the Group's permission.

### Privacy and Data Protection

Safeguarding the privacy and security of customer data is a top priority for the Group. We integrate security and privacy protection into our business operations and strictly adhere to relevant laws, including the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) to protect personal data and network security. To enhance protection of customer privacy, the Group adopts various protection measures, such as implementation of network and application firewall, regular security updates and proper encryption of data transmission, access right control and adequate hosting and server security.

These measures are implemented rigorously to ensure the utmost protection of customer data and information. Additionally, the employment contracts of Group employees contain confidentiality provisions, explicitly prohibiting any unauthorised disclosure of confidential information, especially in violation of privacy rules. During the Reporting Period, the Group did not encounter any instances of non-compliance with applicable laws and regulations concerning the protection of data privacy and intellectual property.

## 營運常規 (續)

### 服務責任 (續)

本集團亦嚴格遵守版權法及知識產權法規。這包括遵守《商標條例》(香港法例第559章)、《中華人民共和國專利法》、《中華人民共和國商標法》、《中華人民共和國著作權法》及《計算機軟件保護條例》。我們的保密條款明確規範了發明、技術及其他研發成果的專利申請及軟件著作權登記程序。未經本集團允許，僱員禁止向外展示任何相關知識產權。

### 私隱及資料保護

保障客戶的資料私隱和安全對本集團至關重要。我們將安全和隱私保護融入業務營運，嚴格遵守相關法例(如《個人資料(私隱)條例》(香港法例第486章)等)，保障個人資料和網絡安全。為加強保護客戶的隱私，本集團採取多項保護措施，例如實施網絡和應用防火牆、定期進行安全更新和對數據傳輸進行適當加密、存取權限控制以及足夠的託管和伺服器安全性。

嚴格執行這些措施，以確保最大限度保護客戶的數據和信息。此外，本集團的僱傭合同中規定了保密條款，明確禁止違反任何隱私規則未經授權洩露機密信息。於報告期間，本集團未發生任何不遵守有關保護數據隱私及知識產權的適用法律法規的事件。



## OPERATION PRACTICES (continued)

### Anti-corruption

The Group is dedicated to maintaining a fair, ethical, and transparent business environment. We strictly comply with anti-corruption and bribery laws, regardless of location, including the Anti-Money Laundering Law of the People's Republic of China and Hong Kong's Prevention of Bribery Ordinance. The Group maintains a zero-tolerance stance towards bribery, extortion, fraud, and money laundering. All directors, management personnel, and staff members are obligated to comply with the laws and regulations concerning the prevention of bribery, extortion, fraud, and money laundering in their respective operating regions.

Employees are responsible for understanding and adhering to the Group's anti-corruption policies and are encouraged to report any suspected violations to designated personnel or the Board. To support this commitment, the Group has established the Anti-Corruption Code of Ethics, aligned with relevant legal requirements, outlining detailed procedures and norms for addressing situations involving receipt, conflicts, or declaration of interests. This code is applicable to all directors and employees.

Simultaneously, the Whistleblower Policy has been implemented to facilitate the reporting of unacceptable or inappropriate behaviours. This policy provides clear guidelines and procedures for whistleblowers and ensures protection against any retaliation, harassment, or harm during the reporting process. Violations of these regulations will result in disciplinary sanctions.

During the Reporting Period, directors and senior management received an hour of training covering the topic of anti-corruption. The Group was not made aware of any material violations of relevant laws and regulations and there were no legal cases related to corruption filed against the Group or its employees during the Reporting Period.

## 營運常規 (續)

### 反貪污

本集團致力於維持公平、合乎道德及透明的經營環境。無論身處何地，我們均嚴格遵守反貪污及賄賂的法律，包括《中華人民共和國反洗錢法》及香港《防止賄賂條例》。本集團對賄賂、勒索、欺詐及洗黑錢維持零容忍立場。全體董事、管理層人員及員工有義務遵守經營所在地區有關防止賄賂、勒索、欺詐及洗黑錢的法律及法規。

僱員有責任了解並遵守本集團的反貪污政策，並鼓勵彼等向指定人員或董事會報告任何可疑的違規行為。為支持該項承諾，本集團已根據相關法律要求制定《反貪腐道德準則》，並詳細規定處理涉及收受、衝突或申報利益情況程序及規範。此準則適用於所有董事及僱員。

同時，我們已實行舉報不可接受或不當行為的舉報政策。此政策為舉報人提供明確指引及程序，並保護其於舉報過程中免受任何報復、騷擾或傷害。違反此等規定將受到紀律處分。

於報告期間，董事及高級管理人員均已接受一小時的培訓，其中包括反貪腐議題。於報告期間，本集團並無發現任何重大違反相關法律法規的行為，亦無發生針對本集團或其僱員的貪腐法律案件。

## COMMUNITY RESPONSIBILITIES

As a socially responsible company, the Group is dedicated to actively engaging with and understanding the needs of the communities in which we operate. We strongly encourage our employees to pursue their personal passions and contribute their time and skills to support local communities.

During the Reporting Period, the Group did not specifically focus on community initiatives or investments. However, recognising the importance of community engagement, the management is committed to exploring potential integration with local communities in the upcoming reporting period. This exploration will involve identifying the types of resources and meaningful engagement that can be contributed to foster positive relationships and create a lasting impact on the communities we serve.

## COMMUNITY INVESTMENT

The Group is committed to creating long-term value for stakeholders and the community. We actively improved our performance in market activities, technical capabilities, and ESG aspects, and have successfully obtained various technical capability and sustainability-related certificates to recognise our excellent contributions.

During the Reporting Period, the Group was honored with the "Greater China Northern Region Best Partner Award 2024" by CISCO and "Smart Office Ecological Innovation Award 2024" by OffiSmart. With the high reputation and recognition by the society, the Group fully understands its social responsibility to lead the community toward peace and prosperity. The Group is also committed to entrancing its efforts to make the society better.

## 社區責任

作為一家具有社會責任感的公司，本集團致力於積極接洽及了解我們經營所在社區的需求。我們強烈鼓勵我們的僱員追求他們的個人目標，並貢獻其時間及技能支持當地社區。

於報告期間，本集團並無特別專注於社區活動或投資。然而，由於深明社區參與的重要性，管理層致力於在下一個報告期間探索與當地社區融合的可能性。這項探索將涉及確定可貢獻的資源類型及有意義的參與，以促進建立積極關係及對我們服務的社區產生持久影響。

## 社區投資

本集團致力於為持份者及社區創造長期價值。我們積極提升在市場活動、技術能力及環境、社會及管治方面的表現，並成功獲得了各種技術能力及可持續發展相關的證書，以表彰我們的卓越貢獻。

於報告期間，本集團榮獲思科頒發的「大中華北區最佳合作夥伴大獎2024」及OffiSmart頒發的「2024智慧辦公生態創新獎」。面對社會的高度肯定及認同，本集團深知其在引領社區走向和平與繁榮方面的社會責任。本集團亦致力於加大力度，令社會變得更美好。



## APPENDIX I: STOCK EXCHANGE ESG GUIDE CONTENT INDEX

## 附錄一：聯交所《ESG指引》內容索引

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
<b>A. Environmental</b>		
<b>A. 環境</b>		
<b>Aspect A1: Emissions</b>		
<b>層面A1：排放物</b>		
General Disclosure	Information on:  a) the policies; and b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to air emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	ENVIRONMENTAL RESPONSIBILITIES
一般披露	有關廢氣排放、向水及土地的排污、有害及無害廢棄物的產生等的：  a) 政策；及 b) 遵守對發行人有重大影響的相關法律及規例的資料。	環境責任
KPI A1.1	The types of emissions and respective emissions data.	ENVIRONMENTAL RESPONSIBILITIES – Energy and GHG Emissions, Environmental Performance Data Overview
關鍵績效指標A1.1	排放物種類及相關排放數據。	環境責任－能源及溫室氣體排放，環境表現數據概覽
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).	ENVIRONMENTAL RESPONSIBILITIES – Environmental Performance Data Overview
關鍵績效指標A1.2	直接（範圍1）及能源間接（範圍2）溫室氣體排放量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	環境責任－環境表現數據概覽

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	The Group's operations do not generate hazardous waste
關鍵績效指標A1.3	所產生有害廢棄物總量 (以噸計算) 及 (如適用) 密度 (如以每產量單位、每項設施計算)。	本集團的業務並不會產生有害廢物
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	ENVIRONMENTAL RESPONSIBILITIES – Environmental Performance Data Overview
關鍵績效指標A1.4	所產生無害廢棄物總量 (以噸計算) 及 (如適用) 密度 (如以每產量單位、每項設施計算)。	環境責任—環境表現數據概覽
KPI A1.5	Description of emission target(s) set and step taken to achieve them.	GOVERNANCE STRUCTURE – Governance Structure for ESG Work, ENVIRONMENTAL RESPONSIBILITIES
關鍵績效指標A1.5	描述所訂立的排放量目標及為達到這些目標所採取的步驟。	管治架構—環境、社會及管治工作的管治架構、環境責任
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.	GOVERNANCE STRUCTURE – Governance Structure for ESG Work, ENVIRONMENTAL RESPONSIBILITIES
關鍵績效指標A1.6	描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	管治架構—環境、社會及管治工作的管治架構、環境責任



Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
<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 RESPONSIBILITIES
一般披露	有效使用資源 (包括能源、水及其他原材料) 的政策。	環境責任
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).	ENVIRONMENTAL RESPONSIBILITIES – Environmental Performance Data Overview
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 (如以每產量單位、每項設施計算)。	環境責任－環境表現數據概覽
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	ENVIRONMENTAL RESPONSIBILITIES – Water Consumption
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)。	環境責任－用水
KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	GOVERNANCE STRUCTURE – Governance Structure for ESG Work, ENVIRONMENTAL RESPONSIBILITIES
關鍵績效指標A2.3	描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	管治架構－環境、社會及管治工作的管治架構、環境責任
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.	ENVIRONMENTAL RESPONSIBILITIES – Water Consumption
關鍵績效指標A2.4	描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	環境責任－用水
KPIA2.5	Total packaging material used for finished products (in tonnes), and if applicable, with reference to per unit produced.	The Group operations do not involve packaging material
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。	本集團業務不涉及包裝材料

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
<b>Aspect A3: The Environment and Natural Resources</b>		
<b>層面A3：環境及天然資源</b>		
General Disclosure	Policies on minimising the issuer's significant impacts on the environment and natural resources.	ENVIRONMENTAL RESPONSIBILITIES
一般披露	減低發行人對環境及天然資源造成重大影響的政策。	環境責任
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and actions taken to manage them.	ENVIRONMENTAL RESPONSIBILITIES
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。	環境責任
<b>Aspect A4: Climate Change</b>		
<b>層面A4：氣候變化</b>		
General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	ENVIRONMENTAL RESPONSIBILITIES – Combating 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。	環境責任－應對氣候變化
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.	ENVIRONMENTAL RESPONSIBILITIES – Combating 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。	環境責任－應對氣候變化



Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
<b>B. Social</b>		
<b>B. 社會</b>		
<b>Employment and Labour Practices</b>		
<b>僱傭及勞工常規</b>		
<b>Aspect B1: Employment</b>		
<b>層面B1：僱傭</b>		
General Disclosure	Information on:  a) the policies; and b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	EMPLOYMENT AND LABOUR PRACTICES – Employer-employee Relationship, Employee Benefits
一般披露	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的：  a) 政策；及 b) 遵守對發行人有重大影響的相關法律及規例的資料。	僱傭及勞工常規－僱主與僱員的關係、僱員福利
KPI B1.1	Total workforce by gender, employment type for example, full- or part-time, age group and geographical region.	EMPLOYMENT AND LABOUR PRACTICES – Employer-employee Relationship
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。	僱傭及勞工常規－僱主與僱員的關係
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	EMPLOYMENT AND LABOUR PRACTICES – Employer-employee Relationship
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。	僱傭及勞工常規－僱主與僱員的關係

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
<b>Aspect B2: Health and Safety</b>		
<b>層面B2：健康與安全</b>		
General Disclosure	Information on:  a) The policies; and b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to providing a safe working environment and protecting employees from occupational hazards.	EMPLOYMENT AND LABOUR PRACTICES – Occupational Health and Safety
一般披露	有關提供安全工作環境及保障僱員避免職業性危害的：  a) 政策；及 b) 遵守對發行人有重大影響的相關法律及規例的資料。	僱傭及勞工常規－職業健康及安全
KPI B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	EMPLOYMENT AND LABOUR PRACTICES – Occupational Health and Safety
關鍵績效指標B2.1	過去三年（包括匯報年度）每年因工亡故的人數及比率。	僱傭及勞工常規－職業健康及安全
KPI B2.2	Lost days due to work injury.	EMPLOYMENT AND LABOUR PRACTICES – Occupational Health and Safety
關鍵績效指標B2.2	因工傷損失工作日數。	僱傭及勞工常規－職業健康及安全
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	EMPLOYMENT AND LABOUR PRACTICES – Occupational 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。	僱傭及勞工常規－職業健康及安全



Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
<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.	EMPLOYMENT AND LABOUR PRACTICES – Employee Trainings and Development
一般披露	有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	僱傭及勞工常規－僱員培訓及發展
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	EMPLOYMENT AND LABOUR PRACTICES – Employee Trainings and Development
關鍵績效指標B3.1	按性別及僱員類別（如高級管理層及中級管理層）劃分的受訓僱員百分比。	僱傭及勞工常規－僱員培訓及發展
KPI B3.2	The average training hours completed per employee by gender and employee category.	EMPLOYMENT AND LABOUR PRACTICES – Employee Trainings and Development
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。	僱傭及勞工常規－僱員培訓及發展
<b>Aspect B4: Labour Standards</b>		
<b>層面B4：勞工準則</b>		
General Disclosure	Information on:  a) the policies; and b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to preventing child and forced labour.	EMPLOYMENT AND LABOUR PRACTICES – Employment Right
一般披露	有關防止童工或強制勞工的：  a) 政策；及 b) 遵守對發行人有重大影響的相關法律及規例的資料。	僱傭及勞工常規－僱傭權益
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	EMPLOYMENT AND LABOUR PRACTICES – Employment Right
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。	僱傭及勞工常規－僱傭權益
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	EMPLOYMENT AND LABOUR PRACTICES – Employment Right
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。	僱傭及勞工常規－僱傭權益

Subject Areas, Aspects, General Disclosures and KPIs		Section/Statement
主要範疇、層面、一般披露及關鍵績效指標		章節／聲明
<b>Operating Practices</b>		
營運慣例		
<b>Aspect B5: Supply Chain Management</b>		
<b>層面B5：供應鏈管理</b>		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	OPERATION PRACTICES – Supply Chain Management
一般披露	管理供應鏈的環境及社會風險政策。	營運常規－供應鏈管理
KPI B5.1	Number of suppliers by geographical region.	OPERATION PRACTICES – Supply Chain Management
關鍵績效指標B5.1	按地區劃分的供應商數目。	營運常規－供應鏈管理
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.	OPERATION PRACTICES – Supply Chain Management
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。	營運常規－供應鏈管理
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	OPERATION PRACTICES – Supply Chain Management
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。	營運常規－供應鏈管理
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	OPERATION PRACTICES – Supply Chain Management
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。	營運常規－供應鏈管理



Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
<b>Aspect B6: Product Responsibility</b>		
<b>層面B6：產品責任</b>		
General Disclosure	Information on:  (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	OPERATION PRACTICES – Service Responsibility
一般披露	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的：  (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	營運常規－服務責任
KPIB6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Not applicable to the Group's business
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。	不適用於本集團的業務
KPIB6.2	Number of products and service related complaints received and how they are dealt with.	OPERATION PRACTICES – Service 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。	營運常規－服務責任
KPIB6.3	Description of practices relating to observing and protecting intellectual property rights.	OPERATION PRACTICES – Service 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。	營運常規－服務責任
KPIB6.4	Description of quality assurance process and recall procedures.	OPERATION PRACTICES – Service Responsibility
關鍵績效指標B6.4	描述質量檢定過程及產品回收程序。	營運常規－服務責任
KPIB6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored.	OPERATION PRACTICES – Privacy and Data Protection
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。	營運常規－私隱及資料保護

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
<b>Aspect B7: Anti-corruption</b>		
<b>層面B7：反貪污</b>		
General Disclosure	Information on:  (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to bribery, extortion, fraud and money laundering.	OPERATION PRACTICES - Anti-corruption
一般披露	有關防止賄賂、勒索、欺詐及洗黑錢的：  (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	營運常規－反貪污
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.	OPERATION 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。	營運常規－反貪污
KPI B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.	OPERATION PRACTICES - Anti-corruption
關鍵績效指標B7.2	描述防範措施及舉報程序，以及相關執行及監察方法。	營運常規－反貪污
KPI B7.3	Description of anti-corruption training provided to directors and staff.	OPERATION 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。	營運常規－反貪污



Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
<b>Aspect B8: Community Investment</b>		
<b>層面B8：社區投資</b>		
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities takes into consideration communities' interests.	COMMUNITY RESPONSIBILITIES
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。	社區責任
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	COMMUNITY RESPONSIBILITIES
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）。	社區責任
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	COMMUNITY RESPONSIBILITIES
關鍵績效指標B8.2	在專注範疇所動用資源（如金錢或時間）。	社區責任



INVESTECH HOLDINGS LIMITED  
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