



中國賽特集團有限公司

China Saite Group Company Limited

(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 : 153



ENVIRONMENTAL, SOCIAL
AND GOVERNANCE REPORT

環境、社會及管治報告 2019

Environmental, Social and Governance Report

環境、社會及管治報告

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APPROACH TO ENVIRONMENTAL, SOCIAL AND GOVERNANCE AND REPORTING

This Environmental, Social and Governance Report (the “ESG Report”) summarises the initiatives, programmes and performance of the Group as well as demonstrates its commitment to sustainability.

The core business of the Company and its subsidiaries (the “Group”) is construction of steel structure and prefabricated construction projects in the People’s Republic of China (the “PRC”).

The Group believes that environmental protection, low carbon footprint, resource conservation and sustainable development are the key trends in society. In order to follow the key trends and pursue a successful and sustainable business model, the Group recognises the importance of integrating environmental, social and governance (“ESG”) aspects into its risk management system and has taken corresponding measures in its daily operation and governance perspective.

REPORTING SCOPE

Unless stated otherwise, this report mainly covers the Group’s major operating revenue business under direct management control, including its construction of steel structure and prefabricated construction projects in the PRC.

The Group will continue to assess the major environmental, social and governance aspects of different businesses to determine whether they shall be included in the ESG report.

環境、社會及管治方針與報告

本環境、社會及管治報告(「環境、社會及管治報告」)概述本集團的倡議、計劃及表現，並展示其於可持續發展方面的承諾。

本公司及其附屬公司(「本集團」)的核心業務為主要於中華人民共和國(「中國」)從事鋼結構及全裝配預製構件建築項目的建築施工。

本集團相信環保、低碳、保護資源及可持續發展為社會大趨勢。為了在大趨勢中乘風破浪及追求成功和可持續的商業模式，本集團認同將環境、社會及管治(「環境、社會及管治」)理念融入其風險管理系統的重要性，並已於其日常經營及管治方面採取相應措施。

報告範圍

除非另有所述，本報告主要涵蓋本集團直接管理控制的主要營運收益業務，包括於中國事鋼結構及全裝配預製構件建築項目的建築施工。

本集團將持續評估不同業務的重大環境、社會及管治範疇，以決定是否需納入環境、社會及管治報告內。

REPORTING FRAMEWORK

This ESG Report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide as set out in the Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”) (the “ESG Reporting Guide”).

REPORTING PERIOD

The ESG Report details the activities, challenges and measures in relation to environmental, social and governance during the year ended 31 December 2019.

STAKEHOLDER ENGAGEMENT

The Group values its stakeholders and their views relating to its businesses and environmental, social and governance issues. In order to understand and address stakeholders’ concerns, the Group communicates with its key stakeholders, including but not limited to employees, investors, customers, suppliers, government bodies and communities, through different channels such as conferences, electronic platforms and public events. In formulating operational strategies and environmental, social and governance measures, the Group takes into account the stakeholders’ expectations and strives to improve its performance through cooperation with the stakeholders, so as to create greater value for the community.

報告框架

本環境、社會及管治報告乃根據香港聯合交易所有限公司證券上市規則(「上市規則」)附錄27所載的環境、社會及管治報告指引(「環境、社會及管治報告指引」)編製。

報告期間

環境、社會及管治報告詳述於截至2019年12月31日止年度在環境、社會及管治方面參加的活動、接受的挑戰及採取的措施。

持份者參與

本集團重視持份者及其對本集團業務及環境、社會及管治事宜的意見。為了解及回應持份者關注事項，本集團與主要持份者(包括但不限於僱員、投資者、客戶、供應商、政府機構及社會團體)以不同渠道溝通，例如會議、電子平台、公眾活動等。在制訂營運策略及環境、社會及管治措施時，本集團會考慮持份者的期望，力爭透過彼此合作不斷改善本集團的表現，為社會締造更大價值。

Materiality Assessment

The management and employees who are responsible for the key functions of the Group have participated in preparing this report, assisting the Group in reviewing its operation, identifying key environmental, social and governance issues and assessing the importance of these issues to our businesses and stakeholders. We collected the information from relevant departments and business units of the Group with reference to the identified material environmental, social and governance issues.

The following table summarises the Group's significant environmental, social and governance issues as set out in this report:

重要範疇評估

負責本集團各主要職能的管理層與僱員均參與編製本報告，協助本集團檢討其運作情況，鑒別主要環境、社會及管治事宜，並評估該等事宜對我們的業務及各持份者的重要性。我們參照所鑒別的重大環境、社會及管治事宜，向本集團相關部門及業務單位收集資料。

下表概述本報告所載本集團的重大環境、社會及管治事宜：

The ESG Reporting Guide 環境、社會及管治報告指引	Material ESG aspects of the Group 本集團環境、社會及管治重要範疇	Page 頁數
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During the year ended 31 December 2019, the Group confirmed that appropriate and effective management policies and internal control systems for environmental, social and governance issues were in place and that the information disclosed in the ESG Report was in compliance with the ESG Reporting Guide.

於截至2019年12月31日止年度，本集團確認已就環境、社會及管治事宜設立合適及有效的管理政策及內部監控系統，並確認環境、社會及管治報告所披露內容符合環境、社會及管治報告指引。

A. ENVIRONMENT

A1. Emissions

General disclosure and key performance indicators ("KPI")

The core businesses of the Group, which mainly involve construction of steel structure and prefabricated construction projects in the PRC, mainly rely on internet technology and related equipment and do not involve any manufacturing processes in the course of business. Therefore, during the year ended 31 December 2019, the Group and its office did not generate significant emissions, water pollutants and hazardous wastes during the operation, except for greenhouse gas ("GHG") emissions and non-hazardous waste.

Global warming and climate change have become major environmental issues across the world. The Group aims to minimize energy consumption and carbon emissions and has been exploring operational models which incur less adverse impact on the environment. From the environmental reporting perspective, we mainly focused on the environmental impact of the Group's offices in the PRC during the daily operation and relevant measures to be taken, and have formulated policies and procedures relating to environmental management to govern limited GHG emissions and non-hazardous waste generated during our operation.

A. 環境

A1. 排放物

一般披露及關鍵績效指標(「關鍵績效指標」)

本集團核心業務(主要於中國從事鋼結構及全裝配預製構件建築項目的建築施工)主要依賴互聯網科技及相關設備,在業務過程中不涉及任何生產工序。因此,於截至2019年12月31日止年度,除溫室氣體(「溫室氣體」)排放及無害廢棄物外,本集團及其辦公室於營運期間並無產生大量廢氣排放、水污染物及有害廢棄物。

全球變暖及氣候變化已成為全球各地面對的重大環境問題。本集團以減低能源消耗和碳排放為目標,並一直探索採取對環境產生較少不利影響的營運模式。就環境報告層面,我們主要針對本集團中國辦公室在日常營運過程中對環境的影響及將採取的相關措施,並制定了環境管理相關政策和規程,以管治運營中產生的少量溫室氣體排放及無害廢棄物。

Waste management

The Group adheres to waste management principle and strives to properly manage and dispose of wastes produced by our business activities. Our waste management practice complied with relevant laws and regulations relating to environmental protection. The non-hazardous wastes generated by the Group's operations mainly consist of paper, toner cartridges and ink cartridges. During the year ended 31 December 2019, the consumption by the Group is as follow:

Non-hazardous waste category 無害廢棄物種類	Unit 單位	2019 2019年	2018 2018年
Paper 紙張	tonnes 噸	0.75	0.75
Intensity 密度	tonnes/employee 噸／僱員	3.66	1.20
Toner cartridge 硒鼓	pieces 個	140.00	172.00
Intensity 密度	pieces/employee 個／僱員	0.68	0.30
Ink cartridges 墨盒	pieces 個	60.00	60.00
Intensity 密度	pieces/employee 個／僱員	0.29	0.10

We regularly monitor the consumption volume of paper, toner cartridges and ink cartridges and have implemented a number of reduction measures. The Group's office has also provided suitable facilities and encouraged our staff to sort and recycle the wastes to achieve the objectives in waste reduction, reuse and recycling in its operations. The Group maintains a high standard in waste reduction, educates its employees on the significance of sustainable development and provides relevant support to enhance their skills and knowledge in sustainable development.

廢棄物管理

本集團堅守廢棄物管理原則，致力妥善管理及處置我們的業務活動產生的廢棄物。我們的廢棄物管理慣例符合相關環保法律及規例。本集團營運產生的無害廢棄物主要為紙張、硒鼓和墨盒。於截至2019年12月31日止年度，本集團所產生的用量如下：

我們會定期監察紙張、硒鼓和墨盒的用量，並執行多項減少用量措施。本集團的辦公室亦提供適當設施，並鼓勵員工分類及循環再用廢棄物，力求於營運過程中達致減廢、再用及再造的目標。本集團在減廢方面維持高標準，教導僱員可持續發展的重要性及提供相關支援，以提高其實行可持續發展的技能 and 知識。

Apart from recycling, the office has implemented various programs and activities to encourage employees to participate in waste reduction management, including:

- Promote green information and electronic communication, such as e-mail and electronic workflows, to implement "paperless system" concept;
- Place "Environmental Protection Message" reminders on office equipment;
- Utilise used envelopes and double-side printing. Single-side printing would be used only when handling official documents and confidential documents when necessary; and
- Recommend the use of recycled paper.

The Group does not produce any hazardous wastes in its business activities.

GHG emission

The consumption of electricity at the offices is the largest sources of GHG emissions of the Group. During the year ended 31 December 2019, the Group's total GHG emissions amounted to approximately 372.30 tonnes and the total GHG emission per employee was approximately 1.82 tonnes/employee. The detailed summary of the GHG emission is shown as below:

除循環再用外，辦公室已推行多項計劃及活動，鼓勵員工參與減廢管理，包括：

- 推行綠色資訊及電子通訊，如電子郵件和電子工作流程，以實行「無紙化和系統化」念；
- 於辦公室設備貼上「環保訊息」提示；
- 使用舊信封和雙頁打印。如必需使用紙張，只有在處理正規文件及機密重要文件才可使用單面列印；及
- 建議使用再造紙。

本集團並無於業務活動中產生任何有害廢棄物。

溫室氣體排放

辦公室之耗電為本集團溫室氣體排放的最大來源。於截至2019年12月31日止年度，本集團溫室氣體排放總量為約372.30噸及每位僱員溫室氣體排放總量約為1.82噸。溫室氣體排放的詳盡概要列示如下：

GHG performance summary

溫室氣體表現概要

GHG Scope ¹ 溫室氣體範圍 ¹	Unit 單位	2019 ² 2019年 ²	2018 2018年
Direct GHG emission (Scope 1) — petrol consumption 溫室氣體直接排放(範圍1) — 汽油消耗	tonnes 噸	—	2.10
Intensity 密度	tonnes/employee 噸/僱員	—	0.00
Indirect GHG emission (Scope 2) — electricity consumption 溫室氣體間接排放(範圍2) — 電力消耗	tonnes 噸	368.70	47.60
Intensity 密度	tonnes/employee 噸/僱員	1.80	0.01
Other indirect GHG emission (Scope 3) — paper and water consumption ³ 其他溫室氣體間接排放(範圍3) — 紙張使用及耗水量 ³	tonnes 噸	3.70	2.00
Intensity 密度	tonnes/employee 噸/僱員	0.02	0.00
Total GHG emission 溫室氣體排放總量	tonnes 噸	372.30	51.70
Intensity 密度	tonnes/employee 噸/僱員	1.82	0.09

The Group has implemented a number of measures to mitigate energy consumption such as turning off the air-conditioning system at night or when leaving office, keeping the office temperature at 25°C in summer and using LED lights or energy-saving light in the office, etc.

本集團已實施若干措施，以降低能源消耗，例如：在夜間或離開辦公室時關掉空調系統、辦公室夏天室溫維持在25攝氏度及在辦公室採用LED燈或節能燈等。

- GHG emissions data is presented in carbon dioxide equivalent and was in reference to, including but not limited to, the reporting requirements of the "GHG Protocol Corporate Accounting and Reporting Standard" issued by the World Resources Institute and the World Business Council for Sustainable Development, the "Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes)" and the latest published Baseline Emission Factors for Regional Power Grids in China.
- Due to the update on statistical and calculation methods, direct comparison with figures of the previous year may not be available.
- Greenhouse gas emissions arising from water consumption include water consumption of the Hong Kong Office only.

- 溫室氣體排放數據乃按二氧化碳當量呈列，並參照(包括但不限於)世界資源研究所及世界可持續發展工商理事會刊發的《溫室氣體盤查議定書：企業會計與報告標準》、《香港建築物(商業、住宅或公共用途)的溫室氣體排放及減除的核算和報告指引》及最新發佈的中國區域電網基準線排放因子。
- 由於統計和計算方法的更新，可能無法與去年的數據進行直接比較。
- 耗水量引起的溫室氣體排放只包括香港辦公室的耗水。

At the project level, the Group considers the principle of environmental protection when launching each of its projects. For example, in the course of selecting suppliers, we assess whether the materials used by the suppliers in the activities are hazardous to the environment and whether they can effectively conserve energy and minimize carbon emissions. In addition to the above-mentioned measures, the Group issues environmental-related memorandum to its staff to raise their awareness of environmental preservation. Notices and posters relating to the environmental information have been placed in the offices to promote the best practice of the environmental management.

The Group has complied with relevant environmental laws and regulations, including but not limited to Environmental Protection Law of the People's Republic of China, Law of the People's Republic of China on Prevention and Control of Water Pollution, Law of the People's Republic of China on Prevention and Control of Air Pollution and Environmental Protection Law of Solid Waste Pollution of the People's Republic of China. During the year ended 31 December 2019, the Group was not aware of any material non-compliance with laws and regulations relating to the air and GHG, discharges into water and land, and generation of hazardous and non-hazardous waste that would have a significant impact on the Group.

在項目層面上，本集團會於推出每一個項目時考慮環保原則，如選擇供應商時考慮供應商於活動使用之物料是否對環境有害及能否有效節省能源和減低碳排放。除上述措施外，本集團會向員工發放環境相關建議書，以提高環保意識。辦公室已掛上載有綠色資訊的通告和海報，以宣傳環境管理的最佳實踐。

本集團已遵守環境相關法律法規，包括但不限於《中華人民共和國環境保護法》、《中華人民共和國水污染防治法》、《中華人民共和國大氣污染防治法》及《中華人民共和國固體廢物污染環境防治法》。於截至2019年12月31日止年度，本集團並不知悉在空氣及溫室氣體排放、向水及土地排污以及產生有害及無害廢棄物方面，對本集團造成重大影響的任何嚴重不符合法律法規的情況。

On top of complying with the general disclosure requirement of Aspect A1, we have complied with the KPI requirement which is summarised below:

除遵守A1層面的一般披露要求外，我們已遵守關鍵績效指標的要求，概述如下：

“Comply or explain” Provisions

「不遵守就解釋」條文

KPI A1.1	The types of emissions and respective emissions data.	Not applicable: the Group does not have material exhaust gas emissions.
關鍵績效指標 A1.1	排放物種類及相關排放數據。	不適用：本集團並無產生重大廢氣排放。
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity.	Disclosed
關鍵績效指標 A1.2	溫室氣體排放總量（以噸計算）及（如適用）密度。	已披露
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity.	Not applicable: the Group does not generate any 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。	不適用：本集團並無產生有害廢棄物。
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity.	Disclosed
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。	已披露
KPI A1.5	Description of measures to mitigate emissions and results achieved.	Disclosed
關鍵績效指標 A1.5	描述減低排放量的措施及所得成果。	已披露
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	Disclosed
關鍵績效指標 A1.6	描述處理有害及無害廢棄物的方法、減低措施及所得果。	已披露

A2. Use of Resources

General disclosure and KPI

Energy consumption

Due to the business nature of the Group, the volume of energy consumption, electricity consumption and water consumption are considered as relatively low. Water consumption in particular is minimal. As mentioned in the Aspect A1 section, the Group has formulated policies and procedures relating to the environmental management, including energy management. During the Reporting Period, electricity consumption and petrol consumption account for a substantial part of the carbon emission for the Group.

During the year ended 31 December 2019, the Group's consumption in petrol and electricity were:

Energy Type 能源種類	Unit 單位	2019 ⁴ 2019年 ⁴	2018 2018年
Petrol 汽油	litre 升	–	45,670.00
Intensity 密度	litre/employee 升/僱員	N/A 不適用	77.00
Electricity 電力	kWh 千瓦時	458,900.00	459,000.00
Intensity 密度	kWh/employee 千瓦時/僱員	2,238.54	838.00

On top of the measures of mitigating the energy consumption mentioned in previous section, the Group strives to utilize telephone or video conference to minimize face-to-face meeting in order to reduce petrol consumption in traveling and unnecessary business trips. The Group encourages resources saving in daily office operation and proactively fosters a low-carbon corporate culture, which further increases our employees' awareness in energy conservation.

4 Due to update on statistical and calculation methods, direct comparison with figures of the previous year may not be available.

A2. 資源利用

一般披露及關鍵績效指標

能源消耗

基於本集團的業務性質，能源消耗量、用電量及耗水量被視為相對較低，尤其耗水量微乎其微。誠如A1層面部分所述，本集團已制定與環境管理相關的政策和程序，包括能源管理。報告期內，耗電及汽油消耗為本集團碳排放的最大來源。

於截至2019年12月31日止年度，本集團的汽油消耗及耗電如下：

除上一部分所述的減少能源消耗措施外，本集團盡量安排電話或視頻會議以減低面談，從而減少出行和不必要的出差耗油。本集團在辦公室日常運作中倡導節約資源，積極建立低碳辦公的企業文化，進一步提高了員工的節能意識。

4 由於統計和計算方法的更新，可能無法與去年的數據進行直接比較。

Water consumption and use of packaging materials

The Group does not consume significant water in its business activities. During the year ended 31 December 2019, the Group consumed 14,500 tonnes (2018: 14,510 tonnes) of water and the water consumption per employee was 70.73 tonnes (2018: 24.55 tonnes). Regardless of limited water consumption, we still promote behavioural changes at office and encourage water conservation. Pantry and toilets are posted with environmental messages to remind employees for water conservation, which results in further enhancing our employees' awareness in water conservation. All water was provided by municipal water supply. Therefore, the Group did not have issues in sourcing water that is fit for use and consumption.

In addition, due to the nature of business, the Group did not have physical products for sale and therefore did not involve any use of packaging materials. Therefore, this disclosure is not applicable to the Group.

On top of complying with the general disclosure requirement of Aspect A2, we have complied with the KPI requirement which is summarised below:

“Comply or explain” Provisions

「不遵守就解釋」條文

KPI A2.1	Direct and/or indirect energy consumption by type and intensity.	Disclosed
關鍵績效指標 A2.1	按類型劃分的直接及／或間接能源消耗量及密度。	已披露
KPI A2.2	Water consumption in total and intensity.	Disclosed
關鍵績效指標 A2.2	總耗水量及密度。	已披露
KPI A2.3	Description of energy use efficiency initiatives and results achieved.	Disclosed
關鍵績效指標 A2.3	描述能源使用效益計劃及所得成果。	已披露
KPI A2.4	Description on whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	Disclosed
關鍵績效指標 A2.4	描述求取適用水源方面是否有任何問題，提升用水效益計劃及所得成果。	已披露
KPI A2.5	Total packaging material used for finished products.	Not applicable: based on the nature of its business, the Group does not need to use packaging materials.
關鍵績效指標 A2.5	製成品所用包裝材料總量。	不適用：基於業務性質，本集團不需要使用包裝材料。

耗水量及包裝材料使用

本集團在業務活動中不會大量用水。於截至2019年12月31日止年度，本集團用水量為14,500噸(2018年：14,510噸)及每位僱員用水量為70.73噸(2018年：24.55噸)。雖然用水量有限，但我們仍推動辦公室的行為改變，鼓勵節約用水。茶水間及洗手間均貼有環保訊息，提醒僱員節約用水，進一步提高了僱員的節水意識。所有用水均由市政提供，故在尋找適用水源方面沒有重大問題。

此外，基於業務性質，本集團並無實物產品供銷售，故不需要使用包裝材料。因此，有關披露不適用於本集團。

除遵守A2層面的一般披露要求外，我們已遵守關鍵績效指標的要求，概述如下：

A3. Environment and Natural Resources

General disclosure and KPI

Environmental impact management

The Group pursues the best practices in environment protection and focuses on the impact of the Group's businesses on the environment and natural resources. In addition to complying with relevant environmental laws and regulations as well as properly preserve the natural environment, the Group has integrated the concept of environmental protection into its internal management and daily operations, with the aim of achieving environmental sustainability.

The Group strives to promote environmental protection and make effective use of resources. It continuously monitors if the business operations incur any potential impact on the environment and minimises such impact on the environment through promoting green office and operating environment by adopting four basic principles of reduce, reuse, recycle and replacement. Where applicable, we adopt green procurement strategies and the most practical technologies to protect our natural resources.

Noise pollution

Noise pollution practices are implemented during our construction activities to minimise the noise pollution. Programs are produced in the studios with good soundproof facilities.

Outdoor lightings

During outdoor constructions, the lightings are adjusted to avoid disturbing neighbourhood whenever possible.

A3. 環境及天然資源

一般披露及關鍵績效指標

環境影響管理

本集團於環境保護方面追求最佳實踐，著重本集團業務對環境及天然資源的影響。除遵守環境相關法律法規及適當地保護自然環境外，本集團亦將環境保護的概念融入內部管理及日常營運當中，致力達成環境永續之目標。

本集團以積極推動環境保護及有效利用資源為宗旨，持續監察業務營運是否對環境帶來任何潛在影響，並通過減少、重用、循環利用及替代使用四個基本原則，推廣綠色辦公及營運環境，將營運對環境的影響減至最低。在適用的情況下，我們採取綠色採購策略及最切實可行的技術以保護天然資源。

噪音污染

在建築施工活動中實施噪音污染常規，以盡量減少噪音污染，並在有良好隔音設施的工作室製作節目。

戶外燈光

在戶外建築施工時，燈光盡量調校至不會滋擾附近作息的居民。

Landscape and natural habitat

The Group strives to minimise any unnecessary disturbance to the natural landscape and animal habitat in the process of construction, in order to preserve the natural beauty of the environment.

The Group regularly reviews its environmental protection policies and has adopted the necessary precautionary measures and actions to reduce significant impact on the environment and natural resources, and ensure that the Group complies with relevant laws and regulations.

On top of complying with the general disclosure requirement of Aspect A3, we have complied with the KPI requirement which is summarised below:

“Comply or explain” Provisions

「不遵守就解釋」條文

KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Disclosed
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。	已披露

景觀及自然棲息地

本集團在建築施工過程中盡量減少對自然景觀及動物棲息地作出任何不必要的干擾，保持生態環境的自然美。

本集團定期檢討其環保政策，並已採用必要的預防措施及行動，以減低對環境及天然資源的重大影響，確保本集團符合相關法律法規。

除遵守 A3 層面的一般披露要求外，我們已遵守關鍵績效指標的要求，概述如下：

B. SOCIETY

B1. Employment

General disclosure

Employee benefits and equal opportunities policies

Employees are regarded as the Group's largest and most valuable assets and the core of competitive advantage. They provide the Group with the driving force for continuous innovation.

During the year ended 31 December 2019, the Group has fully complied with relevant rules and regulations in the PRC, including the Company Law of the People's Republic of China, the Contract Law of the People's Republic of China, the Labour Contract Law of the People's Republic of China and the Regulations on Labour Inspection and Security, as well as the statutory requirements in Hong Kong, including the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), the Mandatory Provident Fund Schemes Ordinance (Chapter 57 of the Laws of Hong Kong), the Minimum Wages Ordinance, the Personal Data Privacy Ordinance and other relevant rules and regulations.

The Group is committed to maintaining a diverse workforce that includes age, gender, family status, sexual orientation, disability, ethnicity, religion and equal opportunities. When job vacancies are available within the Company, we will give precedence to internal promotion. Only if there are no suitable candidates within the Company shall we arrange for external recruitment. The Group has developed departure procedures and departure interview practice. By talking face-to-face with departing employees, we gain insight into how to improve our corporate governance to reduce employee turnover rate and retain talents suitable for the Company.

B. 社會

B1. 僱傭

一般披露

僱員待遇及平等機會政策

僱員被視為本集團最大及最寶貴的資產和競爭優勢的核心，同時為本集團提供不斷創新的原動力。

於截至2019年12月31日止年度，本集團已全面遵守中國相關規則及法規，包括《中華人民共和國公司法》、《中華人民共和國合同法》、《中華人民共和國勞動合同法》及《勞動保障監察條例》，以及香港的法定規定，包括《公司條例》(香港法例第622章)、《強制性公積金計劃條例》(香港法例第57章)、《最低工資條例》、《個人資料私隱條例》及其他相關規則及法規。

本集團承諾保持員工多元化，包括年齡、性別、家庭狀況、性取向、殘疾、種族、宗教及機會平等。如公司職位出現空缺，我們會優先進行內部晉升，如內部並無發現合適人選我們方會安排外部招聘。本集團已制定離職程式，並設有離職面談制度。透過與準備離職的員工面談，瞭解改善公司管理方法，降低員工離職率，留住適合公司的人才。

The Group's staff handbook contains policies in regard to recruitment, promotion, discipline, working hours and leave. The human resources department is responsible for ensuring all employees have fully understood the contents of the handbook. The management regularly reviews the Group's remuneration and benefits policies with reference to the market standards and is committed to safeguarding the rights and interests of the staff and providing reasonable working hours. On the other hand, this helps to attract and retain required talents and to fully incentivize employees, thereby improve employees' performance. The Group adjusts remuneration and benefits on an annual basis in accordance with the employees' individual performance, contribution and market conditions. We provide employees with a variety of paid leaves, including statutory holidays, sick leave, work-related injury leave, annual leave, marriage and funeral leave, maternity leave, compensatory leave for overtime, and personal leave.

During the year ended 31 December 2019, the Group was not aware of any material non-compliance with laws and regulations relating to employment and labour practices.

本集團的員工手冊載有規管招聘、晉升、紀律、工時及休假的政策。人力資源部負責確保全體僱員已充分了解手冊內容。管理層參照市場標準定期檢討本集團的薪酬及福利政策，致力保障員工的權利及權益，提供合理工作時數。另一方面，亦為了吸引和留住所需的優秀人才，充分調動廣大員工的工作積極性，藉此提升員工績效。本集團每年根據僱員的個人表現、貢獻及市場環境就薪酬及福利作出調整。我們為員工提供多種帶薪休假包括：法定節假日休息、病假、工傷假、年假、婚喪假、產假、加班補假、事假等。

於截至2019年12月31日止年度，本集團並不知悉任何重大不符合僱傭及勞工常規相關法律及法規的情況。

B2. Health and Safety

General disclosure

Occupational health and safety

The Group has always placed emphasis on occupational safety and has set up an occupational health and safety management system to provide a safe working environment for office employees. In addition, the Group's relevant business units have obtained valid Safety Production Permit. We attach great importance to the safety and accident prevention at construction sites, and have set out policies, measures, and procedures in this regard to avoid various potential hazards. We have implemented the following safety policies, measures and procedures at construction sites:

- For each project, we have at least one on-site project safety officer to oversee project safety on a daily basis;
- We meet with third-party installation teams regularly to review safety matters and discuss solutions for safe construction;
- We provide site worker with site safety manuals and organize regular safety talks for site workers to enhance their safety awareness;
- We regularly inspect the safety measures for fire protection, electricity usage, and use of equipment; and
- We have developed emergency plans to provide guidelines for safely and effectively coping with various emergencies.

B2. 健康及安全

一般披露

職業健康及安全

本集團向來重視職業安全，並已設立職業健康及安全管理制度，向辦公室僱員提供安全的工作環境。此外，本集團的相關業務單位已有有效的《安全生產許可證》。我們非常重視施工現場的安全及事故防範，並已就此制定政策、措施及程序，以避免出現各種潛在危險。我們已於施工現場執行下列安全政策、措施及程序：

- 就每個項目而言，我們均有至少一名現場項目安全人員，負責每日監督項目安全；
- 我們定期與第三方安裝團隊會晤，以為安全施工檢討安全事宜及商談解決方案；
- 向工地工人提供工地安全須知手冊，並為工地工人安排定期安全座談會，以提高彼等的安全意識；
- 我們會定期檢查防火、用電及設備使用的安全措施；及
- 我們已建立應急方案，作為安全有效應對各種緊急情況的指引。

During the year ended 31 December 2019, the Group has complied with relevant rules and regulations in the PRC, including the Law of the People's Republic of China on Work Safety and Law of the People's Republic of China on Occupational Disease Prevention and Control, as well as the legislative requirements in Hong Kong, including the Occupational Safety and Health Ordinance.

During the year ended 31 December 2019, the Group was not aware of any non-compliance with the health and safety laws and regulations.

於截至2019年12月31日止年度，本集團已遵守中國相關規則及法規，包括《中華人民共和國安全生產法》及《中華人民共和國職業病防治法》，以及香港的法例規定，包括《職業安全及健康條例》。

於截至2019年12月31日止年度，本集團並不知悉任何不符合健康及安全法律及法規的情況。

B3. Development and Training

General disclosure

Staff development and training

Employees are regarded as the Group's largest and most valuable assets and an essential part of maintaining a competitive advantage. The Group provides its staff with training courses for upgrading skills and development as needed. Training types include pre-job training, on-the-job training, continuous training, etc. The Group requires all new recruits to receive pre-job training before performing their duties. Through this training, employees can promptly familiarize themselves with the general situation and corporate culture of the Company, and adapt to the working environment as quickly as possible. The training enables employees to understand their job responsibilities and grasp the essentials of the work, thereby helping employees to fit in their roles. The head of the department that receives new recruits will be responsible for organizing department-specific induction training, covering job responsibilities, how to ensure safety and quality, and operations relating to equipment, instrument, and process. Such training is conducted through direct teaching. Those who fail the training will not be hired by the Group. In addition, the Group will continue to provide relevant training in areas such as strengthening employees' sense of responsibility, establishing an independent working attitude and maintaining honesty and credibility, so that employees can adapt to the competitive market atmosphere.

The Group encourages and supports employees to participate in personal and professional training to fulfill the needs of emerging technologies and new equipment. The Group also encourages the culture of sharing of knowledge and experience.

B3. 發展及培訓

一般披露

員工發展及培訓

僱員被視為本集團最大及最寶貴的資產及保持競爭優勢的重要部分。本集團根據需要為員工提供技能提升及發展的培訓課程。培訓種類包括崗前培訓、崗位培訓、持續培訓等。本集團要求所有新入職員工在履行職務前須接受崗前培訓，透過此培訓員工可及早了解公司概况及企業文化使員工盡快適應工作環境包括使員工明確自己的崗位職責並掌握工作要領從而有助於員工投入崗位角色。而接受新入職員工部門的部門領導則會負責組織具部門針對性的上崗培訓，內容包括崗位職責、如何確保安全及質量、設備、儀器、工藝的相關操作。此類培訓以直接教授方式進行，培訓不合格者本集團將不會錄用。此外，本集團亦會持續針對強化員工職責意識、建立獨立自主的工作態度並保持誠實信用等方面提供相關培訓，以便適應競爭激烈的市場氛圍。

本集團鼓勵及支持僱員參與個人及專業培訓，藉以滿足新興技術及新設備的需要。本集團亦鼓勵分享知識和經驗的文化。

The Group has made good use of its internal resources to organise various forms of training for its office in China, including management, customer service and financial knowledge, with the assistance of the Hong Kong Office of General Services.

B4. Labour Standards

General disclosure

Prevention of child labour or forced labour

The Group strictly prohibits employing any child labour or forced labour in its operations in Hong Kong and the PRC. The Group has established a well-defined recruitment process which examines the background of candidates and a formal reporting procedure for handling any exception. During the recruitment process, the age of the applicant is verified against the identity documents of the applicant. In addition, the Group conducts regular reviews and inspections to prevent any child labour or forced labour in operation.

In the meantime, the Group also avoids engaging vendors and contractors which are already known to employ child labour or forced labour in their operations. The Group has complied with the Employment of Children Regulations (Chapter 57B of the Laws of Hong Kong) under the Employment Ordinance (Chapter 57 of the Laws of Hong Kong), the Convention on the Abolition of Forced Labour with respect to Employment of Workers, the Labour Law of the People's Republic of China on the Employment of Adolescents under the Age of 16 and their Legal Rights and Interests and Provisions on the Prohibition of Child Labour in the People's Republic of China.

During the year ended 31 December 2019, the Group complied with all the laws and regulations relating to the prevention of child labour or forced labour. The Group was not aware of any material non-compliance with laws and regulations relating to employment and labour practices.

本集團善用內部資源，在香港總辦事處的協助下，為中國辦公室舉辦不同形式的培訓，包括管理、客戶服務及財務知識。

B4. 勞工準則

一般披露

防止童工或強制勞工

本集團嚴格禁止其香港及中國業務僱用任何童工或強制勞工。本集團已建立需檢查候選人背景的完善招聘流程及處理任何例外情況的正式報告程序。在招聘過程中，以應徵者之身份證明文件核實其年齡。另外，本集團亦定期進行審查及檢查，以防止經營中存在任何童工或強制勞工。

與此同時，本集團亦避免委聘該等已知悉在其經營中僱用童工或強制勞工的供應商和承包商。本集團已遵守《僱傭條例》(香港法例第57章)項下《僱用兒童規例》(香港法例第57B章)、有關僱用勞工的《廢止強迫勞動公約》、有關僱用16歲以下青少年及其合法權益的《中華人民共和國勞動法》以及《中華人民共和國禁止使用童工規定》。

於截至2019年12月31日止年度，本集團已遵守所有與防止童工或強制勞工相關的法律法規。本集團並不知悉任何重大不符合僱傭及勞工常規相關法律及法規的情況。

B5. Supply Chain Management

General disclosure

Environmental and social risk management of supply chain

The Group has established and implemented the Supplier Management Policy. In order to strengthen the selection of suppliers, the Group welcomes qualified, competent and high-quality suppliers to join. The Group's procurement department has specially formulated this policy in order to standardise the supplier management and improve the operational standard. When selecting new suppliers, the Group will first conduct a series of reviews, including preliminary engagement, on-site inspection, and survey of the supplier's market reputation by responsible persons of the supply department. For suppliers who have successfully passed the above reviews, the supply department will submit the supplier's related information to the management for approval and include the supplier in the Qualified Supplier List.

The Group's procurement department is also responsible for organising the supplier evaluation work in two ways which include the ongoing project evaluation and the annual assessment. The Group will conduct goods quality satisfaction surveys every six months on suppliers included in the Qualified Supplier List. The responsible persons and management personnel of the production department, warehouse, quality inspection department, and supply department will provide their opinions in the Qualified Supplier Satisfaction Survey Form. The evaluation results will serve as the basis of supplier management. Rectification opinions will be issued for suppliers with low satisfaction scores. Suppliers need to react quickly to the assessment result, taking effective measures within prescribed period to improve the services provided. The Group has the rights to terminate the cooperation with service providers who violate the rules or do not meet the targets.

B5. 供應鏈管理

一般披露

供應鏈環境及社會風險管理

本集團已制定及實施供應商管理制度。為了擴大對供應商的優選範疇，本集團歡迎有資質、有實力、高素質的供應商加入。本集團採購部為規範供應商管理，提高經營水準，特制定此制度。本集團在選擇新供應商時會先由供應部經辦人進行前期接洽、實地考察及對供應商的市場口碑進行調查等一系列審查。若供應商成功通過上述審查，供應部會將供應商相關信息上報管理層以作審批並登錄入《合格供應商名冊》。

本集團採購部亦負責組織供應商評估工作，分兩種方式進行，即持續項目評估及年度評估。本集團會對記錄於《合格供應商名冊》內的供應商進行每六個月一次的貨物質量滿意度調查，並由生產部、倉庫、質檢部、供應部等負責人及管理人員於《合格供應商滿意調查表》內填寫意見，評估結果將作為供應商的管理依據，對於滿意度不足的供應商將提出整改意見。供應商需對評估結果作出快速的反應，並在規定時間內採取有效措施改進所提供的服務。本集團有權與違規或服務不達標的供應商終止合作。

In the selection of new suppliers, the Group has compared at least three different companies, valuing their operational and compliance records as well as their loyalty culture over cost consideration. Prior to conducting business with suppliers, we carry out annual reviews and evaluations in various aspects including occupational health and safety, employee rights protection, environmental protection and corporate social responsibility. This ensures that our operations comply with national standards or relevant regulations and that we have no child or forced labour issues. The assessment results will be used as a benchmark for the continuation or termination of cooperation in the future.

The Group maintains close liaison with its suppliers and monitor their performance to ensure that it is consistent with their service commitment.

挑選新供應商時，本集團最少比較三間不同的公司，並重視供應商的營運及法律合規記錄及忠誠文化，更甚於成本考慮。與供應商開展業務前，我們會對多方面進行年度審查及評估，包括職業健康及安全、僱員權利保障、環保及企業社會責任，以確保本集團的經營符合國家標準或相關法規，以及並無童工或強制勞工問題。評估結果將用作日後延續或終止合作的基準。

本集團會與供應商保持緊密聯繫，監督其表現，以確保與其服務承諾一致。

B6. Product Responsibility

General disclosure

As an integrated steel structure and prefabricated construction solution service provider, our customers are typically property owners, subcontractors or main contractors of construction projects. We do not offer products or services to individual consumers. Therefore, the Group is of the view that advertising and labelling matters have no significant impact on the Group.

Quality and safety of products and services

The Group pays high attention to the quality and safety of its products and services. We have established strict quality management system pursuant to ISO 9001:2015 standards for activities involved in the construction of steel structure projects. We have also issued a series of internal guidelines as our primary standards for quality control, such as operation guidelines, fire control management and hygiene management. Our quality control measures are implemented at every important step throughout our production and installation process, from procurement of raw materials, fabrication and assembly of parts and materials, to inspection of finished works at work sites. To ensure quality, we strictly adhere to the drawings and technical specifications during the fabrication and assembly of parts and materials.

The Group has established relevant quality and safety inspection policies for different projects, communicates with our customers and confirms their project expectation and direction prior launching any project, and actively coordinates projects with customers in the process of providing services.

B6. 產品責任

一般披露

作為一家綜合性鋼結構及預製構件建築解決方案服務供應商，我們的客戶一般為建築項目的業主、主要承包商或分包商。我們並沒有提供產品或服務予個體消費者。因此，本集團認為廣告及標籤事宜對本集團沒有重大影響。

產品及服務的質素與安全

本集團重視產品及服務的質素與安全。我們有關鋼結構工程的施工所涉及的相關活動已根據ISO 9001：2015標準建立嚴苛的質量管理體系。我們亦頒佈一系列內部指引作為質量控制的主要標準，如操作指引、消防管控及衛生管理。我們於整個生產及安裝過程的各重要階段實施質量控制措施，包括採購原材料、製作及裝配部件及材料以及於施工現場檢測已完工工程。為保證質量，我們於製作及裝配部件及材料時嚴格遵照相關圖紙及技術規範。

本集團已為不同項目制定相關質素及安全檢測制度，在任何項目進行之前先與客戶溝通及確認項目預期及工作方向，並在提供服務的過程中積極與客戶協調項目的進行。

Quality inspection

Regarding product inspections, personnel from the quality inspection department of the Group shall conduct inspections strictly in accordance with the cutting and product drawings as well as production processes, and supervise the production personnel to strictly implement the production processes for components. Where unqualified products are found, they shall promptly implement rectification measures and notify the supervisor for proper handling and follow-up. The inspection records must be clearly filled out and properly kept to track all products that need to be inspected to prevent such problems as omitted inspections and wrong inspections.

After-sales service

According to the Measures for the Quality Warranty of House Construction Project (the "Measures") promulgated by the Ministry of Housing and Urban-Rural Development of the People's Republic of China in 2000, we are responsible for the repair of the quality defects that occur within the warranty period after completion of the projects. As defined in the Measures, quality defects refer to the quality of the construction projects that does not conform to the mandatory standards of engineering construction as well as the stipulations of relevant construction contracts. Quality defects caused by improper use, a third party or force majeure do not fall within the warranty scope. The warranty periods vary with different parts of construction. Within the warranty period, we are required to correct the quality defects of our works performed, including correcting, reconfiguring or re-performing the work or repair, replacing or modifying the structures or materials provided by us at our own costs to ensure the work is in strict compliance with the terms and conditions of the contract and is free from defects.

質量檢驗

關於產品檢驗方面，本集團質量檢驗部人員須嚴格按照下料及產品圖紙、製作工藝等進行檢驗並監督生產製作人員嚴格執行構件生產製作工藝。如發現有不合格產品應及時執行整改措施並通報主管以便作出適切處理及跟進。檢驗記錄需清楚填寫及妥善保存，以便對各類須要檢驗的產品進行追蹤從而防止漏檢、錯誤檢驗等問題發生。

售後服務

按照中華人民共和國住房和城鄉建設部於2000年頒佈的《房屋建築工程質量保修辦法》(「辦法」)，於項目完工後，我們負責對保修期內產生的質量缺陷進行維修。如辦法所界定，質量缺陷指建設項目的質量不符合工程建設的強制性標準及相關施工合同規定。使用不當、第三方或不可抗力造成的質量缺陷不在保修範圍內。不同建築構件的保修期各不相同。於保修期內，我們須自費修繕施工質量缺陷，包括修正、重構或重新施工或維修、更換或改造我們所提供的結構或材料，以確保工程嚴格遵守合同條款及條件及不存在缺陷。

Customer privacy and intellectual property management

The Group's day-to-day operations involve the use of the intellectual property owned by customers, suppliers or the Group itself. Therefore, the protection of intellectual property rights is an extremely important task for the Group. When the Group engages with its customers or suppliers, it will include the protection of intellectual property in the contractual terms. The Group's legal department will also review all the contracts in operation and ensure that the contractual terms protect both parties' intellectual property rights. The Group also requires technical professionals to sign strict confidentiality agreements. Confidential information of our customers is only accessible to employees who are responsible for the corresponding project.

During the year ended 31 December 2019, the Group complied with relevant laws and regulations governing the confidentiality of data and intellectual property, including but not limited to Hong Kong Intellectual Property Law, Patent Law of the People's Republic of China, Trademark Law of the People's Republic of China and Copyright Law of the People's Republic of China.

During the year ended 31 December 2019, the Group was not aware of any non-compliance with relevant laws and regulations relating to product responsibility.

客戶私隱及知識產權管理

本集團的日常營運牽涉到使用客戶、供應商或本集團自身擁有的知識產權。因此，保護知識產權為本集團極其重要的任務。本集團與客戶或供應商訂立合約時均會在合約條款中加入保護知識產權的條款。本集團法律部門亦會審核所有營運的合約，確保合約條款保障了雙方的知識產權。本集團亦要求技術專才簽訂嚴格的保密協議。客戶的機密資料僅可由負責相應項目的僱員存取。

於截至2019年12月31日止年度，本集團已遵守規管資料保密和知識產權的相關法律法規，包括但不限於《香港知識產權法》、《中華人民共和國專利法》、《中華人民共和國商標法》及《中華人民共和國著作權法》。

於截至2019年12月31日止年度，本集團並不知悉任何不符合有關產品責任的相關法律法規的情況。

B7. Anti-Corruption

General disclosure

Prevention of corruption and fraud

Preventive measures, enforcement and monitoring

The Group has implemented the Prevention of Commercial Bribery Management Policy and strengthened its internal control mechanism, anti-corruption and anti-bribery work to achieve the business philosophy of “abiding by the law, integrity and quality service”. For projects with higher monetary value, the Group makes an open bidding invitation to at least three suppliers. Different level of approval and authorisation is required according to the size of the tender agreement.

Reporting mechanism

The mechanism includes setting up an inspection team and establishing a channel for evaluation and reporting. It is strictly forbidden to use the business opportunities or powers to obtain personal interests or benefits. If there is a conflict of interest, it must be reported to the management of the Group in a timely manner. The Group also encourages employees and all persons with whom the Group does business, including customers and suppliers, to voluntarily report suspected wrongdoing within the Group.

The Group has complied with major relevant laws and regulations including Hong Kong’s “Prevention of Bribery Ordinance” and the Mainland’s “Corruption Ordinance of the People’s Republic of China”.

During the year ended 31 December 2019, the Group was not aware of any non-compliance with relevant laws and regulations relating to anti-corruption.

B7. 防止貪污

一般披露

防止貪污及舞弊

防範措施、執行及監察

本集團已實施預防商業賄賂管理制度，加強企業內控機制、防止貪污和反賄賂工作，做到「守法誠信、優質服務」的經營理念。就所涉金額較大的項目，本集團會作公開招標，邀請最少三家供應商投標。根據投標協議規模，須取得不同級別的審批及授權。

舉報機制

該機制包括成立稽查小組和設立評價舉報通道，嚴禁利用商機或職權謀取個人利益或好處。如有利益衝突，需要及時向本集團管理層申報。本集團亦鼓勵僱員及所有與本集團有業務往來的人士（包括客戶及供應商）主動舉報本集團內的疑屬不當行為。

本集團已遵守主要的相關法律法規，包括香港的《防止賄賂條例》及內地的《中華人民共和國懲治貪污條例》。

於截至2019年12月31日止年度，本集團並不知悉任何不符合有關防止貪污的相關法律法規的情況。

B8. Community Investment

General disclosure

Contributions to society

As a responsible company, the Group actively strives to become a positive force in the community and maintains close communication and interaction with the community to contribute to community development.

The Group enhances the quality of life of the community through arts, culture and entertainment using on demand systems and activities. Following the development of culture, the community can gain a deeper understanding of history and culture and cultivate higher appreciation of the present and future cultural activities and derive a greater level of enjoyment therefrom.

The Group will also actively encourage employees to contribute their time and skills to community volunteer works to benefit local communities while taking the opportunities to learn more about social and environmental issues and enhance the corporate value of the Group.

As a moral and responsible enterprise, the Group will consider from time to time to make donations to charities when the Group records after-tax profits and has sufficient funds.

B8. 社區投資

一般披露

社會公益

作為一家盡責的企業，本集團積極努力成為社區的正面力量，並與社區維持密切溝通和互動，為社區發展作出貢獻。

本集團通過藝術文化、娛樂點播系統和活動提高社區市民的生活質素。隨著文化的發展，讓社區不論現在或將來，都可對歷史和文化有更深入的認識和更高的欣賞能力，從中得到更大的樂趣。

本集團亦將積極鼓勵僱員為社區義工工作無償付出時間和技能，以惠及本地社區，藉此給予僱員機會了解更多社會及環境問題，及增強本集團企業價值。

作為一家有道德及責任感的企業，本集團將會不時考慮於本集團錄得除稅後溢利及擁有充裕資金時向慈善團體捐款。



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