



Enviro Energy International Holdings Limited 環能國際控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code 股份代號：1102)

2021

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告



Contents 目錄

Scope and Reporting Period	範圍及報告期	2
Reporting Principles	報告原則	3
The Board Statement	董事會聲明	3
Stakeholder Engagement and Materiality	持份者參與及重要性	4
Stakeholders' Feedback	持份者反饋意見	7
A. Environmental	A. 環境	7
A1. Emissions	A1. 排放物	7
A1.1. Air Emissions	A1.1. 空氣污染物排放	7
A1.2. Greenhouse Gas (GHG) Emissions	A1.2. 溫室氣體排放	8
A1.3. Hazardous Waste	A1.3. 有害廢棄物	9
A1.4. Non-hazardous Waste	A1.4. 無害廢棄物	9
A1.5. Measures to Mitigate Emissions	A1.5. 減排措施	9
A1.6. Waste Reduction and Initiatives	A1.6. 減廢措施	9
A2. Use of Resources	A2. 資源利用	10
A2.1. Energy Consumption	A2.1. 能源消耗	10
A2.2. Water Consumption	A2.2. 用水	10
A2.3. Energy Use Efficiency Initiatives	A2.3. 能源使用效益計劃	11
A2.4. Water Use Efficiency Initiatives	A2.4. 用水效益計劃	11
A2.5. Packaging Material	A2.5. 包裝材料	11
A3. The Environment and Natural Resources	A3. 環境及天然資源	12
A3.1. Impacts on the Environment	A3.1. 對環境的影響	12
A4. Climate Change	A4. 氣候變化	12
B. Social	B. 社會	13
1. Employment and Labour Practices	1. 僱傭及勞工慣例	13
B1. Employment	B1. 僱傭	15
B2. Employee Health and Safety	B2. 僱員健康及安全	18
B3. Development and Training	B3. 發展及培訓	20
B4. Labour Standard	B4. 勞工準則	22
2. Operating Practices	2. 營運慣例	23
B5. Supply Chain Management	B5. 供應鏈管理	23
B6. Product Responsibility	B6. 產品責任	24
B7. Anti-corruption	B7. 反貪污	28
B8. Community Investment	B8. 社區投資	29

Environmental, Social and Governance Report

環境、社會及管治報告

SCOPE AND REPORTING PERIOD

This is the Environmental, Social and Governance (“ESG”) report of Enviro Energy International Holdings Limited (the “Company”, together with its subsidiaries, the “Group”), highlighting the Group’s ESG performance, with disclosure reference made to the ESG Reporting Guide as described in Appendix 27 to the Main Board Listing Rules (the “Listing Rules”) and Guidance set out by the Stock Exchange of Hong Kong Limited. This report has been published on the website of the Group (<http://www.enviro-energy.com.hk>) and the Stock Exchange of Hong Kong Limited (www.hkexnews.hk).

The Group principally engaged in sales of materials business and properties investment in Hong Kong and the People’s Republic of China (the “PRC”). This ESG Report covers the overall environmental and social performance of the Group’s sales of materials business and properties investment operation, in the three offices in Hong Kong and the PRC, from 1 January 2021 to 31 December 2021 (“Reporting Period”), unless otherwise stated. The three offices in Hong Kong, Shenzhen and Yingkou of the PRC had a total office area of 167.29 m². The reporting scope remains the same as the previous reporting period.

The sales of materials business and properties investment operations are included in the reporting scope as they contributed the entire total revenue to the Group during the Reporting Period. Other operations that have no significant contribution to the Group’s revenue and environmental and social impacts are excluded from the reporting scope.

During the Reporting Period, the Group has complied with all mandatory and the “comply or explain” provisions stipulated in the Environmental, Social and Governance Reporting Guide (the “ESG Guide”) as set out in Appendix 27 to the Listing Rules. The Group has also complied with relevant laws and regulations that have a significant impact on the Group.

範圍及報告期

本報告為環能國際控股有限公司(「本公司」，連同其附屬公司統稱「本集團」)的環境、社會及管治(「環境、社會及管治」)報告，重點闡述本集團的環境、社會及管治表現，並已參考香港聯合交易所有限公司列明的主板上市規則(「上市規則」)及指引附錄二十七所述有關環境、社會及管治報告指引的披露方法。本報告已載於本集團網站(<http://www.enviro-energy.com.hk>)及香港聯合交易所有限公司網站(www.hkexnews.hk)。

本集團主要於香港及中華人民共和國(「中國」)從事銷售材料業務及物業投資。除另有說明外，本環境、社會及管治報告涵蓋本集團於二零二一年一月一日至二零二一年十二月三十一日(「報告期」)在香港及中國的三個辦事處的銷售材料業務及物業投資業務的整體環境及社會表現。位於中國香港、深圳及營口的三個辦事處的總辦公面積為167.29平方米。報告範圍與上一報告期相同。

由於銷售材料業務及物業投資業務於報告期為本集團貢獻全部總收入，故該等業務計入報告範圍。其他對本集團收入以及環境及社會影響無重大貢獻的業務並無計入報告範圍。

於報告期，本集團已遵守上市規則附錄二十七所載環境、社會及管治報告指引(「環境、社會及管治指引」)訂明的所有強制性及「不遵守就解釋」條文。本集團亦已遵守對本集團有重大影響的相關法律及法規。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

REPORTING PRINCIPLES

The preparation of the ESG Report has applied the following principles:

Materiality — materiality assessments have been carried out to identify material environmental and social issues that have major impacts on investors and other stakeholders, the significant stakeholders, procedures, and results of the engagement which are presented in the section “Stakeholder Engagement and Materiality” in the Report.

Quantitative — key performance indicators (“KPIs”) have been established, and are measurable and applicable to make valid comparisons under appropriate conditions; information on the standards, methodologies, assumptions, and/or calculation tools used, and sources of conversion factors used, have been disclosed when applicable.

Balance — performance of the Group was presented in an unbiased and impartial manner. Reasons have been disclosed if omissions are inevitable.

Consistency — consistent statistical methodologies and presentation of KPIs have been used to allow meaningful comparisons of related data over time.

THE BOARD STATEMENT

The Group’s board of Directors (the “Board”) has overall responsibility for overseeing the ESG management strategies of the Group. It oversees the overall ESG issues by identifying the ESG-relevant matters that affect the Group’s operations, adopting ESG policies on environmental protection, and reviewing the risks assessments in respect of the Group’s impact on stakeholders’ health and safety, the environment and the society. The Board annually reviews and evaluates ESG-related strategies during meetings.

報告原則

環境、社會及管治報告編製時已應用以下原則：

重要性 — 已進行重要性評估，以識別對投資者及其他持份者有重大影響的重大環境及社會議題、重大持份者、程序及參與結果，並於本報告「持份者參與及重要性」一節呈列。

量化 — 已制定關鍵績效指標（「關鍵績效指標」），其為可計量並適用於在適當情況下進行有效比較；有關所用標準、方法、假設及／或計算工具的資料以及所用換算因素的來源已在適用情況下披露。

平衡 — 本集團的表現以不偏不倚及公正的方式呈列。已於無法避免省略時披露省略的理由。

一致性 — 已使用一致的統計方法及關鍵績效指標呈列方式，以便隨時間對相關數據進行有意義的比較。

董事會聲明

本集團董事會（「董事會」）全面負責監督本集團的環境、社會及管治管理策略。其透過識別影響本集團營運的環境、社會及管治相關事宜，採納有關環境保護的環境、社會及管治政策以及審閱有關本集團對持份者健康及安全、環境及社會的影響進行的風險評估，監督整體環境、社會及管治事宜。董事會每年於會議上檢討並評估環境、社會及管治相關策略。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Despite the fact that the Group's operation does not involve significant environmental impact, the Board recognises the importance of environmental protection and has always provided support to strengthening its environmental measures. The Board also regards environmental protection as one of the important criteria when evaluating its suppliers' and business partners' standards and performance. The necessity of setting ESG-related targets is reviewed regularly by the Board. The Board upholds stringent standards towards its operation's ESG performance and in particular, focuses on labour practices and ethical standards.

儘管本集團營運並不涉及重大環境影響，董事會認同環境保護的重要性，並一直為加強其環保措施提供支持。董事會亦將環境保護視為評估供應商及業務夥伴標準及表現的一項重要標準。董事會定期檢討制定環境、社會及管治相關目標的必要性。董事會對其營運時的環境、社會及管治表現秉持嚴格標準，特別關注勞工常規及道德標準。

STAKEHOLDER ENGAGEMENT AND MATERIALITY

持份者參與及重要性

The Group values stakeholders' feedback and opinion, which are indispensable to the business. The Group has communicated with different stakeholders through various communication channels, including face-to-face and online meetings or discussions, and stakeholder surveys to engage key internal and external stakeholders such as board members, managers, frontline staff, business partners and customers, etc. The engaged stakeholders and the respective communication channels are listed below.

本集團重視持份者的反饋及意見，此乃業務不可或缺的部分。本集團已透過多種溝通渠道(包括面對面及線上會議或討論)及持份者調查，以與不同持份者溝通，從而吸引主要內部及外部持份者，例如董事會成員、經理、前線員工、業務夥伴及客戶等。獲委聘的持份者及相關的溝通渠道載列如下。

Stakeholder Groups

持份者組別

Communication Channels

溝通渠道

Employees
僱員

- Meetings and conferences
會面及會議
- Annual employee performance appraisals
年度僱員績效評核
- Recreational activities and voluntary activities for employees
僱員康樂活動及義工活動

Shareholders
股東

- General meetings
股東大會
- Annual and interim reports
年度及中期報告
- Announcements and circulars
公告及通函
- Company website
公司網站
- Hotlines
熱線

Clients
客戶

- Telephone/email
電話／電郵
- interviews
面談

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Stakeholder Groups

持份者組別

Suppliers, service providers
or contractors
供應商、服務供應商或承包商

Communication Channels

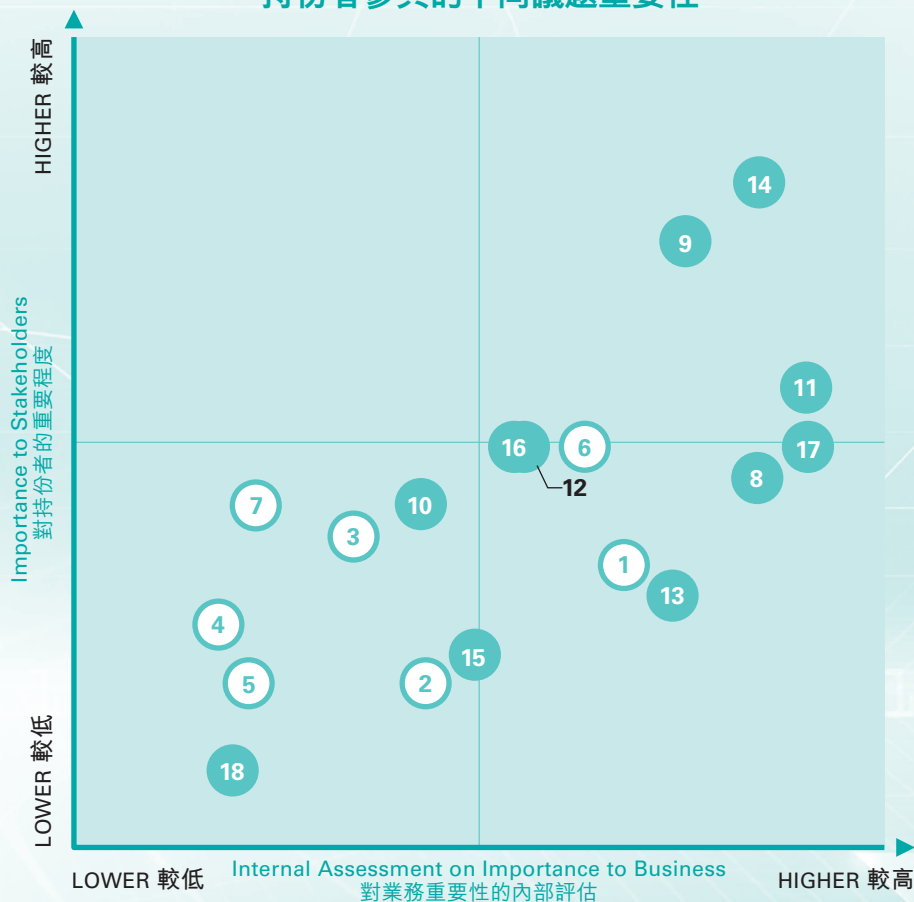
溝通渠道

- Telephone/email
電話／電郵
- Supplier meetings and events
供應商會議及活動
- Inspection and supervision of work
檢查及監督工作

During the Reporting Period, the Group has invited its key internal and external stakeholders to rate the importance of 18 ESG-related issues. The following matrix shows the results of the materiality assessment of the stakeholder engagement on various topics.

於報告期內，本集團已邀請其主要內部及外部持份者對18項環境、社會及管治相關事宜的重要性進行評級。以下矩陣顯示持份者就不同議題參與的重要性評估結果。

Materiality of Different Topics from Stakeholder Engagement
持份者參與的不同議題重要性



Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Environmental

環境

- 1 Energy
能源
- 2 Water
用水
- 3 Air Emission
空氣污染物排放
- 4 Waste and Effluent
廢棄物及污水
- 5 Other Raw Materials Consumption
其他原材料消耗
- 6 Environmental Protection Measures
環境保護措施
- 7 Climate Change
氣候變化

Social

社會

- 8 Employment
僱傭
- 9 Occupational Health and Safety
職業健康及安全
- 10 Development and Training
發展及培訓
- 11 Labour Standards
勞工準則
- 12 Supply Chain Management
供應鏈管理
- 13 Intellectual Property
知識產權
- 14 Data Protection
資料保護
- 15 Customer Service
客戶服務
- 16 Product/Service Quality
產品／服務質量
- 17 Anti-corruption
反貪污
- 18 Community Investment
社區投資

The most material topics to the Group's stakeholders and its operation are:

- Employment
- Occupational health and safety
- Labour standards
- Data protection
- Anti-corruption

All topics that were deemed simultaneously important to the stakeholders and the Group's business development were social topics. Details of management approaches to the above material topics are provided in the relevant sections in this report. The Group will continue to improve its ESG management and performance by proactively communicating with its stakeholders and constantly enhancing its internal policies.

對本集團持份者及其營運最為重要的議題為：

- 僱傭
- 職業健康及安全
- 勞工準則
- 資料保護
- 反貪污

所有被視為對持份者及本集團業務發展同屬重要的議題均為社會議題。上述重要議題的管理方針詳情載於本報告相關章節。本集團將透過積極與其持份者溝通以及不斷改善其內部政策，持續改善其環境、社會及管治管理及表現。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

STAKEHOLDERS' FEEDBACK

The Group welcomes stakeholders' feedback on its environmental, social and governance approach and performance. Please give your suggestions or share your views with us via email at inquiry@enviro-energy.com.hk.

A. ENVIRONMENTAL

The Group does not cast significant impacts on the environment due to its business nature. The environmental aspects of the Group were also not considered as material to stakeholders and the Group's business development from the materiality assessment as discussed in the section "Stakeholder Engagement and Materiality" of this report. Therefore, the Group has not formulated environmental-related policies and has not set any reduction targets on emission, energy consumption, water consumption and waste generation during the Reporting Period. Having said that, the Group recognises the importance of environmental protection as a responsible corporate, and it has always provided support to its employees in environmental protection. The Group's Employee Handbook has also provided guidance to employees on implementing various environmental protection measures.

During the Reporting Period, the Group complied with relevant environmental laws and regulations. No material non-compliance case against environmental laws and regulations has been identified.

A1. Emissions

A1.1. Air Emissions

The Group has not owned any vehicles and involved in gaseous fuel consumption for its business operation. There were no sulphur oxides, nitrogen oxides and respiratory suspended particles emissions from its operation during the Reporting Period.

持份者反饋意見

本集團歡迎持份者對其環境、社會及管治方針及表現發表反饋意見。敬請閣下透過電郵向本集團提出建議或分享意見，電郵地址為 inquiry@enviro-energy.com.hk。

A. 環境

鑑於業務性質，本集團並無對環境造成重大影響。誠如本報告「持份者參與及重要性」一節所討論，本集團的環保範疇亦不被視為對持份者及本集團業務發展而言屬重大。因此，於報告期內，本集團並無制定與環境相關的政策，亦無制定任何有關排放、能源消耗、用水及廢棄物產生的減排目標。儘管如此，本集團作為負責任企業，明白環境保護的重要性，並一直在環境保護方面為僱員提供支持。本集團的僱員手冊亦為僱員提供有關實施各種環境保護措施的指引。

於報告期內，本集團遵守相關環境法律及法規。概無發現任何違反環境法律及法規的重大不合規個案。

A1. 排放物

A1.1. 空氣污染物排放

本集團並無就其業務營運擁有任何汽車並涉及氣體燃料消耗。於報告期內，其營運並無排放硫氧化物、氮氧化物及可吸入懸浮粒子。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

A1.2. Greenhouse Gas (GHG) Emissions

The Group's GHG emissions were 6.65 tCO₂eq. during the Reporting Period and the overall intensity of the GHG emissions was 0.04 tCO₂eq./m² of total office area and 0.33 tCO₂eq./employee.

Sources of GHG emissions included:

- Indirect (Scope 2) emissions: purchased electricity;
- Other indirect (Scope 3) emissions: landfilling of wastepaper, and processing of freshwater and sewage.

The table below summarises the GHG emission sources of the Group. The Group has not involved in the stationary or mobile combustion of fuel, and no direct GHG emissions (Scope 1) were emitted.

A1.2. 溫室氣體排放

於報告期內，本集團的溫室氣體排放量為6.65噸二氧化碳當量，溫室氣體排放的整體密度為0.04噸二氧化碳當量／平方米（總辦公面積）及0.33噸二氧化碳當量／僱員。

溫室氣體排放來源包括：

- 間接（範圍2）排放：外購電力；
- 其他間接（範圍3）排放：廢紙填埋以及淡水及污水處理。

下表概述本集團的溫室氣體排放來源。本集團並無涉及固定或移動燃燒燃料，亦無直接溫室氣體排放（範圍1）。

Scope of GHG Emissions	Emission Sources	Emission (in tCO ₂ eq.) 排放量(以噸二氧化碳當量計)	Total Emission (in percentage) 總排放量(百分比)
溫室氣體排放範圍	排放源頭		
Scope 2 範圍2			
Indirect emissions 間接排放	Purchased electricity 外購電力	6.38	96%
Scope 3 範圍3			
Other indirect emissions 其他間接排放	Paper consumption 紙張消耗	0.26	4%
	Fresh water and sewage processing 淡水及污水處理	0.01	
Total 總計		6.65	100%
Intensity (tCO₂eq./m²) 密度(噸二氧化碳當量／平方米)		0.04	
Intensity (tCO₂eq./employee) 密度(噸二氧化碳當量／僱員)		0.33	

Note 1: Emission factors were referred to Appendix 27 to the Main Board Listing Rules and their referred documentation as set out by Hong Kong Exchanges and Clearing Limited, unless stated otherwise.

附註1：除另有說明外，排放因數指主板上市規則附錄二十七及香港交易及結算有限公司列明的其參考文件。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

A1.3. Hazardous Waste

Due to its business nature, the Group did not generate any significant hazardous wastes during the Reporting Period.

A1.4. Non-hazardous Waste

Non-hazardous waste generated by the Group was mainly paper waste. During the Reporting Period, the Group generated a total of 54.64 kg of paper waste, with an intensity of 0.33 kg/m² and 2.73 kg/employee.

A1.5. Measures to Mitigate Emissions

The Group's operation does not involve significant air and GHG emissions. The major source of GHG emissions comes from the consumption of purchased electricity. The Group strives to reduce unnecessary electricity consumption. The measures to mitigate energy consumption is discussed in section A2.3 of this report.

A1.6. Waste Reduction and Initiatives

Non-hazardous wastes generated from the Group's operation were collected by the office building management department. The major type of non-hazardous waste generated from the Group's business operations is paper.

The Group encourages employees to reduce paper consumption. Certain waste reduction measures have been formulated:

- Providing recycling paper collection trays at offices;
- Setting double-sided printing as its computers' default printing option;
- Receiving incoming faxes in digital format;

A1.3. 有害廢棄物

鑑於業務性質，本集團於報告期內並無產生任何重大有害廢棄物。

A1.4. 無害廢棄物

本集團產生的無害廢棄物主要為廢紙。於報告期內，本集團共產生54.64公斤廢紙，密度為0.33公斤／平方米及2.73公斤／僱員。

A1.5. 減排措施

本集團營運並不涉及重大廢氣及溫室氣體排放。溫室氣體排放的主要來源為外購電力消耗。本集團致力減少不必要的電力消耗。減少能源消耗的措施於本報告第A2.3節討論。

A1.6. 減廢措施

本集團營運產生的無害廢棄物由辦公樓管理部門收集。本集團業務營運產生的主要類型無害廢棄物為紙張。

本集團鼓勵僱員減少紙張消耗。已制定若干減廢措施：

- 在辦公室提供回收廢紙收集盤；
- 將雙面打印設定為電腦預設打印選擇；
- 以數碼格式接收輸入傳真；

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

- Collecting and encouraging employees to reuse envelopes and files;
- Using reusable cups instead of paper cups in offices; and
- Reducing the use of disposable tableware.

The Group has not formulated formal waste reduction policies to govern its subcontractors, but it has encouraged contractors to reduce waste and reuse resources whenever possible.

- 收集並鼓勵僱員重用信封及文件夾；
- 在辦公室使用可重用的杯而非紙杯；及
- 減少使用即棄餐具。

本集團並無制定正式的減廢政策規管其分包商，惟鼓勵承包商盡可能減少浪費並重用資源。

A2. Use of Resources

To enhance the efficient use of resources, the Group has implemented various resource-saving measures and has encouraged green practices among employees. For details of the measures and the implementation of the policies, please refer to Sections A2.3 and A2.4 of this report.

A2.1. Energy Consumption

The Group's business operations consumed electricity, with a total energy consumption of 9,284 kWh and an intensity of 0.06 MWh/m² and 0.46 MWh/employee.

A2.2. Water Consumption

The total water consumption of the Group was 19.2 m³, with an intensity of 0.16 m³/m² and 2.74/employee¹. Since the water supply is centrally managed and sourced from governmental bodies and sewage was discharged through the municipal wastewater system, there is no water sourcing or discharge issue during the Reporting Period.

¹ The water consumption included only water consumption of Yingkou office. Water consumption of Hong Kong and Shenzhen offices were managed by the office building management department; respective data was therefore unavailable. Water consumption intensity per area was calculated by water consumed by Yingkou office/office area of Yingkou office. Water consumption intensity per employee was calculated by water consumed by Yingkou office/total number of employees of Yingkou office as of 31 December of the Reporting Period.

A2. 資源利用

為更有效利用資源，本集團已實施多項資源節約措施，並鼓勵僱員實踐採取環保行為。有關措施及政策實施的詳情，請參閱本報告第A2.3及A2.4節。

A2.1. 能源消耗

本集團的業務營運消耗電力，能源消耗總量為9,284千瓦時，密度為0.06兆瓦時／平方米及0.46兆瓦時／僱員。

A2.2. 用水

本集團的總耗水量為19.2立方米，密度為0.16立方米／平方米及2.74／僱員¹。由於供水乃政府機關集中管理並採購，且污水通過市政污水系統排放，故報告期內不存在取水或排污問題。

¹ 用水僅包括營口辦事處的用水。香港及深圳辦事處的用水由辦公樓管理部門管理，因此無法獲得相關數據。各地方用水密度按營口辦事處／營口辦事處的辦公地方用水量計算。截至報告期的十二月三十一日，各僱員用水密度按營口辦事處的用水量／營口辦事處的僱員總數計算。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

A2.3. Energy Use Efficiency Initiatives

The Group consumed electricity in its operation. It strives to reduce electricity consumption for the benefit of the environment. Certain measures have been implemented to control energy consumption as stated in the Employee Handbook:

- Setting the room temperature at around 25.5°C;
- Selecting office equipment with Grade 1 Energy Label issued by the Electrical and Mechanical Services Department of Hong Kong;
- Ensuring doors and windows are closed when air conditioners are on; and
- Switching off all lights, air conditioners, computers, photocopiers and other electrical appliances before leaving the office.

A2.4. Water Use Efficiency Initiatives

The Group's water resource consumption was insignificant. Hence, no policies nor initiatives have been formulated. Nevertheless, employees are reminded to always conserve water and reduce wastage.

A2.5. Packaging Material

The Group's business operation has not involved significant use of packaging materials. The Group encourages suppliers and contractors to reduce the use of packaging materials.

A2.3. 能源使用效益計劃

本集團於營運時消耗電力。本集團致力減少電力消耗，為環境帶來裨益。本集團已實施若干措施控制能源消耗，有關措施載於僱員手冊：

- 將室溫設定為約攝氏 25.5 度；
- 選擇獲香港機電工程署頒發一級能源標籤的辦公設備；
- 確保空調開啟時關閉門窗；及
- 離開辦公室前關閉所有電燈、空調、電腦、影印機及其他電器。

A2.4. 用水效益計劃

本集團的水資源消耗並不重大。因此，並無制定任何政策及措施。儘管如此，本集團會提醒僱員時刻節約用水以及減少浪費。

A2.5. 包裝材料

本集團的業務營運並無涉及大量使用包裝材料。本集團鼓勵供應商及承包商減少使用包裝材料。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

A3. The Environment and Natural Resources

The Group's business nature does not pose significant impacts on the environment and natural resources and hence, no formal policy has been formulated in this respect. However, the Group considers the use of resources as one of the important criteria when assessing and selecting suppliers and business partners.

A3.1. Impacts on the Environment

The Group's operation is office-based and does not involve a significant consumption of resources and pollution of the environment. The major impact on the environment from its operation was the GHG emissions derived from the consumption of purchased electricity. The Group strives to avoid unnecessary use of electricity and enhance the energy efficiency of its electrical appliances installed at offices.

A4. Climate Change

Climate change affects businesses to varying extent. The Group has assessed the potential climate-related risks and identified the sustained elevated temperature and increasing severity and likelihood of extreme weather events, such as rainstorms and typhoon, as major physical risks impacting our daily operation. The risk level is high and is expected to increase in long term.

The Group has no formal policy regarding climate change but it is committed to mitigating the climate change and enhancing its resilience to adapt to the increasing threat of climate-related consequences. To cope with extreme weather conditions, the Group takes precautionary and protective measures including, where necessary, home office arrangement and work schedule rearrangement, to minimise potential damage extreme weather will cause to its operation and most importantly, to its employees.

A3. 環境及天然資源

本集團的業務性質不會對環境及天然資源造成重大影響，因此並無就此制定正式政策。然而，本集團於評估並甄選供應商及業務夥伴時，將資源使用視為一項重要準則。

A3.1. 對環境的影響

本集團營運時以辦公室為基礎，並不涉及大量資源消耗及環境污染。其營運對環境的主要影響為消耗外購電力產生的溫室氣體排放。本集團致力避免不必要地使用電力並提高其辦公室所安裝電器的能源效益。

A4. 氣候變化

氣候變化在不同程度上影響企業。本集團已評估潛在氣候相關風險，並視溫度持續升高以及極端天氣事件(如暴雨及颱風)日益嚴重並可能發生為影響日常營運的主要實際風險。有關風險水平高，且預期長期增加。

本集團並無有關氣候變化的正式政策，惟致力減緩氣候變化，提高復原能力，以適應日益增加的氣候相關後果威脅。為應對極端天氣狀況，本集團採取預防及保護措施，當中包括(如必要)在家辦公安排以及重新安排工作時間表，以盡量減少極端天氣對其營運及(最重要者)對其僱員造成的潛在損害。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

In the future, the Group will continue to identify potential business activities impacting the environment and develop corresponding improvement measures, so as to further prevent the possible negative impacts of our operation on climate change.

未來，本集團將繼續識別影響環境的潛在商業活動，並制定相應的改善措施，以進一步防止營運對氣候變化可能產生的負面影響。

B. SOCIAL

Employees constitute an important pillar of the Group's business. The Group sees a respectful and fair working environment as key to its operation. Hence, the Group ensures strict compliance with all relevant employment and labour practices laws and regulations. The Group has the Employee Handbook in place which has stipulated procedures regarding employment, compensation and dismissal, performance review and promotion, working hours, rest periods, other benefits and welfare, development and training, data protection, intellectual properties and employees' code of conduct. The Employee Handbook aims to provide employees with guidance on daily operation practices, establish a standard for employees to be treated on a fair basis, and establish a sound management system to manage the Group's internal social issues.

1. Employment and Labour Practices

During the Reporting Period, the Group stringently complied with national and local laws and regulations regarding employment and labour practices, including but not limited to the followings:

B. 社會

僱員乃本集團業務的重要支柱。本集團視尊重及公平的工作環境為其業務關鍵。因此，本集團確保嚴格遵守所有相關僱傭及勞工慣例法律及法規。本集團已制定僱員手冊，當中訂明有關僱傭、薪酬及解僱程序、表現評核及晉升、工作時數、假期、其他待遇及福利、發展及培訓、資料保護、知識產權及僱員行為守則。僱員手冊旨在為僱員提供有關日常營運慣例的指引，為僱員建立可獲公平對待的標準，並建立完善的管理制度，以管理本集團的內部社會問題。

1. 僱傭及勞工慣例

於報告期內，本集團嚴格遵守有關僱傭及勞工慣例的國家及地方法律及法規，包括但不限於以下各項：

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Hong Kong 香港

- Employment Ordinance (Cap. 57)
僱傭條例(第57章)
- Inland Revenue Ordinance (Cap. 112)
稅務條例(第112章)
- Sex Discrimination Ordinance (Cap. 480)
性別歧視條例(第480章)
- Mandatory Provident Fund Schemes Ordinance (Cap. 485)
強制性公積金計劃條例(第485章)
- Personal Data (Privacy) Ordinance (Cap. 486)
個人資料(私隱)條例(第486章)
- Disability Discrimination Ordinance (Cap. 487)
殘疾歧視條例(第487章)
- Family Status Discrimination Ordinance (Cap. 527)
家庭崗位歧視條例(第527章)
- Race Discrimination Ordinance (Cap. 602)
種族歧視條例(第602章)
- Minimum Wage Ordinance (Cap. 608)
最低工資條例(第608章)

No non-compliance with relevant laws and regulations that have a significant impact on the Group relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare had been identified during the Reporting Period.

Mainland China 中國內地

- Labour Law
勞動法
- Labour Contract Law
勞動合同法
- Regulations on Paid Annual Leave for Employees
職工帶薪年休假條例
- Law on the Protection of Women's Rights and Interests
婦女權益保障法
- Special Rules on the Labour Protection of Female Employees
女職工勞動保護特別規定

於報告期內，概無發現不符合有關薪酬及解僱、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且對本集團有重大影響的相關法律及法規。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

B1. Employment

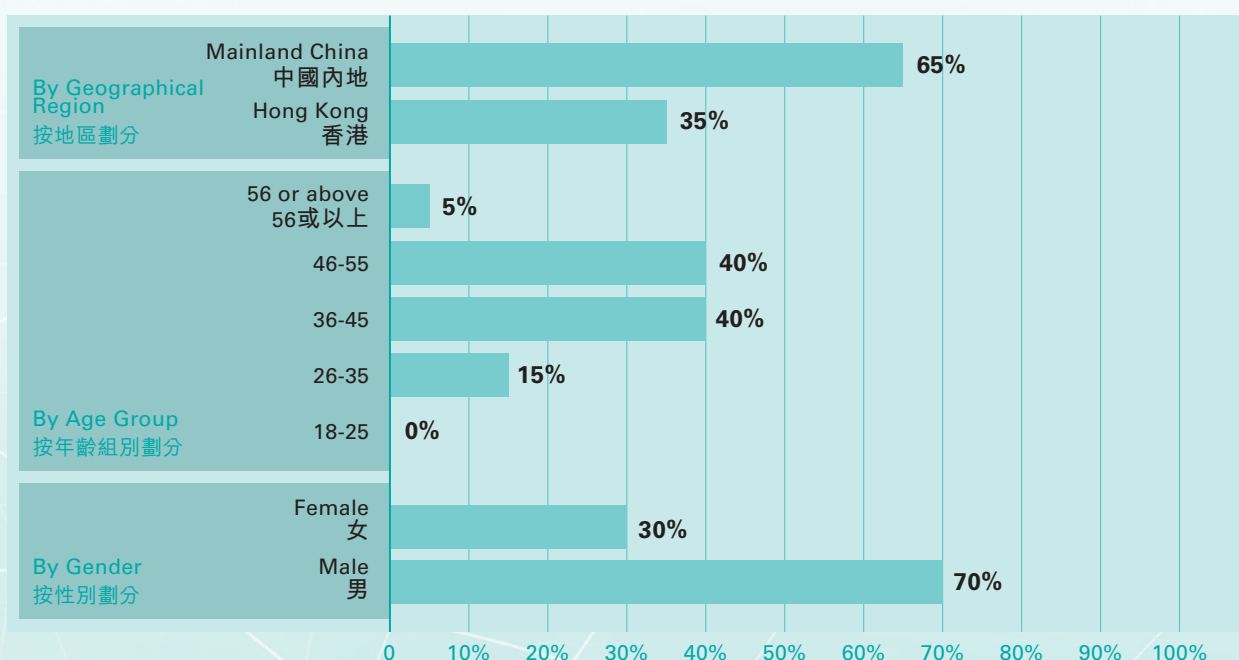
As of 31 December 2021, the Group had a total of 20 employees, all of them as full-time employees. The figures below show the workforce distribution by different categories.

B1. 僱傭

截至二零二一年十二月三十一日，本集團共有20名僱員，均為全職僱員。下圖顯示按不同類別劃分的勞動人口分佈。

Total Workforce Distribution

勞動人口總數分佈



The overall turnover rate during the Reporting Period was 23%. Turnover rates by different categories are shown below².

報告期內的整體流失率為23%。按不同類別劃分的流失率列示如下²。

² The turnover rates by categories were calculated by the number of employees who left the Group during the Reporting Period in the specific category/ the total number of employees as of 31 December of the Reporting Period and that who left the Group during the Reporting Period in the specific category.

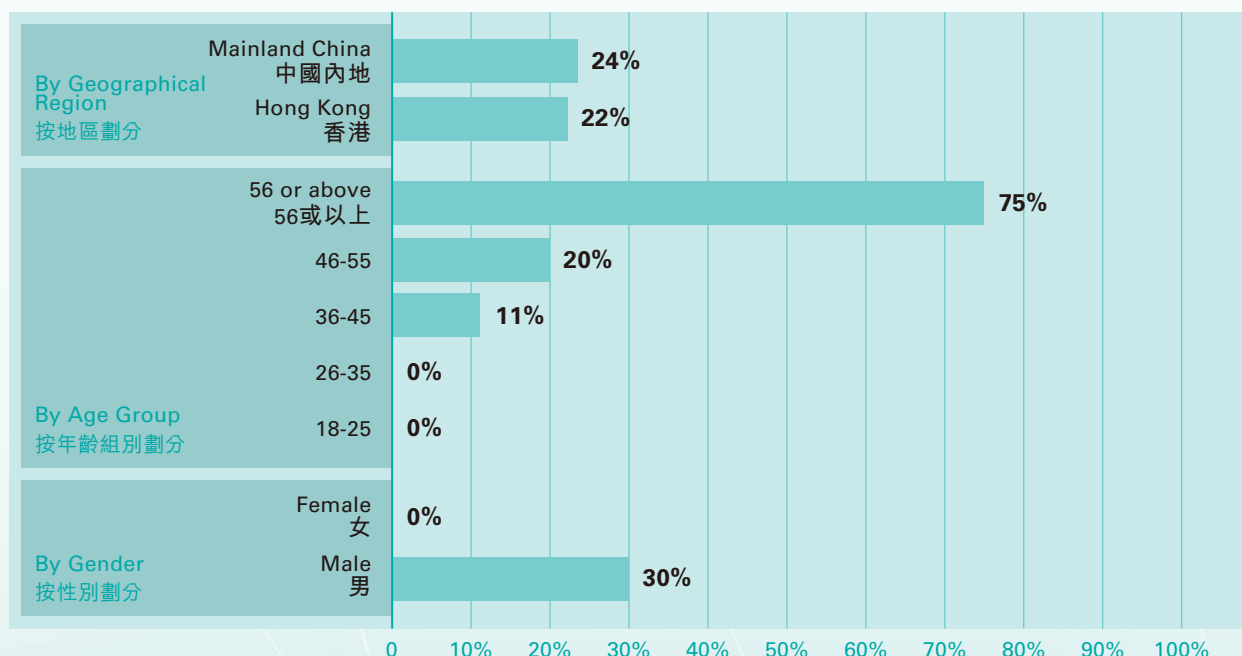
² 按類別劃分的流失率根據報告期內離開本集團的特定類別僱員人數／截至報告期的十二月三十一日的僱員及報告期內離開本集團的特定類別僱員總人數計算。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Turnover Rates

流失率



Employment and Labour Practices

Employees were entitled to a basic salary and discretionary bonus commensurate with their educational background, professional knowledge, experience and responsibilities. The Group's employment contracts with employees stated clearly the terms such as job duties, working hours, holidays, remuneration, termination process, and benefits. The Group ensures potential employees fully understand the terms stipulated in the employment contracts before the contracts are mutually signed. The Group contributed to the Mandatory Provident Fund ("MPF") in Hong Kong and the social security insurance in the PRC. It reviews employees' performances annually and makes pay adjustments with reference to the average salary level of the market. Promotion opportunities or incentives such as double-pay rewards and discretionary bonuses are offered based on the results of annual performance appraisals.

僱傭及勞工慣例

僱員有權收取基本薪金及與彼等教育背景、專業知識、經驗及責任相稱的酌情花紅。本集團與僱員訂立的僱傭合約清楚列明工作職責、工作時間、假期、薪酬、終止程序及福利等條款。本集團確保準僱員於雙方簽訂合約前充分了解僱傭合約訂明的條款。本集團向香港強制性公積金(「強積金」)及中國社會保障保險供款。其每年檢討僱員表現，並參考市場平均薪酬水平作出薪酬調整。本集團根據年度績效評核結果，提供晉升機會或獎勵，例如雙薪獎勵及酌情花紅。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

The Group adopted a five-day work arrangement to foster employees' work-life balance. Various types of leaves, including annual leave, examination leave, sick leave, maternity leave, and special leave (including marriage leave, compassionate leave, paternity leave, and jury service leave) were provided.

Equal Opportunity

The Group provides equal opportunities for all employees in respect of recruitment, job advancement, compensation and benefits, and training and development. Employees were not discriminated against or deprived of such opportunities based on gender, ethnic background, religion, colour, age, marital status, family status, retirement, disability, pregnancy or any other discrimination prohibited by applicable law.

Employee Communication

The Group attaches great importance to workplace communication as it allows effective collaboration among employees of different categories and increases productivity. Various channels were in place to enhance communication among employees of different levels. Directors or supervisors conduct appraisal meetings with employees annually to review employees' performance, understand their concerns and difficulties and set targets for the coming years. Employees can also voice their opinion and feedback to their supervisors during the appraisal meetings. To promote friendships in the workplace, the Group regularly organises gatherings with employees, such as celebrations during Chinese New Year and Christmas.

本集團採取五天工作安排，讓僱員工作生活平衡。本集團提供各種假期，當中包括年假、考試假、病假、產假及特別假期(包括婚假、恩假、侍產假及陪審服務假)。

平等機會

本集團在招聘、晉升、薪酬及福利以及培訓及發展方面為所有僱員提供平等機會。僱員不會因性別、種族背景、宗教、膚色、年齡、婚姻狀況、家庭狀況、退休、殘疾、懷孕或適用法律禁止的任何其他歧視而受到歧視或被剝奪有關機會。

僱員溝通

本集團重視工作場所溝通，原因乃其可讓不同類別的僱員之間有效合作，並提高生產力。本集團設有多種渠道加強不同級別僱員之間溝通。董事或監事每年與僱員進行評核會議，以檢討僱員績效、了解彼等關注事宜及困難，並制定未來數年的目標。僱員亦可於評核會議上向其主管提出反饋及意見。為使工作場所出現友好關係，本集團定期組織僱員聚會，例如農曆新年及聖誕節慶祝活動。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

B2. Employee Health and Safety

The Group is committed to providing a safe and healthy working environment to its employees. It has complied with occupational health related laws and regulations to minimise employees' exposure to occupational health and safety risks. The laws are listed in the following table.

Hong Kong 香港

- Employees' Compensation Ordinance (Cap. 282)
僱員補償條例(第282章)
- Occupational Safety and Health Ordinance (Cap. 509)
職業安全及健康條例(第509章)

The Group's operation does not involve heavy machinery or intensive manual handling operations. It is committed to providing a safe and secure working environment to employees. Medical insurance and labour insurance were provided to employees. In accordance with Employee Handbook, employees shall handle electrical equipment and heavy objects with care. If any accident related to occupational health and safety occurred, employees should report to the human resources department of the Group as soon as possible. Employees are also reminded to pay attention to the following measures to minimise certain health risks:

- Take short rest after prolonged use of computers;
- Maintain adequate viewing distance from the computer screens;

B2. 僱員健康及安全

本集團致力為僱員提供安全及健康的工作環境。本集團已遵守職業健康相關法律及法規，以盡量降低僱員的職業健康風險及安全風險。相關法律列於下表。

Mainland China 中國內地

- Labour Law
勞動法
- Labour Contract Law
勞動合同法
- PRC Law on The Prevention and Control of Occupational Diseases
中華人民共和國職業病防治法

本集團營運並不涉及重型機械或密集人手操作。本集團致力為僱員提供安全及有保障的工作環境。本集團為僱員提供醫療保險及勞工保險。根據僱員手冊，僱員應小心處理電器設備及重物。倘發生任何與職業健康及安全有關的事故，則僱員應盡快向本集團人力資源部門彙報。本集團亦提醒僱員注意以下措施，以盡量降低若干健康風險：

- 長期使用電腦後短暫休息；
- 與電腦屏幕保持充足的觀看距離；

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

- Adjust seats, keyboards and monitors to maintain a proper work posture; and
- Notify supervisors if employees feel unwell or experience short-term health problems when using computers.

Fire safety is one of the primary considerations in occupational safety. The building management department of the Group's offices has provided fire evacuation plans and regularly organised fire drills for the Group's employees.

In terms of indoor air quality, air purifiers have been installed at offices to establish a comfortable work environment. The Group encourages contractors and business partners to place priority on occupational health and safety, especially those operating in factories.

COVID-19

During the COVID-19 pandemic, the Group has provided masks, COVID-19 rapid antigen test kits, and disinfection supplies to protect their health. Aligned with the Hong Kong Government's anti-epidemic measures, the Group also performs body temperature measurements for employees and guests entering its office and adopted flexible work arrangements to minimise employees' risks of infection.

Occupational Health and Safety Statistics

During the Reporting Period, there were no lost days due to work-related injury. There was no material non-compliance with the applicable laws and regulations relating to occupational health and safety which had a material impact on the Group during the Reporting Period.

- 調整座椅、鍵盤及顯示器以保持適當的工作姿勢；及
- 若僱員在使用電腦時感到身體不適或出現短期健康問題，則通知主管。

消防安全乃職業安全的主要考慮因素之一。本集團辦公室的樓宇管理部門已提供疏散計劃，並定期為本集團僱員組織火警演習。

在室內空氣質量方面，辦公室已安裝空氣淨化器，以建立舒適的工作環境。本集團鼓勵承包商及業務夥伴優先考慮職業健康及安全，尤其是在工廠營運者。

COVID-19

於COVID-19疫情期間，本集團提供口罩、COVID-19快速抗原檢測包及消毒用品，以保障其健康。配合香港政府的抗疫措施，本集團亦為進入辦公室的僱員及訪客量度體溫，並採取靈活的工作安排，以盡量減低僱員受感染的風險。

職業健康及安全統計資料

於報告期內，概無因工傷損失工作日數。於報告期內，概無嚴重不符合有關職業健康及安全的適用法律法規而對本集團產生重大影響。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Occupational Health and Safety Statistics	職業健康及安全統計資料	2021 二零二一年	2020 二零二零年	2019 二零一九年
Work-related fatality	因工死亡	0	0	0
Work-related fatality rate	因工死亡率	0%	0%	0%

B3. Development and Training

According to the Group's Employee Handbook, the Group fully supports employees to participate in on-job training and external training. The Group covers the costs of training programmes relevant to its employees' profession and provides subsidies to employees who pursue skill enhancement. These training courses cover topics of management skills, leadership improvement, corporate strategy and culture, and business knowledge. The Group pays special attention to the Board's ethics and conduct. Induction training on legal compliance was provided to the directors before the commencement of work.

Given the COVID-19 pandemic, the Group encouraged employees to participate in online professional training courses that enhance business knowledge and work efficiency.

During the Reporting Period, 65% of the employees were trained and a total of 78 hours of training were provided. Each employee received 3.9 hours of training on average. The graphs below illustrate the percentage of employees trained by category and the average training hours trained per employee.

B3. 發展及培訓

根據本集團的僱員手冊，本集團全力支持僱員參與在職培訓及外部培訓。本集團承擔與其僱員專業相關的培訓課程成本，並向追求技能提升的僱員提供補貼。該等培訓課程涵蓋管理技能、領導才能提升、企業策略及文化以及商業知識主題。本集團特別關注董事會的道德及行為。董事於開始工作前已獲提供有關遵守法例的入職培訓。

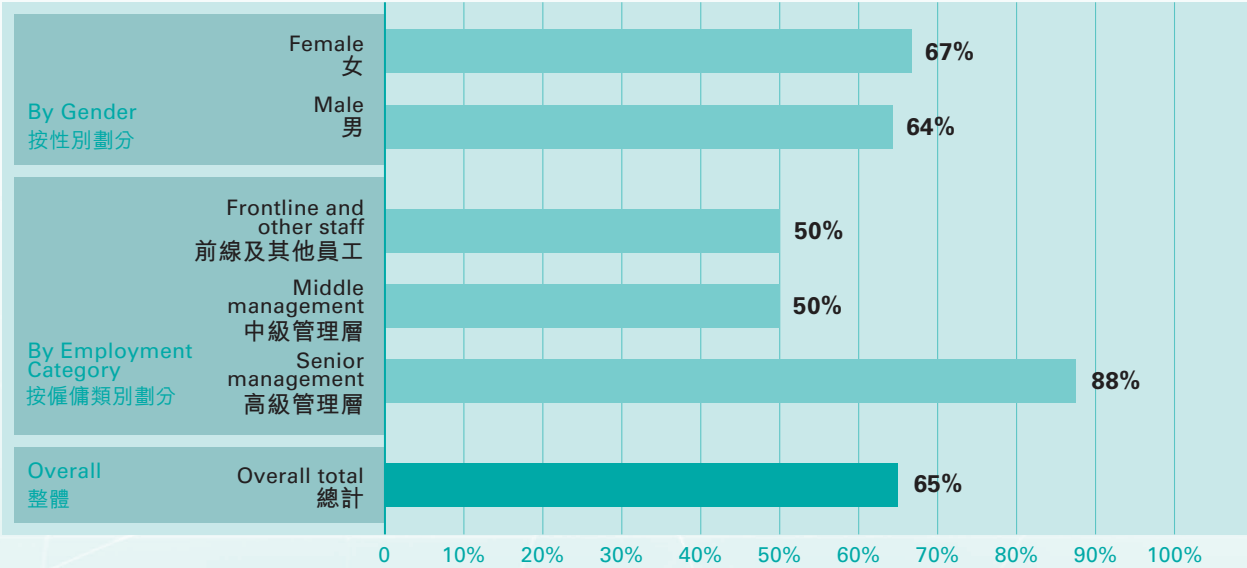
鑑於COVID-19疫情，本集團鼓勵僱員參與網上專業培訓課程，該課程可提升業務知識及工作效率。

於報告期內，65%的僱員已接受培訓，而本集團提供合共78小時的培訓。每名僱員平均接受3.9小時的培訓。下圖說明按類別劃分的受訓僱員百分比及每名僱員的平均培訓時數。

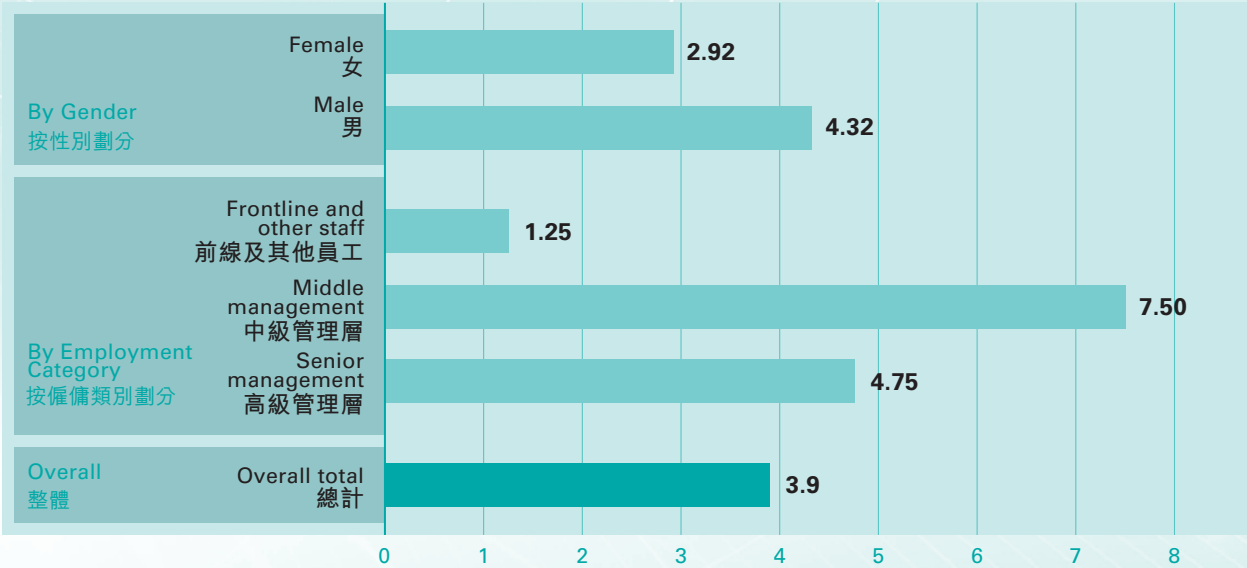
Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Percentage of Employees Trained 受訓僱員百分比



Average Training Hours per Employee 每名僱員平均培訓時數



Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

B4. Labour Standard

The Group's job positions require specialised skills and higher education levels. The Group does not employ underage employees and does not involve in forced labour. In accordance with the Employment of Children Regulations under the Employment Ordinance (Cap. 57) of Hong Kong and the Labour Law and Law on Protection of Minors of the PRC, there was no child labour nor forced labour in the Group's operations during the Reporting Period.

In order to prevent child labour or forced labour, the Group's human resources department authenticates job candidates' identification documents, such as identity cards to ensure that they are legally eligible to work for the Group before the hiring process begins. The Group also performs a background check on potential employees. If any child labour or forced labour is discovered after his or her employment, the Group will give a verbal warning before a warning letter is issued. If the child labour or forced labour involved violates any laws and regulations in Hong Kong and the PRC, such cases will be reported to the Board by the management. Where appropriate, the Group will report to relevant government departments.

B4. 勞工準則

本集團的工作崗位需要專業技能及高等教育水平。本集團不僱用未成年僱員，亦無強制勞工。根據香港僱傭條例(第57章)項下的僱用兒童規例及中華人民共和國勞動法及未成年人保護法，於報告期內，本集團業務中並無童工或強制勞工。

為防止出現童工或強制勞工，本集團的人力資源部門認證求職者的身分證明文件(如身份證)，以確保彼等於聘用程序開始前合法合資格為本集團工作。本集團亦對準僱員進行背景調查。倘於僱用後發現任何童工或強制勞工，則本集團將於發出警告信前作出口頭警告。倘涉及的童工或強制勞工違反香港及中國的任何法律及法規，則管理層將向董事會彙報有關個案。在適當情況下，本集團將向相關政府部門彙報。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

2. Operating Practices

B5. Supply Chain Management

The Group recognises its responsibility in promoting sustainable products since it engages in materials trading businesses. The Group especially advocates suppliers to uphold a high standard in environmental protection and labour practices. When selecting key suppliers or business partners, the Group spares no effort in assessing potential suppliers' and business partners' standards on environmental and social aspects. It regularly monitors and evaluates the performances of its suppliers and business partners. Assessment of suppliers is performed before engagement. Evaluated and approved suppliers will be logged in the approved vendor list. Suppliers are reviewed annually to determine whether they will be continuously engaged for the coming year. When purchasing equipment for the Group's offices, the Group promotes environmentally preferable products by selecting electrical appliances with Grade 1 Energy Labels issued by the Electrical and Mechanical Services Department of Hong Kong.

During the Reporting Period, the Group had a total of 21 key suppliers from Hong Kong and Mainland China, involved in the supply of metals and building materials, maintenance services (for mechanical and electrical equipment, and property management services), and audit and other professional services. All engaged suppliers must comply with the above-mentioned requirements to minimise the environmental and social risks of the supply chain. The distribution of suppliers by geographical region is shown in the graph below.

2. 營運慣例

B5. 供應鏈管理

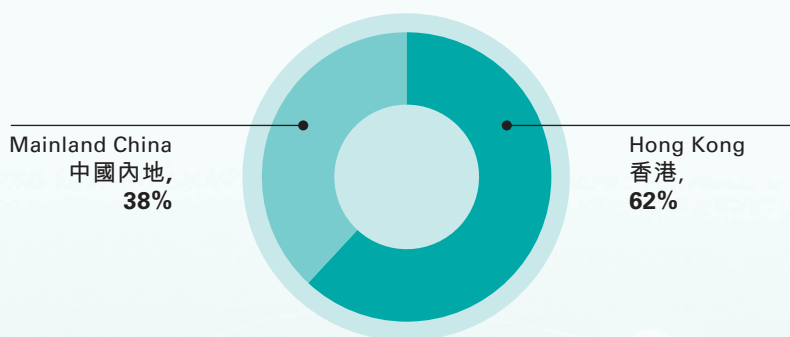
自從事材料貿易業務以來，本集團確認其推廣可持續產品的責任。本集團特別建議供應商在環境保護及勞工慣例方面維持高標準。在選擇主要供應商或業務夥伴時，本集團不遺餘力地評估潛在供應商及業務夥伴在環境及社會方面的標準。其定期監察並評核供應商及業務夥伴的績效。供應商於委聘前會接受評估。經評核並獲批准的供應商將錄入經批准供應商名單。本集團每年對供應商進行審查，以確定其在來年是否會繼續聘用。在為本集團辦公室購買設備時，本集團透過選擇具有香港機電工程署發出一級能源標籤的電器，推廣環保產品。

於報告期內，本集團共有21名來自香港及中國內地的主要供應商，曾參與金屬及建築材料供應、維護服務（機電設備及物業管理服務）以及核數及其他專業服務。所有已聘用供應商必須遵守上述規定，以盡量減低供應鏈的環境及社會風險。按地區劃分的供應商分佈如下圖所示。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Distribution of Suppliers by Geographical Region 按地區劃分的供應商分佈



B6. Product Responsibility

The Group strictly abided by the following laws and guidelines to ensure its compliance with product responsibility related requirements. There was no litigation received and non-compliance regarding health and safety, advertising, labelling, privacy and intellectual properties during the Reporting Period.

B6. 產品責任

本集團嚴格遵守以下法律及指引，以確保符合產品責任相關規定。於報告期內，概無接獲任何訴訟，亦無有關健康及安全、廣告、標籤、私隱及知識產權的不合規情況。

Hong Kong 香港

- Personal Data (Privacy) Ordinance (Cap. 486)
個人資料(私隱)條例(第486章)
- Office of the Privacy Commission for Personal Data, Hong Kong
香港個人資料私隱專員公署
- Trade Marks Ordinance (Cap. 559)
商標條例(第559章)
- Patents Ordinance (Cap. 514)
專利條例(第514章)
- Copyright Ordinance (Cap. 528)
版權條例(第528章)

Mainland China 中國內地

- Criminal Law
刑法
- Advertising Law
廣告法
- Cyber Security Law
網絡安全法
- Provisions on Protecting the Personal Information of Telecommunications and Internet Users
電信和互聯網用戶個人信息保護規定

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Quality and Service Assurance

The Group does not involve in the manufacturing and sales of products to the customers. When supplying materials to clients, products are specialised industrial components which detailed specifications were stated clearly in sale contracts. The products shall fulfil the guaranteed specifications to complete a sale transaction. Before products were shipped, the Group's procurement department monitors the quality of products through close communication and photo proofs provided by suppliers. The Group also hires reliable logistic companies for product delivery. To ensure products are well maintained, products are stored in warehouses with appropriate temperature and humidity conditions before delivery to clients. If any product is subject to product recall due to safety and health reasons, the Group's sales team will communicate with clients concerning the reasons for product recalls. If the associated risk level is high, the sales team will discuss with the management to determine the most appropriate and viable solutions in response to the product recall cases. During the Reporting Period, the Group did not violate any law and regulation relating to the health and safety of products and services, and there was no product recalled due to safety and health reasons.

If any complaint is reported from clients to the sales team of the Group, the sales team will report the complaint cases to the management. The sales team and the management will resolve the complaint cases in a timely and responsible manner. Customer satisfaction surveys are conducted annually by the sales team through telephone conversations, and WeChat or other communication tools. During the Reporting Period, no major complaint nor negative feedback has been received from clients.

質量及服務保證

本集團並無參與製造與向客戶銷售產品。向客戶供應材料時，產品為專用工業部件，其詳細規格於銷售合約中清楚列明。產品須符合保證規格以完成銷售交易。產品付運前，本集團的採購部門會透過緊密溝通，並透過供應商提供相片證明，監察產品質素。本集團亦聘用可靠的物流公司交付產品。為確保產品妥善保存，產品在交付予客戶前儲存於具有適當溫度及濕度條件的倉庫。倘任何產品因安全及健康理由而須回收，本集團的銷售團隊將為產品回收的理由與客戶溝通。倘相關風險水平高，則銷售團隊將與管理層討論，以確定最適當及可行的解決方案應對產品回收個案。於報告期內，本集團並無違反任何有關產品及服務的健康及安全的法律及法規，亦無因安全及健康理由而回收產品。

倘客戶向本集團銷售團隊投訴，銷售團隊將向管理層彙報投訴個案。銷售團隊及管理層將及時及負責任地解決投訴案件。客戶滿意度調查每年由銷售團隊透過電話對話及微信或其他通訊工具進行。於報告期內，概無接獲客戶重大投訴或負面反饋意見。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Information Protection

Protection of privacy and confidentiality of stakeholders is of utmost importance. The Group's human resources department is responsible for monitoring and managing information protection practices of its operations. As stated in the Employee Handbook, all company information is confidential and must be handled cautiously. Employees shall not disclose company information to external parties without approval from the Executive Director. Information obtained due to work shall not be used for the personal and external parties' benefit. To avoid insider trading, employees including directors, managers and other employees are prohibited from sharing unpublished price-sensitive information with third parties. When documents containing confidential information must be destroyed, the associated head of the department shall remind personnel handling the confidential information to destroy such information with care. In terms of communication with suppliers, the Group signs a confidentiality agreement with suppliers to ensure that sensitive information is well protected.

During the Reporting Period, the Group strictly abided by the laws and regulations related to privacy and data protection.

Intellectual Property ("IP")

At all times, employees shall keep confidential, except authorised by the Group, any trade secrets, confidential information, knowledge, data or other information of the Group relating to its intellectual properties. Employees are reminded to comply with all laws and regulations related to intellectual properties, violating such laws and regulations may be subject to civil or criminal liability.

信息保護

保護持份者的隱私及機密性最為重要。本集團的人力資源部門負責監察並管理業務的信息保護方式。誠如僱員手冊所述，所有公司資料均屬機密，必須謹慎處理。未經執行董事批准，僱員不得向外來人士披露公司資料。因工作關係而獲得的資料不得用於個人利益及外來人士利益。為避免內幕交易，僱員(包括董事、經理及其他僱員)不得與第三方分享未公佈的價格敏感資料。含有機密資料的文件必須銷毀，而相關部門主管應提醒處理機密資料的人員小心銷毀有關資料。在與供應商溝通方面，本集團與供應商簽訂保密協議，確保敏感資料妥善保護。

於報告期內，本集團嚴格遵守有關私隱及資料保護的法律及法規。

知識產權 (「知識產權」)

除獲本集團授權外，僱員於任何時候均應對與本集團知識產權有關的任何商業秘密、機密資料、知識、數據或其他資料保密。本集團會提醒僱員遵守與知識產權有關的所有法律及法規，違反該等法律及法規可能須承擔民事或刑事責任。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

To ensure that employees respect the intellectual property of third parties, the Group has prohibited the following behaviour as stated in the Employee Handbook:

- Downloading, installing and distributing illegal or unauthorised software and copyright works, (such as music, songs and movies) on workplace computers;
- Copying or modifying any software programmes between computers; and
- Using workplace computers for personal use.

If any infringement of the Employee Handbook is discovered, the associated employee will be subject to disciplinary actions. If the violation involves illegal acts, deception, and dishonest behaviour, the associated employee may be dismissed immediately. The Group may also report to the police for any illegal acts involved. No non-compliance with relevant laws and regulations that have a significant impact on the Group relating to intellectual property had been identified during the Reporting Period.

Product Labelling and Advertising

The Group strictly complied with applicable laws and regulations, such as the Advertising Law of the PRC. During the Reporting Period, no violations of relevant laws and regulations related to product labelling and advertising that have a significant impact on the Group were found.

為確保僱員尊重第三方的知識產權，本集團已禁止僱員手冊所載以下行為：

- 在工作場所電腦下載、安裝並分發非法或未經授權的軟件及版權作品(如音樂、歌曲及電影)；
- 在電腦之間複製或修改任何軟件程式；及
- 使用工作場所電腦作私人用途。

倘發現任何違反僱員手冊的行為，則相關僱員將受到紀律處分。倘違規涉及非法行為、欺詐及不誠實行為，則相關僱員可即時解僱。本集團亦可能向警方彙報涉及的任何非法行為。於報告期內，概無發現不符合有關知識產權且對本集團有重大影響的相關法律及法規的情況。

產品標籤及廣告

本集團嚴格遵守適用法律法規，例如中華人民共和國廣告法。於報告期內，概無發現違反有關產品標籤及廣告且對本集團有重大影響的相關法律及法規。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

B7. Anti-corruption

It is the policy of the Group to maintain a high moral standard when conducting business. The Group strictly abides by the Prevention of Bribery Ordinance (Cap. 201) of Hong Kong, Anti-Unfair Competition Law of the PRC, the Company Law of the PRC, Criminal Law of the PRC and other laws, regulations and regulatory documents related to commercial bribery. All directors and employees are required to strictly observe the Group's objectives to prevent bribery, extortion, fraud and money laundering.

The Group has an official guideline on business conduct in its Employee Handbook. Under all circumstances, employees shall not solicit or receive from business partners any gift, reward, or commission in terms of money, valuable gifts, or other benefits related to work, including accepting invitations to inappropriate or luxurious hospitality. Employees shall avoid any situation that could lead to a conflict of interests. If any conflict of interests exists, the related employee shall fill in a declaration form and report to the supervisors or the Executive Director, and the human resources department. If a business partner offers any form of benefits, the employee shall notify the supervisors or the Executive Director, and the human resources department, to reach a decision on whether the benefit is acceptable. Such offer will also be documented for the Group's record.

The Group does not have a whistle-blowing policy, but it has a whistle-blowing channel set up for reporting suspected fraud, malpractice, corruption, or any other unethical acts. For any suspected unethical acts, employees shall report to the Executive Director.

There was no concluded legal case regarding corrupt practices brought against the Group or its employees during the Reporting Period.

B7. 反貪污

本集團的政策為在進行業務時保持高道德標準。本集團嚴格遵守香港防止賄賂條例(第201章)、中華人民共和國反不正當競爭法、中華人民共和國公司法、中華人民共和國刑法及其他有關商業賄賂的法律、法規及規管文件。全體董事及僱員須嚴格遵守本集團防止賄賂、勒索、欺詐及洗黑錢的目標。

本集團在僱員手冊中就商業行為制定正式指引。在任何情況下，僱員不得向業務夥伴索取或收取任何禮品、獎勵或佣金(以金錢、貴重禮品或其他與工作有關利益方式)，當中包括接受不適當或豪華款待的邀請。僱員應避免任何可能導致利益衝突的情況。倘存在任何利益衝突，則相關僱員須填寫申報表並向主管或執行董事及人力資源部門彙報。倘業務夥伴提供任何形式的利益，則僱員須通知主管或執行董事及人力資源部門，以就利益是否可接受作出決定。有關要約亦將存檔，以供本集團記錄在案。

本集團並無舉報政策，惟設有舉報渠道用作舉報涉嫌欺詐、不良行為、貪污或任何其他不道德行為。就任何涉嫌不道德行為而言，僱員應向執行董事彙報。

於報告期內，概無針對本集團或僱員提出並已審結的貪污訴訟案件。

Environmental, Social and Governance Report (Continued)

環境、社會及管治報告(續)

Anti-corruption Training

The Group believes that management of the Group plays a crucial role in fighting against corruption. Training sessions on anti-corruption are arranged particularly for the directors of the Group before the commencement of work as induction training.

During the Reporting Period, a total of 19.5 hours was spent on anti-corruption training and 65% of the employees and directors have participated in such training.

B8. Community Investment

The Group recognises the importance of giving back to the community as a responsible corporate. However, the Group was focused on expanding its business reach by far and has not participated in community investment events during the Reporting Period. Since community investment was not deemed a material topic of the Group's business, the Group has not formulated any policy regarding community investment. Going forward, the Group will identify focus areas of community investment and explore opportunities to contribute to the community.

反貪污培訓

本集團相信，本集團管理層在打擊貪污方面扮演重要角色。於工作開始前，本集團特別為董事安排反貪污培訓課程作為入職培訓。

於報告期內，反貪污培訓所用總時數為19.5小時，65%的僱員及董事已參與有關培訓。

B8. 社區投資

作為負責任的企業，本集團深明回饋社區的重要性。然而，本集團迄今專注於擴展其業務範圍，且於報告期內並無參與社區投資活動。由於社區投資不被視為本集團業務的重要議題，故本集團並無制定任何有關社區投資的政策。展望未來，本集團將識別社區投資的重點領域，並探索為社區作出貢獻的機會。

