

KNK Holdings Limited

中國卓銀國際控股有限公司

(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 : 8039

2021/2022

*ENVIRONMENTAL, SOCIAL AND
GOVERNANCE REPORT*

環境、社會及管治報告

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ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

I. ABOUT THE GROUP

KNK Holdings Limited (“KNK” or the “Company”) and its subsidiaries (collectively as the “Group”) is principally engaged in the provision of comprehensive architectural and structural engineering consultancy services in Hong Kong. The Group conducts its primary businesses in Hong Kong office which is subject to relatively low energy, power and resources consumption. The Board of Directors considers that the Group’s daily operation and business development in general brings along insignificant direct environmental impact.

Nevertheless, the Group is dedicated in devoting the best efforts in enhancing its environment and social responsibility and upholding governance values.

II. ABOUT THIS REPORT

This Environmental, Social and Governance (“ESG”) Report published by KNK discloses the policies, measures, and performance of the Group in respect of ESG issues. These disclosures enable its stakeholders to have a better understanding of the Group’s progress and objectives of sustainable development.

ESG POLICY

In order to operate in a responsible and sustainable manner, the Group set out and followed the ESG Policy. The Group has established and defined a framework for sustainable development governance. The board of directors of the Group (“Board” or “Directors”) as the top decision-making organization of the Group leads the Executive Committee and the management, and each party is well aware of the role and responsibilities in contributing to ESG objectives of the Group, as to promote the orderly progress of ESG governance. The Board has been dedicated to improving the ESG performance through a better ESG management and monitoring system, including an accurate collection of Key Performance Indicators (KPIs) data on a timely manner and a better incorporation of ESG concept into the Group’s management, so as to balance the financial gains with environmental and social goods. Going forward, the Board strengthens ESG risk management and assumes responsibilities for internal control of the risks in order to protect the development of the Group and the long-term benefits of stakeholders.

一. 關於本集團

中國卓銀國際控股有限公司(「中國卓銀」或「本公司」)及其附屬公司(統稱為「本集團」)主要提供全面建築及結構工程建築諮詢服務。本集團於能源、電力及資源消耗相對較低的香港辦公室開展其主要業務。整體而言，董事會認為本集團在日常經營及業務發展過程中對環境的直接影響微乎其微。

儘管如此，本集團仍致力於盡最大努力加強環境保護及履行社會責任，並秉持管治價值觀念。

二. 關於本報告

中國卓銀刊發之本環境、社會及管治(「環境、社會及管治」)報告披露本集團有關環境、社會及管治事宜的政策、措施及表現。該等披露令持份者對本集團在可持續發展方面的進展及目標有更好的了解。

環境、社會及管治政策

為了以負責任和可持續的方式經營，本集團制定並遵循其環境、社會及管治政策。本集團已建立清晰的可持續發展管治架構，本集團董事會(「董事會」或「董事」)作為公司最高決策機構，領導執行委員會及管理層，而團隊各方都清楚了解在實現本集團環境、社會及管治目標中的角色和責任，為推動環境、社會及管治工作有序進行。董事會一直致力於經過更完善的環境、社會及管治管理和監控體制來提升環境、社會及管治的表現，包括及時準確地收集關鍵績效指標(「關鍵績效指標」)信息和優化環境、社會及管治理念並融入本集團的管理，在財務收益與環境和社會公益取得平衡。展望未來，董事會將加強環境、社會及管治中風險管理工作，承擔內部監控責任，保障本集團發展及持份者的長遠效益。

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Scope of the Report

The Report focuses on the Hong Kong office, which operates the provision of comprehensive architectural and structural engineering consultancy services in Hong Kong, including licensing consultancy, alteration and addition works and minor works consultancy, inspection and certification and other architectural related consultancy for the financial year ended 31 March 2022 (“the Reporting Period”). The architectural and structural engineering works of KNK is completed by the business partners/customers, who are not employees of the Company and do not contain relevant data. The Group will gradually fine tune and/or expand the scope of disclosure based on the materiality assessment and through continuous optimization of the internal information collection procedures.

Reporting Framework

The ESG Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “Reporting Guide”) set out in Appendix 20 to the Rules Governing the Listing of Securities on GEM of The Stock Exchange of Hong Kong Limited. The Group has complied with the “comply or explain” provisions set out in the Reporting Guide.

A complete index is attached to the last section of the Report to enable readers to understand this Report according to the Guide.

Stakeholder Engagement and Materiality Assessment

The Group believes that a strong relationship built with its stakeholders is a key driver of its business success. It maintains close communications with various stakeholders (including but not limited to investors and shareholders, business partners, customers, suppliers, employees, government and regulatory bodies as well as communities, non-governmental organizations and the media) through different channels. The Group’s communication channels with the key stakeholders are through meeting, emails, teleconferences, interviews, trainings annual and extraordinary general meetings and annual reports with the stakeholders during the Reporting Period to help refining the Group’s ESG strategies and reporting.

報告範圍

本報告專注於截至二零二二年三月三十一日止財政年度(「報告期間」)主要於香港辦事處所提供全面建築及結構工程建築諮詢服務的營運。建築及結構工程由本集團業務夥伴完成，他們非本集團之僱員，亦無包含其相關數據。本集團將基於重要性評估及透過持續優化內部資料收集程序逐步微調及／或擴大披露範圍。

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GEM上市規則附錄二十所載環境、社會及管治報告指引(「報告指引」)編製。本集團已遵守報告指引所載的「不遵守就解釋」條文。

報告最後一節附有完整索引，以便讀者按指引理解本報告。

持份者參與及重要性評估

本集團相信與持份者建立牢固的關係是其業務成功的關鍵動力。它通過不同渠道與各種持份者(包括但不限於投資者和股東、商業夥伴、客戶、供應商、僱員、政府和監管機構以及社區、非政府組織和媒體)保持密切溝通。在報告期內，本集團與主要持份者的溝通渠道包括電子郵件、電話會議、訪談、培訓年度和特別股東大會以及與持份者的年度報告，以幫助完善本集團的環境、社會及管治戰略和報告。

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The materiality assessment process of ESG aspects includes: (1) identification of ESG reporting issues; (2) importance to the corporation under industry standard; (3) key ESG aspect prioritization with stakeholder engagement; and (4) evaluation and endorsement by the management. Based on the results of the materiality assessment, Aspect A2 – Use of Resources is the most important and relevant aspect to KNK out of the twelve aspects from the Reporting Guide and accordingly has been selected as the key focus of this Report.

The Group believes that each year's business performance, overall situation of the industry and other factors will affect the experience of different stakeholders, and thus their expectation and demands on different items. The Group will continue to collect stakeholder's feedbacks and disclose further information based on the results in various assessments.

Contact us

The Group welcomes stakeholders' feedback on its ESG approach and performance. Please give your suggestions or share your views by email at www.knk.com.hk.

A. ENVIRONMENTAL ASPECT

1. Emissions

The Group's business and operation in relation to consultancy services based on office works, which do not consume natural resources extensively and does not generate hazardous waste. The Group also does not possess any vehicles and therefore does not generate any air pollutants emission from vehicles.

Greenhouse Gas (GHG) emissions and targets

The main emission of KNK is indirect GHG emissions from purchased electricity and paper, while water consumption of KNK comes from drinking water in office. In this regard, the disclosure of its environment aspects mainly focuses on energy consumption and use of paper. The increase in GHG emissions in 2022 was mainly attributable to the increase in office usage by COVID-19 epidemic during the year. Furthermore, the Group targets to reduce the GHG emission by around 5% to 10% by 2025.

環境、社會及管治範疇的重要性評估程序包括：(1) 識別環境、社會和管治報告事宜；(2) 根據行業基準，釐定有關問題對企業的重要性；(3) 持份者溝通，分辨關鍵環境、社會和管治層面的優先次序；及(4) 獲管理層的驗證及批准，所得結果為層面A2 — 資源使用乃報告指引中十二個層面中對中國卓銀最為重要及相關的層面，因此獲選作為本報告主要關注。

本集團認為各年度的業務表現、業內整體環境及其他因素將影響不同持份者的體驗，並進而影響彼等對不同項目的期望及需求。本集團將持續收集持份者的反饋意見並根據各項評估結果披露其他資料。

聯繫本集團

本集團歡迎持份者對其環境、社會及管治方法和績效的回饋。請通過 www.knk.com.hk 內電郵提出您的建議或分享您的觀點。

A. 環境方面

1. 排放物

本集團為顧問服務的業務及營運以辦公室工作為基礎，並不廣泛消耗天然資源且並不產生有害廢棄物。本集團亦不擁有任何車輛，因此並無產生任何來自車輛的空氣污染物排放。

溫室氣體(溫室氣體)排放和目標

中國卓銀的主要排放物乃由於購買電力及紙張而間接產生溫室氣體(溫室氣體)排放。而中國卓銀的水資源消耗則來自辦公室飲用水。就此而言，環境層面的披露事項主要集中在能源消耗及紙張使用方面。二零二二年溫室氣體排放量增加，主要是由於疫情導致辦公室用途增加。此外，本集團的目標是於二零二五年或之前將溫室氣體排放量減少約5%至10%。

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Waste emission and management

The Group's source of non-hazardous waste is the general waste from daily office operation, which is mainly wastepaper. The Group implements policies to enhance employees' awareness of waste separation and recycling, please refer to the section of "A2- Use of Resources" for detail information. The Group also has engaged an independent cleaning contractor for handling and collecting the non-hazardous waste. The related waste and recycle volume record is; however, not provided to us by the cleaning contractor.

During the reporting period, the GHG emission and use of resources was as follows:

廢棄物排放和管理

本集團的無害廢棄物為來自日常辦公室營運產生的一般廢棄物，主要為廢紙。本集團實施政策以提高僱員對廢物分類及循環再用的意識，詳細資料請參閱「層面A2 — 資源使用」一節。本集團亦已委聘一名獨立清潔承包商以處理及收集無害廢棄物，而清潔承包商並無向本集團提供有關廢棄物與回收量記錄。

於報告期間，溫室氣體排放如下：

Item	項目	Unit 單位	2022 二零二二年	2021 二零二一年
GHG emissions¹	溫室氣體排放¹			
— Indirect GHG emission (Scope II) Electricity consumption	— 間接溫室氣體排放 (範圍2) 電力消耗	tonnes Co2-e 噸二氧化碳	21.14	19.38
— Other Indirect GHG emission (Scope III) Paper and water consumption ²	— 其他間接溫室氣體排放 (範圍3) 用紙和耗水量 ²	tonnes Co2-e 噸二氧化碳	1.22	1.22
Total GHG emission	溫室氣體排放總量	tonnes Co2-e 噸二氧化碳	22.37	20.60
Total Intensity per million HKD in revenue ³	總密度按每百萬港幣收益計 ³	tonnes 噸	0.62	0.50
Use of resources	資源使用			
— Electricity consumption	— 電力消耗	kWh 千瓦時	41,456	37,998
— Paper consumption	— 用紙	Kg 千克	255	253.51

Note:

1. Greenhouse gas emission data are presented in terms of carbon dioxide equivalence with reference to the requirements of, including but not limited to, the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (《溫室氣體盤查議定書：企業會計與報告標準》) published by the World Resources Institute and the World Business Council for Sustainable Development, the Reporting Guidance on Environmental KPIs (《環境關鍵績效指標彙報指引》) published by the Stock Exchange and the 2018 Sustainability Report published by CLP PoThe Group Hong Kong Limited;

附註：

1. 溫室氣體排放數據乃按二氧化碳等量呈列，並參考(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之《溫室氣體盤查議定書：企業會計與報告標準》、聯交所刊發之《環境關鍵績效指標彙報指引》及中華電力有限公司刊發之《2018年可持續發展報告》的報告規定；

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2. As the Group rented an office premise from an independent third party and paid management fee for the use of the common water facilities so data for the water consumption was not available; and
3. During the Reporting Period, the total revenue of the Group was HKD35,800,000 (2021: HKD41,200,000).

During the Reporting Period, the Group has followed and complied with applicable environmental laws and regulations in all material respects, including but not limited to the Air Pollution Control Ordinance (Cap. 311 of the Laws of Hong Kong), the Waste Disposal Ordinance (Cap. 354 of the Laws of Hong Kong), and the Water Pollution Control Ordinance (Cap. 358 of the Laws of Hong Kong). The Group was not aware of any non-compliance incidents relating to air and GHG emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

2. Use of Resources

The Group strives to take all feasible measures to incorporate sustainability into its business operations and improve its environmental performance. Realising that resource conservation is crucial for maintaining environmental sustainability, the Group promotes green office management and encourages the employees to be aware of the need for resource conservation in daily operations. The Group pledges to keep the use of energy and resources in the workplace minimal through the application of several actions and practices and finally help us achieve the goal of reducing the greenhouse gas emission and protecting the environment.

Resources efficiency management

The Group has taken various resource conservation measures to improve its resource efficiency. Electricity consumption of the corporate office in office lighting, air-conditioning, and the use of office equipment such as printing machines and computers, is the major contribution to our greenhouse gas emission and energy footprints. Concur to previous year, KNK promotes conservative measures including:

- Indoor temperature is maintained at an optimal level for comfort;
- Keep doors, windows, and entrances closed to prevent loss of air conditioning in the office;

2. 由於本集團向獨立第三方租用辦公場地並支付使用公用水設施的管理費，因此無法獲得用水量的數據；及
3. 於報告期間，本集團總收入為港幣35,800,000元(二零二一年：41,200,000元)。

於報告期間，本集團已於所有重大方面遵循及遵守適用環境法律法規，包括但不限於香港法例第311章《空氣污染管制條例》、香港法例第354章《廢物處置條例》和香港法例第358章《水污染管制條例》。本集團並無知悉任何有關大氣污染及溫室氣體排放、向水體及土地排污以及產生有害及無害廢棄物的不合規事件。

2. 資源使用

本集團致力採取一切可行措施，在業務營運中實踐可持續發展之道及提升其環保表現。本集團深明節約資源對於維持環境可持續性至關重要，因此推動綠色辦公室管理，並鼓勵僱員注意日常營運中務須節約資源。本集團承諾通過採取多項行動和常規，將會使工作場所能源及資源的使用降至最低，並最終有助於實現減少溫室氣體排放及保護環境的目標。

資源效率管理

本集團採取多項節能措施提高其資源效率。公司辦公室於辦公電燈、空調及使用打印機與電腦等辦公設備產生的電力消耗乃溫室氣體排放及能源足跡的主要製造者。與去年保持一致，中國卓銀提倡以下保護措施：

- 將室內溫度維持在舒適的最佳水平；
- 保持門窗及入口關閉，防止辦公室空調冷氣流失；

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- Facilities shall regularly be checked and maintained to ensure highest energy efficiency;
- Signage is put up at appropriate areas to raise the awareness of energy-saving; and
- LED lighting system is recommended to set up widely in workplaces in order to save energy during the office hours.

Another resource consumption that it also manage is paper usage. The Group encourages the employees to:

- Resort to electronic platforms for information dissemination;
- Reuse or use both sides of paper;
- Use personal drinking cups instead of disposable paper made cups; and
- A collection box for one-sided paper is placed next to each photocopier and printer for re-use.

Nevertheless, the procurement and disposal of office waste, especially stationeries, that is another key to the Group's efforts to achieve green office. The Group has implemented the following measures:

- More using environmentally friendly stationeries (e.g. refillable, durable stationery);
- Internal collecting computers and computer accessories such as toner cartridge, keyboard, mouse etc; and
- As far as practicable of reusing cord binder, envelopes and other materials.

Moreover, the main source of water consumption comes from drinking water in office. No issue arises in sourcing water that is fit for the purpose of the Group's operation as the water supply is managed by the building management office. Employees are reminded to turn off the water faucets in time after using water to prevent the wastage and leakage of water. If abnormal conditions of facilities are detected, the relevant department should be notified in time to prevent any wastage of water resources.

- 在離開辦公室前關閉閒置電燈、空調及電子裝置；
- 在適當的區域設置標識，提高節能意識；及
- 建議在工作場所推廣LED照明系統，以降低工作時間的能源消耗。

本集團亦管理的另一資源消耗為用紙。本集團鼓勵僱員：

- 利用電子平台進行信息傳播；
- 重複使用或使用雙面紙；
- 使用自帶水杯代替一次性紙杯；及
- 於各影印機及打印機旁設置收集箱，用於收集單面紙張留待重用。

然而，採購及處理辦公廢物(尤其是文具)為本集團努力實現綠色辦公的另一關鍵。本集團已推行以下措施：

- 多使用環保文具(例如可換芯、選用較耐用的文具)；
- 需收集的電腦及電腦周邊產品，例如碳粉盒、鍵盤、鼠標等)；及
- 在實際可行的情況下重用文件夾繩扣、信封及其他物料。

此外，本集團主要用水來源來自僱員在辦公時間內的飲用水。本集團於求取適用於營運的水源方面並無產生問題，因用水供應乃由大廈管理處管理。集團提醒僱員在用水後應及時關閉水龍頭，防止長流水，如發現設施有異常狀況，應及時通知相關部門處理，以防止浪費水資源。

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As the Group is not engaged in the manufacturing business, its operation does not involve the use of packaging materials and labelling.

3. The Environment and Natural Resources

Regarding the business nature of the Group, it is not aware of any significant impact of the business activities on the environment and natural resources. With the implementation of aforementioned green office to reduce GHG emissions, waste generation and resources consumption, the Group strives to enhance environmental sustainability and minimise the impacts on the environment.

4. Climate Change

The Group recognises the importance of the identification and mitigation of significant climate-related issues. Therefore, KNK is committed to managing the potential climate-related risks which may impact the business activities. The Board meets regularly and cooperates closely with key management to identify and evaluate climate-related risks and to formulate strategies to manage the identified risks.

As the principal business of the Group is office-based, there are no significant climate-related issues which have impacted or which may impact the Group. In view of the possible natural disasters or adverse weather which might affect the operation, a business contingency plan is in place to define the recovery process for restoring the critical business functions of KNK and minimising the loss of revenue, customers or data. The Group stipulates the work arrangements in the staff handbook for office in the event of typhoon or rainstorms accordingly to the Observatory's guidelines.

The Group will continuously review the potential impact of climate change on the business annually and implement corresponding measures to reduce any potential risks.

基於本集團並不從事生產業務，故其營運不涉及包裝材料及標籤的使用。

3. 環境表現

就本集團的業務性質而言，並無發現其業務活動對環境及天然資源有任何重大影響。通過實施上述綠色辦公室的常規，以減少溫室氣體排放，廢棄物產生及資源消耗，本集團致力推動環境的可持續發展，並盡量減少對環境的影響。

4. 氣候變化

本集團明白識別及緩解與氣候有關的重大事宜相當重要。因此，中國卓銀致力於管理有可能影響業務活動的潛在氣候相關風險。董事會定期會面，並與主要管理人員密切合作，以識別及評估與氣候有關的風險，並就所找出的風險制定管理策略。

基於本集團的主要業務在辦公室進行，故並無影響或可能影響本集團的重大氣候相關問題。鑑於可能發生的自然災害或不利天氣可能影響本集團的營運，本集團已制定一套業務應變計劃，確定復原中國卓銀關鍵業務功能的恢復程序，並盡量減少收益損失、客戶損失或數據丟失。本集團根據天文台指引在僱員手冊訂明有關颱風或暴雨天氣的辦公安排。

本集團將每年持續審視氣候變化對業務的潛在影響，並採取相應措施去減低任何潛在風險。

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B. SOCIETY ASPECT

1. Employment

Employees are crucial assets of the Group. A caring workplace helps enhance employees' sense of belonging. Comprehensive guidelines in the staff handbook including but not limited to the Group's standard in respect of compensation and dismissal, recruitment and promotion, working hours, rest periods and other benefits are established.

The Group considers that the working environment and benefits offered to the employees and dispatched workers have contributed to building good staff relations and retention. The Group advocate for equality and diversity, in that our remuneration, promotion and termination systems are designed and decisions are made irrespective of gender, age, race, religion, political affiliation, and national origin.

The Group strictly adhered to the labour laws and regulations where it operates, including the Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong) by participating in the Mandatory Provident Fund retirement benefit scheme (the "MPF Scheme"), Employment Ordinance (Cap. 57 of the Laws of Hong Kong) (the "EO"), the Employees' Compensation Ordinance (Cap. 282 of the laws of Hong Kong) and other laws and regulations by offering competitive wages, medical insurance, disability and invalidity coverage, maternity leave and other compensation to the employees.

Employee structure

During the Reporting Period, the Group had 26 (2021: 26) full-time employees in Hong Kong and the turnover rate was zero (2021: 1.89%).

B. 社會層面

1. 僱傭

僱員乃本集團至關重要的資產。充滿關愛的工作環境有助增強僱員的歸屬感。僱員手冊中製定了全面的指引，涵蓋本集團有關補償與解僱、招聘與晉升、工時、休息期及其他利益的準則。

本集團認為，為僱員及外派僱員提供的工作環境及福利促進了良好僱員關係的建立及僱員留任。本集團提倡平等及個性，設計薪酬、晉升及停職制度及作出決策概無涉及性別、年齡、種族、宗教、政治傾向及國籍。

本集團嚴格遵守勞動法律法規，包括參加香港強制性公積金計劃《強積金計劃》以遵守香港法例第485章《強制性公積金計劃條例》、香港法例第608章《最低工資條例》、香港法例第57章《僱傭條例》、香港法例第282章《僱員補償條例》及其他法律法規，通過提供具有競爭力的工資、醫療保險、殘疾和殘廢保險、產假和其他給僱員的補償。

僱員架構

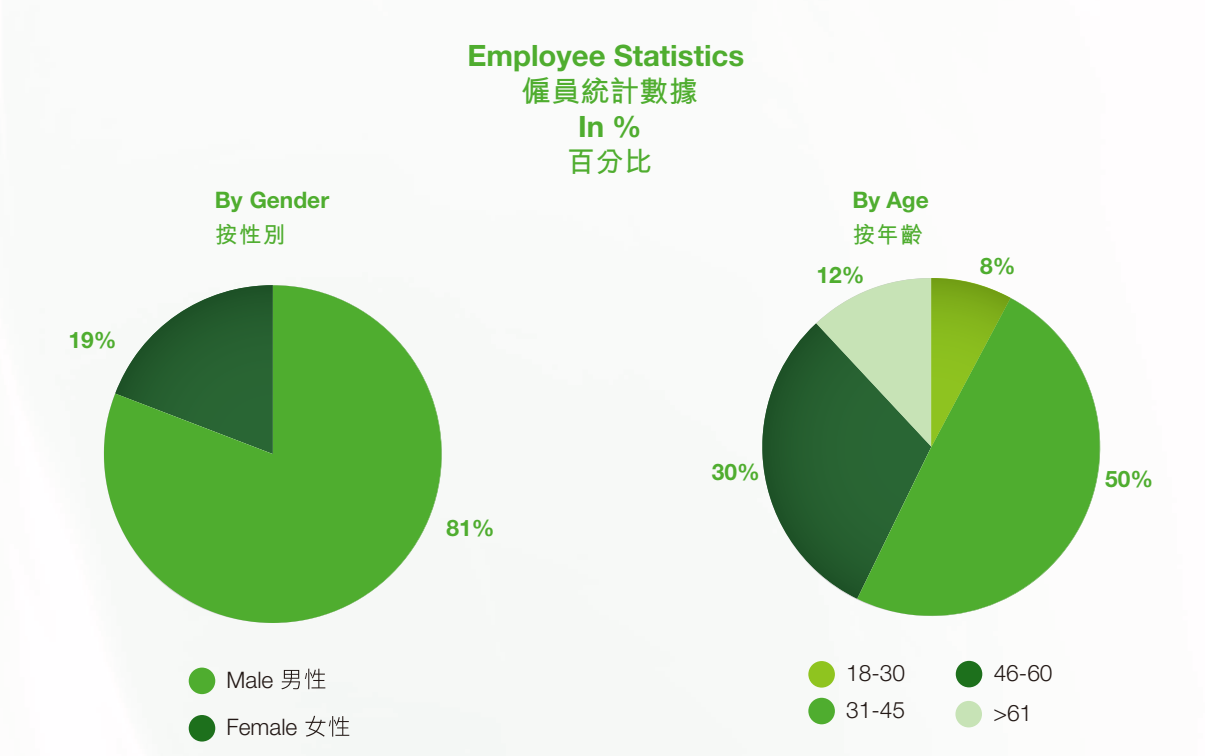
於報告期間，本集團共有26名(二零二一年：26名)香港全職僱員，流失率為零(二零二一年：1.89%)。

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The following charts summarized the employee statistics by gender and level (in %):

下圖表顯示按性別和年齡概括劃分僱員統計數據百分比：



During the Reporting Period, the Group was not aware of any material non-compliance with laws and regulations in respect of human resources.

於報告期間，本集團並不知悉任何有關人力資源的嚴重不遵守法律及法規的情況。

2. Health and Safety

The Group understands that the maintenance of a healthy and safe working environment and the operational efficiency of an enterprise are closely related. The Group is committed to protecting our employee from potential occupational hazards and health and safety risks.

2. 健康與安全

本集團了解維持健康與安全的工作環境與企業營運效率息息相關。本集團致力保護僱員遠離潛在職業危險以及健康與安全風險。

The Group has strictly adhered to all applicable laws and regulations in relation to health and safety, including but not limited to, the Occupational Safety and Health Ordinance (Cap. 509a of the Laws of Hong Kong). The Group's key health and safety measures include the following:

本集團已嚴格遵守有關健康與安全的所有適用法律法規，包括但不限於香港法例第509a章《職業安全及健康條例》。本集團的主要健康與安全措施包括下列各項：

- Properly designed workplace to prevent accidents;
- Adequately lit and ventilated workplace;

- 合理設計工作場所以防範事故；
- 光線充足及通風的工作場所；

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- Illuminated 'EXIT' signs at all exits in our office building;
 - The means of escape in safe condition and free from obstruction;
 - Provision of suitable and adequate fire safety measures; and
 - Provision of adequate lavatory and washing facilities, as The Group as adequate supply of drinking water.
- 辦公室樓宇所有出口均有「安全出口」指示標誌；
 - 逃生裝置處於安全狀況且並無任何障礙物；
 - 提供適當及充足的消防措施；及
 - 提供充足的盥洗及洗滌設施以及充足的飲用水供應。

There was no fatalities cases or major accidents/issues concerning the health and safety of employees in the past three years including the reporting year.

過去三年(包括匯報年度)並無有關僱員健康與安全的死亡事故或重大事故／事件。

As the COVID-19 pandemic, the Group acrosses China and the globe during the Reporting Period, the most critical focus for every organization is to keep employees safe in an environment where repeated outbreaks are a persistent threat. To achieve this, the Group required employees to work from home during the peak period and supplied hygiene products such as masks, sanitizers and thermometers to employees in the office.

由於報告期間新型冠狀病毒肺炎席捲中國及全世界，各組織最為注重的方面是在不斷爆發持續威脅的環境中確保僱員安全。為此，本集團要求僱員於旺季時居家工作，並向辦公室僱員提供口罩、消毒劑及體溫計等衛生用品。

3. Staff Development and Training

The Group values the development of its employees. Each department leader is responsible for determining the training needs for the employees in his/her team. Training courses either arranged internally or by external service providers are encouraged and arranged in the Year. The Group strives to ensure that our employees are equipped to fulfill the relevant job requirements in terms of education, training, technical and work experience.

The welfares and safeguards

A sustainable and stable workforce is a means of better facilitating the work of every party, creating common values with the hope to deliver up-to-standard quality service for a sustainable development and future.

To achieve the goal, The Group also puts a strong emphasis on assuring comprehensive The Group fares and safeguards for employees. The Company implemented a compensation and benefits system to further provide employees with competitive remuneration.

3. 僱員發展及培訓

本集團重視僱員發展。各部門領導負責釐定其團隊僱員的培訓需求。於報告期間，本集團鼓勵及安排培訓，培訓課程由內部安排或由外部服務供應商提供。本集團致力確保本集團的僱員具備能在教育、培訓、技術及工作經驗方面均達成相關工作需求的能力。

福利及保障

僱員團隊的可持續性及穩定對各方工作均有利，此可創造共同價值以為可持續發展及未來提供優質服務。

為實現此目標，本集團亦注重確保僱員的綜合福利及保障。本公司已實施補償及福利制度以進一步為僱員提供競爭性薪酬。

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The Group is eager to provide a harmonious working environment for the employees. The Group offers various leisure and gathering events to lighten the office atmosphere and strengthen the bond among employees.

4. Labour Standard

The Group complied with the EO, Hong Kong Children's Law (Cap. 213 of the Laws of Hong Kong) and other laws and regulations with respecting to the employment of youths under 16 years of age and their legal rights. To prevent the employment of underaged persons by mistake, The Group strictly follows the recruitment policy as set out in the staff handbook and conduct background checks on applicants and new hires during the recruitment process. The Group requires all applicants and new hires to provide identification documents for the easy access and verification by the human resources and administration departments to ensure that the age of the employed person is not the Group than the legal working age and meets local labour laws and regulations.

The Group also prohibits forced labour. All new recruits are required to sign an employment contract to ensure that they are employed voluntarily and legally. If there are suspected violations or violations of employees' personal rights, they can report to management through various communication channels. The Group will first suspend the work of the involved employees, conduct in-depth investigations, and will review and improve the relevant systems to plug any loopholes.

During the Reporting Period, there was no cases of violations of laws and regulations on child or forced labour.

本集團致力為僱員提供和諧的工作環境。本集團提供各種休閒及聚會活動以活躍辦公室氛圍及增強僱員關係。

4. 勞工準則

本集團遵守僱傭條例、香港法例第213章《香港兒童法例》以及其他有關僱用16歲以下青少年及其合法權利的法律法規。為防止誤聘童工的情況發生，本集團嚴格跟從僱員手冊中的招聘政策，在招聘過程中對申請人及新聘用人士進行背景調查。所有申請人及新聘用人士必須提供他們的身份證明文件，以方便人力資源及行政部查閱及核實，確保受僱人的年齡符合法定工作年齡的勞動法律法規。

本集團亦禁止強制勞工，所有新聘用人士入職時須簽署僱傭契約，以確保他們均在合法的情況下自願受僱。一旦發現疑似違規或出現侵犯僱員個人權利的情況，僱員可通過不同的溝通渠道向管理層報告。集團會先暫停相關僱員的工作，並對相關個案作深入調查，同時會檢討及改善相關制度，以堵塞漏洞。

於報告期間並無發現與童工或強制勞動相關的違法違規個案。

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5. Supply Chain Management

As a professional architectural consultancy service provider, the Group procures office supplies and service providers in local during the daily operation. The Group is committed to ensuring stable supply of products for our customers by maintaining close relationships with our business partners along the supply chain. The Group selects suppliers based on the selection and appointment of suppliers and evaluate all potential suppliers under the new supplier assessment on criteria, such as value of the procured products and/or services, customer requirements and quotation, years of experience and reputation in the industry.

To promote the sustainable development more actively, the Group also refers to the environmental procurement rules of Hong Kong government departments, and increase the consideration of health and environmental factors in the supply chain. When selecting suppliers, the Group reviews the documents of suppliers' environmental protection performance and encourage them to implement energy saving and carbon reduction measures. The Group endeavours to promote green procurement, actively exert the own influence, and adhere to the principle of purchasing environmentally friendly products with lower carbon emissions.

During the Reporting Period, the Group was not aware of any material non-compliance with laws and regulations in respect of the suppliers' environmental impact.

6. Quality Management & Service Liability

To ensure its overall operations are in line with all legal compliance requirements, the management of the Group also disseminates information on related changes by email or other means to update employees on new developments. The Group reviews its internal and external operations practices from time to time.

- Constant communication — operational project managers work closely with customers through out each job engagement. The Group constantly makes changes to our design to meet customer needs.
- Routine reporting — the project managers of KNK are required to report project status to the Executive Director from time to time.

5. 供應鏈管理

作為專業的建築諮詢服務供應商，在日常運營過程中，本集團在本地購置辦公室用品及服務商。本集團透過與供應鏈中的各業務合作夥伴保持緊密合作，致力確保為客戶提供穩定的產品供應。本集團按照供應商挑選及委聘挑選供應商，並根據新供應商評估按所採購產品及／或服務的價值、客戶要求和報價、經驗年資及行內聲譽等準則對所有潛在供應商進行評審。

本集團亦會參考香港政府機構的環保採購規則，在供應鏈上增加對健康及環境因素的考慮，作為推廣可持續發展之表現。在選擇供應商時，本集團審核供應商的環保表現文件，並鼓勵他們實施節能減碳措施。本集團會盡力推動綠色採購，積極發揮自身影響力，堅持選購無毒和較低碳排放的環保和健康產品原則。

於報告期間，本集團並不知悉任何有關供應商重大的環境影響。

6. 質量管理及服務責任

為確保整體營運符合全部法律合規要求，本集團管理層亦以電郵或其他方式發放相關變動之資料，向僱員發出最新發展信息。本集團不時檢討內部及外部營運常規。

- 不斷溝通 — 運營項目經理在每次工作中與客戶緊密合作。本集團不斷改變設計以滿足客戶需求。
- 例行報告 — 中國卓銀項目經理須不時向執行董事報告項目狀況。

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Handling of sensitive information

Throughout the course of our operation, The Group are not required to handle advertising, labeling, and privacy matters of customers, suppliers, and business partners. Apart from our service quality, KNK emphasises confidentiality of personal data and privacy of our clients. The Group strictly adhere to the provisions of the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) and require its employees to keep secret with respect to confidential information pertaining to its operations.

Customers' feedbacks

The Group pays high attention to the quality of its services. The Group has established relevant quality and safety inspection measures such as communicating with our customers and confirming their project expectation and direction prior to launching any project, and actively coordinates projects with customers in the process of providing services. In the Year, The Group do not have any material complaints.

Intellectual Property Rights

The Group respects all intellectual property rights and has adopted appropriate security measures and confidentiality agreements accordingly. To minimise the chance of infringement, the Group appoints the legal team is responsible for reviewing the agreements on collaboration with third parties in all business projects and within the Group.

During the Reporting Period, the Group strictly complied with all the applicable laws and regulations relating to health and safety, advertising, labeling and privacy matters relating to services provided. There are no claims or compensations or requests as such in relation to service liability. The Group has taken every necessary step to prevent infringement of the own intellectual property rights.

7. Anti-Corruption

The Group is committed to upholding a high standard of business ethics and to standards to prohibit bribery and corrupt practices. All Directors and employees are required to follow with the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong) (the "POBO") enforced by the Hong Kong Independent Commission Against Corruption to prevent unethical pursuit. Anti-corruption procedures are also put into the Group's practice and embedded in the staff handbook and internal training to regulate employees in practising business ethics.

敏感資料的處理

於整個經營過程中，本集團毋須處理客戶、供應商及業務夥伴的廣告、標籤及私隱事宜。除服務質素外，中國卓銀強調將客戶個人資料及私隱保密的重要性，亦嚴格遵守香港法例第486章《個人資料(私隱)條例》的規定，要求僱員對其經營涉及的機密資料保密。

客戶反饋

本集團高度重視其服務質素。本集團已制定有關質量及安全檢查措施，例如，在開展任何項目前與客戶溝通及確認其項目預期及方向，在提供服務的過程中與客戶積極協調項目。於報告期間，本集團並無任何重大投訴。

知識產權

本集團尊重所有知識產權，並已相應採納適當的安全措施及保密協議。為減低侵權機概，本集團委任法律團隊負責審閱其所有業務項目與第三方合作時訂立之協議及本集團之內部協議。

於報告期間，本集團嚴格遵守有關所提供服務的健康與安全、廣告、標籤及私隱事宜的所有適用法律及法規。概無有關服務責任的索賠或補償或要求。本集團已採取必要措施防止本集團自己的知識產權受到侵犯。

7. 反貪污

本集團堅持高標準的商業道德規範，禁止賄賂及貪污行為。全體董事及僱員均須嚴格遵守香港法例第201章《防止賄賂條例》以防止不道德之索求。本集團將反貪污程序投入實踐，並納入僱員手冊和培訓，以規管僱員具備商業道德。

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Particularly, the Group conduct the business or affairs in compliance with the POBO. The Group prohibits:

- a) soliciting or accepting any advantage from others as a reward for or inducement to doing any act or showing favour in relation to the Group's business or affairs; or offering any advantage to an agent of another as a reward for or inducement to doing any act or showing favour in relation to his principal business or affairs;
- b) offering any advantage to any public servant (incl. Government/public body employee) as a reward for or inducement to his performing any act in his official capacity or his showing any favour or providing any assistance in business dealing with the Government/a public body; or
- c) offering any advantage to any staff of a Government department or public body while they are having business dealing with the latter.

The Group will take disciplinary or legal actions against any acts of bribery and corruption. There was neither record on any corruption-related cases nor receipt of any reports of suspected cases which involved the Group or its employees.

8. Community Investment

The Group regards contributions to society as part of its mission. The business development strategy also pays close attention to community fare. The Group has been devoted to promoting community development by taking the lead and encouraging employees to care for the community.

The Group has a vision and plan to support reputable non-profit-making and charity organisations which focus on helping poor elderly or improving children education for poor families.

特別是，本集團在進行業務或事務時，遵守香港《防止賄賂條例》。本集團禁止：

- a) 索取或接受他人的任何好處作為報酬或誘因以進行任何事宜或偏袒有關本集團的業務或事務，或向他人的代理提供任何好處作為進行任何行動的報酬或誘因或偏袒其委託人的業務或事務；
- b) 向任何公職人員(包括政府／公共機構僱員)提供任何好處，作為其以政府／公共機構公職人員身份履行任何行為或偏袒或提供任何業務協助的報酬或誘因；或
- c) 向任何政府部門或公共機構的任何僱員提供任何好處，同時與其擁有任何業務。

本集團將就任何賄賂及貪污行為採取紀律處分或法律行動。概無任何貪污有關案件的記錄，亦無接到任何涉及本集團或其僱員嫌疑案件的報告。

8. 社區投資

本集團將為社會作貢獻視為其使命之一。其業務發展策略亦密切關注社區福利事宜。本集團帶領並鼓勵僱員關心社區，從而為推動社區發展作出貢獻。

本集團有願景及計劃支持聲譽良好的專注於幫助貧困老人或改善貧困家庭兒童教育的非盈利及慈善組織。

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III. HKEX ESG REPORTING GUIDE INDEX

三. 聯交所環境、社會及管治報告指引內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Relevant pages in the ESG Report & Remark 環境、社會及管治報告中相關頁數及備註
A Environmental A 環境		P4-8 第4至8頁
Aspect A1 層面A.1	Emissions 排放物	P4-6 第4至6頁
KPI A1.1 指標A.1.1	Types of emissions and respective emissions data. 排放物種類及相關排放資料	P5-6 第5至6頁
KPI A1.2 指標A.1.2	Greenhouse gas emissions in total and, where appropriate, intensity. 溫室氣體總排放量及密度	P5-6 第5至6頁
KPI A1.3 指標A.1.3	Total hazardous waste produced and, where appropriate, intensity. 所產生有害廢棄物總量及密度	Not applicable to the Group's core operation. 此披露範疇不適用於本集團核心營運。
KPI A1.4 指標A.1.4	Total non-hazardous waste produced and where appropriate, intensity. 所產生無害廢棄物總量及密度	P5 第5頁
KPI A1.5 指標A.1.5	Description of emission target(s) set and steps taken to achieve them. 描述減低排放量的措施及所得成果	P4 第4頁
KPI A1.6 指標A.1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果	P5 第5頁

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Aspect A2 層面A.2	Use of Resources 資源使用	P5-8 第5至8頁
KPI A2.1 指標A.2.1	Direct and/or indirect energy consumption by type in total and intensity 按類型劃分的直接及／或間接能源總耗量及密度	P5 第5頁
KPI A2.2 指標A.2.2	Water consumption in total and intensity. 總耗水量及密度	Not applicable to the Group's core operation. 此披露範疇不適用於本集團核心營運。
KPI A2.3 指標A.2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述能源使用效益計劃及所得成果	P6 第6頁
KPI A2.4 指標A.2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果	P7 第7頁
KPI A2.5 指標A.2.5	Total packaging material used for finished products, and if applicable, with reference to per unit produced. 製成品所用包裝材料的總量及每生產單位佔量	Not applicable to the Group's core operation. 此披露範疇不適用於本集團核心營運。
Aspect A3 層面A.3	The Environment and Natural Resources 環境及天然資源	P8 第8頁
KPI A3.1 指標A.3.1	Description of the significant impacts of activities on the environment and natural resources and actions taken to manage them 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動	No significant impacts of activities on the environment and natural resources. 於報告期間無對環境及天然資源的重大影響的事故

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Aspect A4 層面 A.4	Climate Change 氣候變化	P8 第8頁
KPI A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them.	P8
指標 A.4.1	描述已經及可能會對發行人產生影響的重大氣候相關事宜	第8頁
B SOCIAL B 社會		P9–15 第9至15頁
Aspect B1 層面 B.1	Employment 僱傭	P9 第9頁
KPI B1.1	Total workforce by gender, employment type, age group and geographical region	P9–10
指標 B.1.1	按性別、僱傭類型、年齡組別及地區劃分的僱員總數	第9至10頁
KPI B1.2	Employee turnover rate by gender, age group and geographical region	P9
指標 B.1.2	按性別、年齡組別及地區劃分的僱員流失比率	第9頁
Aspect B2 層面 B.2	Health and Safety 健康與安全	P10 第10頁
KPI B2.1	Number and rate of work-related fatalities occurred in the past three years including the reporting year	No work-related fatalities in the past three years including the reporting year.
指標 B.2.1	過去三年(包括匯報年度)每年因工作關係而死亡的人數及比率	於過去三年(包括匯報年度)無相關事故報告。

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KPI B2.2 指標B.2.2	Lost days due to work injury 因工傷損失工作日數	P11 第11頁
KPI B2.3 指標B.2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored 描述所採納的職業健康與安全措施，以及相關執行及監察方法	P10–11 第10至11頁
Aspect B3 層面B.3	Development and Training 發展及培訓	P11–12 第11至12頁
KPI B3.1 指標B.3.1	The percentage of employees trained by gender and employee category 按性別及僱員類別劃分的受訓僱員百分比	P11 第11頁
KPI B3.2 指標B.3.2	The average training hours completed per employee by gender and employee category 按性別及僱員類別劃分，每名僱員完成受訓的平均時數	P11 第11頁
Aspect B4 層面B.4	Labour Standards 勞工準則	P12 第12頁
KPI B4.1 指標B.4.1	Description of measures to review employment practices to avoid child and forced labour 描述檢討招聘慣例的措施以避免童工及強制勞工	P12 第12頁
KPI B4.2 指標B.4.2	Description of steps taken to eliminate such practices when discovered 描述在發現違規情況時消除有關情況所採取的步驟	No such practices when discovered during the Reporting Period. 於報告期間無相關事故報告。

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Aspect B5 層面 B.5	Supply Chain Management 供應鏈管理	P13 第13頁
KPI B5.1 指標 B.5.1	Number of suppliers by geographical region 按地區劃分的供應商數目	P13 第13頁
KPI B5.2 指標 B.5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法	P13 第13頁
KPI B5.3 指標 B.5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	P13 第13頁
KPI B5.4 指標 B.5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	P13 第13頁

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Aspect B6 層面 B.6	Product Responsibility 產品責任	P13–14 第13至14頁
KPI B6.1 指標 B.6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因	Not applicable to the Group's core operation.
KPI B6.2 指標 B.6.2	Number of products and service-related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法	No products and service-related complaints received during the Reporting Period. 於報告期內無收到產品及服務相關投訴。
KPI B6.3 指標 B.6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障智慧財產權有關的慣例	P14 第14頁
KPI B6.4 指標 B.6.4	Description of quality assurance process and recall procedures. 描述品質檢定過程及產品回收程式	Not applicable to the Group's core operation. 此披露範疇不適用於本集團核心營運。
KPI B6.5 指標 B.6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法	P14 第14頁

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Aspect B7 層面 B.7	Anti-corruption 反貪污	P14–15 第14至15頁
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	No concluded legal cases regarding corrupt practices during the Reporting Period.
指標 B.7.1	於彙報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果	於報告期間內無有關貪污行為的已審結法律案件。
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	P14–15
指標 B.7.2	描述防範措施及舉報程式，以及相關執行及監察方法	第14至15頁
KPI B7.3	Description of anti-corruption training provided to directors and staff.	P14–15
指標 B.7.3	描述向董事及僱員提供的反貪污培訓。	第14至15頁
Aspect B8 層面 B.8	Community Investment 社會公益投資	P15 第15頁
KPI B8.1	Focus areas of contribution	P15
指標 B.8.1	專注貢獻範疇	第15頁
KPI B8.2	Resources contributed to the focus areas	P15
指標 B.8.2	在專注範疇所動用資源	第15頁



KNK Holdings Limited

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