

Environmental, Social and Governance Report

環境、社會及管治報告 2021

APEX ACE
HOLDING LIMITED

Apex Ace Holding Limited
光麗科技控股有限公司 *

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

Stock code 股份代號 : 6036

Contents 目錄

About the Group	關於本集團	2
Board Statement	董事會聲明	3
About the Report	關於本報告	4
Reporting Period	報告期間	4
Reporting Scope and Boundaries	報告範疇及範圍	4
Reporting Basis	報告基準	4
Confirmation and Approval	確認和批准	5
Information and Feedbacks	資料和反饋	5
ESG Governance Structure	環境、社會及管治的 管治架構	5
Stakeholder Engagement	持份者參與	6
Materiality Assessment	重要性評估	7
Environmental Aspects	環境層面	10
Emissions	排放	10
GHG Emissions	溫室氣體排放	11
Wastes	廢物	12
Use of Resources	資源使用	13
Energy Management	能源管理	13
Water Resources	水資源	15
Others	其他	15
Packaging Materials	包裝材料	16
The Environment and Natural Resources	環境及天然資源	16
Climate Change	氣候變化	16
Action on Climate Change	應對氣候變化行動	18
Social Aspects	社會層面	22
Employment and Labour Practices	僱傭及勞工常規	22
Employment	僱傭	22
Health and Safety	健康和安全	25
Development and Training	發展及培訓	27
Labour Standards	勞工準則	28
Operating Practices	營運慣例	29
Supply Chain Management	供應鏈管理	29
Product Responsibility	產品責任	30
Anti-corruption	反貪污	33
Community	社區	34
Community Investment	社區投資	34
The Stock Exchange “ESG Guide” Content Index	聯交所「環境、社會及 管治指引」內容索引	35

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

ABOUT THE GROUP

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

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

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

關於本集團

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

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

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

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

BOARD STATEMENT

The Group is pleased to present the 2021 Environmental, Social and Governance Report (the "Report"). We put the sustainable development of our business as the top priority of our long-term development goals, and incorporate climate-related issues and environmental, social and governance ("ESG") elements into our long-term business strategic plan. As the most important leading role of the Group, the Board has the sole responsibility to oversee, directly manage and monitor the Group's ESG issues and progress.

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

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

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

董事會聲明

本集團欣然提呈二零二一年環境、社會及管治報告(「本報告」)。我們將業務的可持續發展視為長期發展目標的優先事項，並將氣候相關議題及環境、社會及管治(「環境、社會及管治」)要素納入我們的長期業務戰略規劃。作為本集團最重要的領導角色，董事會全權負責監督、直接管理及監察本集團的環境、社會及管治議題及進展。

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

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

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

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

ABOUT THE REPORT

The Company is pleased to present the ESG Report for the year ended 31 December 2021 to provide an overview of the Group's management of significant issues affecting the operations, including ESG issues.

Reporting Period

The Report illustrates the policies and performance regarding the environmental and social aspects from 1 January 2021 to 31 December 2021 (the "Reporting Period").

Reporting Scope and Boundaries

The Report focuses on the two principal business divisions, namely, trading of (i) digital storage products and (ii) general components. The reporting boundary includes sites of operations¹ in Hong Kong and Shenzhen. During the Reporting Period, there was no material changes to the reporting scope and boundaries. The Report discloses key performance indicators ("KPIs") of the corporate office ("Office") which contributed over 95% of the Group's total annual revenue. While the Report does not cover all the Group's operations, the Group will continuously upgrade its internal data collection procedures and gradually expand the scope of the disclosure.

Reporting Basis

The Report is prepared in accordance with the ESG Reporting Guide as set out in Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange (the "Listing Rules") and on the basis of the four reporting principles – materiality, quantitative, balance and consistency:

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

¹ The sites of operations refer to the warehouse and office in Hong Kong and the office in Shenzhen. They are operated by the Company's subsidiaries Ascent Way International Limited, AVT International Limited and Shenzhen Lisigao Electronics Company Limited* (深圳麗斯高電子有限公司).

* The English name is translated for identification purpose only

關於本報告

本公司欣然提呈截至二零二一年十二月三十一日止年度的環境、社會及管治報告，以概述本集團如何管理對營運構成影響的重大問題，包括環境、社會及管治議題。

報告期間

本報告說明於二零二一年一月一日至二零二一年十二月三十一日(「報告期間」)有關環境及社會層面的政策及績效。

報告範疇及範圍

本報告集中於兩個主要業務分部，分別為：(i)數碼存儲產品及(ii)通用元件之貿易。報告範圍包括香港及深圳之營運地點¹。於報告期間，報告範疇及範圍並無重大變動。本報告披露佔本集團年收益總額逾95%的公司辦公室(「辦公室」)的關鍵績效指標(「關鍵績效指標」)。儘管本報告並未涵蓋本集團所有營運，本集團將不斷提升內部數據收集程序並逐步擴大披露範圍。

報告基準

本報告是根據聯交所證券上市規則(「上市規則」)附錄二十七所載的環境、社會及管治報告指引，按四個報告原則的基準(重要性、量化、平衡及一致性)編製：

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

¹ 營運地點指香港倉庫及辦事處以及深圳辦事處。該等營運地點由本公司附屬公司振啟國際有限公司、香港艾維特國際有限公司及深圳麗斯高電子有限公司營運。

* 英文名稱僅供識別

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

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

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

Confirmation and Approval

The Report has been confirmed and approved by the Board on 20 May 2022.

Information and Feedbacks

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

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

ESG GOVERNANCE STRUCTURE

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

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

本報告已遵守環境、社會及管治報告指引所概述的所有「不遵守就解釋」條文。

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

確認和批准

本報告已於二零二二年五月二十日經董事會確認和批准。

資料和反饋

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

地址：香港九龍長順街1號新昌工業大廈1樓2–3室
電郵：ir@apexace.com
電話：+852 3725 0102
傳真：+852 2401 2105

環境、社會及管治的管治架構

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

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

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

STAKEHOLDER ENGAGEMENT

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

持份者參與

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

Stakeholders 持份者	Engagement Platforms 參與平台
Government and regulatory agencies 政府及監管機構	<ul style="list-style-type: none">Annual reports, interim reports, environmental, social and governance reports and other public information年報、中期報告、環境、社會及管治報告以及其他公開資料
Shareholders and investors 股東及投資者	<ul style="list-style-type: none">Annual general meetings and other general meetings of shareholders股東週年大會及其他股東大會Company website公司網站Press release and announcements新聞稿及公告Annual reports, interim reports, environmental, social and governance reports and other public information年報、中期報告、環境、社會及管治報告以及其他公開資料
Peer Industry 同業	<ul style="list-style-type: none">Exhibition and trade fair展覽及貿易展覽會
Employee 僱員	<ul style="list-style-type: none">Training培訓Community services社區服務
Customer 客戶	<ul style="list-style-type: none">Exhibition and trade fair展覽及貿易展覽會Regular visits定期造訪
Supplier 供應商	<ul style="list-style-type: none">Supplier selection供應商甄選Exhibition and trade fair展覽及貿易展覽會Regular visits定期造訪

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

MATERIALITY ASSESSMENT

The Group identifies issues for disclosure in the Report through materiality assessment. By considering the dependence and influence on the Group of the stakeholders and resources availability of the Group, our management has identified key stakeholders and conducted a survey with them. They have expressed their opinions and recommendations on the sustainability issues related to the Group's operations.

Consolidating the results from materiality assessment, the Group has identified the materiality level for the issues based on the relative importance of the issues to the business and the importance to stakeholders.

重要性評估

本集團通過重要性評估識別本報告的披露問題。經考慮持份者對本集團的依賴及影響以及本集團的資源可用性後，管理層已識別主要持份者並向其進行調查。彼等已就本集團營運的相關可持續發展問題發表意見及提出建議。

本集團透過整合重要性評估結果，按照問題對業務的相對重要性以及對持份者的重要性識別議題的重要性程度。

Materiality Level 重要性程度

ESG Issues 環境、社會及管治議題

High – Material to both the Group and the stakeholders

高一 對本集團及持份者而言屬重要

Business Ethics
商業道德
Anti-corruption Training for Management and Employees
管理層及僱員的反貪污培訓
Staff Occupational Health and Safety
員工職業健康與安全
Customer's Privacy and Confidentiality
客戶私隱及保密
Diversity and Equal Opportunity
多元化及平等機會
Customer Satisfaction
客戶滿意度
Anti-discrimination
反歧視
Employment Practices
僱傭慣例
Staff Development and Training
員工發展及培訓
Quality of Services and Products
服務及產品質量
Intellectual Property
知識產權
Environmental Regulations Compliance
環境法規合規
Safety of Services and Products
服務及產品安全
Compliance with Regulations on Marketing, Product and Service Labelling
遵守營銷、產品及服務標籤法規

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Materiality Level

重要性程度

ESG Issues

環境、社會及管治議題

Moderate – Material to either the Group or the stakeholders

中 – 對本集團或持份者而言屬重要

Responsible Supply Chain Management
負責任的供應鏈管理

Communication and Connection with Local Community
與當地社區的溝通和聯繫

Contributions to the Society
對社會的貢獻

Child Labour and Forced Labour
童工及強制勞工

Environmental Friendliness or Products or Service Purchased
環境友好或購買的產品或服務

Use of Raw Materials and Packaging Materials
原材料及包裝材料的使用

Low – Not Material

低 – 不重要

Waste Management
廢物管理

Greenhouse Gas Emissions
溫室氣體排放

Water Efficiency
用水效益

Energy Efficiency
能源效益

Climate Change
氣候變化

Effluent Management
污水管理

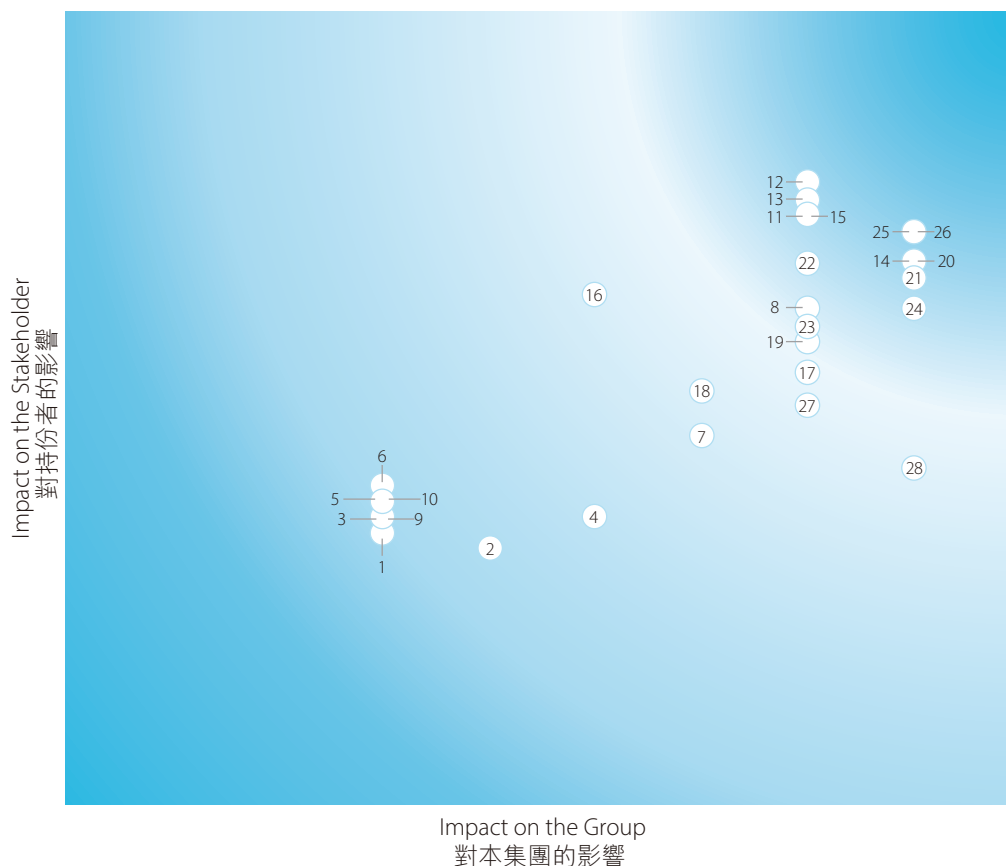
Land Use, Pollution and Restoration
土地利用、污染和恢復

Air Emissions
廢氣排放

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Materiality Matrix
重要性矩陣



- | | | |
|---|---|--|
| 1 Air Emissions
廢氣排放 | 10 Climate Change
氣候變化 | 19 Compliance with Regulations on Marketing, Product and Service Labelling
遵守營銷、產品及服務標籤法規 |
| 2 Greenhouse Gas Emissions
溫室氣體排放 | 11 Employment Practices
僱傭慣例 | 20 Customers' Privacy and Confidentiality
客戶私隱及保密 |
| 3 Effluent Management
污水管理 | 12 Diversity and Equal Opportunities
多元化及平等機會 | 21 Customer Satisfaction
客戶滿意度 |
| 4 Waste Management
廢物管理 | 13 Anti-discrimination
反歧視 | 22 Intellectual Property
知識產權 |
| 5 Energy Efficiency
能源效益 | 14 Staff Occupational Health and Safety
員工職業健康與安全 | 23 Safety of Services and Products
服務及產品安全 |
| 6 Water Efficiency
用水效益 | 15 Staff Development and Training
員工發展及培訓 | 24 Quality of Services and Products
服務及產品質量 |
| 7 Use of Raw Materials and Packaging Materials
原材料及包裝材料的使用 | 16 Child Labour and Forced Labour
童工及強制勞工 | 25 Business Ethics
商業道德 |
| 8 Environmental Regulations Compliance
環境法規合規 | 17 Responsible Supply Chain Management
負責任的供應鏈管理 | 26 Anti-corruption training for management and employees
管理層及僱員的反貪污培訓 |
| 9 Land Use, Pollution and Restoration
土地利用、污染和恢復 | 18 Environmental Friendliness on products or service purchased
環境友好或購買的產品或服務 | 27 Contributions to the society
對社會的貢獻 |
| | | 28 Communication and connection with local community
與當地社區的溝通和聯繫 |

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

ENVIRONMENTAL ASPECTS

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

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

- Reduce air emission by 1% in 2022, 2% in 2027 and 3% in 2032;
- Reduce electricity consumption per MWh of square feet by 1% in 2022, 2% in 2027 and 3% in 2032;
- Reduce water consumption per approximate tonne of employee by 1% in 2022, 2% in 2027 and 3% in 2032;
- Increase the amount of recycled waste paper by 1% in 2022, 2% in 2027 and 3% in 2032; and
- Reduce waste disposal by 1% in 2022, 2% in 2027 and 3% in 2032.

Emissions

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

The Group is committed to the following:

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

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

環境層面

環境的可持續是本集團企業社會責任的重點。本集團已制訂可持續發展政策，以展現其保護環境的決心。

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

- 二零二二年的廢氣排放減少1%、二零二七年減少2%及二零三二年減少3%；
- 二零二二年每平方呎兆瓦時的耗電量減少1%、二零二七年減少2%及二零三二年減少3%；
- 二零二二年每概約噸員工用水量減少1%、二零二七年減少2%及二零三二年減少3%；
- 二零二二年廢紙回收量增加1%、二零二七年增加2%及二零三二年增加3%；及
- 二零二二年廢物處理減少1%、二零二七年減少2%及二零三二年減少3%。

排放

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

本集團致力於以下各方面：

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

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

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

GHG Emissions

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

GHG Emissions ² 溫室氣體排放 ²	Unit 單位	2021 二零二一年	2020 二零二零年
Scope 1 ³ 範圍一 ³	tonnes CO ₂ -equivalent 二氧化碳當量，以噸計	9.12	13.00
Scope 2 ⁴ 範圍二 ⁴	tonnes CO ₂ -equivalent 二氧化碳當量，以噸計	70.12	58.92 ⁵
Total Emissions 總排放量	tonnes CO ₂ -equivalent 二氧化碳當量，以噸計	79.24	71.92
Intensity 密度	tonnes CO ₂ -equivalent/ft ² 二氧化碳當量，以噸計／平方呎	0.005 ⁶	0.004 ⁶

During the Reporting Period, the increase in Scope 2 emission was mainly due to an increase in electricity consumption as the Group had structure expansion in terms of an increase in the number of employees as well as resume of the "Working at Office" arrangements during the Reporting Period. Electricity consumption has become the major source of our GHG emissions which comprised of around 88% of the total GHG emission of the Group.

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

溫室氣體排放

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

於報告期間，範圍二排放量增加主要由於本集團於報告期間在員工人數增加方面的結構擴張及恢復「辦公室工作」安排導致耗電量增加。電力消耗為我們的溫室氣體排放的主要來源，包括本集團溫室氣體總排放量約88%。

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

² The GHG emissions is estimated with reference to The GHG Protocol Corporate Accounting and Reporting Standard published by World Resources Institute and World Business Council for Sustainable Development, 2019 Sustainability Report issued by China Light and Power Co. Ltd. and 2011-2012 Regional Power Grid Average CO₂ Emission Factors in China guideline published by the National Development and Reform Commission of the People's Republic of China.

³ Scope 1: The direct emission from the business operations owned or controlled by the Group, including the fuel consumption from mobile vehicles.

⁴ Scope 2: The "indirect energy" emissions from the internal purchased electricity consumption by the Group.

⁵ The GHG emission of scope 2 was restated with updated calculation methodology.

⁶ The total site area of the offices in 2021 and 2020 is 17,554.29 square feet.

² 溫室氣體排放量的估算乃經參考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》、中華電力有限公司刊發的《2019可持續發展報告》及中華人民共和國國家發展和改革委員會發佈的《2011年和2012年中國區域電網平均二氧化碳排放因子》指引。

³ 範圍一：由本集團擁有或控制的業務營運直接產生的排放，包括汽車的燃料消耗。

⁴ 範圍二：由本集團內部消耗外購電力所引致的「間接能源」排放。

⁵ 範圍二的溫室氣體排放量以最新的計算方法重列。

⁶ 二零二一年及二零二零年辦公室的總佔地面積為17,554.29平方呎。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Wastes

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

廢物

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

Wastes 廢物	Treatment Method 處置方法	Unit 單位	2021 二零二一年	2020 二零二零年
Non-Hazardous waste 無害廢物				
General Unclassified Wastes 一般未分類廢物	Disposed to Landfill 堆填區處置	kg 千克	243.0	230.0
Office Paper 辦公室用紙	Recycled or Reused 回收或再利用	kg 千克	21.0	18.0 ⁷
Paper Board 紙板	Recycled or Reused 回收或再利用	kg 千克	67.0	56.0
Total 總計			331.0	304.0
Intensity 密度		Kg/employee 千克／僱員	2.36⁸	3.01 ⁹
Hazardous waste 有害廢物				
Toner 碳粉	Recycled 回收	Kg 千克	1.5	1.4
Total 總計			1.5	1.4
Intensity 密度		Kg/employee 千克／僱員	0.01⁸	0.01 ⁹

To reduce paper consumption and wastage of paper, we encourage our employees to:

- Consider purchasing recycled paper mainly made up of recycled content and with minimal Chlorine bleaching;
- Reuse envelopes and folders for sending internal documents and letters; and
- Adopt electronic communication and filing.

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

為減少紙張消耗及紙張浪費，我們鼓勵僱員：

- 考慮購買主要以回收成分製成且氯漂白最少的再造紙；
- 發送內部文件和信件時重用信封和文件夾；及
- 採用電子通訊和存檔方式。

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

⁷ The amount of Office Paper recycled or reused was restated to include the paper recycled during the Reporting Period.

⁸ As at the end of December 2021, the total number of employees were 140.

⁹ As at the end of December 2020, the total number of employees were 101.

⁷ 回收或重用辦公室用紙數量已重列，以包含報告期間回收的紙張。

⁸ 於二零二一年十二月末，僱員總數為140。

⁹ 於二零二零年十二月末，僱員總數為101。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

During the Reporting Period, there was no significant non-compliance cases in relation to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

Use of Resources

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

- Adopt the principles of reduce, reuse and recycle to increase the consumption efficiency of energy, paper, water, high-quality plastic stretch film (packaging materials) and other resources in its business operations;
- Nurture the culture of environmental protection within the Group to increase the environmental awareness of employees;
- Formulate achievable and measurable goals with regard to environmental protection;
- Maintain continuous communication with employees with regard to environmental protection policies;
- Regularly review the implementation of the Environmental Protection Policy Statement to ensure effective execution; and
- To avoid employees from producing excessive paper waste, towels are now provided in the toilets of the Group for the need of employees and to encourage paper conservation.

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

Energy Management

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

Lighting

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

於報告期間，並無有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢物產生的重大不合規案件。

資源使用

本集團深明合理使用資源對可持續發展至關重要。本集團致力於以下各方面：

- 奉行減少、再利用和回收的原則，提高其業務營運中的能源、紙張、水、優質塑料拉伸膜(包裝材料)和其他資源的消耗效率；
- 在本集團內培育環保文化，提高員工的環保意識；
- 制訂有關環境保護的可實現和可計量的目標；
- 在環境保護政策方面與員工保持持續溝通；
- 定期審視環境保護政策聲明的實施，以確保其有效執行；及
- 為避免員工造成過多紙張浪費，本集團洗水間現提供毛巾，應付員工需求並鼓勵節約用紙。

本集團致力鼓勵員工以符合效率的方式使用照明、電腦、水、紙張及包裝材料。

能源管理

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

照明

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

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Air Conditioner

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

Computer

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

The details of energy consumption are as follows:

Energy Consumption 能源消耗	Unit 單位	2021 二零二一年	2020 二零二零年
<i>Direct source(s)</i> 直接來源			
Petroleum 石油	MWh 兆瓦時	33.22	47.37
<i>Indirect source(s)</i> 間接來源			
Purchased Electricity 外購電力	MWh 兆瓦時	129.48	103.96
Total Consumption 消耗總量	MWh 兆瓦時	162.70	151.33
Intensity 密度	MWh/ft ² 兆瓦時/平方呎	0.009 ⁶	0.010 ⁶

During the Reporting Period, the slight increase in energy consumption came from the electricity consumption in our offices, as the Group had structure expansion in terms of an increase in the number of employees as well as resume of the "Working at Office" arrangements during the Reporting Period. As we had implemented Work from Home arrangements to prevent the spread of the COVID-19 virus, there was a cut down on the energy consumption from the use of petroleum as more meetings are conducted by utilising video conferencing which require less business travelling for our employees during the Reporting Period.

空調

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

電腦

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

能源消耗詳情如下：

於報告期間，能源消耗輕微增加乃來自我們辦公室的電力消耗，乃由於本集團於報告期間在員工人數增加方面的結構擴張及恢復「辦公室工作」安排。由於我們已實施在家工作安排以防止COVID-19病毒傳播，因此報告期間更多會議採用視頻會議方式進行，員工出行減少，導致石油使用的能源消耗減少。

⁶ Please refer to relevant footnote on page 11.

⁶ 請參閱第11頁的相關註釋。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Water Resources

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

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

水資源

耗水量指洗手間及茶水間的用水。供水由第三方提供，並由物業管理公司管理。因此，本公司並無採購水的問題。本集團已推行以下控制耗水的措施：

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

Water Resource 水資源	Unit 單位	2021 二零二一年	2020 二零二零年
Total Consumption 消耗總量	m ³ 立方米	431	356
Intensity 密度	m ³ /employee 立方米／僱員	3.08 ⁸	3.52 ⁹

During the Reporting Period, the amount of water consumption had an increase due to employees' high awareness of personal hygiene and additional hygienic measures against the COVID-19 pandemic situation adopted by the Group. Water consumption mainly incurred by cleaning activities of employees (i.e. increase in the frequency of hand washing) and cleaners (i.e. increase in the frequency of office cleaning).

於報告期間，由於僱員的個人衛生意識提高以及本集團針對COVID-19疫情狀況採取的額外衛生措施，耗水量有所增加。耗水量主要來自員工清潔活動(即洗手頻率增加)清潔工(即辦公室清潔頻率增加)。

Others

- Maintain or replace malfunctioning equipment; and
- Give priority to environmentally friendly products or materials in the procurement process.

其他

- 維護或更換故障設備；及
- 在採購過程中優先考慮環保產品或材料。

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

本集團計劃日後採取更多資源節約措施，例如為員工定期舉辦內部環保意識研討會，員工在辦公室及倉庫關閉不使用的電力設備，並定期檢查水龍頭及廁所有否漏水。

^{8,9} Please refer to relevant footnotes on page 11.

^{8,9} 請參閱第11頁的相關註釋。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Packaging Materials

The main packaging materials include label stickers, stretch film and plastic pallet. The details of the consumption volume are as follows:

Packaging Material 包裝材料	Unit 單位	2021 二零二一年	2020 二零二零年
Label Stickers 標籤貼紙	tonnes 噸	0.110	0.092
Stretch Film 拉伸膜	tonnes 噸	0.030	0.255
Plastic Pallet 塑料墊板	tonnes 噸	0.300	0.300
Sealing Tape 密封帶	tonnes 噸	0.025	N/A 不適用
Paper Boxes 紙盒	tonnes 噸	0.250	N/A 不適用

包裝材料

主要包裝材料包括標籤貼紙、拉伸膜及塑料墊板。消費量的詳情如下：

The Environment and Natural Resources

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

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

Climate Change

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

The COVID-19 pandemic has presented many new challenges this year, but it has not changed our commitment to climate action. The pace of change has expedited around the world, underscoring the importance for us to accelerate its transition to a low-carbon economy.

The Group has further enhanced its disclosure in this year. The Group business units have strengthened analyses on the risk and opportunities from climate change specific to their markets.

環境及天然資源

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

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

氣候變化

氣候變化是當今社會面臨的最大全球性挑戰之一，我們現在必須為我們的氣候及社區採取行動。近年來，強風、強降雨等極端天氣，以及潮汐、洪水等成為新聞焦點。物流及供應鏈尤其脆弱。強降雨、漲潮及洪水會對建築物、倉庫及儲存的貨物等資產造成嚴重破壞，從而造成財務損失。儘管此類事件超出所有人的控制範圍，但本集團認為，所有持份者應共同努力應對氣候變化，這也將被視為未來五年世界面臨的最重大風險之一。

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

本年度本集團進一步加強披露。本集團各業務部門加強了針對各自市場的氣候變化風險及機遇的分析。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

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

The Group essentially plans to respond to local government initiatives and follow local governments’ emission reduction requirements. We aim to reduce emissions by around 2% by 2027 and ensure the Group’s greenhouse gas emissions will comply with the local requirements set for 2030. Our target is to achieve carbon neutrality by 2050 in Hong Kong region and by 2060 in PRC. We are committed to continuously improving our energy efficiency, applying professional knowledge to improve on-site efficiency and maintain efficient management support, in order to safeguard the Group’s reputation.

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

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

本集團基本計劃響應各地政府的倡議，遵守各地政府的減排要求。我們力爭到二零二七年減少排放約2%，並確保本集團的溫室氣體排放於二零三零年符合各地要求。我們的目標是到二零五零年在香港地區及到二零六零年在中國實現碳中和。我們致力於不斷提高能源效率，運用專業知識提高現場效率及保持高效的管理支持，以維護本集團的聲譽。

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

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Action on Climate Change

Action on climate change is embedded in the Group's business strategy and reflected in the governance and management processes of the Company. The index table below outlines where to find the core elements of how the Group responds to HKEx recommendations on ESG (including climate-related issues).

應對氣候變化行動

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

Core element 核心要素

The Group's response 本集團的應對措施

Governance
管治

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

Strategy
策略

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

Risk Management
風險管理

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

Metrics and Targets
指標及目標

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

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

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

本集團已識別出一系列與我們的資產及服務相關的氣候相關風險及機遇，對我們而言意義重大。該等轉型及實質風險在以下各節中討論。

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

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Risks 風險

Opportunities 機遇

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

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

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

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

實質氣候風險可能損害本集團資產的完整性或直接干擾我們的服務交付及客戶。本集團已制訂多項措施以加強其營運的可靠性，包括極端天氣或緊急情況的應變計劃。

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

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

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

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

多年來，我們在本集團價值鏈上採取一系列措施，幫助本公司為應對氣候事件做準備。考慮到資產類型、位置及相關性，該等措施針對不同地理區域進行部署。茲概述於下表中：

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

Investing Transition Enablers

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

投資轉型推動者

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

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Our Path to 2050

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

SOCIAL ASPECTS

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

Employment and Labour Practices

Employment

The Group regards talents as a key to corporate success and sustainability. The Group stipulates in the Employment and Labour Practices Policy Statement and Employee Handbook that the Group will:

- Provide equal opportunities in employment, training and career development regardless of gender, age, nationality, race, skin colour, religion, body size, illness, mental or physical disability, family roles, family composition, sexual orientation, political beliefs or social status;
- Provide employees with internal guidelines in relation to equal opportunities, discrimination and harassment; and
- Create a diverse working environment within the Group.

Remuneration and compensation

The remuneration is determined based on the internal grading structure and with reference to the employee's educational or technical qualifications, experience and degree of responsibility pertinent to the job. Salary is reviewed and adjusted regularly based on the basis of salary surveys on the market, the performance of employee, growth potential, as well as the Group's overall business performance.

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

邁向二零五零年

本集團已準備好應對氣候變化對我們的業務及我們所服務的社區構成的威脅。我們將堅決實現我們的目標，為客戶提供安全、可靠及經濟上可承受的服務，且我們充分意識到我們的環境責任從未如此重大。我們每個人都需要發揮自己的作用，共同加快低碳轉型的步伐，為我們的未來創造一個低碳世界。

社會層面

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

僱傭及勞工常規

僱傭

本集團視人才為企業成功與可持續發展的關鍵。本集團在僱傭及勞工常規政策聲明及員工手冊中訂明，本集團將：

- 在僱傭、培訓和事業發展方面提供平等機會，不論性別、年齡、國籍、種族、膚色、宗教、體型、疾病、精神或身體殘疾、家庭角色、家庭組成、性取向、政治信念或社會地位如何；
- 為員工提供與平等機會、歧視和騷擾相關的內部指引；及
- 在本集團內創造多元化的工作環境。

薪酬及酬金

薪酬乃基於內部評級架構及參考員工的學歷或技術資格、經驗及就有關工作須承擔的責任而釐定。薪金定期根據市場上的薪金調查、員工的表現、增長潛力及本集團的整體業務表現予以檢討及調整。

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

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Promotion

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

Working Hours, Rest Periods

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

Welfare and other benefits

Employees after probation are admitted to the Group's medical scheme and are included in the travel and personal accident insurance. Monthly contributions are made to Hong Kong staff's Mandatory Provident Fund retirement benefit scheme under the Mandatory Provident Fund Schemes Ordinance (Cap.485) of Hong Kong.

The Group abided by the employment laws and regulations that apply to its sites of operations, including but not limited to the Employment Ordinance (Cap. 57), the Employees' Compensation Ordinance (Cap. 282), the Minimum Wage Ordinance (Cap. 608), the Occupational Safety and Health Ordinance (Cap. 509) of Hong Kong and the Labour Law of the People's Republic of China. During the Reporting Period, there were no significant non-compliance cases in relation to compensation, dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

The Group has been enhancing the related employment policies and establishing a grievance mechanism to timely manage and respond to grievance and suggestions raised by employees recently, employees can report any cases to their department head, the Human Resources and Administration Department, the Administration Supervisor or the Group's management verbally or in the form of written notices or email. Our management will investigate such cases and make final decision on the follow up actions to be taken on those cases.

To strengthen the bonding and relationship between the Group and our employees, we had organised a variety of employees activities during the Reporting Period, including but not limited to annual dinner and team building activities, etc. The Group has also offered festive treats such as mooncakes to our employees and has arranged early office closure on festive periods.

晉升

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

工作時數、假期

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

福利及其他待遇

通過試用期的員工可參加本集團的醫療計劃，獲得差旅及個人意外保險的保障。本公司根據香港《強制性公積金計劃條例》(第485章)，每月就香港員工的強制性公積金退休福利計劃作出供款。

本集團恪守適用於其營運地點的僱傭法律及規例，包括但不限於香港的《僱傭條例》(第57章)、《僱員補償條例》(第282章)、《最低工資條例》(第608章)、《職業安全及健康條例》(第509章)及《中華人民共和國勞動法》。於報告期間，在薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利方面均無重大不合規情況。

本集團一直改善相關僱傭政策，並建立申訴機制，適時管理和回應員工最近提出的申訴和建議，員工可以口頭或書面通知或電郵形式向部門主管、人力資源及行政部、行政主管或本集團管理層報告任何個案。我們的管理層將調查有關個案，並針對該等個案採取的後續行動作出最終決策。

為加強本集團與員工之間的聯繫和關係，我們在報告期間舉行各種員工活動，包括但不限於年度晚宴和團隊建設活動等。本集團亦向員工派發月餅等節日禮物，並安排在節日期間提早關閉辦公室。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Employment Profile

Our employment profile during the Reporting Period is as follows,

僱傭狀況

我們於報告期間的僱傭狀況如下，

Workforce	員工隊伍	2021 ¹⁰ 二零二一年 ¹⁰	2020 二零二零年
By Gender	按性別劃分		
Male	男性	81	59
Female	女性	59	42
By Age Group	按年齡組別劃分		
Below 30	30歲以下	32	19
30-50	30至50歲	84	70
Over 50	50歲以上	24	12
By Employment Type	按僱傭類別劃分		
Full time	全職	140	101
Part time	兼職	0	0
By Geographical Region	按地理區域劃分		
Hong Kong	香港	42	33
The Mainland China	中國內地	98	66
Other Country or Region	其他國家或地區	0	2
Total	總計	140	101

¹⁰ The increase in workforce of the Reporting Period has included employees from the whole Group.

¹⁰ 於報告期間增加的員工包括整個本集團的員工。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Employee Turnover

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

員工流失

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

Turnover Rate ¹¹	流失率 ¹¹	2021 二零二一年	2020 二零二零年
By Gender	按性別劃分		
Male	男性	18.5%	22.0%
Female	女性	35.6%	11.9%
By Age Group	按年齡組別劃分		
Below 30	30歲以下	43.8%	10.5%
30–50	30至50歲	23.8%	20.0%
Over 50	50歲以上	8.3%	16.7%
By Geographical Region	按地理區域劃分		
Hong Kong	香港	14.3%	15.2%
The Mainland China	中國內地	30.6%	18.2%
Other country/region	其他國家／地區	0.0%	50.0%
Overall	整體	25.7%	17.8%

Health and Safety

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

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

健康和安

為營造健康安全的工作環境，本集團已在員工手冊及可持續發展政策中表明其致力：

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

¹¹ Turnover rate represents the number of departures in the Reporting Period divided by the headcount at the end of the Reporting Period. The Group had a total of 36 employees departed during the Reporting Period.

¹¹ 流失率等同報告期間離職人數除以報告期末員工人數。於報告期間，本集團共有36名僱員離職。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

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

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

	2021 二零二一年	2020 二零二零年	2019 二零一九年
Number of work-related fatalities 因工亡故人數	0	0	0
Rate of work-related fatalities 因工亡故比率	0.00%	0.00%	0.00%
Number of work injuries 工傷人數	1	0	0
Lost days due to work injury 工傷導致損失日數	51	0	0

The Group abided by the relevant laws and regulations that apply to its sites of operations, including but not limited to the Occupational Safety and Health Ordinance (Cap. 509) of Hong Kong. During the Reporting Period, there was no significant non-compliance cases in relation to providing a safe working environment and protecting employees from occupational hazards.

本集團恪守適用於其營運地點的相關法律及規例，包括但不限於香港的《職業安全及健康條例》(第509章)。於報告期間，在提供安全的工作環境和保護員工免受職業危害方面並無重大不合規情況。

On the other hand, the Group has established announcements and advertisements related to occupational health and safety in the workplace. To protect our employees from the threat of COVID-19, the Group has established preventive, contingency measures and have formed a Disease Prevention Response Unit to mitigate the risks of virus from spreading in workplace. The precautionary measures we have executed including but not limited to the followings:

另一方面，本集團訂明有關工作場所職業健康及安全的公告及告示。為保障員工免受COVID-19威脅，本集團已制訂預防和應急措施，並成立疾病預防應對小組，以減輕病毒在工作場所傳播的風險。我們已執行的預防措施包括但不限於以下各項：

- Providing sanitisers, wet wipes, body temperature detector and Health Declaration Forms at the reception area for the convenience of employees and visitors;
- Masks must be worn at all times once employees have entered the workplace;
- Employees feeling unwell or having a body temperature higher than 37.2 Degree Celsius must report their cases to their supervisors and the Human Resources and Administration Department, they are required to seek appropriate medical treatment and take rest at home until they are fully recovered; and
- 在接待區提供消毒劑、濕巾、體溫檢測器和健康聲明表，方便員工和訪客使用；
- 員工進入工作場所後必須一直佩戴口罩；及
- 員工感到不適或體溫高於攝氏37.2度時，必須向主管以及人力資源及行政部報告情況，彼等必須尋求適當的治療，並在家休息直至完全康復。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

- The Group continues to maintain stringent measures on environmental hygiene of workplace, implementing "Work From Home" arrangements for employees and encourage employees to take COVID-19 vaccination.

The Group also defined different response levels from 1 to 5 depending on the level of severity of the pandemic situation and will take immediate actions in response to the pandemic situation around the workplace following the guidance of different response level as stipulated in our COVID-19 Prevention and Contingency Measures and Guidelines.

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

Development and Training

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

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

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

Percentage of Employee Receiving Training ¹²		2021 二零二一年	2020 二零二零年
	員工接受培訓的百分比 ¹²		
By Gender	按性別劃分		
Male	男性	60.5%	83.0%
Female	女性	74.6%	85.7%
By Employment Category	按僱傭類別劃分		
Senior Management	高級管理層	16.7%	25.0%
Middle Management	中級管理層	69.2%	76.3%
General Staff	一般職員	75.0%	93.2%
Overall	整體	66.4%	84.2%

¹² Percentage of trained employee represents the total number of employees received training during the Reporting Period divided by the total number of employees.

- 本集團繼續保持嚴格的工作場所環境衛生措施，為員工實施「在家工作」安排，並鼓勵員工接種COVID-19疫苗。

本集團亦根據疫情嚴重程度界定1至5級不同應對級別，並根據我們的COVID-19預防和應急措施和指南中規定的不同應對級別的指引，針對工作場所周圍的疫情狀況立即採取行動。

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

發展及培訓

本集團重視員工的發展及培訓，並在員工手冊及可持續發展政策中表明其將：

- 投資於員工的培訓和事業發展；
- 提供足夠的培訓機會，以提升員工履行職務所需的知識和技能；及
- 不斷完善僱傭體系，為員工的事業發展創造利好環境。

報告期間已接受本集團提供的培訓的員工百分比如下：

¹² 已受訓員工百分比等同報告期間接受培訓的員工總數除以員工總數。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

The Group had arranged a total of 560 training hours for the employees during the Reporting Period and the average training hours details are as follows:

報告期間本集團共安排員工培訓560小時，平均培訓時數詳情如下：

Average Training Hours ¹³	平均培訓時數 ¹³	2021 二零二一年 Hours/employee 小時/僱員	2020 二零二零年 Hours/employee 小時/僱員
By Gender	按性別劃分		
Male	男性	3.9	4.3
Female	女性	4.1	2.4
By Employment Category	按僱傭類別劃分		
Senior Management	高級管理層	1.1	3.0
Middle Management	中級管理層	12.7	4.7
General Staff	一般職員	2.2	2.7
Overall	整體	4.0	3.5

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

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

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

最近，本集團建立每年評估員工表現的系統。本集團將定期檢討及更新其發展及培訓措施。

Labour Standards

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

勞工準則

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

¹³ Average training hours represents the total training hours during the Reporting Period divided by the total number of employees.

¹³ 平均培訓時數等同報告期間培訓總時數除以員工總數。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

The Group abided by the relevant laws and regulations that apply to its sites of operations, including but not limited to the Employment Ordinance (Cap. 57). During the Reporting Period, there were no significant non-compliance cases in relation to child labour and forced labour.

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

Operating Practices

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

Supply Chain Management

The Group believes that proper management of supply chain is essential to a socially responsible company and is committed to the following:

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

When selecting and sourcing potential suppliers, the Group will take into account certain factors including (i) the suppliers' credentials such as, their backgrounds, production facilities and goodwill; (ii) the features and quality of the products manufactured by them; (iii) the current and forecasted demand of the products in the market; (iv) the price and payment terms offered to the Group; (v) their technical capability; (vi) their compliance performance of labour practices; and (vii) conduct site visit to the supplier candidate if necessary. The Group will also consider suppliers who promote environmentally preferable products and services during the selection of new suppliers.

本集團恪守適用於其營運地點的相關法律及規例，包括但不限於《僱傭條例》(第57章)。於報告期間，並無與童工和強制勞工有關的重大不合規個案。

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

營運慣例

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

供應鏈管理

本集團相信，對篤行社會責任的公司而言，妥善管理供應鏈至關重要，而本集團致力於以下各方面：

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

於選擇及物色潛在供應商時，本集團將考慮若干因素，包括(i)供應商的認證資料，例如其背景、生產設施及商譽；(ii)其所製造產品的特性及質量；(iii)產品的現有及預測市場需求；(iv)提供予本集團的價格及支付條款；(v)技術能力；(vi)其勞工慣例合規表現；及(vii)向候選供應商進行實地造訪(如有需要)。本集團亦會在選擇新供應商時考慮推廣環保產品及服務的供應商。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

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

以下是本集團按地理區域劃分的供應商數量：

Suppliers As at 31 December 2021	供應商 於二零二一年十二月三十一日	2021 二零二一年	2020 ¹⁴ 二零二零年 ¹⁴
By Geographical Region	按地理區域劃分		
Hong Kong	香港	28	N/A不適用
The Mainland China	中國內地	62	N/A不適用
Other country/region	其他國家／地區	16	N/A不適用
Total	整體	106	N/A不適用

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

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

Product Responsibility

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

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

產品責任

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

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

¹⁴ The data for the year ended 31 December 2020 was not available. The Group has expanded its disclosure during the current Reporting Period.

¹⁴ 並無截至二零二零年十二月三十一日止年度的數據。本集團已於本報告期間擴大披露範圍。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

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

The Group abided by the relevant laws and regulations that apply to its sites of operations, including but not limited to the Trade Descriptions Ordinance (Cap. 362) and Personal Data (Privacy) Ordinance (Cap. 486) of Hong Kong. During the Reporting Period, there were no significant non-compliance cases in relation to health and safety, advertising, labelling and privacy matters relating to products and services provided.

Quality Control and Management

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

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

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

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

本集團恪守適用於其營運地點的相關法律及規例，包括但不限於香港的《商品說明條例》(第362章)及《個人資料(私隱)條例》(第486章)。於報告期間，並無與所提供產品和服務相關的健康和安全、廣告、標籤和私隱事宜的重大不合規個案。

質量控制及管理

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

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

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

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Product Return and Compliant Handling Policy

The type of compliant in our industry mainly arise from product return requests. The availability of warranties is subject to the decision of the upstream manufacturers. Where the upstream manufacturers provide warranties to the Group, we would in turn, provide warranties to our customers. The Group would subsequently return defective products under warranty to the relevant upstream manufacturers for an exchange according to the Return Merchandise Authorisation¹⁵ procedures as agreed with the upstream manufacturers. The related costs of return are borne by the relevant upstream manufacturers as per the relevant distribution agreements. It is believed that the quality of the Group's products would be maintained and that no substantial costs shall be incurred by the Group even if we encounter product return circumstances.

There was no product return and complaint cases occurred during the Reporting Period.

Intellectual Property Rights

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

During the Reporting Period, the Group strictly abided by the Tort Law of the PRC 《中華人民共和國侵權責任法》 and the Trade Marks Ordinance (Cap. 559) of Hong Kong. To the best of Directors' knowledge, the Group was not aware of any significant impact relating to intellectual property, advertising and labelling on its operations. We will closely monitor the business environment to identify any significant risks in this area.

Customer Data Protection and Privacy

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

產品退貨及投訴處理政策

我們行業的投訴類型主要來自產品退貨請求。上游製造商決定是否提供保修。當上游製造商向本集團提供保修，我們亦可向客戶提供保修。本集團隨後將根據與上游製造商協議的退貨授權¹⁵程序向上游製造商退換保修期內的产品。相關退貨成本根據相關分銷協議將由相關上游製造商承擔。我們相信，本集團可維持優質產品，即使本集團遭遇退貨，亦不會產生大額成本。

於報告期間，並無發生產品退貨及投訴案件。

知識產權

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

於報告期間，本集團嚴格遵守《中華人民共和國侵權責任法》及香港的《商標條例》(第559章)。就董事所深知，本集團並不知悉知識產權、廣告及標籤對其營運有任何重大影響。我們將密切關注商業環境，以識別該領域的任何重大風險。

客戶資料保障及私隱

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

¹⁵ Return Merchandise Authorisation, one of the after-sales services that provides replacement or repair of defective components, given that the components are within the product's warranty period.

¹⁵ 退貨授權為一種售後服務，提供有缺陷元件的更換或維修，前提是元件在產品的保修期內。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

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

Anti-corruption

The Group abided by the relevant laws and regulations that apply to its sites of operations, including but not limited to the Prevention of Bribery Ordinance (Cap. 201) in Hong Kong and the Criminal Law of the People's Republic of China. To maintain a fair, ethical and efficient business and working environment and prevent any form of corruption, the Group has established the Sustainable Development Policy, inserting relevant guidelines in the Employee Handbook as well as the Employees' Code of Conduct and is committed to the following:

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

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

Employees are required to report to management through their department head or the Human Resources and Administration Department of incidents or suspected cases of corruption, theft, fraud and embezzlement. The Group management will make an investigation and report to the relevant authorities if necessary.

The Group had organised Anti-corruption training for our Directors and employees during the Reporting Period. Such training has been included in the training on Code of Ethics for employees.

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

During the Reporting Period, there was no significant non-compliance cases in relation to bribery, extortion, fraud and money laundering.

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

反貪污

本集團恪守適用於其營運地點的相關法律及規例，包括但不限於香港的《防止賄賂條例》（第201章）及《中華人民共和國刑法》。為維持公平、合乎道德及有效率的業務及工作環境並且防止任何形式的貪污，本集團已制訂可持續發展政策，在員工手冊及員工行為守則加入相關指引，並致力於以下各方面：

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

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

員工必須透過部門負責人或人力資源及行政部向管理層報告貪污、盜竊、欺詐及挪用公款事件或懷疑情况。本集團管理層將進行調查，並在必要時向有關當局報告。

於報告期間，本集團為董事及僱員舉辦反貪污培訓。有關培訓已納入僱員的道德守則培訓。

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

於報告期間，並無涉及賄賂、勒索、欺詐和洗黑錢的重大不合規案件。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Community

Community Investment

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

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

The Group selects and approves volunteering and charity activities organised by external organisations. The Group encourages employees to participate in and organise their own volunteering and charity events.

Due to the pandemic of COVID-19 and its related impacts, we had limited our community participations and volunteering events during the Reporting Period. In order to respond and prevent community transmission of the virus, we have required our employees to strictly complied and implemented the hygienic measures. To encourage our employees in participating the COVID-19 Vaccination Programme to mitigate the risk of virus from spreading amongst the community, a series of specific measures have been implemented to attract employees' participation such as vaccination leave. On the other hand, we dispatched masks to our employees, raising their awareness on personal hygiene. We believe that such measures does not simply fulfilling the obligations as an employer on protecting our employees, but also making contribution to the society by breaking any possible chain of infection. We look forward to participating more activities in our community after overcoming the pandemic.

Looking ahead, the Group will continue to understand the needs of the communities in its sites of operations to determine the focus of contribution.

社區

社區投資

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

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

本集團選擇和批准外界組織籌辦的義工和慈善活動。本集團鼓勵員工自行參與和籌辦義工和慈善活動。

由於COVID-19疫情及其相關影響，我們在報告期間限制了我們的社區參與和志願活動。為應對和防止病毒在社區傳播，我們要求員工嚴格遵守及實行衛生措施。為鼓勵我們的員工參與COVID-19疫苗接種計劃以降低病毒在社區中傳播的風險，我們實施了一系列具體措施來吸引員工參與，例如疫苗假。另一方面，我們向員工派發口罩，提高員工的個人衛生意識。我們認為，該等措施不僅是履行作為僱主保障員工的責任，亦是透過阻斷任何可能的感染鏈為社會作出貢獻。我們期待在戰勝疫情後在社區參與更多活動。

展望未來，本集團將繼續瞭解其營運地點的社區所需，以確定作出貢獻的重點範疇。

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

THE STOCK EXCHANGE “ESG GUIDE” CONTENT INDEX

聯交所「環境、社會及管治指引」內容索引

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

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Subject Areas, Aspects, General Disclosures and Key Performance Indicators (“KPIs”) 主要範疇、層面、一般披露及關鍵績效指標(「關鍵績效指標」)		Explanation/ Reference Section 說明／參考章節
KPI A1.4 關鍵績效指標A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Emissions – Waste 排放－廢物
KPI A1.5 關鍵績效指標A1.5	Description of emission target(s) set and steps taken to achieve them. 描述所訂立的排放量目標及為達到有關目標所採取的步驟。	Environmental 環境
KPI A1.6 關鍵績效指標A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢物的方法，及描述所訂立的減廢目標及為達到有關目標所採取的步驟。	Emissions – Waste 排放－廢物
Aspect A2 Use of Resources 層面A2資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. Note: Resources may be used in production, in storage, transportation, in buildings, electronic equipment, etc. 有效使用資源(包括能源、水及其他原材料)的政策。	Environmental 環境
KPI A2.1 關鍵績效指標A2.1	附註：資源可用於生產、儲存、運輸、樓宇、電子設備等。 Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度。	Use of Resources – Energy Management 資源使用－能源管理
KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	Use of Resources – Water Resources 資源使用－能源管理
KPI A2.3 關鍵績效指標A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到有關目標所採取的步驟。	Use of Resources – Energy Management 資源使用－能源管理
KPI A2.4 關鍵績效指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到有關目標所採取的步驟。	Use of Resources – Water Resources 資源使用－水資源
KPI A2.5 關鍵績效指標A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	Use of Resources – Packaging Materials 資源使用－包裝材料

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Subject Areas, Aspects, General Disclosures and Key Performance Indicators (“KPIs”) / 主要範疇、層面、一般披露及關鍵績效指標 (「關鍵績效指標」)		Explanation/ Reference Section / 說明／參考章節
Aspect A3 The Environment and Natural Resources		
層面A3環境及天然資源		
General Disclosure / 一般披露	Policies on minimising the issuer’s significant impact on the environment and natural resources. / 減低發行人對環境及天然資源造成重大影響的政策。	The Environment and Natural Resources / 環境及天然資源
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the 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。	
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。	
Aspect A4 Climate Change		
層面A4氣候變化		
General Disclosure / 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. / 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	Climate Change / 氣候變化
KPI A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. / 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	Climate Change / 氣候變化
關鍵績效指標A4.1	描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	氣候變化
Subject Area B. Social		
主要範疇B.社會		
Employment and Labour Practices		
僱傭及勞工常規		
Aspect B1 Employment		
層面B1僱傭		
General Disclosure / 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. / 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的：	Employment / 僱傭
KPI B1.1	Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region. / 按性別、僱傭類型(如全職或兼職)、年齡組別及地區劃分的僱員總數。	Employment – Employment Profile / 僱傭－僱傭狀況
關鍵績效指標B1.1	按性別、僱傭類型(如全職或兼職)、年齡組別及地區劃分的僱員總數。	僱傭－僱傭狀況

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Subject Areas, Aspects, General Disclosures and Key Performance Indicators (“KPIs”) 主要範疇、層面、一般披露及關鍵績效指標(「關鍵績效指標」)		Explanation/ Reference Section 說明／參考章節
KPI B1.2 關鍵績效指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Employment – Employee Turnover 僱傭 – 員工流失
Aspect B2 Health and Safety 層面B2健康和安全的		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的：	Health and Safety 健康和安全的
KPI B2.1 關鍵績效指標B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the Reporting Year. 過去三年(包括報告年度)每年因工亡故的人數及比率。	Health and Safety 健康和安全的
KPI B2.2 關鍵績效指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	Health and Safety 健康和安全的
KPI B2.3 關鍵績效指標B2.3	Description of occupational health and safety measures adopted, and 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。	Health and Safety 健康和安全的
Aspect B3 Development and Training 層面B3發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. Note: Training refers to vocational training. It may include internal and external courses paid by the employer. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Development and Training 發展及培訓
KPI B3.1 關鍵績效指標B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別(如高級管理層、中級管理層)劃分的受訓僱員百分比。	Development and Training 發展及培訓
KPI B3.2 關鍵績效指標B3.2	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。	Development and Training 發展及培訓

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Subject Areas, Aspects, General Disclosures and Key Performance Indicators (“KPIs”) 主要範疇、層面、一般披露及關鍵績效指標(「關鍵績效指標」)		Explanation/ Reference Section 說明／參考章節
Aspect B4 Labour Standards 層面B4勞工準則		
General Disclosure	Information on:	Labour Standards
	(a) the policies; and	
	(b) compliance with relevant laws and regulations that have a significant impact on the issuer	
一般披露	relating to preventing child and forced labour. 有關防止童工或強制勞工的：	勞工準則
	(a) 政策；及	
KPI B4.1	(b) 遵守對發行人有重大影響的相關法律及規例的資料。	Labour Standards
關鍵績效指標B4.1	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。	勞工準則
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	Labour Standards
關鍵績效指標B4.2	描述在發現違規情況時消除有關情況所採取的步驟。	勞工準則
Operating Practices 營運慣例		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	Operating Practices – Supply Chain Management
一般披露	管理供應鏈的環境及社會風險政策。	營運慣例－供應鏈管理
KPI B5.1	Number of suppliers by geographical region.	Operating Practices – Supply Chain Management
關鍵績效指標B5.1	按地區劃分的供應商數目。	營運慣例－供應鏈管理
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored.	Operating Practices – Supply Chain Management
關鍵績效指標B5.2	描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	營運慣例－供應鏈管理
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	Operating Practices – Supply Chain Management
關鍵績效指標B5.3	描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	營運慣例－供應鏈管理
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	Operating Practices – Supply Chain Management
關鍵績效指標B5.4	描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	營運慣例－供應鏈管理

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Subject Areas, Aspects, General Disclosures and Key Performance Indicators (“KPIs”) 主要範疇、層面、一般披露及關鍵績效指標(「關鍵績效指標」)

Explanation/ Reference Section 說明／參考章節

Aspect B6 Product Responsibility

層面B6產品責任

General Disclosure	Information on:	Operating Practices – Product Responsibility
一般披露	<p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer</p> <p>relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.</p> <p>有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料。</p>	營運慣例－產品責任
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Operating Practices – Product Responsibility
關鍵績效指標B6.1	已售或已運送產品總數中因安全與健康理由而須回收的百分比。	營運慣例－產品責任
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	Operating Practices – Product Responsibility
關鍵績效指標B6.2	接獲關於產品及服務的投訴數目以及應對方法。	營運慣例－產品責任
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Operating Practices – Product Responsibility
關鍵績效指標B6.3	描述與維護及保障知識產權有關的慣例。	營運慣例－產品責任
KPI B6.4	Description of quality assurance process and recall procedures.	Operating Practices – Product Responsibility
關鍵績效指標B6.4	描述質量檢定過程及產品回收程序。	營運慣例－產品責任
KPI B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored.	Operating Practices – Product Responsibility
關鍵績效指標B6.5	描述消費者資料保障及私隱政策，以及相關執行及監察方法。	營運慣例－產品責任

2021 Environmental, Social and Governance Report

二零二一年環境、社會及管治報告

Subject Areas, Aspects, General Disclosures and Key Performance Indicators (“KPIs”) 主要範疇、層面、一般披露及關鍵績效指標(「關鍵績效指標」)		Explanation/ Reference Section 說明／參考章節
Aspect B7 Anti-corruption 層面B7反貪污		
General Disclosure	Information on	Operating Practices – Anti-corruption
	(a) the policies; and	
	(b) compliance with relevant laws and regulations that have a significant impact on the issuer	
一般披露	relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的：	營運慣例－反貪污
	(a) 政策；及	
KPI B7.1	(b) 遵守對發行人有重大影響的相關法律及規例的資料。 Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	Operating Practices – Anti-corruption
關鍵績效指標B7.1	於報告期間對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	營運慣例－反貪污
KPI B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.	Operating Practices – Anti-corruption
關鍵績效指標B7.2	描述防範措施及舉報程式，以及相關執行及監察方法。	營運慣例－反貪污
KPI B7.3	Description of anti-corruption training provided to directors and staff.	Operating Practices – Anti-corruption
關鍵績效指標B7.3	描述向董事及員工提供的反貪污培訓。	營運慣例－反貪污
Community 社區		
Aspect B8 Community Investment 層面B8社區投資		
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities’ interests.	Community – Community Investment
一般披露	有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	社區－社區投資
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	Community – Community Investment
關鍵績效指標B8.1	專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	社區－社區投資
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	Community – Community Investment
關鍵績效指標B8.2	在專注範疇所動用資源(如金錢或時間)。	社區－社區投資

