

# ISP

## ISP HOLDINGS LIMITED 昇柏控股有限公司

(Incorporated in Bermuda with limited liability 於百慕達註冊成立之有限公司)

Stock Code 股份代號 : 02340



# 2022

## ENVIRONMENTAL, SOCIAL & GOVERNANCE REPORT

### 環境、社會及管治報告

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# About This Report

## 關於本報告

ISP Holdings Limited (the “Company”), and its subsidiaries (collectively, the “Group” or “We”) is pleased to present its annual Environmental, Social and Governance (“ESG”) Report (the “Report”). Complementing our Annual Report 2022, the purpose of this Report is to communicate the Group’s visions, commitments, policies, and performances relating to material ESG issues. This Report also intends to build trust and rapport among stakeholders, as well as to enable a better understanding of the Group’s sustainability progress and direction.

### REPORTING SCOPE

The scope of this Report covers the Group’s business activities in Hong Kong, which includes the interior and special projects business (the “ISP Business”) from 1 January 2022 to 31 December 2022 (the “Reporting Year” or “2022”). The ISP Business is the Group’s major source of revenue during the Reporting Year. Due to the disposal of the property and facility management business in Hong Kong (the “PFM HK Business”) and the ancillary businesses including integrated procurement, laundry, cleaning, security, maintenance and technical support services (the “Ancillary Business”) in January 2022, compared with the previous ESG report, the ESG performance of the PFM HK Business and the Ancillary Business was no longer consolidated into this Report. The Group will continue to assess the major ESG aspects of different businesses or its major subsidiaries and extend the scope of disclosure when and where applicable.

昇柏控股有限公司(「本公司」)，連同其附屬公司，(統稱為「本集團」或「我們」)欣然提呈其年度環境、社會及管治(「環境、社會及管治」)報告(「本報告」)。本報告補充我們的2022年年報，旨在傳達本集團針對重大環境、社會及管治議題的願景、承諾、政策及表現。本報告亦旨在跟持份者建立融洽互信的關係，且以便更深入了解本集團的可持續發展進度和方向。

### 報告範圍

本報告範圍涵蓋本集團在香港的業務，其中包括由2022年1月1日至2022年12月31日(「報告年度」或「2022」)的室內裝飾及特殊項目(「室內裝飾及特殊項目業務」)。室內裝飾及特殊項目業務乃是本集團於報告年度的主要收入來源。由於已在2022年1月出售在香港的物業及設施管理(「香港物業及設施管理業務」)以及包括綜合採購、洗衣、清潔、保安、維修及技術支援服務的輔助業務(「輔助業務」)，因此與上一份環境、社會及管治報告相比，香港物業及設施管理業務的環境、社會及管治表現不再納入本報告。本集團將持續評估不同業務或其主要附屬公司的主要環境、社會及管治事宜，並在適用情況下擴大披露範圍。





The senior management of the Group has discussed, identified and confirmed the reporting scope of this Report. The reporting scope is determined according to the corresponding materiality of each entity to our business and operations, as well as the sustainability impact during the Reporting Year. In addition to operations with significant revenue contribution to the Group, this Report includes entities which are under our direct control and management during development or operations.

This Report has been prepared in accordance with the ESG Reporting Guide (the "Reporting Guide") set out in Appendix 27 of the Rules Governing the Listing of Securities (the "Listing Rules") on The Stock Exchange of Hong Kong Limited (the "Stock Exchange"). This Report adheres to the following reporting principles:

本集團高級管理層商討、識別及確認本報告的報告範圍。報告範圍是根據於報告年度各實體對我們的業務及營運的相應重要性以及可持續發展影響而釐定。除了對本集團的收益有重大貢獻的業務外，本報告亦包括了於發展或營運階段中受我們直接控制及管理的實體。

本報告乃根據香港聯合交易所有限公司(「聯交所」)證券上市規則(「上市規則」)附錄二十七所載之《環境、社會及管治報告指引》(「報告指引」)編寫。本報告遵循以下匯報原則：

# About This Report

## 關於本報告

### Materiality 重要性



Following a comprehensive stakeholder engagement process and materiality assessment, this Report is structured based on the materiality of environmental and social issues of the Group. For more information, please refer to “Stakeholder Engagement” and “Materiality Assessment” under the section of “Our Sustainable Development”

經過全面的持份者參與和重要性評估，本報告根據本集團環境及社會議題的重要性編制。有關更多詳細資訊，請參閱「我們的可持續發展」中的「持份者參與」和「重要性評估」。

The standards and methodologies used in the calculation of relevant data in this Report, as well as the applicable assumptions were disclosed. The key performance indicators (“KPIs”) are supplemented with explanatory notes to establish benchmarks where applicable.

我們已披露在計算本報告相關數據時所用的標準及方法以及適用假設，並在適用情況下以說明附註補充關鍵績效指標（「關鍵績效指標」）以制定基準。

### Quantitative 量化



### Balance 平衡



This Report provides an unbiased picture of the Group’s ESG performance. 本報告以中立的角度概述本集團的環境、社會及管治表現。

### Consistency 一致性



The preparation approach of this Report was substantially consistent with the previous year, and explanations were provided regarding data with changes in the scope of disclosure and calculation methodologies. There are no material changes in the reporting approach and methodologies from those adopted by the Group in the previous reporting year. If there are any changes that may affect the comparison with previous reports, the Group will add a description to the corresponding content of this Report.

本報告的編製方式與往年基本一致，並已針對披露範圍及計算方式發生變化的數據進行說明。與本集團上一報告年度所採用的報告方式及方法相比並無重大變動。如有任何可能影響與過往報告作比較的變動，本集團將於本報告的相應內容中添加說明。

The Group is committed to disclosing all material ESG matters in the most accurate and genuine manner. All information is compiled and published based on existing policies or practices, and official documents or reports. The board of directors (the “Board”) of the Company is dedicated to monitoring and disclosing the Group’s sustainability performance through the annual publication of ESG reports. This Report is endorsed and approved by the Board.

本集團致力以最準確和真實的方式披露所有重大的環境、社會及管治事務。所有資訊均根據現有政策或慣例，以及官方文件或報告編寫和發布。董事會（「董事會」）亦致力透過每年發布環境、社會及管治報告，以監察及披露本集團的可持續發展表現。本報告已受董事會認可並批核。

We constantly strive to improve our sustainability practices, performances and disclosure. If you wish to provide any comments or suggestions, please contact us at [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk). For further information regarding our financial performance and corporate governance, please refer to our Annual Report 2022.

我們努力不懈地改善我們的可持續慣例、表現及披露。如閣下希望提供任何意見或建議，歡迎透過 [investor@isp-hk.com.hk](mailto:investor@isp-hk.com.hk) 與我們聯繫。有關我們財政表現和企業管治的更多資訊，請參閱我們的2022年報。

# Chairman's Message

## 主席的話

Dear Stakeholders,

On behalf of the Board of the Company, I hereby present to you the annual ESG performance of the Group for 2022.

Corporate governance is one of the key elements that enables sustainable development of the Group. The Board's approach to effective governance is reflected in the Group's commitment across the organisation to ensuring that it has the right culture and processes to manage various risks, including ESG risks. The Board is responsible for setting our sustainability strategies and visions, and managing ESG-related performances of the Group. It also oversees all ESG-related matters, including the identification, evaluation and management of sustainability risks and opportunities. The Board is fully supported by the ESG Steering Committee, the Integrity Monitoring Committee, the Risk Management Committee, as well as the Corporate Occupational Health and Safety Management Committee.

The Group attaches great importance to the material impact that the ESG risks may have on the Company. Based on the external social and economic macro environment as well as the Group's development strategy, assessments on material ESG issues are conducted regularly and the result of which are reported to the Board for review. Moreover, the Group has been collecting views on its sustainability through a variety of stakeholder engagement means and prioritising the materiality of relevant issues. By engaging stakeholders, the Group is able to manage risks and explore opportunities effectively. During the Reporting Year, our sustainability focuses include compliance with relevant laws and regulations, ethics and integrity, quality products, and occupational health and safety.

In a complex and ever-changing landscape, we must never lose sight of the big picture. The extent of the global climate emergency came into clear focus of the Group. Apart from improving financial performance, we are committed to taking timely and meaningful action to mitigate the impacts towards the environment and make sustainability as the core focus of our business strategy — woven into every facet of our operations. During the Reporting Year, we held various environmental activities to enhance employees' awareness of different environmental protection issues such as energy conservation and waste reduction. In addition, we have renewed our environmental targets that further demonstrate our commitment to environmental protection. The targets were approved by the Board and we will regularly review progress towards these targets and the effectiveness of

親愛的持份者：

本人謹代表本公司董事會向閣下呈報本集團於2022年之環境、社會及管治的年度表現。

良好的管治對本集團的可持續發展至關重要。本集團努力確保整個機構具備正確的文化和適當的工作流程，以處理包括環境、社會及管治風險在內的各種風險，這反映了董事會有效的管治方式。董事會負責制定我們的可持續發展策略和願景，管理本集團與環境、社會及管治相關的表現。其亦會監督所有與環境、社會及管治相關的事務，包括識別、評估及管理可持續發展的風險和機遇。環境、社會及管治推進委員會、誠信監察委員會、風險管理委員會以及企業職業健康和安全管理委員會全力支持董事會。

本集團十分重視環境、社會及管治風險可能對本公司造成的重大影響。我們根據外部社會及經濟宏觀環境以及本集團的發展策略，對重大環境、社會及管治議題進行定期評估，並向董事會匯報結果供其審閱。此外，本集團一直透過各種持份者參與方式，對其可持續發展收集意見，並為相關議題的重要性定下優先次序。透過持份者參與，本集團得以有效管理風險，探索機遇。於報告年度，我們的可持續發展重點為遵守相關的法律法規、道德與操守、優質產品以及職業健康及安全。

即使在複雜且千變萬化的大環境下，我們也不忘大局。全球氣候危機的緊急程度成為本集團的關注重點。除了改善財務表現外，本集團亦致力採取適時而有意義的行動來減少對環境造成的影響，使可持續發展成為我們業務策略的重心，融入我們各方面的營運。於報告年度，我們舉辦了不同環保講座，以提高員工對節約能源和減少廢物等不同環境保護議題的意識。此外，我們更新了多項環境目標，進一步體現了我們對環境保護的承諾。目標已獲董事會批准，而且我們會定期審查實現該等目標的進展和相關措施的有效性。在董事會的授權下，環境、社會及管治推進委員會將本集團環境、社會及管治數據與其歷史記錄及其他可比同行的基準進行分析比較，並至少每年

# Chairman's Message

## 主席的話

related measures. Delegated by the Board, the ESG Steering Committee will analyse the Group's ESG data relative to its historical records, benchmark against other comparable peers and report to the Board at least once a year. The Board will then carefully evaluate the attainability of the targets in light of the Group's operations and prospects. To achieve the targets, the Group will continue to monitor the performance of various sustainability indicators and to take concrete actions to achieve the targets.

While COVID-19 presented challenges to community engagement, our corporate volunteering team continues to reach out to members of the local community to fulfil the Group's corporate social responsibility. During the Reporting Year, we extended our care to different levels of society. In April, our volunteer team organised a Rapid Antigen Test Packages donation activity and donated 200 sets of test kits to the Evangelical Lutheran Church of Hong Kong to distribute to the needy in society. In addition, we partnered with a variety of charitable organisations in organising a multitude of charitable projects, such as outing activities with children from grassroots families, supporting health massages and treatments provided by visually impaired masseurs, and distributing meal boxes and goodies bags to communities in need, in order to foster an inclusive society.

Looking ahead, the Group will continue to promote low-carbon and environmental construction, enhance corporate governance, build a workforce of talent, and promote innovation and technology. These help to improve people's livelihood and serve the community. The Group captures the trend of green and sustainable development and leads the industry and stakeholders in the value chain in leaping towards a sustainable future.

Lastly, on behalf of the Board, I would like to express my sincere gratitude to our shareholders, customers, business associates and subcontractors for your continuous support. I would also like to send my warmest thanks to all our management and staff members for your hard work and dedication during the Reporting Year. Together with all our stakeholders, we look forward to further advancing the sustainability progress.

Stay safe and stay well.

Kingston Chu Chun Ho  
Chairman  
Hong Kong, 24 March 2023

向董事會報告一次。董事會其後會根據本集團的營運及前景審慎評估目標的可達成性。為實現該等目標，本集團會繼續監測可持續指標的表現以及採取行動去達成目標。

新冠肺炎令社區參與困難重重，但我們的企業義工團隊仍肩負本集團的企業社會責任，積極聯繫本地社區。於報告年度，我們將關懷延伸至社會不同層面。我們的義工團隊在4月舉行快速抗原測試套裝捐贈活動，向基督教香港信義會捐出200套測試套裝，轉贈予社會上有需要人士。此外，我們與多個慈善團體合作，舉行各種慈善活動，例如為基層家庭兒童舉行外出遊覽活動，支持由視障按摩師提供的按摩保健治療，以及向有需要人士派發飯盒和福袋，務求建構共融社會。

展望未來，本集團將繼續提倡低碳環保建設，加強企業管治，建立唯才是用的團隊，和推動創新科技。這一切都有助改善人們生活，為社區謀福祉。本集團順應綠色可持續發展的大勢，引領業界及價值鏈上的持份者攜手邁向可持續的未來。

最後，本人謹代表董事會向股東、客戶、業務夥伴及承建商致意，感謝他們一直以來的支持。全體管理層及員工於報告年度努力不懈，緊守崗位，本人亦謹此衷心感謝各位。我們期望與所有持份者一同進一步推動可持續發展進程。

祝大家身體健康、幸福安康！

主席  
朱俊浩  
香港，2023年3月24日

## About the Group

### 關於本集團

#### Our Mission 我們的使命

We are committed to creating value for stakeholders by providing comprehensive and innovative solutions that achieve high-quality results.

我們致力為持份者創造價值，為他們提供全面及創新的方案，以達至高質素成效。

#### Our Values 我們的企業價值

- Customer Focus  
以客為本
- Teamwork  
群策群力
- Pursuit of Excellence  
追求卓越
- Innovation  
不斷創新
- Integrity  
正直誠實

During the Reporting Year, the Group's business comprised the ISP Business in Hong Kong and the property and facilities management business in China ("PFM China Business"), which together constituted the continuing operations.

The ISP Business which has been in operation since 2006 and had completed over 249 projects up to 31 December 2022 in a large variety of services, including interior design, fitting out, renovation and conservation, alteration and addition works, construction, maintenance, and buildability and feasibility studies for building related projects, to its local customers.

We have dutifully respected and prioritised our core values, including customer-focus, integrity, teamwork, innovation and the pursuit of excellence, in value creation for our stakeholders. Looking forward, we shall continue to incorporate and advance the principle of sustainability within our businesses, as we interact with our stakeholders, the community-at-large and the environment, to build a more prosperous and sustainable community.

於報告年度，本集團的業務由在香港的室內裝飾及特殊項目業務及在中國的物業及設施管理業務（「中國物業及設施管理業務」）（共同構成持續經營業務）組成。

室內裝飾及特殊項目業務自2006年起運作及截至2022年12月31日已完成逾249個項目，為本地客戶提供多種服務，包括樓宇相關項目的室內設計、裝修、翻新及保育、加建及改建、建築、維護及建築可行性研究。

我們一直重視我們的核心價值，包括以客為本、正直誠實、群策群力、不斷創新和追求卓越，為持份者創造價值。展望未來，我們將繼續在業務內納入和推動可持續發展原則，與持份者、社會及環境互動，以建立更繁榮及可持續發展的社會。



## 2022 Progress at a Glance 2022 重要成果



Successfully retained all **ISO** certifications  
成功保留所有**ISO**認證



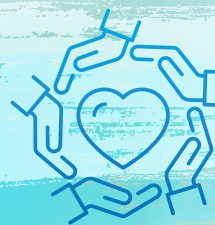
Conducted the **ISO 9001, ISO 14001 and ISO 45001** Surveillance Audit  
進行了**ISO 9001**、**ISO 14001**、**ISO 45001**監督審核



Renewed the environmental goals in **4** areas, including energy, greenhouse gas ("GHG"), water and waste  
在**4**個領域重新制定環境目標，包括能源、溫室氣體（「溫室氣體」）、水和廢物



Received **5** Awards in Safety Awards Presentation Ceremony  
在安全獎勵計劃頒獎典禮上獲得**5**個獎項



Conducted **5** community investment activities  
開展**5**次社區投資活動



Reduced **40.38%** of total non-hazardous waste generated  
減少了**40.38%**的無害廢棄物生產總量



Recorded **268.93** training hours in total  
記錄了共**268.93**個培訓小時

# Major Awards and Recognitions 主要獎項及嘉許

## The Hong Kong Construction Association (“HKCA”) 香港建造商會

- Proactive Safety Contractor Award  
積極推動安全承建商獎
- Safety Person-in-charge Award  
安全主管獎
- Safe Supervisor Award  
安全監工獎



Received three Awards in The Hong Kong Construction Association Safety Awards Presentation Ceremony  
於香港建造商會安全獎頒獎典禮上榮獲3個獎項

- Bronze Sponsor for “Celebration of the 25th Anniversary of the Establishment of the HKSAR” 18 Districts Lo Pan Rice Campaign 「慶回歸二十五周年」— 十八區派建造業魯班飯 — 銅贊助



# Major Awards and Recognitions 主要獎項及嘉許

## Occupation Safety and Health Council 職業安全健康局

14th Hong Kong Outstanding OSH  
Employee Award — Silver Award in  
Foreman Category  
第十四屆全港傑出職安健員工嘉許  
計劃 — 管工組別銀獎



14th Hong Kong Outstanding OSH  
Employee Award Presentation  
Ceremony  
第十四屆全港傑出職安健員工嘉許  
計劃頒獎典禮

## The Mandatory Provident Fund Schemes Authority 強制性公積金計劃管理局

MPF Good Employer 2021-2022  
積金好僱主 2021-2022



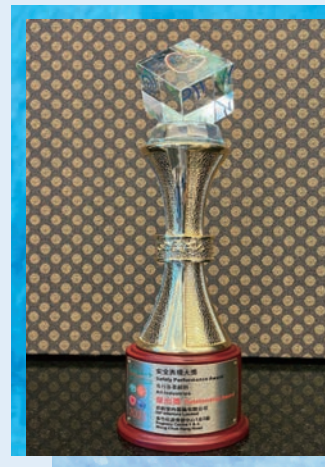
### The Mandatory Provident Fund Schemes Authority 強制性公積金計劃管理局

Evangelical Lutheran Church Social Service — Hong Kong  
基督教香港信義會社會服務部



### The Mandatory Provident Fund Schemes Authority 強制性公積金計劃管理局

21st Hong Kong Occupational Safety and Health Award 2022 — Safety Performance Award  
ISP Interiors Limited  
第二十一屆香港職安健大獎2022 — 安全表現大獎  
昇柏室內裝修有限公司



# Our Sustainable Development 我們的可持續發展

As a responsible corporate citizen, we believe in doing well while doing good. We are mindful that stable and responsible corporate development can only be achieved when sustainability becomes the cornerstone of the business. Furthermore, various environmental and social issues may constitute risks that threaten the Group's sustainable development, but the act of venturing to solve such issues may lead to new business opportunities. Hence, to foster company longevity and growth, as well as to realise new business opportunities, the Group commits to integrating sustainability principles into every facet of the business.

## SUSTAINABILITY STRATEGY

Our concept of sustainability is not only the guiding principle, but is embedded in our strategies, which guides our operations. We strive to achieve positive outcomes for our business, as well as for our business, people, customers, partners, the community and environment at large. Reviewed annually by our ESG Steering Committee, our sustainability strategy has been developed with these stakeholder groups in mind, which have been translated into six focus areas. The strategy echoes and reinforces our corporate values, and provides a clear framework for deploying resources, creating impacts and communicating results.

作為負責任的企業公民，我們堅信做好業務同時亦應做好事，只有可持續發展成為企業的基礎時，才能實現穩定及負責任的企業發展。此外，不同的環境和社會議題亦可能會構成風險，影響本集團的可持續發展。可是，以敢於嘗試的態度尋求解決方案或能帶來新的商機。因此，為促進公司長遠發展及創造新商機，本集團致力將可持續發展原則融入業務的各個方面。

## 可持續發展策略

我們的可持續概念不僅是指導原則，而是策略層面的應用，作為我們的營運引導。我們致力為我們的業務、員工、客戶、合作夥伴，以及整個社會和環境取得正面成果。我們的環境、社會及管治推進委員會每年審查可持續發展策略，制定策略時均考慮到這些個持份者群體，並化為六個重點範圍。策略呼應並加強我們的企業價值，為分配資源、製造影響和傳達結果提供了清晰的框架。



## SUSTAINABILITY STRATEGY 可持續發展策略

- Regularly monitor, evaluate and improve material sustainability issues, performance and risks  
定期監控、評估和提升重要的可持續性議題、表現與風險
- Operate under high standards of governance, transparency and integrity in high standards of governance, transparency and integrity  
在高標準的管治、透明度和誠信度下營運
- Promote fair competition and sustainable development of the industry  
促進行業公平競爭和行業可持續發展



- Enhance service strength to continuously improve quality assurance  
加強服務實力以持續提高質量保證
- Encourage innovative solutions to enhance operation  
鼓勵創新方案以加強營運
- Respect and safeguard our customers  
尊重和保護我們的客戶
- Establish sound customer communication mechanism  
建立健全的客戶溝通機制

- Care for and engage with our employees  
關心並與我們的員工互動
- Promote a safe and healthy work environment  
促進安全健康的工作環境
- Provide professional staff training and assist in career development  
提供專業的員工培訓並協助員工職業發展
- Provide equal opportunities, non-discrimination and human rights  
提供平等機會、反歧視和保障人權



- Support causes and initiatives that create positive impact and promote sustainability  
支持對能夠創造正面影響及促進可持續發展的倡議與措施
- Contribute to a loving community  
打造充滿關愛的社區

- Promote the development of green supplier chains  
促進綠色供應鏈的發展
- Collaborate with our supply chain partners in improving sustainability performance  
與供應鏈合作夥伴共同提升可持續發展表現
- Uphold fair and open procurement practices  
堅持公平公開的採購方法



- Maintain a comprehensive environmental management system with periodic review  
維護全面的環境管理系統並定期審視
- Implement strategic continuous improvements in resource consumption and emissions control  
在資源消耗和排放控制方面作策略性持續改進
- Promote awareness towards environmental protection  
提升環保意識
- Respond to climate change and seize the opportunities brought by climate change  
應對氣候變化，並把握氣候變化帶來的機遇



# Our Sustainable Development 我們的可持續發展

## SUSTAINABILITY GOVERNANCE

Robust governance is fundamental to our business. A strong governance structure with clear lines of accountability enables us to deliver the commitment outlined in our sustainability strategy. Effective sustainability management requires committed leadership, clear direction and strategic influence. Under the Board's leadership, we endeavour to ensure that our business is conducted in accordance with all applicable laws and regulations, codes and standards and that we live up to our high standards of accountability and transparency.

The Board takes the overarching responsibility of managing the business strategies and activities of the Group. Sustainability issues are planned and managed at the strategic level by the Board, while executed and monitored at the operational level by different committees. The Board is responsible for setting our sustainability strategies and vision and managing ESG-related performance of the Group. It also arranges annual meeting on discussing ESG-related matters to oversees all ESG-related matters, including the identification, evaluation and management of sustainability risks and opportunities as well as reviewing the Group's performance against ESG-related goals and targets. The Board is supported by the ESG Steering Committee, the Integrity Monitoring Committee, the Risk Management Committee, as well as the Corporate Occupational Health and Safety Management Committee. In the upcoming years, we aspire to further increase the Board's involvement with ESG issues in a gradual manner.

## 可持續發展管治

我們的業務建基於穩健的管治。嚴謹的管治架構和清晰的責任分配使我們能履行可持續發展策略中概述的承諾，而有效的可持續發展管理需要堅定的領導、明確的方向和策略性影響力。在董事會的領導下，我們確保業務營運遵守所有適用之規則及法例，並符合適用的守則及標準，致力保持高標準的問責制度和透明度。

董事會肩負為業務策略及整體業務管理制定方針的責任。董事會在策略層面上計劃和管理可持續發展事宜，而在營運層面上則由不同委員會執行和監管。董事會負責制定我們的可持續發展策略和願景，管理本集團與環境、社會及管治相關的表現。其亦安排年度會議討論環境、社會及管治相關事宜以監督所有與環境、社會及管治相關的事務，包括識別、評估及管理可持續發展的風險和機遇以及就環境、社會及管治相關指標及目標檢討本集團的表現。環境、社會及管治推進委員會、誠信監察委員會、風險管理委員會以及企業職業健康和安全管理委員會全力支持董事會，期望在未來數年，逐步增加董事會對環境、社會及管治事務的參與。



Integrity Monitoring  
Committee  
誠信監察委員會

- Ensures the Group's operations follow the principles of honesty and integrity  
確保本集團在營運上遵循誠實和廉正的原則
- Provides an impartial whistleblowing channel for confidential reports on malpractices  
提供公正及保密的渠道以舉報不當行為
- Prevents, detects and responds to potential misconduct  
預防、偵查和應對潛在不當的行為
- Reports all matters relating to integrity monitoring to the Audit Committee ("AC")  
向審核委員會(「審核委員會」)報告所有與誠信監察有關的事項
- Conducts fair investigations of all potential cases and report directly to the AC  
對所有可疑的個案進行公平調查，並直接向審核委員會匯報

Risk Management  
Committee  
風險管理委員會

- Takes current and emerging risks and risk exposures relating to the Group's business and strategies into consideration, to ensure that appropriate arrangements are in place to control and mitigate the risks effectively  
考慮與本集團業務和策略有關的當前和新興風險以及潛在風險，以確保有適當的安排來有效控制和緩解風險
- Facilitates the risk assessment process and timely communication to the AC and the Board  
促進風險評估過程並及時與審核委員會和董事會溝通

ESG Steering  
Committee  
環境、社會及  
管治推進委員會

- Measures and reviews the sustainability performance of the Group, and reports the progress to the Board annually  
量度和審查本集團的可持續發展績效並每年向董事會報告進展
- Controls and provides guidance to staff on sustainable development and operations  
控制及提供可持續發展與營運的指引予員工
- Assists the Board in setting out sustainability principles and priorities  
協助董事會制定可持續發展原則和優先事項

Corporate Occupational  
Health and Safety  
Management Committee  
企業職業健康和  
安全管理委員會

- Monitors material ESG aspects within the operations  
監督營運中的重要環境、社會及管治方面事務



# Our Sustainable Development 我們的可持續發展

## SUSTAINABILITY STANDARDS

In order to ensure best practices in the industry and effectively regulate our occupational health and safety (“OHS”), operational quality, and environmental management, the Group has implemented numerous policies and management systems, most of which are carried out in accordance with international standards.

Our Sustainability Standards  
我們的可持續發展標準

ISO 9001 Quality Management System

ISO 9001 品質管理系統

ISO 45001 Occupational Health and Safety Management System

ISO 45001 職業健康與安全管理系統

ISO 14001 Environmental Management System

ISO 14001 環境管理系統

## STAKEHOLDER ENGAGEMENT

The Group openly and actively engages with those who are highly influential to its business, and those whom its operations affect significantly. Understanding different stakeholders’ opinions, priorities and values helps us to better serve their evolving needs and to recognise their expectations and concerns regarding our governance, management and sustainability.

During the Reporting Year, we continued to implement the Shareholders’ Communication Policy, which enforces the Board to disseminate information in an effective and timely manner through established engagement channels. In preparing this Report, we also engaged an external consultant to conduct a stakeholder engagement exercise to help identify and prioritise material sustainability topics.

## 可持續發展的標準

為確保在行業內實行最佳的可持續發展，並有效地規管我們的職業健康及安全（「職業健康及安全」）、營運質素以及環境管理，本集團實施了許多政策和管理系統，其中大部分均按國際標準執行。

## 持份者參與

本集團開放並積極地與對我們的業務具有高度影響力的人士以及我們的營運對其產生重大影響的人聯繫。了解不同持份者的觀點、優次考慮及價值觀，有助我們更能滿足其不斷轉變的需要，並了解其對我們在管治、管理及可持續發展的期望及關注。

於報告年度，我們繼續執行股東通訊政策，讓董事會透過指定的溝通渠道有效及時地傳播資訊。準備本報告時，我們亦聘請了外部顧問舉行持份者參與活動，以助確認並排優次處理重大的可持續發展議題。

Key stakeholders and related engagement methods include but are not limited to the following:

主要持份者及相關參與方法包括但不限於以下各項：



### Shareholders and Investors 股東與投資者

- Annual and interim reports 年報及中期報告
- Corporate website 集團網頁
- General meetings 股東大會
- Press release, announcements and circulars 新聞發布、公告及通函



### Employees 僱員

- Employee engagement activities 員工活動
- ESG surveys 環境、社會及管治問卷
- Intranet 內聯網
- Meetings and conferences 會議及研討會
- New hire orientation programmes 新員工入職培訓計劃
- Employee newsletters 員工通訊
- Performance appraisals 工作表現評核



### Customers 客戶

- Call centres and customer hotlines 客戶服務中心及熱線
- Corporate website 集團網頁
- ESG surveys 環境、社會及管治問卷
- Meetings and conferences 會議及研討會

# Our Sustainable Development 我們的可持續發展



## Business Partners (Suppliers, contractors, service providers) 業務夥伴 (供應商、承辦商、服務供應商)

- ▶ Contract renewal process and updates 續約及更新
- ▶ Business meetings and conferences 商務會議及研討會
- ▶ Daily Site Safety Briefing 每日工地安全簡報會
- ▶ ESG surveys 環境、社會及管治問卷
- ▶ Performance assessments 業績表現評估
- ▶ Safety booklets 安全小冊子



## Government 政府

- ▶ Business meetings and conferences 商務會議及研討會
- ▶ Public consultations 公眾諮詢
- ▶ Site inspections 現場視察



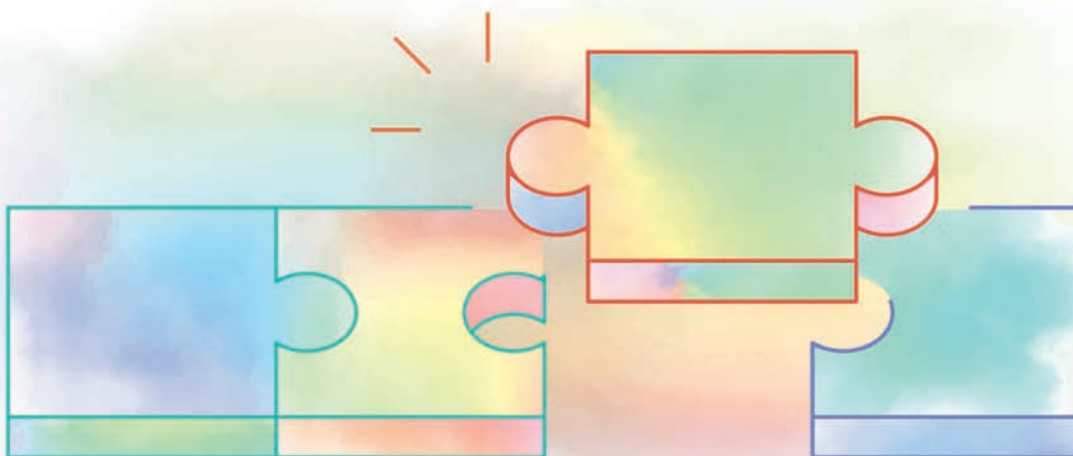
## Community (Non-governmental organisations, industry associations, charity organisations) 社區 (非政府組織、工會、慈善機構)

- ▶ Charity activities 慈善活動
- ▶ Meetings and conferences 會議及研討會
- ▶ Seminars 講座
- ▶ Volunteering activities 義工活動



## Media Partners 媒體夥伴

- ▶ E-mails 電子郵件
- ▶ Interviews 採訪
- ▶ Letters 信件
- ▶ Meetings and conferences 會議及研討會
- ▶ Press releases 新聞發布



## MATERIALITY ASSESSMENT

### Material Issues

The Group's continuous efforts in sustainability will only be meaningful and impactful if it focuses on addressing the issues that matter the most. Engaging stakeholders in the materiality assessment process is key to the Group's approach to sustainability. It helps the Group prioritise its focus and resources to the areas where the Group can significantly impact and gain insight on how its sustainability performance can be improved for future development. The coverage of this Report is determined with reference to a detailed materiality assessment.

We are committed to performing this exercise annually to ensure our existing priorities, strategies and policies align with stakeholder expectations, sustainability-related risks and opportunities. During the Reporting Year, we engaged an independent third-party consultant and adopted a 4-step approach to assessing the materiality of key ESG issues.

## 重要性評估

### 重要議題

本集團在可持續發展方面的持續努力需專注於解決最重要的議題，才能更具意義及發揮更大影響力。持份者參與重要性評估過程是本集團可持續發展方針的關鍵，有助將重點及資源優先投放於本集團可產生重大影響的範疇，並了解到未來可如何改善可持續發展的表現。本報告的涵蓋範圍是根據詳細的重要性評估而決定的。

我們承諾每年進行一次調整，以確保我們現有的優先排序、策略和政策符合持份者的期望以及與可持續發展相關的風險和機遇。於報告年度，我們聘請獨立第三方顧問，採用四個步驟以評估關鍵環境、社會及管治議題的重要性。

### STEP 1 IDENTIFICATION 識別

A list of potential material issues was identified with reference to the following sources:

參照以下資料來源以識別潛在重大議題：

The Global Reporting Initiatives Standards  
全球報告倡議組織準則

Previous ESG reports of the Group  
本集團過往的環境、社會及管治報告

The United Nations Sustainable Development Goals ("SDGs")  
聯合國可持續發展目標  
(「可持續發展目標」)

Peer benchmarking  
同行基準

20 material issues were identified and defined.  
確定並定義了20項重要議題。

### STEP 2 PRIORITISATION 優先次序

16 members of management considered the importance of material aspects for the Group's sustainable development. 82 other stakeholders, constituting members of our staff, customers, suppliers and contractors, ranked the importance of material aspects based on their own preferences and expectations. We used a standard questionnaire to ensure consistent and systematic evaluation of material issues.

16位管理層成員考慮了可持續發展的各重大議題對本集團的重要性。82位其他持份者，成員包括我們的員工、客戶、供應商及承辦商，根據他們的偏好和期望排序各重大議題的重要性。我們採用同一標準的問卷以確保重大議題評估一致而有系統。

### STEP 4 REVIEW 審核

The Board reviewed the material issues, the following materiality matrix, as well as relevant risks and opportunities to ensure an unbiased and balanced view of our sustainability performance and stakeholders' expectations. In addition to overseeing the materiality assessment process, the Board also provided constructive feedback on how the Group should move forward with these results. In particular, the Board provided insight on which issues the Group should focus on improving, as well as which issues pose the greatest ESG-related risks.

董事會審查了重大議題、以下的重要性矩陣，以及相關的風險和機遇，以確保對我們的可持續發展表現和持份者期望保持公正公平的看法。董事會除了監督重要性評估的過程外，還就本集團應如何取得這些成果提供具建設性的意見，建議集團該著重改善的議題，以及指出構成最大環境、社會及管治相關風險的議題。

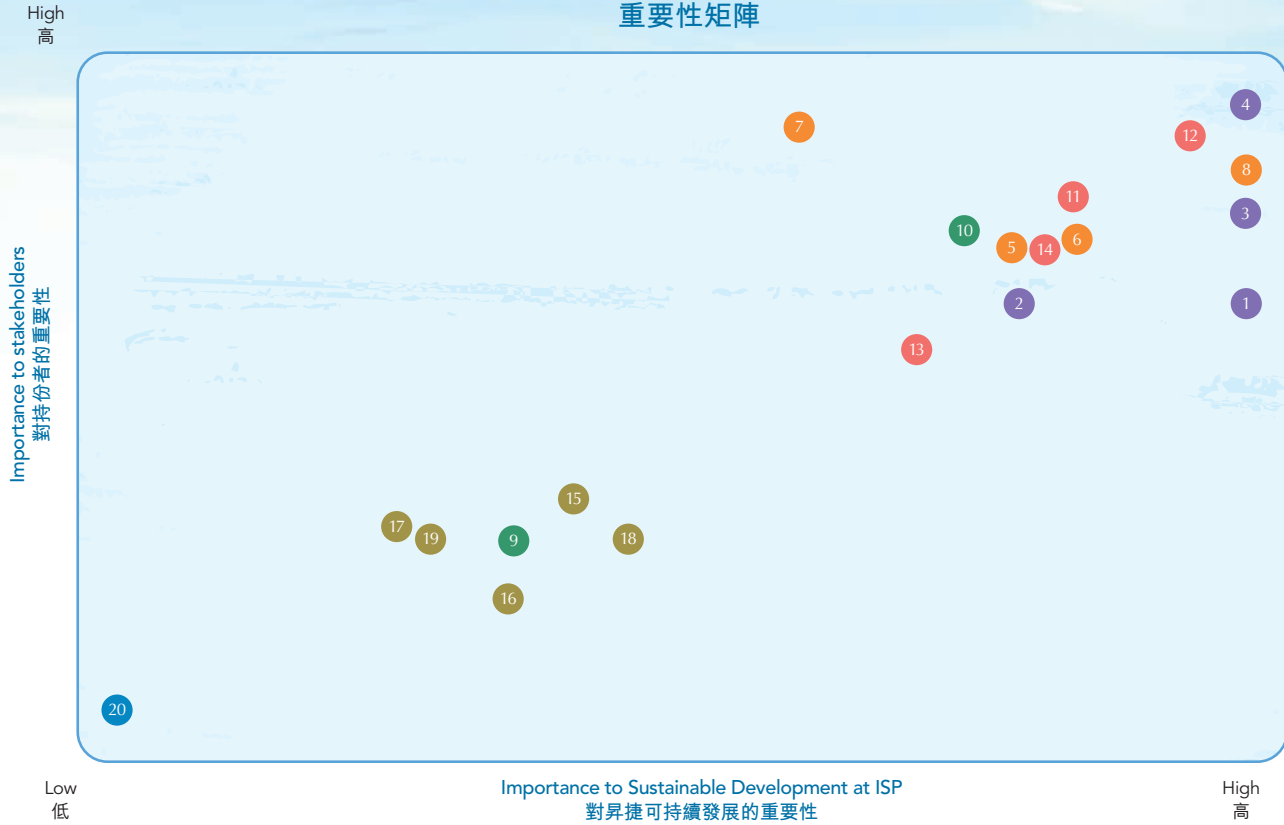
### STEP 3 VALIDATION 驗證

The Group's senior management confirmed the list of material topics for disclosure in this Report. Survey data were plotted in a graph to represent stakeholders' views versus the sustainable development of the Group.

本集團的高層管理人員確認本報告中披露的各項重大議題。調查數據結果以圖表顯示，比較持份者意見與本集團可持續發展的關係。

# Our Sustainable Development 我們的可持續發展

Materiality Matrix  
重要性矩陣



## Business 業務營運

- 1 Corporate Governance and Risks  
企業管治和風險
- 2 Financial Performance of the Group  
集團業績表現
- 3 Compliance with Relevant Laws and Regulations  
遵守相關的法律法規
- 4 Ethics and Integrity  
道德與操守

## Customers 以客為本

- 5 Customer Health and Safety  
客戶的健康與安全
- 6 Customer Satisfaction  
客戶滿意度
- 7 Customer Privacy Protection  
保障客戶私隱
- 8 Quality Products  
優質產品

## Partners 夥伴合作

- 9 Green Procurement  
綠色採購
- 10 Sustainable Performance of Suppliers and Subcontractors  
供應商和承建商的可持續表現

## People 人才發展

- 11 Employment Practices  
僱傭慣例
- 12 Occupational Health and Safety  
職業健康及安全
- 13 Employee Training and Development  
員工培訓與發展
- 14 Human Rights Protection  
人權保障

## Partners 夥伴合作

- 15 Energy Management  
能源管理
- 16 Water Management  
用水管理
- 17 Air Emissions  
廢氣排放
- 18 Waste Management  
廢物管理
- 19 Climate Change  
氣候變化

## Environment 環境管理

- 20 Community Engagement and Investment  
社區參與和投資

## Sustainability Commitments and Goals

In 2015, the 193 member states of the United Nations resolved to pass a plan to address the world's most pressing social, economic and environmental challenges. The plan covers 17 SDGs which also known as the Global Goals. The SDGs are universally applicable to all countries and aim to eradicate extreme poverty, fight against inequality and injustice, protect our planet and ensure that all people enjoy peace and prosperity by 2030. During the Reporting Year, the senior management has reviewed the SDGs adopted, the Group's sustainability strategy and business nature, and 4 SDGs were identified as the most material aspect of the Group's business and sustainability strategy for the purpose of optimising the resource allocations. We have presented the list of SDGs identified by the senior management to the Board for approval.

The table below indicates each material issue within the materiality matrix in alignment with relevant sustainable strategies and SDGs.

## 可持續發展承諾及目標

2015年，聯合國193個會員國決議通過一項計劃以應對全球最緊迫的社會、經濟及環境挑戰。該計劃涵蓋17個可持續發展目標，又稱全球目標。可持續發展目標普遍適用於所有國家，旨在消除極端貧困，對抗不平等和不公正現象，保護我們的地球，並確保於2030年前所有人都能共享和平與繁榮。於報告年度，我們的高層管理人員審查了已通過的可持續發展目標、本集團的可持續發展策略和業務性質，並識別了4個對本集團業務和可持續發展戰略最重要的可持續發展目標，以便優化資源配置。我們已匯報經高層管理人員識別的各個可持續發展目標予董事會作批准。

下表列出重要性圖表中的各重大議題，並與相關的可持續策略及可持續發展目標保持一致。

### Our Core Value 核心價值

### Our Contribution and Measures 我們的貢獻與措施

### Material Issues 重要議題

### SDGs 可持續發展目標

#### Business 業務營運

The Group is committed to legal compliance and working with governments to build strong corporate governance and business ethics. Besides, the Group advocates the culture of integrity, establishes a transparent and smooth complaint mechanism, to promote stable and sustainable development. 本集團遵守法律，並與政府機構合作建立穩固的企業管治和商業道德。此外，本集團提倡誠信文化，建立透明、暢通的申訴機制，促進穩健、可持續的發展。

- ▶ Monitor, evaluate and improve material sustainability issues, performance and risks regularly  
定期監控、評估和提升重要的可持續性議題、表現與風險
- ▶ Operate under high standards of governance, transparency and integrity  
在高標準的管治、透明度和誠信度下營運

- ▶ Corporate Governance and Risks  
企業管治和風險
- ▶ Compliance with Relevant Laws and Regulations  
遵守相關的法律法規
- ▶ Financial Performance of the Group  
集團業績表現
- ▶ Ethics and Integrity  
道德與操守

#### 8 DECENT WORK AND ECONOMIC GROWTH



#### 11 SUSTAINABLE CITIES AND COMMUNITIES



#### 16 PEACE, JUSTICE AND STRONG INSTITUTIONS



# Our Sustainable Development

## 我們的可持續發展

### Our Core Value 核心價值

#### Customers 以客為本

### Our Contribution and Measures 我們的貢獻與措施

The Group's competitiveness depends on its ability to ensure that we consistently deliver high-quality services and respond swiftly to the changing preferences and needs of its customers. We have also devoted ample resources to developing new technologies as well as improving our product quality.

本集團致力確保服務維持高質素，並迅速迎合顧客不斷變化的喜好和需求，以保持競爭力。我們亦已投放大量資源來開發新技術及改善我們的產品質素。

- Enhance service capabilities to continuously improve quality assurance  
加強服務實力以持續提高質量保證
- Respect and safeguard our customers  
尊重和保護我們的客戶
- Encourage innovative solutions to enhance our operation  
鼓勵創新方案以加強營運

### Material Issues 重要議題

- Customer Health and Safety  
客戶的健康與安全
- Customer Privacy Protection  
保障客戶私隱
- Customer Satisfaction  
客戶滿意度
- Quality Products  
優質服務

### SDGs 可持續發展目標

#### 4 QUALITY EDUCATION



#### People 人才發展

The Group promotes a diverse and equal corporate culture, attaches great importance to occupational health and safety, and strives to create a people-oriented working environment. In recent years, apart from providing adequate staff training on topics related to occupational health and safety, vocational skills and environmental protection, the Group has also been committed to raising stakeholders' awareness of sustainability.

本集團倡導多元平等的企業文化，高度重視職業健康安全，致力營造以人為本的工作環境。近年，本集團除了就與職業健康安全、職業技能和環境保護相關的主題提供足夠的員工培訓，亦致力於提高持份者對可持續性的意識。

- Care for and engage with our employees  
關心並與我們的員工互動
- Promote a safe and healthy work environment  
促進安全健康的工作環境
- Provide professional staff training and assist in career development  
提供專業的員工培訓並協助員工職業發展

- Employment Practices  
僱傭慣例
- Occupational Health and Safety  
職業健康及安全
- Employee Training and Development  
員工培訓與發展
- Human Rights Protection  
人權保障

#### 4 QUALITY EDUCATION



#### 8 DECENT WORK AND ECONOMIC GROWTH



Our Core Value  
核心價值

Our Contribution and Measures  
我們的貢獻與措施

Material Issues  
重要議題

SDGs  
可持續發展目標

Community  
社會貢獻

The Group's community engagement strategy leverages its internal resources, vast business network and partnerships with various NGOs and stakeholders to build strong relationships and trust with the communities.

本集團的回饋社會的策略是透過內部資源、強大的業務網絡及與各個非政府組織和持份者的合作，與社區建立緊密互信的關係。

- Support causes and initiatives that create positive impact and promote sustainability  
支持對能夠創造正面影響及促進可持續發展的倡議與措施

- Community Engagement and Investment  
社區參與和投資

4 QUALITY EDUCATION



11 SUSTAINABLE CITIES AND COMMUNITIES



Partners  
夥伴合作

The Group pursues mutual benefit and common growth through win-win cooperation with its partners, and constantly improves partner management mechanism to create a sustainable supply chain.

本集團追求與合作夥伴互利共贏，共同成長，不斷完善合作商管理機制，打造可持續的供應鏈。

- Collaborate with our supply chain partners in improving sustainability performance  
與供應鏈合作夥伴共同提升可持續發展的表現
- Uphold fair and open procurement practices  
堅持公平和公開的採購方法

- Green Procurement  
綠色採購
- Sustainable Performance of Suppliers and Subcontractors  
供應商和承建商的可持續表現

8 DECENT WORK AND ECONOMIC GROWTH



11 SUSTAINABLE CITIES AND COMMUNITIES





# Our Sustainable Development

## 我們的可持續發展

### Our Core Value 核心價值

### Our Contribution and Measures 我們的貢獻與措施

### Material Issues 重要議題

### SDGs 可持續發展目標

#### Environment 環境管理

To incorporate sustainability into cities and communities and to reduce its environmental impact, the Group is dedicated to developing a comprehensive environmental management system, exploring energy-saving, paper-saving, and waste-reduction measures, as well as improving risk management capabilities for climate change, in order to contribute to the green development of society.

為了將可持續發展融入城市和社區並減少對環境的影響，本集團致力於建立完善的環境管理體系，探索節能、節約用紙、減廢措施，以及提高應對氣候變化的風險管理能力，為社會的綠色發展貢獻力量。

- Maintain a comprehensive environmental management system with periodic review  
維護全面的環境管理系統並定期檢查
- Implement strategic continuous improvements in resource consumption and emissions control  
在資源消耗和排放控制方面作策略性持續改進
- Promote awareness towards environmental protection  
提升環保意識

- Energy Management  
能源管理
- Water Management  
用水管理
- Air Emissions  
廢氣排放
- Waste Management  
廢物管理
- Climate Change  
氣候變化

#### 4 QUALITY EDUCATION



#### 11 SUSTAINABLE CITIES AND COMMUNITIES



# Business 業務營運

8 DECENT WORK AND  
ECONOMIC GROWTH11 SUSTAINABLE CITIES  
AND COMMUNITIES16 PEACE, JUSTICE  
AND STRONG  
INSTITUTIONS

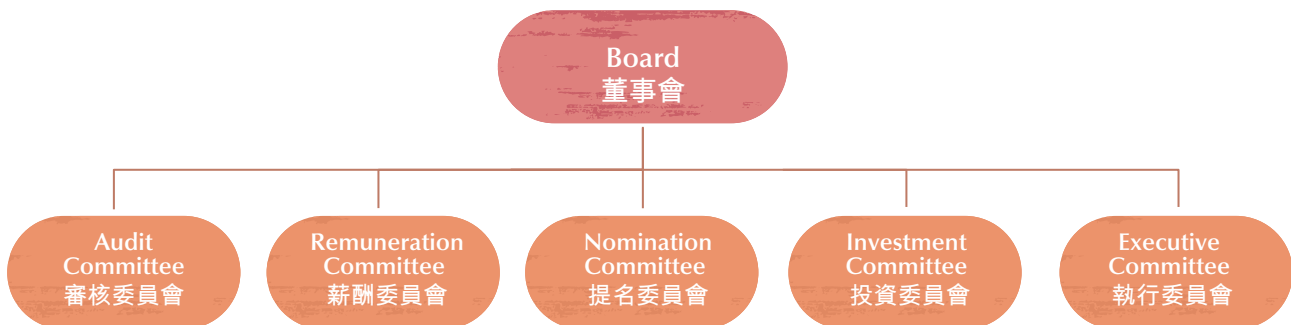
Robust corporate governance and effective risk management are fundamental to the Group's business and long-term success, as well as promoting and safeguarding the interests of its shareholders and other stakeholders. Accordingly, we have adopted and implemented corporate governance principles and practices that emphasise a high-calibre Board, effective risk management and internal control systems, stringent disclosure practices, transparency and accountability.

## CORPORATE GOVERNANCE

We maintain a solid corporate governance framework to ensure the Group's integrity, which safeguards the interests of our stakeholders and achieves long-term business success.

The Board is responsible for formulating business strategies as well as the overall oversight of our activities with the objective to enhance shareholder value. Under their leadership, we ensure that our businesses are future-proof, comply with all relevant laws and regulations, and that we maintain the highest standards of business integrity through ethical business operations and respecting rights.

Our corporate governance structure allows effective and efficient flow of information between management, departments and business units. As at the publication date of this Report, the Board is composed of five Committees:



Further information about our governance structure can be found in the Corporate Governance Report in the Group's Annual Report 2022 and on the Company's website <http://www.isp-hk.com.hk>.

穩健的企業管治和有效的風險管理對於本集團的業務和長遠發展，以及促進及保障其股東及其他持份者權益至關重要。為此，我們採納與實施企業管治原則及常規，強調高質素的董事會、有效的風險管理及內部監控制度、嚴格的披露常規、透明度及問責制。

## 企業管治

我們繼續以穩健的企業管治框架來確保本集團的誠信，從而維護持份者的利益和並取得長期的商業成功。

董事會負責制定業務策略以及監督我們的業務活動，以提升股東價值為目標。在他們的領導下，我們確保我們的業務適應未來的發展及遵守所有相關法律法規，並透過符合道德的業務營運及尊重權利的原則來保持最高的業務誠信標準。

我們的企業管治架構使資訊能於管理層、部門及業務單位之間有效快捷地流通。截至本報告刊發之日，董事會由五個委員會組成：

有關我們管治架構的更多資訊，請參閱本集團的2022年年報中的《企業管治報告》及公司網站 <http://www.isp-hk.com.hk>。

# Business 業務營運

## RISK MANAGEMENT

The Group attaches great importance to effective risk management. Effective risk management not only reduces the possibility of risks occurrence and their potential impact, but also strengthens the Group's decision-making process and allows the Group to focus on long-term value creation. ESG-related issues and risks, such as customer satisfaction, supply chain management and talent retention have already been incorporated in our Enterprise Risk Management which is overseen by the Board on on-going basis. We understand that the potential impact of climate emergency is a business risk. Therefore, climate-related risks have also been included in the risk assessment.

The Group has set up a Risk Management Committee (the "RMC"), which consists of its senior management and corporate managers. The RMC facilitates the risk management process and timely communication with the AC and the Board. In turn, the AC reviews RMC reports bi-annually and reports its recommendations to the Board. The RMC will invite relevant staff to join these meetings when necessary.

The RMC formulated the Risk Management Policy in 2016, which provides a consistent framework for the identification, analysis, evaluation, treatment, monitoring and reporting of key risks at all levels across the Group to support the achievement of the Group's overall strategic objectives. The policy illustrates the process used to evaluate, prioritise and manage material ESG issues.

## RISK MANAGEMENT PROCESS



## 風險管理

本集團非常重視有效的風險管理。有效的風險管理不但降低發生風險的可能性及其潛在影響，同時加強了本集團的決策過程，並使本集團專注於創造長遠價值。我們已將環境、社會及管治相關的議題及風險納入由董事局持續監督的「企業風險管理」框架，包括顧客滿意度、供應鏈管理和人才保留等方面。我們明白氣候危機帶來的潛在影響亦是商業風險。因此，與氣候相關的風險也被包括在風險評估中。

本集團已成立的風險管理委員會（「風險管理委員會」），該委員會由高層管理人員和企業經理組成。風險管理委員會促進風險管理的流程，並與審核委員會及董事會適時溝通；審核委員會則每半年審查風險管理委員會報告，並向董事會匯報其建議。有需要時，風險管理委員會亦會邀請相關員工參與會議。

風險管理委員會於2016年建立了風險管理政策，為本集團提供統一框架，以識別、分析、評估、處理、監管和報告各級別的關鍵風險，以支援本集團實現總體策略目標。該政策說明我們評估、優先次序及管理重大環境、社會及管治議題的流程。

## 風險管理流程

## CORPORATE VALUES AND ETHICS

### Legal Compliance

The Group believes that a reputation for honesty, trustworthiness and fair play is an important business asset and is essential to the long-term growth and success of the company. The Group is committed to complying with all applicable laws and regulations across different levels of our operations, including conflict of interest, bribery, competition and antitrust, privacy compliance, and equal opportunities.

During the Reporting Year, the Group was not aware of any material non-compliance with all applicable laws and regulations. For more information regarding laws and regulations compliance for the Reporting Year, please refer to our Appendix — Laws and Regulations Compliance.

### Anti-Corruption

The Group upholds the highest level of business ethics in its operations, and has zero tolerance for all forms of corruption and bribery along the value chain. The Group has developed robust internal policies and procedures regarding conflicts of interest, insider dealings, anti-competition, and anti-corruption. The Group strictly implements its internal management policies to curb bureaucracy, create a harmonious and good working atmosphere, and urge a work attitude that emphasises responsibility and refuses to corrupt.

As stipulated in the Staff Handbook and Code of Conduct, soliciting, accepting or offering any advantages, from or to our customers, suppliers, contractors, or any person having a business relationship with the Group, is strictly prohibited. We also strictly prohibit any form of bribery, extortion, fraud, or money laundering. To further eliminate any potential misconducts, due diligence measures are enforced on all gifts and sponsorships. The Group regularly introduces the abovementioned policies to employees during the induction training period to ensure that all employees understand these matters. The Staff Handbook and Code of Conduct are reviewed and revised periodically to ensure that we keep abreast of new laws and the constantly evolving regulatory environment.

## 企業價值與道德

### 法律合規

本集團確信擁有誠實、可靠及公正的信譽，是一項重要的商業資產，並為公司長遠發展及取得成功的基石。本集團承諾遵守在各個營運層面上所有適用的法律法規，包括利益衝突、賄賂、競爭與反壟斷、私隱合規、平等機會等。

於報告年度，本集團並不知悉任何嚴重違反有關的適用法律及法規情況。有關本報告年度所遵守法律法規的更多資訊，請參考我們的附錄 — 《遵守法律法規》。

### 反貪污

本集團在營運中秉持最高的商業道德水平，對價值鏈上各種形式的貪污及賄賂行為採取零容忍態度。本集團就利益衝突、內幕交易、反競爭和反貪污制定了健全的內部政策及程序。本集團嚴格實施其內部管理政策，對員工道德行為及日常作風進行規範和約束，以遏制官僚主義，營造和諧良好的工作氛圍，強調責任、拒絕腐敗的工作態度。

根據《員工手冊》及《道德守則》的規定，員工嚴禁向我們的客戶、供應商、承辦商或與本集團有業務關係的任何人徵求、接受或提供任何利益。我們亦嚴禁任何形式的賄賂、勒索、欺詐或洗黑錢。為進一步消除任何潛在的不當行為，所有饋贈和贊助均須經審查。本集團會在入職培訓期間向員工介紹上述政策，以確保所有員工知悉這些事宜。我們定期審查及修訂《員工手冊》及《道德守則》，確保符合最新法例和適用於不斷轉變的監管環境。

## Business 業務營運

We regard training as an important precautionary measure to remind employees of our commitments and standards of ethical business practices. In an effort to ensure that employees at all levels understand their roles and responsibilities in protecting our business from the risk of bribery and corruption, we continued to invite representatives from the Independent Commission Against Corruption (the "ICAC") in Hong Kong to conduct a training session for all new hires and existing staff, including senior management, as well as operational and frontline staff during the Reporting Year. During the Reporting Year, 5 Directors and 69 general staff have participated in this anti-corruption training. Furthermore, to foster an ethical culture and behaviour within the organisation, the Group conducted integrity training for 2 Directors and 3 Directors on 24 June 2022 and 15 December 2022 respectively.

我們視培訓為重要的預防措施，提醒員工遵守商業道德承諾和標準。為確保各級員工了解他們的角色和責任以保障我們業務避免出現賄賂和貪污風險，我們於報告年度繼續邀請了香港廉政公署（「廉政公署」）的代表為所有新聘及在職員工，包括高層管理人員和營運及前線員工，進行培訓課程。於報告年度，5名董事和69名一般員工參加了這項反貪污培訓。此外，為培養公司內部的道德文化與操守，本集團分別於2022年6月24日及2022年12月15日為2名董事和3名董事提供誠信培訓。



The Group has a whistleblowing mechanism for internal and external stakeholders to report any suspected cases of misconduct, malpractice, impropriety, unethical or unfair treatment. The Group also established the Integrity Monitoring Committee (the "IMC"). The IMC has set up accountability and transparent communication channels in the workplace that can enable employees to express their voices effectively and safely. In addition, the IMC ensure that all reports are treated in a confidential and sensitive manner and the identity of the whistle-blower is kept confidential to protect against any reprisal, harassment and unfair treatment. In the event of any reported case received, the IMC is responsible for reviewing all reports, initiating investigations, and reporting them to the AC as necessary. The AC is then required to review all referred case reports and report them to the Board for further handling and monitoring. Employees who breach the Code of Conduct will be subjected to disciplinary action. During the Reporting Year, the Group was not aware of any material non-compliance with relevant laws and regulations that have a significant impact on the Group in relation to bribery, extortion, fraud and money laundering. Besides, zero legal cases regarding corrupt practices have been brought against the Group or its employees during the Reporting Year.

### Data Privacy Protection

To maintain business integrity, safeguard all confidential information shared with us, we are committed to properly managing data security and ensuring that the information systems are protected. As iterated in the Staff Handbook and Code of Conduct, employees are required to protect the safety and confidentiality of information received in the course of business and are forbidden to disclose any confidential information about the Group and our clients without prior consent from management. If customer data is needed for marketing or operational purposes, we ensure that formal consent is provided. In particular, a privacy policy statement and personal information collection statement are issued to explain the purpose of data collection and the personnel who will have access to it.

Protecting confidential and sensitive data from accidental disclosure is also important to the Group. We will regularly review our personal data and privacy protection practices to ensure compliance with legal requirements and highlight any areas for improvement. Anyone who breaches customer privacy obligations is subject to disciplinary action, including termination of employment for serious offense. Action is taken immediately if scamming or infringing articles or materials are found and, if a criminal offence is suspected, a report is made to the relevant authorities for further action.

本集團設有舉報機制，供本集團內外的持份者報告任何涉嫌不當行為、舞弊、不合適、不道德或不公平待遇的個案。本集團亦成立了誠信監察委員會（「誠信監察委員會」）。誠信監察委員會在工作場所設立問責制及具透明度的溝通渠道，讓員工能有效及安全地表達聲音。此外，誠信監察委員會確保所有舉報會以保密形式處理，舉報人的身份亦會獲保密以防止任何報復、騷擾及不公平待遇。倘接獲任何舉報案件，誠信監察委員會負責審查所有報告和展開調查，並在有需要時將其報告提交予審核委員會，再由審核委員會審查所有報告事件，並將其遞交給董事會以作進一步處理和監察。違反《道德守則》的員工將受紀律處分。於報告年度，本集團並不知悉在賄賂、勒索、欺詐和洗黑錢等方面有任何嚴重違反的相關法律法規，且對本集團造成重大影響。另外，於報告年度，向本集團或我們僱員提起的貪污指控法律案件為零。

### 保障資料私穩

為維持業務的誠信，保障所有機密資料，我們致力妥善管理網絡安全，確保資訊系統受到保護。根據《員工手冊》和《道德守則》規定，員工必需保障業務過程中收集到的資料安全及保密，未得到管理層同意前，員工嚴禁披露任何有關本集團及客戶的機密資料。如出於營銷或營運目的需取得客戶資料，我們必須確保得到正式許可。為此，我們設立私隱政策聲明和個人資料收集聲明，解釋收集資料的目的及有權取得資料的人員。

本集團非常重視保障機密及敏感資料免於外洩。我們會定期檢討保護個人資料和私隱的措施，以確保遵守相關法定要求並識別有待改進的地方。違反顧客私隱守則的員工將受到紀律處分，嚴重者或會遭解僱。若發現與集團有關的欺詐或侵權物品或材料，以及涉嫌干犯刑事罪行，本集團定必立即採取行動，向有關當局報告。

# Business 業務營運

During the Reporting Year, the Group was not aware of any material non-compliance with relevant laws and regulations that have a significant impact on the Group in relation to business confidentiality and data privacy. Besides, there was no complaint regarding breaches of customer privacy or loss of customer data during the Reporting Year.

## RESPECTING RIGHTS

### Human Rights

#### Child and Forced Labour

We value the concept of ethics, and prohibit any use of child labour and forced labour in our operations by setting our standardised recruitment procedures with comprehensive employment-related policies in place. To demonstrate our commitment to respecting human rights, we have established a series of internal precautionary measures to prevent such activities from occurring. For example, during and upon recruitment, all personnel are required to provide valid personal identification documents. Background checks are also carried out when deemed necessary to prevent illegal use of child labour. If anyone is found to be providing false information or a false identity, the recruitment procedure will be terminated immediately. We also value the privacy of employees and avoid asking about personal issues unrelated to work performance during interviews. The information of candidates is only available to those who are involved in the selection for the position. Furthermore, our employees who work overtime due to work needs are entitled to reasonable overtime compensation and relevant allowances in accordance with their employment contracts. In case of any violation of laws and regulations related to labour standards, we will punish the person responsible for the incident according to the severity, analyse the cause of the problem, and review, update and adjust the problems in the existing system or management methods.

During the Reporting Year, the Group was not aware of any material non-compliance with relevant laws and regulations that have a significant impact on the Group relating to labour standards. No cases of child or forced labour were reported.

於報告年度，本集團並不知悉有關在業務保密及資料私隱方面有任何嚴重違反的相關法律法規，且對本集團造成重大影響。此外，於報告年度本集團並無任何有關違反客戶私隱或遺失客戶資料的投訴。

## 尊重權利

### 人權

#### 童工及強迫勞動

我們重視道德概念，並透過訂立標準化的招聘程序及完善的僱傭政策，禁止任何業務中聘用童工和強制勞動。為展示我們尊重人權的承諾，我們制定了一系列內部預防措施以防止此類情況發生。例如在招聘期間和招聘時，所有人士都必須提供有效的個人身份證明文件，有需要時會進行背景調查，杜絕違法使用童工的情況出現。如發現任何人虛報資料或身份，將立即終止招聘程序。我們同時重視員工的隱私權，面試時避免提問與工作績效無關的個人隱私問題，而應聘者的資料僅可供與此職位甄選有關的人員查閱。此外，我們的員工因工作需要而超時工作，將可按照其僱傭合約獲得合理超時補償及相關津貼。如發現違反有關勞工準則的法律及法規，我們會視乎情況嚴重程度對事件責任人進行處罰，亦會剖析問題原因，對現有制度或管理辦法存在的問題進行檢視和更新調整。

於報告年度，本集團並不知悉有關在勞動標準方面有任何嚴重違反的相關法律法規，且對本集團造成重大影響，亦沒有收到有關僱用童工或強迫勞動的報告。

### Intellectual Property Rights

The Group respects intellectual property rights, including but not limited to trademarks, patents, copyrights and designs during the preparation of marketing and communication materials. To protect the Group from potential infringement of intellectual property rights, all our logos have been registered in Hong Kong under the Trademarks Ordinance (Cap. 559 of the Laws of Hong Kong). We always ensure consent was given by our business partners prior to using any trademarks. During the Reporting Year, the Group was not involved in any dispute or litigation in relation to infringement of any intellectual property rights.

### 知識產權

本集團在準備營銷和傳訊資料時尊重知識產權，包括但不限於商標、專利、版權及設計。本集團為免侵犯知識產權，我們所有的商標已根據《商標條例》(香港法例第559章)在香港註冊，使用商標前亦會確保已徵得業務合作夥伴的同意。於報告年度，本集團並沒有涉及任何與侵犯知識產權有關的糾紛或訴訟。





# Customers 以客為本

## 4 QUALITY EDUCATION



By putting customers first, the Group is determined to deliver prime products and services to customers. We do our best to meet the needs of our customers, safeguard their rights and protect their health and safety, as well as seek innovative technologies and ideas for continuous improvement.

### CUSTOMER HEALTH AND SAFETY

Protection of customer health and safety is one of the most critical elements in operating businesses. In addition to complying with all applicable laws and regulations related to health and safety, the Group is also committed to improving our health and safety management system, enhancing safety awareness in the workplace, and promoting the well-being of customers to meet customer needs. During the Reporting Year, the Group has obtained ISO 45001 Occupational Health and Safety Management System certifications.

#### Quality Products

The quality of construction has always been a top priority for the Group in order to demonstrate the Group's excellent brand image in the industry. We strictly follow international standards when formulating internal policies, plans and operating procedures. Furthermore, we conduct internal audits on a regular basis to ensure effective system performance and to keep abreast of new updates to the standards. With our continuous efforts to improve the quality of products and the efficiency of the work process, we have obtained a number of management system certifications, such as ISO 9001 Quality Management System and ISO 14001 Environmental Management System. As a construction company, the Group did not consider that product recall procedures were applicable to its operation and no products would be sold or shipped out or subject to recalls for safety and health reasons.

本集團把客戶放於首位，決心向客戶提供一流的產品和服務。我們盡力滿足客戶的需求，保護他們的權益和健康安全，同時尋求創新技術和理念以不斷改進。

### 客戶健康與安全

保障客戶健康與安全是營運業務中最關鍵的元素之一。本集團除了遵守所有與健康安全相關的適用法律及法規，同時致力提升我們的健康和安全管理系統、提高工作場所內的安全意識及促進顧客的福祉，以滿足客戶需求。於報告年度，本集團已取得ISO 45001職業健康與安全管理體系認證。

#### 優質產品

為樹立本集團於業內的優良品牌形象，本集團一直視建築質量為首要考慮。在制定內部政策、計劃及營運流程時，我們嚴格遵循國際標準。此外，我們定期進行內部審核，確保系統有效運作並緊貼最新標準。我們不斷努力提高產品質量與工作流程效率，因而獲得多個管理系統的認證，例如ISO 9001質量管理系統及ISO 14001環境管理系統。作為一間建築公司，本集團認為產品回收程序並不適用於我們的營運，我們在營運過程中不會出售或運輸任何產品，亦不會因安全與健康理由而須回收產品。

## Complaint Handling

We have a well-established mechanism and procedures for handling and managing complaints, ensuring that all customers' complaints are dealt with in a timely and professional manner. Following the complaint, relevant staff are responsible for evaluating the complaint, investigating their possible causes, and formulating and adopting solutions to ensure that corrective and preventive actions have been implemented for each established customer complaint. Our objective is not only to regain the trust of our customers, but also to review our own operations, and seek continuous improvement. All complaints and requests are systematically recorded and filed. During the Reporting Year, there were zero reported material complaints about products and services.

## 投訴處理

我們設有完善的處理和管理投訴的機制，保證會專業適時地處理所有客戶投訴。接到投訴後，相關員工負責評估投訴，調查可能原因，並制定和執行解決方案，確保已因應每宗客戶投訴採取糾正及預防措施。我們的目標不僅是要重獲客戶的信任，還要審查我們的運作，並尋求持續的改進。所有投訴和詢問均有系統地記錄並妥善保存。於報告年度，我們並無接獲任何有關產品及服務的重大投訴。



# Customers

## 以客為本

### Grand Opening Ceremony for the Khalsa Diwan Sikh Temple

The Group was invited to participate in the opening ceremony for Khalsa Diwan Sikh Temple, which was one of its subcontracted Fitting Out Works projects. Despite being affected by the COVID-19 during construction, we have delivered high-quality decoration services for the temple, and completed the works on November 2022.

The ceremony was held on 8 November 2022 where Mr Lee, the Chief Executive of the Government of Hong Kong, was invited to inaugurate the building, preside over the Grand Opening Ceremony and deliver a speech. Our employees are all thrilled to witness this monumental historical moment. It is also a great honour for the Group to participate in the renovation of a part of the Sikh temple and to work together to create a caring and inclusive environment for different religions in Hong Kong.

### 灣仔錫克教廟開幕禮

本集團獲邀參加灣仔錫克教廟的開幕禮，而灣仔錫克教廟是其承辦的裝修工程項目之一。即使工程期間受新冠肺炎影響，我們仍為廟宇提供優質的裝修服務，並於2022年11月竣工。

典禮於2022年11月8日舉行，由香港政府行政長官李先生為廟宇揭幕、主持開幕禮並致詞。我們的員工見證這個重要歷史時刻，十分雀躍，而本集團能夠參與一部份錫克教廟的翻新工程，一同為香港不同宗教建立關愛共融的環境，亦深感榮幸。



The renovated interior of the Khalsa Diwan Sikh Temple in Wanchai  
翻新後的灣仔錫克教廟內部

# People 人才發展

4 QUALITY  
EDUCATION8 DECENT WORK AND  
ECONOMIC GROWTH

We regard our employees as a crucial contributing factor to drive our long-term business success. We respect and protect the legitimate rights and interests of all employees, and are committed to providing employees with a good development platform and creating a harmonious working atmosphere. To attract and retain talents, the Group offers competitive compensation and benefits, together with great development opportunities based on a well-established appraisal and recognition system. We strive to nurture a continuous learning culture to help employees unleash their great potential. We take various initiatives and invest in our employees to promote good work-life balance and to create a supportive and inclusive workplace that embraces employees with diverse interests and backgrounds.

## OCCUPATIONAL HEALTH AND SAFETY

### Health and Safety Management System

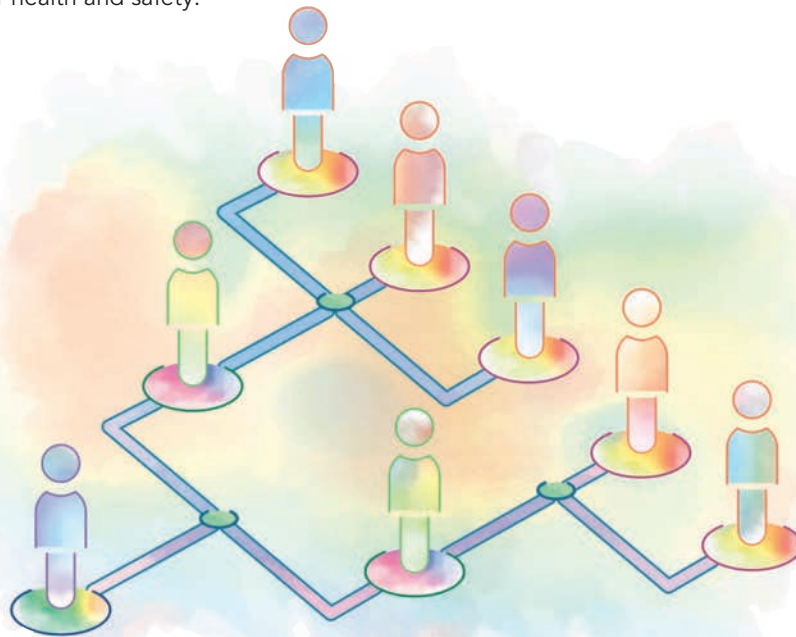
Adhered to the basic safety management principles "safety first, prevention-focused", we have established the Corporate Occupational Health and Safety Management Committee to address and minimise the inherent health and safety risks in our industry, and to create a safety-conscious working environment. Each safety committee also actively carried out employee safety trainings and promotion to improve employees' self-protection awareness to protect their health and safety.

我們視員工為驅動我們長期業務成功的其中一個重要因素。我們尊重並保障所有員工的合法權益，致力於為員工提供良好的發展平台、營造和諧的工作氛圍。為吸引及挽留人才，本集團提供具競爭力的薪酬及福利，以及完善的考核及表揚制度，同時為員工提供各種發展機會。我們致力培育持續學習文化，協助員工激發潛能。我們亦採取多項措施和投放資源，以提倡工作與生活平衡，營造一個支持、包容和擁護員工有不同興趣和背景的工作環境。

## 職業健康及安全

### 健康安全管理系統

堅持「安全第一、預防為主」的安全管理基本原則，我們建立了企業職業健康和安全管理委員會，以解決和減低我們行業固有的健康和安全管理風險，特別是室內裝飾及特殊項目部門，並創建注重安全的工作環境。各個安全委員會亦會積極開展員工安全培訓和宣傳工作，提高員工自我保護意識，保障他們的健康與安全。



# People 人才發展

## Corporate Occupational Health and Safety Management Committee 企業職業健康和安全管理委員會



### Roles 角色

- Monitor the implementation of various safety management system in various sites  
監管所有工地的安全管理系統的執行情況
- Promote best practice of safety, health and environmental management from the industry  
推廣行業職安健環管理的良好模式



### Composition 會員

- ISP executives  
室內裝修及特殊項目經理
- Subcontractors  
承建商



### Meeting frequency 會議頻率

- 1-2 months  
1-2 個月

We have obtained ISO 45001 Occupational Health and Safety Management System for the two subsidiaries of the Group, namely ISP Construction (Engineering) Limited and ISP Interiors Limited in order to reduce our organisational risk and promote OHS. Under the system, we identify risks and opportunities among external and internal issues, make substantial efforts to understand the needs and expectations of workers and other stakeholders, as well as encourage workers' participation and consultation. Safety awareness training was also provided to all sites under the ISO 45001 Occupational Health and Safety Management System.

我們已為本集團兩間附屬公司(昇柏營造廠(工程)有限公司及昇柏室內裝飾有限公司)取得ISO 45001職業健康與安全管理系統,藉以降低組織風險並提倡職安健。根據有關系統,我們從各種外部和內部因素中識別風險和機遇,竭力了解員工及其他持份者的需要及期望,並且鼓勵員工參與和諮詢。我們亦在所有採用ISO 45001職業健康與安全管理系統的工地提供培訓加強安全意識。



# People

## 人才發展

The Group has also established robust procedures for continuous health and safety risk identification and evaluation. For all projects, our team has identified potential risks that may occur onsite, including employee heat strokes, injuries, and the damaging of materials during transportation. Through the risk assessment exercise, it was concluded that all potential risks were considered as medium risk factors. Accordingly, a set of well-defined safety measures were identified to mitigate each risk.

### Safety Measures to Mitigate Identified Risks:

- Distribute personal protective equipment to all workers;
- Provide storage baskets to all partners, including contractors and sub-contractors, to store their personal protective equipment for their workers;
- Maintain a clean, tidy environment — food is not permitted inside the construction site;
- Set up first aid station in the construction sites to provide immediate assistance when accident occurs;
- Post posters and banners around the construction site and the office in order to remind the staff about the potential risks; and
- Adopt heat strokes prevention measures. For more information, please refer to “Heat Stroke Prevention” under section “Environment”.

本集團已建立穩健的程序，可持續識別及評估健康和安​​全風險。在所有項目中，我們的團隊識別了有機會在工地發生的潛在風險，包括員工中暑、受傷以及材料在運輸過程中損壞。進行風險評估後，結論為全部潛在風險均被視為中等程度風險因素，我們遂制定一套相應且明確的安全措施以減低各風險。

### 減低已識別風險的安全措施：

- 分發個人防護設備予所有工人；
- 提供儲物籃予所有合作夥伴，包括總承辦商及承建商，以貯存其員工的個人防護設備；
- 保持環境清潔整潔，禁止在工地內進食；
- 在工地設立急救站，當意外發生時提供即時救援；
- 於辦公室的安全告示板及地盤外圍張貼海報及橫幅，提醒員工注意潛在風險；及
- 實行預防中暑的措施。有關更多資訊，請參閱《環境管理》中《預防中暑》部份。

### Commitment to Health and Safety

We take up responsibility for the health and well-being of our employees, and endeavour to develop their careers and skill sets as much as possible. We implement adequate safety policies and measures to ensure the safety of our staff and workers on site, and endeavour to achieve zero safety incidents in our operations. Our policies and operations are in strict compliance with local labour regulations.

During the Reporting Year, the Group signed a Joint Declaration for Construction Safety Week which was organised by the Development Bureau and the Construction Industry Council. The declaration signifies a voluntary partnership agreement among stakeholders in the construction industry to join hands collaboratively to pursue the common goal of establishing a safe and healthy environment on construction sites towards achieving the vision of "Zero Accident". Under the declaration, we pledge to work towards the following objectives:

### 對健康與安全的承諾

我們對員工的健康和福祉承擔責任，並儘可能地發展他們的職業和技能。我們實施適當的工地安全政策和措施，以確保我們員工和工人的安全，並努力在我們的營運中實現零安全事故。我們的政策和營運嚴格遵守當地的勞動法規。

於報告年度，本集團簽署了由發展局與建造業議會舉辦的建造業安全週的《聯合宣言》。有關宣言標誌著建造業持份者以自願合作協議的形式攜手合作，為建立安全健康建築工地環境的共同目標而努力，致力實現「零意外」的願景。我們根據有關宣言承諾達成以下目標：





# People

## 人才發展

Government Level 政府層面	Organisation Level 機構層面	Individual Level 個人層面
<ul style="list-style-type: none"> <li>• <b>Safe Construction:</b> to accord priority to safety considerations in the design and construction of government projects. <b>推行安全建造：</b>在政府工程項目的設計和施工中，優先考慮安全事宜。</li> <li>• <b>Monitor and Support:</b> to ensure that risks to people's safety and health at work are properly managed by legislative and contractual enforcement, education and promotion. <b>執行監控和給予支持：</b>透過執行法例及合約要求、教育和推廣，確保作業人員的安全和健康的風險得到妥善管理。</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Strong Commitment:</b> to lead by visible and active commitment and leadership from the top management to nurture a proactive safety culture within the organisation. <b>作出有力承擔：</b>透過高級管理層清晰和積極的承擔和領導，帶領機構上下培養一個積極的安全文化。</li> <li>• <b>Adequate Resources:</b> to procure adequate human and financial resources for the establishment, maintenance and implementation of a robust safety management system and all associated safety measures, and to manage its performance. <b>投放充足資源：</b>投放充足的人力和財力資源，建立、堅守和推行一個健全的安管理制度及所有相關的安全措施，並管理其效用。</li> <li>• <b>Continuous Risk Assessments:</b> to identify, assess and mitigate construction risks throughout the life cycle of a construction project. <b>進行持續的風險評估：</b>於整個建築項目的過程中，持續進行施工風險的識別、評估和消滅。</li> <li>• <b>Adequate Training and Promotion:</b> to provide safety training and arrange safety promotion activities for all levels of stakeholders. <b>進行適當的培訓和推廣：</b>為所有階層的相關人士提供安全培訓和安排推廣安全活動。</li> <li>• <b>Caring Culture:</b> to foster a caring culture on construction sites. <b>培養關懷文化：</b>培養建築工地的關懷文化。</li> <li>• <b>Effective Communication:</b> to maintain effective communication with supervisors and workers throughout the supply chain and engage them in all aspects of safety management. <b>促進有效溝通：</b>保持整個供應鏈中與監督人員和工人的有效溝通，並鼓勵他們參與安全管理的工作。</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Strict Compliance:</b> to follow safety and health instructions and procedures in strict compliance with legal requirements and in-house rules. <b>嚴守法規：</b>嚴格遵守法例和機構內部規則中有關安全和健康方面的要求、指引和程序。</li> <li>• <b>Active Participation:</b> to participate actively in safety and health training and promotional activities. <b>積極參與：</b>積極參與安全健康的培訓和推廣活動。</li> <li>• <b>Communication:</b> to maintain good communication with their supervisors and co-workers on all safety issues. <b>保持溝通：</b>與上司和同事就所有安全事宜保持良好溝通。</li> <li>• <b>Responsibility:</b> to be responsible for the safety of the individual and care about others' safety on construction sites. <b>肩負責任：</b>在建築工地中，為個人的安全負責，並關心其他人士的安全。</li> </ul>

Two subsidiaries of the Group, namely ISP Construction (Engineering) Limited and ISP Interiors Limited were commended as Mental Health Friendly Organisations under the Mental Health Workplace Charter (the “Charter”) during the Reporting Year which reaffirmed its commitment to building a mental health-friendly society in the long run. The Charter is jointly implemented by the Department of Health, the Labour Department and the Occupational Safety and Health Council. By signing the Charter, the Group shows support for the Charter statement “we value and pledge to promote a mental health-friendly workplace environment” and aims to achieve three specific objectives:

1. Promote mental well-being at workplace including a respectful and positive environment;
2. Promote active listening and communication, encourage help-seeking, and facilitate early identification of mental distress and timely treatment; and
3. Create an inclusive and friendly work environment for colleagues with mental distress.

本集團兩間附屬公司(昇柏營造廠(工程)有限公司及昇柏室內裝飾有限公司)於報告年度獲嘉許為《精神健康職場約章》(「《約章》」)下的精神健康友善機構，再次證明本集團對建立精神健康友善社會的長期承諾。《約章》由衛生署、勞工處及職業安全健康局合作推行。本集團透過簽署《約章》表明對《約章》宣言「我們重視並承諾推動一個精神健康友善的工作環境」的支持，並致力達成三個具體目標：

1. 在職場推廣心理健康，包括建設一個互相尊重和正面的工作環境；
2. 推廣積極聆聽和溝通，鼓勵求助，並促進對精神困擾的及早識別和及時處理；及
3. 為有精神困擾的同事創造一個包容及友善的工作環境。

# People

## 人才發展



### Instilling Safety in Mind

We consider OHS a top priority and acknowledges that managing OHS and its risks and opportunities is an integral part of our daily operations. We are committed to complying with all local OHS legislations, codes of practice and contractual obligations as the basic standard. To mitigate the hazard, our safety officer will apply control measure including ensuring that workers use proper personal protective equipment and that all equipment used is inspected by qualified persons prior to use. If a work-related incident occurs in the construction sites, the safety officer will conduct a formal inspection with relevant parties to document the incident, including causes of the incident as well as recommendations and follow-up actions to prevent similar incidents from happening in the future. Inspection findings from work-related incidents will be communicated to the Corporate Occupational Health and Safety Management Committee during regular meetings.

### 灌輸安全意識

本集團將職業健康和 safety 置於首位，並認同管理職業健康和 safety 及其風險與機遇是我們日常營運不可或缺的一部分。我們致力於遵守所有本地職業健康和 safety 法規、業務守則和合約責任，並以其為我們的基本標準。安全主任會採取防控措施，包括確保工人妥善配戴個人防護設備，以及所有設備在使用前，均須經由合資格人士檢查，以減低風險。假若建築工地發生與工作相關安全事件，安全主任會就事故與相關單位進行正式調查，包括記錄事故起因、建議預防措施及跟進方式，避免日後再發生同類事件。工作事故的調查結果會於企業職業健康安全管理委員會例會上進行討論。

We have general duties with regard to the health and safety of working on construction sites and are responsible for providing regular safety training to the employees. We hope to convey our importance to OHS through safety training. Daily training is provided to our workers to refresh their awareness in everyday work procedures on our construction sites and common safety concerns. If any incident occurs, the safety officer will mention the incident and corresponding preventive measures during the training. Fire drills are also regularly conducted, and relevant data is recorded to evaluate the effectiveness and efficiency of the drill. We also place the latest information, policies and industry guidelines on notice boards, in different languages to increase OHS awareness. For more information regarding the safety procedures in our ISP division, please refer to "Sustainable Supply Chain Management" under section "Partners".

During the Reporting Year, we conducted fire drill to simulate a fire near the brakes on the construction site. The members of the emergency response team reminded employees in various locations to evacuate; and the subcontractors also assisted their employees to stop all work immediately and gather at the "emergency assembly" as soon as possible. The whole process of the fire drill was in good order.

我們對於建築工地的工作健康和安​​全責無旁貸，並有責任向僱員提供定期的安全培訓。我們希望以安全培訓傳達我們對職安健的重視。我們每天都為建築工地的工人提供培訓，以提高他們對日常工作程序的認識及常見的安全隱憂。如果發生任何事故，安全主任將在培訓中會提及事件及相應的預防措施。我們亦定期進行消防演習，並記錄相關數據以評估演習的效用和效率。我們亦會在通告板上張貼不同語言版本的最新資訊、政策和行業指引，提升員工具備職業健康和安​​全意識。有關我們室內裝飾及特殊項目部門安全程序的更多資訊，請參閱《夥伴合作》中《可持續供應鏈管理》部分。

於報告年度，我們進行消防演習，模擬地盤車閘附近發生火警。緊急事故應變小組成員提醒各地盤員工疏散；而各承建商亦協助所屬員工立即停止所有工作，並盡快到「緊急集合處」集合。在整個演習過程中秩序良好。



Members of the emergency response team instructed staff in the construction site on proper fire extinguisher procedures and methods  
緊急事故應變小組成員向施工現場的工作人員指導正確的滅火器程序和方法

# People 人才發展

## CASE STUDY 案例

### Celebration of the 25th anniversary of the establishment of the Hong Kong Special Administrative Region — Safety Slogan Contest 慶祝香港特別行政區成立二十五周年 — 安全標語創作比賽

To celebrate the 25th anniversary of the establishment of the Hong Kong Special Administrative Region while emphasising the importance of construction safety, the Group held a slogan contest open to all its employees. The participants were required to create a slogan demonstrating that the Group viewed site safety as its value as well as top priority and they were judged on originality and creativity. Five finalists were chosen and each received a HK\$100 supermarket cash coupon while the first-place winner received a supermarket cash coupon of HK\$2,500. The finalists and winner were selected by the Corporate Occupational Health and Safety Management Committee. The winning safety slogan was "Participate in the safety of the site, cultivate a culture of concern (地盤安全齊參與，培育文化同關注)" which will be printed and displayed at every construction sites of the Group.

為慶祝香港特別行政區成立二十五周年，同時為提倡建築安全的重要，本集團舉辦了標語創作比賽讓全體員工參加。參加者所創作的標語，必須展現本集團視工地安全為集團價值及首要考慮，同時要具備原創性及創意。最後五強及冠軍由企業職業健康和安全管理委員會選出，分別獲贈港幣100元超市現金券及港幣2,500元超市現金券。勝出的安全標語為「地盤安全齊參與，培育文化同關注」，將被列印出來在本集團各個建築工地展示。



Price presentation to winners at the Slogan Contest  
向昇柏標語創作比賽的勝出者頒獎

## Response to COVID-19

COVID-19 continued to affect our construction sites. To ensure construction site safety and project continuity during COVID-19 and to prepare for the government's stricter COVID-19 control measures, we have enhanced site safety measures and have implemented specific COVID-19 precautionary measures to ensure a cleaner, safer and more hygienic working environment for construction workers. In accordance with the government's COVID-19 prevention requirements, we required all site staff to present negative COVID-19 test result issued twice a week when entering construction sites for work. If an employee has received the second dose of vaccine, the employee is deemed to have met the requirements for regular testing 14 days after the second dose of vaccine. We have stickers with different colours and proper documentary records for identifying different types of employees to ensure the smooth implementation of the measure.

In addition to complying with measures outlined by the government, the Group has also carried out the following measures to prevent the spread of the disease:

- Establish clear anti-epidemic guidelines, emergency procedures and notification mechanisms to reduce the risk of transmission and spread of the disease;
- Establish a declaration mechanism to identify symptomatic employees, including those under quarantine and those in close contact with them;
- Provide employees with adequate information, instruction and training to ensure that they are familiar with the relevant procedures and notification mechanism;
- Suspend all non-essential site visits, unnecessary meetings and gathering activities to enhance social distancing;
- Disperse the workforce and use video conference as much as possible to reduce contact between people;
- Ensure a hygienic work environment and keep the toilet clean and dry;
- Encourage and arrange all staff to carry out Rapid Antigen Test prior work;
- Encourage all staff and workers to administer the third dose of COVID-19 vaccine;
- 建立明確的防疫指引、應急程序及通報機制，減低疫情蔓延傳播的風險；
- 建立申報機制，識別有症狀的員工，包括被隔離的員工及與他們有密切接觸的員工；
- 為員工提供充足資訊、指示及培訓，確保他們熟悉相關程序及通報機制；
- 暫停所有非必要的實地視察、不必要的會議與聚會，加強社交距離；
- 分散員工，盡量使用視像會議，減少人與人之間的接觸；
- 確保工作環境衛生，保持洗手間潔淨乾爽；
- 鼓勵並安排所有員工在工作前進行快速抗原測試；
- 鼓勵所有員工及工人接種第三劑新冠肺炎疫苗；

## 應對新冠肺炎

新冠肺炎繼續影響我們的建築工地。為確保在新冠肺炎期間建築工地能安全施工，項目能繼續進行，並為政府更嚴格的新冠肺炎防疫措施做好準備，我們加強工地的安全措施並制定具體的新冠肺炎預防措施，確保建築工人在更清潔、更安全、更衛生的環境工作。根據政府的新冠肺炎防疫規定，我們要求所有在工地工作的員工必須出示每週發出兩次的陰性新冠肺炎檢測結果，方可進入建築工地工作。若員工已接種第二劑疫苗，在接種第二劑疫苗 14 天後會視為已符合定期檢測的規定。我們有不同顏色的貼紙和適當的文件記錄以供識別不同類型的員工，確保措施順利執行。

除了遵從政府規定的措施，本集團亦已採取以下措施，務求防止疫情蔓延：

# People 人才發展

- Ensure good ventilation in office, site area and site entrance by keeping windows open where possible; and
- Ensure all visitors and staff to have their temperature taken before entering our site area.
- 保持辦公室、工地範圍及工地入口通風良好，盡可能打開窗戶；及
- 確保所有訪客及員工在進入工地範圍前測量體溫。

## VALUE AND CARE FOR EMPLOYEES

Employees are the backbone of our business operations. The Group puts great emphasis on the protection of the legitimate rights and interests of all employees and complies with all relevant employment laws and regulations in Hong Kong. The Group has also formulated internal human resources policies such as Staff Handbook, covering various aspects such as anti-discrimination, anti-child labour and anti-forced labour, health and safety, remuneration and welfare, working time, performance assessment, code of conduct, occupational training, effectively protecting employees' basic rights. Such policies are subject to regular review and will be revised, where necessary, to ensure continuous improvements of its employment standards.

### Recruitment, Promotion, Remuneration and Dismissal

The Group strives to provide a fair and motivating working environment. The Group ensures its employees are recruited, remunerated and promoted based on their merits, qualifications, competence, suitability and contributions, ensuring that it treats and evaluates employees and applicants in a fair way.

The basis for compensation and promotion are job-related skills, qualifications and performances, ensuring that the Group fairly treats and evaluates employees and applicants and compensates employees relative to the industry and local labour markets in which the Group operates. Performance appraisal and counselling for all staff are conducted at least once a year by Department Heads or Executive Directors before the annual salary review.

Unreasonable dismissal under any circumstances is forbidden in the Group. Dismissal process will only be proceeded with a reasonable basis.

Within the reporting scope of this Report, the Group had a total of 87 employees in Hong Kong as at 31 December 2022 (as at 31 December 2021: 91 employees in the ISP Business). More detail information about different categories of the Group's employee structure can be found in the KPI Data Summary.

## 重視及關懷員工

僱員是我們業務營運的骨幹。我們注重保護全體員工的合法權益，嚴格遵守香港所有有關僱傭的法例及法規。本集團還制定了《員工手冊》等內部人力資源政策，涵蓋各個方面，例如反歧視、反童工和反強迫勞動、健康與安全、薪酬福利、工作時間、績效考核、行為準則、職業培訓，切實保障員工基本權益。本集團定期審視有關政策，並於有需要時作出修訂，確保其僱傭標準持續提升。

### 招聘、晉升、薪酬及解僱

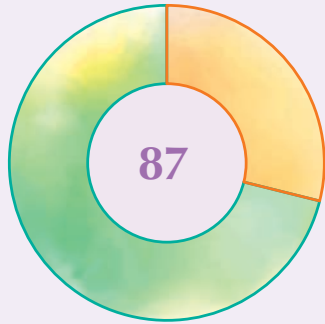
本集團致力提供公平及激勵人心的工作環境。本集團確保根據優勢、資歷、能力、適合性及貢獻進行僱員招募、支薪及晉升，確保公平對待及評估僱員及應聘者。

薪酬及晉升的基礎是根據與工作相關的技能、資格及表現，確保本集團一視同仁地對待及評估僱員和應徵者，並根據本集團營運所在行業及當地勞動市場去補償僱員。部門主管或執行董事每年在開始年度薪酬檢討之前對所有僱員進行至少一次表現評估及諮詢。

本集團禁止任何情況下的不合理的解僱。解僱程序只會在合理的基礎上進行。

在本報告的報告範圍內，截至2022年12月31日，本集團於香港的員工總數為87人（截至2021年12月31日：91人於室內裝飾及特殊項目業務）。有關本集團僱員架構的不同類別的詳情，請參閱《績效數據總結》。

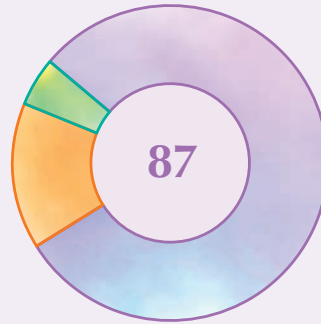
### Workforce by Gender 按性別劃分的員工人數



71% Male  
男性

29% Female  
女性

### Workforce by Employment Type 按僱傭類別劃分的員工人數

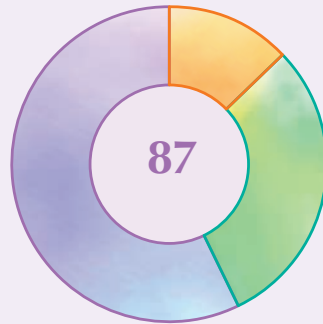


80% Permanent Staff  
長期員工

5% Contract Staff  
合約員工

15% Daily Rated  
日薪員工

### Workforce by Age 按年齡劃分的員工人數



13% <30 years old  
<三十歲

57% 30-50 years old  
三十至五十歲

30% >50 years old  
>五十歲



# People 人才發展

## Diversity, Equal Opportunity and Anti-discrimination

The Group is committed to creating and maintaining an inclusive and collaborative workplace culture in which all can thrive. The Group is dedicated to provide equal opportunity in all aspects of employment and maintaining workplace that are free from discrimination against any individual based on age, races, family backgrounds, regions, nationalities, genders, sexual orientation, disability, ethnicity, religion and political beliefs. Discriminatory acts of any kind will not be tolerated in the Group. In addition, the Group provides equal employment opportunities for the disabled, ensures equal opportunities for all people, strives to eliminate discrimination or arbitrary dismissal of employees, and encourages effective collaboration among employees in a multi-cultural atmosphere.

## Working Hours and Rest Periods

The Group has formulated policies in determining the working hours and rest periods for employees which comply with local employment laws.

## Benefits and Welfare

The purpose of the Group's remuneration policy is to attract, retain and motivate outstanding employees. Through annual appraisals, employees with excellent performance are encouraged to keep up with their good work, while employees who fail to meet performance standards are advised to improve themselves to maintain a high quality and efficient corporate culture. We provide competitive remuneration packages, which include basic salaries, discretionary year-end bonuses, overseas business insurance, medical benefits, as well as contributions to provident funds. Moreover, the Group also offers paid holidays and leave, including annual, wedding, maternity, paternity, work injury, bereavement, birthday and sick leaves. These are all communicated in the Staff Handbook.

## Employee Communication

An effective employee communication can not only maintain workplace harmony, but also encourages innovation, increases inter-departmental cooperation and helps manage a diverse workplace. Therefore, we provide communication channels between employees and management, allowing them to have an open and continuous dialogue. During the Reporting Year, the Group has conducted various staff engagement programs, such as staff meetings and staff activities.

## 多元化、平等機會及反歧視

本集團致力於創造及維持包容及協作的工作場所文化，讓所有人都可以茁壯成長。本集團致力在僱傭方面提供平等機會，以及保持工作環境，不會因年齡、種族、家庭背景、地區、國籍、性別、性取向、殘疾、族裔、宗教及政治信仰而對任何人產生歧視。本集團絕不容忍任何形式的歧視行為。此外，本集團為殘障人士提供平等就業機會，確保向所有人士提供平等機會，努力消除因歧視或隨意解僱員工的行為，鼓勵員工在多元化文化氛圍下有效協作。

## 工時及假期

本集團已遵照當地僱傭法律制定有關釐定僱員工時及假期的政策。

## 員工福利與待遇

本集團薪酬政策旨在吸引、保留及激勵表現優秀的僱員。透過年度評估，鼓勵績效優秀的僱員繼續做好工作，同時激勵績效未達標的僱員盡力提升，維持高品質與高效率的企業文化。我們給予員工具競爭力的薪酬待遇，包括基本薪酬、酌情年終獎金、海外商業保險、醫療福利以及強制性公積金供款。此外，本集團還設有薪假期及休假，包括年假、婚假、產假、侍產假、工傷假、喪假、生日假和病假，均列於《員工手冊》中。

## 員工溝通

有效的員工溝通不僅可以維持工作場所的和諧，還可以鼓勵創新，增加部門間的合作並有助於管理多元化的工作場所。因此，我們為員工和管理層之間提供溝通渠道，讓他們有公開和持續的對話。於報告年度，本集團舉辦各種員工參與計劃，例如員工會議、滿意度調查和各種員工活動。

### Diversified Staff Activities

By putting our employees at the core of our business, we hope to keep them actively and passionately engaged, develop a strong sense of identity and community within the Group and create a shared understanding among employees on important corporate values. Our "We Care We Share" talent management policy aims to help our staff maintain proper work-life balance, and keep their mental and physical health in check by organising a diverse array of activities.

### Chinese New Year Lantern Wise Luck

During Chinese New Year, the Group organised a virtual festive activity to celebrate the beginning of the Year of the Tiger. The Group prepared a riddle game called Chinese New Year Lantern Wise Luck (新春元宵智運來). The Group has collected a series of funny and interesting riddles to challenge its employees. Prizes, including cash coupons, were awarded to those who get the most correct answers. We hope that this event could keep the high morale of our team, let everyone enjoy a relaxing and happy time at this festival and share the joy of the new year holiday together.

### 多元化的員工活動

我們視員工為業務核心，希望他們能積極和熱情地投入工作，於本集團建立強烈的認同感和歸屬感，令員工有共同的企業價值觀。我們的「盡展關懷共享成果」的人才管理計劃，旨在達透過組織各種活動來幫助員工保持適當的工作與生活平衡，確保他們身心健康。

### 新春元宵智運來

在農曆新年期間，本集團舉行了虛擬賀年活動，慶祝虎年來臨，當中包括名為「新春元宵智運來」的猜謎遊戲。本集團收集了一系列生動有趣的謎語來考考員工，猜中最多的員工獲贈現金券等獎品。我們希望這項活動能讓團隊保持高昂士氣，讓每位員工歡渡輕鬆愉快的節日時光，共享新春喜悅。



Online riddle event held during Chinese New Year  
農曆新年期間舉行的網上猜謎活動

# People 人才發展

## Christmas Party

To celebrate Christmas and thank all employees for their continuous contributions, the Group held an evening Christmas party on 16 December 2022. We hope to take this activity to celebrate Christmas with all employees, promote interaction and communication among colleagues in various departments, get to know each other, and consolidate team spirit. In addition, the event has a special lucky draw session, which not only allows our colleagues to experience the festive atmosphere, but also stimulates their morale, increases their sense of belonging to the Group, and continues to support our business for another successful year ahead.

## 聖誕聯歡派對

為慶祝聖誕節及答謝各員工一直以來的貢獻，本集團於2022年12月16日舉辦了晚間聖誕聯歡派對。我們希望藉此活動與各員工歡渡聖誕，促進各部門同事間的互動交流，彼此認識，及鞏固團隊精神。此外，活動更特設抽獎環節，除了可讓我們同事感受節日的歡愉氣氛外，同時激勵他們的士氣，增加他們對本集團的歸屬感，並繼續支持我們的業務，期盼來年再創佳績。



Christmas party for the Group's employees  
為本集團員工舉辦的聖誕派對

## TRAINING AND DEVELOPMENT

Employee training and development is essential for the long-term success of the Group. The Group emphasises ongoing development and training, and is dedicated to supporting its employees to undertake lifelong learning and enhancing their work-related skills and knowledge. The Group has designed and provided various types of tailor-made training programmes for its employees to provide them with continuing education and personal development opportunities, as well as to upgrade their overall skillset. During the Reporting Year, training offered was largely focused on practical skills.

We continued to deliver learning opportunities and courses. Through its online platforms, the Group adopted webinar and video formats for new hire orientation and various job training. Online learning provides engagement through interactive exercises, discussions and sharing sessions, while also offers the benefits of overcoming geographical restrictions and eliminating travelling time. Some training materials, such as the introduction of the history, culture and code of conduct of the Group in the induction training, are prepared by our internal employees.

## 培訓與發展

員工培訓和發展為集團長遠成功的關鍵。本集團強調持續發展及培訓，致力於支持員工進行終身學習，提升與工作相關的技能及知識。本集團為員工設計及提供各類量身定製的培訓計劃，為他們提供持續學習和個人發展機會，以及提升員工的整體技能。於報告年度，提供的培訓主要集中在掌握實用技能上。

我們持續提供的學習機會和課程。通過我們的電子平台，本集團以網絡研討會和視頻形式為新入職員工提供迎新培訓和各種工作培訓。透過互動練習、討論和分享環節，讓同事能投入網上學習。與此同時，網上學習亦可消除地域限制並節省交通時間。部分培訓材料由我們的內部員工準備，例如入職培訓中本集團的歷史、文化和行為準則的簡介。



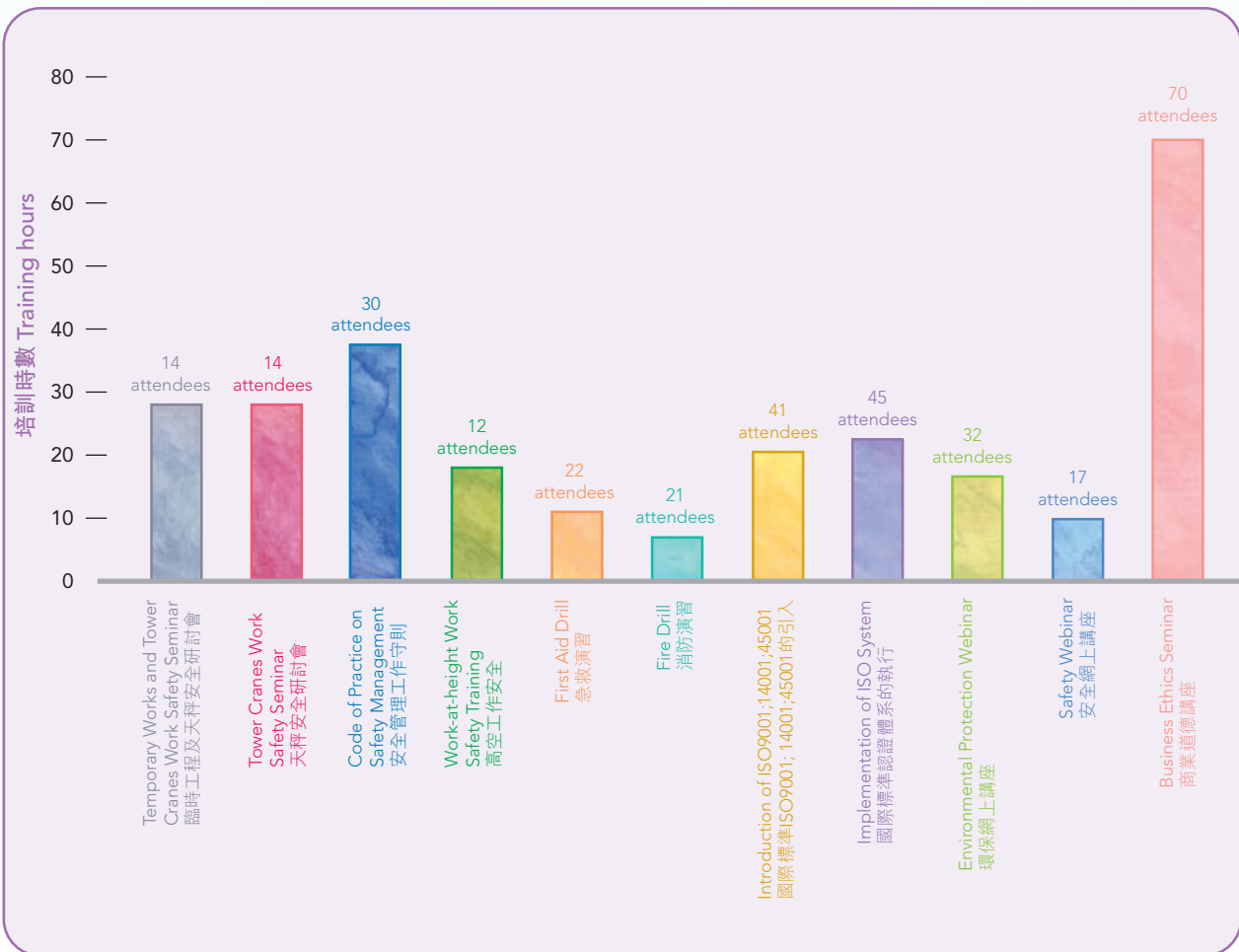
Online training on mental health awareness  
關於精神健康意識的線上培訓

# People

## 人才發展

To further enhance the professional skills of our employees and meet our development goals, our employees are strongly encouraged to attend external training courses and professional qualification examinations. Employees who have passed professional qualification examinations and successfully obtained vocational qualification certificates can receive reimbursements from the Group.

為進一步提升員工的專業技能，實現我們的發展目標，我們十分鼓勵員工參加外部培訓課程並參加專業資格考試。通過專業資格考試並成功取得職業資格證書的員工將可向本集團報銷費用。



During the Reporting Year, there were 11 in person and streaming platform training courses, and a total of 268.93 training hours were recorded. The overall training percentage of the Group was approximately 73.11% and the average training hours per employee was approximately 2.26 hours.

於報告年度，共舉辦11場線下及串流平台培訓課程，總培訓時長為268.93小時。本集團的整體培訓比例約為73.11%，而每名員工的平均培訓時間約為2.26小時。

# Community 社會貢獻

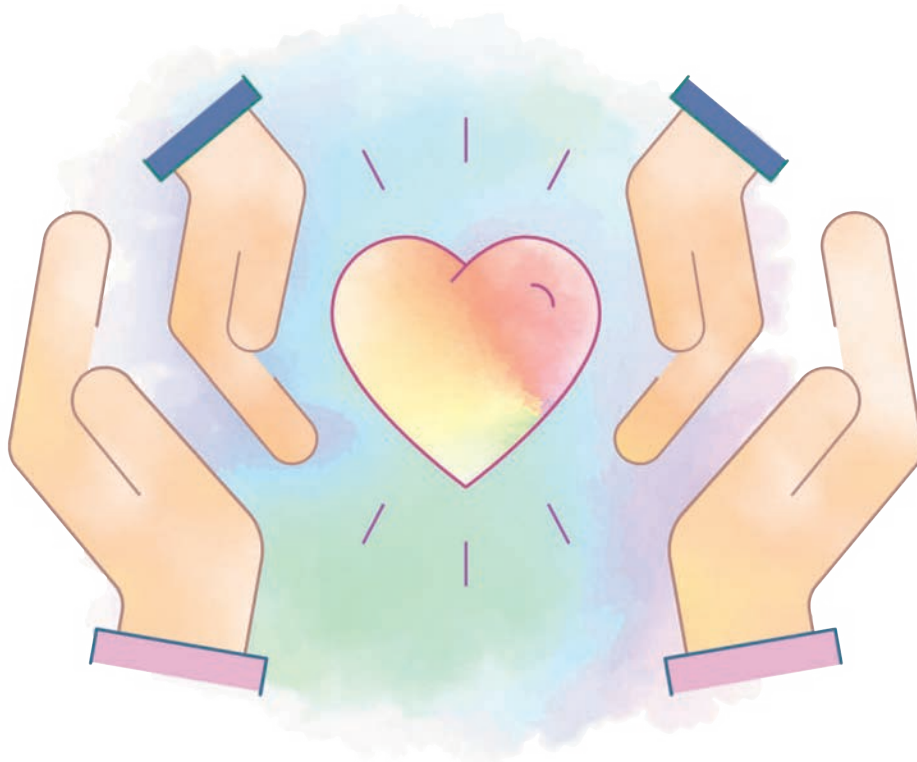
4 QUALITY  
EDUCATION11 SUSTAINABLE CITIES  
AND COMMUNITIES

The Group strives to fulfil its social responsibilities to return to the society while developing its business. As such, the Group has long been committed to making the communities where it operates a better place to live and particularly contributing to the development of an inclusive and environmentally conscious society. We seek to effect change by investing in initiatives that contribute to a better community. During the Reporting Year, the Group donated HK\$5,000 to the Construction Charity Fund Integrated Service Centre in supporting its charity work and service that assists construction industry practitioners, such as providing financial assistance and mental support for construction work injury cases, organising various activities for construction workers and conducting promotional campaigns to raise awareness on site safety.

We also encourage employees to actively participate in various philanthropic activities and help those in need in local communities, so as to express our care for and contribute to the society with practical actions. During the COVID-19, we worked together to overcome this unprecedented global challenge.

本集團致力履行社會責任，務求在發展業務的同時可以回饋社會。因此，本集團竭力促使其業務所在社區成為更好的居住環境，特別是為發展共融和環保的社會作出貢獻。我們希望透過投資社區計劃，為社區帶來正面改變。於報告年度，本集團向建造業關懷基金綜合服務中心捐贈港幣5,000元，支持其慈善工作與服務，該中心以支援建造業從業員為宗旨，例如為建造業工傷個案提供經濟及心理援助，以及為建造業工友組織各類活動，並積極推廣工地安全提高安全意識。

我們鼓勵員工踴躍參與各項社會公益活動並幫助本地社區及有需要人士，以實際行動表達我們對社會的關愛及作出貢獻。在新冠肺炎下，同心克服這個前所未有的全球挑戰。



# Community 社會貢獻

## SHARING LOVE

### Fostering Social Inclusion

The Group actively supports social enterprise activities and is committed to fostering a collaborative and inclusive community, to create a positive impact where we operate. During the Reporting Year, we partnered with the Evangelical Lutheran Church Social Service — Hong Kong (“ELCHK NDIT”) North District Youth Integrated Service Centre, the S.K. Yee Health Massage and Treatment Centre, the Hong Kong Construction Association and the Construction Industry Council to co-organised several activities, namely, “ISP x NDIT “Children’s Wish & Playing” Outdoor Activity”, “Comfort Health Massage and Treatment” and “18 Districts Lo Pan Rice Campaign” to serve the community.

### ISP x NDIT “Children’s Wish & Playing” Outdoor Activity

The Group co-organised the “ISP x NDIT Children’s Wish & Playing” event with a series of outdoor activities, including shopping and sightseeing for the children from grassroots families, with the Evangelical Lutheran Church Social Service — Hong Kong North District Youth Integrated Service Centre.

During the event, we donated cash coupons to sponsor the children to purchase their favourite books and stationery from a bookstore in Tsim Sha Tsui. In addition, we took them to the Tsim Sha Tsui Clock Tower, the Avenue of Stars, and the Space Museum so that they could interact with each other, learn more about Hong Kong, expand their horizons, and acquire more knowledge.

## 分享愛

### 促進社會共融

本集團積極支持社企活動，致力於打造一個協作和包容的社區，在我們營運業務的地方產生積極的影響。於報告年度，我們與基督教香港信義會北區青少年綜合服務中心（「基督教香港信義會北區青少年綜合服務中心」）、余兆麟按摩保健治療中心、香港建造商會及建造業議會分別合辦「昇柏 × 信義會「童想 • 童玩」外出購物遊覽活動日」、「舒緩按摩保健治療」及「十八區派建造業魯班飯」活動，回饋社區。

### 昇柏 × 信義會「童想 • 童玩」外出購物遊覽活動日

本集團與基督教香港信義會北區青少年綜合服務中心合辦「昇柏 × 信義會童想 • 童玩」活動日，透過一系列戶外活動，與來自基層家庭的兒童一起購物與觀光。

活動期間，我們向孩子送贈現金券，讓他們在尖沙咀書店購買喜愛的書籍文具。此外，我們亦帶他們到尖沙咀鐘樓、星光大道及太空館，讓他們彼此交流，除了可以更了解香港，亦能擴闊視野，增廣見聞。



“ISP x NDIT Children’s Wish & Playing” Sightseeing Event  
昇柏 × 信義會「童想 • 童玩」觀光活動

### Comfort Health Massage and Treatment

The Group endeavours in supporting disadvantaged groups in the society such as the visually impaired by allowing them to fully demonstrate their expertise and potentials so as to achieve the goal of creating mutual benefits for themselves as well as the society as a whole. The Group cooperated with the S.K. Yee Health Massage and Treatment Centre in recruiting visually impaired masseurs and masseuses graduated from its training programme or other accredited training bodies with recognised qualifications to provide professional Chinese acupressure massage to the employees.

### 舒緩按摩保健治療

本集團致力支援社會上弱勢社群，包括視障人士，讓他們能發揮所長及潛能，與社會互惠互利。本集團與余兆麒按摩保健治療中心合作，聘請視障按摩師以及畢業於其訓練課程中或從其他認可培訓機構獲得認可資歷的按摩師，為員工提供專業的中式經絡穴位按摩服務。



Visually Impaired Masseurs Massaging the Shoulders of our Employees  
視障按摩師為員工提供肩頸按摩服務



## Community 社會貢獻

### 18 Districts Lo Pan Rice Campaign

We contributed as a sponsor in "Celebration of the 25th Anniversary of the Establishment of the HKSAR-18 Districts Lo Pan Rice Campaign" which is conducted by the Hong Kong Construction Association and the Construction Industry Council. Inheriting the spirit of the Lo Pan, the master Chinese engineer, the campaign was launched to distribute meal boxes and goodies bags to communities in need. Beneficiaries of the campaign include low income families, the unemployed, elderly living alone, families with elderly parents, people with limited mobility, ethnic minorities, subdivided households, homeless people, etc. throughout 18 districts of Hong Kong.

### 十八區派建造業魯班飯

我們贊助由香港建造商會及建造業議會舉辦的「慶回歸二十五周年 — 十八區派建造業魯班飯」活動。活動秉承中國工匠祖師魯班的精神，向社區有需要人士派發飯盒和福袋。受惠人士遍佈香港十八區，包括低收入家庭、失業人士、獨居長者、雙老家庭、行動不便人士、少數族裔、劏房住戶及露宿者等。



Our employees are preparing the mealboxes for the 18 Districts Lo Pan Rice Campaign  
我們的員工為「十八區派建造業魯班飯」預備飯盒



Receiving the bronze sponsor certificate at the 18 Districts Lo Pan Rice kick-off ceremony  
在十八區魯班飯啟動禮中獲頒銅贊助證書

### Rapid Antigen Test Packages Donation

The COVID-19 is still raging. Due to the shortage of nucleic acid testing resources in Hong Kong and the medical system is on the verge of being overloaded, most citizens need to take a Rapid Antigen Test on their own until a negative result before they work. In view of this, the Group voluntarily donated 200 sets of Rapid Antigen Test packages to the Evangelical Lutheran Church of Hong Kong to distribute to the needy in the society, hoping to help the citizens to identify invisible patients beforehand, reduce community transmission, get the proper medical treatment in advance, and fight the virus together.

### 捐贈快速抗原測試套裝

新冠肺炎仍然肆虐，而香港核酸檢測資源緊絀，醫療系統亦瀕臨超出負荷的邊緣，因此大部份市民需自行進行快速抗原測試，獲得陰性結果後才可上班。有見及此，本集團自發捐贈200盒快速抗原測試套裝予基督教香港信義會分派予社會上有需要人士，希望幫助市民及早找出隱形患者，讓患者盡早得到適當治療，減低社區傳播，達致齊心抗疫的目標。



Donating Rapid Antigen Test Packages to the Evangelical Lutheran Church of Hong Kong  
捐贈快速抗原測試套裝予基督教香港信義會

# Partners 夥伴合作

11 SUSTAINABLE CITIES  
AND COMMUNITIES



8 DECENT WORK AND  
ECONOMIC GROWTH



The Group recognises the importance of supply chain management in mitigating environmental and social risks. A rigorous vendor management system is in place to review and monitor our vendors performance on environmental protection, labour rights and health and safety. To monitor suppliers' performance, on-site inspections are conducted regularly. Furthermore, we are committed to making smarter and more sustainable procurement decisions. To strengthen our influence and supplier alignment with our sustainability strategy and environmental policy, we have revised our procurement policy to take greater account of environmental and social considerations when procuring goods and services.

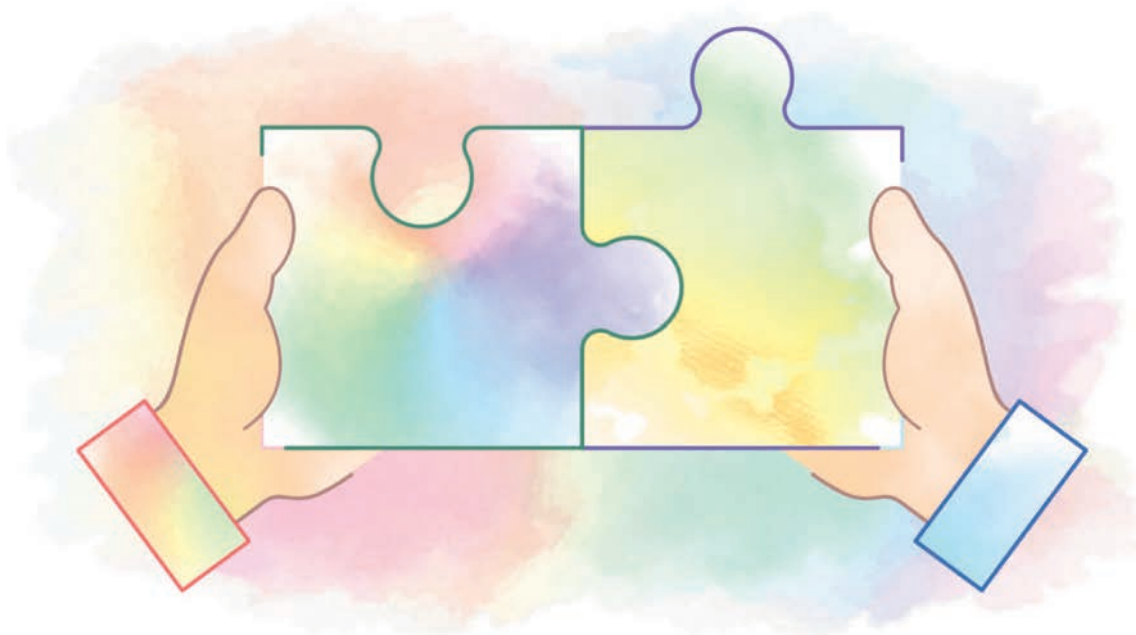
## FAIR AND OPEN PROCUREMENT PRACTICES

The Group has established procedures and guidelines in the selection of suppliers to ensure that the suppliers and distributors could compete in an open and fair way. The Group does not differentiate or discriminate against certain suppliers and it strictly monitors and prevents all kinds of business bribery. Employees or personnel who have an interest relationship with the supplier will not be allowed to be involved in the related business activity.

本集團明白供應鏈管理對減輕環境及社會風險相當重要。我們設有嚴格的供應商管理系統，以檢討及監察供應商在環境保護、勞工權利及健康和安全方面的表現。為監察供應商的表現，我們定期進行實地視察。同時，我們致力制定更明智、更可持續的採購決策。為加強我們的影響力，並確保供應商遵守我們的可持續發展策略和環境政策，我們已修訂採購政策，在採購商品和服務時加強考慮環境和社會因素。

## 公平和公開的採購措施

本集團已制定甄選供應商的程序及指引，確保供應商及分銷商可進行公開及公平的競爭。本集團不會歧視個別供應商或作出差別待遇，且嚴格監控並預防各種形式的商業賄賂。與供應商有利益關係的僱員或人員不得參與相關的業務活動。



## Supplier Engagement Process

## 供應商參與流程



The Group maintains a list of approved suppliers and subcontractors to ensure the quality of our procured materials and services. Legal and regulatory compliance, work safety track records and material quality are some of the criteria that are considered when selecting these suppliers and contractors. To guarantee the genuineness of our suppliers and subcontractors, they are required to provide relevant insurance policies, environmental, safety and quality assurance certifications, as well as inventory management practices. Their performance is assessed biannually based on a number of criteria, including service and material quality, delivery efficiency, and information accessibility. We also strive not to over-rely on a specific supplier, to ensure the stability of the supply chain.

During the Reporting Year, the Group had a total of approximately 90 suppliers and all of them were located in Hong Kong. All the approved suppliers and contractors are engaged through our standardised procurement procedure.

本集團有一份認可的供應商和承建商名冊，以確保我們採購材料和服務的質素。我們於甄選供應商或承辦商時，會考慮法律及法規合規、工作安全往績記錄和材料質量等準則。為確保供應商和承建商可靠及值得信賴，他們需按要求提供相關的保單、環境、安全和質量保證證明以及庫存管理方法。他們的表現亦會每半年按多個準則來評估，包括服務及物料質素、交付效率及資料的可獲得性。我們亦致力不過度依賴單一供應商，確保供應鏈維持穩定。

於報告年度，本集團共有約90家供應商，他們都位於香港。所有經批准的供應商和承辦商均通過我們的標準化採購程序進行聘用。

# Partners

## 夥伴合作

### SUSTAINABLE SUPPLY CHAIN MANAGEMENT

#### Managing Environmental Risks in Supply Chain

Regarding the selection of suppliers and subcontractors, environmental assessments are one of the criteria for our subcontractors. They are more likely to be selected if they are certified with ISO 14001 or other environmental certifications. Staff are encouraged to select subcontractors with good compliance of environmental legal requirements. We have also adopted Environmental Protection Assessment Form for Subcontractor and Supplier to evaluate their performance on environmental protection. Moreover, we have included Environmental Protection section in the contract with our suppliers to encourage them to take environmental measures in their operations. In the future, we aim to encourage all the suppliers and contractors to obtain ISO 14001 Environmental Management System Certification.

Our environmental representatives are required to conduct regular site visits at all project locations to ensure that subcontractors' environmental practices are aligned with relevant laws and regulations. An environmental checklist is utilised during the site visit to review aspects relating to air, noise, water and waste management. Besides, we require our subcontractors to follow the General Terms of the Subcontracting Project, including the Code of Conduct for Environmental Protection, and we will periodically assess their performance according to our Operation Control Procedure and Environmental Assessment Procedure. We also oversee and encourage responsible resource consumption in order to minimise our environmental footprint. For example, during the Reporting Year, we continued to incentivise subcontractors with the well-perceived cash reward and penalty mechanism to limit their wastage below 3% of the total resource consumption. Furthermore, subcontractors were also encouraged to provide all environmental certifications to demonstrate their commitments to environmental sustainability.

### 可持續供應鏈管理

#### 在供應鏈中管理環境風險

關於供應商和承建商的選擇，環境評估是我們選擇承建商的準則之一。如果承建商已通過ISO 14001或其他環境認證，則更有可能被選中。我們鼓勵員工選擇遵守環境法律要求的承建商，並制定了《承建商及供應商環保表現評核表》，審視他們在環境保護上的表現。此外，我們在與供應商的合同中包含了《環境保護》部份，鼓勵他們在其營運中實行環境措施。未來，我們的目標是鼓勵所有供應商和承辦商獲得ISO 14001環境管理體系認證。

我們的環境代表會定期實地視察所有項目位置，以確保承建商的環保工序符合相關法律法規，於實地視察期間利用環境檢查表來審查廢氣、噪音、污水和廢物管理方面的表現。此外，我們要求承建商遵守《分包工程合約通用條款》，包括其中的《環保守則》，並按照我們的《運行控制程序》及《環保檢查程序》定期監察他們的表現。我們亦監督和鼓勵負責任的資源消耗，以盡量減少環境足印。如於報告年度，我們繼續沿用現金獎勵和罰款機制來鼓勵承建商將浪費限制在總資源消耗的3%以內。此外，我們亦鼓勵承建商提供所有環境認證，以證明其對環境可持續性的承諾。

## Green Procurement

The Group advocates for all business units and operations on procuring environmentally friendly products, and thus gives priority to suppliers who provide environmentally friendly products and services. To support local economy and to reduce carbon emission in transportation, local suppliers are given priority in the selection process. During the Reporting Year, all of our major suppliers and subcontractors were based in Hong Kong.

In our construction projects, we have purchased certified soft wood, which is from managed forests instead of natural forests, showing our value on sustainability.

## 環保採購

本集團提倡所有業務單位與營運採購環保產品，因此會優先選擇提供環保產品及服務的供應商。為支持當地經濟及減少運輸中的碳排放，我們在甄選過程中優先考慮本地供應商。於報告年度，我們所有的主要供應商和承建商都位於香港。

我們在一些項目中選購了獲得認證的環保木，這些木材是來自管理森林，而不是來自原始森林的，證明我們對可持續發展的重視。

We also purchase as needed and prevent over-purchasing. In order to reduce the purchasing need, we have implemented the following measures:

我們也會按需採購，防止過度採購。為了減少採購需求，我們實施了以下措施：

1

reviewed the needs and stock availability before request for purchasing;  
申請採購前檢查需求和庫存狀況；

2

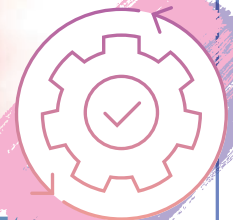
purchased products manufactured in Hong Kong or Asia to reduce shipping mileage;  
購買在香港或亞洲製造的產品以減少運輸里程；

4

properly recorded all purchase requisitions to ensure that resources will not be overused.  
妥善記錄所有採購申請表，確保不會過度使用資源。

3

purchased in bulk to minimise resource utilisation and packaging wastes; and  
批量採購，減少資源使用和浪費包裝；及



# Partners

## 夥伴合作

### Managing Social Risks in Supply Chain

The Group expects its business partners and suppliers to act in accordance with the highest standards of ethical conduct and professionalism. In particular, the Group's business partners and suppliers are required to implement anti-corruption policies and programmes, and to verify that such policies and programmes are complied with. Bribery or corruption in any form is strictly and expressly prohibited in the tendering process for construction projects.

The Group encourages its business partners and suppliers to abide by the standards and conditions in ensuring a fair and equitable workplace environment that is free from any form of harassment or discrimination; implementing clear, uniformly applied disciplinary practices and grievance procedures that include providing a work environment that pays due consideration to safety and minimises any health hazards or harm to employees, complying with regulation or legislation on working hours and minimum wage payments and ensuring that employees are provided with freedom of association and the right to collective bargaining.

The Group is committed to ensuring the health and safety across the supply chain. Our subcontractors are required to attend daily safety and toolbox training and are inspected by management on a regular basis. The training is designed to promote a safe culture within the workplace, heighten their awareness of potential occupational hazards and relevant regulations, as well as facilitate health and safety discussions among our contracted and subcontracted partners.

### Charter on Preferential Appointment of OSH Star Enterprise

During the Reporting Year, the Group has subscribed to the "Charter on Preferential Appointment of OSH Star Enterprise" demonstrating its commitment to giving preferential appointment to OSH Star Enterprise which implemented an effective safety management system and passed OSHC's stringent safety audit to carry out repair, maintenance, alteration and addition works, so as to enhance the safety performance of the industry.

### 管理供應鏈中的社會風險

本集團期望其業務夥伴及供應商按照最高標準的道德操守及專業精神行事。特別是，本集團的業務夥伴及供應商必須執行反腐政策及方案，並查核有關政策及方案是否得到遵守。我們嚴禁建築項目投標過程中一切賄賂或貪污行為。

本集團鼓勵其業務夥伴及供應商遵守以下標準及條件，確保公平及公正的工作場所環境，不受任何形式的騷擾或歧視；實施清晰、統一的紀律處分及申訴程序，包括提供一個充分考慮安全的工作環境，盡量減少對僱員健康造成危害或傷害、遵守有關工作時間及最低工資的規例或法例，以及確保僱員享有結社自由及集體談判權。

本集團致力於確保整個供應鏈的健康和安全。我們室內裝飾及特殊項目業務承建商必須每天接受安全及工具箱培訓，並接受管理層的定期檢查。培訓旨在促進工作場所的安全文化，提高他們對潛在職業危害和相關法規的認識，並促進我們與承辦商及承建商合作夥伴之間的健康與安全討論。

### 優先選用職安健星級企業約章

於報告年度，本集團參與「優先選用職安健星級企業約章」，展示我們對優先選用職安健星級企業的承諾。職安健星級企業均已實施有效的安全管理制，並通過職安局嚴格的安全審核以進行保養、維修、改建及加建工程，從而加強施工安全表現。

# Environment

## 環境管理

4 QUALITY  
EDUCATION11 SUSTAINABLE CITIES  
AND COMMUNITIES

The Group stays abreast of the tightening standards and strictly adheres to environmental laws and regulations applicable to our business operations. For more information, please refer to “Laws and Regulations Compliance”. Moreover, environmental performance, risks and control measures are carefully monitored and evaluated, in order to ensure that our environmental management system and policies align with the respective strategies of the Hong Kong Government, including the Government’s Climate Action Plan 2030+. We are committed to continuously reducing the possible impact of operations on the environment. Therefore, we appropriately allocate resources to address material environmental issues including energy efficiency, waste management and resources consumption. We also raise environmental awareness and communicate green values to employees, suppliers and customers through different channels such as volunteer services and posters.

### ENVIRONMENTAL MANAGEMENT SYSTEM AND POLICIES

With our group-wide environmental management system (“EMS”) in place, we aim to reduce the environmental impact of the Group’s activities, as well as to establish goals, processes and procedures that are in alignment with global standards, including ISO 14001. In addition, we have formulated specifications and standards for resources consumption management, guiding, supervising, inspecting and assessing the resources consumption management of the Group’s business operations, as well as for the statistics, analysis of energy consumption and implementation of various resources conservation measures of the projects.

本集團緊貼不斷收緊的標準，並嚴格遵守適用於我們業務營運的環境法律及法規，詳情請參考「遵守法律法規」一節。此外，我們會仔細監察及評估環境表現、風險及監控措施，確保我們的環保措施符合香港政府的相應策略，包括《香港氣候行動藍圖2030+》。我們致力持續減少營運對環境可能造成的影響。因此，本集團適當地調配資源以解決重要環境議題，包括能源效益、廢物管理和資源耗用。我們亦通過不同渠道，例如義工活動和宣傳海報來提高環保意識，並向員工、供應商和客戶傳遞綠色價值觀。

### 環境管理系統及政策

透過在全集團範圍內使用環境管理系統（「環境管理系統」），我們希望可減少因本集團活動對環境產生的影響，並設立符合全球標準包括ISO 14001目標、流程和程序。此外，我們已制定資源管理規範及標準，對本集團不同業務運作的資源管理工作進行指導、監督、檢查與考核，並負責項目能源消耗情況的統計、分析以及各項資源節約措施的落實。



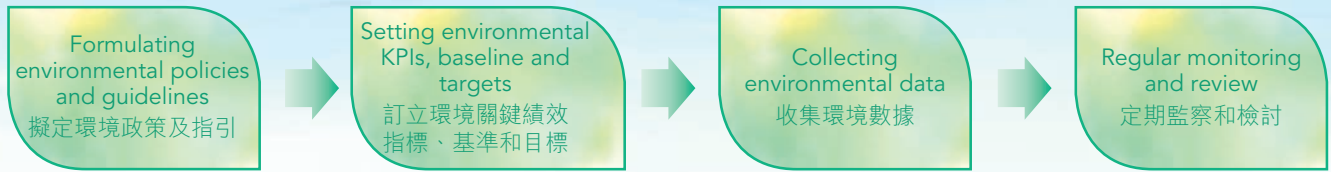


# Environment

## 環境管理

### Our Environmental Management Flow

### 我們的環境管理流程



Our EMS are formulated in accordance with ISO 14001 and are reviewed regularly to continuously improve their efficiency and effectiveness, incorporate prevailing best practices adopted in the industry, as well as fulfil their compliance with the standard. The EMS allows us to manage different environmental aspects, reduce the associated impacts and improve our environmental performance.

The Group has implemented the Environmental Protection Policy to highlight our commitment to conserve resources, manage and mitigate environmental impacts of our operations. To supplement the Environmental Protection Policy, we have established an Energy Efficiency Policy covering energy-related aspects and developed a target setting strategy to stipulate our commitment and approach to addressing carbon emissions. These policies are communicated to our stakeholders including our employees and customers and will be reviewed by the ESG Steering Committee periodically.

### Progress of ESG Target

With an intention of demonstrating our commitment to promoting environmental sustainability, we have established a list of environmental targets on topics that are material to the Group during the financial year ended 31 December 2021 ("2021"), including greenhouse gas ("GHG") emissions, waste disposal, energy consumption and water consumption. The table below presents our achievements against the targets developed:

Aspects 範疇	Indicator <sup>1</sup> 指標 <sup>1</sup>	Progress 進度
Waste Reduction 減少廢棄物	Ensure all the Group's construction sites have recycling facilities. 確保本集團所有建築工地均設有回收設施	Achieved 已達到
Environmental Awareness of Employees 減少廢棄物	Provide monthly environmental training to staff. 每月為員工提供一次的環境培訓。	Achieved 已達到

1. Due to the change in reporting scope, this Report discloses only targets for ISP Business in 2021.

我們的環境管理系統按照ISO 14001制定，並定期審核，以持續提高其效率和效能，結合行業中採用的最佳做法，並符合標準。環境管理系統有助管理不同層面的環境事宜、減低相關影響並改善我們的環境表現。

本集團已落實《環境保護政策》，以表明我們致力於保育資源，並致力管理及降低營運對環境所造成的影響。作為《環境保護政策》的補充，我們亦制定了涵蓋能源相關層面的《節省能源政策》，並已採取目標設定策略，定下我們對處理碳排放問題的承諾與方法。我們已向持份者（包括僱員及客戶）闡述有關政策，而環境、社會及管治推進委員會將定期檢討有關政策。

### 環境、社會、管治的目標進度

為表明推動環境可持續發展的決心，我們於截至2021年12月31日止年度（「2021年」）就本集團重點關注的議題訂立了一系列環境目標，有關議題包括溫室氣體（「溫室氣體」）排放、廢物棄置、能源消耗及耗水量。下表列示我們定下的目標及進度：

1. 由於報告範圍的變動，本報告僅披露2021年室內裝飾及特殊項目業務的目標。

Following the successful implementation of the 2021 ESG targets which has built the foundation for further environmental improvement, the Group is proud to present our medium-to-long-term targets during the Reporting Year, outlining a wider range of environmental commitment. Meanwhile, we ensure that our targets are thoroughly met through contractual obligations, stringent site management and regular review. The following table is a summary of our environmental targets:

隨著2021年的環境、社會及管治目標成功實現為進一步改善環境奠下基礎，本集團欣然提呈報告年度的中長期目標，概述範圍更廣的環境承諾。同時，我們亦確保透過合約義務、嚴格的工地管理和定期審查徹底實現我們的目標。下表概述我們的環境目標：

Aspects 範疇	Indicator 指標
Emissions 排放	Replace all company vehicles with electric vehicles to reduce vehicle fuel consumption and GHG emissions by 2030. 於2030年前，將所有公司車輛更換為電動車輛，減少車輛燃料消耗及溫室氣體排放。
	In 2030, reduce the non-hazardous waste intensity by workforce by 10% as compared with the level in 2022. 於2030年，將按員工計的無害廢棄物處理密度從2022年的水平降低10%。
Waste Reduction 減少廢棄物	From 2023 onwards, maintain the total recycling rate of on-hazardous waste at 2022 level. 於2023年起，將無害廢棄物的回收率維持於2022年的水平。
	Achieve 100% waste separation in 2050. 於2050年，達到100%廢物分類。
	Ensure 100% of the office paper procured and used in the Group's operations be certified by the Forest Stewardship Council ("FSC") by 2023. 於2023年前，確保100%在本集團營運過程中採購及使用的辦公紙張均獲得森林管理委員會(FSC)認證。
Energy Efficiency 能源效益	In 2030, reduce the energy consumption intensity by workforce by 10% as compared with the level in 2022. 於2030年，將按員工計的能源消耗密度從2022年的水平降低10%。
	Install motion sensors in the Group's headquarters to automatically control the switching of lights by 2025. 於2025年前，於本集團總部安裝動態感應器，自動控制照明開關。
	Change all lighting in its operations to energy-saving lightings by 2025. 於2025年前，將各營運地點的所有照明更換為節能照明。
Water Efficiency 節約用水	In 2030, reduce the water consumption intensity by workforce by 10% as compared with the level in 2022. 於2030年，將按員工計的耗水密度從2022年的水平降低10%。
	Install tap aerator in the Group's headquarters for water conservation by 2025. 於2025年前，於本集團總部安裝水龍頭節流器以節約用水。
Environmental Awareness of Employees 員工環保意識	From 2023 onwards, the Group will conduct at least 3 annual activities to raise awareness of environmental protection among employees. 自2023年起，本集團將每年至少舉辦3次活動，提高員工的環保意識。

# Environment

## 環境管理

### Enhance Energy Efficiency to Reduce Our Carbon Footprint

In the face of increasingly serious climate change, the society has paid more attention to environmental protection and resources conservation. The Group is committed to improving resource consumption efficiency of energy, water, and paper to reduce our overall environmental footprint, as well as continue to identify and review the implementation of energy conservation and emission reduction measures so as to reduce the environmental impact from business activities.

In daily operation, we encourage our employees to live with low carbon. To promote low carbon live style, we have posted different posters with specific and feasible suggestions in different aspects, namely energy saving, reducing wastes and reducing emissions.

### Energy Usage and Management

We endeavour to avoid excess energy consumption and hence reduce our greenhouse gas emissions to achieve greater corporate social responsibility. The majority of the Group's energy usage is derived from petroleum and diesel consumption used for the powering of the Group's generator, machinery and mobile vehicles. A proportion of our energy usage can also be traceable to electricity consumption from our headquarters and construction sites. The total energy consumption of the Group during the Reporting Year was 363.21 kWh'000, which was 66.62% higher than that of 2021.

To reduce energy consumption, the Group has adopted several energy-saving practices, including but not limited to: 為降低能源消耗，本集團已採取多項節能措施，包括但不限於：

- 1 employed automation devices such as motion sensors and timers to enhance energy efficiency at our operation sites and offices where appropriate;  
在適當情況下，使用人體感應器和計時器等自動化設備，提高營運地點和辦公室的能源效益；
- 2 replaced all lamps and high electricity consumption office appliances with those with energy-saving labels;  
將所有電燈及耗電量高的辦公設備更換為附有節能標籤的設備；
- 3 put stickers around the office to remind employees to turn off electrical appliances when they were not using;  
貼上貼紙提醒員工在沒有使用設備時關上電源；
- 4 used video conferencing to reduce unnecessary business travel;  
使用視頻會議，減少不必要的出差；
- 5 encouraged employees to use public transportation during business trips;  
鼓勵員工在商務旅行期間使用公共交通工具；
- 6 optimised route planning for transportation; and  
優化交通路線規劃；及
- 7 posted green trips at offices to raise employees' awareness on energy saving.  
於辦公室張貼綠色提示，提高員工的節能意識。



### 提升能源效益減低碳足印

面對日益嚴重的氣候變化，社會愈來愈重視環境保護與節約資源。本集團致力提高能源、水源和紙張方面的資源消耗效率，以減少整體環境足印，並持續辨識與審視各項節能減排措施的實施情況，以減少商業活動對環境的影響。

在日常運作中，我們鼓勵我們的員工進行低碳生活。為了推廣低碳生活模式，我們張貼了不同的海報，從不同方面，即節能、減廢及減排，提出具體及可行的建議。

### 能源使用與管理

我們致力避免過多的能源消耗，從而減少排放溫室氣體，以實現最佳的企業社會責任。本集團大部分能源消耗來自為發電機、機械及車輛提供動力時所消耗的石油和柴油。部分的能源消耗來自公司總部及工地的電力消耗。於報告年度，本集團的總能源消耗量為363.21千個千瓦時，較2021年增加66.62%。

## Water Management

Water scarcity and water crises have been deemed as top global risks. Recognising this, we are devoted to using water responsibly and sustainably. We strive to conserve water through active engagement with our customers, subcontractors, partners as well as staff. Promoting awareness of water conservation helps protect water resources and ensure a sustainable water supply to support business operations and the communities in which we operate.

In our headquarters, we regularly maintain our pipes and taps to prevent water leakages. Relevant reminders are also displayed in pantries and washrooms to reinforce a water-saving culture. At our construction sites, our subcontractors are also reminded to consume water in a conscious manner through environmental posters displayed on the notice boards.

## 用水管理

水資源缺乏和水危機已被視為全球主要危機。有見及此，我們致力以負責任和可持續發展的方式使用水資源。我們通過與客戶、分判商、合作夥伴以及員工積極合作，努力節約用水。提高節約用水意識有助保護水資源和確保維持可持續供水，以配合業務營運及業務所在社區的需要。

在我們的總部中，我們定期保養水管和水龍頭，防止漏水。茶水間和洗手間亦有張貼相關提示，加強節約用水的文化。在我們的工地，我們亦在告示板上張貼環保海報，提醒承建商謹慎用水。



Water-saving Reminder at the Construction Site  
施工現場的節水提醒

# Environment

## 環境管理

### Saving Paper

One of the principal materials consumed by the Group was paper for administrative purposes. As paper products can cause deforestation and global warming, to minimise the use of paper, we currently adopt an e-procurement system, e-recruitment system, electronic documentation and filing system, intranet or internal communication system, as well as a human resource management system. Internal publications are also digitised. The electronification of the procurement process helps minimise resource usage, as well as maintain procurement records in an accurate and secure manner.

In support of environmental protection, the Company adopted the arrangement to dispatch our Annual Report, Interim Report and other corporate documents through electronic means. To promote paper saving efforts among our shareholders, we recommend all shareholders elect the website version option. The number of printed copies of our corporate documents were substantially reduced after the adoption of the arrangement.

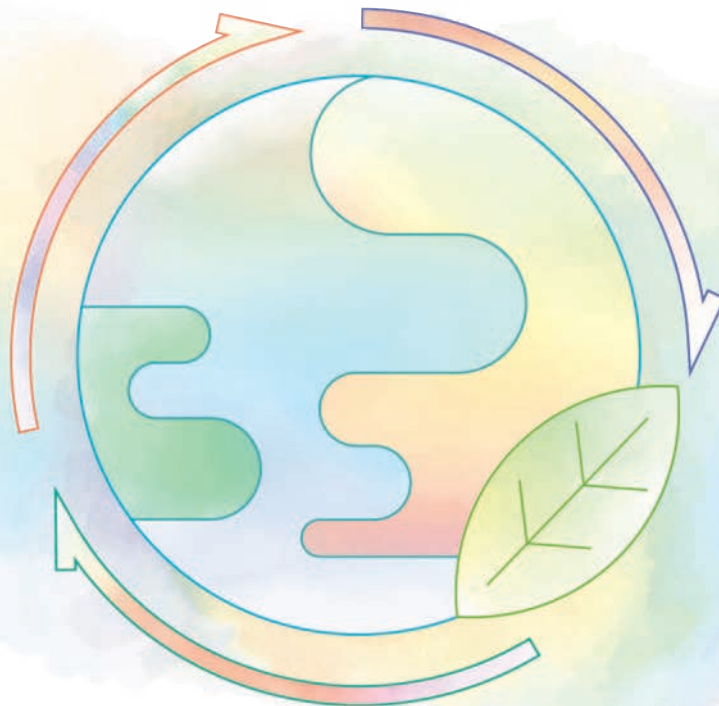
Furthermore, we set duplex printing as the default mode for most network printers, and use only FSC, PEFC certified paper, or 100% post-consumer recycled paper. All of the shredded paper was subsequently recycled.

### 減少用紙

用作行政用途的紙張是本集團消耗的主要材料之一。由於紙產品可導致森林砍伐和全球暖化，為減少用紙，我們目前採用電子採購系統、電子招聘系統，電子文檔和存檔系統、內聯網或內部通訊系統以及人力資源管理系統。內部出版物亦已改成電子版。電子化採購過程大大減少資源使用，以及能準確、安全地保留採購記錄。

為支持環保，本公司採用電子方式發送年度報告、中期報告及其他公司文件。為促進股東節約用紙，我們建議所有股東選擇網站版本。這項安排使我們印刷的公司文件數量大大減少。

此外，我們將雙面打印設置為打印機的默認模式，並且僅採用森林管理委員會及森林認證體系認可計劃認證的紙張或100%消費後的再生紙，亦會回收所有碎紙。



## EMISSIONS MANAGEMENT

### Exhaust Gas Emissions

The Group's exhaust gas emissions mainly stemmed from the operation of corporate and employee vehicles, which generates direct air pollutants, including nitrogen oxides ("NOx"), sulphur oxides ("SOx") and particulate matter ("PM"). Some of the employee vehicles are subsidised through a transportation subsidy by offering corporate fuel cards to specific employees.

## 排放管理

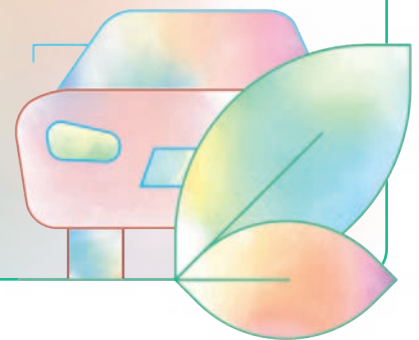
### 廢氣排放

本集團的廢氣排放主要來自公司及員工車輛直接產生的空氣污染物，包括氮氧化物（「NOx」）、硫氧化物（「SOx」）和懸浮粒子（「PM」）。部分員工車輛受惠於公司向特定員工提供公司油卡之交通補貼。

To reduce emissions from the source, the Group has formulated policies and actively implemented various emissions reduction measures. In which, drivers are responsible for taking the following measures:

為從源頭上減少廢氣排放，本集團已訂立相關政策並積極採取減排措施。當中，駕駛員須負責以下的車輛保養維護工作：

- 1 Turn off the engine when the vehicle is not in use;  
在車輛不使用時關閉引擎；
- 2 Use unleaded fuel and low-sulphur fuel according to the laws and regulations;  
根據法律規定使用無鉛燃料及低硫燃料；
- 3 Eliminate non-compliant vehicles in accordance with national emission policy regulations; and  
根據國家排放政策規定淘汰不達標車輛；及
- 4 Optimise operational procedures to improve fleet efficiency.  
優化營運流程，以提高車隊效率。



The employees' awareness of reducing exhaust gas emissions has been increased through the above measures. 通過以上措施，員工的減排意識得以提高。

# Environment

## 環境管理

### Waste Management

The Group's solid waste mainly comes from construction sites and offices. As part of our commitment to minimise our environmental footprint, we seek to reduce material consumption and maximise recycling to effectively use resources in our business activities.

At our construction sites, construction materials and waste constitute one of the main environmental impacts. Hence, at the procurement level, materials are only purchased based on precise calculations with a specified margin. We have also adopted "Waste Management Guideline" to guide our staff how to dispose different kinds of waste. At our sites, we also practice waste separation for inert, non-inert, and other recyclables. In which, recyclable construction wastes include metals, glass, plastic and rubber; renewable construction materials include timber, bamboo and paper, while non-renewable materials include concrete, steel, glass, prefabricated units, aluminium formwork and other metals. All the above materials and waste are clearly labelled and separated at each site, in order to be recycled and reused as much as possible. The wastes of all projects are collected and handled by professional licensed third parties 1-2 times per week in a proper and responsible manner.

### 廢物管理

本集團的固體廢棄物主要來自工地和辦公室。為進一步實現減少生態足跡的承諾，我們致力減少材料消耗和盡可能地將其回收利用，以在業務活動中有效利用資源。

在我們的工地，建築材料和廢物是構成環境影響的主要源頭之一。因此，在採購方面，我們精確計算需要採購的物料。我們還制定了《廢物管理指引》，指導我們的工人如何棄置各種廢物。在工地，我們對惰性、非惰性和其他可回收的廢物進行分類。其中，可回收的建築廢料包括金屬、玻璃、塑膠及橡膠；可再生建築廢料包括木材、竹和紙；不可再生廢料包括混凝土、鋼鐵、玻璃、預製組件、鋁模板和其他金屬。每個工地均會對上列的所有材料和廢物作清晰標記和分類，以便盡可能作回收及重用。所有項目的廢物均由專業、得到許可的第三方以適當和盡責方式每週收集和處理一至兩次。



Recycling station at the construction site  
建築工地上的回收站



Separation of non-inert waste at the construction site  
建築工地上的非惰性廢物分類

In our office, there is a designated area for office wastes and recyclables. Staff are actively encouraged to recycle and reuse waste electrical and electronic equipment, printer cartridges, and packaging materials, to avoid the disposal of plastic materials. A chemical handling policy has also been implemented to properly handle and avoid hazardous waste. For example, rechargeable batteries containing toxic chemicals such as cadmium are strictly forbidden, while low phosphate cleaning agents are widely adopted. Office wastes are regularly monitored and the records and progress are shared among staff and relevant stakeholders.

During 2022, the Group recycled 2,324.44 tonnes of non-hazardous waste, resulting in a recycling rate of 98.25%.

### Sewage Discharge

We do not generate any industrial wastewater in the course of office operation, but only domestic wastewater. Therefore, all wastewater is discharged to the urban sewage pipe network directly.

On the other hand, sewage is generated and discharged at our sites during the operations. To fully utilise our water resources, wastewater is collected and preceded for reuse, such as reusing for watering plants. To handle our sewage in a sustainable manner, we have adopted "Water Pollution Control Guideline", classifying different kinds of wastewater and listing out the corresponding waste treatment. A sewage treatment system is also installed in the construction site to filter the wastewater before discharging it to public sewers.

我們的辦公室設有指定區域用作存放辦公室廢物和可回收物品。我們積極鼓勵員工回收和再利用廢棄的電器和電子設備、打印機墨盒和包裝材料，以減少棄置塑料材料。我們亦實施處置化學品政策，以正確處理和避免產生危險廢物，如嚴格禁止使用含有毒化學物質如鎘的可充電電池，廣泛採用低磷酸鹽的清潔劑。我們定期監察辦公室廢物，並向員工和相關持份者分享記錄和進度。

於2022年，本集團回收了2,324.44噸無害廢棄物，總回收率達98.25%。

### 廢水排放

我們在物業及設施管理和辦公室營運過程中沒有任何工業廢水，只產生生活廢水。因此，所有廢水均直接排入城市污水管網。

另一方面，我們的室內裝飾及特殊項目工地在營運過程中會產生和排放污水。為了充分利用我們的水資源，我們收集廢水並進行再利用，例如用於澆灌植物。為了以可持續的方式處理我們的污水，我們制定了《水污染控制指引》，將廢水分類並列明相應的處理程序。我們的建築工地還安裝了污水處理系統，將污水過濾後排放到城市污水管。



# Environment

## 環境管理

### Noise Emissions

Our construction projects inevitably generate construction noise in the surrounding neighbourhoods. Noise emissions are produced mainly by the operation of onsite machinery. At our construction sites, we strive to minimise noise impacts generated from mechanical machinery by opting for construction equipment with noise barriers and the Quality Powered Mechanical Equipment label, which is notably quieter and environmentally friendly. Furthermore, we ensure that construction works are performed at reasonable hours of the day, usually from 7 am to 7 pm. These noise control procedures are detailed in our safety manual and environmental management manual, which are made available to all staff.

### 噪音排放

我們的建築項目無可避免地會於鄰近社區產生建築噪音。噪音排放主要來自工地的機器運作。在我們的工地，我們使用隔音板及選用帶有「優質機動設備」標籤的建築設備，這些設備較環保和操作時較安靜，可盡量減低機械設備所製造的噪音。此外，我們確保在合理時間施工，通常於上午7時至晚上7時進行工程。有關噪音控制程序詳細列於《安全手冊》及《環境管理手冊》，所有員工均可閱覽。



Noise barriers are installed onsite to control noise  
在地盤使用隔音圍板控制噪音

## Dust Control

The Group strictly implements the responsibility system of dust control. We continue to strengthen dust prevention measures at construction sites by setting closed enclosure, strengthening material management, and strengthening monitoring and other work procedures. We have established Air Pollution Control Guideline, which guides our staff the procedures to prevent, control and remove the dusts according to the types of process and project.

## 揚塵控制

本集團嚴格執行揚塵管控的責任制，我們通過設置封閉圍擋、加強物料管理和加強監控等工作環節，不斷加強施工現場的揚塵防範措施。我們制定了《空氣污染控制指引》，指導我們的工人根據工程及工序的類型預防、控制及清理塵埃的程序。

### CASE STUDY 案例

#### Dust Control for Superstructure Work for the Redevelopment Project at Bisney Road, Pofulam 薄扶林碧荔道重建項目上蓋工程的揚塵控制

We have been undergoing superstructure work for the redevelopment project at Bisney Road, Pofulam. We recognise that air pollution of dust generated from construction activities may cause disturbance and nuisance to nearby residents. Therefore, we continue to strengthen our construction management and actively take the following dust control measures:

我們現正為位於薄扶林碧荔道的重建項目進行上蓋工程。我們明白建築活動所產生的灰塵帶來的空氣污染，會對附近居民造成干擾及滋擾。因此，我們會繼續加強工程管理並積極採取以下揚塵控制措施：

- set barriers during earthworks, structural construction, decoration and installation, and temporary buildings removal;  
在進行土方工程、結構工程、裝飾和安裝及拆除臨時建築物時，設置屏障；
- equipped the construction site with corresponding sprinkler facilities, and take spraying and sprinkling measures during the construction process to keep the soil surface moist and prevent dust generation; and  
於建築工地配備相應的灑水設施，並於施工過程中採取噴水及灑水措施，保持泥土表面濕潤，避免揚塵擴散；及
- stored powdery materials in closed containers and covered piled materials that are prone to dust.  
封閉存放粉末狀材料，並覆蓋易產生揚塵的堆放材料。

In addition, subcontractors are strictly instructed to use air purifying systems, water sprinkling techniques, vehicle wheel washing, and dust prevention covers.

此外，我們嚴格指示承建商使用空氣淨化系統、灑水技術、清洗車輪及防塵罩。



Cover the stockpile of dusty materials  
覆蓋易生塵埃的物料堆

# Environment

## 環境管理

### CLIMATE CHANGE

Climate change is the defining issue of our time. The Group recognises the direct impacts of climate change on our business and the community at large, and associated risks and opportunities presented to our operations. Supported by our ESG Steering Committee and other standing committees, our Board oversees climate-related issues and risks and ensures that they are incorporated into our strategy. Meanwhile, we have been consolidating resources to strengthen governance, developing long-term resilient strategies, expanding our climate-risk management capabilities and improving the management of related performance.

To monitor the risks associated with extreme weather, including typhoon and black rainstorm, we have provided employees the Pre- & Post-Typhoon/Rainstorm Site Precautionary Measure Checklist to investigate the availability of different items before and after the typhoon and rainstorm, such as the scaffold, emergency power and so on. Moreover, we have also established Emergency Response Guideline in the Environmental Protection Guideline as well as Procedure of Emergency Preparation and Response in the Environmental Protection Procedure for the sake of handling the chemicals leakage associated with the extreme weather.

#### GHG Emissions

With regard to GHG emissions, Scope 1 direct GHG emissions are largely derived from mobile combustion of fossil fuels used in our corporate and employee vehicles. Scope 2 energy indirect GHG emissions can be traceable to the fossil fuels used to generate electricity we use in our operations. Scope 3 other indirect GHG emissions can be attributed to the electricity used for processing freshwater and sewage by government departments.

During the Reporting Year, we emitted approximately 145.85 tonnes of carbon dioxide equivalent in total, with 37.70% being scope 1 direct GHG emissions, 54.23% from scope 2 energy indirect GHG emissions and the remaining 8.07% from scope 3 other indirect GHG emissions. Please refer to sections "Exhaust Gas Emissions" and "Resource Efficiency" for details on our emissions reduction initiatives. Looking forward, the Group will continue to assess, record and annually disclose its GHG emissions, as well as evaluate the effectiveness of current measures to further improve our environmental sustainability.

### 氣候變化

氣候變化是現今的重要議題。本集團認識到氣候變化對我們的業務和整個社區的直接影響，以及給我們的營運帶來的相關風險和機遇。在我們環境、社會及管治推進委員會和其他委員會的支持下，我們的董事會監督與氣候相關的問題和風險，並確保它們被納入我們的策略。同時，我們一直在整合資源以加強治理，制定長期彈性策略，擴大氣候風險管理能力，改善相關績效管理。

為了監控極端天氣帶來的風險，包括颱風及黑色暴雨，我們為員工提供了颱風／暴雨前後地盤防護措施檢查表，評估不同項目如棚架和緊急電源等於颱風／暴雨前後的可用性。此外，我們亦分別於《環保指引》及《環保程序》中制定了《緊急應變指引》和《應急準備及應變程序》，以應付因極端天氣導致的化學品洩漏。

#### 溫室氣體排放

就溫室氣體而言，我們於範圍1直接溫室氣體排放主要來自使用化石燃料的公司及員工車輛、範圍2的能源間接溫室氣體排放則來自我們營運時的用電，需用化石燃料來發電、範圍3的其他間接溫室氣體排放來自政府部門使用電力處理淡水和污水的過程。

於報告年度，我們排放了大約145.85噸二氧化碳，其中37.70%是範圍1的直接溫室氣體排放，54.23%來自範圍2能源間接溫室氣體排放，餘下8.07%來自範圍3其他間接溫室氣體排放。有關我們更多的減排措施，請參閱「廢氣排放」及「資源效率」部分。展望未來，本集團將繼續評估、記錄及每年披露其溫室氣體排放，以及評估現行措施的效用，以進一步改善我們的環境可持續發展。

## Climate Resilience and Mitigation Strategies

To address the opportunities and risks of climate change, with reference to the Financial Stability Boards Task Force on Climate-Related Financial Disclosures (“TCFD”) framework, an internal review on climate change-related impacts was conducted. The study enabled us to review the effectiveness of existing precautionary measures and emergency responses in case of a crisis, in particular extreme weather conditions such as super typhoons and heavy rainfalls. With a better understanding of the key physical risks posed to our operations by climate change, we will continue to enhance our relevant policies, strategies and precautionary measures in anticipation of such challenges. Based on the internal review on climate change related impacts, we identified the following associated risks and opportunities.

### Climate-related Risks

We acknowledge that the shift in market preference is leading to more demanding environmentally-friendly services and increasing consideration of environmental criteria in tender evaluation. To outperform peers in capturing the shift in market preference and maintain market share, the Group has prepared the climate and environmental plan during the tendering process of the recent projects in showing its commitment to combating climate change.

The construction industry has always been directly affected by weather events. Acknowledging that the sustained high temperatures could potentially affect labour productivity as well as the health and safety at the workplace, we took the appropriate measures to prevent heatstroke from rising temperatures.

In addition, as extreme weather events are becoming increasingly common and intense, it is more important than ever for the Group to be proactive in mitigating and adapting to the effects of climate change. The Group reckons extreme weather endangering the health and safety of our employees and customers, and increasing daily property operation and maintenance costs. Therefore, ongoing actions including appropriate measures to prepare our operations and people to react to extreme weather events are adopted, including, issuing a set of guidelines on precautionary measures to be adopted before and after extreme weather events.

## 氣候韌性和緩和策略

為應對氣候變化所帶來的機遇和風險，我們參考金融穩定委員會的氣候相關財務信息披露工作組（「TCFD」）框架，進行了一個針對氣候變化相關影響的內部研究。該研究有助我們審視現有的預防措施及緊急應變方案是否行之有效，尤其在超級颱風及暴雨等極端天氣情況下。我們經深入了解氣候變化為營運帶來的關鍵實體風險後，將繼續完善相關政策、策略和預防措施，以便更有效地應對預期的挑戰。根據對氣候變化相關影響的內部研究，我們識別了以下的相關風險和機遇。

### 氣候相關風險

我們明白，市場喜好開始轉向符合更嚴格標準的環保服務，在評審標書時亦會考慮更多環保因素。為抓緊市場喜好，在同業中脫穎而出並維持市場佔有率，本集團在近期項目的投標過程中編製了氣候與環境計劃，以展示本公司對應對氣候變化的決心。

天氣事件直接影響建築行業。我們意識到持續高溫可能影響僱員生產力以及工作場所的健康與安全，因而採取適當措施以防僱員因高溫而中暑。

此外，隨著極端天氣事件變得越來越普遍和強烈，對本集團來說，現在比以往任何時候都更需要積極主動地緩解和適應氣候變化的影響。本集團認為極端天氣會危及員工和客戶的健康和安全，並新增日常物業營運和維護成本。因此，我們正在採取行動，包括採取適當措施，為我們的營運和員工應對極端天氣事件做好準備，包括發佈一套關於極端天氣事件前後應採取的預防措施的指南。

# Environment

## 環境管理

### Heat Stroke Prevention 預防中暑

Strengthen promotion and execution work on heatstroke prevention and cooling, and enhance the safety awareness of workers by posting posters.

加強防暑降溫的宣傳和執行工作，通過張貼宣傳海報，提高工人的安全意識。

Provide workers with appropriate protective clothing and equipment, such as hats and fan cooling jackets.

為工人提供適當的防護服和設備，如帽子和降溫風扇衫。

Establish labour and rest system for high-temperature operation in summer and avoid operation during high-temperature hours.

建立夏季高溫作業的勞動和休息制度，避免在高溫時段作業。

Provide canvas sunlight shielding at construction sites during construction in hot seasons and remind the workers to take regular breaks in a cool, shaded area.

在高溫季節施工時，在施工現場設置遮陽帆布，提醒工人定期到陰涼處休息。

Encourage workers to drink plenty of water and other fluids while drinking water and watermelon were supplied.

鼓勵工人多喝水和其他液體，同時提供飲用水和西瓜。

Make adjustments and improvements once physical or psychological diseases arising from high-temperature or overload construction are discovered.

一旦發現因高溫或超負荷施工引起的身體或心理疾病，要及時調整和改進。



Enhancing the safety awareness of workers by posting posters/banners  
通過張貼宣傳海報／橫額，提高工的安全意識



Employees were enjoying watermelon together in a cool, shaded area  
員工們在一個陰涼的地方一起享用西瓜



Instructing the employees how to wear fan cooling jackets  
指導員工如何穿上降溫風扇衫



Providing drinking water at the construction site  
在施工現場提供飲用水



Remove loose materials near scaffolding and outdoor area and fix all loose things securely

清除棚架和室外範圍附近的鬆散物料，並固定所有鬆散物料



Check and clear any blockage in the site drainage system to ensure effective discharge of surface water run-off

檢查並清除工地排水系統中的任何堵塞物，確保能有效排出地面水流



Check the condition of existing trees on site and stabilise them as appropriate

檢查工地現有樹木的狀況，並適當地固定



Ensure the stability of scaffolding, catch fan, formwork, nylon mesh, safety net, hoarding and temporary structure, and remove tarpaulin from scaffolding as appropriate to avoid adverse impact of strong wind

確保棚架、斜柵、模板、尼龍網、安全網、圍板和臨時支架穩定，並從棚架上適當移除防水布，以避免加劇強風影響



Update emergency contact list, alert all emergency team members, follow steps in emergency preparedness plans and provide personal protective equipment

更新緊急聯絡表，提醒所有應急小組成員跟從應急準備計劃中的步驟，並提供個人防護設備



Cease work on external walls, lower and park gondolas to the lowest position securely

停止外牆工作，降低吊船，停泊於最低位置



Stop unnecessary electricity supply and enhance protection to external electricity distribution boards

停止不必要的供電，加強配電箱的外部保護



Cease all site work and evacuate workers before hoisting of typhoon signal no. 8

當八號颱風信號懸掛前，停止所有工地工作並撤離工人

## BEFORE AN EXTREME WEATHER EVENT 極端天氣發生前

## Precautionary Measures 預防措施



## AFTER AN EXTREME WEATHER EVENT 極端天氣發生後



Inspect the site, report damages and repair damaged facilities back to safe condition prior to work commencement

開始工作前檢查工地情況，報告損壞並修復損壞設施，使其恢復安全狀態



Inspect and certify scaffoldings, lifting appliances, electricity facility, and other equipments and machineries to ensure that they are all in safe working condition before use

檢查並確定棚架、起重設備、電力設施以及其他設備和機械的狀況，在使用前確保它們均處於安全的工作狀態



Check temporary structure and soil condition of excavation to ensure stability

檢查及確保挖掘的臨時支架和土壤狀況穩定

# Environment

## 環境管理

### PROMOTING ENVIRONMENTAL AWARENESS

Promoting environmental awareness is an easy way to become an environmental steward and participate in creating a brighter future for our future generations. We do this by distributing environmental posters and green tips, organising environmental seminars, as well as participating in environmental activities.

#### Green Tips

In order to promote environmental awareness among our employees, green tips are regularly shared with our staff members through emails, bulletin boards, newsletters, intranet, seminars and other means. We utilise environmental posters to effectively and efficiently spread ideas of various environmental conservation measures. The environmental posters are displayed in our construction sites well as communicated via email to our staff members in corporate office. Moreover, orientation training on green office best practices is provided to new employees.

#### Environmental Conservation

We spare no efforts in engaging in activities related to environmental protection. To reduce waste and to advocate recycling in daily life, we regularly organise collection programmes in our office during festive seasons such as Mid-Autumn Festival. During the Reporting Year, we arranged a special recycling programme for mooncake boxes. All staff, subcontractors and partners could bring their boxes back to our designated collection points after consuming mooncakes. After collection, the boxes were handed over to recycling service operators approved by the Environmental Protection Department for recycling. Despite the response from the collection was encouraging, we still reminded our colleagues to avoid unnecessary consumption and reduce waste at source.

### 提升環境意識

宣揚環保意識是成為環境管理者及參與為下一代創造美好將來的簡易方法。我們通過分發環保海報和綠色提示，組織環保研討會以及參加環保活動來做到這一點。

#### 綠色提示

為了提高員工的環保意識，我們定期通過電子郵件、公告欄、新聞通訊、企業內部網、研討會和其他方式與員工分享環保貼士。我們利用環保海報有效地傳達各種環保措施的理念。這些環保海報在我們的建築工地上展示，並通過電子郵件向辦公室員工傳達。此外，我們還向新員工提供有關綠色辦公室實踐方法的入職培訓。

#### 環境保護

我們在參與環保活動方面不遺餘力。為了於日常生活中減少浪費及提倡回收，我們會在節日期間於辦公室舉辦回收活動，例如在中秋節。於報告年度，我們特別安排了月餅盒回收活動。所有員工、承建商及合作夥伴在享用月餅後，可將月餅盒拿到指定收集點回收。收集完成後，月餅盒交由獲環境保護署批准回收的回收服務營運商處理。儘管收集活動反應熱烈，我們仍提醒員工避免不必要的消耗及實行源頭減廢。

## Protection of Biodiversity

During the Reporting Year, to demonstrate our commitment to tackling the climate crisis and the deterioration of biodiversity on the planet, the Group continued to participate in the annual Earth Hour organised by the World Wide Fund.

## 生物多樣性保護

於報告年度，為展示我們對解決氣候危機和地球生物多樣性減少的承諾，本集團繼續參加了由世界自然基金會舉辦的「地球一小時」活動。



Poster of the recycling programme for mooncake boxes  
月餅盒回收活動海報



Poster of Earth Hour  
「地球一小時」海報



# Laws and Regulations Compliance

## 遵守法律法規

### Business 業務營運

- ▶ Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong) 《防止賄賂條例》(香港法例第201章)
- ▶ Competition Ordinance (Cap. 619 of the Laws of Hong Kong) 《競爭條例》(香港法例第619章)
- ▶ Trade Marks Ordinance (Cap. 599 of the Laws of Hong Kong) 《商標條例》(香港法例第599章)
- ▶ Employment of Children Regulations (Cap. 57B of the Laws of Hong Kong) 《僱用兒童規例》(香港法例第57B章)
- ▶ Employment of Young Persons (Industry) Regulations (Cap. 57C of the Laws of Hong Kong) 《僱用青年(工業)規例》(香港法例第57C章)

### Customers 以客為本

- ▶ Trade Descriptions Ordinance (Cap. 362 of the Laws of Hong Kong) 《商品說明條例》(香港法例第362章)
- ▶ Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) 《個人資料(私隱)條例》(香港法例第486章)
- ▶ Fire Services Ordinance Cap. 95 of the Laws of Hong Kong) 《消防條例》(香港法例第95章)

### People 人才發展

- ▶ Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong) 《職業安全及健康條例》(香港法例第509章)
- ▶ Factories and Industrial Undertakings Ordinance (Cap. 59 of the Laws of Hong Kong) 《工廠及工業經營條例》(香港法例第59章)
- ▶ Employees Compensation Ordinance (Cap. 282 of the Laws of Hong Kong) 《僱員補償條例》(香港法例第282章)
- ▶ Sex Discrimination Ordinance (Cap. 480 of the Laws of Hong Kong) 《性別歧視條例》(香港法例第480章)
- ▶ Disability Discrimination Ordinance (Cap. 487 of the Laws of Hong Kong) 《殘疾歧視條例》(香港法例第487章)
- ▶ Family Status Discrimination Ordinance (Cap. 527 of the Laws of Hong Kong) 《家庭崗位歧視條例》(香港法例第527章)
- ▶ Race Discrimination Ordinance (Cap. 602 of the Laws of Hong Kong) 《種族歧視條例》(香港法例第602章)
- ▶ Employment Ordinance (Cap. 57 of the Laws of Hong Kong) 《僱傭條例》(香港法例第57章)
- ▶ Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong) 《最低工資條例》(香港法例第608章)
- ▶ Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong) 《強制性公積金計劃條例》(香港法例第485章)

### Environment 環境管理

- ▶ Air Pollution Control Ordinance (Cap. 311 of the Laws of Hong Kong) 《空氣污染管制條例》(香港法例第311章)
- ▶ Noise Control Ordinance (Cap. 400 of the Laws of Hong Kong) 《噪音管制條例》(香港法例第400章)
- ▶ Code of Practice on Good Management Practice to Prevent Violation of the Noise Control Ordinance (Cap. 400 of the Laws of Hong Kong) for Construction Industry 防止違反《噪音管制條例》(香港法例第400章)良好管理業務守則
- ▶ Waste Disposal (Chemical Waste) (General) Regulation (Cap. 354C of the Laws of Hong Kong) 《廢物處置(化學廢物)(一般)規例》(香港法例第354C章)
- ▶ Waste Disposal (Charges for Disposal of Construction Waste) Regulation (Cap. 354N of the Laws of Hong Kong) 《廢物處置(建築廢物處置收費)規例》(香港法例第354N章)
- ▶ Water Pollution Control Ordinance (Cap. 358 of the Laws of Hong Kong) 《水污染管制條例》(香港法例第358章)
- ▶ Ozone Layer Protection Ordinance (Cap. 403 of the Laws of Hong Kong) 《保護臭氧層條例》(香港法例第403章)
- ▶ Hazardous Chemicals Control Ordinance (Cap. 595 of the Laws of Hong Kong) 《有毒化學品管制條例》(香港法例第595章)
- ▶ Motor Vehicle Idling (Fixed Penalty) Ordinance (Cap. 611 of the Laws of Hong Kong) 《汽車引擎空轉(定額罰款)條例》(香港法例第611章)
- ▶ Land (Miscellaneous Provisions) Ordinance (Cap. 28 of the Laws of Hong Kong) 《土地(雜項條文)條例》(香港法例第28章)
- ▶ Public Health and Municipal Services Ordinance (Cap. 132 of the Laws of Hong Kong) 《公眾衛生及市政條例》(香港法例第132章)
- ▶ Dumping at Sea Ordinance (Cap. 466 of the Laws of Hong Kong) 《海上傾倒物料條例》(香港法例第466章)
- ▶ Summary Offences Ordinance (Cap. 228 of the Laws of Hong Kong) 《簡易程序治罪條例》(香港法例第228章)
- ▶ Public Health and Municipal Services Ordinance (Cap. 132 of the Laws of Hong Kong) 《公眾衛生及市政條例》(香港法例第132章)

# KPI Data Summary

## 績效數據總結

Key Performance Indicators <sup>1</sup> 關鍵績效指標 <sup>1</sup>		Unit 單位	Total 總和	
Environmental 環境			2022	2021 <sup>2</sup>
<b>Air Emissions<sup>3</sup> 廢氣排放<sup>3</sup></b>				
NOx Emissions NOx 排放	kg 公斤		45.15	27.59 <sup>4</sup>
SOx Emissions SOx 排放	kg 公斤		0.13	0.20
PM Emission PM 排放	kg 公斤		4.32	2.62 <sup>4</sup>
<b>GHG Emissions<sup>5</sup> 溫室氣體排放<sup>5</sup></b>				
GHG Emission — Scope 1 溫室氣體排放 — 範圍一	tCO <sub>2</sub> -e 噸二氧化碳當量		54.99	35.03
GHG Emission — Scope 2 溫室氣體排放 — 範圍二	tCO <sub>2</sub> -e 噸二氧化碳當量		79.09	34.12
GHG Emission — Scope 3 <sup>6</sup> 溫室氣體排放 — 範圍三 <sup>6</sup>	tCO <sub>2</sub> -e 噸二氧化碳當量		11.77	0.02
Total GHG Emissions (Scope 1–3) 溫室氣體排放總量 (範圍1–3)	tCO <sub>2</sub> -e 噸二氧化碳當量		145.85	69.17
GHG Emission Intensity by Revenue <sup>7</sup> 按收入計的溫室氣體排放密度 <sup>7</sup>	tCO <sub>2</sub> -e/HK\$'million 噸二氧化碳當量/港幣百萬元		0.67	0.17
GHG Emission Intensity by Workforce <sup>8</sup> 按員工計的溫室氣體排放密度 <sup>8</sup>	tCO <sub>2</sub> -e/person 噸二氧化碳當量/人		1.68	0.76

- All the figures have been rounded up to 2 decimal places.  
所有數字均四捨五入至小數點後二個位。
- This Report discloses only performance of the ISP Business for 2021 for meaningful comparisons.  
為進行有意義的比較，本報告僅披露2021年室內裝飾及特殊項目業務的表現。
- The calculation of air emissions data is based on the “How to prepare an ESG Report — Appendix 2: Reporting Guidance on Environmental KPIs” issued by the Hong Kong Stock Exchange.  
廢氣排放數據乃按照香港交易所發佈的《如何準備環境、社會及管治報告—附錄二：環境關鍵績效指標匯報指引》計算。
- The calculation of NOx and PM includes 3 corporate vehicles. Due to privacy reasons, 3 employee vehicles have been excluded from this calculation.  
NOx及PM的計算包括3公司車輛，基於私隱問題，此計算並不包括3架員工車輛。
- Greenhouse gas emissions data are presented in terms of carbon dioxide equivalent and are based on, but not limited to, “The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standards” issued by the World Bank Institute and the World Business Council for Sustainable Development, the latest released emission factors of China’s regional power grid basis, “How to prepare an ESG Report? — Appendix 2: Reporting Guidance on Environmental KPIs” issued by the Hong Kong Stock Exchange, and the “Global Warming Potential Values” from the IPCC Fifth Assessment Report, 2015 (AR5), the 2021 Sustainability Report published by the CLP Power Hong Kong, the HK Electric Investments Sustainability Report 2021 published by the HK Electric.  
溫室氣體排放資料乃按二氧化碳當量呈列，並參照包括但不限於世界資源研究所及世界可持續發展工商理事會刊發的《溫室氣體盤查議定書：企業會計與報告標準》、最新發佈的中國區域電網基線排放因子、香港交易所發佈的《如何準備環境、社會及管治報告？—附錄二：環境關鍵績效指標匯報指引》、以及政府間氣候變化專門委員會發佈的《第五次評估報告》的全球升溫潛能值、中華電力發佈的《2021可持續發展報告》以及香港電燈發佈的《2021可持續發展報告》。
- The calculation of Scope 3 GHG Emission includes indirect GHG emissions arising from electricity used for processing freshwater and sewage by government departments.  
範圍三溫室氣體排放的計算包括政府部門用於處理淡水和污水的電力所產生的間接溫室氣體排放。
- For the year ended 31 December 2022, the Group’s ISP Business in Hong Kong recorded a revenue of approximately HK\$217.69 million (2021: HK\$418.88 million). This data is used for calculating other intensity data.  
截至2022年12月31日止年度，本集團在香港的室內裝飾及特殊項目業務和物業及設施管理業務錄得收入約港幣217.69百萬元(2021年：港幣418.88百萬元)。該數據用於計算其他密度數據。
- As at 31 December 2022, the Group’s ISP Business in Hong Kong recorded a workforce of 87 people (As at 31 December 2021: 91 people). This data is used for calculating other intensity data.  
截至2022年12月31日，本集團在香港的室內裝飾及特殊項目業務和物業及設施管理業務錄得的員工人數為87人(截至2021年12月31日：91人)。該數據亦用於計算其他密度數據。

# KPI Data Summary

## 績效數據總結

Key Performance Indicators <sup>1</sup> 關鍵績效指標 <sup>1</sup>	Unit 單位	Total 總和	
Environmental 環境		2022	2021
<b>Energy Use<sup>9</sup> 能源用量<sup>9</sup></b>			
Petroleum Usage 汽油用量	kWh'000 千個千瓦時	46.26	103.03
Diesel Usage 柴油用量	kWh'000 千個千瓦時	171.03	26.29
Electricity Usage <sup>10</sup> 耗電量 <sup>10</sup>	kWh'000 千個千瓦時	145.92	88.67
Total Energy Usage 總能源用量	kWh'000 千個千瓦時	363.21	217.99
Energy Usage Intensity by Revenue 按收入計的能源密度	kWh'000/HK\$'million 千個千瓦時／港幣百萬元	1.67	0.52
Energy Usage Intensity by Workforce 按員工計的能源密度	kWh'000/person 千個千瓦時／人	4.17	2.40

9. The calculation of unit conversion refers to the "Energy Statistics Manual" issued by the International Energy Agency. 直接能源消耗數據的單位換算方法乃根據國際能源署所發佈之《能源數據手冊》計算。

10. Resources consumption data only includes the electricity and water bills paid by the Group. In some projects, such data were not available since the electricity bill and water bill were covered by the landlord and main contractors without installing a separate meter. 資源消耗數據只包括本集團支付電費和水費的部分。在一些項目中，由於電費和水費是由業主及主要承辦商承擔，並無獨立電錶。因此，無法提供相關數據。

Key Performance Indicators <sup>1</sup> 關鍵績效指標 <sup>1</sup>	Unit 單位	Total 總和	
Environmental 環境		2022	2021
<b>Water Use 耗水</b>			
Water Usage 耗水量	m <sup>3</sup> 立方米	517.00	35.00
Water Usage Intensity by Revenue 按收入計的耗水密度	m <sup>3</sup> /HK\$'million 立方米/港幣百萬元	2.30	0.08
Water Usage Intensity by Workforce 按員工計的耗水密度	m <sup>3</sup> /person 立方米/人	5.94	0.38
<b>Waste Disposal<sup>11</sup> 廢物處理<sup>11</sup></b>			
Construction Waste 建築廢料	Tonnes 噸	2,304.40	N/A 不適用
Paper waste <sup>12</sup> 紙廢料	Tonnes 噸	2.39	N/A 不適用
Plastic waste 塑膠廢料	Tonnes 噸	0.06	N/A 不適用
Aluminium waste 鋁廢料	Tonnes 噸	0.01	N/A 不適用
Metal waste 金屬廢料	Tonnes 噸	0.06	N/A 不適用
Non-Hazardous Waste 無害廢棄物	Tonnes 噸	2,306.92	3,969.00
Non-Hazardous Waste Intensity by Revenue 按收入計的無害廢棄物處理密度	Tonnes/HK\$'million 噸/港幣百萬元	10.60	9.48
Non-Hazardous Waste Intensity by Workforce 按員工計的無害廢棄物處理密度	Tonnes/person 噸/人	26.52	43.62
Hazardous Waste <sup>13, 14</sup> 有害廢棄物 <sup>13, 14</sup>	Tonnes 噸	0.10	N/A 不適用
Hazardous Waste Intensity by Revenue 按收入計的有害廢棄物處理密度	Tonnes/HK\$'million 噸/港幣百萬元	0.0005	N/A 不適用
Hazardous Waste Intensity by Workforce 按員工計的有害廢棄物處理密度	Tonnes/person 噸/人	0.001	N/A 不適用

11. Due to the optimisation of the data collection mechanism, the amount of non-hazardous waste generated by category has been disclosed since 2022.

由於已完善數據收集機制，無害廢棄物數據已自2022年起按類別披露。

12. All paper waste from construction sites under the Group's direct control was recycled.

於本集團直接控制的建築工地所產生的廢紙均得到回收利用。

13. Hazardous waste in our operations is non-material to the Group. Nonetheless, we ensure to properly dispose of all wastes in a safe and effective manner.

營運過程中的廢棄物處置對本集團而言並不重大，但我們仍致力確保以安全有效的方式適當處置所有廢棄物。

14. Due to the optimisation of data collection mechanism, the hazardous waste data has been disclosed since 2022.

由於已完善數據收集機制，有害廢棄物數據已自2022年起披露。

# KPI Data Summary

## 績效數據總結

Key Performance Indicators 關鍵績效指標		Unit 單位	Total 總計	
Social 社會			2022	2021
<b>Workforce by Gender 按性別劃分的員工數目</b>				
Female 女性	Person 人		25	29
Male 男性	Person 人		62	62
<b>Workforce by Age 按年齡劃分的員工數目</b>				
<30 Years Old <三十歲	Person 人		11	12
30-50 Years Old 三十至五十歲	Person 人		50	52
>50 Years Old >五十歲	Person 人		26	27
<b>Workforce by Employment Type<sup>15</sup> 按受聘類別劃分的員工數目<sup>15</sup></b>				
Permanent Staff 長期員工	Person 人		70	84 (Full-time 全職)
Contract Staff 合約員工	Person 人		4	7
Daily Rate Staff 日薪員工	Person 人		13	N/A 不適用
<b>Workforce by Employee Category<sup>15</sup> 按就業類別劃分的員工數目<sup>15</sup></b>				
Executive and Director-Grade 行政及董事級	Person 人		3	1
Manager-Grade 經理級	Person 人		19	17
Officer-Grade 主任級	Person 人		32	33
General Staff 一般員工	Person 人		33	40
<b>Workforce by Geographical Region 按地區劃分的員工數目</b>				
Hong Kong 香港	Person 人		87	91

15. Due to the change in operating structure, the Group has revamped the classification of the workforce by employment type and employee category during 2022.  
由於經營結構的變化，本集團在2022年對按受聘類別劃分及按就業類別劃分的員工數目的分類進行了調整。

Key Performance Indicators 關鍵績效指標	Unit 單位	Total 總計	
		2022	2021
Social 社會			
<b>Employee Turnover Rate by Gender<sup>16</sup> 按性別劃分的僱員流失率<sup>16</sup></b>			
Female 女性	%	32.26	79.31
Male 男性	%	48.00	67.74
<b>Employee Turnover Rate by Age Group<sup>16</sup> 按年齡組別劃分的僱員流失率<sup>16</sup></b>			
<30 Years Old <三十歲	%	45.45	83.33
30–50 Years Old 三十至五十歲	%	36.00	65.38
>50 Years Old >五十歲	%	34.62	77.78
<b>Employee Turnover Rate by Geographical Region<sup>16, 17</sup> 按地區劃分的僱員流失率<sup>16, 17</sup></b>			
Hong Kong 香港	%	36.78	N/A

16. The employee turnover rate (by category) = Number of employees who resigned during the financial year (by category)/Number of employees at the end of the financial year (by category)\*100%.  
(按類別劃分)員工流失率 = 於財政年度(按類別劃分)離職員工人數 / 於財政年度末(按類別劃分)員工人數 \* 100%。

17. The turnover rate by geographical region has been disclosed since 2022.  
按地區劃分員工流失率自2022年起披露。

# KPI Data Summary

## 績效數據總結

Key Performance Indicators 關鍵績效指標	Unit 單位	Total 總計	
Social 社會		2022	2021
<b>Breakdown of Trained Employee<sup>18</sup> by Gender 按性別劃分的已培訓員工明細<sup>18</sup></b>			
Female 女性	%	24.14	12.50
Male 男性	%	75.86	87.50
<b>Breakdown of Trained Employee<sup>18</sup> by Employee Category 按僱員類別劃分的已培訓員工明細<sup>18</sup></b>			
Executive and Director-Grade 行政及董事級	%	1.15	N/A 不適用
Manager-Grade 經理級	%	29.89	43.75
Officer-Grade 主任級	%	45.97	56.25
General Staff <sup>19</sup> 一般員工 <sup>19</sup>	%	22.99	0
<b>Average Training Hour by Gender<sup>20</sup> 按性別劃分平均培訓時間<sup>20</sup></b>			
Female 女性	Hours 小時	1.31	0.44
Male 男性	Hours 小時	2.69	3.42
<b>Average Training Hour by Gender by Employee Category<sup>20</sup> 按僱員類別劃分平均培訓時間<sup>20</sup></b>			
Executive and Director-Grade 行政及董事級	Hours 小時	1.70	N/A 不適用
Manager-Grade 經理級	Hours 小時	4.35	0.73
Officer-Grade 主任級	Hours 小時	1.93	4.68
General Staff <sup>19</sup> 一般員工 <sup>19</sup>	Hours 小時	1.17	0

18. The breakdown of employees trained (by category) = Number of employees trained during the financial year (by category)/Total number of employees trained during the financial year\*100%.

(按類別劃分)已培訓員工明細 = 於財政年度(按類別劃分)已培訓員工人數/於財政年度已培訓員工總人數\*100%。

19. Due to the optimisation of the data collection mechanism, the employee training data of general staff has been collected and disclosed since 2022. 由於已完善數據收集機制，一般員工的培訓數據已由2022年起收集及披露。

20. Average training hours completed per employee (by category) = Training hours during the financial year (by category)/Number of employees during the financial year (by category), including those who left employment.  
每名(按類別劃分)員工平均完成培訓時間 = 於財政年度(按類別劃分)培訓時間/於財政年度內(按類別劃分)的員工人數，包括已離職員工。

Key Performance Indicators 關鍵績效指標		Unit 單位	Total 總計	
Social 社會			2022	2021
<b>Work-related Incident<sup>21</sup> 工傷<sup>21</sup></b>				
Employee's Injury Rate 工傷率	Per 1,000 Employees 以每千名工人計		0	0
Lost Days due to Work-related Injury 由工傷所引致的工作日數損失	No. of Days 日數		0	0
Work Fatalities 因工死亡	Person 人		0	0
Work-related Fatality Rate <sup>22</sup> 因工死亡率 <sup>22</sup>	%		0	0
<b>Volunteering Hours 義工時數</b>				
Corporate Responsibility & Social Harmony 企業責任與社會和諧	Hour 小時		43	0

21. For work-related incident data, only direct employees are included. Nevertheless, we pay attention to the health and safety performance of our subcontractor and recorded 178 lost days due to work related injury (2021: 338) with the employee's injury rate of approximately 4.44 per 1,000 workers (2021: approximately 10.75 per 1,000 workers).  
對於與工傷有關的數據，僅包括直接僱員。雖然如此，我們注重承建商的健康與安全表現，並於2022年錄得因工傷損失工作日數178(2021年：338)天及員工工傷率以每千名工人計為約4.44(2021年每千名工人為約10.75)。
22. The work-related fatality rate is calculated by dividing the total number of work-related fatalities during the financial year by the total number of employees as at end of financial year.  
因工死亡率的計算方法是將於報告年度的因工死亡的總人數除以報告年末的員工人數。



ISP HOLDINGS LIMITED  
昇柏控股有限公司

3/F., Hay Nien Building, No. 1 Tai Yip Street  
Kwun Tong, Kowloon, Hong Kong  
Tel : (852) 2635 8290  
Fax : (852) 2811 8401

香港九龍觀塘大業街 1 號禧年大廈 3 樓  
電話 : (852) 2635 8290  
傳真 : (852) 2811 8401

[www.isp-hk.com.hk](http://www.isp-hk.com.hk)