



INVESTECH HOLDINGS LIMITED 威訊控股有限公司

(Incorporated in the Cayman Islands and continued in Bermuda with limited liability)
(於開曼群島註冊成立並於百慕達存續的有限公司)

Stock Code 股份代號 : 1087

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

2022



CONTENTS

目錄

ABOUT THIS REPORT	關於本報告	2
SCOPE OF REPORTING	報告範圍	2
REPORTING STANDARD AND PRINCIPLES	報告準則及原則	2
FEEDBACK	反饋	4
GOVERNANCE STRUCTURE FOR ESG WORK	環境、社會及管治工作的管治架構	5
STAKEHOLDERS COMMUNICATION	持份者溝通	6
MATERIALITY ASSESSMENT	重要性評估	8
EMPLOYMENT AND LABOUR PRACTICES	僱傭及勞工常規	12
EMPLOYER-EMPLOYEE RELATIONSHIP	僱主與僱員的關係	12
DIVERSITY AND EQUAL OPPORTUNITY	多元化及平等機會	13
EMPLOYMENT RIGHT	僱傭權益	14
OCCUPATIONAL HEALTH AND SAFETY	職業健康及安全	14
EMPLOYEE TRAININGS AND DEVELOPMENT	僱員培訓及發展	16
EMPLOYEE BENEFITS	僱員福利	18
ENVIRONMENTAL RESPONSIBILITIES	環境責任	18
ENERGY AND GREENHOUSE GAS EMISSIONS	能源及溫室氣體排放	19
WASTE MANAGEMENT	廢物管理	20
WATER CONSUMPTION	用水	20
SMART OFFICE SOFTWARE SOLUTIONS	智慧辦公軟件解決方案	21
COMBATING CLIMATE CHANGE	應對氣候變化	21
ENVIRONMENTAL PERFORMANCE DATA OVERVIEW	環境表現數據概覽	23
OPERATION PRACTICES	營運常規	24
SUPPLY CHAIN MANAGEMENT	供應鏈管理	24
SERVICE RESPONSIBILITY	服務責任	25
PRIVACY AND DATA PROTECTION	私隱及資料保護	26
ANTI-CORRUPTION	反貪污	27
COMMUNITY RESPONSIBILITIES	社區責任	28
APPENDIX I: STOCK EXCHANGE ESG GUIDE CONTENT INDEX	附錄一：聯交所《ESG指引》內容索引	28



ABOUT THIS REPORT

InvesTech Holdings Limited (together with its subsidiaries, the “Group” or “we”) is pleased to present its Environmental, Social and Governance report (the “Report”) to provide an overview of its management and achievement regarding the Environmental, Social and Governance (“ESG”) aspects. This ESG Report aims to show the Group’s commitment and determination in leading its Company to sustainability that helps resolve various ESG-related issues that may impact the Group’s management and operations.

Scope of Reporting

This Report focuses on the Environmental, Social and Governance performance of the core business segment of the Group, which is the provision of network system integration including the provision of network infrastructure solutions, network professional services and smart office software solutions, and the network equipment rental business, during the period from 1 January 2022 to 31 December 2022 (the “Reporting Period”). This Report covers the offices in the People’s Republic of China (the “PRC”), Hong Kong and Vietnam.

Reporting Standard and Principles

This Report is prepared in accordance with the “mandatory disclosure requirements” and “comply or explain” provisions of the Environmental, Social and Governance Reporting Guide (the “ESG Guide”) as set out in Appendix 27 to the Rules Governing the Listing of Securities of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”). The Report adheres to the principles of materiality, quantitative, balance and consistency to ensure that the ESG issues concerned by the stakeholders are clearly presented in the Report. Corporate governance will be addressed separately in the section headed “Corporate Governance Report” (the “Corporate Governance Report”) in the annual report of the Company for the year ended 31 December 2022 to be published by the end of April 2023. A complete content index is appended in the last chapter of this Report for easy comprehension with reference to the ESG Guide.

關於本報告

威訊控股有限公司（連同其附屬公司統稱「本集團」或「我們」）欣然發佈《環境、社會及管治報告》（「報告」）以提供我們於環境、社會及管治（「環境、社會及管治」）方面管理及成就的概覽。本環境、社會及管治報告旨在展示本集團領導其公司實現可持續發展的承諾及決心，協助解決可能影響本集團管理及營運的各種環境、社會及管治相關問題。

報告範圍

本報告聚焦本集團的核心業務分部，即提供網絡系統整合，包括提供網絡基礎建設解決方案、網絡專業服務及智慧辦公軟件解決方案、以及網絡設備租賃業務於二零二二年一月一日至二零二二年十二月三十一日（「報告期間」）的環境、社會及管治方面的表現。本報告涵蓋中華人民共和國（「中國」）、香港和越南的辦事處。

報告準則及原則

本報告按照香港聯合交易所有限公司（「聯交所」）上市規則附錄二十七《環境、社會及管治報告指引》（「ESG指引」）中的「強制披露規定」及「不遵守就解釋」條文編製而成。報告秉承重要性、量化、平衡性及一致性的原則，確保報告清晰呈現持分者所關注的環境、社會及管治議題。企業管治事項則於本公司將於二零二三年四月底刊發的截至二零二二年十二月三十一日止年度年報「企業管治報告」（「企業管治報告」）一節另行載述。完整內容索引附載於本報告最後一章，以供方便與ESG指引作比較。

ABOUT THIS REPORT (continued)

Reporting Standard and Principles (continued)

In line with the ESG Guide, the Report has applied the following principles:

關於本報告 (續)

報告準則及原則 (續)

與ESG指引的要求一致，本報告已採納以下原則：

Principles 原則	Definitions 定義	The Group's Response 本集團回應
Materiality 重要性	<p>The issues covered in this Report shall reflect the Group's significant ESG impacts and report on the significance of such significant issues to investors or other stakeholders.</p> <p>本報告所涵蓋的議題應反映本集團對環境、社會及管治的重大影響，並且匯報該重大議題對投資者或其他持份者的重要性。</p>	<p>Materiality assessment was conducted to identify key issues that are significant to the Group's long-term sustainability. Please refer to "Materiality Assessment" for more details.</p> <p>進行重要性評估乃為識別對本集團長期可持續發展重大關鍵議題。更多詳情請參閱「重要性評估」。</p>
Quantitative 量化	<p>This Report shall adopt a measurable way to disclose the data or comparative data of the Group's historical key performance indicators and calculate the relevant data.</p> <p>本報告應採用可計量的方式，披露本集團過往關鍵績效指標的數據或比較數據，並計算相關數據。</p>	<p>All key environmental and social performance indicators of this ESG Report are disclosed quantitatively where feasible in accordance with the ESG Reporting Guide.</p> <p>根據環境、社會及管治報告指引，本環境、社會及管治報告的所有關鍵環境及社會績效指標於可行的情況下均進行量化披露。</p>
Balance 平衡性	<p>The ESG report should provide an unbiased picture of the Group's performance.</p> <p>本環境、社會及管治報告應不偏不倚地描述本集團的績效。</p>	<p>The overall ESG performance of this ESG Report has been presented in an objective and unbiased way to provide stakeholders with a balanced overview of the Group.</p> <p>本環境、社會及管治報告的整體環境、社會及管治表現以客觀及公正的方式呈列，為持份者提供平衡的本集團概況。</p>
Consistency 一致性	<p>The Group shall use consistent methodologies to allow meaningful comparisons with the reports of the upcoming years.</p> <p>本集團應使用一致的方法，以便於來年的報告作出有意義的比較。</p>	<p>Unless otherwise stated, the reporting scope of the Group and calculation methodologies used in this ESG Report remain unchanged. For any changes in the scope of disclosure and calculation methodologies, proper disclosures and explanations will be provided if needed.</p> <p>除非另有說明，本集團報告範圍及本環境、社會及管治報告中所使用的計算方法保持不變。就披露範圍及計算方法的任何變動而言，將提供適當披露及解釋 (如需要)。</p>



ABOUT THIS REPORT (continued)

Feedback

The Group welcomes stakeholders' feedback on our ESG approach and performance. Please share your views with us via the following contact methods.

Address:

Unit 706, 7th Floor,
Capital Centre,
No. 151 Gloucester Road, Wan Chai
Hong Kong

關於本報告 (續)

反饋

本集團歡迎持份者對我們的環境、社會及管治方針及表現的反饋。請透過以下方式與我們分享閣下的意見。

地址：

香港
灣仔告士打道151號
資本中心
7樓706室



ABOUT THIS REPORT (continued)

Governance Structure for ESG Work

The Group is committed to integrating environmental, social and governance factors into its operation, creating sustainable value for its stakeholders and performing its duties as a corporate citizen. The Board is responsible for assessing and determining the Group's ESG risks and ensuring that the Group has an appropriate and effective ESG risk management and internal control system in place. The Board is also responsible for overseeing all major matters of the Group, including approving the Group's overall development strategy, formulating and approving ESG-related policy matters, and conducting regular reviews of ESG information to assess the progress of ESG-related work.

We have established an ESG working group (the "Working Group"). The Working Group has been appointed by the Board to assist in the development, review and implementation of the ESG vision, strategy, goals and policies and its responsibilities include, but are not limited to:

- Assess and identify ESG-related risks and opportunities for the Group;
- Identify and assess significant ESG issues and their prioritisation involving the Group's business and/or other key stakeholders, and develop a stakeholder communication policy;
- Regularly review the Group's performance against ESG-related targets and indicators; and
- Ensure adequate disclosure of relevant information in ESG reports.

關於本報告 (續)

環境、社會及管治工作的管治架構

本集團致力將環境、社會及管治因素融合至其營運，為其持份者創造可持續價值，並履行其作為企業公民的責任。董事會負責評估及釐定本集團的環境、社會及管治風險，並確保本集團設有適當及有效的環境、社會及管治風險管理及內部控制系統。董事會亦負責監管本集團的所有重大事項，包括批核本集團的整體發展策略、制定及審批環境、社會及管治相關政策事宜，並對環境、社會及管治信息作定期審視以評估環境、社會及管治相關的工作進度。

我們已成立了環境、社會及管治工作小組（「工作小組」）。工作小組獲董事會委派協助制定、審查和實施環境、社會及管治願景、戰略、目標和政政策，其職責包括但不限於：

- 評估和識別本集團與環境、社會及管治相關的風險和機遇；
- 識別和評估涉及本集團業務和／或其他重要持分者的重大環境、社會及管治議題及其優先次序，並制定持分者溝通政策；
- 根據環境、社會及管治相關目標和指標定期審視本集團的表現；和
- 確保環境、社會及管治報告充分披露相關資料。



ABOUT THIS REPORT (continued)

Governance Structure for ESG Work (continued)

Our target is to reduce greenhouse gas emissions, increase energy use efficiency and reduce unnecessary waste disposal in our daily business operations. At the same time, the Group has formulated several environmentally friendly policies while establishing, tracking and closely monitoring the ESG performance for continuous improvement. Working Group is responsible to update and notify the management of the Group on the work results and KPIs regularly to ensure that the Group follows the direction of the policies and upholds the same philosophy.

Stakeholders Communication

The opinions of stakeholders serve as the best reference for improving our operational performance and promoting sustainable business development. We communicate with stakeholders through various means to collect their opinions.

關於本報告 (續)

環境、社會及管治工作的管治架構 (續)

本集團目標為於日常業務營運中減少溫室氣體排放，提高能源使用效率及減少不必要的廢物處理。同時，本集團已制定多項環保政策，同時建立、跟蹤及密切監測環境、社會及管治表現，以持續改進。工作小組負責定期更新並向本集團管理層匯報工作成果及關鍵績效指標，以確保本集團遵循政策方針，堅持相同理念。

持份者溝通

持份者的意見是改善本集團經營業績及促進業務可持續發展的最佳參考。我們通過各種方式與持份者溝通，以收集其意見。

Stakeholders 持份者	Means of communication 溝通途徑	Expectations 期望
Employees 僱員	<ul style="list-style-type: none"> Performance appraisals Regular briefing Training sessions including seminars and workshops Meeting and discussion on work performance Online platform 表現考核 定期簡報 培訓課程，包括研討會及工作坊 工作表現會議及討論 線上平台 	<ul style="list-style-type: none"> Safeguard the interests of employees Concern for employee occupational health Ensure workplace safety Career development Improvement in employee's remuneration and welfare 維護僱員利益 關注僱員職業健康 保障工作場所安全 職涯發展 改善僱員薪酬及福利
Customers 客戶	<ul style="list-style-type: none"> Complaint and feedback channels Visits by customer relation personnel Continuous direct communication 投訴及反饋渠道 客戶關係人員造訪 持續直接溝通 	<ul style="list-style-type: none"> High quality product and service quality Meet the diversified customer needs 高質素產品及服務質素 滿足客戶多元化需求
Suppliers 供應商	<ul style="list-style-type: none"> Supplier assessment system Continuous direct communication 供應商評估系統 持續直接溝通 	<ul style="list-style-type: none"> Open, fair and equitable procurement Compliance with contracts to achieve win-win situation with mutual benefits Stable demand and common development 公開、公平、公正採購 信守合約，互利共贏 需求穩定，共同發展

ABOUT THIS REPORT (continued)
Stakeholders Communication (continued)

關於本報告 (續)
持份者溝通 (續)

Stakeholders 持份者	Means of communication 溝通途徑	Expectations 期望
Shareholders and investors 股東及投資者	<ul style="list-style-type: none"> • General meetings • Regular corporate publications including financial reports and results announcements • Circulars and announcements • Corporate website • 股東大會 • 定期的企業出版刊物，包括財務報告及業績公告 • 通函及公告 • 公司網站 	<ul style="list-style-type: none"> • Operating results improvement • Sound corporate governance • Timely and complete information disclosure • Considerable return on investment • 經營業績提升 • 完善的企業管治 • 適時及完整的信息披露 • 可觀的投資回報
Business partners 業務夥伴	<ul style="list-style-type: none"> • Meetings • Visits • 會議 • 造訪 	<ul style="list-style-type: none"> • Cooperation in good faith • Anti-corruption • Fair and just • 誠信合作 • 反貪腐 • 公平公正
Regulatory authorities 監管機構	<ul style="list-style-type: none"> • Statutory filings and notification • Ad-hoc enquiries • Seminars • E-mails • 法定申報及通知 • 臨時查詢 • 研討會 • 電郵 	<ul style="list-style-type: none"> • Compliance with laws and regulations and the Listing Rule • Business integrity • 遵守法律法規及上市規則 • 廉潔從業
Community 社區	<ul style="list-style-type: none"> • Donations and voluntary activities • Corporate website • Social media • Mailbox • 捐贈及志願活動 • 公司網站 • 社交媒體 • 郵箱 	<ul style="list-style-type: none"> • Supporting public welfare activities • Improving community environment • Promoting employment • 支持公共福利活動 • 改善社區環境 • 提倡就業



ABOUT THIS REPORT (continued)

Materiality Assessment

In addition to the above-mentioned regular communication, during the Reporting Period, the Group engaged an independent third-party ESG consultant to assist us in conducting a stakeholder survey by inviting various stakeholders to rate the materiality of various issues to the Group, so as to help us identify ESG issues that are material to the Group and act accordingly.

The materiality assessment for the Reporting Period is mainly divided into the following three stages:

關於本報告 (續)

重要性評估

除了上述的常規溝通，於報告期間，本集團委託了獨立第三方環境、社會及管治顧問協助我們進行持份者調查，透過網上調查方式，邀請各類別的持份者就各項議題對本集團的重要性作出評分，以助我們識別對本集團而言重大的環境、社會及管治議題並作出相應行動。

報告期間的重要性評估主要分為以下三個階段：

1. Identify ESG issues 1. 識別環境、社會及管治議題

- The Group identified and reviewed 27 ESG issues most closely related to the Group's business. These issues were identified by reference to the requirements of the Stock Exchange and industry trends towards sustainable development to ensure that the issues identified adequately reflect the nature of the Group's business.
- 本集團識別及檢視27項與本集團業務最密切的環境、社會及管治議題。這些議題乃透過參照聯交所要求以及行業對可持續發展的趨勢所得，確保識別出來的議題充分反映本集團的業務性質。

2. Gather opinions from stakeholders and map the Materiality Matrix 2. 收集持份者意見，繪製重要性議題矩陣圖

- Internal and external stakeholders were invited to participate in an online questionnaire to gather stakeholders' concerns on various issues. The consultant then conducted a quantitative analysis based on two parameters: the stakeholders' orientation towards the issues and the materiality of the issues to the ongoing operations and development of the Group's business. The results of the analysis were presented in matrix form to identify the most important issues at two levels. The most important issues at the levels of stakeholders and the Group are the focus of disclosure in this Report.
- 我們邀請內部及外部持份者參與網上問卷調查，收集利益相關方對各項議題的關注程度。顧問隨即根據持份者對議題的取向和議題對本集團業務的持續營運和發展的重要性這兩個參數作量化分析。分析結果以矩陣形式表達，從而確定在兩個層面最為重要的議題。於持份者和本集團層面最為重要的議題即為本報告的披露重點。

3. Identify material issues 3. 識別重要議題

- The management of the Group has reviewed and identified 9 prioritised material issues to ensure the reasonableness, balance and completeness of this Report.
- 本集團管理層審視並確定9項經優先排序的重要議題，以確保本報告的合理性、平衡性及完整性。

ABOUT THIS REPORT (continued)

Materiality Assessment (continued)

List of ESG Issues

關於本報告 (續)

重要性評估 (續)

環境、社會及管治議題清單

Product Responsibility and Operation Practices 產品責任與營運常規	Caring for Employees 關懷員工	Environment 環境	Community Contribution 社區貢獻
1.. Product and service quality	13. Equal opportunity, diversity, anti-discrimination	21. Air, GHG emission and control	26. Charitable donations and community activities
2. Product and customer safety and health	14. Occupational health and safety	22. Energy and water consumption	27. Community Investment
3. Customer communication and satisfaction	15. Employee training and development	23. Use of resources	
4. Complaint handling	16. Employment compliance	24. Climate change risk	
5. Protection of customer information and privacy	17. Employer-employee relations and communication with employees	25. Green procurement	
6. Intellectual property protection	18. Attracting talent and retaining employees		
7. Research and development	19. Employee benefits		
8. Advertising and label management (e.g. content compliance, truthfulness and reliability)	20. Prevention of child and forced labor		
9. Supplier management			
10. Environmental and social risks in supply chain			
11. Anti-corruption (including bribery, extortion, fraud and money laundering, etc.)			
12. Disaster and emergency response			
1. 產品及服務品質	13. 平等機會、多元化、反歧視	21. 空氣、溫室氣體排放及控制	26. 慈善捐贈與公益活動
2. 產品與客戶的安全及健康	14. 職業健康及安全	22. 能源消耗及用水	27. 社區投資
3. 客戶溝通及滿意度	15. 僱員培訓及發展	23. 資源使用	
4. 投訴處理	16. 僱傭合規性	24. 氣候變化風險	
5. 保障客戶資料及私隱	17. 僱傭關係及與僱員溝通	25. 綠色採購	
6. 知識產權維護	18. 吸納人才和挽留員工		
7. 研究及開發	19. 僱員福利		
8. 廣告及標籤管理 (例如內容合規、真實可靠)	20. 防止童工及強迫勞動		
9. 供應商管理			
10. 供應鏈中的環境及社會風險			
11. 反貪腐 (包括賄賂、勒索、欺詐及洗黑錢等)			
12. 災難及緊急事故應變			



ABOUT THIS REPORT (continued)

Materiality Assessment (continued)

During the Reporting Period, the results of our materiality analysis are shown in the following materiality matrix, of which the 9 issues in the upper right corner are the issues of greater concern to stakeholders and will be highlighted in this Report.

Materiality Analysis Matrix of ESG Issues

關於本報告 (續)

重要性評估 (續)

於報告期間，我們得出的重要性分析結果載於下列的重要性議題矩陣，當中右上角部分的9項議題為本次分析得出持份者較為關注的議題，將於本報告作重點披露。

環境、社會及管治議題重要性分析矩陣



ABOUT THIS REPORT (continued)
Materiality Assessment (continued)
Materiality Analysis Matrix of ESG Issues (continued)

關於本報告 (續)
重要性評估 (續)
環境、社會及管治議題重要性分析矩陣 (續)

Number	Identified Material Issues	Relevant Section
序號	所識別的重要議題	相關章節
1	Product and service quality 產品及服務質素	Service Responsibility 服務責任
2	Product and customer safety and health 產品與客戶的安全及健康	Service Responsibility 服務責任
5	Protection of customer information and privacy 保障客戶資料及私隱	Privacy and Data Protection 私隱及資料保護
6	Intellectual property protection 知識產權維護	Service Responsibility 服務責任
14	Occupational health and safety 職業健康及安全	Occupational Health and Safety 職業健康及安全
16	Employment compliance 僱傭合規性	Employment Right 僱傭權益
17	Employer-employee relations and communication with employees 僱傭關係及與僱員溝通	Employer-employee Relationship 僱主與僱員的關係
18	Attracting talent and retaining employees 吸納人才和挽留員工	Employer-employee Relationship 僱主與僱員的關係
19	Employee benefits 僱員福利	Employee Benefits 僱員福利

The Group strives to review these material ESG issues from time to time to achieve continuous improvement and sustainable business development.

本集團致力不時審視該等重大環境、社會及管治議題，以實現持續改進及可持續業務發展。



EMPLOYMENT AND LABOUR PRACTICES

Employer-employee Relationship

The Group considers employees as the most valuable wealth and resources and believes that they are propellant of corporate growth. Therefore, the Group is committed to providing an equal, harmonious and diversified working environment to our employees in order to attract and retain suitable talents in the competitive labour market and for the purpose of maintaining its competitiveness in the industry.

We have developed the Personnel Management System that clearly outlines our approach to human resources management, including organisational training and assessment programs, and clearly defines the responsibilities and work norms of each regional department. Such system also establishes a communication channel for information exchange and feedback to ensure the orderly implementation of employee recruitment, remuneration, benefits, promotion, working hours and termination management. Meanwhile, the Group continues to nurture employees and provide them with ample opportunities to develop their careers.

As of 31 December 2022, the Group has 306 (2021: 285) employees. The demographics of the Group's workforce as of 31 December 2022 and 2021 are summarised below:

僱傭及勞工常規

僱主與僱員的關係

本集團認為僱員乃最寶貴的財富及資源，並相信其為企業發展的推動力。因此，本集團致力為僱員提供平等、和諧及多元化的工作環境，以於競爭激烈的勞動市場上吸引及保留合適人才，並以此維持其於行業中的競爭力。

本集團已制定人事管理制度，明確列出我們的人力資源管理方針，包括組織培訓及評估項目，並明確界定各地區部門的職責及工作規範。該制度亦建立資訊交流及反饋的溝通渠道，確保僱員的招聘、薪酬、福利、晉升、工時及離職管理有序實施。同時，本集團繼續培養僱員，為其提供充足職涯發展機會。

截至二零二二年十二月三十一日，本集團共有306（二零二一年：285）名僱員。截至二零二二年及二零二一年十二月三十一日，本集團員工人數統計資料概述如下：

		2022 二零二二年	2021 二零二一年
Number of employees	僱員人數		
By employment type	按僱員類別分類		
Full time	全職	304	285
Part-time	兼職	2	-
By gender	按性別分類		
Male	男性	217	207
Female	女性	89	78
By geographical region	按地區分類		
Hong Kong	香港	36	24
The PRC	中國	265	256
Vietnam	越南	5	5
By age	按年齡分類		
30 or below	30歲或以下	110	101
31-40	31歲至40歲	99	119
41-50	41歲至50歲	64	43
51-60	51歲至60歲	27	18
61 or above	61歲或以上	6	4
Total	總計	306	285

EMPLOYMENT AND LABOUR PRACTICES (continued)

Employer-employee Relationship (continued)

僱傭及勞工常規 (續)

僱主與僱員的關係 (續)

		2022 二零二二年	2021 二零二一年
Employee turnover rate¹	員工流失率¹		
By gender	按性別分類		
Male	男性	26.27%	34.65%
Female	女性	14.61%	13.25%
By geographical region	按地區分類		
Hong Kong	香港	50.00%	4.17%
The PRC	中國	19.62%	30.08%
Vietnam	越南	-	60.00%
By age	按年齡分類		
30 or below	30歲或以下	27.27%	61.39%
31-40	31歲至40歲	37.37%	14.29%
41-50	41歲至50歲	3.13%	2.33%
51-60	51歲至60歲	3.70%	-
61 or above	61歲或以上	-	25.00%
Overall turnover rate	整體流失率	22.88%	28.84%

¹ The employee turnover rate is calculated by the number of employees at the end of the Reporting Period.

¹ 員工流失率按報告期末的僱員人數計量。

Diversity and Equal Opportunity

The Group values a diverse workforce as it enables us to attract the best people, access a greater range of talents, and build more cohesive teams to produce impactful results for our stakeholders. The Group also promotes a culture of equality and does not treat employees unfairly based on sex, race, age or religion. The Group's zero-tolerance attitude towards unfair discrimination also applies to recruitment, assessment and consultation procedures. The Personnel Management System states that only the job skills of the candidates shall be considered when recruiting to ensure that there will be no unfair treatment in the process.

In addition, we see increasing diversity at the Board level as a key element in supporting its strategic goals and sustainable development, and have therefore formulated the Board Diversity Policy. In determining the composition of the Board, diversity of Board members will be considered in numerous aspects, including but not limited to gender, age, cultural and educational background, ethnicity, professional experience, skills, knowledge and tenure of service. The composition of the Board (including gender, race, age, and tenure of service) will be disclosed annually in the Corporate Governance Report.

多元化及平等機會

本集團重視多元化員工，其使我們能吸引最出色的人才，廣納更多人才並建立更有凝聚力的團隊，為持份者產生有影響力的結果。本集團亦提倡平等文化，不因性別、種族、年齡或宗教而不公對待僱員。本集團對不公平歧視持零容忍態度，適用於招聘、評估及諮詢程序，《人事管理制度》中注明招聘時只會考慮應聘人的工作技能，確保過程不會存在不公正待遇。

此外，我們視董事會層面日益多元化為支持其達到戰略目標及維持可持續發展的關鍵元素，並因此制定了《董事會多元化政策》。在設定董事會組成時，會從多個方面考慮董事會成員多元化，包括但不限於性別、年齡、文化及教育背景、種族、專業經驗、技能、知識及服務任期。董事會組成（包括性別、種族、年齡、服務任期）將每年在企業管治報告內披露。



EMPLOYMENT AND LABOUR PRACTICES (continued)

Diversity and Equal Opportunity (continued)

During the Reporting Period, the Group has not received internal or external complaints regarding equal opportunities employment and have zero non-compliances concerning regulations such as the Sex Discrimination Ordinance, the Disability Discrimination Ordinance and Family Status Discrimination Ordinance.

Employment Right

The Group strictly abides by the laws and regulations of the PRC, Hong Kong and Vietnam, including but not limited to The Labour Law of the People's Republic of China, the Labour Contract Law of the People's Republic of China, the Regulations on Prohibition of Child Labour, the Employment Ordinance and the Labour Law of Vietnam, to effectively protect the legitimate rights and interests of employees. The Group strictly prohibits any form of child labour or forced labour. During the recruitment process, the Group will conduct identity verification on job applicants to ensure employment age. Meanwhile, the Group's staff handbook sets out strict professional ethics and personal qualities for staff to abide by. Internal or external fraudulent behaviors are strictly prohibited. During the Reporting Period, the Group has not noted any cases of non-compliance in relation to laws and regulation about employment and labour standards.

Occupational Health and Safety

The Group commits to creating a safe and comfortable work environment that allows employees to thrive and succeed. Focusing on employee growth and atmosphere building, the Group organised a number of activities to enrich the life of employees and enhance the building of organisational atmosphere. The activities included soccer games, Christmas parties, birthday parties and other forms of employee gatherings.

In order to protect the health of employees, the Personnel Management System states that the Group will subsidise fitness activities for employees at the managerial level or above, and provide medical insurance and annual body checks.

僱傭及勞工常規 (續)

多元化及平等機會 (續)

本集團於報告期內並無接獲有關平等就業機會的內部或外部投訴，亦沒有任何觸犯《性別歧視條例》、《殘疾歧視條例》及《家庭崗位歧視條例》的不合規事項。

僱傭權益

本集團嚴格遵守中國、香港及越南的法例與規條，包括但不限於《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《禁止使用童工規定》、《僱傭條例》及《越南勞動法》，切實保障員工合法權益。本集團嚴禁任何形式的童工或強制勞工。本集團在招聘過程中會對求職者進行身份核驗，以確保僱傭年齡。同時，本集團的員工手冊載有嚴格的職業道德及個人守則以供員工遵守，嚴禁任何對內或對外欺詐行為。於報告期內，本集團並未發現任何違反僱傭及勞工之法律法規。

職業健康及安全

本集團致力創造安全及舒適的工作環境，使僱員得以成長。本集團重視員工成長，並致力為員工建立良好的氛圍，本集團舉辦多項活動，以豐富員工生活和提升組織氛圍。活動包括足球比賽、聖誕派對、生日派對及其他形式的員工聚會。

為保障員工的健康，《人事管理制度》中列明本集團會為管理級或以上員工的健身活動提供資助，並提供醫療保險和年度身體檢查。



EMPLOYMENT AND LABOUR PRACTICES (continued)

Occupational Health and Safety (continued)

In the face of novel coronavirus epidemic, the Group has closely followed the updates of the national epidemic prevention and control policy, and issued epidemic prevention and control notices to employees to remind employees to maintain personal hygiene. In order to reduce the risk of infection, the following table details additional key control measures that were practiced across our operations.

- Wear masks in office premises including offices, meeting rooms, toilets and elevators
- Wash hands frequently to prevent the spread of the virus
- Arch hands instead of shaking hands during face-to-face communication with colleagues and customers to maintain social distance and avoid contact
- Use the "Epidemic Prevention and Control Service - Epidemic Risk Inquiry" function in Alipay or WeChat app "State Council Account" to understand the risk level of the destination and avoid traveling to high-risk areas when traveling or going out.

We strictly follow laws and regulation about occupational health and safety, including but not limited to the Production Safety Law of the People's Republic of China, the Regulation on Work-Related Injury Insurances and the Occupational Safety and Health Ordinance.

During the Reporting Period, the Group did not have any safety incidents resulting in work-related injury or death, and had not identified any material non-compliance with the relevant laws and regulations in relation to working environment and protection for employees from occupational hazards.

僱傭及勞工常規 (續)

職業健康及安全 (續)

面對新冠肺炎疫情，本集團緊貼國家疫情防控政策的更新，同時向員工發佈疫情防控通知，提醒員工保持個人衛生。為減少感染風險，以下列表詳列本集團營運中採取的額外關鍵控制措施。

- 於辦公場所包括辦公室、會議室、洗手間、電梯內戴上口罩
- 勤洗手，杜絕病毒傳播途徑
- 與同事、客戶面對面交流時，以拱手代替握手，保持社交距離，避免接觸
- 出差或外出時利用支付寶或微信小程序「國務院客戶端」內的「疫情防控服務-疫情風險查詢」功能，了解目的地的風險等級，避免前往高風險地區。

我們嚴格遵守有關職業健康及安全相關法律及法規，包括但不限於《中華人民共和國安全生產法》、《工傷保險條例》及《職業安全及健康條例》。

於報告期間，本集團並無發生任何導致工傷或死亡的安全事故，並未發現任何與工作環境及保護僱員免受職業危害相關的重大違規的行為。



EMPLOYMENT AND LABOUR PRACTICES (continued)

Occupational Health and Safety (continued)

The number of work-related fatalities and work injuries occurred in each of the past three years are as follows:

		2022 二零二二年	2021 二零二一年	2020 二零二零年
Number of lost days due to work injuries	因工傷損失的工作日數	-	-	-
Number of work-related fatalities due to work	因工死亡數目	-	-	-
Number of work injuries due to work	因工受傷數目	-	-	-

Employee Trainings and Development

The Group treasures talents as a crucial asset and cornerstone of the Group's long-term growth. The Group fully explores employees' potential, establishes a system for cultivating their abilities, and realises the improvement of their own abilities. During the Reporting Period, the Group conducted specific trainings for its products and services to promote the career development of its employees. The trainings we provided included but not limited to:

- Cisco Lease New Solution Training
- Applicable Business Matrix Training
- Microsoft Workshop
- Third-party Integrated Service Optimization Sharing
- Microsoft Cloud Business Promotion and Sales Conference of South China
- Daily Operation, Maintenance and Troubleshooting Training of Azure

In addition, in order to better equip new hires with basic skills and knowledge of their duties, the Group provides trainings for employees in sales, marketing or customer service-related positions during the probationary period. At the end of the probationary period, new hires are required to give a presentation to their immediate supervisors and department heads so that they can acquire relevant job skills and be well prepared to perform better in their future jobs. The Group also encourages the directors and employees to attend relevant training courses and seminars that may require keeping abreast with the latest changes in laws, regulations and business environment.

僱傭及勞工常規 (續)

職業健康及安全 (續)

於過去三年，每年發生的因工死亡和因工受傷人數如下：

		2022 二零二二年	2021 二零二一年	2020 二零二零年
Number of lost days due to work injuries	因工傷損失的工作日數	-	-	-
Number of work-related fatalities due to work	因工死亡數目	-	-	-
Number of work injuries due to work	因工受傷數目	-	-	-

僱員培訓及發展

本集團珍視人才為重要資產及本集團長期發展的基石。本集團充分探索僱員潛力，建立系統培養其能力，實現僱員自身能力提升。於報告期內，本集團針對產品及服務進行專門培訓，促進僱員職業發展。我們提供的培訓包括但不限於以下：

- Cisco租賃新解決方案培訓
- 適用的業務矩陣培訓
- 微軟研討會
- 第三方綜合服務優化分享
- 華南區微軟雲端業務推廣及銷售會議
- Azure日常運作、維護及故障排除培訓

另外，為了令新員工更有效地掌握關於其職責的基本技能及知識，本集團在新員工試用期內為銷售、營銷或客戶服務相關職位的員工提供培訓。在試用期完結時，新員工須向其直屬主管及部門負責人作一次匯報，使新員工掌握相關工作技能，作充分準備，在日後工作上有更理想的發揮。本集團亦鼓勵董事及僱員出席相關培訓課程及座談會，以了解法律、法規及業務環境的最新變化。

EMPLOYMENT AND LABOUR PRACTICES (continued)

Employee Trainings and Development (continued)

The table below summarises training statistics recorded for the Reporting Period:

僱傭及勞工常規 (續)

僱員培訓及發展 (續)

下表概述報告期間錄得培訓統計資料：

		2022 二零二二年	2021 二零二一年
Percentage of trained employees	已接受培訓僱員百份比		
By gender	按性別分類		
Male	男性	75.88%	66.12%
Female	女性	24.12%	33.88%
By employee category	按僱員類別分類		
Senior management	高級管理層	8.82%	10.74%
Middle management	中級管理層	9.41%	3.31%
General and technical staff	一般及技術人員	81.77%	85.95%
Overall trained employees percentage ^{2,3}	整體已接受培訓僱員百份比 ^{2,3}	55.56%	42.46%
Number of average training hours per employee	每名員工平均培訓時數		
By gender	按性別分類		
Male	男性	2.74	18.05
Female	女性	2.44	12.39
By employee category	按僱員類別分類		
Senior management	高級管理層	1.64	8.63
Middle management	中級管理層	2.36	18.68
General and technical staff	一般及技術人員	2.79	16.88
Total training hours	總培訓時數	811	4,674
Overall average training hours per employee ³	每名僱員整體平均培訓時數 ³	2.65	16.40

² We made reference to the calculation method of social key performance indicators specified in the "How to prepare an ESG report" published by the Stock Exchange and calculated based on the number of employees at the end of the Reporting Period.

³ Employee training data do not include employees who have left the Group during the Reporting Period.

² 我們參考聯交所刊發的《如何編備環境、社會及管治報告》中所訂明的社會關鍵績效指標計算方式，以報告期間末的員工人數進行計算。

³ 員工培訓數據並不包括於報告期間已離職之員工。



EMPLOYMENT AND LABOUR PRACTICES (continued)

Employee Benefits

We strive to attract and retain talent by creating a caring work environment for our employees to support our business growth. Competitive remuneration packages are offered to the employees of the Group based on the prevailing market practices and their individual performances. The remuneration package includes discretionary bonus, annual leave, sick leave, maternity leave, medical scheme, mandatory provident fund and fringe benefits.

Apart from these, we conduct monthly, quarterly and annually appraisals to review staff's performance. Outstanding staff would be rewarded with internal promotions and salary increment to maintain the competitiveness of remuneration packages. The Group considers the appraisal process to be a chance to communicate with staff and understand their concerns and needs. During the appraisal process, the Group can also assess the competencies of its employees to understand their strengths and weaknesses, which help the Group to organise future training programs.

ENVIRONMENTAL RESPONSIBILITIES

As a software and information technology services corporation, our consumption of resources is limited to electricity and water, and the level of consumption of resources and greenhouse gas emissions is relatively low, so the impact of our business activities on the environment and natural resources is minimal. Nevertheless, the Group still remains mindful of our environmental footprint. The Group has been upholding the concept of green office and encourages our employees to save water and electricity in their daily office activities to improve the efficiency of resource usage.

僱傭及勞工常規 (續)

僱員福利

我們致力透過為員工營造充滿關愛的工作環境，以吸納及挽留人才，支持我們的業務發展。本集團根據現行市場慣例及僱員的個人表現，向僱員提供具競爭力的薪酬待遇。薪酬包括酌情花紅、年假、病假、產假、醫療計劃、強制性公積金及額外福利。

除此之外，我們會按月度、季度及年度評估檢討員工表現，表現優秀的員工將獲得內部晉升和加薪獎勵，以維持員工薪酬待遇的競爭力。本集團認為評估過程是與員工溝通的機會，以了解他們的關注和需求。透過評估過程，本集團亦可評估員工能力了解其長處及弱點，有助本集團組織未來培訓計劃。

環境責任

作為一家軟件及資訊技術服務企業，我們的資源消耗僅限於水電，資源消耗及溫室氣體排放水平相對較低，因此我們的業務活動對環境及自然資源影響極小。儘管如此，本集團仍注意到我們對環境的影響。本集團一直堅持綠色辦公的理念，鼓勵僱員於日常辦公活動中節約用水用電，以提高資源使用效率。



ENVIRONMENTAL RESPONSIBILITIES (continued)

We strictly follow relevant environmental protection regulations such as the Energy Conservation Law of the People's Republic of China, the Environmental Protection Law of the People's Republic of China and the Hong Kong Waste Disposal Ordinance. During the Reporting Period, we do not aware of any non-compliances regarding environmental regulations or any environmental-related fines or charges.

Energy and Greenhouse Gas Emissions

The Group's main sources of emissions are purchased electricity for daily office operations, greenhouse gas emissions from the use of fuel in the Company's vehicles and air travel. During the Reporting Period, we performed various energy saving practices aimed to improve our energy performance. The following table details our effective energy efficiency measures to reduce energy consumption in accordance with the Guidelines for Environmental Protection in Offices:

- Electricity-saving light bulbs are used
 - Make the best use of daylight
 - Careful placement of lights as needed
 - Use light dimmers to adjust the lights whenever possible
 - Lighting devices and light bulbs would be kept clean to attain highest illumination efficiency
 - Lights and air conditioners would be turned off when they are not in use
 - Turn off all appliances when appropriate, or set to the energy saving mode
- 使用節省能源的燈泡
 - 儘量善用日光
 - 按需要，小心安排電燈的位置
 - 盡可能使用光暗掣調校燈光
 - 保持燈光設備及燈泡潔淨以達致最高照明效益
 - 不須使用時，關掉電燈及空調
 - 在適當時關掉所有電器，或設定於節能狀態

環境責任 (續)

我們嚴格遵守相關環保規定如《中華人民共和國節約能源法》、《中華人民共和國環境保護法》和香港《廢物處置條例》等。報告期間，我們並不知悉任何不符合環保法規的行為，或任何與環保有關的罰款或指控。

能源及溫室氣體排放

本集團的主要排放物源於日常辦公營運的外購電力，公司車輛燃油使用及航空差旅所產生的溫室氣體排放。報告期間，我們採取各項節能措施，以改善能源效益。以下列表詳列我們按照《辦公室環保工作指引》實施的有效提升能源效益措施以減少能源消耗：



ENVIRONMENTAL RESPONSIBILITIES (continued)

Waste Management

Due to our business nature, the Group produces no hazardous wastes in its daily operation. Office paper is the main non-hazardous wastes produced in the Group's operations. The Group continues to encourage a paperless working environment which not only reduces environmental damage but also fits commercial goals, as it can save physical space, facilitate information sharing via IT networks, and reduce complicated documentation procedures. The Group also engages employees in their waste behaviours and encourages recycling practices in the workplace. The Group has also taken various initiatives to reduce waste generation at source. The key measures adopted in our offices are highlighted as follows:

- Adopt electronic office platform for information dissemination to reduce paper consumption
- Most of the network printers are pre-set to print on both sides as being the standard setting
- Consider the number of copies needed before photocopying to avoid overprinting
- Place boxes or trays next to the copier to collect single-sided paper for reuse and double-sided paper for recycling
- Employees are encouraged to use both sides of a paper. Envelopes and loose minute jackets would be re-used, and expired paper pad's back would be used for drafting or printing
- Sort wastes before disposal to facilitate recycling
- Repair electricity appliances to extend their service lifespan

Water Consumption

Our main source of water consumption is domestic water consumption in offices, so we do not consume a lot of water. The Group purchases tap water as water supply and there were no water supply issues during the Reporting Period. As the Group's local offices do not have an independent water meter to record own water consumption, no water consumption data is available.

環境責任 (續)

廢物管理

鑒於我們的業務性質，本集團在日常營運中不會產生有害廢棄物。辦公用紙為本集團營運中產生的主要無害廢棄物。本集團持續鼓勵無紙工作環境，不僅可減少對環境的破壞，亦可節省空間，符合商業目標。通過資訊科技網絡促進資訊共享，減少複雜的文件程序。本集團亦關注員工的棄置物習慣，並鼓勵員工於工作場所回收廢物。本集團亦採取各種措施，從源頭減少廢物的產生。我們的辦公室所採取的主要措施如下：

- 採納電子辦公平台作資訊傳播以減少紙張消耗
- 將大部分網絡打印機調校至雙面打印的標準設置
- 影印前考慮清楚需要複印本的數量，避免多印
- 在複印機旁放置盒或盤，分別收集單面紙以供再用及兩面用過的紙張以供循環再造
- 鼓勵員工使用紙張兩面，循環再用信封及活頁紀錄紙夾，並使用過期的信紙簿背面以作草稿或打印之用
- 在棄置廢物前，將廢物分類，方便循環再造
- 維修電子設備以延長其服務期

用水

我們的主要用水來源為辦公室的生活用水，因此不會消耗大量用水。本集團購買自來水供應，於報告期間並無供水的問題。由於本集團各地辦公室並無獨立水錶記錄其自身的用水量，因此並無用水量數據。



ENVIRONMENTAL RESPONSIBILITIES (continued)

Smart Office Software Solutions

We have developed a series of “Smart Office Software Solutions” products around digital offices, buildings and parks. The product optimises office resource management by using big data and Internet of Things (IoT) technology, thereby improving the efficiency of resource use and improving the working efficiency of office users. Our Smart Office Software Solutions mainly includes the following environmental protection elements:

Smart Workspace

- Set up an automated platform through IoT technology to help customers manage fixed and mobile workspaces, which improves the energy efficiency of the office and reduce rental costs
- Establish complete statistical and usage reports, allowing customers to improve office capacity planning in order to increase the workstation utilisation

Smart Signage Management

- Real-time display of office lighting, air quality, water and electricity consumption, health status and other information to help customers formulating energy-saving strategies and managing energy usage more efficiently

Combating Climate Change

Climate change is one of the biggest global challenges faced by the society nowadays, and we must act now for our climate and our communities. To mitigate climate change, an ESG working group was established to monitor the Group's greenhouse gas emissions and to continue to seek green measures to reduce emissions.

環境責任 (續)

智慧辦公軟件解決方案

我們圍繞數位化辦公室、樓宇及園區發展了一系列「智慧辦公軟件解決方案」產品。產品透過使用大數據及物聯網技術優化辦公室資源管理，從而提升資源使用的效率及提高辦公室使用者的工作效率。我們的智慧辦公軟件解決方案主要包含以下的環保元素：

智能工作空間

- 透過物聯網技術設立自動化平台，協助客戶管理固定座位和移動工作空間，從而更有效地使用辦公室能源並降低租賃成本
- 建立完整的統計報表和使用報告，讓客戶改善辦公規劃以提高工作空間使用率

智能空間管理

- 實時顯示辦公室光線照明、空氣品質、水電能耗、健康狀態等資料，從而幫助客戶制定節能策略並實現更高效的能源管理

應對氣候變化

氣候變化是當今社會面臨最大的全球挑戰之一，為了我們的氣候及社區，我們必須立刻採取行動。為緩解氣候變化，環境、社會及管治工作小組已告成立，以監測本集團的溫室氣體排放，並繼續尋求綠色措施以減少排放。



ENVIRONMENTAL RESPONSIBILITIES (continued)

Combating Climate Change (continued)

The Group has also identified the following climate-related risks that might impact the Group, so as to enhance our responsiveness and adaptability to climate change.

環境責任 (續)

應對氣候變化 (續)

本集團亦識別下列可能影響本集團的氣候相關風險，以提高我們對氣候變化的反應及適應能力。

Types of risks 風險種類	Example of the risks 風險例子	Responsive measures 反應措施
Acute physical risks 急性實質風險	<ul style="list-style-type: none"> Flooding 洪水 Typhoon 颱風 Storms 風暴 	<p>The Group has implemented the work arrangements of extreme weather conditions such as black rainstorm warning, flooding and typhoon signal No. 8.</p> <p>本集團已實施於黑色暴雨警告、洪水及8號颱風信號等極端天氣情況的工作安排。</p>
Chronic physical risks 長期性實質風險	<ul style="list-style-type: none"> Sustained high temperature 持續高溫 	<p>The Group has adopted energy conservation measures in managing such risk, for details please refer to the subsection of "Energy and Greenhouse Gas Emissions".</p> <p>本集團已採納節能措施以管理相關風險，詳情請見「能源及溫室氣體排放」一節。</p>
Transition risks 過渡風險	<ul style="list-style-type: none"> Change in environmental-related regulations 環境相關法規變動 Change in customer preferences 客戶偏好改變 	<p>The Group continues to monitor the regulatory market environment to ensure that our products and services meet customers and regulatory expectations.</p> <p>本集團持續監測監管市場環境，以確保我們的產品及服務符合客戶及監管部門期望。</p>

Although the above risks mentioned do not have significant impacts to the Group's operations, the Group will continue to review updates on both local and international policies and regulations to identify potential climate-related risks, based on the likelihood and impact of the identified risks, thereby improving the Group's resilience to risks and maintaining stable business growth and operations.

儘管上述風險對本集團營運並無重大影響，本集團將繼續審查本地及國際政策及法規更新，根據已識別風險的可能性及影響，識別潛在的氣候相關風險，從而提高本集團的風險抵禦能力，保持穩定業務增長及營運。

ENVIRONMENTAL RESPONSIBILITIES (continued)

Environmental Performance Data Overview⁴

環境責任 (續)

環境表現數據概覽⁴

Key Environmental Indicators	關鍵環境指標	Unit	單位	2022 二零二二年	2021 二零二一年
Greenhouse Gas^{5,6}	溫室氣體^{5,6}				
Total Greenhouse Gas Emissions	溫室氣體總排放量	tonnes of CO ₂ equivalent	噸二氧化碳當量	111.98	95.68
Scope 1 – Direct emissions	範圍一—直接排放	tonnes of CO ₂ equivalent	噸二氧化碳當量	1.08	3.15
Mobile combustion and fugitive emission	移動燃燒及無組織排放				
Scope 2 – Indirect emissions	範圍二—間接排放	tonnes of CO ₂ equivalent	噸二氧化碳當量	108.89	68.70
Purchased electricity	外購電力				
Scope 3 – Other indirect emissions	範圍三—其他間接排放	tonnes of CO ₂ equivalent	噸二氧化碳當量	2.01	23.83
Business air travel	業務航空差旅				
Greenhouse Gas Emission Intensity of Office Floor Area	辦公室樓面面積之溫室氣體排放密度	tonnes of CO ₂ equivalent/square meter	噸二氧化碳當量/平方米	0.03	0.03
Air Pollutant Emissions	空氣污染物排放				
Nitrogen Oxides (NO _x)	氮氧化物(NO _x)	gram	克	373.50	522.90
Sulphur Oxides (SO _x)	硫氧化物(SO _x)	gram	克	5.88	17.20
Particulate Matter (PM)	懸浮顆粒物(PM)	gram	克	27.50	38.50
Energy	能源				
Total Energy Consumption	能源總耗量	MWh	兆瓦時	204.45	124.84
Unleaded petrol	無鉛汽油	MWh	兆瓦時	3.64	10.65
Electricity consumption	用電量	MWh	兆瓦時	200.81	114.19
Energy Consumption Intensity of Office Floor Area	辦公室樓面面積之能源消耗密度	MWh/square meter	兆瓦時/平方米	0.06	0.04
Non-hazardous Wastes	無害廢棄物				
Total Non-hazardous Wastes Generation	無害廢物總量	tonnes	噸	0.89	0.79
Non-hazardous Wastes Generation Intensity of Office Floor Area	辦公室樓面面積之無害廢物密度	kg/square meter	公斤/平方米	0.26	0.27

⁴ The data covered only environmental data known to the subsidiaries controlled by the Group, i.e. including offices in Hong Kong, Shanghai, Beijing, Xi'an, Guangzhou and Chengdu.

⁵ In accordance with Greenhouse Gas Protocol, a Corporate Accounting and Reporting Standard (Revised), published by the World Resources Institute and the World Business Council for Sustainable Development, Scope 1 direct emissions covered greenhouse gas emissions directly from operations owned or controlled by the Group, while Scope 2 indirect emissions covered greenhouse gas emissions from "indirect energy" resulting from the Group's internal consumption of (purchased or acquired) electricity. Scope 3 other indirect emissions included greenhouse gas emissions from commercial air travelling.

⁶ The emission factors we use were based on the latest version of the "How to prepare an ESG report – Appendix 2: Reporting Guidance on Environmental KPIs" published by the Stock Exchange and the emission factor published by the electricity provider (CLP 2022 Sustainability Report).

⁴ 有關數據僅涵蓋由本集團控制的附屬公司所知悉的環境數據，即包括在香港、上海、北京、西安、廣州及成都的辦公室。

⁵ 根據由世界企業永續發展協會及世界資源研究所發行的溫室氣體盤查議定書企業會計與報告標則(修訂版)，範圍一直接排放涵蓋本集團擁有或控制的業務直接產生的溫室氣體排放，而範圍二間接排放則涵蓋來自本集團內部消耗(購回來的或取得的)電力所引致的「間接能源」溫室氣體排放。範圍三其他間接排放則包含商業航空差旅產生的溫室氣體排放。

⁶ 我們所使用的排放系數乃參照聯交所刊發的《如何準備環境、社會及管治報告》指引的最新版本以及電力供應商公佈的排放系數(2022中電可持續發展報告)。



OPERATION PRACTICES

Supply Chain Management

The Group has always adhered to the philosophy of working together with its partners to create value, followed the requirements of laws and regulations, formulated a comprehensive system and evaluation standards in the selection, evaluation and management of suppliers, and selected quality partners to build long-term and stable cooperation to ensure the sustainable development of the Group's overall operations.

The Group's policy ensures open, fair and equitable procurement and serves the best interest of the Group. We actively promote responsible sourcing to minimise potential environmental and social risks across the entire supply chain. To provide customers with the best quality goods and services, we have formulated the Supplier Management System to regulate the supplier management process. During the selection of suppliers or contractors, we consider various factors, such as product quality, technical strength, delivery time, service quality, cooperation, information security and other areas. Only suppliers that meet our criteria shall be included in the list of approved suppliers. For unqualified suppliers, we will terminate the relationship with them, remove them from the Qualified Supplier List and downgrade them to candidate suppliers or non-cooperating suppliers, so as to reduce the environmental and social risks to the whole supply chain.

營運常規

供應鏈管理

本集團始終秉承與合作夥伴攜手共進，共創價值的理念，遵循法律法規要求，在供應商選擇、評估、管理方面制定了完善的制度體系與評價標準，選擇優質的合作夥伴共建長期穩定的合作關係，保證集團整體運營的可持續發展。

本集團的政策確保公開、公平、公正採購，並符合本集團的利益。我們積極推動責任採購，務求將整體供應鏈對環境及社會的潛在風險減至最低。為了向客戶提供最優質貨品及服務，我們制定了《供應商管理制度》以規範供應商管理流程。我們選擇供應商或承包商時會考慮多種因素，包括貨品品質、技術力量、交貨時間、服務質量、配合度、資訊安全等範疇。只有符合我們標準的供應商才可登錄於認可供應商名單內。對於評審不合格的供應商，我們則會與他們終止合作關係，並從《合格供應商名錄》中剔除，並降級為候選供應商或不予合作供應商，以減低對整個供應鏈的環境及社會風險。

Supplier Information	供應商資料	2022 二零二二年	2021 二零二一年
By geographical region	按地區分類		
The PRC	中國	17	17



OPERATION PRACTICES (continued)

Service Responsibility

The Group is always committed to providing a quality product experience to our customers. We have established the Software Engineering Control System to strictly control the planning and process of product design and development to ensure the stability of new product operation and to meet market requirements.

We assign customer service executives to each of the operating regions to provide after-sales services and product support so as to meet customer needs. To properly handle customer inquiries and complaints, the Group has established a customer satisfaction and feedback mechanism to check and enhance customer satisfaction. After each case is resolved, customer service specialists conduct customer satisfaction surveys and then collect quarterly statistics and analysis of overall customer satisfaction. The data obtained will help us to continuously improve our products and services and enhance customers' trust in the Group. At the same time, we continue to keep in touch with our customers through various communication channels, including emails, face-to-face meetings and faxes, to collect their feedback and ensure timely responses to customer feedback.

The Group requires all employees to respect copyright, strictly prohibit infringement and comply with all applicable laws and regulations, including but not limited to the Trade Marks Ordinance (Chapter 559 of the Laws of Hong Kong), the Patent Law of the People's Republic of China, the Trademark Law of the People's Republic of China, the Copyright Law of the People's Republic of China and the Regulations on the Protection of Computer Software. We have clear guidelines in our confidentiality provisions to guide employees in applying for patents and registering software copyrights for the Group's inventions, computer software, technologies and other research and development results. Employees are not allowed to display any intellectual property without the permission of the Group.

營運常規 (續)

服務責任

本集團始終致力於為客戶提供優質的產品體驗。我們設立了《軟體工程管制體系》，嚴格控制產品的設計和開發的策劃和過程，確保新產品運行的穩定性並能滿足市場要求。

我們指派客戶服務專員到各個營運地區負責售後服務及產品支援，以滿足客戶的需要。為妥善處理客戶諮詢與投訴，本集團制定了客戶滿意度與反饋機制，以檢查及提升客戶的滿意度。每當案例解決後，客戶服務專員需進行客戶滿意度調查，然後收集整體客戶滿意度的季度統計和分析，所得的數據有助於我們不斷改善產品和服務，增強客戶對集團的信賴。同時，我們持續通過各種溝通渠道，包括電郵、面談和傳真等與客戶保持聯繫，收集他們的意見，確保客戶的反饋得到及時回應。

本集團要求所有員工必須尊重版權，嚴禁侵權，並遵守所有適用的法律和規例，包括但不限於《商標條例（香港法例第559章）》、《中華人民共和國專利法》、《中華人民共和國商標法》、《中華人民共和國著作權法》及《計算機軟件保護條例》。我們於保密條款制定清晰的指引，指導要求員工就本集團的發明創造、電腦軟件、技術等研發成果申請專利和登記軟件著作權。未經本集團允許，員工不得向外展示任何相關知識產權。



OPERATION PRACTICES (continued)

Service Responsibility (continued)

The Group focuses on maintaining the stability of customer relationships and creating long-term value. Therefore, we clearly define the responsibilities, workflow, required training and service standards of our engineers and customer service specialists, and set out the technical details of different cases in our service management policy to ensure that employees have sufficient expertise to respond to customer enquiries. During the Reporting Period, the Group did not receive any material service complaints.

Privacy and Data Protection

Protecting the privacy and security of customers' data is of paramount importance to the Group. The Group builds security and privacy protection in its business activities and strictly complies with relevant laws such as the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) to protect personal data and network security. To enhance protection of customer privacy, the Group adopts various protection measures, such as implementation of network and application firewall, regular security updates and proper encryption of data transmission, access right control and adequate hosting and server security, so as to strictly protect the customers' data and information. Moreover, employment contract of the Group's employees includes provisions of confidentiality, providing that any leakage of confidential information in breach of any privacy rules is strictly prohibited. During the Reporting Period, the Group has not encountered any incident of non-compliance with applicable laws and regulations related to protection of data privacy and intellectual property.

營運常規 (續)

服務責任 (續)

本集團注重維護客戶關係的穩定性，創造長期價值。因此，我們清晰界定工程師及客戶服務專員的職責、工作流程、所需培訓及服務標準，並在服務管理政策列明不同個案的技術細則，確保員工擁有足夠的專業知識回應客戶的查詢。報告期內，本集團並未收到任何重大服務投訴。

私隱及資料保護

保障客戶的資料私隱和安全對本集團至關重要。本集團在業務活動中構建安全和隱私保護，嚴格遵守相關法例如《個人資料(私隱)條例(香港法例第486章)》，保障個人資料和網絡安全。為加強保護客戶的隱私，本集團採取多項保護措施，例如實施網絡和應用防火牆、定期進行安全更新和對數據傳輸進行適當加密、存取權限控制以及足夠的託管和伺服器，從而嚴格保護客戶的數據和確保信息安全。此外，本集團的僱傭合同中規定了保密條款，嚴禁違反任何隱私規則洩露機密信息。報告期內，本集團未發生任何不遵守有關保護數據隱私和知識產權的適用法律法規的事件。



OPERATION PRACTICES (continued)

Anti-corruption

To maintain a fair, ethical and efficient business environment, the Group strictly adheres to the laws and regulations relating to anti-corruption and bribery irrespective of the area or country where the Group is conducting business, such as the Law of the PRC on Anti-money Laundering and Hong Kong's Prevention of Bribery Ordinance. The Group adopts a zero-tolerance approach to bribery, extortion, fraud and money laundering. All Directors, management personnel and staff members must comply with all related laws and regulations on preventing bribery, extortion, fraud and money laundering in their operating regions during their daily works. All employees not only have the responsibility to understand and comply with the above policies on preventing bribery, extortion, fraud and money laundering, but also have the obligation to report any possible violations to the person responsible or the Board.

We have established the Anti-Corruption Code of Ethics in accordance with relevant legal requirements, which sets out in detail the procedures and norms for dealing with situations involving the receipt, conflict or declaration of interests and is applicable to all directors and employees. At the same time, we have established the Whistleblower Policy for reporting unacceptable or inappropriate behaviours to provide clear guidelines and procedures for whistleblowers and to protect them from any retaliation, harassment or harm during the reporting process. Any person, who contravenes the regulations, will be subject to disciplinary sanction.

During the Reporting Period, our directors and senior management were given an hour of training which includes anti-corruption topic. The Group was not aware of any material violations of relevant laws and regulation and there was no legal case concerning corruption brought against the Group or its employees in the Reporting Period.

營運常規 (續)

反貪污

為維持公平、道德及高效的經營環境，不論本集團在何地區或國家經營業務，均嚴格遵守有關反貪污及賄賂的法律及法規，例如《中華人民共和國反洗錢法》及香港《防止賄賂條例》。本集團對賄賂、勒索、欺詐及洗黑錢採取零容忍政策。全體董事、管理層人員及員工於其日常工作中必須遵守經營所在地區有關防止賄賂、勒索、欺詐及洗黑錢的全部相關法律及法規。全體僱員不僅有責任知悉及遵守上述有關防止賄賂、勒索、欺詐及洗黑錢的政策，亦有責任向負責人員或董事會舉報任何可能違法情況。

本集團已根據相關法律要求制定《反貪腐道德準則》，其適用於所有董事及僱員，並詳細規定處理涉及收受、衝突或申報利益情況程序及規範。同時，我們已制定舉報不可接受或不當行為的舉報政策，為舉報人提供明確指引及程序，並保護其於舉報過程中免受任何報復、騷擾或傷害。任何違反規定人士將受到紀律處分。

報告期間，董事及高級管理人員均已接受一小時的培訓，其中包括反貪腐議題。報告期間，本集團並無發現任何重大違反相關法律法規的行為，亦無發生針對本集團或其僱員的貪腐法律案件。



COMMUNITY RESPONSIBILITIES

As a socially responsible company, the Group is committed to understanding the needs of the communities in which we operate. We encourage our employees to pursue their personal passions and dedicate their time and skills to supporting local communities.

The Group had no community focus nor investment during the Reporting Period. The management will look into the possible integration with local communities, as well as types of resources and engagement contributed for the next reporting period.

社區責任

作為一家具有社會責任感的公司，本集團致力於了解我們經營所在社區的需求。我們鼓勵我們的員工追求他們的個人目標，並貢獻其時間及技能支持當地社區。

本集團於報告期內並無社區重點及投資。管理層將研究與當地社區的潛在融合，以及為下一個報告期貢獻的資源類型及參與度。

APPENDIX I: STOCK EXCHANGE ESG GUIDE CONTENT INDEX

附錄一：聯交所《ESG指引》內容索引

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
A. Environmental		
A.環境		
Aspect A1: Emissions		
層面A1：排放物		
General Disclosure	Information on: the policies; and compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	ENVIRONMENTAL RESPONSIBILITIES
一般披露	有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	環境責任
KPI A1.1	The types of emissions and respective emissions data.	ENVIRONMENTAL RESPONSIBILITIES – Energy and Greenhouse Gas Emissions, Environmental Performance Data Overview
關鍵績效指標A1.1	排放物種類及相關排放數據。	環境責任－能源及溫室氣體排放，環境表現數據概覽

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
KPI A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	ENVIRONMENTAL RESPONSIBILITIES - Environmental Performance Data Overview
關鍵績效指標A1.2	直接(範圍1)及能源間接(範圍2)溫室氣體排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	環境責任—環境表現數據概覽
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	The Group's operations do not generate hazardous waste
關鍵績效指標A1.3	所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	本集團的業務並不會產生有害廢物
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	ENVIRONMENTAL RESPONSIBILITIES - Environmental Performance Data Overview
關鍵績效指標A1.4	所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	環境責任—環境表現數據概覽
KPI A1.5	Description of emission target(s) set and step taken to achieve them.	GOVERNANCE STRUCTURE FOR ESG WORK, ENVIRONMENTAL RESPONSIBILITIES
關鍵績效指標A1.5	描述所訂立的排放量目標及為達到這些目標所採取的步驟。	環境、社會及管治工作管治結構、環境責任
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them.	GOVERNANCE STRUCTURE FOR ESG WORK, ENVIRONMENTAL RESPONSIBILITIES
關鍵績效指標A1.6	描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	環境、社會及管治工作管治結構、環境責任



Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
Aspect A2: Use of Resources		
層面A2：資源使用		
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	ENVIRONMENTAL RESPONSIBILITIES
一般披露	有效使用資源(包括能源、水及其他原材料)的政策。	環境責任
KPI A2.1	Direct and/or indirect energy (e.g. electricity, gas or oil) consumption by type in total (in thousand kWh) and intensity (e.g. per unit of production volume, per facility).	ENVIRONMENTAL RESPONSIBILITIES - Environmental Performance Data Overview
關鍵績效指標A2.1	按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	環境責任—環境表現數據概覽
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	ENVIRONMENTAL RESPONSIBILITIES - Water Consumption
關鍵績效指標A2.2	總耗水量及密度(如以每產量單位、每項設施計算)。	環境責任—用水
KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	GOVERNANCE STRUCTURE FOR ESG WORK, ENVIRONMENTAL RESPONSIBILITIES
關鍵績效指標A2.3	描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	環境、社會及管治工作管治結構、環境責任
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them.	ENVIRONMENTAL RESPONSIBILITIES - Water Consumption
關鍵績效指標A2.4	描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	環境責任—用水
KPIA2.5	Total packaging material used for finished products (in tonnes), and if applicable, with reference to per unit produced.	The Group operations do not involve packaging material
關鍵績效指標A2.5	製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	本集團業務不涉及包裝材料

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
Aspect A3: The Environment and Natural Resources		
層面A3：環境及天然資源		
General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources.	ENVIRONMENTAL RESPONSIBILITIES
一般披露	減低發行人對環境及天然資源造成重大影響的政策。	環境責任
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and actions taken to manage them.	ENVIRONMENTAL RESPONSIBILITIES
關鍵績效指標A3.1	描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	環境責任
Aspect A4: Climate Change		
層面A4：氣候變化		
General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	ENVIRONMENTAL RESPONSIBILITIES – Combating climate change
一般披露	識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	環境責任－應對氣候變化
KPI A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer and the actions taken to manage them.	ENVIRONMENTAL RESPONSIBILITIES – Combating climate change
關鍵績效指標A4.1	描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	環境責任－應對氣候變化
B. Social		
B.社會		
Employment and Labour Practices		
僱傭及勞工常規		
Aspect B1: Employment		
層面B1：僱傭		
General Disclosure	Information on: the policies; and compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	EMPLOYMENT AND LABOUR PRACTICES – Employer employee relationship, Employee benefits
一般披露	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	僱傭及勞工常規－僱主與僱員的關係、僱員福利



Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
KPI B1.1	Total workforce by gender, employment type (e.g. full time or part time), age group and geographical region.	EMPLOYMENT AND LABOUR PRACTICES – Employer-employee relationship
關鍵績效指標B1.1	按性別、僱傭類型(如全職或兼職)、年齡組別及地區劃分的僱員總數。	僱傭及勞工常規－僱主與僱員的關係
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	EMPLOYMENT AND LABOUR PRACTICES – Employer-employee relationship
關鍵績效指標B1.2	按性別、年齡組別及地區劃分的僱員流失比率。	僱傭及勞工常規－僱主與僱員的關係
Aspect B2: Health and Safety		
層面B2：健康與安全		
General Disclosure	Information on: the policies; and compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	EMPLOYMENT AND LABOUR PRACTICES – Occupational health and safety
一般披露	有關提供安全工作環境及保障僱員避免職業性危害的：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	僱傭及勞工常規－職業健康及安全
KPI B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	EMPLOYMENT AND LABOUR PRACTICES – Occupational health and safety
關鍵績效指標B2.1	過去三年(包括匯報年度)每年因工亡故的人數及比率。	僱傭及勞工常規－職業健康及安全
KPI B2.2	Lost days due to work injury.	EMPLOYMENT AND LABOUR PRACTICES – Occupational health and safety
關鍵績效指標B2.2	因工傷損失工作日數。	僱傭及勞工常規－職業健康及安全
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	EMPLOYMENT AND LABOUR PRACTICES – Occupational health and safety
關鍵績效指標B2.3	描述所採納的職業健康與安全措施，以及相關執行及監察方法。	僱傭及勞工常規－職業健康及安全

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
Aspect B3: Development and Training		
層面B3：發展及培訓		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	EMPLOYMENT AND LABOUR PRACTICES - Employee trainings and development
一般披露	有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	僱傭及勞工常規－僱員培訓及發展
KPI B3.1	The percentage of employees trained by gender and employee category (such as senior management and middle management).	EMPLOYMENT AND LABOUR PRACTICES - Employee trainings and development
關鍵績效指標B3.1	按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比。	僱傭及勞工常規－僱員培訓及發展
KPI B3.2	The average training hours completed per employee by gender and employee category.	EMPLOYMENT AND LABOUR PRACTICES - Employee trainings and development
關鍵績效指標B3.2	按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	僱傭及勞工常規－僱員培訓及發展
Aspect B4: Labour Standards		
層面B4：勞工準則		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	EMPLOYMENT AND LABOUR PRACTICES - Employment right
一般披露	有關提升僱員履行工作職責的知識及技能的政策描述培訓活動。	僱傭及勞工常規－僱傭權益
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	EMPLOYMENT AND LABOUR PRACTICES - Employment right
關鍵績效指標B4.1	描述檢討招聘慣例的措施以避免童工及強制勞工。	僱傭及勞工常規－僱傭權益
KPI B4.2	Description of steps taken to eliminate child and forced labour practices when discovered.	EMPLOYMENT AND LABOUR PRACTICES - Employment right
關鍵績效指標B4.2	描述在發現違規情況時消除有關情況所採取的步驟。	僱傭及勞工常規－僱傭權益
Operating Practices		
營運慣例		
Aspect B5: Supply Chain Management		
層面B5：供應鏈管理		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	OPERATION PRACTICES - Supply chain management
一般披露	管理供應鏈的環境及社會風險政策。	營運常規－供應鏈管理
KPI B5.1	Number of suppliers by geographical region.	OPERATION PRACTICES - Supply chain management
關鍵績效指標B5.1	按地區劃分的供應商數目。	營運常規－供應鏈管理



Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	OPERATION PRACTICES – Supply chain management
關鍵績效指標B5.2	描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	營運常規－供應鏈管理
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	OPERATION PRACTICES – Supply chain management
關鍵績效指標B5.3	描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	營運常規－供應鏈管理
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	OPERATION PRACTICES – Supply chain management
關鍵績效指標B5.4	描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	營運常規－供應鏈管理
Aspect B6: Product Responsibility		
層面B6：產品責任		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	OPERATION PRACTICES – Service responsibility
一般披露	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	營運常規－服務責任
KPIB6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Not applicable to the Group's business
關鍵績效指標B6.1	已售或已運送產品總數中因安全與健康理由而須回收的百分比。	不適用於本集團的業務
KPIB6.2	Number of products and service related complaints received and how they are dealt with.	OPERATION PRACTICES – Service responsibility
關鍵績效指標B6.2	接獲關於產品及服務的投訴數目以及應對方法。	營運常規－服務責任

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
KPIB6.3	Description of practices relating to observing and protecting intellectual property rights.	OPERATION PRACTICES – Privacy and data protection
關鍵績效指標B6.3	描述與維護及保障知識產權有關的慣例。	營運常規－私隱及資料保護
KPIB6.4	Description of quality assurance process and recall procedures.	OPERATION PRACTICES – Service responsibility
關鍵績效指標B6.4	描述質量檢定過程及產品回收程序。	營運常規－服務責任
KPIB6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	OPERATION PRACTICES – Privacy and data protection
關鍵績效指標B6.5	描述消費者資料保障及私隱政策，以及相關執行及監察方法。	營運常規－私隱及資料保護
Aspect B7: Anti-corruption		
層面B7：反貪污		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	OPERATION PRACTICES – Anti-corruption
一般披露	有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	營運常規－反貪污
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	OPERATION PRACTICES – Anti-corruption
關鍵績效指標B7.1	於報告期間對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	營運常規－反貪污
KPI B7.2	Description of preventive measures and whistleblowing procedures, how they are implemented and monitored.	OPERATION PRACTICES – Anti-corruption
關鍵績效指標B7.2	描述防範措施及舉報程序，以及相關執行及監察方法。	營運常規－反貪污
KPI B7.3	Description of anti-corruption training provided to directors and staff.	OPERATION PRACTICES – Anti-corruption
關鍵績效指標B7.3	描述向董事及員工提供的反貪污培訓。	營運常規－反貪污



Subject Areas, Aspects, General Disclosures and KPIs
 主要範疇、層面、一般披露及關鍵績效指標

Section/Statement
 章節／聲明

Aspect B8: Community Investment

層面B8：社區投資

General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities takes into consideration communities' interests.	COMMUNITY RESPONSIBILITIES
一般披露	有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	社區責任
KPIB8.1	Focus areas of contribution (e.g. education, environmental matters, labour needs, health, culture, sports).	COMMUNITY RESPONSIBILITIES
關鍵績效指標B8.1	專注貢獻範疇 (如教育、環境事宜、勞工需求、健康、文化、體育)。	社區責任
KPIB8.2	Resources contributed to the focus areas (e.g. money or time).	COMMUNITY RESPONSIBILITIES
關鍵績效指標B8.2	在專注範疇所動用資源 (如金錢或時間)。	社區責任



INVESTTECH HOLDINGS LIMITED
威訊控股有限公司