



**XIWANG PROPERTY HOLDINGS COMPANY LIMITED**

**西王置業控股有限公司\***

(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 : 2088

**2022** • ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT  
環境、社會及管治報告

 西王置業



\* For identification purpose only 僅供識別

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## ABOUT THIS REPORT

### 關於本報告

This Environmental, Social and Governance (“**ESG**”) Report (the “**ESG Report**”) for year ended 31 December 2022 summarises the ESG strategies, policies and accomplishments of Xiwang Property Holdings Company Limited (the “**Company**”, and together with its subsidiaries, collectively the “**Group**”, “**we**”, “**us**” or “**our**”). It demonstrates our long-term commitment to generate sustainable economic, social and environmental values to the community through responsible business practices. The ESG Report has been reviewed and confirmed by the Board of Directors (the “**Board**”). Both English and Chinese versions of the ESG Report are available on Company’s website [www.xiwangproperty.com](http://www.xiwangproperty.com). The corporate governance section was covered in the 2022 Annual Report.

## REPORTING STANDARD

This ESG Report is prepared in accordance with Appendix 27 Environmental, Social and Governance Reporting Guide (the “**ESG Reporting Guide**”) of the Rules Governing the Listing of Securities (“**Listing Rules**”) issued by The Stock Exchange of Hong Kong Limited. The Group has complied with “comply or explain” provisions set out in the Listing Rules. The key performance indicators (“**KPIs**”) considered material in the Reporting Period by the Group are disclosed in this ESG Report.

## REPORTING SCOPE

This ESG Report covers the principal operating activities of the Group, which are (i) sale of properties; (ii) trading of construction materials; and (iii) property management in the People’s Republic of China (the “**PRC**”), spanning over the period from 1 January 2022 to 31 December 2022 (the “**Reporting Period**”). The scope of the ESG Report has been covered our operations in Hong Kong and the PRC during the Reporting Period. The entities subject to reporting are determined by considering their ESG significance as well as influence to the Group’s operations, and they shall collectively constitute a fair picture of the Group’s overall ESG performance. The scope of the ESG Report is the same as the scope of the ESG report in previous year except the deregistration of Shandong Keen Lofty Property Management Limited\* 山東建軒物業管理有限公司 during the Reporting Period.

本截至二零二二年十二月三十一日止年度之環境、社會及管治(「**環境、社會及管治**»)報告(「**環境、社會及管治報告**»)概述西王置業控股有限公司(「**本公司**」, 連同其附屬公司統稱「**本集團**」或「**我們**»)的環境、社會及管治策略、政策及成果, 以彰顯我們透過負責任的商業操守, 為小區帶來可持續的經濟、社會及環境價值的長期承諾。環境、社會及管治報告已經董事會(「**董事會**»)審閱及確認。環境、社會及管治報告的英文和中文版本均可在本公司網站 [www.xiwangproperty.com](http://www.xiwangproperty.com) 查閱。二零二二年年報中已涵蓋企業管治環節。

## 報告標準

本環境、社會及管治報告乃根據香港聯合交易所有限公司頒布的證券上市規則(「**上市規則**»)附錄二十七環境、社會及管治報告指引(「**環境、社會及管治報告指引**»)編製。本集團已遵守上市規則所載的「不遵守就解釋」條文。本集團認為重要的報告期間內之關鍵績效指標(「**關鍵績效指標**»)已在本環境、社會及管治報告中披露。

## 報告範圍

本環境、社會及管治報告的範圍涵蓋本集團於二零二二年一月一日至二零二二年十二月三十一日期間(「**報告期間**»)在中華人民共和國(「**中國**»)的主要經營活動, 即(i)銷售物業; (ii)建材貿易及(iii)物業管理。環境、社會及管治報告範圍覆蓋報告期間在香港及中國的業務營運。實體是否須予報告, 乃考慮其環境、社會及管治的重要性以及對本集團營運的影響而定, 並將共同地公平反映本集團的整體環境、社會及管治表現。除了於報告期間開設山東建軒物業管理有限公司外, 本環境、社會及管治報告的範圍與上年度的環境、社會及管治報告的範圍相同。

## ABOUT THIS REPORT (Continued) 關於本報告(續)

### REPORTING PRINCIPLES

With the objective to provide relevant contents and quality information for decision making by stakeholders, the following reporting principles have been adopted in the preparation of this ESG Report.

*Materiality:* relevant and important ESG information to stakeholders is identified and covered. A materiality assessment, including stakeholder engagement, has been conducted to determine the relative importance of different ESG issues, and the corresponding results are disclosed in the Stakeholder Engagement and Materiality Assessment sections.

*Quantitative:* quantitative information is provided in respect of historical data are measurable and comparable with its ESG performance in the previous year. Relevant explanation is also provided to evaluate the effectiveness of the Group's ESG policies.

*Consistency:* unless otherwise specified, a consistent methodology is used in the preparation and presentation of ESG data to allow for a meaningful comparison of ESG performance over time.

*Balance:* objective information is provided, without selections, omissions and presentation formats that may inappropriately influence the readers.

### CONTACT DETAILS

To continuously refine the Group's sustainability strategy, we welcome any feedback concerning this report and the Group's sustainability performance. If you have any questions regarding the report, please contact the Group and its contact details are set out as below:

#### Xiwang Property Holdings Company Limited

Address: Unit 2110, 21st Floor, Harbour Centre, 25 Harbour Road, Wanchai, Hong Kong  
Or  
Xiwang Industrial Area, Zouping, Shangdong Province, The People's Republic of China  
Tel: (852) 3105 1261  
or (86) 543 813 8066  
Email: ir@xiwangproperty.com

### 報告原則

為提供相關內容及高質量數據以供持份者作決策之用，於編製此份環境、社會及管治報告時已採納下列報告原則。

*重要性：* 確定及涵蓋對持份者相關及重要的環境、社會及管治資料。已進行重要性評估（包括持份者的參與），以釐定不同環境、社會及管治議題的相對輕重而相應結果已在持份者的參與及重要性評估各節中披露。

*量化：* 在過往數據方面提供定量信息，有關數據為可計量並可與上一年的環境、社會及管治表現相比較。亦已提供相關解釋，以評估本集團的環境、社會及管治政策的成效。

*一致性：* 除非另有指明，於編製及呈列環境、社會及管治數據時已採用一致的方法，以便讀者就本集團不同年份的環境、社會及管治表現作出具意義的比較。

*平衡：* 提供客觀的資料，當中概無任何可能會不恰當地影響報告讀者的選擇、遺漏及呈報格式。

### 聯絡資料

為持續完善本集團之可持續發展策略，我們歡迎有關本報告及本集團之可持續發展績效之任何反饋。若閣下對本報告有任何疑問，請與本集團聯絡。聯絡資料如下：

#### 西王置業控股有限公司

地址：香港灣仔港灣道25號海港中心  
21樓2110室  
或  
中華人民共和國山東省鄒平市西  
王工業區  
電話號碼：(852) 3105 1261  
或(86) 543 813 8066  
電郵地址：ir@xiwangproperty.com

# ESG MANAGEMENT APPROACH

## 環境、社會及管治的管理方針

### ESG GOVERNANCE STRUCTURE

### 環境、社會及管治方面的管治架構

The Group understands robust governance with clearly-defined roles and responsibilities within the Group could build up the foundation of ESG management and strengthen the effectiveness on the oversight of ESG strategy. The Group is committed to upholding its corporate social responsibility and fulfilling stakeholders' expectations through solid ESG governance structure as illustrated in the chart below:

本集團明白，本集團內部明確界定的角色和責任的強大管治能夠為環境、社會及管治管理奠定根基，並加強對環境、社會及管治策略監督的成效。本集團致力通過下圖所展示的環境、社會及管治方面的穩固管治結構，以肩負其企業社會責任及實現持份者的期望：

#### The Board

##### 董事會

Takes the overall responsibility for the Group's ESG strategy and reporting, identifies, evaluates and manages ESG risks and opportunities, oversees and sets strategic directions and targets, ensures effective ESG risk management and internal control systems are in place and reviews progress made against targets

肩負本集團的環境、社會及管治策略及報告之整體責任、評估環境、社會及管治風險與機會、監督及制定策略方向及目標、確保施行有效的環境、社會及管治風險管理及內部監控制度以及審視達成目標的進度

#### The Management

##### 管理層

Monitors ESG risks and provides confirmation to the Board on the effectiveness of ESG risk management and internal control systems

監察環境、社會及管治風險，並向董事會確認環境、社會及管治風險管理及內部監控制度的成效

#### ESG Working Group

##### 環境、社會及管治工作團隊

Comprises core members from different departments and is responsible for implementation and formation of ESG strategy. The ESG working Group implements ESG policies and initiatives, monitors ESG risks and impacts and sustainability trends, evaluates existing ESG policies and reports to the Board on the Group's sustainability performance regularly

由來自不同部門的核心成員組成並負責執行及制定環境、社會及管治策略。環境、社會及管治工作團隊實施環境、社會及管治政策及計劃、監察環境、社會及管治風險及影響以及可持續發展趨勢、評估現行環境、社會及管治政策，以及就本集團的可持續發展表現向董事會報告

## ESG MANAGEMENT APPROACH

### 環境、社會及管治的管理方針

The Board has overall responsibility for ESG strategy and reporting of the Group. It identifies, evaluates and manages ESG risks and opportunities, and subsequently overseeing and setting up strategic directions and targets for the Group in relation to business and operation needs. The Board is also responsible for ensuring that appropriate and effective ESG risk management and internal control systems are in place. Meanwhile, the management of the Company (the “**Management**”) monitors ESG risks and provides confirmation to the Board on the effectiveness of risk management and internal control systems. The ESG working group is comprised of key managerial personnel including the CEO and CFO of the Company, as well as representatives of different business operation teams, the ESG working group is responsible for assisting the Board and the Management in managing ESG issues. It executes the ESG strategy formulated by the Board through implementing different ESG policies and initiatives into business operations. Besides, the ESG working group assists the management constantly in monitoring the ESG risks and impacts of the Group, as well as recent trends in sustainability. It holds meeting at least once a year to evaluate the effectiveness of existing ESG policies and identify improvement opportunities, while coordinating any necessary follow up actions. The ESG working group reports to the Board directly and regularly on the Group’s sustainability performance.

In addition, the Group’s integral enterprise risk management framework has covered ESG risks, the internal audit department performs annual assessment on internal control systems of the Group to identify any potential deficiencies, and makes appropriate recommendations for improvement. A risk management task force has been set up to perform the annual risk assessment process.

董事會全面負責本集團的環境、社會及管治策略及報告。其確定、評估及管理環境、社會及管治風險與機會，並隨後監督並就本集團的業務及營運需要制定策略方向及目標。董事會亦負責確保施行適當及有效的環境、社會及管治風險管理及內部監控制度。與此同時，本公司管理層（「**管理層**」）監察環境、社會及管治風險，並向董事會確認風險管理及內部監控制度的成效。環境、社會及管治工作團隊由主要管理人員組成，包括本公司的行政總裁、財務總監以及不同業務營運團隊的代表，負責協助董事會及管理層管理環境、社會及管治事宜。其執行由董事會訂立的環境、社會及管治策略，於各業務營運內實施不同的環境、社會及管治政策及計劃。此外，環境、社會及管治工作團隊協助管理層持續監察本集團的環境、社會及管治風險及影響以及可持續發展的近期趨勢。其每年舉行至少一次會議，以評價現行環境、社會及管治政策的成效及識別改善機會，並協調所需的跟進工作。環境、社會及管治工作團隊直接及定期就本集團的可持續發展表現向董事會匯報。

此外，本集團整體的企業風險管理框架內涵蓋環境、社會及管治風險，內部審計部門對本集團的內部監控制度進行年度評估，以識別任何潛在的不足之處，並提出適當的改善建議。本集團已成立風險管理專責小組，以進行年度風險評估程序。

# ENGAGEMENT OF STAKEHOLDERS

## 持份者的參與

### STAKEHOLDER ENGAGEMENT

### 持份者參與

As an enterprise who strives to fulfill its responsibilities, the Group not only actively develops its business and improves its return, but also places high value on the relationship and communication with stakeholders and their expectations of our business and ESG matters.

作為一間力盡己任的企業，本集團不僅積極發展業務，提高回報，同時亦非常重視與持份者的關係及溝通以及持份者對我們的業務及環境、社會及管治事務的期望。

#### Stakeholder

Stakeholder Groups 持份者組別	Probable issues of concern 可能的關注議題	Engagement Channels 參與渠道	Expectations 期望
Employees 僱員	Employee rights and benefits, work hours and working environment 僱員權益、工作時間及工作環境	<ul style="list-style-type: none"> <li>Email Communication</li> <li>電郵溝通</li> <li>Internal Meetings</li> <li>內部會議</li> <li>Employee Trainings and Activities</li> <li>僱員培訓及活動</li> <li>Performance Appraisal</li> <li>績效評核</li> </ul>	<ul style="list-style-type: none"> <li>Career development and training</li> <li>職業發展及培訓</li> <li>Equal opportunity</li> <li>平等機會</li> <li>Safe and harmony working environment</li> <li>安全和諧的工作環境</li> </ul>
Customers 客戶	Product quality, delivery times, reasonable price and work safety 產品質量、交付時間、合理價格及工作安全	<ul style="list-style-type: none"> <li>Corporate Website</li> <li>公司網站</li> <li>Customer Hotline and Emails</li> <li>客戶熱線及電郵</li> <li>Customer Feedback</li> <li>客戶反饋</li> </ul>	<ul style="list-style-type: none"> <li>Product and service quality</li> <li>產品及服務質量</li> <li>Long term relations</li> <li>長期關係</li> </ul>
Suppliers 供貨商	Quality control, stable demand and payment terms 質量控制、穩定需求及付款條款	<ul style="list-style-type: none"> <li>Quotation and Tendering</li> <li>報價及招標</li> <li>Site-visits and Supplier Evaluation</li> <li>實地視察及供貨商評估</li> <li>Emails and Phone Calls</li> <li>電郵及電話</li> </ul>	<ul style="list-style-type: none"> <li>Long term relations</li> <li>長期關係</li> <li>Business integrity and ethics</li> <li>商業誠信及道德</li> </ul>

## ENGAGEMENT OF STAKEHOLDERS 持份者的參與

Stakeholder Groups 持份者組別	Probable issues of concern 可能的關注議題	Engagement Channels 參與渠道	Expectations 期望
Shareholders and Investors 股東與投資者	Corporate governance system, business strategies and performance and investment returns 企業管治體系、業務策略及表現以及投資回報	<ul style="list-style-type: none"> <li>Press Releases 新聞稿</li> <li>Annual Reports and Interim Reports 年報及中期報告</li> <li>Announcements and Circulars 公告與通函</li> <li>Annual General Meetings/General Meetings 股東週年大會／股東大會</li> <li>Company Website 公司網站</li> </ul>	<ul style="list-style-type: none"> <li>Return on investment 投資回報</li> <li>Compliant operations 合規經營</li> <li>Enhancement of corporate Governance 加強企業管治</li> <li>Sustainable business development 可持續的業務發展</li> <li>Social investment and contributions 投資和貢獻社會</li> </ul>
Local Communities 本地小區	Environment and social welfare 環境及社會福利	<ul style="list-style-type: none"> <li>Community activates 小區活動</li> <li>ESG Reports 環境、社會及管治報告</li> </ul>	<ul style="list-style-type: none"> <li>Fulfilling environmental responsibility and social contribution 履行環保責任和貢獻社會</li> </ul>
Government 政府	Compliance with laws and regulations, prevention of tax evasion and social welfare 遵守法律法規、防止偷稅漏稅及社會福利	<ul style="list-style-type: none"> <li>ESG Reports</li> <li>Consultation 諮詢</li> <li>Financial reports 財務報告</li> </ul>	<ul style="list-style-type: none"> <li>Tax payment according to law 依法納稅</li> <li>Compliance with laws and regulations 遵守法律法規</li> </ul>

The Group will continue to engage both internal and external stakeholders, listen to them and provide updates to them on our ESG policies and progress.

本集團將繼續與內外部持份者接觸、聆聽彼等的意見，並讓彼等得悉我們環境、社會及管治政策及進度的最新發展。



# ENGAGEMENT OF STAKEHOLDERS

## 持份者的參與

### MATERIALITY ASSESSMENT

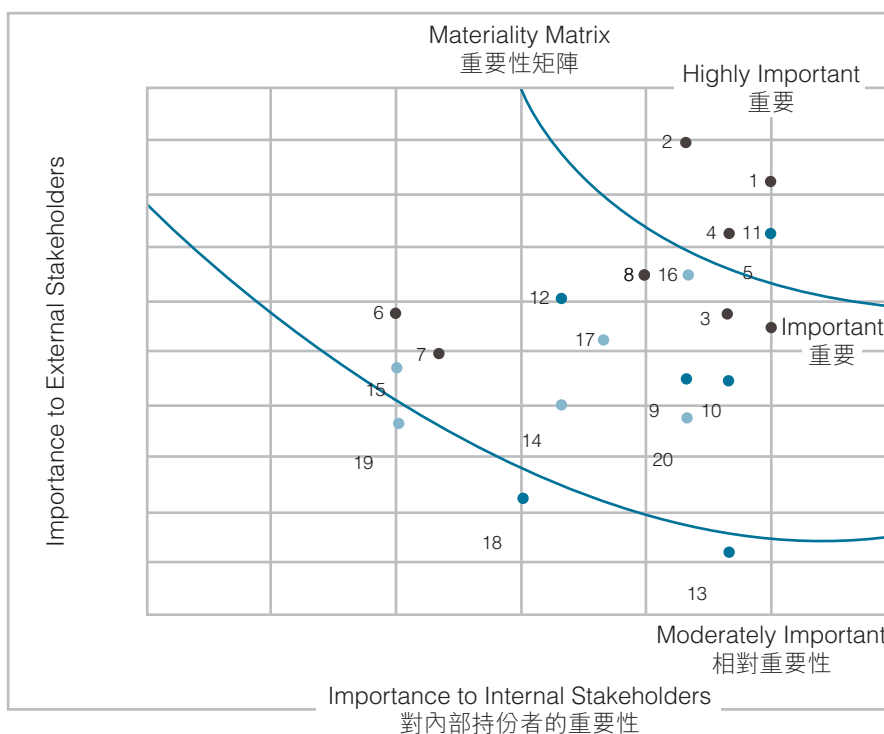
The Group has identified ESG issues that may have potential impacts on its sustainable development from various sources, including issues identified and included in the Group's internal policies, and some reflect by industry trends, the areas of ESG concerns raised by the Group's stakeholders are set out above.

A total of 20 issues were identified by our ESG working group and subsequently ranked by our key stakeholders. The final results are mapped into a materiality matrix as shown below. Out of which 4 issues are classified as highly important, 13 issues are classified as important and the remaining 3 issues are classified as moderately important.

### 重要性評估

本集團已識別來自各種來源可能對其可持續發展有潛在影響的環境、社會及管治事宜，包括本集團內部政策中確定及包括在內的事宜、部份則在行業趨勢、上文所載本集團持份者提出的環境、社會及管治關注領域中反映。

環境、社會及管治工作團隊已識別合共20項議題，隨後由主要持份者編排重要性的次序。最終結果在下列重要性矩陣展示。當中，4項議題歸類為非常重要、13項議題歸類為重要，餘下3項議題為相對重要。



## ENGAGEMENT OF STAKEHOLDERS 持份者的參與

### Material Issues

#### 重要議題

1	Supply Chain Management 供應鏈管理	9	Human Rights 人權	14	Air Pollution 空氣污染
2	Service Quality 服務質量	10	Equal Opportunity and Diversity 平等機會及多元化	15	Waste Management 廢棄物管理
3	Value Chain Standards 價值鏈水平	11	Workplace Health and Safety 工作場所健康與安全	16	Climate Change 氣候變化
4	Data Privacy 資料私隱	12	Training and Development 培訓及發展	17	Use of Energy 能源運用
5	Anti-Corruption 反貪污	13	Prevention of Child Labor and Forced Labor 防止童工及強制勞工	18	Use of Water 水源運用
6	Fair Competition 公平競爭			19	Noise Pollution 噪音污染
7	Community Investment and Involvement 小區投資及參與			20	Greenhouse Gas and Air Emissions 溫室氣體及廢氣排放
8	Compliance 合規				

The Group confirms that it has established appropriate and effective management policies and monitoring systems relating to ESG issues, and that contents disclosed in this ESG Report comply with the requirements of the ESG Reporting Guide.

本集團確認，已經就環境、社會及管治事宜建立適當和有效的管理政策和監測系統。本環境、社會及管治報告中披露的內容符合環境、社會及管治報告指引的規定。

# ECOLOGICAL ENVIRONMENTAL REPORT

## 生態環境報告

### A. ENVIRONMENTAL

The Group complies with all relevant environmental laws and regulations. It is committed to minimize the potential adverse impact of its operation on the environment, and constantly improves environmental protection methods and measures such as using energy-saving and low consumption products. It makes best effort to minimize pollution, utilise energy efficiently and reduce waste, and also encourages all employees to act responsibly for the environment.

#### A1. Emissions

The Group's business operations strictly comply with PRC laws and regulations, including but not limited to the Environmental Protection Law of the People's Republic of China, the Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution, the Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste, the Law of the People's Republic of China on the Prevention and Control of Water Pollution, and other laws and regulations. In 2022, the Group was not aware of any non-compliance with relevant laws and regulations that has a significant impact on the Group relating to air and greenhouse gas ("GHG") emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. The Group treated waste gas, waste water and solid waste to ensure they meet relevant standards.

This aspect is determined to be not material for being irrelevant to the reporting boundary of this ESG report, and thus no emissions target has been set. Nevertheless, we are committed to reducing emissions where applicable and will continue to report on this aspect to the extent applicable in order to demonstrate how we have performed for reference.

#### Green House Gas Emissions

Our offices do not involve any direct GHG emissions. During the Reporting Period, our total indirect GHG emissions were mainly arising from our consumption of petrol, electricity and use of paper.

### A. 環境

本集團遵守所有相關環境法律法規，致力減低其營運可能對環境造成的不利影響，不斷改進環保管理辦法及措施，如使用節能和低消耗產品。其盡最全力減少污染，有效利用能源和減少廢物，並鼓勵全體員工採取對環境負責的行為。

#### A1. 排放物

本集團的業務運營嚴格遵守中國法律法規，包括但不限於《中華人民共和國環境保護法》、《中華人民共和國大氣污染防治法》、《中華人民共和國固體廢物污染環境防治法》、《中華人民共和國水污染防治法》以及其他法律法規。於二零二二年，本集團並無發現任何不遵守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而對本集團有重大影響的相關法律及規例之情況。本集團對廢氣、廢水和固體廢物進行處理，確保其符合相關標準。

由於此層面與本環境、社會及管治報告的報告範圍無關，因此乃釐定為不重要及並無訂立排放目標。然而，我們致力在適用情況減少排放，並將在適用範圍內繼續報告此方面的情況，以提供我們的減排表現供參考。

#### 溫室氣體排放

我們的辦公室不涉及任何直接溫室氣體排放。於報告期間，我們的間接溫室氣體排放總量源自我們的使用的汽油、電力及紙張。

## ECOLOGICAL ENVIRONMENTAL REPORT (Continued) 生態環境報告(續)

We require all employees to turn off electricity consuming equipment (except those essentially operating machines) such as air conditioners, lightings and computers when they are not in use. We also invite our staff to reduce the frequency of business trips by making use of electronic communication methods such as telephone and video conferencing when practicable.

我們要求所有員工關閉不使用的耗電設備(操作中的機器除外)，如空調、照明及計算機。我們亦鼓勵員工盡量善用電話及視像會議等電子通訊方式，以減少出差的頻率。

Details of direct air emissions generated by the Group during the Reporting Period are shown below:

本集團於報告期間產生的直接廢氣排放之詳情載列如下：

<b>Air emissions (in kg)</b> 廢氣排放(千克)		<b>2022</b> <b>2022年</b> <b>RMB'000</b> 人民幣千元	2021 2021年 RMB'000 人民幣千元
Nitrogen oxides (NOx)	氮氧化物(NOx)	<b>0.86</b>	0.85
Sulphur oxides (SOx)	氮氧化物(SOx)	<b>0.02</b>	0.02
Particulate matter (PM)	顆粒物(PM)	<b>0.06</b>	0.06

Details of GHG emissions generated by the Group during the Reporting Period are shown below:

本集團於報告期間產生的溫室氣體排放之詳情載列如下：

<b>GHG emissions (in tonnes of CO2e)</b> 溫室氣體排放(噸二氧化碳當量)		<b>2022</b> <b>2022年</b> <b>RMB'000</b> 人民幣千元	2021 2021年 RMB'000 人民幣千元
Scope 1 – Direct emissions	範圍1 – 直接排放	<b>3,925</b>	3,925
Scope 2 – Energy indirect emissions	範圍2 – 能源間接排放	<b>49,691</b>	45,775
Scope 3 – Other indirect GHG emissions	範圍3 – 其他間接溫室氣體 排放	<b>9,008</b>	1,494

# ECOLOGICAL ENVIRONMENTAL REPORT (Continued)

## 生態環境報告(續)

### Waste Management

#### Hazardous Waste

Since the Group did not commence any new projects, limited hazardous waste was generated or handled. We do not set a target in this area. The Group shall continue to promote the reduction of the use of resources, further its work in environmental protection, cost reduction and efficiency improvement proactively.

#### Non-hazardous Waste

The non-hazardous waste generated by the Group was mainly the paper waste produced in daily office operations. The total paper waste disposed by the Group during the Reporting Period weighted to 1,000 kg (2021: 62.5 kg). The Group targets to continue to lower its total non-hazardous wastes in the next five years by creating a paperless working environment. We also encourage employees to use both sides of paper when copying and printing, and use e-mail instead of paper as much as possible to reduce operating costs. The Company would also try to limit the printed copies of its circulars, interim and annual reports. Paper consumption for the year increased due to the commencement of property management service.

The Group hopes to maintain the non-hazardous waste intensity at 95% to 160% of the current level, given that there is no addition of other types of non-hazardous waste except paper.

### 廢棄物管理

#### 有害廢棄物

由於本集團沒有新項目開工，故產生或處理的有害廢棄物有限。我們並無為此領域設定目標。本集團會繼續倡導對資源的節約利用，積極深化生態保護和降本增效工作。

#### 無害廢棄物

本集團產生的無害廢棄物主要是日常辦公中產生的廢紙。於報告期間，本集團處置的紙張垃圾總量為1,000千克(二零二一年：62.5千克)。本集團的目標是通過創造無紙化的工作環境，於未來五年繼續降低其無害廢棄物的總量。我們亦鼓勵員工在複印和打印時善用紙張的兩面，並盡量以電郵代替紙張，以減少運營成本。本公司亦將盡量限制通函、中期報告及年報的印數。本年內由於開始了物業管理服務，用紙量有所提升。

鑒於除紙張外並無增加其他類型的無害廢棄物，本集團期望將無害廢棄物密度維持在目前的95%至160%水平。

# ECOLOGICAL ENVIRONMENTAL REPORT (Continued)

## 生態環境報告(續)

### Dust Management

The head of good construction practices leadership group has the primary responsibility for dust pollution control and assigns a person to take charge of this. Main access roads at sites and major premises are all paved with concrete. Construction wastes must be collected and transported in appropriate containers. Discharging of waste in the air is forbidden. Wet cleaning of sites and floors and dismantling of scaffolds are required. Construction wastes must be cleared and taken out as per the requirements of the competent authorities. After earthwork begins, soil must be stacked together and if stored for more than one month, it shall be covered, hardened or plants shall be grown thereon. In the case of temporary storage, persons must be delegated to water it to reduce dust. During seasons that tend to raise dust, construction sites must be watered from time to time to reduce dust. In the case of strong wind rated level-5 or above, earthwork and any other work that tends to raise dust must be discontinued. Where construction is going on in a downtown area, commercial concrete should be used to reduce dust. Where a concrete mixer has to be used because of physical restrictions with the permission of the construction administration department, effective methods must be applied to prevent or minimize dust, such as enclosure or watering. Projects located outside the downtown shall meet the foregoing requirements as much as possible. Construction sites must be zoned and cleaned by responsible persons to stay clean all the time.

### 粉塵治理

施工現場文明施工領導小組組長是防止粉塵污染第一責任人，並指定專人負責此項工作。工地進出口主要道路和主要場所進行混凝土硬化處理。建築垃圾清理必須採用相應容器或管理運輸，嚴禁凌空拋擲，清掃場地和樓層以及翻架拆除架子應採取濕法作業，施工垃圾清運出場應按當地政府部門規定處理。土方開挖時，堆土應集中，存土時間超過一個月的，應進行覆蓋、固化或綠化。短時存放指定專人負責灑水降塵。在易產生揚塵的季節，施工現場應定時灑水降塵。遇五級以上大風天氣，停止土方和其他易產生揚塵的施工作業。市區內施工，要使用商品混凝土減少揚塵。經建設行政部門同意的因條件限制要設置攪拌機的項目應採取封閉、噴淋等有效措施防止或減少揚塵。城區外項目盡可能按以上要求控制。施工現場應按衛生責任區進行清掃，保持清潔。

# ECOLOGICAL ENVIRONMENTAL REPORT (Continued)

## 生態環境報告(續)

### A2. Use of Resources

The Group's business operations strictly comply with the PRC laws and regulations, including but not limited to the Energy Conservation Law of the People's Republic of China. We are committed to improving energy efficiency and advocating resource conservation.

#### Energy Management

The Group uses new technologies, processes, materials and equipment recommended by the government for energy-efficient civil buildings, and restricts or bans the use of energy-intensive technologies, processes, materials and equipment.

Before the construction of a project commences, a drawing review meeting is held to examine details related to frugal use of materials and resources, making sure materials wastage is 30% lower than the rated wastage rate. Depending on the project's progress, inventory level and other factors, the purchase, delivery and production lot of materials are scheduled appropriately to minimize stock-building. Materials are stacked orderly on site in a desirable environment and with proper protections. Sound safekeeping measures are in place and responsible persons are clearly appointed. Materials are transported using vehicles well suited for that purpose and are loaded and unloaded properly to prevent damage or spillage. Materials are unloaded at the nearest possible place to where they are intended to be used according to the site plan, to prevent or minimize the need for second movement.

Technologies and management approaches are applied to increase calibrations of templates and scaffolds. The installation work of reserved and pre-cast pipeline routes is optimized. Materials are locally sourced wherever possible. Building materials produced within 500 km of the construction sites should take up more than 70% of total weight of building materials used.

### A2. 資源使用

本集團的業務運營嚴格遵守中國法律法規，包括但不限於《中華人民共和國節約能源法》。我們致力提高能源效率，倡導節約資源。

#### 能源管理

本集團根據國家推廣使用的民用建築節能的新技術、新工藝、新材料和新設備，限制使用或者禁止使用能源消耗高的技術、工藝、材料和設備。

項目施工前，圖紙會審審核節材與資源利用的相關內容，達到材料損耗比定額損耗率降低30%；根據施工進度、庫存情況等合理安排材料的採購、進場時間和批次，減少庫存；現場材料堆放有序，儲存環境適宜，措施得當；保管制度健全，責任落實；材料運輸工具適宜，裝卸方法得當，防止損壞和遺灑；根據現場平面佈置情況就近卸除，避免和減少二次搬運。

本集團採取技術和管理措施提高模板、腳手架等的周准次數；優化安裝工程的預留、預埋、管線路徑等方案；就地取材，施工現場500公里以內生產的建築材料用量佔建築材料總重量的70%以上。

## ECOLOGICAL ENVIRONMENTAL REPORT (Continued) 生態環境報告(續)

Energy consumption indicators of good construction practices are defined, construction is made more energy efficient, construction machines and tools recommended by the government and the industry as being energy saving, efficient and environment-friendly are preferred, power consumption control indicators are set for production, living, office and construction equipment separately and measurement, review and comparative analysis are carried out regularly. A set of good practice of construction equipment management is outlined, power and oil consumption is gauged, equipment files are well preserved, and regular servicing and maintenance is done timely and properly to keep equipment in a low energy-consuming and efficient state. Construction machinery equipment with power rating matching the desired load is used to prevent high-power equipment running at a low load for an extended period of time. Work steps are arranged in a proper order to maximize utilization rate and full-load rate of all sorts of equipment and reduce unit energy consumption.

All temporary structures on construction sites intended for production, living and office uses are properly designed in terms of layout, orientation, spacing and window-to-wall area ratio, by making the most of natural conditions to provide the best possible day lighting and ventilation. Temporary structures are built using energy-efficient materials, and materials providing good insulation are used for the surfaces to minimize the use of air-conditioners in summer and heaters in winter and reduce energy consumption. The quantity of heating, air-conditioning and ventilation devices is rationed and the time available for use is specified to save power. Temporary structures should be deployed properly, giving consideration to short-term and long-term plans (current phase and next phase), so as to minimize and eliminate the need for building up or pulling down a lot of temporary structures or moving the whole site.

指定合理施工能耗指標，提高施工能源利用率，優先使用國家、行業推薦的節能、高效、環保的施工設備和機具，分別設定生產、生活、辦公和施工設備用電控制指標，定期進行計量、核算、對比分析。建立了施工機械設備管理制度，開展用電、用油計量，完善設備檔案，及時做好維修保養工作，使機械設備保持低耗、高效的狀態；選擇功率與負載相匹配的施工機械設備，避免了大功率施工機械設備低負載長時間運行；合理安排工序，提高各種機械的使用率和滿載率，降低各種設備的單位耗能。

施工現場利用場地自然條件，合理設計生產、生活及辦公臨時設施的體型、朝向、間距和窗牆面積比，使其獲得良好的日照和通風。臨時設施使用節能材料，前提、屋面使用隔熱性能好的材料，減少夏天空調、冬天取暖設備的使用時間及耗能量。合理配置采暖、空調、風扇數量，規定使用時間，實行分段分時使用，節約用電。臨時設施佈置注意遠近結合(本期工程與下期工程)，努力減少和避免大量臨時建築的拆建和場地搬遷。



## ECOLOGICAL ENVIRONMENTAL REPORT (Continued)

### 生態環境報告(續)

The construction plan of deep foundation pits is optimized to reduce excavation and backfill, minimize land disturbance and protect the surrounding natural ecology and environment. Where any land located beyond the red line needs to be used temporarily, uncultivated land or abandoned land should be used as much as possible and occupation of farm land or arable land should be minimized. The existing vegetation located within the plot under construction should be utilized and protected.

The construction site plan should be well-designed, to make the most of existing buildings, structures, roads and pipeline. Mixing plant, warehouse, processing plant, workshop, and materials stack yard on site should be located by existing, to-be-completed roads or temporary roads, to shorten haul distance. Lightweight prefabricated steel removable walls should be assembled and used to enclose construction sites continuously, to minimize construction wastes and protect the land.

Due to the nature of the Group's business, no packaging materials for finished products were generated by the Group.

A summary of the Group's energy consumption performance during the Reporting Period is as follows:

#### Energy Consumption 能源類型

Petrol (litre)	汽油(公升)
Electricity (kwh)	電力(千瓦時)

The Group aims at keeping next reporting period's consumption intensities at 95% to 150% of the current levels. The Group will encourage staff regularly checking and maintaining on motor vehicles and electrical appliances to avoid any energy inefficiency.

對深基坑施工方案進行優化，減少土方開挖和回填量，最大限度的減少對土地的擾動，保護周邊自然生態環境。紅線外臨時佔地盡量使用荒地、廢地，少佔用農田和耕地，利用和保護施工用地範圍內原有的綠色植被。

施工總平面佈置科學合理，充分利用原有的建築物、構築物、道路、管線為施工服務，施工現場攪拌站、倉庫、加工廠、作業棚、材料堆場等佈置在已有交通線路或即將修建的正式或臨時交通線路，縮短運輸距離。施工現場圍牆採用連續封閉的輕鋼結構預制裝配式活動圍擋，減少建築垃圾保護土地。

基於本集團的業務性質，本集團並不產生製成品所用的包裝材料。

本集團於報告期間的能源消耗表現概要如下：

	2022 2022年 RMB'000 人民幣千元	2021 2021年 RMB'000 人民幣千元
Petrol (litre)	1,500	1,500
Electricity (kwh)	69,800	64,300

本集團的目標是將下一個報告期間的消耗密度保持在目前的95%至150%水平。本集團將鼓勵員工定期檢查和維護汽車及電器，以避免任何能源效益的降低。

# ECOLOGICAL ENVIRONMENTAL REPORT (Continued)

## 生態環境報告(續)

### Water Management

Construction sites are equipped with an advanced water-efficient construction system. The water pipeline is laid out based on water consumption. The pipeline located in the landscape river is streamlined and effective methods are adopted to minimize leakage or wear of pipes and water using devices. On construction sites, a water harvesting and processing system that is able to recycle water in a step-wise manner is installed.

During the Reporting Period, the Group uses water mainly for routine operations such as drinking and general cleaning purposes. Total annual water consumption was 4,000m<sup>3</sup> (2021: 1,135m<sup>3</sup>). As the water sources were from the governmental body, the Group did not encounter any issues in sourcing water during the Reporting Period. The Group has been vigorously encouraging all employees to develop a habit of saving water and guiding employees to use water reasonably. The increase in water consumption for the year was driven by property management.

By reminding our staff of the importance of water management, we aim at keeping next reporting period's consumption intensities at 90% to 200% of the current levels.

### 水源管理

施工現場採用先進的節水施工工藝，供水管網根據用水量設計佈置，觀景河裡、管路簡捷，採取了有效措施減少管網和用水器具的漏損。施工現場監理了可再利用水的手機處理系統，使水資源得到梯級循環利用。

於報告期間，我們主要將水用於日常運作，如飲用及一般清潔用途。年度總用水量為4,000立方米(二零二一年：1,135立方米)。由於水源來自政府機構，於報告期間，本集團在求取水源方面並無遇到任何問題。本集團一直大力鼓勵全體員工養成節約用水的習慣，引導員工合理用水。本年用水量增加是由新業務物業管理帶動。

通過提醒員工水管理的重要性，我們的目標是將下一個報告期間的消耗密度保持在目前的90%至200%水平。

# ECOLOGICAL ENVIRONMENTAL REPORT (Continued)

## 生態環境報告(續)

### A3. The Environment and Natural Resources

The Group had no construction projects during the Reporting Period, therefore its business activities did not cause any material impact on the environment and natural resources. The Group implements the following measures to strive to minimize its business activities' impact on the environment and natural resources: The Group first carries out an environmental impact evaluation of its processes, technologies, equipment and raw materials in the course of design, technical renovation and procurement of raw materials, to make sure every step complies with environmental protection standards. The Group uses advanced technologies and high-quality raw materials for the purpose of energy saving. Moreover, the Group adopts environmental friendly advanced measures to increase investment in environmental protection, and develop a cyclic economy to systematically reduce pollutant emissions and protect the environment and the ecological system. The Group seeks to enhance the staff's environmental awareness by organizing environmental protection events, education and trainings. It adheres to the environmental philosophy of Energy Saving, Consumption and Waste Reduction, Cyclic Economy, Green and Ecology-friendly Xiwang, which is designed to protect the environment and pay back the society.

#### Environmental Protection

The Group has strictly complied with the requirements of the Environmental Protection Law of the People's Republic of China, Law of the People's Republic of China on Prevention and Control of Air Pollution, Law of the People's Republic of China on Prevention and Control of Water Pollution, Law of the People's Republic of China on Prevention and Control of Soil Pollution, Law of the People's Republic of China on Prevention and Control of Solid Waste Pollution, and abided by other laws.

The Group intends to strengthen its effort in the environmental protect through provision of regular training courses to its employees with an aim to enhance their understanding on the importance of the issues and raise their environmental awareness.

### A3. 環境及天然資源

本集團於報告期間並無項目建設，故業務活動沒有對環境及天然資源造成重大影響。本集團實施以下措施力求減低營運活動對環境及天然資源的影響：本集團設計、技術改造、原料採購過程中，首先對工藝、技術、設備、原料等進行環境影響評估，確保各項工作符合環境保護標準。本集團通過採用先進技術，優質原料等，節省能源消耗。此外，本集團採用先進的環保措施，加大環保投入，有序發展循環經濟，系統減低污染物排放，保護環境及生態系統。本集團通過組織環境保護活動，教育、培訓，提高全體員工的環境保護意識。秉承「節能降耗減廢、發展循環經濟，打造綠色西王、生態西王」的環保理念，保護環境，回報社會。

#### 環境保護

本集團嚴格執行《中華人民共和國環境保護法》、《中華人民共和國大氣污染防治法》、《中華人民共和國水污染防治法》、《中華人民共和國土壤污染防治法》、《中華人民共和國固體廢物污染防治法》的要求，並遵守其他法律。

本集團計劃通過為員工提供定期培訓課程而加強環保工作，以提高員工對相關議題重要性的認識，並提高員工的環保意識。

## ECOLOGICAL ENVIRONMENTAL REPORT (Continued) 生態環境報告(續)

### A4. Climate Change

The Group recognises that climate change is a global issue that affects everyone around the world. As a responsible corporate citizen, we are committed to reducing our GHG emissions as an effort to relieve climate change. At the same time, the Group has been fully aware of the potential risk of climate change may have a significant impact on our business operations, as more frequent extreme weather conditions resulted from the climate change. For instance, violent typhoon may lead to disruption to our property development progress. In severe case, it may even threaten the health and safety of our employees and subcontractors. Therefore, the Group has developed working mechanisms and related policies to identify and mitigate climate change issues. As a control measure, we closely monitor the local weather conditions of the places where we operate. The Group also has an emergency plan to provide guidance to our employees on how to respond to extreme weather so that we can minimize the potential losses.

### A4. 氣候變化

本集團深明氣候變化乃影響世界上所有人的全球性問題。我們作為負責任的企業公民，致力減少溫室氣體排放，舒緩氣候變化。同時，我們深明氣候變化帶來更頻繁的極端天氣狀況，潛在氣候變化風險可能對我們的業務營運構成顯著影響。舉例來說，猛烈颱風可能導致我們的物業開發進度受阻。嚴重者更可能會威脅僱員的健康及安全。因此，本集團已制定工作機制和相關政策以識別和緩解氣候變化議題。作為控制措施，我們密切注視我們營運所在的當地天氣狀況。本集團亦已制訂應急計劃，就應對極端天氣為僱員提供指引，務求將潛在損失減至最低。

# ECOLOGICAL ENVIRONMENTAL REPORT (Continued)

## 生態環境報告(續)

### Physical Risks and Transition Risks

We have considered the recommendations of the Task Force on Climate-related Financial Disclosure to include the potential climate-related risks, which are the physical risks such as extreme weather conditions and transition risks such as regulatory change on environmental matters, and summarized as below:

### 實體風險及過渡風險

我們根據氣候相關財務披露工作專責小組的建議，考慮潛在的氣候相關風險，即極端天氣條件等實體風險和環境事務監管變化等過渡風險，並總結如下：

Risk Type	Risks	Potential Financial Impact	Short (current reporting period)	Medium (1-3 years)	Long 4-10 years)	Mitigation Strategy
風險類型	風險	潛在財務影響	短期 (本報告期間)	中期 (1-3年)	長期 (4-10年)	緩解策略
Physical Risks 實體風險	<ul style="list-style-type: none"> <li>– Extreme weather conditions such as heavy rain storm and snowing</li> <li>– 極端天氣條件，如暴雨和降雪</li> </ul>	<ul style="list-style-type: none"> <li>– Reduced business revenue</li> <li>– 業務收入減少</li> <li>– Disruption of the supply chain</li> <li>– 供應鏈中斷</li> </ul>	✓			<ul style="list-style-type: none"> <li>– Adjust the working schedule of construction plan</li> <li>– 調整施工計劃的工作時間表</li> </ul>
Transition Risks 過渡風險	<ul style="list-style-type: none"> <li>– Changes in environmental related regulations</li> <li>– 環境相關法規的變化</li> <li>– Enhance the climate-related disclosures in ESG reports</li> <li>– 加強環境、社會及管治報告中與氣候相關的信息披露</li> </ul>	<ul style="list-style-type: none"> <li>– Increased price of greenhouse gas emissions</li> <li>– 溫室氣體排放的定價上升</li> <li>– Increased compliance cost</li> <li>– 合規成本增加</li> </ul>		✓	✓	<ul style="list-style-type: none"> <li>– Monitor the regulatory environment and review the impact of new regulations regularly</li> <li>– 定期監察監管環境及審視新法規的影響</li> <li>– Engage consultant in getting the right solution</li> <li>– 委聘顧問以獲得合適的解決方案</li> </ul>

## B. SOCIAL

### I. Human Resources

#### B1. Employment

The Group believes in the business philosophy of “Health, Integrity, Hardship and Happiness”, is people-oriented and values that employees are the most important asset. The Code of Conduct for employees is strictly adhered to. Employees enjoy a pleasant working environment, a competitive remuneration package and benefits and a reasonable promotion path, such that they can become healthy, realistic, innovative and ambitious “People of Xiwang Property”.

The Group has strong emphasis on the sustainable development of its staff, we respect and protect the legitimate rights of our employees. The Group implements certain policies in staff promotion and staff assessment which detailed the rules related to compensation, dismissal, promotion and other benefits and welfare, so as to safeguard the interests of the employees and build a harmonious working environment.

#### Employee benefits:

A performance-based compensation system combined with various forms of distributions has been designed in accordance with national and local laws and regulations and internal rules and policies, with a view to attracting and retaining the most talented people needed by its business, allows employees to benefit from growth of the Group, brings into full play the effect of incentives and realizes the strategic goals of the Group.

The Group pays social security contributions and mandatory provident fund for the staff in full and in a timely manner as per national and local social security laws, regulations and policies.

## B. 社會

### 一、人力資源

#### B1. 僱傭

本集團秉承「健康西王、誠信西王、憂患西王、快樂西王」的經營理念，堅持以人為本，將僱員視為最寶貴的財產；恪守員工準則，以良好的工作環境，優厚的薪酬福利，合理的晉陞渠道，全力塑造健康、務實、創新、進取的「西王置業人」。

本集團極為重視員工的可持續發展，並尊重及保障員工的合法權益。本集團在員工晉陞和員工考核方面實行若干政策，詳細訂明薪酬、辭退、晉陞及其他福利待遇，以維護員工利益，構建和諧的工作環境。

#### 僱員福利：

為吸引和留住企業所需的優秀人才，使員工能夠分享本集團發展所帶來的成果，充分發揮薪酬槓桿的激勵作用，推動本集團整體戰略目標的實現，依據國家及地區相關法律、法規及本公司相關管理制度，建立以崗位績效工資制為基礎、多種分配形式並存的薪酬管理機制。

本集團嚴格按照國家及地方的社會保險有關法律法規和政策規定，為全體員工按時足額繳納社會保險費用及強制性公積金。

## HUMAN RESOURCES (Continued)

### 人力資源(續)

#### Staff recruitment and assessment:

A proper performance communication and feedback mechanism is put in place to give employees feedback on their performance and benchmarks for comparison, advise and help them to improve and also motivate them to keep learning, manage themselves and work hard for a great career.

Business management is efficiency-oriented and the assessment centers on the performance indicators such as profit achieved, which applies to every staff member. The performance based pay of production personnel is determined by regular assessment including output, quality and safety, while those of other production management and management functions are evaluated on their competency, behavior and attitude.

The Group employs a combination of external recruitment and internal competition to provide candidates with equal opportunities and will not be treated unequally due to gender, background, religion, marital and parenting status, or any discriminatory factors prohibited by applicable laws. Ordinary employees are aged between 18 and 50.

The Group observes national laws and regulations strictly and has formulated the corresponding management system required, including Employee Recruitment Management System, Compensation Management System, Employee Leave Management Measures, Employee Resignation Management Rules and Employment Contract Management Measures etc. Through these rules and measures, the Group manages procedures including the recruitment, appointment, performance assessment, incentives and constraints, break and leave of employees.

#### 員工招聘及評估：

建立規範的溝通與反饋機制，向員工反饋績效評價和對比信息，為員工改進績效提供指導和幫助，同時激勵員工不斷學習，自我管理，創造職業生涯的輝煌。

本集團以「效益優先」管理為先導，圍繞利潤實現等績效指標進行考核，實行全員參與制；生產人員績效工資以產量、質量、安全作定期評核，其他生產管理、管理部門人員的績效工資按能力、行為及態度考核。

本集團招聘採取外部招聘和內部競崗相結合的機制，為參與者提供平等機會，不會因性別、背景、宗教、婚育情況等或適用法律所禁止的任何歧視因素而受到不平等對待。正常普工錄用年齡在18至50歲。

本集團嚴格執行國家的法律法規，制定的相關管理制度有《員工招聘管理制度》、《薪酬管理制度》、《員工請銷假管理辦法》、《員工離職管理規定》、《員工勞動合同管理辦法》等，本集團可通過各項管理規定，規範員工的招聘錄用、選拔任用、考核評定、激勵約束、休息休假等流程。

## HUMAN RESOURCES (Continued) 人力資源(續)

### Staff statistics:

The Group has a total workforce of 23, 2 of them are senior management (accounting for 8.69% of the total workforce), 9 are middle management (accounting for 39% of the total workforce and 12 are junior level staff (accounting for 52% of the total workforce). 21 staff are in Mainland China and 2 staff are in Hong Kong.

Among staff members of the Group, 11 are male (accounting for 48% of the total workforce) and 12 are female (accounting for 52% of the total workforce). All staff are full-time employees of the Group. The employee turnover rate was 0%.

Among staff members of the Group, 1 graduated with lower secondary education (accounting for 4.3% of the total workforce), 2 with upper secondary education and specialized secondary education (accounting for 8.7% of the total workforce), 13 with tertiary education (accounting for 56.5% of the total workforce), 4 with university education (accounting for 26.08% of the total workforce) and 1 with master or above education (accounting for 4.3% of the total workforce). As shown in the data, more than 70% of staff members are tertiary (or above) educated while some staff members are relatively low-educated, which is compensated by their richer working experience. However, from the perspective of the long term development of the Group, the Group should train more highly-educated staff members with professional and multiple skills.

### 員工統計數據：

本集團人員共23人，高層管理人員2人，佔員工總數的8.69%；中層管理人員9人，佔員工總數的39%；基層員工12人，佔員工總數的52%。21名員工駐於中國內地，而2名員工駐於香港。

本集團員工中，男11人，佔總數的48%，女12人，佔總數的52%。全體員工為本集團之全職僱員。僱員流失比率為0%。

本集團員工中，初中學歷1人，佔總數的4.3%，高中及中專2人，佔總數的8.7%，大專學歷13人，佔總數的56.5%，本科學歷4人，佔總數的26.08%，碩士以上學歷1人，佔總數的4.3%。從數據來看，大專及以上學歷佔比超過70%，部分人員學歷相對較低，此部分人員有較豐富的工作經驗，彌補了學歷的缺陷，但從本集團長遠發展看，應該多培養學歷高、有專業技術的複合型人才。



## HUMAN RESOURCES (Continued)

### 人力資源(續)

Among staff members of the Group, 0 is under 26 years of age (accounting for 0% of the total workforce), 5 are between 26 and 35 years of age (accounting for 21.74% of the total workforce), 6 are between 36 and 40 years of age (accounting for 26.08% of the total workforce), 6 are between 41 and 45 years of age (accounting for 26.08% of the total workforce), 4 are between 46 and 50 years of age (accounting for 17.39% of the total workforce) and 2 are above 50 years of age (accounting for 8.69% of the total workforce). Based on the data, above 70% of the total workforce are young members, which is in line with the development needs of the Group. However, from the long term perspective, we should enhance development and selection of talents to avoid shortage of staff caused by departure and retirement of staff members.

Among staff members of the Group, 1 has joined the Group for 1 to 3 years (accounting for 4.34% of the total workforce), 4 for 3 to 5 years (accounting for 17% of the total workforce), 2 for 5 to 10 years (accounting for 8.69% of the total workforce) and 16 for above 10 years (accounting for 69.56% of the total workforce). As shown in the data, the length of service of the Group's staff is on the rise, which indicates the Group's policy and strategy is proportionate to individual career planning.

本集團員工中，26歲以下人員0人，佔總數的0%，26-35歲人員5人，佔總數的21.74%，36-40歲人員6人，佔總數的26.08%，41-45歲人員6人，佔總數的26.08%，46-50歲的4人，佔總數的17.39%，50歲以上人員2人，佔總數的8.69%。從數據來看，中青年佔70%以上，符合本集團目前的發展需要，但從長遠角度出發，應該加大對人才培養選拔上，避免因人員離職、退休等引起的人員崗位斷層。

本集團員工中，入職1-3年的1人，佔總數的4.34%，3-5年的4人，佔總數的17%，5-10年的2人，佔總數的8.69%，入職10年以上的16人，佔總數的69.56%，從數據來看，本集團員工工作年限呈上升的趨勢，說明本集團的政策方針與個人的職業生涯規劃呈正比態勢。

## HUMAN RESOURCES (Continued) 人力資源(續)

The Group strictly complies with the Labor Law of the People's Republic of China, the Labor Contract Law of the People's Republic of China, the Social Insurance Law of the People's Republic of China, the Law of the People's Republic of China on the Protection of Rights and Interests of Women and other national laws and regulations, and has established relevant measures, such as Employees Recruitment Management System, Remuneration Management System, Employees Leave Management Measures, Social Security Management System and Employment Contract Management Measures. In 2022, the Group was not aware of any non-compliance with relevant laws and regulations that have a significant impact on the Group relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

### B2. Health and Safety

The Group has high value on the health and safety of its employees. Procedures have been set up to safeguard the health and safety of our employees, prevent and eliminate occupational disease hazards, and maintain a safe working place. The Group strictly monitors the hazard sources that exist in our working environment, and identifies, assesses and controls any occupational health and safety deficiency that may lead to unexpected accidents.

The Group reported no significant incidents relating to production safety during the Reporting Period.

The Group holds preventive measures for our employees. Annual physical checkup for employees is organized to guarantee their physical health.

本集團嚴格遵守《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國社會保險法》、《中華人民共和國女性權益保護法》和其他國家法律法規，制定的相關管理制度有《員工招聘管理制度》、《薪酬管理制度》、《員工請銷假管理辦法》、《社保管理制度》、《員工勞動合同管理辦法》等。於二零二二年，本集團並無發現任何不遵守有關薪酬及解雇、招聘及晉陞、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而對本集團有重大影響的相關法律及規例之情況。

### B2. 健康與安全

本集團極為重視員工的健康和安全。本集團已制定相應程序以保障員工的健康和安全，預防和消除職業病危害，保持工作場所安全。本集團嚴格監控工作環境中存在的危險源，以及識別、評估和控制任何可能導致意外事故的職業健康和安​​全缺陷。

本集團於報告期間並無發生重大安全生產事故。

本集團為員工備有防範未然的措施。為保證職工身體健康，本集團為員工每年組織一次健康查體活動。

## HUMAN RESOURCES (Continued)

### 人力資源(續)

The Group has organized a series of activities, including hidden hazard identification and control, safety emergency response drill, employee safety education, enhanced management of construction sites, safety knowledge competition, etc. The work of control and elimination of safety hazards has achieved good results and provided a strong guarantee to achieve operational objectives.

In terms of system, a sound occupational health and safety management system has been put in place. In terms of operating process, each staff member on-site is regularly provided with a set of personal protective equipment, including uniform, safety helmet and gloves. In terms of prevention, all staff is regularly provided with professional and technical safety training to enhance their professional skills, and prevent production incidents. The responsibility system for safety production has been improved, with a focus on enhancing the implementation of responsibilities, while safety management focuses on the implementation of responsibilities, risks analysis and elimination of hidden dangers. Aside from stringent compliance with the Safety Production Laws by the Group, Safety Department of the Group has also signed the comprehensive Statement of Responsibilities of Safety Production Targets Management which covers all employees.

本集團開展安全隱患排查治理、安全應急演練、全員安全教育、加強對施工現場的管理、安全知識競賽等一系列活動。控制和消除安全隱患工作取得良好成效，為經營目標的實現提供有力的保障。

本集團從制度上，建立了完善的職業健康安全管理体系；從營運過程上，為施工現場每一位員工配備工作服、安全帽、手套等一系列勞保用品，並定期發放；從預防上，定期對全體員工進行專業技術安全培訓，提升員工的專業技能，防止生產事故的發生。完善安全生產責任體系，著力提升責任落實力度，安全管理重在責任落實、危險分析、消除隱患，本集團除嚴格遵守《安全生產法》外，本集團安全部亦組織簽訂了全方位、全員覆蓋的《安全生產目標管理責任書》。

## HUMAN RESOURCES (Continued)

### 人力資源(續)

The Group maintains its own policy and guidelines in handling the work injury. Safety procedures have been circulated to staff to give guidance to employees to respond to emergencies. Employees are required to report work injury within 24 hours when the incident happens. Written report shall be sent to the human resources department. The Group will compensate the employees in accordance with “Classification Catalog of Shutdown Leaves with Salary Period for Injured Workers in Shandong”\* (《山東省工傷職工停工留薪期分類目錄》). The Group will ensure that every injured employee will get proper treatment and remunerated. Staff who failed to report the work injury in a timely, accurate and proper manner will be punished. The human resources department will take a proactive approach in following up all work injuries.

In order to better manage its occupational safety and health works, the Group strictly implements the Production Safety Law of the People’s Republic of China, the Law of the People’s Republic of China on the Prevention and Treatment of Occupational Diseases, the Fire Control Law of the People’s Republic of China, the Regulations on the Obligations of the Safety Production Main Body of Production and Operation Entities in Shandong Province, Production Safety Regulations of Shandong Province and other national or local laws and regulations. In 2022, the Group was not aware of any non-compliance with the health and safety-related laws and regulations that would have a significant impact on the Group.

In the past three years (including the Reporting Period), the Group did not record any work-related fatality. The Group also did not lose working days due to work-related injuries.

本集團訂有處理工傷的自身政策和準則。安全程序已分發予員工以指導員工應對緊急情況。員工必須在事發後的24小時內報告工傷個案。書面報告應送交人力資源部門。本集團將按照《山東省工傷職工停工留薪期分類目錄》為員工提供賠償。本集團將確保每位工傷職工均能得到適當的治療和補償。未能及時、準確、適當報告工傷的員工將受到處罰。人力資源部門將積極主動的跟進所有工傷事件。

為更佳地管理職業安全與健康工作，本集團嚴格執行《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》、《中華人民共和國消防法》、《山東省生產經營單位安全生產主體責任規定》、《山東省安全生產條例》及其他國家或地方法律法規。於二零二二年，本集團並無發現任何不遵守有關健康及安全而對本集團有重大影響的相關法律及規例之情況。

在過去三年(包括報告期間)，本集團沒有錄得任何因工亡故個案。本集團也沒有因工傷而損失工作日的情况。

## HUMAN RESOURCES (Continued)

### 人力資源(續)

The outbreak of COVID-19 pandemic has disrupted the normal pace of work and life around the world. Nonetheless, the Group has taken the primary response to protect our stakeholders as our obligatory duty.

In response to the outbreak of COVID-19 pandemic, the Group strictly observes and implements the guidelines and announcements of the Center for Disease Control and Prevention of the PRC on pandemic prevention to protect the health of our employees.

應對新冠疫情新冠疫情的爆發打亂了世界各地的正常工作和生活節奏。然而，本集團已將保護持份者作為我們義不容辭的首要任務。

為應對新冠疫情的傳播，本集團嚴格遵守並動態調整和執行中國疾病預防控制中心關於預防新冠疫情的指導方針和公告要求，以保障員工健康。

### B3. Development and Training

Development and training are one of the critical factors of the Group's success. Hence, we spare no efforts and costs to create training opportunities for the staff, expand their promotion path and foster mutual growth of the staff and the Group. The Group invited professional and technical safety management personnel to conduct technical safety management training for our internal safety management personnel and first-line construction personnel in many occasions. The professional knowledge of safety management personnel is enriched and the professional and technical operating skills of first-line employees are improved.

During the Reporting Period, the Group provided 15 hours training to its staff to enrich employees' skills and knowledge.

The breakdown of the percentage of employee trained and the average number of training hours completed per employee by gender and employee category during the Reporting Period is as follows:

Percentage of employee trained	受訓僱員百分比	95.2%
Percentage of employee trained by gender	按性別劃分的受訓僱員百分比	
Female	女性	49%
Male	男性	51%
Percentage of employee trained by employee category	按僱員類別劃分的受訓僱員百分比	
Management employee	管理層僱員	9.5%
Mid-level employee	中層僱員	35%
Junior level employee	基層僱員	55.5%
Average training hours	平均受訓時間	13 Hours小時
Average training hours completed per employee by gender	按性別劃分的每名僱員平均完成的受訓時數	
Female	女性	13 Hours小時
Male	男性	13 Hours小時
Average training hours completed by employee by employee category	按僱員類別劃分的每名僱員平均完成的受訓時數	
Management employee	管理層僱員	11 Hours小時
Mid-level employee	中層僱員	12 Hours小時
Junior level employee	基層僱員	14 Hours小時

### B3. 發展及培訓

發展及培訓是本集團成功的關鍵因素之一，故此，我們不遺餘力、不吝成本的為員工創造培訓機會，拓寬晉陞通道，促進員工與本集團共同成長。本集團邀請專業技術安全管理人員，多次為內部安全管理人員、一線施工人員進行技術安全管理培訓，豐富安全管理人員的專業知識，提高一線員工的專業技術操作技能。

於報告期間，本集團為員工提供15小時的培訓，以增進僱員的技能和知識。

於報告期間，受訓僱員百分比及每名僱員平均完成的受訓時數按性別及僱員類別劃分的明細如下：

## BUSINESS MANAGEMENT (Continued)

### 運營管理(續)

#### B4. Labor Standards

Majority of the employees of the Group are domiciled in the PRC. The Group complied with the relevant regulations of the Labor Law and committed no breach of the Labor Law or any other applicable standards or regulations occurred during the term of employment of the employees.

The Group eliminates any form of child labor and forced labor. Recruiters in the recruitment process strictly checks the candidates' identity credentials to ensure the accuracy of the identity of the employee. The Group has established a mutual monitoring mechanism for employees to monitor violations of laws and regulations such as forced or child labor. Once any violation is discovered, the Group will report to the labor union or higher authorities, relevant personnel involved in the incident will be dealt with according to law.

The Group strictly complies with the Law on Employment Contracts. Employment contract is signed with every staff member within one month after they join the Group. All employees have signed a contract with the Group and they are covered by basic pension insurance, medical insurance, unemployment insurance, work injury insurance and maternity insurance to allow them to share the economic achievements of the Group, which contribute to a harmonious employer-employee relationship.

The Group will combine the assessment of each position and the requirements of the job duties in a timely manner to provide promotion opportunities to outstanding and exemplary employees. The Group strictly observes the 8-hour duty system, national statutory holidays, and the vacation system formulated by the Group. Salary, overtime pay and related benefits are paid according to the local minimum (maximum) compensation standards to ensure the legitimate rights and interests of employees.

#### B4. 勞工準則

本集團所招聘的僱員大多位於中國，錄用期間遵從勞動法的相關規定，無違反勞動法或任何其他適用準則或法規。

本集團杜絕任何形式的使用童工和強迫勞工行為。招聘工作負責人嚴格檢查應聘者的身份證件以確保用人身份的準確。本集團設有僱員相互監督機制，對強迫勞工或童工等違法違規行為進行監督，一旦發現本集團將向工會或上級部門反饋，將對涉事人員依法依規進行處理。

本集團嚴格遵守《勞動合同法》，員工入職一個月內與其簽訂勞動合同，員工勞動合同簽約率達100%。依法為員工繳納基本養老保險、醫療保險、失業保險、工傷保險和生育保險，切實能讓員工共享經濟成果，構建和諧的勞動關係。

本集團會適時結合各崗位的考核情況及工作內容的要求，為表現優異的具有模範帶頭作用的僱員提供晉陞機會。本集團嚴格執行8小時工作制及國家法定節假日及本集團制定的休假制度，勞工工資、加班費及相關福利均依據當地最低(最高)工資標準支付，確保僱員的合法權益。

## BUSINESS MANAGEMENT (Continued) 運營管理(續)

The Group strictly complies with the relevant laws and regulations, including but not limited to, the Labor Law of the People's Republic of China and the Provisions on the Prohibition of Using Child Labor of the People's Republic of China.

During the Reporting Period, there was no cases (2021: nil) of material non-compliance with applicable laws and regulations in relation to labor standards.

### B5. Supply Chain Management

The Group has enacted the Procurement Management Procedure or Manual in accordance with the Contract Law of the People's Republic of China, the Bidding Law of the People's Republic of China, the Special Equipment Safety Law of the People's Republic of China, the Regulations on the Safety Administration of Dangerous Chemicals and other laws and regulations. The Group considers the following criteria for selecting suppliers, including: (1) a good track record in the industry, with the ability to provide financial statements; (2) strong financial resources; and (3) recommendations given by other real estate developers. The Group will give priority to the suppliers who have ongoing business with major property developers, and with registered capital among the top 10 in the industry.

The Group considers factors including credit rating, service quality and delivery time after consulting real estate developers that the Group has close relationship with. Before making the final selection, the prospective supplier is asked to provide a sample for examination or trial to ensure the good quality of the parts supplied, and the Group conducts on-site visits to confirm the delivery capability, the soundness of quality assurance system and financial strength of the prospective supplier.

本集團嚴格遵守相關法律和法規，包括但不限於《中華人民共和國勞動法》和《中華人民共和國禁止使用童工規定》。

於報告期間，並無發生與勞動標準有關的重大違反適用法律法規的情況(二零二一年：無)。

### B5. 供應鏈管理

本集團按照《中華人民共和國合同法》、《中華人民共和國招標投標法》、《中華人民共和國特種設備安全法》、《危險化學品安全管理條例》及其他法律法規制定《採購管理程序或手冊》。本集團在挑選供貨商時考慮以下準則，包括：(1)業內往績良好，能夠提供財務報表；(2)財力雄厚；及(3)其他房地產開發商給予推薦。本集團將優先考慮與主要房地產開發商有持續業務往來，且註冊資本在業內排名前十的供貨商。

在向與本集團有緊密關係的房地產開發商諮詢後，本集團將考慮的因素包括供貨商的信用評級、服務質素及交貨時間。在作最終選擇前，本集團將要求准供貨商提供試用件進行檢驗或者試用，以確保該配件的質量狀況；本集團亦會進行實地考察，以確認准供貨商的供貨能力、質量保證系統的完備、以及資金實力等。



## BUSINESS MANAGEMENT (Continued)

### 運營管理(續)

All materials are purchased by the Group's Materials Office in a centralized manner by following the Group's inquiry, bid and contract signing procedures. Suppliers' services are traceable throughout the procurement process and their performance is monitored and assessed. Suppliers are assessed based on their capital adequacy, delivery capability, capability of funds advanced, quantity and quality of products delivered, execution of contract and creditworthiness etc. According to the results of the assessment, the Group will determine whether a supplier is qualified for admission into the Contract Supplier Catalog. Any supplier that fails to meet the standards shall not be included in the catalog.

Upon receipt the products from suppliers of construction materials, the Group will require the suppliers to produce a certification together with the qualified inspection records to prove all products are up to the standard. As the Group operates in the PRC only and its customers are within Shandong Province, the Group's sourcing efforts also focus on Shandong so as to reduce the carbon footprint from transportation.

The Group also values the integrity of the suppliers and only selects suppliers and subcontractors with good track records and without material violations of rules and regulations. We do not handle suppliers and subcontractors with any acts of bribery and corruption, and strictly prohibit suppliers and subcontractors from obtaining procurement contracts or co-operative relationships through any form of pay-to-play or gifts.

材料進購由本集團材料科進行統一採購，公司詢價、招標、簽訂採購合同。在採購過程中全程跟蹤供貨商的服務，對供貨商進行監督考核和評價。評價內容包括供貨商的資金、供貨能力、資金墊付能力、交貨數量、交貨質量、合同履約、誠信經營等，按照評價結果評定供貨商是否符合准入要求，建立《合同供貨商目錄》，對最終不符合要求的供貨商取消准入資格。

在收到建材供貨商提供的產品後，本集團將要求供貨商出示證書和合格驗收記錄，以證明所有產品均達標。由於本集團只在中國經營而客戶在山東省內，因此本集團的採購工作亦集中在山東，以減少運輸過程中的碳足跡。

本集團亦重視供貨商的誠信，只選擇有良好往績和並無重大違規行為的供貨商和分包商。我們不處理供貨商和分包商的任何賄賂和貪污行為，嚴禁供貨商和分包商通過任何形式的賄賂或饋贈獲得採購合同或合作關係。

## BUSINESS MANAGEMENT (Continued) 運營管理(續)

The Group pays close attention to the policies implemented by the local governments where it operates. If the Group finds information on environmentally friendly products or services published by the official authorities, the Group will actively consider adopting the recommendations of the official authorities to procure goods and services that have less impact on the environment.

During the Reporting Period, we co-operated with 7 suppliers (2021: 5) in total, all are located in Shandong Province, PRC.

### B6. Product Responsibility

The Group, at the time of delivery, provides owners with Construction Completion Filing Form, household acceptance check form, floor area field measurement report and indoor environment test report, as well as Residence Quality Warranty and Residence User Guide as per the regulations in the PRC.

As the Group puts much emphasis on the prevention of legal risks relating to the advertisement and promotion of products and services, it strictly complies with the Advertising Law of the People's Republic of China, the Regulations on Control of Advertisement, the Implementation Rules for the Regulations on Control of Advertisement, the Anti-Unfair Competition Law of the People's Republic of China and other laws and regulations.

本集團密切注視其業務所在地的地方政府實施的政策。倘若本集團發現官方機構發佈的環保產品或服務信息，本集團將積極考慮採納官方機構的建議，採購對環境影響較小的商品和服務。

於報告期間，我們與合共7名(二零二一年：5名)全部位於中國山東省之供貨商合作。

### B6. 產品責任

本集團在新房交付時會按照中國規定為業主提供《建築工程竣工備案表》、分戶驗收表、面積報告實測報告及室內環境檢驗報告，同時為業主提供《住宅質量保證書》和《住宅使用說明書》。

產品及客戶投訴本集團高度關注防範有關產品和服務的宣傳及推廣相關的法律風險，嚴格遵守《中華人民共和國廣告法》、《廣告管理條例》、《廣告管理條例實施細則》、《中華人民共和國反不正當競爭法》等相關法律法規。

## BUSINESS MANAGEMENT (Continued)

### 運營管理(續)

During the Reporting Period, the Group did not receive complaint from customers about product quality or customer service quality. The Group has a clear method of accepting and responding to complaints. Customers may lodge their complaints or issues by phone or at our service counters and we will conduct a detailed record of the case and follow up with analysis and verification. Based on the agreement with the customer and relevant industry laws and regulations, if the case is found to be the responsibility of the Group, the issue will be properly handled. If it is not the responsibility of the Group, we will explain the case and assist the customer to solve the problem in any way we can. Should there be any reported cases identified, the complaint will be escalated to the senior management which included the Chief Executive Officer of the Company. All significant complaints and the corresponding results are recorded in details for follow up if necessary and for the Group's improvement.

於報告期間，本集團並無收到客戶對產品質量或客戶服務質素的投訴。本集團有明確的接收投訴及應對方法，客戶可通過投訴電話或在服務台提交相關投訴或面臨的問題，本集團會對投訴內容進行詳細登記，並後續對其進行分析和鑒別，根據與客戶的協議及相關行業法律法規，確認為本集團責任的，會對問題進行妥善處理，不歸於本集團責任的，會對客戶進行說明並對客戶面臨的問題提供力所能及的幫助，協助客戶解決問題。如有任何舉報個案，投訴將上報包括本公司首席執行官在內的高級管理層。所有重要投訴和相應結果均會詳細記錄，以便在必要時跟進及推動本集團改善。

## Customer Privacy Protection

The Group attaches importance to establishing and maintaining a good relationship with customers as well as the confidentiality of customer data and will keep it properly. The use of customer data is limited to the purpose of reaching commercial agreements with customers and providing services to customers. Confidentiality agreements will be entered into with employees when they join the Group.

The Group imposed strict control on the information system and users' rights to access to customer information is clearly defined. Staff are trained to use the customers' information in accordance to their needs. Prior approval from senior management is required for copying and transferring the data and documents related to customers. If there is unauthorized access to customers' information, the senior management will investigate, rectify the issue and punish the related staff.

## Protecting Intellectual Property Rights and Data Privacy

The Group strictly complies with laws and regulations such as the Trademark Law, the Patent Law, the Copyright Law, the Law against Unfair Competition, the Foreign Trade Law and the Intellectual Property Law. As the Group attaches high importance to product quality, the Group has formulated and executed quality testing systems and relevant procedures for its products in accordance with the standards in the Product Quality Law of the People's Republic of China, the Standardization Law of the People's Republic of China, the Metrology Law of the People's Republic of China and its Rules for Implementation, the Law of the People's Republic of China on the Protection of Consumer Rights and Interests, the Regulations of the People's Republic of China on Certification and Accreditation and other laws and regulations.

## 保障客戶私隱

本集團重視與客戶建立並維護良好關係。本集團重視客戶資料的保密工作，會對客戶數據進行妥善保管，客戶數據的使用僅限於與客戶達成商業協議及為客戶提供服務之目的，本集團僱員入職時都會簽訂保密協議。

本集團嚴控信息系統，明確規定用戶訪問客戶信息的權限。受訓員工可以根據本身的職務需要使用客戶信息。在複製和轉移與客戶有關的數據和文件時，必須事先得到高級管理層批准。如有未經授權訪問客戶信息的情況，高級管理層將進行調查，糾正問題並處罰涉事員工。

## 保護知識產權和數據私隱

本集團嚴格遵守《商標法》、《專利法》、《著作權法》、《反不正當競爭法》、《對外貿易法》和《知識產權法》等法律法規。本集團高度重視產品質量，依據《中華人民共和國產品質量法》、《中華人民共和國標準化法》、《中華人民共和國計量法》及實施細則、《中華人民共和國消費者權益保護法》、《中華人民共和國認證認可條例》等法律法規相關標準，制定並執行有關產品質量檢測的制度及相關規程。

## SOCIETY (Continued)

### 社會(續)

The Group understands that respecting and protecting the intellectual property rights of the Group and third parties is critical to its reputation. Hence, the Group has clearly highlighted that employees are not allowed to use copyrighted materials without the permission of the owners. We have signed with our employees the “Employee Confidential Agreement”, which requires them not to disclose or transfer any inventions, technological achievements, works or other trade secrets owned by us or which we have undertaken not to disclose or transfer.

The Group regularly evaluates whether the products and/or services of all its suppliers infringe the intellectual property rights of any third parties. If any party is found to be infringing intellectual property rights, the Group will terminate the cooperation with the organization.

During the Reporting Period, there was no case (2021: nil) regarding data leakage and intellectual property rights infringement reported by the Group.

### B7. Anti-corruption

The Group maintains and effectively implements a comprehensive system of internal control and stringent policies for anti-corruption.

In order to tighten supervision over employees and crack down economic crimes, employees can report any breach of the laws and rules, including dereliction of duty, misconduct, abuse of power for personal gains or taking or offering bribe, committed by any other member of the Group which are detrimental to the Group’s interests by mail, telephone or face to face meetings etc. In order to change the behavioral patterns of the management, apart from stringent compliance with the Law Against Unfair Competition, the Group has also formulated Anti-bribery and Anti-corruption Policy.

本集團深知，尊重和保護本集團和第三方的知識產權對自身聲譽至關重要。因此，本集團明確強調，員工在沒有得到所有者許可的情況下，不得使用有版權的材料。我們已經與員工簽訂了《員工保密協議》，要求員工不得披露或轉移我們擁有或我們承諾不披露或轉移的任何發明、技術成果、作品或其他商業秘密。

本集團定期評估其所有供貨商的產品及／或服務有否侵犯任何第三方的知識產權。如發現任何一方侵犯知識產權，本集團將終止與有關機構的合作。

於報告期間，本集團並無發生與數據洩露和侵犯知識產權有關的個案(二零二零一：無)。

### B7. 反貪污

本集團維持並有效實施全面的內部監控制度和嚴格反貪污政策。

為加強員工監督，打擊經濟犯罪，員工可通過信函、電話、面談等多種形式舉報本集團各類人員的失職、瀆職、以權謀私、行賄受賄等損害本集團利益的違法違規行為。另為轉變幹部作風，本集團除嚴格遵守《反不正當競爭法》外，本集團亦已制定反賄賂及貪污政策。

During the Reporting Period, the Group has provided our Directors and staff with reading and e-learning materials on topics relevant to anti-bribery and anti-corruption including updates on changes to and on the latest developments in the relevant laws/guidelines.

During the Reporting Period, we did not find any material violation of laws and regulations on the prevention of bribery, extortion, fraud and money laundering, nor did we have any concluded cases of corruption litigation.

### **Whistle-blowing Mechanisms**

The Group attaches great importance to the integrity and honesty of our employees. To enable the reporting of suspected misconducts, we have set up a whistle-blowing channel for our employees in which all reported cases will be handled with strict confidentiality to safeguard the interests of the whistle-blowers. We will regularly review our policies and procedures to ensure they remain effective in detecting and preventing corrupt practices, while complying with relevant laws and regulations including the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong), Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615 of the Laws of Hong Kong) and the Anti-money Laundering Law of the People's Republic of China. During the Reporting Period, we have formulated whistle-blowing policy and did not notice any concluded legal cases regarding corrupt practices brought against the Group or our employees.

於報告期間，本集團為董事及員工提供有關反賄賂及反貪污課題的閱讀及電子研習材料，包括有關法律／指引的變化及最新發展的更新。

在報告期間，我們沒有發現任何重大違反防止賄賂、敲詐、欺詐和洗黑錢的法律法規的行為，也沒有任何已結案的貪污訴訟案件。

### **舉報機制**

本集團極其重視僱員的品格和誠信。為助舉報疑似的不當行為，我們已為僱員設立舉報渠道，當中所有舉報個案均會嚴格保密處理，以保障舉報者的權益。我們將定期檢討政策及程序，以確保其於偵察及防範貪污行為方面仍然有效，同時符合相關法律及法規，包括香港法例第201章《防止賄賂條例》、香港法例第615章《打擊洗錢及恐怖分子資金籌集條例》及《中華人民共和國反洗錢法》。於報告期間，我們制定了舉報政策，我們並無獲悉任何關於貪污行為而對本集團或我們的僱員提出訴訟的已結案法律案件。

## SOCIETY (Continued)

### 社會(續)

#### B8. Community Investment

##### 1. Corporate Social Responsibility

As part of our ongoing commitment to corporate social responsibility, the Group has assumed more and more social responsibilities and provided more services and contributions to the society while the Group is developing its business. With respect to environmental protection, the Group intensifies its resource saving and environmental protection efforts, discharges its energy saving and emission reduction responsibility diligently, develops the cyclic economy, implements clean production, maximizes energy efficiency in order to drive economic growth without putting the ecological environment at stake. With respect to charity, the Group combines charity with its business development strategy and spiritual civilization development, and builds up its inner strength consistently. The Group organizes regular donations and poverty relief initiatives every year. The Group planted more than 50 trees and about 600 square meters of turf and flowers in the community, and actively contributed to the improvement of the ecological environment of the community.

#### B8. 小區投資

##### 1. 社會責任

本集團積極承擔社會責任，讓本集團在發展的同時，承擔更多的社會責任，為社會服務，為社會多做貢獻。在環境治理上，加強資源節約和環境保護，認真落實節能減排責任，發展循環經濟，實施清潔生產，提高能源利用效益，實現企業經濟發展與生態環境保護的雙贏。在慈善事業上，將慈善事業與本集團的發展戰略和精神文明建設相結合，不斷提升企業發展內涵。本集團每年定期開展愛心捐助、扶貧幫困送溫暖活動。本集團在小區植樹50余棵，栽種草皮及花卉約600平方米，為小區生態環境的改善積極做出貢獻。

## 2. Care for Employees

The Group shows increasing care for employees in terms of both hardware and software, by enriching the cultural pastimes of the management and the staff, stimulating their passion for their careers and making the Group more united and efficient. In terms of hardware, the Group makes available a comfortable, well-lit, safe and healthy work environment, and a lot of amenities, including dormitory, canteen, bathroom, library, clinic, and badminton and table tennis facilities, to build a safe, carefree and comfortable Xiwang community. The Group organizes a wide variety of team building activities, which offers opportunities for our employees to further communicate and interact with each other, so that they can have a strong sense of belonging and cohesion from time to time.

## 2. 員工關懷

為了豐富廣大幹部、員工的精神生活，激發廣大員工立足崗位、建功立業的激情，提高本集團的凝聚力、戰鬥力，本集團從硬環境和軟環境方面加大員工關懷。在硬環境方面，為廣大員工提供舒適、明朗、安全、健康的工作環境，配備職工公寓、職工餐廳、職工浴室、圖書館、衛生室及羽毛球、乒乓球等生活、休閒設施，傾心打造安全、放心、舒適的西王置業生活圈。本集團不定時組織形式多樣的團建活動，供大家進一步交流互動的機會，使大家有更強烈的歸屬感和凝聚力。



# THE ESG REPORTING GUIDE CONTENT INDEX OF THE STOCK EXCHANGE

## 聯交所環境、社會及管治報告指引內容索引表

### Mandatory Disclosure

#### Requirements

強制披露規定

#### Section/Declaration

章節／聲明

Governance Structure 管治架構	ESG Governance Structure 環境、社會及管治管治架構
Reporting Principles 匯報原則	About This Report – Reporting Framework 關於本報告－報告框架
Reporting Boundary 匯報範圍	About This Report – Reporting Scope 關於本報告－報告範圍

### Subject Areas, Aspects, General Disclosures and KPIs

主要範疇、層面、  
一般披露及關鍵績效指標

#### Description

描述

#### Section/Declaration

章節／聲明

#### Aspect A1:

##### 層面A1：

General Disclosure  一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.  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： (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。	Emissions  排放物
KPI A1.1  關鍵績效指標A1.1	The types of emissions and respective emissions data.  排放物種類及相關排放數據。	Emissions – Green House Gas Emissions  排放物－溫室氣體排放
KPI A1.2  關鍵績效指標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).  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）。	Emissions – Green House Gas Emissions  排放物－溫室氣體排放

## THE ESG REPORTING GUIDE CONTENT INDEX OF THE STOCK EXCHANGE (Continued)

### 聯交所環境、社會及管治報告指引內容索引表(續)

#### Subject Areas, Aspects, General Disclosures and KPIs

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KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Emission – Waste Management
關鍵績效指標A1.3	所產生有害廢棄物總量（以噸計算）及密度（如以每產量單位、每項設施計算）。	排放物－廢棄物管理
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Emissions – Waste Management
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）。	排放物－廢棄物管理
KPI A1.5	Description of emissions target(s) set and steps taken to achieve them.	Emissions – Emissions
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。	排放物－排放物
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.	Emissions – Waste Management
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。	排放物－廢棄物管理

#### 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.	Use of Resources – Energy Management
一般披露	有效使用資源(包括能源、水及其他原材料)的政策。	資源使用－能源管理
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).	Use of Resources – Energy Management
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)。	資源使用－能源管理

## THE ESG REPORTING GUIDE CONTENT INDEX OF THE STOCK EXCHANGE (Continued)

### 聯交所環境、社會及管治報告指引內容索引表(續)

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、 一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	Use of Resources – Water Management 資源使用－水源管理
KPI A2.3 關鍵績效指標A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	Use of Resources – Energy Management 資源使用－能源管理
KPI A2.4 關鍵績效指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	Use of Resources – Water Management 資源使用－水源管理
KPI A2.5 關鍵績效指標A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位估量。	Not applicable as the Group did not use packaging materials 由於本集團並無使用包裝材料，因此並不適用
<b>Aspect A3: The Environment and Natural Resources</b>		
<b>層面A3：環境及天然資源</b>		
General Disclosure 一般披露	Policies on minimising the issuer's significant impacts on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	The Environment and Natural Resources 環境及天然資源
KPI A3.1 關鍵績效指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	The Environment and Natural Resources – Environmental Protection 環境及天然資源－環境保護

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Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、 一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect A4: Climate Change</b> 層面A4：氣候變化		
General Disclosure 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	Climate Change 氣候變化
KPI A4.1 關鍵績效指標A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	Climate Change – Physical Risks and Transition Risks 氣候變化－實體風險及過渡風險
<b>Aspect B1: Employment</b> 層面B1：僱傭		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解雇、招聘及晉陞、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的：	Employment 僱傭
KPI B1.1 關鍵績效指標B1.1	Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region. 按性別、僱傭類型(如全職或兼職)、年齡組別及地區劃分的僱員總數。	Employment 僱傭

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KPI B1.2 關鍵績效指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Employment 僱傭
<b>Aspect B2: Health and Safety</b>		
<b>層面B2：健康與安全</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (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。	Health and Safety 健康與安全
KPI B2.1 關鍵績效指標B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年(包括匯報年度)每年因工亡故的人數及比率。	Health and Safety 健康與安全
KPI B2.2 關鍵績效指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	Health and Safety 健康與安全
KPI B2.3 關鍵績效指標B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	Health and Safety 健康與安全

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<b>Aspect B3: Development and Training</b>		
<b>層面B3：發展及培訓</b>		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Development and Training 發展及培訓
KPI B3.1 關鍵績效指標B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別(如高級管理層、中級管理層)劃分的受訓僱員百分比。	Development and Training 發展及培訓
KPI B3.2 關鍵績效指標B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Development and Training 發展及培訓
<b>Aspect B4: Labor Standards</b>		
<b>層面B4：勞工準則</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labor. 有關防止童工或強制勞工的： (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。	Labor Standards 勞工準則
KPI B4.1 關鍵績效指標B4.1	Description of measures to review employment practices to avoid child and forced labor. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Labor Standards 勞工準則
KPI B4.2 關鍵績效指標B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Labor Standards 勞工準則

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#### Aspect B5: Supply Chain Management

##### 層面B5：供應鏈管理

General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Supply Chain Management 供應鏈管理
KPI B5.1 關鍵績效指標B5.1	Number of suppliers by geographical region. 按地區劃分的供貨商數目。	Supply Chain Management 供應鏈管理
KPI B5.2 關鍵績效指標B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. 描述有關聘用供貨商的慣例，向其執行有關慣例的供貨商數目，以及相關執行及監察方法。	Supply Chain Management 供應鏈管理
KPI B5.3 關鍵績效指標B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	Supply Chain Management 供應鏈管理
KPI B5.4 關鍵績效指標B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供貨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。	Supply Chain Management 供應鏈管理

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#### Aspect B6: Product Responsibility

##### 層面B6：產品責任

General Disclosure

Information on:

Product Responsibility

- (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.

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：

產品責任

- (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。

KPI B6.1

Percentage of total products sold or shipped subject to recalls for safety and health reasons.

Product Responsibility

關鍵績效指標B6.1

已售或已運送產品總數中因安全與健康理由而須回收的百分比。

產品責任

KPI B6.2

Number of products and service related complaints received and how they are dealt with.

Product Responsibility –  
Products and Customer  
Complaints

關鍵績效指針B6.2

接獲關於產品及服務的投訴數目以及應對方法。

產品責任－產品及客戶投訴

KPI B6.3

Description of practices relating to observing and protecting intellectual property rights.

Product Responsibility –  
Protecting Intellectual Property  
Rights and Data Privacy

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。

產品責任－保護知識產權和數據私隱

KPI B6.4

Description of quality assurance procedure and recall procedures.

Product Responsibility –  
Product and Customer  
Complaints

關鍵績效指標B6.4

描述質量檢定過程及產品回收程序。

產品責任－產品及客戶投訴

KPI B6.5

Description of consumer data protection and privacy policies, and how they are implemented and monitored.

Product Responsibility –  
Customer Privacy Protection

關鍵績效指針B6.5

描述消費者數據保障及私隱政策，以及相關執行及監察方法。

產品責任－保障客戶私隱



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<b>Aspect B7: Anti-corruption</b>		
<b>層面B7：反貪污</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 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。	Anti-corruption 反貪污
KPI B7.1 關鍵績效指標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. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	Anti-corruption 反貪污
KPI B7.2 關鍵績效指標B7.2	Description of preventive measures and whistleblowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Anti-corruption – Whistle-blowing Mechanisms 反貪污－舉報機制
KPI B7.3 關鍵績效指標B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	Anti-corruption 反貪污

## THE ESG REPORTING GUIDE CONTENT INDEX OF THE STOCK EXCHANGE (Continued) 聯交所環境、社會及管治報告指引內容索引表(續)

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、 一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
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### Aspect B8: Community Investment

#### 層面B8：小區投資

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