



創業集團(控股)有限公司

NEW CONCEPTS HOLDINGS LIMITED

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號 : 2221

2021

ENVIRONMENTAL, SOCIAL AND
GOVERNANCE REPORT

環境、社會及管治報告



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1. ABBREVIATIONS

簡寫

| | |
|---|---|
| <p>“we”, “New Concepts”, “the Company” 「我們」、「創業集團」、「本公司」</p> | <p>New Concepts Holdings Limited 指創業集團(控股)有限公司</p> |
| <p>“the Group” 「本集團」</p> | <p>The Company and its subsidiaries 指本公司及其附屬公司</p> |
| <p>“ESG” 「ESG」</p> | <p>Environmental, social and governance 指環境、社會及管治</p> |
| <p>“the Report” 「本報告」</p> | <p>New Concepts Holdings Limited 2021 Environmental, Social and Governance Report 指創業集團(控股)有限公司2021年環境、社會及管治報告</p> |
| <p>“the Reporting Period” 「報告期」</p> | <p>The period from 1 April 2020 to 31 March 2021 指2020年4月1日至2021年3月31日期間</p> |
| <p>“PRC”, “China” 「中國」</p> | <p>The People’s Republic of China 指中華人民共和國</p> |
| <p>“Hong Kong” 「香港」</p> | <p>Hong Kong Special Administrative Region of the People’s Republic of China 指中華人民共和國香港特別行政區</p> |
| <p>“SEHK” 「聯交所」</p> | <p>The Stock Exchange of Hong Kong Limited 指香港聯合交易所有限公司</p> |
| <p>“Listing Rules” 「《上市規則》」</p> | <p><i>The Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited</i> 指《香港聯合交易所有限公司證券上市規則》</p> |
| <p>“ESG Reporting Guide” 「《ESG指引》」</p> | <p>2016 Edition of the <i>Environmental, Social and Governance Reporting Guide</i> in Appendix 27 to the <i>Listing Rules</i> 指2016年版本的《上市規則》附錄27《環境、社會及管治報告指引》</p> |
| <p>“HK\$” 「港幣」</p> | <p>Hong Kong dollar, the official currency of Hong Kong 指香港元，香港法定貨幣</p> |
| <p>“Board” 「董事會」</p> | <p>Board of Directors 指董事會</p> |
| <p>“KPI” 「關鍵績效指標」</p> | <p>Key performance indicators in the <i>ESG Reporting Guide</i> 指《ESG指引》中的關鍵績效指標</p> |



1. ABBREVIATIONS

簡寫

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| “BOT” | Build-Operate-Transfer, a project model whereby a government entity grants to entity a concession to finance, construct and operate a facility according to the agreed specifications for a specified concession period. The entity does not own the facility or the project, but it may receive subsidies from the government entity and/or incomes from the project’s end users. Upon expiry of the concession period, operation of the project will be transferred to the government entity at a nominal fee |
| 「BOT」 | 指建設 — 營運 — 轉讓，是一種項目模式，政府機構根據協定的規格，在規定的特許權年期內向實體授予特許權，以資助、建造和營運設施。實體不擁有設施或項目，但可能從政府機構獲得補貼及／或從項目最終使用者收取收入。特許權年期屆滿後，項目將以象徵性費用轉讓給政府機構進行營運 |
| “IMS” | Integrated Management System, which combines all related components of a business into one system for easier management and operation |
| 「IMS」 | 指綜合管理體系，將業務所有相關部分合併為一個系統，以便更容易管理及運作 |
| “ISO” | International Standardisation Organisation |
| 「ISO」 | 指國際標準化組織 |
| “OHSAS” | Occupational Health and Safety Assessment Series |
| 「OHSAS」 | 指職業健康與安全評估系列 |
| “QSHE” | Quality, Safety, Health and Environment |
| 「QSHE」 | 指質量、安全、健康及環境 |
| “GHG” | Greenhouse Gases |
| 「GHG」 | 指溫室氣體 |
| “EPC” | Engineering, procurement and construction |
| 「EPC」 | 指工程、採購及建設 |
| “Construction Business” | The Group’s business in provision of foundation works, civil engineering contractual service and general building works |
| 「建築業務」 | 指本集團提供地基工程、土木工程合約服務及一般屋宇工程的業務 |
| “Environmental Protection Business” | The Group’s business in provision of environmental protection projects including kitchen waste treatment and strategic investments in environmental protection related projects |
| 「環保業務」 | 指本集團提供環保項目(包括餐廚垃圾處理)及環保相關項目的策略性投資的業務 |



1. ABBREVIATIONS

簡寫

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|--|--|
| “Industrial Fluid Business” 「工業流體業務」 | The Group’s business in provision of industrial fluids system services 指本集團提供工業流體系統服務的業務 |
| “Taiyuan Plant” 「太原項目」 | The Group’s subsidiary, Taiyuan Tianrun Bioenergy Co., Ltd. 指本集團的附屬公司，太原天潤生物能源有限公司 |
| “Hefei Plant” 「合肥項目」 | The Group’s subsidiary, Hefei Extraordinary Biological Technology Co., Ltd. 指本集團的附屬公司，合肥非凡生物科技有限公司 |
| “Tianjin office” 「天津辦公室」 | The Group’s subsidiary, Tianjin Yisheng Environmental Technology Co., Ltd. 指本集團的附屬公司，宜升(天津)環境技術有限公司 |
| “Beijing office” 「北京辦公室」 | The Group’s subsidiary, Beijing Yisheng Environmental Technology Co., Ltd. 指本集團的附屬公司，北京宜升環保能源科技有限公司 |
| “CO” 「CO」 | Carbon monoxide 指一氧化碳 |
| “NOx” 「NOx」 | Nitrogen oxides 指氮氧化物 |
| “SOx” 「SOx」 | Sulphur oxides 指硫氧化物 |
| “PM” 「PM」 | Particulate matter 指顆粒物 |



2. ABOUT THE REPORT

關於本報告

New Concepts discloses its ESG information to address its stakeholders' concern, enhancing the transparency of corporate sustainability. We hereby present the 5th ESG report to illustrate our management approach and performance in sustainable development during the period of 1 April 2020 to 31 March 2021, which is consistent with our financial year.

創業集團披露其ESG資料以回應持份者的關注，提高企業可持續發展的透明度。我們提交第5份ESG報告，以說明我們在2020年4月1日至2021年3月31日期間(與我們的財政年度一致)的管理方針及可持續發展表現。

2.1 Reporting Guidelines

The Report has been prepared in accordance with the *ESG Reporting Guide*. The Report has complied with all "comply or explain" disclosure obligations set out in the *ESG Reporting Guide* and has been prepared in accordance with the 4 reporting principles: materiality, quantitative, balance and consistency.

2.1 報告標準

本報告乃根據《ESG指引》進行編製。本報告已遵守《ESG指引》中規定的所有「不遵守就解釋」披露條款，並根據4項匯報原則：重要性、量化、平衡和一致性進行編寫。

Materiality: 重要性：

The Report aims to disclose the Group's performance and management related to high-materiality ESG issues to its stakeholders. Therefore, we have identified high-materiality issues through a materiality assessment, in which stakeholders were invited to participate in an online questionnaire and the assessment result was reviewed and validated by the Board. The detailed materiality assessment process and results are disclosed in the chapter 4.1 Stakeholder-driven Materiality Assessment.

本報告旨在向持份者披露本集團與重大ESG議題有關的表現及管理。因此，我們通過重要性評估來確定重大議題，邀請持份者參與網上問卷調查，評估結果由董事會審查及確認。詳細的重要性評估過程及結果在第4.1章持份者主導重要性評估中披露。

Quantitative: 量化：

To illustrate our performance in environmental and social aspects, we have disclosed our quantitative KPI during the Reporting Period, together with the information on the standards, methodologies, assumptions and/or calculation tools used, and source of conversion factors used of the quantitative KPI.

為說明我們在環境及社會方面的表現，我們已經披露報告期內的量化關鍵績效指標及量化關鍵績效指標所使用的標準、方法、假設及／或計算工具的資料，以及所使用的轉換係數的來源。



2. ABOUT THE REPORT

關於本報告

| Balance: 平衡： | Consistency: 一致性： |
|--|--|
| <p>The report provides an unbiased picture of the Group's ESG performance during the Reporting Period.</p> <p>本報告已對本集團於報告期內的ESG表現進行公正描述。</p> | <p>We adopt consistent calculation methods used in previous reporting periods to improve the comparability of environmental and social performance. If there are any changes, we will annotate and explain the changes in the footnotes.</p> <p>我們採用以往報告期使用的一致計算方法，以提高環境及社會績效的可比性。倘有任何變化，我們將在註腳中註述及解釋該等變化。</p> |

The Report's compliance with the *ESG Reporting Guide* is summarised in the "Content Index of the *ESG Reporting Guide*" of the Report.

對《ESG指引》的遵守情況於本報告「《ESG指引》索引」中概述。

2.2 Reporting Scope

Unless otherwise stated, the Report discloses the environmental and social approaches and performances of the Group including all subsidiaries in business sectors of the Construction Business in Hong Kong and the Environmental Protection Business in the PRC.

2.2 報告範圍

除非另有說明，否則本報告披露本集團（包括所有附屬公司）在香港建築業及中國環保業務領域方面的環境和社會方針及績效。

Since the Industrial Fluids Business was discontinued due to the Group's creditor's enforcement of its pledged shares in Vimab Holding AB in early April 2020. Therefore, the Industrial Fluids Business has not been included in reporting scope. In addition, Loudi Fangsheng Environmental Technology Co. Ltd and Clear Industry Company Limited under the Environmental Protection Business has not been included in the reporting scope as its respective equity share has been sold and/or transferred during the Reporting Period.

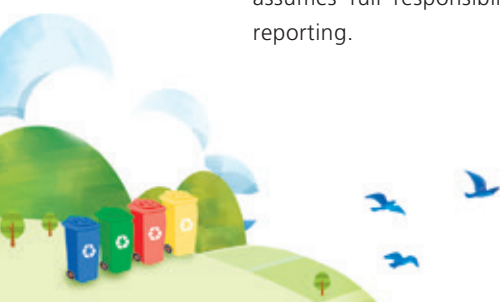
由於本集團債權人在2020年4月初執行其於Vimab Holding AB的質押股份，工業流體業務已經停止。因此，工業流體業務未被納入本報告範圍。此外，環保業務項下的婁底市方盛環保科技有限公司及Clear Industry Company Limited亦未納入報告範圍，因其各自的股權在報告期內已被出售及／或轉讓。

2.3 Board's Responsibility

The Board of the Group is responsible to formulate the ESG management approach, strategies, priorities and objectives, and defines the reporting boundary of the Report. In addition, the Board ensures that the Group sets appropriate and effective risk management and internal monitoring systems to evaluate and determine the Group's ESG-related risks. The Board reviews the disclosure content of the Report and assumes full responsibility for the Group's ESG strategy and reporting.

2.3 董事會責任

本集團董事會負責制定管理方針、戰略、相關重要性和目標，並確定了本報告的披露範圍。此外，董事會確保本集團建立有適當及有效的風險管理和內部監控系統，以評估並確定本集團與ESG相關的風險。董事會審查報告的披露內容，並對本集團的ESG策略及匯報承擔全部責任。



2. ABOUT THE REPORT

關於本報告

2.4 Access to the Report

The Report is prepared in both English and traditional Chinese. If there were any inconsistency between two versions, the English version shall prevail. The electronic version of the Report can be accessed through our website: <http://www.primeworld-china.com>.

2.5 Contact Information

The Group welcomes all stakeholders to provide valuable comments and suggestions relating to the Report or to our sustainability performance.

Address: Office B, 3/F, Kingston International Centre
19 Wang Chiu Road, Kowloon Bay, Hong Kong
Tel: (852) 3588 9600
Fax: (852) 3188 4356

2.4 報告獲取方式

本報告以英文和繁體中文編製。若兩個版本之間有任何不一致之處，概以英文版本為準。本報告的電子版本可通過我們的網站獲取：<http://www.primeworld-china.com>。

2.5 聯繫方式

本集團歡迎所有持份者提供與本報告或我們的可持續發展表現有關的寶貴意見及建議。

地址：香港九龍灣宏照道19號
金利豐國際中心3樓B室
電話：(852) 3588 9600
傳真：(852) 3188 4356



3. ABOUT THE GROUP

關於本集團

New Concepts is a company listed on the Main Board of SEHK (Stock Code: 2221). The Group is principally engaged in the Construction Business in Hong Kong and the Environmental Protection Business.

創業集團為一間於聯交所主板上市的公司（股份代號：2221）。本集團主要於香港從事建築業務及從事環保業務。

For the Construction Business, the Group is engaged as a contractor in the foundation in Hong Kong, with the provision of foundation works and other building works to public and private sectors. As of the end of the Reporting Period, the construction project overview is as follows:

就建築業務而言，本集團於香港被聘請為地基承包商，於公共及私營領域提供地基工程及其他屋宇工程。截至報告期結束，建設項目概要如下：

| Number of completed Projects 已完成的項目數量 | Number of secured projects 已取得項目數量 | Number of projects in progress 在建項目數量 |
|--|---------------------------------------|--|
| 9 | 3 | 4 |

For the Environmental Protection Business, the Group is primarily engaged in the operation of the kitchen waste treatment plants, provision of environmental EPC solutions and services and environmental improvement solutions relating to environmental projects in the PRC. In kitchen waste treatment sectors, we mainly operate two kitchen waste treatment plants in Taiyuan and Hefei respectively while we operate two offices in Tianjin and Beijing in the provision of environmental EPC solutions sectors during the Reporting Period.

就環保業務而言，本集團主要從事餐廚垃圾處理廠的營運、提供環保EPC解決方案及服務，以及有關中國環保項目的環境改善方案。在餐廚垃圾處理方面，報告期內，我們主要在太原及合肥分別運營兩個餐廚垃圾處理廠，在提供環保EPC解決方案方面，我們在天津及北京設有兩個辦事處。



4. STAKEHOLDER ENGAGEMENT

持份者參與

High-materiality issues disclosed in this chapter 本節披露的高重要性議題

Communication with stakeholders
與持份者溝通

4.1 Stakeholder Communications

Both internal and external stakeholders are essential to our sustainability strategies since they may affect or be affected by our business operation. Therefore, the Group strives to engage our internal and external stakeholders since their expectations and concerns are valuable in strategically improving our sustainability performance. To maintain an effective communication mechanism with our stakeholders, we have collected their feedback in a timely manner and through various engagement channels listed below.

4.1 與持份者溝通

內部及外部持份者對我們的可持續發展策略至關重要，因他們可能會影響到我們的業務運作或受到影響。因此，我們努力讓內、外部持份者參與進來，因他們的期望及關注對於從策略上改善可持續發展表現很有價值。為與持份者保持有效溝通機制，我們通過以下各種接觸渠道及時收集他們的反饋。

| Stakeholders 持份者 | Expectations and Concerns 期望及關注 | Engagement Channels 溝通渠道 |
|---------------------|--|--|
| Employees 僱員 | <ul style="list-style-type: none"> Employee compensation and benefits Career development Health and safety in workplace | <ul style="list-style-type: none"> Performance reviews Regular meetings and trainings Emails, notice boards, hotline |
| Customers 客戶 | <ul style="list-style-type: none"> High quality products and services Protection of customer rights | <ul style="list-style-type: none"> Customer satisfaction survey Face-to-face meetings and on-site visits Customer service hotline and email |
| | <ul style="list-style-type: none"> 高品質產品及服務 保護客戶權益 | <ul style="list-style-type: none"> 客戶滿意度調查 面對面會議及現場訪問 客戶服務熱線及電郵 |



4. STAKEHOLDER ENGAGEMENT

持份者參與

| Stakeholders 持份者 | Expectations and Concerns 期望及關注 | Engagement Channels 溝通渠道 |
|--|---|--|
| Business Partners 業務夥伴 | <ul style="list-style-type: none"> • Business compliance • 業務合規 | <ul style="list-style-type: none"> • Whistleblowing system • Development Bureau and Housing Authority assessment and license renewal • Emails • Face-to-face meetings and on-site visits • Phone and video conferences • 舉報系統 • 發展局及房屋委員會評估及牌照續期 • 電郵 • 面對面會議及現場訪問 • 電話及視像會議 |
| General Public 公眾 | <ul style="list-style-type: none"> • Involvement in communities • Business compliance • Environmental protection awareness • 社區參與 • 業務合規 • 環境保護意識 | <ul style="list-style-type: none"> • Media conferences and responses to enquiries • Public welfare activities • Company websites • 媒體發佈會及答覆諮詢 • 公益活動 • 公司網站 |
| Shareholders and Investors 股東和投資者 | <ul style="list-style-type: none"> • Return on investments • Corporate governance • Business compliance • 投資回報 • 企業管治 • 業務合規 | <ul style="list-style-type: none"> • Regular reports and announcements • Regular general meetings • Official Company websites • 定期報告和公告 • 定期股東大會 • 公司官方網站 |



4. STAKEHOLDER ENGAGEMENT

持份者參與

| Stakeholders 持份者 | Expectations and Concerns 期望及關注 | Engagement Channels 溝通渠道 |
|--|---|---|
| Subcontractors and Suppliers 分包商和供應商 | <ul style="list-style-type: none"> • Fair and open procurement • Win-win cooperation | <ul style="list-style-type: none"> • Open tendering • Suppliers' satisfactory assessments • Face-to-face meetings and on-site visits |
| Government and Regulatory Authorities 政府和監管機構 | <ul style="list-style-type: none"> • Compliance with laws and regulations • Business sustainability | <ul style="list-style-type: none"> • Supervision on the compliance with local laws and regulations • Regular reporting • Face-to-face meetings, on-site visits and inspections |
| | <ul style="list-style-type: none"> • 公平公開採購 • 雙贏合作 | <ul style="list-style-type: none"> • 公開招標 • 供應商滿意度評核 • 面對面會議及現場訪問 |
| | <ul style="list-style-type: none"> • 遵守法律及規例 • 企業可持續發展 | <ul style="list-style-type: none"> • 監督遵守當地法律及規例的情況 • 定期報告 • 面對面會議、現場訪問及檢查 |



4. STAKEHOLDER ENGAGEMENT

持份者參與

4.2 Stakeholder-driven Materiality Assessment

The Group identifies high-materiality issues annually to understand the latest ESG-related concern of its stakeholders. The results give a reference to the Group's key focus of the Report. The Group would disclose its performances and management approaches related to the high-materiality issues in detail in the Report to respond to its stakeholders' concerns. The procedures of the materiality assessment are as follows:

4.2 持份者主導重要性評估

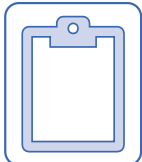
本集團每年均會確定高重要性議題，以了解持份者最新對ESG的關注。該等結果為本集團的報告重點提供參考。本集團將在報告中詳細披露與高關注度議題相關的表現及管理方法，以回應持份者的關注。重要性評估的程序如下：



Step 1: Identify potential ESG issues and key stakeholders

第一步：確定潛在ESG議題及主要持份者

- The Board identified a total of 33 ESG issues to establish the 2021 ESG issue pool with reference to the *ESG Reporting Guide*, the characteristic of the Group's various businesses and peer benchmarking.
- 董事會參照《ESG指引》、本集團各項業務的特點及同業基準，共確定ESG議題33項，以建立2021年ESG議題數據庫。
- The Board identified 9 groups of key stakeholders based on the level of influence and dependence on the Group, including the Board, management, employees, government and regulatory authorities, shareholders and investors, customers, business partners, subcontractors and suppliers and the general public.
- 董事會根據對本集團的影響及依賴程度，識別9組關鍵持份者，包括董事會、管理層、員工、政府及監管機構、股東及投資者、客戶、業務夥伴、分包商及供應商，以及公眾。



Step 2: Collect stakeholders' opinions

第二步：收集持份者的意見

- The Group invited stakeholders to rank the issues in 3 categories, including environmental responsibility, employment and labour practices and operation practices through an online survey.
- 本集團通過線上調查，邀請持份者對包括環境責任、僱傭及勞工慣例以及運營慣例在內的3類議題進行排序。



Step 3: Analyse the high-materiality issues

第三步：分析高重要性議題

- The Group analysed the results through mapping materiality matrices in two dimensions, namely the "importance to stakeholders" (vertical axis) and "the importance to the Group" (horizontal axis).
- 本集團通過繪製二維重要性矩陣（即「對持份者的重要性」（垂直軸）及「對本集團的重要性」（水平軸））對結果進行分析。
- The Group identified 29 issues that score half or above in either one of the dimensions as "high-materiality issues".
- 本集團確定29項在任一個維度上的得分均超過一半或以上的議題為「高重要性議題」。



Step 4: Validate the high-materiality issues

第四步：驗證高重要性議題

- The Board of the Group validated the high-materiality issues to ensure that the results were consistent with the Group latest situation.
- 本集團董事會驗證高重要性議題，以確保結果與本集團的最新狀況一致。

4. STAKEHOLDER ENGAGEMENT

持份者參與

The materiality matrices and rankings of ESG issues are presented as follows:

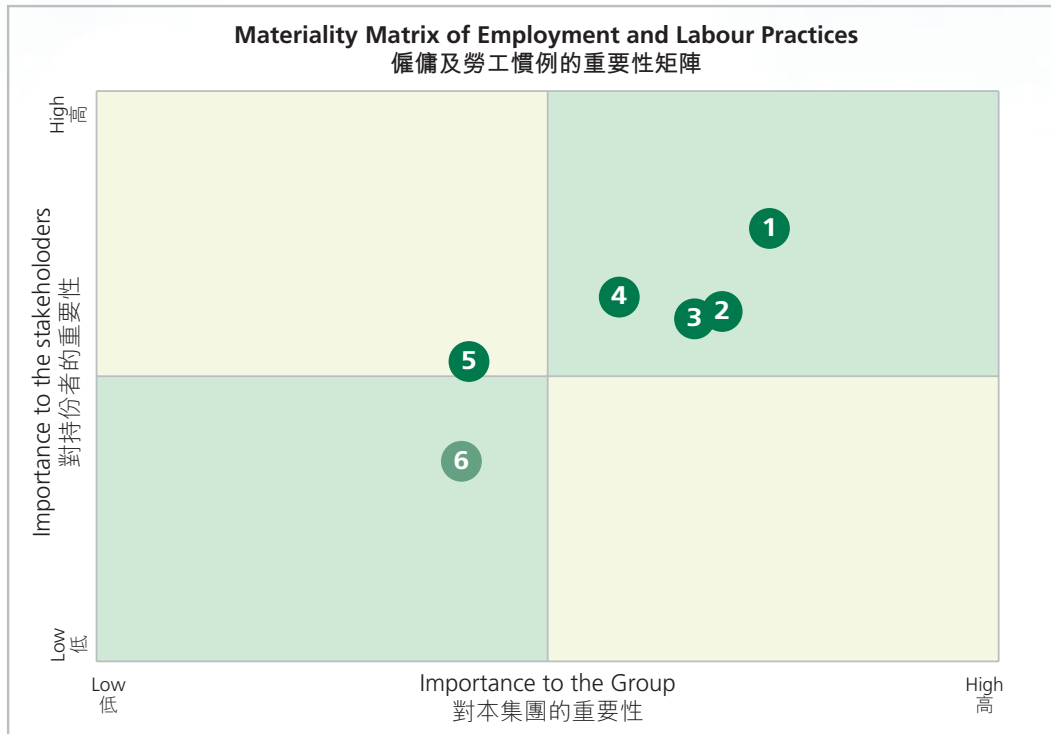
ESG議題的重要性矩陣及排序如下：



| High-materiality issues 高重要性議題 | Other issues 其他議題 |
|--|---|
| 1. Wastewater treatment 污水處理 | 11. Use of other raw materials 使用其他原材料 |
| 2. Environmental compliance 環境合規 | |
| 3. Use of water 用水 | |
| 4. Noise management 噪音管理 | |
| 5. Greenhouse gases emissions 溫室氣體排放 | |
| 6. Waste handling 廢棄物處理 | |
| 7. Mitigation measures to protect natural resources 保護天然資源的緩解措施 | |
| 8. Air emissions 廢氣排放 | |
| 9. Use of energy 能源使用 | |
| 10. Response to climate change 應對氣候變化 | |

4. STAKEHOLDER ENGAGEMENT

持份者參與

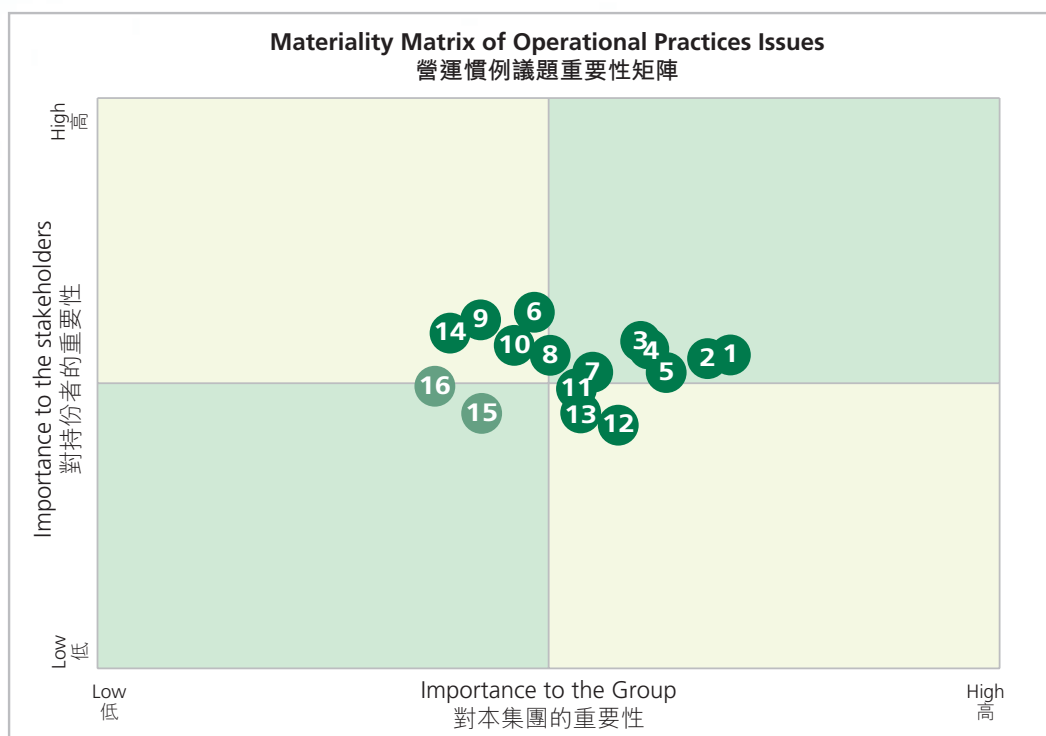


| High-materiality issues 高重要性議題 | Other issues 其他議題 |
|--|--|
| 1. Occupational health and safety 職業健康與安全 | 6. Preventing child and forced labour 防止童工及強制勞工 |
| 2. Equal opportunities, diversity and anti-discrimination 平等機會、多樣性及反對歧視 | |
| 3. Employee development and training 僱員發展及培訓 | |
| 4. Employee remuneration and benefits 僱員薪酬及福利 | |
| 5. Composition of employees 僱員構成 | |



4. STAKEHOLDER ENGAGEMENT

持份者參與



| High-materiality issues 高重要性議題 | Other issues 其他議題 |
|---|--|
| 1. Observing and protecting intellectual property rights 監察及保護知識產權 | 15. Communication with stakeholders 持份者溝通 |
| 2. Product quality control and management 產品質量控制和管理 | 16. Procurement practices 採購慣例 |
| 3. Anti-corruption 反貪污 | |
| 4. Customer satisfaction 客戶滿意度 | |
| 5. Public welfare and charity 公益和慈善 | |
| 6. Prevention of anti-competitive practices 防止反競爭行為 | |
| 7. Social risks assessment of the suppliers 供應商社會風險評核 | |
| 8. Health and safety relating to products/services 產品／服務的健康與安全 | |
| 9. Operational compliance 合規營運 | |
| 10. Environmental risks assessment of the suppliers 供應商環境風險評核 | |
| 11. Green procurement 綠色採購 | |
| 12. Protecting customer's information and privacy 保障客戶信息及私隱 | |
| 13. Information security 信息安全 | |
| 14. Marketing and promotion 營銷和推廣 | |

5. RESPONSIBLE OPERATION

責任營運

High-materiality issues disclosed in this chapter 本章節披露的高重要性議題

- Observing and protecting intellectual property rights
監察及保護知識產權
- Customer satisfaction
客戶滿意度
- Health and safety relating to products/services
產品／服務的健康與安全
- Green procurement
綠色採購
- Marketing and promotion
營銷和推廣
- Product quality control and management
產品質量控制和管理
- Prevention of anti-competitive practices
防止反競爭行為
- Operational compliance
合規營運
- Protecting customer's information and privacy
保障客戶信息及私隱
- Anti-corruption
反貪污
- Social risks assessment of the suppliers
供應商社會風險評核
- Environmental risks assessment of the suppliers
供應商環境風險評核
- Information security
信息安全

The Group operates in varied business sectors such as the Construction Business and the Environmental Protection Business. We lay a solid foundation for stable operation by complying with local laws and regulations in where we operate. Besides, we improve our corporate management continuously in various aspects intending to deliver better services and products to our customers, enhancing our long-term competitiveness.

本集團在不同業務領域都有營運，包括建築業務和環保業務。透過在業務營運所在地遵守當地的法律及規例，我們為穩健營運奠下堅實的基礎。此外，我們在多方面持續改善企業管理，務求為客戶帶來卓越的服務及產品，並增加我們長期的競爭力。



5. RESPONSIBLE OPERATION 責任營運

5.1 Compliant Operation Business Ethics

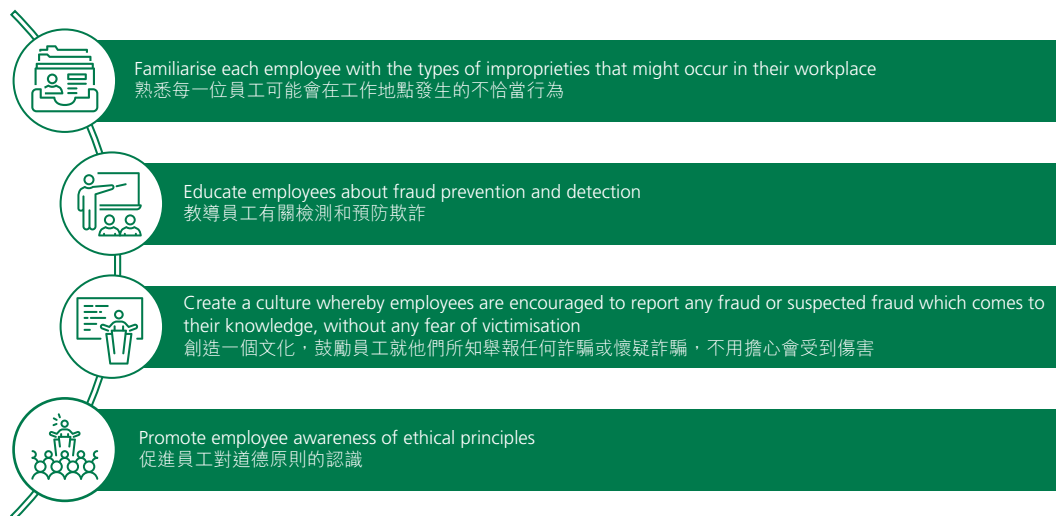
5.1 合規營運 商業倫理

The Group has complied with the following laws and regulations relating to bribery, extortion, fraud and money laundering during the Reporting Period (include but not limited to):
於報告期內本集團遵守以下與賄賂、勒索、詐騙及洗錢有關的法律及規例(包括但不限於):

| Mainland China 中國大陸 | Hong Kong 香港 |
|---|--|
| <i>Criminal Law of the People's Republic of China</i> 《中華人民共和國刑法》 | <i>Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong)</i> 《防止賄賂條例》(香港法例第201章) |
| <i>Anti-Money Laundering Law of the People's Republic of China</i> 《中華人民共和國反洗錢法》 | |

The Group is committed to foster a company culture of compliance and ethical behaviour. The Group has formulated the *Whistleblowing Policy* and the *Fraud Prevention & Detection Policy* to establish the detection and prevention measures relating to unethical behaviours such as bribery, extortion, fraud and money laundering. To promote good corporate governance, we set out the management's responsibility in detection and prevention of fraud in the *Fraud Prevention & Detection Policy* as follows:

本集團致力培養合規及合乎道德行為的公司文化，本集團制定了《舉報政策》及《防止欺詐和檢測政策》，以建立與不道德行為有關的防止及檢測措施，例如賄賂、勒索、詐騙及洗錢。為推廣良好的企業管治，我們在《防止欺詐和檢測政策》中細列了管理層在檢測和預防欺詐方面的責任如下：



5. RESPONSIBLE OPERATION

責任營運

We have formulated standard whistleblowing procedures in the *Whistleblowing Policy*. We encourage our employees and other third-party such as representatives of vendors, suppliers or subcontractors to report any suspected unethical behaviours in writing or in person. After receiving reports from whistle blowers, we would assign a senior officer to conduct an investigation and report their findings to the chairperson of the Audit Committee who will determine the appropriate response.

To further protect the rights of whistle blowers, we keep their personal identities strictly confidential. According to the *Whistleblowing Policy*, any unauthorised disclosures of the identity of complaint would be dealt with in accordance with the Company's disciplinary procedure. Besides, we do not tolerate any reprisals, discrimination, harassment, intimidation, or victimisation against whistle blowers.

The Group also encourages its subsidiaries to establish policies against all forms of illegal practices such as fraud. Our Taiyuan Plant introduces anti-bribery clauses in all commercial agreements. The clauses stipulate that all the business partners who sign the commercial agreement with the subsidiary should avoid providing benefits to the subsidiary's employees. Otherwise, the subsidiary will terminate the commercial agreement with business partners who violate the anti-bribery clauses without any compensation.

Moreover, we understand the importance of maintaining a competitive market and thus strictly comply with laws and regulations relating to preventing anti-behaviours. Besides, we prohibit bid-rigging and strictly abide by the rules listed in the tender document when we are involved in tendering process, to maintain fair competition among our competitors. We strictly prohibit any anti-competitive behaviours in our tendering process. To further ensure our tendering process conducted in a legitimate manner, we invite multiple subcontractors/suppliers to submit their tender proposals to avoid colluding between subcontractors/suppliers.

We have implemented abovementioned measures effectively to against all illegal practices. During the Reporting Period, the Group did not receive any reported legal cases regarding corrupt practices against the Group or its employees.

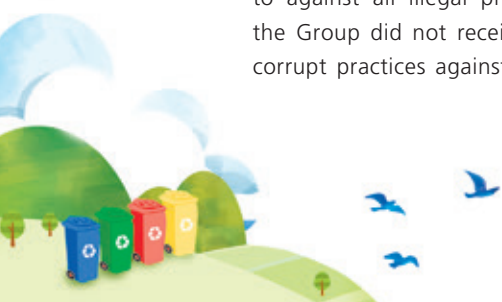
我們在《舉報政策》制定了標準的舉報程序，我們鼓勵我們的員工以及其他第三方例如賣方、供應商或分包商以書面或親身舉報任何有疑問的不道德行為，當收到舉報者的舉報後，我們會指派一位高級職員展開調查，並將結果報告給審核委員會的主席，而這位主席會決定適合的應對。

為進一步保障舉報者的權利，我們會對他們的身份嚴格保密。根據《舉報政策》，任何未經授權而披露投訴人的身份，會根據公司的紀律程序處理。此外，我們對任何對舉報人的報復、歧視、騷擾、恐嚇或傷害是零容忍。

本集團亦鼓勵附屬公司制定針對所有形式的非法行為例如詐騙的政策，我們的太原項目在所有商業協議中都有包括反貪污條款，有關條款明確說明所有與附屬公司簽署商業協議的業務夥伴，都應避免向附屬公司的員工提供利益。否則，附屬公司會向違反反貪污條款的業務夥伴終止商業協議，而不會有任何賠償。

此外，我們明白維持一個競爭市場的重要，因此會嚴格遵守與防止反行為有關的法律及規例。再者，當我們參與招標時，我們會禁止串通投標並嚴格遵守在招標文件中列出的規則，以便與我們的競爭對手維持公平競爭。而在招標過程中，我們也嚴格禁止任何反競爭的行為。為進一步確保我們的招標過程是合法地進行，我們會邀請多個分包商／供應商提交其招標方案，以避免與分包商／供應商串通。

我們有效地實行上述針對不合法行為的措施。在報告期內，本集團並沒有接獲任何舉報有關本集團或其員工貪贓舞弊行為的訴訟案件。



5. RESPONSIBLE OPERATION

責任營運

Intellectual Property Rights

知識產權

The Group has complied with the following laws and regulations relating to protecting intellectual property rights during the Reporting Period (include but not limited to):
於報告期內本集團遵守與保護知識產權有關的法律及規例(包括但不限於):

| Mainland China 中國大陸 | Hong Kong 香港 |
|--|---|
| <i>Specifications for the Administration of Intellectual Property Rights of Enterprises Patent Law of the People's Republic of China</i> 《中華人民共和國專利法》企業知識產權管理規範 | <i>Trade Marks Ordinance (Chapter 559 of the Laws of Hong Kong)</i> 《商標條例》(香港法例第559章) |
| | <i>Trade Descriptions Ordinance (Chapter 362 of the Laws of Hong Kong)</i> 《商品說明條例》(香港法例第362章) |
| | <i>Patents Ordinance (Chapter 514 of the Laws of Hong Kong)</i> 《專利條例》(香港法例第514章) |
| | <i>Copyright Ordinance (Chapter 528 of the Laws of Hong Kong)</i> 《版權條例》(香港法例第528章) |

We regard technological innovation as a cornerstone to maintain our competitiveness. In our Environmental Protection Business, we encourage our subsidiaries to utilise new technologies in solving environmental problems. Our Hefei Plant and Tianjin office of Environmental Protection Business have obtained High and New Tech Enterprise certifications regarding their achievement in environmental technology. We regard intellectual property rights as our intangible property and strive to protect our rights by registering all patents in a timely manner. During the Reporting Period, we have obtained 2 utility model patents. To further avoid infringement of intellectual property rights, we only allow authorised employees to use our intellectual property for business purposes.

我們視技術創新為維持我們競爭力的基石，在我們的環保業務中，我們鼓勵附屬公司利用新技術解決環境問題，我們的合肥項目及天津辦公室的環保業務就他們在環境技術方面的成就，取得了高新技術企業的證書，我們視知識產權為我們的無形資產，並及時註冊所有專利以致力保障我們的權利。在報告期內，我們獲得2項實用新型專利。為進一步避免侵犯知識產權，我們只容許獲授權的員工使用我們的知識產權作商業用途。



5. RESPONSIBLE OPERATION

責任營運

High and New Tech Enterprise Certifications 高新技術企業證書



5.2 Quality Management

We provide services and products in business sectors including the Construction Business and the Environmental Protection Business. We strive to provide high-quality services and products to our customers to maintain a long-term cooperation with them. During the Reporting Period, the Group has strictly complied with the local laws and regulations on product quality where its businesses operate.

5.2 品質管理

我們提供服務及產品的業務領袖包括建築業務及環保業務，我們致力為客戶提供高品質的服務及產品，以便與他們維持長期的合作關係。在報告期內，本集團於業務營運所在地嚴格遵守當地就產品質量方面的法律及規例。

The Group has complied with the following laws and regulations relating to product health and safety and method of redress during the Reporting Period (include but not limited to):
在報告期內，本集團遵守以下有關產品健康及安全以及補救方法的法律及規例(包括但不限於)：

Hong Kong

香港

Building Ordinance (Chapter 123 of the Laws of Hong Kong)
《建築物條例》(香港法例第123章)



5. RESPONSIBLE OPERATION

責任營運

We prioritise quality management of our construction projects for the Construction Business in Hong Kong. The Group has established a robust quality management system according to ISO 9001. We regularly review and update our guidelines of our quality management system, the Integrated Management System Manual, ensuring our quality management system are up to date. To strictly abide by the requirements set by the Building Ordinance and our customers, the Group has established a systematic approach to define the responsibility of each department in ensuring the quality of the project.

對於香港建築業務的建築項目，我們是將質量管理排在首位。本集團按照ISO 9001的標準建立健全的質量管理體系，並經常審視及更新質量管理體系的手冊《綜合管理體系手冊》內的指引，確保我們的質量管理體系是最新的。而為嚴格遵守《建築物條例》所定下以及客戶的要求，本集團已制定系統性方法以界定每個部門的職責，從而確保項目質量。

| Departments 部門 | Responsibilities 職責 |
|-----------------------------------|---|
| Contract Department 合同部 | <ul style="list-style-type: none"> Determine the requirements related to service, such as the statutory and regulatory requirements and the requirements of the customer. 確定與服務有關的要求，如法定及監管要求以及客戶要求。 |
| Design Division 設計科 | <ul style="list-style-type: none"> Review the design to ensure all the requirements are met. 審閱相關設計以確保符合所有要求。 |
| Project Department 項目部 | <ul style="list-style-type: none"> Establish an IMS project plan to satisfy requirements of internal IMS and international standards. 制定IMS項目計劃，以滿足內部IMS及國際標準的要求。 Verify that the product requirements are met. 核實是否滿足產品要求。 |
| QSHE Department QSHE部 | <ul style="list-style-type: none"> Verify that the product requirements are met. 核實是否滿足產品要求。 Establish a quality improvement procedure to deal with nonconforming product, until the quality of the project is met requirements. 就未達標產品制定產品改進程序，直至項目質量符合要求為止。 |



5. RESPONSIBLE OPERATION

責任營運

To deliver high-quality construction projects, we monitor and evaluate the quality of each project to verify that legal and agreed requirements have been met. For any quality issues detected before delivery, we will establish and implement a quality improvement procedure until the quality of the project meets the legal and agreed requirements. For the quality issues detected after delivery, we will take appropriate actions to correct the quality issues.

For the Environmental Protection Business in the PRC, the Group provides kitchen waste treatment services to the local regions and sell the by-products produced from the kitchen waste treatment process such as organic fertilisers, grease, biogas, etc. The Group's kitchen waste treatment projects operate under the BOT model. We strictly follow the contractual obligations of all kitchen waste treatment projects to maintain the kitchen waste treatment plant's operation to a specified level of serviceability and restore the plants to a specified condition before handing over the plants to the grantor at the end of the service concession arrangement. To fulfil the obligations, our subsidiaries also implement relevant control measures on maintaining the quality of services. For instance, our plants monitor the quality indicators such as the moisture content of kitchen waste during the kitchen waste treatment process to maintain high-quality services.

During the Reporting Period, none of our products sold or shipped is subject to recalls for safety-related and health-related reasons.

為交付高質素的建築項目，我們監察及評核每一個項目的質量，以核實是否符合法律及商定的要求。如在交付前檢測出有任何質量問題，我們會建立及實行質量改善程序，直至項目的質量是符合法律及商定的要求。而假如在交付後才檢測出質量上的問題，我們會採取適當行動改正有關問題。

對於在中國的環保業務，本集團會向當地提供餐廚垃圾處理服務，並銷售餐廚垃圾處理過程產生的副產品，例如有機肥料、油脂以及沼氣等。本集團的餐廚垃圾處理項目是在BOT模式下運作，我們嚴格遵守所有餐廚垃圾處理項目的合同義務，作為其將餐廚垃圾處理廠的營運維持在指定可維護水平的牌照條件。而在服務特許權安排結束時，我們有義務在將廠房移交予授權人前，將其恢復至指定狀況。而為履行義務，附屬公司亦對生產及交付程序執行相關控制措施以維持高水平服務，例如我們的廠房會監察餐廚垃圾處理過程中，餐廚垃圾水份含量的質量指標。

於報告期內，我們出售或裝運的所有產品概無因安全和健康原因而被要求回收。



5. RESPONSIBLE OPERATION

責任營運

5.3 Supply Chain Management

We regard supply chain management as an essential part of our sustainability. As we maintain close cooperation with our suppliers in our business, the environmental and social performance of subcontractors and suppliers may pose risks to our business operation. Therefore, we have formulated internal policies in managing the selection procedures and the performance of subcontractors and suppliers to reduce the environmental and social risks associated with suppliers.

Supplier Selection and Evaluation

At the Group level, we have formulated the *General Management System Manual* to manage the performance of our subcontractors and suppliers. We have strict control over procurement procedures. To promote a fair tendering process, we invite different subcontractors and suppliers to submit tender proposals. We select our suppliers based on various factors. Firstly, we conduct supplier evaluations on potential suppliers to ensure that they comply with our internal requirements and local regulations at the same time. The qualified suppliers are then added to our internal qualified supplier list. We review the qualification of each supplier annually. Besides the result of supplier evaluation, we also select our subcontractors and suppliers based on their financial background, product/service quality, price, customer service quality, reputation, experience, delivery time. To further reduce our procurement risks, we have an alternative supplier option to ensure the smooth completion of the whole procurement process.

5.3 供應鏈管理

我們視供應鏈管理為我們可持續發展的重要組成部分，由於我們與業務上的供應商維持緊密合作，分包商及供應商在環保及社會方面的表現或許會對我們的營運構成風險，因此，我們制定了內部政策管理篩選程序以及分包商和供應商的表現，以減低與供應商有關的環境及社會風險。

供應商篩選及評核

於集團層面，我們已制定《一般管理制度手冊》以管理分包商及供應商的表現。我們嚴格控制採購程序。為促進公平招標程序，我們邀請不同分包商及供應商提交標書。我們根據不同因素挑選供應商。首先，我們對潛在供應商進行供應商評估，以確保其同時符合我們的內部規定及地方法規。之後，合資格供應商會列入內部合資格供應商名單。我們每年檢討各供應商的資格。除供應商評估的結果外，我們亦根據其財務背景、產品／服務質量、價格、客戶服務質量、聲譽、經驗、交貨時間來選擇分包商及供應商。為加以減低採購風險，我們有替代供應商可供選擇以確保整個採購程序順利完成。



5. RESPONSIBLE OPERATION

責任營運

Our subsidiaries have formulated supplier management policies according to their business culture. For the Construction Business, we implement the *Subcontractor/Supplier Engagement and Evaluation Policy* to regulate the procurement process of new subcontractors or suppliers. As the performance on occupational health and safety of subcontractors is considered indispensable, we include the subcontractors' safety management system as a factor in subcontractor assessment and selection. After the commencement of the project, the project manager would evaluate the safety performance of subcontractors and carry out safety walks, site safety meetings and safety reviews regularly to monitor subcontractors' performance, reducing the safety risk at the site. To control the environmental risks of our suppliers, we require all subcontractors to strictly follow the environmental protection measures set out in the *Construction Site Environmental Protection Guidelines*.

Besides, our subsidiaries under the Environment Protection Business also stipulated the management in the procurement through the formulating relevant policies. Taiyuan Plant has formulated the standard procedure on the daily supplier management, supplier evaluation and selection in the *Supplier Management System*. All suppliers are required to provide relevant information for evaluation. For important material suppliers, the Procurement Department could propose an on-site visit to evaluate suppliers' performance. Hefei plant has also standardised the material procurement process in the *(Tentative) Procurement Management Approach* to manage the selection of important material suppliers.

附屬公司已根據其業務文化制定供應商管理政策。對於建築業務，我們實施《分包商／供應商聘請和評估政策》，以規範新分包商或供應商的採購流程。由於分包商的職業健康及安全表現至關重要，我們將分包商的安全管理系統納入分包商評估及挑選的因素。項目展開後，項目經理會評估分包商的安全表現及定期執行安全巡查、地盤安全會議及安全檢討，以監察分包商的表現，減低地盤的安全風險。為控制供應商的環境風險，我們規定所有分包商須嚴格遵守《施工場地環保指引》所載的環保措施。

此外，環境保護業務下的附屬公司亦通過制定有關政策，規定採購工作的管理。太原項目已透過《供應商管理制度》制定日常供應商管理、供應商評估及挑選的標準程序。所有供應商須提供有關資料以供評估。對於重大物料供應商，採購部門會建議實地考察以評估供應商的表現。合肥項目亦已透過《採購管理辦法(暫行)》規範物料採購程序，以管理重大物料供應商的挑選。



5. RESPONSIBLE OPERATION

責任營運

Case Study: Reducing safety risks of subcontractors at the construction site **案例研究：於施工場地減低分包商的安全風險**

We emphasise the safety of workers at the construction site to reduce potential safety risks. As we have close cooperation with our subcontractors at the construction site, we highly value the safety performance of subcontractors.

我們重視施工場地工人的安全，以減低潛在安全風險。我們於施工場地與分包商緊密合作，故我們非常重視分包商的安全表現。

We enhance safety management by implementing control measures for our subcontractors. We stipulate the safety responsibilities of subcontractors as follows:

我們對分包商實施控制措施以加強安全管理。我們規定分包商的安全責任如下：

- Be familiar with the Site Safety and Health Management Plan, statutory regulations and special safety rules applicable to the work;
熟悉《地盤安全及健康管理規劃》、適用於工程的法定規例及特殊安全規則；
- Appoint enough safety supervisors and first aiders;
委任足夠的安全監督及急救人員；
- Ensure that use protective clothing and equipment appropriately;
確保妥善使用保護衣物及裝備；
- Participate daily/monthly-morning safety meeting, daily/weekly process safety discussion and Site Safety Committee Meeting;
參與每日／月安全早會、每日／週程序安全討論及地盤安全委員會會議；
- Attend daily and weekly site safety inspections and arranges workforce to improve safety performance.
出席每日及每週地盤安全檢驗及安排人手以改進安全表現。

Besides conducting safety audits, we also impose an administration levy if subcontractors fail to follow the safe working procedures, effectively raising the compliance to our safety management measures of subcontractors.

除了進行安全檢核外，倘分包商未有遵守安全工作程序，我們亦會施加行政徵費，以有效提高分包商的安全管理措施合規情況。



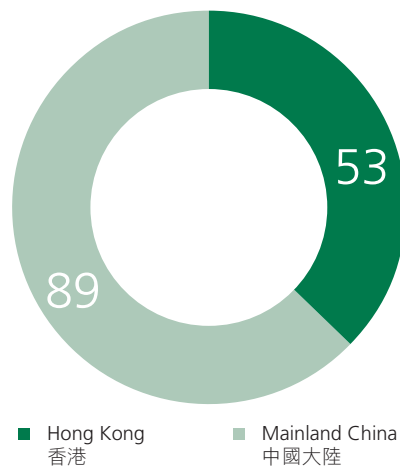
5. RESPONSIBLE OPERATION

責任營運

During the Reporting Period, we engaged a total of 142 suppliers according to the Group or the subsidiary's policies relating supplier management. The number of the Group's subcontractors and suppliers by geographical region is as follows:

於報告期內，我們根據本集團或附屬公司有關供應商管理的政策委聘合共142名供應商。本集團按地區劃分的分包商及供應商數目如下：

The number of subcontractors and suppliers by geographical region
按地區劃分的分包商及供應商數目



Green Procurement

To achieve sustainable development of our business, the Group strive to reduce our ecological footprint during procurement. The Group adopts a green procurement concept to promote a low-carbon business mode in our supply chain. We have stipulated our requirements relating to environmental protection in a commercial agreement with our subcontractors and suppliers. We require all qualified subcontractors or suppliers to comply with the requirements by issuing monetary penalties to violated subcontractors or suppliers. Besides, our Hefei Plant has applied the green procurement concept by avoiding disposable products and using products with higher energy efficiency and less toxic nature upon disposal. For example, Hefei plant purchases energy-saving bulbs over traditional bulbs.

綠色採購

為達致業務可持續發展，本集團於採購過程中致力減低生態碳足印。本集團採納綠色採購概念以於供應鏈中推廣低碳業務模式。我們於與分包商及供應商的商業協議中列明有關環保的要求。我們向違規的分包商或供應商施加罰款，從而要求所有合資格分包商或供應商遵守規定。此外，合肥項目透過避免用完即棄產品及使用高能源效益及棄置時毒性較低的產品來應用綠色採購概念。舉例而言，合肥項目購買節能燈泡，而不是傳統燈泡。

5. RESPONSIBLE OPERATION

責任營運

We prioritise the consideration of local subcontractors and suppliers to reduce the emission from logistics. During the Reporting Period, the Group only cooperated with local subcontractors and suppliers, which has effectively reduced the emission raised from material transportation.

5.4 Customer Service

The Group's principal customers are governments, NGOs and private developers. To achieve continuous business growth, we strive to meet our customers' expectations to deliver high-quality service and products. Meanwhile, we build mutual trust with our customers by protecting their rights and interest.

Customer Communication

We aim to achieve customer satisfaction by meeting customers' expectations. We maintain good communication with our customers to understand their needs throughout our service. We enhance customer satisfaction by maintaining efficient communications with customers in the Construction Business. As regulated by the *IMS Manual*, a contract manager and a project manager are responsible for customer communication at the tendering stage and project implementation stage respectively. The contract manager and project manager collect and respond to customers' feedback properly throughout the project and hence achieve customers' satisfaction.

We also collect our customers feedbacks on our service for continuous improvement. At the end of a construction project, the QSHE managers of the Construction Business are required to collect the analysis data relating to customer satisfaction. Our Beijing office also conducts a customer survey to its customers to understand their opinions on its service.

我們優先考慮地方分包商及供應商以減低物流排放。於往績期間，本集團僅與地方分包商及供應商合作，有效減低了大型運輸產生的排放。

5.4 客戶服務

本集團的主要客戶是政府、非政府組織及私人發展商。為達致持續業務增長，我們致力滿足客戶預期，交付優質服務及產品。同時，我們保護客戶的權利及權益，藉此建立互信。

客戶溝通

我們的目標是達到客戶預期以使客戶滿意。我們於整個服務過程中與客戶維持良好溝通以了解其需要。於建築業務中，我們與客戶維持有效溝通以提高客戶滿意度。據《IMS手冊》規管，合同經理和項目經理分別負責招標階段和項目實施階段的客戶溝通。合同經理和項目經理在整個項目過程中妥善收集及回應客戶反饋，從而使客戶滿意。

我們亦收集有關服務的客戶反饋以不斷進步。建築項目完結時，建築業務的QSHE經理須收集有關客戶滿意度的分析數據。北京辦公室亦向客戶進行客戶調查以了解其對服務的意見。



5. RESPONSIBLE OPERATION

責任營運

Besides, we maintain various communication channels, including customer service hotline and email, to collect our customer opinions in a timely manner. We also encourage our subsidiaries to establish appropriate complaint handling procedures based on their business natures. In the Construction Business, we hold regular meetings with property owners regularly to receive their opinions and complaints during the construction phase. The project managers will follow up with the property owners to resolve the problem if they receive any complaints from property owners.

During the Reporting Period, we did not receive any complaints regarding our products and service.

Marketing and Promotion

此外，我們維持多種多樣的溝通渠道，包括客戶服務熱線及電郵，以時時收集客戶意見。我們亦鼓勵附屬公司根據其業務性質建立適當的投訴處理程序。於建築業務，我們與業主舉行定期會議，以於施工階段中收集其意見及投訴。如項目經理收到業主的任何投訴，彼會與業主跟進解決問題。

於報告期內，我們並無接獲任何有關產品及服務的投訴。

營銷及推廣

The Group has complied with the following laws and regulations relating to advertising during the Reporting Period (include but not limited to):

報告期內本集團已遵守以下有關廣告的法律及規例，包括但不限於：

| Mainland China 中國大陸 | Hong Kong 香港 |
|--|--|
| <i>Advertising Law of the People's Republic of China</i> 《中華人民共和國廣告法》 | <i>Trade Description Ordinance (Chapter 362 of the Laws of Hong Kong)</i> 《商品說明條例》(香港法例第362章) |
| <i>Trademark Law of the People's Republic of China</i> 《中華人民共和國商標法》 | |

To protect our customers' rights, the Group strives to avoid any inaccurate product information. The Group has established internal guidelines to ensure the sales and marketing departments of the Group provide unbiased product and service descriptions and information that comply with the relevant local laws and regulations to our customers. Any misrepresentation in marketing materials or exaggeration of offerings is strictly prohibited.

為保護客戶權益，本集團努力規避任何不正確的產品信息。本集團已建立內部指引，以確保本集團的銷售及市場推廣部門向客戶提供符合當地相關法律法規的公正產品及服務描述和信息。嚴禁在市場推廣材料中歪曲陳述或誇大產品供應。



5. RESPONSIBLE OPERATION

責任營運

Information Security

信息安全

The Group has complied with the following laws and regulations relating to privacy matters during the Reporting Period (include but not limited to):

於報告期內本集團已遵守以下有關私隱的法律及規例，包括但不限於：

| Mainland China 中國大陸 | Hong Kong 香港 |
|--|--|
| <i>Law of the People's Republic of China on the Protection of Consumer Rights and Interests</i> 《中華人民共和國消費者權益保護法》 | <i>Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong)</i> 《個人資料(私隱)條例》(香港法例第486章) |

Information security is the first step to protect both the rights of the Group and its customers, avoiding the leakage of personal privacy and commercially confidential information. We have strengthened our management on confidential documents containing personal and commercially confidential information. We lock our confidential documents and save our online confidential documents in encrypted files. We further improve our network security to prevent the leakage of online files.

We engage our employees in information security management. We prohibit our employees disclosing and taking away any confidential information relating to our businesses. To further protect our customer's privacy, only authorised employees are allowed to access our information system which may contain our customers' personal information. Tianjin office signs confidentiality agreements with employees to reinforce their responsibility in information security.

信息安全是保護本集團及其客戶權利、避免私隱及商業機密資料外洩的第一步。我們已加強管理包含個人及商業機密資料的機密文件。我們將機密文件上鎖及將網上機密文件儲存為加密檔案。我們加以改善網絡安全以防止網上檔案外洩。

我們促使僱員參與信息安全管理。我們嚴禁僱員披露及帶走與業務有關的任何機密資料。為進一步保護客戶私隱，只有經授權僱員方可查閱可能載有客戶個人資料的資訊系統。天津辦事處與僱員簽署保密協議，以加強其於信息安全的責任。



6. PROMOTING PEOPLE-ORIENTED CULTURE

推廣以人為本文化

High-materiality issues disclosed in this chapter 本章節披露的高重要性議題

- Occupational health and safety
職業健康與安全
- Employee remuneration and benefits
僱員薪酬及福利
- Equal opportunities, diversity and anti-discrimination
平等機會、多元及反歧視
- Composition of employees
僱員構成
- Employee development and training
僱員發展及培訓

We strive to retain talents through outstanding employment management as we regard that our employees are essential in achieving our sustainable development. We are committed to providing an ideal workplace for each employee. We treat every employee fairly and provide equal opportunities for his/her career development. To maintain our competitiveness, we are dedicated to building a working team contain high-calibre employees through providing training which develops our employees' professional skills.

我們致力透過良好的僱傭管理保留人才，因為我們視僱員為達致可持續發展的關鍵。我們竭誠為每名僱員提供理想的工作場所。我們公平對待每名僱員及為其事業發展提供平等機會。為維持競爭力，我們藉提供可發展僱員專業技能的培訓，盡心建設由優秀僱員組成的工作團隊。



6. PROMOTING PEOPLE-ORIENTED CULTURE 推廣以人為本文化

6.1 Employment Management

In order to effectively attract and retain talents, the Group has established an internal human resources policy to protect the rights and benefits of its employees. In addition, the human resources departments of the Group and its subsidiaries are responsible for reviewing and updating relevant policies on a regular basis in compliance with the laws and regulations.

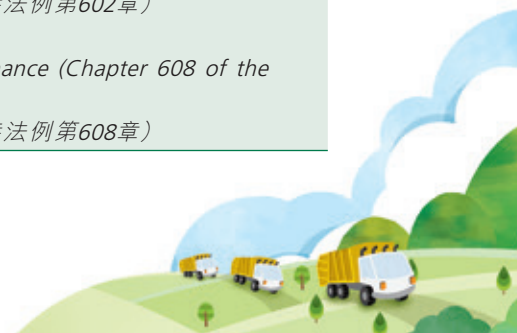
6.1 僱傭管理

為有效吸引和留住人才，本集團已制定內部人力資源政策以保護僱員的權利及利益。此外，本集團及其附屬公司的人力資源部門負責遵照法律及規例定期檢討和更新相關政策。

The Group has complied with the following laws and regulations relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare during the Reporting Period (include but not limited to):

報告期內本集團已遵守以下有關薪酬與解僱、招聘及晉升、工作時長、假期、平等機會、多元、反歧視及其他利益和福利的法律及規例，包括但不限於：

| Mainland China 中國大陸 | Hong Kong 香港 |
|---|---|
| <i>Labour Law of the People's Republic of China</i> 《中華人民共和國勞動法》 | <i>Employment Ordinance (Chapter 57 of the Laws of Hong Kong)</i> 《僱傭條例》(香港法例第57章) |
| <i>Work Safety Law of the People's Republic of China</i> 《中華人民共和國安全生產法》 | <i>Employees' Compensation Ordinance (Chapter 282 of the Laws of Hong Kong)</i> 《僱傭補償條例》(香港法例第282章) |
| <i>Provisions on the Prohibition of Using Child</i> 《禁止使用童工規定》 | <i>Sex Discrimination Ordinance (Chapter 480 of the Laws of Hong Kong)</i> 《性別歧視條例》(香港法例第480章) |
| <i>Labour Law of the People's Republic of China on the Protection of Minors</i> 《中華人民共和國未成年人保護法》 | <i>Mandatory Provident Fund Schemes Ordinance (Chapter 485 of the Laws of Hong Kong)</i> 《強制性公積金計劃條例》(香港法例第485章) |
| | <i>Disability Discrimination Ordinance (Chapter 487 of the Laws of Hong Kong)</i> 《殘疾歧視條例》第487章) |
| | <i>Family Status Discrimination Ordinance (Chapter 527 of the Laws of Hong Kong)</i> 《家庭崗位歧視條例》(香港法例第527章) |
| | <i>Race Discrimination Ordinance (Chapter 602 of the Laws of Hong Kong)</i> 《種族歧視條例》(香港法例第602章) |
| | <i>Minimum Wage Ordinance (Chapter 608 of the Laws of Hong Kong)</i> 《最低工資條例》(香港法例第608章) |



6. PROMOTING PEOPLE-ORIENTED CULTURE

推廣以人為本文化

Working Hours, Holidays and Welfare

The Group and its subsidiaries have formulated relevant policies so ensure employees work for reasonable hours in accordance with local laws and regulations. The *Staff Handbook* outlines clear instructions on overtime work arrangement, in which states that employees need to get approval to work overtime and eligible employees are entitled to overtime allowance.

The Group is also committed to providing employees with adequate rest time and benefits to protect their mental and physical health. In addition to the basic paid annual leave and statutory holidays stipulated by the laws and regulations, employees of our subsidiaries also enjoy additional holiday benefits such as sick leave, maternity leave, jury leave, compassionate leave, etc. To protect the rights and interests of employees, the Group also purchases insurance for employees after employment. As our success depends on employees' efforts, we prioritise providing employee benefits and welfare beyond legal standards. For example, our Beijing office provides meal allowance and business allowance for employees.

Recruitment and Promotion

The Group adopts a set of transparent and clear procedures to conduct our recruitment process in an "Open, Fair, Transparent and Standardised" manner. To conduct recruitments following our business needs, we formulate recruitment plans depending on our workforce demands annually. Our Tianjin office has standardised its annual recruitment process in the *Human Resources Management Rules*. Each department needs to submit the annual recruitment plan at the end of each calendar year based on job vacancy and workforce demands. To recruit talents with the right competencies for each position, senior managements conduct interviews with candidates to assess whether their abilities match post requirements in the recruiting process.

To remain our competitiveness, we retain our talents by awarding employees with outstanding performance. We regularly evaluate the employees' performance through appraisals and provide promotion opportunities for high-calibre employees, ensuring that employees' efforts and contributions are appropriately rewarded by the Group.

工作時長、假期及福利

本集團及其附屬公司已根據當地法律及法規制定相關政策以確保僱員的工作時間合理。《員工手冊》概述超時工作安排的清晰指引，當中列出僱員超時工作須取得批准，而符合條件的僱員可享有加班津貼。

本集團亦致力為僱員提供足夠的休息時間及福利，以保護其精神及身體健康。除法律及法規規定的帶薪年假和法定假日外，附屬公司的僱員亦享有病假、產假、陪審假、陪產假等其他休假福利。為了保障僱員的權利及權益，本集團亦於僱員入職後購買保險。我們的成功有賴僱員努力，故此，我們重視提供高於法律標準的僱員利益及福利。舉例而言，北京辦公室為僱員提供用膳津貼及商務津貼。

招聘及晉升

本集團採用一套透明、清晰的程序以按「公開、公平、透明、規範」的形式執行招聘程序。為遵照業務需要進行招聘，我們每年視乎人力需求制定招聘計劃。天津辦公室已按《人力資源管理規則》統一其年度招聘程序。各部分須根據職位空缺及人力需求，於各曆年末提交年度招聘計劃。為了聘請適任人才擔任每個職位，高級管理職於招聘過程中與應徵者面談，以評估其能力是否切合職位要求。

為保持競爭力，我們獎勵表現出色的僱員以保留人才。我們定期透過評核來評估僱員表現及為優秀僱員提供晉升機會，以確保本集團對僱員的努力和貢獻給予妥當獎勵。



6. PROMOTING PEOPLE-ORIENTED CULTURE

推廣以人為本文化

Compensation and Dismissal

In the recruitment process, the Group offers competitive remuneration and benefits based on the candidates' performance, work experience and career aspirations. The Group regularly reviews its compensation package with reference to market benchmarks. The Group strictly prohibits any unfair or illegitimate dismissals to protect the rights and interests of its employees. According to the *Staff Handbook*, both the Group and its employees have the right to terminate the employment contract based on reasonable and lawful grounds. We have set out the standard dismissal procedures in the *Staff Handbook* to ensure the dismissal is carried out in compliance with the local laws and regulations.

Equal Opportunity and Anti-discrimination

The Group is committed to creating a fair, mutually respectful and diversified working environment by promoting anti-discrimination and equal opportunities in all its human resources and employment decisions. We strictly abide by local laws and regulations relating to anti-discrimination and do not tolerate any form of harassment or discrimination, whether based on gender, sexual orientation, disability, age, race, skin colour, nationality, and ethnic origin etc. The anti-discrimination policy applies to all recruitment, promotion, transfer, incentive and training processes and all business departments of the Group. In order to establish an effective anti-discrimination reporting system, we encourage employees to report to department managers or human resources managers when they encounter discriminatory behaviours. In addition, we are also responsible for evaluating, handling, recording and taking necessary disciplinary measures for such incidents.

薪酬與解僱

於招聘過程中，本集團根據應聘者的表現、工作經驗和職業志向提供具有競爭力的薪酬及福利。本集團參考市場基準定期檢討其薪酬待遇。本集團嚴格禁止任何不公平或非法解僱以保障僱員的權利及權益。根據《員工手冊》，本集團及其僱員均有權基於合理合法的理​​由終止僱傭合同。我們於《員工手冊》列出標準解僱程序以確保解僱遵照當地法律及法規進行。

平等機會與反歧視

本集團致力於在所有人力資源和僱傭決策範疇中提倡反歧視和平等機會，創造公平、相互尊重且多樣化的工作環境。我們嚴格遵守與反歧視有關的當地法律及法規，絕不容許任何形式的騷擾或歧視，無論是基於性別、性取向、殘疾、年齡、種族、膚色、國籍及族裔等因素。反歧視政策適用於所有招聘、晉升、調動、獎勵和培訓程序，並在本集團的所有業務部分應用。為建立有效的反歧視報告制度，我們鼓勵僱員在遇到任何歧視行為時向部門經理或人力資源經理報告。此外，我們亦負責評估、處理、記錄有關事件並對此採取必要的紀律處分。



6. PROMOTING PEOPLE-ORIENTED CULTURE

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Avoidance on Child and Forced Labour

The Group strongly prohibits the use of child labour and forced labour to respect human rights. To prevent the unlawful use of the workforce, the Human Resources Department of the Group requires job applicants to provide valid identification documents before employment confirmation to ensure that the applicants can be legally employed. Our Human Resources Department has set up measures in safeguarding the labour rights of our employees. We sign labour contracts with all employees on the basis of equality and free will to protect employees' human rights. We encourage our employees to report verbally or in writing if they are forced to work. Our Human Resources Department will immediately take action in accordance with the *Communication and Grievance Procedure*.

During the Reporting Period, the Group did not violate any relevant laws and regulations on the prevention of child labour and forced labour that have a significant impact on the Group.

防止童工及強制勞工

本集團堅決禁止僱用童工和強迫勞工以尊重人權。為防止不法使用勞工，本集團的人力資源部要求求職者在確認僱用前提供有效的身份證件，以確保求職者可合法受僱。人力資源部已設立措施以保障僱員的勞工權利。我們與全體僱員於自願情況下簽署平等的勞動合約，以保障僱員的人權。如僱員被強迫工作，我們鼓勵彼等作口頭或書面報告。人力資源部將根據《溝通及申訴程序》即時採取行動。

於報告期內，本集團未違反與防止童工和強迫勞工有關並對本集團有重大影響的任何相關法律及規例。

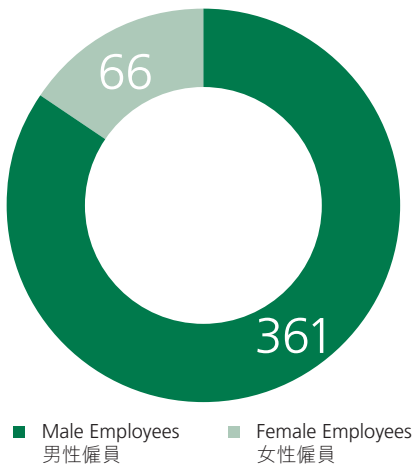


6. PROMOTING PEOPLE-ORIENTED CULTURE 推廣以人為本文化

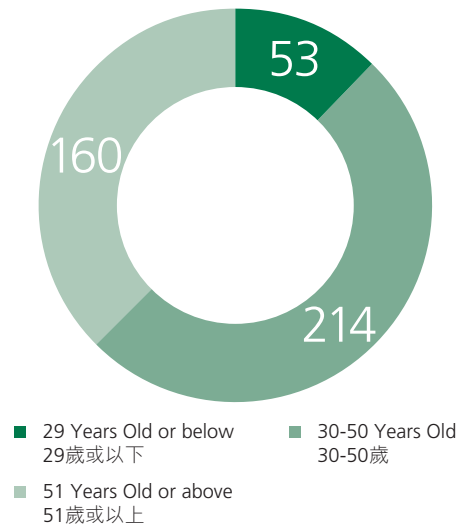
As of 31 March of 2021, the Group has a total of 427 employees in Mainland China and Hong Kong, including 425 full-time and 2 part-time employees. The number of employees by gender, age group, employee category and geographical region are as follows:

截至2021年3月31日，本集團在中國大陸及香港共有427名僱員，包括425名全職及2名兼職僱員。按性別、年齡組別、僱員類別及地理位置劃分的僱員總數如下：

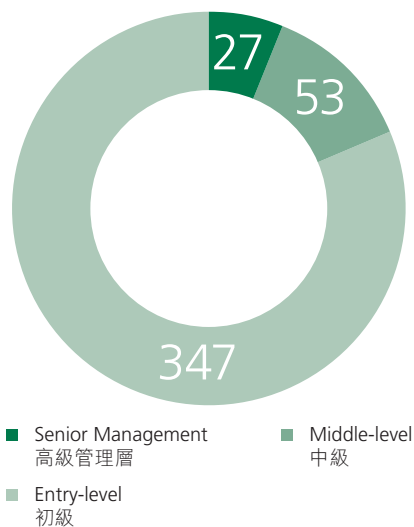
**Number of Employees
by Gender**
僱員總數(按性別劃分)



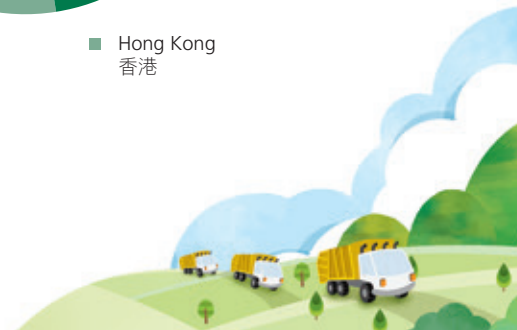
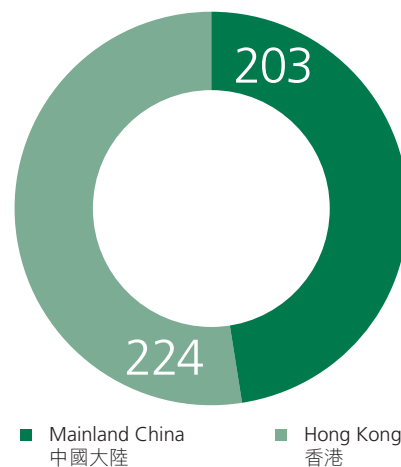
**Number of Employees
by Age Group**
僱員總數(按年齡劃分)



**Number of Employees
by Employee Category**
僱員總數(按僱員類別劃分)



**Number of Employees
by Geographical Region**
僱員總數(按地理位置劃分)



6. PROMOTING PEOPLE-ORIENTED CULTURE

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The turnover rates¹ of the Group are summarised in the following table:

下表概述本集團的員工流失比率¹：

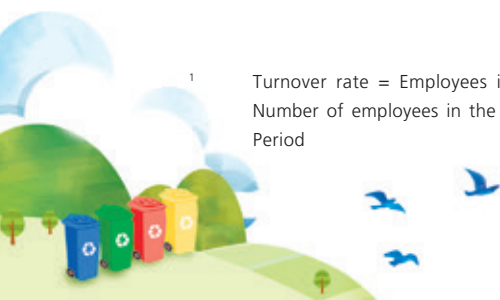
| Gender 性別 | Turnover Rate 流失比率 |
|--------------|-----------------------|
| Male 男 | 3% |
| Female 女 | 17% |

| Age Group 年齡 | Turnover Rate 流失比率 |
|---------------------------------|-----------------------|
| 29 Years Old or below 29歲或以下 | 6% |
| 30-50 Years Old 30-50歲 | 4% |
| 51 Years Old or above 51歲或以上 | 7% |

| Geographical Region 地理位置 | Turnover Rate 流失比率 |
|-----------------------------|-----------------------|
| Mainland China 中國大陸 | 9% |
| Hong Kong 香港 | 2% |

¹ Turnover rate = Employees in the specified category leaving employment/ Number of employees in the specified category at the end of the Reporting Period

¹ 流失比率=於報告期末，某類別離職僱員／某類別僱員總數



6. PROMOTING PEOPLE-ORIENTED CULTURE

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6.2 Talent Development

Talent grooming is one of our strategic focus areas. We design our training based on business needs and offer comprehensive talent development programmes to nurture our talents from all levels. We are motivated to create a working environment where employees' potential and skills can be well-developed. The Group has formulated internal training policies to improve the vocational skills and performance of employees.

We have formulated training policies according to the characteristics of each subsidiary. In the Construction Business, we have formulated the *Training Policy* to improve employees' work performance. We provide in-house induction training for new employees. To maintain the quality of the induction training, we only invite qualified and competent personnel to conduct the training. Meanwhile, we provide external training to our employees to consolidate their industrial knowledge relating to IMS, safety and environmental and technical aspects. For example, the technical employees are encouraged to participate in continuous professional development training organised by institutions such as the Hong Kong Institution of Engineers.

6.2 人才發展

人才培育是我們的策略焦點範疇之一。我們按業務需要設計培訓並提供全面的人才發展課程，以培育各個層級的人才。我們矢志創造可以令僱員的潛力和技能得以全面發揮的工作環境。本集團已制定內部培訓政策，以改善僱員的職業技能和表現。

我們已根據各附屬公司的特色制定培訓政策。在建築業務方面，我們已制定《培訓政策》以改善僱員的工作表現。我們為新僱員提供內部入職培訓。為保持入職培訓的質素，我們僅邀請合資格及有能力的人員進行培訓。同時，我們為僱員提供外部培訓，以鞏固其有關IMS、安全及環保及技術方面的行業知識。例如，技術人員應參加由相關機構(如香港工程師學會)舉辦的持續專業發展培訓。



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In terms of Environmental Protection Business in China, Taiyuan Plant has established a training system to satisfy the training needs of different levels of employees. The training system effectively enhances employees' communication skills or operational skills and their work performance. Meanwhile, Hefei Plant has established a three-level training programme for new employees as follows:

對於中國的環保業務，太原項目已建立培訓體系，以滿足不同級別僱員的培訓需求。培訓體系有效提升僱員的溝通技巧或營運技能及其工作表現。與此同時，合肥項目已為新僱員設立三個級別的培訓課程，詳情如下：

| Level of Training 培訓級別 | Focus 側重點 |
|---------------------------------|---|
| Company Level 公司級別 | Company introduction, basic knowledge of safe production including law and regulations, protective measures and preventive measures of safety accidents 公司介紹、對安全生產的基本認識，包括法律及法規、對安全事故的保護措施及預防措施 |
| Department Level 部門級別 | Workshop overview, workshop specific safety knowledge such as working environment and risk factors, the use and maintenance of safety equipment and facilities and workshop safety production guidelines 車間概覽、車間特定安全知識，例如工作環境和風險因素、安全設備和設施的使用及維護以及車間安全生產指引 |
| Team Level 團隊級別 | Specific knowledge related to the job position including instruction on the use of processing equipment and job responsibility 職位相關特定知識，包括對使用加工設備和職責的說明 |

After new employees receiving all levels of training, they are required to pass an assessment to test the effectiveness of the training programme.

新僱員接受所有級別的培訓後，需通過培訓課程成效測試的評核。

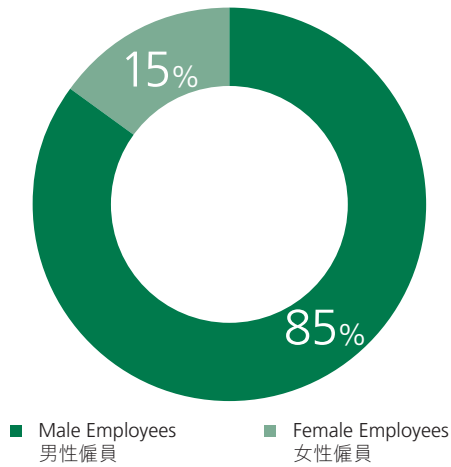


6. PROMOTING PEOPLE-ORIENTED CULTURE 推廣以人為本文化

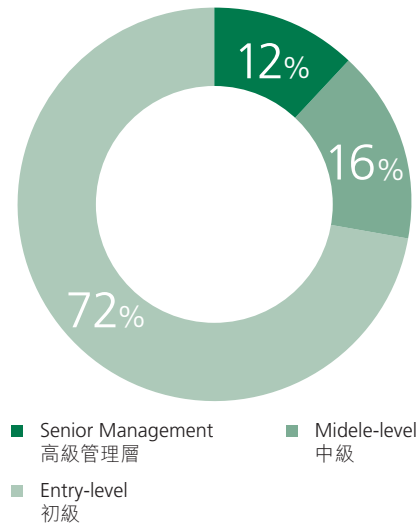
The percentage of employees trained by gender and employee category² of the Group are as follows:

本集團按性別及按僱員類別劃分²的受訓僱員百分比如下：

Percentage of Trained Employees by Gender
按性別劃分的受訓僱員百分比



Percentage of Trained Employees by Employee Category
按僱員類別劃分的受訓僱員百分比



² Percentage of employees trained = Employees who took part in training in the specified category (not including employees who left during the Reporting Period)/Number of trained employees at the end of the Reporting Period

² 受訓僱員百分比=於報告期末·參與培訓的某類別僱員(不包括於報告期間離職的僱員)/受訓僱員總數



6. PROMOTING PEOPLE-ORIENTED CULTURE

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During the Reporting Period, our employees have participated 1.56 hours of training in average and the average³ training hours by gender and employee category⁴ are as follows:

於報告期間，我們的僱員平均參與了 1.56小時的培訓³，按性別及僱員類別⁴劃分的平均培訓時數如下：

| Specified Employee Category 具體僱員類別 | Number of Employees in the Specified Category 具體類別僱員人數 | Total Training Hours in the Specified Category 具體類別總培訓時數 | Average Training Hours 平均培訓時數 |
|---------------------------------------|---|---|----------------------------------|
| Total 總計 | 427 | 664 | 1.56 |
| Gender 性別 | | | |
| Male 男性 | 361 | 510 | 1.41 |
| Female 女性 | 66 | 154 | 2.33 |
| Employee Category 僱員類別 | | | |
| Senior Management 高級管理層 | 27 | 125 | 4.63 |
| Middle-level 中級 | 53 | 132 | 2.49 |
| Entry-level 初級 | 347 | 407 | 1.17 |

³ Average training hours per employee = Total number of training hours (not including employees who left during the Reporting Period)/Total number of employees at the end of the Reporting Period

⁴ Average training hours for employees in specified category = Total number of training hours for employees in the specified category (not including employees who left during the Reporting Period)/Number of employees in the specified category at the end of the Reporting Period

³ 每名僱員的平均培訓時數=於報告期末的培訓總數(不包括於報告期間離職的僱員)/僱員總數

⁴ 某類別僱員的平均培訓時數=於報告期末，某類別僱員的總培訓時數(不包括於報告期間離職的僱員)/某類別的僱員人數



6. PROMOTING PEOPLE-ORIENTED CULTURE

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Case Study: Training on the Use of Forklift Truck**案例研究：使用叉車培訓**

Our Hefei Plant organised a safety training programme on the use of forklift truck. Employees who drive forklift trucks are required to attend the training and complete an assessment after training, ensuring that they acquire relevant knowledge from the training programme.

合肥項目就叉車的使用舉辦了安全培訓課程。駕駛叉車的僱員須出席有關培訓，並在培訓後完成評核，確保彼等從培訓課程中獲得相關知識。

**6.3 Employee Safety**

We prioritise the work safety and strive to maintain a safe and health work environment. We have formulated internal safety and health policies in line with relevant laws and regulations, to ensure the wellbeing of our employees. The Group will continue to explore more effective measures in protect our employees from occupational hazards.

6.3 僱員安全

我們將工作安全放在首位，致力維持安全健康的工作環境。我們已制定符合相關法律法規的內部安全和健康政策，確保僱員身心康泰。本集團將繼續發掘更有效的措施，保障僱員免受職業危害。

The Group has complied with the following laws and regulations relating to providing a safe working environment and protecting employees from occupational hazards during the Reporting Period (include but not limited to):

本集團於報告期間已遵守下列與提供安全工作環境及保障僱員免受職業危害有關的法律法規（包括但不限於）：

Mainland China**中國大陸**

Law of the People's Republic of China on the Prevention and Control of Occupational Diseases
《中華人民共和國職業病防治法》

Work Safety Law of the People's Republic of China
《中華人民共和國安全生產法》

Hong Kong**香港**

Fire Safety (Commercial Premises) Ordinance (Chapter 502 of the Laws of Hong Kong)
《消防安全(商業處所)條例》(香港法例第502章)

Occupational Safety and Health Ordinance (Chapter 509 of the Laws of Hong Kong)
《職業安全及健康條例》(香港法例第509章)



6. PROMOTING PEOPLE-ORIENTED CULTURE

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Employee safety is particularly material for our construction businesses. While delivering quality projects, we strive to protect our employees' and workers' health and safety in day-to-day operations. The Group has formulated the *Policy Statement for Safety and Health* to promote a high standard of safety and health for our employees and workers. To effectively coordinate, control and monitor the safety and health affairs at construction sites, we establish safety committees for every project. The safety committee ensures relevant safety measures should be taken to protect our employees and workers. We have adopted the following safety measures on prevention and awareness promotion:

僱員安全對我們的建築業務尤其重要。我們在日常營運中在交付優質項目的同時，亦致力保障僱員和工人的健康和 safety。本集團已制定《安全 and 健康政策聲明》，以推廣高標準的僱員和工人安全 and 健康。為有效協調、控制及監察建築地盤的安全 and 健康事宜，我們已就各個項目成立安全委員會。安全委員會確保採取相關安全措施，保障僱員和工人。我們已採用以下預防及提高意識的安全措施：

Preventive Measures

預防措施

- We conduct job hazard analysis before the commencement of the project to identify and prevent major occupational hazards
我們在項目施工前進行職業危害分析，以識別及預防主要職業危害
- We provide proper personal protective equipment according to the type of work at construction sites, protecting the workers from occupational hazards
我們根據建築地盤的工作類別，提供適當的個人防護裝備，保障工人免受職業危害
- We have formulated contingency plans related to safety accidents, such as fire and work injuries and conduct drills regularly to reduce the impact of any emergencies
我們已制定安全事故相關應急計劃，例如火災和工傷，並定期進行演習，以減低任何緊急事故的影響

Awareness Promotion

提高意識

- We post safety guidelines and posters at construction sites and deliver leaflets and publications to raise the safety awareness of workers
我們在建築地盤張貼安全指引和海報，並派發宣傳單張和刊物，以提高工人的安全意識
- We provide incentives to workers who strictly follow safety measures through the Site Safety Worker Award
我們透過「工地安全工人獎」向嚴格遵守安全措施的工人提供獎勵
- We provide safety training to all workers to improve their safety skills
我們向所有工人提供安全培訓以改善其安全技能



6. PROMOTING PEOPLE-ORIENTED CULTURE

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Case Study: Chemical spill safety drill

案例研究：化學品洩漏安全演習

In May 2020, we conducted a chemical spill safety drill for construction workers and our employees. During the drill, the participants have demonstrated how to handle a chemical spill, including wearing proper personal protective equipment when handling the chemicals, effectively enhanced their response and safety skills to such emergencies.

於2020年5月，我們為建築工人和僱員舉行化學品洩漏安全演習。在演習過程中，參與者展示了如何處理化學品洩漏，包括在處理化學品時佩帶適當的個人保護裝備，有效提升其對該等緊急事故的應對和安全技巧。

In the Environmental Protection Business, we encourage our subsidiaries to establish safety policies and safety management systems based on the nature of their business. Our Taiyuan Plant and Hefei Plant, have established internal safety management systems to stipulate the safety management in safety inspections, safety precaution and prevention and safety risk control. We have assigned the responsible departments to identify the occupational risks in the working environment and organised occupational health checks to employees. To protect our employees from safety accidents, we conduct regular safety inspections and provide proper personal protective equipment for employees. Besides, we regularly organise safety drills to enhance employees' awareness of safety and improve their skills in handling safety accidents. To ensure occupational safety and health in the office environment, our Tianjin office has formulated the *Environmental and Occupational Health Management Manual*, which regulates the daily management of environmental safety in the office, office equipment and facility operation, fire safety and emergency response mechanism.

在環保業務方面，我們鼓勵附屬公司根據其業務性質制定安全政策和安全管理體系。太原項目和合肥項目已建立內部安全管理體系，說明有關安全視察、安全預防和安全風險控制的安全管理工作。我們已指派部門負責識別工作環境中的職業危害，並為僱員安排職業健康檢查。為保障僱員免於發生安全事故，我們定期進行安全視察，並為僱員提供適當的個人保護裝備。此外，我們定期舉行安全演習，以提高僱員的安全意識及改善彼等處理安全事故的技巧。為確保辦公室環境的職業安全和健康，我們的天津辦公室已制定《環境及職業健康管理手冊》，對辦公室的環境安全、辦公室設備和設施的運作、消防安全和緊急事故應對機制的日常管理作出規範。



6. PROMOTING PEOPLE-ORIENTED CULTURE

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Case Study: Fire drill

案例研究：火災演習

To strengthen employees' ability in responding to fire accidents, our Hefei Plant conducted a fire drill in November 2020. During the drill, our employees practised the emergency evacuation and rescue procedure in case of a fire accident. Apart from simulating a fire accident, a representative from the emergency response team also shared knowledge on firefighting in the debriefing session. This drill strengthened our employees' skills and knowledge of emergency evacuation and rescue.

為加強僱員應對火災事故的能力，我們的合肥項目於2020年11月舉行了火災演習。在演習過程中，僱員練習了在火災事故發生時的緊急逃生和拯救程序。除模擬火災事故外，應急團隊的代表亦在簡報環節分享了有關消防的知識。是次演習強化了僱員對緊急逃生和拯救的技巧和知識。



During the Reporting Period, the Group did not receive any report on work-related fatalities. The lost days due to work injury is 180. We will continue to enhance our safety management to protect our employees from work injuries.

於報告期間，本集團並無收到任何有關工傷死亡的報告。因工傷而損失的日數為180日。我們將繼續提升安全管理以保障僱員免於發生工傷。



7. PROTECTING OUR ENVIRONMENT

保護環境

High-materiality issues disclosed in this chapter 本章節披露的高重要性議題

- Wastewater treatment
污水處理
- Noise management
噪音管理
- Mitigation measures to protect natural resources
保護天然資源的緩解措施
- Response to climate change
應對氣候變化
- Environmental compliance
環境合規
- Greenhouse gases emissions
溫室氣體排放
- Air emissions
廢氣排放
- Use of water
用水
- Waste handling
廢物處理
- Use of energy
能源使用

The Group recognises the importance of achieving environmental sustainability. Therefore, the Group takes its environmental responsibilities by developing a sustainable business mode. We started the Environmental Protection Business in Mainland China in 2018 to provide green solutions to environmental problems. To further develop a greener business mode, we abide by relevant environmental laws and regulations and actively adopt environmental-friendly measures and initiatives to reduce and mitigate the environmental impacts caused by our operation. Our potential environmental impacts resulting from our operation include air emissions, wastewater discharge, waste disposal, energy and water use and noise emissions. During the Reporting Period, we have continuously improved our performance in environmental protection. We will continue to cooperate with different parties on contributing to the sustainable development of our society.

本集團明白實現環境可持續性的重要性。因此，本集團通過建立可持續發展的商業模式來承擔環境責任。我們於2018年開始在中國大陸開展環保業務，為環境問題提供綠色解決方案。為進一步發展綠色的商業模式，我們遵守相關環境法律和法規，並積極採取環保措施和舉措，以減少和緩解我們的營運對環境造成的影響。我們的營運對環境造成的潛在影響包括廢氣排放、廢水排放、廢物處理、能源和水的使用以及噪音排放。於報告期間，我們不斷改善我們在環保方面的表現。我們將繼續與各方合作，為社會的可持續發展作出貢獻。



7. PROTECTING OUR ENVIRONMENT

保護環境

The Group has complied with the following laws and regulations relating to air and greenhouse gases emissions, discharges into water and land, and generation of hazardous and non-hazardous waste during the Reporting Period (include but not limited to):
本集團於報告期間已遵守下列與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有關的法律法規(包括但不限於)：

| Mainland China 中國大陸 | Hong Kong 香港 |
|--|--|
| <p><i>The Environmental Protection Law of the People's Republic of China</i> 《中華人民共和國環境保護法》</p> | <p><i>Air Pollution Control (Nonroad Mobile Machinery) (Emission) Regulation (Chapter 311Z of the Laws of Hong Kong)</i> 《空氣污染管制(非道路移動機械)(排放)規例》(香港法例第311Z章)</p> |
| <p><i>The Law of the People's Republic of China on Environmental Impact Assessment</i> 《中華人民共和國環境影響評價法》</p> | <p><i>Air Pollution Control (Construction Dust) Regulation (Chapter 311R of the Laws of Hong Kong)</i> 《空氣污染管制(建造工程塵埃)規例》(香港法例第311R章)</p> |
| <p><i>The Water Pollution Prevention Law of the People's Republic of China</i> 《中華人民共和國水污染防治法》</p> | <p><i>Noise Control Ordinance (Chapter 400 of the Laws of Hong Kong)</i> 《噪音管制條例》(香港法例第400章)</p> |
| <p><i>Administrative Measures for Pollutant Discharge Licensing (for Trial Implementation)</i> 《排污許可證管理暫行規定》</p> | |
| <p><i>The Opinion on the Strengthening of the Overhaul of Gutter Oil and Management of Cooking Wastes issued by the General Office of the State Council</i> 《國務院辦公廳關於加強地溝油整治和餐廚廢棄物管理的意見》</p> | |
| <p><i>Measures for the Administration of Concession for Infrastructure and Public Utilities</i> 《基礎設施和公用事業特許經營管理辦法》</p> | |



7. PROTECTING OUR ENVIRONMENT

保護環境

Case Study: Hong Kong Green Award 2020**案例研究：香港綠色企業大獎2020**

The Green Council has organised the Hong Kong Green Awards 2020 to recognise companies with remarkable performances and achievements in environmental aspects. Our subsidiary in the Construction Business was honourably awarded four prizes, in which three awards are related to Green Management and one is in Environmental, Health and Safety Award for its outstanding environmental management including water conservation, energy efficiency, air pollution control and waste management at the project level and company level.

環保促進會舉辦了香港綠色企業大獎2020，以表揚在環保方面有卓越表現和成就的公司。我們在建築業務的附屬公司有幸獲得四個獎項，其中三個與綠色管理有關，一個是環境、健康和 safety 獎，以表彰其出色的環境管理，包括項目層面和公司層面的節水、能源效率、空氣污染控制和廢物管理。

As our subsidiary in the Construction Business has obtained Hong Kong Green Awards for years, it was also awarded the Sustained Performance (5 years +). Through participating in Hong Kong Green Awards, the subsidiary demonstrated the implementation of the environmental commitments and outstanding environmental management outcomes.

由於我們建築業務的附屬公司已連續多年獲得香港綠色企業大獎，亦被授予持續表現獎(5年以上)。通過參與香港綠色企業大獎，該附屬公司展示了對環境承諾的執行和傑出環境管理的成果。



7. PROTECTING OUR ENVIRONMENT

保護環境

7.1 Energy Conservation and Air Emissions Reduction

In pursuing environmental sustainability, we have monitored and disclosed emission data from our operation to assess our environmental performance. Our air and GHG emissions mainly come from the energy consumption during the operation, such as fuel consumption for cars and machinery, electricity consumption and the use of boiler in the kitchen waste business. Therefore, we strive to reduce our emissions by implementing effective energy conservation measures.

For the Construction Business, we have enhanced our environmental management through formulating the *Environmental Policy Statement*, committing to providing sufficient resources for energy management. We have set our energy conservation target in 2020 for the Construction Business, which aims to reduce 1% of our energy consumption from the last calendar year. To achieve our energy conservation target, we have implemented multiple measures to reduce our energy consumption at construction sites. We have adopted the use of machinery with an approval label by the Environmental Protection Department, effectively reduce fuel consumption and relevant NO_x and PM emissions by 60% compared to the machinery without approval label. Besides, we have inspected the machinery regularly to prevent energy loss due to abnormal operations.

We have also adopted measures to reduce other air pollutants such as SO_x and suspended matter at sites. For example, we use ultra-low sulphur diesel for all machinery to further reduce SO_x emissions.

7.1 節約能源及減少氣體排放

追求環境可持續發展的過程中，我們監測並披露運營的排放數據以評估我們的環境表現。我們的空氣及溫室氣體排放主要來自運營過程中的能源消耗，如汽車及機械的燃料消耗、電力消耗及於餐廚垃圾業務中使用鍋爐。因此，我們努力通過落實有效的節能措施減少排放量。

對於建築業務，我們通過制定《環境政策聲明》加強了環境管理，致力於為能源管理提供足夠資源。我們已為建築業務設定2020年的節能目標，目的是較上一個曆年減少1%的能源消耗。為了實現節能目標，我們實施多種措施以減少施工現場的能源消耗。我們採用附有環境保護署批准標誌的機械，與沒有批准標誌的機械相比，其有效減少60%的燃料消耗及相關NO_x和PM排放。此外，我們定期對機械進行檢查，防止因不正常操作而導致的能源損失。

我們亦採取措施減少其他空氣污染物，如SO_x及工地上的懸浮物。舉例而言，我們在所有機械上使用超低硫柴油，以進一步減少SO_x排放。



7. PROTECTING OUR ENVIRONMENT

保護環境

Case Study: Suspended matter control measures at construction site**案例研究：建築地盤的懸浮物控制措施**

Construction processes such as dredging can produce suspended matter, which causes adverse health and environmental impact. We have formulated the Air Pollution Monitoring Guidelines to implement the following reduction measures:

挖泥等施工過程會產生懸浮物，對健康和環境造成不良影響。我們制定《空氣污染監測指引》，實施以下減排措施：

- Sprinkle water to dredging machinery during operation;
在操作過程中向疏浚機械灑水；
- Regularly sprinkle water on the road inside the site;
定期向工地內的道路灑水；
- Cover the dusty materials with nets during transportation and storage.
在運輸和儲存過程中用網覆蓋有灰塵的材料。

We also conduct weekly measurements on suspended matters around the site to monitor the emissions level. To carry out appropriate dust reduction measures, we conduct regular briefing and training to our employees.

我們亦每週對工地周圍的懸浮物進行測量，以監測排放水平。為進行適當的降塵措施，我們對員工進行定期的簡介及培訓。



7. PROTECTING OUR ENVIRONMENT

保護環境

For the kitchen waste treatment business, the major GHG and air emissions come from the indirect emission from electricity use and direct emission generated from use of vehicles. We have formulated the *Atmospheric Pollution Prevention and Control Management System* and the *Environmental Emergency Contingency Plan* for Hefei Plant and Taiyuan Plant respectively to stipulate the environmental management of all the operation procedures that produce air pollutants. We have adopted the emission reduction and monitoring measures to manage fuel consumption and relevant emissions for Hefei Plant and Taiyuan Plant:

對於餐廚垃圾處理業務，主要的溫室氣體及空氣排放物來自電力使用的間接排放物及車輛使用產生的直接排放物。我們分別為合肥項目及太原項目制定了《大氣污染防治管理系統》及《環境應急計劃》，亦規定所有產生空氣污染物的營運流程的環境管理。我們採取減排及監測措施來管理合肥項目及太原項目的燃料消耗及相關排放：

| Emissions Reduction 減排 | Monitoring 監測 |
|---|--|
| <ul style="list-style-type: none"> Install treatment facilities such as scrubbing tower, flare system and desulphurisation system to reduce the air emissions 安裝處理設施，例如洗滌塔、火炬系統及脫硫系統，以減少空氣排放 Replace traditional fossil fuel with biogas, a by-product produced by kitchen waste treatment. During the Reporting Period, a total of 3,395,000 cubic metres of biogas has been utilised to power the plants and reduce the emissions from fuel 用沼氣代替傳統化石燃料，沼氣是餐廚垃圾處理產生的副產品。於報告期間共使用3,395,000立方米的沼氣為工廠供電，減少了燃料的排放 | <ul style="list-style-type: none"> Install monitoring devices to track the emissions of pollutants and entrusted external agency to conduct regular inspections on the air emission at the boilers, strictly complying with the standards set by the <i>Emission standard of air pollutants for coal-burning oil-burning gas-fired boiler (GB13271-2014)</i> 嚴格遵守《燃煤、燃油和燃氣鍋爐大氣污染物排放標準》(GB13271-2014)規定的標準，安裝監測裝置以追蹤污染物的排放情況，並委託外部機構對鍋爐的空氣排放進行定期檢查 |



7. PROTECTING OUR ENVIRONMENT

保護環境

Comparing to the Construction Business and the kitchen waste business, our office has relevant lower energy consumption and emissions. We strive to reduce our energy consumption and emissions in office operation through the following measures:

- Turn off all lights, electronic equipment and other energy consumption equipment at the end of the day;
 - Maximise the use of natural light;
 - Switch off all lights, air conditioners and equipment when they are not in use;
 - Replace high electricity consumption lamps with electricity saving lamps;
 - Adjust the set temperature of air conditioners in the offices based on the seasons;
 - Adopt equipment and machinery with 'Energy-Efficiency' labels;
 - Avoid the operation of electricity-intensive procedures during peak hours of electricity usage;
 - Educate our employees about the importance of saving electricity; and
 - Encourage all employees to commute by public transportation and utilise teleconferences to reduce unnecessary business travels.
- 與建築業務及餐廚垃圾業務相比，辦公室的能耗及排放相對較低。我們致力通過以下措施，減少辦公室營運過程中的能源消耗及排放：
- 於工作時間結束時關掉所有照明、電子設備及其他耗電設備；
 - 盡量增加使用自然光；
 - 不使用時關掉所有照明、空調及設備；
 - 以節能燈具替代耗電量高的燈具；
 - 按照季節調節辦公室空調溫度；
 - 採用擁有「能源效益」標籤的設備及機器；
 - 避免於用電高峰時段進行高耗電量操作；
 - 教育僱員節能的重要性；及
 - 鼓勵全體員工乘坐公共交通工具通勤並利用電話會議減少不必要的商務旅行。



7. PROTECTING OUR ENVIRONMENT

保護環境

7.2 Water Management

Our business operation involves water consumption and produces wastewater. Therefore, we emphasise water management to reduce our ecological footprint.

One of the emission sources of our wastewater is from our construction sites. We have formulated the *Construction Site Environmental Guidelines* to implement wastewater control measures. We stipulate that all construction sites must obtain permits for the discharge of wastewater. Besides, we collect and treat all wastewater in the eco tank and ensure all the treated wastewater meets the standards set out in the permit prior to discharge. To avoid the accidental leakage of collected wastewater, we set up sufficient water storage and electric pumps to avoid overflow of collected wastewater and rainwater. We conduct sampling of treated wastewater monthly to strengthen our monitoring of compliance.

The Group's kitchen waste treatment plants actively manage the wastewater produced during operation. All our kitchen waste treatment plants have built on-site wastewater treatment plants to treat all wastewater prior to discharge wastewater to the municipal sewage treatment plant. Our Taiyuan Plant also deploys on-site treatment methods such as bio-chemical treatment with reverse osmosis and membrane bioreactor (MBR) to enhance wastewater treatment efficiency and ensure the wastewater discharge meets the relevant regulations. Taiyuan Plant has also obtained a pollutant discharge license in accordance with requirements of the *Administrative Measures for Pollutant Discharge Licensing (for Trial Implementation)*. While Hefei plant has formulated the *Water Pollution Prevention and Control Management System* to standardise the control procedures of wastewater, such as applying for permits and the maintenance of wastewater treatment plants. To strengthen wastewater control, we have set up an automatic monitoring system to monitor the wastewater and invited a qualified agency to examine wastewater regularly.

7.2 水資源管理

我們的業務營運涉及水消耗，並產生廢水。因此，我們著重水管理，以減少生態足跡。

廢水排放來源之一是我們的施工場地。我們制定了《施工場地環境指導》，以實施廢水控制措施。我們規定所有施工場地必須取得廢水排放許可證。此外，我們收集並處理生態池中的所有廢水，並確保所有經處理廢水在排放前符合許可證的規定標準。為避免收集的廢水意外滲漏，我們設置足夠的儲水和電泵以避免收集的廢水及雨水溢出。我們每月對處理過的廢水進行採樣，以加強對合規情況的監控。

本集團的餐廚垃圾處理廠積極管理營運過程中產生的廢水。我們所有的餐廚垃圾處理廠均已建造現場污水處理廠，以在排放到市政污水處理廠前處理所有廢水。太原項目亦使用反滲透和膜生物反應器(MBR)生物化學處理等各類現場處理方法以增強污水處理效率及確保廢水質量符合相關法規。太原項目已按照《排污許可管理辦法(試行)》的規定取得排污許可證。合肥項目制定了《水污染防治管理系統》，以規範廢水控制程序，如申請許可證及廢水處理廠的維護。為了加強廢水控制，我們建立了自動監測系統，對廢水進行監測，並邀請合資格機構定期檢查廢水。



7. PROTECTING OUR ENVIRONMENT

保護環境

Our water use mainly sources from the municipal supply. During the Reporting Period, we did not encounter any difficulties in sourcing water. To increase the efficiency of water usage, we encourage all operational sites to reuse the wastewater as much as possible. To further conserve water resources, we would collect wastewater from the construction site for reuse. The Group has adopted the following practices:

- Fix dripping taps immediately and avoid further leakage of the water supply system;
- Shut off the water supply system at night and during holidays;
- Strengthen the inspection and maintenance on the water tap, water pipelines and water storage;
- Advocate the importance of saving water among employees.

The Group will continue to monitor and collect data on water use efficiency to evaluate our achievements from the abovementioned measures in future.

7.3 Waste Management

The solid wastes generated by the Group mainly include construction waste and chemical waste from the Construction Business and solid wastes produced from the kitchen waste treatment, such as plastic, wastepaper from the pre-treatment process and waste chemicals.

We strive to enhance our management of construction waste in the Construction Business. We adopt the waste reduction strategy of "Avoid, Reduce and Disposal". Before the commencement of work, we estimate the total waste generated by each project for better waste reuse planning. To follow the concept of reuse, we have set up a waste sorting area at each site to separate reusable materials such as waste metals, inert construction waste and wood, reducing the amount of waste generated. For other general waste, we entrust licensed collectors for disposal. Meanwhile, we handle our hazardous chemical waste with care through properly packing, labelling and storing the chemical waste before delivery to the waste treatment facility by licensed collectors.

我們的水源主要來自市政供水。於報告期內，本集團在求取水源上並無遇到任何困難。為提高用水的效率，本集團鼓勵所有營運場所盡可能進行廢水再利用。為進一步節約水資源，我們會收集建築地盤的廢水以作回收利用。本集團採取了以下措施：

- 立即修理滴水的水龍頭，防止供水系統進一步漏水；
- 於晚間及假期關閉供水系統；
- 加強檢修水龍頭、水管及水箱；
- 向僱員提倡節水的重要性。

本集團將繼續監測並收集用水效率相關資料，以評估上述措施在日後取得的成果。

7.3 廢物管理

本集團產生的固體廢物主要包括建築業務產生的建築垃圾及化學廢物，及餐廚垃圾處理產生的固體廢物，如塑膠、預處理過程產生的廢紙及廢棄化學品。

我們努力加強對建築業務中建築垃圾的管理。我們採取「避免、減少及處理」減廢策略。工程開始前，我們會估計每個項目產生的廢物總量，以便更好規劃廢物再利用。為了遵循回收再用的理念，我們在每個工地設立垃圾分類區，將可重複使用的材料（如廢金屬、惰性建築垃圾和木材）分開，減少產生廢物量。就其他一般廢物，我們委託持牌收集商進行處置。同時，我們通過妥當包裝、標籤及儲存化學廢物，仔細處理我們的有害化學廢物，其後方由持牌收集商運送至廢物處置設施。



7. PROTECTING OUR ENVIRONMENT

保護環境

In kitchen waste treatment business, we have strengthened waste management through sorting, recycling and reuse. We have formulated the *Hazardous Waste and General Solid Waste Management Procedures* to manage the collecting, recycling and disposal of hazardous waste and general solid waste. For non-hazardous waste, we have set up bins for recyclable and non-recyclable waste for separate collection. For hazardous waste listed in the *National Catalogue of Hazardous Wastes*, we entrust the relevant department by the government or licensed collectors for safe disposal. To utilise the solid waste resources, we recycle scrap iron, plastic waste, waste glass and waste paper. To further promote the reuse of solid waste, Taiyuan Plant reuses the waste desulphurisation chemicals as industrial raw materials while Hefei Plant reuses kitchen waste residue as the raw material of fertilisers.

Wastepaper is the common waste produced in the daily operation of offices. We strategically promote a “paperless office” policy by adopting the following measures:

- Distribute information electronically wherever possible (i.e. via email or electronic notice boards);
- Set printers to default double-sided printing mode;
- Reuse single-sided paper for printing internal documents.

During the Reporting Period, we have successfully recycled 34.92 kilograms of wastepaper. The Group will continue to monitor and collect data on waste reduction to evaluate our achievements from the abovementioned measures.

就餐廚垃圾處理業務，我們通過分類、回收及再利用，加強廢物管理。我們制定了《有害廢棄物及一般固體廢物管理程序》，對有害廢棄物及一般固體廢物的收集、回收及處理進行管理。就無害廢棄物，我們設立可回收及不可回收的垃圾桶，方便分開收集廢物。就列入《國家危險廢物名錄》的有害廢棄物，我們委託政府有關部門或持牌回收商進行安全處置。為了善用固體廢物資源，我們對廢鐵、廢塑膠、廢玻璃和廢紙進行回收。為進一步促進固體廢棄物的再利用，太原項目將廢舊脫硫劑作為工業原料進行再利用，合肥項目則將餐廚垃圾作為化肥原料進行再利用。

廢紙是辦公室日常運作中產生的常見廢物。我們通過採取以下措施，戰略性地倡導「無紙辦公」政策：

- 盡量以電子方式發佈信息（即通過電子郵件或電子公告板）；
- 將打印機設置為默認的雙面打印模式；
- 重複使用單面紙打印內部文件。

於報告期間，我們成功回收了34.92公斤廢紙。本集團將繼續監控及收集減廢數據，以評估我們在上述措施方面的成就。



7. PROTECTING OUR ENVIRONMENT

保護環境

7.4 Noise Management

Noise from the construction sites can cause a nuisance to the surrounding area. Therefore, we have strengthened the noise management on our construction sites. Noise generated by the Group at the construction sites is mainly from the operation of machinery and equipment. We have obtained the construction noise permit when we carry our noisy work at the designated area. We strictly comply with the conditions set out by the permit and operate noisy equipment only at a specific time to reduce the impact on the residents of the surrounding area. We measure sound levels at the boundary of the construction sites regularly, to ensure the noises arose from construction sites meeting the legal standards. Furthermore, we adopt noise barriers to insulate the noise from construction sites, effectively reducing the noise spread to the surrounding area. Apart from adopting noise barriers in construction sites, the Group has purchased equipment with Quality Powered Mechanical Equipment Label (construction equipment items that are notably quieter and more environmentally friendly), reduced the number of concurrently running equipment, and shut down any idle equipment to reduce the noise at sources.

7.5 Response to Climate Change

Climate change has become one of the global environmental problems. We highly concern about the consequences of climate change, such as the increasing frequency of extreme weather events, as these consequences may bring potential negative impacts on our business operations. Therefore, we have actively taken actions to manage the potential risks related to extreme weather and hence improve our resilience to climate change.

In our construction sites, we have set up our standard procedures on inspection before typhoons and heavy rainstorm. Before typhoon and black rainstorm warning issued by the Hong Kong Observatory, we require that all the materials, machinery and emergency equipment are placed properly, avoiding the falling of any equipment due to extreme weather. We also inform all the workers to leave the working area earlier, especially for those who work in potential flooding areas, to protect the safety of our workers. After the extreme events, we conduct follow-up checks on all equipment, underground pit and soil, to evaluate whether the site is safe for resuming work.

7.4 噪音管理

施工場地的噪音會對周圍地區造成困擾。因此，我們加強了對施工場地的噪音管理。本集團於施工場地產生的噪音主要來自機器及設備的運作。當我們在指定區域開展產生噪音的工程時已取得建築噪音許可證。我們嚴格遵守許可證規定的條件，僅在特定時間操作高噪音設備，以減少對周圍居民的影響。我們定期測量施工現場範圍的聲級，以確保施工現場產生的噪音符合法律標準。此外，我們採用噪音屏障隔絕施工現場的噪音，有效減少噪音傳播至周圍地區。除在施工現場採用建築噪音屏障外，本集團已購買帶有優質機動設備標籤的設備(即明顯較靜及更環保的建築設備)，減少同時運作的設備數量，並關閉閒置設備，以從源頭降低噪音。

7.5 回應氣候變化

氣候變化已成為全球環境問題之一。我們非常關注氣候變化的後果，如極端天氣情況更頻繁發生，因為該等後果可能對業務營運帶來潛在不利影響。因此，我們已積極採取行動以管理與極端天氣有關的潛在風險及進而提高抵禦氣候變化的能力。

我們已於施工場地訂立颱風及暴雨前檢驗的標準程序。香港天文台發出颱風及黑色暴雨警告訊號前，我們規定所有物料、機器及緊急設備須妥善放置，避免任何設備因極端天氣而墜落。我們亦知會全體員工提早離開工作區，特別是於可能洪水泛濫地區工作的員工，以保障工人的安全。極端天氣情況過後，我們對所有設備、地下坑道及泥土進行跟進檢查，以評估地盤是否可安全繼續工程。



7. PROTECTING OUR ENVIRONMENT

保護環境

7.6 Environmental Management

As an environmentally friendly corporation, we strive to minimise our impacts on the environment and natural resources. To evaluate the impacts on the environment and natural resources brought by our kitchen waste business, we have engaged independent third parties to conduct environmental risk assessments and obtained the environmental impact approvals issued by competent government authorities according to the regulations set by the *Law of the People's Republic of China on Environmental Impact Assessment*. For instance, the Taiyuan Plant has conducted an environmental impact assessment to assess its potential impact on air, water and noise, ensuring the environmental impact brought by its operation to the surrounding environment is at an acceptable range according to the legal standards. We have set up the *Emergency Plan for Environmental Accidents* to prevent accidents such as chemical leakage and malfunctioning of pollutant treatment facilities. We have established the environmental risk monitoring system, alert system and emergency plans to discover the emergencies at the early stage and control the spread of accidents, minimising the potential environmental impacts caused by accidents.

Furthermore, the Group values the importance of establishing a robust environmental management system of the Construction Business. We have obtained certifications such as ISO 50001:2011 Energy Management System and ISO 14001:2015 Environmental Management System, proving our environmental management systems in the Construction Business are meeting the international standards. To manage our environmental impacts on the project level, we conduct an environmental impact assessment to assess the potential impact of each project and propose mitigation measures accordingly.

7.6 環境管理

作為一家環境友好型公司，我們努力將對環境及天然資源的影響降至最低。為評估餐廚垃圾業務對環境及天然資源造成的影響，我們根據《中華人民共和國環境影響評價法》的規定聘請了獨立第三方進行環境風險評估，並取得了政府主管部門頒發的環境影響批准。舉例而言，太原項目已進行環境影響評估，以評估其對空氣、水及噪音的潛在影響，以確保其營運對周圍環境造成的環境影響屬法律標準的可接受範圍。我們已制定《環境意外應急計劃》以防止意外發生，例如化學品洩漏及污染物處理設施失靈。我們已確立環境風險監察系統、警報系統及應急計劃，以盡早發現緊急情況，防止意外規模的擴大，從而減低意外造成的潛在環境影響。

此外，本集團十分重視建立健全的建築業務環境管理系統。我們已取得ISO 50001:2011能源管理系統及ISO 14001:2015環境管理系統等證書，證明建築業務的環境管理系統符合國際標準。為於項目層面管理環境影響，我們進行環境影響評估，以評估各項目的潛在影響及據此擬定緩減措施。

ISO Certificates

ISO證書



7. PROTECTING OUR ENVIRONMENT

保護環境

The Group understands that all environmental initiatives require the joint efforts of our employees. Therefore, we are committed to raising awareness on environmental protection among our employees. We provide training to our management to ensure they have a sufficient understanding of environmental issues. Besides, we provide training relating to environmental protection in induction training and weekly environmental training for our employees, enriching our employees' knowledge on environmental protection. Moreover, we cooperate with a range of environmental organisations to organise environmental activities with educational purposes, encouraging our employees to practice a green lifestyle in daily life.

本集團深知一切環境措施均須僱員共同努力。因此，我們致力提高僱員的環保意識。我們培訓管理層以確保彼等充分了解環境事宜。此外，我們於僱員入職培訓及每週環境培訓提供有關環保的培訓，增進僱員的環保知識。另外，我們與多個環境組織合作舉辦有教育意義的環境活動，以鼓勵僱員在日常中踐行環保的生活方式。

Weekly Environmental Training at Construction Sites

建築工地每週環境培訓



8. CARING OUR COMMUNITY

關懷社區

High-materiality issues disclosed in this chapter 本章節披露的高重要性議題

- Public welfare and charity
公益和慈善

The Group recognises the utmost importance of participation and contribution to the community where we operate. We strive to support the growth of the local community and aims to create a harmonious society. We continue to explore the needs of the local communities and to ensure our activities take communities' interests into account. In the future, we may explore the possibility of establishing policies to deepen our strategic planning in community participation. As a socially-responsible corporate, the Group is committed to supporting local charitable organisations in need through donations.

We are devoted to support the development of education in Hong Kong to nurture the young generation for our society. During the Reporting Period, the Group donated HK\$100,000 to the City University of Hong Kong Foundation. The funds raised will be spent on supporting the development of the university.

本集團深知參與及貢獻我們經營所在地的社區極其重要。我們努力支援當地社區的發展，旨在創造和諧社會。我們繼續探索當地社區的需求，確保我們的活動計及社區的利益。未來，我們可能會探索設立政策以深化我們在社區參與方面的策略規劃。作為一個有社會責任感的企業，本集團致力於通過捐款支援當地有需要的慈善組織。

我們努力支持香港的教育發展，為社會培養年輕一代。於報告期間，本集團向香港城市大學基金會捐贈港幣100,000元。所籌集的資金將用於支持大學發展。



8. CARING OUR COMMUNITY

關懷社區

In the PRC, one of our focuses is raising awareness on environmental protection among the society. As waste management is significantly valued, the Group is actively promoting its kitchen waste treatment technologies to the local communities. During the Reporting Period, both of our kitchen waste treatment plants have held visits for local communities in Taiyuan and Hefei, to educate local communities about the importance and benefits of kitchen waste treatment. Meanwhile, we proactively identify the needs of the surrounding community and assist them promptly. During the Reporting Period, we have set up an indoor rest area for sanitation workers, drivers and support workers of food waste collection and transportation. We also provide drinking water, air conditioning, tables and chairs in the rest area for workers to have a comfortable place to stay during their break.

在中國，提高環保意識是我們在社區方面的重點之一。由於高度重視廢棄物管理，本集團正在積極向當地社區推廣廚餘垃圾處理技術。於報告期內，我們的兩個餐廚垃圾處理廠均對太原及合肥的當地社區進行了訪問，以告知當地社區餐廚垃圾處理的重要性及好處。與此同時，我們積極發掘周邊社區的需求，並及時提供幫助。於報告期間，我們為保潔工人、司機和餐廚垃圾收集及運輸的後勤工人設立了室內休息區。我們亦在休息區提供飲用水、空調、桌椅，為工人營造一個舒適的休息場地。

Indoor Rest Area for Sanitation Workers

保潔工人的室內休息區



9. APPENDIX

附錄

9.1 Environmental Performance Table

Environmental Data

9.1 環保表現表

環境數據

| Air Emissions ⁵ 廢氣排放 ⁵ | | |
|---|-------------------------|-------------|
| KPI 關鍵績效指標 | Total Emissions 總排放量 | Units 單位 |
| NO _x | 50.36 | Tonnes 噸 |
| SO _x | 0.37 | Tonnes 噸 |
| CO | 18.28 | Tonnes 噸 |
| PM | 2.67 | Tonnes 噸 |

⁵ Air emissions are from boilers in the kitchen waste treatment plants, and the use of vehicles and engineering machinery by the subsidiaries. The data of air emissions is composed of monitoring data of boilers and calculated air pollutant emissions from vehicles and engineering machinery. The calculation method of air emission of vehicles and machinery refers to the *Technical Guide for Air Pollutant Emission Inventory for On-road Vehicles (Trial Implementation)* and *Technical Guide for Air Pollutant Emission Inventory for Non-road Vehicles (Trial Implementation)* issued by the Ministry of Ecology and Environment of the People's Republic of China and the *EMEP/EEA Air Pollutant Emission Inventory Guidebook 2019* issued by the European Environment Agency.

⁵ 廢氣排放來源於餐廚垃圾處理廠內的鍋爐，以及附屬公司使用的車輛和工程機械。廢氣排放數據包括鍋爐監測數據以及車輛和工程機械的空氣污染物排放計算值。車輛及機械廢氣排放量根據中華人民共和國生態環境部發佈的《道路機動車大氣污染物排放清單編製技術指南(試行)》及《非道路移動源大氣污染物排放清單編製技術指南(試行)》和歐洲環境署發佈的《EMEP/EEA大氣污染物排放清單指南(2019年版)》計算。



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| GHG Emissions 溫室氣體 | | |
|---|-------------------------|---|
| KPI 關鍵績效指標 | Total Emissions 總排放量 | Unit 單位 |
| Scope 1 ⁶ (Direct Emission) 範圍一 ⁶ (直接排放) | 4,318.39 | Tonnes CO ₂ e 噸CO ₂ 當量 |
| <i>Intensity</i> ⁷ 密度 ⁷ | 7.30 | Tonnes CO ₂ e/HK\$ Million 噸CO ₂ 當量/百萬港幣 |
| Scope 2 ⁸ (Indirect Emission) 範圍二 ⁸ (間接排放) | 3,338.60 | Tonnes CO ₂ e 噸CO ₂ 當量 |
| <i>Intensity</i> 密度 | 5.64 | Tonnes CO ₂ e/HK\$ Million 噸CO ₂ 當量/百萬港幣 |
| Total Emissions (Scope 1 and Scope 2) 總排放量(範圍一及範圍二) | 7,656.99 | Tonnes CO ₂ e 噸CO ₂ 當量 |
| <i>Intensity</i> 密度 | 12.95 | Tonnes CO ₂ e/HK\$ Million 噸CO ₂ 當量/百萬港幣 |

⁶ Scope 1 GHG emissions are from the combustion of fuel of boilers, vehicles and construction machinery. The calculation method of GHG emission of boilers refers to the *Guidelines for Accounting and Reporting Greenhouse Gas Emissions Other Industrial Enterprises (Trial)* issued by the National Development and Reform Commission of the People's Republic of China. The calculation method of GHG emission of vehicles refers to the *Guidelines for Accounting and Reporting Greenhouse Gas Emission China Land Transportation Enterprises (Trial)* issued by the National Development and Reform Commission of the People's Republic of China and the *Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong 2010 Edition* issued by the Environmental Protection Department and the Electrical and Mechanical Services Department of Hong Kong. The calculation method of GHG emission of construction machinery refers to the *EMEP/EEA Air Pollutant Emission Inventory Guidebook 2019* issued by the European Environment Agency. Due to the limitation of data availability and calculation guidelines for GHG emissions from biogas combustion in the PRC, GHG emissions from biogas generated during the treatment of kitchen waste are not included in the scope of GHG emissions.

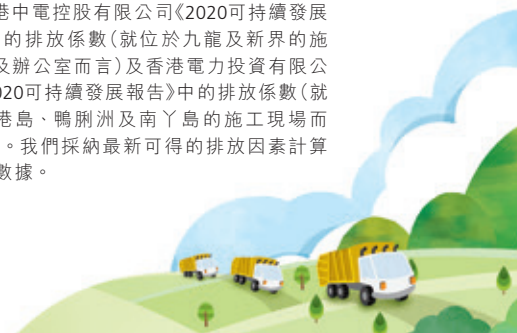
⁷ Intensity was calculated by dividing the amount by the Group's revenue from businesses in Hong Kong and Mainland China of approximately HK\$591.50 million during the Reporting Period.

⁸ Scope 2 GHG emissions are from indirect GHG emissions generated in the production process of purchased power. The GHG emissions in Mainland China are calculated based on the *Notice on the Development of the 2018 Annual Carbon Emissions Reporting and Verification and Emissions Monitoring Plan.*, and the calculation of GHG emissions caused by power use in Hong Kong adopts to the emission factors in the *Sustainability Report of CLP Power Hong Kong Limited in 2020* for the construction sites and offices located in Kowloon and New Territories and the *Sustainability Report of Hong Kong Electric Investment Limited in 2020* for the construction sites located in Hong Kong Island, Ap Lei Chau and Lamma Island. We have adopted latest available emission factors for the calculation of 2021 data.

⁶ 範圍一的溫室氣體排放來自鍋爐、車輛和建築機械的燃料燃燒。鍋爐溫室氣體排放量根據中華人民共和國國家發展和改革委員會發佈的《工業其他行業企業溫室氣體排放核算方法與報告指南(試行)》計算。車輛溫室氣體排放量根據中華人民共和國國家發展和改革委員會發佈的《中國陸路運輸企業溫室氣體排放核算方法與報告指南(試行)》和香港環境保護署及機電工程署發佈的《香港建築物(商業、住宅或公共用途)的溫室氣體排放及減除的核算和報告指引(2010年版)》計算。建築機械溫室氣體排放量根據歐洲環境署發佈的《EMEP/EEA大氣污染物排放清單指南(2019年版)》計算。由於中國沼氣燃燒產生的溫室氣體的數據和計算指南有限，因處理餐廚垃圾過程中產生的沼氣而產生的溫室氣體排放未包括在溫室氣體排放範圍內。

⁷ 密度乃以用量除以報告期內本集團來自香港及中國內地業務的收入(約5.9150億港幣)計算。

⁸ 範圍二的溫室氣體排放來自所購電力生產過程中產生的間接溫室氣體排放。中國內地的溫室氣體排放量根據《關於做好2018年度碳排放報告與核查及排放監測計劃制定工作的通知》計算，而香港用電產生的溫室氣體排放量使用香港中電控股有限公司《2020可持續發展報告》中的排放係數(就位於九龍及新界的施工現場及辦公室而言)及香港電力投資有限公司的《2020可持續發展報告》中的排放係數(就位於香港島、鴨脷洲及南丫島的施工現場而言)計算。我們採納最新可得排放因素計算2021年數據。



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| Wastewater and Waste 廢水及廢棄物 | | |
|---|-------------------------|-------------------------------|
| KPI 關鍵績效指標 | Total Emissions 總排放量 | Unit 單位 |
| Wastewater 廢水 | 154,115 | Tonnes 噸 |
| <i>Intensity</i> 密度 | 260.55 | Tonnes/HK\$ Million 噸／百萬港幣 |
| Hazardous Waste 有害廢棄物 | 1.01 | Tonnes 噸 |
| <i>Intensity</i> 密度 | 0.0017 | Tonnes/HK\$ Million 噸／百萬港幣 |
| Non-Hazardous Waste 無害廢棄物 | 46,078.66 | Tonnes 噸 |
| <i>Intensity</i> 密度 | 77.9014 | Tonnes/HK\$ Million 噸／百萬港幣 |
| <i>Non-Hazardous Waste by Type</i> 按類型劃分的無害廢棄物 | | |
| Domestic Waste 生活垃圾 | 7.29 | Tonnes 噸 |
| <i>Intensity</i> 密度 | 0.0123 | Tonnes/HK\$ Million 噸／百萬港幣 |
| Wastepaper 廢紙 | 2.77 | Tonnes 噸 |
| <i>Intensity</i> 密度 | 0.0047 | Tonnes/HK\$ Million 噸／百萬港幣 |
| Kitchen Waste Residue 餐廚垃圾 | 28,929.60 | Tonnes 噸 |
| <i>Intensity</i> 密度 | 48.9089 | Tonnes/HK\$ Million 噸／百萬港幣 |
| Construction Waste 建築垃圾 | 17,139.00 | Tonnes 噸 |
| <i>Intensity</i> 密度 | 28.9755 | Tonnes/HK\$ Million 噸／百萬港幣 |



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| Resources Usage 資源使用 | | |
|-------------------------------------|--------------|---------------------------------------|
| KPI 關鍵績效指標 | Amount 用量 | Unit 單位 |
| Water 水 | 117,883 | Cubic Metres 立方米 |
| <i>Intensity</i> 密度 | 199.29 | Cubic Metres/HK\$ Million 立方米/百萬港幣 |
| Total Energy Consumptions 消耗能源總量 | 17,021.72 | mWh 兆瓦時 |
| <i>Intensity</i> 密度 | 28.78 | mWh/HK\$ Million 兆瓦時/百萬港幣 |
| <i>Direct Energy</i> 直接能源 | | |
| Gasoline 汽油 | 51,533.00 | Litre 升 |
| Diesel 柴油 | 1,489,841.90 | Litre 升 |
| Natural Gas 天然氣 | 139,899 | Cubic Metres 立方米 |
| <i>Indirect Energy</i> 間接能源 | | |
| Electricity 電力 | 5,640.02 | mWh 兆瓦時 |

| Kitchen Waste Treatment 餐廚垃圾處理 | | |
|---|--------------|---------------------|
| KPI 關鍵績效指標 | Amount 用量 | Unit 單位 |
| Kitchen Waste Treated 已處理餐廚垃圾 | 132,478.98 | Cubic Metres 立方米 |
| Biogas Generated 已產生沼氣 | 9,390,941.28 | Cubic Metres 立方米 |
| Amount of Biogas Combusted in Boilers 鍋爐的沼氣燃燒量 | 3,395,000.00 | Cubic Metres 立方米 |



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9.2 Social Performance Table

Social Performance Table

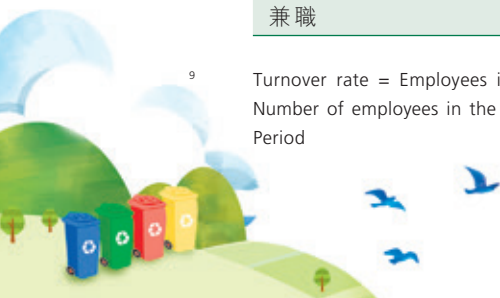
9.2 社會表現表

社會表現表

| Employees Statistics 僱員統計數據 | | |
|--|---------------------------------|---|
| KPI 關鍵績效指標 | Numbers of Employees 僱員人數 | Turnover Rate ⁹ 流失比率 ⁹ |
| Total 總計 | 427 | 5% |
| <i>By Gender</i> 按性別劃分 | | |
| Male 男性 | 361 | 3% |
| Female 女性 | 66 | 17% |
| <i>By Age</i> 按年齡劃分 | | |
| ≤29 Years Old ≤29歲 | 53 | 6% |
| 30–50 Years Old 30至50歲 | 214 | 4% |
| ≥51 Years Old ≥51歲 | 160 | 7% |
| <i>By Geographical Region</i> 按地區劃分 | | |
| Hong Kong 香港 | 224 | 9% |
| Mainland China 中國大陸 | 203 | 2% |
| <i>By Employee Category</i> 按僱員類型劃分 | | |
| Entry-level 初級 | 347 | — |
| Middle-level 中級 | 53 | — |
| Senior Management 高級管理層 | 27 | — |
| <i>By Employment Category</i> 按僱傭類型劃分 | | |
| Full-time 全職 | 425 | — |
| Part-time 兼職 | 2 | — |

⁹ Turnover rate = Employees in the specified category leaving employment/
Number of employees in the specified category at the end of the Reporting
Period

⁹ 流失比率=於報告期末，某類別離職僱員／某
類別僱員總數



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| Training 培訓 | | | |
|---|--|---|----------------------------------|
| KPI 關鍵績效指標 | Percentage of Employees Trained ¹⁰ 受訓僱員百分比 ¹⁰ | Average Training Hours ¹¹ 受訓平均時數 ¹¹ | Total Training Hours 受訓總時數 |
| <i>By Gender</i> 按性別劃分 | | | |
| Male 男性 | 85% | 1.41 | 510 |
| Female 女性 | 15% | 2.33 | 154 |
| <i>By Employee Category</i> 按僱員類型劃分 | | | |
| Entry-level 初級 | 12% | 1.17 | 407 |
| Middle-level 中級 | 16% | 2.49 | 132 |
| Senior Management 高級管理層 | 72% | 4.63 | 125 |
| Employee Safety 僱員安全 | | | |
| Number of Fatalities 死亡人數 | | 0 | Person 人 |
| Lost days Due to Work Injury 因工傷損失工作日數 | | 180 | Day 日 |

¹⁰ Percentage of employees trained = Employees who took part in training in the specified category (not including employees who left during the Reporting Period)/Number of trained employees at the end of the Reporting Period

¹¹ Average training hours for employees in specified category = Total number of training hours for employees in the specified category (not including employees who left during the Reporting Period)/Number of employees in the specified category at the end of the Reporting Period

¹⁰ 受訓僱員百分比=於報告期末，參與培訓的某類別僱員(不包括於報告期間離職的僱員)/受訓僱員總數

¹¹ 某類別僱員的平均培訓時數=於報告期末，某類別僱員的總培訓時數(不包括於報告期間離職的僱員)/某類別的僱員人數



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| Number of Subcontractors/Suppliers 分包商／供應商數目 | | |
|---|---|------------|
| <i>By Geographical Region</i> 按地區 | | |
| Hong Kong 香港 | | 53 |
| Mainland China 中國大陸 | | 89 |
| Total 總計 | | 142 |
| Product and Service 產品及服務 | | |
| Product Recalls Due to Safety and Health 基於安全及健康的產品召回 | 0 | Event 次 |
| Customer Complaints 客戶投訴 | 0 | Event 次 |
| Anti-corruption 反貪污 | | |
| Reported Legal Cases Regarding Corrupt Practices 有關貪污行為的報告法律案件 | 0 | Event 次 |



9. APPENDIX
附錄9.3 Content Index of the *ESG Reporting Guide*

9.3 《ESG指引》索引

| | | A. Environmental A. 環境 | |
|--|------|---|--|
| General Disclosure & KPI 一般披露及 關鍵績效指標 | | Description 指標內容 | Chapter Reference/ Explanation 所在章節/說明 |
| Aspect A1: Emissions 層面A1：排放物 | | | |
| 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 | 7 Protecting Our Environment 7 保護環境 |
| KPI 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資料 | 9.1 Environmental Performance Table 9.1 環保表現表 |
| | A1.2 | Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility) 溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算) | 9.1 Environmental Performance Table 9.1 環保表現表 |
| | A1.3 | Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility) 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) | 9.1 Environmental Performance Table 9.1 環保表現表 |
| | A1.4 | Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility) 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算) | 9.1 Environmental Performance Table 9.1 環保表現表 |



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| A. Environmental | | |
|--|--|--|
| A. 環境 | | |
| General Disclosure & KPI 一般披露及 關鍵績效指標 | Description 指標內容 | Chapter Reference/ Explanation 所在章節／說明 |
| | A1.5 Description of measures to mitigate emissions and results achieved 描述減低排放量的措施及所得成果 | 7.1 Energy Conservation and Air Emissions Reduction 7.1 節約能源及減少氣體排放 |
| | A1.6 Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果 | 7.3 Waste Management 7.3 廢物管理 |
| 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 | 7 Protecting Our Environment (Our business did not involve in issues related to other raw materials.) |
| 一般披露 | 有效使用資源(包括能源、水及其他原材料)的政策 | 7 保護環境 (業務並無涉及有關其他原材料的事宜。) |
| 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) | 9.1 Environmental Performance Table |
| 關鍵績效指標 | 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) | 9.1 環保表現表 |
| | A2.2 Water consumption in total and intensity (e.g. per unit of production volume, per facility) | 9.1 Environmental Performance Table |
| | 總耗水量及密度(如以每產量單位、每項設施計算) | 9.1 環保表現表 |



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| A. Environmental A. 環境 | | |
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| General Disclosure & KPI 一般披露及 關鍵績效指標 | Description 指標內容 | Chapter Reference/ Explanation 所在章節／說明 |
| A2.3 | Description of energy use efficiency initiatives and results achieved 描述能源使用效益計劃及所得成果 | 7.1 Energy Conservation and Air Emissions Reduction 7.1 節約能源及減少氣體排放 |
| A2.4 | Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果 | 7.2 Water Management 7.2 水資源管理 |
| 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 | Our products did not involve in issues related to packaging materials. 產品並無涉及有關包裝物料的事宜。 |
| Aspect A3: The Environmental and Natural Resources 層面A3：環境及天然資源 | | |
| General Disclosure 一般披露 | Policies on minimizing the issuer's significant impact on the environment and natural resources 減低發行人對環境及天然資源造成重大影響的政策 | 7.6 Environmental Management 7.6 環境管理 |
| KPI 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 | 7.6 Environmental Management 7.6 環境管理 |



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| B. Social B. 社會 | | |
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| General Disclosure & KPI 一般披露及 關鍵績效指標 | Indicator Description 指標描述 | Chapter Reference 所在章節 |
| Aspect B1: Employment 層面B1：僱傭 | | |
| 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 compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare | 6.1 Employment Management |
| 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： (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 | 6.1 僱傭管理 |
| KPI | B1.1 Total workforce by gender, employment type, age group and geographical region | 6.1 Employment Management 9.2 Social Performance Table |
| 關鍵績效指標 | 按性別、僱傭類型、年齡組別及地區劃分的僱員總數 | 6.1 僱傭管理 9.2 社會表現表 |
| | B1.2 Employee turnover rate by gender, age group and geographical region | 6.1 Employment Management 9.2 Social Performance Table |
| | 按性別、年齡組別及地區劃分的僱員流失比率 | 6.1 僱傭管理 9.2 社會表現表 |



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| General Disclosure & KPI 一般披露及 關鍵績效指標 | | Indicator Description 指標描述 | Chapter Reference 所在章節 |
| Aspect B2: Health and Safety 層面B2：健康與安全 | | | |
| 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員工避免職業性危害的： (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 | 6.3 Employee Safety 6.3 僱員安全 |
| KPI 關鍵績效指標 | B2.1 | Number and rate of work-related fatalities 因工作關係而死亡的人數及比率 | 6.3 Employee Safety 9.2 Social Performance Table 6.3 僱員安全 9.2 社會表現表 |
| | B2.2 | Lost days due to work injury 因工傷損失工作日數 | 6.3 Employee Safety 9.2 Social Performance Table 6.3 僱員安全 9.2 社會表現表 |
| | B2.3 | Description of occupational health and safety measures adopted, how they are implemented and monitored 描述所採納的職業健康與安全措施，以及相關執行及監察方法 | 6.3 Employee Safety 6.3 僱員安全 |



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| B. Social B. 社會 | | |
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| General Disclosure & KPI 一般披露及 關鍵績效指標 | Indicator Description 指標描述 | Chapter Reference 所在章節 |
| Aspect B3: Development and Training 層面B3：發展及培訓 | | |
| General Disclosure 一般披露 | Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities 有關提升員工履行工作職責的知識及技能的政策。描述培訓活動 | 6.2 Talent Development 6.2 人才發展 |
| KPI 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、中級管理層等)劃分的受訓僱員百分比 | 6.2 Talent Development 9.2 Social Performance Table 6.2 人才發展 9.2 社會表現表 |
| | 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 | 6.2 Talent Development 9.2 Social Performance Table 6.2 人才發展 9.2 社會表現表 |
| Aspect B4: Labour Standards 層面B4：勞工準則 | | |
| 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 labour 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 | 6.1 Employment Management 6.1 僱傭管理 |



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| General Disclosure & KPI 一般披露及關鍵績效指標 | Indicator Description 指標描述 | | Chapter Reference 所在章節 |
| KPI | B4.1 | Description of measures to review employment practices to avoid child and forced labour 描述檢討招聘慣例的措施以避免童工及強制勞工 | 6.1 Employment Management 6.1 僱傭管理 |
| 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 | 6.1 Employment Management 6.1 僱傭管理 |
| 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 | 5.3 Supply Chain Management 5.3 供應鏈管理 |
| KPI | B5.1 | Number of Suppliers by geographical region 按地區劃分的供貨商數目 | 5.3 Supply Chain Management 9.2 Social Performance Table 5.3 供應鏈管理 9.2 社會表現表 |
| 關鍵績效指標 | | | |
| | B5.2 | Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored 描述有關聘用供貨商的慣例，向其執行有關慣例的供貨商數目、以及有關慣例的執行及監察方法 | 5.3 Supply Chain Management 5.3 供應鏈管理 |



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| General Disclosure & KPI 一般披露及 關鍵績效指標 | Indicator Description 指標描述 | Chapter Reference 所在章節 |
| Aspect B6: Product Responsibility 層面B6：產品責任 | | |
| 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 health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 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 | 5 Responsible Operation (Our products did not involve in issues related to labelling.) 5 責任營運 (產品並無涉及有關標籤的事宜。) |
| KPI 關鍵績效指標 | B6.1 Percentage of total products sold or shipped subject to recalls for safety and health reasons 已售或已運送產品總數中因安全與健康理由而須回收的百分比 | 5.2 Quality Management 9.2 Social Performance Table 5.2 質量管理 9.2 社會表現表 |
| | B6.2 Number of products and service related complaints received and how they are dealt with 接獲關於產品及服務的投訴數目以及應對方法 | 5.4 Customer Service 9.2 Social Performance Table 5.4 客戶服務 9.2 社會表現表 |
| | B6.3 Description of practices relating to observing and protecting intellectual property rights 描述與維護及保障知識產權有關的慣例 | 5.1 Compliant Operation 5.1 合規營運 |



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| General Disclosure & KPI 一般披露及 關鍵績效指標 | Indicator Description 指標描述 | Chapter Reference 所在章節 |
| | B6.4 Description of quality assurance process and recall procedures 描述質量檢定過程及產品回收程序 | 5.2 Quality Management 5.2 質量管理 |
| | B6.5 Description of consumer data protection and privacy policies, how they are implemented and monitored 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 | 5.4 Customer Service 5.4 客戶服務 |
| Aspect B7: Anti-corruption 層面B7：反貪污 | | |
| 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 | 5.1 Compliant Operation 5.1 合規營運 |
| KPI 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 | 5.1 Compliant Operation 9.2 Social Performance Table 5.1 合規營運 9.2 社會表現表 |
| | 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 | 5.1 Compliant Operation 5.1 合規營運 |



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| General Disclosure & KPI 一般披露及 關鍵績效指標 | Indicator Description 指標描述 | Chapter Reference 所在章節 |
| Aspect B8: Community Investment 層面B8：社區投資 | | |
| 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 | 8 Caring Our Community 8 關懷社區 |
| KPI 關鍵績效指標 | B8.1 Focus areas of contribution (e.g. education, environmental concerns, labour 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) | 8 Caring Our Community 8 關懷社區 |
| | 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) | 8 Caring Our Community 8 關懷社區 |





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