

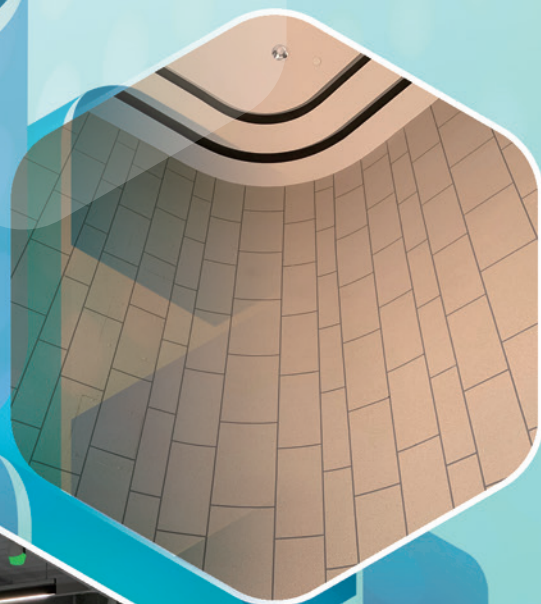
鄺文記集團有限公司

KWONG MAN KEE GROUP 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 : 8023



Environmental, Social and
Governance Report

2020 環境、社會及
管治報告

INTRODUCTION

In recent years, there has been an increasing trend among environmental and Corporate Social Responsibility specialists and institutional investors, in particular to seek fundamental value in companies by analyzing enterprise value based on Environmental, Social and Governance (“ESG”) factors.

The aim of this report is to help investors and other stakeholders understand in detail how we approach ESG issues and what we are doing in these areas, with a view to creating sustainable corporate value.

OVERVIEW

1. The Company is incorporated in Cayman Islands with its shares admitted to trading under GEM of The Stock Exchange of Hong Kong Limited since 13 October 2016, and is the parent company of various operating subsidiaries in Hong Kong and Macau (collectively the “Group”).
2. The Company’s ESG Code has adopted the principles and general disclosure requirements as well as the recommended disclosure (KPI) in the ESG Reporting Guide under Appendix 20 of the Rules Governing the Listing of Securities on GEM of the Stock Exchange of Hong Kong Limited (the “GEM Listing Rules”).
3. The Group is principally engaged in car park flooring industry in Hong Kong and Macau. The Group provides
 - (i) flooring services, which involve the application of proprietary floor coating products for the purpose of providing a colorful, slip-resistance, hard wearing surface that is resistant against water and petrochemicals;
 - (ii) ancillary services, which include specialized texture painting and waterproofing works; and
 - (iii) others – sales of car park flooring materials.
4. The car park flooring services are subject to the Environmental factor, which is the first element of the ESG Code, covering particularly the areas of (a) climate change, (b) sustainable use of resources, and (c) preservation of biodiversity – natural resources.
5. The ancillary services involve consideration of (a) emissions control, (b) use of resources, and (c) environmental and natural resources, which falls into the first element of the ESG Code.

緒言

近幾年，環境及企業社會責任專家及機構投資者愈趨根據環境、社會及管治（「環境、社會及管治」）因素分析企業價值，特別是從而發掘相關公司的基礎價值。

本報告旨在幫助投資者及其他持份者詳細瞭解我們如何處理環境、社會及管治事宜以及所採取的措施，藉此持續創造企業價值。

概覽

1. 本公司於開曼群島註冊成立，其股份自二零一六年十月十三日獲批准於香港聯合交易所有限公司GEM買賣，並為多間於香港及澳門營運之附屬公司的母公司（統稱「本集團」）。
2. 本公司已採納香港聯合交易所有限公司GEM證券上市規則（「GEM上市規則」）附錄二十的環境、社會及管治報告指引所載的原則及一般披露規定，以及關鍵績效指標建議披露作為本公司的環境、社會及管治指引。
3. 本集團主要從事香港及澳門停車場地坪鋪設行業。本集團提供以下服務
 - (i) 地坪鋪設服務，涉及塗裝專利地坪鋪設塗層產品以提供色彩豐富、防滑以及具防水及不易受石油化工產品破壞特性的耐磨表面；
 - (ii) 配套服務，包括專業紋理塗裝及防水工程；及
 - (iii) 其他—銷售停車場地坪鋪設物料。
4. 停車場地坪鋪設服務涉及環保因素，為環境、社會及管治守則第一要素，尤其涵蓋以下方面：(a)氣候變化、(b)資源可持續利用、及(c)生物多樣化—自然資源的保育。
5. 配套服務牽涉(a)氣體排放控制、(b)資源利用、及(c)環境及自然資源，亦屬於環境、社會及管治守則之第一因素的範疇。

6. Being a contractor the Group requires substantial use of human resources and sound relationship with suppliers, which yields the Group to foster (a) respect for human and indigenous right, (b) Corporate Social Responsibility (the “CSR”) for supply chain; and (c) participation in community – the Social element of the ESG Code.
 7. The annual review of the effectiveness and efficiency of the compliance with the Corporate Governance Code (the “CG code”) as set out in Appendix 15 of the GEM Listing Rules for the year ended 31 March 2020 has been addressed in the Corporate Governance Report section of the Annual Report of the Company published in June 2020.
6. 本集團作為承建商，其業務需動用大量人力資源，且須與供應商維持良好關係，本集團有必要促進(a)尊重人權及本土權利、(b)供應鏈企業社會責任(「企業社會責任」)、及(c)參與社區事務－環境、社會及管治守則的社會要素。
 7. 截至二零二零年三月三十一日止年度遵守GEM上市規則附錄十五所載的企業管治守則(「企業管治守則」)的成效及效率的年度檢討已在本公司於二零二零年六月刊發的年報中的企業管治報告部分中處理。

CORE VALUE

The Company as a responsible corporate citizen practices caring, equality, honesty which serve as the cornerstones of the management's core value towards

- (a) preservation of the environment;
- (b) expansion of business with integrity and fairness; and
- (c) enrichment of the corporate governance for better accountability.

REPORTING SCOPE AND BOUNDARY

This report is the fourth ESG report (the “Report”) of the Group. The Report outlines the ESG issues of the Group during the year ended 31 March 2020.

The scope of the Report covers the comprehensive engineering services in flooring, screeding, anti-skid surfacing, specialized texture painting and waterproofing business operated by the Group in Hong Kong and Macau which are the principal locations of the Group's business operation.

The Report has been passed and approved by the board (the “Board”) of directors (the “Directors”) of the Company.

核心價值

本公司作為負責任的企業公民，實踐「關愛、公平及誠信」的信念，以此作為管理層在以下方面的核心價值之基石

- (a) 保育環境；
- (b) 精誠公平地開拓業務；及
- (c) 優化企業管治，完善責任究問制度。

報告範圍及界限

本報告為本集團第四份環境、社會及管治報告(「本報告」)。本報告已概述本集團截至二零二零年三月三十一日止年度的環境、社會及管治事宜。

本報告的範圍涵蓋本集團在香港及澳門(即本集團業務經營的主要地點)經營的地坪鋪設、地台批盪、鋪設防滑、專業紋理塗裝及防水業務的綜合工程服務。

本報告已獲本公司董事(「董事」)會(「董事會」)通過及批准。

STAKEHOLDER ENGAGEMENT

The Directors recognised that stakeholder engagement can help the Group to understand the expectations of key stakeholders in developing a sustainable business environment operated by the Group.

The Group has engaged the stakeholders, including the Board, employees, customers, suppliers and investors through different channels such as staff training, direct communication with customers and meeting with investors.

The Group will continue to encourage stakeholder participation through different forms of communication.

MATERIALITY ASSESSMENT

To the best of its knowledge and belief, the Board was of the view that the result of the materiality assessment corresponding methodology was the same as disclosed in previous reports. Therefore, the Report adopted the same as described below.

The Group has determined relevant ESG issues affecting business operations to identify the materiality of specific ESG issues as shown in the materiality matrix below.

We have invited stakeholders to score each sustainability issue according to its materiality to business operations and the stakeholders themselves respectively and provide feedback on each of the issues.

持份者的參與

董事認為，持份者的參與有助本集團了解主要持份者對本集團發展可持續發展業務經營環境的期望。

本集團已通過不同渠道，如員工培訓、與客戶直接溝通及與投資者會面等，以鼓勵持份者（包括董事會、員工、客戶、供應商及投資者）的參與。

本集團將繼續鼓勵持份者通過不同形式的溝通參與。

重大性評估

就其所知及所信，董事會認為，重大性評估的結果與以往報告中披露的相應方法相同。因此，本報告已採納以下所述的相同方法。

本集團已釐定影響業務經營的相關環境、社會及管治問題，以辨識具體環境、社會及管治事宜的重大性，如下文重大性矩陣所示。

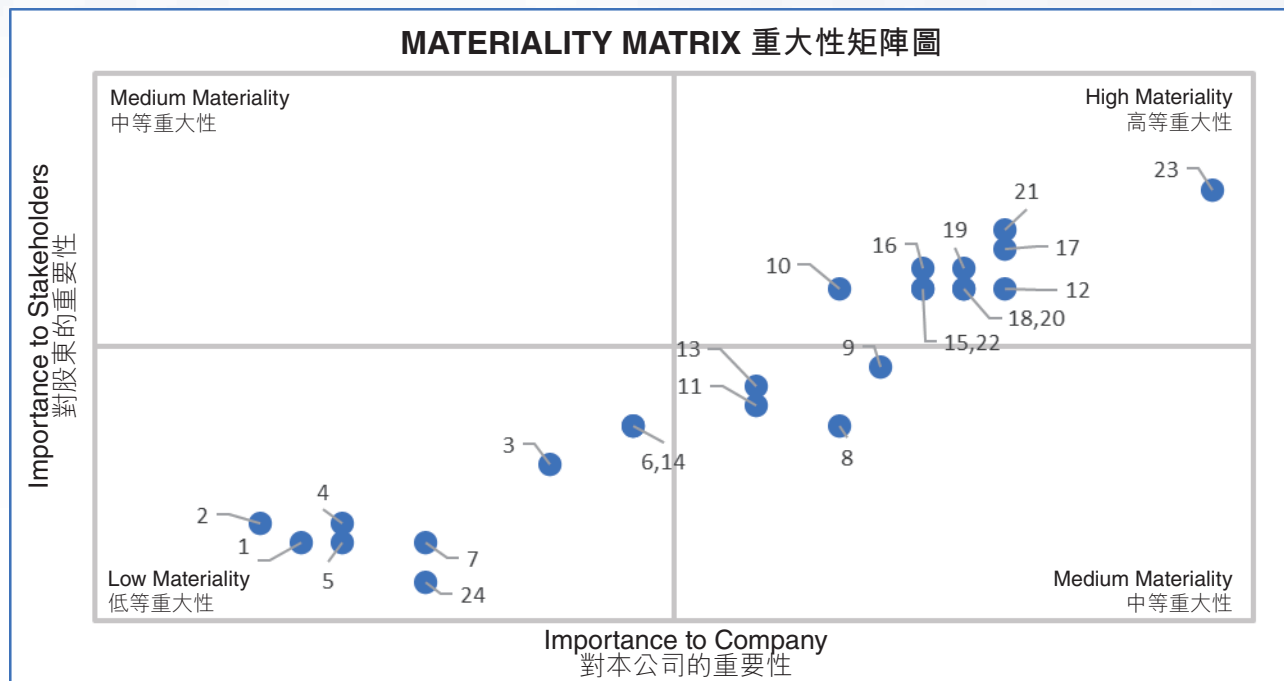
我們已邀請持份者根據各項可持續發展議題對業務運營的重大性及持份者自身的重大性分別進行評分，並對各項議題提供回饋意見。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

The results obtained were used for materiality assessment, and a materiality matrix graph was prepared based on the scores given by the stakeholders as follows:

所得結果已用於重大性評估，並根據持份者所給予的分數編制重大性矩陣圖，如下所示：



Environmental issues 環保議題	Labour practices and human rights issues 勞工常規及人權議題	Operation issues 經營議題	Community issues 社會議題
1. Air emission 廢氣排放	8. Labour rights 勞工權益	16. Customer satisfaction 客戶滿意度	24. Community support 社會支援
2. Greenhouse gas emission 溫室氣體的排放	9. Employee relations 員工關係	17. Customer service quality 客戶服務質量	
3. Energy use 能源消耗	10. Employee retention 員工留任	18. Legal compliance of product and service advertising and sales 產品及服務廣告及銷售的合法合規性	
4. Water use 用水	11. Diversity and equal opportunity 多元性及平等機會	19. Legal compliance of product transaction 產品交易的合法合規性	
5. Use of paper 用紙	12. Occupational health and safety 職業健康與安全	20. Intellectual property 知識產權	
6. Hazardous waste generation 產生有害廢料	13. Employee training 員工培訓	21. Customer privacy and data protection 客戶私隱及數據保護	
7. Non-hazardous waste generation 產生無害廢料	14. Employee promotion 員工晉升	22. Responsible supply chain management 負責任的供應鏈管理	
	15. Prevention of child labour and forced labour 防止童工及強逼勞動	23. Ethical business 商業道德	

Based on the results shown in the materiality matrix, we have identified the following 11 ESG issues that are most concerned about by the stakeholders and are of the highest materiality to business operation: 10. Employee retention, 12. Occupational health and safety, 15. Prevention of child labour and forced labour, 16. Customer satisfaction, 17. Customer service quality, 18. Legal compliance of product and service advertising and sales, 19. Legal compliance of product transaction, 20. Intellectual property, 21. Customer privacy and data protection, 22. Responsible supply chain management, and 23. Ethical business. The issues we identified are regarded as important and enable us to determine future business policies and strategies in order to respond to the stakeholders' expectations.

ENVIRONMENTAL

The Group considers the Earth itself to be the most important stakeholder and promotes business activities with this awareness.

The Board is aware that addressing environmental concerns is an important issue for contributing to the continuous development of society (along with the business activities of the Company).

The Group's operation is not subject to any environmental requirements in Hong Kong, except the Dangerous Goods Ordinance, and that some of the works conducted by us are subject to environmental compliance examination under The Hong Kong Green Building Council's "BEAM Plus" scheme.

As a responsible corporate citizen, we have, on top of complying the said statutory regulations and provisions, implemented policies to, inter alias,

- (i) address climate change;
- (ii) minimize pollution;
- (iii) achieve sustainable use of resources including efficient use of energy; and
- (iv) reduce waste and enhance recycling.

根據重要性矩陣所顯示的結果，我們已辨識以下11個持份者最關注及對企業經營重大性最高的環境、社會及管治議題：10. 員工留任、12. 職業健康與安全、15. 防止童工及強迫勞動、16. 客戶滿意度、17. 客戶服務質量、18. 產品及服務廣告及銷售的合法合規性、19. 產品交易的合法合規性、20. 知識產權、21. 客戶隱私及數據保護、22. 負責任的供應鏈管理及23. 商業道德。我們辨識的議題被視為重大，使我們能夠釐定未來的業務政策及戰略，以回應持份者的期望。

環境

本集團認為地球本身是最重要的利益相關者，並以此為念促進業務活動發展。

在發展本公司業務的同時，董事會意識到解決環境問題是社會持續發展的重要議題。

除危險品條例外，本集團的經營不受香港的任何環保規定約束。而本集團進行的部分工程須通過香港綠色建築議會「BEAM Plus」計劃之環境合規檢查。

作為一個負責任的企業公民，我們除遵守上述法規及規定外，亦已實施以下政策，

- (i) 應對氣候變化；
- (ii) 最小化污染；
- (iii) 實現資源可持續利用，包括有效利用能源；及
- (vi) 減少廢料及加強回收利用。

Emission data from gaseous fuel consumption and greenhouse gas emission are set out below:

氣態燃料消耗及溫室氣體排放的數據如下：

Gaseous Fuel Consumption

氣體燃料消耗

		During the year ended 31 March 2020 截至二零二零年 三月三十一日 止年度
Nitrogen Oxides (NO _x)	氮氧化物 (NO _x)	226,374 g 226,374克
Sulphur Oxides (SO _x)	硫氧化物(SO _x)	419 g 419克
Particulate Matter (PM)	顆粒物 (PM)	17,769 g 17,769克

Greenhouse Gas Emission

溫室氣體排放

		During the year ended 31 March 2020 截至二零二零年 三月三十一日 止年度
Scope 1 – Direct greenhouse gas emissions	範圍 1 – 直接溫室氣體排放	67.86 tonnes 67.86噸
Scope 2 – Indirect greenhouse gas emissions from energy consumption	範圍 2 – 能源消耗的間接溫室氣體排放	18.46 tonnes 18.46噸
Scope 3 – Other indirect greenhouse gas emissions	範圍 3 – 其他間接溫室氣體排放	2.50 tonnes 2.50噸
Total	總計	88.82 tonnes 88.82噸

Hazardous and Non-hazardous Wastes

有害廢料及無害廢料

No hazardous wastes were produced during our operating process. In case when any hazardous wastes are to be disposed of, we would ensure the wastes be properly handled by the qualified contractor. Non-hazardous wastes generated from the Group mainly include packing of the paints and construction materials, e.g. containers and bags etc. Below are the data of total non-hazardous waste produced:

於經營過程中概無產生任何有害廢料。倘需要處理有害廢料，我們會確保由合資格的承包商妥善處理。本集團產生的無害廢料主要包括油漆及建築材料的包裝物，如容器及袋子等。以下乃是產生的無害廢料總量的數據：

Non-hazardous Waste

無害廢料

During the
year ended
31 March 2020
截至二零二零年
三月三十一日止年度

Total non-hazardous waste produced	產生無害廢料總量	31.69 tonnes 31.69噸
Non-hazardous waste produced intensity	無害廢料的產生密度	1.02 tonnes per employee 每名員工1.02噸

An Environmental Policy, which is reproduced below, was formulated to demonstrate our commitment to environmental protection.

為表明我們對環境保護的承諾，我們已制定一項環境政策，現轉載如下。

Environmental Policy

“The Group’s environmental objectives are to prevent environmental pollution, achieve efficient use of energy, reduce waste and enhance recycling from our operations through implementation of Environmental Management System in conformity with the International Standard requirements.

環境政策

「本集團的環保目標乃在我們的經營過程中通過實施符合國際標準規定的環境管理制度，防止環境污染、實現能源有效利用、減少廢物及提高回收利用。

We are committed to

- (a) provision of adequate and appropriate resources to implement this Policy;*
- (b) compliance with environmental laws and other relevant requirements;*
- (c) setting environmental objectives and targets that lead to continuous environmental improvement;*
- (d) communication of this Policy to all staff and interested parties; and*
- (e) initiation and implementation of actions to prevent environmental pollution and to improve environmental performance continuously.*

我們致力於

- (a) 提供充足及適當資源以落實該政策；*
- (b) 遵守環境法例及其他相關規定；*
- (c) 設立環保長遠目標及階段目標，以持續改善環境；*
- (d) 向所有員工及持份者傳達該政策；及*
- (e) 發起並落實行動以防止環境污染及持續提升環境質量。*

All staff, subcontractors and suppliers are required to implement this Policy diligently.

全體員工、分包商及供應商必須認真執行該政策。

This Policy will be reviewed regularly in light of experience, feedback from staff, business development, current regulations and legislation.”

本公司將根據經驗、員工反饋意見、業務發展、現行規例及條例定期審視本政策。」

Environmental Management System

In line with the Environmental Policy, the Group has established effective Environmental Management System, in conformity with globally recognized ISO 14001 standards, for the provision of design, construction, installation and maintenance services to our customers.

環境管理制度

按照環境政策，本集團已制定符合全球公認的ISO14001標準的有效環境管理制度，以向我們的客戶提供設計、建設、安裝及保養服務。

Environmental Manual of Procedures

Manual of Procedures is in place with an aim for:

- (i) the establishment and updating of documented legal and other requirements to ensure the compliance of relevant environmental laws, regulations and guidelines in all our operations;
- (ii) the establishment and continual review of the adequacy of environmental objectives and targets that lead to continuous improvement in our environmental awareness and performance;
- (iii) the establishment, prevention and minimizing of pollution by avoiding creating waste, maximizing beneficial reuse of material and avoiding the release of harmful substances to the environment;
- (iv) the cooperation with Government, regulatory agencies and public consultation groups in the planning, management and construction of projects;
- (v) the provision of sufficient training and communication channel to staff and operatives to ensure environmental aspects are properly implemented and maintained;
- (vi) the execution of continual monitoring and control measures to ensure the environmental protection objectives are met;
- (vii) the identification of deficiency and initiation of corrective, preventive actions which are followed through until satisfactory completion; and
- (viii) the regular review of the Group's environmental performance and current environmental needs to initiate continual improvement to the Environmental Management System.

We will ensure the environmental objectives are embedded in relevant functions of the Company, and conduct regular reviews to ensure their adequacy and initiate areas for continual improvement.

環境程序手冊

我們已制訂程序手冊，旨在：

- (i) 制訂及更新成文法律及其他規定以確保我們的經營充分遵守相關環境法律、法規及指引；
- (ii) 制訂及持續審視環保長遠目標及階段目標是否充分，足以實現持續提升我們的環保意識及環境質量；
- (iii) 查考、防止及盡可能減少污染，避免產生廢物、最大化物料的有利重複使用及避免向環境釋放有害物質；
- (iv) 與政府、監管部門及公共諮詢團體在項目規劃、管理及建設進行合作；
- (v) 向員工及技工提供充足培訓及溝通渠道，確保環保工作妥善落實及維持；
- (vi) 落實持續監控及控制措施，確保達到環保目標；
- (vii) 識別缺陷及啟動糾正、預防行動，貫徹到底直至圓滿解決；及
- (viii) 定期審視本集團的環保表現及當前環保需求，持續改善環境管理制度。

我們將確保環保目標根植於本公司的相關職能，並定期審視以確保環保目標充分及找出持續改善的空間。

Key Protective Measures

Having regard to our environmental objectives to primarily prevent environmental pollution, reduce waste and enhance waste recycling from our operations, the following key measures are in place:

1. Waste Management Hierarchy

- 1.1 Waste management hierarchy has been adopted on construction sites to reduce waste production.
- 1.2 Reusable wastes such as earth and wooden board are reused at other sites.
- 1.3 Plastic waste of expired safety helmets and containers will be donated for recycling.
- 1.4 Infrequent hazardous wastes (e.g. asbestos) as a target are to contribute, to less than 1% of total waste generated, in which they are separated and treated strictly in accordance with local regulations.

Pressure on landfill disposal has been reduced with these measures.

2. Initiatives for Managing Resources

We have implemented the following initiatives to manage resources and energy use:

- Promote and manage fuel and electricity usage – eg control air conditioning around 25°C room temperature level
- Use of T5 fluorescence tubes and LED lightings in office for energy saving

3. Carbon Audit

- 3.1 Addressing climate change is one of the most pressing issues facing the global community. In its recognition, we have a responsibility to reduce our carbon footprint.
- 3.2 Eco-friendly measures, such as paperless meetings, double-sided printing, switching off lighting and appliances (computers and monitors) in lunch hours, and maintaining the room temperature around 25°C, were introduced at our office to reduce our energy and carbon emission.

關鍵保護措施

鑑於我們的環保目標主要是在我們的經營過程中防止環境污染、減少廢物及提高廢物回收利用，我們為此制訂以下主要措施：

1. 廢物分級管理制度

- 1.1 工地已採納廢物分級管理制度以減少廢物的產生。
- 1.2 可重複使用的廢物（例如泥土、及木板）可在其他工地再次使用。
- 1.3 塑膠廢物（例如，過期的安全頭盔及容器等）將捐出作回收利用。
- 1.4 不常見有害廢料（例如石棉）是管理的對象，佔所產生的廢物總量不足1%，將根據本地法例嚴格分離及處理。

該等措施減輕了填埋區處置的壓力。

2. 資源管理措施

我們已實施以下措施，管理資源及能源使用：

- 推廣及管理燃料及電力使用－例如，將冷氣溫度控制在室溫攝氏25度左右
- 於辦公室使用T5光管及LED照明以節省能源

3. 碳排放審計

- 3.1 解決氣候變化是全球面臨最迫切的問題之一。基於此認識，我們有責任減少碳足跡。
- 3.2 我們在辦公室推展環保行動，例如，無紙張會議、雙面打印、午膳時間關閉照明系統及電器（電腦及螢幕）及維持攝氏25度左右的室溫，藉以減少耗用能源及碳排放。

4. *Preservation of Biodiversity*

4.1 Eco Systems supply us with food and water, regulate climate and purify the water we drink.

4.2 Hence, we strive to mitigate the impact that the business activities have on biodiversity, and seek way to contribute to eco system conservation through the business and social activities, eg through plantation at office.

5. *Sustainable Use of Resources*

The Board is dedicated to promoting the sustainable use of resources since global environmental concerns (such as climate change and biodiversity) are inseparable from those pertaining to energy, food, water and other resources. The energy and resources consumption data are set out below:

Energy and resources consumption

		During the year ended 31 March 2020 截至二零二零年 三月三十一日止年度
Electricity	電力	36,195 kWh 36,195 千瓦時
Electricity intensity	用電密度	1,167 kWh/employee 每名員工1,167千瓦時
Water	水	46 m ³ 46 立方米
Water intensity	用水密度	1.48 m ³ /employee 每名員工1.48立方米
Paper	紙張	514.63 kg 514.63 千克
Paper intensity	用紙密度	16.60 kg/employee 每名員工16.60 千克

Selection of Supplier and Materials

The management perceives that environmental impact in construction is affected by both:

- (i) the activities performed during the construction process; and
- (ii) the materials and technical solutions incorporated in the end product.

4. *保護生物多樣化*

4.1 生態系統向我們提供食物及水，調節氣候及淨化飲用水。

4.2 因此，我們竭力減輕業務活動對生物多樣化的影響，並以各種方式通過業務及社會活動（例如，在辦公室種上植物）為保育生態系統作出貢獻。

5. *資源可持續利用*

由於全球環境問題（如氣候變化及生物多樣化）與能源、食物、水及其他資源具有無法分割的關係，因此，董事會不遺餘力推廣資源可持續利用。能源及資源消耗資料如下：

能源及資源消耗

供應商及材料的選擇

管理層認為，工程對環境的影響受到以下兩方面的影響：

- (i) 施工過程中開展的活動；及
- (ii) 納入最終產品的材料及技術解決方案。

The selection of suppliers and materials plays a critical role in the environmental management, to which the Company has, for the guidance of the team, set an Environmental Policy on Supplier and Material Selection – a digest of which is produced herewith.

1. *Aim:*

To ensure that the material procured for application in the construction will leave the least environmental “footprint” over the construction’s life span (not only the construction period).

2. *Four Criteria:*

Criterion 1: Supplier Expectation

Selection of reliable supplier takes precedence over sourcing appropriate material, as a reliable supplier which practices sound environmental protection system provides a long-term mutual support relationship that the Company can count on for the supply of environmental-friendly material.

Criterion 2: Social and Environmental Performance of Supplier

The goal is to work collaboratively with suppliers to encourage inter alias the following:

- (a) Compliance with all applicable laws and regulations, including but not limited to
 - Dangerous Goods Ordinance in Hong Kong or its equivalent in the respective supplier’s jurisdiction;
 - Singapore Green Label: Environmentally Preferred Coating - Category 32: Paint & Surface Coating Version 1, issued by Singapore Environment Council;
 - European Norm – UNI EN 1504 -2 Coating on products and systems for the protection and repair of concrete structures; and
 - European Norm – UNI EN 13813 on Screeds and materials for screeds used in the construction of internal floors.
- (b) Integration of environmental, occupational health and safety, and human rights and labor polices into the decision-making process of a sound management system.
- (c) Clear, accurate and appropriate reporting to the Company upon request.

供應商及材料的選擇在環境管理中起著至關重要的作用，為此，本公司為指導團隊，已制定關於供應商及材料選擇的環境政策—隨附其摘要。

1. *目標：*

確保採購應用於工程的材料在工程期限內（不僅工程期）留下最少的環境「足跡」。

2. *四項標準：*

標準1：供應商的期望

選擇可靠的供應商比採購合適的材料更重要，由於一個可靠的供應商實行良好的環保體系，為本公司提供長期的相互支援關係以依賴其為本公司提供環保材料。

標準2：供應商的社會及環境績效

我們的目標是與供應商合作，鼓勵他們相互遵守以下規定。

- (a) 遵守所有適用的法律及法規，包括但不限於
 - 香港的危險品條例或各供應商所在司法權區的同等條例；
 - 新加坡綠色標籤：新加坡環境委員會頒發的環保首選塗層—第32類：油漆及表面塗層第一版；
 - 歐洲規範 - UNI EN 1504 -2 用於保護及修復混凝土結構的產品及系統的塗層；及
 - 歐洲規範 - UNI EN 13813，關於內部地板工程中使用的熨平板及材料。
- (b) 將環境、職業健康與安全，以及人權及勞動政策納入健全的管理體系之決策過程。
- (c) 應要求向本公司提交明確、準確及適當的報告。

Criterion 3: Indoor Air Quality Assessment Criteria for Materials Procurement

The Company applies the following three selection and maintenance elements – technical assessment - as regards Indoor environmental quality of the materials procurement process:

(a) Material Toxicity

Aim at purchasing paints, solvents, adhesive and chemical cleaning products with low or non-toxic ingredients, as hazardous materials such as polyvinyl chloride (PVC) so contained in such material can be ingested through the air we breathe and through the skin.

(b) Toxic Emissions

While most Volatile Organic Compounds (VOCs), as contained in the paints, etc, are relatively inert at typical indoor concentrations, they can react with oxidants such as ozone and possibly nitrogen oxide and nitrogen dioxide to form reactive species and possibly strong irritants, including various acids and aldehydes. VOCs may cause eye and upper respiratory irritation, nasal congestion, headache, and dizziness.

Caution: Avoid purchase material which is more vulnerable to off-gassing of toxic emissions, having regard to the safety standard of Green Seal, including the calculation of VOCs.

(c) Flammable Materials

Paints, solvents and adhesives can be flammable. Thus, they are being stored in warehouse with proven license issued under the Dangerous Goods Ordinance, before being used at the site. In order to avoid the overstored in warehouse, the timing to purchase of those materials are preplanned based on the time schedule of each construction project. Limited amount of paints is placed in the office for demonstration purpose, which are handled with extreme caution and careful attention by the staff.

標準3：材料採購的室內空氣品質評估標準

本公司在材料採購過程中，對室內環境品質採用以下三個選擇及維持要素－技術評估：

(a) 材料毒性

旨在購買低毒或無毒成分的油漆、溶劑、粘合劑及化學清洗產品，原因為於此類材料中含有的聚氯乙烯(PVC)等有害物質可以通過我們呼吸的空氣及皮膚吸收。

(b) 毒素排放

雖然大多數揮發性有機化合物(VOCs)，如油漆等所含，在典型的室內濃度下是相對為惰性，但此等物質可以與臭氧等氧化劑以及可能具有的氮氧化物及二氧化氮發生反應，形成反應性物種及可能產生的強刺激性物質，包括各種酸及醛類。VOCs可能會引起眼睛及上呼吸道的刺激、鼻塞、頭痛及暈眩。

注意事項：考慮到綠色印章的安全標準(包括VOCs的計算)避免購買更容易釋放有毒氣體的材料。

(c) 易燃材料

油漆、溶劑及粘合劑可能是易燃物。因此，此等材料在工地使用前，會先存放在具有根據危險品條例所發出經證實的許可證之倉庫中。為了避免超量儲存於倉庫，此等材料的採購時間是根據每個施工專案的時間表預先計劃。在辦公室內放置少量的油漆作為示範，工作人員在處理這些油漆時要格外小心謹慎。

Criterion 4: Efficiency in Extraction, Manufacturing of Construction Material for Material Procurement

- (a) Construction materials derived from efficient design and manufacturing processes provide significant opportunity to conserve material inputs including embodied energy and water and reduce waste as a result of recycling, using re-usable, reprocessed or salvaged inputs.
- (b) Embodied energy is typically defined for different construction materials. Embodied energy is measured in Mega Joules (MJ), either by weight for construction materials (MJ/kg) or by area for finished structures (MJ/m²).
- (c) There are two forms of embodied energy in infrastructure:
 - (i) Initial Embodied Energy in infrastructure represents the non-renewable energy consumed in the acquisition of raw materials, their processing, manufacturing, transportation to site and construction.
 - (ii) Recurring Embodied Energy in buildings represents the non-renewable energy consumed to maintain, repair, restore, refurbish, or replace materials, components or systems during the life of the infrastructure.
- (d) The higher the embodied energy, the more energy required to take the product from its origins (mining or harvesting) to a finished product (construction and maintenance), and therefore the higher impact it has on the environment.

標準4：材料採購的建築材料提取及生產效率

- (a) 高效設計及生產過程產生的建築材料為節約材料投入提供了重要機會，包括節約能源及水，並通過回收、使用可再利用、再加工或殘餘投入，以減少廢料。
- (b) 內含能源通常是針對不同的建築材料所定義。內含能量以兆焦耳(MJ)為單位，或者按建築材料的重量(MJ/kg)，或者按成品結構的面積(MJ/m²)。
- (c) 基礎設施中的內含能源有兩種形式：
 - (i) 基礎設施中的初始內含能源是指在獲取原材料、加工、生產、運輸到地盤及施工過程中消耗的不可再生能源。
 - (ii) 建築物中的經常性內含能源是指在基礎設施使用期內，為維持、維修、恢復、翻新或更換材料、部件或系統所消耗的不可再生能源。
- (d) 內含能量越高，產品從產地（開採或收穫）至成品（建造及維持）所需的能量則越多，因此對環境的影響亦越大。

(e) Canadian Architect Magazine – Toronto, Canada “Measures of Sustainability” illustrates that out of the 29 categories of material selected for assessment in this regard, the “paints” falls into the 25th ranking, being on the higher end of the embodied energy list.

(e) 加拿大多倫多之加拿大建築師雜誌「可持續發展措施」說明，於二十九類獲選為評估的材料當中，「油漆」排行第二十五位，於內含能量列表中處於較高的位置。

Ranking 排名	Material/Embodied Energy 材料／內含能量	MJ/Kg 兆焦耳／公斤	MJ/m3 兆焦耳／立方米
1.	Aggregate 骨料	0.10	150
.....		
23.	PVC 聚氯乙烯	70.00	93620
24.	Copper 銅	70.60	631164
25.	Paint 油漆	93.30	117500
26.	Linoleum 油布	116.00	150930
27.	Polystyrene insulation 聚苯乙烯絕緣材料	117.00	3770
28.	Carpet (synthetic) 地毯(人工合成)	148.00	84900
29.	Aluminum 鋁	227.00	515700

(f) Given this analysis, we are to pursue locally sourced materials as far as practicable, as local delivery reduces the environmental impact that would otherwise be incurred from transport, i.e. the attendant energy and associated resource inputs.

(f) 鑑於上述分析，我們會在切實可行的情況下，盡量在本地採購物料，由於於本地運送物料可減少運輸對環境的影響，即減少能源及相關資源的投入。

3. *Summary Deliverables:*

With proper application of the 4 Criteria, the Company, as a responsible and renowned construction industry participant, strives to achieve 11 deliverables of environmental aspect, ranging from reducing impact on natural environment and biodiversity to select materials that enhance human health and contribute to a healthy indoor air quality e.g. low VOC emissions, toxicity and flammability in the event of fire.

3. *成果概要：*

作為一個負責任的著名建築業參與者，本公司正確應用四項標準，努力實現十一項環境方面的成果，從減少對自然環境及生物多樣性的影響，到選擇能增進人類健康及有助於健康的室內空氣質素的材料，如低揮發性有機化合物排放、毒性及火災時的易燃性。

Application

During the year, the Company has applied the 4 Criteria of the Policy with encouraging response, being

Criterion 1: Supplier Expectation

Those who fail in it will not be listed in the choice for procurement of materials, unless circumstances of the supplier have changed which meets with our "Supplier Expectation" threshold.

Criterion 2: Social and Environmental Performance of Supplier – regulatory compliance

1. In selecting supplier whose products from Malaysia for supplying paints and surface coating material, it demonstrated that it has been granted the Singapore Green Label certification.
2. Supplier selected for ex spray applied water proof coatings for hydraulic works, roofs and bridge decks, secured compliance with Euro Standard UNI EN 1504-2.
3. Supplier nominated for an epoxy based floor coating binder from Italy having complied with the captioned European Norm standard UNI EN 13813.

應用

於年內，本公司運用該政策的四項標準，反應理想，分別是

標準1：供應商期望

除非供應商的情況發生變化，符合我們的「供應商期望」門檻，否則不合格的供應商將不被列入材料採購的選擇範圍。

標準2：供應商的社會及環境績效－符合規例要求

1. 在選擇來自馬來西亞的油漆及表面塗層材料供應商時，證明其產品已獲得新加坡綠色標籤認證。
2. 就水工工程、屋頂及橋面防水塗層所選用的供應商，確保符合歐洲標準UNI EN 1504-2。
3. 就提供意大利環氧地坪塗層粘結劑的供應商，符合歐洲規範標準UNI EN 13813。

Criterion 3: Indoor Air Quality Assessment Criteria for Materials Procurement

1. Selected supplier for polyurethane-based car parking floor coating system was required to render report on VOC test by an independent technical appraiser in Hong Kong which applied the following formula of calculation of VOC, namely:

$$\begin{aligned} \text{VOC} &= (W_a - W_b - W_c - W_d) / (V_e - V_f - V_g) \\ &= (W_a - W_b) / (V_e) \\ &= (W_a/W) - (W_b/W) * (W/V_e) \\ &= (W_v - W_w) / 100 * (D_c * 1000) = (W_v - W_w) * D_c * 10 \end{aligned}$$

Where

W_a is weight of volatile compounds in grams (per unit of mixed sample)

W_b is weight of water in grams (per unit of mixed sample)

W_c is weight of exempt compounds in grams (per unit of mixed sample) and is taken as zero

W_d is weight of VOC, in grams if any colourant added to tint base (per unit of mixed sample) and is taken as zero

W is weight of paint material in grams (per unit of mixed sample)

V_e is volume of paint material in litres (per unit of mixed sample)

V_f is volume of water in litres (per unit of mixed sample) and is taken as zero

V_g is volume of exempt compounds in litres (per unit of mixed sample) and is taken as zero.

2. The independent technical appraiser on applying the said formula, has come up with the results of the VOC test on various combination of samples presented for test in various occasions that the VOC content g/L is all within 10.
3. The VOC content, g/L of within 10 is within the safety standard that this Selected Supplier has been engaged by the Company for the supply of the captioned products.

Criterion 4: Efficiency in Extraction, Manufacturing of Constriction Material for Material Procurement

We consistently practice local purchase and transport of the construction material – paints, solvents (which are relatively with higher embodied energy) – even the suppliers are primarily non-Hong Kong conglomerate suppliers, thereby reducing the impact of the embodied energy on environment.

標準3：材料的室內空氣質素評估標準採購

1. 就選用的聚脲素基停車場地氈鋪設物料系統供應商須由香港的獨立技術評估師提供揮發性有機化合物測試報告，該評估師採用以下揮發性有機化合物計算公式，即：

當中

W_a指揮發性化合物的重量，單位為克（每單位混合樣品）

W_b指水的重量，單位為克（每單位混合樣品）

W_c指豁免化合物的重量，單位為克（每單位混合樣品），並取零

W_d指揮發性有機化合物的重量，單位為克，倘於著色基料中添加任何色劑（每單位混合樣品），並取零

W為油漆材料的重量，單位為克（單位混合樣品）

V_e指油漆材料的體積，單位為升（每單位混合樣品）

V_f指水的體積，單位為升（每單位混合樣品），並取零

2. 獨立技術鑒定人員在應用上述公式時，對各種場合的測試所呈列的樣品組合進行的揮發性有機物測試結果表明，揮發性有機化合物含量g/L均在10以內。

3. 揮發性有機化合物含量g/L在10以內，符合本公司聘用該選用供應商供應上述產品的安全標準。

標準4：材料採購的建築材料提取及生產效率

我們對建築材料—油漆、溶劑（該等材料的能源消耗量相對較高）的採購及運輸始終堅持於本地進行，甚至供應商亦主要為非香港企業集團供應商，從而減少能源消耗量對環境的影響。

SOCIAL

As the cornerstone of the Company's social policy, the Board perceives that respect for human rights is a key component of Corporate Social Responsibility in the development of business with sustainability.

Social Policy - Code of Conduct

Code of Conduct stipulates that the Group will

- (a) *respect human rights, including entitlement of health and safety at work;*
- (b) *not engage in discrimination on the basis of race, ethnicity, creed, religion, or any other ground;*
- (c) *not tolerate sexual harassment;*
- (d) *foster a proper understanding and awareness of the issue of human rights;*
- (e) *respect the cultures, customs and language of other countries and regions; and*
- (f) *promote and maintain harmony with the communities the Company operates.*

EMPLOYMENT

The Company values its employees as its valuable asset, and has formulated an Employment Policy which strikes a well balance between result-oriented demand and secured working condition.

The Employment Policy has been consistently applied smoothly and is subject to periodic review having regard to the development of business, market employment practice and any applicable governmental regulations which may have an impact on the employment parameter of the Company.

社會

尊重人權是本公司社會政策的基石，因此，董事會視之為在業務可持續發展的過程中企業社會責任的關鍵組成部分。

社會政策－操守準則

操守準則訂明本集團將

- (a) *應尊重人權，包括工作健康及安全的權利；*
- (b) *不得因種族、族群、信仰、宗教或任何其他緣由而歧視他人；*
- (c) *概不容忍性騷擾；*
- (d) *促進正確理解及認識人權的方方面面；*
- (e) *尊重其他國家及地區的文化、習俗及語言；*
及
- (f) *宣揚及維護與本公司經營所在社區的和諧共處。*

僱傭

本公司視員工為寶貴資產，並制訂僱傭政策，在結果導向需求與有保障的工作條件之間求得適當平衡。

僱傭政策一直貫徹及順暢實施，並定期檢討業務發展、市場僱傭慣例及可能對本公司的僱傭規範造成影響的任何適用政府法例。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

The Group has maintained a sound relationship with the employees who are of sound caliber fitting the need of the Group under the Company's sound Employment Policy and recruitment process.

根據本公司有效的僱傭政策及招聘程序，本集團已與具備滿足本集團需求才幹的僱員維持良好的關係。

As at 31 March 2020

於二零二零年三月三十一日

Employee by age and gender 按年齡及性別分類的員工						Number of resigned employees and employee turnover rate by 已離職員工人數及員工更替率，按以下類別分類				
		Male 男性		Female 女性		Age 年齡	Gender 性別		Region 地區	
		HK 香港	Macau 澳門	HK 香港	Macau 澳門	Group 組別	Male 男性	Female 女性	HK 香港	Macau 澳門
0-18 years old	0至18歲	0	0	0	0	0 (0%)	0 (0%)	0 (0%)	6 (20%)	0 (0%)
19-30 years old	19至30歲	2	0	3	0	1 (17%)	0 (0%)	1 (29%)		
31-45 years old	31至45歲	8	0	3	0	2 (19%)	1 (13%)	1 (40%)		
46-60 years old	46至60歲	9	1	0	0	1 (11%)	1 (3%)	0 (0%)		
61 years old or above	61歲或以上	5	0	0	0	2 (33%)	2 (33%)	0 (0%)		
Total	總計	24	1	6	0					

HEALTH AND SAFETY

The Group has formulated Occupational Health and Safety Policy Statement, which demonstrates our commitment to high health and safety standard, which is reproduced below.

Health and Safety Policy

"The Group has established an effective Occupational Health and Safety ("OH&S") Management System bearing the objectives

- (i) to prevent injury and ill health in office and at worksite;
- (ii) to ensure the occupational health, safety and welfare of all persons at worksite are maintained at high standard;
- (iii) to take all reasonably practical measures to protect the general public from our operations; and
- (iv) to facilitate continual improvement in OH&S management.

During the past three years including the reporting year, no work-related fatalities occurred and no lost days due to work injury were recorded.

健康及安全

本集團已制訂職業健康與安全政策報表，展現我們對嚴謹健康與安全標準的承諾，並轉載如下。

健康與安全政策

「本集團已建立有效的職業健康與安全管理制，設立的目標如下

- (i) 防止辦公室及工地出現人員受傷及健康受損；
- (ii) 確保工地所有人員的職業健康、安全及福利以高標準維持；
- (iii) 採取一切合理可行措施保護大眾不受我們施工的影響；及
- (iv) 促進職業健康與安全管理的持續改進。

於過去的三年內，包括本報告年度，概無發生工傷死亡事故，並無因工傷而損失的天數記錄。

While our ultimate aim is the elimination of all accidents, our immediate target is zero fatalities (which as noted in the previous paragraph has been duly achieved), and an Accident Frequency Rate of less than 2 per 100,000 man hour; 5 reportable accidents per 100 workers, on an annual basis (which the Company has surpassed as evident in actual performance of containing to zero lost days due to work injury during the past three years, including the reporting year).

It is the duty of each member of staff to know the risks associated with the tasks they are involved in. They must have a proactive attitude and take a safety-first approach to ensure that all necessary precautions have been taken before work is allowed to commence.

Each staff member is responsible for ensuring that staff below them are properly trained and capable of handling the tasks delegated to them. Safety should be given first priority over all other concerns.

All employees and subcontractors, regardless of their status, found uncooperative or negligent in the implementation of the Company's Occupational Health and Safety Policy or Directives following a written warning will be subject to disciplinary action, which include summary dismissal.

The Board is ultimately responsible to advise and assist management, project and operation staff on the understanding, implementation and maintenance of the Company's OH&S Management System and to provide information and training therewith so that they are competent to carry out their duties and responsibilities.

Subcontractors are required to comply with this Policy and Safety Manual by the implementation of similar procedures within their own organization.

This Policy is to be communicated to all employees and actively pursued by the Board, its management and all supervisory and safety personnel.

All project and operation staff are responsible to the chief executive officer for the implementation of this Policy. The Company has assigned the compliance officer to be responsible for overall co-ordination and implementation of the Policy.

This Policy and the associated OH&S Management System are intended to be reviewed annually or whenever necessary by the Corporate Safety Management Committee in the light of experience, feedback from employees at all levels and current regulation and legislation."

雖然我們的最終目標是杜絕一切事故，然而我們的當前目標是每年死亡率為零（如上段所述，已適當實現），以及事故頻率少於每100,000工時2起事故、少於每100工人5起報告事故（本公司在過去三年（包括本報告年度）將工傷損失天數控制於零的實際業績中，已經超越此目標）。

每名員工有責任了解與他們參與的作業相關的風險。他們必須擁有積極的態度，採取安全至上的方式確保已採取所有必要的防護措施，方可開始施工。

每名員工負責確保手下的員工接受適當培訓及有能力處理所分配的工作。所有事情必須先考慮安全問題。

所有僱員及分包商（無論其身份為何）一經發現在執行本公司職業健康與安全政策或指引時不配合或疏於職守，經書面警告之後，將受到紀律處分，包括即時解僱。

董事會最終負責就理解、執行及維護本公司職業健康與安全制度向管理層、項目及操作人員提供意見及協助，並就此提供資料及培訓，以讓他們能夠履行其職責及責任。

分包商須遵守此政策及安全手冊，於其本身機構實施類似程序。

此政策將向所有僱員傳達，並由董事會、管理層以及所有監管及安全人員積極實施。

就實施此政策而言，所有項目及操作人員對行政總裁負責。本公司已委任合規主任負責此政策的整體協調及實施。

此政策及相關職業健康與安全管理制度擬每年或於必要時由企業安全管理委員會根據經驗、各級僱員的反饋意見及現行法例及法規進行檢討。]

Compliance with global standard as minimum standard

In summary, compliance with the statutory and contractual requirements shall be regarded as the minimum standard of occupational health, safety and welfare at all times.

We are committed to

- (a) providing adequate and appropriate resources to implement this Policy;
- (b) continuously improving its occupational health and safety performance through regular safety training, inspection, monitoring and safety audit; and
- (c) ensuring the management and employees at all level to assume the responsibility for implementation of OH&S Management System.

Through such a system, each individual brings unique elements to comply with statutory requirements and achieve the ultimate goal of continuous improvement.

Our safety system works in the following manner:

- our site foreman conducts regular safety inspections to ensure the works are conducted in a safe and proper manner;
- we require our subcontractors to abide by all applicable laws and regulations, and take safety precautions to prevent the occurrence of accidents at work sites; and
- non-conformities found during site inspections would be rectified immediately and any workers who committed such non-conformities would be warned accordingly.

In addition, every worker entering the work sites are required to hold the Construction Industry Safety Training Certificate, which ensures that the workers go through on-site safety training provided by the main contractors.

During the year ended 31 March 2020, we did not record any accidents involving work injuries of workers employed by us or workers employed by our subcontractors.

Overall speaking, the Company manages to maintain a satisfactory health and safety level as evident by the relatively low rate of absentee due to sickness or on-the-job accidents.

遵守全球標準作為最低標準

總之，遵守法定及合約規定應始終被視為職業健康、安全及福利的最低標準。

我們致力於

- (a) 提供充足及適當的資源實施此政策；
- (b) 持續透過定期安全培訓、檢查及監督提升其職業健康、安全表現及安全審核；及
- (c) 確保管理層及各級僱員就實施職業健康與安全管理制度承擔責任。

透過該制度，每個員工帶來獨特的元素，以遵守法定要求，實現持續改進的最終目標。

我們安全制度按照以下方式操作：

- 我們工地的管工定期進行安全檢查，確保工程安全正常進行；
- 我們要求分包商遵守所有適用的法律法規，採取安全預防措施，防止工地發生事故；及
- 現場視察中發現的不合規情況須立即予以糾正，任何違規的工人將遭相應警告。

此外，每名進入工地的工人均須持有建造業安全訓練證明書，確保工人參加由總承建商提供的現場安全培訓。

於截至二零二零年三月三十一日止年度內，根據我們的記錄，我們僱用之工人或分包商僱用之工人從無發生任何工傷意外事件。

綜上所述，本公司成功保持令人滿意的健康和安全管理水平，因疾病或工作意外導致的缺勤率相對較低就是明證。

DEVELOPMENT AND TRAINING

Staff Participation

We cultivate staff growth through friendly competition and diligence which will inter alia contribute to sustainable corporate growth.

The Board is committed to creating structures and environment that allow staff to maximize their potential through meaningful work.

Measures are in place to assess where staff motivation, organizational vitality and other matters stand, for among others management improvement.

Training – internal and external

It is believed through continuous learning process, the Company's management and staff would both be better equipped in terms of quality of performance and knowledge of work for more efficiency in delivering results. Hence, we invest resources to encourage management and general staff of the Company to attend trainings (on the job or external seminar series) and practice development.

LABOR STANDARDS

The Company has set up Policy of Labor Standard which among others provides guideline on preventing child and forced labor, which is reproduced below.

Policy of Labor Standard

"Employees are obligated to follow the Company's polices including but not limited to the following:

1. No violence in the workplace
2. No sexual harassment and discrimination
3. An alcohol- and drug-free workplace
4. A non-smoking workplace
5. Immediate reporting of accidents
6. Familiarity with fire prevention and safety working procedures
7. Special arrangement for typhoons and heavy rainstorm warnings
8. Confidentiality of group data, information and documents
9. Security of property and security inspection
10. Personal integrity and general practices"

發展及培訓

員工參與

我們通過友好競爭及敬業樂業的精神栽培員工成長，此將有助企業可持續發展。

董事會全力創造體系及環境，讓員工可以通過有意義的工作盡展所長。

本公司已制訂措施其中包括評估員工幹勁、組織活力及其他目前情況，務求提升管理水平。

培訓－內部及外部

通常，本公司管理層及員工通過持續學習能夠於工作表現及知識方面裝備更好，從而以高效益完成工作。因此，我們投入資源，鼓勵本公司管理層及普通員工參與培訓(在職或外部系列討論會)及實踐發展課程。

勞工準則

本公司已制訂勞工準則政策，(其中包括)提供慎防童工及強迫勞工的指引，並轉載如下。

勞工準則政策

「僱員須遵守本公司的政策，包括但不限於以下規定：

1. 不得在工作場所使用暴力
2. 杜絕性騷擾及歧視
3. 不得在工作場所飲酒及濫藥
4. 不得在工作場所吸煙
5. 立即報告事故
6. 熟悉防火及安全工作程序
7. 颱風及暴雨警告訊號特別安排
8. 群組數據、資料及文檔的保密
9. 財產安全及安全巡查
10. 個人操守及一般常規

Measures are in place to review employment practices to avoid child and forced labor, which include

- (a) maternity leave system in compliance with law;
- (b) child care support – related human resources policies;
- (c) flexi-time systems for employees providing long-term care to family members;
- (d) balance their works and nursing care commitment when the need arises; and
- (e) avoid hiring underaged, in compliance with law.

Remedial steps are being taken to eliminate such malpractices when discovered.

SUPPLY CHAIN MANAGEMENT

On recognizing that supply chain management is essential to operational efficiency, the Group works closely with suppliers and contractors to effectively and efficiently meet our customers' needs, and yet without compromising on responsible operating practices.

The Group is stringent in selecting qualified suppliers, ensuring that their entire production process is in line with our standards and specifications, and that our Environmental and Social Standards are being complied with.

The top five suppliers of the Group collectively represent approximately 95.7% of our total purchases, which have had long-term business relationship sharing our belief of embedding responsible operating practice and mutual respect in the business process and relationship.

Not only do we require our new suppliers to submit all relevant documents for review, we also run background checks to evaluate their reliability.

We conduct regular inspections and evaluations to review the standards of our suppliers and are ready to cease cooperation with unqualified suppliers.

The Group is committed to developing and maintaining effective and mutually fruitful working relationships throughout our entire supply chain.

本公司制訂措施檢討僱傭情況以避免童工及強迫勞工，措施包括

- (a) 符合法例的產假制度；
- (b) 託兒支援 — 相關人力資源政策；
- (c) 僱員彈性工作制度，向家庭成員提供長期關照；
- (d) 當需要時會平衡工作與護理照顧的負擔；及
- (e) 根據法例，不得僱用未成年人。

該等不當行為一經發現即採取糾正措施杜絕。

供應鏈管理

本集團認識到供應鏈管理乃提升營運效率的關鍵，因此，我們與供應商及承包商緊密合作，務求以行之有效及高效率的方式滿足客戶需求，同時重視良心營運。

本集團嚴格挑選合資格供應商，確保其整個生產程序均符合我們的標準及規格，並一直遵從環境及社會準則。

本集團五大供應商合共佔我們總採購額約 95.7%，彼等已與我們保持長期業務關係，都認同在業務流程及合作關係中秉持良心營運及互相尊重的精神。

我們不但要求新供應商提交所有相關文件以供審閱，亦會進行背景調查，以評估其是否可靠。

我們定期進行巡查及評估，以檢視供應商的標準，並隨時會終止與不合資格的供應商合作。

本集團致力在整體供應鏈中發展及維持有效及互惠互利的合作關係。

SERVICE RESPONSIBILITY

Quality Policy

The Group aims at delivering the best quality services to the customers and has formulated a Quality Policy, which is reproduced below:

"The Group is committed to

- (a) *Establishing quality objectives and consistently reviewing them for their suitability and continual improvement;*
- (b) *Carrying out works in strict compliance with Statutory Requirements, Client's Specifications and our in-house standard;*
- (c) *Enhancing the ability and staff by adopting proactive and do-thing-right-at-inception approach to the delivery of high quality of products and services to our Clients' satisfaction and exceed their expectation; and*
- (d) *Promoting teamwork and interactive business relationship with our Clients, business partners, sub-contractors and suppliers.*

All the staff of the Group are required to ensure that this Policy is communicated, understood, implemented and maintained in an effective and efficient manner, with the support of the Senior Management and the assistance from the Quality Department, as appropriate."

Quality Management System

In line with the Quality Policy, the Group has implemented a Quality Management System so as to ensure successful fulfillment of our commitment to quality.

Continuous improvement of the efficacy of management activities, resources allocation, service realization monitoring and measurement methods of the Quality Management System is undertaken through the following activities:

- (i) identifying systems and their applications necessary for the operating processes throughout the organization;
- (ii) determining the sequence and interaction of processes;
- (iii) determining criteria and methods required to ensure an effective realization of both the operation and monitoring of these processes;
- (iv) ensuring monitoring, measurement and analysis of these processes; and
- (v) ensuring the implementation of actions needed to achieve planned results and continual improvement in these processes.

服務責任

質量政策

本集團致力於向客戶提供最佳的服務，且已制訂質量政策，並轉載如下：

「本集團致力於

- (a) *設立質量目標及持續檢討該等目標是否適宜及持續改善；*
- (b) *嚴格遵守法定要求、客戶規格及我們的內部標準；*
- (c) *通過積極及「一開始就把事情做好」的方式提升員工能力，向客戶交出令人滿意的高質量產品及服務，並超過他們的預期；及*
- (d) *促進我們與客戶、業務夥伴、分包商及供應商的團隊及互動業務關係。*

本集團全體員工須確保在高級管理層的支持及質量部門(如適當)的協助下，此政策得到有效及高效傳達、理解、執行及維持。]

質量管理制度

按照質量政策，本集團致力提供最上乘的服務。

通過以下活動來進行質量管理制度的持續提升管理活動效能、資源分配、服務實現監控及衡量方法：

- (i) 確立各職層運作流程所需的系統及其應用；
- (ii) 確定流程次序及互相關係；
- (iii) 確定必備標準及方法，確保有效實現該等流程的運作及監控；
- (iv) 確保該等流程的監控、衡量及分析；及
- (v) 確保所需行動得到落實，以達到該等流程的預期結果及持續改善。

We will ensure that the service quality delivered by relevant departments of the Group is strictly in compliance with our quality objectives by which regular reviews are conducted to assess their level of adequacy for continual improvement.

Quality Service Performance Highlights

The Company is committed to institute best ever quality of services provided having regard to Quality Management System.

We respect intellectual property rights of others and ensure the team would not take any actions, whether willingly or erroneously, which would breach the other's intellectual property rights.

The Board would protect the Company's intellectual property rights by doing proper registration on a timely and cost effective manner.

The Company has in place consumer data protection and privacy policies and ensures its compliance with the applicable laws and regulations prevailing in Hong Kong.

ANTI-CORRUPTION

The Group believes that honesty, integrity and fair play are important contributors to the value of its assets and business. It is therefore important for all employees to ensure that the Group's reputation is not tarnished by dishonesty, disloyalty or corruption.

Anti-Corruption Policy

"All employees should decline an offer of gift if acceptance of it could affect their objectivity in conducting the Group's business or induce them to act against the interests of the Group or lead to allegations of impropriety.

If an employee wishes to accept a gift with the amount greater than the maximum limit as stated in our Employment Policy, he/she should seek written permission from the executive director in charge of the operating unit or the Group. Any employee in breach of the code of conduct in the Employee Handbook will be subject to disciplinary action including termination of employment.

Periodic written reminders will be sent to the business partners/suppliers about the Group's policy regarding "No Acceptance of Advantages".

我們將確保本集團相關部門嚴格按照質量目標交付服務質量，而我們根據質量目標定期檢討，評估該等目標是否足以持續提升服務質量。

質量服務表現重點

本公司致力於向顧客提供卓越的服務，並已採取措施確保質量管理制度始終高水平運作。

我們尊重他人的知識產權，且確保團隊不會故意或不小心地做出任何違反他人的知識產權的行為。

董事會透過及時以具成本效益的方式進行妥當註冊來保護本公司的知識產權。

本公司已制訂消費者數據保護及私隱政策，並確保遵守香港通行的適用法律法規。

反貪污

本集團相信，誠實、正直及公平競爭對其資產價值及業務至關重要。因此，全體僱員均須確保集團的聲譽不受不誠實、不忠誠或貪污行為所損害。

反貪污政策

「倘若僱員接受禮物餽贈會影響其於開展本集團業務的過程中保持客觀、或可能會誘使他們作出有損本集團利益的行為或可能會造成不當行為的指控，任何僱員均應拒絕接受禮物餽贈。」

倘若僱員有意接受價值金額超過僱傭政策所規定的最高限額，則應徵得管理經營部門或本集團的執行董事的書面許可。任何違反僱員手冊行為守則的僱員將受到紀律處分，包括終止僱用。」

本集團將會定期向業務夥伴／供應商寄送有關「不接受利益」政策的書面提示。」

Conflict of Interest

The Anti-Corruption Policy further provides that all employees should avoid any situation which may lead to an actual or perceived conflict of interest, and should make a declaration in writing to the executive director in charge of the operating unit or the Company, when such a situation arises. Failure to do so may give rise to criticism of favoritism, abuse of authority or even allegations of corruption.

The Board is mindful of prevention of bribery and mal-practice of the Group, and thus the Group has introduced certain whistle-blowing procedures at which the whistle-blower is encouraged to report the matter to the Chairman of Audit Committee on a confidence basis.

During the year ended 31 March 2020, the Group did not reveal any incidence of litigation or complaints regarding corrupt practices against the Company and/or its employees.

COMMUNITY INVOLVEMENT

The Group takes an active part in fulfilling the corporate social responsibility. We strive for getting ourselves involved in the local community and extending our reach to the people in need.

1. *Involvement in Community*

Employees are encouraged to participate in volunteer activities, including a volunteer leave system and program for employees using lunch time to conduct volunteer activities, which provide opportunities for the employees to engage with the stakeholders being affected by our work.

It is believed that through involving in the community, we can understand more about the stakeholders' needs and allow our construction projects to be in harmony with the community for the betterment of the people in Hong Kong.

2. *Achieving Harmony in Community*

The participation in volunteer activities should facilitate the employees to have a heightened awareness of contribution to the community. This should enhance the harmony in the community.

利益衝突

反貪污政策進一步規定，全體僱員應避免任何可能導致實際或潛在利益衝突的情況，並應在出現有關情況時向管理經營部門或本公司的執行董事作出書面聲明。未能作出聲明可能導致對偏袒行為、濫用職權的指責，甚至是貪污的指控。

董事會重視嚴防本集團內發生賄賂及任何舞弊行為，因此本集團已引入若干舉報程序，鼓勵舉報人在保密的基礎上向董事會轄下審核委員會主席報告有關事項。

於截至二零二零年三月三十一日止年度，本集團並無發現有關本公司及／或其僱員涉及貪污的訴訟或投訴之事件。

社區參與

本集團積極履行企業社會責任。我們努力融入當地社區，並為有需要的人士提供幫助。

1. *服務社區*

我們鼓勵僱員參與義工活動，包括義工假期系統及讓員工使用午膳時間進行義工活動的計劃，讓僱員有機會與受我們工作影響的持份者交流。

透過社區參與，我們能夠更好瞭解持份者的需求，讓我們的建設工程能與社區和諧共存，造福香港市民。

2. *共建和諧社區*

參與志願者活動當有助僱員加深貢獻社區的意識。此應可令社區更為和諧。

3. Donating to Charity

The management understands that charity plays a key part in extending assistance and help for the needy or underprivileged in society. Monetary support has been offered for a number of worthy causes.

The Group believes that by helping to enrich community, both materially and spiritually, it will also meet the expectations of Shareholders and stakeholders, including customers, suppliers, employees.

RELATIONSHIP WITH VENDORS

We have established relationships with numbers of suppliers for the construction and renovation work in Hong Kong. There are no major events affecting our relationships with our suppliers.

RELATIONSHIP WITH CUSTOMERS

Our sale team maintains good relationship with our customers.

RELATIONSHIP WITH EMPLOYEES

During the year ended 31 March 2020, we are not aware of any major event affecting our relationships with our employees.

GOVERNANCE

The Board believes that good corporate governance is crucial to improving the efficiency and performance of the Group and to safeguarding the interests of the shareholders.

The Group strengthens corporate management on an ongoing basis, as the foundation for ensuring social, transparent and efficient management.

Internal Control System is in place to ensure that business activities are conducted properly and in conformity with laws and its by-laws of incorporation.

Since the roles of chairman and chief executive officer were separated and performed by two different individuals on 1 September 2019, the Company has complied with the CG Code in all aspect.

More details are contained in the Corporate Governance Report for the Group's compliance with the CG Code addressing various aspects, which include but not limit to (a) corporate governance practice, (b) Board of Directors, (c) Board Committees, (d) internal control and risk assessment.

3. 慈善捐贈

管理層明白慈善在施以援手及幫助社區有需要人士或弱勢群體發揮重要作用。本公司已向多項有價值的事業提供金錢支持。

本集團相信，通過物質及精神上幫助社區富足，亦能達到股東及持份者（包括客戶、供應商、僱員）的期望。

與供應商的關係

我們已與香港建築及翻新工程的多個供應商建立關係。並無發生影響我們與供應商的關係之重大事件。

與客戶的關係

我們的銷售團隊已與客戶維持良好關係。

與僱員的關係

於截至二零二零年三月三十一日止年度內，我們並不知悉會影響我們與僱員的關係之任何重大事件。

管治

董事會認為，良好的企業管治對於提高本集團的效率和表現以及維護股東利益至關重要。

本集團不斷增強企業管理，以此作為確保社會責任、開誠布公和高效管理的基礎。

本集團已實行內部監控制度，以確保業務活動妥為進行並符合法律和公司章程。

由於於二零一九年九月一日已分開主席及行政總裁的角色，並由兩名不同人士履行，本公司已於各方面符合企業管治守則。

有關本集團遵守應對包括（但不限於）(a)企業管治常規；(b)董事會；(c)董事委員會；及(d)內部監控及風險評估等各方面的企業管治守則的更多詳情乃載於企業管治報告。

APPENDIX

附錄

ESG Issues as set forth in ESG Reporting Guide

環境、社會及管治報告指引所載的環境、社會及管治議題

Explanation/Reference

Section

說明／參照章節

A. Environmental Issues

環境議題

<p>A1 Emission 排放物</p>	<p>Information on: 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) the policies; and 政策；及 (b) compliance and material non-compliance with relevant laws and regulations that have a significant impact on the issuer 遵守及嚴重不遵守對發行人有重大影響的相關法律及規例 relating to air and greenhouse gas emissions, discharges into water and land, generation of hazardous and non-hazardous wastes, etc. 的資料。</p>	<p>Please refer to “Environmental Policy” 請參閱「環保政策」</p>
<p>KPI A1.1 關鍵績效指標A1.1</p>	<p>The types of emissions and respective emissions data. 排放物種類及相關排放數據。</p>	<p>Please refer to emissions data from “Gaseous Fuel Consumption” 請參閱「氣體燃料消耗」的排放數據</p>
<p>KPI A1.2 關鍵績效指標A1.2</p>	<p>Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 直接（範圍1）及能源間接（範圍2）溫室氣體總排放量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。</p>	<p>Please refer to “Greenhouse Gas Emission” 請參閱「溫室氣體排放」</p>
<p>KPI A1.3 關鍵績效指標A1.3</p>	<p>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）。</p>	<p>No hazardous waste produced in operating process. 營運流程中並無產生有害廢棄物。</p>
<p>KPI A1.4 關鍵績效指標A1.4</p>	<p>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）。</p>	<p>Please refer to “Non-Hazardous Waste” 請參閱「無害廢棄物」</p>
<p>KPI A1.5 關鍵績效指標A1.5</p>	<p>Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。</p>	<p>Please refer to “Key Protective Measures” 請參閱「關鍵保護措施」</p>
<p>KPI A1.6 關鍵績效指標A1.6</p>	<p>Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。</p>	<p>Please refer to “Key Protective Measures” 請參閱「關鍵保護措施」</p>

ESG Issues as set forth in ESG Reporting Guide 環境、社會及管治報告指引所載的環境、社會及管治議題		Explanation/Reference Section 說明／參照章節
A2 Use of Resource 資源使用	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	Please refer to “Sustainable Use of Resources” 請參閱「資源可持續利用」
KPI A2.1 關鍵績效指標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). 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)。	Please refer to “Energy and resources consumption” 請參閱「能源及資源消耗」
KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	Please refer to “Energy and resources consumption” 請參閱「能源及資源消耗」
KPI A2.3 關鍵績效指標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。	Please refer to “Key Protective Measures” 請參閱「關鍵保護措施」
KPI A2.4 關鍵績效指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency 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。	The operations of the Group do not face significant problems in sourcing water 本集團的營運在求取適用水源上並無面對任何顯著問題
KPI A2.5 關鍵績效指標A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	The operations of the Group do not involve packaging material consumption 本集團的營運並無涉及包裝材料的消耗
A3 The Environment and Natural Resources 環境及天然資源	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。	Please refer to “Key Protective Measure” 請參閱「關鍵保護措施」
KPI A3.1 關鍵績效指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	No significant impact on environment and natural resources involved 對涉及的環境及天然資源並無顯著影響

ESG Issues as set forth in ESG Reporting Guide

環境、社會及管治報告指引所載的環境、社會及管治議題

Explanation/Reference

Section

說明／參照章節

B. Social Issues

社會議題

B1 Employment 僱傭	Information on: 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) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例 relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 的資料。	Please refer to “Employment” 請參閱「僱傭」
B2 Health and Safety 健康與安全	Information on: 有關提供安全工作環境及保障僱員避免職業性危害的： (a) the policies; and 政策；及 (b) compliance and material non-compliance with relevant standards, rules and regulations 遵守及嚴重不遵守相關標準、規則及規例 on providing a safe working environment and protecting employees from occupational hazards. 的資料。	Please refer to “Health and Safety Policy” 請參閱「健康與安全政策」
B3 Development and Training 發展及培訓	Policies on improving employees’ knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Please refer to “Development and Training” 請參閱「發展及培訓」
B4 Labor Standards 勞工準則	Information on: 有關防止童工或強制勞工的： (a) the policies; and 政策；及 (b) compliance and material non-compliance with relevant standards, rules and regulations 遵守及嚴重不遵守相關標準、規則及規例 on preventing child or forced labor. 的資料。	Please refer to “Labor Standards” 請參閱「勞工準則」
B5 Supply Chain Management 供應鏈管理	Policies on managing environmental and social risks of supply chain. 管理供應鏈的環境及社會風險政策。	Please refer to “Supply Chain Management” 請參閱「供應鏈管理」

ESG Issues as set forth in ESG Reporting Guide	環境、社會及管治報告指引所載的環境、社會及管治議題	Explanation/Reference
Section		Section
		說明／參照章節
B6 Product Responsibility 產品責任	Information on: 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) the policies; and 政策；及 (b) compliance and material non-compliance with relevant standards, rules and regulations on health and safety, advertising, labelling and matters 遵守及嚴重不遵守相關標準、規則及規例 relating to products and services provided and methods of redress. 的資料。	Please refer to “Service Responsibility” 請參閱「服務責任」
B7 Anti-corruption 反貪污	Information on: 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) the policies; and 政策；及 (b) compliance and material non-compliance with relevant standards, rules and regulations 遵守及嚴重不遵守相關標準、規則及規例 on bribery, extortion, fraud and money laundering. 的資料。	Please refer to “Anti-Corruption” 請參閱「反貪污」
B8 Community Investment 社區投資	Policies on community engagement to understand the community’s needs where the issuer operates and to ensure its activities take into consideration communities’ interests. 有關以社區參與來了解發行人營運所在地的社區需要和確保其業務活動會考慮社區利益的政策。	Please refer to “Community involvement” 請參閱「社區參與」

鄺文記集團有限公司
KWONG MAN KEE GROUP LIMITED