



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

2021 Environmental, Social and Governance Report

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 analysing 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 colourful, slip-resistant, hard wearing surface that is resistant against water and petrochemicals;
 - (ii) ancillary services, which include specialized texture painting and waterproofing works; and
 - (iii) 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，藉此創造可持續企業價值。

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) 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 2021 has been addressed in the Corporate Governance Report section of the Annual Report of the Company published in June 2021.
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)對人權及本土權利的尊重、(b)供應鏈企業社會責任及(c)參與社區事務－環境、社會及管治守則的社會要素。
 7. 截至二零二一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二零二一年六月刊發的年報中的企業管治報告部分中提及。

CORE VALUE

The Company as a responsible corporate citizen practises 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 fifth ESG report (the “Report”) of the Group. The Report outlines the ESG issues of the Group during the year ended 31 March 2021 (the “Reporting Period”).

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 of directors (the “Board”) 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，完善問責制度。

報告範圍及界限

本報告為本集團第五份環境、社會及管治報告(「本報告」)。本報告已概述本集團截至二零二一年三月三十一日止年度(「報告期間」)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 which the Group operates in.

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.

Through different stakeholder engagements and communication channels, the Group will take into account stakeholders' expectations in its operations and ESG strategies. The stakeholder engagement and communication channels are as follows:

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。

通過不同的持份者參與及溝通渠道，本集團會將他們的期望帶入其營運及環境、社會及管治戰略當中。持份者參與及溝通渠道如下：

Stakeholder types 持份者類型	Communication channels 溝通渠道	Expectations 期望
Shareholders and investors 股東及投資者	<ul style="list-style-type: none"> Annual general meeting and other shareholder meetings 股東周年大會及其他股東大會 Financial reports 財務部告 Announcements and circulars 公告及通函 Company website and email 公司網站和電郵 	<ul style="list-style-type: none"> Financial performance 財務績效 Information transparency 信息透明 Operating risk management 經營風險管理 Corporate sustainability 企業可持續發展
Customers 客戶	<ul style="list-style-type: none"> Customer service hotline and email 客戶服務熱線和電郵 Company website 公司網站 	<ul style="list-style-type: none"> Integrity 正直 High quality services 優質的服務 Complaint handling mechanism 投訴處理機制
Suppliers and subcontractors 供應商和分包商	<ul style="list-style-type: none"> Business cooperation 商業合作 Procurement processes 採購流程 Email 電郵 	<ul style="list-style-type: none"> Fair and open selection 公平公開選拔 Supply chain management 供應鏈管理 Integrity 正直 Financial performance 財務績效

Stakeholder types 持份者類型	Communication channels 溝通渠道	Expectations 期望
Employees 員工	<ul style="list-style-type: none"> • Trainings and workshops 培訓和研討會 • Performance evaluation or appraisal 績效評估或評估 • Internal announcements 內部公告 	<ul style="list-style-type: none"> • Labour rights 勞工權利 • Career development 職業發展 • Occupational health and safety 職業健康和安全
Government and regulatory authorities 政府及監管機構	<ul style="list-style-type: none"> • Routine reports 例行報告 • Written or electronic correspondences 書面或電子信件 	<ul style="list-style-type: none"> • Compliance with laws and regulations 遵守法律法規 • Fulfil tax obligations 履行納稅義務
Community, non-governmental organisation and media 社群、非政府機構及媒體	<ul style="list-style-type: none"> • ESG reports 環境、社會及管治報告 	<ul style="list-style-type: none"> • Involvement in the community 社區參與 • Business compliance 業務合規性

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.

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

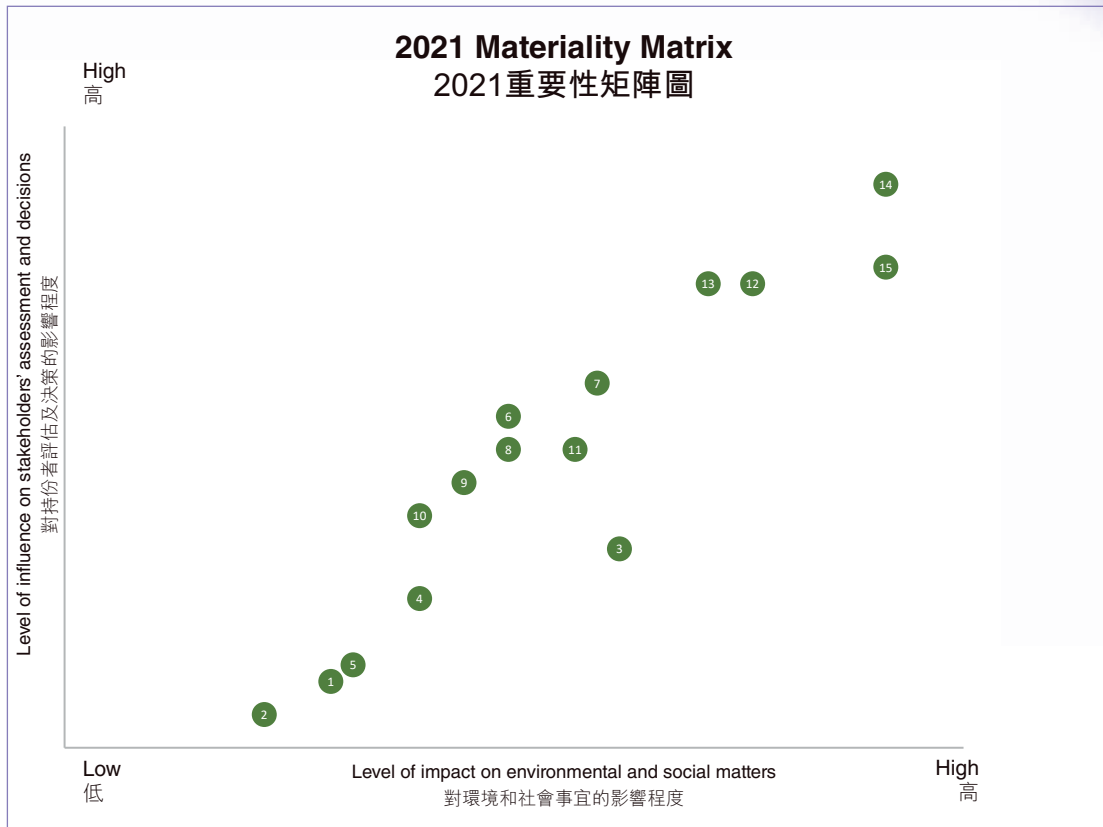
重大性評估

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、社會及管治議題，以辨識具體環境、社會及管治事宜的重大性，如下文重要性矩陣圖所示。

我們已邀請持份者根據各項可持續發展議題對業務營運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。

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要性矩陣圖，如下所示：



Material ESG topics 重要環境、社會及管治議題			
Environmental topics 環保議題	Labour practices and human rights topics 勞工待遇及人權議題	Operation topics 營運議題	Community topics 社會議題
1. Exhaust gas emission 廢氣排放	6. Employment practices 僱傭慣例	10. Supply chain management 供應鏈管理	15. Corporate social responsibility 企業社會責任
2. Greenhouse gas ("GHG") emission 溫室氣體排放	7. Occupational health and safety ("OH&S") 職業健康與安全	11. Fair and open tendering 公平公開招標	
3. Waste management 廢物管理	8. Employee training and development 僱員培訓與發展	12. Quality management 品質管制	
4. Energy consumption 能源消耗	9. Labour standards 勞工標準	13. Customer service 客戶服務	
5. Water consumption 水資源消耗		14. Ethical business 道德操守	

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 the society (along with the business activities of the Company). 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.

The Group was in strict compliance with the Waste Disposal Ordinance and other related environmental protection laws and regulations. During the Reporting Period, the Group did not have any material violation of relevant local environmental laws and regulations in relation to exhaust gas and GHG emissions, water and land discharge, and the generation of hazardous and non-hazardous wastes that have a significant impact on the Group.

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。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) 將污染減至最少；
- (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。

本集團嚴格遵守《廢物處置條例》及其他有關環境保護的法律法規。就我們所知，於報告期間，本集團並無任何就廢氣及溫室氣體排放、水資源及土地排污以及有害及無害廢棄物生產，嚴重違反當地相關環境法律法規，而對本集團有顯著影響的重大事件。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Exhaust Gas Emission

The main emissions from the Group's operations are from petrol and diesel consumed by vehicles. In respect of such sources of emissions, we have actively taken the following emission reduction measures to reduce the adverse impact of emissions on the environment and the risk of illnesses caused by air pollution in the community:

- Perform regular vehicle inspections and maintenance to improve vehicle efficiency;
- Educate employees to turn off idling vehicle engines;
- Encourage the use of public transportation for business travel; and
- Use electronic means of communication such as video conferences to reduce the frequency of business trips.

The Group's exhaust gas emission performance during the Reporting Period was as follows:

廢氣排放

本集團營運產生的主要排放物源自車輛消耗的汽油及柴油。針對上述排放源，我們積極採取下列減排措施，從而減少排放物對環境的不利影響，並減少公眾患上由空氣污染所造成的疾病機會：

- 定期進行車輛檢查和保養以提高車輛效率；
- 教育員工關閉空轉車輛的引擎；
- 鼓勵於商業差旅時使用公共交通工具；及
- 利用視頻會議等電子通訊方式減少出差次數。

於報告期間，本集團的廢氣排放表現如下：

Types of pollutants 排放物種類	Unit 單位	Emission 排放	
		2021	2020
Nitrogen oxides (NO _x) 氮氧化物(NO _x)	Kg 公斤	234.25	226.37
Sulphur oxides (SO _x) 硫氧化物(SO _x)	Kg 公斤	0.53	0.42
Particulate matter (PM) 懸浮顆粒物(PM)	Kg 公斤	21.69	17.77

GHG Emission

The Group's GHG emission mainly consists of direct, indirect and other indirect GHG emission, which include fuel consumed by transportation (Scope 1), purchased electricity (Scope 2) and disposal of paper waste (Scope 3). For details regarding measures adopted by the Group to minimise the amount of GHG emissions, please refer to the section "Exhaust Gas Emission". During the Reporting Period, the Group's GHG emission performance was as follows:

溫室氣體排放

本集團的溫室氣體排放主要源於直接、間接以及其他間接溫室氣體排放，排放源包括交通運輸所消耗的燃油（範圍一）、外購電力（範圍二）以及棄置的廢紙（範圍三）。有關本集團所採用之減排措施，詳情請參閱「廢氣排放」一節。於報告期間，本集團的溫室氣體排放表現如下：

Indicator ¹ 指標 ¹	Unit 單位	Emission 排放	
		2021	2020
Direct GHG emission (Scope 1) 直接溫室氣體排放(範圍一)	tCO ₂ e 噸二氧化碳當量	92.59	67.86
Energy indirect GHG emission (Scope 2) 能源間接溫室氣體排放(範圍二)	tCO ₂ e 噸二氧化碳當量	17.49	18.46
Other indirect GHG emissions (Scope 3) 其他間接溫室氣體排放(範圍三)	tCO ₂ e 噸二氧化碳當量	2.38	2.50
Total GHG emissions 溫室氣體排放總量	tCO₂e 噸二氧化碳當量	112.46	88.82
GHG emissions intensity ² 溫室氣體排放密度	tCO ₂ e/million revenue 噸二氧化碳當量/百萬收益	0.95	0.93

Notes:

附註：

- GHG emission data is presented in terms of carbon dioxide equivalent and are based on, but not limited to, "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standards" issued by the World Resources Institute and the World Business Council for Sustainable Development, "How to prepare an ESG Report — Appendix II: Reporting Guidance on Environmental KPIs" issued by The Stock Exchange of Hong Kong Limited and "Global Warming Potential Values" from the IPCC Fifth Assessment Report, 2014 (AR5).
- For the Reporting Period, the Group recorded a revenue of approximately HK\$118,900,000 (2020: HK\$95,000,000). This data is used for calculating other intensity data.

- 溫室氣體排放資料乃按二氧化碳當量呈列，並參照包括但不限於世界資源研究所及世界可持續發展工商理事會刊發的《溫室氣體核算體系書：企業核算與報告標準》、香港聯合交易所有限公司發佈的《如何編備環境、社會及管治報告—附錄二：環境關鍵績效指標匯報指引》以及2014年度政府間氣候變化專門委員會(IPCC)第五次評估報告(AR5)的《全球暖化潛能值》。
- 於報告期間，本集團的總收益為約港幣118,900,000(2020：港幣95,000,000)元。該數據亦用作計算其他密度數據。

Sewage Discharge

Due to the Group's business nature, it does not consume significant amount of water during its business operations, and therefore its business activities did not generate material portion of discharges into water during the Reporting Period. Since the wastewater discharged by the Group is discharged into the municipal sewage pipeline network for processing, the amount of water consumption of the Group represents the wastewater discharge volume. The data of wastewater discharge volume is summarised in the section "Water Consumption". The majority of the water supply and discharge facilities are provided and managed by property management company.

Waste Management

Hazardous and Non-hazardous Wastes

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 paper and packaging of the paints and construction materials, such as containers and bags. For details regarding measures adopted by the Group to minimise the amount of non-hazardous waste produced, please refer to the section "Key Protective Measures". During the Reporting Period, the Group's non-hazardous wastes disposal performance was as follows:

Types of non-hazardous waste 無害廢物種類	Unit 單位	Disposal 棄置量	
		2021	2020
Paper 紙張	metric ton 公噸	0.49	0.51
Packaging material for construction material 建築材料的包裝物	metric ton 公噸	6.26	2.72
Packaging material for paint 油漆的包裝物	metric ton 公噸	50.97	42.99
Total non-hazardous waste 無害廢物總量	metric ton 公噸	57.72	46.22³
Non-hazardous waste intensity 無害廢物密度	metric ton/million revenue 公噸/百萬收益	0.49	0.49

Notes:

3. Figure is restated.

污水排放

基於本集團的業務性質，本集團的業務營運不會大量耗水，因此於報告期間其業務活動並無大量排放污水。由於本集團排放的廢水排入市政污水管道網絡進行處理，本集團的用水量代表廢水排放量。廢水排放量的數據將在「水資源消耗」一節說明。大部分供水和排水設施由物業管理公司提供和管理。

廢物管理

有害廢物及無害廢物

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紙張以及油漆和建築材料的包裝物，如容器及袋子等。有關本集團所採用之減少無害廢物產生的措施，詳情請參閱後文「關鍵保護措施」部份。於報告期間，本集團的無害廢物棄置表現如下：

附註：

3. 數據修正。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

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.

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

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.

We are committed to

- (a) *providing adequate and appropriate resources to implement this policy;*
- (b) *complying with environmental laws and other relevant requirements;*
- (c) *setting environmental objectives and targets that lead to continuous environmental improvement;*
- (d) *communicating this Policy to all staff and interested parties; and*
- (e) *initiating and implementing measures to prevent environmental pollution and to improve environmental performance continuously.*

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

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

Environmental Management System

In line with the Environmental Policy, the Group has established an effective environmental management system for the provision of design, construction, installation and maintenance services to our customers.

我們將確保環保目標融入本公司的相關職能，並定期審視以確保其充分性，及找出持續改善的空間。

為實踐我們對環境保護的承諾，我們已制定環境政策，闡述如下。

環境政策

「本集團的環保目標是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、有效利用能源、減少廢物及提高回收利用。

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績效。*

全體員工、分包商及供應商必須認真執行該政策。

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。」

環境管理制度

按照環境政策，本集團已制定有效的環境管理制度，以向我們的客戶提供設計、建設、安裝及保養服務。

Key Protective Measures

Addressing climate change is one of the most pressing issues facing the global community. In its recognition, we have the responsibility to reduce our carbon footprint. 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 (e.g. expired safety helmets and containers) will be donated for recycling.
- 1.4 Infrequent hazardous wastes (e.g. asbestos), as a key target of waste management, are separated and treated strictly in accordance with local regulations. They contribute to less than 1% of total waste generated.

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 at around 25°C room temperature level
- Use of T5 fluorescence tubes and LED lightings in office for energy saving

Eco-friendly measures, such as paperless meetings, double-sided printing, switching off lighting and appliances (e.g. computers and monitors) in lunch hours, and maintaining the room temperature at around 25°C, were introduced at our office to reduce our energy and carbon emission.

關鍵保護措施

解決氣候變化是全球面臨最迫切的問題之一。有見及此，我們有責任減少碳足跡。鑑於我們的環保目標主要是在我們的營運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(例如過期的頭盔及容器)將捐出作回收利用。
- 1.4 作為廢物管理主要目標的不常見有害廢物(例如石棉)，將根據本地法例嚴格分離及處理。石棉佔所產生的廢物總量不足1%。

2. 資源管理措施

我們已實施以下措施，以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

我們在辦公室推展環保措施，例如，無紙張會議、雙面打印、午膳時間關閉照明系統及電器(例如電腦及螢幕)及維持攝氏25度左右的室溫，藉以減少耗用能源及碳排放。

Energy Consumption

The Group considers environmental protection as an essential component of a sustainable and responsible corporation. To achieve energy saving, the Group is committed to implementing energy saving policies and standards, regularly reviewing various energy consumption targets and energy saving indicators of the industry, promoting energy saving and emission reduction, and continuously improving the efficiency of energy usage. For details regarding measures adopted by the Group to minimise energy consumption, please refer to the section "Key Protective Measures". During the Reporting Period, the Group's energy consumption performance was as follows:

能源消耗

本集團認為環境保護是可持續發展及為負責任企業的重要組成部分。本集團致力執行節能政策和標準，定期審視企業。為達到節能的效果，各類能源消耗指標和行業節能指標，積極推行節能減排的宣傳工作和持續提高能源使用效率。有關本集團所採用之節能措施，詳情請參閱「關鍵保護措施」一節。於報告期間，本集團的能源消耗情況如下：

Types of energy consumed 能源消耗種類	Unit 單位	Consumption 消耗量	
		2021	2020
Direct energy consumption 直接能源消耗	MWh 兆瓦時	352.95	278.15
Petrol 汽油	MWh 兆瓦時	108.75	94.43
Diesel 柴油	MWh 兆瓦時	244.20	183.72
Indirect energy consumption 間接能源消耗	MWh 兆瓦時	47.27	36.20
Purchased electricity 購電量	MWh 兆瓦時	47.27	36.20
Total energy consumption 能源消耗總量	MWh 兆瓦時	400.22	314.35
Energy consumption intensity 能源消耗密度	MWh/million revenue 兆瓦時／百萬收益	3.37	3.31

Water Consumption

The Group encourages its employees to develop the habit of conscious water use in order to reduce water consumption in the office. The Group did not encounter any significant issues in sourcing water that is fit for purpose due to the geographical location of the Group's operation site. During the Reporting Period, the Group's water consumption performance was as follows:

Water Consumption 水消耗	Unit 單位	Consumption 消耗量	
		2021	2020
Total water consumption 耗水總量	Cubic meter 立方米	46.00	46.00
Water consumption intensity 耗水密度	Cubic meter/million revenue 立方米/百萬收益	0.39	0.48

水資源消耗

本集團鼓勵其僱員養成自覺節約用水的習慣，以減少辦公室的耗水量。由於本集團營運點的地理位置，本集團在取水方面並沒有任何重大問題。於報告期間，本集團的耗水量如下：

Use of Packaging Materials

Due to the Group's business nature, it does not consume a significant amount of packaging materials, and thus regarding the use of packaging materials immaterial.

包裝材料使用

鑑於本集團的業務性質，我們不會消耗大量包裝材料，因此本集團認為包裝材料使用議題對我們並不重要。

The Environment and Natural Resources

While the Group's core business has limited impact on the environment and natural resources, the Group is committed to minimizing the negative impact of business operations on the environment as an ongoing commitment to the sustainable development of the Company. We strive to reduce our potential impact on the environment by adopting industry best practices aimed at reducing the consumption of natural resources and developing effective environmental stewardship. We regularly assess the environmental risks of our business, take preventive measures to reduce potential risks, and ensure compliance with relevant laws and regulations. We are also committed to achieving sustainable development and creating long-term value for communities and stakeholders.

環境及自然資源

雖然本集團的核心業務對環境和自然資源的影響有限，但本集團致力於將業務營運對環境的負面影響降至最低，以履行對公司可持續發展的持續承諾。我們通過採用減少自然資源消耗和發展有效環境管理的行業最佳營運法，盡力減少對環境的潛在影響。我們定期評估業務的環境風險，採取預防措施降低潛在風險，並確保遵守相關法律法規。我們亦致力於實現可持續發展，為社會和利益相關者創造長期價值。

Green Working Environment

Paperless Office

To reduce paper consumption, the Group vigorously advocates paperless office. All offices are operated on electronic systems as much as possible to reduce the use and consumption of office papers and save forest resources. We also encourage employees to use electronic means to communicate in the office and with suppliers.

綠色工作環境

無紙辦公室

為減少紙張消耗，本集團大力提倡無紙化辦公。所有辦公室都盡可能利用電子系統辦公，以減少辦公用紙的使用和消耗，節約森林資源。我們還鼓勵員工在辦公室和供應商之間使用電子方式溝通。

Indoor Air Quality

We regularly monitor and measure the indoor air quality in our workplace. Air-purifying equipment is installed at the workplace to filter air pollutants, contaminants, and dust particles. We also clean the air conditioning system regularly to ensure the office's indoor air quality.

In response to environmental non-compliances in general, programme for corrective actions will be implemented to rectify the situation accordingly. Regular inspections are performed by the designated personnel to check for any environmental non-compliances.

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 languages of other countries and regions; and*
- (f) *promote and maintain harmony with the communities the Company operates.*

Employment Practices

The Company considers its employees as its valuable asset, and has formulated an Employment Policy which strikes a well balance between creating a result-oriented workplace culture and a secure work environment.

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.

The Group advocates equality of opportunity and cultural diversity. During the employment process, the principles of fairness, equity, equality and openness are upheld and the Group strictly forbids any discrimination against existing or potential members of staff on the grounds of race, creed, nationality, disability, marital status, pregnancy or gender. Moreover, the Group strictly complies with relevant laws and regulations in terms of prohibiting the employment of juveniles in countries or regions where its business operates.

室內空氣質量

我們定期監測和測量工作場所的室內空氣質量。工作場所安裝空氣淨化設備，用於過濾空氣污染物、污染物和灰塵顆粒。我們亦定期清潔空調系統以確保工作場所內的空氣質量。

針對環境不合規情況，我們將實施糾正措施，以相應地糾正情況，並由指定人員進行定期檢查，以檢查任何環境不合規情況。

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；*
- (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；*
- (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會的和諧共處。*

僱傭慣例

本公司視員工為寶貴資產，並制訂僱傭政策，在結果導向的職場立化及安全的工作環境之間求得適當平衡。

我們一直貫徹及順暢實施僱傭政策，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規。

本集團提倡平等機會及多元文化。在招聘過程中，堅持公正、公平及公開原則。本集團嚴格禁止對在職員工或應聘者因其種族、宗教、國籍、殘疾、婚姻狀況、懷孕或性別等方面作出歧視行為。除此之外，本集團嚴格遵守有關的法律法規，禁止在其業務所在的國家及地區僱用未成年人士。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

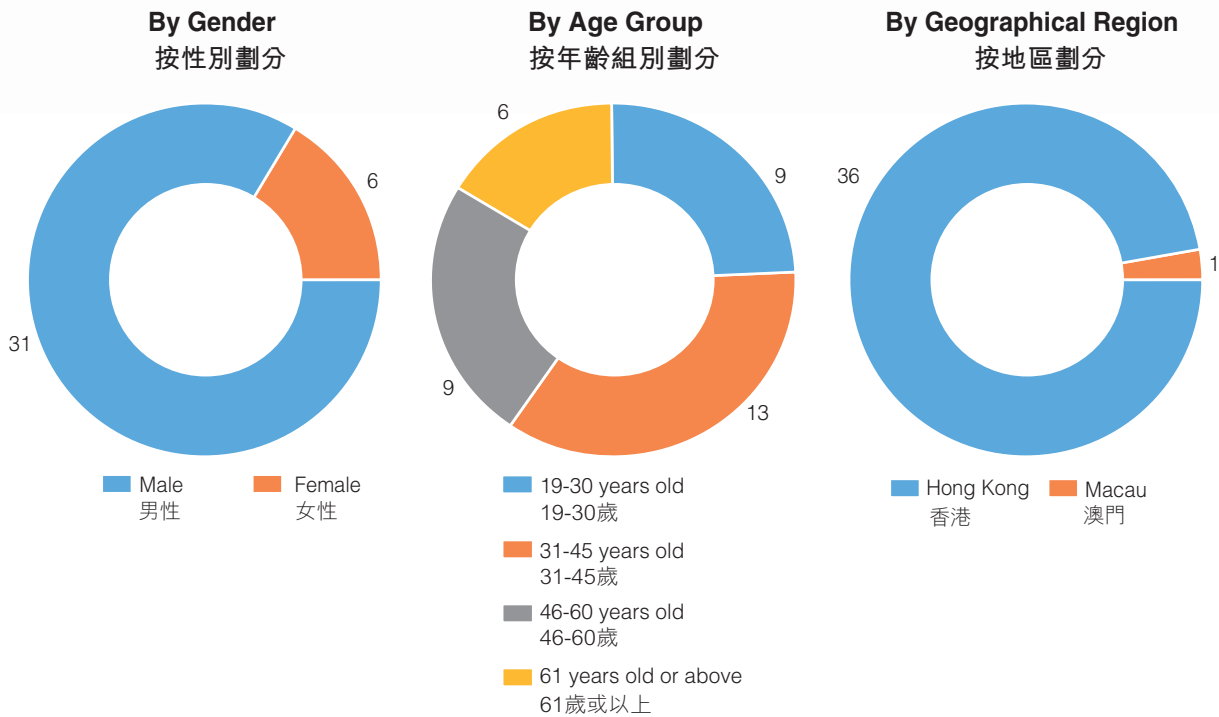
環境、社會及管治報告

During the Reporting Period, the Group strictly complied with relevant labour laws and regulations including, but not limited to, the Employment Ordinance and the Minimum Wage Ordinance. The Group was not aware of any material non-compliance of laws and regulations regarding human resources that may have a significant impact on the Group. Furthermore, the Group has developed Employee Handbook and HR Management Policy with the aim to regulate and monitor remuneration, dismissal, recruitment, promotion, working hours, holidays and other benefits.

於報告期間，本集團嚴格遵守與僱傭相關的法律法規，包括但不限於《僱傭條例》及《最低工資條例》。本集團並未發現任何違反有關人力資源的法例法規而對本集團造成重大影響的事宜。除此之外，本集團亦制定了員工手冊以及人力資源管理政策，以規管薪酬、解僱、招聘、升遷、工時、休假及其他福利。

As at 31 March 2021, the total number of employees of the Group was 37. Breakdown of employees by gender, age group and geographical region were as follows:

截至二零二一年三月三十一日，本集團的總僱員人數為37人，按性別、年齡組別以及地區的僱員分類如下：



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

In addition, the total number of employee turnover was 3, representing a turnover rate of approximately 8.82%. The breakdown of employee turnover rates by gender, age group and geographical region was as follows:

此外，僱員流失總人數為3人，流失率約為8.82%。按性別，年齡組別和地區的僱員流失率分佈如下：

	Turnover number 流失人數	Turnover rate 流失率
By gender 按性別劃分		
Male 男性	3	10.71%
Female 女性	—	—
By age group 按年齡組別劃分		
19-30 years old 19-30歲	1	14.29%
31-45 years old 31-45歲	—	—
46-60 years old 46-60歲	1	10.53%
61 years old or above 61歲或以上	1	18.18%
By geographical region 按地區		
Hong Kong 香港	3	9.09%
Macau 澳門	—	—

The Group has developed a fair, reasonable and competitive remuneration system for salary payments. Employees' remuneration comprises of basic salary, overtime compensation and discretionary bonus. Furthermore, the Group conducts annual assessments in accordance with the changes in macroeconomic factors, industry and regional remuneration levels, business performance and the work performance of individual employees, and carries out corresponding adjustments to staff remuneration.

The Group respects the rights of employees to rest and take leaves, and has established relevant policies documented in the Employee Handbook so as to monitor and regulate employees' working hours and ensure their rights for different rest periods and holidays. The Group also pays wages, provides overtime compensation and paid leaves in accordance with local regulations.

The Group has a clear basis and process for managing the promotion of employees. According to the performance assessment mechanism, the Group is able to dynamically adjust employees' salary and award bonuses based on their performance, experience, work attitude and the Group's performance to provide attractive employee benefits to talented employees.

Health and Safety

The Group attaches great importance to the health and safety of its employees, and is committed to eliminating all potential health and safety hazards and thus to provide employees with a safe and comfortable working environment.

The Group strictly enforces relevant laws and regulations including but not limited to the Occupational Safety and Health Ordinance and the Employees' Compensation Ordinance. During the Reporting Period, the Group was not aware of any lost days due to work injury, nor any accidents that resulted in death or serious physical injuries and no claims or compensation was paid to our employees due to such events. No material non-compliance of laws and regulations relevant to health and safety of employees that have a significant impact on the Group were found.

本集團建立了一套公平、合理且有競爭力的薪酬體系，為僱員發放薪酬。僱員薪酬由基本工資、加班補償以及酌情花紅等組成。此外，本集團每年對宏觀因素的變化、行業及地區薪資水準、業務表現以及個別僱員的工作表現進行評估，並對員工薪酬等作相應調整。

本集團尊重僱員的休息和休假的權利，設有相關政策並記錄於員工手冊以監督及規範僱員的工作時間及其享有的各類休息時間和假期的權利。本集團亦按照當地法規支付工資、加班補償、及有薪假期等。

本集團對僱員有明確管理人員晉升的依據及流程。根據績效考評機制，本集團能夠透過僱員的績效、經驗、工作態度以及本集團的業績對僱員的薪資進行動態調整並發放獎金，為有才華的僱員提供具吸引力的僱員福利待遇。

健康與安全

本集團十分重視僱員的健康與安全，致力消除職場潛在的健康與安全危害，從而為僱員提供安全和舒適的工作環境。

本集團嚴格執行包括但不限於《職業安全及健康條例》及《僱員補償條例》等相關法律法規。於報告期間，就我們所知，本集團並無任何因工傷損失工作日數、導致死亡或嚴重身體傷害的意外、及因該等事件而向其僱員支付索償或補償的事件。本集團亦無任何違反僱員健康與安全相關的法律法規而對本集團造成重大影響的重大事件。

Occupational Health and Safety ("OH&S")

The Group has formulated the OH&S Policy and an effective OH&S Management System, with the aim to eliminate all accidents and to ensure the general public will not be affected by the Group's operations. It is clearly stated in the OH&S Policy that each staff member is responsible for ensuring their subordinates are properly trained and capable of handling the tasks delegated to them, and that safety should be given first priority over all other concerns. In addition, the Board is ultimately responsible for advising and assisting management, project and operation staff on the understanding, implementing and maintaining of the Group's OH&S Management System and to provide information and training therewith, so that employees are competent to carry out their duties and responsibilities.

As stipulated in the OH&S system, site foreman is responsible for conducting regular safety inspections to ensure the operations are conducted in a safe and proper manner, 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, workers entering the operation sites are required to hold the Construction Industry Safety Training Certificate. Workers also have to complete on-site safety training provided by the main contractors.

Regardless of the status, any employee or subcontractor who is found uncooperative or negligent in implementing the Company's OH&S policy or Directives will receive a written warning, and may then be subject to disciplinary actions, which include summary dismissal.

The Group is committed to providing adequate and appropriate resources to implement the OH&S policy, continuously improving its OH&S performance through regular safety training, inspection, monitoring and audit, and ensuring the management and employees at all levels to assume the responsibility for implementation of OH&S Management System.

This Policy and the associated OH&S Management System are reviewed annually or whenever necessary by the designated personnel in the light of experience, feedback from employees at all levels and current regulation and legislation.

職業健康與安全

本集團已制訂職業健康與安全政策及有效的職業健康與安全管理體系，期望能藉此消除所有安全事故，並確保公眾不會受到本集團業務的影響。在職業健康與安全政策中清晰列明每名僱員均有責任確保其下屬接受適當培訓及有能力處理所分配的工作，並必須優先考慮安全問題。此外，董事會有責任就理解、執行及維護本公司職業健康與安全制度向管理層、項目及營運人員提供意見及協助，並就此提供資料及培訓，以讓僱員能夠履行其職責及責任。

職業健康與安全管理體系中明確規定工地管工需定期進行安全檢查，以確保工程安全及適當地進行。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。工人亦要參加由總承建商提供的工地安全培訓。

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。

本集團致力提供充足及適當的資源，以實施職業健康與安全政策、持續透過定期安全培訓、檢查、監督及審核以提升其職業健康與安全表現，以及確保管理層及各級僱員為實施職業健康與安全管理制度負責。

此政策及相關職業健康與安全管理制度於每年或於必要時由指定人員根據經驗、各級僱員的反饋意見及現行法例及法規進行檢討。

Other Health and Safety Measures

In light of the outbreak of COVID-19 pandemic, the Group is highly aware of the potential health and safety risks faced by its employees. With the aim to provide its employees with a safe working environment, the Group has carried out a series of preventive measures including, but not limited to, temperature screening before entering the workplace, ensuring sufficient disinfectant and protective supplies such as face masks and hand sanitisers are in place and strengthening the sanitation of its operation sites.

Employee Training and Development

The Group regards its employees as its most important assets and resources, and believes that they will continue to grow alongside the expansion of the Group's business. The Group provides targeted, systematic and forward-looking training to its employees to explore their potential to match the Group's sustainable development. The Board is committed to developing structures and environment that allow staff to maximize their potential through meaningful work.

The Group believes that through continuous learning process, its management and staff would be better equipped to increase work quality with work-related knowledge, which in turn enhances the efficiency in delivering results. Hence, the Group actively invests resources to encourage management and general staff to attend trainings and seminars.

During the Reporting Period, 24 of the Group's full-time employees have participated in training, with a training rate of approximately 64.86% and an average training hours per employee of approximately 5.76 hours.

The breakdown of employee trained by gender and employee category were as follows:

其他健康與安全措施

鑑於新型冠狀病毒疫情的爆發，本集團高度關注其僱員所面對的潛在健康與安全風險。為確保能為僱員提供安全的工作環境，本集團採取了一系列的預防措施，包括但不限於進入工作場所前進行體溫檢查，確保在營運環境提供足夠消毒及保護用品，如口罩及消毒洗手液，並加強其業務地點的衛生情況。

僱員培訓與發展

本集團視僱員為其最重要的資產和資源，相信僱員將隨著本集團業務擴展而不斷成長。本集團為僱員提供針對性、系統性和前瞻性的培訓，以發掘員工的潛能以配合本集團的可持續發展。董事會致力創造能讓僱員可以通過有意義的工作盡展所長的體系及環境。

本集團相信通過持續學習，管理層及僱員能夠更好地裝備自己，以工作相關知識提升工作質量，並因而提升工作效率。因此，本集團積極投入資源，以鼓勵管理層及普通僱員參與培訓或研討會。

於報告期間，本集團的受培訓全職僱員共有24人，受訓比率約為64.86%，每名僱員的平均受訓時數約為5.76小時。

受訓僱員按性別及僱傭類別分類如下：

	Percentage of employees trained (%) 受訓僱員百分比(%)	Breakdown of employees trained (%) 受訓僱員劃分(%)	Average training hours per employee (hours) 每名僱員的平均培訓時數(小時)
By gender 按性別劃分			
Male 男性	67.74%	87.50%	6.56
Female 女性	50.00%	12.50%	1.58
By employee category 按僱傭類別劃分			
Senior Management 高級管理層	100.00%	16.67%	7.00
Middle Management 中級管理層	80.00%	16.67%	2.90
General staff 普通僱員	57.14%	66.66%	6.09

Labour Standards

The employment of child and forced labour is strictly prohibited during the recruitment process as required by laws and regulations. The Group strictly complies with local laws and prohibits any child and forced labour employment. The Group's Human Resources Department is responsible for monitoring and ensuring the compliance of the latest and relevant laws and regulations that prohibit child labour and forced labour.

The Company has set up Policy of Labour Standard which among others provides guideline on preventing child and forced labour, measures are as follows.

勞工標準

根據法例法規的規定，於招聘過程中嚴格禁止聘用童工及強制勞工。本集團嚴格遵守當地法律規定，嚴禁聘用任何童工及強制勞工。本集團的人力資源部負責監督及確保遵守禁止童工及強制勞工的最新相關法例法規。

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，措施如下。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Measures are in place to review employment practices to avoid child and forced labour, 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) balancing their works and nursing care commitment when the need arises; and
- (e) prohibiting the hiring of the underage in compliance with law.

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

During the Reporting Period, the Group strictly complied with relevant labour laws and regulations including, but not limited to, the Employment Ordinance. The Group was not aware of any material non-compliance of laws and regulations regarding child and forced labour that may have a significant impact on the Group.

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.

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) 有需要時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。

於報告期間，本集團嚴格遵守與僱傭相關的法律法規，包括但不限於《僱傭條例》。就我們所知，本集團並無任何嚴重違反有關童工及強制勞工的法例法規而對本集團造成重大影響的事宜。

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。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Fair and Open Tendering

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 Group's procurement procedures strictly abide by related laws and regulations, making procurement on an open, fair and impartial basis without any discrimination against any particular supplier. Employees and other individuals who share common interest with relevant suppliers will not be allowed to participate in the procurement process.

The Group requires new suppliers to submit all relevant documents for review and runs 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.

The number of suppliers by region was as follows:

公平公開招標

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。本集團採購過程嚴格參照相關法律法規的規定，在公開、公平、公正的條件下進行，不會對任何供應商有歧視性待遇。與相關供應商有利益關係的員工及其他個人不會被允許參與相關採購活動。

本集團要求新供應商提交所有相關文件以供審閱，並進行背景調查，以評估其是否可靠。我們定期進行檢查及評估，以檢視供應商的標準，並將隨時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。

按地區劃分的供應商數目如下：

By region 地區劃分	Number of suppliers 供應商數目
Mainland China 中國內地	4
Hong Kong 香港	17
Others (Germany, Malaysia, Singapore, Spain, UK) 其他(德國, 馬來西亞, 新加坡, 西班牙, 英國)	5
Total 合計	26

Product and Service Responsibility

The Group believes providing products and services that meet or exceed the client's requirements is essential for job referrals and future business opportunities. Therefore, the Group aims at delivering the best quality products and services to the customers and has formulated a Quality Policy so as to further strengthen and regulate its quality control procedures.

During the Reporting Period, the Group strictly complied with relevant laws and regulations related to the quality of products and services including, but not limited to, the Trade Descriptions Ordinance, the Copyright Ordinance and the Personal Data (Privacy) Ordinance. The Group was not aware of any material non-compliance of laws and regulations related to the quality of products and services that may have a significant impact on the Group. During the Reporting Period, the Group was not aware of any cases where products sold or shipped subject to recalls for safety and health reasons, and no major complaints about products and services were received.

Quality Management

In line with the Quality Policy, the Group has implemented a Quality Management System so as to ensure successful fulfilment of its commitment to quality. Through the continuous improvement of the efficacy of management activities, resources allocation, service real-time monitoring and measurement methods of the Quality Management System, the Group is committed to continually improving the quality of its products and services. 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.

Customer Service

The Group attaches great importance to product and service quality and corporate reputation. As the Group's business does not involve significant safety issues, the quality of our services is of great importance in maintaining a long term relationship with our customers. To this end, the Group has developed relevant systems for handling customer feedback to standardise the process of dealing with enquiries, quotations and complaints, so as to ensure that each customer's feedback is recorded, handled and responded to in a professional and prompt manner.

產品及服務責任

本集團認為達到或超越客戶對產品及服務的要求，對其獲得工作推薦以及未來業務機會十分重要。因此，本集團致力於向客戶提供最優質的產品及服務，且已制訂質量政策以進一步加強及規管其品質控制程序。

於報告期間，本集團嚴格遵守與產品及服務品質相關的法律法規，包括但不限於《商品說明條例》、《版權條例》和《個人資料(私隱)條例》。就我們所知，本集團並無任何違反產品及服務品質相關的法律法規而對本集團造成重大影響的事宜。於報告期間，本集團並無任何已售或已運送產品因安全與健康理由而須回收的個案，亦未接獲關於產品及服務的重大投訴。

品質管制

本集團按照質量政策實施了品質管制系統，以確保能成功履行其對品質的承諾。通過持續提升品質管制系統的管理活動效能、資源分配、服務實時監控及衡量方法，本集團致力持續提升其產品及服務的品質。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。

客戶服務

本集團十分重視產品及服務品質以及企業聲譽。由於本集團的業務並不涉及重大的安全事宜，因此，我們服務的質素於與客戶維持長期關係尤為重要。本集團為此制定了處理客戶反饋的相關制度，以規範化處理查詢、報價及投訴流程，從而確保每一位客戶的反饋也會被專業和迅速地記錄、處理以及作出回應。

Advertising and Labelling

In order to ensure that the promotion of the Group's services conforms to the actual situation of the service, the Group strictly abides by the relevant laws and regulations on advertising marketing such as the Trade Descriptions Ordinance in Hong Kong. The Group strictly prohibits the use of false and misleading product descriptions in advertisements and is committed to ensuring that all advertising contents are clear, real and authentic.

Protection of Customer Privacy

To further reinforce the privacy management in protection of the Group's property and customers' safety and interests, the Group has in place consumer data protection and privacy policies for protecting personal information, the Group's properties and classified information. The Group strictly prohibits any abuse of personal information and illegal profiteering acts.

Intellectual Property Management

The Group respects intellectual property rights of others and ensure its employees 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.

Anti-Corruption

Ethical Business

The Group recognises the crucial importance of anti-corruption to a corporate culture of integrity and to the interests of all stakeholders. Therefore, it is of paramount importance that the Group's reputation is not tarnished by dishonesty or corruption. With the aim to maintain a fair, ethical and efficient business and working environment, the Group strictly prohibits any form of corruption including, but not limited to, fraud, extortion, bribery and money laundering.

The Group has in place an Anti-Corruption Policy clearly stating that its employees should decline an offer of gift if acceptance of it might compromise 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. Employees should seek for written permission from the executive director in charge of the operating unit or the Group if they intend to accept a gift with value greater than the maximum limit as stated in our Employment Policy.

宣傳及標籤

為保證本集團服務的宣傳符合服務實情，本集團嚴格遵守香港的《商品說明條例》等廣告行銷相關法律及法規。本集團嚴格禁止在廣告中對產品使用虛假及誤導性商品說明的行為，並致力確保所有廣告內容均清楚及真實。

客戶私隱保護

為進一步加強私隱管理工作，保護企業資產及客戶的安全與利益，本集團已制訂消費者數據保護及私隱政策，以保護個人資訊、集團資產及機密資料。本集團嚴格禁止一切個人資訊的濫用和非法獲利。

知識產權管理

本集團尊重他人的知識產權，且確保僱員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。董事會透過及時與具成本效益地進行妥當註冊，來保護本公司的知識產權。

反貪污

道德操守

本集團深明反貪對於持廉守正的企業文化以及所有持份者的利益至關重要。因此，確保本集團的聲譽不受不誠實或貪污等行為所損害尤為重要。為維持公平且符合道德及效益的營商及工作環境，本集團嚴禁一切形式之貪污，包括但不限於欺詐、勒索、賄賂及洗黑錢等。

本集團設有反貪污政策，清楚列明倘若僱員接受禮物餽贈可能影響其在進行本集團業務的過程中的客觀性，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，僱員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。

Conflict of Interest

The Anti-Corruption Policy stipulated that 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 situation arises. Failure to do so may give rise to criticism of favouritism, abuse of authority or even allegations of corruption.

The Board attaches great importance to the prevention of bribery and malpractice of the Group, and thus 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 Reporting Period, the Group was not aware of any non-compliance case in relation to bribery, extortion, fraud and money laundering related laws and regulations that would have a significant impact on the Group including, but not limited to, the Prevention of Bribery Ordinance in Hong Kong.

Community Involvement

Corporate Social Responsibility

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.

Employees are encouraged to participate in volunteer activities, including a volunteer leave system and program for employees to utilise lunch hours to conduct volunteer activities, which provide opportunities for the employees to engage with the stakeholders affected by our operations. We believe 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. In addition, we believe that the participation in activities that contribute to the society can improve employees' civic awareness and promote correct values.

The Group believes that by helping the community, both materially and spiritually, it will also meet the expectations of Shareholders and stakeholders, including customers, suppliers, and employees. During the Reporting Period, the Group contributed HK\$30,000 to the Community Chest of Hong Kong for charity purpose.

利益衝突

反貪污政策規定僱員應避免任何可能導致實際或被視為有利益衝突的情況，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。

就我們所知，於報告期間，本集團並無任何違反有關防止賄賂、勒索、欺詐及洗黑錢的相關法例和法規，包括但不限於香港的《防止賄賂條例》，而對本集團造成重大影響的情況。

社區參與

企業社會責任

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。

我們鼓勵僱員參與義工活動，包括義工假期制度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。我們相信透過社區參與，我們能夠更好地瞭解持份者的需求，讓我們的建設工程能與社區和諧共存，造福香港市民。此外，我們相信藉著親身參與回饋社會的活動，可以提高員工的公民意識及幫助他們樹立正確的價值觀。

本集團相信，通過物質及精神上幫助社區，能有助達到股東及持份者（包括客戶、供應商、僱員）的期望。於報告期間，本集團向公益金捐贈了港幣30,000元，以作慈善用途。

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節/聲明
Aspect A1: Emissions 層面A1：排放物		
General Disclosure 一般披露	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 with relevant laws and regulations that have a significant impact on the issuer relating to Exhaust Gas and GHG emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 遵守對發行人有重大影響的相關法律及法規的資料。	Exhaust Gas Emission, GHG Emission, Sewage Discharge, Waste Management 廢氣排放、溫室氣體排放、污水排放、廢物管理
KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Exhaust Gas Emission, GHG Emission, Sewage Discharge, Waste Management 廢氣排放、溫室氣體排放、污水排放、廢物管理
KPI A1.2 關鍵績效指標A1.2	GHG emissions in total (in tonnes) and intensity. 溫室氣體總排放量（以噸計算）及密度。	GHG Emissions 溫室氣體排放
KPI A1.3 關鍵績效指標A1.3	Total hazardous waste produced (in tonnes) and intensity. 所產生有害廢棄物總量（以噸計算）及密度。	Waste Management (Not applicable, Explained) 廢物處理 (不適用-已解釋)
KPI A1.4 關鍵績效指標A1.4	Total non-hazardous waste produced (in tonnes) and intensity. 所產生無害廢棄物總量（以噸計算）及密度。	Waste Management 廢物處理
KPI A1.5 關鍵績效指標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。	Exhaust Gas Emission, GHG Emission, Sewage Discharge, Waste Management 廢氣排放、溫室氣體排放、污水排放、廢物處理
KPI A1.6 關鍵績效指標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。	Waste Management 廢物處理

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

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及 關鍵績效指標	Description 描述	Section/Declaration 章節/聲明
Aspect A2: Use of Resources 層面A2：資源使用		
General Disclosure 一般披露	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。	Energy Consumption, Water Consumption 能源消耗、水資源消耗
KPI A2.1 關鍵績效指標A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能源總耗量及密度。	Energy Consumption 能源消耗
KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity. 總耗水量及密度。	Water Consumption 水資源消耗
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畫及所得成果。	Energy Consumption 能源消耗
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畫及所得成果。	Water Consumption 水資源消耗
KPI A2.5 關鍵績效指標A2.5	Total packaging material used for finished products (in tonnes) and with reference to per unit produced. 製成品所用包裝材料的總量（以噸計算）及每生產單位佔量。	Use of Packaging Materials (Not applicable, Explained) 包裝材料使用 (不適用-已解釋)
Aspect A3: The Environment and Natural Resources 層面A3：環境及天然資源		
General Disclosure 一般披露	Policies on minimising 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。	Environmental Policy 環境政策
KPI A3.1 關鍵績效指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	The Environment and Natural Resources 環境及天然資源

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節/聲明
Aspect B1: Employment 層面B1：僱傭		
General Disclosure 一般披露	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 relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, antidiscrimination, and other benefits and welfare. 遵守對發行人有重大影響的相關法律及法規的資料。	Employment Practices 僱傭慣例
KPI B1.1 關鍵績效指標B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	Employment Practices 僱傭慣例
KPI B1.2 關鍵績效指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Employment Practices 僱傭慣例
Aspect B2: Health and Safety 層面B2：健康與安全		
General Disclosure 一般披露	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 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. 遵守對發行人有重大影響的相關法律及法規的資料。	Health and Safety 健康與安全
KPI B2.1 關鍵績效指標B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	Health and Safety 健康與安全
KPI B2.2 關鍵績效指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	Health and Safety 健康與安全
KPI B2.3 關鍵績效指標B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	Health and Safety 健康與安全

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節/聲明
Aspect 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. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Employee Training and Development 僱員培訓與發展
KPI B3.1 關鍵績效指標B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別（如高級管理層、中級管理層等）劃分的受訓僱員百分比。	Employee Training and Development 僱員培訓與發展
KPI B3.2 關鍵績效指標B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Employee Training and Development 僱員培訓與發展
Aspect B4: Labour Standards 層面B4：勞工準則		
General Disclosure 一般披露	Information on: 有關防止童工或強制勞工的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 遵守對發行人有重大影響的相關法律及法規的資料。	Labour Standards 勞工標準
KPI B4.1 關鍵績效指標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。	Labour Standards 勞工標準
KPI B4.2 關鍵績效指標B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Labour Standards 勞工標準
Aspect B5: Supply Chain Management 層面B5：供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Supply Chain Management 供應鏈管理
KPI B5.1 關鍵績效指標B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Supply Chain Management 供應鏈管理
KPI B5.2 關鍵績效指標B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	Supply Chain Management 供應鏈管理

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節/聲明
Aspect B6: Product Responsibility 層面B6：產品責任		
General Disclosure 一般披露	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 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. 遵守對發行人有重大影響的相關法律及法規的資料。	Product and Service Responsibility 產品及服務責任
KPI B6.1 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。	Product and Service Responsibility 產品及服務責任
KPI B6.2 關鍵績效指標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。	Product and Service Responsibility 產品及服務責任
KPI B6.3 關鍵績效指標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措施。	Intellectual Property Management 知識產權管理
KPI B6.4 關鍵績效指標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。	Quality Management 品質管制
KPI B6.5 關鍵績效指標B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	Protection of Customer Privacy 客戶私隱保護

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節/聲明
Aspect B7: Anti-corruption 層面B7：反貪污		
General Disclosure 一般披露	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 with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 遵守對發行人有重大影響的相關法律及法規的資料。	Anti-corruption 反貪污
KPI B7.1 關鍵績效指標B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	Anti-corruption 反貪污
KPI B7.2 關鍵績效指標B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Anti-corruption 反貪污
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. 有關以社區參與來瞭解營運所在社區需要和確保其業務活動會顧及社區利益的政策。	Community involvement 社區參與



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KWONG MAN KEE GROUP LIMITED