智城發展控股有限公司
SMART CITY DEVELOPMENT HOLDINGS LIMITED

(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立的有限公司)
Stock Code 股份代號 : 8268

2024 Environmental, Social and Governance Report
環境、社會及管治報告

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目錄

About the Report
關於本報告

Smart City Development Holdings Limited (the "**Company**") and its subsidiaries (collectively referred to as the "Group" or "**We**") are pleased to present the Environmental, Social and Governance ("**ESG**") Report (the "**ESG Report**"), which summarises the efforts and achievements made by the Group in corporate social responsibility and sustainable development. For the details of corporate governance, please refer to the Corporate Governance Report of the Group's Annual Report 2024.

智城發展控股有限公司(「**本公司**」)及其附屬公司(統稱「本集團」或「**我們**」)欣然提呈環境、社會及管治(「**ESG**」)報告(「**ESG報告**」)。ESG報告概述本集團在企業社會責任及可持續發展方面所付出的努力和獲得的成就。有關企業管治的詳細資料，請參閱本集團二零二四年年報內的企業管治報告。

SCOPE OF THE REPORT

The ESG Report focuses on the environmental and social performance of the businesses of the Group mainly in Hong Kong and Macau during the period from 1 April 2023 to 31 March 2024 (the "**Year**"); while environmental Key Performance Indicators ("**KPIs**") cover the Group's business as a contractor in the building industry providing building construction works, electrical and mechanical engineering works, and alterations, addition, renovation, refurbishment and fitting out works which contributes a substantial portion of net assets of the Group. The Group will continue to develop strategies to enhance its performance in the environmental realm and to disclose relevant information in sustainable development.

報告範圍

ESG報告主要集中本集團於香港及澳門的業務，闡述於二零二三年四月一日至二零二四年三月三十一日期間(「**本年度**」)的環境及社會表現；環境關鍵績效指標(「**關鍵績效指標**」)則涵蓋本集團從事建築行業承建商且貢獻大部份本集團資產淨值的業務，即提供樓宇建造工程、機電工程，以及改建、增建、翻修、整修及裝修工程。本集團將繼續制定策略，以提升環境領域的表現及披露可持續發展的相關資料。

REPORTING FRAMEWORK

The ESG Report is prepared in accordance with the "Environmental, Social and Governance Reporting Guide" ("**ESG Guide**") under Appendix C2 to the Rules Governing the Listing of Securities on GEM of The Stock Exchange of Hong Kong Limited ("**HKEX**").

報告框架

ESG報告乃根據香港聯合交易所有限公司(「**香港聯交所**」)GEM證券上市規則附錄C2《環境、社會及管治報告指引》(「**ESG指引**」)編製。

REPORTING PRINCIPLES

The ESG Report adheres to the ESG Reporting Principles set out in the ESG Guide, including materiality, quantitative and consistency. Details are illustrated as follows:

報告原則

ESG報告遵守ESG指引所載ESG匯報原則，包括重要性、量化及一致性。詳情闡述如下：

Materiality

The content of the ESG Report is determined through stakeholder engagement and materiality assessment processes, which include identifying ESG-related issues, collecting and reviewing the management and stakeholders' opinions, assessing the relevance of the issues and preparing and validating the information reported. The ESG Report covers the key issues concerned by different stakeholders.

重要性

ESG報告內容乃透過持份者參與及重要性評估流程釐定，當中包括識別ESG相關事宜、收集及審視管理層及持份者的意見、評估事宜是否相關，以及編製及核證報告資料。ESG報告涵蓋各持份者關注的重點事宜。

Quantitative

Quantitative environmental and social KPIs are disclosed in the ESG Report so that stakeholders are able to have a comprehensive understanding of the Group's ESG performance. Information on the standards, methodologies, references and source of key emission and conversion factors used on these KPIs are stated wherever appropriate.

Consistency

In order to enhance and maintain comparability of ESG performances between years, the Group has strived to adopt consistent reporting and calculation methodologies as far as reasonably practicable. Any changes in methodologies and specific standards have been presented and explained in detail in corresponding sections. The Group will continue to adopt consistent methodologies as far as reasonably practicable in the future, in case of any changes that could affect a meaningful comparison of the KPIs between years.

INFORMATION AND FEEDBACK

Your opinions on the Group's ESG performance are highly valued. Should you have any advice or suggestions, please feel free to contact the Company through info@smartcity-d.com.

量化

經量化的環境及社會關鍵績效指標會於ESG報告中披露，讓持份者全面了解本集團的ESG表現。有關該等關鍵績效指標所用的準則、方法、參考以及主要排放因子及換算係數來源的資料已適當註明。

一致性

為提高及維持各年度ESG表現的可比較性，本集團致力在合理切實可行情況下採用貫徹一致的呈報及計算方法。方法及特定準則的任何轉變均已於相應章節呈列及詳細闡述。本集團未來將繼續在合理切實可行情況下採用貫徹一致的方法，以免出現任何轉變而影響各年度關鍵績效指標的有效比較。

資料與反饋

本集團高度重視　閣下對本集團ESG表現的意見。如　閣下有任何建議或提議，歡迎電郵至info@smartcity-d.com與本公司聯繫。

ESG Responsibility Management
ESG責任管理

ESG GOVERNANCE

The Group believes that excellent ESG governance is critical to mobilising the Group toward sustainable development and bringing long-term returns to its stakeholders. The board of directors (the "**Board**") of the Company thereby takes full accountability to identify and evaluate the ESG and climate-related issues and risks, oversee and review the Group's short-term and long-term ESG strategies and targets, and ensure ESG risk management is put in place effectively. The Board has delegated authority to implement sustainable operation practices and ensure compliance with relevant laws and regulations. The Board has understood the Group's annual ESG highlights and risks and monitored the formulation of the ESG Report in order to ensure its quality meets the requirements of the Board.

The Board is responsible for prioritising ESG issues by executing the stakeholder engagement process. In order to facilitate the prioritisation of ESG issues, the Board has appointed third-party ESG consultants to conduct a materiality assessment. The issues that are likely to influence our stakeholders and businesses are regarded as material issues. The Board is well-informed about the results and concludes the material ESG issues. The Board shall continually review the engagement channels and keep abreast of stakeholders' expectations.

The Board shall continue to seek opportunities to improve its ESG performance and set and review goals with reference to the Group's material issues identified. The Board shall share the annual ESG achievements and target meeting progress with stakeholders through the ESG Report.

ESG管治

本集團相信卓越的ESG管治對引領本集團邁向可持續發展及為其持份者帶來長期回報而言尤關重要。因此，本公司董事會(「**董事會**」)全權負責識別及評估ESG及氣候相關事宜及風險、監督及檢討本集團短期與長期ESG策略及目標，並確保ESG風險管理有效實施。董事會已授權實施可持續營運慣例及確保遵守相關法律及規例。董事會已了解本集團的年度ESG摘要及風險，並監察ESG報告的編製，以確保其質素符合董事會的要求。

董事會負責透過執行持份者參與流程，為ESG事宜排列優次。為方便釐定ESG事宜的優次排序，董事會已委聘第三方ESG顧問進行重要性評估。可能對我們的持份者及業務構成影響的事宜會被視為重要議題。董事會充分知悉結果並總結重要ESG議題。董事會將持續審視參與渠道，時刻關注持份者的期望。

董事會將繼續尋求機會改善ESG表現，並根據所識別的本集團重要議題訂立與檢討目標。董事會將透過ESG報告與持份者分享達成年度ESG成就與目標的進度。

STAKEHOLDER ENGAGEMENT

The Group deeply understands the importance of close communication with stakeholders. The preparation of the ESG Report, which includes the participation of different stakeholders, has helped us to review our current management on the environmental and social performance and has also served as a basis for the formulation of our sustainability strategies. In order to understand the stakeholders' expectations and requirements, the Group has established various channels to collect opinions regarding our ESG performance and to address their reasonable expectations.

持份者參與

本集團深明與持份者保持密切溝通的重要性。ESG報告的編製涉及不同持份者的參與，有助我們檢討目前對環境及社會表現的管理，並為制定可持續發展策略奠定基礎。為了解持份者的期望及要求，本集團設有不同渠道收集持份者對我們ESG表現的意見，藉此回應他們的合理期望。

Stakeholders 持份者	Expectations and Requirements 期望及要求	Means of Communication and Response 溝通及回應方式
Government and Regulators	• Compliance with national policies, laws and regulations • Support for local economic growth • Drive local employment • Tax payment in full and on time • Construction safety	• Regular information reporting • Regular meetings with regulators • Dedicated reports • Examination and inspection
政府及監管機構	• 符合國家政策、法律及規例 • 支持當地經濟增長 • 推動當地就業 • 按時繳足稅項 • 安全建設	• 定期匯報資訊 • 定期與監管機構會面 • 專案報告 • 檢視及審查
Shareholders	• Returns • Compliant operation • Growth in corporate value • Information transparency and effective communication	• General meetings • Announcements • Email, telephone communication and company website • Dedicated report • Site visits
股東	• 收益回報 • 合規營運 • 企業價值增長 • 資訊透明及有效溝通	• 股東大會 • 公司公告 • 電郵、電話通訊及公司網站 • 專案報告 • 實地視察

Stakeholders 持份者	Expectations and Requirements 期望及要求	Means of Communication and Response 溝通及回應方式
Business Partners **業務夥伴**	• Operation with integrity • Equal Rivalry • Performance of contracts • Mutual benefit and win-win result • 誠信經營 • 公平競爭 • 履行合約 • 互惠互利	• Review and appraisal meetings • Business communication • Exchange and discussion • Engagement and cooperation • 檢討及評估會議 • 商務通訊 • 交流討論 • 洽談合作
Customers **客戶**	• High-quality construction projects and services • Health and safety • Performance of contracts • Operation with integrity • 優質建造項目及服務 • 健康及安全 • 履行合約 • 誠信經營	• Customer service centre and hotlines • Customer feedback surveys • Customer communication meetings • Social Media Platforms • Calling for feedback • 客戶服務中心及熱線 • 客戶意見調查 • 客戶通訊會議 • 社交媒體平台 • 徵求意見
Environment **環境**	• Compliant emissions • Energy conservation and emission reduction • Ecosystem protection • 合規排放 • 節約能源及減少排放 • 保護生態系統	• Communication with local environmental departments • Communication with the locals • Reporting • Investigations and inspections • 與當地環境部門溝通 • 與當地居民溝通 • 報告 • 調查及檢查

Stakeholders 持份者	Expectations and Requirements 期望及要求	Means of Communication and Response 溝通及回應方式
Industry **行業**	• Establishment of industry standards • Driving industry development • 設立行業準則 • 推動行業發展	• Participation in industry forums • Visits and inspections • 參與行業相關論壇 • 視察及檢查
Employees **僱員**	• Protection of rights • Occupational health and safety • Remunerations and benefits • Career development • Humanity care • 保障權利 • 職業健康及安全 • 薪酬及福利 • 事業發展 • 關愛僱員	• Employee communication meetings • House journal and intranet • Employee mailbox • Training and workshops • Employee activities • 僱員通訊會議 • 內部刊物及內聯網 • 僱員郵箱 • 培訓及工作坊 • 僱員活動
Communities and the Public **社區及公眾**	• Improvement in community environment • Participation in charity • Information transparency • 改善社區環境 • 熱心公益 • 資訊透明	• Company website • Announcements • Interview with media • Social media platforms • 公司網站 • 公司公告 • 與媒體面談 • 社交媒體平台

MATERIALITY ASSESSMENT

With the opinions and information collected from stakeholders through various channels, the Group has a better understanding of the ESG-related issues concerned by the stakeholders. From time to time, the Group will also gather the stakeholder's view on ESG-related issues through questionnaires. The information gathered, after being analysed along with professional opinions from third-party professionals, helped the Group identify and prioritise ESG issues which are concerned by stakeholders and are highly related to the Group's business.

重要性評估

本集團透過不同渠道收集持份者的意見及資料，從而對持份者關注的ESG相關事宜有較透徹的了解。本集團會不時透過問卷調查收集持份者對於ESG相關議題的看法。所收集的資料經過分析，並結合第三方專業人士的專業意見，有助本集團識別及優先處理持份者所關注與本集團業務密切相關的ESG事宜。

Aspects **層面**	**Material Issues** **重要議題**
Environment 環境	Environmental Compliance Waste Management 環境合規 廢棄物管理
Labour Practices 勞工慣例	Employment Compliance Occupational Health and Safety Training and Education 僱傭合規 職業健康及安全 培訓及教育
Operating Practices 營運慣例	Quality Management Information Security Customer Privacy Protection Anti-corruption 質量管理 資訊安全 客戶私隱保護 反貪污

ENVIRONMENTAL PRINCIPLE

The Group recognises the importance of environmental protection and is committed to embedding corporate responsibility into its business operation. A Safety and Environmental Department, which is responsible for ensuring environmental compliance and proper implementation of environmental protection measures in the projects, has been established by the Group. As a contractor in the building industry, we have been operating in strict compliance with the environment-related laws and regulations applicable to the building industry, so as to minimise the environmental impacts. Looking forward, the Group looks to maintain its compliance with relevant environmental laws and regulations, as well as make sure there are no occurrences of major environmental incidents.

The Group has always put a high priority on environmental protection. With that in mind, regular on-site environmental management meetings are held by the Group's Environmental Committee, which includes representatives from sub-contractors. Environmental and site hygiene issues regarding the management system as well as on-site performance will be discussed and reviewed in order to effectively control the environmental impacts caused by construction work during the meetings. In one of such meetings for one of the Group's construction sites, the Group has confirmed that the site and construction should comply with BEAM Plus certification, an assessment-based certification system which aims to reduce the environmental impacts of buildings.

During the Year, the Group was not aware of any non-compliance with environmental-related laws and regulations.

環境原則

本集團深明保護環境的重要性，致力於業務營運過程中履行企業責任。本集團已成立安全及環保部門，負責確保項目符合環境規例及妥善實施環境保護措施。作為建築行業的承建商，我們一直嚴格遵守建築行業適用的環境相關法律及規例，務求盡量減少對環境的影響。展望未來，本集團擬繼續遵守相關環境法律及規例，確保不會發生重大環境事故。

本集團一向高度重視環保。為此，本集團的環境委員會(包括各分包商代表)定期舉行地盤環境管理會議，會上將討論及檢討管理制度相關的環境及地盤衞生事宜和地盤工作表現，以便有效控制建造工程對環境造成的影響。本集團於旗下其中一個建築地盤的相關會議上，確認有關地盤及建築應符合綠建環評認證。綠建環評認證則為一種基於評估的認證體系，旨在減少建築物對環境的影響。

於本年度，本集團並不知悉任何違反環境相關法律及規例的情況。

Environmental Objectives and Progress

During the Year, the Group has set goals and objectives regarding different environmental aspects and implemented corresponding measures. The Group shall ensure its environmental initiatives are aligned with the targets and closely monitor the progress against the targets for improvement in environmental performance. The environmental objectives regarding waste, greenhouse gas ("**GHG**") emission, energy and water resources of the Year are summarised as the following:

環境目標及進度

於本年度，本集團已就不同環境層面訂立目的及目標並實施相應措施。本集團將確保其環保倡議切合目標，並密切監察達致改善環境表現目標的進度。本年度有關廢棄物、溫室氣體(「**溫室氣體**」)排放、能源及水資源的環境目標概述如下：

Aspects **層面**	**Objectives** **目標**
Waste 廢棄物	To ensure proper handling of recyclable materials and raise the awareness of the employees towards waste reduction at source. 確保妥善處置可回收物料及提高僱員對源頭減廢的意識。
GHG Emission 溫室氣體排放	To minimise GHG emissions by enhancing the efficiency of resource use and promoting a low-carbon lifestyle in the workplace. 透過提升資源使用效率及推廣工作場所低碳生活方式，盡量減少溫室氣體排放。
Energy 能源	To enhance energy efficiency and promote a low-carbon lifestyle in the workplace. 提升能源效益及推廣工作場所低碳生活方式。
Water 水	To enhance the water usage efficiency and increase the awareness of employees on water conservation. 提升用水效益及提高僱員對節約用水的意識。

EMISSION TREATMENT
Waste

The Group understands the burdens of local landfills and endeavours to relieve the pressure of landfills by minimising the waste generated from its daily operation. During the Year, the Group has aimed to ensure proper handling of recyclable materials and raise the awareness of the employees towards waste reduction at source. To achieve these goals, the Group has identified the source of hazardous and non-hazardous waste and recognised the recyclable materials. The non-hazardous waste from the office operation of the Group is mainly general refuse, while the hazardous waste is mainly used toner cartridges used light tubes.

In general, recyclable materials are sorted and transferred to recycling companies regularly, while hazardous waste is gathered centrally and collected by authorised parties or property management companies. To reduce paper waste, the Group sets the printers and computers to default duplex and reminds employees to reduce the number of photocopies whenever possible. In addition, we encourage our employees to use reusable dishware and cutlery instead of disposable ones by displaying notices and posters in offices, so as to raise awareness of waste reduction among employees.

In respect of site operation, as a way to identify and properly handle waste generation, a Waste Management Plan will be compiled before the commencement of designated projects, which sets out the approach and procedures for the management of waste generated from the various construction works, as well as the arrangements for storage and reduction of waste in accordance with the Waste Disposal Ordinance (Cap. 354 of the Laws of Hong Kong). A monthly waste audit will also be carried out to monitor the amount of various waste produced and supervise the compliance of sub-contractors.

In the construction phase, sub-contractors are required to handle hazardous waste and non-hazardous waste separately to avoid land contamination. The hazardous waste, such as chemical waste, shall be properly packaged, labelled and stored at designated areas and transferred to qualified parties for handling pursuant to the requirements of relevant laws and regulations. Apart from hazardous waste, construction and demolition ("**C&D**") waste is the major non-hazardous waste arising from construction works, which is sorted and segregated into different containers. The sub-contractors are advised to recycle and reuse the C&D waste to the greatest extent possible before the transportation to designated disposal sites by authorised companies.

排放物處理
廢棄物

本集團深諳本地堆填區所面臨的負擔，並致力透過盡量減少日常營運產生的廢棄物，緩解堆填區的負荷。於本年度，本集團務求確保妥善處置可回收物料及提高僱員對源頭減廢的意識。為達致該等目的，本集團已識別有害廢棄物及無害廢棄物的源頭並辨認可回收物料。本集團辦公室運作所產生的無害廢棄物主要為一般廢棄物，而有害廢棄物則主要為已使用的碳粉盒及報廢的光管。

一般情況下，可回收物料會作分類，並定期送交回收商，而有害廢棄物則集中收集，並由獲授權方或物業管理公司回收。為減少浪費紙張，本集團將打印機及電腦預設為雙面打印，並提醒僱員盡可能減少影印數量。此外，我們在辦公室張貼通告及海報，鼓勵僱員使用可重用的餐具代替即棄餐具，藉此提高僱員減廢的意識。

就地盤作業而言，為識別及妥善處理廢棄物的產生，我們將於指定項目施工前制定廢棄物管理計劃，當中根據香港法例第354章《廢物處置條例》列明各項建造工程所產生廢棄物的管理方法及程序以及有關儲存及減少廢棄物的安排。我們亦將每月進行廢棄物審計，以監測各種廢棄物的產生量及監督分包商的合規情況。

在建築階段，分包商須分開處理有害廢棄物與無害廢棄物，防止土地受污染。分包商須根據相關法律及規例的規定將化學廢棄物等有害廢棄物包妥、貼上標籤及儲放在指定位置，並交由合資格機構處理。除有害廢棄物外，建造及拆卸(「**拆建**」)的廢棄物為建造工程產生的主要無害廢棄物，會根據種類分類存入不同容器內。我們建議分包商於獲授權公司將拆建廢棄物運往指定棄置場前，盡可能回收及重用拆建廢棄物。

GHG Emission

The Group recognises the alarming situation of global warming and climate change and therefore aims to minimise GHG emissions. The direct source of the Group's GHG emissions is fuel combustion from vehicles while the indirect emission sources of the Group's GHG emissions include purchased electricity, disposal of paper waste, sewage treatment and business travel. Business air travel during the Year contributed to a small amount of GHG emissions. On the other hand, the Group's GHG emissions in the Year were mainly from energy usage including electricity consumption in the workplace and fuel consumption of vehicles. Therefore, the Group has set targets for minimising GHG emissions from energy consumption by enhancing energy efficiency of resource use and promoting a low-carbon lifestyle in the workplace. Details of the measures taken to reduce electricity consumption in the workplace and vehicle use will be discussed in the "Resources Conservation" and "Pollutant Emission" sections respectively.

Pollutant Emission

The major air emissions caused by the Group's operation stem from vehicle exhausts. To reduce emissions from our vehicle fleet, we have purchased electric vehicle and vehicles with small engine displacements, and performed regular checks and maintenance on our vehicles. In office operations, we encourage our staff to take public transport instead of driving during transit to reduce the carbon footprint and subsequently reduce air pollutant emissions. For site operation, construction dust is the main air pollutant that may affect the air quality of the surrounding environment. Thus, we require sub-contractors to comply with relevant laws and regulations such as the Air Pollution Control Ordinance (Cap. 311 of the Laws of Hong Kong), so as to alleviate the air quality impact. For example, the Group requires dusty materials to be covered or sheltered, while water is sprayed on dusty materials before loading and unloading to avoid the emission of fugitive dust.

溫室氣體排放

本集團深知全球暖化及氣候變化情況嚴峻，因此矢志盡力減少溫室氣體排放。本集團溫室氣體排放的直接源頭為汽車的燃料燃燒，而本集團溫室氣體排放的間接源頭包括外購電力、廢紙處置、污水處理及商務旅行。本年度的商務航空旅行所佔溫室氣體排放比例不高。另一方面，本集團於本年度的溫室氣體排放主要源自能源使用，包括工作場所的電力消耗及汽車的燃料消耗。因此，本集團已訂立目標，透過提升資源使用的能源效益及推廣工作場所低碳生活方式，盡量減少能源消耗產生的溫室氣體排放。有關為減少工作場所的電力消耗及汽車使用而採取的措施詳情，將分別於「節約資源」及「污染物排放」各節論述。

污染物排放

本集團營運所造成的主要廢氣排放來自汽車尾氣排放。為減少我們車隊的排放，我們已購入電動車及引擎排氣量少的汽車，並定期檢查及維修車輛。在辦公室作業方面，我們鼓勵員工乘坐公共交通工具取替駕駛私家車輛出入，以減少碳足跡，繼而減少空氣污染物的排放。在地盤作業方面，工程塵埃乃可能影響周圍環境空氣質素的主要空氣污染物。因此，我們要求分包商遵守相關法律及規例(例如香港法例第311章《空氣污染管制條例》)，藉此減低對空氣質素的影響。舉例而言，本集團要求覆蓋或遮蔽塵埃物料，並於裝卸前在塵埃物料上灑水，以免塵埃飛揚。

Wastewater

The water consumption of the Group is mainly attributed to the daily operation of the general office and construction sites. Domestic sewage is the major type of wastewater in the office and is discharged directly to the municipal drainage system. For site operation, sub-contractors are required to comply with the requirements stipulated in the relevant laws and regulations, such as the Water Pollution Control Ordinance (Cap. 358 of the Laws of Hong Kong). The daily effluent shall comply with the requirements in the water discharge license granted to the Group. Wastewater at construction sites is well-treated before discharge. For example, sand trap filters are installed to avoid the discharge of sand and large particles to the drain when a significant water pollution issue is anticipated.

Looking ahead, the Group will continue to put efforts into controlling the emissions in order to reduce the environmental impact caused by its operation.

廢水

本集團的耗水量主要源自一般辦公室及建築地盤的日常作業。辦公室廢水的主要類型為生活污水，會直接排入市政排水系統。在地盤作業方面，分包商必須遵守相關法律及規例所訂明的規定，例如香港法例第358章《水污染管制條例》。日常排水須符合本集團獲授的排水許可的規定。建築地盤廢水會於排放前妥善處理。舉例而言，當預料會出現重大水污染問題時，安裝砂濾器，以阻隔沙粒及大型顆粒進入排水管。

展望未來，本集團將繼續致力控制排放，以減少其營運對環境造成的影響。

RESOURCES CONSERVATION

Energy

The Group aims to enhance energy efficiency and promote a low-carbon lifestyle in the workplace. To achieve the energy-saving target, the Group takes actions to improve the efficiency of the lighting system, such as de-lamping for higher-than-required lighting level areas and separating light switches for different light zones to avoid unnecessary lighting when rooms are not in use. To reduce electricity consumption, we also implement measures to optimise the efficiency of the heating, ventilation and air conditioning ("**HVAC**") system. For instance, the Group shall replace the air-cooled air conditioning system with the water-cooled air conditioning system and perform regular leakage checks for refrigerants. Moreover, employees are not required to dress in business formal attire in hot weather while casual wear is allowed every Friday to reduce the use of air conditioning.

節約資源

能源

本集團矢志提升能源效益及推廣工作場所低碳生活方式。為達致節能目標，本集團坐言起行，改善照明系統效能，包括在毋須過度照明的地點調暗燈光，並為不同照明區獨立接線開關，避免在無人使用的房間開啟不必要的燈光。為減低電力消耗，我們亦實施措施完善暖通空調(「**暖通空調**」)系統的效能。舉例而言，本集團將以水冷式空調系統取替氣冷式空調系統，並定期檢查雪種滲漏情況。此外，僱員於酷熱天氣時可以不用穿著商務正裝，每逢週五更可以穿著輕便服飾上班，以減少使用空調。

Water

The Group has set targets to enhance water usage efficiency and increase the awareness of employees on water conservation. The Group endeavours to conserve water and implements various water-saving measures, including lowering the water pressure to the minimum practical level, performing regular leakage checks on piping and overflowing tanks, as well as identifying other hidden leakages by monitoring the water meter reading. Our employees are reminded of the importance of water conservation and encouraged to adopt water-saving measures, such as turning off faucets tightly after use to avoid water wastage.

Due to the nature of the construction industry, no packaging materials are used during our operation.

RESPONDING TO CLIMATE CHANGE

Climate change has become one of the most concerning topics to society and is indispensable to the Group. The Group has taken the initiative to identify the potential risks and impacts that may be brought to the Group.

In terms of the acute physical risks, more frequent extreme weather events, such as tropical cyclones and heat waves, may decrease the Group's production capacity ruining its reputation due to the delayed completion of construction projects. The strong wind that may cause a collapse of scaffolding and other temporary structures may incur maintenance and repair costs, and threaten the safety of site construction and office workers. In response to acute risks, a set of typhoons and rainstorms operational guidelines have been developed to protect the safety of workers. Emergency Response Plan of Typhoon Disaster is implemented to prevent life and property loss on the construction site after the issuing of typhoon signals. Code of Practice of Bamboo Scaffolds also ensures the proper maintenance of scaffolds to prevent the collapse of temporary structures.

水

本集團已訂立提升用水效益及提高僱員節約用水意識的目標。本集團努力節約用水，落實多項節水措施，包括將水壓降至最低運作水平、定期檢查水管滲漏及水缸滿溢的情況，以及透過監察水錶讀數找出其他潛藏的漏水點。我們提醒僱員節約用水的重要性，鼓勵彼等採取節水措施，例如在使用後關緊水龍頭，避免浪費用水。

基於建造業性質，我們的營運並無使用包裝材料。

應對氣候變化

氣候變化已成為最備受關注的社會議題之一，其影響與本集團業務乃密不可分。本集團已主動識別本集團可能面對的潛在風險及影響。

就急性實體風險而言，更頻繁的極端天氣事件(例如熱帶氣旋及熱浪)可能會降低本集團的生產能力，導致建設工程延誤，進而損害聲譽。強風或會造成棚架及其他臨時搭建倒塌，招致維修及保養費用，並危及建築地盤及辦公室工作人員的安全。為應對急性風險，我們已制定一套颱風及暴風雨作業指引，以保障員工安全。一旦颱風信號懸掛，本集團會啟動颱風災害應急方案，預防建築地盤發生人員傷亡及財產損失。竹棚架工作守則亦可確保臨時棚架搭建得到妥善維護，免生倒塌事件。

In terms of chronic physical risks, alternation in precipitation patterns and extreme viability in weather patterns increase the difficulty of the construction works and operation costs as more intense and frequent rainfall might lead to flooding on construction sites. The health of site workers is threatened due to the increased frequency of heat waves and the favourable conditions for mosquito-borne disease growth. To cope with the chronic climatic risk, the Group has enhanced the efficiency of the HVAC system and properly maintained channels and manholes to prevent flooding.

就慢性實體風險而言，降雨模式改變及極端天氣模式增多令降雨更加頻密及雨勢更為猛烈，這可能導致建築地盤水浸，令施工難度提高及營運成本上漲。熱浪漸趨頻密，容易滋生經蚊子傳播的疾病，使地盤工人的健康受到威脅。為應對慢性氣候風險，本集團已提升暖通空調系統的效能，並妥善維護管道及沙井，預防水浸。

In terms of the transition risks, the Group faces stringent regulations on existing services such as tightening regulations in the aspect of energy efficiency and GHG emission intensity of the construction material used, which increase operating costs due to implementation of new practices and decrease production capacity. To better manage the transition risks, the Group will regularly review the existing and emerging climate-related trends, policies and regulations to avoid causing additional expenditure.

就轉型風險而言，本集團的現有服務面對嚴格的規管，例如我們所用的建築材料在能源效益及溫室氣體排放密度方面的規例逐漸收緊，導致實施新慣例而增加了營運成本，並降低生產力。為妥善管理轉型風險，本集團將定期檢討當前及新興的氣候相關趨勢、政策及規例，以免招致額外支出。

Caring About Our Employees
關愛僱員

EMPLOYMENT AND WELFARE

The Group believes that employees are the most valuable assets and indispensable to its success. To protect employees' rights and interests, we strictly abide by relevant laws and regulations, such as the Employment Ordinance (Cap. 57 of the Laws of Hong Kong) and the Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong).

We have established a sound recruitment system, under which all recruitment processes are carried out according to the work requirements set by each department. Regardless of their nationality, gender, age, race, religious belief or disability, candidates with relevant professional qualifications and working experience would receive equal consideration for employment. We strictly comply with the Employment of Children Regulations (Cap. 57B of the Laws of Hong Kong) by closely examining the identification documents of candidates to ensure no child labour is employed. Once such labour incidents are discovered, the Group shall investigate the cases and dismiss the related employees promptly. In order to prevent forced labour, duties and responsibilities of the positions are clearly stated on the employment contract to protect the rights of employees. To ensure that our employees have sufficient time to rest, the policies of working hours and rest periods are in line with relevant employment laws and regulations, and clearly stated on the employment contract and staff manual. During the Year, no child or forced labour was employed.

On the other hand, the Group offers employees a competitive remuneration package, which is reviewed and determined with reference to the performances of employees and market practice. Also, promotion opportunities will be given to employees with outstanding performance in their appraisal, which enable the long-term development of employees together with the Group.

For employees who are required to go on business trips, the Group provides accommodation for employees who travel to locations where company accommodation is set up. Otherwise, the Group provides travel allowances, including the expense of accommodation, travel and meals, to employees who are required to go on business trips.

僱傭及福利

本集團深信僱員乃其最寶貴的資產，是取得成功的要素。為保障僱員的權利及權益，我們嚴格遵守相關法律及規例，例如香港法例第57章《僱傭條例》及香港法例第282章《僱員補償條例》。

我們已建立完善的招聘制度，整個招聘過程均按各部門制定的工作要求進行。不論國籍、性別、年齡、種族、宗教信仰或殘疾情況，具有相關專業資格及工作經驗的求職者均享有同等就業機會。我們嚴格遵守香港法例第57B章《僱用兒童規例》，並仔細核查求職者的身份證明文件，確保並無僱用童工。一旦發現該等勞工事件，本集團將立即調查有關個案，並解僱相關僱員。為避免強制勞工，僱傭合約清晰列明職位的職務及職責，以保障僱員的權利。為確保僱員有充足時間休息，工作時間及休息時間的政策均遵循相關僱傭法律及規例，並清晰列於僱傭合約及員工手冊。於本年度，並無僱用童工或強制勞工。

另一方面，本集團為僱員提供具競爭力的薪酬待遇，並因應僱員表現及市場慣例進行檢討及釐定。此外，在評估中表現優異的僱員有機會獲晉升，讓僱員能夠與本集團共同長遠發展。

對於需要出外公幹的僱員，本集團會為前往有公司住宿地點的僱員提供住宿。否則，本集團會向需要出外公幹的僱員提供差旅津貼，包括住宿、差旅及餐飲費用。

In terms of employee benefits, in addition to the statutory requirements of monthly contributions to the Mandatory Provident Fund Scheme under the Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong) and occupational retirement schemes under the Occupational Retirement Schemes Ordinance (Cap. 426 of the Laws of Hong Kong) for employees working in Hong Kong, we also provide employees with discretionary bonuses, allowances and insurances, including medical insurance, employee's compensation insurance and personal accident insurance. Employees who participate in external training would receive reimbursement of tuition fees as well. Besides, employees are entitled to annual leave, wedding leave, compassionate leave, maternity leave, paternity leave as well as statutory holidays. As for resigned employees, outstanding wages are paid pursuant to the requirements of the relevant laws and regulations.

就僱員福利而言，除為於香港工作的僱員就香港法例第485章《強制性公積金計劃條例》下的強制性公積金計劃及香港法例第426章《職業退休計劃條例》下的職業退休計劃作出每月供款的法定要求外，我們亦為僱員提供酌情花紅、津貼及保險，包括醫療保險、僱員補償保險及人身意外保險。參加外部培訓的僱員亦可報銷學費。此外，僱員可享有年假、婚假、恩恤假、產假、侍產假以及法定假日。對於離職的僱員，我們按照相關法律及規例的規定支付未結算薪資。

We value opinions from our employees. We have provided a suggestion box for them to voice out their opinions or complaints anonymously. We have also engaged in communication with them through surveys, staff forums and newsletters. In terms of dismissal, our human resource team would engage in discussion with employees who offer to resign, so as to identify the reasons for their resignation and the opportunities of retaining talents.

我們重視僱員的意見。我們已設置意見箱，讓他們匿名發表意見或作出投訴。我們亦通過調查、員工論壇及通訊與僱員溝通。就離職而言，我們的人力資源團隊會與提出離職的僱員會面，以了解離職的原因及探討挽留人才的機會。

Great importance is attached to the work-life balance of our employees. From time to time, we organise leisure activities for our employees so as to maintain their physical and mental well-being, and foster a sense of belonging to the Group.

本集團非常重視僱員的工作與生活平衡。我們不時為僱員安排各種休閒活動，藉此讓僱員保持身心健康，並培養彼等對本集團的歸屬感。

HEALTH AND SAFETY

To prevent the widespread outbreak of diseases including COVID-19, pneumonia and respiratory tract infection, the Group has been devoted to cooperating with the local authority by implementing various controlling measures in workplaces. Face masks and antiseptic products are provided to employees whenever necessary. Posters are put up in the workplace to foster hygiene awareness among employees. Unless permissions are granted, entering the Group's office is not allowed for non-employees. In addition, the Group has invited third-party cleaning companies to regularly disinfect office premises by applying Medical Grade Natural Disinfection. In order to prevent the spread of COVID-19 within the site area, the Group has also abided by the recommendation of the Construction Industry Council to inspect whether measures are well-implemented and adopted with the assistance of sub-contractors.

In addition, the Group also places high importance on dengue fever and Japanese encephalitis on sites. The Group has taken precautions against mosquito-borne tropical diseases at different levels with reference to the Dengue Fever Gravidtrap Index from the Food and Environmental Hygiene Department of the Hong Kong Government.

Furthermore, the Group adheres to the people-oriented approach and has actively pushed forward safety measures in the workplace. In order to raise the awareness of our employees on occupational health and safety in the office, posters issued by the Occupational Safety & Health Council of Hong Kong, regarding tips for stress management at work, proper use of computers and stretching exercises, are put up at prominent locations within the office area.

Although site workers do not work under our employment, considerable attention is paid to their health and safety. Our sub-contractors are required to strictly comply with the laws and regulations associated with health and safety, such as the Construction Workers Registration Ordinance (Cap. 583 of the Laws of Hong Kong), the Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong), the Factories and Industrial Undertakings Ordinance (Cap. 59 of the Laws of Hong Kong), relating to providing a safe working environment and protecting employees from occupational hazards.

健康及安全

為預防COVID-19、肺炎及呼吸道感染等疾病的大範圍傳播，本集團一直致力配合地方政府的行動，在工作場所落實各種控制措施。如有必要，我們會向僱員提供口罩及消毒用品。我們在工作場所張貼海報，培養僱員的衛生意識。除經許可外，非僱員者一律禁止進入本集團的辦公室。此外，本集團已委託第三方清潔公司，定期使用醫用級天然消毒劑對辦公場所進行消毒。為防止COVID-19在工地傳播，本集團亦依從建造業議會的建議，在分包商的協助下檢視各項措施的實施及採用情況。

此外，本集團亦高度重視地盤的登革熱及日本腦炎問題。本集團因應香港政府食物環境衛生署登革熱蚊誘器指數，採取不同級別的預防措施，防止經蚊子傳播的熱帶疾病。

再者，本集團秉持以人為本的方針，在工作場所積極推行安全措施。為提高僱員在辦公室的職業健康及安全意識，我們在辦公區域的當眼位置張貼由香港職業安全健康局印發的海報，內容有關如何管理工作壓力、正確使用電腦及伸展鍛煉的建議。

儘管地盤工人並非受僱於我們，惟我們亦相當關注他們的健康及安全。我們的分包商必須嚴格遵守健康及安全相關法律及規例，例如香港法例第583章《建造業工人註冊條例》、香港法例第509章《職業安全及健康條例》、香港法例第59章《工廠及工業經營條例》，該等法律及規例均與提供安全工作環境及保護僱員免受職業危害有關。

Due to the high-risk nature of work at construction sites, the Group has established systemic management of the Occupational Safety and Health Programme, which will be reviewed by an independent accredited safety auditor every six months for continuous improvement. A clear health and safety policy and statement, safety manual, safety plan and in-house safety rules have been set out to ensure that all aspects of health and safety are covered. All new employees are required to receive the Site Safety Induction Training to familiarise themselves with the Group's safety policy.

由於建築地盤的高風險性質，本集團對職業安全與健康計劃實行系統化管理，每六個月由獨立認可安全審核員進行審查，以作出持續改進。本集團制定明確的健康與安全政策及聲明、安全手冊、安全計劃及內部安全規則，以確保涵蓋健康與安全的各個層面。所有新進僱員均須接受地盤安全入職培訓，以熟悉本集團的安全政策。

The Group aims at zero fatal accidents and endeavours to control the accident frequency at a rate that is no more than 0.49. In order to achieve the goals and improve continuously, the Group works closely with the sub-contractors. To ensure the compliance of sub-contractors, the Safety Committee of the Group holds regular safety meetings with the Site Safety Committee to discuss safety issues, such as non-conformity identified at the site inspection, work-related injuries, and updates of safety measures. It is compulsory for sub-contractors to attend the safety meetings and make remediations and improvements as required by the Group.

本集團以零致命事故為目標，致力將事故頻率控制在0.49或以下的水平。為達致目標及持續改進，本集團與分包商緊密合作。為確保分包商符合安全規定，本集團的安全委員會定期與地盤安全委員會舉行安全會議，討論安全問題，例如地盤巡查時發現的不合規情況、工傷個案、更新安全措施等事宜。分包商必須出席安全會議並按本集團要求作出補救及改進工作。

In order to promptly and effectively deal with dangerous incidents, injuries and other emergencies, the Group has set detailed emergency incident management procedures to ensure that each incident is dealt with and recorded accordingly. The records can also act as future examples for precaution measures. During the Year, emergency drills have been conducted on several construction sites to test the workers' response and make them well-acquainted with the roles and responsibilities during the emergency. Whenever there is a work-related incident on construction sites, sub-contractors are required to inform the Group within 24 hours. The emergency response team of each construction site is set up and is responsible for providing leadership and executing the procedures. The contact information of the respective members of the teams has been posted on the safety notice boards of each site.

為及時有效處理危險事件、工傷及其他緊急情況，本集團制定完善的緊急事件管理程序，以確保對每項事件得到處理及相應記錄。該等記錄亦可用作未來預防措施的參考。於本年度，我們在多個建築地盤進行了應急演練，測試工人在突發狀況下的反應能力，讓他們熟習各自在的角色及責任。一旦建築地盤發生與工作相關的事件，分包商須在24小時內通知本集團。每個建築地盤均設有應急小組，負責指揮及執行應急程序。各小組成員的聯絡資料已張貼在各個地盤的安全告示欄上。

During the Year, the Group was not aware of any violations of safety laws and regulations. The Group recorded 1 case (2023: 0 case) of work injuries and 57 lost days (2023: 0 lost day) due to work injury for employees in the Group. Meanwhile, no work-related fatalities were reported to the Group in the past three years including the Year.

於本年度，本集團並不知悉任何違反安全法律及規例的情況。本集團錄得1宗(二零二三年：0宗)工傷個案或因僱員工傷而損失57天(二零二三年：0天)工作日。同時，於過去三年(包括本年度)，本集團並無接獲因工亡故的報告。

TRAINING AND DEVELOPMENT

Driven by our firm belief in the profound importance of continuing education to enhance service quality, we provide education subsidies to motivate our employees to pursue further education. We also encourage our employees to attend training courses to keep up to date with the latest practices and the development of the industry, or to develop their management and decision-making abilities to enhance their work performance.

Safety is always the highest priority on site. Therefore, we provide safety training such as induction training and toolbox talks regarding various safety topics to site workers on a regular basis, ensuring that site workers are aware of the health and safety risks at sites, as well as the appropriate ways to use different equipment and machinery. In the course of training, site workers will be acquainted with relevant legal requirements as well as health and safety practices on construction sites, so as to maintain a high standard of safety awareness at all times. The safety training mainly covers the use of personal protective equipment, fire safety, proper manual handling procedure, safe operation of machinery and correct posture for lifting and other tasks. The Group also encourages employees to attend different external training workshops that enhance different aspects of our employees, for example, our employee has attended a mental health first aid course, in order to provide support to other employees' mental health.

培訓及發展

我們堅信持續進修對提升服務質素極為重要，因此我們提供教育津貼，鼓勵僱員持續進修。我們亦鼓勵僱員參加培訓課程，以了解行業的最新慣例和發展，或建立他們的管理和決策能力，以提升他們的工作表現。

安全一直以來都是地盤工作的首要考量。因此，我們定期為地盤工人提供安全培訓，例如入職培訓及圍繞不同安全主題的工地座談會，確保地盤工人了解地盤的健康及安全風險，以及如何正確運用各項設備及機械。於培訓期間，地盤工人將認識相關法律規定以及建築地盤的健康和安全慣例，以時刻維持最高的安全意識水平。安全培訓主要包含個人防護裝備的使用、消防安全、正確的人手操作程序、機械安全操作以及有關抬舉動作和執行其他任務的正確姿勢。此外，本集團鼓勵僱員參加不同外部培訓工作坊，以加強僱員各方面的發展，舉例而言，我們曾有員工參加精神健康急救課程，為其他僱員提供精神健康支援。

SUPPLY CHAIN MANAGEMENT

In our construction projects, sub-contractors are our major suppliers. To maintain the quality of services, the Group is careful about choosing experienced and qualified sub-contractors by examining their employment performance through interviews with workers, inspections of relevant records and site visits. Selection criteria for sub-contractors include safety performance, quality of workmanship, product availability, and on-time delivery. A list of approved sub-contractors is maintained and reviewed at least once a year, where the review includes a scoring system which bases on different aspects of the sub-contractors' performance, including product and service quality, work completion timeliness, product material control, on-site monitoring ability and progress maintenance. Sub-contractors with poor quality of work or unsatisfactory job performance will be removed from the list. We shall continue to seek opportunities for lowering the risks from the supply chain and minimising the impacts on the quality of our services.

Besides, the Group also takes into consideration the potential environmental and social risks brought by suppliers, such as the health and safety-related performances of sub-contractors. Environmental and social risks associated with the suppliers that might cause financial impacts would be identified, evaluated and monitored by the Group through reviewing the updates of the supply chain-related global and local policies. In addition, we regularly discuss with internal and external stakeholders to pinpoint the supply-chain-related environmental and social risks. To better manage the supply-chain-related environmental risks, we offer priority to sub-contractors with relevant ISO certifications, such as ISO14001 Environmental Management System and ISO 50001 Energy management certification, or other recognised environmental certifications. The requirements on environmental protection and energy conversation are set out for selecting suppliers during the bidding and acceptance processes. The Group shall review their environmental performance in various aspects to reduce the potential environmental risks in their businesses. To better manage the associated social risk, we give priority to the suppliers that have followed internationally recognised standards of social risk management or signed international agreements regarding social risks.

供應鏈管理

在我們的建築項目中，分包商為我們的主要供應商。為保持服務質素，本集團審慎揀選經驗豐富的合資格分包商，通過與工人面談、檢查相關記錄及實地考察查驗其僱傭表現。揀選分包商的準則包括安全表現、工程品質、產品供應量，以及是否按時交貨。我們備有認可分包商名單，並至少每年檢討一次，當中包括考慮分包商於產品及服務質素、工程能否及時完成、產品材料控制、現場監控能力及進度維護等不同層面表現的評分制度。工程品質欠佳或工作表現未如理想的分包商將會從名單中剔除。我們將繼續尋找機會降低來自供應鏈的風險，並盡量減少對我們服務質素的影響。

此外，本集團亦考慮供應商帶來的潛在環境及社會風險，例如分包商在健康及安全方面的相關表現。本集團將通過審閱全球及當地供應鏈相關政策的最新消息，識別、評估及監控可能造成財務影響的供應商相關環境及社會風險。此外，我們定期與內部及外部持份者討論，以查明與供應鏈相關環境及社會風險。為了更好地管理供應鏈相關環境風險，我們優先考慮具備相關ISO認證的分包商，例如ISO14001環境管理體系及ISO 50001能源管理認證，或其他認可的環境認證。招標及驗收流程列明揀選供應商的環保及節能要求。本集團將檢討他們在各方面的環境表現，以降低他們的業務中潛在的環境風險。為了更好地管理相關社會風險，我們優先考慮遵循國際認可社會風險管理準則或已簽署社會風險相關國際協議的供應商。

Green procurement

We adopt green procurement practices. To promote eco-friendly services, we deliver the message of sustainable procurement, energy conservation, and environmental protection to our suppliers through different means, such as sharing sessions, interviews and site visits. Meanwhile, the Group preferentially selects and requires our suppliers to provide eco-friendly products, including but not limited to highly recyclable products, products that emitted fewer harmful substances during installation, products with energy or water efficiency labels that are certified by Hong Kong Electrical and Mechanical Services Department or Hong Kong Water Supplies Department respectively. Furthermore, suppliers with geographical proximity to the Group are favourably selected to decrease the carbon footprint produced due to long-distance transportation.

綠色採購

我們奉行綠色採購慣例。為推廣環保服務，我們通過分享會、訪談、實地考察等不同方式，向供應商傳遞可持續採購、節能及環保的訊息。同時，本集團優先選擇並要求供應商提供環保產品，包括但不限於高度可回收產品、安裝時排放較少有害物質的產品、帶有經香港機電工程署認證的能源效益標籤或經香港水務署認證的用水效益標籤的產品。此外，本集團樂於揀選其鄰近的供應商，以減少因長途運輸而產生的碳足跡。

QUALITY ASSURANCE

The Group understands the importance of quality control. Therefore, the Group has established and implemented a quality management system in our operations, which conforms to the internationally recognised ISO 9001:2015 Quality Management System Standard. A set of Quality Manual is in place as guidance and standard operation procedure to ensure compliance with the requirement of ISO 9001 and relevant laws and regulations related to quality management, such as the Buildings Ordinance (Cap. 123 of the Laws of Hong Kong) During the stage of project implementation, we perform regular inspections to monitor the progress of the project and ensure compliance with our guidelines. Regular meetings with our sub-contractors are held to address material quality issues in a prompt manner and to ensure that sufficient resources are allocated for the timely completion of the project. With regard to the procurement of materials required by the contract, a list of materials will be submitted to project architects for approval to ensure the quality of materials. The Group has also a clear record of the origins of material and where the materials are used specifically. In cases where the supplied material or the finished product is not satisfactory, the Group can investigate the material origin and use records to identify the unsatisfactory material and its origin. As a way to enhance the satisfaction of customers towards our services, we maintain close contact with customers on an ongoing basis to keep them informed of the status of the project and to collect their feedback. Follow-up actions such as remedial and preventive actions will be taken accordingly after receiving customers' comments, which also act as a reference for our future improvement.

質量保證

本集團明白到質量控制的重要性。因此，本集團已建立並於業務營運中實施符合國際認可的ISO 9001：2015質量管理體系標準的質量管理體系。我們亦制定了一套質量手冊，作為指導和標準作業程序，以確保符合ISO 9001及有關質量管理的相關法律及規例的要求，例如香港法例第123章《建築物條例》。於項目施工階段，我們定期進行視察，監察項目進度，確保項目遵循我們的指引。我們定期與分包商開會，務求盡快處理重大質量事宜，並確保調配充足資源，以按時完成項目。關於採購合約所需的材料方面，材料清單將呈交項目建築師審批，以確保材料質量。本集團亦清楚記錄材料的來源及材料的具體用途。倘若獲供應的材料或製成品未如理想，本集團可調查材料的來源並根據紀錄識別未如理想的材料及其來源。為提升客戶對我們服務的滿意程度，我們持續與客戶保持緊密聯絡，讓他們緊貼項目進度，並可收集他們的意見。收到客戶的意見後，我們將採取跟進行動，例如補救及預防措施，有關措施亦會用作日後改進的參考。

During the Year, the Group did not receive any complaints pertaining to our products and service quality or any requests for product recall for health and safety reasons.

於本年度，本集團並無接獲任何有關我們產品及服務質素的投訴或任何基於健康及安全理由而須召回產品的要求。

CUSTOMERS' INFORMATION PROTECTION AND INTELLECTUAL PROPERTY RIGHTS

With integrity being our intrinsic business value, we comply strictly with relevant laws and regulations, such as the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) to protect the personal information of our customers. We ensure our computer database security to safeguard the client's information. The personal information of our customers is collected and used in a responsible and non-discriminatory manner, where the use of information is restricted to the purposes stated in the contract. The confidential information of our customers is stored properly in the office and not allowed to be taken away from the office without the permission of the senior management as stated in the Code of Conduct. Meanwhile, employees are allowed to collect clients' information only when necessary. Monitoring and testing of the privacy risks are ongoing to prevent information from accidental loss and unauthorised access.

The Group endeavours to protect intellectual property rights. We strictly comply with the relevant laws and regulations in Hong Kong. Employees are required to apply for software installation and only legitimate software is approved to avoid infringement of others' intellectual property rights. All software has to be used in compliance with the license agreement. Employees are not allowed to download any software that requires or might require licences or proper authorisation unless before requesting permission. We conduct periodic checks to prevent any infringing copies of the software on the staff's computers. Besides, personal portable computers are not allowed to connect to the browser server without prior permission.

客戶資料保護及知識產權

誠信為我們企業的核心價值，我們恪守相關法律及規例，例如香港法例第486章《個人資料(私隱)條例》，以保護我們客戶的個人資料。我們確保電腦數據庫安全，以保護客戶的資料。我們以負責及一視同仁的態度收集及使用客戶的個人資料，且有關資料僅限用作合約所述用途。誠如行為守則所規定，我們將客戶的機密資料妥善存放在辦公室內，未經高級管理層批准不得將資料帶離辦公室。同時，僱員僅可在必要情況下收集客戶資料。我們持續監控及測試私隱風險，以防資料意外流失及未經授權取得。

本集團致力保護知識產權。我們嚴格遵守香港的相關法律及規例。僱員安裝軟件前必須提出申請，且僅獲批准安裝合法軟件，以免侵犯他人的知識產權。所有軟件必須按照許可協議使用。除非先前已請求批准，否則僱員不得下載任何需要或可能需要許可或正當授權的軟件。我們會定期進行檢查，以防員工的電腦有任何侵權軟件。此外，未經事先批准，個人手提電腦不得連接到瀏覽器伺服器。

ANTI-CORRUPTION

The Group recognises that unethical behaviour could tarnish its image and weaken its stability. Therefore, the Group acts in strict compliance with relevant laws and regulations regarding corruption and bribery, including the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong). In order to enhance the employees' awareness of anti-corruption, the Group has set out the anti-corruption requirements in the Code of Conduct which is available on the server and would be updated if necessary. During the Year, the Group has provided all new recruits with anti-corruption training organised by the human resource department. Meanwhile, all employees are reminded of the requirements regarding anti-corruption every year.

The Group forbids employees to solicit or accept any advantage, including money, gifts, loans, commissions, offices, contracts, services or favours, in connection with their duties, without the Group's permission. In order to deter corruption, employees are highly encouraged to report to us if they have received any gifts from our customers, suppliers or any parties conducting business with us. Employees who suspect a violation of the Code of Conduct or any bribery and corruption could report to the Group through confidential reporting systems and channels.

During the Year, there was no case of corruption that occurred within the Group.

反貪污

本集團認為不道德行為會損害其形象及削弱其穩定性。故此，本集團嚴格遵守有關貪污及賄賂的相關法律及規例，例如香港法例第201章《防止賄賂條例》。為提高僱員的反貪污意識，本集團在行為守則中列明反貪污規定，該守則可在伺服器上查閱，並在必要時作出更新。於本年度，本集團已為所有新聘員工提供由人力資源部組織的反貪污培訓。同時，每年提醒所有僱員遵守有關反貪污的規定。

本集團禁止僱員在未經其批准的情況下索取或收受與其職責相關的任何利益，包括金錢、禮物、貸款、佣金、職務、合約、服務或優待。為遏制貪污，倘若僱員收取來自我們的客戶、供應商或任何與我們有業務往來人士的任何禮物，我們強烈鼓勵僱員向我們申報。僱員如有懷疑違反行為守則或任何賄賂及貪污行為，可通過保密的舉報系統及渠道向本集團舉報。

於本年度，本集團並無發生任何貪污個案。

Apart from the pursuit of business development, the Group also spares no effort in making charitable commitments which can be reflected by its active participation in various charitable activities.

除追求業務發展外，本集團亦積極參與各項慈善活動，不遺餘力推行慈善事業。

During the Year, the Group encouraged employees to participate in various local charitable activities. The total amount of donation was around HKD6,000. Details of the charitable activities we participated in are as follows:

於本年度，本集團鼓勵僱員參與多項本地慈善活動。捐款總額約6,000港元。我們參與的慈善活動詳情如下：

Name of Charitable Activities **慈善活動名稱**	**Purpose of Charitable Activities** **慈善活動目的**
Run for Heart 2023 世界心臟日2023健心跑	To promotes heart health, suitable for runners of different ages and families to participate. To encourage everyone to run for heart health, working together to protect and strengthen our hearts. 推廣心臟健康，適合不同年齡的跑手及一家大小參與。鼓勵大家為心臟健康而跑，一同護心強心。
Hong Kong Streetathon 2023 香港街馬2023	To collaborate with many other NGOs to promote 7 Sustainable Development Goals (SDGs) from the United Nations, including Good Health and Well-being (SDG 3), Gender Equality (SDG 5), Reducing Inequalities (SDG 10), Sustainable Cities and Communities (SDG 11), Responsible Consumption and Production (SDG 12), Climate Action (SDG 13), and Partnerships for the Goals (SDG 17). 聯乘一眾非政府組織，倡議七大聯合國可持續發展目標，關注良好健康與福祉(目標3)、性別平等(目標5)、減少不平等(目標10)、可持續城市及社區(目標11)、負責任消費與生產(目標12)、氣候行動(目標13)、及促進目標實現的伙伴關係(目標17)。
GigaSports 10K Race 2023 GigaSports 10公里賽2023	To support tree-planting project held by EcoMatcher. Participants can track and know more about tree-planting details through designated platform of EcoMatcher. 支持EcoMatcher的種樹項目。參加者可於EcoMatcher的指定平台追蹤了解更多種樹詳情。
Cha Kee Hunger Run 2023 茶記為食跑2023	In response to "World Food Day" on October 16th each year, the run aim to unite participants' efforts to combat and alleviate hunger issues. To raise food donations for the beneficiary organization "J Life Foundation Limited" to provide food support and care to underprivileged families in the Sham Shui Po district. 為食跑響應每年十月十六日「世界糧食日」，凝聚參加者力量對抗及紓緩飢餓問題。為受惠機構「JLife基金會有限公司」籌集食糧，向深水埗區內的基層家庭提供食物支援及關懷。

Name of Charitable Activities 慈善活動名稱	Purpose of Charitable Activities 慈善活動目的
Dream Zero Distance Charity Run 2023 夢想0距離慈善跑2023	To inspire people to surpass themselves, unleash their potential, and maintain perseverance and a spirit of self-improvement. To encourage individuals to change themselves and the world through their own abilities. To raise fund for Hong Kong Network for the Promotion of Inclusive Society. 激勵人們超越自我，發揮潛力，堅持毅力、自強不息的精神，通過自己的能力改變自己及世界。為香港傷健共融網絡籌款。
Race for Water 2024 揹水一戰2024	To experience the hardships of water-deficient residents who struggle for clean water every day and to raise funds for building water purification facilities in remote mountainous areas to solve the water shortage and sanitation problems of local residents. 體驗缺水居民每天為淨水奔波的艱辛，籌集善款在偏遠山區建設淨水設施，解決當地居民缺水及食水衛生問題。
Construction Industry Council (CIC) Happy Run 2024 建造業開心跑2024	To promote sports and volunteer culture in the construction industry. 推廣建造業的運動和義工文化。
Orbis Moonwalkers 2023 奧比斯盲俠行2023	To raise funds to support Orbis in their mission to provide eye care to visually impaired individuals worldwide. 籌款支持奧比斯為全球眼疾病人提供眼科護理。
Hong Kong Diabetes Association Online Health Run 2024 香港糖尿聯會健康長跑2024 - 線上跑	To promote the importance of regular participation in physical activity to the general public in promoting good health and preventing diabetes, and to raise funds for the Hong Kong Diabetes Association. 向市民大眾宣揚定期參與體能活動對促進身體健康及預防糖尿病的重要性，以及為香港糖尿聯會籌務經費。
Joyful Charity Run 2024 心晴跑•跑傳情2024	To promote the public awareness towards mental health issues and the transformative power of sports. To raise funds for mental health education and counselling services provided by Joyful Mental Health Foundation. 向公眾宣揚運動對情緒健康的重要性，傳遞運動蘊含的正能量。為心晴行動慈善基金籌款，提供情緒健康教育及輔導服務。

Name of Charitable Activities 慈善活動名稱	Purpose of Charitable Activities 慈善活動目的
O South Coastal Run 2024 * Donation made during the Year and the activity was held in April 2024. 跑澳南2024 * 於本年度作出捐款，活動於二零二四年四月舉行。	To raise fund for RunOurCity Foundation and Hong Kong Blind Sports Federation. 為全城街馬基金會及香港盲人體育總會籌款。
On Track to Save 2024 救援在野2024	To understand the challenges faced by field workers of Médecins Sans Frontières and to raise fund for Médecins Sans Frontières. 體驗無國界醫生救援人員徒步千里到前線的挑戰，並為無國界醫生籌款。
Race for Girls 2024 * Donation made during the Year and the activity was held in April 2024. 「愛•女孩」！起跑2024 * 於本年度作出捐款，活動於二零二四年四月舉行。	To fight for and promote girls' rights, protect girls in developing countries from discrimination, inequality and violence, and to raise funds for anti-child marriage projects in Bangladesh. 爭取及推動女孩權益，幫助發展中國家的女孩免受歧視、不平等及粗暴對待，並為孟加拉的反童婚項目籌款。
Panasonic Pacers Easter Charity Run 2024 飛達慈善復活跑2024	To raise fund for Charles K Kao Foundation for Alzheimer's Disease. 為高錕慈善基金籌款。

Key Performance Indicators
關鍵績效指標

During the Year, the details of environmental and social KPIs are as follows:

於本年度，有關環境及社會關鍵績效指標的詳情如下：

Environmental KPIs	環境關鍵績效指標	2024 二零二四年	2023 二零二三年
Emission from Vehicles[1]	**汽車排放[1]**		
Nitrogen Oxides (kg)	氮氧化物(千克)	**2.78**	2.96
Sulphur Oxides (kg)	硫氧化物(千克)	**0.06**	0.07
Particulate Matter (kg)	顆粒物(千克)	**0.20**	0.22
Greenhouse Gases[2]	**溫室氣體[2]**		
Total GHG Emissions (tonnes CO_2e)	溫室氣體排放總量(公噸二氧化碳當量)	**128**	101
Direct Emissions (Scope 1) (tonnes CO_2e)[3]	直接排放(範圍1)(公噸二氧化碳當量)[3]	**12**	13
Total Energy Indirect Emissions (Scope 2) (tonnes CO_2e)[4]	能源間接排放總量(範圍2)(公噸二氧化碳當量)[4]	**101**	76
Energy Indirect Emissions from offices and electric vehicles (tonnes CO_2e)	辦公室及電動車的能源間接排放(公噸二氧化碳當量)	**48**	49
Energy Indirect Emissions from construction sites (tonnes CO_2e)	建築工地的能源間接排放(公噸二氧化碳當量)	**53**	27
Other Indirect Emissions (Scope 3) (tonnes CO_2e)[5]	其他間接排放(範圍3)(公噸二氧化碳當量)[5]	**15**	12
GHG Emissions Intensity (tonnes CO_2e/million HKD revenue)	溫室氣體排放密度(公噸二氧化碳當量／百萬港元收入)	**0.29**	0.31
Waste[6]	**廢棄物[6]**		
Total Non-hazardous Waste (tonnes)[7]	無害廢棄物總量(公噸)[7]	**2,454**	3,648
Non-hazardous Waste from offices (tonnes)	辦公室的無害廢棄物(公噸)	**4**	5
Non-hazardous Waste from construction sites (tonnes)	建築工地的無害廢棄物(公噸)	**2,450**	3,643
Non-hazardous Waste Intensity (tonnes/million HKD revenue)	無害廢棄物密度(公噸／百萬港元收入)	**5.64**	11.27
Total Hazardous Waste (kg)	有害廢棄物總量(千克)	**52**	57
Hazardous Waste Intensity (kg/million HKD revenue)	有害廢棄物密度(千克／百萬港元收入)	**0.12**	0.18

Environmental KPIs	環境關鍵績效指標	2024 二零二四年	2023 二零二三年
Use of Resources[8]	**資源利用[8]**		
Total Energy Consumption (MWh)	總能耗(兆瓦時)	**255**	212
Total Energy Consumption from Purchased Electricity (MWh)[9]	外購電力總能耗(兆瓦時)[9]	**212**	165
Energy Consumption from Purchased Electricity from offices and electric vehicles (MWh)	辦公室及電動車的外購電力能耗(兆瓦時)	**123**	125
Energy Consumption from Purchased Electricity from construction sites (MWh)	建築工地的外購電力能耗(兆瓦時)	**89**	40
Energy Consumption from Fossil Fuel (MWh)	化石燃料能耗(兆瓦時)	**43**	47
Energy Consumption Intensity (MWh/million HKD revenue)	能耗密度(兆瓦時／百萬港元收入)	**0.59**	0.66
Total Water Consumption (m^3)[10]	總耗水量(立方米)[10]	**4,611**	399
Water Consumption from offices (m^3)	辦公室的耗水量(立方米)	**56**	81
Water Consumption from construction sites (m^3)	建築工地的耗水量(立方米)	**4,555**	318
Water Consumption Intensity (m^3/million HKD revenue)	耗水量密度(立方米／百萬港元收入)	**10.60**	1.23

Notes:

1. The calculation of air pollutants takes reference from emission factors in "Reporting Guidance on Environmental KPIs" issued by HKEX.

2. The Group's GHG inventory includes carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons and sulphur hexafluoride. The calculation of GHG emissions is based on "Reporting Guidance on Environmental KPIs" issued by HKEX and the "Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purpose) in Hong Kong" published by the Environmental Protection Department and the Electrical and Mechanical Services Department. For ease of reading and understanding, the GHG emissions data is presented in carbon dioxide equivalent ("**CO2e**").

3. The data includes GHG emissions from the combustion of fuels in vehicles and is calculated based on the emission factors in the "Reporting Guidance on Environmental KPIs" issued by HKEX.

4. The data includes GHG emissions from the use of purchased electricity and is calculated based on the emission factors of local utility companies in Hong Kong. During the Year, total energy consumption from purchased electricity increases due to various construction factors, such as the number of construction sites, the construction duration and the construction activities.

5. The data includes GHG emissions from the electricity used for water and sewage treatment, business trips by employees and disposal of waste paper in landfills. The calculation of GHG emissions from business trips is based on the International Civil Aviation Organization Carbon Emissions Calculator. Besides, the emission factors used for calculating GHG emissions of paper waste are sourced from "Reporting Guidance on Environmental KPIs" issued by HKEX, while those for calculating GHG emissions of water consumption are provided by the Hong Kong Water Suppliers Department and the Hong Kong Drainage Services Department.

附註：

1. 空氣污染物的計算參照香港聯交所發佈的《環境關鍵績效指標匯報指引》的排放系數。

2. 本集團的溫室氣體種類包括二氧化碳、甲烷、氧化亞氮、氫氟碳化物、全氟化碳及六氟化硫。溫室氣體排放量的計算乃基於香港聯交所發佈的《環境關鍵績效指標匯報指引》以及環境保護署及機電工程署發佈的《香港建築物(商業、住宅或公共用途)的溫室氣體排放及減除的核算和報告指引》。為方便閱讀及理解，溫室氣體排放量數據以二氧化碳當量(「**二氧化碳當量**」)呈列。

3. 數據包括汽車燃料燃燒產生的溫室氣體排放量，並根據香港聯交所發佈的《環境關鍵績效指標匯報指引》的排放系數計算。

4. 數據包括使用外購電力產生的溫室氣體排放量，並根據香港本地公用事業公司的排放系數計算。於本年度，外購電力總能耗因多項建築因素而增加，例如建築地盤數目、施工時長及建築活動。

5. 數據包括水和污水處理所用電力、僱員商務旅行以及將廢紙棄置堆填區所產生的溫室氣體排放量。商務旅行產生的溫室氣體排放量乃根據國際民用航空組織碳排放量計算器計算。此外，計算廢紙的溫室氣體排放量所用的排放系數乃源自香港聯交所發佈的《環境關鍵績效指標匯報指引》，而計算耗水的溫室氣體排放量所用的排放系數則由香港水務署及香港渠務署提供。

6. The calculation of waste generation covered only the data from the operation in Hong Kong, including the amount of waste generated in offices and construction sites.

7. Non-hazardous waste data is based on the daily estimated volume of general waste in offices and the volume-to-weight conversion factors provided by the U.S. Environmental Protection Agency. It also include C&D waste delivered to landfills. During the Year, non-hazardous C&D waste decreases due to various construction factors, such as the number of construction sites, the construction duration and the construction activities.

8. Energy consumption from fossil fuels in the use of vehicles is calculated with reference to the "Reporting Guidance on Environmental KPIs" issued by HKEX.

9. During the Year, the Group's energy consumption from purchased electricity increases due to various construction factors, such as the number of construction sites, the construction duration and the construction activities.

10. During the Year, the Group's total water consumption increases due to various construction factors, such as the number of construction sites, the construction duration and the construction activities.

6. 廢棄物產生的計算僅涵蓋來自香港業務的數據，包括辦公室及建築地盤產生的廢棄物數量。

7. 無害廢棄物的數據乃根據辦公室一般廢棄物的每日估計量及美國國家環境保護局提供的體積與重量換算系數計算。數據亦包括送往堆填區的拆建廢棄物。於本年度，無害拆建廢棄物因多項建築因素而減少，例如建築地盤數目、施工時長及建築活動。

8. 使用車輛時產生的化石燃料能源消耗乃參照香港聯交所發佈的《環境關鍵績效指標匯報指引》計算。

9. 於本年度，本集團外購電力能耗因多項建築因素而增加，例如建築地盤數目、施工時長及建築活動。

10. 於本年度，本集團總耗水量因多項建築因素而增加，例如建築地盤數目、施工時長及建築活動。

Social KPIs	社會關鍵績效指標	2024 二零二四年	2023 二零二三年
Employment	**僱傭**		
Total Number of Employees	僱員總數	**89**	96
By Gender	按性別劃分		
Male	男性	**69**	74
Female	女性	**20**	22
By Age Group	按年齡組別劃分		
Below 30 Years Old	30歲以下	**2**	3
30 – 50 Years Old	30至50歲	**42**	44
Above 50 Years Old	50歲以上	**45**	49
By Type of Employment	按僱傭類型劃分		
Full-time	全職	**89**	96
Part-time	兼職	**0**	0
By Geographical Location	按地區劃分		
Mainland China	中國內地	**0**	0
Hong Kong	香港	**89**	96

Social KPIs	社會關鍵績效指標	2024 二零二四年	2023 二零二三年
Employee Turnover Rate	**僱員流失比率**		
Total Employee Turnover Rate (%)	總僱員流失比率(%)	**7**	3
By Gender	按性別劃分		
Male	男性	**4**	4
Female	女性	**15**	0
By Age Group	按年齡組別劃分		
Below 30 Years Old	30歲以下	**0**	33
30 – 50 Years Old	30至50歲	**7**	5
Above 50 Years Old	50歲以上	**7**	0
By Geographical Location	按地區劃分		
Mainland China	中國內地	**N/A不適用**	N/A不適用
Hong Kong	香港	**7**	3
Percentage of Employees Trained	**受訓僱員百分比**		
Total Percentage of Employees Trained (%)	總受訓僱員百分比(%)	**25**	33
By Gender	按性別劃分		
Male	男性	**26**	34
Female	女性	**20**	32
By Employee Category	按僱員類別劃分		
Senior	高級	**75**	77
Middle	中級	**29**	24
Junior	初級	**3**	31
Average Training Hours Completed	**完成受訓的平均時數**		
Total Average Training Hours Completed	總完成受訓的平均時數	**2**	2
By Gender	按性別劃分		
Male	男性	**2**	2
Female	女性	**1**	2
By Employee Category	按僱員類別劃分		
Senior	高級	**8**	8
Middle	中級	**2**	1
Junior	初級	**0**	1
Number of Suppliers	**供應商數目**		
Total Number of Suppliers	供應商總數	**88**	69
By Geographic Location	按地區劃分		
Hong Kong	香港	**88**	69

Appendix 1: Content Index of Environmental, Social and Governance Reporting Guide

附錄一：《環境、社會及管治報告指引》的內容索引

Aspects 層面	Summaries 概要	Reporting Chapters 報告章節	Page No. 頁數
A. Environment **A.環境**			
A1: Emissions **A1：排放物**			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	Protecting Our Environment – Environmental Principle; Emission Treatment; Resources Conservation	9-14
一般披露	有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	環境保護 – 環境原則；排放物處理；節約資源	9-14
KPI A1.1	The types of emissions and respective emissions data.	Key Performance Indicators	28
關鍵績效指標A1.1	排放物種類及相關排放數據。	關鍵績效指標	28
KPI A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions and intensity.	Key Performance Indicators	28
關鍵績效指標A1.2	直接(範圍1)及能源間接(範圍2)溫室氣體排放量及密度。	關鍵績效指標	28
KPI A1.3	Total hazardous waste produced and intensity.	Key Performance Indicators	28
關鍵績效指標A1.3	所產生有害廢棄物總量及密度。	關鍵績效指標	28
KPI A1.4	Total non-hazardous waste produced and intensity.	Key Performance Indicators	28
關鍵績效指標A1.4	所產生無害廢棄物總量及密度。	關鍵績效指標	28

Aspects 層面	Summaries 概要	Reporting Chapters 報告章節	Page No. 頁數
KPI A1.5	Description of emissions target(s) set and steps taken to achieve them.	Protecting Our Environment – Environmental Principle; Emission Treatment; Resources Conservation	9-14
關鍵績效指標A1.5	描述所訂立的排放量目標及為達到這些目標所採取的步驟。	環境保護 – 環境原則；排放物處理；節約資源	9-14
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them.	Protecting Our Environment – Environmental Principle; Emission Treatment	9-13
關鍵績效指標A1.6	描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	環境保護 – 環境原則；排放物處理	9-13
A2: Use of Resources **A2：資源使用**			
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	Protecting Our Environment – Environmental Principle; Resources Conservation	9-10, 13-14
一般披露	有效使用資源(包括能源、水及其他原材料)的政策。	環境保護 – 環境原則；節約資源	9-10, 13-14
KPI A2.1	Direct and/or indirect energy consumption by type in total and intensity.	Key Performance Indicators	29
關鍵績效指標A2.1	按類型劃分的直接及／或間接能源總耗量及密度。	關鍵績效指標	29
KPI A2.2	Water consumption in total and intensity.	Key Performance Indicators	29
關鍵績效指標A2.2	總耗水量及密度。	關鍵績效指標	29
KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	Protecting Our Environment – Environmental Principle; Resources Conservation	9-10, 13-14
關鍵績效指標A2.3	描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	環境保護 – 環境原則；節約資源	9-10, 13-14

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附錄一：《環境、社會及管治報告指引》的內容索引

Aspects 層面	Summaries 概要	Reporting Chapters 報告章節	Page No. 頁數
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them.	Protecting Our Environment – Environmental Principle; Resources Conservation	9-10, 13-14
關鍵績效指標A2.4	描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	環境保護 – 環境原則；節約資源	9-10, 13-14
KPI A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced.	The Group's business does not involve the use of packaging material.	N/A
關鍵績效指標A2.5	製成品所用包裝材料的總量及(如適用)每生產單位佔量。	本集團業務不涉及使用包裝材料。	不適用
A3: The Environment and Natural Resources **A3：環境及天然資源**			
General Disclosure	Policies on minimising the issuer's significant impacts on the environment and natural resources.	Protecting Our Environment – Environmental Principle; Emission Treatment; Resources Conservation	9-14
一般披露	減低發行人對環境及天然資源造成重大影響的政策。	環境保護 – 環境原則；排放物處理；節約資源	9-14
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Protecting Our Environment – Environmental Principle; Emission Treatment; Resources Conservation	9-14
關鍵績效指標A3.1	描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	環境保護 – 環境原則；排放物處理；節約資源	9-14
A4: Climate Change **A4：氣候變化**			
General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	Protecting Our Environment -Responding to Climate Change	14-15
一般披露	識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	環境保護 – 應對氣候變化	14-15
KPI A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them.	Protecting Our Environment -Responding to Climate Change	14-15
關鍵績效指標A4.1	描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	環境保護 – 應對氣候變化	14-15

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B. Social **B.社會** ***Employment and Labour Practices*** ***僱傭及勞工常規***			
B1: Employment **B1：僱傭**			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	Caring About Our Employees – Employment and Welfare	16-17
一般披露	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	關愛僱員 – 僱傭及福利	16-17
KPI B1.1	Total workforce by gender, employment type, age group and geographical region.	Key Performance Indicators	30
關鍵績效指標B1.1	按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	關鍵績效指標	30
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Key Performance Indicators	31
關鍵績效指標B1.2	按性別、年齡組別及地區劃分的僱員流失比率。	關鍵績效指標	31

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Aspects 層面	Summaries 概要	Reporting Chapters 報告章節	Page No. 頁數
B2: Health and Safety **B2：健康與安全**			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	Caring About Our Employees – Health and Safety	18-19
一般披露	有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	關愛僱員 – 健康及安全	18-19
KPI B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	Caring About Our Employees – Health and Safety	18-19
關鍵績效指標B2.1	過去三年(包括報告年度)每年因工亡故的人數及比率。	關愛僱員 – 健康及安全	18-19
KPI B2.2	Lost days due to work injury.	Caring About Our Employees – Health and Safety	18-19
關鍵績效指標B2.2	因工傷損失工作日數。	關愛僱員 – 健康及安全	18-19
KPI B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored.	Caring About Our Employees – Health and Safety	18-19
關鍵績效指標B2.3	描述所採納的職業健康與安全措施，以及相關執行及監察方法。	關愛僱員 – 健康及安全	18-19

Aspects 層面	Summaries 概要	Reporting Chapters 報告章節	Page No. 頁數
B3: Development and Training **B3：發展及培訓**			
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Caring About Our Employees – Training and Development	20
一般披露	有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	關愛僱員 – 培訓及發展	20
KPI B3.1	The percentage of employees trained by gender and employee category.	Key Performance Indicators	31
關鍵績效指標B3.1	按性別及僱員類別劃分的受訓僱員百分比。	關鍵績效指標	31
KPI B3.2	The average training hours completed per employee by gender and employee category.	Key Performance Indicators	31
關鍵績效指標B3.2	按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	關鍵績效指標	31
B4: Labour Standards **B4：勞工準則**			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	Caring About Our Employees – Employment and Welfare	16-17
一般披露	有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	關愛僱員 – 僱傭及福利	16-17
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	Caring About Our Employees – Employment and Welfare	16-17
關鍵績效指標B4.1	描述檢討招聘慣例的措施以避免童工及強制勞工。	關愛僱員 – 僱傭及福利	16-17
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	Caring About Our Employees – Employment and Welfare	16-17
關鍵績效指標B4.2	描述在發現違規情況時消除有關情況所採取的步驟。	關愛僱員 – 僱傭及福利	16-17

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Aspects 層面	Summaries 概要	Reporting Chapters 報告章節	Page No. 頁數
Operating Practices ***營運慣例***			
B5: Supply Chain Management **B5：供應鏈管理**			
General Disclosure	Policies on managing environmental and social risks of the supply chain.	Operating Practice – Supply Chain Management	21-22
一般披露	管理供應鏈的環境及社會風險政策。	營運慣例 – 供應鏈管理	21-22
KPI B5.1	Number of suppliers by geographical region.	Key Performance Indicators	21-22
關鍵績效指標B5.1	按地區劃分的供應商數目。	關鍵績效指標	21-22
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored.	Operating Practice – Supply Chain Management	21-22
關鍵績效指標B5.2	描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。	營運慣例 – 供應鏈管理	21-22
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	Operating Practice – Supply Chain Management	21-22
關鍵績效指標B5.3	描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	營運慣例 – 供應鏈管理	21-22
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	Operating Practice – Supply Chain Management	21-22
關鍵績效指標B5.4	描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	營運慣例 – 供應鏈管理	21-22

Aspects 層面	Summaries 概要	Reporting Chapters 報告章節	Page No. 頁數
B6: Product Responsibility **B6：產品責任**			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labeling and privacy matters relating to products and services provided and methods of redress.	Operating Practice – Quality Assurance; Customers' Information Protection and Intellectual Property Rights	22-23
一般披露	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	營運慣例 – 質量保證；客戶資料保護及知識產權	22-23
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Operating Practice – Quality Assurance	22
關鍵績效指標B6.1	已售或已運送產品總數中因安全與健康理由而須回收的百分比。	營運慣例 – 質量保證	22
KPI B6.2	Number of products and service-related complaints received and how they are dealt with.	Operating Practice – Quality Assurance	22
關鍵績效指標B6.2	接獲關於產品及服務的投訴數目以及應對方法。	營運慣例 – 質量保證	22
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Operating Practice – Customers' Information Protection and Intellectual Property Rights	23
關鍵績效指標B6.3	描述與維護及保障知識產權有關的慣例。	營運慣例 – 客戶資料保護及知識產權	23
KPI B6.4	Description of quality assurance process and recall procedures.	Operating Practice – Quality Assurance	22
關鍵績效指標B6.4	描述質量檢定過程及產品回收程序。	營運慣例 – 質量保證	22
KPI B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored.	Operating Practice – Customers' Information Protection and Intellectual Property Rights	23
關鍵績效指標B6.5	描述消費者資料保障及私隱政策，以及相關執行及監察方法。	營運慣例 – 客戶資料保護及知識產權	23

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B7: Anti-corruption **B7：反貪污**			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	Operating Practice – Anti-corruption	24
一般披露	有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	營運慣例 – 反貪污	24
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	Operating Practice – Anti-corruption	24
關鍵績效指標B7.1	於報告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。	營運慣例 – 反貪污	24
KPI B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.	Operating Practice – Anti-corruption	24
關鍵績效指標B7.2	描述防範措施及舉報程序，以及相關執行及監察方法。	營運慣例 – 反貪污	24
KPI B7.3	Description of anti-corruption training provided to directors and staff.	Operating Practice – Anti-corruption	24
關鍵績效指標B7.3	描述向董事及員工提供的反貪污培訓。	營運慣例 – 反貪污	24

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Community ***社區***			
B8: Community Investment **B8：社區投資**			
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	Contributing to Our Community	25-27
一般披露	有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	貢獻社區	25-27
KPI B8.1	Focus areas of contribution.	Contributing to Our Community	25-27
關鍵績效指標B8.1	專注貢獻範疇。	貢獻社區	25-27
KPI B8.2	Resources contributed to the focus area.	Contributing to Our Community	25-27
關鍵績效指標B8.2	在專注範疇所動用資源。	貢獻社區	25-27

智城發展控股有限公司
SMART CITY DEVELOPMENT HOLDINGS LIMITED