

Environmental, Social and Governance Report

環境、社會及管治報告

This is the first Environmental, Social and Governance Report (the “ESG report”) of the Group. The ESG report elaborates on the various work of the Group in fully implementing the principle of sustainable development and its performance of environmental, social and governance from 1 April 2016 to 31 March 2017. For information on the Group’s corporate governance, please refer to the “Corporate Governance Report” on pages 24 to 34 of this report.

Scope of ESG Report

The ESG report presents the Group’s sustainability approach and performance in the environmental and social aspects of during the Financial Year. The Group will continue its efforts in collecting information from different business areas for better environmental and social performance and disclosure of relevant information in sustainable development.

Reporting Guidelines

The ESG report has been prepared in accordance with the “Environmental, Social and Governance Reporting Guide”, as set out in Appendix 27 to the Listing Rules.

Environmental protection

Although the Group’s principal businesses have no significant impact on the environment, the Group recognises importance of environmental sustainability and endeavours to minimize the impact of business on environment through adopting numerous energy-saving and conservation initiatives. The Group’s policy is to ensure compliance with applicable environmental laws and regulations and minimize its environmental footprint through efficient use of resources and adoption of pro-environmental management. The Group’s operation is mainly office-based and its eco-friendly measures at the office are as follows:

- staff is reminded to switch off lights and air-conditioning in the meeting rooms and computers at workstations when not in use;
 - whenever possible, documents are handled electronically other than physical papers;
 - staff is reminded to save water;
 - staff is encouraged to reuse paper printed on one side and duplex printing and copying. Data on printing and copying is regularly reviewed to assess efficiency of paper usage;
 - office supplies are recycled whenever possible; and
 - conference calls instead of face-to-face meetings are arranged where possible.
- 提醒員工在不使用時關閉會議室的燈光及空調以及工作站的電腦；
 - 盡可能以電子方式處理文件，減少用紙；
 - 提醒員工節約用水；
 - 鼓勵員工重新使用已打印紙張的背面及雙面打印及複印。定期審查打印及複印數據，評估紙張的使用效率；
 - 盡可能回收利用辦公用品；及
 - 盡可能安排電話會議，減少面對面會議。

本報告乃本集團的第一份環境、社會及管治報告（「環境、社會及管治報告」）。於環境、社會及管治報告中詳述本集團自二零一六年四月一日起至二零一七年三月三十一日止期間全面落實可持續發展原則的各項工作及其環境、社會及管治表現。有關本集團企業管治的資料，請參閱本報告第24頁至第34頁的「企業管治報告」。

環境、社會及管治報告範圍

環境、社會及管治報告指本集團於財政年度於環境及社會方面的可持續發展方法及表現。本集團將繼續致力於從不同業務領域收集資料以改善其於環境及社會方面的表現及披露可持續發展的有關資料。

報告指引

環境、社會及管治報告乃根據上市規則附錄27所載「環境、社會及管治報告指引」編製而成。

環境保護

儘管本集團的主營業務對環境並無重大影響，但本集團認識到環境可持續發展的重要性，並努力通過採用多項節能減排措施，儘量減少業務對環境的影響。本集團的政策是要確保遵守適用的環境法律法規，並通過資源的高效利用及採納有利於環境的管理儘量減少對環境的影響。本集團的經營主要在辦公室進行及辦公室的環保措施如下：

Emissions, Environmental and Natural Resources

As the Group's principal businesses do not currently involve any direct production procedure, there is no direct emission of exhaust gas and greenhouse gas, discharge of wastewater and discharges into land, production of hazardous and non hazardous waste, etc.. The main contributor to the Group's carbon footprint is the indirect greenhouse gas (GHG) emissions from electricity consumption, which is mainly attributed to the use of lighting system, air-conditioning and office equipment.

Taking into account the nature of the Group's businesses, the Board believes that its business operations have minimal direct impact on the environment and natural resources. The Group is not aware of any material non-compliance with the relevant laws and regulations that have a significant impact on the Group relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste during the reporting period.

The Group will continue to put more effort on resources saving and strive for better protection of our environment.

Employment

The Group is an equal opportunity employer and does not discriminate on the basis of personal characteristics. The Group establishes and implements policies that promote a harmonious and respectful workplace.

The Group believes that employees are the valuable assets of an enterprise and regards human resources as its corporate wealth. The Group provides on-the-job training and development opportunities to enhance its employees' career progression. Through different training, staff's professional knowledge in corporate operations, occupational and management skills are enhanced.

The Group is not aware of any material non-compliance with any relevant laws and regulations that have a significant impact on the Group relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare during the reporting period.

Health and Safety

The Group prides itself on providing a safe, effective and congenial work environment. Adequate arrangements, training and guidelines are implemented to ensure the working environment is healthy and safe. The Group provides health and safety communications for employees to present the relevant information and raise awareness of occupational health and safety issues.

排放物、環境及自然資源

本集團目前並無涉及任何生產程序的主要業務，並無直接排放廢氣及溫室氣體、排放廢水及排入土地、生產有害及無害廢棄物等。本集團碳足跡的主要為用電所得的溫室氣體排放物，乃主要由於使用照明系統、空調及辦公設備。

考慮到本集團業務的性質，董事會認為，其業務運營對環境及自然資源達到最低直接程度的影響。於報告期內，本集團並無知悉任何與氣體及溫室氣體排放物、排放廢水及排入土地、生產有害及無害廢棄物有關，對本集團產生重大影響之任何不遵守相關法律及法規事宜。

本集團將繼續在節約資源及力爭更好保護環境方面作出更多努力。

僱傭

本集團為僱員提供平等機會，不會歧視任何僱員。本集團制定及實施促進和諧及相互尊重之工作環境之政策。

本集團認為僱員乃企業之寶貴資產，並視人力資源為其企業財富。本集團提供在職培訓及發展機會以提升其僱員之職業發展。通過不同培訓，員工增強有關企業營運之專業知識、職業及管理技能。

於報告期間，本集團並無知悉存在未遵守有關賠償及解僱、招聘及晉升、工作時長、休息時間、平等機會、多樣化、反歧視以及其他利益及福利而對本集團有重大影響的任何相關法律及法規之情況。

健康及安全

本集團提供一個安全、有效及舒適之工作環境。落實合適安排、培訓及指引以確保工作環境健康及安全。本集團為僱員提供健康及安全通訊，以展示相關資訊並提升對職業健康及安全方面之意識。

The Group values the health and well-being of staff. In order to provide employees with health coverage, staff are entitled to medical insurance benefits.

The Group is not aware of any material non-compliance with any relevant laws and regulations that have a significant impact on the Group relating to the provision of a safe working environment and the protection of employees from occupational hazards during the reporting period.

Training and Development

The Group is committed to the professional and personal development and growth of all employees and considers training and development a continual process. In-house training is provided to help employees develop and maintain consistency, proficiency and professionalism.

Labour Standards

The Group from time to time reviews its employment practice and the Group's guidelines on staff recruitment to ensure that it is in full compliance with the Employment Ordinance in Hong Kong, the Labour Law in the PRC and other relevant labour laws and regulations in other jurisdictions relating to, among other things, prevention of child labour and forced labour.

The Group is not aware of any material non-compliance with the relevant laws and regulations that have a significant impact on the Group relating to prevention of child and forced labour during the reporting period.

Supply Chain Management

While the Group has established good relationships with its suppliers, the Group also offers equal opportunity to all potential business partners. Selection criteria such as, quality and price of products, supplier's reputation, background and experience are key factors to the Group's procurement decisions. Furthermore, the Group expects its suppliers to strictly comply with relevant laws and regulations.

Product Responsibility

The Group is responsible for its products and services and does not engage in unfair business activities of any kind. Fraud, misleading information, or any acts that destroy customer confidence or infringe customer rights are strictly prohibited. The Group has also strictly complied with relevant products and services related regulations.

本集團重視員工之健康及福祉。為了向僱員提供健康保障，彼等享有醫療保險福利。

於報告期間，在提供安全工作環境及保護僱員免受職業危害方面，本集團並無知悉任何對本集團有重大影響的不遵守相關法律法規的任何嚴重不合規事宜。

培訓與發展

培訓及發展本集團致力於全體僱員之專業及個人發展及進步，並將培訓及發展視為一個持續過程。提供內部培訓，以幫助僱員發展及維持堅定性、熟練度及專業性。

勞工準則

本集團不時審核其員工守則及本集團有關員工招聘的指引，確保全面遵守香港僱傭條例、中國勞動法及其他司法權區有關(其中包括)預防童工及強制性勞工的其他相關勞動法例及法規。

於報告期間，在預防童工及強制性勞工方面，本集團並無知悉任何對本集團有重大影響的不遵守相關法律法規的任何嚴重不合規事宜。

供應鏈管理

由於本集團已與其供應商建立良好關係，故本集團亦向其潛在業務合夥人提供同等機會。挑選標準(如產品質量及價格、供應商的聲譽、背景及經驗)是本集團作出採購決定的重要因素。此外，本集團預期其供應商將嚴格遵守相關法律及法規。

產品責任

本集團對其產品及服務負責，且並無參與任何種類的不公平業務活動。本集團嚴格禁止欺詐、誤導性資料或有損客戶機密或侵害客戶權利的任何行為。本集團亦嚴格遵守與相關產品及服務有關的規範。

All customers' complaints will be considered, with corresponding followup procedures being conducted in accordance with internal procedures and guidelines. Relevant investigation will be taken and settlement may be made if appropriate, and improvement will be made whenever necessary. The Group believes that complaints are a valuable opportunity for it to obtain feedback from the community and customers, so as to identify the need for service and policy improvement.

The Group is not aware of any material non-compliance with the relevant laws and regulations that have a significant impact on the Group relating to health and safety, advertising, labeling and privacy matters relating to products and services provided and methods of redress during the reporting period.

Anti-corruption

The Group is committed to uphold high standards on anti-corruption. Adequate guidelines are implemented to ensure that all employees (including directors) adhere to high standards of business and professional and ethical conduct. All employees are encouraged to raise any related concerns to the senior management in a strictly confidential manner. Any matters of genuine concern are to be thoroughly investigated and actions will be taken accordingly.

The Group is fully compliant with all relevant anti-money laundering laws. The risk of establishing relationships with individuals or organisations engaged in money laundering or terrorism activities are minimized by its 'know your customer' and assessment processes.

The Group has robust internal control procedures in place to provide reasonable assurance against fraud.

The Group is not aware of any material non-compliance with the relevant laws and regulations that have a significant impact on the Group relating to bribery, extortion, fraud and money laundering during the reporting period.

Community Investment

The Group is fully aware of the importance of interacting with the wider community in fulfilling corporate social responsibility.

The Group would explore the possibility of finding suitable partners and contributing to community and environmental protection programmes which facilitate positive changes. The Group would also from time to time encourage its staff to support community service activities.

本集團將根據內部程序及指引審議所有客戶投訴並採取相應跟進措施。如適用，本集團將進行相關調查並解決，並於需要時作出改進。本集團認為投訴是從社區及客戶取得反饋的大好良機，從而能確定改進服務及改善政策的必要性。

於報告期間，在健康及安全、廣告、標籤及提供產品與服務相關隱私事宜以及賠償方法方面，本集團並無知悉任何對本集團有重大影響的不遵守相關法律法規的任何嚴重不合規事宜。

反貪污

本集團致力於維持高反貪污標準。本集團已制定充足的守則確保所有僱員(包括董事)遵守高標準的業務及專業以及道德規範。我們鼓勵所有僱員以嚴格保密的形式向高級管理層提出任何相關問題。我們將全面調查任何證明屬實的問題並相應採取行動。

本集團全面遵守所有相關反洗錢法律。我們通過「了解客戶」及評估程序最大程度降低與參與洗錢或恐怖主義活動的個人或組織建立關係的風險。

本集團已制定穩健的內部控制程序，以就反欺詐提供合理保障。

於報告期間，在賄賂、敲詐、欺詐及洗錢方面，本集團並無知悉任何對本集團有重大影響的不遵守相關法律法規的任何嚴重不合規事宜。

社區投資

本集團充分意識到與更大範圍社區交流以履行企業社會責任的重要性。

本集團將尋求機會，物色合適的合夥人並向社區及環保項目作出貢獻，從而帶來積極進步。本集團亦將不時鼓勵其員工支持社區服務活動。