

Environmental, Social and Governance Report

環境、社會及管治報告

INTRODUCTION AND SCOPE

This is the first year for the Group to prepare the Environmental, Social and Governance Report (the “ESG Report”) in compliance with the Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) in Appendix 20 of the GEM Listing Rules. This report discloses the Group’s performance on Environmental, Social and Governance (“ESG”) focusing on the accomplishments over the period between 1 April 2016 and 31 March 2017 (the “Year”). The ESG Report intends to give insight into the approach adopted and actions taken by the Group regarding its operations and sustainability that have implication for the Group and the interest to stakeholders.

The ESG Report has been presented into two aspects, environmental and social aspects. During the Year under review, the Group committed to a high standard of corporate social responsibility and strictly complied with the requirements of relevant laws and regulations as addressed by the ESG Reporting Guide.

緒言及範圍

本年為本集團按照創業板上市規則附錄20中環境、社會及管治報告指引(「環境、社會及管治報告指引」)編製環境、社會及管治報告(「環境、社會及管治報告」)的首個年度。本報告披露本集團於環境、社會及管治方面的表現，並集中於二零一六年四月一日至二零一七年三月三十一日期間(「本年度」)的成果。環境、社會及管治報告擬剖析本集團就其營運及可持續性而影響本集團及有利於持份者所採納的方式及所採取的行動。

環境、社會及管治報告呈列兩個範疇，即環境及社會範疇。於回顧年度，本集團致力建立高標準的企業社會責任，並嚴格遵守環境、社會及管治報告指引中所提及相關法律及法規之規定。

A. ENVIRONMENTAL ASPECT

A.1 Emissions

As the Group's core business activities focus on provision of digital television services in Hong Kong and the PRC and provision of car beauty services in Hong Kong, the operations which may generate some hazardous waste, such as the consumption of electricity through lighting and air-conditioning during production and broadcasting and the emissions from business travel through Hong Kong and the PRC.

For car beauty services, wastewater can be contaminated with heavy metals such as copper from brake pads and zinc from tires, gasoline and motor oils rather than funneled into storm drains.

During the Year, the Group reported consumption of the sum of 49,503 kWh of electricity and 1,165m³ of water.

A. 環境範疇

A.1 排放

由於本集團的核心業務活動集中於香港及中國提供數字電視服務及於香港提供汽車美容服務，該等營運可能產生若干有害廢物，例如於製作及廣播時透過照明及空調消耗電力，並於往返香港及中國之商務旅遊中產生排放。

就汽車美容服務而言，廢水會受到剎車板的銅以及輪胎、汽油及發動機油的鋅等重金屬污染，而非流入雨水渠。

於本年度，本集團錄得49,503千瓦時之耗電量及1,165立方米之耗水量。

A. ENVIRONMENTAL ASPECT (Continued)

A.2 Use of resources

The Group created policies of measures to reduce the consumption such as:

- turning off the electronic equipment when it is not being used and switch the lights off before leaving the office and the workstations;
- deploying energy-efficient devices which carry Energy Label issued by the Electrical and Mechanical Service Department;
- advocating the temperature at the office and workstations to be remained at 25.5 Celsius;
- reducing the use of paper and encourage duplex printing and reusing of single-side printed papers;
- discharging the wasted water into property maintained sanitary sewer and handled by the property management companies;
- strictly complies with relevant environmental laws and regulations towards local laws and regulations on environment in the PRC and Hong Kong such as Environmental Protection Law of the People's Republic of China 《中華人民共和國環境保護法》, Law of The People's Republic of China on The Prevention and Control of Atmospheric Pollution 《中華人民共和國大氣污染防治法》 and Urban Drainage and Sewage Treatment Ordinance 《城鎮排水與污水處理條例》; and
- performing regular assessment in analysing data in aims to better manage the use of resources. The resources used by the Group from offices relates to water, electricity and paper consumption.

A.3 Environmental and natural resources

The Group has developed the Environmental Management System which has been certified to comply with ISO14001. The Group will regularly spread the practical tips and information about the environmental friendly action to the management and employees to minimize the impart of the business on the environment.

A. 環境範疇(續)

A.2 資源使用

本集團已制定措施政策，以減少消耗，例如：

- 關掉閒置的電子設備並於離開辦公室及工作室前關燈；
- 配備能源效益裝置，該等裝置印有由機電工程署發出之能源標籤；
- 提倡辦公室及工作室溫度保持攝氏25.5度；
- 減少用紙及鼓勵雙面印刷及重用單面打印紙張；
- 於妥善保養的污水渠排放廢水，並由物業管理公司處理廢水；
- 本集團嚴格遵守相關環境法律及法規，包括中國及香港本地的環境法律及法規，例如《中華人民共和國環境保護法》、《中華人民共和國大氣污染防治法》及《城鎮排水與污水處理條例》；及
- 定期評估分析數據，旨在更有效管理資源使用。本集團於辦公室所用的資源與水、電力及紙張消耗有關。

A.3 環境及天然資源

本集團設有環境管理系統，並符合ISO14001之認證。本集團將定期向管理層及僱員派發有關環保行動之實用小貼士及資料，以盡量減少業務對環境之影響。

B. SOCIAL ASPECT

B.1 Employment

Labour practices

A good workplace practice attributes from being free from discrimination and equal opportunities for all despite of age, gender, race, colour, sexual orientation, disability or marital status to increase employee satisfaction. To ensure an equal and fair working environment, the Group adopts practices and policies of Labour Law of the People's Republic of China《中華人民共和國勞動法》("the PRC Labour Law"), Labour Contract Law of People's Republic of China《中華人民共和國勞動合同法》("the PRC Labour Contract Law") and other relevant laws and regulations.

Employment contract specifies the terms including compensation and dismissal, working hours, rest periods and other benefits and welfare for staff. Staff handbook also highlights important information of policies on compensation, employee benefits including medical insurance, rights on termination, business conduct and leave benefits.

Social activities such as annual dinner, team building and other social events are organised for employees to participate to increase their work-life balance and enhance the relationship with employees.

B. 社會範疇

B.1 僱傭

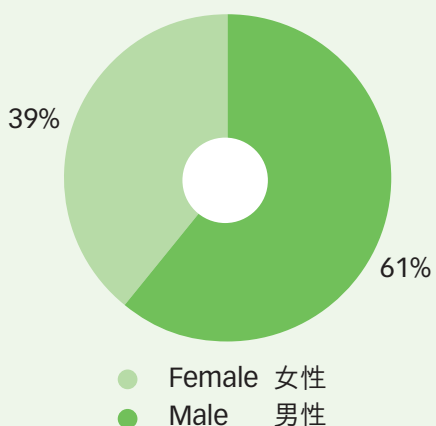
勞工守則

良好的工作場所守則建基於不帶歧視元素，並為所有人提供平等機會，而不論其年齡、性別、種族、膚色、性取向、殘疾或婚姻狀況，從而提高僱員滿意度。為確保工作環境平等公正，本集團採納《中華人民共和國勞動法》(「中國勞動法」)、《中華人民共和國勞動合同法》(「中國勞動合同法」)及其他相關法律及法規的守則及政策。

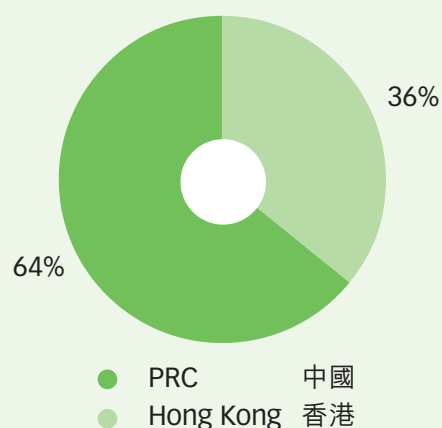
僱傭合同訂明員工的薪酬及解僱、工作時數、休息時間以及其他利益及福利等條款。員工手冊亦強調薪酬、僱員福利(包括醫療保險、終止權利、商業操守及休假福利)政策等重要資料。

本集團會舉行週年晚宴、團隊建設及其他社交事項等社會活動讓僱員參與，令彼等於工作與生活之間取得更大的平衡，並增強與僱員的關係。

GENDER
性別



GEOGRAPHIC LOCATION
地理位置



B. SOCIAL ASPECT (Continued)

B.2 Health and Safety

Workplace health and safety

Protecting employee's occupational health and safety is critical for the Group. The Group complies with the PRC Labour Law with respect to occupational safety and health and other applicable regulations for a healthy and comfortable working environment. There is also fire prevention protection including fire-fighting equipment such as fire extinguisher and fire detection equipment are equipped and checked regularly to prevent any fire outbreak. Staff also participate in regular fire drill and smoking is prohibited in all areas. For the Year, the Group has reported zero work related fatalities and work injuries.

B.3 Development and Training

Employee development and training

The Group encourages employees for continuous development and improves their skill set through training. The Group provided various internal and external trainings for developing the workforce including but not limited to financing, accounting, corporate governance and others that directly related to the business of the Company. There are budgets per annum for the Directors and other staffs' training and reimbursed given after the completion of the enrolled program. To fully develop the workforce, new staff will also be provided with on-board training to help adapt faster to the operations of the Group. Staff's performance will also be reviewed annually through appraisal to determine any additional training or improvement plan required for each staff from their performance result.

B. 社會範疇(續)

B.2 健康與安全

工作場所健康與安全

保護僱員的職業健康與安全對本集團至關重要。本集團為健康舒適的工作環境遵守有關職業安全與健康的中國勞動法及其他適用法規。我們亦採取防火保護措施，包括配備滅火器及火災偵測設備等消防設備，並定期檢查，防止任何火災爆發。員工亦定期參與消防演習，且所有區域禁止吸煙。於本年度，本集團並無任何工作相關致命事故及工傷。

B.3 發展及培訓

僱員發展及培訓

本集團鼓勵僱員持續發展，通過培訓提高彼等的技能水平。為培養員工，本集團提供多種內部及外部培訓，包括但不限於金融、會計、企業管治及與本公司業務直接相關的其他範疇。每年設有為董事及其他員工培訓的預算，於修畢報讀課程後進行報銷。為全面培養員工，我們亦將為新員工提供在職培訓，以更快適應本集團的營運。員工表現亦將通過評估每年進行審核，根據彼等表現結果釐定每位員工所需的任何額外培訓或改善計劃。

B. SOCIAL ASPECT (Continued)

B.4 Labour Standards

Child labour and forced labor

With compliance on the PRC Labour Contract Law and the Employment Ordinance Chapter 57 of the Laws of Hong Kong, any individuals under legal working age or without any identification documents are disqualified from employment. During interview, the candidate's identification will be checked to prevent child labour and illegal labour. Identification will be checked again when suitable candidate being employed. Upon discovery of any child labour and use of forced labour, the person will be dismissed immediately and the discovered issue will be reviewed and discussed with the Board to prevent it from happening again. The Group also has policies to protect staff's labour rights with a complaint system for staffs to report their concerns and any violations of labour rights. For the Year, there is no labour dispute between the Company and its staff.

B.5 Supply Chain Management

Supplier management

The objectives are to deepen the collaborative relationship with the strategic suppliers and to create competitive advantages in the value chain, thereby aim to enhance their impact on the society and environment. The Group also tended to maintain long term relationship with its suppliers for ensuring stable supply of materials or goods. Greater emphasis is placed on the communication and relationship with the suppliers towards sustainable development.

B. 社會範疇(續)

B.4 勞工標準

童工及強制勞工

根據中國勞動合同法及香港法例第57章《僱傭條例》，任何未滿合法工作年齡人士或並無持有任何身份證明文件人士均不會獲僱用。面試期間，我們將檢查應徵者的身份，以避免僱用童工及非法勞工。當合適應徵者獲僱用時，我們將再次檢查其身份。如發現任何童工及使用強制勞工，該人士將被立即解僱，並將與董事會檢討及討論有關已發現問題，以防止其再次發生。本集團亦制定政策保護員工的勞工權利，為員工彙報關注事項及侵犯勞工權利的行為設立投訴機制。於本年度，本公司與員工之間並無勞資糾紛。

B.5 供應鏈管理

供應商管理

該目標旨在加深與戰略供應商的合作關係，並於價值鏈中創造競爭優勢，進而旨在加強其對社會及環境的影響。本集團亦擬與其供應商維持長遠關係，以確保材料或貨物的穩定供應，且更加注重與供應商的溝通及關係，促進可持續發展。

B. SOCIAL ASPECT (Continued)

B.6 Product Responsibility

Client's data and complaint handling

Once a complaint is received by telephone, email or letter, it must be reported to the management. Investigation is carried out to identify the reason of the complaint. Responsible department is required to formulate long term strategy and the result will be reviewed by quality assurance department. Data is our valuable asset. The Group has developed a policy of information management system to provide guidance to staff on control and usage of company data and to restrict access or use where necessary to protect the interests of the Group. Data is classified into different levels according to the confidentiality as public, internal, and restricted/confidential. In order to protect consumer data and privacy we will keep the client information together and destroy on a timely basis.

B.7 Anti-Corruption

Anti-corruption and money laundering

Conducting business with integrity is one of the core values underlying the Group's business operations. A system with good moral integrity and anti-corruption mechanism is the cornerstone for the sustainable and healthy development of the Group. The Group has adopted and circulated internally clear guidelines for employees to strictly prohibit corruption, fraud, money laundering, bribery and extortion. The Group is committed to the compliance with Criminal law of the People's Republic of China《中華人民共和國刑法》and the Anti-Unfair Competition Law of the People's Republic of China《中華人民共和國反不正當競爭法》and other relevant laws and regulations. During the Year, the Group has not received any complaint or notification from governmental authorities regarding non-compliance of the Group or its employees with anti-corruption laws referred to above.

B. 社會範疇(續)

B.6 產品責任

客戶資料及投訴處理

當通過電話、電子郵件或信件接獲投訴時，須向管理層報告，開展調查以確定投訴原因。負責部門須制定長期策略，其結果將由質量保證部門審閱。資料為我們的寶貴資產。本集團設有信息管理機制政策，為員工控制及使用公司資料提供指引，並於必要時限制存取或使用，以保護本集團的利益。資料根據公開、內部及限制／機密的程度分為不同級別。為保護消費者的資料及私隱，我們將客戶資料集中保管並及時銷毀。

B.7 反貪腐

反貪腐及洗黑錢

誠信營商為本集團業務營運的核心價值之一。一個具良好道德誠信及反貪污機制的系統為本集團持續及健康發展之基石。本集團已採納並內部發放明確的僱員指引，嚴禁貪污、欺詐、洗黑錢、賄賂及勒索行為。本集團致力遵守《中華人民共和國刑法》及《中華人民共和國反不正當競爭法》及其他相關法律及法規。於本年度，本集團並無接獲來自政府機關有關本集團或其僱員違反上述反貪污法律的任何投訴或通知。

B. SOCIAL ASPECT (Continued)

B.7 Anti-Corruption (Continued)

Whistle-blowing Policy

The Group has a whistleblower policy that there is a complaint channel to allow employees or other parties to confidentially and/or anonymously report any actual or suspected occurrence of improper conduct involving the Group.

B.8 Community investment

Community involvement

The Group believes that community support is important to the Group's success and promotes the core value of sustainable development. Therefore, the Group plans to initiate plans such as through company sponsor and employee volunteer programs to get involved in the communities in order to build good community relations with our employees volunteering and promoting social development by contributing to education and charity. Assessment will be taken on how to give business activities to the interests of community. Also, the Group is committed to provide career opportunities to the locals and promote the development of the community's economy.

B. 社會範疇(續)

B.7 反貪腐(續)

舉報政策

本集團設有舉報政策，允許僱員或其他人士通過投訴渠道私下及／或匿名彙報與本集團有關任何實際或疑似發生的不當行為。

B.8 社區投資

社區參與

本集團認為，社區支持對本集團的成功至關重要，並推廣可持續發展的核心價值。因此，本集團擬開展計劃，通過公司贊助商及僱員義工計劃等方式參與社區，通過教育及慈善貢獻，與志願參與及推動社會發展的僱員建立良好社區關係，並將就如何使商業活動符合社區利益進行評估。此外，本集團亦致力為當地人士提供就業機會，並促進社區經濟發展。