



Alpha Professional Holdings Limited

阿爾法企業控股有限公司*

(Formerly known as Z-Obee Holdings Limited 前稱融達控股有限公司*)

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立的有限公司)

(Stock Code 股份代號 : 948)

2019

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

* For identification purpose only 僅供識別

Environmental, Social and Governance Report 2018/19

二零一八／一九年度環境、社會及管治報告

Alpha Professional Holdings Limited (the “Company”, “We” and “Our”, and together with its subsidiaries the “Group”) hereby presents this Environmental, Social and Governance (the “ESG”) report (the “ESG Report”) for the year ended 31 March 2019 (“Year 2018/19”).

ESG forms a crucial part of the risk management and internal control systems of the Company, which is reviewed on an annual basis to ensure the systems in place are effective and adequate in order to safeguard the assets of the Company and the interests of its shareholders. The board (the “Board”) of directors of the Company is responsible for our ESG strategy and reporting.

The ESG Report covers the environmental and social aspects of the Hong Kong and Shenzhen offices of the Group (including head office of the Group located in Hong Kong and the Shenzhen office of each of H K Rich Technology International Company Limited and 深圳中健生物技術有限公司 (Shenzhen Zoken Biology Ltd.*) (“Shenzhen Zoken”), wholly-owned subsidiaries of the Company which are engaged in (i) trading of mobile handsets and their components and (ii) provision of biotechnology and biological gene technology technical services, respectively), and should be read in conjunction with the Company’s annual report for Year 2018/19 (the “2018/19 Annual Report”) containing the corporate governance report of the Company. The scope of the current year ESG Report is wider than that for the year ended 31 March 2018 (“Year 2017/18”) because of the inclusion of the Shenzhen office of Shenzhen Zoken resulting from the Group’s acquisition of Great Empire International Group Limited and its subsidiaries (including Shenzhen Zoken) during Year 2018/19, details of which are set out in the 2018/19 Annual Report.

OBJECTIVES

To comply with the requirements set forth in Appendix 27 Environmental, Social and Governance Reporting Guide (the “ESG Guide”) to the Rules Governing the Listing of Securities (the “Listing Rules”) on The Stock Exchange of Hong Kong Limited, disclosures relating to the material ESG issues identified have been included in this ESG Report pursuant to the general disclosure requirements of the ESG Guide.

STRATEGY

The Group is committed to improving our ESG performance by upholding good corporate governance standards, protecting our environment, engaging the community and promoting social integration. The Board is responsible for overseeing our ESG strategy and reporting, and overseeing the management in the design, implementation and monitoring of the risk management and internal control systems to address the ESG-related issues.

We have established the mechanism to gather the ESG data from operation and measure their impact to the environment and society. We strive to improve our operational methods and increase efficiency in our consumption of resources in order to reduce the impact of our business on the environment.

阿爾法企業控股有限公司* (「本公司」、「我們」及「我們的」，連同其附屬公司，統稱「本集團」) 謹此提呈截至二零一九年三月三十一日止年度(「二零一八／一九年度」)的環境、社會及管治(「環境、社會及管治」)報告(「環境、社會及管治報告」)。

環境、社會及管治是本公司風險管理及內部控制系統的重要部分，每年進行審查，確保現有系統的效能及充足性，以保障本公司資產及股東利益。本公司董事會(「董事會」)負責我們的環境、社會及管治策略及報告。

環境、社會及管治報告涵蓋本集團香港及深圳辦事處(包括本集團位於香港的總辦事處及本公司全資附屬公司香港富昕科技國際有限公司及深圳中健生物技術有限公司(「深圳中健」)的深圳辦事處，該兩間公司分別從事(i)手機及其零件買賣及(ii)提供生物科技及生物基因技術服務)，並應與本公司二零一八／一九年度的年報(「二零一八／一九年度年報」)一併閱讀，其中載有本公司的企業管治報告。本年度環境、社會及管治報告的範圍較截至二零一八年三月三十一日止年度(「二零一七／一八年度」)較為廣泛，原因為由於本集團於二零一八／一九年度收購大君國際集團有限公司及其附屬公司(包括深圳中健)之全部股權(詳情載於二零一八／一九年度年報)，報告納入深圳中健的深圳辦事處。

目標

為遵循香港聯合交易所有限公司頒佈的證券上市規則(「上市規則」)附錄27環境、社會及管治報告指引(「環境、社會及管治指引」)所載規定，有關已識別之重大環境、社會及管治問題的披露事項已根據環境、社會及管治指引的一般披露規定收錄於本環境、社會及管治報告。

策略

本集團致力透過維持良好的企業管治標準、保護環境、社區參與及提倡融入社會，藉以提升在環境、社會及管治方面的表現。董事會負責監督環境、社會及管治策略及報告，並監察管理層設計、執行及監督風險管理及內部控制系統，以解決環境、社會及管治相關事宜。

我們已設立收集營運的環境、社會及管治數據及計量彼等對環境及社會的影響。我們積極改善營運方式，提高資源使用效率，以減少業務對環境帶來的影響。

* For identification purpose only

* 僅供識別

MANAGEMENT APPROACH AND PRIORITIES

Our approach is to identify the relevant ESG issues and assess their materiality on our businesses as well as our stakeholders, through reviewing our operations and holding internal discussions. Adhering to the reporting principles of materiality, quantitative, balance and consistency, this ESG Report aims at sharing our performance in respect of sustainable development and summarizing our management efforts made on sustainability for Year 2018/19. The management of the Group prioritises product responsibility and employee rights and obligations as key aspects of its sustainability management. Effective internal control systems and procedures on these areas were reinforced with a view to enhancing efficiency of operation and generating the environmental and social benefits to our stakeholders.

A. ENVIRONMENTAL

A1 Emissions

Despite that the Group is principally engaged in providing the design, procurement of hardware components, outsourcing the assembling services for mobile handsets and provision of biotechnology and biological gene technology services without any mass emissions (such as hazardous or polluted air emissions, waste and water discharges) or significant impact to the environment, the Group has established detailed procedures to detect any possible pollution incidents which affect the surrounding environment that may occur in the course of our business operations in the future.

Air pollutants emission

The Group did not own or operate any vehicles, and hence insignificant amount of or no air pollutants were generated in Year 2018/19.

Greenhouse gas emission

Greenhouse gas is one of the main emissions of the Group. The source of greenhouse gas emissions from the Group's business activities are mainly electricity consumption at our offices and business air travel by our employees.

管理方針及優先事項

我們的方針為識別相關環境、社會及管治問題，並透過檢討營運及舉行內務會談評估問題對我們的業務及持份者的重要性。按照重要性、量化、平衡及一致性等報告原則，本環境、社會及管治報告旨在分享我們在可持續發展方面的表現，以及概述我們於二零一八／一九年度內在可持續發展工作上的努力。本集團管理層高度重視產品責任及僱員權責，並納入其持續性管理的主要方面。為提升營運效益及為持份者帶來環境及社會福利，本集團不斷鞏固該等方面的有效內部控制系統及程序。

A. 環境

A1 排放物

儘管本集團主要從事提供設計、採購硬件、外判手機的裝嵌服務及提供生物技術及生物基因技術服務而並無產生大量排放物（例如有害或污染空氣排放物、廢物及水排放物）或對環境造成重大影響，本集團已制定詳細的程序，以檢測未來於我們業務營運過程中可能發生影響周圍環境的任何可能污染事件。

空氣污染物排放

本集團並無擁有或操作任何車輛，因此於二零一八／一九年度只產生少量或並無產生空氣污染物。

溫室氣體排放

溫室氣體是本集團主要排放物之一。本集團業務活動的溫室氣體排放主要來自辦公室的電力消耗及由僱員出差乘搭飛機產生。

Environmental, Social and Governance Report 2018/19

二零一八／一九年度環境、社會及管治報告

A summary on the relevant emissions related key performance indicators (“KPIs”) for Year 2018/19 (with comparative figures for Year 2017/18 is disclosed as follows:

於二零一八／一九年度排放相關的關鍵績效指標(「關鍵績效指標」)(連同二零一七／一八年度比較數字)的概要披露如下：

Types of Emissions	排放物類別	Year 2018/19 二零一八／一九年度	Year 2017/18 二零一七／一八年度
Indirect Emission	間接排放		
CO ₂ (generated from business air travel by employees)	二氧化碳(由員工出差乘搭飛機產生)	11,865.00 kg 11,865.00 千克	11,056.40 kg 11,056.40 千克
CO ₂ (generated from purchased electricity)	二氧化碳(由購買電力產生)	29,506.53 kg 29,506.53 千克	30,196.10 kg 30,196.10 千克
Total CO₂ Emission Intensity per Office (Office area: 2018/19: 755.26 square metre (“sqm”) (including office of the newly acquired biotechnology business); 2017/18: 545.97 sqm) CO ₂	每辦事處的二氧化碳總排放密度 (辦公室區域：二零一八／一九年度：755.26 平方米(包括新收購的生物技術業務的辦公室)，二零一七／一八年度：545.97 平方米) 二氧化碳	54.78 kg/sqm 54.78 千克／平方米	75.56 kg/sqm 75.56 千克／平方米

Hazardous and non-hazardous waste

The Group did not generate hazardous waste in Year 2018/19. The non-hazardous wastes generated by the Group were mainly papers and office consumable wastes, which were immaterial and had little impact to the environment. Despite that the Group had acquired a biotechnology business in early 2019, the main activities for this new business segment were assays and experiments performed in the customers' laboratories. Since the medical wastes produced inside the hospital laboratories were belonged to and disposed by our customers which are public hospitals, and insignificant medical wastes were produced during the research and development process within our in-house laboratory, we consider that our biotechnology business did not constitute material impact to our environment.

The Group is committed to reducing the amount of waste produced from our operations. Please refer to the subsection headed *Waste Management* below for the policies we adopted to reduce waste.

Policies

Protecting the environment is one of our key concerns. We are committed to meeting the requirements as stipulated in the applicable national/local environmental laws and regulations. We have taken into consideration the environmental sustainability into our business process; have dedicated senior management to monitor our environmental performance regularly; and have adopted the following policies for energy and waste management:

1. Energy Management

The indirect greenhouse gas emissions, which are generated from our daily electricity power consumption, are one of the main sources of carbon footprint of the Group. We will keep monitoring the carbon footprint of the Group to find out the impact of our daily operation on the environment. At the same time, we have implemented the following energy-saving and energy efficient measures at our offices as follows:

有害及無害廢物

本集團於二零一八／一九年度並無產生有害廢物。本集團所產生的無害廢物主要為少量的紙張及辦公耗材廢物，且對環境影響微乎其微。儘管本集團已於二零一九年年初收購生物技術業務，該新業務分部的主要活動為在客戶的實驗室進行試驗及實驗。由於醫院實驗室內產生的醫療廢物屬於我們客戶(公立醫院)及由彼等處理，且於研發過程中在我們自設的實驗室產生少量醫療廢物，我們認為，我們的生物技術業務並無對環境造成重大影響。

本集團致力減少營運所產生的廢物數量。請參閱下文「廢物管理」分節，了解我們為減少廢物而採取的政策。

政策

保護環境是我們其中一個主要關注點。我們致力迎合適用的國家／地方環境法律及監管規定所訂定的要求。我們已將環境的可持續發展納入業務程序考量，並已指派高級管理層定期監察我們的環境事務表現。我們已採納下列的能源及廢物管理政策：

1. 能源管理

從我們日常電力消耗所產生的間接溫室氣體排放，是本集團碳排放量的主要來源之一，而我們將不斷監察本集團的碳排放量，以找出和控制我們日常營運對環境造成的影響。同時，我們已在各個辦事處地點執行以下節能及能源效益措施：

- a. turn off lights and electrical devices when not used; and
- b. deploy natural light as much as possible on office floors.

With the above measures in place, total electricity consumption of the Group was 29,595.32 kWh and 29,506.53 kg of CO₂ was generated from electricity used for our operations for Year 2018/19 (Year 2017/18: 30,287kWh and 30,196.10 kg of CO₂).

2. Waste Management

We adopt a responsible waste management policy, including waste avoidance, reducing waste from its source and reuse, recycling and responsible disposal of waste. We encourage our employees to reduce the production of waste and are committed to introducing waste separation measures to enable recycling for the following categories:

- a. paper (paper, paper plate, magazines, cardboards, etc.);
- b. metal (aluminum and other metallic cans);
- c. plastics (packaging materials); and
- d. other recyclables (electrical appliances, computers, etc.).

During Year 2018/19, the operation of the Group had complied with all the relevant environmental laws and regulations, and hence had no records of penalty or warning related to air, water and wastes pollution and discharges from any environmental department or alerts from any environmental agencies in the People's Republic of China (the "PRC") and Hong Kong.

A2 Use of Resources

The use of resources in the course of our business operations mainly includes the consumption of energy, water and paper.

Energy consumption

During Year 2018/19, the use of electricity was the major source of energy consumption which contributed to the total energy consumption of 29,595 kWh and its intensity was 39.19 kWh/sqm. (Year 2017/18: 30,287 kWh and 55.47 kWh/sqm)

Water consumption

During Year 2018/19, all water consumed by the Group were for office general consumption purpose, and the water consumption volume of the Group was 375 m³ and its intensity was 0.50 m³/sqm. There is no comparative data for Year 2017/18 for water consumption due to incomplete data retained.

- a. 關掉所有不使用的電燈及電力設備；及
- b. 在辦公室樓層盡量採用天然光。

通過採納上述措施，本集團於二零一八／一九年度總用電量為29,595.32千瓦時，及營運用電產生29,506.3千克二氧化碳(二零一七／一八年度：30,287千瓦時及30,196.10千克二氧化碳)。

2. 廢物管理

我們採用負責任的廢物管理政策，包括避免浪費、從源頭減少廢物及再使用、回收和負責任地處置廢物。我們鼓勵僱員減少製造廢物，並承諾引入廢物分類措施，為以下類別進行回收利用：

- a. 廢紙(廢紙、紙板、雜誌、卡紙等)；
- b. 金屬(鋁罐及其他金屬罐)；
- c. 塑膠(包裝物料)；及
- d. 其他可回收物品(電器、電腦等)。

本集團於二零一八／一九年度的營運已遵守所有相關環境法律及法規，因此並無由中華人民共和國(「中國」)及香港的環境部門發出與空氣、水及廢物污染及排放有關的懲罰或警告或提示紀錄。

A2 資源使用

於我們的業務營運過程中使用的資源主要包括能源、水及紙的消耗。

能源消耗

於二零一八／一九年度，電力使用是能源消耗的主要來源，造成總能源消耗達29,595千瓦時及其密度為39.19千瓦時／平方米。(二零一七／一八年度：30,287千瓦時及55.47千瓦時／平方米)

用水量

於二零一八／一九年，本集團所有用水均用於辦公室一般消耗用途，及本集團的用水量為375立方米及其密度為0.50立方米／平方米。由於所獲得的數據不完整，二零一七／一八年度用水量並無比較數據。

Environmental, Social and Governance Report 2018/19

二零一八／一九年度環境、社會及管治報告

Paper consumption

During Year 2018/19, the total amount of paper consumption in the Group was approximately 258 kg and its intensity was 0.34 kg/sqm. There is no comparative data for Year 2017/18 for paper consumption due to incomplete data retained.

A summary on the relevant use of resources related KPIs of the Group for Year 2018/19 (with comparative figures for Year 2017/18) is disclosed as follows:

Use of Resources	資源使用	Year 2018/19 二零一八／一九年度	Year 2017/18 二零一七／一八年度
		29,595 kWh	30,287 kWh
		39.19 kWh/sqm	55.47 kWh/sqm
Electricity	電力	29,595 千瓦時	30,287 千瓦時
Electricity consumption intensity	電力消耗密度	39.19 千瓦時／平方米	55.47 千瓦時／平方米
Water	水	375 m³	—
Water consumption intensity	水消耗密度	0.50 m³/sqm	—
		375 立方米	—
		0.50 立方米／平方米	—
Paper	紙	258 kg	—
Paper consumption intensity	紙消耗密度	0.34 kg/sqm	—
		258 千克	—
		0.34 千克／平方米	—

用紙量

於二零一八／一九年度，本集團的用紙量約為258千克及其密度為0.34千克／平方米。由於所獲得的數據不完整，二零一七／一八年度用紙量並無比較數據。

於二零一八／一九年度本集團資源使用相關的關鍵績效指標(連同二零一七／一八年度的比較數字)的概要披露如下：

Green initiatives and measures

Our Group is committed to conserving resources in our business activities, including use of energy, water and paper. We aim to reduce the use of resources and corresponding carbon footprint through the adoption of various green initiatives. Green awareness is promoted among our employees in order to drive their behavioral changes. During Year 2018/19, the Group adopted green initiatives and measures to enhance the efficiency of use of resources.

1. Reducing Electricity Consumption

Energy consumption is one of the major use of resources by the Group. The Group has always aimed at efficient use of resources by requesting all our employees to comply with the energy-saving policy of the Group.

綠色舉措及措施

本集團在商業活動中致力節約資源，包括能源、水及紙張的使用。我們的目標是透過採納各種環保方案減少使用資源及相應的碳足跡。我們向僱員宣揚環保意識，旨在促進他們改變習慣。於二零一八／一九年度，本集團推行綠色舉措及措施，提高資源使用效率。

1. 減少耗電

能源消耗是本集團主要使用資源之一。本集團一直致力於資源的有效使用，要求全體僱員遵守本集團的節能政策。

2. Reducing Paper Consumption

Waste management and waste reduction are important strategies, which help conserve valuable resources. In order to reduce waste paper, we have developed the following measures:

- a. deploy recycling bins to collect used paper products such as waste paper, posters, letters and envelopes;
- b. place waste paper recycling bin next to the printer to facilitate collection or reuse;
- c. print on both sides of the paper;
- d. use both sides of the paper for writing;
- e. bring our own cups to office and avoid using paper cups;
- f. reuse old stationeries such as folders and envelopes; and
- g. reuse packaging boxes.

3. Water Conservation

As fresh water is one of the precious natural resources, the Company is committed to protecting the water resource and encourages all employees to develop water-saving habits.

Despite that the Group had acquired a biotechnology business in early 2019, the total electricity consumption experienced a slightly decrease to 29,595 kWh in Year 2018/19 (Year 2017/18: 30,287 kWh). Moreover, the Group had established the mechanism to collect the use of resources data in Year 2018/19. The Group is able to assess the achievement on resources consumption on an ongoing basis.

Packaging material for finished products

The Group's segment for trading of mobile handsets is principally engaged in providing the design, procurement of hardware components and outsourcing the assembling services for mobile handsets. The packaging process has been outsourced and thus packaging material used is insignificant to the Group.

For the segment for biotechnology and biological gene technology technical services, the main activities for this business segment are assays and experiments performed in the customers' laboratories, no packaging material is involved during the production process.

2. 減少用紙

管理及減少廢物是重要策略，有助保存寶貴資源。為了減少紙張浪費，我們已制定以下措施：

- a. 設置回收箱，以收集廢紙、海報、信件及信封等使用過的紙張製成品；
- b. 在打印機旁邊放置廢紙回收箱以便回收或重用；
- c. 雙面打印；
- d. 雙面書寫；
- e. 自攜杯子，避免使用紙杯；
- f. 重用文件夾及信封等舊文具；及
- g. 重用包裝箱。

3. 節約用水

由於食水是珍貴的天然資源之一，本公司致力於保護水資源，並鼓勵所有僱員養成節約用水的習慣。

雖然本集團已於二零一九年初收購生物技術業務，總用電量於二零一八／一九年度輕微減少至29,595千瓦時(二零一七／一八年度：30,287千瓦時)。此外，本集團於二零一八／一九年度已制定機制，以於本年度收集資源使用數據。本集團能夠持續評估資源消耗的成果。

製成品的包裝材料

本集團的手機貿易分部主要從事提供設計、採購硬件及外判手機的裝嵌服務。包裝工序已經外判，因此所用包裝材料對本集團而言屬極少量。

就生物科技及生物基因技術服務分部而言，該業務分部的主要活動為在客戶的實驗室進行試驗及實驗，於生產過程中並無涉及包裝材料。

A3 The Environment and Natural Resources

The Group manages and minimizes the impact that it may cause to the environment and natural resources directly or indirectly, through the following policies:

- ensure its business operations comply with the environmental laws in the PRC and Hong Kong;
- strengthen the awareness of employees on environmental protection through training; and
- monitor our daily business operations in conserving energy and water to reduce direct impact on the environment.

In particular, consumption of electricity generates the emission of CO₂, as discussed above, which in turn draws negative impact to our world as CO₂ is a greenhouse gas which contributed to the greenhouse effect that affects the temperature of our planet. With an aim of reducing electricity consumption, we have implemented the abovementioned energy-saving measures. As discussed above, during Year 2018/19, the Group's total electricity consumption was 29,595 kWh (Year 2017/18: 30,287 kWh).

Also, consumption of paper draws negative impact to our world as voluminous paper consumption may lead to deforestation. With an aim of minimizing the impact of our business operations, we have implemented the paper reduction measures as discussed above so as to minimize the consumption of paper at our offices and strive to consume paper in the most efficient manner.

The Group is committed to monitoring further possible environmental impacts of our business operations, and to implementing measures to control any adverse impacts, in order to generate long-term values for our stakeholders as well as the communities in which we operate.

B. SOCIAL

B1 Employment

Respecting human and labour rights has been an integral part of our approach to sustainability. Employees are the most valuable assets of the Group. The Group cares about the well-beings of our employees and ensures that they are provided with a comfortable and efficient working environment with legislative protection and equal opportunity in their career path.

The Group complies with all the relevant laws and regulations, such as the Employment Ordinance (Cap. 57 of the Laws of Hong Kong) (the "Employment Ordinance") and the Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong) (the "Employees' Compensation Ordinance") as well as the Labor Law of the PRC and the Labor Contract Law of the PRC.

A3 環境及天然資源

本集團透過以下政策管理及盡量減低其可能對環境及天然資源造成的直接或間接影響：

- 確保其業務營運符合中國及香港之環境法律；
- 透過培訓，加強僱員對環保的意識；及
- 監控我們日常業務營運中節約能源及水的措施，以減少對環境的直接影響。

尤其是，如上文所述，電力消耗會產生二氧化碳排放，這會對我們的世界造成負面影響，二氧化碳是一種溫室氣體，會導致影響地球溫度的溫室效應。為減少電力消耗，我們實施上述節能措施。如上文所述，於二零一八／一九年度，本集團總用電量為29,595千瓦時（二零一七／一八年度：30,287千瓦時）。

此外，紙張的消耗會對我們的世界造成負面影響，因為大量的紙張消耗可能導致去森林化。為了盡量減少業務營運的影響，我們實施了上述減少紙張使用措施，以盡量減少辦公室紙張的消耗，並努力以最有效的方式使用紙張。

本集團致力監督我們業務營運中可能對環境的進一步影響，並採取措施控制任何不利影響，從而為我們的持份者以及我們營運所在的社區創造長期價值。

B. 社會

B1 僱傭

尊重人權及勞工權利一直是我們可持續發展方針的不可或缺部分。僱員是本集團重要資產。本集團關注僱員的健康，並確保僱員獲提供舒適和高效的工作環境，得到法例保護，並在事業發展上獲平等機會。

本集團遵守所有相關法律及法規，例如香港法例第57章《僱傭條例》（「僱傭條例」）及香港法例第282章《僱員補償條例》（「僱員補償條例」）以及《中華人民共和國勞動法》及《中華人民共和國勞動合同法》。

1. *Remuneration*

We offer competitive pay and benefits to the employees according to their job requirement and individual performance. We regularly review the overall compensation and benefits to ensure the Company's competitiveness in the market. We also benchmark our compensation policy against relevant industries and similar organizations. We also assess the achievements and contributions of the employees through periodic appraisals and reward them accordingly.

2. *Dismissal*

We ensure that all employees are protected under the employment laws of Hong Kong and the PRC, including but not limited to the following protections:

- a. terminations are for good causes and not due to discriminations;
- b. an employee cannot be dismissed when she has been confirmed pregnant or given notice of pregnancy; and
- c. an employee cannot be dismissed when he or she takes a paid sick leave.

3. *Recruitment and promotion*

Recruitment and promotion should be fair and open for all employees, and cannot be affected by age, sex, physical or mental health status, marital status, family status, race, skin color, nationality, religion, political affiliation, sexual orientation and other factors. Our employees are recognized and reviewed by their contribution, work performance and skills. We always do our best to provide our employees a good working environment and development opportunity.

4. *Working hours and rest periods*

The Group creates an excellent and comfortable working environment. Based on the features of the principal business, the Group sets appropriate working hours and rest breaks for all staff members. The Group also provides paid leave, marriage leave, maternity leave, casual leave and compassionate leave in addition to the statutory holidays.

1. *薪酬*

我們根據工作要求及個人表現，向僱員提供具競爭力的薪酬及福利。我們定期檢討整體薪酬及福利，以確保本公司在市場上的競爭力。我們亦將我們的薪酬政策與相關行業及類似組織進行對比。我們亦通過定期績效考評評估僱員的成績及貢獻，論功行賞。

2. *解僱*

我們確保所有僱員均得到香港及中國僱傭保障法律的保障，包括但不限於以下保障：

- a. 僱員解僱是基於充分的理由，而非因為歧視所造成；
- b. 當僱員已確定懷孕或發出懷孕通知時，不得被解僱；及
- c. 當僱員放有薪病假時，不得被解僱。

3. *招聘及晉升*

對於所有僱員而言，招聘及晉升均應公平及開放，而不得受到年齡、性別、身體狀況或精神健康狀況、婚姻狀況、家庭狀況、種族、膚色、國籍、宗教、政治取向、性取向及其他因素影響。我們會根據僱員貢獻、工作表現及技能給予認可及評估。本公司一向致力為僱員提供良好工作環境及發展機會。

4. *工作時長及休息期*

本集團營造優良舒適的工作環境。基於主營業務的特點，本集團為所有員工提供合適的工作時長及休息時間。除法定假日外，本集團亦提供帶薪假期、婚假、產假、臨時事假及恩恤假。

Environmental, Social and Governance Report 2018/19

二零一八／一九年度環境、社會及管治報告

5. Policy on equal opportunity, diversity, anti-discrimination and other benefits

The Group is an equal opportunity employer. We assess candidates fairly based on their experience, qualifications and abilities. We are committed to the belief that nobody should be treated less favourably on his/her personal characteristics such as gender, pregnancy, marital status, disability, family status, and race. Opportunities for employment, training and career development are equally open to all qualified employees.

Summaries of the total workforce and employee turnover rate by gender of the Group for Year 2018/19 (with comparative figures for Year 2017/18) are disclosed as follows:

Total workforce by gender:

Gender	性別	Number of Staff 員工數目	
		2018/19 二零一八／一九年度	2017/18 二零一七／一八年度
Male	男	98	23
Female	女	80	21
Total	總數	178	44

Employee turnover by gender:

Gender	性別	Number of Staff 員工數目	
		2018/19 二零一八／一九年度	2017/18 二零一七／一八年度
Male	男	18	12
Female	女	13	6
Total	總數	31	18

B2 Health and Safety

We are committed to protecting the health and safety of the employees and the community. We require all employees to comply with all relevant occupational health and safety regulations, and we comply with all the relevant laws and regulations in relation to providing our employees with a safe and healthy working environment and protecting them from occupational hazards. As a result, we are committed to implementing the following measures:

- develop internal guidelines to ensure that the working environment is in line with or higher than the requirements of relevant laws;
- establish safety procedures for the potentially hazardous work;

5. 有關平等機會、多元化、反歧視及其他福利的政策

本集團是平等機會僱主。我們根據應徵者的經驗、資格及能力，對他們進行評核。我們秉持的信念是任何人都不應因其性別、懷孕、婚姻狀況、殘障、家庭狀況及種族等個人特徵而受到任何不利待遇。所有合資格僱員的就業、培訓及職業發展的機會均等。

本集團二零一八／一九年度按性別劃分的員工總數及員工流失率(連同二零一七／一八年度的比較數字)概要披露如下：

按性別劃分的員工總數：

Gender	性別	Number of Staff 員工數目	
		2018/19 二零一八／一九年度	2017/18 二零一七／一八年度
Male	男	98	23
Female	女	80	21
Total	總數	178	44

按性別劃分的員工流失率：

Gender	性別	Number of Staff 員工數目	
		2018/19 二零一八／一九年度	2017/18 二零一七／一八年度
Male	男	18	12
Female	女	13	6
Total	總數	31	18

B2 健康及安全

我們決心保障僱員及社區人士的健康及安全。我們要求所有僱員遵守所有相關職業健康與安全條例，而我們亦遵守所有相關法律及法規，為我們的僱員提供安全及健康的工作環境，並保障他們免受職業危害。因此，我們承諾實行以下措施：

- 制定內部指引，以確保工作環境符合或高於相關法律的規定水平；
- 就潛在危險工作設定安全程序；

- | | |
|---|---|
| <p>c. provide necessary protective equipment and medical insurance to the employees;</p> <p>d. establish emergency measures such as fire or explosion emergency plan;</p> <p>e. regularly arrange rescue, fire and evacuation drills;</p> <p>f. provide and maintain a healthy and safe working environment;</p> <p>g. actively promote environmental protection, health and safety awareness of the employees, and support development of environmental protection, health and safety in the industry; and</p> <p>h. provide all employees with needed job information, guidance, training and supervision to minimize occupational hazards.</p> | <p>c. 向僱員提供所需的保護裝備及醫療保險；</p> <p>d. 設定緊急措施，例如火警或爆炸應變計劃；</p> <p>e. 定期安排救援、火警及疏散演習；</p> <p>f. 提供和維持健康及安全的工作環境；</p> <p>g. 積極促進僱員的環保、健康及安全意識，並支持業內的環保、健康安全的發展；及</p> <p>h. 向所有僱員提供所需的工作資料、指引、訓練及監督，以減少職業危害。</p> |
|---|---|

B3 Development and Training

During Year 2018/19, the Company did update the Board by providing reading materials in difference means for improvement of our corporate governance, the reading materials covered the major changes of the Listing Rules and regulations, and some other finance and management reference. The Company also received written confirmation from each of our Directors that he had participated in continuous professional development training to develop and refresh his knowledge and skills in accordance with code provision A.6.5 of the Corporate Governance Code as set out in Appendix 14 to the Listing Rules during Year 2018/19.

The Group provides employees with regular training and development courses which cover various areas, including orientation, leadership and management skills and on-job training etc., with the aim of improving employees' efficiency, knowledge and skills for discharging their duties at work.

B4 Labour Standards

Child labour and forced labour are strictly prohibited within the Group; and the laws and regulations regarding child and forced labour are strictly followed.

During Year 2018/19, there were no reported cases of any violation of relevant employment laws and regulations including child labour or forced labour.

B3 發展及培訓

於二零一八／一九年度，本公司透過以不同方式提供閱讀材料向董事會報告最新情況，以提升我們的企業管治，閱讀材料涵蓋上市規則及規例的主要變動以及其他財務及管理參考。本公司亦接獲各董事的確認書，確認彼等已於二零一八／一九年度根據上市規則附錄 14 所載企業管治守則之守則條文第 A.6.5 條參與持續專業發展培訓，以發展及更新其知識及技術。

本集團為員工提供定期培訓及發展課程，涵蓋入職培訓、領導及管理技巧及在職培訓等多個領域，旨在提高員工在工作中履行職責的效率、知識及技巧。

B4 勞工標準

本集團嚴禁童工及強制勞工；並嚴格遵守有關童工及強制勞工的法律及法規。

於二零一八／一九年度，並無發現任何有關違反相關僱傭法律及法規的報告，亦無發現有童工或強制勞工的任何事件。

B5 Supply Chain Management

We attach importance to developing and maintaining long-term relationships with our suppliers, looking forward to forming long-term partnerships with them. We take a fair and open principle on procurement of materials and services. We only cooperate with the suppliers that share common moral values and standards with us. The Company also supports and encourages the suppliers to promote efficient use of resources and environmental protection to fulfill corporate social responsibility through the following policies:

- a. advocate the principle of fair and open competition, and based on mutual trust, develop and maintain long-term relationships with the suppliers and contractors;
- b. adopt strict ethical standards in procurement of materials and services to ensure the quality of the finished products and maintain the continued confidence of the clients, suppliers and the general public;
- c. perform periodic assessment on our suppliers based on price, quality, suitability and demands. Only those qualified suppliers will remain in our approved supplier list;
- d. choose appropriate, responsible and capable suppliers;
- e. support and encourage the suppliers to improve their production and working environment, and their employees' benefits and protections; and
- f. request the suppliers to comply with the relevant laws, regulations and contractual obligations.

B6 Product Responsibility

We are committed to providing our customers with high-quality products and services, settling customer complaints timely and effectively, continuously improving our service level, and ensuring customer satisfaction through the following policies:

- a. ensure the products and services comply with related laws and guidelines;
- b. provide customers with accurate product information and high-quality products; and
- c. develop product warranty policy and after-sales services for our products.

B5 供應鏈管理

我們十分重視與供應商發展和維持長遠關係，期望與他們建立長期合作夥伴關係。我們採購物料及服務時採取公平及開放的原則。我們只會與跟我們具有共同道德價值及標準的供應商合作，而本公司亦支持及鼓勵供應商透過以下政策有效使用資源及促進環保以履行企業社會責任：

- a. 提倡公平及開放式競爭的原則，而建基於互信，與供應商及承包商發展和維持長遠關係；
- b. 於採購物料及服務方面具有嚴格道德標準，以確保製成品質量、並維持客戶、供應商及社會大眾一直以來的信心；
- c. 根據價格、質量、合適性及需求，定期對供應商進行評核，只有合資格的供應商留在我們經審核的供應商名單上；
- d. 選擇合適、負責任及具能力的供應商；
- e. 支持及鼓勵供應商改善他們的生產及工作環境以及他們僱員的福利及保障；及
- f. 要求供應商遵守相關法律、法規及合約責任。

B6 產品責任

我們承諾向客戶提供高質素產品及服務，並透過以下政策適時地及有效地處理客戶投訴、不斷改善服務水平和確保客戶滿意：

- a. 確保產品及服務符合相關法律及指引；
- b. 向客戶提供準確產品資料及高質素產品；及
- c. 為我們的產品制定產品保修政策及售後服務。

The Group complies with all the relevant laws and regulations in respect of privacy matters and ensures that customer information will only be used for business purpose and not for any other unrelated purposes. All employees should handle and use customer information with extreme caution, protect customer information, and comply with statutory requirements of relevant privacy laws.

Our employees are trained on the data protection principles and methods and are required to comply with the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong).

B7 Anti-corruption

Anti-corruption and anti-bribery are essential elements in creating a fair business environment.

The Group complies with all relevant laws and regulations relating to bribery, extortion, fraud and money laundering and continues to build a workforce with a high level of business ethics and integrity in being a trustworthy partner to the customers and suppliers through the following policies:

- a. organize regular briefings for our employees to raise concerns about the importance of anti-corruption and anti-bribery;
- b. provide employees or other stakeholders with a confidential reporting channel (to the possible extent) and guidance for disclosure of information relevant to suspected misconduct, malpractice or irregularity, if any; and
- c. request suppliers to comply with the relevant laws and regulations.

B8 Community Investment

The Group believes that it is our responsibility to give back to the community, in which we operate, by enabling the community to prosper through our initiatives.

By reaching out directly to the community, we hope to offer assistance and to create a positive impact on the lives of everyone in the community.

The Group encourages staff to take part in community welfare and voluntary work, and we will actively maintain communication with our community to understand community needs.

本集團遵守所有與私隱事宜有關的相關法律及法規，並確保客戶資料只會用於業務用途，而不會作任何其他無關的用途。所有僱員應極為小心地處理和使用客戶資料、保護客戶資料，並遵守相關私隱法例的法定要求。

我們的僱員接受有關資料保護原則及方式的培訓，並須遵守《個人資料(私隱)條例》(香港法例第486章)。

B7 反貪污

反貪污和反賄賂是創造公平業務環境的不可或缺元素。

本集團遵守所有與賄賂、勒索、欺詐及洗黑錢有關的相關法律及法規，並透過以下政策，持續建立具有高度商業道德及誠信標準的工作團隊，使本集團成為客戶及供應商值得信賴的合作夥伴：

- a. 定期為僱員舉行簡報會，提高對反貪污及反賄賂重要性的關注；
- b. 向僱員或其他持份者提供披露有關涉嫌不當行為、不良行為或違規行為的資料(如有)的保密報告渠道(在可能的範圍內)及指引；及
- c. 要求供應商遵守相關法律及法規。

B8 社區投資

本集團相信，我們有責任回饋我們營運所在的社區，讓社區能透過我們的舉措繁榮發展。

透過直接接觸社區，我們期望為社區每一個人的生活提供協助和帶來正面影響。

本集團鼓勵員工參與社區福利及志願工作，且我們積極與社區保持溝通，了解社區的需要。

