



**中國投融資集團有限公司**

**China Investment and Finance Group Limited**

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code 股份代號:1226)

**ENVIRONMENTAL, SOCIAL  
AND GOVERNANCE REPORT**

**2019/20**

**環境、社會及管治報告**





## ABOUT US

China Investment and Finance Group Limited (the “Company” or “we”, stock code: 1226) is listed on the Main Board of the Stock Exchange of Hong Kong Limited (“SEHK”). As a company established and principally provides services in Hong Kong, the Company and its subsidiaries (collectively the “Group”) are fully committed to environment protection, social responsibility and the strictest corporate governance.

## ABOUT THIS REPORT

In pursuant to the requirement of the Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) stated in Appendix 27 of the Rules Governing the Listing of Securities of the SEHK (the “Main Board Listing Rules”), the Group has prepared the 2019-2020 Environmental Social and Governance Report (thereafter the “Report”).

While promoting sound business growth, the Group is also committed to building an environmentally-friendly corporation that maintains high quality standards in our service and operations. The Group considers social and environmental responsibilities as one of the core values in business operations to strive for greater sustainability and transparency, as well as to deliver services that foster a sustainable environment for the future generation.

This Report covers the Group’s initiatives on the concepts of Environmental, Social and Governance (“ESG”) and the implementation of the relevant concepts in the normal operations. The Report also provides an overview to the Group’s direction in managing ESG related issues, driving for initiatives throughout the operation, and communicating the Group’s ESG performance result with stakeholders. The information contained herein has been sourced from official documents and statistics of the Group, and was consolidated and compiled with the information on control, management and operations as provided by a number of departments of the Group.

## 關於我們

中國投融資集團有限公司(「本公司」或「我們」)(股份代號：1226)在香港聯合交易所有限公司(香港聯交所)主板上市。作為一間扎根香港及主要在香港提供服務的公司，本公司連同其附屬公司統稱「本集團」，不遺餘力地保護環境，肩負社會責任及奉行最嚴格的企業管治。

## 關於本報告

本集團已根據香港聯交所發佈的證券上市規則(主板上市規則)附錄二十七《環境、社會及管治報告指引》(指引)規定，編製二零一九年至二零二零年度環境、社會及管治報告(下稱「本報告」)。

在推動穩健業務增長的同時，本集團亦致力建立環保企業，和維持我們高質量的服務及營運標準。本集團將社會及環境責任視為業務營運的核心價值之一，並致力提高可持續性及透明度，以及提供可為下一代打造可持續環境的服務。

本報告將涵蓋本集團向內部及外界利益相關方推廣環境、社會及管治(「環境、社會及管治」)理念並於日常運作中實踐有關理念的措施。管理層亦擬藉著本報告，概述本集團管理環境、社會及管治相關事宜的方針，藉以推動環境、社會及管治措施於業務中的落實，及向利益相關方傳達本集團的環境、社會及管治績效成果。報告中的資料來自本集團的官方文件和統計數據，以及根據本集團旗下多個部門提供的監控、管理和營運資料整合匯總。

This report is prepared in Chinese and English, both versions have already been uploaded to the website of SEHK and Company's website at <http://www.chnif.com.hk>.

The Group will continuously publish its ESG performance on a regular basis each year, which can be accessed by all parties at any time, to continuously enhance the transparency of information disclosure.

### SCOPE OF THIS REPORT

The report focuses on the Group's ESG performance driven from the main business in Hong Kong. The board of directors (the "Board") has prudently evaluated the development prospects of the existing business, and will shift its focus towards actively exploring new business opportunities with greater potential going forward. Pursuant to the requirement of the SEHK, the Group has included additional disclosure of the environmental key performance indicators in this report.

### MATERIALITY ASSESSMENT

Sustainable development encompasses a holistic spectrum of environmental and social aspects. In order to harness the related risks and opportunities, it is crucial for the Group to determine the most material aspects. The Group adopts the three-step process of identification, prioritization and application to ensure sustainability topics are being managed and reported in accordance with their materiality.

本報告以中、英文編製，亦已上載至香港聯交所網站及本公司網站 <http://www.chnif.com.hk>。

本集團將每年定期發布其環境、社會及管治的績效，以供各界隨時查閱，持續提升信息披露的透明度。

### 報告範圍

本報告涵蓋了本集團在香港主要業務下的環境、社會及管治績效。董事會（以下簡稱“董事會”）已審慎評估了現有業務的發展前景，並將重點轉移到積極探索具有更大潛力的新商機上。根據香港聯交所的要求，本集團已在報告中額外披露了環境關鍵績效指標。

### 重要性評估

可持續發展涵蓋了環境和社會方面的整體方面。為了把握相關的風險和機遇，確定評估的方法對本集團至為重要。本集團採用識別、優先次序和應用的三步過程，以確保根據其重要性對可持續性主題進行管理和報告。

**(1) Identification**

In accordance with the ESG Reporting Guide, all fundamental sustainability topics were identified. In the context of the latest sustainability landscape, the Group has determined the following 18 ESG Materiality topics that are deemed to have impact on the environment and society through our operations.

**ESG Aspects**

環境、社會及管治方面

- |                                 |   |
|---------------------------------|---|
| A. Environmental Responsibility | A1. Emissions and Waste Generated         |
| A. 環境責任                         | A1. 產生的排放物及廢棄物                            |
|                                 | A2. Use of Resources                      |
|                                 | A2. 資源使用                                  |
|                                 | A3. The Environment and Natural Resources |
|                                 | A3. 環境及天然資源                               |
| B. Social Responsibility        | B1. Employment                            |
| B. 社會責任                         | B1. 僱傭                                    |
|                                 | B2. Workplace Health and Safety           |
|                                 | B2. 工作場所的健康與安全                            |
|                                 | B3. Development and Training              |
|                                 | B3. 發展及培訓                                 |
|                                 | B4. Labor Standards                       |
|                                 | B4. 勞工準則                                  |
|                                 | B5. Supply Chain Management               |
|                                 | B5. 供應鏈管理                                 |
|                                 | B6. Product Responsibility                |
|                                 | B6. 產品責任                                  |
|                                 | B7. Anti-Corruption                       |
|                                 | B7. 反貪污                                   |
|                                 | B8. Community Investment                  |
|                                 | B8. 社區投資                                  |

**(1) 識別**

根據「環境、社會及管治報告指引」，確定了所有基本的可持續發展主題。在最新的可持續發展形勢下，本集團確定了以下十八個主題，這些主題被認為通過我們的營運對環境和社會產生了影響。

**ESG Materiality Topics for the Group**

本集團重要環境、社會及管治問題

- |  |
|--|
| 1. Air Emissions                                       |
| 1. 空氣排放  |
| 2. Greenhouse Gas Emissions                            |
| 2. 溫室氣體排放  |
| 3. Waste Management                                    |
| 3. 廢棄物管理   |
| 4. Energy Consumption                                  |
| 4. 能源消耗  |
| 5. Water Consumption                                   |
| 5. 耗水  |
| 6. Paper Consumption                                   |
| 6. 紙張消耗  |
| 7. Environmental Risk Management                       |
| 7. 環境風險管理  |
| 8. Human Resources Practices                           |
| 8. 人力資源慣例  |
| 9. Employment and Remuneration Policies                |
| 9. 僱傭及薪酬政策   |
| 10. Equal Opportunity                                  |
| 10. 平等機會   |
| 11. Employees' Health and Workplace Safety             |
| 11. 僱員健康與工作場所安全  |
| 12. Employee Development                               |
| 12. 僱員發展   |
| 13. Anti-child and Forced Labor                        |
| 13. 反童工與強迫勞動   |
| 14. Supplier Practices                                 |
| 14. 供應商慣例  |
| 15. Goods/Services' Quality and Customers Satisfaction |
| 15. 貨物／服務質量和客戶滿意度                                      |
| 16. Protection of Customers Privacy                    |
| 16. 客戶私隱保護   |
| 17. Anti-corruption and Anti-money Laundering          |
| 17. 反貪污及反洗錢  |
| 18. Community Investment                               |
| 18. 社區投資   |



**(2) Prioritization**

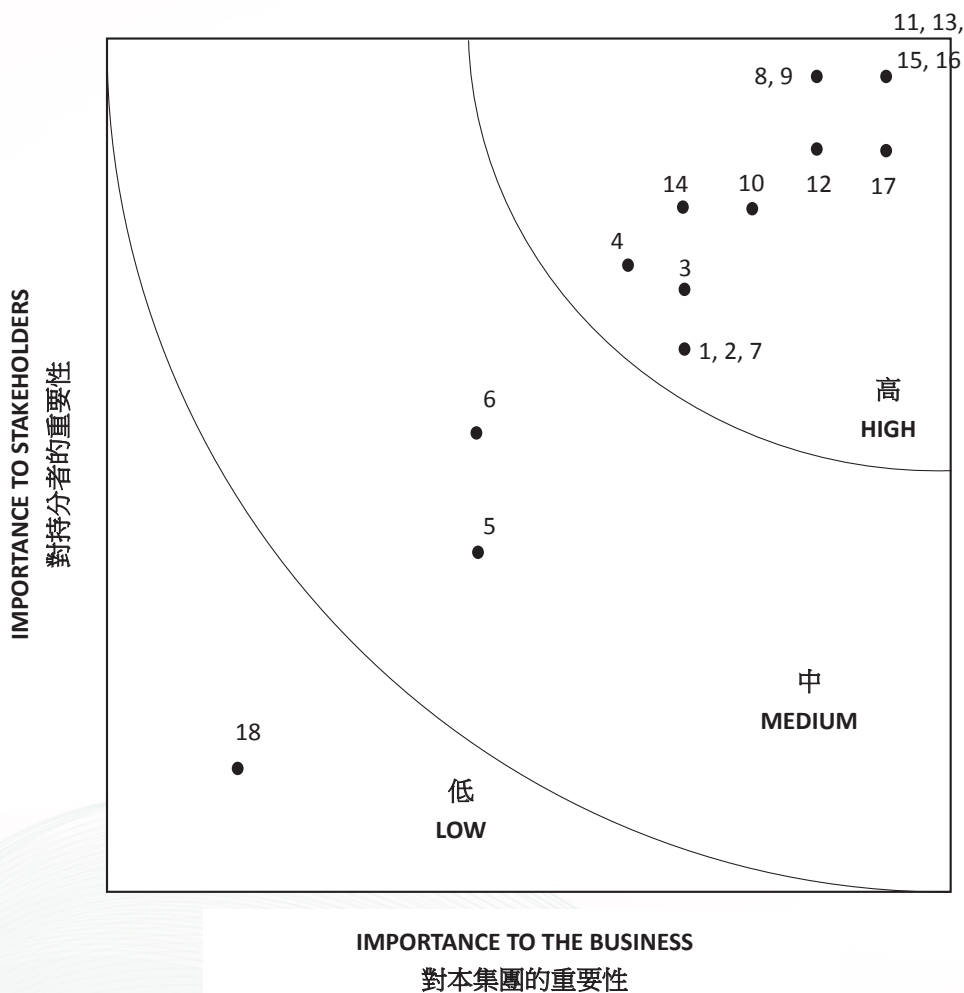
To determine the materiality of the selected ESG topics, the views of senior management of respective operational regions were sought. The senior management, who possess a high-level view of all the topics, were asked to score the importance of each ESG topic to stakeholder groups and the Group in each of their perspective.

Weighted according to the proportion of revenue of each operational region, the following materiality matrix resulted. The topmost-right quadrant determines the topics of high materiality.

**(2) 優先次序**

為了確定所選環境、社會和管治主題的重要性，我們尋求了各個營運區域高級管理層的意見。高級管理層對所有主題都具有高層次的看法，並要求他們從持份者和本集團的各個角度對每個環境、社會和管治主題的重要性進行評分。

根據各個營運區域的收入比例進行加權，得出以下重要性矩陣，最右上象限確定了高度重要性的主題。



The following chart shows the level of Materiality topics ranking:

下圖顯示高度重要性主題的排名

**Materiality Topics (by Ranking)**

高度重要性主題（按排名先後）

**No. Topics**

主題編號

11, 13, 15, 16	Employees' Health and Workplace Safety, Anti-child and Forced Labor, Goods/Services' Quality and Customers Satisfaction, Protection of Customers Privacy 僱員健康與工作場所安全；反童工與強迫勞動；貨物／服務質量和客戶滿意度；客戶私隱保護
8, 9	Human Resources Practices, Employment and Remuneration Policies 人力資源慣例；僱傭及薪酬政策
17	Anti-corruption and Anti-money Laundering 反貪污及反洗錢
12	Employee Development 僱員發展
10	Equal Opportunity 平等機會
14	Supplier Practices 供應商慣例
4	Energy Consumption 能源消耗
3	Waste Management 廢棄物管理
1, 2, 7	Air Emissions, Greenhouse Gas Emissions, Environmental Risk Management 空氣排放；溫室氣體排放；環境風險管理
6	Paper Consumption 紙張消耗
5	Water Consumption 耗水
18	Community Investment 社區投資

### (3) Application

The Report discloses all the high and low material topics. To address topics that matter most to our stakeholders, more depth is detailed for topics of high materiality throughout the Report.

## COMMUNICATION WITH STAKEHOLDERS

The ESG Reporting Guide of the SEHK states four reporting principles, which include materiality, quantitiveness, balance and consistency, as the foundation in preparation of the Report. As emphasized by the SEHK, the participation of stakeholders is an evaluation method of materiality. By means of communicating with stakeholders, enterprises could understand the general opinion and identify important environmental and social issues.

The Group believes that identifying and addressing stakeholder views lay a solid foundation to the long-term growth and success of the Group. In order to prepare this report, the Group has engaged an independent professional party to conduct a materiality analysis by interviewing the management and incorporated the advice of professional consultants to clarify important reporting issues, which serve as the determination basis for the direction of the Group's sustainable development.

### (3) 應用

本報告披露了所有高度重要性和低度重要性的主題。為了回應對我們持份者最關注的主題，本報告對具有高度重要性的主題進行了更詳細的介紹。

## 與持份者的溝通

香港聯交所在《環境、社會及管治報告指引》中提出了四項匯報原則，包括重要性、量化、平衡及一致性，作為編製本報告的基礎。誠如香港聯交所強調，持份者參與是用以評估重要性的方法。透過與持份者的溝通，企業能夠瞭解廣泛的意見，識別重要的環境和社會事宜。

本集團相信，識別和回應持份者的意見為本集團的長期發展和成功奠定了堅實的基礎。為籌備是次報告，本集團特意委託第三方顧問以管理層訪談的形式進行重要性分析，並結合專家顧問的意見以釐清須匯報的重要議題，以此作為本集團可持續發展路向的釐定基礎。



The below table presents key stakeholders of the Group as well as how the Group communicate with them through variety of engagement and channels during Year 2019-2020.

下表呈列本集團的主要持份者以及本集團於本年度如何透過各種參與管道與彼等進行溝通。

**Internal Stakeholders**

內部持份者

- Directors  
董事
- Management  
管理層
- Administrative Personnel  
行政人員
- General Staff  
僱員

**External Stakeholders**

外部持份者

- Shareholders and Investors  
股東及投資者
- Customers  
客戶
- Suppliers  
供應商
- Banks  
銀行
- Business Partners  
業務夥伴
- Local Community Group  
當地社區團體

**Communication Channels:**

溝通方式：

Meeting, interviews, direct mail, staff performance appraisal interviews, internal publications, Annual General Meeting (“AGM”), Extraordinary General Meeting and hotlines.

會議、會談、郵寄、員工績效考核會談、內部刊物、股東週年大會（「股東週年大會」）、股東特別大會及熱線。

The operations of the Group have impacts on various stakeholders, while stakeholders have different expectations of the Group. Looking forward, the Group will continuously strengthen its communications with its stakeholders, and extensively collect stakeholders’ opinions on various ways that would lead to a more comprehensive materiality analysis. Meanwhile, the Group would also enhance the reporting principles in terms of quantitiveness, balance and consistency, and the presentation of content and information of the report are defined in a way which better conforms to stakeholders’ expectations.

本集團的業務影響著不同持份者，而持份者對本集團也有著不同期望。未來，本集團將繼續加強與持份者的溝通，透過不同形式更廣泛地收集持份者的意見，令重要性分析更完備。同時，本集團也會提升量化、平衡及一致性的匯報原則，以更符合持份者期望的方式，界定報告的內容及資訊的呈現。



## ENVIRONMENTAL RESPONSIBILITY

The Group is committed to operating business activities in a clean and sustainable manner. Our business typically engages in investment in listed securities in Hong Kong and in unlisted companies. As the Group does not engage in any complicated operations, the environmental impacts are limited to our office facilities, the management of waste and resource conservation. The Group strives to curb emissions and waste, as well as conserve energy and water resources.

### Aspect A1: Emissions and Waste Generated

#### 1. Air Emissions

The Group examined the issue of air emission across the operation. As mentioned, the Group is principally engaged in financial related services and activities, and with no direct air emission emitted to the atmosphere, there is no significant impact could be reported. The Group thus concluded that no material impact on air emission can be found, through direct emission, from the operation. (Indirect carbon emission through electricity consumption is measured and details shall be provided in later section.)

The Group will continue monitoring operation activities and further information shall be disclosed as changes occur.

#### 2. Greenhouse Gas Emission:

The Group does not generate direct air pollutant through its operation. Instead, the Group is managing its indirect Greenhouse Gas emission (ie: carbon emission) and is actively measuring its carbon footprint. The Group estimated its annual carbon footprint from electricity consumption and emission factor calculation

## 環境責任

本集團致力以清潔及可持續發展方式經營業務活動，我們主要業務為證券買賣及投資控股。由於本集團不從事任何複雜的業務，因此對環境的影響僅限於我們的辦公室設施、廢棄物管理和資源節約。本集團努力控制排放和廢棄物產生，並節約能源和水資源。

### A1方面：產生的排放物及廢棄物

#### 1. 氣體排放

本集團檢測其營運過程中的空氣排放問題。如前所述，本集團主要業務為金融相關服務及活動，並無直接向大氣排放氣體，所以並無可報告的重大影響。因此，本集團的結論是，無發現因營運的直接氣體排放而對環境造成重大影響。（電力消耗的間接碳排放已作計量，詳情於下文提供。）

本集團將繼續監察其業務活動，確保氣體排放量維持現有水平，並會於情況變動時作進一步披露。

#### 2. 碳排放

本集團於營運過程中並無產生直接氣體污染物。本集團持續管理其間接碳排放，積極計量其碳足跡。本集團透過其用電消耗及排放系數計算估計年碳足跡。

Electronic consumption of the Hong Kong office is the major source of carbon emissions. The Group will investigate and work with the employees and external stakeholders to enhance overall performance and minimize for future carbon footprint. The carbon emission for the Group in this reporting year can be found as the followings:

電力消耗是香港辦公室主要的碳排放源頭，本集團將作進一步調查，並與僱員及外部利益相關方合作，以提高整體績效及盡量減少其未來碳足跡。本集團在本報告期間的日常經營中產生的碳排放如下：

**Summary 2019-2020 Carbon Emission Data**  
**2019-2020年碳排放數據摘要**

	2020	2019
Carbon Emission (tCO <sub>2</sub> e) 碳排放 (二氧化碳當量)	1.2	1.2
Carbon Emission Intensity (tCO <sub>2</sub> e/\$ thousands of revenue generated) 碳排放強度 (二氧化碳當量/千港元收益)	0.004	0.013

**3. Waste Management:**

The Group has set up a Waste Management System as the guiding principle for waste reduction at source. As a socially responsible corporation, we are cautious in limiting and managing our daily operation waste. Wastes are separated into two categories for better management purpose: general wastes (household wastes) and recyclable wastes. Waste reduction measures throughout the operations are paper recycling, and the appropriate use of recycled paper in workplace. Other waste reduction actions are:

- Reuse pen shafts with refills instead of simply throwing away the whole ballpoint pens;
- Dispose rechargeable batteries only in designated collection boxes;
- Recycle toner cartridges; and
- Deploy recycling bins to collect used paper products, such as waste paper, letter and envelope (excluding confidential documents).

**3. 廢棄物管理**

本集團已制定了一套廢物管理制度以減少廢物源頭的原則為起點。作為一間具有社會責任感的公司，本集團審慎地限制其日常經營產生的廢棄物。廢棄物可分為兩類以便更好地進行管理：一般廢棄物（家庭廢棄物）及可回收廢棄物。在經營中推行的廢棄物削減措施為紙張回收及在工作場所適當使用回收紙張。其他推行的廢棄物削減措施有：

- 通過更換筆芯重複使用筆桿，而不是直接將整個原子筆丟棄；
- 將可充電的電池丟棄至指定的回收盒；
- 回收碳粉盒；及
- 設置回收桶收集使用過的紙製品，如廢紙、信函及信封（不包括機密檔）。



To reduce paper wastage, senior management has implemented the following additional measures to encourage a paper-less working environment:

- Adopt an electronic system for filling and documentation;
- Promote electronic communications and the “think before you copy” attitude, where employees are encouraged to use both sides of the paper for printing and copying;
- Set computer defaults to double-sided printing and make double-sided copies when possible;
- Communicate through email is suggested instead of letters or fax when possible; and
- Receive incoming faxes electronically through an e-fax system, and make hard copies only when necessary with used paper.

The Group has generated the following amount of non-hazardous daily operation waste during the reporting year:

為推行削減廢紙，高級管理層已實施以下新增措施，致力於營造少紙的工作環境：

- 採納電子系統進行存檔及文件編製；
- 推行電子通訊及「三思而後列印」的理念，鼓勵員工用紙時雙面列印；
- 將電腦設置為默認雙面列印並在可能的情況下雙面列印；
- 提倡在可能的情況下透過電子郵件而非信函或者傳真通訊；及
- 透過電子傳真系統以電子方式接收傳真，僅在必要時以使用過的紙張列印紙質版。

<b>Summary 2019-2020 Non-Hazardous Waste Data</b>		
<b>2019-2020年非有害廢物數據摘要</b>		
	2020	2019
Waste Generation (L, measured in garbage bin size) 廢物產生(升，以垃圾箱大小測量)	2,959	2,960
Waste Generation Intensity (L/\$ thousands of revenue generated) 廢物產生強度(升/千港元收益)	1.01	31.16

During the reporting year, the Group has encountered no incident of noncompliance with applicable laws and regulations related to air emissions discharges, waste disposal and handling. Major applicable laws and regulations are detailed in respective sections.

本集團在本報告期間的日常經營中產生的非有害廢棄物如下(以垃圾桶大小計量)：

本集團概沒有發生違反空氣排放、廢棄物處置及處理的適用法律及法規的事項。主要適用法律和法規在相應的章節中有詳細說明。

**Aspect A2: Use of Resources**

The Group understands that effective resource management is closely related to environmental protection and corporate sustainability goals. Due to the nature of offices' operations and business, the major resources consumed by the Group are electricity, water and paper. The Green Policy provides various energy-saving measures for office activities. The Group has enabled the off timer function of office equipment such as photocopiers, printers and computer monitors in its offices, allowing such equipment which have been idle for a long time to automatically power down to save electricity. The Group also considers the gradual replacement of energy-saving lamps, including installation of additional automatic light sensors where appropriate. More than 30% of the office paper staff used were from recyclable sources. The Group focus on purchasing supplies manufactured from recycled materials such as tissue paper. As stated in the Green Policy, the Group encourages its staff members to scale down font size and reduce paper margins and set up double-sided printing.

The Group incorporate environmental issues into its business plan systematically, including formulating more detailed corporate internal guidelines for environmental protection, as well as formulating sustainable development policies and road maps in the long term and proactively promoting a number of environmental protection campaigns.

**A2方面：資源使用**

本集團深知有效的資源管理，與環境保護和企業的可持續發展目標緊密相關。基於辦公室的營運及業務性質，與本集團最密切相關的資源消耗包括電力使用、用水及紙張消耗，綠色政策針對辦公活動提供了不同的節能措施。本集團已啟用計時關閉功能於辦公室複印機、打印機及電腦顯示器等辦公設備，讓長時間不進行操作的設備自動關閉以節省電力。本集團亦考慮逐步更換節能燈具，包括在合適區域增加自動光傳感器裝置。員工所用的百分之三十以上的辦公用紙由循環物料製造，本集團並將致力購買回收材料製成的紙巾等用品。綠色政策亦列明本集團鼓勵員工採用較小的字體型號和較小的頁邊距，以及設定雙面打印。

本集團將有系統地將環保議題納入營運計劃之中，包括制訂更詳盡的企業內部環保指引，以及長遠可持續發展政策和路線圖，積極推動各項環保行動方案。



The major resources used by the Group are principally attributed to electricity and water consumed at Hong Kong office. The Group aims to improve its energy efficiency so as to achieve low-carbon practice and emission reduction year by year. The details and results achieved are listed as follows:

本集團使用的主要資源主要來自香港辦事處耗用的電力及用水。本集團旨在提升能源效益，從而達到低碳實踐，逐年減少排放。有關詳情及已達致結果列示如下：

Projects 項目	Details and results achieved 詳情及已達致結果
Light-emitting diode (LED) 發光二極管(LED)	Partial lightings of the office have been installed with light-emitting diodes instead of compact fluorescent lamps which can reduce electricity consumption as compared with compact fluorescent lamps. 部分照明已採用發光二極管取代慳電膽，相比慳電膽可減少用電。
Water consumption 用水	During the cleaning of office, the cleaning workers were strictly controlled for using of water and frequency of cleaning. As a result, the consumption of water was saved. 清潔過程中，清潔人員受嚴格控制水的使用及清潔頻率。因此，節約了大量用水。
Non-hazardous waste 無害廢棄物	Non-hazardous wastes generated from the office includes plastic bottle, paper for office use and kitchen waste. The Group has contributed its best effort to minimize the impact on the environment by using recyclable raw materials or supplementary materials in the production process. The Group promoted separation of wastes such as cartons and plastic bottles, which were placed in certain areas assigned to recycled suppliers for collection. 辦事處產生的無害廢棄物包括膠樽、辦公室用紙及廚房廢棄物。本集團在生產過程中使用可回收原材料或輔助材料，以此盡最大努力減低對環境的影響。本集團推廣廢棄物分類，如將紙箱及塑料瓶放置在特定區域供回收服務供應商收取。

The Group has consumed the following amount of natural resource during the reporting year:

本集團於本報告期間呈報的資源消耗總量：

**Summary 2019-2020 Resource Consumption Data**  
**2019-2020資源消耗數據摘要**

	2020	2019
Electricity Consumption (kWh) 耗電(千瓦時)	1,582	1,497
Electricity Consumption Intensity (kWh/\$ thousands of revenue generated) 電力消耗強度(千瓦時/千港元收益)	0.54	15.76
Paper Consumption (kg) 紙張消耗量(公斤)	15	30
Paper Consumption Intensity (kg/thousands of revenue generated) 紙張消耗強度(公斤/千港元收益)	0.01	0.32

**Aspect A3: The Environment and Natural Resources**

The Group is committed to providing a complete picture of our environmental initiatives. We strive to build an eco-conscious culture that ingrains positive lifestyle and habits among employees. We encourage the use of public transportation, and offer job ticket incentives at some locations. Our event management is also an avenue by which we seek to integrate sustainability principles. Events are usually held on-site and avoid the use of disposal utensils. For catering, locally grown/produced items are preferred as opposed to packaged items with a higher carbon footprint. Green procurement is adopted at some locations through the purchase of eco-friendly cleaning solutions.

During the reporting year, there was no significant amount of natural materials used by the Group.

**SOCIAL RESPONSIBILITY**

The Group ingrains social responsibility into all aspects of its operations. Maintaining honest and authentic dialogue with our staff, we seek to address our needs and views that ensure our conduct is responsible at all times. We commit to offering a fair and safe workplace with staff development opportunities. Furthermore, we commit to the delivery of quality products grounded on ethical business conduct and supply chain management, as well as to meaningful engagements with the community.

**Aspect B1: Employment**

The Group considers its staff as one of the most important assets, which underpins the growth of the corporation. Each employee deserves respect and is committed to providing a pleasant working environment for them. The "Staff Code" of the Group expressly provides policies in respect of compensation, recruitment and dismissal, promotion, working hours, rest periods, equal opportunity, and other benefits and welfare.

**A3方面：環境及天然資源**

本集團致力於全面介紹我們的環保計劃的全貌。我們努力建立一種環保意識的文化，使這種文化植根於僱員積極的生活方式和習慣中。我們鼓勵使用公共交通工具，並在某些地方提供工作票獎勵。我們的活動管理也是我們尋求整合可持續發展原則的途徑。活動通常在公司進行及避免使用一次性用具。對於餐飲，與碳排放量較高的包裝食品相比，本地種植／生產的食品更為可取。通過購買環保清潔液，某些地方採用了綠色採購。

於報告期內，本集團並無大量使用天然資源。

**社會責任**

本集團將社會責任植根於其營運的各個方面。本集團與員工保持誠實和真誠的對話，力求解決他們的需求和觀點，以確保我們在任何時候都為我們的行為負責。我們致力於為員工提供公平的發展機會，安全的工作場所，此外，本集團致力於提供基於道德商業行為和供應鏈管理的優質產品，並致力於與社區進行有意義的互動。

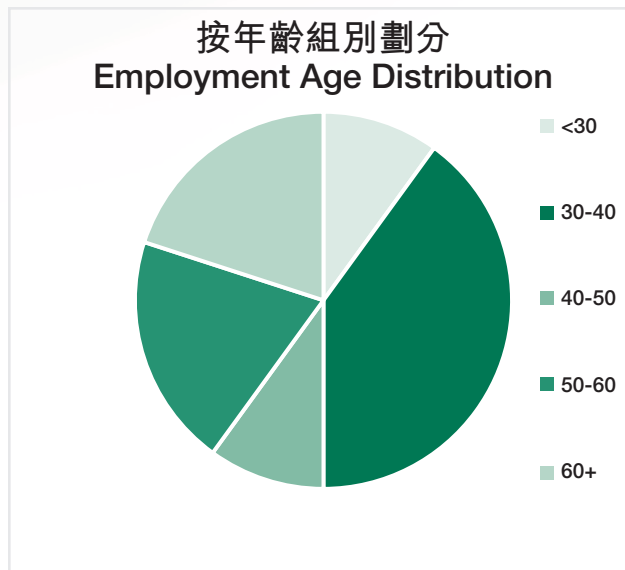
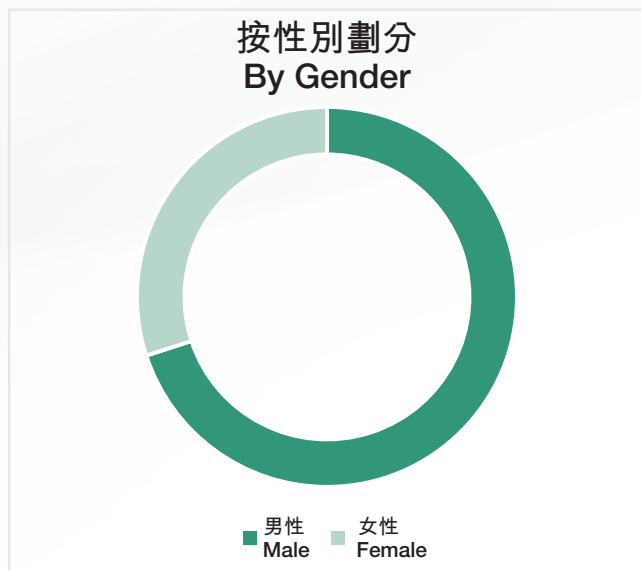
**B1方面：僱傭**

員工是本集團最重視的資產之一，是企業成長的基石。本集團相信每位員工均應受到尊重並致力為員工提供理想的工作環境。本集團的《公司員工守則》明確規定了有關薪酬、招聘及解僱、晉升、工作時數、假期、平等機會以及其他待遇及福利等的政策。



As of 31 March 2020, the Group has total of 10 employees (31 March 2019: 10 employees), including employees from Hong Kong. The details distribution of workforce classified by different catalogues are listed as follows:

於二零二零年三月三十一日，本集團在香港共僱用10名員工。（二零一九年：10名員工）。按不同類別劃分的員工分佈如下：



**1. Remuneration and welfare:**

Employees of the Group are remunerated at a competitive level and are rewarded according to their performance and experience. We conduct annual performance appraisals and remuneration review that take reference of prevailing market trends. Employees are entitled to performance-linked bonuses, retirement benefit schemes, as well as medical coverage.

**1. 薪酬與福利**

本集團的僱員獲得有競爭力的薪酬，並根據他們的表現和經驗獲得獎勵。我們參考當前市場趨勢進行年度績效評估和薪酬審查。員工獲得與績效掛鈎的獎金，退休福利計劃以及醫療保險。

## 2. *Recruitment and promotion:*

The human resources department conducts a comprehensive recruitment review process to ensure that the data provided by the candidates are accurate. The Group's recruitment and promotion process are carried out in a fair and open manner for all employees. Employees are recognized and rewarded by their contribution, work performance and skills, and outcomes will not be affected by any discrimination on the grounds of age, sex, physical or mental health status, marital status, family status, race, skin color, nationality, religion, political affiliation and sexual orientation and other factors. In cases of resignation and/or dismissal, the entire procedure is compliant with statutory requirements, with exit interviews conducted as necessary. Long-serving employees are recognized through award schemes. The Group monitors turnover rate with a view to continuously improve our human resources management.

## 3. *Anti-discrimination and diversity:*

The Group is an equal opportunity employer and does not discriminate on the basis of age, sex, physical or mental health status, marital status, family status, race, skin color, nationality, religion, political affiliation and sexual orientation. We embrace diversity and inclusion in our employment policy that builds a respectful workplace, where equal opportunities with regard to recruitment and promotion are given to staff with disabilities. Necessary accommodations to work environment are also carried out to meet their needs. All personnel staff receive training related to non-discriminatory practices for the surest measure. The Group strives to ensure a safe and secure workplace with zero tolerance to any form of abuse and/or sexual harassment in the workplace. Staff grievance and disciplinary procedures of the Group are established to ensure all submitted cases are treated with confidentiality and fairness.

## 2. *招聘與晉升*

人力資源部進行全面的招聘審查流程，以確保候選人提供的資料準確無誤。本集團的招聘和晉升流程以公平、公開的方式針對所有員工進行。員工的貢獻、工作表現和技能得到認可和獎勵，並且不受年齡、性別、身體或精神健康狀況、婚姻狀況、家庭狀況、種族、膚色、國籍、宗教、政治背景和性取向及其他因素而受到歧視。在辭職和／或解僱的情況下，整個程序均符合法定要求，並在需要時進行離職面試。長期服務的員工通過獎勵計劃獲得認可。本集團監察員工流失率，以持續改善我們的人力資源管理。

## 3. *反歧視與多元化*

本集團是平等機會的僱主，不會因年齡、性別、身體或精神健康狀況、婚姻狀況、家庭狀況、種族、膚色、國籍、宗教、政治背景和性取向而受到歧視。我們擁護多元化及包容性在我們的僱傭政策中，以建立一個互相尊重的工作場所，為殘疾人士提供平等的招聘和晉升機會。為了滿足他們的需求，還對工作環境進行了必要的調整。所有員工均接受與非歧視性實踐有關的培訓，以確保採取最可靠的措施。本集團致力確保工作場所的安全和保障，對工作場所中任何形式的虐待和／或性騷擾採取零容忍。制定本集團的員工申訴和紀律程序，以確保所有提交的案件均受到保密和公正的對待。



**4. Employee communications:**

The Group's policies and procedures included in the human resources manuals are reviewed and updated regularly. The Group discourages and disallows any behavior that violates the regulations in the human resources policies. Offenders will receive warning, and the Group has the right to terminate employment contract with offenders for any serious violations. The Group's staff grievance mechanism is a confidential channel by which staff may report suspected cases of rights infringement, which are then handled according to formal procedures. Other regular communication channels include newsletters, circular notices, notice boards, as well as working groups. Staff satisfaction surveys and staff motivation schemes are also conducted which further demonstrate our commitment to improving the working environment.

**5. Work-life balance:**

We seek to cultivate a culture of healthy work-life balance. All working hours comply with national laws and benchmark industry standards, and overtime work is voluntary. The Group assists staff to balance commitments outside of work by offering a range of leaves, which include annual, marriage, maternity, paternity, compassionate and others. To encourage social bonding in the workplace, the Group has also arranged recreational events during the reporting year, such as various dinner gatherings, sport activities, birthday and festive celebrations.

During the reporting year, there is no material non-compliance with the relative laws and regulations regarding employment and labor practices reported or found.

**4. 員工溝通**

定期審閱和更新人力資源手冊中包含的政策和程序。本集團不鼓勵和禁止任何違反人力資源政策規定的行為。違規者將受到警告，對於任何嚴重違規行為，本集團有權終止與違規者的僱傭合約。本集團的員工申訴機制是一個秘密渠道，員工可以通過該渠道舉報涉嫌侵權的案件，然後根據正式程序進行處理。其他常規溝通渠道包括通訊，通函，公告板以及工作群組。我們進行了員工滿意度調查和員工激勵計劃，這進一步表明了我們對改善工作環境的承諾。

**5. 工作與生活的平衡**

我們力求營造一個健康工作與生活平衡的文化。所有工作時間均符合國家法律和行業基準標準，及自願性加班。本集團通過提供各種休假來協助員工平衡工作以外的承諾，包括年假，婚假，產假，陪產假，喪假及其他。為鼓勵工作場所的社會聯繫，本集團還在報告年度安排了各式晚宴，娛樂活動，例如體育活動，生日和節日慶典。

於本報告期內，並未發現任何嚴重違反有關僱傭及勞工常規的相關法例及規例的情況。

**Aspect B2: Workplace Health and Safety**

Regardless of local laws or international standards, regulatory bodies all have in place the basic requirements in relation to health and safety in workplaces. Due to its business nature, the current business operations of the Group primarily involve office work and no position has been identified as having high safety risks. The Group not only strictly complies with the relevant laws and regulations in Hong Kong, but also sets out “Code of Employee Safety Management”. The above policy aims to foster awareness of safety of employees and regulate the employee’s behaviors during their daily work. The policy also states that fire-fighting equipment such as fire extinguishers are required to be equipped at the workplace, and safety training and fire drills for employees are conducted regularly, in order to enhance employees’ capability to cope with unexpected incidents and allow them to perform safety protection in a timely manner.

The Group is not aware of any material non-compliance with the Occupational Safety and Health Ordinance and other applicable laws and regulations that has a significant impact on the Group relating to providing a safe working environment and protecting employees from occupational hazards in Year 2020.

During the reporting year, no case of work-related injury or death is recorded by the Group, and no non-compliance with law that resulted in significant fines or sanctions has been reported.

**Aspect B3: Development and Training**

The Group firmly believes that fostering and retaining talent is a core part of ensuring corporate development and strengthening its competitiveness. The Group has prepared its management system on staff training, which formed the basis of planning and implementation of training system. The Group has provided various types of targeted training to its staff based on the actual needs of different departments and functions, and developed personalized training development programs for key positions, aiming to motivate employees to develop their potential. The Group has also encouraged staff to engage in external programmes, such as online courses for continuous professional development and skill set enhancement.

**B2方面：工作場所的健康與安全**

無論地方法律還是國際標準的層面，所有監管機構均對工作場所的健康和安全制定了最基本的要求。因其業務性質使然，本集團目前業務營運主要涉及辦公室工作，並無發現高安全風險的工作崗位。本集團不僅嚴格執行香港相關法律法規，並且制定了《員工安全管理守則》。上述政策旨在培養員工的安全防護意識，規範員工日常工作行為。政策亦列明辦公區域內必須配備滅火器等消防器材，並定期舉行員工安全培訓及消防演習，增強員工應對各種意外突發事件的應變能力，使員工能夠及時執行安全防護工作。

於二零二零年度，本集團並不知悉與本集團在提供安全工作環境及保障僱員避免職業性危害方面有關並構成重大影響的任何嚴重違反職業安全及健康條例以及其他適用法例及規例的情況。

於報告期內，本集團並無錄得任何因工受傷或死亡個案及無因違反法例而被判處重大罰款或處罰。

**B3方面：發展及培訓**

本集團深信，培育與留任優秀人才是確保企業得以發展以及強化企業競爭力的核心。本集團已制定《員工培訓管理制度》，為培訓系統的規劃及實施提供了依據。因應不同部門和職能的實際需要，本集團為員工提供各類型的培訓並針對關鍵崗位人才制定培訓發展計劃，以激勵員工發揮潛能。本集團鼓勵員工參加外部課程，例如在線課程以促進持續的職業發展和技能提升。



The Group offers induction orientation and appropriate assistance for every newly-joined staff member. The induction orientation mainly introduces the Group, its corporate culture, rules and regulations and code of conduct, etc., which enables staff to fit into the corporate culture of the Group and further understand their working environment and responsibility. The Group is committed to establishing a platform for career development for its staff and to providing on-job internal training relating to professional skills, general management skills, career development and mentality. Also, staff are provided with the opportunity to attend business training organized by external training organizations. Based on its business development requirements, the Group will consider to cooperate with relevant training organizations or institutions engaged in providing training for certain management or technical personnel in key positions.

本集團為每一位新員工提供入職培訓及適切協助。入職培訓內容主要包括本集團簡介、企業文化、規章制度及行為規範等內容，讓員工能夠盡快融入本集團企業文化，以及對工作環境與職責有深入的瞭解。本集團致力為員工創造職業發展平台及提供專業技能、通用管理技能、職業發展與心態等方面的在職內部培訓。員工亦有機會參加外部培訓機構舉辦的商業培訓。因應本集團的業務發展需要，本集團將考慮委託相關培訓機構或院校合作的方式，為部分擔任關鍵崗位的經營管理或技術性人才提供培訓。

**Training for new staff**  
新員工培訓

**Training for existing staff**  
在職員工培訓

**Entrusted training**  
委託培訓

<b>Internal training</b> 內部培訓	<b>External training</b> 外部培訓	<b>Entrusted training</b> 委託培訓
<ul style="list-style-type: none"> <li>• Introduction of the Group</li> <li>• 本集團簡介</li> <li>• Corporate culture</li> <li>• 企業文化</li> <li>• Rules and regulations</li> <li>• 規章制度</li> <li>• Code of conduct</li> <li>• 行為規範</li> </ul>	<ul style="list-style-type: none"> <li>• Professional skills</li> <li>• 專業技能</li> <li>• General management skills</li> <li>• 通用管理技能</li> <li>• Career development and mentality</li> <li>• 職業發展與心態</li> </ul>	<ul style="list-style-type: none"> <li>• Business training</li> <li>• 商業培訓</li> <li>• Training for technical personnel</li> <li>• 經營管理人才培訓</li> <li>• Training for management personnel</li> <li>• 技術性人才培訓</li> </ul>

Looking ahead, the Group will strengthen its staff communication mechanism and gather staff feedback on training. The Group plans to collect feedback on training including satisfaction surveys from participating staff, and to review the implementation of training programs in a timely manner, so that the effectiveness of the training system could be further enhanced.

未來，本集團將加強與員工溝通的機制，收集員工對培訓的意見。本集團計劃向參與員工收集培訓活動的回饋，例如滿意度調查等，並將及時檢討培訓內容的實施情況，以進一步提升培訓系統的效益。

**Aspect B4: Labor Standards**

Child and forced labor, though seemingly irrelevant to most developed societies, are in fact easily present in the value chain of any business operation. To combat against such practices, the Group prohibits all forms of child labor and forced labor or modern slavery, as defined by the International Labor Organization, not only in our operations but also throughout our supply chain.

We prohibit any form of forced, bonded or compulsory labor, human trafficking and other kinds of slavery and servitude. Any form of discrimination, harassment or bullying is not tolerated. We extend our commitment to our suppliers by requiring all business partners to take measures to avoid and eliminate any form of forced, bonded or compulsory labor, or human trafficking. The rights and freedoms of every individual is protected as no worker is asked to surrender identification documents nor lodge deposits as a condition of employment. Cases of child labor in our businesses are averted by conducting age verification of all job applicants.

The Group is not aware of any non-compliance with the Employment Ordinance, Employment of Children Regulations and other applicable laws and regulations relating to preventing child or forced labor on the Group in Year 2020.

No non-compliance with law that resulted in significant fines or sanctions had been reported in Year 2020.

**Aspect B5: Supply Chain Management**

It is our objective to work and procure from reputable suppliers, and the Group's internal control policy provided procedures for supplier selection and engagement are formulated to ensure fairness and openness. The Procurement and Tender process is generally applicable to office supply suppliers, such as on potable water, paper and stationery products, and is decided based solely upon price, quality and needs. Suppliers should comply with all relevant local and national laws and regulations to avoid unethical behaviour, bribery, corruption and other prohibited business practices. Any non-compliance act shall result in termination of future cooperation. Looking forward, the Group intends to periodically evaluate supply chain performance in environmental and social aspects, and appropriate compliance assessment shall be conducted in order to reduce operation risk and protect rights and interests of all parties.

**B4方面：勞工準則**

儘管童工和強迫勞動似乎與大多數發達社會無關，但實際上很容易出現在任何企業營運的價值鏈中。為了打擊這種做法，本集團不僅在我們的營運中，乃至整個供應鏈中都使用國際勞工組織定義禁止一切形式的童工和強迫勞動或現代奴役。

我們禁止任何形式的強迫、抵債或強制勞動、人口販運以及其他形式的奴隸和奴役。絕不容忍任何形式的歧視、騷擾或欺凌。我們將承諾擴展到供應商，要求所有業務合作夥伴採取措施以避免和消除任何形式的強迫、抵債或強制勞動，或人口販運。每個人的權利和自由受到保護，因為沒有任何員工被要求交出身份證明文件或繳納按金作為僱傭條件。通過對所有求職者進行年齡驗證，避免了我們企業中存在童工案件。

於二零二零年度，本集團並不知悉與本集團在防止僱用童工或強制勞工方面有關的任何違反僱傭條例、僱用兒童規例以及其他適用法例及規例的情況。

於二零二零年度，本集團並無因違反法例而被判處重大罰款或處罰。

**B5方面：供應鏈管理**

本集團的宗旨是向擁有良好聲譽的供應商進行合作及採購，且本集團的內部監控政策訂有供應商篩選及委聘程序，以確保公平公開。《採購及招標》流程被廣泛應用於辦公用品供應商，例如飲用水、紙張及文具用品，且完全按價格、質量及需求作出決定。供應商須遵守所有相關的地方及國家法律法規，以避免不道德行為、賄賂、貪污及其他禁止的商業行為。任何違規行為將導致未來合作終止。展望未來，本集團擬定期評估環境及社會層面的供應鏈表現，並進行適當的合規考核，以減少營運風險及保障各方權益。



During the reporting period, the Group was not aware of any potential negative impact on business ethics, environmental protection, human rights and labour practices, nor any non-compliance incident caused by suppliers.

#### **Aspect B6: Product Responsibility**

The Group's operation is investment holding, and there was no material issues regarding to product responsibility as determined by the Group.

During the reporting period, the Group did not identify any non-compliance with laws and regulations relating to health and safety, advertising, labelling and privacy matters relating to products and services provided in the reporting scope.

#### **Aspect B7: Anti-Corruption**

The Group believes that integrity is the fundamental value of responsible corporate operations, as well as the root of maintaining competitive advantages and sustainable development. The Group values the good characters and conducts of its staff members, and has zero tolerance over any behavioral misconduct, including corruption, bribery, extortion, fraud or money laundering. The "Anti-Fraud System" of the Group sets out the concept and format of such misconduct, the vesting of responsibilities of anti-fraud endeavors, the complaints, receiving and reporting procedures of fraudulent activity, preventions and control of fraudulent activity, protection of informants, as well as the remedies and disciplinary actions on fraudulent cases, in order to incorporate the management principles of anti-corruption in the business operations.

於報告期間，本集團概不知悉任何供應商對商業道德、環保、人權及勞工實務造成的潛在不利影響，或供應商引致的任何不合規事件。

#### **B6方面：產品責任**

本集團的業務為投資控股，本集團認為並無有關產品責任的重大事宜。

因此，於報告期間，本集團並無發現任何不遵守有關於報告範圍內所提供產品及服務的健康及安全、公告、標籤及私隱事宜的法例及規例的情況。

#### **B7方面：反貪污**

本集團深信誠信是企業負責任經營的基礎價值，也是企業競爭優勢和持續經營的根本。本集團重視員工品行及操守，對貪污、賄賂、勒索、欺詐及洗黑錢等不當行為採取零容忍的態度。本集團的《反舞弊制度》明確了這些不當行為的概念及形式、反舞弊的責任歸屬、舞弊案件的舉報、接受及報告、舞弊的預防和控制、保護舉報人的措施、舞弊的補救措施與處罰等要素，把反貪污的管理原則系統化地融入企業營運。

In respect of unverified reports from the general staff, the office of the Board shall conduct joint evaluation with the human resources department of the Group to decide whether to conduct an investigation. Should the case involve any senior management of the Group, with the permission of the Board and the audit committee, the standing officer of the anti-fraud unit and the management of the respective department shall form a joint special investigation unit to conduct a joint investigation. Any staff confirmed to be involved in such fraudulent activities shall be subject to disciplinary actions within the Group, or, any misconduct of a criminal nature shall be referred to the judicial authorities for processing under the laws. Regardless of conducting special investigation or not, the Group shall respond to the complaining persons in regards to the result of the investigation, and shall record in detail the complaint and investigation materials and keep the relevant files for record.

The Group shall maintain the confidentiality of the reported information and relevant information of the complaining persons, and restrict any staff member receiving such complains or involved in the investigation from disclosing any such information without authorization or verification. The abovementioned system is applicable to all staff members. In Year 2020, the anti-corruption measures of the Group was in effect, and no court cases involving corruption of the Group or staff members have arisen.

The Group is not aware of any material non-compliance with the Prevention of Bribery Ordinance and other applicable laws and regulations that has a significant impact on the issuer relating to bribery, extortion, fraud and money laundering in Year 2020.

There was no legal case concerning corruption brought against the Group or its employees in Year 2020.

針對一般員工未經證實的舉報，董事會辦公室會同本集團人力資源等部門人員共同進行評估並作出是否調查的決定。若舉報牽涉到本集團高層管理人員，本集團反舞弊工作常設機構人員和相關部門管理人員可經董事會、審計委員會批准後，共同組成特別調查小組進行聯合調查。對確認有參與舞弊活動的員工，本集團給予相應的行政紀律處分，若違反刑法，則移送到司法機關依法處理。無論是否立項調查，本集團均需向實名舉報的人員反饋調查結果，相關舉報和調查材料亦須按規定詳細登記並及時立卷歸檔。

本集團對所有舉報資料以及投訴舉報人的相關信息進行保密，亦規定接受舉報投訴或參與舞弊調查的工作人員不得透露任何未經批准或證實的舉報信息。上述制度適用於本集團所有員工。於二零二零年度，本集團反貪污措施是行之有效的，並沒有出現與本集團及員工相關的貪污訴訟案件。

於二零二零年度，本集團並不知悉在賄賂、勒索、欺詐及洗黑錢方面與發行人有關並構成重大影響的任何嚴重違反防止賄賂條例以及其他適用法例及規例的情況。

於二零二零年度，本集團或其僱員並無涉及有關貪污的法律訴訟。

### Aspect B8: Community Investment

As the market places focus more on corporate behaviors and social responsibilities, the pursuit of maximizing financial returns to reward shareholders is no longer the only goal of corporate management. The Group pays close attention to its bonds with the community where it operates and is well aware of the importance of different stakeholders' expectations. The Group firmly believes that balancing the interests between shareholders and other stakeholders is the only way to achieve the long-term business development in a stable and healthy manner.

The Group is formulating the definite policies in relation to social investments, and incorporating such corporate social responsibilities and social care projects into the schedules of each department. In this reporting period, the Group worked with various non-governmental organizations, and particularly, providing support to "Doctor Pet". As a volunteer, the Group's employees bring their pets to visit hospitals, elderly residential care homes and schools (including universities, colleges, kindergartens, etc.), educate people on how to care for pets, also provide psychological treatment for patients and the elderly in hospitals. Looking forward, the Group will continuously study the possibility of establishing the specialized committee to plan and promote such activities in relation to the sustainable development of communities based on its own prospect and objective in respect of the Group's sustainable future.

### B8方面：關愛社區

隨著市場對企業行為和社會責任日益關注，單純追求最大財務回報以回饋股東已經不是企業管理的唯一目標。本集團關注與營運所在社區的聯繫，亦明白滿足不同持份者期望的重要性。本集團深信平衡股東與其他所有持份者的利益，才能令業務得以長期、穩定及健康地發展。

本集團將制定社區投資的具體政策，把企業社會責任工作與社會關懷項目納入各部門的工作規劃。於本報告期間，本集團曾與多個非政府機構合作，尤其是對慈善機構「動物醫生」提供支持。本集團的志願者（作為義工）帶上其寵物探訪醫院、護理安老院舍及學校（包括大學、學院、幼稚園等），以教育人們如何護理寵物以及為醫院的病人及老人提供心理治療。本集團現正探討在本集團內部成立專責委員會的可能性，從而根據本集團的持續發展遠景和目標，規劃和推展各項與社區可持續發展相關的活動。



