

# Veeko®

Veeko International Holdings Limited

威高國際控股有限公司

Stock Code 股份代號: 1173

環境、社會及管治報告書 2020

Environmental, Social and  
Governance Report 2020

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Incorporated in the Cayman Islands with limited liability 於開曼群島註冊成立之有限公司

Veeko

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## About this Report 關於本報告

威高國際控股有限公司(「本公司」)發表的第四份《環境、社會及管治報告書》(「本報告」)，將繼續透過匯報本公司及其附屬公司(統稱為「本集團」)在環境、社會及管治(或「ESG」)方面的政策、措施及績效，以實現本集團的承諾，並讓各持份者瞭解本集團於ESG議題的進程和發展方向。本報告以中、英文編寫，並遵守香港聯合交易所有限公司(「聯交所」)證券上市規則附錄二十七《環境、社會及管治報告指引》(「《指引》」)的相關規定，現已上載至聯交所及本公司網站(<http://www.irasia.com/listco/hk/veeko/index/htm>)。

### 報告範圍

本報告聚焦本集團之化妝品和時裝業務在二零一九年四月一日至二零二零年三月三十一日(「本年度」)的營運。報告範圍則與上一財政年度一致，覆蓋香港和澳門之各零售店舖、相關辦公室及倉庫，以及位於汕頭之服裝生產廠房(統稱「各營運點」)。本報告最後一章附有完整索引，以便讀者按《指引》閱讀本報告。

### 確認及批准

本報告引用的所有資料均來自本集團的內部文件和統計數據。本報告已於二零二零年十月獲本集團董事會確認及批准。

### 意見反饋

持分者的意見有助本集團建立更仔細及更健全的ESG策略。如閣下對本報告的內容或匯報形式有任何疑問或建議，歡迎透過以下方式與本集團聯絡：

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The fourth Environmental, Social and Governance Report (the “Report”) published by Veeko International Holdings Limited (the “Company”) embodies the fulfilment of the commitment of the Group by continuing to report on the policies, measures and performances of the Company and its subsidiaries (collectively referred to as the “Group”) in environmental, social and governance (or “ESG”) aspects, while enabling various stakeholders to understand the progress and development direction of the Group with regard to ESG issues. This report is prepared in both Chinese and English, and complies with the relevant provisions of the Environmental, Social and Governance Reporting Guide (the “Guide”) set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”), and has been uploaded to the website of the Stock Exchange and the Company’s website at <http://www.irasia.com/listco/hk/veeko/index/htm>.

### Reporting Scope

The Report focuses on the operations of cosmetics and the fashion business segments of the Group from 1st April, 2019 to 31st March, 2020 (the “Year”). The reporting scope is the same as that of last financial year’s Report which covers the retail stores in Hong Kong and Macau, relevant offices and warehouses, as well as the garment production plants located in Shantou, of which the operations are related to the cosmetics and fashion businesses (hereinafter referred to as the “Operation Points”, and each an “Operation Point”). A complete index is enclosed in the last chapter for the reader’s easy reference to the Guide when reading the Report.

### Confirmation and Approval

Information being disclosed in this Report is sourced from internal documents and statistics of the Group. The Report has been confirmed and approved by the Board of Directors of the Company in October 2020.

### Opinion and Feedback

The opinions of stakeholders can help the Group to establish more detailed and robust ESG strategies. If you have any questions or suggestions regarding the content or format of the Report, please contact the Group via the following channels:

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## Environmental, Social and Governance 環境、社會及管治

### 環境、社會及管治管理架構

良好的企業管治及營運常規是本集團ESG發展的重要基礎，由董事會在管治架構中肩負領導角色，負責監督及檢討集團管治及營運表現。董事會亦負責確認及批核本集團ESG政策，以及ESG報告。目前，本集團已成立ESG工作小組，該小組成員來自不同部門的管理層，主要負責統籌年度ESG報告、制定相關政策及措施，並定期對績效作出檢討及向董事會匯報工作進度。

### ESG Management Framework

Good corporate governance and operation practices are important foundations of the ESG development of the Group. The Board of Directors plays a leading role in governance structure and is responsible for monitoring and reviewing the governance and operation performance of the Group. The Board of Directors is also responsible for confirming and approving the Group's ESG policies and ESG reports. At present, the Group has established an ESG working group with members from the management of different departments, which is primarily responsible for coordinating the annual ESG report, formulating relevant policies and measures, conducting regular reviews of performance and reporting work progress to the Board of Directors.

### 環境、社會及管治風險管理

企業風險管理對本集團的日常管理程序及良好企業管治至關重要。本集團已設立及維持有效的風險管理及內部監控系統，以識別和管理業務風險。同時本公司董事會負責領導風險管理工作，並透過審核委員會評估風險管理的有效性。另外，本公司設有風險工作小組，負責檢視風險清單、制定緩解措施，以及評估風險監控的關鍵績效指標。風險工作小組每年舉行至少兩次會議，並通過審核委員會向董事會作出匯報。

### ESG Risk Management

Corporate risk management is essential to the day-to-day management process and good corporate governance of the Group. The Group has established and maintained an effective risk management and internal control system to identify and manage business risks. At the same time, the Board of Directors of the Company is responsible for leading the work of risk management, and evaluates the effectiveness of risk management through the audit committee. In addition, the Company has set up a Risk Taskforce Team, which is responsible for reviewing the risk register, formulating remedial measures and evaluating key performance indicators with respect to risk monitoring. Members of the Risk Taskforce Team meet at least twice a year and report to the Board of Directors through the audit committee.

### 風險管理流程圖

### Risk Management Process Chart



## Environmental, Social and Governance (Continued) 環境、社會及管治 (續)

本年度本集團識別的重大風險維持不變，其中包括：

Significant risks identified by the Group remained unchanged during the year include:

重大風險 Significant risks	本報告應對的章節 Corresponding sections in this Report
<p>未能吸引、培養及挽留人才 Failure to attract, develop and retain talents</p>	<ul style="list-style-type: none"> <li>• 僱傭及勞工準則 Employment and Labour Standards</li> <li>• 健康及安全 Health and Safety</li> <li>• 發展及培訓 Development and Training</li> </ul>
<p>產品品質、服務質素不達標準 Product and service quality is substandard</p>	<ul style="list-style-type: none"> <li>• 供應鏈管理 Supply Chain Management</li> <li>• 產品責任 Product Responsibility</li> </ul>

本集團留意到現時的風險管理及內部監控系統暫未完全涵蓋ESG相關議題。展望未來，本集團將繼續完善相關機制及風險管理系統，以便及時識別風險和確定應對方案。

The Group understands that the existing risk management and internal control system have not covered all the ESG related issues. Going forward, the Group will continue to improve the relevant mechanisms and risk management systems for the timely identification of risks and determination of response plans in the future.



## Protecting the Environment 環境保護

本集團重視業務營運對環境的影響，視其為各部門及僱員的共同責任，並致力在日常營運中實踐保護環境的理念。本集團的《環境保護政策聲明》，涵蓋本集團對排放物、資源使用，以及保護環境及天然資源的承諾及方針。同時，本集團的兩間服裝生產廠房亦設有環境保護工作小組，主要負責在生產過程中協調及落實環保措施。本集團已定期審視和更新環保政策，並設有投訴機制，回應有關環境保護的意見及建議，確保環保措施能夠有效地執行。本年度，本集團的兩間服裝生產廠房已按照《節能減排責任書》制訂節能、節水及減廢目標。

### 排放物

本集團於本年度繼續委託獨立專業顧問公司按照香港環保署和機電工程署編製的指引<sup>1</sup>、中華人民共和國國家發展和改革委員會發佈的指南<sup>2</sup>，以及溫室氣體核算體系<sup>3</sup>等國際標準進行碳評估，量化其營運產生的溫室氣體排放（或稱「碳排放」）。

The Group recognizes the impact of its business operations on the environment as a shared responsibility of all departments and employees, and is committed to practicing environmental protection in its daily operations. The Group's "Environmental Protection Policy Statement" covers the Group's commitment and approach on emissions, use of resources, and protection of the environment and natural resources. At the same time, environmental protection working groups have been set up in two of the Group's two garment production plants, which are mainly responsible for coordinating and implementing environmental protection measures in the production process. The Group has regularly reviewed and updated its environmental protection policies, and has established a complaint mechanism to respond to comments and suggestions on environmental protection to ensure the effective implementation of environmental protection measures. During the Year, the two garment production plants of the Group formulated energy and water saving and waste reduction targets in accordance with the "Energy Saving and Emission Reduction Responsibility Statement".

### Emissions

During the Year, the Group continued to appoint an independent professional consultancy firm to conduct carbon assessment, to quantify the greenhouse gas emissions (or "carbon emissions") produced by its operation based on Guidelines of the Environmental Protection Department and the Electrical and Mechanical Services Department of Hong Kong<sup>1</sup>, the guidelines issued by the National Development and Reform Commission of the People's Republic of China<sup>2</sup>, and international standards such as the GHG Protocol<sup>3</sup>.

<sup>1</sup> 《香港建築物(商業、住宅或公共用途)的溫室氣體排放及減除的核算和報告指引》

<sup>2</sup> 《工業其他行業企業溫室氣體排放核算方法與報告指南(試行)》

<sup>3</sup> 《溫室氣體核算體系：企業核算與報告標準》

<sup>1</sup> Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong

<sup>2</sup> Guidelines for Calculation Methods and Reporting of Greenhouse Gas Emissions from Industrial and Other Industrial Enterprises (Trial)

<sup>3</sup> The GHG Protocol: A Corporate Accounting and Reporting Standard

## Protecting the Environment (Continued) 環境保護 (續)

溫室氣體排放 Greenhouse gas emissions				
範圍 Scope	排放量 (公噸二氧化碳當量) Emissions (tonne of CO <sub>2</sub> equivalent)			總排放量 (公噸二氧化碳當量) Total emissions (tonne of CO <sub>2</sub> equivalent)
	香港 (零售店舖、 相關辦公室 及倉庫) Hong Kong (retail stores, relevant offices and warehouses)	澳門 (零售店舖) Macau (retail stores)	汕頭 (生產廠房) Shantou (production plants)	
範圍1：直接溫室氣體排放 Scope 1: Direct greenhouse gas emissions	89.0	0	4.6	93.6
範圍2：能源間接溫室氣體排放 <sup>4</sup> Scope 2: Indirect energy-based greenhouse gas emissions <sup>4</sup>	2,902.4	622.4	1,238.8	4,763.6
範圍3：其他間接溫室氣體排放 Scope 3: Other indirect greenhouse gas emissions	1.8	0	0	1.8
溫室氣體排放總量 Greenhouse gas emissions in total	3,615.6		1,243.4	4,859.0
溫室氣體密度 Intensity of greenhouse gas emissions	3.52 公噸二氧化碳當量/ 百萬港元營業額 tonne of CO <sub>2</sub> equivalent/ million HK\$ turnover		1.33 公噸二氧化碳 當量/ 千件產品 tonne of CO <sub>2</sub> equivalent/ thousand product units	不適用 Not applicable

<sup>4</sup> 為反映實際排放量，本年度溫室氣體排放量數據已包含處理食水及污水時所消耗的電力。

<sup>4</sup> To reflect actual emission, greenhouse gas emissions data for the Year includes electricity consumed for treating water and sewage.



## Protecting the Environment (Continued) 環境保護 (續)

本年度溫室氣體排放最主要來自範圍2(能源間接溫室氣體排放)之外購能源使用，佔總溫室氣體排放的98%。本年度溫室氣體排放較上一年度減少約15%，主要原因是範圍2電力消耗所產生的溫室氣體排放減少所致。溫室氣體密度方面，香港和澳門按營業額計算的溫室氣體密度較上一年度上升38%，而廠房每千件產品產生的溫室氣體密度較上一年度增加13%。

針對溫室氣體排放的主要來源，本集團將繼續評估、紀錄及每年披露其溫室氣體排放及其他環境數據，從而檢討現行措施成效，有助日後進一步完善減排目標，提升環境績效。本報告最後一章附有索引，提供環境績效指標相關數據。

除溫室氣體外，空氣污染物主要產生於車輛燃燒化石燃料，且主要來源於香港車輛使用。

Greenhouse gas emissions for the Year derive mainly from the use of externally purchased electricity within Scope 2 (Indirect energy-based greenhouse gas emissions), representing 98% of total greenhouse gas emissions. Greenhouse gas emissions for the Year decreased by approximately 15% as compared with last year, mainly due to the decrease in greenhouse gas emissions from electricity consumption within Scope 2. For greenhouse gas intensity, the greenhouse gas intensity of our Hong Kong and Macau operations (per unit of turnover) increased by 38% as compared with the last year, while the greenhouse gas intensity per 1,000 units of products produced in our plants increased by 13% as compared with the last year.

In relation to the major sources of greenhouse gas emissions, the Group will continue to assess, record and disclose its greenhouse gas emissions and other environmental data annually, with an objective to review the effectiveness of the existing measures, which will be helpful for the further improvement of emission reduction targets and enhancement of environmental performance in the future. An index providing relevant data on environmental performance indicators is incorporated in the final chapter of this report.

In addition to greenhouse gases, air pollutants are mainly generated by fossil fuel combustion of vehicles, and are mainly derived from vehicle use in Hong Kong.

空氣污染物 Air Pollutants			
類別 Type	排放量(千克) Emissions (kg)		總排放量 (千克) Total emissions (kg)
	香港 Hong Kong	汕頭廠房 Shantou production plants	
氮氧化物 Nitrogen oxides	473.6	1.3	474.9
硫氧化物 Sulphur oxides	0.5	0.2	0.7
可吸入懸浮粒子 Respirable suspended particles	34.2	0.1	34.3

## Protecting the Environment (Continued) 環境保護 (續)

為減低日常營運對周邊環境的影響，本集團已採取不同措施，旨在減少空氣污染物及溫室氣體排放，以及管理有害及無害廢棄物。

To reduce the impact of daily operations on surrounding environment, the Group has adopted various measures, aiming to reduce air pollutants and greenhouse gas emissions and manage hazardous and non-hazardous wastes.

類別 Category	與排放物有關的措施 Measures in relation to emissions
空氣污染物及溫室氣體 Air pollutants and greenhouse gases	<ul style="list-style-type: none"> <li>• 以電話／視像會議取代出差，減少因乘搭商用車輛而產生空氣污染物及溫室氣體 Reduce air pollutants and greenhouse gases from commercial vehicle travel by replacing business travel with telephone/video conferencing</li> <li>• 鼓勵僱員採用綠色交通出行 Encourage employees to adopt green transportation</li> <li>• 將打印機及影印機置於自然通風的區域，避免積聚臭氧簡化工作流程，減少因出差公幹產生的空氣污染物及溫室氣體 Place printers and copiers in areas with natural ventilation to avoid ozone build-up and simplifying workflow and reducing air pollutants and greenhouse gases generated by business travel</li> </ul>

除空氣污染物及溫室氣體排放外，《環境保護政策聲明》亦已承諾本集團會妥善處理有害及無害廢棄物，部份營運點已實施的措施包括：

In addition to air pollutants and greenhouse gas emissions, commitment is also made in the “Environmental Protection Policy Statement” that the Group will properly handle hazardous and non-hazardous wastes. Measures that are implemented in some Operation Points include:

- |                               |  |
|-------------------------------|--|
| • 避免使用即棄產品，並向僱員提供減廢及廢物回收指引    | • Avoiding the use of disposable products and providing guidance to employees on waste reduction and recycling |
| • 設置回收箱，實施垃圾分類回收              | • Provision of recycling bins for waste separation and recycling   |
| • 委托回收商定期收集回收物料               | • Commissioning recyclers to collect recycled materials on a regular basis                                     |
| • 使用環保的清潔產品，減少在污水中的有害物質       | • Using environmentally friendly cleaning products to reduce harmful substances in sewage                      |
| • 控制及紀錄有害化學品使用，妥善處理廢棄化學品      | • Controlling and recording the use of hazardous chemicals and proper disposal of waste chemicals              |
| • 監測廢物產生量及回收量，以及污水排放情況，避免排放超標 | • Monitoring of waste generation and recycling, and sewage discharge to avoid excessive discharge              |





## Protecting the Environment (Continued) 環境保護 (續)

### 資源使用

本集團的營運過程中使用能源、水及紙張等資源。本年度，本集團主要的能源消耗為營運中所消耗的外購電力，以及車輛消耗的汽油和柴油。本年度能源總耗量為8,616兆瓦時，其中電力消耗佔總能源消耗的96%。

### Use of Resources

The Group uses resources such as energy, water and paper in its operation process. During the Year, the Group's major energy consumption was purchased electricity consumed in its operations and petrol and diesel consumed by vehicles. The total energy consumption for the Year was 8,616 MWh, of which electricity consumption accounted for 96% of the total energy consumption.

能源消耗 Energy consumption		
類別 Category	消耗量 Consumption	單位 Unit
直接能源 Direct energy		
汽油 Petrol	60.5	兆瓦時 MWh
柴油 Diesel	292.3	兆瓦時 MWh
間接能源 Indirect energy		
電力 Electricity	8,263.1	兆瓦時 MWh
能源總耗量 Total energy consumption	8,615.9	兆瓦時 MWh
能源密度(香港及澳門，以營業額計算) Intensity of energy consumption (Hong Kong and Macau, in turnover)	6.39	兆瓦時／百萬港元 MWh/million HK\$
能源密度(汕頭生產廠房，以產量計算) Intensity of energy consumption (Shantou production plants, in production volume)	2.18	兆瓦時／千件產品 MWh/thousand products

為確保在營運過程中有效及審慎地運用資源，本集團依據減少使用、重複使用及循環再造的原則，鼓勵僱員實踐節約能源、用水和紙張等措施，以減少對環境的影響。本集團在求取適用水源上沒有任何問題。

To ensure the effective and prudent use of resources in its operations process, the Group encourages its employees to put measures to conserve energy, water and paper into practice based on the principles of reduce, reuse and recycle in order to reduce the impact on the environment. The Group does not have any issue in sourcing water that is fit for purpose.

## Protecting the Environment (Continued) 環境保護 (續)

類別 Category	與資源使用有關的措施 Measures in relation to use of resources
<p>能源 Energy</p>	<p><u>電腦</u> Computer</p> <ul style="list-style-type: none"> <li>• 更改電腦設置，若長時間無操作電腦，電腦將啟動待命或休眠等省電模式 Change computer settings. Computer will enter an energy saving mode such as the standby or sleep mode if left unused for a long period of time</li> <li>• 在午飯時或離開工作地方時關掉電腦顯示屏 Turn off monitor displays of computers during lunch time or when leaving the work place</li> <li>• 在非辦公時間關掉電腦及非必要的伺服器 Switch off computers and non-essential servers during non-office hours</li> <li>• 調節顯示屏至合適的亮度 Tune the brightness of monitor displays properly</li> <li>• 保持伺服器有關設備附近的空氣流通，並監察伺服器室的溫度(例如使用恆溫器)，以免將溫度調得過低 Keep air circulating around the server-related equipment and monitor the temperature in the server room (e.g. use a thermostat) to avoid turning the temperature down too low</li> </ul>



## Protecting the Environment (Continued) 環境保護 (續)

類別 Category	與資源使用有關的措施 Measures in relation to use of resources
能源 Energy	<p>空調 Air-conditioning</p> <ul style="list-style-type: none"> <li>• 於午膳時和非辦公時間關掉部分空調裝置 Turn off some of the air conditioners during lunch time and non-office hours</li> <li>• 會議室在有人使用時才開動空調，不得提早開動；在離開會議室時隨即關掉空調 Turn on the air conditioning only when the meeting room is occupied and no prior turning on is allowed; turning off the air conditioning when leaving the meeting room</li> <li>• 把生產廠房的空調溫度設定為攝氏24-26度 Set the air conditioning temperature in the production plants to 24-26 degrees Celsius</li> <li>• 於生產廠房利用風扇配合空調使用，增強清涼效果 In the production plants, fans are used in conjunction with air conditioners to enhance the cooling effect</li> <li>• 於生產廠房放下百葉簾或窗簾，減少陽光直接照射生產廠房內 Lower the venetian blinds or draw the curtains in the production plants to reduce direct sunlight shining into the plants</li> <li>• 定期清洗隔塵網及盤管式風機，並定期維修空調系統，確保高效運作 Clean the dust filters and fan coil units regularly and maintaining the air conditioning system regularly to ensure efficient operation</li> </ul>

## Protecting the Environment (Continued) 環境保護 (續)

類別 Category	與資源使用有關的措施 Measures in relation to use of resources
<p>能源 Energy</p>	<p><u>照明</u> <u>Lighting</u></p> <ul style="list-style-type: none"> <li>• 安裝具能源效益的照明系統 Install energy-efficient lighting systems</li> <li>• 安排最後離開的僱員關閉所有照明裝置 Make arrangement for the last employee who leaves the office to turn off all lighting devices</li> <li>• 在燈掣附近貼上「節約能源」標貼以作提示 Place “Conserve Energy” labels next to light switches as a reminder</li> <li>• 劃分區域，靈活控制個別照明系統 Establish zoning for the flexibility in the control of individual lighting systems</li> <li>• 當日光足夠照亮生產廠房的室內地方時，關掉部分照明 Turn off some of the lights when there is sufficient daylight to illuminate the interior of the production plants</li> <li>• 辦公室牆身及天花採用淺色，以減少燈光需要 Use light colors for office walls and ceilings to reduce the need for lighting</li> </ul>
<p>用水 Water</p>	<ul style="list-style-type: none"> <li>• 定期檢查水管及水龍頭，如發現出現漏水情況，將安排及時維修 Inspect water pipes and faucets regularly and arrange for timely repairs if water leakages are found</li> <li>• 監測生產及日常用水量，減少浪費用水的機會 Monitor production and daily water consumption to reduce water waste</li> </ul>



## Protecting the Environment (Continued) 環境保護 (續)

類別 Category	與資源使用有關的措施 Measures in relation to use of resources
紙張 Paper	<ul style="list-style-type: none"> <li>• 鼓勵採用雙面印刷，並將影印機預設為雙面打印模式 Preset printers and photocopiers to double-sided printing mode</li> <li>• 使用紙張未用過的一面，作草擬、列印及接收傳真用途 Use the clean side of paper for drafting, printing and print-out of incoming fax</li> <li>• 循環使用信封和檔案夾，發送內部文件及書信 Recycle envelopes and folders for internal mail and correspondence</li> <li>• 採用電子通訊及電子存檔作日常工作溝通 Adopt electronic communications and electronic filing for daily working communication</li> </ul>

### 環境及天然資源

基於本集團的業務性質，本集團日常營運不涉及對環境及天然資源造成重大影響的活動。然而，本集團在作出重大商業決策時會考慮業務活動對周邊環境及氣候變化的影響。本集團的生產廠房定期識別和評估業務活動對生物多樣性和生態系統所造成的潛在影響，並採取保護水土的措施，減少日常營運對周邊環境的影響。

### Environment and Natural Resources

In light of the nature of the Group's business, the Group's daily operations do not involve activities that have a significant impact on the environment and natural resources. However, the Group considers the impact of its business activities on the surrounding environment and climate change when making major business decisions. The Group's production plants regularly identify and assess the potential impacts of their business activities on biodiversity and ecosystems, and adopt measures to protect soil and water so as to reduce the impact of their daily operations on the surrounding environment.

## Employment and Labour Practice 僱傭及勞工常規

本集團深信企業成功有賴僱員的共同努力及付出。本集團已制定《僱傭及勞工常規政策聲明》、以及一系列僱傭政策及措施，就有關僱傭及勞工準則、健康及安全，以及發展及培訓方面作出承諾及提供有關指引，為僱員提供健康安全的工作環境及各種職業發展的機會。

### 僱傭及勞工準則

為建立一個良好的工作環境及健全的僱員管理制度，本集團已制訂有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視、其他待遇及福利方面的政策及措施，並載列在《僱員手冊》及《人事行政管理制度》中。本集團亦設有意見及投訴機制，處理和回應僱員對僱傭相關的建議及投訴。

The Group believes that the success of an enterprise depends on the joint dedication and commitment of its employees. The Group has formulated the “Employment and Labour Practice Policy Statement” and a series of employment policies and measures, making commitment and providing guidelines with regard to employment and labour standards, health and safety and development and training, and providing a healthy and safe working environment and various career development opportunities for employees.

### Employment and Labour Standards

To establish a good working environment and a sound employee management system, the Group has established policies and measures relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare, which are set out in “Employee Handbook” and “Human Resources Administration Management System”. The Group has also set up an opinion and complaint mechanism to handle and respond to employment-related suggestions and complaints.

僱傭範疇 Employment aspect	政策措施內容 Contents of policies and measures
<p>招聘、晉升及解僱 Recruitment, promotion and dismissal</p>	<ul style="list-style-type: none"> <li>在進行聘請時，採用劃一甄選準則和中立的措辭刊登招聘廣告 Adopt uniform selection criteria during recruitment and use neutral wordings when publishing recruitment advertisement</li> <li>尊重僱員的權利，透過訂立勞動合同確定與僱員之僱傭關係，以及有關離職及解僱的僱傭條款 Respect the rights of the employees, establish the employer-employee relationship and define the employment terms in relation to termination and dismissal of employment through entering into labour contracts</li> </ul>
<p>薪酬、工作時數、假期及福利 Compensation, working hours, rest periods and welfare</p>	<ul style="list-style-type: none"> <li>於《僱員手冊》載列有關考勤管理和假期的制度 Attendance management and holidays policy are set out in the “Employee Handbook”</li> <li>為已通過試用期的僱員提供醫療保險 Provide employees who completed probation with medical insurance</li> </ul>



## Employment and Labour Practice (Continued) 僱傭及勞工常規 (續)

僱傭範疇 Employment aspect	政策措施內容 Contents of policies and measures
平等機會、多元化及反歧視 Equal opportunity, diversity and anti-discrimination	<ul style="list-style-type: none"> <li>• 建立工作評核制度，確保僱員在晉升、調職、培訓、職業發展及解僱等方面均得到平等待遇，不受歧視 Establish a performance appraisal system to ensure that all employees are treated equally in relation to promotion, redesignation, training, career development and dismissal and not discriminated against</li> <li>• 透過內部通訊向僱員推廣與平等機會、反歧視和騷擾相關的訊息，並提供相關的內部指引 Through internal communications, promote messages related to equal opportunities, anti-discrimination and harassment to employees and provide relevant internal guidance</li> <li>• 不時審查評核準則，確保所採用的準則不含歧視成份 Review assessment criteria from time to time in order to ensure adopted criteria is not discriminatory</li> </ul>
勞工準則 Labour Standards	<ul style="list-style-type: none"> <li>• 聘用任何僱員前，檢查與應聘者年齡相關的身份證明文件，核實其年齡和身份，避免聘用童工、強迫、擔保(包括負債擔保)或契約勞工、非自願獄中勞役、被拐賣勞工或奴隸勞工 Inspect identity documents related to the age of an applicant, verify the age and identify before the hiring of any employee to avoid the hiring of child labour, forced labour, guaranteed (including guarantees for loans) or indentured labour, involuntary prison labour, human trafficked labour or slave labour.</li> </ul>

# Employment and Labour Practice (Continued) 僱傭及勞工常規 (續)

## 健康及安全

本集團視僱員的身心健康和福祉為本集團可持續發展工作中的重要部份。本集團已制定《職業健康與安全管理制度》及一系列措施，為僱員提供一個良好及安全的工作環境。本集團亦定期檢視及更新健康與安全措施，確保業務營運符合安全水平。

## Health and Safety

The Group regards the physical and mental health and well-being of its employees as an important part of its work on sustainable development. The Group has established an “Occupational Health and Safety Management System” and a series of measures to provide a good and safe working environment for its employees. The Group also regularly reviews and updates its health and safety measures to ensure its business operations comply with safety standards.

與健康及安全有關的措施 Measures in relation to occupational health and safety	
職業健康安全管理小組 Occupational health and safety management team	<ul style="list-style-type: none"> <li>生產廠房設有健康與安全工作小組，按照已制定的職業健康安全制度，協調及監察相關措施落實情況，確保切實執行 A health and safety working group has been set up in the production plants to coordinate and monitor the implementation of relevant measures in accordance with the established occupational health and safety system to ensure effective implementation.</li> </ul>
安全作業的流程和指引 Safe operation procedures and guidelines	<ul style="list-style-type: none"> <li>訂立有關場地整潔、防火、用電安全及正確體力處理的操作程序等職業安全須知 Compile occupational safety guidance notes in relation to site housekeeping, fire prevention, safe use of electricity, and procedures for correct manual handling operation</li> <li>於僱員手冊提供健康與安全指引 Provide health and safety guidelines in the “Employee Handbook”</li> <li>為生產廠房的僱員提供合適、充足的個人防護裝備 Provide suitable and adequate protective equipment for individual employee working in the production plants</li> <li>制定生產崗位的工作制度，確保安全生產 Develop a working system for employees working at production positions to ensure safe production</li> <li>定期進行安全檢查，對潛在隱患進行改善措施 Conduct regular safety inspections and take corrective measures against potential hazards</li> </ul>





## Employment and Labour Practice (Continued) 僱傭及勞工常規 (續)

與健康及安全有關的措施 Measures in relation to occupational health and safety	
宣傳、教育及培訓 Publicity, education and training	<ul style="list-style-type: none"> <li>以公告欄和內部通訊等方式向僱員提供職業安全須知及健康衛生資訊 Provide occupational safety instructions and health information to employees through bulletin boards and internal communications</li> <li>為生產廠房的僱員提供上崗前和在崗期間的職業衛生培訓 Provide occupational health training for employees working in the production plants before and during employment</li> <li>為僱員提供正確使用防護設備指引及培訓 Provide guidelines and training to employees in relation to proper use of protective equipment</li> </ul>
針對「新冠肺炎」為僱員提供安全措施 Safety measures provided for employees with regard to COVID-19	<ul style="list-style-type: none"> <li>要求僱員在上班前量度體溫及正確配戴口罩 Require employees to measure body temperature before going to work and wear masks properly</li> <li>為僱員提供酒精搓手液，定期為辦公室及各零售店舖進行日常消毒工作 Provide employees with alcohol-based handrub and conduct routine disinfection of offices and retail stores on a regular basis</li> </ul>

展望未來，本集團將繼續計劃建立風險評估流程，以識別健康與安全風險。同時，本集團將定期進行檢視及更新風險評估，並透過各項風險預防和緩解措施，降低營運風險水平。

### 發展及培訓

本集團重視僱員的個人發展，致力為僱員提供各項培訓機會，加強僱員於市場的競爭力。本集團除了為所有新入職僱員提供基本訓練課程外，亦按各部門職能需要定期提供不同類型的內部培訓，使僱員的工作技能及專業水平不斷提升。本集團鼓勵僱員報讀外部培訓課程，亦提供學費資助（倘適用）。本集團每年進行年度工作表現評核及透過「神秘人計劃」評估店舖同事的服務質素及工作績效。此外，本集團定期檢視及更新相關措施，確保僱員掌握行業標準及趨勢，以應對未來的挑戰。

Looking forward, the Group will continue to establish a set of risk assessment procedures for the identification of health and safety risks. At the same time, the Group will regularly review and update risk assessments, and lower the level of operation risks through various risk prevention and mitigation measures.

### Development and Training

The Group values the personal development of its employees and is committed to providing them with various training opportunities to enhance their competitiveness in the market. In addition to providing basic training courses for all new recruits, the Group also provides various types of in-house training on a regular basis according to the functional needs of each department to enhance employees' job skills and professional standards. The Group encourages its employees to attend external training courses and also provides tuition fee subsidy (if applicable). The Group conducts annual performance appraisals and evaluates the service quality and performance of its shop staff through the "Mystery Shoppers Programme". In addition, the Group regularly reviews and updates relevant measures to ensure that employees are aware of industry standards and trends to meet future challenges.

## Operation Management 營運管理

本集團深明與顧客建立良好關係有賴優質產品及服務。本集團已制定《供應鏈管理、產品責任及反貪污政策聲明》及一系列有關供應鏈管理、產品責任和反貪污的措施，確保營運達至業界及國際標準。

### 供應鏈管理

本集團重視供應鏈管理。本集團已制定採購程序及有關篩選、聘用、評估、管理及監察供應商的內部程序。為確保原材料供應穩定及符合質量要求及安全標準，本集團透過嚴謹的供應商評核標準，定期為供應商進行評估。本集團亦與供應商建立良好的溝通渠道，以提供適當的支援。此外，本集團設有供應鏈申訴機制，處理及回應對供應商的投訴及意見。

為減少供應鏈對環境的影響，本集團的服裝生產廠房要求供應商在提供服裝原材料及輔料時附上符合國家環保規定的合格檢測報告，確保產品符合環保要求。化妝品業務方面，自二零一八年起，本集團已落實自家品牌的生產商淘汰含有微膠珠的磨砂及清潔產品。本集團深明部分的面部清潔和磨砂產品所含有的微膠珠難以被分解，當微膠珠經排水道流入海洋，對海洋環境及生態鏈造成負面影響。

為加強供應鏈管理，本集團計劃建立風險評估流程，識別供應鏈的環境及社會風險，並制定相應政策及措施，減低供應鏈所產生的風險，在供應商採購及保護環境之間取得平衡。

The Group acknowledges that the establishment of good relationship with customers relies on quality products and services. The Group has established the “Supply Chain Management, Product Responsibility and Anti-Corruption Policy Statement” and a series of measures related to supply chain management, product responsibility and anti-corruption, so as to ensure that its operation meets industry and international standards.

### Supply Chain Management

The Group places emphasis on supply chain management. The Group has established procurement procedures and internal procedures for screening, hiring, evaluating, managing and monitoring suppliers. To ensure the stable supply of raw materials and compliance with quality requirements and safety standards, the Group conducts regular evaluation of suppliers through stringent supplier assessment standards. The Group has also established good communication channels with its suppliers to provide appropriate support. In addition, the Group has a supply chain complaint mechanism in place to handle and respond to complaints and comments on suppliers.

To reduce the impact of the supply chain on the environment, the Group’s garment production plants require suppliers to provide apparel raw materials and accessories with qualified inspection reports that comply with national environmental protection requirements to ensure that the products meet environmental protection requirements. For the cosmetics business, since 2018, the Group has implemented manufacturers of products of our own brand not to use microbeads in scrub and cleaning products. The Group recognizes that microbeads in some facial cleaning and facial scrub products are difficult to decompose. When discharged into the ocean through drainage system, the microbeads will cause negative impacts on ocean environment and ecological chain.

In order to strengthen supply chain management, the Group plans to establish a risk assessment process to identify the environmental and social risks in the supply chain, and formulate corresponding policies and measures to reduce the risks arising from the supply chain and strike a balance between supplier procurement and environmental protection.



## Operation Management (Continued) 營運管理 (續)

### 產品責任

本集團致力為顧客提供優質的產品以及稱心滿意的購物體驗。本集團根據《供應鏈管理、產品責任及反貪污政策聲明》推行各項產品責任的措施，以確保所出售的產品符合品質及安全的要求。

### Product Responsibility

The Group is committed to providing customer with quality products and satisfactory shopping experience. The Group launches various product responsibility measures in accordance with the “Supply Chain Management, Product Responsibility and Anti-Corruption Policy Statement”, to ensure products sold meet quality and safety requirements.

與產品責任有關的措施 Measures in relation to product responsibilities	
產品和服務的健康與安全 Health and safety of products and services	<ul style="list-style-type: none"> <li>產品的健康與安全相關的條款 Provisions relating to health and safety of the products</li> <li>產品售後服務承諾 Product after-sales service commitments</li> </ul>
質量檢定 Quality inspection	<ul style="list-style-type: none"> <li>產品質量檢查體系及生產廠房產品質量檢定流程 Product quality inspection system and quality assurance process in production plants</li> <li>內部質量監控標準或流程 Internal quality control standard or process</li> <li>貨倉驗貨程序 Acceptance procedures in warehouses</li> </ul>
廣告和標籤 Advertising and labelling	<ul style="list-style-type: none"> <li>廣告媒介及廣告內容的標準 Standard for advertising media and advertisement content</li> <li>在各營銷傳播途徑(包括產品標籤以及任何廣告內)，向顧客提供持平、準確、誠實、公正的資訊 Provide balanced, accurate, honest and fair information to customers in various marketing channels (including product label and any advertisement)</li> </ul>

## Operation Management (Continued) 營運管理 (續)

與產品責任有關的措施 Measures in relation to product responsibilities	
顧客私隱 Customer privacy	<ul style="list-style-type: none"> <li>保障個人資料收集方式的透明度 Safeguard the transparency of personal data collection methods</li> <li>在資料提供者知悉及獲同意的情況下收集個人資料 Collection of personal data with the knowledge and consent of the data provider</li> <li>採取資料保安措施，防止未經授權或意外存取、轉移、刪除、遺失或使用個人資料，並為儲存資料的系統加密 Adopt data security measures to prevent unauthorised or accidental access, transfer, erasure, loss or use of personal data, and encrypting the systems in which the data are stored</li> <li>訂立處理商業秘密的內部指引 Establishment of internal guidelines on the handling of trade secrets</li> </ul>
顧客意見及投訴處理 Customer's opinions and complaint handling	<ul style="list-style-type: none"> <li>客戶投訴處理及應對機制 Customer complaint handling and response mechanism</li> <li>定期進行客戶滿意度調查，並按調查結果作出檢討及跟進 Conduct customer satisfaction surveys on a regular basis, and review and follow up on the results of these surveys</li> </ul>
知識產權 Intellectual property	<ul style="list-style-type: none"> <li>在合同中加入與知識產權相關的條款 Include intellectual property-related clauses in contracts</li> <li>採取保護知識產權的措施，避免使用或分銷侵犯版權的複製品或仿冒產品 Adopt intellectual property rights protection measures and prevent using or distributing copies or counterfeits violating copyright</li> </ul>

新冠肺炎疫情期間，本集團的零售店舖均已推行一系列的防疫措施，包括為顧客量度體溫，提供酒精搓手液，要求顧客配戴口罩，務求顧客能夠在一個安全衛生的環境選購產品。

During the COVID-19 pandemic, the retail stores of the Group have implemented a series of anti-epidemic measures, including temperature checks for customers, providing alcohol-based handrub, requesting customers to wear masks, so that customers can be able to purchase products in a safe and hygienic environment.



## Operation Management (Continued) 營運管理 (續)

### 反貪污

本集團對任何賄賂、勒索、敲詐及洗黑錢等貪污行為均採取零容忍態度。本集團已採取有關反貪污管控措施，維持企業廉潔文化。

### Anti-corruption

The Group takes a zero tolerance stance on any corrupt behavior including bribery, extortion, fraud and money laundering. The Group has adopted anti-corruption control measures to maintain an honest corporate culture.

與反貪污有關的措施 Measures in relation to anti-corruption
<ul style="list-style-type: none"> <li>在《僱員手冊》中加入與反貪污相關的條款，要求僱員遵守 Corruption-related provisions have been incorporated into the “Employees Handbook” for the compliance by the employees</li> </ul>
<ul style="list-style-type: none"> <li>設有《僱員舉報政策》及投訴機制，及時處理和回應與貪污相關的投訴及建議 An “Whistleblowing Policy for Employees” and complaint mechanism is in place to timely handle and respond to complaints and suggestions relating to corruption</li> </ul>
<ul style="list-style-type: none"> <li>制訂懷疑貪污個案的調查程序 Establish the investigation procedure for cases of suspected corruption</li> </ul>
<ul style="list-style-type: none"> <li>生產廠房舉辦反貪污及反腐敗培訓 Production plants conduct anti-corruption training</li> </ul>

展望未來，本集團將定期審視及更新反貪污政策，並為董事及僱員提供反貪污培訓，防止貪污行為發生。

Looking forward, the Group will regularly review and update its anti-corruption policy and provide anti-corruption training for directors and employees to prevent the occurrence of corrupt behavior.

## Community Investment 社區投資

本集團致力實踐企業社會責任，對營運所在社區作出貢獻，關懷及回饋社群。本集團已訂立《社區投資政策聲明》，承諾倡導負責任的企業文化，鼓勵僱員參與義工服務及慈善活動，並與營運所在社區人士持續溝通。

本集團將定期檢視及更新社區投資政策，為社會發展帶來正面影響。

The Group is dedicated to fulfilling corporate social responsibilities and contributing to the communities where its operating sites are located as well as caring and making feedback to the communities. The Group has formulated the “Community Investment Policy Statement” in which it has promised to promote a responsible corporate culture and to encourage employees to participate in volunteer services and charitable activities, and to maintain a constant communication with the community stakeholders where it operates.

The Group will regularly review and update its community investment policy in order to contribute positive impacts to the development of society.



## Compliance Management 合規管理

本集團致力確保業務營運符合當地法律法規要求。本集團已識別以下有相關法律及規例：

The Group is committed to ensuring that its business operations comply with the requirements of local laws and regulations. The Group has identified the following relevant laws and regulations:

層面 Aspect	對本集團相關法律及規例 Laws and regulations relevant to the Group
<p>排放物 Emissions</p>	<p><u>中國內地</u> Mainland China</p> <ul style="list-style-type: none"> <li>• 《中華人民共和國環境保護法》 the Environmental Protection Law of the People's Republic of China</li> <li>• 《水資源保護法》 the Water Resources Protection Law</li> </ul>
<p>僱傭及勞工準則 Employment and Labour Standards</p>	<p><u>香港</u> Hong Kong</p> <ul style="list-style-type: none"> <li>• 《僱傭條例》 the Employment Ordinance</li> </ul> <p><u>澳門</u> Macau</p> <ul style="list-style-type: none"> <li>• 《勞動關係法》 the Labour Relations Law</li> </ul> <p><u>中國內地</u> Mainland China</p> <ul style="list-style-type: none"> <li>• 《中華人民共和國勞動合同法》 the Labour Contract Law of the People's Republic of China</li> </ul>

## Compliance Management (Continued) 合規管理 (續)

層面 Aspect	對本集團相關法律及規例 Laws and regulations relevant to the Group
<p>健康與安全 Health and Safety</p>	<p><u>香港</u> Hong Kong</p> <ul style="list-style-type: none"> <li>《職業安全及健康條例》 the Occupational Safety and Health Ordinance</li> </ul> <p><u>澳門</u> Macau</p> <ul style="list-style-type: none"> <li>《商業場所、辦事處場所及勞務場所之衛生與安全總規章》 the General Regulation of Working Safety and Hygiene of Office, Service and Commercial Establishment</li> </ul> <p><u>中國內地</u> Mainland China</p> <ul style="list-style-type: none"> <li>《中華人民共和國安全生產法》 the Work Safety Law of the People's Republic of China</li> </ul>
<p>產品責任 Product Responsibility</p>	<p><u>香港</u> Hong Kong</p> <ul style="list-style-type: none"> <li>《消費品安全條例》 the Consumer Goods Safety Ordinance</li> <li>《貨品售賣條例》 Sale of Goods Ordinance</li> </ul> <p><u>澳門</u> Macau</p> <ul style="list-style-type: none"> <li>《商法典》 the Commercial Code</li> </ul> <p><u>中國內地</u> Mainland China</p> <ul style="list-style-type: none"> <li>《中華人民共和國產品質量法》 the Product Quality Law of The People's Republic of China</li> </ul>





## Compliance Management (Continued) 合規管理 (續)

層面 Aspect	對本集團相關法律及規例 Laws and regulations relevant to the Group
反貪污 Anti-corruption	<p>香港 <u>Hong Kong</u></p> <ul style="list-style-type: none"> <li>• 《防止賄賂條例》 the Prevention of Bribery Ordinance</li> </ul> <p>澳門 <u>Macau</u></p> <ul style="list-style-type: none"> <li>• 《刑法典》 the Criminal Code</li> <li>• 《預防及遏止私營部門賄賂法律》 the Law for Prevention and Suppression of Bribery in the Private Sector</li> </ul> <p>中國內地 <u>Mainland China</u></p> <ul style="list-style-type: none"> <li>• 《中華人民共和國刑法》 Criminal Law of the People's Republic of China</li> </ul>

本年度，本集團並沒有違反相關法律及規例。在反貪污方面，本集團亦沒有收到對企業或僱員提出的貪污訴訟案件。

為遵守上述法律法規，本集團定期檢視及更新現行合規管理制度，並加強監督，確保本集團日常營運按照相關法律法規要求。同時，本集團亦定期向僱員提供相關培訓，提升僱員對合規的認知及意識。

Throughout the Year, the Group did not violate relevant laws and regulations. With respect to anti-corruption, the Group did not receive any corruption-related litigation cases filed against the enterprise or employees.

In order to comply with the above laws and regulations, the Group regularly reviews and updates its existing compliance management system and strengthens its supervision to ensure the daily operations of the Group comply with the requirements of relevant laws and regulations. At the same time, the Group also provides relevant training to its employees on a regular basis to enhance their knowledge and awareness of compliance.

## Looking Forward 展望未來

為應對持份者的期望及監管機構的要求，本集團承諾定期檢視報告匯報水平，並考慮將可持續發展概念有系統地融入業務營運當中。同時，本集團亦計劃與各持份者進行溝通，以了解他們的需要及意見。他們的意見均有助本集團制訂各項未來業務發展計劃及可持續發展策略，以提升可持續發展績效。

如閣下對本報告有任何疑問或建議，歡迎電郵至 [contact@veeko.com.hk](mailto:contact@veeko.com.hk)。

To respond to the expectations of stakeholders and the requirements of regulators, the Group is committed to regularly review its reporting and will consider systematically integrating the concept of sustainable development into its business operations. At the same time, the Group also plans to communicate with its stakeholders to understand their needs and views. Their views will help the Group to formulate future business development plans and sustainability strategies to enhance its sustainability performance.

Should you have any questions or suggestions regarding the Report, please feel free to contact us through [contact@veeko.com.hk](mailto:contact@veeko.com.hk).



## Content Index to the ESG Reporting Guide 《環境、社會及管治報告指引》內容索引

主要範疇 Subject areas	內容 Content	2020年 Year 2020	2019年 Year 2019	頁碼索引 Page
<b>A. 環境</b> <b>A. Environmental</b>				
<b>A1 排放物</b> <b>A1 Emissions</b>				
一般披露 General Disclosure	有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： Information on:  (a) 政策；及 the policies; and  (b) 遵守對發行人有重大影響的相關法律及規例的資料 compliance with relevant laws and regulations that have a significant impact on the issuer  relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	—	—	4-7, 22-24
A1.1	排放物種類及相關排放數據 The types of emissions and respective emissions data			
	氮氧化物(千克) Nitrogen oxides (kg)	474.9	487.9	
	硫氧化物(千克) Sulphur oxides (kg)	0.7	0.7	
	可吸入懸浮粒子(千克) Respirable suspended particles (kg)	34.3	35.6	

Content Index to the ESG Reporting Guide (Continued) 《環境、社會及管治報告指引》內容索引 (續)

主要範疇 Subject areas	內容 Content	2020年 Year 2020	2019年 Year 2019	頁碼索引 Page
A1.2	溫室氣體總排放量(公噸二氧化碳當量) Greenhouse gas emissions in total (Tonne of CO <sub>2</sub> equivalent)	4,859.0	5,728.1 <sup>5</sup>	
	溫室氣體排放密度－香港及澳門(公噸二氧化碳當量／百萬港元營業額) Intensity of greenhouse gas emissions – Hong Kong and Macau (tonne of CO <sub>2</sub> equivalent/million HK\$ turnover)	3.52	2.55 <sup>5</sup>	
	溫室氣體排放密度－汕頭生產廠房(公噸二氧化碳當量／千件產品) Intensity of greenhouse gas emissions – Shantou production plants (tonne of CO <sub>2</sub> equivalent/thousand product units)	1.33	1.18	
A1.3	所產生有害廢棄物總量(公噸) Total hazardous waste produced (in tonnes)	0	0	
	所產生有害廢棄物的密度－汕頭華南迪高廠房(公噸／百萬件產品) Intensity of hazardous waste produced – Shantou Huanan Digao production plant (tonnes/million product units)	不適用 N/A	不適用 N/A	
A1.4	所產生無害廢棄物總量(公噸) Total non-hazardous waste produced (in tonnes)	18.8	25.0	
	所產生無害廢棄物的密度－汕頭生產廠房(公噸／千件產品) Intensity of non-hazardous waste produced – Shantou production plants (tonnes/thousand product units)	0.02	0.02	
A1.5	描述減低排放量的措施及所得成果 Description of measures to mitigate emissions and results achieved	–	–	
A1.6	描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果 Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved	–	–	

<sup>5</sup> 為反映實際排放量，本年度溫室氣體總排放量數據已包含處理食水及污水時所消耗的電力。為確保數據的一致性，上年度數據亦作出相應調整。

<sup>5</sup> To reflect the actual emissions, the electricity consumption for water and sewage treatment has been included in the Year's total GHG emissions data. To ensure data consistency, the figures for the previous year have also been adjusted accordingly.



## Content Index to the ESG Reporting Guide (Continued) 《環境、社會及管治報告指引》內容索引 (續)

主要範疇 Subject areas	內容 Content	2020年 Year 2020	2019年 Year 2019	頁碼索引 Page
<b>A2 資源使用</b> <b>A2 Use of Resources</b>				
一般披露 General Disclosure	有效使用資源(包括能源、水及其他原材料)的政策 Policies on the efficient use of resources, including energy, water and other raw materials.	–	–	8-12
A2.1	能源耗量 Energy consumption	–	–	
	直接能源(兆瓦時) Direct energy (MWh)	352.8	353.4	
	間接能源(兆瓦時) Indirect energy (MWh)	8,263.1	9,569.5	
	能源密度 – 香港及澳門(兆瓦時/百萬港元營業額) Intensity of energy consumption – Hong Kong and Macau (MWh equivalent/million HK\$ turnover)	6.39	4.49	
	能源密度 – 汕頭生產廠房(兆瓦時/千件產品) Intensity of energy consumption – Shantou production plants (MWh equivalent/thousand product units)	2.18	1.95	
A2.2	總耗水量(立方米) Water consumption in total (m <sup>3</sup> )	32,806	37,992	
	耗水密度 – 香港及澳門(立方米/千平方呎面積) Intensity of water consumption – Hong Kong and Macau (m <sup>3</sup> /thousand sq. ft. area)	24.92	29.20	
	耗水密度 – 汕頭生產廠房(立方米/千件產品) Intensity of water consumption – Shantou production plants (m <sup>3</sup> /thousand product unit)	28.19	24.82	
A2.3	描述能源使用效益計劃及所得成果 Description of energy use efficiency initiatives and results achieved	–	–	

## Content Index to the ESG Reporting Guide (Continued) 《環境、社會及管治報告指引》內容索引 (續)

主要範疇 Subject areas	內容 Content	2020年 Year 2020	2019年 Year 2019	頁碼索引 Page
A2.4	描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果 Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved	–	–	8
A2.5	製成品所用包裝材料的總量(公噸) Total packaging material used for finished products (in tonnes)	75.6	127.5	
	製成品所用包裝材料的每生產單位估量－香港及澳門(公噸／百萬港元營業額) Packaging material used for finished products per unit produced – Hong Kong and Macau (tonne/million HK\$ turnover)	0.03	0.03	
	製成品所用包裝材料的每生產單位估量－汕頭生產廠房(公噸／千件產品) Packaging material used for finished products per unit produced – Shantou production plants (tonnes/thousand product units)	0.05	0.06	
<b>A3 環境及天然資源</b> <b>A3 The Environment and Natural Resources</b>				
一般披露 General Disclosure	減低發行人對環境及天然資源造成重大影響的政策 Policies on minimising the issuer's significant impact on the environment and natural resources	–	–	12
A3.1	描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動 Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	–	–	



## Content Index to the ESG Reporting Guide (Continued) 《環境、社會及管治報告指引》內容索引 (續)

主要範疇 Subject areas	內容 Content	2020年 Year 2020	2019年 Year 2019	頁碼索引 Page
<b>B. 社會</b> <b>B. Social</b>				
<b>B1 僱傭</b> <b>B1 Employment</b>				
一般披露 General Disclosure	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： Information on:  (a) 政策；及 the policies; and  (b) 遵守對發行人有重大影響的相關法律及規例的資料 compliance with relevant laws and regulations that have a significant impact on the issuer  relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	—	—	13-14, 22-24
<b>B2 健康與安全</b> <b>B2 Health and Safety</b>				
一般披露 General Disclosure	有關提供安全工作環境及保障僱員避免職業性危害的： Information on:  (a) 政策；及 the policies; and  (b) 遵守對發行人有重大影響的相關法律及規例的資料 compliance with relevant laws and regulations that have a significant impact on the issuer  relating to providing a safe working environment and protecting employees from occupational hazards.	—	—	15-16, 22-24

Content Index to the ESG Reporting Guide (Continued) 《環境、社會及管治報告指引》內容索引 (續)

主要範疇 Subject areas	內容 Content	2020年 Year 2020	2019年 Year 2019	頁碼索引 Page
<b>B3 發展及培訓</b> <b>B3 Development and Training</b>				
一般披露 General Disclosure	有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動 Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	-	-	16
<b>B4 勞工準則</b> <b>B4 Labour Standards</b>				
一般披露 General Disclosure	有關防止童工或強制勞工的： Information on:  (a) 政策；及 the policies; and  (b) 遵守對發行人有重大影響的相關法律及規例的資料 compliance with relevant laws and regulations that have a significant impact on the issuer  relating to preventing child and forced labour.	-	-	14, 22-24
<b>B5 供應鏈管理</b> <b>B5 Supply Chain Management</b>				
一般披露 General Disclosure	管理供應鏈的環境及社會風險政策 Policies on managing environmental and social risks of the supply chain.	-	-	17





## Content Index to the ESG Reporting Guide (Continued) 《環境、社會及管治報告指引》內容索引 (續)

主要範疇 Subject areas	內容 Content	2020年 Year 2020	2019年 Year 2019	頁碼索引 Page
<b>B6 產品責任</b> <b>B6 Product Responsibility</b>				
一般披露 General Disclosure	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： Information on:  (a) 政策；及 the policies; and  (b) 遵守對發行人有重大影響的相關法律及規例的資料 compliance with relevant laws and regulations that have a significant impact on the issuer  relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	—	—	18-19, 22-24
<b>B7 反貪污</b> <b>B7 Anti-corruption</b>				
一般披露 General Disclosure	有關防止賄賂、勒索、欺詐及洗黑錢的： Information on:  (a) 政策；及 the policies; and  (b) 遵守對發行人有重大影響的相關法律及規例的資料 compliance with relevant laws and regulations that have a significant impact on the issuer  relating to bribery, extortion, fraud and money laundering.	—	—	20, 22-24
<b>B8 社區投資</b> <b>B8 Community</b>				
一般披露 General Disclosure	有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策 Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	—	—	21

# Veeko®

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