



財訊傳媒集團有限公司

SEEC MEDIA GROUP LIMITED

(Incorporated in the Cayman Islands and continued in Bermuda with limited liability)

(於開曼群島註冊成立並於百慕達存續的有限公司)

(Stock code 股份代號 : 205)

ENVIRONMENTAL, SOCIAL and
GOVERNANCE REPORT

環境、社會及
管治報告

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Environmental, Social and Governance Report

環境、社會及管治報告

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Environmental, Social and Governance Report

環境、社會及管治報告

1. OUR REPORT

1.1. Overview

This report provides information on the corporate social responsibility performance of SEEC Media Group Limited (the “Group” or “we”) in terms of environment, society and governance during the year from 1 January 2017 to 31 December 2017. This report is in compliance with the “comply or explain” provisions of the Environmental, Social and Governance Reporting Guide and contains all disclosures as recommended in the Guide. Unless otherwise indicated, this report covers the operations of the Group’s headquarters office in Beijing.

1.2. Feedback Mechanism

We welcome comments and advice from readers on this report or on our corporate social responsibility reporting. Whether you are a customer, a business partner, a common citizen, a media organisation or social group, your comments and advice will help determine and reinforce the Group’s future sustainability strategy. Please contact us by email.

2. COMMUNICATION WITH STAKEHOLDERS

The Group understands that effective and continuous listening to stakeholders’ opinions and responding to and addressing their concerns are indispensable for business development and the fulfillment of corporate social responsibility. As such, we endeavor to get a deep understanding of the concerns of different stakeholders, and build a relationship of mutual trust and mutual benefit with stakeholders to promote sustainable development.

1. 我們的報告

1.1. 概覽

本報告提供有關財訊傳媒集團有限公司（「集團」或「我們」）2017年1月1日至2017年12月31日年內在環境、社會及管治的企業社會責任表現的情況。本報告已遵守《環境、社會及管治報告指引》載列的所有「不遵守就解釋」條文，並根據指引中的所有建議披露作匯報。除非有另外標示，本報告的內容涵蓋集團在北京的總部辦公室的營運。

1.2. 意見反饋機制

我們歡迎讀者就本報告又或我們的企業社會責任報告工作提出意見和建議。不論您是客戶、業務夥伴、公眾、媒體或民間團體，您的意見及建議均有助確定及加強集團未來的可持續發展策略。請透過電子郵件與我們聯繫。

2. 與持份者溝通

集團明白有效和持續的聆聽持份者意見，以及回應及解決他們所關注問題是發展業務及履行企業社會責任一個不可或缺的環節。因此，我們深入瞭解不同持份者關注的事項；與權益人建立互信互惠的關係，從而推動可持續發展。

Environmental, Social and Governance Report 環境、社會及管治報告

Our business units maintain close communication with relevant government departments, industry organisations, and community partners to keep abreast of the latest industry developments and understand the issues concerning communities. Set out below is an overview of the main stakeholder categories and relevant communication channels:

我們業務單位均與相應的政府部門、業界組織和社區夥伴保持密切溝通，以便掌握最新的行業動態和瞭解社區關注的議題。以下為主要持份者類別及溝通管道之概況：

Stakeholders 持份者	Focus area of ESG 關注的ESG範疇	Opinion collection channels 意見收集管道
Employees 員工	Health and Safety 健康與安全 Development and Training 發展及培訓	<ul style="list-style-type: none"> Staff meetings and other communication activities 員工大會和其他溝通交流活動 Training and workshops 培訓和工作坊 Internal communications and other publications 內部通訊和其他刊物
Suppliers 供應商	Supply Chain Management 供應鏈管理	<ul style="list-style-type: none"> Review of contracts and performance 檢視合同和表現 Tendering process 招標過程 Briefings and meetings 簡報會及會議
Management Committee 管理委員會	Health and Safety 健康與安全 Anti-corruption 反貪污	<ul style="list-style-type: none"> Briefings and meetings 簡報會和會議
Investors 投資者	Development and Training 發展及培訓 Health and Safety 健康與安全	<ul style="list-style-type: none"> Annual general meeting 周年大會 Annual and interim results announcements 全年和中期業績公告 Regular briefings and meetings 定期簡報會和會議 Timely information disclosure on the Group's website 及時在網站公佈訊息

3. ENVIRONMENTAL, SOCIAL AND GOVERNANCE PERFORMANCE

3.1. Environmental Protection

Management guidelines and policies

The Group is committed to environmental protection and promoting sustainable development. We have formulated a series of management policies and measures to minimize the risks and impacts of our operations on the environment. The Group strictly complies with all applicable environmental laws and regulations. During the reporting period, there was no case of prosecution against the Group for violation of environmental laws.

3.1.1. Pollution Control

Atmospheric management

The Group understands that long-distance transportation during business trips will increase energy consumption and carbon emissions. As such, we try to substitute telephone/video conferencing for on-site meetings as much as possible to reduce carbon emissions caused by long-distance travel. We also advocate purchasing of products and services from local suppliers to reduce emissions generated from long-distance transportation.

During the reporting period, the Group's gas emissions were as follows:



3. 環境、社會及管治表現

3.1. 愛護環境

管理方針及政策

集團致力實踐環保和推動可持續發展，我們制訂了多項的管理政策及措施，盡可能減少公司運營對環境造成的風險和影響。同時，集團嚴格遵守所有適用的環保法例和法規，報告期內未有因為違反與環保相關法例而被檢控的個案。

3.1.1. 污染控制

大氣管理

集團明白到商業差旅當中的長途運輸會增加能源消耗，導致碳排放上升，故此，我們在盡可能以電話／視訊會議形式，取代現場會議，以降低長途旅程而導致的室氣體排放；並主張向本地供應商採購產品及服務，以減低因長途運輸所產生的排放物。

在報告期內集團的氣體排放量為：

Nitrogen oxide emissions: 1709.97 kg
氮氧化物排放量：1709.97 千克

Sulphur oxide emissions: 3.98 kg
硫氧化物排放量：3.98 千克

Particulate emissions: 163.85 kg
顆粒物排放量：163.85 千克

Greenhouse gas emissions: 936.54 tonnes of carbon dioxide equivalent

溫室氣體排放量：936.54 公噸二氧化碳當量

Greenhouse gas emission density: 2.22 tonnes of carbon dioxide equivalent per employee

溫室氣體排放密度：2.22 公噸二氧化碳當量／每名員工

Waste Management

The Group has always been concerned about waste management. We use electronic media in our daily operations and advocate recycling, in an effort to reduce unnecessary use of resources and the resulting wastes. As a result, we only produced a small amount of waste in the past year.

3.1.2. Making Good Use of Resources

In order to make more effective and prudent use of all resources including energy, water and other natural resources, we have developed a series of measures to save office resources, so as to fulfill our responsibilities towards the natural environment.

The Group always strives to introduce new technologies and equipment to promote environmental performance and reduce energy consumption. The Group have implemented a number of targeted energy-saving measures to further reduce energy consumption, including:

- Use high-efficiency, low-power lighting such as LED fixtures
- Use products with high energy efficiency in the office or purchase products with energy efficiency labels
- Actively promote the idea of water conservation among employees and customers in daily operations
- Provide online ordering service to avoid unnecessary paper printing
- Set up single-sided printed paper collection bins to facilitate recycling and reduce paper consumption
- Turn off all electronic devices before leaving work to reduce unnecessary power consumption

The total power consumption of the Group in the past year was approximately:



Total power consumption: 397,683.00 kWh
總耗電量：397,683.00 千瓦時

Total power consumption density: 942.38 kWh per employee
總耗電量密度：942.38 千瓦時／每名員工

廢棄物管理

集團一直關注廢棄物的管理，我們的日常營運均使用電子媒體進行，並主張回收利用，減少不必要的資源使用及其連帶的廢棄物產生；故此，我們在過去一年只有少量的廢棄物產生。

3.1.2. 善用資源

為更有效及審慎地使用所有，包括能源、水及其他天然資源，我們制定了一系列的辦公室資源的節約措施，以履行我們對大自然環境的責任。

集團一直致力吸納新技術及設備，以促進環保表現及減少耗能。過去集團實施多項針對性的節能措施，以進一步降低能源消耗量，如：

- 使用高效低功率照明燈具，如 LED 燈具
- 在辦公室使用能源效益較高的產品或選購獲得能源效益標籤的產品
- 在日常營運中，積極向員工及客戶推行節約用水的概念
- 提供網上訂購服務，避免不必要的紙張列印
- 設單面紙張回收箱，方便循環再用，減少紙張消耗
- 下班前關掉所有電子設備，減少不必要的電力消耗

集團過去一年的總耗電量約為：

The total water consumption of the Group in the past year was approximately:



Total water consumption: 89.00 m³
總耗水量：89.00立方米

Total water consumption density: 0.21 m³ per employee
總耗水量密度：0.21立方米／每名員工

The total paper consumption of the Group in the past year was approximately:



Total paper consumption: 1.47 tonnes
紙張總耗量：1.47公噸

集團過去一年的食水總耗量約為：

集團過去一年的紙張總耗量約為：

3.1.3. Green Operations

The Group integrates environmental responsibility into its daily business operations. As such, we pursue green procurement and prefer the use of green products and services that meet the requirements of the Group. For example, the Group chooses environment-friendly building materials and furniture for renovation of its office to reduce environmental impact and the consumption of natural resources. Meanwhile, we provide employees with suggestions on energy conservation, resource conservation, office waste reduction and water conservation, so as to further improve the overall environmental performance of our office. We also hope that through this report, we can promote the importance of reducing carbon emissions to stakeholders and increase their awareness of environmental protection.

3.1.3. 綠色營運

集團積極將環境責任融入到企業日常經營行為中，對此公司奉行綠色採購，在符合本集團要求的條件下，優先選用綠色產品及服務，例如，集團的辦公室已選用環保建材傢俱，以減低對環境及自然資源的消耗；同時，我們並向僱員提供有關節能、節約資源、辦公室減廢和節約用水的建議，以進一步改善辦公室整體環保表現。我們亦希望藉著此報告向集團的相關持份者推廣減少碳排放的重要性，以提高他們對環境保護的意識。

3.2. Cherishing Talents

Management guidelines and policies

In a drive to become the “best employer”, we create a working environment that features mutual respect and harmonious coexistence of employees and prioritizes safety, and provide training courses and career development opportunities to help employees keep improving in work. We have a dedicated human resources committee to regularly review and improve the relevant policies, so to ensure that they are in compliance with local laws and industry guidelines.

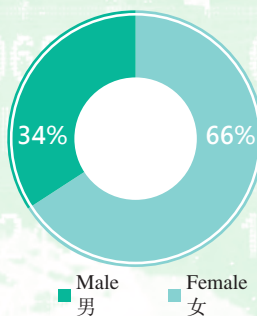
Overview of the Group’s employees over the past year:

3.2. 愛惜人才

管理方針及政策

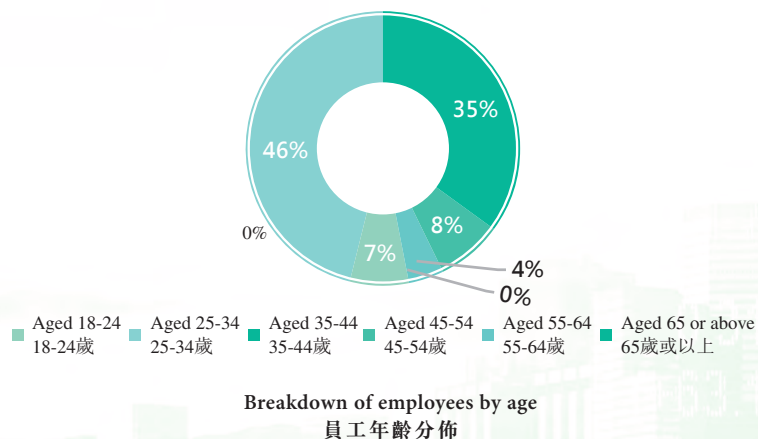
我們為員工建立互相尊重、和諧共融以及安全為重的工作環境，並安排培訓課程和提供事業發展機會，致力成為「最佳僱主」，讓員工在工作上精益求精。我們透過專責的人力資源委員會定期檢討和改善有關政策，確保它們符合本地法律的要求和行業準則。

集團過去一年的僱員概況：

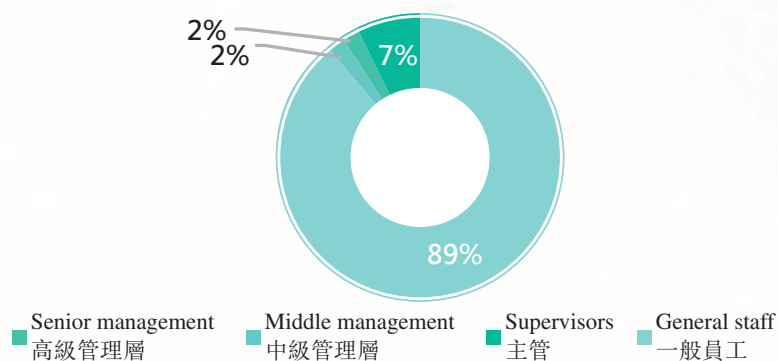


Breakdown of employees by gender
 員工性別分佈

Male 男	142
Female 女	280



Aged 18-24 18-24歲	31
Aged 25-34 25-34歲	193
Aged 35-44 35-44歲	149
Aged 45-54 45-54歲	32
Aged 55-64 55-64歲	16
Aged 65 or above 65歲或以上	1



Senior management 高級管理層	10
Middle management 中級管理層	8
Supervisors 主管	28
General staff 一般員工	376

3.2.1. Harmonious Coexistence

Equal opportunity and diversity

We adopt diversity and non-discriminatory policies to ensure that every job applicant has his/her rights protected and will not be rejected for employment because of such factors as gender, age and race. The promotion of an employee is only dependent upon his/her job performance, experience, and personal capabilities. We will not discriminate against people with disabilities. Anyone who meets our job requirements will be under consideration for employment.

As a responsible employer, the Group has formulated the Measures on Dismissal and Retirement and the Remuneration Policy and Compensation System in accordance with the relevant legal requirements. We will determine the remuneration of each employee based on the remuneration system established by the Group and the work duties of the employee; handle retirement formalities for employees who have reached the statutory retirement age in accordance with the relevant regulations; and go through any dismissal procedures according to the Labour Law. In the event of an accident causing work-related injuries and deaths, we will make reasonable compensation for the employees involved and their families and properly handle the accident.

Employee benefits

We determine employee benefits according to the standards of the Minister of Human Resources and Social Security and the Labour Law, including buying social insurance for employees so that they can enjoy medical services at low cost. Meanwhile, we encourage employees to pursue work-life balance. To this end, the Group has formulated the Work-life Balance Policy and organises various cultural and recreational activities from time to time to help employees relieve pressure, enhance employee relations, and enhance the cohesion of employees.

The Group strictly abides by the relevant employment laws. During the reporting period, there was not case of prosecution against the Group for violation of employment-related laws.

3.2.1. 和諧共融

平等機會及多元化共融

我們採納多元化及非歧視性的政策，確保每位工作應聘者都擁有相對應的權利，不會因性別、年齡、種族等因素拒絕聘用。在考慮晉升員工時，只按員工工作表現、經驗及個人能力作為員工晉升條件；我們不會歧視殘疾人士，凡是符合我們工作要求的，都會考慮聘用。

作為負責任的僱主，集團已參照相關法例要求制定了《解僱及退休制度》及《薪酬政策及賠償制度》，我們會根據集團所制定的薪酬系統及工作內容來判定員工的薪酬；按照相關法例要求為達到法定退休年齡員工辦理退休手續；以及根據相關勞動法辦理任何解僱手續。而當員工遇到工傷事故及意外死亡時，我們會對員工及其家屬作出合理賠償和妥善的處理。

員工福利

我們會根據國家人力資源和社會保障部和勞動法標準制定員工福利，如為員工購買醫療保險，使他們能以低成本享用醫療服務；同時，我們亦鼓勵員工追求工作與生活之間取得平衡，故集團訂立了《工作生活平衡制度》，不定期組織各類文化娛樂活動幫助員工減壓，增進員工關係及加強員工的凝聚力。

集團會嚴格遵行相關的僱傭法例，期內未有因為違反與僱傭相關法例而被檢控的個案。

3.2.2. Occupational Health and Safety

Providing a safe and healthy working environment is our priority. Aiming at zero work accident, we have a sound mechanism to manage matters regarding occupational safety and health and have formulated various measures to prevent the occurrence of occupational diseases and work-related casualties among our staff.

At the operational level, we provide employees with basic first aid equipment in accordance with the laws and regulations of the PRC and Hong Kong on occupational health and safety. In addition, in order to protect the health and safety of employees more effectively, our employees are required to receive training on safe operations and get the hang of emergency preparedness and procedures, including escape drills, with a view to enhancing employees' safety awareness. While paying attention to operational safety, the Group believes that the psychological health of employees is equally important. As such, the Group has formulated relevant policies to provide psychological support services for employees.

The Group strictly abides by the relevant safety laws. During the reporting period, there was not case of prosecution against the Group for violation of occupational safety-related laws.

3.2.3. Training and Development

To build a professional team, the Group encourages continuous education and development of employees which can enhance the value of our team and the professional quality of our employees. To this end, according to the development needs of employees, we help them set career development directions for them to give play to their strengths which enriching their knowledge, so that they can obtain satisfaction in daily work. For example, we adopt the mechanism of "old employees mentoring new employees" by arranging for experienced employees to guide junior employees at work and building bridges of communication among employees, so as to facilitate employees' sharing of work experience and know-how within the Group. The Group will regularly provide training for employees to help them establish a solid foundation for personal development. This will help employees cope with business needs and achieve their development goals while creating value for the Group.

3.2.2. 職業健康與安全

提供安全健康的工作環境是我們優先處理的事項，集團一直以零工作意外為目標，我們備有完善的機制管理職安健相關的事宜及制訂不同方面的措施，以防範引致員工職業病與工業傷亡的發生。

在營運層面方面，我們會按中港兩地之職業健康安全法律法規為員工提供基本的急救設備；另外，為了更有效的保障員工的健康與安全，我們的員工必需接受有關安全作業的培訓，瞭解緊急應變方面的準備及程式，包括：逃生演習等，以提高員工的自我安全保護意識；除了關注營運上的安全以外，集團認為員工心理健康亦同樣重要，故此集團制訂了相關的政策，為員工提供心理支援服務。

集團會嚴格遵行相關的安全法例，期內未有因為違反與職業安全相關法例而被檢控的個案。

3.2.3. 培訓發展

集團鼓勵員工持續進修和發展，提升團隊的價值及員工個人的職業素養，以打造最專業的團隊。為此，我們針對員工發展的需要，為其制定職業發展的路向，讓員工充實知識之如，亦能有效的發揮所長，從而在日常工作中獲得滿足感。例如，採納「以老帶新」的機制，安排有經驗的員工為初級員工進行工作指導，為員工之間建立溝通的橋樑，以便分享工作經驗和知識傳達，讓集團的知識得到有效的承傳；而集團會定期為員工提供培訓，協助建立及穩固的個人發展基礎，有助員工應付業務需要和實現他們的發展目標同時亦和創造。

3.2.4. Protection of Rights and Interests

We firmly abide by the Labour Contract Law of the PRC, the Employment Ordinance (Hong Kong) and relevant labour standards. We have developed measures to prevent child labour and forced labour. We undertake to hire only those aged 18 or above and not to force employees to work overtime, so as to avoid child labour and forced labour. We help all employees understand the necessity of labour standards via emails and have the Human Resources Department supervise and ensure the effective implementation of labour standards.

During the reporting period, the Group found neither employment of child labour nor violation of forced labour-related regulations.

3.3. Operational Commitment

3.3.1. Supply Chain Management

To provide the best products and services, we value our relations with our supply chain partners and understand the importance of promoting responsible and sustainable business practices throughout the supply chain. As such, the Group has formulated relevant working guidelines and standard contract documents to require suppliers to comply with our requirements on products and services in terms of quality, environmental protection, safety and health. We also regularly conduct a comprehensive assessment of suppliers' performance in products and services to ensure that they meet our strict standards.

3.3.2. Customer First

The Group always practices the culture of "putting customers first" by providing the best products and services for customers. We undertake to strictly abide by national laws and regulations and industry quality standards in the course of operations, and to constantly improve quality management, so as to protect the basic rights and interests of customers.

3.2.4. 權益保障

我們堅決遵從中國《勞動合同法》、香港《僱傭條例》與及相關的勞工準則。我們建立防止童工及防止強制勞工制度，承諾只聘請18歲或以上人士及不會強迫員工超時工作，以避免童工應徵工作及強制勞動情況發生。我們通過電郵讓全體員工明白勞工準則的必要性，並由人力資源部進行監控，以確保勞工準則得到有效執行。

於報告期間，集團未有發現聘用童工及違反強制性勞動相關的法規。

3.3. 營運承擔

3.3.1. 供應鏈管理

為提供最佳產品及服務，我們相當重視與供應鏈業務夥伴的關係，亦明白在整個供應鏈當中宣導及推動負責任、可持續發展的經營方式之重要性。因此，集團擬定了相關的工作指引及標準化合同文本，要求供應商遵守我們在產品及服務上的品質、環保及安全健的要求，並定期對供應商的產品及服務等表現進行綜合評估，以確保符合公司的嚴格標準。

3.3.2. 以客為先

集團一直秉持「以客為先」的文化，為客戶提供最優質的服務及產品，承諾在經營過程中，嚴格遵守國家法律法規和行業的質量標準，提高質量管理水平，保障客戶基本權益。

We have formulated the Measures for Service Quality and Monitoring, pursuant to which we only require products to meet industry and national safety standards but also ensure that only products that meet quality and technical requirements can be delivered to customers. In addition, the After-sales Service Policy of the Group requires the staff of the business department to undertake after-sales work, understand customers' requirements, regularly review customers' opinions on the products or services provided, and develop measures to improve customer satisfaction. The Group understands the importance of advertising and sales pitches. As such, we have formulated the Fair Publicity Policy to regulate all our marketing personnel by requiring them to provide customers with accurate and true information in the course of marketing, so as to ensure the effectiveness of marketing and evade the relevant legal risks in the process.

3.3.3. Business Ethics

The Group attaches great importance to business ethics and advocates a culture of integrity. To this end, the Group has developed specific policies and management guidelines to guard against bribery, corruption, discrimination or other unethical practices. Our employment contracts, standardized contract text and other relevant documents also clearly set out our requirements and expectations on employees, board members, suppliers and business partners. Moreover, we have established the Whistle-blowing Policy and Procedures whereby employees can inform on the business and personal misconduct of the Group's employees and business partners in a confidential manner. Once a whistle-blowing report is received, we will set up a team to investigate the case and formulate corrective measures to resolve the causes.

我們制定了《服務質量及監控》的制度，不但要求產品達到行業及國家安全標準，並會確保符合品質及技術要求的產品才可付運給客戶。而《售後服務政策》，要求業務部員工負責售後跟進的工作，瞭解客戶的要求，並定期在例會彙報檢討客戶對提供產品或服務的意見，明確定出可以改善及增加客戶滿意度的措施。集團明白廣告及銷售描述的重要性。因此，我們訂立了《公平宣傳訊息政策》，以規範我們市場部所有員工，須在銷售時向客戶提供準確及真實訊息，確保推廣實施效果，規避過程中的相關法律風險。

3.3.3. 商業道德

本集團高度重視商業道德和提倡誠信文化，集團訂立了明確的政策和管理方針，絕不容忍行賄、貪污、歧視以及其他不道德行為。而僱傭合約及標準化合同文本等相關檔亦清楚訂明我們對員工、董事會成員、供應商和業務夥伴的要求及期望。同時，我們訂立了《舉報政策及程式》員工可在保密的情況下，舉報集團員工和業務夥伴在業務上與個人的不當行為，接到報案後，成立調查小組及制定糾正措施，根治原因。

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3.4. Giving Back to Society

The Group is well aware that as a corporate citizen, it has to fulfill its social responsibility and contribute to the communities it serves. The Group has delegated the General Administration Department to supervise the Group's community investment strategy and establish close relations with community groups with similar social responsibility, so as to learn about the needs and concerns of communities. In order to fulfill its obligations as a corporate citizen and serve the communities, the Group donated more than RMB500,000 to the China Development Research Foundation and Beijing Hefeng Art Foundation in the past year. In the coming year, we will actively seek and consider other opportunities to respond more effectively to the needs of communities.

3.4. 回饋社區

集團深明身為企業公民，必須履行義務，為所服務社區作出貢獻。集團委派綜合管理部會負責監督集團的社區投資策略，與企業責任概念相似的社區團體建立密切的夥伴關係，藉此瞭解社區的需要及關注。為履行身為企業公民的義務及服務社區，集團在過去一年中國發展研究基金會及北京荷風藝術基金會並捐 50 多萬人民幣。而未來一年，我們會積極尋求及考慮其他機會，以更有效地回應社區的需要。

Summary of Performance Data

數據表現摘要

Environmental 環境		
Polluting emissions 污染排放物	Unit 單位	
Exhaust emissions 廢氣排放物		
Nitrogen oxide emissions 氮氧化物排放量	kg 千克	1,709.97
Sulphur oxide emissions 硫氧化物排放量	kg 千克	3.98
Particulate emissions 顆粒物排放	kg 千克	163.85
Greenhouse gas emissions and density 溫室氣體排放量及密度		
Total greenhouse gas emissions 溫室氣體排放總量	tonnes of carbon dioxide equivalent 公噸二氧化碳當量	936.54
Direct emissions 直接排放	tonnes of carbon dioxide equivalent 公噸二氧化碳當量	614.97
Energy-related indirect emissions 能源間接排放	tonnes of carbon dioxide equivalent 公噸二氧化碳當量	321.57
Emission density 排放密度	tonnes of carbon dioxide equivalent per employee 公噸二氧化碳當量/每名員工	2.22

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Environmental 環境		
Energy use 能源使用	Unit 單位	
Power purchased 購買的電力	kWh 千瓦時	397,683.00
Power density 用電密度	kWh per employee 千瓦時／每名員工	942.38
Municipal water 市政水	m ³ 立方米	89.00
Water use density 用水密度	m ³ per employee 立方米／每名員工	0.21
Amount of packaging materials used 包裝材料使用量		
Paper 紙張	tonnes 公噸	1.47
Social 社會		
Employees 僱員		
Total number of employees 員工總人數	Persons 人數	422
Number of employees by age 年齡分佈		
Aged 18-24 18-24歲	Persons 人數	31
Aged 25-34 25-34歲	Persons 人數	193
Aged 35-44 35-44歲	Persons 人數	149
Aged 45-54 45-54歲	Persons 人數	32
Aged 55-64 55-64歲	Persons 人數	16
Aged 65 or above 65歲或以上	Persons 人數	1

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		Social 社會
Employees 僱員		
Number of employees by gender 性別分佈		
Male 男	Persons 人數	142
Female 女	Persons 人數	280
Number of employees by employment type 僱傭類型		
Full time 全職	Persons 人數	408
Part time 兼職	Persons 人數	14
Number of employees by region 地區分佈		
Mainland China 中國內地	Persons 人數	422
Number of employees by rank 職能分佈		
Senior management 高級管理層	Persons 人數	10
Middle management 中級管理層	Persons 人數	8
Supervisors 主管	Persons 人數	28
General staff 一般員工	Persons 人數	376

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Social
 社會

Employees
 僱員

Employee turnover
 人員流失

Turnover rate 流失比率	Percentage (%) 百分比	3.79%
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Turnover rate by age
 人員流失年齡分佈

Aged 18-24 18-24歲	Percentage (%) 百分比	1.47%
Aged 25-34 25-34歲	Percentage (%) 百分比	1.72%
Aged 35-44 35-44歲	Percentage (%) 百分比	0.25%
Aged 45-54 45-54歲	Percentage (%) 百分比	0.49%
Aged 55-64 55-64歲	Percentage (%) 百分比	0.00%
Aged 65 or above 65歲或以上	Percentage (%) 百分比	0.00%

Turnover rate by gender
 人員流失性別分佈

Male 男	Percentage (%)	1.96%
Female 女	Percentage (%)	1.96%

Turnover rate by region
 人員流失地區分佈

Mainland China 中國內地	Percentage (%) 百分比	3.79%
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		Social 社會
Employees 僱員		
Health and safety 健康與安全		
Work-related deaths 因工作關係死亡人數	Persons 人數	0
Number of work days lost due to work-related injuries 因工傷損失工作天數	days 日	0
Number of suppliers 供應商數量		
Mainland China 中國內地	suppliers 間	8
Product responsibility 產品責任		
Percentage of products subject to recalls for health and safety reasons 產品因健康與安全理由而須回收的百分比	Percentage (%) 百分比	0
Number of complaint cases about products and services 產品及服務的投訴數目	cases 個案	0
Anti-corruption 反腐败		
Number of concluded corruption cases brought against the issuer or its employees during the reporting period 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目	cases 次數	0

