



Accel Group Holdings Limited 高陸集團控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock code 股份代號 : 1283

環境、
社會及管治
Environmental, Social
And Governance Report

2020



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

Accel Group Holdings Limited (the “Company”, together with its subsidiaries (the “Group”)) is pleased to present the Environmental, Social and Governance (“ESG”) Report (the “ESG Report”) for the year ended 31 March 2020 (the “Year”). This report specifies the ESG activities of the Group, as well as the challenges faced and relevant measures taken by the Group during the Year.

ABOUT THE COMPANY, MANAGEMENT SYSTEMS AND GOVERNANCE STRUCTURE

About the Company

As an electrical and mechanical (“E&M”) engineering services provider in Hong Kong, the services offered by the Group typically involve the supply, installation and maintenance of (i) MVAC systems; (ii) electrical systems; and (iii) swimming pool, fountain and plumbing and drainage systems on a project-by-project basis. The Group provides E&M engineering services through its operating subsidiary, Chit Tat Electrical Engineering Limited.

ESG Management System Certification

To ensure the effective implementation of ESG development strategies, the Group highly values the establishment of various management systems. Based on different international standards for ESG related management systems, the Group formulates and implements sustainable development strategies at all levels. Meanwhile, the Group has obtained the following major certifications:

- ISO 14001:2015 Environmental Management Certification;
- OHSAS 18001:2007 Occupational Health and Safety Management Certification; and
- ISO 9001:2015 Quality Management Certification.

ESG Governance Structure

The board of directors of the Company (the “Board”) acknowledges its responsibility for the management of the Group, as well as their collective responsibility to ensure the sustainability of the Group’s development. The Board is responsible for formulating the ESG strategies of the Group, monitoring the Group’s ESG performance, reviewing the effectiveness of the Group’s ESG management systems and determining the ESG policies of the Group. The chairman of the Board is responsible for overseeing the strategic planning of the Group and providing leadership to the Group, while the senior management is responsible for the effective implementation of the strategies formulated by the Board.

高陞集團控股有限公司(「本公司」，連同其附屬公司統稱為「本集團」)欣然發表截至二零二零年三月三十一日止年度(「本年度」)的環境、社會及管治(「環境、社會及管治」)報告(「本環境、社會及管治報告」)。本報告詳述本集團在本年度於環境、社會及管治方面的活動，以及所面臨的挑戰及相應採取的措施。

有關本公司、管理體系及管治架構

有關本公司

作為香港的機電(「機電」)工程服務供應商，本集團所提供的服務通常涉及按個別項目供應、安裝及保養(i)機械通風及空氣調節系統；(ii)電氣系統；及(iii)泳池、噴泉以及給排水系統。本集團透過其營運附屬公司捷達機電工程有限公司提供機電工程服務。

環境、社會及管治管理體系認證

為確保有效執行環境、社會及管治發展策略，本集團高度重視建立各項管理體系。本集團根據與管理體系相關的不同環境、社會及管治的國際標準於各層面上制定並執行可持續發展策略。同時，本集團已獲得以下主要認證：

- ISO 14001:2015環境管理認證；
- OHSAS 18001:2007職業健康及安全管理認證；及
- ISO 9001:2015質量管理認證。

環境、社會及管治管治架構

本公司董事會(「董事會」)承認其管理本集團的責任，並共同肩負確保本集團發展的持續性的責任。董事會負責制定本集團環境、社會及管治策略、監察本集團的環境、社會及管治表現、檢討本集團環境、社會及管治管理體系的效能及釐定本集團的環境、社會及管治政策。董事會主席負責監察本集團的策略計劃及領導本集團，而高級管理層則負責有效實施董事會制定的策略。

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

ABOUT THE REPORT

Scope of Reporting

This report summarises the initiatives, policies, and ESG related key performance indicator (“KPI”) data of the Group’s operating activities in providing E&M engineering services during the Year.

Unless stated otherwise, information disclosed in this report covers that of the Group’s head office and operating subsidiary, Chit Tat Electrical Engineering Limited.

Reporting Framework

The ESG Report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) as set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (“Stock Exchange”). Information relating to the Group’s corporate governance practices has been set out in the Corporate Governance Report on pages 38 to 54 of the Annual Report 2020.

有關本報告

報告範疇

本報告概述本集團於本年度在機電工程服務方面的營運活動的行動、政策及環境、社會及管治相關的關鍵績效指標(「關鍵績效指標」)數據。

除非另有所述，本報告所披露的資料乃涵蓋本公司的總部及其營運附屬公司，捷達機電工程有限公司。

報告框架

本環境、社會及管治報告乃根據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所載的環境、社會及管治報告指引(「環境、社會及管治報告指引」)編製。有關本集團企業管治慣例的資料已載於2020年年報第38至54頁的企業管治報告。

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

STAKEHOLDER ENGAGEMENT

In formulating operational strategies and ESG measures, the Group takes into account its stakeholders' expectations and concerns, and strives to improve its performance through mutual cooperation with its stakeholders. The Group has maintained close communication with its key stakeholders by utilising diversified key communication channels, details of which are shown as below:

持份者參與

在制訂營運策略及環境、社會及管治措施時，本集團會考慮持份者的期望及關注，並致力透過與持份者的相互合作以改善本集團的表現。本集團已透過動用多樣化主要溝通渠道與本集團的主要持份者維持緊密溝通，有關詳情如下：

Stakeholders 持份者	Communication Channels 溝通渠道	Expectations 期望
Shareholders 股東	<ul style="list-style-type: none"> Annual general meeting and other shareholder meetings Financial reports Announcements and circulars Company website – Investor relation 股東周年大會及其他股東會議 財務報告 公告及通函 公司網站－投資者關係 	<ul style="list-style-type: none"> Financial performance Corporate transparency Sound risk management and internal control Corporate sustainable development 財務業績 企業透明度 完善風險管理及內部監控 企業可持續發展
Government and regulatory agencies 政府及監管機構	<ul style="list-style-type: none"> Regular reports Written or electronic communication 例行報告 書面或電子溝通 	<ul style="list-style-type: none"> Compliant operation On-going communication Mutually beneficial relationship 合規經營 持續溝通 合作共贏
Employees 僱員	<ul style="list-style-type: none"> Training and seminars Regular performance appraisals Suggestion box Internal announcements and notice Intranet 培訓和研討會 定期工作表現評估 員工意見箱 內部公告及通訊 內部網路 	<ul style="list-style-type: none"> Career development Competitive remuneration and benefit Equal opportunity on promotion Healthy and safe working environment 職業發展 具競爭力的薪酬與福利 平等晉升機會 健康安全的工作環境

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STAKEHOLDER ENGAGEMENT (continued)

持份者參與(續)

Stakeholders 持份者	Communication Channels 溝通渠道	Expectations 期望
Customers 客戶	<ul style="list-style-type: none"> Customer satisfaction survey Customer service hotline and email Company website 	<ul style="list-style-type: none"> Customer rights and interests protection Customer privacy protection High quality products and services 客戶權利及權益保障 客戶隱私保護 高品質的產品與服務
Suppliers and contractors 供應商及分包商	<ul style="list-style-type: none"> Construction site visit Regular meetings Tele-conference Suppliers assessment 	<ul style="list-style-type: none"> Integrity in cooperation Responsible supply chain management Business ethics and reputation Fair and open competition 誠信合作 負責任的供應鏈管理 商業道德與信譽 公平公開競爭
The society and public 社會及公眾	<ul style="list-style-type: none"> Charity events Community investment ESG reports 	<ul style="list-style-type: none"> Perform environmental protection Provide job opportunity Support charity Transparent information to public 履行環境保護 提供就業機會 支持公益事業 公開透明資料

The Group aims to collaborate with its stakeholders to improve its ESG performance and create greater value for the wider community on a continuous basis.

本集團旨在與持份者共同努力以提升本集團的環境、社會及管治表現，不斷為更廣泛的社區創造更大的價值。

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

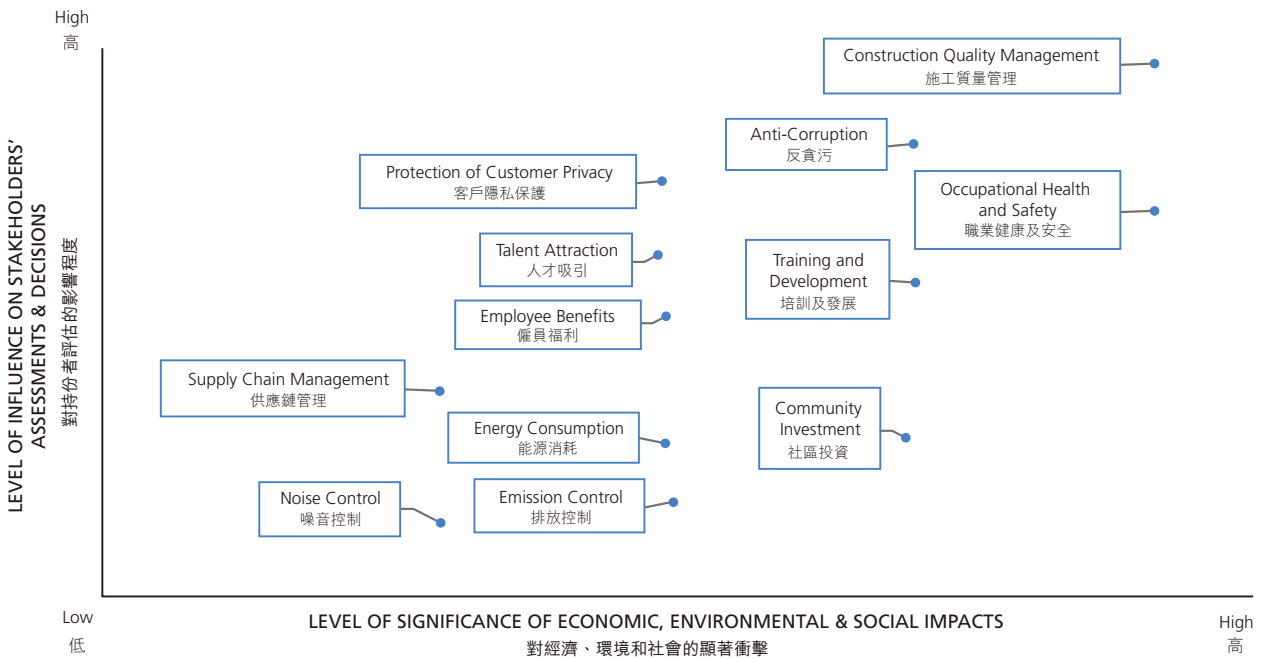
MATERIALITY ASSESSMENT

A materiality assessment in the form of survey was conducted during the Year, where the Group identified sustainability factors that were material to its business operations. The management and employees who are responsible for the key functions of the Group have participated in preparing the ESG Report, assisted the Group in reviewing its operations, identifying key ESG issues and assessing the importance of such issues to the Group's business and stakeholders. The Group has compiled a questionnaire in reference to the material ESG aspects identified by the Group to collect information from relevant departments and business units of the Group. The Group's material sustainability aspects will be covered in the ESG Report and the materiality matrix is as follows:

重要範疇評估

於本年度，本集團以調查形式進行重要範疇評估，確定對本集團業務營運至關重要的可持續發展因素。負責本集團各主要職能的管理層及僱員均有參與編製本環境、社會及管治報告，協助本集團檢討其營運、甄別關鍵環境、社會及管治事宜以及評估該等事宜對本集團的業務及持份者的重要性。本集團已參考經甄別的重大環境、社會及管治範疇以編製調查問卷，用以向本集團相關部門及業務單位收集資料。本環境、社會及管治報告將涵括本集團的重大可持續發展範疇，其重要性矩陣如下：

The Group's Materiality Matrix during the Year
本集團本年度的重要性矩陣



During the Year, the Group confirmed that appropriate and effective management policies and internal control systems for ESG issues were in place and the information disclosed in the ESG Report was in compliance with the requirements of the ESG Reporting Guide.

於本年度，本集團確認已就環境、社會及管治事宜設立合適及有效的管理政策及監控系統，並確認本環境、社會及管治報告所披露的資料符合環境、社會及管治報告指引的要求。

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

CONTACT US

The Group welcomes comments and suggestions from its stakeholders. You may provide comments on the ESG Report or towards the Group's performance in respect of sustainable development via the following channels:

Address : Unit Nos. 709, 7th Floor, The Octagon, No. 6 Sha Tsui Road, Tsuen Wan, New Territories, Hong Kong
 Email : info@chittat.com.hk
 Telephone : 2529 8888

A. ENVIRONMENTAL ASPECTS

A1. Emissions

The Group strives to protect the environment through the implementation of relevant policies and measures in its business activities and workplace. The Group has formulated relevant policies relating to environmental management in accordance with the ISO 14001:2015 certification to govern environmental management, minimise the impact caused by its operations, and ensure the Group's employees and workers from contractors comply with applicable environmental laws and regulations. The Group carries out a series of environmental management measures at construction sites, which covers planning, procurement and various project procedures. During the Year, the Group was not aware of any material non-compliance with any laws and regulations in Hong Kong related to air and greenhouse gas ("GHG") emissions, discharges into water and land, and generation of hazardous and non-hazardous waste (including but not limited to, the Air Pollution Control Ordinance (Chapter 311 of the Laws of Hong Kong), the Waste Disposal Ordinance (Chapter 354 of the Laws of Hong Kong), and the Noise Control Ordinance (Chapter 400 of the Laws of Hong Kong)), that would have a significant impact on the Group.

Emissions Control

Exhaust Gas Emissions

As an E&M engineering services provider, the Group's exhaust gas emissions are mainly generated by the vehicles owned by the Group. The Group complies with the Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation (Chapter 311Z of the Laws of Hong Kong) in regard to machinery labelling requirements. The Group encourages workers to switch off engines whenever the vehicles are idled and plan routes ahead of time to reduce route repetition. Regular maintenance service is required for vehicles to ensure optimal engine performance and fuel usage. Through implementing such measures, employees' awareness on reducing exhaust gas emissions has also been enhanced.

聯絡我們

本集團歡迎持份者提供意見及建議。閣下可透過以下渠道就本環境、社會及管治報告或本集團在可持續發展方面的表現提供意見：

地址：香港新界荃灣沙咀道6號嘉達環球中心7樓709室
 電郵：info@chittat.com.hk
 電話：2529 8888

A. 環境層面

A1. 排放物

本集團透過在業務活動及工作場所執行相關政策及措施致力保護環境。本集團已根據ISO 14001:2015認證制定與環境管理相關的政策，以規限環境管理並最大程度地減少本集團的營運所帶來的影響以及確保本集團的僱員及分包商工人遵守適用環保法例及法規。本集團在施工工地執行一系列環境管理措施，涵括規劃、採購及各種項目程序。於本年度，本集團並不知悉任何可能對本集團產生重大影響的嚴重違反有關廢氣及溫室氣體排放（「溫室氣體」）、向水及土地的排污、有害及無害廢棄物的產生之任何香港法例法規（包括但並不限於《空氣污染管制條例》（香港法例第311章）、《廢物處置條例》（香港法例第354章）及《噪音管制條例》（香港法例第400章））的情況。

排放控制

廢氣排放

作為機電工程服務供應商，本集團的廢氣排放量主要來自本集團擁有的車輛。本集團遵守《空氣污染管制（非道路移動機械）（排放）規例》（香港法例第311Z章）有關機械標籤的規定。本集團鼓勵工人在車輛閒置時關閉發動機，並提前計劃路線以減少路線重複。車輛需要定期維護，以確保最佳的發動機性能及燃料使用。通過實施此類措施，僱員對減少廢氣排放的意識亦有所增強。

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

A. ENVIRONMENTAL ASPECTS (continued)**A1. Emissions (continued)****Emissions Control (continued)***Exhaust Gas Emissions (continued)*

During the Year, the Group's exhaust gas emissions were as follows:

Indicator ¹ 指標 ¹	Unit 單位	Emissions 排放量
Nitrogen oxides (NO _x) 氮氧化物 (NO _x)	kg 千克	176.27
Sulphur oxides (SO _x) 硫氧化物 (SO _x)	kg 千克	0.22
Particulate matter (PM) 懸浮顆粒物 (PM)	kg 千克	16.37

GHG Emissions

The major sources of the Group's GHG emissions were fuel combustion of vehicles (Scope 1) and electricity consumption in the office (Scope 2). During the Year, the Group's GHG emissions were as follows:

Indicator ¹ 指標 ¹	Unit 單位	Emissions 排放量
Direct GHG emissions (Scope 1) – Fuel combustion of vehicles 直接溫室氣體排放(範圍1) – 車輛燃油消耗	tCO ₂ e 噸二氧化碳當量	38.10
Energy indirect GHG emissions (Scope 2) – Purchased electricity 能源間接溫室氣體排放(範圍2) – 外購電力	tCO ₂ e 噸二氧化碳當量	6.99
Total GHG emissions 溫室氣體排放總量	tCO ₂ e 噸二氧化碳當量	45.09
Intensity of GHG emissions ² 溫室氣體排放總量密度 ²	tCO ₂ e/HK\$ million revenue 噸二氧化碳當量/百萬港元收入	0.09

Notes:

- GHG emissions data is presented in terms of carbon dioxide equivalent and is disclosed in accordance with relevant standards and guidelines, including but not limited to, "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard" issued by the World Resources Institute and the World Business Council for Sustainable Development, "How to prepare an ESG report – Appendix II: Reporting Guidance on Environmental KPIs" issued by the Stock Exchange, the "Global Warming Potential Values" from the IPCC Fifth Assessment Report, 2014 ("AR5") and the 2019 Sustainability Report published by the CLP Power Hong Kong Limited.

A. 環境層面(續)**A1. 排放物(續)****排放控制(續)***廢氣排放(續)*

於本年度，本集團的廢氣排放量概述如下：

溫室氣體排放

本集團溫室氣體排放的主要來源是車輛的燃油消耗(範圍1)及辦公室的電力消耗(範圍2)。於本年度，本集團的溫室氣體排放量概述如下：

附註：

- 溫室氣體排放量數據以二氧化碳當量的形式呈列，並根據相關標準及指引而作出披露，包括但不限於世界資源研究所及世界企業永續發展委員會發佈的《溫室氣體盤查議定書：企業會計與報告標準》、聯交所發佈的《如何準備環境、社會及管治報告－附錄二：環境關鍵績效指標匯報指引》、政府間氣候變化專門委員會發佈的《第五次評估報告(2014年)》(「AR5」)的《全球升溫潛能值》，以及中華電力香港有限公司刊發的《2019可持續發展報告》。

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

A. ENVIRONMENTAL ASPECTS (continued)

A1. Emissions (continued)

Emissions Control (continued)

GHG Emissions (continued)

Notes: (continued)

- During the Year, the total revenue of the Group was approximately HK\$522,332,000. Such figure would also be used for calculating other intensity data in the ESG Report.

In order to further mitigate GHG emissions, apart from the aforesaid vehicle-related measures, the headquarters has adopted energy saving measures to minimise electricity consumption. Employees are encouraged to switch off unnecessary lights and electronic devices after office hours. Notices containing energy saving reminders and messages are displayed in the office area to promote green office habits. Through implementing such measures, employees' awareness on GHG emissions reduction has been enhanced.

Sewage Discharge

As the Group does not consume a significant amount of water in its business activities, its business activities did not generate material sewage discharge during the Year. Moreover, wastewater of the Group is discharged into the municipal sewage pipeline network for processing and the majority of the water supply and discharge facilities are provided and managed by the property management company engaged by the Group.

Waste Management

Hazardous Waste

Due to its business nature, the Group did not generate a significant amount of hazardous waste during the Year. If any hazardous waste is produced, the Group will engage a qualified chemical waste collector to handle such wastes in order to comply with the relevant environmental laws and regulations.

A. 環境層面(續)

A1. 排放物(續)

排放控制(續)

溫室氣體排放(續)

附註：(續)

- 於本年度，本集團的總收入為約 522,332,000 港元。有關數據亦會用於計算本環境、社會及管治報告的其他密度數據。

為進一步減少溫室氣體排放，除上述提及有關車輛的措施外，總部採取了節能措施以最大程度地減少耗電量。我們鼓勵員工在下班後關閉不必要的照明及電子設備，並通過在辦公區張貼包含節能提示語及信息的告示以倡導綠色辦公習慣。通過實施此類措施，僱員對減少溫室氣體排放的意識亦有所增強。

污水排放

由於本集團的業務活動不會大量耗水，因此本集團的業務活動於本年度並無大量排放污水。此外，本集團的廢水會排入市政污水管道網絡進行處理，而大部分供水及排水設施則由本集團所委托的物業管理公司提供及管理。

廢棄物管理

有害廢棄物

鑒於其業務性質，本集團於本年度並無產生大量有害廢棄物。倘產生任何有害廢棄物，本集團將聘請合格的化學廢棄物收集商處理該等廢棄物，以遵守相關環境法例法規。

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

A. ENVIRONMENTAL ASPECTS (continued)**A1. Emissions (continued)****Waste Management (continued)***Non-hazardous Waste*

As an E&M engineering services provider, the non-hazardous wastes generated by the Group's operations mainly consist of paper consumed in the office. During the Year, the details of the non-hazardous waste produced by the Group (i.e. paper) was as follows:

Types of non-hazardous wastes 無害廢棄物種類	Unit 單位	Disposal volume 棄置量
Paper waste 廢紙	kg 公斤	374.22
Intensity 密度	kg/HK\$ million revenue 公斤／百萬港元收入	0.72

The Group regularly monitors the consumption of paper, and encourages the use of electronic media for communication and double-sided printing wherever possible. To promote the reuse of paper, a collection box for single-sided used paper is placed next to each printer and reminder notices are posted in the office. Through implementing such measures, employees' awareness on paper consumption reduction has been enhanced.

A2. Use of Resources

The Group continues to implement initiatives to incorporate resource efficiency and eco-friendly measures into the Group's operations, and is committed to optimising the use of resources in all of its business operations. During the Group's daily operations, fuel and electricity are the major types of energy consumed. The Group has established relevant policies and procedures in governing the efficient use of resources, in reference to the objective of achieving higher energy efficiency and reducing the use of unnecessary materials.

A. 環境層面(續)**A1. 排放物(續)****廢棄物管理(續)***無害廢棄物*

作為機電工程服務供應商，本集團的營運產生的無害廢棄物主要包括辦公室消耗的紙張。於本年度，本集團所產生的無害廢棄物(即紙張)的詳情概述如下：

本集團定期監控紙張的消耗量，以及鼓勵僱員盡可能使用電子媒體進行溝通及雙面打印。為促進紙張的重複利用，本集團在打印機旁放置單面廢紙收集箱，並在辦公室張貼提示。通過實施此類措施，僱員對減少紙張消耗的意識有所增強。

A2. 資源使用

本集團繼續採取措施將資源效益及環保措施融入其營運中，並致力於在其所有業務營運中優化資源利用。於本集團的日常營運中，燃油及電力是消耗的主要能源。本集團已根據達致更高能源效率及減少非必要材料使用的目標，制訂相關政策及程序以有效利用資源。

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

A. ENVIRONMENTAL ASPECTS (continued)**A2. Use of Resources (continued)****Energy Consumption**

The Group's major sources of energy consumption are petrol and diesel consumption for vehicles and purchased electricity for the office. During the Year, the Group's energy consumption was as follows:

Types of energy 能源種類	Unit 單位	Consumption 能源用量
Total direct energy consumption 直接能源總消耗量	kWh 千瓦時	146,749.37
Petrol 汽油	kWh 千瓦時	22,411.07
Diesel 柴油	kWh 千瓦時	124,338.30
Total indirect energy consumption 間接能源總消耗量	kWh 千瓦時	13,984.00
Electricity 電力	kWh 千瓦時	13,984.00
Total energy consumption 能源總消耗量	kWh 千瓦時	160,733.37
Intensity of energy consumption 能源總消耗量密度	kWh/HK\$ million revenue 千瓦時/百萬港元收入	307.72

Apart from the aforementioned measures in reducing fuel consumption, the Group places great emphasis on electricity conservation in order to minimise the environmental impact brought by the Group's operations. The Group encourages its employees to set the air-conditioning temperature within the range of 23°C to 25°C and switch off idle electrical appliances to avoid unnecessary consumption. The Group selects energy-efficient equipment where applicable and will perform immediate repairs once damage is reported. Through implementing such measures, employees' awareness on energy conservation has been enhanced.

A. 環境層面 (續)**A2. 資源使用 (續)****能源消耗**

本集團的主要能源消耗來源為用於車輛的柴油及汽油消耗以及用於辦公室的外購電力。於本年度，本集團的能源消耗量概述如下：

除上文所述減少燃油使用量的措施外，本集團高度重視節電以盡量減小本集團營運方面給環境帶來的影響。本集團鼓勵僱員將室內空調的溫度調設23°C至25°C的範圍內，並關閉閒置電器以避免不必要的消耗。本集團在適用情況下選用節能設備，一旦有損壞上報，將立即進行維修。隨著有關措施的實施，僱員的節能意識亦隨之提高。

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

A. ENVIRONMENTAL ASPECTS (continued)

A2. Use of Resources (continued)

Water Consumption

The Group's water consumption mainly consists of water consumed in the office. The Group's water consumption expenses are included in its property management fee, and therefore the water consumption record of the Group during the Year was not available. Due to its operating locations, the Group did not encounter any significant issue in sourcing water that is fit for purpose. Nevertheless, the Group is dedicated to promoting behavioural changes in water usage at office and encouraging water conservation. Water-saving signages and notices are displayed in prominent places to remind employees to conserve water.

Use of Packaging Materials

As the Group's operations does not involve any production process, it does not consume packaging materials. Hence, this aspect is considered as irrelevant to the Group's operations.

A3. The Environment and Natural Resources

Noise Control

The Group recognises that noise pollution may be generated as a result of its business nature. Therefore, the Group has implemented a number of measures to reduce noise level and ensured that the quality of life of the neighbourhood would not be severely disrupted. The Group will strictly abide by the Noise Control Ordinance (Chapter 400 of the Laws of Hong Kong) and other relevant regulations issued by the Environmental Protection Department when carrying out construction works. Whenever the noise level exceeds the prescribed level regulated by the Noise Control Ordinance and other relevant guidelines, the Group will investigate the underlying factors and make arrangements accordingly.

Indoor Air Quality

Good indoor air quality is important for employees who work in the office. The Group regularly monitors the indoor air quality in the workplace. The Group has adopted various measures to ensure good indoor air quality in the office, including but not limited to conducting regular cleaning of air conditioning system. With such measures, indoor air quality is maintained.

A. 環境層面(續)

A2. 資源使用(續)

水源消耗

本集團的水源消耗主要包括辦公室用水。本集團的耗水開支已包括在物業管理費內，因此，本集團於本年度並無耗水記錄。鑒於本集團的營運地點，本集團於求取適用水源方面並無重大問題。本集團仍然致力於促進辦公室用水的行為變化，並鼓勵節約用水。節約用水的告示及環境標誌張貼在顯著位置，以提醒僱員節約用水。

包裝材料使用

由於本集團的營運並無涉及任何生產流程，本集團並無消耗包裝材料。因此，此部份被視為與本集團的營運並不相關。

A3. 環境及天然資源

噪音控制

本集團意識到其業務性質可能會造成噪音污染。因此，本集團已實行一系列的措施以降低噪音水平，並確保附近居民的生活質量不會受到嚴重響。本集團進行建築工程時會嚴格遵守環境保護署發佈的《噪音管制條例》(香港法例第400章)及其他相關規例。當噪音水平超過《噪音管控制條例》及其他相關規例所訂明的規定水平時，本集團將調查有關原因並作出相應安排。

室內空氣質素

良好的室內空氣質素對在辦公室工作的僱員非常重要。本集團定期監控工作場所的室內空氣質素。本集團已採取多項措施以確保辦公室室內空氣質素良好，包括但不限於對空調系統進行定期清潔。透過有關措施，室內空氣質素得以維持。

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

B. SOCIAL ASPECTS

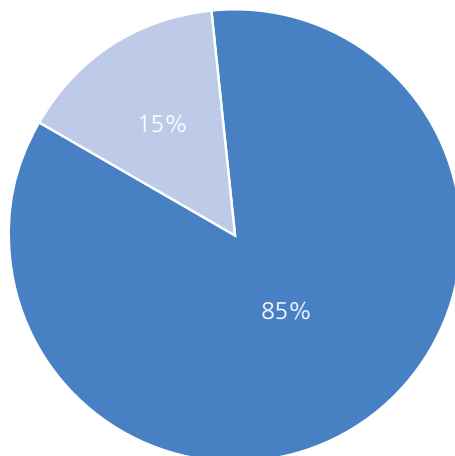
B1. Employment

The Group regards all employees as its most valuable assets as well as the Group's closest and most reliable partner in order to promote sustainable development. By establishing a comprehensive employment management system, the Group provides its employees a competitive, attractive, fair and inclusive working environment. The Group makes every effort to let all employees fully release their value, and provides a comfortable and safe working environment.

During the Year, the Group was not aware of any material non-compliance with the relevant laws and regulations in relation to employment in Hong Kong that would have a significant impact on the Group, including but not limited to the Employment Ordinance (Chapter 57 of the Laws of Hong Kong) and the Minimum Wage Ordinance (Chapter 608 of the Laws of Hong Kong).

As at 31 March 2020, the Group employed 159 employees, which all of them were full-time employees and hired for the business operations in Hong Kong. The breakdowns are as follows:

Total workforce by gender
按性別劃分的僱員總數



■ Male
男

■ Female
女

B. 社會層面

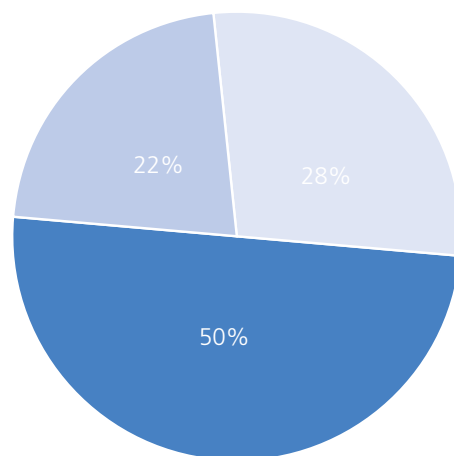
B1. 僱傭

本集團將所有僱員視為其最寶貴的資產，同時也是本集團最密切、最可靠的合作夥伴，以促進可持續發展。透過建立全面的僱傭管理體系，本集團為僱員提供具競爭力、吸引力、公平及包容的工作環境。本集團盡一切努力讓所有僱員充分釋放自己的價值，並提供一個舒適及安全工作環境。

於本年度，本集團並不知悉任何可能對本集團產生重大影響的嚴重違反相關僱傭的香港法例及法規的情況，該等法例法規包括但不限於《僱傭條例》(香港法例第57章)及《最低工資條例》(香港法例第608章)。

於2020年3月31日，本集團僱傭159名僱員，均為全職僱員及受聘於香港業務。其劃分如下：

Total workforce by age group
按年齡組別劃分的僱員總數



■ Under 30
30歲以下

■ 30-50
30至50歲

■ Above 50
50歲以上

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

B. SOCIAL ASPECTS (continued)

B1. Employment (continued)

Talent Attraction

The Group cherishes and cares about its employees, and believes that employees are its most valuable assets. Therefore, the Group has established a robust recruitment and promotion system to attract outstanding talents to the Group's workforce in order to continue expanding the Group's workforce. As an employer that provides equal opportunities, the Group values a fair, open, objective and indiscriminate selection process. Promotion of employees is determined by regular work evaluation, which is used as an indicator for salary increment and to improve employees' performance. The evaluation will be carried out in March every year. Department head will conduct appraisals based on the employees' performance in the past year, and discuss with the assessed employee on their performance in the past year.

Termination of employee contracts is regulated by internal policies to ensure that all terminations comply with relevant laws and regulations in Hong Kong. The Group strictly prohibits any forms of unfair or illegal dismissal. The Group also collect opinions from departing employees through exit interviews in order to make further improvements. The procedures regarding employment, dismissal, evaluation and promotion are listed in the Employee Handbook.

Employee Benefits

To attract and retain outstanding employees, the remuneration policy of the Group's employee will be regularly reviewed. The wages and benefits of the Group's employee are competitive, and are determined with reference to the market conditions, personal qualifications and experience. Apart from the Mandatory Provident Fund Scheme ("MPF"), the Group also provides employees with half-subsidized medical benefits after the employee has passed probation period and is formally hired. The Group issues year-end bonus based on the employee's performance in the past year, attendance, work attitude, contribution to the Group and the Group's performance.

The Group formulates policies to determine employees' working hours and leave arrangements in accordance with local employment laws. Relevant policies on working hours and rest periods are listed in the Employee Handbook.

B. 社會層面(續)

B1. 僱傭(續)

人才吸引

本集團珍惜及關心其僱員，並深知員工是其最有價值的資產。因此，本集團已建立完善的招聘及晉升制度，以吸引優秀人才加入本集團的員工隊伍，使本集團的員工隊伍不斷壯大。作為提供平等機會的僱主，本集團重視公平、公開、客觀及無差別的甄選流程。僱員的晉升乃由定期開展的工作評估而定，以作為薪金增長的指標及改善員工的工作表現。評估會於每年3月進行，部門主管會根據員工過去一年的工作表現作出評估，並與被評核員工討論過去一年的工作表現。

終止僱員合約受到內部政策的規管，以確保所有解聘符合香港的有關法例及法規。本集團嚴禁任何形式的不公正或非法解聘。本集團亦採用離職面談方式收集離職員工的意見，以便作出進一步改進。有關聘任、離職、評核與調升的流程均詳列在《員工手冊》中。

僱員福利

為吸引並挽留優秀僱員，本集團僱員的薪酬政策及待遇會定期進行審閱。本集團僱員的工資及福利水平具備競爭力，並參考市況、個人資質及經驗而定。除強制性公積金計劃(「強制性公積金計劃」)外，本集團亦在員工試用期滿後獲正式錄用後提供半津貼醫療福利，並根據員工過往一年的工作表現、出勤紀錄、工作態度、對本集團的貢獻及本集團業績發放年終獎金。

本集團按照本地僱傭法制定政策釐定僱員的工時及休假安排。《員工手冊》列明辦公時間及休假等相關細節。

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

B. SOCIAL ASPECTS (continued)

B1. Employment (continued)

Diversity and Equal Opportunities

The Group is committed to creating and maintaining an inclusive and collaborative workplace culture in which all can thrive. The Group strives to provide equal opportunities to all its employees and maintain a workplace that is free from discrimination, physical or verbal harassment against any individual on the basis of race, religion, colour, gender, physical or mental disability, age, place of origin, marital status and sexual orientation. The Group has zero tolerance towards any form of sexual harassment or abuse in the workplace. Any employee who is intimidated, humiliated, bullied or harassed (including sexual harassment) can directly report to the employee representative or directly lodge a complaint with the management representative or the general manager. The Group will take strict measures after receiving the complaint to resolve such matters.

B2. Health and Safety

The Group places emphasis on occupational health and work safety during the delivery of its services as it is the Group's concern not to put its employees, subcontractors and the general public in danger. The Group has adopted an occupational health and safety manual as required by relevant occupational health and safety laws, rules and regulations under the supervision of the Group's registered safety officer.

During the Year, the Group was not aware of any material non-compliance with the relevant laws and regulations in Hong Kong in relation to the provision of a safe working environment and the protection of employees from occupational hazards that would have a significant impact on the Group. Such laws and regulations include but not limited to Occupational Safety and Health Ordinance (Chapter 509 of the Laws of Hong Kong) and Employees' Compensation Ordinance (Chapter 282 of the Laws of Hong Kong).

B. 社會層面(續)

B1. 僱傭(續)

多元化及平等機會

本集團致力於創造及維護一個包容和協作的工作場所文化，令所有員工均可茁壯成長。本集團致力為其員工提供平等機會及確保員工在工作場所內不會因種族、宗教、膚色、性別、身體或精神殘疾、年齡、出生地、婚姻狀況、性取向而遭受歧視、任何身體或言語騷擾。本集團對工作場所內的任何形式的性騷擾或虐待採取零容忍態度。任何員工受到恫嚇、侮辱、欺凌或騷擾(包括性騷擾)時，可直接向員工代表反映或直接向管理者代表或總經理進提出投訴，本集團於收到投訴後將採取嚴厲措施予以解決該等事項。

B2. 健康與安全

本集團於提供服務時就職業健康及工作安全方面的事宜給予高度重視，以免危害僱員、分包商及普羅大眾安全。本集團已遵照相關職業健康及安全法律、規則及法規的規定採納職業健康及安全指引，並由本集團的註冊安全主任負責監督。

於本年度，本集團並不知悉任何可能對本集團產生重大影響的嚴重違反有關提供安全工作環境及保障僱員避免職業性危害的香港法律法規的情況，該等法例法規包括但不限於《職業安全及健康條例》(香港法例第509章)及《僱員補償條例》(香港法例第282章)。

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

B. SOCIAL ASPECTS (continued)

B2. Health and Safety (continued)

Occupational Health and Safety

Certified by OHSAS 18001:2007, the Group has established Safety Control Policy and supplemented with guidelines and training. The Group requires its construction workers and subcontractors to strictly comply with its Safety Control Policy, the Group aims to reduce its risks related to safety issue by putting adequate resources and effort on safety management. Safety Steering Committee, which comprises the safety officer, safety supervisor, project manager, the Group's relevant executive Director and supervisor, is responsible for the effective implementation of such policy.

Some details of the Safety Plan of such policy are set out below:

- Project managers are assigned by project director to be responsible for overall coordination and implementation of the safety policy;
- The Group's Safety Steering Committee shall:
 - (i) Plan, monitor and review the health and safety performance of the Group;
 - (ii) Discuss the monthly inspection report and circulate to the project manager and the customers for their attention and necessary action;
 - (iii) Review and approval for safety policy statement; and
 - (iv) Ensure that all new comers to the construction sites are aware of their safety obligation;
- Employees regularly attend project safety training organized by the Group; and
- All workers on site, including subcontractors' employees, are required to follow the general safety rules adopted by the main contractor of the relevant project which are communicated to the workers before they commence work and such rules are posted on prominent notice boards on site. Workers who breach any such rules will be subject to internal disciplinary actions.

As a subcontractor, the Group requires workers or employee of its subcontractors to report any accidents to its site representative or safety officer and/or main contractor for the purpose of collecting information for processing employees' compensation claims as well as compliance with the relevant laws and regulations in Hong Kong regarding the reporting of all work injuries at its sites to the Labour Department.

B. 社會層面(續)

B2. 健康與安全(續)

職業健康及安全

經OHSAS 18001:2007認證，本集團已建立《安全監控政策》，並輔以指引及培訓。本集團要求建築工人及分包商嚴格遵守本集團的《安全監控政策》，本集團旨在通過在安全管理方面投入足夠的資源及力度以減低涉及安全問題的風險。安全督導委員會(包括安全主任、安全監工、項目經理、本集團相關的執行董事及監工組成)負責對此政策的有效實施。

該政策的《安全計劃》的部分詳情載列如下：

- 項目經理獲項目總監委派負責安全政策的整體協調及實施；
- 本集團的安全督導委員會須：
 - (i) 計劃、監察及檢討本集團的健康及安全表現；
 - (ii) 就每月檢驗報告業務進行討論，並傳閱以供項目經理及客戶垂注及採取所需行動；
 - (iii) 審閱及批准安全政策聲明；及
 - (iv) 確保建築地盤的所有新人均注意其安全責任；
- 員工定期參加由本集團舉辦的項目安全培訓；及
- 所有地盤工人(包括分包商僱員)須遵從相關項目總承建商所採納的一般安全規則，有關規則會於施工前知會工人，並張貼在地盤顯眼位置的告示板上。違反任何有關規則的工人將受到內部紀律處分。

作為分包商，本集團要求工人或其分包商的僱員向其現場代表或安全主管及／或總承建商報告任何事故，以收集資料處理僱員索償，以及遵守香港有關向勞工處申報其現場所有工傷的相關法律法規。

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

B. SOCIAL ASPECTS (continued)

B2. Health and Safety (continued)

Other Health and Safety Measures

Since the outbreak of COVID-19 epidemic in early 2020, the Group is highly conscious of the potential health and safety impacts that it may bring to its employees and customers. During the outbreak of the epidemic, apart from strengthening hygiene work during daily operations and maintaining a healthy and safe working environment, the Group also adopts some precautionary measures. Such measures include temperature screening before entering the office, implementing work from home arrangement and providing employees with sufficient epidemic prevention supplies, including face masks and hand sanitizers. The Group has formulated epidemic prevention and safety guidelines for construction site operations, and will continuously update relevant policies to comply with the government's guidelines, and ensure such policies are communicated to all employees.

At the same time, the Group concerns the needs of society during difficult times. For the activities that help the public to ride through the epidemic, please refer to section "B8. Community Investment" on P. 21 of this ESG Report.

B3. Development and Training

Training and Development

The Group recognizes that employee training and development are the strong pillars for business sustainable development, as well as the driving force for future business growth. The Group provides sponsorship for training and opportunities for further studies to employees to encourage them to obtain higher qualifications and improve their knowledge and skills. Such training courses include internal training as well as courses organized by external parties and training institutions. The Group also promotes the culture of knowledge and experience sharing amongst employees.

In addition, in order to reduce accidents and improve the image of the Group, the Group strives to raise employees' health and safety awareness through safety trainings. Employees regularly attend project safety training organized by the Group, which typically covers safety procedures for performing different types of work, fire prevention, storage of material, excavation, lift gear and workplaces housekeeping. All workers and the subcontractors' employees are required to hold a valid construction industry safety training certificate and construction workers registration card before entering the construction site.

B. 社會層面(續)

B2. 健康與安全(續)

其他健康及安全措施

自2020年初爆發新型冠狀病毒疫情以來，本集團極其重視對其僱員以及客戶帶來的潛在健康及安全影響。在疫情爆發期間，本集團除了加強日常營運的衛生工作，確保健康和安全的工作環境外，還採取了一些預防措施，如在進入辦公室前進行體溫檢查、居家工作安排，以及提供足夠的防疫用品予僱員，包括口罩和酒精搓手液等。本集團已制定針對地盤運作的防疫安全指引，還會不斷更新相關政策，以符合政府的指導方針，並確保已將這些政策傳達給所有員工。

同時，本集團關心社會在艱苦時期的需求。有關幫助公眾渡過疫情的活動，請參閱本環境、社會及管治報告第21頁「B8. 社區投資」一節。

B3. 發展及培訓

培訓及發展

本集團認識到僱員培訓及發展是業務可持續發展的強大支柱，也是推動未來業務增長的動力。本集團為員工提供培訓資助及進修機會，以鼓勵員工獲取更高學歷及提升員工的知識及技能。有關培訓課程包括內部培訓以及由外部人士及培訓機構籌辦的課程。本集團亦倡導員工之間相互分享知識及經驗的文化。

此外，為減少事故及提升本集團的形象，本集團致力透過安全培訓提高員工的健康與安全意識。員工會定期參加由本集團舉辦的項目安全培訓，一般涵蓋進行不同類型工程、防火、材料存放、挖掘、起重裝備及工作場所管理的安全程序。所有工人及分包商僱員於進入地盤之前須持有有效的建造業安全訓練證明書及建築工人註冊證。

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

B. SOCIAL ASPECTS (continued)

B3. Development and Training (continued)

Training and Development (continued)

The Board is also encouraged to attend external seminars and training programmes at the Group's expense to understand the development of laws and regulations as well as updates on the business and market changes, so as to fulfill their duties and responsibilities. Induction and continuous professional development will be arranged for Directors when necessary.

B4. Labour Standards

Prevention of Child Labour and Forced Labour

The Group strictly prohibits child and forced labour. During the Year, the Group was not aware of any material non-compliance with the relevant laws and regulations in Hong Kong in relation to the prevention of child and forced labour that would have a significant impact on the Group, such laws and regulations include but not limited to the Employment of Children Regulations (Chapter 57B of the Laws of Hong Kong) and the Employment Ordinance (Chapter 57 of the Laws of Hong Kong).

Personal data is collected during the recruitment process to assist the selection of suitable candidates and to verify candidates' personal data. The Human Resources department carefully checks the identification documents and ensures the data of each employee is correct according to the rules of the Group's Employee Handbook and to ensure that the age of the employee fulfills the requirements as stipulated by the applicable laws and regulations.

Furthermore, employees of the Group work overtime on a voluntary basis to prevent violations of labour standards. The Group also prohibits any punishments, management methods and behaviours such as verbal abuse, physical punishment, physical abuse, oppression, and/or sexual harassment against its employees for any reason.

B. 社會層面(續)

B3. 發展及培訓(續)

培訓及發展(續)

本集團亦鼓勵董事會參加外部研討會及培訓計劃，以了解法律法規發展以及業務和市場變化的最新情況，從而便利其履行職責，費用由本集團承擔。必要時將向董事安排就職及持續專業發展。

B4. 勞工準則

防止童工及強制勞工

本集團嚴禁僱用童工及強制勞工。於本年度，本集團並不知悉任何可能對本集團產生重大影響的嚴重違反禁止童工或強制勞工相關香港法律法規的情況，該等法例法規包括但不限於《僱用兒童規例》(香港法例第57B章)及《僱傭條例》(香港法例第57章)。

招聘過程中會收集個人資料，以協助選擇合適的候選人並核實候選人的個人資料。人力資源部門負責仔細檢查身份證明文件，並按照本集團《員工手冊》中的規定確保各職員之資料正確及確保求職者之年齡符合適用法律及法規所規定之要求。

此外，本集團僱員按自願基準加班，以防止違反勞工準則。本集團亦禁止出於任何理由對其員工進行任何涉及口頭謾罵、體罰、身體虐待、壓迫、性騷擾等的懲罰、管理方式及行為。

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

B. SOCIAL ASPECTS (continued)

B5. Supply Chain Management

The Group orders major accessories from suppliers in Hong Kong, including air conditioners, thermo ventilators, ventilators ducts and other ancillary accessories. The Group generally orders relevant materials and accessories on a project-by-project basis, hence it does not enter into any long-term supply agreements with suppliers.

To ensure suppliers and subcontractors meet the requirements of the Group and its customers in terms of quality, environment and safety standards, the Group has formulated standards and strict procedures related to the selection of major suppliers and subcontractors. The environmental and social performance of major suppliers and subcontractors are regarded as selection criteria in establishing long-term relationships. Materials procured from major suppliers and engineering works performed by subcontractors will also be regularly inspected and monitored. If major suppliers and subcontractors fail to meet the Group's standards, they may be temporarily or formally removed from the approved list. Supplier relationship may be terminated if major suppliers are in material violation with any environmental and labour laws and regulations.

B6. Product Responsibility

The Group's major clients include property developers and architectural firms in Hong Kong. The Group delivers its services as a first-tier or second-tier subcontractor and generally secures projects through tenders. The Group may be invited to join the tendering process through invitation letters, fax or emails from (i) property developers and/or the responsible agents; (ii) main contractors; or (iii) subcontractors to submit tender for a potential project. The Group strives to maintain good relationship with major clients and complete works that meet or exceed client's requirements to build good reputation and secure future business opportunities.

During the Year, the Group has not identified any material non-compliance with relevant laws and regulations in Hong Kong relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress that would have a significant impact on the Group. The relevant laws and regulations include, but are not limited to the Trade Descriptions Ordinance (Chapter 362 of the Laws of Hong Kong) and Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong). The Group did not receive any material complaint or claim from its customers in relation to the services provided by the Group or the quality of the project performed by subcontractors during the Year.

B. 社會層面(續)

B5. 供應鏈管理

本集團均由香港的供應商訂購主要配件，包括空調、暖通設備、風喉及其他配件。本集團一般按個別項目訂購相關機電工程所需材料及配件，因此並沒有與供應商訂立任何長期供應協議。

為確保供應商及分包商符合本集團及其客戶在質量、環境及安全標準方面的要求，本集團已制定有關甄選主要供應商及分包商的標準及嚴格程序。主要供應商及分包商的環境及社會表現被視為建立長遠關係的甄選準則。向主要供應商採購的材料及由分包商進行的工程亦將會定期接受檢查及監察。倘若主要供應商或分包商未能符合本集團的標準，則可能會暫時或正式從認可名單中除名。倘若主要供應商嚴重違反任何環境及勞工法律及法規，可能會導致供應商關係終止。

B6. 產品責任

本集團的主要客戶包括香港地產發展商以及建築商。本集團以首層或次層分包商身份提供服務，一般透過投標取得項目。本集團亦可能接獲(i)物業發展商及／或負責的代理；(ii)總承建商；或(iii)分包商的邀請函、傳真或電郵邀請，被邀請參與到投標過程中並就潛在項目提交標書。本集團致力於與主要客戶維持良好關係和以符合或超出客戶要求的水準完成工作，以建立良好的聲譽及於日後獲得商機。

於本年度，本集團並不知悉任何對本集團造成重大影響的嚴重違反關於所提供產品及服務的、涉及健康與安全、廣告、標籤以及私隱事項的相關法律及法規的情況，該等法例法規包括但不限於《商品說明條例》(香港法例第362章)及《個人資料(私隱)條例》(香港法例第486章)。於本年度概無接獲客戶就本集團所提供服務或分包商所進行工程的質量問題而提出任何重大投訴或索償。

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B. SOCIAL ASPECTS (continued)

B6. Product Responsibility (continued)

Construction Quality Management

To ensure the Group can bring quality services and sustainable projects to clients, the Group regularly controls and monitors processes of the projects in accordance with ISO 9001:2015 Quality Management System that demonstrates the Group's responsibility to clients and its commitment to service quality standards. The Group has established internal quality assurance requirements that formulated specific working procedures for different E&M engineering works, project management and monitoring, costs control, project planning and tendering process etc. Workers and subcontractors of the Group must follow such procedures.

The Group's project manager and site supervisor are mainly responsible for:

- (i) monitoring the quality of work done by its subcontractors and its workers;
- (ii) supervising their workmanship and quality; and
- (iii) communication with its customers to ensure that the Group's works meet the required standard.

The Group's project manager conducts site inspection for which he is responsible and monitors the work quality, the progress of work and ensures that works are completed according to schedule. Furthermore, the Group's project management teams communicate frequently with its executive Directors and project director who closely monitor the progress of each project and discuss issues identified to ensure the Group's works:

- (i) meet its customers' requirements;
- (ii) are completed within the time stipulated in the contract and the budget allocated for the project; and
- (iii) comply with all relevant laws and regulations applicable to the works.

Due to the Group's business nature, the Group was not involved in any sale of products. Thus, the disclosure on products recall procedures and number of products recalled is not applicable.

B. 社會層面(續)

B6. 產品責任(續)

施工質量管理

為確保本集團能為客戶帶來優質的服務及可持續的項目，本集團根據ISO 9001:2015質量管理體系定期控制及監察項目的進度，彰顯了本集團對客戶的擔當及恪守對服務質量標準的承諾。本集團訂有內部質量保證要求，就進行不同類型的機電工程、項目管理及監督、成本控制、項目規劃、招標過程等規定特定工作程序。本集團的工人及分包商須遵循該等程序。

本集團的項目經理及地盤主管主要負責：

- (i) 監控由分包商及工人完成的工程質量；
- (ii) 監察其手工及質量；及
- (iii) 與客戶溝通以確保本集團的工程符合所需標準。

本集團的項目經理負責進行實地視察，並監控工程質量、工程進度及確保工程按時間表完成。此外，本集團的項目管理團隊經常與執行董事及項目總監溝通，而項目總監則密切監控各項目的進度，並就所發現問題進行討論以確保本集團的工程：

- (i) 符合其客戶的要求；
- (ii) 於合約所規定的時間內按項目所撥業務預算完成；及
- (iii) 遵守適用於工程的所有相關法律及法規。

鑑於本集團的業務性質，本集團並無參與銷售產品，因此有關產品召回程序及產品召回數量的披露並不適用。

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

B. SOCIAL ASPECTS (continued)

B6. Product Responsibility (continued)

Protection of Customer Privacy

Despite that the Group has limited access to its customers' personal data due to its business nature, as a responsible service provider, the Group has formulated internal policies to regulate the handling of confidential information while protecting customers' privacy. All confidential data related to the Group's business and customer information are securely protected and only used for internal purposes. Any leakage of confidential information to the third parties is strictly prohibited. As such, in carrying out its operations, the Group adheres to the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) and expressly reiterates confidentiality obligations.

Advertising and Labelling

As an E&M engineering services provider, the Group did not have material issues concerning advertising and labelling matters. Nevertheless, in the Group's dealings with its clients, information provided should be complete, true, accurate, clear, and comply with all relevant laws and regulations regarding proper advertising, including but not limited to the Trade Descriptions Ordinance (Chapter 362 of the Laws of Hong Kong).

B7. Anti-corruption

The Group is committed to achieving a high level of ethical standard in its business operations, and does not tolerate any corruptions, frauds and all other behaviours violating work ethics. All unethical or illegal acts including corruption, bribery, extortion, fraud, and money laundering etc. are strictly prohibited. The Group has established Code of Conduct in the Employees Handbook which sets out codes and disciplinary actions related to integrity, and ensured employees understand the details of the Code of Conduct. The Group also adopted the Anti-money Laundering and Counter-terrorist Financing Policy to strictly prevent a contravention of any requirement under relevant laws and regulations relating to money laundering. The Group encourages employees to report any suspected improper conduct and ensure that whistle-blower is protected from unreasonable disciplinary action, unfair treatment and harm. During the Year, the Group was also not aware of any material non-compliance with relevant laws and regulations relating to bribery, extortion, fraud, and money laundering, including but not limited to the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) that would have a significant impact on the Group.

B. 社會層面(續)

B6. 產品責任(續)

客戶隱私保護

儘管本集團因其業務性質使然能接觸客戶個人資料的途徑有限，但作為負責任的服務供應商，本集團已制定內部政策以在保障客戶私隱的同時規範機密資料的處理。所有與本集團業務及客戶資料有關的機密資料均得到安全保障，只會供內部使用。嚴禁向任何第三方洩露機密資料。因此，在開展其業務時，本集團謹遵《個人資料(私隱)條例》(香港法例第486章)，並明確重申負有保密責任。

廣告及標籤

作為機電工程服務供應商，本集團在廣告及標籤方面並沒有重大問題。儘管如此，本集團在與客戶打交道的過程中，所提供的資料須完整、真實、準確、清晰及遵守有關有效廣告的所有相關法律及法規，該等法例法規包括但不限於《商品說明條例》(香港法例第362章)。

B7. 反貪污

本集團致力於在業務營運中達致高水準的道德操守，絕不容許任何形式的貪污、欺詐及所有其他違反工作道德的行為。所有不道德或不合法的事件包括貪污、賄賂、勒索、欺詐及洗黑錢等是被嚴格禁止的。本集團在《員工手冊》中載有員工守則，訂明廉潔相關的守則及紀律處分，確保僱員瞭解條款詳情。本集團亦採取了《反洗黑錢及反恐融資政策》，以嚴格防止違反有關洗黑錢的法例法規的任何要求。本集團鼓勵僱員報告任何涉嫌不當行為，並確保在舉報的員工免受無理紀律處分、不公對待及傷害。於本年度，本集團並不知悉任何可能對本集團產生重大影響的嚴重違反香港有關賄賂、勒索、欺詐及洗黑錢的相關法律及法規的情況，該等法例法規包括但不限於《防止賄賂條例》(香港法例第201章)。

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B. SOCIAL ASPECTS (continued)

B8. Community Investment

As a responsible corporate entity, the Group is committed to supporting the public with various social participation and contribution, and strives to nurture the corporate culture and practices of corporate citizen in the daily operation. The Group has adopted relevant guidelines on community engagement to ensure donations of the Group can be effectively allocated. The Group has assigned designated personnel to manage community participation matters.

Under the epidemic, the Group held and participated in various charity events in order to help the society to ride through the difficulties together. In March 2020, the Group voluntarily organized a distribution of free anti-epidemic care packages to donate surgical face masks, hand sanitizers and disinfectant wipes to the needy aged 60 or above. Over a thousand of care packages were distributed on that day, which successfully achieved the expected result. In addition, the Group donated to the “Construction Industry Caring Campaign – Fight against Novel Coronavirus”, led and established by the Construction Industry Council. The Campaign distributed anti-epidemic supplies to front line workers working in construction sites, and gave away around 550,000 face masks and 50,000 hand sanitizers in total during the two distribution events. The Group also donated to New World Development Company Limited by supporting their campaign named “New World Construction Anti-epidemic Caring Campaign” which aims to provide surgical masks to people in need.

During the Year, the Group has donated HK\$1.5 million in total as community investment, through the participation of the three charity events above. With every effort, the Group aims to build a bright and responsible corporate image, and encourages employees to contribute to the community through participating in charitable events, volunteering services and environmental protection events. The Group believes that through joining activities which give back to the society, employees can establish positive value and become responsible social citizens.

B. 社會層面(續)

B8. 社區投資

作為一家負責任的企業，本集團致力於支持各種參與及奉獻社會的公開途徑，並致力於在日常營運中培植企業文化和企業公民實務。本集團已採納社區參與相關的指引，以確保能有效分配本集團的捐款。本集團已委派指定人員管理社區參與事務。

在疫情下，本集團舉辦及參與數項慈善活動，以助社會共渡難關。於2020年3月，本集團自發籌辦了免費派發抗疫愛心包，向60歲或以上的有需要人士送贈防疫口罩、搓手液、消毒紙巾。當日共派發過千份愛心包，成功達致預期成果。另外，本集團捐款支持由建造業議會牽頭成立的「建造業抗疫關愛行動」。該行動向建造工程地盤前線工友派發抗疫物資，前後兩次行動共派發約五十五萬個口罩及五萬支酒精搓手液。本集團亦向新世界發展有限公司捐款，支援其以「新築抗疫關懷行動」為主題的活動，旨在為有需要人士提供醫用口罩。

於本年度，本集團透過以上三項慈善活動，共捐出1.5百萬港元作為社區投資。本集團期望憑藉各種努力建立起陽光企業形象和責任感，並鼓勵僱員參與慈善活動、義工活動以及環保活動，為社會作出貢獻。本集團相信透過親身參與這些貢獻社區的活動，員工將得以建立積極的價值觀並成為負責任的社會公民。

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聯交所的《環境、社會及管治報告指引》內容索引表

Subject Areas, Aspects, General Disclosures and KPIs 層面、一般披露及 關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
A. Environmental A. 環境		
Aspect A1: Emissions 層面A1：排放物		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to exhaust gas and GHG emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 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：	Emissions 排放物
KPI A1.1 ("comply or explain") 關鍵績效指標A1.1 〔不遵守就解釋〕	The types of emissions and respective emissions data. 排放物種類及相關排放資料。	Emissions – Emissions Control 排放物－排放控制
KPI A1.2 ("comply or explain") 關鍵績效指標A1.2 〔不遵守就解釋〕	GHG emissions in total (in tonnes) and intensity. 溫室氣體總排放量(以噸計算)及密度。	Emissions – Emissions Control 排放物－排放控制
KPI A1.3 ("comply or explain") 關鍵績效指標A1.3 〔不遵守就解釋〕	Total hazardous waste produced (in tonnes) and intensity. 所產生有害廢棄物總量(以噸計算)及密度。	Emissions – Hazardous Waste (Not applicable – Explained) 排放物－有害廢棄物(不適用－已解釋)
KPI A1.4 ("comply or explain") 關鍵績效指標A1.4 〔不遵守就解釋〕	Total non-hazardous waste produced (in tonnes) and intensity. 所產生無害廢棄物總量(以噸計算)及密度。	Emissions – Non-hazardous Waste 排放物－無害廢棄物
KPI A1.5 ("comply or explain") 關鍵績效指標A1.5 〔不遵守就解釋〕	Description of reduction initiatives and results achieved. 描述減低排放量的措施及所得成果。	Emissions – Emissions Control 排放物－排放控制
KPI A1.6 ("comply or explain") 關鍵績效指標A1.6 〔不遵守就解釋〕	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 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。	Emissions – Waste Management 排放物－廢棄物管理

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聯交所的《環境、社會及管治報告指引》內容索引表(續)

Subject Areas, Aspects, General Disclosures and KPIs 層面、一般披露及 關鍵績效指標	Description 描述	Section/Declaration 章節/聲明
Aspect A2: Use of Resources		
層面A2：資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	Use of Resources 資源使用
KPI A2.1 ("comply or explain") 關鍵績效指標A2.1 (「不遵守就解釋」)	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及/或間接能源總耗量及密度。	Use of Resources – Energy Consumption 資源使用 – 能源消耗
KPI A2.2 ("comply or explain") 關鍵績效指標A2.2 (「不遵守就解釋」)	Water consumption in total and intensity. 總耗水量及密度。	Use of Resources – Water Consumption 資源使用 – 水源消耗
KPI A2.3 ("comply or explain") 關鍵績效指標A2.3 (「不遵守就解釋」)	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Use of Resources – Energy Consumption 資源使用 – 能源消耗
KPI A2.4 ("comply or explain") 關鍵績效指標A2.4 (「不遵守就解釋」)	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 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。	Use of Resources – Water Consumption 資源使用 – 水源消耗
KPI A2.5 ("comply or explain") 關鍵績效指標A2.5 (「不遵守就解釋」)	Total packaging material used for finished products (in tonnes) and with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及每生產單位估量。	Use of Resources – Use of Packaging Materials (Not applicable – Explained) 資源使用 – 包裝材料使用(不適用 – 已解釋)
Aspect A3: The Environment and Natural Resources		
層面A3：環境及天然資源		
General Disclosure 一般披露	Policies on minimizing the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	The Environment and Natural Resources 環境及天然資源
KPI A3.1 ("comply or explain") 關鍵績效指標A3.1 (「不遵守就解釋」)	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 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。	The Environment and Natural Resources – Noise Control, Indoor Air Quality 環境及天然資源 – 噪音控制、室內空氣質素

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B. Social B. 社會 Aspect B1: Employment 層面B1：僱傭		
General Disclosure	Information on: (a) the policies; and (b) 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.	Employment
一般披露	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： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	僱傭
KPI B1.1 ("Recommended Disclosure")	Total workforce by gender, employment type, age group and geographical region.	Employment
關鍵績效指標B1.1 〔建議披露〕	按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	僱傭
KPI B1.2 ("Recommended Disclosure")	Employee turnover rate by gender, age group and geographical region.	Not disclosed
關鍵績效指標B1.2 〔建議披露〕	按性別、年齡組別及地區劃分的僱員流失比率。	不披露

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Aspect B2: Health and Safety		
層面B2：健康與安全		
General Disclosure	Information on: (a) the policies; and (b) 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.	Health and Safety
一般披露	有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	健康與安全
KPI B2.1 ("Recommended Disclosure") 關鍵績效指標B2.1 〔建議披露〕	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	Not disclosed 不披露
KPI B2.2 ("Recommended Disclosure") 關鍵績效指標B2.2 〔建議披露〕	Lost days due to work injury. 因工傷損失工作日數。	Not disclosed 不披露
KPI B2.3 ("Recommended Disclosure") 關鍵績效指標B2.3 〔建議披露〕	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	Health and Safety 健康與安全

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Aspect B3: Development and Training		
層面B3：發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 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。	Development and Training 發展及培訓
KPI B3.1 ("Recommended Disclosure") 關鍵績效指標B3.1 〔建議披露〕	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比。	Not disclosed 不披露
KPI B3.2 ("Recommended Disclosure") 關鍵績效指標B3.2 〔建議披露〕	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Not disclosed 不披露
Aspect B4: Labour Standards		
層面B4：勞工準則		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Labour Standards 勞工準則
KPI B4.1 ("Recommended Disclosure") 關鍵績效指標B4.1 〔建議披露〕	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Labour Standards 勞工準則
KPI B4.2 ("Recommended Disclosure") 關鍵績效指標B4.2 〔建議披露〕	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Not disclosed 不披露

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Aspect B5: Supply Chain Management		
層面B5：供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Supply Chain Management 供應鏈管理
KPI B5.1 ("Recommended Disclosure") 關鍵績效指標B5.1 ("建議披露")	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Not disclosed 不披露
KPI B5.2 ("Recommended Disclosure") 關鍵績效指標B5.2 ("建議披露")	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	Supply Chain Management 供應鏈管理
Aspect B6: Product Responsibility		
層面B6：產品責任		
General Disclosure 一般披露	Information on: (a) the policies; and (b) 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. 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： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Product Responsibility 產品責任

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KPI B6.1 ("Recommended Disclosure") 關鍵績效指標B6.1 〔建議披露〕	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須 回收的百分比。	Product Responsibility 產品責任
KPI B6.2 ("Recommended Disclosure") 關鍵績效指標B6.2 〔建議披露〕	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	Product Responsibility 產品責任
KPI B6.3 ("Recommended Disclosure") 關鍵績效指標B6.3 〔建議披露〕	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Not disclosed 不披露
KPI B6.4 ("Recommended Disclosure") 關鍵績效指標B6.4 〔建議披露〕	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	Product Responsibility 產品責任
KPI B6.5 ("Recommended Disclosure") 關鍵績效指標B6.5 〔建議披露〕	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行 及監察方法。	Product Responsibility – Protection of Customer Privacy 產品責任 – 客戶隱私保護
Aspect B7: Anti-corruption 層面B7：反貪污 General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的：	Anti-corruption 反貪污
一般披露	(a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規 例的資料。	

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KPI B7.1 ("Recommended Disclosure") 關鍵績效指標B7.1 ("建議披露")	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 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及訴訟結果。	Not disclosed 不披露
KPI B7.2 ("Recommended Disclosure") 關鍵績效指標B7.2 ("建議披露")	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Anti-corruption 反貪污
Aspect B8: Community Investment		
層面B8：社區投資		
General Disclosure 一般披露	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. 有關以社區參與來瞭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。	Community Investment 社區投資
KPI B8.1 ("Recommended Disclosure") 關鍵績效指標B8.1 ("建議披露")	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	Not disclosed 不披露
KPI B8.2 ("Recommended Disclosure") 關鍵績效指標B8.2 ("建議披露")	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源(如金錢或時間)。	Community Investment 社區投資



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