



Annual Report **2017** 年報



万达酒店发展有限公司
WANDA HOTEL DEVELOPMENT COMPANY LIMITED

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

Stock Code 股份代號：169

Environmental, Social and Governance Report

環境、社會及管治報告

ABOUT THIS REPORT

This report is the 2017 Environmental, Social and Governance Report (the “Report”) issued by the Group, which adheres to the principle of materiality, quantitative, balance and consistency and focuses mainly on the disclosure of the Group’s environmental, social and governance (“ESG”) principles and measures as well as the results achieved. The reporting year of this Report is consistent with our financial year.

This report was prepared in accordance with the ESG Reporting Guide contained in Appendix 27 to the Main Board Listing Rules of the Hong Kong Stock Exchange. An independent consulting firm was also engaged to provide professional advices. Through our close and in-depth communication with the stakeholders, we have identified the key issues in relation to ESG and carried out works such as compilation of data and collection of information to comply with the requirements of the Guide.

The policy documents, statements and data contained in this Report cover the Group’s business in Hong Kong, the PRC, the UK, the USA and Australia.

This Report has been approved by the Board before publication.

OUR APPROACH TO SUSTAINABLE DEVELOPMENT

The Group always regards corporate social responsibility as an integral part of its sustainable development. In 2017, while cautiously developing its business, the Group also actively undertook its social responsibilities and showed its care to the environment, staff and community, making continuous contribution to the building of a harmonious society.

關於本報告

本報告是本集團發佈的二零一七年度環境、社會與管治報告(下稱「本報告」)，秉承重要性、量化、平衡及一致性原則，重點披露本集團在環境、社會與管治(「ESG」)方面的理念、舉措及取得的成效。本報告的報告年度與我們的財政年度一致。

本報告根據香港聯合交易所《主板上市規則》附錄二十七《環境、社會及管治報告指引》進行編制，同時委託獨立顧問機構提供專業意見，透過與持份者進行緊密深入溝通，識別ESG相關的重要議題並進行數據編制和資料收集等工作，以符合指引的要求。

本報告中的政策文件、聲明、數據等覆蓋本集團在香港、中國、英國、美國及澳大利亞的業務。

本報告於發佈前已經過董事會批核通過。

我們的可持續發展理念

本集團一直視企業社會責任為可持續發展中不可或缺的一環。二零一七年，本集團在謹慎發展業務的同時，積極踐行社會責任，心繫我們的環境、員工及社區，為建設和諧社會持續作出貢獻。

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Governance of Environmental and Social Affairs

We believe that sound and stable ESG governance are critical for the sustainable development of the Group. The Board takes full responsibilities for ESG-related strategy and reporting, including the evaluation and monitoring of ESG-related risks and the maintenance of an effective system for the Group's internal ESG management and monitoring. Under the guidance of the Board, the management of our regional operations shall be responsible for daily ESG matters. It shall ensure that the Group strictly complies with all local ESG regulations and laws in relation to its business operation, and report to the Directors in due course. The Group regularly reviews and evaluates our ESG performance, and makes disclosure to the stakeholders in the annual ESG report to demonstrate the values we have created for the environment and the society.

To maintain a fair and efficient business and working environment, the Group attaches great importance to its responsibilities towards anti-corruption practices and implements a series of anti-corruption measures. Members and employees of the Group are required to follow the anti-corruption and anti-bribery policies formulated by the Group. It is the Group's policy that no form of corruption will be tolerated. Employees are prohibited to request, receive or accept any forms of benefits from any persons, companies or organizations having business transactions with the Group. In 2017, no legal cases regarding corruption practices were brought against the Group and its employees.

Stakeholders Engagement

The Group has a wide spectrum of stakeholders, including staff, shareholders, investors, suppliers, customers, tenants and community partners across Hong Kong, the PRC, the UK, the USA, Spain and Australia. The Group is committed to creating long-term value for its stakeholders. To this end, we listened carefully to the opinions of our stakeholders to understand their needs and hence providing them with the products and services they desire. For years, the Group has maintained close communication and contact with different stakeholders through channels such as daily communication and general meeting.

環境和社會事務的管治

我們相信良好和穩健的ESG管治對集團的可持續發展尤為重要。董事會對ESG策略及彙報肩負全面責任，包括評估及監視與ESG相關的風險以及維持集團的內部ESG管理及監控制度的有效性。在董事會帶領下，各營運地區的管理層負責日常的ESG事務，確保集團嚴格遵守一切與業務運營當地的相關ESG法規法律，並在適當時候向董事匯報。集團會定期檢討及評估我們的ESG表現，並在年度的ESG報告中向持份者作出披露，以彰顯我們為環境和社會創造的價值。

為維持一個公平及高效率的營商及工作環境，集團高度重視在反貪污方面的責任，並落實了一系列的反貪污舉措，集團成員及員工均須遵從集團制定的反貪污及反賄賂的政策。本集團不會容忍任何形式的貪污行為，禁止員工向與集團有業務來往之人士、公司或機構要求、收取或接受任何形式之利益。本集團及員工於二零一七年未有涉及任何貪污訴訟的案件。

與持份者溝通

本集團的持份者涉及廣泛層面，包括員工、股東及投資者、供應商、顧客、租戶及社區合作夥伴等，遍佈香港、中國、英國、美國、西班牙及澳大利亞。本集團致力為持份者創造長遠的價值，為此我們用心聆聽各持份者的意見，以了解他們的需求，從而能夠為我們的持份者提供稱心滿意的產品和服務。一直以來，集團透過日常溝通及股東大會等渠道，與不同持份者維持緊密的溝通和聯繫。

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Materiality Analysis

During the year, the Group engaged an independent third party consultant for the first time to conduct an online ESG survey. The survey was conducted on an anonymous basis to ensure that we can listen to our stakeholders' advice and expectation in a honest, fair and objective manner, which will help us to evaluate the Group's previous ESG strategies and performance, understand the stakeholders' expectation or recommendation for the Group's ESG strategies in the future, at the same time identifying the more material ESG issues for the Group.

Upon analysis on the advice from the stakeholder survey, we have identified a total of 10 ESG issues which are more material to the Group, the details of which were as follows:

評估重要範疇

本年度集團更首次委託獨立第三方顧問就ESG方面展開網上問卷調查，並採用不記名方式進行，以確保我們能在坦誠、公正、客觀的情況下聆聽各持份者的意見及期望，協助我們評估集團過往的ESG策略和表現，了解持份者對集團未來的ESG策略有何期望或建議，同時識別對集團較為重要的ESG議題。

本次持份者問卷調查的意見經分析後我們共識別出十個對本集團較為重要的ESG議題，詳情如下：

Key Areas 主要範疇	ESG issues that are more material to the Group 對本集團較為重要的ESG議題
Environmental protection 環境保護	<ul style="list-style-type: none"> Waste management 廢棄物處理
Social — Employment and labour practices 社會 — 僱傭及勞工常規	<ul style="list-style-type: none"> No child labour/forced labour 不存在童工及強迫勞動 Equal opportunities 平等機會 Diversity and no-discrimination 多元化及不歧視 Safe working environment 安全的工作環境
Social — Operating practices 社會 — 營運慣例	<ul style="list-style-type: none"> Anti-corruption 反貪污 Health and safety of products and services 產品及服務的健康與安全 Customer satisfaction 顧客滿意度 Privacy of customer data 客戶資訊隱私
Social — Community 社會 — 社區	<ul style="list-style-type: none"> Community investment 社區投資

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ENVIRONMENTAL PROTECTION

The Group is a keen supporter of environmental protection and takes the protection of ecological environment and promotion of sustainable development as its goal. As a property developer, we have introduced eco-friendly measures in our business of property development, leasing and management. For instance, we have reduced our carbon emission by implementing green building and energy-saving measures. We have also reduced the potential impact of our business on the ecological environment through proper waste management. The Group also made a dedicated effort in ensuring the compliance of relevant local environmental regulations in the place where the business operations are located. In 2017, there were no confirmed regulatory breaches which were related to environmental protection and had significant impact on the Group, and no complaints, penalties or sanctions were brought against the Group as a result of breach of environmental regulations.

Promoting Green Buildings

The Group proactively promotes the sustainable development of the construction industry. It insisted on maximizing the use of green building designs and strategies when developing its property projects, so that the consumption of energy, land, water and materials in the life cycle of the buildings can be reduced to the greatest extent, thereby creating buildings that can harmoniously coexist with the nature and hence benefiting the environment, economy and society at the same time. The Group's Chicago Project in the USA and London Project in the UK, both were currently under construction, are the best examples of the Group's strenuous efforts in promoting green building.

The construction project in Chicago, USA was implemented in accordance with the silver grade standards and requirements of the Leadership in Energy and Environmental Design (LEED) initiated by the U.S. Green Building Council (USGBC). LEED is a world-renowned and widely used green building certification program. The program conducts comprehensive assessment based on building design, construction, operation, maintenance and sustainable development, which can ensure building operators and owners to make efficient use of resources and mitigate impacts on the environment.

環境保護

本集團對環境保護不遺餘力，以保護生態環境及推動可持續發展為目標。作為房地產發展商，我們在物業發展、租賃及管理的業務中引入環保元素，通過推動綠色建築及節能措施，減低碳排放，同時妥善處理廢棄物，減低我們的業務對生態環境的潛在影響。集團亦致力確保各業務運營點遵守當地的相關環境保護法規，且於二零一七年間並無與環境保護相關並對集團有重大影響的已確認違規事件，亦無因違反環境保護法規而導致集團受到投訴、罰款或制裁的情況。

推動綠色建築

集團積極促進建築行業的可持續發展，堅持在發展地產項目時盡可能應用綠色建築的設計策略，令建築物在生命週期內最大限度地節能、節地、節水、節材，從而創造與自然和諧共生的建築，為環境、經濟及社會三方面帶來益處。目前正在建設中的美國芝加哥及英國倫敦項目均是集團大力推行綠色建築的最佳實踐。

美國芝加哥的項目建設按照美國綠色建築議會 (USGBC) 推動的 Leadership in Energy and Environmental Design (LEED) 銀級標準和要求來執行。LEED 是世界知名及被廣泛應用的綠色建築認證計劃，對建築物的設計、建造、運營、維護及可持續發展進行全面評估，確保建築營運商和業主有效地利用資源，減少對環境的影響。

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Building a Green Future — One Nine Elms in London, UK (the disposal is to be completed)

One Nine Elms, the Group's London Project in UK which is currently under construction, is the most representative green building project of the Group. The construction of the project is in strict compliance with the VERY GOOD grade standards and requirements of The Building Research Establishment Environmental Assessment Methodology (BREEAM), an environmental sustainability building assessment system in UK. The project has received BREEAM's VERY GOOD pre-assessment during the design phase, demonstrating the Group's innovative and efficient use of resources in its green building.

Background

One Nine Elms comprises two skyscrapers with a total planned GFA of approximately 110,000 square meters. It is a high-end complex project comprising residential and hotel units. It is expected to be completed in 2021.

Ensure Sustainability of the Project

During the early stage of project, the Group has arranged professionals from different disciplines to conduct various assessments on the project, including ecological assessment, flood risk assessment, indoor air quality assessment and noise pollution assessment. The professionals were invited to provide appropriate and practical recommendation for improvement with a view to complying with the requirements of BREEAM and ensuring the sustainability of the project.

Upon completion of construction, the London Project in UK will be once again subject to a final assessment of BREEAM to ensure that the project will be able to create long-lasting environmental value and provide a comfortable environment for people living and working in the property.

建設綠色未來 — 英國倫敦 One Nine Elms (待完成出售)

正在建設中的英國倫敦項目 One Nine Elms 是集團最具代表性的綠色建築。該項目的建設嚴格按照英國綠色可持續性建築評估體系 Building Research Establishment Environmental Assessment Methodology (BREEAM) 的 VERY GOOD 等級標準和要求來執行，並早在設計階段已獲得 BREEAM 的 VERY GOOD 預評估，表彰集團以創新和有效的方式善用資源，建設綠色建築。

背景

One Nine Elms 包括兩棟摩天大樓，總建築面積規劃約為 11 萬平方米，為集住宅及酒店於一體的高檔綜合體項目，預計於二零二一年落成。

確保項目可持續性

在項目的早期階段，集團已安排不同範疇的專業人士就工程進行各項的評估，如生態評估、洪水風險評估、室內空氣質素評估及噪音評估等，並請他們提出合適及可行的改善建議，以符合 BREEAM 的要求並確保項目的可持續性。

在施工完成後，英國倫敦項目將再次進行 BREEAM 的最終評估，以確保此項目可創造持久的環境價值，並可為在此物業中生活和工作的人帶來舒適感。

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Ecological Conservation

In order to protect the ecological environment in the locality, before the commencement of construction, the Group has engaged third parties to conduct ecological assessment on the site selection of project. The assessment, which includes collection of historical ecological data and site visits, aimed to assess and explore the ecological values of the region and formulate compensation measures for the animals and plants in the region to minimize the negative impact of the project on the ecological environment.

Use of Green Energy

The Group will also install renewable energy facilities for the project to reduce carbon emission. After careful consideration, we have decided to install solar panels with an area of 120 square meters for the building to utilize natural resources by converting solar energy into electricity.

Reduction of Energy Consumption

In order to reduce energy consumption, the lighting system of buildings will be equipped with intelligent control system and timer. The Group will also install motion sensor in washrooms to monitor the utilization rate. Lights will be switched off automatically when not in use. All powers in the public areas, such as lobbies, staircases and basement, will be switched off during designated time slots.

Enhance Water Efficiencies

In addition to giving consideration to energy conservation and consumption reduction, the Group also reduced the use of resources in its operation under the premise that no compromise on building quality will be tolerated. In order to enhance water efficiencies, bathrooms in hotel and residential units have adopted a water recycling system to maximize the use of water resources. All sewage will be collected, filtered and cleaned, and then stored in the underground reservoir for cleansing toilet bowls in washrooms. Moreover, bathrooms in hotel and residential units will replace traditional faucets with low flow faucets to reduce water usage. These measures have helped reduce the consumption of freshwater significantly.

保育生態

為保育地區生態環境，集團在工程開展前已委託第三方對該項目選址進行生態評估，包括搜集過往生態數據及進行實地調查，以評估及了解該區域的生態價值，為該區的動物及植物訂立補償措施，減低工程對生態環境的負面影響。

使用綠色能源

集團亦會在此項目安裝可再生能源設施以減低碳排放。經仔細考量後，我們決定在大樓安裝面積達120平方米的太陽能板，將太陽的能源轉化成電力，善用天然資源。

降低能源消耗

為減低能源消耗，建築物的照明系統將實施智能控制及定時管制。集團將在洗手間內安裝移動探測器，監察使用情況，於閒置狀態時自動關閉電燈，並在指定時間關閉公共空間如大堂、樓梯及地庫的所有電源。

提升用水效益

集團不僅考慮節能降耗，同時亦在不降低建築物質量的前提下減少營運時的資源使用。為加強用水效益，酒店及住宅浴室中採用了循環用水系統，盡量善用水資源。所有污水將會被收集，經過濾及清洗後儲存於地下儲水池用作沖洗各洗手間內的馬桶。此外，酒店及住宅浴室將使用低流量的水龍頭代替傳統的水龍頭，以減低用水量。這些措施將大幅度降低淡水的消耗。

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Bring Greater Comfort to Users

In order to bring greater comfort to users, the Group has reserved space for leisure (such as public gallery, swimming pool and sports facilities) and green belts (such as rooftop garden and greenery landscape) during the design stage of the project, so that users can easily take a break from their busy daily lives and enjoy themselves with their families and friends.

提高用戶舒適度

為提高使用者的舒適感，集團早在項目的設計階段已預留地方作公共畫廊、游泳池和健身設施等休憩空間及屋頂花園和園景場地等綠化地，讓使用者可輕易跳出繁忙的日常生活，與家人、朋友歡聚同樂。

Efficient Use of Resources

The Group recognizes that the exploitation of resources are often accompanied by certain environmental cost. However, we believe that by implementing appropriate and effective management measures, we would be able to enhance the efficiency of use of resources, at the same time reducing the impact of our development and operation on the environment. The Group strives to reduce the consumption of energy and raw materials by enhancing construction efficiency and recycling of materials for all of its projects, and reduce unnecessary waste by adopting various measures to save energy and other resources in its daily operation.

The Group's Wanda Plaza in Guilin has adopted the "Huiyun Smart Management System" developed by DWCM, its parent company, to integrate and standardize the operation of five management systems covering fire-fighting, security, equipment, operation and energy conservation on one single platform. The system not only helped to lower operation cost, but also enhanced the efficiency of energy consumption in respect of management of electric and mechanic system under the premise of ensuring service quality, thereby realizing safe, green and smart operation.

As for the Group's Gold Coast Project in Australia which is currently under construction, the sea sand generated during the excavation stage was backfilled to local beaches after being filtered and cleaned, which not only helped recycling natural resources and prevent the sea sand from becoming wastes, but also helped the local municipal government to solve the problem of backfilling the beaches.

有效使用資源

集團深明資源開採通常會伴隨著一定的環境成本，但我們相信通過落實適當及有效的管理措施，能夠提高資源的使用效率，並減少開發及營運對環境的影響。集團的所有項目均通過提升工程效率及循環使用物資以減少能源及原料消耗，而日常營運方面則透過多項節省能源及其他資源的措施來減少不必要的浪費。

集團位於桂林的萬達廣場採用了母公司大連萬達商業管理自主研發的「慧雲智慧化管理系統」，將消防、安防、設備、運營和節能五大管理體系集合於一個平臺上統一操作。此系統不但能減低營運成本，同時在確保服務品質的前提下提升了管理機電系統能源消耗的效能，實現了安全、綠色、智慧的運營。

而在正在建設的澳大利亞黃金海岸項目中，集團把大開挖階段挖出的海沙經過濾清洗後回填當地沙灘。這不但循環利用天然資源，令海沙不必變成廢棄物，更幫助當地市政府解決了沙灘回填的一大難題。

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The Group actively implements eco-friendly measures in its daily operation to minimize the consumption of energy and other resources in its business operation. These measures have also proven effective in terms of reduction of carbon emission. As for energy conservation, all electrical appliances used in our Hong Kong office have obtained Grade 1 energy labels, signifying that such products deliver the highest energy efficiency in the market. Moreover, the air conditioning system of our offices will be switched off automatically during non-office hours, which can further reduce energy consumption and thus reduce emission of greenhouse gases. For most of the leased offices, we will require the lighting to be controlled with the use of smart building management system. The Group also strongly recommends and encourages its staff who go out for work to use public transportation as much as possible after taking efficiency into consideration. In terms of saving papers, the Group will use double-side printing to the greatest extent when printing documents. Electronic management and filing of drawings, reports, contracts and other documents will be used, supplemented by paper-based approach with a view to reducing the generation of office wastes.

於日常營運中，集團積極推行環保措施以儘量減少業務營運中的能源及其他資源的消耗，這些舉措亦有效減低碳排放。在節省能源方面，我們在香港的辦公室所使用的電器產品均獲得一級能源標籤，這表示該產品在市面上擁有最高的能源效益。辦公室的冷氣機系統亦會在非辦公時間自動關，以進一步減低能源消耗，從而減少溫室氣體排放；大部分租用的辦公室，要求燈光由智慧建築管理系統控制；集團亦大力提倡和鼓勵員工外出辦事時，在平衡效率的情況下儘量使用公共交通工具。在節約紙張方面，集團在列印檔案時儘量做到雙面列印；對於圖紙、報告、合約等文件的管理和歸檔採取電子化為主，紙質化為輔的管理方式，儘量減少辦公室廢棄物的產生。

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	Unit 單位	2017 二零一七年
Total greenhouse gas emissions and intensity¹ 溫室氣體總排放量及密度 ¹		
Direct greenhouse gas emissions (Scope 1) 直接溫室氣體排放量 (範疇 1)	Tonnes (carbon dioxide equivalent) 公噸 (二氧化碳當量)	33
Indirect greenhouse gas emissions (Scope 2) 間接溫室氣體排放量 (範疇 2)	Tonnes (carbon dioxide equivalent) 公噸 (二氧化碳當量)	10,072
Total greenhouse gas emissions 溫室氣體總排放量	Tonnes (carbon dioxide equivalent) 公噸 (二氧化碳當量)	10,105
Greenhouse gas emissions intensity 溫室氣體排放密度	Tonnes (carbon dioxide equivalent)/ square meter 公噸 (二氧化碳當量) / 平方米	0.03
Total energy consumption and intensity¹ 能源總耗量及密度 ¹		
Direct energy consumption — diesel 直接能源消耗 — 柴油	kWh 千瓦時	130,431
Indirect energy consumption — electricity 間接能源消耗 — 電力	kWh 千瓦時	11,310,725
Total energy consumption 總能源消耗量	kWh 千瓦時	11,441,156
Total energy consumption intensity 總能源消耗密度	kWh/square meter 千瓦時 / 平方米	29
Total water consumption and intensity² 總耗水量及密度 ²		
Total water consumption 總耗水量	Cubic meter 立方米	23,081
Total water consumption intensity * 總耗水量密度 *	Cubic meter/square meter 立方米 / 平方米	0.1

¹ The data covers the Group's five designated offices and three construction sites in the PRC, Hong Kong and overseas, as well as the public area of Guilin Gaoxin Wanda Plaza

² The data covers the Group's five designated offices and three construction sites in the PRC, Hong Kong and overseas

¹ 數據涉及集團位於中國、香港及海外的5個指定辦公室、3個建築工地及桂林高新萬達廣場的公共空間

² 數據涉及集團位於中國、香港及海外的5個指定辦公室及3個建築工地

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Effective Waste Management

Effective waste management was selected as one of the ten most material ESG issues in the stakeholder survey for the year. The Group always strives to reduce the impact of wastes generated from business on the environment through its eco-friendly measures.

Garbage in all offices shall be sorted before disposal. Materials with recycling values, such as paper, will be recycled. In 2017, the Group has recycled 806kg of paper in total.

For construction sites, the Group engaged qualified professional companies to handle hazardous wastes generated during construction to minimize the potential pollution to the ecological environment caused by its project construction. Taking Gold Coast Project in Australia as an example, we have sorted out and removed all hazardous materials discovered during the demolition, relocation and excavation stage of project, which has ensured that no material impact will be resulted on the surrounding area by the hazardous materials. Subsequently, the Group has obtained the certification from the environmental government department of Queensland in Australia.

良好的廢棄物管理

良好的廢棄物管理於本年度的持份者問卷調查中被評為十個最重要的ESG議題之一。集團一直致力採取環保措施以減低因業務而產生的廢棄物對環境所造成的影響。

我們對所有辦公室垃圾進行分類處置，並把具有回收價值的物料如紙張等進行回收。二零一七年，集團共回收了806公斤的廢紙。

在建築工地，集團聘請合資格的專業公司處理在工程中產生的有害廢棄物，竭力減低項目工程造成生態環境污染的可能性。以澳大利亞黃金海岸項目為例，我們把項目拆遷、開挖階段發現的所有有害物分類清除，確保有害物沒有對周邊環境造成重大影響。集團其後更獲得澳大利亞昆士蘭省政府環保部門認證。

	Unit 單位	2017 二零一七年
Amount of waste generated³ 廢棄物產生量 ³		
Amount of non-hazardous waste generated 無害廢棄物產生量	Tonnes 公噸	3,132

³ The data covers the Group's five designated offices and three construction sites in the PRC, Hong Kong and overseas

³ 數據涉及集團位於中國、香港及海外的5個指定辦公室及3個建築工地

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WALKING HAND IN HAND WITH EMPLOYEES

Staffs are the key drivers of the Group's corporate development. Excellent staff not only can maintain business operation, but also provide customers with quality products and services and enhance customer experience. The Group continued to devote resources to improve staff benefits with a view to improving staff morale as well as attracting and retaining talents. We have established fair, open and comprehensive employment policies which strictly prohibit the employment of child labor and forced labor and guarantee that all labour, dismissal and other employment-related matters are in compliance with the local regulations, laws and policies in the place where the business operation is located. During 2017, there were no confirmed regulatory breaches which were related to labor and dismissal regulations, laws and policies and had significant impact on the Group. Meanwhile, the Group strives to provide its staff with diversified training and a friendly, safe working environment so that both the staff and the company can deliver excellent performance.

Recruitment of Talents

In order to attract talents, the Group has established and maintained fair, open and comprehensive employment policies. The Group adheres to an open and transparent process of recruitment and provides equal career development opportunities to all its employees. The employment policies clearly and strictly prohibit the employment of child labor and forced labor. In case of any suspected breaches of policies, the management will provide the most appropriate treatment for the child labor or forced labor in the circumstances to ensure legality and compliance of the Group's operation.

The Group provided its employees with market competitive remuneration based on their performance, experience and the prevailing market salaries. Performance related bonuses were granted on a discretionary basis. Other employee benefits included provident funds, social insurance, commercial insurance, annual medical examination, medical benefits, housing subsidy, free meals at work, education subsidy and training programs.

與員工同行

員工是推動集團企業發展的關鍵，優秀的員工不但能維持業務營運，更名為客戶提供高質素的产品和服務，優化客戶體驗。集團持續投放資源增進員工待遇，藉此提高員工士氣，吸納及保留人才。我們訂立公平、公開及全面的僱傭政策，嚴禁僱用童工或強制勞動，確保所有有關勞動、解聘及其他僱傭事項均符合業務運營當地的法規法律政策，且於二零一七年間並無與勞動及解聘法規法律政策相關並對集團有重大影響的已確認違規事件。同時，集團致力為員工提供多元化的培訓及友善、安全的工作環境，讓員工和企業也可達致卓越績效。

人才吸納

為吸納人才，本集團已訂立及維持公平、公開及全面的僱傭政策，我們的招聘流程公開透明，集團亦為全體員工提供平等的職業發展機會。僱傭政策清楚嚴禁聘用童工及強迫勞動，若發現任何疑似違反政策的事件，管理層按情況作出對該童工或強迫勞動最合適的處理，確保集團的營運合法合規。

本集團按員工表現、經驗及市場行情給予具有市場競爭力的薪酬，而表現掛鈎花紅則按酌情基準給予。其他僱員福利包括公積金、社會保險、商業保險、年度體檢、醫療福利、住房補貼及免費工作餐、教育津貼及培訓課程。

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In order to retain its talents, the Group provided its staff with clear promotion path and a certain rate of promotion as a reward for their hard work. The Group conducts performance review on its employees annually, and provides complaint channels for persons being reviewed to ensure the fairness and impartiality of the process. When there are internal vacancies within the Group, apart from external recruitment, the Group will also consider promoting its internal staff to provide its staff with more promotion opportunities.

The Group advocates a no-discrimination and diversified culture. We support honest communication and cooperation with our staff, maintain good, harmonious and simple working relationship with our partners and create a friendly working environment. We encourage our staff to build up their peer relationship and team spirit through various bonding activities, including birthday parties, dinners, picnics, barbeques, Christmas and New Year celebration.

In 2017, the Group has a total of 267 employees in Hong Kong, the PRC, Australia, the UK and the USA.

為保留人才，集團為員工提供明確的晉升階梯和一定的晉升比例，作為員工努力工作的回報。集團每年對員工進行考核，亦提供申訴渠道予被考核人，確保過程公平、公正。如集團內部出現職位空缺，在外部招聘的同時，集團也會考慮調升內部員工，為員工提供更多的晉升機會。

集團提倡不歧視，鼓勵多元化，支持員工坦誠地溝通與合作，維持良好、融洽、簡單的工作夥伴關係，營造友善的工作空間。我們鼓勵員工透過各式聯誼活動，包括慶生會、聚餐活動、郊遊、燒烤活動、聖誕及新年慶祝會等以增進員工之間的感情，建立團隊精神。

二零一七年，集團於香港、中國、澳大利亞、英國及美國共聘用267名員工。

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環境、社會及管治報告

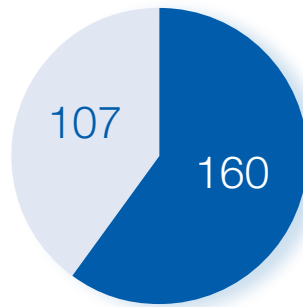
Employee Distribution⁴

員工分佈⁴

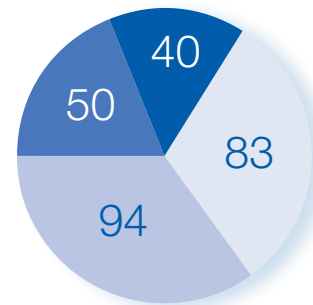
As of 31 December 2017

截至二零一七年十二月三十一日

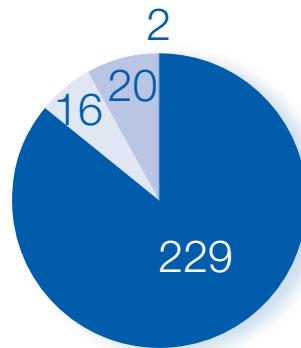
Distribution by Gender 按性別分佈	No. of people 人數
Male 男性	160
Female 女性	107



Distribution by Age 按年齡分佈	No. of people 人數
Aged 30 or below 30歲以下	40
Aged 31-40 31-40歲	83
Aged 41-50 41-50歲	94
Aged above 50 50歲以上	50



Distribution by Geographical Location 按地區分佈	No. of people 人數
Hong Kong and the PRC 香港及中國	229
Australia 澳大利亞	16
The UK 英國	20
The USA 美國	2



⁴ The data covers the Group's eight designated offices in the PRC, Hong Kong and overseas

⁴ 數據涉及集團位於中國、香港及海外的8個指定辦公室

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Facilitating Development of Talents

The Group places great emphasis on staff development and hope to grow with its staff. We encourage and support our staff to attend on-job trainings and further education to help them develop their own career goals. In 2017, the Group provided trainings to most of its staff to enhance their various working skills and recorded a total of over 500 training hours.

During the reporting period, the Group offered its employees with diversified trainings, covering topics such as induction, pension insurance concepts, team building, health and safety at work sites, IT, corporate governance and corporate social responsibilities, etc.. The Group also formulated the “Talent Scheme (英才計劃)” and “Quality Talent Scheme (優才計劃)”, which provides trainings on professional development for staff and managers promoting to senior levels, so that they can develop and update their knowledge and skills. In addition, the Group utilized the training resources from the Independent Commission Against Corruption (ICAC) as necessary to assist senior management and employees to understand corruption-preventing practices and guidelines, so as to remind them to comply with personal and business conducts and strictly abide by laws, regulations and policies in the place where the business operation is located.

The Group also allowed its staff to reimburse the expenses required to maintain their professional qualifications, including course fees, transportation fees, accommodation fees and wages during in-service training courses, so that staff are provided with sufficient resources and support to receive trainings on professional knowledge.

Protecting Employees' Health and Safety

We are committed to provide a safe, healthy and comfortable working environment for our staff. Meanwhile, we also encourage our staff to maintain work-life balance, so as to protect the most valuable asset of the Group — our staff.

促進人才發展

本集團重視員工發展，期望與員工一同成長。我們鼓勵及支持員工參與在職培訓及持續進修，協助員工確立發展自己的職業生涯目標。於二零一七年，本集團為超過大部分員工提供各項工作技能提升的培訓，總培訓時數超過500學習小時。

報告期內，集團為員工提供多元化的培訓，內容包括入職培訓、養老保險意識、團隊建設、工地健康和 safety、IT、企業管治及企業社會責任等等。集團亦制定「英才計劃」及「優才計劃」，分別為擬晉升高職的員工及經理提供專業發展培訓，使他們發展和更新自己的知識和技能。集團亦在有需要時利用廉政公署的培訓資源，協助高級管理層及員工認識防貪污常規與指引，以提醒各人須遵守個人及商業操守，嚴格遵守業務運營當地的法規法律政策。

集團亦准許員工報銷其維持專業資格之所需費用，包括課程費、交通費、住宿費及脫產培訓期間的工資，為接受專業知識培訓的員工提供足夠的資源支援。

保障員工健康與安全

我們致力提供一個安全、健康與舒適的工作環境予員工，同時鼓勵員工保持工作與生活的平衡，以守護集團最珍貴的資產——我們的員工。

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The Group arranges safety education and training for each of its staff to enhance their safety awareness and equip them with certain level of ability to prevent accidents and handle emergencies. In addition, we provide relevant personal protective equipment for our staff at our project sites, including helmet, safety belts, masks and protective clothing, to prevent occupational hazards. In 2017, the total number of work-related fatal accidents of the Group and the number of lost working days due to work-related injuries were both zero, which fully demonstrated the effectiveness of our occupational health and safety measures.

Furthermore, the Group supports its staff to maintain work-life balance, keep up sound relationship with families and friends, and uphold a positive attitude to take up challenges and enjoy lives. The Group adopts a working system of five days a week and eight hours a day. We discourage employees to sacrifice their personal or family lives for work, and never allow work to affect their mental or physical health. We also attaches great importance to the physical health of our staff. We provide membership card for gym and distribute fruits to staff regularly at certain operating offices to promote a healthy life.

RESPONSIBLE OPERATION

The Group consistently implements its supply chain management in a socially responsible manner. We have achieved open, honest and responsible supply chain management through close communication with the suppliers, the product and service quality we achieved has received high recognition from our customers. It is the Group's policy that no form of corruption and bribery will be tolerated. We require all staff of the Group to strictly implement the policies in relation to anti-corruption and anti-bribery and strictly forbid any forms of corruption and bribery in the tendering process. Meanwhile, we encourage other stakeholders, including people who have business transactions with the Group, such as customers, suppliers, creditors and debtors, to proactively report any suspected impropriety, misconduct and malpractice in relation to the Group so as to further prevent the possibility of all forms of corruption and bribery. Law-abiding is the core foundation of the Group's operation. We require all project companies within the Group to strictly comply with the local regulations in relation to health, safety, advertisement, privacy and other aspects when rendering products and services, so as to ensure the legality and compliance of all of the Group's business operations.

集團為每名員工提供安全教育和培訓，以提高員工的安全意識，使他們具備一定的事故預防和應急處理能力。此外，我們於各項目工地向員工提供相關個人防護裝備，包括頭盔、安全帶、口罩及保護性衣物，以避免職業性危害。二零一七年，集團因工死亡事故總數為零，因工傷損失工作日數為零；這些數據充分反映我們的職業健康及安全措施的功效。

另外，集團支持員工維持工作和生活的平衡，維繫良好的親朋關係，保持正面積極的心態迎接挑戰、享受生活。集團實行每周五天、每天八小時工作制，不鼓勵員工因工作犧牲個人或家庭生活，甚至因工作而影響精神或身體健康。我們亦重視同事們的身體狀態，部分運營點為員工提供健身會員卡及定時派發水果，提倡健康生活。

負責任的營運

集團堅持實行對社會負責的供應鏈管理。我們通過與供應商進行緊密的溝通，達至公開、廉潔及負責任的供應鏈管理，從而令我們的產品及服務質素得到客戶的認可。集團不容忍任何形式的貪污及賄賂行為，我們要求集團所有員工嚴格執行相關的反貪污及防賄賂政策，杜絕招投標項目中的任何貪污及賄賂行為。同時，我們鼓勵其他持份者，包括顧客、供應商、債權人及債務人等與集團有業務往來的人士主動舉報與集團有關的懷疑不當、失當及不良行為，從而進一步杜絕任何貪污及賄賂的可能性。遵紀守法是集團營運的核心基礎，我們要求屬下項目公司在提供產品及服務時嚴格遵守當地與健康安全、廣告及私隱事宜等方面的相關法規，保證集團的所有業務運作合法合規。

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Stringent Supply Chain Management

We realised comprehensive and effective management over the supply chain by carefully selecting our suppliers and contractors, formulating standardized tendering procedures, closely monitoring the performance of suppliers and contractors and maintaining diversity of suppliers.

When selecting suppliers and contractors, the Group will seek to balance various factors to minimize the potential risks brought by cooperation with suppliers and ensure the stability of service and product quality and compliance of regulations. In order to realise effective risk management, the Group has formulated standardized tendering procedures to avoid corruption, bribery, extortion, fraud and money laundering that may occur during the tendering process. Meanwhile, the Group also requires its staff to stay alert and handle properly conflicts of interest that may be resulted from or caused by the process. Suppliers will be subjected to stringent review process including internal primary selection, audit and public tendering before becoming official suppliers of the Group. For instance, the project company of the Group in Sydney, Australia has adopted stringent supplier management measures. When the company carry out procurement that worth over RMB0.3 million in total, it shall obtain quotation from three suppliers or more, and phase out the unsatisfactory suppliers by comparing various factors such as prices, grading and service quality. When the company negotiates the prices, it shall arrange three personnel from two different departments to witness the negotiation so as to ensure the fairness of the process and the rationality of the results.

The Group strives to provide its customers with quality products and services, and one of the keys to our success is the unfailing support of our suppliers. During the year, the Group maintained close cooperation and communication with 809 suppliers and contractors. While making strenuous efforts to ensure the stability of the supply chain, the Group also paid great attention to avoid over-reliance on a particular supplier and ensure diversity of suppliers.

The Group's businesses are dispersed across multiple regions. Priorities will be given to local suppliers in a hope to promote local economic development and reduce carbon footprints by shortening the distance of transportation.

嚴謹的供應鏈管理

我們通過嚴選供應商及承包商、制定標準化的招標流程、密切監督供應商及承包商的表現和保持供應商多元化等途徑，實現對供應鏈的全面有效管理。

集團在選擇供應商及承包商需平衡各項因素，盡可能減低與供應商合作時帶來的潛在風險，保證服務及產品質素的穩定性，以及是否遵守法規。為實現有效的風險管理，集團制定了標準化的招標流程，避免出現招投標中可能出現的貪污、行賄、勒索、欺詐及洗黑錢等行為，同時亦要求員工保持警惕，妥善處理在此過程之中可能產生及導致的利益衝突。供應商需經過內部的初選、審計及公開招標等嚴格的審核流程，才能正式成為集團的供應商。舉例而言，集團位於澳大利亞悉尼的項目公司採取了嚴格的供應商管理措施，在進行總值超過人民幣30萬元的採購時，公司需取得三個或以上供應商的報價，通過比較價格、質量與服務質素等多種因素，優勝劣汰；在協商報價時，公司要求安排來自兩個不同部門的三名職員在場談判，確保過程的公平性和結果的科學性。

集團致力為客戶提供優質的產品和服務，而我們成功的其中一個關鍵是獲得供應商的鼎力支持。於年內，集團與809個供應商和承包商進行緊密合作及溝通，努力確保供應鏈保持穩定的同時，亦注重避免過度依賴特定的供應商，保持供應商的多元化。

集團的業務遍佈多個地區，我們會優先選擇本地供應商，希望推動本地經濟發展的同時亦能夠縮短運輸距離減少碳足跡。

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Enhancing Quality of Product and Services

The Group always upholds a high level of integrity and ethical conducts, and requires its employees to respect and protect intellectual properties in the daily operations. Apart from regular review of relevant internal policies and systems, the Group also monitors the use of intellectual properties on an ongoing basis, including the use of authentic computer systems, to ensure that no infringement of intellectual properties will be involved in its operation process. Meanwhile, the Group requires its staff to comply with the regulations in relation to collection, holding, processing, disclosure and use of personal data in place where it operates. They shall respect privacy and keep confidential the personal data obtained during the business process in accordance with the relevant confidential requirement as set out in internal policies to protect the privacy of our customers.

The Group always takes 'Customer First' as one of its core values. To enhance customer satisfaction and promote a customer-oriented service culture, we highly value feedback from customers and have established a mechanism for handling customer service, support and complaints in addition to a dedicated team for answering customer enquiries before and after sale to ensure proper handling and response of customer complaints. During the reporting period, we have not received any complaints about the Group's products and services from external parties or regulatory authorities.

COMMUNITY INVESTMENT

The Group takes seeking well-being and prosperity for the region as its responsibility. To this end, it has proactively engaged in diversified community activities and developed community investment strategies to cope with development needs of the local community. While actively contributing to the society, it has also ensured that its business operations are in line with the concept of sustainability. During the reporting period, the Group made strenuous efforts particularly in promoting cultural education and caring for vulnerable groups by proactively organizing numerous charitable fund-raising activities and encouraging its employees to participate in various community activities to give back to the society. The charitable donations and in-kind sponsorships provided by the Group during the reporting year totalled approximately HK\$2.7 million.

提升產品及服務質素

集團維持高度誠信和道德操守，並規定僱員須於日常營運中尊重及保護知識產權。除了定期檢討內部相關的政策及系統外，集團亦持續監察知識產權的使用，包括使用正版的電腦系統，確保營運過程中不涉及任何侵權行為。同時要求員工遵守業務所在地有關收集、持有、處理、披露及使用個人資料的法規，尊重私隱，並根據內部制訂的相關保密規定把在業務過程中獲得的個人資料保密，保障客戶私隱。

「顧客至上」一直以來都是集團的核心價值之一。為提升顧客滿意度和提倡以客為本的服務文化，我們十分重視客戶的意見，除設立專責團隊回覆客戶銷售前後的疑問外，還制定了處理客戶服務、支援和投訴的機制，確保客戶的投訴得到適當的處理及回應。報告期內，我們並無接獲外界或監管機構對集團的產品和服務的投訴。

社區投資

本集團將為地區謀求福祉和繁榮視為己任，一直積極參與多元化的社區活動，並制定社區投資方針以配合當地社區的發展需要。在確保業務營運符合可持續發展理念的同時，積極貢獻社會。集團報告期內在推動文化教育及關懷弱勢群體的努力尤其顯著，積極舉辦了多個慈善籌款活動，更鼓勵員工踴躍參與不同的社區活動，以回饋社會。集團於報告年度的慈善捐款及物資援助的總額約270萬港元。

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Caring the Community

The Group actively supported cultural education, hoping to introduce cultural and art events of high quality into the community and hence enhance the quality of life of residents in the community. During the reporting period, the Group donated approximately HK\$2.3 million to South South Education Foundation, striving to help the Foundation to facilitate the sharing of educational contents, training of talents, donations of teaching equipment and special studies programs among South-South countries. The Group hoped to improve the facilities and conditions of learning of schools for left-behind children and special schools in China through the Foundation, as well as provide occupational education to underprivileged teenagers.

In addition, the Group's project company in Australia donated approximately HK\$0.4 million to Sydney Symphony Orchestra during the reporting period to support development of the local music and culture industry, which demonstrated that the Group attached great importance to the field of arts.

The Group also showed care to local disadvantaged groups in places where its business operations are located. The Group's project in London organized the charitable donation activities named Jeans for Genes at the company on 22 September 2017. The funds raised would be used to help children suffering from genetic disease and their families to improve their lives and overcome difficulties.

Apart from the above, 20 employees from the Group's project company in London, UK participated in the caring activity organized by Nightingale Hammerson House and visited the elderly with Alzheimer's disease, with over 160 service hours involved. Alzheimer's disease causes material impact on the ability to understand and memorize and the patients will therefore suffer from extreme depression easily. During the visit, the volunteers showed the elderly their encouragement and care through various activities, including playing word puzzles, baking cakes, reading and drawing, with a view to helping the elderly to keep a joyful and relaxing mood, so as to slow down the progression of the disease. The volunteers also took this opportunity to improve the living environment of the elderly home by assisting in the cleaning and greening of the elderly home and renovating the tables and chairs in the garden.

致力關懷社區

集團積極支持文化教育，希望為社區帶來高質素的文化藝術活動，從而提升社區居民的生活質量。報告期內，集團向南南教育基金會捐出約230萬港元的款項，致力協助基金會推廣南南國家間的教育交流、人才培訓、教學設備捐贈和專題研究。集團希望透過基金會支持國內留守兒童學校和特殊教育學校改善設施和學習條件，為貧困青年提供職業教育。

另外，集團屬下的澳大利亞項目公司於報告期內向悉尼交響樂團捐款約40萬港元，支持本地的音樂文化產業發展，體現本集團對藝術領域的重視。

本集團亦在各業務運營點關顧當地的社會弱勢群體。集團位於倫敦的項目於二零一七年九月二十二日在公司舉辦Jeans for Genes慈善捐助活動，籌得的善款會用於幫助患有遺傳病的兒童及其家庭改善生活、渡過難關。

除此以外，英國倫敦項目公司的20名員工還參與了南丁格爾哈默森敬老院舉辦的關懷活動，到護老院探望患有阿茲海默症的長者，投入超過160個服務時數。阿茲海默症會嚴重影響理解力及記憶力，令患者較容易產生極端沮喪的情緒。在探望的過程中，義工們透過猜字謎、做蛋糕、讀書及繪畫等活動給予長者鼓勵與關懷，讓長者保持愉快放鬆的心情，從而減慢病情的惡化。義工們亦藉此機會協助敬老院清理和綠化花園及翻新花園桌椅，改善了院舍的居住環境。

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香港交易所《環境、社會及管治指引》內容索引

General Disclosures and KPIs 一般披露及關鍵績效指標	Disclosure 披露內容	Reference Section 參考章節
Environmental 環境		
Aspect A1: Emissions 層面 A1：排放物		
General Disclosure 一般披露	Information on: 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： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	Environmental Protection — Effective Waste Management 環境保護 — 良好的廢棄物管理
KPI A1.1 關鍵績效指標 A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Not Applicable — The operations of the Group did not cause any significant gas emissions and no relevant data was disclosed accordingly 不適用 — 本集團的營運並無顯著的氣體排放，因此並未有披露相關數據
KPI A1.2 關鍵績效指標 A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity. 溫室氣體總排放量（以噸計算）及（如適用）密度。	Environmental Protection — Efficient Use of Resources 環境保護 — 有效使用資源

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KPI A1.3 關鍵績效指標 A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity. 所產生有害廢棄物總量(以噸計算)及(如適用)密度。	Environmental Protection — Effective Waste Management 環境保護 — 良好的廢棄物管理
KPI A1.4 關鍵績效指標 A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity. 所產生無害廢棄物總量(以噸計算)及(如適用)密度。	Environmental Protection — Effective Waste Management 環境保護 — 良好的廢棄物管理
KPI A1.5 關鍵績效指標 A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	Environmental Protection — Efficient Use of Resources 環境保護 — 有效使用資源
KPI A1.6 關鍵績效指標 A1.6	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。	Environmental Protection — Efficient Use of Resources 環境保護 — 有效使用資源 Environmental Protection — Effective Waste Management 環境保護 — 良好的廢棄物管理
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. 有效使用資源的政策。	Environmental Protection — Efficient Use of Resources 環境保護 — 有效使用資源
KPI A2.1 關鍵績效指標 A2.1	Direct and/or indirect energy consumption by type in total (kWh in '000s) and intensity. 按類型劃分的直接及／或間接能源總耗量(以千個千瓦時計算)及密度。	Environmental Protection — Efficient Use of Resources 環境保護 — 有效使用資源
KPI A2.2 關鍵績效指標 A2.2	Water consumption in total and intensity. 總耗水量及密度。	Environmental Protection — Efficient Use of Resources 環境保護 — 有效使用資源
KPI A2.3 關鍵績效指標 A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Environmental Protection — Efficient Use of Resources 環境保護 — 有效使用資源

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KPI A2.4 關鍵績效指標 A2.4	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。	Environmental Protection — Promoting Green Buildings 環境保護 — 推動綠色建築
KPI A2.5 關鍵績效指標 A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量（以噸計算）及（如適用）每生產單位佔量。	Not Applicable — The Group's products require no use of packaging material 不適用 — 集團的產品無須使用包裝材料
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 minimising 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。	Environmental Protection 環境保護
KPI A3.1 關鍵績效指標 A3.1	Description of the significant impacts of business 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。	Environmental Protection — Promoting Green Buildings 環境保護 — 推動綠色建築 Environmental Protection — Efficient Use of Resources 環境保護 — 有效使用資源

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Social — Employment and Labour Practices 社會 — 僱傭及勞工常規 Aspect B1: Employment 層面 B1：僱傭 General Disclosure 一般披露	Information on: 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) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	Walking Hand in Hand with Employees — Recruitment of Talents; 與員工同行 — 人才吸納； Walking Hand in Hand with Employees — Protecting Employees' Health and Safety 與員工同行 — 保障員工健康與安全
Aspect B2: Health and Safety 層面 B2：健康與安全 General Disclosure 一般披露	Information on: 有關提供安全工作環境及保障僱員避免職業性危害的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to providing a safe working environment and protecting employees from occupational hazards.	Walking Hand in Hand with Employees — Protecting Employees' Health and Safety 與員工同行 — 保障員工健康與安全

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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。	Walking Hand in Hand with Employees — Facilitating Development of Talents 與員工同行 — 促進人才發展
Aspect B4: Labour Standards 層面 B4：勞工準則		
General Disclosure 一般披露	Information on: 有關防止童工或強制勞工的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to preventing child or forced labour.	Walking Hand in Hand with Employees — Recruitment of Talents 與員工同行 — 人才吸納
Social — Operating Practices 社會 — 營運慣例		
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。	Responsible Operation — Stringent Supply Chain Management 負責任的營運 — 嚴謹的供應鏈管理

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<p>Aspect B6: Product Responsibility 層面 B6：產品責任</p> <p>General Disclosure 一般披露</p>	<p>Information on: 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：</p> <p>(a) the policies; and 政策；及</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。</p> <p>relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.</p>	<p>Responsible Operation — Enhancing Quality of Products and Services 負責任的營運 — 提升產品及服務質素</p> <p>During the reporting period, there was no incident relating to any recall of products and services 報告期內沒有發生任何的產品及服務回收事件</p>
<p>Aspect B7: Anti-corruption 層面 B7：反貪污</p> <p>General Disclosure 一般披露</p>	<p>Information on: 有關防止賄賂、勒索、欺詐及洗黑錢的：</p> <p>(a) the policies; and 政策；及</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。</p> <p>relating to bribery, extortion, fraud and money laundering.</p>	<p>Our Approach to Sustainable Development — Governance of Environmental and Social Affairs 我們的可持續發展理念 — 環境和社會事務的管治</p> <p>Walking Hand in Hand with Employees — Facilitating Development of Talents 與員工同行 — 促進人才發展</p> <p>Responsible Operation — Stringent Supply Chain Management 負責任的營運 — 嚴謹的供應鏈管理</p>

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Social — Community 社會 — 社區		
Aspect B8: Community Investment 層面 B8：社區投資		
General Disclosure 一般披露	<p>Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its business activities take into consideration the communities' interests.</p> <p>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。</p>	Community Investment 社區投資

