



# 中國投資基金有限公司

CHINA INVESTMENT FUND COMPANY LIMITED

(Incorporated in the Cayman Islands with limited liability)

Stock Code : 00612



## 2021

Environmental, Social and  
Governance Report

# CONTENTS

1.	ABOUT THE REPORT	2
2.	ESG POLICY, STRATEGY AND MANAGEMENT	4
3.	PROTECTING THE ENVIORNMENT	14
4.	PEOPLE	19
5.	OPERATING RESPONSIBLY	28
6.	CONTRIBUTING TO OUR COMMUNITY	32
7.	HKEX ESG GUIDE CONTENT INDEX	33

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 1. ABOUT THE REPORT

China Investment Fund Company Limited and its subsidiaries (together, the “Group” or “we”) are pleased to present our Environmental, Social and Governance (“ESG”) Report (“ESG Report”) on an annual basis and regarding the same period covered in its annual reports. Regardless of the format adopted, the ESG report must be published on the Stock Exchange’s and the Group’s website.

The Group hereby presents this ESG Report for the year ended December 31, 2021 (“Reporting Period”). The report presents the Group’s concern to environmental and social impacts, policies and initiatives of the Group to demonstrate our long-term commitment to ensure that our activities, at all levels, are economically, socially and environmentally sustainable development to stakeholders.

### 1.1 Scope and Reporting Boundary

The scope of the ESG Report covers the environmental and social performances of the Group’s principal business. The Group is principally engaged in investing in listed and unlisted securities, mainly conducting businesses in Hong Kong. The “Reporting Period” or “FY2021” is spanning over the period from January 1, 2021 to December 31, 2021.

While we seek to establish a consistent boundary for reporting ESG aspects across the Group’s structure, the reporting boundary of the ESG Report is hence established based on the criteria that all operations and entities reported are substantially owned by the Group and are under our management. As a result, we do not report entities which are outside of the Group’s structure, where we do not own the assets and do not directly engage or employ the workforce, and where we do not operate the asset under a contractual obligation. In addition, we do not report entities which were sold or acquired during the Reporting Period.

Part of the content may look back upon the performance of the Group in past years with a view to presenting the report in a more informative and comparable manner. The reporting boundary includes the operation entities in Hong Kong.

### 1.2 Reporting Guidelines

To comply with the requirements set forth in Appendix 27 Environmental, Social and Governance Reporting Guide (“ESG Reporting Guide”) to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (“Stock Exchange” and “Listing Rules”, respectively), the Group is in compliance with the mandatory disclosure requirements and “comply or explain” provisions set out in the ESG Reporting Guide.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 1.3 Reporting Principles

The reporting principles of this ESG Report are governed by “materiality”, “quantitative” and “consistency”.

**Materiality:** The ESG report covers the material ESG factors that are sufficiently important and material to different stakeholders. In order to determine what issues are relevant and material to our business with respect to sustainability, the Group is aware that the key is to understand what issues that our stakeholders concerned most. The Group’s directors and senior management are mainly responsible for identification of key ESG factors on the basis of the feedback from the stakeholders.

**Quantitative:** To provide a comprehensive comparison of the performance in emissions and energy consumption, summary tables of performance are shown in relevant sections. Information on the standards, methodologies, assumptions and/or calculation tools, and source of conversion factors used for the reporting of emissions and energy consumption are mainly referred to the ESG Reporting Guide.

**Consistency:** Methodologies and key performance indicators are used and calculated in a consistent approach. If there are any changes in consistency that may affect a meaningful comparison detail would be disclosed.

## 1.4 Reporting Framework

With reference to the ESG Reporting Guide and the Group’s business operation, the presentation of our ESG Report divides the relevant aspects and KPI, which are considered to be relevant and material to the Group, into four subject areas: Environmental Protection, Employment and Labour Practices, Operating Practices and Community Investments.

A complete index in compliance with the ESG Reporting Guide is also available at the end of this report for reference. Except for provisions that the Group considers are inapplicable to its operations, for which explanations have been given on the rightmost column in the said index, this report is compliant with all the “comply or explain” provisions set out in the ESG Reporting Guide.

## 1.5 Data Collection

Data in this report are extracted from the Group’s internal management system and statistics, and part of the data collected in previous years. Unless otherwise stated, HKD is used in this report as its functional currency.

## 1.6 Report Availability

In addition to inclusion in the Group’s Annual Report, this report is also accessible in electronic version from <http://www.cifund.com.hk>

## 1.7 Contact

We welcome all sorts of comments and suggestions from our stakeholders with respect to this ESG Report or our sustainability performance. Comments or views can be sent to [info@cifund.com.hk](mailto:info@cifund.com.hk)



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 2. ESG POLICY, STRATEGY AND MANAGEMENT

### 2.1 Six Pillars of Our ESG Policy

The Group believes that a sound corporate governance and well-developed operation practices are the foundation of the Group's sustainable and long-term development. Therefore, we, as part of the great community, are committed to dedicating our resources and our best thinking to build a sustainable business fit for the future and to build a better world for all stakeholders in different aspects. The board of directors ("Board") make the following statements regarding the six pillars of our ESG policy.

#### ***Governance Framework***

An ESG management system requires a combined effort of an effective governance structure that comprises the decision-making level and execution level members. Our ESG committee comprising the Board-level committee members represents the Board's further determination and action to strengthen the our ESG management in the long run. The Board has the overall responsibility to define the Group's ESG strategy and approach, manage and asses the Group's ESG performance. The Board and senior management hold accountable for the responsibility of the Group's ESG performance.

#### ***Decarbonization – Responding to Climate Change***

Against the backdrop of accelerated climate change, we will strive to reduce our carbon footprint and always refresh our long-term goals as technologies advance and cost structure change to further reduce our impact on the planet, while tracking our progress against the global steps and aligning with the global target of net zero commission.

#### ***Promote Health & Well Being***

We are determined to set ourself in a good position to maintain a robust business performance and growth together with our employees, with an objective to uphold an open, fair, just and reasonable human resource policy. The Group is committed to a holistic approach to health and wellness, through a healthy, comfortable and safe working environment that support health and wellness for our employees.

#### ***Innovation***

We are dedicating our unmatched innovative capacity to accomplish the long-term sustainability, offering a range of innovative and practical applications to help manage energy use in a greener and smarter way. We will continue to replace and enhance our technical levels and processes to enable our business to deliver improved results, leveraging innovation to facilitate our people in making better decisions.

#### ***Support the Community***

The Group encourages giving back and strengthening the community through volunteerism and philanthropy. Our employees are encouraged to contribute their time and talent to a variety of community organizations.

#### ***Learning Through Diversity***

The Group values diversity of experiences and backgrounds, and actively seeks to promote from within. Further, the Group is always seeking to improve and become better constituents to our community, our company, and our shareholders. Opportunity and growth occur when we draw from the strengths of our diverse leadership and background.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 2.2 ESG Strategy and Management

In order to ensure that our ESG strategy is carried out effectively and consistently throughout the Group, we have managed our ESG approach with reference to the five aspects summarized below.



*Governance Structure*



*Product Responsibilities  
and Supply Chain  
Management*

- Ensure our corporate governance structure meets the applicable laws and regulations, industry best practice and global trends
- Review and monitor the internal control system and risk management processes to ensure the overall effectiveness with continuous improvement
- Uphold the highest ethical standards of business integrity and foster a culture of compliance throughout the Group
- Product and Service Innovation – Design products and services for the well-being of people and for the benefits of society
- Quality – Design products and services to ensure that they are of good quality and compliant with the approval and highest safety standards
- Eco-friendly – Incorporate sustainability concepts into our product & service design and increase the use of sustainable materials for our products and packaging
- Sustainable Supply Chain – Manage our supply chain in a socially and environmentally responsible manner and source from approved suppliers who meet our Corporate Social Responsibility requirements

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT



*Environment*



*Our Community*

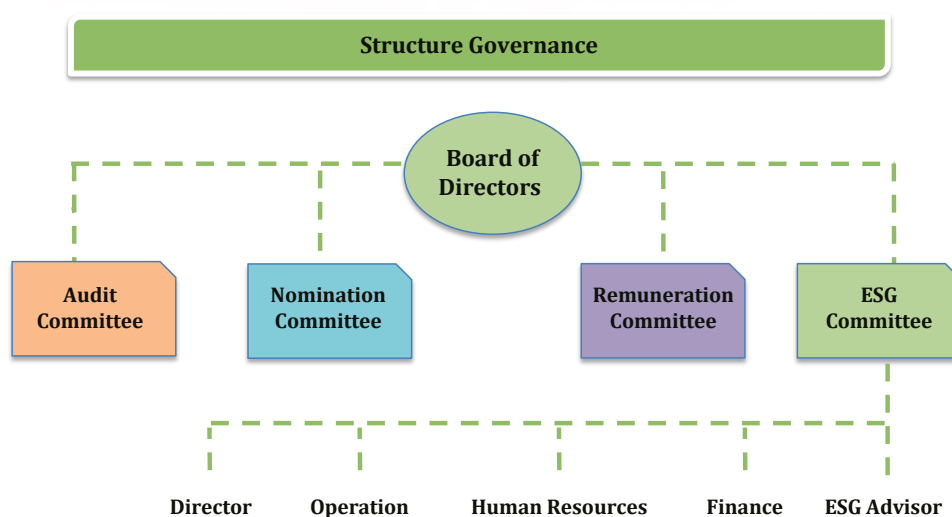
- Climate Change Strategy – Review our approach on climate change and develop sustainability initiatives to identify and address the associated physical and transitional risks and opportunities
- Green Operation Practice – Minimize the environmental impacts from our operations
- Efficient Production – Maximize our resource efficiency and improve productivity
- Sustainable Logistic Practice – Improve operational efficiency and reduce carbon emission throughout the transportation process
- Enhance our good staff relations through various communication channels and staff activities
- Foster a continuous learning environment and encourage employees to develop and advance their careers in the Group
- Respect the labour and human rights of all our employees with clearly defined human resources management policies, and promote an inclusive culture throughout the company
- Provide a supportive, pleasant and healthy workplace for our employees and foster a caring community in our working environment
- Use our expertise and resources to support the communities in which we operate focusing on: supporting people in need, collaborating with local charities, providing training opportunities for young people and nourishing an innovative environment
- Develop a healthy and green community

Looking ahead, the Board will continue to optimize the ESG management of the Company, actively respond to concerns of our stakeholders and facilitate the improvement of ESG management, working to fulfil our improvement, progress, performance and contribution to our community

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 2.3 ESG Committee

To address the issues of ESG management, the Group has set up the ESG committee and ESG working group since 2020 in addition to the existing audit, remuneration and nomination committees. The ESG working group consists of 5 members, including a director, an external ESG advisor and three department heads of operation, finance and human resources. The ESG committee is delegated to review and monitor the Group's ESG policies and performance regularly, identify risks and opportunities of ESG aspects, ensure the Group's compliance with the relevant legal and regulatory requirements, monitor and respond to emerging ESG issues and make recommendations to the Board to improve the Group's ESG performance. During the Reporting Period, the ESG committee organized meetings to review the Group's ESG policy including, carbon footprint reduction, professional development for employees and engagement with the community.



## 2.4 Stakeholder Engagement

Stakeholder engagement is nowadays widely regarded as a key component of the corporate social responsibility (CSR) to achieve the long-term sustainability and profitability. It generally provides opportunities to the Group to further align business practices with societal needs and expectations, bring about positive changes for sustainable development, such that the Group can considerably improve its decision-making, a better assessment of potential impacts and our accountability while we operate.


As such, the Group is committed to incorporating stakeholder engagement as an integral part of the Group's approach to sustainable development. In order to achieve so, the Group carried out a stakeholder engagement exercise during the Reporting Period by which the Group involves its stakeholders in its decisions which might affect them, people who may be affected by its decisions or who may influence the implementation of its decisions. The stakeholder engagement is followed by the formulation of operating strategies, such that their views and voices could be heard by all business units of the Group and timely responses could be provided.

The Group has developed an approach which identifies the broad topics that the stakeholder groups are concerned with, and used a materiality matrix to assess the material topics identified by our stakeholders during the engagement process. A topic is classified as material when it substantially affects our long-term commercial or operational viability, with material impacts on economic, environmental or social topics. A summary of the stakeholder groups, topics concerned, and communication channels are listed in the following table.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

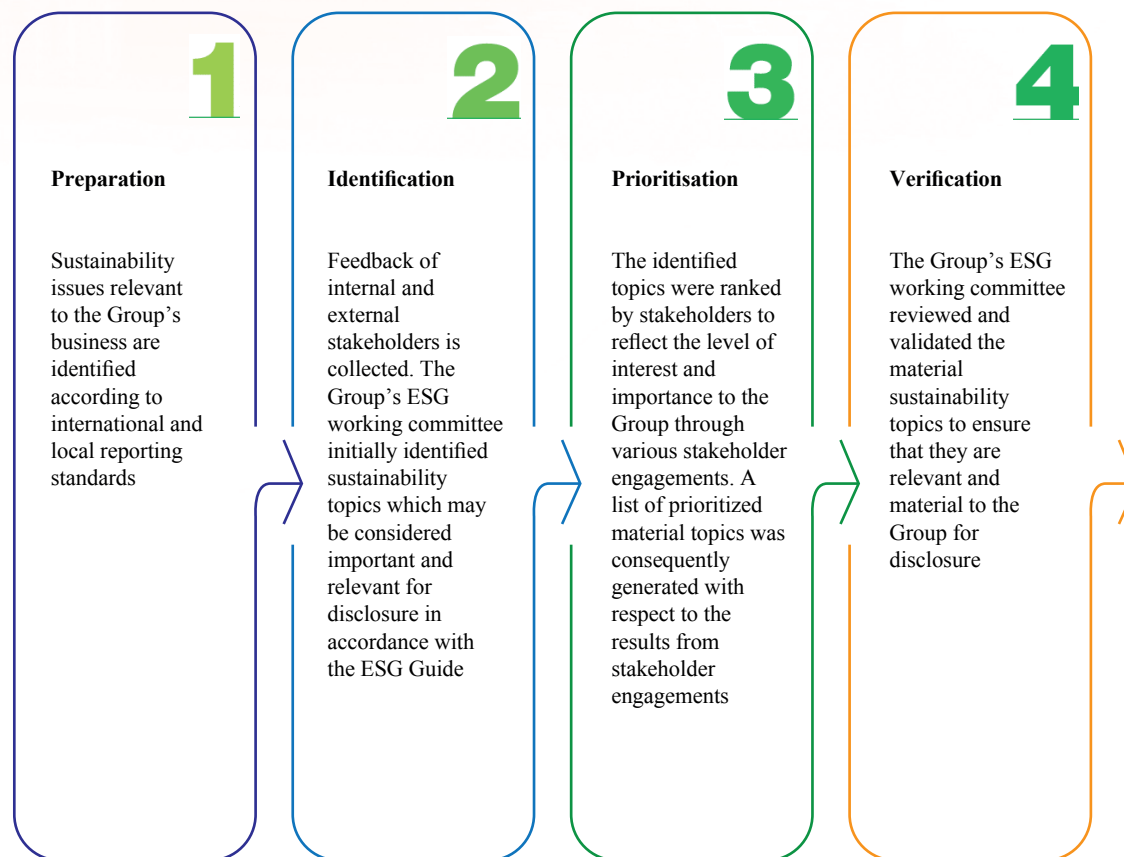
**Table 2-1: Stakeholders and Communication Channels**

Stakeholders	Topics Concerned	Communication Channels
 <p><i>Client</i></p>	<ul style="list-style-type: none"> <li>• Client information and privacy</li> <li>• Development of new services</li> </ul>	<ul style="list-style-type: none"> <li>• Client service hotline and email</li> </ul>
 <p><i>Employees</i></p>	<ul style="list-style-type: none"> <li>• Employees' health safety, working conditions and welfare</li> <li>• Career development and training</li> </ul>	<ul style="list-style-type: none"> <li>• Regular management meeting with staff representatives</li> <li>• Training sessions</li> <li>• Occupational health and safety training</li> </ul>
 <p><i>Shareholder</i></p>	<ul style="list-style-type: none"> <li>• Corporate governance and risk management</li> <li>• Business and financial performance</li> <li>• Operation in compliance with applicable law and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Annual and interim reports</li> <li>• Regular meetings and correspondence</li> <li>• ESG report</li> </ul>
 <p><i>Suppliers</i></p>	<ul style="list-style-type: none"> <li>• Quality of products or services</li> <li>• Sustainability in business model</li> <li>• Operation in compliance with applicable law and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Regular review meeting</li> </ul>
 <p><i>Community</i></p>	<ul style="list-style-type: none"> <li>• Local environment protection</li> <li>• Local community activities involvement</li> <li>• Operation in compliance with applicable law and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in local community activities and volunteering work</li> </ul>

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 2.5 Materiality Assessment

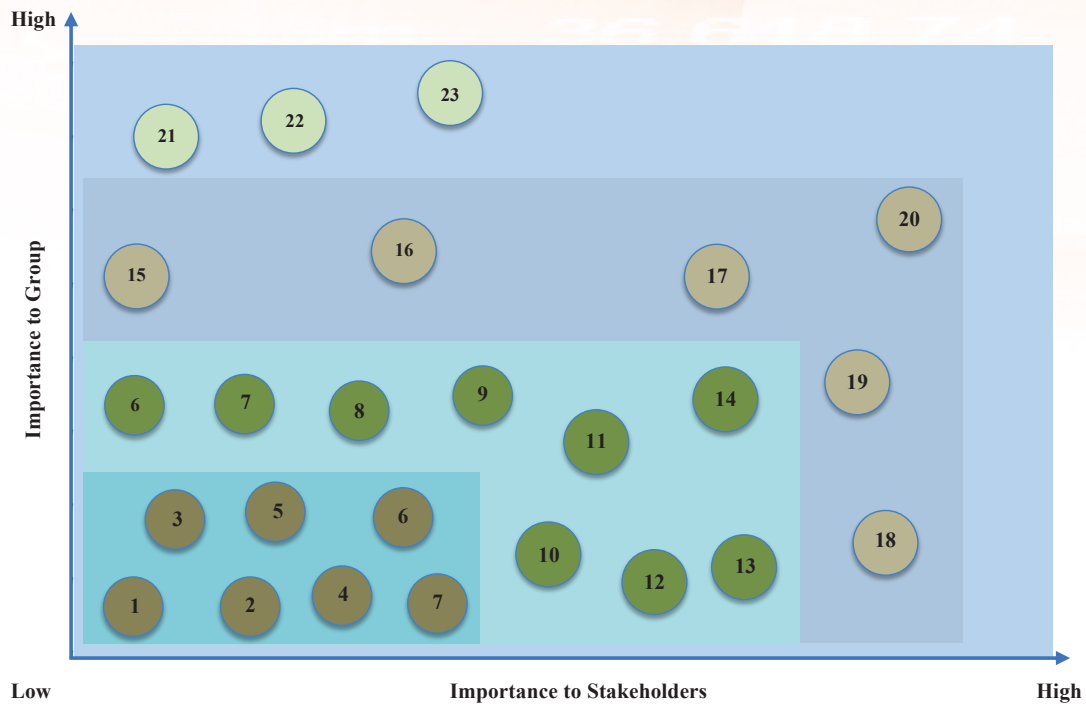
To better understand stakeholders' opinions and expectations on the Group's ESG performance, we carried out a materiality assessment with stakeholders which enables the Group to identify and prioritize ESG issues effectively. An issue is considered 'material' when it may substantially affect our long term commercial and operational viability and the inclusion of sustainability agenda into its business development strategy. Our materiality assessment involves the following procedures.



Based on the stakeholder engagement exercise, business knowledge and management review, we identified the material topics and the stakeholder groups most significantly impacted by the topics summarized in the form of materiality matrix below, in the context of own business and day-to-day operation.

The materiality matrix generally demonstrates that all issues raised were important to both primary and secondary stakeholders, albeit to differing degrees of importance to stakeholders and to the Group.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT



## Notes:

1. Greenhouse gas ("GHG") emission
2. Green production management
3. Waste management
4. Energy reduction
5. Market presence
6. Climate change mitigation
7. Raw material consumption
8. Clean production & product life cycle evaluation
9. Environmental compliance
10. Innovation and intellectual property rights
11. Occupational safety and health
12. Community relations
13. Data security and customer privacy management
14. Training and development
15. Green procurement
16. Anti-corruption and anti-competitive behavior
17. Employee communication
18. Expenditure on environmental protection
19. Protecting labor rights
20. Indirect economic impacts
21. Client satisfaction
22. Anti-discrimination
23. Product quality management

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 2.6 ESG Performance Highlights

### Employee

**Male to Female Ratio**

**9:23**

**Education**

**88% Degree or Higher**

**Average Training Hours**

**1.88**

### Health and Safety

**Zero Lost Days due to  
Injury at Work**

**Zero Work-Related  
Fatality**

### Environment

**Energy Consumption  
Decreased by 35%**

**Energy Intensity  
Decreased by 47%**

**GHG Emission  
Decreased by 41%**

**Sulphur Oxides Emission  
Decreased by 40%**

### Operation

**Zero Client Complaint**

**Zero Supplier Complaint**



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 2.7 Go Green

While the impact of global sustainability issues like climate change, plastic pollution, ecological and ethical footprints is increasingly prominent, the Group is aware that consumers are gradually becoming more sensitive to those issues which start to influence the purchasing decisions of average consumers. Where once customer would rarely question how a product was made or what it was made of, corporates are now expected to clearly state where products come from and how the ESG policies inform their choice of processes, materials and deployment of human resources. The change of consumer mentality is progressively transforming the purchasing decisions.

As such, it has never been more important for the Group to implement good ESG practices into our business model. We are committed to instilling the consciousness of resources conservation, deeply indoctrinated the low-carbon concept and environmental protection into the work and life of every employee. We continue to seek business partners who share our philosophy, commitment to environment conservation and compliance with the applicable environmental laws and regulations. We regularly assess the environmental risks of our business, and adopt preventive measures as necessary to reduce the risks, ensure the compliance of relevant laws and regulations and keep our green development. We firmly believe that our commitment to environmental protection will become a part of our competitiveness, leading the Group to a greater success in the future and fulfil our responsibilities as a member of the community we all live in.

Although change is always difficult and requires careful management, we believe that these initiatives will become part of our competitiveness and are capable to reflect our commitment to offering our clients the best quality of services with the least adverse impact on our planet, building a greener and healthier environment together with all the members of the community.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 3. PROTECTING THE ENVIRONMENT

### 3.1 Corporate Environmental Policy

As an environmentally conscious and sustainable corporate, sustainable environment protection has become a strategic priority for us. The Group is committed to upholding the high environmental standards to fulfil relevant requirements throughout our operation, and will continue to devote human and financial resources for environmental conservation, reduction of carbon footprint and environmental compliance as required under applicable laws and ordinances.

The Group formulated relevant rules and regulations for a sound and effective management of energy consumption, GHG emission, as well as discharge of waste and sewage and other pollutants, highlighted as below.

- To comply with applicable environmental protection laws and regulations;
- To integrate environmental considerations in the operations;
- To define appropriate objectives and targets on a regular basis for our ESG management approach;
- To continuously improve the ESG management system to set and maintain rigorous standards;
- To prevent pollution and to protect the environment by conserving natural resources and minimizing waste;
- To promote environmental awareness and low carbon lifestyle among the workforce with regular communication;
- To communicate our environmental performance to stakeholders and seek their involvement wherever applicable.

During the Reporting Period, the Group complied with environmental protection laws and regulations in relation to air and GHG emissions, discharge into water and land, and generation of hazardous and non-hazardous waste. The Group did not violate any environmental protection laws or regulations of the region where we operate, nor was it subject to significant fines, non-monetary penalties and litigation relating to environmental protection.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 3.2 Climate Change Mitigation

The Group, principally engaged in investing in listed and unlisted securities, does not generate a significant amount of exhaust gas and GHG directly throughout our operation. Despite of this, we recognize that the accelerated climate change will lead to extreme weather events, such as tropical cyclone, severe rainstorm and thunderstorm which ultimately threaten business operations and result in possible financial loss. As such, we are determined to reduce our carbon footprint and always refresh our long-term goals as technologies advance and cost structure change to further reduce our impact on the planet, while tracking our progress against the global steps.

The main contributors to the Group's carbon footprint are (1) indirect GHG emission generated from electricity consumption, (2) direct GHG emission generated from office administration inevitably involve consumption of fossil fuel directly or indirectly, (3) indirect GHG emission generated from business travel by flight and (4) paper consumption in business operation, which releases Nitrogen Oxides (NO<sub>x</sub>), Sulphur Oxides (SO<sub>x</sub>), and Carbon Dioxide (CO<sub>2</sub>) into the air. The Group is highly aware that such GHG emission is one of the major sources of global warming. Therefore, we strive to reduce our carbon and ecological footprint and adopt practices that are sustainable to the environment and minimize our impact on the environment. The sustainable measures adopted by the Group includes:

### ***Reduce Energy Consumption***

- Maintaining indoor temperature at an optimal level for comfort;
- Providing on-off and zoning control of lighting and ventilation system in the workplace according to the operation schedule;
- Encouraging employees to switch off machines and devices, such as computers and monitors when not in use;
- Procuring energy efficient electrical appliances with energy efficiency label to reduce indirect GHG emission whenever practical;
- Placing "Green Message" reminders on office equipment and workplace to further enhance employees' environmental awareness; and
- Organizing training session including case studies to improve energy efficiency and GHG saving awareness and engage staff to adopt the energy saving practices together.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## ***Reduce Paper Consumption***

The business operation of the Group consumes certain amount of paper and the Group has adopted a series of initiatives to reduce paper consumption:

- Paperless office by developing our own internal administration system to reduce the use of paper in all level of our management;
- Selection of working partners which provide paperless operating procedures whenever feasible;
- Promotion of electronic statements among our clients and provision of platform for online transaction to clients;
- Paperless board meeting;
- Encourage use of electronic means of communication to manage daily process; and
- Use duplex printing and reuse single-side printed papers.

## ***Reduce Air Travel***

The Group encourages its employees to adopt electronic means of communication such as video or telephone conferencing to avoid unnecessary travel arrangement. Video conference equipment is available in conference rooms to conduct virtual meetings. In view of the impact of COVID-19 pandemic, business travels by flight remained at a relatively low-level during the Reporting Period.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 3.3 Exhaust Gas and GHG Emissions

Our Group's business inevitably involves consumption of fossil fuel, which directly or indirectly, releases Nitrogen Oxides (NOx), Sulphur Oxides (SOx), and Carbon Dioxide (CO<sub>2</sub>) into the air. In accordance with the ESG Reporting Guide set out by HKEX, our environmental performance of "Emissions" during the Reporting Period is tabulated below.

**Table 3-1: Emissions**

	Unit	FY2021	FY2021 Intensity	FY2020	FY2020 Intensity
<b>GHG Emissions</b>	<b>CO<sub>2</sub>e (kg)</b>	<b>42,884</b>	<b>1,340.1</b>	72,901	2,803.9
<b>Scope 1</b>	<b>CO<sub>2</sub>e (kg)</b>	<b>30,900</b>	<b>965.6</b>	n/a	n/a
<b>Scope 2</b>	<b>CO<sub>2</sub>e (kg)</b>	<b>11,984</b>	<b>374.5</b>	n/a	n/a
<b>Nitrogen Oxides</b>	<b>g</b>	<b>5,861</b>	<b>183.1</b>	5,616	216.0
<b>Sulphur Oxides</b>	<b>g</b>	<b>168</b>	<b>5.2</b>	281	10.8
<b>Particulate Matter</b>	<b>g</b>	<b>432</b>	<b>13.5</b>	414	15.9

*Notes:*

GHG emission data is presented in terms of carbon dioxide equivalent and are based on, including but not limited to, "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standards" issued by the World Resources Institute and the World Business Council for Sustainable Development, "Greenhouse Gas Inventory Guidance Direct Emissions from Mobile Combustion Sources" issued by the United States Environmental Protection Agency, the latest emission factors published by the power plant and "How to prepare an ESG Report? – Appendix II: Reporting Guidance on Environmental KPIs" issued by the HKEX. The emission data for FY2020 was adjusted.

During the Reporting Period, there were no non-compliance cases reported in relation to GHG emission within the Group.

## 3.4 Waste Management

### **Waste Management Policy**

Waste reduction is the focus of our emission control efforts. The Group's principal waste management policy endeavours to achieve a green and paperless operation and a minimal generation of waste throughout our operation wherever possible and practical. The Group, through the following measures and objectives, strives to achieve the target of reducing the amount of waste generated and aims at waste management from the source.

- We endorse the '4-R Principles – Reduce, Reuse, Replace and Recycle' as our key policy of waste management;
- We extend our commitment to using sustainable products into every aspect of the business;
- We encourage all employees to reduce paper usage through duplex printing, paper recycle and frequent use of electronic information systems for material sharing or internal administrative documents;

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

- We encourage an increased use of reusable product, such as envelopes, and better separation of waste streams for recycling;
- We maintain 100% recycling of used toner cartridges by collecting and returning all used cartridge to recycling agents;
- We encourage minimal consumption of paper towels in workplaces;
- We strengthen our employee's awareness in environmental management, waste reduction and waste recycle, encourage them to be equipped with appropriate skills and knowledge with respect to the practice of sustainable development; and
- We closely keep up with the latest government's initiatives and policies in relation to waste management, waste reduction and recycle campaigns in order to allocate resources and formulate strategy in a timely manner.

## **Hazardous Waste**

Given our business nature, the Group does not directly produce hazardous waste throughout the operation. The Group endeavors to recycle electronic waste throughout our operation wherever practical, ultimately reducing both the monetary and environmental costs involved in disposal of these electrical parts that would otherwise be scrapped and treated as hazardous waste.

## **Non-hazardous Waste**

The non-hazardous wastes generated by the Group are mainly domestic waste including stationery, packaging materials, paper form our operations, among which, recyclable wastes will be recycled for reuse.

## **Wastewater Discharge**

The Group's operations do not consume a significant amount of water. Our main use of water is for sanitary purposes. Similarly, most of the wastewater discharged from our facilities is sanitary wastewater. The Group ensures all domestic sewage is properly discharged into the urban sewage pipe network for subsequent sewage treatment.

**Table 3-2: Waste Discharge**

	Unit	FY2021
<b>Domestic Waste</b>	<b>kg</b>	<b>7,193</b>

During the Reporting Period, there were no non-compliance cases reported in relation to discharge into water and land, and generation of waste within the Group.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 3.5 Use of Resources

As natural resources are depleted, sustainability becomes essential throughout the entire process of business, so we are working to optimize and reduce the overall amount of natural resources we consume. Fuel consumption and electricity consumption are respectively the main source of direct and indirect energy consumption. Both fuel and electricity consumptions are the main sources of GHG emissions. We have implemented various initiatives throughout our operations such as deploying energy-efficient devices which carry energy label, minimizing the use of paper, reducing water consumption and encouraging the use of public transportation. Through actively monitoring and managing the use of resources, we aim to reduce our carbon footprints as well as our operating cost.

### Water Consumption

The Group takes a cautious approach to water stewardship, seeking to maximize efficiency and reduce water consumption. We strive to engage all employees to develop a habit of conserving water consciously. Pantry is posted with environmental messages to remind employee the importance and urgency of water conservation. The utility facilities are maintained regularly for service to ensure that water seepage or leaking pipelines are replaced or repaired on a timely basis. The Group also seeks to reduce water usage, reuse water and improve the quality of wastewater discharged from our working stations wherever possible.

### Packaging Material

Given our business nature, the Group does not have manufacturing facilities and does not consume significant amount of packaging materials by our operation. However, we encourage our suppliers to use less packaging material.

### Environmental Performance

In accordance with the ESG Reporting Guide set out by HKEX, our environmental performance of “Energy and Resources Use” during the Reporting Period are tabulated below.

**Table 3-3: Energy and Resources Use**

	Unit	FY2021	FY2021 Intensity	FY2020	FY2020 Intensity
<b>Electricity</b>	<b>kWh</b>	<b>29,524</b>	<b>922.6</b>	29,981	1,153.1
<b>Purchased Gas</b>	<b>kg</b>	<b>n/a</b>	<b>n/a</b>	n/a	n/a
<b>Unleaded Petrol</b>	<b>L</b>	<b>11,411</b>	<b>356.6</b>	19,091	734.3
<b>Diesel</b>	<b>L</b>	<b>n/a</b>	<b>n/a</b>	n/a	n/a
<b>Paper</b>	<b>kg</b>	<b>221</b>	<b>6.9</b>	483	18.6
<b>Water</b>	<b>m<sup>3</sup></b>	<b>n/a</b>	<b>n/a</b>	n/a	n/a
<b>Total Energy Consumption</b>	<b>kWh</b>	<b>140,115</b>	<b>4,378.6</b>	215,001	8,269.3

During the Reporting Period, there were no non-compliance cases reported in relation to use of resources within the Group.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 4. PEOPLE

### 4.1 Employee Wellness during the COVID-19 Pandemic

The outbreak of the COVID-19 pandemic in early 2020 has brought exceptional challenges to the world, resulting in unprecedented public health measures across all geographies and massive business disruption at a scale never seen in our lifetime. While multiple industries are preparing to adapt to the “new normal”, the health and well-being of all our clients and employees, as well as their families and friends, is our utmost priority in these challenging times.

Capitalizing on our knowledge, experience and strengths, we continue to ensure the safety and well-being of our employees, suppliers and support our clients, stakeholders and communities in the battle to overcome the COVID-19 pandemic. We are dedicating human and financial resources to help those in need and help us, as a society, emerge stronger on the other side.

In order to combat the spread of COVID-19 together with the community, the Group has been strictly following the latest health advice and regulations issued by the government and has undertaken prompt actions and adopted various preventive and hygiene measures for employees and clients since early January 2020. The Group has taken the precautionary hygiene measures at our workplaces to minimise the risk of transmission of COVID-19, so as to provide our employees with a safe and healthy working environment. We continue to monitor and assess the situation, keeping all employees and clients posted.

The resolve, dedication, commitment and hard work of all employees to fight this unprecedented threat have led us successfully to navigate through disturbances together with our employees, suppliers, clients, and local communities. We ensure to maintain our operations as smoothly and efficiently as possible during these exceptionally challenging times while putting our peoples’ wellness first.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 4.2 Occupational Health and Safety

We are committed to providing and maintaining a safe, healthy, and hygienic workplaces for all employees, and all other persons likely to be affected by our operations and activities. Health and safety standards are given prime consideration in our operations, and regulatory compliance is strictly upheld. The goals of our Occupational Safety and Health ("OSH") policy are highlighted as below:

- Pursuit of a healthy, comfortable and safe working environment for our employees;
- Commitment of appropriate resources and leadership to the OSH management system;
- The OSH management system aims at identification, prevention and management of risks and hazards throughout the workplaces as well as follow-up actions for accidents or personal injuries;
- The OSH management system defines appropriate objectives and targets on a regular basis;
- Zero tolerance of accidents and injuries;
- Promotion of a safety culture among employees;
- Communication of our health and safety performance with stakeholders and seek their involvement wherever applicable;
- Regular review of the performance of various OSH measures so that their effectiveness and reliability can be maintained;
- Compliance with applicable laws and regulations in relation to occupational safety and health.

To achieve the goals of our OSH policy, the following appropriate measures are adopted.

- Formulation of emergency response plans, risk assessment and accident investigation mechanism so as to ensure legal compliance with OSH;
- Organization of fire drills and emergency evacuation simulations to raise the employees' awareness of fire prevention and to equip employees with appropriate knowledge and skills in the event of emergency;
- Promotion of safety culture among employees;
- Organization of induction programs and safety training programs to new employees such that they can be familiar with our corporate policies in relation to health and safety matters as quickly as they can;

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

- Provision of OSH training sessions to employees according to their roles and responsibilities to ensure awareness of job hazards and conformity to safety practices with respect to OSH;
- Provision of job-related training to existing staff-members to strengthen their professional knowledge and skills in daily operations and safety matters;
- Training courses and measures are reviewed and regularly reported to the management by the safety officer;
- Prohibition of smoking and abuse of alcohol and drugs in workplaces;
- Provision of first aid kits and fire extinguishers in workplaces;
- Provision of clean and tidy rest area;
- Provision of adjustable chairs and monitors for eye protection;
- Installation of air purifiers in relatively crowded areas such as conference and meeting rooms; and
- Set up posters of proper working postures and lifting method accessible on the intranet and at appropriate locations in workplaces.

During the Reporting Period, the Group complied with the Occupational Safety and Health Ordinance, by ensuring that the employees are working in a safe environment in respect of health, hygiene, ventilation, fire evacuation plans, building structure and means of escape. During the Reporting Period, the Group did not record any accidents that resulted in death or serious physical injury. No material non-compliance with laws and regulations relevant to health and safety of employees were identified during the Reporting Period. Summary of work-related fatalities and injuries during the Reporting Period are shown in the table below.

**Table 4-1: Health and Safety**

	FY2021
No. of Work-Related Fatalities	0
Rate of Work-Related Fatalities	0
No. of Injuries at Work	0
Lost Days due to Injury at Work	0

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 4.3 Employment

In order to attract and retain our employees, which are our most valuable assets, the Group offers competitive wages, medical insurance, disability and invalidity coverage, maternity leave and other compensation to our employees. The Group decides the remunerations payable to its staff based on their duties, work experience and the prevailing market practices. Apart from basic remuneration, share options may be granted to eligible employees by reference to the performance of the Group and individual employees.

### *Hong Kong Region*

In Hong Kong, the Group complied with the Labour Law of Hong Kong and relevant employment laws and regulations during the Reporting Period, including the Mandatory Provident Fund Schemes Ordinance by participating in the Mandatory Provident Fund retirement benefit scheme for our eligible employees, Minimum Wage Ordinance, Employment Ordinance and Employees' Compensation Ordinance by offering competitive wages, medical insurance, maternity leave and other compensation to our employees.

### *Mainland China*

In Mainland China, we participated, during the Reporting Period, in welfare schemes concerning pension insurance, unemployment insurance, maternity insurance, occupational injury insurance and medical insurance in accordance with the local regulations including the Regulations on the Administration of Housing Provident Funds, Social Insurance Law and Labour Law of Mainland China.

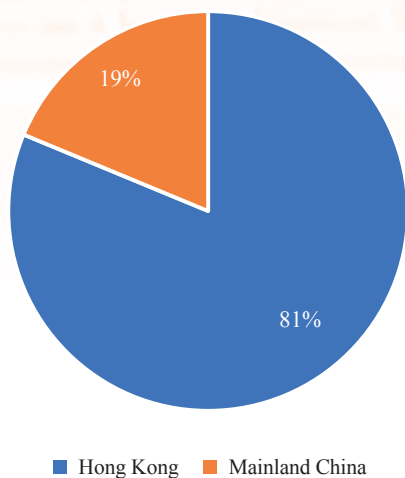
During the Reporting Period, the Group was not aware of any material non-compliance with laws and regulations in respect of human resources. We strictly prohibit discrimination, harassment and bullying at all workplaces. In accordance with the ESG Reporting Guide set out by the HKEX, details of the Group's workforce during the Reporting Period are tabulated as well as presented in charts below.

**Table 4-2: Our Workforce**

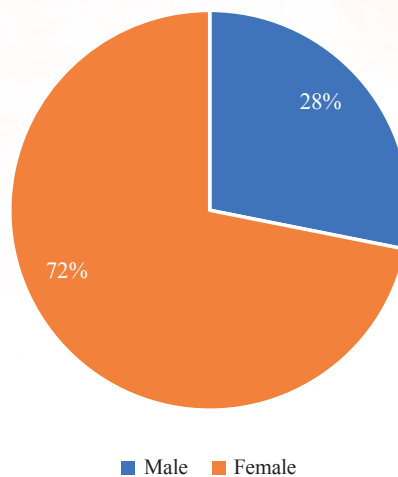
	FY2021
Total Number of Full-Time Employees	32
Total Number of Part-Time Employees	0
<b>Turnover Rate by Gender</b>	
Male	11.1%
Female	4.3%
<b>Turnover Rate by Age</b>	
Under 30 years old	50%
30 – 50 years old	0%
Over 50 years old	11.8%

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

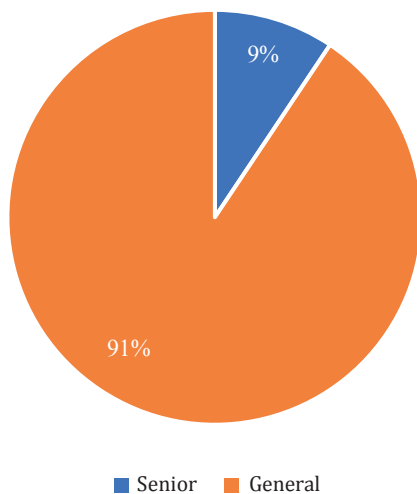
**Total Workforce by Geographical Region as of 31 December 2021**



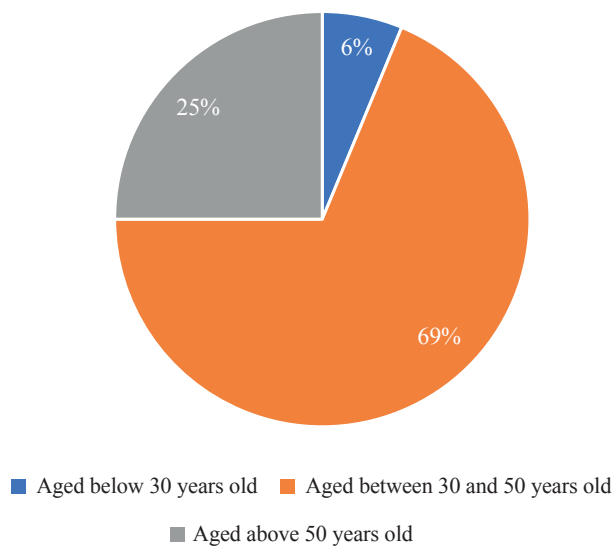
**Total Workforce by Gender as of 31 December 2021**



**Total Workforce by Employment Level as of 31 December 2021**



**Total Workforce by Age Group as of 31 December 2021**





# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 4.4 Labour Standards

The Group strictly prohibits the employment of any child labour and forced labour in any form, being fully aware that exploitation of child and forced labour violates human rights and international labour conventions. All candidates applying to a position in the Group are required to present their identity documents for inspection and ascertaining their identities, ages and validity of employment status. Recruiters strictly review the entry documents including identity cards, academic certificates and medical examination certificates (whenever feasible).

During the Reporting Period, the Group strictly complied with the relevant laws and regulations, including the Labour Law and Employment Ordinance of Hong Kong. In the event that any irregularities in ages, identities and/or validities of employment status is subsequently found, employment with all such concerned candidates will be immediately terminated, and the Group will report such incident to the relevant authorities as soon as practicable. No non-compliance case was noted in relation to labour standard laws and regulations reported during the Reporting Period.

## 4.5 Development and Training

The Group envisions that empowering its people through development and training is the cornerstone of our success in the long-run. The Group listens and responds to our people, striving to create an environment of continuous learning, to facilitate development of careers and to provide knowledge and skills for better fulfilment of roles and responsibilities. Our training programmes are designed not only to enhance the sustainable development of the Group and to provide skill-set required for the operation, but also for the benefit of society as a whole wherever possible.

During the Reporting Period, the Group organized a total of 60 hours of development and training. Each employee at all levels received, on average, 2 hours of development and training, including induction training, technical skills training, thematic courses such as anti-corruption, and pre-post training as summarized in the table below.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

**Table 4-3: Employee Training**

	Unit	FY2021
Average hours of training received per employee	hours	1.88
<b>Average hours of training per employee by ranking</b>		
Senior Staff	hours	20.67
General Staff	hours	0.17
<b>Average hours of training per employee by gender</b>		
Male	hours	4.50
Female	hours	1.15
<b>Percentage of employees trained by employment level</b>		
Senior Staff	%	100
General Staff	%	34
<b>Percentage of employees trained by gender</b>		
Male	%	22
Female	%	48

The Group pays full attention to the relevant regulatory changes and work closely with different departments to determine the continuous professional training required for relevant employees and directors to update their knowledge and skills to maintain their professional competence. Latest applicable laws, rules and regulations are circulated with employees and directors from time to time. Implementation of safety training and comprehensive risk assessments are also one of the most important tasks in the Group. Details of the development and training programs are summarized as below.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

**Table 4-4: Development and Training Programs**

## Orientation Programs

Orientation programs are organized for new joiners by introducing the history and corporate culture of the Group, as well as functions of respective departments, aiming at helping them adapt to the new work environment affirmatively and quickly

## Continuous Professional Training

Continuous training is committed in different ways including internal training programs, comprehensive training for specific skill development, and courses for continuous professional development for relevant employees so as to ensure that they possess the appropriate qualities and skill-sets

## Thematic Training

Directors and senior management are encouraged to take part in professional thematic training and seminars including occupational safety, corporate governance, business development and strategy.

Employees from respective departments are encouraged to take part in thematic courses to strengthen and refresh their knowledge, management skills, including various topics stipulated in different ordinances, rules and guidelines such as the Securities and Futures Ordinance, Personal Data (Privacy) Ordinance, Main Board Listing Rules and Guideline, compliance, anti-money laundering ("AML"), anti-corruption and Know-Your-Client



**Organization of thematic training provided to employees**



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 4.6 Recruitment and Promotion

Considering that every employee has unique talents, competencies and the potential to become a driving force for our corporate development and long-term growth, the Group supports the development of competencies of our employees while proactively managing our talent pipeline and career development for them. The Group is determined to uphold an open, fair, just and reasonable recruitment and human resource policies, with respect to equal opportunities, diversity and anti-discrimination. We are committed to nurturing skills and capabilities in order to unlock the best in our employees, and therefore drive creativity and innovation that will contribute to our long-term sustainable growth.

The Group has formulated the recruitment policy with respect to equal opportunities, diversity and anti-discrimination. We encourage differences and individuality in employees, with the philosophy that diversity can bring new ideas, dynamics and challenges to our operations. We discourage all forms of discrimination on gender, age, family status, sexual orientation, disability, race and religion. Our employment policy encourages hiring of talented people with physical or mental disabilities. We are committed to supporting our employees to maintain a family-friendly work environment because we respect their roles and responsibilities in their families. We strive to make sure employees and business partners comply with laws and regulations, follow ethical business practices and respect equal opportunity in employment. We bring in new recruits and equip them with necessary skill sets to develop a long-term rewarding career with us.

During the Reporting Period, we strictly observed the applicable laws and regulations and follow our employment policies relating to recruitment and promotion, compensation and dismissal, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare, by providing competitive remuneration package, including internal promotion opportunities and performance-based bonus, so as to recruit and retain experienced employees.

## 4.7 Harmonious Corporate Culture

The Group is strongly convinced that a harmonious corporate culture among the employees and management are always the key drivers to the Group's healthy and prosperous growth. To achieve this, we utilize a variety of channels, including:

- Regular all-staff meetings to update on business performance and the development of key projects;
- Employee engagement to ensure that employees' voices are heard and responded to at both corporate and team levels; and
- Regular and festival gatherings were organised during the Reporting Period to enhance the harmonious spirit of different levels of staff members in recognition of their contributions and dedicated work to the Group.

The Group believes that such a corporate culture and harmonic working environment will naturally achieve a synergistic result to facilitate employee retention and to improve productivity.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 5. OPERATING RESPONSIBLY

In order to achieve our goal to be a responsible corporate in the Asia-Pacific region, we realize that we must operate in a sustainable fashion with a comprehensive ESG management approach and dissemination of pursuing sustainability into our core business. It is additionally essential for us to encourage all business partners to incorporate those sustainability practices and policies into their operation thoroughly in order to work together in our pursuit of sustainable development.

### 5.1 Supply Chain Management

The Group understands that the supply chain management is always one of the key aspects of the Group's operation. Our supply chain management team not only considers economic and commercial benefits during the tendering processes, but also evaluates the suppliers' and contractors' track record with respect to legal and regulatory compliance which include environmental, social and governance aspects.

We developed a vendor and supplier selection mechanism based on potential vendors' compliance with all applicable laws and regulations in relation to the safety, environment, forced labour, child labour and other social aspects. Products and services with environmentally friendly and socially responsible features will be given a higher technical score during our assessment process. To evaluate the performance of the selected suppliers as well as to minimize the environmental and social risks along the supply chain, regular assessments covering the professional qualification, services/products quality, financial status, integrity, and social responsibility will be conducted if deemed necessary. When the evaluation result of a supplier is not satisfactory, the supplier will be removed from the approved list.

Every supplier is required to comply with our code of practice, which prohibits offering of gifts, loans, hospitality, services or favor in an improper manner. In addition, the Group encourages our business partners to adopt the best environmental and social practices and to disseminate the pursuit of sustainability into the core business, through develop energy-saving and consumption-reducing policies. For example, we recommend the suppliers to be engaged with the strategy of sustainable transport and logistics solutions such as using online carbon calculator for route planning in order to reduce carbon footprint throughout their delivery process.

We believe that, through the above review process, we can minimize the potential environmental and social risks associated with the supply chain management. During the Reporting Period, suppliers of the Group were all located in the region where we operated. No complaint was received from the suppliers and there was no disputed debts or unsettled debts and all the debts are settled on or before due dates or a latest date as mutually agreed.





# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 5.2 Product Responsibility

### *ESG Investing*

ESG investing generally considers a broader set of due diligence questions on how environmental, social and governance factors impact performance, both positively and negatively. A growing number of studies show that companies with strong ESG credentials frequently outperform those with weaker values. Hence, the Group not only incorporates ESG practice into our operations, but also ESG aspects in our analysis and investment decision wherever feasible.

### *Quality of Services*

We are committed to the highest standards of services we deliver, maintaining continuous communication with our clients to ensure that we understand and fulfil their needs and expectations. Furthermore, we keep track of emerging trends and continue to develop and optimize services that offer the best plans to our clients.

The Group undertook a series of measures to ensure our financial product accountability during the Reporting Period. Every product will be planned, developed and supplied to meet all legal and regulations for its intended use and for circumstances of reasonably foreseeable misunderstanding. We ensured that every product is correctly labelled with sufficient information required by legislation and industry codes of practice. We also performed continuous and regular assessments of the product quality and review of opportunities for improvements and changes.

During the Reporting Period, our operation in Hong Kong complied with relevant laws and regulations, for instances, the Trade Description Ordinance. During the Reporting Period, the Group did not identify any material non-compliance of the laws and regulations related to the quality of products and services.

## 5.3 Privacy Protection

The Group emphasizes the importance of protecting our clients' personal data against unauthorized access, use or loss and we adhere to the Personal Data (Privacy) Ordinance when collecting, processing and using clients' personal data. To safeguard clients' privacy, the Group takes practicable steps to ensure the clients' data are securely stored and the use of data is limited to or related to the original collection purpose. The Group respects privacy rights of its stakeholders with utmost importance.

The Group sets out data privacy requirements in our corporate policies, under which client and supplier data would be used exclusively for matters relating to the Group's operation only. We strive to ensure all collected data kept is free of unauthorized or accidental access, processing, erasure or other use.

There were no non-compliance cases noted in relation to our data privacy and no material complaints received regarding our services that would have significant impact during the Reporting Period.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 5.4 Anti-Corruption

The Group makes every effort to uphold a high standard of business ethics and prohibition of any forms of bribery and corrupt practices. The Group has developed a series of policies and compiled code-of-conduct with respect to anti-fraud and anti-bribery, which apply to all staff-members. In general, we require our employees to declare any conflict of interest, to avoid any possible such conflict with sub-contractors or suppliers, organizing seminars in relation to anti-corruption and avoidance of conflict of interest for our employees. We also encourage our business-related parties, including suppliers to observe those principles of the policies and to proactively report any suspected misconduct issues to the Group. Meanwhile, employees are encouraged to report any concern in relation to accounting controls and audit matters to the Audit Committee which will review each complaint and decide how the investigation should be conducted. A total of 3 hours in relation to training of anti-corruption was recorded during the Reporting Period.

During the Reporting Period, the Group observed with related laws and regulations that have a significant impact on the Group relating to bribery, extortion, fraud and money laundering, such as the Prevention of Bribery Ordinance of Hong Kong and Criminal Law and the Regulations for Suppression of Corruption of Mainland China. No cases of anti-corruption were concluded whereas the Audit Committee identified no complaint from employees during the Reporting Period.

## 5.5 Anti-Money Laundering (“AML”)

The Group fully supports the international community drive against serious crime, drug trafficking and terrorism and is committed to assisting the authorities to identify money laundering and terrorist financing transactions. The Group’s AML and counter-financing of terrorism (“CFT”) policy has clearly specified that all employees are obliged to comply with all applicable AML/CFT laws and regulations. In order to safeguard from the use of the Group’s services for those purposes, the operation manuals include the procedures in conducting client due diligence and ongoing monitoring on a risk-based approach, suspicious activity reporting and record keeping. The operation manuals are reviewed regularly and updated according to relevant legal and regulatory changes. Internal control review is also carried out regularly to ensure that the AML/CFT procedures are adhered to. There is also training on AML/CFT for all employees to assist them in understanding, implementing and complying with the AML/CFT procedures.

During the Reporting Period, the Group observed with related laws and regulations that have a significant impact on the Group relating to bribery, extortion, fraud and money laundering, such as the “Prevention of Bribery Ordinance of Hong Kong”. No cases of money laundering were concluded during the Reporting Period.

## 5.6 Whistle-Blowing

In order to encourage our employees to report illegality, irregularity, malpractice, unethical acts or behaviors, inappropriate conducts or actions, which may damage the Group’s interests, we established whistle-blowing policy and implement procedures for our employees to report improprieties via a confidential reporting channel to the extent that is made possible to all employees. The policy aims to encourage our employees to report behaviour that is not in line with the principles of ethics and the Group’s policy such as events that are non-compliant with the Group’s policy, laws, rules, regulations, general practice of financial reporting and internal control.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

The Group is committed to addressing the “whistle-blowers” concerns in a fair and reasonable manner and to handling the reports with due care and conducting a comprehensive and independent investigation for each reasonably established report. All “whistle-blowers” who report in good faith are reasonably protected from retaliation or adverse consequence of their employment regardless of whether the allegation is substantiated.

The whistle-blowing policy and its procedures, which apply to all levels of the members of the Group, have been documented in the employee handbook and have been circulated among employees for their reference.

## 5.7 Protection of Intellectual Property Rights

The Group is committed to compliance with relevant laws and regulations in relation to intellectual property right (“IP rights”) by valuing and protecting its intellectual properties through patent fees and periodic trademark renewals. In order to prevent infringement and enhance copyright protection, a copyright compliance policy is in place covering the area of installation of computer software, making copies of copyright works or publication and use of internet information.

## 5.8 Clients’ Feedback and Handling

Realizing that our client needs and expectations should be well addressed, the Group highly values the level of satisfaction of clients and their feedback. Regular communication channels and feedback systems, such as telephone hotline, emails and websites, are in place to collect information on satisfaction and suggestions for improvement from our diverse portfolio of clients.

The Group consolidated and comprehensively analysed the clients’ feedback in order to identify the issues. Follow-up actions, including internal evaluation and modification of training programs for employees, will be taken to address the issues identified and to continuously improve our service delivered. Feedback will additionally be provided to the clients in a timely manner.

There were no cases of product recall nor complaints received against our services due to health and safety issues during the Reporting Period.

**Table 5-1: Product Recalls and Complaints**

	FY2021
Percentage of complaints received about the products related to health and safety issues	n/a

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 6. CONTRIBUTING TO OUR COMMUNITY

The Group is dedicated to making a better society through our active involvement and partnership with local non-profit organizations to organize and take part in a variety of charitable activities and actions such as health education and action, poverty action, children, elderly, underprivileged groups, animal welfare and environmental protection. We put the best effort and resources in helping the local communities and people in needs through multiple channels including community services, and sponsorship programs.

### Community Services

During the Reporting Period, we participated in the charitable event organized by Ronald McDonald House Charities ("RMHC") in December 2021, as part of our community-care effort. RMHC is an independent registered non-profit organization in Hong Kong with a mission to provide a 'home away from home' – accommodation for families such that they can stay close to their hospitalized children. We see this is in line with our belief that love and support of family is the most powerful medicine prescribed.



### Our community engagement with the Ronald McDonald House Charities

Going forward, the Group will continue to foster the culture of active participation in community services, encouraging our staff members to be actively engaged in voluntary services and join hands together to disseminate the spirit of services in the community where we all depend on.



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 7. HKEX ESG GUIDE CONTENT INDEX

Aspects, General Disclosures and KPIs	Description	Relevant sections in the ESG Report	Remarks
<b>Aspect A1: Emissions</b>			
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 air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste	Protecting the Environment	
KPI A1.1	Types of emissions and respective emissions data	Protecting the Environment	
KPI A1.2	Greenhouse gas emissions in total and, where appropriate, intensity	Protecting the Environment	
KPI A1.3	Total hazardous waste produced and, where appropriate, intensity	n/a	The Group has not identified any hazardous waste was produced in our core business
KPI A1.4	Total non-hazardous waste produced and intensity	Protecting the Environment	
KPI A1.5	Description of measures to mitigate emissions and results achieved	Protecting the Environment	
KPI A1.6	Description of how hazardous and non-hazardous waste is handled, reduction initiatives and results achieved	Protecting the Environment	



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Aspects, General Disclosures and KPIs	Description	Relevant sections in the ESG Report	Remarks
<b>Aspect A2: Use of Resources</b>			
General Disclosure	Policies on efficient use of resources including energy, water and other raw materials	Protecting the Environment	
KPI A2.1	Direct and/or indirect energy consumption by type in total and intensity	Protecting the Environment	
KPI A2.2	Water consumption in total and intensity	Protecting the Environment	
KPI A2.3	Description of energy use efficiency initiatives and results achieved	Protecting the Environment	
KPI A2.4	Description of whether there is any issue in sourcing water, water efficiency initiatives and results achieved	n/a	Defined to be irrelevant to the Group's operation
KPI A2.5	Total packaging material used for finished products, and if applicable, with reference to per unit produced	n/a	Use of packaging material is not applicable to the Group's core operation
<b>Aspect A3: The Environment and Natural Resources</b>			
General Disclosure	Policies on minimizing the issuer's significant impact on the environment and natural resources	Protecting the Environment	
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and actions taken to manage them	Protecting the Environment	

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## Aspects, General Disclosures and KPIs

### Description

### Relevant sections in the ESG Report

### Remarks

## Aspect B1: Employment

### General Disclosure

#### Information on:

### People

- (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

### KPI B1.1

Total workforce by gender, employment type, age group and geographical region

### People

### KPI B1.2

Employee turnover rate by gender, age group and geographical region

### People

## Aspect B2: Health and Safety

### General Disclosure

#### Information on:

### People

- (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

### KPI B2.1

Number and rate of work-related fatalities

### People

### KPI B2.2

Lost days due to work injury

### People

### KPI B2.3

Description of occupational health and safety measures adopted, how they are implemented and monitored

### People

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Aspects, General Disclosures and KPIs	Description	Relevant sections in the ESG Report	Remarks
<b>Aspect B3: Development and Training</b>			
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work Description of training activities	People	
KPI B3.1	The percentage of employees trained by gender and employee category	People	
KPI B3.2	The average training hours completed per employee by gender and employee category	People	
<b>Aspect B4: Labour Standards</b>			
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 preventing child and forced labour	People	
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour	People	
KPI B4.2	Description of steps taken to eliminate child and forced labour practices when discovered	n/a	No such incidents were reported during the Reporting Period.
<b>Aspect B5: Supply Chain Management</b>			
General Disclosure	Policies on managing environmental and social risks of the supply chain	Operating Responsibly	
KPI B5.1	Number of suppliers by geographical region	Operating Responsibly	

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## Aspects, General Disclosures and KPIs

## Description

## Relevant sections in the ESG Report

## Remarks

KPI B5.2

Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored

Operating Responsibly

## Aspect B6: Product Responsibility

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 health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress

Operating Responsibly

KPI B6.1

Percentage of total products sold or shipped subject to recalls for safety and health reasons

n/a

Not applicable to the Group's core operation

KPI B6.2

Number of products and service-related complaints received and how they are dealt with

Operating Responsibly

No products and service-related complaints received during the Reporting Period.

KPI B6.3

Description of practices relating to observing and protecting intellectual property rights

n/a

The Group is working on this aspect.

KPI B6.4

Description of quality assurance process and recall procedures

n/a

Not applicable to the Group's core operation

KPI B6.5

Description of consumer data protection and privacy policies, how they are implemented and monitored

Operating Responsibly

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Aspects, General Disclosures and KPIs	Description	Relevant sections in the ESG Report	Remarks
<b>Aspect B7: Anti-corruption</b>			
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	Operating Responsibly	
KPI B7.1	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	Operating Responsibly	No concluded legal cases regarding corrupt practices during the Reporting Period.
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored	Operating Responsibly	
<b>Aspect B8: Community Investment</b>			
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities takes into consideration communities' interests	Contributing to the Community	
KPI B8.1	Focus areas of contribution	Contributing to the Community	
KPI B8.2	Resources contributed to the focus areas	Contributing to the Community	