



婚宴專門店  
Wedding Banquet Specialist

# PALACE BANQUET HOLDINGS LIMITED 首灃控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock code 股份代號 :1703



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

# 2021



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### SCOPE AND REPORTING PERIOD

This is the third Environmental, Social and Governance (“ESG”) report by Palace Banquet Holdings Limited (the “Company”), highlighting its ESG performance, with disclosure reference made to the ESG Reporting Guide as described in Appendix 27 of the Listing Rules.

The principal activities of the Company and its subsidiaries (collectively the “Group”) is a full-service restaurant group in Hong Kong offering Cantonese dining and banquet services including wedding banquet service.

This ESG report covers the Group’s overall environmental and social performances of the business operations of its offices in Hong Kong, from 1 April 2020 to 31 March 2021 (the “Reporting Period”), unless otherwise stated.

Operations that had no significant environmental and social impacts contributed were excluded from the reporting scope.

### REPORTING GUIDELINES

The “Environmental, Social and Governance Reporting Guide” (the “ESG Reporting Guide”) which is set out in Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited (the “HKEX”) serves as the reporting guidelines of this report.

### REPORTING PRINCIPLES

The reporting principles of this ESG Report are governed by “materiality” and “quantitative”. With respect to “materiality”, we ensure that ESG issues discussed in this report are sufficiently important and material to investors and stakeholders including clients, communities, employees, institutions, governments, non-governmental organizations, shareholders, subcontractors, suppliers and industry associations. With respect to “quantitative”, Key Performance Indicators (“KPI”) required by the ESG Reporting Guide are measurable such that the effectiveness of our ESG policies and management systems can be evaluated and validated continuously.

### 範圍及報告期

此乃首豐控股有限公司(「本公司」)的第三份環境、社會及管治報告(「環境、社會及管治報告」)，重點介紹其環境、社會及管治表現，並參考上市規則附錄二十七所述的環境、社會及管治報告指引作出披露。

本公司及其附屬公司(統稱「本集團」)的主要業務為香港的全方位服務餐飲集團，提供粵式餐飲及包括婚宴服務在內的宴會服務。

除非另有說明，本環境、社會及管治報告涵蓋本集團香港辦事處於2020年4月1日至2021年3月31日期間(「報告期」)業務運營的整體環境及社會表現。

無重大環境及社會影響的業務並無納入報告範圍。

### 報告指引

香港聯合交易所有限公司(「香港聯交所」)證券上市規則附錄二十七所載《環境、社會及管治報告指引》(「環境、社會及管治報告指引」)乃本報告的報告指引。

### 報告原則

本環境、社會及管治報告的報告原則受「重要性」及「量化」所監管。就「重要性」而言，我們確保本報告中討論的環境、社會及管治問題對於投資者及持份者(包括客戶、社會、僱員、機構、政府、非政府組織、股東、分包商、供應商及行業協會)充分反映其重要性。就「量化」而言，環境、社會及管治報告指引規定的關鍵績效指標(「關鍵績效指標」)屬可衡量，故可持續評估及驗證環境、社會及管治政策及管理系統的有效性。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

The Group is determined to be a responsible enterprise and is committed to perfecting its business and improving the local community. 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. We define our stakeholders as people who affect our business or who are affected by our business. In our daily business, we actively exchange information with our stakeholders through our transparent platform while we are devoted to continuous improvement of our communication system. In addition, we are committed to maintaining a long-term partnership with our stakeholders and are actively engaged in addressing their concerns with timely follow-up actions. The Group is working to create a sustainable growth for the benefit of all our stakeholders.

### 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. Independent expert was engaged to provide assurance to the content of this ESG Report and verify the relevant disclosure of KPIs in this report.

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.

### 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.

本集團矢志成為負責任的企業，並致力完善旗下業務，同時改善本地社區。為確定對我們的業務在可持續發展方面屬相關及重要的事宜，本集團知悉其關鍵在於了解持份者最關注的事項。我們將持份者界定為影響我們業務或受我們業務影響的人士。在日常業務中，我們透過公開透明的平台與持份者積極交流資訊，同時致力持續改善通訊系統。此外，我們亦承諾與持份者維持長期夥伴關係，並及時採取跟進行動積極解決彼等關注的事項。本集團致力於為所有持份者的利益創造可持續增長。

### 報告框架

參照環境、社會及管治報告指引及本集團的業務營運，本環境、社會及管治報告的呈列將被視為對本集團屬相關及重大的層面及關鍵績效指標分為四大主要範疇：環境保護、僱傭及勞工常規、營運慣例及社區投資。我們已委聘獨立的專家就本環境、社會及管治報告的內容提供保證，並核查本報告內關鍵績效指標的相關披露資料。

本報告的最後部分亦載有根據環境、社會及管治報告指引的完整索引，以供參考。除本集團認為不適用於其業務的條文外(有關解釋載於上述索引的最右一欄)外，本報告已遵守環境、社會及管治報告指引所載的所有「不遵守就解釋」條文。

### 數據收集

本報告的數據摘錄自本集團的內部管理系統及統計資料，以及過往年度收集的部分數據。除另有訂明外，否則港元於本報告中用作其功能貨幣。

### STAKEHOLDER ENGAGEMENT AND MATERIALITY 持份者參與及重要性

The Group values input and feedback of its stakeholders as they bring potential impacts to the Group's business. Shareholders, management and employees of the Group have been involved in annual general meetings, staff meetings, stakeholder surveys, daily email and telephone communications to share views regarding the Group's operations and performances. The Group has specifically engaged internal stakeholders to gain further insights on ESG material aspects and challenges through stakeholder surveys in the Reporting Period.

由於持份者對本集團業務有潛在影響，故本集團注重彼等的貢獻及意見。本集團股東、管理層及僱員一直通過參與股東週年大會、員工會議、持份者調查、日常電郵及電話溝通發表對本集團營運及表現的意見。於報告期內，本集團特別與內部持份者交流並透過持份者調查獲得對環境、社會及管治重大方面及挑戰的深刻見解。

We take stakeholders' expectations into consideration in formulating our businesses and ESG strategies by utilizing diversified engagement methods and communication channels, shown as below.

我們於制定業務及環境、社會及管治策略時，已透過採用如下所示的多元化參與方式和溝通渠道，考慮持份者的期望。

Stakeholders 持份者	Requirements and expectations 要求及期望	Description 描述
HKEx 香港聯交所	Compliance with Listing Rules 遵守上市規則	<ul style="list-style-type: none"> <li>Regular Information Reporting</li> <li>定期資料匯報</li> </ul>
Government 政府	Comply with business regulations and taxes 遵守商業法規及稅務	<ul style="list-style-type: none"> <li>Accept guidance and supervision;</li> <li>Operation in accordance with law; and</li> <li>File tax returns and pay tax in accordance with the laws.</li> <li>接受指引及監察；</li> <li>依法經營；及</li> <li>依法報稅納稅。</li> </ul>
Suppliers 供應商	a) Fair competition/quality and price; b) Stable payment terms a) 公平競爭／質量及價格； b) 穩定的付款條款	<ul style="list-style-type: none"> <li>Conduct suppliers assessment regularly and/or prior the expiry of contract under a rigorous and regulated system; and</li> <li>在嚴格及受監管的制度下，定期及／或在合同到期前進行供應商評估；及</li> </ul>
Shareholders/ Investors 股東／投資者	a) Financial performance b) Corporate governance c) Market image a) 財務表現 b) 企業管治 c) 市場形象	<ul style="list-style-type: none"> <li>Conduct general meetings;</li> <li>Comply with market rules;</li> <li>Publish annual and interim reports; and</li> <li>Publish regular announcements in HKEx.</li> <li>召開股東大會；</li> <li>遵守市場規則；</li> <li>發佈年報及中報；及</li> <li>於香港聯交所定期發佈公告。</li> </ul>

# Environmental, Social and Governance Report

## 環境、社會及管治報告

Stakeholders 持份者	Requirements and expectations 要求及期望	Description 描述
Media & Public 媒體及公眾	Corporate governance, environmental protection, and human rights 企業管治、環境保護及人權	<ul style="list-style-type: none"> <li>• Improve community livelihood;</li> <li>• Implement eco-friendly measures to reduce, reuse and recycle resources to minimize environmental impact; and</li> <li>• Disclose the development strategy and corporate governance.</li> <li>• 改善社區生計；</li> <li>• 實施減少、再利用及回收資源的環保措施，以盡量減少對環境的影響；及</li> <li>• 披露發展戰略及企業管治。</li> </ul>
Customers 客戶	a) Product quality b) Customer complaint handling c) Customer privacy protection a) 產品質量 b) 客戶投訴處理 c) 客戶隱私保護	<ul style="list-style-type: none"> <li>• Promptly respond to customer complaints;</li> <li>• Address customer feedback and opinions;</li> <li>• Sincerely protect customer privacy; and</li> <li>• 迅速回應客戶投訴；</li> <li>• 解決客戶反饋及意見；</li> <li>• 真誠保障客戶私隱；及</li> </ul>
Employee 僱員	a) Good salary and benefits b) Fair promotion and career development c) Good and safe working environment a) 良好的薪金及福利 b) 公平晉升及職業發展 c) 良好安全的工作環境	<ul style="list-style-type: none"> <li>• Install facilities and arrange cleaning to improve the working and comfortable environment;</li> <li>• Organize training and workshops</li> <li>• Establish communication channels; and</li> <li>• Sound compensation system</li> <li>• 安裝設施及安排清潔，以改善工作環境及提供舒適的環境；</li> <li>• 組織培訓及研討會；</li> <li>• 建立溝通渠道；及</li> <li>• 健全的薪酬制度</li> </ul>
Society 社會	Corporate Responsibility 企業責任	<ul style="list-style-type: none"> <li>• Community charity</li> <li>• Sustainable development strategy</li> <li>• 社區慈善</li> <li>• 可持續發展戰略</li> </ul>

# Environmental, Social and Governance Report

## 環境、社會及管治報告

The Board and the management of the Company highly support, engage and concern for all the issues related to ESG through the management of the daily operation and take appropriate actions whenever applicable. ESG-related risks are identified through the risk control procedures and the identified material aspects are strictly managed through the Group's policies and guidelines. Management of the aspects have been described in separate sections below. Through the continuous improvements related to ESG issues, the Group has been reducing the potential risks that may derive from environmental, social and economic developments and to review the policies on a regular basis in order to enlarge the benefit of the stakeholders. The Group will continue to identify areas of improvement for the concerned aspects and keep close communication with its stakeholders to share and exchange ideas for advancing the Group's ESG management.

### STAKEHOLDERS' FEEDBACK

The Company welcomes stakeholders' feedback on our ESG approach and performance. Please give your suggestions or share your views with us via email at [cfo@palacewedding.hk](mailto:cfo@palacewedding.hk).

### ENVIRONMENTAL, SOCIAL AND GOVERNANCE POLICY

At Palace Banquet Holdings Limited, ESG is viewed as a business philosophy that creates sustainable value for all our stakeholders including but not limited to shareholders, employees, business partners, customers, suppliers, Government bodies, community members. By embracing opportunities and managing risks derived from environmental, social, and economic developments, our ESG policy defines our long-term approach to specific issues in two cornerstones: Environmental and Social, which is instrumental in enabling our business to operate in a sustainable manner. The Group is committed to the long-term sustainability of our business development and the communities in which we operate.

#### Environmental

We value the importance of environmental protection and the impact of the environment to the well-being of communities. The Group pursues the following initiatives on the environmental protection policy;

- To give due consideration to environmental issues in our corporate decision-making process and actively minimize the impact of our business operations on the environment;
- To continue to improve our environmental performance and comply with applicable environmental laws and standards;

本公司董事會及管理層透過日常經營管理，致力支持、參與和關注所有與環境、社會及管治相關的事宜，並於適用情況下採取適當行動。本集團透過風險控制程序識別環境、社會及管治相關風險，並透過本集團的政策和指引，嚴格管理該等已識別的重要領域。有關這些層面的管理於以下單獨的章節中予以描述。透過對環境、社會及管治問題的持續改進，本集團一直在降低環境、社會和經濟發展可能帶來的潛在風險，並定期檢討有關政策，以擴大持份者的利益。本集團將繼續查找不足，改善相關範疇，並與其持份者保持密切溝通，分享及交流想法，從而提升本集團。

### 持份者的意見

本公司歡迎持份者就我們的環境、社會及管治方針及表現發表意見。如有任何建議或意見，敬請電郵至 [cfo@palacewedding.hk](mailto:cfo@palacewedding.hk)。

### 環境、社會及管治政策

首豐控股有限公司視環境、社會及管治為經營理念，可為全體持份者(包括但不限於股東、僱員、業務夥伴、客戶、供應商、政府機構及社區成員)創造可持續價值。透過把握機會及管控環境、社會及經濟發展所帶來的風險，我們的環境、社會及管治政策將在環境及社會兩個基本方面訂立我們針對具體問題的長期方針，有助我們以可持續的方式營運業務。本集團致力維持我們的業務發展及營運所在社區的長期可持續性。

#### 環境

我們評估環境保護的重要性及環境對社區民眾生活的影響。本集團就環境保護政策採取以下舉措：

- 我們在公司決策過程中會審慎考慮環境問題並盡量降低業務營運對環境的影響；
- 持續提升我們的環境表現並遵守適用的環境法律及標準；

# Environmental, Social and Governance Report

## 環境、社會及管治報告

- To reduce energy consumption and improve energy efficiency, conserve resources, use renewable or recyclable materials, minimize the use of paper and dispose of waste in an environmentally responsible manner; and
  - To raise staff awareness of environmental issues through education and training and by posting the Go Green Initiatives in the pantry, washrooms of workplaces and restaurants for all staff.
- 以對環境負責的態度減少能源消耗及提高能源效益、節約資源、使用可再生或可回收材料、盡量減少使用紙張及廢棄物排放；及
  - 通過教育及培訓以及在工作場所的茶水間及洗手間及酒樓張貼有關「綠色先行」舉措的宣傳，提高員工的環保意識。

### Social

We consider our staff as valuable wealth of the Group and the foundation for the development of the Group. We also believe in giving back to the communities in which we operate. The following are our policy on social aspects:

- To foster a supportive and quality working environment by upholding employment practices that treat our staff fairly and equally;
  - To safeguard the rights and interests of our staff with strict compliance with the applicable laws and will never harm their interests;
  - To provide our staff opportunities for training and development;
  - To ensure a healthy and safe workplace and facilitate meaningful communication within the Group;
  - To maintain a high standard of integrity, transparency and accountability in our operations, improving our services based on evolving market demands, and promoting sustainable development to our stakeholders; and
  - To support local initiatives that create effective and lasting benefits to the community through corporate philanthropy and mobilizing our staff to participate in volunteer work.
- 堅持公平公正對待員工的僱傭慣例，營造一個互助及優良的工作環境；
  - 保障員工權益，嚴格遵守適用法律，絕不損害員工利益；
  - 向員工提供培訓及發展機會；
  - 確保工作場所健康及安全，並在本集團內部實現有效溝通；
  - 在營運中保持高標準的誠信、透明度及問責，根據不斷變化的市場需求完善我們的服務並促進對持份者的可持續發展；及
  - 透過企業慈善及動員員工參加義工工作支持地方舉措，為社區創造有效及持續的利益。

This Policy shall be communicated to the Group's stakeholders, including but not limited to its employees, shareholders, suppliers, business partners and customers, and made available to the public, in particular the investing public.

The Group is committed to the continual development of this Policy and its integration into the Group's operations and will review this Policy on a regular basis.

### 社會

我們認為員工是本集團的寶貴財富及本集團發展的基礎。我們亦主張回饋營運所在社區。以下為我們在社會層面所制訂的政策：

本政策須向本集團持份者(包括但不限於其僱員、股東、供應商、商業夥伴及客戶)傳達，並向公眾人士(尤其是投資大眾)公佈。

本集團致力保持本政策的持續發展，將本政策整合入本集團營運並定期審閱。

### A. ENVIRONMENTAL

#### Go Green Initiatives

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.

Although change is always difficult and requires careful management, we firmly believe that these initiatives will become part of our competitiveness and are capable to reflect our commitment to offering our customers 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.

#### Corporate Environmental Policy and Compliance

Tremendous efforts in recent years have been made by the Hong Kong government and numerous corporates in the city to promote the construction of a green and low carbon environment and ecological civilisation for the community. The Group, as a member of this community, is committed to upholding high environmental standards and to disseminating the concept of sustainable and green development via reducing waste discharge, carbon footprint and resource consumption, devoting human and financial resources for environmental conservation and promoting a harmonious and sustainable development among people, society and the environment.

### A. 環境

#### 「綠色先行」舉措

隨著全球可持續發展議題，如氣候變化、塑膠污染、生態及道德需求區域的影響日趨顯著，本集團明白客戶逐漸對該等議題變得敏感，開始影響著普遍客戶的購買決定。以往客戶甚少問及產品的生產方式或其成份，但現時會期望企業清楚列明產品的原產地以及環境、社會及管治政策如何影響其生產流程、材料及人力資源運用的選擇。客戶心態改變正逐步促成購買決定的轉變。

因此，本集團在業務模式中實行良好的環境、社會及管治常規變得空前重要。我們致力將資源保護意識、低碳概念及環保深入灌輸到每位僱員的工作和生活中。我們繼續物色與我們的理念、對環境保護的承擔及遵守適用環保法例及法規一致的業務夥伴。

雖然轉變總會有困難及需要謹慎的管理，我們堅信上述舉措將成為我們競爭力的一部分，並能展示我們的承諾：向客戶提供最優質服務而僅對地球造成極少負面影響，與社區各界人士共同建設更為綠化和健康的環境。

#### 企業環境政策與合規

近年來，香港政府及本港許多企業在推動為社區建設綠色低碳環境及生態文明建設方面付出重大努力。本集團作為社區的一分子，致力秉持高環保標準，憑藉減少廢物排放、碳足跡及資源消耗，由此傳播可持續發展及綠色發展的理念，投入人力及財務資源以促進環境保護及促進人類、社會及環境的和諧及可持續發展。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

As a company that is principally engaged offering Cantonese dining service and banquet service in Hong Kong, our operation in general does not consume extensive natural resources nor produce a significant amount of greenhouse gas (GHG) emissions. Nevertheless, we endeavour to protect this planet and to build a sustainable future for our next generations. The Group formulated relevant rules and regulations for a sound and effective management of energy consumption, greenhouse gas (“GHG”) emission, as well as discharge of domestic waste and sewage and other pollutants, highlighted as below.

- Actively promote a culture of environmental sustainability among customers, workforce, and supplier, encouraging their participation in green initiatives;
- Comply with applicable environmental protection laws and regulations;
- Define appropriate goals, objectives and targets on a regular basis for our ESG management approach;
- Continuously improve the ESG management system and maintain rigorous standards; and
- Communicate our environmental performance to stakeholders and seek their involvement wherever applicable.

During the Reporting Period, the Group complied with relevant laws and regulations relating 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.

作為一家主要從事在香港提供粵菜餐飲服務及宴會服務的公司，我們的業務一般不會消耗大量自然資源，亦不會排放大量溫室氣體。然而，我們致力保護這個地球，為下一代建立可持續的未來。本集團已制訂相關規則及規例，以穩妥和有效管理能源消耗、溫室氣體（「溫室氣體」）排放以及家居廢物和污水及其他污染物的排放，摘要見下文。

- 積極在客戶、員工及供應商中推動環境可持續文化，鼓勵彼等參與環保倡議；
- 遵守適用環保法律及法規；
- 定期確立適當的總體目標、具體目標和指標，作為環境、社會及管治方針；
- 持續改善環境、社會及管治管理體系及維持嚴格標準；及
- 向持份者闡述我們的環保績效及適當尋求彼等的參與。

報告期內，本集團已遵守有關空氣及溫室氣體排放、向水及土地排放，以及產生有害及無害廢棄物的相關法律及法規。本集團並未違反我們經營所在地區的任何環境保護法律或法規，亦無牽涉有關環境保護的重大罰款、非金錢處罰或訴訟。

### A1 EMISSIONS

#### Governance on Air and Greenhouse Gas (“GHG”) Emissions

Environmental protection has always been one of the fundamental values of the Group. In the course of achieving the Group’s business objectives and maximizing value creation for its stakeholders, the Group strives to achieve a balance between its operation needs and the environment by using resources wisely and minimizing pollutants from its business operation. The Group recognizes its responsibility to contribute towards environmentally sustainable development as reflected by its policy statement:

- Towards full compliance with environmental legislation and other applicable regulations;
- Environmentally clean and use energy efficiently; and
- Prevent pollution by applying effective waste management and environmental friendly work practice.

The Group has also formulated related environmental initiatives to promote sustainability within its business. The Group upholds the principles of emission reduction and resource efficiency in its environmental management approaches. This is achieved by implementing measures that promote energy efficiency, wastes reduction and other green initiatives. The Group is also committed to educating its employees in raising their awareness of environmental protection and complying with relevant environmental laws and regulations. Within its policy framework, the Group continually looks for opportunities to pursue environmentally friendly initiatives, enhance its environmental performance by reducing energy consumption and the use of other resources.

During the Reporting Period, the Group was not aware of any material non-compliance with laws and regulations concerning air and GHG emissions, discharges into water and land, and generation of non-hazardous waste, including but not limited to the Waste Disposal Ordinance of Hong Kong and the Air Pollution Control Ordinance of Hong Kong.

### A1 排放

#### 管理廢氣及溫室氣體(「溫室氣體」)排放

環境保護一直是本集團的基本價值之一。在完成本集團的業務目標及為其持份者盡力創造價值的過程中，本集團通過廣泛使用資源及盡量減少其業務營運產生的污染物，竭力達成營運需求與環境之間的平衡。本集團確認其對環保可持續發展所承擔的責任，反映於其政策聲明：

- 全面遵守環保法例及其他適用規定。
- 環保清潔及有效利用能源；及
- 採用有效廢棄物管理及環保工作常規以防止污染。

本集團亦已制定相關環境措施，以促進業務可持續發展。本集團在環境管理方針秉承減排及資源效益原則，透過實施提升能源效益的措施、減少廢棄物及其他綠色倡議實現有關方針。本集團亦致力教育僱員提高其環保意識，並遵守相關環境法律及法規。在其政策框架內，本集團不斷尋找機會採取環保措施，透過減少能源消耗及其他資源使用以提高環保表現。

於報告期內，本集團並不知悉任何嚴重違反有關廢氣及溫室氣體排放、向水及土地排污以及產生無害廢棄物的法律及法規，包括但不限於香港廢物處置條例及香港空氣污染管制條例。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

Main types of emission sources from the Group during the reporting period were mainly diesel consumed by Group-owned vehicle, use of electricity and disposal of paper to landfill. The Group's business does not involve in consumption of packaging materials, production-related air, water, and land pollutions which are regulated under national laws and regulations. In addition, the Group's core businesses in financial services, car operating lease services and property technology services do not contribute to significant environmental or natural resources impact comparing to businesses in other sectors. Most importantly, the Group still strives to minimize its adverse environmental impact from its business operation.

### Air emissions

A total of 4,697.28 liters of diesel was used for the Group-owned vehicles in the Reporting Period, contributing to 0.07 kg of sulphur oxides, 1.71 kg of nitrogen oxides and 0.13 kg of particulate matter.

### Greenhouse gas emissions

本集團於報告期內涉及的排放源種類主要包括本集團自有汽車消耗的柴油、電力使用及向堆填區處置廢紙。本集團業務不涉及受國家法律法規所規管之包裝材料消耗及生產相關空氣、水及土地污染。此外，相比其他領域的業務而言，本集團在金融服務、車輛租賃服務及物業科技服務領域的核心業務不會對環境或自然資源有重大影響。最重要的是，本集團仍然竭力降低其業務營運造成的不利環境影響。

### 廢氣排放

於報告期內，本集團自有汽車消耗合共4,697.28公升柴油，造成0.07千克硫氧化物、1.71千克氮氧化物及0.13千克顆粒物。

### 溫室氣體排放

Scope of Greenhouse Gas Emissions	溫室氣體排放範圍	Emission Sources	排放源	Emission <sup>1</sup> (in tCO <sub>2</sub> e) 排放量 <sup>1</sup> (以噸二氧化碳當量計)
<b>Scope 1</b> Direct Emission	<b>範圍1</b> 直接排放	Diesel consumed by Group-owned Vehicle	本集團自有汽車消耗的柴油	12.72
<b>Scope 2</b> Indirect Emission	<b>範圍2</b> 間接排放	Use of Electricity	電力使用	7,587.70
<b>Scope 3</b> Other Indirect Emission	<b>範圍3</b> 其他間接排放	Paper Consumption	紙張消耗	31.44
<b>Total</b>	<b>總計</b>			<b>7,631.86</b>

Note 1: Emission factors were made reference to Appendix 27 of the Main Board Listing Rules and their referred documentation as set out by Hong Kong Exchanges and Clearing Limited, unless stated otherwise.

附註1：除另有指明外，排放係數乃參考主板上市規則附錄二十七及香港交易及結算所有限公司列載的相關參考文件得出。

### Measures to Mitigate Emissions

The Group has set up teleconference facilities and use online meetings in office to avoid business trips whenever possible. When options are available, the Group also opts for direct flights to reduce unnecessary carbon emissions.

### 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 food waste during 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;
- During the Reporting Period, the Group participated in the "Food Wise Hong Kong Campaign" driven by the Environmental Protection Department to promote awareness of the community on the food waste reduction in Hong Kong so as to lessen the long-term burden on landfills;
- We reduce the amount of waste disposed such as paper usage, plastic bottles, cooking oil and remained amenities;
- We extend our commitment to using sustainable products into every aspect of the business – including the furniture;
- We generally do not provide plastic straws and plastic stirring rods to customers unless plastic straws are specifically requested;
- 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;

### 減低排放量的措施

本集團已在辦公室安裝電話會議設備及使用線上會議，盡可能避免商務差旅。在可行的情況下，本集團亦更傾向於選擇直飛，以減少不必要的碳排放。

### 廢物管理

#### 廢物管理政策

減廢是我們排放控制工作的焦點。本集團的主要廢物管理政策致力在我們的營運中盡可能實現綠色無紙化操作及產生最少數量的殘餘食物。通過以下措施及目標，本集團致力實現減少所產生廢物數量的目標，旨在從源頭實現廢物管理。

- 我們秉承「環保四用原則—減少使用、物盡其用、替代使用及循環再用」，作為廢物管理的主要政策；
- 報告期內，本集團參與由環境保護署推動的「惜食香港運動」，以提高香港社會對減少食物浪費的意識，從而舒緩堆填區的長期負荷；
- 我們減少廢物棄置量，例如用紙、塑料瓶、廢棄食用油及剩餘日用品；
- 我們將使用可持續產品的承諾擴展至業務的所有範疇，包括家具；
- 我們普遍不向客戶提供塑膠飲管及塑膠攪拌棒，除非客戶特別要求塑膠飲管；
- 我們鼓勵所有僱員利用雙面打印、循環再用紙張及多加使用電子資訊系統作資料分享或內部行政文件用途，從而減少用紙；

# Environmental, Social and Governance Report

## 環境、社會及管治報告

- We encourage 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;
  - 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.
- 我們鼓勵增加使用可再使用產品(如信封)及改善廢物分類，以實行循環再造；
  - 我們收集所有用完的碳粉匣並交予回收代理商，維持舊碳粉匣100%回收率；
  - 我們鼓勵盡量減少使用紙巾；
  - 我們加強僱員在環境管理、減廢及廢物循環方面的意識、鼓勵彼等掌握有關實踐可持續發展方面的適當技能和知識；及
  - 我們密切留意政府有關廢物管理、減廢及循環再造活動的最新倡議和政策，務求適時分配資源和制訂策略。

### Hazardous Waste

Given our business nature, the Group does not directly produce hazardous waste throughout the operation. To reduce the impact of chemical agents used in our operation, our cleaning contractor use environmentally friendly detergents and cleaning products. In addition, we encourage waste recyclers to collect electronic waste such as old computers from us wherever practical, ultimately reducing both the monetary and environmental costs involved in disposal of these electrical parts that may become hazardous waste.

### Non-hazardous Waste

Non-hazardous waste generated by the Group are mainly food waste or alternatively known as kitchen waste, paper towels and napkins. Designated containers are used for separation and temporary storage of disposed food waste before collected by authorized waste collection contractors. The Group has been a partner with the "Food Wise Hong Kong Campaign" promoted by the HKSAR Government since 2015 and undertakes to continue its dedication to food waste reduction.

### 有害廢棄物

基於我們的業務性質，本集團的營運不會直接產生有害廢棄物。為減少我們的營運中所用化學劑的影響，我們的清潔承辦商採用環保清潔劑及清潔產品。此外，我們鼓勵回收商在可行情況下向我們收集舊電腦等電子廢物，最終減少棄置此等或會變成有害廢棄物的電子零件所涉及的金錢和環境成本。

### 無害廢棄物

本集團產生的無害廢棄物主要為食物渣滓(或稱為廚餘)、紙巾及餐巾。我們使用指定的容器，方便分隔和暫時儲存須棄置的食物渣滓，再由認可的廢物收集承辦商收集。本集團自2015年起成為香港特區政府推廣的「惜食香港運動」的合作夥伴，並承諾繼續致力減少食物浪費。

Food waste, used cooking oil and grease trap waste are properly separated and collected by authorised service provider of waste collection. The Group assigned personnel for food waste management and regularly review the effectiveness of the food production, processing and final disposal procedures adopted. "Food Wise" signs are available at the Group's banquet halls to promote the culture of eating wisely. Statistics of food waste disposal are gathered and analysed on a monthly basis, so as to evaluate the effectiveness of our food waste management.

Moreover, the Group has policies in place to reduce its waste generation through the implementation of certain controls at its supply sources in order to manage the amount of waste generated. For example, the Group has established a central kitchen and has implemented cost control mechanisms to achieve better control of its food purchase. The Group actively monitors the consumption of food ingredients for each restaurant and will make adjustment to its procurement of food ingredients if necessary. These measures help minimise excessive consumption of food ingredients and reduce food waste. In addition, the Group is also an advocate for low-carbon dining and waste recycling, as well as reducing the use of disposal tableware.

### Wastewater Discharge

The Group's operation consumes a significant amount of water for sanitary and dining restaurants. In relation to the Group's wastewater management, the Group carries out oil separation and pre-treatment of wastewater before discharge. The Group also contracts a sewage service to properly handle its domestic sewage. During the Reporting Period, the Group was in compliance with the Water Pollution Control Ordinance ("WPCO") (Chapter 358 of the Laws of Hong Kong).

Besides educating its employees, the Group also engages in regular assessments of its utility services. In particular, the Group regularly checks for water-seepage or leaking pipelines. If such problems are identified, the Group will ensure that the defective parts causing the seepage or leakage are replaced and repaired on a timely basis. During the Reporting Period, the Group has had no issue of sourcing its water.

食物渣滓、已使用的食用油及隔油池廢物會被隔離，由經授權的廢物回收服務提供商回收。本集團指派人員專責食物渣滓管理，並定期審查所採用的食品生產、加工及最終棄置程序的有效性。本集團的宴會廳內展示「惜食」標誌，以宣傳明智的飲食文化。每月收集及分析食物渣滓處理統計數據，以評估食物渣滓管理的成效。

此外，本集團已制定政策，透過在其供應源實施若干控制措施以管理產生的廢棄物量，從而減少廢棄物的產生。例如，本集團建立中央廚房，並實施成本控制機制，從而更好地控制食品採購。本集團積極監控每間酒樓的食材消耗情況，並在必要時對其食材的採購進行調整。該等措施有助盡量減少食材過度消耗，並減少食物浪費。此外，本集團亦倡導低碳餐飲及廢棄物回收，以及減少使用一次性餐具。

### 廢水排放

本集團的經營因衛生及酒樓消耗大量水。在本集團的廢水管理方面，本集團於排放前對廢水進行油分離及預處理。本集團亦簽訂污水處理服務，以便妥善處理生活污水。於報告期間，本集團已遵守《水污染管制條例》(香港法例第358章)(「水污染管制條例」)。

除教育僱員外，本集團亦定期評估其水電服務。尤其是，本集團定期檢查管道是否滲水或漏水。如發現該等問題，本集團將確保及時更換及維修導致滲水或漏水的損壞部件。報告期內，本集團概無求取水源方面的問題。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

		Unit	FY2021	FY2021 Intensity (per restaurant)
		單位	2021財政年度	2021財政年度 (每間酒樓)
Non-hazardous Waste	無害廢棄物	L 公升	520	34.7

## A2 USE OF RESOURCES

### Minimizing Energy Consumption

The Group considers the conservation of natural resources to be an indispensable component to promoting a sustainable business, and strives to minimize the energy consumed at all levels in its operations by identifying and imposing measures to increase energy and resource efficiency.

Through actively adopting a variety of environmentally friendly measures, the Group is able to facilitate the efficient use of its resources, including but not limited to, energy, paper, water and other raw materials. Further, the Group has implemented policies to raise awareness in relation to the conservation of electricity and has adopted energy saving measures in its daily operation as illustrated in the ESG Report. Throughout the years, the Group put forth a strong emphasis on minimizing the usage of mentioned materials during our daily operations. The following table shows the figures of material consumption in the Group's business operations.

## A2 資源使用

### 盡量減少能源消耗

本集團認為保護自然資源是促進可持續業務不可或缺的組成部分，並透過確定及實施提升能源及資源效率的措施，致力最大限度地減少其運營中各個層面的能源消耗。

透過積極採取多種環保措施，本集團能夠促進其資源的有效利用，包括但不限於能源、紙張、水和其他原材料。此外，如環境、社會及管治報告所示，本集團已實施政策以增進節電意識，並在日常營運中採取節能措施。多年以來，本集團非常重視在日常營運中盡量減少使用上述材料。下表列示本集團業務營運的材料消耗數據。

		Unit	FY2021	FY2021 Intensity (per restaurant)
		單位	2021財政年度	2021財政年度 (每間酒樓)
Electricity	電力	kWh 千瓦時	9,604,679	505,509
Purchased Gas	外購天然氣	kg 千克	645,608	37,977
Unleaded Petrol	無鉛汽油	L 公升	N/A 不適用	N/A 不適用
Paper	紙張	kg 千克	98.25	8
Water	水	m <sup>3</sup> 立方米	282,474	16,616
Diesel	柴油	L 公升	4,697	361

# Environmental, Social and Governance Report

## 環境、社會及管治報告

Energy Consumption Sources	能源消耗源	Direct Consumption 直接消耗	Energy Consumption (in kWh) 能源消耗 (以千瓦時計)
Diesel	柴油	4,697 Liter 公升	46,973
Electricity	電力	9,604,679 kWh 千瓦時	9,604,679
Total	總計		9,651,652

### Energy Use Efficiency Initiatives

The Group actively adopts electricity conservation and energy saving measures as well as other measures such as:

- Providing on-off and zoning control of ventilation system in the workplace according to the operation schedule when those rooms are not in operation;
- Encouraging employees to switch off IT devices, such as computers and monitors when not in use;
- Installing LED lighting systems in our restaurants and offices;
- Encouraging employees to use modern telecommunication system to avoid unnecessary travel arrangement;
- placing “green” reminders on office equipment to further enhance employees’ environmental awareness; and
- Encouraging employees to adopt the aforesaid energy saving practices.

### Water Use Efficiency Initiatives

The water used by the Group is mainly accounted for the consumption of sanitary and dining restaurants. During the Reporting Period, the Group has actively adopted various measures to educate the staffs to save water from daily life. In order to establish proper attitude towards the use of water in the office, the Group have posted water saving sign at prominent places to remind employees of controlling the water flow when washing hands, minimizing tap water flow and switching off the tap after use.

### 能源利用效率倡議

本集團積極採取節電節能措施以及其他措施，例如：

- 根據營運時間表，當房間並非在使用時，在工作場所提供通風系統開關及區域控制；
- 鼓勵僱員關閉閒置的機器及設備，例如電腦及顯示器；
- 在我們的酒樓和辦公室安裝LED照明系統；
- 鼓勵僱員多加利用現代通訊系統，以避免不必要的差旅安排；
- 在辦公室設備張貼「綠色」告示貼，進一步提高僱員的環保意識；及
- 鼓勵員工採取上述節能措施。

### 用水效率倡議

本集團用水主要用於衛生和餐飲用水。報告期內，本集團積極採取多種措施，對員工進行日常生活節水教育。為樹立辦公室用水的正確態度，本集團在顯著位置張貼節水標誌，提醒員工洗手時控制水流，盡量減少自來水流量，用後關掉水龍頭。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

Furthermore, with respect to wastewater management, waste water is pre-treated with oil separation before discharge. Sewage service is contracted out to a qualified service provider for proper handling. Furthermore, the Group conducts regularly inspection of its banquet halls' water facilities to ensure no water leakage. The Group ensures all domestic sewage is properly discharged into the urban sewage pipe network for subsequent sewage treatment. During the Reporting Period, the Group complied with the Water Pollution Control Ordinance (“WPCO”) (Chapter 358 of the Laws of Hong Kong).

### Packaging Materials

Given our business nature, the Group does not have manufacturing facilities and does not consume significant amount of packaging materials. However, the Group is dedicated to engage suppliers to reduce packaging materials, to adopt an eco-friendly packaging design and to explore alternative eco-friendly material to replace conventional packaging.

#### (i) Eco-friendly packaging design

- Simple packaging – excessive packaging is not recommended and packaging should be available for recycling with the fundamental principle of protecting the content from damage;
- Reusable design concept – the reuse of packaging materials should be promoted through careful design of the packaging and its material (such as reusable red pocket); and
- Gift-packaging integration – wherever possible, the packaging should be incorporated as a part of the gift so as to raise their utilization and minimize waste generation (such as thermal bags used for the storage of Chinese-style sticky rice dumplings).

此外，在廢水管理方面，廢水在排放前經過油分離預處理。污水服務外包給合資格的服務提供商進行妥善處理。此外，本集團定期檢查宴會廳的供水設施，確保不漏水。本集團確保所有生活污水妥善排入城市污水管網進行後續污水處理。報告期內，本集團遵守《水污染管制條例》(「水污染管制條例」)(香港法例第358章)。

### 包裝材料

基於我們的業務性質，本集團並無生產設施，且不會消耗大量包裝材料。然而，本集團致力與供應商合作，以減少包裝材料，採用環保包裝設計，並探索替代傳統包裝的替代環保材料。

#### (i) 環保包裝設計

- 簡單的包裝 – 不建議過度包裝，包裝應可循環使用，其基本原則是保護其物件免受損壞；
- 可再使用的設計理念 – 通過仔細設計包裝及其材料，促進包裝材料的再利用(如再用紅封包)；及
- 禮品包裝一體化 – 在可能情況下，包裝應融合為禮品的一部分，以提高其利用並盡量減少廢物產生(如用於盛載中式粽子的保溫袋)。

### (ii) Eco-friendly packaging material

- Recyclable packaging materials, especially for those containing recycled constituents (such as recycled paper) or environmentally certified products (such as FSC paper) and minimizing the use of non-environmentally friendly materials with low recyclable values (such as PVC plastic or plastic foam);
- Eco-friendly or fully biodegradable packaging materials (such as biodegradable bag for take-away); and
- Biodegradable bathroom amenities packaging

### (ii) 環保包裝材料

- 可回收的包裝材料，尤其是那些含有回收成分(如回收紙)或環保認證產品(如FSC紙)並盡量減少使用可回收價值低的非環保材料(如PVC塑料或塑料泡沫)的包裝材料;
- 環保或完全可生物降解的包裝材料(如可生物降解的外賣袋);及
- 可生物降解的洗手間設施包裝。

## A3 THE ENVIRONMENT AND NATURAL RESOURCES

### Resource Conservation

The Group is committed to building a cleaner environment when carrying out our business, actively managing adverse impacts on the environment and natural resources by adopting green purchasing food in our dining service. In addition to compliance with relevant environmental laws and regulations to properly preserve the natural environment, the Group has integrated the concept of environmental protection into its internal management and daily operation with an objective of achieving environmental sustainability.

During the Reporting Period, the Group implemented "Sustainable Dining Policy" to preserve the Earth's resources and to avoid purchasing unsustainable food. In conformity with the 'Sustainable Seafood Guide' issued by the World Wildlife Fund and Marine Stewardship Council, we purchased seafood that is sustainability-labelled and certified from socially and environmentally considerate suppliers.

During the Reporting Period, the Group encouraged customers to use alternative dishes to substitute shark fin at all of its banquet halls to ensure that the Group provides food that is not only in the best quality but environmentally sound.

The Group strives to take steps to minimize negative environmental impacts of the Group's operations.

## A3 環境及天然資源

### 保護資源

本集團進行業務時，致力建設更清潔的環境，通過在餐飲服務上選用所採購的綠色食品，積極管控對環境及自然資源造成的不利影響。除遵守相關環境法律及法規以妥善保護自然環境外，本集團已將環保理念融入內部管理及日常運作，以達致環境可持續發展的目標。

報告期內，本集團已落實「可持續餐飲政策」，以保護地球資源，避免購買不可持續的食品。根據世界野生動物基金會及海洋管理委員會頒佈的《可持續海鮮指南》，我們向關心社會及環境的供應商購買具有可持續發展標識及認證的海鮮。

報告期內，本集團鼓勵客戶在所有宴會廳採用其他菜式代替魚翅，以確保本集團提供的食品不僅達致最佳質量，而且對環境無害。

本集團致力採取措施盡量減少本集團營運對環境的負面影響。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

In the course of complying with relevant environmental laws and regulations to preserve the natural environment, the Group has also integrated the concept of environmental protection into its internal management and daily operations, with the ultimate goal of achieving environmental sustainability in the long-term. In addition to strategic waste management and conserving resources, the Group aims to procure food that has been sourced from socially and environmentally considerate suppliers.

In the future, the Group will endeavour to continue its commitment in environmental protection and strive to build a greener and healthier environment to fulfil its responsibilities as a member of society.

### A4 CLIMATE CHANGE

Climate change may cause increased frequency and intensity of extreme events. Many countries are considered amongst the most environmentally vulnerable nations in the world. Natural disasters, such as cyclones, floods and droughts are not new and local farmers have adapted to working with highly variable climate and weather extremes through farming practices, traditional knowledge and experience derived knowledge. However, any changes outside of their sphere of knowledge and experience can have significant implications for agricultural production. Climate projections for the 21st century and beyond, suggest an increase in events outside of current experience with heatwaves, droughts and floods increasing in frequency and intensity, cyclones increasing in intensity, extreme high tides and storm surges continuing to threaten low-lying islands and the continuing sea level rise threatening contamination of groundwater.

During the Reporting Period, the Group has not been significantly impacted by climate-related issues while the Group understands climate-related issues are harmful to the environment and have been rigorously regulated by the United Nations' Framework Convention. The Group recognises the importance of identifying climate change risk in order to mitigate the associated impacts on its business operations. As a result, the Group has continuously evaluated for any impact arising from natural disaster and has taken measures to mitigate its impacts.

在遵守相關環境法律法規保護自然環境的過程中，本集團亦將環保理念融入內部管理及日常經營，以實現環境的長期可持續發展為最終目標。除戰略性廢棄物管理及節約資源外，本集團亦有意向關心社會和環境的供應商採購食品。

未來，本集團將繼續致力於環境保護，努力營造更綠色、更健康的環境，履行作為社會一員的責任。

### A4 氣候變化

氣候變化可能增加極端事件的頻率及強度。不少國家被認為是世界上最環境最脆弱的國家之一。颶風、洪災及旱災等自然災害並不罕見，地方農民已經通過耕作方式、傳統知識和依賴經驗獲取的知識適應極為多變的氣候及極端天氣。然而，他們知識及經驗領域之外的任何變化均可能對農業生產產生重大影響。21世紀及以後的氣候預測表明現有經驗外發生的事件將增加，包括熱浪、旱災和洪災的頻率和強度增加，氣旋強度增加，極端高潮和風暴潮繼續威脅著低窪島嶼，海平面持續上升可能導致地下水的污染。

報告期內，本集團並未受到氣候相關問題的重大影響，但本集團了解氣候相關問題對環境造成危害，並受到聯合國框架公約的嚴格監管。本集團認識到識別氣候變化風險以減輕對其業務經營的相關影響的重要性。因此，本集團持續評估自然災害造成的任何影響，並已採取措施減輕其影響。

## B. SOCIAL

### B1 EMPLOYMENT AND LABOUR PRACTICES

The Group fully understands that our corporate development and long-term growth are largely driven by the continued quality services delivered by our experienced and competent workforce. As such, it is of paramount importance for us to proactively manage our talent pipeline and career development for the employees. 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 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 and internal promotion opportunities, so as to recruit and retain experienced employees.

All of the Group's employees were based in Hong Kong. The Group will continue to strictly observe the applicable laws and regulations and follow its employment policies relating to recruitment and promotion, compensation and dismissal, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other benefits and welfare. Further, the Group also aim to improve employee morale by providing competitive remuneration packages, internal promotion opportunities and performance-based bonuses.

## B. 社會

### B1 僱傭及勞工常規

本集團深明，企業發展及長期增長著實有賴我們資深能幹的工作團隊持續提供優質服務。因此，積極管理員工的專才產業鏈及職業發展對我們極其重要。本集團矢志在平等機會、多元化及反歧視方面維護公開、公平、公正及合理的招聘及人力資源政策。

我們支持僱員多樣性及具備個人特質，多元化的理念能夠為業務營運帶來全新想法、活力及挑戰。我們禁止任何形式的性別、年齡、家庭地位、性取向、殘疾、種族及宗教歧視。我們的僱傭政策鼓勵聘用肢體或精神殘障的人才。我們致力支持僱員，維持如家庭一般友好的工作環境，乃因我們尊重僱員在家庭擔當的角色及承擔的責任。我們努力確保僱員及業務夥伴遵守法律及法規，遵守道德商業做法及尊重僱傭中的平等機會。我們聘用新員工，培訓彼等具備必要技能，以與我們共同發展長期且回報豐碩的事業。

報告期內，我們嚴格遵守適用法律及法規，並遵守我們有關招聘與晉升、補償與解僱、工作時間、休息時間、平等機會、多元化、反歧視及其他待遇和福利的僱傭政策，透過提供具競爭力的薪酬待遇及內部晉升機會，以招聘及保留資深員工。

本集團所有僱員均駐於香港。本集團將繼續嚴格遵守適用的法律法規，並遵守有關招聘及晉升、薪酬及解僱、工作時數、休息時間、平等機會、多元化、反歧視及其他待遇和福利的僱傭政策。此外，本集團亦致力透過提供具有競爭力的薪酬待遇、內部晉升機會及績效獎金提升員工士氣。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Employment

During the Reporting Period, the Group re-structured its workforce in response to the COVID-19 pandemic in 2020–21. The Group complied with the Labour Law of Hong Kong and relevant employment laws and regulations throughout the Reporting Period, including the Mandatory Provident Fund Schemes Ordinance (Chapter 485 of the Laws of Hong Kong) by participating in the Mandatory Provident Fund retirement benefit scheme (the “MPF Scheme”) for our eligible employees.

In addition, during the Reporting Period the Group was also in compliance with the Minimum Wage Ordinance (Chapter 608 of the Laws of Hong Kong, the Employment Ordinance (Chapter 57 of the Laws of Hong Kong and the Employees’ Compensation Ordinance (Chapter 282 of the Laws of Hong Kong) through the offering of competitive wages, medical insurance, disability and invalidity coverage, maternity leave and other forms of compensation to the Group’s employees.

### Equal Employment Practices

The Group puts significant emphasis on the welfare of employees whom it considers the Group’s most valuable assets and the foundation of its business development. Hence, the Group strives to attract and retain talents and reconcile economical imperatives with well-beings, aiming at reinforcing satisfaction, loyalty and commitment of human capital, as well as treating our staff fairly and equally.

The Group has adopted comprehensive human resources manual which includes policies and procedures applicable to all staff. The Group offer employees competitive and fair remuneration packages with discretionary year-end bonus that commensurate with their experience, performance and job responsibilities. Annual review of salaries has been proceeded based on employees’ overall work performance, attitude, job knowledge, job responsibilities, punctuality, qualification, pay scale, the Group’s operating results, the prevailing inflation rate and other conditions in the market. All employees are treated fairly regarding recruitment, training and development, appraisal of work performance, promotions, rest periods, remuneration and benefits.

### 僱傭

報告期內，本集團因應2020–21年度的COVID-19疫情重組其員工團隊。本集團於整個報告期內遵守《香港勞工法》及相關僱傭法例及規例，包括香港法例第485章《強制性公積金計劃條例》(為合資格僱員參與強制性公積金計劃(「強積金計劃」))。

此外，於報告期內，本集團亦遵守香港法例第608章《最低工資條例》、香港法例第57章《僱傭條例》及香港法例第282章《僱員補償條例》，向集團員工提供有競爭力的工資、醫療保險、傷殘保險、產假及其他形式的補償。

### 平等僱傭常規

本集團非常重視僱員福利，視其為本集團最寶貴的資產及業務發展的基礎。因此，本集團致力吸引及挽留人才，並平衡經濟方面的訴求與福祉，以增強人力資本的滿意度、忠誠度及投入以及公平公正對待員工。

本集團已採用全面的人力資源手冊，其中包括適用於全體員工的政策及程序。本集團為僱員提供符合其經驗、表現及工作職責的有競爭力和公平的薪酬待遇及酌情年終花紅。薪金年度審核基於僱員的整體工作表現、態度、工作知識、工作職責、守時、資質、薪級、本集團經營業績、現行通貨膨脹率及市場中的其他條件而進行。全體僱員在招聘、培訓及發展、工作表現評估、晉升、假期、薪酬及福利方面均獲公平對待。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

During the Reporting Period, the Group strictly complies with the relevant laws and regulations of employment, including but not limited to the Employment Ordinance of Hong Kong, the Minimum Wage Ordinance of Hong Kong, the Mandatory Provident Fund Schemes Ordinance of Hong Kong and the Personal Data (Privacy) Ordinance of Hong Kong.

### Transfer, Promotion and Dismissal

The Group provides opportunities for internal transfers under employees' request, provided that there is an opening in the transferee department. It is also subject to appraisal evaluation of the employee's qualification and approval by the head of the transferor and transferee department. Annual performance appraisal serves as an effective tool for department heads to evaluate employees' capabilities, work performances and contribution to the Group in accordance with the Group's policies and procedures, setting the basis for any salary adjustment and internal promotion. Whenever possible, promotion opportunities will first be offered to talented employees before posting of job vacancies in public. Employees are also welcomed to discuss their career development with their respective department head or the Human Resources Department.

An employee who wishes to resign should tender notice in writing to the Group as stipulated in his or her letter of appointment. Staff dismissals are based on the Employment Ordinance (Chapter 57 of Laws of Hong Kong) or relevant local laws and regulations, as well as the requirements stipulated in the employment contracts.

### Equal Opportunity

The Group provides a fair, equal opportunity, respectful and pleasant work environment to employees. All practices are designed to ensure processes of recruitment, employment, assignment, training, promotion, compensation and offers are based on employees' qualifications, experience and/or the terms and conditions, regardless of employees' race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under local law.

於報告期內，本集團嚴格遵守相關僱傭法律法規，包括但不限於香港僱傭條例、香港最低工資條例、香港強制性公積金計劃條例及個人香港資料(私隱)條例。

### 調職、晉升及解僱

本集團會應僱員要求提供內部調職機會，前提是調入部門須有職位空缺。有關調職亦須經調出及調入部門主管對僱員資質作出評估及批准後，方可作實。根據本集團的政策及程序，年度績效考核為部門主管評估僱員能力、工作表現及對本集團所作貢獻的有效工具，當中訂明調薪及內部晉升的基準。在可能情況下，本集團會在公開發佈職務空缺信息前優先向有才能僱員提供晉升機會。本集團亦歡迎僱員與各自部門主管或人力資源部討論其職業發展。

如委任函所訂明，僱員如欲辭任，須向本集團發出書面通知。僱員的解僱須根據香港法例第57章僱傭條例或有關當地法律法規以及僱傭合約內所載的規定進行。

### 平等機會

本集團向僱員提供公正、機會平等、互相尊重及融洽的工作環境。本集團制訂的全部常規旨在確保招聘、僱傭、委派、培訓、晉升、薪酬及錄用程序乃根據僱員的資質、經驗及／或有關條款及條件進行，而不論僱員的種族、膚色、宗教信仰、國籍、性別、年齡、婚姻狀況、性取向、傷殘、政治立場、個人外表、家庭責任、學歷或任何其他受地方法律保障的特徵。

# Environmental, Social and Governance Report

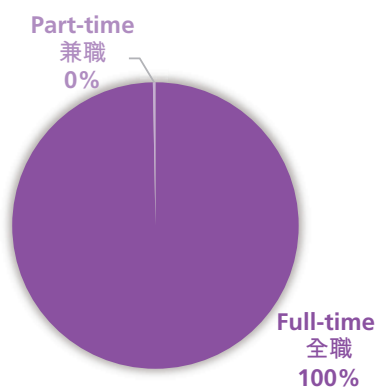
## 環境、社會及管治報告

### Total Employees and Turnover

As of 31 March 2021, the Group employed 346 staffs in total. As an illustration, the workforce statistic by employment type, gender, are illustrated in pie graphs while the workforce statistic by age group and geographical region are disclosed as bar charts:

### Employment Type and Gender

**EMPLOYEE BREAKDOWN BY EMPLOYMENT TYPE**  
按僱傭類別劃分的僱員分類

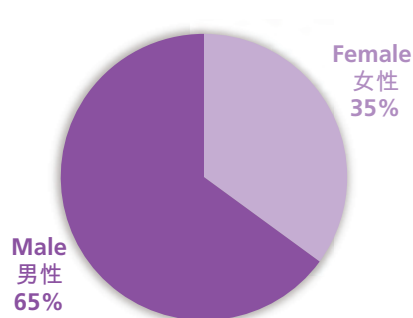


### 僱員總數及流失情況

截至2021年3月31日，本集團共聘用346名僱員。作為圖解，以餅狀圖說明按僱傭類別、性別劃分的職工統計數據，以柱形圖披露按年齡組別及地區劃分的職工統計數據：

### 僱傭類別及性別

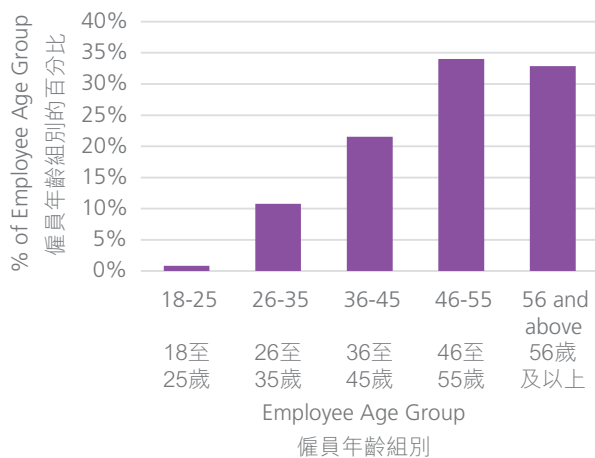
**EMPLOYEE BREAKDOWN BY GENDER**  
按性別劃分的僱員分類



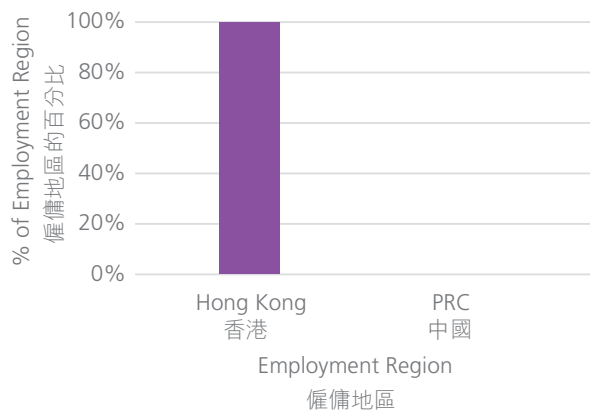
### Age and Geographical Distribution

### 年齡及地理分佈

**EMPLOYEE BREAKDOWN BY AGE GROUP**  
按年齡組別劃分的僱員分類



**EMPLOYEE BREAKDOWN BY GEOGRAPHICAL REGION**  
按地區劃分的僱員分類



# Environmental, Social and Governance Report

## 環境、社會及管治報告

The Group has more than half of its workforce as female and almost all of its staff is under full time employment category. Over 60% of the Group's staff is aged above 46. All employees are remunerated fairly, regardless of gender, age or nationality.

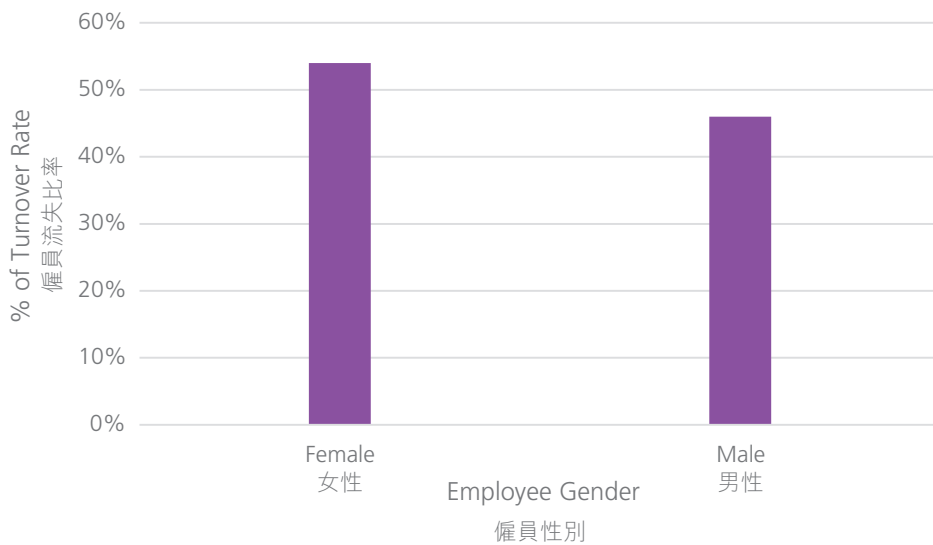
本集團有一半以上員工為女性，幾乎所有員工均屬全職類別。本集團60%以上的員工年齡超過46歲。無論性別、年齡或國籍如何，所有員工的報酬都是公平的。

The annual turnover rates categorized by different gender, age group and geographical region in the Reporting Period are as follows:

於報告期內按不同性別、年齡組別及地區劃分的年度僱員流失比率如下：

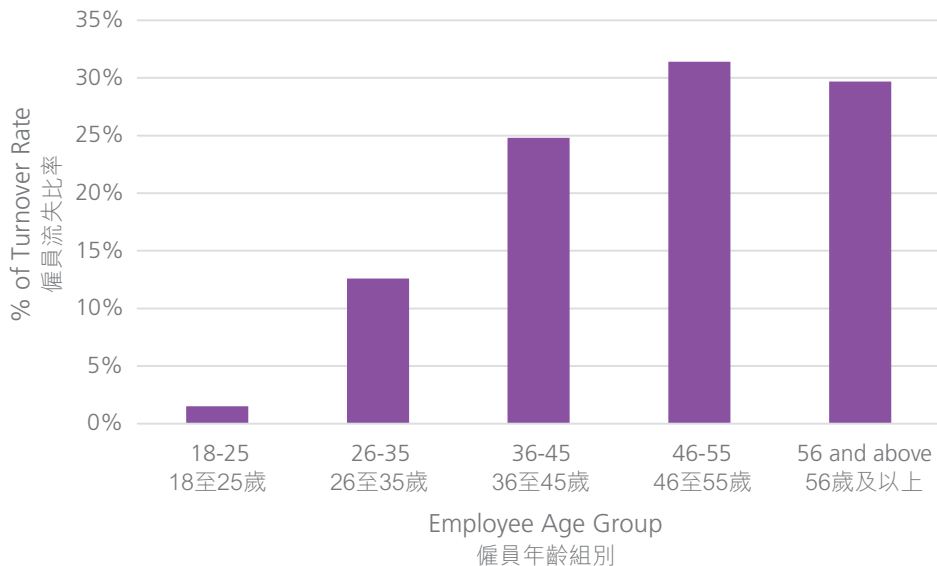
### EMPLOYEE TURNOVER RATE BY GENDER

按性別劃分的僱員流失比率



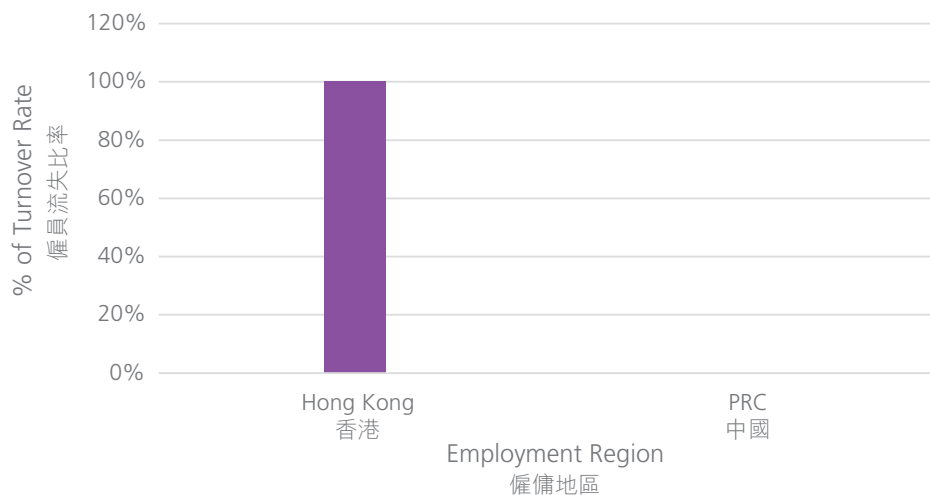
### EMPLOYEE TURNOVER RATE BY AGE GROUP

按年齡組別劃分的僱員流失比率





**EMPLOYEE TURNOVER RATE BY GEOGRAPHICAL REGION**  
按地區劃分的僱員流失比率



The Group is committed to complying with relevant labour standards and employment laws and regulations which are applicable to our business. During the Reporting Period, no material and significant disputes between the Group and the employees were occurred.

本集團致力遵守適用於我們業務的相關勞工準則及僱傭法律法規。報告期內，本集團與僱員之間概未發生嚴重及重大糾紛。

## B2 HEALTH AND SAFETY

### Promoting Health and Safety

As the Group principally engaged in offering Cantonese dining service and banquet service in Hong Kong, Employees' health and safety is a paramount concern of the Group and is vital to the operation of the Group's banquet restaurants. As such, the Group has accordingly formulated a series of personnel management policies to provide employees with a healthy, safe, positive and motivated working atmosphere.

The Group's risk management system involves identification, prevention and management and mitigation of risks and hazards throughout the Group's offices and restaurants as well as strict follow-up procedures for accidents or personal injuries that have occurred during the operation of the Group.

## B2 健康與安全

### 促進健康與安全

由於本集團主要於香港提供粵式餐飲服務及宴會服務，僱員的健康及安全乃本集團最關心的問題，對本集團宴會酒樓的經營至關重要。為此，本集團制定一系列人事管理政策，為員工提供健康、安全、樂觀及進取的工作氛圍。

本集團的風險管理制度包括識別、預防、管理及減輕本集團辦公室及酒樓的風險及危害，以及就本集團經營過程中發生的事故或人身傷害而設的嚴格遵守程序。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

In addition, the Group maintains an internal record and reporting procedures as regards work injuries to ensure that the work injuries cases are properly addressed and handled by the Group's management. During the Reporting Period, the Group had complied with the Occupational Safety and Health Ordinance (Chapter 509 of the Laws of Hong Kong). 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.

### Occupational Safety and Health ("OSH")

The Group is highly aware that employees' safety and health is of paramount importance to our operation and therefore, the Group is determined to attaching great importance to a healthy, comfortable and safe working environment for our employees which protects them from potential occupational hazards, health and safety risks, in order to achieve zero tolerance of accidents and injuries. The goals of our OSH policy are highlighted as below.

- 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;
- Commitment to the provision of a safe and healthy working environment for the employees;
- Commitment to human and financial resources for the OSH management system;
- Communication of our health and safety performance with stakeholders and seek their involvement wherever applicable;
- Encouraging contractors to align with our OSH standards and develop an OHS management system based on hazard analysis and risk assessment of their projects or operations; and

此外，本集團存置有關工傷的內部記錄及匯報程序，以確保本集團管理層妥善解決及處理工傷個案。報告期內，本集團已遵守《職業安全及健康條例》(香港法例第509章)。本集團並無錄得任何導致死亡或嚴重人身傷害的事故。本集團未發現嚴重違反與僱員健康及安全有關的法律法規的情況。

### 職業安全與健康(「職安健」)

本集團深知員工安全與健康對我們的營運至關重要，因此本集團決心為員工提供健康、舒適及安全的工作環境，保護員工免受潛在職業危害、健康及安全風險，以實現對事故及工傷的零容忍態度。職安健政策的目標概述如下。

- 職安健管理系統旨在識別、預防及管理工作場所的風險及危害，以及針對事故或員工受傷的跟進行動；
- 職安健管理系統定期確認適當的目標及指標；
- 對意外及工傷採取零容忍的態度；
- 向員工推廣職安文化；
- 承諾為員工提供安全及健康的工作環境；
- 承諾為職安健管理系統投入人力及財政資源；
- 知會持份者有關我們的健康及安全績效，並在適當情況下讓彼等參與其中；
- 鼓勵承包商遵守我們的職安健標準，並基於對項目或營運作出的危害分析及風險評估發展職安健管理系統；及

# Environmental, Social and Governance Report

## 環境、社會及管治報告

- Compliance with applicable laws and regulations in relation to occupational safety and health.

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

- Installing air purifiers in relatively crowded areas;
- Prohibiting smoking and abuse of alcohol and drugs in the workplace;
- Providing clean and tidy rest area such as corridors and pantry;
- Ensuring sufficient ventilation and lighting system in the offices and workplaces;
- Providing adjustable chairs and monitors for eye protection;
- Setting up posters of proper working postures and lifting method accessible on the intranet and at appropriate locations in offices;
- Organizing daily cleaning procedures by internal employees and engaging external cleaning companies to provide regular services such as pest control, garbage collection, carpet cleaning, aquarium cleaning, grease tank cleaning and air-conditioning systems;
- Conducting fire drills to raise the staff's awareness of fire prevention;
- Improving the fire evacuation plans by providing first aid kits and fire extinguishers in workplace in response to emergencies;
- Assigning competent and skilled staff to handle works with critical hazards or impacts related to OSH;
- Promoting the safety culture through various communication channels such as safety campaigns, discussion and sharing sessions;
- Requiring contractors or sub-contractors to assist in the implementation of policies, procedures and practices related to OSH at work;

- 遵守有關職業安全與健康的適用法律及法規。

為實現職安健政策的目標，我們採取以下措施。

- 在相對擁擠的地方安裝空氣淨化器；
- 禁止在工作場所吸煙及濫用酒精和藥物；
- 提供乾淨整潔的休息區，例如走廊及茶水間；
- 確保辦公室及工作場所的通風及照明系統充足；
- 提供可調節的椅子及顯示屏以保護眼睛；
- 於辦公室適當位置備存及張貼正確工作坐姿及搬運重物方式的海報；
- 內部僱員組織進行日常清潔程序，並委聘外部清潔公司提供滅蟲、垃圾收集、地氈清洗、魚缸清洗、油箱清潔及空調系統等定期服務；
- 進行消防演習以提高員工的防火意識；
- 在工作場所設置急救箱及滅火器以應對緊急情況，由此改進消防疏散預案；
- 指派合格的高技術僱員處理具重大危害或職安健相關影響的工作；
- 透過安全運動、討論及分享環節等不同溝通渠道推廣職安文化；
- 要求承包商或分包商協助在工作中實施有關職安健的政策、程序及常規；

# Environmental, Social and Governance Report

## 環境、社會及管治報告

- Organizing 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;
  - Conducting review on the performance of the OSH measures on a regular basis so that their effectiveness and reliability can be maintained; and
  - Our OSH measures include conducting daily inspections, formulating emergency response plans, conducting risk assessment and refining its accident investigation mechanism so as to ensure legal compliance and minimize risks associated with OSH.
- 為新員工安排入職培訓計劃及安全培訓計劃，使他們盡快熟悉有關健康與安全事宜的企業政策；
  - 定期檢討職安健措施的表現，確保其行之有效和可靠；及
  - 職安健措施包括進行日常檢查、制定緊急應對計劃、進行風險評估及改善事故調查機制，以確保符合法律常規，並將職安健相關風險降至最低。

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, gas safety, building structure and means of escape. 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 accidents, health and safety of employees were identified during the Reporting Period. Summary of work-related fatalities and injuries are shown in the table below.

報告期內，本集團遵守《職業安全及健康條例》，確保員工在安全環境(就健康、衛生、通風、燃氣安全、建築物結構及逃生途徑而言)中工作。本集團並無錄得任何導致死亡或嚴重身體傷害的事故。報告期內，未發現任何嚴重違反有關事故、員工健康與安全的法律及法規的情況。因工死亡及受傷的摘要於下表列示。

		FY2021 2021財政年度	FY 2020 2020財政年度
<b>No. of Work-Related Fatalities</b>	因工死亡數目	0	0
<b>Rate of Work-Related Fatalities</b>	因工死亡比率	0	0
<b>No. of Employee Suffered from Injuries at Work</b>	員工工傷數目	15	17
<b>Lost Days due to Injury at Work</b>	因工傷損失的工作日數	387	227

To reduce work-related injuries, the Group commenced investigation and filed detailed record of each accident with follow-up action. The investigation result enabled the Group to improve the content of occupational safety training, to increase employees' safety awareness, to improve the workplace safety and to remove potential hazards at source.

為減少工傷個案，本集團開始調查及詳細記錄每次事故，並採取跟進行動。調查結果令本集團得以改善職業安全培訓的內容，提高員工的安全意識，改善工作場所安全，移除潛在危險源。

### B3 DEVELOPMENT AND TRAINING

#### Talent Management

The Group acknowledges and highly value continuous staff training and development. Therefore, the Group takes a proactive approach to expose employees to different types of opportunities to advance their careers. On-the-job training is provided to all employees through day-to-day operation regarding the updates on Hong Kong Corporate Governance Code, Employment Ordinance, financial reporting, financial management, property technology, fire regulations, prevention and control measures for Covid-19 and etc. In addition, employees are encouraged to attend internal and external training courses to update the latest guidelines and information on market and industry development and requirements to improve their performance and encourage their self-developments as well as maintain their competitiveness within the industry.

Internally, the Group offers its restaurant employees comprehensive training programs to ensure that they possess the appropriate qualities and adequate skill-sets when serving the Group's customers. Such qualities and skill-sets may include thorough knowledge of their work, good etiquette and manners, effective communication, welcoming personality and willingness to serve. The Group offers a multitude of training programs that focus on different areas, including specific service skillsets development, corporate culture, health and safety, business ethics and corruption prevention. The Directors believe that these training programs not only boost the sustainable development of the Group, but also facilitate the career prospects of individual employees.

Apart from training courses, the Group values the long-term career development of employees. As such, a standardised internal promotion scheme has been established to provide clear promotion guidelines for employees. At the same time, the Group is committed to supporting employee career development with systematic training plans to improve their personal value and talent pool building. Specific measures include internal chef training which is intended to train kitchen staff such that they can master the knowledge and skills required as a chef, and seeking potential managerial candidates through special training and career guidance.

### B3 發展及培訓

#### 人才管理

本集團認可並高度重視持續的員工培訓及發展。因此，本集團積極主動地為員工提供不同類型的職業發展機會。本集團透過日常運作，為所有員工提供有關香港企業管治守則、僱傭條例、財務報告、財務管理、物業科技、消防法規、Covid-19防控措施等方面的在職培訓。此外，本集團鼓勵員工參加內部和外部培訓課程，了解市場和行業發展及要求的最新指引及資訊，以提升其表現、鼓勵自我發展及維持彼等在業內的競爭力。

至於內部方面，本集團為酒樓員工提供全面的培訓計劃，確保彼等在服務客戶時擁有適當的素質和技能。有關素質和技能包括充分了解工作、儀表態度良好、具備有效溝通能力、性格親和及樂於服務。本集團提供多種針對不同領域的培訓計劃，包括特定服務綜合技能發展、企業文化、健康與安全、商業道德及防止貪污等各種培訓計劃。董事相信，該等培訓計劃不僅能促進本集團的可持續發展，亦有利僱員的個人事業前景。

除培訓課程外，本集團重視員工的長遠職業發展。因此，已設立標準化的內部晉升計劃，為員工提供明確的晉升指引。同時，本集團致力以系統的培訓規劃支持員工職業發展，提升其個人價值及完善人才梯隊建設。具體措施包括內部廚師培訓，旨在培訓酒樓廚部人員，讓彼等掌握擔任主廚所需的知識和技巧；及藉著特定培訓及職業指導，發掘有潛力的經理候選人。

### Training, Induction and Continuing Development of Directors

Each Director receives comprehensive, formal and tailored induction on the first occasion of his/her appointment so that he/she has appropriate understanding of the businesses and operations of the Group and that he/she is fully aware of his/her responsibilities and obligations under the Listing Rules and relevant regulatory requirements.

The Group is committed to arranging and funding suitable training to all Directors for their continuous professional development. Each Director is briefed and updated from time to time to ensure that he/she is fully aware of his/her responsibilities under the Listing Rules and applicable and regulatory requirements and the governance policies of the Group. All Directors also understand the importance of continuous professional development and are committed to participating any suitable training to develop and refresh their professional knowledge and skills.

### 董事的培訓、入職及持續發展

各董事於首次獲委任時均會獲得全面、正式及定制的入職說明，以使彼對本集團的業務及營運有適當的了解，以及彼深知自己於上市規則及相關監管規定項下的責任及義務。

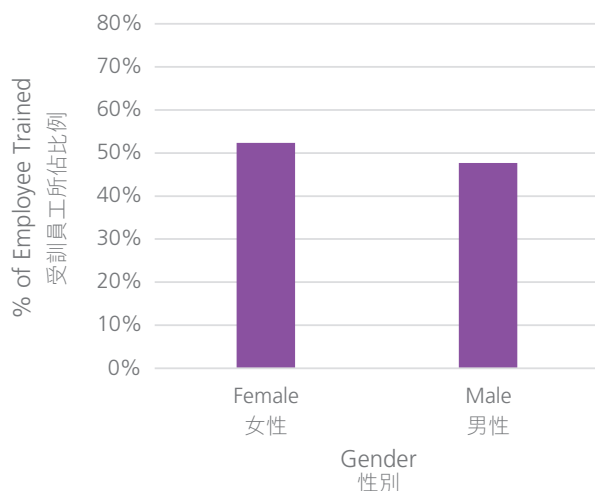
本集團致力為全體董事安排及資助適當的持續專業發展培訓。各董事會不時獲提供簡報及最新資料，確保彼深知自己於上市規則及適用監管規定及本集團管治政策項下的責任。全體董事亦明白持續專業發展的重要性，並致力參與任何合適的培訓，以發展及更新彼等的專業知識及技能。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

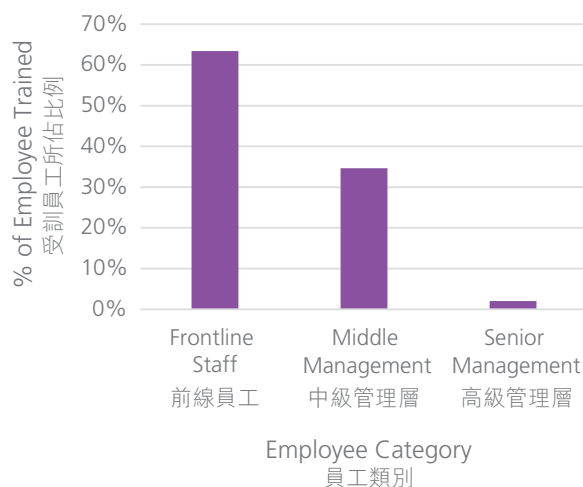
### EMPLOYEE TRAINED BY GENDER

按性別劃分的受訓員工



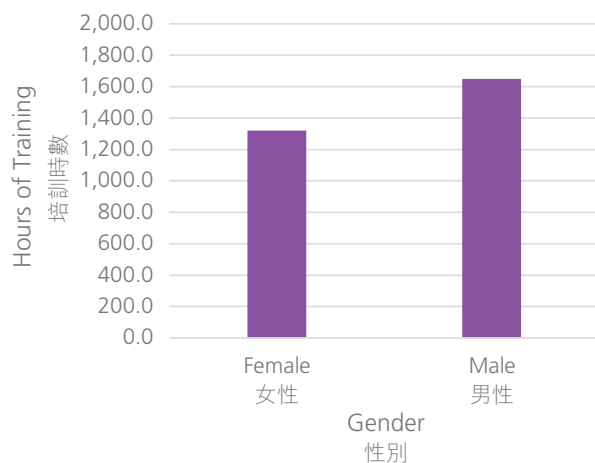
### EMPLOYEE TRAINED BY EMPLOYEE CATEGORY

按員工類別劃分的受訓員工



### AVERAGE TRAINING HOURS PER EMPLOYEE BY GENDER

按性別劃分的每位員工的平均培訓時數



### AVERAGE TRAINING HOURS PER EMPLOYEE BY EMPLOYEE CATEGORY

按員工類別劃分的每位員工的平均培訓時數



The Group strives to provide training to the staff to help them to keep abreast of the latest trend in the industry and the dynamic pace in current market.

本集團致力為員工提供培訓，以助其掌握行業的最新趨勢及當前市場的動態。

### B4 LABOUR STANDARDS

#### Prohibiting Forced Child and Labour

The Group condemns any form of child exploitation or forced labour and is aware that these practices violate human rights and international labour conventions. In this regard, the group strictly prohibits the employment of any child labour and forced labour. To prevent the aforesaid, the Group explicitly states the age requirement of its employees in its recruitment advertisements and new employees are required to declare on their documents that they have provided true and accurate personal data when they join the Group. The Group's recruiters are also required to strictly screen and review entry documents of the Group's employees, including medical examination certificates, academic certificates and identity cards. During the Reporting Period, no child labour, illegal labour or forced labour was reported.

To prevent forced labour practices, the human resources management functions would ensure sufficient rest days would be given to employees. Two specific measures will be explicitly states the age requirement of its employees and perform Identity Cards Control under Labour Ordinance. No employee is made to work against his/her will or work as forced labour, or subject to corporal punishment or coercion of any type related to work.

### B5 SUPPLY CHAIN MANAGEMENT

#### Upholding High Procurement Standards

Supply chain management has always been one of the key aspects of the Group's operation. The Group encourages all its business partners to adopt sustainability practices during their operations thoroughly to facilitate sustainable development.

To ensure the quality of food and service, the Group has established a rigorous and regulated system of food procurement and processing. The selection procedures and criteria of the Group's suppliers largely emphasise product quality and consider environmental and social risk control. The Group regularly evaluates the performance of its suppliers, strengthens the management of environmental and social risks and promotes the sustainable development of the enterprise.

### B4 勞工標準

#### 禁止強迫童工和勞工

本集團譴責任何形式的剝削兒童或強迫勞工，並明白有關做法違反人權和國際勞工公約。在這方面，本集團嚴格禁止僱用任何童工和強迫勞工。為防止上述情況發生，本集團在招聘廣告中明確規定員工的年齡要求，新員工在加入本集團時須在文件中聲明已提供真實準確的個人資料。本集團招聘人員亦須嚴格篩選及審核本集團員工的入職文件，包括體檢證明、學歷證明及身份證。報告期內，未發生童工、非法勞工或強迫勞工的情況。

為防止強迫勞工行為，人力資源管理職能將確保給予僱員足夠的休息日。兩項具體措施將明確規定其僱員的年齡要求，並根據《勞工條例》執行身份證控制措施。不得違背任何員工意願要求其從事工作或從事強迫勞動，或對員工實施與工作有關的任何類型的體罰或脅迫。

### B5 供應鏈管理

#### 秉持高採購標準

供應鏈管理一直是本集團營運的重點之一。本集團鼓勵其所有業務合作夥伴在營運過程中貫徹採用可持續發展實踐，以促進可持續發展。

為確保食品和服務質素，本集團已建立嚴格規範的食品採購和加工體系。本集團的供應商甄選程序和標準主要強調產品質量並考慮環境和社會風險控制。本集團定期對供應商的績效進行評估，加強環境及社會風險管理，促進企業的可持續發展。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

During the Reporting Period, the Group had a total of 150 suppliers located in Hong Kong. The supply chain management team conducts an annual evaluation on the Group's approved suppliers to ensure that their suppliers meet the Group's requirements. The regular assessment includes on-site inspections of the hygiene condition of the Group's manufacturing facilities, the production control of the Group and the Group's implementation of its quality control system. With more than 10 years of operation, the Group has maintained good relationships with its suppliers, with an emphasis on a steady supply of fresh and quality food ingredients.

The Group also implement the Category management, which is a retailing and purchasing concept in which the range of products purchased by a business organization or sold by each restaurant is broken down into discrete groups of similar or related products; these groups are known as product categories (examples of grocery categories might be: frozen food, sea food, pork meat, vegetables, fruits, tinned food, and beverage etc.)

### B6 PRODUCT RESPONSIBILITY

#### Ensuring Good Service and Product Quality

In discharging its responsibility to provide quality food and service, the Group ensures that the food ingredients are safe, fresh and of good quality upon delivery, in storage and during processing. The Group purchases ingredients that are the most suitable for dining service and banquet service in Hong Kong and strictly implements a high standard of procurement to select diversified quality ingredients for its customers.

As a responsible catering service provider, certain measures have been implemented by the Group, including, but not limited to the following:

- Adopting standardised hygiene control procedures in the restaurants; and
- Engaging external consulting companies for freshness checks.

報告期內，本集團共有150家供應商位於香港。供應鏈管理團隊對本集團認可的供應商進行年度評估，以確保其供應商符合本集團的要求。定期評估包括現場檢查本集團製造設施的衛生狀況、本集團的生產控制及本集團質量控制系統的執行情況。本集團經營逾十年，與供應商保持良好關係，注重新鮮優質食材的穩定供應。

本集團亦實行基於零售及採購概念的品類管理，將商業機構購買或每間酒樓銷售的產品按類似或相關產品分為獨立的組別；這些組別稱為產品類別（例如，雜貨類別可分為：冷凍食品、海鮮、豬肉、蔬菜、水果、罐頭食品和飲料等）。

### B6 產品責任

#### 確保商品服務及產品質素

在履行提供優質食品和服務的責任時，本集團確保食材在交付、儲存和加工過程中安全、新鮮和優質。本集團採購最適合香港餐飲服務及宴會服務的食材，並嚴格執行高標準採購，為客戶甄選多元化優質食材。

作為負責任的餐飲服務提供商，本集團已採取若干措施，包括但不限於以下措施：

- 在酒樓採用標準化的衛生控制程序；及
- 聘請外部諮詢公司進行新鮮度檢查。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

During the Reporting Period, the Group has also complied with the relevant laws and regulations relating to advertising, such as the Trade Description Ordinance (Chapter 362 of the Laws of Hong Kong), by ensuring that there are no false and misleading messages in its advertisement and promotional activities.

### Quality assurance process and recall procedures

Measurements obtained at the “performance moment” of a food product are based on consumers providing sensory responses. At this critical step, feedback is necessary to ensure quality requirements are met and customer expectations exceeded.

Food Test audits will provide valuable information. They are typically conducted on products retrieved at the point of purchase, but they also may be done at locations throughout distribution, through a three-step process:

Develop a plan for a thorough product examination. Elements to consider are product display; presentation, rotation (FIFO), age, availability, and package condition; damage, seal integrity, legibility of code dates, weight, and product analysis; label claims, physical characteristics, nutritional analysis; taste testing, palatability, and shelf life; and many other performance indicators. Therefore, we have regular Quality Sampling Testing recorded by Purchasing Department or taste testing verified by Top Management and available food quality audit can gather as much information as desired.

### Intellectual Property Rights

The Group is committed to compliance with relevant laws of intellectual property right by valuing and protecting its intellectual properties through periodic trademark renewals. Violation of the above regulations may result in disciplinary actions including immediate termination of employment without any compensation and notice. No material non-compliance in relation to intellectual property rights laws and regulations was recorded during the Reporting Period.

報告期內，本集團亦遵守《商品說明條例》(香港法例第362章)等與廣告相關的法律法規，確保其廣告及促銷活動中不存在虛假及誤導性資料。

### 質量保證流程及召回程序

透過食品「品質測試」獲得的測量值乃基於消費者就感官反應提供的反饋。在這個關鍵步驟，有必要獲取反饋，以確保滿足質量要求並超越客戶期望。

食品測試審核將提供有價值的資料。測試通常對在購買點獲取的產品進行，但亦可透過三個步驟在整個分銷地點進行：

制定詳盡的產品檢查計劃。需要考慮的要素包括產品陳列；展示、輪換(先進先出)、年期、可用性及其包裝狀況；損壞、密封完整性、代碼日期的易讀性、重量和產品分析；標籤聲明、物理特性、營養分析、口味測試、適口性和保質期；以及其他多個性能指標。因此，我們設有由採購部記錄的定期質量抽樣測試或經最高管理層驗證的口味測試，並透過食品質量審核，以根據需要盡可能收集更多資料。

### 知識產權

本集團致力遵守有關知識產權的法律，透過定期商標續展，評估和保護其知識產權。違反上述規定可能會導致紀律處分，包括在不予賠償及通知的情況下即時解僱。報告期內，並無發生與知識產權法律法規有關的重大違規事項。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Confidentiality

#### Customer data protection

In the course of its operations, the Group is engaged in developing and strengthening its data mining and analytical capabilities to enhance the catering experience of its customers. As such, the Group was engaged in collecting and retaining of its customer's information.

The Group undertakes to strictly comply with relevant laws and regulations in relation to privacy to ensure that all the data in relation to its customers is securely kept in the Group's internal system with access control. The Group also sets out data privacy requirements in its corporate policies, under which customer data would be used exclusively for matters relating to the Group's operation. The Group strives to ensure that all collected data kept is free of unauthorized or accidental access, processing, deletion or other use.

### Complaints Handling

The Group has set up various complaint and feedback channels, including guest comment cards, a telephone hotline, social media channels, emails and food critic websites (e.g. Openrice), to collect suggestions and advice from the Group's customers. The customer feedback is compiled daily in the restaurants and are further reviewed by the relevant personnel.

During the Reporting Period, the Group did not receive any material complaints and no material claims were made against the Group's food, nor were the Group's restaurants subject to any investigation with respect to food hygiene by any government authorities or relevant customer protection organisations.

### 保密

#### 客戶資料保護

在營運過程中，本集團致力於發展及加強其資料挖掘及分析能力，以提升客戶的餐飲體驗。因此，本集團需要收集及保留客戶的資料。

本集團承諾嚴格遵守有關隱私的相關法律法規，以確保所有與客戶有關的資料安全地保存在本集團內部系統中，並設有訪問控制。本集團還在其企業政策中訂明資料隱私要求，根據有關規定，客戶資料將僅用於與本集團營運相關的事項。本集團致力確保所有收集的資料不會被未經授權或意外訪問、處理、刪除或以其他方式使用。

### 投訴處理

本集團已設立各種投訴及反饋渠道，包括賓客評論卡、電話熱線、社交媒體渠道、電子郵件及美食評論網站(例如Openrice)，以收集本集團客戶的意見及建議。酒樓會每日收集顧客反饋，並由相關人員進一步審閱。

報告期內，本集團並無接獲任何重大投訴，亦無面臨就本集團的食品提出的重大索賠，本集團的酒樓也未受到任何政府部門或相關客戶保護組織的食品衛生調查。

		FY2021 2021財政年度 (%)
Percentage of sold/shipped products/services recalled due to safety and health reasons	因安全及健康理由而召回的已售／已付運產品／服務的百分比	0
Percentage of complaints received about the products/services related to health and safety issues	與健康及安全問題相關的產品／服務的已接獲投訴百分比	0

### B7 ANTI-CORRUPTION

#### Commitment to Anti-Corruption

The Group emphatically affirms its zero-tolerance stance regarding corruption, fraud, and all other behaviours that severely violate professionalism and work ethics. The Group adheres to a high standard of integrity, transparency and accountability in its operations. As stated in the staff handbook, without prior permission from the Group, employee shall not be engaged in any work or be involved in any business either alone or jointly with any other person or persons, or with a company directly or indirectly related to the reward or receipt of commission or fee from the Group. Employees are not allowed to solicit or accept any advantage in money or in kind from any parties having business relations with the Group for their personal benefit. Employees are also prohibited to invite any of the parties having business relations with the Group to attend their personal banquets, dinner parties and/or personal gathering.

The Group has set up an effective whistleblowing policy to encourage employees for reporting of fraud, corruption, bribery, extortion and money laundering when it occurs. In case of suspected corruption or other criminal offences, a report will be made to the Hong Kong Independent Commission Against Corruption (“**ICAC**”) or the appropriate authorities in the PRC. Any employee in breach of this regulation is liable to be summarily dismissed and may render himself or herself liable to prosecution under Section 9 of the Prevention of Bribery Ordinance of the Laws of Hong Kong.

The Group encourages honesty, integrity and fairness in all aspects of its business and upholds a high standard of business ethics and prohibits any form of bribery and corruption. As a result, the Group has developed a series of anti-fraud and anti-bribery policies. Also, the Group conducts regular systematic fraud risk assessments and continues to monitor the effectiveness of risk control while addressing any deficiencies and enforces its fraud mitigation policies through collaboration with external parties. Apart from the anti-bribery and anti-corruption policies, the Group also encourages all its employees and business-related parties, including customers and suppliers, to proactively report any suspected misconduct issues to the Group.

### B7 反貪污

#### 有關反貪污的承諾

本集團強調其對貪污、欺詐及所有其他嚴重違反專業精神及職業道德的行為的零容忍態度。本集團在營運過程中秉持誠信、透明及可問責的高標準原則。如員工手冊所述，未經本集團事先許可，僱員不得直接或間接與任何其他人士，或與一家公司個別或共同從事或參與與來自本集團的報酬或佣金或費用相關的任何工作或業務。僱員不得為私人利益索取或接受與本集團有業務關係的任何各方的任何金錢或實物利益。僱員亦不得邀請與本集團有業務關係的任何人士出席私人宴會、晚宴及／或私人聚會。

本集團已訂立有效的舉報政策，以鼓勵僱員舉報欺詐、貪污、賄賂、勒索及洗錢行為。倘發現疑似貪污或其他刑事罪行，本集團將向香港廉政公署（「**ICAC**」）報告。倘違反上述規定，僱員可能立即遭解僱，並可能須根據香港法例防止賄賂條例第9條接受檢控。

本集團在其業務的各個方面鼓勵誠實、正直及公平，並秉持高標準的商業道德，禁止任何形式的賄賂及貪污行為。因此，本集團已制定一系列反欺詐和反賄賂政策。此外，本集團定期進行系統的欺詐風險評估，並在解決任何缺陷的同時繼續監控風險控制的有效性，並透過與外部各方合作執行其欺詐緩解政策。除反賄賂和反貪污政策外，本集團還鼓勵其所有員工和業務相關方，包括客戶和供應商，主動向本集團報告任何可疑的不當行為事宜。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

Regarding the training provision, the Group conducts regular assessments on systematic fraud risks, continues to monitor the effectiveness of risk control while addressing any deficiencies and enforces its fraud mitigation policies through collaboration with external parties.

Apart from the anti-bribery and anti-corruption policies, the Group also encourages all its employees to participate other professional association to explore the practical issues of corporate governance and risk management in a company. Through content and case study, participants will be able to gain the understanding and experience to recognize the problems and difficulties of applying the best practice, and judgments and decisions that company leaders and managers will have to make while facing a variety of situations and contexts.

During the Reporting Period, the Group had complied with the relevant laws and regulations relating to bribery, extortion, fraud and money laundering, which have an impact on the Group, as well as the corporate policy of anti-corruption. No cases of corruption had been reported during the Reporting Period.

## B8 COMMUNITY INVESTMENT

### Contributing to the Welfare of Society

The Group is highly concerned with the issue of food waste that the industry is commonly facing in Hong Kong. To further promote the awareness of the community on food waste reduction, the Group, during the Reporting Period, was actively involved with the "Food Wise Hong Kong Campaign" organized by the Environmental Protection Department as part of the Group's effort in 'building a sustainable environment' and 'serving the community'.

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. Further, the Group is actively committed to advancing society through its active involvement in the community.

在培訓方面，本集團對系統性欺詐風險進行定期評估，在解決任何缺陷的同時繼續監控風險控制的有效性，並透過外部合作，執行其欺詐舒緩政策。

除反賄賂和反貪污政策外，本集團亦鼓勵所有員工參加其他專業協會，探討公司企業治理和風險管理的實際問題。透過內容及個案研究，參與者將能夠獲悉有關狀況和獲取經驗，以識別應用最佳實踐方面的問題和困難，以及公司領導層和經理在面對各種情況和背景時須作出的判斷和決策。

報告期內，本集團已遵守對本集團有影響的賄賂、敲詐勒索、欺詐和洗錢等相關法律法規，以及公司反貪污政策。報告期內並無發生貪污個案。

## B8 社區投資

### 促進社會福利

本集團注重行業在香港經常面對的食物浪費問題。為加強在社區推廣減少食物浪費的意識，本集團於報告期內積極參與由環境保護署舉辦的「惜食香港運動」，乃為本集團實踐「營造可持續發展環境」及「服務社區」目標的舉措。

展望未來，本集團將繼續培養積極參與社區服務的文化，鼓勵員工積極參與義工服務，在我們賴以維生的社區攜手宣揚服務精神。此外，本集團積極參與社區活動，積極致力推動社會進步。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

The Group uses its best endeavour to help local communities and those in need through volunteer work, donation programs and social enterprise support systems. The Group actively cooperates with charitable organisations to organise social activities to support public welfare and charitable projects so as to establish a good corporate image while fulfilling social responsibilities.

- 博愛醫院「博愛醫院庚子年董事局聯歡晚宴」贊助費

During the Reporting Period, the Group actively cooperates with charitable organisations to organise social activities to support public welfare and charitable projects. Through actively participating in multiple meaningful charity events such as Pok Oi fundraising event organised by the Pok Oi Hospital, in which the Group contributed a donation of approximately HKD620,000 of the reputable charity organizations in Hong Kong, Pok Oi Hospital 2021/22. The Group continues to support the organization's provision of quality medical, educational and social services for the needy of our society. Overall, it could help establish a good corporate image while fulfilling social responsibilities.

Lastly, so as to build a better society, we also active involved and partnered 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 relief 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, including but not limited to the following:

- Association for the Welfare Services of Elders (Hong Kong) Limited
- 老人之友\_贊助費
- Lord Grace Service Society Ltd.

本集團致力透過義工工作、捐贈計劃和社會企業支持系統，幫助當地社區和有需要的人。本集團積極與慈善機構合作，組織社會活動，支持公益慈善項目，在履行社會責任的同時樹立良好的企業形象。

- 博愛醫院「博愛醫院庚子年董事局聯歡晚宴」贊助費

報告期內，本集團與慈善機構積極合作，組織社會活動，支持公益和慈善項目。透過積極參與多項有意義的慈善活動，例如博愛醫院舉辦的博愛籌款活動，本集團向香港知名慈善機構博愛醫院2021/22捐款約620,000港元。本集團繼續支持該機構為社會有需要的人提供優質的醫療、教育和社會服務。整體而言，在履行社會責任的同時，這亦有助樹立良好的企業形象。

為營造更美好的社會，我們亦積極參與及與當地的非牟利組織合作，組織及參與健康教育行動、扶貧行動、兒童、長者、弱勢群體、動物福利和環境保護等多種慈善活動。我們盡最大努力和善用資源，透過社區服務和贊助計劃等多種渠道，幫助當地社區和有需要的人，包括但不限於以下各項：

- 香港老人福利服務協會有限公司
- 老人之友\_贊助費
- 基督教主恩服務社有限公司

INDEX FOR ESG REPORTING GUIDE

環境、社會及管治報告指引索引

Subject Areas, Aspect, General Disclosure and KPIs 主要範疇、層面、 一般披露及關鍵 績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect A1: Emissions</b> 層面A1：排放物		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無 害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Emissions – Governance on Air and Greenhouse Gas (“GHG”) Emissions; Air Emissions; GHG Emissions; Measures to Mitigate Emissions; Waste Management; Go Green Initiatives 排放物 – 空氣和溫室氣體(「溫室氣體」)排放管治；空氣排放；溫室氣體排放；減少排放的措施；廢棄物管理；綠色先行舉措
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。	Emissions – Air Emissions; GHG Emissions; Waste Management; 排放物 – 空氣排放；溫室氣體排放；廢棄物管理； Go Green Initiatives 綠色先行舉措
KPI A1.2 關鍵績效指標A1.2	Direct (Scope 1) and energy indirect (Scope 2) GHG emissions in total (in tonnes) and intensity. 直接(範圍1)及能源間接(範圍2)溫室氣體排放總量(以噸計算)及密度	Emissions – GHG Emissions 排放物 – 溫室氣體排放；
KPI A1.3 關鍵績效指標A1.3	Total hazardous waste produced (in tonnes) and intensity. 所產生有害廢棄物總量(以噸計算)及密度。	Emissions – Waste Management (Not applicable – Explained) 排放物 – 廢棄物管理(不適用 – 已解釋)
KPI A1.4 關鍵績效指標A1.4	Total non-hazardous waste produced (in tonnes) and intensity. 所產生無害廢棄物總量(以噸計算)及密度。	Emissions – Waste Management 排放物 – 廢棄物管理

# Environmental, Social and Governance Report

## 環境、社會及管治報告

Subject Areas, Aspect, General Disclosure and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
KPI A1.5 關鍵績效指標A1.5	Description of emissions target(s) set and steps taken to achieve them. 描述所設排放目標及實現目標而採取的步驟。	Emissions – Air Emissions; GHG Emissions; Measures to Mitigate Emissions; Waste Management; Go Green Initiatives 排放物 — 空氣排放；溫室氣體排放；減少排放的措施；廢棄物管理；綠色先行舉措
KPI A1.6 關鍵績效指標A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction target(s) set and steps taken to achieve them. 描述如何處理有害及無害廢棄物、所設減排目標及為實現目標而採取的步驟。	Emissions – Waste Management; Go Green Initiatives 排放物 — 廢棄物管理；綠色先行舉措
<b>Aspect A2: Use of Resources</b> 層面A2：資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	Use of Resources – Minimizing Energy Consumption 資源使用 — 盡量減少能源消耗
KPI A2.1 關鍵績效指標A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能源總耗量及密度。	Use of Resources – Minimizing Energy Consumption 資源使用 — 盡量減少能源消耗
KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity. 耗水總量及密度	Use of Resources – Minimizing Energy Consumption 資源使用 — 盡量減少能源消耗
KPI A2.3 關鍵績效指標A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所設能源使用效益目標及為實現目標而採取的措施。	Use of Resources – Minimizing Energy Consumption; Energy Use Efficiency Initiatives 資源使用 — 盡量減少能源消耗；能源使用效益計劃
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 target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題、所設的用水目標及為實現目標而採取的步驟。	Use of Resources – Water Use Efficiency Initiatives 資源使用 — 用水效益計劃



# Environmental, Social and Governance Report

## 環境、社會及管治報告

Subject Areas, Aspect, General Disclosure and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
KPI A2.5 關鍵績效指標A2.5	Total packaging material used for finished products (in tonnes) and with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及每生產單位估量。	Use of Resources – Packaging Materials (Not applicable) 資源使用 — 包裝材料(不適用)
<b>Aspect A3: The Environment and Natural Resources</b> 層面A3：環境及天然資源		
General Disclosure 一般披露	Policies on minimizing the issuer’s significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	The Environment and Natural Resources – Aiming to Minimize Impact on the Environment 環境及天然資源 — 旨在降低對環境的影響
KPI A3.1 關鍵績效指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述對環境及天然資源造成重大影響的活動及所採取的管理措施。	The Environment and Natural Resources – Aiming to Minimize Impact on the Environment 環境及天然資源 — 旨在降低對環境的影響
<b>Aspect A4: Climate Change</b> 層面A4：氣候變化		
General Disclosure 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 有關識別及減緩已影響和可能影響發行人的重大氣候相關議題的政策。	Climate Change – Addressing the Climate Change Issue 氣候變化 — 解決氣候變化議題
KPI A4.1 關鍵績效指標A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已影響和可能影響發行人的重大氣候相關議題及所採取的管理措施。	Climate Change – Addressing the Climate Change Issue 氣候變化 — 解決氣候變化議題

Subject Areas, Aspect, General Disclosure and KPIs 主要範疇、層面、 一般披露及關鍵 績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect B1: Employment</b> 層面B1：僱傭		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, antidiscrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	Employment and Labour Practise 僱傭及勞工常規
<b>Aspect B2: Health and Safety</b> 層面B2：健康與安全		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Health and Safety 健康與安全
<b>Aspect B3: Development and Training</b> 層面B3：發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動	Development and Training 發展及培訓

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## 環境、社會及管治報告

Subject Areas, Aspect, General Disclosure and KPIs	Description	Section/Declaration
主要範疇、層面、 一般披露及關鍵 績效指標	描述	章節／聲明
<b>Aspect B4: Labour Standards</b>		
層面B4：勞工準則		
General Disclosure	Information on:	Labour Standards
	(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.	
一般披露	有關防止童工或強制勞工的：	勞工準則
	(a) 政策；及	
	(b) 遵守對發行人有重大影響的相關法律及規例的資料。	
<b>Aspect B5: Supply Chain Management</b>		
層面B5：供應鏈管理		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	Supply Chain Management
一般披露	管理供應鏈的環境及社會風險政策	供應鏈管理
<b>Aspect B6: Product Responsibility</b>		
層面B6：產品責任		
General Disclosure	Information on:	Commitment to Product Responsibility
	(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.	
一般披露	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：	產品責任的承諾
	(a) 政策；及	
	(b) 遵守對發行人有重大影響的相關法律及規例的資料。	

Subject Areas, Aspect, General Disclosure and KPIs 主要範疇、層面、 一般披露及關鍵 績效指標	Description 描述	Section/Declaration 章節／聲明
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**Aspect B7: Anti-corruption**

**層面B7：反貪污**

General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	Anti-corruption 反貪污
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**Aspect B8: Community Investment**

**層面B8：社區投資**

General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解營運發行人所在社區需要和確保其業務活動會考慮社區利益的政策。	Community Investment 社區投資
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