



中國投融資集團有限公司

China Investment and Finance Group Limited

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code 股份代號:1226)

ENVIRONMENTAL, SOCIAL
AND GOVERNANCE REPORT

2017/18

環境、社會及管治報告

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PREPARATION BASIS AND SCOPE

As a company based and principally served in Hong Kong, China Investment and Finance Group Limited (thereafter “The Group” or “We”) is fully committed to environment protection, socially responsible and equipped with the strictest corporate governance. In pursuant to the requirement of the Environmental, Social and Governance Reporting guide (“Environmental, Social and Governance Guide”) in Appendix 27 of the Rules Governing the Listing of Securities from the Stock Exchange of Hong Kong Limited, the Group has prepared the 2017-2018 Environmental Social and Governance Report (the “ESG Report”), covering business segments throughout the entire operation.

The scope of this report will cover the Group’s initiatives on introducing the concept of Environmental, Social and Governance (“ESG”) to internal and external stakeholders, putting them into practices to daily operations, and disclosing results as a year-end summary over this covered reporting period. It is also the management’s intention to provide an overview of the Group’s direction in managing ESG related issues, driving for ESG initiatives throughout the operation, and communicating the Group’s ESG performance result with our stakeholders.

REPORTING BOUNDARY & PERIOD

The reporting boundary shall cover the Group’s operation activities, as the principal activities of its subsidiaries are securities trading and investment holding.

The reporting period of this ESG report shall cover the date from 1 April 2017 to 31 March 2018.

STAKEHOLDER ENGAGEMENT & MATERIALITY IDENTIFICATION

The Group is committed to create sustainable business values and growth for shareholders, and through incorporating environmental, social and corporate governance into the operation. The Group aims to provide a positive contribution toward the local environment and community, be aware of the employee well-being and use the best endeavour to minimize any impact that it may impose.

編製基準及範圍

作為一間扎根香港及主要在香港提供服務的公司，中國投融資集團有限公司（下稱「本集團」或「我們」）不遺餘力地保護環境，肩負社會責任及奉行最嚴格的企業管治。本集團已根據香港聯合交易所有限公司發佈的證券上市規則附錄二十七《環境、社會及管治報告指引》（「環境、社會及管治報告指引」）規定，編製《二零一七年至二零一八年度環境、社會及管治報告》（下稱「環境、社會及管治報告」），涵蓋本集團所有業務分部。

本報告的範圍將涵蓋本集團向內部及外界利益相關方推廣環境、社會及管治（「環境、社會及管治」）理念並於日常運作中實踐有關理念的措施，以及披露成果作為對本涵蓋報告期間的年末總結。管理層亦擬藉著本報告，概述本集團管理環境、社會及管治相關事宜的方針，藉以推動環境、社會及管治措施於業務中的落實，及向利益相關方傳達本集團的環境、社會及管治績效成果。

報告範圍及期間

本報告的報告範圍涵蓋本集團的整體經營活動，其附屬公司之主要業務為證券買賣及投資控股。

本環境、社會及管治報告的報告期間涵蓋二零一七年四月一日至二零一八年三月三十一日。

利益相關方參與及重要性議題識別

本集團致力透過將環境、社會及管治因素融入經營中，為股東創造持續業務價值及增長。本集團亦致力於為當地環境及社區作出積極貢獻，關注員工福祉，以及盡力減低對環境的影響。

To continue the efforts, the Group has consulted both the internal and external stakeholders about its potential impacts, and to identify its related attributes for active management purpose. The Group understands and values relationship with stakeholders from all perspectives, and thus included a wide list of parties as consultation targets.

本集團亦不斷作出努力，就其潛在影響諮詢內外利益相關方，並識別可進行主動管理的相關屬性。本集團從多角度了解利益相關方及重視與彼等的關係，將眾多利益相關方納入作為諮詢對象。

In addition, the Group engaged and commissioned a professional firm on drafting the ESG Report, and conducted a materiality analysis in the form of a management interview during the drafting process. Particular sustainability related issues, which are material to the Group, were identified during the process, and result shall be disclosed in later part of this ESG Report.

此外，本集團委聘專業公司起草環境、社會及管治報告。該公司於起草過程中以管理層會談方式進行重要性分析，並在過程中已識別對本集團屬重要的詳細可持續發展相關事宜。有關結果將於本環境、社會及管治報告較後部分披露。

The below table presents key stakeholders of the Group as well as how the Group communicate with them through a variety of engagement channels during the year.

下表呈列本集團的主要利益相關方以及本集團於年內如何透過各種參與渠道與彼等進行溝通。

Internal Stakeholders

內部利益相關方

- The Board
- 董事會

- Management
- 管理層

- General Staff
- 一般員工

External Stakeholders

外部利益相關方

- Shareholders
- 股東

- Investors
- 投資者

- Customers
- 客戶

- Local Community Groups
- 當地社區團體

Engagement methods:

參與方法：

Meetings, interviews direct mail, staff performance appraisal interviews, internal publications, Annual General Meeting (“AGM”), special general meetings and announcements.

會議、會談、郵寄、員工績效考核會談、內部刊物、股東週年大會（「股東週年大會」）、股東特別大會及公告。

Table 1. Engaged Stakeholder list and methods

表1. 參與利益相關方列表及方法

ENVIRONMENT

The Group aims to generate revenue for our shareholders but not at the expense to the natural environment. As the Group's operation only involves with office related activity, and thus do not pose significant impact to the environment and natural resources. However, the Group's senior management actively seeks for opportunity contributing to environmental protection. For example, the Group's offices are advised to stay efficient on resource consumption and reduce impacts toward the local environment as much as possible.

The Group's most relevant environmental issues identified during this reporting period were mainly on electricity, water and wastes. The Group's business does not involve in the production-related air, water, or land pollutions, which are regulated under Hong Kong laws and regulations, and thus do not expose to any material impact in these aspects. In addition, the Group's internal environmental protection awareness programme consistently reminds and encourage employees and related stakeholders to improve on environmental performance all together.

Air Emission

The Group examined the issue of air emission across the operation. As mentioned, the Group is principally engaged in financial related services and activities, and with no direct air emission emitted to the atmosphere, there is no significant impact could be reported. The Group thus concluded that no material impact on air emission can be found, through direct emission, from the operation. (Indirect carbon emission through electricity consumption is measured and further details shall be provided in the later section.)

The Group will continue monitoring operation activities and ensure the level of air emission to be maintained at this level, and further disclosure shall be provided as changes occur.

環境

本集團旨在不以犧牲自然環境為代價的基礎上，為股東創造收益。由於本集團業務僅涉及辦公相關業務，因此不會對環境及自然資源產生重大影響。然而，本集團的高級管理層積極尋求機會為環保貢獻力量。舉例而言，本集團辦事處在能源消耗方面保持高效及盡可能降低對地方環境的影響。

本報告期間所識別與本集團關係最為密切的環保事宜主要為電、水及廢棄物。本集團的業務並無涉及受香港法律法規管及與生產相關的廢氣、污水或土壤污染物，因此於該等方面並無產生重大影響。此外，本集團內部設有環保意識方案，持續提醒及鼓勵僱員及相關利益相關方共同提升環保表現。

氣體排放

本集團檢測其營運過程中的空氣排放問題。如前所述，本集團主要業務為金融相關服務及活動，並無直接向大氣排放氣體，所以並無可報告的重大影響。因此，本集團的結論是，無發現因營運的直接氣體排放而對環境造成重大影響。（電力消耗的間接碳排放已作計量，詳情於下文提供。）

本集團將繼續監察其業務活動，確保氣體排放量維持現有水平，並會於情況變動時作進一步披露。

Carbon Emission

As discussed in the previous section, the Group does not generate direct air pollutant through its operation. Instead, the Group is managing its indirect carbon emission and is actively measuring its carbon footprint. The Group estimated the annual carbon footprint from its electricity consumption and emission factor calculation (data are available on the electricity bill and the sustainability report from the electricity provider respectively). The Group will investigate and work with the employees and external stakeholders to enhance overall performance and minimise for future carbon footprint. Further information and progress will be disclosed in the subsequent ESG Report.

As a summary, and based on the electricity consumption alone, the carbon footprint for the Group in this reporting year was 0.18tCO₂e.

Waste Management

As the Group offered mainly in the context of financial services, the Group is not involved or generate any form of hazardous waste, and as a socially responsible corporation, the Group is cautious on its limited daily operation waste. Wastes are separated into two categories for better management purpose: general wastes (household wastes) and recyclable wastes. Waste reduction measures promoted throughout the operations were paper recycling, and the appropriate use of recycled-paper in workplaces. Other promoted waste reduction actions such as:

- reuse pen shafts with refills instead of simply throwing away the whole ballpoint pens;
- dispose rechargeable batteries only in designated collection boxes;
- recycle toner cartridges; and
- deploy recycling bins to collect used paper products, such as waste paper, letter and envelope (excluding confidential documents).

碳排放

誠如上文內容所討論，本集團於營運過程中並無產生直接氣體污染物。本集團持續管理其間接碳排放，積極計量其碳足跡。本集團透過其用電消耗及排放系數計算估計年碳足跡（相關數據可分別通過用電賬單及電力供應商的可持續報告取得）。本集團將作進一步調查，並與僱員及外部利益相關方合作，以提高整體績效及盡量減少其未來碳足跡。有關進一步資料及進度將於其後的環境、社會及管治報告中披露。

綜上，根據我們的電力消耗量，本集團於本報告年度的碳足跡為0.18噸二氧化碳當量。

廢棄物管理

由於本集團主要提供金融服務，本集團並不涉及或產生任何形式的有害廢棄物，而作為一間具有社會責任感的公司，本集團審慎地限制其日常經營產生的廢棄物。廢棄物可分為兩類以更好地進行管理：一般廢棄物（家庭廢棄物）及可回收廢棄物。在經營中推行的廢棄物削減措施為紙張回收及在工作場所適當使用回收紙張。其他推行的廢棄物削減措施有：

- 通過更換筆芯重複使用筆桿，而不是直接將整個原子筆丟棄；
- 將可充電的電池丟棄至指定的回收盒；
- 回收碳粉盒；及
- 設置回收桶收集使用過的紙製品，如廢紙、信函及信封（不包括機密文件）。

To further promote waste paper reduction, the senior management had implemented the following additional measures to encourage a paper-less working environment:

- Adopt an electronic system for filling and documentation;
- Promote electronic communications and the “think before you copy” attitude, where employees were encouraged to use both sides of the paper for printing and copying;
- Set computer defaults to double-sided printing and make double-sided copies when possible;
- Communicate through email is suggested instead of letters or fax when possible; and
- Receive incoming faxes electronically through an e-fax system, and make hard copies only when necessary with used paper.

As a summary, the Group has generated approximately 2,470L (measured in garbage bin size) of non-hazardous daily operation waste in this reporting period.

Use of Resources

As an environment friendly company, the Group is actively promoting the culture of “Green Office” to employees, and particularly on efficient electricity and water consumption as primary focuses.

Initiatives such as adopting to energy conservation practices were successfully implemented in offices throughout the year, and green tips were provided to employees as constant reminders for responsible use of natural resources.

為進一步推行削減廢紙，高級管理層已實施以下新增措施，致力於營造少紙的工作環境：

- 採納電子系統進行存檔及文件編製；
- 推行電子通訊及「三思而後打印」的理念，鼓勵員工用紙時雙面打印；
- 將電腦設置為默認雙面打印並在可能的情況下雙面打印；
- 提倡在可能的情況下透過電子郵件而非信函或者傳真通訊；及
- 透過電子傳真系統以電子方式接收傳真，僅在必要時以使用過的紙張打印紙質版。

總之，本集團在本報告期間的日常經營中產生了約2,470升（以垃圾桶大小計量）無害廢棄物。

資源使用

作為一間環保公司，本集團積極向員工推廣「綠色辦公室」的文化，尤其重視高效用電及用水。

本集團於本年度成功在辦公室內採用節能常規等措施，並向僱員提供綠色意見以持續提醒負責任地使用自然資源。

In summary, and after a careful and diligent effort, the Group reported a total consumption of natural resource in this reporting period as the followings:

總之，經過謹慎而不懈的努力，本集團於本報告期間呈報的自然資源消耗總量如下：

Summary 2017-2018 Resource Consumption Data

二零一七年至二零一八年之資源消耗數據概要

Electricity Consumption (kWh) 耗電 (千瓦時)	329
Non-hazardous Waste – measured with garbage bin size (L) 無害廢棄物—以垃圾桶大小計量 (升)	2,470
Electricity Consumption Intensity (kWh/\$ Revenue) 耗電強度 (千瓦時/收益)	0.0004

Table 2. 2017-2018 Resource Consumption Summary

表2. 二零一七年至二零一八年之資源消耗數據概要

The Environment and Natural Resources

The Group is constantly reminding employees to be cautious on consumption, and especially on electricity and water consumption to conserve and to minimise consumption footprint.

Energy

As part the “Green Office” policy, various measures are enforced to ensure energy is utilized efficiently. For example:

- introduce natural light and use energy-saving lightings wherever it is feasible;
- switch off unnecessary lighting and energy consumption equipment (e.g. computer) while not in use;
- clean the air filter of air-conditioners regularly to improve cool air flow efficiency;
- put the computer to sleep instead of using a screen saver;
- conduct video conferencing or use other electronic communication means to reduce carbon footprints caused by traveling; and
- switch off air conditioning when low occupancy is expected (normally after 7pm).

環境及自然資源

本集團不斷提醒員工謹慎消耗，尤其是在用電及用水時，以保護環境並盡量減少消耗足跡。

能源

作為「綠色辦公室」政策的一部分，本集團已採納多項措施以保證能源的高效利用。例如：

- 在可行的情況下引入自然光並使用節能燈具；
- 在不使用時關閉不必要的燈具及耗能設備（如電腦）；
- 定期清潔空調的過濾器使冷空氣更高效地流動；
- 使電腦休眠而非使用屏保；
- 舉行視頻會議或使用其他電子通訊方式以減少差旅造成的碳足跡；及
- 在預期低使用率的情況下（通常是下午7時後）關閉空調。

Water

The main sources of water consumption for the Group are through toilet flushing, water tap and drinking water. Since most of the Group's working premises are leased office, and thus the building management provides and controls both the water supply and discharge. The Group nonetheless encourages employees to stay cautious on water consumption and publishes notices to remind employees to:

- control water flow at the tap to avoid over usage;
- turn off tap when applying soap; and
- perform regular maintenance on water taps.

The senior management team shall periodically review and update the related policy, and further detail shall be disclosed as changes occur.

SOCIAL

The core team of the Group consists of professionals and qualifying employees, and treating employees equally and fairly, and complying to laws and regulations have always been one of the Group's guiding principles. The Group will monitor and improve in areas as needed, and continue to grow sustainably and in a socially responsible manner.

Our People

The Group's success relies heavily on the team members' accumulated market knowledge and investment expertise, and human resource is one of the Group's most valuable assets for the foundation of business sustainable growth. The quality and stability of the workforce is invaluable. Attracting, developing and retaining talent is vital to the Group's success, and aiming to provide a healthy and work-life balance working environment.

The Group enters into written employment contracts with all employees that sets out the responsibilities, remuneration and grounds for termination of employment. The Group's Staff Handbook is issued and provided as a guidance for employees, and stating goals, policies and procedures of the Group as well as employees' conducts.

用水

本集團用水的主要去處為沖洗廁所、水龍頭及飲用水。由於大部分本集團的工作場所為租賃辦公室，因此物業管理會提供及控制供水及用水。然而，本集團鼓勵員工謹慎用水並刊發通告提醒員工：

- 控制水龍頭的流量避免浪費；
- 塗洗肥皂時關閉水龍頭；及
- 定期維護水龍頭。

高級管理團隊應定期審閱並更新相關政策，並在出現變動時披露進一步詳情。

社會

本集團的核心團隊由專業人員及合資格員工組成，而平等及公平地對待員工及遵守法律及法規一直為本集團之指導原則。本集團將監察並於有需要時改進有關範疇，並以可持續及對社會負責的方式發展。

我們的人員

本集團之成功很大程度倚賴團隊成員累計的市場知識及投資專業知識，而人力資源為本集團最寶貴之資產，為業務可持續發展的業務基礎。人員的素質及穩定性是無價的。延攬、培養及挽留人才對本集團之成功至關重要，並旨在營造健康及工作生活平衡的工作環境。

本集團與全體員工訂立書面僱傭合約，當中載列僱傭的責任、薪酬及終止理由。本集團已刊發員工手冊，當中載明員工指引並說明本集團之目標、政策及程序以及員工的行為守則。

Employee & Remuneration

In accordance with the statutory requirements from the People's Republic of China, and the Hong Kong Special Administrative Region, where appropriate, the Group offers competitive compensation and benefits to all qualified employees, including but not limited to: Mandatory Provident Fund; social security insurance; medical insurance; compensation; and statutory holidays. Details can be found as below.

The Group understands that employees are a valuable asset to any company and thus strives to offer a competitive remuneration in order to attract and retain talents. Employees' remunerations are determined with reference to the prevailing market level in line with their competency, qualifications and experience. Annual revision shall be conducted by the Remuneration Committee to ensure the salary structure is fair to employees from different types of job duties, and a consistent set of benefits can be implemented accordingly.

Bonuses will also be rewarded, which is subject to the discretion of the top management and in line with performances. Other employee benefits include five-day work week arrangement, medical insurance coverage, a defined contribution Mandatory Provident Fund retirement benefits scheme under the Hong Kong Mandatory Provident Fund Schemes Ordinance and share option scheme. In addition, a following-day compensatory time off shall be offered should the day-off falls on a statutory holiday.

As part of the Employee Policy, any resigning or layoff employee would receive an exit-interview, conducted by the designated human resource personnel to find out the underlying reasons of departure or dismissal, and to ensure the full compliance with relevant employee laws and regulations.

During this reporting period, the Group is not involved with any non-compliance to any related laws and regulations in employee related issue.

僱員及薪酬

根據中華人民共和國及香港特別行政區之法律規定（如適用），本集團為全體合資格僱員提供具競爭力的薪酬及福利，包括但不限於強制性公積金計劃；社會保險；醫療保險；薪酬；及法定節假日。詳情如下。

本集團深諳僱員為公司的寶貴資產，因此致力於提供具競爭力的薪酬以吸引及挽留人才。僱員之薪酬乃參考通行市場水平並根據彼等之能力、資格及經驗釐定。薪酬委員會按年進行修訂以保證薪酬架構對不同工作職責的僱員而言屬公平，並相應實施配套的福利制度。

本集團亦將提供花紅，惟由高級管理層根據表現酌情釐定。其他僱員福利包括一週工作五日的安排、醫療保險、香港公積金計劃條例項下的強制性公積金退休福利計劃的定額供款及購股權計劃。此外，倘休假日適逢法定節假日，則會在翌日安排補休。

作為僱員政策的一部分，任何離職或解聘僱員將接受由指定人力資源人員進行的離職面談，以了解相關的離職或解聘原因，並保證全面遵守相關僱傭法律及法規。

於報告期間，本集團在僱員的相關事宜中並不涉及有關任何法律及法規的任何不合規事宜。

Remuneration Committee and Emolument Policy

To ensure the remuneration scheme stays competitive, the Group had established a comprehensive Remuneration Committee, where members are among from the senior management team. The Remuneration Committee is responsible for establishing transparent procedures for developing such Remuneration Policy and structure, ensuring no director or any of his/her associates will participate in deciding his/her own remuneration. Remuneration will be determined by reference to the performance of the individual and the Group as well as market practice and conditions.

In addition, the emoluments of the directors are subject to review and recommendation to the Board by the Remuneration Committee and fixed by the Board with the authorisation of the shareholders in the general meeting. The current members of the remuneration committee are: Ms. LIU Xiaoyin, Mr. LIAO Jintian, Mr. LUK Simon and Mr. HON Leung.

During the year ended 31 March 2018, the committee held two meetings to discuss remuneration related matters.

Retirement Benefit Scheme

The Group participates in Mandatory Provident Fund Scheme under the Hong Kong Mandatory Provident Fund Schemes Ordinance (“Pension Scheme”) for all qualifying employees employed.

During the reporting period, total contributions paid or payable to the Pension scheme by the Group amounted to approximately HK\$57,200, which had been recognised as expenses and included in staff costs in the consolidated statement of profit or loss and comprehensive income.

薪酬委員會及薪酬政策

為確保薪酬計劃保持競爭力，本集團已設立薪酬委員會，成員來自高級管理團隊。薪酬委員會負責製定透明程序以發展一套薪酬政策及架構以確保概無董事或其任何聯繫人士參與釐定其本身之薪酬。薪酬將參考個人及本集團的表現以及市場慣例及條件釐定。

此外，董事之薪酬由薪酬委員會審閱並向董事會提出推薦建議，之後由董事會憑藉股東於股東大會上之授權而釐定。薪酬委員會現時成員包括：劉曉茵女士、廖錦添先生、陸東全先生及韓亮先生。

截至二零一八年三月三十一日止年度，委員會舉行兩次會議以討論薪酬相關事宜。

退休福利計劃

本集團根據《香港強制性公積金計劃條例》為所有合資格僱員參加強制性公積金計劃（「退休金計劃」）。

於報告期間，本集團向退休金計劃已付或應付之總供款約為57,200港元，已確認為開支並計入綜合損益及全面收益表內之員工成本。

Equal Opportunities, Diversity and Anti-Discrimination

Being an employer that emphasis on opportunity, the Group is committed to adopting a competence-based management strategy in human resources related matters.

In the course of employment, the Group is devoted to constructing a harmonious workplace that is free of discrimination, sexual harassment and prejudice on the grounds of among others, seniority, nationality, gender, age, family status, religion, disability or sexual preference. As a cornerstone of the corporate culture, the Group continues to adopt a zero-tolerance approach for such matters. The Group’s employment contract also sets out the standard working hours, paid leaves, rest periods, and dismissal policy to safeguard the rights of employees.

As of 31 March 2018, the Group employed a total of 10 employees, including directors of the Company, and details can be found as followings:

平等機會、多元化及反歧視

作為一家提供平等機會的企業，本集團致力於在人力資源相關事宜中採用與能力掛鉤的管理策略。

本集團力爭在僱傭過程中建立一個和諧的工作場所，不受資歷、國籍、性別、年齡、家庭狀況、宗教、殘疾或性取向等歧視、性騷擾及偏見的影响。作為我們企業文化之基石，本集團繼續對該等事宜採取零容忍態度。本集團的僱傭合約列明標準工時、有薪假期、休息時間及解僱政策以保障員工權利。

於二零一八年三月三十一日，本集團共僱傭10名員工（包括本公司董事），詳情如下：

Gender Distribution of the Group
 本集團的性別分佈

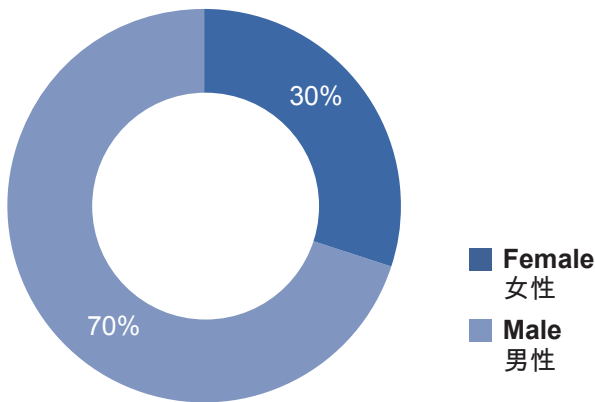


Chart 1. The Group’s gender distribution
 圖1. 本集團的性別分佈

Staff Distribution by Region
 員工地區分佈

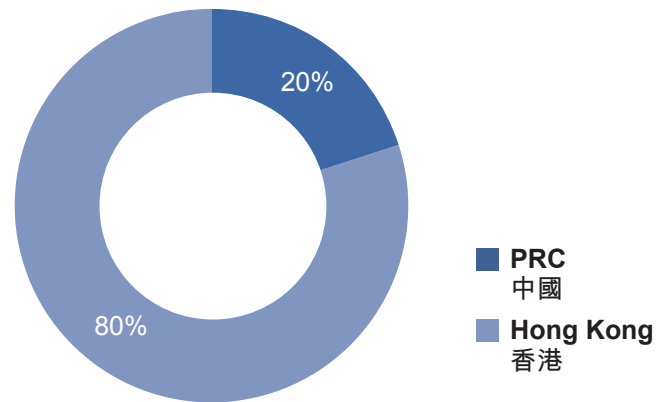


Chart 2. The Group’s Staff distribution by Region
 圖2. 本集團的員工地區分佈

The Group is happily to report no material non-compliance with the relative laws and regulations regarding employment and labour practices can be found in this reporting period.

本集團欣然報告，於本報告期內，並未發現任何嚴重違反有關僱傭及勞工常規的相關法例及規例的情況。

Occupational Health and Safety

Operational health & safety is one of the top priorities in the Group, and it strives to maintain a high occupational safety and health standard, ensuring a safe and comfortable working environment. The Group adheres to Occupational Safety and Health Ordinance (Chapter 509 of the laws of Hong Kong) and other applicable laws and regulations to provide a safe and healthy workplace in order to protect employees from occupational hazards. Employees are also advised to take extra attention in the daily operation to avoid occupational-related accident, and senior management consistently offers safety tips and recommends maintaining appropriate conduct during operation, such as:

- providing and ensuring a “safe working” environment in all premises is maintained;
- providing a plant and substances in safe condition, facilities for the welfare of all workers;
- carrying out inspection for any unsafe condition and provide immediate resolution measures; and
- prohibiting smoking in all premises.

In summary, and during this reporting period, the Group had no material non-compliance breach with relevant standards, rules and regulations, and with no major accident were encountered during operation.

Development & Training

The Group recognises the importance for its employees pursuing professional trainings to enhance their technical knowledge.

Pursuant to Code A.6.5, Directors should participate in continuous professional development to develop and refresh knowledge and skills. This is to ensure that their contributions to the Board remains informed and relevant. The Group also provides briefings and training to continuously updates all Directors on latest developments regarding to the Listing Rules and other applicable statutory and regulatory regime to ensure all directors remain compliance to all business environment, and to facilitate them on discharging their responsibilities. The Groups also encourages directors and employees to attend external forum or relevant training courses and seminars (which may count towards Continuous Professional Development training).

職業健康與安全

本集團視職業健康與安全為重要題務，且致力於維持嚴格的職業健康與安全標準，確保員工有安全舒適的工作環境。本集團遵循《職業安全及健康條例》（香港法例第509章）及其他適用的法例及規例，從而提供安全及健康之工作場地，保障我們的僱員免受職業性危害。本集團亦時刻提醒僱員於日常營運中格外留意以避免職業相關意外，且高級管理層不斷提供安全提示及建議於營運中保持適當行為，例如：

- 提供及確保維持所有辦公場所之「安全工作」環境；
- 為全體員工的福祉而提供植物及安全的用品及設施；
- 進行檢查以發現任何不安全狀況並即時落實修正措施；及
- 在所有辦公場所內禁止吸煙。

簡而言之，在本報告期內，本集團並無任何嚴重違反相關標準、規則及法規的情況，且在運營中並未發生任何重大事故。

發展及培訓

本集團深明僱員追求專業培訓以提升其技術知識的重要性。

根據守則A.6.5，董事應參與持續專業發展以發展及更新其知識及技能，從而確保彼等於知情情況下對董事會作出切合之貢獻。本集團提供簡介及培訓以持續向全體董事提供有關上市規則及其他適用法定及監管制度之最新發展情況，以確保全體董事遵從整個營商環境且促進彼等履行各自之職責。本集團亦鼓勵董事及僱員參加外部討論會或相關培訓課程及研討會，而參與相關討論會或培訓課程及研討會可計入持續專業發展培訓內。

Below are examples of topics of training attended by the directors during the reporting period:

- compliance of the disclosure of financial report and responsibility of the board;
- participate in continuous professional training seminars and/or conferences and/or courses on subjects relating to, corporate governance, directors' duties, legal and regulatory changes organised and arranged by the Company or professional bodies; and
- read materials provided from time to time by the Group regarding legal and regulatory changes and matters of relevance to the Directors in the discharge of their duties.

In summary and during the reporting period, all Directors participated in appropriate continuous professional development activities, either by attended training courses or read materials relevant to the Group's business or to the Directors' duties and responsibilities.

Labour Standards

The Group is fully aware that child labour and forced labour violate fundamental human rights.

The Group strictly abides by the National "Labour Law" and the "Labour Contract Law". The Group prohibits any act of child labour employment and ensures such employment shall be avoided under any circumstances. Responsible recruitment personnel shall conduct a careful verification procedure, ensuring the actual age of job applicants during the recruitment process. Measures such as the revision on identity documents (ie: Identification Card or passport) shall be conducted to avoid any unlawfully employment.

In order to protect the employees' right on rest and vacation, the Group stipulates in explicit terms within the labour contract about working hours, rest and leave entitlement, labour protection and working conditions. The Group is also committed to prohibiting any act of forced labour, and the Group provides an appropriate grievance mechanism for resolving any issues related to labour rights.

以下為於報告期間董事出席培訓主題之例子：

- 財務報告披露及董事會責任的合規；
- 參加由本公司或專業團體組織及安排的有關企業管治、董事職責、法律及監管變動等主題的持續專業培訓研討會及／或會議及／或課程；及
- 閱讀本集團不時提供的有關法律及監管變動以及董事履行職責相關事宜的材料。

總之，於報告期間，全體董事已透過參加與本集團業務或董事之職責及責任相關之培訓課程或閱讀相關材料參與了適當之持續專業發展活動。

勞工準則

本集團充分知悉童工及強制勞工乃違反基本人權。

本集團嚴格遵守中國《勞動法》及《勞動合同法》。本集團嚴禁任何童工僱傭行為，並確保於各種情況下避免僱傭童工。負責任的招聘人員會於招聘過程中進行詳細的核實程序，確保求職者的實際年齡符合要求。本集團會採取修正身份證明文件（即身份證或護照）等措施以避免任何非法僱傭行為。

為保障僱員的休假權利，本集團於勞動合同內清楚訂明有關工時、休假、勞動保護及工作環境的條款。本集團亦致力禁止任何強制勞工行為，並為解決任何勞動權利相關問題提供恰當的投訴機制。

In this reporting period, the Group not only strictly complies with the Employment Ordinance (Cap. 57 of the Laws of Hong Kong), the Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong) and the Employee's Compensation Ordinance (Cap. 282 of the Laws of Hong Kong), the Labour Law in the PRC and other relevant laws and regulations, but also establishes standards, grievance and communication mechanisms with reference to The International Bill of Human Rights.

In addition, the Group did not identify any cases related to child labour or forced labour in this reporting period.

Supply Chain Management

It is the Group's objective to work and procure from reputable supplier, and the Group's internal control policy provided procedures for supplier selection and engagement are formulated to ensure fairness and openness are adopted. The Procurement and Tender process is generally applicable to office supply suppliers, such as on drinking water, paper and stationery products, and is decided based solely upon price, quality and needs. Suppliers should comply with all relevant local and national laws and regulations to avoid unethical behaviour, bribery, corruption and other prohibited business practices. Any non-compliance act shall result in termination of future cooperation. Looking forward, the Group intends to periodically evaluate supply chain performance in environmental and social aspects, and appropriate compliance assessment shall be conducted in order to reduce operation risk and protect rights and interests of all parties.

During the reporting period, the Group is not aware of any potential negative impact on business ethics, environmental protection, human rights and labour practices, nor any non-compliance incident caused by suppliers.

Product Responsibility

Since the Group's operation is investment holding, there was no information regarding to major customers and suppliers as determined by the Group.

Thus, and during the reporting period, the Group did not identify any non-compliance with laws and regulations related to health and safety, advertising, labelling and privacy matters relating to products and services provided in the reporting scope.

於本報告期間，本集團不僅嚴格遵守《僱傭條例》（香港法例第57章）、《強制性公積金計劃條例》（香港法例第485章）及《僱員補償條例》（香港法例第282章）、中國《勞動法》以及其他相關法例及規例，亦參考《國際人權公約》制定準則、投訴及溝通機制。

此外，於本報告期間，本集團並無發現任何與童工或強制勞工有關的情況。

供應鏈管理

本集團的宗旨是向擁有良好聲譽的供應商進行合作及採購，且本集團的內部監控政策訂有供應商篩選及委聘程序，以確保公平公開。《採購及招標》流程被廣泛應用於辦公用品供應商，例如飲用水、紙張及文具用品，且完全按價格、質量及需求作出決定。供應商須遵守所有相關的地方及國家法律法規，以避免不道德行為、賄賂、貪污及其他禁止的商業行為。任何違規行為將導致未來合作終止。展望未來，本集團擬定期評估環境及社會層面的供應鏈表現，並進行適當的合規考核，以減少營運風險及保障各方權益。

於報告期間，本集團概不知悉任何供應商對商業道德、環保、人權及勞工實務造成的潛在不利影響，或供應商引致的任何不合規事件。

產品責任

鑒於本集團的業務為投資控股，本集團認為並無有關主要客戶及供應商的資料。

因此，於報告期間，本集團並無發現任何不遵守有關於報告範圍內所提供產品及服務的健康及安全、公告、標籤及私隱事宜的法例及規例的情況。

Anti-Corruption

In order to comply with the Prevention of Bribery Ordinance, the Group emphasises the importance of adhering to anti-corruption practices for all employees. The Group is committed to managing all business without undue influence and has regarded honesty, integrity and fair play as its core values that must be upheld by all employees at all times.

The Group is obliged to comply with various ordinances, rules and guidelines including but not limited to the Securities and Futures Ordinance (Cap. 571 of the Laws of Hong Kong), and the Guideline on Anti-Money Laundering and Counter-Terrorist Financing issued by the Securities and Futures Commission. The Group strictly adheres to the laws and regulations relating to anti-corruption and bribery irrespective of the area or country where the Group is conducting business, such as the Law of the PRC on Anti-money Laundering and Hong Kong's Prevention of Bribery Ordinance. All employees are expected to discharge their duties with integrity and self-discipline, and they are required to abstain from engaging in bribery, extortion, fraud and money laundering activities or any activities, which might exploit their positions against the Group's interest and affect their business decision or independent judgment in the course of business operation. The Group shall have no hesitation to adopt disciplinary actions upon any proven misconduct case.

During this reporting period, the Group did not receive any whistleblowing disclosures on such issue. In addition, there were no significant risks relating to corruption identified, and the Group is not aware of any material non-compliance with the relevant laws and regulations that have significant impact on the Group relating to bribery, extortion, fraud and money laundering.

Data Privacy Compliance

The Group is committed to protect privacy and confidentiality of personal data for employees, business partners and other identifiable individuals. The Group's employees are instructed to handle confidential information with due care. Information is only collected and used in a responsible and non-discriminatory manner, and restricting the use of the information for the purposes consistent with those identified in the contracts.

反貪污

為遵守《防止賄賂條例》，本集團強調全體僱員遵循反貪污常規的重要性。本集團致力在不受不當影響下管理所有業務，並視誠實、誠信及公平為全體僱員須時刻秉持的核心價值。

本集團須遵守各種條例、規例及指引，包括但不限於《證券及期貨條例》（香港法例第571章）及證券及期貨事務監察委員會頒佈的《打擊洗錢及恐怖分子資金籌集指引》。本集團在其開展業務的各個國家及地區均嚴格遵守反貪污及賄賂的法例及規例，如中國《反洗錢法》及香港《防止賄賂條例》。所有僱員在履行其職責時須正直且自律，不得參與賄賂、敲詐、欺詐及洗黑錢活動或利用其職務損害本集團利益及在業務營運過程中影響彼等商業決策或獨立判斷的任何活動。本集團會在出現經證實的不當行為時立即採取紀律處分。

於本報告期間，本集團並無收到任何有關該等事宜的舉報。此外，我們並未識別任何與貪污相關的重大風險，本集團亦不知悉任何嚴重違反有關賄賂、勒索、欺詐及洗黑錢方面之相關法例及規例而對本集團產生重大影響的情況。

資料私隱合規

本集團致力於保障僱員、業務夥伴及其他可資識別個人私穩以及個人資料保密。本集團僱員按指引謹慎處理機密資料。我們透過限制資料用作符合合約所識別之該等用途，以負責及無偏頗之方式收集及使用資料。

The Group is in full compliance on the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong), and there was no issue occurred concerning data privacy in this reporting period.

COMMUNITY

The Group understands the importance of business is to both generate and bring in profit to shareholders, and being socially responsible to care, serve and give back to community wherever is needed at the same time.

In this reporting period, the Group's worked with various Non-Governmental Organization ("NGO"), and especially provided support to the organization of "Doctor Pet". Working as volunteers, the Group's volunteers take their pets to visit the hospital, Care and Attention Homes for the Elderly and School (including university, college, kindergarten etc.) to educate people on animal care and provide psychic healing to patients in the hospital and elderly people. The Group shall seek for other social initiatives that are in need, and will actively look for other contribution opportunity in the future. Details shall be disclosed in future ESG report.

本集團全面遵守《個人資料(私隱)條例》(香港法例第486章),於本報告期間概無發生資料私隱事件。

社區

本集團明白商業的重要性在於為股東帶來利潤,同時以對社會負責任的態度給予社區必要的關懷、服務及回饋。

於本報告期間,本集團曾與多個非政府機構合作,尤其是對慈善機構「動物醫生」提供支持。本集團的志願者(作為義工)帶上其寵物探訪醫院、護理安老院舍及學校(包括大學、學院、幼稚園等),以教育人們如何護理寵物以及為醫院的病人及老人提供心理治療。本集團將尋求其他社會關愛活動,日後亦將積極物色其他貢獻機會。詳情將於未來的環境、社會及管治報告披露。

