# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告書

達力集團有限公司及其附屬公司(「達力」、「本集團」、「我們」或「我們的」) 謹此根據 港聯合交易所有限公司證券上市規則(「聯 二十七所載環境、社會及管治報告指引(「聯 交所環境、社會及管治報告指引」),提呈 二零一六年七月一日至二零一七年六月 十日期間(「呈報期」)之環境、社會及管治份、 (「環境、社會及管治」)報告,旨在向持份 者全面概述我們之環境、社會及管治政策、 方案及績效。

董事會負責我們之環境、社會及管治策略及報告,而我們管理層負責監測及管治理層負責監測及管治管理系統中有關環境、社會及管治管理系統中有關環境、社會及管治問題,,其對我們大大會及管治相關之環境、社會及管治報告已根據環境、社會及管治報歷要求,列出與重大環境、社會及管治問題相關之資料。

# A. 環境

#### A1 排放物

本集團自成立以來一直致力於保 護環境。本集團深知,物業項目 開發過程中無可避免會出現氣體 排放及其他排放,因此力求嚴格 指導及監督承包商之環保措施。

此外,本集團已要求物業管理服務提供者於其工作計劃中考慮環境保護。每年評估供應商時,均會考慮環保措施、物業管理人員之環保工作、向租戶/客戶推廣之綠色生活方式等。

憑藉上述方案,加上本集團內部 採購及管理流程顧及環保,本集 團營運產生之污染及能源消耗將 可大幅減少。

於呈報期內,並無注意到有關環保法律及規例之重大不合規情況。

In accordance with the Environmental, Social and Governance Reporting Guide (the "HKEx ESG Guide") as set out in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, Dynamic Holdings Limited and its subsidiaries ("Dynamic", the "Group", "we" or "our") hereby presents our Environmental, Social, and Governance ("ESG") Report for the period from 1 July 2016 to 30 June 2017 (the "Reporting Period") with aims to provide stakeholders a comprehensive overview on our ESG policies, initiatives as well as performance.

The Board is responsible for our ESG strategy and reporting while our management is responsible for monitoring and managing ESG-related risks and the effectiveness of our ESG management systems. We have engaged our business functions to identify relevant ESG issues and to assess their materiality to our business as well as our stakeholders, through reviewing our operations and holding internal discussions. Disclosures relating to the material ESG issues identified have been included in this ESG Report pursuant to the General Disclosure requirements of the ESG Guide.

#### A. ENVIRONMENTAL

#### A1 Emissions

The Group has committed to environmental protection since its establishment. Knowing the fact that air emissions as well as other discharges are inevitable during property projects development, the Group strive to strictly guide and monitor contractor's environmental protection measures.

In addition, the Group has required its property management service providers to take environmental protection into account in their work plan. Environmental protection measures, property management personnel's environmental protection practices, promotion of green living style to tenants/customers, etc. will be considered during the annual vendor evaluation.

With the abovementioned initiatives, plus the environmental protection considerations in the Group's internal procurement and administration processes, a significant reduction in pollutions and energy consumption from the Group's operations can be achieved.

There were no material non-compliance cases noted in relation to environmental laws and regulations during the Reporting Period.

# A. 環境(續)

#### A1 排放物(續)

#### 排放及廢棄物管理

由於呈報期內,本集團並無任何 物業發展項目,故於本年度並無 產生任何氣體排放或有害廢棄 物。

我們業務活動所產生之重大無害 廢棄物主要是用於行政之辦公廢 棄物,包括紙張、墨盒、墨粉、 膠樽及即棄餐具。

溫室氣體則主要來自我們於辦公室及物業中之能源使用。我們已制定及實施內部政策,以減少能源消耗,從而減少碳足跡。請參閱以下「A2資源使用」一節。

#### A2 資源使用

本集團致力於執行一套環保措施,以維持可持續發展,實現綠 色商業運作。本集團確保所有業 務活動及營運均符合節能原則, 並且遵守所有環保相關政策及程 序。

至於物業發展,本集團已將承包 商採用之施工方法及設備納入招 標過程中之承包商評估標準,並 且首選採用綠色施工方法之承包 商。甄選原材料供應商時亦沿用 同樣理念,以優先選擇採用綠色 材料之供應商。

#### A. ENVIRONMENTAL (Continued)

#### A1 Emissions (Continued)

#### Emissions and waste management

Since the Group did not have any property development projects during the Reporting Period, we had neither generated any air emission nor produced any hazardous wastes during the year.

The major non-hazardous wastes produced from our business activities are mainly office wastes for administrative purposes, including paper, ink cartridge, toner, plastic bottle and disposal utensils.

For greenhouse gases, the major source is from the use of energy at our offices and properties. Internal policies have been developed and implemented to reduce energy usage for achieving a smaller carbon footprint. Please refer to the section of "A2 Use of Resources" below.

The Group has reduced the usage and increased the recycling of wastes generated from daily operations to protect natural resources. We have deployed recycling bins with classification at our operation centres and offices' public area to facilitate recycling. Moreover, we have reduced printing and making use of duplex printing for internal documents. We also encouraged teleconference communication to replace business trips travelling.

#### A2 Use of Resources

The Group is dedicated to executing a set of environmentally friendly measures in order to maintain sustainability and achieve green commercial practices. The Group ensures all of its business activities and operations are in line with the principle of energy conservation, complying with all environmental protection related policies and procedures.

Regarding property development, the Group has incorporated construction methods and equipment adopted by the contractors into the contractor assessment criteria of the tendering process. Contractors adopt green construction practices are more preferable. The same concept will also be applied to raw materials supplier selection such that suppliers with green materials are more preferred.

# A. 環境(續)

#### A2 資源使用(續)

此外,本集團之房地產項目已將 環保要素納入建築設計,因此已 採用環保建築設備以降低水電用 量。

#### 能源消耗

電力是我們於北京購物中心、上 海辦事處單位及香港辦事處少日常 業務中主要消耗資源。為減少耗 電,我們積極推動採購高能源效 益設備,並要求同事實行綠色辦 公。於呈報期內,我們已實施下 列措施以減少能源消耗:

- 逐漸於辦公室以LED照明代 替老化光管;
- 於午飯時間及離開辦公室前 關掉空調及電器設備;
- 專職人員定期檢查及監督;
- 通過視頻會議及多方電話會 議與客戶及附屬公司進行溝 通;及
- 嚴格按照國家要求設定空調 溫度,並進行定期檢查。

#### A. ENVIRONMENTAL (Continued)

#### A2 Use of Resources (Continued)

Furthermore, the Group's real estate projects have embedded environmental protection elements into the building design such that environmentally friendly building equipment have been adopted to reduce electricity and water consumption.

On the other hand, the Group has implemented green management systems internally to improve energy and resources efficiency, and raise staff's awareness in energy and resources conservation. The Group has established energy and resources usage reporting mechanism to monitor the use of resources, and evaluate the effectiveness of environmental protection practices and identify improvement area.

#### Energy consumption

Electricity is the primary resource we consume in our daily operations in Beijing shopping mall, Shanghai office units and Hong Kong office. In order to reduce such consumption, we actively promote the procurement of energy efficient equipment and have required our colleagues to adopt green office practices. During the Reporting Period, we have implemented the following initiatives to reduce energy consumption:

- Gradually replacing aging light tubes with LED lighting at offices;
- Switching off air-conditioning and electric devices during lunch breaks and before leaving the offices;
- Conducting regular inspections and monitoring by dedicated staff;
- Communicating with clients and subsidiaries through video conferencing and multi-party teleconferencing; and
- Setting air conditioning temperature strictly in line with the national requirements and performing regular inspections.

# A. 環境(續)

#### A2 資源使用(續)

#### 耗水量

我們之耗水量主要包括僱員日常 用水。為減少耗水量,於呈報期 內,本集團已在洗手盆旁邊貼上 標誌及通告,提高節水意識,並 在水龍頭安裝感應器,以控制耗 水量。

雖然在營運過程中並無使用實質 包裝材料,但我們於客戶櫃檯展 示環保海報,鼓勵客戶自備文件 夾及袋子等。

#### A3 環境及天然資源

#### 環境影響管理

本集團會於房地產項目建設工程動工前,因應需要外聘專業顧問進行環境評估,並將有關結果 交予承包商,由彼等作出相應回應。

此外,本集團已採用可持續綠色 建築,以減少建築物在營運內對 環境造成之影響。綠色方(例如 起括具能源效益之設計(例及增 牆上大開口,以改善通風徵用 採光)以及綠化及美化特徵 等設計及特徵可提高建築物用 或設施使用者之生活質素。

#### A. ENVIRONMENTAL (Continued)

#### A2 Use of Resources (Continued)

#### Water consumption

Our water consumption mainly comprised daily water usage of employees. To reduce water consumption, the Group has posted signs and notices by the washbasins to raise awareness towards water conservation and installed sensors at the water taps to control water consumption during the Reporting Period.

Although no substantial packaging materials are used during our operations, we have displayed environment protection poster at customer counters to encourage customer bringing their own folder, bags, etc.

#### A3 The Environment and Natural Resources

#### Environmental impact management

As the Group's businesses cover major cities in China such as Beijing, Shanghai and Shenzhen, the Group emphasises corporate social responsibility and has input massive resources in environmental protection initiatives so as to reduce the negative impacts on the environment and natural resources caused by the Group's business activities. The Group has strictly complied with all environment-related regulations and international standards. Concept of environmental protection has been assimilated into management. The Group has implemented an environment monitoring system to assess and monitor environmental risks continuously in daily operation.

The Group would engage external professional consultant in performing environmental assessments before the construction work of the real estate projects commences on a needed basis. The environmental assessment results were provided to the contractors for formulating corresponding responses.

Furthermore, the Group has adopted sustainable green architecture to reduce the buildings' impact on the environment during the operation. Examples of green initiatives include energy efficiency design (e.g. large openings on walls for better ventilation and use of daylight) and greening and landscaping features which can benefit the quality of life of the building occupants or users of the facilities

### B. 社會

#### B1 僱傭

本集團已制定符合中華人民共和國(「**中國**」)及香港僱傭法例之僱 傭政策及指引。

#### 招聘及晉升

本集團聘用及擢升認同本集團價 值及職業道德之員工。本集團珍 視主動、盡責及誠實之僱員,並 以功績作為聘用及晉升標準。

#### 薪酬

於二零一七年六月三十日,本集 團於香港及中國大陸聘用約50名 僱員(包括董事),薪酬與現行市 場水平相若,並包括僱員醫療保 險、公積金計劃及認股權計劃等 福利。

本集團各董事薪酬由本集團薪酬委員會參考本集團經營業績、企業目標及宗旨、個別工作表現及職責以及市場可比較統計後建議。本集團已採納認股權計劃以鼓勵董事及合資格僱員。

本集團員工之薪酬及其他福利待 遇參照地方行業平均水平釐定。 經驗及資格亦在考慮之列。釐定 僱員薪金待遇時亦採用關鍵績效 指標(視員工職位而定)衡量員工 表現以作鼓勵。

# 解僱

解僱乃基於本集團行為守則作 出。所有解僱依照中國勞工法及 香港僱傭條例執行。

#### B. SOCIAL

#### B1 Employment

The Group has established employment policies and guidelines that are compliant with the People's Republic of China (the "PRC") and Hong Kong Employment Laws

#### Recruitment and promotion

The Group hires and promotes staff who share the Group's values and work ethics. The Group treasures those who demonstrate initiative, responsibility and integrity. Hiring and promotion are based on merit.

#### **Emolument**

At 30 June 2017, the Group had about 50 employees (including directors) in Hong Kong and the mainland China at prevailing market remuneration with employee benefits such as medical insurance, provident fund schemes and share option schemes.

The emolument policy of the employees of the Group is recommended by the remuneration committee of the Group on the basis of the respective merits, responsibilities and duties, performance, qualifications and competence taking into account of comparable market level, operating results of the Group, corporate goals and objectives of the Board of Directors and relevant legal requirements, provisions, guidelines and recommendations of regularly bodies.

The emoluments of the respective Directors of the Group are recommended by the remuneration committee of the Group, having regard to the operating results of the Group, corporate goals and objectives, individual performance and responsibility and comparable market statistics. The Group has adopted share option schemes as incentive to Directors and eligible employees.

The Group's staff remuneration and other fringe benefits are referenced against local industrial averages. Experience and qualifications are also taken into account. Key Performance Indicators, depending on staff position, are adopted to measure staff performance in determining staff packages to incentivise.

#### Dismissal

Dismissals are based on the Group's code of conducts. All dismissals are carried out in accordance with the PRC Labour Law and Hong Kong Employment Ordinance.

# B. 社會(續)

#### B1 僱傭(續)

#### 平等機會、多元化發展及反歧視

本集團著重人力資本多元化,並 反對任何類型歧視。本集團確保 所有人力資源政策及程序均體現 平等機會,而不論性別、懷孕、 婚姻狀況、殘疾、家庭狀況及種 族。

# 工作時數、假期以及其他待遇及福利

工作時數、假期以及其他待遇及 福利參照地方行業平均水平釐 定。經驗、資格及資歷亦在考慮 之列。本集團確保此等常規依 照本地適用之人力資源(「人力 資源」)相關法規。

於呈報期內,並無注意到任何有 關本集團勞工常規之重大不合規 問題。

#### B2 健康與安全

#### 工作場所健康與安全

作為盡責僱主,全體員工均享有 各種福利,包括本集團之醫療及 人壽保險,以及其他具競爭力之 福利待遇。

#### B. SOCIAL (Continued)

#### **B1** Employment (Continued)

#### Equal opportunity, diversity, anti-discrimination

The Group emphasises human capital diversity, and is against any kind of discrimination. The Group ensures equal opportunities in all of its human resources policies and procedures, regardless of gender, pregnancy, marital status, disability, family status, and race.

# Working hours, rest periods, and other benefits and welfare

Working hours, rest periods and other benefits and welfare are determined with reference to local industrial averages. Experience, qualification and seniority are taken into account as well. The Group ensures all these practices are in compliance with the applicable local Human Resources ("HR") related regulations.

There were no material non-compliance issues noted regarding our labour practices during the Reporting Period.

#### **B2** Health and Safety

#### Workplace health and safety

The Group is committed to providing a safe, healthy, pleasant and effective work environment for its staff. In order to ensure the working environment is healthy and safe, various administrative measures such as workplace safety posters, training courses and guidelines have been implemented. Regardless of seriousness, all cases of injury are required to be reported to the head office for further assessment under the internal policies and procedures so as to ensure proper handling of the cases and execution of preventive measures.

As a responsible employer, all staff are entitled to benefits including Group medical and life insurance as well as other competitive fringe benefits.

### B. 社會(續)

### B2 健康與安全(續)

#### 工作場所健康與安全(續)

由於本集團承包商之工作環境 (即建築地盤)屬高危性質,故此 本集團要求所有承包商為其員工 提供充分培訓,並持續監察健康 及安全事宜。本集團亦已對承包 商之健康與安全常規進行定期調 查。

於呈報期內,並無注意到任何有 關健康及安全法律法規之重大不 合規情況。

#### B3 發展及培訓

#### 僱員發展及培訓

#### B. SOCIAL (Continued)

#### **B2** Health and Safety (Continued)

#### Workplace health and safety (Continued)

As for the Group's contractors, in light of the high risk nature of their work environment (i.e. construction sites), the Group requires all contractors to provide adequate and sufficient training to their staff and monitor health and safety issues on an on-going basis. The Group has also performed regular inspections on contractors' health and safety practices.

There were no material non-compliance cases noted in relation to health and safety laws and regulations during the Reporting Period.

#### **B3** Development and Training

#### Employee development and training

The Group has comprehensive training policy and system to support employees' on-the-job training and education so as to improve employees' knowledge and skills. The Group's training includes new hire orientation, on-the-job training and external training. New hire orientation includes code of conducts, work ethics, organisational structure, workplace health and safety, quality expectation, etc. On-the-job training includes job duties theories and practices. External training includes all professional courses necessary for particular job positions. The costs of all external training courses necessary for the employees in carrying out their job duties are borne by the Group.

The Group offers various career development plan for employees with different career aspirations. Based on the job nature, the Group formulates the most suitable career path and relevant training to cultivate potential staff. In addition, the Group provides rotation opportunities to staff for different functions and positions so as to enrich their horizons and capabilities. We also provide special leave and financial subsidies for employees to attend external training courses, where appropriate.

# B. 社會(續)

#### B4 勞工準則

#### 反童工及強制勞工

本集團所有附屬公司及辦事處均嚴格遵守當地監管規定,並明確禁止童工及強制勞工。人力資源部門須核實每名求職者之身份證明文件,以確保申請人符合資格。雙方會簽訂僱傭合約以確保相互同意僱傭條款。

此外,本集團與承包商訂立之合約協議條款已規定,承包商人力資源政策及程序須遵守地方人力資源相關法規(例如中國勞工法及香港僱傭條例)。

本集團已對其附屬公司、地方辦 事處及承包商進行定期調查,確 保概無不符合相關法規之情況。

於呈報期內,並無注意到任何有 關法律及法規規定之勞工準則之 重大不合規問題。

#### B5 供應鏈管理

#### 責任採購

#### B. SOCIAL (Continued)

#### **B4** Labour Standards

#### Anti-child and forced labour

All of the Group's subsidiaries and offices strictly comply with the local regulatory requirements, explicitly prohibit child and forced labour. HR departments are required to verify every job applicant's identification document to ensure eligibility. Employment contracts are signed by both parties to ensure mutual agreement on the terms of employment.

Furthermore, the Group has included terms in the contracting agreements requiring that contractors' human resources policies and procedures have to comply with the local HR related regulations (e.g. PRC Labour Law and Hong Kong Employment Ordinance).

The Group has performed regular inspections on its subsidiaries, local offices and contractors to ensure there was no non-compliance in the relevant regulations.

There were no material non-compliance issues noted regarding labour standards as required by related laws and regulations during the Reporting Period.

#### B5 Supply Chain Management

#### Responsible procurement

Supply chain management has long been the Group's key step in quality control. The Group implements strict selection criteria in supplier selection. Suppliers have to possess all necessary licenses issued by relevant government authorities. The Group has performed product quality test and on-site inspection on the suppliers before entering into agreement with suppliers. Moreover, terms and conditions regarding environment and social responsibilities are included in the master procurement agreements.

As for contractors, the Group has established a comprehensive tendering system. The system includes a set of assessment criteria for evaluating contractors, including background, size, construction quality, environmental protection, human resources practices, community involvement, etc. This system ensures only contractors meeting our requirements on environmental protection and community contribution can be selected.

# B. 社會(續)

#### B6 產品責任

#### 產品及服務質素

與此同時,本集團已不斷監控質素及定期評估承包商及供應商資格有明顯整化或出現嚴重質素問題,本集團可停止與相關承包商/供應商進行之交易以確保本集團項目質素。

於呈報期內,並無注意到任何有 關產品與服務質素及資料私隱之 重大不合規問題。

#### B. SOCIAL (Continued)

#### **B6** Product Responsibility

#### Product and service quality

The Group exerts itself in providing high quality real estate properties to satisfy customers' needs. The Group maintains proper disclosures for product and service information regarding the construction, procurement, sales and servicing processes; and proper security measures to ensure confidentiality of information. The sales and promotion documents and data produced by the Group are in compliance with relevant regulations (i.e. Hong Kong Trade Descriptions Ordinance and Advertisements Law of PRC). No exaggeration or untrue descriptions are tolerated. The Group has also established comprehensive customer feedback mechanism. Such mechanism ensures customers' advices and opinions on our properties and services can be collected for follow-up accordingly.

Meanwhile, the Group has conducted on-going quality monitoring as well as regular assessments on its contractors and suppliers. If there is substantial change in contractors/suppliers' eligibility or significant quality issues, the Group can halt the transactions with the relevant contractors/suppliers so as to ensure the quality of the Group's projects.

The Group emphasises the importance of protecting the privacy and confidentiality of personal data. It strives to protect the privacy of its customers, ultimate owners of contractors and employees in the collection, processing and use of their personal data. Pursuant to Personal Data (Privacy) Ordinance, we have prohibited the use of any personal information of our customers, ultimate owners of contractors and employees by other parties without explicit and implicit consent.

During the Reporting Period, there were no material noncompliance issues noted regarding product and service quality, and data privacy.

# B. 社會(續)

#### B7 反貪污

#### 防止貪污及洗黑錢

本集團相信,誠實、誠信及公平 對其業務營運而言至關重之行為 體僱員均須遵守本集團之行助內 則。除本集團行為守則內可不 則內部反貪腐指引外,本集別 設立舉報機制,以為持份者之 設立舉報任何違規或不當行為之指 引。

本集團已進行定期內部審計以識 別內部管理不足之處並作出相應 補救。

於呈報期內,並無注意到任何有 關貪污及洗黑錢之重大不合規問 題。

#### B8 社區投資

#### 社區項目及捐贈

本集團致力推動社區之和諧及社 區服務,並盡力使用其資源貢獻 社會。

此外,本集團多位董事及資深管理人員已參與公職並盡彼等可己之力。本集團管理層亦主動勵員工參加公益活動,以支持本學園致力於可持續發展之理念。問題不望提升員工關心社區問題之意識,向彼等灌輸在工作及個人生活中服務社會之概念。

#### B. SOCIAL (Continued)

#### B7 Anti-corruption

#### Anti-corruption and money laundering

The Group believes that honesty, integrity and fairness are of vital importance to its business operations. All employees are required to comply with the Group's code of conducts. Other than the internal anti-bribery and corruption guidelines as stipulated in the Group's code of conducts, the Group has also established whistle blowing mechanism to guide stakeholders in reporting any irregularities or misbehaviour.

The Group has performed regular internal audit to identify internal control deficiencies and remedy accordingly.

During the Reporting Period, there were no material noncompliance issues noted regarding corruption and money laundering.

# **B8** Community Investment

#### Community programmes and donation

The Group is committed to enhancing the community's well-being and social services. The Group strives to utilise its resources in contributing to the society.

In addition, several Directors and senior management personnel of the Group have engaged in public offices to contribute their efforts. The Group's management also takes initiative in motivating staff to join community activities, which are held in support of its commitment to sustainable development. The Group hopes to raise staff's awareness on the community issues, instil the concept of serving the community in both their work and personal life.