

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（「**本集團**」、「**我們**」或「**我們的**」）將企業社會責任納入企業文化內，構成其業務策略之重要一環。本集團透過培育其企業公民責任，致力創造和諧可持續之社區，並將環境、社會及管治（「**環境、社會及管治**」）的事務融入業務及營運中，以使其寶貴的主要持份者、社會大眾及整體環境的利益及福祉之間取得平衡。

報告框架及範圍

我們謹此根據香港聯合交易所有限公司證券上市規則附錄二十七所載環境、社會及管治報告指引（「**聯交所環境、社會及管治報告指引**」），提呈二零一七年七月一日至二零一八年六月三十日期間（「**呈報期**」）之環境、社會及管治報告，旨在向持份者全面概述我們之環境、社會及管治政策的方案及績效。

我們董事會（「**董事會**」）之董事（「**董事**」）負責我們之環境、社會及管治策略及報告，而管理層則負責監察及管理環境、社會及管治管理系統中有關環境、社會及管治之風險及成效。我們已通過審閱業務及舉行內部討論，落實我們之業務職能，以找出相關之環境、社會及管治問題，並評估其對我們業務及持份者之重要性。本環境、社會及管治報告已根據聯交所環境、社會及管治指引之一般披露要求，列出與重大環境、社會及管治問題相關之資料。

持份者的參與

我們深明持份者全面及有效之參與對實現企業可持續發展十分重要。我們力求與主要持份者維持持續溝通，以了解其對我們的營運及可持續發展表現的憂慮及興趣。持份者參與為我們的策略發展提供寶貴見解，促進知情決策乃有利於我們的管理。

識別主要持份者乃持份者參與的先決條件。於呈報期內，我們識別其主要持份者為投資者、客戶、僱員、供應商、地方社區及監管機構。我們提供透明的參與渠道，快速回應持份者關注，旨在確保及加強持份者與我們之間的高質量溝通。

Dynamic Holdings Limited and its subsidiaries (the “**Group**”, “**we**” or “**our**”) are embedded with corporate culture for corporate social responsibilities that forms an integral part of its business strategies. The Group endeavours to create a harmonious and sustainable community through cultivating its responsible corporate citizenship and integrate environmental, social, and governance (“**ESG**”) concerns into the businesses and operations with an aim of aligning the interests and benefits of its valuable key stakeholders, the society at large and the environment as a whole.

REPORTING FRAMEWORK AND SCOPE

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, we hereby present our ESG Report for the period from 1 July 2017 to 30 June 2018 (the “**Reporting Period**”) with aims to provide stakeholders a comprehensive overview on our ESG policies, initiatives as well as performance.

Our board (the “**Board**”) of director (the “**Directors**”) 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 internal discussions. Disclosures relating to the identified material ESG issues are included in this ESG Report pursuant to the general disclosure requirements of the HKEx ESG Guide.

STAKEHOLDERS' ENGAGEMENT

We recognise the importance of comprehensive and effective stakeholder engagement in achieving sustainable corporate growth. We strive to maintain ongoing communication with our material stakeholders to understand their concerns and interests towards our operations and sustainability performances. Stakeholder engagement provides valuable insights on our strategic development, and fosters informed decision-making, which are beneficial to our management.

Identifying material stakeholders is a prerequisite to stakeholder engagement. During the Reporting Period, we identified its key stakeholders as investors, customers, employees, suppliers, local community, and regulatory bodies. Transparent and responsive engagement channels are in place to ensure and enhance quality communication between our stakeholders and us.

持份者的參與 (續)

下表載列本集團之主要持份者以及我們與彼等溝通及回應彼等關注所作的工作摘要。

持份者組別	溝通渠道
股東／ 投資者	<ul style="list-style-type: none"> 股東週年大會 年度報告及中期報告 公告及通函 投資者會議
客戶	<ul style="list-style-type: none"> 客戶滿意度調查及問卷 客戶服務中心 現場客戶關懷及服務
供應商	<ul style="list-style-type: none"> 採購投標通告 通訊
僱員	<ul style="list-style-type: none"> 發展及培訓 表現評價 僱員會議 告示牌 通訊
監管機構	<ul style="list-style-type: none"> 合規報告 通訊
地方社區	<ul style="list-style-type: none"> 公共／社區活動 環境、社會及管治報告

重要性分析

為確保本報告回應有關問題並提高持份者對本集團可持續發展、管理層批准及表現的理解，我們已對本集團的環境、社會及管治議程進行重要性分析。由此我們亦可辨識環境、社會及管治工作需要改進的方面，制定更全面、透明及具體的應對措施，以提高本報告的質量。

STAKEHOLDERS' ENGAGEMENT (Continued)

The table below highlights the Group's key stakeholders as well as our efforts in communication with and response to them.

Stakeholder Groups	Communication Channels
Shareholders/ Investors	<ul style="list-style-type: none"> Annual general meetings Annual reports and interim reports Announcements and circulars Investor meetings
Customers	<ul style="list-style-type: none"> Customer satisfaction surveys and questionnaires Customer service centre On-site customer care and services
Suppliers	<ul style="list-style-type: none"> Tender notices for procurement Correspondence
Employees	<ul style="list-style-type: none"> Development and training Performance appraisals Employees meetings Notice Boards Correspondence
Regulatory Bodies	<ul style="list-style-type: none"> Compliance reports Correspondence
Local Community	<ul style="list-style-type: none"> Public/community activities ESG reports

MATERIALITY ANALYSIS

To ensure that this report addresses the issues, to enhance the stakeholder's understanding of the sustainable development, management approval and performance of the Group, we have conducted a materiality assessment of the Group's ESG agenda. By doing so, we can also identify the areas for improvement in our ESG work, and devise more comprehensive, transparent and specific responses to enhance the quality of this report.

遵守法律及法規

本集團明瞭遵守適用之法律、規則及法規之重要性以及不遵守環境、社會及管治事宜有關的規定對本集團業務及營運之風險。本集團已實施體制及分配員工資源，以確保持續遵守適用之法律、規則及法規。本集團之業務主要由本公司於中華人民共和國(「中國」)之附屬公司進行，而本公司自身於香港聯合交易所有限公司上市。因此，本集團之成立及營運須遵守所有中國法律及其營運所在司法權區之適用法律。

A. 環境

以保護環境作為本集團企業責任的一部分，並達致可持續發展，本集團已推行一系列環保管理措施和倡議，以履行其對環境保護的長期承諾。

於呈報期內，並無錄得任何經確認違反與環境相關法律和法規之事故、被懲處罰款及非金錢制裁而對本集團之營運造成重大影響。

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，物業項目開發以及優化及重構翻修過程中無可避免會出現氣體排放及其他排放，因此力求減少溫室氣體排放，並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對環境之影響。於每年評估供應商時，均會考慮環保措施、物業管理人員之環保工作、向租戶及客戶推廣之綠色生活方式等。

COMPLIANCE WITH LAWS AND REGULATIONS

The Group recognises the importance of compliance with applicable laws, rules and regulations and the risk of non-compliance with such requirements relating to ESG issues on the businesses and operations of the Group. The Group has implemented system and allocated staff resources to ensure ongoing compliance with applicable laws, rules and regulations. The Group's operations are mainly carried out by the subsidiaries of the Company in the People's Republic of China (the "PRC") while the Company itself is listed on The Stock Exchange of Hong Kong Limited. Accordingly, the Group's establishment and operations shall comply with all PRC laws and applicable laws in the jurisdictions where it has operations.

A. ENVIRONMENTAL

With a view to undertaking environmental protection as part of the Group's corporate responsibilities and achieving sustainable development, the Group has implemented a number of green management measures and initiatives in order to deliver its long-standing commitment to the environmental protection according to its environmental policies.

No confirmed incidents, fines and non-monetary sanctions for non-compliance with environmental laws and regulations which have significant impact on the Group's operations were recorded during the Reporting Period.

A1 Emissions

The Group has committed to environmental protection since its establishment. Knowing the fact that air emissions and other discharges are inevitable during property projects development and renovation for upgrading and reconfiguration, the Group strives to reduce the greenhouse gas emission, and strictly guide and monitor contractors' environmental protection measures.

In addition, the Group has required its property management service providers to consider environmental impacts in their work plan. Environmental protection measures, environmental protection practices for property management personnel, promotion of green living style to tenants and customers, etc. are considered during the annual evaluation of vendors.

A. 環境 (續)

A1 排放物 (續)

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。

廢棄物管理

於呈報期內，並無任何物業發展項目，故於本年度，我們並無產生任何氣體排放或有害廢棄物。

辦公室使用之紙張、墨盒及墨粉被識別為我們營運所產生之重大無害廢棄物來源，於呈報期內，總耗用量為1.54噸。使用過的墨盒及墨粉會交回服務供應者回收。

本集團推行環保辦公室常規，並已減少使用及增加回收日常營運所產生之廢棄物，以保護天然資源。我們在營運中心及辦公室公共區域善用回收箱，以方便回收。我們亦鼓勵僱員回收電腦、通訊器材及使用過的電池等設備。此外，我們已減少打印以及善用電子報表及掃描文件，雙面打印及複印內部文件。於影印機及打印機張貼節約資源提示，以推廣源頭減廢。我們亦鼓勵以電話會議通訊，盡量減少商務差旅之面對面會議。

溫室氣體排放及氣體排放

車輛使用之汽油、電力消耗、廢紙處置及污水處理等活動均會產生溫室氣體（「溫室氣體」）。於本呈報期內，本集團溫室氣體總排放量及密度分別為4,048噸二氧化碳當量及每平方英尺0.57噸二氧化碳當量。

A. ENVIRONMENTAL (Continued)

A1 Emissions (Continued)

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.

Waste management

Since there were no property development projects during the Reporting Period, we had neither generated any air emission nor produced any hazardous wastes during the year.

Paper, ink cartridges and toners consumed in offices are identified as major sources of non-hazardous wastes in our operation, with a total consumption of 1.54 tonnes during the Reporting Period. Used ink cartridges and toners were returned to our service providers for recycling.

The Group implements green office practice, and has reduced the usage and increased the recycling of wastes generated from our daily operations to protect natural resources. We have recycling bins at our operation centres and offices' public area to facilitate recycling. We also encourage employees to recycle equipment such as computers, communication devices and used batteries. Moreover, we have reduced printing and made use of the e-statement or scanning copies, double-sided printing and copying for internal documents. Resources saving reminders are posted on photocopiers and printers to promote waste reduction at source. We also encourage teleconference communication to face-to-face meetings to minimise business trips.

Greenhouse Gas Emissions and Air Emissions

Greenhouse gases ("GHG") are emitted through various activities, including the use of petrol by our vehicles, the consumption of electricity, disposal of waste paper and sewage treatment. The total GHG emissions and intensity of the Group for this Reporting Period were 4,048 tonnes CO₂e and 0.57 tonnes CO₂e per square foot area.

A. 環境 (續)

A1 排放物 (續)

溫室氣體排放及氣體排放 (續)

範圍1 – 直接溫室氣體排放	
汽油	28.5噸二氧化碳當量
範圍2 – 能源間接排放	
購買電力	4,010.5噸二氧化碳當量
範圍3 – 其他間接排放	
廢紙處置	5.5噸二氧化碳當量
污水處理	3.5噸二氧化碳當量
總排放量	4,048噸二氧化碳當量

我們主要的氣體排放來自本集團擁有及營運之車輛。於呈報期內，根據車輛之行走公里數及消耗之汽油計算，本集團已產生硫氧化物0.20千克、氮氧化物8.91千克及顆粒物質0.66千克。

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，有關詳情於「A2資源使用」闡述。

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，承包商採用之施工方法及設備為本集團招標過程中之承包商評估標準的一部分，以採用綠色施工方法之承包商為首選。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)

Greenhouse Gas Emissions and Air Emissions
(Continued)

Scope 1 – Direct GHG emissions	
Petrol	28.5 tonnes CO2e
Scope 2 – Energy indirect emissions	
Purchased electricity	4,010.5 tonnes CO2e
Scope 3 – Other indirect emissions	
Waste paper disposal	5.5 tonnes CO2e
Sewage treatment	3.5 tonnes CO2e
Total Emissions	4,048 tonnes CO2e

Our major air emission was generated from the vehicles owned and operated by the Group. Based on miles travelled and the fuel consumed by our vehicles, the Group had generated 0.20 kg of sulphur oxides, 8.91 kg of nitrogen oxides and 0.66 kg of particulate matters during the Reporting Period.

Internal policies have been developed and implemented to reduce energy usage for achieving a smaller carbon footprint, which is described in “A2 Use of Resources”.

A2 Use of Resources

The Group is dedicated to execute 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, construction methods and equipment applied by the contractors are part of the contractor assessment criteria in the Group’s tendering process. Contractors adopting green construction practices are more preferable. The same concept also applies 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。

本集團已在內部實施綠色管理體系，務求提升能源及資源效益，增進員工在節約能源及資源方面之意識。本集團已建立能源及資源運用報告機制，以監測資源使用情況、評估環保措施之成效及指出需要改善之處。

能源消耗

於呈報期內，本集團能源消耗之主要類型為電力及汽油。北京購物中心以及上海、深圳及香港辦事處消耗電力以供照明、空調及辦公室設備運作。我們用作運輸的車輛則消耗汽油。消耗量為：

能源類型	單位	數量	密度 (每平方呎 辦公室 面積)
電力	千瓦時	4,047.86	0.57
汽油	升	13,783.07	不適用

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 has been adopted to reduce electricity and water consumption.

Green management systems have been implemented 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 areas.

Energy consumption

During the Reporting Period, electricity and petrol were the major types of energy consumed by the Group. Electricity was consumed in a shopping mall in Beijing, offices in Shanghai, Shenzhen and Hong Kong for lighting, air-conditioning and operations of office equipment. Petrol was consumed by our vehicles for transportation. The amount of consumption was:

Energy Type	Unit	Amount	Intensity (per square feet of office area)
Electricity	mWh	4,047.86	0.57
Petrol	Liter	13,783.07	N/A

A. 環境 (續)

A2 資源使用 (續)

能源消耗 (續)

為減少消耗電力及汽油，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；
- 於一般辦公時間後關掉空調及電器設備；
- 專職人員定期檢查及監督能源消耗；
- 通過視頻會議及電話會議與客戶及附屬公司進行溝通；
- 嚴格按照國家要求設定空調溫度，並進行定期檢查；及
- 張貼提示鼓勵員工離開辦公室前關掉電器。

耗水量

我們之耗水量主要包括僱員日常用水。於呈報期內，我們於北京購物中心、上海及深圳辦事處合共用水量為7,451立方米及每平方呎為2.00立方米。本集團獲得香港辦事處之耗水量的數據有限，原因是用水受獨立物業管理代理控制。按此，有關資料被視為對環境、社會及管治報告而言並不重要。

為減少耗水量，本集團已在洗手盆旁邊貼上標誌及通告，提高節水意識。水龍頭已裝上感應器以控制耗水量。

A. ENVIRONMENTAL (Continued)

A2 Use of Resources (Continued)

Energy consumption (Continued)

In order to reduce consumption of electricity and petrol, we actively promote the procurement of energy efficient equipment and require our colleagues to adopt green office practices. During the Reporting Period, we implemented the following initiatives for reduction of energy consumption:

- Gradually replacing aging light tubes with LED lighting at offices;
- Switching off air-conditioning and electric devices after the standard working hours;
- Conducting regular inspections and monitoring of energy consumption by dedicated staff;
- Communicating with clients and subsidiaries through video conferencing and teleconferencing;
- Setting air conditioning temperature strictly in line with the national requirements and performing regular inspections; and
- Posting reminders to encourage employees to turn off appliances before leaving the office.

Water consumption

Our water consumption mainly comprised daily water usage of employees. During the Reporting Period, we had consumed a total of 7,451 cubic metres and 2.00 cubic metres per square foot area respectively in Beijing shopping mall, offices in Shanghai and Shenzhen. The Group has limited access to water consumption data in the Hong Kong office as it is controlled by the independent property management agent. Hence, it is considered immaterial in ESG reporting.

To reduce water consumption, signs and notices are posted near washbasins to promote water conservation. Sensors are installed at the water taps to control water consumption.

A. 環境 (續)

A2 資源使用 (續)

耗水量 (續)

雖然於呈報期內並無使用實質包裝材料，但我們已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

本集團業務遍及北京、上海及深圳等中國各大主要城市，對企業社會責任尤其重視，並已於環保措施方面投入大量資源，以減少本集團業務對環境及天然資源造成之負面影響。本集團已遵守與環境相關之法規及國際標準。我們已將環保概念融入管理。本集團已實施環境監測系統，在日常營運中持續評估及監測環境風險。

本集團可於房地產項目建設工程或翻新工程動工前，因應情況外聘專業顧問進行環境評估。環境評估結果會交予承包商，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中對環境造成之影響。綠色方案的例子包括具能源效益之設計（例如在牆上大開口，以改善通風及增加採光）以及綠化及美化特徵，該等設計及特徵可提高建築物用戶或設施使用者之生活質素。

本集團定期檢討其環保實踐以進一步作出改善。

A. ENVIRONMENTAL (Continued)

A2 Use of Resources (Continued)

Water consumption (Continued)

Although no substantial packaging materials were used during the Reporting Period, environment protection posters were displayed at customer counters to encourage customers to bring their own folders and bags.

A3 The Environment and Natural Resources

Environmental impact management

As the Group has business in major cities in China such as Beijing, Shanghai and Shenzhen, the Group emphasises corporate social responsibility and has devoted massive resources in environmental protection initiatives to reduce negative impacts on the environment and natural resources caused by the Group's business activities. The Group has 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 may engage external professional consultant in performing environmental assessments before commencement of construction work of the real estate projects or renovation depending on circumstances. The environmental assessment results are provided to the contractors for formulating corresponding responses.

Furthermore, the Group has adopted sustainable green architecture to reduce the buildings' impacts 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.

The Group regularly reviews its environmental practice to make further improvement.

B. 社會

作為一個對社會負責之企業公民，本集團旨在與其主要持份者建立互利關係。

B1 僱傭

本集團已制定符合中國及香港僱傭法例及法規之僱傭政策及指引。

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

於二零一八年六月三十日，本集團於香港及中國內地聘用約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。

本集團之僱員薪酬政策由本集團薪酬委員會建議，基準為各自功績、責任及職務、表現、資歷及能力，並考慮到市場可比較水平、本集團經營業績、董事會企業目標及宗旨，以及相關法律規定、條文、指引及監管團體之推薦建議。

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。

B. SOCIAL

Being a socially responsible corporate citizen, the Group aims to build a mutually beneficial relationship with its key stakeholders.

B1 Employment

The Group has established employment policies and guidelines that are compliant with the employment laws and regulations in the PRC and Hong Kong.

Recruitment and promotion

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

Emolument

As at 30 June 2018, 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 incentives 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 for determining staff packages.

B. 社會 (續)

B1 僱傭 (續)

解僱

解僱乃根據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。

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地方適用之人力資源(「人力資源」)相關法規。

於呈報期內，概無注意到任何有關本集團勞工常規之重大不合規問題而對本集團之營運造成重大影響。

B2 健康與安全

工作場所健康與安全

本集團承諾為其員工提供安全、健康、舒適及有效率的工作環境。為確保工作環境健康安全，工作場所安全海報、培訓課程及指引等多項行政措施已落實。所有受傷個案不論嚴重程度，均須向總部匯報，以便根據內部政策及程序作進一步評估，從而確保妥善處理有關個案及執行防範措施。

B. SOCIAL (Continued)

B1 Employment (Continued)

Dismissal

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

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.

No material non-compliance issues which have significant impact on the Group's operations were 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.

B. 社會 *(續)*

B2 健康與安全 *(續)*

*工作場所健康與安全 *(續)**

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、個人意外及人壽保險，以及其他具競爭力之福利待遇。

由於承包商之工作環境（即建築或裝修地盤）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，概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而對本集團之營運造成重大影響。

B3 發展及培訓

僱員發展及培訓

本集團已制訂全面之培訓政策及系統以支援僱員之在職培訓及教育，從而增進僱員之知識及技能。本集團之培訓包括新入職培訓、在職培訓及外部培訓。新入職培訓包括介紹本集團之行為守則、職業道德、組織架構、工作場所之健康與安全、質素期望等範疇。在職培訓包括職責理論及常規。外部培訓包括所有特定職位必須修讀之專業課程。僱員為履行職責而修讀之外部必修培訓課程所支付的費用均由本集團承擔。

本集團為擁有不同事業抱負之僱員提供不同事業發展計劃。本集團按照工作性質，規劃最適合之仕途及相關培訓，以培育有潛質之員工。此外，我們為員工提供不同職能及職位之輪調機會，以拓展彼等之能力。我們亦為需要參加外部培訓課程之僱員提供特殊假期及財政補貼（如適用）。

B. SOCIAL *(Continued)*

B2 Health and Safety *(Continued)*

*Workplace health and safety *(Continued)**

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

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

No material non-compliance cases which have significant impact on the Group's operations were 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 a comprehensive training policy and system to support employees' on-the-job training and education to improve employees' knowledge and skills. The Group's training includes new hire orientation, on-the-job training and external training. The new hire orientation includes introduction of the Group's 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 essential external training courses for employees in executing their job duties are covered by the Group.

The Group offers various career development plans 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, rotation opportunities are offered to staff for different functions and positions to enrich their 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所有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，本集團已於合約協議內加入條款，要求承包商之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，確保符合相關法規。

於呈報期內，概無注意到任何有關勞工準則並無遵守有關法律及法規規定之重大問題而對本集團之營運造成重大影響。

B5 供應鏈管理

採購責任

供應鏈管理一直以來是本集團質素監控之關鍵步驟。本集團在甄選供應商時實施嚴格甄選標準。供應商須持有所有由相關政府機構發出之所需牌照。本集團在與供應商訂立協議前已進行產品質素測試及實地勘察。總採購協議已納入有關環境及社會責任之條款及條件。

本集團已為聘用承包商制定一個全面之招標制度，當中設有一套用作評估承包商之評核準則，包括背景、規模、建築質素、環境保護、人力資源常規、社區參與等。此制度確保本集團聘用之所有承包商均能夠符合本集團環境保護及社區貢獻之準則。

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 all job applicant's identification documents 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 compliance with relevant regulations.

There were no material non-compliance issues noted regarding labour standards as required by related laws and regulations which have significant impact on the Group's operations 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 before entering into agreements with suppliers. Terms and conditions regarding environment and social responsibilities are included in master procurement agreements.

The Group has established a comprehensive tendering system for engaging contractors. 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 all contractors engaged by the Group are able to meet the Group's requirements on environmental protection and community contribution.

B. 社會 (續)

B6 產品責任

產品及服務質素

本集團致力提供優質之房地產物業滿足客戶需要。本集團持續適當地披露有關建築、採購、銷售及服務程序之產品及服務資料，並採取適當保安措施確保資料保密。銷售與推廣文件及本集團產生之資料均遵守相關法規（即香港商品說明條例及中國廣告法）。本集團絕不容忍誇大或失實說明，並且已實施完善客戶反饋機制，確保能收集客戶對我們物業及服務之建議及意見以作跟進。

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。如承包商及供應商資格有明顯變化或出現嚴重質素問題，本集團可停止與相關承包商或供應商進行之交易以確保本集團項目質素。

本集團著重保障私隱及個人資料保密之重要性，其在收集、處理及使用個人資料時，致力保護客戶、最終承包商擁有人及僱員。根據個人資料（私隱）條例，我們禁止其他各方在並無明確及默許之同意下，使用我們之客戶、最終承包商擁有人及僱員之個人資料。

於呈報期內，概無注意到任何有關產品及服務質素以及資料私隱之重大不合規問題而對本集團之營運造成重大影響。

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 the 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 are substantial changes in contractors and suppliers' eligibility or significant quality issues, the Group can halt the transactions with the relevant contractors or suppliers to ensure the quality of the Group's project.

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 the 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 non-compliance issues noted regarding product and service quality, and data privacy which have significant impact on the Group's operations.

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而言至關重要。全體僱員均須遵守本集團之行為守則。除本集團行為守則內訂明之內部反貪腐指引外，本集團亦已設立舉報機制，以為持份者提供舉報任何違規或不當行為之指引。

本集團定期進行內部審計，以識別內部管理不足之處，並作出相應補救行動。

於呈報期內，概無注意到任何有關貪污及洗黑錢之重大不合規問題而對本集團之營運造成重大影響。

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，並盡力使用其資源為社會作出貢獻。

此外，本集團多位資深管理人員一直參與公職。本集團管理層亦主動鼓勵員工參加公益活動，以支持本集團致力於可持續發展之理念。此外，本集團透過捐款回饋社會，並提升員工關心社區議題之意識，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. All employees are required to comply with the Group's code of conduct. 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.

Regular internal audits are performed to identify internal control deficiencies and remediation actions are taken accordingly.

During the Reporting Period, there were no material non-compliance issues noted regarding corruption and money laundering which have significant impact on the Group's operations.

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 senior management personnel of the Group have been contributing in public offices. The Group's management also takes initiatives in motivating staff participation in community activities, which are held in support of its commitment to sustainable development. Furthermore, the Group took part in contributing to the community through donation and raising staff's awareness on the community issues, instilling the concept of serving the community in both their work and personal life.