

**HUIJING** 滙景

Huijing Holdings Company Limited

滙景控股有限公司

(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 : 9968

心繫未來  
攜手成長

INSPIRING  
GROWTH  
TOGETHER

2022

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



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## MESSAGE FROM MANAGEMENT

### 管理層的話

Huijing Holdings Company Limited (the “Company”), together with its subsidiaries (collectively the “Group”) are pleased to present the Environmental, Social and Governance Report 2022, to share its sustainability strategies, management approaches and performance with stakeholders. The Group is committed to integrating sustainability concepts into its business approach and daily operations, balancing social, economic and environmental development, in order to create long-term value for different stakeholders while maintaining stable business development.

Facing the overall unfavorable business environment of the real estate industry in People’s Republic of China (“PRC”) and the ongoing impact of COVID-19 pandemic in 2022, the Group has focused on enhancing its core competitiveness and sustainable development capacities, continuously implementing and improving management policies and measures in aspects of environment, employment, operating practices and community. It has also endeavored to maintain sound corporate governance and effective risk management, continually identifying and responding to potential environmental, social and governance risks and opportunities. With that, the Group has progressively promoted the effectiveness of sustainability management and related performance.

Believing that employees are the key in driving its business stability and sustainable development, the Group has developed a more comprehensive employment system for employees. In addition to providing competitive remuneration and benefits, it has also provided continuous and systematic training according to the development needs of employees, in order to advance their professional knowledge and skills, and form a high-quality talent team. Moreover, the Group has paid continuous attention to social development and increased its investment in charity activities during 2022. By extending its educational assistance through “Huijing Reading Program”, actively supporting and coordinating the epidemic prevention work, caring for disadvantaged groups, etc., it has contributed to a harmonious society with practical actions. In the environmental aspect, the Group has continued to implement various environmental management and control measures for environmental protection and reduction of resources utilization and emissions, and strengthened employees’ environmental awareness. With considerable emphasis and effective management to minimize the environmental impact of its business activities, the Group has gradually fostered its green and low-carbon development.

Looking ahead, with the relaxation of epidemic prevention and control and national economic recovery, the Group will adopt more proactive business decisions to seize market opportunities, and continue to deepen its sustainability strategy and related management work, so as to consolidate the foundation of sustainable development. Meanwhile, the Group will earnestly fulfill its environmental and social responsibilities, and continue to maintain open communication and close cooperation with all stakeholders, in order to build a sustainable future.

滙景控股有限公司(「本公司」)，連同旗下附屬公司(統稱「本集團」)欣然提呈《2022年環境、社會及管治報告》，旨在向各持份者分享本集團的可持續發展策略、管理方針及表現。本集團致力將可持續發展理念融入經營方針和日常營運當中，平衡社會、經濟及環境三方面的發展，在維持業務穩健發展的同時，為不同持份者創造長遠價值。

面對2022年中華人民共和國(「中國」)房地產行業整體經營環境不利及新型冠狀病毒疫情持續反覆的影響，本集團專注提升核心競爭力及可持續發展能力，繼續實施及完善有關環境、僱傭、營運慣例及社區層面的管理政策與措施。本集團亦努力維持良好的企業管治及有效的風險管理，持續識別和應對潛在的環境、社會及管治風險及機遇，正循序推進可持續發展管理的成效及相關績效。

本集團相信員工是驅動業務穩定及可持續發展的關鍵，為員工建設更全面的僱傭制度，除了提供具競爭力的薪酬待遇及福利，同時根據員工的發展需要提供持續及系統的培訓，以提升專業知識和技能，組建高質素的人才團隊。本集團持續關注社會發展，於2022年加大對公益活動的投入，包括延續「滙讀計劃」的教育幫扶，積極支援和配合抗疫工作，關愛弱勢社群等，以實際行動貢獻和諧社會。環境方面，本集團繼續推行各項環境保護及減少資源使用和排放的環境管控措施，並加強員工環保意識，以高度重視及有效管理盡力減少業務活動的環境影響，逐步推進本集團的綠色低碳發展。

展望未來，隨著防疫管控放寬和國家經濟復蘇向好，本集團將採取更加積極的業務決策緊抓市場機遇，並持續深化可持續發展策略及相關管理工作，鞏固實現可持續發展的基礎。同時，本集團會切實履行環境及社會責任，繼續與各方持份者保持開放溝通及緊密合作，攜手構築可持續的未來。

## ABOUT THE GROUP 關於本集團

### THE GROUP'S BUSINESS

The Group is a PRC integrated residential and commercial property developer incorporated in the Cayman Islands and listed on the Main Board of the Hong Kong Exchanges and Clearing Limited (the "HKEX") (stock code: 9968). Maintaining foothold in Greater Bay Area, it has extended its business to the Yangtze River Delta Urban Cluster and the Yangtze Mid-stream Urban Cluster, covering a total of 11 cities. The Group persists in the strategy of "focusing on residential development project while taking the urban renewal projects as the core, as well as the cultural and tourism-healthy living towns and the scientific and innovative technologies industrial towns as the two-wing", which constitutes its "one focus, one core, and two wings" blueprint. The core project is urban renewal, and the property projects include residential properties, integrated properties and properties promoting specific industries. It has continued to pursue its mission of "penetrating into Dongguan, maintaining foothold in the Greater Bay Area, and sustaining coverage of high value-added cities in the Southern, Central and Eastern China areas", focusing on the potential of urban development and seizing market opportunities, in striving to become a leading developer in the field of urban renewal in the Greater Bay Area.

### THE GROUP'S DEVELOPMENT

The Group pays close attention to changes in the market environment and related industrial policies. Based on the national industrial development strategy, the Group adheres to the development model of "one focus, one core, and two wings". Guided by customer needs, it has continued to pave the road to high-quality development that integrates "industry, city and people". The Group has leveraged its own advantages and abundant resources to ensure adequate and quality land reserves, while linking the upstream and downstream industrial chains to bring integrated renewal in residential and industrial development to the city, in order to provide customers with a more comprehensive and diversified way of "new production" and "new life". It has continuously emphasized the development core of "scientific and innovative technologies industrial towns, and cultural and tourism-healthy living towns" to promote the integrated development of industry and city, and developed diversified industrial spatial generators and an industry-academia-research cooperation platform to strengthen its competitive advantages. Moreover, striving to enhance its core competitiveness and sustainable development capacities, the Group has focused on developing projects highlighting tourism, health and elderly care for customers who pursue cultural experience and maintain a healthy lifestyle, continually creating ideal homes to meet the needs of different customers.

### 本集團業務

本集團為一家於開曼群島註冊成立、於香港交易及結算所有限公司(「港交所」)主板上市(股份代號：9968)的中國綜合住宅及商用物業開發商。立足大灣區，本集團的業務延伸至長三角城市群及長江中游城市群，共覆蓋11個城市，堅持「住宅開發為主營業務，以城市更新為核心，以文旅康養及科創產業為雙翼協同發展」的「一主一核兩翼」戰略佈局。核心項目為城市更新，物業項目包括住宅物業、綜合物業及推廣特定行業的物業。本集團持續秉承「立足大灣區，深耕東莞，佈局華南，華中及華東地區」的使命，重視城市發展潛力，緊抓市場機遇，致力成為大灣區城市更新領域中領先的發展商。

### 本集團發展

本集團密切關注市場環境以及相關產業政策的變化，從國家產業發展戰略角度出發，堅持的「一主一核兩翼」的發展模式，以客戶需求為主導，繼續構建「產、城、人」融合的高品質發展之路。本集團利用自身優勢及雄厚資源以確保擁有充足且優質的土地儲備，並通過聯動上下游產業鏈條，為城市帶來人居和產業的綜合煥新，為客戶提供更全面更多元化的「新生產」和「新生活」美好方式。本集團繼續專注「科創、文旅、康養」的發展核心，推進產城融合發展，發展多樣化的產業空間載體及產學研合作平台，提升本集團的競爭優勢。同時，本集團亦致力提升其核心競爭力及可持續發展能力，專注為追求文化體驗及維持健康生活方式的客戶開發以旅遊、健康和養老為重點的項目，持續打造理想居所來滿足不同的客戶。

## ABOUT THE REPORT

### 關於本報告

This Environmental, Social and Governance (“ESG”) Report (the “Report”) is the annual ESG Report published by the Group, which aims to illustrate the Group’s management approaches, policies and measures in terms of environmental, social and governance, allowing stakeholders to understand its ESG performance and sustainable development progress. The Report covers the Group’s ESG performance and related material issues during the financial year from 1 January 2022 to 31 December 2022 (the “Year”). This Report is prepared in both Chinese and English and has been uploaded to the websites of HKEX and the Company. The Group welcomes valuable suggestions and opinions from all stakeholders to help improve its ESG performance and sustainability strategies. If you have any questions, please send to Suites 911–912, 9/F, One Pacific Place, 88 Queensway, Hong Kong.

### REPORTING STANDARDS

The Report has been prepared in full compliance with the requirements of the Environmental, Social and Governance Reporting Guidelines (“ESG Reporting Guidelines”) in Appendix 27 of the Main Board Listing Rules of the HKEX, and has adhered to the Mandatory Disclosure Requirements and “Comply or explain” Provisions. This Report has applied the four reporting principles of materiality, quantitative, balance and consistency in accordance with the ESG Reporting Guidelines when preparing the content:

本環境、社會及管治(「ESG」)報告(「本報告」)是本集團發佈的年度ESG報告，旨在透過闡釋本集團在環境、社會及管治方面的管理方針、政策及措施，讓各持份者瞭解本集團的ESG工作表現及可持續發展進程。本報告涵蓋本集團於2022年1月1日至2022年12月31日財政年度(「本年度」)內的ESG績效及相關重大事項。本報告以中、英文編寫，並已上載至港交所及本公司網站。本集團歡迎各持份者提供寶貴的建議與意見，協助推進其ESG表現及可持續發展策略。如閣下對本報告的有任何疑問，請郵寄至香港金鐘道88號太古廣場1期9樓911 - 912室。

### 報告準則

本報告全面遵循港交所主板上市規則附錄二十七《環境、社會及管治報告指引》(「ESG報告指引」)的規定而編製，並已遵守當中所載的強制披露規定及「不遵守就解釋」條文。本報告已按照ESG報告指引應用重要性、量化、平衡及一致性四項匯報原則撰寫內容：

<p><b>Materiality</b> 重要性</p>	<p>The Group conducted a materiality assessment through a stakeholder questionnaire survey, which identified key ESG issues relevant to the Group and various stakeholders have been used to formulate the reporting framework of this Report, in order to provide targeted responses.</p> <p>本集團通過持份者問卷調查進行重要性評估，將已識別對本集團及各持份者相關的重大 ESG 議題作為本報告的匯報框架，以提供針對性的回應。</p>
<p><b>Quantitative</b> 量化</p>	<p>The Group has disclosed quantitative data where applicable, and provided comparative data in an appropriate manner. The relevant standards, methods, assumptions and/or calculation tools and the source of conversion factors used have also been explained.</p> <p>本集團已於適用情況下披露量化數據，並適當地提供比較數據，有關標準、方法、假設及／或計算工具以及所用轉換因子的來源亦已作補充說明。</p>
<p><b>Balance</b> 平衡</p>	<p>Based on the principle of impartiality, this Report has presented both positive and negative performance of the Group in a comprehensive and truthful manner.</p> <p>本報告以不偏不倚的原則，全面、如實地呈報本集團的正面及負面績效。</p>
<p><b>Consistency</b> 一致性</p>	<p>The Group has adopted consistent preparation and statistical methods to enable effective comparisons, and relevant changes have also been explained.</p> <p>本集團採用一致的編製和統計方法，以便作出有效對比，相關變更亦已作補充說明。</p>

## REPORTING SCOPE

The Report mainly covers operations of the Group's headquarters in Dongguan, as well as the regional offices in Southern and Central China, focusing on the Group's property development and investment business, while excluding project offices managed by the regional offices. Compared with last year, the reporting scope of this Report is different from the report of the previous year, which the regional office in Eastern China has not been included. The regional office in Eastern China has been closed in 2022<sup>1</sup> mainly due to the business and resource adjustment of the Group. The Group will review and revise the reporting scope in due course to ensure the ESG Report is in line with its business development scale.

## 報告範圍

本報告主要涵蓋本集團於東莞之總部辦公室，以及位於華南及華中區域辦公室之營運，聚焦於本集團的物業開發及投資業務，而由區域辦公室所管理之項目辦公室則排除在外。與去年相比，本報告的匯報範圍較上一年度報告有所改變，並未包括華東區域辦公室，主要由於本集團的業務調整及資源整合，華東區辦公室已於2022年關閉<sup>1</sup>。本集團將適時審視並修訂報告範圍，確保 ESG 報告符合其業務發展規模。

<sup>1</sup> In order to enhance management efficiency, the Group has closed its Eastern China regional office while the project companies in Eastern China have continued to operate. Due to the continuous improvement of its management structure, relevant re-organization have not been completed at the present time. With absence of a responsible team to manage the business in Eastern China, representative data for the Eastern China region is inadequate, leading to a lack of data related to the Eastern China region for the Year.

<sup>1</sup> 為提高管理效率，本集團於本年度關閉華東區辦公室，而位於華東之項目公司則繼續營運。由於管理架構的持續改善，暫未完成相關重整行動，現時尚未有主責管理華東業務的負責團隊，故缺乏華東地區具代表性的數據，導致今年度與華東地區有關之數據從缺。

# FEATURE STORY

## 專題報導

### Feature Story: Light Up “Reading Dream” and Open Up a Wider World for Children

The Group is committed to the common development with the society to create a bright future. With its social contribution concept of “lighting up the path to a future of goodness and hope”, it joins hands with various parties in carrying out charitable activities. The Group focuses on the healthy development and growth of rural teenagers and children, and has continuously helped rural children with their reading problems. It aims to narrow the reading gap between urban and rural areas through knowledge transfer, and create a bright future for children. In 2021, the Group launched the “Huijing Reading Program”, through the project of “Huijing Holdings-Stars Youth Development Center Mobile Library”, to alleviate the problem of insufficient extracurricular book resources for more than 2,000 teachers and students in Dongtang Town.

### 專題報導：點亮「閱讀夢」，為兒童敞開更廣袤的世界

本集團致力於與社會共同發展，開啟未來美好新篇章。本集團以「向光而行，善啟未來」作為公益理念，攜手各方力量開展公益活動。本集團聚焦鄉村青少年兒童的健康發展與成長，持續助力山村兒童的閱讀問題，希望通過知識傳遞縮小城鄉閱讀差距，為兒童創造光明美好的未來。2021年，本集團啟動了「滙讀計劃」，通過「滙景控股·滿天星公益」的公益流動書箱項目，緩解董塘鎮兩千多名師生課外圖書資源不足的問題。



Furthering its charity brand, the Group has continued the “Huijing Reading Program” during the Year. The “Children’s Book Donation for Lighting Up Dreams” event was carried out in both online and offline forms, uniting numerous parties to provide reading assistance for rural children. The Group invited property owners, customers, employees and the general public to donate children’s books and optimize the value of old books, in order to jointly resolve the shortage of reading resources faced by primary school children in impoverished mountainous areas such as Yunnan, Guizhou and Anhui.

為推廣其公益品牌，本集團在本年度延續「匯讀計劃」，以線上和線下相結合的形式，開展「童書樂捐，點亮夢想」活動，聯手各方力量照亮山村兒童的讀書之路。本集團邀請業主、客戶、員工及社會各界捐贈兒童書籍，發揮閒置舊書的價值，聯手解決雲南、貴州、安徽等山區貧困小學的兒童所面對的閱讀資源匱乏問題。



The Group has set up multiple collection points in its property communities and sales sites to collect books, which the general public have actively participated in the donation activities, with more than 1,800 donated books received. Many participants also wrote in their wishes and blessings for rural children in the caring messages. After selection, the Group donated high-quality books to Yongxing Hope Primary School through the Stars Youth Development Center platform, enriching the school’s book resources and sending care to rural children.

本集團在所屬物業小區、營銷案場分別設置多個募集點接收書籍，獲廣大群眾積極參與樂捐活動，共籌集1800餘本捐贈書籍，不少捐書的熱心人士亦於愛心寄語中寫下對山區兒童未來的期許和祝福。在進行篩選後，本集團通過滿天星公益平台將優質的圖書捐贈予永興希望小學，豐富學校的圖書資源同時為鄉村兒童送上關愛。

## OUR SUSTAINABILITY GOVERNANCE CONCEPT

### 我們的可持續發展管治理念

The Group is committed to integrating sustainability concepts into its business operations, and driving its steady development with sound sustainability governance. The Group has continued to promote efficient and orderly work of sustainability governance. By formulating, approving and implementing ESG policies and management measures, it has ensured timely responses to different risks and opportunities, which helps facilitate the operational efficiency and long-term development of the Group. In order to fulfill its commitment to sustainable development, the Group has also continuously improved its sustainability governance system and capabilities. Through conducting regular report and review on the progress and effectiveness of ESG work with the management, it endeavors to create long-term value for all stakeholders.

#### GOVERNANCE STRUCTURE

The Group strives to promote a favorable governance culture to strengthen the integration of sustainable development and business strategy. The Board has actively engaged in the Group's sustainability governance, and assumed the overall responsibility for its ESG matters. The Board is responsible for leading various departments to deploy ESG management work, including setting ESG targets and priorities, identifying significant ESG risks, formulating, approving and implementing relevant policies and measures. The Board will also supervise the effective implementation of ESG work, and review and approve ESG information disclosure in response to stakeholders' concerns.

The Board leads the Group in establishing a comprehensive sustainability governance structure, and has appointed a member of its senior management to establish an ESG working group for coordinating ESG matters. The ESG working group consists of staff from relevant functional departments, project leaders and employees working on various important ESG matters. Through close communication with stakeholders and timely review of market and industry trends and needs, members of the working group will make recommendations on ESG-related priorities, targets and action plans. In addition to being responsible for implementing relevant policies and plans, the ESG working group is also responsible for preparing ESG reports, to ensure that the Group's daily operations are effectively aligned with its ESG approaches and governance. In order to continuously improve ESG performance, members of the working group will also assist the Board in assessing and reviewing the needs of the Group, so as to allocate appropriate resources for promoting its sustainable development.

本集團致力將可持續發展的理念融入業務營運之中，以完善的可持續發展管治驅動其穩健發展。本集團持續推進高效有序的可持續發展管治工作，通過制訂、審批及執行ESG政策及管理措施，適時回應不同的風險和機遇，促進本集團營運效率及長期發展。為履行可持續發展的承諾，本集團不斷優化其可持續發展管治制度及能力，定期向管理層匯報和檢討ESG工作進度及成效，為各方持份者創造長遠價值。

#### 管治架構

本集團致力推動良好的管治文化，夯實可持續發展與經營戰略的結合。董事會積極參與本集團的可持續發展管治，並承擔本集團ESG事宜的整體責任。董事會負責統領各部門部署ESG管理工作，包括確定ESG目標及優先事項、識別重大的ESG風險、制訂、審批及執行相關政策及措施。董事會亦會監督各項ESG工作的有效實踐，以及審閱和批准ESG信息披露，回應各持份者的關注。

董事會領導本集團建立完整的可持續發展管治架構，並委任一名高級管理人員成立ESG工作小組負責統籌ESG事宜。ESG工作小組由相關職能部門、項目負責人與針對不同ESG重要事宜的員工組成。通過與持份者緊密溝通，並適時審視市場及同業趨勢和需要，工作小組成員會就ESG相關優先事項、目標和行動方案提出建議。除了負責執行相關政策及方案，ESG工作小組同時負責籌備ESG報告，以確保本集團的日常營運有效配合ESG方針及管治工作。為持續提升ESG表現，工作小組成員亦會協助董事會評估及檢視本集團需要，分配適當資源，推進其可持續發展。

## INTERNAL RISK MANAGEMENT

The Group has established a comprehensive risk identification and management process in accordance with the framework of The Committee of Sponsoring Organizations of the Treadway Commission (“COSO”) to strengthen the effectiveness of risk mitigation and response. The Board is responsible for overseeing relevant processes, and formulating targeted risk management plans by assessing and determining the nature and degree of risks that the Group is willing to accept in achieving its strategic objectives. Besides, the management is responsible for establishing a well-structured risk management and internal control system with clearly defined responsibilities, which regular risk management work is carried out according to the “three lines of defense model”. The Group has organized, mitigated and monitored various risks under the system to achieve effective management and control of ESG risks. Looking ahead, the Group will continue to conduct regular review, monitoring, assessment and management of ESG risks, ensuring the holistic response to different ESG risks and opportunities.

## 內部風險管理

本集團已按照美國反虛假財務報告委員會下屬的發起人委員(The Committee of Sponsoring Organizations of the Treadway Commission, 簡稱「COSO」)的框架建立完善的風險識別及管理流程，以加強減緩及應對各項風險的成效。董事會負責監督相關流程，並透過評估及釐定本集團達成策略目標時所願意接納的風險性質及程度，制訂針對性的風險管理計劃。同時，管理層負責建立結構完整、職責分明的風險管理和內部監控系統，按「三道防線模式」定期開展風險管理工作。本集團在系統之下整理、減輕及監察各種風險，達至ESG風險的有效管控。展望未來，本集團將繼續就ESG風險作定期檢討、監察、評核及管理，全面應對各ESG風險及機遇。

## OUR SUSTAINABILITY GOVERNANCE CONCEPT

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### Key ESG-related Risk Factors

### ESG相關之重大風險因素

Risk factors 風險類別	Potential impact 潛在影響	Response 應對措施
Public health crisis risks	Affected by the COVID-19 pandemic, local governments have implemented epidemic prevention measures, including mandatory shutdowns and border controls. It may delay daily operations and property development project schedules. If any employee is infected, the Group's operations will also be severely and negatively affected. It may therefore face significant financial losses and even business interruptions.	The Group's epidemic prevention and control measures: <ol style="list-style-type: none"><li>1. The epidemic prevention team follows requirements of the local government in implementing lockdown measures related to office buildings, and requires employees to undergo quarantine at home or centralized facilities;</li><li>2. Adopt work from home for all employees during the Company's lockdown to ensure normal business operation;</li><li>3. Create a group health code according to the government's guidelines to monitor employees' infection situation in real-time;</li><li>4. Employee can apply for 7-days COVID-19 leave if infected, and resume to work after recovery.</li></ol>
公共衛生危機風險	受新型冠狀病毒病疫情影響，地方政府實施的防疫措施，包括強制停工及邊境管制，或會拖延日常營運及物業開發項目時間表。如有員工感染病毒，本集團營運亦會受到嚴重負面影響。本集團因此可能面對顯著的財務損失，甚至業務中斷。	本集團應對疫情的防控措施： <ol style="list-style-type: none"><li>1. 防疫小組配合地方政府要求，落實與寫字樓相關的封控措施，以及規範員工進行居家隔離或集中隔離的要求；</li><li>2. 公司封控期間，實行全員居家辦公，保證業務正常開展；</li><li>3. 配合政府建立團體健康碼，實時掌握員工感染情況；</li><li>4. 員工感染病毒期間，可申請7天新冠假期，保證身體恢復後再正常上班。</li></ol>

Risk factors	Potential impact	Response
風險類別	潛在影響	應對措施
Project risks	If the Group's contractors have continually failed to meet the required quality level for the construction process, or their performance continuously failed to meet the quality requirements, the progress of its investment projects may be delayed, or unnecessary investment costs may be incurred.	The Group has established a Qualified Suppliers List to form a list of qualified contractors, and conducts qualification reviews and investigations on potential contractors to ensure the quality of suppliers. In order to ensure project quality during the construction period, the Group conducts regular inspections and records the project quality and safety issues in the Project Management Weekly Report.
項目風險	本集團合作的承包商施工過程持續未能達到要求的品質等級，或其表現未能持續符合品質要求，將會延遲其投資專案進度，或會增加不必要的投資成本。	本集團建立《合格供應商清單》形成合格承包商列表，並對潛在的承包商進行資質審查及考察，確保合作供應商的質素。為保證施工期間的工程質量，本集團進行定期巡查，並於《工程管理週報》中記錄工程品質安全問題。
Talent drain risks	Fierce competition in the human resources market for property development has brought certain difficulties to the Group in recruiting suitable talents. The Group needs to invest additional time and cost in recruitment and training. Also, the loss of key personnel may affect its ability to develop projects and promote property products, thereby hindering business development.	To cater to the future development needs, the Group provides employees with competitive remuneration packages and sets up performance incentives to retain and attract talents. The Group also organizes diversified corporate activities and employee training from time to time, to foster corporate cohesion and talent team building.
人員流失風險	物業開發的人力資源市場競爭激烈對本集團招攬合適人才帶來一定困難，本集團需要投入額外時間及成本於招聘及培訓上。同時，關鍵人員流失或影響其開發專案及推廣房產品的能力，因而妨礙業務發展。	為滿足未來發展需求，本集團為員工提供具競爭力的薪酬待遇，並設立績效獎勵，以挽留及吸納人才。本集團亦不時舉辦多元化的企業活動及員工培訓，促進企業凝聚力及人才隊伍建設。

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Risk factors 風險類別	Potential impact 潛在影響	Response 應對措施
Cyber and data security risks 網絡及信息安全風險	Information system failure, such as problem with Point of Sale System (“PoS”) for recording daily sales, may cause adverse impact to the Group’s daily operations. 信息系統故障，如記錄日常銷售情況的銷售時點信息系統(「PoS機」)出現問題，或對本集團的日常營運造成負面影響。	The Group’s measures for maintaining and managing information systems and servers: 1. Set up at least two or more PoS on site; 2. Regularly carry out data backup and system maintenance to reduce the probability of information system failure or interruption. 本集團維護及管理信息系統及伺服器的措施： 1. 現場配備至少兩台或以上的PoS機； 2. 定期進行數據備份及系統維護，以減少出現信息系統故障或中斷之機率。
Corruption risks 貪污風險	Fraud or corruption by the Board, senior management or employees of the Group will seriously damage its reputation and operations. 本集團董事、高級管理層或員工涉及欺詐或貪污腐敗等行為將嚴重損害本集團聲譽及營運。	The Group’s prevention measures against corruption and fraud: 1. Strictly abide by laws, regulations and control requirements, and constantly improve its anti-fraud system and related regulations; 2. Require its partners to sign the Tender Integrity Pledge, the Tender Integrity Notice and the Anti-Commercial Bribery Agreement, etc., to ensure compliant business cooperation; 3. Regularly provide anti-corruption training to the Board and employees to reinforce internal awareness on integrity. 本集團預防貪污舞弊的措施： 1. 嚴格遵照法律法規及管制要求，不斷完善反舞弊制度體系建設及相關規定； 2. 要求合作夥伴簽署《投標廉潔承諾書》、《投標廉潔告知書》及《反商業賄賂協議》等，確保合規的業務合作； 3. 定期向董事及員工提供反貪污培訓，強化內部廉潔誠信的意識。

<b>Risk factors</b> 風險類別	<b>Potential impact</b> 潛在影響	<b>Response</b> 應對措施
Labor practice compliance risks  勞工慣例合規風險	<p>If the Group has violated labor practices, it may be subject to penalties by the relevant government authorities or involved in potential employee compensation lawsuits, which will be detrimental to the Group's reputation, financial status and business operations.</p> <p>本集團違反勞工慣例，或會受到相關政府機構的處罰，或涉及潛在的員工索償訴訟，不利於其聲譽、財務狀況及業務營運。</p>	<p>The Group has developed a comprehensive human resources administration system and communication platform, and ensured full payment of social insurance and housing provident fund to its employees in accordance with labor regulations.</p> <p>本集團建立全面的人力行政系統和溝通平台，並按勞工條例保障員工的五險一金足額繳交。</p>
Environmental legislation-related risks  環境法例相關風險	<p>If the Group has violated environmental laws and regulations, it may be subject to penalties from relevant government authorities, including project suspension and fines, resulting in financial losses.</p> <p>本集團違反環境法律法規，或會受到相關政府機構的處罰，包括工程停工及罰款等，導致財政損失。</p>	<p>The Group's Risk Control Centre closely monitors laws and regulations related to the Group's business. The Project Management Centre will promptly notify the design department to review the changes in the project development plan and submit the results to the management of head office for approval, so as to ensure continuous compliance.</p> <p>本集團之風控中心密切監察本集團業務相關的法律法規。項目管理中心會及時通知設計部門審查項目發展計畫的變更，並需提呈至總部管理層進行審批，保證持續合規經營。</p>

## OUR SUSTAINABILITY GOVERNANCE CONCEPT

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### STAKEHOLDER ENGAGEMENT

The Group believes that stakeholder engagement is an essential part in achieving sustainable development. It actively maintains diversified and effective communication channels with stakeholders to fully understand views and expectations of all parties on its sustainable development, so as to foster appropriate responses in the formulation of sustainable development strategies, thereby reinforcing its sustainable development capacity. The key stakeholders identified by the Group include directors and senior management, employees, investors and shareholders, suppliers, customers and communities. The Group attaches great importance to promoting the interests and long-term relationships of all parties, it has continued to identify important issues of concern of different stakeholders through the following communication channels:

### 持份者溝通

本集團深信持份者參與是實現可持續發展所必需的一部份。本集團積極與持份者保持多元化且有效的溝通渠道，以充分瞭解各方對其可持續發展的觀點及期望，在可持續發展策略的制訂之中，作出適切回應，從而有助牢固實踐可持續發展的能力。本集團已識別的重要持份者包括董事和高級管理層、員工、投資者和股東、供應商、客戶及社區團體。本集團重視促進各方利益及長期關係，持續通過以下的溝通渠道，識別不同持份者的重點關注議題：

Key stakeholders 重要持份者	Issues of concern 關注議題	Key communication channels 關鍵溝通渠道
Directors and Senior Management 董事和高級管理層	<ul style="list-style-type: none"><li>• Compliance management</li><li>• Risk management</li><li>• Operational stability</li><li>• Stakeholder communication</li></ul> <ul style="list-style-type: none"><li>• 合規管理</li><li>• 風險管理</li><li>• 穩定營運</li><li>• 持份者溝通</li></ul>	<ul style="list-style-type: none"><li>• Board meeting</li></ul> <ul style="list-style-type: none"><li>• 董事會會議</li></ul>
Employees 員工	<ul style="list-style-type: none"><li>• Employee health and safety</li><li>• Development and training</li><li>• Equal opportunity</li><li>• Compensation and benefits enhancement</li></ul> <ul style="list-style-type: none"><li>• 僱員健康及安全</li><li>• 發展及培訓</li><li>• 平等機會</li><li>• 優化薪酬福利</li></ul>	<ul style="list-style-type: none"><li>• Regular meetings</li><li>• Regular trainings</li><li>• Grievance channels</li><li>• Performance evaluation meetings</li></ul> <ul style="list-style-type: none"><li>• 日常會議</li><li>• 定期培訓</li><li>• 申訴渠道</li><li>• 績效評估會議</li></ul>

Key stakeholders 重要持份者	Issues of concern 關注議題	Key communication channels 關鍵溝通渠道
Investors and Shareholders 投資者和股東	<ul style="list-style-type: none"> <li>Operational compliance</li> <li>Risk management</li> <li>Anti-corruption</li> <li>Economic performance</li> <li>Investor communications and rights</li> </ul>	<ul style="list-style-type: none"> <li>Annual General Meeting and other shareholder meetings</li> <li>Public information such as annual and interim reports, announcements and circulars</li> <li>Business roadshows</li> <li>股東週年大會及其他股東會議</li> <li>年度及中期報告、公告及通函等公開信息</li> <li>業務路演</li> </ul>
Suppliers 供應商	<ul style="list-style-type: none"> <li>Fair and open procurement</li> <li>Stable business relationships</li> <li>Timely and adequate information sharing</li> </ul>	<ul style="list-style-type: none"> <li>Tendering meetings</li> <li>Site visits</li> <li>Evaluation surveys</li> <li>Supplier management meetings</li> <li>投標會議</li> <li>實地考察</li> <li>評估調查</li> <li>供應商管理會議</li> </ul>
Customers 客戶	<ul style="list-style-type: none"> <li>Construction and service quality</li> <li>Protection of interests and privacy</li> <li>Complaint handling</li> </ul>	<ul style="list-style-type: none"> <li>Satisfaction survey</li> <li>Service hotline</li> <li>Social media</li> <li>滿意度調查</li> <li>服務熱綫</li> <li>社交媒體</li> </ul>
Communities 社區團體	<ul style="list-style-type: none"> <li>Community services</li> <li>Environmental protection</li> </ul>	<ul style="list-style-type: none"> <li>Charity activities</li> <li>Volunteering service</li> <li>慈善活動</li> <li>義工服務</li> </ul>

## OUR SUSTAINABILITY GOVERNANCE CONCEPT

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### MATERIALITY ASSESSMENT

In order to determine ESG issues concerned by stakeholders during the Year, the Group has commissioned an independent consultant to conduct a materiality assessment, and invited the Group's directors, senior management, employees, customers and suppliers to participate in the questionnaire survey. After collecting feedback from key stakeholders, materiality analysis and ranking were conducted to identify material ESG issues of the Group for prioritization and reporting, so as to promote effective ESG work. The relevant steps for materiality assessment are described below:

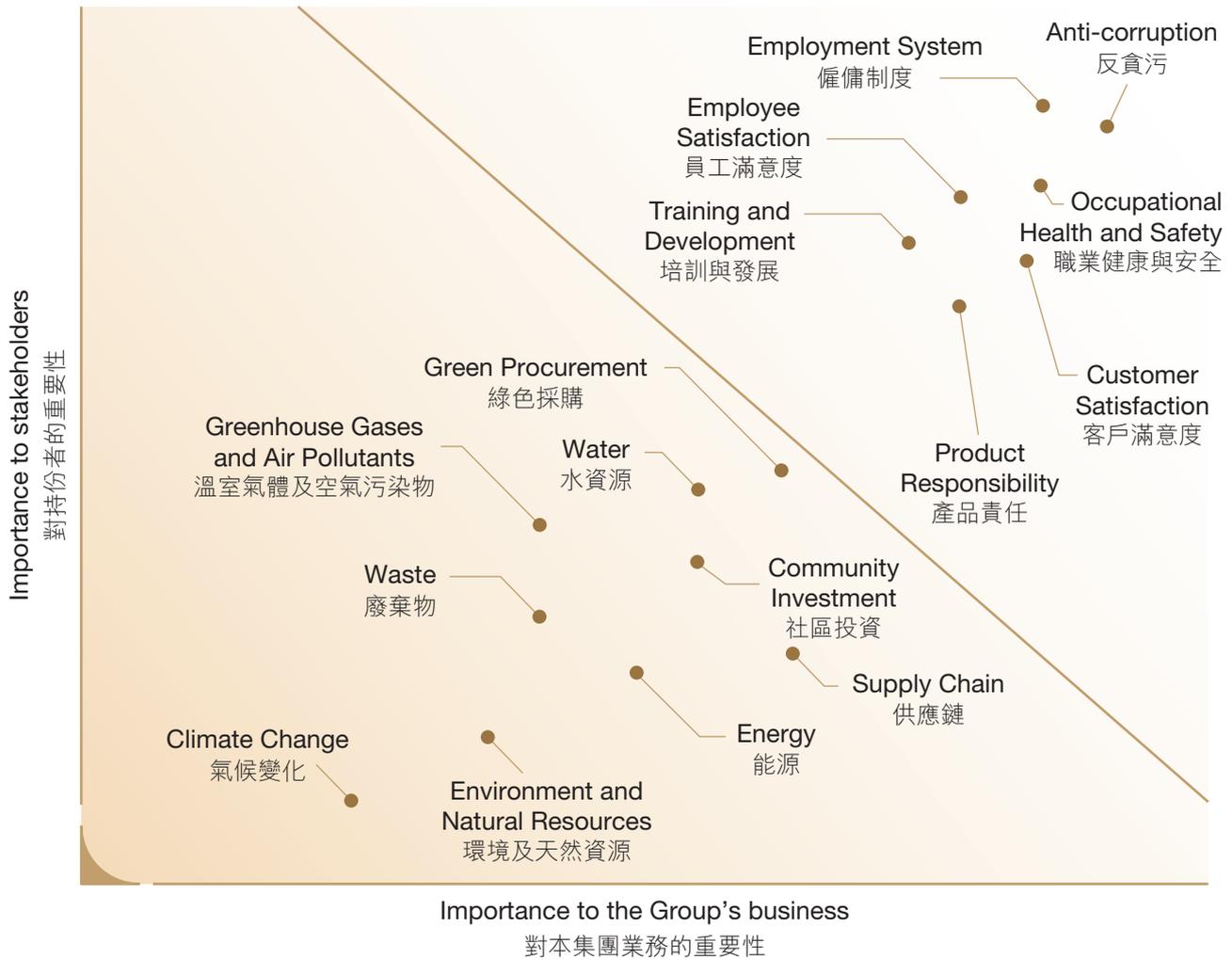
### 重要性評估

為確定本年度各持份者主要關注的ESG事宜，本集團委託獨立顧問進行重要性評估，並邀請本集團董事、高級管理層、員工、客戶及供應商參與問卷調查。在收集主要持份者的意見反饋後，進行重要性分析和排序，協助本集團辨識需要優先處理及匯報的重大ESG議題，推動具成效的ESG工作。相關的重要性評估步驟如下闡述：

<b>1</b> <b>Identifying issue list</b>	With reference to the latest reporting guidelines, sustainability trends, national policies, industry characteristics and its development strategies, the Group identified 16 ESG issues related to its business, covering four major areas of “Environment”, “Employment and Labor Practices”, “Operating Practices” and “Community Investment”.
確定議題清單	參照最新報告指引要求、可持續發展趨勢、國家政策、行業特點及本集團之發展戰略，確認與業務相關的16項ESG議題，涵蓋「環境」、「僱傭及勞工常規」、「營運慣例」和「社區投資」四大範疇。
<b>2</b> <b>Establishing priorities</b>	Various internal and external stakeholders were invited to participate in an online questionnaire survey, and to rate the importance of each issue to the Group's business and the stakeholder personally; A total of 108 valid responses were collected, each issue then was ranked according to the materiality after data analysis.
釐定優先次序	邀請各內外部持份者參與網上問卷調查，就每項議題對本集團業務以及他們個人的重要性進行評分；收集共108份有效問卷，通過數據分析後按各議題的重要性進行優次排序。
<b>3</b> <b>Confirming important issues</b>	After consolidating stakeholders' opinions, the result was submitted to the Board and senior management for discussion and review. 7 important ESG issues were determined, which targeted responses and key disclosures were made.
確認重要議題	整合持份者意見，提交予董事會及高級管理層討論和審閱後，釐定了7項ESG重要議題，並作出針對性回應和重點披露。

Materiality Matrix

重要性矩陣



Highly important ESG issues

高度重要ESG議題

**Employment and Labor Practices**

**Operating Practices**

**僱傭及勞動常規**

**營運慣例**

- Employment System
- Occupational Health and Safety
- Employee Satisfaction
- Training and Development

- Anti-corruption
- Customer Satisfaction
- Product Responsibility

- 僱傭制度
- 職業健康與安全
- 員工滿意度
- 培訓與發展

- 反貪污
- 客戶滿意度
- 產品責任

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The materiality assessment results of the Year have not changed significantly from last year. Stakeholders have maintained their concerns mainly on issues from the “Employment and Labor Practices” and “Operating Practices” aspects. Among them, Anti-corruption, Employment System and Occupational Health and Safety are continually concerned by various stakeholders. The Group will continue to understand ESG issues valued by its internal and external stakeholders, so as to deploy corresponding responses and improve its ESG management and performance.

## COMPLIANCE MANAGEMENT

The Group recognizes that compliant operation is the cornerstone for the steady development of a corporate, and is closely related to its business operations, business performance, financial status and reputation. It sustains high standard of compliance management to ensure all businesses and activities are conducted in compliance with laws and regulations. Its Audit Committee is responsible for supervising its daily operations in strict adherence to all laws and regulations related to its businesses. Details are presented in the “Laws and Regulations” section. During the Year, the Group was not aware of any violations of laws and regulations related to ESG matters, and there were no corruption proceedings concluded against the Group or its employees.

As a responsible corporate, the Group attaches great importance to business ethics and stringently regulates corporate and employee behaviors. Through a series of work systems and action manuals, it has clearly stipulated the code of conduct and related responsibilities of each department and position, guiding employees to enact according to the business ethical standards. With that, the Group has continually created a favorable atmosphere of fair competition and integrity, safeguarding the rights and interests of the Group and all stakeholders.

本年度的重要性評估結果與上年度並無重大變更，持份者仍主要關注於「僱傭及勞工常規」、「營運慣例」的議題。其中，反貪污、僱傭制度及職業健康與安全繼續受到各方的關注。本集團將持續瞭解內外持份者所重視的ESG議題，以相應地部署應對方案及改善ESG管理和表現。

## 合規管理

本集團深明合規營運是企業穩健發展的基石，與其業務營運、經營業績、財政狀況及聲譽息息相關。本集團堅持以高水平的合規管理，保障各項業務與活動合法合規開展。本集團的審核委員會負責監管其日常運作嚴格遵守所有與業務相關的法律法規，有關詳情於「遵守之法律法規」的章節呈列。本年度，本集團並未知悉任何違反ESG事宜的相關法律法規的事項，亦無對本集團或其僱員提出並已審結的貪污訴訟案件。

作為負責任的企業，本集團高度重視商業道德，嚴格規範企業及員工行為。通過一系列工作制度及行動手冊，明確規定各部門及職位的行為守則及相關責任，指導員工貫徹執行商業道德的標準。以此，本集團持續營造公平競爭、廉潔誠信的良好氛圍，保障本集團及各方持份者的權益。

<b>Integrity culture</b>	<p>The Group maintains zero tolerance for any form of corruption, fraud and unethical behavior. The Employee Handbook requires employees to abide by the principles of integrity, honesty and fairness, and reject any corruption and fraud. To further prevent incidents such as bribery, extortion, fraud, and money laundering, the Protocol on Receiving Gifts regulates the management of gifts that cannot be declined, and requires employees to register and submit them to the Audit and Supervision Centre or the Administration Department.</p>
廉潔文化	<p>The Group has continuously carried out anti-corruption training and internal promotion for business ethics. During the Year, a total of 498 hours of anti-corruption training was provided to 1 director and 377 employees to strengthen their integrity awareness and vigilance.</p> <p>本集團對任何形式的貪污、欺詐及不道德行為持零容忍態度。《員工手冊》內要求員工恪守廉潔、誠信及公平的原則，拒絕任何貪腐舞弊行為。為進一步預防賄賂、勒索、欺詐及洗錢等事件，《收受禮金、禮品處理辦法》中規範未能謝絕的禮品及禮金的管理，要求員工登記及上交予審計監察中心或行政部門。</p> <p>本集團持續開展反貪污培訓，進行內部商業道德宣貫。本年度為1名董事及377名員工提供總計498小時的防貪培訓，加強其廉潔意識及警惕性。</p>
<b>Cyber and data security</b>	<p>The Group respects and protects the privacy and personal information of all customers and business partners. The Employee Handbook stipulates that employees have the obligation to maintain the confidentiality of trade secrets, which shall not be used or disclosed without authorization. To effectively safeguard customers' personal privacy and information security, the Group has built an internal anti-virus system and conducted cyber security publicity to prevent the leakage of personal information.</p>
網絡及信息安全	<p>本集團尊重並保護所有客戶及商業夥伴的私隱及個人資料。《員工手冊》中規定員工有保密商業秘密信息的義務，未經授權不得在擅自使用及外洩。為切實保護客戶個人隱私及信息安全，本集團已建設內部防毒系統，並進行網絡安全宣傳，防止個人信息洩露外流。</p>
<b>Intellectual property protection</b>	<p>The Group understands the importance of protecting intellectual property rights of its own and third-party. It has regulated the management of intellectual property rights through the Intellectual Property Management Measures. Apart from requiring all employees to sign the Confidentiality Agreement to clarify their confidentiality responsibilities, rights and obligations, it has also formulated intellectual property protection requirements for suppliers, to secure comprehensive prevention against infringement.</p>
知識產權保護	<p>本集團明白保護自身及第三方知識產權的重要性，通過《知識產權管理辦法》規範知識產權的管理工作。本集團除了要求所有員工簽署《保密協議》，明確員工的保密責任、權利和義務，亦就供應商制定保障知識產權的要求，全面防範侵權行為。</p>

## OUR SUSTAINABILITY GOVERNANCE CONCEPT

### 我們的可持續發展管治理念

The Group has a well-established complaint and reporting mechanism in place, to ensure that all complaints and reports are promptly and properly resolved and responded, and hence effectively safeguard the legitimate rights and interests of all parties. It encourages employees, customers, suppliers or other partners to report any misconduct, which opinions, complaints and reports can be submitted through internal complaint telephone, supervision mailbox and face-to-face conversation. In accordance with the Regulations on Complaint and Reporting Management, the Group will immediately initiate an investigation in a fair and impartial manner, and rigorously follow up the handling progress and result. Relevant reporting information will be kept confidential to protect the whistleblower from any retaliation. Violators will be punished according to related procedures and those who committed crime will be transferred to the judicial authorities.

本集團設立建全的投訴舉報機制，保證各類投訴舉報得到及時、妥善解決與反饋，切實維護各方的合法權益。本集團鼓勵員工、客戶、供應商或其他合作夥伴舉報任何不正當行為，可透過內部投訴電話、監察郵箱及面談的方式提出意見、投訴和舉報。按照《投訴舉報管理規定》，本集團將即時展開公平公正的調查，並嚴謹跟進處理進度及結果。本集團嚴格保密舉報相關信息，以保護舉報人免受任何打擊報復。本集團將依序處罰違反者，並移送構成犯罪者予司法機關處理。

**CARING FOR EMPLOYEE INTERESTS**

**關顧員工利益**

<b>Policy</b> 政策	<b>Purpose</b> 目的	<b>Content</b> 內容
Employee Handbook 《員工手冊》	Establish a comprehensive human resources management system and measures, to safeguard the rights and interests of the Group and employees, and to build a vigorous employment environment and talent team 建立完整的人力資源管理制度及措施，維護本集團及員工的權益，構建優良的僱傭環境及人才團隊	Specify the management regulations related onboarding guidelines, personnel administrative policies, remuneration and benefits management, financial reimbursement management, and employee code of conduct 明確關於入職指引、人事行政政策、薪酬福利管理、財務報銷管理、員工行為規範的管理規定
The Recruitment Management System 《招聘管理制度》	Construct a sound talent selection mechanism through human resources recruitment and allocation management provisions, to promote the supplement of human resources 通過人力資源招聘及配置管理規範，建設完善人才選用機制，推進人力資源的補充	In accordance with the recruitment principles, indicate the entire recruitment procedures from demand application to employment follow-up 按照招聘原則，訂明由需求申請至錄用後續跟進的完整招聘工作程序
The Regulations on Entry and Probationary Period 《入職與試用管理規定》	Promote the systematic implementation of management for new employees' entry and probation, to help new employees adapt to the working environment promptly 推動新員工入職及試用轉正的管理工作依序執行，協助新員工儘快適應工作環境	Provide guidance on new employees' onboarding workflow, and formulate probation management regulations 就新員工入職的工作流程提供指引，並制定試用轉正的管理規範
The Attendance Management System 《考勤管理制度》	Strengthen employee attendance management to maintain normal work order, while ensuring employees' right of reasonable resting and vacation 加強員工考勤管理，維持正常工作秩序的同時，保證員工合理休息和休假的權利	List the management regulations on overtime work, working hours, late arrival and early leave, business trips, holidays, etc. 列明有關加班、工作時數、遲到早退、外出出差、假期等管理規定
The Regulation Governing Personnel Changes 《異動管理規定》	Standardize the systematic implementation of personnel change management work, to foster the legitimate rights and development opportunities of employees 規範人事異動管理工作的有序開展，促進員工的合法權益及發展機會	Formulate personnel change regulations and procedures for internal promotion, demotion, transfer, and resignation 制定內部晉升、降職、調動、離職的人事異動規定及程序

Adhering to the principle of “meritocracy”, the Group is committed to promoting its business and sustainable development with a sound employment system. It strictly abides by relevant laws and regulations, and has formulated multiple human resources policies and measures to create an equal, diverse, harmonious, healthy and safe working environment for employees, thereby enhancing operational efficiency and ESG performance.

本集團一直秉持「用人唯才」的原則，致力以健全的僱傭制度助力本集團業務及可持續的發展。本集團嚴格遵守相關法律法規，已制定各項人力資源政策及措施，為員工營造平等、多元化、和諧、健康和安全的工作環境，進而提高營運效率及ESG表現。

**Recruitment, dismissal and promotion**

招聘、解僱及晉升

- Based on the basic principles of “virtuous, promoting talents and avoiding conflict of interest, teamwork, and objective assessment”, the Human Resources Department conducts open recruitment in a unified manner
- Sign labor contracts with employees in compliance with the laws, and conduct induction guidance, probation assessment and approval for new employees
- Review and evaluate employees according to their work performance, knowledge, ability, position, experience and other elements, to reasonably arrange internal promotion and transfer, providing equal opportunities for each employee
- Conduct interviews and reviews when employee or the Group terminate the labor contract, and carry out procedures such as resignation and payment settlement in accordance with labor laws and regulations
- 以「德才兼備、舉賢避親、團隊合作、科學測評」為基本原則，由人力資源部統一開展公開招聘
- 依法與員工簽訂勞動合同，並對新員工實施入職引導及試用轉正的考核審批
- 依照員工的工作表現、學識、能力、崗位、經驗及其他要素進行審核評估，合理安排內部的晉升及調動，為每位員工提供平等機會
- 對主動或被本集團解除勞動合同的員工進行訪談審查，並按勞動法律法規執行離職手續及結算薪酬等流程

**Equal opportunity, diversity and anti-discrimination**

平等機會、多元化及反歧視

- Carry out interviews and selection in an open and fair manner, with consideration on objective criteria such as work experience, professional skills and qualifications against the job requirements, and determine candidates after conducting background investigation
- Respect the diversity of employees, and strictly prohibit any discrimination or harassment involving race, color, nationality, religious belief, gender, etc. in the recruitment and all employment processes
- 以公開公平的方式，根據崗位任職條件對應聘者的工作經驗、專業技能及資歷能力等客觀標準進行面試評選，並通過背景調查後確定錄用人選
- 尊重員工的多元性，嚴禁在招聘及所有僱傭過程中對任何人員作出涉及種族、膚色、國籍、宗教信仰、性別等歧視或騷擾行為

**Labor standard**

## 勞工準則

- Uphold legal employment and firmly oppose the employment of child labor and any form of forced labor
- Conduct background investigation during the recruitment process and review applicants' identification documents to verify their eligibility and legitimacy for work
- If any violations of labor standard are found, handle the case in accordance with relevant laws and regulations, including reporting to law enforcement department and assisting victim, and implementing follow-up investigation and disciplinary actions
- 貫徹合法用工，堅決反對僱用童工及任何形式的強制勞工
- 於招聘過程中執行背景調查，並檢查應徵者的身份證明文件，以核實其工作資格及合規性
- 發現違反勞工準則的情況時，按相關法例法規處理，包括向執法部門報告和協助受害員工，並進行事後調查及紀律處分

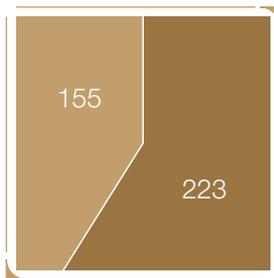
## SOCIETY

### 社會篇

As of 31 December 2022, the Group has a total of 378 employees, all of whom are full-time employees in Mainland China. The details are as follows:

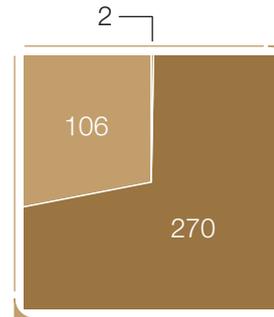
截至2022年12月31日，本集團共有378名員工，均為中國內地之全職員工，詳情如下所示：

**By Gender**  
按性別劃分



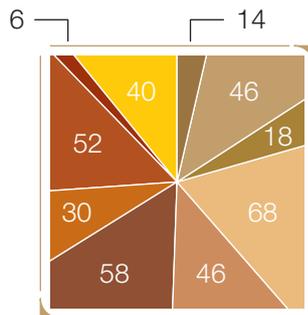
- Male  
男性
- Female  
女性

**Age Group**  
按年齡組別劃分



- 20-40  
20-40歲
- 41-60  
41-60歲
- Above 60  
60歲以上

**Employment type**  
按受聘類別劃分



- Senior Management  
高級管理人員
- Human Resources, Information Technology and Administration  
人力資源、資訊技術和行政管理
- Development and Investments  
開發和投資
- Engineering and Design  
工程和設計
- Cost Management, Tendering, and Procurement  
成本管理、招標和採購
- Project and Operations  
項目和營運
- Sales and Marketing  
銷售及營銷
- Accounts and Financing  
會計和財務
- Legal and Audit  
法律和審計
- Others  
其他

## Compensation and Benefits

On the basis of safeguarding the fairness and rationality of employees' rights and benefits, the Group has actively provided competitive remuneration and welfare to its employees. It has developed a compensation, benefit and welfare management system in strict accordance with national laws and regulations, and conducted performance appraisal for regular review and adjustment, so as to attract and retain talents. In addition, the Group has established an attendance management system in adherence to the laws to promote the work-life balance of employees.

## 薪酬及福利

本集團在保障員工權益與福利的公平性及合理性的基礎上，積極為員工提供具競爭力的薪酬及福利待遇。本集團嚴格按照國家法律法規建立薪酬福利管理制度，並實行績效考評作定期審核調整，以吸納及保留人才。此外，本集團亦依法制定考勤管理制度，推進員工工作與生活的平衡。

### Employee benefits

#### 員工福利

- Provide statutory social insurances, including social basic pension insurance, work-related injury insurance, maternity insurance, unemployment insurance, basic medical insurance and mandatory provident fund
- Provide health protection, including group accident insurance and annual body check for employees
- Organize employee activities, including badminton, birthday, various sports events, etc.
- Provide additional allowances when appropriate, including heat allowance and holiday allowance
- 提供法定社會保障，包括社會基本養老保險、工傷保險、生育保險、失業保險、基本醫療保險及公積金
- 提供健康保障，包括團體意外保險和員工年度體檢
- 舉辦員工活動，包括羽毛球活動、員工生日活動、其他各類運動等
- 按情況提供額外福利津貼，包括高溫津貼和節日津貼

### Attendance management

#### 考勤管理

- Provide paid leaves, including statutory holidays, annual leave, marriage leave, maternity leave, paternity leave, bereavement leave, work-related injury leave, sick leave
- Require employee to clock-in for attendance records, in order to monitor the arrangement of working hours and rest time
- 提供有薪假期，包括法定假期、年休假、婚假、產假、陪产假、喪假、工傷假、病假
- 員工須於值班時打卡作考勤紀錄，以監督工作時數及休息時間的安排

### Performance assessment

#### 績效評估

- Set up monthly and annual performance evaluations, and grant rewards to employees with outstanding annual performance
- 設有月度及年度績效評估，並對年度評優的員工進行表彰

## SOCIETY

### 社會篇

The Group is concerned about employees' physical and mental health, and has organized a number of employee activities during the Year. In addition to cultural, sports, health and team building activities, the Group has also held "International Women's Day" and "Mother's Day" celebration events to support the promotion of women's rights and show care for female employees.

本集團注重關懷員工身心健康，於本年度組織各項的員工活動。除了文體健康、團隊建設活動，本集團亦籌辦「女神節」及「母親節」慶祝活動，支持女性權益的推動及表達對女性員工的關愛。

### Health and Safety

### 健康及安全

Policy 政策	Purpose 目的	Content 內容
Office Environment Management Regulations 《辦公環境管理制度》	Create a safe and comfortable workplace by standardizing the office environment management, to ensure that the Company's work is carried out in an orderly manner 通過規範辦公室環境管理，營造安全舒適的工作場所，以保證公司的各項工作有序开展	Formulate management regulations for the hardware and software environment of office respectively, and clearly guide the maintenance of a safe and hygienic environment 分別對辦公場所的硬環境及軟環境制訂管理規定，明確指引安全及衛生環境的維護
Emergency Management Regulations 《應急管理規定》	Provide detailed management regulations for prevention and emergency response, to ensure that employees and contractor workers take timely and appropriate actions 為預防及應對緊急事故提供詳細管理規定，確保員工及承包商工人採取及時和適當的行動	Standardize the handling methods and procedures for emergencies such as on-site accidents and injuries, natural disasters, pandemics, and hazardous chemical spills 規範有關現場事故和傷害、自然災害、大型流行病及危險化學品洩漏等緊急事件的處理方法和程序

The Group places employees' health and safety as its first priority, it is committed to providing a safe and healthy working environment. The Group has formulated management policies and systems in four aspects of protective measures, emergency response, publicity and training, and contractor management, to ensure the thorough implementation of occupational health and safety management. During the Year, the Group did not have any work-related injuries, nor has occurred any work-related fatalities in the past three years.

本集團將員工的健康及安全置於首位，致力提供安全健康的工作環境。本集團就防護措施、應急響應、宣傳與培訓及承包商管理四個方面制定管理政策及制度，全面落實職業健康安全。本年度，本集團並無錄得工傷個案，亦沒有在過去三年內發生任何因工死亡事件。

Regarding the office environment, the Group endeavors to identify and eliminate potential safety hazards in the workplace. It has continuously adopted a series of management and control measures, including strictly prohibiting smoking in the office area, regular maintaining fire-fighting facilities and sanitary tools, conducting periodic safety inspections, and carrying out daily electrical safety examinations. During the outbreak of COVID-19, the Group also rigorously implemented various epidemic prevention measures. It has conducted regular disinfection and cleaning, distributed protective materials to employees, implemented crowd control, and advocated online meetings and social distancing to prevent virus transmission.

In order to reinforce employees' safety awareness and emergency responsiveness, the Group has established safety management regulations for preventing and responding to emergencies. Meanwhile, safety training was conducted every year to ensure that employees follow the safety management requirements, and hence reduce occupational health and safety risks. The Group also pays considerable attention to the safety management at construction sites, it has provided emergency equipment such as fire-fighting facilities and emergency vehicles at the sites, and organized regular fire-fighting and flood control emergency drills to foster construction safety.

The Group has stringently supervised contractors' safety management to further prevent occupational safety risks and hidden hazards. Through the supply chain management mechanism, it has enforced a set of subcontractor audit standards covering safety and quality assessment requirements. In addition, it has clearly stated the safety inspection and management control of construction phase to its contractors, and conducted monthly quality and safety evaluation to prevent safety accidents.

針對辦公環境，本集團努力識別及消除工作場所的安全隱患。本集團持續採取一系列的管控措施，包括嚴禁在辦公室區域內吸煙、定期維護消防設施與衛生工具、定時進行安全防範的巡查、開展日常用電安全檢查等。新型冠狀病毒疫情期間，本集團亦嚴格執行各項防疫措施，進行定期消毒清潔，向員工派發防護物資，並實施人流控制，提倡線上會議及保持社交距離，以預防病毒傳播。

為強化員工安全意識及應急處理能力，本集團已訂立預防及應對緊急事件的安全管理規定，同時於每年度開展安全培訓，確保員工貫徹執行安全管理要求，降低職業健康安全的風險。本集團亦注重施工現場的安全管理，於建築工地配備消防設施和應急車輛等應急設備，並定期組織安排消防和防洪應急演習，以促進施工安全。

本集團嚴格監督承包商的安全管理，進一步防範職業安全風險和隱患。本集團通過供應鏈管理機制，執行包括安全資質考核要求在內的分包商審核準則。此外，本集團向承包商清楚列明有關施工階段的安全檢查與管理控制，每月進行品質及安全評估，杜絕安全事故的發生。

## SOCIETY

### 社會篇

#### Strengthening Internal Communication

The Group focuses on improving human resources management through effective and diversified internal communication channels, so as to promote operational efficiency and employee cohesion. Employees can submit any feedback on employment system, working environment, and corporate management issues to their immediate superiors, department heads, or the Human Resources Department through email or face-to-face meeting. The Human Resources Department will promptly respond to employee's opinion, conduct serious investigation and provide appropriate assistance for follow-up. Besides, the office automation system established by the Group not only allow employees to obtain the latest information and development direction of the Group through channels such as emails and WeChat official account, but also helps to enhance internal collaboration and management efficiency.

#### 加強內部溝通

本集團注重以有效、多元化的內部溝通管道完善人力資源管理，促進營運效率及員工凝聚力。員工可以通過郵箱、面談的方式向直屬上司、部門主管或人力資源部反饋任何僱傭制度、工作環境、企業管理的問題。人力資源部將及時回應員工訴求，開展嚴謹調查及提供適當幫助作跟進處理。而本集團建立的辦公自動化系統，除了方便員工透過郵件及微信公眾號等渠道獲取本集團之最新信息及發展方向，亦有助增強內部協作及管理效率。

#### Training and Development

#### 培訓與發展

Policy 政策	Purpose 目的	Content 內容
Training Management Manual 《培訓管理手冊》	Promote systematic, comprehensive and effective training management, thereby organize diversified training to continuously improve the quality and work skills of employees 促進具系統性、完整性、實效性的培訓管理，進而開展多元培訓不斷提高員工的素質與工作技能	Formulate the Group's training management system and specifications, and provide guidance on the planning, organization, implementation, and evaluation and improvement of training projects 制定本集團的培訓管理制度及規範，就培訓項目的計劃、組織、實施和效果評估與改進提供指引
Talent Pool Management Regulations (for Trial Implementation) 《人才池管理辦法（試行）》	Promote the Group's talent strategic planning with a systematic talent management system, to realize sustainable development of its talent team 以系統性的人才管理體系推動本集團的人才戰略規劃，實現人才隊伍的可持續發展	Standardize the hierarchical management of talent pool according to the talent pool division mechanism, to implement the corresponding talent development work plan 按照人才池劃分機制規範人才池梯級的分級管理，以落實相應的人才發展工作計劃

The Group believes that talent management is beneficial to its business development and overall competitiveness. Following the principle of “responsibility at different levels, classified training, mutual cooperation, and resource sharing”, it is committed to developing a professional talent pool through a sound training system. To support the career and personal development of employees, the Human Resources Administration Center will conduct training need survey in accordance with the Group’s strategic objectives, annual business goals and human resources planning, for the preparation of annual training plan. With reference to the corresponding training evaluation plan, the Group will conduct a four-level assessment on the training effectiveness upon the completion of training, including response, knowledge, behavior and performance assessment, to facilitate regular review and improvement of training management.

Apart from arranging induction training for new recruits to help them understand corporate culture, rules and regulations, rights and responsibilities, etc., the Group has also provided internal and external on-the-job training for employees, and organized customized special training to enhance employee’s development and knowledge.

本集團深信人才管理有利於其業務發展及整體競爭力，遵循「分級負責、分類培訓、相互協作、資源共享」的原則，致力以完善培訓制度組建專業人才池。為支持員工的職業及個人發展，人力行政中心根據本集團之戰略目標、年度經營目標及人力資源規劃，開展培訓需求調查，以編製年度培訓計劃。本集團按照相應的培訓考核方案，在培訓結束後對其效果進行四級評估，包括反應、學習、行為及績效評估，以助定期檢討及改善培訓管理。

除了為新入職員工安排入職培訓，協助其掌握企業文化、規章制度、權責流程等，本集團亦為員工提供內外部的在職培訓，並開展定制化專項培訓，促進員工發展及提升知識。

<b>Internal training</b> 內部培訓	<b>External training</b> 外部培訓
<ul style="list-style-type: none"> <li>• Training by internal instructors</li> <li>• Training by external lecturers</li> <li>• Self-study through online courses/books/videos</li> <li>• 內部講師內訓</li> <li>• 外聘講師內訓</li> <li>• 線上課程／圖書／視頻自學</li> </ul>	<ul style="list-style-type: none"> <li>• Short-term outbound training</li> <li>• Vocational qualification certification training</li> <li>• Continuing education</li> <li>• 短期送外培訓</li> <li>• 職業資格取證類培訓</li> <li>• 繼續教育</li> </ul>
<b>Special training</b> 專項培訓	
<ul style="list-style-type: none"> <li>• Corporate culture training program</li> <li>• Career development training program</li> <li>• 企業文化培訓項目</li> <li>• 職業生涯的專項培訓項目</li> </ul>	<ul style="list-style-type: none"> <li>• Core management echelon training program</li> <li>• Business/professional training program</li> <li>• 核心管理梯隊的專項培訓項目</li> <li>• 業務／專業的專項培訓項目</li> </ul>

## SOCIETY

### 社會篇

Moreover, through its talent pool management mechanism, the Group has established a talent supply chain to support its strategic development. It has divided the talent pools based on job levels, which talent inventory, talent pool rating, and talent pool incentive management are regularly conducted, to provide targeted training and development opportunities for employees with potential and outstanding performance.

同時，本集團通過人才池管理機制，建設支撐戰略發展的人才供應鏈。本集團基於崗位層級劃分人才池，定期進行人才盤點、人才池梯級評定、人才池激勵管理工作，為具潛力及績效良好的員工提供針對性的培訓及發展機會。

## VALUING CUSTOMERS' RIGHTS

## 重視客戶權益

Policy 政策	Purpose 目的	Content 內容
Customer Management Center Management System 《客服管理中心管理制度》	Implement a full-cycle customer services management system to improve service quality and maintain reputation and brand image of the Group 實施全週期的客戶服務管理制度，提升服務質量水平，以維護本集團聲譽及品牌形象	Formulate management guidelines and standard requirements for the full-cycle customer services from house viewing to living 制定由看房到居住階段全週期的客戶服務的管理指引及標準要求
Quality Assurance and Maintenance Management Policy for Real Estate Projects 《地產項目房屋質保維修管理辦法》	Ensure the rapid and efficient implementation of housing quality assurance and maintenance for real estate projects, to promote quality assurance responsibility of the Group 確保地產項目的房屋質保維修事務快速及高效的實施，推進本集團的質量保證責任	Clearly standardize the work procedures of housing quality assurance and maintenance, and the responsibilities of relevant departments 明確規範房屋質保維修工作程序，及相關部門的職責
400 Hotline Customer Complaint Management Regulations 《400電話客戶投訴管理辦法》	Promote high-efficiency and high-quality customer services with competent customer complaint handling regulations, to protect customer rights and interests 以完善的客戶投訴處理規範促進高效率、高質量的客戶服務，保障客戶權益	List the detailed customer complaint handling principles, responsibilities and procedures of the 400 Hotline Centre 詳細列明400呼叫中心的客戶投訴處理原則、責任和程序
Client Risk Prevention Work Manual for Sales Phase 《銷售階段客戶端風險預控工作手冊》	Strengthen the risk identification and control of customer services in the sales phase, to ensure the delivery of truthful and comprehensive information to customers 加強銷售階段中客戶服務的風險識別與管控制，確保向客戶提供真實及完整資訊	Established advertising and marketing guidelines in seven aspects of transparency declaration, contract documents, sales pitch, sales materials, sand table model, experience hall and demonstration area 就陽光宣言、合同文書、銷售說辭、銷售物料、沙盤模型、體驗館及示範區七大模板訂立廣告及營銷指引

The Group enforces strict control on project quality, striving to attain customer confidence and satisfaction with high-quality and safe housing products and service experience. To continuously promote responsible products and services, it has a comprehensive quality control mechanism in place. Following the relevant regulations and internal quality standards in a stringent manner, the internal team and independent monitoring company will conduct periodic monitoring at each project stage. During the construction phase, the Group will hire third-party consultants to carry out regular on-site inspections, reviewing the quality performance of employees and contractor workers. It will also demand timely rectification to ensure alignment with the construction requirements, effectively guaranteeing project quality. The Group has also formulated management regulations for housing quality assurance and maintenance to foster the orderly implementation of quality assurance work during the delivery period. It will arrange maintenance units to carry out maintenance work, while maintenance engineers will regularly check the progress, and conduct on-site acceptance and re-inspection, as well as spot checks and follow-up visits as needed.

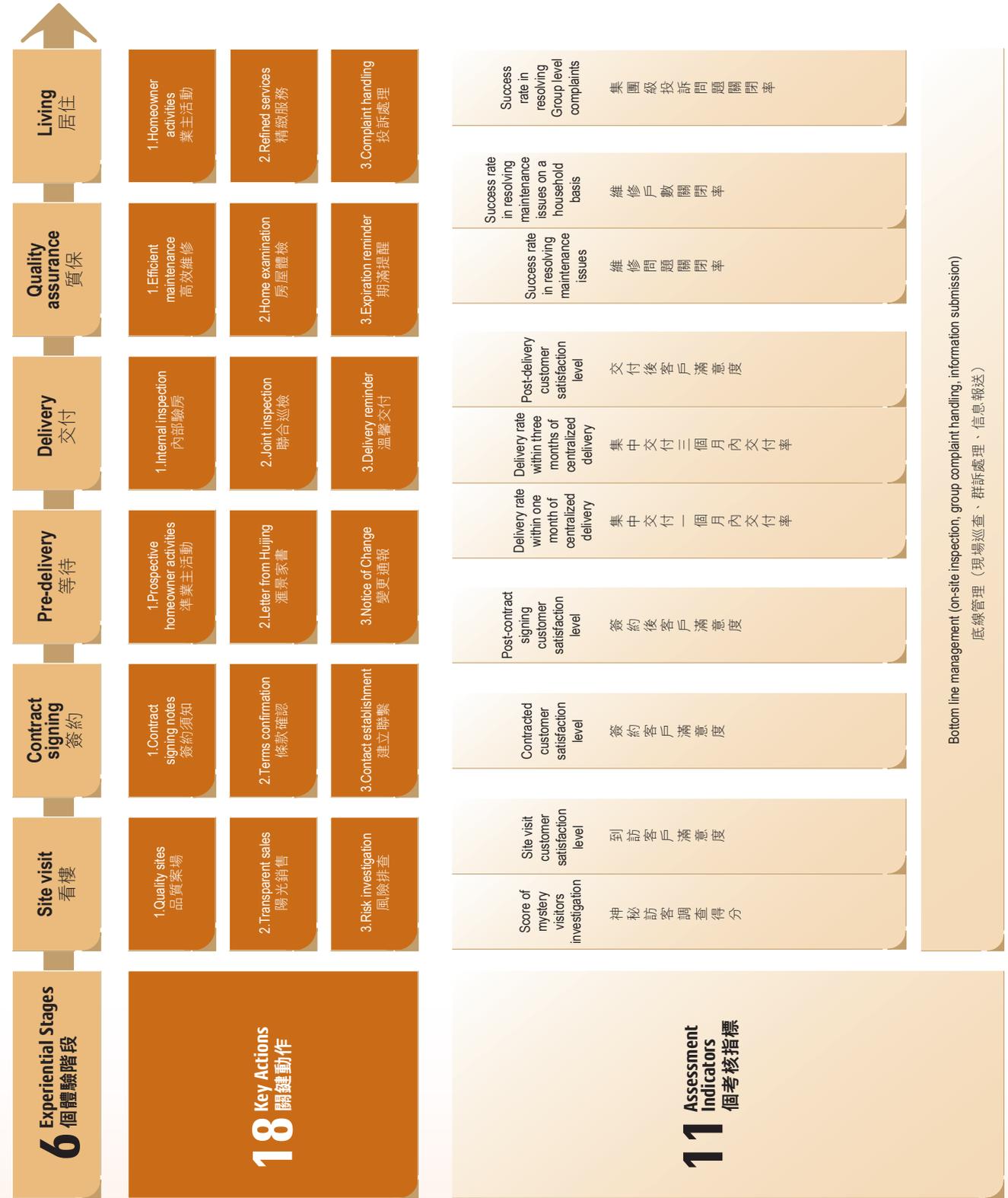
Advocating the core value of “product, quality and services”, the Group has continued to establish efficient and diverse communication channels to meet customers’ needs and expectations. It has developed a full-cycle customer services management system and carried out customer services management to promote quality services. With that, the Group has implemented full-cycle customer satisfaction dynamic monitoring. Based on customer satisfaction surveys at 5 stages (including customer satisfaction level at stages of site visit, contract signing, post-contract signing, post-delivery and living), it has tracked customers’ experience for assessment and improvement.

本集團嚴格把控項目質量，以優質安全的房屋產品及服務體驗爭取客戶信心及滿意度。為持續推進負責任的產品和服務，本集團建設全面質量管控機制，由內部團隊及獨立監察公司嚴格依照相關規例和內部的質量標準，對項目各階段進行定期監控。在施工階段，本集團聘請第三方顧問進行定期的項目現場巡檢，審查員工及承包商工人的質量表現，對不符合施工要求的地方及時進行整改，切實保障工程質量。本集團另制定房屋質保維修的管理規範，推動交付期內品質保證工作有序開展。本集團會安排維修單位上門進行保修工作，由保修工程師定時檢查工程進度，並實施現場驗收及複查，亦會按需要進行抽查回訪。

本集團提倡「產品、質量、服務」的核心價值，持續搭建高效多元的溝通渠道，滿足客戶需求和期望。本集團已建立全週期客服管理體系，開展客戶服務管理工作，以促進品質服務。以此，本集團實施全週期客戶滿意度動態監測，以5個階段的客戶滿意度調查(包括到訪、簽約、簽約後、交付後及居住期客戶滿意度)，跟蹤客戶的全程體驗作考核及改進工作。

Customer services management system

客戶管理體系



Aiming to improve customer satisfaction, the Group has set up the 400 Hotline Centre and related management regulations to handle customer complaints. Based on the principles of compliance, professionalism and customer first, it has handled complaints in accordance with the level and type of complaints, to ensure timely response to customer feedback, which appropriate solutions are provided to fulfill customers' needs and expectations. During the Year, the Group has received 98 customer complaints, and the customer complaint handling rate has reached 100%.

For advertising and marketing management, the Group pays careful attention to the authenticity and compliance of project information, advertisements and promotional materials. In this regard, it has formulated clear guidelines and risk control measures to avoid providing any misleading or false information to customers, or disguising any adverse factors, including noise, odor and radiation and other environmental impacts. Through responsible marketing, the Group has comprehensively protected customer rights.

為提升客戶滿意度，本集團設有400呼叫中心及相關管理辦法處理客戶投訴。基於合規性、專業性及客戶至上的原則，本集團根據投訴等級及類型處理投訴，確保客戶反饋適時獲得恰當的解決方案，滿足客戶需求與期望。本集團於本年度接獲98宗客戶投訴，客戶投訴處理率達100%。

針對廣告營銷管理，本集團關注項目資訊、廣告和宣傳品內容的真確性及合規性。就此，本集團已制定明確指引及風險管控措施，確保不會向客戶提供任何誤導性或虛假資料、或隱瞞任何不利因素，如噪音、異味及輻射等環境影響，以負責任營銷全方位保障客戶權益。

## RESPONSIBLE SUPPLY CHAIN MANAGEMENT

## 負責任的供應鏈管理

Policy 政策	Purpose 目的	Content 內容
Tender Management System and Implementation Rules 《招標管理制度及實施細則》	Provide standards and guidelines for tender management system 為招標管理制度提供標準及指引	Specify the implementation processes of bidding, direct commissioning, sporadic procurement and strategic procurement, etc. 具體列明招標、直接委託、零星採購及戰略採購等執行流程
Supplier Management System and Implementation Rules 《供方管理體系及實施細則》	Ensure the introduction, retention and development of quality suppliers to enhance product and service quality 確保引進、保有和發展優秀供應商，從而提升產品及服務質量	Select suppliers based on the company size, basic information, qualifications and credits, performance, delivery capabilities, etc. 根據供應商公司規模、基本信息、資質資訊、業績、履約能力等方面選擇供應商

## SOCIETY

### 社會篇

For supply chain management having critical impacts to its sustainable development, the Group is committed to cooperate with all parties in the supply chain and achieve common development. Through a holistic supply chain management system, the Group has rigorously and regularly monitored new and existing suppliers. It has carried out tendering and procurement work based on the principles of objectivity, fairness and transparency, suppliers and contractors are screened and assessed according to uniform standards. Contracts will be signed after site inspection and qualification audit to guarantee the cooperation process is in full compliance.

供應鏈管理對其可持續發展有重要影響，本集團致力與供應鏈各方攜手合作，實現共同發展。本集團透過全面的供應鏈管理體系，嚴謹、定期地監察新合作和現有的供應商。本集團根據客觀、公平公正及高透明的原則進行招標採購工作，以統一標準篩選及評估供應商和承包商，經單位考察及資格審批後簽訂合同，確保合作過程全面合規。

#### Tendering and procurement principles

##### 招標採購原則

Transparency and fairness	Fair competition and selection based on competence	Honest and with integrity	Maintaining reputation	Confidentiality	Traceability	Online tendering
透明公正	充分競爭、擇優中標	廉潔奉公	維護信譽	保密	可追溯	網上招標

In order to continuously improve the management efficiency and quality of suppliers, the Group has enforced management regulations from 7 dimensions: supplier resource planning, grading and classification, sourcing, certification and data base, evaluation, information management and maintenance. Moreover, the Group has conducted assessments on an annual basis, to evaluate suppliers' performance in aspects of quality, progress, cost, services, and cooperation for hierarchical management. It has also guided suppliers with sub-standard performance in implementing performance improvement plans and followed up the result. During the Year, the Group has engaged a total of 2,020 suppliers and completed ratings for 176 suppliers with an average score of 75.2.

為持續提高供應商的管理效率和質量，本集團從供方資源規劃、分級分類、資源開發、認證及入庫、評估、信息管理及維護七個維度落實管理規範。其中，本集團每年對供應商進行履約評估，從質量、進度、成本、服務、配合等方面評價供應商表現以作分級管理，同時指導表現欠佳的供應商實行績效改進計劃並跟進情況。本年度，本集團共有2,020間供應商，並完成176間供應商的評分評級，平均分數為75.2分。

Supplier grading 合作供應商分級	Excellent 優秀級	Good 良好級	Pass 合格級	Fail 不合格
Score 評分	90 and above 90分及以上	80-89 80-89分	60-79 60-79分	Below 60 60分以下
Distribution for the Year 本年度評估分佈	18	77	64	17

The Group shoulders corporate responsibility, it has incorporated sustainability considerations into supply chain management to reduce environmental and social risks. In the pre-qualification documents, the Group has set standards for the construction quality, environmental protection risks, and social and governance risks of suppliers, which priority will be granted to suppliers with satisfactory performance in the relevant aspects. It has also encouraged suppliers to improve their sustainability management and performance through incentive measures, in order to jointly promote environmental protection during the construction process and reduce pollution and resource usage.

本集團承擔企業責任，將可持續發展的考慮加入供應鏈管理，以降低其中的環境及社會風險。本集團在資格預審文件中，設有對供應商之工程質量、環境保護風險和社會及管治風險的標準。以此，本集團會優先考慮相關表現良好的供應商，並通過激勵措施推動供應商改進可持續管理及績效，一同在施工過程落實環境保護，減少污染及資源使用。

## BUILDING A HARMONIOUS COMMUNITY

The Group fulfills its social responsibilities, with the belief of “Inspiring Growth Together”, it actively supports social development to build a harmonious community. It pays substantial attention to the needs of communities where its business operates. After evaluating the direction of community investment and services every year, it will appropriately allocate internal resources and encourage employees to give back to the society together. During the Year, the Group has actively participated in and organized various community investment activities, and invested a total of RMB 1,007,434.5 for social welfare.

## 構建和諧社區

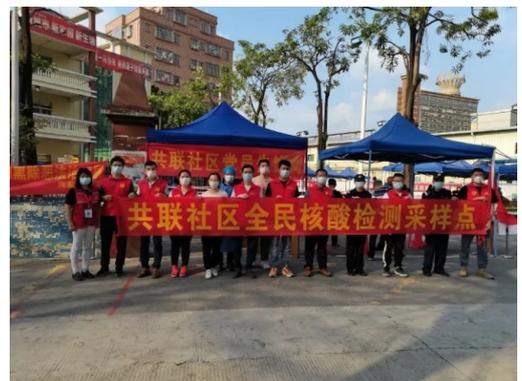
本集團履行社會責任，以「心繫未來，攜手成長」的信念主動支持社會發展，營造和諧社區。本集團特別關注營運業務所在社區的需要，每年在評估社區投資及服務方向後，適當地分配內部資源，並鼓勵員工一同回饋社會。本年度，本集團積極參與並組織社區投資活動，共投入人民幣1,007,434.5元作社會公益。

### Supporting epidemic prevention

#### 馳援抗疫

In 2022, in view of the severe epidemic and manpower shortage, the Group has sent more than 150 voluntary participants to Wanjiang, Hongmei, Wangniudun, Chashan, Qishi, Qingxi, Xiegang and other subdistricts to support the frontline anti-epidemic workers in conducting nucleic acid testing. Its volunteer service team has provided various assistance, including carrying out information registration, maintaining on-site order, responding to residents' questions, and helping medical staff to undergo sampling, etc. The Group has also donated daily necessities and anti-epidemic materials to Weizhen Community and Zhangluo Community in Zhangmutou Town to aid the epidemic prevention and control through practical actions.

本集團於2022年內相繼派出超過150人次的志願者趕赴萬江、洪梅、望牛墩、茶山、企石、清溪、謝崗等鎮街，在疫情緊急、人手不足的情況下，支援一線抗疫人員進行核酸檢測。本集團的志願者服務隊協助進行信息登記、維持現場秩序、回應居民疑問求助、幫助醫護人員採樣等工作。本集團亦向樟木頭圩鎮社區、樟羅社區捐贈一批生活用品、抗疫物資等，以實際行動支持疫情防控。



### Caring the community 關懷社區

In January 2022, the Group has organized the “New Year Haircutting for the Elderly” voluntary service event in collaboration with the Youth League Committee of Wangniudun Town, promoting the traditional virtues of respecting the elderly. Its voluntary service team has provided free haircutting services for elderly, to practically address the difficulties faced by the local community, and send blessings and caring. Besides, the Group has organized a series of activities during the Chinese New Year to express respect and love for elderly people in Hongmei, Xiegang, Qingxi, Xinnan Village of Qishi Town, and Lianzi Village of Wanjiang Town. With its active promotion of local community services, it was awarded the “Honor certificate for Enthusiasm in Charity” by the representatives of Xinnan Village Committee of Qishi Town.

在2022年1月，本集團聯合望牛墩鎮團委進行「迎春送暖，愛心義剪」志願服務活動，弘揚敬老尊老的傳統美德。本集團的志願服務團隊為年長村民提供義剪服務，切實幫助當地社區解決實際困難，同時送上溫暖慰問表達關愛。同時，本集團相繼在洪梅、謝崗、清溪、企石新南村、萬江蓮子村開展一系列新春敬老慰問活動，促進當地社區服務工作，更獲得企石鎮新南村村委頒發的《熱心公益榮譽證書》。

In celebration of International Women’s Day, the Group held a women visit event in collaboration with the Women’s Federation of Hongmei Town and the Women’s Federation of Hongwuwo Village. It has sent heart-warming gifts and sincere holiday greetings to women aged over 80 and female workers in Hongwuwo Village of Hongmei Town, advocating women’s rights and creating a harmonious community.

適逢三八婦女節，本集團聯合洪梅鎮婦聯、洪屋渦婦聯舉辦婦女走訪慰問活動，為洪梅鎮洪屋渦村80歲以上的婦女及女性工作者送上慰問禮品及誠摯的節日問候，共同宣揚女性權益，營造和諧社區。

In support of community poverty alleviation projects, the Group has donated a number of multimedia equipment such as LED displays to Hongwuwo Village in Hongmei Town, contributing to rural revitalization work and demonstrating care for the underprivileged.

本集團響應社區扶貧項目，向洪梅洪屋渦村捐贈LED顯示屏等一批多媒體設備，助力鄉村振興工作，表現對弱勢群體的關心。

# ENVIRONMENT

## 環境篇

The Group attaches great importance to maintaining sound environmental management in order to put the concept of green operation into practice. On the basis of strictly adhering to environment-related laws and regulations, the Group has continued to improve its environmental management policies and performance. Apart from closely monitoring the environmental impacts and risks related to its business operations, it has also actively explored the development direction of renewable energy and green buildings, improving resource utilization efficiency, combating climate change and innovation, striving to promote the harmonious and sustainable development of business operations and the environment.

本集團重視維持良好的環境管理以實踐綠色運營的理念，在嚴格遵守環境相關法律法規的基礎之上，持續完善環境管理政策及表現。除了密切監察業務營運相關的環境影響和風險，本集團亦積極探索可再生能源及綠色建築、提升資源使用效益、應對氣候變化及創新的發展方向，努力推進業務營運與環境的和諧、可持續發展。

### PROTECTING ENVIRONMENTAL RESOURCES

### 保護環境資源

Policy 政策	Purpose 目的	Content 內容
Office Environment Management Regulations	Standardize environmental protection management policies and measures of office, and advocate environmental protection actions in daily operations, to promote green office	Formulate management regulations for the hardware and software environment of office respectively, strengthening management of environmental performance of the office to achieve green operation
《辦公環境管理制度》	為推進綠色辦公，規範辦公室的環保管理政策及措施，倡導日常運營中的環保舉動	分別對辦公場所的硬環境及軟環境制訂管理規定，加強管理辦公室的環境表現，以實現綠色運營

### Valuing Resources

The Group understands that natural resources are limited and precious, it actively advocates resource conservation and improves the efficiency of resource utilization during its operations. To this end, it has put green office into practical actions, implementing energy-saving and emission reduction measures, while raising employees' awareness through environmental education and publicity activities, so as to reduce resource usage in its operation processes. In addition, the Group is conducting internal monitoring and data statistical analysis to set energy and water efficiency targets, and will disclose further information in due course after obtaining complete and accurate data.

### 珍惜資源

本集團明白自然資源是有限而且寶貴，積極提倡節約資源，提高運營過程中的資源使用效益。因此，本集團切實踐行綠色辦公，實施節能減排措施，同時透過環境教育及宣導活動提高員工意識，以減少運營過程中的資源使用。另外，本集團正為訂立能源效益及用水效益的目標進行內部監測及數據統計分析，將在獲取完整及準確的數據後適時披露進一步資訊。

In terms of energy, the Group's total energy consumption of the Year was 558.394 MWh, which were mainly electricity consumption at offices and petrol consumption by vehicles. The Group has reduced electricity consumption and improved energy efficiency by increasing the proportion of energy-saving products such as LED lamps, turning off lighting in the work area during lunch hours, and regularly maintaining the central air-conditioning units.

In terms of water resources, the Group's total water consumption of the Year was 73,542.410 cubic meter, which was mainly domestic use in offices. Its water supply was provided by the municipal pipeline network, and has no problem in sourcing water that is fit for purpose. Apart from regular inspection of water pipelines and water-consuming equipment, the Group has also encouraged employees to save water and avoid wasting water resources.

### Emissions Management

The Group is concerned about the potential impact of pollutant emissions generated during its business operations on public health and environmental protection. It has carried out emissions management through monitoring and quantifying emission data, as well as implementing energy-saving and consumption reduction measures, to ensure up-to-standard emissions and reduce greenhouse gas ("GHG") emissions. The Group is preparing for the establishment of emission reduction targets and plans, which will be disclosed after completion of data collection and internal review.

During the Year, the Group's total GHG emissions amounted to 245.415 tonnes of carbon dioxide equivalent, of which the direct GHG emissions (Scope 1) mainly came from petrol combustion by vehicles, and the energy indirect GHG emissions (Scope 2) mainly came from purchased electricity. On the other hand, the Group's air emissions mainly came from emissions by petrol combustion of vehicles, generating air pollutants such as nitrogen oxides, sulphur oxides and respirable suspended particulates. Considering its business nature, the Group has focused on the management and control of electricity consumption and vehicle use, such as preventing idle vehicle engines, conducting regular vehicle maintenance, etc., to enhance fuel efficiency.

在能源方面，本集團本年度的能源消耗總量為558.394兆瓦時，主要為辦公室耗電和車輛的汽油消耗。本集團通過提高使用LED燈具等節能產品的比例、於午膳時間關閉工作區的照明、定期保養中央空調主機等措施，減少用電量及提高能源使用效率。

在水資源方面，本集團本年度的總耗水量為73,542.410立方米，主要為辦公室的生活用水。本集團的用水由市政管網提供，並沒有任何求取適用水源的問題。本集團除了定期檢查供水管道和用水設備，亦鼓勵員工節約用水，避免浪費水資源。

### 管理排放

本集團關注其業務營運中產生的污染物排放對公眾健康及環境保護帶來的潛在影響。透過監測量化排放數據及落實節能降耗措施進行排放物管理，確保達標排放的同時減少溫室氣體排放。本集團正為訂立減排目標及計劃作準備，將於完成數據收集和內部審核後進行披露。

本年度，本集團的溫室氣體排放總量為245.415公噸二氧化碳當量，其中直接溫室氣體排放(範圍1)主要來自車輛汽油燃燒，能源間接溫室氣體排放(範圍2)則主要來自外購電力。另外，本集團的廢氣排放主要來自車輛汽油燃燒的排放，產生氮氧化物、硫氧化物及可吸入懸浮粒子的空氣污染物。考慮到其業務性質，本集團專注於用電及車輛管控，例如防止汽車引擎空轉、定期進行保養車輛等，以提高燃料使用效率。

## ENVIRONMENT

### 環境篇

Category	類別	2022	2021	Unit 單位
Nitrogen Oxides	氮氧化物	6.943	6.132	kg 千克
Sulphur Oxides	硫氧化物	0.395	1.943	kg 千克
Respirable Suspended Particulates	可吸入懸浮粒子	0.768	1.082	kg 千克

Regarding waste management, the Group is committed to practicing green office, lessening waste through waste reduction at source. With the Office Environment Management Regulations, it has reduced waste generation and improved employees' environmental protection awareness. The Group has also continued to promote paperless office by curtailing excessive printing, using electronic communication to circulate documents and avoiding the use of disposable products, so as to conserve resources and eliminate wastage. In view of its business nature, the Group's office operations did not generate hazardous waste, and the major non-hazardous waste generated were domestic waste and paper. As its waste was collected and handled by qualified public institutions, it has difficulties in providing accurate data, and hence relevant data cannot be disclosed at present. In the future, the Group will further improve its data statistics and collection system to facilitate the disclosure of complete data and the formulation of waste reduction targets, so as to enable stakeholders to attain a more comprehensive understanding of its environmental performance.

#### Climate Change

The Group is aware that climate change poses paramount challenges to human society, economy and environment, and has been paying close attention to climate change-related risks and opportunities. It has actively shouldered its environmental responsibility, formulating and implementing energy-saving and emission reduction measures to reduce its carbon footprint, in striving to mitigate climate change. The Group has also closely observed climate change-related policies and regulatory trends in PRC and the international community, and is undergoing internal review to prepare for the development of management policies and emergency actions in combating climate change.

在廢棄物管理方面，本集團致力踐行綠色辦公，以源頭減廢的方式落實廢棄物減量。本集團通過《辦公環境管理制度》減少廢棄物的產生及提高員工的環境保護意識。其中，本集團持續推進無紙化辦公，以減少過度打印、使用電子通訊傳閱文件及避免使用即棄產品等方式，節約資源、杜絕浪費。鑒於其業務性質，本集團之辦公室營運並未有製造有害廢棄物，主要產生的無害廢棄物為生活垃圾及紙張。由於廢棄物交由合資格的公共機構收集和處理，故在提供準確的數據上存在困難，現階段暫未能披露相關數據。未來，本集團將進一步優化數據統計及收集系統，以促進完整數據的披露以及減廢目標的制定，使各持份者對其環境表現有更全面的瞭解。

#### 氣候變化

本集團意識到氣候變化對人類社會、經濟及環境帶來重大挑戰，一直緊密關注氣候變化的風險和機遇。本集團主動承擔環境責任，制定並落實節能減排措施以減少其碳足跡，盡力協助減緩氣候變化。本集團亦密切留意中國及國際社會有關氣候變化的政策及監管趨勢，並正進行內部審視，為制定應對氣候變化的管理政策及應急行動作準備。

Facing the increasingly severe threat of climate change, the Group has continuously monitored the potential impact of climate change on its businesses and operations. For example, extreme weather such as super typhoons, floods, and heat waves will not only cause negative impacts on building structure and safety, but also lead to asset impairment and increased maintenance costs, while threatening employees' health and safety, thereby affecting its normal business operations. The Group is considering conducting climate risk assessment for its property projects to promote efficiency of risk control, so as to strengthen its climate adaptability and resilience.

### CREATING A GREEN COMMUNITY

In response to the national dual-carbon goals, the Group has maintained the direction of sustainable development in its business operations. To minimize the negative environmental and social impacts of development projects, it strives to integrate sustainability concept into the full life cycle of property projects. Through promoting green design and construction, it has fostered environmental protection and carbon emission reduction.

At the design and planning stage, the Group has conducted pre-construction environmental impact assessment for each property development project, which potential impacts of project development on the surrounding environment and communities would be comprehensively considered, in order to safeguard ecological environment and the best interests of local residents. It also has incorporated sustainable building elements into project design, including adopting solar panels and geothermal heat to provide renewable energy, applying the design concept of "sponge city" to construct new buildings with flood prevention and eco-friendly features, in order to create a green and low-carbon community environment.

At the procurement stage, the Group has set assessment standards for suppliers' environmental performance and risk management during the supplier review and selection process. It has further lowered the environmental impacts of construction projects by encouraging suppliers to adopt more environmentally friendly equipment, facilities and new technologies.

面對氣候變化威脅愈趨嚴峻，本集團持續監測氣候變化對其業務和運營的潛在影響，例如超級颱風、水災、熱浪等極端天氣不但會對建築物結構及安全造成負面影響，導致資產減值及增加維修成本，同時會威脅員工的健康安全，從而影響正常業務運作。本集團正積極考慮為物業項目進行氣候風險評估，推進風險控制的效率，以加強氣候變化的適應力及抵禦力。

### 共創綠色社區

本集團積極響應國家的雙碳目標，在業務運營中貫徹可持續發展的方向。為盡量降低發展項目對環境及社會的負面影響，本集團力求將可持續發展理念融入物業項目的全生命週期，透過綠色設計與施工，推進環境保護及減低碳排放。

在設計與規劃階段，本集團為每一個物業發展項目進行建設前期的環境影響評估，充分考慮項目開發對周邊環境及社區的潛在影響，保障環境生態及當地居民的最佳利益。本集團亦將可持續建築元素納入項目設計之中，包括採用太陽能板及地熱提供可再生能源，同時應用「海綿城市」的設計概念，建設具備可防洪與生態環保功能的新型建築，打造綠色低碳的社區環境。

在採購階段，本集團已於供應商審查與選擇的過程中，設定對供應商的環境表現及風險管理的評核標準。本集團通過鼓勵供應商採用更環保的設備、設施及新技術，進一步減少建築項目的環境影響。

## ENVIRONMENT

### 環境篇

During the construction phase, the Group has implemented strict environmental compliance management, with clear requirements for contractors to abide by environmental laws and regulations, contract terms and other internal policies, such as reducing pollutant emissions, natural resource consumption and avoiding damage to the ecological environment. Besides, in order to promote green construction, the project departments have continually monitored contractors' compliance during construction processes, ensuring the effective implementation of construction measures for environmental protection.

The Group has rigorously regulated wastes and emissions involved in the construction period, and implemented the following management measures to prevent serious environmental pollution:

在施工階段，本集團實行嚴格的環境合規管理，明確要求承包商遵守環保法例法規、合約條款及其他內部政策，包括減少污染物排放、天然資源損耗及避免破壞生態環境。同時，為推進綠色施工，項目部門在施工過程中持續監察承包商的合規情況，確保環保施工舉措有效落實。

本集團嚴格規管工程期間涉及的廢棄物及排放物，已實施以下管理措施預防嚴重環境污染：

<b>Waste</b>	The Group has stipulated the reasonable classification and compliant handling of construction wastes, which wastes should be stored in designated areas for transport and cleanup on a daily basis. Hazardous wastes, such as chemical wastes and heavy metals, will be handled by qualified units to avoid soil pollution.
廢棄物	本集團規定對建築廢棄物進行合理分類及合規處理，將廢棄物存放於指定區域並每日安排轉運和清理。對於有害廢棄物，例如化學廢物及重金屬，將交由有資質的單位處理，避免土壤污染。
<b>Wastewater</b>	The Group has required the construction unit to strictly implement the wastewater treatment work stated in the project environmental management plan to control water pollution. Where appropriate, after preliminary wastewater treatment, wastewater should be reused on-site, while the remaining wastewater discharged to the wastewater treatment plant through municipal sewage network should meet the required standards.
污水	本集團要求施工單位嚴格落實項目環境管理計劃書所列的污水處理工作，以控制水污染。在適當情況下，進行初步廢水處理作現場重複利用，並確保經市政污水管網送往污水處理廠的工地廢水達標排放。
<b>Air pollutants</b>	Regarding the air emissions generated from the use of oil-consuming vehicles and machinery at the construction site, the Group has advocated the use of environmentally friendly energy, including adopting fuel-efficient vehicles and machinery, and using light diesel oil, to reduce air pollution.
廢氣	本集團針對工地燃油車輛及機械使用所產生的廢氣排放，鼓勵環保能源，包括採用高燃油效率的車輛及機械、使用輕柴油，以減少空氣污染。
<b>Dust</b>	The Group has adopted dust control measures such as regular watering and setting up consecutive and enclosed board fencing at the construction sites to limit dust pollution.
揚塵	本集團在施工地點採取定期灑水、設置連續及密閉圍擋等防揚塵措施，控制揚塵污染。

# SUMMARY OF KEY PERFORMANCE INDICATORS

## 關鍵績效指標概覽

### ENVIRONMENTAL PERFORMANCE

### 環境表現

Statistics 統計資料		2022	2021	Unit 單位
<b>Air emissions<sup>2</sup></b> 廢氣 <sup>2</sup>				
Nitrogen Oxides 氮氧化物		6.943	6.132	kg 千克
Sulphur Oxides 硫氧化物		0.395	1.943	kg 千克
Respirable Suspended Particulates 可吸入懸浮粒子		0.768	1.082	kg 千克
<b>Greenhouse gases<sup>3</sup></b> 溫室氣體 <sup>3</sup>				
Scope 1: Direct emissions 範圍1：直接溫室氣體排放	Combustion of fossil fuels 化石燃料燃燒	70.744	128.348	tonne of CO <sub>2</sub> -e 公噸二氧化碳當量
Scope 2: Energy indirect emissions 範圍2：能源間接溫室氣體排放	Purchased electricity 外購電力	174.670	36.658	tonne of CO <sub>2</sub> -e 公噸二氧化碳當量
Total GHG emissions 溫室氣體排放總量		245.415	165.006	tonne of CO <sub>2</sub> -e 公噸二氧化碳當量
GHG intensity (by employees) 溫室氣體密度(以員工人數計算)		0.649	0.311	tonne of CO <sub>2</sub> -e/ person 公噸二氧化碳當量 /人

<sup>2</sup> Refers to the Road Vehicles Air Pollutant Emission Inventory Preparation Technical Guide.

<sup>3</sup> Refers to the How to Prepare an ESG Report – Appendix 2: Reporting guidance on Environmental KPIs and the Guidelines for Accounting and Reporting Greenhouse Gas Emissions China Public Building Operation Units (Enterprises) (Trial).

<sup>2</sup> 參考《道路機動車大氣污染物排放清單編制技術指南》。

<sup>3</sup> 參考《如何編製ESG報告—附錄2：環保關鍵績效指標的匯報指引》及《公共建築運營企業溫室氣體排放核算方法和報告指南(試行)》。

## SUMMARY OF KEY PERFORMANCE INDICATORS

### 關鍵績效指標概覽

Statistics 統計資料		2022	2021	Unit 單位
<b>Energy</b> 能源				
Direct energy 直接能源	Petrol 汽油	257.757	241.734	MWh 兆瓦時
Indirect energy 間接能源	Purchased electricity 外購電力	300.638 <sup>4</sup>	62.782	MWh 兆瓦時
Total energy consumption 能源總耗量		558.394	304.516	MWh 兆瓦時
Energy intensity (by employees) 能源密度(以員工人數計算)		1.477	0.573	MWh/person 兆瓦時/人
<b>Water</b> 水資源				
Total water consumption 總耗水量		73,542.410 <sup>5</sup>	738.000	cubic metre 立方米
Water consumption intensity (by employees) 耗水密度(以員工人數計算)		194.557	1.390	cubic metre/ person 立方米/人

<sup>4</sup> In 2021, the electricity bill for the Group's headquarters in Dongguan and some floors of the Southern China regional office were included in the property rental fee. In 2022, the electricity bill for Southern China regional office were borne by the Southern China regional company, while the electricity bill for the Group's headquarters was paid by the Ruiying Hotel's account. Therefore, the headquarters in Dongguan had no electricity consumption during the Year, and the electricity consumption of the Southern China regional office has increased compared with last year. In addition, in 2022, the Group's Central China regional office has borne its electricity bill and expanded its human resources, which led to a significant increase in electricity consumption.

<sup>5</sup> In 2021, the water bill for the Group's headquarters in Dongguan and some floors of the Southern China regional office were included in the property rental fee. In 2022, the electricity bill for the Group's headquarters was paid by the Group's account, resulting in a significant increase in water consumption compared with last year.

<sup>4</sup> 2021年本集團於東莞之總部辦公室及華南區域辦公室部分樓層的電費包括在租金物業費。2022年華南辦公室電費由華南區域公司承擔，本集團之總部辦公室電費由瑞盈酒店帳戶繳交，故本年度東莞之總部辦公室沒有耗電量，而華南辦公室耗電量則較去年上升。另外，本集團的華中辦公室於2022年因自行承擔電費及人力資源擴大，令用電量大幅上升。

<sup>5</sup> 2021年本集團於東莞之總部辦公室及華南區域辦公室部分樓層的水費包括在租金物業費。2022年本集團之總部辦公室的水費由本集團賬戶繳交，故用水量較去年大幅上升。

## SOCIAL PERFORMANCE

## 社會表現

## Employment

## 僱傭

Statistics		2022	2021
統計資料			
<b>Number of employees<sup>6</sup></b>			
員工人數 <sup>6</sup>			
Gender 性別	Male 男性	223	331
	Female 女性	155	200
Age group 年齡組別	21-40	270	420
	21-40 歲		
	41-60	106	108
	41-60 歲		
Employment type 受聘類別	Above 60	2	3
	60 歲以上		
	Senior Management	14	23
	高級管理人員		
	Human Resources, Information Technology and Administration	46	63
	人力資源、資訊技術和行政管理		
	Development and Investments	18	61
	開發和投資		
	Engineering and Design	68	92
	工程和設計		
Cost Management, Tendering, and Procurement	46	53	
成本管理、招標和採購			
Project and Operations	58	48	
項目和營運			
Sales and Marketing	30	55	
銷售及營銷			
Accounts and Financing	52	69	
會計和財務			
Legal and Audit	6	9	
法律和審計			
Others	40	58	
其他			
<b>Total number of employees</b>		<b>378</b>	<b>531</b>
總員工人數			

<sup>6</sup> All employees in the reporting boundary are full-time employees in Mainland China.

<sup>6</sup> 報告範圍內的所有員工均為中國內地之全職員工。

## SUMMARY OF KEY PERFORMANCE INDICATORS

### 關鍵績效指標概覽

<b>Statistics</b>			
統計資料		2022	2021
<b>Employee turnover rate (number of employees resigned)</b>			
員工流失率(流失人數)			
Gender	Male	60.99% (136)	77.95% (258)
性別	男性		
	Female	36.77% (57)	51.00% (102)
	女性		
Age group	21-40	54.07% (146)	68.57% (288)
年齡組別	21-40 歲		
	41-60	44.34% (47)	64.81% (70)
	41-60 歲		
	Above 60	0% (0)	66.67% (2)
	60 歲以上		
<b>Total employee turnover rate (total number of employees resigned)<sup>7</sup></b>		51.06% (193)	67.80% (360)
總員工流失率(總流失人數) <sup>7</sup>			
<b>Percentage of newly hired employees (number of newly hired employees)</b>			
新入職員工佔比(新入職人數)			
Gender	Male	16.14% (36)	69.49% (230)
性別	男性		
	Female	9.68% (15)	40.50% (81)
	女性		
Age group	21-40	14.07% (38)	66.19% (278)
年齡組別	21-40 歲		
	41-60	12.26% (13)	30.56% (33)
	41-60 歲		
	Above 60	0% (0)	0% (0)
	60 歲以上		

<sup>7</sup> Although the turnover rate of the Group was relatively high during the Year due to the characteristics of the industry, business operation needs and the impact of the epidemic, the Group has timely replenished the relevant manpower needs to maintain stable operational performance and secure its growth momentum.

<sup>7</sup> 雖然由於行業特性、業務營運需要及疫情之影響，本集團年內之員工流失率較高，但本集團已適時補充相關人力需求，維持穩定的營運表現，保持增長動力。

## Training and Development

## 培訓與發展

Statistics		2022	2021
統計資料		2022	2021
<b>Percentage of employees trained</b>			
受訓員工百分比			
Gender 性別	Male 男性	100.0%	100.0%
	Female 女性	100.0%	100.0%
Employee category 職級	Senior management 高級管理人員	100.0%	100.0%
	Middle management 中層管理人員	100.0%	100.0%
	Other employees 其他員工	100.0%	100.0%
<b>Percentage of total employees trained</b>		100.0%	100.0%
總受訓員工百分比			
<b>Average training hours</b>			
平均培訓時數			
Gender 性別	Male 男性	11.8	43.0
	Female 女性	8.7	43.0
Employee category 職級	Senior management 高級管理人員	4.6	11.9
	Middle management 中層管理人員	4.8	19.2
	Other employees 其他員工	12.6	54.1
<b>Total average training hours</b>		10.5	43.0
總平均培訓時數			

## SUMMARY OF KEY PERFORMANCE INDICATORS

### 關鍵績效指標概覽

#### Supply Chain Management

#### 供應鏈管理

Statistics		2022
統計資料		
<b>Number of suppliers<sup>8</sup></b>		
供應商數目 <sup>8</sup>		
Category	Service	837
類別	服務提供	
	Product	330
	產品提供	
	Combination	109
	綜合	
	Engineering	744
	工程	
<b>Total number of suppliers</b>		2,020
總供應商數目		

#### Anti-corruption Training

#### 反貪污培訓

Statistics		2022
統計資料		
Total training hours	Directors	6
培訓總時數	董事	
	Employees	492
	員工	
Total number of people trained	Directors	1
培訓總人數	董事	
	Employees	377
	員工	

<sup>8</sup> The Group has uniformly applied the practice of hiring, managing and monitoring suppliers to all suppliers of the same type to ensure fairness in the system. During the Year, all suppliers within the reporting boundary were located in Mainland China.

<sup>8</sup> 本集團將聘用、管理及監察供貨商的慣例統一應用於所有同類供貨商，確保制度的公平性。本年度，報告範圍內的所有供應商均位於中國內地。

# LAWS AND REGULATIONS

## 遵守之法律法規

The Group strictly adheres to relevant laws and regulations, including but not limited to the following:

本集團嚴格遵守相關的法律法規，包括但不限於以下各項：

### Compliance management

#### 合規管理

- The Criminal Law of the PRC
- The Anti-money Laundering Law of the PRC
- 《中華人民共和國刑法》
- 《中華人民共和國反洗錢法》
- The Anti-unfair Competition Law of the PRC
- The Tendering and Bidding Law of the PRC
- 《中華人民共和國反不正當競爭法》
- 《中華人民共和國招標投標法》

### Social aspect

#### 社會層面

#### Employment system

#### 僱傭制度

- The Labor Contract Law of the PRC
- The Labor Law of the PRC
- The Social Insurance Law of the PRC
- 《中華人民共和國勞動合同法》
- 《中華人民共和國勞動法》
- 《中華人民共和國社會保險法》
- The Interim Regulation on the Collection and Payment of Social Insurance Premiums
- The Trial Measures for Maternity Insurance of Enterprise Employees
- The Regulations on Management of Housing Provident Fund
- 《社會保險費徵繳暫行條例》
- 《企業職工生育保險試行辦法》
- 《住房公積金管理條例》

#### Occupational health and safety

#### 健康與安全

- The Law of the PRC on Work Safety
- 《中華人民共和國安全生產法》

#### Product responsibility

#### 產品責任

- The Urban Real Estate Administration Law of the PRC
- The Advertising Law of the PRC
- 《中華人民共和國城市房地產管理法》
- 《中華人民共和國廣告法》

## LAWS AND REGULATIONS

遵守之法律法規

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### Environmental aspect

#### 環境層面

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- The Environmental Protection Law of the PRC
  - The Law of the PRC on the Prevention and Control of Environmental Noise Pollution
  - The Law of the PRC on Environmental Impact Assessment
  - 《中華人民共和國環境保護法》
  - 《中華人民共和國環境噪聲污染防治法》
  - 《中華人民共和國環境影響評價法》
  - The Regulations on the Administration of Construction Project Environmental Protection
  - The Temporary Regulations on the Environmental Inspection of Completed Construction Projects
  - 《建設項目環境保護管理條例》
  - 《建設項目竣工環境保護驗收暫行辦法》
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## 港交所 ESG 指引內容索引

Aspects 層面	Content 內容	Page Number/Remarks 頁碼索引／備註
<b>A Environmental</b>		
<b>A 環境</b>		
<b>A1 Emissions</b>		
<b>A1 排放物</b>		
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。	18, 38-40, 42, 50
A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	40, 43
A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions and intensity. 直接(範圍1)及能源間接(範圍2)溫室氣體排放量及密度。	43
A1.3	Total hazardous waste produced and intensity. 所產生有害廢棄物總量及密度。	40
A1.4	Total non-hazardous waste produced and intensity. 所產生無害廢棄物總量及密度。	40
A1.5	Description of emission target(s) set and steps taken to achieve them. 描述所訂立的排放量目標及為達到這些目標所採取的步驟。	39
A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	40

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<b>A Environmental</b>		
<b>A 環境</b>		
<b>A2 Use of Resources</b>		
<b>A2 資源使用</b>		
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。	38-39
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。	44
A2.2	Water consumption in total and intensity. 總耗水量及密度。	39, 44
A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	38
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	38-39
A2.5	Total packaging material used for finished products and per unit produced. 製成品所用包裝材料的總量及每生產單位佔量。	Given its business nature, daily operations of the Group do not have significant relevance to packaging materials. 鑒於業務性質，本集團之日常營運與包裝材料並沒有重大關聯。

Aspects 層面	Content 內容	Page Number/Remarks 頁碼索引／備註
<b>A Environmental</b>		
<b>A環境</b>		
<b>A3 The Environment and Natural Resources</b>		
<b>A3環境及天然資源</b>		
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。	38, 41-42
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	41-42
<b>A4 Climate Change</b>		
<b>A4氣候變化</b>		
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. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	40-41
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. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	40-41

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<b>B Social</b>		
<b>B 社會</b>		
<b>B1 Employment</b>		
<b>B1 僱傭</b>		
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, anti-discrimination, 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。	18, 21-26, 49
B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	24, 45
B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	46

Aspects 層面	Content 內容	Page Number/Remarks 頁碼索引／備註
<b>B Social</b>		
<b>B 社會</b>		
<b>B2 Health and Safety</b>		
<b>B2 健康與安全</b>		
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。	18, 26-27, 49
B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年(包括匯報年度)每年因工亡故的人數及比率。	26
B2.2	Lost days due to work injury. 因工傷損失工作日數。	26
B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	26-27

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<b>B Social</b>		
<b>B 社會</b>		
<b><i>B3 Development and Training</i></b>		
<b><i>B3發展及培訓</i></b>		
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。	28-30
B3.1	The percentage of employees trained by gender and employee category. 按性別及僱員類別劃分的受訓僱員百分比。	47
B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	47

Aspects 層面	Content 內容	Page Number/Remarks 頁碼索引／備註
<b>B Social</b>		
<b>B 社會</b>		
<b>B4 Labor Standards</b>		
<b>B4 勞工準則</b>		
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 preventing child and forced labor. 有關防止童工或強制勞工的： (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。	18, 21, 23, 49
B4.1	Description of measures to review employment practices to avoid child and forced labor. 描述檢討招聘慣例的措施以避免童工及強制勞工。	23
B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	23  During the Year, the Group was not aware of any violations in its operations. 本年度，本集團並無在營運中發現違規情況。

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### 港交所ESG指引內容索引

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<b>B 社會</b>		
<b>B5 Supply Chain Management</b>		
<b>B5 供應鏈管理</b>		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	33-35
B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	34, 48
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。	33-34, 48
B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	35
B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	35

Aspects 層面	Content 內容	Page Number/Remarks 頁碼索引／備註
<b>B Social</b>		
<b>B 社會</b>		
<b>B6 Product Responsibility</b>		
<b>B6 產品責任</b>		
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 health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 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： (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。	18-20, 30-33, 49  Given its business nature, daily operations of the Group do not have significant relevance to labelling. 鑒於業務性質，本集團之日常營運與標籤並沒有重大關聯。
B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.  已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Given its business, daily operations of the Group do not involve recalling products for safety and health reasons.  鑒於業務性質，本集團之日常營運不涉及因安全與健康理由須回收的產品。
B6.2	Number of products and service-related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	31, 33
B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	19
B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	31-32
B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	19

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### 港交所 ESG 指引內容索引

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<b>B Social</b> <b>B 社會</b>		
<b>B7 Anti-corruption</b> <b>B7 反貪污</b>		
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. 有關防止賄賂、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。	18-19, 49
B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	18
B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	19-20
B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	19, 48

Aspects 層面	Content 內容	Page Number/Remarks 頁碼索引／備註
<b>B Social</b>		
<b>B 社會</b>		
<b><i>B8 Community Investment</i></b>		
<b><i>B8 社會投資</i></b>		
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. 有關以社區參與來瞭解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	36-37
B8.1	Focus areas of contribution. 專注貢獻範疇。	36
B8.2	Resources contributed to the focus area. 在專注範疇所動用資源。	36-37



Huijing Holdings Company Limited  
滙景控股有限公司