

2023

ENVIRONMENTAL, SOCIAL AND
GOVERNANCE REPORT

環境、社會及
管治報告



SAM WOO CONSTRUCTION GROUP LIMITED

三和建築集團有限公司

(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 : 3822)

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1. ABOUT THE REPORT

1.1. Overview of the Report

This Environmental, Social and Governance Report (the “Report”) discloses ESG performance of Sam Woo Construction Group Limited (hereinafter referred to as the “Group” and “we”), whose shares are listed on the Main Board of The Stock Exchange of Hong Kong Limited (stock code: 03822), for the period from April 1, 2022 to March 31, 2023 (the “Reporting Period”). The Report is prepared according to the mandatory and the “comply or explain” provisions stipulated in the Environmental, Social and Governance Reporting Guide (the “ESG Guide”) as set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”).

1.2. Scope of Reporting

The Environmental, Social and Governance (“ESG”) policies and management measures contained in the Report are applicable to the Group/ Company and/or all wholly-owned subsidiaries. Unless otherwise specified, the Report covers the operation of headquarters of the Group, as well as the Group’s major projects carried out in the past reporting period, and the foundation works of Kai Tak Public Housing Project (“Kai Tak Project”). The Kai Tak Project has a relatively high total contract value for the Group during the Reporting Period, and this project has considerable influence on the Group’s operations during the Reporting Period. The construction lead time of this project is relatively long, and the information and data of its environmental KPIs are relatively sufficient. Therefore, unless otherwise indicated, all environmental KPIs in the Report only include data from the Kai Tak project.

1. 關於本報告

1.1. 報告簡介

本環境、社會及管治報告（「本報告」）披露三和建築集團有限公司（下稱「本集團」及「我們」，於香港聯合交易所有限公司上市的主板股份代號：（股份代號03822）於2022年4月1日至2023年3月31日（下稱「報告期間」）的環境、社會及管治表現。本報告乃根據香港聯合交易所有限公司（「香港聯交所」）證券上市規則（「上市規則」）附錄27《環境、社會及管治報告指引》（「ESG報告指引」）載列的強制性及不遵守就解釋級別的條文要求編制。

1.2. 報告範圍

本報告內所載之環境、社會及管治（「ESG」）政策及管理舉措適用於本集團／公司及／或所有全資擁有之子公司。除非特別說明，本報告的內容涵蓋本集團的總部辦公室的營運，以及過去報告期內本集團的主要工程項目，啟德公營房屋工程項目（「啟德項目」）的地基工程項目。啟德項目為本集團在報告期內總合約價值較高，該項目對本集團在報告期內的營運佔有相當影響力。而該項目工程時間較長，其環境關鍵績效指標的資料及數據亦相對充份。故此，除非有另有標示，本報告所有的環境關鍵績效指標則只包括啟德項目的數據。

1.3. Reporting Principles

The Report adhered to the ESG Reporting Guide and applied the following principles:

Materiality: In order to identify and assess material issues that have an impact on business-related parties, the Group identifies the material environmental and social issues through management interviews and internal and external stakeholder surveys, as well as evaluating the impact of various environmental, social and governance issues on the operations of the Group. For more information, please refer to the “Materiality Assessment” section.

Quantitative: In the Report, environmental and social key performance indicators (“KPI”) are shown in the form of quantitative data, and the measurement standards, methods, assumption and/or calculation tools, source of conversion coefficient for the KPIs are explained in their respective paragraphs.

Balance: The information and cases in the Report are mainly derived from the statistical reports, relevant documents and internal communication documents of the Group during the year 2022/23. The Group has confirmed that there are no false representations, misleading statements or material omissions in this report, and is responsible for the truthfulness, accuracy and completeness of its contents.

Consistency: In order to maintain meaningful comparability of ESG performances between years, the Group strives to adopt consistent reporting and calculation methodologies as far as reasonably practicable. For any changes in the methodology used, the Group will present and explain in the corresponding sections.

1.3. 匯報原則

本報告依循ESG報告指引，應用以下原則：

重要性：為識別及評估對業務有關人士有影響的重大事宜，本集團透過管理層訪談及內、外部持份者問卷調查的結果，以及評估各項環境、社會及管治事宜對本集團營運的影響，以識別重大環境社會議題，如需更多資料，請參照「重要性評估」的章節。

量化：本報告採用量化資料的方式展現環境與社會層面的關鍵績效指標（「關鍵績效指標」），有關本報告中關鍵績效指標的計量標準、方法、假設及／或計算工具、以及使用的轉換系數來源，均已在相應章節進行了說明。

平衡性：本報告的資料和案例主要來源於本集團2022/23年度的統計報告、相關文檔及內部溝通文件。本集團確認，本報告中並無虛假陳述、誤導性陳述或重大遺漏，並對其內容的真實性、準確性和完整性負責。

一致性：本報告為保持ESG表現的年度可比性，本集團在合理可行的情況下儘量採用一致的匯報及計算方法。如使用的方法有作出任何變更，本集團會在相應章節呈列並解釋。

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2. ESG GOVERNANCE STATEMENT FROM THE BOARD

The Company believes that sound ESG governance principles will effectively enhance our investment value and bring long-term returns to stakeholders and the Group. To better implement and improve the ESG management policies, the board of directors (the “Board”) of the Company is responsible for ESG management and supervision, establishing and reviewing the overall ESG vision, methods, strategies or initiatives. Meanwhile, it will also establish a conduit for communication between the departments of the Group in order to enhance and facilitate the coordination and participation between different departments, so that the ESG governance can be carried out smoothly. In addition, for the risk management in relation to ESG, the Board oversees the whole process of predicting ESG risks and implementing mitigation plans, pays attention to the potential impact of business operations on market trends, and makes adjustments to the approaches, in order to mitigate the negative impact on the Group’s business.

For major ESG issues, the Group engaged a third-party ESG consulting firm during the Reporting Period to assist in the identification of major ESG issues and make recommendations on its ESG performance. The consulting firm assisted in gathering and analyzing the opinions of the Group’s stakeholders on ESG issues and conducted materiality assessments. The Board also participated in the materiality assessment as a stakeholder to provide opinions, reviewed the assessment results provided by ESG consultant and identified major ESG issues.

2. 董事會的ESG管治聲明

本公司相信完善的ESG管治原則會有效提升我們的投資價值，為持份者及本集團帶來長期回報。為了更好地推行及改善ESG管理方針，本公司董事會（「董事會」）負責ESG管理和監督工作，設立及檢討ESG的整體願景、方法、策略或倡議。同時亦會建立本集團部門之間的溝通橋樑，促進和督導各部門之間的協調及溝通，使ESG管治工作能流暢進行。除此，在ESG相關風險管理方面，董事會監督預測ESG風險和執行緩解方案的整個過程，關注業務營運在市場走勢的潛在影響，並作出方針上的調整，以減少對本集團業務帶來的負面影響。

在重大ESG議題方面，本集團於報告期委聘第三方ESG顧問公司，以助識別重要ESG議題，並就其ESG表現作出建議。顧問公司協助收集及分析本集團持份者對ESG議題的意見，並進行重要性評估。董事會亦會以持份者的身份參與重要性評估提出意見、覆核由ESG顧問協助進行的評估結果及其識別出的重要ESG議題。

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The Group actively integrates the sustainable development goals (“SDGs”) proposed by the United Nations into ESG measures. The management of the Group reviews the planning and implementation of ESG-related works and related goals and indicators at regular meetings. The Group also shares its ESG progress with different stakeholders, particularly through the annual ESG reports. The Board will continue to seek opportunities to improve ESG performance. The Board will also formulate policies to respond to major issues related to ESG. In order to formulate and implement effective ESG measures, it will regularly review the Group’s ESG performance and the progress on its targets, and make timely adjustments to the ESG management policies, so as to lead the whole process on ESG management of the Group. The Group actively integrates the sustainable development goals (“SDGs”) proposed by the United Nations in ESG measures. The management of the Group reviews the planning and implementation of ESG-related work and related goals and indicators at regular meetings. The Group also shares its ESG progress with different stakeholders, especially through the company’s annual ESG report. The Board will continue to seek opportunities to improve ESG performance.

董事會亦會制定政策回應ESG相關的重要議題，為制定和執行有效之ESG措施亦定期檢討本集團的ESG表現及其目標達成的進度，適時對ESG管理方針作出調整，以領導整個集團的ESG進程。本集團在ESG措施上積極融入聯合國提出的可持續發展目標（「可持續發展目標」），本集團管理層在定期會議上檢視ESG相關工作之計劃和執行情況及相關目標和指標。本集團亦與不同持份者分享其ESG進展情況，尤其是透過本公司之年度ESG報告。董事會將會繼續尋求機會改善ESG方面之表現。

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ESG category ESG 範疇	ESG issues ESG 議題	Relevance to business operations 與業務營運之相關性	Relevant SDGs 相關的聯合國永續發展目標
Environmental 環境	A1: Emissions 排放物	<p>The Company is committed to improving the efficiency of resource utilization, addressing climate change and using innovative technology. We strictly abide by environment-related laws and regulations, and continuously improve the environmental performance of our operations. The Group aims to contribute to building sustainable cities and communities.</p> <p>公司致力改善資源應用效益、應對氣候變化及運用創新科技。我們嚴格遵守環境相關的法規，不斷積極改善營運的環境表現。本集團目標為建設可持續城市和社區作出貢獻。</p>	 Clean Water and Sanitation 清潔飲水和衛生設施
	A2: Use of Resources 資源使用		 Affordable and Clean Energy 經濟適用的清潔能源
	A3: Environment and Natural Resources 環境及天然		 Responsible Consumption and Production 負責任消費和生產
			 Climate Action 氣候行動

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Employment and Labor Standards 僱傭及勞工常規	B1: Employment 僱傭	<p>The Group is committed to creating a people-oriented working environment. We foster the cultural diversity and value health and safety. We actively nurture talent, provide appropriate support and equal opportunities, and support the positive development of the team.</p> <p>本集團矢志締造一個以人為本的工作環境。我們提倡多元文化，重視健康和 safety。我們積極培育員工，提供合適支援和平等機會，支持團隊的正向發展。</p>	 Gender Equality 性別平等  Decent Work and Economic Growth 體面工作和經濟增長  Reduced Inequalities 減少不平等
	B2: Health and Safety 健康與安全		 Good Health and Well-being 良好健康與福祉
	B3: Development and Training 發展及培訓		
	B4: Labor Standards 勞工準則		 Gender Equality 性別平等  Decent Work and Economic Growth 體面工作和經濟增長  Reduced Inequalities 減少不平等

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Operating Practices 營運慣例	B5: Supply Chain Management 供應鏈管理	<p>The Company is committed to building a sustainable supply chain that strikes a balance in terms of environment, society and governance. We take the initiative to establish long-term and mutually beneficial partnerships with suppliers and contractors, enhance communication and implement management.</p> <p>公司致力建立一個可持續發展的供應鏈，在環境、社會和管治方面取得平衡。我們主動與供應商和承辦商建立長遠互惠的夥伴關係，加強溝通和實行管理。</p>	 <p>Partnerships for the Goals 促進目標實現的伙伴關係</p>
	B6: Product Responsibility 產品責任	<p>The Group has adhered to the concept of putting customers first, and is committed to providing quality products and services that exceed customer expectations. We also keep updated with the latest developments, get to know about customer needs, protect customer rights and protect their health and safety through innovative technology and ideas.</p> <p>本集團一直堅持以客為先的概念，致力提供超越客戶期望的優質產品和服務。我們亦與時並進，透過創新科技和意念，理解顧客需要、維護顧客權利和保障他們的健康及安全。</p>	 <p>Good Health and Well-being 良好健康與福祉</p>  <p>Industry, Innovation and Infrastructure 產業、創新和基礎設施</p>  <p>Responsible Consumption and Production 負責任消費和生產</p>

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	B7: Anti-corruption 反貪污	<p>The Group advocates integrity and ethical operations, we have a “zero tolerance” towards any actions of corruption, and are committed to complying with all relevant anti-corruption regulations in different jurisdictions.</p> <p>本集團倡導誠信和道德經營，我們對任何形式的貪污行為採取零容忍態度，並致力於遵守不同司法權區的所有相關反賄賂法規。</p>	 <p>Peace, Justice and Strong Institutions 和平，正義與強大機構</p>
Community 社區	B8: Community Investment 社區投資	<p>The Group is attentive to the needs of the communities in which we operate in, to bring a positive impact on the community by investing in encouraging sports for charity, supporting the underprivileged, promoting education and holistic development.</p> <p>本集團用心了解我們營運業務所在社區的需要。在運動行善，扶助弱勢社群，推廣教育及全人發展等方面作出投資，正面地影響社會。</p>	 <p>No Poverty 無貧窮</p>  <p>Good Health and Well-being 良好健康與福祉</p>  <p>Sustainable Cities and Communities 可持續城市和社區</p>

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3. ENGAGEMENT OF STAKEHOLDERS

3.1. Communications with Stakeholders

The Group strives to collect opinions from stakeholders through different means of communication, including shareholders, customers, employees, suppliers, contractors, investors, governmental authorities, non-governmental authorities, media, regulatory agencies and the public. We protect their interests to determine the long-term development direction of the Group and maintain a close relationship with them. According to the requirements of the Listing Rules, the Group regularly discloses the Company's operations and project progress on the information disclosure website designated by the Stock Exchange (HKEXnews: www.hkexnews.hk). All disclosures are prepared and published in accordance with the requirements of the Listing Rules to ensure that investors are kept abreast of our latest developments.

The table below outlines our ongoing communication activities and methods with major stakeholders to understand their concerns:

Major stakeholders 主要持份者	Communication methods 溝通方式
Investors 投資者	The Group maintains close, transparent and efficient communication with stakeholders via meeting with investors, annual general meetings, emails and announcements. 通過投資者會面、股東周年大會、電郵及公告等形式，與持份者保持緊密、透明及高效溝通。
Customers 客戶	Customers may express their opinions through regular meetings, e-mails and telephone calls. The Group will furnish appropriate follow-ups as soon as practicable in case of complaints. 客戶可透定期會議、電郵及電話表達意見，若有投訴個案，必定盡快給予適當的跟進。

3. 持份者參與

3.1. 與持份者溝通

本集團努力通過不同的溝通方式收集持份者意見，包括股東、客戶、員工、供應商、承辦商、投資者、政府機構、非政府機構、媒體、監管機構和社會公眾。我們保障彼等權益，以確定本集團的長期發展方向及與其保持密切的關係。本集團根據上市規則的要求，聯交所指定資訊披露網站（披露易：www.hkexnews.hk）中定期披露本公司的經營情況及項目進展等，有關披露為按照上市規則的要求編制及發佈，務求令投資者能充分掌握我們的最新動態。

下表概述了我們與主要持份者的持續溝通活動及渠道，了解到他們的關注事項：

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Major stakeholders 主要持份者	Communication methods 溝通方式
Employees 員工	The Group will achieve an open and transparent procurement policy through e-mails, meetings, review and process evaluation. 電郵、會議、培訓及員工年度員工表現評核以檢討僱傭及員工福利制度，並透過培訓加強員工對職業安全及健康的意識。
Suppliers 供應商	The Group will achieve an open and transparent procurement through emails, meetings, review and evaluation process. 透過電郵、會議、審核及評估流程，達至公開透明的採購政策。

3.2. Engagement of Stakeholders and Materiality Assessment

In order to disclose sustainable development issues that are closely related to major stakeholders, at the reporting period, the directors of the Group and the ESG working group first conduct internal assessments, select issues related to the Group and identify major stakeholders, and then invite major stakeholders to participate in the materiality assessment via online questionnaire. The target is to collect qualitative and/or quantitative opinions, so that the Group can prioritize the importance of each relevant sustainable development issue on a sound basis.

We take four steps to prepare materiality assessments:

1. Identification 識別	<ul style="list-style-type: none">To identify major ESG issues that are considered relevant and important to our businesses and stakeholders based on the ESG guidelines issued by Hong Kong Stock Exchange, company policies and management strategies, characteristics of the industry, and business risks and opportunities.參考香港聯交所ESG 報告指引、公司政策及管理策略、行業特點及業務的風險與機遇等，以識別對集團業務和持份者最為相關和重要的ESG議題。
2. Collecting Opinions 收集意見	<ul style="list-style-type: none">To conduct a questionnaire survey and invite stakeholders including the board, employees, suppliers and customers to evaluate the importance of each issue from their own perspectives.進行問卷調查，邀請包括董事會、員工、供應商及客戶等持份者從自身角度評價各議題的重要性程度。

3.2. 持份者參與及重要性評估

為了披露與主要持份者息息相關的可持續發展議題，於準備報告期間，本集團的董事及ESG工作小組先進行內部評估，挑選與本集團相關的議題及識別主要持份者，再透過線上問卷調查邀請主要持份者參與重要性評估，目標是收集品質及／量化意見，使本集團有合理的根據按優先次序排列各個相關可持續發展議題的重要性。

我們採取四個步驟以準備重要性評估：

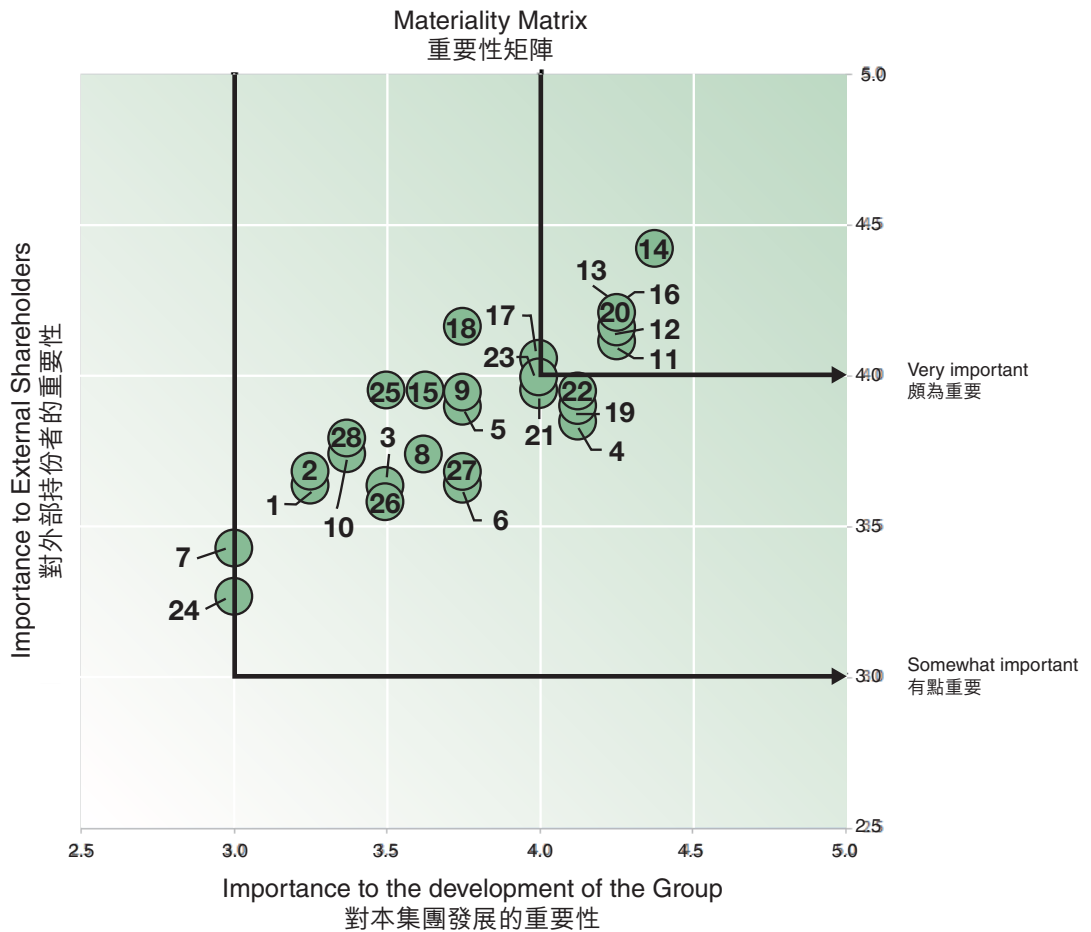
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|-----------------------------------|---|
| <p>3. Prioritisation
優先排序</p> | <ul style="list-style-type: none"> To select the important issues, draw the materiality assessment matrix, and obtain the preliminary evaluation results, so as to determine the strategic focus of sustainable development and improve the governance of sustainable development. 篩選出重要議題，並繪製重要性評估矩陣，得出初步評估結果，從而確定可持續發展戰略重點，完善可持續發展管治。 |
| <p>4. Confirmation
確認</p> | <ul style="list-style-type: none"> The ESG working group will discuss about and identify the assessment result to get final results of the materiality assessment. Final results are reported to the Board. 由ESG工作小組對評估結果進行討論和確認，並將最終確定重要性評估結果，彙報給董事會。 |

The results obtained through the above materiality assessment process are as follows:

透過上述的重要性評估流程，所得結果如下：



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The following issues have a material relationship and significant impact on the Group's sustainable development, so they are listed as key areas of focus for the Group's sustainable development.

以下的議題對本集團的可持續發展有重大的關係及影響，因此，被列為本集團可持續發展的重點關注領域。

Importance

Importance ratings 重要程度	No. 編號	ESG issue ESG 議題		
Important 頗為重要	11	Equal Employment 平等僱傭	14	Employee Communication 員工溝通
	12	Equal Opportunity and Diversity 平等機會及多元化共融	16	Training System 培訓制度
	13	Employee Well-being 員工福祉	20	Sustainable Supply Chain 可持續發展供應鏈
Less important 有點重要	1	Exhaust Emissions 廢氣排放	17	Rights Protection 權益保障
	2	Solid Waste Treatment 固廢處理	18	Supplier Selection Criteria 供應商的挑選準則
	3	Reduce Waste Water Discharge 減少廢水排放	19	Stringent Regulation 嚴格監管
	4	Use of Resources 善用資源	21	Product Safety 產品安全
	5	Energy Saving 節能降耗	22	Customer Service 客戶服務
	6	Water Saving and Efficiency Enhancement 節水增效	23	Protection of Consumer Data Privacy 消費者資料的私隱保障
	7	Packing Material 包裝物料	24	Advertising and Labeling 廣告及標籤
	8	Advocation of Green Office 倡導綠色辦公	25	Prevention and supervision 防範監管
	9	Green Construction 綠色施工	26	Whistleblowing Procedure 舉報程序
	10	Addressing Climate Change 應對氣候變化	27	Anti-corruption Training 反貪污訓練
	15	Occupational Health and Safety 職業健康與安全	28	Giving back to the Community 回饋社區

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Through the materiality analysis, the upper right corner of the materiality matrix shows the issues of high materiality. Through internal communication, the Group has identified the following three ESG issues which are important to the sustainable development of the Group. Those issues are therefore classified as the sustainable development focuses of the Group.

- Employee Communication
- Employee Wellbeing
- Sustainable Supply Chain

The Group has taken corresponding measures on issues of concern, which will be described in detail in subsequent sections. The Group continues to establish open, transparent, diversified and accurate communication channels, which serves as an important basis for the ESG governance of the Group and help the Group efficiently determine the direction of sustainable development and formulate strategic targets.

4. RISK MANAGEMENT

The Board of the Group, risk management committee, ESG committee or ESG working group regularly conduct ESG risk assessments for sustainable development issues. Two factors (i.e. the probability of risk occurrence and the degree of impact of risks) will be considered at the assessment process, to identify the degree of risk. The following are the assessment results:

透過重要性分析，在重要性矩陣圖的最右上方為高重要性議題。本集團經過內部溝通後，識別出以下三個ESG項目為對本集團可持續發展有重大影響，因而列為本集團可持續發展的重點關注領域。

- 員工溝通
- 員工福祉
- 可持續發展供應鏈

本集團已就關注議題作出相應措施，並在後續章節中作出詳細闡述。本集團持續建立公開透明、多元化以及準確的溝通渠道，為本集團的ESG管治提供重要憑據，有助本集團制訂高效的可持續發展方向及策略目標。

4. 風險管理

本集團的董事會、風險管理委員會及ESG委員會或ESG工作小組定期為可持續發展議題進行ESG風險評估，在評估過程中，考慮兩個因素 – 風險發生的機會率及風險的影響程度，識別風險程度，下列為評估結果：

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Addressing Risks

For the high-risk issues shown in the figure above, we have promoted the following measures to mitigate and control the impact of risks:

Risk issues

風險議題

Exhaust Emissions 廢氣排放

Use of Resources 善用資源

Employee Well-being 員工福祉

Employee Communication 員工溝通

Occupational Health and Safety 職業健康與安全

Supplier Selection Criteria 供應商的挑選準則

Stringent Regulation 嚴格監管

Sustainable Supply Chain 可持續發展供應鏈

Product Safety 產品安全

Customer Service 客戶服務

Protection of Consumer Data Privacy
消費者資料的私隱保障

風險應對

上圖所示的高風險議題，我們分別推動了下列措施，以緩解及控制風險影響：

Reference chapter

參考章節

Pollution Control 污染控制

Use of Resources 善用資源

Equal Employment 平等僱傭

Equal Employment 平等僱傭

Occupational Health and Safety 職業健康與安全

Supply Chain Management 供應鏈管理

Supply Chain Management 供應鏈管理

Supply Chain Management 供應鏈管理

Quality Construction 優質施工

Quality Construction 優質施工

Quality Construction 優質施工

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5. ENVIRONMENTAL

5. 環境



Clean Water and Sanitation

清潔飲水和衛生設施



Affordable and Clean Energy

經濟適用的清潔能源



Responsible Consumption and Production

負責任消費和生產



Climate Action

氣候行動

5.1. Directional Targets for Environmental Protection

5.1. 環境保護的目標方向

The Group actively integrates the concept of environmental protection into its daily operation, to ensure the operation is carried out in an environmentally responsible manner, prevent pollution and reduce the consumption of resources, and formulate the following objectives to control the impact derived from its operation on the environment.

本集團積極將環保理念融入到企業日常運作，確保營運過程對環境負責，防範污染及減少資源的耗用；並制定下列目標以管控運時對環境所造成的影響。

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The Group's emission targets and measures taken to achieve them are as follows:

本集團的排放目標和為實現這些目標而採取的措施如下：

TARGET FOR ENVIRONMENTAL PROTECTION 環保目標	DIRECTIONAL INDICATOR 方向性指標	MEASURE TAKEN DURING THE YEAR 年內的措施
Reducing emissions 減少排放物	1. To reduce emissions from transportation and thereby minimizing direct greenhouse gases 減少因交通而產生的排放物，務求減少直接溫室氣體	<ol style="list-style-type: none">1. Provided and encouraged employees to use video and teleconferencing systems, in a bid to reduce direct greenhouse gas emissions caused by business trips and related transportation 我們提供並鼓勵員工使用視頻及電話會議系統，以減少商旅出差及其相關交通運輸引致的直接溫室氣體排放2. Formulated policies on regional procurement by giving priority to procurement from local suppliers to reduce energy consumption and greenhouse gas emissions due to long-distance transportation processes 制訂了關於區域性採購的政策，優先選用本地供應商，以減少因長途的運輸過程而增加的能源消耗及溫室氣體的排放
Improving energy efficiency 提升能源效益	1. To reduce demands for electricity and thereby minimizing indirect greenhouse gases generated 降低對電的需求，達至減少間接溫室氣體的產生	<ol style="list-style-type: none">1. Adopted zoning control for lighting and air-conditioning systems in the office to save electricity and reduce indirect greenhouse gases generated 辦公室的照明及空調系統採用分區控制以節約用電，務求減少間接溫室氣體的產生2. The air conditioners' temperature was set at 25°C to save electricity and reduce indirect greenhouse gases generated 設定空調溫度為25°C，藉此節約用電，減少間接溫室氣體的產生3. Priority was given to energy-efficient and low-emissions models to save electricity and reduce indirect greenhouse gases generated 優先選擇高能源效益及較少排放的型號以節約用電，達至減少間接溫室氣體的產生

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TARGET FOR ENVIRONMENTAL PROTECTION 環保目標	DIRECTIONAL INDICATOR 方向性指標	MEASURE TAKEN DURING THE YEAR 年內的措施
Reducing waste 減低廢棄物	1. To reduce construction waste 減少建築廢物	1. Evaluated the production process and found out the source of waste so as to formulate a plan to reduce hazardous waste generated 評估生產流程，找出廢棄物產生的源頭，以制訂減少有害廢棄物的產生
	2. To reduce water consumption and hence sewage 減少用水量，從而減少污水	2. Recycled construction materials and reused them after recycling to reduce construction waste generated 回收建築物料，務求回收後再重用，減少建築廢物的產生
	3. To reduce waste paper generated 減低廢紙的產生	3. Set up a sewage treatment tank on the construction site for sewage treatment. The treated water is subsequently used for washing on-site machines, equipment and vehicles, road spraying, watering and suchlike, thereby lowering the water consumption and sewage 於施工場地建立污水池處理廢水，再把已處理的廢水用作現場機具、設備、車輛沖洗、噴灑路面、綠化澆灌等用途，降低用水量同時減少污水
		4. Raised employees' awareness of water conservation by promoting water resources management measures to them in environmental training activities, and reduced the amount of sewage 提高員工的節水意識，在環境培訓中向員工宣傳水資源管理措施，減少污水量
		5. Encouraged paperless office by replacing traditional paper documents with electronic documents to reduce waste paper generated 鼓勵無紙化辦公，利用電子文檔取代傳統紙質文檔，減少紙張的產生

5.2. Pollution Control

The Group aims to achieve continuous commitment to environmental protection, by adopting a series of measures to reduce environmental impacts, including curbing exhaust gas and greenhouse gas emissions, sewage and land pollution and reducing the generation of hazardous and non-hazardous waste. Relevant environmental protection measures are implemented in its business operations, which include:

Greenhouse Gas Management

- Providing and encouraging employees to use video and teleconferencing systems to facilitate operation and management, in a bid to reduce greenhouse gas emissions caused by business trips and related transportation;
- Formulating policies on regional procurement by giving priority to procurement from local suppliers to reduce energy consumption and greenhouse gas emissions due to long-distance transportation processes; and
- Giving priority to environment-friendly equipment, such as variable frequency air conditioning equipment and refrigerants with less damage to the ozone layer; and using induction cooker instead of gas equipment.

Solid Waste Management

- Promote waste reduction at source, assess production procedures regularly, identify the source of waste to formulate policies to reduce the generation of hazardous waste;
- Facilitate recycling to treat waste in a responsible manner; and

5.2. 污染控制

本集團旨在通過採取一系列措施減少環境影響，實現對環境保護的持續承諾，包括限制排放氣體和溫室氣體、污水和土地污染以及減少有害和無害廢物的產生。相關的環境保護措施在其業務運營中得到實施，包括：

溫室氣體管理

- 提供並鼓勵員工使用視頻及電話會議系統，藉此方法進行運營管理以減少商旅出差及其相關交通運輸引致的溫室氣體排放；
- 制訂了關於區域性採購的政策，優先選用本地供應商，以減少因長途的運輸過程而增加的能源消耗及溫室氣體的排放；及
- 優先選用較環保的設備，例如：可變頻空調設備及使用減低損壞臭氧層的冷媒；改用電磁爐具，以取代使用煤氣的設備。

固廢處理

- 推動源頭減廢，定期評估生產流程，找出廢棄物產生的源頭，以制訂減少有害廢棄物的產生；
- 促進回收，以負責任的方式處理廢物；及

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- Formulated comprehensive construction waste management plans for construction projects, including recycling, handling, transferring and disposing of construction waste.

As the hazardous waste and non-hazardous waste generated by the Kai Tak Project were collected, handled and disposed of by the general contractor, the Group had no relevant records during the reporting period. Although we do not handle hazardous waste and non-hazardous waste directly, we strictly review the general contractor's waste management measures. For example, the general contractor will separate hazardous waste and put them into designated containers and storage areas separately; all non-hazardous construction waste will be transported to designated receiving facilities for construction waste in accordance with the requirements of the Waste Disposal Ordinance.

Wastewater Discharge Management

- The construction wastewater is treated at the sewage treatment tank first before discharging into sewage drains to ensure compliance with the requirements of the effluent discharge permit; and
- Promote the concept of wastewater recycling by setting up a sewage treatment facilities on the construction site to treat wastewater, and the treated wastewater is subsequently used for washing on-site machines, equipment and vehicles, road spraying, watering and suchlike, so as to conserve water and reduce wastewater discharge.

- 為工程項目均已制訂完善的建築廢物管理計劃，當中包括回收、處理、轉移和棄置建築廢物。

由於啟德項目所產生的有害廢棄物及無害廢棄物均由總承建商收集、處理及棄置，所以本集團在報告期內並未有相關記錄。雖然我們並未有直接處理有害廢棄物及無害廢棄物，但是我們亦會嚴格審視總承建商的廢棄物管理措施，例如：相關總承建商會將有害廢棄物進行分類，並獨立儲存於指定的垃圾收集箱或地點；所有無害的建築廢料會按照《廢物處置條例》的要求，運送往指定的建築廢料接收設施。

廢水排放管理

- 建築過程中所產生的污水會先經過污水處理池處理以確保符合污水排放牌照的條件，再經污水渠排放；及
- 推廣廢水循環利用的理念，於施工場地建立污水池處理廢水，然後把已處理的廢水用作現場機具、設備、車輛沖洗、噴灑路面、綠化澆灌等用途，務求節省用水，並且減少廢水排放。

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The Group strictly abides by the relevant laws and regulations of the operating locations which the reports of the Group cover, including the Air Pollution Control Ordinance, the Waste Disposal Ordinance, the Water Pollution Control Ordinance and the Noise Control Ordinance. During the reporting period, the Group had no violations related to emissions, and all emissions are in compliance with relevant national standards.

本集團嚴格遵守匯報地點所屬營運地區的相關法律法規，包括《空氣污染管制條例》、《廢物處置條例》、《水污染管制條例》及《噪音管制條例》等。報告期內，本集團概無與排放物相關的違規情況出現，所有排放均符合相關的國家標準。

The following table sets out the amount of each emission generated by the Group in the Reporting Year:

下表載列本集團於本報告年度各排放物的產生量：

Pollutants 污染物	Unit 單位	Quantity of exhaust pollutant emissions 廢氣污染物排放量
Nitrogen oxide (NOx) 氮氧化物 (NOx)	kg 千克	1,832.22
Sulphur oxide (SOx) 硫氧化物 (SOx)	kg 千克	1.57
Particulate matter (PM) 顆粒 (PM)	kg 千克	131.23
Type of greenhouse gas emissions 溫室氣體排放類別	Unit 單位	Greenhouse gas emissions 溫室氣體排放量
Total greenhouse gas emissions 總溫室氣體排放量	tCO ₂ -e 公噸二氧化碳當量	4,966.68
Total greenhouse gas emissions intensity 總溫室氣體排放量密度	tCO ₂ -e/m ² of concrete 公噸二氧化碳當量/ 每立方米混凝土用量	0.410
Direct emissions (Scope 1) 直接排放 (範圍一)	tCO ₂ -e 公噸二氧化碳當量	4,942.78
Indirect energy emissions (Scope 2) 能源間接排放 (範圍二)	tCO ₂ -e 公噸二氧化碳當量	23.89

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Notes:

The calculations were based on the Reporting Guidance on Environmental KPIs issued by the Stock Exchange, 2006 IPCC Guidelines for National Greenhouse Gas Inventories, IPCC Sixth Assessment Report, and latest grid emission factors announced by CLP;

Scope 1 includes emissions from combustion of diesel oil in stationary sources and direct emissions from combustion of diesel oil and unleaded gasoline in mobile sources; and

Scope 2 includes energy indirect emissions from purchased electricity.

5.3. Use of Resources

We developed codes of practice and technical guidelines. The code and guidelines regulate our environmental protection requirements on employees, contractors and suppliers and provide employees with more specific management suggestions and measures to reduce the consumption of environmental and natural resources, including energy, water and other natural resources. We are committed to cherishing resources and formulating relevant energy-saving and water-saving measures to achieve resource utilization efficiency and avoid waste. The measures include:

Energy Conservation and Consumption Reduction

- For effective energy management, we have already adopted the ISO50001 Energy Management System and have been certified for many years. With this systematic management, we expect to lower energy costs, reduce greenhouse gas emissions and achieve the Group's sustainable development goals;

註：

計算乃基於聯交所所發佈的環境關鍵績效指標報告指引、2006年IPCC國家溫室氣體清單指南、IPCC第六次評估報告、中華電力有限公司最新電網排放因子；

範圍 1 包括柴油的固定燃燒排放及柴油與無鉛汽油的移動源直接燃燒排放；以及

範圍 2 包括辦公室購買電力的能源間接排放。

5.3. 善用資源

我們制訂實務守則及技術指引，該守則及指引規範了我們對員工、承包商和供應商的環境保護要求，並為員工提供了更具體的管理建議及措施，以減低對環境及自然資源的消耗，包括能源、水及其他天然資源等；我們致力珍惜資源，並制定相關節能節水措施，以達致資源使用效益，避免浪費，措施包括：

節能降耗

- 為有效進行能源管理，我們早已採用ISO 50001能源管理系統，並持續多年獲得認證。期望藉此系統化的管理，使能源成本降低、減少溫室氣體排放，進而達到本集團的可持續發展目標；

- We advocate the use of energy-saving, efficient and environment-friendly construction equipment, tools and office appliances recommended by the state and the industry. We also adopt various energy conservation measures based on the construction requirements of the general contractor and the developer; and
- We constantly update the latest news on environmental protection to enhance existing services and reduce environmental pollution.
- 我們提倡使用國家、行業推薦的節能、高效、環保的施工設備、機具和辦公用具。而且按照總承建商及發展商的施工要求，採取各項節約能源措施；及
- 我們亦持續更新環保的最新消息以優化現有服務，從而減少環境污染。

Water Conservation and Efficiency Enhancement

節水增效

- Advocate the concept of “saving water and using water wisely”, and prudently use water resources to reduce emissions at source;
- Instruct project managers to strictly control sewage treatment and discharge and strengthen the management of water resources, in an effort to promote the recycling and reuse of water resources, and hence reduce waste; and
- Promote the use of recycled water during construction. The construction wastewater will be sent to the sewage treatment tank for treatment and reused for water spraying to reduce dust and for equipment cleaning on the construction sites, which helps reduce water consumption and control the negative impact of emissions on the surrounding environment.
- 提倡「節約用水、明智用水」，審慎地使用水資源，從源頭減排；
- 囑咐各工程項目主管嚴格管控污水處理排放及加強對水資源的管理，致力推動回收重用水資源，從而減少浪費；及
- 在施工過程中推行使用循環水，把工序中產生的污水輸送到污水處理池處理，然後用於工地內作減塵灑水及清洗裝備，以減少用水之餘亦有助控制排放物對於周遭環境的負面影響。

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The table below sets out the total consumption and intensity of the major resources of the Group during reporting year:

下表載列本集團於本報告年度的主要資源的總耗量及密度：

Type of energy 能源種類	Unit 單位	Energy consumption 能源耗量
Total energy consumption 總能源耗量	'000 kWh 千個千瓦時	22,775.26
Total energy consumption intensity 總能源耗量密度	'000 kWh/m ² of concrete 千個千瓦時／每平方米 混凝土用量	1.88
Direct energy consumption 直接能源耗量	'000 kWh 千個千瓦時	22,714.00
Direct energy consumption intensity 直接能源耗量密度	'000 kWh/m ² of concrete 千個千瓦時／每平方米 混凝土用量	1.88
Including: 其中：		
Fuel consumption 燃油耗量	'000 kWh 千個千瓦時	22,714.00
Fuel consumption intensity 燃油耗量密度	'000 kWh/m ² of concrete 千個千瓦時／每平方米 混凝土用量	1.88
Indirect energy consumption 間接能源耗量	'000 kWh 千個千瓦時	61.26
Indirect energy consumption intensity 間接能源耗量密度	'000 kWh/m ² of concrete 千個千瓦時／每平方米 混凝土用量	0.01
Including: 其中：		
Electricity consumption 電力耗量	'000 kWh 千個千瓦時	61.26
Electricity consumption intensity 電力耗量密度	'000 kWh/m ² of concrete 千個千瓦時／每平方米 混凝土用量	0.01

Notes:

註：

The energy data is converted to kWh by reference to the lower calorific value announced by the International Energy Agency.

能源數據參考較國際能源總署的低熱值換算為千瓦時。

Fuel included unleaded gasoline and diesel.

燃油包括無鉛汽油及柴油。

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5.4. Green Operation

The Group proactively integrates environmental responsibility into its daily operations, promotes green operation and green procurement policy to reduce environmental impact and the consumption of natural resources. Meanwhile we continue to examine feasible strategies and measures for energy conservation and explore new ways of energy conservation and carbon reduction.

5.4. 綠色營運

本集團積極將環境責任融入到企業日常經營行為中，提倡綠色營運及綠色採購政策，以減低對環境及自然資源的消耗。同時，我們會持續檢視節約能源的可行策略和措施，並探索更多節能和減碳的新方法。

Name of measure 措施名稱	Details of the measure 措施內容
Green Office 綠色辦公室	<ul style="list-style-type: none">• Adopting zoning control for lighting and air-conditioning systems in the office• 辦公室的照明及空調系統採用分區控制• Encouraging paperless office by replacing traditional paper documents with electronic documents• 鼓勵無紙化辦公，利用電子文檔取代傳統紙質文檔• Setting air conditioners' temperature at around 25°C• 設定空調溫度為大約25°C• Arranging for the supplier to collect toner cartridges to reduce the production of hazardous waste• 碳粉匣會安排由供應商作回收，減少危險廢棄物的產生• Advocating the use of recycled paper in response to the call for cherishing the earth's resources• 提倡使用再造紙以響應珍惜地球資源
Promoting Green Concepts in the Supply Chain 在供應鏈中宣傳環保	<ul style="list-style-type: none">• All contracts entered into with suppliers contain all requirements on environmental protection. Suppliers are required to comply with environmental protection laws and regulations and the standards of the Group• 與供應商簽訂的合同中包含環境保護的所有規定，供應商必需遵從環保法律法規及本集團的標準• The Group will also use posters and emails from time to time to encourage sub-contractors to comply with environmental protection measures• 本集團亦不時使用海報和電子郵件鼓勵分包商遵循環保措施

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Name of measure 措施名稱	Details of the measure 措施內容
Providing Environmental Protection Training 提供環保培訓	<ul style="list-style-type: none">• The Group provides every new employee with environmental protection training for them to understand the requirements and standards of the industry and the Group on environmental protection• 本集團均會為新入職的員工提供環保培訓，讓他們瞭解行業及本集團對環境保護方面的要求及標準• At day-to-day meetings, we remind and educate employees and workers on our environmental protection effort• 在日常會議中均會提醒及教育員工及工人實施環保工作
Green Purchase and Management 綠色採購及管理	<ul style="list-style-type: none">• Priority is given to models that are energy efficient and low in emissions to support environmental protection when they meet the Company's requirements• 在符合公司要求情況下，優先選擇高能源效益及較少排放的型號以支持環保• After completion of a project, tools and equipment that are in good condition would be transported back to the warehouse to be used for other projects• 當工程項目完工後，狀態良好的工具及裝備會帶回倉庫，以備其他工程再用• The Group would procure materials based on the actual needs of the project and would record the quantity used for monitoring to prevent wastage due to lack of management• 按工程實際需要計劃採購的材料和物資，並記錄用量以便監察，避免因欠缺管理而導致浪費• Regular inspections and maintenance are carried out to increase energy efficiency, slow down the damage and prolong the shelf life of the machineries• 定期進行日常檢查和保養以提升能源效益及減慢機器損壞，延長工作壽命

Green construction

The major pollution generated by the Group is from the daily operation of the construction site. To effectively control and manage various environmental discharges as a priority, the Group has in place a Green Construction Scheme for control and strict monitoring. It ensures that construction works are carried out in accordance with relevant environmental protection laws and regulations to reduce the environmental impact of the project construction process on the surrounding environment.

綠色施工

地盤日常運作是本集團的主要產生污染的來源之一，為有效及重點控制管理各項環境排放物，本集團已制訂一套「綠色施工方案」以管制及嚴格監控，確保施工按照相關環保法律法規執行，將項目施工的過程對周邊的環境影響降至最低。

Site management

工地管理

Airborne dust prevention
防揚塵

- Adopting effective dust prevention measures on site (for example, water sprinkling, hard-paving ground, fencing, netting and sealing)
- 現場採取有效防塵措施（如灑水、地面硬化、圍檔、密網覆蓋、封閉等
- Ensuring the airborne dust control meets the requirements of the Air Pollution Control Ordinance and Building Environmental Assessment Method Plus for New Buildings
- 確保施工現場揚塵控制須達到《空氣管制條例》及《綠建環評－新建建築》規定

Noise suppression
降噪音

- Noise must not exceed the requirements of the Noise Control Ordinance and Building Environmental Assessment Method Plus for New Buildings
- 噪音不得超過《噪音管制條例》及《綠建環評－新建建築》規定
- Regulating and controlling noise instantly on the construction site
- 在施工場界對噪音進行即時監測與控制

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Site management

工地管理

Wastewater treatment

污水處理

- Applying for wastewater discharge permit according to the discharge requirements
- 按照排放要求申請污水排放許可證
- Assigning qualified units to monitor wastewater quality
- 委託合資格的單位進行廢水水質檢測
- Ensuring the wastewater discharge meets the requirements of the Water Pollution Control Ordinance
- 確保污水排放達到《水污染管制條例》的規定

Waste management

廢棄物管理

- Setting a temporary storage site for waste
- 設立廢棄物臨時貯存場地
- Conducting waste classification with clear classification
- 分類擺放並有明確的標識
- Hazardous solid waste is required to be classified and placed in a confined area
- 有害固體廢棄物必須分類收集，以及封閉存放
- When certain amounts are stockpiled, local certified collector is engaged to dispose of the waste
- 積存一定數量後則須委託當地合資格的收集商統一處理
- Ensuring the requirement of the Waste Disposal Ordinance are met
- 確保符合《廢物處置條例》的規定

5.5. Addressing Climate Change

In response to sudden extreme weather such as severe cold or super typhoon, the Group has formulated corresponding measures to mitigate the risks caused, which include:

Type of risks
風險類型

Description of risks in relation to climate change
氣候變化風險描述

Acute risks
即時性風險

Hong Kong is surrounded by sea, its inevitably exposed to natural disasters such as typhoons, flooding and extreme heat. These disasters can lead to the risk of construction being disrupted, supply chain interruptions, and project delay due to shut-down, and ultimately reduce production capacity.

香港位於沿海地區，因此必須面對颱風、水浸和酷熱天氣等自然災害。這些災害可能會導致施工受到破壞、供應鏈中斷以及因停工而導致工程未能如期進行等風險，進而降低生產能力。

5.5. 應對氣候變化

為應對突如其來的極端天氣如嚴寒或超強颱風等，本集團制定相應措施，減緩其造成的風險。例如：

Measures taken
應對措施

To respond to extreme weather such as typhoon, rainstorm and heat wave, the Group will adopt corresponding measures according to the Guide on Safety at Work in Times of Inclement Weather and Code of Practice in Times of Typhoons and Rainstorms issued by the Labour Department, and the Guidelines on Site Safety Measures for Working in Hot Weather issued by the Construction Industry Council. For office staff, we will arrange employees' reporting for duty and release from work, and other relevant arrangements according to the Code of Practice in Times of Typhoons and Rainstorms released by the Hong Kong Labor Department.

為因應極端天氣如颱風、暴雨和酷熱等突發情況，本集團參考勞工處所發出的《惡劣天氣下的工作安全指南》、《颱風及暴雨警告下的工作守則》，以及建造業議會所發出的《在酷熱天氣下工作的工地安全指引》，制訂相應的應對措施。對於辦公室員工，我們將按照香港勞工處所發出的《颱風及暴雨警告下的工作守則》的建議，安排員工的上下班及其他相關工作安排。

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Type of risks 風險類型	Description of risks in relation to climate change 氣候變化風險描述	Measures taken 應對措施
Policy and law 政策及法律	As laws and regulations related to climate change being more stringent, the Company faces risks in procurement, transportation and construction, that leading to higher operating costs and compliance costs. 隨著與氣候變化相關的法律監管日益收緊，公司在採購、運輸和施工方面面臨風險，導致營運成本和合規成本上升。	The Group implements various measures to conserve energy and reduce emissions, and strictly abides by relevant environmental laws and regulations. We strive to promote energy conservation and emission reduction while complying with laws and increasing production. 本集團實施多項節能減排措施，同時嚴格遵守相關的環境法規。我們致力於在符合法規的前提下提高產量，同時提升節能減排的水平。
Long-term risk 長期性風險	Climate change may cause extreme weather and make the supply of construction raw materials unstable and lead to delays in construction projects. Meanwhile, climate change will also have an adverse impact on employees' health and travel. 氣候變化可能導致極端天氣事件，進而導致建築原材料的供應不穩定，並延誤建築工程進度。同時，氣候變化也可能對員工的健康和出行產生不利影響。	Upholding the concept of green procurement, the Group implements policies on regional procurement by giving priority to procurement from local suppliers. All of these initiatives can reduce energy consumption and greenhouse gas emissions, and ultimately promote sustainable development. Furthermore, reducing additional transportation processes also mitigates the negative impact of project delay arising from transportation. 本集團一直支持綠色採購理念，並實行區域性採購政策，優先選用本地供應商。這樣做可以減少額外的運輸過程，降低能源消耗和溫室氣體的排放，從而推動可持續發展。此外，由於減少了額外的運輸過程，我們也能減少因運輸問題而延誤工程的負面影響。

6. SOCIAL

6.1. Employment and Labor Standards



Clean Water and Sanitation

清潔飲水和衛生設施



Affordable and Clean Energy

經濟適用的清潔能源



Responsible Consumption and Production

負責任消費和生產



Climate Action

氣候行動

6.1.1. Equal Employment

Our business success depends on the unremitting efforts and dedicated service of all employees. The Group understands that recruiting, retaining and cultivating talents will help the Group maintain its market competitiveness. In order to protect the rights of employees, the Group strictly abides by relevant laws and regulations on remuneration and dismissal, recruitment and promotion, working hours, holidays, equal opportunities, diversity, anti-discrimination and other benefits and welfare, such as the Hong Kong Employment Ordinance, and there was no case of violation during the period. The Group has formulated employment policies that comply with relevant laws and regulations.

6. 社會

6.1. 僱傭及勞工常規

6.1.1. 平等僱傭

我們的業務成功有賴全體員工的努力不懈及竭誠服務，本集團明白吸納、保留及栽培人才，有助保持市場競爭力。為保障僱員權利，本集團嚴格遵守有關薪酬及解僱、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相關法律及規例，例如《香港僱傭條例》，期內並未有違規情況。本集團已制定符合相關法律及法規的僱傭政策。

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Equal opportunities and diversity

During recruitment, we consider and evaluate the candidates' work experience, skills, abilities and relevant qualifications. We have implemented a highly transparent and unified recruitment process to ensure the fairness, openness and impartiality of the recruitment and employment process. When determining the promotion of employees, we follow the principle of "putting each person in a suitable position" with reference to the evaluation of employees' work performance and their experience, personal ability and potential which are regarded as the conditions for promotion.

Employee well-being

We offer competitive remuneration packages for employees according to the assessment on their experience and performance. The full-time employees in Hong Kong are entitled to MPF contributions, paid leave, maternity leave, work-related group personal accident insurance, group personal accident insurance during employees' participation in social, recreational and voluntary activities, medical insurance and long-term service awards in accordance with statutory requirements. Moreover, if employees suffer losses as the result of an injury or death due to an accident at work, the Group would pay a reasonable compensation to the employees and their family in accordance with the labor law. The Group's policy is strongly against overtime work for employees. Prescribed overtime pay and compensatory leave would be given for overtime work.

平等機會及多元化共融

在招聘過程中，我們會考慮及評估候選人的工作經驗、技能、能力和相關資歷。我們落實了一套高透明度的統一招聘流程，以保證招聘及聘用過程的公平、公開、公正。在審視員工晉升時，我們將依據「適才適用」的原則，並參照員工的工作表現評估、就其經驗及個人能力及潛力作為員工晉升的條件。

員工福祉

我們提供具有競爭力的薪酬待遇，根據員工的經驗和表現進行評估。香港全職員工可以按照法例要求享有強積金供款、有薪假期、產假、工作相關的團體個人意外保險、員工參與社交、康樂和志願活動期間的團體個人意外保險、醫療保險和長期服務獎勵。此外，如果員工因工傷或工業死亡意外而遭受損失，本集團會按勞工法例對員工及其家屬作出合理賠償。本集團的政策強調不強迫員工超時工作，而超時工作亦有預先定明的超時薪酬或補假。

The Group promotes the healthy work-life balance to ensure the well-being of employees. In order to relieve work pressure, we hold a series of activities from time to time, including gatherings, lectures, health lectures, fitness activities and recreational activities, to help relieve their work pressure, enhance employee relations, strengthen contacts between employees and enhance team cohesion.

Employee communication

Listening to employees' voices is an important way to improve our efficiency. Meanwhile, it can keep us aware of problems employees encounter in a timely manner and help solve their problems. We use different channels to inform our employees of the latest news of the Group and collect their opinions. The senior management will regularly review employees' suggestions and propose solutions to the problems.

As at 31 March 2023, the ratio of male and female employees (including senior management) is 90% and 10% respectively. The Board recognizes that most of the employees in the construction industry are male worker. The Group will continue to consider diversity, such as gender diversity, in the recruitment process in the future, so as to maintain gender diversity in the overall team (including senior management).

本集團鼓勵員工實現健康的工作與生活平衡，以保障員工福祉。為減輕工作壓力，我們不時舉辦一系列活動，包括聚會、講座、健康講座、健身活動和文娛活動等，以幫助員工減輕工作壓力、增進員工關係，加強員工之間的聯繫，提高團隊凝聚力。

員工溝通

聆聽員工聲音是提高企業效能的重要途徑，同時也能讓我們及時發現員工面臨的問題，協助員工解決困難。我們利用多種渠道向員工傳遞本集團的最新消息，並收集員工的意見。高級管理層會定期審核員工的建議，並提出解決方案以應對問題。

於2023年3月31日，男性及女性之員工（包括高級管理層）比例分別為90%及10%。董事會認識到建築行業從業人員多以男性為主，本集團今後將於招聘程序中繼續考慮包括性別多元化在內之多元化觀點，以保持整個員工團隊（包括高級管理層）之性別多元性。

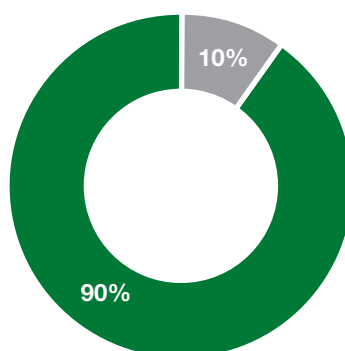
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The following table sets out the total number and distribution of employees of the Group for the year ended March 31, 2023:

下表載列本集團截至2023年3月31日之員工總數及分佈：

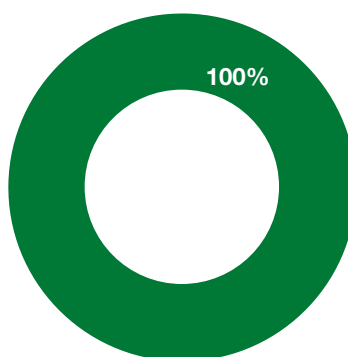
By gender
按性別劃分



■ Male 男性 ■ Female 女性

Male 男性	271
Female 女性	30

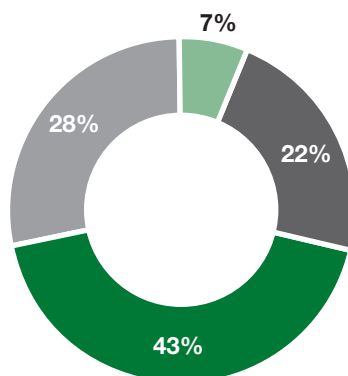
By employment type
按僱傭類型劃分



■ Full-time 全職 ■ Part-time 兼職 ■ Contract 合約

Full-time 全職	301
Part-time 兼職	0
Contract 合約	0

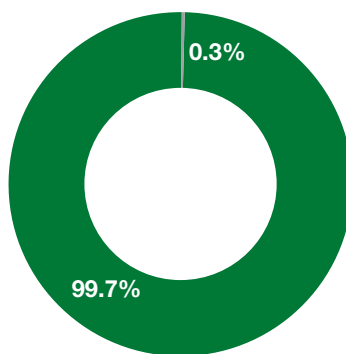
By age group
按年齡組別劃分



■ Aged 31 or below 31歲或以下	■ Aged 32-45 32歲至45歲	■ Aged 46-60 46歲至60歲	■ Aged 61 or above 61歲或以上
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Aged 31 or below 31歲或以下	20
Aged 32-45 32歲至45歲	67
Aged 46-60 46歲至60歲	130
Aged 61 or above 61歲或以上	84

By geographical region
按地區劃分



■ Hong Kong 香港	■ Others 其他
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Hong Kong 香港	300
Others 其他	1

Note:

The calculations were based on the Reporting Guidance on Social KPIs issued by the Stock Exchange.

註：

計算基於聯交所公佈的社會關鍵績效指標報告指引。

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The employee turnover ratio of the Group by different categories is as follows:

本集團按不同類別劃分的僱員流失比率如下：

Category 分類	Monthly average employee turnover rate (%) 每月平均僱員流失比率(%)
By gender 按性別劃分	
Male 男性	1.88
Female 女性	1.39
By age group 按年齡組別劃分	
Aged 31 or below 31歲或以下	3.75
Aged 32-45 32歲至45歲	2.24
Aged 46-60 46歲至60歲	1.41
Aged 61 or above 61歲或以上	1.69
By geographical region 按地區劃分	
Hong Kong 香港	1.83
Others 其他	0.00

Note:

註：

The calculations were based on the Reporting Guidance on Social KPIs issued by the Stock Exchange.

計算基於聯交所公佈的社會關鍵績效指標報告指引。

6.1.2. Occupational Health and Safety

The Group attaches great importance to the safety of construction sites and regards occupational safety and health as the top priority. We strive to create the safest and most suitable working environment, with zero work accidents as the goal. In order to prevent potential risks of occupational diseases and industrial casualties happen to employees, we implemented different management measures and established the occupational safety and health management system and policies, to ensure risks related to all construction projects of the Group can be effectively managed and reduced. The Group complies with the relevant laws and regulations of the jurisdiction where it operates in, and it obtained the certification of ISO 45001:2018 Occupational Health and Safety Management System to verify the effectiveness of the system.

The Group strictly abides by the relevant laws and regulations on providing a safe working environment and protecting employees from occupational hazards, such as the Factories and Industrial Undertakings Ordinance. There was no case of violation during the period. There were no work-related fatalities of the Group in the past three years, and 1,105 working days were lost due to work-related injuries in all construction projects of the Group during the reporting period. We will pay ongoing attention to and enhance occupational safety and health matters to ensure the health and safety of employees.

We have set up a comprehensive safety policy to identify all potential risks, and will also carry out crisis identification and risk assessment on a regular basis.

6.1.2. 職業健康與安全

本集團高度重視建築工地的安全，視職業安全健康事務為最優先的處理事項。我們致力於打造最安全合適的工作環境，並以實現零工作意外為目標。為防範員工職業病與工業傷亡的潛在危機，我們採用多重管理措施，並建立了職安健管理系統及政策，確保有效管理和降低本集團所有工程項目的相關風險。本集團遵守營運所在地的司法管轄區的相關法規，並且已通過ISO45001:2018職業健康及安全管理體系的認證，以確保系統的有效性。

本集團嚴格遵守有關提供安全工作環境及保障僱員避免職業性危害的相關法律及規例，例如《工廠及工業經營條例》。我們期間未有違規情況。過去三年本集團未發生因工亡故事件，並在報告期內本集團所有工程項目共有1,105日因工傷損失工作日數。我們將持續關注和加強職業安全健康事務，以保障員工的健康和安全。

我們設立了一套全面的安全政策以識別所有潛在風險，亦會定期進行危機識別及風險評估。

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Implementation and supervision 實行及監督

- We have set up dedicated safety management teams for all EPC projects comprising site owners and the Company's employees at various levels
- 我們於總承辦項目均設立專責安全管理小組，成員包括現場主至層各階級的公司員工
- A dedicated safety management team is responsible for conducting preliminary inspections on a regular basis on operations and site work to identify the degree of potential risks and review environmental and health goals and strategies
- 專責安全管理小組負定期為運營和現場工作進行初步視察，以識別所潛在的風險級別，並審視環境、健康目標及策略
- We conduct regular and ad hoc safety inspections and supervision on construction sites for early detection of high-risk or illegal operations
- 於工地進行定期和不定期的安全檢查及監督，早發現高危及違規操作

Safety training 安全培訓

- All personnel entering the construction site are required to complete a safety orientation training course
- 所有進入工地工作的人員都需要先接受安全引導培訓課程
- We conduct regular training on industrial and latest regulatory standards for equipment operation and fire safety
- 定期進行有關器械運作、消防安全工業及最新規例標準的培訓
- We place conspicuous signs and safety notice boards in prominent places
- 在當眼處放置明顯的標誌和安全告示板

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Construction site safety
management
工地安全管理

- We provide personal safety protection equipment for all construction workers
- 為所有施工員提供個人安全防護裝備
- We hold monthly safety meetings to review the performance of subcontractors in occupational safety and health and environmental protection, as well as jointly develop effective improvement and corrective actions
- 每月我們召開安全會議，檢討各分判商在職安健及環保的表現，並一同制定效的改善及糾正措施
- We select and reward frontline workers with outstanding performance in occupational safety and health and environmental protection each month, in the hope that this will encourage more workers to pay attention to occupational safety and health and environmental protection
- 每月均會選出及獎勵在職安健及環保中有出色表現的前線工人，希望此舉能鼓勵更多工人關注職安健及環保的事宜。
- We hold regular emergency drills to ensure employees are familiar with evacuation routes
- 定期舉行緊急演習，以確保員工熟悉疏散路線
- We develop emergency response plans
- 制定緊急應變計劃
- The safety department conducts thorough investigation after a work-related injury accident
- 在發生工傷事故由安全部門徹底調查

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6.1.3. Talent Development

The Group recognizes the importance of experienced and professional employees to business growth and future success. In view of the market being more complicated and complex, the Group supports the development of employees to enhance their knowledge, skills and abilities, and implements the following measures as stepping stones for employees:

- Sponsor and provide opportunities for employees to participate in various training activities to enhance their knowledge and skill, for example, providing mechanical operations training for technician trainees and sponsoring their licensing examinations;
- The Group would nominate a number of employees to attend operation training for new machine models provided by the manufacturers; and would also arrange them to participate in exhibitions to learn about the latest mechanical developments. Through such schemes, employees would be able to gain more comprehensive knowledge on mechanical operation and grasp new skills faster to help driving the Company's development;
- In daily operations, the Group arranges team leaders to provide them on-the-job trainings and arrange experienced staff to offer practical advices to them and to share business and life experience with them;
- Management would attend seminars on construction industry management or new developments held by industry or professional institutions to enhance their knowledge in management and broaden their horizons; and

6.1.3. 人才發展

本集團確認資深及專業僱員對業務增長及未來成功之重要性。鑒於市場的複雜性和複雜度日漸增加，本集團支援員工發展及提升他們之知識、技能及工作能力，實行下列措施，為員工建立晉升的踏腳石：

- 資助及提供機會給員工參加各類型提升知識技能的培訓，如提供機械操作培訓給見習技術員，並會資助負責相關作業員工考取資格證；
- 本集團會提名部分員工參加廠商的新機種操作訓練，又會安排參觀展覽會認識最新機械發展，希望透過此等計劃令員工得到更全面的機械操作知識以及更快掌握新技術從而推動公司的發展；
- 在日常工作中安排小組主管提供在職培訓，並安排有經驗的員工為他們提供實用建議，分享寶貴的業務和人生經驗；
- 管理層亦參與業界或專業團體舉辦的建築業管理知識或新發展的講座，有助提升他們的管理知識及擴闊視野；以及

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- If a department deems it necessary, employees may be allocated to other positions to acquire knowledge and experience from different fields.

The table below sets out the Group's percentage of the employees trained and average training hours completed per employee by category for the year ended 31 March, 2023:

Category	Percentage of total employees trained (%)	Average training hours completed per employee (hours)
分類	佔總受訓僱員百分比(%)	每名僱員完成受訓的平均時數(小時)
By gender 按性別劃分		
Male 男性	91.94	12.03
Female 女性	8.06	9.88
By employee category 按僱員類別劃分		
General Staff 一般員工	1.90	1.00
Supervisor 主管	0.95	6.45
Middle management 中層	5.21	18.95
Senior management 高層	91.94	11.47

Note:

The calculations were based on the Reporting Guidance on Social KPIs issued by the Stock Exchange.

- 如部門有需要，員工更可調配到不同的崗位，讓員工涉獵不同領域的知識和汲取經驗。

下表載列本集團於截至2023年3月31日，本集團按不同類別劃分的僱員培訓百分比及每名僱員完成受訓平均時數如下：

註：

計算基於聯交所公佈的社會關鍵績效指標報告指引。

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6.1.4. Protection of Rights and Interests

The Group prohibits the employment of any child labor and illegal labor. We recruit workers in accordance with the Hong Kong Employment Ordinance, where applicable, and prohibit any form of forced labor and forced overtime work. If the employment of child labor or forced labor is found, the Group will handle and resolve the relevant violations in accordance with the local laws and regulations of the location of the incident. During the year, the Group did not find any illegal cases related to the employment of child labor or forced labor.

Prevention of child labor

In order to avoid the employment of illegal worker, such as child labor or illegal labor, when recruiting new employees, the human resources department will check the applicant's ID card and other valid certification documents for age verification to prevent the employment of child labor, and strictly verify the identity certificates of every single applicant to ensure the relevant information provided satisfies the local laws of the location where it operates.

6.1.4. 權益保障

本集團絕對禁止僱用任何童工及黑工。我們亦根據《香港僱傭條例》在適用的法規情況下依法招聘，嚴禁任何形式的強迫勞動及強迫超時工作。若發現童工或強制勞工的事故，本集團會按事故區域的當地法例處理及解決相關違規狀況。在本年度內，本集團未有發現與聘用童工或與強制勞工相關的違法個案。

防止童工

為避免聘用非法勞工，如童工或黑工等，人力資源部在招聘新員工時，會檢查應徵者的身份證等有效證明文件，以作年齡查核，防止聘用童工；並且對每一位應徵者都嚴格核實身份證明，確保相關資料符合營運當地的法律。

Prevention of forced labor

In order to prevent forced labor, the Group makes sure all employees work on a voluntary basis and no forced work in any form, such as debt labor and involuntary labor, is involved. All employees have the right to resign under the reasonable notice period stipulate in the employment or labor contract. The human resources department also reviews the attendance records on a regular basis. If overtime work is discovered, investigation will be conducted immediately to ensure that employees are not forced to work overtime. Besides, the Group allows free movement of employees within the work premises during working hours. Employees have the right to leave the premises during meal breaks and after work.

防止強制勞工

為了防控強制勞工，本集團確保所有員工在自願的基礎上工作，不涉及債務工、非自願勞動等任何形式的強迫工作狀況，並且所有員工都有權在僱傭或勞動合同中注明的合理通知期下辭職。人力資源部亦會每月定時查看工作考勤記錄，如發現超時工作，立即進行原因調查，確保無員工在非自願的情況下超時工作。此外，員工在工作時間內能在所在的工作區域自由走動，及容許在用餐期間及下班之後自由地離開工作場所。

6.2. OPERATING PRACTICES



Partnerships for the Goals

促進目標實現的
伙伴關係



Good Health and Well-being

良好健康與福祉



Industry, Innovation and Infrastructure

產業，創新和
基礎設施



Responsible Consumption and Production

負責任消費和
生產



Peace, Justice and Strong Institutions

和平，正義與
強大機構

6.2. 營運慣例

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6.2.1. Supply Chain Management

Engagement of supplier

The Group has established internal rules to standardize the process of open tender and quotation. In the process of selecting and evaluating suppliers, we employ fair, impartial and open evaluation criteria. We also require suppliers to declare their interests to avoid conflicts of interest or tunnelling of interests. In addition, the Group will demonstrate its principles and expectations to all partners, and require suppliers to comply with all laws, international conventions, contractual requirements and all codes of the Group. At the same time, we have also established an effective mechanism to ensure that both parties act in strict accordance with laws and regulations. Also, the Group has established an effective mechanism to ensure that both parties act in accordance with laws and regulations. The Group had 156 Hong Kong-based suppliers for contracted out projects or sub-contracting processes to provide a wide range of construction materials including concrete, steel, decorative materials, and site equipment. The Group insists on establishing long-term and stable strategic cooperative relations with competent suppliers; and focuses on strategic procurement to achieve common development with suppliers based on equality and win-win.

6.2.1. 供應鏈管理

委任供應商

本集團訂立了內部守則規範公開招標和報價過程，在甄選及評價供應商的過程中，我們採用公平、公正、公開的評估準則，同時亦要求供應商申報利益，避免利益衝突或利益輸送。另外，亦會向合作夥伴闡明我們的原則和期望，並要求他們必須遵循所有法例、各國際公約、合約要求及本集團的所有守則。同時，我們亦建立有效的機制，確保雙方嚴格按照法律及法規行事。本集團有156家自香港的供應商承包項目或分包流程，提供廣泛的建築材料，包括混凝土、鋼材、裝修材料、工地設備等。本集團堅持與有實力的供應商建立長期、穩定的戰略合作關係；堅持以戰略採購為主導，在平等、雙贏的基礎上，實現與供應商的共同發展。

Supplier selection criteria

The Group has established an internal policy to regulate the tendering and quoting process, which requires that detailed assessments must be performed on suppliers and contractors to ensure that they meet the Group's internal requirements; the policy covers suppliers' and contractors' past performance, labor rights, performance in occupational safety and health and environmental protection, financial position and business ethics. Moreover, all departments within the Group maintain close communication to monitor and ensure that the tendering and procurement process meets the standards and is fair and transparent.

Stringent regulation

The Group adopts a comprehensive supply chain management mechanism. The project management team of the Group would continuously monitor the skill and labor safety performance of the contractors, recording the relevant inspection results for follow up work. We hold regular meetings with contractors to review the quality and speed of work of the contractors. We also conduct regular assessments of the suppliers' social, environmental protection, occupational health and safety standards to ensure that they comply with the law. Any non-compliance may result in exclusion from the tender list and termination of the contract. The Group has implemented environmental protection and occupational, safety and health guidelines for contractors. These include best practices of construction and engineering design, material selection and pollution control. Additionally, the Group would instruct suppliers and contractors to provide training related to the operation of the Group's environmental management system.

供應商的挑選準則

本集團訂立了一套內部守則，規範公開招標和報價程序中對供應商及承包商須作詳細評估，確保其符合本集團內部要求；覆蓋範圍包括供應商及承建商過往表現、勞工權益、職安健及環保表現、財務狀況及商業道德等範疇。同時，本集團內的各個部門會保持緊密溝通，以監察及確保招標和採購過程符合標準、公正公平和清晰透明。

嚴格監管

本集團採用一套全面的供應鏈管理機制，本集團的項目管理團隊會持續監察承建商在技術和勞工安全方面的表現，並會記錄相關巡查結果以作跟進，我們亦會定期與承建商進行會議，檢討承建商的工程質量及進度。我們亦會就供應商之社會、環保、職業健康及安全的水平進行定期評估，確保他們遵守法例，如有任何違規，或會剔除於招標名單中及終止合約。本集團亦為承建商制訂了環保及職安健指引，當中包括建築工程設計、挑選物料、污染控制等的良好作業。同時亦指示供應商及承建商提供相關於本集團環境管理體系運作的培訓。

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During the year, the Company completed the relevant review of all suppliers in accordance with this policy, that is, the number of suppliers disclosed in the Report passed the review that covered, among others, product and service quality, business ethics, environment protection, labor practice, safety and other requirements to ensure that the sustainable performance of the supply chain was in line with the Group's policy. The results of the review confirmed that all suppliers had implemented the supplier practices specified by the Group.

Sustainable supply chain

As a responsible company, the Group not only commits to complying with all operation-related laws and regulations but also expects to create a better and greener future with our supply chain. We require suppliers and contractors to comply with the Group's environmental protection and occupational health and safety policies and strict corporate governance standards, which are set out in the specifications. To actively promote green procurement, the Group will give priority to suppliers with outstanding environmental performance that satisfy the standards of the Group, such as selecting models with high energy efficiency and less emissions. In addition, the Group implements regional procurement to promote green procurement. During the reporting year, the number of suppliers in Hong Kong accounted for 97% of the total number of suppliers, greatly reducing the direct greenhouse gas emissions caused by long-distance transportation and effectively reducing the impact on the environment. Furthermore, we also firmly believe that all employees in the supply chain should be free from discrimination, and will never tolerate child labor and forced labor practices by suppliers. We regularly review the performance of suppliers and contractors to ensure that they comply with relevant requirements and continue to make improvements.

本年度公司按照此政策已對所有供應商完成相關評審，即在本報告披露的供應商數目都已通過評審；有關的審核內容包括，但不限於產品和服務質素、商業操守、環境、勞工常規及安全等要求，以確保供應鏈的可持續發展的表現符合本集團的方針。評審結果確認所有供應商均已執行本集團所訂明的供應商慣例。

可持續發展供應鏈

作為一間負責任的公司，本集團不但致力遵從所有與營運有關的法律和法規，同時亦期望與我們的供應鏈一同創建一個更美好、更環保的未來。我們要求供應商及承辦商依從本集團的環保和職業健康及安全政策，以及嚴格的企業管治標準，有關要求亦會詳細載列於規格書中。本集團為積極推動綠色採購，在符合本集團要求下，優先考慮環保表現卓越的供應商，例如選擇高能源效益及較少排放的型號。再者，本集團實行區域性採購，以推動綠色採購。於報告年內，香港供應商數目佔總供應商數目高達97%，大大減少因遠距離交通運輸帶來的直接溫室氣體排放，有效減輕對環境的影響。此外，我們亦堅信供應鏈內的所有員工都應免受歧視，而且絕不容忍供應商聘用童工及強迫勞動。我們會定期檢視供應商和承辦商的表現，確保他們遵守相關規定並持續作出改進。

6.2.2. Quality Construction

The Group has always regarded the quality of products as the key to our business success. Therefore, we strive to provide customers with quality, healthy and safe foundation engineering service in accordance with all applicable laws and regulations. Therefore, a number of policies have been formulated to encourage ourselves to provide better services.

The Group strictly abides by laws and regulations, such as the Buildings Ordinance, related to product health and safety, advertising, labelling, remedies and intellectual property rights protection, and also follows laws and regulations related to privacy. There was no case of violation during the period.

Quality management policy

The Group values the spirit of contract. The specifications of all products and services will be clearly specified in the contract to ensure that the customer understands details of the contract and to protect the interests of the buyer and the seller. The Group has always implemented a sound and effective quality management system, conducted internal audits on a regular basis, monitored quality performance, proposed improvement measures, and continuously improved the quality management process. The Group's quality management system has been certified under the international standard ISO 9001:2015.

6.2.2. 優質施工

本集團一直視產品的質量為我們的企業成功的命脈，故此我們致力遵照所有適用的法律法規，向其客戶提供優質、健康及安全的地基工程服務。因此制訂多項政策，推動我們提供更優質的服務。

本集團嚴格遵守有關產品的健康與安全、廣告、標籤、補救方法以及保障知識產權的相關法律及規例，同時遵守有關私隱事宜的相關法律及規例，例如《建築物條例》，期內並未有違規情況。

品質政策

本集團重視合約精神，所有服務的規格及範圍均會於合約上清楚訂明，務必確保客戶清楚合約細節，保障買賣雙方的權益。本集團堅持實施完善及有效的質量管理制度，定期進行內部審核，監控質量績效，提出改進措施，持續改進質量管理流程。本集團的質量管理體系已通過國際標準ISO 9001:2015的認證。

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In order to ensure all piles meet relevant safety standards, we conduct product testing with specific and effective methods to make sure that our products meet quality and technical requirements. We have developed testing and inspection plans for different stages of the construction project, and run various appropriate tests on all piles in accordance with the relevant contractual provisions upon completion of projects; of which quality control tests cover a wide range of areas, including inspection of the angle of inclination of the bored pile, the quality of concrete and fractures, the binding force between the concrete and rocks, and a series of incoming quality control to ensure the quality and safety of the product in all aspects. The Group would also provide customers with the test reports of all piles to guarantee the safety of the pile structure.

為確保所有樁柱達到有關的安全標準，我們會以明確的、有效的方法來進行產品的測試，保證產品符合品質及技術的要求。我們為項目不同階段制訂了各種檢驗及檢測計劃，並會於工程完成後按照相關合約規定對所有樁柱進行各種適用測試；當中的質量控制測試覆蓋範圍廣泛，包括檢查鑽孔樁傾角、混凝土質量和裂縫、混凝土與岩石的結合力以及一系列的來料質量檢驗，以全面確保產品的質量及安全。本集團又會為客戶提供所有樁柱的測試報告以保證樁柱的結構安全。

Customer service

We are committed to providing high-quality customer service and have established a customer complaint mechanism so that we can effectively communicate with customers, pay close attention to their opinions, and solve their problems as soon as possible. We will collect customers' opinions, and discuss and analyze all opinions regardless of whether they are positive or negative, for the continuous improvement of the Group. Customers can express their opinions on us through the company website, customer service hotline, dedicated account manager and different social media. In addition to attentive services, our product services also cover quality assurance after completion of the project. We would, in accordance with the relevant contract terms, be responsible for fixing any construction defects within the warranty period, which is within one year after the completion of the project. In addition, we set up multiple channels for customers to give feedback and ensure that we can collect customers' opinions, so as to improve product and service quality. During the Reporting Period, we did not receive any complaints on our products and services.

客戶服務

我們致力提供優質的客戶服務，並制定客戶投訴機制，讓我們能有效地與客戶溝通，細心聆聽他們的意見，儘快解決他們的疑難。我們會收集客戶的意見，無論是正面或負面的，都會討論及分析，以作集團持續改善之用。客戶可以透過公司網站、客戶服務熱線、專屬的客戶經理及各個社交媒體等，表達他們對我們的意見。除了服務用心外，我們提供的產品服務更覆蓋至完工後的品質保證。我們會根據相關的合同條款負責在保固期內糾正施工缺陷，保固期一般為工程完工後一年。另外，我們設有多種渠道供顧客反映意見，確保我們能收集到客戶意見，以改善產品和服務質素。於報告期間，我們並沒有收到任何有關產品及服務的投訴。

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Customer data protection and privacy policy

The Group places utmost importance on protecting the privacy of its customers in the collection, processing and use of their personal data. The Group adheres to the applicable data protection regulations and ensures that appropriate technical measures are in place to protect personal data against unauthorized use or access. All employees are required to abide by the policy on personal data privacy and the Personal Data (Privacy) Ordinance of Hong Kong to protect customer data. The contracts entered into between the Group and customers also include confidentiality clauses to ensure customers' personal data are kept and processed safely.

Fair promotion policy

The Group adheres to the principle of fair promotion to ensure that product information on the Group's publicity website and other promotional materials is true and accurate, and does not contain any false, exaggerated or excessive statements. In accordance with the relevant laws and regulations, including the Trade Descriptions Ordinance, the Group requires sales staff to disseminate information from the Group's recognized product strengths when promoting products, and without negative representations involving rivals or competing products to prevent customers from being misled when purchasing.

顧客之資料保護及私隱政策

本集團在收集、處理及使用顧客之個人資料時，非常重視保護顧客私隱。本集團堅守適用之資料保護法規，並確保執行適當之技術措施，以保護個人資料，免受未經授權之使用或存取。所有員工均須遵守有關個人資料私隱的政策及香港的《個人資料（私隱）條例》，以保障客戶資料。本集團亦與客戶簽訂的合約亦包含保密條款，確保顧客之個人資料被安全地保存及處理。

公平宣傳政策

本集團秉持公平宣傳的原則，確保在本集團宣傳網頁及其他宣傳品上的產品資訊皆是真實及準確，不會作任何失實、誇大或過份的陳述。本集團根據適當的法律法規，包括《商品說明條例》，規定要求業務人員在推廣產品時，發放的資訊都來自本集團已確認的產品優勢，並不涉及競爭對手公司或產品的負面陳述，避免客戶在購買時被誤導。

6.2.3. Corporate Governance

The Group is committed to building a corporate culture of integrity and business ethics. We have the standards of conduct to guide our employees and partners, which provide rules and guidelines for dealing with gifts, treats, transactions, financial management, etc. The Board also regularly reviews the effectiveness of the internal control mechanism.

Corporate governance policy

The Group has abided by and complied with the code provisions related to corporate governance in the Listing Rules, including sound corporate governance practices, as well as local laws and regulations of the place where it operates, and has established a comprehensive system of prevention, monitoring and reporting in the Group, and explained to all employees, Suppliers, contractors and business partners about the details of the anti-corruption policies and handling principles of the Group.

Whistle-blowing policy

To avoid the occurrence of corruption and frauds, the Group incorporates the whistle-blowing policies, that encourages employees and other stakeholders to report any suspected improper or illegal activities via anonymous ways such as mail, email, telephone. The Group will investigate and handle the case once internal corruption related information is received. The investigations are administered on a confidential basis and there will be no reprisal against employees.

6.2.3. 企業治理

本集團致力建立具誠信及商業道德的企業文化。我們對員工及合作夥伴提供了明確及清晰的行為標準，說明處理禮品、款待、交易以及理財等不同情況的規範和準則。我們的董事局亦會定期檢討內控機制的效能。

企業管治政策

本集團已參照及遵守上市規則中與企業管治相關的守則條文，包括良好的企業管治常規，以及營運當地的法律法規，制訂了本集團內部完善的預防監察匯報制度，並向所有員工、供應商、承包商和商業夥伴詳細交待本集團反貪腐的政策和處理原則。

舉報政策

為堅決抵制貪污、欺詐等事件的發生，本集團設有舉報政策，讓員工及其他持份者可通過信箱、電郵及電話等保密形式向本集團舉報任何可疑的不當或非法行為，針對內部貪污舉報資訊，我們會積極調查與處理。舉報以保密形式進行，以確保舉報者不會被報復或騷擾。

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Independent auditor policy

The Group employs an independent auditor every year to verify the accuracy of the Group's accounts and protect the interests of shareholders. The selection of a financial auditor is decided by the Audit Committee, which is composed of independent non-executive directors and executive directors.

Anti-corruption training

The Group arranges anti-corruption training for directors and employees every year, introducing the integrity risks they may face in the process of performing their duties, with the aim of raising the awareness of relevant staff on corruption prevention, so as to avoid violating the Company's code of conduct and relevant laws and regulations. In addition, the directors of the Group participate in the director training scheme provided by HKEX to obtain practical advice and tips, gain new insights through reviewing old materials and enhance their knowledge and skills to improve the anti-corruption management of the Group. With a top-down approach, the Group has established an anti-corruption culture and consciousness. As a result of the above supervisory and preventive measures, no corruption-related lawsuits were filed against the Company or individual employees, nor were any acts of corruption discovered during the reporting period.

獨立核數機構政策

本集團每年皆聘用獨立核數機構，以核實本集團帳目的準確性及捍衛股東的權益，選用財務審計機構由審核委員會決定，而審核委員會則由獨立非執行董事及執行董事組成。

反貪污培訓

本集團每年均會為董事及員工安排反貪污培訓，介紹他們在履行職務之過程中可能面對的誠信風險，旨在提高相關人員對防貪的認知，以免觸犯公司守則及相關的法律法規。此外，本集團的董事亦透過參與香港交易所提供的董事培訓計劃，取得實務建議及提示，溫故知新及加強他們的知識與技能，完善本集團的反貪管理。藉以由上而下，建立反貪文化與意識。基於上述的監督防範措施，報告期間沒有發生對本公司或個別僱員提出有關貪污的訴訟案件，或發現任何貪污的行為。

6.3. Social Contribution



No Poverty

無貧窮

With the mission of giving back to society and the philosophy of taking the resources pooled from the people and using them for the benefit of the people, the Group fully understands that our responsibility not only lies in our direct contribution to society and the economy, but also includes the influence and effect of our business operation and charity projects on the whole society. Therefore, we strongly encourage our employees to participate in volunteering activities so that they can learn new things outside the workplace and contribute to their local communities. The Group will proactively contact community groups with similar corporate responsibility concepts to understand the needs of the community.

Due to the impact of COVID-19 pandemic, many charitable organizations have suspended any kind of community activities, and the Group has arranged various anti-epidemic supplies for workers on construction sites where feasible. During the Reporting Period, a total of 6 hours of volunteer work has been recorded. In the future, we will continue to seek cooperation with more non-profit organizations in different fields, hoping to help more people.

6.3. 回饋社區



Good Health and Well-being

良好健康與福祉



Sustainable Cities and Communities

可持續城市和社區

本集團以回饋社會為使命，「取之於民、還之於民」。本集團深明我們的責任不僅在於對社會經濟作出直接貢獻，更包含了我們的業務營運和公益項目，對整體社會帶來的影響和效應。因此，我們十分鼓勵員工參加志願服務活動，讓他們接觸更多工作場所外之事物，為本地社區作出貢獻。本集團會主動聯絡與集團的企業責任概念相似的社區團體，以瞭解社區的需要。

由於受新冠疫情影响，多家慈善機構亦暫停了各項社區活動，而本集團在可行情況下亦安排了各類防疫用品給建築工地的工人，在報告期內一共有6小時的義工時數。在未來我們會繼續物色更多不同範疇的非牟利團體合作，以期能有更多人受惠。

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7. AWARD AND ACHIEVEMENT

Name of award/achievement

獎項／成就名稱

ISO 14001 Environmental Management System Certification

ISO 14001 環境管理體系認證

ISO 50001 Energy Management System Certification

ISO 50001 能源管理體系認證

ISO 45001 Occupational Health and Safety Management System Certification

ISO 45001 職業健康及安全管理體系認證

ISO 9001 Quality Management System Certification

ISO 9001 品質管理體系認證

7. 獎項及成就

Issued by

頒發機構

DW Certification Limited

環信認證有限公司

DW Certification Limited

環信認證有限公司

DW Certification Limited

環信認證有限公司

DW Certification Limited

環信認證有限公司

8. HONG KONG STOCK EXCHANGE ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE INDEX

8. 港聯交所環境、社會及管治報告指引索引

A	Environmental 環境	Section 章節
Aspect A.1 方面 A.1	Emissions 排放物	Pollution Control 污染控制
KPI A.1.1 指標 A.1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據	Pollution Control 污染控制
KPI A.1.2 指標 A.1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and where appropriate intensity (e.g. per unit of production volume per facility). 直接(範圍1)及能源間接(範圍2)溫室氣體排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Pollution Control 污染控制
KPI A.1.3 指標 A.1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	No record as project hazardous waste is disposed of by the general contractors 工程有害廢棄物均由總承建商處理，故並沒有記錄
KPI A.1.4 指標 A.1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	No record as project non-hazardous waste is disposed of by the general contractors 工程無害廢棄物均由總承建商處理，故並沒有記錄
KPI A.1.5 指標 A.1.5	Description of emissions 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。	Directional Targets in Environmental Protection 環境保護的目標方向
KPI A.1.6 指標 A.1.6	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。	Directional Targets in Environmental Protection 環境保護的目標方向

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A	Environmental 環境	Section 章節
Aspect A.2 方面 A.2	Use of Resources 資源使用	Use of Resources 善用資源
KPI A.2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).	Use of Resources The electricity consumed for the project is supplied by the general contractors, so there is no record of the electricity used in the project
指標 A.2.1	按類型劃分的直接及／或間接能源（如電、氣或油）總耗量（以千個千瓦時計算）及密度（如以每產量單位、每項設施計算）。	善用資源 工程用電均由總承建商提供，故並有關的工程用電沒有記錄
KPI A.2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	The water used in the office is supplied by the property management, while water consumed for the project is supplied by the general contractors, so there is no related records
指標 A.2.2	總耗水量及密度（如以每產量單位、每項設施計算）。	辦公室用水由物業管理提供，而工程用水均由總承建商提供，故並沒有記錄
KPI A.2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	Directional Targets in Environmental Protection
指標 A.2.3	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。	環境保護的目標方向

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A	Environmental 環境	Section 章節
KPI A.2.4	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.	Directional Targets in Environmental Protection
指標 A.2.4	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。	環境保護的目標方向
KPI A.2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	Use of Resources
指標 A.2.5	製成品所用包裝材料的總量（以噸計算）及（如適用）每生產單位估量。	善用資源
Aspect A.3 方面 A.3	The Environment and Natural Resources 環境及天然資源	Green Operation 綠色營運
KPI A.3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	There were no accidents with a significant impact on the environment and natural resources during the period
指標 A.3.1	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。	期內未有對環境及天然資源的重大影響的事故
Aspect A.4 方面 A.4	Climate Change 氣候變化	Addressing Climate Change 應對氣候變化
KPI A.4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them.	Addressing Climate Change
指標 A.4.1	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。	應對氣候變化

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B	Social 社會	Section 章節
Aspect B.1 方面 B.1	Employment 僱傭	Equal Employment 平等僱傭
KPI B.1.1 指標 B.1.1	Total workforce by gender, employment type (for example, full- or part- time), age group and geographical region. 按性別、僱傭類型(如全職或兼職)、年齡組別及地區劃分的僱員總數。	Equal Employment 平等僱傭
KPI B.1.2 指標 B.1.2	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。	Equal Employment 平等僱傭
Aspect B.2 方面 B.2	Health and Safety 健康與安全	Occupational Health and Safety 職業健康與安全
KPI B.2.1 指標 B.2.1	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。	There were no work-related fatalities for the past three years including the reporting period 包括報告期內的過去三年未有因工亡故事件
KPI B.2.2 指標 B.2.2	Lost days due to work injury. 因工傷損失工作日數。	There were 1105 days lost due to work-related injuries during the reporting period 報告期內共有1105 因工傷損失工作日數
KPI B.2.3 指標 B.2.3	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。	Occupational Health and Safety 職業健康與安全

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B	Social 社會	Section 章節
Aspect B.3 方面 B.3	Development and Training 發展及培訓	Talent Development 人才發展
KPI B.3.1 指標 B.3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別(如高級管理層、中級管理層)劃分的受訓僱員百分比。	Talent Development 人才發展
KPI B.3.2 指標 B.3.2	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。	Talent Development 人才發展
Aspect B.4 方面 B.4	Labor Standards 勞工準則	Protection of Rights and Interests 權益保障
KPI B.4.1 指標 B.4.1	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。	Protection of Rights and Interests 權益保障
KPI B.4.2 指標 B.4.2	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。	There was no case of violation during the period 期內未有違規情況
Aspect B.5 方面 B.5	Supply Chain Management 供應鏈管理	Supply Chain Management 供應鏈管理
KPI B.5.1 指標 B.5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Supply Chain Management 供應鏈管理
KPI B.5.2 指標 B.5.2	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。	Supply Chain Management 供應鏈管理

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B	Social 社會	Section 章節
KPI B.5.3	Description of practices used to identify environmental and social risks along the supply chain and how they are implemented and monitored.	Supply Chain Management
指標 B.5.3	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。	供應鏈管理
KPI B.5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers and how they are implemented and monitored.	Supply Chain Management
指標 B.5.4	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。	供應鏈管理
Aspect B.6 方面 B.6	Product Responsibility 產品責任	Quality Construction 優質施工
KPI B.6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	No products were recalled for safety and health reasons during the period
指標 B.6.1	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。	期內未有產品因安全與健康理由而須回收
KPI B.6.2	Number of products and service-related complaints received and how they are dealt with.	There were no complaints during the period, and no products were recalled for quality issues
指標 B.6.2	接獲關於產品及服務的投訴數目以及應對方法。	期內共有0宗投訴，亦未有因品質問題而須回收產品的情況
KPI B.6.3	Description of practices relating to observing and protecting intellectual property rights.	Quality Construction
指標 B.6.3	描述與維護及保障知識產權有關的慣例。	優質施工
KPI B.6.4	Description of quality assurance process and recall procedures.	Quality Construction
指標 B.6.4	描述質量檢定過程及產品回收程序。	優質施工
KPI B.6.5	Description of consumer data protection and privacy policies and how they are implemented and monitored.	Quality Construction
指標 B.6.5	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。	優質施工

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B	Social 社會	Section 章節
Aspect B.7 方面 B.7	Anti- corruption 反貪污	Corporate Governance 企業治理
KPI B.7.1 指標 B.7.1	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。	There were no corruption lawsuits during the period 期內未有貪污訴訟案件
KPI B.7.2 指標 B.7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程式，以及相關執行及監察方法。	Corporate Governance 企業治理
KPI B.7.3 指標 B.7.3	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。	Corporate Governance 企業治理
Aspect B.8 方面 B.8	Community Investment 社區投資	Social contribution 回饋社區
KPI B.8.1 指標 B.8.1	Focus areas of contribution (e.g. education, environmental concerns, labor needs, health, culture, sport). 專注貢獻範疇（如教育、環境事宜、勞工需求、健康、文化、體育）。	Social contribution 回饋社區
KPI B.8.2 指標 B.8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源（如金錢或時間）。	Social contribution 回饋社區

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We highly recognize your valuable views on this report. Your feedback helps us achieve our vision for a sustainable future. We invite you to share your comments using any of the following means:

FEEDBACK CHANNELS:

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與我們分享您的意見！

我們重視您關於本報告的意見。這有助我們實現可持續發展的未來願景。我們邀請您透過以下方式來分享您的意見：

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