



**HSIN新昌  
CHONG**

**Hsin Chong Group Holdings Limited  
新昌集團控股有限公司**

(Incorporated in Bermuda with limited liability 於百慕達註冊成立之有限公司)

Stock Code 股份代號: 00404.HK



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

**2017**



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# Environmental, Social and Governance Report

## 環境、社會及管治報告

With a vision of becoming the leader in construction, property, and related services, Hsin Chong Group Holdings Limited (hereafter “We”, “the Company” or “Hsin Chong”) recognises its corporate social responsibility and strives to exert its business competency to create sustained values for our stakeholders and make positive contribution to the community. As we make continual efforts in integrating sustainability throughout our business operation, we strongly believe that this helps us to further maintain our progressive business development and continuity.

We are pleased to publish our second Environmental, Social and Governance (“ESG”) Report, covering the financial year from 1 January 2017 to 31 December 2017 (“the Reporting Period”). The scope of this report covers the major activities of the Company and its major subsidiaries (collectively, the “Group”), including the building construction, property management services, and property development across Hong Kong, Macau and Mainland China and is as listed below:

- Hsin Chong Group Holdings Limited
- Hsin Chong Construction (Asia) Limited
- Hsin Chong Construction Company Limited
- Hsin Chong Aster Building Services Limited
- HCCG Building and Civil Engineering (Macau) Limited
- Beijing Zhong Ji Xin He Real Estate Co., Ltd. (北京中基信和置業有限公司)
- 廣東奧特萊斯物業管理有限公司
- 佛山新昌協盛商業管理有限公司
- 奧特萊斯置業廣東有限公司
- 廣東榮信置業有限公司
- 廣東景盛置業有限公司
- 廣東冠昇置業有限公司

This report was prepared in accordance with appendix 27 of the rules governing the listing of securities, Hong Kong Exchanges and Clearing Limited (“HKEx”). This is also the first year the Group has started to disclose information on environmental key performance indicators (“KPIs”), which marks another significant move towards the Group’s greater ESG investment. The ESG report has been reviewed and approved by the board of directors.

For any feedback on our ESG report, please contact us via email at [info@hcg.com.hk](mailto:info@hcg.com.hk).

新昌集團控股有限公司(「我們」、「本公司」或「新昌」)以成為建造、物業及相關服務的業界翹楚為目標，識別其企業社會責任，並努力發揮其業務優勢，以為持份者創造持續的價值，為社區作出積極的貢獻。我們不斷致力於將可持續發展與業務運營結合，並深信此舉有助於進一步保持業務發展的勢頭及持續性。

我們欣然發佈第二份環境、社會及管治(「環境、社會及管治」)報告，本報告涵蓋自2017年1月1日起至2017年12月31日止之財政年度(「報告期」)。本報告的範圍包括本公司及其主要附屬公司(統稱「本集團」)的主要業務，包括於香港、澳門及中國內地進行樓宇建造、物業管理服務及物業發展，其詳情載列如下：

- 新昌集團控股有限公司
- 新昌營造廠(亞洲)有限公司
- 新昌營造廠有限公司
- 新昌亞仕達屋宇設備有限公司
- 新營房屋及土木工程(澳門)有限公司
- 北京中基信和置業有限公司
- 廣東奧特萊斯物業管理有限公司
- 佛山新昌協盛商業管理有限公司
- 奧特萊斯置業廣東有限公司
- 廣東榮信置業有限公司
- 廣東景盛置業有限公司
- 廣東冠昇置業有限公司

本報告乃根據香港交易及結算所有限公司(「香港交易所」)證券上市規則附錄27編製。本年度亦是本集團開始披露環境關鍵績效指標(「關鍵績效指標」)資料的首年，標誌著本集團就加大環境、社會及管治方面的投入再度邁出重要的一步。環境、社會及管治報告已經董事會審閱及批准。

有關環境、社會及管治報告的任何反饋，請透過電子郵件(郵件地址為：[info@hcg.com.hk](mailto:info@hcg.com.hk))與我們聯絡。

# Stakeholder Engagement and Materiality Assessment

## 持份者參與及重要性評估

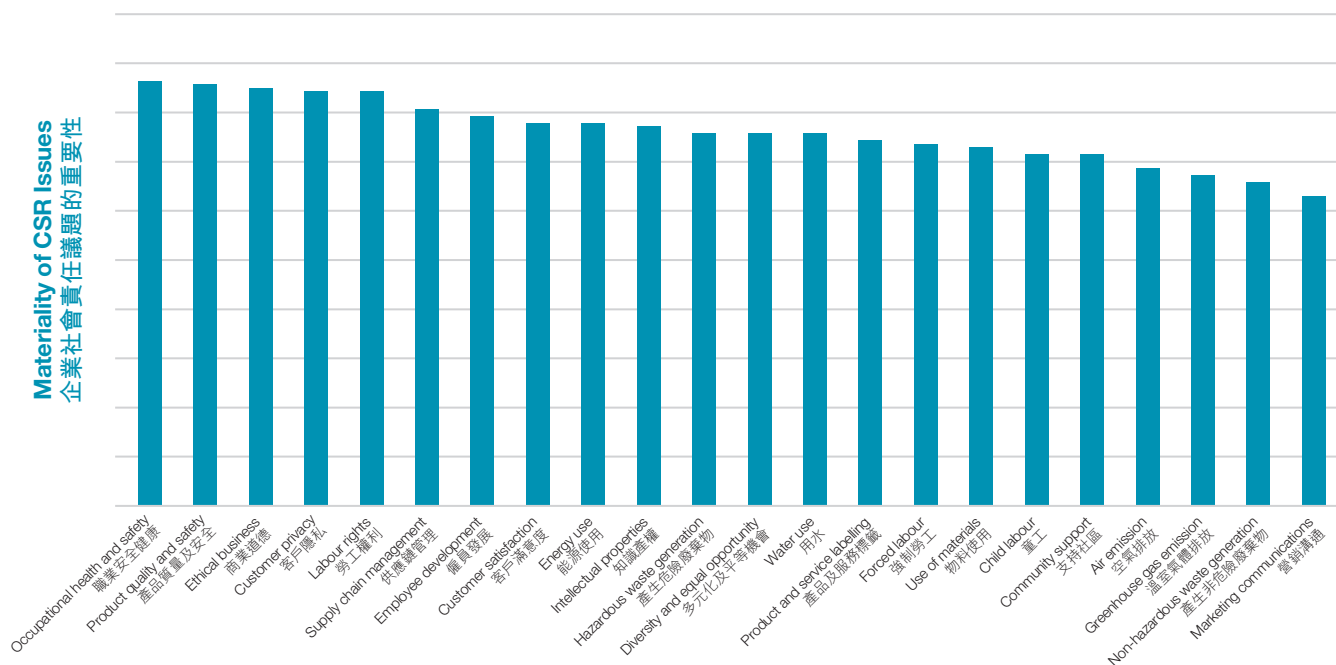
We value the views and opinions from our stakeholders, and take stakeholder engagement as a crucial means to understand their needs and expectations. This year, we have engaged an external party to conduct a comprehensive stakeholder engagement exercise through an online questionnaire, which helped us to determine the material ESG topics in relation to our business activities. Our identified key stakeholders, including those from the board of directors, our employees, shareholders, and non-governmental organisations were invited to express their opinions via the questionnaire, which contained a set of rating questions for collection of stakeholders' views regarding the relative importance of the ESG issues toward our business operation.

A materiality analysis was then conducted with the ESG issues prioritised based on the survey results. The result of the materiality assessment is shown in the chart below.

我們重視持份者的觀點及意見，並將持份者參與視為了解彼等之需求及期望的重要途徑。本年度，我們邀請外部人士進行在線調查問卷，以開展全方位的持份者參與活動，此舉有助於確定與我們業務活動相關的環境、社會及管治重大議題。我們邀請董事會成員、僱員、股東及非政府機構等持份者參與問卷調查，以表達他們的意見，問卷包含一系列評分的問題，用於收集持份者有關環境、社會及管治議題對我們業務經營的相對重要性之觀點。

其後，我們根據調查結果對環境、社會及管治議題進行重要性分析，以確定其先後次序。重要性評估的結果如下圖所示。

### Materiality Assessment 重要性評估



Based on the results, the five ESG topics of highest stakeholders' concern are identified. These ESG issues are related to occupational health and safety; product quality and safety; ethical business; customer privacy; and labour rights. With these results in mind, we have prepared the ESG report and disclosed relevant information to address stakeholders' concerns. The Group will continue to develop corresponding ESG strategies and review the existing management practices so as to continuously improve our sustainability performance to meet our stakeholders' interests and needs.

根據該等結果，我們識別出持份者最為關注的五個環境、社會及管治議題。該等環境、社會及管治議題乃關於職業健康與安全；產品質量及安全；商業道德；客戶隱私；及勞工權利。我們根據上述結果編製環境、社會及管治報告並披露相關資料，以處理持份者關注的問題。本集團將繼續制定相應的環境、社會及管治戰略，檢討現行的管理常規，以不斷提高可持續發展表現，從而符合持份者的利益並滿足彼等之需求。

# Our Corporate Social Responsibility Policy

## 我們的企業社會責任政策

Aligned with our vision, mission, and values and taking into consideration opinions from our stakeholders, we have developed the Group's corporate social responsibility ("CSR") policy which details our commitments in ESG with the focus on five key areas, as shown below:

我們根據自身的願景、使命及價值觀，並考慮持份者的意見，制定本集團的企業社會責任（「企業社會責任」）政策，詳述我們於環境、社會及管治方面的承諾，重點關注下列五個關鍵領域：



With the guidance of our CSR Policy, we are committed to:

- Be ethical in the conduct of our business and open and transparent in our dealings with all stakeholders;
- Targeting zero fatal and serious accidents, be constantly vigilant in improving our safety performance, and ensuring safety in the workplace;
- Continuing to develop and improve environmental management practices to minimise waste, maximise efficiencies, and reduce our impact on the environment;
- Be sensitive to the needs and aspirations of our staff and equitable in our dealings, and providing a safe, congenial and healthy working environment and positive opportunities for growth and advancement; and
- Be considerate and open in our dealings with the communities in which we operate and be sensitive to cultural diversity. Making positive and tangible contributions to assist worthwhile community causes.

We require all our staff to abide by the above principles and actively encourage the participation of other stakeholders.

於企業社會責任政策的指導下，我們致力於：

- 在營商上承諾堅守道德水平，並以高透明度進行交易，顧及持份者的利益；
- 改善安全表現及確保工作場所安全時刻保持警覺，目標是達到零致命及嚴重事故；
- 繼續發展和改善環境管理常規以減少廢棄物、提高效率以及減少對環境的影響；
- 重視員工的需要及理想，公平對待所有員工。我們會為員工提供安全、舒適及健康的工作環境，並提供發展及晉升的機會；及
- 以審慎且開放的態度回應社會事宜，並敏於應對不同的文化。我們將以積極及實際的方式回饋社會，參與值得支持的社會事業。

我們要求全體員工遵守上述原則，並積極鼓勵其他持份者加入。

Hsin Chong fully recognises that our employees' contributions and efforts are the key drivers of our long-term achievements. In line with our CSR Policy, we are committed to devoting substantial resources to provide a motivating, harmonious, fair, and safe working environment for our people, with clear prospective career path.

### Employment Well-being and Labour Practices

We offer competitive remuneration packages for our employees, including wages, holidays, fixed working hours, allowances, benefits-in-kind, medical insurance, mandatory provident fund ("MPF") or contributions to pension funds, discretionary bonus, as well as participation in a share option scheme or long-term rewards to eligible employees. To aid our employees to shoulder their family obligations, all our employees are entitled to other paid leaves in addition to annual leaves, including marriage, maternity, paternity, and compassionate leaves. Regular review and adjustment on the remuneration packages is carried out to ensure they are in line with latest market trends and developments.

In line with our CSR Policy, we are committed to the principle of diversity and equal opportunity. Due to our long history and large scale, our workforce is made up of people from various nations with diversity in cultures and races. Our decisions on staff recruitment, selection, training and development, appraisal, and promotion are made solely based on the individuals' qualifications, experience, and work performances, and are free from any kind of discriminations including gender, age, nationality, sexual orientation, family status, race, and religion or other matters that are unrelated to the requirements of the job position. Likewise, for employees who violated the Company's rules and regulations repetitively, they are subject to disciplinary actions including summary dismissal where appropriate and in line with procedures in the Employee Handbook.

The Group highly respects human rights and freedom, and the uses of child and forced labour are strictly prohibited in our workplace. Comprehensive recruitment procedures are in place to check and verify the age of applicants before commencement of work.

新昌深明，僱員的敬業奉獻及不懈努力是我們取得長遠成功的關鍵動力。根據企業社會責任政策，我們投入大量資源為僱員打造具激勵作用、和諧、公平及安全的工作環境，並為他們提供前景光明的職業發展路徑。

### 僱員福利及勞工常規

我們為僱員提供具競爭力的薪酬待遇，包括工資、假期、固定工作時間、津貼、實物福利、醫療保險、強制性公積金（「強積金」）或退休金供款、酌情花紅以及為合資格僱員提供參與購股權計劃或長期獎勵計劃的機會。為幫助我們的僱員承擔家庭責任，全體員工均有權享受除年假之外的其他帶薪休假，包括婚假、產假、陪產假及恩假。我們定期檢討及調整薪酬組合以確保其符合最新市場趨勢及發展。

根據企業社會責任政策，我們堅持多元化及平等機會的原則。由於我們擁有悠久的歷史及龐大的規模，我們的僱員由來自不同國家的人組成，並具備多種文化及種族背景。我們就僱員招聘、選拔、培訓及發展、評估及晉升所作的決定乃完全基於個人的資歷、經驗及工作表現，對於性別、年齡、國籍、性取向、家庭狀況、種族、宗教或其他與工作崗位要求無關的事宜不存在任何歧視。多次違反本公司規章制度的僱員亦將受到紀律處分，包括於適當情況下根據員工手冊中的程序即時予以解僱。

本集團高度尊重人權與自由，嚴禁於工作場所使用童工及強制勞工。我們已制定全面的招聘程序，以於入職前檢查及核實申請人的年齡。

We listen to and respect the voices of our employees. To maintain a two-way communication between the Group and employees, we welcome all employees to make comments and suggestions through various communication channels such as letters, emails or reports to their direct supervisors, Department Head, or Human Resources Department. All the received communications and the identities of those employees are kept confidential and dealt with the highest priority. We provide the latest company's news to our employees and stakeholders through Company newsletter, memos and news update on website.

In order to cultivate a happy and supportive corporate culture, we have organised a wide range of social activities for our employees, including company excursions, birthday parties, interest groups, community services events, athletic teams etc., to build good relationships among colleagues. In 2017, the Group continued to welcome the newly joined graduate trainees to the Graduate Trainee Orientation Camp. During the week-long event, newcomers were able to gain good understanding on various departments through a series of workshops, teambuilding activities, and group discussions.

As a result of our dedication to the well-being of our people, we were presented with numerous awards which recognise the Group's tireless efforts towards promoting a happy, friendly and conducive working environment. During the reporting period, we have been named as the "Happy Company" under the "Happiness-at-Work Promotional Scheme 2017" jointly organised by the Promoting Happiness Index and Hong Kong Productivity Council. In addition, we have been awarded the "Good MPF Employer Award 2016/17" by the Mandatory Provident Fund Schemes Authority to acknowledge our achievements in providing good retirement protection to our employees.

During the Reporting Period, we confirm that there was no non-compliance with laws and regulations that had a significant impact on the Group relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

我們聆聽並尊重僱員的意見。為保持本集團與僱員之間的雙向溝通，我們歡迎全體僱員透過信件、電子郵件等各種溝通渠道或直接向上司、部門負責人或人力資源部提出意見及建議。我們為收取的所有通訊及該等員工的身份保密，並優先予以處理。我們透過公司通訊、員工通告、互聯網新聞向僱員及持份者發佈公司的新聞。

為培養開心積極的企業文化，我們為僱員組織大量社交活動，包括公司短途旅行、生日派對、興趣小組、社區服務活動、運動隊等，以培養同僚之間的良好關係。於2017年，本集團繼續舉辦應屆畢業培訓生迎新營（Graduate Trainee Orientation Camp），歡迎新加入的應屆畢業培訓生。在為期一週的活動中，新員工通過一系列研討會、團隊建設活動及小組討論充分了解各部門的職能。

我們因重視僱員的福祉而獲得大量獎項，該等獎項用於嘉獎本集團於打造開心、友善及積極工作環境方面所作的不懈努力。於報告期內，我們獲香港提升快樂指數基金及香港生產力促進局合作推出的「開心工作間」推廣計劃2017評為「開心企業」。此外，我們已獲強制性公積金計劃管理局頒發「2016/17積金好僱主」獎項，嘉許我們為僱員提供良好的退休保障。

於報告期內，我們確認並無違反對本集團的薪酬與辭退、招聘與晉升、工作時間、休息時間、平等機會、多元化、反歧視以及其他福利及福祉而言屬重大的法律及法規。



We organized a birthday party to celebrate the birthday star of April to June  
我們組織生日會，為四月至六月出生的壽星慶祝生日



We named as "Happy Company" in 2017  
我們於2017年獲評為「開心企業」



## Safety and Health

Recognising that the construction industry is one of the higher risk industries in occupational health and safety, we put safety first and are committed to maintaining a workplace which is safe for our people. In line with our CSR Policy to achieve zero accidents as our ultimate goal, we have implemented an occupational health and safety (“OHS”) management system, which is certified with the international standard of OHSAS 18001 for the identification, management, and control of the construction safety related risks in our daily operation.

Adhering to our OHS policy and objectives, we have developed and implemented corresponding safety precautionary and control approaches such as safety operational control procedures, in-house safety rules and working instructions for special activities to minimise the exposure of safety hazards to our staff and subcontractors. Relevant OHS training is provided to our staff and workers such as safety induction training, safety toolbox talks, specific training for high-risk activities, and periodic emergency contingency drills to ensure they are competent to discharge their OHS responsibilities and obligations, and are well-equipped to respond to the emergencies. Health and safety promotion campaigns, for example, monthly nomination of contractors with best safety performance, heat stroke prevention, and electricity safety are organised on a regular basis to raise staff and workers’ safety awareness and take proactive actions to maintain and improve safety in the working environment. In the event of the occurrence of incidents and near misses, prompt corrections will be taken by following the emergency preparedness and response procedure. Follow-up investigation will be carried out to find out the root causes of the case(s) and prevent reoccurrence of similar case(s).

Apart from routine safety inspections, regular safety walks by senior management and OHS audits are conducted on all constructions sites to verify the sufficiency and effectiveness of safety control measures. This is also to ensure our OHS performance is in compliance with the applicable legislations, contract obligations, and internal OHS objectives. Furthermore, our established Corporate Safety Committee monitors the overall OHS performance of the Group regularly and continuously reviews the adequacy and suitability of our OHS management system.

We care for total health of our people, including both the physical and mental health. In 2017, we organised Taichi classes and soccer matches for staff to help them to release their daily work stress. A total of over 230 employees attended the “five health talks” on emotion and stress control, healthy food selection, spine health, and chronic pain prevention which raised their awareness on prevention and control of common disease.

As a result of our efforts in promoting workplace safety, Hsin Chong has received a number of awards related to OHS in 2017. For example, we were presented with the Bronze Award on “Best Program to Prevent Heat Stroke at Work” & “Best Method Statement” jointly organised by the Labour Department and Occupational Safety and Health Council. We were also honoured at the 23rd Considerate Contractors Site Award Scheme, which is jointly organised by the Development Bureau and the Construction Industry Council.

## 安全及健康

我們深知，建築業是職業健康與安全風險較高的行業之一，故我們將安全置於首位，並致力於為僱員維持安全的工作場所。我們的企業社會責任政策以實現零事故率作為最終目標，為此，我們實施職業健康安全（「職業健康安全」）管理體系，該體系已通過OHSAS 18001國際標準認證，用於識別、管理及控制日常運營中的施工安全相關風險。

我們嚴格遵守職業健康安全政策及目標，制定並實施相應的安全預防及控制方法，例如安全運營控制流程、內部安全規則及特殊活動施工指示，以盡量減少僱員及分包商面臨的安全風險。我們為僱員及施工人員提供相關的職業健康安全培訓，例如入職安全培訓、安全使用工具箱講座、高風險活動的專項培訓以及定期的緊急應變演習，以確保他們有能力履行其職業健康安全責任及義務，並為應對緊急情況做好充分準備。我們定期舉辦健康安全宣傳活動，例如每月定期表彰在安全表現、預防中暑及電力安全方面表現最優的承包商，以提高僱員及施工人員的安全意識，並採取積極行動維持及提高工作環境的安全狀況。倘發生事故或幾乎發生事故，我們會根據應急準備及響應程序立即採取矯正措施。我們亦將進行跟蹤調查，以找出事件發生的根本原因，防止類似事件再次出現。

除日常安全檢查外，高級管理層會定期於所有施工地盤進行安全演習及展開職業健康安全審計，以檢驗安全控制措施是否充分及有效。此舉旨在確保我們的職業健康安全表現符合適用法律、合約義務及內部職業健康安全目標。此外，我們已成立企業安全委員會，定期監督本集團於職業健康安全方面的整體表現，並持續檢討職業健康安全管理體系的充分性及適當性。

我們關顧僱員的總體健康，包括身體及心理健康。於2017年，我們為僱員組織太極班及足球比賽，幫助他們釋放日常工作壓力。共有逾230名僱員參加了關於情緒及壓力控制、選擇健康食品、脊柱健康與預防慢性疼痛的「健康五講（five health talks）」活動，該活動提高了他們對常見疾病預防與控制的意識。

由於新昌致力於維護工作場所安全，我們於2017年榮獲多項有關職業健康安全的獎項。例如，我們於勞工處與職業安全健康局合辦的頒獎典禮上榮獲「最佳預防工作時中暑計劃」及「最佳施工方案」銅獎。我們亦於發展局及建造業議會合辦的第23屆公德地盤嘉許計劃中獲獎。



During the Reporting Period, we confirm that there was no non-compliance with laws and regulations that had a significant impact on the Group relating to occupational health and safety.

### Training and Development

The Group strives to nurture our employees' talents and maximise their full potentials by offering suitable on-the-job, professional skills and managerial trainings. This helps not only to attract, retain, and motivate our employees, but also to equip the Group with the necessary skills and capacities to meet the various challenges in continuous business development.

We have established a comprehensive training and development system to identify the staff training needs, and to design a well-rounded training programme to meet the training objectives of staff at all levels. The suitability and effectiveness of the arranged training are reviewed by our Human Resource Department in order to make continuous improvement on future training opportunities.

To share our warm welcome with our new staff, all newcomers are invited to join the orientation training in order to familiarise with the Group's culture and work environment. Moreover, various training courses, seminars, and workshops are organised for our existing staff at different positions regularly to suit the operational needs. In addition, to encourage our employees to undertake continuous learning and enhance their professional qualifications, we provide staff education sponsorships, early leaves, and examination leaves for eligible employees to support their personal and professional advancements.

於報告期內，我們確認並無違反對本集團的職業健康及安全而言屬重大的法律及法規。

### 培訓及發展

本集團致力於培養僱員的才能，通過提供合適的在職、專業技能及管理培訓，充分地發揮他們的潛力。此舉不僅有助於吸引、挽留及激勵僱員，亦使本集團擁有必要的技能及能力，以應對業務持續發展過程中面臨的各種挑戰。

我們已建立全面的培訓及發展體系，以識別僱員的培訓需求，並設計全方位的培訓計劃，以達至各層次僱員的培訓目標。人力資源部門會檢討培訓安排是否適當及有效，以不斷完善未來提供的培訓機會。

為對新員工表示熱烈歡迎，我們邀請全體新員工加入迎新培訓，以熟悉本集團的文化及工作環境。此外，我們定期為不同職位的在職員工舉辦各種培訓課程、研討會及工作坊，以配合業務發展的需要。另外，為鼓勵僱員持續學習及提高專業素質，我們為合資格的僱員提供員工教育獎學金、早退學習的機會及考試假，以支持他們的個人及專業發展。



23<sup>rd</sup> Considerate Contractors Site Award Scheme - Non-Public Works Sites - New Works - Group A Silver Award  
第23屆公德地盤嘉許計劃 — 非公共工程地盤 — 新建工程 — A組銀獎



16 employees were completed the "Essential Communication Skills Training"  
16名僱員完成「關鍵溝通技巧培訓 (Essential Communication Skills Training)」

Our newcomers attending the staff newcomers attending the staff  
新員工參加員工迎新培訓



During the year, we continued to offer various structured training programmes (i.e. HKIE Scheme "A" Training Program for Graduate Engineer and Construction Management Trainees Training Program) to foster the professional development of our young engineers. With the guidance from our experienced supervisors through the systematic training schedule, our young engineers are able to put their academic knowledge and theories into real practice and develop their professional expertise. In order to attract elites who are eager to develop a rewarding long-term career in our industry, we organised career talks at local universities and institutes. In 2017, thirteen graduate trainees from various education background were recruited, which included engineering, quantity surveying, and construction management.

Being one of Asia's longest-standing construction groups in the industry, Hsin Chong has been pursuing the transformation from a building contractor to a company that provides a full range of business services including civil engineering, interiors and fitting-out, electrical and mechanical engineering, and construction management. We are committed to delivering quality products and services in world-class standard by upholding the principles of "quality, safety, reliability, and integrity" to earn customers' respect and loyalty.

### Product and Service Excellence

The Group has established and implemented a quality management system in our operations, which is in conformity with internationally recognised ISO 9001 standard. The system helps us to comply with the relevant laws, regulations, and contract obligations that are applicable to our products and services; control the quality issues systematically to enhance our customers' satisfaction; and continuously improve the quality performance in our operation.

In pursuit of quality and efficiency in our projects, our project teams follow the master programme, contract specifications, and various quality management procedures and guidelines closely. Likewise, our dedicated engineering teams and experts carry out stringent quality assurance and control inspections regularly throughout the project life cycle – from material procurement, incoming material receiving inspection and testing, subcontractors building works at construction stage to completion. This is to ensure the project works are constructed in according with the approved drawings and method statements, and fully meet the contract requirements. To minimise defects at the earliest stage, we prepare product model samples and/or mock-ups for the clients' inspection and approval before putting into mass production. Furthermore, regular meetings with our suppliers and subcontractors are conducted to review the progress and quality of production.

We value feedbacks from our customers as they drive us to develop continuously in business. We conduct customer satisfaction surveys bi-annually with our customers invited to rate their satisfaction level towards aspects of construction management, production, quality, safety, and environmental management. Based on the collected results, areas for improvement and associated action plans are developed to work towards meeting the needs and expectations of our customers, and to enhance our service quality in the long run. In event of complaints received from our customers, we follow the customer complaint handling procedure to address their concerns. Our responsible teams undertake the follow-up action(s) and rectify the situation in a timely manner to gain our customers' trust and satisfaction.

年內，我們繼續提供多項系統化的培訓課程（即香港工程師學會應屆畢業生工程師培訓項目「A」計劃（HKIE Scheme "A" Training Program for Graduate Engineer）及建造管理培訓生培訓課程（Construction Management Trainees Training Program）），以支持年輕工程師的專業發展。在接受系統化培訓計劃的過程中，經驗豐富的主管會為年輕工程師提供指導，使他們能夠將學術知識及理論融入實踐，並增長專業知識。為吸引有意於我們行業長期發展並從中得益的精英，我們於本地大學及機構舉辦職業講座。於2017年，我們招收了來自不同教育背景（包括工程、工料測量及施工管理）的13名應屆畢業培訓生。

作為亞洲業內歷史最悠久的建築集團之一，新昌一直追求轉型，力求從樓宇承建商轉型為業務涵蓋土木工程、室內裝飾及裝修、機電工程及建造管理服務之提供全方位建造業務公司。秉承「優質、安全、可靠及真誠」的原則，我們致力交付世界一流的優質產品及服務以贏取客戶的尊重與忠誠。

### 卓越的產品及服務

本集團已建立並於營運過程中實施符合國際ISO 9001標準認證的質量管理體系。該體系有助於我們遵守適用於產品及服務的相關法律、法規及合約義務；系統化地控制質量問題，以提高客戶滿意度；及不斷提升業務的質量。

為優質高效地實施項目，我們的項目團隊嚴格遵守總體計劃、合約規範以及各項質量管理程序及指引。我們的專業工程團隊及專家亦會從材料採購、材料驗收及測試、分包商於施工過程中的樓宇施工乃至竣工的整個項目生命週期中定期進行嚴格的質量保證工作及控制檢查。此舉旨在確保項目施工按照已批准的圖紙及施工方案進行，並完全符合合約要求。為於早期階段減少缺陷，我們會於投入批量生產前製作產品樣本及／或模型，以供客戶檢查及批准。此外，我們會定期與供應商及分包商開會，以回顧生產的進度及質量。

客戶是促使我們業務持續發展的驅動力，故我們重視他們的反饋意見。我們每兩年進行一次客戶滿意度調查，邀請客戶對建造管理、生產、質量、安全及環境管理方面的滿意度進行評分。我們會根據收集的結果識別有待改進的領域及制定相關的行動計劃，以滿足客戶的需求和期望，並於長期內提高我們的服務質素。倘收到客戶的投訴，我們會遵照客戶投訴處理流程解決相關問題。我們的主管團隊會採取後續行動，及時糾正有關情況，以贏取客戶的信任並提高其滿意度。

## Caring for our Business Partners

### 關注業務合作夥伴

To protect our customers' privacy and interest, all the collected customer data is treated as strictly confidential and handled with great care. The clients' data can only be assessed by designated personnel to prevent information leakage to unauthorised persons or parties.

During the Reporting Period, to show appreciation of our good performance in quality control, we were presented with the Bronze Award on "QSE Performance Award – Quality Award" & the Silver Award on "QSE Performance Award – Stakeholder Engagement Award" organised by MTR Corporation Limited.

During the Reporting Period, we confirm that there was no non-compliance with laws and regulations that had a significant impact on the Group relating to product health and safety, advertising, and privacy matters relating to products and services provided and methods of redress.

Engaged in construction and property development business, the Group closely works with a wide range of business partners, including subcontractors, suppliers, and service providers in our operations. We strive to work with suppliers who share our goals in responsible management of business ethics, quality, safety, labour, and environmental management.

Through the implementation of a robust procurement and tendering mechanism, we select reliable and competent business partners from potential organisations in adherence to the principle of equal opportunity and fair competition. All the potential partners are required to undergo a qualification assessment before they can register as our on-list qualified suppliers and subcontractors. They are requested to fill in a pre-qualification form to demonstrate their technical capability, the practices on quality assurance, and the safety and environmental compliance for evaluation. After meeting all the specified requirements, such suppliers and subcontractors can then be qualified as approved suppliers and subcontractors. In addition, performance appraisals on the selected suppliers and subcontractors are conducted every six months to ensure the quality of their products or services are properly maintained. In case our business partners fail to comply with our standards, they are requested to take swift corrective actions, otherwise their qualifications will be suspended or even revoked. To encourage our business partners to pursue sustainable development in their own operations, we regularly share our knowledge and experience of good industry practices, QSE management, and our ESG strategies with them.

To demonstrate our commitment to maintaining a fair and ethical supply chain, a competitive tendering process is in place. In the tendering documents, we clearly list out all the requirements, specifications, terms and conditions to ensure all our invited tenderers can receive identical tendering information, and fully understand the project nature, scope, and contract requirements before proceeding with their tender submissions. Our dedicated technical team then carries out technical review and evaluation of the tenders, and carries out selection not only based on budget and technical capabilities, but also on performance related to labour, quality, safety, and environmental protection. Work contracts will only be awarded to the tenderers that can fulfil our technical and QSE requirements with a reasonable project price.

為保護客戶的隱私及利益，我們會對所取得的全部客戶數據嚴格保密並謹慎處理。僅指定人員可接觸客戶的數據，以防止資料洩露予未經授權的人員。

報告期內，我們榮獲港鐵的「品質、安全與環保表現大獎—品質獎」銅獎以及「品質、安全與環保表現大獎—持份者參與獎」銀獎，是對我們於品質控制方面良好表現的讚許。

於報告期內，我們確認並無違反有關產品健康與安全、廣告以及與所提供產品及服務相關的私隱事宜及補救方法的法律及法規而對本集團產生重大影響的情況。

本集團從事建造及物業發展業務，在業務經營中與廣泛的業務合作夥伴（包括分包商、供應商及服務提供商）保持緊密合作。我們致力於與同我們共同致力於商業道德、質量、安全、勞工的負責管理及環境管理的供應商合作。

透過實施健全的採購及招標機制，我們根據機會均等及公平競爭原則自潛在組織甄選可靠及能力勝任的業務夥伴。在入選我們的合資格供應商及分包商名單前，所有潛在合作夥伴均須通過資格評估。彼等需填寫資格預審表以說明彼等之技術能力、質量保證常規以及安全及環境合規情況以供評估。於達致全部具體規定後，有關供應商及分包商隨後獲認證為獲準供應商及分包商。此外，每六個月會對入選供應商及分包商進行表現評估，以保證其產品或服務的質量能夠得到適當維持。倘我們的業務夥伴未能遵守我們的標準，彼等須迅速採取糾正措施，否則彼等之資格將會被暫停甚至吊銷。為鼓勵我們的業務夥伴在彼等自身的經營中追求可持續發展，我們會定期與彼等分享我們有關良好行業常規、QSE管理及ESG策略的知識及經驗。

為體現我們對維持公平及道德的供應鏈的承諾，我們制定了具競爭力的招標程序。在招標文件中，我們明確列出所有要求、規格、條款及條件以保證所有獲邀競標者在編製彼等之標書前能夠接獲相同招標資料，並完全了解項目性質、範圍及合約要求。我們專設的技術團隊之後會對招標進行技術審閱及評估，惟我們的甄選不僅會根據預算及技術能力，亦會根據有關勞工、質量、安全及環境保護的表現作出。工程合約僅會以合理項目價格授予能夠符合我們的技術及QSE規定競標者。



## Anti-corruption

Hsin Chong fully understands its long-term business success is founded on integrity, accountability, and fairness. The Group is committed to operating its business with the highest degree of ethical standards. To reinforce our commitment throughout our operation, a policy on anti-corruption and a “Code of Conduct” are established in accordance with Prevention of Bribery Ordinance in Hong Kong, which are stated in our Employee Handbook for all employees to strictly abide by.

We prohibit all employees from receiving and soliciting, directly or indirectly, any advantages such as gifts, money, entertainment, and other form of rewards or abuse the power of their positions for taking benefits in business dealings. When any suspected or actual conflict of interest arises, employees are required to fill in the “Declaration of Conflict of Interest” and report the situation to the Human Resources Manager. All the anti-corruption principles stated in the Code of Conduct are well communicated to employees through staff orientation training, compliance refresher training, and via regular talks by the Independent Commission Against Corruption. Employees are subject to disciplinary action if they fail to comply with the rules of the Code. Likewise, we require our business partners to observe this Code when working with us.

In addition, we have established an independent Integrity Committee to monitor the effectiveness of our anti-corruption management, and to investigate and examine the reported integrity-related issues. A comprehensive whistle-blowing system with clear reporting channels is in place and encourages all staff to report any suspected or actual misconducts and misbehaviours in a good faith. Reported cases will be followed up promptly and remedial actions will be taken where appropriate. All the reported information is kept confidentially and confirmed cases will be reported to the Audit Committee.

During the Reporting Period, we confirm that there was no non-compliance with laws and regulations that had a significant impact on the Group relating to bribery, extortion, fraud and money laundering.

## 反貪污

新昌深知其長期的商業成功乃建基於誠信、問責及公平。本集團致力於以最高水平的道德標準經營業務。為加強我們在整個營運過程中的承諾，本集團根據香港防止賄賂條例制定反貪污政策及「行為守則」，有關詳情載於僱員手冊，所有僱員須嚴格遵守。

我們禁止所有僱員直接或間接接收及索取禮品、金錢、娛樂及其他形式的獎勵等任何好處或濫用職權以從商業交易中獲益。當出現任何涉嫌或實際利益衝突時，僱員須填寫「利益衝突聲明」並將情況報告予人力資源經理。我們透過員工入職培訓、合規進修培訓及廉政公署的定期約談與僱員溝通「行為守則」內所述的所有反貪污原則。倘僱員未遵守守則規定，僱員將受到紀律處分。同樣，我們要求我們的業務合作夥伴在與我們合作時遵守該「守則」。

此外，我們已成立獨立誠信委員會以監督我們反貪污管理的有效性，並調查及審查上報的誠信相關問題。我們已設立訂有明確報告渠道的全面舉報系統，並鼓勵所有員工真誠舉報任何涉嫌或實際的不當行為及不端行為。我們將及時跟進報告事件，並在適當情況下採取補救措施。所有報告資料均保密處理及經確認事件將上報審核委員會。

於報告期內，我們確認並無違反有關賄賂、勒索、欺詐及洗錢的法律法規而對本集團產生重大影響的情況。

# Caring for our Environment

## 關愛我們的環境

With greater concerns from the general public on the impacts of global warming and environmental pollutions, Hsin Chong acknowledges its responsibility to protect the environment, which is an integral part of its business operation. To honour our commitment to the environment, the Group has established clear policies with great emphasis on improving our environmental management practices through environmental pollution prevention and maximising resource efficiency to reduce environmental impacts arising from the execution of our construction works. In order to integrate environmental considerations into our business, we have implemented environmental and energy management systems that are certified to the ISO14001 and ISO50001 standards, respectively, to identify the significant environmental and energy aspects, to control and manage the associate impacts with appropriated control and mitigation measures. Constant review by our top management on the environmental risks, the suitability and effectiveness of the implemented management systems help us to achieve continual improvement of our environmental performance.

### Managing Emissions and Improving Resources Efficiency

To minimise our environmental footprints in our operation, a lot of initiatives have been carried out across our operations to reduce emissions, waste generation, and disposal. For example, the principle of 3Rs (i.e. reduce, reuse, and recycle) is applied to enhance resources efficiency at our construction sites.

#### Air Emission Control

Our construction activities can potentially induce the environmental nuisance, such as dust emission and exhaust gas emission from the diesel-drive plants and equipment at construction sites, and contribute to air pollution. To effectively control the dust emission, we have applied various control measures such as watering during excavation, site formation and earthworks, providing dust screens for scaffolding, sheltering the stockpile of dusty material, and installation of vehicle wheel washing facilities. Similarly, to minimise air pollutants in emissions, we used biodiesel for all diesel-operated plants and machineries (such as generators and excavators) to reduce the sulphur dioxide emission. Regular checks and maintenance of the construction plants are conducted to improve the efficiency and thus avoid emitting excessive dark smoke.

#### Energy saving and Greenhouse gas emission management

We work to minimise energy consumption and greenhouse gas ("GHG") emissions by introducing renewable energy source and adopting energy efficient equipment in our operation. We have installed solar panels and solar heaters at a number of site offices to generate electricity for office operation. Solar flash lamp for signalling is applied to reduce the daily electricity consumption. Additionally, we have installed LED lights at construction sites and offices in replacement of less energy efficient models. Our teams are encouraged to adopt the Quality Powered Mechanical Equipment that is more environmentally friendly and efficient at construction sites and switch off idle plants and machinery when they are not in use for energy saving.

隨著公眾對全球變暖及環境污染影響的關注日趨上升，新昌深知其保護環境的責任，將其融入業務營運的過程中。為踐行對環境的承諾，本集團制定了明確的政策，著重強調透過環境污染防治並最大化資源效能，減少實施建造工程中對環境的影響，從而改善我們的環境管理常規。為將環境考量融入我們的業務，我們分別實施獲ISO14001及ISO50001標準認證的環境及能源管理系統，識別了重大的環境及能源方面，從而通過恰當的管控及減輕措施以控制及管理相關影響。最高管理層對環境風險以及落實管理系統的持續性及有效性的持續檢討，有助於我們持續改善我們的環境表現。

### 管理排放物及提高資源效率

為將我們營運對環境的影響降至最低，我們在營運中採用大量舉措，以減少排放物、廢物產生及處理。例如，採用3R原則（即減少、再用及回收）以提升建築工地的資源效率。

#### 廢氣排放管控

我們的建築活動可能會產生環境公害，如建築工地的柴油動力器械及設備的粉塵排放及廢氣排放，從而形成大氣污染。為有效管控粉塵排放，我們已採用多項控制措施，如在挖掘、地盤平整及土方工程作業時灑水、為腳手架加蓋防塵罩、遮蓋存放的粉狀材料及安裝滑輪清洗設施。同樣地，為減少空氣污染物排放，我們於所有柴油驅動器械及機器（如發電機及挖掘機）使用生物柴油，從而減少二氧化硫的排放。建築器械均會進行定期檢查及保養，以便提升效率，進而避免過量排放黑煙。

#### 節能及溫室氣體排放管理

我們通過在營運過程中引入可再生能源來源及採用節能設備，致力於減少能源消耗及溫室氣體（「溫室氣體」）排放。我們已在多個工地辦公室加裝太陽能面板及太陽能加熱器，為辦公室營運發電。我們採用用於發送信號的太陽能閃光燈以減少日常電力消耗。此外，我們已於建築工地及辦公室安裝LED燈，從而取代低效能的模式。我們鼓勵團隊採用優質動力機械設備，該等設備在建築工地的環境友好程度更高且兼具更高的效率，並通過關閉並非在用的閒置器械及機器以節能降耗。

### Waste Management

Construction and Demolition (“C&D”) waste and chemical waste are the major sources of waste generated from our construction works. Our waste management strategy is determined in reference to the waste management hierarchy that prioritises avoidance, reduction, reuse, and recycling, over disposal. Our project teams carefully consider the building design, construction methods and work programmes of the entire project lifecycle, from pre-design stage to construction stage, to reduce the amount of C&D waste produced at the project sites and thus avoid over-ordering materials. In addition, we maintain good site practices to recover C&D waste for reuse and recycle. Appropriate on-site waste sorting area is allocated at each project site to properly segregate the inert waste and non-inert waste from site work, where inert waste from excavation or earth works is reused as back-fill materials. For those non-inert wastes such as plastic, metal, paper, and cardboard, they are sorted into recyclable and non-recyclable portions, and are reused and recycled as much as possible before they are disposed of at the landfills. Moreover, precast or prefabricated building components and reusable metal formwork for temporary works are applied to reduce the onsite material consumption and waste generation. For the hazardous chemical waste, it is properly collected and stored at designated areas before it is consigned to licensed waste collectors for handling and treatment.

### Water use and wastewater treatment

Construction wastewater with a high level of suspended solid is generated during the construction. Accordingly, the collected wastewater is properly treated by the onsite wastewater treatment facility and meets the discharge standards of the license before reuse or discharge. Regular self-monitoring on the water quality of effluent is carried out to ensure the related regulatory standards are met. To reduce the water demand at our construction sites, we collect and recycle the rainwater for daily irrigation and furthermore, the treated wastewater is reused for dust suppression and vehicle wheel washing to reduce the fresh water consumption.

With our great efforts in environmental management, we were conferred the Environmental Merit Award at the Hong Kong Construction Environmental Awards 2017, in recognition of the Group’s dedication to promoting a greener environment and outstanding environmental performance.

During the Reporting Period, we confirm that there was no non-compliance with laws and regulations that had a significant impact on the Group relating to air and GHG emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

### 廢棄物管理

建造及拆卸(「C&D」)廢棄物及化學廢物為我們建築工程產生的廢棄物主要來源。我們的廢棄物管理策略乃參考廢棄物管理層次釐定的，其在處理前會優先避免、減少、重用及回收廢棄物。我們的項目團隊仔細考慮整個項目生命週期(從設計前階段到施工階段)的樓宇設計、施工方法及工作計劃，以減少項目現場產生的C&D廢棄物數量，從而避免過度訂購材料。此外，我們維持良好的現場慣例以回收C&D廢棄物以供再次使用及回收。每個項目現場均分配適當現場廢物分揀區域，以便將現場工作中的惰性廢物及非惰性廢物進行適當隔離，其中來自挖掘或土方工程的惰性廢物將被重新用作回填材料。對於塑料、金屬、紙張及紙板等非惰性廢棄物而言，彼等將被分類為可回收及不可回收的部分，並且在垃圾填埋場棄置前盡可能重複使用及回收利用。此外，臨時工程使用的預製樓宇部分及可重複使用的金屬框架將用於減少現場物料消耗及廢棄物產生。有害化學廢棄物於委託有執照的廢物收集者進行處理前將妥善收集並儲存在指定地點。

### 用水及廢水處理

施工期間產生高含量懸浮固體的建築廢水。因此，所收集的廢水會經過現場廢水處理設施妥善處理，符合排放許可標準後方予以重新利用或排放。本公司會對出水質量進行定期自我監控，以確保符合相關監管標準。為減少施工現場的用水需求，我們收集及回收雨水用於日常灌溉，並將處理後的廢水再用於粉塵抑制及車輪清洗，以減少淡水消耗量。

憑藉我們在環境管理方面的不懈努力，我們獲頒2017年香港建築環保大獎—環保優異獎，以表彰本集團致力於推動更環保的綠色環境及卓越的環保表現。

報告期內，我們確認並無違反與空氣及溫室氣體排放、向水及陸地排污以及產生有害及無害廢棄物有關且對本集團有重大影響之法律及法規。



Certificate of 2017 Hong Kong Construction Environmental Awards - Environmental Merit Award  
2017年香港建築環保大獎—環保優異獎證書



## Environmental Performance

During the Reporting Period, our environmental performance in related to our business activities is shown in the following table:

## 環境表現

於報告期內，與我們的業務活動有關的環境表現載於下表：

Hsin Chong Group Holdings Limited 新昌集團控股有限公司		
	Unit 單位	FY2017 2017財政年度
<b>Types of Resources Consumption</b> <sup>(Note 1,2)</sup> <b>資源消耗類型</b> <sup>(附註1-2)</sup>		
<b>Direct Energy</b> <b>直接能源</b>		
<b>Mobile Fuels</b> <b>移動式燃料</b>		
– Diesel 柴油	Litre 升	2,937,236.00
– Unleaded petrol 無鉛汽油	Litre 升	21,359.73
<b>Stationary Fuel</b> <b>固定式燃料</b>		
– Natural Gas <sup>(Note 3)</sup> 天然氣 <sup>(附註3)</sup>	m <sup>3</sup> 立方米	1,504,400,000
<b>Indirect Energy</b> <b>間接能源</b>		
– Electricity 電力	KWh 千瓦時	29,445,559.18
<b>Water</b> <b>耗水</b>	m <sup>3</sup> 立方米	1,669,323.75
<b>Refrigerant</b> <b>製冷</b>	kg 公斤	468.00
<b>Wastewater Discharge</b> <sup>(Note 4)</sup> <b>污水排放</b> <sup>(附註4)</sup>	m <sup>3</sup> 立方米	1,180.00
<b>Type of Waste Generation</b> <sup>(Note 1)</sup> <b>廢物產生類型</b> <sup>(附註1)</sup>		
<b>Total Non-hazardous waste</b> <b>無害廢物總量</b>	Tonne 噸	120,546.07
– Non-hazardous Waste (Direct Disposal) 無害廢物 (直接處理)	Tonne 噸	109,826.73
– Non-hazardous Waste (Reuse & Recycle) 無害廢物 (再用及回收)	Tonne 噸	10,719.34
<b>Total Hazardous Waste</b> <b>有害廢物總量</b>	Tonne 噸	470.38

<b>Hsin Chong Group Holdings Limited</b> <b>新昌集團控股有限公司</b>		
	Unit 單位	FY2017 2017財政年度
<b>Types of Greenhouse Gas Emissions</b> (Note 1)		
<b>溫室氣體排放類型</b> (附註1)		
– Direct Emission (Scope 1) 直接排放 (範疇1)	tCO <sub>2</sub> e 噸二氧化碳當量	11,314.18
– Indirect Emission (Scope 2) 間接排放 (範疇2)	tCO <sub>2</sub> e 噸二氧化碳當量	21,421.59
– Other Indirect Emission (Scope 3) (Note 5) 其他間接排放 (範疇3) (附註5)	tCO <sub>2</sub> e 噸二氧化碳當量	1.33
<b>Total</b> <b>總計</b>	tCO <sub>2</sub> e 噸二氧化碳當量	32,737.10
<b>Intensity</b> <b>密度</b>		
<b>Direct Energy Intensity</b> <b>直接能源密度</b>		
– Mobile Fuels 移動式燃料	Litre/Revenue in HKD ('000) (Note 6) 升/收入港幣千元 (附註6)	0.049
– Stationary Fuels 固定式燃料	m <sup>3</sup> /Revenue in HKD ('000) 立方米/收入港幣千元	0.025
<b>Indirect Energy Intensity</b> <b>間接能源密度</b>	kWh/Revenue in HKD ('000) 千瓦時/收入港幣千元	0.49
<b>Water Intensity</b> <b>用水密度</b>	m <sup>3</sup> /Revenue in HKD ('000) 立方米/收入港幣千元	0.028
<b>Wastewater Intensity</b> <b>廢水密度</b>	m <sup>3</sup> /Revenue in HKD ('000) 立方米/收入港幣千元	0.000020
<b>Water Intensity</b> <b>用水密度</b>		
– Non-hazardous Waste 無害廢物	Tonne/Revenue in HKD ('000) 噸/收入港幣千元	0.0020
– Hazardous Waste 有害廢物	Tonne/Revenue in HKD ('000) 噸/收入港幣千元	0.0000078
<b>Carbon Intensity</b> <b>碳密度</b>		
– Direct Emission (Scope 1) 直接排放 (範疇1)	tCO <sub>2</sub> /Revenue in HKD ('000) 噸二氧化碳/收入港幣千元	0.00019
– Indirect Emission (Scope 2) 間接排放 (範疇2)	tCO <sub>2</sub> /Revenue in HKD ('000) 噸二氧化碳/收入港幣千元	0.00036
– Other Indirect Emission (Scope 3) 其他間接排放 (範疇3)	tCO <sub>2</sub> /Revenue in HKD ('000) 噸二氧化碳/收入港幣千元	0.00000022

- Note 1: The reported information includes all building construction projects in Hong Kong and Macau, and two property development projects in Mainland China (New Times Plaza at Beijing & the retail outlets of La VIVA at Foshan) only.
- Note 2: Packaging material is not applicable to the Group's building construction, property development, and property management services business.
- Note 3: Natural gas was consumed in New Times Plaza at Beijing only.
- Note 4: The reported information represents wastewater discharge from La VIVA, Foshan only. Wastewater generated from building construction projects was discharged after wastewater treatment and no data record is available. Wastewater generated from New Times Plaza at Beijing was discharged to municipal drainage system and thus no data record is available.
- Note 5: Other indirect emission includes the emission from business travel only.
- Note 6: The revenue includes the building construction projects in Hong Kong and Macau, and two property development projects in Mainland China (New Times Plaza at Beijing & the retail outlets of La VIVA at Foshan) only.

### Contributing to Green Building Movements

Since buildings account for a significant portion of the total energy consumption and greenhouse gas emission, we fully understand our role as contractor and are actively seeking opportunities to increase our contributions. We work closely with clients to integrate the idea of sustainability throughout the building lifecycle to integrate and maximise green features into the buildings. In the M+ Museum project, we endeavour to support this project in attaining a BEAM Plus Gold Rating (Building Environmental Assessment Method) by minimising the environmental impacts during construction. The Group also encourages and supports our employees to undertake trainings on green building to enable the Group to contribute more in the area of green building in the future.

- 附註1：所呈報的資料僅包括於香港及澳門的所有樓宇建造項目以及兩個位於中國內地的物業開發項目（北京新年華購物中心及佛山星悅南岸的零售奧特萊斯）。
- 附註2：包裝物料並不適用於本集團的樓宇建造、物業開發及物業管理服務業務。
- 附註3：天然氣僅由北京新年華購物中心消耗。
- 附註4：所呈報的資料僅為佛山星悅南岸的污水排放。樓宇建造項目產生的污水經污水處理後排放，並無取得可用的數據記錄。北京新年華購物中心產生的污水排放至市政排水系統，因此並無取得可用的數據記錄。
- 附註5：其他間接排放僅包括業務差旅的排放。
- 附註6：收入僅把包括於香港及澳門的樓宇建造項目以及兩個位於中國內地的物業開發項目（北京新年華購物中心及佛山星悅南岸的零售奧特萊斯）。

### 對綠色建築運動的貢獻

由於建築在總能源消耗及溫室氣體排放中佔據重要地位，我們深知我們作為承包商所扮演的角色並積極尋求機會增加我們的貢獻。我們與客戶密切行動，在建築使用年期內將可持續性的理念融入建築當中，並最大限度的發揮其綠色特性。在M+博物館項目建造過程中，我們努力將環境影響降至最低，為該項目爭取到綠建環評(BEAM Plus)金級（建築環境評審法）評級。本集團亦鼓勵及支持僱員進行有關綠色建築的培訓，使本集團在日後為綠色建築領域多作貢獻。



# Caring for the Community

## 關懷社區

Caring for Community is a value shared by the Group and its employees. We are committed to giving back to the society through leveraging our resources and engaging our people to support meaningful industrial-related projects, community programme and charitable services. This year, we endeavour to foster the community development with focus on professional development of young talents in the engineering discipline, and to wellness of the community.

During 2017, we attained a number of recognitions for our continuous efforts in community involvement. We were awarded the Caring Company Logo for the 15th consecutive year by the Hong Kong Council of Social Service. The Group was named the Heart To Heart Company by the Hong Kong Federation of Youth Group ("HKFYG"), which demonstrated our great support of youth volunteering promotion and community service. We have also received the CSR Advocate Index Mark from the Hong Kong Quality Assurance Agency for the 5th year in a row.

關懷社區為本集團與其僱員的共同價值。我們透過運用我們的資源及委聘我們的人員支持有意義的行業相關項目、社區項目及慈善服務，致力於回饋社會。於本年度，我們努力培育社區發展，重點發展年輕人在工程學科的專業發展，同時亦提供社區福利。

於2017年，我們在社區參與方面的不懈努力得到多項嘉許。本集團連續第15年榮獲香港社會服務聯會頒發「商界展關懷」嘉許標誌。本集團獲香港青年協會（「香港青年協會」）提名為「有心企業」，彰顯了我們對青年義工推廣及社區服務的大力支持。我們亦連續第5年榮獲香港品質保證局頒發「企業社會責任先導者標誌」。

Heart to Heart company  
有心企業



Caring company for 15<sup>th</sup>  
consecutive years  
連續第15年榮獲「商界展關懷」  
嘉許



CSR Advocate Index Mark  
企業社會責任先導者標誌

### Nurturing Engineering Talents

Hsin Chong continues to provide sponsorships to support the talent development programmes and industry events organised by industry-related institutions and professional bodies such as Hong Kong Institutions of Engineers (“HKIE”), Hong Kong Vocation Training Council, and The Canadian Society for Civil Engineering (HK Branch) to facilitate the development of young professionals and advocate excellence in engineering. In 2017, we have sponsored the HKIE Engineering Exposition 2017 and four of our engineers were nominated to participate in the event. Moreover, the Group was the gold sponsor for HKIE President’s Protégé Scheme 2016-17, which aimed to offer opportunities for young engineers to work with experienced engineers and broaden their exposure outside of the working environment. Through this scheme, we strived to nurture the enthusiastic young engineers in the engineering profession and contribute to the industry and the society by their skills and knowledge.

### Community Wellness

The Group participates in various charitable activities organised by the different non-profit and non-governmental organisations and organise volunteering services to care for the needy and underprivileged in our community.

Our Hsin Chong “Love & Care” team, which consists of volunteers from all department, participated in the rice distribution activity organised by HKFYG in May 2017. The team visited some senior citizens with hampered mobility and are living alone in the Tai Kok Tsui and Mongkok districts, to share our love and care and distribute rice bags. Additionally, we also partnered with Haven of Hope and arranged two visits to their nursing home in Tseung Kwan O in November 2017. Our volunteers organised birthday parties for the elderly and meanwhile learned the basic health care skills such as wheelchair operation and put the skills into practice to help to bring the elderly to the event venue from different floors of the nursing home. We desire that the activities could bring our warmth and love to the elderly on their birthdays.

### 培育工程人才

新昌持續為香港工程師學會、香港職業培訓協會及加拿大土木工程學會（香港）等行業組織及專業機構的人才發展計劃及行業活動提供贊助支持，致力促進年輕專業人士的發展及倡導卓越工程的理念。2017年，我們贊助香港工程師學會2017年度工程展覽，並有4名工程師獲提名參加活動。此外，本集團亦是香港工程師學會2016-17年度「師傳菁」計劃(President’s Protégé Scheme)的黃金贊助商，該計劃旨在為年輕工程師提供機會跟從資深工程師工作及拓展工作環境以外的見識。我們致力透過該計劃培育更多有志投身工程行業的年輕工程師並促進彼等以專業技能及知識為業界和社會作貢獻。

### 社區福祉

本集團參與多個非盈利組織及非政府機構舉辦的各種慈善活動，並透過組織義工服務幫助社區有需要的人士及弱勢社群。

來自各部門義工組成的新昌「Love & Care」義工隊參與香港青年協會於2017年5月舉辦的送米助人行動。義工隊探訪了居於大角咀、旺角區行動不便的獨居長者，表達關愛，並派送米包。此外，義工隊於2017年11月兩次到將軍澳靈實護養院探訪長者。義工們為院內長者舉辦千歲宴，在活動中學習推輪椅等基本護理技巧，以協助到護養院各樓層接長者到指定場地參與活動。我們希望透過祝壽活動讓長者感受到溫情暖意。

Hsin Chong also demonstrated its charitable spirit in a number of fundraising events. More than 30 employees participated in Dress Causal Day to raise fund for the Community Chest. In addition, over 50 colleagues donated money in the event of Love Teeth Day to help those less privileged to gain access to dental care.

The Group had also put much effort in various sport-related charity events. In October 2017, our colleagues participated in the Agency for Volunteer Service Volunteer Run & Walk 2017 to raise funds for the development and promotion of volunteerism in Hong Kong. Similarly, our Macau colleagues raised funds for the less unfortunate through the participation of The 34th Walk for Millions organised by Macau Daily Readers Charity Fund. We also fundraised for the Construction Charity Fund through taking part in the Construction Industry Sports Day and Charity Fun day 2017.

新昌亦在眾多籌款活動中展現慈善精神。超過30名員工參與了「公益金便服日」活動，為公益金籌款。此外，超過50名同事參與了「公益愛牙日」，籌款幫助向有需要人士提供口腔護理服務。

本集團亦積極參與各種運動慈善活動。於2017年10月，我們的同事參與了義務工作發展局舉行的「義跑義行2017」，籌募善款以推動香港義務工作發展。此外，澳門同事參與了澳門日報讀者公益基金會主辦的第34屆「公益金百萬行」活動，為有需要的人籌集善款。我們亦參加「2017建造業運動會暨慈善同樂日」，為建造業關懷基金籌款。



Our colleagues took part in AVS Volunteer Run & Walk 2017 for fundraising  
同事參加義工局舉行的「義跑義行義017」活動



Our volunteer team visited the elderly with hampered mobility and distributed rice bag  
義工隊探訪行動不便的長者並派送米包



Our colleague won the athletic competition in Construction Industry Sports Day and Charity Fun day 2017  
同事在「2017建造業運動會暨慈善同樂日」運動比賽中獲獎



Our volunteer team was preparing the birthday party for the elderly in Haven of Hope Nursing Home  
義工隊為靈實護養院長者籌備千歲宴

# HKEx ESG Reporting Guide Index

## 聯交所環境、社會及管治報告指引索引

HKEx ESG Reporting Guide General Disclosures 聯交所環境、社會及管治報告指引一般披露		Policy/Procedure 政策／程序	Reference Section 參考章節
<b>A. Environmental 環境</b>			
<b>A1 Emissions 排放物</b>	Information on: 有關廢氣及溫室氣體排放、向水及土地之排污、產生有害及無害廢物之：	Corporate Social Responsibility Policy 企業社會責任政策	CARING FOR OUR ENVIRONMENT – Managing Emissions and Improving Resources Efficiency
	(a) the policies; and 政策；及	Environmental Management Policy 環境管理政策	愛護環境－ 管理排放物及提高資源效率
	(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. 遵守對發行人有重大影響之相關法律及規例之資料。	Environmental Management Manual 環境管理手冊	CARING FOR OUR ENVIRONMENT – Environmental Performance 愛護環境－環境表現
		Environmental Management Procedures and guidelines 環境管理程序及指引	



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<b>A2 Use of Resources 資源使用</b> Policies on 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)之政策。	Corporate Social Responsibility Policy 企業社會責任政策  Environmental Management Policy 環境管理政策  Environmental Management Manual 環境管理手冊  Environmental Management Procedures and guidelines 環境管理程序及指引  Energy Management Policy 環境管理政策  Energy Management Manual 環境管理手冊  Energy Management Guideline 環境管理指引	CARING FOR OUR ENVIRONMENT – Managing Emissions and Improving Resources Efficiency 愛護環境－ 管理排放物及提高資源效率  CARING FOR OUR ENVIRONMENT – Environmental Performance 愛護環境－環境表現
<b>A3 The Environment and Natural Resources 環境及天然資源</b> Policies on minimising 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之政策。	Corporate Social Responsibility Policy 企業社會責任政策  Environmental Management Policy 環境管理政策  Environmental Management Manual 環境管理手冊  Environmental Management Procedures and guidelines 環境管理程序及指引  Energy Management Policy 環境管理政策  Energy Management Manual 環境管理手冊  Energy Management Guideline 能源管理指引	CARING FOR OUR ENVIRONMENT – Managing Emissions and Improving Resources Efficiency 愛護環境－ 管理排放物及提高資源效率  CARING FOR OUR ENVIRONMENT – Contributing to Green Building Movements 愛護環境－支持綠色建築活動  CARING FOR OUR ENVIRONMENT – Environmental Performance 愛護環境－環境表現

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<b>B. Social 社會</b>			
<b>B1 Employment 僱傭</b>	Information on: 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之：  (a) the policies; and 政策；及  (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. 遵守對發行人有重大影響之相關法律及規例之資料。	Corporate Social Responsibility Policy 企業社會責任政策  Employee Handbook 員工手冊	CARING FOR OUR PEOPLE – Employment Well-being and Labour Practices 關懷員工－僱員福利及勞工常規
<b>B2 Health and Safety 健康與安全</b>	Information on: 有關提供安全工作環境及保障僱員避免職業性危害之：  (a) the policies; and 政策；及  compliance with relevant law and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 遵守對發行人有重大影響之相關法律及規例之資料。	Corporate Social Responsibility Policy 企業社會責任政策  OHS Management Policy 職業健康與安全管理政策  OHS Management System Manual 職業健康與安全管理系統手冊  OHS Management System Procedures 職業健康與安全管理系統程序	CARING FOR OUR PEOPLE – Health and Safety 關懷員工－健康與安全
<b>B3 Development and Training 發展及培訓</b>	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之知識及技能之政策。 描述培訓活動。	Corporate Social Responsibility Policy 企業社會責任政策  Training & Development Philosophy 培訓及發展理念  Quality System Procedure 質量系統程序  Annual Training Plan 年度培訓計劃	CARING FOR OUR PEOPLE – Training and Development 關懷員工－培訓及發展

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<p><b>B4 Labour Standards</b> <b>勞工準則</b></p> <p>Information on: 有關防止童工或強制勞工之：</p> <p>(a) the policies; and 政策；及</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child or forced labour. 遵守對發行人有重大影響之相關法律及規例之資料。</p>	<p>Employee Handbook 員工手冊</p>	<p>CARING FOR OUR PEOPLE – Employment Well-being and Labour Practices 關懷員工－僱員福利及勞工準則</p>
<p><b>B5 Supply Chain Management</b> <b>供應鏈管理</b></p> <p>Policies on managing environmental and social risks of the supply chain. 管理供應鏈之環境及社會風險之政策。</p>	<p>Procurement Policy 採購政策</p> <p>Quantity Surveying Operational Manual 工料測量操作說明書</p> <p>Quality System Procedure 質量系統程序</p>	<p>CARING FOR OUR BUSINESS PARTNERS 關懷業務夥伴</p>
<p><b>B6 Product Responsibility</b> <b>產品責任</b></p> <p>Information on: 有關所提供產品和服務之健康與安全、廣告、標籤及私隱事宜以及補救方法之：</p> <p>(a) the policies; and 政策；及</p> <p>(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. 遵守對發行人有重大影響之相關法律及規例之資料。</p>	<p>Quality Management Policy 質量管理政策</p> <p>Quality System Procedure 質量系統程序</p>	<p>CARING FOR OUR CUSTOMERS – Product and Service Excellence 關懷客戶－卓越的產品及服務</p>

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<p><b>B7 Anti-corruption</b> <b>反貪污</b></p> <p>Information on: 有關賄賂、勒索、欺詐及洗黑錢之：</p> <p>(a) the policies; and 政策；及</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud, and money laundering. 遵守對發行人有重大影響之相關法律及規例之資料。</p>	<p>Employee Handbook – Code of Conduct 員工手冊－行為守則</p> <p>Integrity Committee (Paper 1 &amp; 2) 誠信委員會（文件1及2）</p>	<p>CARING FOR OUR BUSINESS PARTNERS – Anti-corruption 關懷業務夥伴－反貪污</p>
<p><b>B8 Community Investment</b> <b>社區投資</b></p> <p>Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration communities' interests. 有關以社區參與來了解發行人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。</p>	<p>Corporate Social Responsibility Policy 企業社會責任政策</p>	<p>CARING FOR THE COMMUNITY 關懷社區</p>





**HSIN新昌**  
**CHONG**

Hsin Chong Center  
107-109 Wai Yip Street  
Kwun Tong, Kowloon, Hong Kong  
Tel : (852) 2579 8238  
Fax : (852) 2516 6596  
Website : [www.hsinchong.com](http://www.hsinchong.com)

香港九龍觀塘  
偉業街107-109號  
新昌中心  
電話 : (852) 2579 8238  
傳真 : (852) 2516 6596  
網址 : [www.hsinchong.com](http://www.hsinchong.com)