



AFFLUENT PARTNERS HOLDINGS LIMITED 錢唐控股有限公司*

(Incorporated in the Cayman Islands with limited liability)

(開曼群島註冊成立之有限公司)

Stock Code 股份代號: 1466



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告 2018

* For identification purposes only 僅供識別



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ABOUT THIS REPORT 關於本報告

Affluent Partners Holdings Limited (the “**Company**”), together with its subsidiaries (the “**Group**”), is pleased to present this Environmental, Social and Governance Report (the “**Report**”) to provide an overview of the Group’s management on significant issues affecting the operation, and the performance of the Group in terms of environmental and social aspects. This Report is prepared by the Group with the professional assistance of APAC Compliance Consultancy and Internal Control Services Limited.

PREPARATION BASIS AND SCOPE

This Report is prepared in accordance with Appendix 27 to the rules governing the listing of securities (the “**Listing Rules**”) on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) – “Environmental, Social and Governance Reporting Guide” and has complied with “comply or explain” provision in the Listing Rules.

This Report summarises the performance of the Group in respect of corporate social responsibility, covering its operating activities which are considered as material by the Group – (i) purchasing, processing, designing, production and wholesale distribution of pearls and jewellery products in mainland China and Hong Kong (“**HK**”); and (ii) operation of strategic investment and financial service segment in HK. With the aim to optimise and improve the disclosure requirements in the Report, the Group has taken initiative to formulate policies, record relevant data, implement and monitor measures. This Report shall be published both in Chinese and English on the websites of the Stock Exchange and the Company. Should there be any discrepancy between the Chinese and the English versions, the English version shall prevail.

REPORTING PERIOD

This Report demonstrates our sustainability initiatives during the reporting period from 1 April 2017 to 31 March 2018.

CONTACT INFORMATION

The Group welcomes your feedback on this Report for our sustainability initiatives. Please contact us by ir@affluent-partners.com.

錢唐控股有限公司（「**本公司**」）連同其附屬公司（「**本集團**」）欣然提呈本環境、社會及管治報告（「**本報告**」），以提供有關本集團管理影響其營運的重大事宜，以及本集團於環境及社會方面的表現概覽。本報告乃由本集團在亞太合規顧問及內控服務有限公司的專業協助下編製。

編製基準及範疇

本報告乃依照香港聯合交易所有限公司（「**聯交所**」）證券上市規則（「**上市規則**」）附錄二十七—「環境、社會及管治報告指引」編製，並遵守上市規則「不遵守就解釋」條文。

本報告概述本集團在企業社會責任方面的表現，涵蓋本集團認為屬重要的業務活動，即(i)在國內及香港（「**香港**」）從事珍珠及珠寶產品的採購、加工、設計、生產及批發分銷；及(ii)香港策略投資及財務服務分部之營運。為優化及改進本報告之披露規定，本集團已主動制定政策，並記錄相關數據，實行及監控措施。本報告以中英文版本於聯交所及本公司網站刊登。中英文版本如有任何歧義，概以英文版本為準。

報告期間

本報告闡述我們於2017年4月1日至2018年3月31日報告期間內在可持續發展方面的措施。

聯絡資料

本集團歡迎閣下對本報告提出任何可持續發展措施方面的反饋，請透過ir@affluent-partners.com與我們聯絡。

INTRODUCTION

緒言

The Group is one of the world's largest merchants, purchasers and processors of pearls, with its customers spanning through 50 countries and regions around the globe. Leveraging its own competitive advantages, which include the close and stable relationship with customers and suppliers, the Group has offered vertically integrated product chain and built a renowned reputation in the pearl and jewellery industry. Looking forward, the Group will continue developing the mature pearl and jewellery business, actively participating in various important jewellery and gem fairs around the world, and expanding into a diversified customer base.

The Group has a clear strategy for its business development. Meanwhile, the Group acknowledges the importance of sustainable business practices to achieve business excellence and enhance long-term competitiveness. The Group is committed to maintaining its operation in a responsible manner for the environment and community. Our sustainability strategy is based on the compliance with the legal requirements in the areas in which we operate and the adoption of constructive opinions from stakeholders. Various policies are established to help us manage and monitor the risks related to environment, employment, operating practices and community. Details of the management approaches to sustainable development of different areas have been illustrated in this Report.

本集團為世界最大之珍珠貿易商、採購商及加工商之一，客戶遍佈全球50個國家及地區。憑藉自身的競爭優勢，包括與客戶及供應商密切而穩定的關係，本集團推出了縱向整合的產品鏈，並在珍珠及珠寶業界建立崇高聲譽。展望未來，本集團將繼續發展已成熟的珍珠及珠寶業務，積極參加世界各地多個重要的珠寶首飾展覽會，邁向多元化的客戶基礎。

本集團對於其業務發展有明確的策略。同時，本集團明白可持續業務常規對達致卓越業務及加強長期競爭力之重要性。本集團致力透過對環境及社區負責任的方式營運其業務。我們的可持續策略乃基於遵守我們經營所在地區的法律規定以及對持份者有建設性的意見兼收並蓄。我們已制定多項政策，以助我們管理及監察與環境、僱傭、營運慣例及社區相關的風險。不同領域的可持續發展管理方式詳情已於本報告闡述。

STAKEHOLDERS ENGAGEMENT

持份者參與

The Group recognises the importance of participations from its stakeholders. We obtain their views on the effectiveness of our business and any potential risks associated with environmental and social aspects. We strive to maintain a stable and close relationship with our key stakeholders through different effective communication channels that emphasise two-way dialogue. The following table provides an overview of the Group's key stakeholders and the various platforms of communication used to understand their concerns.

本集團認同持份者參與之重要性。我們搜集其對我們業務的成效，以及與環境及社會方面有關之任何潛在風險之意見。我們透過強調雙向溝通之各種有效溝通渠道，致力與主要持份者維持穩定而緊密的關係。下表概述本集團的主要持份者及各個溝通平台，以了解其關注事宜。

Stakeholders 持份者	Issues of concern 關注事項	Engagement channels 參與渠道
Government and Market Regulators 政府及市場監管機構	<ul style="list-style-type: none"> - Compliance with laws and regulations - 遵守法律法規 - Proper tax payment - 正當交稅 - Promotion of regional economic development and employment - 促進地區經濟發展及提高就業 	<ul style="list-style-type: none"> - On-site inspections and checks - 實地視察及檢查 - Annual reports, announcements and Company website - 年報、公告及本公司網站
Shareholders and Investors 股東及投資者	<ul style="list-style-type: none"> - Return on the investment - 投資回報 - Information disclosure and transparency - 資訊披露及透明度 - Protection of interests and fair treatment of shareholders - 保障股東權益及公平對待股東 	<ul style="list-style-type: none"> - Annual general meetings and other shareholder meetings - 股東週年大會及其他股東大會 - Annual reports, announcements and Company website - 年報、公告及本公司網站 - Meeting with investors and analysts - 與投資者及分析員會面
Employees 僱員	<ul style="list-style-type: none"> - Safeguarding the rights and interests of employees - 保障僱員權利和利益 - Career development opportunities - 事業發展機會 - Health and safety - 健康與安全 	<ul style="list-style-type: none"> - Conferences - 座談會 - Trainings, seminars and briefing sessions - 培訓、研討會及簡介會 - Cultural and sport activities - 文化及體育活動 - Intranet and emails - 內聯網和電郵

STAKEHOLDERS ENGAGEMENT (Continued)
持份者參與(續)

Stakeholders 持份者	Issues of concern 關注事項	Engagement channels 參與渠道
Customers 客戶	<ul style="list-style-type: none"> - Safe and high-quality products - 安全及高品質的產品 - Stable relationship - 穩定關係 - Information transparency - 資訊透明度 - Business ethics - 商業道德 	<ul style="list-style-type: none"> - Company website, brochures and annual reports - 本公司網站、小冊子及年報 - Emails and customer service hotline - 電郵及客戶服務熱線 - Feedback forms - 反饋表格 - Visits and meetings - 訪問和會議
Suppliers/ Partners 供應商／合作夥伴	<ul style="list-style-type: none"> - Long-term partnership - 長期夥伴關係 - Honest cooperation - 坦誠合作 - Fair and open - 公平公開 - Risk reduction - 降低風險 	<ul style="list-style-type: none"> - Business meetings, supplier conferences, phone calls and interviews - 業務會議、供應商座談會、電話溝通及訪談 - Regular meetings - 定期會面 - Review and assessment - 檢討及評估 - Tendering process - 招標過程
Peer/Industry Associations 同業／業界組織	<ul style="list-style-type: none"> - Experience sharing and cooperation - 分享經驗及協作 - Fair competition - 公平競爭 	<ul style="list-style-type: none"> - Industry conferences - 業界座談會 - Site visits - 實地參觀
Public and Communities 公眾人士及社區	<ul style="list-style-type: none"> - Community involvement - 社區參與 - Social responsibilities - 社會責任 	<ul style="list-style-type: none"> - Volunteering - 義工

ENVIRONMENTAL ASPECTS 環境層面

EMISSIONS

The Group is committed to promoting an environmentally conscious work place and places significant emphasis on minimising the environmental impacts to create a sustainable future for our future generation.

The processing and production of pearls and jewellery products are conducted at the Group's production facilities in Shenzhen, the People's Republic of China ("PRC"), which are subject to certain PRC environmental laws and regulations. The Group has established a set of environmental management policies and procedures, including "Environmental Facilities Operation and Management System" to monitor all the emissions and discharges, especially on wastewater which is the primary waste generated from our production processes. Specific personnel are appointed to monitor the environmental performance of our operations and check if the emissions meet the relevant national standards. All production activities have emission control plans and are carried out in accordance with local laws and regulations. Apart from complying with regulatory requirements, we also believe in supporting voluntary initiatives to innovate and advance our emissions control.

During the reporting period, we had no material violation of relevant laws and regulations about emissions.

Greenhouse Gas ("GHG") Emission

The Group is committed to mitigating the effects of climate change. GHG is considered as one of the major contributors of climate change. As the majority of the GHG emission of the Group comes from energy consumption, the Group reduces the GHG emission by reducing energy consumption in the business operation. The Group has adopted energy saving policy (as mentioned in the section "Use of Resources") in order to reduce carbon footprint.

排放物

本集團致力推動具環保意識之工作場所，並強調盡量減低對環境之影響，為下一代創造可持續之將來。

珍珠及珠寶產品之加工及生產均於本集團於中華人民共和國（「中國」）深圳之生產設施進行，並須遵守若干中國環境法律法規。本集團已制定一套環境管理政策及程序，包括「環境設施營運及管理制度」，以監察所有排放，尤其是廢水，其乃我們在生產過程中產生的主要廢棄物。專門人員獲派監察業務的環境績效，並檢查排放物是否符合相關國家標準。所有生產活動均訂有排放物監控計劃，並按照地方法律法規進行。除遵守監管規定外，我們亦相信支持自願措施以革新及推動排放監控。

於報告期內，我們並無有關排放物之相關法律法規之重大違規事項。

溫室氣體（「溫室氣體」）排放

本集團致力減輕氣候變化的影響。溫室氣體被視為導致氣候變化之其中一項主要因素。由於本集團之主要溫室氣體排放乃來自能源消耗，故本集團透過減少於業務營運中之能源消耗以減少溫室氣體之排放。本集團已採納節能政策（於「資源使用」一節中提述）以減少碳足跡。

ENVIRONMENTAL ASPECTS (Continued)
環境層面 (續)

The GHG emission of the Group during the reporting period is as follows:

本集團於報告期間之溫室氣體排放如下：

GHG Emission 溫室氣體排放	Unit 單位	Total 總計
Scope 1 ¹ 範圍1 ¹	tonnes of CO ₂ -e 噸二氧化碳當量	-
Scope 2 ² 範圍2 ²	tonnes of CO ₂ -e 噸二氧化碳當量	716.83
Total GHG emission 溫室氣體總排放量	tonnes of CO ₂ -e 噸二氧化碳當量	716.83
GHG intensity 溫室氣體強度	tonnes of CO ₂ -e/m ² 噸二氧化碳當量/平方米	0.13

¹ Scope 1: Direct emissions from sources that are owned or controlled by the Group.

² Scope 2: Indirect emissions from the purchased electricity consumed by the Group.

¹ 範圍1：來自本集團擁有或控制的來源的直接排放。

² 範圍2：來自本集團消耗外購電力的間接排放。

Waste Management

The Group recognises the importance of waste reduction. Waste management measures have been introduced to minimise the amount of wastes generated to reduce the environmental impact. Wastes are categorised into hazardous waste generated from production process and non-hazardous waste generated from office operation. Each type of waste has specific handling procedure.

For hazardous waste, it is identified and classified according to the latest National Inventory of Hazardous Wastes. Hazardous waste produced by the Group mainly involves wastewater. The Group has engaged qualified recycling companies to perform waste disposal and treatment so as to minimise the impact on the environment.

For non-hazardous waste, it is mainly the paper waste generated from office operation. To reduce paper waste, the Group advocates "paperless office" and below are the measures implemented to minimise the non-hazardous waste produced:

- Put recycling boxes near the photocopiers to collect single-sided paper for reuse and both-sided used paper for recycling.
- Display notices or posters in the office to remind employees to save paper.
- Encourage employees to reuse stationery and encourage suppliers to reuse paper box to reduce waste disposal.

廢棄物管理

本集團認同減少廢棄物之重要性。本集團已推行廢棄物管理措施，以盡量減少所產生之廢棄物，減低對環境之影響。廢棄物被分類為生產過程中產生之有害廢棄物及自辦公室營運產生之無害廢棄物。各類廢棄物均有特定之處理程序。

就有害廢棄物而言，其乃根據最新之《國家危險廢物名錄》進行識別及分類。本集團產生之有害廢棄物主要牽涉廢水。本集團已委聘合資格回收公司以進行廢棄物處置及處理，務求盡量減低對環境之影響。

就無害廢棄物而言，其主要為辦公室營運所產生之廢紙。為減少廢紙，本集團提倡「無紙辦公室」，以下為落實盡量減少所產生之無害廢棄物之措施：

- 於影印機附近放置回收箱，收集單面使用紙張以作重用及收集雙面使用紙張以作回收。
- 於辦公室展示通告或海報以提醒僱員節約用紙。
- 鼓勵僱員重用文具及鼓勵供應商重用紙箱以減少廢棄物處置。

ENVIRONMENTAL ASPECTS (Continued)
環境層面 (續)

During the reporting period, the wastes generated by the Group are as follows:

於報告期內，本集團產生之廢棄物如下：

Wastes Generation 產生之廢棄物	Unit 單位	Total 總計
Hazardous waste 有害廢棄物		
Wastewater 廢水	tonnes 噸	2.20
Hazardous waste intensity 有害廢棄物強度	tonnes/m ² 噸/平方米	0.0006
Non-hazardous waste 無害廢棄物		
General office waste 一般辦公室廢棄物	tonnes 噸	6.00
Non-hazardous waste intensity 無害廢棄物強度	tonnes/m ² 噸/平方米	0.0011

USE OF RESOURCES

In view of scarcity of resources, the Group has incorporated environmental sustainability into its business operation by adopting resources management policies. We proactively seek opportunities to use resources effectively and efficiently. In our daily operation, electricity, water and packaging materials are the major resources consumption.

Energy

The energy consumption of the Group mainly comes from the consumption of purchased electricity for office operation and the production of pearls and jewellery products. For electricity conservation, we have implemented various energy-saving strategies as follows:

- Set computers, photocopiers and printers in sleep mode.
- Choose electrical appliances such as refrigerators and air-conditioners with "Grade 1" energy label.
- Use energy-saving light bulbs, such as compact fluorescent lamps, T5 fluorescent lamps and LED, etc.
- Switch off electrical appliances when they are not in use.
- Maintain the temperature of air-conditioners at an energy-efficient level of 25.5 degrees Celsius.

資源使用

鑑於資源短缺，本集團已透過採納資源管理政策，於其業務營運中加入環境可持續性。我們積極尋求有效及高效使用資源之機遇。於我們的日常營運中，電力、水及包裝物料為主要資源消耗。

能源

本集團之能源消耗主要來自辦公室營運及生產珍珠及珠寶產品所消耗之外購電力。為節約用電，我們已實施下列多項節能策略：

- 將電腦、影印機及打印機設定至睡眠模式。
- 選購具「一級」能源標籤之電器（如雪櫃及冷氣機）。
- 使用節能燈泡，如緊湊型熒光燈、T5熒光燈及LED等。
- 於不使用時關掉電器。
- 將冷氣機溫度保持於攝氏25.5度之能源效益水平。

ENVIRONMENTAL ASPECTS (Continued)
環境層面 (續)

In addition, we conduct regular energy audit to monitor the energy consumption so as to evaluate our energy performance. Analysis and improvements will be made to enhance the energy efficiency. During the reporting period, the energy consumption of the Group is as follows:

此外，我們進行定期能源審計以監察能源消耗，評估我們的能源表現。我們將作出分析及改進以提升能源效益。於報告期內，本集團之能源消耗如下：

Energy 能源	Unit 單位	Total 總計
Purchased electricity 外購電力	MWh 兆瓦時	1,092.33
Total energy consumption 能源消耗總量	MWh 兆瓦時	1,092.33
Energy consumption intensity 能源強度	MWh/m ² 兆瓦時／平方米	0.20

Water

Water is an important natural resource. To conserve water in our daily operation, we recycle water for irrigation purpose. During the reporting period, the water consumption of the Group is as follows:

水

水乃重要天然資源。為於日常營運中節約用水，我們將水回收以作灌溉用途。於報告期內，本集團用水情況如下：

Water 水	Unit 單位	Total 總計
Water consumption 耗水量	m ³ 立方米	17,736.00
Water consumption intensity 耗水強度	m ³ /m ² 立方米／平方米	4.55

ENVIRONMENTAL ASPECTS (Continued)
環境層面 (續)**Packaging Materials**

The major packaging materials used for our pearls and jewellery products are paper box and plastic bag. The consumption of these materials during the reporting period is summarised below.

Packaging Materials 包裝物料	Unit 單位	Total 總計
Paper box 紙箱	tonnes 噸	2.00
Plastic bag 膠袋	tonnes 噸	0.20
Total 總計	tonnes 噸	2.20
Packaging material intensity 包裝物料強度	tonnes/tonnes of production 噸／噸產量	0.38

包裝物料

用於我們珍珠及珠寶產品之主要包裝物料為紙箱及膠袋。該等物料於報告期間之消耗情況概述如下。

THE ENVIRONMENT AND NATURAL RESOURCES

To fulfil our environmental responsibility and to minimise our significant impact on the environmental and natural resources, the Group has implemented "Environmental Facilities Operation and Management System". The system can help us to identify the possible environmental impact during operation and in case of emergency incident. It also provides a basis for managing environmental risks. In case of any incident of pollution, emergency plan will be carried out immediately and the case will be reported to the environmental department in order to protect the safety of people and the ecological environment. There was no occurrence of such kind of incident during the reporting period.

環境及天然資源

為履行我們的環境責任並盡量減低我們對環境及天然資源的重大影響，本集團已實施「環境設施營運及管理制度」。該制度可協助我們識別營運中及發生緊急事件時對環境的可能影響，亦為管理環境風險提供基礎。倘出現任何污染事件，會即時實施緊急計劃，並向環境部門匯報，以保障大眾安全及保護生態環境。報告期內並無出現該類事件。

SOCIAL ASPECTS

社會層面

EMPLOYMENT AND LABOUR PRACTICES

Employment

We recognise that employees are the most important asset of the Group. We are committed to being an ideal employer of choice and providing a good and safe working environment where our employees can thrive. We have established a set of human resources management policies and procedures which set out the Group's standards for compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other benefits and welfare.

The Group strictly complies with relevant labour regulations, including the Labour Law of the PRC and the Hong Kong Employment Ordinance. During the reporting period, we had no violation record on the relevant laws and regulations about employment.

Equal Opportunities

The Group strives to create a fair workplace where all our employees are treated with respect. Candidates and employees have equal opportunities to employment, remuneration and promotion. They are selected based on their performance, experience and skills to avoid any risk of favouritism and discrimination. The Group has zero tolerance to any discrimination or harassment against individuals on the basis of gender, age, nationality, race, marital status, disability or religion.

Competitive Employment Terms

The Group aims at providing competitive reward and benefit packages that ensure our ability to attract and retain the employees we need. Employees are remunerated based on their performance and experience. Remuneration packages, including salary and year-end discretionary bonus, are determined by reference to market conditions and individual performance. In addition to salary payments, there are other staff benefits such as retirement benefits scheme, medical insurance, share option scheme and other social insurance.

Work-life Balance

The Group is dedicated to help employees to maintain a work-life balance through reasonable contractual working hours, vacation entitlements and different staff activities. These include statutory holidays, paid annual leave, marriage leave, maternity leave and paternity leave, etc.

僱傭及勞工常規

僱傭

我們意識到僱員乃本集團最重要的資產。我們致力成為卓越僱主，提供良好且安全的工作環境，讓僱員可以茁壯成長、盡展所長。我們已設立一套人力資源管理政策及程序，當中列出本集團各項有關補償及解僱、招聘及晉升、工作時間、休息時間、平等機會、多元化、反歧視及其他福利的標準。

本集團嚴格遵守相關勞工法規，包括中國勞動法及香港僱傭條例。於報告期間，我們並無違反有關僱傭之相關法例及法規之記錄。

平等機會

本集團力爭創造一個公平的工作場所，使本集團的所有僱員受尊重。求職者及僱員有平等的就業、薪酬及晉升機會，其獲選拔錄用乃取決於其表現、經驗及技能，以避免有任何偏袒及歧視的風險。我們絕不容忍基於性別、年齡、國籍、種族、婚姻狀況、傷健或宗教等方面針對個人之任何歧視或騷擾。

具競爭力的僱傭條款

本集團致力提供具競爭力的獎勵及福利計劃，以確保我們能夠吸引及挽留所需僱員。僱員薪酬乃根據僱員之表現及經驗釐定。本集團參考市況及個人表現釐定包括薪金及年終酌情獎金等薪酬待遇。除支付薪金外，亦有其他僱員福利，例如退休福利計劃、醫療保險、購股權計劃及其他社會保險。

工作與生活平衡

本集團致力透過合理的合約工作時間、休假權利及不同的員工活動，協助僱員保持工作與生活的平衡。僱員有權享有的假期包括法定假日、有薪年假、婚假、產假及待產假等。

SOCIAL ASPECTS (Continued)
社會層面 (續)

HEALTH AND SAFETY

As people are crucial to the sustainable development of the Group, we recognise the importance of securing the health and safety of our employees. We strive for the highest standards of safety and health performance by taking into consideration of all possible precautionary measures to achieve a zero-incident working environment. The Group has established various health and safety policies, including "Health and Safety Management Policy" to promote work safety.

The Group strictly complies with the PRC Law on the Prevention and Treatment of Occupational Diseases, the Hong Kong Occupational Safety and Health Ordinance and other applicable laws and regulations on health and safety. During the reporting period, we had no violation record on the relevant laws and regulations relating to employees' health and safety that have a significant impact on the Group.

Safety Education and Training

The Group recognises that enhancing employees' awareness and knowledge in occupational health and safety are the basis for the prevention of work-related incidents. Hence, we have implemented different safety training programmes for employees at all levels. For example, employees must receive trainings about chemical handling before using the chemicals. Assessment is conducted after training and employees must pass the assessment before performing the assigned tasks. All employees shall participate in the regular fire drills to ensure that they can take prompt and appropriate action in case of fire. By education and training, we inculcate safety information in our employees to keep their safety awareness.

Workplace and Equipment Management

The Group places a great emphasis on the safety of electrical equipment by conducting regular safety checks and arranging maintenance. Major production equipment is required to have safety operation procedures and maintenance guidelines to ensure that it is functioning properly.

In addition to checks and maintenance on equipment, we carry out regular safety monitoring and risk assessment in our operations to help identify the potential occupational safety and health hazards. If any potential hazards are identified during the assessment, effective control will be implemented for safety improvement.

健康與安全

由於人員對本集團之可持續發展而言屬至關重要，故我們明白確保僱員健康及安全之重要性。我們致力於透過考慮一切可能預防措施，訂立最高安全及健康表現之標準，以達至零意外工作環境。本集團已訂立多項健康及安全政策，包括「健康及安全管理政策」，以推廣工作安全。

本集團嚴格遵守中國職業病防治法、香港職業安全及健康條例及其他有關健康及安全之適用法律及法規。於報告期間，我們並無違反有關僱員健康及安全之相關法律及法規且對本集團構成重大影響之記錄。

安全教育及培訓

本集團明白加強僱員職業健康及安全意識及知識乃預防工作相關意外之基礎。因此，我們已為所有層級的僱員進行不同安全培訓計劃。例如僱員於使用化學品前必須接受有關化學品處理之培訓。於培訓後會進行評估，僱員必須通過有關評估，方可進行有關獲分配之工作。所有僱員均須參與定期火警演習，以確保彼等可於發生火警時採取迅速適當之行動。我們透過教育及培訓，向僱員灌輸安全資訊，以令彼等保持安全意識。

工作場所及設備管理

本集團重視電子設備安全，故定期進行安全檢查及安排維護。主要生產設備須備有安全操作程序及維護指引，以確保其正常運作。

除設備檢查及維護外，我們於營運過程中進行定期安全監察及風險評估，以協助識別潛在職業安全及健康危害。倘於評估過程中識別出任何潛在危害，則將就改善安全實施有關監控。

Occupational Disease Prevention

The Group cares about employees' health and safety. We provide our employees with all the necessary personal protective equipment such as masks, earplugs and goggles to minimise the risks of work-related injuries during operation. The protective equipment is well-maintained and regularly checked for proper performance.

DEVELOPMENT AND TRAINING

Employees' continuous development is vital to the Group's sustainable growth. We recognise changes take place in the market and industry which necessitate continuous learning of employees. Based on the Group's Staff Handbook, we are committed to providing employees at all levels with equal opportunities to diversified on-the-job training. The training covers a wide variety of topics in order to cater for the needs of employees from different departments, which includes

- ISO 9001 quality management training for quality management department;
- health and safety management training for staff working in production site; and
- orientation training for new employees to ensure that they have the basic knowledge required to perform the job duty.

An annual training plan is formulated in accordance with the Group's development objectives and employees' needs. We conduct assessment after the training programme to evaluate the effectiveness of training and performance of employees. To encourage employees to equip themselves through job-related external training and qualification programmes, they may be granted paid examination leave up to maximum 3 days in one financial year for training and study purposes. The Group will continuously enhance the training system in order to improve the professionalism and personal development of its employees.

預防職業病

本集團關注僱員的健康及安全。我們向僱員提供所有必要個人保護設備，例如口罩、耳塞及護目鏡，以盡量減低營運過程中之工傷風險。我們妥善保養保護設備，並進行定期檢查，以確保其功能正常。

發展及培訓

僱員之持續發展對本集團之可持續發展至為重要。我們明白市場和行業瞬息萬變，故此僱員需要持續學習。根據本集團的員工手冊，我們致力為所有層級的僱員提供參與多元化在職培訓的平等機會。培訓涵蓋多個主題，以應對不同部門員工的需要，當中包括

- 為品質管理部門提供ISO 9001品質管理培訓；
- 為於生產現場工作的員工提供健康及安全管理培訓；及
- 為新僱員提供入職培訓，確保新僱員具備履行職責所需的基本知識。

年度培訓計劃乃根據本集團之發展目標及僱員之需要而制訂。我們於培訓課程結束後評估培訓的有效程度及僱員的表現。為鼓勵僱員透過與工作相關的外部培訓及資格課程裝備自己，僱員可以培訓及學習為目的，於一個財政年度內享有最多3日的有薪考試假。本集團將持續提升培訓系統，以改善其僱員的專業能力和個人發展。

SOCIAL ASPECTS (Continued)
社會層面 (續)

LABOUR STANDARDS

The Group respects human rights. We have established “Child Labour Rescue Procedure” and “Prohibition of Forced Labour Policy Procedure” to support effective abolition of child or forced labour in our operation. In our recruitment process, only candidates aged 18 or above are provided with equal employment opportunities. Candidates are required to provide identity proof for verification to prevent child labour recruitment. In addition, we also prohibit management of the Group from squeezing our labour for their interest or forcing them to work by any forms of threat. Our suppliers and other business partners are expected to follow the same standards of labour practices when working with us.

Regular reviews and inspections are performed in order to detect any child or forced labour in the operation. When case of child or forced labour is discovered and reported, investigation will be carried out promptly to settle the case and prevent the same case from happening again.

The Group is in strict compliance with the Labour Law of the PRC and the Hong Kong Employment Ordinance. During the reporting period, our operation has not been exposed to any significant risk of child or forced labour.

OPERATING PRACTICES Supply Chain Management

The Group relies on suppliers to provide different kinds of materials and equipment for the processing and production of pearls and jewellery products. As part of our commitment to environmental protection, product quality and social responsibility, the Group attaches great importance to supply chain management by formulating internal policies and guidelines. We expect that our supply chain partners uphold the same principles as the Group in areas such as labour standards, environmental and quality management and ethical business conduct. We strive to cooperate only with the suppliers who share the same principles with us.

勞工準則

本集團尊重人權。我們已制訂《童工救助程序》及《禁止強迫勞工政策程序》，以支持有效杜絕於我們的業務中出現童工或強迫勞工。於我們的招聘過程中，僅年滿18歲或以上的應徵者獲提供平等僱用機會。應徵者須提供身份證明，防止招聘童工。此外，我們亦禁止本集團之管理層為其利益而壓榨我們的員工或用任何方式威脅強迫員工工作。我們的供應商及其他業務夥伴與我們合作時預期將遵循相同的勞工慣例準則。

我們定期進行檢討及檢查，以偵察營運中之任何童工或強迫勞工。倘發現並報告有童工或強迫勞工之情況，將立即進行調查，以解決個案及防止同類個案再次發生。

本集團嚴格遵守中國勞動法及香港僱傭條例。於報告期間，我們的業務並無任何有關童工或強迫勞工的重大風險。

營運常規 供應鏈管理

本集團依賴供應商提供不同種類的材料及設備以加工及生產珍珠及珠寶產品。作為我們保護環境、保持產品質素和社會責任的承諾的一部分，本集團透過制訂內部政策及指引，重視供應鏈管理。我們預期我們的供應鏈夥伴秉承與本集團於勞工準則、環境及質素管理以及道德商業操守等方面相同的原則。我們力求僅與和我們秉持相同原則的供應商合作。

We select suppliers carefully and maintain stable relationship with qualified suppliers through strict selection criteria and supplier assessment. Suppliers are selected based on a list of criteria, including quality, price and compliance. Suppliers with the best overall performance are selected. On-site inspection is carried out regularly to monitor and evaluate the performance of our suppliers. If any serious cases of non-compliance are discovered during the on-site inspection, we will terminate our contract with the supplier. The Group maintains a long-term and stable relationship with suppliers based on the assessment result.

PRODUCT RESPONSIBILITY

We place importance on the quality standard of our products and services to achieve sustainable growth of the Group. We always seek opportunities to improve product quality and enhance customers' satisfaction. We have related policies and procedures in place to control and quality and products and services. The Group is in strict compliance with the relevant laws and regulations on health and safety, advertising, labelling and privacy matters, including the Product Quality Law of the PRC and the Hong Kong Personal Data (Privacy) Ordinance. During the reporting period, we had no violation record on relevant laws and regulations that have a significant impact on the Group relating to product responsibility issues.

Quality Control

As one of the world's largest merchants, purchasers and processors of pearls and jewellery products, the Group considers quality control as an important aspect of our business operations. The Group has implemented "Quality Assurance Manual" to monitor the entire production process of pearls and jewellery products. For each product, different customers have specific requirements so we must carry out quality assurance procedures to ensure the product quality meets our internal standards and customers' satisfaction. The Group conducts quality testing for all products throughout the production process: upon taking initial samples, during processing, and before loading material for transportation. The information of product quality is recorded to see if the performance meets the standards. The Group has obtained ISO 9001:2008 quality management system accreditation for the production of pearls and jewellery products.

我們透過嚴格篩選標準及供應商評估，小心篩選供應商，並與合資格供應商維持穩定關係。供應商乃根據一系列標準（包括質素、價格及合規情況）而篩選，而整體表現最佳的供應商將會獲選。我們定期進行實地視察，以監察和評估供應商的表現。倘於實地視察時發現任何嚴重違規個案，我們將終止與供應商之合約。本集團根據評估結果與供應商維持長期及穩定關係。

產品責任

我們重視我們的產品和服務的品質標準，使本集團達致可持續發展。我們時常尋求改善產品品質和提升顧客滿意度的機會。我們訂有相關政策和程序，以監控產品和服務的質素。本集團嚴格遵守與健康及安全、廣告、標籤及私隱事宜有關的相關法律及法規，包括《中國產品質量法》及《香港個人資料（私隱）條例》。於報告期間，我們並無違反與產品責任問題有關的相關法律法規而對本集團造成重大影響的記錄。

品質控制

作為世界最大珍珠及珠寶產品商家、採購商及加工商之一，本集團認為品質控制為我們業務營運的重要因素。本集團已實施「品質保證手冊」，以監察珍珠及珠寶產品之整個生產過程。就各產品而言，不同客戶有特定要求，因此我們必須進行品質保證程序，以確保產品品質符合內部標準及令客戶滿意。本集團於整體生產過程（於抽取原始樣本時、於加工過程內及於裝載物料以進行運輸前）中對所有產品進行品質測試。我們記錄產品品質資料，以了解有關表現是否符合標準。本集團已就生產珍珠及珠寶產品取得ISO 9001:2008品質管理系統認證。

SOCIAL ASPECTS (Continued)
社會層面 (續)

Privacy Protection

The Group takes privacy issues very seriously. According to the Staff Handbook, we have established confidentiality guideline in order to demonstrate our firm commitment to privacy issue. The customers' information should not be revealed to anyone other than staff who are in the normal course of conducting duties and responsibilities. Disclosure of customers' confidential information to unauthorised personnel is prohibited and could result in disciplinary action, up to and including termination of employment.

ANTI-CORRUPTION

Employees' integrity is one of our critical factors to success. For this reason, the Group has implemented "Business Behaviour Ethics and Regulation Procedure" to set out our commitment to preventing all forms of corrupt practices. Employees are required and have the responsibility to conduct themselves with integrity in an ethical and proper manner. Payments or acceptance of any kickbacks from external parties is strictly prohibited. The Group takes disciplinary action to combat against any violation of the Group's regulation. We also have the same expectations for our suppliers and other business partners.

The Group's "Whistleblowing Policy" sets up channel to encourage employees to raise concerns about suspected misconduct, malpractice or irregularities in confidence. All reported cases are promptly and thoroughly investigated by the Group Ethics Committee while the confidentiality is respected in order to protect individuals. If there is sufficient evidence to suggest that a case of possible corruption exists, the case will be reported to the relevant local authorities.

The Group is in strict compliance with the applicable laws and regulations relating to anti-corruption, including the Anti-Money Laundering Law of the PRC and the Hong Kong Prevention of Bribery Ordinance. During the reporting period, there was no legal case regarding corrupt practices brought against the Group or its employees.

私隱保障

本集團嚴肅看待私隱事宜。根據員工手冊，我們已制定保密指引，以證明本公司對私隱事宜之堅決承擔。客戶資料不應向正常履行職責及責任過程中之員工以外之任何人士披露。我們嚴禁向未獲授權人士披露客戶保密資料，其可能導致紀律處分，最嚴重者可能遭終止僱用。

反貪污

僱員誠信為我們成功的關鍵因素之一。就此而言，本集團已實施「商業行為道德及監管程序」，其載列我們對防止所有形式貪污行為之承擔。僱員必須及有責任以道德及正當方式真誠行事。我們嚴禁向外部人士支付或接受其任何回佣。本集團會就打擊任何違反本集團法規之行為採取紀律處分。我們亦對我們的供應商及其他業務夥伴抱有相同期望。

本集團之「舉報政策」設立渠道，鼓勵僱員在保密情況下對懷疑不當行為、瀆職或違規行為提高警覺。所有舉報個案均由本集團之道德委員會即時及徹底調查，同時尊重保密性，以保障有關個人。倘有足夠證據證明存在可能貪污行為，則有關個案會向相關地方機關報告。

本集團嚴格遵守與反貪污有關的相關法律及法規，包括《中國反洗錢法》及《香港防止賄賂條例》。於報告期間，並無指控本集團或其僱員涉及貪污行為之訴訟案件。

COMMUNITY

Community Investment

The Group is committed to supporting the community by incorporating social participation and contribution in our business development. We believe that through community investment, a socially responsible corporate culture and practice can be nurtured in the Group.

The Group has established "Corporate Social Responsibility System" with reference to SA8000 Standard. The system can help identify the risks related to social responsibilities that may affect the reputation and the image of the Group. It also provides a framework for us to initiate various socially responsible measures in areas including labour standard, employment and health and safety. To ensure the corporate social responsibility system aligns with the SA8000 Standard, the Group has adopted internal control procedures to review the system on a regular basis. Based on SA8000 Standard, the Group will continue to be a socially responsible company while taking effort to contribute to the community.

社區

社區投資

本集團將社會參與及貢獻納入我們的業務發展，致力支援社區。我們相信透過社區投資，本集團可形成具有社會責任的企業文化及常規。

本集團已參考SA8000標準制訂「企業社會責任制度」。該制度可有助識別可能影響本集團聲譽及形象的社會責任相關風險。該制度亦為我們提供開展各項範疇（包括勞工準則、僱傭及健康與安全）的社會責任措施。為確保企業社會責任制度符合SA8000標準，本集團已採納內部監控程序以定期檢討制度。根據SA8000標準，本集團將繼續作為具社會責任的公司，並同時致力貢獻社區。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING INDEX

環境、社會及管治報告指引

Subject areas, aspects, general disclosures and Key Performance Indicators (KPIs) 主要範疇、層面、一般披露及關鍵績效指標(KPIs)		Section 章節	Page 頁次
A. Environmental			
A. 環境			
A1: Emissions			
A1: 排放物			
General Disclosure 一般披露		"Emissions" 「排放物」	6 - 8
KPI A1.1	The types of emissions and respective emissions data	Not applicable to the Group's business.	N/A
KPI A1.1	排放物種類及相關排放數據	不適用於本集團業務。	不適用
KPI A1.2	Greenhouse gas emissions in total and, where appropriate, intensity	"Emissions – GHG emission"	7
KPI A1.2	溫室氣體總排放量及(如適用)強度	「排放物－溫室氣體排放」	
KPI A1.3	Total hazardous waste produced and, where appropriate, intensity	"Emissions – Waste management"	8
KPI A1.3	所產生有害廢棄物總量及(如適用)強度	「排放物－廢棄物管理」	
KPI A1.4	Total non-hazardous waste produced and, where appropriate, intensity	"Emissions – Waste management"	8
KPI A1.4	所產生無害廢棄物總量及(如適用)強度	「排放物－廢棄物管理」	
KPI A1.5	Description of measures to mitigate emissions and results achieved	"Emissions – GHG emission"	6
KPI A1.5	描述減低排放量的措施及所得成果	「排放物－溫室氣體排放」	
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved	"Emissions – Waste management"	7
KPI A1.6	描述處理有害及無害廢物的方法、減低產生量的措施及所得成果	「排放物－廢棄物管理」	

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KPI A2.1	按類型劃分的直接及／或間接能源總耗量及強度		
KPI A2.2	Water consumption in total and intensity	"Use of Resources – Water" 「資源使用－水」	9
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KPI A2.3	Description of energy use efficiency initiatives and results achieved	"Use of Resources – Energy" 「資源使用－能源」	8 - 9
KPI A2.3	描述能源使用效益措施及所得成果		
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved	"Use of Resources – Water" 「資源使用－水」	9
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KPI A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced	"Use of Resources – Packaging Materials" 「資源使用－包裝物料」	10
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A3 : 環境及天然資源			
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KPI B1.2	Employee turnover rate by gender, age group and geographical region 按性別、年齡組別及地區劃分的僱員流失比率	–	–
KPI B1.2	按性別、年齡組別及地區劃分的僱員流失比率		
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KPI B2.1	因工作關係而死亡的人數及比率		
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KPI B2.2	因工傷損失工作日數		
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KPI B3.1	受訓僱員百分比及僱員類別		
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KPI B8.1	專注貢獻範疇 (如教育、環境事宜、勞工需要、健康、文化、體育)		
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