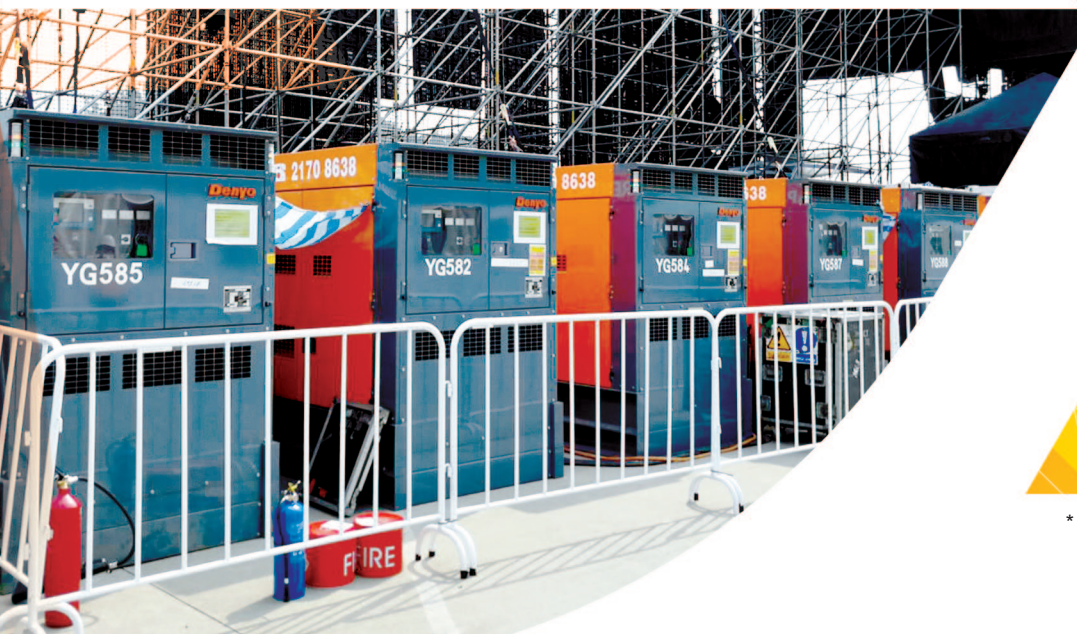




AP RENTALS HOLDINGS LIMITED 亞積邦租賃控股有限公司*

(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立之有限公司)

Stock Code 股份代號 : 1496



2018
Environmental,
Social and
Governance Report
環境、社會及管治報告

* For identification purposes only 僅供識別

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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In accordance with Appendix 27 – Environmental, Social and Governance (“ESG”) Reporting Guide (the “ESG Guide”) of the Main Board Listing Rules published by the Hong Kong Exchanges and Clearing Limited, AP Rentals Holdings Limited (the “Company”), and its subsidiaries (collectively the “Group”, “We”, “Our” and “Us”), present this Environmental, Social and Governance Report (the “ESG Report”) for the year ended 31 March 2018 (the “Reporting Period”).

This ESG Report covers the Group’s principal businesses of construction equipment rental and trading services in Hong Kong, which are the key area of focus for our ESG management, and was prepared in accordance with the “Comply or Explain” Provisions of the ESG Guide.

The Board of Directors is responsible for the Company’s ESG strategy and reporting. Our management is responsible for monitoring and managing the Company’s ESG-related risks and the effectiveness of the ESG management systems. We aims at achieving sustainable development for the environment, the industry and our businesses through execution of green practices in our business activities. Details of our ESG strategies, policies and measures in different aspects are stipulated in the below sessions.

根據香港交易及結算所有限公司頒佈的主板上市規則附錄二十七《環境、社會及管治(「ESG」)報告指引》(「ESG指引」)，亞積邦租賃控股有限公司(「本公司」)及其附屬公司(統稱「本集團」及「我們」)提呈本截至2018年3月31日止年度(「報告期間」)的環境、社會及管治報告(「ESG報告」)。

本ESG報告涵蓋本集團於香港提供建築設備出租及買賣服務的主要業務(即我們ESG管理所專注的主要範疇)，並按照ESG指引的「不遵守就解釋」條文編製。

董事會負責本公司的ESG策略及報告工作。管理層負責監督及管理本公司的ESG相關風險及ESG管理制度的成效。我們透過於業務活動中實施綠色常規，致力達致環境、行業及業務可持續發展。我們各方面的ESG策略、政策及措施詳情於下文各節訂明。

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In order to ensure that the Report addresses our stakeholders' concerns, we have engaged our internal stakeholders in identifying the ESG issues that are relevant and material to the Company and included such issues in this ESG Report:

為確保本報告顧及權益人的關注重點，我們已委託內部權益人識別與本公司有關及重要的ESG議題，並將有關議題納入本ESG報告：

ESG aspects as set out in ESG Guide ESG 指引所載 ESG 層面		Material ESG issues for the Company 本公司重要 ESG 議題
A. Environmental 環境	A1 <i>Emissions</i> 排放物	<ul style="list-style-type: none"> Air emissions 廢氣排放 Waste management 廢物管理
	A2 <i>Use of Resources</i> 資源使用	<ul style="list-style-type: none"> Use of energy and water 能源及水運用
	A3 <i>The Environment and Natural Resources</i> 環境及天然資源	<ul style="list-style-type: none"> Other environmental impacts 其他環境影響
B. Social Employment and Labour Practices 社會僱傭及勞工常規	B1 <i>Employment</i> 僱傭	<ul style="list-style-type: none"> Employment 僱傭
	B2 <i>Health and Safety</i> 健康與安全	<ul style="list-style-type: none"> Workplace health and safety 工作場所健康與安全
	B3 <i>Development and Training</i> 發展及培訓	<ul style="list-style-type: none"> Staff training and development 員工培訓及發展
	B4 <i>Labour Standards</i> 勞工準則	<ul style="list-style-type: none"> Anti-child and forced labour 反童工及強制勞工
	B5 <i>Supply Chain Management</i> 供應鏈管理	<ul style="list-style-type: none"> Procurement management 採購管理
	B6 <i>Product Responsibility</i> 產品責任	<ul style="list-style-type: none"> Service excellence 卓越服務 Product quality 產品質量 Data privacy 資料私隱

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ESG aspects as set out in ESG Guide

ESG 指引所載 ESG 層面

Material ESG issues for the Company

本公司重要 ESG 議題

B7 *Anti-corruption*
反貪污

- Anti-corruption
反貪污

B8 *Community Investment*
社區投資

- Caring for the community
關懷社區

(A) ENVIRONMENT

Aspect A1:

As a leading construction machinery rental service provider, we take part in building the future of Hong Kong. Sustainability, being a critical element to the prosperity of Hong Kong in the long run, has been the key value of our business and we are committed to conducting all of the business activities in a manner that both protects the environment and contributes to sustainability.

The Group implements a systematic approach to formulating and reviewing its environmental objectives. Environmental objectives including minimizing emissions at source as well as recycling wastes generated from business activities are adopted by the Group in implementing green operations so as to address significant environmental issues, compliance obligations and relevant stakeholders' expectation. A Safety Management Committee has been established for overseeing operational health and safety matters, while part of its functions include management of environmental issues such as policy making, organising, planning, implementing and evaluation of all environment-related measures. Environmental targets and indicators are defined, followed by regular reviews for on-going monitoring and improvement in environmental performance. We are committed to complying with all such laws and regulations in support of the government authorities' environmental protection initiatives.

During the Reporting Period, there were no material non-compliance cases against environmental laws and regulations identified.

(A) 環境

A1 層面：

作為領先的建築機械出租服務供應商，我們為建設香港未來出一分力。長遠而言，可持續發展是香港繁榮的關鍵要素，我們一直視之為業務的重要價值，並致力以愛護環境及促進可持續發展的方式進行所有業務活動。

本集團以系統化方式制定及檢討環境目標。本集團採納環保目標，包括盡量減少源頭排放及回收業務活動產生的廢物，藉此實施綠色營運以處理重大環境議題、履行合規責任及達成相關權益人的期望。安全管理委員會已告成立，負責監督營運健康及安全事務，其部分職能包括管理環境議題，如決策、組織、規劃、實施及評估所有環境相關措施。我們已界定環境目標及指標，並定期檢討以持續監察及改善環境績效。我們致力遵守所有相關法律及法規，以支持政府當局的環保行動。

於報告期間，概無發現嚴重不符合已識別環境法律及法規的情況。

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Air Emissions

Air emissions, including nitrogen dioxide (“NO₂”), carbon monoxide (“CO”) and particulate matter (“PM”), which have negative impacts on both human health and environment, are generated mainly from combustion of fossil fuels by construction machinery and vehicles. In our operations, the majority of air emissions are generated by our rental customers who rented our machines for use at construction sites. Thus, such indirect air emissions are not controllable by the Group and disclosure is thus not applicable. The Group itself only generates limited direct air emissions during machinery repair and maintenance, pre-delivery and after hiring testing and transportation processes, the direct emission data during the Reporting Period were as follows:

廢氣排放

廢氣排放(包括氮氧化物(「NO₂」)、一氧化碳(「CO」)及懸浮粒子(「PM」))主要源自建築機械及車輛燃燒的化石燃料，對人體健康及環境均造成負面影響。在我們旗下業務中，廢氣排放大多源自租用我們的機械作建築用途的租賃客戶。因此，本集團無法控制相關間接廢氣排放，故披露並不適用。本集團本身只在修理、維護、交付前及出租完測試及運輸機械時產生有限的直接廢氣排放。於報告期間的直接排放數據如下：

Air emissions 廢氣排放	Quantity (kg) 數量(千克)	Intensity (kg/machine lease) 密度(千克/租用機械)
NO ₂	1,469	0.82
CO	618	0.34
PM	117	0.07

Despite the fact that we have no control over lessees’ use of our machinery, all of our rental equipment have proper maintenance to ensure operating efficiency, and we also monitor closely the latest technology in construction machinery which could help reduce emissions.

儘管我們無法控制承租人使用我們的機械，但我們所有出租設備均得到適當維護以確保運行效率。我們亦時刻關注有助減排的更新建築機械技術。

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In particular, the following measures have been adopted in reducing air emissions:

- Replacing old machines/vehicles with Euro V/VI standard ones timely
- Purchasing more brand new machines and keeping the equipment rental fleet in young age (i.e. on average less than five years)
- Using Ultra Low Sulphur diesel in machines/vehicles
- Switching off idle plant/equipment
- Conducting weekly self-monitoring of machine exhaust (e.g. using Ringelmann Smoke Chart method to perform visual inspection on exhaust) to check for compliance and keeping records
- Performing regular repair and maintenance on machines/vehicles to ensure their operating efficiency
- Complying with environmental requirements set out by Environmental Protection Department (“EPD”), such as Non-road Mobile Machinery (“NRMM”) regulation and Quality Powered Mechanical Equipment (“QPME”) standard
- Using water spray or tarpaulin covers to alleviate blowing dust

With the abovementioned measures, the Group has successfully complied with the local environmental requirements such that there were no charges, fines or prosecution in relation to air emission regulations against the Group during the Reporting Period.

具體而言，我們為減少廢氣排放採取以下措施：

- 適時以符合歐盟V/VI期標準的機械／車輛取代舊機械／車輛
- 購買更多全新機械並將出租設備機組維持於低齡（即平均不足五年）
- 機械／車輛使用超低硫柴油
- 關上非使用中設施／設備
- 每周自我監測機械排氣（例如使用力高文圖表（Ringelmann Smoke Chart）觀察排氣）以檢查是否合規並保存記錄
- 定期維修保養機械／車輛以確保運行效率
- 遵守環境保護署（「環保署」）規定的環保要求，例如非道路移動機械（「NRMM」）規例及優質機動設備（「QPME」）標準
- 使用噴水裝置或防水布以減少粉塵

隨著實行上述措施，本集團已成功遵守本地環境規定，故本集團於本報告期間並無遭到關於廢氣排放法規的指控、罰款或起訴。

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Meanwhile, greenhouse gases (“GHG”) are mainly generated directly from the operating machines due to combustion of fossil fuel, and indirectly from consumption of electricity. The GHG emission¹ during the Reporting Period was:

同時，運作中機械因燃燒化石燃料而直接產生溫室氣體(「GHG」)，亦有一部分間接源自耗電。於報告期間的GHG排放¹為：

GHG Emissions		Quantity (tonnes CO ₂ e) 數量 (噸 CO ₂ e)	Intensity (tonnes CO ₂ e/ machine lease) 密度 (噸 CO ₂ e/ 租用機械)
GHG 排放			
Scope 1 (Direct emission from combustion of fossil fuels)	範疇 1 (燃燒化石燃料的直接排放)	1,186	662
Scope 2 (Indirect emission from electricity and town gas consumption)	範疇 2 (耗用電力及煤氣的間接排放)	113	63
Scope 3 (Indirect emission from use of water and paper waste)	範疇 3 (使用水及廢紙的間接排放)	8	5

The Group performs periodic carbon audits to trace its carbon trail and identify potential carbon reduction opportunities correspondingly. Details of carbon reduction are described in the “Use of Energy and Water” session.

本集團定期進行碳審計，以追蹤碳足跡並相應識別潛在減碳機會。有關減碳詳情載於「能源及水運用」一節。

Waste Management

Wastes are generated from both workshop operations as well as office administrative work of the Group, while part of the workshop operation wastes are hazardous as defined by the Waste Disposal Ordinance (“WDO”). Therefore, we emphasize on proper handling of hazardous wastes in accordance with the WDO so as to avoid serious threat to human health and the environment. We manage hazardous wastes from four aspects, namely handling, storage, awareness and disposal:

廢物管理

廢物源自本集團的車間作業及辦公室行政工作，部分車間作業廢物根據廢物處置條例(「廢物處置條例」)界定為有害。因此，我們嚴格按照廢物處置條例妥善處理有害廢物，以免對人體健康及環境造成嚴重威脅。我們從四個方面管理有害廢物，分別為處理、儲存、意識及處置：

- Handling: Ensuring separation of hazardous wastes from general wastes
- Storage: Storing hazardous wastes in suitable containers with labels for identity; meanwhile securing storage room to prevent unauthorized access

- 處理：確保有害廢物與一般廢物分開處理
- 儲存：將有害廢物存放在具有識別標籤的合適容器中，並為儲藏室加設保安以防止未經授權闖入

¹ The GHG emissions are calculated with reference to the “Reporting Guidance on Environmental KPIs” issued by the Hong Kong Stock Exchange.

¹ GHG 排放乃經參考香港聯交所頒佈的《環境關鍵績效指標匯報指引》計算。

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- Awareness: Providing toolbox talk to staff for advising on types of hazardous wastes, handling method and storage location
- Disposal: Engaging only licensed and qualified hazardous wastes collectors for disposal of such wastes

The above measures ensured that all of the hazardous wastes generated during the operations of the Group were properly stored and collected by licensed contractors without polluting the neighbourhood.

On the other hand, the Group prudently handles non-hazardous waste as well by imposing such measures as providing and maintaining recycling bins in different colours to facilitate wastes separation into metal, plastic and paper, checking the proper usage of collection facilities and providing training correspondingly, assigning appropriate staff to manage collection facilities and maintaining complete recycling/waste collection records for future reference. Open incineration of wastes which generates excessive emissions is strictly prohibited. In order to reduce paper wastes, the major harmless wastes of the Group, paperless working environment is promoted. IT systems are encouraged for administrative work to replace paper correspondences and records. Meanwhile, used papers as well as cartridges/toners are collected for recycling by qualified contractors. These initiatives substantially reduced waste disposal by the Group, at the same time helped saving purchase costs.

The significant hazardous and non-hazardous wastes generated during the Reporting Period include:

- 意識：為員工舉辦工作坊，提供有關有害廢物類型、處理方法及儲存位置的建議
- 處置：只聘用持牌及合格有害廢物收集商處置此類廢物

上述措施確保本集團營運過程中產生的一切有害廢物均妥善貯存，並由持牌承辦商收取，而不會對周遭事物造成污染。

另一方面，本集團亦謹慎處理無害廢物，措施包括設置不同顏色的回收箱以便將廢物分類為金屬、塑膠及紙張、檢查收集設施的適當使用情況，並提供相應培訓、派遣合適員工管理收集設施並保存完整的回收/廢物收集記錄以供日後參考。嚴禁露天焚燒產生過量排放物的廢物。推廣無紙化工作環境以減少廢紙(即本集團主要無害廢物)。鼓勵使用資訊科技系統處理行政工作以取代紙張文件及記錄。同時，已用紙張及墨盒/墨粉交由合資格承辦商回收再用。該等舉措大大減少了本集團棄置的廢物，同時有助於節省採購成本。

於報告期間產生的重大有害及無害廢物包括：

Waste 廢物		Unit 單位	Quantity 數量
Hazardous waste 有害廢物	Lubricant 潤滑劑	Litres 升	8,400
	Battery 電池	Tonnes 噸	4.2
Non-hazardous waste 無害廢物	Paper 紙張	Tonnes 噸	1.2

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Aspect A2:

Use of Energy and Water

Another key area of focus in the pursuit of green operations is resources conservation. Efficient use of resources promotes sustainability, meanwhile enhancing operating efficiency. Therefore, it benefits the Group from both environmental and financial perspectives.

The major resources used by the Group include diesel and petrol for machinery and vehicles, as well as electricity, town gas and water for business operations. The consumption data during the Reporting Period were as follows²:

Resources	Unit	Quantity	Intensity (per machine lease)
資源	單位	數量	密度 (每台租用機械)
Diesel	Litres	441,274	246
柴油	升		
Petrol	Litres	8,523	5
汽油	升		
Electricity	kWh	221,901	124
電力	千瓦時		
Town gas	Units	495	0.28
煤氣	度		
Water	m ³	3,871	2
水	立方米		

We adopt a resources monitoring mechanism aiming at tracing and monitoring resources consumption throughout our operations continuously. It facilitates the analysis of resources efficiency and identification of improvement opportunities for optimizing use of resources. In particular, we keep track of the latest technology on machinery's energy efficiency, and upgrade our equipment fleet accordingly. Furthermore, energy friendly work practices and skills are communicated to employees regularly to develop staff awareness of resources conservation.

A2層面：

能源及水運用

節約資源是追求綠色營運的另一重點。有效運用資源有助促進可持續發展，同時提高營運效率。因此，從環境及財務角度而言對本集團有利。

本集團使用的主要資源包括用於機械及車輛的柴油及汽油，以及用於業務運營的電力、煤氣及水。於報告期間的消耗數據如下²：

我們採用資源監測機制，目的是持續追蹤及監測旗下業務的資源消耗，有助分析資源效率及確定優化資源運用的改進機會。具體而言，我們緊貼最新機械能效技術，並相應提升設備機組。此外，我們定期向員工灌輸環保工作常規及技能，以提高員工對節約資源的意識。

² The amounts represent the resources directly controlled and consumed by the Group during the Reporting Period. Indirect resources consumptions (i.e. those consumed by its customers and other third parties engaged by the Company) are excluded.

² 有關數量指本集團於報告期間直接控制和耗用的資源。不包括間接耗用資源(即本公司的客戶及所委聘的其他第三方所耗用者)。

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For energy conservation in business operations, the Group adopts a holistic management approach from selection of energy saving equipment such as LED/T5 fluorescent tubes or better over traditional light bulbs and Grade 1 Energy label air conditioners, to implementation of energy saving practices such that we maintain air conditioner temperature at 25 degree Celsius, post energy saving labels in the workplace and switch off idle lightings.

The same approach applies to water as we deploy water-saving equipment, cultivate water-saving considerations within the organization and advocate resources conservation behaviour of our people. As such, resources usage has been maintained at a minimal level under the current operating scale. The Group has no issue in sourcing water for its operations since its principal operating premises in Hong Kong has municipal water supply.

The Group has not used significant amount of packaging materials during the Reporting Period and therefore disclosure in relation to packaging materials does not apply.

Aspect A3: Other Environmental Impacts

In addition to emissions control and resources conservation, we exert ourselves in minimizing all negative impacts on the environment and natural resources, despite the fact that there are no other significant environmental impacts except for the aforesaid emissions.

The Group has established a sound risk management system led by the Risk Management Committee. It manages the overall risk level of the Group, which takes into consideration environmental risks among other operating risks. Significant environmental risks are identified for developing adequate mitigation plans. We ensure sufficient resources are deployed for implementation of these mitigation plans so as to reduce environmental risks.

The Group upholds the principle of environmental protection and execute in every detail. For instances, we consume no shark fin or other endangered species at any company banquets or events.

進行業務營運方面的節能工作時，本集團採取整體管理方針，選用LED/T5熒光燈或更佳節能設備以取代傳統燈泡、採用一級能源標籤空調、實施節能措施將空調溫度保持在攝氏25度、在工作場所張貼節能標語及關上非使用中燈具。

我們對用水採取同一方針，例如採用節水設備、內部宣揚節水概念及鼓勵員工節約資源。因此，本公司在目前營運規模下將資源運用維持在最低水平。由於本集團在香港的主要經營物業擁有市政供水，故並無有關採購水源以供業務之用的問題。

於報告期間，本集團並未使用大量包裝材料，因此有關包裝材料的披露並不適用。

A3層面： 其他環境影響

儘管概無其他上述排放以外的重要環境影響，除管制排放物及節約資源外，我們亦盡量減少對環境及天然資源的所有負面影響。

本集團已建立健全風險管理制度，由風險管理委員會領導，以管理本集團整體風險水平，將環境風險等經營風險納入考慮。我們已識別重大環境風險以制定適當緩解計劃。我們確保為實施有關緩解計劃部署足夠資源，以減低環境風險。

本集團堅守環保原則，著重每個執行細節。例如，我們在任何公司宴會或活動中絕不食用魚翅或其他瀕危物種。

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(B) SOCIAL

Aspect B1: Employment

The Group recognizes employee as one of the key elements to its sustainable development. We are committed to establishing a close and caring relationship with our employees. We provide a fair and safe workplace, promote diversity to our staff, and provide competitive remuneration, benefits and career development opportunities based on their merits and performance.

Employees' remuneration packages are determined with reference to the market information and individual performance and are reviewed on a regular basis. The remuneration policy is reviewed by the Board from time to time. In addition to basic remuneration, the Group also provides medical insurance, makes contributions to provident funds and provides other benefits to employees.

In order to maintain a high level of productivity and quality standard, working hours and rest periods are determined based on operational needs and regulatory requirements so as to ensure sufficient rest for employees.

As a responsible employer, we exercise due care in ensuring our human resources policies and practices in regard to employment, termination, compensation, working hours, leaves and equal opportunities are conducted in accordance with the local labour laws and other applicable regulations.

The Group maintains a diversified workforce. We provides equal opportunities to all staff based on their capabilities in a fair manner. We accept no tolerance towards discrimination, regardless of age, sex, marital status, nationality, disability, religion, etc.

During the Reporting Period, we did not identify material non-compliance against employment-related laws and regulations that have a significant impact on the Group.

(B) 社會

B1 層面： 僱傭

本集團視員工為可持續發展的關鍵要素之一。我們致力與員工建立密切關係。我們為員工打造公平安全的工作環境，積極推動多元化，並因應員工優點及表現提供具競爭力的薪酬、福利及事業發展機會。

員工薪酬方案參照市場資訊及個人表現而定，並定期作出檢討。董事會不時檢討薪酬政策。除基本薪酬外，本集團亦為員工提供醫療保險、公積金供款及其他福利。

為保持高水平的生產力及質量標準，我們配合營運需要及監管要求設定工作時間及休息時間，以確保員工得到充分休息。

作為負責任僱主，我們審慎確保有關僱傭、解僱、薪酬、工作時間、假期及平等機會的人力資源政策及常規符合當地勞動法及其他適用法規。

本集團擁有多元化的工作團隊。我們以個人能力為依歸，為全體員工提供平等機會。我們絕不容忍諸如年齡、性別、婚姻狀況、國籍、殘疾及宗教等各方面的歧視。

於報告期間，我們並無發現與僱傭相關法律及法規有關並對本集團造成嚴重影響的重大不合規情況。

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Aspect B2:

Workplace Health and Safety

The Company seeks to create a healthy and safe working environment for our employees. An Occupational Health and Safety (“OHS”) Policy has been established to provide safety guidelines for staff, thereby raising the awareness of safety in workplace. The OHS Policy also defines the health and safety responsibilities of all staff, from top management to frontline, in achieving an accident free workplace.

The management are committed to investing adequate resources to implement the OHS Policy, recognizing all health and safety issues at work as an integral part of our business performance and reviewing the OHS Policy and management system bi-annually. The management monitors the OHS practices continuously to ensure compliance with the OHS Policy, meanwhile striving for continual improvement.

In order to further mitigate the health and safety risk in the workplace, staff will receive appropriate and adequate training concerning their respective duties and responsibilities. Such training serves to help staff in thoroughly understanding and implementing the OHS Policy. Furthermore, staff are encouraged to propose reasonable opinions with respect to adequacy and improvement of the OHS Policy. As such, staff, especially construction machinery operators, are clearly aware of the responsibilities on safety operations. Besides, we cooperate closely with manufacturers of the machinery in upgrading the safety standards of the machines to protect the operators, users and service personnel.

We have also formed the Safety, Health and Environmental Management Committee, chaired by the Chief Operating Officer who takes the final responsibility and accountability in overseeing all OHS objectives, related risk and activities, to contribute to on-going improvement and facilitate information exchanges and communications on OSH.

The Group strives to comply with OSH related laws and regulations so as to protect the staff and other stakeholders. During the Reporting Period, we did not identified material non-compliance with occupational safety and health-related laws and regulations.

B2層面：

工作場所健康與安全

本公司力求為員工打造健康安全的工作環境。我們已制定職業健康安全(「OHS」)政策，透過為員工提供安全指引提高工作場所安全意識。OHS政策亦界定全體員工的健康與安全責任，為高級管理層以至前線員工實現無事故工作場所。

管理層致力投入足夠資源實施OHS政策，視工作中所有健康與安全議題為業務表現一部分，並每兩年檢討OHS政策及管理制度。管理層持續監察OHS常規以確保符合OHS政策，同時不斷努力改進。

為進一步降低工作場所的健康與安全風險，員工將接受有關職務與職責的適當培訓。有關培訓有助員工全面理解及實施OHS政策。此外，我們鼓勵員工就OHS政策的充足性及完善性提出合理意見。因此，員工(特別是建築機械操作員)充分知悉安全運作的責任。此外，我們與機械製造商緊密合作，務求提高機械的安全標準，保障操作員、用家及服務人員。

我們亦已成立安全、健康及環境管理委員會，由營運總監擔任主席，肩負監督所有OHS目標、相關風險及活動的最終責任，力求持續改進及促進有關OHS的信息交流與溝通。

本集團嚴格遵守OHS相關法律及法規，以保障員工及其他權益人。於報告期間，我們並無發現嚴重不符合職業安全與衛生相關法律及法規的情況。

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Aspect B3:

Staff Training and Development

To satisfy organization's needs and equip staff with solid skills, knowledge and safety awareness, we invest resources and provide trainings for employees in relation to equipment structure, operational features, equipment repair and operator safety. By establishing adequate training programmes, we can provide necessary occupational knowledge and skills to our staff.

The Group offers orientation for new employees with initial information and training in their specific job functions and skills and condition of employment, so as to assist them in adapting to their positions. In particular, environmental briefings and toolbox talks are offered in enhancing staff's awareness in environmentally friendly practices to promote green operations. In addition, on-going training opportunities are provided to equip staff with relevant technical skills, arouse and cultivate safety awareness among staff, and create a proactive learning atmosphere within the organization.

Further, the Group invites manufacturers of the construction machinery to provide training on maintenance services to its mechanics. These training cover hydraulic, electrical and mechanical, and electronic and engine systems; as well as the use of special equipment and tools for troubleshooting. With such training, our service team can benefit from shortened machinery downtime and continuous improvement in maintenance quality.

Training and development resources are reviewed regularly for their sufficiency and adequacy to ensure a competent workforce for delivering high quality services in meeting customers' needs.

Aspect B4:

Anti-Child and Forced Labour

The Group strictly prohibits child and forced labour of any kind in accordance with the local labour laws. We have sufficient and adequate controls in our human resources processes to prevent employment of child and forced labour.

During the Reporting Period, the Group did not employ any child or forced labour and there was no non-compliance against child and forced labour related laws and regulations.

B3層面：

員工培訓及發展

為滿足組織需求及向員工傳授堅實的技能、知識及安全意識，我們投入資源為員工提供有關設備結構、操作特徵、設備維修及操作員安全的培訓。透過建立適當的培訓計劃，我們可為員工提供必要的職業知識及技能。

本集團為新入職員工提供有關具體工作職能、技能及僱傭狀況的初步資料及培訓，以協助其適應職位。具體而言，我們提供環境簡介及工作坊，以提高員工對環保措施的認識，促進綠色營運。此外，員工獲提供持續培訓機會，以學習相關技術技能、宣揚同儕間安全意識及培養組織內積極學習氣氛。

此外，本集團邀請建築機械製造商向維修員提供維護服務培訓。該等培訓涵蓋液壓、電氣及機械以及電子及發動機系統；以及使用特殊設備及工具解決疑難。透過上述培訓，我們的服務團隊可受惠於停機時間縮短及維護質量持續提高。

我們定期檢討培訓及發展資源是否充足充分，以確保工作團隊可配合客戶要求提供高質量的服務。

B4層面：

反童工及強制勞工

本集團嚴格按照當地勞動法禁止任何形式的童工及強制勞工。我們充分並適當地管制人力資源過程，以防止僱用童工及強制勞工。

於報告期間，本集團並無僱用任何童工或強制勞工，亦無發現不符合童工及強制勞工相關法律及法規的情況。

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Aspect B5:

Procurement Management

Focusing on construction machinery rental services, the Company emphasizes on supplier's performance as the equipment fleet's specification is a critical factor directly affecting our environmental and social performance. As such, we source our equipment from suppliers including reputable international equipment manufacturers from Japan, US, Canada, Europe and China.

To upkeep our product standards and organizational reputation, we maintain sound business relationship with manufacturers and suppliers, closely monitor their performance, periodically hold product and operation training rendered by manufacturers or suppliers, regularly conduct performance review on our major suppliers and service providers, and communicate with them for amendment or improvement if any deficiencies noted.

Furthermore, manufacturers will ensure the qualification of the trainers to deliver training courses with respect to machine's operators. Our training department held some sessions of product and operation training during the Reporting Period. We also import and use the qualified machine with engine complied with EU Stage IIIA, US Tier 3 or Japan MoE standards¹ or above to comply with the emission standard and noise level standard of Environmental Protection Department.

B5層面：

採購管理

本公司專門提供建築機械出租服務，由於設備機組的規格是直接影響環境及社會績效的關鍵因素，故我們極其重視供應商表現。因此，我們採購設備的供應商包括日本、美國、加拿大、歐洲及中國的知名國際設備製造商。

為保持產品質素及組織聲譽，我們與製造商及供應商保持良好的業務關係，並密切監察其表現。我們定期參與製造商或供應商舉辦的產品及操作培訓，亦會定期檢討主要供應商及服務提供商的表現，並於發現任何不足時互相溝通以求修正或改善。

此外，製造商將確保培訓人員有資格為機械營運商提供培訓課程。於報告期間，我們轄下培訓部門舉辦一些產品及操作培訓。我們亦進口及使用發動機符合歐盟 IIIA 級、美國 Tier 3 級或日本 MoE 標準 1 級或以上的合格機械，以配合環境保護署的排放標準及噪音等級標準。

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Aspect B6:

Service Excellence

The Group puts customer relationship as one of the top priorities. We conduct our business with understanding of customers' needs and acting from customers' perspectives, thereby developing a long term customer relationship.

Being a renowned construction machinery services provider in town, the Group strives to provide consistent and quality services to customers, which cannot be achieved without a high-performing technical team. As such, we put much emphasis on staff training as above-mentioned, as well as customer training and support. It enhances the machinery operators' skills, safety responsibility and reduces unnecessary wearing and tearing of the machinery.

Meanwhile, customer service hotline has been established to collect customers' feedbacks, regardless of appreciation or complaint. Our professional customer service staff are responsible for following up on the feedbacks timely to improve customer experience. To facilitate better responses, diversified service hotlines are supported by different divisions.

In order to provide clear overview of the services and products offering of the Group, marketing brochures are prepared to help introduce our service details and product specifications. To facilitate customers in making informed purchasing orders, we make reference to information provided by our suppliers and manufacturers in preparing marketing materials so as to reflect true and fair information of our services and products, meanwhile complying with the Trade Description Ordinance.

B6層面：

卓越服務

本集團視客戶關係為首要關注之一。我們從客戶的需求出發，以客戶為本經營業務，致力與客戶發展長遠關係。

作為城內著名建築機械服務提供商，本集團力求為客戶提供始終如一的優質服務，而此舉有賴表現出色的技術團隊。因此，我們非常重視上文所述的員工培訓以及客戶培訓及支援。有關培訓可提高機械操作員的技能、安全責任及減少不必要的機械損耗。

同時，我們已設立客戶服務熱線以收集客戶的讚賞或投訴。我們的專業客戶服務人員負責及時跟進反饋以提升客戶體驗。為提高回應質素，多元化服務熱線得到不同部門支援。

為提供有關本集團所提供服務及產品的清晰概覽，我們編製營銷小冊子輔助介紹服務細節及產品規格。為方便客戶在瞭解資訊情況下下達採購訂單，我們於編製營銷物料時參考由供應商及製造商提供的資料，藉此真實而公平地呈列我們的服務及產品資料，同時亦符合商品說明條例的規定。

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Product Quality

The Group maintains its product quality through continuous enhancement.

In regard to the basics, as abovementioned, our machinery are supplied by well-known manufacturers over the world with high quality standard. Our workshop staff are well trained to maintain all equipment fleet in good operating conditions.

As for quality enhancement, the Group actively looks for improvement ideas, comments and requests from technicians, customers and salespersons for product recondition, modification and redevelopment so as to catch up promptly with the fast changing market needs. Moreover, we keep increasing the portion of machines with engines complying with the US Tier 3 or Japan MoE standard in our equipment fleet to reduce emissions. We ensure our equipment fleet are properly labelled in accordance with EPD's requirements regarding NRMM and QPME. We believe our tremendous efforts in improving service offering and product quality will receive much appreciation and trust from our customers.

Data Privacy

The Group respects privacy of personal data. We guarantee to implement all possible controls as practicable to protect our stakeholders', including our employees', personal data. We ensure our work practices comply with the Personal Data (Privacy) Ordinance as a minimum in protecting personal data.

In respect of sensitive business and personal information, the Group implements strict internal controls in safeguarding our data, in particular the transaction data with our suppliers, business partners and customers, so as to protect the interests of our stakeholders. Terms regarding business data confidentiality have been stipulated on both our employee handbook as well as employment contract.

During the Reporting Period, we did not identify material non-compliance with service, product and data privacy-related laws and regulations.

產品質量

本集團通過持續改進維持產品質量。

本質上，誠如上文所述，我們的機械由世界知名製造商供應，品質標準極高。我們的車間工作人員訓練有素，可確保所有設備機組均維持良好運行狀態。

針對質量提升方面，本集團積極尋求技術人員、客戶及銷售人員就產品改造、修正及重建提出的改進建議、意見及要求，以迎合瞬息萬變的市場需要。此外，為實現減排目標，我們不斷增加發動機符合美國 Tier 3 或日本 MoE 標準的機械佔設備機組的比例。我們確保已遵照環保署有關 NRMM 及 QPME 方面的規定將設備機組妥為標籤。我們相信，我們為提高服務質量及產品質量所作的巨大努力將得到客戶的高度讚賞及信任。

資料私隱

本集團尊重個人資料私隱。我們保證盡可能實施所有可行控制措施以保護權益人(包括員工)的個人資料。我們確保工作常規在保護個人資料方面至少符合個人資料(私隱)條例。

針對敏感的業務及個人資料，本集團實行嚴格的內部監控以保護有關資料，特別是與供應商、業務夥伴及客戶的交易數據，從而保障權益人的利益。我們於員工手冊及僱傭合約訂明保密業務數據的條款。

於報告期間，我們並無發現嚴重不符合服務、產品及資料私隱相關法律及法規的情況。

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Aspect B7:

Anti-Corruption

The Company implements adequate internal controls for preventing and detecting corruption, bribery and any other kinds of fraudulent activities. To prevent bribery and corruption, we have established and implemented the Anti-Bribery and Anti-Corruption Policy which sets out the standards of conduct that employees are required to follow. Furthermore, we have also formulated a procedure for Reporting Possible Improprieties on integrity related matters with a whistle-blowing mechanism to encourage employees and other stakeholders to report any suspicious misconduct, while protecting the whistle-blowers from any partial treatment.

We have also periodically organized seminars and training in relation to anti-corruption measures and guidelines, operating practices and business ethics for our staff, thereby enhancing their awareness.

During the Reporting Period, we did not identify any cases of non-compliance with laws and regulations relating to bribery, extortion, fraud and money laundering.

Aspect B8:

Caring for the Community

In an effort to building a prosperous society, other than providing high quality machinery to our customers, the group strives to provide positive support to the local community in which it operates. This commitment is underscored best in the company value of respect, helpfulness and selflessness.

In living out the Company's value, the group often encourages staff to serve the community through various channels, both financially and non-financially, including volunteering and community initiatives. We offer all necessary support to our staff participating in such activities, including special leaves, allowances, etc.

B7層面：

反貪污

本公司充分實施內部監控措施，以防止及偵測貪污、賄賂及任何其他類型的欺詐活動。為防止賄賂及貪污，我們已制定及實施反賄賂及反貪污政策，當中載列員工必須遵循的行為標準。此外，我們亦制定誠信相關事宜的可能不當行為報告程序，並就此設立舉報機制，鼓勵員工及其他權益人報告任何可疑不當行為，同時保護舉報人免受任何不公平待遇。

我們亦定期為員工組織有關反貪污措施及指引、營運常規及商業道德的研討會及培訓，從而提高員工意識。

於報告期間，我們並無發現任何不符合賄賂、勒索、欺詐及洗黑錢相關法律及法規的情況。

B8層面：

關懷社區

為建設繁榮社會，除為客戶提供高品質的機械外，本集團亦致力為經營所在社區作出積極支援。此承諾充分彰顯本公司的尊重、助人及無私精神。

為體現本公司價值，本集團經常鼓勵員工通過各種財務及非財務渠道貢獻社會，包括義工服務及社區活動。我們為參加有關活動的員工提供一切所需支援，包括特別假期及津貼等。



AP RENTALS HOLDINGS LIMITED 亞積邦租賃控股有限公司*

(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立之有限公司)

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