



**Yee Hop Holdings Limited**

**義合控股有限公司**

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號：1662

**2017/18**

**ENVIRONMENTAL, SOCIAL  
AND GOVERNANCE REPORT**

**環境、社會及管治報告**



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# About the Group

## 集團簡介

Established since 1989, Yee Hop Holdings Limited (“**Yee Hop**” or the “**Company**”, together with its subsidiaries, the “**Group**”) is principally engaged in the provision of foundation works (including the construction of mini-piles, rock-socketed steel H-piles and driven steel H piles, and other civil works, including site formation works, and road and pavement works) and tunneling works (including pipe jacking, hand dig tunnel and cut-and-cover tunnel works). The Group usually engages its own team of technical staff and direct labour to perform on-site works, together with a broad range of owned machineries and equipment.

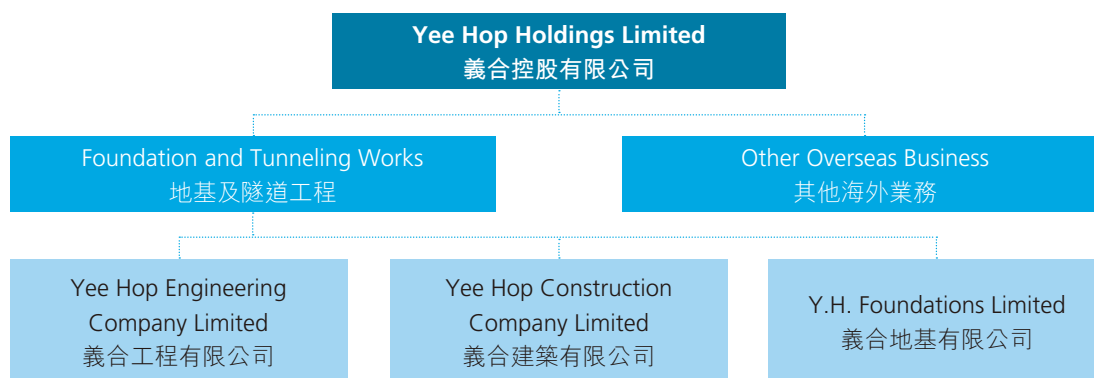
During the year ended 31 March 2018, the Group explored the business opportunities overseas. Please refer to the Annual Report of the Company for the year ended 31 March 2018.

義合控股有限公司(「**義合**」或「**本公司**」，連同其附屬公司統稱「**本集團**」)成立於1989年，主要從事提供地基工程(包括預鑽孔小型灌注樁、預鑽孔灌注工字樁及衝擊式工字樁，及其他土木工程，包括地盤平整工程及道路及行人道工程)及隧道工程(包括頂管、手挖隧道及明挖回填隧道工程)。本集團通常以自有技術人員團隊和直屬工人配合種類繁多的自置機械及設備施行地盤工程。

截至2018年3月31日止年度，本集團探索海外業務機遇。請參閱本公司截至2018年3月31日止年度之年報。

## THE GROUP'S BUSINESS STRUCTURE

## 本集團之業務架構



## BUSINESS OUTLOOK

As presented in the recent Policy Address by the Chief Executive of the HKSAR, the new Chief Executive has taken various measures, which have a positive impact to the Hong Kong construction industry in the long-term. In view of the positive measures taken by the HKSAR Government, the Group is confident to the long-term outlook of the construction industry in Hong Kong. The recent exploration of business opportunities in overseas markets also lays a sound foundation for the future expansion and broadens the business spectrum of the Group.

## 業務前景

誠如香港特別行政區行政長官最近發表之施政報告所載，新任行政長官已採取多項措施，對香港建築行業之長期發展有積極影響。因應香港特區政府所採取之積極措施，本集團對香港建築行業之長遠前景充滿信心。近期於海外市場探索商機亦為本集團之未來擴展及業務範疇擴張奠定紮實基礎。

# About this Report

## 關於本報告

This is the second Environmental, Social and Governance (“ESG”) Report (the “Report”) published by the Group. By reporting the policies, measures and performances of the Group in environmental and social aspects, it allows all stakeholders to better understand the progress and development of the Group towards sustainability.

The Report is prepared with reference to the Appendix 27 – Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) of the Rules Governing the Listing of Securities (“Listing Rules”) on The Stock Exchange of Hong Kong (“SEHK”).

Information contained in this Report is sourced from the official documents, statistical data derived from the internal sources and analysis of the Group’s internal management system. The Board and the senior management of the Company commit to the process of preparing this Report.

The Report is available in Chinese and English, which has been uploaded to the websites of the Group ([www.yee-hop.com.hk](http://www.yee-hop.com.hk)) and the SEHK.

### REPORTING BOUNDARY

The Report focuses on the Group’s operations in its head office (“office”), and businesses in foundation works and other civil works<sup>1</sup> in Hong Kong which accounted for approximately 84% of the Group’s consolidated revenue for the year ended 31 March 2018 (“the reporting period”). Regarding its businesses in foundation works and other civil works, the Report discloses the ESG performance of a representative project in Hong Kong<sup>2</sup> (“project”, collectively “sites of operation”). While this Report does not cover all of the Group’s operations, the aim of the Group is to upgrade its internal data collection procedure and gradually expand the scope of disclosure.

<sup>1</sup> These businesses are operated by Yee Hop Engineering Co. Ltd, Yee Hop Construction Co., Ltd. and Y.H. Foundations Limited.

<sup>2</sup> Project name: Outline Agreement No. 4600006337 For Distribution Cable Trenching and Laving Works in North Region (Yuen Long/Tai Po/Sheung Shui).

此乃本集團刊發的第二份環境、社會及管治(「環境、社會及管治」)報告(「本報告」)。透過報告本集團於環境及社會方面的政策、措施及表現，有助全體持份者更深入了解本集團在可持續發展方面的進程。

本報告參考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》(「環境、社會及管治報告指引」)編製。

本報告所載資料源自正式文件、內部資料來源所得統計數據及本集團內部管理系統之分析。董事會及本公司高級管理層保證編製本報告之過程。

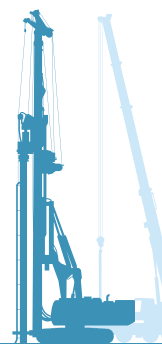
本報告以中英文兩個版本編製，並上載至本公司網站[www.yee-hop.com.hk](http://www.yee-hop.com.hk)及聯交所網站。

### 報告範圍

本報告針對本集團於其總辦事處(「辦事處」)之營運及於香港之地基工程及其他土木工程<sup>1</sup>業務而作出，有關業務佔本集團於截至2018年3月31日止年度(「報告期間」)綜合收益之約84%。有關其於地基工程及其他土木工程之業務，本報告披露了香港一個具代表性項目<sup>2</sup>(「項目」，統稱「營運地點」)的環境、社會及管治表現。雖然本報告並無涵蓋本集團全部營運，本集團旨在提升其內部數據收集程序並逐步擴闊披露範圍。

<sup>1</sup> 此等業務由義合工程有限公司、義合建築有限公司及義合地基有限公司經營。

<sup>2</sup> 項目名稱：北區(元朗/大埔/上水)配電電纜壕坑挖掘及鋪設工程(定期合約編號：4600006337)。



## About this Report 關於本報告

### REPORTING STANDARD

The Report is prepared in accordance with the 'comply or explain' provisions of the ESG Reporting Guide contained in Appendix 27 of the Listing Rules on the SEHK. The four reporting principles: materiality, quantitative, balance and consistency form the backbone of this Report. To ensure the accuracy of environmental key performance indicators ("KPIs"), the Group commissioned a professional consultancy, Carbon Care Asia ("CCA"), to conduct a carbon assessment. In addition, selected KPIs that are categorised by the ESG Reporting Guide as 'recommended disclosures' are included for enhanced reporting. A complete index is inserted in the last chapter for reader's easy reference.

### CONFIRMATION AND APPROVAL

Information contained in this Report is sourced from the official documents, statistical data, management and operation information of and collected by the Group according to the policies of the Group. The Report has been confirmed and approved by the Group's Board of Directors.

### 報告準則

本報告乃根據聯交所上市規則附錄二十七所載《環境、社會及管治報告指引》之「不遵守就解釋」條文編製。四項匯報原則：重要性、量化、平衡及一致性構成本報告的核心。為確保環境關鍵績效指標（「**關鍵績效指標**」）之準確性，本集團委託專業顧問低碳亞洲有限公司（「**低碳亞洲**」）進行一項碳評估。此外，按《環境、社會及管治報告指引》分類為「建議披露」的選定關鍵績效指標亦已涵蓋，以提升報告成效。最後一章載有完整指標，方便讀者參考。

### 確認及批准

本報告所載資料源自本集團根據其政策所收集之本集團的正式文件、統計數據、管理及經營資料。本報告已獲本集團董事會確認及批准。

### Opinion and Feedback 意見及回饋

Yee Hop values the opinion of stakeholders for continuous improvement.  
If you have any questions or suggestions regarding the content or format of the Report,  
please contact the Group through the following channels:

義合珍視持份者有關持續發展的意見。

閣下如對本報告的內容或形式有任何疑問或提議，歡迎透過以下途徑與本集團聯絡：

Address: Units 1104-06, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Hong Kong

Email: [info@yee-hop.com.hk](mailto:info@yee-hop.com.hk)

Tel: (852) 2686 8713

地址：香港九龍灣臨樂街19號南豐商業中心1104-06室

電郵：[info@yee-hop.com.hk](mailto:info@yee-hop.com.hk)

電話：(852) 2686 8713

# Stakeholder Engagement

## 持份者參與

As a key in the business management of Yee Hop, stakeholder<sup>3</sup> participation is one of the important elements to help the Group review potential risks and business opportunities. Communicating with stakeholders and understanding their views allow the Group to better fulfil their needs and expectations with its business practice and manage different stakeholders' opinions. The Group constantly communicates with key internal and external stakeholders through various channels. This ensures that they have the opportunity to learn about the Group's development and operation directions and offers the Group a chance to listen to them in order to identify the priority of issues and develop corresponding policies.

持份者<sup>3</sup>參與作為義合業務管理的關鍵，乃協助本集團審視潛在風險及商機的重要組成部分之一。與持份者溝通及理解彼等的見解，能讓本集團在業務實踐中充分滿足其需要及期望，並管理不同持份者的意見。本集團透過多種渠道與主要內外持份者持續溝通。此舉確保持份者得以了解本集團的發展及營運方向，亦為本集團提供了聆聽持份者意見的機會，繼而識別出優先處理的事宜及建立相應政策。

### MAIN MEANS OF STAKEHOLDER ENGAGEMENT

### 持份者參與的主要途徑



<sup>3</sup> Stakeholders refer to groups or individuals materially influencing or affected by the Group's business. Internal stakeholders include the Board, management, administrative executives, general employees, etc. External stakeholders include shareholders, investors, customers, suppliers, etc.

<sup>3</sup> 持份者指對本集團業務具有重大影響或效應的群體或個人。內部持份者包括董事會、管理層、行政人員、一般僱員等。外部持份者包括股東、投資者、客戶、供應商等。



## Stakeholder Engagement 持份者參與

### MATERIAL SUSTAINABILITY ISSUES

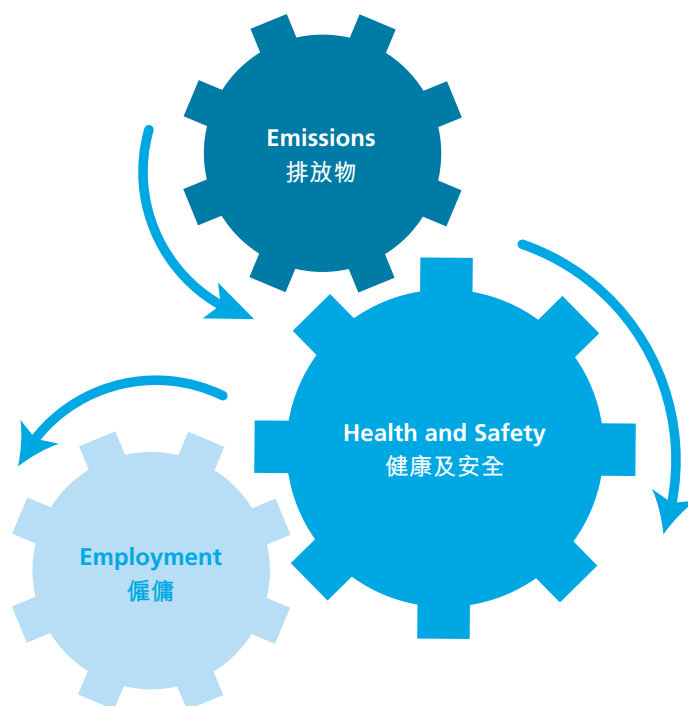
To formulate the Group's sustainability strategy and direction and to identify the most important environmental and social issues for the Group and its stakeholders, Yee Hop commissioned CCA to conduct a management interview. Combining the results of the interview and expert advice, the Group has identified three material issues from the 11 environmental and social aspects of the ESG Reporting Guide to be the main focus of the Report.

To ensure the effectiveness of stakeholder engagement, Yee Hop dedicates itself to establishing communication mechanisms for transparency, integrity and accuracy and providing timely response to stakeholders on an ongoing basis. Looking ahead, the Group will consider the possibility of strengthening its interaction with stakeholders to create mutually beneficial relationships.

### 重大可持續事宜

為制定本集團的可持續策略及方向，以及識別對本集團及其持份者而言最為重要的環境及社會事宜，義合委託低碳亞洲進行一次管理層面談。結合面談結果及專家意見，本集團已從《環境、社會及管治報告指引》的11個環境及社會層面中識別出三大重要事宜，作為本報告的主要側重點。

為確保持份者參與的成效，義合致力構建透明、公正及精準的溝通機制，持續向持份者提供及時回應。展望將來，本集團將考慮增強與持份者互動的可能性，創造互惠互利的雙方關係。



# Management Message

## 管理層致辭

Yee Hop believes in creating sustained value for all stakeholders by embracing opportunities and managing risks deriving from economic, environmental and social developments. In delivering our second ESG Report, we hope to share with all stakeholders our sustainability endeavours in the reporting period and collect their feedback, which is crucial to our improvement.

During the reporting period we collected emissions data from our office and construction sites. Employing the ISO 50001 energy management system, we analysed major sources of energy consumption and educated our employees to use energy efficiently. In our daily operations, we carried out paper recycling and reduce paper consumption in the office whenever possible.

We hope our employees can grow with our business because their wellbeing is crucial to our success as a socially responsible business. To enhance their personal and career development, we provided staff training opportunities according to their needs. In addition, we have established anti-discrimination and anti-harassment policies to create a safe and respectful workplace. Regular leisure activities were organised for our employees and their families to promote their social wellbeing.

Keeping our employees safe is a perennial goal at Yee Hop. To recognise occupational safety best practices, awards were presented to employees who demonstrate outstanding awareness of safety each year. For additional protection, we have enhanced the safety equipment for the tunnel construction projects. We also provide health checks to employees to prevent and minimise work related health risks.

Apart from initiatives directly related to our operations, we are keen on contributing to the community where we operate. By encouraging employees to participate in voluntary work, we aim to nurture a culture of giving back to society. In the future, we will continue to adhere to the principles of sustainability in our operations and seek to improve our environmental and social performance with the support of all stakeholders.

**Mr. Jim Yin Kwan Jackin**  
*Chairman*

義合相信，透過把握機會及管理來自經濟、環境及社會發展的風險，可為全體持份者創造可持續價值。謹此呈列第二份環境、社會及管治報告，我們希望與全體持份者分享我們於報告期間就可持續方面作出的努力，並收集持份者的反饋，此對我們的進步十分重要。

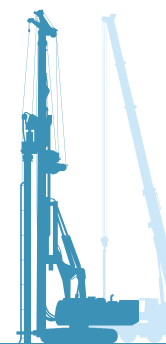
於報告期間，我們從辦公室及建築地盤收集排放數據。透過實施ISO 50001能源管理系統，我們分析了能源消耗的主要源頭及教育僱員有效益地使用能源。在日常營運中，我們不僅進行紙張回收，亦盡可能減少辦公室的紙張用量。

我們希望僱員能與業務一同進步，因為僱員的健康發展對我們作為肩負社會責任的企業而言至關重要。為增強僱員的個人及業務發展，我們根據其需要提供員工培訓機會。此外，我們已設立反歧視及反騷擾政策，以建立一個安全且人人受到尊重的工作環境。僱員及其家人亦可參加定期組織的休閒活動，以促進社交生活。

義合視保障僱員安全為長期目標。為認許職業安全最佳示範，每年均會向展現傑出安全意識的僱員頒發獎項。作為額外保障，我們已增強隧道建築項目的安全設備。我們亦為僱員提供身體檢查，以防止及減低與工作有關的健康風險。

除直接與我們營運相關的措施外，我們致力為營運所在的社區作出貢獻。我們鼓勵僱員投身志願工作，力求培育回饋社會的文化。未來，我們將繼續在營運中堅守可持續原則，並在全體持份者的支持下尋求改善我們的環境及社會表現。

主席  
詹燕群先生





# Employment and Labour Practices

## 僱傭及勞工慣例

### EMPLOYEE CARING

Yee Hop is committed to providing a working environment in which each employee can be treated with respect. The Group has formulated various employment policies, such as the Employee Handbook and the Prevention Discrimination and Harassment Policy, which cover guidelines on recruitment, promotion, dismissal, working hours, rest periods, compensation and benefits, etc.

As an equal opportunity employer, the Group builds a fair working environment in which all employment decisions are made based on work performance instead of the employees' religion, nationality, gender, race, marital status or physical disability, and no discrimination regarding these factors will be tolerated. To provide a grievance mechanism for reporting cases of discrimination or harassment, employees can report to their General Manager and such reports will be dealt confidentially and impartially. In terms of promoting diversity at the workplace, the Group has in place the Board Diversity Policy that recognizes the benefits of having a diverse Board, with members selected based on a range of diversity perspectives, including but not limited to gender, age, cultural and educational background, ethnicity, professional experience, skills, knowledge and length of service.

To retain talent and build a sustainable workforce, various employee incentives have been devised. In addition to annual leave, maternity and paternity leave, medical insurance, etc., the Group has in place a Voluntary Contribution Scheme, in which the Group increases its contribution in the employees' Mandatory Provident Fund Scheme as the employees complete longer years of employment. To encourage work-life balance, the Group organizes family-friendly activities, and sets an early closing time for the office if occasions such as the New Year's Eve falls on a working day.

The Group abided by the employment laws and regulations that apply to its sites of operation, including but not limited to the Employment Ordinance, Employee Compensation Ordinance, Sex Discrimination Ordinance, Disability Discrimination Ordinance, Race Discrimination Ordinance and Family Status Discrimination Ordinance. During the reporting period, the Group has not been informed of any non-compliance cases relating to employment.

### 僱員關懷

義合致力提供一個各員工均受到尊重對待的工作環境。本集團已制定多項僱傭政策，例如僱員手冊及防止歧視及騷擾政策，涵蓋招聘、晉升、解僱、工作時數、假期、賠償及福利等指引。

作為平等機會僱主，本集團建立平等工作環境，所有僱用決定乃根據工作表現而非僱員的宗教信仰、國籍、性別、種族、婚姻狀況或身體殘疾而作出，且絕不容忍有關該等因素的歧視。為提供申訴機制報告任何歧視或騷擾情況，僱員可向總經理匯報，而有關報告均會保密並給予公平處理。在推行工作環境多元化方面，本集團設有董事會多元化政策，認可董事會多元化之益處，甄選成員涉及多元化範疇，包括但不限於性別、年齡、文化及教育背景、種族、專業經驗、技術、知識及服務年期。

為挽留人才及建立可持續的團隊，本集團制定多項獎勵僱員的措施。除年假、產假及待產假、醫療保險外，本集團落實自願供款計劃，僱員完成更長的工作年限時本集團則增加於僱員強制性公積金計劃中的供款。為鼓勵工作與生活平衡，本集團舉辦家庭友善活動，並於除夕等營業日的情況下訂立辦公室提前關閉時間。

本集團遵守適用於營運地點的僱傭法例及法規，包括但不限於僱傭條例、僱傭補償條例、性別歧視條例、殘疾歧視條例、種族歧視條例及家庭崗位歧視條例。於報告期間，本集團並不知悉任何有關僱傭的違規情況。

# Employment and Labour Practices 僱傭及勞工慣例

## HEALTH AND SAFETY

As a company principally engaged in construction work, Yee Hop has stated in its Safety and Health Policy Statement its commitment in creating a health and safe working environment for its employees and subcontractors. The Group has adopted a safety management system in accordance with the requirements of OHSAS 18001, and has in place various policies and procedures on preventing occupational hazards.

### Safety organization

To ensure effective management of health and safety, the Group has established a Corporate Safety Management Committee and Site Safety Committee with clearly defined responsibilities.

## 健康及安全

作為主要從事建築工作的公司，義合已於安全及健康政策聲明中闡明其為僱員及分包商締造健康及安全工作環境的承諾。本集團根據OHSAS 18001的規定採納安全管理體系，並設立多項政策及程序預防職業性危害。

### 安全統籌

為確保有效管理健康及安全，本集團已成立企業安全管理委員會及地盤安全委員會，並清楚列明其職責。

Corporate Safety Management Committee 企業安全管理委員會	Site Safety Committee 地盤安全委員會
<ul style="list-style-type: none"> <li>• Draft and evaluate the safety policies and allocate resources for safety programs;</li> <li>• 草擬及評估安全政策，並為安全計劃分配資源；</li> <li>• Ensure the effectiveness of policy implementation;</li> <li>• 確保政策實施的有效性；</li> <li>• Monitor the safety systems;</li> <li>• 監控安全系統；</li> <li>• Coordinate and define the duties, responsibilities and authorities of different roles; and</li> <li>• 協調及釐定不同角色的職責、責任及權限；及</li> <li>• Evaluate the operational control measures for occupational health and safety with employees, subcontractors and suppliers, etc..</li> <li>• 與僱員、分包商及供應商共同評估職業健康與安全的營運控制措施等。</li> </ul>	<ul style="list-style-type: none"> <li>• Examine site safety inspection reports and accident reports and propose corrective actions;</li> <li>• 檢查地盤安全檢測報告及事故報告，並提出糾正措施；</li> <li>• Review risk assessment and safety procedures;</li> <li>• 檢討風險評估及安全程序；</li> <li>• Promote safety awareness and importance of safety training; and</li> <li>• 提倡安全意識及安全培訓的重要性；及</li> <li>• Evaluate site safety status, etc..</li> <li>• 評估地盤安全狀況等。</li> </ul>

Yee Hop was awarded Silver Award in Non-Public Works Site – New Works & RMAA Works CCSA by 24th Development Bureau Considerate Contractors Site Award Scheme  
義合獲發展局第二十四屆公德地盤嘉許計劃頒發非工務工程—新建工程及維修、保養、改建及加建工程公德地盤銀獎



## Employment and Labour Practices 僱傭及勞工慣例

### Safety and health inspection

A safety and health inspection program has been formulated to monitor the implementation of health and safety related measures and ensure that relevant laws and regulations are being observed. The following positions are responsible for conducting safety inspections:

### 安全與健康檢測

本集團已制定安全與健康檢測計劃，以監察安全與健康相關措施的實施情況，並確保遵守相關法律及法規。以下為負責進行安全檢測的職位：

Position 職位	Duties 職責
Safety Officer 安全主任	<ul style="list-style-type: none"> <li>Conduct safety inspections on a monthly basis and record findings on the Safety Officer Monthly Report;</li> <li>每月進行安全檢測，並於安全主任每月報告記錄結果；</li> <li>Analyze inspection results, which are discussed during Safety Committee Meetings; and</li> <li>分析安全委員會會議期間討論的檢測結果；及</li> <li>Monitor the progress of rectification.</li> <li>監督修正進度。</li> </ul>
Safety Supervisor 安全督導員	<ul style="list-style-type: none"> <li>Conduct safety inspections on a weekly basis and record findings on the Safety Supervisor Weekly Report; and</li> <li>每週進行安全檢測，並於安全督導員每週報告記錄結果；及</li> <li>Follow up on areas that require rectification and improvement.</li> <li>跟進需要修正及改進的地方。</li> </ul>
Site Foreman 地盤管工	<ul style="list-style-type: none"> <li>Follow up on areas that require rectification and improvement.</li> <li>跟進需要修正及改進的地方。</li> </ul>
Project Manager 項目經理	<ul style="list-style-type: none"> <li>Monitor the progress of rectification; and</li> <li>監督糾正進度；及</li> <li>Arrange weekly safety walks with the clients' representatives. Results are discussed during Safety Management Meetings.</li> <li>每週安排與客戶代表進行安全演習。有關結果於安全管理會議上討論。</li> </ul>



Yee Hop was awarded Silver in Non-Public Works Sites – New Works & RMAA Works CCSA and merit in Outstanding Environmental Management Performance Awards by 24th Development Bureau Considerate Contractors Site Award Scheme  
 義合獲發展局第二十四屆公德地盤嘉許計劃頒發非公共工程工地—新建工程及維修、保養、改建及加建工程公德地盤獎—銀獎及傑出環境管理獎—優異獎

## Employment and Labour Practices 僱傭及勞工慣例

In addition to regular safety inspections, an external safety audit program is also carried out every six months for conducting in-depth examinations of operation activities.

### Emergency preparedness

Emergency procedures are in place at Yee Hop for foreseeable emergencies such as fire, landslide and employee injuries. Regarding fire safety, the Group conducted fire drills to improve employees' awareness. Escape routes and instructions on operating fire extinguishers were introduced at fire drills, allowing employees to familiarize themselves with emergency responses. Following fire drills, the Group maintained drill reports that assess the performance of employees with suggestions for improvement.

### An alcohol and drug-free workplace

In the reporting period, the Group has newly adopted an Alcohol and Drug Free Policy recognizing the impact of alcohol and drug abuse on health and job performance. Both employees and subcontractors are prohibited from any alcohol and drug related behavior during working hours, and are required to participate in random testing conducted at site inspection. Employees and subcontractors that fail to comply will not be allowed to work on site.

### Health and safety training

To ensure that all employees are equipped with knowledge in protecting themselves from occupational hazards, the Group has in place a training program for all levels of employees. Highlights of the training program are detailed in the following section on development and training.

除定期安全檢測外，本集團亦會每六個月進行外部安全審核計劃，對經營活動進行深入檢查。

### 應變準備

義合已就火災、山泥傾瀉及工傷等可預見緊急事故制定應變程序。於防火方面，本集團進行火警演習提高僱員意識。逃生路線及使用滅火筒的指引於火警演習時向僱員講解，致使僱員提升自身緊急應變能力。於火警演習後，本集團進行演習報告，評估僱員表現及提供改善意見。

### 無酒無毒的工作環境

於報告期內，本集團新採納一項無酒無毒政策，識別酒精及濫用藥物對健康及工作表現的影響。僱員與分包商於工作時間內禁止任何與酒精及藥物有關的行為，並且必須參與地盤檢測的隨機測試。違規僱員及分包商將被禁止於地盤工作。

### 健康及安全培訓

為確保所有僱員已具備保護自身免受職業性危害的知識，本集團為各階層僱員訂立培訓計劃。培訓計劃的要點詳載於下文發展及培訓一節。



Yee Hop fully supported the health, safety and environmental improvement events  
義合全面支持健康、安全及環境改善活動



## Employment and Labour Practices 僱傭及勞工慣例

The Group abided by laws and regulations related to health and safety in its sites of operation, including but not limited to the Occupational Safety and Health Ordinance, Factories and Industrial Undertaking Ordinance, Electricity Supply Lines (Protection) Regulations, Road Traffic Ordinances, Building Ordinance, Dangerous Goods Ordinance, Summary offence Ordinance and Boilers and Pressure Vessels Regulations. During the reporting period, the Group has not been informed of any non-compliance cases relating to health and safety and there were no cases of work-related injury or fatalities in the reporting boundary.

### DEVELOPMENT AND TRAINING

Yee Hop is committed to providing career development platform for its employees where everyone can achieve their career goals and improve work skills. In the reporting period, the Group has established the Development and Training Policy Statement that emphasizes its commitment on providing adequate training opportunities to enhance employees' knowledge and skills, as well as investing resources on the career development of employees.

#### Training

As stated in the Group's training procedures, the Human Resources and Office Administrator identifies training needs and maintains training records for further follow-up. Regarding the training activities in the reporting period, various kinds of training on health and safety were conducted for employees at different levels, in line with the Group's focus on health and safety.

#### Training highlights in the reporting period

Topics 主題	Objectives 目標	Attendees 出席者
Site Specific Induction Training 工地具體介紹培訓	Emphasise the importance of compliance with laws and regulations and contract requirements. 強調遵守法律及法規及合約要求的重要性。	All new employees 所有新入職員工
Tool Box Training 工具箱使用培訓	Educate employees on risks and precautions relating to their roles in the sites of operation. 指導僱員有關彼等在營運地點職責之風險及注意事項。	All workers 所有工人

本集團於營運地點遵守有關健康及安全的法律及法規，包括但不限於職業安全及健康條例、工廠及工業經營條例、供電電纜（保護）規例、道路交通條例、建築物條例、危險品條例、簡易程序治罪條例及鍋爐及壓力容器規例。於報告期間，本集團並未獲告知任何有關健康及安全的違規事件，在報告範圍內亦無任何工傷或死亡個案。

### 發展及培訓

義合致力為僱員提供職業發展平台，令所有僱員可達致職業目標及改善工作技能。於報告期間，本集團已制定發展及培訓政策聲明，強調其承諾提供足夠培訓機會改善僱員知識及技能，以及於僱員職業發展上投放資源。

#### 培訓

誠如本集團培訓程序所述，人力資源及辦公室主任識別培訓需要及保存培訓記錄，以作進一步跟進。就報告期間的培訓活動而言，已為各階層僱員進行不同種類有關健康及安全的培訓，與本集團對健康及安全的關注一致。

#### 報告期間培訓要點

## Employment and Labour Practices 僱傭及勞工慣例

Topics 主題	Objectives 目標	Attendees 出席者
Specific Training 具體培訓	Draw employees' attention to risks of saw-cut operations and underground utilities. 提醒員工注意鋸切運作及地下公用設施的風險。	All workers 所有工人
Standards and company policy 標準及公司政策	Educate employees regarding the ISO 9001:2008, ISO 14001:2004 and ISO 50001:2011 Standards and company policy. 指導僱員有關ISO 9001:2008、ISO 14001:2004及ISO 50001:2011標準及公司政策。	All workers 所有工人

### Development

For continuous improvement, the Group recognises the importance of conducting performance appraisal with employees. On an annual basis, performance appraisal is conducted between management and employees, evaluating employees' performance regarding organizational skills, problem-solving skills and work attitude, etc.

### Labour Standards

Yee Hop is committed to maintaining ethical labour standards and recognizes that child labour and forced labour pose serious risks to fundamental human rights. As stipulated in its Workplace Quality Policy and No Child Labour Policy, the Group prohibits the use of child labour and any form of forced labour. To prevent hiring individuals below 18 years of age, the Group verifies the age of candidates by checking their identity documents at recruitment. As for forced labour, the Group only carries out the requirements of the standard labour contract and will not use any means to unfairly restrict the employment relationship between the employee and the Group. Records of employees' overtime hours are maintained and employees are compensated accordingly.

The Group abided by the relevant laws and regulations that apply to its sites of operation, including but not limited to the Employment Ordinance. During the reporting period, the Group has not been informed of any non-compliance cases relating to child labour and forced labour.

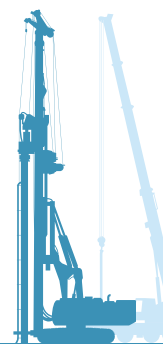
### 發展

為持續發展，本集團認同進行僱員表現評估的重要性。管理層及僱員之間每年進行表現評估，評核僱員有關組織技巧、解難技巧及工作態度等表現。

### 勞工準則

義合致力維持勞工道德準則，並認同童工及強制勞工對基本人權構成嚴重威脅。根據工作環境質素政策及禁止童工政策所規定，本集團嚴禁聘用童工及任何形式的強制勞工。為防止聘請18歲以下人士，本集團透過於招聘時檢查申請者的身份證明文件查證有關人士的歲數。於強制勞工方面，本集團僅進行標準勞工合約的規定及將不會使用任何方法不公平地限制僱員與本集團的僱傭關係。僱員加班時數記錄將予以保存，而僱員亦相應獲得補償。

本集團遵守適用於其營運地點的相關法律及法規，包括但不限於僱傭條例。於報告期間，本集團並未獲告知任何有關童工及強制勞工的違規事件。



# Operating Practices

## 營運慣例

### SUPPLY CHAIN MANAGEMENT

As stipulated in its Supply Chain Sustainability Policy, the Group is committed to building lasting and constructive relationships with partners in its supply chain. In its supplier selection and assessment procedures, the Group ensures fairness and transparency, and encourages fair, open and honest competition to provide impartial opportunities to its suppliers, contractors and consultants.

#### Supplier selection and assessment

The major materials and services that the Group sources are construction materials such as structural steel, cement, petrol, reinforcement, concrete, machinery, as well as laboratory testing services, for which a pre-approved list of suppliers is maintained.

With the aim to provide high quality construction services, sub-contractor and supplier evaluation procedures have also been formulated to assist in the selection of qualified suppliers and sub-contractors. Following evaluation, qualified suppliers and sub-contractors are placed onto the approved list and undergoes continuous assessment, while those who failed will undergo supervision or will not continue its business relationship with the Group.

Current suppliers are subject to regular assessment. For instance, the Group engages independent experts to perform quality tests on sample materials. Suppliers that do not pass the tests will be removed from the list. In addition, risks in the Group's supply chain, especially on health and safety, and quality of materials and services, are assessed by senior management through internal review. The Group identifies relevant sustainability risks for each supplier category and corresponding follow-up actions for supplier engagement.

Moving forward, the Group plans to further refine its supplier selection and assessment criteria and continue integrating sustainability considerations, for example, regarding environmental impact, into its procurement process.

### 供應鏈管理

誠如供應鏈可持續政策內所規定，本集團致力於與供應鏈夥伴建立長遠及有益的關係。在供應商篩選及評定過程中，本集團確保公平及透明，鼓勵公平、公開及誠信競爭，向供應商、承包商及顧問提供公正的機會。

#### 供應商篩選及評定

本集團採購的主要材料及服務為建築材料，如結構鋼、水泥、汽油、鋼筋、混凝土、機械及實驗室測試服務。據此，本集團存有一份預先核准的供應商名單。

為提供高品質的建築服務，本集團亦已制定分包商及供應商評估程序，有助篩選合資格供應商及分包商。評估過後，合資格供應商及分包商則列入核准名單及接受持續評定，無法通過者則會接受監督，或將不能繼續與本集團保持業務關係。

目前的供應商須接受定期評定。例如，本集團委聘獨立專家進行材料抽樣的日常測試。未能通過測試的供應商將自名單中除名。此外，本集團供應鏈中的風險（尤其是健康及安全以及材料及服務的品質）乃經高級管理層按內部審閱而評定。本集團就各供應商類別識別出相關可持續風險，並就供應商委聘構思相應的跟進行動。

邁向未來，本集團計劃進一步改進其供應商篩選及評定準則，並繼續整合環境影響等可持續方面的考慮因素至採購過程中。

# Operating Practices

## 營運慣例

### PRODUCT RESPONSIBILITY

Yee Hop has established Product Responsibility Policy, Quality Policy and various quality control procedures on product responsibility, showing the Group's commitment regarding safety and quality management of its products and services, protection of customer privacy and intellectual property, as well as labelling matters.

#### Quality management

To ensure the quality and safety of its products and services, the Group continues to implement a Quality Management System ("QMS") in accordance with ISO 9001:2015 standards with a framework for monitoring the processes of its construction work. As detailed in the Quality Policy of its Quality Manual, the Group also provides adequate training to all levels of employees to raise their awareness of QMS in their responsible tasks, and communicate with stakeholders regarding its commitment and information related to quality management.

#### Customer feedback and product recall

Yee Hop strives to provide professional and responsive services, and addresses comments and feedbacks from customers for continuous improvement. In the event of discovering non-conforming products and services, the Group follows a product recall procedure established in its Quality Manual to inspect, correct, report, record and inform customers concerned. The Group has not been informed of any complaints in the reporting period.

#### Labelling

The Group recognizes its responsibility in labelling for easier identification and traceability. For instance, the Project Manager assigns an order code to each project for identification, and ensures materials bear suitable product identification according to the unique characteristics of the materials, original identification on their packages, labels and tags, etc..

#### Protection of intellectual property and customer privacy

The Group acknowledges the importance of protecting the privacy of customers' personal data and respecting intellectual property. Properties of customers and external providers, such as intellectual property, personal data, material, tools and equipment, are stored with due care. As detailed in the Employee Handbook, employees are also required to keep relevant information confidential and will face disciplinary action if they fail to do so. Relating to respecting intellectual property, employees should also refrain from having unlicensed computer software on their computers at the workplace.

### 產品責任

義合已建立產品責任政策、質量政策及多項有關產品責任的質量監控程序，彰顯本集團對產品及服務的安全及質量管理、消費者私隱及知識產權保護以及標籤事宜方面的承擔。

#### 質量管理

為確保產品及服務的質量及安全，本集團根據ISO 9001:2015標準繼續推行質量管理系統（「質量管理系統」），以監控建築工程進展為框架。誠如質量手冊中質量政策所詳列，本集團亦向各級僱員提供充裕培訓，提升僱員進行所負責工作時的質量管理系統意識，與持份者進行有關質量管理承諾及資訊方面的溝通。

#### 消費者反饋及產品回收

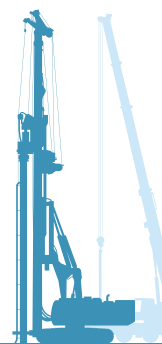
義合致力於提供專業及積極回應需求的服務，處理消費者的評價及反饋，不斷進步。倘發現產品及服務不符規格，本集團會依循質量手冊內列明的產品回收程序，檢測、糾正、申報、記錄及知會受影響的消費者。本集團並未獲告知於報告期間接獲的任何投訴。

#### 標籤

本集團明白有責任提供容易識別及追蹤源頭的標籤。舉例而言，為易於識別，項目經理為各個項目編配訂單編號，確保材料帶有按材料的特性、原包裝識別資料、標籤及標牌等說明的適當產品識別資料。

#### 知識產權及消費者私隱的保護

本集團明白保護消費者個人資料私隱及尊重知識產權的重要性。消費者及外部供應商的財產，如知識產權、個人資料、材料、工具及設備均獲妥善保存。誠如僱員手冊所詳述，僱員亦須對相關資料保密，否則僱員將面臨紀律處分。因應尊重知識產權，僱員亦應避免在工作場所電腦使用未經授權的電腦軟件。





## Operating Practices 營運慣例

The Group's operation does not involve advertising. The Group abided by laws and regulations related to product responsibility in its sites of operation, including but not limited to the Intellectual Property Ordinance and Personal Data (Privacy) Ordinance. During the reporting period, the Group has not been informed of any cases of non-compliance in relation to product responsibility.

### ANTI-CORRUPTION

The Group upholds its values in integrity and is against bribery, extortion, fraud and money laundering. The Group has established its Anti-Corruption Policy and stated its requirements of employees in the Employee Handbook. Employees are prohibited from accepting or offering any advantages, including but not limited to rewards, gifts, fees, loans, services, from or to any clients, suppliers or person having a business relationship with Yee Hop. The Group encourages its employees to report to management any cases of suspected corruption or criminal offences.

The Group abided by laws and regulations related to anti-corruption in its sites of operation, including but not limited to the Prevention of Bribery Ordinance. During the reporting period, the Group has not been informed of any cases of non-compliance or legal cases in relation to corruption.

本集團的營運並不涉及廣告。本集團的地盤營運遵守有關產品責任的法例與法規，包括但不限於知識產權條例及個人資料(私隱)條例。於報告期間，本集團並未獲告知任何有關產品責任的不合規事件。

### 反貪污

本集團恪守公正價值，堅決反對賄賂、勒索、欺詐及洗黑錢行徑。本集團已設立反貪污政策，並於僱員手冊列明對僱員的要求。禁止僱員接受任何客戶、供應商或與義合存在業務關係的人士或向其提供任何利益，包括但不限於獎勵、禮物、費用、貸款、服務。本集團鼓勵僱員向管理層匯報任何涉嫌貪污事件或刑事罪行。

本集團的地盤營運遵守有關反貪污的法例與法規，包括但不限於防止賄賂條例。於報告期間，本集團並未獲告知任何有關貪污的違規事件或法律案件。

## Community Investment 社區投資

The Group recognizes that pursuing short-term financial returns for stakeholders is not the only goal of business management. Therefore, it seeks to understand and fulfil the needs of various stakeholders and the community where it operates so that the Group can operate in a stable and healthy manner.

In the reporting period, the Group has established a Community Investment Policy Statement that emphasizes its commitment in supporting activities that positively impact society through sponsorship and donation, encouraging employees to participate in volunteer services and charity activities, while ensuring continuous communication with members of the community where it operates.

本集團認同為持份者追求短期財務回報並非業務管理之唯一目標。因此，本集團致力理解及滿足不同持份者及其經營所在社區之需要，使本集團可穩定健康地營業。

於報告期間，本集團已作出社區投資政策聲明，強調其承諾透過贊助及捐贈支持對社會有積極影響力的活動，鼓勵僱員參加志願服務及慈善活動，同時確保與其經營所在社區成員持續溝通。



Yee Hop participated in the community services  
義合參與社區服務

# Protecting the Environment

## 保護環境

Yee Hop engaged separation technology to protect the environment 義合採用分離技術保護環境		
	<ul style="list-style-type: none"> <li>- chemical-free 沒有添加任何化學物質</li> <li>- pollution-free physical separation without producing waste 物理分離，零污染，零廢棄物</li> <li>- handling capacity: 30–40 m<sup>3</sup> per day, can be adjusted a higher capacity where necessary 處理量：30–40立方米／日，可按需要增加處理量</li> </ul>	
<ul style="list-style-type: none"> <li>- solid content &lt; 0.1% 含固量&lt; 0.1%</li> <li>- readily usable for floor washing and general cleaning purposes 直接用在洗地及一般清潔用途</li> </ul>		<ul style="list-style-type: none"> <li>- dryness: approximately 40%, can be adjusted to a higher level where necessary 乾燥度：約40%，可以按需要增加乾燥度</li> <li>- highly portable 方便運輸</li> </ul>

As the Group principally engaged in the provision of foundation works and other civil works, the Group strives to reduce the environmental impact of its operation. An Environmental Policy Statement is in place to show its commitment in preventing environmental pollution, reducing waste and enhancing waste recycling, etc. The Group has upgraded its Environmental Management System in the reporting period to meet the standards of ISO 14001:2015, and provided employees with guidance through the Environmental Manual.

鑒於本集團主要從事提供地基工程及其他土木工程之集團，本集團致力減少經營時對環境的影響。本集團制訂環境政策聲明，承諾防止環境污染、減少廢棄物及提高廢棄物回收等。本集團於報告期間已提高其環境管理系統，以符合ISO 14001:2015標準，並透過環保手冊向僱員提供指引。

### EMISSIONS

#### Air emissions

The major sources of air pollutants are vehicle uses in the reporting period. Details of air emissions are listed below:

### 排放物

#### 空氣排放物

於報告期間，空氣污染物之主要來源為汽車使用。空氣排放物詳情列載如下：

Air Emissions 空氣排放物			
Air Pollutants 空氣污染物		Emissions (kg) 排放量(公斤)	
		Office 辦公室	Project 項目
Nitrogen Oxides	氮氧化物	9.1	221.3
Sulphur Oxides	硫氧化物	0.2	0.9
Particular Matters	懸浮粒子	0.7	16.8

Regarding measures in mitigating air emissions, the Group continues to implement the following best practices:

有關減少空氣排放物之措施，本集團繼續實行以下最佳慣例：

- Conduct periodic maintenance of vehicles and equipment;
- Minimise idling of vehicles; and
- At construction sites, spray roads and vehicles with water and dispose of dusty materials in enclosed containers.

- 定期保養汽車及設備；
- 致力減低汽車引擎空轉；及
- 於建築地盤向道路及車輛灑水，並棄置塵埃物料於密封容器。

## Protecting the Environment 保護環境

### Greenhouse Gas emissions

The Group commissioned CCA to conduct a carbon assessment to quantify the greenhouse gas (“GHG”) emissions (or “carbon emissions”) of its operation. The process of quantification process was conducted according to the Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong, with reference to other international standards such as the ISO 14064 standards.

### 溫室氣體排放

本集團委託低碳亞洲進行一項碳評估，以量化其營運之溫室氣體（「溫室氣體」）排放（或「碳排放」）。量化程序乃根據香港建築物（商業、住宅或公共用途）的溫室氣體排放及減除的核算和報告指引進行，當中參考其他國際標準（如ISO14064標準）。

GHG Emissions 溫室氣體排放			
Scopes/activities 範圍／活動	Emissions (tonnes of CO <sub>2</sub> -e) 排放量(噸二氧化碳當量)		
	Office 辦公室	Project 項目	Total 總計
<b>Scope 1 – Direct emissions from sources</b> 範圍1 – 從源頭直接排放			
Combustion of fuels in mobile sources 流動源的燃燒燃料	38.1	157.9	196.0
<b>Scope 2 – Energy indirect emissions</b> 範圍2 – 能源間接排放			
Electricity purchased from power companies 向電力公司購買之電力	21.3	63.7	85.0
<b>Total GHG Emissions (Scope 1 and 2)</b> 溫室氣體排放總量(範圍1及2)			281.0
<b>Scope 3 – Other indirect emissions that occur outside the company</b> 範圍3 – 公司以外產生的其他間接排放			
Disposal of paper waste 處置廢紙	5.9	5.0	10.9
Fresh water processing by the Water Services Department 水務署處理食水	0.002	0.003	
Sewage processing by the Drainage Services Department 渠務署處理污水	0.001	0.001	
<b>Total GHG Emissions (Scope 1, 2 and 3)</b> 溫室氣體排放總量(範圍1、2及3)			291.9
GHG Intensity 溫室氣體密度	0.19 tonnes of CO <sub>2</sub> -e/employee 每名僱員0.19噸二氧化碳當量	1.9 tonnes of CO <sub>2</sub> -e/million HKD revenue 每百萬港元收益1.9噸二氧化碳當量	

## Protecting the Environment 保護環境

The largest contributor to the Group's carbon emissions is combustion of fuels in mobile sources, i.e. vehicles, which account for approximately 67% of total carbon emissions. It is followed by indirect emissions from the generation of purchased electricity, accounting for approximately 29%. Other indirect emissions which include methane gas generation at landfill due to disposal of paper waste as well as electricity used for fresh water and sewage processing collectively make up around 4% of the Group's total carbon emissions.

The Group will continue to assess, record and disclose its GHG emissions annually. Data in the reporting period will be used as a baseline for comparison against the data in the coming years, which will form the foundation for establishing a more refined carbon reduction strategy.

### Waste

Yee Hop has established various guidelines for employees to treat waste properly and ensure waste are collected by the qualified contractors or municipal departments.

#### 1. Construction sites/Project

In the Group's Sites of Operation, employees are required to carry out the environmental mitigation measures set by the Group for waste management:

- Implement waste sorting (such as for inert, non-Inert, metal and chemical wastes);
- Maximise the recycling of scrap metals and waste paper;
- Use recycled timber where necessary; and
- Provide waste recycling bins on site.

本集團碳排放之最大來源為流動源(如汽車)的燃燒燃料，佔碳排放總量約67%。其次為購買電力所產生之間接排放物，佔碳排放總量約29%。其他間接排放物包括在堆填區棄置廢紙所產生的沼氣，以及處理食水及污水所用電力合共佔本集團碳排放總量4%左右。

本集團將繼續每年評估、記錄及披露其溫室氣體排放量。報告期間之數據將用作與未來年度數據進行比較之基線，為建立更為完善的減碳戰略奠定基礎。

### 廢棄物

義合已訂下多項指引，以供僱員適當處理廢棄物及確保廢棄物由合資格承包商或政府部門進行收集。

#### 1. 建築地盤／項目

於本集團營運地點，僱員須採取本集團就廢棄物管理所設立之環保紓緩措施：

- 實行廢棄物分類(如惰性、非惰性、金屬及化學廢棄物)；
- 提高廢金屬及廢紙之再利用；
- 在有需要時使用再生木材；及
- 於地盤提供廢棄物回收箱。

## Protecting the Environment 保護環境

### 2. Office waste

The Environmental Office Practices document specifies the measures for managing waste generated at office.

### 2. 辦公室廢棄物

環保辦公室常規文件詳述辦公室廢棄物之處理措施。

Waste Type 廢棄物類型	Treatment Approach 處理方法
General refuse 一般廢棄物	Establish waste segregation with separately allocated containers (e.g. paper, toner cartridge) to facilitate recycling of general solid wastes. 用不同容器(如紙張、碳粉匣)對廢棄物進行分類，以促進回收一般固體廢棄物。
Toner cartridges 碳粉匣	Collect used toner cartridges to be recycled by qualified contractors. 收集已使用的碳粉匣，由合資格承包商回收。
Waste paper 廢紙	Separate contaminated and non-recyclable paper from recyclable ones. 將受污染及不可回收紙張與可回收紙張分開。
Waste computers and accessories 廢棄電腦及配件	Collect and reuse where practicable. 在實際可行情況下收集並再利用。
Batteries 電池	Encourage use of rechargeable batteries and collect spent batteries for recycling or proper disposal. 鼓勵使用充電電池及收集已使用電池作回收或適當處理。
Venting of refrigerants 製冷劑排放	Collect venting of refrigerants to be recycled by qualified contractors. 收集將由合資格承包商再利用之製冷劑排放

During the reporting period, the office produced a small amount of general waste, whereas the Project produced over 10,000 tonnes of construction waste.

於報告期間，辦公室產生少量一般廢棄物，惟項目產生超過10,000噸建築廢棄物。

Waste 廢棄物	
Type of Waste 廢棄物類型	Amount (tonnes) 數量(噸)
Hazardous waste 有害廢棄物	No hazardous waste produced 並無產生有害廢棄物
Non-hazardous waste 無害廢棄物	10,850.9

Moving forward, the Group will continue refining its waste reduction measures and disclose relevant results where appropriate.

展望未來，本集團將繼續改良其減廢措施並適時披露相關成效。



## Protecting the Environment 保護環境

The Group abided by related environmental laws and regulations in its sites of operation, including but not limited to the Air Pollution Control Ordinance, Noise Control Ordinance, Water Pollution Control Ordinance, Waste Disposal Ordinance, Dumping at Sea Ordinance, Public Health and Municipal Services Ordinance and Summary Offences Ordinance. During the reporting period, the Group has not been informed of any non-compliance cases relating to emissions in the reporting scope.

### USE OF RESOURCES

Yee Hop's major use of resources includes energy and water consumption in its operations. For energy use, both the office and the project consume electricity and fuels for vehicle use. For water use, the office and the project consume 4.8 and 6.9 cubic metres of water respectively.

本集團於其營運地點遵守相關環境法例及法規，包括但不限於空氣污染管制條例、噪音管制條例、水污染管制條例、廢棄物處置條例、海上傾倒物料條例、公共衛生及市政服務條例及簡易程序治罪條例。於報告期間，本集團並未獲告知涉及報告範圍中排放物的任何違規事件。

### 資源使用

義合使用的主要資源包括其營運過程中所消耗的能源及用水。就能源使用而言，辦公室及項目均消耗電力，並因使用汽車消耗燃料。就用水而言，辦公室及項目的耗水量分別為4.8及6.9立方米。

Use of Resources 資源使用		
Energy Use (by type) 能源使用(按類型劃分)	Amount of Energy Consumed 消耗能源數量	
	Office 辦公室	Project 項目
<b>Direct Energy Use 直接能源使用</b>		
Petrol (in GJ) 汽油(焦耳)	389.5	1,292.9
Diesel (in GJ) 柴油(焦耳)	86.6	716.4
<b>Indirect Energy Use 間接能源使用</b>		
Electricity (in MWh) 電力(兆瓦時)	41.7	125.0
<b>Total energy consumption (in GJ) 能源消耗總量(焦耳)</b>	<b>3,085.3</b>	
<b>Energy intensity 能源密度</b>	1.8 GJ/employee 每名僱員1.8焦耳	21 GJ/million HKD revenue 每百萬港元 收益21焦耳
Water Consumption 耗水	Amount of Water Consumed 耗水量	
	Office 辦公室	Project 項目
<b>Total water consumption (m<sup>3</sup>) 總耗水量(立方米)</b>	<b>11.7</b>	
<b>Water intensity 水密度</b>	0.01 m <sup>3</sup> /employee 每名僱員 0.01立方米	0.06 m <sup>3</sup> /million HKD revenue 每百萬港元 收益0.06立方米

## Protecting the Environment 保護環境

In the reporting period, the office and the project used a total of 2.6 tonnes of office paper, while the Group's operations do not involve any use of packaging materials.

於報告期間，辦公室及項目總共使用了2.6噸辦公室用紙，而本集團營運並不涉及使用任何包裝材料。

To help reduce resource consumption and improve energy efficiency, the Group has formulated the Environmental Office Practices document and the Energy Manual with requirements of international standards such as ISO 50001:2011 for employees, subcontractors and suppliers to follow.

本集團已制定環境辦公室常規文件及能源手冊，以助減少資源消耗及提升能源效益，當中載列僱員、分包商及供應商須遵守的國際標準(如ISO 50001:2011)。

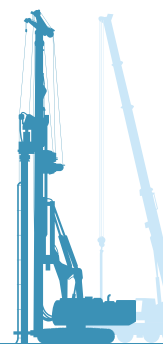
Resources 資源	Best Practices 最佳做法
Electricity 用電	<ol style="list-style-type: none"> <li>1. Set energy-saving mode for computers where possible;</li> <li>2. Set the indoor temperature ranging from 20°C to 25.5°C; and</li> <li>3. Switch off the electric appliances when they are not in use.</li> </ol> <ol style="list-style-type: none"> <li>1. 在可能的情況下把電腦調校為節能模式；</li> <li>2. 將室內溫度調至20°C至25.5°C之間；及</li> <li>3. 關閉閒置電器。</li> </ol>
Water 用水	<ol style="list-style-type: none"> <li>1. Report leaking tap or pipe to relevant department timely (For Office); and</li> <li>2. Use sewage recycling facilities to clean the wheel or ground mud (For Project).</li> </ol> <ol style="list-style-type: none"> <li>1. 及時向相關部門申報水龍頭或管道滲漏情況(關於辦公室)；及</li> <li>2. 使用污水循環系統清洗車胎或地面泥污(關於項目)。</li> </ol>
Paper 用紙	<ol style="list-style-type: none"> <li>1. Use both sides of paper; and</li> <li>2. Use electronic media instead of paper for circulation or communication.</li> </ol> <ol style="list-style-type: none"> <li>1. 雙面用紙；及</li> <li>2. 使用電子而非紙質媒介傳遞訊息或進行溝通。</li> </ol>
Fuel 燃油	<ol style="list-style-type: none"> <li>1. Use public transport more often; and</li> <li>2. Utilise energy efficient vehicles.</li> </ol> <ol style="list-style-type: none"> <li>1. 多使用公共交通工具；及</li> <li>2. 使用能源效益車輛。</li> </ol>

To communicate the Group's approach effectively, training is organized to increase employees' awareness of energy saving on a regular basis. Safety Managers and Administration Managers are responsible for evaluating training effectiveness and identifying further training needs.

為求有效傳達本集團的方針，本集團已定期組織培訓提升僱員的節能意識。安全經理及行政經理負責評估培訓成效及確定往後的培訓需要。

Moving forward, the Group will continue refining measures and disclose relevant results where appropriate.

展望未來，本集團將繼續優化措施，適時披露相關成果。





## Protecting the Environment 保護環境

### THE ENVIRONMENT AND NATURAL RESOURCES

As established in its Environmental Policy Statement, the Group acknowledges the impact of its operations on the environment and natural resources and endeavors to conduct its business in an environmentally responsible manner.

The Group has identified several environmental emergency situations in its operations, and established corresponding measures in its Emergency Preparedness and Response document. The processing flow is as follows:

### 環境及天然資源

誠如環境政策聲明中所載，本集團明白其營運對環境及天然資源造成的影響，故致力以對環境負責的方式開展業務。

本集團已識別營運中多種環境緊急狀況，並於緊急應變文件內建立相應措施。步驟流程圖如下：

Identification of environmental emergency situations 識別環境緊急狀況	Environmental Emergency Response 環境緊急應對	Emergency Response Equipment 緊急應對設備	Emergency drills 緊急演練
<ul style="list-style-type: none"> <li>Accidental emissions to atmosphere;</li> <li>向大氣的意外排放</li> <li>Accidental discharge to water and land; and</li> <li>向水及土地的意外排污；及</li> <li>Fire</li> <li>火災</li> </ul>	<ul style="list-style-type: none"> <li>Investigate the causes of environmental emergency situations and maintain records as necessary; and</li> <li>調查環境緊急狀況成因及保存記錄(如有需要)；及</li> <li>Establish preventive, mitigation and corrective actions;</li> <li>建立預防、紓減及糾正措施；</li> </ul>	<ul style="list-style-type: none"> <li>Provide sufficient equipment, such as fire extinguishers and other firefighting equipment, as well as personal protective equipment.</li> <li>提供充足設備，如滅火器及其他滅火設備，以及個人防護設備</li> </ul>	<ul style="list-style-type: none"> <li>Arrange annual emergency drills, maintain records and review performance.</li> <li>每年安排緊急演練，保存記錄及審視表現</li> </ul>

# Overview of Key Performance Indicators

## 關鍵績效指標概覽

### ENVIRONMENTAL PERFORMANCE

### 環境績效

	Environmental KPIs 環境關鍵績效指標	Quantity 數量	Unit 單位
<b>A1.1</b>	<b>The types of emissions and respective emissions data</b>		
<b>A1.1</b>	<b>排放物種類及相關排放數據</b>		
	Nitrogen Oxides (NOx) 氮氧化物(NOx)	230.5	kg 千克
	Sulphur Oxides (SOx) 硫氧化物(SOx)	1.1	kg 千克
	Particulate Matters/Respirable Suspended Particles (RSP) 懸浮粒子/可吸入懸浮粒子(RSP)	17.5	kg 千克
<b>A1.2</b>	<b>GHG emissions in total</b>		
<b>A1.2</b>	<b>溫室氣體總排放量</b>		
	Scope 1 範圍1	196.0	tonnes of CO <sub>2</sub> -e 噸二氧化碳當量
	Scope 2 範圍2	85.0	tonnes of CO <sub>2</sub> -e 噸二氧化碳當量
	Scope 3 範圍3	10.9	tonnes of CO <sub>2</sub> -e 噸二氧化碳當量
	GHG emissions in total (Scopes 1, 2 & 3) 溫室氣體總排放量(範圍1、2及3)	291.9	tonnes of CO <sub>2</sub> -e 噸二氧化碳當量
	GHG intensity (for office, by number of employees) 溫室氣體密度(就辦公室而言,按僱員數目計算)	0.19	tonnes of CO <sub>2</sub> -e per employee 僱員人均噸二氧化碳當 量
	Greenhouse gas intensity (for project, by revenue) 溫室氣體密度(就項目而言,按收益計算)	1.9	tonnes of CO <sub>2</sub> -e per million HKD revenue 每百萬港元收益 噸二氧化碳當量
<b>A1.3</b>	<b>Total hazardous waste produced</b>		
<b>A1.3</b>	<b>所產生有害廢棄物總量</b>		
	Total hazardous waste 有害廢棄物總量	No hazardous waste was produced 概無產生 有害廢棄物	
	Hazardous waste intensity 有害廢棄物密度	Not applicable 不適用	



## Overview of Key Performance Indicators 關鍵績效指標概覽

	<b>Environmental KPIs</b> 環境關鍵績效指標	<b>Quantity</b> 數量	<b>Unit</b> 單位
<b>A1.4</b>	<b>Total non-hazardous waste produced</b>		
<b>A1.4</b>	<b>所產生無害廢棄物總量</b>		
	Total non-hazardous waste 無害廢棄物總量	10,850.9	tonnes 噸
	Non-hazardous waste intensity (for office, by number of employees) 無害廢棄物密度(就辦公室而言, 按僱員數目計算)	0.004	tonnes per employee 僱員人均噸
	Non-hazardous waste intensity (for project, by revenue) 無害廢棄物密度(就項目而言, 按收益計算)	92	tonnes per million HKD revenue 每百萬港元收益噸
<b>A2.1</b>	<b>Direct and/or indirect energy consumption by type</b>		
<b>A2.1</b>	<b>按類型劃分的直接及/或間接能源耗量</b>		
	Direct energy consumption 直接能源耗量	2,485.3	GJ 焦耳
	Indirect energy consumption 間接能源耗量	166.7	GJ 焦耳
	Energy intensity (for office, by number of employees) 能源密度(就辦公室而言, 按僱員人數計算)	1.8	GJ per employee 僱員人均焦耳
	Energy intensity (for project, by revenue) 能源密度(就項目而言, 按收益計算)	21	GJ per million HKD revenue 每百萬港元收益焦耳
<b>A2.2</b>	<b>Water consumption in total and intensity</b>		
<b>A2.2</b>	<b>總耗水量及密度</b>		
	Total water consumption 總耗水量	11.7	m <sup>3</sup> 立方米
	Water intensity (for office, by number of employees) 用水密度(就辦公室而言, 按僱員人數計算)	0.01	m <sup>3</sup> per employee 僱員人均立方米
	Water intensity (for project, by revenue) 用水密度(就項目而言, 按收益計算)	0.06	m <sup>3</sup> per million HKD revenue 每百萬港元收益立方米
<b>A2.5</b>	<b>Total packaging material used for finished products</b>		
<b>A2.5</b>	<b>製成品所用包裝材料的總量</b>		
	Total packaging material used 所用包裝材料總量	Not applicable 不適用	
	Packaging material used per unit produced 每生產單位所用包裝材料	Not applicable 不適用	

## Overview of Key Performance Indicators 關鍵績效指標概覽

### SOCIAL PERFORMANCE

### 社會績效

Total workforce 員工總數			Total number of employees 僱員總數	Male-to-female employee ratio 僱員性別比例
Gender 性別	Male 男性	344	398	6.4:1
	Female 女性	54		
Employee category 僱員類別	C-level executives 總裁級別行政人員	4		
	Senior management 高級管理層	16		
	Middle management 中級管理層	19		
	General employees 一般僱員	359		
Age group 年齡組別	Below 30 30歲以下	60		
	30 to 40 30至40歲	89		
	41 to 50 41至50歲	85		
	Above 50 50歲以上	164		
Location 地點	Project 項目	44		
	Office 辦公室	354		

## Overview of Key Performance Indicators 關鍵績效指標概覽

New hires 新聘員工			Total number of new hires 新聘員工總數	Percentage of new hires to total workforce 新聘員工佔 員工總數百分比
Gender 性別	Male 男性	194	216	54.3%
	Female 女性	22		
Age group 年齡組別	Below 30 30歲以下	46		
	30 to 40 30至40歲	52		
	41 to 50 41至50歲	36		
	Above 50 50歲以上	82		
Location 地點	Project 項目	34		
	Office 辦公室	182		

<sup>4</sup> Covering the workforce for the whole group.

<sup>4</sup> 包括整個組別的員工人數。

<sup>5</sup> Covering the new hires for the whole group.

<sup>5</sup> 包括整個組別的新聘員工。

## Overview of Key Performance Indicators 關鍵績效指標概覽

Work related fatality and/or injury 致命工傷及／或工傷	Gender 性別	Number and rate of work-related fatalities 致命工傷數目及比例	Number of work-related injury 工傷數目	Work-related injury rate per 1,000 workforce 每1,000名員工的工傷比例	Number of days lost due to work injury 因工傷損失的日數
	Male 男性	0	0	0	0
	Female 女性	0	0		0

Employee training 僱員培訓		Number of trained employees 受訓僱員數目	Training hours 培訓時數	Percentage of employees trained 受訓僱員百分比	Average training hours per employee 僱員人均培訓時數
Gender 性別	Male 男性	130	2,688.75	37.9%	9.0
	Female 女性	21	891.25		
Employee category 僱員類別	C-level executives 總裁級別行政人員	1	3.5		
	Senior management 高級管理層	2	26		
	Middle management 中級管理層	2	2		
	General employees 一般僱員	146	3,548.5		



# ESG Reporting Guide Content Index

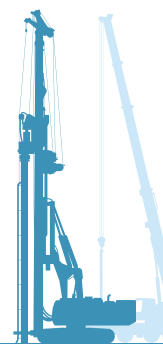
## 《環境、社會及管治報告指引》內容索引

Material Aspect 重大層面	Content 內容	Page Index 頁碼索引
<b>A. Environmental</b> <b>A. 環境</b>		
<b>A1 Emissions</b> <b>A1 排放物</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	18–22
A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	18–21, 25–26
A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	19–20, 25
A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	21, 25
A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	20–21, 26
A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	18–22
A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	20–21

# ESG Reporting Guide Content Index

## 《環境、社會及管治報告指引》內容索引

Material Aspect 重大層面	Content 內容	Page Index 頁碼索引
<b>A2 Use of Resources</b> <b>A2 資源使用</b>		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	22–23
A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	22, 26
A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	22, 26
A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	23
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	23 No issue in sourcing water 水源並無問題
A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	23, 26
<b>A3 The Environment and Natural Resources</b> <b>A3 環境及天然資源</b>		
General Disclosure 一般披露	Policies on 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的政策。	24
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	24





# ESG Reporting Guide Content Index

## 《環境、社會及管治報告指引》內容索引

Material Aspect 重大層面	Content 內容	Page Index 頁碼索引
<b>B. Social</b>		
<b>B. 社會</b>		
<b>B1 Employment</b>		
<b>B1 僱傭</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	8
B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	27
<b>B2 Health and Safety</b>		
<b>B2 健康與安全</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	9–12
B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	29
B2.2	Lost days due to work injury. 因工傷損失工作日數。	29
B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	9–12

## ESG Reporting Guide Content Index

### 《環境、社會及管治報告指引》內容索引

Material Aspect 重大層面	Content 內容	Page Index 頁碼索引
<b>B3 Development and Training</b> <b>B3 發展及培訓</b>		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	12-13
B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比。	29
B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	29
<b>B4 Labour Standards</b> <b>B4 勞工準則</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	13
B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	13

## ESG Reporting Guide Content Index

### 《環境、社會及管治報告指引》內容索引

Material Aspect 重大層面	Content 內容	Page Index 頁碼索引
<b>B5 Supply Chain Management</b> <b>B5 供應鏈管理</b>		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	14
B5.2 (Partial) B5.2(部分)	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目以及有關慣例的執行及監察方法。	14
<b>B6 Product Responsibility</b> <b>B6 產品責任</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	15-16
B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	15
B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	15
B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	15
B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	15

## ESG Reporting Guide Content Index

### 《環境、社會及管治報告指引》內容索引

Material Aspect 重大層面	Content 內容	Page Index 頁碼索引
<b>B7 Anticorruption</b> <b>B7 反貪污</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	16
B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	16
<b>B8 Community Investment</b> <b>B8 社區投資</b>		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	17
B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	17





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