四 洲 集 團 有 限 公 司

Four Seas Mercantile Holdings Limited

Stock Code 股份代號 : 374

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

2023

ENVIRONMENT, SOCIAL AND GOVERNANCE

Established in 1971, Four Seas Mercantile Holdings Limited and its subsidiaries (collectively referred to as the "Group") has become a well-known brand in Hong Kong and Chinese mainland over the past half-century. The Group has paid close attention to our business impacts from our manufacturing, wholesaling, catering and retailing operations on society and the environment, and are identifying different ways to minimise these. The Group is pleased to publish our annual Environmental, Social and Governance ("ESG") report for the year ended 31 March 2023 (the "report") in accordance with the ESG Reporting Guide set out in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. Unless otherwise stated, this report covers the period from 1 April 2022 to 31 March 2023 ("reporting period").

環境、社會及管治

四洲集團有限公司及其附屬公司(統稱「本集團」)於一九七一年成立，於過去半個世紀已成為香港及中國內地的知名品牌。本集團密切關注我們的製造、批發、餐飲和零售業務對社會及環境的影響，並正在尋找不同的方法將影響減至最低。根據香港聯合交易所有限公司證券上市規則附錄27所載的環境、社會及管治(「ESG」)報告指引，本集團欣然刊發截至二零二三年三月三十一日止年度的ESG年度報告(「本報告」)。除文義另有所指外，本報告涵蓋二零二二年四月一日至二零二三年三月三十一日期間(「報告期間」)。

OUR VISION

Protecting the environment and contributing to the community have been an integral part of the Group. Consistent with past years, the Group continues to incorporate sustainability into day-to-day operations to embrace the value of corporate social responsibility and environmental excellence. The Group endeavours to identify continuous improvements in these areas and ensure their full integration into our business operations, to move towards a more sustainable future.

我們的願景

保護環境和回饋社區一直是本集團不可或缺的一部分。本集團與過去年度保持一致，繼續將可持續發展融入日常營運，以體現企業社會責任和卓越環境的價值。本集團致力於該等領域持續改進，並確保可持續發展充分融入我們的業務營運，以邁向更可持續的未來。

OUR ESG MANAGEMENT PROCESSES AT A GLANCE

The Group realises that the awareness of staff, comprehensive company policies and effective data collection procedures are vital to the success of our ESG reporting. Similar to previous years, we have conducted a regular review on and refinement to our data collection processes for a smooth ESG management process that is accurate, effective and efficient.

This report covers all ESG reporting aspects identified as material to the Group and its stakeholders through our materiality assessment and stakeholder engagement during the reporting period. Stakeholder engagement is conducted regularly to identify changes to ESG priorities, to be reflected in each year's report. The engagement sessions serve as a platform and an opportunity to allow communications for staff at different levels of the Group to share their view and opinions on ESG issues, and provide updates on progress and new developments. The dialogue is key for continuous development and improvement of the Group's ESG management processes and visions.

我們的ESG管理流程概覽

本集團深明，員工意識、完善的公司政策及有效的數據收集程序為我們順利編製ESG報告的關鍵。與往年相若，本集團定期檢討及改善數據收集程序，以順利進行準確、有效及高效的ESG管理程序。

本報告涵蓋所有於本報告期間透過我們的重要性評估及持份者參與被確認為對本集團及其持份者而言屬重大的ESG報告層面。定期由持份者參與討論以識別將在每年報告中反映ESG事項優先的任何變動。有關討論為本集團各級人員之間的溝通平台，藉此能夠就ESG事宜提出意見及看法，並緊貼最新進展及發展情況。該等對話對本集團ESG管理流程及願景的持續發展及改善至關重要。

OUR ESG MANAGEMENT PROCESSES AT A GLANCE (continued)

This report gives an overview of the ESG policies and performance of the Group and covers majority of our subsidiaries in manufacturing, wholesaling, catering and retailing operations located in Hong Kong, Chinese mainland and Japan accounting for approximately 80% (2022:79%) of the Group total revenue for the year ended 31 March 2023. The Group will continue to optimise and improve the coverage of disclosure in this report.

During the process of preparation of this report, we summarised the Group's performance in corporate and social responsibilities based on the principles of "Materiality, Quantitative, Balance and Consistency". Please refer to the table below for our understanding and response to such reporting principles.

我們的ESG管理流程概覽(續)

本報告概述本集團的ESG政策及績效，同時涵蓋我們位於香港、中國內地及日本並佔本集團截至二零二三年三月三十一日止年度總收益約80%(二零二二年：79%)從事製造、批發、餐飲及零售業務的大部份附屬公司。本集團將繼續優化及提升本報告披露的披露層面。

於本報告的編製過程，我們根據「重要性、量化、平衡及一致性」的原則概述本集團於企業及社會責任方面的表現。請參閱下表了解我們對有關匯報原則的理解及回應。

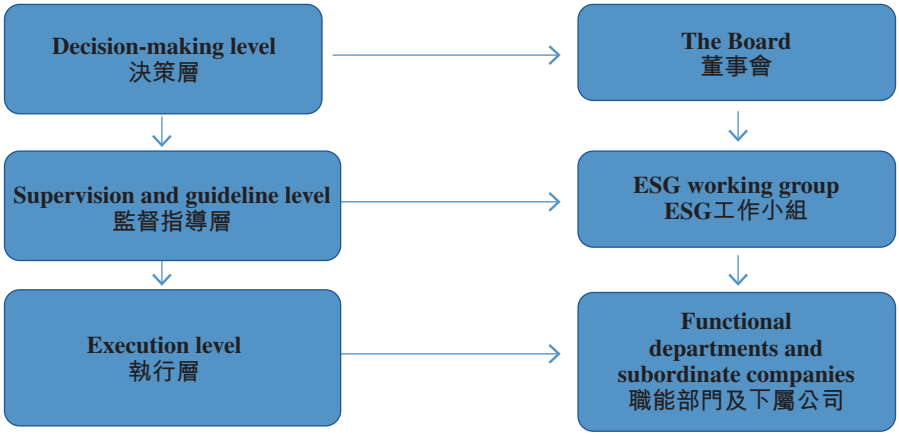
Reporting Principles 報告原則	Definitions 釋義	Our Response 我們的回應
Materiality 重要性	The issues covered in this report should reflect the significant impacts of the Group on the economy, environment and society, or the scope of assessments and decisions of stakeholders being affected. 本報告所涵蓋的議題應反映本集團對經濟、環境及社會的重大影響，或影響權益相關者評估及決定的範疇。	Through continuous communication with stakeholders, combined with the Group's strategic development and business operations, we can identify current material sustainable development issues. 通過與持份者持續的溝通交流，並結合本集團戰略發展及業務運營情況，識別當前的重大可持續發展議題。
Quantitative 量化	The report should disclose key performance indicators ("KPIs") in a measurable manner. 本報告應以可計量的方式披露關鍵績效指標(「關鍵績效指標」)。	The Group quantitatively discloses its environmental and social KPIs, and provides textual explanations on quantitative resources. 對本集團的環境和社會關鍵績效指標進行量化披露，同時針對量化資源予以文字闡釋。
Balance 平衡	The report should reflect fairly the overall sustainability performance of the Group. 報告應不偏不倚地反映本集團整體的可持續發展表現。	The Group has explained in detail the sustainable development issues that have a significant impact in the business, including the results achieved and the challenges it faces. 本集團已詳盡闡釋業務中有重大影響的可持續發展事宜，當中包括工作成果及所面對的挑戰。
Consistency 一致性	The Group should use consistent disclosure principles for the preparation of the report. 本集團應確保編製報告採用一致的披露原則。	The Group will ensure that the disclosure scope and reporting methods of the report are generally consistent every year. 本集團將確保報告的披露範圍與匯報方法每年均能保持大體一致。

SUSTAINABILITY GOVERNANCE

The Group has established an ESG framework to promote and implement the Group's sustainability strategy. To ensure effective ESG management, our ESG governance structure, composed of the Board, ESG working group, respective functional departments and subordinate companies, was established to promote ESG management and disclosure. The board of directors (the "Board"), the ultimate decision-making body of the Group, is responsible for the Group's ESG governance. The Board steers the Group's sustainable development forward and bears the overall responsibility of its ESG efforts. In the future, the Board will continue to strengthen ESG risk management and improve ESG working mechanism and regulatory processes to enhance its ESG governance standard. The ESG working group, serving on the supervision and coordination level, is responsible for implementing ESG governance strategy, coordinating ESG matters, compiling the reports, and reporting relevant work progress to the Board on a regular basis. Each functional department and subordinate company, serving on the execution level, is responsible for rolling out initiatives set up by the ESG working group and reporting relevant work progress and data.

可持續性管治

本集團已建立ESG框架，以推動及實施本集團的可持續發展策略。為確保有效的ESG管理，我們已建立由董事會、ESG工作小組、各職能部門及下屬公司構成的ESG架構，以推動ESG管理及披露。董事會(「董事會」)作為本集團的最高決策機構，負責本集團的ESG工作，指引本集團可持續發展方向，並承擔其ESG工作的整體責任。未來，董事會將持續加強ESG風險管理工作，完善ESG工作機制及監管流程，以提升ESG管治水平。ESG工作小組作為監督協調層，負責實施ESG策略，協調ESG事宜，編製報告，並定期向董事會報告相關工作進展。各職能部門及下屬公司作為執行層，負責推進ESG工作小組制定的舉措，並報告相關工作進度與數據。



MATERIALITY ASSESSMENT

The Group attaches importance to the materiality assessment of ESG issues for the purpose of timely and comprehensive understanding of the materiality of each ESG issue to the business development of the Group and the expectation of stakeholders, in order to facilitate the Group's effective disclosure of ESG information and continuous improvement in the management level of relevant issues. The materiality assessment on ESG issues of the Group during the reporting period covers the following steps:

重要性評估

本集團重視ESG議題的重要性評估，及時、全面地了解各項ESG議題對本集團業務發展的重要性以及持份者的期望，以促進本集團ESG信息的有效披露及相關議題管理水平的持續提升。本集團於報告期間的ESG議題重要性評估涵蓋以下步驟：

Step 1 The Group identified the following 21 issues in accordance with the disclosure requirements set out in the ESG Reporting Guide and based on the business characteristics and daily operation of the Group. These issues are considered to have impacts on the environment and the society during our operation.

步驟一 本集團按照ESG報告指引的披露要求，根據本集團的業務特點及日常營運，識別出以下21項議題。該等議題被視為在我們的營運過程中對環境及社會產生影響。

Step 2 Based on the understanding of the demands and expectations of stakeholder during the daily operation, the Group determined the materiality of ESG issues by benchmarking the key points and the trend of ESG works of industry peers.

步驟二 基於對持份者在日常營運中的訴求及期望的理解，本集團透過參照同行的ESG工作的要點及趨勢釐定ESG議題的重要性。

Step 3 Based on the result of the materiality assessment, the Group discussed and determined the key disclosure of the report for the reporting period and the key points for improvement in the future ESG work of the Group.

步驟三 根據重要性評估的結果，本集團討論並釐定了報告期間報告的重點披露內容，以及本集團未來ESG工作的提升要點。

MATERIALITY ASSESSMENT (continued) 重要性評估(續)

Social Aspects
社會層面

1. Equal opportunity
1. 平等機會
2. Employment and employee benefits
2. 僱傭及僱員福利
3. Occupational health and safety
3. 職業健康與安全
4. Employee development and training
4. 僱員發展及培訓
5. Prevention of child labor and forced labor
5. 防止童工及強制勞工
6. Selection and evaluation of suppliers
6. 選擇及評估供應商
7. Control and management on environmental and social risks along the supply chain
7. 監控及管理供應鏈中的環境及社會風險
8. Product quality
8. 產品質量
9. Complaint handling
9. 處理投訴
10. Protection of intellectual property rights
10. 保障知識產權
11. Customer data privacy and data security
11. 客戶數據私隱及安全
12. Anti-corruption and money laundering
12. 反貪污及洗黑錢
13. Community investment
13. 社區投資

Environmental Aspects
環境層面

14. Exhaust emissions
14. 廢氣排放
15. Greenhouse gas emissions
15. 溫室氣體排放
16. Waste management
16. 廢棄物管理
17. Energy consumption
17. 能源消耗
18. Water consumption
18. 耗水量
19. Paper and packaging materials consumption
19. 紙張及包裝材料消耗
20. Management of risks associated with environmental and natural resources
20. 管理環境及天然資源相關風險
21. Climate change
21. 氣候變化

According to the results of materiality assessment, 5 material topics (note) are regarded as the most concerned issues of stakeholder and the Group. While taking into account environmental and social responsibilities, the Group will pay more attention to the above areas, and strive to achieve continuous improvement and sustainable business development.

Note: Presented in bold.

根據重要性評估的結果，5個重要議題(附註)被視為持份者及本集團最關注的議題。在考慮環境及社會責任的同時，本集團將更加關注上述領域，致力實現持續改進及可持續的業務發展。

附註： 以粗體呈列。

THE PEOPLE AND THE COMMUNITY

It has been undoubtedly important to safeguard our employees' well being and safety during the period of COVID-19. The Group has strictly followed the guidelines and policies issued by the government, and has implemented dynamic measures and policies across the Group's facilities. We frequently review all policies and guidelines to ensure that we are providing continuous support to our employees, in terms of health, safety, wellbeing, and career development. We have also made efforts to safely continue our support for the community by giving out medical supplies in retail stores.

Choosing the Right People

The Group strives to provide equal opportunities in the working environment for all our employees, regardless of their gender, age, race, ethnicity, religious beliefs etc. New employees are provided onboarding orientation and an employee manual with company policies, procedures and benefits. In the recruitment processes, the human resources department takes effective procedures to verify applicants' age and inspects their identification documents and valid proof of identity before hiring any of them. Employment contracts and other records documenting all relevant details of the employees (including age) are properly maintained for verification by relevant statutory body upon request. The Group continues to strictly abide by all related legislation and regulation in choosing like-minded people with appropriate skill sets, and provide appropriate training to employees for fulfilling their job requirements and career development goals. With our efforts made on those regulations, no material case of violation against the labour rules (including child labour or forced labour) occurred during the reporting period.

Creating A Healthy and Safe Workplace

The provision of a healthy and safe working environment is crucial, as our people are the Group's most important asset for achieving success.

The Group has enacted measures to prevent the spread of COVID-19 and maintain the hygiene and health of our employees. To protect and safeguard health and safety, we introduced a wide range of virus preventive measures which includes monitoring body temperature at the entrance of facilities, distributing face masks, providing disinfectant sprays, and offering annual body check benefits to our staff. To encourage our staff to get vaccinated, we have implemented the provision of annual leave following vaccinations. Certain subsidiaries of the Group had achieved vaccination rates of more than 90% in past years. Staff involved in our importing and handling frozen food operations are mandated to undergo COVID testing every week. We also implemented a split team arrangement for back-office operations, and establishing timeslots for dine in at the company's canteen to restrict number of people and allow for social distancing.

員工及社區

毫無疑問，於爆發COVID-19期間，保護我們員工的福祉和安全非常重要。本集團嚴格遵守政府頒布的指引及政策，並於本集團各設施實施動態措施及政策。我們經常檢討所有政策和指引，以確保我們對僱員的健康、安全、福祉和職業發展方面提供持續支持。我們亦致力透過於零售店派發醫療用品，安全地繼續支持社區發展。

知人善任

本集團致力為所有僱員提供平等機會的工作環境，不論性別、年齡、種族、民族、宗教信仰等。新入職僱員獲提供入職指導及載有公司政策、程序和福利的員工手冊。在招聘過程中，人力資源部採取有效的程序，於聘用任何申請者前核實申請者年齡及檢查其證明文件及有效的身份證明。我們妥善保留僱傭合約及其他記載僱員所有相關詳情(包括年齡)的記錄，以便有關法定機構提出要求時可供核實。本集團繼續嚴格遵守一切相關法例法規，任用志同道合及具備合適技能的人才，並為僱員提供適當的培訓以達致其工作要求及職業發展目標。在我們致力遵守有關規例下，於報告期間並無發生違反勞工規則(包括童工或強制勞工)的重大事件。

建立健康及安全的工作環境

我們的員工是集團取得成功的最重要資產，因此提供健康和安全的工作環境至關重要。

本集團已採取措施防止COVID-19傳播並保持僱員的衛生和健康。為保護及保障健康與安全，我們採取廣泛的防疫措施，包括於設施入口處監測體溫、派發口罩、提供消毒噴霧劑及為員工提供年度體檢福利。為鼓勵員工接種疫苗，我們為員工接種疫苗後提供年假。本集團旗下某些附屬公司的疫苗接種率在過去年度已達90%以上。涉及我們進口和處理冷凍食品業務的員工必須每週接受COVID檢測。我們亦對後勤營運實施分班安排，並於公司飯堂設立用餐時段，以限制人數及保持社交距離。

THE PEOPLE AND THE COMMUNITY (continued)

Creating A Healthy and Safe Workplace (continued)

Staff in different roles understand their responsibilities to uphold specific health and safety duties, which are relayed to new staff in our onboarding orientation, and are articulated in the Health and Safety Handbook. This comprehensive Health and Safety Handbook covers relevant policies and procedures, including emergency response procedures and off-site safety measures, to secure the health and safety of our employees at the workplace. We evaluate the Handbook's content on a regular basis and update the information when necessary to maintain our health and safety standards.

We impose a more stringent health and safety measures in the production area, for example, employees are required to attend monthly health and safety training, and to follow a standardised dress code that meets all the protection and hygiene requirements as set out in the food industry, including wearing proper footwear and facemasks. Disinfection of hands has become a mandatory practice when entering and leaving the facilities. During the COVID-19 outbreak, additional precautionary measures have been implemented, such as monitoring the body temperature of employees and disinfecting walkways and common areas on a regular basis.

As we regard health and safety as a crucial part of our business, health and safety-related training is compulsory for our new staff. Training programmes are provided on a regular basis for our staff to equip themselves with the necessary knowledge related to COVID-19 precautions, personal safety, food safety and special equipment operations. We also arrange training, organised by government departments, for our staff to ensure the health and safety practices at our premises are aligned with all relevant regulations. We offer table tennis tables and basketball stands for staff in one of our food manufacturing subsidiaries to provide opportunities for physical exercise during non-office hours.

During the reporting period, there were no material non-compliance cases noted in relation to laws and regulations for health and safety.

員工及社區(續)

建立健康及安全的工作環境(續)

不同崗位的員工均明白有責任維持特定健康及安全，有關責任於入職指導時會向新員工轉達，並於健康及安全手冊中闡述。這本全面的健康及安全手冊涵蓋相關政策及程序，包括緊急應變程序及公司以外工作的安全措施，以確保我們員工在工作場所的健康與安全。我們定期評估手冊內容，並於必要時更新資料以維持我們的健康和安全標準。

我們於生產區實施更嚴格的健康和安全措施，例如，僱員必須出席每月的健康和安全培訓，並遵循符合食品行業的所有保護和衛生規定的標準服裝守則，包括穿著合適的鞋和口罩。進入及離開設施時，必須消毒雙手。於爆發COVID-19期間，本集團亦實施額外的防疫措施，例如員工進行體溫監測以及定期於通道和公共區域進行消毒。

由於我們認為健康和安全是我們業務的重要部分，因此我們的新員工必須接受健康和安全相關培訓。我們定期為員工提供培訓計劃，讓他們掌握與COVID-19預防措施、人身安全、食品安全及特殊設備操作相關的必要知識。我們亦為我們的員工安排由政府部門舉辦的培訓，以確保我們的工作場所的健康和安全慣例符合所有相關法規。我們於其中一間食品製造附屬公司為員工提供乒乓球桌和籃球架，讓他們可於非辦公時間進行體能活動。

於報告期間，並無發現任何違反有關健康及安全法律及法規的情況。

THE PEOPLE AND THE COMMUNITY (continued)

Assuring Product Safety and Quality

Product safety and quality is regarded as an indispensable part of our business since the day we opened our doors. We strive to offer food products with the highest level of food safety, satisfaction and nutritional value to our customers. Every operational unit of the Group reaffirms our commitment to complying with the food industry regulations and legislation by providing the best quality food products that the Group prides itself on.

Our facilities are proudly accredited with international standards such as ISO 9001 for quality management, ISO 22000 for food safety management, FSSC 22000 Food Safety Management Systems, ACI-GMP standard with reference to Codex "Recommended International Code of Practice General Principles of Food Hygiene" CXC 1-1969 (2020) applicable to: Production of bakery products, and Hazard Analysis and Critical Control Points (HACCP) Systems to establish a high standard of operations and procedures. The Group has organised training and offered sponsorship for employees to become certified as internal auditors. Internal food safety inspections and system audits are conducted twice a year to identify and record issues, and rectify them as soon as possible.

The Group prioritises product safety and rigorously assesses and reviews the supply chain management. We follow strict guidelines when selecting our supply chain partners to ensure the high quality of raw materials used in our products. Valid licenses, certificates (including certification and qualification related to environmental protection) and company profiles are reviewed in detail to guarantee our products are aligned with all relevant standards.

An annual internal audit is in place to closely monitor the quality of our products and suppliers and to evaluate the performance of suppliers in terms of product value and quality, customer service and delivery efficiency. The Group selects suppliers with consideration for geographical region and climate patterns to secure a stable supply of raw materials and ingredients. Our suppliers are based in Asia, Africa, Europe and North America, which provides a reliable source of raw materials to minimise unforeseen supply chain risks and difficulties associated with extreme weather events and natural disasters.

During the reporting period, there was no material products sold subject to recalls for safety and health reasons and no material complaints about our products received.

員工及社區(續)

確保產品安全及質量

自開業之日起，產品安全和質量被視為我們業務中不可或缺的一部分。我們致力為客戶提供最高食品安全、滿意度和營養價值水平的食品。本集團的每個營運單位重申，我們遵守食品行業的法規法例，提供本集團引以為傲的最優質食品。

我們的生產設施榮獲多項國際標準，包括ISO 9001質量管理體系認證、ISO 22000食品安全管理認證、FSSC 22000食品安全體系認證及危害分析、參照《聯合國糧食及農業組織／世界衛生組織國際食品標準國際推薦操作規範－食品衛生總則》CXC 1-1969(2020)適用於：烘焙類產品之國際認可認証－良好生產規範標準和關鍵控制點(HACCP)體系，以建立高水準的營運及程序。本集團為員工舉辦培訓並贊助其成為內部審核員，每年進行兩次內部食品安全檢驗及系統審核，以識別及記錄問題後盡快修正。

本集團將產品安全視作首要任務，並嚴格評估及審查供應鏈管理。我們在挑選供應鏈合作夥伴時遵循嚴格指引，以確保我們在產品中使用高品質的原材料。我們詳細審閱供應商的有效執照、證書(包括環保相關認證及資質認證)及公司簡介，以保證我們的產品符合所有相關標準。

本集團每年進行內部審核，以密切監察我們產品和供應商的質素，並評估供應商在產品價值和質量、客戶服務和交付效率方面的表現。本集團在挑選供應商時考慮地理位置和氣候模式以確保原材料和配料的穩定供應。我們的供應商位於亞洲、非洲、歐洲和北美，提供可靠的原材料來源，並將極端天氣事件和自然災害相關的不可預見供應鏈風險和困難減至最低。

於報告期間，並無因安全及健康理由而被收回的重大已售產品，亦無收到對產品的重大投訴。

THE PEOPLE AND THE COMMUNITY (continued)

Protecting Intellectual Property

The Group's company secretarial department is responsible for the work related to intellectual property rights, responsible for the acquisition, modification, renewal, licensing, pledge, transfer, logout, and monitoring of intellectual property of all units including trademarks, functional variable names, copyrights, patents, responsible for guiding, supervising, and managing the intellectual property rights maintenance and rights protection and anti-counterfeiting of all units. The Group requires our staff to endeavor to guarantee and develop intellectual property rights of the Group while totally respect legal intellectual property rights of third parties. In addition, the Group would also sign confidentiality agreement and competition prohibition agreement with its staff and suppliers to prevent the infringement of intellectual property rights. Employees who are suspected of violating relevant rules of intellectual property rights of the Group shall be under investigation and the Group would take appropriate actions to this.

Protecting Customer Data and Privacy

The Group respects the privacy of customers and their intellectual property rights. Customer data and information obtained during the course of business operation will only be used in providing services for customers, and it will not be disclosed to third-party organisations or be used for other purposes other than providing customer services without customers' consent. The Group has stipulated the process and precautions of handling important documents for employees in which employees are required to treat customer data in strict confidence. The Group's customer information is attended by specified personnel and can only be accessed by authorised personnel. Classified paper documents are properly placed in the storage room to avoid data breaches. Additionally, the Group provides regular training for employees to enhance their awareness in personal data security, and to prevent employees from using, leaking, and selling customers' personal information illegally.

員工及社區(續)

保障知識產權

本集團的公司秘書部門負責知識產權相關工作，負責各單位的商標、域名、著作權、專利等知識產權的取得、變更、重續、許可使用、質押、轉讓、註銷、監測等事務，負責指導、監督和管理各單位的知識產權維護及維權打假工作。本集團要求員工在充分尊重第三方合法知識產權同時，努力保障及發展本集團的知識產權。此外，本集團亦會與其員工及供應商簽訂保密協議及禁止競爭協議，以防止侵犯知識產權。涉嫌違反本集團知識產權相關規定的員工將受到調查，本集團將採取相應措施。

保障客戶數據及私隱

本集團尊重客戶的私隱及其知識產權。在業務營運過程中獲得的客戶數據及資料僅用於為客戶提供服務，未經客戶同意，不會向第三方機構披露或用於提供客戶服務以外的其他目的。本集團規定員工處理重要文件的流程及注意事項，要求員工對客戶數據嚴格保密。本集團的客戶資料由指定人員看管，且只能由授權人員存取。機密紙本文件妥善放置於儲藏室，以免數據洩露。此外，本集團定期對員工進行培訓，提高員工個人數據安全意識，防止員工非法使用、洩露及出售客戶個人資料。

THE PEOPLE AND THE COMMUNITY (continued)

Safeguarding People's Well-being and Resilience

In coping with COVID-19, the Group implemented dynamic measures in response to the unpredictable public health situation, and the potential associated stress that can come with it. We have increased the working flexibility for all the back-office employees with a split team arrangement, and adopted virtual collaboration platforms to limit the face-to-face contact. Frequent updates in the Group health and safety policies are provided to all staff, to ensure transparency and awareness in a fast-evolving situation.

We continue to encourage staff to participate in various training sessions on a range of aspects including work-related topics, building professional skills, wellness programmes, and career planning and development.

Upholding Ethical Standards

The Group strives to maintain the role of an ethical and responsible corporation with zero reported cases in any form of bribery and corruption. Management teams have devised clear anti-corruption guidelines and organise regular training to remind all staff to uphold our high ethical standard across all levels. During the reporting period, training related to anti-corruption was organised for 20 employees of the Group with total training hour of 120 hours was noted. The Employee Handbook is available to all staff in electronic copy and any updates on the guidelines are communicated via internal emails and notices.

We also extend our corporate philosophy along our supply chain. Mutual understanding is established during contracting and operating periods to ensure our values align. Suppliers, vendors and contractors would be terminated if they are found to be in breach of the anti-corruption policy.

The Group has been in strict compliance with laws and regulations related to anti-corruption. During the reporting period, there was no legal case regarding corrupt practices, extortion and money laundering brought against the Group or its employees.

Reaching Out to the Community

Through the outbreak of COVID-19, the Group is keen on safely contributing to the community and making efforts to be socially responsible. We proactively participate in community services and volunteer work and youth programmes. In past years, the Group had donated food to government bodies, and disinfectant to nearby communities, in efforts to assist those in need.

員工及社區(續)

保障員工福祉和韌力

於應對COVID-19的過程中，本集團實施動態措施以應付不可預測的公共衛生狀況及隨之而來的潛在相關壓力。我們提高所有後勤僱員的工作靈活性，實行分班安排，並採用虛擬協作平台以限制面對面的接觸。本集團經常向所有員工提供健康和安全政策的最新資料，以確保於快速演變環境下的透明度和警覺性。

我們持續鼓勵員工參加各種不同方面的培訓課程，包括工作相關課題、建立專業技能、健康計劃以及職業規劃和發展。

堅持道德標準

本集團致力維持具有道德和負責任公司的角色，並無錄得任何形式的賄賂和貪污個案。管理層團隊制定明確的反貪污指引，並定期為不同職級人員舉辦培訓以提醒所有員工維持高道德標準。於報告期間，本集團為20名僱員舉辦反貪污相關培訓，培訓時數合共為120小時。全體員工可透過電子形式取得員工手冊，並會透過內部電子郵件和通告傳達指引的任何最新資料。

我們亦將企業理念伸延至供應鏈。於訂立合約和營運期間建立相互理解以確保我們的價值觀一致。倘若發現供應商、賣方和承包商違反反貪污政策，則會終止合作。

本集團一直嚴格遵守有關反貪污的法律及法規。於報告期間，並無發生有關本集團或其僱員貪污、勒索及洗黑錢的法律事項。

走出社區

於爆發COVID-19期間，本集團熱衷於安全地為社區作出貢獻，並努力承擔社會責任。我們積極參與社區服務、義務工作和青年計劃。於過往年度，本集團向政府機構捐贈食品及為周邊社區派發消毒劑，以幫助有需要的人士。

OUR ENVIRONMENTAL PERFORMANCE

We set our comprehensive environmental policies for our operations to follow and abide by all relevant environmental legislation and permitting. During the reporting period, there was no material breach of or non-compliance with the applicable laws and regulations related to environmental protection.

During the reporting period, the intensity of the greenhouse ("GHG") emissions from our operations is 0.004 tonnes/Revenue HK$'000 and our absolute GHG emissions decreased by 5% as compared with the last financial year.

In view of our continuous effort as stated in the following paragraph, we target to maintain zero substantial non-compliance case in relation to the emission of exhaust gases, GHG, non-hazardous waste, energy consumption and water consumption in coming five years.

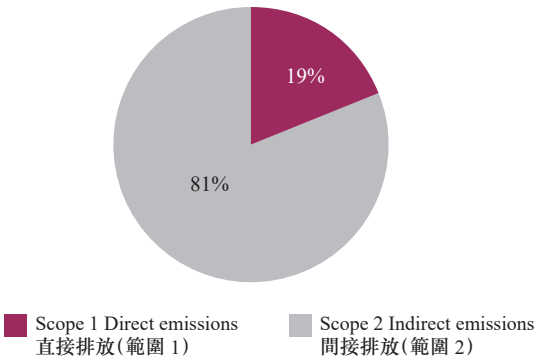
我們的環境績效

我們已為我們的營運制定全面的環境政策，以遵循及遵守所有相關環保法例及許可。於報告期間，並無重大違反或不遵守環保相關適用法例及規例的情況。

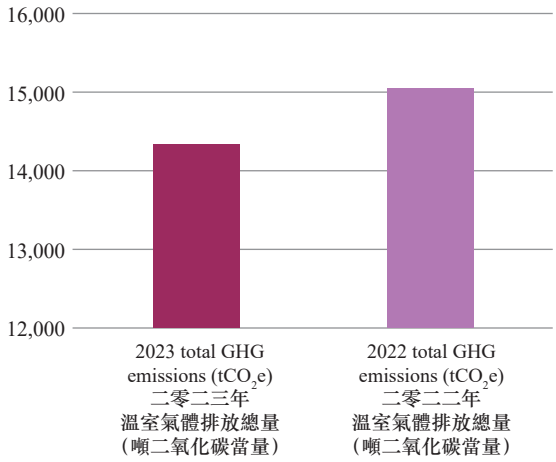
於報告期間，我們營運所產生的溫室氣體(「溫室氣體」)排放密度為0.004噸／千港元收入，而絕對溫室氣體排放量較上一個財政年度減少5%。

鑑於我們於下一段所述的持續努力，我們的目標是於未來五年內的廢氣排放、溫室氣體排放、無害廢棄物產生、能源消耗及耗水排放保持無重大違規情況。

Composition of 2023 GHG emissions
二零二三年溫室氣體排放之組成



Total GHG emissions for 2023 and 2022
二零二三年及二零二二年溫室氣體排放總量



OUR ENVIRONMENTAL PERFORMANCE (continued)

Resources that run our Operations

We acknowledge the reality of climate change, and are fully committed to reducing the consumption of energy in our facilities as much as practicable to alleviate climate-related impacts. During the reporting period our purchased electricity accounts for approximately 72% of the Group's GHG emissions.

We have been progressively replacing lighting fixtures with LED or T5 lighting across our facilities of operations. Replacement of street lights in the factory area with solar power lighting installations are planned so as to reduce reliance on the electricity grid. To further cut down unnecessary energy consumption, lights are switched off during lunchtimes, infrared sensors and detectors are installed in washrooms and changing rooms.

Along the supply chain, light and heavy good vehicles were used for delivering our goods and products. To further reduce the usage of petrol and diesel by vehicles, the Group has investigation in streamlining the delivery process and improving the efficiency of the overall delivery operations. We also prioritise choosing vehicles with higher fuel efficiency, when purchasing new inventory.

我們的環境績效(續)

動力之源

我們承認氣候變化的事實，並全面承諾盡可能減少我們設施中的能源消耗，以減輕氣候相關影響。於報告期間，我們所購買的電力佔本集團溫室氣體排放量約72%。

我們一直逐步將營運設施的照明裝置更換為LED或T5照明。本集團計劃將廠區路燈更換為太陽能照明裝置，以減少對電網的依賴。為進一步減少不必要的能源消耗，於午餐時段關閉照明，於洗手間和更衣室安裝紅外傳感器和探測器。

於供應鏈中，我們使用輕型和重型貨車運送我們的貨物和產品。為進一步減少車輛的汽油和柴油消耗，本集團已就簡化交付流程和提高整體交付營運效率展開調查。於購買新車輛時，我們亦優先選擇燃油效益較高的車輛。

OUR ENVIRONMENTAL PERFORMANCE (continued)

Waste Reduction

The Group aims to minimise waste generated from our business activities and operations to reduce the burden on local landfill sites. We have launched different measures to reduce waste generation through reducing, reusing and recycling, from manufacturing, packaging to administrative activities. The majority of the Group's waste generation arises from our wholesale operations which comprises paper and cardboard. They are separately stored and handled with the ledger for record. We also switched to the use of corrugated boxes that are made from recycled paper and are in discussions with packaging suppliers regarding the feasibility of replacing existing high temperature cooking bags with an alternative using recycled plastic and no aluminium foil.

In accordance with the waste management hierarchy, we consciously limit our waste generation by identifying opportunities to reduce waste at source. We have been sourcing environmentally friendly materials and avoiding unnecessary waste production within our manufacturing line, especially on packaging.

We continue to work closely with recycling partners to provide reliable outlets for the recyclables we collect, devise new waste management strategies and reduce the weight of packaging materials to further cut down our waste generation. With the Group's efforts, we managed to achieve a recycling rate of over 24% of the total waste generated.

我們的環境績效(續)

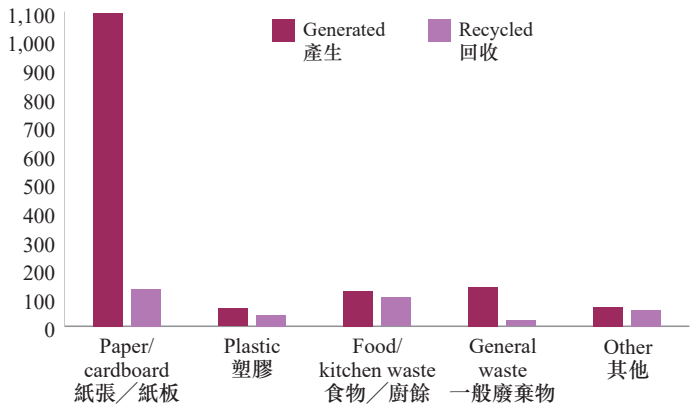
減廢

本集團旨在盡量減少業務活動及營運所產生的廢棄物，以減輕本地垃圾堆填區的負擔。我們已推出了不同措施，於生產、包裝，甚至行政活動方面，透過減少、重用及回收達致減廢。本集團所產生之廢棄物大部分來自批發業務，包括紙張和紙板。彼等獨立存放及處理，並記錄於分類賬簿內。我們亦轉為使用由再生紙製成的瓦楞紙箱，並正在與包裝供應商磋商使用再生塑料和無鋁箔替代品取代現有高溫蒸煮袋的可行性。

根據廢物管理層級，我們透過尋找源頭減廢的機會有意識地限制產生廢棄物。我們一直採購環保材料，並避免於我們的生產線中產生不必要的廢棄物，尤其包裝方面。

我們繼續與回收夥伴緊密合作，為我們所收集的可回收物品提供可靠的渠道，制定新的廢物管理策略，及減輕包裝材料的重量，以進一步減少廢物產生。於本集團的努力下，我們已成功回收超過24%的所產生廢物總量。

Non-hazardous waste (in tonnes) for 2023
二零二三年之無害廢棄物(按噸計)



OUR ENVIRONMENTAL PERFORMANCE (continued)

Water Management

The Group recognises the importance of water in our day-to-day operations. Our consumption of water is required for the manufacturing process of our food products, cooking operations of our restaurants and catering units, as well as supporting administrative functions at our facilities. The Group did not encounter any problems in sourcing water that is fit for purpose.

Most of our manufacturing facilities are equipped with wastewater treatment plants to treat our processed water to meet legislation standards prior to discharge to the local sewage systems. We use the treated wastewater for greenery irrigation and dust suppression on internal roads during hot and dry days, and are in communication with the local government in Hebei Province to supplement water for government road dust suppression trucks. Condensate from air conditioners is also collected for non-potable water utilised for irrigation to reduce our overall water consumption.

Besides, certain of our manufacturing facilities implemented water saving initiatives such as installation of low-flow sensors on water faucets, regular inspection of our taps to identify unintended leakage, and tracking our water consumption every month to identify any abnormal water usage.

We will continue investigating and identifying solutions and strategies to improve our manufacturing process so that we can make our products more water efficient.

我們的環境績效(續)

食水管理

本集團認識到食水於我們日常營運中的重要性。我們在食品生產過程、餐廳及餐飲單位的烹飪過程及在我們設施的行政職能中，均會使用食水。本集團於採購適合用途的食水方面並無遇到任何問題。

為符合法例標準，我們大部份生產設施內均已配備廢水處理設備，將經處理的廢水處理後排入本地排污系統。在天氣炎熱及乾燥時，我們將經處理的廢水，用於灌溉及內部通道除塵，並與河北省地方政府溝通，為政府道路除塵車補充用水，亦會收集空調冷凝水用於非飲用水灌溉，以減少我們的整體用水量。

此外，我們的若干生產設施實施節約用水措施，例如在水龍頭上安裝低流量感應器、定期檢查我們的水龍頭以發現意外漏水情況，以及每月追蹤耗水量以發現任何異常用水情況。

我們將繼續調查和物色解決方案和策略，以改進我們的生產流程，從而使我們的產品更加節約用水。

OUR ENVIRONMENTAL PERFORMANCE (continued)

Climate Change Management

The Group is committed to mitigating the climate change and enhancing its resilience to adapt to the increasing threat of climate-related consequences.

Risk management and internal control systems are designed and put in place with a view to safeguard the Group's assets and business operations. In order to successfully implement, support and sustain the risk management process (including significant climate-related issues), the Group has taken into account the factors including risk-aware culture, risk prioritisation, as well as allocation of roles and responsibilities. The systems are featured with defined organisational and management structure with authorities properly delegated to qualified personnel from different management levels within the Group.

The regular monitoring of the risk management and internal control systems is mainly conducted by the delegated executive directors and senior management. With the oversight of the Audit Committee, the delegated executive directors lead the senior management in overseeing the design, implementation and monitoring of the risk management and internal control systems.

As a result of above risk management process, physical risk and transitions risks arising from climate change may not bring significant impacts to the Group's business. As a supporter of the recommendations of the Taskforce on Climate-Related Financial Disclosure (TCFD), the Group has assessed the potential climate related risks and identified the rising mean temperature and increasing severity and likelihood of extreme weather events such as rainstorms, floods, fire and heatwaves as major physical risks impacting our daily operation.

我們的環境績效(續)

氣候變化管理

本集團致力於緩解氣候變化並增強其抵禦能力，以適應日益增加的氣候相關後果威脅。

設計及實施風險管理及內部監控系統旨在保障本集團資產及業務營運。為成功實施、支援及維持風險管理程序(包括重大氣候相關事宜)，本集團已考慮多項因素，包括風險意識文化、風險優先排序以及職能及職責分配等。有關系統具有界定組織及管理架構，集團內不同管理階層的合資格人員均獲指派合適職權。

風險管理及內部監控系統主要由獲授權執行董事及高級管理人員定期監察。在審核委員會之監管下，獲授權執行董事帶領高級管理人員，監督設計、實行及監控風險管理及內部監控系統。

由於上述風險管理流程，氣候變化帶來的物理風險及過渡風險或不會對本集團業務產生重大影響。作為氣候相關財務信息披露工作組(TCFD)建議的支持者，本集團已評估潛在氣候相關風險，並將平均氣溫不斷上升以及暴雨、洪水、火災及熱浪等極端天氣事件的嚴重性及可能性的不斷增加識別為影響我們日常營運的主要物理風險。

OUR ENVIRONMENTAL PERFORMANCE (continued)

Climate Change Management (continued)

The Group's ESG working group is responsible for identifying and assessing any climate-related risks to which the Group's operations are exposed, and updating the Board with the latest news and developments on climate regulations and industry benchmark. In order to cope with climate-related risk, the Group implemented various emergency response mechanism so as to cope with extreme weather.

In the future, we will continue to identify potential business activities impacting the environment and develop corresponding improvement measures, so as to further prevent the possible negative impacts of our operation on climate change.

我們的環境績效(續)

氣候變化管理(續)

本集團的ESG工作小組負責識別及評估本集團的營運所面臨的任何氣候相關風險，並向董事會更新有關氣候法規及行業基準的最新消息及發展。為應對氣候相關風險，本集團實施多項應急機制，以應對極端天氣狀況。

於未來，我們將繼續識別可能對環境產生影響的業務活動，並制定相應改善措施，以進一步防止我們的營運對氣候變化可能產生的負面影響。

OUR GOVERNANCE

The Group has formulated the "Risk and Opportunity Response Measures Control Procedure" and prepared the "Risk and Opportunity Evaluation Response Measure Table" to manage different risks. Training and emergency drills are conducted to ensure staff are familiar with procedures in case of any sudden accidents, such as fire, bioterrorism, sabotage, energy failure and environmental pollution.

我們的管治

本集團已制定「風險與機會應對措施控制程序」及已編制「風險與機會評估應對措施表」，以管理不同的風險。進行培訓和應急演習以確保員工熟悉應對發生火災、生物恐怖主義、蓄意破壞、能源故障和環境污染等突發事故的程序。

ADVANCING OUR ESG AGENDA

The Group notes the call for action from our governments, such as Hong Kong's Climate Action Plan 2030+, and China's pledge to achieve carbon neutrality by 2060. We aim to further understand how we can contribute and continue striving for responsible, equality driven operations with sustainability and social awareness at our core. The Group is considering specific actions in the upcoming year, so we can continue to advance our ESG agenda.

推進我們的ESG議程

本集團注意到政府的行動呼籲，例如香港氣候行動藍圖2030+及中國承諾於二零六零年之前實現碳中和。我們旨在進一步了解我們如何以可持續發展及關注社會為核心，繼續致力於為負責任、平等驅動的營運作出貢獻。本集團正在考慮來年的具體行動，以便我們可繼續推進我們的ESG議程。

APPENDIX I OVERVIEW OF KEY PERFORMANCE INDICATORS

附錄一關鍵績效指標概覽

1. Environmental Aspects[1]

1. 環境層面[1]

No. of KPIs 關鍵績效指標序號	KPIs 關鍵績效指標	Unit 單位	2023 二零二三年	2022 二零二二年
A1.1 Emissions	Nitrogen Oxides (NO_X)	kg	**4,630**	5,079
A1.1 排放物	氮氧化物 (NO_X)	千克		
	Sulphur Dioxide (SO_X)	kg	**8**	8
	硫氧化物 (SO_X)	千克		
	Particulate Matter (PM)	kg	**332**	378
	顆粒 (PM)	千克		
A1.2 Greenhouse gas emissions	Scope 1 Direct emissions	tonnes of equivalent CO_2 emissions	**2,792**	2,946
	範圍一直接排放	噸二氧化碳當量排放		
A1.2 溫室氣體排放	Scope 2 Indirect emissions	tonnes of equivalent CO_2 emission	**11,548**	12,098
	範圍二間接排放	噸二氧化碳當量排放		
	Total	tonnes of equivalent CO_2 emission	**14,340**	15,044
	總計	噸二氧化碳當量排放		
	Intensity	tonnes of equivalent CO_2 emission/ Revenue HK$'000	**0.004**	0.004
	密度	噸二氧化碳當量排放／千港元收入		
A1.4 Non-hazardous waste	Total non-hazardous waste	tonnes	**1,487**	1,419
	無害廢棄物總量	噸		
A1.4 無害廢棄物	Intensity	tonnes/Revenue HK$'000	**0.0004**	0.0004
	密度	噸／千港元收入		
A2.1 Energy consumption	Petrol	litres	**77,290**	78,765
A2.1 能源消耗	汽油	公升		
	Diesel	litres	**737,739**	782,676
	柴油	公升		
	Liquefied petroleum gas	kg	**213,870**	224,260
	液化石油氣	千克		
	Gas	'000 MJ	**101,890**	74,752
	可燃氣體	千兆焦耳		
	Purchased electricity	MWh	**19,805**	21,432
	購買電力	兆瓦時		
A2.2 Water consumption	Total water consumption	m^3	**263,846**	256,068
A2.2 耗水量	總耗水量	立方米		
	Intensity	m^3/Revenue HK$'000	**0.08**	0.07
	密度	立方米／千港元收入		
A2.5 Packaging material	Paper	tonnes	**27,687**	29,638
A2.5 包裝物料	紙張	噸		
	Plastic[3]	tonnes	**687**	730
	塑膠[3]	噸		
	Metal	tonnes	**186**	223
	金屬	噸		

APPENDIX I OVERVIEW OF KEY PERFORMANCE INDICATORS (continued)

1. Environmental Aspects[1] (continued)

Notes

1. The calculation of environmental KPIs are with reference to the "How to prepare an ESG Report – Appendix 2: Reporting Guidance on Environmental KPIs" issued by the HKEx.

2. The intensity is calculated based on revenue for year ended 31 March 2023 of entities in the reporting scope amounting HK$3,331,358,000 (2022: HK$3,717,654,000).

3. Such KPIs for 2022 are restated to reflect more accurated figures after improvement of our data collection system.

附錄一關鍵績效指標概覽(續)

1. 環境層面[1](續)

附註

1. 環境關鍵績效指標乃參考香港交易所發佈的「如何編製環境、社會及管治報告 – 附錄二：環境關鍵績效指標呈報指引」計算。

2. 密度乃根據報告範圍內的公司於截至二零二三年三月三十一日止年度之收益3,331,358,000港元(二零二二年：3,717,654,000港元)計算。

3. 二零二二年之有關關鍵績效指標於改善數據收集系統後已重列以反映更準確的數字。

APPENDIX I OVERVIEW OF KEY PERFORMANCE INDICATORS (continued)

附錄一關鍵績效指標概覽(續)

2. Social Aspects

2. 社會層面

No. of KPIs 關鍵績效指標序號	KPIs 關鍵績效指標	Unit 單位	2023 二零二三年	2022 二零二二年
B1.1 Total number of employees **B1.1 僱員總數**	**By gender** **按性別劃分**			
	Male 男性	Person 人	**863**	1,048
	Female 女性	Person 人	**1,444**	1,385
	By employment type **按僱傭類型劃分**			
	Full-time 全職	Person 人	**1,810**	2,071
	Part-time 兼職	Person 人	**497**	362
	By age group **按年齡組別劃分**			
	25 or below 25歲或以下	Person 人	**176**	331
	26-35 26-35歲	Person 人	**374**	405
	36-45 36-45歲	Person 人	**703**	703
	46-55 46-55歲	Person 人	**638**	648
	56 or above 56歲或以上	Person 人	**416**	346
	By geographical region **按地區劃分**			
	Chinese mainland 中國內地	Person 人	**1,275**	1,563
	Hong Kong 香港	Person 人	**811**	656
	Japan 日本	Person 人	**221**	214

APPENDIX I OVERVIEW OF KEY PERFORMANCE INDICATORS (continued)

附錄一關鍵績效指標概覽(續)

2. Social Aspects (continued)

2. 社會層面(續)

No. of KPIs 關鍵績效指標序號	KPIs 關鍵績效指標	Unit 單位	2023 二零二三年	2022 二零二二年
B2.1 Number and rate of work-related facilities **B2.1 因工亡故的人數及比率**	Number of work-related fatalities occurred in each of the past three years including the reporting 於過去三年(包括報告期間)各年因工亡故的人數	person 人	**Nil** **無**	Nil 無
	Rate of work-related fatalities in each of the past three years including the reporting period 於過去三年(包括報告期間)各年因工亡故的比率	%	**Nil** **無**	Nil 無
B2.2 Number of working days lost due to work injury **B2.2 因工傷損失工作日數**	Number of working days lost due to work injury 因工傷損失工作日數	Day 日	**565**	1,452
B3.1 Percentage of trained employees **B3.1 受訓僱員百分比**	**Percentage of trained employees** **受訓僱員百分比**	%	**52**	64
	By gender **按性別劃分**			
	Male 男性	%	**61**	68
	Female 女性	%	**47**	60
	By rank **按級別劃分**			
	Part-time 兼職	%	**29**	79
	Normal 普通	%	**61**	62
	Middle 中級	%	**49**	59
	Senior 高級	%	**52**	49

APPENDIX I OVERVIEW OF KEY PERFORMANCE INDICATORS (continued)

附錄一關鍵績效指標概覽(續)

2. Social Aspects (continued)

2. 社會層面(續)

No. of KPIs 關鍵績效指標序號	KPIs 關鍵績效指標	Unit 單位	2023 二零二三年	2022 二零二二年
B3.2 Average training hours completed per employee **B3.2 每名僱員的平均已完成培訓時數**	**Average training hours completed per employee** **每名僱員的平均已完成培訓時數**	hour 小時	**18.73**	24.75
	By gender **按性別劃分**			
	Male 男性	hour 小時	**25.09**	28.44
	Female 女性	hour 小時	**14.94**	21.96
	By rank **按級別劃分**			
	Part-time 兼職	hour 小時	**15.81**	45.70
	Normal 普通	hour 小時	**20.89**	22.40
	Middle 中級	hour 小時	**15.82**	18.68
	Senior 高級	hour 小時	**11.79**	11.11
B5.1 Number of suppliers **B5.1 供應商數目**	**Number of suppliers by geographical region** **按地區劃分的供應商數目**			
	Chinese mainland 中國內地	supplier 供應商	**828**	692
	Japan 日本	supplier 供應商	**945**	974
	Hong Kong 香港	supplier 供應商	**333**	355
	Others 其他	Supplier 供應商	**35**	55
	Total **總計**	Supplier 供應商	**2,141**	2,076

THE STOCK EXCHANGE OF HONG KONG LIMITED'S ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE

香港聯合交易所有限公司的環境、社會及管治報告指引

Subject areas, aspects, general disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section 章節
A. Environmental **A. 環境**		
Aspect A1: Emissions **層面A1: 排放物**		
	General Disclosure 一般披露	Our Environmental Performance 我們的環境績效
KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據	Overview of Key Performance Indicators 關鍵績效指標概覽
KPI A1.2 關鍵績效指標A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions in total and, where appropriate, intensity. 直接(範圍1)及能源間接(範圍2)溫室氣體排放量及(如適用)密度。	Overview of Key Performance Indicators 關鍵績效指標概覽
KPI A1.3 關鍵績效指標A1.3	Total hazardous waste produced and, where appropriate, intensity. 所產生有害廢棄物總量及(如適用)密度。	Not applicable. The Group's operation do not generate hazardous waste. 不適用，本集團的營運不會產生有害廢棄物。
KPI A1.4 關鍵績效指標A1.4	Total non-hazardous waste produced and, where appropriate, intensity. 所產生無害廢棄物總量及(如適用)密度。	Overview of Key Performance Indicators 關鍵績效指標概覽
KPI A1.5 關鍵績效指標A1.5	Description of emission targets set and steps taken to achieve them. 描述所訂立的排放量目標及為達到這些目標所採取的步驟。	Our Environmental Performance and Resources that run our Operations 我們的環境績效及動力之源
KPI A1.6 關鍵績效指標A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction targets set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	Our Environmental Performance and Waste Reduction 我們的環境績效及減廢

THE STOCK EXCHANGE OF HONG KONG LIMITED'S ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE (continued)

香港聯合交易所有限公司的環境、社會及管治報告指引(續)

Subject areas, aspects, general disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section 章節
Aspect A2: Use of Resources **層面A2: 資源使用**		
	General Disclosure 一般披露	Resources that run our Operations 動力之源
KPI A2.1 關鍵績效指標A2.1	Direct and indirect energy consumption by type in total. 按類型劃分的直接及間接能源耗量。	Overview of Key Performance Indicators 關鍵績效指標概覽
KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity. 總耗水量及密度。	Overview of Key Performance Indicators 關鍵績效指標概覽
KPI A2.3 關鍵績效指標A2.3	Description of energy use efficiency and a description of targets set and steps taken to achieve them. 描述所訂立的能源使用效益目標及描述為達到這些目標所採取的步驟。	Our Environmental Performance and Resources that run our Operations 我們的環境績效及動力之源
KPI A2.4 關鍵績效指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency and a description of targets set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	Our Environmental Performance and Water Management 我們的環境績效及食水管理
KPI A2.5 關鍵績效指標A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量及(如適用)每生產單位佔量。	Overview of Key Performance Indicators 關鍵績效指標概覽

THE STOCK EXCHANGE OF HONG KONG LIMITED'S ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE (continued)

香港聯合交易所有限公司的環境、社會及管治報告指引(續)

	Subject areas, aspects, general disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Section 章節
Aspect A3: The Environmental and Natural Resources 層面A3: 環境及天然資源		
	General Disclosure 一般披露	Our Environmental Performance 我們的環境績效
KPI A3.1 關鍵績效指標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。	Our Environmental Performance 我們的環境績效
Aspect A4: Climate Change 層面A4: 氣候變化		
	General Disclosure 一般披露	Climate Change Management 氣候變化管理
KPI A4.1 關鍵績效指標A4.1	Description of the significant climate-related issues which have impacted, and those which may impact the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	Climate Change Management 氣候變化管理

THE STOCK EXCHANGE OF HONG KONG LIMITED'S ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE (continued)

香港聯合交易所有限公司的環境、社會及管治報告指引(續)

Subject areas, aspects, general disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section 章節
B. Social **B. 社會**		
Employment and Labour Practices **僱傭及勞工常規**		
Aspect B1: Employment **層面B1: 僱傭**		
	General Disclosure 一般披露	Choosing the Right People 知人善任
KPI B1.1 關鍵績效指標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。	Overview of Key Performance Indicators 關鍵績效指標概覽
KPI B1.2 關鍵績效指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	In light of our result of materiality assessment, such KPI is regarded as not material and thus not disclosed. 鑒於我們對重要性評估的結果，該關鍵績效指標被視為不重大，因此並無披露。
Aspect B2: Health and safety **層面B2: 健康與安全**		
	General Disclosure 一般披露	Creating a Healthy and Safe Workplace 建立健康及安全的工作環境
KPI B2.1 關鍵績效指標B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年(包括匯報年度)每年因工亡故的人數及比率。	Overview of Key Performance Indicators 關鍵績效指標概覽
KPI B2.2 關鍵績效指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	Overview of Key Performance Indicators 關鍵績效指標概覽
KPI B2.3 關鍵績效指標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。	Creating a Healthy and Safe Workplace 建立健康及安全的工作環境

THE STOCK EXCHANGE OF HONG KONG LIMITED'S ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE (continued)

香港聯合交易所有限公司的環境、社會及管治報告指引(續)

Subject areas, aspects, general disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section 章節
Aspect B3: Development and Training **層面B3: 發展及培訓**		
	General Disclosure 一般披露	Safeguarding People's Well-being and Resilience 保障員工福祉和韌力
KPI B3.1 關鍵績效指標B3.1	The percentage of employee trained by gender and and employee category. 按性別及僱員類別劃分的受訓僱員百分比。	Overview of Key Performance Indicators 關鍵績效指標概覽
KPI B3.2 關鍵績效指標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。	Overview of Key Performance Indicators 關鍵績效指標概覽
Aspect B4: Labour Standards **層面B4: 勞工準則**		
	General Disclosure 一般披露	Choosing the Right People 知人善任
KPI B4.1 關鍵績效指標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。	Choosing the Right People 知人善任
KPI B4.2 關鍵績效指標B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Choosing the Right People 知人善任

THE STOCK EXCHANGE OF HONG KONG LIMITED'S ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE (continued)

香港聯合交易所有限公司的環境、社會及管治報告指引(續)

Subject areas, aspects, general disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section 章節
Operating Practices **營運慣例**		
Aspect B5: Supply Chain Management **層面B5: 供應鏈管理**		
	General Disclosure 一般披露	Assuring Product Safety and Quality 確保產品安全及質量
KPI B5.1 關鍵績效指標B5.1	Number of suppliers by region. 按地區劃分的供應商數目。	Overview of Key Performance Indicators 關鍵績效指標概覽
KPI B5.2 關鍵績效指標B5.2	Description of practices relating to engaging supplies, number of supplies 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，以及相關執行及監察方法。	Assuring Product Safety and Quality 確保產品安全及質量
KPI B5.3 關鍵績效指標B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	Assuring Product Safety and Quality 確保產品安全及質量
KPI B5.4 關鍵績效指標B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	Assuring Product Safety and Quality 確保產品安全及質量

THE STOCK EXCHANGE OF HONG KONG LIMITED'S ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE (continued)

香港聯合交易所有限公司的環境、社會及管治報告指引(續)

Subject areas, aspects, general disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section 章節
Aspect B6: Product Responsibility **層面B6: 產品責任**		
	General Disclosure 一般披露	Assuring Product Safety and Quality 確保產品安全及質量
KPI B6.1 關鍵績效指標B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Assuring Product Safety and Quality 確保產品安全及質量
KPI B6.2 關鍵績效指標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。	Assuring Product Safety and Quality 確保產品安全及質量
KPI B6.3 關鍵績效指標B6.3	Description and 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。	Protecting Intellectual Property 保障知識產權
KPI B6.4 關鍵績效指標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。	Assuring Product Safety and Quality 確保產品安全及質量
KPI B6.5 關鍵績效指標B6.5	Description of customer 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。	Protecting Customer Data and Privacy 保障客戶數據及私隱

THE STOCK EXCHANGE OF HONG KONG LIMITED'S ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE (continued)

香港聯合交易所有限公司的環境、社會及管治報告指引(續)

Subject areas, aspects, general disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section 章節
Aspect B7: Anti-corruption **層面B7: 反貪污**		
	General Disclosure 一般披露	Upholding Ethical Standards 堅持道德標準
KPI B7.1 關鍵績效指標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 case. 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。	Upholding Ethical Standards 堅持道德標準
KPI B7.2 關鍵績效指標B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Upholding Ethical Standards 堅持道德標準
KPI B7.3 關鍵績效指標B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	Upholding Ethical Standards 堅持道德標準
Aspect B8: Community Investment **層面B8: 社區投資**		
	General Disclosure 一般披露	Reaching Out to the Community 走出社區
KPI B8.1 關鍵績效指標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)。	Reaching Out to the Community 走出社區
KPI B8.2 關鍵績效指標B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源(如金錢或時間)。	In light of our result of materiality assessment, such KPI is regarded as not material and thus not disclosed. 鑒於我們對重要性評估的結果，該關鍵績效指標被視為不重大，因此並無披露。