

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

ABOUT THE REPORT

This is the annual Environmental, Social and Governance (“ESG”) report (“ESG Report”) published by Shougang Concord Grand (Group) Limited and its subsidiaries (hereinafter “the Group”, “We”, “our” and “us”), with an aim to communicate with the stakeholders of the Group regarding its sustainability strategies, management approaches and performances, but also strengthen their understanding towards the ongoing activities in sustainable development of the societies and environment as a whole. The ESG Report summarizes the related management approaches and performance on ESG made by the Group on the topics of corporate social responsibility and sustainable development.

Adhering to the business philosophy of “Integrity, Pragmatism, Unity and Innovation”, the Group strives to develop its business objectives and create value for shareholders/investors, as well as actively shouldering its environmental and social responsibilities in advocating the sustainable development and protecting the ecological environment by fully utilizing resources and minimizing the emission of pollutants during operation across Hong Kong and Mainland China. The Group has to strike the balance between each operational measure and the environment by continuously optimizing operational management, business strategies, environmental protection, talent management and social investments so as to contribute towards the sustainable development of the globe, human beings and our business.

Reporting Scope

The scope of the ESG Report mainly covers the business of financial services, property investment and management, asset management, and supply chain management of the Group with our relevant strategic approach to sustainability and performance within the environmental and social aspects during the period from 1 January 2020 to 31 December 2020 (the “Reporting Period” or “2020”).

關於本報告

本報告為首長四方(集團)有限公司及其附屬公司(以下統稱「本集團」及「我們」)刊發的年度環境、社會及管治(「ESG」)報告(「ESG報告」)，旨在就本集團的可持續發展策略、管理方針及表現與持份者進行溝通，增進持份者對本集團就有關社會及環境整體可持續發展舉措的了解。ESG報告概述本集團就企業社會責任及可持續發展議題作出的ESG相關管理方針及表現。

本集團秉承「誠信、務實、團結及創新」的經營理念，致力發展業務目標及為股東／投資者創造價值，並積極地肩負起環境及社會責任，提倡可持續發展及保護生態環境，在香港及中國內地運營過程中充分利用資源及盡量減少污染物排放。本集團通過不斷優化運營管理、經營策略、環境保護、人才管理及社會投資來平衡各運營措施與環境之間的關係，以推動全球、人類和公司業務的可持續發展。

報告範圍

ESG報告範圍主要涵蓋本集團自二零二零年一月一日至二零二零年十二月三十一日止期間(「報告期」或「二零二零年」)的金融服務、物業投資及管理、資產管理以及供應鏈管理業務，並載有環境及社會方面的可持續發展策略方針與表現。

Reporting Standard

The ESG Report has been prepared in accordance with the second version of Environmental, Social and Governance Reporting Guideline as set out in the Appendix 27 to the Listing Rules issued by the Stock Exchange of Hong Kong Limited (“HKEX”), as well as adhering to the reporting principles of materiality, quantitative, consistency and balance.

The ESG Report has complied with the “comply or explain” provisions set out in the ESG Reporting Guide. Except for the provisions that the Group considers are inapplicable to our business operations or provide partial disclosure, explanations are illustrated in the corresponding section. A summary of the environmental key performance indicators and performance data are listed in the section of “Summary of Environmental Data and Performance”.

Contact and Feedback

The Group highly values your feedbacks on this ESG Report and our performance in pursuing sustainable development. You are welcome to contact us and provide your suggestions regarding the refinement of our policies and management approaches on ESG via email at csr@shougang-grand.com.hk.

STAKEHOLDER ENGAGEMENT

The Groups realizes that the participation of stakeholders can facilitate the long-term development of the Group and determines the directions of our sustainable business development. The Group maintains close and constructive dialogues with our key stakeholders, including government/regulatory bodies, shareholders/investors, employees, clients, suppliers and other stakeholders through different forms of communication channels (e.g. meetings, email, phone call, conference and workshops, etc.) in order to understand their perspectives of the corporate management and development and formulate corresponding action plans and measures to better respond their needs, interests and expectations.

The Group evaluates and determines our environmental, social and governance risks and ensures that relevant risk management and internal control systems are operating properly and effectively. The table below is illustrated our management responses to various expectations and requests by our key stakeholders:

報告準則

ESG報告乃根據香港聯合交易所有限公司(「香港聯合交易所」)頒佈的上市規則附錄二十七所載的《環境、社會及管治報告指引》第二版而編製，並遵循重要性、量化、一致性及平衡的報告原則。

ESG報告已遵守《ESG報告指引》所載「不遵守就解釋」條文。除本集團認為不適用於我們業務營運或提供部分披露的條文外，有關解釋已載列於相應部分。環境關鍵績效指標及表現數據摘要載於「環境數據及表現摘要」部分。

聯絡及反饋

本集團高度重視閣下對本ESG報告及我們在可持續發展方面表現的反饋。閣下可透過電郵csr@shougang-grand.com.hk與我們聯絡，並就改善我們的ESG政策及管理方針提供建議。

持份者參與

本集團明白持份者參與可促進本集團的長遠發展，並確定我們的可持續業務發展方向。本集團通過不同的溝通渠道(如會議、電郵、電話、研討會及工作坊等)與主要持份者(包括政府／監管機構、股東／投資者、員工、客戶、供應商及其他持份者)保持密切溝通，了解其對企業管理及發展的看法，並制定相應的行動計劃及措施，以更好地回應持份者的需求、利益及期望。

本集團評估及確定環境、社會及管治風險，確保相關風險管理及內部控制制度妥善及有效地運行。以下表格是管理層對持份者期望與要求的回應：

STAKEHOLDER ENGAGEMENT (Continued)

持份者參與(續)

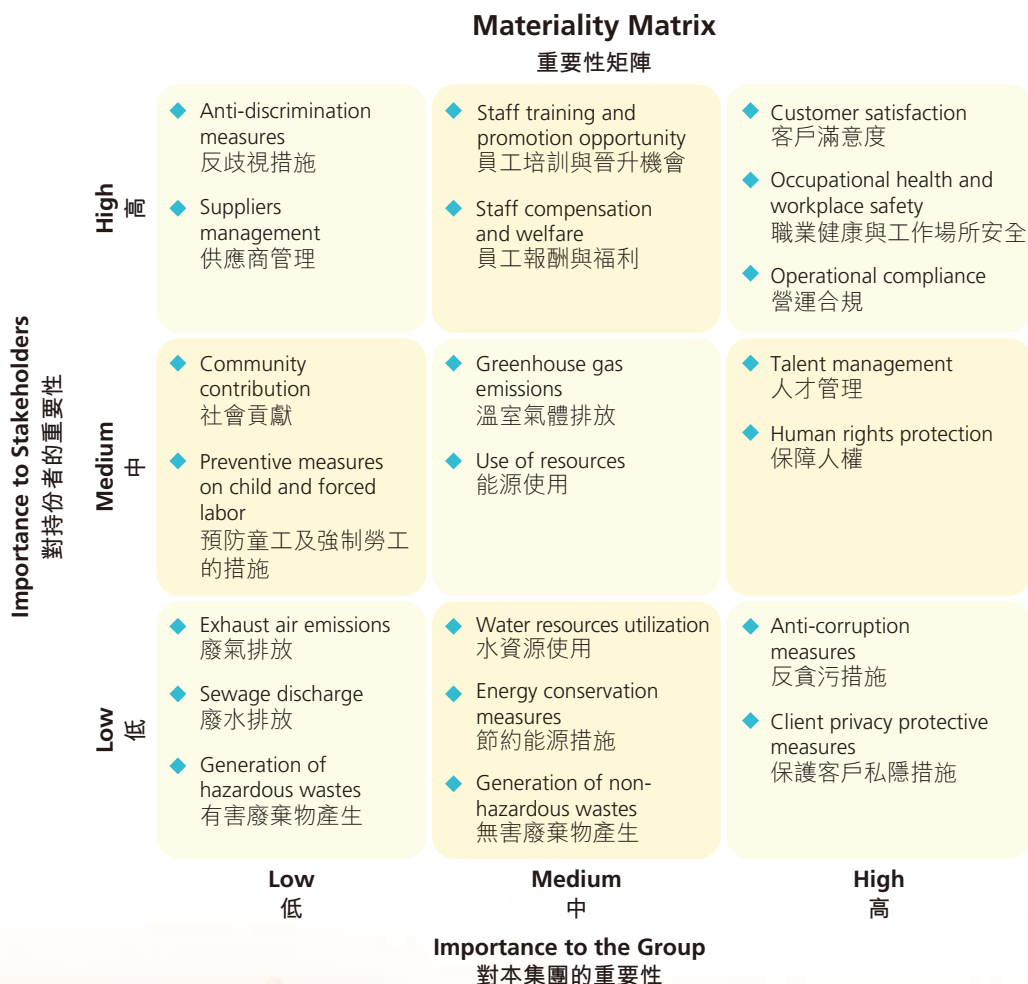
Stakeholders 持份者	Expectations and requests 期望與要求	Management response 管理層回應
Shareholders/ Investors 股東／投資者	<ul style="list-style-type: none"> Information transparency 信息透明度 Business strategies and performance 業務策略和業績 Sustainable investment returns and business development 可持續投資回報及業務發展 Corporate governance system 企業管治制度 	<ul style="list-style-type: none"> Ensure transparency and efficient communications through periodic publications on websites of HKEX and the Group 透過於香港聯合交易所及本集團網站定期披露信息，確保透明度及有效溝通 Set up comprehensive strategic plan for achieving business goals and objectives 制定全面的業務計劃，以實現業務目標 Management possesses relevant experience and professional knowledge to ensure business sustainability 管理層具有相關經驗和專業知識以確保業務的可持續性
Employees 員工	<ul style="list-style-type: none"> Career development 職業發展 Compensation and welfare 待遇和福利 Labor rights 勞工權益 Occupational health and safety 職業健康及安全 	<ul style="list-style-type: none"> Provide equal opportunities in promotion, training and career development 在晉升、培訓和職業發展方面提供平等機會 Establish fair, reasonable and competitive remuneration scheme 建立公平、合理和有競爭力的薪酬體系 Set up contractual obligations to protect labor rights 制定合約責任以保護勞工權益
Clients 客戶	<ul style="list-style-type: none"> Integrity 誠信 Corporate reputation 企業信譽 High quality services 優質服務 Privacy protection 保護私隱 	<ul style="list-style-type: none"> Ensure contractual obligations are honored 確保履行合約責任 Provide high quality services continuously to maintain client satisfaction 持續提供優質服務以滿足客戶 Provide various value-added services 提供各種增值服務 Provide regular training sessions to our employees to enhance their capability in quality service provision and upholding the business integrity 為員工提供培訓課程，以提升服務能力及保持商業誠信
Suppliers 供應商	<ul style="list-style-type: none"> Integrity 誠信 Long-term cooperation with the Group 與本集團的長期合作 Corporate reputation 企業信譽 High quality services for the Group 為本集團提供優質服務 	<ul style="list-style-type: none"> Ensure contractual obligations are honored 確保履行合約責任 Maintain strong and long-term relationship 保持穩固的長期合作關係 Establish policies and procedures in supply chain management 制定供應鏈管理的政策和程序

MATERIALITY ASSESSMENT

During the Reporting Period, the Group conducted a materiality assessment to determine the ESG topics that matter most to the business operation and stakeholders' interests. The Group has identified a number of environmental, social and operational related topics by taking into account the current business operation and development, industry market trends and local regulatory requirements, as well as referencing to the HKEX ESG Reporting Guide and the materiality result from previous year. The Group evaluated their degree of materiality to stakeholders and the Group respectively through internal management discussion. This assessment has helped to ensure that the business development initiatives of the Group can fulfil the expectations and requirements of our stakeholders. The result of the materiality assessment is presented in the following materiality matrix:

重要性評估

於報告期內，本集團已進行重要性評估，以確定對業務運營及持份者利益最為重要的ESG議題。本集團已透過考慮目前的業務運營及發展、行業市場趨勢及當地監管規定，以及參考香港聯合交易所《ESG報告指引》及去年的重要性結果，識別若干環境、社會及運營相關議題。本集團通過內部管理層討論，分別評估其對持份者及本集團的重要性程度。該評估有助於確保本集團的業務發展舉措能夠滿足持份者的期望與要求。重要性評估的結果於以下重要性矩陣中呈列：



OPERATIONAL PRACTICES

Services Responsibility

The Group is dedicated to offering exceptional services to our clients and satisfying their needs and expectations, with the spirit of pursuing excellence and continuous improvement. The Group has formulated corresponding management policies and procedures in each business segments, including but not limited to, service quality management, project control and monitoring mechanism, customer profile management, internal risk management control, customer services and complaint handling, contingency response, in order to optimize the working efficiency of our business processes, minimize the corporate risk levels, fulfil the personalized needs of our clients and comply with the relevant laws and regulations (e.g. Product Quality Law of the PRC, Law of the PRC on the Protection of Consumer Rights, Company Law of the PRC, Contract Law of the PRC and Interests and the Personal Data (Privacy) Ordinance (Cap. 486) in Hong Kong). Our PRC subsidiary in the business of supply chain management has implemented a quality management system accredited with the international standard of ISO 9001:2015, to systematically manage the quality issues on the business operation and continuously improve our services.

The Group welcomes our clients to provide their feedbacks on our services as this serves as the basis to seek opportunity to maintain excellent service standard. If our clients have any issues on services rendered or that a complaint is made, the Group pledges to respond on the same day and handle cases with prompt follow-up actions to address the issues. Our responsible departments will conduct a thorough evaluation on the complaint issues and put in place measures to prevent the recurrence of similar incidents.

With the increasing public awareness of cybersecurity and data privacy, the Group attaches great attention on data confidentiality and complies with relevant laws and regulations regarding data privacy protection (e.g. the Personal Data (Privacy) Ordinance (Cap. 486) in Hong Kong). All employees must follow the confidentiality obligations as stated in the employment contract, confidentiality agreement or "Non-Disclosure, Intellectual Property Rights and Non-Competition Agreement" and strictly prohibits to disclose, divulge and use any corporate confidential and sensitive information, including but not limited to the Group's transactions, commercial secrets or other confidential information of our clients to unauthorized third parties, unless prior approval is obtained. All confidential information is only accessed by responsible departments and/or designated personnel on "need-to-know" basis and securely kept by authorized personnel only. Employees who violate the regulations may result in disciplinary actions and legal liability.

營運慣例

服務責任

本集團以精益求精的精神及不斷進步的信念致力為客戶提供卓越服務及滿足客戶的需要與期望。本集團已就各業務分部制定相應的管理政策及程序，包括但不限於服務質量管理、項目控制及監控機制、客戶數據管理、內部風險管理控制、客戶服務及投訴處理以及應急響應，以優化業務流程的工作效率、盡量降低企業風險水平、滿足客戶的個性化需求，並遵守相關法律法規，如《中華人民共和國產品質量法》、《中華人民共和國消費者權益保護法》、《中華人民共和國公司法》、《中華人民共和國合同法》及香港法例第486章《個人資料(私隱)條例》。我們從事供應鏈管理業務的附屬公司已推行獲ISO 9001:2015國際標準認證的質量管理體系，對業務進行系統化質量管理及持續改善我們的服務。

本集團歡迎客戶就我們的服務提供反饋，以藉此機會保持卓越服務水平。如果客戶就所提供服務有任何問題或作出投訴，本集團承諾於即日給予回應，並及時採取行動處理有關問題。我們的負責部門將對投訴問題進行全面評估，並採取措施防止類似事件再次發生。

隨着公眾對網絡安全及數據私隱的意識日益提高，本集團高度重視資料保密，並遵守有關資料私隱保障的相關法律法規，如香港法例第486章《個人資料(私隱)條例》。所有員工均須遵守僱傭合約、保密協議或「保密、知識產權及競業限制承諾協議」所載的保密責任，除非事先獲得批准，否則嚴禁向未經授權第三方披露、泄露及使用任何公司機密及敏感數據，包括但不限於本集團的交易、商業機密或客戶的其他保密資料。所有保密數據僅由負責部門及／或指定人員按「需要知情」基準存取，並僅由獲授權人員安全保存。違反規定的員工可能會受到紀律處分及需承擔法律責任。

OPERATIONAL PRACTICES (Continued)

Services Responsibility (Continued)

Compliance

During the Reporting Period, the Group did not identify any breaches of relevant laws and regulations regarding service responsibilities and customer privacy matter with a significant impact on the Group.

Anti-corruption

The Group believes that the virtues of fairness, honesty and integrity are the key to our business success and long-term development. The Group enacts a zero-tolerance approach on any kind of corruption, bribery, extortion, fraud and money laundering and resolutely fights against corruption, contributing to the construction of an honest and upright society.

Our employees in the PRC are required to sign the “Anti Commercial Bribery Agreement” or “Non-Disclosure, Intellectual Property Rights and Non-Competition Agreement” with the subsidiary based on the business nature for preventing commercial bribes, safeguarding our legitimate rights and interests and maintaining good business disciplines. As stipulated in employee handbook and employee contract, the Group strictly prohibits employees from accepting unnecessary hospitality such as gifts, accommodation or provision of food, to ensure that business decisions are kept professional and unbiased. In event of any potential or actual conflict of interest is encountered, employees must promptly complete the written declaration of conflict of interest and disclose any such relationship or interest that could possibly involve an actual or potential conflict of interest and report to human resource department for management review for preventing undue impacts on the Group.

The Group has also established a whistleblowing management policy with clear reporting channels such as telephone, email and letter, for our employees and stakeholders to report information about any kind of actual or suspected misconduct and malpractice. Upon receipt of such reporting cases, the Group will appoint designated personnel or form a specialized committee to investigate on and validate the reported incident and take remedial actions timely when necessary. The Group will maintain the anonymity of the whistle-blower to prevent any unfair treatment and reprisal. In addition, the Group also requires all our business partners uphold the high level of business ethics and no bribes shall be offered to our employees under any form.

營運慣例(續)

服務責任(續)

合規

於報告期內，本集團並無發現違反就服務責任及客戶隱私事項的相關法律法規而對本集團有重大影響的情況。

反貪污

本集團深信公平、誠實及廉潔是我們業務成功及長遠發展的關鍵。本集團對任何形式的貪污、賄賂、勒索、欺詐及洗黑錢行為採取零容忍的態度，並堅決反腐倡廉，為建立廉潔公義的社會環境作出貢獻。

我們於中國內地的員工須根據業務性質與附屬公司簽訂「反商業賄賂協議書」或「保密、知識產權及競業限制承諾協議」，以防止商業賄賂、保障我們的合法權利及權益以及維持良好的商業紀律。如員工手冊及員工合約所訂明，本集團嚴格禁止員工接受不必要的款待，如禮物、住宿或食物供應，以確保專業及公正的業務決策。如遇到任何潛在或實際利益衝突，員工必須立即填寫利益衝突的書面聲明並披露可能涉及實際或潛在利益衝突的任何有關關係或利益，並向人力資源部報告以供管理層審閱，以避免對本集團造成不當影響。

本集團亦已制定舉報管理政策，為員工及持份者提供清晰的舉報渠道，例如電話、電郵及信函，以報告任何形式的實際或疑似不當及不法行為。於接獲有關舉報個案後，本集團將委任指定人員或成立特別委員會，以調查及核實所舉報事件，並於必要時及時採取補救措施。本集團將實行匿名舉報，以防止任何不公平待遇及報復。此外，本集團亦要求所有業務夥伴秉持高水平的商業道德，不得以任何形式向員工行賄。

OPERATIONAL PRACTICES (Continued)

Anti-corruption (Continued)

Compliance

During the Reporting Period, the Group has complied with the Criminal Law of the PRC, Anti-Money Laundering Law of the PRC, Anti-Unfair Competition Law of the PRC, and the Prevention of Bribery Ordinance (Cap. 201) in Hong Kong, and did not identify any litigation cases of corruption brought against the Group and our employees.

Supply Chain Management

The Group attaches great emphasis on the long-term and stable strategic cooperation and partnerships with good-quality intermediaries and suppliers, thereby developing together on the basis of equality and mutual benefit. To achieve this objective, our PRC subsidiaries have outlined specific requirements for selection, evaluation and management of suppliers and intermediaries through establishing a vetting committee. The Group assesses the qualification and competency of our intermediaries, in terms of sound accreditation, internal management system (e.g. quality management system), service quality, financial stability and pricing, trustworthy legal compliance, after-sale services and appropriate professional skills. The Group also selects suppliers and intermediaries by price comparison, bidding invitation or open tender in order to control the procurement risks and corporate legitimate rights, while adhering to the principle of “justice, fairness, openness, and selection of merits” and complying with the laws and regulations such as the Tender and Bidding Law of the PRC.

The Group only works with suppliers and intermediaries with similar ethical values and standards. In event of the intermediaries are found to breach our policies or contractual requirements, the Group will terminate the cooperation until they have taken corrective actions to rectify such situation(s). This is to ensure that all our intermediaries are competitive and capable of offering high quality services and satisfy our customer needs and expectations.

During the Reporting Period, the Group has engaged 72 suppliers, including 48 from Mainland China and 24 from Hong Kong.

營運慣例(續)

反貪污(續)

合規

於報告期內，本集團已遵守《中華人民共和國刑法》、《中華人民共和國反洗錢法》、《中華人民共和國反不正當競爭法》及香港法例第201章《防止賄賂條例》，且並無發現任何針對本集團及員工的貪污訴訟案件。

供應鏈管理

本集團重視與高素質的中介機構及供應商建立長期及穩定的戰略合作關係，在平等互惠的基礎上共同發展。為實現該目標，我們的內地附屬公司已成立中介機構選聘委員會，制定了有關挑選、評估及管理供應商及中介機構的具體規定。本集團從健全的認證、內部管理體系(如質量管理體系)、服務質量、財務穩定性及定價、法律合規、售後服務及專業技能等方面評估中介機構的資質及能力。本集團亦透過比價、招標邀請或公開招標甄選供應商及中介機構，以控制採購風險及保障企業合法權利，同時堅持「公正、公平、公開、擇優」的原則，並遵守《中華人民共和國招標投標法》等法律法規。

本集團僅與具備道德價值及標準的供應商及中介機構合作。如果發現中介機構違反我們的政策或合約規定，本集團將終止合作，直至對方採取措施糾正有關情況為止，以此確保所有中介機構的競爭性及有能力提供優質服務，並滿足客戶的需要與期望。

於報告期內，本集團已委聘72家供應商，包括中國內地48家供應商及香港24家供應商。

EMPLOYMENT AND LABOR PRACTICES

The Group recognizes that our people is the core pillar to sustain our long-term business development and growth. Thus, the Group devotes to create an inclusive, equal, harmonious and safe workplace to our employees, continue to develop our people through career advancement opportunities, staff engagement and competitive compensation and welfare, with an aim to attract and retain competent talents as well as building up good relationship and mutual respect with employees.

Employment Practices

Compensation and Welfare

The Group strictly complies with the national and local labor laws and regulations (e.g. The Employment Ordinance (Cap. 57) in Hong Kong, the “Labor Law of the PRC”, the “Labor Contract Law of the PRC”, the “Social Insurance Law of the PRC” and the “Provision of Minimum Wages” regulation etc.). We also offer competitive remuneration package and welfare composition to our employees and they are entitled to annual leaves, sick leaves, marriage leaves, funeral leaves, maternity leaves etc., depending on their job positions. The Group participates in the Mandatory Provident Fund (“MPF”) scheme for employees in Hong Kong and the “Five Insurances and Housing Provident Fund” for our employees in the Mainland. The Group implements standard work hour system and while employees may work on irregular shifts and/or integrated working hours depending on their post nature, their working hours are in line with the local laws and regulations. In case any overtime work is required due to urgent cases and actual business needs, overtime compensation or compensation leaves will be granted to employees pursuant to the relevant labor laws and regulations. The Group handles dismissal and compensation in accordance with the national laws and regulations.

The Group regularly reviews the remuneration package of all staffing grades with reference to the current prevail market standard. The salary levels are reviewed and adjusted once per year according to attendance records, staff performance, years of services, general market conditions and other relevant factors. As outlined in our employee handbook, the Group has implemented an open and fair staff performance appraisal process, with quantifiable performance indicators and integrated evaluation index to impartially evaluate our employees’ performance. Employees with outstanding performance will be awarded with discretionary bonus, promotion, job enrichment or enlargement opportunities to recognize their hard work and contribution to the Group. This practice also enables us to better understand and identify the training needs of our employees for their job requirements in order to formulate suitable and well-rounded staff training and development plans.

僱傭及勞工常規

本集團認為，我們的員工是公司長遠業務發展及增長的核心支柱。因此，本集團致力為員工創造一個包容、平等、和諧及安全的工作環境，提供職業晉升機會、員工參與及具競爭力的薪酬及福利，促進員工繼續發展，以吸引及挽留優秀人才，同時與員工建立良好、互相尊重的關係。

僱傭常規

薪酬及福利

本集團嚴格遵守國家及地方勞動法律法規，如香港法例第57章《僱傭條例》、《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國社會保險法》及《最低工資規定》等。我們亦為員工提供具競爭力的薪酬待遇及福利，員工可根據其職位享有年假、病假、婚假、喪假、產假等。本集團為香港員工提供強制性公積金（「強積金」）計劃，並為內地員工提供「五險一金」。本集團推行標準工時制度，員工可根據其崗位性質進行不定時輪班及／或綜合計算工作時數，其工作時數符合當地法律法規。倘因緊急情況及實際業務需要而需要超時工作，將根據相關勞動法律法規向員工發放超時補償或補假。如解僱員工或因此而需要作出賠償時，本集團會按照當地的法律規定進行解僱並作出賠償。

本集團參考現行市場標準定期檢討所有級別員工的薪酬待遇。薪金水平每年根據出勤記錄、員工表現、服務年期、整體市況及其他相關因素進行檢討及調整。誠如我們的員工手冊所概述，本集團已實施公開及公平的員工績效評估程序，包括可量化的績效指標及綜合評估指數，以公正地評估員工的表現。表現優秀的員工將獲得酌情花紅、晉升、職業進修或發展機會，以表彰員工的辛勤工作及對本集團的貢獻。該做法亦使我們能夠更好地了解及確定員工對其工作要求的培訓需求，以制定合適及全面的員工培訓及發展計劃。

EMPLOYMENT AND LABOR PRACTICES (Continued)

Employment Practices (Continued)

Compensation and Welfare (Continued)

The Group has established staff recognition award programs and special caring programs, such as service awards, wedding gifts and childbirth gifts. The Group provides proof of service and offers souvenir for the employees who have been working with us for 10 years in recognition of their long-serving and devotion. Our special caring programs, such as when employees get married or give birth gifts are presented to female staff and/or the spouse of male staff, are launched to share joy with our employees together. Through these programs, the Group strives to form a family-like corporate culture and expresses our sincere care and thankfulness to our employees.

Talent Selection

The Group is an equal opportunity employer and upholds the human rights and privacy of our employees. The Group has formulated non-discriminating policies for employee recruitment. Suitable candidates are selected and recruited solely taking into account objective criteria such as their individual work experience, interview performance, qualifications, merits, ability, morality and job requirements, regardless of their age, sex, sexual orientation, race, disability, marital status, pregnancy, religion or political affiliation. The Group also provides impartial opportunities to all employees regarding their benefits, promotion, performance appraisal, training and career development and works closely together with the aim of achieving a win-win situation.

僱傭及勞工常規(續)

僱傭常規(續)

薪酬及福利(續)

本集團設有員工表彰獎勵計劃及特別關懷計劃，當中包括服務年獎、結婚禮物及小孩出生禮物。為了表彰在本集團服務年資較長的員工，當工作滿10年本集團會提供服務年資證明並送贈紀念品。本集團亦為員工致送結婚禮物或為女員工及男員工的配偶致送小孩出生禮物，共同分享喜悅。透過該等計劃，本集團致力形成大家庭的企業文化，並表達我們對員工的真誠關懷及感謝。

人才甄選

本集團為平等機會僱主，並維護員工的人權及私隱。本集團已就員工招聘制定反歧視政策。員工甄選及招聘是根據其個人工作經驗、面試表現、資歷、優點、能力、道德及工作要求等客觀標準，而不論其年齡、性別、性取向、種族、殘疾、婚姻狀況、懷孕、宗教或政治背景。就提供公司福利、晉升階梯、績效考核、培訓和事業發展等方面，本集團為全體員工提供平等的機會，希望員工與本集團能共同發展，達致雙贏的局面。

EMPLOYMENT AND LABOR PRACTICES (Continued)

Employment Practices (Continued)

Employee Profile

As of 31 December 2020, the Group has 52 employees, in which 50 full-time employees and 2 part-time employees. The breakdown of the total workforce by gender, age group, employment type and geographical region is illustrated in the table below:

僱傭及勞工常規(續)

僱傭常規(續)

員工概況

截至二零二零年十二月三十一日，本集團有52名員工，包括50名全職員工及2名兼職員工。下表列示按性別、年齡組別、僱傭類型及地區劃分的員工總數明細：

		2020 二零二零年	
		Number of employees 員工人數	Employee turnover rate (%) 員工流失比率(%)
Total	總計	52	50
By gender	按性別劃分		
Male	男性	26	50
Female	女性	26	50
By age group	按年齡組別劃分		
Below 30	30歲以下	11	73
30-50	30至50歲	37	49
Over 50	50歲以上	4	0
By geographical region	按地區劃分		
Hong Kong	香港	15	47
Mainland China	中國內地	37	51

Employee Communication

The Group has established various communication channels, such as our webpage, emails, and face-to-face meetings, for soliciting our employees' feedbacks and suggestions on corporate management, operations and difficulties encountered in their job duties. The Group will also carefully consider feedbacks received when making management decisions and make proper response to address the issues concerned, to strengthen their sense of belonging, providing a collaborative work environment between our employees and management. At the same time, our employees can make use of these channels for reporting to our management should there be any infringement on their personal rights.

員工溝通

本集團已建立各種溝通渠道，如網頁、電子郵件及面對面會議，以尋求員工對企業管理、營運及工作中遇到的困難作出反饋及建議。本集團亦會在作出管理決策時審慎考慮所收到的反饋，並作出適當響應以解決有關問題，以加強員工的歸屬感，在員工與管理層之間建立協作的工作環境。同時，倘出現侵犯員工個人權利的情況，員工可通過不同的溝通渠道向管理層報告。

EMPLOYMENT AND LABOR PRACTICES (Continued)

Employment Practices (Continued)

Labor Standards

The Group treasures and respects the human rights. The Group prohibits any form of unethical employment practices, including the use of child labor and forced labor. Policies and procedures have been established in order to comply with the local labor laws and regulations. The Group conducts background checks for applicants and new hirers during the recruitment process, prospective employees might be required to display relevant identity documents, such as work visa, permit or other personal information to ensure they meet the legal working age. All employees signed the employee/labor contract with the subsidiaries consensually and obliged to follow the employment terms outlined in the contract.

Compliance

During the Reporting Period, the Group did not identify any breaches of the local labor laws and regulations.

Health and Safety

Workplace safety is the priority of the Group. Our business operations are mainly housed in office setting, thus the risk level of occupational health and safety posed to our employees are lower compared with other manufacturing and construction industries. Nevertheless, the Group has implemented sound safety management approaches to safeguard the health and work safety of our employees, including various preventive measures on illnesses and injuries.

Besides, the Group has prepared a first aid kit with over-the-counter medicines in each subsidiary and placed in our human resources and administration department for use in minor injury treatment. In case any employee experiences physical discomfort or needs first aid, our colleagues are encouraged to take care of each other and provide necessary assistance until the ambulance arrives. The Group also emphasizes the importance of fire safety in the office with fire evacuation routes being prominently displayed on all notice boards. Employees are also encouraged to participate in the regular fire drills organized by the property management companies to familiarize with the evacuation routes and enhance their awareness in real emergencies.

僱傭及勞工常規(續)

僱傭常規(續)

勞工準則

本集團保障及尊重人權，禁止任何形式的不道德僱傭方式，包括僱用童工和強迫勞工。本集團已制定政策和程序以符合當地的勞動法律法規。本集團於招聘過程中對申請人及新聘用人士進行背景調查，準員工或須出示相關身份證明文件，如工作簽證、許可證或其他個人資料，以確保彼等符合法定工作年齡。所有員工均與附屬公司自願簽訂僱員／勞工合約，並有責任遵守合約中概述的僱傭條款。

合規

於報告期內，本集團並無發現違反當地勞動法律法規的情況。

健康和 safety

工作場所安全是本集團的首要任務。我們的業務運營主要位於辦公室內，因此，與製造業及建造業等其他行業相比，我們員工面臨的職業健康及安全風險水平較低。儘管如此，本集團已實施健全的安全管理方法，以保障員工的健康及工作安全，包括各種預防疾病及工傷的措施。

此外，本集團已在各附屬公司均設有急救箱及普通成藥備用，並存放於人力資源及行政部，作處理輕傷之用。倘任何員工出現身體不適或需要急救，我們鼓勵同事互相照顧並提供必要協助，直至救護車到達為止。本集團亦注重辦公室消防安全，火災撤離路線已在告示板上明確標識。我們亦鼓勵員工參與物業管理公司組織的定期消防演習，以熟悉疏散路線及提高彼等對實際緊急情況的意識。

EMPLOYMENT AND LABOR PRACTICES (Continued)

Health and Safety (Continued)

In addition, the Group advocates the lifestyle of work-life balance. Our PRC subsidiaries in Beijing arranges regular badminton activities, offers gymnasium facilities for our employee, encourages our employees to pursue a healthy lifestyle and have regular exercises during their spare time, to be more energetic at work and enhance the overall work productivity and efficiency.

In response to the global outbreak of coronavirus (COVID-19) pandemic in 2020, the Group strictly follows the government policies, provincial regulations and guidelines as well as the health advice on the prevention of COVID-19 infection. The Group has established a designated workplace in charge of the overall epidemic control work in each subsidiary. The Group has taken the following key precautionary measures in our subsidiaries to minimize the risk of transmission and spreading of COVID-19, as highlighted in below:

- Require the persons who have been in Hubei province or during 30 days before to undergo compulsory quarantine at home for 14 days;
- Keep environment clean and regularly disinfect frequently touched surfaces such as door handles, furniture and commonly shared items;
- Require employees undergo a daily body temperature to ensure they are fit to work and maintain good personal hygiene;
- Require our employees to stay home when they feel unwell and/or are showing symptoms of COVID-19, seek medical attention and report to relevant department for record;
- Purchase and maintain adequate epidemic prevention materials in our operations for cleaning and disinfection;
- Open windows for more than 30 minutes a day in office area to keep offices well-ventilated;
- Circulate/Attach the health advice and updated news regarding COVID-19 pandemic through emails and notice board to remind employees on hand hygiene, cough etiquette and COVID-19 infection prevention;
- Remind employees to avoid going to crowded places;

僱傭及勞工常規(續)

健康和安全(續)

此外，本集團提倡工作與生活平衡的生活方式。我們位於中國北京的附屬公司定期舉行羽毛球活動，為員工提供健身設施，鼓勵員工追求健康的生活方式，在業餘時間經常運動，以增強工作活力，提高整體工作效率及效益。

為應對二零二零年全球爆發的新冠肺炎疫情，本集團嚴格遵守政府政策、法規指引以及有關預防新冠肺炎感染的衛生建議。本集團已在各附屬公司設立專門的工作小組，負責整體疫情防控工作。本集團已於附屬公司採取以下主要預防措施，以盡量降低新冠肺炎傳染及傳播的風險，詳情如下：

- 要求於30日內曾到訪湖北省的人士接受強制居家隔离14天；
- 保持環境清潔，並定期對經常接觸的表面(如門把手、家具及共享物品)進行消毒；
- 要求員工每日進行體溫檢測，以確保其適合工作及保持良好的個人衛生；
- 要求員工在感到不適及／或出現新冠肺炎症狀時留在家中，尋求醫療協助，並向相關部門報告以作記錄；
- 購買及維持足夠的防疫物資以進行清潔及消毒；
- 辦公區域每日開窗至少30分鐘以確保辦公室良好通風；
- 透過電郵及告示板傳閱／隨附有關新冠肺炎疫情的衛生建議及最新消息，以提醒員工保持手部衛生、咳嗽禮儀及預防感染新冠肺炎；
- 提醒員工避免前往人多擠擁的地方；

EMPLOYMENT AND LABOR PRACTICES (Continued)

僱傭及勞工常規(續)

Health and Safety (Continued)

健康和安全(續)

- Wear surgical mask at office and when physical distancing is not possibly maintained;
- Place a special garbage bins for mask disposal to prevent the virus transmission;
- Keep appropriate social distancing when having meals and meetings.
- 在辦公室及無法保持身體距離時佩戴外科口罩；
- 設置專門的垃圾桶以處理口罩，防止病毒傳播；
- 在用餐及會議時保持適當的社交距離。

Occupational Health and Safety 職業健康及安全

2020
二零二零年

Number of work-related fatalities in the past 3 years (including the reporting period)	過去三年(包括報告期)工作 相關死亡人數	0
Lost days due to work injury	工傷導致失去的工作天數	0

Compliance

合規

During the Reporting Period, the Group has complied with the relevant occupational health and safety laws and regulations (e.g. the Occupational Safety and Health Ordinance (Cap.509) in Hong Kong and Law of the PRC on the Prevention and Treatment of Occupational Diseases) in Hong Kong and Mainland China and did not identify any non-compliance and litigation cases relating to health and safety.

於報告期內，本集團已遵守香港及中國內地的相關職業健康及安全法律法規，如香港法例第509章《職業安全及健康條例》及《中華人民共和國職業病防治法》，且並無發現任何與健康及安全有關的違規情況及訴訟案件。

Development and Training

發展及培訓

The Group strives to nurture employees' potential and map their career plan and development, with an objective to fulfil long-term business development strategies, meet evolving needs in the industries and increase our competitiveness edge.

本集團致力培育員工潛能，規劃其職業計劃及發展，以符合長期業務發展策略、滿足行業不斷變化的需求及提升我們的競爭力。

The Group has implemented comprehensive training programs and offered training opportunities to all employees in different position grades to build up an excellent, professional and responsible corporate team. This can further enhance the expertise and technical skills of our employees and meanwhile equip them with the latest advancements in the industry, inspiring their career development and planning. The Group also arranges orientation training to the newcomers in each subsidiary in order to give them better understanding about our corporate culture, business philosophy, development history, management practices, business scope, employee rights and obligations, job functions, employee code of conduct and our talent development plan. This ensures that they can swiftly adapt and integrate into our work environment.

本集團設有全面的培訓課程，並為不同職級的員工提供培訓機會，以打造一支優秀、專業及負責任的企業團隊。此舉可進一步提升員工的專業知識及技能，同時使員工了解行業的最新發展，支持員工職業發展及規劃。本集團亦為各附屬公司的新員工安排入職培訓，以便員工更好地了解我們的企業文化、經營理念、發展歷史、管理慣例、業務範圍、員工權利及義務、工作職能、員工行為守則及人才發展計劃，確保他們能夠迅速適應和融入我們的工作環境。

EMPLOYMENT AND LABOR PRACTICES (Continued)

僱傭及勞工常規(續)

Development and Training (Continued)

發展及培訓(續)

In addition, the Group also provides various on-the-job trainings such as internal integrated or departmental trainings and external trainings. For internal training, the training sessions, covering the topics of new or updated management systems and regulations, new management policies and relevant professional knowledge, are organized by relevant respective departments or through the human resources and administration department. All the training sessions are delivered via flexible and/or practical group training formats.

此外，本集團亦提供各種在職培訓，例如內部綜合培訓、部門培訓及外部培訓。就內部培訓而言，培訓課程由相關部門或人力資源及行政部門舉辦，內容涵蓋管理制度及法規、管理政策及相關專業知識。所有培訓課程均以靈活及／或實用的團體培訓形式進行。

For external training, the Group invites various professionals to hold expert seminars based on our topical needs, as well as offering opportunities to our employees to participate in the conference and seminars organized by industry institutions. During the Reporting Period, relevant trainings such as 6S corporate management workshops and seminars on the financing of automobile industry, digital fintech product, supply chain asset management and financing have been held to equip our employees management skills and share the updated news on the market of the industry. A certain portion of training sessions were held virtually to mitigate the risk of the COVID-19 pandemic.

就外部培訓而言，本集團根據特定需求邀請專家舉辦專題研討會，並為我們的員工提供參與行業會議及研討會的機會。於報告期內，我們舉辦了如6S企業管理工作坊、汽車行業融資、電子金融科技產品、供應鏈資產管理及融資研討會等相關培訓，讓員工掌握管理技能，分享行業市場的最新消息。部分培訓課程以在線形式舉辦，以減低感染新冠肺炎的風險。

The Group maintains proper training assessment after the completion of training session and collects the attendants' feedback on the arranged training in order to review the training outcomes and effectiveness and facilitate us to further optimize our training arrangement continually.

本集團於完成培訓課程後進行培訓評估，並收集與會者對所安排培訓的反饋意見，以檢討培訓結果及成效，持續優化培訓安排。

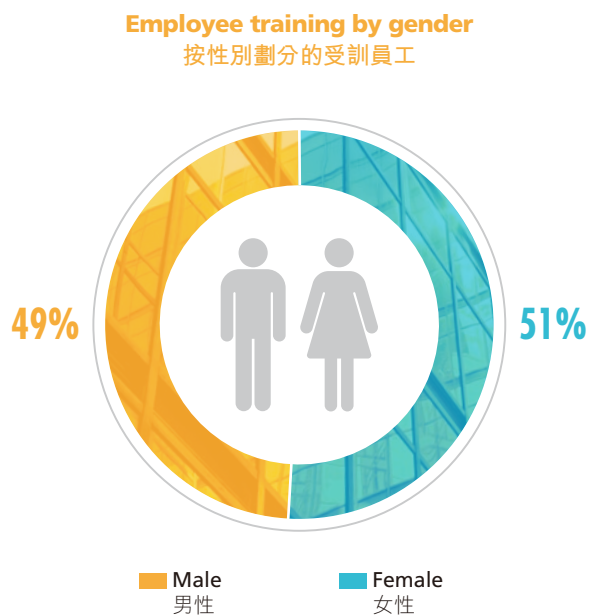
		2020 二零二零年	
		Percentage of employees received training 接受培訓的 員工百分比	Average training hour per employee 平均每位員工的 培訓時數
Total	總計	87%	15.2

EMPLOYMENT AND LABOR PRACTICES (Continued)

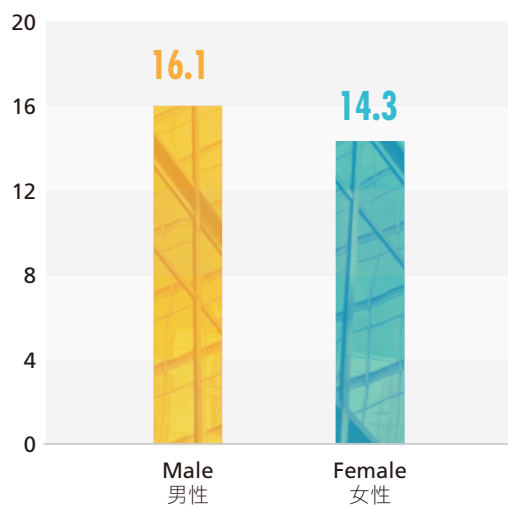
僱傭及勞工常規(續)

Percentage of employees trained by gender in 2020

2020年按性別劃分的受訓員工比例

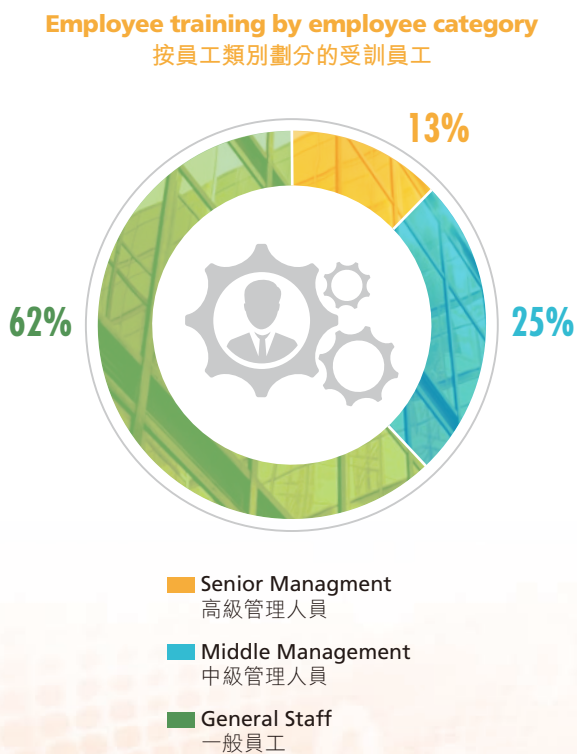


Average training hour per employee
平均每位員工受訓時數

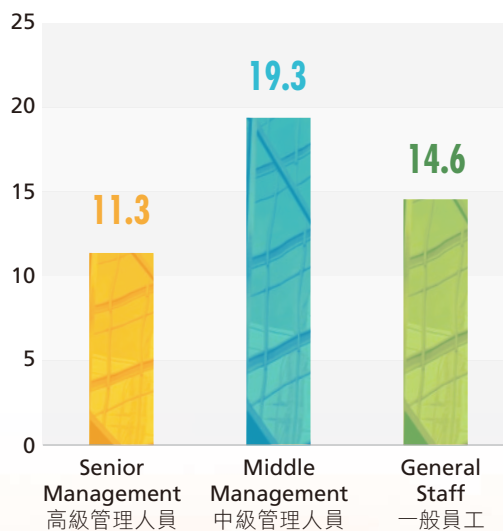


Percentage of employees trained by employee category in 2020

2020年按員工類別劃分的受訓員工比例



Average training hour per employee
平均每位員工受訓時數



ENVIRONMENT PROTECTION

Adhering to our management philosophy, the Group strives to advocate sustainable development and shoulders our responsible stewardship to the environment. Through the implementation of various management approaches, the Group aims to join hands with our employees in alleviating climate change and minimizing the environmental impacts caused by our living habits and our business operations to reduce the environmental footprints. The Group wishes our employees can actively change their own habits as a way of sending environmental protection messages across to their families, friends and business partners, thereby contributing our efforts to protect the environment.

Emissions

The Group is mainly engaged in the business of finance services, property investment and management and asset management services and supply chain management and our operations are within an office setting. Hence, the greenhouse gas generated from our operations is limited. Air emissions of our company mainly come from mobile fuel combustion in our owned company motor vehicles. The Group encourages our employees to take public transport and better arranges commute routes, in order to avoid unnecessary exhaust air emission and fuel consumption. Our waste management mainly involves domestic wastes and collection of wastepaper for recycling. Waste recycling bins are placed nearby our photocopiers, employee workstations and pantry for collecting recyclable wastes such as paper, metal and plastic. During our daily operation, the Group generates limited amount of hazardous waste such as toners and cartridges and all such waste is collected by service provider for further treatment.

The greenhouse gas produced in our business activities mainly comes from the electricity use in the office, fuel consumption by our own motor vehicles and business travels by employees for work assignments. The Group also encourages our employees in Mainland China to voluntarily pick any rest day or one day during festive holidays to ride on public transport or bicycle as substitution, thereby reducing greenhouse gas emissions. Besides, the Group also encourages our employees to adopt teleconferencing for meetings to reduce the frequency of business trips by flight.

環境保護

本集團秉承自身管理理念，致力提倡可繼續發展，並肩負起環境管理的責任。透過實施各種管理措施，本集團旨在與員工攜手紓緩氣候變化，並盡量減少我們生活習慣及業務運營對環境造成的影響，以減少環境排放。本集團希望員工透過改變自身習慣把環境保護的訊息傳遞給家人、朋友和商業夥伴，為保護環境做出貢獻。

排放物

本集團主要從事提供金融服務、物業投資及管理、資產管理以及供應鏈管理業務，而運營環境主要是辦公室。因此，我們營運產生的溫室氣體有限。本公司的廢氣排放主要來自我們所擁有公司車輛的車用燃料燃燒。本集團鼓勵員工乘搭公共交通工具，並更好地安排通勤路線，以避免不必要的廢氣排放及燃料消耗。我們的廢物管理主要涉及生活廢物及收集廢紙以供回收。我們在複印機、員工工作間及茶水間附近放置廢物回收箱，以便收集紙張、金屬及塑料等可回收廢物。在日常營運中，本集團產生少量有害廢棄物，如碳粉及墨盒，而所有該等廢物均由服務供應商收集作進一步處理。

我們業務活動所產生的溫室氣體主要來自辦公室的電力使用、自有車輛的燃料消耗及員工出差。本集團鼓勵中國內地員工自願選擇任何休息日或在節假日中的某一日乘坐公共交通工具或騎自行車代步，從而減少溫室氣體排放。此外，本集團亦鼓勵員工以電話舉行會議，以減少乘坐飛機出差的次數。

ENVIRONMENT PROTECTION (Continued)

Use of Resources

The Group is fully aware of its responsibilities in environmental protection and is constantly in search for every opportunity on resource conservation and waste reduction. Various green office management practices have been taken to promote a green corporate culture and build conservation habits among our employees.

Energy Efficiency

The Group emphasizes electricity conservation by promoting the use of energy-efficient luminaires and adopting energy saving practices. The Group had adopted the following key electricity saving measures:

- Maintain indoor temperature at an energy-efficient level 24–26°C for comfort;
- Use automated electricity management system;
- Encourage employees to switch off office appliances and devices, such as air conditioners, computers, personal electronic devices and common office equipment after work or when not in use;
- Purchase office equipment and electrical appliances with higher energy efficiency (such as those with Grade 1 energy label or with China Energy Label) to reduce electricity use;
- Install energy efficient lights, such as LED lights in our offices; and
- Attach “Green Reminder” and energy saving signs nearby office equipment, light switches and main entrance to further enhance employees’ environmental awareness.

環境保護(續)

資源使用

本集團充分了解公司在環境保護方面的責任，並持續尋求節約資源及減少廢物的機會。我們已採取各種綠色辦公室管理措施，向僱員推廣綠色企業文化及養成節約習慣。

能源效益

本集團重視節約用電，提倡使用節能燈具及採取節能措施。本集團已採取以下主要節約用電措施：

- 將室內溫度維持在舒適的攝氏24至26度的節能水平；
- 使用自動化電力管理系統；
- 鼓勵員工下班後或不使用時關閉辦公室電器及設備，如空調、計算機、個人電子設備及公共辦公設備；
- 購買能源效益較高的辦公設備及電器(如帶有一級能源標誌或帶有國家能源標誌的設備)以減少用電；
- 在辦公室安裝LED燈等節能照明燈；及
- 在辦公設備、照明開關及主入口附近貼上「環保提示」及節能標誌，以進一步提升員工的環保意識。

ENVIRONMENT PROTECTION (Continued)

Use of Resources (Continued)

Energy Efficiency (Continued)

環境保護(續)

資源使用(續)

能源效益(續)



"Green Reminder" and energy saving signs are attached nearby light switches and office main entrance
照明開關及主入口附近均貼有「環保提示」及節能標誌

During the Reporting Period, the Group consumed 74.89 Megawatt-hour ("MWh") of electricity, decreased by 8.3% compared to the data of 2019. The Group will continue to monitor the implementation of various energy conservation measures and try our best to reduce electricity consumption. Regarding the level of gasoline consumption, the Group has continued to reduce the use of company vehicles and hence it led to a drop from approximately 11,099 liters ("L") in 2019 to 8,968.22 liters in 2020.

With reference to the guidelines of Greenhouse Gas Protocol after combining with regional emission factors, our greenhouse gas emission level has been calculated from the above data. During the Reporting Period, the Group has generated 117.36 tonnes of CO₂ equivalent ("tCO₂e") greenhouse gas emissions, with the intensity of CO₂ equivalent was 2.26 tonnes per employee. The intensity figure has decreased by approximately 21.2% when compared to that of last year. The reduction of carbon emission is partially resulted from the travel restriction due to the outbreak of COVID-19.

於報告期內，本集團消耗74.89兆瓦時(「兆瓦時」)電力，較二零一九年的數據減少8.3%。本集團將繼續監察各節約能源措施實施情況，並盡量減少用電。就汽油消耗水平而言，本集團繼續減少使用公司車輛，因此使得其由二零一九年的約11,099升(「升」)減少至二零二零年的8,968.22升。

結合地區排放系數，經參考《溫室氣體議定書》的指引，我們的溫室氣體排放水平乃根據上述數據計算得出。於報告期內，本集團產生117.36噸二氧化碳當量(「噸二氧化碳當量」)溫室氣體排放，密度為每名員工2.26噸二氧化碳當量。密度較去年減少約21.2%。有關二氧化碳排放減少部分源自新冠肺炎疫情導致的出行限制。

ENVIRONMENT PROTECTION (Continued)

Use of Resources (Continued)

Water Conservation

With respect to water conservation, the Group encourages our employees to treasure the finite and valuable water resources and reduce wastage through practicing water conservation habits in everyday life. The Group enhances our employees' responsibility and self-awareness in this aspect, for example by posting the water saving signs in pantry and washrooms to remind employees to reduce wasting water. Meanwhile, the inspection and maintenance of utility facilities are carried out regularly to prevent water leakage. During the Reporting Period, the Group has consumed 272.67 cubic meter ("m³") of water.

Paper Use

The Group strives to widely apply digitalized technology and promote paperless operation in our offices to reduce paper consumption. The Group encourages our employees to adopt the principle of "Think before you print" to carefully select documents for printing, and encourages practices such as to circulate documents using electronic formats, making photocopy and/or print on both sides, reusing single side used papers for printing or drafting and collect double-sided used papers for recycling. During the Reporting Period, the Group has consumed approximately 0.82 tons of paper, a decrease of approximately 35.9% compared to that of the previous year.

The Environment and Natural Resources

Though the influence of our business operations to the environment and natural resources is limited, the Group strives to enhance environmental awareness among our employees and business partners, in particular to the global issue of climate change, in order to build up powerful cohesive forces with their families and friends by changing their behaviors in green living and support and contribute to environmental protection.

Compliance

During the Reporting Period, the Group has complied with the relevant environmental laws and regulations (e.g., The Environmental Protection Law of the PRC, Motor Vehicle Idling (Fixed Penalty) Ordinance (Cap. 611) of Hong Kong) in Hong Kong and Mainland China and did not identify any confirmed violation or non-compliance relating to environmental protection with a significant impact on the Group.

環境保護(續)

資源使用(續)

節約用水

在節約用水方面，本集團鼓勵員工珍惜有限及寶貴的水資源，並透過在日常生活中養成節約用水習慣以減少浪費。本集團加強員工在此方面的責任及自我意識，如在茶水間及洗手間張貼節約用水標誌及提醒員工減少浪費用水。同時，我們定期對公用設施進行檢查及維護以防止漏水。於報告期內，本集團的水消耗量為272.67立方米。

紙張使用

本集團致力在辦公室廣泛採用數碼技術及推行無紙化運營，以減少用紙。本集團鼓勵員工奉行「打印前想清楚」的原則，謹慎選擇所需要打印的文件，並鼓勵使用電子檔案形式傳遞文件、雙面複印及／或打印、循環使用單面打印的紙張以供打印或文件起草以及收集雙面用過的紙張回收。於報告期內，本集團的用紙量約0.82噸，較去年減少約35.9%。

環境及天然資源

儘管我們的業務營運對環境及天然資源的影響有限，但本集團致力提高員工及業務夥伴的環保意識，尤其是在全球氣候變化方面，通過改變其家人及朋友在綠色生活方面的行為來建立強大的凝聚力，支持環保並做出貢獻。

合規

於報告期內，本集團已遵守香港及中國內地的相關環境法律法規，如《中華人民共和國環境保護法》及香港法例第611章《汽車引擎空轉（定額罰款）條例》，且並無發現任何與環保相關並對本集團有重大影響的已確認違規或違規情況。

COMMUNITY INVESTMENT

The Group is dedicated to fostering the healthy and sustainable development of the financial leasing industry. One of our PRC subsidiaries, South China International Leasing Co., Ltd. has been serving as the Vice President Unit of the Guangdong Financial Leasing Association (the "GDFLA") in 2020, in supporting the establishment of the provincial standardized financial leasing industry system and the enhancement of the industry self-disciplinary system, thereby improving the reputation and social influence of the industry. During the Reporting Period, South China International Leasing Co., Ltd. actively cooperated with GDFLA and Shenzhen Financial Leasing Association on the industry disciplinary management and supervision work. South China International Leasing Co., Ltd. has taken part in the drafting the Code of financial leasing industry management, implementation and supervision to share our viewpoints and perspectives of the regulatory measures in term of industry stability, systemic risks reduction, competitive, efficient and orderly industry market in financial leasing, so as to facilitate the healthy and standardized industry development as well as minimizing the misconduct in the industry.



In addition, to fulfill our corporate social responsibility, the Group has partaken in various charitable activities such as blood donations and charity funds support during the Reporting Period in contributing to the community.

社區投資

本集團致力促進融資租賃行業的健康及可持續發展。我們其中一間附屬公司南方國際租賃有限公司(「南方租賃」)於二零二零年擔任廣東省融資租賃行業協會副會長單位，以支持建立省級標準化融資租賃行業體系及加強行業自律制度，從而提高行業聲譽及社會影響力。於報告期內，南方租賃積極配合廣東省融資租賃協會、深圳市融資租賃行業協會開展行業紀律管理和監督工作。南方國際租賃有限公司參與起草《融資租賃行業管理、執行和監督守則》，就行業穩定、減少系統性風險、競爭激烈和高效有序的融資租賃行業市場等方面分享我們對監管措施的觀點和意見，促進行業健康規範發展，最大限度地減少行業不當行為。

此外，為履行我們的企業社會責任，本集團於報告期內參與多項慈善活動，如捐血及支持慈善基金，為社區作出貢獻。

SUMMARY OF ENVIRONMENTAL PERFORMANCE
DATA

環境數據及表現摘要

	Unit 單位	2020 ¹ 二零二零年 ¹	2019 二零一九年	2018 二零一八年
Greenhouse gas emissions				
溫室氣體排放量				
Scope 1 ² 範圍一 ²	tCO ₂ e 噸二氧化碳當量	24.28	30.06	28.94
Scope 2 ³ 範圍二 ³	tCO ₂ e 噸二氧化碳當量	64.63	73.45	64.78
Scope 3 ⁴ 範圍三 ⁴	tCO ₂ e 噸二氧化碳當量	28.45	57.29	48.78
Total greenhouse gas emission 溫室氣體總排放量	tCO ₂ e 噸二氧化碳當量	117.36	160.80	142.50
Intensity 密度	tCO ₂ e/employee 噸二氧化碳當量／每名員工	2.26	2.87	3.48
Air emission⁵				
廢氣總排放量⁵				
Nitrogen oxides 氮氧化物	kg 千克	4.17	5.63	43.32
Sulphur oxides 硫氧化物	kg 千克	0.13	0.16	0.17
Particles 顆粒物	kg 千克	0.31	0.41	3.19
Energy consumption⁶				
能源消耗量⁶				
Gasoline 汽油	L 公升	8,968.22	11,099	11,476
Intensity 密度	L/employee 公升／每名員工	172.47	198.20	279.90
Electricity 電力	MWh 兆瓦時	74.89	81.65	74.6
Intensity 密度	MWh/employee 兆瓦時／每名員工	1.44	1.46	1.82
Total energy intensity 能源總密度	MWh 兆瓦時	161.80	—	—
Intensity 密度	MWh/employee 兆瓦時／每名員工	3.11	—	—
Water consumption ⁷ 水資源消耗量 ⁷	m ³ 立方米	272.67	212.24	547.92
Intensity 密度	m ³ /employee 立方米／每名員工	5.24	3.79	13.36
Paper consumption 紙張消耗量	Tonne 噸	0.82	1.28	0.52
Intensity 密度	Tonne/employee 噸／每名員工	0.02	0.02	0.01

SUMMARY OF ENVIRONMENTAL PERFORMANCE DATA (Continued)

環境數據及表現摘要(續)

Notes:

1. The Group is principally engaged in the business of financial services, property investment and management, asset management, and supply chain management. As we are not engaged in manufacturing industry, thus we did not generate any hazardous waste and use any packaging materials in our business segments. The non-hazardous waste produced in each business segment is mainly collected and treated by the building management company and hence we did not quantify the waste data for disclosure. The number of employees is 52 as of 31 December 2020.
2. Scope 1 emission covers the direct greenhouse gas emissions generated by the combustion of fuels (gasoline) for vehicles controlled by the Group. The calculation is based on the emission factors from "How to prepare an ESG Report? Appendix 2: Reporting Guidance on Environmental KPIs" published by HKEX.
3. Scope 2 emission covers the purchased electricity in our offices of the subsidiaries. The calculation is based on the emission factors from 2019 Hong Kong Electric sustainability report, 2017 Emission Factors for purchased electricity within Mainland China issued by Ministry of Ecology and Environment of the PRC.
4. Scope 3 emission covers the business trip of employees through flights only.
5. The figure of 2018 and 2019 have been restated due to the standardization of reporting units and the alignment with statistical method adopted in 2020.
6. The conversion factors from volumetric units of gasoline to energy units are with reference to Appendix 2: Reporting Guidance on Environmental KPIs.
7. The figure of 2018 and 2019 have been restated due to the standardization of reporting units and the alignment with statistical method adopted in 2020.

附註：

1. 本集團主要從事金融服務、物業投資及管理、資產管理以及供應鏈管理業務。由於我們並無從事製造業，因此我們的業務分部並無產生任何有害廢棄物及使用任何包裝材料。各業務分部產生的無害廢棄物主要由樓宇管理公司收集及處理，因此我們並無量化廢物數據以供披露。截至二零二零年十二月三十一日，員工人數為52人。
2. 範圍一排放量涵蓋本集團車輛燃燒燃料(汽油)所產生的直接溫室氣體排放量。計算乃基於香港聯合交易所發佈的「如何準備環境、社會及管治報告？附錄二：環境關鍵績效指標匯報指引」中的排放系數。
3. 範圍二排放量涵蓋我們附屬公司的辦公室所購買的電力。計算乃基於二零一九年港燈可持續發展報告的排放系數及中國生態環境部發佈的二零一七年中國內地購電排放系數。
4. 範圍三排放量僅涵蓋員工乘坐飛機出差的排放量。
5. 由於統一報告的單位以及與2020年採用的統計方法保持一致，2018及2019的數據進行了重述。
6. 汽油容積單位轉換為能源單位的換算系數乃參考附錄二：環境關鍵績效指標匯報指引。
7. 由於統一報告的單位以及與2020年採用的統計方法保持一致，2018及2019的數據進行了重述。

HKEX ESG REPORTING GUIDE INDEX

香港聯合交易所《ESG報告指引》 索引

ESG Reporting Guide ESG報告指引		Section/ Explanation 章節／解釋
A1	General Disclosure 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的一般披露。	Environmental Protection – Emission 環境保護 – 排放物
KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emission data. 排放物種類及相關排放數據。	Summary of Environmental Performance Data 環境數據及表現摘要
KPI A1.2 關鍵績效指標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)。	Summary of Environmental Performance Data 環境數據及表現摘要
KPI A1.3 關鍵績效指標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)。	Summary of Environmental Performance Data 環境數據及表現摘要
KPI A1.4 關鍵績效指標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)。	Summary of Environmental Performance Data 環境數據及表現摘要
KPI A1.5 關鍵績效指標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。	Environmental Protection – Emission 環境保護 – 排放物
KPI A1.6 關鍵績效指標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。	Environmental Protection – Emission 環境保護 – 排放物

HKEX ESG REPORTING GUIDE INDEX (Continued)

香港聯合交易所《ESG報告指引》
索引(續)

ESG Reporting Guide ESG報告指引		Section/ Explanation 章節／解釋
A2	General Disclosure 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)的政策的一般披露。	Environmental Protection – Use of Resources 環境保護 – 資源使用
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(以兆瓦時計算)及密度(如以每產量單位、每項設施計算)。	Summary of Environmental Performance Data 環境數據及表現摘要
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)。	Summary of Environmental Performance Data 環境數據及表現摘要
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。	Environmental Protection – Use of Resources 環境保護 – 資源使用
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。	Environmental Protection – Use of Resources 環境保護 – 資源使用
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。	Summary of Environmental Performance Data 環境數據及表現摘要
A3	General Disclosure Policies on minimizing 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的一般披露。	Environmental Protection – The Environment and Nature Resources 環境保護 – 環境及天然資源

ESG Reporting Guide ESG報告指引		Section/ Explanation 章節／解釋
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。	Environmental Protection – The Environment and Nature Resources 環境保護 – 環境及天然資源
B1	General Disclosure 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的一般披露。	Employment and Labour Practices – Employment Practices 僱傭及勞工常規 – 僱傭常規
KPI B1.1 關鍵績效指標B1.1	Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region. 按性別、僱傭類型(如全職或兼職)、年齡組別及地區劃分的僱員總數。	Employment and Labour Practices – Employment Practices 僱傭及勞工常規 – 僱傭常規
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。	Employment and Labour Practices – Employment Practices 僱傭及勞工常規 – 僱傭常規

HKEX ESG REPORTING GUIDE INDEX (Continued)

香港聯合交易所《ESG報告指引》
索引(續)

ESG Reporting Guide ESG報告指引		Section/ Explanation 章節／解釋
B2	<p>General Disclosure Information on:</p> <p>a) the policies; and</p> <p>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.</p> <p>有關提供安全工作環境及保障僱員避免職業性危害的：</p> <p>a) 政策；及</p> <p>b) 遵守對發行人有重大影響的相關法律及規例的資料的一般披露。</p>	Employment and Labour Practices – Health and Safety 僱傭及勞工常規－健康和安全
KPI B2.1 關鍵績效指標B2.1	<p>Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.</p> <p>過去3年(包括報告年度)每年發生因工作關係而死亡的人數及比率。</p>	Employment and Labour Practices – Health and Safety 僱傭及勞工常規－健康和安全
KPI B2.2 關鍵績效指標B2.2	<p>Lost days due to work injury.</p> <p>因工傷損失工作日數。</p>	Employment and Labour Practices – Health and Safety 僱傭及勞工常規－健康和安全
KPI B2.3 關鍵績效指標B2.3	<p>Description of occupational health and safety measures adopted, and how they are implemented and monitored.</p> <p>描述所採納的職業健康及安全措施，以及有關實施及監察方法。</p>	Employment and Labour Practices – Health and Safety 僱傭及勞工常規－健康和安全
B3	<p>General Disclosure Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.</p> <p>有關提升僱員履行工作職責的知識及技能的政策的一般披露。描述培訓活動。</p>	Employment and Labour Practices – Development and Training 僱傭及勞工常規－發展及培訓
KPI B3.1 關鍵績效指標B3.1	<p>The percentage of employees trained by gender and employee category (e.g. senior management, middle management).</p> <p>按性別及僱員類別(如高級管理人員、中級管理人員等)劃分的受訓僱員百分比。</p>	Employment and Labour Practices – Development and Training 僱傭及勞工常規－發展及培訓

HKEX ESG REPORTING GUIDE INDEX (Continued)

香港聯合交易所《ESG報告指引》
索引(續)

ESG Reporting Guide ESG報告指引		Section/ Explanation 章節／解釋
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。	Employment and Labour Practices – Development and Training 僱傭及勞工常規－發展及培訓
B4	General Disclosure 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 labor. 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的一般披露。	Employment and Labour Practices – Labour Standard 僱傭及勞工常規－勞工準則
KPI B4.1 關鍵績效指標B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討僱傭慣例的措施以避免童工及強制勞工的方法。	Employment and Labour Practices – Labour Standard 僱傭及勞工常規－勞工準則
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。	Employment and Labour Practices – Labour Standard 僱傭及勞工常規－勞工準則
B5	General Disclosure 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的一般披露。	Operational Practices – Supply Chain Management 營運慣例－供應鏈管理
KPI B5.1 關鍵績效指標B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Operational Practices – Supply Chain Management 營運慣例－供應鏈管理

HKEX ESG REPORTING GUIDE INDEX (Continued)

香港聯合交易所《ESG報告指引》
索引(續)

ESG Reporting Guide ESG報告指引		Section/ Explanation 章節／解釋
B6	<p>General Disclosure Information on:</p> <ul style="list-style-type: none"> 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. <p>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：</p> <ul style="list-style-type: none"> 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的一般披露。 	Operational Practices – Service Responsibility 營運慣例 – 服務責任
B7	<p>General Disclosure Information on:</p> <ul style="list-style-type: none"> 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. <p>有關防止賄賂、勒索、欺詐及洗黑錢的：</p> <ul style="list-style-type: none"> 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的一般披露。 	Operational Practices – Anti-corruption 營運慣例 – 反貪污
KPI B7.1 關鍵績效指標B7.1	<p>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.</p> <p>於報告期內對發行人或其僱員提出有關已審結的貪污訴訟案件的數目及訴訟件結果。</p>	Operational Practices – Anti-corruption 營運慣例 – 反貪污
B8	<p>General Disclosure 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.</p> <p>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的一般披露。</p>	Community Investment 社區投資