China Graphene Group Limited 中國烯谷集團有限公司 (Incorporated in bernuda with limited liability)(於百幕達注册成立之有限公司) (Stock Code 股份代號: 63)

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商 業 模式



2019

Environmental, Social and **Governance Report** 環境·社會及管治報告





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About the Report

This report is the fourth annual environmental social and governance ("ESG") report (the "Report") published by China Graphene Group Limited (the "Company") together with its subsidiaries (collectively referred as the "Group" and "We"). The Report summarised the Group's sustainability performance, policies and strategies for the financial year ended 31 December 2019 (the "Reporting Period").

Preparation Basis and Reporting Standard

The Report has been prepared in accordance with the "Environmental, Social and Governance Reporting Guide" (the "ESG Reporting Guide") which is set out in Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited (the "Stock Exchange"). Cushman & Wakefield was appointed as an external consultant to provide assistance and advice in the course of report preparation. The board of directors have reviewed and approved the ESG Report to ensure all material issues and impacts on sustainability development are fairly presented.

Scope of the ESG Report

The scope to the Report covers the environmental and social performance of the subsidiary of the Company, namely Cheung Kee Garden Limited ("Cheung Kee") which is engaged in provision of horticultural services under the brand name "Cheung Kee Garden", and our office operation in Hong Kong headquarter. Due to the disposal of the subsidiary of Century Elegant Limited in January 2019, the provision of property management service of Century Elegant Limited is excluded from the reporting scope of the Report. The Report focuses on three environmental aspects and eight social aspects required by the Stock Exchange. For information regarding the governance section, please refer to the Corporate Governance Report as incorporated in the Company's 2019 Annual Report.

Language and Availability of the ESG Report

The Report is available in Traditional Chinese and English. In case of any discrepancy in the two versions, the English version shall prevail. Electronic copies can be downloaded at <u>www.00063.cn</u> and the website of the Stock Exchange.

Contact and Feedback

We treasure your opinion on our ESG management and report. Should you wish to provide any comment or suggestion on the ESG performances of the Group, please email us at <u>info@chn-graphene.com</u>.

Corporate Philosophy

Adhering to the core values – "Pragmatic, Pioneering, Innovative, Integrated, Win-win", the Group believes the integration of theory and practice can lead a business to unlimited possibilities.

The Group is committed to responsible business practices, enhancing enterprise value through innovation, quality service and operational efficiency, and creating positive influence on our shareholders, customers, business partners, employees, the environment and the community.

Responsible to shareholders	 Being a pioneer of value creation and creating the best enterprise value
Responsible to customers	 Become a trusted and popular brand and winning the trust from customers
Responsible to employees	 Building a development platform full of opportunities and ensuring our staffs can work and live happily
Responsible to business partners	 Create a win-win and mutually beneficial Internet ecosystem and opening a new chapter of win- win development
Responsible for environment protection	•Be a leader in green development and creating green ecological civilization
Responsible to the public	•Be a pioneer for building a harmonious community

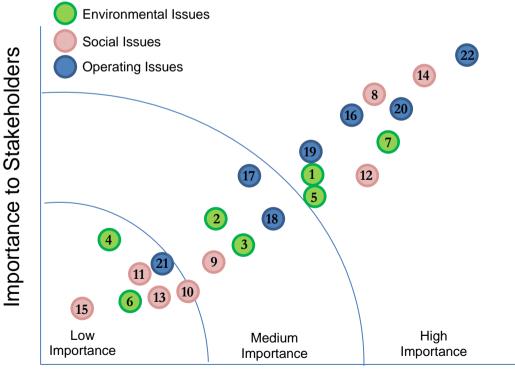
Stakeholder Engagement and Materiality Assessment

Stakeholder Communication

The Group recognises that it is of paramount importance to maintain regular communication with different groups of stakeholders to better understand their needs and expectations towards the business operations as well as their point of views on ESG management practices and performance. With transparent and responsive channels such as meetings, telephone conference, email and mutual visits in place to engage with our key stakeholder groups, this helps us to address their concerns in timely manner and gain new insights to make continuous improvement in our business practices.

Materiality Assessment

Materiality assessment enable us to determine the ESG issues that matter most to our stakeholders and our business operation towards the environmental and social impacts. This year, we invited our key stakeholders, including our board of directors, employees and suppliers, to fill in an online stakeholder survey and ranked the identified 22 topics with score in accordance with their materiality to the stakeholders themselves and our business operation respectively. Based on the collected result, we prioritised the ESG issues and ten ESG material issues are anti-corruption, child and forced labour, customer complaint handling, employee compensation and benefits, use of chemicals, customer health and safety, occupational health and safety, customer satisfaction, energy efficiency and water use.



Importance to Business

Category	ESG Issues	Importance
Environmental Issues	 Energy efficiency Emissions Climate change and response Waste disposal and recycling Water use Packaging materials consumption Use of chemicals 	High Medium Low High Low High
Social Issues	 8. Employee compensation and benefits 9. Employee retention 10.Diversity and equal opportunities 11.Employee engagement 12.Occupational health and safety 13.Employee training and career development 14.Child and forced labour 15.Community investment 	High Medium Low Low High Low High Low
Operating Issues	 16.Service quality 17.Customer health and safety 18.Customer privacy protection 19.Customer satisfaction 20.Customer complaint handling 21.Supply chain management 22.Anti-corruption 	High Medium Medium High High Low High

The Environment

The Group endeavours to operate our business in an economic, social and environmentally sustainable manner. The Group has taken initiatives and measures to optimise the resource efficiency and reduce the emission throughout our business operation in order to minimise the pollutions and carbon footprint of our business development on the environment.

Emission Management

Regarding to the business nature of the Group in provision of horticultural services and office operation, the Group contributes limited air emissions and GHG emissions to the environment. Nevertheless, the Group continues to reduce our emission through monitoring the motor vehicle use in Cheung Kee.

We appropriately plan the transportation routine and avoid unnecessary trips, which enable us to reduce the level of air pollutants emitted to the atmosphere. On the other hand, we maintain regular maintenance on our vehicle to ensure its engine is functioned in optimal and efficient condition. We also require our staff to switch off idling engines when the vehicle is stationary to prevent emission of exhaust gases.

The main source of the Group's GHG emissions are derived from fuel combustion from motor vehicle owned by the Group ("Scope 1 emission") and the consumption of purchased electricity ("Scope 2 emission") in Hong Kong headquarter and in the garden of horticultural services. The below tables are summarised the Group's air emission as well as GHG emission during the Reporting Period.

Air Emissions	Unit	2019
Nitrogen oxides (NOx)	kg	55.05
Sulphur oxides (SOx)	kg	0.081
Particulate matter (PM)	kg	2.55

Greenhouse gas (GHG) Emission	Unit	2019
Direct emissions (Scope 1)	tonne of carbon dioxide	13.90
	equivalent ("tCO2e")	
Energy indirect emissions (Scope 2)	tCO ₂ e	4.82
Total	tCO ₂ e	18.72

Due to the nature of business operation, the Group does not generate hazardous waste and the toners used in the Hong Kong headquarter are collected and recycled by the service provider. The non-hazardous waste produced in the office operation is mainly general office waste and domestic waste, which is properly collected and consigned to the building management company for further handling. In our operation of horticultural service, a total amount of 0.091 tonnes of fibreglass produced and directly disposed to the landfills while 80.19 tonnes of plant residue and soil was reused for planation.

Resources Efficiency

The Group attaches great importance to the resource conservation and energy efficiency in our daily operations. The Group strive to promote green, energy-saving and environmentally friendly working environment to minimise the energy and water use and achieve efficient utilisation of resources. Some key measures we implemented in our operations are highlighted in below:

- Maintain regular inspections and checks for motor vehicle to prevent wastage of fuels;
- Widely use LED lights instead of compact fluorescent lamps;
- Switch off the all electrical appliances, light and air-conditioning when not in use;
- Maintain indoor temperature at an energy-efficient level 24-26 degree Celsius;
- Configure the electronic devices to energy-saving mode;
- Purchase energy efficient electrical appliances and water efficient devices (such as those with Grade 1 energy/water label);
- Encouraged to adopt video conference and conference call to prevent unnecessary overseas business travel;
- Encouraged to print only when necessary, adopt double-sided printing and prior use the single-sided paper for printing or drafting;
- Advocate the electronic application for documents circulation and communication.

All the purchased electricity in our operations is from local power company. Cheung Kee uses stream water for daily operation of horticultural services and therefore does not purchase municipal water. Cheung Kee owns a light good vehicle for transportation and the subsequent fuel consumption (diesel) of the vehicle is included in the final calculation of emissions and resource use.

We believe that such measures enable us to effectively reduce the burden on the environment caused by the Group's business operations.

Type of Resources	Unit	2019
Electricity	kWh	6,022.00
Diesel	Litre ("L")	5,053.59
Paper	kg	322.15

Environmental and Natural Resources

In accordance with the Group's environmental philosophy, we are committed to providing high quality services while also ensuring that all business activities impact the environment positively, maintaining the balance between operational efficiency and resource consumption. For instance, we adopt the more environmentally friendly products of pesticide (including garden insecticide) in which registered under the approved pesticide list of Agriculture, Fisheries and Conservation Department of Hong Kong Special Administrative Region ("HKSAR") in order to reduce the harm and impact on the biodiversity of the environment.

The Employee

The Group believes that our business success is underpinned to the talented and synergetic workforce. We are committed to building a fair, safe and harmonious workplace as well as a development platform with full of opportunities to our employees. The Group has human resources policies in place with respect to the staff remuneration, recruitment, equal opportunities and anti-discrimination to protect the legitimate rights and interests of all employees and to ensure the strict compliance with the relevant employment laws and regulations in Hong Kong.

During the Reporting Period, the Group was not aware of any breaches of the relevant employment laws and regulations in Hong Kong.

Employment Practice and Labour Rights

Compensation and Benefits

The Group provides competitive remuneration and welfare packages for our employees. Full-time employees are entitled to marriage leave, maternity leave, paternity leave, jury service leave, examination leave, compassionate leave, sick leave, hospitalization leave in addition to annual leaves and statutory leaves. Our employee can enjoy birthday leave so as to achieve work-life balance. Medical insurance coverage and Mandatory Provident Fund Scheme are also provided in accordance with the employment laws and regulations in Hong Kong. The working hours for general employees are normally not more than 8 hours a day and 40 hours a week. Overtime compensation will be granted to general staff when necessary overtime work is required.

Diversity, Equalisation and Anti-discrimination

The Group emphases the principle of equal opportunities and aims to achieve justice, fairness and openness in the whole employment process, from recruitment, remuneration, promotion and training to dismissal. The candidate selection and employment matters are evaluated based on the objective criteria such as the individual performance, experience, qualifications and skills, against the discrimination on the ground of gender, age, religion, marital status and ethnic discrimination. The Group advocates the diversified corporate cultures with the employees in different characteristics in terms of gender, ages, skills, educational backgrounds, industry experiences and other qualifications in order to achieve the most suitable composition and balance.

Labour Standard

The Group fully understands our responsibility to protect the human rights and combats against the use of child and forced labour. Our human resources management personnel checks the identity card of permanent employees to ensure no person who is underage or under coercion is hired. All the employment contracts are entered in voluntary basis without acts of forced labour.

Employee Profile

As at 31 December 2019, all the employees of the Group are 100% based in Hong Kong. The distribution of the total workforce divided by gender, age group, employee type and position level are illustrated as below.



Health and Safety

The Group spares no efforts to safeguard the workplace health and safety for our employees. We endeavor to protect our employees from work-related accidents or injuries through the implementation of the safety and health risk management, control measures and initiatives, and pledges full compliance with the relevant occupational health and safety in Hong Kong (i.e. Occupational Safety and Health Ordinance (Cap.509) of HKSAR).

Understanding the health and safety of employees is the foundation for smooth operation, we undertake several actions to enhance the safety awareness of employees at all levels and join hands to share the responsibility to maintain the workplace safety.



For our office operation, we maintain good housekeeping in our work area and strengthen the workplace management (e.g. the use of display screen equipment, electricity safety and pest control) to protect the safety and health of office staff. We take part in the fire drills organised by the building management company to equip employees with appropriate knowledge of fire evacuation in the event of emergency.

For our horticultural services operation, we regularly conduct safety risk assessments to identify potential and actual risks and hazards exposure to the employees and implement corresponding mitigation measures to minimise the level of safety risks. We have formulated operational guidelines for our employees to follow, including but limited to (i) the proper use of personal protective equipment; (ii) the safe use of tools and equipment and chemicals; and (iii) the measures taken under hot weather to prevent heat stroke.

On the other hand, the managers and supervisors of Cheung Kee attend the occupational safety and health seminars organised by government departments or other organisations to obtain the latest safety statutory requirements and new information in respect to safety & health management, risk assessment and industrial safety. Through the practice of "Train the Trainer", the management holds four safety sharing session every year to share relevant insight and knowledge of safety management, as well as exchanging experience with our employees to reduce the safety risks of employees and increase their safety awareness in daily activities.

During the Reporting Period, the Group was not aware of any non-compliance with the relevant safety laws and regulations in Hong Kong and there was no case of work-related fatalities.

Development and Training

The Group aims to provide an environment where our employees can develop their career path that meets the long-term growth of their expectation and grow together with us as whole. The Group encourages our employees in continual learning, especially safety training courses, and the seminar and/or external training organised by accredited professional institutions. The Group also regularly provides reading materials and training to our board of directors to ensure that they keep pace with the latest regulatory requirements, corporate governance practices, financial information and market trends.

Ethical Conduct and Anti-corruption

The Group upholds the high standards for ethical conduct and integrity. The Group exacts zero tolerance in corruption practices and complies with the applicable laws and regulations (i.e. Prevention of Bribery Ordinance (Cap 201) of HKSAR). All employees are required to abide by the requirements of professional conduct and behaviours as specified in employee handbook and contract. Employees are strictly prohibited to offer and/or accept any advantages (e.g. gifts, entertainment or commissions etc.) from our business partners and customers. The Group has whistleblowing policy in place to encourage our employees and persons who concern about any suspected misconduct or malpractice within the Group and report such concern in good faith to the human resource and administrative department. Employees who found misconduct after the verification of the case investigation will face the disciplinary action and for serious cases, dismissal.

During the Report Period, the Group has complied with the relevant anti-corruption and anti-bribery laws and regulations in Hong Kong and no legal cases regarding corruption practice have been brought against the Group or employees.

The Value Chain

Supply Chain Management

The Group is committed to strengthening the requirements of the concept of social responsibility in the supply chain system so as to enhance the competitiveness edge in the industry. We strictly abide by good practices and conduct fair and unbiased procurement processes when dealing with our suppliers. The Group will select those with a good reputation for being environmentally and socially responsible and/or that hold environmental certification to ensure they can meet our requirement for material and service provision and minimise the environmental and social impacts in business activities.

Not only proven track record of legal compliance and performance satisfactory, but also with strong commitments to good ESG practices concerning issues such as environmental sustainability is expected and required when the Group hires suppliers and contractors. We encourage and support our suppliers and contractors to further improve their environmental performance. The Group maintains close relationships with all the business partners and communicate to achieve high-quality performance together.

Product Quality and Responsibility

The Group is committed to providing high quality of product and services to our customers and proactively exploring their potential needs, in order to gain high customer satisfaction and foster our long-term business growth and development.

For our horticultural services operation, we provide the services of gardening design, horticultural greening projects with maintenance, rental of potted plants, and the wholesale and retail of various plants to our various groups of customers. By understanding the requests and expectations of our customers, we offer our customers with tailor-made products and services based on their requirements and specifications, in order to fulfil their needs and enhance their satisfaction and service experience. Our team in Cheung Kee performs pest control on all plants before delivering to the customers to ensure that all products are of good quality. We offer after-sales service and pledges to replace all wilted plants or products in defect within the warranty period.

Data privacy and security is the greater concern in the society. The Group is dedicated to safeguarding the customer interest and comply with the Personal Data (Privacy) Ordinance (Cap. 486) of HKSAR. The Group require all our employees to strictly follow the internal guidelines when accessing and handling the corporate confidential information, including but not limited to trade secrets, business plans, financial budgets, employee personal data and customer information. For instance, employees prohibit to use any confidential information with regard to suppliers and customers or other matters relating to the Group exploiting for their own benefits or disclose and communicate such information to the unauthorised third parties without prior approval by the Group to protect our interest.

During the Report Period, the Group was not aware of any breaches of the relevant laws and regulations relating to product and services health and safety and privacy matters in Hong Kong.

The Community

The Group strives to create a harmonious, dynamic and liveable environment for the communities where we operate. We strive to continue to improve the level of safety management in pursuit of safety production and create more business and job opportunities for local communities in order to further promote the sustainable development in Hong Kong. Besides, the Group pays close attention to hotspot issues in social development and leverage our professional strengths to carry out poverty alleviation and public welfare activities. We encourage our employees to actively participate in social welfares, voluntary services and community activities in their spare time, so as to further sharing the care and warmth to their families and surrounding communities.

Key Performance Indicators

Environmental Performance

	Unit	2017	2018	2019 ¹
Emission				
Nitrogen oxides (NOx)	kg	85.32	-	55.05
Sulphur oxides (SOx)	kg	0.18	-	0.081
Particulate matter (PM)	kg	8.35	-	2.55
GHG Emission				
Direct emissions (Scope 1) ²	tCO ₂ e	32.45	24.94	13.90
Energy indirect emissions (Scope 2) ³	tCO ₂ e	170.98	190.56	4.82
Other indirect emissions (Scope 3) ⁴	tCO ₂ e	97.09	24.27	-
Total GHG emission	tCO ₂ e	300.53	239.77	18.72
Waste ⁵				
Non-hazardous waste	Tonne	20.23	20.97	0.091 ⁶
Types of Resource Consumption	7			
Electricity	kWh	216,709	215,753	6,022
Diesel	Litre	-	5,049	5,053.59
Gasoline	Litre	-	686.64	-
Towngas	MJ	-	1,584	-
Water	m ³	201	212	-
Paper	kg	-	-	322.15

Note:

- 1. As the business of property management service is excluded the reporting scope of 2019 due to the disposal of Century Elegant Limited during the Reporting Period (in which the operation of property management service represented approximately 90% of the overall emissions and resource use of the Group), the data of air emission and GHG emissions, the use of resources and waste generation in 2019 are significantly decreased compared to 2017 and 2018. Regarding to the business nature of the Group, no package materials are consumed in office operation and horticultural services and hence there is no available data for information disclosure.
- The direct emission (Scope 1) covers the emission from the mobile source and stationary combustion. The calculation is based on the emission factor of "How to prepare an ESG Report? Appendix 2: Reporting Guidance on Environmental KPIs" published by the Stock Exchange.
- 3. The indirect emission (Scope 2) covers the emission from the purchased electricity from local power company and the gas purchased from Towngas. The calculation is referred to the emission factor of "How to prepare an ESG Report? Appendix 2: Reporting Guidance on Environmental KPIs" published by the Stock Exchange and published in the latest sustainability report of CLP, Hong Kong Electric and Towngas.

- 4. The other indirect emission (Scope 3) covers the other GHG emission due to the freshwater processing by the Water Services Department and the methane gas generation at landfill in Hong Kong due to the disposal of paper waste.
- 5. Hazardous wastes produced by our business operations are minimal and no relevant figure is quantified.
- 6. The figure covers the waste generated in the business operation of horticultural services and the amount of waste is directly disposal of the landfills only.
- 7. The electricity, fuel (gasoline) and water consumption of the previous years is mainly contributed to the property management services business from Century Elegant Limited. Since the business of property management service is excluded the reporting scope of 2019 due to the disposal of Century Elegant Limited, therefore there is no relevant resource consumption in 2019. With the direct consumption of stream water in our operation of horticultural services and no direct purchase of municipal water, there is no available water consumption data for information disclosure.

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ESG Repo	rting Guide	Pages	Section in ESG Report
A. Enviro	nmental		
Aspect A1	: Emissions		
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. 	Page 7	The Environment – Emission Management
KPI A1.1	The types of emissions and respective emission data.	Page 15	Key Performance Indicators
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Page 15	Key Performance Indicators
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Page 15	Key Performance Indicators
KPI A1.4	Total non-hazardous waste produced (in tonnes and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Page 15	Key Performance Indicators
KPI A1.5	Description of measures to mitigate emissions and results achieved.	Page 7	The Environment – Emission Management
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	Page 7	The Environment – Emission Management
Aspect A2	: Use of Resources		
A2	General Disclosure Policies on the efficient use of resources, including energy, water and other raw materials.	Page 8	The Environment – Resource Efficiency
KPI 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).	Page 15	Key Performance Indicators
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	Page 15	Key Performance Indicators
KPI A2.3	Description of energy use efficiency initiatives and results achieved.	Page 8	The Environment – Resource Efficiency
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	Page 8	The Environment – Resource Efficiency
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	Page 15	Key Performance Indicators
Aspect A3	: The Environment and Natural Resources		
A3	General Disclosure Policies on minimising the issuer's significant impact on the environment and natural resources.	Page 8	The Environment – The Environment and Natural Resources
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Page 8	The Environment – The Environment and Natural Resources

ESG Rep	orting Guide	Pages	Section in ESG Report
B. Social			
Aspect B	1: Employment		
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 	Page 9	The Employee – Employment Practice and Labour Rights
A	benefits and welfare.		
Aspect B	 2: Health and Safety 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 providing a safe working environment and protecting employees from occupational hazards. 	Page 10	The Employee – Health and Safety
Asnect B	3: Development and Training		
B3	General Disclosure Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Page 12	The Employee – Development and Training
Aspect B	4: Labour Standards		
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 labour. 	Page 9	The Employee – Employment Practice and Labour Rights
Aspect B	5: Supply Chain Management		
B5	General Disclosure Policies on managing environmental and social risks of the supply chain.	Page 13	The Vain Chain – Supply Chain Management
Aspect B	6: Product Responsibility		
B6	 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 health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 	Page 13	The Vain Chain – Product Quality and Responsibility
Aspect B	7: Anti-Corruption		
B7	 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 bribery, extortion, fraud and money laundering. 	Page 12	The Employee – Ethical Conduct and Anti-corruption
	8: Community Investment		
B8	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.	Page 14	The Community

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