



China Graphene Group Limited 中國烯谷集團有限公司

(Incorporated in Bermuda with limited liability) (於百慕達註冊成立之有限公司)
(Stock Code 股份代號 : 63)

2017

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



Environmental, Social and Governance Report 2017

二零一七年環境、社會及管治報告

PRINCIPLES

China Graphene Group Limited (the “Company”) and its subsidiaries (collectively referred to as the “Group”) persistently strive to operate its business in an economic, social and environmentally sustainable manner. During the year, the Group upheld the core values of “innovation, efficiency, advancement and elevation”. While seeking business growth, the Group assumed its corporate environmental and social responsibilities proactively by making constant progress towards sustainable development. The Group has developed and improved the Group’s environmental policies, optimised the efficiency in the use of energy and resources, advocated and promoted environmental protection and reduced the impact of its business development on the environment.

As a responsible corporate citizen, the Group strictly follows the regulatory requirements on employment, human rights, labour rights, supply chain management, product responsibility and anti-corruption. The Group cares for the community and the environmental disadvantages as well as creates value for stakeholders including its employees, suppliers, clients, the community in order to make contribution to the overall advancement and sustainable development of the society.

The Company is pleased to present our Environmental, Social and Governance Report, which aims to demonstrate our efforts on sustainability developments to both internal and external stakeholders.

This report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide as set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. The report primarily highlights the Group’s major initiatives and activities implemented from 1 January 2017 to 31 December 2017 (“Year 2017”). For information regarding the governance section, please refer to the Corporate Governance Report as incorporated in the Company’s Annual Report 2017.

原則

中國烯谷集團有限公司(「本公司」)及其附屬公司(統稱「本集團」)一直致力於以在經濟、社會及環境方面可持續的方式營運其業務。年內，本集團貫徹「創新、高效、進步與提升」的核心價值。在追求業務增長的同時，本集團積極承擔企業環境及社會責任，在可持續發展的道路上不斷邁步向前。本集團已製定並完善本集團的環境政策，優化能源及資源的使用效率，宣傳及促進環境保護並減少業務發展對環境的影響。

作為負責任的企業公民，本集團嚴格遵守僱傭、人權、勞工權利、供應鏈管理、產品責任及反貪污相關法規。本集團關心社會及環境弱勢群體，為利益相關者(包括其僱員、供應商、客戶、社區)創造價值，以為社會的進步及可持續發展作出貢獻。

本公司欣然提呈其環境、社會及管治報告，旨在向內外利益相關者展示其在可持續發展方面所做的努力。

本報告已根據香港聯合交易所有限公司證券上市規則附錄27所載《環境、社會及管治報告指引》編製。本報告著重於本集團於二零一七年一月一日至二零一七年十二月三十一日(「二零一七年度」)採取的主要措施及活動。有關管治部分的資料，請參閱本公司二零一七年年報所載的企業管治報告。

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PRINCIPLES (CONTINUED)

The Company is committed to the long-term sustainability of its business, as well as providing support to environmental protection and the communities in which it operates. Quality products and services are delivered to customers, and its business is managed prudently under sound decision-making processes. Dialogue is maintained with stakeholders such as shareholders, customers, employees, suppliers, creditors and regulators. The Company seeks to balance the views and interests of these stakeholders through constructive conversation with a view to setting the course for long-term prosperity. The board of directors (the “Board”) is responsible for evaluating and determining the environmental, social and governance risks of the Company, and ensuring that relevant risk management and internal control systems are in place and operate effectively. The Group has set up the ESG working team which meets regularly to review and evaluate the corporate performance on the relevant environmental, social and governance issues.

This report will focus on two subsidiaries of the Company, namely Century Elegant Limited (“Century Elegant”) which is a property management services provider of the building named “The ICON” and Cheung Kee Garden Limited (“Cheung Kee”) which is engaged in provision of horticultural services under the brand name “Cheung Kee Garden”. The operations of Century Elegant and Cheung Kee are the principal business segments of the Group in related to the environmental aspects.

This report has primarily highlighted the major performance and disclosure implemented in Year 2017 for the three environmental aspects and eight social aspects.

原則(續)

本公司致力於業務的長遠可持續發展，並為環境保護及其營運所在的社區提供支持。本公司為客戶提供優質產品及服務，並透過健全的決策機制審慎管理業務。本公司與股東、客戶、僱員、供應商、債權人及監管者等利益相關者保持溝通。本公司務求透過建設性的對話平衡上述利益相關者的意見及利益，為長期繁榮鋪平道路。董事會（「董事會」）負責評估及釐定本公司的環境、社會及管治風險，確保相關風險管理及內部控制系統落實到位並有效運作。本集團已設立環境、社會及管治工作組，工作組定期舉行會議以檢討及評估公司在相關環境、社會及管治方面的表現。

本報告側重於本公司兩間附屬公司，即進加有限公司（「進加」，為名為「The ICON」的樓宇的物業管理服務提供商）及張記花園有限公司（「張記」，以「張記花園」品牌提供園藝服務）。進加及張記的業務為本集團在環境方面的主要業務分部。

本報告著重於二零一七年度在三個環境方面及八個社會方面的主要表現及披露資料。

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MATERIALITY ASSESSMENT

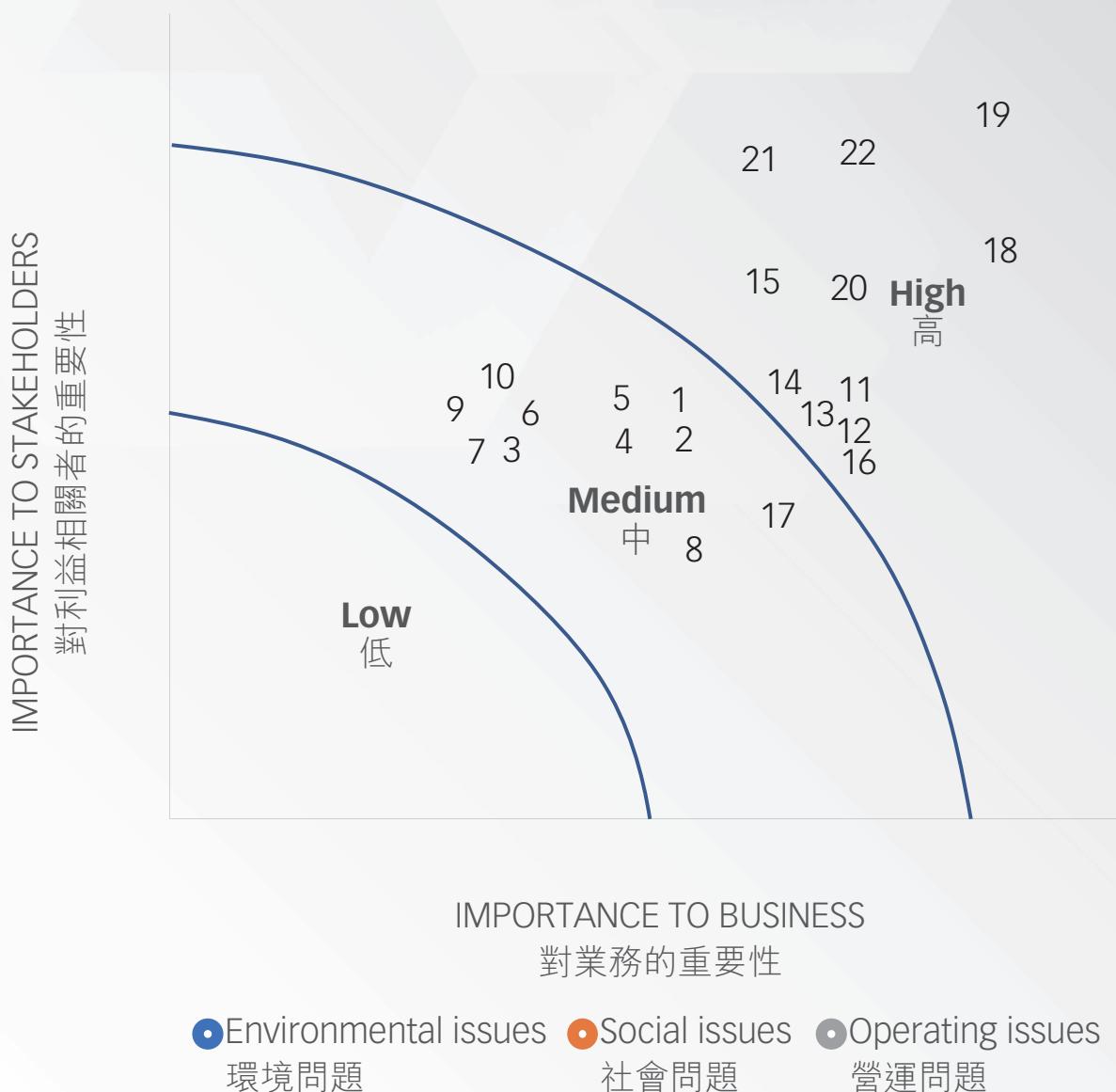
In 2017, the Company undertook their first comprehensive materiality assessment exercise. This involved conducting interviews and/or surveys with internal and external stakeholders to identify the most significant operating, environmental and social impacts towards our business.

關鍵性評估

於二零一七年，本公司進行首次全面關鍵性評估活動。這涉及對內外利益相關者進行採訪及／或調查以識別對本公司業務而言屬最重大的營運、環境及社會影響。

ESG issues Materiality Matrix

環境、社會及管治問題關鍵性矩陣圖



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MATERIALITY ASSESSMENT (CONTINUED)

關鍵性評估 (續)

# #	Issues 問題	Category 類別	Result 結果
1	Greenhouse gas emissions 溫室氣體排放	Environmental issues 環境問題	Medium 中
2	Energy consumption 能源消耗	Environmental issues 環境問題	Medium 中
3	Water consumption 水資源消耗	Environmental issues 環境問題	Medium 中
4	Waste 廢棄物	Environmental issues 環境問題	Medium 中
5	Environmental impact of construction 建造的環境影響	Environmental issues 環境問題	Medium 中
6	Green buildings certification 綠色建築認證	Environmental issues 環境問題	Medium 中
7	Customer engagement in environmental issues 客戶參與環境問題	Environmental issues 環境問題	Medium 中
8	Use of chemicals 使用化學品	Environmental issues 環境問題	Medium 中
9	Local community engagement 當地社區參與	Social issues 社會問題	Medium 中
10	Community investment 社區投資	Social issues 社會問題	Medium 中
11	Occupational health and safety 職業健康及安全	Social issues 社會問題	High 高
12	Labour standards in supply chain 供應鏈勞工準則	Social issues 社會問題	High 高
13	Training and development 培訓及發展	Social issues 社會問題	High 高
14	Employee welfare 僱員福利	Social issues 社會問題	High 高
15	Inclusion and equal opportunities 包容及機會平等	Social issues 社會問題	High 高
16	Talent attraction and retention 人才吸引及挽留	Social issues 社會問題	High 高
17	Economic value generated 已產生經濟價值	Operating issues 營運問題	Medium 中
18	Corporate governance 企業管治	Operating issues 營運問題	High 高
19	Anti-corruption 反貪污	Operating issues 營運問題	High 高
20	Supply chain management 供應鏈管理	Operating issues 營運問題	High 高
21	Customer satisfaction 客戶滿意度	Operating issues 營運問題	High 高
22	Customer privacy 客戶隱私	Operating issues 營運問題	High 高

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EMISSIONS

The Group is principally engaged in horticultural services business and property development, property management as well as project management services business. Hence, the emission relating to air and greenhouse gas emissions, discharges into the water and land, as well as generation of hazardous and non-hazardous wastes are minimal in Year 2017.

During the Year 2017, the major emissions of the Wanchai office, Cheung Kee Garden and The ICON were: (i) the fuel consumed, kilometres travelled and greenhouse gases generated from use of motor vehicles; (ii) greenhouse gases generated from the electricity consumed; (iii) greenhouse gases generated from the paper waste disposed at landfills; and (iv) greenhouse gases generated from business air travel by employees.

In order to minimise the fuel consumption, energy consumption, paper wastage and air travel by employees, various sustainable development measures have been enforced to address environmental responsibilities under normal operating procedures, including but not limited to the followings: (i) motor vehicles are restricted to serve for senior management to attend business meetings and use by important clients or business partners; (ii) staff were advised to switch off the light and air-conditioning after the use of a room; (iii) staff were encouraged to print only when necessary and prior use recycle papers for printing; (iv) use of electronic form of documents to reduce paper out; (v) staff were encouraged to prevent unnecessary overseas business travel; and (vi) video conference and conference call were extensively adopted.

排放物

本集團主要從事園藝服務業務及物業發展、物業管理以及項目管理服務業務。因此，二零一七年度廢氣及溫室氣體排放、向水及土地排污以及產生的有害及無害廢棄物極少。

於二零一七年度，於灣仔辦事處、張記花園及The ICON的主要排放物為：(i)使用汽車所消耗燃料、行駛里數及產生的溫室氣體；(ii)耗電產生的溫室氣體；(iii)在堆填區處理的廢紙產生的溫室氣體；及(iv)僱員航空差旅產生的溫室氣體。

為盡最大程度減少燃料消耗、能源消耗、紙張浪費及僱員航空差旅，本公司已採取多項可持續發展措施以落實於正常營運過程中的環境責任，包括但不限於以下各項：(i)汽車僅限於供高級管理人員出席商務會議之用及供重要客戶或商業合作夥伴使用；(ii)建議員工在使用房間後關閉照明設備及空調；(iii)鼓勵員工僅在有需要時打印，並優先使用回收紙打印；(iv)使用電子形式的文件以減少紙張使用；(v)鼓勵員工避免不必要的海外差旅；及(vi)廣泛採用視像會議及電話會議。

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EMISSIONS (CONTINUED)

The main source of exhaust gases and greenhouse gases were emitted by two private cars used by Wanchai office and one truck used by Cheung Kee Garden in Year 2017. The Group has improved the use of its vehicles by ensuring the effective usage and environmentally friendly operation as well as strictly controlling exhaust gas emissions.



General office wastes and domestic wastes: sorted and collected before being delivered to environmental hygiene stations for centralised treatment.

The uses of the office's private cars and Cheung Kee Garden's trucks are the major source of nitrogen oxides ("NO_x"), sulphur oxides ("SO_x") and particulate matter ("PM") emissions of the Group. The NO_x, SO_x and PM emissions were 85.32 kg, 0.18 kg and 8.35 kg respectively in Year 2017 (2016: 50.41 kg, 0.09 kg and 2.34 kg respectively).

Fuel consumption by The ICON's electricity generator and barbecue site are the major sources of methane and nitrous oxides, which are classified as direct emission of greenhouse gas.

排放物(續)

於二零一七年度，廢氣及溫室氣體的主要來源為灣仔辦事處使用的兩輛私家車及張記花園使用的一輛卡車。本集團一直改善汽車的使用情況，確保有效使用汽車及以環保方式運作，並嚴格監控廢氣排放。



一般辦公室垃圾及生活垃圾：分類及收集後送往環境衛生垃圾站作集中處理。

辦事處的私家車及張記花園的卡車燃料消耗為本集團排放氮氧化物(「氮氧化物」)、硫氧化物(「硫氧化物」)及顆粒物(「顆粒物」)的主要來源。於二零一七年度，本公司排放的氮氧化物、硫氧化物及顆粒物分別為85.32公斤、0.18公斤及8.35公斤(二零一六年度：分別為50.41公斤、0.09公斤及2.34公斤)。

The ICON的發電機及燒烤場所消耗燃料為甲烷及氧化亞氮的主要來源(即直接排放溫室氣體)。

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EMISSIONS (CONTINUED)

排放物(續)

Environmental Performance 環境表現	Unit 單位	Wanchai office 灣仔辦事處	The ICON The ICON	Cheung Kee Garden 張記花園	Total 總計
GHG emission (Scope 1) 溫室氣體排放(範圍1)	Kg CO ₂ e 公斤 CO ₂ 當量	19,069	280	13,098	32,447
GHG emission (Scope 2) 溫室氣體排放(範圍2)	Kg CO ₂ e 公斤 CO ₂ 當量	14,428	156,139	415	170,982
GHG emission (Scope 3) 溫室氣體排放(範圍3)	Kg CO ₂ e 公斤 CO ₂ 當量	76,378	20,721	—	97,099
Total GHG emission 溫室氣體排放總量	Kg CO ₂ e 公斤 CO ₂ 當量	109,875	177,140	13,513	300,528
Total area 總面積	Square meter 平方米	437	1,953	6,503	8,893
GHG emission Intensity 溫室氣體排放密度	Kg CO ₂ e/ Square meter 公斤 CO ₂ 當量/ 平方米	251	91	2	34

Scope 1: It represents the liquefied petroleum gas, diesel oil from consumption of electricity generators.

範圍1：其指來自發電機消耗的液態石油氣、柴油。

Scope 2: It represents the electricity purchased from power suppliers and gas purchased from Towngas.

範圍2：其指從電力供應商購買的電力及從煤氣公司購買的煤氣。

Scope 3: It represents the paper waste disposed at landfills and water used.

範圍3：其指於垃圾堆填區處置的廢紙及用水。

Environmental Performance 環境表現	Unit 單位	Wanchai office 灣仔辦事處	The ICON The ICON	Cheung Kee Garden 張記花園	Total 總計
Hazardous waste produced 所產生有害廢棄物	Kg 公斤	Note 1 附註1	Note 1 附註1	Note 1 附註1	Note 1 附註1
Intensity per number of production unit 每個生產單位的密度	Kg CO ₂ e/Square meter 公斤 CO ₂ 當量/平方米	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用
Non-hazardous waste produced 所產生無害廢棄物	Kg 公斤	15,912	4,282	32	20,226
Intensity per number of production unit 每個生產單位的密度	Kg CO ₂ e/Square meter 公斤 CO ₂ 當量/平方米	1.789	0.482	0.004	2.274

Note 1: Hazardous wastes produced by Wanchai office, The ICON and Cheung Kee Garden are minimal. Therefore, no relevant figure is quantified.

附註1：灣仔辦事處、The ICON、張記花園產生的有害廢棄物微乎其微。因此，並無量化有關數字。

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EMISSIONS (CONTINUED)

Regarding measures to mitigate emissions, the Group closely monitors the level of energy consumption GHG emissions and waste disposed from Wanchai office, Cheung Kee Garden and The ICON. Every year, Wanchai office, Cheung Kee Garden and The ICON are required to set their respective energy and carbon reduction targets, and come up with feasible measures to achieve them. The details and results achieved are listed as follows:

排放物(續)

就減少排放物的措施而言，本集團密切監控能源消耗的溫室氣體排放及其灣仔辦事處、張記花園及The ICON產生的廢棄物的水平。灣仔辦事處、張記花園及The ICON均被要求設定各自的節能減排目標，並製定實現目標的可行措施。詳情及效果列示如下：

Projects 項目	Details and results achieved 詳情及效果
Light-emitting diode (LED) 發光二極管(LED)	Partial lightings in Wanchai office and in The ICON have been installed with light-emitting diodes instead of compact fluorescent lamps which can reduce electricity consumption as compared with compact fluorescent lamps. 灣仔辦事處及The ICON的部分照明已採用發光二極管取代慳電膽，相比慳電膽可減少用電。
Conserve water 節約用水	During the cleaning of Wanchai office, Cheung Kee Garden and The ICON, the cleaning workers were strictly controlled for the using of water and frequency of cleaning. As a result, the consumption of water was saved. 在灣仔辦事處、張記花園及The ICON的清潔過程中，清潔人員受嚴格控制水的使用及清潔頻率。因此，節約了大量用水。
Air-conditioners 空調	A number of air conditioners with higher efficiency were acquired in year 2017, the relevant consumption of electricity was reduced. 二零一七年度購買一批效能更高的空調，減少相關用電。
Non-hazardous waste 無害廢棄物	Non-hazardous wastes generated from the Wanchai office, Cheung Kee Garden and The ICON includes packaging materials of product, paper for office use and kitchen waste. The Group has contributed its best effort to minimise the impact on the environment by using recyclable raw materials or supplementary materials in the production process. The Group promoted separation of wastes such as cartons and plastic bottles, which were placed in certain areas assigned to recycled suppliers for collection. 灣仔辦事處、張記花園及The ICON產生的無害廢棄物包括產品包裝材料、辦公室用紙及廚房廢棄物。本集團在生產過程中使用可回收原材料或輔助材料，以此盡最大努力減低對環境的影響。本集團推廣廢棄物分類，如將紙板及塑料瓶放置在特定區域供回收服務供應商收取。

Compliance with relevant laws and regulations

The Group is not aware of any non-compliance with the relevant laws and regulations that has an impact relating to air and greenhouse gas emissions, discharging into water and land, generation of hazardous and non-hazardous waste of the Group in Year 2017.

No fines or non-monetary sanctions for non-compliance with relevant laws and regulations had been reported in Year 2017.

遵守相關法例及規例

於二零一七年度，本集團並不知悉與本集團在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方面有關，並構成影響的任何違反相關法例及規例的情況。

於二零一七年度，概無因違反相關法例及規例而被判處罰款或非金錢處罰。

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USE OF RESOURCES

The Group is committed to minimising the impact of business activities on the environment, and supporting environmental protection programmes. In particular, a number of initiative measures designed to conserve resources were introduced to promote employee awareness of the need in order to achieve efficient utilisation of resources.

As mentioned in the above “Emission” section, the Group has a series of policies and procedures to minimise the electricity consumed by the employees in the Wanchai office, Cheung Kee Garden and The ICON.

資源使用

本集團致力盡量減少業務活動對環境的影響，並積極支持環保活動。具體而言，本集團推出多項旨在節約資源的主動措施，讓僱員意識到有關需要，從而有效利用資源。

誠如上文「排放物」一節所述，本集團設有一系列政策及程序，以盡量減少灣仔辦事處、張記花園及The ICON的僱員耗電量。



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USE OF RESOURCES (CONTINUED)

資源使用(續)

Environmental Performance 環境表現	Unit 單位	Wanchai office 灣仔辦事處	The ICON The ICON	Cheung Kee Garden 張記花園	Total 總計
Energy Consumption 能源消耗					
Electricity Consumption 電力消耗	KWh 千瓦時	18,263	197,632	814	216,709
Electricity Intensity 電力密度	KWh per square meter (m ²) 每平方米(m ²) 千瓦時	9.35	452.62	0.13	24.37
Water Consumption 水資源消耗					
Water Consumption 水資源消耗	M ³ M ³	—	201	—	201
Water Intensity 水資源密度	M ³ square meter (m ²) M ³ 平方米(m ²)	—	0.1	—	0.1
Packaging material Consumption 包裝材料消耗					
Packaging material used for finished products 用於製成品的包裝材料	Kg 公斤	Note 1 附註1	Note 1 附註1	Note 1 附註1	Note 1 附註1
Packaging material used for finished products 用於製成品的包裝材料	Kg per square meter (m ²) 每平方米(m ²) 公斤	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用
Note 1: No packaging material is purchased by Wanchai office, Cheung Kee Garden and The ICON. 附註1: 灣仔辦事處、張記花園及The ICON並無購買包裝材料。					

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USE OF RESOURCES (CONTINUED)

In addition, multi-function devices with printing, scanning and photocopying have been extensively adopted. Employees are advised to switch on the computers only when use and switch off after office hours.

For the efficient use of water resources in the offices, all staff are encouraged to save water at pantry. The drinking water containers are well maintained to prevent leakage.

In Year 2017, the Group continued to drive its efforts in energy saving and emission reduction. The specific measures taken by the Group include: (i) the light emitting diode (LED) lightings are widely used; (ii) the rule “turn off the power before leaving” is adopted for the lighting, air-conditioners and electrical appliances in operating and office spaces; and (iii) the electronic devices are configured to energy-saving mode.

資源使用(續)

此外，本公司已廣泛採用具有打印、掃描及複印功能之多功能設備，並建議僱員僅在需要使用時開啟電腦，並在下班後關閉電腦。

就於辦事處有效利用水資源而言，本公司鼓勵所有員工在茶水間節約用水，並為飲水機進行良好保養，以防止漏水。

於二零一七年度，本集團繼續致力推動節能減排。本集團採用的具體措施包括：(i) 廣泛使用發光二極管(LED)照明設備；(ii) 對營運及辦公空間的照明設備、空調及電器採用「離開前關閉電源」的原則；及(iii) 將電子產品設置為節能模式。

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THE ENVIRONMENT AND NATURAL RESOURCES

The Group encourages all employees to participate in different kinds of recycling activities and minimising the use of natural resources. In Year 2017, there was no significant impact on the environment and natural business from the operations of the Group, in particular, all of Wanchai office, Cheung Kee Garden and The ICON.

The Group integrates promotion with practice in its daily office operation, develops the environmental awareness of its employees and encourages its employees to fulfill its environmental responsibilities.

The Group actively introduces environmental protection measures in the office spaces, including priority use of energy-saving lighting and electrical appliances, turning off electric equipment and lighting during non-office hours and reusing of papers. In addition, the Group also encourages its employees to save resources, cherish food and avoid waste of resources by beginning with trivial things.

The ICON has carried out environmental protection plan (環保計劃) since Year 2016, the measures of The ICON are as follows: (i) placing the 3-colour recycling bin in the lobby of The ICON; (ii) using the LED lighting system in the car park and public area of The ICON; (iii) changing the mode from "cool mode" to "fan mode" of the air conditioners located in the lobby and sport room when the room temperature is below 26°C; and (iv) turning off part of the lights in the lobby at daytime.

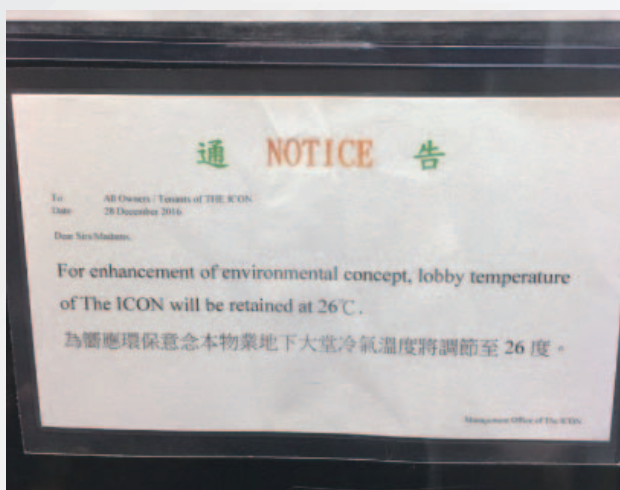
環境及天然資源

本集團鼓勵全體僱員參與各種回收活動並盡量減少使用天然資源。於二零一七年度，本集團的營運(特別是灣仔辦事處、張記花園及The ICON)概無對環境及自然構成重大影響。

本集團在日常辦公室運作中結合推動與實踐的方式，培養僱員的環保意識並鼓勵僱員履行環保責任。

本集團在辦公空間積極實施環保措施，包括優先選用節能照明設備及電器、確保在非辦公時間關閉電子設備及照明設備以及重複使用紙張。此外，本集團亦鼓勵僱員透過從小事做起，實行節約資源、珍惜食物及避免浪費資源。

自二零一六年度起，The ICON已實行環保計劃，其採用的措施如下：(i)在The ICON大堂放置三色回收箱；(ii)在停車場及The ICON公共空間採用LED照明系統；(iii)當室溫低於攝氏26度時，將大堂及運動室的空調由「製冷模式」轉為「風扇模式」；及(iv)白天時關閉大堂的部分照明設備。



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THE ENVIRONMENT AND NATURAL RESOURCES (CONTINUED)

To help conserve the environment, the environmental potential measures undertaken by Cheung Kee Garden to recycle retrieved potted plants and plant wastes are as follows: (i) plastic or bamboo supporting sticks will be reused; (ii) all vessels whether they are fiberglass, plastic, glass, porcelain, earthenware, will be re-used at customers' venues if still marketable; (iii) soil in retrieved pots of plant will be dried up under the sun, mixed with sand soil and/or cultivation soil in its desired proportion for various usage; and (iv) hard wood logs mostly from Christmas trees will be cut up, sun dried and used as fencing or sent to recycle factories for recycling.

The Group has created new green health office. "Safe", "healthy", "environment-friendly" and "energy-saving and emission-reducing" are widely adopted in daily operation to promote green buildings in order to help making the city a better place.

環境及天然資源(續)

為保護環境，張記花園就其回收的盆栽植物及植物廢料而採用的環保措施如下：(i)重用塑膠或竹製支撐棒；(ii)在仍可作銷售的情況下在客戶的場地重用所有以玻璃纖維、塑膠、玻璃、瓷器及陶器等物料製造的容器；(iii)在陽光下曬乾從植物盆栽中回收的泥土，並按所需比例與砂土及／或栽培土壤混合以用於各種用途；及(iv)切割及曬乾多數來自聖誕樹的堅硬原木，並用於製作籬笆或送往回收廠作回收。

本集團已打造全新的綠色健康辦公室，將「安全」、「健康」、「環保」及「節能減排」的理念廣泛融入日常營運中，以推廣綠色建築，令城市成為更美好家園。



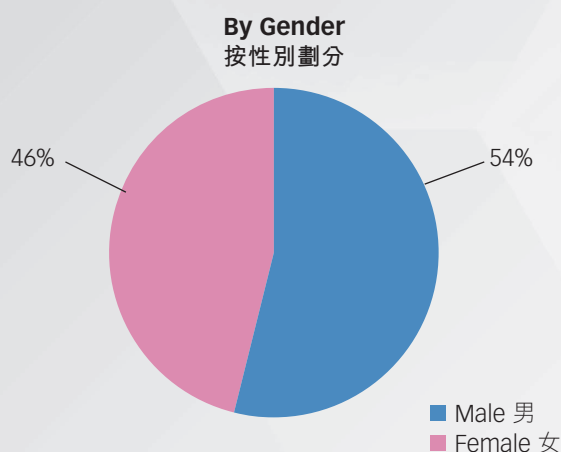
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EMPLOYMENT

The Group emphasises on developing human resources and provides competitive remuneration and welfare packages. Promotion opportunities and salary increments are benchmarked against individual performance. Employees are entitled to different kinds of leaves and benefits such as birthday leave, sick leave, marriage leave, maternity leave, jury service leave, examination leave, compassionate leave, hospitalisation leave etc. and medical insurance coverage in accordance with local laws and regulations.

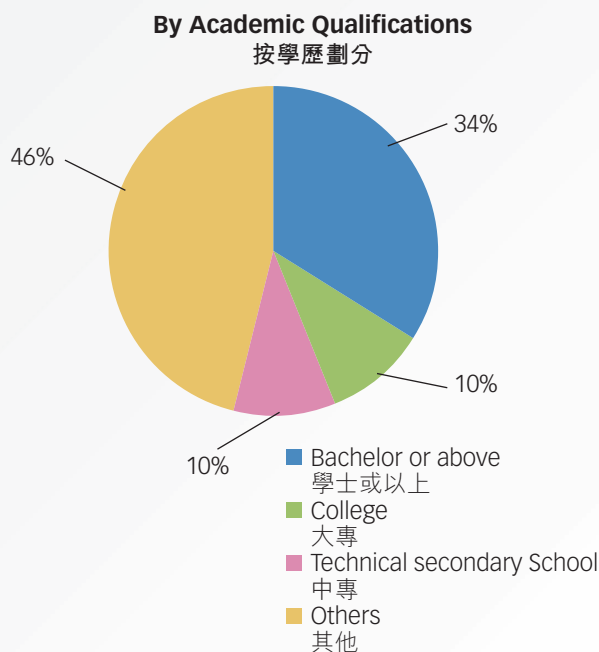
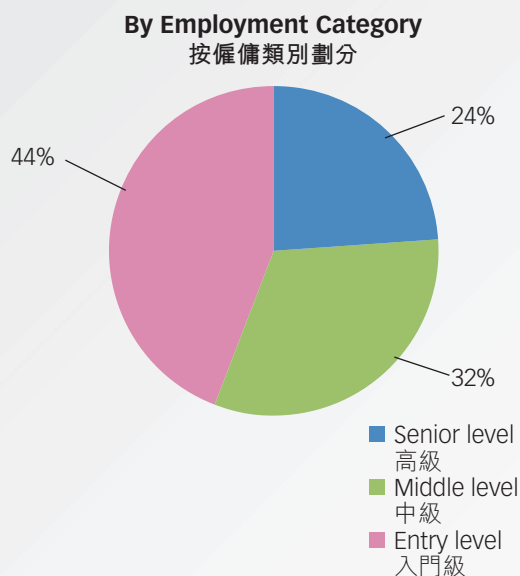
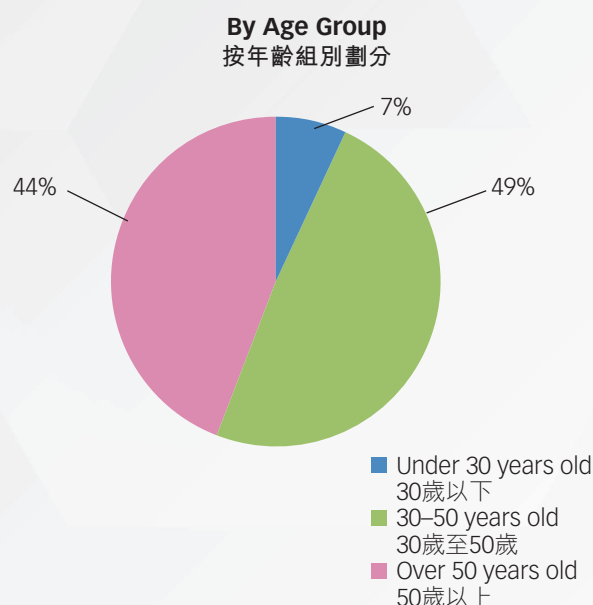
Distribution of Workforce classified by Different catalogues



僱傭

本集團重視發展人力資源及提供富競爭力的薪酬和福利待遇，並根據個人表現給予晉升機會及加薪。根據本地法例及規例，僱員有權享有生日假、病假、婚假、產假、陪審團假、考試假、恩恤假、住院假及醫療保險等各種假期及福利。

按不同類別劃分的員工分佈



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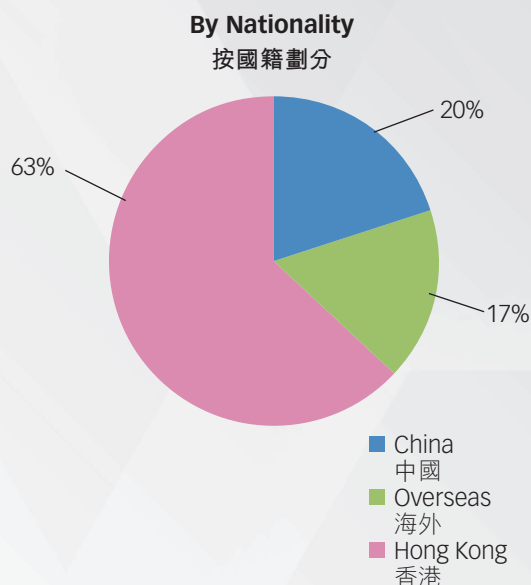
二零一七年環境、社會及管治報告

EMPLOYMENT (CONTINUED)

Distribution of Workforce classified by Different catalogues (continued)

僱傭(續)

按不同類別劃分的員工分佈(續)



The Group emphasises on equal opportunities for all employees in respect of hiring, pay rates, training and development, promotion and other terms of employment. The Group is committed to providing a work environment that is free from any form of discrimination on the basis of ethnicity, gender, religion, age, disability or sexual orientation.

本集團注重在招聘、薪酬、培訓與發展、晉升及其他聘用條款方面為全體僱員提供平等機會。本集團致力提供一個不存在種族、性別、宗教、年齡、殘疾或性取向等任何歧視的工作環境。

The working hours for general employees are normally not more than 8 hours a day and 40 hours a week. Integrated computation of working hours is implemented with reference to the requirements of the Employment Ordinance of the Hong Kong.

一般僱員的工作時間通常不超過每天8小時及每週40小時。工作時間乃經參考香港僱傭條例規定綜合計算。

Treatment of employee's misconduct must be fair and reasonable in all of the circumstances. Misconduct may lead to a warning, and more serious misconduct may lead to a dismissal. Any acts of misconduct are to be reported to the human and administration department. In Year 2017, no incident of serious misconduct was identified.

僱員如有不當行為，在所有情況下均須公平合理地處理。一旦發現不當行為，將給予警告，而在嚴重的情況下，則予以解僱。任何不當行為均會向人力及行政部門報告。於二零一七年度，並無發現涉及嚴重不當行為的事件。

The Group has diversified cultures including the employees with different genders, ages, skills, educational backgrounds, industry experiences and other qualifications in order to achieve the most suitable composition and balance.

本集團擁有多元文化，包括聘用不同性別、年齡、技能、教育背景、行業經驗及其他資格的僱員，以達致最合適的組合及平衡。

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二零一七年環境、社會及管治報告

EMPLOYMENT (CONTINUED)

Compliance with relevant laws and regulations

The Group is not aware of any material non-compliance with the Employment Ordinance, Employee's Compensation Ordinance and other applicable laws and regulations that has a significant impact relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other benefits and welfare on the Group in Year 2017.

No non-compliance with law that resulted in significant fines or sanctions had been reported in Year 2017.

HEALTH AND SAFETY

The Group has maintained good indoor air quality within the properties as an important part of ensuring its residents enjoy a healthy, comfortable, and safe environment.

The Group places a high priority on securing health and safety of all its employees. The Group endeavor to protect them from work-related accidents or injuries and pledges full compliance with the relevant occupational health and safety in Hong Kong business.

Regular indoor cleaning services and pest control services are provided in Wanchai office.

The ICON prohibits smoking in all common areas at its managed areas. The Group pays particular attention to materials used in maintenance and repair works, and also prohibits the use of products and materials containing volatile organic compounds and formaldehyde. The maintenance contractors of The ICON clean air-conditioning filters and system coils regularly.

僱傭(續)

遵守相關法例及規例

於二零一七年度，本集團並不知悉與本集團在薪酬及解僱、招聘及晉升、工作時間、假期、平等機會、多元化、反歧視以及其他待遇及福利方面有關並構成重大影響的任何嚴重違反僱傭條例、僱員補償條例以及其他適用法例及規例的情況。

於二零一七年度，概無因違反法例而被判處重大罰款或處罰。

健康與安全

作為確保住戶享有健康、舒適及安全的環境之重要一環，本集團一直在其旗下的物業維持良好的室內空氣質素。

本集團將保障全體僱員的健康及安全列作重要的考慮。本集團致力保護僱員以免發生工傷事故，並承諾就香港業務全面遵守相關職業健康及安全法例。

灣仔辦事處已定期進行室內清潔及滅蟲。

The ICON管理範圍的所有公共區域內均禁止吸煙。本集團尤其關注維修及保養工程中使用的物料，並禁止使用含有揮發性有機化合物及甲醛的產品及物料。The ICON的維修承辦商會定期清潔空調隔塵網及系統盤管。

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HEALTH AND SAFETY (CONTINUED)

Cheung Kee Garden conducts the risk assessment of working environment for its employees regularly, the specific measures taken include: (i) the guidelines of protective clothing; (ii) the methods of safety use of tools and equipment; and (iii) the working practices for employees working in the hot environment.



健康與安全 (續)

張記花園定期為僱員進行工作環境風險評估，具體措施包括：(i)防護衣物指引；(ii)工具及設備的安全使用方法；及(iii)僱員在酷熱環境下工作的工作方式。



The health and safety of employees are the basis of ensuring the smooth operation. The ICON and Cheung Kee Garden (i) actively promote the safety strategy; (ii) continuously improve responsibilities; (iii) initially implement safety risk prevention and process control; and (iv) regularly provide for the safety training in order to strengthen the awareness for the employees at all levels.

During the Year 2017, one work related injury case was reported. The case was dealt in accordance with regulations concerning work injuries of employees and was resolved accordingly.

Compliance with relevant laws and regulations

The Group is not aware of any material non-compliance with the Occupational Safety and Health Ordinance and other applicable laws and regulations that has a significant impact on the Group relating to providing a safe working environment and protecting employees from occupational hazards in Year 2017.

No non-compliance with law that resulted in significant fines or sanctions had been reported in Year 2017.

僱員的健康與安全是確保運作暢順的基礎。The ICON及張記花園(i)積極推廣安全策略；(ii)不斷提升責任感；(iii)初步實施安全風險防控及流程監管；及(iv)定期提供安全培訓，以加強各級僱員的意識。

於二零一七年度，我們報告了一宗工傷案例。該案例乃根據有關僱員工傷的規則作處理，並因而得到解決。

遵守相關法例及規例

於二零一七年度，本集團並不知悉與本集團在提供安全工作環境及保障僱員避免職業性危害方面有關並構成重大影響的任何嚴重違反職業安全及健康條例以及其他適用法例及規例的情況。

於二零一七年度，概無因違反法例而被判處重大罰款或處罰。

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DEVELOPMENT AND TRAINING

The Group strives to provide an environment where its employees can grow professionally and develop their career path that meets the long-term growth of their expectation simultaneously. In view of that, the Group encourages its staff to participate in the continuous learning activities especially the safety training programs. The Group also provides training to directors with regular reading materials to ensure that they keep abreast of the latest regulatory requirements, corporate governance practices, financial information and market trends.

The Group encourages relevant staff to participate external training at accredited professional institution during office hours such as seminar held by The Stock Exchange of Hong Kong Limited.

In addition, The ICON and Cheung Kee run training sessions for its relevant staff members in respect of product responsibilities. Orientation training is conducted for new employees, while refreshment trainings are provided for all employees on a regular basis.

發展及培訓

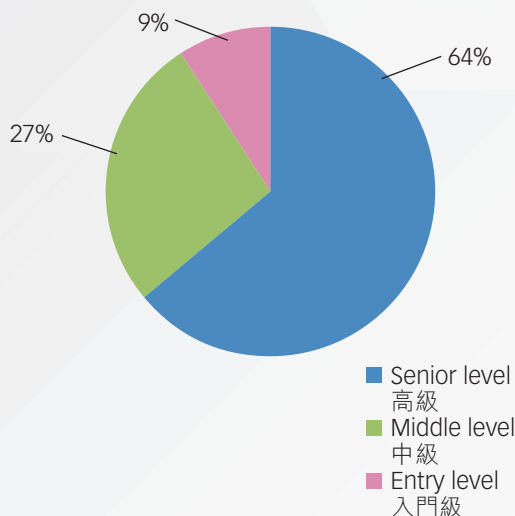
本集團致力提供一個良好的環境，讓其僱員可在專業方面有所成長及發展彼等的事業以同時滿足彼等實現長遠發展的期望。有鑑於此，本集團鼓勵其員工參加持續進修活動，尤其是安全培訓課程。本集團亦定期以提供閱讀材料為董事提供培訓，務求確保彼等緊貼最新的監管規定、企業管治常規、市場資訊及市場趨勢。

本集團鼓勵相關員工於辦公時間內在認可的專業機構參加外部培訓，例如香港聯合交易所有限公司舉辦的講座。

此外，The ICON及張記為相關員工舉辦產品責任方面的培訓課程。本集團為新僱員安排入職培訓，而所有僱員則定期接受再培訓。

By Average training hours

按平均培訓小時劃分



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LABOUR STANDARDS

The Group fully understands that exploitation of child and forced labour is universally condemned, and therefore takes the responsibilities against child and forced labour very seriously. The Group strictly complies with all laws and regulations against child and forced labour. Internal policies are also in place to ensure that no person who is underage or under coercion is hired and, if any such case is identified during the recruitment process, it will report to the relevant authorities.

Employment by the Group is based on the principle of fairness, openness and willingness. All individuals enter into employment contracts without acts of forced labour.

To prevent the exploitation of child, human resources department staff checks the identity card of permanent employees.

Compliance with relevant laws and regulations

The Group is not aware of any non-compliance with the Employment Ordinance, Employment of Children Regulations and other applicable laws and regulations relating to preventing child or forced labour on the Group in Year 2017.

No non-compliance with law that resulted in significant fines or sanctions had been reported in Year 2017.

SUPPLY CHAIN MANAGEMENT

The Group has the greatest respect for the laws and regulations that govern its business. The Group always adheres to good practices and conducts fair and unbiased procurement processes when dealing with suppliers.

The Group hires suppliers and contractors that have a demonstrable track record of performance satisfactory. The Group requires its suppliers to act responsibly and adhere to its environmental, social and governance standards. In situations where several companies can meet its project requirements, the Group will select those with a good reputation for being environmentally and socially responsible and/or that hold environmental certification. The Group offers its contractors encouragement and support in its efforts to further improve their environmental protection.

勞工準則

本集團深知僱用童工及強制勞工嚴重違反普世價值觀，因此竭力反對一切僱用童工及強制勞工的行為。本集團嚴格遵守所有針對僱用童工及強制勞工的法例及規例。本集團亦設有內部政策，以確保絕不僱用未成年或受脅迫的人士，而倘若在招聘過程中發現任何有關情況，將上報相關機構。

本集團本著公平、公開及自願的原則僱用員工。全體僱員均簽訂僱傭合約，並無強制勞工行為。

為防止僱用童工，人力資源部門的員工會核對長期僱員的身份證。

遵守相關法例及規例

於二零一七年度，本集團並不知悉與本集團在防止僱用童工或強制勞工方面有關的任何違反僱傭條例、僱用兒童規例以及其他適用法例及規例的情況。

於二零一七年度，概無因違反法例而被判處重大罰款或處罰。

供應鏈管理

本集團嚴格遵守規管其業務的法例及規例。本集團一直以良好慣例及公平公正的採購程序處理與供應商的交易。

本集團僱用的供應商及承辦商均擁有可證明的良好往績。本集團要求其供應商以負責任的方式行事，並堅守其環境、社會及管治標準。倘有多家公司符合本集團的項目要求，本集團會選擇在環保及社會責任方面具備良好聲譽及／或持有環保認證的公司。本集團鼓勵及支持其承辦商進一步改善彼等的環保表現。

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PRODUCT RESPONSIBILITY

The Group places a high priority to ensure customer satisfaction in terms of its products and services. Strenuous efforts are made to ensure compliance with the laws and regulations relating to product health and safety, labelling and privacy matters of the jurisdictions in which the Group operates. The Group requires its people to comply with the applicable governmental and regulatory laws, rules, codes and regulations. Policies about product quality and safety as well as compliance with laws and regulations are clearly communicated to its employees and service provider.

產品責任

確保客戶滿意產品及服務是本集團的優先目標。本集團致力確保其在產品健康與安全、標籤及私隱方面均遵守其經營所在司法權區的法例及規例。本集團要求其僱員遵守適用的政府及監管法例、規則、守則及規例。有關產品品質與安全的政策以及在遵守法例及規例方面情況已向僱員及服務供應商清楚闡明。



The ICON has conducted regular maintenance and renovation works to ensure residents continue to enjoy a high-quality living environment. The ICON has also strengthened security by increasing the number of patrols and enhancing property entrance controls.

The ICON已定期進行維修保養及翻新工程，以確保住戶繼續享有高質素的生活環境。The ICON亦已透過增加巡查次數及加強物業出入管制，提升保安水平。

Cheung Kee disinfects all plants and ensures that all products are in good quality before they are delivered to our clients. To enhance after sales services, Cheung Kee undertakes to replace all subsided plants and undesirable products within the guarantee period.

張記對所有植物進行滅蟲工作，並在確保所有產品的品質良好後，方會向客戶交付產品。為改善售後服務，張記承諾於保質期內更換所有枯萎植物及不良產品。

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二零一七年環境、社會及管治報告

PRODUCT RESPONSIBILITY (CONTINUED)

Compliance with relevant laws and regulations

The Group is not aware of any material non-compliance with the relevant laws and regulations that has a significant impact relating to health and safety, labelling and privacy matters relating to products and services provided and methods of redress on the Group in Year 2017.

No significant fines had been reported in Year 2017.

ANTI-CORRUPTION

The Group has policy regarding bribery and corruption in any form or at any level. The Group's Bribery, Gifts & Entertainment Policy sets out its requirements and practices regarding the prevention, identification, and handling of any instances of alleged, proven bribery or corruption.

The Group has established a regular review process on its business practices and anti-corruption measures and guidelines, as well as reported improprieties investigation.

Moreover, the Company has adopted a whistleblowing policy which encourage our employees who have concerns about any suspected misconduct or malpractice within the Group to come forward and voices those concern.

Sound organisational structures and policies are in place in the Group to uphold a high standard of corporate governance and maintain an ethical corporate culture.

Compliance with relevant laws and regulations

The Group is not aware of any material non-compliance with the Prevention of Bribery Ordinance and other applicable laws and regulations that has a significant impact on the issuer relating to bribery, extortion, fraud and money laundering in Year 2017.

There was no legal case concerning corruption brought against the Group or its employees in Year 2017.

產品責任(續)

遵守相關法例及規例

於二零一七年度，本集團並不知悉與本集團所提供產品及服務的健康與安全、標籤及私隱事宜以及補救方法方面有關並構成重大影響的任何嚴重違反相關法例及規例的情況。

於二零一七年度，概無任何重大罰款。

反貪污

本集團設有禁止任何形式或任何層面的賄賂及貪污行為的政策。本集團的賄賂、饋贈及款待政策載有其就防止、識別及處理任何涉嫌及經證實涉及賄賂或貪污的事件採納的規定及做法。

本集團已定期檢討其業務慣例、反貪污措施及相關指引，以及調查被舉報的不當行為。

此外，本公司已採取舉報政策，鼓勵僱員對本集團內任何疑似不當或違規行為提出疑慮，並表達彼等的關注。

本集團設有健全的組織架構及政策，以維持高水平的企業管治及維繫符合道德水平的企業文化。

遵守相關法例及規例

於二零一七年度，本集團並不知悉在賄賂、勒索、欺詐及洗黑錢方面與發行人有關並構成重大影響的任何嚴重違反防止賄賂條例以及其他適用法例及規例的情況。

於二零一七年度，本集團或其僱員並無涉及有關貪污的法律訴訟。

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COMMUNITY INVESTMENT

The Group is committed to creating sustainable prosperity that brings long-term social and economic benefits for all stakeholders, particularly to maintain the relationship with interest groups which are relevant to business operation. This is realised by meeting the needs of the employees and then further extending the caring and services to their families and to the surrounding community.

Although the Group has not established and documented a specific community policy, social care is deep-seated in the Group's corporate culture. Employees are encouraged to participate in various charitable events and community service.

社區投資

本集團致力於創造可持續繁榮，為所有利益相關方帶來長期社會及經濟效益，特別是維持與本集團業務營運相關的利益群體的關係。為此，本集團滿足僱員的需要並將關愛及服務惠及彼等的家人及周邊社區。

儘管本集團尚未制定並明文記錄具體的社區政策，但社會關愛深深扎根於本集團的企業文化之中。本集團鼓勵僱員參與各類慈善活動及社區服務。

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Subject Areas, Aspects, General Disclosures 主要範疇、層面、一般披露	Section/Statement 章節／聲明	Page No. 頁次
ENVIRONMENTAL 環境		
Aspect A1 : Emissions 層面 A1 : 排放物		
General Disclosure 一般披露		
Information on below in relation to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste: 以下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的資料：		
(a) the policies; and 政策；及	As stated in the section of "Emissions". 如「排放物」一節所述。	5
(b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法例及規例	The Group is not aware of any material non-compliance with the relevant laws and regulations that has a significant impact relating to air and greenhouse gas emissions, discharges into water and land, generation of hazardous and non-hazardous waste of the Group in Year 2017. 於二零一七年度，本集團並不知悉與本集團在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方面有關並構成重大影響的任何嚴重違反相關法例及規例的情況。 No fines or non-monetary sanctions for non-compliance with relevant laws and regulations had been reported in Year 2017. 於二零一七年度，概無因違反相關法例及規例而被判處罰款或非金錢處罰。	8

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Subject Areas, Aspects, General Disclosures 主要範疇、層面、一般披露	Section/Statement 章節／聲明	Page No. 頁次
Aspect A2 : Use of Resources		
層面 A2 : 資源使用		
General Disclosure		
一般披露		
Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。 Note: Resources may be used in production, in storage, transportation, in buildings, electronic equipment, etc. 註: 資源可用於生產、儲存、運輸、樓宇、電子設備等。	As stated in the section of "Use of Resources". 如「資源使用」一節所述。	9
Aspect A3 : The Environment and Natural Resources		
層面 A3 : 環境及天然資源		
General Disclosure		
一般披露		
Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源構成重大影響的政策。	As stated in the section of "The Environment and Natural Resources". 如「環境及天然資源」一節所述。	12

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Subject Areas, Aspects, General Disclosures 主要範疇、層面、一般披露	Section/Statement 章節／聲明	Page No. 頁次
SOCIAL		
社會		
Aspect B1 : Employment		
層面 B1 : 僱傭		
General Disclosure		
一般披露		
Information on below relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare: 以下有關薪酬及解僱、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資料：		
(a) the policies; and 政策；及	As stated in the section of "Employment". 如「僱傭」一節所述。	14
(b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法例及規例	The Group is not aware of any material non-compliance with the relevant laws and regulations that has a significant impact relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other benefits and welfare on the Group in Year 2017. 於二零一七年度，本集團並不知悉與本集團在薪酬及解僱、招聘及晉升、工作時間、假期、平等機會、多元化、反歧視以及其他待遇及福利方面有關並構成重大影響的任何嚴重違反相關法例及規例的情況。 No non-compliance with law that resulted in significant fines or sanctions had been reported in Year 2017. 於二零一七年度，概無因違反法例而被判處重大罰款或處罰。	16

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Subject Areas, Aspects, General Disclosures 主要範疇、層面、一般披露	Section/Statement 章節／聲明	Page No. 頁次
Aspect B2: Health and Safety 層面 B2：健康與安全		
General Disclosure 一般披露 Information on below relating to providing a safe working environment and protecting employees from occupational hazards: 以下有關提供安全工作環境及保障僱員避免職業性危害的資料：		
(a) the policies; and 政策；及	As stated in the section of "Health and Safety". 如「健康與安全」一節所述。	16
(b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法例及規例	The Group is not aware of any material non-compliance with the relevant laws and regulations that has a significant impact on the Group relating to providing a safe working environment and protecting employees from occupational hazards in Year 2017. 於二零一七年度，本集團並不知悉與本集團在提供安全工作環境及保障僱員避免職業性危害方面有關並構成重大影響的任何嚴重違反相關法例及規例的情況。 No non-compliance with law that resulted in significant fines or sanctions had been reported in Year 2017. 於二零一七年度，概無因違反法例而被判處重大罰款或處罰。	17

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Subject Areas, Aspects, General Disclosures 主要範疇、層面、一般披露	Section/Statement 章節／聲明	Page No. 頁次
Aspect B3: Development and Training 層面 B3：發展及培訓		
General Disclosure 一般披露		
Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	As stated in the section of "Development and Training". 如「發展及培訓」一節所述。	18
Aspect B4: Labour Standards 層面 B4：勞工準則		
General Disclosure 一般披露		
Information on below relating to preventing child and forced labour: 以下有關防止童工或強制勞工的資料：		
(a) the policies; and 政策；及	As stated in the section of "Labour Standards". 如「勞工準則」一節所述。	19
(b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法例及規例	The Group is not aware of any non-compliance with the relevant laws and regulations relating to preventing child or forced labour on the Group in Year 2017. 於二零一七年度，本集團並不知悉與本集團在防止僱用童工或強制勞工方面有關的任何違反相關法例及規例的情況。 No non-compliance with law that resulted in significant fines or sanctions had been reported in Year 2017. 於二零一七年度，概無因違反法例而被判處重大罰款或處罰。	19

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Aspect B5: Supply Chain Management 層面 B5：供應鏈管理		
General Disclosure 一般披露		
Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	As stated in the section of "Supply Chain Management". 如「供應鏈管理」一節所述。	19
Aspect B6: Product Responsibility 層面 B6：產品責任		
General Disclosure 一般披露		
Information on below relating to health and safety, labeling and privacy matters relating to products and services provided and methods of redress: 以下有關所提供產品和服務的健康與安全、標籤及私隱事宜以及補救方法的資料：		
(a) the policies; and 政策；及	As stated in the section of "Product Responsibility". 如「產品責任」一節所述。	20
(b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法例及規例	The Group is not aware of any material non-compliance with the relevant laws and regulations that has a significant impact relating to health and safety, labelling and privacy matters relating to products and services provided and methods of redress on the Group in Year 2017. 於二零一七年度，本集團並不知悉與本集團所提供產品及服務的健康與安全、標籤及私隱事宜以及補救方法方面有關並構成重大影響的任何嚴重違反相關法例及規例的情況。 No significant fines had been reported in Year 2017. 於二零一七年度，概無任何重大罰款。	21

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Aspect B7: Anti-corruption 層面 B7：反貪污		
General Disclosure 一般披露 Information on below relating to bribery, extortion, fraud and money laundering: 以下有關防止賄賂、勒索、欺詐及洗黑錢的資料：		
(a) the policies; and 政策；及	As stated in the section of "Anti-corruption". 如「反貪污」一節所述。	21
(b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法例及規例	The Group is not aware of any material non-compliance with the relevant laws and regulations that has a significant impact on the issuer relating to bribery, extortion, fraud and money laundering in Year 2017. 於二零一七年度，本集團並不知悉在賄賂、勒索、欺詐及洗黑錢方面與發行人有關並構成重大影響的任何嚴重違反相關法例及規例的情況。 There was no legal case concerning corruption brought against the Group or its employees in Year 2017. 於二零一七年度，本集團或其僱員並無涉及有關貪污的法律訴訟。	21
Aspect B8: Community Investment 層面 B8：社區投資		
General Disclosure 一般披露 Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解發行人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。		
	As stated in the section of "Community Investment". 如「社區投資」一節所述。	22

