

**SHAW BROTHERS HOLDINGS LIMITED**  
**邵氏兄弟控股有限公司**

Incorporated in the Cayman Islands with limited liability

Stock Code 00953



**SHAW**  
**BROTHERS**



**2023** Environmental, Social  
and Governance Report

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# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## ABOUT THIS REPORT

### REPORT OVERVIEW

The Environmental, Social and Governance (the “**ESG**”) Report published by Shaw Brothers Holdings Limited (the “**Company**”, together with its subsidiaries, the “**Group**”) outlines how the Group fully implements the concept of sustainable development and fulfils the responsibility as a corporate citizen. The ESG Report covers the period from 1 January 2023 to 31 December 2023 (the “**Year**”), which describes the Group’s effort in fulfilling the principle of sustainable development and its performance in social and governance during the Year.

### REPORTING SCOPE

The ESG Report describes the environmental and social performance of the Group’s films, drama and non-drama production, as well as artiste and event management businesses during the Year and focuses on disclosing the key performance indicators of the main operating offices of the Group and its subsidiary, Tailor Made Production Limited. The ESG Report only covers the subsidiaries of the Group which, in the opinion of the directors of the Group, have a material impact on the performance or assets of the Group. For further information in relation to the Group’s corporate governance and financial performance, please refer to our annual report for the year ended 31 December 2023.

### REPORTING FRAMEWORK

The Group has prepared the ESG Report in accordance with the Environmental, Social and Governance Reporting Guide in Appendix C2 to the Listing Rules of The Stock Exchange of Hong Kong Limited (the “**Hong Kong Stock Exchange**”) and has complied with the “mandatory disclosure” requirements and “comply or explain” provisions therein.

### REPORTING PRINCIPLE

The Group attached great importance to the principles of materiality, quantitative and consistency in preparing this ESG Report, and has applied these reporting principles in the Environmental, Social and Governance Reporting Guide as the following:

**Materiality:** The content of the ESG Report is determined based on the stakeholder engagement and materiality assessment procedures. These include identifying ESG-related issues, collecting and reviewing opinions and suggestions from management and stakeholders, evaluating the relevance and importance of different issues, and compiling and verifying the reported content. The ESG Report covers key issues that are of concern to different stakeholders.

**Quantitative:** The ESG Report discloses quantitative environmental and social key performance indicators, so that stakeholders can fully understand the Group’s ESG performance. The standards, methods, reference materials and sources of data related to these key performance indicators are listed wherever appropriate.

**Consistency:** To maintain the comparability of the ESG Report between years, the Group adopts consistent reporting and calculation methodologies as far as reasonably practicable. In case of any changes in methodologies, explanation has been provided in corresponding sections.

### INFORMATION AND FEEDBACK

For details of environmental and corporate governance of the Company, please refer to Shaw Brothers Holdings Limited’s official website ([www.shawbrotherspictures.com](http://www.shawbrotherspictures.com)) and its annual report. The Company values your opinions on this report. Please feel free to contact the Company for any opinions or suggestions:

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# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## BOARD STATEMENT ON ESG

The Group believes that sound ESG principles and practices will increase investment value and provide long-term returns to stakeholders. In order to ensure the establishment of appropriate and effective ESG risk management measures and internal control systems, the Board of Directors (the “**Board**”) of the Company has appointed the Audit Committee to supervise ESG-related matters and work of the Group. The Audit Committee is responsible for monitoring and reviewing the compliance of ESG-related issues with laws and regulations, and regularly reviews the Group’s ESG performance. It is also responsible for the annual review of ESG-related information, and the assessment of the progress of the ESG work and the content and quality of the report.

During the Year, the Audit Committee has appointed a third-party professional consultant to assist in the management of the Group’s ESG matters, to conduct data collection and analysis, and to provide recommendations on the Group’s ESG performance. The professional consultant has also introduced the latest development on ESG reporting requirements in Hong Kong to the members of the Audit Committee in detail at regular meetings with the Audit Committee. The professional consultant assisted in collecting and analysing the opinions of stakeholders of the Group on ESG matters, and conducted materiality assessment. The assessment results were reviewed by the Audit Committee to identify material issues of the Group. The Board is responsible for regularly reviewing the communication channels of stakeholders to ensure that the Company maintains effective communication with stakeholders.

In order to effectively lead the ESG process of the Group, the Audit Committee continuously monitors the ESG work. Effective communication channels have also been established among departments to ensure close cooperation among them to jointly achieve the goal of operational compliance and social responsibility. The Board has been keeping itself informed of compliance with ESG-related issues through meetings, thematic presentations and other relevant communication channels. The Board has also made progress in meeting the ESG goals, reviewed the Group’s ESG performance at regular ESG meetings and in the course of preparing the annual ESG report, and formulated the future development direction of ESG. It also implements policies to improve, maintain and rectify the Company’s performance on ESG-related issues in order to attain the goals set by the Board and formulate the future development direction of ESG.

## STAKEHOLDER ENGAGEMENT

The Group believes that the participation and continuous support of our stakeholders play a pivotal role in our long-term development, and effectively promote us to better understand the current status of our development at the environmental and social levels. We communicate with stakeholders to formulate the Group’s short-term and long-term sustainable development goals, and improve our sustainable development strategy and implement related goals. Therefore, we are committed to communicating with stakeholders in a diversified manner, allowing stakeholders from different areas and levels to express their opinions and make suggestions. We understand and respond to their expectations and requirements as far as possible, so as to enhance our performance in sustainable development strategies.

Stakeholders	Expectations and Requirements	Ways of Communication and Response
Government and regulatory authorities	<ul style="list-style-type: none"><li>• Compliance with national policies and laws</li><li>• Boosting local employment</li></ul>	<ul style="list-style-type: none"><li>• Regular meetings with regulatory authorities</li></ul>
Shareholders	<ul style="list-style-type: none"><li>• Operational compliance</li><li>• Enhancing corporate value</li><li>• Return on investment</li><li>• Information transparency and efficient communication</li></ul>	<ul style="list-style-type: none"><li>• Email, telephone communication and company’s website</li><li>• Shareholders’ meeting</li><li>• Announcements</li></ul>

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## BOARD STATEMENT ON ESG *(continued)*

### STAKEHOLDER ENGAGEMENT *(continued)*

Stakeholders	Expectations and Requirements	Ways of Communication and Response
Partners	<ul style="list-style-type: none"> <li>Operational integrity</li> <li>Fair competition</li> <li>Performing contracts according to laws</li> <li>Mutual benefit and win-win</li> </ul>	<ul style="list-style-type: none"> <li>Business communication</li> <li>Review and evaluation meetings</li> <li>Negotiation and cooperation</li> </ul>
Customers	<ul style="list-style-type: none"> <li>High quality products and services</li> <li>Performing contracts according to laws</li> <li>Operational integrity</li> </ul>	<ul style="list-style-type: none"> <li>Customer communication meetings</li> </ul>
Environment	<ul style="list-style-type: none"> <li>Energy conservation and emission reduction</li> </ul>	<ul style="list-style-type: none"> <li>Investigation, research and inspection</li> </ul>
Industry	<ul style="list-style-type: none"> <li>Promoting the development of the industry</li> </ul>	<ul style="list-style-type: none"> <li>Participation in industry forums</li> <li>Study visits</li> </ul>
Employees	<ul style="list-style-type: none"> <li>Occupational health</li> <li>Remuneration and benefits</li> <li>Protection of rights and interests</li> </ul>	<ul style="list-style-type: none"> <li>Employee communication meetings</li> <li>Company newsletter and intranet</li> <li>Training and workshops</li> </ul>
Community and public	<ul style="list-style-type: none"> <li>Participation in public welfare undertakings</li> <li>Information disclosure and transparency</li> </ul>	<ul style="list-style-type: none"> <li>Company's website</li> <li>Company announcements</li> <li>Media interview</li> </ul>

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## BOARD STATEMENT ON ESG *(continued)*

### MATERIALITY ASSESSMENT

In order to formulate ESG management policies clearly and effectively, the Group conducted a materiality assessment during the Year to identify ESG issues that are important to the Company's business and its stakeholders. This materiality assessment is based on the opinions of internal stakeholders, the analysis of opinions from third-party ESG professional organisations, and the materiality maps<sup>1</sup> provided by well-known external organisations. The results of this assessment also serve as a reference for the Group to strengthen internal management, and will increase the participation of different stakeholders in the future to collect their valuable and constructive opinions on the development of the Group. During the Year, the Group identified 7 material ESG-related issues, which will be discussed as key points in this report.

#### Material Issues

#### Related Sections

Employment compliance	<ul style="list-style-type: none"><li>• Employees' Rights, Remuneration and Benefits, Health and Safety</li></ul>
Remuneration and benefits	<ul style="list-style-type: none"><li>• Remuneration and Benefits</li></ul>
Diversity and equal opportunities	<ul style="list-style-type: none"><li>• Employees' Rights</li></ul>
Service quality	<ul style="list-style-type: none"><li>• Service Quality Management</li></ul>
Intellectual property protection	<ul style="list-style-type: none"><li>• Service Quality Management</li></ul>
Information and privacy security	<ul style="list-style-type: none"><li>• Service Quality Management</li></ul>
Anti-corruption	<ul style="list-style-type: none"><li>• Anti-corruption</li></ul>

## ENVIRONMENTAL PROTECTION

### EMISSION TREATMENT

Emissions from the Group's films, drama and non-drama productions as well as artiste and event management businesses are mainly derived from the operation of its back offices. As the Group did not own any vehicles or stationary sources involving fuel use, there was no emission of air or water pollutants during the Year. The Group's emissions mainly comprise greenhouse gases, which are primarily derived from the daily activities of the Group's operations and offices and business travel. Given that the Group operates in leased offices and the building management company is responsible for both water supply and discharge, the carbon emissions arising from freshwater and sewage processing are not included in total greenhouse gas emissions.

<sup>1</sup> The materiality maps referenced in the materiality assessment include the ESG Industry Materiality Map and the Materiality Map produced, respectively, by the Morgan Stanley Capital International (MSCI) and the Sustainability Accounting Standards Board (SASB).

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## ENVIRONMENTAL PROTECTION *(continued)*

### EMISSIONS

Indicators	2023	2022
Total greenhouse gas emissions (kg)	<b>10,192</b>	9,034
Scope 1 – Direct emissions (kg) <i>(Note (1))</i>	<b>0</b>	0
Scope 2 – Indirect emissions from energy (kg) <i>(Note (2))</i>	<b>7,039</b>	5,786
Scope 3 – Other indirect emissions (kg) <i>(Note (3))</i>	<b>3,153</b>	3,248
Total greenhouse gas emissions per employee (kg/employee)	<b>377.40</b>	322.65

#### Notes:

- (1) Scope 1 Direct emissions refer to direct emissions from businesses owned or controlled by the Group. During the Year, the Company had no direct emissions.
- (2) Scope 2 Indirect emissions from energy refer to indirect greenhouse gas emissions generated by the purchase or acquisition of energy by the Group. The Group's indirect greenhouse gas emissions only come from purchased electricity. The data disclosed is calculated based on the methodologies from Appendix 2: Reporting Guidance on Environmental KPIs published by the Hong Kong Stock Exchange and the emission factor provided by CLP Power Hong Kong Limited.
- (3) Scope 3 Other indirect emissions cover other indirect emissions that occur outside the Group. The Group's other indirect emissions come from waste paper dumped in landfills and emissions generated from business travel. The data disclosed is calculated in accordance with Appendix 2: Reporting Guidance on Environmental KPIs published by the Hong Kong Stock Exchange.

In addition to greenhouse gas emissions, we also produce a small amount of non-hazardous waste in daily office operation, mainly including office paper and general daily garbage. The Group strictly complies with the laws and regulations related to waste disposal and engages qualified companies to collect and transport all wastes to landfills.

### WASTES

Indicators	2023	2022
Total non-hazardous waste (kg) <i>(Note (1))</i>	<b>3,099</b>	2,825
Total non-hazardous waste per employee (kg/employee)	<b>114.78</b>	100.91
Total hazardous waste (kg) <i>(Note (2))</i>	<b>0</b>	0
Total hazardous waste per employee (kg/employee)	<b>0</b>	0

#### Notes:

- (1) Total non-hazardous waste is calculated based on the estimated daily amount of general office waste provided by the United States Environmental Protection Agency and the volume-to-weight conversion factor.
- (2) During the Year, the Group did not generate any hazardous waste.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## ENVIRONMENTAL PROTECTION *(continued)*

### CONSERVATION AND EMISSION REDUCTION

The Group continued to implement and strengthen measures on energy conservation and reduction of greenhouse gas emissions to make a significant contribution to greening the environment and relieving global warming, among others. The energy consumption of the Group mainly occurs in the use of electricity in our daily office operation, while the consumption of other resources includes the use of water and paper. The Group's business does not involve the use of any packaging materials. As the offices are leased by the Group, water consumption record is not able to be collected. During the Year, the Group did not have any problems related to sourcing water that is fit for purpose.

### ENERGY CONSUMPTION

Indicators	2023	2022
Total energy consumption (kWh) <i>(Note (1))</i>	<b>18,049</b>	14,836
Total energy consumption per employee (kWh/employee)	<b>668.48</b>	529.86

The Group recognises the importance of energy conservation and emission reduction, and has also formulated environmental goals at different levels. Therefore, the Group actively advocates and pursues the environmental protection policy of resource conservation and reduction in wastes and emissions in all aspects, so as to avoid waste of resources, reduce environmental pollution and increase production efficiency.

#### Aspects

#### Our goals

Emissions	Maintain and minimise greenhouse gas emissions
Wastes	Properly dispose of wastes generated in the operation process to reduce possible environmental pollution
Energy use	Ensure efficient use of energy resources
Water use	Enhance employees' awareness of water conservation <i>(Note (2))</i>

#### Notes:

- (1) Based on the actual consumption of electricity purchased by the Group.
- (2) Water consumption data is not able to be collected as the responsibility for water bills lies with the building management company.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## ENVIRONMENTAL PROTECTION *(continued)*

### Resource Conservation

1. Turn off lights during non-office hours and make full use of daylight for lighting purpose to avoid energy waste
2. Use energy-efficient lamps and keep lighting fixtures and electric lamps clean to maximise their energy efficiency
3. Set lighting switches with isolated control in different lighting zones
4. Clean air conditioner filters regularly to ensure their efficient operation
5. Under hot weather, allow employees to wear light clothing to reduce the use of air conditioners
6. Turn off electronic equipment completely during non-working hours and purchase electronic equipment with energy efficiency labels
7. Set computers to enter automatic standby/sleep mode when idle
8. Post water saving reminder stickers in each toilet

### Reduction in Wastes and Emissions

1. Use electronic communication technology to transmit information as far as possible to reduce the use of paper
2. Post signs at conspicuous places near printers to remind employees to choose double-sided printing mode and use recycled paper
3. Purchase printing paper containing recycled materials as far as possible
4. Reuse envelopes, binders, file cards and other stationery
5. Classify garbage to recycle waste paper, metal and plastic. Use recyclable toner/ink cartridges
6. Evaluate material consumption to avoid waste caused by excessive inventory
7. Use video/teleconference to replace unnecessary overseas business travel
8. Put green plants in the office area

### CLIMATE CHANGE

Responding to climate change and managing carbon emissions is one of the most pressing environmental issues in society at present, and is also a common responsibility of all walks of life. The Group understands the severity of global warming. Although we did not identify any major risks related to climate change during the Year, the Group has formulated corresponding work arrangements and measures in response to more frequent extreme weather conditions (such as typhoons, heavy rains, etc.) brought about by climate change in order to respond to unexpected severe weather conditions. The Group issues safety warnings in a timely manner to notify employees and staff working outside of the relevant special work arrangements to ensure their safety. In the future, the Group will continue to pay attention to climate change issues and regularly assess and monitor climate-related risks to optimise management.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## EMPLOYEE FIRST

### EMPLOYEES' RIGHTS

As the Group believes that high-quality employees with strong capacities can promote corporate operation and management, and enhance its results and performance, we always regard employees as our most important asset. The Group strictly complies with all labour laws in Hong Kong, including the Employment Ordinance, the Employees' Compensation Ordinance, the Occupational Safety and Health Ordinance and the Minimum Wage Ordinance, which protect the basic rights and interests of employees. In terms of talent recruitment, the Group recruits appropriate talents based on the principle of equality and openness. The Group carries out recruitment based on the actual needs of departments and does not tolerate any form of discrimination on grounds of the gender, sexual orientation, age, disability, race, nationality, religion, social class and other factors of the applicants. We offer equal interview opportunities to applicants who meet relevant job requirements on educational background, work experience, language ability and attitude. At the same time, we also advocate fairness and equality in the workplace and do not tolerate any form of discrimination.

The Group strictly prohibits the use of child labour and forced labour. We strictly abide by the relevant laws and regulations prohibiting the employment of children, and carefully check the applicant's identification documents such as ID cards, academic certificates, etc., to confirm whether the applicant's age, identity, education and appearance match with the supporting documents provided by him/her, so as to prevent all kinds of child labour. If any improper conduct is discovered, the Group will immediately investigate the case thoroughly. In order to ensure that employees have sufficient rest time, we implement a five-day workweek and never force employees to work overtime to avoid forced labour. If employees need to work overtime, we will provide employees with compensatory leave or allowances in accordance with relevant regulations and laws. In addition, the Group also seriously considers every dismissal and resignation. When an employee submits a notice for resignation, the representative of the human resources department will conduct an interview with him/her and understand the reason for his/her resignation, so as to identify and manage issues related to the employee turnover rate and further improve our internal management policy.

During the Year, the Group had a total of 27 employees under the reporting scope. The distribution of employees by different categories was as follows:

<b>Employment Indicators</b>	<b>2023 Number of employees (proportion)</b>	2022 Number of employees (proportion)
By gender		
Male	<b>8 (30%)</b>	6 (21%)
Female	<b>19 (70%)</b>	22 (79%)
By age		
Under 30 years old	<b>5 (19%)</b>	2 (7%)
30 to 50 years old	<b>18 (67%)</b>	25 (89%)
Over 50 years old	<b>4 (15%)</b>	1 (4%)
By geographical region		
Hong Kong	<b>27 (100%)</b>	28 (100%)
By employment type		
Full-time	<b>26 (96%)</b>	28 (100%)
Part-time	<b>1 (4%)</b>	0 (0%)

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## EMPLOYEE FIRST *(continued)*

### EMPLOYEES' RIGHTS *(continued)*

During the Year, the employee turnover rate of the Group by different categories was as follows:

Turnover Rate Indicators	2023	2022
By gender		
Male	57%	14%
Female	34%	4%
By age		
Under 30 years old	0%	29%
30 to 50 years old	47%	4%
Over 50 years old	40%	0%
By geographical region		
Hong Kong	40%	6%

### REMUNERATION AND BENEFITS

The Group not only complies with remuneration-related laws and regulations such as the Minimum Wage Ordinance, but also conducts annual reviews of the salary structure based on market conditions and the Group's performance. We provide employees with competitive remuneration packages and offer discretionary bonuses based on our results and individual employees' performance, so as to enhance employees' satisfaction and work morale on the whole while attracting more talents.

In terms of benefits, the Group offers statutory leaves, maternity leave, paid leave and annual leave, etc. based on the Employment Ordinance. Apart from the basic rights and interests as prescribed by laws, we also provide additional benefits to our employees. We purchase insurance (such as medical insurance) for our employees, and conduct annual reviews of the contents and scope of such insurance to ensure that our employees are properly protected. In addition, we provide employees with subsidies, such as transportation allowances. Furthermore, the Group focuses on the relationship between employees and employees' work-life balance. Therefore, we have set up an internal communication platform to improve the effectiveness of communication between employees and management. Besides, we regularly organise employee activities, such as festive dinners and parties to help them relax physically and mentally through different channels and establish harmonious relationships with others.

### TRAINING AND DEVELOPMENT

The Group attaches great importance to the continuing progress and development of its employees as the service quality of an enterprise depends on the efficiency and talent of its employees. In order to strengthen employees' understanding of related work areas, we not only provide our employees with on-the-job training and learning opportunities, but also encourage employees to participate in externally-organised seminars and sharing sessions. With respect to professional development, the Group regularly conducts work review and evaluation on its employees, and recognises and rewards employees for their contributions, work performance and skills, so as to identify outstanding talents and offer promotion opportunities. To ensure that our employees have enough room for development, we give priority to internal promotion before considering external recruitment.

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### EMPLOYEE FIRST *(continued)*

#### TRAINING AND DEVELOPMENT *(continued)*

During the Year, the training data of the Group was as follows:

Training Indicators	2023		2022	
	Average training hours of employees (hour)	Proportion of employees trained (percentage)	Average training hours of employees (hour)	Proportion of employees trained (percentage)
By gender				
Male	2.63	75	2.67	83
Female	2.32	68	1.50	55
By employee level				
Senior	1.78	56	1.63	63
Intermediate	2.88	88	3.20	100
Junior	2.60	70	1.33	47

#### HEALTH AND SAFETY

Healthy and energetic employees are the basis for maintaining the daily operation and even increasing the revenue of an enterprise. Hence the Group recognises the work safety of employees as the most important issue. The Group strictly complies with the Occupational Safety and Health Ordinance to ensure that its employees work in a safe environment. The Group has relevant internal policies that emphasise the importance of a safe and healthy working environment and provides employees with a safe working environment and working system, so as to ensure that the office and working environment comply with relevant legal requirements. At the same time, we provide employees with information, training, guidance and supervision in respect of work safety to protect employees from work-related injuries. In addition, we provide medical insurance for all employees to further protect them in case of illness or injury. The Group has established safety protection measures for high-risk jobs and provided employees with necessary protective equipment. In order to prevent any accidents in the offices, we promptly clean up any spilled liquid and debris, and prohibit anyone from smoking in the workplace. Under the Group's careful work arrangements, we did not have any work-related fatalities during the Year and in the past three years, and the number of lost days due to work injury was nil during the Year.

During the Year, the health and safety data of the Group was as follows:

Health and Safety Indicators	2023	2022	2021
Number of work-related fatalities (persons)	0	0	0
Rate of work-related fatalities (percentage)	0	0	0
Lost days due to work injury (days)	0	0	0

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## OPERATING PRACTICES

### SERVICE QUALITY MANAGEMENT

Contrary to general product manufacturing or other service industries, films, drama and non-drama productions as well as artiste and event management, which are the Group's principal activities, do not involve advertising, labelling and sales of products or services. In terms of service quality, the Group must actively seek and provide eligible artistes according to our customers' needs and requirements, to ensure that their activities or work will be performed best with appropriate artistes' involvement. The services provided by the Group do not affect the health and safety of our customers or artistes. Regarding the health and safety of artistes when attending the events of the Group's customers, we require our customers to provide our artistes with relevant insurance and be solely responsible for their health and safety. In case of any complaint about our service, we will carefully identify and analyse the causes and actively take measures for improvement. Under strict management, the Group did not receive any complaints during the Year.

In addition to complying with the relevant laws and regulations such as the Personal Data (Privacy) Ordinance, the Group endeavours to protect customers' information and privacy through various measures. For example, we collect and use customer information in a legal manner, and specify in the contract how the collected information will be used. All computer files in the office have been encrypted to prevent information leakage. When extracting important information, we also carefully consider the needs of our customers before deciding whether to provide the relevant information. Besides, the Group protects the personal information of employees and job applicants, and undertakes that such personal information is only used for employee selection, determination of remuneration and benefit package, staff administration and career development, and is never leaked out. Furthermore, the Group always attaches importance to the protection of copyright and intellectual property rights and promises not to commit plagiarism and copyright infringement under the framework of the Copyright Ordinance. The Group also only uses genuine software, and all software is in compliance with the licence agreement. If employees need to install any software, they shall apply to the Company to avoid infringement of the intellectual property rights of others.

### ANTI-CORRUPTION

The Group is committed to building an integrity and healthy enterprise system. It strictly implements relevant laws and regulations, including the Prevention of Bribery Ordinance, and formulates anti-corruption policies and code of conduct against conflicts of interests, bribery and unethical practice in business. It expressly requires employees to work with probity, and bans the abuse of power for unfair advantages as well as improper business practices. We have also established a corruption reporting system. Once employees become aware of bribery, corruption or any other non-compliance with the code of conduct which has occurred or is likely to occur, they should promptly report to the supervisors. The Group will ensure that the identity of the whistle-blower is kept confidential. Relevant employees will be subject to disciplinary action where such non-compliance is confirmed.

The Group has established a whistle-blowing policy to encourage and assist whistle-blowers to disclose possible misconduct, malpractice or irregularities through a confidential reporting channel. All reported cases are passed to the Audit Committee, which reviews the relevant complaints and determines the appropriate method of investigation and the corresponding rectifying action. Recommendations on improvements are communicated to the senior management of the respective department for implementation. All reported cases are handled by the Company with due care and the issues are investigated in a fair and proper manner, while the identity of the whistle-blower is kept confidential absolutely. The Group reviews the whistle-blowing policy and reported cases on regular basis to ensure that appropriate action is taken and identify the need for any further policy development.

In addition, the Group provided anti-corruption training to its employees during the Year, including case studies such as ethical dilemmas, leakage of customer information, difficult purchasing decisions and illegal kickbacks from suppliers. We provide anti-corruption guide to our employees to strengthen employees' professional code and better understand the anti-corruption and integrity standards to be observed when dealing with public officials. During the Year, the Group and its employees were not involved in any corruption lawsuit.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## COMMUNITY ENGAGEMENT

While focusing on the development of the principal businesses, the Group also pays attention to charity and always encourages its employees to actively participate in community welfare activities. In addition, we often arrange for artistes to join charity and community projects, aimed at helping charitable organisations or institutions to launch events and spread love in society. During the Year, the Group and artistes under its management have participated in and sponsored a number of charity activities in Hong Kong as follows.

Institution	Activity
1 The Community Chest of Hong Kong	Invited our artistes to attend the starting ceremony. The donations from the event were fully used to support Family and Child Welfare Services funded by the Community Chest
2 The Hong Kong Society for the Prevention of Cruelty to Animals	Supported the production of the SPCA Charity Calendars and the participation of our artistes and the pets in the event
3 Yan Chai Hospital	Sponsored the education department under the board of directors with more than 1,000 movie tickets, supporting the development of the cultural and artistic fields and enhancing the participants' understanding to the film and television industry.
4 Plan International	Participated in the fundraising event for a charity run co-organised with Cosmopolitan to promote the "Run for Girls!" in support of Save Girls from Child Marriage programme of Plan International in Bangladesh, and to fight for and promote girls' rights and justice
5 Hong Kong Police Force	Our artistes attended the launching ceremony held at ifc mall to promote the Animal Watchers Programme and pool together the efforts of animal lovers
6 Christian Family Service Centre (Kwun Tong)	Expressed warm wishes at the religious service of "Cherishing Love"
7 Food Angel in Kwun Tong	The mooncake distribution activity of "Sending Love and Care in Mid-Autumn Festival"
8 Hong Kong Golf Club	Donated HK\$30,000 to sponsor The Cup of Kindness Charity Event



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## APPENDIX I: CONTENT INDEX OF ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE

ESG Indicators	Overview	Section(s) in This Report	Page/Description
<b>Environmental</b>			
<b>A1 Emissions</b>	General Disclosure	Emission Treatment	5-6
A1.1	The types of emissions and respective emissions data.	Emission Treatment	5
A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions in total and, where appropriate, intensity.	Emission Treatment	6
A1.3	Total hazardous waste produced and, where appropriate, intensity.	Emission Treatment	7
A1.4	Total non-hazardous waste produced and, where appropriate, intensity.	Emission Treatment	7
A1.5	Description of emissions target(s) set and steps taken to achieve them.	Conservation and Emission Reduction	7-8
A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them.	Conservation and Emission Reduction	7-8
<b>A2 Use of Resources</b>	General Disclosure	Conservation and Emission Reduction	7-8
A2.1	Direct and/or indirect energy consumption by type in total and intensity.	Conservation and Emission Reduction	7
A2.2	Water consumption in total and intensity.	Conservation and Emission Reduction	7
A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	Conservation and Emission Reduction	7-8
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them.	Conservation and Emission Reduction	7
A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced.	N/A	The Company's business does not involve packaging materials.

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## APPENDIX I: CONTENT INDEX OF ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE *(continued)*

ESG Indicators	Overview	Section(s) in This Report	Page/Description
<b>A3 The Environment and Natural Resources</b>	General Disclosure	Conservation and Emission Reduction	7-8
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Conservation and Emission Reduction	7-8
<b>A4 Climate Change</b>	General Disclosure	Climate Change	8
A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them.	Climate Change	8
<b>Social</b>			
<b>B1 Employment</b>	General Disclosure	Employees' Rights	9-10
B1.1	Total workforce by gender, employment type, age group and geographical region.	Employees' Rights	9
B1.2	Employee turnover rate by gender, age group and geographical region.	Employees' Rights	10
<b>B2 Health and Safety</b>	General Disclosure	Health and Safety	11
B2.1	Number and rate of work-related fatalities occurred in each of the past three years.	Health and Safety	11
B2.2	Lost days due to work injury.	Health and Safety	11
B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Health and Safety	11

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## APPENDIX I: CONTENT INDEX OF ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE *(continued)*

ESG Indicators	Overview	Section(s) in This Report	Page/Description
<b>B3 Development and Training</b>	General Disclosure	Training and Development	10-11
B3.1	The percentage of employees trained by gender and employee category.	Training and Development	11
B3.2	The average training hours completed per employee by gender and employee category.	Training and Development	11
<b>B4 Labour Standards</b>	General Disclosure	Employees' Rights	9-10
B4.1	Description of measures to review employment practices to avoid child and forced labour.	Employees' Rights	9
B4.2	Description of steps taken to eliminate such practices when discovered.	Employees' Rights	9
<b>B5 Supply Chain Management</b>	General Disclosure	N/A	Identified as immaterial in the materiality assessment.
B5.1	Number of suppliers by geographical region.	N/A	Identified as immaterial in the materiality assessment.
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored.	N/A	Identified as immaterial in the materiality assessment.
B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	N/A	Identified as immaterial in the materiality assessment.
B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	N/A	Identified as immaterial in the materiality assessment.

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### APPENDIX I: CONTENT INDEX OF ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE *(continued)*

ESG Indicators	Overview	Section(s) in This Report	Page/ Description
<b>B6 Product Responsibility</b>	General Disclosure	Service Quality Management	12
B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	N/A	The Group's business does not involve products.
B6.2	Number of products and service related complaints received and how they are dealt with.	Service Quality Management	12
B6.3	Description of practices relating to observing and protecting intellectual property rights.	Service Quality Management	12
B6.4	Description of quality assurance process and recall procedures.	N/A	The Group's business does not involve products.
B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Service Quality Management	12
<b>B7 Anti-corruption</b>	General Disclosure	Anti-corruption	12
B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	Anti-corruption	12
B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Anti-corruption	12
B7.3	Description of anti-corruption training provided to directors and staff.	Anti-corruption	12
<b>B8 Community Investment</b>	General Disclosure	Community Engagement	13
B8.1	Focus areas of contribution.	Community Engagement	13
B8.2	Resources contributed to the focus area.	Community Engagement	13