



Skymission Group Holdings Limited 天任集團控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號 : 1429

2023/24

Environmental, Social and
Governance Report

環境、社會及管治報告

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環境、社會及管治報告

ABOUT THIS REPORT

Skymission Group Holdings Limited (hereafter, the “Company”) and its subsidiaries (collectively known as the “Group”, “we” or “us”) are pleased to present our Environmental, Social and Governance (“ESG”) Report. The content of this ESG Report herein focuses on providing an overview of the ESG performance of our major operations from 1 April 2023 to 31 March 2024 (the “Reporting Period”). The Group is an established formwork works subcontractor in Hong Kong with an operating history of over 20 years. The Group provides two kinds of formwork: (1) the traditional formwork works services to its customers by using timber and plywood; and (2) the system formwork works services by using aluminium formwork.

REPORTING FRAMEWORK

The ESG Report has been prepared in accordance with the ESG Reporting Guide under Appendix C2 to the Rules Governing the Listing of Securities (the “Listing Rules”) on the Stock Exchange of Hong Kong Limited (the “Stock Exchange”). Based on the reporting principles of materiality, quantitative, balance and consistency, the two ESG subject areas, namely Environmental and Social, are disclosed separately, highlighting the impacts of the operations of the Group in Hong Kong during the Reporting Period. We have also provided the ESG content index that includes the Key Performance Indicators (“KPIs”) for the ESG Reporting Guide.

During the preparation of this ESG Report, the Group has applied the following reporting principles as stated in the aforementioned ESG Reporting Guide:

Materiality 重要性	The Group conducts materiality assessment and reports relevant and significant issues that are important to stakeholders. 本集團進行重要性評估並報告對利益相關者而言屬重要的有關重大事宜。
Balance 平衡性	The Group strives to reveal an unbiased picture of the Group’s performance on relevant ESG issues, without selections and omissions or in any form of presentation formats that may inappropriately influence informed decisions or judgement by readers. 本集團致力於不偏不倚地呈報本集團有關ESG事宜的相關表現，避免可能會不恰當地影響讀者知情決策或判斷的任何選擇、遺漏或任何形式的呈報格式。
Quantitative 量化	The Group adopts international standards and emission factors as specified in the ESG Reporting Guide issued by the Stock Exchange in the computation of relevant KPIs to allow true and fair evaluation of the ESG performance of the Group. 本集團採用聯交所頒佈的ESG報告指引所載的國際標準及排放因子計算相關關鍵績效指標，以真實、公平地評估本集團的ESG表現。
Consistency 一致性	Unless otherwise stated, this ESG Report adopted consistent methodologies to allow for a fair comparison of our performance from time to time. Any changes in assumptions and methodologies will be duly disclosed. 除非另外說明，本ESG報告採用方法與過往一致，以便不時對我們的表現進行公平比較。假設及方法的任何變動將予以適當披露。

關於本報告

天任集團控股有限公司(以下簡稱「本公司」)及其附屬公司(統稱為「本集團」或「我們」)欣然提呈我們的環境、社會及管治(「ESG」)報告。本ESG報告的內容重點概述我們主要業務自二零二三年四月一日至二零二四年三月三十一日(「報告期間」)的ESG表現。本集團為香港一間具良好聲譽的模板工程分包商，擁有逾20年的經營歷史。本集團提供兩種模板：(1)透過使用木材及夾板向客戶提供傳統模板工程服務；及(2)透過使用鋁板提供系統模板工程服務。

報告框架

ESG報告乃根據香港聯合交易所有限公司(「聯交所」)證券上市規則(「上市規則」)附錄C2所載的ESG報告指引編製。根據重要性、量化、平衡性及一致性的報告原則，ESG兩大主要範疇(即環境及社會)已單獨披露，著重說明本集團業務於報告期間在香港的影響。我們亦已提供包含ESG報告指引的關鍵績效指標(「關鍵績效指標」)的ESG內容索引。

於編製本ESG報告期間，本集團採用上述ESG報告指引中所述以下匯報原則：

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This ESG Report also complies with the mandatory disclosure requirements and “comply or explain” provisions of the ESG Reporting Guide. It is recommended that this ESG Report is read in conjunction with the Group’s Annual Report 2024, in particular the Corporate Governance Report and Director’s Report.

SCOPE AND BOUNDARY

Unless otherwise specified, this report covers the Group’s ESG accomplishments and challenges during the Reporting Period. The scope of the ESG Report covers the operations of the Group in Hong Kong during the Reporting Period.

This ESG Report contains the ESG management policies and performance of the Group’s business activities in Hong Kong. The ESG KPIs data is gathered only from the operations under the Group’s direct operational control.

STATEMENT OF THE BOARD OF DIRECTORS

To ensure that the management is practiced accordance with our policies, the Board has established a management structure with the CEO and the ESG Committee assuming overall responsibility of monitoring and reviewing of ESG issues. The ESG Committee has the authority to gather relevant KPI data across departments with the supervision of the CEO of the Company for the compilation of management reports and put forward for the Board’s approval.

本ESG報告亦依從ESG報告指引的強制披露規定及「不遵守就解釋」條文。建議將本ESG報告與本集團二零二四年年報一併閱讀，尤其是企業管治報告及董事會報告。

範圍及界限

除非另有註明，本報告涵蓋本集團於報告期間在ESG方面的成就及挑戰。ESG報告的範圍涵蓋本集團於報告期間在香港的業務。

本ESG報告載明有關本集團於香港進行業務活動的ESG管理政策及表現。ESG的關鍵績效指標數據僅從本集團直接營運控制下的業務收集。

董事會聲明

為確保管理層按照我們的政策執行，董事會已建立由行政總裁以及ESG委員會全面負責監督及審查ESG事宜的管理架構。ESG委員會有權於本公司行政總裁的監督下跨部門收集相關關鍵績效指標數據，以編製管理報告並提交董事會審批。



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The Group established the ESG Committee pursuant to a resolution of the Directors passed on 7 September 2020 with written terms of reference and are posted on the Stock Exchange's website and the Company's website. The primary duties of the ESG Committee are to support the Board in implementing the ESG Policy and collect ESG data from different parties while preparing for the Group's ESG report for each financial year going forward. It also serves as a supportive role and would report directly to the Board regularly, and oversee and monitor in implementing measures to address the Group's ESG-related risks and responsibilities.

The ESG Committee consists of four members, namely Mr. Leung Wing Chun, Mr. Leung Yam Cheung, Mr. Leung Chau Ming and Ms. Wu Kin Yi. Mr. Leung Wing Chun is the chairman of the ESG Committee.

The Board of the Company has ultimate responsibility for ensuring the effectiveness of the Group's ESG policies. In order to carry out the Group's sustainability strategy from top to bottom, the Board has established certain dedicated teams to manage the ESG issues within each business division of the Group. Designated employees have been assigned to enforce and supervise the implementation of the relevant policies.

In response to climate change, the Board strives to monitor and review from time to time about the existing goals and visions to achieve reduction in emissions. We seek to review and refine the current risk management system to take into account any climate related risks inclusive but not limited to the inherent transition risks and physical risks.

The Recommendations of the Task Force on Climate-Related Financial Disclosures ("TCFD") has divided climate-related risks into two major categories: (1) risks related to the transition to a lower-carbon economy and (2) risks related to the physical impacts of climate change.

Accordingly, during the year, a review on the identification and assessment of climate change related risks have been conducted by the Board, to provide better understanding of our members on the current position and the potential refinement of data collection process could be suggested to ensure more meaningful disclosure on the relevant topics in the future.

本集團根據二零二零年九月七日通過的董事決議案成立ESG委員會，並訂定書面職權範圍，其登載於聯交所網站及本公司網站。ESG委員會的主要職責為協助董事會執行ESG政策及於編製本集團於其後財政年度各年的ESG報告時向各方收集ESG數據。其亦承擔協助職責及應定期直接向董事會報告以及監督並監控實施措施以應對本集團的ESG相關風險及責任。

ESG委員會由四名成員組成，即梁榮進先生、梁任祥先生、梁就明先生及胡健兒女士。梁榮進先生為ESG委員會主席。

本公司董事會負有確保本集團ESG政策富有成效的最終責任。為自上而下執行本集團的可持續發展戰略，董事會已成立若干專責小組，負責管理本集團各業務分部內的ESG事宜。本集團已指派專責人員負責執行及監督相關政策的實施。

為應對氣候變化，董事會全力監察並不時檢討現有目標和願景，以實現減排。我們力求檢討及完善目前的風險管理系統，以考慮到任何氣候相關風險，包括但不限於固有的過渡風險及實體風險。

氣候相關財務披露工作小組（「TCFD」）建議將氣候相關風險分為兩大類：(1)與過渡至更低碳經濟有關的風險及(2)與氣候變化實體影響有關的風險。

因此，於年內，董事會對氣候變化相關風險的識別及評估進行了檢討，使集團全人更加了解目前的情況，並可對數據收集過程提出改善建議，以確保日後相關主題的披露更有意義。

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The Board shall review the Group's ESG strategy based on operational development direction from time to time, with reference to relevant and material ESG issues that are of stakeholders' interests. The Board will also evaluate on ESG goals and targets on relevant KPIs set out by the ESG Committee as appropriate.

This ESG Report has been reviewed by the ESG Committee and approved by the Board of the Company. The ESG Report can be accessed at Company's website (<https://skymission.group/>) and the Stock Exchange of Hong Kong Limited's ("HKEX") (<https://www.hkexnews.hk>).

MATERIALITY ASSESSMENT

Assessment Process

A materiality assessment is the process of identifying, refining, and assessing the potential ESG related issues that could affect a business and/or its stakeholders. The process involved both employees of different levels and external stakeholders. They were identified based on their expertise and working relationship with the Group.

The materiality assessment process at the Group consists of the following sequential steps:

董事會應根據運營發展方向，參照利益相關者感興趣的相關且重大的ESG事宜，不時檢討本集團的ESG策略。董事會亦將酌情評估ESG委員會制定的相關關鍵績效指標的ESG目標及指標。

本ESG報告已經ESG委員會審閱，並由本公司董事會批准。ESG報告可於本公司網站 (<https://skymission.group/>) 及香港聯合交易所有限公司（「聯交所」）網站 (<https://www.hkexnews.hk>) 查閱。

重要性評估

評估過程

重要性評估乃識別、完善及評估可能影響商業機構及／或其利益相關者的潛在ESG相關事宜的過程。過程涉及各級員工及外部利益相關者，識別所述人士的基準為其專長及與本集團的工作關係。

本集團的重要性評估過程包括以下步驟，依次為：



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As identified by the materiality assessment, the ESG Report covers the overall performance, risks, strategies, measures and commitments of the Group in two major focus areas, being (1) Environmental and (2) Social. Material and relevant ESG issues are reported through the disclosure of relevant KPIs, targets and initiatives are as detailed in subsequent sections of this ESG Report.

經重要性評估所識別後，ESG報告涵蓋本集團於兩個主要重點領域（即(1)環境及(2)社會）的整體表現、風險、策略、措施及承擔。我們會透過披露本ESG報告之後章節中詳述的相關關鍵績效指標、目標及措施，匯報重大且相關的ESG事宜。

The following table summarises the identified ESG issues on materiality assessment carried out by the Group.

下表概述本集團所開展重要性評估的已識別ESG事宜。



Environmental 環境

- Use of resources
資源使用
- Emissions
排放



Social 社會

- Occupational Safety
職業安全
- Development and Training
發展及培訓
- Labour Standard & Employment
勞工準則與僱傭
- Supply Chain Management
供應鏈管理
- Anti-corruption
反貪污

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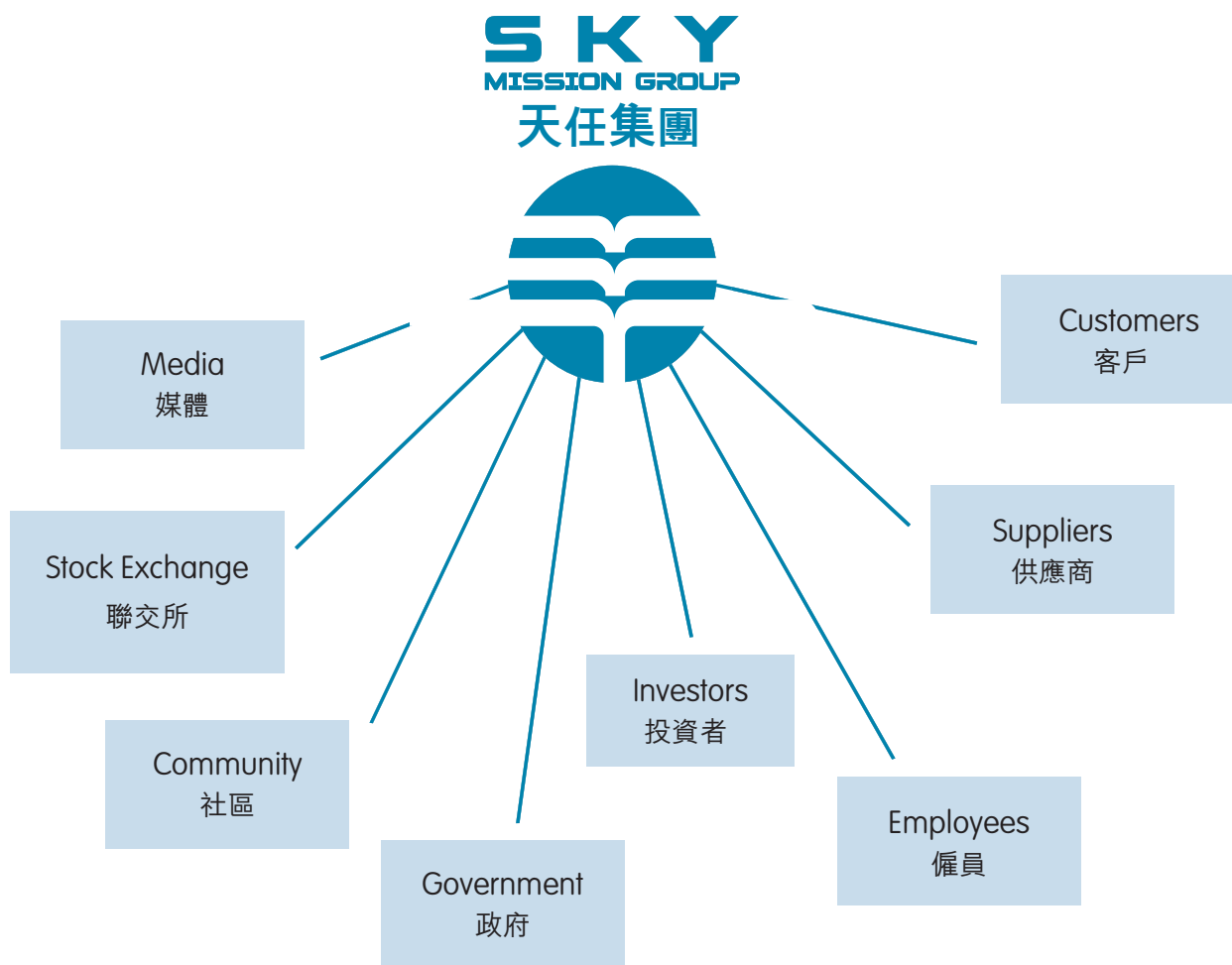
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STAKEHOLDERS ENGAGEMENT

As business activities conducted by the Group involves a variety of counter parties from upstream to downstream, we actively maintain communication with our stakeholders to accurately assess any potential ESG impacts to our business activities. Our basic policy is to focus on communication with our stakeholders and respond to the expectations. The following tables provide an overview of the Group's key stakeholders, their possible area of concerns and the means of communication.

利益相關者參與

由於本集團開展的業務活動涉及自上游至下游的多名交易對手，故我們積極與利益相關者保持溝通，以準確評估對我們業務活動的任何潛在ESG影響。我們的基本政策乃專注於與利益相關者的溝通並對相關期望作出回應。下表概述本集團的主要利益相關者、彼等可能關注的領域及溝通方式。



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Stakeholders 持份者	Possible areas of concerns 可能關注的議題	Communications 溝通
Customers 客戶	Work quality, fair and reasonable pricing, value of service, protection for the labour force, work safety and environmental protection 工作品質、公平合理定價、服務價值、勞工保護、工作安全及環境保護	Site visits and customer feedbacks 現場考察及客戶反饋
Suppliers 供應商	Payment schedule and supply stability 付款時間表及供應穩定性	Site visits and research 現場考察及調研
Employees 僱員	Employee rights, salaries, training and development, working hours, working environment and work safety 僱員權利、薪酬、培訓及發展、工作時長、工作環境及工作安全	Conducting team activities, training, interviews with employees, issue of employee manual, internal memorandum and suggestion box 開展團隊活動、培訓、員工訪談、發佈員工手冊、內部備忘錄及意見箱
Investors 投資者	Corporate governance, business strategies and performance and investment return 企業管治、業務策略及表現以及投資回報	Shareholders' meetings, issue of financial reports for investors, media and analysts 股東大會、為投資者、媒體及分析師刊發財務報告
Media 媒體	Corporate governance, environmental protection and human rights 企業管治、環境保護及人權	Posting of communications on the Stock Exchange's and Group's website 在聯交所及本集團網站刊發通訊
Governments 政府	Compliance with laws and regulations, social welfare and prevention of tax evasion 遵守法律法規、社會福利及避免逃稅	Interactions and visits, government inspections, tax returns and other information 互動及視察、政府檢查、報稅表及其他資訊
Stock Exchange 聯交所	Compliance with the Listing Rules, publishing of announcements in a timely and accurate manner 遵守上市規則、及時準確地刊發公告	Training, seminars, programmes, updating of website and announcements 培訓、研討會、計劃、網站更新及公告
Community 社區	Environmental, employment and community development, work safety and social welfare 環境、僱傭及社區發展、工作安全以及社會福利	Developing community activities and employee voluntary activities 舉辦社區活動及僱員義工活動

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1. ENVIRONMENTAL

The Group attaches importance to responsible environmental management and is committed to reducing the environmental impact of its business activities. We operate our business in an environmentally conscious manner and advocate for good practices in our relationship with stakeholders. We are dedicated to maintain a low level of energy consumption and emission in every single step. We also strive to enhance operational efficiency and carry out measures to reduce the impacts of our daily operations on the environment. The Group has made reference to relevant environmental rules and low-carbon measures suggested by relevant government departments and organizations, which is strictly adhered by the employees and subcontractors, these all demonstrates the Group's efforts in environmental protection.

During the Reporting Period, the Group has not identified any material non-compliance with relevant laws and regulations in Hong Kong relating to air and greenhouse gas ("GHG") emissions, discharges into water and land, and generation of hazardous and non-hazardous waste that would have a significant impact on the Group. Therefore, no penalty was imposed on the Group during the Reporting Period. The relevant laws and regulations include, but are not limited to the Air Pollution Control Ordinance (Chapter 311 of the Laws of Hong Kong), the Waste Disposal Ordinance (Chapter 354 of the Laws of Hong Kong), the Noise Control Ordinance (Chapter 400 of the Laws of Hong Kong), the Environmental Impact Assessment Ordinance (Chapter 499 of the Laws of Hong Kong) and the Public Health and Municipal Services Ordinance (Chapter 132 of the Laws of Hong Kong).

EMISSIONS

Exhaust Gas and GHG Emission

With the Group's primary business engaged in the formwork works business, there were no material and significant air pollution, noise pollution and water pollution produced by the Group at present. Despite the fact that noise pollution contributed by our business operation under the entire construction site was relatively insignificant compared to other construction processes within the construction site setting, the Group still adheres to strict practises as required by the Environmental Protection Department that all our powered mechanical equipment and construction works are only performed in Designated Area and from 7am to 7pm on weekdays. Construction noise permit will be duly obtained if any of our construction works were to be scheduled outside the prescribed time frame otherwise. Although GHG emissions are not identified as material to the Group, we strive to minimize resource consumption and encourage our employees to adopt environmental best practices across every business segment, so as to limit indirect emission of GHG.

1. 環境

本集團重視負責任的環境管理，致力於減少其業務活動對環境的影響。我們以環保的方式經營業務，並在與利益相關者建立關係的同時亦提倡良好的環保措施。我們致力於每一步中維持較低的能源消耗及排放水平。我們亦力求提高營運效益，並採取措施減少日常營運對環境的影響。本集團已參考相關政府部門及機構建議的相關環境規例及低碳措施，該等規例及措施獲僱員及分包商嚴格遵守，彰顯本集團於環保方面的努力。

於報告期間，就有關廢氣及溫室氣體（「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香港相關法律及規例而言，本集團並未發現對本集團產生重大影響的任何重大違規情況。因此，於報告期間，本集團並未受到任何處罰。相關法律及法規包括但不限於《空氣污染管制條例》（香港法例第311章）、《廢物處置條例》（香港法例第354章）、《噪音管制條例》（香港法例第400章）、《環境影響評估條例》（香港法例第499章）及《公共衛生及市政條例》（香港法例第132章）。

排放

廢氣及溫室氣體排放

由於本集團主要從事模板工程業務，故本集團現時並無產生任何重大及嚴重的空氣污染、噪音污染及水污染。儘管與施工現場的其他施工過程相比，我們於整個施工現場的業務營運所造成的噪音污染相對微不足道，但本集團仍嚴格按照環保部門的要求，我們所有的機動設備及建築工程僅在指定區域及工作日上午七時正至下午七時正進行。倘我們的任何建築工程在規定的時間範圍之外進行，我們將另行正式獲得建築噪音許可證。雖然溫室氣體排放未獲本集團識別為重大事宜，我們仍致力盡量減少資源消耗並鼓勵各個業務分類的僱員採納最佳環境實務，以限制溫室氣體間接排放。

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Air Emissions

Air pollutants, such as nitrogen oxides ("NOx"), sulphur oxides ("SOx"), respiratory suspended particles etc., are mainly generated from the use of vehicles and machinery through consumption of fuels. The Group does not own any private cars nor operate its own transportation team and the operation does not involve significant use of machinery, thus, no material air pollutants are produced by the Group.

GHG Emissions

The major source of the Group's GHG emissions were purchased electricity used (Scope 2) and paper consumed (Scope 3) at office. As the Group does not own any private cars nor generate electricity on site nor involve in any direct production process, there is no direct (Scope 1) GHG emission recorded. The Group has formulated relevant policies and internal control system to reduce GHG emissions generated from business activities. Conservation measures are adopted at head office to minimise electricity consumption.

GHG emissions recorded during the Reporting Period are as detailed below.

Year ended 31 March 截至三月三十一日止年度	Units 單位	2024 二零二四年	2023 二零二三年
Scope of GHG emissions 溫室氣體排放範圍			
Scope 1 範圍 1	kgCO ₂ e 千克二氧化碳當量	N/A 不適用	N/A 不適用
Scope 2 範圍 2			
Energy indirect emissions ("Purchased Electricity") 能源間接排放(「外購電力」)	kgCO ₂ e 千克二氧化碳當量	6,429	1,882
Scope 3 範圍 3			
Other indirect emissions ("Paper Consumption") 其他間接排放(「紙張消耗」)	kgCO ₂ e 千克二氧化碳當量	1,861	2,820
Total GHG emissions (Scope 2 & 3) 溫室氣體排放總量(範圍 2 及 3)	kgCO ₂ e 千克二氧化碳當量	8,290	4,702
Total GHG emission per floor area 單位樓面面積溫室氣體排放總量	kgCO ₂ e/sq. ft 千克二氧化碳當量/平方呎	4.96	1.75

大氣排放

使用車輛及機械時，燃燒燃料會產生空氣污染物(如氮氧化物、硫氧化物、呼吸懸浮顆粒物等)。本集團並無擁有任何私家車，亦未經營業自有運輸隊伍，且我們的營運不涉及使用大量機械，因此本集團不會產生重大空氣污染物。

溫室氣體排放

本集團溫室氣體排放的主要來源為辦公室的外購電力(範圍2)及紙張消耗(範圍3)。由於本集團並無擁有任何私家車，沒有現場發電，亦不涉及任何直接生產過程，因此並未記錄直接(範圍1)溫室氣體排放。本集團已制定相關政策及內部控制制度，以減少業務活動產生的溫室氣體排放。本公司總部採取節約措施，盡量減少用電量。

於報告期間內記錄的溫室氣體排放詳述如下。

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Notes:

- Scope 1 emissions come from direct GHG emissions from combustion of fuels in stationary or mobile sources (excluding electrical equipment) to generate electricity, heat or steam, which is not applicable to our business as we do not involve in direct production.
- Scope 2 emissions come from energy indirect GHG emissions from the generation of purchased electricity.
- Scope 3 emissions include other indirect GHG emissions that occur outside the Company such as emissions from paper waste disposed at landfills.
- Emissions for nitrogen oxides (NOx), sulphur oxides (SOx), and respirable suspended particulates (RSP) are not disclosed as the amount is insignificant.

Waste Management

Hazardous waste

Due to the business nature, the Group's operations does not directly generate hazardous wastes from its daily operations.

Non-hazardous waste

During the Reporting Period, non-hazardous wastes generated by the Group mainly come from construction wastes and other domestic wastes such as waste paper. Non-hazardous wastes produced by the Group include mainly general office waste, timber, plywood, aluminium, and steel that are used in the formworks.

There is no data available for construction wastes as these wastes are collectively shared, gathered, recycled, and discarded by the main contractor and subcontractors of the construction site.

The Group advocates the principle of "4Rs" via monitoring the selection of sustainable construction materials. We introduce re-usable and environmentally friendly materials to construction projects where feasible. Precast reusable formworks which are made up of aluminium alloy or steel were preferred to be employed for construction works over traditional timber formworks, as traditional timber ones have a lower reusability. In addition, worn out aluminium alloy and steel formworks can be scrapped and recycled with ease. These non-hazardous wastes were recycled and disposed of properly.

We are also committed to maintain a high standard for waste reduction and we focus on educating our employees on the importance of waste reduction. As a result, employees' waste management awareness has greatly improved.

附註：

- 範圍1排放來自固定或流動源（電力裝置除外）為產生電力、熱能或蒸汽而燃燒燃料的直接溫室氣體排放，由於我們不參與直接生產，因此不適用於我們的業務。
- 範圍2排放來自產生外購電力的能源間接溫室氣體排放。
- 範圍3排放包括本公司以外產生的其他間接溫室氣體排放，例如於堆填區棄置的廢紙。
- 氮氧化物、硫氧化物及可吸入懸浮粒子的排放量並不重大，故並無披露有關數據。

廢棄物管理

有害廢棄物

由於業務性質，本集團營運不會從日常營運中直接產生任何有害廢棄物。

無害廢棄物

於報告期間，本集團產生的無害廢棄物主要來自建築廢棄物及其他生活廢棄物（如廢紙）。本集團產生的無害廢棄物主要包括一般辦公廢棄物、用於模板的木材、夾板、鋁及鋼。

未能收集有關建築廢棄物的可用資料，乃由於該等廢棄物由建築工地的總承建商及分包商共同佔用、收集、回收及丟棄。

本集團通過監控可持續建築材料的甄選倡導「4R」原則。我們於可行情況下將可重覆使用的環保材料引入建築項目。由鋁合金或鋼製成的可重覆使用預製模板較傳統木材模板更適合用於建築工程，概因傳統木材模板的可重覆使用性較低。此外，鋁合金及鋼模板耗料可以輕鬆報廢並回收利用。該等無害廢棄物可妥善回收及處理。

我們亦致力於維持減少廢棄物的高標準，並專注於教育僱員了解減少廢棄物的重要性。因此，僱員的廢棄物管理意識得到大幅提高。

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In order to mitigate emissions and wastages produced in the business operation, the Group has implemented the following measures:

- Sourcing only Forest Stewardship Council ("FSC") certified plywood and timber from various local suppliers in Hong Kong, as they are woods from FSC certified forests, in which FSC helps achieve sustainable forest management in the world;
 - Reusing and recycling materials whenever applicable;
 - Seeking for new materials that are more environmental-friendly to replace plywood in the future;
 - Exploring the possibility to switch from traditional formwork (using timber and plywood) to system formwork (using aluminum and steel) since aluminum and steel are more environmental-friendly and can generally be reused by over 20 times in construction projects;
 - Using machinery (for instance, the forklifts) which complies with the Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation (Chapter 311Z of the Laws of Hong Kong) at all construction sites;
 - Spraying water on the surface of dusty materials before, during and after excavation; and
 - Washing vehicle to remove any dusty materials before leaving a site.
- 為減少業務營運中產生的排放及浪費，本集團已實施以下措施：
 - 僅自香港的多家本地供應商採購Forest Stewardship Council (「FSC」) 認證的夾板及木材，原因為相關木材來自經FSC認證的森林，FSC有助於在世界範圍內實現可持續的森林管理；
 - 於適用情況下重複使用及回收材料；
 - 未來尋求更環保的新材料替代夾板；
 - 探索自傳統模板(使用木材及夾板)轉換為系統模板(使用鋁及鋼)的可能性，原因為鋁及鋼更為環保，於建築項目中一般可重複使用20次以上；
 - 於所有建築工地使用符合《空氣污染管制(非道路移動機械)(排放)規例》(香港法例第311Z章)的機械(例如叉車)；
 - 於挖掘前、挖掘期間及挖掘後對有粉塵的材料表面噴水；及
 - 離開工地前清洗車輛以清除任何灰塵物質。

Energy Consumption

Since the Group does not own any private cars nor involve in any direct production, there is no direct energy consumption. The electricity consumption (indirect energy consumption) is mainly for office operations, as shown the following table.

Year ended 31 March 截至三月三十一日止年度	Units 單位	2024 二零二四年	2023 二零二三年
Energy consumption and intensity 能源消耗量及密度			
Electricity consumption 耗電量千瓦時	kWh	16,484	5,086
Electricity consumption per floor area 單位樓面面積耗電量	kWh/sq. ft 千瓦時／平方呎	9.87	1.90

能源消耗

由於本集團並無擁有任何私家車，亦不涉及任何直接生產過程，因此並沒有直接能源消耗。誠如下表所示，耗電量(間接能源消耗)主要用於辦公室運作。

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With an aim to reduce energy consumption and GHG emissions, the Group has implemented the following energy-saving measures:

- Considering power consumption as one of the evaluation criteria for purchasing electronic devices, and selecting electronic devices that consume less power;
- Preferring electronic equipment with Grade 1 energy efficiency labelling when acquisition requests are being made;
- Maintaining the electronic devices currently in use to ensure that the devices are operating properly and to prevent wastage of electricity due to faulty operation;
- Switching on air-conditioners only when the air temperature is above 28-degrees Celsius and they should be turned off 30 minutes before the end of office hour;
- Cleaning the air filter of the air conditioner regularly to prevent dust from accumulating and reducing the cooling performance of the air conditioner;
- Ensuring that all doors and windows are closed to prevent loss of cool air and increase the power consumption of air conditioners;
- Switching off all electronic equipments when they are not in operation; and
- Switching off unnecessary lighting facilities during the lunch time, and the last employee who leave the office must ensure that all lights are switched off.

為減少能源消耗及溫室氣體排放，本集團實行以下節能措施：

- 以耗電量作為購買電子設備其中一個評估標準，選擇耗電量較少的電子設備；
- 作出採購申請時優先考慮具有一級能效標識的電子設備；
- 維護當前使用的電子設備，確保設備正常運行，防止因錯誤操作造成電力浪費；
- 僅於氣溫高於攝氏28度時才開啟空調，並應於辦公時間結束前30分鐘關閉空調；
- 定期清洗空調的濾塵網，以避免灰塵累積及減低空調的製冷效能；
- 確保所有門窗已關閉，以防止冷空氣流失而增加空調的耗電量；
- 關閉所有不工作的電子設備；及
- 於午餐時間關閉不必要的照明設施，最後離開辦公室的僱員必須確保所有燈均已關閉。

Water Usage

The Group has complied with the Water Pollution Control Ordinance. During the Reporting Period, despite minimal water consumption utilised in the office, the charge of water consumption of the Group's offices was charged as part of our property management fees payable to the property management company and hence we are unable to collect the water usage information for the purpose of disclosure.

In order to save water and reduce the pollution of waste water, the Group has implemented the following efficiency measures:

- Prohibiting any wastage of water;
- Posting promotional posters and cards in prominent areas of the workplace to remind employees of saving water; and
- Promoting water-saving education and ideas of water-saving among our employees

Use of Packaging Materials

As the Group did not engage in any manufacturing or trading of goods, no packaging materials were used for our business operations.

用水

本集團已遵守《水污染管制條例》。於報告期間，儘管辦公室的用水量很少，本集團辦公室用水的收費為我們應付物業管理公司的物業管理費的一部分，因此我們無法就披露目的收集用水資料。

為節約用水及減少廢水污染，本集團實施以下增效措施：

- 禁止浪費水；
- 在工作場所的顯眼位置張貼宣傳海報、宣傳卡以提醒員工節約用水；及
- 於員工中間推廣節水教育及節水理念。

使用包裝材料

由於本集團並未從事任何商品製造或貿易業務，故我們的業務營運並無使用任何包裝材料。

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USE OF PAPER

Our current operations at office have resulted in our paper consumption contributing to a significant part of our carbon footprint. Thus, we have made determined efforts to promote digitalization.

The Group will invest in paperless processes and digital transformation in our workplace, and if possible, we avoid the printing of lengthy printed manuals for our projects.

Digitalisation of our documents storage system will be implemented by stages, targeting to reduce our consumption of paper in the future. We encourage our employees to reuse and recycle paper and promote double-sided printing.

USE OF RESOURCES

With challenges brought about by severe climate change globally, we are aware that optimizing the use of resources, including energy, water and other materials is critical to reduce carbon footprint. The Group adopts various energy conservation measures to achieve efficient utilization of energy resources and continually improve our employees' awareness in water/waste management.

紙張使用

我們目前於辦公室的運營導致紙張消耗佔我們碳足跡的大部分。因此，我們堅定不移地推進數碼化。

本集團將投資於我們工作場所的無紙化流程及數碼化轉型，並盡可能地避免為我們的項目列印冗長的印刷手冊。

我們將分階段實施文件存儲系統的數碼化，旨在減少我們未來的紙張消耗。我們鼓勵僱員重複使用及回收紙張，並推廣雙面打印。

資源使用

面對全球劇烈的氣候變化帶來的挑戰，我們意識到優化資源使用，包括能源、水及其他材料對減少碳足跡至關重要。本集團採取多種節能措施，實現能源資源的高效利用，不斷提高僱員的用水/廢棄物管理意識。

Consumption data comparison 消耗量數據比較

	2024 二零二四年	2023 二零二三年
Electricity (kWh) 電力(千瓦時)	16,484	5,086
Emission from use of electricity (tonnes CO ₂ e) 來自用電的排放量(噸二氧化碳當量)	6.43	1.88
Paper (kg) 紙張(千克)	388	588
Emission from use of paper (tonnes CO ₂ e) 來自用紙的排放量(噸二氧化碳當量)	1.86	2.82

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Initiatives

Major practices adopted in our office are summarized as follows:

措施

於辦公室採納的主要常規概述如下：

Aspects 層面	Major practices 主要常規
Energy Consumption 能源消耗	<ul style="list-style-type: none"> Air conditioning on only when above 28 degrees Celsius Turn off lights during off-hours Switch off all lighting, electrical appliances and office equipment when they are not in use Procure equipment with "Grade 1" energy labels issued by the Electrical and Mechanical Service Department ("EMSD") 僅可於攝氏28度以上開空調 於非辦公時間關掉照明 關掉所有非使用中的照明、電器及辦公室設備 購買獲機電工程署(「機電工程署」)發出「一級」能源標籤的設備
Water Conservation 節約用水	<ul style="list-style-type: none"> Put up water conservation signs in pantry to raise the awareness on water conservation 在茶水間張貼節約用水告示，提高節約用水意識
Use of Paper 紙張使用	<ul style="list-style-type: none"> Reuse and recycle paper, and promote double-sided printing Encourage the use of electronic mailing and electronic filing system 重用及回收紙張和鼓勵雙面打印 鼓勵使用電子郵件及電子檔案管理系統
Waste Reduction 減少廢物	<ul style="list-style-type: none"> Sourcing only Forest Stewardship Council ("FSC") certified plywood and timber from various local suppliers in Hong Kong Reusing and recycling materials whenever applicable Switch from traditional timber formwork to system aluminium and steel formwork Using environmentally compliant machineries (e.g. forklifts) at all construction sites Spraying water on the surface of dusty materials before, during and after excavation 僅自香港的多家本地供應商採購Forest Stewardship Council (「FSC」)認證的夾板及木材 於適用情況下重複使用及回收材料 自傳統的木材模板轉換為系統鋁及鋼模板 於所有建築工地使用符合環保規定的機械(例如叉車) 於挖掘前、挖掘期間及挖掘後對有粉塵的材料表面噴水

THE ENVIRONMENT AND NATURAL RESOURCES

The Group commits to minimize its impact on the environment as much as possible and we actively participate in seeking for ways to limit and recycle our waste to preserve the environment and enhance sustainability.

環境及天然資源

本集團承諾盡可能減少對環境的影響，並積極參與尋求限制及回收廢棄物的方法，以保護環境及提高可持續性。

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As a formwork works subcontractor, there is no significant consumption of natural resources except for timber, plywood and aluminium used in the formworks in which all these resources can be properly scrapped and recycled.

The Group engages in responsible procurement and we target to expand the amount of sustainable timber and plywood products handled and used for our business operations, driving the enhancement of environmental sustainability. We target to increase the ratio of FSC-certified or the Programme for the Endorsement of Forest Certification ("PEFC") certified plywood and timber products to be procured. In addition, we have successfully reduced the number of printouts in office by launching digitalization of document storage by stages, hoping to go "paperless" in the long run.

The Group's commitment to corporate and environmental responsibility has remained unwavering. We will continue to review our environmental policies and green practices from time to time.

CLIMATE CHANGE

Climate change is having an impact on the construction industry on the way new structures are built. The increasing severity in extreme weather and chronic issues such as flooding can severely impact the supply chain of the whole construction industry. An example of physical risk associated with extreme weather is the delay resulted in construction projects, which in the landscape of Hong Kong, would translate to substantial financial loss for projects that could not be completed on time.

It is expected that potential extreme weather conditions, global warming, sustained high temperature, and the change in environmental-related regulations will eventually change the working environment for all construction related industry players. As we are engaging in formwork business, a substantial part of our business operations still utilises traditional plywood for formwork works. Although these wastes have been properly recycled, the upstream lumbering of forest for the production of these timber products were considered one of the root causes for our global climate change. As such, we strive our best to play a part in reducing carbon footprint to society.

With respect to reducing the timber waste that we produce in the ordinary course of our business, despite that we have in place a thorough system for these waste to be recycled, the Group actively explores the possibility to switch from traditional formwork (using timber and plywood) to system formwork (using aluminium and steel) to reduce carbon footprint. For aluminium and steel are more environmental-friendly and can generally be reused by over 20 times in the construction project, thereby reducing carbon footprint.

作為模板工程分包商，本集團並未消耗大量天然資源，惟模板工程中使用的木材、夾板及鋁除外，所有該等資源均可適當銷毀回收。

本集團從事負責任的採購，且我們的目標為增加業務營運中處理及使用的可持續木材及夾板產品的數量，從而推動環境可持續性的提高。我們旨在提高經FSC認證或經森林認證體系認可計劃（「PEFC」）認證的夾板及木材產品的採購比例。此外，我們通過分階段啟動文件存儲的數碼化，成功減少辦公室的打印數量，希望長遠而言實現「無紙化」。

本集團對企業及環境責任的承諾始終堅定不移。我們將繼續不時檢討我們的環境政策及環保措施。

氣候變化

氣候變化對建造業興建新構築物的方式構成影響。日趨嚴重的極端天氣及慢性問題，例如水災，可嚴重影響整個建造業的供應鏈。與極端天氣相關的一個實體風險例子是建築項目的延誤，套用於香港的情況，即因未能按時完工而會招致巨大的經濟損失。

預期潛在極端天氣狀況、全球暖化、持續高溫及環境相關法規的變更最終將改變所有建築相關行業參與者的工作環境。由於我們從事模板業務，我們大部分業務營運中的模板工程仍使用傳統夾板。儘管相關廢棄物已獲妥善回收，但為生產相關木材產品而於上游砍伐森林被認為是全球氣候變化的根本原因之一。因此，我們仍致力為社會減少碳足跡盡一分力。

就減少我們於日常業務過程中產生的木材廢棄物而言，儘管我們可通過完善的系統回收該等廢棄物，但本集團仍積極探討由傳統模板（使用木材及夾板）轉為系統模板（使用鋁及鋼），以減少碳足跡。由於鋁及鋼更為環保，於建設項目中一般可重複使用20次以上，從而減少碳足跡。

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The Group has raised its awareness towards the risks and the potential impacts on the Group due to climate change and has identified the climate-related risks that may adversely impact the Group's operations and development, following the reporting framework by the Taskforce on Climate-Related Financial Disclosures ("TCFD").

本集團已加強留意氣候變化的風險及其對本集團可能造成的影響，並按照氣候相關財務披露工作小組（「TCFD」）的報告框架，識別可能對本集團的營運及發展構成不利影響的氣候相關風險。

The table below illustrates the various aspects of transition risks being identified, which includes policy and legal, market, technological, and reputational risks. Suggested mitigation to these risk are as follows:

下表說明各層面已識別過渡風險，包括政策及法律、市場、技術及聲譽風險。減緩該等風險的建議如下：

Transitional risks identified 已識別過渡風險	Mitigation 減緩方法
<p>Policy and legal</p> <p>The Hong Kong Government has determined to set medium-term goal as halving Hong Kong's total carbon emissions from 2005 levels before 2035 and obtain carbon neutrality by 2050. This would mean a further upgrade of emissions disclosure requirement to reporting entities, leading to greater exposure to non-compliance or litigation risks.</p>	<p>Conduct regular review and gap analysis to identify potential disclosure gap. Keep management and employees abreast of the latest disclosure requirement.</p>
<p>政策及法律</p> <p>香港政府決心將爭取在二零三五年前將碳排放總量從二零零五年的水平減半定為中期目標，並在二零五零年前達致碳中和。這意味著進一步提高對報告實體的排放披露要求，導致更大的不合規或訴訟風險。</p>	<p>進行定期檢討及差距分析，以識別潛在的披露差距。使管理層及僱員及時掌握最新的披露要求。</p>
<p>Market</p> <p>Government's commitment to adopt green buildings in the public sector would mean changing customer expectations and market demand on materials used.</p>	<p>More resources may be required for the strategy to cope with changing market demand and the sourcing of replacement material.</p>
<p>市場</p> <p>政府承諾在公營機構採用綠色建築，意味著客戶的期望及市場物料需求有所改變。</p>	<p>可能需要為此策略投放更多資源，以應付不斷變化的市場需求及替代物料的採購工作。</p>
<p>Technological</p> <p>Resources may be required for the research and development of more environmentally friendly material.</p>	<p>Planning the use of human resources on technological researches strategically to allow the business to achieve long term sustainability.</p>
<p>技術</p> <p>可能需要投放資源以研究及開發更環保的物料。</p>	<p>在技術研究上有策略地規劃人力資源的使用，使業務能夠長遠實現可持續發展。</p>
<p>Reputational</p> <p>Tightening of disclosure requirement would impose extra cost for head office. Further, increased litigation may cause reputational damage.</p>	<p>Adequate trainings and development provided to all employees.</p>
<p>聲譽</p> <p>收緊披露要求會為總辦事處帶來額外成本。此外，更多訴訟可能會造成聲譽上的損害。</p>	<p>為所有僱員提供足夠的培訓及發展。</p>

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Nonetheless, in order to help promoting environmental awareness among our employees, we often put up various notices to remind our employees of our “go green” initiatives. We also encourage our employees to take part in campaigns like “The Earth Hour” and Tree Planting Events organised by the Group to raise their awareness on climate change.

2. SOCIAL

OUR PEOPLE

The Group believes that employees are one of the most valuable assets and is vital to our sustainable development. We consider human resources management as an integral part of our overall business strategy to retain a leading and reputable industry position. We trust and respect our dedicated and highly competent workforce, and is committed to building a diversified and inclusive working environment for all employees and investing resources in order to attract, motivate and retain talents.

Additionally, we recognise that the health and safety of our employees, customers and the public is of utmost importance to the Group. Hence, we are committed to placing a high standard of safety management system to protect our front-line workers and employees while delivering quality projects. We continuously strive to promote health and well-being for our employees and the community at large.

EMPLOYMENT

We believe people are our most valuable asset of the Group and our core competitive advantage. As their employer, we are committed to establish a close and caring relationship with our people. This includes not only offering employees fair wages and benefits, but also enriching their lives through training and leisure activities and keeping them safe at work.

As a responsible employer, the Group complies with all relevant employment laws and regulations that have a significant impact on it, including but not limited to the Employment Ordinance (Cap. 57 of the Laws of Hong Kong), Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong), Factories and Industrial Undertakings Ordinance (Cap. 59 of the Laws of Hong Kong), Occupiers Liability Ordinance (Cap. 314 of the Laws of Hong Kong), Immigration Ordinance (Cap. 115 of the Laws of Hong Kong), Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong), Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong), Employees’ Compensation Ordinance (Cap. 282 of the Laws of Hong Kong) and Construction Workers Registration Ordinance (Cap. 583 of the Laws of Hong Kong).

儘管如此，為幫助提高僱員的環保意識，我們經常張貼各項通知，提醒僱員有關我們的「綠色環保」措施。我們亦鼓勵僱員參與本集團組織的「地球一小時」、植樹活動及其他活動，以提高彼等對氣候變化的認識。

2. 社會

我們的員工

本集團認為僱員乃本集團最寶貴的資產之一，對我們的可持續發展至關重要。我們將人力資源管理視為我們整體業務策略的組成部分，以保持領先及享有盛譽的行業地位。我們信任及尊重敬業、高質素的員工隊伍，致力於為所有僱員營造多元化、包容的工作環境，並投入資源以吸引、激勵及留住人才。

此外，我們認識到僱員、客戶及公眾的健康及安全對本集團而言屬至關重要。因此，我們致力於建立高標準的安全管理體系，以於交付優質項目的同時保護我們的一線工人及僱員。我們持續致力於促進僱員及整個社區的健康及福祉。

僱傭

我們認為員工乃本集團最寶貴的資產，亦是我們的核心競爭優勢。作為彼等的僱主，我們致力於與我們的員工建立密切、充滿關懷的關係。這不僅包括為僱員提供公平的薪金及福利，亦包括通過培訓及休閒活動豐富彼等的生活，並確保彼等於工作時的安全。

作為一名負責任僱主，本集團遵守對其有重大影響的所有相關僱傭法律及法規，包括但不限於《僱傭條例》(香港法例第57章)、《職業安全及健康條例》(香港法例第509章)、《工廠及工業經營條例》(香港法例第59章)、《佔用人法律責任條例》(香港法例第314章)、《入境條例》(香港法例第115章)、《最低工資條例》(香港法例第608章)、《強制性公積金計劃條例》(香港法例第485章)、《僱員補償條例》(香港法例第282章)及《建造業工人註冊條例》(香港法例第583章)。

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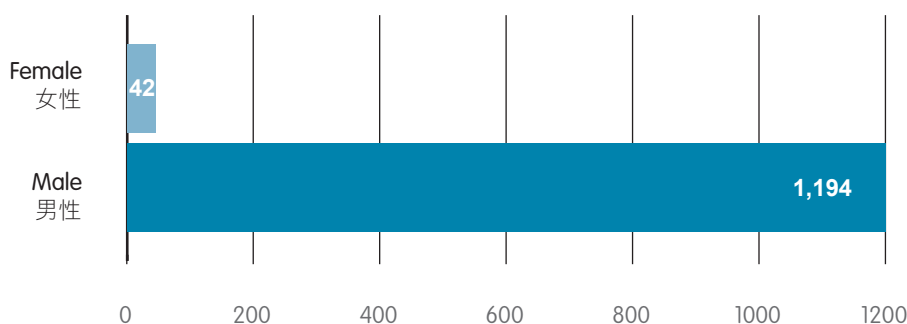
環境、社會及管治報告

During the Reporting Period, the total number of employees of the Group amounted to 1,236. All of our employees are local employees from Hong Kong, the employee profiles by gender and age are shown as follows:

於報告期間，本集團僱員總數為1,236人。我們的全部僱員均為香港本地員工，按性別及年齡劃分的僱員情況如下：

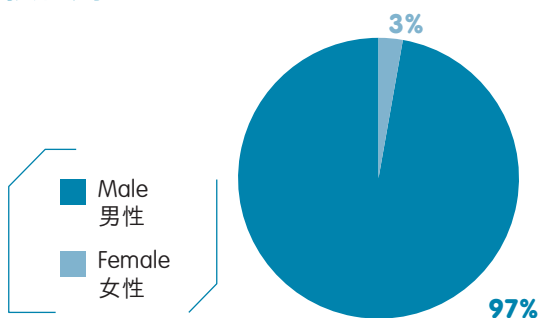
Total Workforce by Gender

按性別劃分員工總數



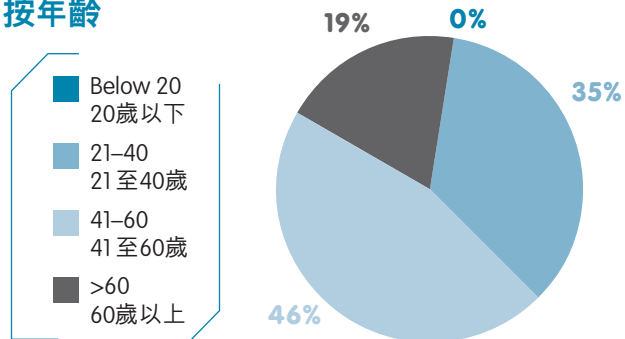
By Gender

按性別



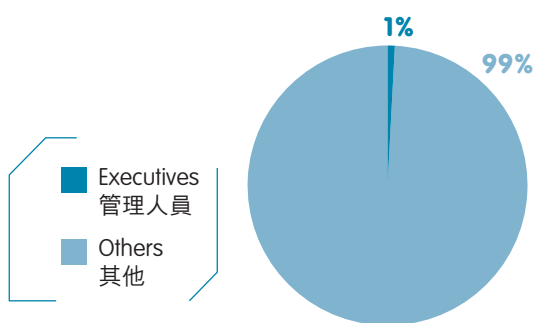
By Age

按年齡



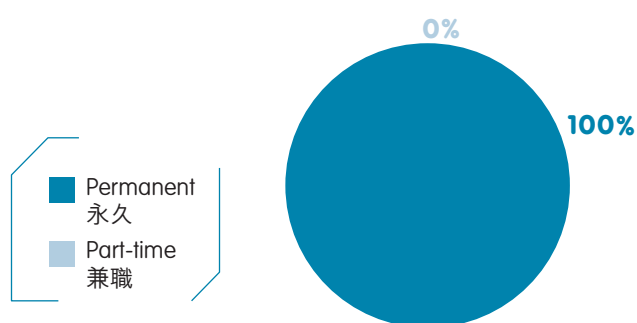
By Rank

按職級



By Employment Type

按僱傭類別



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環境、社會及管治報告

Welfare and Benefits

The Group has established a fair and reasonable remuneration policy, adhering to the principles of fairness, incentive and legality. For effective human resources management, the Group offers rewards (e.g. promotion) and inflicts punishments (e.g. warning and dismissal) according to the employees' performance and conduct. Employees are entitled to all statutory holidays, leave and welfare as stipulated in the relevant laws and regulations, including but not limited to paid maternity leave, marriage leave, compassionate leave and annual leave. In addition, the Group believes that maintaining a good work-life balance is vital to employees' physical and mental health. Thus, employees are never forced to work overtime.

Equal Opportunity, Diversity and Anti-discrimination

The Group always endeavours to provide a fair working environment where employees are treated equally and respectfully. All employees are assessed and remunerated based on their skills and competencies irrespective of their race, religion, gender, age and disability. Through the enforcement of the policy of prohibiting discrimination and harassment, the Group strives to create a workplace free of bullying, belittling and sexual harassment. These policies are documented in the Employee Handbook, and are strictly complied with relevant local laws and regulations, including but not limited to the Sex Discrimination Ordinance (Cap. 480 of the Laws of Hong Kong), the Disability Discrimination Ordinance (Cap. 487 of the Laws of Hong Kong), the Family Status Discrimination Ordinance (Cap. 527 of the Laws of the Hong Kong), and the Race Discrimination Ordinance (Cap. 602 of the Laws of Hong Kong). Any employees violating the Equal Employment Opportunity Policy and the Non-discrimination and Antiharassment Policy will be subjected to disciplinary actions up to termination of employment contract.

Recruitment and Remuneration Policies

Employees' professional skills and experience is a direct reflection of our quality of service. In such, we promote a fair, open, and non-discriminatory employee selection process. We provide a fair and safe workplace, promote diversity to our staff, and provide competitive remuneration, benefits and career development opportunities based on their merits and performance. To attract and retain the best candidates, we have developed a comprehensive remuneration, reward, and performance evaluation framework. The promotion of employees are determined by appraisal conducted regularly by the Group's management referencing to the staff performance. Promotions and pay raise are benchmarked across prevailing market rate to ensure employees are remunerated according to their market worth.

福利待遇

本集團秉承公平、獎勵及合法的原則，制定了一套公平合理的薪酬政策。為實現有效人事管理，本集團根據僱員表現及行為給予回報（例如晉升）及施以處分（例如警告及解僱）。僱員可享有相關法律及法規所規定的所有法定假期、假期及福利，包括但不限於有薪產假、婚假、恩恤假及年假。此外，本集團相信，保持工作與生活之間的平衡對於僱員的身心健康至關重要。因此，僱員從不會被強制加班。

平等機會、多元化及反歧視

本集團一直致力為僱員提供公平的工作環境，令彼等受到公平待遇及獲得尊重。全體僱員的評估及薪酬均按其技能及能力而定，而不論其種族、宗教、性別、年齡及殘疾。透過執行嚴禁歧視及騷擾的政策，本集團竭力創造一個零欺凌、貶損及性騷擾的工作場所。僱員手冊載有該等政策，且須嚴格遵守有關本地法律及法規，包括但不限於《性別歧視條例》（香港法例第480章）、《殘疾歧視條例》（香港法例第487章）、《家庭崗位歧視條例》（香港法例第527章）及《種族歧視條例》（香港法例第602章）。任何違反平等就業機會政策及反歧視與反騷擾政策的僱員，將面臨懲處，嚴重者終止僱傭合約。

招聘及薪酬政策

僱員的專業技能及經驗乃我們服務質量的直接體現。因此，我們提倡公平、公開及非歧視性的員工遴選流程。我們提供公平、安全的工作場所，推動員工多元化，並根據其長處及表現提供有競爭力的薪酬、福利及職業發展機會。為吸引及挽留最優秀的申請人，我們已制定全面的薪酬、獎勵及績效評估框架。僱員晉升乃由本集團管理層參照員工績效定期開展評估予以確定。晉升及加薪以現行市場比率為基準，以確保僱員根據其市場價值獲得報酬。

Dismissal Policies

Our Employee Handbook includes guidelines and policies for compensation and dismissals. The termination of employment contract is governed by internal policies to ensure all dismissals comply with relevant laws and regulations in Hong Kong. The Group strictly prohibits any kinds of unfair or illegitimate dismissals, and the management conducts face-to-face interviews with the resigned staff in order to understand employees' opinions.

During the Reporting Period, we did not identify material non-compliance against employment-related laws and regulations in Hong Kong, including but not limited to the Employment Ordinance (Cap. 57 of the Laws of Hong Kong), Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong), Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong) and Mandatory Provident Fund Scheme Ordinance (Cap. 485 of the Laws of Hong Kong).

The following illustrates the turnover rate by gender and by age. All employees of our Group are locally employed from Hong Kong.

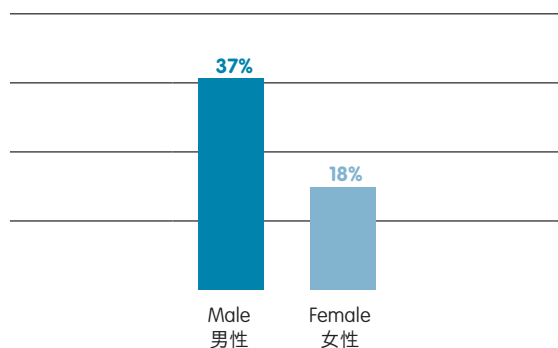
解僱政策

我們的員工手冊包含有關薪酬及解僱的指引及政策。僱傭合約的終止受內部政策規管，以確保所有解僱均符合香港的相關法律及法規。本集團嚴禁任何形式的不公平或不正當解僱，管理層與離職員工進行面談，了解員工的意見。

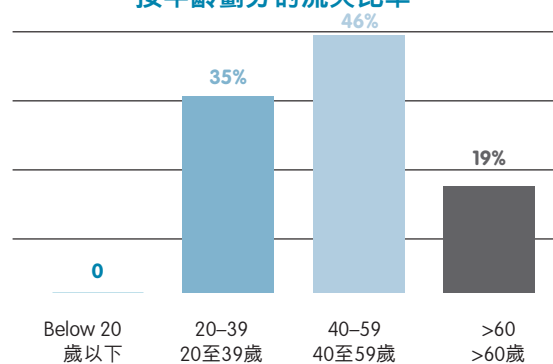
於報告期間，並無發現重大違反僱傭相關的香港法律及法規，包括但不限於《僱傭條例》（香港法例第57章）、《最低工資條例》（香港法例第608章）、《僱員補償條例》（香港法例第282章）及《強制性公積金計劃條例》（香港法例第485章）。

以下顯示按性別及按年齡劃分的流失比率。本集團所有僱員均受僱於香港本地。

Turnover Rate by Gender
按性別劃分的流失比率



Turnover Rate by Age
按年齡劃分的流失比率



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HEALTH AND SAFETY

The Group places emphasis on occupational health and work safety, and provide safety trainings to employees covering topics such as safety measures. Due to the nature of works in the construction sites, there are inherent risks of accidents or injuries. As such, the Group has established a safety management system, which is certified to be in compliance with ISO 45001 standards, to provide the employees with a safe and healthy working environment. The Group has also engaged external safety auditors to conduct safety audit on our safety management system in accordance with the requirements of the Factories and Industrial Undertakings (Safety Management) Regulations.

The Group prepares a safety plan for each project, which is conveyed to the employees before commencement of works. The purpose of the safety plan is to (i) assess and identify risks associated with the works and environments associated with each project; and (ii) formulate appropriate measures and works procedures for implementation. Additionally, the Group would have at least one registered safety officer to closely monitor the employees following the established safety policies and regulations when carrying out construction works. The safety officer also conducts regular site safety inspection and provide safety training to the employees. If there is any occurrence of work-related accident, the safety officer is also responsible to conduct accident investigation and report to the Executive Directors and customers. In the event of work-related injuries, the Group will take all necessary measures to make sure that proper medical care is offered to the respective employees.

During the Reporting Period, the Group has not identified any material non-compliance with relevant laws and regulations in Hong Kong relating to health and safety that would have a significant impact on the Group. The relevant laws and regulations include, but are not limited to the Occupational Safety and Health Ordinance (Chapter 509 of the Laws of Hong Kong) and the Employees' Compensation Ordinance (Chapter 282 of the Laws of Hong Kong).

健康與安全

本集團重視職業健康及工作安全，為僱員提供安全措施等主題的安全培訓。由於建築工地的工程性質，存在事故或受傷的固有風險。因此，本集團已建立安全管理系統，該系統經認證符合ISO 45001標準，為僱員提供安全、健康的工作環境。本集團亦已根據《工廠及工業經營(安全管理)規例》的要求，委聘外部安全審核員對我們的安全管理系統進行安全審核。

本集團為各項目編製安全計劃，並會於工程施工前向其僱員傳達。安全計劃旨在(i)評估及識別與各項目工程及環境有關的風險；及(ii)就實施制定適當的措施及工程程序。此外，本集團將設有至少一名註冊安全員，以密切監察僱員於開展建築工程時遵守既定安全政策及規例。安全員亦定期進行現場安全檢查，並為僱員提供安全培訓。倘發生任何與工作有關的意外事件，安全員亦有責任進行意外事件調查並向執行董事及客戶報告。倘發生工傷，本集團將採取一切必要措施確保為相關僱員提供適當的醫療護理。

於報告期間，本集團並無發現違反任何有關健康與安全且對本集團有重大影響的相關香港法律及法規的事件。相關法律及法規包括但不限於《職業安全及健康條例》(香港法例第509章)及《僱員補償條例》(香港法例第282章)。

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The Group is pleased to report that there was zero case of fatal injury during the Reporting Period and in each of the past three years including the Reporting Period. Total estimated lost days due to work injury amounted to approximate 5,760 days; and a total of 32 work injury cases were reported during the Reporting Period.

DEVELOPMENT AND TRAINING

The Group regards employees as the most valuable asset. Thus, the Group provides ongoing trainings to employees in relation to construction activities, including technical skills, knowledge and work safety. The Group believes that investing in employees through training helps promoting job satisfaction and employee loyalty. The trainings provide learning opportunities for the employees to enhance their competence, job skills, and knowledge in discharging their duties. It also helps employees in achieving their personal goals while aligning their personal development with the Company's goals.

The Group has established a performance appraisal system to enable our staffs to have a better understanding of their strengths, as well as to track progress against their career goals. We aim to unleash our employees' potential to the full and we ensure their dedication in professional development is well rewarded.

During the Reporting Period, 1,195 out of 1,236 (approximately 97%) of the Group's employees received training, with a total of 1,029 training hours.

本集團欣然呈報，於報告期間及於過去三年（包括報告期間）每年均無發生致命工傷個案。估計因工傷損失工作總日數為約5,760日及於報告期間錄得合共32宗工傷個案。

發展及培訓

本集團視僱員為最珍貴資產。因此，本集團向僱員提供有關建築活動的持續培訓，包括技術技能、知識及工作安全。本集團認為，透過培訓對員工進行投資有助提高工作滿意度及員工忠誠度。培訓為僱員提供學習機會，以提高彼等履行職責的能力、工作技能及知識，亦幫助僱員實現其個人目標，同時令其個人發展與本公司的目標保持一致。

本集團建立了績效考核體系，使員工能夠更好地了解自己的優勢，並根據職業目標跟蹤進度。我們旨在充分發揮員工的潛力，並確保彼等在專業發展方面的付出得到充分回報。

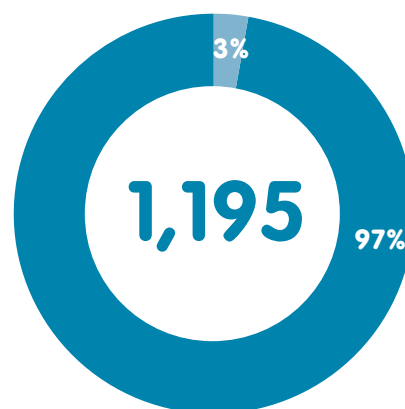
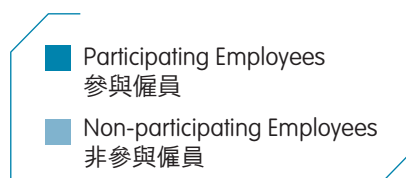
於報告期間，本集團1,236名僱員中有1,195名（約97%）已接受培訓，培訓總時數為1,029小時。

Training Participation

參與培訓

Participating Employees:

參與僱員：



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The percentage of employees trained by gender and by employee category are as follows.

按性別及按僱員類別劃分的受訓僱員百分比如下。

Category 類別	2024 % of employees trained 二零二四年 受訓僱員百分比
By Gender 按性別	
Male 男性	100%
Female 女性	0.9%
By Employee Category 按僱員類別	
Executives 管理人員	100%
Others 其他	97%

The average training hours completed per employee are as follows.

每名僱員完成的平均培訓時數如下。

Category 類別	2024 Average training hours completed per employee 二零二四年 每名僱員完成的 平均培訓時數
By Gender 按性別	
Male 男性	1.18
Female 女性	2.10
By Employee Category 按僱員類別	
Executives 管理人員	17.50
Others 其他	0.72

LABOUR STANDARD

The Group strictly abides the Employment Ordinance (Cap. 57 of the Laws of Hong Kong) and other related labour laws and regulations in Hong Kong to strictly prohibit any forced or child labour. If management discovers irregular employment of child labour forced labour, the Group will immediately terminate the contract, ascertains the causes and accountabilities. For new recruits, Human Resources Department inspects and obtains the copies of the workers' identification documents, including identity card, green card and construction workers registration card. The employment of forced and child labour is strictly prohibited.

During the Reporting Period, all employees were over the age of 18, and had been properly employed in accordance with the requirements of all applicable laws and regulations. No confirmed non-compliance incidents or grievances were noted by the Group.

The Group provides equal employment opportunity which is free from any form of discrimination or harassment. All employees are assessed based on their ability, job performance and contribution, irrespective of their nationality, race, religion, disability, sexual orientation, political opinion, gender, age or family status.

SUPPLY CHAIN MANAGEMENT

The value of well managed supply chain not only demonstrates corporate's ability to survive the competitive environment while maintaining the quality of service, it also ensures productivity and maximize performance. We believe that procurement responsibilities of our business should include its business partners as well as upstream supply chain in the long run to enhance sustainability and respond to disruptions.

The Group supports the purchase of environmentally friendly products to minimize the environmental impact caused by its business operations. The Group also closely cooperates with the suppliers to maintain the quality of products and services provided to the customers.

The Group has incorporated the supplier selection and assessment procedures in their Internal Control Procedure Manual. Purchasing Department of the Group is responsible for the supplier management and the suppliers are assessed based on various factors, including the delivery lead time, claim policies, production facilities and capacities, prices, communication system and efficiency, repair services, packaging ability, geographical location and environmental compliance.

勞工準則

本集團嚴格遵守《僱傭條例》(香港法例第57章)及香港其他相關勞工法律及法規，嚴禁任何強迫勞動或僱用童工。倘管理層發現任何僱用童工或強迫勞動的違規行為，本集團將立即終止其合約，查明原因並追究責任。就新入職僱員而言，人力資源部檢查工人身份證明文件，並獲取該等文件的文本，包括身份證、綠卡及建築工人登記卡。嚴禁強迫勞動及童工。

於報告期間，所有僱員均年滿18周歲，並已按照所有適用法律及法規的要求正式受僱。本集團並未發現任何已確認的違規事件或投訴。

本集團提供平等的就業機會，不存在任何形式的歧視或騷擾。本集團根據能力、工作表現及貢獻評估所有僱員，而不論其國籍、種族、宗教、殘疾、性取向、政見、性別、年齡或家庭狀況。

供應鏈管理

管理良好的供應鏈的價值不僅體現了企業在保持服務質素的同時，在競爭環境中生存的能力，還可以確保生產力和績效最大化。我們認為，從長遠來看，我們業務的採購責任應包括其業務合作夥伴以及上游供應鏈，以加強可持續性及應對中斷。

本集團支持購買環保產品，以使其業務營運產生的環境影響減至最低。本集團亦與供應商緊密合作，以維持向客戶提供產品及服務的質量。

本集團已將供應商選擇及評估程序納入其內部控制程序手冊。本集團採購部負責供應商管理，並根據交付間隔期、索賠政策、生產設施及能力、價格、通訊系統及效率、維修服務、包裝能力、地理位置及環境合規性等多種因素對供應商進行評估。

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Moreover, the Group closely monitors the performance of the existing suppliers and selects new suppliers based on defined criteria, such as quality, delivery time and cost, etc. The approved suppliers are evaluated on a regular basis by the Purchasing Department to ensure that the quality of products and services that the Group purchases are up to standard. Suppliers who are not up to standard for a prolonged period will be disqualified.

The Group adheres to fair operating practices through structured vendor selection processes, from screening criteria to identifying potential environmental and social risks along our supply chain. The Group tends to avoid suppliers who impose severe environmental and social impact, and ESG concerns has become one of our selection criteria upon vendor selection. Sustainable, fair trade and environmentally friendly products are preferred and procurement decision are not solely based on price concern.

For example, we only source FSC certified plywood and timber from various local suppliers in Hong Kong, as they are woods from FSC certified forests, in which FSC helps achieve sustainable forest management in the world. The Purchasing Department will take into account of the ESG concerns on the evaluation of suppliers each year, and ensure that our purchases are from suppliers who are up to standard.

Currently, the Group has 26 suppliers and all of the suppliers are located in Hong Kong.

QUALITY ASSURANCE

The Group places a heavy emphasis on the quality of services we provide to our customers. We aspire to maintain high level of service quality by considering customer needs and interest throughout our operations. The Group has set up the comprehensive procedures and guidelines to govern the quality control on the construction works performed, including the incoming materials control, in process control and work done control.

If any defect incoming materials are identified, the Site Operation Manager or Foreman would inform the Purchasing Department to negotiate with the supplier for a return or goods exchange depending on the required delivery schedule.

In-process control is carried out by the Site Operation Manager. Completed formwork construction would be thoroughly inspected before inviting the Main Contractor to carry out the final inspection.

此外，本集團按照質量、交付時間及成本等明確標準嚴密監控現有供應商的表現及挑選新供應商。採購部定期評估已核准的供應商，以保證本集團所購產品及服務的質量符合最新標準。長期未能符合最新標準的供應商會被剔除。

本集團透過健全的銷售商甄選程序，奉行公平的營運常規，有關甄選程序由篩選基準至識別我們供應鏈的潛在環境及社會風險。本集團傾向避免帶來嚴重環境及社會影響的供應商，對ESG的關注已成為我們甄選銷售商的甄選基準之一。首選可持續、公平貿易及環保產品，而採購決策不僅基於對價格的關注。

例如，我們僅向若干香港本地供應商採購經FSC認證的夾板及木板，因為他們是來自FSC認證森林的木材，而FSC可於其中幫助實現全球可持續森林管理。採購部門每年對供應商進行評估時將會考慮ESG方面的事宜，並確保我們的採購是來自符合標準的供應商。

目前，本集團擁有26家供應商及所有供應商均位於香港。

質量保證

本集團非常重視我們向客戶提供的服務質素。我們希望通過在整個運營過程中考慮客戶需求及興趣來維持高水準的服務質素。本集團已制定全面的程序及指引，以規管所進行建築工程的質量控制，包括來料控制、過程控制及完工控制。

倘發現任何瑕疵來料，地盤運營經理或管工將通知採購部與供應商協商，進行退貨或換貨，取決於所需的交付時間表而定。

過程控制由地盤運營經理執行。在邀請總承建商進行最終檢查之前，將全面檢查已完工的模板建造工程。

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The Chief Executive Officer will draw the Director's attention if the defects are done by similar human's mistakes or caused by inferior material item. The Director is responsible to take immediate action to improve such situation.

Complaints Handling Procedures

Customers' opinions and feedback help to drive continuous improvement of the Group and are vital to its pursuit of excellence. The Group makes every effort to promptly investigate and resolve all disputes and complaints lodged by the customers. Upon the receipt of a complaint, the responsible personnel will investigate the matter and appropriate action will be taken in a timely manner.

During the Reporting Period, there was no material complaint or damage claim on our product and service quality from our clients. There were no products sold or shipped subject to recalls for safety and health reasons and no related complaints were received.

Protection of Customers' Data

The Group places vast effort in protecting the privacy of our customers, partners and employees during the collection, process and use of personal data. The Group adheres to the relevant regulations, such as the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong); ensuring that customers' personal data is securely kept and processed only for the purpose of which it has been collected.

Intellectual Property Right, Advertising and Labelling

Given the nature of our business, our operations do not involve the use of intellectual property right owned by other parties. In addition, our business does not involve research and development, product packaging and labelling activities. We do not rely heavily on advertising and marketing. The Group will closely monitor the business environment to identify any significant risks in this area.

During the Reporting Period, the Group was not aware of any incidents of non-compliance with relevant regulations and codes concerning health and safety, advertising, labelling and privacy matters relating to the provision of the Group's products and services. Simultaneously, received no complaint or litigation due to violation of any national or regional laws and regulations in relation to the provision of commercial services.

倘瑕疵乃因類似的人為錯誤或劣質材料引起，行政總裁會提請董事注意。董事負責立即採取行動改善此情況。

投訴處理程序

客戶的意見和反饋有助於推動本集團的持續發展，對於追求卓越至關重要。本集團將全力以赴，迅速調查及解決客戶提出之所有爭議及投訴。接獲投訴後，負責人員將調查有關事項並及時採取適當行動。

於報告期間，我們的客戶並無對我們的產品及服務質素提出重大投訴或損害索賠。並無已售或已運送產品因安全與健康理由而須召回及並無收到相關投訴。

客戶資料的保護

本集團在收集、處理及使用我們客戶、合作夥伴及僱員的個人資料時投放重大的努力以保護其私隱。本集團遵守有關法規，例如《個人資料(私隱)條例》(香港法例第486章)；確保僅出於收集目的而安全地保留和處理客戶的個人資料。

知識產權、廣告及標籤

鑑於我們業務的性質，我們的業務不涉及使用其他方擁有的知識產權。此外，我們的業務不涉及研發、產品包裝及標籤活動。我們並不嚴重依賴廣告及營銷。本集團將密切監督業務環境，以識別該領域的任何重大風險。

於報告期間，本集團並未發現任何不遵守有關健康及安全、廣告、標籤及與本集團提供的產品及服務相關的私隱事宜的法規及規例的事件。與此同時，本集團並未由於違反任何有關提供商業服務的國家或地區法律及法規而收到任何投訴或訴訟。

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ANTI-CORRUPTION

The Group upholds fair and responsible procurement under our procurement policy which obligates suppliers to protect basic right of labour as well as prevention of corruption. We comply with the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) and other applicable anti-corruption laws and regulations. We endeavour to maintain sound corporate governance and risk management to protect the interest of our stakeholders. Our Code of Conduct provides guidance in relation to declaration of potential conflict of interests, business ethics, and prohibit our employees to solicit or accept any form of interests and gifts. Annual trainings on anti-corruption and potential conflict of interests were provided to directors and staff to ensure our stance on zero tolerance in corruption and bribery are well communicated.

The Group prohibits all forms of bribery and corruption, extortion, fraud and money laundering. We have in place an anti-corruption policy and it is clearly communicated to all employees.

The Group also has the whistle-blowing procedures in place for reporting any concerns about malpractices or improprieties. If employees have any relevant concerns, they can report to the Human Resources Manager, and CEO via email, telephone or letter. A full investigation will then be conducted, disciplinary action will be applied to the employees involved upon confirmation of the occurrence, and further legal action may be taken depending on the nature and particular circumstances of each case.

During the Reporting Period, there was no incident of non-compliance with the relevant laws and regulations that have a significant impact on the Group relating to corruption, bribery, extortion, fraud and money laundering.

反貪污

根據我們的採購政策，本集團堅持公平及負責任的採購，該政策要求供應商有義務保護勞工的基本權利及防止腐敗。我們遵守《防止賄賂條例》(香港法例第201章)及其他適用反貪污法律及法規。我們努力保持良好的企業管治及風險管理，以保護我們的利益相關者的利益。我們的行為守則提供有關潛在利益衝突聲明、商業道德及禁止僱員徵求或接受任何形式利益和饋贈的指引。我們為董事及員工提供了關於反腐敗和潛在利益衝突的年度培訓，以確保有效的傳達我們對腐敗及賄賂的零容忍態度。

本集團禁止一切形式的賄賂及腐敗、勒索、欺詐及洗黑錢。我們已制定反腐敗政策並明確傳達給僱員。

本集團亦建立有關舉報任何不法行為或不當行為事宜的舉報程序。倘發現任何相關事宜，僱員可通過電郵、電話或信件向人力資源經理及行政總裁舉報。隨後將展開全面的調查，如確認存在不法行為，將對涉事僱員施予紀律行動，亦可根據各個案件的性質及具體情況進一步採取法律措施。

於報告期間，並無違反有關貪污、賄賂、勒索、欺詐及洗黑錢且對本集團有重大影響的相關法律及規例的事件。

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COMMUNITY INVESTMENT

As a formwork subcontractor, a significant portion of our raw material utilised is timber and plywood. Although recycling procedures are in place and these materials have been duly taken care of, we, as a responsible corporate who have utilised natural timber resources, want to advocate constructive environmental awareness as much as possible. We wish to promote to our employees that everyone of us should take part in the conservation of our environment.

The Group is committed to active participation and support of the protection of environment and the promotion of health and safety, for the simple reason that both of these natural and people resources are essential to our success. We strive to enhance our ESG performance through raising employees' and subcontractors' awareness on environmental protection, and we aim to organise environmental protection related volunteer service regularly to contribute back to our society.

社區投資

作為模板工程分包商，我們使用的大部分原材料為木材及夾板。雖然已制定回收程序且該等原材料已經妥為處理，但作為一間使用天然木材資源的負責任的企業，我們希望盡可能多的倡導建設性的環保意識。我們欲向僱員宣傳，我們每個人都應該參與到保護環境的工作中來。

本集團致力於積極參與和支持保護環境及促進健康與安全的工作，全因天然及人力資源兩者皆對我們取得成功至關重要。我們努力通過提高員工及分包商的環保意識來提升ESG表現，目標為定期舉辦與環保有關的志願服務，以回饋社會。

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APPENDIX

附錄

THE ESG REPORTING GUIDE CONTENT INDEX OF THE STOCK EXCHANGE OF HONG KONG LIMITED

香港聯合交易所有限公司《ESG報告指引》內容索引

Subject Areas 主要範疇	Content 內容	Section in the ESG Report ESG報告章節
A. Environmental A.環境		
A1 Emissions A1排放物		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等問題的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Overview 概覽
KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Emissions 排放
KPI A1.2 關鍵績效指標A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 直接(範圍1)及能源間接(範圍2)溫室氣體排放(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	GHG Emissions 溫室氣體排放
KPI A1.3 關鍵績效指標A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Waste Management 廢棄物管理
KPI A1.4 關鍵績效指標A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Waste Management 廢棄物管理
KPI A1.5 關鍵績效指標A1.5	Description of emission targets set and steps taken to achieve them. 描述設定的排放量目標及為實現該等目標所採取的措施。	Energy Consumption; Use of Resources 能源消耗； 資源使用
KPI A1.6 關鍵績效指標A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction targets and steps taken to achieve them. 描述處理有害及無害廢棄物的方法，減廢目標及為實現該等目標而採取的措施。	Waste Management; Use of Resources 廢棄物管理； 資源使用

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Subject Areas 主要範疇	Content 內容	Section in the ESG Report ESG報告章節
A2 Use of Resources A2 使用資源		
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。	Use of Resources 資源使用
KPI A2.1 關鍵績效指標A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及/或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	Energy Consumption 能源消耗
KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	Not applicable. Explained in Section: Water Usage 不適用。章節說明：用水
KPI A2.3 關鍵績效指標A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述設定的能源使用效益目標及為實現該等目標所採取的措施。	Not applicable. Explained in Section: Water Usage 不適用。章節說明：用水
KPI A2.4 關鍵績效指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及設定的用水效益目標及為實現該等目標而採取的措施。	Not applicable. Explained in Section: Water Usage 不適用。章節說明：用水
KPI A2.5 關鍵績效指標A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	Not applicable. Explained in Section: Use of Packaging Materials 不適用。章節說明：使用包裝材料
A3 The Environment and Natural Resources 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造成重大影響的政策。	The Environment and Natural Resources 環境及天然資源
KPI A3.1 關鍵績效指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	The Environment and Natural Resources 環境及天然資源

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Subject Areas 主要範疇	Content 內容	Section in the ESG Report ESG報告章節
A4 Climate Change A4 氣候變化		
General Disclosure 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	Climate Change 氣候變化
KPI A4.1 關鍵績效指標A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	Climate Change 氣候變化
B. Social B. 社會 Employment and Labour Practices 僱傭及勞工常規 B1 Employment B1 僱傭		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Our People; Employment 我們的員工； 僱傭
KPI B1.1 關鍵績效指標B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	Employment 僱傭
KPI B1.2 關鍵績效指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Employment 僱傭

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Subject Areas 主要範疇	Content 內容	Section in the ESG Report ESG報告章節
B2 Health and Safety B2 健康與安全		
General Disclosure 一般披露	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. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Health and Safety 健康與安全
KPI B2.1 關鍵績效指標B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年(包括匯報年度)每年因工亡故的人數及比率。	Health and Safety 健康與安全
KPI B2.2 關鍵績效指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	Health and Safety 健康與安全
KPI B2.3 關鍵績效指標B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，相關執行及監察方法。	Health and Safety 健康與安全
B3 Development and Training 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。	Development and Training 發展及培訓
KPI B3.1 關鍵績效指標B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別(如高級管理層、中級管理層)劃分的受訓僱員百分比。	Development and Training 發展及培訓
KPI B.3.2 關鍵績效指標B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Development and Training 發展及培訓

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B4 Labour Standard B4 勞工準則		
General Disclosure 一般披露	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. 有關防止童工及強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Labour Standard 勞工準則
KPI B4.1 關鍵績效指標B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Labour Standard 勞工準則
KPI B4.2 關鍵績效指標B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Labour Standard 勞工準則
Operating Practices 營運慣例 B5 Supply Chain Management 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。	Supply Chain Management 供應鏈管理
KPI B5.1 關鍵績效指標B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Supply Chain Management 供應鏈管理
KPI B5.2 關鍵績效指標B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，相關執行及監察方法。	Supply Chain Management 供應鏈管理
KPI B5.3 關鍵績效指標B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	Supply Chain Management 供應鏈管理
KPI B5.4 關鍵績效指標B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方。	Supply Chain Management 供應鏈管理

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B6 Product Responsibility B6 產品責任		
General Disclosure 一般披露	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. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Quality Assurance 質量保證
KPI B6.1 關鍵績效指標B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須召回的百分比。	Complaints Handling Procedures 投訴處理程序
KPI B6.2 關鍵績效指標B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	Complaints Handling Procedures 投訴處理程序
KPI B6.3 關鍵績效指標B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Intellectual Property Right, Advertising and Labelling 知識產權、廣告及標籤
KPI B6.4 關鍵績效指標B6.4	Description of quality assurance process and recall procedures. 描述質量保證過程及產品召回程序。	Quality Assurance 質量保證
KPI B6.5 關鍵績效指標B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，相關執行及監察方法。	Protection of Customers' Data 客戶資料的保護

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Subject Areas 主要範疇	Content 內容	Section in the ESG Report ESG報告章節
B7 Anti-corruption B7 反貪污		
General Disclosure 一般披露	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. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Anti-corruption 反貪污
KPI B7.1 關鍵績效指標B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於報告期間對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	Anti-corruption 反貪污
KPI B7.2 關鍵績效指標B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施舉報流程，相關執行及監察方法。	Anti-corruption 反貪污
KPI B7.3 關鍵績效指標B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	Anti-corruption 反貪污
Community 社區 B8 Community Investment 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。	Community Investment 社區投資
KPI B8.1 關鍵績效指標B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	Community Investment 社區投資
KPI B8.2 關鍵績效指標B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源(如金錢或時間)。	Community Investment 社區投資

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