



# INVESTECH HOLDINGS LIMITED

## 威訊控股有限公司

(Incorporated in the Cayman Islands and continued in Bermuda with limited liability)  
(於開曼群島註冊成立並於百慕達存續的有限公司)

Stock Code 股份代號 : 1087

ENVIRONMENTAL,  
SOCIAL AND  
GOVERNANCE REPORT  
環境、社會及管治報告

# 2023



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## ABOUT THIS REPORT

InvesTech Holdings Limited (the “Company”), along with its subsidiaries (referred to as the “Group” or “we”), is delighted to present its Environmental, Social, and Governance report (the “Report”). The Report provides a thorough understanding of the Group’s management strategies and achievements in Environmental, Social, and Governance (“ESG”) aspects. Through the Report, our goal is to showcase the Group’s unwavering dedication and commitment to guiding the Company towards sustainability. This commitment is specifically designed to tackle various challenges related to ESG, which could impact the Group’s management and operational functions.

### Scope of Reporting

The Report focuses on the ESG performance of the core business segment of the Group, which is the provision of network system integration including the provision of network infrastructure solutions, network professional services and smart office software solutions, and the network equipment rental business, during the period from 1 January 2023 to 31 December 2023 (the “Reporting Period”). The Report covers the offices in the People’s Republic of China (the “PRC”), Hong Kong and Vietnam.

### Reporting Standard and Principles

The Report is prepared in accordance with the “mandatory disclosure requirements” and “comply or explain” provisions of the Environmental, Social and Governance Reporting Guide (the “ESG Guide”) as set out in Appendix C2 to the Rules Governing the Listing of Securities of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”). Adhering to the principles of materiality, quantitative analysis, balance, and consistency, the Report ensures a clear presentation of ESG issues relevant to stakeholders. The corporate governance aspect will be separately addressed in the “Corporate Governance Report” (the “Corporate Governance Report”) in the annual report of the Company for the year ended 31 December 2023 to be published by the end of April 2024. A comprehensive content index is provided in the final chapter of the Report for easy reference to the ESG Guide.



## 關於本報告

威訊控股有限公司（「本公司」）連同其附屬公司（統稱「本集團」或「我們」）欣然發佈《環境、社會及管治報告》（「報告」）。本報告全面概述本集團於環境、社會及管治（「環境、社會及管治」）方面的管理策略及成就。我們旨在通過本報告彰顯本集團領導本公司實現可持續發展方面堅定不移的努力及承諾。該承諾乃為有針對性地應對可能影響本集團管理及營運的各種環境、社會及管治相關挑戰。

### 報告範圍

本報告聚焦本集團的核心業務分部，即提供網絡系統整合，包括提供網絡基礎建設解決方案、網絡專業服務及智慧辦公軟件解決方案、以及網絡設備租賃業務於二零二三年一月一日至二零二三年十二月三十一日期間（「報告期間」）的環境、社會及管治方面的表現。本報告涵蓋中華人民共和國（「中國」）、香港和越南的辦事處。

### 報告準則及原則

本報告按照香港聯合交易所有限公司（「聯交所」）證券上市規則附錄C2《環境、社會及管治報告指引》（「ESG指引」）中的「強制披露規定」及「不遵守就解釋」條文編製而成。報告秉承重要性、量化、平衡性及一致性的原則，確保清晰呈現與持份者有關的環境、社會及管治議題。企業管治事項則於本公司將於二零二四年四月底前刊發的截至二零二三年十二月三十一日止年度年報「企業管治報告」（「企業管治報告」）一節另行載述。完整內容索引附載於本報告最後一章，以供方便參閱ESG指引。

## ABOUT THIS REPORT (continued)

### Reporting Standard and Principles (continued)

In line with the ESG Guide, the Report has applied the following principles:

## 關於本報告 (續)

### 報告準則及原則 (續)

與ESG指引的要求一致，本報告已採納以下原則：

Principles 原則	Definitions 定義	The Group's Response 本集團回應
Materiality 重要性	The issues covered in the Report shall reflect the Group's significant ESG impacts and report on the importance of such issues to investors or other stakeholders. 本報告所涵蓋的議題應反映本集團對環境、社會及管治的重大影響，並且匯報該議題對投資者或其他持份者的重要性。	Materiality assessment was conducted to identify key issues that are significant to the Group's long-term sustainability. Please refer to "Materiality Assessment" for more details. 進行重要性評估乃為識別對本集團長期可持續發展屬重大的關鍵議題。更多詳情請參閱「重要性評估」。
Quantitative 量化	The Report shall adopt a measurable way to disclose the data or comparative data of the Group's historical key performance indicators ("KPIs") and calculate the relevant data. 本報告應採用可計量的方式，披露本集團過往關鍵績效指標（「關鍵績效指標」）的數據或比較數據，並計算相關數據。	All environmental and social KPIs of the Report are disclosed quantitatively where feasible in accordance with the ESG Guide. 根據ESG指引，本報告的所有環境及社會關鍵績效指標於可行的情況下均進行量化披露。
Balance 平衡性	The Report should provide an unbiased picture of the Group's performance. 本報告應不偏不倚地描述本集團的績效。	The overall ESG performance of the Report has been presented in an objective and unbiased way to provide stakeholders with a balanced overview of the Group. 本報告的整體環境、社會及管治表現以客觀及公正的方式呈列，為持份者提供平衡的本集團概況。
Consistency 一致性	The Group shall use consistent methodologies to allow meaningful comparisons with the reports of the upcoming years. 本集團應使用一致的方法，以便於來年的報告作出有意義的比較。	Unless otherwise stated, the reporting scope of the Group and calculation methodologies used in the Report remain unchanged. For any changes in the scope of disclosure and calculation methodologies, proper disclosures and explanations will be provided if needed. 除非另有說明，本集團報告範圍及本報告中所使用的計算方法保持不變。就披露範圍及計算方法的任何變動而言，將提供適當披露及解釋（如需要）。



## ABOUT THIS REPORT (continued)

### Feedback

The Group welcomes stakeholders' feedback on our ESG approach and performance. Please share your views with us via the following contact method.

Address:

Unit 706, 7th Floor,  
Capital Centre,  
No. 151 Gloucester Road, Wan Chai  
Hong Kong



## 關於本報告 (續)

### 反饋

本集團歡迎持份者對我們的環境、社會及管治方針及表現的反饋。請透過以下方式與我們分享閣下的意見。

地址：

香港  
灣仔告士打道151號  
資本中心  
7樓706室

## ABOUT THIS REPORT (continued)

### Governance Structure for ESG Work

The Group is dedicated to incorporating ESG factors into its operations, generating sustainable value for stakeholders, and fulfilling its responsibilities as a corporate citizen. The board (the “Board”) of directors (the “Directors”) holds the responsibility of evaluating and determining the Group’s ESG risks, ensuring the implementation of an appropriate and effective ESG risk management, and maintaining an internal control system. Additionally, the Board oversees significant Group matters, such as approving the overall development strategy, formulating and approving ESG-related policy matters, and regularly reviewing ESG information to evaluate progress in ESG-related initiatives.

To further these efforts, we have established an ESG working group (the “Working Group”). The Working Group has been appointed by the Board to assist in the development, review and implementation of the ESG vision, strategies, goals and policies and its responsibilities include, but are not limited to:

- Assess and identify ESG-related risks and opportunities for the Group;
- Identify and assess significant ESG issues and their prioritisation involving the Group’s business and/or other key stakeholders, and develop a stakeholder communication policy;
- Regularly review the Group’s performance against ESG-related targets and indicators; and
- Ensure adequate disclosure of relevant information in ESG reports.

## 關於本報告 (續)

### 環境、社會及管治工作管治結構

本集團致力將環境、社會及管治因素融合至其營運，為其持份者創造可持續價值，並履行其作為企業公民的責任。董事（「董事」）會（「董事會」）負責評估及釐定本集團的環境、社會及管治風險，並確保實施適當及有效的環境、社會及管治風險管理並維持內部控制系統。董事會亦負責監管本集團的重大事項，如批核整體發展策略、制定及審批環境、社會及管治相關政策事宜，並對環境、社會及管治信息作定期審視以評估環境、社會及管治相關的工作進度。

我們已成立了環境、社會及管治工作小組（「工作小組」）以推動進一步發展。工作小組獲董事會委派協助制定、審查和實施環境、社會及管治願景、戰略、目標和政策，其職責包括但不限於：

- 評估和識別本集團與環境、社會及管治相關的風險和機遇；
- 識別和評估涉及本集團業務和／或其他重要持份者的重大環境、社會及管治議題及其優先次序，並制定持份者溝通政策；
- 根據環境、社會及管治相關目標和指標定期審視本集團的表現；及
- 確保環境、社會及管治報告充分披露相關資料。

## ABOUT THIS REPORT (continued)

### Governance Structure for ESG Work (continued)

Our overarching aim is to enhance environmental performance by reducing greenhouse gas (“GHG”) emissions, improving energy efficiency, and minimising unnecessary waste disposal in day-to-day business activities. The Group has concurrently implemented a suite of environmentally friendly policies, complemented by a robust system for monitoring and tracking ESG performance to foster continuous improvement. The Working Group bears the responsibility of regularly updating and informing the Group’s management about outcomes and KPIs, ensuring alignment with policy directives, and upholding the same environmental philosophy.

Stakeholder opinions are invaluable in improving our operational performance and fostering sustainable business development. We regularly engage with internal and external stakeholders through various communication channels to understand their expectations and views on sustainability. These opinions serve as a crucial foundation for enhancing our services and shaping the Group’s sustainable development.

## 關於本報告 (續)

### 環境、社會及管治工作管治結構 (續)

本集團的總體目標為於日常業務營運中減少溫室氣體（「溫室氣體」）排放，提高能源效率及盡量減少不必要的廢物處理，提升環保表現。本集團已同時實施一整套環保政策，輔以健全的監測及跟蹤環境、社會及管治表現系統，以持續改進。工作小組負責定期更新並向本集團管理層匯報工作成果及關鍵績效指標，以確保本集團遵循政策方針，堅持相同環保理念。

持份者的意見對我們改善經營業績及促進業務可持續發展非常寶貴。我們通過各種溝通渠道，定期與內部及外部持份者溝通，了解彼等對可持續發展的期望及意見。這些意見是我們改善服務及塑造本集團可持續發展的重要基石。

Stakeholders 持份者	Means of Communication 溝通途徑	Expectations 期望
Employees 僱員	<ul style="list-style-type: none"><li>Performance appraisals</li><li>Regular briefing</li><li>Training sessions including seminars and workshops</li><li>Meeting and discussion on work performance</li><li>Online platform</li><li>表現考核</li><li>定期簡報</li><li>培訓課程，包括研討會及工作坊</li><li>工作表現會議及討論</li><li>線上平台</li></ul>	<ul style="list-style-type: none"><li>Safeguard the interests of employees</li><li>Concern for employee occupational health</li><li>Ensure workplace safety</li><li>Career development</li><li>Improvement in employee’s remuneration and welfare</li><li>維護僱員利益</li><li>關注僱員職業健康</li><li>保障工作場所安全</li><li>職涯發展</li><li>改善僱員薪酬及福利</li></ul>



**ABOUT THIS REPORT** (continued)  
**Governance Structure for ESG Work** (continued)

**關於本報告** (續)  
**環境、社會及管治工作管治結構** (續)

Stakeholders 持份者	Means of Communication 溝通途徑	Expectations 期望
Customers 客戶	<ul style="list-style-type: none"> <li>Complaint and feedback channels</li> <li>Visits by customer relation personnel</li> <li>Continuous direct communication</li> <li>投訴及反饋渠道</li> <li>客戶關係人員造訪</li> <li>持續直接溝通</li> </ul>	<ul style="list-style-type: none"> <li>High quality product and service quality</li> <li>Meet the diversified customer needs</li> <li>高質素產品及服務質素</li> <li>滿足客戶多元化需求</li> </ul>
Suppliers 供應商	<ul style="list-style-type: none"> <li>Supplier assessment system</li> <li>Continuous direct communication</li> <li>供應商評估系統</li> <li>持續直接溝通</li> </ul>	<ul style="list-style-type: none"> <li>Open, fair and equitable procurement</li> <li>Compliance with contracts to achieve win-win situation with mutual benefits</li> <li>Stable demand and common development</li> <li>公開、公平、公正採購</li> <li>信守合約，互利共贏</li> <li>需求穩定，共同發展</li> </ul>
Shareholders and investors 股東及投資者	<ul style="list-style-type: none"> <li>General meetings</li> <li>Regular corporate publications including financial reports and results announcements</li> <li>Circulars and announcements</li> <li>Corporate website</li> <li>股東大會</li> <li>定期的企業出版刊物，包括財務報告及業績公告</li> <li>通函及公告</li> <li>公司網站</li> </ul>	<ul style="list-style-type: none"> <li>Operating results improvement</li> <li>Sound corporate governance</li> <li>Timely and complete information disclosure</li> <li>Considerable return on investment</li> <li>經營業績提升</li> <li>完善的企業管治</li> <li>適時及完整的信息披露</li> <li>可觀的投資回報</li> </ul>
Business partners 業務夥伴	<ul style="list-style-type: none"> <li>Meetings</li> <li>Visits</li> <li>會議</li> <li>造訪</li> </ul>	<ul style="list-style-type: none"> <li>Cooperation in good faith</li> <li>Anti-corruption</li> <li>Fair and just</li> <li>誠信合作</li> <li>反貪腐</li> <li>公平公正</li> </ul>



**ABOUT THIS REPORT** (continued)  
**Governance Structure for ESG Work** (continued)

**關於本報告** (續)  
**環境、社會及管治工作管治結構** (續)

Stakeholders 持份者	Means of Communication 溝通途徑	Expectations 期望
Regulatory authorities 監管機構	<ul style="list-style-type: none"> <li>Statutory filings and notification</li> <li>Ad-hoc enquiries</li> <li>Seminars</li> <li>e-mails</li> <li>法定申報及通知</li> <li>臨時查詢</li> <li>研討會</li> <li>電郵</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with laws and regulations and the Listing Rule</li> <li>Business integrity</li> <li>遵守法律法規及上市規則</li> <li>廉潔從業</li> </ul>
Community 社區	<ul style="list-style-type: none"> <li>Donations and voluntary activities</li> <li>Corporate website</li> <li>Social media</li> <li>Mailbox</li> <li>捐贈及志願活動</li> <li>公司網站</li> <li>社交媒體</li> <li>郵箱</li> </ul>	<ul style="list-style-type: none"> <li>Supporting public welfare activities</li> <li>Improving community environment</li> <li>Promoting employment</li> <li>支持公共福利活動</li> <li>改善社區環境</li> <li>提倡就業</li> </ul>

## ABOUT THIS REPORT (continued)

### Materiality Assessment

Apart from the routine communication mentioned earlier, the Group engaged an independent third-party ESG consultant to assist us in conducting a stakeholder survey during the Reporting Period, where diverse stakeholders were invited to assess the significance of various issues to the Group. This approach helps us to identify ESG issues that are material importance to the Group and to take proper subsequent actions.

The materiality assessment for the Reporting Period is mainly divided into the following three stages:

## 關於本報告 (續)

### 重要性評估

除了上述的常規溝通，於報告期間，本集團委託了獨立第三方環境、社會及管治顧問，協助我們進行持份者調查，邀請各類別的持份者就各項議題對本集團的重要性作出評分。該方法有助我們識別對本集團而言重大的環境、社會及管治議題並採取適宜的後續行動。

報告期間的重要性評估主要分為以下三個階段：

#### 1. Identify ESG issues

##### 1. 識別環境、社會及管治議題

- The Group identified and reviewed 28 ESG issues most closely related to the Group's business. These issues were identified by reference to the requirements of the Stock Exchange and industry trends towards sustainable development to ensure that the issues identified adequately reflect the nature of the Group's business.
- 本集團識別及檢視28項與本集團業務最密切的環境、社會及管治議題。這些議題乃透過參照聯交所要求以及行業對可持續發展的趨勢所得，確保識別出來的議題充分反映本集團的業務性質。

#### 2. Gather opinions from stakeholders and map the Materiality Matrix

##### 2. 收集持份者意見，繪製重要性議題矩陣圖

- Internal and external stakeholders were invited to participate in an online questionnaire to gather stakeholders' concerns on various issues. The consultant then conducted a quantitative analysis based on two parameters: the stakeholders' orientation towards the issues and the materiality of the issues to the ongoing operations and development of the Group's business. The results of the analysis were presented in matrix form to identify the most important issues at two levels. The most important issues at the levels of stakeholders and the Group are the focus of disclosure in the Report.
- 我們邀請內部及外部持份者參與網上問卷調查，收集持份者對各項議題的關注程度。顧問隨即根據持份者對議題的取向和議題對本集團業務的持續營運和發展的重要性這兩個參數作量化分析。分析結果以矩陣形式表達，從而確定在兩個層面最為重要的議題。於持份者和本集團層面最為重要的議題即為本報告的披露重點。

#### 3. Identify material issues

##### 3. 識別重要議題

- The management of the Group has reviewed and identified 9 prioritised material issues to ensure the reasonableness, balance and completeness of the Report.
- 本集團管理層審視並確定9項經優先排序的重要議題，以確保本報告的合理性、平衡性及完整性。

## ABOUT THIS REPORT (continued)

### Materiality Assessment (continued)

#### List of ESG Issues

## 關於本報告 (續)

### 重要性評估 (續)

#### 環境、社會及管治議題清單

Governance 管治	Environmental 環境	Caring for Employees 關懷僱員	Product Responsibility and Operation Practices 產品責任與營運常規	Community Contribution 社區貢獻
1. Corporate ESG management	3. Air, GHG emission and control	8. Employment compliance	16. Supplier management	28. Charitable donations and community activities
2. Systemic risk management	4. Efficient use of energy resources	9. Employer-employee relations and communication with employees	17. Environmental and social risks in supply chain	
	5. Efficient use of water resources	10. Attracting talent and retaining employees	18. Green procurement	
	6. Optimising non-hazardous waste consumption and recycling practices	11. Equal-opportunity, diversity, anti-discrimination	19. Product and service quality	
	7. Climate change risk	12. Employee benefits	20. Product and customer safety and health (e.g. content compliance, truthfulness and reliability)	
		13. Occupational health and safety	21. Customer communication and satisfaction	
		14. Employee training and development	22. Complaint handling	
		15. Prevention of child and forced labour	23. Protection of customer information and privacy	
			24. Intellectual property protection	
			25. Research and development	
			26. Advertising and label management	
			27. Anti-corruption (including bribery, extortion, fraud and money laundering, etc.)	



**ABOUT THIS REPORT** (continued)  
**Materiality Assessment** (continued)  
*List of ESG Issues* (continued)

**關於本報告** (續)  
**重要性評估** (續)  
 環境、社會及管治議題清單 (續)

Governance 管治	Environmental 環境	Caring for Employees 關懷僱員	Product Responsibility and Operation Practices 產品責任與營運常規	Community Contribution 社區貢獻
1. 企業環境、社會及管治管理	3. 空氣、溫室氣體排放及控制	8. 僱傭合規性	16. 供應商管理	28. 慈善捐贈與公益活動
2. 系統性風險管理	4. 有效使用能源資源	9. 僱傭關係及與僱員溝通	17. 供應鏈中的環境及社會風險	
	5. 有效使用水資源	10. 吸納人才和挽留僱員	18. 綠色採購	
	6. 優化無害廢棄物消耗及回收慣例	11. 平等機會、多元化、反歧視	19. 產品及服務品質	
	7. 氣候變化風險	12. 僱員福利	20. 產品與客戶的安全及健康 (例如內容合規、真實可靠)	
		13. 職業健康及安全	21. 客戶溝通及滿意度	
		14. 僱員培訓及發展	22. 投訴處理	
		15. 防止童工及強迫勞動	23. 保障客戶資料及私隱	
			24. 知識產權維護	
			25. 研究及開發	
			26. 廣告及標籤管理	
			27. 反貪腐 (包括賄賂、勒索、欺詐及洗黑錢等)	

## ABOUT THIS REPORT (continued)

### Materiality Assessment (continued)

During the Reporting Period, the result of our materiality analysis are shown in the following materiality matrix, of which the 9 issues in the upper right corner are the issues of greater concern to stakeholders and will be highlighted in the Report.

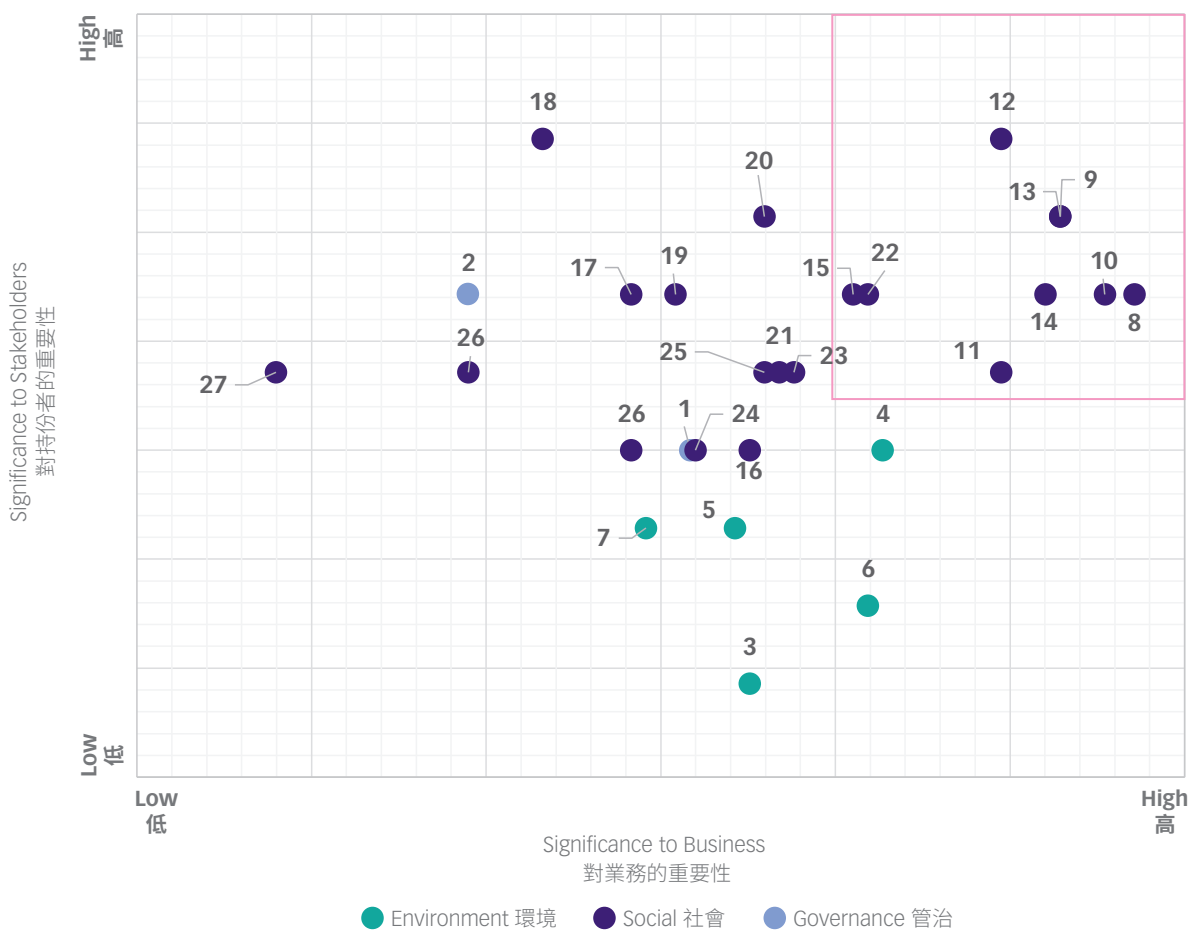
### Materiality Analysis Matrix of ESG Issues

## 關於本報告 (續)

### 重要性評估 (續)

於報告期間，我們得出的重要性分析結果載於下列的重要性議題矩陣，當中右上角部分的9項議題為本次分析得出持份者較為關注的議題，將於本報告作重點披露。

### 環境、社會及管治議題重要性分析矩陣



**ABOUT THIS REPORT** (continued)  
**Materiality Assessment** (continued)

**關於本報告** (續)  
**重要性評估** (續)

Ranking 排名	Indicator 指標	Identified Material Issues 所識別的重要議題	Relevant Section 相關章節
1	8	Employment compliance 僱傭合規性	Employment Right 僱傭權益
2	10	Attracting talent and retaining employees 吸納人才和挽留僱員	Employer-employee Relationship 僱主與僱員的關係
3	9	Employer-employee relations and communication with employees 僱傭關係及與僱員溝通	Employer-employee Relationship 僱主與僱員的關係
3	13	Occupational health and safety 職業健康及安全	Occupational Health and Safety 職業健康及安全
5	14	Employee training and development 僱員培訓及發展	Employee Trainings and Development 僱員培訓及發展
6	12	Employee benefits 僱員福利	Employee Benefits 僱員福利
7	11	Equal-opportunity, diversity, anti-discrimination 平等機會、多元化、反歧視	Diversity and Equal Opportunity 多元化及平等機會
8	23	Protection of customer information and privacy 保障客戶資料及私隱	Privacy and Data Protection 私隱及資料保護
9	15	Prevention of child and forced labour 防止童工及強迫勞動	Employment Right 僱傭權益

The Group strives to review these material ESG issues from time to time to achieve continuous improvement and sustainable business development.

本集團致力不時審視該等重大環境、社會及管治議題，以實現持續改進及可持續業務發展。



## EMPLOYMENT AND LABOUR PRACTICES

### Employer-employee Relationship

The Group regards its employees as its most valuable assets and resources, recognising them as the driving force behind corporate growth. Therefore, the Group is dedicated to fostering an equitable, harmonious, and diverse work environment for its staff, aiming to attract and retain qualified talents in the competitive job market. This commitment is essential for sustaining the Group's competitiveness within the industry.

To support these efforts, the Group has implemented a comprehensive Personnel Management System. This system clearly outlines the Group's approach to human resources management, encompassing organisational training and assessment programs. It also defines the responsibilities and work norms for each regional department. The system establishes a communication channel for information exchange and feedback, ensuring the systematic implementation of employee recruitment, remuneration, benefits, promotion, working hours, and termination management. Meanwhile, the Group continues to nurture its employees, and provide them with ample opportunities for career development.

As of 31 December 2023, the Group has 325 (2022: 306) employees. The demographics of the Group's workforce as of 31 December 2023 and 2022 are summarised below:

### 僱傭及勞工常規

#### 僱主與僱員的關係

本集團認為僱員乃最寶貴的資產及資源，並深知其為企業發展的驅動力。因此，本集團致力為員工提供平等、和諧及多元化的工作環境，以於競爭激烈的勞動市場上吸引及挽留合資格人才。此舉對於維持本集團在行業內的競爭力至關重要。

為此，本集團已實施全面的《人事管理制度》。該制度明確列出本集團的人力資源管理方針，包括組織培訓及評估項目，並界定各地區部門的職責及工作規範。該制度建立資訊交流及反饋的溝通渠道，確保僱員的招聘、薪酬、福利、晉升、工時及離職管理有序實施。同時，本集團繼續培養其僱員，並為其提供充足職涯發展機會。

截至二零二三年十二月三十一日，本集團共有325（二零二二年：306）名僱員。截至二零二三年及二零二二年十二月三十一日，本集團僱員人數統計資料概述如下：

Number of Employees	僱員人數	2023 二零二三年	2022 二零二二年
<b>Total Number of Employees</b>	<b>僱員總數</b>	<b>325</b>	306
By Gender	按性別分類		
Male	男性	237	217
Female	女性	88	89
By Age Group	按年齡組別分類		
30 or below	30歲或以下	121	110
31-40	31歲至40歲	117	99
41-50	41歲至50歲	61	64
51-60	51歲至60歲	21	27
61 or above	61歲或以上	5	6
By Employment Type	按僱員類別分類		
Full-time	全職	320	304
Part-time	兼職	5	2
By Geographical Region	按地區分類		
Hong Kong	香港	58	36
The PRC	中國	261	265
Vietnam	越南	6	5

**EMPLOYMENT AND LABOUR PRACTICES** (continued)  
**Employer-employee Relationship** (continued)

**僱傭及勞工常規** (續)  
**僱主與僱員的關係** (續)

Employee Turnover Rate <sup>1</sup>	僱員流失率 <sup>1</sup>	2023 二零二三年	2022 二零二二年
<b>Overall Turnover Rate</b>	<b>整體流失率</b>	<b>28.62%</b>	22.88%
By Gender	按性別分類		
Male	男性	<b>33.33%</b>	26.27%
Female	女性	<b>15.91%</b>	14.61%
By Age Group	按年齡組別分類		
30 or below	30歲或以下	<b>31.40%</b>	27.27%
31-40	31歲至40歲	<b>27.35%</b>	37.37%
41-50	41歲至50歲	<b>31.15%</b>	3.13%
51-60	51歲至60歲	<b>19.05%</b>	3.70%
61 or above	61歲或以上	–	–
By Geographical Region	按地區分類		
Hong Kong	香港	<b>58.62%</b>	50.00%
The PRC	中國	<b>22.61%</b>	19.62%
Vietnam	越南	–	–

<sup>1</sup> The employee turnover rate is calculated by the number of employees at the end of the Reporting Period.

<sup>1</sup> 僱員流失率按報告期末的僱員人數計量。

The Group is dedicated to establishing a secure and pleasant work environment that allows employees to thrive and succeed. Emphasising employee development and fostering a positive atmosphere, the Group has arranged various activities aimed at enriching the lives of employees and bolstering the organisational ambiance. These activities encompass a variety of events, ranging from dining meetings to team-building events such as trip to Weihai, movie outing, and annual gathering which aim to provide employees with opportunities for relaxation and leisure, allowing them to escape from work pressures. Moreover, they served as important avenues for fostering team cohesion, communication, and collaboration. Through these activities, we strengthened connections among employees, enhanced their sense of belonging, and cultivated a more cohesive team environment.

本集團致力於建立一個安全、愉快的工作環境，使僱員得以成長並取得成功。本集團注重僱員發展，營造良好氛圍，本集團已組織進行多項活動，以豐富僱員生活並活躍組織氛圍。這些活動內容豐富，從聚餐到威海之旅、電影出遊、年會等團建活動，旨在為僱員提供放鬆、休閒的機會，讓他們擺脫工作壓力的束縛。此外，這也是培養團隊凝聚力、溝通和協作的重要途徑。透過這些活動，我們加強了僱員之間的聯繫，增強了僱員的歸屬感，並營造了更具凝聚力的團隊氛圍。

## EMPLOYMENT AND LABOUR PRACTICES (continued)

### Employee Benefits

We aim to attract and retain talent by fostering a supportive work environment for our employees that promotes our business growth. Competitive remuneration packages are provided to the Group's employees, aligned with prevailing market practices and individual performance. These packages include discretionary bonuses, annual leave, sick leave, maternity leave, medical schemes, mandatory provident funds, and additional fringe benefits.

In addition to the aforementioned benefits, we conduct regular monthly, quarterly, and annual performance appraisals to evaluate the performance of our staff. Exceptional employees are recognised through internal promotion opportunities and salary increments, which not only rewards their hard work but also ensures that our remuneration packages remain competitive in the market. We view the performance appraisal process as more than just an evaluation tool, it's an opportunity for meaningful engagement with our staff. By addressing their concerns and needs during these evaluations, we demonstrate our commitment to their growth and well-being within the Group. This process also allows us to identify and analyse the competencies of our employees, pinpointing their strengths and weaknesses. This valuable insight informs the development of tailored training programs aimed at enhancing their skills and capabilities, thus fostering continuous personal and professional growth within our workforce.

To prioritise the well-being of our employees, the Personnel Management System specifies that the Group will enhance its commitment to employee health. This includes subsidising fitness activities for employees at the managerial level or above, as well as providing comprehensive medical insurance coverage and annual health check-ups.

## 僱傭及勞工常規 (續)

### 僱員福利

我們旨在透過為僱員營造互相支持的工作環境，促進業務增長，從而吸納及挽留人才。本集團根據現行市場慣例及僱員的個人表現，向僱員提供具競爭力的薪酬待遇。該等薪酬待遇包括酌情花紅、年假、病假、產假、醫療計劃、強制性公積金及額外附加福利。

除了上述福利外，我們還定期進行月度、季度及年度績效考核評估員工表現。表現優秀的僱員將通過內部晉升和加薪獲得認可，這不僅是獎勵他們辛勤的工作，也確保我們薪酬待遇在市場上保持競爭力。我們認為績效評估流程不僅是一種評估工具，亦是與員工進行有意義互動的機會。透過評估過程解決他們的關切和需求，我們證明對他們在本集團內成長和福祉的承諾。這一過程亦使我們能夠識別和分析僱員的能力，找出其長處及弱點。這一寶貴見解闡釋了旨在提高僱員技能和能力的專門培訓計劃發展，從而促進我們僱員隊伍中持續的個人和專業成長。

為優先考慮僱員的福祉，《人事管理制度》明確本集團將加強對僱員健康的承諾，包括為管理級或以上僱員的健身活動提供資助，以及提供全面的醫療保險和年度身體檢查。



## EMPLOYMENT AND LABOUR PRACTICES (continued)

### Diversity and Equal Opportunity

The Group places a high value on workforce diversity as it enables us to attract the best people, access a greater range of talents, and build more cohesive teams to produce impactful results for our stakeholders. The Group actively cultivates a culture of equality, prohibiting any unfair treatment of employees based on factors such as sex, race, age, or religion. The Group's zero-tolerance attitude towards unfair discrimination also applies to recruitment, assessment and consultation procedures. The Personnel Management System emphasises that only the job skills of candidates will be taken into account during the recruitment process to ensure a fair and unbiased approach to candidate selection.

Moreover, recognising the significance of diversity in achieving strategic goals and ensuring sustainable development, we have established the Board Diversity Policy. In shaping the Board's composition, diversity among its members will be taken into account across various dimensions, encompassing gender, age, cultural and educational background, ethnicity, professional experience, skills, knowledge, and tenure of service. An annual disclosure of the Board's composition, including details such as gender, race, age, and tenure of service, will be provided in the Corporate Governance Report.

During the Reporting Period, the Group has not received internal or external complaints regarding equal opportunities employment and have zero non-compliances concerning regulations such as the Sex Discrimination Ordinance, the Disability Discrimination Ordinance and Family Status Discrimination Ordinance.

## 僱傭及勞工常規 (續)

### 多元化及平等機會

本集團高度重視僱員多元化，因其使我們能吸引最出色的人才，廣納更多人才並建立更有凝聚力的團隊，為持份者產生有影響力的結果。本集團積極培育平等文化，禁止基於性別、種族、年齡或宗教等因素而對僱員進行任何不公對待。本集團對不公平歧視持零容忍態度，亦適用於招聘、評估及諮詢程序。《人事管理制度》中強調招聘時只會考慮應聘人的工作技能，確保公平公正地篩選應聘人。

此外，我們深明多元化在達致戰略目標及確保可持續發展中的重要性，並制定了《董事會多元化政策》。在設定董事會組成時，會從多個維度考慮其成員多元化，包括性別、年齡、文化及教育背景、種族、專業經驗、技能、知識及服務任期。董事會組成（包括性別、種族、年齡及服務任期等詳情）將每年在企業管治報告內披露。

本集團於報告期間並無接獲有關平等就業機會的內部或外部投訴，亦沒有任何觸犯《性別歧視條例》、《殘疾歧視條例》及《家庭崗位歧視條例》的不合規事項。

## EMPLOYMENT AND LABOUR PRACTICES (continued)

### Employment Right

The Group strictly prohibits any form of child labour or forced labour. During the recruitment process, the Group will conduct identity verification on job applicants to ensure compliance with age-related employment regulations. If any violations are detected, such as recruiting minors under the age of 16 or forced labour, employment will be terminated in accordance with the Personnel Management System. Additionally, the Group's staff handbook outlines stringent professional ethics and personal qualities that employees are required to adhere to. Both internal and external fraudulent behaviours are strictly prohibited.

The Group adheres rigorously to the laws and regulations of the People's Republic of China (PRC), Hong Kong, and Vietnam, including but not limited to, the Labour Law of the People's Republic of China, the Labour Contract Law of the People's Republic of China, the Regulations on Prohibition of Child Labour, the Employment Ordinance, and the Labour Law of Vietnam. This commitment is aimed at effectively safeguarding the legitimate rights and interests of employees.

During the Reporting Period, the Group has not identified any instances of non-compliance with laws and regulations concerning employment and labour standards.

### Occupational Health and Safety

Given the nature of our business operations, the Group faces lower risks associated with occupational health and safety. Nevertheless, we strictly follow laws and regulation about occupational health and safety, including but not limited to the Production Safety Law of the People's Republic of China, the Regulation on Work-Related Injury Insurances and the Occupational Safety and Health Ordinance.

During the Reporting Period, the Group did not have any safety incidents resulting in work-related injury or death and had not identified any material non-compliance with the relevant laws and regulations in relation to working environment and protection for employees from occupational hazards.

## 僱傭及勞工常規 (續)

### 僱傭權益

本集團嚴禁任何形式的童工或強制勞工。本集團在招聘過程中會對求職者進行身份核驗，以確保遵守與年齡相關的僱傭規例。如發現招收未滿16歲未成年人、強迫勞動等違法行為，依照《人事管理制度》的規定，予以終止聘用。此外，本集團的員工手冊概述了僱員須嚴格遵守的職業道德及個人守則，嚴禁任何對內或對外欺詐行為。

本集團嚴格遵守中華人民共和國（中國）、香港及越南的法例與規條，包括但不限於《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《禁止使用童工規定》、《僱傭條例》及《越南勞動法》。此舉旨在切實保障僱員合法權益。

於報告期間，本集團未發現任何不遵守有關僱傭及勞工準則的法律法規的情況。

### 職業健康及安全

由於我們業務運營的性質，本集團面臨的有關職業健康及安全風險較低。儘管如此，我們嚴格遵守有關職業健康及安全相關法律及法規，包括但不限於《中華人民共和國安全生產法》、《工傷保險條例》及《職業安全及健康條例》。

於報告期間，本集團並無發生任何導致工傷或死亡的安全事故，並未發現任何與工作環境及保護僱員免受職業危害相關的重大違規的行為。

## EMPLOYMENT AND LABOUR PRACTICES (continued)

### Occupational Health and Safety (continued)

The number of work-related fatalities and work injuries occurred in each of the past three years are as follows:

Work Injuries and Work-related Fatalities	工傷及因工死亡	2023 二零二三年	2022 二零二二年	2021 二零二一年
Number of Lost Days due to Work Injuries	因工傷損失的工作日數	-	-	-
Number of Work Injuries due to Work	因工受傷人數	-	-	-
Number of Work-related Fatalities due to Work	因工死亡人數	-	-	-

### Employee Trainings and Development

The Group treasures talents as a crucial asset and cornerstone of the Group's long-term growth. The Group fully explores employees' potential, establishes a system for cultivating their abilities, and realises the improvement of their own abilities. During the Reporting Period, the Group conducted specific trainings for its products and services to promote the career development of its employees. The trainings we provided included but not limited to:

- Cisco Lease New Solution Training
- Applicable Business Matrix Training
- Microsoft Workshop
- Third-party Integrated Service Optimisation Sharing
- Microsoft Cloud Business Promotion and Sales Conference of South China
- Daily Operation, Maintenance and Troubleshooting Training of Azure

Furthermore, to enhance the proficiency of new recruits in fundamental skills and the knowledge necessary for their roles, the Group conducts training sessions for employees in sales, marketing, or customer service-related positions during the probationary period. Upon the completion of the probationary period, new hires are expected to deliver a presentation to their immediate supervisors and department heads, enabling them to acquire pertinent job skills and be better prepared for their future responsibilities. The Group also fosters a culture of continuous learning by encouraging directors and employees to participate in relevant training courses and seminars, ensuring they stay informed about the latest developments in laws, regulations, and the business environment.

## 僱傭及勞工常規 (續)

### 職業健康及安全 (續)

於過去三年，每年發生的因工死亡及工傷人數如下：

### 僱員培訓及發展

本集團珍視人才為重要資產及本集團長期發展的基石。本集團充分探索僱員潛力，建立系統培養其能力，實現僱員自身能力提升。於報告期間，本集團針對產品及服務進行專門培訓，促進僱員職業發展。我們提供的培訓包括但不限於以下：

- Cisco租賃新解決方案培訓
- 適用的業務矩陣培訓
- 微軟研討會
- 第三方綜合服務優化分享
- 華南區微軟雲端業務推廣及銷售會議
- Azure日常運作、維護及故障排除培訓

此外，為了提升新進僱員於其職位所需的基本技能及知識的熟練度，本集團在試用期內為銷售、營銷或客戶服務相關職位的僱員舉辦培訓課程。試用期結束後，新僱員應向其直屬主管及部門負責人作一次匯報，使新僱員能夠掌握相關的工作技能，並為未來的職責做好更充分的準備。本集團亦培養持續學習的文化，鼓勵董事及僱員出席相關培訓課程及座談會，確保他們及時了解法律、法規及業務環境的最新發展。

## EMPLOYMENT AND LABOUR PRACTICES (continued)

### Employee Trainings and Development (continued)

The table below summarises training statistics recorded for the Reporting Period:

## 僱傭及勞工常規 (續)

### 僱員培訓及發展 (續)

下表概述報告期間錄得培訓統計資料：

Employees' Training Data 僱員培訓數據		2023 二零二三年	2022 二零二二年
<b>Percentage of Employees Trained<sup>2,3</sup></b>	<b>已接受培訓僱員百分比<sup>2,3</sup></b>		
Overall Trained Employees Percentage	整體已接受培訓僱員百分比	<b>78.46%</b>	55.56%
By Gender	按性別分類		
Male	男性	<b>74.90%</b>	75.88%
Female	女性	<b>25.10%</b>	24.12%
By Employee Category	按僱員類別分類		
Senior Management	高級管理層	<b>10.20%</b>	8.82%
Middle Management	中級管理層	<b>21.57%</b>	9.41%
General and Technical Staff	一般及技術員工	<b>68.24%</b>	81.77%
<b>Number of Average Training Hours per Employee<sup>2,3</sup></b>	<b>每名僱員平均培訓時數<sup>2,3</sup></b>		
Total Training Hours	總培訓時數	<b>469</b>	811
Overall Average Training Hours per Employee	每名僱員整體平均培訓時數	<b>1.44</b>	2.65
By Gender	按性別分類		
Male	男性	<b>1.17</b>	2.74
Female	女性	<b>2.18</b>	2.44
By Employee Category	按僱員類別分類		
Senior Management	高級管理層	<b>2.96</b>	1.64
Middle Management	中級管理層	<b>2.24</b>	2.36
General and Technical Staff	一般及技術員工	<b>1.09</b>	2.79

<sup>2</sup> We made reference to the calculation method of social KPIs specified in the "How to prepare an ESG report" published by the Stock Exchange and calculated based on the number of employees at the end of the Reporting Period.

<sup>a</sup> Percentage of employees trained = Employees who took part in training/Number of employees × 100%

<sup>b</sup> Percentage of employees trained in relevant categories = Employees in the specified category, x, who took part in training/ Employees who took part in training × 100%

<sup>c</sup> Number of average training hours per employee = Total number of training hours/Total number of employees

<sup>d</sup> Number of average training hours per employee in relevant categories = Total number of training hours for employees in the specified category/Number of employees in the specified category

<sup>3</sup> Employee training data do not include employees who have left the Group during the Reporting Period.

<sup>2</sup> 我們參考聯交所刊發的《如何編備環境、社會及管治報告》中所訂明的社會關鍵績效指標計算方式，以報告期間末的僱員人數進行計算。

<sup>a</sup> 已接受培訓僱員百分比=參加培訓僱員／僱員人數×100%

<sup>b</sup> 相關類別培訓僱員比例=該類別僱員×參加培訓的該類別僱員／參加培訓僱員數×100%

<sup>c</sup> 每名僱員平均培訓時數=培訓總時數／僱員總數

<sup>d</sup> 相關類別僱員平均培訓時數=該類別僱員培訓總時數／該類別僱員人數

<sup>3</sup> 僱員培訓數據並不包括於報告期間已離職之僱員。



## ENVIRONMENTAL RESPONSIBILITIES

As a corporation specialising in software and information technology services, our resource usage primarily consists of electricity and water, and our consumption levels, including GHG emissions, are relatively low. Consequently, our business activities have minimal impact on the environment and natural resources. Nevertheless, the Group maintains a conscientious approach towards our environmental footprint. The Group consistently promotes the principles of a green office, encouraging our employees to actively conserve water and electricity in their daily office routines to enhance resource efficiency.

We strictly adhere to relevant environmental protection regulations, including the Energy Conservation Law of the People's Republic of China, the Environmental Protection Law of the People's Republic of China, and the Hong Kong Waste Disposal Ordinance. During the Reporting Period, the Group has not identified any instances of non-compliance with environmental regulations or any associated fines or charges.

### Energy and GHG Emissions

The Group's primary emission sources include purchased electricity for daily office operations and the fuel used in the Group's vehicles, as well as during air travel. We have implemented various energy saving initiatives to enhance our energy performance during the Reporting Period. The following outlines our effective measures to reduce energy consumption, and are in accordance with the Guidelines for Environmental Protection in Offices:

- Use electricity-saving light bulbs.
- Optimise daylight utilisation.
- Strategically position lights based on requirements.
- Use light dimmers to adjust the lights whenever possible.
- Lighting devices and light bulbs would be kept clean to attain highest illumination efficiency.
- Turn off lights and air conditioners when they are not in use.
- Turn off all appliances when appropriate or set to the energy saving mode.

## 環境責任

作為一家專門從事軟件及資訊技術服務的企業，我們的資源使用主要包括水電，我們的消耗水平（包括溫室氣體排放）相對較低，因此，我們的業務活動對環境及自然資源影響極小。儘管如此，本集團對我們的環保足跡仍保持認真態度。本集團一直堅持綠色辦公的理念，鼓勵僱員於日常工作中積極節約用水用電，以提高資源效率。

我們嚴格遵守《中華人民共和國節約能源法》、《中華人民共和國環境保護法》和香港《廢物處置條例》等相關環保法規。報告期間，本集團並未發現任何不符合環保法規或任何相關的罰款或指控的情況。

### 能源及溫室氣體排放

本集團的主要排放源包括用於日常辦公營運的外購電力以及本集團車輛燃油使用及航空差旅。報告期間，我們實施各項節能措施，以改善能源效益。下文概述我們按照《辦公室環保工作指引》為減少能源消耗實施的有效措施：

- 使用節省能源的燈泡。
- 優化日光利用。
- 根據需求策略性安裝電燈。
- 盡可能使用光暗掣調校燈光。
- 保持燈光設備及燈泡潔淨以達致最高照明效益。
- 關閉未在使用的電燈及空調。
- 適時關閉所有電器，或設定為節能模式。

## ENVIRONMENTAL RESPONSIBILITIES (continued)

### Waste Management

Given the nature of our business, the Group does not generate hazardous waste in its daily operation. Conversely, the main non-hazardous waste produced during our operations is office paper. Emphasising our commitment to sustainability, the Group remains committed to fostering a paperless work environment, aligning with both environmental objectives and commercial goals. By embracing a paperless approach, we not only minimise environmental impact but also optimise physical space, enhance information sharing through IT networks, and simplify documentation processes. Additionally, the Group actively involves employees in waste management practices and promotes recycling initiatives in the workplace. Furthermore, various measures have been implemented to reduce waste generation at the source. The key initiatives adopted in our offices are outlined below:

- Adopt electronic office platform for information dissemination to reduce paper consumption.
- Majority of network printers are configured to default to double-sided printing as the standard setting.
- Carefully consider the required number of copies before photocopying to prevent excess printing.
- Place boxes or trays next to the copier to collect single-sided paper for reuse and double-sided paper for recycling.
- Employees are encouraged to use both sides of the paper. Envelopes and loose minute jackets would be re-used, and expired paper pad's back would be used for drafting or printing.
- Sort wastes before disposal to facilitate recycling.
- Repair electricity appliances to extend their service lifespan.

## 環境責任 (續)

### 廢物管理

鑒於我們的業務性質，本集團在日常營運中不會產生有害廢棄物。反之，辦公用紙為本集團營運中產生的主要無害廢棄物。本集團強調可持續發展的承諾，致力營造無紙化工作環境，同時符合環保目標及商業目標。通過採用無紙化方針，我們不僅將環境影響降至最低，還優化物理空間，通過資訊科技網絡促進資訊共享，簡化文件處理流程。此外，本集團積極鼓勵僱員參與棄置物管理實踐，並於工作場所推廣回收舉措。此外，本集團亦實施各種措施，從源頭減少廢物的產生。我們的辦公室所採取的主要措施概述如下：

- 採納電子辦公平台作資訊傳播以減少紙張消耗。
- 將大部分網絡打印機調校至雙面打印的標準設置。
- 影印前仔細考慮清楚需要複印本的數量，防止多印。
- 在複印機旁放置盒或盤，分別收集單面紙以供再用及兩面用過的紙張以供循環再造。
- 鼓勵僱員使用紙張兩面，循環再用信封及活頁紀錄紙夾，並使用過期的信紙簿背面以作草稿或打印之用。
- 在棄置廢物前，將廢物分類，方便循環再造。
- 維修電子設備以延長其服務期。

## ENVIRONMENTAL RESPONSIBILITIES (continued)

### Water Consumption

The primary source of water consumption for our operations is domestic water usage within our office, resulting in relatively low water usage. However, the water consumption data is unavailable as the Group's local offices do not have independent water meters to track internal consumption. Despite this limitation, the Group remains committed to promoting water conservation practices among its employees. We encourage our employees to be mindful of water usage in the office environment and to adopt water-saving habits. The Group relies on tap water for its water supply needs, and there were no supply disruptions reported during the Reporting Period.

### Smart Office Software Solutions

The Group has developed a series of "Smart Office Software Solutions" products designed for digital offices, buildings and parks. These products revolutionise office resource management through the utilisation of big data and Internet of Things (IoT) technology, thereby improving resource efficiency and enhancing work productivity of office users. Our Smart Office Software Solutions mainly include the following environmental sustainability features:

#### Smart Workspace

- Set up an automated platform through IoT technology to help customers manage fixed and mobile workspaces, which improves energy efficiency of the office and reduce rental costs.
- Establish complete statistical and usage reports, allowing customers to improve office capacity planning in order to increase the workstation utilisation.

#### Smart Signage Management

- Real-time display of office lighting, air quality, water and electricity consumption, health status and other information to help customers formulating energy-saving strategies and managing energy usage more efficiently.

## 環境責任 (續)

### 用水

我們營運過程中的主要用水來源為辦公室的生活用水，因此用水量相對較低。然而，由於本集團各地辦公室並無獨立水錶記錄內部消耗，因此並無用水量數據。儘管有此限制，本集團仍致力於在僱員中推廣節約用水的做法。我們鼓勵僱員注意辦公環境的用水狀況，養成節水習慣。本集團依賴自來水以滿足其供水需要，於報告期間並無供水中斷的問題。

### 智慧辦公軟件解決方案

本集團圍繞數位化辦公室、樓宇及園區發展了一系列「智慧辦公軟件解決方案」產品。此等產品透過使用大數據及物聯網技術優化辦公室資源管理，從而提升資源使用的效率及提高辦公室使用者的工作效率。我們的智慧辦公軟件解決方案主要包含以下環境可持續發展特性：

#### 智能工作空間

- 透過物聯網技術設立自動化平台，協助客戶管理固定座位和移動工作空間，從而更有效地使用辦公室能源並降低租賃成本。
- 建立完整的統計報表和使用報告，讓客戶改善辦公規劃以提高工作空間使用率。

#### 智能空間管理

- 實時顯示辦公室光線照明、空氣品質、水電能耗、健康狀態等資料，從而幫助客戶制定節能策略並實現更高效的能源管理。

## ENVIRONMENTAL RESPONSIBILITIES (continued)

### Combating Climate Change

Climate change stands as one of the most significant global challenges faced by the society nowadays, demanding immediate action for both our environment and communities. In response to climate change, we have established an ESG working group to monitor the Group's GHG emissions and to pursue ongoing green initiatives aimed at emission reduction.

The Group has also identified the following climate-related risks that might impact the Group, with the aim of enhancing our responsiveness and adaptability to climate change.

## 環境責任 (續)

### 應對氣候變化

氣候變化是當今社會面臨最大的全球挑戰之一，為了我們的環境及社區，我們必須立刻採取行動。為應對氣候變化，我們已成立環境、社會及管治工作小組，以監測本集團的溫室氣體排放，並繼續尋求綠色措施以減少排放。

本集團亦識別下列可能影響本集團的氣候相關風險，以提高我們對氣候變化的反應及適應能力。

Type of Risks 風險種類	Example of the Risks 風險例子	Responsive Measures 反應措施
Acute physical risks 急性實質風險	<ul style="list-style-type: none"><li>Flooding 洪水</li><li>Typhoon 颱風</li><li>Storms 風暴</li></ul>	<p>The Group has implemented the work arrangements of extreme weather conditions such as black rainstorm warning, flooding and typhoon signal No. 8.</p> <p>本集團已實施於黑色暴雨警告、洪水及8號颱風信號等極端天氣情況的工作安排。</p>
Chronic physical risks 長期性實質風險	<ul style="list-style-type: none"><li>Sustained high temperature 持續高溫</li></ul>	<p>The Group has adopted energy conservation measures in managing such risk, for details please refer to the subsection of "Energy and Greenhouse Gas Emissions".</p> <p>本集團已採納節能措施以管理相關風險，詳情請見「能源及溫室氣體排放」一節。</p>
Transition risks 過渡風險	<ul style="list-style-type: none"><li>Change in environmental-related regulations 環境相關法規變動</li><li>Change in customer preferences 客戶偏好改變</li></ul>	<p>The Group continues to monitor the regulatory market environment to ensure that our products and services meet customers and regulatory expectations.</p> <p>本集團持續監測監管市場環境，以確保我們的產品及服務符合客戶及監管部門期望。</p>

Although the risks mentioned above may not have significant impact on the Group's operations, we will continue to closely monitor the developments in both local and international policies and regulations to proactively identify potential climate-related risks. By assessing the likelihood and impact of the identified risks, we strengthen the Group's resilience to risks, safeguarding stable business growth and operations.

儘管上述風險對本集團營運可能並無重大影響，我們將繼續密切關注本地及國際政策法規的發展變化，積極識別潛在的氣候相關風險。通過評估已識別風險的可能性及影響，我們提高本集團的風險抵禦能力，保障穩定業務增長及營運。



**ENVIRONMENTAL RESPONSIBILITIES** (continued)  
**Environmental Performance Data Overview<sup>4</sup>**

**環境責任 (續)**  
**環境表現數據概覽<sup>4</sup>**

Key Environmental Indicators	關鍵環境指標	Unit	單位	2023 二零二三年	2022 二零二二年
<b>GHG Emissions<sup>5,6</sup></b>					
Scope 1 – Direct Emissions Mobile Combustion and Fugitive Emission	範圍一—直接排放 移動燃燒及 無組織排放	tCO <sub>2</sub> e (tonnes of CO <sub>2</sub> equivalent)	噸二氧化碳當量	1.08	1.08
Scope 2 – Indirect Emissions Purchased Electricity	範圍二—間接排放 外購電力	tCO <sub>2</sub> e	噸二氧化碳當量	108.24	108.89
Scope 3 – Other Indirect Emissions Business Air Travel	範圍三—其他間接排放 業務航空差旅	tCO <sub>2</sub> e	噸二氧化碳當量	12.94 <sup>7</sup>	2.01
Total GHG Emissions	溫室氣體總排放量	tCO <sub>2</sub> e	噸二氧化碳當量	122.27	111.98
GHG Emissions Intensity of Office Floor Area	辦公室樓面面積之 溫室氣體排放密度	tCO <sub>2</sub> e/m <sup>2</sup>	噸二氧化碳當量/平方米	0.02	0.03
<b>Air Pollutant Emissions</b>					
Nitrogen Oxides (NO <sub>x</sub> )	氮氧化物(NO <sub>x</sub> )	gram	克	272.95	373.50
Sulphur Oxides (SO <sub>x</sub> )	硫氧化物(SO <sub>x</sub> )	gram	克	5.97	5.88
Particulate Matter (PM)	懸浮顆粒物(PM)	gram	克	20.10	27.50
<b>Energy Consumption</b>					
Unleaded Petrol	無鉛汽油	MWh	兆瓦時	3.93	3.64
Purchased Electricity	外購電力	MWh	兆瓦時	214.74	200.81
Total Energy Consumption	能源總耗量	MWh	兆瓦時	218.68	204.45
Energy Consumption Intensity of Office Floor Area	辦公室樓面面積之 能源消耗密度	MWh/m <sup>2</sup>	兆瓦時/平方米	0.04	0.06
<b>Non-hazardous Wastes</b>					
Total Non-hazardous Wastes Generation	無害廢棄物 無害廢物總量	Tonnes	噸	0.70	0.89
Non-hazardous Wastes Generation Intensity of Office Floor Area	辦公室樓面面積之 無害廢物密度	Kg/m <sup>2</sup>	公斤/平方米	0.13	0.26

<sup>4</sup> The data covered only environmental data known to the subsidiaries controlled by the Group, including offices in Hong Kong, Shanghai, Beijing, Xi'an, Guangzhou, Chengdu and Shenzhen. During the Reporting Period, one of the offices in Hong Kong has moved to a new location, contributing to a larger GFA.

<sup>5</sup> In accordance with Greenhouse Gas Protocol, a Corporate Accounting and Reporting Standard (Revised), published by the World Resources Institute and the World Business Council for Sustainable Development, Scope 1 direct emissions covered GHG emissions directly from operations owned or controlled by the Group, while Scope 2 indirect emissions covered GHG emissions from "indirect energy" resulting from the Group's internal consumption of (purchased or acquired) electricity. Scope 3 other indirect emissions included GHG emissions from commercial air travelling.

<sup>6</sup> The emission factors we use were based on the latest version of the "How to prepare an ESG report – Appendix 2: Reporting Guidance on Environmental KPIs" published by the Stock Exchange and the emission factor published by the electricity provider (CLP 2023 Sustainability Report).

<sup>7</sup> During the Reporting Period, increased commercial air travel occurred for meetings, pre- and post-sales support, client visits, and training sessions, leading to higher Scope 3 emissions.

<sup>4</sup> 有關數據僅涵蓋由本集團控制的附屬公司所知悉的環境數據，包括香港、上海、北京、西安、廣州和成都的辦事處。報告期間內，其中一間香港辦事處搬遷新址，擴大了建築面積。

<sup>5</sup> 根據由世界企業永續發展協會及世界資源研究所發行的溫室氣體盤查議定書企業會計與報告標則（修訂版），範圍一直接排放涵蓋本集團擁有或控制的業務直接產生的溫室氣體排放，而範圍二間接排放則涵蓋來自本集團內部消耗（購回來的或取得的）電力所引致的「間接能源」溫室氣體排放。範圍三其他間接排放則包含商業航空差旅產生的溫室氣體排放。

<sup>6</sup> 我們所使用的排放系數乃參照聯交所刊發的《如何準備環境、社會及管治報告—附錄二：環境關鍵績效指標匯報指引》指引的最新版本以及電力供應商公佈的排放系數（2023中電可持續發展報告）。

<sup>7</sup> 報告期間內，會議、售前及售後支援、客戶參觀及培訓課程的商業航空旅行增加，導致範圍三排放量增加。

## OPERATION PRACTICES

### Supply Chain Management

The Group consistently upholds the principle of collaborative value creation with partners, adhering to the requirements of law and regulations. We have established a comprehensive system and evaluation standards for the selection, assessment, and management of suppliers. Through the selection process, we prioritise partnering with high-quality entities to establish enduring and stable collaborations, ensuring the seamless operation of the Group and its sustainable development objectives.

The Group's policy is designed to ensure transparency, fairness, and equity procurement, prioritising the Group's best interests. We actively promote responsible sourcing, aiming to minimise environmental and social risks throughout the entire supply chain. To deliver top-quality goods and services to our customers, we have formulated the Supplier Management System to oversee the supplier management process. When selecting suppliers or contractors, we consider various factors, including product quality, technical proficiency, delivery time, service quality, cooperation, information security, and other critical areas. Only suppliers that meet our criteria are included in the approved suppliers' list. For unqualified suppliers, we will terminate the relationship with them, remove them from the Qualified Supplier List and downgrade them to candidate suppliers or non-cooperating suppliers. This approach helps mitigate environmental and social risks across the entire supply chain.

## 營運常規

### 供應鏈管理

本集團始終堅持與合作夥伴共創價值的原則，遵循法律法規要求。我們在供應商選擇、評估及管理方面制定了完善的制度體系與評價標準。透過甄選過程，我們優先與優質實體建立合作關係，建立持久穩定的合作關係，保證本集團的持續營運和可持續發展目標。

本集團的政策旨在確保透明、公平、公正採購，優先考慮本集團的最佳利益。我們積極推動責任採購，務求將整體供應鏈對環境及社會的風險減至最低。為了向客戶提供最優質貨品及服務，我們制定了《供應商管理制度》以監督供應商管理流程。我們選擇供應商或承包商時會考慮多種因素，包括貨品品質、技術力量、交貨時間、服務質量、配合度、資訊安全等其他重要範疇。只有符合我們標準的供應商才可登錄於認可供應商名單內。對於評審不合格的供應商，我們則會與彼等終止合作關係，並將彼等從《合格供應商名錄》中剔除，並降級為候選供應商或不予合作供應商。這一做法有助於降低對整個供應鏈的環境及社會風險。

Supplier Information	供應商資料	2023 二零二三年	2022 二零二二年
<b>By Geographical Region</b>	<b>按地區分類</b>		
The PRC	中國	9	17

## OPERATION PRACTICES (continued)

### Service Responsibility

The Group is dedicated to delivering a high-quality product experience for our customers. To ensure the stability of new product operations and meet market requirements, we have established the Software Engineering Control System, rigorously overseeing the planning and processes of product design and development.

In each operating region, we assign customer service executives to provide comprehensive after-sales services and product support, catering to customer needs. Establishing a customer satisfaction and feedback mechanism, we effectively manage customer inquiries and complaints, continuously checking and enhancing customer satisfaction. Following the resolution of each case, our customer service specialists conduct satisfaction surveys, with quarterly statistics and overall customer satisfaction analysis helping us refine products and services, fostering greater customer trust. At the same time, we continue to keep in touch with our customers through various communication channels, including emails, face-to-face meetings and faxes, to collect their feedback and ensure timely responses to customer feedback.

Emphasising the importance of maintaining stable customer relationships and creating long-term value, we define the responsibilities, workflow, required training, and service standards for our engineers and customer service specialists. Our Service Management Policy outlines the technical details of various cases, ensuring that employees possess the necessary expertise to respond to customer inquiries. During the Reporting Period, the Group did not receive any significant service complaints.

## 營運常規 (續)

### 服務責任

本集團致力於為客戶提供高質量的產品體驗。為確保新產品運行的穩定性並滿足市場要求，我們設立了《軟體工程管制體系》，嚴格監督產品設計及開發的策劃和過程。

於各個營運地區，我們指派客戶服務專員提供全面的售後服務及產品支援，以滿足客戶的需要。通過制定客戶滿意度與反饋機制，我們有效處理客戶諮詢與投訴，持續檢查及提升客戶的滿意度。於各案例解決後，客戶服務專員進行滿意度調查，通過季度統計及整體客戶滿意度分析，幫助我們改善產品和服務，增強客戶信賴。同時，我們持續通過各種溝通渠道，包括電郵、面談和傳真等與客戶保持聯繫，收集彼等之意見，確保客戶的反饋得到及時回應。

本集團強調維護客戶關係的穩定性及創造長期價值的重要性。我們界定工程師及客戶服務專員的職責、工作流程、所需培訓及服務標準。我們的服務管理政策列明不同個案的技術細則，確保僱員擁有必要的專業知識回應客戶的查詢。報告期間，本集團並未收到任何重大服務投訴。

## OPERATION PRACTICES (continued)

### Service Responsibility (continued)

In addition, the Group enforces strict adherence to copyright regulations, prohibiting infringement and ensuring compliance with applicable laws and regulations, including the Trade Marks Ordinance (Chapter 559 of the Laws of Hong Kong), the Patent Law of the People's Republic of China, the Trademark Law of the People's Republic of China, the Copyright Law of the People's Republic of China and the Regulations on the Protection of Computer Software. Clear guidelines within our confidentiality provisions govern the application for patents and registration of software copyrights for the Group's inventions, computer software, technologies, and other research and development results. Employees are prohibited from displaying any intellectual property without the Group's permission. During the Reporting Period, the Group did not encounter any instances of non-compliance with applicable laws and regulations concerning the intellectual property rights.

### Privacy and Data Protection

Safeguarding the privacy and security of customer data is a top priority for the Group. The Group builds security and privacy protection in its business activities and strictly complies with relevant laws such as the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) to protect personal data and network security. To enhance protection of customer privacy, the Group adopts various protection measures, such as implementation of network and application firewall, regular security updates and proper encryption of data transmission, access right control and adequate hosting and server security. These measures are implemented rigorously to ensure the utmost protection of customer data and information. Additionally, the employment contracts of Group's employees contain confidentiality provisions, explicitly prohibiting any unauthorised disclosure of confidential information, especially in violation of privacy rules. During the Reporting Period, the Group did not encounter any instances of non-compliance with applicable laws and regulations concerning the protection of data privacy.

## 營運常規 (續)

### 服務責任 (續)

此外，本集團嚴格遵守版權規定，嚴禁侵權，並確保遵守所有適用的法律和規例，包括《商標條例》(香港法例第559章)、《中華人民共和國專利法》、《中華人民共和國商標法》、《中華人民共和國著作權法》及《計算機軟件保護條例》。我們於保密條款制定清晰的指引，規管本集團的發明創造、電腦軟件、技術等研發成果申請專利和登記軟件著作權。未經本集團允許，僱員禁止向外展示任何相關知識產權。於報告期內，本集團不存在違反知識產權相關法律法規的情況。

### 私隱及資料保護

保障客戶的資料私隱和安全對本集團至關重要。本集團在業務活動中構建安全和隱私保護，嚴格遵守相關法例如《個人資料(私隱)條例》(香港法例第486章)，保障個人資料和網絡安全。為加強保護客戶的隱私，本集團採取多項保護措施，例如實施網絡和應用防火牆、定期進行安全更新和對數據傳輸進行適當加密、存取權限控制以及足夠的託管和伺服器安全性。嚴格執行這些措施，以確保最大限度保護客戶的數據和信息。此外，本集團的僱傭合同中規定了保密條款，明確禁止違反任何隱私規則未經授權洩露機密信息。報告期間，本集團未發生任何不遵守有關保護數據隱私的適用法律法規的事件。



## OPERATION PRACTICES (continued)

### Anti-corruption

To uphold a fair, ethical, and efficient business environment, the Group strictly adheres to anti-corruption and bribery laws and regulations, irrespective of the geographical area or country where business is conducted. This commitment extends to laws such as the Law of the PRC on Anti-money Laundering and Hong Kong's Prevention of Bribery Ordinance. The Group maintains a zero-tolerance stance towards bribery, extortion, fraud, and money laundering. All directors, management personnel, and staff members are obligated to comply with the laws and regulations concerning the prevention of bribery, extortion, fraud, and money laundering in their respective operating regions.

Every employee not only bears the responsibility to understand and adhere to the policies on preventing bribery, extortion, fraud, and money laundering but is also obligated to report any potential violations to the designated individual or to the Board. The Group has established the Anti-corruption Code of Ethics, aligned with relevant legal requirements, outlining detailed procedures and norms for addressing situations involving receipt, conflicts, or declaration of interests. This code is applicable to all directors and employees. At the same time, the Whistleblower Policy has been implemented to facilitate the reporting of unacceptable or inappropriate behaviours. This policy provides clear guidelines and procedures for whistleblowers and ensures protection against any retaliation, harassment, or harm during the reporting process. Any employee who violates these regulations will be subject to disciplinary sanctions.

During the Reporting Period, directors and senior management received an hour of training covering the topic of anti-corruption. The Group was not aware of any material violations of relevant laws and regulations and there were no legal cases related to corruption filed against the Group or its employees during the Reporting Period.

## 營運常規 (續)

### 反貪污

為維持公平、道德及高效的經營環境，不論本集團在任何地區或國家經營業務，均嚴格遵守有關反貪污及賄賂的法律及法規。此承諾適用於《中華人民共和國反洗錢法》及香港《防止賄賂條例》等法律。本集團對賄賂、勒索、欺詐及洗黑錢維持零容忍立場。全體董事、管理層人員及員工有義務遵守經營所在地區有關防止賄賂、勒索、欺詐及洗黑錢的法律及法規。

全體僱員不僅有責任知悉及遵守有關防止賄賂、勒索、欺詐及洗黑錢的政策，亦有責任向負責人員或董事會舉報任何可能違法情況。本集團已根據相關法律要求制定《反貪腐道德準則》，並詳細規定處理涉及收受、衝突或申報利益情況程序及規範。此準則適用於所有董事及僱員。同時，我們已實行舉報不可接受或不當行為的舉報政策。此政策為舉報人提供明確指引及程序，並保護其於舉報過程中免受任何報復、騷擾或傷害。任何違反此等規定的僱員將受到紀律處分。

報告期間，董事及高級管理人員均已接受一小時的培訓，其中包括反貪腐議題。報告期間，本集團並無發現任何重大違反相關法律法規的行為，亦無發生針對本集團或其僱員的貪腐法律案件。

## COMMUNITY RESPONSIBILITIES

As a socially responsible company, the Group is dedicated to actively engaging with and understanding the needs of the communities in which we operate. We strongly encourage our employees to pursue their personal passions and contribute their time and skills to support local communities.

During the Reporting Period, the Group had no community focus or investments. While the management is committed to exploring potential integration with local communities in the upcoming reporting period, the Group will continue to explore and identify suitable activities that can be contributed to foster positive relationships and create a lasting impact on the communities we serve.

## LIST OF AWARDS

The Group is committed to creating long-term value for stakeholders and the community. We actively improve our performance in market activities, technical capabilities, and ESG aspects, and have successfully obtained various technical capability and sustainability-related certificates to recognise our excellent contributions. The following are the major awards received by the Group during the Reporting Period:

## 社區責任

作為一家具有社會責任感的公司，本集團致力於積極接洽及了解我們經營所在社區的需求。我們強烈鼓勵我們的僱員追求他們的個人目標，並貢獻其時間及技能支持當地社區。

於報告期間，本集團並無關注社區或投資活動。管理層致力於在臨近的報告期間探索與當地社區融合的可能性，並將繼續探索及識別可促進建立積極關係及對我們服務的社區產生持久影響的適宜的活動。

## 獲獎名單

本集團致力於為持份者及社區創造長期價值。我們積極提升在市場活動、技術能力及ESG方面的表現，並成功獲得了各種技術能力及可持續發展相關的證書，以表彰我們的卓越貢獻。報告期間內，本集團獲得的主要獎項如下：

Award 獎項	Organiser 主辦單位
SDG Enterprise Awards 2023 – Sustainable Enterprises SDG企業大獎2023—可持續發展企業	Junior Chamber International Victoria 維多利亞青年商會
2023 Cisco Partner Innovation Challenge – Greater China Theatre Winner 二零二三年思科大中華區合作夥伴創新挑戰賽—獲勝者	Cisco Systems, Inc 思科系統
Audio & Video Engineering Enterprise Capability Grade – Third-Level 音視頻集成工程企業能力等級參級	Professional Committee of Audio & Video Engineering Enterprise of China Audio-Video Association 中國音像與數字出版協會音視頻工程專業委員會

**APPENDIX I: STOCK EXCHANGE ESG GUIDE  
CONTENT INDEX**

**附錄一：聯交所《ESG指引》內容索引**

<b>Subject Areas, Aspects, General Disclosures and KPIs</b> 主要範疇、層面、一般披露及關鍵績效指標		<b>Section/Statement</b> 章節／聲明
<b>A. Environmental</b>		
<b>A.環境</b>		
<b>Aspect A1: Emissions</b>		
<b>層面A1：排放物</b>		
General Disclosure	Information on: the policies; and 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.	ENVIRONMENTAL RESPONSIBILITIES
一般披露	有關廢氣及溫室氣體排放、向水及土地的排污、有害及 無害廢棄物的產生等的： 政策；及 遵守對發行人有重大影響的相關法律及規例的資料。	環境責任
KPI A1.1	The types of emissions and respective emissions data.	ENVIRONMENTAL RESPONSIBILITIES – Energy and Greenhouse Gas Emissions, Environmental Performance Data Overview
關鍵績效指標A1.1	排放物種類及相關排放數據。	環境責任－能源及溫室氣體排 放，環境表現數據概覽
KPI 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).	ENVIRONMENTAL RESPONSIBILITIES - Environmental Performance Data Overview
關鍵績效指標A1.2	直接(範圍1)及能源間接(範圍2)溫室氣體排放量(以 噸計算)及(如適用)密度(如以每產量單位、每項設施計 算)。	環境責任－環境表現數據概覽

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	The Group's operations do not generate hazardous waste
關鍵績效指標A1.3	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)。	本集團的業務並不會產生有害廢物
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	ENVIRONMENTAL RESPONSIBILITIES - Environmental Performance Data Overview
關鍵績效指標A1.4	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)。	環境責任—環境表現數據概覽
KPI A1.5	Description of emission target(s) set and step taken to achieve them.	GOVERNANCE STRUCTURE FOR ESG WORK, ENVIRONMENTAL RESPONSIBILITIES
關鍵績效指標A1.5	描述所訂立的排放量目標及為達到這些目標所採取的步驟。	環境、社會及管治工作管治結構、環境責任
KPI 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.	GOVERNANCE STRUCTURE FOR ESG WORK, ENVIRONMENTAL RESPONSIBILITIES
關鍵績效指標A1.6	描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	環境、社會及管治工作管治結構、環境責任



Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
<b>Aspect A2: Use of Resources</b>		
<b>層面A2：資源使用</b>		
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	ENVIRONMENTAL RESPONSIBILITIES
一般披露	有效使用資源 (包括能源、水及其他原材料) 的政策。	環境責任
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (in thousand kWh) and intensity (e.g. per unit of production volume, per facility).	ENVIRONMENTAL RESPONSIBILITIES - Environmental Performance Data Overview
關鍵績效指標A2.1	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)。	環境責任－環境表現數據概覽
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	ENVIRONMENTAL RESPONSIBILITIES – Water Consumption
關鍵績效指標A2.2	總耗水量及密度 (如以每產量單位、每項設施計算)。	環境責任－用水
KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	GOVERNANCE STRUCTURE FOR ESG WORK, ENVIRONMENTAL RESPONSIBILITIES
關鍵績效指標A2.3	描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	環境、社會及管治工作管治結構、環境責任
KPI 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.	ENVIRONMENTAL RESPONSIBILITIES – Water Consumption
關鍵績效指標A2.4	描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	環境責任－用水
KPI A2.5	Total packaging material used for finished products (in tonnes), and if applicable, with reference to per unit produced.	The Group operations do not involve packaging material
關鍵績效指標A2.5	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。	本集團業務不涉及包裝材料

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
<b>Aspect A3: The Environment and Natural Resources</b>		
<b>層面A3：環境及天然資源</b>		
General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources.	ENVIRONMENTAL RESPONSIBILITIES
一般披露	減低發行人對環境及天然資源造成重大影響的政策。	環境責任
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and actions taken to manage them.	ENVIRONMENTAL RESPONSIBILITIES
關鍵績效指標A3.1	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。	環境責任
<b>Aspect A4: Climate Change</b>		
<b>層面A4：氣候變化</b>		
General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	ENVIRONMENTAL RESPONSIBILITIES – Combating climate change
一般披露	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。	環境責任－應對氣候變化
KPI 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.	ENVIRONMENTAL RESPONSIBILITIES – Combating climate change
關鍵績效指標A4.1	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。	環境責任－應對氣候變化
<b>B. Social</b>		
<b>B. 社會</b>		
<b>Employment and Labour Practices</b>		
<b>僱傭及勞工常規</b>		
<b>Aspect B1: Employment</b>		
<b>層面B1：僱傭</b>		
General Disclosure	Information on: the policies; and 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.	EMPLOYMENT AND LABOUR PRACTICES – Employer employee relationship, Employee benefits
一般披露	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：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	僱傭及勞工常規－僱主與僱員的關係、僱員福利

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
KPI B1.1	Total workforce by gender, employment type (e.g. full time or part time), age group and geographical region.	EMPLOYMENT AND LABOUR PRACTICES – Employer-employee relationship
關鍵績效指標B1.1	按性別、僱傭類型(如全職或兼職)、年齡組別及地區劃分的僱員總數。	僱傭及勞工常規－僱主與僱員的關係
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	EMPLOYMENT AND LABOUR PRACTICES – Employer-employee relationship
關鍵績效指標B1.2	按性別、年齡組別及地區劃分的僱員流失比率。	僱傭及勞工常規－僱主與僱員的關係
<b>Aspect B2: Health and Safety</b>		
<b>層面B2：健康與安全</b>		
General Disclosure	Information on: the policies; and 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.	EMPLOYMENT AND LABOUR PRACTICES – Occupational health and safety
一般披露	有關提供安全工作環境及保障僱員避免職業性危害的：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	僱傭及勞工常規－職業健康及安全
KPI B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	EMPLOYMENT AND LABOUR PRACTICES – Occupational health and safety
關鍵績效指標B2.1	過去三年(包括匯報年度)每年因工亡故的人數及比率。	僱傭及勞工常規－職業健康及安全
KPI B2.2	Lost days due to work injury.	EMPLOYMENT AND LABOUR PRACTICES – Occupational health and safety
關鍵績效指標B2.2	因工傷損失工作日數。	僱傭及勞工常規－職業健康及安全
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	EMPLOYMENT AND LABOUR PRACTICES – Occupational health and safety
關鍵績效指標B2.3	描述所採納的職業健康與安全措施，以及相關執行及監察方法。	僱傭及勞工常規－職業健康及安全

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
<b>Aspect B3: Development and Training</b>		
<b>層面B3：發展及培訓</b>		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	EMPLOYMENT AND LABOUR PRACTICES – Employee trainings and development
一般披露	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。	僱傭及勞工常規－僱員培訓及發展
KPI B3.1	The percentage of employees trained by gender and employee category (such as senior management, middle management).	EMPLOYMENT AND LABOUR PRACTICES – Employee trainings and development
關鍵績效指標B3.1	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。	僱傭及勞工常規－僱員培訓及發展
KPI B3.2	The average training hours completed per employee by gender and employee category.	EMPLOYMENT AND LABOUR PRACTICES – Employee trainings and development
關鍵績效指標B3.2	按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	僱傭及勞工常規－僱員培訓及發展
<b>Aspect B4: Labour Standards</b>		
<b>層面B4：勞工準則</b>		
General Disclosure	Information on: the policies; and compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	EMPLOYMENT AND LABOUR PRACTICES – Employment right
一般披露	有關防止童工或強制勞工的：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	僱傭及勞工常規－僱傭權益
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	EMPLOYMENT AND LABOUR PRACTICES – Employment right
關鍵績效指標B4.1	描述檢討招聘慣例的措施以避免童工及強制勞工。	僱傭及勞工常規－僱傭權益
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	EMPLOYMENT AND LABOUR PRACTICES – Employment right
關鍵績效指標B4.2	描述在發現違規情況時消除有關情況所採取的步驟。	僱傭及勞工常規－僱傭權益



Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
<b>Operating Practices</b>		
營運慣例		
<b>Aspect B5: Supply Chain Management</b>		
層面B5：供應鏈管理		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	OPERATION PRACTICES - Supply chain management
一般披露	管理供應鏈的環境及社會風險政策。	營運常規－供應鏈管理
KPI B5.1	Number of suppliers by geographical region.	OPERATION PRACTICES - Supply chain management
關鍵績效指標B5.1	按地區劃分的供應商數目。	營運常規－供應鏈管理
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	OPERATION PRACTICES - Supply chain management
關鍵績效指標B5.2	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、以及有關慣例的執行及監察方法。	營運常規－供應鏈管理
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	OPERATION PRACTICES - Supply chain management
關鍵績效指標B5.3	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。	營運常規－供應鏈管理
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	OPERATION PRACTICES - Supply chain management
關鍵績效指標B5.4	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法。	營運常規－供應鏈管理

**Subject Areas, Aspects, General Disclosures and KPIs**

主要範疇、層面、一般披露及關鍵績效指標

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**Aspect B6: Product Responsibility**
**層面B6：產品責任**

General Disclosure	Information on: the policies; and 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.	OPERATION PRACTICES - Service responsibility
一般披露	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：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	營運常規－服務責任
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Not applicable to the Group's business
關鍵績效指標B6.1	已售或已運送產品總數中因安全與健康理由而須回收的百分比。	不適用於本集團的業務
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	OPERATION PRACTICES - Service responsibility
關鍵績效指標B6.2	接獲關於產品及服務的投訴數目以及應對方法。	營運常規－服務責任
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	OPERATION PRACTICES - Privacy and data protection
關鍵績效指標B6.3	描述與維護及保障知識產權有關的慣例。	營運常規－私隱及資料保護
KPI B6.4	Description of quality assurance process and recall procedures.	OPERATION PRACTICES - Service responsibility
關鍵績效指標B6.4	描述質量檢定過程及產品回收程序。	營運常規－服務責任
KPI B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored.	OPERATION PRACTICES - Privacy and data protection
關鍵績效指標B6.5	描述消費者資料保障及私隱政策，以及相關執行及監察方法。	營運常規－私隱及資料保護

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section/Statement 章節／聲明
<b>Aspect B7: Anti-corruption</b>		
<b>層面B7：反貪污</b>		
General Disclosure	Information on: the policies; and compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	OPERATION PRACTICES – Anti-corruption
一般披露	有關防止賄賂、勒索、欺詐及洗黑錢的：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	營運常規－反貪污
KPI 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.	OPERATION PRACTICES – Anti-corruption
關鍵績效指標B7.1	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。	營運常規－反貪污
KPI B7.2	Description of preventive measures and whistleblowing procedures, how they are implemented and monitored.	OPERATION PRACTICES – Anti-corruption
關鍵績效指標B7.2	描述防範措施及舉報程序，以及相關執行及監察方法。	營運常規－反貪污
KPI B7.3	Description of anti-corruption training provided to directors and staff.	OPERATION PRACTICES – Anti-corruption
關鍵績效指標B7.3	描述向董事及員工提供的反貪污培訓。	營運常規－反貪污

**Subject Areas, Aspects, General Disclosures and KPIs**

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**Aspect B8: Community Investment****層面B8：社區投資**

General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities takes into consideration the communities' interests.	COMMUNITY RESPONSIBILITIES
一般披露	有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	社區責任
KPI B8.1	Focus areas of contribution (e.g. education, environmental matters, labour needs, health, culture, sports).	COMMUNITY RESPONSIBILITIES
關鍵績效指標B8.1	專注貢獻範疇 (如教育、環境事宜、勞工需求、健康、文化、體育)。	社區責任
KPI B8.2	Resources contributed (e.g. money or time) to the focus areas.	COMMUNITY RESPONSIBILITIES
關鍵績效指標B8.2	在專注範疇所動用資源 (如金錢或時間)。	社區責任





**INVESTECH HOLDINGS LIMITED**  
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