



CHINA SANDI HOLDINGS LIMITED

中國三迪控股有限公司

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

Stock code 股份代號：910



2021 環境，社會及管治報告
ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Environmental, Social and Governance Report

環境、社會及管治報告

ABOUT THIS REPORT

This Environmental, Social and Governance Report (the “report”) aims to disclose the policies and performance of China Sandi Holdings Limited (the “Company”, together with its subsidiaries, the “Group” or “we”) in environmental, social and governance aspects during the period from 1 January to 31 December 2021 (the “reporting period”), which cover operations in property development and property investment business at headquarters office and places of business located in Mainland China.

Reporting Principle

This report is prepared in accordance with the requirements of the Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) as set out in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited in all respects. The report is prepared and published in both English and Chinese. In the event of contradiction or inconsistency, the English version shall prevail.

關於本報告

本環境、社會及管治報告(「本報告」)旨在披露中國三迪控股有限公司(「本公司」)，連同其附屬公司(「本集團」或「我們」)於二零二一年一月一日至十二月三十一日(「報告期間」)的環境、社會及管治政策及表現，覆蓋物業發展及物業投資業務分部的營運，涵蓋位於中國內地的總部辦公室及營運點。

報告原則

本報告已全面遵循香港聯合交易所有限公司證券上市規則附錄27環境、社會及管治報告指引(「環境、社會及管治報告指引」)編製本報告。本報告以中英文編製及刊發。如有任何抵觸或不相符之處，概以英文版本為準。

Reporting principle 報告原則	The Group's reply 本集團回應
Materiality 重要性	During the reporting period, the Group invited internal and external stakeholders to conduct questionnaire surveys and identify relevant material issues. 報告期間，本集團邀請內部及外部持份者進行問卷調查，識別相關實質性議題。
Consistency 一致性	Unless otherwise stated, the Group adopts the same statistical methods and disclosure principles as those adopted in previous reports to ensure that stakeholders can make meaningful comparisons in respect of the Group's performance. 除另外說明，本集團採用與過往報告一致的統計方法及披露原則，確保持份者能夠就集團表現進行具意義的比較。
Balance 平衡	The Group prepares the report in a fair, just and unbiased manner. 本集團遵守公平公正的原則，以不偏不倚的方式編製本報告。
Quantitative 量化	The Group discloses quantitative performance and calculations. 本集團披露量化的表現及計算方法。

Confirmation and Approval

The qualitative and quantitative information used herein are sourced from public information, official documents and relevant statistics of the Group. The board of directors has confirmed and approved this report on 31 March 2022.

確認及批准

本報告使用的定性及定量信息均來自本集團的公開資料、正式文件及相關統計數據。董事會已於2022年3月31日確認及批准本報告。

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Opinion and Feedback

The Group values the opinions of stakeholders and welcomes their feedback to promote more comprehensive operation and development. You may contact us by email or by post to the address below if you have any feedback on the content or relevant information of this report:

Email: info@chinasandi.com.cn

Address: Room 2008, 20/F, 118 Connaught Road West, Hong Kong

意見及回饋

本集團重視不同持份者的意見，並歡迎將其回饋告知本集團，以助更全面的營運與發展。如閣下對本報告內容或相關資料有任何反饋，可透過以下方式與我們聯絡：

電郵：info@chinasandi.com.cn

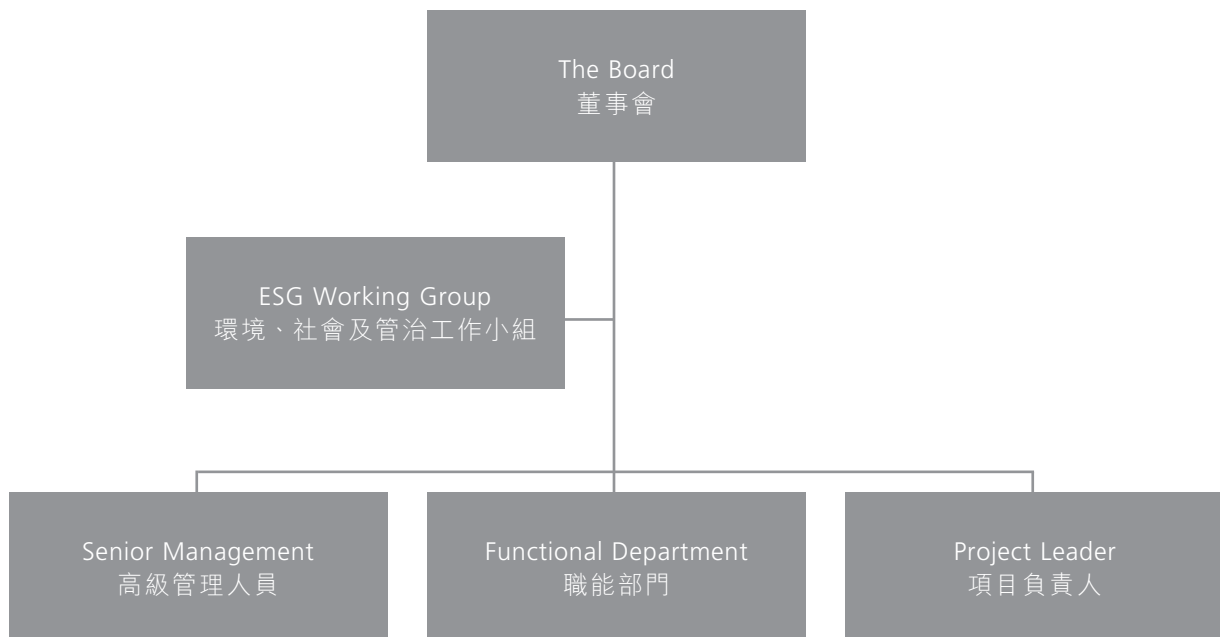
地址：香港干諾道西118號20樓2008室

SUSTAINABILITY GOVERNANCE STRUCTURE

The Group understands that the establishment of a sustainability governance structure may contribute to the stability of the Group's operations. During the reporting period, the Group has established relevant systems to strengthen its ESG supervision and performance. The Board is responsible for the operation and overall performance of the oversight structure, and coordinating relevant work by entrusting senior management and relevant departments and employees to set up an ESG working group (the "Working Group") that will report to it regularly, so as to achieve effective governance system.

可持續發展管治架構

本集團明白建立可持續管治架構有助集團營運的穩定性，已於報告期間建立相關系統，加強環境、社會及管治的監管及表現。董事會負責監管架構的運作及整體表現，並透過委託高級管理人員及相關部門和員工成立環境、社會及管治工作小組（「工作小組」），統籌相關的工作以及定期向其匯報，以達致有效的管治系統。



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The Working Group will report and discuss relevant issues with regional group members at quarterly meetings. It will also communicate daily through online working groups to response in a timely manner. The Working Group analyzes the internal and external data and information collected and reports to the Board, which will assist in formulating or adjusting strategies. Meanwhile, the Working Group is also responsible for ensuring the implementation of various principles, guidelines and policies, and applying the sustainability governance structure in daily operations.

The Group has engaged professional external consultants to assist in the operation of the Working Group and to enhance the performance of the sustainability governance structure. We hope that through training and inspection, the awareness of sustainable development will be reflected in each position and process.

RISK MANAGEMENT

To further enhance operational stability, the Group has formulated risk management and internal control procedures in accordance with the Enterprise Risk Management – Integrated Framework of the Committee of Sponsoring Organizations of the Treadway Commission (“COSO”). The relevant processes are overseen by the Board, and the internal risk management framework is regularly assessed with the assistance of the Working Group. The Working Group will report the progress of relevant risks and control measures to the management at quarterly meetings to ensure their effectiveness. In addition, the supervision department will also conduct daily management under the “three lines of defense” model and the corporate culture of “can’t, don’t dare, don’t want to (不能、不敢、不想)”. Relevant results or work progress will also be reported to the board of directors, who will help identify and respond to different types of risks for effective monitoring.

During the reporting period, the Group has not identified any environmental, social and governance risks that have a significant impact on business operations.

工作小組會透過季度會議，與各地區小組成員匯報及討論相關議題，亦會透過網上工作群組，達到日常溝通以作出及時的回應。工作小組會將收集的內部及外部數據和資訊進行分析及向董事會匯報，協助制訂或調整策略。同時，工作小組亦負責確保各原則、指引及政策的實行，將可持續發展方針及相關管治落實於日常營運當中。

本集團已聘請外部專業顧問，協助工作小組的運作及加強可持續管治架構的表現。我們期望透過培訓及檢視，將可持續發展意識體現於各工作崗位及環節當中。

風險管理

為進一步加強營運穩定性，本集團已按美國反虛假財務報告委員會下屬的發起人委員會 (Committee of Sponsoring Organizations of the Treadway Commission, 簡稱「COSO」) 之企業風險管理綜合框架，制定風險管理及內部控制流程。相關流程由董事會監督，並透過工作小組的協助，對內部風險管理框架定期進行評估。工作小組會於季度會議中向管理層匯報相關風險及監控措施的進度，以確保其有效性。此外，監察部門亦會根據「三道防線」模式及「不能、不敢、不想」的三不體系企業文化，進行日常的管理工作。相關結果或工作進度亦會向董事會回報，以助識別及應對不同類別的風險，進行有效的監控。

在報告期間，本集團並無識別出任何對業務營運造成重大影響之環境、社會及管治風險。

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STAKEHOLDERS COMMUNICATION

Regular and long-term stakeholder communication helps the Group to strengthen its operational performance and help formulate operational strategies, development directions, among others. The Group expects to have positive contacts with the corresponding stakeholders through different channels.

持份者溝通

定期及長期的持份者溝通有助本集團加強營運表現，並有助於制訂營運策略、發展方向等。本集團期望透過不同的方式，與相應的持份者進行正向的聯繫。

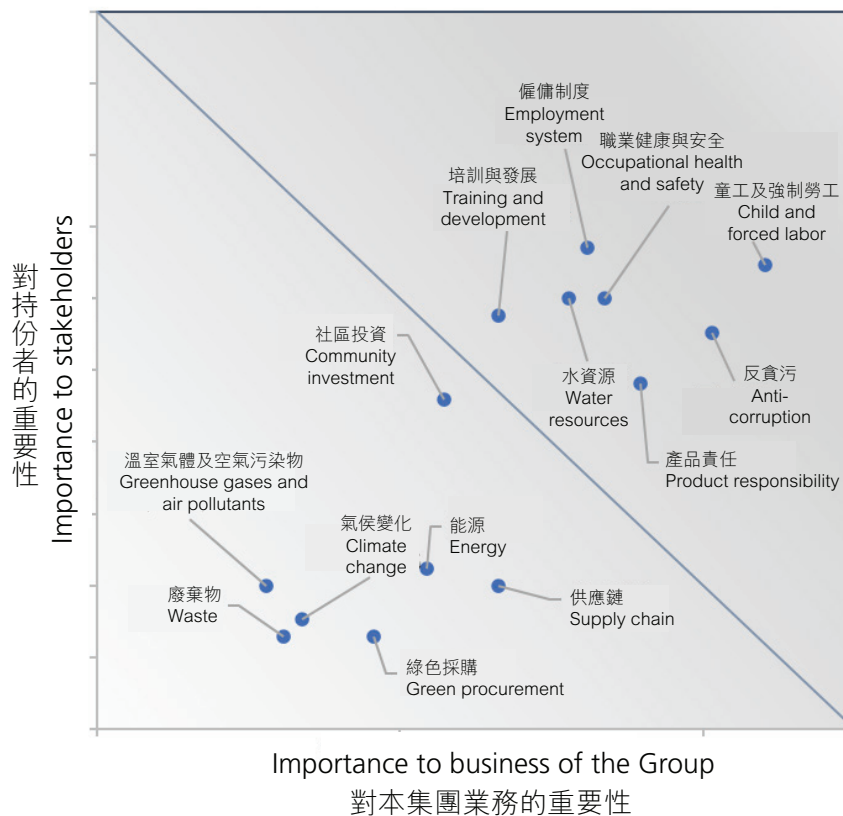
Stakeholder groups 持份者組別	Communication channels 溝通渠道
Directors 董事	<ul style="list-style-type: none">Board meetings董事會會議
Shareholders 股東	<ul style="list-style-type: none">Shareholders' general meetingFinancial reports, announcements and circularEmail股東大會財務報告、公告及通函電子郵件
Employees 員工	<ul style="list-style-type: none">Regular meetingsWork and vocational trainingQuarterly performance assessment日常會議工作及職業培訓季度績效評估
Customers 客戶	<ul style="list-style-type: none">EmailCustomer service specialist電子郵件客戶服務專員
Suppliers and other stakeholders 供應商及其他持份者	<ul style="list-style-type: none">VisitsTelephone conferenceEmail拜訪電話會議電子郵件

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During the reporting period, the Group invited internal and external stakeholders, including suppliers, shareholders, directors and employees, to conduct a questionnaire survey and identify relevant material environmental and social issues. Stakeholders score 14 issues in four areas: environmental protection, employment and labor practices, operating practices and community, and send the results to independent consultants for analysis. In this stakeholder communication, 7 material issues were identified, and community investment was included in the material issues in light of the opinions of stakeholders in various areas. The results of the stakeholder communication are set out below:

於報告期間，本集團邀請了供應商、股東、董事及員工等內部及外部持份者進行問卷調查，旨在識別相關實質性環境及社會議題。各持份者均會針對環境保護、僱傭及勞工常規、營運慣例及社區四大範疇的14項議題評分，並將其結果交給獨立顧問進行分析。是次持份者溝通識別7項實質性議題，以及因應持份者於各範疇的意見，將社區投資納入實質性議題中。以下為是次持份者溝通的結果：



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Material issues 實質性議題	Immaterial issues 非實質性議題
<ul style="list-style-type: none">• Child and forced labor• Anti-corruption• Employment system• Occupational health and safety• Water resources• Product responsibility• Training and development• Community investment• 童工及強制勞工• 反貪污• 僱傭制度• 職業健康與安全• 水資源• 產品責任• 培訓與發展• 社區投資	<ul style="list-style-type: none">• Supply chain• Energy• Green procurement• Greenhouse gases and air pollutants• Climate change• Waste• 供應鏈• 能源• 綠色採購• 溫室氣體及空氣污染物• 氣候變化• 廢棄物

EMPLOYEE CARE

Employment System

The Group attaches great importance to the treatment of all employees and keeps providing them with an excellent working environment. In addition to complying with the Labor Contract Law, the Labor Law and other relevant laws and regulations, the Group has also formulated the Administrative Measures for Employee Performance Appraisal (2021 Revision), Remuneration and Welfare Management System, Employee Welfare Management Measures, Management Regulations for Promotion and Demotion, Equal Recruitment and Promotion Policy, Retirement Policy and other policies, and included the relevant content in the Employee Handbook to ensure clear and the most appropriate treatment and protection of employees.

關懷員工

僱傭制度

本集團重視所有員工的待遇，並持續為其提供優良的工作環境。除了遵守《勞動合同法》及《勞動法》等相關法例法規，本集團亦訂定《員工績效考核管理辦法（2021修訂版）》、《薪酬福利管理制度》、《員工福利管理辦法》、《職位晉升及降職的管理規定》、《平等招聘及晉升政策》、《退休政策》等政策，並將相關的內容列明於《員工手冊》當中，確保員工清晰相關的待遇，能得到最合適的待遇及保障。

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<p>Recruitment and dismissal</p>	<ul style="list-style-type: none"> • In order to maintain compliant recruitment, the Group recruits only through legal channels in compliance with laws and regulations on employment. In addition, we will also develop a recruitment scheme based on the strategic objectives throughout the year, which lists relevant positions, responsibilities and requirements, to ensure the fairness of the recruitment process. Meanwhile, the Group has also formulated five recruitment principles, namely “person-post matching”, “capable and efficient”, “integrity with ability and integrity”, “sustainable development” and “fair competition”, and integrated them into the recruitment process. • The Group strictly prohibits the employment of child labor, and will review the identity documents and resumes of applicants during the recruitment process to conform their qualifications. Through annual inspection and daily operation and management, we can ensure that there is no misuse of child labor. If an employee under the age of 18 is identified, the Group will terminate its employment relationship with such employee immediately and return the employee to the place of residence or the police station. • The Group has set out its arrangements for dismissal in the Employee Handbook and ensured that all relevant processes are in compliance with laws, regulations and internal policies. If the dismissal is proposed by the Group, the decision must be made based on reasonable reasons, and the termination of the employment relationship between both parties shall not be proposed due to individual reasons, gender, religion and other factors. Meanwhile, if the dismissal is initiated by an employee, the Group will communicate with him/her to understand the reasons and change its measures accordingly.
<p>招聘及解聘</p>	<ul style="list-style-type: none"> • 為堅守合規的招聘，本集團遵守僱傭相關的法例法規，只透過合法途徑進行招聘。此外，我們亦會根據全年戰略目標制訂招聘計劃，列明相關的職位、職責及要求，確保招聘過程的公正性。與此同時，本集團亦訂立五大招聘原則，包括「人崗匹配」、「精幹高效」、「德才兼備」、「持續發展」及「公平競爭」，將其融入於招聘過程當中。 • 本集團嚴禁聘用童工，並會於招聘過程中，對申請人的身份證明文件及履歷進行審查，確保其工作資格。此外，透過年度檢查及日常營運管理，進一步確保沒有誤用童工的情況。如發現未滿十八歲的員工，本集團會即時終止雙方的僱傭關係，並將其送回居住地或警察局。 • 本集團已於《員工手冊》中列明有關解聘的安排，以及確保所有相關過程均符合法例法規及內部政策。如解聘為本集團提出，必須基於合理的原因而作出決定，不可因私人原因、性別、宗教等因素而提出解除雙方僱傭關係。同時，如解聘為員工主動提出，本集團會與其溝通了解原因，並根據當中的因素改變措施。

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<p>Treatment and welfare</p> <p>待遇及福利</p>	<ul style="list-style-type: none"> The Group provides competitive remuneration and benefits for suitable employees, and adjusts them based on market changes. The remuneration will be linked to the performance of employees to ensure the responsibilities and functions of the positions are met. In addition, the Group specifies the working hours in the employment contract, and prohibits coercion of employees to work during non-office hours in any form of threats, withholding personal belongings or identification documents. Employees can enjoy statutory welfare and benefits established by the Group, including statutory holiday leave, marriage leave, maternity leave, bereavement leave, social insurance, housing provident fund, and different festival or high temperature benefits. The Group expects to strengthen employees' sense of belonging and reward their efforts by offering a series of statutory and non-statutory benefits. 本集團為合適的員工提供具競爭力的薪酬及福利，並會根據市場的轉變作出調整，亦會與其工作表現掛鉤，確保與職位的職責及職效相符。此外，本集團於僱傭合約中列明工作時間，禁止一切以威脅、扣留個人物品或身份證明文件等形式，強迫員工於非辦公時段工作。 員工可享有法定福利及本集團訂立的福利待遇，包括法定節日假、婚假、產假、喪假、社會保險、住房公積金，以及不同的節慶或高溫福利。本集團期望透過一系列的法定及非法定福利，加強員工的歸屬感，以及回饋其付出。
<p>Position adjustment</p> <p>職位調整</p>	<ul style="list-style-type: none"> In order to ensure that the performance of employees meets the requirements, the Group conducts performance appraisals for different positions on a regular basis. Employees will be divided into five grades according to their respective appraisal results, and improvement measures will be taken or corresponding performance bonuses will be granted accordingly. Employees with good performance have the opportunity for promotion after further consideration of factors such as work experience and competence. Conversely, an employee who is "required for improvement" or "unqualified" is likely to face a transfer, salary reduction or dismissal. 為確保員工的表現符合要求，本集團會定期進行績效考核，針對不同的職位進行相關的職責表現評估。員工會根據其考核結果分為五個等級，並按相應等級作出改善措施或發放相應的績效獎金。表現良好的員工有機會在進一步考慮工作年資、工作能力等因素後，獲得晉升的機會。反之，如員工被評為「需改進」或「不合格」的評級，則有機會作出調職、降薪或解僱。
<p>Equal opportunity and anti-discrimination</p> <p>平等機會及反歧視</p>	<ul style="list-style-type: none"> All recruitment and dismissal, position adjustment, treatment and benefits must be made based on objective factors. Discrimination against any employee or job applicant based on gender, religion, race, sexual orientation, marital status, nationality or political opinion will in no way be tolerated. Besides, all employees or applicants will be treated fairly and will only be evaluated based on factors such as work performance, work attitude, and career development direction to ensure equal opportunities. 所有招聘及解聘、職位調整、待遇及福利等範疇均需基於客觀的因素作出決策，絕不容忍因性別、宗教、種族、性取向、婚姻狀況、國籍或政治觀點等原因而歧視任何員工或職位申請人。同時，所有員工或申請人均被公平地對待，只會基於工作表現、工作態度、職業發展方向等因素評核，確保其平等機會。

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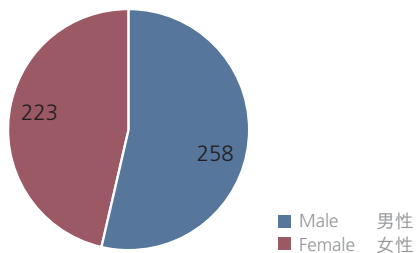
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As of 31 December 2021, the Group 481 employees in total, including 223 female employees and 258 male employees, and all of them are full-time employees. In addition, the turnover rate of the Group was 32%, involving 36% male employees and 28% female employees, which mainly due to the resignation of contracted employees upon the completion of projects.

截至2021年12月31日，本集團共有481名員工，包括223名女性和258名男性，均為全職員工。此外，本集團的流失率為32%，包括36%的男性及28%的女性流失率，主要為合約員工於項目完結後離職。

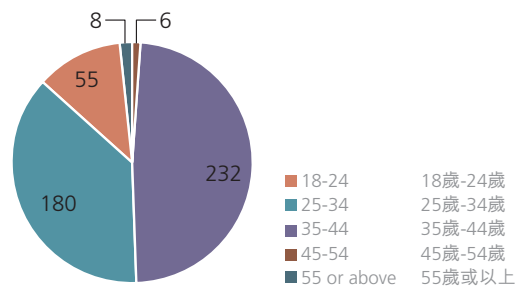
Number of employees by gender

以性別劃分的員工數量



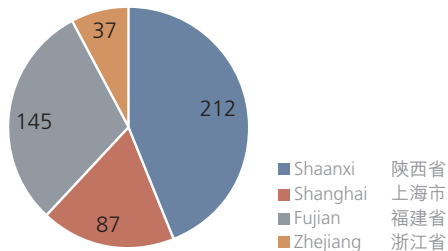
Number of employees by age

以年齡劃分的員工數量



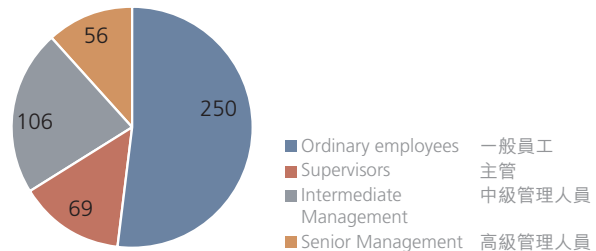
Number of employees by region

以地區劃分的員工數量



Number of employees by title

以職級劃分的員工數量



Turnover rate 流失率	Gender 性別		Region 地區			
	Male 男性	Female 女性	Shaanxi 陝西省	Shanghai 上海市	Fujian 福建省	Zhejiang 浙江省
	36%	28%	37%	42%	19%	23%
	Age 年齡					
	Aged between 18 and 24 18-24歲	Aged between 25 and 34 25-34歲	Aged between 35 and 44 35-44歲	Aged between 45 and 54 45-54歲	Aged above 55 55歲以上	
	45%	37%	31%	17%	11%	

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During the reporting period, the Group was not aware of any violations in relation to employment. If there are relevant cases, the Group will investigate immediately and process them in accordance with established procedures or relevant laws and regulations.

Training and Development

Appropriate training activities can strengthen employees' skills and knowledge to help them unleash their potential in the work environment. Based on different needs, operational strategies and development guidelines, the Group will provide employees with corresponding internal or external training in accordance with the policies and procedures set out in the Career Development Policy and the Employee Handbook to cater to the development needs of the departments or the Group. In addition to internally organized on-the-job training, commissioned training and other activities, the Group also designates employees to external organizations for professional inspections or participate in professional skills training activities through external training. The Group also encourages employees to participate in different training courses in their spare time to further improve their work performance and vision.

於報告期間，本集團未有得悉任何僱傭相關的違規個案。如有相關個案，本集團會隨即進行調查，並根據已制定的程序或相關法例法規處理。

培訓與發展

合適的培訓活動可加強員工的技能及知識，從而幫助其於工作環境中發揮潛能。根據不同的需求、營運策略及發展方針，本集團會按《職業發展政策》和《員工手冊》中列明的政策及程序，為員工提供相應的內部或外部培訓，以回應部門或集團發展的需求。除了內部組織的在崗培訓及委托培訓等活動，本集團亦會透過外部培訓，委派員工到外部組織進行專業考察或參加專業技能的培訓活動。本集團亦鼓勵員工於業餘時間自主參與不同類型的培訓課程，進一步提高工作表現及眼界。

人力資源部會根據部門要求及員工表現，進行需求分析，以及制訂相應的培訓方案。
The human resources department will conduct demand analysis based on needs and employees' performance and develop corresponding training program.

方案獲批准後，人力資源部會負責組織及協調培訓活動方案的實行。
After the plan is approved, the human resources department will be responsible for organizing and coordinating the implementation of the training program.

於培訓活動結束後，人力資源部透過表現、訪談等方式進行評估，以助完善日後的計劃和方案實行。
After the conclusion of the training activity, the human resources department will assess by way of performance and interviews to help improve the implementation of plans and programs in future.

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In order to encourage employees to actively participate in different training activities, the Group records training points for them and give them corresponding rewards. The training points will also be used as a basis for evaluating employee performance, compensation, promotion and other decision-making, so as to ensure the continuous improvement of employees' business ability and work ability to respond to the needs of the Group for development and decision-making.

During the reporting period, all employees received 9 hours of training on average. The Group will continue to improve its data collection system and further improve the integrity of data disclosure.

Occupational Health and Safety

Maintaining a healthy and safe working environment helps to enhance employee performance and create a positive working atmosphere. In addition to complying with the Labor Law of the People's Republic of China and other relevant laws and regulations, the Group's Safety Management System and Health and Safety Policy have clearly stipulated the work and procedures regarding safety management in operations, and labor and operation-related measures provided in the Employee Handbook provide guidelines for employees to ensure their health and safety during work. In addition, the Group's safety management committee and safety working group will be further responsible for the implementation of policies and measures in operation, processing daily affairs and emergency and other matters, to enhance the safety of the working environment. The president of the real estate headquarters serves as the safety management committee, while the deputy directors and heads of each center are responsible for assisting in the implementation of policies and measures. Meanwhile, under the supervision of the safety management committee, the safety working group will implement the daily safety management affairs and emergency matters of each center.

為鼓勵員工積極參與不同的培訓活動，本集團會為其記錄培訓積分，給予相應的獎勵。同時，培訓積分亦會用於評估員工績效、薪酬、晉升等決策的參考依據，確保員工的業務及工作能力持續提升，以回應集團發展及決策的需求。

於報告期間，所有員工均接受了平均9小時的培訓。本集團會持續完善數據收集系統，進一步完善數據披露的完整性。

職業健康與安全

維持健康及安全的工作環境有助加強員工的工作表現，締造正面的工作氣氛。除了遵守《中華人民共和國勞動法》等相關法例法規，本集團的《安全管理制度》和《健康與安全政策》已明確規定營運中安全管理相關工作及程序，以及於《員工手冊》中提供勞動及營運相關的措施，為員工提供指引，確保其於工作期間的健康及安全。此外，本集團的安全管理委員會及安全工作小組會進一步負責營運中的政策及措施的實行、處理日常事務及應急事項等，加強工作環境的安全性。安全管理委員會由地產總部總裁出任，而副主任及各中心負責人則負責協助落實政策及措施。同時，安全工作小組會於安全管理委員會的監督下，落實各中心的安全管理日常事務及應急事宜。

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Additionally, the Group will provide employees with different safety education and training to ensure that employees have the skills and knowledge required for their positions and effectively protect their own safety. Employees are also required to participate in the annual training on fire safety and hazardous chemicals and preventive measures to ensure employees have sufficient knowledge to cope with and deal with emergencies when they occur. The workplace will also be equipped with adequate guidelines to reduce the chance of emergencies and ensure a clear contingency plan to avoid serious consequences.

During the reporting period, the Group was not aware of any violations regarding occupational health and safety. If any, the Group will investigate immediately and process them in accordance with established procedures or relevant laws and regulations. In the past three years (including the reporting period), the Group had no work-related fatality or injury.

COMPLIANT OPERATION

Anti-corruption

The Group understands the importance of honest and clean operation, and adopts a zero-tolerance attitude towards corruption, fraud, money laundering and other illegal acts. In addition to complying with relevant laws and regulations, including the Criminal Law of the People's Republic of China, we have also formulated relevant internal policies, including the Supervising and Reporting Management System (Revision 1), Accountability for Violations and Disciplinary Regulations of Employees of Guo's Group, Employee Integrity Agreement, Whistleblower Policy, among others, to further supervise its own operations and ensure its compliance.

Relevant laws and regulations and internal control system can provide employees with daily work guidelines to ensure their compliance, and further enhance employees' anti-corruption awareness through the reporting mechanism. If an employee discovers a suspected corruption case during work, he or she can report it by phone, email, instant messaging software or in writing. Relevant departments will conduct investigations upon receipt of reports and impose corresponding penalties according to their investigation results, such as termination of employment contracts and transfer to law enforcement agencies. The identity and personal information of the whistleblowers will be kept confidential to ensure their personal safety.

與此同時，本集團會為員工提供不同的安全教育及培訓，確保員工具備職位所需的技能及知識，有效地保障自身安全。同時，員工亦須參與年度消防安全及危險化學品及預防措施的培訓，確保在緊急事項發生時，具備充足的知識面對及處理相關問題。工作場所亦會配備充足的指引，減低緊急事項發生的機會，以及確保明確的應急計劃，避免引致嚴重後果。

於報告期間，本集團未有得悉任何職業健康與安全相關的違規個案。如有相關個案，本集團會隨即進行調查，並根據已制定的程序或相關法例法規處理。於過去三年（包括本報告期間），本集團沒有任何因工死亡或受傷的個案。

合規營運

反貪污

本集團明白廉潔誠實營運的重要性，對貪污、詐騙、洗黑錢等不法行為採取零容忍的態度。除了遵循相關的法律法規，包括《中華人民共和國刑法》等，我們亦制定了相關的內部政策，包括《監測舉報管理制度（修訂一）》、《郭氏集團員工違規違紀責任追究辦法》、《員工廉潔協議》、《舉報政策》等，進一步監管自身營運，確保其合規性。

相關法例法規及內部監控制度可為員工提供日常工作的指引，確保其合規性，並透過舉報機制，進一步加強員工反貪污意識。如員工於工作期間，發現懷疑貪污個案，可透過電話、郵件、即時通訊軟件或書面形式進行舉報。相關部門會於接獲舉報後進行調查，並按其調查結果作出相應的處罰，例如解除僱傭合約及移送至執法部門，舉報者的身份及個人資料會保密處理，以確保其個人安全。

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During the reporting period, the Group provided employees and directors with an average of 20 hours and 8 hours of anti-corruption training respectively, for the purpose of explaining operational requirements for new recruits, and providing information on clean operation and the latest compliance requirements for existing employees and directors to gain new experience. In addition, the Group was not aware of any anti-corruption-related violations during the reporting period. If any, the Group will investigate immediately and process them in accordance with established procedures or relevant laws and regulations.

Supply Chain Management

After confirming the cooperation relationship between the two parties, the Group will specify the relevant work content or requirements in the cooperation contract to protect the interests of both parties. In order to ensure that the cooperation with suppliers conforms to the standards of both parties, the Group has specified the requirements and processes for employment and management in Supplier Management Review Work Method (Trial) and Supplier Management System (Trial).

Employees of relevant departments are required to follow the guidelines in the Guide to recruit, evaluate and decide all the cooperative suppliers, including on-site inspection and data analysis and others, and employees will also evaluate them in different areas, such as employment system, workplace safety, avoidance of social and environmental risks in supply chains. Besides, the Group will also conduct assessments in accordance with laws and regulations on environment to ensure that the products or services provided by suppliers comply with local requirements and standards. After determining the cooperation relationship between the two parties, the Group will specify the relevant work content or requirements in the contract to protect the interests of both parties. The Group will review the cooperation relationship on a regular basis. If the supplier's performance is found violate the established standards or laws and regulations, the Group will provide opportunities for improvement, or terminate the cooperation relationship between the parties.

於報告期間，本集團分別為員工及董事提供平均為20小時及8小時的反貪污培訓，旨在為新入職員工說明營運要求，以及為現有員工及董事提供廉潔營運及最新合規要求的資訊，溫故知新。此外，本集團於報告期間未有得悉任何反貪污相關的違規個案。如有相關個案，本集團會隨即進行調查，並根據已制定的程序或相關法例法規處理。

供應鏈管理

本集團會於確定雙方的合作關係後，將相關的工作內容或要求明確於合作合同當中，以保障雙方的利益。為確保與供應商的合作符合雙方的標準，本集團的《供方管理評審工作辦法(試行版)》及《供方管理制度(試行版)》明確聘用、管理的要求及過程。

相關部門員工需根據指引當中指引，招聘、評估及決定所有合作供應商，當中包括現場考察及資料分析等，而員工亦會就不同範疇對其進行評核，例如僱傭制度、工作場所安全，避免供應鏈中的社會及環境風險。同時，本集團亦會按環境相關的法例法規進行評核，確保供應商提供的產品或服務符合當地要求及準則。本集團會於確定雙方的合作關係後，將相關的工作內容或要求明確於合同當中，以保障雙方的利益。本集團會定期檢視合作關係，如發現供應商的表現不符合已訂定的標準或法例法規，則會提供改善機會，或解除雙方的合作關係，並不再錄取。

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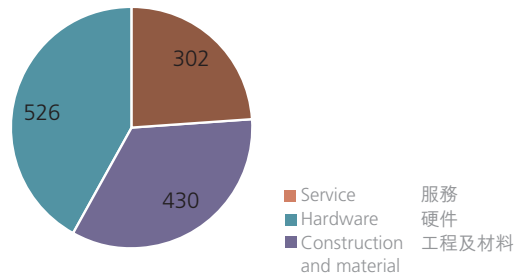
環境、社會及管治報告

During the reporting period, the Group had 1,258 suppliers in total, all of whom are from Mainland China.

於報告期間，本集團共有1,258所供應商，均來自中國內地。

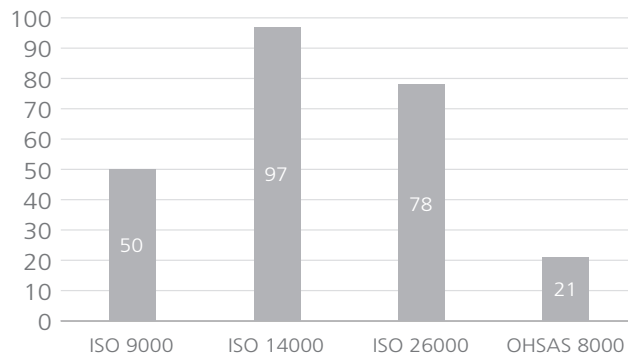
Number of Suppliers by Nature

以性質劃分的供應商數量



Number of Suppliers by Certification

通過認證的供應商數量



During the reporting period, the Group was not aware of any violations of supply chain. If any, the Group will investigate immediately and process them in accordance with established procedures or relevant laws and regulations.

於報告期間，本集團未有得悉任何供應鏈相關的違規個案。如有相關個案，本集團會隨即進行調查，並根據已制定的程序或相關法例法規處理。

Product Responsibility

The Group adheres to the principle of providing high-quality services, and supervise its own performance through the Notice on Strengthening the Control of Advertising Legal Risks in the Marketing Segment, the Notice on Regulating Corporate Culture Promotion and the Use of Logos, Customer Data Protection Policy, as well as complying with the Advertising Law of the People's Republic of China, the Urban Real Estate Administration Law of the People's Republic of China and the Interim Measures for the Administration of Internet Advertising and other relevant laws and regulations.

產品責任

本集團秉持提供優質服務的原則，並透過《關於營銷板塊加強管控廣告法律風險的通知》、《關於規範企業文化宣傳及logo使用的通知》、《客戶資數據保護政策》，以及遵守《中華人民共和國廣告法》、《中華人民共和國城市房地產管理法》及《互聯網廣告管理暫行辦法》等相關法律法規，監控自身的表現。

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The Group clearly sets out the requirements for different channels or forms of publicity in its internal policies to ensure the accuracy and authenticity of the information sent. The marketing management center, regional marketing, project marketing and other related departments will monitor and manage different areas, and conduct regular inspections and improvements, while the marketing management center will conduct irregular organizational inspections to ensure compliance of relevant work. In addition, the Group respects all intellectual property rights and their owners, and protects the rights of both parties through quarterly inspections. The Group will also apply for registered trademarks and intellectual property certificates to safeguard its own intellectual property rights.

Besides, the Group attaches great importance to the security of the network, and ensures the security of the network and the privacy of customer data through regular inspections, enhancement of network security and operational services, and timely maintenance and upgrade of different software and hardware. We will also cooperate with data providers to verify and protect internal systems and further enhance their security.

Any customer who finds any irregularities in the products provided or suspects the leakage of customer data and information can make complaints through the customer service hotline, email, communication software and other channels. After receiving the complaint, the Group will appoint a commissioner to investigate and will take improvement measures based on the results.

During the reporting period, the Group was not aware of any violations of laws and regulations on product responsibility, customer complaints, patent infringements or customer data leakage. If any, the Group will investigate immediately and process them in accordance with established procedures or relevant laws and regulations.

本集團於內部政策中清晰列明不同宣傳渠道或形式的要求，以確保發送的信息的準確度及真實性。營銷管理中心、區域營銷、項目營銷等相關部門會針對不同範疇進行監控及管理，進行定期檢查及改善，而營銷管理中心則會進行不定期的組織巡查，確保相關工作的合規性。此外，本集團尊重所有知識產權及其擁有者，透過季度巡查保障雙方的權利。而本集團亦會申請註冊商標、知識產權證書，維護自身知識產權。

與此同時，本集團重視網絡的安全性，透過定期巡查、強化網絡安全及營運服務，以及及時就不同的軟件和硬件進行維護及升級，確保網絡的安全及客戶資料的私隱度。我們亦會與數據商合作，核查及保護內部系統，進一步加強其安全性。

如客戶發現所提供的產品有任何不合規的情況，或懷疑洩漏客戶數據及資料，均可透過客戶服務熱線、電郵、通訊軟件等渠道進行投訴。本集團會於接獲投訴後，委派專員調查，並會根據結果採取改善措施。

於報告期間，本集團未有得悉任何產品責任相關法律法規的違規個案、客戶投訴、專利侵權及客戶資料洩露的個案。如有相關個案，本集團會隨即進行調查，並根據已制定的程序或相關法例法規處理。

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ENVIRONMENTAL PROTECTION

Use of Resources

Energy and resources are integral and important components in the Group's operations. The Group is committed to monitoring resource and energy consumption in its operations through a series of measures, internal policy mechanisms and corresponding laws and regulations, so as to reduce the negative impact of its business on the environment. Under the guidance of the Notice on Energy Conservation and Consumption Reduction in Offices and Environmental Management, employees are assisted to save water and electricity during work and avoid unnecessary use of resources. In order to further supervise its own environmental impact and performance, the Group, with an aim to reduce cost of electricity and water resources, expects to reduce related consumption and establish a green operating model and working environment through quantitative data.

環境保護

資源使用

能源及資源為本集團營運不可或缺的重要元素。本集團致力通過一系列措施、內部政策機制，以及相應法例法規，監管營運中的資源及能源消耗，減少業務對環境的負面影響。在《關於辦公室節能降耗及環境管理的通知》的指引下，協助員工在工作期間節水節電，避免不必要的資源使用。為進一步監管自身的環境影響及表現，本集團以下降電力及水資源相關費用為目標，期望透過量化的數據減低相關消耗，建立綠色營運方式及工作環境。

Office equipment 辦公設備	Employee awareness 員工意識
<ul style="list-style-type: none">Minimize the use of air conditioners and set the temperature to 26 degrees, and close doors and windows during use;Schedule maintenance and repairs on equipment on a quarterly basis, and avoid using inappropriate equipment during inappropriate seasons;Advocate the use of smart light bulbs and maximize the use of natural light to reduce the activation time of the lighting system;Adjust the settings of equipment such as escalators to use energy efficiently; andInstall energy-saving lamps with lighting timers.盡量減少空調使用量，並把溫度設定在26度範圍，以及在使用期間必須關閉門窗；按季度安排設備的維護維修工程，以及避免於不適當的季節使用不當的設備；提倡使用智能燈泡，以及最大化自然光的使用，減低照明系統的啟用時間；調整自動扶梯等設備的設置，以有效地使用能源；及安裝照明定時器運作的節能燈。	<ul style="list-style-type: none">Turn off the power of the device after using the device and leaving work for a long time or during non-office hours; andNo use of 300W high-power electrical appliances without permission.在使用設備後、需長時間離開工作崗位或非辦公時間，需關閉設備電源；及不可於未經准許的情況下，使用300W的大功率電器。

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Although the Group has no difficulties in finding suitable water sources, the Group expects to protect precious water resources through different means. Regarding the use of water resources in operations, the Group will post water-saving slogans in restrooms or other water-using places, and install sensor water-saving equipment to reduce the use and waste of water resources.

During the reporting period, the Group consumed 4,379 MWh of energy in total and the corresponding intensity was 8.17 MWh per employee. As vehicle usage increased significantly during the reporting period, the associated fuel consumption also increased significantly. For water resources, the Group consumed 44,673 cubic meters in total and its intensity was 83 cubic meters per employee. Through measures such as reminding employees to turn off taps after use, and using tap water for daily cleaning, water usage decreased significantly during the reporting period.

儘管本集團在尋找合適水源方面沒有遭遇任何困難，本集團亦期望能透過不同的方式，保護珍貴的水資源。針對營運中水資源的使用，本集團會在洗手間或其他用水場所，張貼節水標語，以及安裝傳感器節水裝備，以減省水資源的使用及浪費。

報告期間，本集團共消耗4,379兆瓦時的能源，而相應密度為8.17兆瓦時／僱員。由於報告期間的車輛使用量明顯上升，相關燃油消耗量亦明顯增加。針對水資源，本集團共消耗44,673立方米，而其密度為83立方米／僱員。透過提醒員工於使用後關閉水龍頭，以及在日常清潔中使用自來水等措施，報告期間的水資源使用量明顯下降。

Energy 能源	2021	Unit 單位
Electricity 電力	3,731	MWh 兆瓦時
Gasoline 汽油	627	MWh 兆瓦時
Diesel 柴油	21	MWh 兆瓦時
Total energy consumption 能源總消耗量	4,379	MWh 兆瓦時
Energy intensity 能源密度	8.17	MWh/employee 兆瓦時／僱員

Water resources 水資源	2021	2020	Unit 單位
Total water consumption 水資源總消耗量	44,673	60,773	m ³ 立方米
Water intensity 水資源密度	83	87	m ³ /employee 立方米／僱員

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Apart from energy and water resources, the Group is also committed to promoting the concept of electronic and paperless office during operation, and reducing the use of resources and packaging materials by encouraging and promoting double-sided printing, reusing single-sided printing paper and recycling used ink cartridges. During the reporting period, the Group consumed 9.20 tonnes of packaging materials in total, including paper bags, paper, gift boxes and plastic bags. The Group will continue to improve the data collection system, record and review the consumption of packaging materials and other resources, and strive to achieve the goal of reducing costs on paper and packaging materials, and evaluate and manage related performance in a quantitative manner.

除了能源及水資源，本集團於營運期間亦致力推廣電子化及無紙化的辦公理念。透過鼓勵及推廣雙面打印、重用單面印刷紙，以及回收使用後的墨盒，減低資源及包裝材料的使用。報告期間，本集團共消耗了9.20公噸包裝材料，當中包括紙袋、紙張、禮物盒及塑膠袋。本集團會持續完善數據收集系統，記錄及檢視包裝材料及其他資源的消耗情況，以及致力達致減低紙張及包裝材料相關費用為目標，以量化的方式評估及管理表現。

Packaging materials 包裝材料	2021	2020	Unit 單位
Paper bag 紙袋	1.00	Not available 不適用	Tonnes 公噸
Paper 紙張	8.05	5.82	Tonnes 公噸
Gift box 禮物盒	0.03	Not available 不適用	Tonnes 公噸
Plastic bag 塑膠袋	0.12	Not available 不適用	Tonnes 公噸
Total consumption of packaging materials 包裝材料總消耗量	9.20	5.82	Tonnes 公噸
Intensity of packaging material 包裝材料密度	0.02	0.008	Tonnes/Employee 公噸／僱員

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Carbon Emission

The Group understands that air pollutants and greenhouse gas emissions will affect air quality and further accelerate climate change. In view of this, in addition to relevant laws, regulations and standards, the Group has established corresponding internal control policies and mechanisms and the Exhaust Emission Reduction Policy to manage and reduce related emissions and achieve green operations. In addition, the Group is also committed to promoting the concept of green office to various departments, and adopts a series of measures to monitor, manage and evaluate the emissions in the operation, and work together to achieve an operation model of energy conservation and emission reduction.

碳排放

本集團明白空氣污染物及溫室氣體排放會影響空氣質素，以及進一步加速氣候變化。有見及此，本集團在相關法例法規及標準的基礎上，定立相應的內部監控政策機制及《廢氣減排政策》，管理及減低相關排放量，達致綠色營運。此外，本集團亦致力把環保辦公的理念推至各部門，以一系列措施監督、管理及評估營運中的排放量，上下一心，達致節能減排的營運模式及目標。

Operating mode 營運模式	Emission reduction at source 源頭減排
<ul style="list-style-type: none"> Encourage video conferencing by phone and reduce the number of business trips; and Encourage the use of public transport. 鼓勵電話給視像會議，減低商務旅行次數；及 鼓勵使用公共交通工具。 	<ul style="list-style-type: none"> Prioritize local suppliers to reduce supply chain emissions. 優先考慮本地供應商，減低供應鏈排放量。

Meanwhile, the Group will also reduce the carbon emissions caused by energy consumption by adopting the measures under the section of "Use of Resources". Please refer to "Use of Resources" for details.

與此同時，本集團亦會根據「資源使用」章節中的措施，減低消耗能源引致的碳排放量。詳情請參閱「資源使用」章節。

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During the reporting period, the Group emitted 3,984 tonnes of CO₂ equivalent of greenhouse gases in total, with an associated intensity of 7 tonnes of CO₂ equivalent/employee. Due to the Group's improvement of the data collection system during the reporting period, the overall data collection scope has become more complete, so the fugitive emission data from refrigerants and fire extinguishing systems are also more complete than before, resulting in a significant increase in greenhouse gas emissions. The Scope 1 emission for the reporting period increased to 1,708 tonnes of CO₂ equivalent. In addition, the Group's emissions of nitrogen oxides, sulphur oxides and particulate matter during the reporting period were 20 kg, 6 kg and 0.8 kg, respectively.

報告期間，本集團共排放3,984公噸二氧化碳當量的溫室氣體，而相關密度為7公噸二氧化碳當量／僱員。由於本集團在報告期內改善了數據收集系統，整體數據收集範圍更為完善，故源自製冷劑及滅火系統的逸散性排放數據亦較以往完整，導致溫室氣體排放量明顯提升，報告期間的範圍一排放量增至1,708公噸二氧化碳當量。此外，本集團於報告期間的氮氧化物、硫氧化物及懸浮粒子排放量分別為20千克、6千克及0.8千克。

Greenhouse gas emissions ¹ 溫室氣體排放 ¹	2021	2020	Unit 單位
Scope 1 direct emission ² 範圍一直接排放 ²	1,708	280	tonnes of CO ₂ equivalent 公噸二氧化碳當量
Scope 2 energy indirect emission ³ 範圍二能源間接排放 ³	2,276	2,030	tonnes of CO ₂ equivalent 公噸二氧化碳當量
Total greenhouse gas emission 溫室氣體總排放	3,984	2,310	tonnes of CO ₂ equivalent 公噸二氧化碳當量
Intensity of greenhouse gas 溫室氣體密度	7	4	tonnes of CO ₂ equivalent/Employee 公噸二氧化碳當量／僱員

¹ With reference to Guidelines for Accounting and Reporting Greenhouse Gas Emissions China Public Building Operation Units (Enterprises) (Trial).

參考《公共建築運營(企業)溫室氣體排放核算方法和報告指南(試行)》。

² Including emissions from gasoline and diesel used in vehicles, as well as fugitive emissions from refrigerants and fire extinguishing systems.

包括車輛使用汽油及柴油的排放，以及製冷劑和滅火系統的逸散性排放。

³ Including consumption of electricity purchased from third parties.

包括從第三方購買的電力消耗。

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Air pollutant emissions ^{4, 5} 空氣污染物排放 ^{4, 5}	2021	2020	Unit 單位
Nitrogen oxides 氮氧化物	20	46	kg 千克
Sulphur oxides 硫氧化物	6	0.3	kg 千克
Particulate matter 懸浮粒子	0.8	4	kg 千克

During the reporting period, the Group was not aware of any illegal cases relating to air pollutants and greenhouse gas emissions. If any, the Group will investigate immediately and process them in accordance with established procedures or relevant laws and regulations.

Climate Change

Climate change has had a nonnegligible impact on the global society and economy, and increased the instability of business operations. The Group understands that formulating climate-related policies can help identify and manage relevant risks and achieve a stable mode of operation. In response to social and national standards for climate change, the Group will formulate climate-related policies in the future to understand the climate-related risks in its operations and its impact on the Group, so as to develop corresponding regulatory measures. Meanwhile, the Group will strive to reduce the impact of business operations on the environment through climate-related policies to achieve sustainable development of the Group's operations and the society.

報告期間，本集團未有得悉任何空氣污染物及溫室氣體排放相關的違法個案。如有相關個案，本集團會隨即進行調查，並根據已制定的程序或相關法例法規處理。

氣候變化

氣候變化為全球社會及經濟帶來不容忽視的影響，增加企業營運的不穩定性。本集團明白訂立氣候相關政策能協助識別及管理相關風險，達致穩定的營運方式。為回應社會及國家針對氣候變化的標準，本集團會於未來制訂氣候相關政策，了解營運中的氣候相關風險，以及對集團的影響，以制訂相應的監管措施。同時，本集團會致力通過氣候相關政策，減低業務營運對環境的影響，使集團營運及社會均能達到可持續發展。

⁴ With reference to Technical Guidelines for the Preparation of Air Pollutant Emission Inventory for Road Motor Vehicles 參考《道路機動車大氣污染物排放清單編製技術指南》。

⁵ Including emissions from gasoline and diesel used in vehicles. 包括車輛使用汽油及柴油的排放量。

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Environment and Natural Resources

As an enterprise covering property development and investment business, the Group reduces its impact on the environment and natural resources through the Green Office Policy and the Green Procurement Policy, and minimizes damage to the surrounding environment while maintaining business development.

環境及天然資源

作為一所涵蓋物業發展及投資業務的企業，本集團透過《綠色辦公室政策》及《綠色採購政策》減低對環境及天然資源的影響，在維持業務發展的同時，最小化對周遭環境的破壞。

Potential impact 潛在影響	Management method 管理方式
Waste of resources 資源浪費	Prioritize the procurement of materials with higher energy efficiency, and provide guidance on enhancing employee awareness, administrative measures and equipment management, such as posting energy-saving notices to remind employees to minimize unnecessary use of resources while performing their duties to avoid resource misallocation or waste. 優先採購能源效益較高的材料，以及在加強員工意識、行政措施及設備管理方面提供指引，例如張貼節能告示，提醒員工在履行職責的同時，盡量減低不必要的資源使用，避免資源錯配或浪費。
Environmental pollution 環境污染	In order to reduce the impact of hazardous and non-hazardous wastes in operations, the Group prioritizes the use of green facilities and materials to reduce the risk of environmental pollution and damage. 為減低營運中的有害及無害廢棄物的影響，本集團優先採用綠色設施及材料，減低造成環境污染及破壞的風險。

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Waste

In order to reduce the impact of operations on the environment, the Group treats different wastes separately through internal control policies and mechanisms, as well as compliance with relevant laws, regulations and standards. Regarding non-hazardous waste, the Notice on Energy Conservation and Consumption Reduction in Offices and Environmental Management of the Group clearly states the principles of green operation, and provides guidelines to assist employees in reducing the amount of waste disposal and generation generated by the business. In order to strengthen the implementation of relevant policies and measures, the Group will conduct publicity and inspections on a regular basis to ensure that there are no violations. Meanwhile, the Group has also strengthened its management performance to reduce paper related expenses.

廢棄物

為減低營運對環境的影響，本集團透過內部監控政策及機制，以及遵守相關法例法規和標準，識別及處理不同的廢棄物。針對無害廢棄物，本集團的《關於辦公室節能降耗及環境管理的通知》清晰列明綠色營運的原則，以及提供指引協助員工減低業務產生的廢物棄置及產生量。為加強有關政策及措施的實行情況，本集團會定期宣傳及巡查，確保沒有任何違規行為。與此同時，本集團亦以下降紙張相關費用為目標，加強管理相關表現。

Reduce 減少	Recycle 回收
<ul style="list-style-type: none">Promote the use of recycled paper and double-sided paper;Promote electronic work mode to achieve paperless operation;Reduce or eliminate the use of disposable paper cups and remind employees to bring their own water cups;Prioritize the use of environmentally friendly and reusable office supplies; andSupervise the ink cartridge and toner usage of printing equipment to reduce unnecessary consumption.推廣使用再生紙及雙面用紙；提倡電子化工作模式，達致無紙化的營運方式；減少或淘汰一次性紙杯的使用，提醒員工自攜水杯；優先使用環保及可重用的辦公用品；及監管打印設備的墨盒及墨粉使用量，減低不必要的消耗。	<ul style="list-style-type: none">Collect recyclable waste on a regular basis and hand it over to a qualified contractor for disposal.定期收集可回收廢棄物，並交由合資格承辦商處理。

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During the reporting period, the Group collected 1.28 tonnes of paper and 0.12 tonnes of plastic in total, which were all sent to qualified third parties for recycling. In respect to hazardous waste, the Group did not generate any relevant consumption during the reporting period. The Group will strive to improve its performance in statistical data, improve supervision and data accuracy. During the reporting period, the Group was not aware of any waste-related illegal cases. If any, the Group will investigate immediately and process them in accordance with established procedures or relevant laws and regulations.

報告期間，本集團共收集1.28公噸紙張及0.12公噸塑膠，均交由合資格第三方進行回收。針對有害廢棄物，本集團於報告期間未有產生相關消耗量。本集團會致力完善數據統計表現，提升監管情況及數據準確度。報告期間，本集團未有得悉任何廢棄物相關的違法個案。如有相關個案，本集團會隨即進行調查，並根據已制定的程序或相關法例法規處理。

Non-hazardous waste^{6,7} 無害廢棄物 ^{6,7}	2021	Unit 單位
Recycled paper 回收紙張	1.28	Tonnes 公噸
Recycled plastic 回收塑膠	0.12	Tonnes 公噸
Total non-hazardous waste 無害廢棄物總量	1.40	Tonnes 公噸
Intensity of non-hazardous waste 無害廢棄物密度	0.014	Tonnes/Employee 公噸／僱員

⁶ As it is difficult for some operation sites to count the amount of domestic waste, the amount of non-hazardous waste produced during the reporting period does not include the operating sites located in Longyan city.

因部份營運點難以統計生活垃圾量，報告期間的無害廢棄物生產量不包括位於龍岩市的營運點。

⁷ Including the office and operating sites located in Fuzhou and operating sites in Shanghai.

包括位於福州的辦公室和營運點，以及上海的營運點。

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COMMUNITY INVESTMENT

Giving back to the society is one of the areas that the Group attaches great importance to. The Group hopes to assist its development by actively participating in community activities. In order to implement more comprehensive community investment activities and programs, the Group will formulate relevant policies in due course and improve the existing supervision mechanism. During the reporting period, the Group focused on assisting in epidemic prevention and control and poverty alleviation.

In order to assist the prevention and control work of the community and reduce the impact of the epidemic on personal health, we have donated RMB2,000,000 to the Red Cross every year since 2020. In 2021, the Group made donations to the epidemic prevention efforts in Fujian, which alleviated the impact on local communities and residents during the epidemic. This move has not only been reported by major media, but also affirmed by the Red Cross Society of China and awarded the Medal for Dedication of Red Cross Society of China, and the Red Cross Society of China Fujian Branch once again awarded the Golden Medal of Humanitarianism of the Red Cross Society of China Fujian Branch, in recognition of the Group's contribution. In addition, we also donated anti-epidemic materials valuing RMB50,000 to the New Coronary Pneumonia Epidemic Prevention and Control Headquarters in Qujiang New District of Xi'an City, to resist the impact of the epidemic.

The Group also understands that education is an indispensable component for the future stable development of society. It has successively donated the establishment of a number of primary and secondary schools and kindergartens in various regions of China, and established a strategic partnership with the Education Group to improve the quality of resources and contribute to the development of education. In the meantime, we are the title sponsor of the 4th Nanping Sports Games to support sports development. In addition, local operating sites also provide assistance in different areas. For poverty alleviation, we donated RMB10,540 in total to help communities in need buy food and improve their lives.

社區投資

回饋社會是本集團重視的範疇之一，期望透過積極參與社區活動，協助其發展。為實行更全面的社區投資活動及方案，本集團會於適時制訂相關政策，完善現有的監管機制。於報告期間，本集團專注於協助疫情防控工作及扶貧。

為協助社區的防控工作，減低疫症對個人健康的影響，我們自2020年起向紅十字會每年捐款2,000,000元。而在2021年，本集團亦再次通過捐助福建的防疫工作，減輕當地社區及居民於疫情期間的所受的影響。此舉不但得到各大媒體的報導，亦獲得中國紅十字會的肯定，獲頒發「中國紅十字會奉獻獎章」，而福建省紅十字會再次授予「福建省紅十字會人道金質獎章」，以表彰本集團的貢獻。此外，我們亦各西安市曲江新區新冠肺炎疫情防控工作指揮部捐款共50,000元的防疫物資，抵抗疫症的影響。

本集團亦明白教育對社會未來穩定發展是不可或缺的元素，已先後對中國多個地區捐建多所中小學及幼兒園，並與教育集團建立戰略合作關係，提升資源質素，為教育發展出一分力。同時，我們為冠名贊助第四屆南平市運動會，以支持體育發展。此外，地方營運點亦因應不同範疇提供援助。針對扶貧範疇，我們作出合共10,540元的捐款，幫助有需要的社群購買食物及改善生活。

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APPENDIX

Content Index for the ESG Report

附錄

環境、社會及管治報告內容索引

Aspects	Content	Page index/Remark
層面	內容	頁碼索引／備註
A1. Emission		
A1. 排放物		
General disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	19, 21, 23-24
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： (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。	
A1.1	The types of emissions and respective emission data.	20-21
	排放物種類及相關排放數據。	
A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions and intensity.	20
	直接(範圍1)及能源間接(範圍2)溫室氣體排放量及密度。	
A1.3	Total hazardous waste produced and intensity.	24
	所產生有害廢棄物總量及密度。	
A1.4	Total non-hazardous waste produced and intensity.	24
	所產生無害廢棄物總量及密度。	
A1.5	Description of emissions target(s) set and steps taken to achieve them.	16, 19
	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。	
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.	23
	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。	

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Aspects	Content	Page index/Remark
層面	內容	頁碼索引／備註
A2. Use of Resources		
A2. 資源使用		
General disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	16
一般披露	有效使用資源(包括能源、水及其他原材料)的政策。	
A2.1	Direct and/or indirect energy consumption by type and intensity.	17
	按類型劃分的直接及／或間接能源總耗量及密度。	
A2.2	Water consumption in total and intensity	17
	總耗水量及密度。	
A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	16
	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。	
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.	16-17
	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。	
A2.5	Total packaging material used for finished products and with reference to per unit produced.	18
	製成品所用包裝材料的總量及每生產單位佔量。	
A3. The Environment and Natural Resources		
A3. 環境及天然資源		
General disclosure	Policies on minimising the issuer's significant impacts on the environment and natural resources.	22
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。	
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	22
	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。	

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Aspects	Content	Page index/Remark
層面	內容	頁碼索引／備註
A4. Climate Change		
A4. 氣候變化		
General disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	21
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。	
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。	21
B1. Employment		
B1. 僱傭		
General disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	6-7, 10
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： (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。	
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。	9
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。	9

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Aspects 層面	Content 內容	Page index/Remark 頁碼索引／備註
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。	11, 12
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。	12
B2.2	Lost days due to work injury. 因工傷損失工作日數。	12
B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored. 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。	11-12
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。	10-11
B3.1	The percentage of employees trained by gender and employee category. 按性別及僱員類別劃分的受訓僱員百分比。	11
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。	11

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Aspects	Content	Page index/Remark
層面	內容	頁碼索引／備註
B4. Labour Standards		
B4. 勞工準則		
General disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	6, 10
一般披露	有關防止童工或強制勞工的： (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。	
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。	7-8
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。	7-8
B5. Supply Chain Management		
B5. 供應鏈管理		
General disclosure	Policies on managing environmental and social risks of the supply chain.	13
一般披露	管理供應鏈的環境及社會風險政策。	
B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	14
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. 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，以及相關執行及監察方法。	13
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。	13
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法。	13

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層面	內容	頁碼索引／備註
B6. Product Responsibility		
B6. 產品責任		
General disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	14-15
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： (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。	
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回收的百分比。	The issue is irrelevant to the Group's operation. 議題與本集團之營運無關。
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。	15
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。	15
B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	15
B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored. 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。	15

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層面	內容	頁碼索引／備註
B7. Anti-corruption		
B7. 反貪污		
General disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	12-13
一般披露	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。	
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. 於匯報期內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。	13
B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	12
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。	13
B8. Community Investment		
B8. 社會投資		
General disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	25
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。	
B8.1	Focus areas of contribution. 專注貢獻範疇。	25
B8.2	Resources contributed to the focus area. 在專注範疇所動用資源。	25



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