

# FINSOFT FINANCIAL INVESTMENT HOLDINGS LIMITED

匯財金融投資控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號: 8018



## 2022 ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

# Environmental, Social and Governance Report

## 環境、社會及管治報告

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# Environmental, Social and Governance Report

## 環境、社會及管治報告

### ABOUT THE REPORT

Finsoft Financial Investment Holdings Limited (“Company”, together with its subsidiaries, “Group” or “We”) is pleased to present our Environmental, Social and Governance (“ESG”) Report (“ESG Report”) for the year ended 31 December 2022 (“Year”). This ESG Report summarises the Group’s environmental, social, and governance (“ESG”) initiatives, plans, and performance transparently, specifies comparative data for the year ended 31 December 2021, as well as demonstrates our ongoing commitment towards sustainable development.

### REPORTING STANDARD

This ESG Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (“Guide”) as set out in Appendix 20 to the Rules Governing the Listing of Securities on GEM of The Stock Exchange of Hong Kong Limited (“GEM Listing Rules”) on the basis of the four reporting principles (i.e. materiality, quantitative, balance and consistency). A content index is appended in the last chapter of this ESG Report for easy comprehension with reference to the Guide. For details of our corporate governance, please refer to the section headed “Corporate Governance Report” in the annual report of the Company for the Year (“2022 Annual Report”).

### 關於本報告

匯財金融投資控股有限公司(「本公司」, 連同其附屬公司統稱「本集團」或「我們」)欣然提呈截至二零二二年十二月三十一日止年度(「本年度」)的環境、社會及管治報告(「本環境、社會及管治報告」)。本環境、社會及管治報告透明地概述本集團的環境、社會及管治(「環境、社會及管治」)舉措、計劃及表現, 明列與截至二零二一年十二月三十一日止年度的比較數據, 以及展現我們對可持續發展的持續承諾。

### 報告準則

本環境、社會及管治報告根據香港聯合交易所有限公司GEM證券上市規則(「GEM上市規則」)附錄二十所載的環境、社會及管治報告指引(「指引」)編製, 並以四項匯報原則(即重要性、量化、平衡及一致性)為基準。本環境、社會及管治報告的最後一章附有內容索引, 方便參考指引進行理解。有關我們企業管治的詳情, 請參閱本公司本年度的年報(「二零二二年年報」)中的「企業管治報告」一節。

Reporting Principles 報告原則	Application 應用
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<b>Materiality</b>	This ESG Report include sufficiently important content for investors and other stakeholders to evaluate the Group’s ESG performance. A description of the Group’s materiality assessment process and stakeholder engagement can be found in the sections headed “STAKEHOLDER ENGAGEMENT” and “MATERIALITY ASSESSMENT” in this ESG Report.
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<b>重要性</b>	本環境、社會及管治報告包含充分重要的內容, 以供投資者及其他持份者評估本集團的環境、社會及管治績效。有關本集團重要性評估過程及持份者參與的描述載於本環境、社會及管治報告「持份者參與」及「重要性評估」分節。
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<b>Quantitative</b>	The disclosure of KPIs in respect of historical data are measurable and comparable with its ESG performance in the previous year. Relevant explanation is also provided in this ESG Report to evaluate and validate the effectiveness of ESG policies and management systems of the Group.
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<b>量化</b>	披露歷史數據的關鍵績效指標可衡量並可與上一年度環境、社會及管治績效作比較。本環境、社會及管治報告亦包含相關解釋, 以評估及確認本集團環境、社會及管治政策及管理制度的成效。
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<b>Balance</b>	This ESG Report is disclosed in an unbiased manner to avoid misleading the decision or judgement of the report reader in an inappropriate way.
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<b>平衡</b>	本環境、社會及管治報告以不偏不倚的方式披露, 避免以不適當的方式誤導報告讀者的決定或判斷。
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<b>Consistency</b>	The methodologies used in this ESG Report is consistent with previous year to allow for meaningful comparisons of the Group’s ESG performance over time.
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<b>一致性</b>	本環境、社會及管治報告採用與上一年度一致的披露統計方式, 以便就本集團環境、社會及管治表現隨時間進行有意義的比較。
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# Environmental, Social and Governance Report

## 環境、社會及管治報告

### REPORTING SCOPE AND PERIOD

Unless otherwise specified, the information included in this ESG Report covers the period from 1 January 2022 to 31 December 2022. This ESG Report covers the same principal business activities of the Group as previous year, which are the provision of financial trading software solutions, provision of other IT and internet financial platforms services, money lending business and assets investments in Hong Kong.

### FEEDBACK

As the Group strives for excellence, we welcome stakeholders' feedback, especially on topics listed as the highest importance in the materiality assessment and its ESG approach and performance. Please share your views and comments with us at:

Unit 708, 7th Floor  
Capital Centre  
151 Gloucester Road  
Wanchai, Hong Kong

### 報告範圍及期間

除另有說明外，本環境、社會及管治報告所載資料涵蓋二零二二年一月一日至二零二二年十二月三十一日止期間。本環境、社會及管治報告涵蓋與本集團過往年度相同的主要業務活動，即於香港提供金融交易軟件解決方案、提供其他資訊科技及互聯網金融平台服務、借貸業務及資產投資。

### 反饋

本集團一貫追求卓越，因此我們由衷歡迎來自持份者的反饋，尤其是對在重要性評估中明示為最重要的議題以及本集團的環境、社會及管治方針及表現的反饋。請通過以下方式與我們分享看法及意見：

香港灣仔  
告士打道151號  
資本中心  
7樓708室

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### OUR SUSTAINABILITY APPROACH

#### Sustainability Governance

The Group has developed an ESG governance structure to ensure its ESG governance aligns with its business strategy and to integrate ESG management into its business operations and decision-making process. The Board holds the overall responsibility for the Group's ESG issues and sets out ESG management approach, strategy, priorities and objectives. In order to better manage the Group's ESG performance, related issues and potential risks, the Board regularly evaluates and determines ESG-related risks and opportunities of the Group, as well as reviews its performance against ESG-related targets. The Board is also responsible for ensuring the effectiveness of the Group's risk management and internal control systems and approving disclosures in the ESG Report. Our sustainability governance structure is summarized as below:

### 我們的可持續發展方法

#### 可持續發展管治

本集團制定了環境、社會及管治的治理架構，以確保環境、社會及管治的治理與其業務戰略保持一致，並將環境、社會及管治的管理融入其業務營運和決策過程。董事會全面負責本集團的環境、社會及管治事宜，並制定環境、社會及管治的管理方法、策略、優先事項和目標。為更好地管理本集團的環境、社會及管治表現、相關問題和潛在風險，董事會定期評估和確定本集團的環境、社會及管治相關風險和機遇，並對照環境、社會及管治相關目標審查其表現。董事會亦負責確保本集團風險管理及內部監控系統的有效性，並批准環境、社會及管治報告中的披露。我們的可持續發展管治架構概述如下：

#### Board of Directors 董事會

- Bear the ultimate responsibility for the Group's ESG strategy and reporting  
對本集團的環境、社會及管治策略及報告承擔最終責任
- Oversee and provide strategic directions and advises the Group's ESG strategy and management approach  
監督並提出策略性方向及就本集團的環境、社會及管治策略及管理方針提出建議
- Work with ESG Working Group to identify, evaluate and manage material ESG-related issues (including ESG-related risks)  
與環境、社會及管治工作小組合作，識別、評估及管理與環境、社會及管治相關的重大議題（包括環境、社會及管治相關風險）
- Review and approve ESG policies and goals  
檢討及批准環境、社會及管治政策及目標
- Review and approve the annual ESG report  
檢討及批准年度環境、社會及管治報告

#### ESG Working Group 環境、社會及管治工作小組

- Drive ESG management and the implementation of ESG strategy, work plans, to achieve the goals and targets of the Group  
推動環境、社會及管治管理及環境、社會及管治策略、工作計劃的實施，以實現本集團的目標及方向
- Identify, evaluate, manage and report to the Board on material ESG-related trends, risks and opportunities  
識別、評估、管理並向董事會報告與環境、社會及管治相關的重大趨勢、風險及機遇
- Evaluate and report to the Board on the Group's sustainability performance regularly  
定期評估並向董事會報告本集團的可持續發展表現
- Collect sufficient information and compile the ESG report  
蒐集足夠資料並編製環境、社會及管治報告

# Environmental, Social and Governance Report

## 環境、社會及管治報告

The Group puts great effort to maintain the balance between corporate responsibility, sustainability and economic growth. To demonstrate our determination to pursue sustainability, we incorporate environmental, social and governance considerations into the operations and business initiatives, with the goal of maintaining our accountability and driving positive change to the community. We promise to continue our eco-friendly operation and proactively fulfil our responsibilities to all stakeholders in shaping a more sustainable future for the industry and communities.

本集團致力維持企業責任、可持續發展及經濟增長之間的平衡。為了表明我們追求可持續發展的決心，我們將環境、社會及管治考慮因素納入營運及業務倡議中，以保持我們的責任感並推動社區的積極變化。我們承諾將繼續環保營運，並主動履行我們對所有持份者的責任，為行業及社區塑造更加可持續的未來。

### UNSDGS ALIGNMENT

The Sustainable Development Goals (“SDGs”) are series of international development goals announced by the United Nations (“UN”) which aimed at making improvements in social, environmental and economic aspects. The Group’s vision is aligned with the SDGs. We strive to play a proactive role in implementing SDGs in our business activities. Among the 17 SDGs that set by the UN, the 7 SDGs below are those which our stakeholders value the most.

### 與聯合國可持續發展目標一致

可持續發展目標（「可持續發展目標」）是聯合國（「聯合國」）宣佈的一系列國際發展目標，旨在於社會、環境和經濟方面做出改善。本集團的願景與可持續發展目標保持一致，並致力在我們的業務活動中積極實現可持續發展目標。在聯合國制定的17個可持續發展目標中，我們的持份者對以下7個可持續發展目標最為重視。

#### Strategies

To maintain a sustainable performance-oriented culture and value intellectual property rights for the R&D of new system

#### 策略

保持以績效為本的可持續文化，重視新系統研發的知識產權

#### Operating Practices

營運慣例



#### Strategies

To provide a fair and equal working environment that is free from discrimination, and strive to act as a family-friendly employer

#### 策略

提供公平、平等、不受歧視的工作環境，努力成為家庭友善的僱主

#### Employment and Labour Practices

僱傭及勞工慣例



#### Strategies

To act as an exemplar in the industry to demonstrate the importance of giving back to the community

#### 策略

成為行業的典範，展示回饋社會的重要性

#### Community Investment

社區投資



#### Strategies

To minimize pollution, utilize energy efficiency, and to reduce waste

#### 策略

盡量減少污染、利用能源效益及減少廢物

#### Environment

環境



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### STAKEHOLDER ENGAGEMENT

Stakeholder engagement is the most efficient method for assessing materiality. In this virtue, we communicated with important stakeholders through different channels, so as to understand their expectations more deeply, explore opportunities for business development and deal with the challenges in its operation. During the Year, we communicated with key stakeholders through different ways as listed in the table below:

### 持份者參與

持份者參與是用以評估重要性的最有效方法，因此，我們透過各種渠道與重要持份者溝通，以更好地了解他們的期望，探索業務發展的機遇和迎接營運的挑戰。於本年度，我們透過不同方式與關鍵持份者溝通，溝通方式詳列於下表：

Stakeholders 持份者	Expectations and concerns 期望及關注	Key communication methods 主要溝通方式
Customers 客戶	<ul style="list-style-type: none"> <li>Product and service quality</li> <li>Technological innovation</li> <li>Information security</li> <li>產品及服務質素</li> <li>技術創新</li> <li>信息安全</li> </ul>	<ul style="list-style-type: none"> <li>Meetings</li> <li>E-mails and service hotline</li> <li>Company website</li> <li>會議</li> <li>電郵及服務熱線</li> <li>公司網站</li> </ul>
Employees 僱員	<ul style="list-style-type: none"> <li>Protection of employees' rights and interests</li> <li>Career development</li> <li>Remuneration and welfare</li> <li>保障僱員的權利及權益</li> <li>職業發展</li> <li>薪酬與福利</li> </ul>	<ul style="list-style-type: none"> <li>Training, seminars and briefing sessions</li> <li>Internal meetings</li> <li>E-mails</li> <li>Staff activities</li> <li>Performance review</li> <li>培訓、研討會及簡報會</li> <li>內部會議</li> <li>電郵</li> <li>員工活動</li> <li>表現考核</li> </ul>
Suppliers and business partners 供應商及業務合作夥伴	<ul style="list-style-type: none"> <li>Corporate reputation</li> <li>Customer satisfaction</li> <li>Communication and cooperation</li> <li>公司聲譽</li> <li>客戶滿意度</li> <li>溝通與合作</li> </ul>	<ul style="list-style-type: none"> <li>Meetings</li> <li>E-mails and service hotline</li> <li>會議</li> <li>電郵及服務熱線</li> </ul>
Shareholders and investors 股東及投資者	<ul style="list-style-type: none"> <li>Information disclosure</li> <li>Corporate governance</li> <li>Financial performance</li> <li>Protection of shareholders' and investors' interests</li> <li>信息披露</li> <li>企業管治</li> <li>財務表現</li> <li>保障股東及投資者權益</li> </ul>	<ul style="list-style-type: none"> <li>Annual general meeting and other general meetings</li> <li>Announcements and publications</li> <li>Company website</li> <li>股東週年大會及其他股東大會</li> <li>公告及刊物</li> <li>公司網站</li> </ul>
Government and regulatory bodies 政府及監管機構	<ul style="list-style-type: none"> <li>Relevant laws and regulations</li> <li>Economic development</li> <li>相關法律法規</li> <li>經濟發展</li> </ul>	<ul style="list-style-type: none"> <li>Ad-hoc enquiries</li> <li>Seminars</li> <li>E-mails</li> <li>不定時的查詢</li> <li>研討會</li> <li>電郵</li> </ul>

# Environmental, Social and Governance Report

## 環境、社會及管治報告

Stakeholders 持份者	Expectations and concerns 期望及關注	Key communication methods 主要溝通方式
Community 社區	<ul style="list-style-type: none"> <li>Environmental responsibilities</li> <li>Public welfare</li> <li>Community development support</li> <li>環境責任</li> <li>公共福利</li> <li>支持社區發展</li> </ul>	<ul style="list-style-type: none"> <li>Community services and activities</li> <li>Mailbox</li> <li>Company website</li> <li>社區服務及活動</li> <li>郵箱</li> <li>公司網站</li> </ul>

### MATERIALITY ASSESSMENT

To better understand stakeholders' expectations of the Group's ESG performance, we have conducted a materiality assessment to identify stakeholders' key concerns. The following illustrates the steps of the materiality assessment process:

### 重要性評估

為更好了解持份者對本集團環境、社會及管治表現的期望，我們已進行重要性評估以發現持份者的主要關注事宜。下文闡述重要性評估流程的步驟：

#### Identifying ESG Topics 識別環境、社會及管治議題

- With reference to the ESG Guide and peers study, we identified a total of 22 ESG issues related to the Group's operation.  
參考環境、社會及管治指引及同行研究，我們識別出共22項與本集團經營相關的環境、社會及管治問題。

#### Prioritising ESG Topics 環境、社會及管治議題排定優先次序

- We invited different stakeholder group to rank the materiality of various ESG issues through survey and prioritized their feedback with internal management's view.  
我們邀請不同持份者通過問卷調查對各種環境、社會及管治議題的重要性進行排序，並根據內部管理層的意見排定其反饋的優先次序。

#### Evaluate and validate 評估及確認

- The management of the Group review the assessment results and validate top ESG issues as the focus of report disclosure.  
本集團管理層審閱評估結果並確認排名靠前的環境、社會及管治議題作為報告披露的重點。



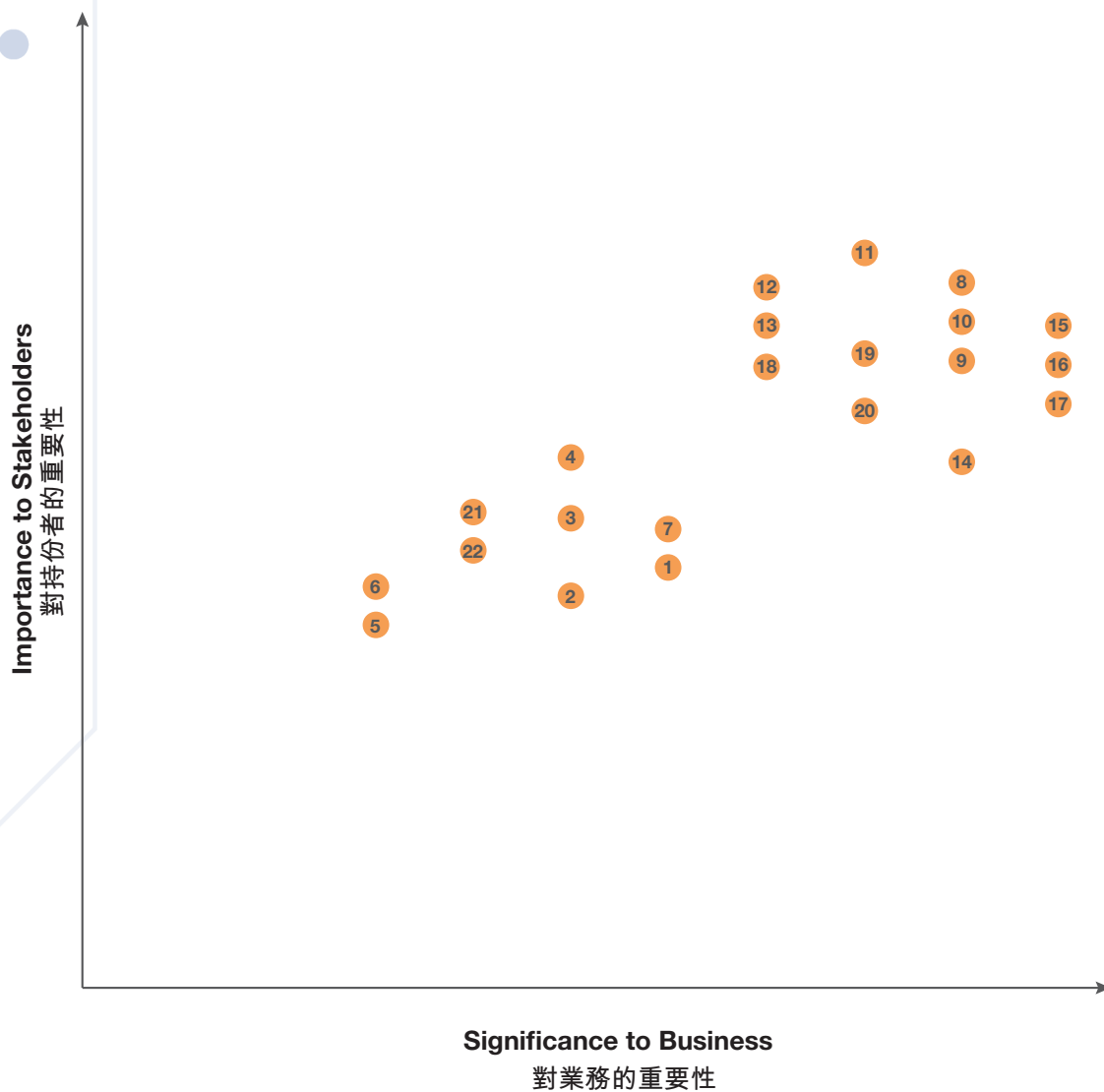
# Environmental, Social and Governance Report

## 環境、社會及管治報告

The following materiality matrix displays the relative importance of each ESG issue to the sustainable development of the Group. With the more important ESG issues shown at the upper right-hand corner of the matrix, the Group is committed to considering of those ESG issues and take necessary actions in its operations in response to its stakeholders' concerns. 13 material issues have been identified and highlighted as below and further elaborated in this ESG report:

以下重要性矩陣列出本集團持續發展的各環境、社會及管治議題的相對重要性。矩陣右上角顯示的是較重要的環境、社會及管治議題，本集團致力於考慮該等環境、社會及管治議題，並針對持份者所關注的事項於業務過程中採取必要行動。本集團確定13個重大議題，於下表中重點顯示，並於本環境、社會及管治報告進一步闡述：

**Materiality Matrix**  
重要性矩陣



# Environmental, Social and Governance Report

## 環境、社會及管治報告

Material Topics 重要議題	
<b>Environment</b> 環境	<b>Operating Practices</b> 營運慣例
1. Greenhouse gas emission 溫室氣體排放 2. Non-hazardous waste generation 無害廢棄物產生 3. Waste recycling 廢物回收 4. Energy use and energy efficiency 能源使用及能源效率 5. Wastewater discharge 廢水排放 6. Natural resources 天然資源 7. Climate change 氣候變化	14. <b>Supply chain management</b> 供應鏈管理 15. <b>Product/service innovation, quality and safety, including cyber security</b> 產品／服務創新、質素及安全，包括網絡安全 16. <b>Customer satisfaction</b> 客戶滿意度 17. <b>Complaints handling</b> 投訴處理 18. <b>Intellectual property rights</b> 知識產權 19. <b>Consumer data protection and privacy</b> 消費者資料保護及私隱 20. <b>Anti-corruption</b> 反貪污
<b>Employment and Labour</b> 僱傭及勞工	<b>Community</b> 社區
8. <b>Labour rights</b> 勞工權益 9. <b>Diversity and equal opportunity</b> 多元化及平等機會 10. <b>Employer-employee relations</b> 僱主－僱員關係 11. <b>Employee benefits</b> 僱員福利 12. <b>Training and development</b> 培訓及發展 13. <b>Occupational health and safety</b> 職業健康及安全	21. Charitable donation 慈善捐贈 22. Participation in voluntary work 參與義工工作

### EMPLOYMENT AND LABOUR PRACTICES

Employee is an important asset of the Company, we care about their well-being, respect their personal traits, make sure that all employees are subject to legislative protection and have equal opportunity in their career path, also, we strive to increase their sense of belonging.

The Group was not aware of any material non-compliance with the Employment Ordinance (Cap. 57 of the Laws of Hong Kong), the Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong), the Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong) and other relevant laws and regulations that have a significant impact on the Company relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare during the Year.

As of 31 December 2022, the Group has a total of 74 employees (2021: 82). The number of employees of the Group classified by different categories is as follows:

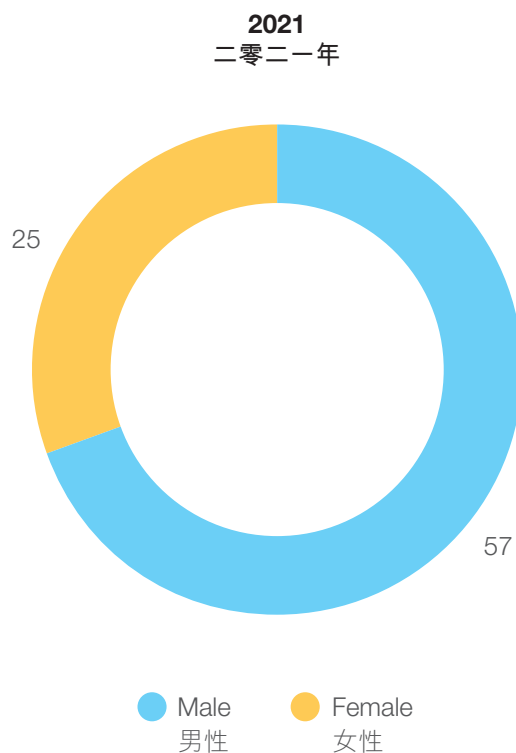
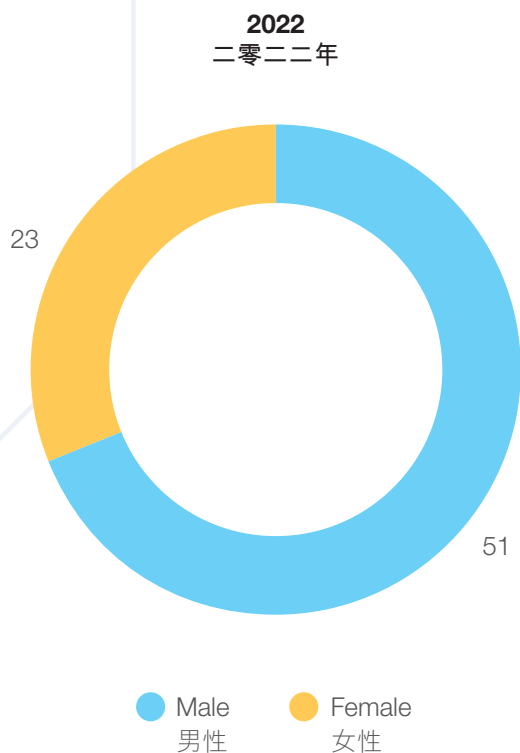
### 僱傭及勞工慣例

僱員為本公司重要資產，我們關心彼等之福祉、尊重彼等之個人特質，確保所有員工都會受到法律保障及在事業上擁有平等機會，同時致力增加員工之歸屬感。

於年內，本集團並無知悉任何嚴重違反僱傭條例(香港法例第57章)、最低工資條例(香港法例第608章)、強制性公積金計劃條例(香港法例第485章)以及其他有關賠償及解僱、招聘及晉升、工作時間、休息時間、平等機會、多元化、反歧視及其他福利及待遇的且對本公司有重大影響的相關法律及法規。

截至二零二二年十二月三十一日，本集團共有74名(二零二一年：82名)僱員。本集團按不同類別劃分的僱員人數如下：

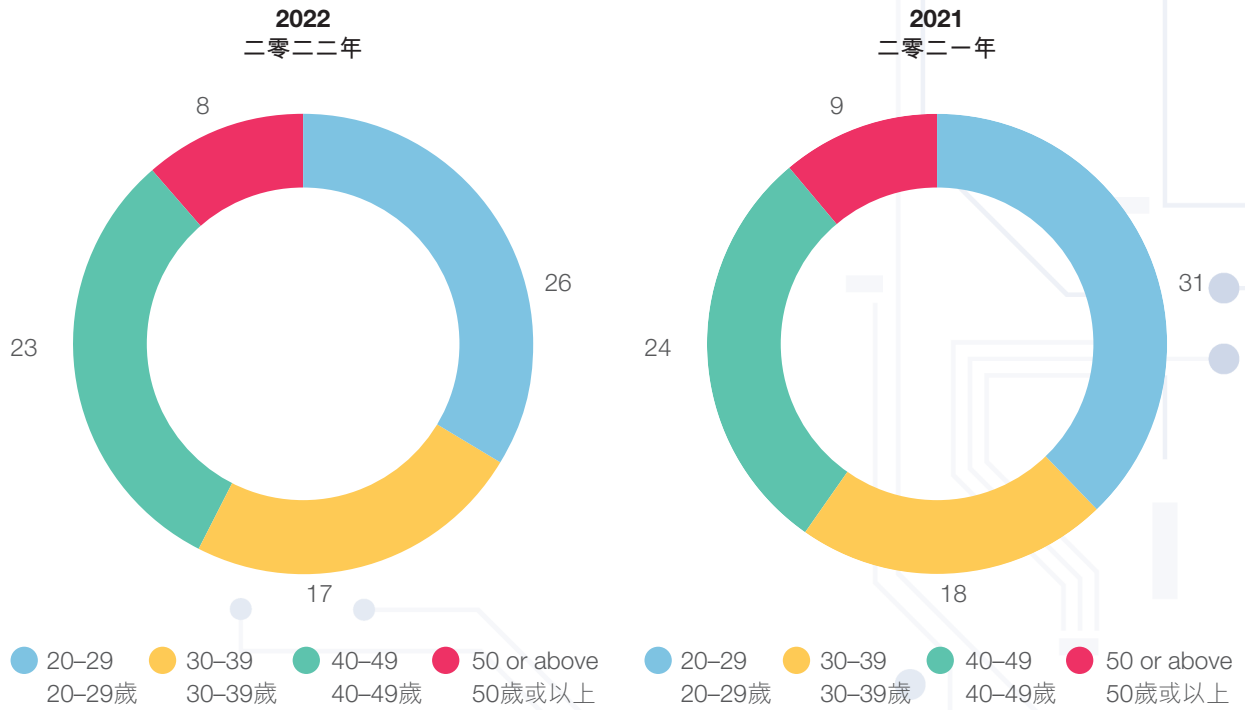
#### By gender 按性別劃分



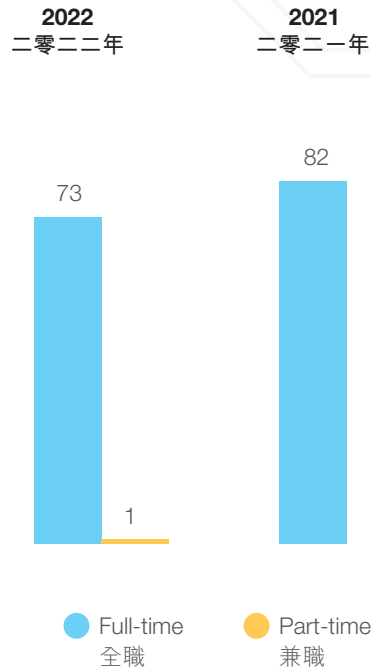
# Environmental, Social and Governance Report

## 環境、社會及管治報告

### By age group 按年齡組別劃分



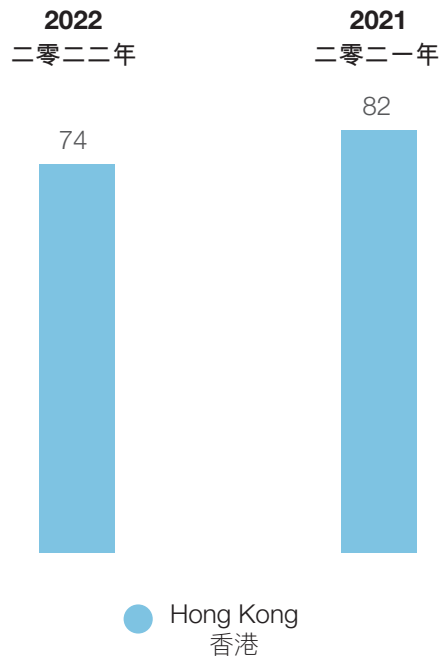
### By employment type 按僱傭類型劃分



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### By geographical region 按地區劃分



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Recruitment and Benefits

During employee recruitment process, we shortlist and assess candidates based on their work experience, skills and abilities and compatibility with the vacancy, regardless of their gender, marital status, pregnancy, disability, age, family status, race, sexual orientation, religion and nationality, so as to maintain employment equality. Employment contracts will be offered to successful candidates and signed before the commencement of service. The duly signed employment contracts contain clear statements on all rights and benefits offered to employees, including working hours and leave entitlement subjected to local regulations. Employees are encouraged to approach the human resources department for any clarification.

The Group adopts five-day work week, together with statutory holidays, special leaves such as maternity leave, paternity leave and compassionate leave for its employees. We have established a clear remuneration and welfare policy based on the principles of equal opportunity and anti-discrimination that complies with statutory requirements in Hong Kong. The Group regularly examines remuneration packages against the prevailing market standards to ensure it is up to standard and compliance with the Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong). Apart from basic salary, discretionary bonuses may be offered to employees subject to their performance, as well as the business performance of the Group. Employees are also entitled to medical insurance and Mandatory Provident Fund (“MPF”) contributions under the MPF scheme of the Group. Under the share option scheme of the Company, share options may be granted to eligible employees as an alternative way to reward them.

Moreover, the Group provides its employees with a formal and clear career ladder. The annual performance appraisal system allows our management to evaluate employees’ performance and remuneration periodically, with an aim to reward and motivate the contribution and performance of employees and assist them in their career development within the Group. Such performance appraisal system also allows employees to share their personal and career development with the Company and it is beneficial to the Group in understanding the potential of different employees, collecting feedback from them and making improvements on its future recruitment or training directions.

### Dismissal

Appropriate notice period and handover procedures are required for staff dismissal as stated in individual employment contracts and dismissal policy. The Group’s human resources personnel would conduct exit interviews with the individual employee to understand the reasons for resignation.

### 招聘及福利

於僱員招聘過程中，我們會根據應徵者的工作經驗、技能及能力以及是否適合填補職位空缺進行篩選及評估，而不論性別、婚姻狀況、懷孕、殘疾、年齡、家庭狀況、種族、性取向、宗教及國籍，以維護就業平等。僱傭合約將提供予獲聘者，並在開始服務前簽署。正式簽署的僱傭合約明確規定向僱員提供的所有權利及福利，包括工作時間及符合當地法規的休假權利。我們鼓勵僱員向人力資源部門提出任何疑問。

本集團實行五天工作週，並為僱員提供法定假期，以及產假、侍產假及恩恤假等特別假期。我們根據符合香港的法定要求就平等機會及反歧視原則制定明確的薪酬和福利政策。本集團定期根據現行市場標準審查薪酬待遇，以確保其合乎標準及符合最低工資條例（香港法例第608章）。除基本工資外，本集團亦有可能因應僱員表現及本集團業務表現向僱員發放酌情花紅。僱員亦享有醫療保險，並根據本集團的強制性公積金（「強積金」）計劃享有強積金供款。作為另一種獎勵方式，亦可能會根據本公司購股權計劃向合資格僱員授出購股權。

此外，本集團為其僱員提供正式及清晰的職業階梯。本集團已實施年度表現考核制度，讓管理層定期評估僱員表現及薪酬，旨在獎勵及激勵其僱員的貢獻及表現，並協助彼等於本集團內實現職業發展。表現考核制度亦讓僱員與本公司分享個人及職業發展，有利於本集團瞭解不同僱員的潛力，收集僱員的反饋意見，並改進未來的招聘或培訓方向。

### 解僱

根據個人僱傭合約及解僱政策的規定，解僱員工須予以適當的通知期及交接程序。為了解僱員辭職的原因，本集團的人力資源人員會與個別僱員進行離職面談。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

The employee turnover rate of the Group classified by different categories is as follows:

本集團按不同類別劃分的僱員流失率如下：

Category 類別	2022 二零二二年	2021 二零二一年	Unit 單位
<b>Overall turnover rate</b> 整體流失率	<b>38</b>	28	%
<b>By gender</b> 按性別劃分			
Male 男性	<b>35</b>	19	%
Female 女性	<b>46</b>	48	%
<b>By age group</b> 按年齡組別劃分			
20-29 20-29歲	<b>67</b>	39	%
30-39 30-39歲	<b>40</b>	28	%
40-49 40-49歲	<b>13</b>	25	%
50 or above 50歲或以上	<b>12</b>	-	%
<b>By geographical region</b> 按地區劃分			
Hong Kong 香港	<b>38</b>	28	%

Note: For Year 2022, the employee turnover rate is calculated by dividing the total number of employees leaving employment during the Year by the average number of employees at the beginning and end of the Year, and multiplied by 100%.

附註：就二零二二年度而言，僱員流失率按本年度內離職的僱員總數除以本年度年初及年末時的平均僱員人數，再乘以100%計算。

### Equal Opportunities and Anti-discrimination

The Group is committed to provide fair treatment and equal opportunities to our employees and job candidate throughout hiring, transfer, recruitment, training and promotion. We try our best to prohibit any form of reprisals, harassment and discrimination on the grounds of gender, age, family status, ethnicity, religion, nationality, or disability. Any such improper action will be treated as serious misconduct and will be dealt with under the Company's disciplinary procedures.

### Work-life Balance

We strive to create a harmonious working environment to help relieve their stress from work. By organizing gathering events, we hoped to help employees to achieve work-life balance and develop a sense of belonging to the Group. Most importantly, it was about bonding with all levels of employees. During the Year, we organized various events, such as Lunar New Year Party, Annual Dinner and Christmas Party for our employees, creating a more harmonious working environment.

### 機會平等及反歧視

本集團致力於在僱用、調職、招聘、培訓及晉升的整個過程中為僱員及求職者提供公平待遇及平等機會。我們盡最大努力禁止基於性別、年齡、家庭狀況、種族、宗教、國籍或殘疾的任何形式的報復、騷擾及歧視行為。任何此類不當行為將被視為嚴重失當，並將根據本公司的紀律程序予以處理。

### 工作與生活平衡

我們努力營造和諧的工作環境，以緩解彼等的工作壓力。通過組織聚會，我們希望幫助僱員實現工作與生活的平衡，培養僱員對本集團的歸屬感。最重要的是，這連系到與各級僱員的關係。於年內，我們舉辦各種活動，如新年晚會、年會及聖誕晚會，營造了更加和諧的工作環境。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Development and Training

The Group always seeks talents for our business operation and future development. To encourage continuous education and competence building, we offer a training sponsorship scheme for full-time employees to participate in external and job-oriented training courses, seminars, conferences and professional qualification programmes with management approval.

During the Year, the following training has been provided to the senior management with an aim to enhance their understanding of the Listing Rules, corporate governance approaches, as well as other laws and regulations regarding corporate governance.

- ESG Trend in Green Finance
- Anti-Money Laundering for Licensed Money Lenders
- Anti-Corruption

We also provided the following trainings to middle-level management and general staff:

- New Employee Orientation
- Front Office and Back Office Staff Training
- System Administrator Training
- Cyber Security

The percentage of employees trained of the Group classified by different categories and the average training hours completed by each employee are as follows:

Percentage of employees trained 受訓僱員百分比	2022 二零二二年	2021 二零二一年	Unit 單位
<b>By gender</b> 按性別劃分			
Male 男性	59	55	%
Female 女性	41	45	%
<b>By employee category</b> 按僱員類別劃分			
General and technical employees 一般及技術人員	59	74	%
Middle level management 中級管理層	9	-	%
Senior management 高級管理層	32	26	%

### 發展及培訓

本集團一直在為我們的業務運營及未來發展挖掘人才。為了鼓勵持續教育及能力建設，我們為全職僱員提供培訓資助計劃，讓僱員在管理層批准的情況下參加外部及以工作為導向的培訓課程、研討會、會議及專業資格課程。

於年內，我們為高級管理層提供以下培訓，旨在提高彼等對上市規則、企業管治方針以及其他有關企業管治的法律法規的理解。

- 綠色金融中的環境、社會及管治趨勢
- 就持牌放債人而設的反洗錢
- 反貪污

我們亦為中層管理人員及一般員工提供以下培訓：

- 新員工入職培訓
- 前台及後台人員培訓
- 系統管理員培訓
- 網絡安全

本集團按不同類別劃分的受訓僱員百分比及每名僱員已完成的平均培訓時間如下：



# Environmental, Social and Governance Report

## 環境、社會及管治報告

Average training hours completed 已完成的平均培訓時間	2022 二零二二年	2021 二零二一年	Unit 單位
<b>By gender</b> 按性別劃分			
Male 男性	<b>0.95</b>	0.79	hour per employee 小時／每名僱員
Female 女性	<b>2.41</b>	2.11	hour per employee 小時／每名僱員
<b>By employee category</b> 按僱員類別劃分			
General and technical employees 一般及技術人員	<b>0.63</b>	0.60	hour per employee 小時／每名僱員
Middle level management 中級管理層	<b>0.40</b>	-	hour per employee 小時／每名僱員
Senior management 高級管理層	<b>7.92</b>	5.93	hour per employee 小時／每名僱員
<b>All employees</b> 全體僱員	<b>1.43</b>	1.26	hour per employee 小時／每名僱員

### Health and Safety

We attach great importance to occupational health and safety. To create a safe, healthy and comfortable working environment for our staff, the following measures have been implemented:

- First-aids kits are checked and replenished regularly to ensure necessary items are in place;
- Smoking is strictly prohibited at all enclosed areas within its offices;
- Regular checking and maintenance are performed on equipment and fire extinguishers;
- Employees are encouraged to attend annual fire drills arranged by respective building management companies, helping them to get familiar with the escaping routes in case of fire;
- Regular safety inspections are carried out to locate any working conditions which contain potential hazards and corrective measures are implemented to solve any potential hazards;
- Disinfectant sprays and hand sanitizers are provided at offices to maintain good hygiene at work.

During the Year, the Group did not in violate of any relevant laws and regulations regarding occupational health and safety, and there were no work-related fatalities in past three years and loss of working days due to work injury (2021: nil).

### 健康與安全

我們非常重視職業健康及安全。為了給我們的員工營造一個安全、健康及舒適的工作環境，我們採取以下措施：

- 定期檢查及補充急救箱，確保存放必要用品；
- 嚴禁在辦公室內所有封閉區域吸煙；
- 定期檢查並保養設備及滅火器；
- 鼓勵僱員參加相關大廈管理公司舉辦的年度消防演習，助其熟悉火災發生時的逃生路線；
- 定期進行安全檢查，以找出任何存在潛在危害的工作狀況，一旦發現潛在危害即採取糾正措施；
- 於辦公室提供消毒噴霧劑及洗手液，以保持良好的工作衛生。

於年內，本集團並無違反任何有關職業健康及安全的相關法律法規，且於過去三年並無任何工作致命事故及因工傷而損失的工作天數（二零二一年：無）。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

The Group was not aware of any material non-compliance with the Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong), the Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong) and relevant laws and regulations that had caused any significant impact on the Group in relation to providing a safe working environment and protecting employees from occupational hazards during the Year.

### Labour Standards

As an office-based business, the Group is exposed to lower risk in employing any child or forced labour. Nevertheless, to avoid child or forced labour, the Group's human resources department will require job applicants to provide valid identity documents to verify that the applicants are lawfully employable before the confirmation of employment. If any child labour or forced labour is found, the relevant employee will be dismissed immediately, and the human resources personnel is responsible for conducting an investigation and implementing new measures to prevent re-occurrence. The Group is devoted to promoting a harmonious working environment and expects its suppliers to follow similar labour practices. During the Year, no incident about child and forced labour was identified.

## OPERATING PRACTICES

### Supply Chain Management

As a responsible company, the Group strives not only to comply with all the laws and regulations under which we operate, but also to build a better and greener future together with our supply chain. The Group's major suppliers include hardware vendors, who supplied hardware such as servers, data centre operators and network system providers, who leased out rack space in data centres and network systems for the hosting services. As at 31 December 2022, the Group had 17 (2021: 16) suppliers, with all of them were located in Hong Kong.

The Group has carefully selected its suppliers to ensure the quality of the products, and endeavour to ensure the business partners throughout the supply chain follows the same stance on sustainable development. Suppliers with good reputation and consideration of applying green practices in their business operations and manufacturing processes would be preferred. Besides, the Group perform regular evaluation to major suppliers to ensure that their performance maintained in satisfied level. For suppliers who had made significant negative impacts to the environment and society, the Group may consider terminating its cooperation with them and seek for better suppliers. To identify and continuously assess the environmental and social risks along the supply chain, we had included such risk factors in our enterprise-level risk assessment record and always monitor any abnormalities or negative news during regular supplier review and risk assessment assignments.

於年內，本集團並無知悉任何嚴重違反職業安全及健康條例(香港法例第509章)、僱員補償條例(香港法例第282章)及相關法律法規而對本集團就提供安全工作環境及保障僱員免受職業危害的情況構成嚴重影響。

### 勞工準則

由於本集團的業務於辦公室進行，本集團僱用任何童工或強制勞工的風險較低。儘管如此，為避免使用童工或強制勞工，在確認僱傭前，本集團的人力資源部門將要求應聘者提供有效身份證件，以核實應聘者可依法僱傭。如發現任何童工或強制勞工，相關僱員將被立即解僱，而人力資源人員負責進行調查並採取新措施以防止事件再次發生。本集團致力於促進和諧的工作環境，並期望供應商遵循類似的勞工慣例。於年內，並無發現有關童工及強制勞工的事件。

### 營運慣例

#### 供應鏈管理

作為一間負責任的公司，本集團不但致力遵守所有與業務相關的法律及法規，更願與我們的供應商共建更美好的未來。本集團的主要供應商包括供應硬件(例如伺服器)的硬件供應商，以及為寄存服務出租數據中心機架空間的數據中心營運商及出租網絡系統的網絡系統提供商。於二零二二年十二月三十一日，本集團有17名(二零二一年：16名)供應商，該等供應商全部位於香港。

本集團審慎篩選供應商以確保產品質量，並努力確保整個供應鏈中的業務夥伴於可持續發展方面持相同立場。本集團優先考慮具有良好聲譽並考慮在其業務營運及製造過程中應用綠色實踐的供應商。此外，本集團對主要供應商進行定期評估，以確保其表現維持在滿意的水平。本集團可能考慮終止與對環境及社會造成重大負面影響的供應商合作，並尋找更好的供應商。為了識別及持續評估供應鏈中的環境及社會風險，我們已將該等風險因素納入企業層面的風險評估記錄，並在定期進行的供應商審查及風險評估工作中監察任何異常情況或負面消息。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Privacy Protection

We emphasize data privacy protection and cyber security in our business operations. Throughout the business operation, the Group process a significant amount of confidential information and data. In view of this, the Group pays a lot of attention in protecting data privacy of its employees, customers and business partners.

The Group's employees are obligated to retain in confidence all information obtained in connection with their employment, including but not limited to trade secrets, client information and other proprietary information. The Group collects and uses confidential information in a secure manner and only retrieves data according to the terms as stated in its contracts with its customers and business partners. The Company imposed strict access control over sensitive personal information. No employees should have access to, copy or reproduce any content of the customer profiles without proper authorization. Furthermore, the Group installed system firewalls and anti-virus software while keeping it updated to prevent hackers from retrieving any information from the Group's IT systems. We adhere to the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) and other relevant laws in Hong Kong. Privacy or confidential information collected would only be used for the purpose for which it has been collected.

### Service Quality Control

As a leading financial trading software solutions provider, the Group offers flexible, scalable and cost-effective online front-end trading and back-office systems in trading global financial products to banks and brokerage firms in Hong Kong.

To fulfil the high customer expectations of our service quality, we have established a quality assurance team, which is dedicated to maintaining a sustainable performance-oriented culture in promoting continuous development. The quality assurance team performs various tests on the Securities and Futures Back Office System following a standard checklist to ensure that the Group's systems meet its customers' requirements without deficiency.

### 私隱保護

我們在業務運營中注重數據私隱保護及網絡安全。本集團在業務經營過程中處理大量機密資料及數據。有鑑於此，本集團相當重視保護僱員、客戶及業務合作夥伴的數據私隱。

本集團僱員須對與其僱傭有關之所有資料保密，包括但不限於商業秘密、客戶資料及其他專有資料。本集團以安全的方式收集和使用機密資料，並僅根據客戶及業務合作夥伴的合約條款檢索數據。本公司嚴格控制敏感個人資料的存取。在未經適當授權情況下，僱員不得取得、複製或複印任何客戶資料內容。此外，本集團亦已安裝系統防火牆及防毒軟件並保持更新，以防止黑客從本集團的信息技術系統中獲取任何資料。我們遵守個人資料(私隱)條例(香港法例第486章)及香港其他相關法律。已收集的私隱或機密資料僅限於用作收集資料時既定目的。

### 服務質素控制

作為領先的金融交易軟件解決方案供應商，本集團提供靈活、可擴展且具成本效益的以買賣環球金融產品的線上前端交易及後台系統予香港銀行及經紀行。

為了達到客戶對服務質素的高度期望，我們已成立質素保證團隊，致力於維持注重可持續表現的文化，以促進持續發展。為確保本集團的系統無缺陷及符合客戶的要求，質素保證團隊按照標準清單對後台證券及期貨交易系統進行各種測試。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

For the Securities and Futures Front Office System, the Group assists its customers in the market rehearsal arranged by the Hong Kong Exchanges and Clearing Limited to conduct testing on server and system connectivity. For modification/customisation of the Securities and Futures Front Office System, testing works are handled by the development team. Firstly, the Group conducts tests on an individual basis. Then the Group may conduct an integration test of software systems in case the modification/customisation works affect parts of the software systems. Whereas for systems such as the Forex and Bullion Front and Back Office Systems that are not connected to any exchange, products are tested internally before delivering them to the Group's customers. Products with defects during the testing process are returned to the development team for rectification. After the installation of products by the Group's customers, user acceptance tests are performed to ensure that the products are performing according to their expectations. Customers are required to sign a user acceptance test form to acknowledge their acceptance that the software system met their functional specifications and performance requirements.

The Group offers comprehensive coverage on its customer service and treasures suggestions provided by its customers for continuous improvement on its products and services. During the Year, customers did not file any significant complaints and we did not recall products for safety and health reasons. For any bugs identified after the installation, the customer service department of the Group is responsible for recording such complaints and problems. They follow up with each complaint to ensure that the problems are properly fixed by the product development team so as to avoid reoccurrence.

Since the products and services provided by the Group did not involve a significant concern over the aspects of health and safety, advertising and labelling, the related policies would not be disclosed in this ESG Report. Moreover, the Group was not aware of any violation of related laws and regulations in relation to health and safety, advertising and labelling of the services and products and methods of redress that have a material impact on the Group's business performance during the Year.

### Intellectual Property Rights

As a software developer, we demonstrate high respect for the intellectual property rights of both the Group and other third parties and treat it as one of the most valuable assets of the Group. The Group highly appreciates the research and innovative effort of our product development team in developing new financial trading software systems and is committed to safeguarding our intellectual property rights.

對於前台證券及期貨交易系統，本集團協助客戶在香港交易及結算所有限公司的市場演習中進行伺服器及系統連接測試。若需要進行修改／客製化前台證券及期貨交易系統，則由開發團隊處理測試工作。首先，本集團進行個別測試。之後本集團可能會進行軟件系統集成測試，以防有關修改／客製化調整影響軟件系統的其他部分。對於不連接任何交易所的系統，例如前台及後台外匯及貴金屬交易系統，產品將在交付予本集團客戶之前會進行內部測試。若測試過程中發現任何缺陷，產品會退回開發團隊進行修正。本集團的客戶安裝產品後，會進行用戶驗收測試，確保產品表現符合期望。客戶須簽署用戶驗收測試表，確認軟件系統符合其功能規格及性能要求。

本集團提供全面的客戶服務，並非常重視客戶提供的建議，以持續改善產品及服務。於年內，客戶並無提出任何重大投訴，我們亦無因安全及健康原因召回產品。倘於安裝後發現任何漏洞，本集團客戶服務部會負責將投訴及問題記錄在案，跟進每宗投訴，確保產品開發團隊修正漏洞，以避免漏洞再次出現。

由於本集團提供的產品和服務並不涉及對健康與安全、廣告及標籤方面的重大關注問題，因此相關政策將不會在環境、社會及管治報告中披露。此外，於年內，本集團並不知悉違反有關服務及產品的健康與安全、廣告及標籤及補救方法的相關法律及法規，且對本集團業務表現構成重大影響的情況。

### 知識產權

作為軟件開發商，我們高度尊重本集團及其他第三方的知識產權，並將其視為本集團最有價值的資產之一。本集團高度讚賞我們的產品開發團隊在開發新的金融交易軟件系統方面的研究及創新工作，並致力於保護我們的知識產權。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

According to the Copyright Ordinance (Cap. 528 of the Laws of Hong Kong), copyright is defined as the right given to the owner of an original work. The copyright owner has the right to reproduce its work in any form or issue copies of its work. However, it constitutes an infringement if a third party conducts these acts without the consent of the copyright owner. If any infringement of intellectual property rights is found, the copyright owner can bring an action seeking damages or an injunction to restrain the unauthorised copying.

Currently, in order to properly protect the valuable assets of the Group and reward the efforts of its software programmers, the Group has executed the following key policies and procedures:

- The Group's customers only have access to software files encoded in a computer-readable form for the sole purpose of installation but have no access to human-readable source codes of the software written and developed by the Group in order to protect creators' effort;
- Most of the customers who purchase the Group's software systems are required to execute a standard sales contract, which contains a clause stating that all elements and components in the software systems, relevant documentation, and all intellectual property rights and other proprietary rights embodied thereof shall remain as the Group's property;
- The Group has drawn its employees' attention to the Group's policies on business conduct, confidentiality and restrictions in the course of employment in the standard employment contract, which contains a clause stipulating that the intellectual property rights for the works or materials created by the employees of the Group during the period of employment shall vest in and remain the sole and exclusive property of the Group;
- Employees of the Group are strictly prohibited from using, divulging or exchanging with any third parties confidential information which they may have come to possess during their employment with the Group. Exposing confidential information relating to the business operation of the Group and its customers may result in a violation of business conduct and legal actions; and
- In order to ensure that only employees who are responsible for the development of the Group's software systems may have access to the source codes, the source codes are protected by a source code management tool with permission setting controls for each user such that access to the source codes by the employees of the Group is limited.

根據版權條例(香港法例第528章)，版權界定為給予原創作品擁有人的權利。版權擁有人有權以任何形式複製或發佈作品複本。然而，倘第三方在未經版權擁有人同意下進行該等行為，即構成侵權。一經發現侵犯知識產權，版權擁有人可經訴訟追討賠償，或申請禁制令以禁止未經授權的複製。

目前，為了妥善保護本集團的寶貴資產及回報軟件程式編製員的努力，本集團已實行以下關鍵政策及程序：

- 本集團客戶僅有權使用以電腦可讀形式編碼的軟件文件，僅供安裝用途，惟無權使用本集團編寫及開發的人類可讀軟件源代碼，以保障創作者的心血；
- 大部分向本集團購買軟件系統的客戶須簽立標準銷售合約，當中載有訂明軟件系統中的所有元素及組件、相關文檔以及一切知識產權及其他產權仍屬於本集團財產的條款；
- 本集團已在標準僱傭合約中提醒僱員注意有關本集團業務操守、保密及受聘過程中的限制的政策，而該合約中亦載有條款訂明本集團僱員於受聘期間創作的作品或資料的知識產權歸屬於本集團，並仍為本集團專有及獨有的財產；
- 本集團的僱員嚴禁使用、向任何第三方洩露或交流任何於其與本集團之僱傭合約期間內可能獲得的機密資料。洩露有關本集團業務經營及其客戶的機密資料可導致違反業務操守及招致法律訴訟；及
- 為確保僅有負責開發本集團軟件系統的僱員可取得源代碼，源代碼以源代碼管理工具保護，針對每名用戶設定授權控制，從而限制本集團僱員取得源代碼的途徑。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

During the Year, the Group was not aware of any material non-compliance with the Copyright Ordinance (Cap. 528 of the Laws of Hong Kong), the Trade Marks Ordinance (Cap. 559 of the Laws of Hong Kong) and other applicable local laws for intellectual property rights.

### Anti-corruption

The Group considers business integrity and compliance with all applicable laws and regulations as fundamental expectations to be observed during all work processes. The Group takes zero tolerance approach to any unethical business conduct, including but not limited to corruption, bribery, extortion, embezzlement, fraud and money laundering. The Group has established whistle-blowing policies, together with the employee handbook and code of conduct to inform employees on the procedures in reporting any suspected cases. Whistle-blowers are also encouraged to report any cases related to malpractices or improprieties to the management. The Group strives to protect the legitimate rights and interests of these whistle-blowers without their identities being disclosed. The content they submitted is kept in strict confidentiality, thereby encouraging employees to report the violation, and creating a good business environment. Any proven cases would be treated as misconduct and the involved parties would need to face disciplinary action, dismissal or be reported to the Independent Commission Against Corruption or relevant agencies. Anti-corruption programme guidebook has been provided to the staff and directors during the Year and enables us to uphold a high standard of integrity across our business operations. We also provided trainings of Anti-corruption and Anti-Money Laundering for Licensed Money Lenders to the senior management and directors.

During the Year, no corruption lawsuits were filed against the Group or its employees, and the Group was not aware of any material non-compliance with the laws and regulations in connections with the prevention of bribery, extortion, fraud and money laundering including the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong).

## ENVIRONMENT

The Group recognises the importance of environmental protection as the starting point for sustainability. We continue to work to reduce the environmental impact of our operations and to promote environmental protection within the Group and the supply chain. The Group is also committed to educating its employees in raising their awareness of environmental protection. Although we do not belong to heavy polluting industries and are predominantly service-oriented, we recognise that our operations still have an impact on the environment and acknowledge that addressing environmental issues is a collective responsibility shared by every member of the community. We are committed to minimising the adverse impact that our operations may have on the environment.

Due to our business nature, our business does not have a significant impact on the environment and natural resources nor involve any discharge into water and land, generation of hazardous waste and packaging materials.

於年內，本集團並無知悉任何嚴重違反版權條例(香港法例第528章)及商標條例(香港法例第559章)以及其他有關知識產權的適用地方條例。

### 反貪污

本集團在整個工作過程中嚴格遵守所有適用法律及法規，並致力維繫商業信譽。本集團對任何不道德的商業行為抱零容忍態度，包括但不限於貪污、賄賂、勒索、挪用公款、欺詐及洗錢行為。本集團已制定舉報政策，以及僱員手冊和行為守則，知會僱員舉報可疑案件的程序。本集團亦鼓勵舉報人向管理層舉報任何與舞弊或不當行為有關的情況。本集團著力保護舉報人的合法權益，而不泄露其身份，並對其舉報的內容嚴格保密，從而鼓勵僱員舉報違規行為，營造良好的營商環境。任何經證實的案件將被視為不當行為，涉案人員會面臨紀律處分、解僱或遭向廉政公署或有關機構舉報。我們於年內向員工及董事提供了反貪污計劃指南，使我們能夠在業務運營中堅持高度誠信。我們亦為高級管理層及董事提供持牌放債人反貪污及反洗錢的培訓。

於年內，並無與本集團或其員工相關的貪污訴訟案件，本集團並不知悉任何嚴重違反防止賄賂、勒索、欺詐及洗錢相關法律及法規的情況，包括防止賄賂條例(香港法例第201章)。

### 環境

本集團意識到環境保護作為可持續發展起點的重要性。我們繼續努力減少我們的業務對環境的影響，並在集團和供應鏈內促進環境保護。本集團亦致力教育僱員提高其環保意識。儘管我們不屬於重污染行業並且主要以提供服務為主，但我們意識到我們的營運仍然對環境產生影響，並承認解決環境問題是社區每個成員共同的責任。我們致力於盡量減少我們的營運可能對環境造成的不利影響。

鑑於我們的業務性質，我們的業務不會對環境及自然資源產生重大影響，亦無任何向水及土地排污、產生有害廢棄物及包裝材料。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

During the Year, the Group was not aware of any material non-compliance with environmental related laws and regulations that would have a significant impact on the Group, including but not limited to the “Air Pollution Control Ordinance”, which is enforced by the Environmental Protection Department of Hong Kong.

### Air And Greenhouse Gas Emissions

The Group’s greenhouse gas (“GHG”) emissions are mainly generated from the electricity consumption in daily operating activities, such as lighting, office equipment and other miscellaneous items, respectively. Since the Group does not have any fuel consumption from stationary sources and vehicles, we have no air emission for nitrogen oxides (NO<sub>x</sub>), sulphur oxides (SO<sub>x</sub>) and particulate matter (PM) in the Year.

To demonstrate our commitment to minimize our carbon footprint, we participate “Carbon Audit • Green Partner” scheme organised by the Environment Bureau of the Government of Hong Kong Special Administrative Region to reduce greenhouse emissions and our environmental impact.



The Group’s GHG emissions performance and energy consumption was as follows:

GHG emissions <sup>1</sup> 溫室氣體排放 <sup>1</sup>	2022 二零二二年	2021 二零二一年	Unit 單位
Scope 1 – Direct GHG emissions 範圍1 – 溫室氣體直接排放	–	–	Tonnes of CO <sub>2</sub> e 以噸二氧化碳當量計
Scope 2 – Indirect GHG emissions 範圍2 – 溫室氣體間接排放	35.01	38.63	Tonnes of CO <sub>2</sub> e 以噸二氧化碳當量計
<b>Total GHG emissions for Scope 1 and Scope 2 範圍1及範圍2溫室氣體總排放量</b>	<b>35.01</b>	38.63	Tonnes of CO <sub>2</sub> e 以噸二氧化碳當量計
<b>Total GHG emissions intensity 溫室氣體排放總密度</b>	<b>0.47</b>	0.47	Tonnes of CO <sub>2</sub> e/employee 以噸二氧化碳當量計／僱員

<sup>1</sup> Our reporting on air and greenhouse gases (GHG) emissions mainly base on the requirements in “How to prepare an ESG report” published by The Stock Exchange of Hong Kong Limited and “GHG Protocol Corporate Accounting and Reporting Standard (revised edition)” published by the World Business Council for Sustainable Development and World Resources Institute. Operational control approach is adopted when defining organisational boundary for the purpose of GHG accounting and reporting. GHG emissions is presented in carbon dioxide equivalent (CO<sub>2</sub>e). Our scope 1 direct emissions cover GHG emissions directly produced by businesses owned or controlled by the Group, while scope 2 indirect emissions cover GHG emissions of indirect energy resulted from purchased electricity internally consumed by the Group.

於年內，本集團並不知悉有任何嚴重違反與環境相關的法例法規(包括但不限於香港環境保護署的《空氣污染管制條例》)，且會對本集團造成重大影響的情況。

### 廢氣及溫室氣體排放

本集團的溫室氣體排放主要產生自日常營運活動的電力消耗，例如照明、辦公設備及其他物品。由於本集團沒有來自固定來源及車輛的任何燃油消耗，因此，於年內，我們並無氮氧化物(NO<sub>x</sub>)、硫氧化物(SO<sub>x</sub>)及懸浮粒子(PM)的廢氣排放。

為了表明我們對盡量減少碳足跡的承諾，我們參加了由香港特別行政區政府環境局組織的「碳審計•綠色機構」計劃，以減少溫室氣體排放及對環境的影響。

本集團的溫室氣體排放表現及能源消耗情況如下：

<sup>1</sup> 我們對廢氣及溫室氣體排放的報告主要基於香港聯合交易所有限公司刊發的《如何編備環境、社會及管治報告》及世界可持續發展工商理事會和世界資源研究所刊發的《溫室氣體核算體系：企業核算與報告標準》(修訂版)的規定。已採納營運控制法定義就溫室氣體會計及報告而言的組織邊界。溫室氣體排放以二氧化碳當量呈列。我們的範圍1直接排放涵蓋由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2間接排放則涵蓋來自本集團內部消耗的外購電力。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

Energy consumption 能源消耗	2022 二零二二年	2021 二零二一年	Unit 單位
Purchased electricity 外購電力	89,768.31	97,366.87	kWh 千瓦時
Total energy consumption 能源消耗總量	89,768.31	97,366.87	kWh 千瓦時
Energy consumption intensity 能源消耗密度	1,213.09	1,187.40	kWh/employee 千瓦時／僱員

In order to effectively enhance and evaluate our social responsibility to protect the environment, our initial target is to strictly implement the measures as described in section “USE OF RESOURCES” to gradually minimize the air and GHG emission and improve energy efficiency in the future.

### Wastes

Non-hazardous waste generated was mainly paper waste. To minimise the environmental impacts from non-hazardous waste generated from our business operations, we encourage our employees to print internal documents on both sides and develop eco-friendly photocopying habit. Apart from reducing paper waste at source, the Group also encourages its employees to recycle paper waste to raise their awareness of saving paper.

Although the Group did not produce a substantial amount of electronic wastes, the Group is aware of the necessity to handle these wastes responsibly. Electronic wastes were handled by eligible third parties who participated in the Producer Responsibility Scheme on Waste Electrical and Electronic Equipment implemented by the Government of Hong Kong Special Administrative Region.

The following table outlines the amount of non-hazardous wastes produced by the Group during the Year:

Non-hazardous wastes 無害廢棄物	2022 二零二二年	2021 二零二一年	Unit 單位
Paper wastes 廢紙	0.26	0.39	Tonnes 噸
Total non-hazardous wastes produced 已產生無害廢棄物總量	0.26	0.39	Tonnes 噸
Total non-hazardous wastes disposed 已處理無害廢棄物總量	0.26	0.39	Tonnes 噸
Total non-hazardous wastes recycled 已回收無害廢棄物總量	0.004	-	Tonnes 噸
Non-hazardous wastes intensity 無害廢棄物密度	0.004	0.005	Tonnes/employee 噸／僱員

為了有效地加強及評估我們保護環境的社會責任，我們的初步目標是嚴格執行「資源使用」一節所述的措施，在未來逐步減少廢氣及溫室氣體排放，提高能源效率。

### 廢棄物

產生的無害廢棄物主要為廢紙。為最大限度減少業務運營中產生的無害廢棄物對環境的影響，我們鼓勵員工雙面打印內部文件，並養成環保的複印習慣。除從源頭上減少廢紙外，本集團亦鼓勵員工回收廢紙，以提高彼等的節紙意識。

儘管本集團並無產生大量電子廢物，但本集團知道有必要以負責任的方式處理該等電子廢物。電子廢物由參加香港特別行政區政府實施的廢電器電子產品生產者責任計劃的合格第三方處理。

下表概述本集團於年內產生的無害廢棄物數量：



# Environmental, Social and Governance Report

## 環境、社會及管治報告

During the Year, the Group was not aware of any material non-compliance with the Waste Disposal Ordinance (Cap. 354 of the Laws of Hong Kong) and other applicable laws and regulations in relation to discharges into water and land, and generation of hazardous and non-hazardous wastes. In the next few years, we aim to implement management digitization and continuously reduce the waste and paper consumption.

### Water Consumption

As the water supply and discharge is fully controlled and managed by the property management company, it is not feasible for the Group to install an independent water sub-meter to measure its individual water consumption. The Group did not encounter any issues in sourcing water during the Year. Water conservation initiatives have always been promoted in our daily operations. The Group encourages its employees to conserve water in the office and remind them to always turn water taps off tightly and give priority to water-saving products. As we only have the minimal ability to control the water consumption and are unable to quantify the water usage, the water efficiency target is currently unlikely to be set. However, we would review the availability when there is any change to the circumstances of the water supply.

### Use of Resources

#### *Policies on the efficient use of resources*

The Group has followed along the 4R (reduce, reuse, recycle and replace) principles in the Environmental Management Model, and has carried out the following measures to ensure resources are used efficiently:

- The Group shall comply with all relevant and applicable environmental protection laws, regulations, standards and guidelines;
- The Group would regularly review and enhance the current practices of its business operations to reduce the pollution made to the environment;
- Energy and water are consumed efficiently to optimise the use of these precious resources;
- Employees are encouraged to apply the 4R principles in their daily lives to promote a sustainable living and working environment; and
- The Group encourages employees to provide feedbacks on the efficiency in implementing the 4Rs at work and suggest new solutions to put them into practice.

The Group would continue to adopt green office practices to reduce natural resources consumption and the adverse impacts on the environment, and the Group would drive to adopt low resources alternatives.

於年內，本集團並不知悉任何嚴重違反廢物處置條例(香港法例第354章)及其他有關向水及土地排污以及有害及無害廢棄物的產生的適用法例法規的情況。未來幾年，我們的目標是實施管理數碼化，持續減少廢棄物及紙張的消耗。

### 用水

由於用水供應及排放均完全由物業管理公司控制及管理，故本集團無法安裝獨立的用水分錶以計量其用水消耗。於年內，本集團於求取水源上並無遇到任何問題。我們在日常營運中一直在推廣節水措施。本集團鼓勵僱員在辦公室節約用水，並提醒僱員時刻緊記關上水喉及優先使用節水產品。由於我們控制用水量的能力有限，且無法量化用水量，因此目前不太可能設定用水效率目標。然而，我們會在供水情況出現變化時審閱其可用性。

### 資源使用

#### *提高資源效用的政策*

本集團遵循環保管理模式的4R原則(即Reduce減少使用、Reuse物盡其用、Recycle循環再用及Replace替代使用)，並已採取下列措施以確保有效使用資源：

- 本集團應遵守所有相關及適用環保法例、規例、標準及指引；
- 本集團定期檢討及改善其業務營運的現行做法，以減少對環境的污染；
- 有效地耗用能源及水源，以優化該等寶貴資源的利用；
- 鼓勵僱員在日常生活中應用4R原則，以促進可持續的生活和工作環境；及
- 本集團鼓勵僱員對在工作中實施4Rs環保管理模式的效率提出反饋，並提出新的解決方案，付諸實踐。

本集團將繼續採取綠色辦公措施，以減少自然資源的消耗及對環境的不利影響，而本集團將推動採用低資源消耗替代品。

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### Green Practices

The Group has applied the following practices to further reduce the impact of its business activities on the environment and natural resources:

- The temperature of air conditioners at the Group's offices are set at 24°C–26°C;
- Regular check-ups and maintenance are conducted to air conditioners to increase the energy efficiency and prevent from excess emissions;
- When purchasing new electrical appliances, preference is given to those with top energy efficient functions;
- Employees should switch off all photocopying machines, printers and computers when they are idle or can turn the machines into sleeping modes if they will not be used temporarily;
- Business trips and client face-to-face meetings are substituted by teleconferences or other means of electronic communications, if possible;
- Energy saving lightbulbs, LED lightings and other energy saving electrical appliances are used at the Group's offices; and
- Employees are encouraged to take public transportation or by walking rather than driving private vehicles when travelling to work or having meetings with client.

The Group also encourages its employees to take the initiative to save resources and cultivate good habits in producing fewer waste and properly recycle wastes accordingly.

### Policies on waste reduction

The Group has adopted the following practices to reduce waste:

- Announcements, event reporting, soliciting recommendation and feedbacks are communicated through the use of electronic means if possible;
- Environmentally friendly paper materials such as the elemental chlorine-free papers are widely promoted within the Group;
- Double-sided printing/copying is used whenever possible;
- The attitude of “think before you copy” is encouraged, such as sharing documents with co-workers or printing only the number of copies required;
- Employees should separate their recyclable wastes according to the 3-coloured waste separation bins;

### 綠色實踐

本集團已採取以下措施，以進一步減少其業務活動對環境及天然資源的影響：

- 本集團辦公室的空調溫度設置為24°C至26°C；
- 定期檢查及維護空調，以提高能源效率，防止超標排放；
- 購買新的電器時，優先選擇具有頂級節能功能的新電器；
- 僱員應關掉所有閒置的影印機、打印機及電腦，如暫時不使用，則可切換為睡眠模式；
- 在可行情況下改用電話會議或其他電子通訊方式代替出差及客戶面對面會議；
- 本集團辦公室使用節能燈泡、LED照明及其他節能電器；及
- 鼓勵僱員在通勤或與客戶會面時乘坐公共交通工具或步行而非駕駛私家車。

本集團亦鼓勵僱員主動節約資源，養成減少產生廢棄物的良好習慣，並適當回收廢棄物。

### 減廢政策

本集團已採取以下措施減少廢物：

- 以電子方式發佈公告、活動報告、徵求建議及反饋(倘可能)；
- 本集團廣泛推廣環保紙，例如無氯紙；
- 盡可能使用雙面打印／複印；
- 鼓勵「打印前思考」的態度，例如與同事共享文件或僅打印所需的份數；
- 僱員應按三色廢物分類箱將可回收廢物分類；

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- Toner cartridges from printers are collected by authorised recycling company for proper handling; and
- Office stationeries such as envelopes, document clips and paper bags are encouraged to be reused if possible.
- 打印機的碳粉盒交由認可回收公司收集，以便妥善處理；及
- 鼓勵於可行的情況下重複使用辦公文具，例如信封、文件夾及紙袋。

The Group believes the above practices can contribute to saving energy, reducing wastes and promoting a green office in the long run.

本集團相信，長遠而言，上述做法可有助於節約能源，減少浪費，並推廣綠色辦公室。

### Climate Change

Climate change and global warming are major environmental concerns in the world. The Group is committed to managing the potential climate-related risks which may impact the Group's business activities. The Board meets regularly and co-operates closely with key management to identify and evaluates climate-related risks and to formulate strategies to manage the identified risks. The table below details the specific risks that are relevant to our organisation and the corresponding actions taken to minimize the impact of risks:

### 氣候變化

氣候變化及全球暖化為世界主要環境問題。本集團致力於管理與氣候相關及可能影響本集團業務活動的潛在風險。董事會定期舉行會議並與關鍵管理層密切合作，以識別並評估與氣候相關的風險以及制定管理已識別風險之策略。下表詳細說明與我們組織有關的具體風險以及為盡量降低風險影響而採取的相應行動：

Type of climate risk 氣候風險類型	Description 描述	Actions taken to manage the risks 為管理風險而採取的行動
Transition 過渡	Increased energy cost due to rising need for cooling, maintenance of computer system and server and shortage in the supply of energy. 由於對冷卻、電腦系統及伺服器的維護的需求增加以及能源供應短缺，能源成本增加。	<ul style="list-style-type: none"> <li>• Adopt energy conservation measures as mentioned in "Green practices".</li> <li>• 採取「綠色實踐」中提及的節能措施。</li> </ul>
Transition 過渡	Unable to adapt to change in environmental-related regulations or change in customer preferences. 無法適應環境相關法規的變化或客戶偏好的變化。	<ul style="list-style-type: none"> <li>• Continues to monitor the regulatory environment to ensure that the Group meets the expectations of regulatory authority and complied with the environmental-related law and regulations.</li> <li>• 持續監察監管環境，確保本集團符合監管機構的期望並遵守與環境相關的法律及法規。</li> </ul>
Physical 物理	The increase in natural disasters including typhoons and floods resulting from climate change may have an impact on the operation of the Company (such as suspension of server and system service) and cause economic losses and client data lost. 氣候變化導致颱風、洪水等自然災害增多，可能對本公司的營運產生影響(如何伺服器及系統服務暫停)，並造成經濟損失及客戶數據遺失。	<ul style="list-style-type: none"> <li>• Review the impact of extreme weather on business and formulate "Disaster Recovery Plan" to deal with emergency.</li> <li>• Backup the database on daily basis to ensure the data could be retrieved.</li> <li>• 審視極端天氣對業務的影響，制定「災後恢復計劃」以應對緊急情況。</li> <li>• 每天備份數據庫，以確保可以檢索數據。</li> </ul>

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### COMMUNITY INVESTMENT

The Group is committed to empowering and supporting the public through various means of social participation and contribution as part of our strategic development. We strive to nurture corporate culture and practise corporate citizenship. During the Year, we donated a total amount of approximately HK\$41,000 to The Society of Rehabilitation and Crime Prevention (“SRACP”) in supporting the rehabilitated persons, and Hong Kong Sea Cadet Corps in supporting the organization to provide sea training and discipline to young people.

The Group was accredited the “5 Years+ Caring Company” by the Hong Kong Council of Social Service in recognition of its enduring effort in caring for the community.

### 社區投資

作為我們策略發展的一部分，本集團致力透過各種社會參與及貢獻的方式，為公眾賦能及提供支持。我們致力培育企業文化及推行企業公民意識。於年內，我們合共捐款約41,000港元，以援助香港善導會的復康人士及香港海事青年團以支持該組織向青年提供海事培訓及紀律教育。

本集團獲香港社會服務聯會授予「5年+商界展關懷」，以表彰本集團於關懷社區方面的不懈努力。



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### REFERENCES TO THE ESG REPORTING GUIDE

### 環境、社會及管治報告指引索引

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	Pages 頁次
<b>A. Environmental</b> A. 環境			
<b>Aspect A1: Emissions</b> 層面A1：排放物			
<b>General Disclosure</b> 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (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。	Environment 環境	21
<b>KPI A1.1</b> 關鍵績效指標A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Air and Greenhouse Gas Emissions 廢氣及溫室氣體排放	22
<b>KPI A1.2</b> 關鍵績效指標A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 直接(範圍1)及能源間接(範圍2)溫室氣體排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Air and Greenhouse Gas Emissions 廢氣及溫室氣體排放	22
<b>KPI A1.3</b> 關鍵績效指標A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	The Group's operations do not generate hazardous waste 本集團的營運並無產生有害廢棄物	Not applicable 不適用
<b>KPI A1.4</b> 關鍵績效指標A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Wastes 廢棄物	23
<b>KPI A1.5</b> 關鍵績效指標A1.5	Description of emission target(s) set and steps taken to achieve them. 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。	Air and Greenhouse Gas Emissions 廢氣及溫室氣體排放	22
<b>KPI A1.6</b> 關鍵績效指標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. 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。	Wastes 廢棄物	23
<b>Aspect A2: Use of Resources</b> 層面A2：資源使用			
<b>General Disclosure</b> 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	Environment 環境	21
<b>KPI A2.1</b> 關鍵績效指標A2.1	Direct and/or indirect energy (e.g. electricity, gas or oil) consumption by type in total (in thousand kWh) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及/或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	Air and Greenhouse Gas Emissions 廢氣及溫室氣體排放	22
<b>KPI A2.2</b> 關鍵績效指標A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	Water Consumption 用水	24

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<b>KPI A2.3</b> 關鍵績效指標 A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 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。	Air and Greenhouse Gas Emissions 廢氣及溫室氣體排放	22
<b>KPI A2.4</b> 關鍵績效指標 A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	Water Consumption 用水	24
<b>KPI A2.5</b> 關鍵績效指標 A2.5	Total packaging material used for finished products (in tonnes), and if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位估量。	The Group's operations do not involve in any packaging material. 本集團的營運並無涉及任何包裝材料。	Not applicable 不適用
<b>Aspect A3: The Environment and Natural Resources</b> 層面 A3：環境及天然資源			
<b>General Disclosure</b> 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	Environment 環境	21
<b>KPI A3.1</b> 關鍵績效指標 A3.1	Description of the significant impacts of activities on the environment and natural resources and actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	Environment 環境	21
<b>Aspect A4:</b> 層面 A4：			
<b>General Disclosure</b> 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	Climate Change 氣候變化	26
<b>KPI A4.1</b> 關鍵績效指標 A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	Climate Change 氣候變化	26
<b>B. Social</b> B. 社會			
<b>Employment and Labour Practices</b> 僱傭及勞工常規			
<b>Aspect B1: Employment</b> 層面 B1：僱傭			
<b>General Disclosure</b> 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Employment and Labour Practices 僱傭及勞工慣例	10

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<b>KPI B1.1</b> 關鍵績效指標B1.1	Total workforce by gender, employment type (e.g. full time or part time), age group and geographical region. 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。	Employment and Labour Practices 僱傭及勞工慣例	10
<b>KPI B1.2</b> 關鍵績效指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Dismissal 解僱	13
<b>Aspect B2: Health and Safety</b> 層面B2：健康與安全			
<b>General Disclosure</b> 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Health and Safety 健康與安全	16
<b>KPI B2.1</b> 關鍵績效指標B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年(包括匯報年度)每年因工亡故的人數及比率。	Health and Safety 健康與安全	16
<b>KPI B2.2</b> 關鍵績效指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	Health and Safety 健康與安全	16
<b>KPI B2.3</b> 關鍵績效指標B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	Health and Safety 健康與安全	16
<b>Aspect B3: Development and Training</b> 層面B3：發展及培訓			
<b>General Disclosure</b> 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Development and Training 發展及培訓	15
<b>KPI B3.1</b> 關鍵績效指標B3.1	The percentage of employees trained by gender and employee category (such as senior management and middle management). 按性別及僱員類別(如高級管理層及中級管理層)劃分的受訓僱員百分比。	Development and Training 發展及培訓	15
<b>KPI B3.2</b> 關鍵績效指標B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Development and Training 發展及培訓	16
<b>Aspect B4: Labour Standards</b> 層面B4：勞工準則			
<b>General Disclosure</b> 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (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。	Labour Standards 勞工準則	17
<b>KPI B4.1</b> 關鍵績效指標B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Labour Standards 勞工準則	17
<b>KPI B4.2</b> 關鍵績效指標B4.2	Description of steps taken to eliminate child and forced labour practices when discovered. 描述在發現童工及強制勞工時消除有關情況所採取的步驟。	Labour Standards 勞工準則	17

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## 環境、社會及管治報告

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	Pages 頁次	
<b>Operating Practices</b> 營運慣例			
<b>Aspect B5: Supply Chain Management</b> 層面B5：供應鏈管理			
<b>General Disclosure</b> 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Supply Chain Management 供應鏈管理	17
<b>KPI B5.1</b> 關鍵績效指標B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Supply Chain Management 供應鏈管理	17
<b>KPI B5.2</b> 關鍵績效指標B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。	Supply Chain Management 供應鏈管理	17
<b>KPI B5.3</b> 關鍵績效指標B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	Supply Chain Management 供應鏈管理	17
<b>KPI B5.4</b> 關鍵績效指標B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	Supply Chain Management 供應鏈管理	17
<b>Aspect B6: Product Responsibility</b> 層面B6：產品責任			
<b>General Disclosure</b> 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Service Quality Control 服務質素控制	18
<b>KPI B6.1</b> 關鍵績效指標B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Service Quality Control 服務質素控制	18
<b>KPI B6.2</b> 關鍵績效指標B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	Service Quality Control 服務質素控制	18
<b>KPI B6.3</b> 關鍵績效指標B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Intellectual Property Rights 知識產權	19
<b>KPI B6.4</b> 關鍵績效指標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。	Service Quality Control 服務質素控制	18
<b>KPI B6.5</b> 關鍵績效指標B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	Privacy Protection 私隱保護	18



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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	Pages 頁次
<b>Aspect B7: Anti-corruption</b> 層面B7：反貪污			
<b>General Disclosure</b> 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Anti-corruption 反貪污	21
<b>KPI B7.1</b> 關鍵績效指標B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出已審結的貪污訴訟案件的數目及訴訟結果。	Anti-corruption 反貪污	21
<b>KPI B7.2</b> 關鍵績效指標B7.2	Description of preventive measures and whistleblowing 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。	Anti-corruption 反貪污	21
<b>KPI B7.3</b> 關鍵績效指標B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	Anti-corruption 反貪污	21
<b>Aspect B8: Community Investment</b> 層面B8：社區投資			
<b>General Disclosure</b> 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities takes into consideration communities' interests. 有關以社區參與來了解運營所在社區需要和確保其業務活動會考慮社區利益的政策。	Community Investment 社區投資	27
<b>KPI B8.1</b> 關鍵績效指標B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需要、健康、文化、體育)。	Community Investment 社區投資	27
<b>KPI B8.2</b> 關鍵績效指標B8.2	Resources contributed to the focus areas (e.g. money or time). 在專注範疇所動用資源(如金錢或時間)。	Community Investment 社區投資	27



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