



明輝國際控股有限公司  
MING FAI INTERNATIONAL HOLDINGS LIMITED

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code 股份代號 : 03828)

Environmental, Social and  
Governance Report  
環境、社會及管治報告

2024



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# About the Group

## 關於本集團

### CORPORATE PROFILE

Ming Fai International Holdings Limited (hereinafter referred to as the “Company” or “Ming Fai”), together with its subsidiaries (collectively as the “Group” or the “Ming Fai Group”) is an international group with a well-recognized brand, which was listed on the Main Board of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) in November 2007, and principally engaged in manufacturing and trading of hospitality supplies products (“Hospitality Supplies Business”), trading of operating supplies and equipment (“OS&E Business”) and manufacturing and trading of health care and hygienic products (“Health Care and Hygienic Products Business”).

Founded in 1980, one of the production bases of Ming Fai Group is located in Shenzhen, the People’s Republic of China (“PRC”, excluding, for the purpose of this report, the Hong Kong Special Administrative Region of the PRC (“Hong Kong”), the Macau Special Administrative Region of the PRC and Taiwan) with a total site area reaching approximately 120,000 square metres, integrating plastic, chemical, printing and sewing production workshops and achieving a vertically integrated production. It is also equipped with a logistics warehouse with approximately 13,000 square metres. Other production bases of the Group are located in Hong Kong and Kingdom of Cambodia (“Cambodia”). The production base in Cambodia with total site area of approximately 134,000 square metres, specialized in the production of bags, socks, travel pouches, travel kits, personal care products, slippers and non-woven fabric products.

### 企業簡介

明輝國際控股有限公司（以下簡稱「本公司」或「明輝」），連同其附屬公司（統稱「本集團」或「明輝集團」）是具有卓越品牌的國際集團，於2007年11月在香港聯合交易所有限公司（「聯交所」）主板上市，主要從事製造及銷售酒店供應品類產品（「酒店供應品業務」）、銷售營運用品及設備（「營運用品及設備業務」），以及製造及銷售健康護理及衛生用品（「健康護理及衛生用品業務」）。

明輝集團始創於1980年，其中一個生產基地位於中華人民共和國（「中國」，就本報告而言，不包括中國香港特別行政區（「香港」）、中國澳門特別行政區及台灣）深圳，總佔地面積達約12萬平方米，集塑膠、化工、印刷、車縫生產車間為一體，實現垂直整合生產，並配備約1.3萬平方米的物流倉庫。本集團之其他生產基地位於香港及柬埔寨王國（「柬埔寨」）。位於柬埔寨之生產基地總佔地面積約13.4萬平方米，專注於時款袋、襪子、航空包袋、旅行套裝、洗護產品、拖鞋及無紡布產品之生產。

# About the Group

## 關於本集團



The Group has established OS&E Business since 2014. Operating supplies and equipment products supplied by the Group covers various categories such as bathroom supplies, hotel amenities, small appliances, catering supplies, kitchen accessories, banquet tableware, guest room linen, glassware, exquisite ceramics, and cleaning equipment and supplies. Through bringing together numerous international brands of the hospitality supplies industry, Ming Fai Group is committed to providing customers with a one-stop solution.

The Group has also been producing health care and hygienic products with the increase of public awareness of personal health care and to meet the markets' needs.

### VISION, MISSION, VALUE

#### Vision

To become an excellent international corporate brand specializing in travel amenities and personal care products

#### Mission

- To create maximum value for stakeholders
- To support ecology for sustainable development

#### Value

- Integrity first
- Achieving win-win cooperation
- Innovation for advancement
- Plough back to the community

本集團自2014年建立營運用品及設備業務。本集團供應之營運用品及設備產品涵蓋浴室用品、酒店客雜、小家電、餐飲用品、廚雜用品、宴會擺台、客房布草、玻璃器皿、精美陶瓷、清潔設備及用品等各個品類。彙集酒店供應品行業的眾多國際品牌，明輝集團致力為客戶提供一站式解決方案。

本集團亦因應公眾對個人健康護理之意識增加及滿足市場需求，持續生產健康護理及衛生用品。

### 願景、使命、價值觀

#### 願景

成為以旅遊及個人護理用品為核心的卓越國際品牌

#### 使命

- 為持份者創造理想的價值
- 關注環保，致力可持續發展

#### 價值觀

- 誠信至上
- 合作共贏
- 創新求進
- 回饋社會



# About this Report

## 關於本報告

### REPORTING PRINCIPLES

“Environmental, Social and Governance Report 2024” (“this Report”) is prepared by the Company in accordance with the principles of “Materiality”, “Quantitative”, “Balance” and “Consistency” as set out in Appendix C2 “Environmental, Social and Governance Reporting Guide” of the Rules Governing the Listing of Securities on the Stock Exchange (the “Listing Rules”). Details of corporate governance is addressed separately in the Corporate Governance Report in the 2024 Annual Report of the Company. The Chinese text of this Report shall prevail over the English text in case of inconsistency.

**Materiality:** The Group conducted materiality assessment to identify the relative materiality of environmental, social and governance (“ESG”) factors from the perspective of our stakeholders. Details are set out in the section “Materiality Assessment of Issues” below.

**Quantitative:** The Group is committed to quantifying its key performance indicators (“KPIs”) and data disclosed in the environmental and social aspects. The KPIs and data disclosed in this Report are the result of the Group’s internal statistics and analysis, such information are calculated with reference to the standards and methods recommended in “How to prepare an ESG Report Appendix 2: Reporting Guidance on Environmental KPIs” and “How to prepare an ESG Report Appendix 3: Reporting Guidance on Social KPIs” published by the Stock Exchange, including KPIs and data relating to the reporting of emissions/energy consumption.

### 報告原則

本公司《環境、社會及管治報告 2024》（「本報告」）按照聯交所證券上市規則（「上市規則」）附錄C2《環境、社會及管治報告指引》所載「重要性」、「量化」、「平衡」及「一致性」之原則編製。企業管治之內容已於本公司2024年報中之企業管治報告內獨立闡述。本報告之中、英文版本如有歧義，概以中文版本為準。

**重要性：** 本集團進行重要性評估，從我們持份者的角度辨識環境、社會及管治（「環境、社會及管治」）因素的相對重要性。詳情載於下文「議題重要性評估」一節。

**量化：** 本集團致力量化披露環境及社會範疇的關鍵績效指標及數據。本報告所披露之關鍵績效指標及數據乃本集團內部統計與分析之結果，並參考聯交所刊發之《如何準備環境、社會及管治報告附錄二：環境關鍵績效指標匯報指引》及《如何編備環境、社會及管治報告附錄三：社會關鍵績效指標匯報指引》建議之標準及方法計算，包括有關匯報排放量／能源耗用的關鍵績效指標及數據。

# About this Report

## 關於本報告



**Balance:** The Group's sustainability performance and challenges are fairly disclosed in this Report in order to maintain a balanced content of this Report and to provide unbiased information to the public.

**平衡：** 本集團之可持續發展績效及挑戰於本報告內公平披露，以維持本報告內容的平衡及向公眾提供不偏不倚的資訊。

**Consistency:** Unless otherwise stated, the statistical methods applied for the data disclosed in this Report, and the methodology for preparing this Report, are consistent with those adopted in the previous year.

**一致性：** 除另有說明外，本報告中所披露數據的統計方法，以及編制本報告之方法，與過往年度所採納者一致。

### REPORTING PERIOD AND SCOPE

The reporting period for this Report covers the same period as the Company's 2024 Annual Report, which is for the year ended 31 December 2024. The scope of this Report is consistent with that of previous year and covers the Group's principal activities: Hospitality Supplies Business, OS&E Business and Health Care and Hygienic Products Business, together with information and data relating to the Group's head office in Hong Kong and the production bases in the PRC, Hong Kong and Cambodia.

### 報告期間及範圍

本報告之報告期間為截至2024年12月31日止之年度，與本公司2024年報內容涵蓋的期間相同。本報告之報告範圍與過往年度一致，涵蓋本集團之主要業務：酒店供應品業務、營運用品及設備業務與健康護理及衛生用品業務，以及於本集團之香港總辦事處及本集團位於中國、香港與柬埔寨之主要生產基地之相關資料及數據。

### ACCESS OF THIS REPORT

- the HKExnews website of the Stock Exchange ([www.hkexnews.hk](http://www.hkexnews.hk))
- the Company's website ([www.mingfaigroup.com](http://www.mingfaigroup.com))

### 報告獲取途徑

- 聯交所「披露易」網站 ([www.hkexnews.hk](http://www.hkexnews.hk))
- 本公司網站 ([www.mingfaigroup.com](http://www.mingfaigroup.com))

### CORPORATE SOCIAL RESPONSIBILITY (“CSR”) APPROACH

The Group is committed to the principle of sustainable development and fulfill corporate social responsibilities by applying “commercial morality, the kindness towards people and protecting environment”. We comply with the laws and respect commercial morality. Our operation is managed based on a legal, compliant and reasonable basis. We respect human rights, care for public welfare. We value integrity and achieve win-win situation by cooperation. We follow our philosophy of respecting morality and giving back to society. We value resources and promote environmental protection. Relying on scientific improvements to reduce impacts on the environment, while we are seeking for environmental technologies to maintain sustainable development.

### 企業社會責任（「企業社會責任」）方針

本集團秉承可持續發展原則，努力遵循「行商有道、與人為善、崇尚自然」之企業社會責任。我們有法可依、有道可循，我們的經營基於合法、合規、合理基礎之上。我們尊重人權、公益為重，並以誠信至上、合作共贏。我們和德為先、回饋社會。我們珍惜資源、促進環保。我們依靠科技進步降低對生態之影響，尋求環保技術永葆可持續發展。



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The Group believes that CSR is not just about philanthropy, but also a responsibility towards the community and being able to provide a platform to contribute in any way that is meaningful, fulfilling and sustainable. CSR will remain a prominent matter in the Group's agenda, and environmental management is always an integral part of the Group's business planning and daily operations.

### GOVERNANCE STRUCTURE

#### ESG STATEMENT OF THE BOARD OF DIRECTORS

The Board (the "Board") of directors (the "Directors") of Ming Fai places great importance on the ESG performance of the Group and is committed to building a sound corporate culture in terms of ESG. The Board is aware of the increasing demand for ESG information from various stakeholders and believes that effective ESG management can help enhance the value of a corporate. Our Board assumes overall responsibility for ESG issues in the Group, including monitoring all ESG-related work, developing relevant management approaches and strategies, and regularly reviewing progress against each performance target.

#### Monitoring of ESG Issues

The Board believes that sustainable development is an irreversible trend, and it is crucial for us to identify and manage the ESG aspects that are material to the Group, as well as to capitalize on the potential opportunities arising from such aspects. In short term, the Board will continuously monitor the KPIs of environmental and social issues, and identify areas for improvement, opportunities and risks to the Group. In medium term, we will actively enhance training for staff and management and will consider forming a task force to assist in ensuring effective implementation of the plans and objectives set. In long term, we will examine the integration of ESG into our existing risk management and internal control systems and pursue a more comprehensive ESG disclosure.

本集團深信企業社會責任不僅是慈善事業，亦為本集團對社區的責任及可為本集團提供平台，以有意義、可行及可持續的方式回饋社會。企業社會責任將繼續為本集團議程中之重要項目及環境管理乃本集團業務規劃及日常營運中的主要部分。

### 管治架構

#### 董事會的環境、社會及管治聲明

明輝的董事（「董事」）會（「董事會」）十分重視本集團在環境、社會及管治的表現，並致力於建立良好的環境、社會及管治企業文化。董事會瞭解不同持份者對環境、社會及管治資料的需求日益增加，亦深信良好環境、社會及管治管理能有助提升企業價值。我們的董事會對本集團的環境、社會及管治事宜肩負起整體責任，包括監督一切與環境、社會及管治有關的工作、制定相關的管理方針及策略，以及定期檢討各項績效目標的進度。

#### 環境、社會及管治事宜的監管

董事會認為可持續發展是一個不可逆轉的趨勢，我們需識別對本集團重要的環境、社會及管治層面，加以管理並把握當中潛在的機遇。短期而言，本集團會持續監察各項環境及社會事宜的關鍵績效指標，識別出可改善的地方及對本集團的機遇和風險。中期而言，我們將積極加強員工及管理層的培訓，並考慮成立專責小組，以協助確保制定之計劃及目標得以有效落實。長期而言，我們會研究把環境、社會及管治納入現有的風險管理及內部監控系統，並追求滿足更全面的環境、社會及管治資料披露。

# About this Report

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### ESG Management Approach and Strategies

Identifying the materiality of different ESG aspects is critical to the formulation of the Group's overall ESG management approach and strategies. With the aim to better understand the views of different stakeholders on the Group, we have conducted surveys among the Directors, staff, suppliers and customers. In addition to the materiality assessment, the surveys also opened up a channel for both internal and external stakeholders to provide feedback on the sustainability aspects of the Ming Fai Group. Apart from stakeholder engagement, the Directors also reflected on the prioritization of different ESG risks, taking into account the factors including past operating experience, industry trends and cost analysis.

The materiality assessment results for the year ended 31 December 2024 indicated that "Development and Training", "Anti-corruption" and "Product Responsibility" are the three most material ESG aspects of the Group. In order to address these three identified aspects and the associated risks, the Board will take appropriate actions to continuously improve the ESG performance of the Group and disclose the relevant information in the report annually.

### How to review progress against our targets

We recognize that the setting of performance targets can facilitate guidance by the management and hence improve the ESG performance of the Group. We actively consider setting quantitative targets for the Group in terms of key performance indicators such as total emissions, waste generation and energy and water efficiency. Prior to the setting of quantitative targets, the Group will closely monitor and develop appropriate management systems for each aspect of high materiality. While the Board considers the ESG work will be challenging in light of various external factors, such as the continued geopolitical disputes, global economic slowdown and supply chain tension, we remain confident that the Group's ESG strategies and targets can be successfully achieved with the cooperation of each functional unit of the Group.

### 環境、社會及管治管理方針及策略

識別不同環境、社會及管治層面的重要性對本集團訂立整體環境、社會及管治管理方針及策略非常關鍵。為更準確地了解不同持份者對本集團的意見，我們向董事、員工、供應商及顧客進行問卷調查。問卷調查除了重要性評估外，亦提供一個渠道予內外持份者反饋他們對明輝集團在可持續發展方面的各種看法。在持份者參與的同時，董事亦反映出不同環境、社會及管治風險的優先排序，當中的考慮因素包含了過往經營經驗、行業趨勢及成本分析等。

截至2024年12月31日止年度重要性評估的結果反映，「發展及培訓」、「反貪污」及「產品責任」為本集團最重要的三個環境、社會及管治層面。針對這三個識別出的層面及相關風險，董事會將採取相應舉措，持續提升本集團的環境、社會及管治績效，並在年度報告披露。

### 如何檢討目標進度

我們明白訂立績效目標有助於管理層指導以致提升本集團的環境、社會及管治表現。針對排放物總量、廢棄物產生量及耗能耗水效益等關鍵績效指標，我們積極考慮為本集團制定量化目標。在量化目標確立之前，本集團將就各項高重要性的層面密切監察及建立適當的管理系統。綜觀不同外在因素（如地緣政治爭拗持續、環球經濟放緩及供應鏈緊張），董事會認為未來的環境、社會及管治工作充滿挑戰，但我們仍相信本集團的環境、社會及管治策略及目標能在本集團各功能單位配合下順利達成。



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### STAKEHOLDERS' COMMUNICATION

The Group treasures every opportunity to communicate with our stakeholders and makes efforts to address their concerns. Continuous communication enables us to consider how our business decisions impact our stakeholders. The table below presents our communication methods with our stakeholders.

### 與持份者溝通

本集團重視與持份者溝通之每個機會，並致力處理其關注事項。持續溝通讓我們考慮到我們的業務決策如何影響我們的持份者。下表載列我們與持份者之溝通方式。



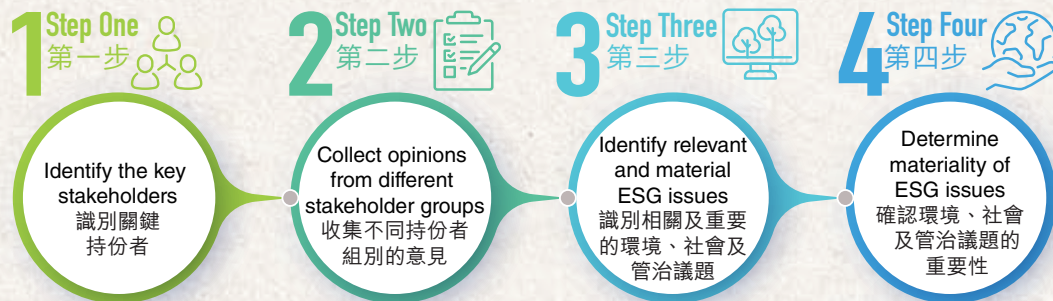
| Stakeholder Group<br>持份者組別                   | Communication Methods<br>溝通方式                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Government/Regulatory Authorities<br>政府／監管機構 | <ul style="list-style-type: none"> <li>Attend conferences/seminars/webinars by government/regulatory authorities<br/>參與政府／監管機構之會議／研討會／網上研討會</li> <li>Access publications/websites of government/regulatory authorities<br/>查閱政府／監管機構之刊物／網站</li> </ul>                                                                                                                   |
| Shareholders/Investors<br>股東／投資者             | <ul style="list-style-type: none"> <li>Communicate with shareholders and investors on the Group's performance and material information through general meetings/annual and interim reports/circulars/announcements/notices/ESG reports<br/>透過股東大會／年報與中期報告／通函／公告／通告／環境、社會及管治報告，就本集團的表現及重要資訊跟股東及投資者溝通</li> <li>Arrange investor meetings/visits<br/>安排投資者會議／拜訪</li> </ul> |
| Staff<br>員工                                  | <ul style="list-style-type: none"> <li>Conduct ESG surveys<br/>進行環境、社會及管治問卷調查</li> <li>Provide trainings and various activities for staff<br/>為員工提供培訓及員工活動</li> </ul>                                                                                                                                                                                                   |
| Suppliers<br>供應商                             | <ul style="list-style-type: none"> <li>Conduct selection and evaluation on suppliers<br/>進行供應商篩選及評估</li> <li>Conduct ESG surveys<br/>進行環境、社會及管治問卷調查</li> <li>Convene meetings and conduct performance appraisal with suppliers on a regular basis<br/>定期與供應商召開會議及進行表現檢討</li> </ul>                                                                                      |
| Customers<br>客戶                              | <ul style="list-style-type: none"> <li>Conduct customers' satisfaction and ESG surveys<br/>進行客戶滿意度及環境、社會及管治問卷調查</li> <li>Handle customers' complaints and feedbacks in accordance with established customer communication procedures<br/>按照既定的客戶溝通程序，處理客戶的投訴和意見</li> <li>Exchange and release information through social media<br/>利用社交媒體交流及發放資訊</li> </ul>             |
| Community<br>社區                              | <ul style="list-style-type: none"> <li>Participate in community activities<br/>參與社區關懷活動</li> <li>Co-operate with non-profit organizations to support the underprivileged<br/>與非牟利機構合作支持弱勢社群</li> </ul>                                                                                                                                                                  |

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### MATERIALITY ASSESSMENT OF ISSUES

For the year ended 31 December 2024, we have conducted materiality assessment with stakeholders to clearly identify the ESG factors that are material to the Group and its stakeholders. Directors, staff, suppliers and customers participated in the surveys. The assessment process was conducted with reference to Appendix C2 “Environmental, Social and Governance Reporting Guide” of the Listing Rules and was based on the following steps:



We have conducted materiality analysis based on the survey results to identify the key ESG issues. The chart below illustrates the materiality matrix of the Group, with “Product Responsibility”, “Anti-corruption” and “Health and Safety”, being the three most material issues, taking into account the survey findings and opinions collected from our stakeholders. The Group will actively pursue action plans on the key issues identified in the assessment and continue to disclose relevant information in the ESG reports.

### 議題重要性評估

截至2024年12月31日止年度，為清楚識別對本集團及各持份者的重要環境、社會及管治因素，我們跟持份者進行了重要性評估。董事、員工、供應商及客戶均參與了問卷調查。評估過程參照上市規則附錄C2《環境、社會及管治報告指引》並按以下步驟進行：

我們根據問卷調查結果進行了重要性分析，識別出重要的環境、社會及管治議題。下圖為本集團的重要性矩陣，其中「產品責任」、「反貪污」及「健康與安全」在綜合了持份者的調查意見後被視為最重要的三個議題。就評估所識別出的重要議題，本集團將積極研究制定行動計劃，並繼續在環境、社會及管治報告披露相關資訊。

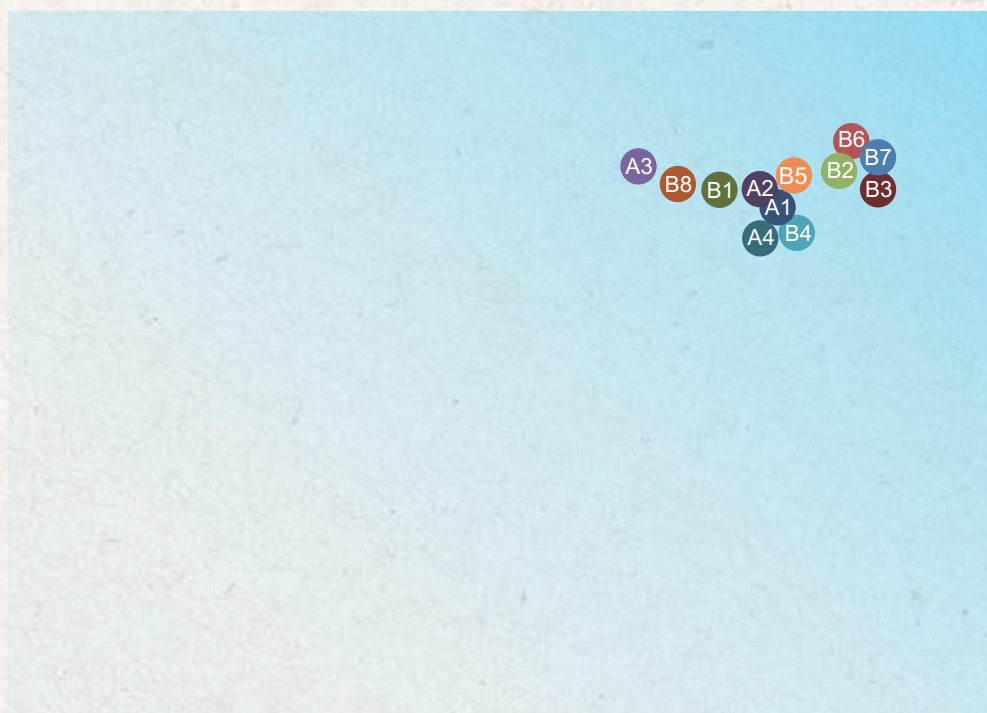


## About this Report 關於本報告

Materiality Matrix  
重要性矩陣

External Assessment (Impacts on the stakeholders)  
外部評估 (對持份者之影響)

Most Importance  
極其重要



Internal Assessment (Impacts on Ming Fai Group)  
內部評估 (對明輝集團之影響)

Most Importance  
極其重要

A1 : Emissions 排放物  
A2 : Use of Resources 資源使用  
A3 : Environment and Natural Resources 環境及天然資源  
A4 : Climate Change 氣候變化  
B1 : Employment 僱傭  
B2 : Health and Safety 健康與安全

B3 : Development and Training 發展及培訓  
B4 : Labour Standards 勞工準則  
B5 : Supply Chain Management 供應鏈管理  
B6 : Product Responsibility 產品責任  
B7 : Anti-corruption 反貪污  
B8 : Community Investment 社區投資

# Environmental Matters

## 環境事務



### AIR EMISSIONS

The Group formulated air emissions policies and measures with the compliance of the Integrated Emission Standard of Air Pollutants, Hygienic Standards for the Design of Industrial Enterprises and Vehicle Exhaust Emission Pollution Control Ordinance of Guangdong Province of the PRC and the relevant laws and regulations of Hong Kong and Cambodia, including, strictly requiring our transportation service providers and self-operated vehicles to establish vehicles environmental emission standards, actively understanding and ensuring our suppliers on the compliance of the relevant air emissions laws and regulations, environmental assessment shall be passed before purchasing new equipment or adopting new initiatives, promoting the concepts of assembled transportation and green transportation among our staff, new staff should attend trainings to establish basic environmental awareness and understanding of emissions requirements of relevant exhaust gas. As for the target to improve our air and greenhouse gas emissions performance, the Group will actively improve its logistics management, arrange vehicles efficiently to reduce the number of trips, and prioritize low-emission vehicles or new energy vehicles for replacement.

### 廢氣排放

本集團遵守中國《大氣污染物綜合排放標準》、《工業企業設計衛生標準》及《廣東省機動車排氣污染防治條例》及香港與柬埔寨之相關法規，並制定有關廢氣排放政策及措施，包括嚴格要求運輸服務供應商及自營車輛具備車輛環保排放標準、積極了解和確保合作的供應商遵守有關廢氣排放的法律及規定、在採購新設備或採納新方案前必須通過環境評估、向員工提倡合併出行或綠色出行、新員工需參加培訓以掌握基本環保意識和相關廢氣排放要求。為改善廢氣及溫室氣體排放之表現目標，本集團將積極提升物流管理，高效使用車輛以減少出車次數，並在需要更換車輛時，將優先考慮低排放量汽車或新能源汽車。



For the year ended 31 December  
截至12月31日止年度

| Emissions 排放物                                                             | Unit 單位  | 2024   | 2023   |
|---------------------------------------------------------------------------|----------|--------|--------|
| Nitrogen oxides (NO <sub>x</sub> ) emissions<br>氮氧化物(NO <sub>x</sub> )排放量 | tonnes 噸 | 6.03   | 5.74   |
| Sulphur oxides (SO <sub>x</sub> ) emissions<br>硫氧化物(SO <sub>x</sub> )排放量  | tonnes 噸 | 0.0077 | 0.0060 |
| Particulate matter (PM) emissions<br>顆粒物(PM)排放量                           | tonnes 噸 | 0.45   | 0.45   |



# Environmental Matters

## 環境事務

### GREENHOUSE GAS EMISSIONS

Regarding greenhouse gas emissions, the Group has passed the related certification of Energy Management Systems and comply with the relevant laws and regulations of the PRC, Hong Kong and Cambodia. To reduce greenhouse gas emissions, relevant policies and measures of the Group include, actively using low-carbon energy, such as replacing diesel and other fuels by natural gas, continuously promoting and using high-efficiency or energy-saving production equipment, actively promoting energy saving and emission reduction to raise staff's awareness, using the residual heat of the air energy recycling system to replace the use of diesel to boil water in staff dormitory, and hence reducing greenhouse gas emissions.

### 溫室氣體排放

有關溫室氣體排放，本集團已通過相關能源管理體系認證，並遵守中國、香港及柬埔寨相關法規。為減低溫室氣體排放，本集團之有關政策及措施包括積極使用低碳能源，如以天然氣替代柴油及其他燃料；持續推廣及採用高效率或節能生產設備；積極進行節能減排宣傳以提升員工之意識；在員工宿舍以空氣能源回收系統的餘熱取代柴油加熱熱水，減少溫室氣體排放。



For the year ended 31 December  
截至12月31日止年度

| Greenhouse gas emissions 溫室氣體排放                     | Unit 單位                                                                               | 2024      | 2023      |
|-----------------------------------------------------|---------------------------------------------------------------------------------------|-----------|-----------|
| Direct (scope 1) emissions<br>直接(範圍1)排放量            | tonnes CO <sub>2</sub> equivalents<br>噸二氧化碳當量                                         | 1,110.69  | 1,001.16  |
| Energy indirect (scope 2) emissions<br>能源間接(範圍2)排放量 | tonnes CO <sub>2</sub> equivalents<br>噸二氧化碳當量                                         | 32,761.84 | 27,988.43 |
| Total emissions 排放總量                                | tonnes CO <sub>2</sub> equivalents<br>噸二氧化碳當量                                         | 33,872.53 | 28,989.59 |
| Intensity 密度                                        | kilogram(kg) CO <sub>2</sub> equivalents<br>per production unit<br>千克二氧化碳當量/<br>每產量單位 | 0.040     | 0.033     |

Environmental Matters

環境事務



SOLID WASTE MANAGEMENT

The Group formulates hazardous and non-hazardous waste treatment/reduction policies with the compliance of the Regulation on the Safety Administration of Hazardous Chemicals, the Hygienic Standards for the Design of Industrial Enterprises of the PRC, and Law of the PRC on the Prevention and Control of Environmental Pollution by Solid Waste and the relevant laws and regulations of Hong Kong and Cambodia.

The relevant waste treatment/reduction policies and measures of the Group include, regularly notifying qualified units to recycle wastes such as raw materials leftovers from production, plastics and papers, and sludge, engine oil waste, liquid chemicals from sewage treatment pools, the engaged units are required to provide proof of destination and disposal; encouraging staff to pay attention to double-side printing; using the Office Administrative (OA) System to reduce paper consumption; and arranging government-designated and qualified recycling unit in handling hazardous waste involved in production processes. The Group will strive to adopt automation and advanced technologies to improve precision during the product development stage and consider upgrading equipment where appropriate and feasible to achieve the target of reducing waste generation performance.

固體廢物管理

本集團遵守中國《危險化學品安全管理條例》、《工業企業設計衛生標準》及《中華人民共和國固體廢物污染環境防治法》及香港與柬埔寨之相關法規，並制定有害及無害廢棄物處理／減排政策。

本集團有關廢棄物處理／減排政策及措施，包括定期通知合資格單位回收生產後所遺留的邊角料、塑膠、紙張等廢棄物及污水處理池之污水淤泥、廢棄機油、液態化學品，並要求單位提供最終流向及處理證明；鼓勵員工注意雙面打印使用紙張；使用OA電子辦公協同平台省減紙張使用；對涉及有害廢棄物的生產工序安排符合資格的政府指定回收單位處理。本集團將在適當及可行情況下，於產品開發階段致力採用自動化和先進技術以提高精密度，以及考慮升級設備，以達至減少廢料產生之表現目標。



For the year ended 31 December

截至12月31日止年度

| Hazardous waste 有害廢棄物     | Unit 單位                                | 2024      | 2023      |
|---------------------------|----------------------------------------|-----------|-----------|
| Production 產生量            | tonnes 噸                               | 17.54     | 15.87     |
| Intensity 密度              | gram(g) per production unit<br>克／每產量單位 | 0.0208    | 0.0180    |
| Non-hazardous waste 無害廢棄物 | Unit 單位                                | 2024      | 2023      |
| Production 產生量            | tonnes 噸                               | 2,363.84  | 2,294.91  |
| Intensity 密度              | gram(g) per production unit<br>克／每產量單位 | 2.80      | 2.60      |
| Packaging materials 包裝材料  | Unit 單位                                | 2024      | 2023      |
| Production 產生量            | tonnes 噸                               | 13,224.37 | 20,512.70 |
| Intensity 密度              | gram(g) per production unit<br>克／每產量單位 | 15.68     | 23.21     |



# Environmental Matters

## 環境事務

### WATER

#### Wastewater Management

Manufacturing of hospitality supplies products and health care and hygienic products involves high water consumption. The Group set up a sewage treatment pool in the production base in Shenzhen as early as 2003, which was also optimized and upgraded in 2014 and was further escalated and expanded in 2019.

The Group has complied with the Environmental Protection Law of the PRC and the relevant laws and regulations of Hong Kong and Cambodia, and formulated internal guidelines to control and reduce the sewage discharges. Relevant policies and measures include, strictly monitoring the sewage discharge to flow through the collection pipelines to the sewage treatment pool for high standard of purification, and applying coagulating sedimentation, biological treatment, physical treatment to ensure such standards are met before discharge; monitoring regularly by setting up internal inspection groups and engaging qualified professional bodies to conduct periodical inspection on sewage discharge; undergoing regular water quality sample inspection by the Pinghu Office (Shawan River) of Shenzhen Environmental Protection Bureau.

#### Water Conservation

The Group has implemented several policies and measures for water conservation, which include, inspecting water consumption facilities in the plants and offices, and taking timely remedy for any water leakage or dripping; posting water conservation slogans to raise awareness of staff and visitors; requiring to remove or scrape the scrap materials on the production machines and equipment during the production process before cleansing, so as to reduce water consumption. The Group will prioritize the purchase of water-saving facilities and, where appropriate, improve production processes or upgrade equipment to reduce the use of fresh water, so as to achieve the target of gradually improving water consumption performance. For the year ended 31 December 2024, there was no issue in sourcing water for our operations.

### 水

#### 廢水管理

製造酒店供應品類產品與健康護理及衛生用品屬高耗水生產製程。本集團早於2003年在深圳生產基地設立污水處理池，並於2014年對污水處理池進行優化升級及於2019年對污水處理池進一步改進及擴容。

本集團遵守《中華人民共和國環境保護法》及香港與柬埔寨之相關法規，並制定內部準則，以控制及減少污水排放。有關政策及措施包括：嚴格監控污水排放，污水經由收集管道流入污水處理池，再進行嚴格的淨化處理，採用混凝沉澱、生化處理、物理處理，達標後才排放；成立內部檢查小組定期監察，並定期對所排放污水委託合資格專業機構檢測；定期接受深圳環境保護局平湖所（沙灣河）之水質抽樣檢查。

#### 節約用水

本集團已採用若干節約用水政策及措施，包括檢查工廠及辦公室的耗水設施，並及時補救任何漏水或滴水情況；張貼節約用水標語以提高員工及訪客意識；生產工作流程要求清出或刮出生產機械設備上之餘料才進行清洗，以減少用水。本集團將優先選購節省用水的設施，並在合適情況下改進生產程序或提升設備，以減少使用新鮮供水，以達至逐漸改善耗水表現。截至2024年12月31日止年度，我們業務上並沒有求取適用水源之問題。



For the year ended 31 December  
截至12月31日止年度

| Water resources 水資源 | Unit 單位                                                | 2024       | 2023       |
|---------------------|--------------------------------------------------------|------------|------------|
| Consumption 耗量      | metre(m) <sup>3</sup> 立方米                              | 393,079.40 | 316,993.43 |
| Intensity 密度        | metre(m) <sup>3</sup> per production unit<br>立方米／每產量單位 | 0.00047    | 0.00036    |

# Environmental Matters

## 環境事務



### ENERGY

#### Energy Conservation

The Group pays attention to energy conservation. Relevant policies and measures include, actively using low-carbon energy; extending the use of the air energy recycling system, such as using the residual heat in air instead of using diesel to boil water in staff dormitory; and adopting high-frequency power transformer to reduce efficiency depletion and power transmission loss. The Group commenced the use of solar power generation equipment at the production base in Cambodia since 2021. The Group will assess and consider expanding or extending the use of solar energy and other renewable energy sources for power generation at each of our production bases where appropriate and feasible, and phasing out energy-intensive equipment to reduce the use of non-renewable energy and greenhouse gas emissions, to achieve the target of gradually improving energy consumption performance.

### 能源

#### 節約能源

本集團注重節約能源，相關政策及措施包括積極使用低碳能源；擴大空氣能源回收系統之使用，如在員工宿舍以空氣餘熱取代柴油加熱熱水；及採用高效率電力變壓器減少功率損耗和輸電損失。本集團自2021年於柬埔寨生產基地開始使用太陽能發電設備。本集團將在適當及可行情況下，評估及考慮在各生產基地擴大或推展太陽能和其他可再生能源發電，並逐步淘汰高耗能設備，以減少非再生能源的使用及溫室氣體排放，並達至逐漸改善耗能表現。



For the year ended 31 December  
截至12月31日止年度

| Direct energy 直接能源 - <i>Natural gas</i> 天然氣  |                                                              | Unit 單位 | 2024    | 2023    |
|----------------------------------------------|--------------------------------------------------------------|---------|---------|---------|
| Consumption 耗量                               | metre (m) <sup>3</sup> 立方米                                   |         | 243,261 | 261,216 |
| Intensity 密度                                 | metre (m) <sup>3</sup> per production unit<br>立方米／每產量單位      |         | 0.00029 | 0.00030 |
| Indirect energy 間接能源 - <i>Electricity</i> 電力 |                                                              | Unit 單位 | 2024    | 2023    |
| Consumption 耗量                               | kilo Watt per hour (kwh)<br>in '000s<br>千個千瓦時                |         | 32,255  | 29,224  |
| Intensity 密度                                 | kilo Watt per hour (kwh)<br>per production unit<br>千瓦時／每產量單位 |         | 0.038   | 0.033   |



# Environmental Matters

## 環境事務

### ENVIRONMENT AND NATURAL RESOURCES

The Group is committed to conducting its business activities in an environmentally-conscious manner and strives to mitigate the environmental impact caused by our operations. To achieve this, the relevant policies and measures include:

- as a license holder of EU Ecolabel, offering customers with biodegradable product formula, biodegradable materials for plastic products, and eco-friendly packaging materials, such as stone paper (easily degradable in natural environment) and Forest Stewardship Council ("FSC") – certified paper to minimize the harm to environment.
- offering materials with Roundtable on Sustainable Palm Oil ("RSPO") certification in producing soaps to promote the concepts of reasonable land exploitation of palm oil planting field, vegetation protection, as well as respecting the rights of the landowners and protecting the rights of farm workers.

### 環境及天然資源

本集團承諾以關注環境的方式進行業務，並致力減低營運對環境造成的影響。就此，本集團之相關政策及措施包括：

- 作為歐盟生態環保標籤持有者，向客戶提供滿足生物降解要求之產品配方、可在塑膠產品添加之生物降解原料，以及環保包裝物料，例如石頭紙（於自然環境易於降解）及通過森林管理委員會（簡稱「森林管理委員會」）認證之包裝紙，減少對環境的傷害。
- 向客人提供可持續棕櫚油圓桌會議（Roundtable on Sustainable Palm Oil，簡稱「RSPO」）認證之原料生產香皂，以提倡棕櫚油種植園的土地合理開發、植被保護、尊重土地擁有者權利和農工權益保護。

# Environmental Matters

## 環境事務



### CLIMATE CHANGE

Global warming has brought about extreme weather situations in various parts of the world. The Group's production bases in the PRC and Hong Kong are exposed to the risks of typhoons and rainstorms, and the production base in Cambodia is under the threat of floodings during the rainy seasons, such weather issues may pose safety risks and economic losses to the Group. Therefore, safety measures such as reinforcement of overhead facilities, windows and doors, and relocation of production materials and finished products away from windows are taken before a typhoon or rainstorm signal is hoisted. The structure of our plants has been continuously strengthened to provide higher resistance against super typhoons. The Group also keeps the waterways of its production bases clear of blockages and ensures pipelines deepening and installation are completed before the expansion of our plants to avoid water accumulation during the rainy seasons.

In addition, given the rising global awareness on the issues of climate change and carbon reduction, together with the PRC's goal to realize carbon neutrality by 2060, subsequent to which relevant regulations and more stringent policies (such as the implementation of carbon pricing mechanism, or the requirement of switching to renewable energy, or increase charges for waste handling) will be implemented in various regions, which may increase the Group's operating costs. Besides, our hotel customers will also need to comply with the relevant requirements and switch to low-carbon products. The Group will continue to actively develop relevant products in response to the market demand and enhance staff training and promotion to abide by the new regulations and policies in future.

### 氣候變化

全球暖化為世界各地帶來極端天氣情況。本集團於中國與香港的生產基地面對颱風及暴雨威脅，以及柬埔寨之生產基地面對雨季淹水威脅，此等天氣情況有機會為本集團造成安全風險和經濟損失。因此，我們會於懸掛颱風或暴雨警告信號前採取安全加固措施，如加固高空設施、門窗等，以及把生產原料及成品移至遠離窗邊位置，並持續強化廠房結構，使其更能抵禦超強颱風。本集團亦時常暢通生產基地之水道以防堵塞，並在擴建廠房前挖深和安裝排水管道，避免雨季積水。

此外，由於全球更關注氣候變化與減少碳排放之議題，以及中國已訂立目標於2060年前實現碳中和，隨後各地將會實施相關法規及更嚴格的政策（例如實施碳價格機制、或需改用可再生能源、或增加處理廢棄物徵費），有機會讓本集團之經營成本增加。除此之外，本集團之酒店客戶亦需符合相關要求而轉向低碳產品，本集團將持續積極開發相關產品配合市場需求，並加強員工教育與宣傳，以配合未來的新法規及政策。



# Social Responsibilities

## 社會責任

### EMPLOYMENT AND LABOUR PRACTICES

#### Compensation

In addition to complying with the minimum wage standards under the requirements of Shenzhen Human Resources and Social Security Bureau, the Employment Ordinance and the Minimum Wage Ordinance of Hong Kong, Ministry of Labour and Vocational Training of Cambodia and the internal standards of the Group, we hold the principle of equal pay for equal work for both genders and determines remuneration based on staff's qualifications and skills. Adjustment to the remuneration will be made from time to time with reference to the Group's performance and market terms.

#### Recruitment, Promotion and Dismissal

The Group conducts recruitment in an open and impartial manner regardless of gender, introducing talents from any regions depending on their individual qualifications, skills and the need of the Group.

The Group promotes staff through internal review or recommendation in line with the Group's performance and talent development strategies, and individual performance. The Group implements key performance indicators assessment scheme to achieve departmental and individual goals, and undergoes annual assessment in order to measure departmental and individual performance. The assessment results would be applicable for the promotion, rewards, trainings and personal development of the staff.

If a staff is unable to perform his/her duties under the current position, he/she will be arranged for trainings or redeployment. If he/she is still unable to perform the duties, we will terminate the employment relationship in accordance with the laws and regulations.

#### Working Hours

The Group shall not require staff to work more than the regular and overtime hours allowed by the law of the regions where the staff are employed. All overtime work shall be consensual. The Group shall not request overtime work on a regular basis and shall compensate all overtime work at a rate as required by local laws and as agreed in the employment contracts.

### 僱傭及勞工常規

#### 薪酬

本集團遵守深圳市人力資源和社會保障局、香港《僱傭條例》及《最低工資條例》、柬埔寨勞動和職業培訓部發出之最低工資標準，以及按本集團內部標準，以男女同工同酬為原則，根據員工的資歷和技能定薪，並適時參考本集團業績及市場工資調薪。

#### 招聘、晉升及解僱

本集團以公開公正的方式進行招聘，不限性別、按個人學歷、技能及本集團需要，引進各地人才。

本集團根據本集團業績與人才發展策略，以及員工個人表現，通過內部審核或推薦晉升員工。本集團實施關鍵績效指標評核計劃設定部門與員工個人目標，並每年進行評核，以衡量部門整體及員工個人之職能表現。評核結果也應用於員工之晉升、獎勵、培訓及個人發展計劃。

倘員工無法勝任現有工作崗位之職責，員工將經培訓或調崗。若該員工仍無法勝任其職責，本集團將按照法律及規定終止僱傭關係。

#### 工作時數

本集團不會要求員工以超過僱傭所在地區法律規定的正常工作時間和加班小時數上限進行工作。所有的加班都必須建立在雙方同意的基礎上。本集團不會要求員工定期加班，且按照當地法律規定及僱傭合約內雙方同意之相應費率支付加班補償。

# Social Responsibilities

## 社會責任



### Other Benefits and Welfare

The vacation policy of the Group is established in accordance with the relevant laws and regulations of different regions. Staff are allowed to arrange leaves on their needs pursuant to the policy.

The Group follows the people-oriented and staff-caring corporate culture and provides various competitive benefits for staff in different regions, including social insurance/medical insurance, staff accident insurance, supplemental work injury insurance or travel insurance based on the job positions of staff, work performance bonus, year-end bonus/discretionary bonus, share award scheme, staff dormitory, staff canteen, shuttle bus service. For the year ended 31 December 2024, return train tickets departing from Shenzhen were arranged by the Group for staff in need before Chinese New Year. The Group also arranged a wide range of activities (such as beauty salon activities, handmade DIY activities, rope jumping competition, singing contest, dumplings and herbal tea distribution and staff birthday parties) in different locations to promote and establish relationship among our staff.

### Equal Opportunity and Diversity

The Group is committed to treating staff with the principles of fairness and impartiality, including employment, compensation, promotion, training, retirement and contract termination.

We comply with the Labour Law of the PRC, the Law of the PRC on the Protection of Disabled Persons, the Law of the PRC on the Protection of Women's Rights and Interests, the Sex Discrimination Ordinance, the Race Discrimination Ordinance, the Family Status Discrimination Ordinance and the Disability Discrimination Ordinance of Hong Kong, and formulates non-discrimination policy in Cambodia to safeguards staff's rights. They shall not be discriminated and interfered regarding race, social status, original nationality, gender, age, religious belief, disability, marital status, membership in labour union, political affiliation.

### 其他待遇及福利

本集團按照各地區法律及規定訂定休假制度。所有員工均可在制度下按需求安排假期。

本集團遵循以人為本及關愛員工的企業文化，提供多項具競爭力之福利措施予不同地區之員工，包括社會保險／醫療保險、按崗位需要購買之員工意外保險、補充工傷保險或出差旅遊保險、績效獎金、年終獎金／酌情花紅、股份獎勵計劃、員工宿舍、員工餐廳、交通車接送服務。截至2024年12月31日止年度，本集團於春節前為有需要的員工預訂從深圳出發回家的春運火車票。各地區亦舉辦各式各樣活動（如美容美髮活動、手工DIY活動、跳繩比賽、歌唱比賽、餃子及涼茶派發、員工生日派對等）促進及建立員工關係。

### 平等機會與多元化

本集團以公平公正的原則對待員工，包括聘用、薪酬、晉升、培訓、退休及終止合同等各方面。

我們遵守《中華人民共和國勞動法》、《中華人民共和國殘疾人保障法》、《中華人民共和國婦女權益保障法》、香港《性別歧視條例》、《種族歧視條例》、《家庭崗位歧視條例》及《殘疾歧視條例》及於柬埔寨制定反歧視政策，保障員工的工作權益。員工均不會因種族、社會地位、原國籍、性別、年齡、宗教信仰、殘疾、婚姻狀況、工會會員資格、政治聯繫等理由而受到任何歧視及干涉。



# Social Responsibilities

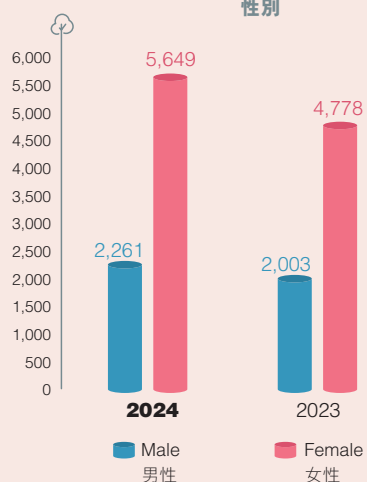
## 社會責任

### Number of Staff

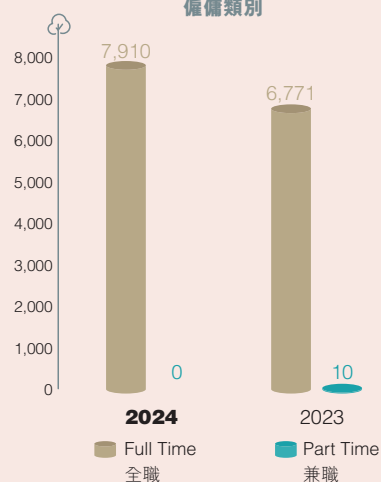
#### 員工人數

As at 31 December  
於12月31日

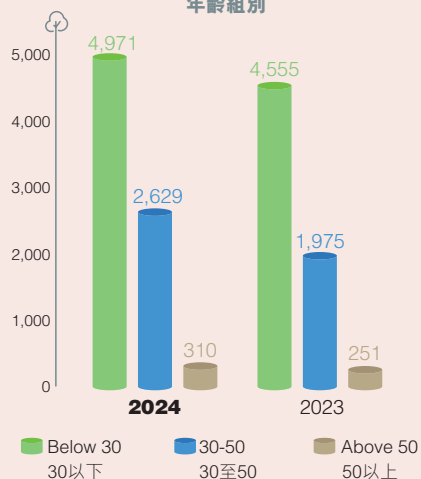
**Gender**  
性別



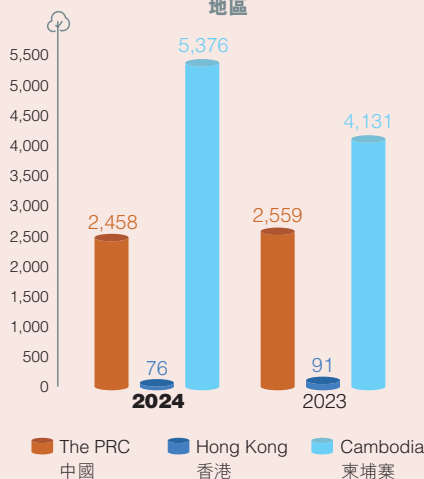
**Employment Category**  
僱傭類別



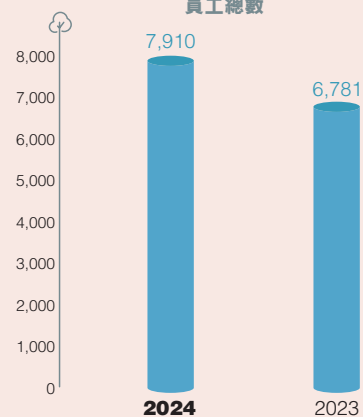
**Age Group**  
年齡組別



**Geographical Region**  
地區



**Total number of staff**  
員工總數



# Social Responsibilities

## 社會責任

### Staff Turnover Rate 員工流失比率

| For the year ended 31 December<br>截至12月31日止年度                                     |  |                                               |                       |                                               |                       |
|-----------------------------------------------------------------------------------|--|-----------------------------------------------|-----------------------|-----------------------------------------------|-----------------------|
|                                                                                   |  | 2024                                          | 2023                  |                                               |                       |
|                                                                                   |  | Number of staff who left employment<br>離職員工人數 | Turnover rate<br>流失比率 | Number of staff who left employment<br>離職員工人數 | Turnover rate<br>流失比率 |
|  |  |                                               |                       |                                               |                       |
| Gender 性別                                                                         |  |                                               |                       |                                               |                       |
| Male 男性                                                                           |  | 766                                           | 33.88%                | 587                                           | 29.31%                |
| Female 女性                                                                         |  | 2,948                                         | 52.19%                | 2,230                                         | 46.67%                |
| Age Group 年齡組別                                                                    |  |                                               |                       |                                               |                       |
| Below 30 30以下                                                                     |  | 2,390                                         | 48.08%                | 1,650                                         | 36.22%                |
| 30-50 30至50                                                                       |  | 1,194                                         | 45.42%                | 1,008                                         | 51.04%                |
| Above 50 50以上                                                                     |  | 130                                           | 41.94%                | 159                                           | 63.35%                |
| Geographical Region 地區                                                            |  |                                               |                       |                                               |                       |
| The PRC 中國                                                                        |  | 882                                           | 35.88%                | 940                                           | 36.73%                |
| Hong Kong 香港                                                                      |  | 13                                            | 17.11%                | 9                                             | 9.89%                 |
| Cambodia 柬埔寨                                                                      |  | 2,819                                         | 52.44%                | 1,868                                         | 45.22%                |
| Overall Staff 整體員工                                                                |  | 3,714                                         | 46.95%                | 2,817                                         | 41.54%                |

### Occupational Health and Safety

The Group makes efforts in providing a safe and healthy working environment for all staff, and strictly complies with the relevant laws, regulations and policies of occupational health and safety, including the Production Safety Law and the Labour Law of the PRC, the Production Safety Regulations of Guangdong Province, the Occupational Safety and Health Ordinance of Hong Kong and formulates health and safety policy in Cambodia. With the aim to strengthen the leadership of the Group's occupational health and safety management work and to enhance the implementation of management measures, the Group has established "Safety Management Committee" to monitor works in terms of occupational health and production safety.

### 職業安全與健康

本集團致力為所有員工提供安全及健康的工作環境，並嚴格遵守職業健康和安全的相關法律、規定和政策，包括《中華人民共和國安全生產法》、《中華人民共和國勞動法》、《廣東省安全生產條例》及香港《職業安全及健康條例》及於柬埔寨制定健康及安全政策。為加強對本集團職業健康安全工作的領導及強化管理措施的落實，本集團成立「安全管理委員會」對職業健康安全生產工作實施監督。



## Social Responsibilities 社會責任

The Group adjusts its production safety system and procedure on a regular basis, and from time to time conducts production safety and occupational health inspections as well as supervision and rectification work. For new staff, safety orientation and trainings are arranged to introduce safety concepts and enhance their self-safety awareness. Qualified protective equipment is also provided for our staff. The Group will arrange occupational health checks for staff who are exposed to occupational disease hazards and conducts regular inspection on occupational disease hazards in working areas with poisonous and harmful substances, and the inspection results are reported. In addition, the Group conducts fire drills at its production bases on a half-yearly basis to enhance the awareness of fire safety among all staff, their ability to handle fire emergencies, as well as to examine the coordination capability of emergency rescue personnel in case of fire emergencies. The Group also purchases labour insurance for its staff and travel insurance for employees who require it.

本集團定期修訂安全生產制度及規程，並不時組織安全生產與職業衛生檢查及監管整治工作。為新入職員工進行安全教育培訓，灌輸安全理念及加強員工對自身安全之意識，並為員工提供合格的防護器具。本集團為從事接觸職業病危害因素的員工進行職業健康檢查，並對工作場所所有毒或有害的職業危害因素進行定期檢測及通報檢測結果。此外，本集團於生產基地每半年進行一次消防演習，以提高全體員工消防安全意識、消防應急處置能力及檢驗應急救援人員對消防突發事件之協調能力。本集團亦為員工購買勞工保險及為有需要之僱員購買出差旅遊保險。



For the year ended 31 December  
截至12月31日止年度

|                                 | 2024         |            | 2023         |            | 2022         |            |
|---------------------------------|--------------|------------|--------------|------------|--------------|------------|
|                                 | Number<br>人數 | Rate<br>比率 | Number<br>人數 | Rate<br>比率 | Number<br>人數 | Rate<br>比率 |
| Work-related fatalities<br>因工亡故 | 0            | 0%         | 0            | 0%         | 0            | 0%         |



For the year ended 31 December  
截至12月31日止年度

|                                              | 2024<br>Days<br>日數 | 2023<br>Days<br>日數 |
|----------------------------------------------|--------------------|--------------------|
| Lost days due to work injuries<br>因工傷損失的工作日數 | 64.5               | 308.6              |

# Social Responsibilities

## 社會責任



### Development and Training

All staff of the Group are provided with appropriate trainings to enable them to perform duties and enhance their competitiveness, and actively nurture professionals for the Group. The Group provides anti-corruption trainings to staff annually, and other major categories of trainings for the year ended 31 December 2024 include:

- New staff: orientation trainings (such as rules and regulations of the Group, corporate culture, quality education), pre-job trainings (such as job basic knowledge, work procedures).
- Rank-and-file staff: trainings on position-related skills (such as basic knowledge on production line, basic knowledge on system operation, customer service management and complaints handling skills), trainings on corporate culture (such as safety, communication, environment) and personal development courses (such as leadership, communication skills, adaptability, etiquette, office software operation).
- Technical staff: trainings on professional skills (such as mechanical equipment repair and maintenance, reduction of procurement costs, negotiation skills, special operation test, and product expertise), knowledge required for different posts (such as new laws and regulations in different regions, quality management, brand knowledge, supply chain safety, certification standards, cosmetics inspection and safety assessment, corporate tax risks and planning).
- Managerial staff: trainings on management ability courses (such as project management (PMP), management skills, management scenario simulation, lean management and process transformation).

### 發展及培訓

本集團之員工均接受適當培訓，使其勝任工作及提升競爭力，並培養本集團之專業人才。本集團每年向員工提供反貪污培訓，而截至2024年12月31日止年度之其他培訓之主要類別包括：

- 新入職員工：入職培訓（如集團規章制度、企業文化、品質教育）、崗前培訓（如崗位基礎知識、工作流程）。
- 基層崗位員工：崗位相關技能培訓（如車間操作基礎知識、系統操作基礎知識、客戶服務管理與投訴處理技巧）、企業文化培訓（如安全、溝通、環境）及自我發展課程培訓（如領導力、溝通技巧、應變能力、禮儀、辦公軟件操作）。
- 專業技術員工：專業技能培訓（如機械設備維修保養、降低採購成本、談判技巧、特種作業考核及產品專業知識）、不同崗位需求的知識（如各地新法律及規定、質量管理、品牌知識、供應鏈安全、認證標準、化妝品檢驗與安全評估、企業納稅風險及策劃）。
- 管理崗位員工：管理能力課程（如PMP項目管理、管理技巧、管理情景模擬、精益管理與流程變革）。



# Social Responsibilities

## 社會責任

### Staff Trainings 員工培訓

For the year ended 31 December  
截至12月31日止年度

|                            | 2024                                             |                                                             | 2023                                             |                                                             |
|----------------------------|--------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------|
|                            | Percentage<br>of staff<br>trained<br>受訓員工<br>百分比 | Average<br>training hours<br>平均受訓時數<br>Hours/staff<br>時數／員工 | Percentage<br>of staff<br>trained<br>受訓員工<br>百分比 | Average<br>training hours<br>平均受訓時數<br>Hours/staff<br>時數／員工 |
| <b>Gender 性別</b>           |                                                  |                                                             |                                                  |                                                             |
| Male 男性                    | 25.32%                                           | 16.05                                                       | 25.82%                                           | 14.54                                                       |
| Female 女性                  | 74.68%                                           | 13.48                                                       | 74.18%                                           | 9.32                                                        |
| <b>Staff Category 員工類別</b> |                                                  |                                                             |                                                  |                                                             |
| Senior management 高級管理層    | 1.24%                                            | 13.43                                                       | 1.50%                                            | 9.79                                                        |
| Middle management 中級管理層    | 13.46%                                           | 19.58                                                       | 19.60%                                           | 20.67                                                       |
| General staff 一般員工         | 85.30%                                           | 12.98                                                       | 78.90%                                           | 8.19                                                        |
| <b>Overall Staff 整體員工</b>  | <b>156.23%</b>                                   | <b>14.21</b>                                                | <b>148.15%</b>                                   | <b>10.86</b>                                                |

### Labour Standards

In compliance with the Labour Law of the PRC, the Employment Ordinance of Hong Kong and the Labour Law of Cambodia, the Group will never recruit child labour whose age is lower than the minimum age allowed under the local laws and regulations, and valid identity proof is required from job applicants for verification of their identity and actual age during face-to-face interview. The Group has prohibited any situations such as violent threat or illegal restriction of individual freedom during its operations, and strictly prohibited forced labour including corporal punishment, abuse, involuntary servitude, debt servitude or human trafficking. Staff are given free physical access within the operating premises during working hours, and the rights to leave premises during meal breaks and after work. The Group would not force staff to work overtime, prior approval from supervisor shall be obtained for any voluntary overtime work proposed by staff for their tasks, so as to ensure no situation of forced labour to be occurred.

### 勞工準則

遵照《中華人民共和國勞動法》、香港《僱傭條例》及《柬埔寨勞工法》，本集團絕不招聘年齡低於當地法律及規定限制的童工，並在面對面進行面試時，要求求職者提供有效的身份證明以核實其身份及實際年齡。本集團禁止於營運期間有暴力威脅或非法限制人身自由的情況，並杜絕強制勞工，包括體罰、虐待、非自願勞役、債務勞役或人口販運。員工在工作時間內可在所在的工作區域自由走動，容許在用餐期間及下班後離開工作場所。本集團亦不強制加班，如員工有工作需要提出自願加班，需先得到上司批准，確保不會出現強制勞工的情況。

# Social Responsibilities

## 社會責任



### SUPPLY CHAIN MANAGEMENT

The Group aims to establish a supply chain management system so as to proactively provide comprehensive solutions that meet customers' needs through consolidating procurement resources, and promoting the screening and management mechanism of suppliers. In addition to enhancing quality and lowering costs, the Group also focuses on developing the suppliers' research and development and sustainable development capability, in order to continuously improve the supply chain management as well as performing social and environmental responsibilities.

The Group has formulated long-term value strategies based on the advocate of "resource integration and value enhancement", in the hope to show product innovation and green value by developing more new materials, new production process, new technologies and new applications, so as to realize the concept of CSR and sustainable operation.

### 供應鏈管理

本集團期望透過整合採購資源、推動供應商篩選與管理機制，以建立供應鏈管理系統，主動提供全面解決方案，滿足客戶需求。除強化品質與減低成本外，本集團亦注重拓展供應商研發與持續發展能力，務求不斷改進供應鏈管理並承擔社會與環境責任。

本集團主張「資源整合、價值提昇」，並按此擬定長期價值策略，期望經由發展更多新材料、新工藝、新技術與新應用，展現產品之創意及綠色價值，以落實企業社會責任與持續經營的理念。

### Number of Major Suppliers

#### 主要供應商數目



For the year ended 31 December  
截至12月31日止年度

|                               | 2024       | 2023       |
|-------------------------------|------------|------------|
| <b>Geographical region 地區</b> |            |            |
| The PRC 中國                    | 148        | 147        |
| Hong Kong and Taiwan 香港及台灣    | 5          | 5          |
| Other Asian region 其他亞洲地區     | 6          | 4          |
| Europe 歐洲                     | 2          | 2          |
| Australia 澳洲                  | 1          | 1          |
| <b>Total 總數</b>               | <b>162</b> | <b>159</b> |



## Social Responsibilities 社會責任

The Group selects suppliers based on five criteria:

- Social responsibility
- Environmental and social risk impact assessment
- Sustainable development
- Integrated factory and product quality control system
- On-time delivery

The Group has formulated and promoted supplier review system:

- Regularly discuss the supply chain policies and requirements of the Group with the suppliers;
- Formulate and regularly update the supplier collaboration guidelines;
- Assess and select suppliers based on supplier scoring system; and
- Carry out on-site inspection on factories of suppliers from time to time as appropriate.

Apart from assessing financial and capability performance factors, the Group also focuses on supplier's social responsibility and sustainability performance to enhance the assessment and identification of environmental and social risks arising from the supply chain. We require suppliers to accord to the objective of environmental protection in processes including product development, materials selection, production, as well as services and products transportation, in order to avoid or minimize the damage to environment. The Group also conducts surveys on suppliers regarding their environmental awareness. We seek sustainable and highly-transparent suppliers to guarantee sustainability in the production process of our procured goods, and emphasize on the supplier's commitment to social responsibility and human rights, and require them to comply with the following standards:

- Comply with all applicable laws and regulations during the course of business;
- Adopt appropriate systems to assess, measure and reduce the environmental impact arising from business operations;

本集團按五個標準篩選供應商：

- 社會責任
- 環境及社會風險影響評估
- 可持續發展
- 綜合工廠及產品質量控制系統
- 交期準時

本集團制定及推行供應商評審系統：

- 定期與供應商商討本集團的供應鏈政策及要求；
- 制定及定期更新供應商合作指南；
- 按供應商計分制度評估及篩選供應商；及
- 不定期對供應商進行工廠現場檢驗（如需要）。

除評估財務及能力表現因素，本集團亦注重供應商的社會責任及可持續性表現，以加強供應鏈的環境及社會之風險評估及辨識。我們要求供應商無論在產品研發、材料選用、生產製造，以及在服務和產品運輸等過程中，都應以注重保護環境為宗旨，避免或降低對環境的破壞。本集團亦對供應商就其環境保護意識進行調查。本集團尋求可持續性及透明度高之供應商，確保我們的採購品於生產過程具可持續性，亦重視供應商在社會責任及人權方面的承諾，並要求他們遵守下列行為守則：

- 經營業務時必須遵守所有適用的法例及規定；
- 採用適當的系統，以評估、量度及減少業務營運對環境的影響；

# Social Responsibilities

## 社會責任



- Enter into employment contracts with all staff in accordance with local regulations and adhere to the applicable local statutory minimum wage levels and voluntary codes;
- Do not employ child labour whose age is lower than the minimum age allowed, forced, tied, indentured or bonded labour, or involuntary prison labour;
- Provide a safe working environment for staff, develop health and safety policies which clearly set out operational procedures and arrange relevant staff trainings, offer sufficient rest periods, and make agreements with staff on days off from work and maximum working hours;
- No discrimination or harassment on an individual due to race, colour, religion, gender, pregnancy, HIV status, sexual orientation, nationality, age, disability, veteran status, marital status or political affiliation;
- No harsh or inhuman treatments on an individual, including sexual harassment or abuse, corporal punishment, coercion or verbal abuse;
- Respect staff's rights to participate in unions and group negotiation, free from threat of reprisal, unlawfully interference or coercion; and
- Sign and commit to the Group's "Suppliers' Written Commitment on Honesty and Confidentiality", establish policies, codes of conduct and operational procedures to eliminate any form of bribery, corruption and fraud and ensure strict enforcement.
- 與所有員工簽訂符合當地法例的僱傭合約，並遵從當地適用的法定最低工資水平及自律守則；
- 不聘用低於法定工作年齡的童工、強迫、捆縛、契約、抵債勞工或非自願的監獄勞工；
- 向員工提供安全的工作環境、制定健康與安全政策並清楚列明操作流程及向員工提供相關培訓、向員工提供足夠的休息時間及協定休假日與最長工作時間；
- 不因種族、膚色、宗教、性別、懷孕、愛滋病狀況、性取向、國籍、年齡、殘疾、退伍軍人身份狀況、婚姻狀況或政治關係歧視或騷擾個人；
- 不苛刻對待或不人道對待個人，包括性騷擾或虐待、體罰、脅迫或謾罵；
- 尊重員工參與公會的自由及集體談判的權利，不因此報復、非法干預或威脅員工；及
- 簽署並承諾遵守本集團之「供應商廉潔保密承諾書」，並需制訂政策、行為守則及作業流程以杜絕任何形式的賄賂、貪污和詐騙行為，且確保嚴格執行。



## Social Responsibilities

### 社會責任

The Group, at its discretion, monitors the performance and environmental and social risks of suppliers by one or more of the following means:

- Assign resident representatives;
  - Conduct regular or irregular supervisory inspections at the factories;
  - Set up supervision units to monitor and inspect critical or special processes;
  - Assign personnel from quality control department and procurement department to conduct joint inspection on finished products at the premises of suppliers;
  - Require suppliers to report significant changes in production conditions or methods in a timely manner;
  - Organize and manage technical personnel to guide suppliers on quality improvement in accordance with relevant requirements; and
  - Review relevant inspection records provided by suppliers for process control.
- 派常駐代表；
  - 定期或不定期到工廠進行監督檢查；
  - 設監督點對關鍵工序或特殊工序進行監督檢查；
  - 由品管部及採購部人員一同到供應商處實施成品聯合檢驗；
  - 要求供應商及時報告生產條件或生產方式的重大變更情況；
  - 組織管理技術人員對供應商進行輔導，使其提高品質水平以滿足品質要求；及
  - 審閱供應商提供制程管制的相關檢驗記錄。

For the year ended 31 December 2024, 100% (for the year ended 31 December 2023: 100%) of the Group's major suppliers have been assessed and passed the relevant assessments.

截至2024年12月31日止年度，本集團100%（截至2023年12月31日止年度：100%）的主要供應商已接受並通過相關評估。

The Group has prepared the "List of Environmentally Qualified Suppliers". Environmentally qualified suppliers are required to obtain ISO9001 Quality Management Systems Certification and ISO14001 Environmental Management Systems Certification, and to provide relevant and valid information on environmental substance assurance, such as test reports or certifications. Suppliers are also subject to annual review by third-party certification bodies to ensure the validity of their certifications. Suppliers named on the "List of Environmentally Qualified Suppliers" and suppliers in the regions where our production bases are located will be given priority in the selection of products and services to mitigate greenhouse gas emissions during the transportation of procurement process, provided that they are of equal performance and quality.

本集團已建立「環保合格供應商名單」，環保合格供應商需通過ISO9001品質管制體系認證、ISO14001環境管理體系認證，並提供對應相關有效的環境物質保證資料，例如：測試報告或認證，並需接受第三方認證機構每年年審一次，以確保認證之有效性。在具備相同表現及質量的情況下，「環保合格供應商名單」中的供應商及生產基地所在地區的供應商所提供的產品及服務將獲優先選用，以減少在採購運輸過程中之溫室氣體排放。

# Social Responsibilities

## 社會責任



### PRODUCT RESPONSIBILITY

As an enterprise with strong awareness of both product quality and social responsibility, the Group has been accredited with and continuously maintained certifications such as ISO9001 Quality Management Systems, ISO13485 Medical Devices — Quality Management Systems, ISO22716 Cosmetics — Good Manufacturing Practices, Cosmetic Good Manufacturing Practice Guidelines published by U.S. Food and Drug Administration, Guidelines for Good Manufacturing Practice of Cosmetic Products published by Council of Europe. As required under the standards, the Group has established operational processes from raw materials procurement, production process, the finished products testing as well as warehousing and logistics, forming a standard, comprehensive quality control system to fully ensure product quality.

The Group adopted RO-CEDI (Reverse Osmosis Continuous Electrodeionization) pure water purification system on the whole production of liquid products to achieve good water quality, low electrical conductivity and disinfecting effect. The Group implements strict water quality internal control process, we take samples everyday from system outlets and each water tap for inspection.

With an aim to continuously focus on product research and product quality and safety, the Group has established a chemical microbiology laboratory equipped with international leading technology and invested in high-end laboratory equipment for research and development, such as Fourier Transform Infrared Spectroscopy, Flame Atomic Absorption Spectrophotometer, Gas Chromatography and High-performance Liquid Chromatography, which further guarantee the validity of product research and development and testing.

### 產品責任

作為一家具有強烈質量意識和社會責任感的企業，本集團通過並持續維持ISO9001質量管理體系、ISO13485醫療器械質量管理體系、ISO22716化妝品良好操作規範、美國食品及藥物管理局頒佈的化妝品良好操作規範，以及歐洲理事會頒佈的化妝品良好操作規範等認證。本集團按照標準要求，建立了從原料採購、生產過程以及最終成品檢測和倉儲物流的作業流程，形成規範、完善的品質管控系統，從而充分保障產品品質。

本集團水劑產品的全線生產用水均採用逆滲透連續式通電去離子(Reverse Osmosis Continuous Electrodeionization)純水淨化系統，以達致好水質、低電導率、殺菌消毒的效果。本集團內部實行嚴格的水質自控流程，每天在系統出水口和各個用水口取樣檢測。

為持續關注產品研究和產品質量安全，本集團已設立具國際領先技術的化學微生物實驗室及高端實驗室研發設備，如傅立葉紅外光譜儀(Fourier Transform Infrared Spectroscopy)、火焰原子吸收光度計(Flame Atomic Absorption Spectrophotometer)、氣相色譜儀(Gas Chromatography)和高效液相色譜儀(High-performance Liquid Chromatography)等測試儀器，進一步保障產品研發和測試的有效性。



## Social Responsibilities

### 社會責任

The Group complied with the Product Quality Law of the PRC, the Regulations on the Supervision and Administration of Cosmetics, the Administrative Measures on Cosmetics Labeling and the Administrative Measures on Disinfection Management of the PRC, the Consumer Goods Safety Ordinance of Hong Kong, the ASEAN Cosmetic Directive and other relevant laws and regulations in different regions. In accordance with respective requirements of such regions, the product or its packaging shall be clearly, firmly and distinguishably labelled with necessary information, including but not limited to, product specifications, main ingredients, instructions or warnings for safety storage, use, consumption or disposal.

The Group has also complied with the Advertising Law of the PRC, the Trade Descriptions Ordinance of Hong Kong and other relevant laws and regulations of different regions in providing product descriptions and promoting products to customers. Any misrepresentation or exaggeration of offerings is strictly prohibited.

The Group's legal and compliance committee effectively collects, collates, announces and follows up on the latest legal, regulatory and other requirements affecting the Group and is responsible for monitoring potential legal risks from the process of design to after-sale of products.

#### Quality Assurance Process

As required in our "Product Monitoring and Measurement Control Procedures", all raw materials, semi-finished goods and finished goods have been tested in accordance with quality control standards prior to use, processing, warehousing and delivery. Raw materials, semi-finished goods and finished goods of the household chemicals category are also subject to laboratory testing. First article inspection is conducted by the heads of quality control department and production department on each kind of product. During the production process, production workers carry out self-inspection on the products while on-site quality control personnel is responsible for sampling inspection. If any non-conforming raw materials, semi-finished goods or finished goods are found during the inspection process, such situation will be handled in accordance with the "Non-conforming Product Control Management Procedures".

本集團遵守《中華人民共和國產品質量法》、中國的《化妝品監督管理條例》、《化妝品標籤管理辦法》、《消毒管理辦法》、香港《消費品安全條例》、東盟《ASEAN Cosmetic Directive》及其他地區之相關法律及規定，分別按不同地區之標準，於產品或其包裝上標識所需資料，標識需清晰、牢固及易於識別，包括但不限於產品規格、主要成份、安全存放、使用、耗用或處置的指示或警告等。

本集團亦遵守《中華人民共和國廣告法》、香港《商品說明條例》及其他地區之相關法律及規定，向客戶提供產品說明資料及進行產品推廣。嚴禁任何失實陳述或於要約中誇大其詞。

本集團之法規委員會有效收集、整理、公佈及跟進對本集團產生影響的最新法律法規及其他要求，負責監控產品從設計至售後過程中的潛在法規風險。

#### 質量檢定過程

按「產品監視和測量控制程序」規定，本集團在使用、加工、入庫及交付前，需根據質量控制標準對所有原材料、半成品及成品進行檢測。日化類原材料、半成品及成品亦需經實驗室進行檢測。品管和生產部主管對每種產品進行首件檢測。在生產過程中，生產工人對產品進行自檢，現場品管人員亦會進行抽查。在檢驗過程中若發現原材料、半成品及成品有不合格的情況，將按「不合格品控制管理程序」處理。

# Social Responsibilities

## 社會責任



### Product Recall Process

The Group has also established the “Recall Management Procedures” to initiate product recall within a specified time frame in the event of a quality or safety incident, issue recall notice to all relevant departments in the light of the extent and severity of the non-conformity, and conduct inspection and evaluation on the recalled products. The Group also conducts mock recall once a year.

### 產品回收程序

本集團亦制定「召回管理程序」，在產品出現品質安全意外事件時，於指定時限內展開產品召回工作，按照不合格的程度和嚴重性，向各相關部門發佈召回通告，並對召回的產品進行檢驗及評估。本集團亦於每年進行一次模擬召回演習。

### Complaints

The Group values the opinions of our customers. Upon receipt of a complaint from our customer regarding product quality, we will conduct investigation and analysis in accordance with the “Customer Complaint or Feedback Management Procedures”, and after verification, we will take effective measures for rectification and prevention and then provide feedback to the customer within a specified time frame.

### 投訴

本集團重視客戶的意見，在收到客戶對產品質量的投訴後，我們將按「客戶投訴或反饋管理程序」進行調查和分析，經過查證後，我們將於指定時限內採取有效糾正預防措施及反饋客戶。



For the year ended 31 December  
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| Product recall 產品回收                                                                                                          | Unit 單位  | 2024 | 2023 |
|------------------------------------------------------------------------------------------------------------------------------|----------|------|------|
| Percentage of total products sold or shipped subject to recalls for safety and health reasons<br>已售或已運送產品總數中因安全與健康理由而須回收之百分比 | %        | 0    | 0    |
| Complaints 投訴                                                                                                                | Unit 單位  | 2024 | 2023 |
| Product-related complaints received<br>接獲與產品相關的投訴個案                                                                          | cases 個案 | 222  | 158  |
| Resolution rate of the above complaints<br>上述投訴個案之解決率                                                                        | %        | 100  | 100  |



# Social Responsibilities

## 社會責任

### Intellectual Property

In accordance with the Trademark Law and the Patent Law of the PRC, the Trade Marks Ordinance and the Patents Ordinance of Hong Kong and the Law Concerning Marks, Trade Names and Acts of Unfair Competition of Cambodia, the Group applies for trademarks, design patents and utility model patents for products under its self-labeled brands at the early stage of development, and invention patents are also applied for major innovations of the Group.

In the event of any infringement of our self-branded or self-developed products, the Group will take immediate action to restrain such conduct and require those parties to suspend trading of the infringing products. For any persisting infringement, legal action will be taken by the Group. In addition, if infringement was discovered against the brands for which we serve as agent, the Group will immediately communicate with the brand customers and assist in safeguarding the interests of the brands as instructed by them.

### Customer Data Protection and Privacy Policies

The Group has established the “Information Data Protection and Privacy Policies” in accordance with the Personal Information Protection Law and the Civil Code of the PRC and the Personal Data (Privacy) Ordinance of Hong Kong, under which all personal and business information collected from customers shall be kept confidential and properly stored and used only for the purposes authorised by the customers. The Group prohibits the provision of information about customers to third parties without their prior consent. In case if any staff of the Group violates such policies will be subject to disciplinary action.

### 知識產權

本集團基於《中華人民共和國商標法》、《中華人民共和國專利法》、香港《商標條例》及《專利條例》及柬埔寨《Law Concerning Marks, Trade Names and Acts of Unfair Competition》，在產品研發初期即為自家品牌產品申請商標、外觀專利、實用新型專利，以及為本集團之重要發明申請發明專利。

倘發現對自家品牌或自主研發設計產品的侵權行為，本集團將立刻採取行動，制止對方的侵權行為及通知對方停止繼續銷售有侵權行為的產品。如對方的行為屢禁不止，本集團將採取法律行動。同時，倘發現對代理品牌的侵權行為，本集團將立刻與品牌客戶溝通，按對方的指示協助維護品牌的權益。

### 客戶資料保障及私隱政策

本集團按照《中華人民共和國個人信息保護法》、《中華人民共和國民法典》、香港《個人資料(私隱)條例》訂立「信息數據保障及私隱政策」，據此，收集客戶所得之一切個人及商業資料均會保密及妥善儲存，並僅用作客戶授權之用途。本集團禁止在未經客戶授權同意的情況下向第三方提供其信息。倘本集團的員工違反此政策，將受到紀律處分。

# Social Responsibilities

## 社會責任



### ANTI-CORRUPTION AND PREVENTION OF BRIBERY

The Group places great emphasis on integrity of the staff and upholds the principles of “making precautionary warnings, committing on self-disciplines, holding violations liable and imposing stringent punishments”. In compliance with the Criminal Law of the PRC and the Prevention of Bribery Ordinance of Hong Kong, the Group requests the office staff to sign the “Written Commitment on Honesty and Integrity” to prevent criminal acts such as business bribery, extortion, fraud and money laundering in business dealings. Staff are also required to complete “Gift Acceptance Application Form” and “Declaration Form regarding Conflicts of Interest” to report the receipt of gifts and conflict of interest respectively, and to obtain approvals from their department managers. In addition, we also require all suppliers to sign and commit to complying with the “Suppliers’ Written Commitment on Integrity and Confidentiality”, so that an effective operation of internal and external integrity structure could be assured in the Group.

According to the Whistleblowing Policy of the Group, staff of the Group and those who deal with the Group (e.g. customers and suppliers) may raise concerns about misconduct, malpractice or irregularities in any matters related to the Group. The Group will initiate fair and independent investigation and take appropriate actions towards such kinds of behaviour. Any report should be submitted in writing to the Audit Committee of the Company, by sending sms or by post. The Group will make every effort, within its capacity, to keep a whistleblower's identity confidential.

### 反貪污、防賄賂

本集團注重員工的廉潔，以「事前告誡、自律承諾、有違必究、究則必嚴」為原則。遵循《中華人民共和國刑法》及香港《防止賄賂條例》，本集團要求辦公室員工簽署「誠信廉潔承諾書」，防止員工在業務往來中出現商業賄賂、勒索、欺詐以及洗黑錢等犯罪行為。員工在收到饋贈及遇到利益衝突的情況，亦需分別填寫「接受饋贈申請表」及「利益衝突申報表」匯報及需得到部門經理審批。此外，我們亦要求所有供應商簽署並承諾遵守「供應商廉潔保密承諾書」，由內到外確保廉潔體系能在本集團有效運行。

根據本集團之舉報政策，本集團員工及其他與本集團有往來者（如客戶及供應商）可提出其對任何有關本集團的不當行為、不良操守或違規行為的關注。本集團將會對該等行為作出公平獨立的調查及採取適當行動。任何匯報必須以書面形式透過發送短訊或郵寄信件至本公司審核委員會。本集團將在能力範圍內盡最大努力以確保舉報人身份保密。



For the year ended 31 December  
截至12月31日止年度

| Legal cases regarding corruption practices<br>貪污訴訟案件                                                                     | Unit 單位 | 2024 | 2023 |
|--------------------------------------------------------------------------------------------------------------------------|---------|------|------|
| Concluded legal cases regarding corruption practices brought against the Group or its employees<br>對本集團或其僱員提出並已審結的貪污訴訟案件 | case 案件 | 0    | 0    |



# Social Responsibilities

## 社會責任

For the year ended 31 December 2024, the Group has organized several seminars and/or provided training materials on anti-corruption for the Directors and the staff of the Group in different regions, the contents included anti-corruption and bribery prevention laws and regulations in Hong Kong and the PRC, handling of conflicts of interest, the Group's code of integrity, cross-boundary business ethical management, anti-corruption policy and whistleblowing policy.

截至2024年12月31日止年度，本集團已為董事及本集團各地區之員工舉辦多場反貪污培訓講座及／或提供反貪污培訓資料，內容包括香港及中國之反貪污及防賄賂相關法規、處理利益衝突、本集團之誠信廉潔守則、跨境營商誠信管理、反貪污政策及舉報政策。



For the year ended 31 December  
截至12月31日止年度

| Anti-corruption trainings provided for 反貪污培訓對象                           | 2024                                           |                           | 2023                                           |                           |
|--------------------------------------------------------------------------|------------------------------------------------|---------------------------|------------------------------------------------|---------------------------|
|                                                                          | Number of Directors/staff trained<br>董事／員工受訓人數 | Participation rate<br>參與率 | Number of Directors/staff trained<br>董事／員工受訓人數 | Participation rate<br>參與率 |
| Directors<br>董事                                                          | 10                                             | 100%                      | 10                                             | 100%                      |
| Staff of the Group (the PRC, Hong Kong and Cambodia)<br>本集團員工（中國、香港及柬埔寨） | 8,135                                          | 102.84%                   | 8,682                                          | 128.03%                   |

## COMMUNITY INVESTMENT

The Group is committed to its CSR to give back to the community and is involved in community activities that benefit the public, industry and staff in the locations where it operates, including but not limited to charity, education, assistance for the underprivileged and poverty alleviation, health care and environmental protection.

## 社區投資

本集團秉承企業社會責任以回饋社區，並致力在其營運地區參與對公眾、行業、員工有益的社區活動，包括但不限於慈善、教育、助弱扶貧、健康護理及環保。

# Social Responsibilities

## 社會責任

### Major Community Activities

#### 主要社區活動

For the year ended 31 December 2024  
截至2024年12月31日止年度



| Region<br>地區    | Beneficiary organizations, activities and targeted beneficiaries<br>受惠機構、活動及受惠對象                                                                                                                                                                                                                                                                                                                                                                                                                     | Monetary<br>donation<br>捐款 | In-kind<br>donation<br>物資捐贈 | Volunteers<br>participation<br>義工參與 | Production<br>premises and<br>equipment<br>provided<br>借出生產<br>場地及<br>設備 |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------|-------------------------------------|--------------------------------------------------------------------------|
| Hong Kong<br>香港 | Annual donations and products donation to Yan Oi Tong Limited, sponsorships to "Infinity Asset Management Limited presents: Yan Oi Tong Charity Golf Tournament 2024", "2024 Yan Oi Tong Flag Fund-raising in Hong Kong" and charity television show "Yan Oi Tong Charity Show" and products donation to Yai Oi House and YOT Hub, for helping elderly and underprivileged groups<br>年捐及捐贈產品予仁愛堂有限公司、贊助《天恒資產管理有限公司呈獻：仁愛堂慈善高爾夫球賽 2024》、「仁愛堂全港賣旗日2024」、「善心滿載仁愛堂」電視籌款晚會及捐贈產品予仁愛居及仁愛龍城青年宿舍，以幫助社會上長者及弱勢社群 | ✓                          | ✓                           |                                     |                                                                          |
| Hong Kong<br>香港 | Donation to Hong Kong Riding for the Disabled Association for charity purpose<br>捐贈予香港傷健策騎協會作慈善用途                                                                                                                                                                                                                                                                                                                                                                                                    | ✓                          |                             |                                     |                                                                          |
| Hong Kong<br>香港 | Anti-epidemic products donation to Hong Kong Young Women's Christian Association Y-Kids UPlace (Queens Hill) for their charitable activities<br>捐贈防疫產品予香港基督教女青年會喜越嬰幼園(皇后山)，以供其慈善活動使用                                                                                                                                                                                                                                                                                                                 |                            | ✓                           |                                     |                                                                          |
| Hong Kong<br>香港 | Donation to Hong Kong Green Grass Notes Care Limited to sponsor "2024 Green Notes Star SEN Carnival" for helping SEN children<br>捐款予香港青草音符關愛有限公司贊助「2024青草音符星SEN嘉年華」，以幫助SEN孩童                                                                                                                                                                                                                                                                                                                         | ✓                          |                             |                                     |                                                                          |
| Shenzhen<br>深圳  | Soap Cycling - collected, processed and distributed slightly-used soaps from hotel rooms to improve hygiene and promote green living and waste reduction in disadvantaged communities to help disadvantaged communities around the world, especially in Asia<br>再皂福 - 收集、處理及分發酒店客房旅客稍微使用過的香皂，改善弱勢社區之衛生情況及推動綠色生活與減廢，幫助世界各地(特別是亞洲)之弱勢社區                                                                                                                                                                |                            |                             | ✓                                   | ✓                                                                        |
| Shenzhen<br>深圳  | Participate in "I plant a tree for Guangdong, Pengcheng is in action" tree planting activity<br>參與《2024年「我為廣東種棵樹，鵬城在行動」公益植樹活動方案》                                                                                                                                                                                                                                                                                                                                                                     | ✓                          |                             |                                     |                                                                          |
| Guangdong<br>廣東 | Donation to "100-1,000-10,000 Project" for rural revitalization and development initiative<br>捐款予「百千萬工程」公益事業助力鄉村振興發展                                                                                                                                                                                                                                                                                                                                                                                 | ✓                          |                             |                                     |                                                                          |
| Cambodia<br>柬埔寨 | Donation and caring activities to Orphans Care Organization (Kampong Speu)<br>捐贈物資及關懷Orphans Care Organization (Kampong Speu)孤兒院                                                                                                                                                                                                                                                                                                                                                                     |                            | ✓                           | ✓                                   |                                                                          |
| Cambodia<br>柬埔寨 | Sponsorship to Youth Leadership Summit 2024 organized by OSG Youth Alliance, promoting cross-cultural understanding, sustainability and empowering the leaders tomorrow<br>贊助OSG Youth Alliance舉辦之Youth Leadership Summit 2024以促進跨文化理解、永續發展及培育未來領袖                                                                                                                                                                                                                                                   | ✓                          |                             |                                     |                                                                          |