



# 五礦地產有限公司 MINMETALS LAND LIMITED

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

Stock Code 股份代號 : 230



# 2021

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





環境、  
社會及  
管治報告



Environmental, Social  
and Governance Report







*Sustainability*





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# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

## ABOUT THIS REPORT

This is the sixth Environmental, Social and Governance Report (the “Report”) published by Minmetals Land Limited (“Minmetals Land” or the “Company”), highlighting the Group’s environmental, social and governance (“ESG”) policies, initiatives and performance for the period from 1 January 2021 to 31 December 2021 (the “Year”), to enable stakeholders to understand the Group’s progress and direction in these areas. This Report is available in Chinese and English on the website of the Stock Exchange of Hong Kong Limited (the “Stock Exchange”) and on the Company’s website at [www.minmetalsland.com](http://www.minmetalsland.com).

### Reporting Scope

In order to provide a better picture of the Group’s environmental and social performance, Minmetals Land has expanded its reporting scope during the Year. The business covered in this Report is the Group’s major operating business, i.e. real estate development and property management<sup>1</sup>. In addition to the Beijing and Hong Kong headquarter offices covered in the previous year, the Group has added the following major operating areas: Pan Bohai Rim<sup>2</sup>, Yangtze Delta<sup>3</sup>, Central China<sup>4</sup> and Pearl River Delta<sup>5</sup>.

## 關於本報告

本報告為五礦地產有限公司（「五礦地產」或「本公司」）發表的第六份《環境、社會及管治報告》（「本報告」），重點闡述本集團於二零二一年一月一日至二零二一年十二月三十一日（「本年度」或「年內」）期間在環境、社會及管治方面的政策、措施和績效，讓各持份者了解本集團於此等方面的進程及發展方向。本報告備有中文及英文版本，可於香港聯合交易所有限公司（「聯交所」）及本公司網站（[www.minmetalsland.com](http://www.minmetalsland.com)）上閱覽。

### 報告範圍

為更完善地展示本集團的環境及社會表現，五礦地產於本年度擴大了其報告範圍。本報告所涵蓋的業務為本集團的主要營運業務——即房地產發展及物業管理<sup>1</sup>。除了上年度已涵蓋的北京及香港總部辦公室，本集團亦加入了以下主要營運地區：環渤海地區<sup>2</sup>、長三角地區<sup>3</sup>、華中地區<sup>4</sup>及珠三角地區<sup>5</sup>。

- 1 Real estate development includes offices and projects in the Yangtze Delta and offices in Central China and Pearl River Delta. Property management includes projects and offices in the Yangtze Delta and Pearl River Delta.
- 2 Pan Bohai Rim includes operations in Tianjin.
- 3 Yangtze Delta includes operations in Nanjing.
- 4 Central China includes operations in Changsha, Xiangtan, Wuhan and Taian.
- 5 Pearl River Delta includes operations in Guangdong and Huizhou.

- 1 房地產發展包括位於長三角地區辦公室及項目、華中地區及珠三角地區的辦公室。物業管理包括位於長三角地區及珠三角地區的項目及辦公室。
- 2 環渤海地區包含天津市的營運點。
- 3 長三角地區包含南京市的營運點。
- 4 華中地區包含長沙市、湘潭市、武漢市及泰安市的營運點。
- 5 珠三角地區包含廣東及惠州的營運點。



## Reporting Standard

This Report was prepared in accordance with the Environmental, Social and Governance Reporting Guide set out in Appendix 27 of the Rules Governing the Listing of Securities on the Stock Exchange. A full index is set out in the last section of the Report for inspection.

## 匯報原則

本報告根據聯交所《證券上市規則》附錄二十七中的《環境、社會及管治報告指引》編製。本報告最後一章載有完整索引以供查閱。

Reporting standard 匯報原則	Application of the Group 本集團的應用
<b>Materiality</b> 重要性	The Group invites internal stakeholders to help to identify environmental and social issues that are significant to the Group's operations and important to stakeholders on the environmental and social level through survey, which are reviewed and confirmed by Sustainable Development Committee, and makes relevant disclosures. 本集團邀請內部持份者，透過問卷調查方式，協助識別本集團營運對環境及社會有重大影響及對持份者重要的環境及社會議題，並由可持續發展委員會審視及確認，並就其作披露。
<b>Quantified</b> 量化	The Group records and calculates quantitative information, where available, and provides comparisons against past performance. 本集團在可行情況下，紀錄及計算量化資料，並提供與過往績效作比較。
<b>Balanced</b> 平衡	The Group prepares the Report in an objective and balanced manner to ensure that the performance of the Group in terms of sustainable development is faithfully reflected. 本集團以客觀及持平的態度籌備本報告，確保如實反映本集團可持續發展方面的表現。
<b>Consistency</b> 一致性	The Report adopts a consistent approach to information disclosure. Any changes that may affect comparisons with previously reported information and performance will be explained in the Report accordingly. 本報告使用一致的方法披露資訊。如有任何可能影響與過往報告資訊及績效作比較的變更，本報告將作出相應解釋。





## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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### Recognition and Approval

All information mentioned in this Report has been derived from the Group's official documents, statistical data, and management and operational information collected in accordance with the Group's policies, and every effort has been made to ensure the accuracy and reliability of the information presented in this Report. This Report was confirmed and approved by the Board of the Company on 30 May 2022.

### Feedback

If you have any comments or suggestions regarding this Report and the Group's sustainability performance, please contact the Group at the following address:

18th Floor, China Minmetals Tower, 79 Chatham Road South  
Tsimshatsui, Kowloon, Hong Kong  
Phone: (852) 2613 6363  
Fax: (852) 2581 9823

### 確認及批准

本報告引用的所有資料均來自本集團的正式文件、統計數據，及其根據本集團制度收集的管理和營運資料，竭力確保本報告所呈現的資料均準確可靠。本報告已於二零二二年五月三十日由本公司董事會確認及批准。

### 意見反饋

如閣下對本報告和本集團可持續發展表現有任何意見或建議，請透過以下地址與本集團聯絡：

香港九龍尖沙咀漆咸道南79號  
中國五礦大廈18樓  
電話：(852) 2613 6363  
傳真：(852) 2581 9823



## STATEMENT OF THE BOARD

As a real estate enterprise in the PRC integrating real estate development, professional construction, property investment and property management, Minmetals Land is committed to providing quality services while shouldering its social responsibility as a state-owned enterprise, and incorporating the concept of sustainable development into its day-to-day operations.

### Taking on the responsibility of governance

The Board is aware of the requirements of the Stock Exchange for all listed companies to disclose the Board's oversight of ESG matters. The Board assumes full responsibility for sustainability issues of the Group. Meanwhile, to further strengthen the Board's management of sustainability issues, the Group has established a Sustainable Development Committee during the Year, which is chaired by the Chairman of the Board. Other members include the general manager and a deputy general manager of Minmetals Land. Under the authority of the Board, the Sustainable Development Committee shall be fully responsible for sustainability-related matters of the Group, including the formulation of sustainability strategies, identification and management of sustainability risks, enhancement of sustainability performance and sustainability reporting, among others. The Sustainable Development Committee will also regularly update the Board on the Group's sustainability performance. Under the Sustainable Development Committee, there is also a Sustainable Development Task Force, which consists of certain department heads of the Company and is mainly responsible for the implementation of the sustainable development strategy formulated by the Sustainable Development Committee and the coordination of sustainable development related matters.

## 董事會聲明

作為國內集房地產開發、專業建築、物業投資以及物業管理於一身的房地產企業，五礦地產致力於在提供優質服務的同時，肩負起身為央企的社會責任，將可持續發展的理念融入日常工作中。

### 承擔管治責任

董事會明白聯交所對所有上市公司關於披露董事會對環境、社會及管治事宜監管的要求。本集團由董事會對可持續發展事宜承擔全部責任。同時，為進一步加強董事會對可持續發展事宜的管理，本集團於本年度已成立可持續發展委員會，由董事會主席擔任委員會主席。其他成員包括五礦地產的總經理及一名副總經理。在董事會的授權下，可持續發展委員會將全權負責本集團可持續發展相關事宜，包括制訂可持續發展策略、識別及管理可持續發展風險、提升可持續發展表現以及進行可持續發展匯報等工作。可持續發展委員會亦會定期向董事會匯報本集團可持續發展最新表現。可持續發展委員會下亦設有可持續發展工作小組，由本公司若干部門負責人組成，主要負責執行可持續發展委員會制訂的可持續發展策略及統籌可持續發展工作相關事宜。



## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

#### Managing risks and opportunities

In the face of an increasingly complex operating environment, the Group recognizes the importance of managing sustainability risks and seizing sustainability opportunities for the Group's business. The Group has been proactively addressing sustainability issues from climate change to occupational safety and health as well as supply chain management and customer privacy and has established three lines of defense for risk management, incorporating different sustainability issues into risk considerations to further enhance the management of sustainability risks and opportunities. The Board will communicate with different risk management departments on a regular basis to further improve the management of sustainability risks.

#### Sustainable Development Goals

At the United Nations Conference in September 2020, President Xi Jinping announced that China will achieve the goal of "Carbon Neutrality" by the year 2060, marking the milestone that China has entered into the concrete stage of its carbon neutral roadmap. As a state-owned enterprise, the Group is obliged to assist the country in achieving the "Carbon Neutral" target. Minmetals Land has successfully obtained the "Green Finance Pre-issuance Stage Certificate" issued by the Hong Kong Quality Assurance Agency; successfully issued a US\$300 million five-year green concept sustainability bond; and won the Hong Kong Green and Sustainable Finance Awards 2021, the Green and Sustainable Finance Certification Scheme 2021 and the Triple A Country Awards 2021 — Best Sustainability Bond (China Offshore) — Real Estate. During the Year, the Group has set instrumental environmental targets as a basis for setting clear environmental objectives in the future. At the same time, the Group has also promoted green building in its daily operations to facilitate the achievement of environmental objectives leveraging on its professional strengths.

#### 管理風險及機遇

面對日益複雜的營運環境，本集團深明管理可持續發展風險及把握可持續發展機遇對本集團業務的重要性。從氣候變化到職安健，以至供應鏈管理和客戶隱私等可持續發展議題，本集團均積極應對，並基於已建立的風險管理三道防線，將不同可持續發展議題納入風險考量中，以進一步加強對可持續發展風險及機遇的管理。而董事會將會與不同風險管理部門定期溝通，進一步完善可持續發展風險的管理工作。

#### 可持續發展目標

國家主席習近平於二零二零年九月的聯合國大會上宣佈，中國將於二零六零年實現「碳中和」目標，這標誌著中國的碳中和路線圖已進入實質性階段。而本集團作為一家國有企業，協助國家實現「碳中和」目標更是責無旁貸。五礦地產已成功獲得由香港品質保證局頒發的「綠色金融認證發行前證書」，成功發行綠色概念三億美元五年期的可持續發展債券，並榮獲二零二一年「香港綠色和可持續金融大獎」、「綠色和平可持續金融認證計劃」及「AAA 國家大獎2021—最佳可持續發展債券(中國離岸)—房地產行業」。本年度，本集團已制訂方向性的環境目標，作為未來訂立明確環境目標的基礎。同時，本集團亦已在日常營運中推行綠色建築，力求通過自身專業優勢，推動環境目標的實現。



## SUSTAINABILITY GOVERNANCE

### Sustainability Governance Framework and Management Approach

Minmetals Land's governance structure includes a Sustainable Development Committee responsible for continuously improving the sustainability governance structure to oversee the management and effectiveness of the Company's sustainability issues and to ensure the smooth implementation of policies and initiatives in different areas and business units of the Company. The Sustainable Development Committee is divided into five management areas based on sustainability issues relevant to the Group, including 1) sustainable development strategy, 2) sustainability risk, 3) sustainability performance, 4) sustainability reporting, and 5) sustainability bond. The Sustainable Development Committee will report annually to the Board and make recommendations for improvement when necessary. Sustainable Development Task Force has been established under the Sustainable Development Committee to provide assistance in carrying out its work.

## 可持續發展管治

### 可持續發展管治架構及管理方針

五礦地產的管治架構中包含可持續發展委員會負責持續完善可持續發展管治架構，以監督本公司在可持續發展事宜上的管理工作和成效，並確保政策及措施得以於本公司不同範疇和業務單位順利開展。可持續發展委員會按與本集團相關的可持續發展議題分成為五個管理範疇，包括1)可持續發展策略、2)可持續發展風險、3)可持續發展表現、4)可持續發展匯報、以及5)可持續發展債券。可持續發展委員會將每年向董事局匯報並於有需要時提出改善建議。可持續發展委員會下設有可持續發展工作小組，協助可持續發展委員會落實執行相關工作。



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### ESG Risk Assessment

The management of ESG risks has become an essential component of corporate risk management. The Group has identified and assessed significant ESG risks in the industry based on industry characteristics and determined the following main ESG risks:

### 環境、社會及管治風險評估

環境、社會及管治風險的管理已成為企業風險管理重要組成部分。本集團已根據行業特性，對行業內重大環境、社會及管治風險進行識別及評估，已確定的主要環境、社會及管治風險載列如下：

Risk factor 風險因素	Description 說明
<b>Post-epidemic recovery</b>  疫後恢復	<p>The COVID-19 epidemic has brought unprecedented challenges to the world, with increased demand for health, green space and community support. In the face of growing market and investor concerns about ESG, Minmetals Land are required to review its operating model to address the sustainability and health requirements.</p> <p>新冠疫症為全球帶來前所未有的挑戰，大眾對健康、綠色空間以及社區支援需求增高。面對市場及投資者對環境、社會及管治的關注日益增高，五礦地產需檢視其營運模式以回應可持續發展和健康的要求。</p>
<b>Climate change</b>  氣候變化	<p>Frequent and severe extreme weather events and ever-changing climate patterns may affect the Group's operations. Minmetals Land needs to re-examine its response to climate risks, including ongoing assessment of climate change risks, developing action plans to address them, and reducing potential operating costs (e.g., maintenance and insurance premiums) arising from extreme weather.</p> <p>頻繁及嚴重影響的極端天氣事件和不斷變化的氣候模式可影響本集團的營運。五礦地產需重新檢視其於氣候風險的應對，包括對氣候變化風險的持續評估，制訂應對行動計劃，減低極端天氣的潛在營運成本(例如維修及保險保費)。</p>
<b>Cyber security</b>  網絡安全	<p>With the development of cloud technology, big data, Internet of Things, artificial intelligence and other technologies in the real estate industry, cyber attacks may lead to business interruption of the Group, data leakage, reputational and/or financial loss.</p> <p>而隨著雲技術、大數據、物聯網、人工智慧等技術於房地產業內的發展，網絡攻擊可能導致本集團業務中斷、數據外洩、聲譽及／或財務損失。</p>
<b>Low carbon economy</b>  低碳經濟	<p>The trend of low carbon economy will affect policies, credit markets, customers and consumers' choices. If the Company fails to respond to changes in the external regulatory environment and markets, including carbon taxes, carbon trading, laws and regulations, and consumer preferences for green buildings, it will suffer financial, market, reputational and operational losses.</p> <p>低碳經濟發展趨勢將會影響政策、信貸市場、客戶及消費者選擇。如本公司未能應對外部監管環境及市場的變化，包括碳稅、碳交易、法律法規、消費者對綠色建築偏好等，將遭受財務、市場、聲譽及營運等方面的損失。</p>





Risk factor 風險因素	Description 說明
<p><b>Energy and emissions</b></p> <p>能源和排放</p>	<p>The Group's property operations result in the consumption of significant amounts of energy, primarily relating to space heating, ventilation, air-conditioning, water heating, lighting, and the use of equipment and appliances. With policy changes pointing in the direction of energy efficiency and emission reduction, and with tenants demanding more efficient building energy, Minmetals Land shall implement effective energy management, otherwise there will be increased operating costs and regulatory risks.</p> <p>本集團的物業營運需消耗大量能源，主要與空間供暖，通風，空調，水加熱，照明以及設備和電器的使用有關。隨著政策改變指向節能減排的大方向，及租戶對建築能源的效益要求增高，五礦地產需實施有效的能源管理，否則將會增加營運成本和監管風險。</p>

To meet the increasingly stringent regulatory environment, the Group will develop a sustainability strategy to further evaluate and manage related issues and gradually integrate sustainability concepts into its daily operations.

為滿足日趨嚴謹的監管環境，本集團將制定可持續發展策略，以進一步評估及管理相關事宜，並逐步將可持續發展理念融入日常營運之中。



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

## STAKEHOLDER COMMUNICATION

## 持份者溝通

Through continuous communication with internal and external stakeholders, Minmetals Land is able to examine the Group's potential ESG risks and opportunities related to the development of its business strategies.

五礦地產透過持續與內外持份者保持溝通，有助本集團審視與業務策略發展相關的潛在環境、社會及管治風險及機遇。

Major stakeholder 主要持份者	Principal communication channel 主要的溝通渠道
Shareholders and prospective investors 股東及準投資者	<ul style="list-style-type: none"> <li>• Publishing annual and interim results announcements</li> <li>• Annual General Meetings</li> <li>• Publishing latest Company information on the Company's website</li> <li>• 發放全年及中期業績公告</li> <li>• 股東週年大會</li> <li>• 於本公司網站發放最新的本公司信息</li> </ul>
Clients 客戶	<ul style="list-style-type: none"> <li>• Providing online platforms and social media platforms</li> <li>• Setting up a hotline for customer feedback and opinions</li> <li>• Customer Service Center</li> <li>• Organizing community events for clients</li> <li>• Owner seminars</li> <li>• 提供網絡平台及社交媒體平台</li> <li>• 設立熱線聆聽客戶反饋及意見</li> <li>• 客戶服務中心</li> <li>• 為客戶組織社區活動</li> <li>• 業主座談會</li> </ul>
Employees 員工	<ul style="list-style-type: none"> <li>• Organizing annual and quarterly work meetings</li> <li>• Regularly evaluating staff performance</li> <li>• Organizing training courses and workshops in different areas</li> <li>• Regular departmental meetings</li> <li>• Questionnaires and surveys</li> <li>• 舉辦年度及季度工作會議</li> <li>• 定期評估員工表現</li> <li>• 舉辦不同範疇的培訓課程及工作坊</li> <li>• 定期舉行部門會議</li> <li>• 問卷調查</li> </ul>
Business partners 業務夥伴	<ul style="list-style-type: none"> <li>• Organizing supplier conferences</li> <li>• Brand launches</li> <li>• 舉辦供應商大會</li> <li>• 品牌發佈會</li> </ul>
Community and public 社區及公眾	<ul style="list-style-type: none"> <li>• Charitable events</li> <li>• 慈善活動</li> </ul>

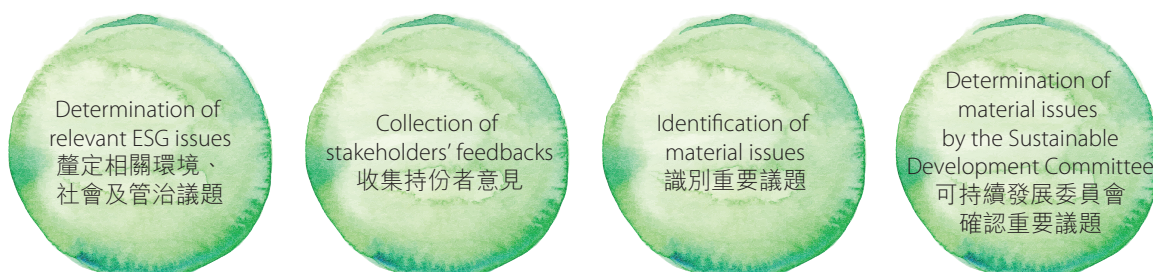




## Identifying Material Issues

The Group uses questionnaires to collect the comments of internal and external stakeholders on ESG issues relevant to the Group. The following four steps were used to identify and qualify the material ESG issues for the Year.

### Steps to identify material ESG issues



The Group has identified 23 ESG issues that are most related to the Group's business with reference to industry ESG trends and stakeholders' feedbacks. The Group invited internal stakeholders to participate in a questionnaire survey to rate these 23 issues and collected a total of 131 valid questionnaires, including two directors and 129 employees. The results of the survey were used to assess the materiality of the issues, and a matrix of materiality was prepared to identify 11 material issues (highlighted in blue). These issues were discussed internally and confirmed by the Sustainable Development Committee, which are disclosed in details in this Report.

## 識別重要議題

本集團以問卷調查收集內部及外部持份者對與本集團相關的環境、社會及管治議題的意見。透過下列四個步驟，識別及確定年內的重要環境、社會及管治議題。

### 識別重要的環境、社會及管治議題的步驟

本集團參考行業環境、社會及管治趨勢及持份者意見，釐定23項與本集團業務關係最密切的環境、社會及管治議題。本集團邀請內部持份者參與問卷調查，對該23項議題進行評分，收集共131份有效問卷，包括2名董事和129名僱員。按照問卷調查結果進行重要性評估，及繪製成重要性矩陣，並識別出11項重要性議題（以藍色標示）。有關議題經內部討論後得到可持續發展委員會確認，並於本報告進行重點披露。





# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### Material Issues (in descending order of importance):

#### 重要議題 (按重要性降序排列) :

20) Anti-corruption 反貪腐	22) Contingency plan 應急準備	2) Use of water resource 水資源使用
10) Employment management policy 僱傭管理制度	23) Participation in public policy 參與公共政策	7) Supply chain environmental performance management 供應鏈環境表現管理
13) Safe and healthy working environment 安全和健康的工作環境	5) Waste disposal 廢棄物處理	1) Use of resources 資源使用
18) Privacy protection 隱私保護	21) Social efficiency assessment 社會效益評估	
12) Anti-discrimination 消除歧視	6) Sewage disposal 污水處理	
14) Training and development 培訓和發展	16) Assessment and management of social risks of suppliers 評估和管理供應商的社會風險	
11) Employee diversity and equal opportunity 員工多元化和平等機會	3) Use of energy 能源使用	
17) Customer health and safety 客戶健康與安全	9) Environmental compliance 環境合規	
19) Intellectual property protection 保護知識產權	4) Greenhouse gas emission 溫室氣體排放	
15) Prevention of child labour or forced labour 防止童工或強制勞工	8) Climate change 氣候變化	

## RESPONSIBLE OPERATION

Minmetals Land is committed to developing pleasant and harmonious communities, promoting regional economic development, meeting people's needs for a happy life, and building stable and long-term relationships with our customers, suppliers and communities through responsible operations.

## 負責任經營

五礦地產肩負建設宜居和諧社區、推動區域經濟發展、滿足人們幸福生活需求，及透過負責任營運，致力與我們的客戶、供應商及社區建立穩定及長遠的關係。



## Anti-corruption

Minmetals Land has established a dedicated whistleblowing channel for corruption violations pursuant to the “Employee Conduct and Business Ethics Practice”, and has in place a strict investigation and handling process. Whistleblowers can report directly to the human resources director in charge of employee relations in the Human Resources and Administration Department. The receiving department and personnel will cooperate with the related unit or department to properly investigate and handle complaints and reports, and strictly keep the confidentiality of complainants and whistleblowers. After thorough investigation, the Human Resources and Administration Department will draft a solution proposal according to the relevant policy, which will be implemented upon the approval from the Company's leadership. The “Employee Handbook” also stipulates that employees are forbidden from soliciting any benefits from customers, contractors, suppliers or other parties related to the Company's business. The “Regulations on the Management of Problematic Tips (Anti-Corruption) (問題線索管理辦法 (反腐敗))” establishes the management of problematic tips and further strengthens the disciplinary review and reporting work.

During the Year, an anti-corruption initiative exhibition was set up at our Beijing headquarter, where senior and middle management participated in trainings and engaged in anti-corruption communications with the Company's leadership who are in charge of anti-corruptions. To raise internal anti-corruption awareness, the Group provided 1,524 hours of anti-corruption trainings to 6 directors and 458 employees. The Group did not have any corruption litigation cases during the Year.

## Privacy protection

The “Employee Conduct and Business Ethics Practice” clarifies the duty of confidentiality of employees. The directors and employees of the Company are obligated to maintain the confidentiality of all information concerning the Company's business that is not publicly disclosed, whether during or after employment. The “Employee Handbook” governs the conduct of employees and requires employees to handle all documents, money, receipts and other company properties with due care. Such information may relate to the Company's operations, including investment strategies, sales and marketing plans, financial plans, customer information, etc. Employees are prohibited from disclosing the Company's proprietary information to external parties at any time without permission, and from using confidential information for personal gain, such as insider trading.

## 反貪腐

五礦地產已透過《員工行為和商業道德規範》設置貪污違紀情況專項舉報渠道，並有嚴格的調查及處理程序。舉報人可直接向人力行政部負責員工關係的人力主管提出。受理部門和人員，會與關聯單位或部門配合，認真調查處理投訴和舉報，並嚴格為投訴人和舉報人保密。事情調查清楚後，由人力行政部根據有關制度草擬處理方案，經本公司領導批准後執行。同時，《員工手冊》亦規定僱員不得向客戶、承辦商、供應商或其他與本公司業務有關的人士索取任何利益。《問題線索管理辦法 (反腐敗)》建立了問題線索及關於進一步加強執紀審查報備工作的管理辦法。

本年度於北京總部公司內設有反貪腐倡導展覽，中高管理層參與培訓，亦與分管反貪腐工作的本公司領導開展反腐倡廉談話工作。為提升內部反貪意識，本集團共為6名董事和458名員工提供了1,524小時的反貪污培訓。本集團於本年度未有發生貪污訴訟案件。

## 隱私保護

《員工行為和商業道德規範》闡明員工保密義務，對於有關本公司一切未經公開披露的業務信息，無論於受僱期間或離職以後，本公司董事和員工均有保密義務。《員工手冊》規範員工的行為，規定僱員對於一切文件、金錢、單據等本公司物品，僱員須小心處理。該等資料可能涉及本公司的運作，包括投資策略、銷售及市場推廣計劃、財政計劃、客戶資料等，未得許可，僱員不論何時都不得向外界人士洩露本公司的專有資料，也不得利用機密資料謀取個人利益，例如：進行內幕交易。





## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

The “Measures for Confidentiality Management” of Minmetals Properties sets out the management authority, scope of confidentiality, confidentiality monitoring and rewards and penalties for each Minmetals Properties member companies. In order to maintain the privacy of property owners and tenants, Minmetals Properties Tianjin has established a filing and data cabinet exclusively for owners and tenants, with keys kept by dedicated personnel, while passwords are required for accessing electronic data. Department staff are not allowed to disclose to outside parties any information and matters relating to owners and tenants. Trainings regarding work practices on protecting owners’ and tenants’ information and data management are organized regularly.

#### **Intellectual Property**

The Group’s “Measures for Confidentiality Management” and “Measures for Information Management” stipulate that access to confidential client information is restricted only to those involved employees. Prior approval and record keeping are required for printing, sending and borrowing of all confidential documents. In addition, the relevant new employees of Minmetals Land are required to sign a confidentiality agreement upon reporting duty whereby they undertake to act in accordance with the system established by the Group in this respect. They must return all information related to the Group when leaving their service.

#### **Health and Safety of Customers**

For effective control of various incidents and accidents, the Group has established the “Incident and Accident Management Measures” to regulate incident and accident management methods of each property company. Based on the four principles (including rapid response, unified command, compliance with orders, and unity and cooperation), and through deployment of functions, classification of incidents, and a series of management procedures and monitoring in place, the Company strives to ensure safe operation. In order to ensure the safety of people’s lives and corporate properties, and to promote safe development, the Group has established the “Implementation Rules for Safety and Environmental Protection Supervision and Inspection”, which specifies the following requirements for on-site safety production supervision and inspection.

五礦物業《保密管理辦法》為五礦物業各公司定立保密工作管理列明管理職權、保密範圍、保密監察與獎罰。為保持業戶私隱，五礦物業天津公司建立專屬於業戶的檔案資料櫃，鑰匙由專人保管，存取電子數據時必須提供密碼，部門人員不得向外界洩露關於業戶的信息及情況，定期組織部門人員進行業戶信息保密和資料管理作業規程的培訓。

#### **知識產權**

本集團的《保密管理辦法》及《信息管理辦法》，規定客戶機密資料只授權予與業務相關的員工存取，而在列印、發送和借閱機密文件時亦需事先獲得審批和記錄。另外，五礦地產的相關員工在入職時需簽署保密協議，按集團定下的保密制度行事，並於離職時將所有與本集團相關的資料交還。

#### **客戶健康與安全**

為了有效管控各種事件事故，本集團設有《事件事故管理辦法》規範各物業公司應對事件事故管理方法，透過四大原則（包括快速反應、統一指揮、服從命令、團結協作），職能分配，事件分類，並列明一系列管理程序和監察，確保本公司營運安全。為確保人民生命和企業財產安全，促進安全發展，本集團設有《安全環保監督檢查實施細則》，對現場安全生產監督檢查提出具體要求。

The Group's Customer Care Fund can be set up as a Quality Improvement Fund or a Community Culture Fund, which are mainly used to enrich and improve the construction of facilities and community culture-related contents in delivered communities, so as to enhance the quality of the community life and owners' satisfaction. According to the year-round social-culture plan, the Tianjin Company Kuangshi International held as many as 27 community cultural activities for its owners and tenants, such as community services, owner and tenant talks, thematic activities and others. On average, two to three community cultural activities are held each month, and the following are examples of major activities:

本集團客戶關懷基金可設立為品質提升基金及社區文化基金兩項，主要用於豐富完善已交付社區之設施建設與社區文化的相關內容，以提升社區品質及業主滿意度。天津公司曠世國際按全年社文計劃為業戶舉行多達27場社區文化活動，如便民服務類、業戶交談類、主題類等活動，每月平均舉辦兩至三場社區文化活動，以下為主要活動例子：

<b>Regular Activities</b>	<ul style="list-style-type: none"> <li>• Free carpet cleaning for tenants and owners, and repairing and cleaning of indoor air conditioning system</li> <li>• Organizing drills for tenants and owners in the building</li> <li>• Organizing large scale free clinic events (free Chinese medicine or eye clinic)</li> <li>• On-site instruction by professional elevator engineers on emergency elevator escape approach</li> </ul>
常規活動	<ul style="list-style-type: none"> <li>• 為業戶免費清洗地毯，檢修清洗室內空調系統</li> <li>• 組織業戶共同在大廈進行演習</li> <li>• 舉辦大型義診活動(中醫或眼睛義診)</li> <li>• 由專業電梯工程師現場指導電梯事故逃生辦法</li> </ul>
<b>Theme Events</b>	<ul style="list-style-type: none"> <li>• Tenants and owners recorded a video of their blessings to their mothers on site and sent it to their mothers via WeChat, and the property companies gave out gifts to express good wishes</li> <li>• Organizing a mid-autumn festival for owners and property staff as well as a medium-sized festival show</li> </ul>
主題活動	<ul style="list-style-type: none"> <li>• 業戶現場錄製祝福視頻給母親，並微信推送母親接收，物業公司贈送禮品表達祝福</li> <li>• 組織業主、物業員工共度中秋，舉辦中型演出活動</li> </ul>
<b>Community Wellness</b>	<ul style="list-style-type: none"> <li>• Invite star-grade fitness instructors to conduct interactive fitness classes with tenants and owners through TikTok</li> </ul>
社區健康	<ul style="list-style-type: none"> <li>• 邀請星級健身運動教練，通過抖音平台與業戶互動健身課程</li> </ul>
<b>Connecting the Elderly and Children</b>	<ul style="list-style-type: none"> <li>• Bringing families with "One Elderly and One Child" enrolled for the event to visit the oceanarium together, so that the elderly and children could experience the marine world and family time</li> </ul>
老少共融	<ul style="list-style-type: none"> <li>• 帶領「一老一小」家庭式報名共同參觀海洋館，讓老人孩子感受一下海洋世界，多一份陪伴</li> </ul>



## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

#### Service and Project Quality Management

The Company's "Customer Complaint Service Guidelines" set out the principles, division of responsibilities and classification of complaints in regards to customer complaint. Minmetals Land has set up a customer satisfaction survey, which consists of annual satisfaction survey and special item satisfaction survey. In this Year's residential customer satisfaction survey, a total of 3,082 responses were received through telephone interviews, with an overall satisfaction rate of 70% for property services. In addition, the Group also undertakes to provide potential customers with honest and accurate information when promoting its development projects, and to follow the Group's internal procedures for confirmations by the responsible departments and project managers before conducting promotional activities.

No complaint cases were received this Year. The Group has established the "Procedures for Handling Owner and Tenant Complaints/Suggestions", which stipulates that owners and tenants can submit complaints or suggestions through a multitude of channels, such as online platforms (e.g. owner and tenant forums and social media platforms), the customer service center hotline, visits to the customer service center, as well as writing means. The customer service center will record the complaints of owners and tenants in a timely manner, fill in the corresponding forms, and actively handle the complaint situation and results until they are satisfied.

Minmetals Land 5M Intelligent Health System is the configuration standard for all Minmetals Land products guiding the development projects of the Group, consisting of architecture, fine decoration and electromechanical equipment and landscape sections. The Group has invited prestigious experts from reputed research institutes and industry associations in the PRC to be the examiners to review Minmetals Land 5M Intelligent Health System, which has successfully passed the expert assessment and acceptance. Among which, the electromechanical equipment section of the system was awarded the "China Real Estate Association Science and Technology Award 2021 (二零二一年度中國房地產業協會科學技術獎)".

#### 服務及項目質量管理

本公司於《客戶投訴服務工作指引》列明處理客戶投訴的原則、職責分工和投訴分類。五礦地產設立客戶滿意度調查，包括年度滿意度調查及專項滿意度調查。本年度住宅客戶滿意度調查，透過電話訪問共收到3,082個回饋，總體對物業服務滿意度為70%。此外，本集團亦承諾於宣傳發展項目時，為潛在客戶提供真誠及準確的資訊，並按照本集團的內部流程予負責部門及項目負責人確認，方可進行宣傳活動。

本年度沒有收到投訴個案。本集團設有《業戶投訴管理 / 建議作業處理規程》列明業戶可透過多方面渠道，如網絡平台（如業戶論壇以及社交媒體平台等）、客戶服務中心熱線、到訪客戶服務中心以及書面方式提出投訴或建議。客戶服務中心針對業戶投訴及時記錄投訴內容，填寫相應表單，積極處理投訴情況及結果，直至業戶滿意為止。

五礦地產5M智慧健康體系是指導本集團項目開發的全體系產品配置標準，由建築篇、精裝篇、機電設備篇和園林景觀篇組成。本集團邀請了國內著名科研院校、行業協會的權威專家擔任評委審視五礦地產5M智能健康體系，順利通過專家評審驗收。其中，體系的機電設備篇榮獲「二零二一年度中國房地產業協會科學技術獎」。



The Group is committed to the continuous development and active implementation of the 5M intelligent and healthy product system, promoting and implementing the 5M concept of healthy living, intelligent system, caring management, comfortable environment and green materials into its various product lines. Through continuous research and development and application of core technologies, improvement of construction technology measures, and provision of quality products and services, we provide Minmetals Land with solid and powerful system protection and technical support for the implementation of its high-quality strategy.

## Supply Chain Management

Minmetals Land understands the importance of a good supply chain to the quality assurance of the Company's projects, and is committed to providing a platform of fair competition for all suppliers. All suppliers are selected based on a combination of quality, competitiveness, price, reliability and credibility. During the Year, the Group had a total of 954 suppliers<sup>6</sup>, who are mainly engaged in the maintenance, procurement, supplies, services, engineering, legal and service consulting sectors.

The Company has established a series of procurement management policies and systems, such as the "Supplier Management Rules", "Service Procurement Management Rules" and "Material Procurement Management Rules". The "Supplier Management Rules" require suppliers to provide relevant certifications, and also provide for on-site inspections, evaluations, and annual re-evaluations to ensure that the products or services meet the requirements.

In order to maintain the quality of suppliers, the Group has established the "Supplier Assessment Standard" and identifies qualified suppliers by annual assessment and places them on the qualified supplier list. The annual evaluation officers consist of the heads of the operation management department, professional function departments, the finance department, and professional procurement-related personnel. The main evaluation standard is that all suppliers shall fill out the "Supplier Contract Evaluation Form" according to the service/supply timeliness, service, materials, quality, personnel attitude, price competitiveness and other circumstances for the Year. In the case of supplier misconduct identified, the Group has a blacklisting mechanism with a series of criteria to define non-compliant suppliers, and will collect relevant information to identify, inform, aggregate and report the relevant information of suppliers.

6 Seven of them are located in Hong Kong, and the remaining are located in Mainland China.

本集團致力於持續打造和積極實施5M智能健康產品體系，將健康生活、智慧系統、貼心管理、舒適環境及綠色材料的5M理念推廣及貫徹至旗下多個產品線中，通過持續研發及運用核心科技、提升施工技術措施、提供高品質的產品及服務，為五礦地產實施精品策略提供堅實有力的體系保障和技術支撐。

## 供應鏈管理

五礦地產深知良好的供應鏈對本公司項目質量保障的重要性，承諾為所有供應商提供一個公平競爭的平台。所有供應商的選擇均基於品質、競爭力、價格、可靠性和信譽度的綜合考量。本年度，本集團共有954家供應商<sup>6</sup>，主要為維修、採購、物資類、服務類、工程類、法務類、服務諮詢類。

本公司制訂了《供應商管理辦法》、《服務採購管理辦法》、《物資採購管理辦法》等一系列採購管理制度體系。《供應商管理辦法》要求供應商提供有關認證並會有現場考察、評審、以及年度複評，以確保產品或服務符合要求。

為保持供應商質素，本集團設立《供應商評分標準》並透過年度評審，識別合資格供應商並放入合格供應商名冊。年度評審人員由分管領導，運營管理部負責人、專業職能部門負責人、財務部負責人及專業線採購相關人員組成。評審標準主要為所有供應商是按本年度服務／供貨及時性、服務、物資、質量、人員態度、價格優勢等情況填寫《供應商履約評價表》。當發現供應商不良行為，本集團設有黑名單機制並列出一系列準則界定不良供應商，並將收集相關信息以識別、告知、匯總及申報供應商相關信息。

6 其中七家位於香港，其餘位於中國內地。



## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

The ESG risks affect not only the business operations of Minmetals Land, but also its suppliers, which can have long-term effects on the quality of the Group's projects and services. For example, climate change-related risks such as extreme weather can lead to supply chain disruptions; potential labour risks for project construction contractors can also damage the Group's reputation. To this end, Minmetals Land plans to deepen its ESG risk considerations in the future to include risks and impacts related to the supply chain, and to strengthen communication with suppliers to promote sustainable operating practices.

### CONCERN FOR EMPLOYEE RIGHTS

Minmetals Land has formulated the "Employee Handbook" and the "Employee Conduct and Business Ethics Practice", and implements employment-related management measures in accordance with the policies. The Group has established a job assessment system to ensure that employees are treated equally in terms of promotion, transfer, training, career development, dismissal and redundancy.

#### Employment Management System

Minmetals Land has established the "Recruitment Management Policy" in strict accordance with the Labour Law and in line with the Company's own situation, which serves as the blueprint for personnel recruitment. In the recruitment and promotion process, the Group takes into account the diversity of employees and leadership (regardless of any differences, including gender, age, nationality, religion, sexual orientation, physical and mental health, etc.) and provides equal development opportunities as well as appropriate training and support for all.

For the prevention of child labour and forced labour, the Human Resources Department shall check the identity documents of the employees at the time of employment and shall disqualify them from employment if they fail to produce valid identity documents. The Group also prohibits forced labour and does not require employees to pay a deposit or submit their identification documents at the time of employment, nor does it withhold wages, benefits, property or other documents from employees to force them to work continuously.

環境、社會及管治風險不單影響五礦地產的業務營運，更可影響其供應商，長遠影響本集團的項目及服務質量。例如，氣候變化相關風險如極端天氣可引致供應鏈中斷，或項目建造承包商的潛在勞工風險，亦可對集團聲譽造成損害。為此，五礦地產計劃在未來深化其環境、社會及管治風險考量，加入有關供應鏈相關的風險及影響，並加強與供應商的溝通，推廣可持續的營運慣例。

### 關注員工權益

五礦地產已制定《員工手冊》及《員工行為和商業道德規範制度》，並按照政策執行僱傭相關管理措施。本集團建立工作評核制度，確保僱員在晉升、調職、培訓、職業發展、解僱、裁員等方面均得到平等對待。

#### 僱傭管理制度

五礦地產嚴格按照勞動法規定，結合企業自身情況而制定《招聘管理制度》，以此制度為人員招聘的藍本。本集團於招聘及晉升過程中，考慮員工和領導層的多元化（不論任何差異性，包括性別、年齡、國籍、宗教、性取向、身心健全等），一律給予平等的發展機會，並提供適當的培訓和支援。

為防止誤聘童工及強制勞工，員工入職時，人力資源部須檢查其身份證明文件，若員工未能出示有效身分證明名件，本集團將取消其入職資格。本集團亦嚴禁強制勞工，不會要求員工在入職時繳納押金或寄存身份證明文件，亦不會扣留員工工資、福利、財產或其他證件以迫使其連續工作。

The Minmetals Land headquarter has established a job position system, i.e with the “Working Measure of Selection and Appointment of Cadres”, “Management Measure of Position Structure” and “Management Measure of Qualification of Profession Structure”, to provide employees with equal, open and clear career development paths in accordance with the provisions of the career development channel.

五礦地產總部已制定職位體系，《幹部選拔任用工作辦法》，《職位體系管理辦法》，《專業序列任職資格管理辦法》，按照職位體系規定為員工提供平等、公開、清晰的職業發展通道。

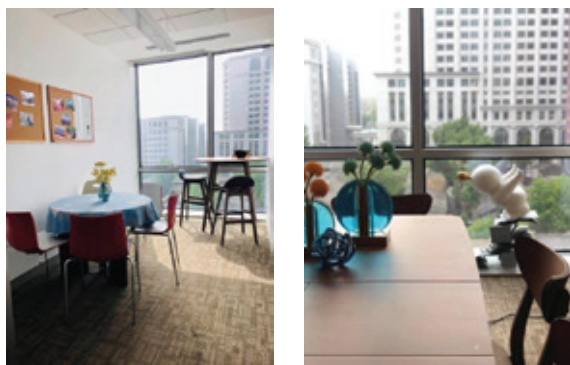
The following are certain employment measures in place during the Year:

以下是一些本年度已實行的僱傭措施：

- The Beijing headquarter set up a space for employees to read and relax, the Happy Sharing Space (悦享空間), and also provided a staff lounge area. — 北京總部設置員工閱讀、休閒的空間 — 悦享空間，同時為員工提供休息室區域。
- A mother and child care room was set up in the Beijing headquarter. — 北京總部設置母嬰室。
- During the COVID-19 pandemic, special work arrangements were made for employees to reduce the risk of infection, and epidemic prevention and control management arrangements were conducted. — 在新冠肺炎疫情期間，為員工提供特別的工作安排，以減低感染風險，並制訂疫情防控管理安排。

**Staff welfare case 1: The Union upgraded a staff lounge in the Beijing headquarter office area**

員工福利個案一：工會升級改造北京本部辦公區的職工之家



The upgraded staff lounge is divided into two areas: the interaction space and sharing space, equipped with books, coffee and refreshments, providing a place for union members for showcasing lifestyle, exchange and study, leisure reading and sharing. 升級改造後的職工之家分為互動交流區和悦享空間兩個區域，配置了圖書、咖啡和茶點，為工會會員提供展示風采、交流學習、愉悅品讀、分享感悟的活動場所。





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#### Staff welfare case 2: Mother and Child Care Room

##### 員工福利個案二：設立愛心母嬰室

To further protect the rights and interests of female employees and to show the humanitarian care for female employees, we decided to set up a mother and child care room for female employees in the Beijing office. Based on the principle of multi-use of one room, the mother and child care room will be set up in three rooms, and employees can use it as a private space by hanging a special mother and child care room door sign outside the door.

為進一步維護女員工權益，體現對女員工的人文關懷，決定為北京本部女員工設立愛心母嬰室。本著一室多用的原則，愛心母嬰室將設置於三間房間，員工可透過愛心母嬰室專用門卡掛在門外設置私密空間。

### Safe and healthy work environment

Minmetals Land is devoted to providing a safe and healthy work environment for its employees. The "Employee Handbook" and the "Employee Conduct and Business Ethics Practice" of Minmetals Land include policies related to health and safety, and health and safety assurance (including fire prevention measures, first aid facilities, sanitary equipment, sufficient lighting and air circulation) is provided to employees at work sites in compliance with Occupational Safety and Health Ordinance. Every employee has the responsibility of creating a safe and healthy work environment for other employees, including reports of incidents, injuries, unsafe facilities, operations, and provisions.

The Group's Production Safety Committee set up under the "Production Safety Management Rules" has established production safety management organization and deployed specialized safety management personnel in strict compliance with relevant laws and regulations. Minmetals Land has established the "Occupational Health Supervising and Monitoring Work Management Measures" and provided supervision and guarantee for employees' occupational health. Each year, each member company would provide annual medical examinations, with different examination sets established according to different age and gender, focusing on the employees' health conditions. During the period of epidemic prevention and control, Minmetals Land has purchased a total of over 5,500 pieces of prevention and control materials such as masks and disinfectants in 2021.

During the Year, there were no cases of death due to work of the Group<sup>7</sup>. However, there were 3 cases of work injuries and occupational diseases, and the Group comforted the employees and reported the work injuries for them promptly. During the new employee training and safety production education month, we organized and carried out training on the employees' safety and health, raising the employees' safety awareness.

<sup>7</sup> There was no record of incidents of employee's death due to work of the Group in the past three years.

### 安全和健康的工作環境

五礦地產致力於為員工提供一個安全、健康的工作環境。五礦地產《員工手冊》及《員工行為和商業道德規範制度》包含有相關健康與安全的政策，同時遵照職業安全及健康條例為員工在工作地點提供安全及健康的保障，包括防火措施、急救設施、衛生設備、充足的照明及空氣流通。每一位員工都有責任為其他員工創造一個安全、健康的工作環境，包括對事故、傷害和不安全設備、操作和條件的報告等。

本集團根據《安全生產管理辦法》設立的安全生產委員會嚴格按照相關法律法規要求設置安全生產管理機構，配備專職安全管理人員。五礦地產制定《職業健康監督監察工作管理辦法成員》，為員工職業健康提供監督及保障。每年各成員公司為員工提供年度體檢，根據年齡、性別設定不同的體檢套餐，關注員工健康情況。疫情防控期間，五礦地產二零二一年全年共計購買口罩、消毒液等防控物資5,500餘件。

本年度，本集團沒有因工死亡個案<sup>7</sup>。然而，共有3宗工傷及職業病個案，本集團安撫員工並及時為員工申報工傷。並且在新員工培訓及安全生產宣教月時，組織開展員工安全與健康培訓，樹立員工安全意識。

<sup>7</sup> 本集團於過去三年並未錄得員工因工死亡的事件。

## Training and development

Minmetals Land formulated the "Training Management Rules" and the "Interim Measures on Training Appraisal", for the purpose of training junior management and employees. The Company's Human Resources and Administration Department is responsible for the integrated management of the Company's training works and coordinated arrangement of the training plan. Employees can get trained through centralized face-to-face lessons or online business schools, while the types of trainings include: induction training, position qualification training, professional knowledge training (such as real estate business, engineering business, contract legal business), comprehensive management ability training and professional skills training. All employees of Minmetals Land's headquarter engaged in the comprehensive assessment at the end of the year, including two parts, namely performance evaluation and ability assessment. During the Year, a total of 806 employees received training, representing 91.1% of the total number of employees, with the trained hours reaching 13,833 hours. Key training projects and their contents are as follows:

## 培訓和發展

五礦地產制定了《培訓管理辦法》、《培訓考核管理暫行辦法》培訓管理辦法負責初級管理人員及員工的培訓。本公司人力行政部負責對本公司培訓工作統一管理及統籌安排培訓計劃。員工可透過集中授課或是網絡商學院進行培訓，培訓類別包括：入職培訓、崗位資質培訓、專業知識培訓(例如，地產業務，工程業務，合約法律業務)、綜合管理能力培訓和專業技能培訓。五礦地產總部全體員工參與年底綜合測評，包含業績測評及能力測評兩部分。本年度，本集團共有806名員工接受培訓，佔總員工人數91.1%，培訓時數共13,833小時。以下為重點培訓項目及內容：

### Class 80 young professional project plan

To cultivate young management as excellent management personnel and leading talents in the future, the Group successfully carried out the 3rd Class 80 young professional project plan in September 2021. Adhering to the headquarter's educational training system, subsidiaries adopted various forms of training operation management talents by respectively carrying out the "Climber Plan" of the regional company in Northern China, the "Red Star Class" of the regional company in Central China, the "Qiji Plan" of the regional company in Southern China, the "Casting Star Plan" of Chengdu Company, etc.

### 80班青年專才項目計劃

為培養年輕管理人員成為優秀的管理人員和未來領導人才，本集團於二零二一年九月成功舉辦第三期80班青年專才項目計劃。秉承總部教育培訓體系，下屬公司經營管理人才培養形式多樣：分別開展了華北區域公司「攀登者計劃」、華中區域公司「紅星班」、華南區域公司「騏驎計劃」、成都公司「鑄星計劃」等等。



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#### Professional training

Focused on the Company' strategic targets, core business, key areas and development directions and according to the principle of sorting by categories, by layers and by regions, professional education trainings were strengthened such as real estate development, industry properties, business management, property service, property finance, etc. According to the actual development of the Company's business in combination with the development demands of employees themselves, the headquarter of Minmetals Land created the "Craftsman workshop" training platform, and various business departments established specialized training work of each segment, carrying out trainings of general property knowledge and skills (including operations, promotions, design, cost, and engineering). The Group comprehensively adopted various forms such as themed training, themed lectures, on-site studying, workshops and research camps, guiding and helping key employees to enrich professional knowledge, promote professional abilities, exercise professional styles and cultivate professional spirits.

#### 專業培訓

圍繞本公司戰略目標、核心業務、重要領域和發展方向，按照分類、分層、分域的原則，加強房地產開發、產業地產、商業管理、地產服務、地產金融等專業教育培訓。根據本公司業務實際發展同時結合員工自身發展需求，五礦地產總部打造了「匠心坊」培訓平台，各業務部門制定了各版塊專項培訓工作，開展了多次包括運營、營銷，設計、成本、工程等地產通用知識和技能知識類培訓。本集團綜合採用專題培訓、專題講座、現場學習、工作坊、研習營等多種形式，引導和幫助重點員工豐富專業知識、提升專業能力、錘煉專業作風、培育專業精神。

#### Skill trainings

Through a series of trainings such as position knowledge training, professional knowledge training, management standard training, and operation service standards, various property companies of Minmetals Land carried out trainings of knowledge, mindset, behaviour and skills required for adapting to work sorted by category and layer, promoting employees' professional knowledge level and service skills through multiple aspects.

#### 技能培訓

五礦地產所屬各物業公司通過職位知識培訓、專業知識培訓、管理標準培訓、操作服務準則等系列培訓，分類分層次開展適應工作需要的知識、心態、行為和技能培訓，從多角度提高員工專業知識水平及服務技能。



## TAKING ENVIRONMENTAL RESPONSIBILITY

## 承擔綠色責任

In order to achieve the national strategic goal of reaching carbon peak and carbon neutrality and make greater contributions to sustainable economic development, Minmetals Land will continue to shoulder the responsibility of protecting the environment.

為實現國家碳達峰與碳中和策略目標以及為可持續經濟發展做出更大貢獻，五礦地產將持續肩負保護環境責任。

### Climate Change

### 氣候變化

With the proposal by the Chinese government to achieve the vision of carbon neutrality before 2060 and a series of energy saving and carbon reduction targets set in the published 14th Five-Year Plan, Minmetals Land, as a state-owned enterprise mainly engaged in real estate, recognizes the risks and opportunities arising from climate change, including the risks to the Group's operations. During the Year, Minmetals Land formulated the "Climate Change Policy" and strived to manage the impact of climate change on the Group. This policy covers our governance direction on climate change, and our response in relation to mitigation of, adaptation to, prevention and disclosure of climate change issues.

隨著中國發佈了於二零六零年前實現碳中和的願景，並在發佈的「十四五」規劃亦提出一系列節能減碳指標建議。五礦地產作為以房地產為主營業務的央企，本集團明白氣候變化所帶來的風險及機遇，包括對本集團營運風險等。本年度，五礦地產制定了《氣候變化政策》致力管理氣候變化為本集團帶來的影響。此政策涵蓋本集團於氣候變化的管治方向，以及於減緩、適應、抵禦及披露氣候變化事宜的應對措施。

<b>Governance</b>	<ul style="list-style-type: none"><li>• Directors are the highest decision makers in the Group's climate change department</li><li>• Provide regular climate change training to management and staff</li></ul>
管治	<ul style="list-style-type: none"><li>• 董事為本集團氣候變化部門的最高決策層</li><li>• 定期為管理層及員工提供氣候變化培訓</li></ul>
<b>Mitigation</b>	<ul style="list-style-type: none"><li>• Establish a comprehensive carbon emission statistics system as a basis for carbon emission management</li><li>• Proactively explore opportunities to use renewable energy in properties to further reduce carbon emissions from the use of fossil fuels</li><li>• Encourage employees, suppliers and owners to reduce carbon emissions in their daily business activities</li></ul>
減緩	<ul style="list-style-type: none"><li>• 建立完善的碳排放統計體系，以作為碳排放管理基礎</li><li>• 積極探索於物業使用可再生能源的機會，進一步減少使用化石燃料產生的碳排放</li><li>• 鼓勵員工、供應商及業主於日常業務活動中減少碳排放</li></ul>
<b>Adaptation</b>	<ul style="list-style-type: none"><li>• Regularly evaluate the physical risks and opportunities caused by climate change</li><li>• Continually enhance the designs of our properties to prevent and reduce the potential damage to new development projects caused by climate change</li></ul>
適應	<ul style="list-style-type: none"><li>• 定期評估氣候變化帶來的實體風險與機遇</li><li>• 持續提升旗下物業的設計，以預防或減少氣候變化對新發展項目可能造成的破壞</li></ul>



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<b>Prevention</b>	<ul style="list-style-type: none"> <li>Understand the impact of climate change in places where we operate, and conduct regular property inspections to ensure properties are resilient to extreme weather events caused by climate change</li> <li>Introduction of climate change prevention measures in the planning and design stages of new development projects</li> </ul>
<b>抵禦</b>	<ul style="list-style-type: none"> <li>了解氣候變化對營運所在地的影響，並定期進行物業巡檢，確保物業能抵禦因氣候變化引致的極端天氣事件</li> <li>在新發展項目的規劃及設計階段引入氣候變化抵禦措施</li> </ul>
<b>Disclosure</b>	<ul style="list-style-type: none"> <li>Disclose information on the management of climate change-related issues on the Group's public channels (e.g. website, social media platforms)</li> <li>Regularly report on the Group's approach, measures and progress in enhancing its climate-related risk response capability through designated publications</li> </ul>
<b>披露</b>	<ul style="list-style-type: none"> <li>於本集團公開渠道(如網頁、社交平台)披露有關管理氣候變化相關事宜的信息</li> <li>定期透過指定刊物匯報本集團有關提升氣候相關風險應對能力的方針、措施及進展</li> </ul>

## Green Finance

In order to assume the responsibility for the sustainable development of the environment and community, Minmetals Land signed the "Sustainability Financing Framework", which is in line with the Sustainability Bond Guidelines of the International Capital Market Association, and received second opinions from three international authorities, namely S&P Global, Sustainalytics and the Hong Kong Quality Assurance Agency, laying a solid foundation for the Company to practice green finance.

"Minmetals Land established a "Sustainable Financing Framework" (the "Framework") and aimed to issue green, social and sustainability bonds, loans and other debt-like instruments under the Framework. The proceeds therefrom will be used to finance and/or re-finance, in whole or in part, existing and/or future projects aimed at reducing the Group's carbon emissions, with a view to enhancing the sustainability performance Company's business in China. The Framework defines standards in seven green areas including green building, renewable energy, energy efficiency, pollution prevention and control, sustainable management of water and waste water, adaptation to climate change and clean transportation, and sets the eligibility criteria relating to equal access to basic services in social area.

## 綠色金融

為承擔對於環境、社區可持續發展的責任，五礦地產簽訂了符合國際資本市場協會可持續發展債券指引的《可持續發展融資框架》，並獲得標普環球(S&P Global)、Sustainalytics及香港品質保證局三家國際權威機構出具的第三方意見書，為本公司踐行綠色金融奠定了堅實基礎。

五礦地產制定了《可持續金融框架》(「框架」)，並打算根據該框架發佈綠色、社會和可持續發展債券、貸款和其他類似債務的工具。所得款項將用於融資和/或對旨在減少本集團碳排放的現有和/或未來項目進行全部或部分再融資，提高本公司在中國業務的可持續發展績效。該框架在七個綠色領域定義了標準：綠色建築、再生能源、能源效益、污染防治、水和廢水可持續的管理、氣候變化適應及潔淨運輸，以及在社會領域定下有關平等獲得基本服務的標準。

## Emissions Management

Minmetals Land has put in place the "Ecological Environment Protection Measures", requiring that each unit should give priority to using clean energy and adopting process and equipment with high resource utilization rate and low pollutant emissions as well as technologies for comprehensive utilization of waste and harmless treatment of pollutants to reduce the generation of pollutants. In an effort to reduce its carbon footprint, the Group increased the ratio of renewable energy in its operations and encouraged all of the businesses units and suppliers to maximize the use of renewable energy where feasible and practicable.

The Group will study to improve the recycling rate of waste and implement pilot scheme in cities with better domestic waste management. Waste separation bins are placed in all property projects and offices and collected and handled by qualified professional organizations. We also provide education and promotion activities on waste recycling to our customers every year to raise the awareness of recycling. In order to reduce the production of hazardous waste, the Group will set a hazardous waste reduction target and guarantee to handle the hazardous waste in compliance with laws. The Group attaches great importance to the management of clean production and has gradually started related work. All units have to strengthen the management of clean production with clear goal of clean production in order to consciously implement clean production in accordance with laws. We also encourage and support the subsidiaries to carry out clean production reviews. All units should carry out clean production reviews in accordance with the requirement of relevant local competent departments.

## 排放物管理

五礦地產已制定《生態環境保護辦法》，要求各單位應當優先使用清潔能源，採用資源利用率高、污染物排放量少的工藝、設備以及廢棄物綜合利用技術和污染物無害化處理技術，減少污染物的產生。為了減少其碳足跡，本集團通過增加可再生能源在其運營中的比例，並鼓勵所有業務單位以及供應商在切實可行的情況下最大限度地使用可再生能源。

本集團將探討提升廢棄物回收率的方案，並於生活垃圾管理較完善的城市推行試行計劃。在所有物業項目以及辦公室放置廢物分類回收箱，並聘請合資格專業機構收集及處理。每年亦為客戶提供廢物回收相教育宣傳活動，提高回收意識。為減少危險廢棄物產生，本集團將設立減少危險廢棄物目標，並保證合規處理危險廢棄物。本集團高度重視並逐步開展清潔生產管理工作，各單位切實加強對清潔生產工作的管理，明確清潔生產目標，做到依法自覺實施清潔生產，鼓勵並支持附屬公司開展清潔生產審核工作，所屬各單位應根據地方相關主管部門要求開展清潔生產審核工作。





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#### Emission reduction measures

##### 減少廢氣排放措施

- Encourage employees to commute by green travel
- Adopt online meetings such as video conference to replace physical meetings
- 鼓勵員工上下班綠色出行
- 採用線上會議如視頻會議等形式代替實體會議

#### Wastewater management measures

##### 廢水管理措施

- Regular emptying and cleaning of septic wells, sewage wells and pipelines
- 定期對化糞井、污水井及管路進行清掏、清洗

#### Waste reduction measures

##### 減少廢棄物措施

- Use both-side printing to reduce paper consumption
- Keep for second time usage such as printing non documents or signature documents for record
- Use OA system to work efficiently
- Recycling bins are placed in the pantry of Hong Kong Headquarters to collect plastic, which is regularly disposed of to the recycling bins provided by the government
- 使用雙面打印，減少打印紙消耗
- 將二次留存，用於打印非文件或簽名文件保存
- 使用OA系統辦公，高效辦公
- 香港總部於茶水間放置環保回收箱回收塑膠，定期放到政府提供的回收箱裡

### Energy Efficiency Management

The Group has in place the "Energy-saving Management Measure", which stipulates efficient and rational use of energy by reducing consumption and losses in all stages from energy production to consumption. According to the "Ecological Environment Protection Measures", the Group gives priority to using clean energy and adopting process and equipment with high resource utilization rate and low pollutant emissions as well as technologies for comprehensive utilization of waste and harmless treatment of pollutants to reduce the generation of pollutants. The Group strives to install renewable energy equipment to its newly-built and existing buildings as and when appropriate and practicable in order to increase the ratio of renewable energy in energy consumption.

### 能源效益管理

本集團《節能管理辦法》要求從能源生產到消費的各個環節，降低消耗、減少損失，有效、合理地利用能源。本集團透過《生態環境保護辦法》要求優先使用清潔能源，採用資源利用率高、污染物排放量少的工藝、設備以及廢棄物綜合利用技術和污染物無害化處理技術，減少污染物的產生。本集團致力在適當和可行的情況下，在新建和現有建築物安裝可再生能源設備，以增加可再生能源在能源使用中的比例。

#### Energy-saving measures

##### 節省能源措施

- Replace the lighting fixtures in the building with energy-saving fixtures
- Add timing control system to common area lighting, fountain, fan, external street lights, etc.
- Install sound and light control switches to the lighting in fire escape
- Set the temperature in the common area of the building to 24 to 26 degree Celsius, and install a protection box to avoid arbitrary adjustment.
- No electricity supply for vacant floors.
- 大廈內照明燈具更換為節能燈具
- 公共區域照明、噴泉、風機、外圍路燈等增加時間控制系統
- 消防通道照明加裝聲光控開關
- 將大廈公共區域溫度統一調整為攝氏24至26度，加裝保護盒避免被隨意調改
- 空置樓層不供電

## Environment and natural resources

Through the "Measure of Ecological Environmental Protection" and "Measures of Inspection and Supervisory Management of Environmental Protection", Minmetals Land establishes the ecological and environmental protection leading team to supervise the implementation of ecological and environmental protection of corporates under direct control, and regularly listens to work progression report on ecological and environmental protection. Subsidiaries are required to establish and complete environment inspection system, strengthening the inspection management of environment. State-owned enterprises shall install and use online monitoring devices in accordance with requirements of environmental protection authorities, ensure the monitoring devices are operating normally, and mark and supplement abnormal and missing data according to regulations. Enterprises that are listed as entities subject to priority regulation for soil pollution by local ecological and environmental protection departments shall strictly control the discharge of toxic and hazardous substances, develop and implement self-monitoring plans, and report related information to the ecological and environmental authority in accordance with the requirements.

### Green building

Since 2019, all delivered projects have achieved the national standard of 1-star green building. Minmetals Land deepened the building application of renewable energy, improved building energy efficiency, and promoted comprehensive application of new resources such as solar thermal and superficial geothermal energy. 5M Intelligent Health System was formulated and promoted in accordance with local conditions, adopting various technology to promote application of renewable energy while promoting energy calculation, to ensure the actual implementation of the operations and energy-saving effects. During this Year, Nanjing Majestic Mansion project acquired the 3-star green building design label in May 2021.

## 環境及天然資源

五礦地產通過《生態環境保護辦法》及《環境保護檢查督查管理辦法》設有生態環境保護領導小組監督各直管企業生態環境保護落實情況，定期聽取生態環境保護工作進展彙報。要求下屬公司建立、健全環境監測制度，加強對環境監測管理。國有企業應當按照環境保護主管部門要求安裝、使用在線監測設備，保證監測設備正常運行，對異常和缺失數據按規範進行標識和補充。被地方生態環保部門列為土壤污染重點監管的企業應當嚴格控制有毒有害物質排放，制定、實施自行監測方案，並按要求向生態環境主管部門報告相關情況。


### 綠色建築

自二零一九年起，已經交付全部項目均滿足綠建一星的國家標準。五礦地產深化可再生能源建築應用，提升建築能效，推動太陽能光熱、淺層地熱能等新能源的綜合利用。制定並推廣5M智能健康體系，因地制宜，採用各項技術推進可再生能源的使用，同時推進能量計量，確保運營和節能效果的切實落地。在本年度，南京長江華府項目於二零二一年五月取得三星級綠色建築設計標籤。



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### Green building case — Changsha Minmetals Plaza project 綠色建築案例 — 長沙五礦廣場項目

Changsha Minmetals Plaza project adhered to Minmetals Land's purpose of "Using technology empowering to improve product quality", regarded 5M Intelligent Health System as the guidance standard and green, low-carbon, healthy as the strategic direction of sustainable development. The project was designed in accordance with the national standard of 2-star green building, LEED Gold certificate and WELL Gold certificate, and adopted high-performance building enclosure structure and sponge facilities, fully utilizing natural light to reduce artificial lighting and construction energy consumption, while used the cold and heat source units of heating air conditioner system with high energy efficiency indicators, and used renewable resource for hot water supply.

長沙五礦廣場項目秉承五礦地產「科技賦能提升產品質量」的宗旨，以5M智能健康體系為指導標準，以綠色、低碳、健康為可持續發展戰略方向。項目按國家綠建二星、LEED金級及WELL金級標準設計，採用高性能建築圍護結構與海綿設施，充分利用自然光減少人工照明與建築能耗；使用高能效指標的供暖空調系統冷熱源機組、新風機組與熱回收裝置代替傳統的空調形式；並利用可再生能源進行熱水供應。

To further save the consumption of building water resources, water facilities such as faucets, showerheads, toilets, etc., inside the buildings all adopted first-class water saving equipment. Various sustainable design measures all effectively promoted the green and environmental friendly performance of Changsha Minmetals Plaza, which is leading the way in low-carbon and sustainable development of urban environment.

為進一步節約建築水資源的消耗，建築室內的水龍頭、花灑、坐便器等用水設備全部採用一級節水器具。種種可持續設計措施都行之有效地提升了長沙五礦廣場的綠色環保性能，成為城市環境的低碳與可持續發展的榜樣。

### Water resources management

During the Year, operational sites of the Company were not faced with problems of acquiring applicable water sources. The goal for development projects is to improve water efficiency by 2025, including rain collection, flow regulator and dual flush toilet. In regard to managed properties, water facilities will be replaced by more efficient models. The Group also actively encourages customers of each property project and subsidiary offices to participate in water-saving projects.

### 水資源管理

本年度，本公司的營運地點均未面臨求取適用水源的問題。對於開發項目，目標是二零二五年前提高用水效率，包括雨水收集、流量調節器和雙沖式馬桶。對於託管物業，用水設備被更高效的模型所取代。本集團亦積極鼓勵各物業項目的客戶，以及附屬公司辦公室參與節水項目。

#### Measures of waster saving

- Using sensor faucet in bathrooms
- Conducting floor inspections by night shift personnel to inspect the leakage situation in bathrooms
- 衛生間使用感應水龍頭
- 夜班運行人員對樓層進行巡視，檢查衛生間漏水情況

#### 節約用水措施



To establish and implement the "Three Complete" green development concept, which is the comprehensive implementation of green development concept. The Group's "Ecological Environment Protection Measures" requires each unit to incorporate ecological environment protection into its corporate development plan by taking full consideration for the impact of production and operation on the ecological environment, and should support the formulation and implementation of ecological protection development project or action plans by adopting measures to protect and improve the ecological environment. The Group strictly implements management measures and environment access regulations related to ecological red line and strictly forbids to carry out construction activities incompatible with main body function positioning or emit pollutants within the ecological red lines.

## COMMUNITY INVESTMENT

Minmetals Land has established the Hong Kong volunteer team since 2019, whose core team is composed of staff from various corporates located in Hong Kong of China Minmetals. The volunteer team of Minmetals Hong Kong actively takes action and engages in volunteer work, devoted to serving Hong Kong local group and proactively delivering social positive energy, building a healthy and positive community culture environment. In this Year, the Group has 156 volunteers with a total of 534 volunteering hours on community activities.

為了建立踐行「三全」綠色發展理念，即全面落實綠色發展理念，本集團《生態環境保護辦法》規定各單位應當將生態環境保護工作納入企業發展規劃中，充分考慮生產經營對生態環境的影響，配套制定並實施生態環境保護發展專項規劃或行動方案，採取保護和改善生態環境措施。本集團嚴格落實有關生態紅線管理措施與環境准入制度，嚴禁在生態紅線範圍內開展不符合主體功能定位的建設活動或排放污染物。


## 社區投資

五礦地產於自二零一九年成立香港義工隊，核心團隊由中國五礦各駐港企業的員工組成。五礦香港的義工隊身體力行積極參與義務工作，致力於服務香港地區社群，積極傳遞社會正能量，營造健康向上的社區文化環境。本年度，本集團共有156名義工，總共投入534個義工小時於社區活動。



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### **Delivering warmth on mid-autumn festival and respecting the elderly with mooncakes — Minmetals Land actively engaged in charitable activities in Hong Kong**

**中秋送暖，月餅敬長者 — 五礦地產積極參與在港公益活動**

As the mid-autumn festival was approaching, the volunteer team of Minmetals Land and Council Member of Yau Tong district organized the “Delivering warmth on mid-autumn festival and respecting the elderly with mooncakes” activity. Minmetals Land actively organized and engaged in the volunteer activities, as well as sent five staff to participate in them. The activity is aimed at caring for the elderly and frail people on the society and promoting the community spirit of mutual support.

中秋即將到來之際，五礦地產義工隊與油塘區區議員組織了「中秋送暖 — 月餅敬長者」。五礦地產積極組織參加，並派出五名員工參與到義務活動中。此次活動旨在關愛社會老弱人群，發揚社區互助的精神。

### **Planting seeds for the future and growing trees for the city— tree planting activities of Central China region company of Minmetals Land**

**給未來栽春芽，為城市種春風 — 五礦地產華中區域公司植樹活動**

To celebrate the 43th Arbor day, in March this Year, various operation units of Central China region company of Minmetals Land organized and carried out a series of tree-planting activities. A total of over 420 people participated in the activity, including relevant leaders, leader team and department staff of relevant project companies cooperative units and representatives of owners.

為了慶祝第43個植樹節，本年度三月，五礦地產華中區域公司各經營單位組織開展了一系列植樹活動。華中區域公司相關領導、相關項目公司領導班子、部門員工、合作單位及業主代表一共420餘人參與了本次活動。

## COMPLIANCE MANAGEMENT

Minmetals Land strictly complies with applicable laws and regulations that are important to the Group's operations. The Group's operation was regulated by related laws and regulations of the operation sites, while the Group has reviewed and recognized the impact of violating relevant laws and regulations on the Group's operations, including:

- Administrative penalties caused by violation of relevant laws and regulations, such as fines and imprisonment, with the possible of being revoked of business license in serious cases;
- Lawsuits caused by violating others' rights; and
- Damage to the Group's reputation due to non-compliance.

The Board takes full responsibility of the Group's operation in compliance, and is responsible for supervising relevant compliant requirements of management of various departments of the Group and actually implementing policies formulated by the Group to ensure operation in compliance. Laws and regulations that have a significant impact on the Group include but are not limited to the following laws and regulations:

## 合規管理

五礦地產嚴格遵守並適用對本集團的營運而言屬重要的相關法律及規例。本集團的營運受到營運所在地的相關法律法規規管，而本集團亦已審視及確定違反相關法律法規對本集團營運的影響，包括：

- 因違反相關法律法規而引致的行政處罰，如罰款及監禁，嚴重更可能被吊銷營業執照；
- 因侵犯他人權利引致的訴訟；及
- 因不合規情況而導致本集團聲譽受損。

董事會對本集團營運合規性負上全部負責，並負責監管本集團各部門管理相關合規要求切實執行本集團為確保合規營運所制訂的政策。對本集團有重大影響的法律法規包括但不限於以下法律和規例：

Aspect 層面	Relevant laws and regulations that are important to the Group's operation 對本集團的營運而言屬重要的相關法律及規例
Emission  排放物	Water Pollution Prevention and Control Law of the People's Republic of China Air Pollution Control Ordinance Waste Disposal Ordinance Regulation on Urban Drainage and Sewage Treatment Administrative Measures for the Prevention and Control of Environmental Pollution by Electronic Waste Measures for the Prevention and Control of Environment Pollution by Discarded Dangerous Chemicals Pollutant Emission Standards at Idle Speed for Gasoline Vehicles Emission Standards for Light Duty Vehicle Exhaust Pollutants Wastewater Quality Standards for Discharge to Municipal Sewers Comprehensive Sewage Discharge Standards 《中華人民共和國水污染防治法》 《空氣污染管制條約》 《廢物處理條例》 《城鎮排水與污水處理條例》 《電子廢物污染環境防治管理辦法》 《廢棄危險化學品污染環境防治辦法》 《汽油車怠速污染物排放標準》 《輕型汽車排氣污染物排放標準》 《污水排入城鎮下水道水質標準》 《污水綜合排放標準》





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Aspect 層面	Relevant laws and regulations that are important to the Group's operation 對本集團的營運而言屬重要的相關法律及規例
Employment and labour standards  僱傭及勞工準則	<p>The Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases Occupational Safety and Health Ordinance Employment Ordinance Employees' Compensation Ordinance Minimum Wage Ordinance The Law of the People's Republic of China on the Protection of Minors Employment of Children Regulations The Labor Law of the People's Republic of China Labor Contract Law of the People's Republic of China Provisions on the Prohibition of Using Child Labor of the People's Republic of China 《中華人民共和國職業病防治法》 《職業安全及健康條例》 《僱傭條例》 《僱員補償條例》 《最低工資條例》 《中華人民共和國未成年人保護法》 《僱用兒童規例》 《中華人民共和國勞動法》 《中華人民共和國勞動合同法》 《中華人民共和國禁止使用童工規定》</p>
Health and Safety  健康與安全	<p>The Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases Occupational Safety and Health Ordinance Production Safety Law of the People's Republic of China Provisions on Safety Training of Production and Operation Entities Notice on Strengthening and Standardizing Management of Safety Production Training 《中華人民共和國職業病防治法》 《職業安全及健康條例》 《中華人民共和國安全生產法》 《生產經營單位安全培訓規定》 《關於加強和規範安全生產培訓管理工作的通知》</p>





# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

## KEY PERFORMANCE INDICATOR SUMMARY

## 關鍵績效指標摘要

### Environmental performance<sup>8</sup>

### 環境績效<sup>8</sup>

Indicator 指標	2021 <sup>9</sup> 二零二一 <sup>9</sup>	Unit 單位
<b>Categories of air pollutants and their emissions</b> 空氣污染排放物種類及排放		
Nitrogen oxide 氮氧化物	112.4	kg 千克
Sulfur oxide 硫氧化物	5.0	kg 千克
Respirable inspired particulates 可吸入懸浮粒子	4.7	kg 千克
<b>Total emission of greenhouse gas</b> 溫室氣體總排放		
Scope 1 <sup>10</sup> 範圍1 <sup>10</sup>	131.4	CO <sub>2</sub> equivalent in tonnes 公噸二氧化碳當量
Scope 2 <sup>11</sup> 範圍2 <sup>11</sup>	1,478.2	CO <sub>2</sub> equivalent in tonnes 公噸二氧化碳當量
Scope 3 <sup>12</sup> 範圍3 <sup>12</sup>	27.6	CO <sub>2</sub> equivalent in tonnes 公噸二氧化碳當量
Total emission volume of greenhouse gas (Scope 1, 2 and 3) 溫室氣體總排放量(範圍1、2及3)	1,637.2	CO <sub>2</sub> equivalent in tonnes 公噸二氧化碳當量
Emission concentration of greenhouse gas (Scope 1, 2 and 3) (calculated by area) 溫室氣體排放密度(範圍1、2及3)(以面積計算)	3.87	CO <sub>2</sub> equivalent in tonnes/1,000 m <sup>2</sup> 公噸二氧化碳當量/千平方米

8 Assessment of greenhouse gas included six greenhouse gas and Hydrochlorofluorocarbon regulated by the "Kyoto Protocol", to provide true and fair information related to greenhouse gas. The quantitative process and emission factors took reference of the "Greenhouse Gas Emissions Assessment Methods and Report Guidelines for Public Building Operation Enterprises (Trial)" and the ISO14064-1 international standard. The quantitative emissions used the average emission factors of the national grid and the global warming potential in the 5th assessment report of IPCC.

9 The data coverage includes Beijing head office and Hong Kong head office. Real estate development includes offices and projects in Yangtze Delta and offices in Central China and Pearl River Delta. Property management includes projects and offices in Yangtze Delta and Pearl River Delta.

10 The main emission source of total emission of greenhouse gas (Scope 1) is: the emission of greenhouse gas from the Group's use of fossil fuel and operations of equipment and system in fixed source and mobile source.

11 The main emission source of total emission of greenhouse gas (Scope 2) is: the emissions from the Group's consumption of purchased power.

12 The main emission source of total emission of greenhouse gas (Scope 3) is: the emissions from the Group's airplane business trips and treatment of fresh water and sewage.

8 溫室氣體評估涵蓋了《京都議定書》管制的六種溫室氣體及含氯氟碳，以提供真實及公平的溫室氣體相關資料。量化過程及排放因子參考了《公共建築運營企業溫室氣體排放核算方法和報告指南(試行)》及國際標準ISO14064-1。量化排放則使用了國家電網平均排放因子及IPCC第五次評估報告內的全球升溫潛能值。

9 數據涵蓋範圍包括北京總部辦公室及香港總部辦公室。房地產發展包括位於長三角地區辦公室及項目、華中地區及珠三角地區的辦公室。物業管理包括位於長三角地區及珠三角地區的項目及辦公室。溫室氣體總排放(範圍1)主要排放源為：本集團於固定源及移動源化石燃料使用、設備及系統運作時溫室氣體的排放。

11 溫室氣體總排放(範圍2)主要排放源為：本集團外購電力消耗的排放。

12 溫室氣體總排放(範圍3)主要排放源為：本集團飛機商務旅行以及食水和污水處理所產生的排放。

Indicator 指標	2021 <sup>9</sup> 二零二一 <sup>9</sup>	Unit 單位
<b>Hazardous waste<sup>13</sup></b> 有害廢棄物 <sup>13</sup>		
Total volume of hazardous waste 有害廢棄物總量	126.9	kg 公斤
Emission concentration of hazardous waste (calculated by area) 有害廢棄物排放密度(以面積計算)	0.24	kg/1,000 m <sup>2</sup> 公斤/千平方米
<b>Non-hazardous waste<sup>14</sup></b> 無害廢棄物 <sup>14</sup>		
Total volume of non-hazardous waste 無害廢棄物總量	103.3	tonnes 公噸
Emission concentration of non-hazardous waste (calculated by area) 無害廢棄物排放密度(以面積計算)	0.24	tonnes/ 1,000 m <sup>2</sup> 公噸/千平方米
<b>Energy consumption</b> 能源耗用		
<b>Direct energy</b> 直接能源	<b>537.9</b>	<b>MWh</b> 兆瓦時
Petrol 汽油	435.1	MWh 兆瓦時
Natural Gas 天然氣	45.1	MWh 兆瓦時
LPG 液化石油氣	57.7	MWh 兆瓦時
<b>Indirect energy</b> 間接能源	<b>2,459.7</b>	<b>MWh</b> 兆瓦時
Electricity 電力	2,459.7	MWh 兆瓦時
Total energy consumption volume 能源總耗量	2,997.6	MWh 兆瓦時
Consumption concentration of energy (calculated by area) 能源耗用密度(以面積計算)	7.08	MWh/m <sup>2</sup> 兆瓦時/平方米
<b>Water consumption</b> 耗水量		
Total consumption volume of water 總耗水量	49,574.0	m <sup>3</sup> 立方米
Consumption concentration of water (calculated by area) 耗水密度(以面積計算)	0.12	m <sup>3</sup> /m <sup>2</sup> 立方米/平方米

13 Including waste batteries, printer cartridge, electronic waste and old light tubes collected by qualified contractors.

13 包括由合資格承辦商收集的廢電池、碳粉盒、電子廢棄物及老舊光管。

14 Including domestic waste, waste paper and plastic waste.

14 包括生活垃圾、廢紙及塑膠廢棄物。



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

## Social performance

社會表現

### Number of employees<sup>15</sup>

員工人數<sup>15</sup>

	2021 二零二一	Unit 單位
Total number of employees 總員工人數	904	person 人
<b>By type of employment</b> 按僱傭類型劃分		
Full-time 全職	904	person 人
Part-time 兼職	0	person 人
<b>By gender</b> 按性別劃分		
Male 男	550	person 人
Female 女	354	person 人
<b>By age group</b> 按年齡組別劃分		
Aged 20-29 20-29歲	207	person 人
Aged 30-39 30-39歲	436	person 人
Aged 40-49 40-49歲	198	person 人
Aged above 50 50歲以上	63	person 人
<b>The number of employees by rank</b> 按職級劃分的員工人數		
Senior management 高級管理人員	32	person 人
Middle management 中級管理人員	117	person 人
General employee 一般員工	755	person 人
<b>The number of employees by region</b> 按地區劃分的員工人數		
Hong Kong 香港	41	person 人
Mainland China 中國內地	863	person 人

15 Number of employees as of 31 December 2021.

15 截至二零二一年十二月三十一日的員工人數。

**Number and rate of employee turnover<sup>16</sup>**

**流失員工人數及比率<sup>16</sup>**

		2021 二零二一	Unit 單位
Total number of employee turnover 總流失員工人數		295	person 人
Total rate of employee turnover 總流失員工比率		33.0%	Percentage 百分比
<b>By gender 按性別劃分</b>			
Male 男	Number of employee turnover 流失人數	177	person 人
	Rate of employee turnover 流失比率	32.2%	Percentage 百分比
Female 女	Number of employee turnover 流失人數	118	person 人
	Rate of employee turnover 流失比率	33.3%	Percentage 百分比
<b>By age group 按年齡組別劃分</b>			
Aged 20-29 20-29歲	Number of employee turnover 流失人數	139	person 人
	Rate of employee turnover 流失比率	67.1%	Percentage 百分比
Aged 30-39 30-39歲	Number of employee turnover 流失人數	107	person 人
	Rate of employee turnover 流失比率	25.0%	Percentage 百分比
Aged 40-49 40-49歲	Number of employee turnover 流失人數	37	person 人
	Rate of employee turnover 流失比率	19.0%	Percentage 百分比
Aged above 50 50歲以上	Number of employee turnover 流失人數	11	person 人
	Rate of employee turnover 流失比率	17.4%	Percentage 百分比

16 rate of employee turnover = (number of employee turnover in 2021/number of current employees at 31 December 2021) × 100%.

16 員工流失率 = (二零二一年全年流失員工人數 / 二零二一年十二月三十一日在職員工人數) × 100%。



## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

#### Number of other labour personnel

#### 其他勞動人員人數

	2021 二零二一	Unit 單位
Total number of other labour personnel 其他勞動人員總人數	720	person 人
Dispatched 派遣	433	person 人
Outsourced 外包	287	person 人

#### Health and safety<sup>17</sup>

#### 健康與安全<sup>17</sup>

	2021 二零二一	Unit 單位
Number of employees suffered from work injury 員工因工受傷人數	2	person 人
Lost days due to work injury of employees 員工因工受傷日數	181	day 日
Number of other labour personnel suffered from work injury 其他勞動人員因工受傷人數	1	person 人
Lost days due to work injury of other labour personnel 其他勞動人員因工受傷日數	120	day 日

17 Main reasons for injuries are fall injuries and traffic accidents, all work injury incidents have been treated according to established procedures and all the injured have been taken care of.

17 主要受傷原因為跌傷及交通事故，所有工傷事故已按既定程序處理，傷患亦已獲妥善照顧。



		2021 二零二一	Unit 單位
Total number of trained employees 總受訓員工	Number of trained employees 受訓員工人數	824	person 人
	Percentage of trained employees 受訓員工比率	91.1%	percentage 百分比
	Total number of hours trained 受訓總時數	13,987.0	hour 小時
	Average number of hours trained 受訓平均時數	15.4	hour 小時
<b>By gender<sup>20</sup></b> 按性別劃分 <sup>20</sup>			
Male 男	Number of trained employees 受訓員工人數	516	person 人
	Percentage of trained employees 受訓員工比率	93.8%	percentage 百分比
	Average number of hours trained 受訓平均時數	12.3	hour 小時
Female 女	Number of trained employees 受訓員工人數	308	person 人
	Percentage of trained employees 受訓員工比率	87.0%	percentage 百分比
	Average number of hours trained 受訓平均時數	10.4	hour 小時

18 Data of departed employees included, thus the number of trained personnel maybe higher than the number of employees.

19 Average trained percentage of employees of relevant category = total trained number of employees of specified category/number of employees of specified category; average trained hour of employees of relevant category = total trained hours of employees of specified category/number of employees of specified category.

20 Percentage of trained employees by gender: male (62.4%) and female (37.6%).

18 包括已離職員工的數據，故培訓人數可能高於員工人數。

19 相關類別員工平均受訓百分比 = 特定類別員工的總受訓人數 / 特定類別的員工人數；相關類別員工平均受訓時數 = 特定類別員工的總受訓時數 / 特定類別的員工人數。

20 按性別劃分的受培訓員工佔比：男性 (62.4%) 和女性 (37.6%)。



## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

		2021 二零二一	Unit 單位
<b>By rank<sup>21</sup></b> <b>按職級劃分<sup>21</sup></b>			
Senior management 高級管理人員	Number of trained employees 受訓員工人數	26	person 人
	Percentage of trained employees 受訓員工比率	81.3%	percentage 百分比
	Average number of hours trained 受訓平均時數	15.7	hour 小時
Middle management 中級管理人員	Number of trained employees 受訓員工人數	110	person 人
	Percentage of trained employees 受訓員工比率	94.0%	percentage 百分比
	Average number of hours trained 受訓平均時數	23.6	hour 小時
General employees 一般員工	Number of trained employees 受訓員工人數	675	person 人
	Percentage of trained employees 受訓員工比率	89.4%	percentage 百分比
	Average number of hours trained 受訓平均時數	9.7	hour 小時

21 Percentage of trained employees by rank: senior management (3.2%), middle management (10.8%) and general employees (85.9%).

21 按職級劃分的受訓員工佔比：高級管理人員(3.2%)、中級管理人員(10.8%)和一般員工(85.9%)。



**Anti-corruption training<sup>22</sup>**

**反貪污培訓<sup>22</sup>**

		2021 二零二一	Unit 單位
Members of the Board 董事會成員	Number of members of the Board trained 受訓董事會成員人數	6	person 人
	Average hours of trained members of the Board 受訓董事會成員平均時數	8	hour 小時
Total number of employees trained 總受訓員工	Number of employees trained 受訓員工人數	458	person 人
	Average hours of trained employees 受訓員工平均時數	0.52	hour 小時
<b>By rank 按職級劃分</b>			
Senior management 高級管理人員	Number of trained employees 受訓員工人數	26	person 人
	Average hours of trained employees 受訓員工平均時數	2.75	hour 小時
Middle management 中級管理人員	Number of trained employees 受訓員工人數	96	person 人
	Average hours of trained employees 受訓員工平均時數	3.3	hour 小時
General employees 一般員工	Number of trained employees 受訓員工人數	330	person 人
	Average hours of trained employees 受訓員工平均時數	1.4	hour 小時

22 average trained hour of employees of relevant category = total trained hours of employees of specified category/number of employees of specified category.

22 相關類別員工平均受訓時數 = 特定類別員工的總受訓時數 / 特定類別的員工人數。





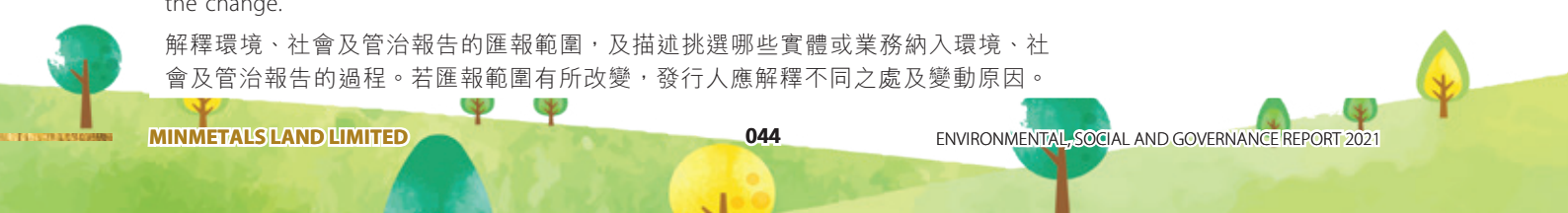
# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### REPORTING CONTENT INDEX

### 報告內容索引

Key areas 主要範疇	Descriptions 描述	Page index/Notes 頁面索引／備注
<b>Mandatory Disclosure Requirements</b> 強制披露規定		
<b>Governance Structure</b> 管治架構		<b>7-11</b>
	(i) a disclosure of the board's oversight of ESG issues. (i) 披露董事會對環境、社會及管治事宜的監管。	
	(ii) the Board's ESG management approach and strategy, including the process used to evaluate, prioritise and manage material ESG-related issues (including risks to the issuer's businesses). (ii) 董事會的環境、社會及管治管理方針及策略，包括評估、優次排列及管理重要的環境、社會及管治相關事宜(包括對發行人業務的風險)的過程。	
	(iii) how the board reviews progress made against ESG-related goals and targets with an explanation of how they relate to the issuer's businesses. (iii) 董事會如何按環境、社會及管治相關目標檢討進度，並解釋它們如何與發行人業務有關連。	
<b>Reporting Standard</b> 匯報原則		<b>5</b>
<b>Materiality:</b> The ESG report should disclose: (i) the process to identify and the criteria for the selection of material ESG factors; (ii) if a stakeholder engagement is conducted, a description of significant stakeholders identified, and the process and results of the issuer's stakeholder engagement. <b>重要性：</b> 環境、社會及管治報告應披露：(i)識別重要環境、社會及管治因素的過程及選擇這些因素的準則；(ii)如發行人已進行持份者參與，已識別的重要持份者的描述及發行人持份者參與的過程及結果。		
<b>Quantitative:</b> Information on the standards, methodologies, assumptions and/or calculation tools used, and source of conversion factors used, for the reporting of emissions/energy consumption (where applicable) should be disclosed. <b>量化：</b> 有關匯報排放量／能源耗用(如適用)所用的標準、方法、假設及／或計算工具的資料，以及所使用的轉換因素的來源應予披露。		
<b>Consistency:</b> The issuer should disclose in the ESG report any changes to the methods or KPIs used, or any other relevant factors affecting a meaningful comparison. <b>一致性：</b> 發行人應在環境、社會及管治報告中披露統計方法或關鍵績效指標的變更(如有)或任何其他影響有意義比較的相關因素。		
<b>Reporting Scope</b> 匯報範圍		<b>4</b>
A narrative explaining the reporting boundaries of the ESG report and describing the process used to identify which entities or operations are included in the ESG report. If there is a change in the scope, the issuer should explain the difference and reason for the change. 解釋環境、社會及管治報告的匯報範圍，及描述挑選哪些實體或業務納入環境、社會及管治報告的過程。若匯報範圍有所改變，發行人應解釋不同之處及變動原因。		



Key areas 主要範疇	Descriptions 描述	Page index/Notes 頁面索引/備注
<b>“Comply or explain” provisions</b> 「不遵守就解釋」條文		
<b>A. Environment</b>		
<b>A. 環境</b>		
<b>Aspect A1: Emissions</b>		
<b>層面A1：排放物</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.  有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的：	27-32
A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	36
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)。	36
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)	37
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)。	37
A1.5	Description of emissions 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。	Greenhouse gas emitted from the Group's air conditioning power generation was not the major emission source. 本集團空調用電產生的溫室氣體並非最主要排放來源。
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。	30



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

Key areas 主要範疇	Descriptions 描述	Page index/Notes 頁面索引/備注
<b>A2: Use of Resources</b>		
<b>A2 : 資源使用</b>		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	29-31
A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in'000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及/或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	37
A2.1	按類型劃分的直接及/或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	
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)。	37
A2.2	總耗水量及密度(如以每產量單位、每項設施計算)。	
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。	28
A2.3	描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	
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。	There was no issue in sourcing water of the Group. 本集團於求取適用水源上未有任何問題。
A2.4	描述求取適用水源上可有任何問題, 以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	
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 did not include use of packaging material. 本集團的營運不包括包裝材料的使用。
A2.5	製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位估量。	
<b>Aspect A3: Environment and Natural Resources</b>		
<b>層面A3 : 環境及天然資源</b>		
General Disclosure 一般披露	Policies on minimising the issuer's significant impacts 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。	29
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	29
A3.1	描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	

Key areas 主要範疇	Descriptions 描述	Page index/Notes 頁面索引/備注
<b>Aspect A4: Climate Change</b>		
<b>層面A4：氣候變化</b>		
General Disclosure 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	25-26
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.	25-26
A4.1	描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	
<b>B. Social</b>		
<b>B. 社會</b>		
<b>Aspect B1: Employment</b>		
<b>層面B1：僱傭</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的：	20-21, 34
B1.1	Total workforce by gender, employment type (for example, full- or parttime), 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。	38
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。	39





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Key areas 主要範疇	Descriptions 描述	Page index/Notes 頁面索引／備注
<b>Aspect B2: Health and Safety</b>		
<b>層面B2：健康與安全</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to providing a safe working environment and protecting employees from occupational hazards.	22, 34
一般披露	有關提供安全工作環境及保障僱員避免職業性危害的： (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。	
B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	The Group did not have work-related fatalities over the past three years.
B2.1	過去三年(包括匯報年度)每年因工亡故的人數及比率。	本集團過去三年沒有因工死亡個案。
B2.2	Lost days due to work injury	40
B2.2	因工傷損失工作日數。	
B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored.	22
B2.3	描述所採納的職業健康與安全措施，以及相關執行及監察方法。	
<b>Aspect B3: Development and Training</b>		
<b>層面B3：發展及培訓</b>		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	23-24
一般披露	有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	
B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	41
B3.1	按性別及僱員類別(如高級管理層、中級管理層)劃分的受訓僱員百分比。	
B3.2	The average training hours completed per employee by gender and employee category.	42
B3.2	按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	



Key areas 主要範疇	Descriptions 描述	Page index/Notes 頁面索引/備注
<b>Aspect B4: Labour Standards</b>		
<b>層面B4：勞工準則</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	20, 34
一般披露	有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	
B4.1	Description of measures to review employment practices to avoid child and forced labour.	20
B4.1	描述檢討招聘慣例的措施以避免童工及強制勞工。	
B4.2	Description of steps taken to eliminate such practices when discovered.	20
B4.2	描述在發現違規情況時消除有關情況所採取的步驟。	
<b>Aspect B5: Supply Chain Management</b>		
<b>層面B5：供應鏈管理</b>		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	19
一般披露	管理供應鏈的環境及社會風險政策。	
B5.1	Number of suppliers by geographical region.	19
B5.1	按地區劃分的供應商數目。	
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored.	19
B5.2	描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。	
B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	19
B5.3	描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	
B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	19
B5.4	描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	



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Key areas 主要範疇	Descriptions 描述	Page index/Notes 頁面索引／備注
<b>Aspect B6: Product Responsibility</b>		
<b>層面B6：產品責任</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	14-19, 35
一般披露	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	
B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	During the Year, there were no incidents of product recalled due to safety and health reasons of the Group.
B6.1	已售或已運送產品總數中因安全與健康理由而須回收的百分比。	本年度，本集團未有因健康與安全而回收而項目的事件。
B6.2	Number of products and service related complaints received and how they are dealt with.	17
B6.2	接獲關於產品及服務的投訴數目以及應對方法。	
B6.3	Description of practices relating to observing and protecting intellectual property rights.	16
B6.3	描述與維護及保障知識產權有關的慣例。	
B6.4	Description of quality assurance process and recall procedures.	17
B6.4	描述質量檢定過程及產品回收程序。	
B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored.	16-17
B6.5	描述消費者資料保障及私隱政策，以及相關執行及監察方法。	

Key areas 主要範疇	Descriptions 描述	Page index/Notes 頁面索引/備注
<b>Aspect B7: Anti-corruption</b>		
<b>層面B7：反貪污</b>		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	15, 35
一般披露	有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	
B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	15, 35
B7.1	於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	
B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.	15
B7.2	描述防範措施及舉報程序，以及相關執行及監察方法。	
B7.3	Description of anti-corruption training provided to directors and staff.	43
B7.3	描述向董事及員工提供的反貪污培訓。	
<b>Aspect B8: Community Investment</b>		
<b>層面B8：社區投資</b>		
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	32
一般披露	有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	
B8.1	Focus areas of contribution.	32
B8.1	專注貢獻範疇。	
B8.2	Resources contributed to the focus area.	32
B8.2	在專注範疇所動用資源。	





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