

高萌·科技

KML Technology Group Limited **高萌科技集團有限公司**

(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 : 8065

Environmental, Social and Governance Report **環境、社會及管治報告** **2019/20**

CONTENTS 目錄

About this Report 關於本報告 3

About the Group 關於本集團 5

**Message from the Chairman
主席寄語** 6

**Our Sustainability Highlights
我們的可持續發展要點** 7

**Our Sustainability Approach
我們的可持續發展取向** 9

Governance 管治 9

Stakeholder Engagement 持份者參與 10

Materiality Assessment 重要性評估 11

**Our Business Practices
我們的業務慣例** 12

Corporate Governance 企業管治 12

Business Ethics and Anti-corruption
商業道德及反貪腐 12

Respect of Ethics, Human and Labour
Rights 尊重道德、人權及勞工權益 13

Protection of Personal Data Privacy and
Intellectual Property Rights
保護個人資料私隱及知識產權 13

Legal Compliance 法律合規 14

Our Environment 我們的環境 15

Environmental Management System
環境管理系統 15

Fostering our Green Culture
培育綠色文化 16

Our Environment 我們的環境 15

Air and Greenhouse Gas Emissions
廢氣及溫室氣體排放 17

Waste Management 廢物管理 19

Uses of Resources 資源使用 21

The Environment and Natural Resources
環境及天然資源 24

Our People 我們的員工 25

Equal and Caring Employer
平等及關懷僱主 26

Compensation and Benefits 薪酬及福利 27

Harmonious Work Culture 融洽工作文化 28

Employees Safety and Health
員工的安全及健康 29

Development and Training 發展及培訓 33

Our Customers 我們的客戶 35

Quality Management System
品質管理系統 35

Customer Focus 客戶為本 36

Our Partners 我們的夥伴 37

Our Community 我們的社區 39

**Appendix I – Our Performance Data
附錄一 — 我們的績效數據** 40

**Appendix II – HKEx ESG Guide
Content Index
附錄二 — 聯交所《環境、社會及管治
報告指引》內容索引** 43

**Appendix III – Reader Feedback
Form
附錄三 — 讀者反饋意見表** 50

ABOUT THIS REPORT

關於本報告

This report is the Environmental, Social and Governance (“**ESG**”) Report for the year 2019 (the “**Report**”) published by KML Technology Group Limited (the “**Company**”) and its subsidiaries (collectively the “**Group**”). This Report is designed to allow all shareholders, investors and the public to have a general understanding of the Group’s governance on ESG issues; and to share with the stakeholders the Group’s work towards sustainable development.

This Report was reviewed and approved by the board of directors of the Company (the “**Board**”) at the Board meeting held on 6 August 2020.

Reporting Cycle and Covering Period

This Report is annually published and it is the third ESG report released by the Group. This Report covers the period from 1 April 2019 to 31 March 2020 (the “**Reporting Period**”) and any prior period where applicable.

Reporting Scope

This Report covers the Group’s principal business and operations in Hong Kong including the provision of electrical and mechanical (“**E&M**”) engineering solutions and services, E&M engineering design and fabrication services and E&M engineering maintenance services unless otherwise specified. For the purpose of this Report, terms including “the Group”, “the Company”, “we”, “us” and “our” are used herein.

Reporting Framework

This Report is prepared in accordance with Appendix 20 – Environmental, Social and Governance Reporting Guide (“**ESG Guide**”) to the Rules Governing the Listing of Securities on the GEM (the “**GEM Listing Rules**”) of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”).

本報告是高萌科技集團有限公司（「**本公司**」）及其附屬公司（統稱「**本集團**」）發出的二零一九年環境、社會及管治（「**環境、社會及管治**」）報告（「**本報告**」）。本報告旨在使所有股東、投資者和公眾人士對本集團在環境、社會及管治議題的治理有一個總體了解；並與持份者分享本集團在可持續發展方面的工作。

本報告經本公司董事會（「**董事會**」）於二零二零年八月六日舉行的董事會會議上審議通過。

報告周期及涵蓋時段

本報告為年度報告，是本集團發布的第三份環境、社會及管治報告。本報告涵蓋的報告時段為二零一九年四月一日至二零二零年三月三十一日（「**報告期**」），並視乎部分內容需要，適當地延伸至以前時段。

報告範圍

除另有說明外，本報告涵蓋本集團於香港的主要業務及營運，包括提供機電（「**機電**」）工程解決方案及服務、機電工程設計及裝配服務以及機電工程保養服務。為便於表達，故本報告中亦使用「集團」、「公司」、「我們」等稱謂。

報告框架

本報告乃根據香港聯合交易所有限公司（「**聯交所**」）GEM證券上市規則（「**GEM上市規則**」）附錄二十 – 環境、社會及管治報告指引（「**環境、社會及管治指引**」）編製。

ABOUT THIS REPORT

關於本報告

Report Accessibility

This Report is prepared and published in English and traditional Chinese in electronic formats. In the event of a discrepancy between each version, the English version shall prevail. The electronic format can be viewed and downloaded from the website of the Stock Exchange (www.hkexnews.hk) or the page headed "Investor relations" of the Group's website (www.kml.com.hk/investorrelations).

To obtain a printed copy, please post your request together with your mailing address to the Group (Address: B12, G/F, Shatin Industrial Centre, Siu Lek Yuen Road, Shatin, N.T., Hong Kong).

Feedback

Comments and suggestions regarding this Report or the Group's ESG work are always welcomed and can also be sent to the Group at email: esg@kml.com.hk. Your valuable feedback would greatly help us continuously improve our ESG performance.

報告索閱

本報告分別以英文及中文繁體編寫、並以電子形式發佈，在對各文本的理解上發生歧義時，請以英文文本為準。電子版報告可於聯交所披露易網站 (www.hkexnews.hk) 和本集團網站的「投資者關係」頁面 (<http://www.kml.com.hk/investorrelations-c>) 查閱和下載。

如需印刷版本，請來函附回郵地址至本集團 (地址：香港沙田小瀝源道沙田工業中心地下B12室) 索取。

反饋意見

倘對本報告或本集團的環境、社會及管治工作有任何意見及建議，歡迎電郵至 esg@kml.com.hk 向本集團提出。閣下的寶貴意見對我們持續提升環境、社會及管治表現有莫大助益。



ABOUT THE GROUP

關於本集團

The Company has been providing E&M engineering solutions and services, with a primary focus on Transportation Mission Critical System Solutions, in Hong Kong for over 40 years. With technical knowledge in the areas of electrical, mechanical and electronic engineering, and a strong focus on product design and research and developments and through our vertically-integrated business model that combines design and fabrication, equipment assembly and system implementation, we are an E&M engineering solutions and services provider in Hong Kong who is capable of independently providing a full suite of custom-built products and services.

本集團提供機電工程解決方案及服務，主要專注於香港交通關鍵系統解決方案超過40年。憑藉電氣、機械及電子工程方面的技術知識及高度專注於設計及研發以及透過我們的垂直整合業務模式，涵蓋設計及建造、設備製造及系統實施，我們為香港機電工程解決方案及服務供應商，可獨立提供全套定制產品及服務。



MESSAGE FROM THE CHAIRMAN 主席寄語

Dear Stakeholders,

On behalf of the Group, I am delighted to present our first standalone ESG report, which covers our key sustainability performance in the Reporting Period. The Group dedicates to provide comprehensive and full-spectrum E&M engineering services and solutions and to be a responsible engineering contractor who integrates the concept of sustainability into our corporate governance and makes effort to strike a balance between human well-being, environmental protection and economic prosperity.

As an E&M engineering service and solution provider, we commit to delivering services and projects of exceptional quality and professionalism and endeavour to exceed the expectations of our customers. As an employer, we commit to creating a just, caring, healthy, safe and harmonious environment for our employees to flourish. As a business partner to our suppliers and contractors, we encourage to grow collectively in terms of quality and sustainability performance. As a corporate citizen, we not only devote to ensuring our work processes are socially and ethically responsible to the community; but also to contribute to the development of our communities.

We recognise that continuous communication with our stakeholders to understand their needs and expectations is one of the key success factors in accomplishing our aforementioned roles and responsibilities. Through the preparation of the Report, we have seized a precious opportunity to engage with our stakeholder and reviewed our sustainability performance. Looking forward, we will continue to keep abreast of the ESG trends and regulations as well as industry practices and strive to integrate ESG concept into every part of our operation.

Last but not least, I would like to take this opportunity to express our sincere gratitude to our management and employees. Without the effort and continuous support, none of the achievements we shared in this Report would have been realised. We are also grateful to our stakeholders for their continuous trust in the Group. We welcome your feedback on this Report and our ESG initiatives so that we can continue to improve our sustainability performances in the future.

KML Technology Group Limited
Luk Kam Ming
Chairman and Executive Director
Hong Kong, 6 August 2020

致各位持份者：

本人謹代表本集團欣然發表我們第一份環境、社會及管治報告單行本，其中涵蓋了報告期內我們在可持續發展方面的關鍵績效。本集團致力於提供全面和全方位的機電工程服務和解決方案，並成為負責任的工程承包商，將可持續發展的理念融入我們的公司治理中，並努力在人類福祉、環境保護和經濟繁榮之間取得平衡。

作為機電工程服務和解決方案供應商，我們致力於提供卓越品質和專業精神的服務和項目，並努力超越客戶的期望。作為僱主，我們致力於為員工創造一個公正、關愛、健康、安全和和諧的環境。作為供應商和承包商的業務合作夥伴，我們鼓勵在品質和可持續性方面共同發展。作為企業公民，我們不僅致力於確保我們的工作流程對社區負有社會和道德責任；同時也為我們社區的發展做出貢獻。

我們認識到與持份者的持續溝通，並了解他們的需求和期望，是完成我們上述角色和職責的關鍵成功因素之一。透過編寫此報告，我們抓住了與持份者進行互動的寶貴機會，並審視了我們的可持續發展績效。展望未來，我們將繼續緊貼環境、社會及管治趨勢和法規以及行業常規，並努力將環境、社會及管治概念整合到我們營運的每個部分。

最後，本人謹藉此機會對我們的管理層和員工表示衷心的感謝。沒有他們的付出和持續支持，我們在本報告中分享的成就將無法實現。我們也感謝各持份者對本集團的持續信任。我們歡迎您就本報告和我們的環境、社會及管治舉措提供反饋意見，好讓我們可持續發展的績效不斷改進。

高萌科技集團有限公司
陸鑑明
主席兼執行董事
香港，二零二零年八月六日

OUR SUSTAINABILITY HIGHLIGHTS 我們的可持續發展要點



Major Awards and Recognition 重大獎項和認可

Environmental Awards 環保獎項



KML Engineering Limited (“KML Engineering”) has been awarded “Class of Excellence” Wastewi\$e Certificate since year 2013

高明科技工程有限公司（「高明科技工程」）自二零一三年以來一直獲頒「卓越級別」減廢證書

Wastewi\$e Certificate - Excellence Level
減廢證書 - 卓越級別
Awarded by: Environmental Campaign Committee
頒發機構：環境運動委員會

OUR SUSTAINABILITY HIGHLIGHTS 我們的可持續發展要點

Safety Awards 安全獎項



We appreciate the recognition of our effort in upholding "safety first" working culture by the organizer

我們感謝有關單位對我們為堅持「安全第一」的工作文化所作的努力的肯定

Safety Performance Award 2019 - Safety Performance Award
安全表現大獎 2019 - 安全表現大獎
Awarded by: Occupational Safety and Health Council
頒發機構：職業安全健康局



We will continue to promote a corporate culture that prioritizes employees' physical and mental well-being

本集團將繼續倡導重視員工身心健康的企業文化

Joyful @ Healthy Workplace Best Practices Award - Outstanding Award
好心情@健康工作間大獎 - 傑出機構大獎
Awarded by: Occupational Safety and Health Council
頒發機構：職業安全健康局

OUR SUSTAINABILITY APPROACH

我們的可持續發展取向

The Group is committed to delivering quality works and services in a safe and environmental manner, maintaining long-term well-established relationships with our customers, suppliers and contractors, respecting our experienced and dedicated employees and being socially and ethically responsible to the working community.

Governance

The Group's ESG management extends across various levels in the organization. We integrated the concept of sustainability into our corporate governance and made an effort to strike a balance between human well-being, environmental protection and economic prosperity.

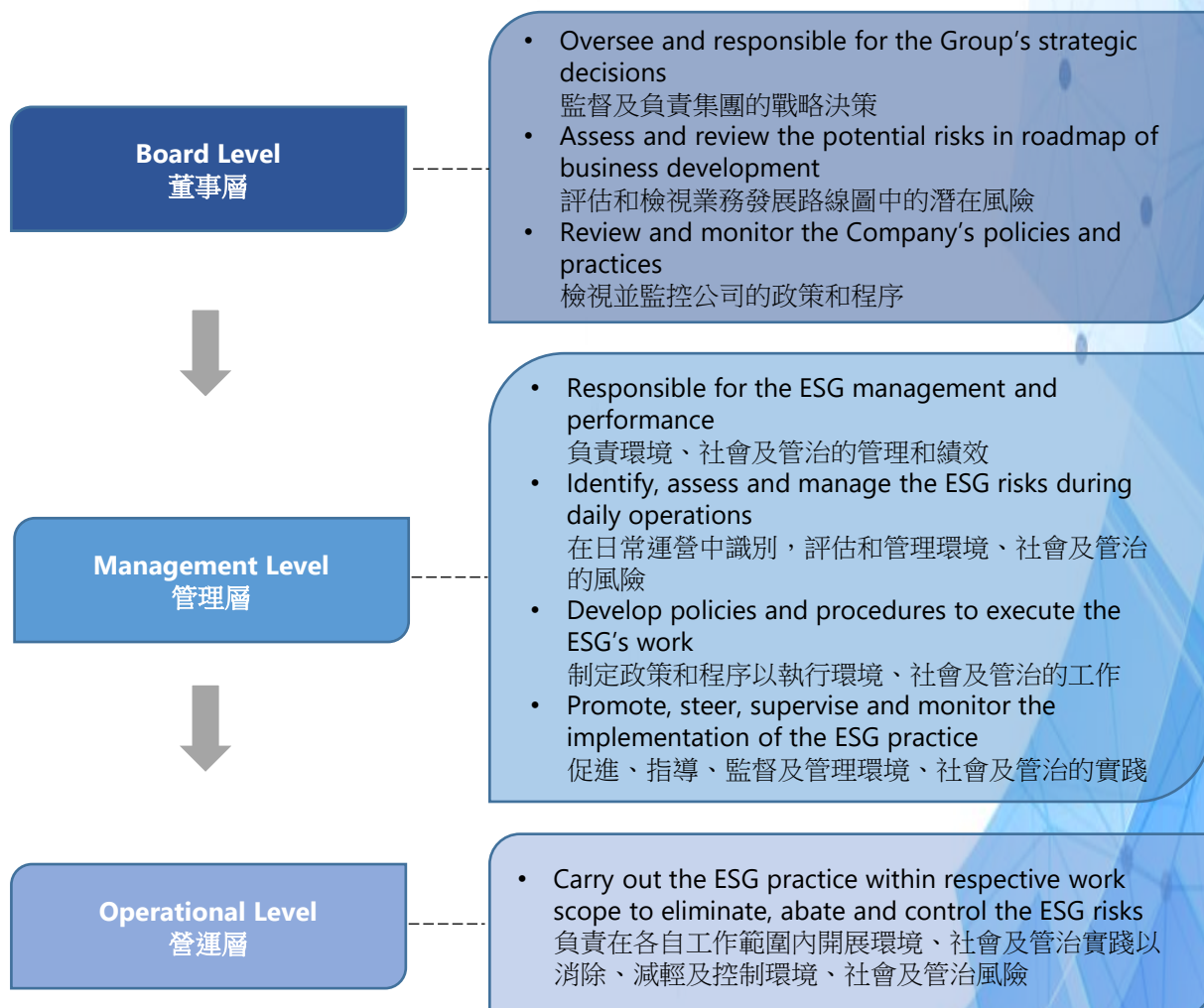
The current management structure is illustrated in the diagram below.

本集團致力於以安全和環保的方式提供優質的工程和服務，與我們的客戶，供應商和承包商保持長期良好的關係，尊重我們經驗豐富且敬業的員工，並對工作社區承擔社會和道德責任。

管治

本集團的環境、社會及管治管理遍及公司各階層。我們將可持續發展的概念納入企業管治，並努力在人類福祉，環境保護和經濟繁榮之間取得平衡。

下圖說明了當前的管理結構。



Stakeholder Engagement

The Group understands the importance of building and maintaining successful relationships with our stakeholders in order to achieve long term success and sustainability. Our business activities involve a diverse range of stakeholders, and we employ a multi-channel approach to gather their feedback in understanding their priorities, needs and expectations.

The table below sets out our key stakeholder groups, and the regular engagement methods adopted.

持份者參與

本集團深明與持份者建立和維持成功的關係對於實現長遠成功和可持續性的重要性。我們的業務牽涉多方的持份者，我們設立多個渠道收集他們的意見，以瞭解他們的優先事項、需要和期望。

下表列出了我們的主要持份者組別以及採用的常規參與方法。

Stakeholders 持份者	Engagement Methods 參與方法
Shareholders and Investors 股東與投資者	<ul style="list-style-type: none"> • Press releases and announcements 新聞稿和公告 • Annual, interim and quarterly reports 年報、中期及季度報告 • Annual general meeting 股東周年大會
Employees 僱員	<ul style="list-style-type: none"> • Newsletters 員工通訊 • Intranet 內聯網 • Emails, circulars and staff handbook 電郵、通告及員工手冊 • New hire orientation programmes 新員工入職培訓計劃 • Annual Performance appraisals 年度工作表現評核 • Regular and ad hoc meetings 定期及專責會議 • Company events 公司活動 • Drills, briefings and training workshops 演習、簡報會及培訓工作坊 • Environmental activities 環境活動 • Surveys 問卷 • Awards and recognition schemes 獎項及嘉許計劃
Customers 客戶	<ul style="list-style-type: none"> • Personal contacts 個人聯繫客戶 • Customer satisfaction surveys 客戶滿意度調查 • Website 網頁 • Site inspections and audits 現場檢查及審核 • Regular and ad hoc meetings 定期及專責會議 • Customers' company events 客戶公司活動
Business Partners (Suppliers, contractors, service providers) 業務夥伴（供應商、承包商、服務供應商）	<ul style="list-style-type: none"> • Business meetings and conferences 商務會議和研討會 • Performance evaluation 績效評估 • Safety and environmental briefings and training sessions 安全環保簡報會及培訓 • Site inspections and audits 現場檢查及審核 • Contractor (SHEQ) Scheme 分判商(安健環質)制度
Industry associations and professional bodies, government and non-governmental organizations 行業協會和專業團體、政府及非政府組織	<ul style="list-style-type: none"> • Charity activities 慈善活動 • Volunteering activities 義工活動 • Community events 社區活動 • Graduate Engineer programme 見習工程師計劃 • Internship programme 實習計劃 • Forums and conferences 論壇和研討會 • Feedback to Surveys 回應問卷

Materiality Assessment

Based on the stakeholders' engagement activities, we have identified the following material ESG issues, which are to be covered in this Report:

重要性評估

根據上述參與活動的結果，以下環境、社會及管治事項被視為對本集團而言，屬重大議題：

ESG aspects as set out in ESG Guide 環境、社會及管治指引所載的環境、社會及管治方面			Material ESG issues of the Group 本集團環境、社會及管治的重大議題
A. Environmental 環境	A1	Emissions 排放物	<ul style="list-style-type: none"> Construction waste management 建築廢物管理
	A2	Use of Resources 資源使用	<ul style="list-style-type: none"> Energy consumption 能源消耗
	A3	The Environment and Natural Resources 環境及天然資源	<ul style="list-style-type: none"> Noise management 噪音管理
B. Social 社會	B1	Employment 僱傭	<ul style="list-style-type: none"> Employment practices 僱傭常規 Compensation and benefits 薪酬和福利
	B2	Health and safety 健康及安全	<ul style="list-style-type: none"> Occupational health and safety 職業健康及安全 Work environment 工作環境
	B3	Development and training 發展及培訓	<ul style="list-style-type: none"> Training and development for employees 僱員培訓及發展
	B4	Labour standards 勞工準則	<ul style="list-style-type: none"> Anti-child and forced labour 反童工及強制勞工
	B5	Supply chain management 供應鏈管理	<ul style="list-style-type: none"> Supply chain practices 供應鏈慣例
	B6	Product responsibility 產品責任	<ul style="list-style-type: none"> Quality management 質量管理 Personal data privacy 個人資料私隱
	B7	Anti-corruption 反貪腐	<ul style="list-style-type: none"> Corporate integrity 企業廉潔 Whistle-blowing mechanism 舉報機制
	B8	Community investment 社區投資	<ul style="list-style-type: none"> Corporate social responsibility 企業社會責任

OUR BUSINESS PRACTICES 我們的業務慣例

The Company recognises that stringent management in corporate governance, business ethics, and respect of fundamental rights is among the first tier of our success.

Corporate Governance

The Company is committed to maintaining high standards of corporate governance practices. Information on the corporate governance practices adopted by the Company is set out in the [Corporate Governance Report](#) on pages 38 to 52 of our Annual Report 2019/20.

Business Ethics and Anti-corruption

The Group has zero-tolerance on any form of bribery and corruption. The code of business conduct (the “Code”) was established to describe the responsibilities to a variety of stakeholders ranging from shareholders, suppliers, contractors, clients to community. The Code and the Staff Handbook also guide and encourage employees’ ethical conduct, including:

- (i) Compliance with anti-corruption laws under Hong Kong Special Administrative Region;
- (ii) Prevention of bribery, illegal gifts and commission against Bribery Ordinance;
- (iii) Proper handling situations involving a conflict of interest; and
- (iv) Prohibition of any forgery or deceptive accounting methods and records.

To enforce the consciousness of anti-corruption, the Group has incorporated the guidance into the training materials in the staff induction training and newsletter.

In addition to the Code, the Group establishes a whistle-blowing policy that details the procedures of handling employees’ report on suspected misconduct, malpractice or impropriety on a confidential basis. Following a report, a designated senior officer investigates on behalf of the Risk Management Committee. Results of the investigation including the final disposition, impact, implications, and disciplinary or corrective actions are reported to the Risk Management Committee and to the Board and/or regulatory authorities where appropriate.

本公司認同嚴緊的企業管治，商業道德和對基本權益的尊重是我們賴以成功的首個台階。

企業管治

本公司致力維持高水平的企業管治常規。有關本公司採納的企業管治常規的資料載列於年報2019/20第38至52頁的[企業管治報告](#)。

商業道德及反貪腐

本集團對任何形式的賄賂及貪腐零容忍。本集團已設立商業行為守則（「守則」）描述對各類持份者（從股東、供應商、承包商、客戶到社區）的責任。該守則及員工手冊亦有指引鼓勵員工恪守道德行為，包括：

- (i) 遵守香港特別行政區反貪腐法律；
- (ii) 禁止違反防止賄賂條例，預防賄賂、非法送禮及佣金；
- (iii) 妥善處理涉及利益衝突的狀況；及
- (iv) 禁止任何偽造或欺騙的會計方法及記錄。

為增強反貪腐意識，本集團已把指引納入員工入職培訓的培訓材料及員工通訊內。

除守則外，本集團還設立了舉報政策，詳細說明在保密情況下，僱員可提交涉嫌不當行為、瀆職或不合適行為的報告。報告後，即指派特定的高級人員代表風險管理委員會進行深入調查。調查得出的結果，包括最終處置、對本集團的影響、含義及採用的紀律行動或糾正行為，按其嚴重程度和屬性，向風險管理委員會、董事會及/或監管機構匯報。

OUR BUSINESS PRACTICES 我們的業務慣例

Respect of Ethics, Human and Labour Rights

The Group has a “Respect of Ethics, Human and Labour Rights Policy” which demonstrates our commitment to supporting and respecting the rights of individuals and working communities. We respect and observe all the applicable laws and regulations in the countries we operate and support the international principles of human and labour rights, including, but not limited to, the areas of child labour and forced labour, such as the International Labour Organisation Declaration on Fundamental Principles and Rights at Work and the United Nations Global Compact.

The recruitment process is strictly abided by the guidelines of the Human Resource and Administration Department, a recruitment form is used to collect personal, educational, and employment information of job applicants, all applicants are required to provide valid personal identification documents for an identity check. Background checks will also be carried out whenever necessary.

Overtime work and respective allowances are rightfully compensated to our staff as per their employment contract. The discussion on how we respect and care for our employees will be highlighted in the sections headed “Our People” in this Report.

Protection of Personal Data Privacy and Intellectual Property Rights

The Group emphasizes the importance of protecting personal data privacy and intellectual property rights. As stipulated in the Group’s procedures, employees are instructed of their responsibility to ensure data is collected, processed, used, maintained, managed, stored and handled properly and secured appropriately. Any leakage of confidential information to the third parties is strictly prohibited.

We respect intellectual property rights, including trademarks, patents and copyrights. Policies and measures regarding intellectual property management are also in place. The trademarks and domain names are registered in order to protect the intellectual property of the Group. The Group will sign non-disclosure agreements with its customers or partners in the course of cooperation to ensure the rights in confidential information or trade secrets are not infringed.

尊重道德、人權及勞工權益

本集團設有「尊重道德、人權及勞工權利政策」，表明我們對支持及尊重個人及工作社區權利的承諾。我們尊重並遵守我們營運所在國家的所有適用法律及法規，並支持國際人權及勞工權利原則，包括但不限於童工及強迫勞動方面，如國際勞工組織的《關於工作中基本原則和權利宣言》及聯合國全球契約。

招聘過程嚴格遵守人力資源和行政部的指引，使用招聘表格收集求職者的個人、教育及就業資料，並要求所有求職者提供有效的身份證明文件以檢查身份，必要時亦會進行背景調查。

我們員工的加時工作將按其僱傭合約得到合理補償。有關我們尊重和關心員工的討論，將於本報告「我們的員工」一節進一步討論。

保護個人資料私隱及知識產權

本集團強調保護個人資料私隱及知識產權的重要性。如本集團程序中所指明，僱員獲指示有責任確保資料乃妥善收集、處理、使用、保管、管理、儲存及妥善處理並適當保護。嚴令禁止任何向第三方洩漏保密資料。

我們尊重知識產權，包括商標、專利及版權。本集團設有管理知識產權的相關政策及措施。本集團已為我們的商標及域名註冊，以保護其知識產權。本集團將在合作過程中與其客戶或合作夥伴簽署保密協議，以確保不會侵犯機密信息或商業秘密的權利。

OUR BUSINESS PRACTICES 我們的業務慣例

Legal Compliance

We strive to safeguard the wellbeing of our shareholders, employees, customers, suppliers, contractors, service providers as well as the surrounding community and environment where we operate in. To this end, the Group is devoted to enforcing relevant laws and regulations across different levels of operations. During the Reporting Period, the Group was not aware of any material non-compliance with its relevant laws and regulations that would have a significant impact on the Group. For more information regarding laws and regulations compliance for this Reporting Period, please refer to Appendix II — HKEx ESG Guide Content Index.

法律合規

我們努力維護股東、員工、客戶、供應商、承包商和服務供應商，以及我們經營所在的周邊社區和環境的利益。為此，本集團致力在不同營運層面上執行相關法律法規。於報告期內，本集團並不知悉有任何嚴重違反相關法例及規例而會對本集團造成重大影響的事宜。有關本報告期所遵守法律法規的更多資訊，請參考附錄二 — 聯交所《環境、社會及管治報告指引》內容索引。

OUR ENVIRONMENT 我們的環境

Environmental Management System

We are committed to implementing and maintaining a high-level environmental management system ("EMS") with full compliance of applicable statutory requirements and contractual obligations as the minimum standard. The Group certified with the ISO 14001: 2015, and our environmental policy stresses environmental protection, pollution prevention as well as reducing adverse impact on climate change. Also, we believe that all our employees have the social obligation to preserve and enhance the quality of the environment that we live in.

We have set up an environmental team, which is oversight by a director and designated to evaluate the effectiveness of EMS, monitor the corporate environmental performance, as well as raise employees' environmental awareness through environmental promotion, internal and external training, encouraging their active participation in environmental activities and engaging them accountable on environmental performance.

環境管理系統

我們致力實施和維護一個高水平的環境管理系統（「環境管理系統」），當中必須完全符合所適用的法定要求和合同責任。本集團已獲得 ISO 14001: 2015 認證，而我們的環保政策強調保護環境，預防污染，減少對氣候變化的不利影響。同時，我們堅信保護和改善與我們生活息息相關的大自然環境，是全體員工須承擔的社會責任。

我們成立了一個環保團隊，該團隊由一名董事監督，並被委派對環境管理系統的有效性作出評估、監察公司的環保績效，以及透過環保推廣及內外培訓課程以提高員工的環保意識，鼓勵他們積極參與環保事務，對環保績效加以問責。



OUR ENVIRONMENT 我們的環境

Fostering our Green Culture

This year was our first time to join the Hong Kong "Green Day 2019 - Dress Green Campaign" organised by Green Council. To echo the World Environment Day and celebrate the Hong Kong Green Day, our employees were encouraged to wear and display green in their clothing and/or accessories on 5 June 2019. We are pleased that the Green Council acknowledged our donation and support for this activity.

培育綠色文化

今年是我們首次參加由環保促進會組織的「香港綠色日2019 - 著綠行動」。為響應世界環境日並慶祝香港綠色日，我們鼓勵員工於2019年6月5日穿著並展示其綠色的衣服和/或配飾。我們很高興環保促進會對我們的捐款和支持表示謝意。



Our employees wore and displayed green in their clothing and / or accessories on the Hong Kong Green Day

我們的員工在香港綠色日，穿著並在服裝和/或配飾上展示綠色



We also organized an environmental event, namely "Eat Green", in which our employees are encouraged to commit to having at least one vegetarian meal on World Vegetarian Day 2019, with the ambition to motivate them to a low carbon life. We are deeply appreciated that the event was actively supported by one-third of our employees. We are glad to save approximately 90kg of carbon dioxide equivalent.

我們還組織了一次名為「綠色飲食」的環保活動，鼓勵員工在2019年世界素食日承諾至少吃一頓素食，以激勵他們實現低碳生活。我們非常感謝這次活動得到了我們三分之一員工的積極支持。我們很高興節省了約90公斤二氧化碳當量。

OUR ENVIRONMENT 我們的環境

Air and Greenhouse Gas Emissions

There are two major sources of air and greenhouse gases (“GHG”) emissions during our business activities, namely (i) use of electricity in head offices; and (ii) consumption of fuels in vehicles for delivering materials from the warehouses to project sites. The Group supports the use of more environmental-friendly fuels and has been closely monitoring the fuel consumption as well as vehicle usage. Maintenance services to the vehicles are regularly arranged to ensure engine performance and efficient use of fuel. During the Reporting Period, the Group has procured four new vehicles to replace the old ones with an objective in improving energy efficiency and reducing emissions from vehicles.

廢氣及溫室氣體排放

我們的業務活動中，廢氣及溫室氣體（「溫室氣體」）排放有兩大來源，分別為(i)總辦事處用電；及(ii)將材料從倉庫運送至項目施工地點而引致的汽車燃料消耗。本集團支持使用更加環保的燃料，並已密切監察燃料消耗以及汽車使用。本集團亦定期安排車輛進行保養服務，以確保引擎性能及高效使用燃料。於報告期內，本集團採購了四輛新車以替代舊車，以提高能源效率和減少車輛排放。

NO_x 氮氧化物

82.71 kg 公斤

PM 懸浮粒子或顆粒

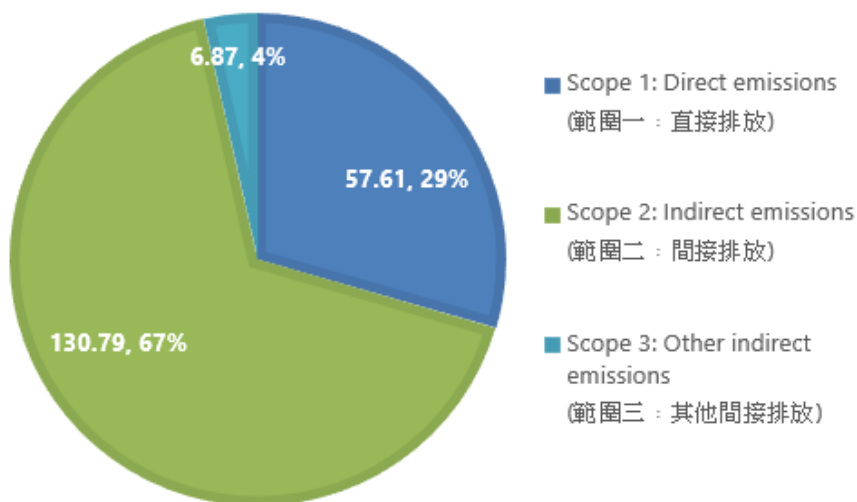
7.53 kg 公斤

SO_x 硫氧化物

0.32 kg 公斤

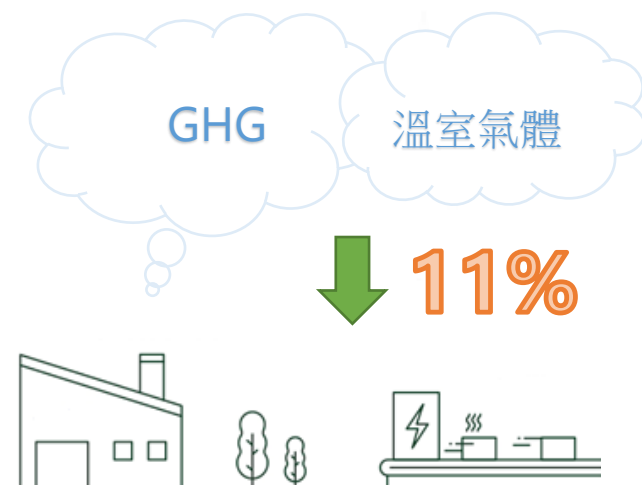
OUR ENVIRONMENT 我們的環境

Total GHG Emission (tCO₂-eq)
溫室氣體排放總量 (噸二氧化碳當量)



Total GHG intensity dropped approximately 11% was observed when compared to the previous reporting period. This significant drop was due to the decrease in the electricity consumption and the release from air conditioning equipment, and so as the emission of each reported source.

與上一個報告期相比，溫室氣體總密度下降了約11%。這一大幅下降是由於電力消耗量、空調設備的排放，以及每個排放來源的排放量的減少。



OUR ENVIRONMENT 我們的環境

Waste Management

The Group upholds environmentally friendly manner in managing waste within its business operations. We promote and support 8R principles, i.e. "Reduce, Reuse, Recycle, Responsibility, Replace, Repair, Respect, Rethink", to minimize waste generation at source. This year, we fulfilled the promise made in the ESG report of the previous year and only issued an electronic version of this ESG report to reduce paper use.

Chemical Waste

During the course of our operations, chemical wastes including surplus paint, spent mineral oil, waste batteries/ unwanted printed circuit boards, mercury lamps and spent liquid crystal displays would be generated. Being a registered waste producer under the Waste Disposal (Chemical Waste) (General) Regulation of Waste Disposal Ordinance, we ensure the chemical wastes have been properly labelled, packaged, stored temporarily at a designated chemical waste storage area prior to their collection by licensed waste recyclers and collectors for disposal. During the Reporting Period, the Group has disposed of no chemical wastes.

Non-hazardous Waste

There are two major sources of non-hazardous waste, namely:

- (i) construction wastes, which are generated in the project sites and sent to waste disposal facilities; and
- (ii) residential/ domestic wastes, which are generated from daily activities in our head offices are discarded by the building management.

During the Reporting Period, it was recorded that a total of approximately 27.35 tonnes (2019: approximately 50.16 tonnes) construction wastes were ultimately transported to the landfill. The Group currently does not report on the total non-hazardous waste produced and intensity due to its negligible amount. We ensure proper disposal of non-hazardous waste produced and promote recycling whenever possible.

廢物管理

本集團於其業務營運中處理廢物時一直秉承環保方式。我們推動及支持8R原則，即「減少使用、物盡其用、循環再造、環保責任、替代使用、修復再用、尊重環境、重新思考」，實行源頭減廢。今年，我們兌現了上年環境、社會及管治報告內的承諾，更改為只發行電子版環境、社會及管治報告，以減少紙張的使用。

化學廢物

於營運過程中，所產生的化學廢物包括剩餘油漆、廢礦物油、廢電池／多餘的印刷電路板、水銀燈和廢液晶顯示器。作為廢物處置條例的廢物處置（化學廢物）（一般）規例下的登記廢物產生者，我們確保化學廢物已適當張貼標識、包裝，臨時存放於指定化學廢棄物存放區域內，以待持牌廢物回收商和收集商收集處理。於報告期內，本集團未有化學廢物處置。

無害廢物

無害廢物的兩大來源為：

- (i) 項目施工地點產生的建築廢物送往廢物處置設施；及
- (ii) 總辦事處日常活動產生的住宅／家居廢物由大廈管理部門處置。

於報告期內，最終運送至堆填區的建築廢物合共錄得約27.53噸（二零一九年：約50.16噸）。由於本集團所涉及總有害廢物量及其密度太少，本集團目前並無報告所產生無害廢物總量及密度。我們確保適當處置產生的無害廢物，並在任何可能的情況下促進回收。

OUR ENVIRONMENT 我們的環境

Waste Reduction Initiatives 減廢舉措

Responsibility and Rethink 責任及反思

- Incorporate waste reduction ideas in staff induction trainings
將減廢概念納入員工入職培訓
- Post eye-catching reminders at individual desktops to promote the concepts of using paper wisely and efficiently, such as rethink before print and print on both sides 在個人桌面當眼處張貼提醒，推廣明智善用紙張的概念，例如「印前三思」及採用雙面打印

Recycle 回收

- Provide recycle facilities/ allocate a designated area in office to encourage sorting and recycling of useful materials, including but not limited to paper, plastics and aluminum cans 於辦公室內提供回收設施/劃分指定區域以鼓勵分類及回收有用物料，包括但不限於紙張、塑料及鋁罐

Re-use 重用

- Place trays to collect stationery supplies such as envelope and file folders 放置托盤以收集如信封及文件夾等文具用品
- Place paper boxes near printers to collect single-sided printed papers 在打印機附近放置紙箱以收集單面打印紙張
- Re-use the packaging materials for protecting materials or products during transportation/delivery where appropriate 在適當的情況下，重用包裝材料以保護運輸/交付過程中的材料或產品

This year we participated in the "Lai See Reuse and Recycle Program 2020", organized by Greeners Action, aiming to promote the concept of reducing waste at source from every tiny part of our daily lives. We collected used red packets during Chinese New Year for recycling purpose.

今年，我們參與了由綠領行動舉辦的「2020利是封重用大行動」，旨在推廣減少日常生活中每一個小部分源頭廢物的概念。我們在農曆新年期間收集了用過的利是封，以供循環再利用。

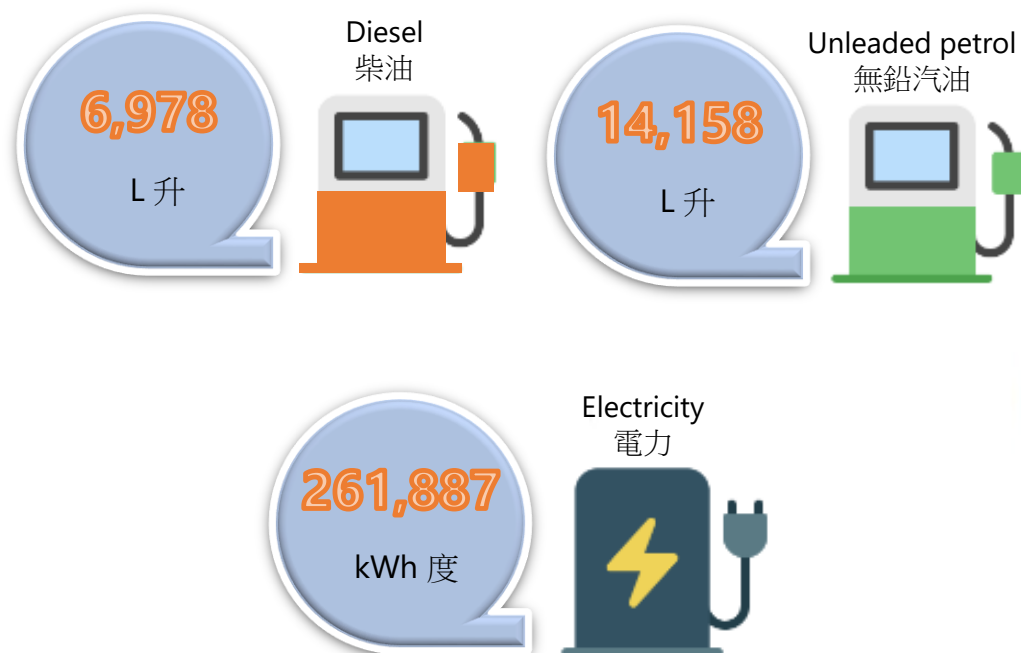


OUR ENVIRONMENT 我們的環境

Uses of Resources

Energy Consumption

The majority of the Group's energy use came from electricity consumption arising from daily operations of offices and workshops while a small amount came from fuel consumption of vehicles for transportation. Amount of energies, in kilowatt hour ("kWh") or litres ("L"), is summarized below:



There was almost a 5% decrease in diesel usage intensity when compared with the previous reporting period. The major reason is due to the introduction of a new diesel-consuming van, which is with more volume and payload, and its engine is optimized in terms of fuel consumption.

The Group is also pleased to record an approximately 7% decrease in electricity consumption which demonstrates the effectiveness of our energy saving measures during the office renovation.

資源使用

能源消耗

本集團的能源消耗大部分來自辦公室及工場日常運作所產生的電力消耗，而少量則來自運輸車輛的燃料消耗。能源消耗量單位為千瓦時（「度」）或公升（「升」）計的能源，載述如下：

與上一報告期相比，柴油用量密度錄得近5%的降幅。主要原因是由於引入了一種新的柴油貨車，該貨車具有更大的體積和有效載荷，其發動機在燃料消耗方面得到了優化。

本集團亦很高興用電量錄得約7% 降幅，這表明我們在辦公室裝修過程中採取的節能措施是有效的。

OUR ENVIRONMENT 我們的環境



New diesel-consuming van
新柴油消耗貨車

Energy Saving Initiatives 節能舉措

Rethink 反思

- Adopt an open plan office, which remove excess lighting and air conditioning systems
採用開放式辦公室，移除多餘的照明及空調系統

Replacement 替代

- Replace some old model/ inefficient air conditioners with more energy-efficient inverter split type air conditioners
使用更節能的變頻分體式空調替代若干舊型號/低效分體式空調
- Replace window type air conditioners by installing split type air conditioners
安裝分體式空調替代窗口式空調
- Replace most T8 fluorescent light tubes by LED/ T5 light tubes
使用LED/T5 燈管替代大部分T8燈管

Responsibility 責任

- All employees' responsibility to implement energy saving measures
所有員工都有責任實施節能措施
- Environmental team is responsible for conducting surprise office inspection to ensure the energy saving measures are effectively implemented
環保團隊負責對辦公室進行突擊檢查，以確保節能措施得到有效實施

Reduce 減少

- Reduce energy consumption due to idle machinery/ electrical appliances by promoting behavioural changes via awareness training and signage posting
通過意識培訓和標牌張貼促進行為改變，從而減少因閒置的機械/電器而導致的能源消耗

OUR ENVIRONMENT 我們的環境

The Group has consecutively participated in various energy-saving campaigns organized by environmental protection groups to enhance the employees' awareness about energy saving and combating climate change. During the Reporting Period, we have participated in "10th No Air Con Night 2019" organized by the Green Sense and "Earth Hour" organized by the World Wide Fund for the promotion of energy saving for combating climate change. Apart from these one-off green activities, this year, we have signed the "Energy Saving Charter 2019" and committed to maintaining several offices an average indoor temperature between 24-26°C during the period from June to September, switching off electrical appliances and systems when not in use, and engaging our employees to adopt the above energy-saving practices.

本集團已連續參加各種由環保團體舉辦的節能運動，以提高員工的節能意識。在報告期內，我們參加了環保觸覺舉辦的「第十屆無冷氣夜」活動和世界自然基金會舉辦的「地球一小時」活動，提倡節能以應對氣候變化。除了這些一次性的綠色活動外，今年我們還簽署了《節能約章2019》，承諾在六月至九月期間將多個辦公室內平均溫度保持在攝氏24至26度之間，在不使用時關閉電器和系統，並動員我們的員工採取上述節能措施。



OUR ENVIRONMENT 我們的環境

Water Saving Initiatives

Freshwater scarcity is a critical global sustainability issue. We are devoted to conserving our water resources and improving our water efficiency during our business operations. We regularly monitor our water consumption, and we maintain our facilities, such as pipes and taps, periodically to prevent water leakage. To reinforce our water-saving culture, we highlight our water-saving measures in employee induction training and post reminders at pantries and washrooms.

We will continue to install dual flush water closets and replace some traditional faucets with motion-sensing faucets in the washrooms during the remaining office renovation works.

The Environment and Natural Resources

Noise generation during loading / unloading materials or the use of powered mechanical equipment for drilling / concrete breaking is inevitable at our working sites.

The Group has established and implemented various noise mitigation measures to minimize any adverse impacts on the environment and the public. Examples include:

- (i) strategic planning of work to minimize the frequency of noise generating activities;
- (ii) strategic scheduling of work to minimize high noise level activities during noise sensitive hours;
- (iii) choose quiet and low-noise level powered mechanical equipment; and
- (iv) adopt acoustic enclosures where necessary.

節水舉措

淡水稀缺是一個重要的全球可持續發展議題。在業務運營過程中，我們致力於節約水資源並提高用水效率。我們會定期監控用水量，並定期維護管道和水龍頭等設施，以防止漏水。為了加強節水文化，我們在員工入職培訓中介紹了節水措施，並在茶水間和洗手間張貼提醒。

在餘下的辦公室裝修更新工程中，我們將繼續在洗手間內換裝雙掣式沖水馬桶，並以活動傳感水龍頭替代部分舊式水龍頭。

環境及天然資源

於地盤裝載／卸載材料或使用動力機械設備進行鑽探／混凝土粉碎時產生的噪音是不可避免的。

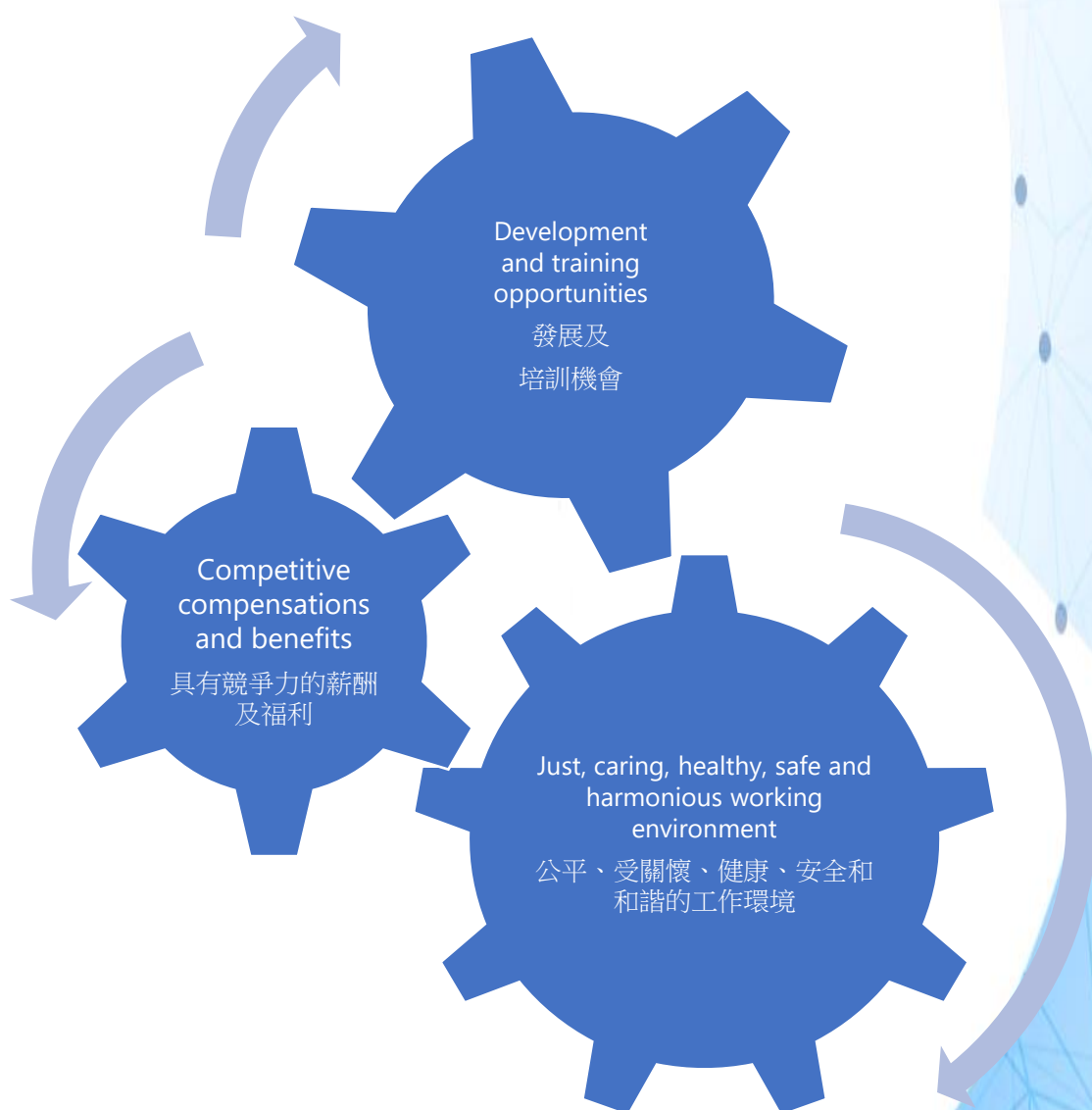
本集團已制定及實施多項減低噪音措施，將對環境及公眾產生的不利影響降至最低。其中包括：

- (i) 對工作進行策略規劃，將產生噪音的活動頻率盡量降低；
- (ii) 對工作安排進行策略計劃，於噪音敏感時段內減少高噪音水平的活動；
- (iii) 選擇較寧靜及低噪音的動力機械設備；及
- (iv) 於必要時採用隔音罩。

OUR PEOPLE 我們的員工

The Group understands that our long-term success hinges on talented people and an engaged workforce. Without the employees and their expertise, the Group could hardly maintain and excel in its industry position. We are dedicated to creating a just, caring, healthy, safe and harmonious working environment for our employees, providing development and training opportunities to ensure all employees are respected and motivated.

本集團深切明白，我們長遠的成功取決於人才和敬業樂業的員工。沒有員工及其具備的專業知識，本集團難以維持其卓越的行業地位。我們致力於為員工營造一個公平、受關懷、健康、安全和和諧的工作環境，並提供發展及培訓機會，以確保所有員工都受到尊重和激勵。



OUR PEOPLE 我們的員工

Equal and Caring Employer

Our human resources management, including recruitment, training and promotion, compensation and dismissal, working hours, diversity and other benefits and welfare, is established on the basis to create a fair and equal working environment. In terms of recruitment, we value diversity in its workforce, hence the Group recruits people solely based on their ability and attitude, regardless of their gender, race, disability.

We undertake to make every effort to eliminate workplace discrimination and ensure that every employee is treated fairly. There are the Code, staff handbook, as well as internal policies, which clearly mention a disciplinary action would be taken against the staff if a violation, in relation to age, disability, sex, family status and race discrimination and sexual harassment, is discovered.

KML Engineering is proud to be accredited as "Good MPF Employer", "Caring Company" as well as "Partner Employer".

平等及關懷僱主

我們的人才資源管理，包括招聘、培訓及晉升、薪酬及解僱、工時、多元化及其他待遇及福利等，是在建立公平公正的工作環境的基礎上建立的。在招聘方面，我們重視員工的多樣性，因此本集團僅根據其能力和態度來招聘人員，而不論其性別、種族或殘障與否。

我們承諾會盡一切努力杜絕職場歧視，確保每一位員工都得到公平對待。我們的《守則》、《員工手冊》和內部政策明確提到，如果發現與年齡、殘疾、性別、家庭狀況和種族歧視以及性騷擾有關的違規行為，將對員工採取紀律處分。

高明科技工程很榮幸獲得「積金好僱主」、「商界展關懷」以及「友商有良」的嘉許。



OUR PEOPLE 我們的員工

Compensation and Benefit

We are committed to rewarding our employees with competitive compensations and benefits, and we regularly review the compensation system to ensure that the level of compensation is above the average market rates, with the ambition of retaining our talents and attracting talents from the market.

薪酬及福利

我們致力於為員工提供具有競爭力的薪酬和福利，並會定期檢討薪酬體系，確保薪酬在市場一般水平以上，以挽留人才並從市場吸納新血。

Holidays and Leaves 假期

- Annual leaves 年假
- Marriage leaves 婚假
- Maternity leaves 產假
- Paternity leaves 侍產假
- Compassionate leaves 恩恤假

Health and Leisure 健康及康樂

- Fruit offering 提供水果
- Vaccination 疫苗注射
- Annual dinner 週年晚宴
- Annual outing 週年旅行
- Christmas party 聖誕聯歡會



Our Benefits 我們的福利

Subsidies and Sponsorship 補貼及贊助

- Travel subsidy 交通津貼
- Night shift subsidy 夜班津貼
- MPF 強積金
- Education and training sponsorship 學習及培訓贊助

Awards 獎勵

- Newsletter pop quiz 高明通訊有獎問答遊戲
- Safety, Environment and Quality Performance Award 安全、環境及品質表現獎勵
- Share Option Scheme 購股權計劃
- Share Award Scheme 股份獎勵計劃

OUR PEOPLE 我們的員工

Harmonious Work Culture

In addition to an equal and diverse corporate culture, we emphasize on the communication between employees and the Company. We collect and positively consider employees' opinions in order to keep improving the working environment and enhancing employees' sense of belongings. To this end, we have established communication channels such as emails, circular, employee newsletter, and grievance procedure to collect the opinions or complaints from employees. Additionally, team building activities, such as local tour, Christmas party and annual dinner to enhance employees' sense of belongings, have been organized annually.

融洽工作文化

除了平等和多元化的企業文化外，我們重視員工與公司之間的溝通。我們收集並積極考慮員工的意見，以不斷改善工作環境並增強員工的歸屬感。為此，我們建立了溝通渠道，例如電子郵件，通函，員工通訊和申訴程序，以收集員工的意見或投訴。此外，每年組織團隊建設活動，如本地旅遊、聖誕聯歡會及週年晚宴，以提高僱員的歸屬感。



The 42nd Annual Dinner
第四十二屆週年晚宴



Our Chairman presented a trophy to an employee, who had been serving the Group for 40 years
我們的主席向服務集團40年的員工頒發獎座



One of the apprentices was rewarded the "Apprentice Merit Award"
其中一名學徒被授予「學徒優異獎」

OUR PEOPLE 我們的員工

Employees Safety and Health

The Group is susceptible to various occupational safety and health (“OS&H”)-related hazards in the workplace where it operates. We put in place a safety, health and loss prevention policy to guide us for a high standard of safety and health practices. To ensure employees of all levels can carry out their work safely, adequate resources are allocated for safety management and training.

Safety Management

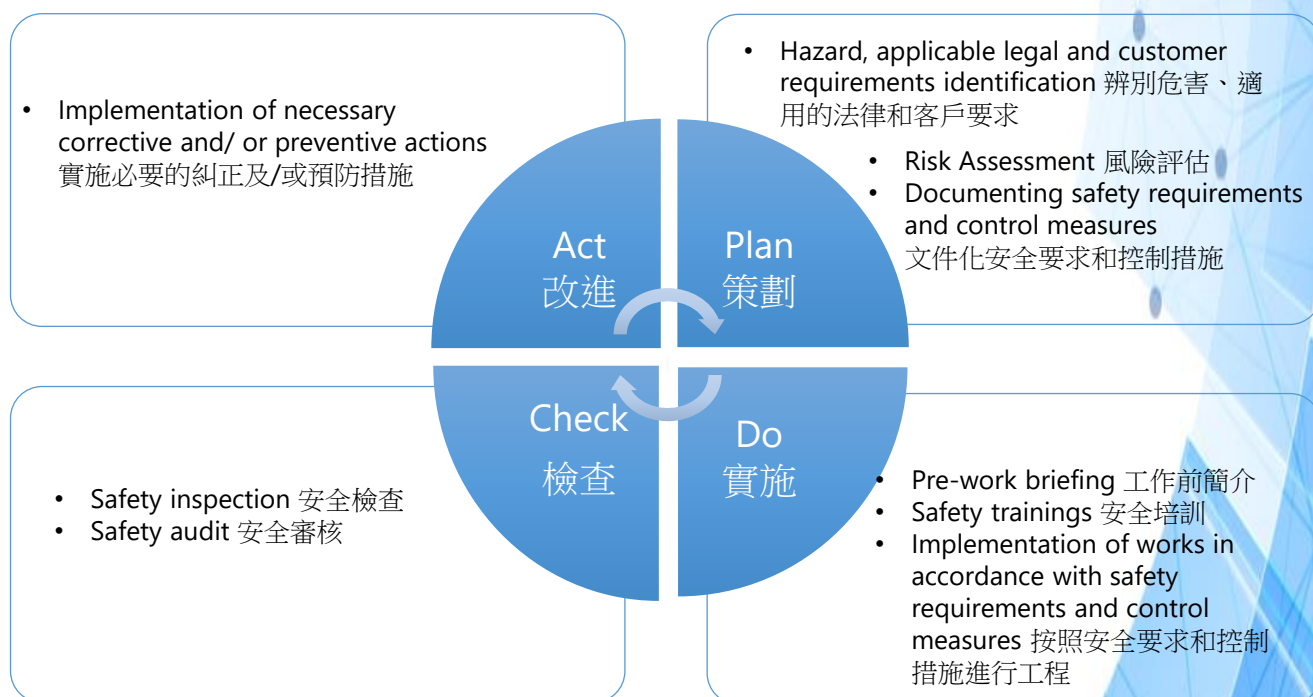
We have a systematic “Plan-Do-Check-Act” approach that integrates safety management into our business processes and strives to continually improve our safety performance.

員工的安全及健康

本集團營運的工作環境受到不同的職業安全和健康（「職安健」）相關風險的影響，我們實行一套安全、健康及損失預防政策，指導我們維持高水平的安全及健康意識。為確保所有級別的員工均能夠安全地工作，我們在安全管理和培訓方面投放充裕資源。

安全管理

我們擁有一套系統性的「策劃-實施-檢查-改進」方法，將安全管理聯繫到我們的業務流程中，並努力不斷改善我們的安全績效。



OUR PEOPLE 我們的員工



Regarding corporate safety management, there is a Safety and Health team, which oversight by a director and designated to discuss, identify, review and manage potential OS&H risks during regular meetings.

We also established a site safety governance structure to manage site OS&H risks. The site safety supervisors, appointed by the project management staff, shall ensure that the works are completed in accordance with the statutory and customer's OS&H requirements. During the planning stage of a project, our project management staff together with a safety officer identify, analyze, evaluate the hazards of project works, and then formulate recommended risk control measures for high-risk activities. These measures will be incorporated into the method statements and/ or safety management plan so that the work team can execute the work in a safe and compliant manner.

The implementation of safety measures will be independently evaluated by safety officers and safety auditors via regular safety inspections and internal safety audits. Any instances of non-compliance and accidents are recorded and are subject to investigation and corrective actions. Significant non-compliance is communicated across the Group as a reminder to prevent similar cases from occurring again. Any employees or workers including those from subcontractors found to be deliberately and consistently in breach of regulations and instructions on OS&H may be subject to disciplinary actions.

Safety training is a major preventive measure for addressing safety and health risks. In addition to induction training, our Safety and Health team and/ or site safety personnel will conduct training sessions and site-specific briefings regularly to raise the awareness of job hazards and the conformity to OS&H practices. Our safety officers regularly review the content of the training to ensure that its content is consistent with the existing laws and regulations as well as customer requirements.

In addition to the routine in-house training, we have engaged an external safety professional to offer tailor-made training to our site supervisory staff and share with them the trade good safety practices.

關於企業安全管理，我們擁有一個安全及健康團隊，由一名董事成員監督，並委派在例會期間討論、識別、審查和管理潛在的職安健風險。

我們亦建立了工地安全治理架構以管理工地的職安健風險。由項目管理人員指派的工地安全主管，將確保按照法定和客戶職安健的要求完成工作。在項目的規劃階段，我們的項目管理人員及安全人員會識別、分析和評估工程工作的危害，然後針對高風險活動制定建議的風險控制措施。該風險控制措施將納入方法說明及/或安全管理計劃內，以便工作團隊可按要求安全及合規地執行工作。

安全主任及安全審核員將進行定期安全檢查及內部安全審核，對安全措施的執行情況進行獨立評估。任何違規及事故均會被記錄，且須進行調查及採取糾正行動。重大違規事項將於本集團內部全面傳達，作為警戒，以避免類似事件再次發生。任何員工或工人，包括分判商的員工或工人，若被發現經常蓄意違反職安健法規和指示，即會受到紀律處分。

安全培訓為針對安全及健康風險的主要預防措施。除入職培訓外，根據僱員角色及職責定期進行具體培訓課程及因應個別工地的簡報會，以提高對工作危險以及對職安健實踐的認識。安全主任定期檢討培訓內容，以確保其內容切合現行的法例法規以及客戶要求。

除了例行的內部培訓外，我們還聘請外部安全專家來為我們的現場監管人員提供量身定制的培訓，並與他們分享行業良好的安全實踐。

OUR PEOPLE 我們的員工

Safety Performance

During the Reporting Period, the Group's operations have complied with all relevant laws and regulations relating to workplace safety and health. Our endeavours in enhancing the safe operations of the construction as well as our safety initiatives implemented in the project sites were commended by our key customers. KML Engineering has won a safety award of its key customer for 3 consecutive years. KML Engineering was also honoured with "Subcontractor Site Safety Award" from another key customer for the first time.

安全表現

於報告期內，本集團的業務已遵守有關工作場所安全及健康的的所有相關法律法規。我們在加強建築安全操作方面的努力以及我們在項目現場實施的安全措施均受到主要客戶的讚揚。高明科技工程已連續三年獲得由其主要客戶的安全獎。高明科技工程還首次榮獲另一位主要客戶所頒發的「分包商工地安全獎」。



Our project manager was receiving the "Subcontractor Site Safety Award" from our customer's representative
我們的項目經理從客戶代表手中接過「分包商工地安全獎」

Nevertheless, there was one work-related accident and injury during the Reporting Period. The left palm of an employee was pinched by the top cover of the old equipment at the project site, and this accident resulted in 2 day sick leave. Our safety and health team has conducted a thorough investigation to identify the root cause of the accident, additional safety measures were formulated and briefed to the injured person and work team to prevent accidents from happening again.

儘管如此，報告期內發生了一次與工作有關的事故和傷害。項目現場舊設備的頂蓋夾住了一名員工的左手掌，該事故導致2天的病假。我們的安全與健康團隊進行了徹底的調查，以查明事故的根本原因，並製定了額外的安全措施，並向受傷人員及工作團隊進行了通報，以防止事故再次發生。

OUR PEOPLE 我們的員工

Safety and Health Initiatives

The Group is devoted to building our resilience on emergency issues regarding employees' safety and health.

Climate change and its potential terminal effects have been a global focus which also exposes our employees, especially for those working outdoors, to safety and health risks. We have an emergency response team and formulated written procedures, in relation to work arrangements under extreme weather, so to enable us to mitigate the impact of extreme weather on our operations and employees. This year, we continue to provide our outdoor-working employees with portable fans and insect repellents to prevent heat stroke and dengue fever.

The outbreak of novel coronavirus inevitably brings challenges to the Group, we have established cross-departmental pandemic prevention and control working team to coordinate the works regarding the purchase and administration of anti-epidemic supplies, to deploy effective measures against the outbreak at the workplace; and to promote personal hygiene by disseminating pandemic prevention and control knowledge.

We also react to local issues which have impacts on our employees' safety and health, in response to the public order events in Hong Kong during the latter half of 2019, we published an internal procedure to allow employees to refer to and safeguard their safety when public order events happened.

In addition to the employees' physical safety and health, we also care about their mental health. This year, a director, who governs a Safety and Health team, as well as his team member, have attended Mental Health First Aid Training under "Joyful@Healthy Workplace" Program to understand the mental health crisis management knowledge, so that the employees, who are experiencing a mental health crisis and have not yet obtained professional treatments, might get help.

安全及健康舉措

本集團致力於在與員工安全及健康有關的緊急事件上增強我們的應變能力。

氣候變化及其潛在的最終影響已成為全球關注的焦點。氣候變化和全球變暖使我們的員工，尤其是戶外工作的員工，面臨安全和健康風險。我們設有緊急應變小組，並已經針對極端天氣下的工作安排制定了書面程序，以便為我們減緩極端天氣對我們的運營和員工的影響。今年，我們繼續為戶外工作的員工提供便攜式風扇和驅蟲劑，以預防中暑和登革熱。

新型冠狀病毒的爆發不可避免地給集團帶來了挑戰，我們已經建立了跨部門的流行疫症預防和控制工作小組，以協調有關抗流行病物資的購買和管理工作，並採取有效措施應對於工作場所的感染爆發；並多渠道傳送預防受感染和控制措施的知識來促進個人衛生。

我們還對影響員工安全和健康的本地公共事件做出調整，為應對二零一九年下半年香港所發生的公共秩序事件，我們發布了內部程序以便員工在發生公共秩序事件時作參考以及確保他們的安全。

除關顧員工的人身安全和健康外，我們還關心員工的心理健康。今年，負責管理安全及健康小組的董事及其小組成員參加了「好心情@健康工作間」計劃下的心理健康急救培訓，以認識心理健康危機處理知識，讓一些正經歷心理健康危機又尚未得到專業治療的員工能得到幫助。



OUR PEOPLE 我們的員工

Development and Training

The Group provides an open and friendly but challenging environment for all employees. Training budgets are planned annually in order to ensure adequate allocation of resources available for offering our employees with training opportunities. According to our training policies, the management staff shall evaluate and assess their subordinates' training needs regularly so that our employees can support their career enhancement in line with our business needs by acquiring the necessary skills, knowledge and qualifications.

發展及培訓

本集團為全體僱員提供開放、友好但充滿挑戰的環境。每年規劃培訓預算，以確保分配充足資源用於培訓。根據我們的培訓政策，管理人員須定期評估其下屬的培訓需求，以使僱員可透過獲得必要技能、知識及資格以支持其職業提升及配合我們的業務需求。

Internal Training 內部培訓

Group Policy 集團政策

- Policies and procedures
政策和程序
- Comprehensive employees
induction trainings
全面的僱員入職培訓

Environment, Safety and Health 環境，安全和健康

- Laws and Regulations
法例法規
- Awareness trainings
意識培訓
- Emergency drill
緊急演習

Job Skill 工作技巧

- Internal audit trainings
內部審核培訓
- Use of equipment
設備使用
- Implementation of ISO 9001:2015
Quality Management Systems
ISO 9001 : 2015 質量管理制度的實施

OUR PEOPLE 我們的員工

External Training 外部培訓

Professional 專業

- Smart City 2.0 Seminar
智慧城市2.0研討會
- BIM Awareness Seminar and Workshop 2.0
建築信息模擬講座及工作坊 2.0
- Microsoft Dynamics 365 Training Day
微軟Dynamics 365培訓日:
- Joint Professional Training Course 2019
聯合專業培訓課程2019

Environment 環境

- Highlight Talk: Hong Kong in a Warming World
重點演講: 全球變暖下的香港
- Hong Kong Green Award 2019 Winner Experience Sharing Seminar
香港綠色大獎2019優勝者經驗分享會
- Briefing Session for Public Engagement on Long-term Decarbonisation Strategy
公眾參與長期減碳策略的簡報會

Safety & Health 安全與健康

- "Press to shock – Save a life" cardiopulmonary resuscitation ("CPR") and automated external defibrillator ("AED") course
「擊活人心」- 心肺復甦法及自動心臟除顫器課程
- Mental Health First Aid Training
心理健康急救培訓
- Sharing sessions on Practical Measures under Coronavirus Outbreak
冠狀病毒爆發下的實用措施分享會
- ISO 45001 and ISO 50001 Seminar
ISO 45001 和 ISO 50001 研討會
- Safety-related courses organized by the Occupational Safety & Health Council and Construction Industry Council
職業安全健康局及建造業議會舉辦的安全相關課程

Ethics & Compliance 道德與合規

- Seminars about the new ESG reporting requirements and the creation of ESG environment beyond compliance
關於新ESG報告要求以及創造超出合規的ESG環境的研討會
- Business Ethics Development Lecture
商業道德發展講座
- Annual Corporate and Regulatory Update 2019
2019年年度企業和法規的更新

OUR CUSTOMERS 我們的客戶

Quality Management System

We are committed to delivering high quality works and services. We have adopted a set of quality assurance measures which comprises monitoring, verifying and validating the works and materials to ensure that high quality E&M engineering works and services are delivered to our customers. In addition to the project management team supervising the implementation and execution of this quality assurance measures, we have a Quality Assurance team ("**QA team**"), which is oversight by a director and designated to conduct an independent inspection and/ or audit for the key projects, for providing reasonable assurance to the Company's management regarding the effectiveness of our quality assurance measures. The QA team is also responsible for auditing suppliers and reporting to the management regularly for ensuring that the supplier meets our quality requirements. In recognition of the effective implementation of the Quality Management System ("**QMS**"), KML Engineering, a subsidiary company of the Group, has been accredited with the ISO 9001 certificate by the Hong Kong Quality and Assurance Agency ("**HKQAA**") since 1995.

During the Reporting Period, we have applied the QMS to another subsidiary company, KML Technology Limited ("**KML Technology**"), and planned to obtain the ISO 9001: 2015 certification. We are pleased that the QMS of KML Technology has passed the HKQAA's first stage assessment, and the verification on the effectiveness of QMS implementation will proceed in August 2020.

品質管理系統

我們承諾提供優質工程及服務。我們已採納一套品質保證措施，包括監控、驗證及核驗工程作業及物料，以確保向客戶交付優質的機電工程工作及服務。除了由項目管理團隊監督該品質保證措施的實施及執行，我們亦擁有一個品質保證團隊（「**品質保證團隊**」），該團隊由一名董事監督，並被委派對關鍵工程項目進行獨立檢查和/或稽核，以就該品質保證措施的有效性向公司的管理層提供合理保證。品質保證團隊亦負責對供應商進行審核，定期向管理層作出匯報，以確保該供應商合乎我們的品質要求。為表彰品質管理系統（「**品質管理系統**」）的有效性，附屬公司高萌科技工程的品質管理系統自一九九五年起一直獲香港品質保證局（「**香港品質保證局**」）頒發 ISO 9001 認證。

於報告期內，我們已將品質管理系統應用到另一家附屬公司高萌科技有限公司（「**高萌科技**」），並計劃獲得 ISO 9001：2015 認證。我們很高興高萌科技的品質管理系統已通過了香港品質保證局的第一階段評估，而對品質管理系統實施有效性的驗證將於 2020 年 8 月開始。

OUR CUSTOMERS 我們的客戶

Customer Focus

It is the policy of the Group, in executing operations at all time in such manner to ensure the customers' satisfaction and full compliance of statutory and other requirements in terms of quality, environment, health and safety in the projects. Regular progress meetings with our customers are conducted throughout the project cycle where our project manager will report the progress to the customer, discuss the major issues encountered and obtain customer's feedbacks. In addition, we proactively seek feedbacks from our customers by conducting satisfaction surveys among customers at the end of key projects, thereby contributing to continual improvements.

In the event of receiving the customer complaint, the project management team together with our QA team will take prompt actions to investigate the issue and carry out remedial action plans. Corrective and preventive measures will be followed to avoid re-occurrence.

客戶為本

本集團的政策一直是以確保客戶滿意度及全面遵守有關項目品質、環境、健康及安全法定及其他規定進行經營。在整個項目週期中，項目經理會定期與客戶進行會議，向客戶報告進度、討論遇到的主要事項及獲得客戶的反饋。此外，於主要項目結束時，我們亦會透過客戶滿意度調查，積極尋求客戶的反饋，從而持續改善。

倘收到客戶投訴，項目管理團隊以及品質保證團隊將會立即採取行動調查問題並執行補救行動計劃。我們將採取糾正及預防措施，避免再次發生。

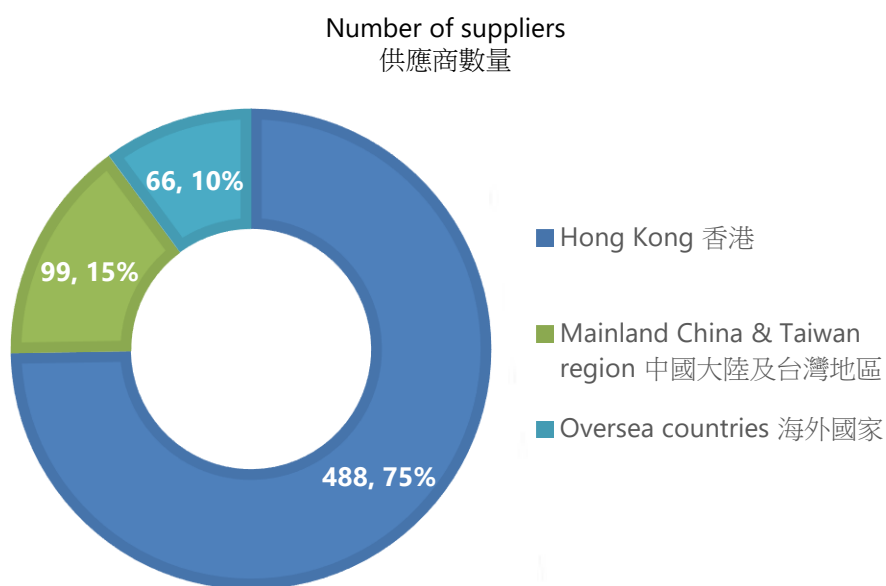
OUR PARTNERS 我們的夥伴

The Group recognises the positive influence we have on our suppliers and subcontractors, and therefore we continuously improve our performance by incorporating good corporate social responsibility practices into supply chain management processes and, as a result, mitigating and managing risks which might affect our operations.

The Group has maintained our own approved vendor list and updated the list regularly in order to maintain sufficient suppliers and sub-contractors for selection. As at 31 March 2020, the Group has 653 suppliers, including 488 in Hong Kong, 99 in Mainland China and Taiwan region, and 66 in overseas countries.

本集團深知我們對供應商及分包商有積極性的影響，因此，我們通過把良好的企業社會責任常規納入供應鏈管理流程，用以持續提高績效，並因而減輕及管理可能影響我們業務的風險。

本集團備有我們自己的核准供應商名單，並定期更新名單以維持足夠供應商及分包商以供甄選。於二零二零年三月三十一日，本集團共有653間供應商，其中488間位於香港，99間位於中國大陸及台灣地區及66間位於海外國家。



OUR PARTNERS 我們的夥伴

In our engineering projects, safety and environmental briefings are delivered by the safety officers to raise safety and environmental awareness and implement our safety and environmental management policy on the sub-contractor's level. The training information is recorded and reviewed by the internal auditors regularly. The quality, environmental, safety and health performance of sub-contractors are also evaluated as a part of our operational control as mentioned under the section headed "Safety Management" and section headed "Quality Management System" in this Report.

In addition to the regular monitoring during the project implementation, reviews with regards to their quality, safety and environmental performance, are conducted on key approved vendors and all newly engaged vendors annually to minimise the associated risks in our supply chain. In the future, we will work on formulating green purchasing policy to implant environmental impact concern into our vendor selection criteria.

在我們的工程項目中，安全主任提供安全及環境簡報，以提高安全和環境意識，並在分包商層面實施我們的安全和環境管理政策。培訓資料已作記錄，並將由內部稽核員定期審閱。評估分包商的品質、環境、安全及健康表現亦作為我們營運控制的一部分，詳情於本報告中「安全管理」一節及「品質管理系統」一節闡述。

除於項目實施過程中的定期監督外，每年將審閱主要核准供應商及所有新聘供應商有關品質、安全及環境的表現，以使供應鏈的相關風險降至最低。將來，我們將致力於制定綠色採購政策，把對環境影響的關注定為我們挑選供應商的先決條件之一。

OUR COMMUNITY 我們的社區

As a responsible corporate citizen, the Group is committed to nurturing the social responsibilities of our employees in our daily operation as well as daily life through the participation and promotion in several environmental campaigns to combating climate change. The relevant involvements have been discussed in the sections headed "Energy-saving initiatives" and "Fostering our Green culture" in this Report.

As part of the Group's strategic development, we are also committed to supporting the youth and the educational institutions by the means of contribution and cooperation. KML Engineering had been offering a scholarship to students studying in the Hong Kong Institute of Vocational Education ("IVE") since year 2001. During the Reporting Period, we provided internship opportunity for more than ten students from IVE through an Internship program to gain exposure to a wide range of industry practice, for example, welding, cabling and engineering drawing, through participating in our engineering projects. In addition, KML Engineering continued to offer a short-term internship opportunity for the "Workplace Experience Program for Youth" organized by Lions Club International District 303-Hong Kong & Macao, China. Three junior secondary students visited our offices to experience clerical works, and engage with our office's clean plastic bottle recycling activities.

We believe that our purchases can exert social influence. We have been procuring fruits regularly from a social enterprise ("SE") and providing to our employees since year 2012. With the vigorous development of SE, we will revisit the SE list so to explore if any additional SE's products and services that meet our needs and actively promote our employees to procure SE products or services in daily life.

Our ongoing initiative is to increase our connectivity to the society. We hope our staff to be aware of our corporate effort and actively participate in voluntary works and charity events. We believe it is important to promote harmonious communities at the corporate and individual level together.

作為一個負責任的企業公民，本集團致力於通過參與和推廣多項應對氣候變化的環保運動，培養我們的員工在日常運作和日常生活中的社會責任承擔。本報告中「節能舉措」和「培育綠色文化」兩節中討論了相關的參與。

作為集團戰略發展的一部分，我們還致力於透過贊助與合作來支持青年和教育機構。自2001年以來，高明科技工程一直為香港專業教育學院（「香港專業教育學院」）的學生提供獎學金。於報告期內，我們為十多名來自香港專業教育學院的學生提供了實習機會，使他們有機會通過參與我們的工程項目，得到廣泛的行業實踐，例如焊接、拉線和工程製圖。另外，高明科技工程繼續為由國際獅子總會中國港澳303區組織的「青少年職場體驗計劃」提供短期工作實習機會。三名初中生參觀我們的辦公室，體驗文書工作，並參與了我們辦公室的清潔塑料瓶回收活動。

我們相信我們的採購行為可以發揮社會影響力。自2012年以來，我們定期從一家社會企業（「社企」）採購水果，並提供給我們的員工。隨著社企的蓬勃發展，我們將重新審視社企清單以探索是否有其他社企的產品和服務可以滿足我們的需求，並積極推動我們的員工在日常生活中購買社企產品或服務。

我們會持續行動增加我們與社會的聯繫。我們希望我們的員工認識本集團的努力，並積極參與義務工作和慈善活動。我們相信，在公司和個人層面上促進和諧社區，至關重要。

Appendix I – Our Performance Data 附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	Unit 單位	For the year ended 31 March 截至三月三十一日止年度		
		2020 二零二零年	2019 二零一九年	2018 二零一八年
Environmental 環境				
Type of emission 排放物類別				
Nitrogen oxides (“NO _x ”) 氮氧化合物 (「NO _x 」)	Kg 公斤	82.71	70.60	72.09
Sulphur oxides (“SO _x ”) 硫氧化物 (「SO _x 」)	Kg 公斤	0.32	0.34	0.37
Particulate Matter (“PM”) 懸浮粒子或顆粒 (「PM」)	Kg 公斤	7.53	6.35	6.47
GHG Emissions 溫室氣體排放				
GHG Emission — Scope 1: Direct emissions 溫室氣體排放 — 範圍一：直接排放				
Stationary combustion 固定燃燒	tCO ₂ -e 噸二氧化碳當量	0.01	0.21	0.36
Mobile combustion 流動燃燒	tCO ₂ -e 噸二氧化碳當量	57.60	61.97	66.24
Unintentional releases (Note 1) 無意的釋放 (附註 1)	tCO ₂ -e 噸二氧化碳當量	0.00	14.81	7.95
GHG Emission — Scope 2: Indirect emissions 溫室氣體排放 — 範圍二：間接排放				
Purchased electricity in offices (Note 2) 辦公室購買電力 (附註 2)	tCO ₂ -e 噸二氧化碳當量	130.79 (Note 3) (附註 3)	144.38	138.12
GHG Emission — Scope 3: Other indirect emissions (Note 4) 溫室氣體排放 — 範圍三：其他間接排放 (附註 4)				
Business air travel (Note 5) 商務差旅 (附註 5)	tCO ₂ -e 噸二氧化碳當量	6.87	10.51	2.64
Total GHG Emissions 總溫室氣體排放				
Total GHG emissions 總溫室氣體排放	tCO ₂ -e 噸二氧化碳當量	195.27	231.88	215.31
GHG emission intensity (Note 6) 溫室氣體排放密度 (附註 6)	tCO ₂ -e/FTE 噸二氧化碳當量/ 全職僱員人數	0.95	1.07	0.98

Appendix I – Our Performance Data 附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	Unit 單位	For the year ended 31 March 截至三月三十一日止年度		
		2020 二零二零年	2019 二零一九年	2018 二零一八年
Environmental 環境				
Energy Use 能源用量				
Diesel usage 柴油用量	Litre 升	6,978	5,465	5,734
Unleaded petrol usage 無鉛汽油用量	Litre 升	14,158	16,267	18,669
Electricity usage 耗電量	kWh 度	261,587 <i>(Note 7) (附註 7)</i>	283,105	270,820
Diesel usage intensity ^(Note 8) 柴油用量密度 ^(附註 8)	Litre/FTE/VEH 升/全職僱員人數/ 車輛數目	12.03	12.63	13.03
Unleaded petrol usage intensity ^(Note 9) 無鉛汽油用量密度 ^(附註 9)	Litre/FTE/VEH 升/全職僱員人數/ 車輛數目	7.48	7.22	7.45
Electricity usage intensity 耗電量密度	kWh/FTE 度/ 全職僱員人數	1,277.59	1,308.65	1,230.54
Waste Statistics 廢棄物統計				
Total chemical waste 化學廢物總量	Kg 公斤	0	0	1,900
Total chemical waste intensity 化學廢物總密度	Kg/FTE 公斤/ 全職僱員人數	0.00	0.00	8.63
Total construction waste 建築廢物總量	Tonnes 噸	27.35	50.16	68.49
Total construction waste intensity 建築廢物總密度	Kg/FTE 公斤/ 全職僱員人數	0.13	0.23	0.31

Appendix I – Our Performance Data 附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	Unit 單位	For the year ended 31 March 截至三月三十一日止年度		
		2020 二零二零年	2019 二零一九年	2018 二零一八年
Social 社會				
Health and Safety 健康及安全				
Work-related fatalities 與工作有關的死亡事故	Case 宗數	0	0	0
Work-related fatalities rate 與工作有關的死亡率	Per 1,000 Employees 以每千名工人計	0	0	0
Work-related fatalities rate 與工作有關的死亡率	Per 100,000 Manhours 以每十萬工時計	0	0	0
Lost days due to work-related injuries 由工傷所引致的工作天數損失	Number of Days 日數	2	0	7
Work-related accidents 與工作有關的事故	Case 宗數	1	0	2
Work-related accident rate 與工作有關的事故率	Per 1,000 Employees 以每千名工人計	4.88	0	9.09
Work-related accident rate 與工作有關的事故率	Per 100,000 manhours 以每十萬工時計	0.23	0	0.41
Geographical Region of Vendors 供應商的地區				
Hong Kong 香港	Number 間	488	452	383
Mainland China & Taiwan region 中國大陸及台灣地區	Number 間	99	96	55
Oversea countries 海外國家	Number 間	66	46	46
Notes:		附註:		
(1) : The unintentional releases are mainly due to the uses of air conditioning equipment in the head offices.		(1) : 無意釋放主要是由於總辦事處使用空調設備。		
(2) : The emission factor for each respective year as provided by CLP Power Hong Kong Limited, the Group's electricity provider, was applied.		(2) : 每年的相關排放係數採用本集團供應商中華電力有限公司提供的數字。		
(3) : The electricity data for April 2019 and March 2020 is pro-rata from the electricity consumption stated in March 2019 electricity bill and April 2020 electricity bill.		(3) : 二零一九年四月和二零二零年三月的用電量數據是根據二零一九年三月電費清單和二零二零年四月電費清單中列出的用電量得出的比例。		
(4) : The Group chose to disclose the emissions associated with business air travel as there are negligible emissions due to disposal of paper waste, electricity used for freshwater processing and sewage processing.		(4) : 本集團選擇披露與商務差旅有關的排放，乃因處置廢紙、淡水處理及污水處理所用電力的排放甚微。		
(5) : The GHG emission from business air travel is calculated based on the International Civil Aviation Organisation ("IACO") carbon emissions calculator.		(5) : 商務差旅溫室氣體排放量是根據國際民航組織("國際民航組織") 碳排放計算器計算。		
(6) : FTE refers to the average number of full-time employees during the Reporting Period.		(6) : 「全職僱員」指報告期間全職僱員的平均數目。		
(7) : The electricity data for April 2019 and March 2020 is pro-rata from the electricity consumption stated in March 2019 electricity bill and April 2020 electricity bill.		(7) : 二零一九年四月和二零二零年三月的用電量數據是根據二零一九年三月電費清單和二零二零年四月電費清單中列出的用電量得出的比例。		
(8) : Intensity is calculated based on the amount of diesel consumption divided by the average number of vehicles and the average number of FTE during the Reporting Period.		(8) : 密度乃根據柴油用量除以報告期間汽車平均數目及全職僱員的平均數目。		
(9) : Intensity is calculated based on the amount of unleaded petrol consumption divided by the average number of vehicles and the average number of FTE during the Reporting Period.		(9) : 密度乃根據無鉛汽油用量除以報告期間汽車平均數目及全職僱員的平均數目。		

Appendix II – HKEx ESG Guide Content Index 附錄二 — 聯交所《環境、社會及管治報告指引》內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
A. Environmental A. 環境	
Aspect A1: Emissions 層面A1: 排放物	
General Disclosure 一般披露	Our Environment – Environmental Management System & Our Business – Legal Compliance 我們的環境 — 環境管理系統及我們的業務慣例 — 法律合規 Relevant Laws and Regulations Compliance 遵守相關的法律法規： <ul style="list-style-type: none"> • Air Pollution Control Ordinance (Cap. 311 of the Laws of Hong Kong) 《空氣污染管制條例》（香港法例第311章） • Noise Control Ordinance (Cap. 400 of the Laws of Hong Kong) 《噪音管制條例》（香港法例第400章） • Waste Disposal (Chemical Waste) (General) Regulation (Cap. 354C of the Laws of Hong Kong) 《廢物處置（化學廢物（一般））規例》（香港法例第354C章） • Waste Disposal (Charges for Disposal of Construction Waste) Regulation (Cap. 354N of the Laws of Hong Kong) 《廢物處置（建築廢物處置收費）規例》（香港法例第354N章） • Water Pollution Control Ordinance (Cap. 358 of the Laws of Hong Kong) 《水污染管制條例》（香港法例第358章） • Ozone Layer Protection Ordinance (Cap. 403 of the Laws of Hong Kong) 《保護臭氧層條例》（香港法例第403章） • Motor Vehicle Idling (Fixed Penalty) Ordinance (Cap. 611 of the Laws of Hong Kong) 《汽車引擎空轉（定額罰款）條例》（香港法例第611章） • Public Health and Municipal Services Ordinance (Cap. 132 of the Laws of Hong Kong) 《公眾衛生及市政條例》（香港法例第132章） • Dumping At Sea Ordinance (Cap. 466 of the Laws of Hong Kong) 《海上傾倒物料條例》（香港法例第466章） • Public Health and Municipal Services Ordinance (Cap. 132 of the Laws of Hong Kong) 《公眾衛生及市政條例》（香港法例第132章）
KPI A1.1, A1.2, A1.3 & A1.4 關鍵績效指標A1.1、A1.2、A1.3及A1.4	Appendix I – Our Performance Data 附錄一 — 我們的績效數據
KPI A1.5 關鍵績效指標A1.5	Our Environment - Energy Saving Initiatives 我們的環境— 節能舉措
KPI A1.6 關鍵績效指標A1.6	Our Environment - Waste Reduction Initiatives 我們的環境 — 減廢舉措

Appendix II – HKEx ESG Guide Content Index 附錄二 — 聯交所《環境、社會及管治報告指引》內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
A. Environmental A. 環境	
Aspect A2: Use of Resources 層面A2: 資源使用	
General Disclosure 一般披露	Our Environment - Uses of Resources 我們的環境 — 資源使用
KPI A2.1 關鍵績效指標A2.1	Appendix I – Our Performance Data 附錄一 — 我們的績效數據
KPI A2.2 關鍵績效指標A2.2	Water is used in our head office for domestic and cleaning purposes, and the amount of water consumption is negligible to be reported. 我們的總部將水用於一般清潔目的，水消耗量甚少，不足以報告。
KPI A2.3 關鍵績效指標A2.3	Our Environment - Energy Saving Initiatives 我們的環境 — 節能舉措
KPI A2.4 關鍵績效指標A2.4	The Group does not require a large amount of water and has no difficulty in sourcing water. 本集團不需要大量用水，並且在取水方面沒有任何困難。 Our Environment - Water Saving Initiatives 我們的環境 — 節水舉措
KPI A2.5 關鍵績效指標A2.5	The packaging materials, such as plastic wrapping, bubble sheet/cushion wrap and carton boxes, used for the finished products were negligible to be reported. 用於製成品的包裝材料（如塑料包裝、氣泡紙/緩衝包裝及紙箱）用量甚少，不足以報告。
Aspect A3: The Environment and Natural Resources 層面A3: 環境及天然資源	
General Disclosure 一般披露	Our Environment - The Environment and Natural Resources 我們的環境 – 環境及天然資源
KPI A3.1 關鍵績效指標A3.1	Our Environment - The Environment and Natural Resources 我們的環境 – 環境及天然資源

Appendix II – HKEx ESG Guide Content Index 附錄二 — 聯交所《環境、社會及管治報告指引》內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
B. Social B. 社會	
Employment and Labour Practices 僱傭及勞工常規	
Aspect B1: Employment 層面B1:僱傭	
General Disclosure 一般披露	<p>Our People - Equal and Caring Employer & Compensation and Benefit, Our Business Practices – Legal Compliance 我們的員工 — 平等及關懷僱主、薪酬及福利及我們的業務慣例 — 法律合規</p> <p>Relevant Laws and Regulations Compliance 遵守相關的法律法規：</p> <ul style="list-style-type: none"> • Employees’ Compensation Ordinance (Cap. 282 of the Laws of Hong Kong) 《僱員補償條例》（香港法例第282章） • Sex Discrimination Ordinance (Cap. 480 of the Laws of Hong Kong) 《性別歧視條例》（香港法例第480章） • Disability Discrimination Ordinance (Cap. 487 of the Laws of Hong Kong) 《殘疾歧視條例》（香港法例第487章） • Family Status Discrimination Ordinance (Cap. 527 of the Laws of Hong Kong) 《家庭崗位歧視條例》（香港法例第527章） • Race Discrimination Ordinance (Cap. 602 of the Laws of Hong Kong) 《種族歧視條例》（香港法例第602章） • Employment Ordinance (Cap. 57 of the Laws of Hong Kong) 《僱傭條例》（香港法例第57章） • Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong) 《最低工資條例》（香港法例第608章） • Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong) 《強制性公積金計劃條例》（香港法例第485章）
KPI B1.1 & B1.2 關鍵績效指標B1.1 及 B1.2	<p>Relevant data will be disclosed based on the results of the materiality assessment next year. 有關數據將根據下年度的重要性評估結果進行披露。</p>

Appendix II – HKEx ESG Guide Content Index 附錄二 — 聯交所《環境、社會及管治報告指引》內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
B. Social B. 社會	
Employment and Labour Practices 僱傭及勞工常規	
Aspect B2: Health and Safety 層面B2: 健康與安全	
General Disclosure 一般披露	Our People - Employee Safety and Health, Safety Management & Our Business Practices – Legal Compliance 我們的員工 — 員工的安全及健康、安全管理及我們的業務慣例— 法律合規 Relevant Laws and Regulations Compliance 遵守相關的法律法規： <ul style="list-style-type: none"> • Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong) 《職業安全及健康條例》（香港法例第509章） • Factories and Industrial Undertakings Ordinance (Cap. 59 of the Laws of Hong Kong) 《工廠及工業經營條例》（香港法例第59章）
KPI B2.1 & B2.2 關鍵績效指標B2.1及 B2.2	Appendix I – Our Performance Data 附錄一 — 我們的績效數據
KPI B2.3 關鍵績效指標B2.3	Our People – Safety Management & Safety and Health Initiatives 我們的員工 — 安全管理及安全及健康舉措
Aspect B3: Development and Training 層面B3: 發展及培訓	
General Disclosure 一般披露	Our People – Development and Training 我們的員工 — 發展及培訓
KPI B3.1 & B3.2 關鍵績效指標B3.1及 B3.2	Relevant data will be disclosed based on the results of the materiality assessment next year. 有關數據將根據下年度的重要性評估結果進行披露。

Appendix II – HKEx ESG Guide Content Index 附錄二 — 聯交所《環境、社會及管治報告指引》內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
B. Social B. 社會	
Employment and Labour Practices 僱傭及勞工常規	
Aspect B4: Labour Standards 層面B4: 勞工準則	
General Disclosure 一般披露	Our Business Practices – Respect of Ethics, Human and Labour Rights, & Our Business Practices – Legal Compliance 我們的業務慣例— 尊重道德、人權及勞工權利及我們的業務慣例 — 法律合規 <u>Relevant Laws and Regulations Compliance</u> 遵守相關的法律法規： • Employment of Children Regulations (Cap. 57B of the Laws of Hong Kong) 《僱用兒童規例》（香港法例第57B章） • Employment Ordinance (Cap. 57 of the Laws of Hong Kong) 《僱傭條例》（香港法例第57章）
KPI B4.1 & B4.2 關鍵績效指標B4.1及 B4.2	Our Business Practices – Respect of Ethics, Human and Labour Rights 我們的業務慣例 — 尊重道德、人權及勞工權利
Operating Practices 營運慣例	
Aspect B5: Supply Chain Management 層面B5: 供應鏈管理	
General Disclosure 一般披露	Our Partners 我們的夥伴
KPI B5.1 & B5.2 關鍵績效指標B5.1及 B5.2	Our Partners & Appendix I – Our Performance Data 我們的夥伴及附錄一 — 我們的績效數據

Appendix II – HKEx ESG Guide Content Index 附錄二 — 聯交所《環境、社會及管治報告指引》內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
B. Social B. 社會	
Operating Practices 營運慣例	
Aspect B6: Product Responsibility 層面B6: 產品責任	
General Disclosure 一般披露	<p>Our Customers - Quality Management System 我們的客戶 — 品質管理系統</p> <p><u>Relevant Laws and Regulations Compliance</u> 遵守相關的法律法規： • Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) 《個人資料（私隱）條例》（香港法例第486章）</p> <p>During the Reporting Period, the Group was not aware of any incidents of non-compliance with regulations concerning the Group's products and services, including but not limited to product and service safety and health, advertising and labelling. 於報告期內，本集團並不知悉違反有關本集團產品及服務的規例之任何事件，包括但不限於產品及服務安全性、健康、廣告及標籤。</p>
KPI B6.1 關鍵績效指標B6.1	Nil 零
KPI B6.2 關鍵績效指標B6.2	Our Customers - Customer focus 我們的客戶 — 客戶為本
KPI B6.3 關鍵績效指標B6.3	Our Business Practices - Protection of Personal Data Privacy and Intellectual Property Rights 我們的業務慣例 — 保護個人資料私隱及知識產權
KPI B6.4 關鍵績效指標B6.4	Our Customers - Quality Management System 我們的客戶 — 品質管理系統
KPI B6.5 關鍵績效指標B6.5	Our Business Practices - Protection of Personal Data Privacy and Intellectual Property Rights 我們的業務慣例 — 保護個人資料私隱及知識產權

Appendix II – HKEx ESG Guide Content Index 附錄二 — 聯交所《環境、社會及管治報告指引》內容索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Relevant Section or Explanation 相關章節或說明
B. Social B. 社會	
Operating Practices 營運慣例	
Aspect B7: Anticorruption 層面B7: 反貪污	
General Disclosure 一般披露	Our Business Practices - Business Ethics and Anti-corruption & Our Business Practices – Legal Compliance 我們的業務慣例 — 商業道德與反貪腐及我們的業務慣例 — 法律合規 <u>Relevant Laws and Regulations Compliance</u> 遵守相關的法律法規： • Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong) 《防止賄賂條例》（香港法例第201章）
KPI B7.1 關鍵績效指標B7.1	Nil 零
KPI B7.2 關鍵績效指標B7.2	Our Business Practices - Business Ethics and Anti-corruption 我們的業務慣例 — 商業道德與反貪腐
Community 社區	
Aspect B8: Community Investment 層面B8: 社區投資	
General Disclosure 一般披露	Our Sustainability Approach - Stakeholder Engagement & Our Community 我們的可持續發展取向 — 持份者參與及我們的社區
KPI B8.1 關鍵績效指標B8.1	Our Community 我們的社區
KPI B8.2 關鍵績效指標B8.2	Relevant data will be disclosed based on the results of the materiality assessment next year. 有關數據將根據下年度的重要性評估結果進行披露。

Appendix III – Reader Feedback Form

附錄三 – 讀者反饋意見表

Dear Readers,

Greetings! Thank you for reading this report. We are looking forward to having your comments or suggestions, which will be helpful for us to further improve the report preparation and our ESG performance. We will appreciate it if you fill in the following questionnaire and send it back to us through the contact information or via the QR Code at the bottom of this page.

Thank you again for your support!

KML Technology Group Limited
August 2020

1. Which type of stakeholders suits you best?

- Shareholder Employee Customer Supplier/Contractor Government
 Peer Community/Public Industry association/NGO Media
 Others (please specify): _____

2. How do you evaluate this report as a whole?

- Very good Good Average Bad Very Bad

3. How do you think of this report in terms of:

Information disclosure: Very good Good Average Bad Very Bad

Layout design: Very good Good Average Bad Very Bad

Readability: Very good Good Average Bad Very Bad

4. Which chapter suits your needs best? (More than one option is allowed)

- About this Report About the Group Our Sustainability Approach Our Business Practices
 Our Environment Our People Our Customers Our Partners Our community

5. Which topics you concern about most? (More than one option is allowed)

- Message from the Chairman Major Awards and Recognition Governance
 Stakeholder Engagement Materiality Assessment Corporate Governance
 Business Ethics and Anti-corruption Respect of Ethics, Human and Labour Rights
 Protection of Personal Data Privacy and Intellectual Property Rights Legal Compliance
 Environmental Management System Fostering our Green Culture
 Air and Greenhouse Gas Emissions Waste Management Uses of Resources
 The Environment and Natural Resources Equal and Caring Employer
 Compensation and Benefits Harmonious Work Culture
 Employees Health and Safety Development and Training
 Quality Management System Customer Focus

6. What are the additional opinions or suggestions on our social ESG report and our performance?

Contact Us

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Shatin, N.T., Hong Kong

Email: esg@kml.com.hk

Tel: (852) 2686 7777 | Fax: (852) 2636 5652



Online submission

Appendix III – Reader Feedback Form 附錄三 – 讀者反饋意見表

尊敬的讀者：

您好！感謝您閱讀我們的報告。如您對本報告有任何意見或建議，幫助我們改進報告的編制和環境、社會及管治工作上的表現，歡迎您填寫以下問卷。填妥後，您可透過下面的聯絡方式或使用二維碼發送給我們。

非常感謝您對我們工作的支持！

高萌科技集團有限公司
二零二零年八月

1. 以下哪類持份者最切合您的身份？

- 股東 員工 客戶 供應商/承包商 政府
 同業 社區/公眾 行業協會/非政府組織 媒體
 其他(請註明): _____

2. 整體上，您如何評價我們的報告？

- 非常好 很好 一般 較差 很差

3. 您認為本報告

- 信息披露： 非常好 很好 一般 較差 很差
版式設計： 非常好 很好 一般 較差 很差
可讀性： 非常好 很好 一般 較差 很差

4. 您認為哪一章節最符合您的需要？（可選多項）

- 關於本報告 關於本集團 我們的可持續發展取向 我們的業務慣例
 我們的環境 我們的員工 我們的客戶 我們的夥伴 我們的社區

5. 哪些議題最引起您的關注？（可選多項）

- 主席寄語 重大獎項及認可 管治
 持份者參與 重要性評估 企業管治
 商業道德及反貪腐 尊重道德、人權及勞工權益
 保護個人資料私隱及知識產權 法律合規
 環境管理系統 培育綠色文化
 廢氣及溫室氣體排放 廢物管理 資源使用
 環境及天然資源 平等及關懷僱主
 薪酬及福利 融洽工作文化
 員工的安全及健康 發展及培訓
 品質管理系統 客戶為本

6. 您對我們的環境、社會及管治報告或我們的表現，還有哪些意見或建議？

聯絡我們

高萌科技集團有限公司


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網上提交



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