

KML Technology Group Limited

高萌科技集團有限公司

高萌·科技

W W W . K M L . C O M . H K

(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
2021/22

CONTENTS

目錄

Message from the Chairman 主席寄語	About this Report 關於本報告	Our People 我們的員工
6	3	20
Our Sustainability Development 我們的可持續發展	Our Products and Services 我們的產品和服務	Our Environment 我們的環境
11	38	40
Our Business Practices 我們的業務慣例	About the Group 關於本集團	Our Partners 我們的夥伴
17	7	52
	Our Community 我們的社區	
	54	

Appendix I – Our Performance Data 附錄一 — 我們的績效數據	56
--	----

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	65
---	----

Appendix III – Reader Feedback Form 附錄三 — 讀者反饋意見表	77
--	----

ABOUT THIS REPORT

關於本報告

This report is the third standalone Environmental, Social and Governance (“ESG”) Report for the year 2021 (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”) on 26 August 2022.

Reporting Cycle and Covering Period

This Report is annually published and it is the fifth ESG report released by the Group. This Report covers the period from 1 April 2021 to 31 March 2022 (the “Reporting Period”) and any prior period where applicable.

Reporting Scope

This Report covers the Group’s activities of offices and its principal business and operations in Hong Kong including the provision of (i) transportation mission critical system solutions; (ii) mobile ticketing and digital payment solutions and services; (iii) digital fabrication and maintenance services; (iv) mechanical and electrical (“M&E”) technology solutions and engineering services; and (v) sales of products, parts and components. For the purpose of this Report, terms including “the Group”, “the Company”, “we”, “us” and “our” are used herein.

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」）發出的第三份獨立的二零二一年環境、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」）於二零二二年八月二十六日審議通過。

報告周期及涵蓋時段

本報告為年度報告，是本集團發出的第五份環境、社會及管治報告。本報告涵蓋的報告時段為二零二一年四月一日至二零二二年三月三十一日（「報告期」），並視乎需要，伸至以前的時段。

報告範圍

本報告涵蓋本集團於香港的辦事處活動及其主要業務及營運，包括提供(i) 交通關鍵系統解決方案；(ii) 流動票務及數碼支付解決方案及服務；(iii) 數碼裝配及保養服務；(iv) 機械與電氣（「機電」）技術解決方案及工程服務；及(v) 銷售產品、零件及部件。本報告中亦使用「本集團」、「公司」、「我們」等稱謂。

ABOUT THIS REPORT

關於本報告

Reporting Framework and Principles

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**”). The four reporting principles, namely the principles of materiality, quantitative, balance and consistency, form the backbone of this Report.

報告框架及原則

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。本報告以重要性、量化、平衡及一致性此四個匯報原則為編製基礎。

Materiality 重要性

The Group determines material ESG issues by stakeholder engagement and materiality assessment. Details are explained in the section headed “Materiality Assessment”.

本集團透過持份者參與及重要性評估確定重大環境、社會及管治議題。詳情載於「重要性評估」一節。

Quantitative 量化

The Group presents ESG information with quantitative measure, whenever feasible. Quantitative information is further accompanied, where appropriate, by a description of the criteria, methods, assumptions and/or calculation tools used.

本集團在可行的情況下以量化的方式提交環境、社會及管治信息。在適當的情況下，量化信息還附有說明，解釋所用標準、方法、假設及／或計算工具的描述。

Balance 平衡

The Group is committed to providing an unbiased picture of the Group’s ESG performance.

本集團致力於不偏不倚地概述本集團的環境、社會及管治表現。

Consistency 一致性

The Group will use consistent methodologies for meaningful comparisons in the following years unless improvements in methodology are identified. If there are any changes that may affect comparison with previous reports, the Group will add a description to the corresponding content of this Report.

本集團於未來數年將使用一致的方法作有意義的比較，惟識別到方法有所改進除外。如有任何可能影響與過往報告作比較的變動，本集團將於本報告的相應內容中添加說明。

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 "Environmental, Social and Governance Report" section the page headed "Investor relations" of the Group's website (www.kml.com.hk/esgreport).

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網站 (www.hkexnews.hk) 和本集團網站「投資者資料」頁面內「環境、社會及管治報告」部分查閱和下載 (www.kml.com.hk/esgreport-c)。

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。



MESSAGE FROM THE CHAIRMAN

主席寄語

Dear Stakeholders,

On behalf of the Board, it is my pleasure to report our ESG performance for the Reporting Period. Throughout this challenging period, the Group has made towards fulfilling its commitment to sustainability by the continual focus and investment in its material ESG issues.

Despite the menacing of the fifth wave of coronavirus disease 2019 ("COVID-19"), the Group remains steadfast in safeguarding the health and safety and caring for the well-being of our employees. We have continued to reinforce our anti-pandemic measures to prevent the outbreak of COVID-19 at the workplace, be concerned about the mental health of our employees; and offered timely care and support for our employees and their families suffering from COVID-19.

The Group commits to operating our business ethically. We have actively promoted our integrity management by pledging the "Integrity Charter", and further engaged our partners to co-create an ethical business environment.

Frequent heat waves, droughts, and torrential rains around the globe are major weather events of climate change and natural variability in the year 2022, creating untold tangible and intangible losses. The Group has integrated ESG risks, including climate-related risks, into its enterprise risk management, aimed at navigating the challenges and uncertainties and pursuing potential opportunities to sustain our long-term business objectives.

Looking ahead, we surely will continue to drive improvements in our ESG and create long-term value for our stakeholders and customers.

KML Technology Group Limited
Luk Kam Ming
 Chairman and Executive Director
 Hong Kong, 26 August 2022

致各位親愛的持份者：

本人謹代表董事會欣然呈報我們在報告期間的環境、社會及管治表現。在這個充滿挑戰的期間，本集團通過持續關注環境、社會及管治表現，履行了對可持續發展的承諾。

儘管第五波新型冠狀病毒（「COVID-19」）來勢洶洶，本集團不遺餘力地保障員工的健康和安全，關心員工的福祉。我們不斷加強了防疫措施以防止工作場所爆發 COVID-19 集體感染，關注員工的心理健康，並為因受感染而須隔離的員工及其家人提供適切的關懷和支援。

本集團承諾以一貫符合道德的方式經營我們的業務。我們通過參與「誠」建商約章積極推廣誠信管理，並進一步透過與我們業務夥伴間的互動，共同創建道德商業環境。

全球頻繁的熱浪、乾旱和暴雨是 2022 年氣候變化和自然變率的重大天氣事件，造成了數不清的有形和無形損失。本集團已將環境、社會及管治風險（包括氣候相關的風險）納入其企業風險管理架構之中，旨在應對所關的挑戰和不確定性，同時尋求潛在機會，以持續達到我們在業務上的長遠目標。

展望未來，我們定將繼續完善環境、社會及管治等課題的表現，並為持份者及客戶創造長遠價值。

高萌科技集團有限公司
陸鑑明
 主席兼執行董事
 香港，二零二二年八月二十六日

高萌·科技

WWW.KML.COM.HK

ABOUT THE GROUP

關於本集團

Business Overview

For almost 45 years, the Group has been providing M&E engineering solutions and services, with a primary focus on Transportation Mission Critical System Solutions, in Hong Kong. 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 M&E engineering solutions and services provider in Hong Kong who is capable of independently providing a full suite of tailor-made products and services.

業務概覽

近45年來，本集團一直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。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、設備裝置及系統執行，我們為香港機電工程解決方案及服務供應商，可獨立提供全套度身定制產品及服務。



ABOUT THE GROUP

關於本集團

Corporate Governance

The Group endeavours to maintain high standards of corporate governance practices to ensure the compliance with applicable laws and regulations, safeguard the stakeholders' interests and achieve our long-term business objectives.

The Board is responsible for the overall leadership of the Group, oversees the Group's strategic decisions and monitors business and performance. The Board has delegated the authority and responsibility for day-to-day management and operation of the Group. To oversee specific aspects of the Company's affairs, the Board has established four Board Committees:



Further information about our corporate governance structure and practices can be found in the Corporate Governance Report of our annual report 2021/22 published on the websites of the Stock Exchange (www.hkexnews.hk) and the Company (www.kml.com.hk/financialreport).

企業管治

本集團致力維持高水平的企業管治常規以維護持份者的利益和我們的長遠經營目標。

董事會負責本集團的整體領導，監督本集團的戰略決策及監控業務與表現。董事會已授出有關本集團日常經營管理方面的權力及職責。為監督本公司事務的特定方面，董事會已成立四個董事委員會：

有關我們的企業管治架構及常規的更多資訊，請參閱刊載於聯交所網站 (www.hkexnews.hk) 及本公司網站 (www.kml.com.hk/financialreport-c) 的二零二一/二二年年報的企業管治報告。

ABOUT THE GROUP

關於本集團

Risk Management

Effective risk management is an essential part of corporate governance. Entrusted by the Board, the risk management committee of the Company (the **"Risk Management Committee"**), chaired by an independent non-executive director, has the responsibility to oversee the risk management and internal control systems of the Group on an on-going basis and to review the effectiveness of the systems annually. The duties of the Risk Management Committee are set out in the written terms of reference, which are available on the websites of the Stock Exchange (www.hkexnews.hk) and the Company (www.kml.com.hk/corporategovernance).

The Group has formulated a risk management policy (the **"Risk Management Policy"**) in 2018 with the assistance of a professional party, and the Risk Management Committee reviews the Risk Management Policy on an on-going basis to ensure the adequacy, relevancy and suitability.

The Risk Management Policy sets out the risk management governance structure and four stages of risk management for ensuring the risks exposure remains within an acceptable level.

風險管理

有效的風險管理是公司管治的重要組成部分。董事會將持續監察本集團風險管理及內部監控系統以及每年檢討該等系統成效的責任交託予由獨立非執行董事擔任主席的本公司風險管理委員會（「**風險管理委員會**」）執行。風險管理委員會的職責載於書面職權範圍，並可於聯交所網站 (www.hkexnews.hk) 及本公司網站 (www.kml.com.hk/corporategovernance e-c) 查閱。

本集團於 2018 年在專業人士的協助下制定了風險管理政策（「**風險管理政策**」），而風險管理委員會持續檢討風險管理政策，以確保其充分性、相關性及適用性。

風險管理政策訂明了風險管理管治架構和風險管理的四個階段，以確保風險得以保持在可接受的水平。



ABOUT THE GROUP

關於本集團

Risk Management (Continued)

風險管理 (續)

Board 董事會

- Oversees the Group's risk management
監督本集團的風險管理
- Incorporates risk considerations into strategic planning and other decision-making processes
將風險考慮納入戰略規劃和其他決策過程

Risk Management Committee 風險管理委員會

- Reviews effectiveness of the risk management system
審查風險管理系統的有效性
- Reviews the ability to identify and respond to changes in business and external environment
審查識別和響應業務和外部環境變化的能力
- Considers mechanism to be informed of risk-related issues and to communicate risk management matters to the Board
考慮向董事會通報風險相關問題並向董事會傳達風險管理事宜的機制

Internal Audit 內部審計

- Considers the risk assessment results when planning annual audit
計劃年度審計時考慮風險評估結果
- Acts as an independent role to assess the adequacy and effectiveness of risk management policy
作為獨立角色評估風險管理政策的充分性和有效性

Risk Management Task Force 風險管理特別工作組

- Ensures that risk management system is implemented effectively in the daily operations
確保風險管理系統在日常運營中有效地實施
- Assesses the impacts of risks identified by Management and the vulnerability of associated control measures
評估管理層已識別之風險的影響以及相關控制措施的脆弱性
- Proposes enhancements of the risk management system for review and approval
建議改進風險管理系統以供審查和批准

Management Staff 管理人員

- Foster risk culture and embed risk management approach to the daily operations
培養風險文化並將風險管理方法列入日常營運
- Identify risks and associated control measures
識別風險和相關的控制措施
- Monitor the implementation of risk control measures
監控風險控制措施的執行情況

OUR SUSTAINABILITY DEVELOPMENT

我們的可持續發展

The Group recognises that the integration of sustainability into our corporate governance structure, risk management framework, business operations and the alignment of sustainability with our business strategies are crucial to achieve our long-term success, growth and development.

Sustainability Governance and Risk Management

The Group has adopted an integrated approach to our sustainability governance structure. The Board takes the overarching responsibility of overseeing the Group's sustainability strategies and reporting, with delegation of the responsibilities of managing sustainability matters, including climate-related matters, to the existing standing board committees.

Various risks, including ESG-related risks, such as safety and health of employees, talent sustainability, supply chain management, climate changes, together with other risks were identified, assessed, responded and monitored by the management. The management also regularly reports the risks status and progresses of action plans to the Risk Management Committee which assists the Risk Management Committee to recommend the Board the effectiveness and adequacy of risk management and internal control systems. The description of the Group's principal risks can be found in paragraphs headed "Principal Risks and Uncertainties" under the section headed "Management Discussion and Analysis" of our annual report 2021/22 published on the websites of the Stock Exchange (www.hkexnews.hk) and the Company (www.kml.com.hk/financialreport).

The Group has a suite of policies, procedures and internal guidelines, which cover environmental, social and governance aspects for guiding the employees at all levels as well as other workers whose work is controlled, in achieving our intended objectives.

本集團深知將可持續發展融入我們的企業管治架構、風險管理架構、業務營運，及將可持續發展與我們的業務策略保持一致，對於實現我們的長遠成功、增長及發展至關重要。

可持續發展管治及風險管理

本集團對我們的可持續發展管治架構採用綜合法。董事會肩負監督本集團可持續發展戰略和報告的首要責任，並將管理可持續發展事務（包括氣候相關事務）的責任委託給現有常務董事委員會。

管理層對各類風險，包括環境、社會及管治相關風險，如：員工安全與健康、人才的可持續發展、供應鏈管理、氣候變化，進行識別、評估、應對及監控。管理層亦會定期向風險管理委員會報告風險狀況及行動計劃的進度，以助其向董事會評估風險管理及內部監控制度的有效性及充足性作出建議。本集團的主要風險性的描述，可參閱刊載於聯交所網站(www.hkexnews.hk)及本公司網站(www.kml.com.hk/financialreport-c)的二零二一/二二年年報「管理層討論及分析」一節中「主要風險及不確定性」一段。

本集團擁有一套涵蓋環境、社會及管治方面的政策、程序和內部準則，以指導各級員工和工作受我們控制的其他工人實現我們預期的目標。

OUR SUSTAINABILITY DEVELOPMENT

我們的可持續發展

Building Sustainability Culture

The Group perceives a strong culture of sustainability as one of the key cornerstones of meeting our sustainability targets. We commit to motivating our employees implement sustainable practices at workplace and their daily lives by the following three major approaches:

Communicate actively about sustainability issues

積極溝通可持續發展議題

- Dedicate a space to share sustainability topics in employee newsletter, e.g., carbon neutrality, sustainable investment, carbon emission reduction of digital age etc. 在員工通訊中專門預留空間以分享可持續發展主題，例如碳中和、可持續投資、數碼時代的碳減排等
- Share sustainability videos in our ESG TV channel, issues such as diversity, equality and inclusion in the workplace, climate change etc. 在我們的ESG資訊台發放可持續發展視頻，主題包括工作場所的多元化、平等和包容、氣候變化等

Inspire through events and trainings

通過活動、培訓進行激發

- Organise sustainability awareness-raising activities, such as No Air Con Night, Earth Hour, Green Month, Vegetarian Day, No Tobacco Day etc., to link sustainability to personal life 組織提高可持續發展意識的活動，如：無冷氣夜、地球一小時、綠色月、素食日、無煙日等，將可持續發展與個人生活聯繫起來
- Celebrate festivals in a meaningful way, such as Orbis Mid-Autumn Charity gift, red packet upcycling workshops etc. 以有意義的方式慶祝節日，如：奧比斯中秋義賣禮物、利是封升級回收工作坊等

建構可持續發展文化

本集團將強大的可持續發展文化視為實現可持續發展目標的關鍵基石之一。我們致力通過以下三個方法激勵我們的員工在工作場所和他們的日常生活中實施可持續的實踐：

Recognise and support activists/ implementers

認可及支持積極參與者/實踐者

- Appraise good ESG performers in Employee Newsletter 在員工通訊中讚揚環境、社會及管治表現優異者
- Nominate good ESG performers to participate in industry-wise award competitions 提名環境、社會及管治表現優異者參加角逐行業的比賽



OUR SUSTAINABILITY DEVELOPMENT

我們的可持續發展

Stakeholder Engagement

Stakeholder engagement is a continuous process that offers us opportunities to understand the needs and expectations of our stakeholders and pursue a continual improvement of our performance. Key stakeholders and related engagement methods include but not limited to the following:

持份者參與

持份者參與是一個持續的過程，它為我們提供了了解持份者的需求和期望，及持續改進我們績效的機會。主要持份者及相關參與方法包括但不限於以下各項：

1

Shareholders and Investors

股東與投資者

- Corporate website 集團網頁
- Announcements and circulars 公告及通函
- Annual, interim and quarterly reports 年報、中期及季度報告
- Annual general meeting 股東周年大會

2

Customers

客戶

- Customer satisfaction surveys 客戶滿意度調查
- Contractor performance assessments 承包商表現評估
- Site inspections and audits 現場視察及審核
- Regular and ad hoc meetings 定期及專責會議
- Customers' company events 客戶公司活動
- Stakeholder engagement surveys 持份者參與問卷
- Correspondence 通信
- Personal contacts 個人聯繫

3

Employees

僱員

- Employee engagement/ Company activities 員工或公司活動
- Regular and ad hoc meetings 定期及專責會議
- Drills, briefings and training workshops 演習、簡報會及培訓工作坊
- Intranet, Emails, circulars and staff handbook 內聯網、電郵、通告及員工手冊
- Employee newsletters 員工通訊
- ESG TV Channel ESG 資訊台
- New hire orientation programmes 新員工入職培訓計劃
- Annual performance appraisals 年度工作表現評核
- Awards and recognition schemes 獎項及嘉許計劃
- Surveys 問卷
- Smart phone application 智能電話應用程式
- Personal contacts 個人聯繫

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OUR SUSTAINABILITY DEVELOPMENT

我們的可持續發展

Stakeholder Engagement (Continued)

持份者參與 (續)

4

Business Partners

業務夥伴

- Emails, Correspondence 電郵、通信
- Meetings, briefings, training, co-workshop and conferences 會議、簡報會、培訓、工作坊及研討會
- Site inspections and audits 現場視察及審核
- Performance evaluation 績效評估
- Stakeholder engagement surveys 持份者參與問卷

5

Industry Associations and Professional Bodies, Government and Non- Governmental Organisations

行業協會和專業團體、政府及非政府組織

- Charity/ Volunteering activities 慈善/義工活動
- Community events 社區活動
- Internship programme 實習計劃
- Forums and conferences 論壇和研討會
- Feedback to Surveys 回應問卷
- Stakeholder engagement surveys 持份者參與問卷

We highly appreciate the valuable feedback and opinions from our various stakeholders via the stakeholder engagement activities, which affirms us that the sustainability principles we adopted including delivering quality works and services in a safe and environmental manner, maintaining long-term well-established relationships with our business partners, respecting and nurturing our people and being socially and ethically responsible to the community, are meeting their needs and expectations. This affirmation provides us a clear framework for developing our sustainability strategy, deploying resources, creating impacts and communicating results.

我們非常感謝各持份者通過持份者參與活動所提供的寶貴反饋和意見，並確認了我們一向採用的可持續發展原則，包括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，正符合他們的需要和期望。這一確認為我們制定可持續發展戰略、部署資源、創造影響和交流結果提供了一個清晰的框架。

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OUR SUSTAINABILITY DEVELOPMENT

我們的可持續發展

Materiality Assessment

The Group considers materiality assessment as one of critical and meaningful processes for the ESG reporting as well as the continual improvement of the sustainability journey. By adopting a 4-step approach in the following diagram, the materiality of ESG issues were assessed, which allowing us to determine our sustainability strategies and focus our resources on the areas creating values and significant impacts to the stakeholders and our sustainability development.



STEP 1 – IDENTIFICATION 步驟 1 - 識別

A list of potential material issues was identified with reference to the following sources:

參照以下資料來源以識別潛在重大議題：

- Previous ESG reports of the Group 本集團過往的環境、社會及管治報告
- Materiality Map of Sustainability Accounting Standards Board (SASB) 永續會計準則委員會的「重大性地圖」
- Peer benchmarking 同行基準

22 potential material issues were identified and defined.
確定並定義了22項潛在重大議題。



STEP 2 – PRIORITISATION 步驟 2 - 優先次序

We devised a standard stakeholders engagement survey and invited both (i) the internal stakeholders, constituting both our management and staff (the “**internal stakeholders**”), and (ii) the external stakeholders, constituting our key customers, suppliers and contractors, and the representatives of public organisation (the “**external stakeholders**”) to assess the importance of material issues, with a range of 1 to 5, based on their own preferences and expectations.

我們設計了一份標準持份者參與問卷，邀請(i) 內部持份者包括管理層和員工（「**內部持份者**」）；及(ii) 外部持份者，包括我們的主要客戶、供應商和承包商、公共組織的代表（「**外部持份者**」），根據他們自己的偏好和期望對各重大議題的重要性進行評估，重要性程度分為1至5。



STEP 3 – VALIDATION 步驟 3 - 驗證

We prepared a materiality matrix to clearly illustrate the survey results. The Group's executive committee (“**Group Executive Committee**”) and senior management confirmed the list of material topics for disclosure in this Report.

我們準備了一個重要性矩陣以清楚地說明調查結果。本集團的執行委員會（「**集團執行委員會**」）及高層管理人員確認本報告中披露的各項重大議題。



STEP 4 – REVIEW 步驟 4 - 審閱

The Board reviewed the material issues, the materiality matrix, as well as relevant risks and opportunities to ensure appropriate relevance and materiality to the Group.

董事會審閱了重大議題、重要性矩陣，以及相關風險和機遇，以確保其相關性和重要性與本集團相符。

OUR SUSTAINABILITY DEVELOPMENT

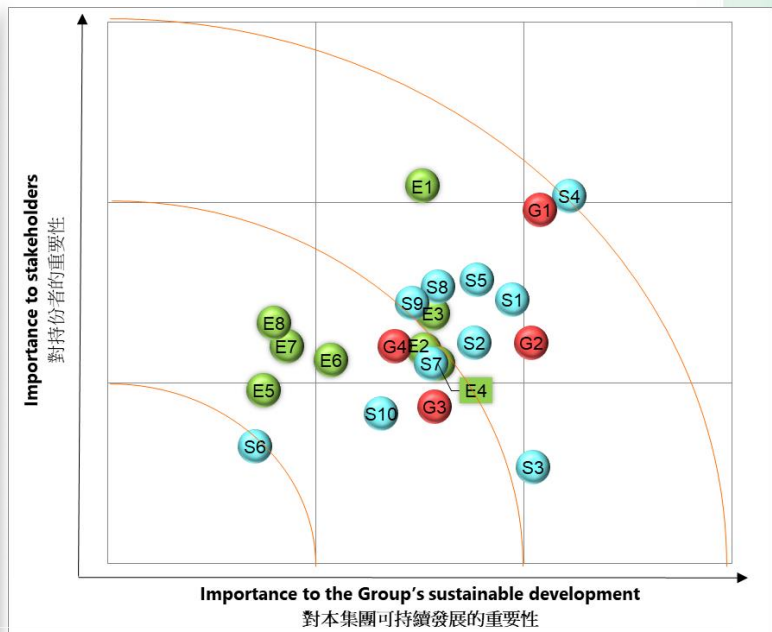
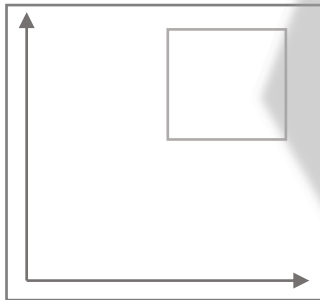
我們的可持續發展

Materiality Assessment (Continued)

The following materiality matrix depicts the relative importance of each issue towards the sustainable development of the Group (represented by the internal stakeholders) against the viewpoints of different stakeholder groups (represented by external stakeholders). The descriptions of the top 11 material issues identified are displayed in bold and highlighted with colour. Based on the results of the materiality assessment, this Report will disclose the top material issues in detail in response to major internal and external concerns.

重要性評估 (續)

以下的重要性矩陣描述了每議題對本集團（由內部持份者代表）的可持續發展的相對重要性，以及不同持份者群體（由外部持份者代表）的觀點。識別出的前 11 個重大問題的描述會以粗體和用顏色顯示。本報告將根據重要性評估結果，對前 11 個重大議題進行詳細披露，以回應內部及外部的主要關注事項。



ENVIRONMENT

- **E1 Pollution Control** 污染控制
- E2 Use of materials 資源使用
- **E3 Waste Management** 廢棄物管理
- E4 Energy Management 能源管理
- E5 Water Management 水資源管理
- E6 Greenhouse Gas Emissions 溫室氣體排放
- E7 Climate Change 氣候變化
- E8 Green Procurement 環保採購

SOCIAL

- **S1 Employment practices** 僱傭常規
- **S2 Training and Development** 培訓與發展
- **S3 Employee Engagement** 員工參與
- **S4 Occupational Safety and Health** 職業安全及健康
- **S5 Human and Labour Rights** 人權與勞工權利
- S6 Community Engagement 社區參與
- S7 Product Design and Innovation 產品設計和創新
- **S8 Customer Welfare** 客戶利益
- **S9 Product Responsibility** 產品責任
- S10 Procurement and Supply Chain Management 採購與供應鏈管理

GOVERNANCE

- **G1 Business Ethics** 商業道德
- **G2 Risk Management** 風險管理
- G3 Business Model Resilience 商業模式韌性
- G4 Financial Performance 財務表現

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OUR BUSINESS PRACTICES

我們的業務慣例

Reinforcing Business Ethics and Integrity Management

The Group is committed to integrity, honesty and anti-corruption practices in doing business, and has zero tolerance for any form of bribery and corruption. The Group has also set out a code of business conduct (the "Code") to act responsibly for the interest of stakeholders ranging from shareholders, suppliers, contractors, subcontractors, customers, to the community. Besides, the Group encourages employees to report any suspected misconduct, malpractice or impropriety through the existing whistle-blowing mechanism while protecting whistle-blowers from unreasonable disciplinary action, unfair treatment and harm.

加強商業道德及誠信管理

本集團秉持廉潔守正、誠實正直的精神經營業務，並對任何形式的賄賂及貪腐行為零容忍。本集團亦制定並履行商業行為守則（「守則」），以保障對各持份者（從股東、供應商、承包商、分判商、客戶到社區）的利益。此外，本集團鼓勵員工透過現有舉報機制舉報任何可疑不當行為、瀆職或不合適行為，同時保護舉報人免受不合理的紀律處分、不公平待遇和傷害。

Whistle-blowing Mechanism

舉報機制

03

Investigation results 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. 調查得出的結果，包括最終處置、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／或監管機構滙報

02

A designated senior officer investigates on behalf of the Risk Management Committee 指派特定的高級人員代表風險管理委員會進行深入調查

Received report on suspected misconduct, malpractice or impropriety 收到關於涉嫌不當行為、瀆職或不合適行為的報告

01

OUR BUSINESS PRACTICES

我們的業務慣例

Reinforcing Business Ethics and Integrity Management (Continued)

加強商業道德及誠信管理（續）

Integrity Charter 誠信約章

During the Reporting Period, we signed the Integrity Charter jointly launched by the Development Bureau (DEVB), the Independent Commission Against Corruption (“ICAC”) and the Construction Industry Council (“CIC”). As required by the Charter, we employed multi-pronged measures, including formulating an integrity management policy, conducting integrity training for senior management staff and establishing an integrity management system, which has effectively reinforced the integrity culture within workplaces and further the corporate social profile as an ethical corporate.

報告期間內，我們簽署了由發展局、廉政公署（「**廉政公署**」）和建造業議會（「**建造業議會**」）聯合推出的《誠信約章》。按約章要求，我們採取了多管齊下的措施，包括制定誠信管理政策、對高級管理人員進行誠信培訓並建立誠信管理系統，有效地加強了工作場所的誠信文化，並進一步提升作為誠信企業的社會形象。



100% of directors and senior management staff attended integrity training organised by ICAC
全部董事及高級管理人員已參與由廉政公署舉辦的誠信培訓



>95% of staff attended internal integrity training and passed training assessment
>95%的員工參加內部誠信培訓並通過培訓考核

In this regard, all of our directors and senior management members attended an integrity webinar provided by the ICAC and targeting for directors and senior management of publicly listed companies, setting an exemplary model for our employees. Meanwhile, we also arranged internal integrity training for all employees, to introduce the Prevention of Bribery Ordinance, share common corruption cases in the industry and revisit the Code of which over 95% of our staff have attended and passed the training assessment.

為此，本集團的全體董事及高級管理人員都出席了由廉政公署為上市公司董事及高級管理人員所舉辦的誠信網上講座，為員工樹立了榜樣。同時，我們亦安排內部誠信培訓，介紹防止賄賂條例、分享業內常見的貪污個案和重溫公司的守則，其中超過 95%員工參與並通過了培訓考核。

OUR BUSINESS PRACTICES

我們的業務慣例

Protecting Personal Data Privacy

The Group considers protecting personal data privacy a priority in the company's policies and culture. We address a series of measures and access controls for both offices and workshops to mitigate the risk of leaking out confidential documents and products. Our employees are instructed of their responsibility to make sure data is collected, processed, used, maintained, managed, stored and handled properly and secured appropriately. Personal information shall be used exclusively for matters relating to business operations.

Protecting Intellectual Property Rights

The Group commits to safeguarding intellectual property rights of its own as well as those of relevant stakeholders. For instance, unauthorised use of clients' patents, trademarks and technologies is strictly prohibited. Also, the Group has already registered corresponding trademarks and domain names in order to protect the intellectual property of the Group. Non-disclosure agreements shall be signed with clients or partners in the course of cooperation to ensure confidential information or trade secrets must not be infringed between parties.

Complying Laws and Regulations

We strive to safeguard the wellbeing of our shareholders, employees, customers, suppliers, contractors, subcontractors as well as the surrounding community and the 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 noncompliance with its relevant laws and regulations that would have a significant impact on the Group. For more information regarding laws and regulations compliance for the Reporting Period, please refer to Appendix II — HKEx ESG Guide Content Index.

保護個人資料私隱

本集團視保障個人資料私隱為公司政策和文化的重中之重。我們針對辦公室和工地採取了一系列的措施和訪問控制，以最大程度地降低洩露機密文件和產品的風險。我們的僱員獲指示有責任確保資料妥善收集、處理、使用、保管、管理、儲存及妥當處理並適當保護。而個人資料僅用於與業務營運有關的事項。

保護知識產權

本集團承諾保護自身以及持份者的知識產權，例如嚴格禁止未經授權使用客戶的專利、商標和技術。此外，本集團已註冊我們的商標及域名，以保護其知識產權。本集團會在合作過程中與其客戶或合作夥伴簽署保密協議，以確保雙方不得侵犯對方機密信息或商業秘密。

遵守法律法規

我們努力維護股東、員工、客戶、供應商、承包商和分判商，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。

OUR PEOPLE

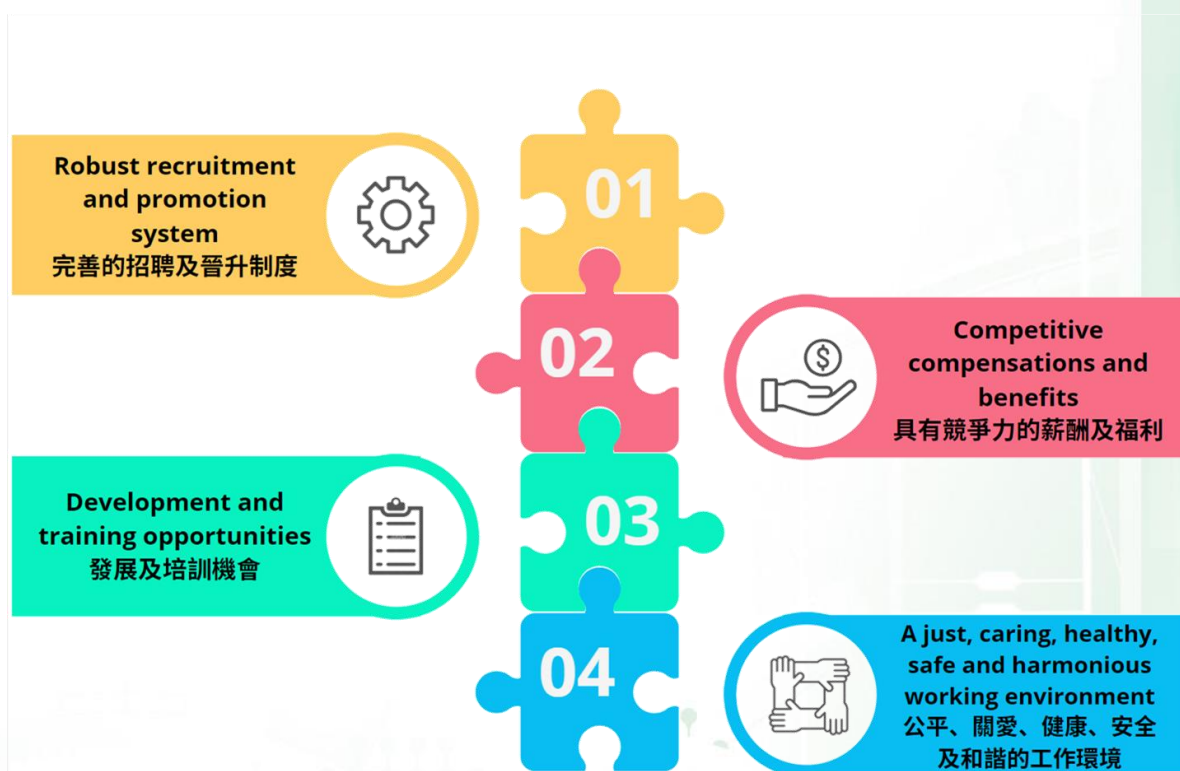
我們的員工

Employment and Labour Practices

The Group regards all employees as its most valuable assets as well as the Group's closest and most reliable partners in order to promote sustainable development. 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.

僱傭及勞工常規

本集團視所有僱員為其最寶貴的資產，同時也是本集團最密切、最可靠的合作夥伴，以促進可持續發展。我們致力於為員工營造一個公平、受關懷、健康、安全及和諧的工作環境，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

Employment and Labour Practices (Continued)

Respecting Human and Labour Rights

The Group commits to supporting and respecting the rights of individuals and working communities, and strictly prohibits child labour, bonded labour and forced labour in our operations. We have a "Respect of Ethics, Human and Labour Rights Policy" in place and comply with the applicable employment laws and regulations in Hong Kong. For more information regarding laws and regulations compliance for the Reporting Period, please refer to Appendix II — HKEx ESG Guide Content Index.

In our recruitment process, a recruitment form is used to collect personal, educational, and employment information of job applicants. Our Human Resources Department ("HR") will validate identity documents, work visa or permit and other personal information to ensure job applicants meet the legal working age and are eligible to work locally. Background checks will also be carried out whenever necessary.

Despite that the Group has already established a set of procedures to mitigate the risks of employing child labour or forced labour, we also plan to counter any cases of child labour or forced labour if such cases arise. HR will report to the management team if any child or forced labour cases are discovered whilst the department head or responsible staff of the project will carry out investigation to identify the reasons of the cases.

Besides, we promote equal opportunities and create an inclusive workplace, ensuring employees are treated equally in every aspect of their jobs. The Group does not discriminate on the ground of gender, age, race, religion, national origin, disability, family status and any other classification protected under the relevant laws. We consider workplace discrimination as misconduct; our employee can report through the existing whistleblowing mechanism. For details, please refer to the section headed "Reinforcing Business Ethics and Integrity Management" in this Report.

僱傭及勞工常規 (續)

尊重人權及勞工權益

本集團承諾支持及尊重個人和工作社區的權利，嚴格禁止在我們的營運中使用童工、抵債勞工及強制勞工。我們設有「尊重道德、人權及勞工權利政策」，並遵守相關的香港僱傭法例及法規。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。

在我們的招聘過程中，我們使用招聘表格收集求職者的個人、教育及就業資料。我們的人力資源部（「人事部」）將驗證身份證明文件，工作簽證或許可證以及其他個人資料，以確保求職者符合法定工作年齡並合資格在本地工作，必要時亦會進行背景調查。

儘管本集團已制定一套程序以減輕僱用童工或強迫勞動的風險，但我們亦會計劃應對任何出現僱傭童工或強制勞工的情況。如發現任何童工或強制勞動事件，人事部將向管理層報告，部門主管或項目負責人員亦同時調查確定事件因由。

此外，我們提倡平等機會，打造共融的工作環境，確保僱員於各個工作層面上都得到公平的待遇。本集團並不會因性別、年齡、種族、宗教、國籍、血統、殘疾、家庭崗位及任何其他受相關法律保障的類別而歧視任何人。我們將職場歧視視作不當行為，員工可以通過現有的舉報機制進行舉報。有關舉報機制，請參閱本報告「加強商業道德和誠信管理」一節。

OUR PEOPLE 我們的員工

Employment and Labour Practices (Continued)

僱傭及勞工常規 (續)

Respecting Human and Labour Rights (Continued)

尊重人權及勞工權益 (續)

Breastfeeding Friendly Workplace 母乳餵哺友善工作間

We joined the “Say Yes to Breastfeeding” campaign, pledging to support working mothers to sustain breastfeeding after returning to work and implement breastfeeding-friendly policies in workplaces, including providing working mothers lactation breaks, private space and facilities to store breastmilk. Such thoughtful acts have demonstrated the Group’s commitment to creating an inclusive workplace and caring our staff, particularly working mothers, to strike a balance between their careers and families.

我們加入了「母乳育嬰齊和應」運動，支持在職媽媽重返工作崗位後持續餵哺母乳，並在工作間實施母乳餵哺友善措施，包括為在職媽媽於上班時間提供授乳時段、授乳的私隱空間及存放母乳的設備。這些窩心舉動充份體現了本集團承諾打造共融的工作環境及關愛員工，尤其在職媽媽，做到家庭事業兩兼顧。

OUR PEOPLE

我們的員工

Employment and Labour Practices (Continued)

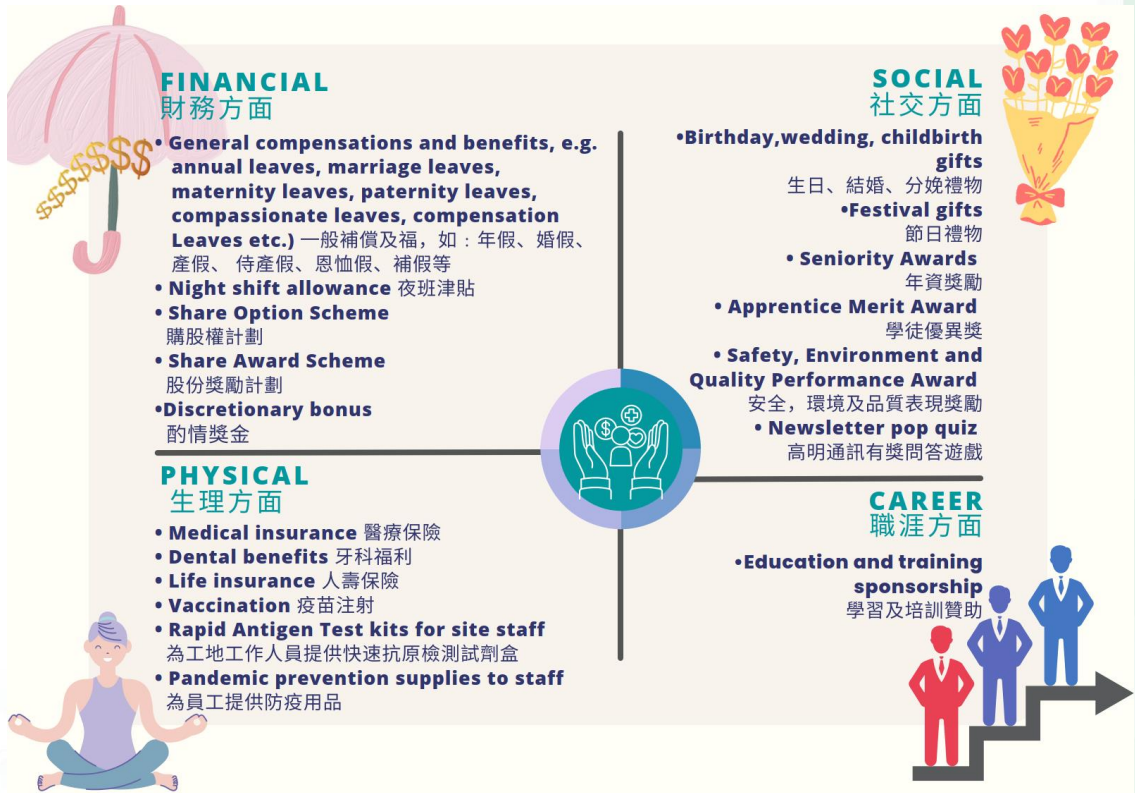
Caring about employee well-beings

The Group cherishes and cares about its employees, and attaches great importance to human capital value as talents are the most important driving force for its development. With the ambition of retaining our talents and attracting talents from the market to meet our long-term business development, we not only establish and maintain a robust recruitment and promotion system, but also offer our employees various types of well-being benefits:

僱傭及勞工常規 (續)

關心員工福祉

本集團認為珍惜及關心其僱員，並高度重視人力資源價值，因人才是其發展的最重要動力。為挽留人才及從市場吸納新血，以滿足我們長遠的業務發展，我們不僅建立和維持健全的招聘及晉升制度，還為員工提供各種福利待遇：



We recognise that talent retention and attractions would be an ongoing challenge, yet we commit to enhancing our compensation and benefits system continually to stay competitive. During the Reporting Period, we have added dental benefits.

我們認為挽留人才和吸引人才將是一個持續的挑戰，但我們承諾會繼續完善我們的薪酬和福利體系，以保持競爭力。報告期內，我們增加了牙科福利。

OUR PEOPLE

我們的員工

Employment and Labour Practices (Continued)

Employee Engagement

An effective employee communication can maintain workplace harmony, increase inter-departmental cooperation and help manage a diverse workplace. The Group maintains open and constant communication with our employees through emails, circulars, employee newsletters, and grievance procedures to collect opinions or complaints from employees. We hope to better understand their concerns and expectations at work, optimise the current employment practices and working conditions, and address their needs promptly to elevate employee satisfaction.

Diversified Employee Activities

By putting our employees at the core of our business, we hope to keep them actively and dynamically engaged in work, develop a strong sense of identity and community within the Group, and create a shared understanding among employees on important corporate values. We arranged various activities to maintain a work-life balance for employees, keeping them healthy in physicality and mentality.

Lunar New Year Online Campaign 農曆新年線上活動

Considering the safety and health of employees under the midst of COVID-19 pandemic, we continued to organise "Online Lucky Draw" Campaign with the substitution of the annual dinner. This event also provides us with a great opportunity to reward apprentices with outstanding performance and to express gratitude of long-serving staff to their contributions to the Group. Many colleagues feedback that the event had revitalised the workplace.

考慮到在新冠病毒疫情期間員工的安全與健康，我們繼續組織「線上幸運抽獎」活動代替週年晚宴。這活動同時為我們提供了一個很好的機會以獎勵表現出色的學徒，及答謝長期服務的員工對本集團的貢獻。不少的同事表示這活動使工作場所回復生氣。

僱傭及勞工常規 (續)

員工參與

有效的員工溝通可以維持工作場所的和諧，增加部門間的合作並有助於管理多元化的工作場所。本集團通過電子郵件、通函、員工通訊和申訴程序與員工保持開放和持續的溝通，以收集員工的意見或投訴。我們希望更好地了解他們在工作中的顧慮和期望，完善現時的僱傭常規及工作環境，並及時回應他們的需要，提高員工滿意度。

多元化的員工活動

我們視員工為業務核心，希望他們能積極和熱情地投入工作，於本集團建立強烈的認同感和歸屬感，並使員工們擁有共同的企業價值觀。我們組織各種活動來幫助員工保持適當的工作與生活平衡，確保他們身心健康。



Caption: Online Lucky Draw was organised to celebrate Chinese New Year with employees

圖片說明：舉辦線上幸運抽獎，與員工慶祝新春佳節

OUR PEOPLE

我們的員工

Employment and Labour Practices (Continued)

僱傭及勞工常規 (續)

Employee Engagement (Continued)

員工參與 (續)

Lunar New Year Lucky Online Campaign (Continued) 農曆新年線上活動 (續)



Caption: One of the apprentices was rewarded the "Apprentice Merit Award"
 圖片說明：其中一名學徒獲授予「學徒優異獎」



Caption: Our chief executive director (left) presented a seniority award to an employee, who had been serving the Group for 30 years
 圖片說明：我們的行政總裁 (左) 向服務集團30年的員工頒發年資獎勵

Orbis's Mid-Autumn Charity Sales 奧比斯「愛心獻光明」中秋義賣

In order to share the joy of the mid-autumn festival with employees, we once again supported the "Orbis's Mid-Autumn Charity Sales" this year, to help eye disease patients who living in less developed countries, and serve an additional meaning to Mid-Autumn Festival. Our staff also received mooncakes as Mid-Autumn Festival gifts.

為與員工分享中秋佳節的喜悅，我們今年再次支持奧比斯「愛心獻光明」中秋節義賣活動，為更多生活在落後國家的眼疾患者重拾光明，為中秋節加添一份意義。我們的員工亦獲贈月餅作為中秋禮物。



The employee engagement activities not only improve employee relationships but also enhance occupational safety and health ("OS&H") and environmental-related awareness. For details, please refer to the sections headed "Safety First Culture", "Health Always Culture" and "Go Green Culture" in this Report.

員工參與活動不僅可以改善員工關係，還可以提高與職業安全與健康（「職安健」）及環保相關意識。詳情請參閱本報告中「安全第一文化」、「健康至上文化」及「邁向綠色文化」。

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OUR PEOPLE 我們的員工

Safety and Health

Management Approach to Occupational Safety and Health

The Group places emphasis on occupational health and work safety during the delivery of its services. To protect the safety and health of our employees, customers, subcontractors and the general public, it is our responsibility to prevent plant, equipment and valuable assets from loss and damages and promote workplace hygiene and security. We have a set of safety, health and loss prevention policies that enable our safety and health benefits to continue to improve. To ensure that employees at all levels can work safely, we invest adequate resources in safety management and training.

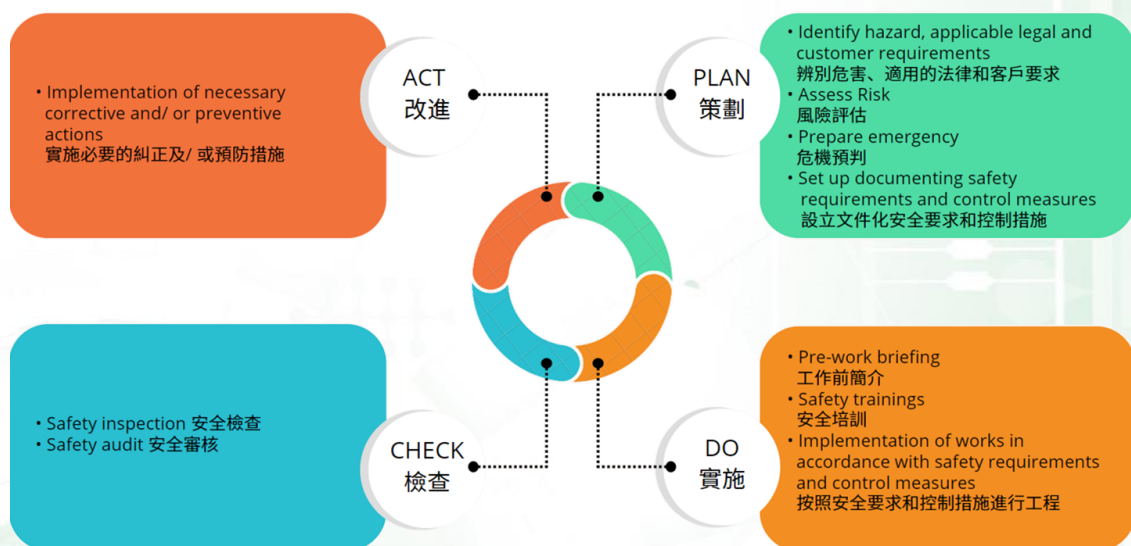
The Group will continue to optimise the OS&H management system ("OS&HMS"). We have a systematic "Plan-Do-Check-Act" approach to link OS&H management into our business processes to reinforce OS&H culture and clarify OS&H and related regulatory requirements.

安全與健康

職業安全與健康管理方針

本集團於提供服務時就職業健康及工作安全方面的事宜給予高度重視。保障員工、客戶、公眾人士和分判商人員的安全與健康，預防設備和財物損失及推動工地衛生和安全是我們的責任。我們有一套安全、健康和損失預防政策，使我們的安全與健康的效益得以不斷提升。為確保各級員工都能安全地工作，我們在安全管理和培訓方面投入了充足的資源。

本集團會持續優化職安健管理系統（「職安健管理系統」），我們擁有一套系統性的「策劃-實施-檢查-改進」方法，將職安健管理聯繫到我們的業務流程中，以加強職安健文化，明確職安健及相關監管要求。

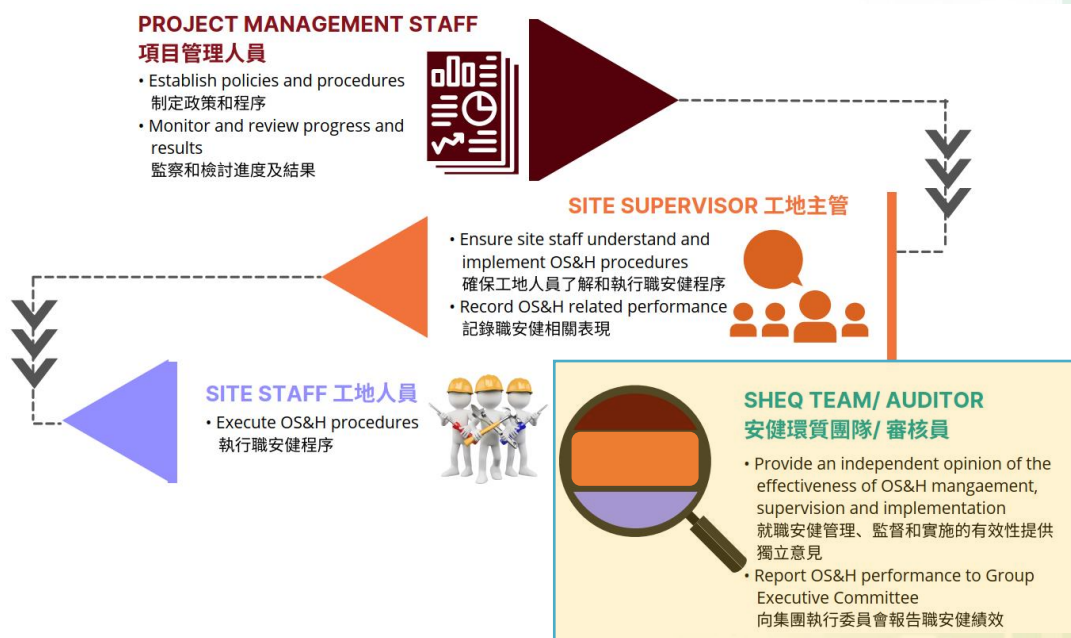


OUR PEOPLE 我們的員工

Safety and Health (Continued)

Management Approach to Occupational Safety and Health (Continued)

Currently, there is a Safety and Health, Environmental and Quality (“**SHEQ**”) team, which is oversight by the members of the Group Executive Committee. We also established a site safety governance structure to manage site OS&H risks.



Boosting OS&H Consciousness

OS&H training is an integral part of our management of OS&H risks. In addition to induction training, we also provide employees with tailor-made safety training courses and site-specific briefings to enhance their awareness of daily work procedures and common safety concerns. The safety officer will regularly evaluate the effectiveness of the training to ensure the training meets the existing laws and regulations and customer requirements.

安全與健康 (續)

職業安全與健康管理方針 (續)

現時，我們擁有一個安全、健康、環境及品質（「**安健環質**」）團隊，由本集團執行委員會成員監督。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。

提升職安健意識

職安健培訓是我們管理職安健風險不可或缺的一部分。除了入職培訓，我們還會向僱員提供量身定制的安全培訓課程及因應個別工地的簡報會，以提高他們對日常工作程序的認識及常見的安全隱憂。安全主任會定期評估培訓效用，確保培訓切合現行法例法規及客戶要求。



~600 hours of project-specific OS&H training attended by site staff, training topics cover key safety risks, e.g., electricity, working at height, lifting operation, moving plants etc. 工地人員已參與約600小時項目特定的職安健培訓，培訓課題涵蓋有關關鍵安全風險，例如電力、高空作業、起重操作、移動設備等

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OUR PEOPLE

我們的員工

Safety and Health (Continued)

Management Approach to Occupational Safety and Health (Continued)

Boosting OS&H Consciousness (Continued)

The site supervisor will conduct regular toolbox training to provide general safety information or update to the site staff.



>700 hours of toolbox training conducted by the site supervisors, topics cover accident case sharing, housekeeping, manual handling, COVID-19 prevention measures, safety measures under adverse/ hot weather, etc.
 工地主管進行了超過700小時的工具箱培訓，主題包括意外案例分享、工作場所整理、體力處理、COVID-19 預防措施、惡劣/炎熱天氣下的安全措施等

Effective and timely communication is equally essential, we have recently set up a broadcasting channel to disseminate the latest OS&H information, such as policies and industry guidelines, activities news etc. which raise safety alerts for employees, and enhance employees' OS&H awareness.

Continual Improvement

We have planned to acquire ISO 45001 OS&HMS certification so as to make our existing OS&HMS more systematic, institutionalised and standardised. As at the date of this Report (i.e., 26 August 2022) (the "**Date of this Report**"), our OS&H team has updated the relevant documentation and conducted ISO 45001 trainings to our staff. The Group anticipates that the certification audit of ISO 45001 would be completed by the end of the next Reporting Period.

安全與健康 (續)

職業安全與健康管理方針 (續)

提升職安健意識 (續)

工地主管將定期舉辦工具箱培訓，為工地人員提供一般安全信息或更新。

有效和及時的溝通同樣重要，我們最近新設了一條廣播頻道，透過發放最新職安健的資訊，如：政策和行業指引、活動消息等，以為員工拉起安全警報，提升員工的職安健意識。

持續改善

我們已計劃考取ISO 45001職安健管理系統認證，使我們現時的職安健管理更加系統化、制度化和規範化。截至本報告日期(即二零二二年八月二十六日)(「**本報告日期**」)，我們的職安健團隊已完成相關的文件的更新，並為各同事舉行ISO 45001培訓。本集團預計將於下一個報告期末完成ISO 45001的認證審核。



Caption: 各員工正在接受 ISO 45001 培訓
 圖片說明：Employees are being trained on ISO 45001

OUR PEOPLE

我們的員工

Safety and Health (Continued)

Fighting against COVID-19

In the face of the fifth wave of COVID-19 pandemic, the Group strictly followed guidelines from the Hong Kong Special Administrative Region Government, has been resolutely fighting against the pandemic, and is determined to protect the health of our employees.

To prevent cross-infection in the office, we subdued face-to-face meetings and replaced by video meetings. When the COVID-19 pandemic is going under momentum in early 2022, the Group adopted a flexible working mechanism in the form of home office and job rotation for employees working in the office.

To help our employees on preventing from COVID-19, we offer pandemic prevention supplies to our employees including caring health kit, mask, hand sanitizer etc., reducing their financial burden on purchasing such supplies. We also deployed disinfectant misting machines in office for daily disinfection. Besides, we installed Access Controller with temperature measurement and thermo-camera to measure employee and visitors' body temperature to prevent viruses from entering the workplace.

We also provide convenience and comfort to employees who wish to receive COVID-19 vaccination on a voluntary basis by granting a vaccination leave on a discretionary basis.



Caption: Disinfectant misting machines for daily disinfection
 圖片說明：進行日常消毒的消毒噴霧機



Caption: Access Controller with temperature measurement
 圖片說明：探熱測溫門禁系統

安全與健康 (續)

抗擊COVID-19

面對第五波COVID-19疫情，本集團嚴格遵守香港特別行政區政府的指引，堅決對抗疫情，並決心保護員工健康。

為防止辦公室交叉感染，我們減少進行面對面的會議，並改為視像會議。當2022年年初COVID-19疫情嚴重時，本集團對辦公室的同事實施在家工作、輪班形式的靈活上班機制。

為幫助員工預防感染新冠病毒，我們為員工提供防疫用品，包括健康包、口罩、洗手液等，減少其購買此類用品的財務負擔。我們亦在辦公室部署消毒噴霧機進行日常消毒。此外，我們亦安裝探熱測溫門禁系統及熱像儀，為員工及訪客進行日常體溫檢查，以預防病毒進入工作場所。

我們還通過酌情授予疫苗接種假的方式，為希望自願接種 COVID-19 疫苗的員工提供便利和舒適。

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OUR PEOPLE 我們的員工

Safety and Health (Continued)

Safety First Culture

The Group adheres to the basic principle, "Safety First". Apart from safety trainings, various campaigns were organised to raise employees OS&H awareness and improve the construction of the Group's safety culture. .

"Press to shock – Save a life" Cardiopulmonary Resuscitation and Automated External Defibrillator Course ("CPR & AED Course")

「擊活人心」心肺復甦法及自動心臟除顫器（「心肺復甦法及自動心臟除顫器」）課程

Given the popularisation of AED, many public areas, including the railway stations where our employees work, commence to install AED, as such the Group has actively invited the Fire Services Department ("FSD") to organise the public education programme - "Press to shock - Save a life" CPR and AED course for our employees. We are delighted that the FSD's education programme finally resumed last year. In view of the stabilised pandemic situation, and our first group class was successfully organised in August 2021. Over 15 representatives from different departments attended the training and volunteered to be appointed as "Heart Savers".

鑑於自動心臟除顫器越來越普及，包括我們員工工作的鐵路站在內的許多公共場所都開始設置自動心臟除顫器，因此，本集團積極邀請消防處（「消防處」）為我們的員工舉辦公眾教育計劃 - 「擊活人心」心肺復甦法及自動心臟除顫器課程。我們很高興消防處的教育計劃終於在去年復辦，我們的首個小組班已於 2021 年 8 月成功舉辦。超過 15 名來自不同部門的代表參加了培訓，並自願被任命為「救心先鋒」。

This training, on the one hand, further enhances employees' confidence to take proper actions to save lives in the event of emergencies by knowing the basics of this first-aid protocol, on the other hand, cultivates them to become volunteer rescuers in the community to fulfill their civic responsibilities and further protect lives for Hong Kong. This echoes our commitment to protect the safety and health of our employees, customers, subcontractors and the general public.

本次培訓，一方面透過了解了本急救方案的基本知識，進一步增強了員工在突發事件中採取正確行動挽救生命的信心，另一方面也培養了員工成為社區志願拯救者以盡公民責任，為香港進一步保障生命。這與我們保護員工、客戶、分包商和公眾安全與健康的承諾相呼應。

安全與健康 (續)

安全第一文化

本集團堅持「安全第一」的基本原則，我們除了通過安全培訓，還舉辦及參與多項活動，以提高員工職安健意識，完善本集團的安全文化建設。



OUR PEOPLE

我們的員工

Safety and Health (Continued)

安全與健康 (續)

Safety First Culture (Continued)

安全第一文化 (續)

Safety Millionaire Competition 安全百萬富翁比賽



We always encourage our employees to participate various OS&H activities and competitions. We won the "Good Participate Award" among the many contractors for "Safety Millionaire Competition" organised by our key customer.

我們鼓勵員工參加各種職安健活動和比賽。我們的員工參加由我們的主要客戶舉辦的「安全百萬富翁比賽」，並在眾多承包商中贏得了「全程投入獎」。

CIC "Life First" Industry-wide Construction Safety Campaign 建造業議會「生命第一」全方位建築安全活動

Launched by the CIC, the "Life First" was an industry-wide construction safety campaign which aims to enhance safety awareness among the construction industry and raise safety standards on sites.

由建造業議會發起的「生命第一」是全方位建築安全活動，旨在集合建造業各持份者的力量，攜手提升業界的安全意識及工地安全水平。

KML Engineering Limited and its customer jointly supported the campaign to promote safety at work sites again. The campaign included valuable discussions among our chief executive director, project manager, safety officer, and representatives from the customer and subcontractors' workers on construction procedures and risks; the conduct of site walks; and the delivery of key safety messages.



高明科技工程有限公司及其客戶再次聯手支持該活動，推廣工地安全。活動過程中，我們的行政總裁連同我們的項目經理、安全主任、客戶及分判商代表一起視察選定的工地，並就施工程序及風險進行討論，進行現場巡視，並傳遞重要的安全信息。

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OUR PEOPLE

我們的員工

Safety and Health (Continued)

Health Always Culture

Having a healthy workforce is one of the cornerstones for us to become a productive and competitive corporate, we care both the physical and mental well-beings of our employees. The Group has joined the "Joyful@Healthy Workplace" campaign and pledged to "Mental Health Charter" for over 2 years, and continually driven our employees to stay healthy through various engagement activities.

Biweekly campaign for World No Tobacco Day 2021 世界無煙日2021雙週活動

The Group has Harmful Drug-free, Alcohol-free and No Smoking Workplace Policy in place, which demonstrated our commitment to providing a healthy and safe smoke-free work environment for employees. We regularly share information about smoke-free lifestyle to employees and encourage smoking cessation for years. During the Reporting Period, we participated in a series of smoke-free activities to set up and implement internal smoke-free policies, and design as well as develop sustainable employee health programs.

本集團制定了免除有害藥物、酒精及吸煙為禍工作場所政策，多年來致力為員工提供一個健康安全的無煙工作環境，持續向員工傳遞無煙生活的信息、了解員工的吸煙情況並鼓勵積極戒煙。今年我們參與了一系列無煙活動，以訂立及推行內部無煙政策，從多方面設計及制定具可持續性的員工健康方案。



安全與健康 (續)

健康至上文化

擁有一支健康的員工隊伍是我們成為一家富有成效和競爭力的企業的基石之一，我們關心員工身心健康方面的福祉。本集團已參加「好心情@健康工作間」計劃及《精神健康職場約章》超過兩年，並持續透過不同方式推動的員工保持健康。



In response to the "World No Tobacco Day 2021", we organised a 2-week programme for the first time to promote smoke-free culture. The content-rich programme included a "Smoke-free Anti-3-Highs Challenge" activity and a webinar about health to encourage employees to stay away from tobacco and work together to create a healthy workplace.

為響應世界無煙日2021，我們發揮創意，積極籌備了首次的無煙雙週活動。雙週活動內容豐富，包括「無煙抗三高挑戰」活動及網上健康講座，鼓勵員工遠離煙害，合力打造健康工作間。

OUR PEOPLE 我們的員工

Safety and Health (Continued)

安全與健康 (續)

Health Always Culture (Continued)

健康至上文化 (續)

Relaxation Exercise Workshop 鬆弛練習工作坊



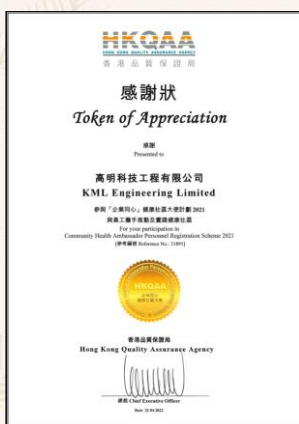
We value and promise to promote a mentally healthy and friendly working environment. Apart from regular sharing of mental health information through our Newsletter and ESG TV Channel, we further organised a Relaxation Exercise Workshop where the instructor introduced relaxation techniques and guided participants to practise relaxation breathing, relieving the tension accumulated in their daily lives, particularly during COVID-19.

我們重視並承諾促進一個精神健康友善的工作環境。除了透過通訊和ESG資訊台定期分享心理健康信息外，我們組織了一場鬆弛練習工作坊，由導師介紹鬆弛技巧，帶領參加員工進行鬆弛呼吸法，讓員工在日常生活，特別是在COVID-19期間所積壓的緊張心情得以舒緩。



"Community Health Ambassador" Personnel Registration Scheme

「企業同心」健康社區大使人員註冊計劃



Awareness of personal hygiene and public health is vital to protect our staff and maintain the Group's public image, particularly during the time of COVID-19 prevalence. This year, we again joined the "Community Health Ambassador" Personnel Registration Scheme led by the Hong Kong Quality Assurance Agency, appointing staff to complete the assessment and be registered as "Community Health Ambassador", who then passed the knowledge to other employees at all levels.

個人衛生和公共衛生意識對於保護我們的員工和維護本集團的公眾形象非常重要，尤其是在COVID-19流行期間。今年，我們再次參加由香港品質保證局牽頭的「企業同心」健康社區大使人員註冊計劃，並委派員工完成考核並註冊為社區大使，將其知識傳授給各級別的員工。

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OUR PEOPLE

我們的員工

Safety and Health (Continued)

安全與健康 (續)

Awards and Recognitions

獎項和認可

Safety Performance Award 安全表現大獎

Stringent OS&H measures are implemented throughout our business to ensure safety and health of staff and workers. We were awarded the "Safety Performance Award - Construction Industries" Excellence Award by the Occupational Safety and Health Council.

本集團於業務中全方位實施嚴謹的職安健措施，以確保員工及地盤工人的安全與健康。在報告期內，我們榮獲由職業安全健康局頒發「安全表現大獎-建造業組別」卓越獎。



Achieved zero work-related accident for two consecutive periods
連續兩期保持零工傷事故

"Hong Kong Outstanding OSH Employee Award" 「全港傑出職安健員工嘉許計劃」

We believe creating a culture of performance begins with our employees, we have an internal reward scheme to recognise employees who conducted good practices. These good practices will be shared in our monthly newsletter. To further recognise the employees with outstanding achievements in making our workplace safer and promoting work safety culture, this year we nominated one of our employees to participate in the "Hong Kong Outstanding OSH Employee Award". After a series of assessments, Mr. Leung, our Senior Supervisor, won the Merit Award.

我們相信創造績效文化始於我們的員工，我們設有內部獎勵計劃來表彰表現優良的員工。這些良好的表現更會被載入我們每月的內部通訊中。為進一步表彰在安全工作文化推廣方面表現優秀的員工，今年我們提名其中一名員工參加「全港傑出職安健員工嘉許計劃」。經過一系列的評估，我們的資深督導員梁先生獲得了優異獎。



OUR PEOPLE

我們的員工

Safety and Health (Continued)

安全與健康 (續)

Awards and Recognitions (Continued)

獎項和認可 (續)

Smoke-free Workplace Corporate Creativity Award

「愛·無煙」前線企業員工戒煙計劃

We participated in the "Smoking Cessation Program in Workplace" ("SCPW") organised by the Lok Sin Tong Benevolent Society, Kowloon, to deepen colleagues' awareness about the health risks of smoking, enhance smokers' motivation to quit smoking, and assist them in solving the difficulties they may encounter when quitting. The Group successfully won the "Smoke-free Workplace Corporate Creativity Award" among more than 90 companies participated in the SCPW.

我們於本年度參加由九龍樂善堂主辦的「愛·無煙」前線企業員工戒煙計劃（「愛·無煙」），加深同事們對煙害的認識，進一步提升有吸煙習慣的員工的戒煙意欲，並協助他們解決戒煙路上可能會遇到的困難。最終，本集團成功在90多個參與「愛·無煙」的企業中奪得「無煙工作間企業創意獎」。



We were invited to participate in the corporate representatives sharing session of the Press Conference cum Kick-off Ceremony of the SCPW 2021/22 in August 2021, to share with the public our experience in implementing the smoke-free policy.

於2021年8月，我們更榮獲邀請參加「愛·無煙」的新聞發佈會暨2021-22年度計劃啟動禮的企業代表分享環節，向公眾分享我們實行內部無煙政策的經驗。



Caption: HR's representative (right) shared our experience in implementing our smoke-free policy in the Press Conference cum Kick-off Ceremony of the SCPW 2021/22.

圖片說明：人事部代表（右）在「愛·無煙」的新聞發佈會暨2021-22年度計劃啟動禮上分享我們實行內部無煙政策的經驗。

OUR PEOPLE 我們的員工

Development and Training

The Group highly prioritises our employees' learning and development and supports them in maximising their professional potential. In general, we plan and implement training and development programs according to the following process:

發展及培訓

本集團高度重視員工的學習及發展，並全力支持他們在事業上發揮最大的潛力。一般以言，我們按以下的流程規劃及實施培訓及發展計劃：



OUR PEOPLE

我們的員工

Development and Training (Continued)

During the Reporting Period, we continued to deliver learning opportunities and courses through various online or small group training even under the influence of COVID-19. The internal training topics cover key policies and procedures, updates of regulatory requirement and/or operational practices, integrity environmental, OS&H awareness trainings etc.

We also sponsored employees to enroll in external courses, such as:

發展及培訓 (續)

於報告期間，即使在 COVID-19 的影響下，我們仍無間斷地以各種線上或小組培訓提供學習機會和課程。內部培訓主題涵蓋關鍵政策和程序、監管要求和/或營運實踐的更新、誠信、環境、職安健意識培訓等。

我們還贊助員工報讀外部課程，例如：

Environment 環境

- Organizational Level Greenhouse Gas Accounting and Verification - ISO 14064 Introductory and Implementation Course
ISO 14064 溫室氣體排放查證課程
- Executive Certificate in ESG Planning
行政人員證書 - ESG規劃
- BEC + InvestHK Leadership Forum Series #2 Reducing Waste Through Innovation and Partnership
BEC + InvestHK 領袖論壇系列#2 透過創新與合作減少浪費
- Corporate Governance for Climate Resilience: Trends and Opportunities for Hong Kong
應對氣候變化的企業管治：香港的趨勢和機遇
- Developing A Climate-Related Risk Management Disclosures With TCFD Reporting
發展與氣候相關的風險管理披露TCFD 報告

Safety & Health 安全與健康

- Safe Working Cycle
安全施工程序
- Hazard Identification Activity
危害識別活動
- "Community Health Ambassador 2.0" Personnel Registration Scheme
「企業同心」健康社區大使2.0人員註冊計劃
- "Press to shock - Save a life" CPR & AED Course
「擊活人心」心肺復甦法及自動心臟除顫器課程
- Health Talk
「愛，無煙」健康講座
- Relaxation Exercise Workshop
鬆弛練習工作坊

Governance, Management, Ethics and Compliance 管治、管理、道德和合規

- Advanced Diploma in Risk and Crisis Management
風險及危機管理高等文憑課程
- "Ethics Legacy" - Ethical and Governance Roles of Directors and Senior Management of Publicly Listed Companies
「商誠記」- 上市公司董事及高級管理人員的誠信管治角色網上講座
- Women In Governance Conference
女性參與管治會議
- ISO 9001:2015 - Quality Management Systems Auditor/Lead Auditor Training Course
ISO 9001:2015 - 品質管理系統 - 稽核員/主稽核員訓練
- Combat Doxxing - Personal Data (Privacy) (Amendment) Ordinance 2021
打擊「起底」行為：《2021年個人資料(私隱) (修訂) 條例》網上講座
- Integrity Requirements of Approved Contractors, Suppliers of Materials and Specialist Contractors for Public Works
認可公共工程承建商、物料供應商及專門承造商的誠信要求

OUR PRODUCTS AND SERVICES

我們的產品和服務

Management Approach to Quality

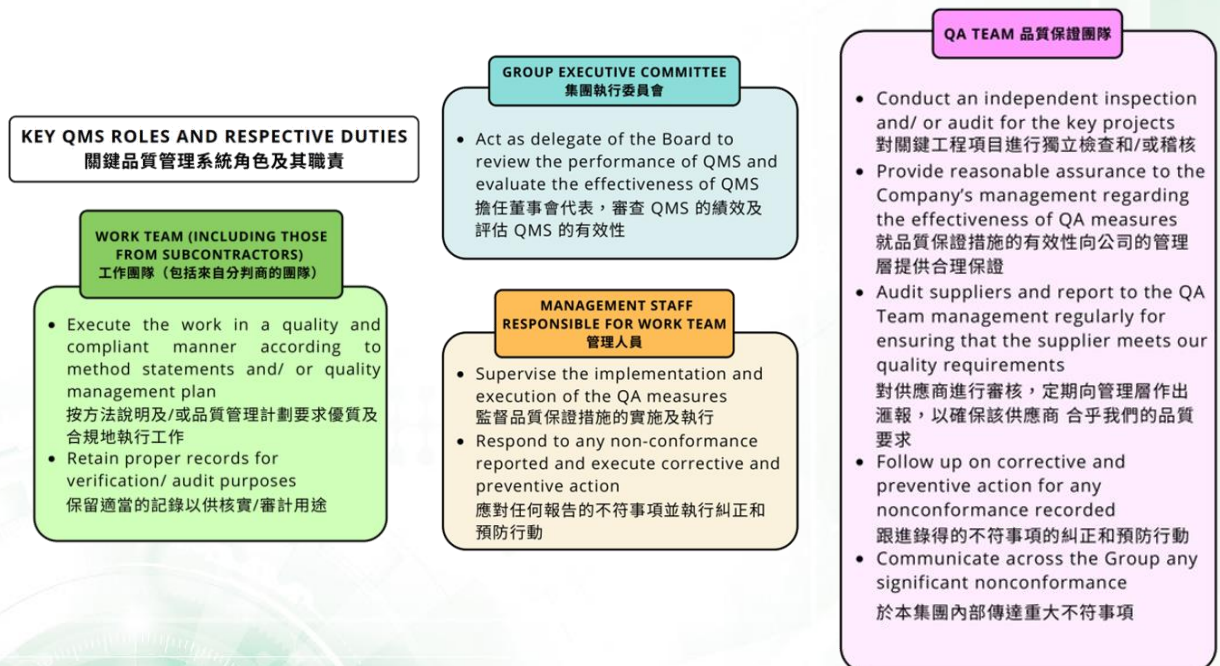
The Group is committed to delivering high quality works and services. We adhere to our Quality Policy for ensuring that our works and services fulfil the contractual, applicable statutory and regulatory requirements and our employees protect our stakeholders' interests and fulfilling the social obligations by effectively managing the risks. Strict quality assurance ("QA") practices, comprising monitoring, verifying and validating the works and materials, were adopted. We manage quality through the application of ISO 9001:2015 Quality Management System ("QMS") Standard to our operations.

Our QMS is monitored and audited internally by our QA team, and is evaluated by the Group Executive Committee yearly to ensure its effectiveness and advancement. During the reporting period, the overall performance of our QMS was found continually in compliance with ISO 9001:2015 version.

品質管理方針

本集團致力於提供優質工程及服務。我們遵從本集團的品質政策，以確保我們的工作和服務滿足合約、適用法律和監管要求，我們的員工透過有效管理風險來保障持份者的利益並履行社會義務。我們採用了嚴格的品質保證（「品質保證」）做法，包括監控、驗證和認證工作和材料。我們以ISO 9001:2015 品質管理系統（「品質管理系統」）標準應用於我們的營運來管理品質。

我們的品質管理系統由品質保證團隊在內部進行監控和審核，並由集團執行委員會每年進行評估，以確保其效能和進度。報告期內，我們的品質管理系統整體表現持續符合 ISO 9001:2015 版本。



OUR PRODUCTS AND SERVICES

我們的產品和服務

Focusing Customer Satisfaction

We deeply believe that our business success hinges on the customer satisfaction of key customers on our works and services. Our strategies to improve customer satisfaction include: (i) Maintaining an ongoing customer engagement process, (ii) Being responsive to customer complaints, and (iii) Identifying opportunities for improvements.

重視客戶滿意度

我們深信業務的成功取決於主要客戶對我們的工作和服務的滿意度。我們提高客戶滿意度的策略包括：(i) 保持與客戶的持續聯繫，(ii) 回應客戶的投訴，以及 (iii) 尋求改善機會。

Ongoing engagement 持續參與

Regular progress meetings with our customers are conducted throughout the project cycle where our project managers will report the progress to the customers, discuss the major issues encountered and obtain customer feedback.

與客戶的定期進度會議貫穿整個項目週期，我們的项目經理將向客戶報告進度、討論遇到主要問題並獲取客戶反饋。

In the event of receiving the customer complaints, 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.

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。

Complaints handling 投訴處理

Identification of opportunities for improvements 尋求改善機會

We proactively seek feedbacks from our customers by conducting satisfaction surveys among customers at the end of key projects, thereby contributing to continual improvements.

於主要項目結束時，我們透過客戶滿意度調查，積極尋求客戶的反饋，從而持續改善。

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OUR ENVIRONMENT

我們的環境

As Hong Kong is on its way to transforming into a low-carbon and smart city, we, as a responsible contractor, understand that we are obliged to protect the environment while expanding our business. Environmental protection, green operation, and pollution control are our principles to manage the Group's daily operations and project sites. For the time being, we are also dedicated to getting our staff involved in the corporate's environmental initiatives, performing their social obligations to preserve and enhance the quality of the environment that we live in.

Management Approach to Environmental Protection

We have established a holistic and ISO 14001:2015-certified environmental management system ("EMS"), which provides a structured and robust framework to manage environmental issues and performance while seeking opportunities for improvement.

Our environmental team endeavors to monitor the corporate environmental performance and manages to improve employees' environmental awareness through various internal and external promotions and training activities, instilling the concept of sustainability into their working routines and holding them accountable for the environmental performance profile.

Environmental Protection Initiatives

The Group has implemented various control measures to improve the corporate's energy consumption profile and reduce unnecessary wastage. These measures include:

- Maintain the office room temperature at 25.5°C;
- Turn off the desktop screen before leaving the seat;
- Turn off all lightings and air conditioners when not in use;
- Think twice before printing, use both-sided and grayscale setting in printing whenever possible; and
- Recycle waste paper instead of placing them into the bins.

隨著香港正向低碳智慧城市轉型，作為負責任的承包商，我們了解在拓展業務的同時也要保護環境。環境保護、綠色營運和污染監控為指導本集團之日常營運及管理工地的原則。我們目前亦致力於讓我們的員工參與公司的環保舉措，以履行他們的社會義務去保護和提高我們生活的環境水平。

環境保護管理方針

我們設立了一個全面且通過 ISO 14001:2015 認證的環境管理系統（「環境管理系統」），提供有架構和穩健的框架來管理環境問題和績效，同時尋求改進的機會。

我們的環保團隊致力監督企業的環境表現，並通過各種內外推廣及培訓活動來提高員工的環保意識，使他們能將可持續發展的概念融入日常工作當中並對環保績效負責。

環境保護倡議

本集團已實施多項控制措施，以改善公司的能源耗用及減少不必要的浪費。該等措施包括：

- 維持辦公室室溫於攝氏25.5度；
- 離開座位前，關閉電腦屏幕；
- 無人使用時關上所有照明及空調；
- 打印前三思，盡可能在打印中使用雙面列印和黑白色設定；及
- 回收廢紙，切勿把廢紙棄於垃圾桶內。

OUR ENVIRONMENT

我們的環境

Management Approach to Environmental Protection (Continued)

Go Green Culture

Green Month and World Vegetarian Day

Every 5th June is World Environment Day, which is also regarded as Hong Kong Green Day by the Green Council. We continued our support for the campaign this year, pledging to create an environmental-friendly working environment and deliver green messages to the community. We further upgraded the campaign, prolonging the duration of Green Day into the entire month, namely "Green Month". Participating staff wore and displayed their green outfits and/or accessories. They were also encouraged to patronage green restaurants and shops to further promote low-carbon living.

In view of the success of last year's promotional scheme, we continued the incentive scheme to attract employees' engagement. This year, we launched a lucky draw event to reward active participants throughout the campaign, which successfully increased participation. We even encouraged our suppliers to participate in the meaningful event and foster a green culture within their working environment.

As more public health and environmental issues arise from meat consumption, vegetarian or plant-based diets are gaining attention and popularity. Every 1st October is regarded as World Vegetarian Day. To celebrate this day, we encouraged our staff to have at least one vegetarian meal in a show of support within the same month.



環境保護管理方針 (續)

邁向綠色文化

綠色月及世界素食日

每年6月5日是世界環境日，同時亦被環保促進會訂為香港綠色日。本年度我們繼續支持該項目，承諾塑造綠色辦公環境，並向社區傳遞綠色信息。我們更把項目升級，延長項目至整個六月份，名為「綠色月」。參與的員工穿著綠色服裝和/或展示其配飾。我們亦獲鼓勵員工光顧環保食肆和商舖，以進一步推動低碳生活。

基於去年成功推廣計劃，我們今年繼續推行獎勵計劃吸引員工參與。我們舉辦了一次幸運抽獎活動，以獎勵在整個項目中積極參與的員工，成功提升參與度。我們更鼓勵我們的供應商參加此有意義的活動，以使他們在工作環境中培養綠色文化。

隨著肉類消耗引發更多的健康及環境問題，素食主義或植物性飲食正備受關注和普及。每年10月1日被視為世界素食日。為了慶祝這日子，我們鼓勵員工在同一月份內至少吃一頓素食，以示支持。

OUR ENVIRONMENT

我們的環境

Management Approach to Environmental Protection (Continued)

Go Green Culture (Continued)

Green Run 2021

Held by the Green Council every year since 2016, Green Run aims to raise people's awareness of environmental protection, encouraging them to put into practice extending green culture to their daily lives. Through the event, participants were able to learn about how much carbon emissions could be saved by running instead of using vehicles. This year, the event was run virtually online for public safety reasons under the influence of the pandemic. Our employees actively participated in the event to show their support for the adoption of green commuting and embrace the culture. We also offered a prize for active participating employees as an appreciation of their efforts in the event.



Rewarded active participants for achieving green travel and practicing sustainable living patterns in their daily lives

獎勵積極參與者實現綠色出行及實踐可持續生活模式

環境保護管理方針 (續)

邁向綠色文化 (續)

著綠狂奔虛擬跑 2021

自 2016 年以來，環保促進會每年舉辦的《著綠狂奔》旨在提高公眾環保意識，並鼓勵公眾身體力行，將環保文化延伸到日常生活中。通過此次活動，參與者能夠了解到以跑步取代車輛可節省多少碳排放。今年，在新冠疫情的影響下，基於公眾安全，該活動改為線上進行。我們的員工積極參與此次活動，以表示對綠色代步的支持和接納此文化。我們亦為積極的參與者提供了一份獎品，以表彰他們於活動的貢獻。



OUR ENVIRONMENT

我們的環境

Air and Greenhouse Gas Emissions

As a M&E engineering services provider, the major contributors to the Group's air and greenhouse gases ("GHG") emissions are electricity consumption in head offices and fuel consumption in vehicles for delivering materials from warehouses to project sites. In previous years, we have been promoting the use of more environmental-friendly fuels and closely monitoring fuel consumption in vehicles and vehicle efficiency. Regular vehicle checking and maintenance are arranged to ensure engine performance and efficient use of fuel.

To reduce the Group's carbon footprint, as well as acknowledge Hong Kong's roadmap for green transport transition, we have been progressively working on the transition of retiring existing vehicles for a more environmental-friendly commuting option, such as electric vehicles ("EVs").

廢氣及溫室氣體排放

作為機電工程服務供應商，本集團的廢氣及溫室氣體（「溫室氣體」）排放主要來自於總辦公室用電及將物料從倉庫運送至項目工地的汽車燃料消耗。過去幾年，我們一直在推廣使用更環保的燃料，並密切監控車輛燃料消耗和汽車效能。我們亦定期檢查和保養車輛，以確保引擎性能及燃料有效使用。

為減少本集團的碳足跡，並得悉香港綠色交通轉型的路線圖，我們一直在計劃逐步淘汰現有車輛，積極提供更環保的代步選擇，例如：電動汽車（「電動汽車」）。

Sulphur oxides (SOx)
硫氧化物 (SOx)

0.45 kg 千克

2020/2021:
0.57 kg 千克

Nitrogen oxides (NOx)
氮氧化物 (NOx)

222.27 kg 千克

2020/2021:
271.55 kg 千克

Particulate matter (PM)
懸浮粒子 (PM)

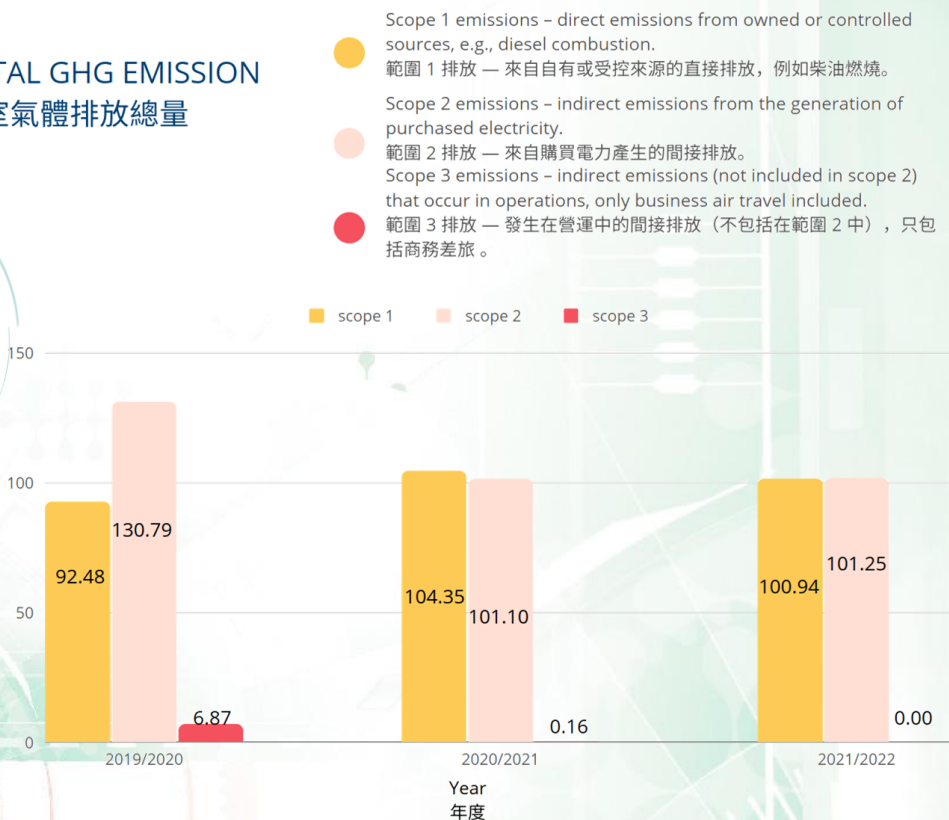
21.53 kg 千克

2020/2021:
26.11 kg 千克

TOTAL GHG EMISSION

溫室氣體排放總量

tCO₂-eq
噸二氧化碳
當量



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OUR ENVIRONMENT

我們的環境

Waste Management

The Group's waste management policies advocate waste minimisation at the source supplemented by 8R principles, i.e. "Reduce, Reuse, Recycle, Responsibility, Replace, Repair, Respect, Rethink". In offices, we set up collection points for employees to sort and dispose of recyclable items, including but not limited to paper, plastics, and aluminium cans. Such practices further infiltrate our work sites where we encourage discarded safety helmets and shoes recycling. Reusing packaging materials for product or material protection is suggested during delivery/ transportation where appropriate. We also cover the concept of waste reduction in the employee induction training program to pass on the culture to newly joined employees.

廢物管理

本集團的廢物管理政策提倡源頭減廢，並輔以「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」的8R原則。在辦公室，我們為員工設置收集點，讓他們對可回收物品進行分類和處理，包括但不限於紙、塑料和鋁罐。該概念更進一步滲透到我們的工地場所，我們鼓勵回收廢棄的安全頭盔和防護鞋。我們更建議在交付/運輸過程中重複使用包裝材料以保護產品或物料。我們還在員工入職培訓計劃中介紹本集團的減廢概念，將此文化傳遞給新員工。

WASTE MANAGEMENT POLICIES 廢物管理政策



OUR ENVIRONMENT

我們的環境

Waste Management (Continued)

Hazardous Waste

Due to our business nature, hazardous waste production is hardly avoidable, such as surplus paint, spent mineral oil, waste batteries/ unwanted printed circuit boards, mercury lamps and spent liquid crystal displays ("LCD"). As a registered waste producer of Environmental Protection Department, we perform necessary precautionary measures to securely store the wastes at designated areas before collecting from qualified chemical waste collectors.

During the Reporting Period, we have recorded that the Group has generated a total weight of 8,239 kg of hazardous wastes (2021: 40.5 kg). This substantial increase is mainly due to the job nature of a project in which we replaced a large amount of battery cells as requested.

Non-hazardous Waste

We classify two main sources of non-hazardous waste during the operations of the Group, which are:

- (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 operation at the head offices and are discarded by the building management.

As of the Reporting Period, we recorded that a total of around 37.11 tonnes (2021: approximately 42.72 tonnes, reduced by about 13% this year) of construction wastes were disposed of in landfills. However, the Group currently does not report on the total non-hazardous waste produced and its intensity considering its negligible amount. Complemented with existing sustainability initiatives, we ensure a proper disposal of non-hazardous waste and encourage recycling whenever possible.

廢物管理 (續)

有害廢棄物

由於本集團的業務性質，產生有害廢棄物是難以避免，當中包括剩餘油漆、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（「**液晶顯示器**」）。作為環境保護署的已登記廢物產生者，我們採取必要的預防措施，將廢物安全地存放在某指定區域，再由合資格的化學廢物收集者收集處理。

報告期內，我們錄得本集團產生的有害廢棄物總重量達8,239公斤(2021年：40.5公斤)。這一大幅增長主要是由於項目的性質，在該項目中，我們需按客戶的要求更換了大量的電池。

無害廢棄物

我們將本集團營運過程中的主要無害廢物來源分成兩類，分別是：

- (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。

截至本報告期，我們錄得運送至堆填區的建築廢物合共約 37.11 噸（2021年：約 42.72 噸，今年減少約 13%）。然而，考慮到其數量微不足道，本集團目前並未報告所產生無害廢棄物總量和密度。與現有的可持續發展倡議相輔相成，我們確保妥善處置無害廢棄物，並盡可能鼓勵廢物回收。

OUR ENVIRONMENT

我們的環境

Uses of Resources

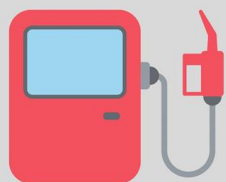
Energy Consumption

The Group's energy use is mainly attributed to the electricity consumption from daily operations of offices and workshops and the fuel consumption of vehicles for transportation. Amount of energies, in kilowatt hour ("kWh") or litres ("L"), is summarised below:

資源使用

能源消耗

本集團的能源消耗主要來自辦公室及工場日常運作所產生的電力消耗和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：

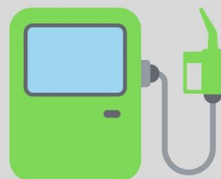


Diesel 柴油

15,772 L 升

Unleaded Petrol 無鉛汽油

13,559 L 升



Electricity 電力

259,613 kWh 度

OUR ENVIRONMENT

我們的環境

The Environment and Natural Resources

Noise

Due to our business nature, noise generation is another inevitable concern when loading/ unloading materials and using powered mechanical equipment for drilling/ concrete breaking. In this regard, the Group has established a working guideline on noise control to mitigate any adverse impacts on the nearby environment and the public.



Paper

A survey by an environmental protection organisation found that paper consumption in Hong Kong offices stands high at 191 million sheets of paper used a week. Paper originates from trees, which are regarded as valuable natural resources. As such, we have already implemented some paper-saving initiatives to save paper in offices as in the followings:

- Replace paper forms by electronic forms/ systems, e.g., leave application system, material requisition system, purchasing order system etc.;
- Encourage paperless meeting;
- Post eye-catching reminders at individual desktops to promote paper-saving culture, such as rethink before print and print on both sides;
- Place trays to collect stationery supplies such as envelopes and file folders; and
- Place paper boxes near printers to collect single-sided printed papers for reuse.

環境及天然資源

噪音

考慮到我們的業務性質，在裝卸材料和使用動力機械設備進行鑽孔/混凝土破碎時所產生的噪音是另一個難以避免的問題。就此，本集團已制定噪音控制工作指引，以減輕對附近環境及公眾的不利影響。

紙張

有環保組織的調查發現，本港辦公室的用紙量高達每週 1.91 億張。紙張源自樹木，被視為寶貴的自然資源。故此，我們已實施了一些節紙措施，以節省辦公室用紙狀況，如下所示：

- 採用電子表格代替紙質表格，如：假期申請系統、物料申請系統、採購訂單系統；
- 鼓勵無紙化會議；
- 在個人桌面著眼處張貼提醒，以宣傳節約用紙文化，例如打印前三思而後行、雙面打印；
- 放置托盤以收集信封和文件夾等文具用品；及
- 在打印機附近放置紙箱以收集單面打印紙張。

OUR ENVIRONMENT

我們的環境

The Environment and Natural Resources (Continued)

Paper (Continued)

Rethink our Paper Footprint

Our environmental team regularly communicates with several departments in revisiting the usage of paper during their daily operations. We digitalised the safety inspection process for work sites with the help of a mobile application to facilitate communication for the exchange of information.

Furthermore, we also created a new broadcasting channel to disseminate employee newsletters, estimated to have saved 2730 sheets of paper since January 2022.



環境及天然資源（續）

紙張（續）

重新思考我們的紙足印

我們的環保團隊定期與各部門溝通，重新審視其日常營運中的用紙情況。我們藉助移動應用程式將工地安全檢查過程數字化，以促進信息交流。

此外，我們亦創建了一個新的廣播頻道來傳播員工通訊，估計自 2022 年 1 月以來已節省了 2730 張紙。

OUR ENVIRONMENT

我們的環境

Climate Change

Awareness over climate change has been growing and extensively discussed among companies and business. The Group is attentively concerned about climate change trajectories and their impacts, thus integrating climate-related risks into our management considerations to operate our business. We conduct regular management meetings to discuss the risks and opportunities identified in our operations, the associated mitigation measures, as well as adaptation measures. Through regular reviews and monitor the risk register by the Risk Management Committee, the board-level oversight of climate matters can be realised.

Extreme weather is one of the phenomena caused by climate change. Frequent extreme weather occurrences expose our workers, especially for those working outdoors, to safety and health risks. In response to that, we developed an emergency response team and formulated written procedures regarding work arrangements under extreme weather, enabling us to mitigate the impact of extreme weather on our operations and workers.

During the Reporting Period, we implemented various measures to assist our employees in resilient to the extreme hot weather. From the end of the Reporting Period to the Date of this Report, we also sponsored some OS&H team members to attend a "Heat Stress Assessor Training Course" organised by the Occupational Safety and Health Council, for enhancing their competence in identifying hazards of working in a hot environment and planning for control measures; thereby mitigating the risks of heat stroke incidents on our work sites.

Caption: Electrolyte drinks are distributed to on-site workers to keep them hydrated.

圖片說明：分發電解質飲料給工地工人，以補充水分。



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氣候變化

公司對氣候變化的意識持續增長及在企業間廣泛議論。本集團高度關注氣候變化軌跡及其影響，並將氣候相關風險納入我們管理業務的考量當中。我們定期召開管理層會議，討論我們營運中發現的風險和機遇、相關的緩解及應對措施。本集團通過風險管理委員會對風險登記冊的定期審查和監控，實現對氣候事項的董事會層面的監督。

極端天氣是氣候變化引致的現象之一。頻繁的極端天氣事件使我們的工人，尤其是在戶外工作的員工，面臨安全與健康風險。為此，我們成立了緊急應變小組，並製定了極端天氣下工作安排的書面程序，以便為我們減緩極端天氣對我們的營運和員工的影響。

於報告期間，我們一如以往執行多項措施協助員工抵禦酷熱天氣。由本報告期結束至本報告日期期間，我們亦資助部分職安健團隊成員參加由職業安全健康局所舉辦的暑熱壓力評估員訓練課程，增強他們對職業危害的抵禦能力，從而減少我們的工地發生中暑事件的風險。



OUR ENVIRONMENT 我們的環境

Climate Change (Continued)

In terms of transitional risks, we have a designated team to oversee and circulate updates from regulatory bodies and industries, informing the management team of the business trend and changes of regulations. This assists the management team to identify policy-related and technological risks, as well as opportunities in relation to climate change.

In support of Hong Kong's long-term decarbonization strategy, the Group has devoted to utilising our experience and expertise in electrical installation, making our contribution to attaining zero vehicular emissions before 2050. During the Reporting Period, we actively participated in tendering projects for the provision of consultancy services on EV charging-enabling infrastructure, accounting for over 30% of our total tenders and quotations submissions. Meanwhile, we were also awarded 11 contracts related to the provision of the consultancy service to the pilot EV-charging at Home Subsidy Scheme (EHSS). Besides, we also awarded the contract for provision of platform gap light-emitting diode (LED) flashing lights system for certain railway lines, facilitating the reduction of the operational carbon footprint of our customer.

Last year, we were aware of the adoption of building information modelling ("BIM"), which drove sustainability into the development of the construction industry. We also seized the opportunity to have staff complete the specific BIM-related training and procure additional hardware and software. At the current stage, all training and gears were completed and ready to apply and execute in our operations.

氣候變化 (續)

就過渡性風險方面，我們有指定團隊監視及傳遞由監管機構和行業發出的最新信息，向管理團隊匯報業務趨勢和法規更新。此舉有助於管理團隊識別與政策相關和技術風險，以及氣候變化的機會。

為支持香港的長遠減碳策略，本集團致力利用我們在電氣安裝方面的經驗和專業知識，為在 2050 年前實現車輛零排放作出貢獻。於報告期間，我們積極參與為電動車充電基電基礎設施提供諮詢服務的投標項目，佔我們所提交的投標和報價項目總數的 30% 以上。同時，我們亦獲得了 11 份與為 EV 屋苑充電易資助計劃 (EHSS) 的先導計劃提供諮詢服務的合約。此外，我們還獲取了一份為若干鐵路線提供月台踏板發光二極體 (LED) 閃燈系統的合約，助我們的客戶減少營運的碳足跡。

去年，我們留意到利用建築資訊模型（「BIM」）驅使建造業可持續發展。我們亦把握機會讓員工完成特定的 BIM 相關培訓並採購額外硬件和軟件。目前階段，所有培訓和裝備都已完成，並準備好在營運中使用及操作。

OUR PARTNERS

我們的夥伴

The Group recognises that an effective supply chain management enables us to deliver high quality products and services; and mitigate the environmental and social risks associated with the supply chain. The Group has been partnering with vendors globally to maintain sufficient supply:

本集團明白，高效的供應鏈管理有助我們提供優質產品和服務，並減輕與供應鏈相關的環境和社會風險。本集團一直與全球供應商合作以維持充足的供應：



The Group maintains a set of procurement procedures which specify: (i) due diligence is required before adding new vendors to our approved vendor list ("AVL"); (ii) the vendor, awarded with the purchase order should be selected based on the established selection criteria, including: cost competitiveness, capability, reputation, compliance status and past environmental, OS&H performance etc., and be the best fulfilling our requirements and standards; and (iii) the new and key vendors ^(Note) should be evaluated annually based on a number of criteria, including: delivery efficiency, quality of services and materials, environmental and OS&H performance, etc., and the results would be used as a reference in purchasing decisions, so as to reduce the compliance or reputational risk they pose to the Group.

Note: Vendors with which we have had long-term relationships and with an annual purchasing value exceeding the predefined amount specified in the purchasing procedure

本集團維持一套採購程序，當中規定：(i) 在將新供應商添加到我們的認可供應商名單（「認可供應商名單」）之前須進行盡職調查；(ii) 獲得採購訂單的供應商應根據既定的甄選標準，包括：成本競爭力、能力、聲譽、合規狀況及過往環保、職安健表現等選出，並為最符合我們的要求和標準的供應商；及 (iii) 須每年按多個評核準則包括：交付效率、服務及物料的品質、環保及職安健表現等評核新增加及主要的供應商 ^(附註)，並將結果作為採購決策的參考，從而以減低其為本集團帶來的合規或聲譽風險。

附註：與我們有長期合作關係且年度採購總額超過既定金額的供應商

OUR PARTNERS

我們的夥伴

Apart from the forementioned approach, the Group also manages the environmental and social risks associated with our suppliers through:

除上述方法外，本集團還透過以下方式管理與供應商相關的環境和社會風險：



Communicate expectations and requirements

溝通我們的期望與需求

Contractual documents 合約文件

Attach "Contractor SHEQ Scheme" to the purchasing agreement.

將《承包商安健環質計劃》附在採購協議中

(i) explicitly mandates our contractors to comply with our SHEQ requirements and the applicable statutory requirements; and
明確要求我們的承包商遵守我們安健環質的要求以及相關法定要求；及

(ii) communicate the penalty system, such as fine, removal from AVL etc.

(ii) 交代發現違規行為將實施的處罰制度，如：罰款、從認可供應商名單中除名等

All contractors are required to acknowledge their understanding and acceptance of the requirement
我們要求所有的承包商確認他們理解並接受所傳達的要求



Adopt control strategies

採用控制策略

During the Reporting Period, we have updated a purchasing document, "General Purchasing Conditions", in which the Group's zero tolerance of bribery and corruption was reiterated and our expectations over all its vendors regarding integrity standards; and organised a Co-workshop cum Safety Committee Meeting with nearly all contractors to share our sustainability targets and practices, aiming at engaging them to co-create a sustainable value chain.

於報告期內，我們更新了一份採購文件《一般採購條件》，當中重申了本集團對賄賂和貪污行為的零容忍，以及我們對所有供應商的誠信標準的期望透過合約文件及持分者參與，持續溝通我們的期望與需求；及與幾乎所有承辦商舉辦了一場聯合工作坊暨安全委員會會議，以分享我們的可持續發展目標和實踐，旨在讓他們共同創造可持續價值鏈。



On-going stakeholder engagement activities

持分者參與

Environmental and OSH induction trainings and regular toolbox trainings for contractors
承包商的環保及安全上崗培訓和定期工具箱培訓

Awareness activities, examples refer to the sections headed for "CIC 'Life First' Industry-wide Construction Safety Campaign" and "Green Run 2021" in this Report
意識活動，例子請參閱本報告「建造業議會『生命第一』全方位建築安全活動」及「著綠狂奔虛擬跑 2021」



Evaluate performance

評核表現

OUR COMMUNITY 我們的社區

In fulfilling its social responsibilities, the Group participates in a variety of activities to show its concern for community development. Employees are also encouraged to take part in a variety of activities to support different sectors and give back to the community. As described in the section headed "Orbis's Mid-Autumn Charity Sales" and the section headed "'Press to shock - Save a life' CPR & AED Course", we participated in activities that proffer benefits not limiting to our staff, as well as to the wellbeing of the community. The "Orbis's Mid-Autumn Charity Sales" raised money for unprivileged people with eye diseases, whereas attending the CPR & AED course equipped our staff with the skills to perform first-aid care to the needy whenever an emergency occurs.

Besides, the Group supports Social Enterprise ("SE"), we regularly revisit the SE list so as to explore 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. This year, we supported the New Life Psychiatric Rehabilitation Association, which aims to assist mental illness recovered patients to re-enter the community with equal opportunities and public acceptance. We purchased seasonal fruits sold on their platform for our employees to promote the organisation and its corresponding SE campaigns.

本集團一直致力履行社會責任，熱心參與各項公益活動，關懷社區發展。我們鼓勵員工參與不同活動，以行動將關愛傳送到不同階層，回饋社區。如於「奧比斯『愛心獻光明』中秋義賣」一節和「『擊活人心』心肺復甦法及自動心臟除顫器課程」一節所述，我們參與的活動不僅有益於我們的員工，也有益於社區的福祉。奧比斯「愛心獻光明」中秋義賣活動為弱勢眼疾患者籌款，而參加心肺復甦法及自動心臟除顫器課程讓我們的員工掌握急救技能並在緊急情況發生時為有需要的人提供急救服務。

此外，本集團支持社會企業（「社企」），我們定期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。今年，我們支持了新生精神康復會，其機構旨在幫助精神疾病康復患者爭取平等機會並獲得公眾接納，以重新投入社區。我們為員工購買了在其平台上銷售的時令水果，以宣傳該組織及其相應的社企活動。



OUR COMMUNITY

我們的社區

Caring for Youth

As part of the Group's strategic development, we are also committed to supporting the youth and the educational institutions through contribution and cooperation. The Hong Kong Institute of Vocational Education ("IVE") is the leading vocational and professional education provider in Hong Kong, committed to nurturing young professionals. The Group has been offering scholarships to students studying in IVE every year since year 2001.

During the Reporting Period, we continued to offer a short-term internship opportunity for students from IVE. Through participating in our engineering projects, we hope all 5 students gain exposure to a wide range of industry practices, for example, welding, cabling and engineering drawing. Besides the internship, 3 students from IVE were employed as apprentices in the Reporting Period. As mentors, our senior engineers have not only provided guidance to their duties but also career advice on their personal development.

We are pleasure to be awarded the "15 Years Plus Caring Company" logo this year by the Hong Kong Council of Social Service for our unwavering efforts in promoting good corporate citizenship and creating a more inclusive society in the past years.

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.

關愛青年

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。香港專業教育學院（「香港專業教育學院」）是香港卓越的職業專才教育機構，致力栽培年輕人才。自2001年以來，本集團每年均為香港專業教育學院的學生提供獎學金。

於報告期內，我們繼續為來自香港專業教育學院的學生提供實習機會。通過參與我們的工程項目，我們希望全部5位學生都能得到廣泛的行業實踐，例如焊接、拉線和工程製圖。除實習外，報告期內，我們聘請了3名香港專業教育學院的學生作為學徒。我們的資深工程師作為導師，不僅為他們提供工作指導，還為他們的個人發展提供職業建議。

今年，我們很榮幸地獲得香港社會服務聯會頒發「15年Plus『商界展關懷』」標誌，以表揚我們在過去致力履行社會責任，建設共融社會的貢獻。

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意識本集團的努力，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。



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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		
		2022 二零二二年	2021 二零二一年	2020 二零二零年
Environmental 環境				
Type of emission 排放物類別				
Nitrogen oxides ("NO _x ") 氮氧化物 (「NO _x 」)	Kg 公斤	222.27	271.55 ⁽¹⁾	232.73
Sulphur oxides ("SO _x ") 硫氧化物 (「SO _x 」)	Kg 公斤	0.45	0.57	0.52
Particulate Matter ("PM") 懸浮粒子或顆粒 (「PM」)	Kg 公斤	21.53	26.11 ⁽¹⁾	22.35
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	0.08	0.02
Mobile combustion 流動燃燒	tCO ₂ -e 噸二氧化碳當量	79.33 ⁽²⁾	100.36	92.46
Unintentional releases 無意的釋放	tCO ₂ -e 噸二氧化碳當量	21.61 ⁽³⁾	3.91 ⁽⁴⁾	0.00
GHG Emission — Scope 2: Indirect emissions 溫室氣體排放 — 範圍二：間接排放				
Purchased electricity in offices ⁽⁵⁾ 辦公室購買電力 ⁽⁵⁾	tCO ₂ -e 噸二氧化碳當量	101.25	101.10	130.79
GHG Emission — Scope 3: Other indirect emissions ⁽⁶⁾ 溫室氣體排放 — 範圍三：其他間接排放 ⁽⁶⁾				
Business air travel 商務差旅	tCO ₂ -e 噸二氧化碳當量	0 ⁽⁷⁾	0.16	6.87
Total GHG Emissions 總溫室氣體排放				
Total GHG emissions ⁽⁸⁾ 總溫室氣體排放 ⁽⁸⁾	tCO ₂ -e 噸二氧化碳當量	202.19	205.62	230.15
GHG emission intensity ⁽⁹⁾ 溫室氣體排放密度 ⁽⁹⁾	tCO ₂ -e/E 噸二氧化碳當量/全職僱員人數	1.03	1.01 ⁽¹⁰⁾	1.15 ⁽¹⁰⁾

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		
		2022 二零二二年	2021 二零二一年	2020 二零二零年
Environmental 環境				
Energy Use 能源用量				
Diesel usage 柴油用量	Litre 升	15,772	20,068	16,508
Unleaded petrol usage 無鉛汽油用量	Litre 升	13,559	16,960	17,713
Electricity usage ⁽⁵⁾ 耗電量 ⁽⁵⁾	kWh 度	259,613 ⁽¹¹⁾	273,250	261,587
Diesel usage intensity ⁽¹²⁾ 柴油用量密度 ⁽¹²⁾	Litre/E/VEH 升/全職僱員人數/ 車輛數目	21.35 ⁽²⁾	24.59 ⁽¹⁰⁾	23.33 ⁽¹⁰⁾
Unleaded petrol usage intensity ⁽¹³⁾ 無鉛汽油用量密度 ⁽¹³⁾	Litre/E/VEH 升/全職僱員人數/ 車輛數目	8.51	9.24 ⁽¹⁰⁾	9.36 ⁽¹⁰⁾
Electricity usage intensity ⁽⁹⁾ 耗電量密度 ⁽⁹⁾	kWh/E 度/ 全職僱員人數	1,317.8	1339.5 ⁽¹⁰⁾	1307.93 ⁽¹⁰⁾
Waste Statistics 廢棄物統計				
Total chemical waste 化學廢物總量	Kg 公斤	8,239 ⁽¹⁴⁾	40.5	0
Total chemical waste intensity ⁽¹⁵⁾ 化學廢物總密度 ⁽¹⁵⁾	Kg/E 公斤/ 全職僱員人數	41.82	0.20 ⁽¹⁰⁾	0.00 ⁽¹⁰⁾
Total construction waste 建築廢物總量	Tonnes 噸	37.11	42.72	27.35
Total construction waste intensity ⁽¹⁵⁾ 建築廢物總密度 ⁽¹⁵⁾	Kg/E 公斤/ 全職僱員人數	0.19	0.21 ⁽¹⁰⁾	0.14 ⁽¹⁰⁾

Appendix I – Our Performance Data

附錄一 — 我們的績效數據

Note:

- (1) The emission data have been restated due to the correction of mileage data input errors.
- (2) The decrease is mainly due to the retirement of a diesel-consuming vehicle at the end of the Year 2021.
- (3) The increase is due to two major sources: carbon dioxide fire extinguishers and refrigerants of the air-conditioners at the offices.
- (4) This unintentional release has been restated due to a typo error, while the total GHG emissions remained the same.
- (5) The electricity data is pro-rata from the electricity consumption stated on electricity bills, while the emission factor for each respective year as provided by CLP Power Hong Kong Limited, the Group's electricity provider, was applied.
- (6) The Group chose to disclosure 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.
- (7) No business air travel due to the COVID-19.
- (8) The total GHG emissions may not equal the sum of emissions of scope 1, scope 2, and scope 3 due to rounding.
- (9) Intensity is calculated based on the total consumption during the reporting period divided by the total number of full-time employees as of 31 March 2022.
- (10) The normalisation factor was simplified and changed so as to align with the social KPIs to be disclosed. The intensity data have been restated for a more meaningful comparison, given the calculation methods were changed.
- (11) The decrease is mainly due to (i) the enhanced administrative measures against energy savings and (ii) decreased consumption during work-from-home arrangements.
- (12) Intensity is calculated based on the amount of diesel consumption during the reporting period divided by the average number of vehicles and the total number of full-time employees recorded as of 31 March 2022.
- (13) Intensity is calculated based on the amount of unleaded petrol consumption during the reporting period divided by the average number of vehicles and the total number of full-time employees recorded as of 31 March 2022.
- (14) The substantial increase is mainly due to the job nature of a project in which we replaced a large amount of battery cells as requested.
- (15) Intensity is calculated based on the amount of waste disposed during the reporting period divided by the total number of full-time employees as of 31 March 2022.

附註：

- (1) 排放數據因行車里數輸入錯誤的更正而重述。
- (2) 減少的主要原因是 2021 年底一輛柴油消耗車輛退役。
- (3) 增加是由於兩個主要來源：二氧化碳滅火器和辦公室空調的製冷劑。
- (4) 由於錯字，此數據被重述，但總溫室氣體排放量保持不變。
- (5) 電力數據按電費單上的用電量按比例計算，並採用本集團電力供應商中華電力有限公司提供的各年度排放因子。
- (6) 本集團選擇披露與商務航空旅行相關的排放，因為處理廢紙、用於淡水處理和污水處理的電力的排放可忽略不計。
- (7) 由於 COVID-19，沒有商務航空旅行。
- (8) 由於四捨五入，總溫室氣體排放量可能不等於範圍一、範圍二和範圍三的排放量之和。
- (9) 密度是根據報告期內總用量除以截至 2022 年 3 月 31 日的全職員工總數。
- (10) 標準化因子進行了簡化和更改，以便與所披露的社會關鍵績效指標保持一致。考慮到計算方法已更改，密度數據已被重述以進行更有意義的比較。
- (11) 減少的主要原因是 (i) 加強了針對節能的行政措施及 (ii) 在家安排工作期間的耗能減少所致。
- (12) 密度是根據報告期內柴油用量除以報告期間柴油車輛平均數量及截至 2022 年 3 月 31 日的全職員工總數。
- (13) 密度是根據報告期內無鉛汽油用量除以報告期間無鉛汽油車輛平均數量及截至 2022 年 3 月 31 日的全職員工總數。
- (14) 大幅增加主要是由於項目的性質，在該項目中，我們需按客戶的要求更換了大量的電池。
- (15) 密度是根據報告期內廢物棄置量除以截至 2022 年 3 月 31 日的全職員工總數。

Appendix I – Our Performance Data

附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	For the year ended 31 March 2022 截至二零二二年三月三十一日止年度	
	Number 人數	Distribution (%) 分佈 (%)
Social 社會		
Employment - Workforce Profile at the end of the Reporting Period ^(1,2) 僱傭 - 於報告期末的員工概況 ^(1,2)		
<u>By gender</u> 按性別劃分		
Male 男性	170	85.0
Female 女性	30	15.0
<u>By employment type</u> 按僱傭類型劃分		
Full time 全職	197	98.5
Part time 兼職	3	1.5
<u>By age</u> 按年齡劃分		
Under 30 years old 30歲以下	72	36.0
30-50 years old 30-50歲	80	40.0
Over 50 years old 50歲以上	48	24.0
<u>By professional profile</u> 按職級分佈		
Managerial level 管理層	11	5.5
Supervisory level 主管層	58	29.0
General staff 一般員工	131	65.5
<u>By location</u> 按地理位置劃分		
Hong Kong 香港	200	100.0

Appendix I – Our Performance Data

附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	For the year ended 31 March 2022 截至二零二二年三月三十一日止年度	
	Number 人數	Rate (%) 比率 (%)
Social 社會		
Employment – Employee Turnover ⁽¹⁾ 僱傭 - 員工流失 ⁽¹⁾		
Total employee turnover rate ⁽³⁾ 總員工流失比率 ⁽³⁾	34	17.3
By gender ⁽⁴⁾ 按性別劃分 ⁽⁴⁾		
Male 男性	32	19.0
Female 女性	2	6.9
By age ⁽⁴⁾ 按年齡劃分 ⁽⁴⁾		
Under 30 years old 30歲以下	13	18.3
30-50 years old 30-50歲	17	21.5
Over 50 years old 50歲以上	4	8.5
By professional profile ⁽⁴⁾ 按職級分佈 ⁽⁴⁾		
Managerial level 管理層	4	36.4
Supervisory level 主管層	5	8.6
General staff 一般員工	25	19.5
By location ⁽⁴⁾ 按地理位置劃分 ⁽⁴⁾		
Hong Kong 香港	34	17.3

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		
		2022 二零二二年	2021 二零二一年	2020 二零二零年
Social 社會				
Health and Safety ⁽²⁾ 健康與安全 ⁽²⁾				
Work-related fatalities 與工作有關的死亡事故	Case 宗數	0	0	0
Work-related fatalities rate ⁽⁵⁾ 與工作有關的死亡率 ⁽⁵⁾	Per 1,000 Employees 以每千名員工計	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	0	0	2
Work-related accidents 與工作有關的事故	Case 宗數	0	0	1
Work-related accident rate ⁽⁶⁾ 與工作有關的事故率 ⁽⁶⁾	Per 1,000 Employees 以每千名員工計	0	0	4.88

Appendix I – Our Performance Data

附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	For the year ended 31 March 2022 截至二零二二年三月三十一日止年度	
Social 社會		
Employment Employees Trained ^(1, 2) 僱傭 - 受訓員工 ^(1, 2)	Number 人數	Rate (%) 比率 (%)
<u>By gender</u> 按性別劃分		
Male 男性	170	100.0
Female 女性	30	100.0
<u>By professional profile</u> 按職級分佈		
Managerial level 管理層	11	100.0
Supervisory level 主管層	58	100.0
General staff 一般員工	131	100.0
Employment - Total Training Hours ^(1, 2, 7) 僱傭 - 總培訓時數 ^(1, 2, 7)		Hours 小時
Total Training Hours 總培訓時數		2620.3
Employment - Average Training Hours ^(1, 2, 7, 8) 僱傭 - 平均培訓時數 ^(1, 2, 7, 8)		Hours 小時
<u>By gender</u> 按性別劃分		
Male 男性		14.1
Female 女性		7.6
<u>By professional profile</u> 按職級分佈		
Managerial level 管理層		10.2
Supervisory level 主管層		16.4
General staff 一般員工		11.9

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		
		2022 二零二二年	2021 二零二一年	2020 二零二零年
Social 社會				
Geographical Region of Vendors 供應商的地區				
Hong Kong 香港	Number 間	495	500	488
Mainland China & Taiwan region 中國大陸及台灣地區	Number 間	108	114	99
Oversea countries 海外國家	Number 間	82	79	66
Anti-corruption ⁽¹⁾ 反貪污 ⁽¹⁾				
Concluded legal cases regarding corrupt 已審結的貪污訴訟案件	Case 宗數	0	0	0
Total training hours of directors 董事的總培訓時數	Hours 小時	8.0	-	-
Directors trained 受訓董事	Percentage 百分比	100.0	-	-
Total training hours of staff ⁽²⁾ 員工的總培訓時數 ⁽²⁾	Hours 小時	123.5	-	-
Employees trained 受訓員工	Percentage 百分比	96.0	-	-

Appendix I – Our Performance Data

附錄一 — 我們的績效數據

Note:

- (1) Relevant figures have been disclosed from this Report onwards.
- (2) The scope of this disclosure is restricted to persons who are in a direct employment relationship with the Group unless other specified. The numbers of employees reported were expressed as headcount as of 31 March 2022.
- (3) Employee turnover rate = (Number of full-time employees passed the probationary period leaving employment during the reporting period / Number of full-time employees at of 31 March 2022) x 100%
- (4) Employee turnover rate (per category) = (Number of full-time employees in the specified category passed the probationary period leaving employment during the reporting period / Number of full-time employees in the specified category at of 31 March 2022) x 100%
- (5) Work-related fatalities rate (per 1,000 employees) = Total number of work-related fatalities cases during the reporting period / Total number of employees as of 31 March 2022 x 1,000
- (6) Work-related accident rate (per 1,000 employees) = Total number of work-related accident cases during the reporting period / Total number of employees as of 31 March 2022 x 1,000
- (7) In order to disclose more meaningful training data, project-specific safety trainings and toolbox training are excluded from this disclosure as the amounts of relevant trainings are highly dependent on the number of projects implemented during the reporting period and fluctuated over the years.
- (8) Average training hours = Total training hours in the specified category during the reporting period / Total number of employees in the specified category as of 31 March 2022

附註：

- (1) 相關數據自本報告起披露。
- (2) 除非另有說明，否則本披露的範圍僅限於與本集團有直接僱傭關係的人士。報告的數字以截至2022年3月31日的員工人數表示。
- (3) 員工流失比率 = (報告期內通過試用期離職的全職員工人數 / 截至2022年3月31日全職員工人數) x 100%
- (4) 按類別的員工流失比率 = (報告期內通過試用期離職的指定類別全職員工人數 / 截至2022年3月31日指定類別全職員工人數) x 100%
- (5) 與工作有關的死亡率 (以每千名員工計) = 報告期內與工作有關的死亡個案總數 / 截至2022年3月31日全職員工人數 x 1,000
- (6) 與工作有關的事故率 (以每千名員工計) = 報告期內與工作有關的事故個案總數 / 截至2022年3月31日全職員工人數 x 1,000
- (7) 為了披露更有意義的培訓數據，本披露不包括項目特定的安全培訓和工具箱培訓，因為相關培訓的多寡取決於報告期內所實施中項目數量，並且多年來十分波動。
- (8) 每名僱員的平均受訓時數 = 報告期內指定類別的總受訓時數 / 截至2022年3月31日指定類別的僱員總數

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

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
Mandatory Disclosure Requirements 強制披露規定	
Governance Structure 管治架構	
Our Sustainability Development 我們的可持續發展	11
Reporting Principles 匯報原則	
About this Report – Reporting Framework and Principles 關於報告 — 報告框架及原則	4
Reporting Boundary 匯報範圍	
About this Report – Reporting Scope 關於報告 — 報告範圍	3
A. Environmental 環境	
A1: Emissions 排放物	
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：(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。	
Our Business Practices – Complying Laws and Regulations 我們的業務慣例 — 遵守法例法規	19
Our Environment – Management Approach to Environmental Protection 我們的環境 — 環境保護的管治方針	40
Relevant Laws and Regulations Compliance: 遵守相關的法律法規:	
<ul style="list-style-type: none"> 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） 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） 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） Noise Control Ordinance (Cap. 400 of the Laws of Hong Kong) 《噪音管制條例》（香港法例第400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） 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） 	

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

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
A. Environmental 環境	
A1: Emissions 排放物	
KPI A1.1 關鍵績效指標 A1.1	
The types of emissions and respective emissions data. 排放物種類及相關排放數據。	
Appendix I – Our Performance Data 附錄一 — 我們的績效數據	56
KPI A1.2 關鍵績效指標 A1.2	
Direct (scope 1) and energy indirect (scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 直接（範圍 1）和能源間接（範圍 2）溫室氣體排放量（以噸為單位）及其密度（如適用）。	
Appendix I – Our Performance Data 附錄一 — 我們的績效數據	56
KPI A1.3 關鍵績效指標 A1.3	
Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生的有害廢物總量（以噸為單位）及其密度（如適用）。	
Appendix I – Our Performance Data 附錄一 — 我們的績效數據	57
KPI A1.4 關鍵績效指標 A1.4	
Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生的有害廢物總量（以噸為單位）及其密度（如適用）。	
Appendix I – Our Performance Data 附錄一 — 我們的績效數據	57
KPI A1.5 關鍵績效指標 A1.5	
Description of emission target(s) set and steps taken to achieve them. 描述所訂立的排放量目標及為達到這些目標所採取的步驟。	
Our Environment – Air and Greenhouse Gas Emission 我們的環境 — 廢氣及溫室氣體排放	43
KPI A1.6 關鍵績效指標 A1.6	
Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	
Our Environment – Waste Management 我們的環境 — 廢物管理	44

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

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
A. Environmental 環境	
A2: Use of Resources 資源使用	
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。	
Our Environment – Environmental Protection Initiatives 我們的環境 — 環境保護倡議	40
Our Environment – Uses of Resources 我們的環境 — 資源使用	46
KPI A2.1 關鍵績效指標 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）及其密度（例如每單位產量、每項設施）。	
Appendix I – Our Performance Data 附錄一 — 我們的績效數據	57
KPI A2.2 關鍵績效指標 A2.2	
Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度（如以每產量單位、每項設施計算）。	
Water is used in our head office for domestic and cleaning purposes, and the amount of water consumed is negligible to be reported. 我們的總部使用水於一般清潔目的，水消耗量甚少，可於報告內忽略。	/
KPI A2.3 關鍵績效指標 A2.3	
Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	
Our Environment – Environmental Protection Initiatives 我們的環境 — 環境保護倡議	40
Our Environment – Uses of Resources – Energy Consumption 我們的環境 — 資源使用 — 能源消耗	46
KPI A2.4 關鍵績效指標 A2.4	
Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	
Our Environment – Uses of Resources – Water Saving Initiatives 我們的環境 — 資源使用 — 節水舉措	47
The Group does not require a large amount of water, thus has no difficulty in sourcing water. 本集團不需要大量用水，因此在取水方面沒有任何困難。	
KPI A2.5 關鍵績效指標 A2.5	
Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量（以噸計算）及每生產單位佔量（如適用）。	
The usage of packaging materials, such as plastic wrapping, bubble sheet/ cushion wraps and carton boxes, 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，可於報告內忽略。	/

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

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
A. Environmental 環境	
A3: The Environment and Natural Resources 環境及天然資源	
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。	
Our Environment – The Environment and Natural Resources 我們的環境 — 環境及天然資源	48
KPI A3.1 關鍵績效指標 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。	
Our Environment – The Environment and Natural Resources 我們的環境 — 環境及天然資源	48
A4: Climate Change 氣候變化	
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。	
Our Environment – Climate Change 我們的環境 — 氣候變化	50
KPI A4.1 關鍵績效指標 A4.1	
Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	
Our Environment – Climate Change 我們的環境 — 氣候變化	50

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

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
B. Social 社會	
Employment and Labour Practices 僱傭及勞工常規	
B1: Employment 僱傭	
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：(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。	
Our Business Practices – Complying Laws and Regulations 我們的業務慣例 — 遵守法例法規	19
Our People – Employment and Labour Practices 我們的員工 — 僱傭及勞工常規	20
<u>Relevant Laws and Regulations Compliance: 遵守相關的法律法規:</u>	
<ul style="list-style-type: none"> • Employment Ordinance (Cap. 57 of the Laws of Hong Kong) 《僱傭條例》（香港法例第57章） • 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） • 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） • 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） • Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong) 《最低工資條例》（香港法例第608章） 	
KPI B1.1 關鍵績效指標 B1.1 Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region. 按性別、僱傭類型（例如全職或兼職）、年齡組別及地區劃分的僱員總數。	
Appendix I – Our Performance Data 附錄一 — 我們的績效數據	59
KPI B1.2 關鍵績效指標 B1.2 Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	
Appendix I – Our Performance Data 附錄一 — 我們的績效數據	60

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

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
B. Social 社會	
Employment and Labour Practices 僱傭及勞工常規	
B2: Health and Safety 健康與安全	
General Disclosure 一般披露	
Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	
有關提供安全工作環境及保障僱員避免職業化危害的：(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。	
Our Business Practices – Complying Laws and Regulations 我們的業務慣例 — 遵守法例法規	19
Our People – Safety and Health 我們的員工 — 安全與健康	26
Relevant Laws and Regulations Compliance: 遵守相關的法律法規:	
<ul style="list-style-type: none"> 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） Dangerous Goods Ordinance (Cap. 295 of the Laws of Hong Kong) 《危險品條例》（香港法例第295章） 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） 	
KPI B2.1 關鍵績效指標 B2.1	
Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	
過去三年（包括匯報年度）每年因工亡故的人數及比率。	
Appendix I – Our Performance Data 附錄一 — 我們的績效數據	61
KPI B2.2 關鍵績效指標 B2.2	
Lost days due to work injury.	
因工傷損失工作日數。	
Appendix I – Our Performance Data 附錄一 — 我們的績效數據	61
KPI B2.3 關鍵績效指標 B2.3	
Description of occupational health and safety measures adopted, and how they are implemented and monitored.	
描述所採納的職業健康與安全措施，以及相關執行及監察方法。	
Our People – Safety and Health 我們的員工 — 安全與健康	26

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

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
B. Social 社會	
Employment and Labour Practices 僱傭及勞工常規	
B3: Development and Training 發展及培訓	
General Disclosure 一般披露	
Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	
Our People – Development and Training 我們的員工 — 發展及培訓	36
KPI B3.1 關鍵績效指標 B3.1	
The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別（例如高級管理層、中層管理層）劃分的受訓僱員百分比。	
Appendix I – Our Performance Data 附錄一 — 我們的績效數據	62
KPI B3.2 關鍵績效指標 B3.2	
The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	
Appendix I – Our Performance Data 附錄一 — 我們的績效數據	62
B4: Labour Standards 勞工準則	
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 preventing child and forced labour. 有關防止童工或強制勞工的：(a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	
Our Business Practices – Complying Laws and Regulations 我們的業務慣例 — 遵守法例法規	19
Our People – Employment and Labour Practices - Respecting Human and Labour Rights	21
我們的員工 — 僱傭及勞工常規 — 尊重人權及勞工權益	
<u>Relevant Laws and Regulations Compliance 遵守相關的法律法規：</u>	
<ul style="list-style-type: none"> • Employment Ordinance (Cap. 57 of the Laws of Hong Kong) 《僱傭條例》（香港法例第57章） • 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） 	

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

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
B. Social 社會	
Employment and Labour Practices 僱傭及勞工常規	
B4: Labour Standards 勞工準則	
KPI B4.1 關鍵績效指標 B4.1 Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	
Our People – Employment and Labour Practices - Respecting Human and Labour Rights 我們的員工 — 僱傭及勞工常規 — 尊重人權及勞工權益	21
KPI B4.2 關鍵績效指標 B4.2 Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	
During the Reporting Period, the Group was not aware of any incidents of child and forced labour. 於報告期內，本集團並不知悉童工及強制勞工之任何事件。	/
Operating Practices 營運慣例	
B5: Supply Chain Management 供應鏈管理	
General Disclosure 一般披露 Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	
Our Partners 我們的夥伴	52
KPI B5.1 關鍵績效指標 B5.1 Number of suppliers by geographical region. 按地區劃分的供應商數目。	
Appendix I – Our Performance Data 附錄一 — 我們的績效數據	63
KPI B5.2 關鍵績效指標 B5.2 Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	
Our Partners 我們的夥伴	52

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

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
B. Social 社會	
Operating Practices 營運慣例	
B5: Supply Chain Management 供應鏈管理	
KPI B5.3 關鍵績效指標 B5.3 Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	
Our Partners 我們的夥伴	52
KPI B5.4 關鍵績效指標 B5.4 Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	
Our Partners 我們的夥伴	52
B6: Product Responsibility 產品責任	
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 health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的：(a)政策；及 (b)遵守對發行人有重大影響的相關法律及規例的資料。	
Our Products and Services – Management Approach to Quality 我們的產品及服務 — 品質管理方針 <u>Relevant Laws and Regulations Compliance: 遵守相關的法律法規：</u> <ul style="list-style-type: none"> 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） 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。	38

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

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
B. Social 社會	
Operating Practices 營運慣例	
B6: Product Responsibility 產品責任	
KPI B6.1 關鍵績效指標 B6.1 Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	
No products sold or shipped were subjected to recalls for safety and health reasons under management. 集團管理下的已售或已運送產品並無因安全與健康理由而須回收。	/
KPI B6.2 關鍵績效指標 B6.2 Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	
Our Products and Services - Focusing Customer Satisfaction 我們的產品及服務 — 重視客戶滿意度 Immaterial amounts of products and services related complaints received under management. 集團管理下的接獲關於產品及服務的投訴數目並不顯著。	39
KPI B6.3 關鍵績效指標 B6.3 Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	
Our Business Practices – Protecting Intellectual Property Rights 我們的業務慣例 — 保護知識產權	19
KPI B6.4 關鍵績效指標 B6.4 Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	
Our Products and Services – Management Approach to Quality 我們的產品及服務 — 品質管理方針	38
KPI B6.5 關鍵績效指標 B6.5 Description of consumer data protection and privacy policies, and how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	
Our Business Practices – Protecting Personal Data Privacy 我們的業務慣例 — 保護個人資料私隱	19

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

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
B. Social 社會	
Operating Practices 營運慣例	
B7: Anti-Corruption 反貪污	
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 bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的：(a)政策；及(b)遵守對發行人有重大影響的相關法律及規例的資料。	
Our Business Practices – Reinforcing Business Ethics and Integrity Management 我們的業務慣例 — 加強商業道德及誠信管理 Relevant Laws and Regulations Compliance: 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）	17
KPI B7.1 關鍵績效指標 B7.1 Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	
Appendix I – Our Performance Data 附錄一 — 我們的績效數據	63
KPI B7.2 關鍵績效指標 B7.2 Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	
Our Business Practices – Reinforcing Business Ethics and Integrity Management 我們的業務慣例 — 加強商業道德及誠信管理	17
KPI B7.3 關鍵績效指標 B7.3 Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	
Our Business Practices – Reinforcing Business Ethics and Integrity Management 我們的業務慣例 — 加強商業道德及誠信管理	17
Appendix I – Our Performance Data 附錄一 — 我們的績效數據	63

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

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
B. Social 社會	
Community 社區	
B8: Community Investment 社區投資	
General Disclosure 一般披露	
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. 有關以社區參與來了解發行人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。	
Our Community 我們的社區	54
KPI B8.1 關鍵績效指標 B8.1	
Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇（例如教育、環境問題、勞工需求、健康、文化、體育）。	
Our Community 我們的社區	54
KPI B8.2 關鍵績效指標 B8.2	
Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源（如金錢或時間）。	
Our Community 我們的社區	54

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 below, or scan the QR Code to fill in and submit online.

Thank you again for your support!

KML Technology Group Limited
August 2022

- Which type of stakeholders suits you best?
 - Shareholder Employee Customer Supplier/Contractor Government
 - Peer Community/Public Industry association/NGO Media
 - Others (please specify): _____
- How do you evaluate this report as a whole?
 - Very good Good Average Bad Very Bad
- 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
- Which chapter suits your needs best? (More than one option is allowed)
 - About this Report Message from the Chairman About the Group Our Sustainability Development
 - Our Business Practices Our People Our Products and Services Our Environment
 - Our Partners Our Community
- Which topics you concern about most? (More than one option is allowed)
 - Business Overview Corporate Governance Risk Management
 - Sustainability Governance and Risk Management Building Sustainability Culture Stakeholder Engagement
 - Materiality Assessment Reinforcing Business Ethics and Integrity Management Protecting Personal Data Privacy
 - Protecting Intellectual Property Rights Complying Laws and Regulations Employment and Labour Practices
 - Respecting Human and Labour Rights Caring about employee well-beings Employee Engagement
 - Safety and Health Management Approach to Occupational Safety and Health Fighting against COVID-19
 - Safety First Culture Health Always Culture Awards and Recognitions
 - Development and Training Management Approach to Quality Focusing Customer Satisfaction
 - Management Approach to Environment Protection Air and Greenhouse Gas Emission Waste Management
 - Use of Resources The Environment and Natural Resources Climate Change
 - Caring for Youth
- What are the additional opinions or suggestions on our social ESG report and our performance?

Contact Us

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Online submission

高萌·科技

W W W . K M L . C O M . H K

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

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