



SANBASE CORPORATION LIMITED

莊皇集團公司

(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立的有限公司)

Stock code 股份代號 : 8501



Environmental,
Social and
Governance Report

環境、社會及管治報告

2020

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1 ABOUT THE GROUP

Founded in 2009, Sanbase Corporation Limited (the “**Company**”) and its subsidiaries (collectively referred to as “**Sanbase**” or the “**Group**”) provide a wide range of integrated interior fit-out solutions for clients whose offices are predominately situated at Grade A offices in Hong Kong and the People’s Republic of China (the “**PRC**”).

Over the past decade, the Group has devoted itself to high-quality, cost-effective and timely renovation and fitting-out project management. Expanding to serve over 120 prominent companies, predominantly financial institutions, insurance companies, and other multinational companies, the Group strives to continuously optimize its services catering to clients’ needs.

2 ABOUT THIS REPORT

2.1 REPORTING STANDARD, PERIOD AND SCOPE

The Group is pleased to present its third Environmental, Social and Governance report (the “**ESG Report**” or the “**Report**”) for the year ended 31 March 2020, and is prepared in accordance with disclosure obligations under the “comply or explain” provisions contained in the “Environmental, Social and Governance Reporting Guide” (the “**ESG Reporting Guide**”) as set out in Appendix 20 of the Rules Governing the Listing of Securities on the GEM of The Stock Exchange of Hong Kong Limited (the “**GEM Listing Rules**”).

This report covers the ESG-related activities from 1 April 2019 to 31 March 2020 (the “**Reporting Period**”). The scope of the report covers the Group’s operations at offices of Hong Kong and the PRC, and over 120 construction sites. Our projects can be broadly categorized into (i) bare shell fit-out; (ii) restacking; (iii) reinstatement; (iv) design; (v) churn work; and (vi) maintenance and others.

1 關於本集團

莊皇集團公司（「**本公司**」）及其附屬公司（統稱為「**莊皇**」或「**本集團**」）於2009年成立，提供多種綜合室內裝潢解決方案，其辦公室客戶主要位於香港及中華人民共和國（「**中國**」）的甲級寫字樓。

過去十年，本集團致力於高質量、合乎成本效益和及時的翻新和裝潢工程項目管理。本集團之服務拓展至超過120家知名企業，主要為金融機構、保險公司以及其他跨國公司，本集團將不斷努力優化其服務，以滿足客戶的需求。

2 關於本報告

2.1 報告準則、期間與範圍

本集團欣然呈列其截至2020年3月31日止年度的第三份環境、社會及管治報告（「**ESG報告**」）或「**報告**」，並根據香港聯合交易所有限公司GEM證券上市規則（「**GEM上市規則**」）附錄20所載的《環境、社會及管治報告指引》（「**ESG報告指引**」）的「不遵守就解釋」條文的披露責任而編制。

本報告涵蓋2019年4月1日至2020年3月31日（「**報告期**」）環境、社會及管治的相關活動。而報告範圍涵蓋本集團於香港與中國辦公室，以及超過120個建築工地的業務營運。我們的項目可大致分為（i）毛坯房裝潢；（ii）重裝；（iii）還原；（iv）設計；（v）零碎工作；以及（vi）保養及其他。



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2.2 EXPLANATIONS ON DATA

Financial data in the report are extracted from the 2020 annual report. Other data are extracted from the Company's internal management system and statistics, and partly comprise of data from previous years. Unless otherwise stated, Hong Kong dollars is used in this report as its functional currency. The intensity disclosed for the Reporting Period was calculated by dividing the amount of the emission/waste/resources consumption by the Group's revenue of approximately HK\$638 million in the Reporting Period.

2.3 CONFIRMATION AND APPROVAL

The information contained herein is sourced from official documents and statistics of the Group, and management and operation information collected in accordance with the Group's systems. This report has been confirmed and approved by the Board of the Company.

2.4 CONTACT INFORMATION

We place great value on comments and suggestions from our stakeholders. If you have any comments or suggestions, please contact us at:

16/F, Loon Kee Building
267-275 Des Voeux Road Central
Hong Kong
Email: ir@sanbase.com.hk
Website: www.sclhk.com

2.2 數據說明

報告的財務數據乃摘錄自2020年年報。其他數據乃摘錄本公司內部管理系統與統計，部分包括往年數據。除另有說明外，本報告以港元作為其功能貨幣。報告期所披露的密度是按排放／廢棄物／資源消耗量除以本集團報告期的收益約638百萬港元計算得出。

2.3 確認及批准

本報告所載的資料均源自本集團的正式文檔及統計資料，及其根據本集團制度收集的管理及營運資料。本報告已獲本公司董事會確認及批准。

2.4 聯絡資料

我們高度重視持份者的意見和建議。如閣下有任何意見或建議，請與我們聯絡：

香港
德輔道中267-275號
龍記大廈16樓
電郵：ir@sanbase.com.hk
網址：www.sclhk.com



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3 MESSAGE FROM THE CHAIRMAN

On behalf of the board of directors (the “**Directors**”), I am pleased to present you our third publication of the ESG report, as we have picked up from where we left off in sustainable development during the Reporting Period. Being a part of the greater community, Sanbase always strives to balance between environmental stewardship, social well-being and business growth, in an attempt to achieve corporate sustainability while contributing to its people and surroundings.

To maintain our leading position in the fit-out industry in Hong Kong, we remain ever-committed to achieve operational excellence through comprehensive supply chain management and meticulous quality assurance. Since 2014, we have been implementing the **ISO 9001:2015 Quality Management System**, which elucidates requirements for consistent improvement of quality assurance in design, development, production, installation and services concerning renovation and fitting-out works. Its continuous implementation, in turn, has provided our teams and colleagues with the necessary framework to pursue the corporate goal of “Strive for Betterment”, especially under the hardship of COVID-19.

On top of our duty of care to clients, the Group also proactively shouldered social responsibility and fostered community integration. By giving back to the community through donation and active participation in a wide variety of activities such as “Stride for a Cure” and “Dress Casual Day”, the Group strives to engage the community, and spreading love and care within the Group and also to the society.

Internally, the Group aim to take care of our employees by providing on-the-job education and training to its employees in order to enhance their knowledge and skills. We also place a strong emphasis on their health and safety, through the introduction of site contingency plan, safety performance reports, and gathering feedback and suggestions from frontline workers. We endeavor to maintain the highest level of occupational health and safety under the framework of **ISO45001: 2018 Occupational Health and Safety Management System**.

3 主席寄語

本人欣然代表董事會成員（「**董事**」）向閣下滙報本集團的第三份ESG報告。此報告展示我們於報告期間在可持續發展方面作出的努力。作為社會的一部分，莊皇致力在環境管理、社會福祉及業務發展之間取得平衡，提高企業的可持續性並造福周邊的人和事。

作為香港裝潢市場的領導者，本集團致力於全面的供應鏈管理及嚴格的品質保證，以維持卓越的營運表現，鞏固市場地位。自2014年起，莊皇已實施**ISO 9001 : 2015品質管理體系**，滿足該標準對持續提高設計、開發、生產、安裝及有關翻新及裝潢工程服務等各方面品質的要求。縱使新冠肺炎疫情對莊皇帶來挑戰，但透過持續推行有關標準，我們團隊全人依然可以實踐「做得更好」的企業價值。

除了滿足客戶外，本集團積極承擔社會責任及促進社會共融。透過捐贈和熱心參與各種活動，包括「抗癌大步走」及「公益金便服日」回饋社區，本集團致力於保持與社區的互動，並向集團內部及社會傳達愛心和關懷。

內部管理方面，本集團在改善員工福祉方面不遺餘力，為員工提供在職教育及培訓，提高其知識與技能。同時，我們注重員工健康及安全，包括推行現場應急計劃、安全績效報告並向前線員工收集意見及建議。我們致力於**ISO45001 : 2018職業健康與安全管理體系**的框架下維持最高水平的工作健康與安全。



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In response to the pressing issue of climate change and environmental protection, Sanbase, as a responsible company, is dedicated to protecting our environment and minimizing carbon footprint throughout our business operation. On account of the proactive formulation of our environmental policy in accordance with **ISO 14001:2015 Environmental Management Systems**, we guarantee energy efficiency, proper waste management and full compliance with relevant laws and regulations.

I would like to extend my sincere gratitude to all of our stakeholders, particularly our employees, for their contributions to the greater good under the challenging operating environment this year. With their hard work and support, Sanbase was able to grow as a team, and together with the people and surroundings. Building on such success, we pledge to work together, paving the way for a greener and more sustainable working and living environment in the years to come.

WONG Sai Chuen

Chairman, Chief Executive Officer and Executive Director

Hong Kong, 7 September 2020

於應對氣候變化及環境保護等迫在眉睫的議題上，莊皇作為具有責任感的企業，致力於在日常營運中加強環境保育及盡可能減少碳足印。我們已按照**ISO 14001：2015環境管理體系**制定環保政策，承諾節能、妥善管理廢物及全面遵守相關法律及規例。

我希望向所有持份者，特別是我們的員工表達衷心謝意，感謝他們充滿挑戰的這一年無私奉獻。全靠他們的辛勤工作和支持，莊皇才能夠與周邊的人和事共同成長。展望未來，我們會更上一層樓，未來共同努力構建更環保、更可持續的工作及生活環境。

王世存

主席、行政總裁及執行董事

香港，2020年9月7日



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4 STAKEHOLDERS ENAGAGEMENT

The Group maintains regular engagement with its stakeholders through channels and platforms such as corporate reporting, regular meetings, surveys, etc. Below are the key communication channels and topics that stakeholders are concerned about.

4 持份者參與

本集團通過多種渠道（例如企業報告、定期會議以及問卷調查等形式）使得持份者定期參與。以下為持份者關注的主要溝通渠道及主題。

Stakeholders

持份者

Key Topics

主題

Engagement Channels

參與渠道

Shareholders/Investors
股東/投資者

- Financial performance
財務表現
- Corporate governance
企業管治
- Risk management
風險管理
- Operations and strategy
營運及策略

- Annual general meeting and other shareholder meetings
股東週年大會及其他股東大會
- Corporate reports and announcements
企業報告及公告
- Meeting with investors and analysts (if applicable)
與投資者及分析師會面（如適用）

Employees
僱員

- Welfare and benefits
社會福利
- Working environment
工作環境
- Training and development
培訓及發展
- Occupational health and safety
職業健康與安全
- Self-actualization
自我實現

- Regular meetings
定期會議
- Training, seminars and briefing sessions
培訓、研討會及簡介會
- Intranet and emails
內聯網及電郵
- Annual performance appraisal
年度表現評估

Customers
客戶

- Safe and high-quality product and service
安全及優質產品和服務
- Stable relationship
穩定關係
- Information transparency
資料透明度
- Integrity
誠信
- Business ethics
商業道德

- Company website, brochures, corporate report and announcements
公司網站、小冊子、企業報告及公告
- Email and customer service hotline
電郵及客戶服務熱綫
- Feedback and report
反饋及報告
- Regular meetings
定期會議
- International certification
國際認證



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Stakeholders

持份者

Key Topics

主題

Engagement Channels

參與渠道

Suppliers/Contractors
供應商／夥伴

- Long-term partnership
長期夥伴關係
- Honest cooperation
誠實合作
- Fair and open
公平及公開
- Information resources sharing
信息資源共享
- Risk reduction
降低風險

- Business meetings, supplier conference, phone calls and interviews
業務會議、供應商會議、電話及面訪
- Regular meetings
定期會議
- Review and assessment
檢討及評估
- Tendering process
招標程序
- Email, circulars and manual
電郵、通函及手冊
- Company website
公司網站

Government/Regulators
政府／監管者

- Taxation compliance
稅務合規
- Regulatory compliance
監管合規
- Business ethics
商業道德

- On-site inspections and checks
實地檢驗及檢查
- Research and discussion through work conferences, work reports preparation and submission for approval
透過工作會議、編制工作報告及提交批准，開展研究及討論
- Corporate reports and announcements
企業報告及公告
- Company website
公司網站
- Compliance control
合規監控

Community
社區

- Community involvement
社區參與
- Social responsibilities
社會責任
- Employment promotion
促進就業
- Transparent information
透明信息

- Voluntary work
義工工作
- Charity and social investment
慈善及社會投資
- Company website
公司網站



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5 OPERATIONAL EXCELLENCE

Placing strong emphasis on quality of products and operational efficiency, Sanbase scrutinized every process from procurement to production to ensure that high-quality products and services were delivered to the satisfaction of clients. During the Reporting Period, the Group was committed to incorporating comprehensive supply chain management as well as stringent quality control into its daily business practice.

5.1 MANAGING THE SUPPLY CHAIN

Sanbase believes that proper and systematic supply chain management is crucial for delivering premium interior fitting out services to the clients and sustaining its business growth in the long run. With its internally formalized and approved sub-contractor list as well as multiple price quotations, Sanbase wisely selected vendors and subcontractors offering reliable, cost-effective and high-quality services. The Group also reviewed and confirmed that the vendors and sub-contractors not only possessed the necessary licenses and qualifications, but also complied with labor and environmental standards.

In addition to eligible sub-contractors, the quality of raw materials is another key factor in determining the standards of the Group's service. Hence, Sanbase had its well-defined internal control policy in place to procure suitable raw materials by considering their quality, pricing and environmental performance.

5 卓越營運

莊皇強調產品質量和營運效率，仔細審查從採購到生產的每一個過程，以確保高質量的產品和服務以滿足客戶的需求。於報告期內，本集團致力將全面的供應鏈管理及嚴密的品質控制融入其日常業務當中。

5.1 供應鏈管理

莊皇相信，適當和有系統的供應鏈管理非常重要，因它能夠為客戶提供優質的室內裝潢服務，並長遠維持企業的業務增長。透過內部設立合資格的承包商名單以及多重報價，莊皇明智地選擇一些能提供可靠、合乎成本效益和高質量服務的供應商和承包商。本集團亦已對有關供應商及承包商作出審核，以確保他們不僅擁有所需的牌照及資格，且符合勞工及環保標準。

除合資格的承包商外，原材料的品質是決定本集團服務標準的另一關鍵因素。因此，莊皇已制定明確的內部控制政策，基於品質、價格和環境績效的考慮採購合適的原材料。

5.2 ASSURING QUALITY OF SERVICES AND PRODUCTS

In an effort to fulfil product responsibility and maintain consistent product quality, Sanbase has implemented the **ISO 9001:2015 Quality Management System** since 2014. The quality management system elucidates requirements for consistent improvement of quality assurance in design, development, production, installation and services concerning renovation and fitting-out works. Upon the completion of projects by the sub-contractors and vendors, the Group then conducted formal periodic reviews and quality evaluation in a bid to assess and keep track of the performance of the sub-contractors and vendors on a regular basis.

With meticulous quality assurance, the Group was not aware of any incidents of non-compliance with the laws and regulations concerning health and safety, advertising, labelling and privacy matters relating to products and services provided during the Reporting Period.

5.2 服務及產品的質量保證

為履行產品責任和保持穩定的產品質量，莊皇自2014年起已實施**ISO 9001:2015品質管理體系**。該品質管理體系已闡明其對於設計、開發、生產、安裝以及有關翻新和裝潢工程服務各方面的品質保障之持續改進的要求。在承包商和供應商完成項目後，本集團會正式進行週期審查和品質評估，以便定期評估和記錄承包商和供應商的表現。

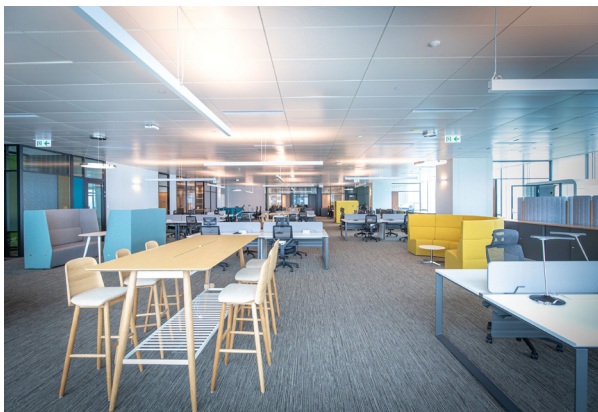
憑藉嚴密的品質保證，本集團於報告期內並沒有知悉任何涉及所提供產品及服務的健康與安全、廣告、標籤及私隱事宜的違規個案。





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6 COMMUNITY INVESTMENT

On top of product responsibility, the Group also proactively shouldered social responsibility and fostered community integration. In this regard, Sanbase, as a devoted integrated interior fit-out service provider, made the most of its resources to lend the community a helping hand. By giving back to the community through donation and active participation in a wide variety of activities, the Group strives to continue engaging the community, and spreading love and care in the Group and also the society.

6.1 COMMUNITY ENGAGEMENT ACTIVITIES

During the Reporting Period, the Group actively enrolled in various external community engagement activities so as to grasp the opportunities to serve all ages. Sanbase and its staff were dedicated to raising funds for the patients suffering from cancer and ongoing cancer research projects. The Group engaged its employees to join the raising activities for the fundraising walkathon entitled “Stride for a Cure” in January 2020 and succeeded in raising HK\$8,800.

6 社區投資

除產品責任外，本集團亦積極承擔社會責任及促進社區整合。就此而言，作為一家專注於提供綜合室內裝潢服務的公司，莊皇充分利用其資源，向社區施予援手。透過捐贈和熱心參與各種活動回饋社區，本集團致力於保持與社區的互動，並向本集團及社會傳達愛心和關懷。

6.1 社區活動

在報告期內，本集團積極參與各種公司以外的社區活動，以把握為各年齡層服務的機會。莊皇及其員工致力為癌症患者和現正進行的癌症研究項目籌款。本集團於2020年1月與其僱員一同參與名為「抗癌大步走」的慈善步行籌款活動，並成功籌集8,800港元。



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Moreover, the Group also engaged its employees to join the “Dress Casual Day” which were organized by The Community Chest of Hong Kong on 10 October 2019, and succeeded in raising HK\$7,350.

此外，本集團亦與其僱員一同參與，由香港公益金於2019年10月10日舉辦的名為「公益便服日」的活動，並成功籌集7,350港元。



6.2 FOSTERING EMPLOYEE RELATIONSHIP

Viewing its employees as an important part of the community where the Group operates, Sanbase is devoted to creating a friendly workplace and strengthening employees' sense of belonging to the corporation.

During the Reporting Period, Sanbase organized various activities such as Mid-Autumn Festival Dinner, Christmas Party, physical training and other company events for employees. At these events, the Group was very keen to communicate with the employees, solicit their feedback about the Group, and appreciate their hard work.

6.2 增進員工關係

在本集團營運的社區上，莊皇一直視其員工為重要組成部分，故此本集團致力營造友善的工作環境，並加強員工對企業的歸屬感。

於報告期內，莊皇為員工舉辦中秋晚宴、聖誕聯歡派對、體育鍛煉及其他公司活動。在這些活動上，本集團非常熱衷於與員工溝通、收集他們對本集團的反饋意見，並表揚其辛勤工作。



Mid-Autumn Festival Dinner
中秋晚宴



Boat Trip
游船河



Christmas Party
聖誕聯歡聚會



Tram Party
電車聚會



Physical Training
體育鍛煉



7 PEOPLE-CENTRIC WORKPLACE

Credits must be given to the Group's employees for the successful aforementioned community outreach. In addition, the Group believes that its employees are a bridge between its business and clients, providing premium fit-out services for the clients in a professional way. With people-oriented policies on various aspects including encouraging ethical employment and labor practice, reinforcing training and development, and building a safe working environment, Sanbase created a satisfactory workplace for its employee as best it could.

7 以人為本的工作環境

有賴於本集團的員工，上述社區活動方可成功舉行。此外，本集團相信員工是其業務與客戶之間的橋樑，能夠以專業的方式為客戶提供優質的裝潢服務。憑藉以人為本的政策，包括鼓勵道德就業和勞工常規、加強員工培訓和發展，以及營造安全的工作環境，莊皇盡最大努力為員工創造一個良好的工作場所。



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7.1 EMPLOYMENT AND LABOUR PRACTICES

As a company advocating diversity and equal opportunities in the workplace, Sanbase sets out its equality policy, in which the Group appointed the human resources department to assess all existing and potential employees based solely on their individual ability to the jobs. The Group pursued efforts to create a workplace that is free from discrimination and harassment of any kinds such as age, gender, race, religion, sexual orientation and disability.

With zero tolerance of unfair, offensive and humiliating acts, the Group advises employees to bring suspicious issues relating to discrimination and harassment to the attention of the department head, the associate director or the director. This will be immediately followed by investigation and processing of the complaints.

Meanwhile, strongly committed to promoting work-life balance and thereby employees' well-being, Sanbase guaranteed reasonable working hours for employees and provided them with paid holidays as well as special leaves including maternity and paternity leave.

During the reporting period, the Group has complied with all relevant laws and regulations relating to employment and labor standards, such as Employment Ordinance (Cap.57), Employees' Compensation Ordinance (Cap.282), and Minimum Wage Ordinance (Cap.608).

7.1 僱傭及勞工常規

作為一家在工作場所提倡多元化和平等機會的公司，莊皇已制定平等政策，並已委任人力資源部根據個人工作能力評估所有在職員工及應徵者。本集團致力創建一個沒有任何年齡、性別、種族、宗教、性取向和殘疾等種類歧視及騷擾的工作場所。

本集團對不公平、冒犯和羞辱行為作出零容忍態度，並建議員工將有關歧視和騷擾的可疑個案請示部門主管、助理總監或總監。有關投訴案將隨即進行調查和處理。

與此同時，莊皇致力提倡勞逸平衡，從而促進員工的福祉，不但向員工保證合理的工作時數，並為他們提供有薪假期以及產假和侍產假等特別假期。

於報告期內，本集團已遵守所有關於僱傭及勞工標準的相關法律及規例，例如《僱傭條例》（第57章）、《僱員補償條例》（第282章）及《最低工資條例》（第608章）。

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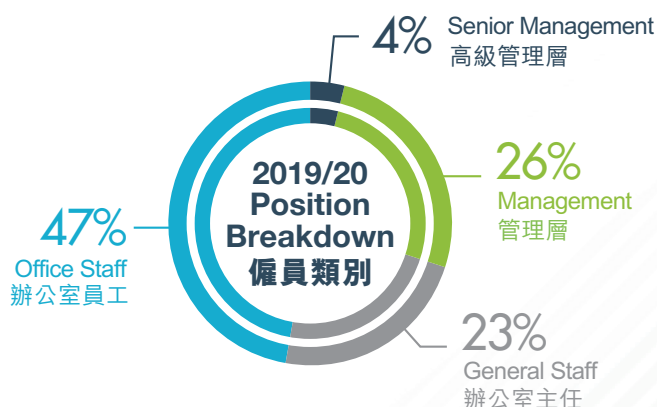
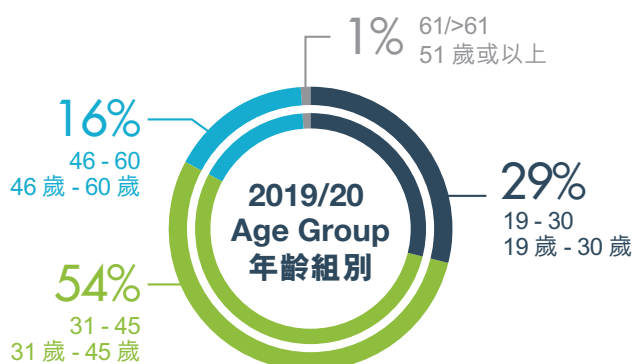
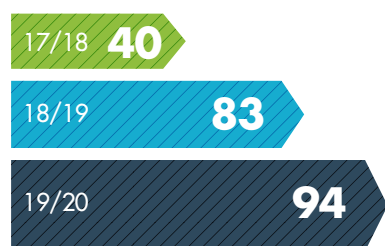
Staff Composition

As at 31 March 2020, the Group employed a total of 94 staff. All staff members are allocated in Hong Kong and PRC.

人員構成

人員構成於2020年3月31日，本集團共僱用94名員工，所有工作人員均分派在香港以及中國。

Total Workforce 僱員總數



The Group will continue to provide a well-structured and caring environment to employees to raise their sense of belonging and work efficiency in the Group.

The Group is not aware of any material non-compliance with the relevant laws and regulations that have a significant impact on compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare of the Group during the Reporting Period. In addition, no non-compliance with relevant laws and regulations that resulted in significant fines or sanctions had been reported during the Reporting Period.

本集團將繼續為員工提供結構良好及關愛的環境，以提高本集團員工的歸屬感與工作效率。

於報告期內，本集團在補償與解僱、招聘與晉升、工作時間、休息時間、機會均等、多樣性、反歧視及其他福利及待遇等法律及規例等方面，未發現任何重大的違規事件。此外，於報告期內，未有任何因不遵守有關法律及規例導致重大罰款或制裁的報告。

7.2 EMPLOYEES' HEALTH AND SAFETY

The management of the Group recognises that the operational efficiency of an enterprise and the maintenance of a healthy and safety working environment for all employees are closely related. In accordance with **ISO 45001:2018 Occupational Health and Safety Management System**, the Group continues to maintain a healthy and safety working environment for its employees so as to attract and retain talented employees which is in line with established internal guidelines and systems of the Group.

During the Reporting period, a wholly-owned subsidiary of the Company, Sanbase Interior Contracting Limited, was awarded the "Joyful @ Healthy Workplace Best Practices Merit Award 2019-2020", a programme jointly launched by the Department of Health and the Occupational Safety and Health Council, which recognizes our efforts and achievements in promoting occupational health.

7.2 員工健康與安全

本集團管理層意識到企業的營運效率與為全體員工維持一個健康安全的工作環境密切相關。依據**ISO 45001:2018 職業健康與安全管理體系**，本集團繼續為員工維持健康及安全的工作環境，以吸引並留住符合本集團既定的內部準則與制度的優秀員工。

於報告期內，誠和樂有限公司，一間由本公司全資擁有的附屬公司，獲授由衛生署及職業安全健康局聯合開展的「好心情@健康工作間良好機構大獎2019-2020」，以肯定我們在推動職業健康方面做出的努力及成績。



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The Group provides its employee with flexible rest leave arrangement, medical and hospital scheme. The Group understands that a good working environment for its employees with a safe and comfortable working condition is very important. A set of clear guideline of work arrangement under typhoon and rainstorm warning had been formulated by the Group for its employees to follow.

本集團為員工提供靈活的休息休假安排、醫療及醫院計畫。本集團明白為員工提供一個安全、舒適的工作環境非常重要。本集團已制定明晰的颱風、暴雨警告工作安排指引，以便員工據此行事。



C Collecting feedback and suggestions concerning workplace and site safety from frontline workers
向前線員工收集有關工作場所及現場安全的意見及建議



A Assessing the effectiveness of current safety and health systems and objectives regularly to respond to the latest standards and practices
按最新標準及作業，定期評估現行安全和健康體系的成效及目標



R Rewarding the construction project teams who have demonstrated good performance with performance bonus
向有良好表現的建築項目團隊提供績效獎勵



E Ensuring frontline workers use appropriate personal protective equipment such as helmets, harnesses and goggles during work according to regulatory guideline
確保前線員工依據監管指引，工作時配戴適當個人防護設備，如頭盔、安全帶和護目鏡等



F Formulating a site contingency plan which lists out the steps to request for emergency service from corresponding local government departments
制定現場應急計劃，列明向本地相關政府部門申請緊急服務的流程



U Unveiling sub-contractor safety performance reports to evaluate their provision of safety instruction and supervision
公佈承包商安全績效的報告，以評估其所提供的安全指導和監督



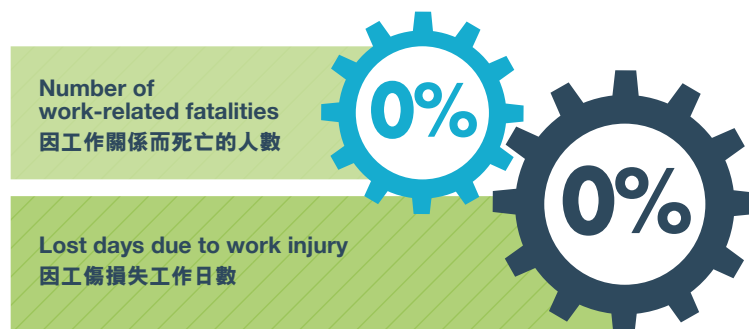
L Leading safety committee meetings quarterly to engage delegates from project management, safety group and site management
邀請項目管理、安全小組及現場管理的代表，出席每年召開四次的安全委員會會議

Occupational Health and Safety Data

The information of work accident is set out below:

職業健康與安全資料

工作事故的資料如下表所示：



During the Reporting Period, the Group had no non-compliance with any laws and regulations on occupational health and safety.

於報告期內，本集團並未違反有關職業健康與安全的法律及規例。

7.3 DEVELOPMENT AND TRAINING

Staff development forms an important aspect of the Group's human resources policy. The Group places a strong emphasis on providing training to its employees to retain appropriate and suitable personnel for its long-term development.

The Group has committed to provide on-the-job education and training to its employees in order to enhance their knowledge and skills. All employees are encouraged to enhance their skills and knowledge at every opportunity in order to perform their current job more efficiently and effectively and to be better prepared for career opportunities which may arise. During the Reporting Period, regular training courses were provided to the employees included but not limited to orientation training, technical training and quality training.

Performance evaluations are initiated biannually. In order to recognise the value in the skill and experience of the Group's employees, the Group has adopted a policy that any promotions will be considered internally first before hiring any outside staff. It is the Group's policy to select the most suitable candidate for appointment to a higher rank based on merit, rather than on the seniority of the candidates.

7.3 發展及培訓

員工發展是本集團人力資源政策的重要一環。本集團非常重視向員工提供培訓，以留住合適人員，促進公司的長遠發展。

本集團致力於為員工提供在職教育與培訓，以提高其知識與技能。鼓勵所有員工利用每一個機會提高自己的技能與知識，以更高效率、更有效果的方式執行其目前的工作，並更好地為可能出現的職業機會做好準備。於報告期內，本集團為員工提供定期培訓課程，包括但不限於定向培訓、技術培訓及質素培訓。

績效評估每半年進行。為認識到本集團員工的技能與經驗的價值，本集團實行一項政策，即在招聘任何外部員工之前，首先應考慮內部晉升。本集團的政策是，為較高的職位選擇最合適的候選人時，以候選人的功績而非年資為基礎。



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7.4 LABOUR STANDARD

The Group is fully aware that child labour and forced labour violate fundamental human rights, International Labour Conventions and Recommendations and poses a threat to sustainable social and economic development. Therefore, the Group strictly complied with relevant laws and regulations. The Group prohibits the hiring of child labour by reviewing the actual age of the interviewee during the recruitment process, including the examination of identity documents and detailed records. The Group only carries out the requirements of standard labour contract and does not adopt any means to unfairly restrict the employment relationship between employee and the enterprise by, for example, withholding a deposit or identity documents.

For entry registration, all employees must present to the Group valid documents as follows: (i) identity card and vocational qualification certificate; (ii) recent photos; and (iii) other relevant information and documents. The above procedures can ensure no child labour will be employed.

Being people-oriented, the Group has hosted various social events and activities such as company trips and parties for its employees with the aim of promoting work-life balance.

Additionally, to avoid infringement of human rights, the Group prohibited all use of child and forced labor. Therefore, the human resource department was responsible for verifying candidates' age by referring to their valid identity cards before the commencement of work. During the Reporting Period, there were no cases of non-compliance with laws and regulations related to child and forced labour.

7.4 勞工準則

本集團充分認識到，童工及強制勞工違反基本人權、國際勞工公約，並可能對社會與經濟的可持續發展構成威脅。因此，本集團嚴格遵守相關法律及規例。本集團透過審查在招聘過程中被調查者的實際年齡，包括對身份證件與詳細記錄的審查，以避免聘用童工。本集團僅執行標準勞動合同的要求，不使用任何手段，例如扣留定金或身份證件，不公平地限制僱員與公司之間的僱傭關係。

入職登記時，所有員工必須向本集團提供以下有效文件：(i) 身份證及職業資格證書；(ii) 近期相片；及(iii) 其他相關資訊及檔案。上述流程可確保避免僱用童工。

本集團以人為本，為員工提供各式各樣的社交及活動，如公司旅行及派對等，目的是促進工作與生活的平衡。

此外，本集團禁止聘請童工和強制勞工，以避免侵犯人權。因此，人力資源部負責在員工正式上班前，核對其身份證以確實他們的年齡。報告期內，本集團並沒有違反與童工和強制勞工相關的法律及規例。



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7.5 ANTI-CORRUPTION

Attaching great importance to business ethics and integrity, the Group had put in place anti-fraud policy. The policy not only defines misconduct and dishonesty, but it also empowers every employee to report any suspicious breach of the policy. Moreover, with the aim of proactively combating corruption in the workplace, supervisors have additional responsibilities for monitoring the existing anti-fraud practices and reviewing its effectiveness on a regular basis.

In order to enhance their ethical awareness and knowledge on anti-corruption law and to ensure all employees adhere to high standard of integrity, the Group organized integrity training workshops for them. On account of robust and effective anti-corruption operation, the Group had complied with laws and regulations relating to bribery, extortion, fraud and money laundering, and no concluded legal cases regarding corrupt practices brought against the Group during the Reporting Period.

7.5 反貪污

莊皇非常重視商業道德和誠信，並已制定反欺詐政策。該政策不僅定義不當行為和不誠實行為，還鼓勵每位員工報告任何違反政策的可疑行為。此外，為積極打擊工作場所的貪污行為，各部門主管須監管現有的反欺詐措施並定期檢討其成效。

為提高所有員工的道德意識和有關反貪污的法律知識，並確保他們均秉承高標準的誠信，本集團會為其員工舉辦誠信培訓工作坊。在堅定和有效的反貪污工作下，本集團在報告期內已遵守所有有關賄賂、勒索、欺詐和洗黑錢的法律及規例，並沒有知悉關於貪污行為的法律案件。



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8 ENVIRONMENTAL PROTECTION

Striking a balance between business growth and sustainable development, the Group was dedicated to embedding environmental protection in its daily operating practice. The Group had identified several environmental issues that were regarded as relatively material to its operation, including energy usage, greenhouse gas emissions and non-hazardous waste generation. Together with employees, the Group pledges to optimize resources while minimizing the environmental impacts in the future.

8.1 OUR ENVIRONMENTAL POLICY

According to **ISO 14001:2015 Environmental Management Systems**, the Group formulated environmental policy to ensure proper environmental stewardship and that all on-site activities and office operation comply with all relevant environmental legal standards. The environmental policy was outlined below:

- Setting up site environmental inspection checklist to ensure proper implementation of related measures on various environmental aspects
- Continuously reinforcing the Group's environmental management system
- Promoting sustainable use of resources such as energy, water and paper
- Educating employees about environmental issues and applicable laws and regulations in respect of their work
- Developing appropriate emergency contingency plans as required by legislation to respond to significant environmental hazards

8 環境保護

本集團在業務增長和可持續發展之間取得平衡，並致力將環境保護融入其日常營運作業中。本集團已識別多個對其營運相對重要的環境議題，包括能源消耗、溫室氣體排放和無害廢棄物產生。本集團與其員工一同承諾善用資源，同時在日後將其環境影響減到最小。

8.1 我們的環保政策

根據**ISO 14001 : 2015環境管理體系**，本集團已制定環保政策，旨在確保適當的環境管理，以及全部現場活動和辦公室營運符合所有相關的環境法律標準。該環保政策的概述如下：

- 設立現場環境檢查清單，以確保在各環境層面實施相關正確措施
- 持續加強本集團的環境管理體系
- 促進能源、水和紙張等資源的可持續運用
- 教育員工與其工作有關的環境問題和適用的法律及規例
- 按法律要求建立合適的緊急應變計劃，以應對嚴重的環境危害



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Not only was the policy implemented and communicated well at all levels within the corporation, its effectiveness was assessed yearly through knowledge sharing and management review meetings. As a result, during the Reporting Period, the Group had complied with the following laws and regulations:

該政策不僅在公司內部各層面得以全面實施和溝通，而且每年在知識分享和管理層審核會議上評估其成效。因此，本集團於報告期內已遵守以下法律及規例：

Category 類別	Relevant Laws and Regulations 相關法律及規例
General 一般	Environmental Impact Assessment Ordinance (Cap. 499) 《環境影響評估條例》（第499章） Hong Kong Planning Standards and Guidelines 香港規劃標準與準則
Air 空氣	Air Pollution Control Ordinance (Cap. 311) 《空氣污染管制條例》（第311章） Hong Kong Air Quality Objectives 香港空氣質素指標 Air Pollution Control (Construction Dust) Regulation (Cap. 311R) 《空氣污染管制（建造工程塵埃）規例》（第311R章）
Waste 廢棄物	Summary Offences Ordinance (Cap. 228) 《簡易程式治罪條例》（第228章） Factories and Industrial Undertakings Ordinance (Cap. 59) 《工廠及工業經營條例》（第59章） Waste Disposal Ordinance (Cap. 354) 《廢物處置條例》（第354章） Waste Disposal (Chemical Waste) (General) Regulations (Cap. 354C) 《廢物處理（化學廢物）（一般）規例》（第354C章） Public Cleansing and Prevention of Nuisances (Regional Council) By-Law (Cap. 132BJ) 《公眾潔淨及防止妨擾（區域市政局）附例》（第132BJ章） Practice Note for Authorised Persons 144: Control of Environmental Nuisance from Construction Sites (August 1997) 認可人士作業備考編號144：管制建築地盤對環境造成的滋擾（1997年8月） Public Health and Municipal Services Ordinance (Cap. 132) 《公眾衛生及市政條例》（第132章）



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8.1.1 Emissions Data from Gaseous Fuel Consumption

During the Reporting Period, the key environmental impacts from the Group's operations were energy and paper consumptions. To achieve environmental protection, the Group encourages employees increase the use of e-statement or scanning instead of traditional photocopying and switch-off all computers and office equipment (such as lighting and air-conditioner) at the end of each working day to reduce the use of paper and greenhouse gas emissions.

- a) Since the Group did not have town fuel and town gas consumption during the Reporting Period, therefore no relevant emissions data is available.
- b) the Company had certain motor vehicles during the Reporting Period, the emissions data applied to the Group's motor vehicles are set out below:

8.1.1 氣體燃料消耗的排放資料

於報告期內，本集團營運中的主要環境影響為能源及紙張使用。為實現環境保護，本集團鼓勵員工增加使用電子報表或掃描代替傳統複印及每個工作日結束時，關閉所有電腦與辦公設備（如照明及空調）以減少紙張使用及溫室氣體排。

- (a) 由於本集團於報告期內並無消耗城市燃料及城市氣體，故並無相關排放物數據。
- (b) 於報告期內，本公司擁有若干汽車。應用於本集團汽車的排放數據載列如下：

Key Performance Index ("KPI") 關鍵績效指標（「關鍵績效指標」）

		2020 2020年	Unit 單位	%
NO _x	氮氧化物	920	g 克	90.0%
SO _x	硫氧化物	36	g 克	3.5%
PM	可入肺顆粒物	68	g 克	6.5%
Total	總數	1,024	g 克	100.0%

8.1.2.Greenhouse Gas Emission

8.1.2 溫室氣體排放

KPI 關鍵績效指標

		2020 2020年	Unit 單位	%
Scope 1	範圍1			
Direct Emission	直接排放	6.6	Tonnes 公噸	7.0%
Scope 2	範圍2			
Indirect Emission	間接排放	48.4	Tonnes 公噸	51.1%
Scope 3	範圍3			
Other indirect Emission	其他間接排放	39.7	Tonnes 公噸	41.9%
Total	總數	94.7	Tonnes	100.0%



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During the Reporting Period, there were 94.7 tonnes (2019: 61 tonnes) of greenhouse gases (mainly carbon dioxide, methane and nitrous oxide) emitted from the Group's operation.

The total revenue for the Group during the Reporting Period was approximately HK\$638 million (2019: approximately HK\$650 million). The annual emission intensity was 0.148 tCO₂e/revenue in million (2019: 0.094 tCO₂e/revenue in million).

Compliance with relevant laws and regulations

The Group is not aware of any material non-compliance with the relevant laws and regulations that have a significant impact relating to air and greenhouse gas emissions, discharges into water and land, generation of hazardous and non-hazardous waste of the Group during the Reporting Period. In addition, no significant fines or non-monetary sanctions for non-compliance with relevant laws and regulations had been reported in the Reporting Period.

8.1.3 & 8.1.4 Hazardous and Non-hazardous Waste

The Group generates no hazardous waste in its operation. However, there were non-hazardous waste which the management of the Group believe to be insignificant arose from the use of electricity during the Group's operation.

8.1.5 & 8.1.6 Measurement and mitigation plan for waste management

Since the management of the Group believe the non-hazardous waste is insignificant, there is no mitigation plan for handle non-hazardous waste.

於報告期內，本集團營運產生的溫室氣體（主要為二氧化碳、甲烷及氧化亞氮）為94.7公噸（2019年：61公噸）。

於報告期內，本集團營業額為港幣約638百萬元（2019年：約650百萬元）。年排放密度為每百萬收入0.148公噸二氧化碳當量（2019年：每百萬收入0.094公噸二氧化碳當量）。

遵守有關法律及規例

於報告期內，本集團未有發現任何違反有關空氣及溫室氣體排放、用水及土地排放、產生有害及無害廢棄物等相關法律及法規的重大事件。此外，於報告期內未有報告有關不遵守法律及規例的重大罰款或非貨幣制裁。

8.1.3 & 8.1.4 有害及無害廢棄物

本集團營運過程中並無產生有害廢棄物。然而，在本集團營運過程中由於使用電力而產生無害廢棄物，而本集團管理層認為此等無害廢棄物無關重要。

8.1.5 & 8.1.6 廢棄物管理的量度及緩解計劃

由於本集團管理層認為無害廢棄物無關重要，因此並無訂立緩解計劃以處理無害廢棄物。

8.2 資源使用

本集團意識到，電力是本集團能源消耗和碳足跡的主要來源。有見及此，本集團已採取積極主動的方式，在工程項目及辦公室的營運中實施節能措施，包括使用低環境影響的LED照明設施，以及關閉閒置照明裝置及電器。此外，為減少溫室氣體排放，莊皇於2020年3月28日支持並積極參與名為「地球一小時」的關燈一小時國際性活動。



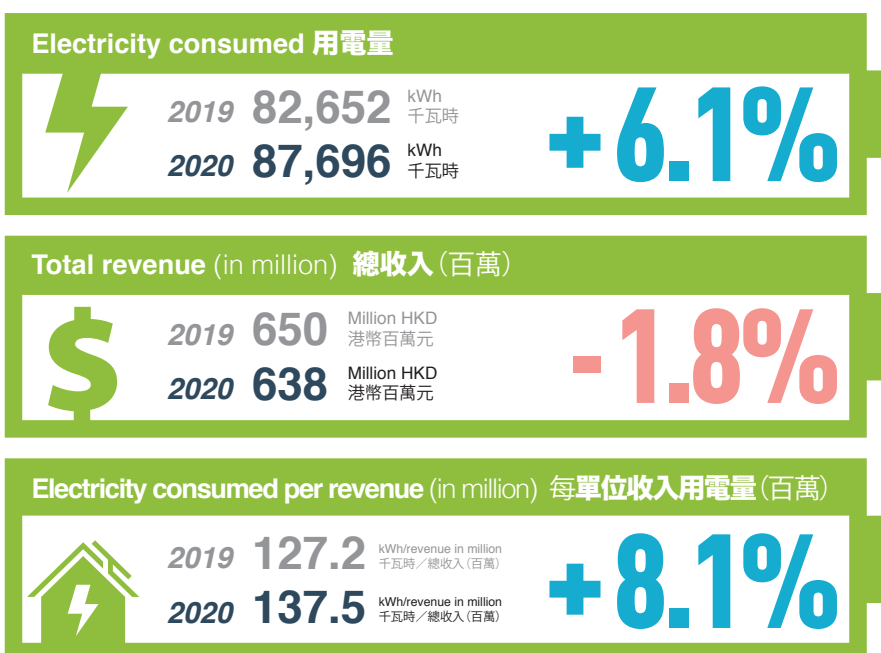
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During the Reporting Period, the energy consumption by type in total of the Group are showed as below:

於報告期內，本集團按類別劃分的總能源消耗情況如下：

KPI 關鍵績效指標



During the Reporting Period, the Group noticed increases in electricity consumption and GHG emission. This was mainly due to the difference in reporting scope, as in the number of offices and staff during the Reporting Period, referring to three offices in Hong Kong and one office in the PRC, is greater than that during the previous reporting period. On a regular basis, the Group will review the applicable energy consumption and GHG emission indicators for monitoring the associated performance.

於報告期內，本集團注意到用電量和溫室氣體排放量的增加。這主要是由於報告範圍的改變，因本報告期間的辦公室及員工數目，即香港的三個辦公室和中國的一個辦公室，比上一報告期間的辦公室數目多。本集團將定期審查合適的能源消耗和溫室氣體排放指標，以監測相關績效。



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8.3 ENVIRONMENTAL AND NATURAL RESOURCES

The Group's activities did not have direct significant impact on the environment and natural resources beyond the resource consumption and emissions issues discussed above. The Group will continue to explore ways of integrating environmental considerations into its business decisions and the services it provides, including promoting and supporting ways to combat climate change.

There was no non-compliance case with any environmental laws and regulations for the Reporting Period.

8.3 環境與自然資源

除上述資源消耗與排放問題外，本集團的活動對環境及自然資源無直接的重大影響。本集團將繼續探尋途徑，將環境因素納入業務決策及提供的服務，包括促進及幫助應對氣候變化的途徑。

於報告期內，並無違反任何環境法律及規例。

9 ESG CONTENT INDEX

9 ESG 內容索引

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A1.4	Total non-hazardous waste produced and, where appropriate, intensity 所產生無害廢棄物總量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）	8.1.3 & 8.1.4 Hazardous and Non-hazardous Waste 8.1.3 & 8.1.4 有害及無害廢棄物	25



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A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果	8.1.5 & 8.1.6 Measurement and mitigation plan for waste management 8.1.5 & 8.1.6 有害及無害廢棄物處理	25
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A2.2	Water consumption in total and intensity (e.g. per revenue (in million)) 總耗水量及密度（如每單位收入（百萬））	The water consumption is not disclosed since the water usage of the main business activities was supplied by the clients/properties and not provided to the Group. 由於主要業務活動的用水量由客戶／物業提供而沒有提供予本集團，故未有披露用水量。	N/A 不適用
A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果	8.2 Use of Resource 8.2 資源使用	26-27
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果	As water was solely provided by municipal utility provider, there were no particular issues with regards to sourcing water. Therefore, the relevant data are not disclosed. 由於水僅由市政提供商提供，因此在求取水源方面並沒有特別問題。因此，未有披露相關數據。	N/A 不適用
A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per revenue (in million). 製成品所用包裝材料的總量（以噸計）及（如適用）每收入單位佔量（百萬）	Packaging material is not material to the Group's operation because the Group does not produce any packaging material. Therefore, the relevant data are not disclosed. 包裝材料對本集團的營運而言並不重要，因為本集團並不生產任何包裝材料。因此，未有披露相關數據。	N/A 不適用



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B1.1	Total workforce by gender, employment types, age group and geographical region 按性別、僱傭類型、年齡組別及地區劃分的僱員總數	7.1 Employment and Labour Practices 7.1 僱傭及勞工常規	15-16
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。	Not disclosed 未有披露	N/A 不適用
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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。	Not disclosed 未有披露	N/A 不適用
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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。	There were no complaints received during the Reporting Period. 於報告期內沒有接獲任何投訴	N/A 不適用
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。	Not applicable 不適用	N/A 不適用
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SANBASE
CORPORATION
LIMITED

莊皇集團公司

(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立的有限公司)

Stock code 股份代號: 8501

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