



2020

ENVIRONMENTAL, SOCIAL
and GOVERNANCE REPORT
環境、社會及管治報告



兆邦基地產
Zhaobangji Properties

ZHAOBANGJI PROPERTIES HOLDINGS LIMITED

兆邦基地產控股有限公司

(incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立之有限公司)

Stock Code 股份代號: 1660

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About ESG Report

關於本報告

The Environmental, Social and Governance (“**ESG**”) Report published by Zhaobangji Properties Holdings Limited (the “**Company**”) highlights the achievements in promoting sustainability by the Company and its subsidiaries (collectively the “**Group**” or “**we**”). In keeping with the spirit of creating long-term value for our customers and stakeholders, the Company has placed considerable emphasis on sustainable development. The ESG Report elaborates on the various works of the Group in fully implementing the principle of sustainable development and social and governance policies.

SCOPE OF REPORT

The Group is principally engaged in the sales of machinery and spare parts and provision of related services, transportation services and leasing of machinery and provision of related services in Hong Kong, and property management services, property leasing and subletting, and leasing of machinery and provision of related services in Shenzhen of the People's Republic of China (the “**PRC**”). The ESG Report covers the sustainability performance of the Group for the period between 1 April 2019 and 31 March 2020 (the “**Year**”). The environmental key performance indicators (“**KPI**”) as disclosed in the ESG Report are based on the performance of the Group's three subsidiaries in Hong Kong, including Sanroc International (Hong Kong) Limited, Sanroc Leasing (Plant & Machinery) Limited, and Santech Transportation Limited (collectively “**Sanroc**”), which constitute the majority of the Group's revenue.

The Group will continue to strengthen its efforts in information collection for a broader disclosure of information on environmental and social aspects as well as information related to sustainable development. For details of corporate governance, please refer to the corporate governance report on pages 20 to 40 of the 2019/20 Annual Report.

REPORTING GUIDELINES

The ESG report was prepared in accordance with the “Environmental, Social and Governance Reporting Guide” under Appendix 27 of the Rules Governing the Listing of Securities issued by the Stock Exchange of Hong Kong Limited.

兆邦地產控股有限公司(「**本公司**」)發表的環境、社會及管治報告(「**ESG 報告**」)闡述本公司及其附屬公司(統稱「**本集團**」或「**我們**」)在促進全面可持續發展方面的努力和成果。本公司非常重視可持續發展，務求為顧客及持份者創造長遠價值。ESG 報告詳述本集團在全面實施可持續發展原則及社會和管治政策方面的各種工作。

報告範圍

本集團主要在香港從事建築機械和配件銷售及提供相關服務、運輸服務及建築機械租賃及提供相關服務，以及在中華人民共和國(「**中國**」)深圳提供物業管理服務、物業租賃及轉租，以及建築機械租賃及提供相關服務。ESG 報告涵蓋了本集團在二零一九年四月一日至二零二零年三月三十一日期間(「**本年度**」)的可持續表現。ESG 報告中披露的環境關鍵績效指標(「**KPI**」)是基於本集團在香港的三家子公司的表現，包括善樂國際(香港)有限公司、善樂機械租賃有限公司以及善達運輸有限公司(統稱為「**善樂**」)，三者構成了本集團收入的主要部分。

本集團將繼續加強資料收集工作，從而逐步披露更多有關環境及社會以及與可持續發展方面相關的資料。有關企業管治的詳情，請參閱2019/20年報第20至40頁之企業管治報告。

報告指引

ESG 報告是依照香港聯合交易所有限公司《證券上市規則》附錄二十七《環境、社會及管治報告指引》編制而成。

INFORMATION AND FEEDBACK

Your opinion will be highly valued by the Group. If you have any advice or recommendations, please provide through the mail to the following address: Unit 16–18, 11/F., China Merchants Tower, Shun Tak Centre, 168–200 Connaught Road Central, Hong Kong.

資訊及回饋

本集團高度重視閣下的意見。若閣下有任何意見或建議，請發送你的函件至以下地址：香港干諾道中168–200號信德中心招商局大廈11樓16–18室。

ESG Governance

ESG管治

The Group believed that good ESG governance strategies and practices share an inseparable relationship with corporate success. The board of directors (the “**Board**”) of the Company takes full responsibility to supervise the Group’s sustainable development strategies, ESG governance, and risk management. Also, the Board has delegated authority to the management in the execution of the ESG policy.

本集團認為，良好的ESG管治策略和實踐與企業的成功有着不可分割的關係。本公司董事會（「**董事會**」）全權負責監督本集團的可持續發展戰略、ESG管治和風險管理。此外，董事會已授權管理層執行ESG政策。

STAKEHOLDER ENGAGEMENT

The engagement of employees from different departments of the Group plays an important part in helping the Group to recognize its sustainability performance. The discreetly collected and cautiously analyzed data highlights the Group’s sustainable initiatives for the Year and the Group’s sustainability strategy in the long term. The Group will endeavor with unremitting efforts to step up the involvement of stakeholders via constructive conversation with a view to charting a course for long term prosperity.

持份者參與

本集團不同部門員工的參與，對幫助本集團認識到可持續發展績效方面發揮着重要作用。這些謹慎收集和分析的數據凸顯了本集團本年度的可持續發展計劃以及長期的可持續發展戰略。本集團將努力通過建設性對話加強持份者的參與，以達致長遠繁榮發展。

Meanwhile, the Group strives to maintain supporting and trusting relationships with its stakeholders. Through diversified communication channels, the Group can effectively understand and respond to the expectations and requirements of different stakeholders.

同時，本集團努力與持份者保持支持和信任關係。通過多元化的溝通渠道，本集團可以有效理解和響應不同持份者的期望和要求。

Stakeholders 持份者	Expectations and Requirements 期望和要求	Means of Communication and Response 溝通和回應方式
Government and regulators 政府和監管機構	<ul style="list-style-type: none">Compliance with national policies, laws and regulation 遵守國家政策、法律和法規Tax Payment in full and on time 足額按時納稅Production safety 安全生產	<ul style="list-style-type: none">Dedicated reports 專題報告Examination and inspection 檢驗和檢查
Shareholders 股東	<ul style="list-style-type: none">Returns 回報Compliance operation 合規經營Rise in company value 提升公司價值Transparency and effective communication 透明度和有效溝通	<ul style="list-style-type: none">General meetings 股東大會Announcements 公告Email, telephone communication and company website 電郵、電話通訊和公司網站Dedicated reports 專題報告

Stakeholders 持份者	Expectations and Requirements 期望和要求	Means of Communication and Response 溝通和回應方式
Business partners 商業合作夥伴	<ul style="list-style-type: none"> • Operation with integrity 誠信經營 • Equal Rivalry 公平競爭 • Performance of contracts 履行合同 • Mutual benefits 互惠互利 	<ul style="list-style-type: none"> • Business communication 商務溝通 • Discussion and exchange of opinions 討論與意見交流
Customers 顧客	<ul style="list-style-type: none"> • Outstanding products and services 優質產品和服務 • Health and safety 健康和安全 • Performance of contracts 履行合同 • Operation with integrity 誠信經營 	<ul style="list-style-type: none"> • Customer service centre and hotline 客戶服務中心和熱線
Environment 環境	<ul style="list-style-type: none"> • Compliance with emission regulations 達標排放 • Energy saving and emission reduction 節能減排 • Environmental protection 保護環境 	<ul style="list-style-type: none"> • Reporting 報告
Employees 僱員	<ul style="list-style-type: none"> • Protection of rights 保護權益 • Occupational health 職業健康 • Remunerations and benefits 薪酬福利 • Career development 職業發展 • Humanity cares 人文關懷 	<ul style="list-style-type: none"> • Employee activities 員工活動
Community and the public 社區與公眾	<ul style="list-style-type: none"> • Enhancement of community environment 改善社區環境 • Transparency 透明度 	<ul style="list-style-type: none"> • Company website 公司網站 • Announcements 公告

ESG Governance

ESG管治

The Group has commissioned an independent third-party consultant to assist in the collection of internal stakeholders' opinions relating to ESG during the preparation of the ESG Report. In the future, the Group will continue to extend the involvement of stakeholders in order to collect more constructive opinions to improve its governance.

本集團已委託獨立第三方顧問在編寫ESG報告期間協助收集內部持份者對ESG的意見。未來，本集團將繼續擴大持份者的參與，以收集更多建設性意見以改善管理。

Protect Our Environment

環境保護

To protect the environment, the Group has established an internal guideline on building an environmentally-friendly enterprise, which included the general environmental measures on electricity conservation, paper saving, waste elimination, and resources conservation. The Group is committed to progressively enhancing environmental performance by reducing emissions and conserving resources. Also, the Group complies with all relevant environmental laws and regulations including but not limited to the Environmental Protection Law of the People's Republic of China, the Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution, the Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes, the Air Pollution Control Ordinance of Hong Kong, the Water Pollution Control Ordinance of Hong Kong, and the Waste Disposal Ordinance of Hong Kong.

AIR EMISSION MANAGEMENT

The Group is committed to controlling the air emission generated from its operation. Due to its business nature, the Group is not involved in any manufacturing process and does not generate emission that raises significant environmental issues. We target to reduce air pollutants generated from vehicle use through encouraging the use of vehicles and fuels with less exhaust emission, keeping our company fleet properly tuned, maintaining correct tire pressure by regular inspection and inflation, and ensuring no idling vehicles with running engines.

For the business of Sanroc, although we are not the end-user of the machinery, we still ensure that all machinery strictly conforms to the prescribed emission standards under the Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation. All the machinery is approved or exempted with a proper label in the prescribed format issued by the Environmental Protection Department, thereby enabling our clients to reduce their air emission when using the machinery offered by Sanroc.

During the Year, the air pollutants generated by Sanroc were from the use of vehicles. The air pollutant emission during the Year is as follows:

為保護環境，本集團制定了建設環保企業的內部準則，其中包括節約用電、節約用紙、減少浪費和節約資源等一般環保措施。本集團致力通過減少廢氣排放和節約資源以逐步提高環保表現。此外，本集團遵守所有相關的環境法律法規，包括但不限於《中華人民共和國環境保護法》、《中華人民共和國大氣污染防治法》、《中華人民共和國固體廢物污染環境防治法》、香港《空氣污染管制條例》、香港《水污染管制條例》，以及香港《廢物處置條例》。

廢氣排放管理

本集團致力控制營運時所產生的廢氣排放。基於業務性質，本集團不參與任何製造過程，也不會產生引起重大環境問題的排放。我們的目標是通過鼓勵使用廢氣排放量較少的車輛和燃料、為我們公司車隊進行保養、定期檢查和充氣以保持正確的輪胎壓力以及確保正常運行的車輛不會空轉引擎，以減少因使用車輛所產生的空氣污染物。

就善樂的業務而言，儘管我們不是建築機械的最終使用者，但我們仍要確保所有建築機械嚴格遵守《空氣污染管制（非道路移動機械）（排放）規例》中規定的排放標準。所有建築機械均獲環境保護署的核准或豁免，並貼上由環境保護署發出的標籤，從而使我們的客戶在使用善樂提供的機械時減少廢氣排放。

本年度，善樂產生的空氣污染物來自車輛使用。本年度的空氣污染物排放量如下：

Air pollutant	空氣污染物	Weight(kg) 重量(千克)
Nitrogen oxides (NO _x)	氮氧化物(NO _x)	3,258
Sulphur oxides (SO _x)	二氧化硫(SO _x)	3.5
Particulate matter (PM)	顆粒物(PM)	231

WATER MANAGEMENT

Apart from monitoring air emission, the Group is also devoted to reducing water consumption. The Group has adopted various measures in its offices to minimize water consumption. We strive to initiate and incorporate the idea of water saving into our daily operation, such as replacing traditional equipment with water efficient equipment. We use dual-flush toilets, faucets with infrared sensors, and urinals with infrared sensors in offices to increase water efficiency. Moreover, the Group strengthens the maintenance of water equipment through regularly inspecting faucet and fixing dripping taps to minimize water leakage.

Sanroc is the major water user of the Group since water is consumed for cleaning machinery returned from its customers after leasing and domestic application. Since water conservation measures, such as recycling wastewater generated from machinery washing after filtration and oily water separation, have been implemented with a view to enhancing Sanroc's water recycling capability, water usage has been minimized. Sanroc also strives to initiate and incorporate the idea of water saving into its operation through monitoring water consumption constantly. Besides, Sanroc implements appropriate sewage management, performs regular checks of the septic tank system equipped in the warehouse to obviate any wastewater leakage.

Sanroc's business operations do not consume large amounts of water and it has been putting efforts in saving water and improving water quality. During the Year, Sanroc had no issue in sourcing water that is fit for purpose. The water consumption of Sanroc during the Year is as follows:

Water Consumption	耗水量	
Total water consumption (m ³)	總耗水量 (立方米)	1,429
Intensity (m ³ /million Hong Kong dollars of Sanroc revenue) ¹	密度 (立方米／善樂的每百萬港元收入) ¹	8.53

1. Since the water bill for an office for the second half of the Year was not available during the preparation of the ESG Report, the water consumption of that period was estimated based on the latest water bill we had in the Year.

水資源管理

除監測空氣排放，本集團還致力於節約用水。本集團已在辦公室採取各種措施以節約用水。我們努力將節約用水的理念引入到日常營運之中，例如用節水設備代替傳統設備。我們在辦公室使用雙抽水馬桶、紅外線感應水龍頭和紅外線感應小便池，以提高用水效率。此外，本集團通過定期檢查水龍頭和修理滴水的水龍頭以加強對供水設備的維護，盡量減少漏水。

善樂是本集團的主要用水戶，因為在客戶租賃並使用後所退還的建築機械需要用水清潔。善樂採取了節約用水的措施，例如循環再用經過過濾和油水分離的建築機械洗滌廢水，提高循環用水能力，把用水量減至最低。善樂還致力於通過持續監測用水量，努力將節約用水的理念引入到營運之中。此外，善樂實施適當的污水管理，定期檢查貨倉內的化糞池系統，以防止廢水洩漏。

善樂的業務運作並不消耗大量的水，並一直在努力節約用水和提升水質。本年度，善樂於求取適用水源上概無任何問題。本年度善樂的耗水量如下：

1. 由於在編寫ESG報告期間尚未獲得一間辦公室下半年的水費單，該段期間的用水量根據本年度最新的水費單進行估算。

WASTE MANAGEMENT

The generation of solid waste is a source of emission from the Group. The Group aims to reduce waste generation which plays an important role in reducing the pressure on landfills. As such, we have implemented a number of measures in cutting down office waste. For example, we minimize paper consumption in our offices through setting printers to default duplex, using electronic means for information exchange where possible, and using electronic greeting cards during the holiday season. We also evaluate the usage of material to avoid overstock and give priority to reusable products instead of one-off office supplies before procurement to minimize waste generation. The Group also ensures that all the wastes generated are treated properly to reduce their impact on the environment.

Because of its business nature, Sanroc also generates other kinds of non-hazardous and hazardous waste during its operation. Non-hazardous waste generated by Sanroc includes general office waste and other waste from warehouse such as the residue of machinery washing, which is regarded and treated as mixed construction waste. General waste is collected and handled by the management company of the office building, while mixed construction waste is collected and handled by a waste treatment company authorized by the Environmental Protection Department. On the other hand, used toner cartridges from offices, which are hazardous waste, are collected by qualified parties. The wastes generated by Sanroc during the Year are as follows:

廢物管理

固體廢物的產生是本集團的一個排放來源。本集團旨在減少廢物的產生，這對減輕堆填區壓力方面發揮着重要作用。因此，我們採取了多項措施以減少辦公室廢物。例如，我們通過將打印機設置為默認雙面打印、盡可能使用電子方式交換資料，以及在節日期間使用電子賀卡，以盡量減少辦公室的紙張消耗。我們還會評估物資的使用情況，以避免庫存積壓，並在採購前優先考慮可重複使用的產品而不是用完即棄的辦公室用品，以盡量減少產生廢物。本集團還確保對所有產生的廢物均得到妥善處理，以減少對環境造成影響。

基於業務性質，善樂在營運過程中還會產生其他種類的無害及有害廢物。善樂產生的無害廢物包括一般辦公室廢物和倉庫中的其他廢物，例如被視為混合建築廢物的建築機械洗滌殘留物。一般廢物由大廈管理公司收集和處理，混合建築廢物由環境保護署授權的廢物處理公司收集和處理。另一方面，來自辦公室的已使用之碳粉盒屬於有害廢物，會由合資格人士收集。本年度善樂產生的廢物如下：

Waste	廢物	
Non-hazardous waste ¹	無害廢物 ¹	
Mixed construction waste (kg)	混合建築廢物 (千克)	50,570
Intensity (kg/million Hong Kong dollars of Sanroc revenue)	密度 (千克／善樂的每百萬港元收入)	301.93
Hazardous waste	有害廢物	
Toner cartridges (kg)	碳粉盒 (千克)	5
Intensity (kg/million Hong Kong dollars of Sanroc revenue)	密度 (千克／善樂的每百萬港元收入)	0.03

1. As general waste was collected by the management company of the office building, weight of general waste was not available.

1. 一般廢物是由大廈的管理公司收集，因此無法獲得一般廢物的重量。

Protect Our Environment 環境保護

GREEN OPERATION

The Group is dedicated to promoting green operation strategies for a sustainable development. Greenhouse gas is generated from the Group's operation hence we put efforts in reducing the emission of direct and indirect greenhouse gas through various green and energy conservation measures. We reduce our carbon footprint through using video conferencing for online presentations and conferences to substitute unnecessary business travel, choosing direct flights for unavoidable business trips, avoiding the use of disposable utensils in events, and optimizing route planning for transportation and services delivery.

Besides that, the Group implements different measures to reduce energy consumption and increase energy efficiency. We separate light switches for different light zones for maximum energy efficiency. We also set the air conditioning system at a minimum of 25 degrees Celsius and allow employees not to wear ties and complete suits in hot weather to reduce the use of air conditioning. In addition, we encourage employees to adopt environmentally-friendly practices, such as switching off electronic devices after office hours and setting computers to automatic standby mode when idling to reduce unnecessary energy use.

For Sanroc, the major source of greenhouse gas emission is the direct emission from the use of vehicles. Operation of the office and warehouse also emits greenhouse gas indirectly through electricity consumption, freshwater and sewage treatment, paper disposal to landfill, and business trips by staff. The greenhouse gas emissions of Sanroc during the Year are as follows:

綠色營運

本集團致力於促進可持續發展的綠色經營策略。本集團在營運時會產生溫室氣體，因此，我們通過各種綠色和節能措施努力減少直接和間接排放溫室氣體。我們通過使用視像系統進行線上匯報和會議以取代不必要的商務旅行、為無可避免的商務旅行選擇直飛航班、避免在活動中使用即棄用具，以及改善運輸和服務交付的路線計劃減少碳足跡。

除此之外，本集團還採取了不同的措施來減少能耗並提高能源效益。我們為不同照明區域設立獨立照明開關，以最大程度地提升能源效率。我們還將空調系統的最低溫度設置為攝氏25度，並允許員工在炎熱的天氣中不繫領帶和穿全套西裝，以減少使用冷氣。此外，我們鼓勵員工實踐環保措施，例如在下班後關閉電子設備，並在閒置時將電腦設置為自動待機模式，以減少不必要的能源消耗。

對於善樂而言，行車時的直接排放是溫室氣體排放的主要來源。辦公室和倉庫的營運還通過電力消耗、淡水和污水處理、廢紙堆填處理以及員工出差間接排放溫室氣體。本年度善樂的溫室氣體排放量如下：

Greenhouse gas emissions	溫室氣體排放量	
Total greenhouse gas emission (tonnes CO ₂ e)	總溫室氣體排放量(噸二氧化碳當量)	649
Scope 1 – direct emission (tonnes CO ₂ e) ¹	範圍1 – 直接排放(噸二氧化碳當量) ¹	582
Scope 2 – energy indirect emission (tonnes CO ₂ e) ²	範圍2 – 能源間接排放(噸二氧化碳當量) ²	35
Scope 3 – other indirect emission (tonnes CO ₂ e) ³	範圍3 – 其他間接排放(噸二氧化碳當量) ³	32
Intensity (tonnes CO ₂ e/million Hong Kong dollars of Sanroc revenue)	密度(噸二氧化碳當量/善樂的每百萬港元收入)	3.88

1. Scope 1 includes the emissions from the fuel combustion in vehicles.
2. Scope 2 includes the emissions from purchased electricity.
3. Scope 3 includes the emissions from landfill disposal of paper waste, electricity consumption for freshwater and sewage processing, and business travel by employees.

1. 範圍1包括車輛燃料燃燒產生的排放。
2. 範圍2包括外購電力的排放。
3. 範圍3包括廢紙堆填處理、淡水和污水處理的電力消耗，以及員工的商務旅行所產生的排放。

Owing to the business nature of Sanroc, no packaging material was used during the Year. However, Sanroc did consume energy directly through fuel consumption of the company fleet, and indirectly through the use of electricity. To mitigate the impacts of the energy consumption hence reduce greenhouse emission from the use of vehicles, which is the major emission source, Sanroc has adopted a series of measures such as inspecting vehicles regularly to prevent fuel leakage and hence optimize fuel efficiency. Drivers are also required to switch off idling engines to minimize energy wastage. The energy consumption of Sanroc during the Year is as follows:

由於善樂的業務性質，本年度並無使用任何包裝材料。然而，善樂公司車隊的燃料消耗造成了直接能源消耗，而使用外購電力造成了間接能源消耗。為了減輕能源消耗的影響，從而減少使用車輛的溫室氣體排放量（主要的排放源），善樂採取了一系列措施，例如定期檢查車輛，以防止燃料洩漏，從而提升燃料效率。善樂亦要求司機停車熄匙以減少能源浪費。本年度善樂的能耗如下：

Energy Consumption	能源消耗	
Total energy consumption (MWh)	總能源消耗(兆瓦時)	2,305
Direct energy consumption (MWh) ¹	直接能源消耗(兆瓦時) ¹	2,234
Indirect energy consumption (MWh) ²	間接能源消耗(兆瓦時) ²	70
Intensity (MWh/million Hong Kong dollars of Sanroc revenue)	密度(兆瓦時/善樂的每百萬港元收入)	13.76

1. Direct energy consumption includes fuel consumption in vehicles.
2. Indirect energy consumption includes electricity purchased for consumption.

1. 直接能源消耗包括車輛燃料消耗。
2. 間接能源消耗包括外購電力。

Protect Our Environment

環境保護

RESPONDING TO CLIMATE CHANGE

Climate change is one of the major global issues in recent years. The extreme weather events caused by climate change have become more severe, which has negatively affected economic activities. Therefore, the Group is highly concerned about climate change and its related events and is committed to reducing greenhouse gas emissions.

The Group has established an internal guideline to respond to extreme weather events such as typhoon and rainstorm, which are common in summer in Hong Kong and the Guangdong province that could pose danger to our employees and hence financial and social risk to the Group. The Group places great attention to the local weather warning and aims to maintain a smooth operation while placing priority towards the safety of its employees. The Group's management is responsible to prepare the list of employees required to be on duty during inclement weather in accordance with the Group's operation needs and manpower situation. The supervisors of the employees required to be on duty would first consider the safety of the workplace, the actual situation of that employee, and be flexible on the work arrangement.

應對氣候變化

氣候變化是近年來全球面臨的重大問題之一。由氣候變化引起的極端天氣事件愈來愈嚴重，對經濟活動產生了負面影響。因此，本集團非常關注氣候變化及相關事件，並致力於減少溫室氣體排放。

本集團已建立內部指引，以應對在香港和廣東省夏季普遍發生的颱風和暴雨等極端天氣事件，這些事件可能對我們的員工構成危險，從而給本集團帶來財務和社會風險。本集團高度關注當地的天氣預警，旨在保持平穩營運，同時優先重視員工安全。本集團的管理層負責根據本集團的營運需求和人力狀況，準備在惡劣天氣下需要值班的僱員名單。需值班僱員的主管應首先考慮工作場所的安全及僱員的實際狀況靈活安排工作。

Care for Our Employees

關懷僱員

Employees are the foundation for the stable development and the success of our business. The Group places great importance to the right and interest of its employees and is committed to complying with laws and regulations on employment, diversity and safety as well as labor standards. At the same time, we are committed to creating a warm and rewarding workplace to attract, retain and develop talents. The total number of employees and turnover rate of the Group during the Year are specified as follows:

員工是我們穩定發展和成功的基礎。本集團非常重視員工的權益，並致力於遵守有關就業、多元化和安全以及勞工標準的法律法規。同時，我們致力於創建一個溫暖並有回報的工作場所，以吸引、保留和培育人才。本年度本集團的員工總數和離職率如下：

Indicators	指標	
Total workforce	員工總數	
By gender	按性別	
Male	男	110
Female	女	33
By employment type	按僱傭類型	
Full-time	全職	137
Part-time	兼職	6
By age group	按年齡段	
<30	<30	28
30–50	30–50	89
>50	>50	26
By geographic region	按地域	
Hong Kong	香港	58
The PRC	中國	85
Turnover rate (%)	流失率(%)	
By gender	按性別	
Male	男	82
Female	女	67
By age group	按年齡段	
<30	<30	129
30–50	30–50	65
>50	>50	69
By geographic region	按地域	
Hong Kong	香港	84
The PRC	中國	74

Care for Our Employees

關懷僱員

EMPLOYMENT STANDARD

The Group strictly complies with the labor-related laws and regulation, including but not limited to the Labor Law of the People's Republic of China, the Labor Contract Law of the People's Republic of China, the Regulations of the Shenzhen Municipality on the Wage Payment to Employees, and the Employment Ordinance and the Minimum Wage Ordinance of Hong Kong.

The Group performs analysis on manpower regularly to determine the need for recruiting new employees. During the recruitment process, all applicants are entitled to equal opportunities regardless of sex, age, family status, and race, and interviews and written test are conducted for the selection of suitable candidates. All new employees are required to provide legitimate identification, education and work reference, and other relevant documents during their first day of employment which are used for age verification to prevent child labor. Employees are required to enter into labor contract which contains information regarding job duties, working hours, benefits as well as the rights to terminate the contract to prevent any form of forced labor. Upon receipt of a letter of resignation, payment of the outstanding wages will be made by the Group in a timely manner.

EMPLOYEES' BENEFITS AND DEVELOPMENT

The Group strives to be a responsible business that provides an attractive working environment and career development opportunities for its employees. The Group has established a performance management system, aiming to reasonably evaluate and motivate employees and form a performance-oriented culture that can improve enterprise performance as well as facilitate the common growth of the Group and employees. The Group conducts appraisal on employees' working performance and attitude regularly, from which the results are considered as a reference for employees' promotion, salary adjustment, discretionary bonus and training. Competent employees will be considered for internal promotion in recognition of their efforts and contributions.

僱傭準則

本集團嚴格遵守與勞工有關的法律法規，包括但不限於《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《深圳市員工工資支付條例》，以及香港《僱傭條例》和《最低工資條例》。

本集團定期進行人力分析，以確定是否需要招聘新員工。在招聘過程中，所有申請人不論性別、年齡、家庭狀況和種族均享有平等的機會，並會以面試和筆試選擇合適的候選人。所有新員工在入職的第一天都必須提供合法的身分證明、教育程度和工作參考以及其他相關文件，以用於確認年齡防止童工。員工必須簽訂勞動合同，其中包含有關工作職責、工作時間、福利以及終止合同的權利以防止任何形式的強迫勞動。收到辭職信後，本集團將及時支付欠薪。

僱員福利及發展

本集團致力成為負責任的企業，為員工提供一個有吸引力的工作環境和職業發展機會。本集團建立了績效管理體系，旨在合理評價和激勵員工，形成以績效為導向的文化，以改善企業績效，並促進本集團和員工共同成長。本集團定期評估員工的工作表現和態度，而評估結果會作為員工晉升、薪酬調整、酌情花紅和培訓的參考。有能力的員工將獲考慮內部晉升，以表彰他們的付出和貢獻。

We value our employees' rights and welfare. The salary structure is reviewed constantly to ensure that our employees enjoy competitive remuneration package. Apart from basic salary, we also offer discretionary bonus based on individual performance of the employees and our financial performance. Employees are also entitled to statutory holidays, Social Insurance in the PRC and the Mandatory Provident Fund Schemes in Hong Kong as stipulated in the Labor Law of the People's Republic of China, the Social Insurance Law of the People's Republic of China, the Employment Ordinance and the Mandatory Provident Fund Schemes Ordinance of Hong Kong.

During the Year, the Group has not been involved in any case of non-compliance with relevant laws and regulations that have a significant impact on the Group relating to employment or labour standards.

EMPLOYEES' TRAINING

The Group believed that employee development is instrumental to the Group's long-term prosperity. The training plan devised by the management aims to address the training needs of employees. For new employees, orientation is provided to deepen their understanding of operation practice of the Group for better employee integration. During the Year, the Group has organized training for its employees based on their job duties. For instance, Sanroc has provided safety training to employees from the maintenance department, covering topics on operational, maintenance and repair safety of machinery, health and safety of drivers, and the prevention of occupational musculoskeletal disorders.

To encourage its employees to pursue independent learning and take part in external training, the Group provides tuition reimbursement for external training courses. Employees are incentivized to further enhance their professionalism and industry knowledge to support our business.

我們重視員工的權利和福利。我們會定期檢討薪酬結構，以確保我們的僱員享有有具競爭力的薪酬待遇。除基本工資外，我們還根據員工的個人表現和我們的財務表現提供酌情獎金。根據《中華人民共和國勞動法》、《中華人民共和國社會保險法》、香港《僱傭條例》和《強制性公積金計劃條例》的規定，員工亦享有法定假日，在中國享有社會保險和在香港享有強制性公積金計劃。

本年度，本集團並未涉及任何構成違反僱傭和勞工標準相關之法律法規並對本集團有重大影響的情況。

僱員培訓

本集團相信員工發展對本集團的長期繁榮至關重要。管理層制定的培訓計劃旨在滿足員工的培訓需求。本集團為新員工提供入職培訓，以加深他們對本集團營運的理解，以更有效整合員工。本年度，本集團已根據僱員的職務組織培訓。例如，善樂已向維修部門的員工提供了安全培訓，內容涉及機械操作、維護和維修安全，司機的健康和安全，以及預防職業性肌肉骨骼疾病。

為鼓勵員工深造並參加外部培訓，本集團為外部培訓課程提供學費補償。我們鼓勵員工進一步提高專業水平和行業知識，以支持我們的業務。

Protect Our Employees' Health and Safety

保障僱員的健康和安全

With the obligation of providing a safe and comfortable working environment and raising the awareness of occupational health and safety in mind, a work safety management and supervisory system is put into practice to enhance safety performance. The Group upholds occupational health and safety in compliance with relevant laws and regulations, including but not limited to the Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases and the Occupational Safety and Health Ordinance of Hong Kong. The Group has established working safety guidelines to ensure the safety of its employees. During the Year, no work-related fatalities were reported to the Group. There were 362 lost days due to 3 work injuries.

為了提供一個安全舒適的工作環境並提高職業健康與安全意識，我們在工作中引入了工作安全管理和監督系統，以提高安全績效。本集團遵守相關法律法規，包括但不限於《中華人民共和國職業病防治法》和香港《職業安全及健康條例》，以維護職業健康和 safety。本集團已制定安全生產準則，以確保僱員的安全。本年度，本集團沒有接獲與工作有關的死亡個案。本集團發生了3項工傷事件，損失了362個工作日數。

Responses to Coronavirus Disease Pandemic

對冠狀病毒疾病大流行的應對

The coronavirus COVID-19 outbreak was a major health issue during the Year. To protect our employees from infection, the Group has implemented different measures. In Hong Kong, the Group adopts a flexible working arrangement to minimize contact, encourages employees to observe personal hygiene and hand hygiene, keeps the office clean, and maintains good ventilation. In the PRC, the Group strictly abides by the regulation from the local government, including but not limited to the Circular of the People's Government of Guangdong Province on the Resumption of Work by Enterprises and Opening Hours of Schools. The Group also establishes a health liaison system with specialized personnel and prepares the necessary equipment on the prevention and control of diseases for its employees in the PRC.

2019冠狀病毒病爆發是本年度的主要健康問題。為了保護我們的員工免受感染，本集團採取了不同的措施。在香港，本集團採取靈活的工作安排以減少接觸，鼓勵員工注意個人衛生和手部衛生，保持辦公室清潔，並保持良好的通風。在中國，本集團嚴格遵守當地政府的規定，包括但不限於《廣東省人民政府關於企業復工和學校開學時間的通知》。本集團還建立了由專責人員組成的健康聯絡制度，並為員工準備了預防和控制疾病的必要設備。

SUPPORT ON WORKPLACE SAFETY

To maintain a safe working environment, workplace safety inspection is performed regularly to identify the hazards associated with our business activities and evaluate the risks related to the hazards identified. In response to the risk evaluation result, preventive and protective measures are implemented. The management is responsible for providing and maintaining a safe working environment and facilities for the welfare of all employees. The Group has provided guidelines for the prevention of occupational musculoskeletal disorders and relevant stretching exercises for its employees. In addition to displaying notices or labels and providing personal protective equipment to our employees whenever necessary, safety training courses are also held to enhance their awareness of workplace safety and to ensure the efficiency of the personal protective equipment for protecting our employees. During the Year, Sanroc has provided safety training regarding operational, maintenance, and repair safety of machinery to employees from the maintenance department.



In order to minimize occupational risks, some employees are obliged to possess relevant certificates, such as completion of the mandatory basic safety training courses for the construction industry, which attests to their capability to discharge duties in a safe manner.

締造安全的工作環境

為了維持安全的工作環境，我們會定期進行工作場所安全檢查，以識別與我們的業務活動有關的危害，並評估與所識別的危險相關的風險。針對風險評估結果，我們會採取預防和保護措施。管理層有責任為所有員工提供和維護一個安全的工作環境和設施。本集團已為員工提供預防職業性肌肉骨骼疾病和相關伸展運動的指南。除了在有需要時展示告示或標籤並為員工提供個人防護裝備外，我們還舉辦了安全培訓課程，以提高他們對工作場所安全的認識，並確保個人防護裝備保護員工的效率。本年度，善樂向維修部門的員工提供了有關機械操作、維護和維修安全的安全培訓。



為盡量減低職業風險，特定崗位的僱員須持有有關證書，例如已完成建造業的強制性基本安全訓練課程，以證明他們有能力以安全方式履行職務。

Protect Our Employees' Health and Safety 保障僱員的健康和安全

ACCIDENT HANDLING SCHEME

The Group's business related to machinery involves the use of chemicals, which poses risks to the health of employees. Therefore, we strive to minimize the risks and hazards through regular chemical spillage drills for relevant employees, which enhance the emergency response of our employees in the event of chemical leakage. Also, fire drill and emergency policies were implemented to minimize safety risks.

In case of work-related accidents, we perform a scrutinized analysis for the cause of injuries and implement measures to improve or rectify the issues. The Group continuously monitors the improvement measures to minimize the possibility of accidents. During the Year, the Group has not been involved in any case of non-compliance with relevant laws and regulations that have a significant impact on the Group relating to health and safety.

事故處理計劃

本集團與機械有關的業務涉及化學品的使用，這對員工的健康構成風險。因此，我們通過定期對相關員工進行化學品洩漏疏散演習，提高員工在化學品洩漏事故發生時的應急反應能力，務求將風險和危害降到最低。此外，我們還進行火警演習和實施緊急政策，以盡量降低安全風險。

在發生工傷事故時，我們會仔細分析事故起因，並採取措施改善或糾正有關問題。本集團持續監察改善措施，以盡量減少事故的發生。本年度，本集團並未涉及任何構成違反健康和 safety 相關之法律法規並對本集團有重大影響的情況。

Respect Our Clients and Suppliers

顧客及供應商承諾

The Group is dedicated to developing a good relationship that brings positive impacts and growth to our clients and suppliers. We aim to enhance every aspect of our operation to provide our clients with quality services and adhere to a high standard of business ethics.

CUSTOMER-FOCUSED

The Group's success highly depends on customers' satisfaction, thus the Group is committed to providing customer-oriented services to fully meet the needs of the customers. We aim to offer top-quality services to our clients. For the trading of construction machinery of high monetary value, we would arrange and accompany our customers to the overseas workshops of our suppliers for machinery inspection before shipping to Hong Kong. For our business in property leasing and subletting, requirements on safety and hygiene are also listed on the tenancy contract to protect our clients. For example, storage of flammable, explosive, and toxic materials or other dangerous items that could endanger the safety of the building is strictly prohibited. Obstruction of the stairs, passage, or common areas, including piling up or leaving object, furniture, or rubbish, are also restricted to ensure fire safety.

As we accord great importance to the health and safety of customers, a wide range of customer services is provided. For instance, technical support for both machinery trading and leasing businesses in Hong Kong is provided by technical staff to ensure our leased machinery is maintained in a safe and efficient state. As part of our trading operation, our technical team is dedicated to the provision of on-site technical support services, including installation and refinement, testing and commissioning, and machinery operation training for the commencement of our basic machinery services.

The Group frequently collects customers' feedback regarding the quality of our service, satisfaction of the product, and the overall performance. To increase customers' confidence in the Group, we strive not only to provide satisfactory services to our customers but also promptly investigate the root cause of complaints and take quick remedial and preventive action in response to the complaints from our customers. During the Year, the Group has no product sold or shipped subject to recall for safety and health reason.

本集團致力於發展良好的關係，為我們的客戶和供應商帶來積極的影響和增長。我們的目標是改善營運的各個環節，為我們的客戶提供優質的服務，並堅持高標準的商業道德。

顧客為先

本集團的成功取決於客戶的滿意程度，因此本集團致力於提供以客戶為中心的服務，充分滿足客戶的需求。我們的目標是為客戶提供最優質的服務。當交易涉及貴價建築機械，我們將安排並陪同客戶到供應商的海外工廠檢驗機械，然後才運往香港。在我們的物業租賃和轉租業務中，租賃合同上列出了安全和衛生規定，以保障我們的客戶。例如，嚴禁存放易燃、易爆、有毒物品或其他可能危及建築物安全的危險物品。為確保消防安全，我們亦禁止阻塞樓梯、通道或公共地方的行為，包括堆放或留下物件、傢俬或垃圾。

由於我們非常重視客戶的健康和安全，因此提供了廣泛的客戶服務。例如，技術人員會為香港的建築機械貿易和租賃業務提供技術支援，以確保我們租賃的機械保持在安全有效的狀態。作為我們貿易營運的一部分，我們的技術團隊致力於提供現場技術支援服務，包括安裝和調整、測試和調節，以及進行機械操作訓練，作為我們基本機械服務的開始。

本集團經常收集客戶對我們的服務質量、產品滿意度和整體表現的反饋。為提高客戶對本集團的信心，我們不僅致力為客戶提供滿意的服務，更會迅速調查投訴的根本原因，並針對客戶的投訴採取迅速的補救和預防措施。本年度，本集團並無任何售出或運輸的產品基於安全及健康理由需要回收。

Respect Our Clients and Suppliers

顧客及供應商承諾

BUSINESS ETHICS

Our code of conduct is mainly defined by integrity, demanding employees to emulate the highest degree of integrity and ethics, as well as strict compliance with relevant laws and legislation, including but not limited to the Regulations of the People's Republic of China for Safety Protection of Computer Information Systems, Copyright Law of the People's Republic of China, the Personal Data (Privacy) Ordinance and the Copyright Ordinance of Hong Kong.

The Group requires absolute accuracy of all information on our website and forbid any false, misleading, or inaccurate statement in any form of our marketing activities. Acutely aware of our duty in maintaining the confidentiality of client data, the Group requires every employee to abide a code of conduct which strictly forbids the unlawful disclosure of confidential or proprietary information outside the Group, either during or after employment, without the Group's authorization and consent. Any employee found to be in violation of the Group's code of conduct on confidential or proprietary information will risk termination of the employment contract. For our business in property leasing and subletting, we enter into an agreement with every client to prohibit both parties from disclosing the details of the tenancy, as a means of protection of the trade secret and the client's privacy as well. Moreover, our software system is protected against virus contamination and information leakage.

SUPPLY CHAIN MANAGEMENT

Underpinning our continuous development and smooth business operation is the stability in the supply of materials. When selecting suppliers, an objective analysis is carried out after considering their performance, reputation, environmental and social factors. Suppliers with the certification of ISO 14001 or ISO 9001 Quality Management System Certification or OHSAS 18001 or other accreditation will be given priority. When there are equally qualified suppliers during the enrollment process, selection will be based on the green procurement principle which prioritizes suppliers who use environmentally-friendly products. In Hong Kong, the Group has established a comprehensive guideline on environmental protection and occupational health and safety for its suppliers. To ensure the quality of the products provided by the suppliers, a purchase and sale contract is signed and any suppliers found to be in violation of the Group's policy will risk suspension of cooperation until the situation has been rectified.

商業道德

本集團的道德守則注重誠信，要求所有僱員秉持最高的誠信及道德標準，以及遵守有關法律及法規，包括但不限於《中華人民共和國計算機信息系統安全保護條例》、《中華人民共和國著作權法》、香港《個人資料(私隱)條例》和《版權條例》。

本集團要求我們的網站所有資料絕對準確，並禁止在任何形式的市場推廣活動中作出任何虛假、誤導或不準確的聲明。本集團意識到我們對客戶資料有保密義務，因此本集團要求每位員工遵從行為守則，嚴禁在未經本集團授權下，在受僱期間或受僱後，在本集團以外非法披露機密或專有信息。任何違反本集團有關機密或專有信息的行為守則的員工，均將面臨解僱風險。在我們的物業租賃和轉租業務中，我們與每一位客戶簽訂協議，禁止雙方披露租賃的細節，以保護商業秘密和客戶的私隱。此外，我們的軟件系統受到保護，防止病毒污染和信息洩漏。

供應鏈管理

本集團業務得以持續發展及暢順運作有賴於供應商穩定的原材料供應。我們在選擇供應商時，會客觀評估各供應商的表現、聲譽，以及環境和社會因素。我們會優先考慮持有 ISO 14001、ISO 9001 質量管理認證體系、OHSAS 18001 或其他相關認證的供應商。如果甄選過程中出現條件相若的供應商，我們會根據綠色採購的原則，優先選用使用環保產品的供應商。在香港，本集團已為供應商建立了關於環境保護以及職業健康與安全的綜合指南。為保證供應商所提供的產品質量，我們會簽訂買賣合同。如發現違反本集團政策，相關供應商將會被停止合作，直至情況得到糾正。

ANTI-CORRUPTION

With integrity being a central part of the Group's business ethics, we strictly comply with the relevant laws and regulations, including but not limited to the Criminal Law of the People's Republic of China and the Prevention of Bribery Ordinance of Hong Kong. The Group has listed the instructions on the acceptance of gifts and conflicts of interest in the code of conduct for its employees. Also, a whistle-blowing policy is adopted to maintain a high standard of corporate governance. Our employees are encouraged to report suspected misconduct and violations of the rules. Investigation works on whistle-blowing reports are undertaken by our designated personnel, who will handle all reports and inquiries with strict confidentiality under all circumstances to preserve anonymity.

During the Year, the Group has not been involved in any case of non-compliance with relevant laws and regulations that have a significant impact on the Group relating to anti-corruption.

反貪污

誠信是本集團營運操守的核心，我們嚴格遵守相關法律法規，包括但不限於《中華人民共和國刑法》和香港《防止賄賂條例》。本集團已在員工行為守則中列出有關收受禮物和利益衝突的說明。此外，還採取了舉報政策，以保持高標準的公司管治。我們鼓勵員工舉報可疑的不當行為和違反規則的行為。舉報的調查工作由我們指定的人員負責，在任何情況下，他們將嚴格保密處理所有匿名舉報和查詢。

本年度，本集團並未涉及任何構成違反反貪污相關之法律法規並對本集團有重大影響的情況。

Contribute to Our Community

社區貢獻

As we strive for common growth and prosperity with society as well as our pursuit of business development, the Group is pleased to contribute in support of the healthy development of the community where we operate. As an enterprise with a strong social conscience, the Group actively encourages its employees to participate in volunteering works and charitable activities. The Group strives to maintain close relationships with society and aim to gradually step up its community involvement by following the progress of our business development.

我們在追求業務發展的同時，亦積極貢獻社會，支持我們所在的社區的健康發展，並希望與社區共同成長，共享繁榮。作為具有社會責任感的企業，本集團積極鼓勵員工參加志願服務和慈善活動。本集團致力與社會保持密切關係，並致力隨着業務發展的進展，逐步加強與社會的聯繫。

ZHAOBANGJI PROPERTIES HOLDINGS LIMITED
兆邦基地產控股有限公司