



CHINA-HONGKONG PHOTO PRODUCTS HOLDINGS LIMITED

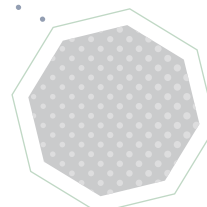
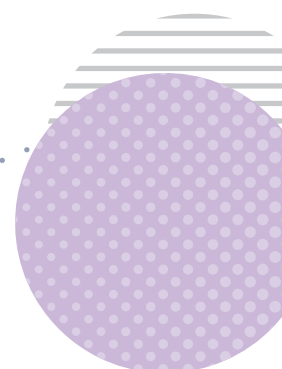
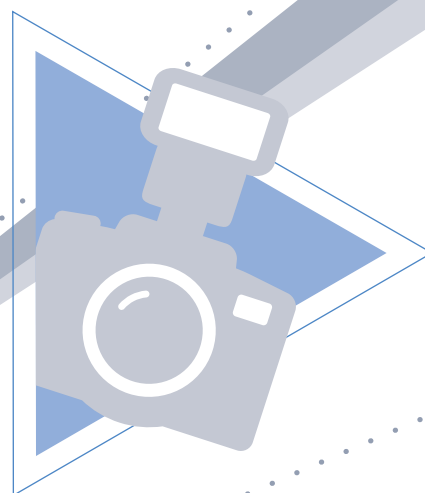
中港照相器材集團有限公司

(Stock Code: 1123)

2016/17

Environmental, Social and
Governance Report

環境、社會及
管治報告





截至 2017 年 3 月 31 日止年度環境、社會及管治報告

Environmental, Social and Governance Report for year ended 31 March 2017

關於本報告

本報告是中港照相器材集團有限公司(股份代號: 1123) (「本公司」) 及其附屬公司(統稱「本集團」) 所發表的第三份環境、社會及管治報告(「ESG 報告」) 或(「本報告」)。本報告所引述的期間為 2016 年 4 月 1 日至 2017 年 3 月 31 日。

本集團不但以其業務成果也以其為社區服務的成效取決其成功。本集團致力透過採用可持續及高標準的規範履行企業社會責任。

關於本集團

本集團在香港從事各類零售及分銷業務, 包括銷售攝影產品、消費電子產品及家用電器, 以及提供沖印及技術服務。董事會認為該等業務分部對本集團的業務表現以及對環境、社會及管治各方面的影響至為重要。除非另有說明, 本環境、社會及管治報告應著重於該等業務分部。

報告準則

本報告之編製乃以香港聯合交易所有限公司(「聯交所」) 所發出的環境、社會及管治報告指引(附錄 27) 作為標準。各項關鍵績效指標(KPIs) 被定義和列入本集團進行持續發展的主要業務流程。

利益相關者的參與

為了識別本集團的重要領域, 利益相關者(包括投資者、股東及僱員) 一直有定期參與會議, 為潛在增長及未來挑戰作討論並審視關注的業務領域。

環境

A1 方面: 排放

本集團擁有商用車輛以運送貨物到其零售商店及客戶。該等車輛產生的大氣排放物包括氮氧化物、硫氧化物及其他污染物。本集團已制定操作程序以有效地操作其車輛, 務求減少大氣排放。本集團向來根據監管要求為其車輛作好保養, 且定期更換其柴油商業車輛以符合最新的排放標準及規例。

About this Report

This report is the third Environmental, Social and Governance Report (“ESG Report” or the “Report”) published by China-Hongkong Photo Products Holdings Limited (stock code: 1123) (the “Company”) and its subsidiaries (collectively the “Group”). The reporting period of this ESG report is from 1 April 2016 to 31 March 2017.

The Group measures its success not only by its business achievements, but also by how well it serves the community. The Group is committed to fulfilling its corporate social responsibility by adopting sustainable and high standard practices.

About the Group

The Group engages in various retail and distribution business operations, including photographic products, consumer electronics and household appliances, and photofinishing and technical services in Hong Kong. The Board is of the opinion that these business segments are the most significant to the Group’s business performance as well as the impact to various ESG aspects. This ESG Report will focus on these business segments, unless specified.

Reporting Standards

Appendix 27 ESG reporting guide issued by The Hong Kong Stock Exchange of Hong Kong Limited (the “Stock Exchange”) is the standard for the preparation of this Report. Key Performance Indicators (KPIs) are defined and embedded in the Group’s major business processes for continuous development.

Stakeholders’ Engagement

In order to identify the significant aspects of the Group, key stakeholders including investors, shareholders and employees have been involved in regular engagement sessions to discuss and to review areas of attention of the businesses for potential growth and future challenges.

ENVIRONMENTAL

Aspect A1: Emissions

The Group owns commercial vehicles for delivering goods to both its retail shops and customers. These vehicles generate emissions to air including NO_x, SO_x and other pollutants. The Group has established operational procedures to efficiently operate its vehicles to minimize emissions to air. The Group always maintains its vehicles according to regulation requirements and it replaces its diesel commercial vehicles regularly to comply with latest emission standards and regulations.



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本集團的業務營運並無直接於水域排放而產生嚴重污染物，然而，本集團將繼續留意其為這方面所帶來的影響。

本集團訂有嚴謹的廢料管理工序，藉此減低業務營運對環境造成的潛在影響。隨着業務持續發展，快圖美店舖相片沖印服務的化學廢料排放量亦可能增加。有見及此，本集團以特製膠桶收集沖印機器排出的化學廢料 (CP-48HV)，再交由經環保署認證的專業化學物料收集商處理。此外，荃灣總部亦會回收日常營運產生的廢料（如相紙、紙張、金屬薄片、光管、影印機墨盒及電池），再交由專業環保機構處理，以篩選合適物料循環再造，並將其他廢料運送至堆田區棄置。本集團亦會定期檢討處置化學物料的流程，不斷開發創新技術改良物料化學成分，務求實現「源頭減廢」目標。

A2 方面：資源使用

節能亦是環保工作的重要一環。本集團一直支持環保團體的呼籲，堅持 4R 原則（即減少使用、物盡其用、替代使用及循環再用），以充分利用資源實現節能及省電的目標。為使空調系統達致最佳節能狀態，夏季辦公室溫度長期保持於 25°C 水平，並會透過測溫儀器監測室溫，確保所有冷氣系統設定一致。除更換高效節能燈管及購置具備省電功能的設備外，本集團亦特意制定節能指引，提醒員工在下班前熄燈並關掉電腦及冷氣機等設備，並鼓勵員工於午飯或休息時間將所有電器及設備調校為省電模式。除此之外，本集團亦會定期監測整體耗電量及檢討節能措施，藉此提升節能效益。

The business operations of the Group do not generate significant pollution by directly discharging to water, however, the Group will continuously aware of its impact on this area.

The Group has strict waste management procedures in place, which helps to reduce the potential impact of its business operations on the environment. With the continuous development of the business, the discharge volume of chemical waste from the photofinishing services of Fotomax stores may also increase. In view of this, the Group collects the chemical waste (CP-48HV) discharged from photofinishing machines with special plastic buckets and delivers them to professional chemical waste collectors certified by the Environmental Protection Department for processing. In addition, the headquarters in Tsuen Wan also collects other wastes (such as photographic paper, paper, metal foil, fluorescent tubes, photocopier cartridges and batteries) generated by day-to-day operations and delivers them to professional environmental protection agencies which will screen suitable materials for recycling and transport the residual wastes to landfills for disposal. The Group reviews the process of chemical waste disposal on a regular basis, and explores innovative technologies for improving the chemical composition of its materials so to achieve the goal of “waste reduction at source”.

Aspect A2: Use of Resources

Energy conservation is also vital to environmental protection. The Group has been in support of the calls of environmental protection groups, and adheres to the 4R principle, i.e. Reduce, Reuse, Replace and Recycle, in order to make the best use of resources to achieve the goals of conserving energy and saving electricity. In order to allow the air-conditioning systems to achieve the highest energy efficiency, a constant room temperature of 25°C is maintained in the offices in summer, and is monitored by thermostats to ensure that the settings of all air-conditioning systems are the same. In addition to switching to efficient energy-saving lighting and purchasing equipment with power saving features, the Group has also developed energy conservation guidelines specifically to remind staff to turn off lights, computers, air-conditioners and other equipment before leaving the office, and to encourage employees to switch all electric appliances and equipment to power saving mode during lunch break or tea break. Moreover, the Group monitors its overall power consumption and reviews its energy conservation measures on a regular basis to enhance the efficiency of energy conservation.



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雖然我們的業務營運並無大量耗水(主要耗水量乃作一般辦公用途)，但我們深明水資源稀缺，本集團亦教育員工節約用水。

另外，本集團一律採用更具環保效益的普通紙傳真機，並會透過網上電子傳真功能過濾垃圾傳真，藉此減少耗紙量。除回收信封及文件封套外，辦事處會在影印機旁放置文件盒收集單面舊紙，在循環再造前再作使用。影印機均以雙面影印為預設模式，並以再造紙作影印用紙，此舉不僅有助避免浪費紙張，亦可減少因製紙而伐木。此外，本集團亦會鼓勵部門之間以電郵、電子傳真或電子公告板等方式聯繫，從而節省用紙。為救救地球，本集團會計部十多年前已以電郵方式代替郵遞發送結算單給予其商業客戶。

A3 方面：環境及天然資源

作為結合相片沖印服務及攝影器材零售業務的大型企業，本集團深明環保工作對於可持續發展極其重要，故對環境資源一直珍而重之，尤其是本集團業務倚重的優質相紙資源。在擴展營運規模的同時，本集團亦致力在業務擴充與環境保育之間達致平衡，以求在減低環境負荷的前提下，盡量為其股東提升公司的價值。

社會

B1 方面：就業

本集團制定涉及薪酬及解僱、招聘及晉升、工時、假期、平等機會、多元化、反歧視，以及其他待遇及福利有關的政策及程序。本集團認同及遵守適用的法律及法規。

本集團均堅守公平公正的原則於其招聘、培訓、職責分配以至薪酬福利制度。不論性別、年齡、宗教、種族、政治取態及婚姻狀況，全體僱員一律平等。除香港勞工法例規定的基本權益外，本集團的女性職員可享有全薪產假福利，不會因懷孕而遭受歧視或冷

Although the business operations of the Group do not consume significant amount of water (the major water consumption is general office usage), the Group is aware of scarcity of water resources and it educates its employees to save water.

On the other hand, the Group uses plain paper fax machines, which are more environment friendly, and filters junk fax via online electronic fax function to reduce paper consumption. In addition to recycling envelopes and file jackets, trays are placed beside photocopiers for collecting single-sided used paper for reuse before recycling. Doubled-sided photocopying is set as the default mode for all photocopiers, and recycled paper is used for photocopying. These initiatives not only help to avoid paper waste, but can also reduce logging for paper manufacturing. In addition, the Group also encourages the use of email, electronic fax or electronic bulletin boards for inter-departmental communication to save paper. For the sake of saving the earth, our Accounts Department has sent statements to our corporate customers via emails instead of by posts for over ten years.

Aspect A3: The Environmental and Natural Resources

As a sizeable enterprise encompassing photofinishing services and photographic equipment retail segment, the Group is well aware that environmental protection initiatives are of paramount importance for sustainable development. Therefore, the Group has all along been treasuring environmental resources, in particular quality photographic paper resources on which the business of the Group relies. While enthusiastically expanding the scale of its operations, the Group is also committed to striking a balance between business expansion and environmental conservation at the same time in its pursuit to boost the value of the Company for its shareholders under the premise of reducing the environmental load.

SOCIAL

Aspect B1: Employment

The Group established policies and procedures relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. The Group is aware of and complies with applicable laws and regulations.

The Group adheres to the principles of fairness and justice in its recruitment, training, assignment of responsibilities and remuneration system. All employees are treated equally regardless of their gender, age, religion, ethnicity, political stance or marital status. In addition to the basic rights stipulated in the labour legislation in Hong Kong, all female employees of the Group can enjoy full pay



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待，男性職員亦可享有 5 日有薪侍產假，以便照顧其剛分娩的妻子及初生嬰兒。於 2017 年 3 月 31 日，本集團共有員工 481 人，男女員工比例為 56:44。

多年以來本集團積極廣納賢才，致力提升競爭力，以求在競爭激烈的行業中脫穎而出。就此，本集團制定公開透明的招聘人手程序，依據職級及工種靈活挑選理想合適的招聘渠道，包括在職員工轉介、刊登招聘廣告及委託獵頭公司代為物色專業人才，並按工作經驗、學歷背景及專業技能等準則篩選求職者，確保候選人能力切合本集團所需。

然而，為了獎勵表現優秀的員工，如有內部管理層職位空缺，本集團亦會優先考慮及提拔合資格現職員工，讓僱員可以有機會分享本集團發展成果。

人力資源部亦會定期收集員工意見並轉交管理層審閱，藉此加深了解員工需要及改善僱傭關係。

本集團訂有績效考核及評估機制，根據各項關鍵績效指標（「KPIs」）評核員工表現，並會依據評估結果提供酌情花紅及其他獎勵。

maternity leave, and will not be discriminated against or slighted due to pregnancy, while all male employees can enjoy five days of paid paternity leave to allow them to take care of their wives and newborn babies. As at 31 March 2017, the Group had a total of 481 employees, with a male to female ratio of 56:44.

Over the years, the Group has been actively recruiting talents and sparing no effort to enhance its competitiveness, so as to stand out in the industry featured by keen competition. In this connection, the Group has formulated open and transparent procedures for recruitment to flexibly select ideal recruitment channels that are suitable for specific job positions and natures, including accepting employee referrals, placing advertisements and commissioning recruitment agencies to identify professionals. Applicants are screened based on certain criteria including work experiences, academic qualifications and professional skills to ensure that the capability of the candidates meet the requirements of the Group.

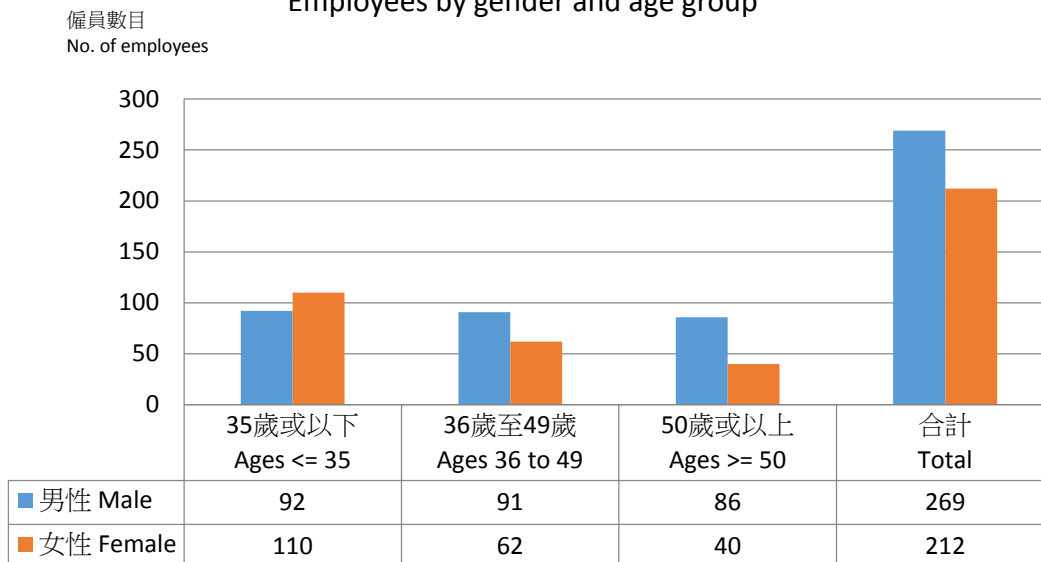
Nevertheless, in order to reward the employees who had excellent performance, if internal management vacancies arise, the Group will also give priority to select qualified existing employees when considering promotion, to let employees have the opportunity to share the achievements of the Group.

The Human Resources Department collects comments from employees on a regular basis and forwards them to the management for review, through which a better understanding of the needs of the employees and an improved employer-employee relationship can be achieved.

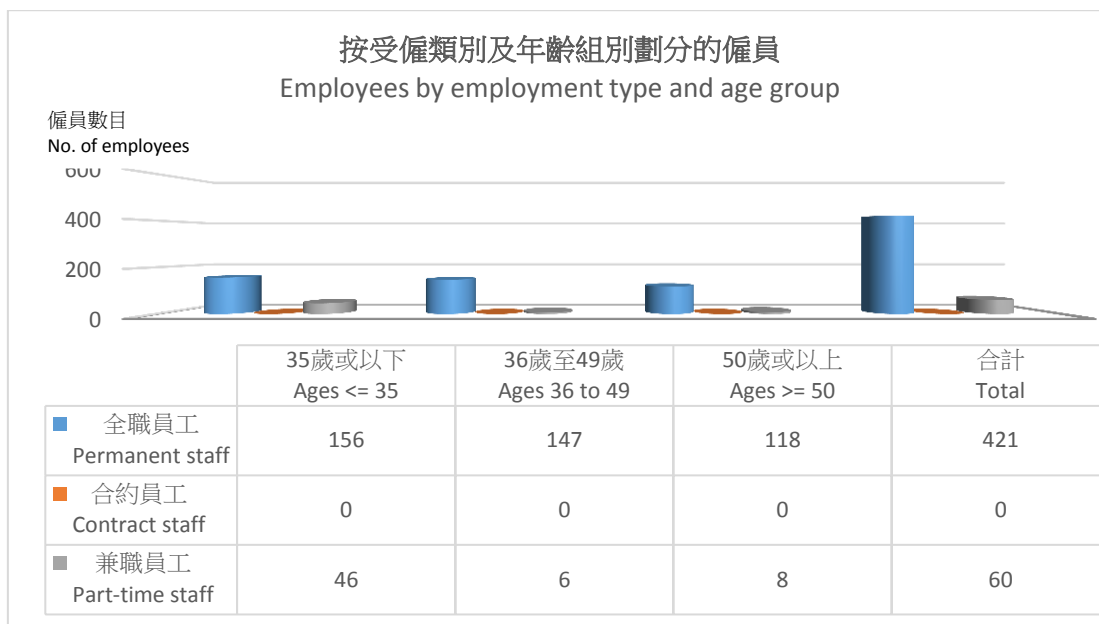
The Group has developed a performance appraisal and evaluation mechanism to assess employee performance based on key performance indicators (“KPIs”), and provides discretionary bonus and other incentives based on the evaluation results.



按性別及年齡組別劃分的僱員 Employees by gender and age group



按受僱類別及年齡組別劃分的僱員 Employees by employment type and age group



B2 方面：健康與安全

為確保員工在清新的環境下工作，本集團依照法例制定無煙政策，並積極推廣無煙文化，舉辦健康講座鼓勵員工戒煙及參加運動，全面關顧員工身心健康。此外，本集團每年均會委聘專業清潔公司徹底清理及打掃各區店舖及辦公室，包括清洗地毯、冷氣機隔塵網及風扇扇葉，致力營造舒適的優質工作環境。

Aspect B2: Health and Safety

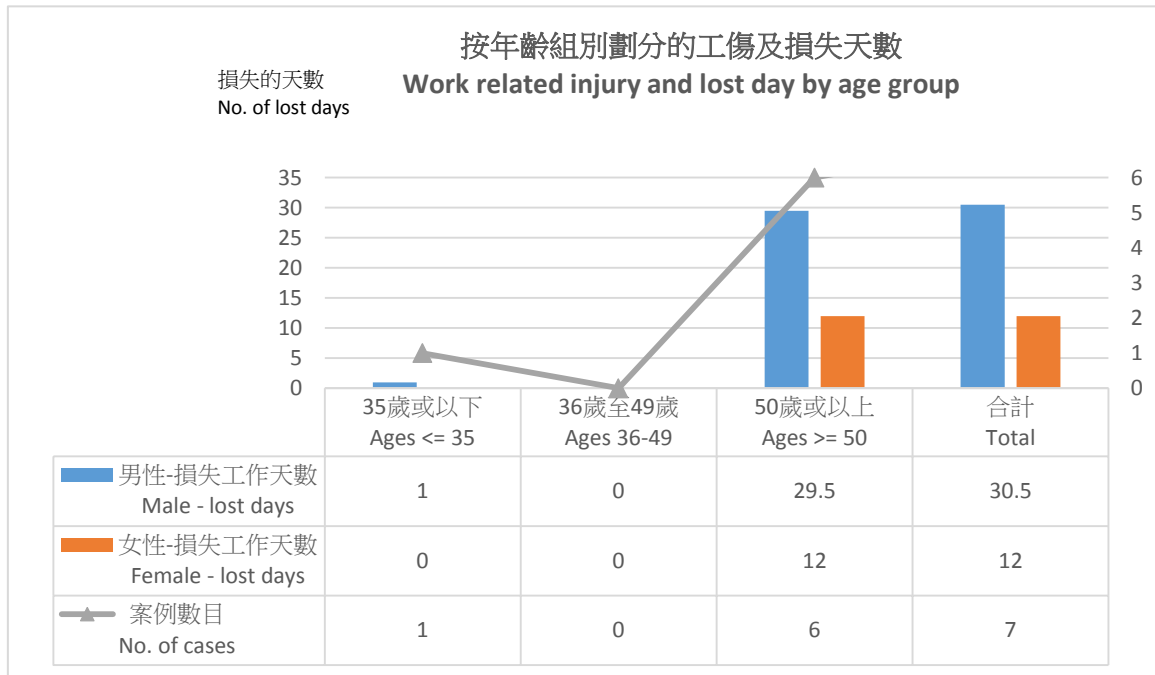
To ensure that employees enjoy the benefits of a clean workplace, the Group has formulated a smoke-free policy in accordance with the law, and actively promotes a smoke-free culture by holding health talks to encourage employees to quit smoking and take exercises, so as to care about the physical and mental health of employees in a holistic manner. In addition, the Group engages a professional cleaning company to conduct annual thorough sanitation and clean-up of the stores and offices in all districts, including cleaning carpets, dust filters of air-conditioners and fan blades, to create a comfortable workplace.



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本集團關顧員工，並確保提供安全的工作環境。截至 2017 年 3 月 31 日止年度，我們無任何因工死亡案例，工傷案例只有 7 宗，合共損失 42.5 個工作天數。

The Group cares its employees and ensures safe working environment is provided. For the year ended 31 March 2017, there was no work-related fatal, and there was only 7 cases of work-related injury that 42.5 days of lost were reported.



B3 方面：發展與培訓

本集團相信，具備深厚行業知識及適用專業技能的團隊，可助企業提升品牌形象及競爭力。就此，本集團特設獎學金計劃，鼓勵員工持續進修及報讀工作相關課程以考取專業證書，實現自我增值。除了聘請專業人士提供職業培訓，本集團亦於有需要時委派員工參與外間培訓、行業研討會及產品發佈會等活動，以助員工提升專業技能及學習創新科技知識，同時汲取相關工作經驗。為改善僱員表現，本集團按個別崗位需要而提供加強培訓，確保員工技能及知識水平符合本集團標準。截至 2017 年 3 月 31 日止年度，本集團所提供的員工培訓總數為 1,342 小時。

Aspect B3: Development and Training

The Group believes that a team with profound knowledge of the industry and applicable professional skills can help boost its corporate brand image and competitiveness. In this connection, the Group has set up a scholarship scheme to encourage employees to pursue continuing education and enroll on work-related courses to obtain professional certificates and achieve self-enhancement. In addition to engaging professionals to provide occupational training, the Group also assigns employees to participate in activities including external training, industry seminars and product launches if necessary to help employees enhance their professional skills and acquire knowledge of innovative technology, while gaining relevant work experience at the same time. To improve employees' performance, the Group provides intensive training based on the needs of individual positions to ensure that the skills and knowledge of its employees meet the standards of the Group. For the year ended 31 March 2017, the Group has provided 1,342 hours in total for staff training.



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B4 方面：勞工準則

儘管本集團尚未就防止聘用童工或強制勞工訂立具體政策，本集團深切認同與防止童工或強制勞工相關的法律及法規，《招聘人手程序》已訂明嚴禁招聘 18 歲以下未成年人士，而本集團日後將會因應業務發展及市場變化，考慮就相關事宜制定招聘指引。

B5 方面：供應鏈管理

從店舖日常營運以至供應鏈管理，本集團均貫徹秉持環保原則，確保各段工作流程符合法律規定及行業準則。在添置辦公室用品及設備時，本集團概以環保產品為首選，如以木屑膠合板製造的傢俱、附貼能源效益標籤的影印機及打印機、可循環再用的鐳射打印機墨盒、再造紙文件夾、鉛芯筆、可換筆芯的原子筆及再造鉛筆等環保文具。除了放置回收箱收集廢紙、金屬及膠質物料，本集團亦會透過培訓及講座提升員工的環保意識，致力於本集團內部各級別培植綠色文化。

本集團附屬公司富士攝影器材有限公司主要向日本富士採購相片沖印設備、相機及菲林等攝影產品，日本富士向來著重環保工作，並會持續檢討產品化學成分及研發創新技術，為消費者提供更具環保效益的優質攝影產品。

此外，本集團快圖美業務的紙張供應商均獲森林管理委員會(FSC)認證，相紙質素符合國際環保標準。另外，為致力倡導消費者保護環境，護膚產品業務部份產品推出替換裝；而消費電子產品及家用電器業務在處置具有害物質的電子零件前亦會先交由專業的回收再造服務商加工處理，以防對環境造成損害；本集團的訂製、設計及安裝服務以國際領先標準作為環保表現準則，已獲得由美國綠色建築協會頒發的能源與環境設計先鋒獎(LEED)。

Aspect B4: Labour Standards

The Group is aware of the relevant laws and regulations relating to preventing child and forced labour, while the Group has yet to formulate specific policies to prevent the employment of child labour or forced labour, the Procedures for Recruitment has prescribed that the recruitment of minors under the age of 18 is strictly prohibited. The Group may consider formulating other relevant recruitment guidelines in the future in light of its business development and market changes.

Aspect B5: Supply Chain Management

From day-to-day operations of its stores to supply chain management, the Group always upholds the principle of environmental protection to ensure that each stage of the work process complies with legal requirements and industrial guidelines. When purchasing office supplies and equipment, the Group accords top priority to products with environment friendly features, such as furniture made from chipboards, photocopiers and printers with energy efficiency labels affixed, recyclable laser printer cartridges, and environment friendly stationery such as recycled paper document folders, propelling pencils, refillable pens and pencils made from recycled materials. In addition to placing recycling bins to collect waste paper, metal and plastic materials, the Group also raises the awareness of its employees on environmental protection through training and seminars, demonstrating its commitment in fostering a green culture at all levels within the Group.

Fuji Photo Products Co., Ltd., a subsidiary of the Group, mainly purchases photographic products such as photofinishing and processing equipment, cameras and films from FUJIFILM Japan while FUJIFILM Japan has always placed emphasis on environmental protection, and continues to review the chemical composition of products and develop innovative technologies to provide consumers with quality photographic products that are more environment friendly.

In addition, the Group only purchases paper from Forest Stewardship Council (FSC) certified suppliers for its Fotomax business to ensure the quality of the paper complies with international environmental protection standards. On the other hand, in an effort to promote environment protection among consumers, refills are available for certain products of the skincare segment. The consumer electronic products and household appliances segment also delivers all electronic parts with hazardous substances to professional recycling service providers before disposal for further processing to avoid causing damage to the environment. As an award recipient of Leadership in Energy and Environmental Design (LEED) granted by the U.S. Green Building Council, the



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本集團的供應商主要來自日本及南韓。本集團高度重視供應鏈管理，透過公開透明的程序遴選優質供應商，致力實現互利共贏。在同等條件下，本集團優先選擇管理規範、積極履行社會責任的供應商。此外，所有供應商必須提供公司背景資料及產品資訊，以便本集團監督及檢查。本集團每年亦會檢討及評核供應商表現，決定是否繼續與有關供應商合作，並作為物色其他供應商的參考。

B6 方面：產品責任

本集團深信，企業信譽源自產品與服務的質量，因此我們貫徹誠實守信的經營理念，在開展產品質量管理時，嚴格遵守經營所在地之法律法規和相關標準，首先，本集團定期與供應商開會，向其陳述市場及顧客的要求及意見，促請供應商因應市場的需求提升產品品質。其次，主要供應商必須提供國際認可的安全證明，確保其產品符合國際安全準則。此外，在產品維修、保養及品質測試服務方面，本集團亦遵循相關國際準則，並設定產品及服務投訴標準，規定與投訴相關的產品價值不得超過各產品總營業額的 0.03%。

截至 2017 年 3 月 31 日止年度，7 部三星 Galaxy Note 7 由於安全原因而根據三星的通知被回收，而與客戶處理該事宜時已按照本集團的回收政策進行。

B7 方面：反腐倡廉

本集團將反腐倡廉融入日常營運之中，對貪腐零容忍，並持續推進懲治和建立預防貪腐的制度。審核委員會及監事會協調合作，強化監督檢查，深化反腐教育，構建順暢的匿名舉報機制，並及時調查跟進，營造廉潔自律的良好氣氛。本集團鼓勵員工對貪腐個案作出舉報，並對舉報人嚴格保密。當收到舉

Group's custom design and installation services adopt advanced international standards as the criteria for measuring environmental protection performance.

Suppliers of the Group are mainly from Japan and South Korea. The Group holds supply chain management in high regard and strives to select quality suppliers through an open and transparent screening process to achieve mutual benefits. Under the same conditions, priority will be given to suppliers who stick to standard management practices and actively fulfil their social responsibility. In addition, all suppliers must provide their company background and product information for supervision and inspection by the Group. The Group also reviews and assesses the performance of suppliers annually to decide whether or not to continue cooperating with them, and such reviews are also be taken into consideration when identifying other suppliers.

Aspect B6: Product Responsibility

The Group believes that the backbone of a corporate's reputation is the quality of its products and services. Therefore, guided by the management principles of honesty and integrity, the Group performs product quality management in strict compliance with the laws, regulations and relevant standards in the countries and regions where the Group operates. Firstly, the Group provides suppliers with market updates and customer feedbacks through regular meetings, urging them to improve the quality of the products according to the latest market demand. Secondly, major suppliers must offer internationally recognized safety certificates to prove that their products have fulfilled international safety standards. In addition, the Group's repairs, maintenance and quality testing services are all in line with the relevant international standards. The Group has established a set of product and service complaint criteria stipulating that the value of the products associated with complaints shall not exceed 0.03% of the total turnover of the respective product category.

For the year ended 31 March 2017, 7 sets Samsung Galaxy Note 7 Phones were recalled according to Samsung's notice due to safety reason and settlements with customers were made in accordance with Group's recall policy.

Aspect B7: Anti-corruption

The Group embraces the value of integrity and adopts zero tolerance to corruption in its daily operation, dedicating itself to enforce due punishment when necessary and to build a comprehensive corruption prevention system. To create a corporate culture of high integrity and self-discipline, the audit committee collaborates closely with the supervisory committee to strengthen supervision



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報線索後，本集團將立即展開調查，如案件屬實，將對違規員工作出相應處分或交由執法機關處理。

具體而言，本集團定有利益主動申報機制，所有員工均須填寫《利益衝突申報書》。此外，本集團深信公平、誠實、廉潔是重要的商業資源。因此，所有職員必須確保本集團的聲譽不會因欺詐、不忠或貪污而受到影響。為免職員觸犯《防止賄賂條例》或涉及賄賂、勒索、欺詐及洗黑錢活動，人力資源部已制訂《收受利益紀律指引》，詳列本集團要求職員達至的行為標準及職員在履行職務時收受利益之處理方法和申報利益衝突事宜的政策，作為職員日常工作的行為守則。此外，一項舉報政策及相關舉報機制於 2017 年 3 月推出，並通知了全體員工以作參考。

B8 方面：社區公益

本集團視「熱心公益、回饋社會」為核心原則，成立多年以來一直恪守本集團創辦人孫氏家族的行善精神，積極推動香港社區慈善事務發展。回顧往年，本集團一直走在社區服務前線，長期參與由公益金舉辦的多項不同慈善活動。

本集團於本年度參與不同社區活動並為社區及可持續發展作出貢獻而獲得嘉許。活動概述如下：

- 獲香港社會服務聯會頒發 2016/17 年度「商界展關懷」標誌。
- 捐款及參與由公益金舉辦的「環保為公益」。

and inspection measures, deepen anti-corruption education and devise an anonymous report system coupled with timely follow-up measures and investigation procedures. The Group encourages employees to lodge complaints, and maintains strict confidentiality of the complainants. The Group will conduct immediate investigation procedures upon receiving the complaint. If the case is found to be substantiated, the Group will take disciplinary actions against the violator accordingly or the case will be referred to law enforcement agencies.

In general, all employees are required to complete the Declaration of Conflict of Interests under the Group's mechanism of active declaration of interest. It is the Group's belief that fair play, honesty and integrity are commercial assets of paramount importance. All employees must therefore make it their responsibility to prevent the Group's reputation from being adversely affected by fraud, malpractice and corruption. To prevent employees from breaching Prevention of Bribery Ordinance or being involved in bribery, blackmailing, fraud and money laundering activities, the Human Resources Department has formulated the Code of Conduct on Acceptance of Advantage, setting forth the ethical standards that every employee is expected to meet, rules governing the acceptance of advantage when performing official duties and policies on the Declaration of Conflicts of Interest, serving as a set of behavioral principles for employees. Besides, a whistleblowing policy and relevant reporting mechanism were launched in March 2017 and informed to all staffs for reference.

Aspect B8: Community Investment

Adhering to the principle of "Caring for the Community, Giving Back to the Society," the Group, inheriting the charitable spirit from the Sun family who founded the Group, has long been committed to play an active role in fostering Hong Kong's community charity development. Positioning itself at the forefront of local community services, the Group has been a regular supporter of a wide range of charitable events organized by the Community Chest.

During the year, the Group was praised by its participation in community activities and contribution to social and sustainable development. Activities are summarized as follows:

- Was awarded the Caring Company Logo (Year 2016/17) by The Hong Kong Council of Social Service.
- Made donations and participated in the "Greening for the Chest" held by the Community Chest.



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- 捐款及參與由 JEMS (Junior Excellent Members of Society) 舉辦的第七屆 JEMS Charity Carnival

除了參加不同慈善活動外，本集團的主席及行政總裁也在重要的慈善活動中擔任了積極的角色。主席孫大倫博士是香港公益金的名譽副會長，而行政總裁孫道弘先生是公益金的董事及執行委員會成員。

- Made donations and participated in the 7th JEMS Charity Carnival held by the Junior Excellent Members of Society

In addition to participating in various charity events, the Group's Chairman and CEO also take on active roles in important charities. Chairman Dr Sun Tai Lun Dennis is the Vice Patron of The Community Chest of Hong Kong and CEO Mr Sun Tao Hung Stanley is the Board of Director & Executive Committee Member of the Community Chest.