

# KML Technology Group Limited

## 高萌科技集團有限公司

高萌·科技

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

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

Stock Code 股份代號: 8065

**Environmental, Social and Governance Report**  
環境、社會及管治報告  
**2023/24**

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## ABOUT THIS REPORT

### 關於本報告

This report is the fifth standalone Environmental, Social and Governance (“**ESG**”) Report for the year 2023/24 (the “**Report**”) published by KML Technology Group Limited (the “**Company**”) and its subsidiaries (collectively the “**Group**”). This Report is designed to allow all shareholders, investors and the public to have a general understanding of the Group’s governance on ESG issues; and to share with the stakeholders the Group’s work towards sustainable development.

This Report was reviewed and approved by the board of directors of the Company (the “**Board**”) on 24 June 2024.

#### Reporting Cycle and Covering Period

This Report is annually published, and it is the seventh ESG report released by the Group. This Report covers the period from 1 April 2023 to 31 March 2024 (the “**Reporting Year**”) and any prior period where applicable.

#### Reporting Scope

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

本報告是高萌科技集團有限公司（「**本公司**」）及其附屬公司（統稱「**本集團**」）發出的第五份獨立的二零二三/二四年環境、社會及管治（「**環境、社會及管治**」）報告（「**本報告**」）。本報告旨在使所有股東、投資者和公眾人士對本集團在環境、社會及管治議題的治理有一個總體了解，並與持份者分享本集團在可持續發展方面的工作。

本報告經本公司董事會（「**董事會**」）於二零二四年六月二十四日審議通過。

#### 報告周期及涵蓋時段

本報告為年度報告，是本集團發出的第七份環境、社會及管治報告。本報告涵蓋的報告時段為二零二三年四月一日至二零二四年三月三十一日（「**報告年度**」），並視乎需要，伸至以前的時段。

#### 報告範圍

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

## ABOUT THIS REPORT

### 關於本報告

#### Reporting Framework and Principles

This Report is prepared per Appendix C2 – Environmental, Social and Governance Reporting Guide (“**ESG Guide**”) to the Rules Governing the Listing of Securities on the GEM (the “**GEM Listing Rules**”) of the Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”). In preparation for this Report, the Group adhere to the reporting principles of “Materiality”, “Quantitative”, “Balance” and “Consistency”.

#### 報告框架及原則

本報告乃根據香港聯合交易所有限公司（「**聯交所**」）GEM證券上市規則（「**GEM上市規則**」）附錄C2 – 環境、社會及管治報告指引（「**環境、社會及管治指引**」）編製。在編寫本報告時，本集團以「重要性」、「量化」、「平衡」和「一致性」為報告原則。



#### MATERIALITY 重要性

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

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



#### QUANTITATIVE 量化

Information is presented with quantitative measures, whenever feasible, including information on the standards, methodologies, assumptions used and provision of comparative data.

本集團於可行情況下以量化計量單位呈報資料，包括有關所用標準、方法、假設及提供比較數據的資料。



#### BALANCE 平衡

The Report describes the achievements and challenges faced by the Group and provides an unbiased overview of the Group’s performance in sustainability.

本報告闡述本集團的成就及所面對的挑戰，並不偏不倚地概述本集團的可持續發展績效。



#### CONSISTENCY 一致性

The Report will use consistent methodologies for meaningful comparisons in the following years unless improvements in methodology are identified.

本報告未來數年將使用一致的方法作有意義的比較，惟識別到方法有所改進除外。

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## ABOUT THIS REPORT

### 關於本報告

#### Report Accessibility

This Report is prepared and published in English and traditional Chinese in electronic formats. In the event of a discrepancy between each version, the English version shall prevail.

The electronic format can be viewed and downloaded from the website of the Stock Exchange ([www.hkexnews.hk](http://www.hkexnews.hk)) or the “Environmental, Social and Governance Report” section on the page headed “Investor Relations” of the Group’s website ([www.kml.com.hk/esgreport](http://www.kml.com.hk/esgreport)).

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

#### Feedback

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

#### 報告索閱

本報告分別以英文及中文繁體編寫、並以電子形式發佈，在對各文本的理解上發生歧義時，請以英文文本為準。

電子版報告可於聯交所網站 ([www.hkexnews.hk](http://www.hkexnews.hk)) 和本集團網站「投資者資料」頁面內「環境、社會及管治報告」部分查閱和下載 ([www.kml.com.hk/esgreport-c](http://www.kml.com.hk/esgreport-c))。

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

#### 反饋意見

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



## MESSAGE FROM THE CHAIRMAN

### 主席寄語

#### Dear Stakeholders,

On behalf of the Board, I am pleased to present the Group's ESG performance for the Reporting Year. Despite the challenging market conditions, I am delighted to report that we have made significant strides in strengthening our ESG initiatives across various pillars.

In the "Governance" pillar, our commitment to upholding a high level of data privacy and security has been endorsed by the Office of the Privacy Commissioner for Personal Data, Hong Kong ("PCPD") by awarding us the Privacy-Friendly Silver Award.

On the "Social" front, we have placed great emphasis to foster a happier and more inclusive work environment for our employees. We are proud of our efforts that have been appreciated by numerous institutional organisations and the news media. During the Reporting Year, we are the awardee of the Hong Kong Smoke-Free Workplace Leading Company Awards 2023 – Gold Award; the Heart Caring Organization Award – Outstanding Organization; the Safety Performance Award – Outstanding; Sports Hour Company Logo; and Happy Company Logo. Furthermore, we are dedicated to nurturing more youths to develop their career in the transportation technology and engineering arena through the Business-School Partnership Programme and the apprenticeship training programme.

#### 致各位親愛的持份者：

本人謹代表董事會欣然呈報本報告年度的環境、社會及管治報告。儘管市場環境充滿挑戰，但我很高興地匯報我們在各個環境、社會及管治支柱均取得了重大進展。

在「管治」支柱方面，我們對維護高水準資料隱私和安全的承諾得到了香港個人資料私隱專員公署（「個人資料私隱專員公署」）的認可，授予我們「私隱之友」獎項 - 銀獎。

在「社會」層面，我們高度重視為員工營造更加愉快和包容的工作環境。我們的成果很自豪地獲得了多家機構組織和新聞媒體的認可。於報告年度期間，我們獲頒發香港無煙領先企業大獎2023 - 金獎、護心機構大獎 - 傑出機構、安全表現大獎 - 傑出獎、企業「一」起動標誌和「開心企業」標誌。此外，我們致力於透過商校合作計劃和學徒培訓計劃，培養更多青年人在交通科技和工程領域發展其職業生涯。

## MESSAGE FROM THE CHAIRMAN

### 主席寄語

In the "Environmental" domain, in addition to our ongoing reduction of negative environmental impact, we have actively introduced innovative and sustainable solutions in our business endeavour and embraced the awareness of carbon neutrality to inspire sustainable practices among our employees and stakeholders.

Moving forward, we remain steadfast in our commitment to building a sustainable and responsible business that creates long-term value for our stakeholders. We will continue to enhance our ESG performance, exploring new opportunities and meaningful partnerships, and leveraging innovative solutions to drive positive change. I would like to express my sincere gratitude to our employees, customers, and partners for their unwavering support and contribution to our ESG journey.

**KML Technology Group Limited**

**Luk Kam Ming**

Chairman and Executive Director

Hong Kong, 24 June 2024

在「環境」領域，除了持續減少負面環境影響外，我們更主動在業務中引入創新及可持續發展的解決方案，並推動碳中和意識，鼓勵員工和持份者採取可持續做法。

展望未來，我們將繼續堅定不移地建設一家可持續和負責任的企業，為持份者創造長期價值。我們將持續提升環境、社會及管治表現，探索新的機會和有意義的夥伴關係，利用創新解決方案推動積極變革。我謹此向員工、客戶和合作夥伴表達衷心感謝，感謝他們一直以來對我們環境、社會及管治之旅的堅定支持和貢獻。

**高萌科技集團有限公司**

**陸鑑明**

主席兼執行董事

香港，二零二四年六月二十四日

高萌·科技

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## ABOUT THE GROUP

### 關於本集團

#### Business Overview

The Group has been playing a pivotal role in delivering professional M&E system engineering services for railway and road transport infrastructure projects in Hong Kong and the Asia Pacific Region. Since 1977, we have grown alongside the expansion and modernisation of the railway network. Our expertise spans electrical, mechanical, electronic, and information engineering, enabling us to provide comprehensive system integration, installation, and maintenance support services. Leveraging our partnerships, we address diverse client needs and offer tailor-made systems and solutions.

#### 業務概覽

本集團一直在為香港及亞太地區的鐵路及道路運輸基建項目提供專業機電系統工程服務方面發揮著舉足輕重的作用。自1977年以來，我們隨著鐵路網絡的擴張和現代化而成長。我們的專業知識涵蓋電氣、機械、電子和資訊工程，使我們能夠提供全面的系統整合、安裝和維護支援服務。利用我們的合作夥伴關係，我們滿足不同的客戶需求並提供量身定制的系統和解決方案。

### 01 TRANSPORTATION MISSION CRITICAL SYSTEM SOLUTIONS

#### 交通關鍵系統解決方案

System integration in relation to the railway signalling, communication and control system, point operating equipment and platform screen door system

與鐵路信號、通信及控制系統、轉轍器操作設備及月台幕門系統的系統集成



### 02 MOBILE TICKETING & DIGITAL PAYMENT SOLUTIONS AND SERVICES

#### 流動票務及數碼支付解決方案及服務

Payment solution adoption

採用支付解決方案



### 03 DIGITAL FABRICATION AND MAINTENANCE SERVICES

#### 數碼裝配及保養服務

Offers computerised and advanced maintenance support services for various systems, terminals and equipment

為各種不同系統、終端及設備提供電腦化及先進的保養支援服務



## BUSINESS OVERVIEW

### 業務概覽

### 05 SALES OF PRODUCTS, PARTS AND COMPONENTS

Supply railway signalling and automatic fare collection related products, parts and components

供應與鐵路信號及自動收費相關的產品、零件及部件



### 04 M&E TECHNOLOGY SOLUTIONS AND ENGINEERING SERVICES

Design, installation, testing and commissioning and maintenance of miscellaneous M&E engineering systems

設計、安裝、測試及調試以及保養各種機電工程系統



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# AWARD HIGHLIGHTS

## 獎項摘要



**Hong Kong Smoke-Free Leading Company Awards - Gold Award**  
香港無煙領先企業大獎 - 金獎

**Hong Kong Council on Smoking and Health**  
香港吸煙與健康委員會



**Smoke-free Run Wear Supporting Day Appreciation Certificate and The Most Active Participation Award**  
無煙跑服日感謝狀及最積極參與大獎

**Hong Kong Council on Smoking and Health**  
香港吸煙與健康委員會



**Best Program for Work Safety & Health in Hot Weather (Construction Industry), Safety Performance Award - Outstanding, Occupational Safety and Health Report Award - Merit**  
最佳酷熱天氣下職安健計劃大獎 (建造業組別), 安全表現大獎-傑出, 職安健報告大獎-優異獎

**Occupational Safety and Health Council**  
職業安全健康局



**“Heart Caring Company Plus” logo and Heart Caring Organization Award - Outstanding Organization**  
「機構同護心+」標誌及護心機構大獎 - 傑出機構

**Occupational Safety and Health Council**  
職業安全健康局

## OUR SUSTAINABILITY APPROACH

### 我們的可持續發展方針

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

#### Sustainability Governance

The Group adopts an integrated approach to account for sustainability in the existing governance structure. The Board holds the overall responsibility for overseeing the Group's sustainability strategies and reporting while the existing standing Board Committees manage ESG-related (including climate-related) issues with the support of our sustainability team.

Further information about our corporate governance structure and practices can be found in the Corporate Governance Report of our annual report 2023/24 published on the websites of the Stock Exchange ([www.hkexnews.hk](http://www.hkexnews.hk)) and the Company ([www.kml.com.hk/financialreport](http://www.kml.com.hk/financialreport)).

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

#### 可持續發展管治

本集團採用綜合方法於現有管治架構內考慮可持續性。董事會全面負責監管本集團的可持續發展戰略和報告，現有常務董事委員則在可持續發展團隊的協助下管理與環境、社會及管治相關（包括氣候相關）的事務。

有關我們的企業管治架構及常規的更多資訊，請參閱刊載於聯交所網站 ([www.hkexnews.hk](http://www.hkexnews.hk)) 及本公司網站 ([www.kml.com.hk/financialreport-c](http://www.kml.com.hk/financialreport-c)) 的二零二三/二四年年報的企業管治報告。



## OUR SUSTAINABILITY APPROACH

### 我們的可持續發展方針

#### Sustainability Governance (Continued)

Management team attaches great importance to and proactively identifies various potential risks, including employee health and safety, the sustainability of talent development, supply chain management, climate change, and others. Management have formulated response strategies, implemented continuous monitoring, and conducted periodic reviews to ensure effective risk control. Meanwhile, the management team regularly reports the status of risk management and the progress of action plans to the risk management committee of the Company (“**Risk Management Committee**”) helping the Board of Directors comprehensively evaluate the effectiveness and adequacy of the company's risk management and internal control systems, and providing a guarantee for the effectiveness and adequacy of the risk management and internal control systems.

The description of the Group's principal risks can be found in paragraphs headed “Principal Risks and Uncertainties” under the section headed “Management Discussion and Analysis” of our annual report 2023/24 published on the websites of the Stock Exchange ([www.hkexnews.hk](http://www.hkexnews.hk)) and the Company ([www.kml.com.hk/financialreport](http://www.kml.com.hk/financialreport)).

The Group has a suite of policies, procedures and internal guidelines, which cover ESG aspects to direct employees at all levels and other workers whose work is controlled in achieving our intended objectives.

#### Risk Management

Risk management is a vital part of corporate governance to ensure that our business is conducted up to high standards and not easily affected by risk exposures. Led by an independent non-executive director, the Risk Management Committee adopts a three-tier defensive approach to govern risk exposures as well as assess the effectiveness of the internal control systems. The risk management meeting is held at least once a year to review the effectiveness of the system.

#### 可持續發展管治 (續)

管理團隊高度重視並主動識別各類潛在風險，包括：員工安全健康、人才發展的持續性、供應鏈管理、氣候變遷等。管理團隊制定了應對策略、實施持續監測和定期審查，確保風險管控有效。同時，管理團隊定期向本公司風險管理委員會（「**風險管理委員會**」）報告風險管理狀況和行動計畫進度，協助董事會全面評估公司風險管理和內部控制系統的有效性和充分性，為風險管理和內部控制系統的有效性和充分性提供保障。

本集團的主要風險性的描述，可參閱刊載於聯交所網站 ([www.hkexnews.hk](http://www.hkexnews.hk)) 及本公司網站 ([www.kml.com.hk/financialreport-c](http://www.kml.com.hk/financialreport-c)) 的二零二三/二四年年報「管理層討論及分析」一節中「主要風險及不確定性」一段。

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

#### 風險管理

風險管理是企業管治的重要一環，以確保我們的業務達以高標準進行，並且不容易受到潛在風險的影響。在獨立非執行董事的帶領下，風險管理委員會採用三層防禦方針來監管潛在風險並評估內部監控系統的成效。每年最少召開一次風險管理會議，審查制度的有效性。

## OUR SUSTAINABILITY APPROACH

### 我們的可持續發展方針

#### Risk Management (Continued)

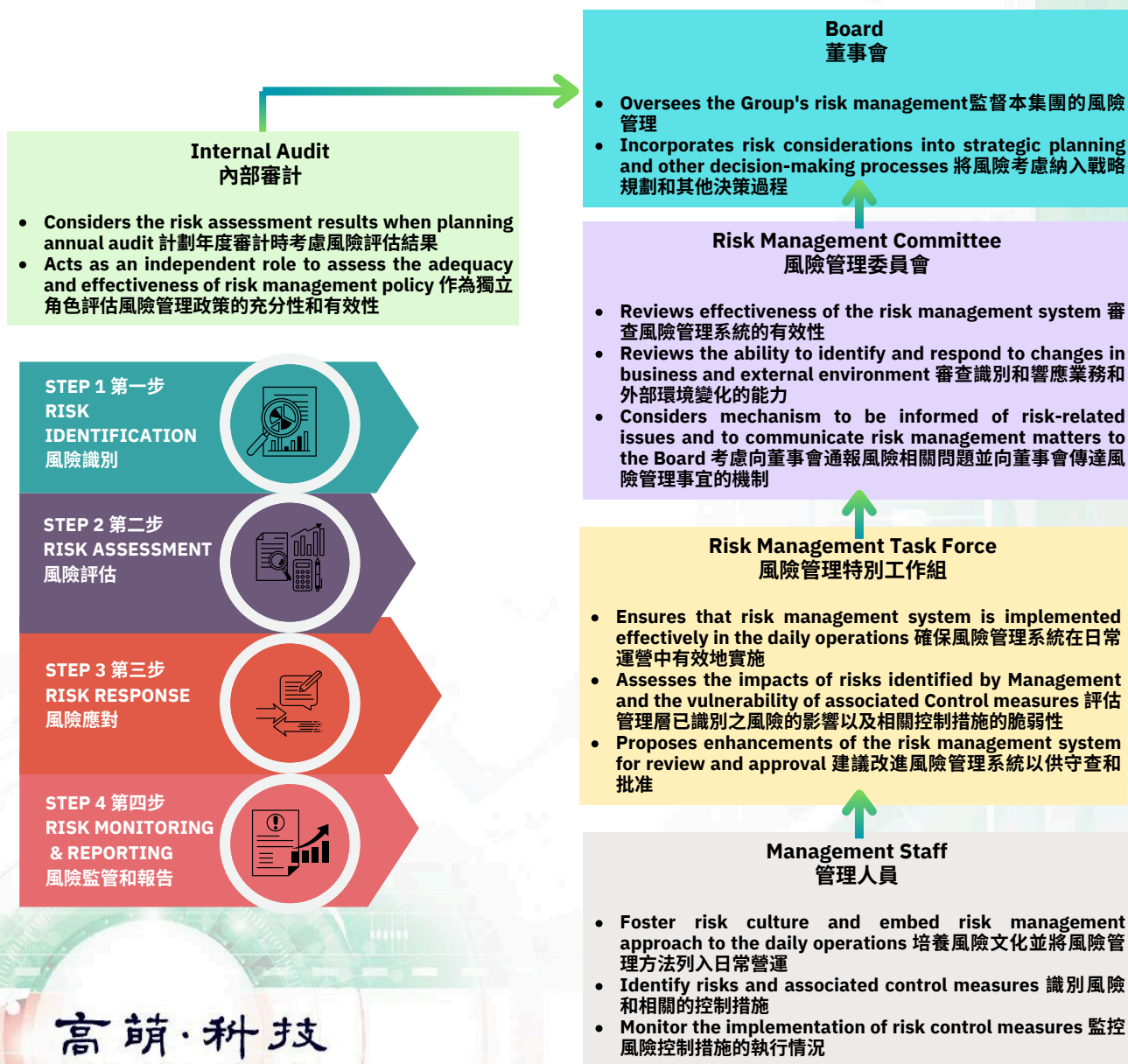
Our Risk Management Policy was formulated in 2018 with the assistance of a professional party, and it was revised in 8 February 2023 to incorporate ESG and climate-related risks.

The Risk Management Policy expounds on the risk management structure and the four phases of risk management in place to maintain risk exposure within an acceptable level.

#### 風險管理 (續)

我們的風險管理政策是在專業人士的協助下於二零一八年制定的，並於二零二三年二月八日納入環境、社會及管治和氣候相關風險。

風險管理政策闡述了風險管理架構和風險管理的四個階段，以將風險保持在可接受的水平。



## OUR SUSTAINABILITY APPROACH

### 我們的可持續發展方針

#### Our Commitments and Goals

In 2015, the United Nations published the 17 Sustainable Development Goals (“SDGs”) as the strategies to work towards sustainable development. Companies have begun to align their business strategies with SDGs to drive sustainability and improve their ESG profiles. The Group also demonstrates our commitment to sustainability with reference to SDGs, identified 6 SDGs as our sustainable development strategic framework as specified below:

#### Our Commitment and Measures

##### 我們的承諾及措施

#### Goal 3: Good Health and Well-Being

##### 目標三：良好健康與福祉



The Group considers employees as valuable assets and commits to offering adequate support to their well-being.

- Arrange health-related activities and campaigns for employees
- Ensure fair coverage of the health insurance package to all employees at different levels
- Annual review of the corporate’s health insurance package

本集團將員工視為寶貴資產，並承諾為他們的福祉提供充份的支持。

- 為員工安排與健康有關的活動和宣傳活動
- 確保所有不同職級的員工均公平地受到健康保險計劃覆蓋
- 對企業的健康保險計劃進行年度審查

The Group attaches great importance to continuous training for employees to equip them with skills to keep up with the industry trend and serve at best for the Group.

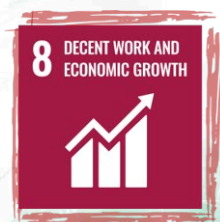
- Provide on-the-job training for employees at all levels
- Implement a clear and fair sponsorship mechanism for tuition fee reimbursement

本集團非常重視對員工的持續培訓，讓他們裝備緊跟行業趨勢的技能，為本集團提供最好的服務。

- 為各級員工提供在職培訓
- 實行清晰公平的學費報銷贊助機制

#### Goal 8: Decent Work and Economic Growth

##### 目標八：體面工作和經濟增長



The Group strives to create an equal, inclusive and secure work environment for employees.

- Discreet compliance with all applicable labour laws and regulations in any jurisdictions in which we carry out our businesses
- Promote a caring and inclusive workplace, endorsed with the “Caring Company” logo and “Breastfeeding Friendly Workplace” certification
- Actively employ the youth through apprentice and internship programme

本集團致力為員工創造一個平等、包容和安全的工作環境。

- 謹慎遵守任何我們開展業務的司法管轄區的適用勞動法律和法規
- 推廣關愛和包容的工作場所，獲得「商界展關懷」標誌和「母乳餵哺友善工作間」證書
- 通過學徒和實習計劃積極僱用青年

#### 我們的承諾及目標

於二零一五年，聯合國發佈十七個可持續發展目標（「可持續發展目標」）作為實現可持續發展的策略。各企業經已開始將其業務策略與可持續發展目標相連，以推動可持續發展並改善其環境、社會及管治概況。本集團亦參考可持續發展目標，以表明其對可持續發展的承諾，確定了六個可持續發展目標為我們的可持續發展策略框架，具體如下：

#### Goal 4: Quality Education

##### 目標四：優質教育



## OUR SUSTAINABILITY APPROACH

### 我們的可持續發展方針

#### Our Commitments and Goals (Continued)

#### 我們的承諾及目標(續)

#### Our Commitment and Measures 我們的承諾及措施

#### Goal 9: Industry, Innovation and Infrastructure

#### 目標九：產業、創新與基礎設施



**The Group actively keeps abreast of the changes in the local market and industrial development.**

- Support the community adoption of electric vehicles ("EV") by installing charging stations
- Engage in projects to support the expansion of public transportation systems and improve their carbon emission
- Promote and invest in the adoption of building information modelling technology and robotics

**本集團積極緊貼本土市場及行業發展的變化。**

- 通過安裝充電站以支持社區採用電動車(「電動車」)
- 參與支持公共交通系統擴展和減少碳排放的項目
- 投資以採用建築資訊模型技術及機器人技術

#### Goal 11: Sustainable Cities and Communities

#### 目標十一：可持續發展城市及社區

**The Group commits to minimising its adverse impacts on the community and people.**

- Seek partnerships with community benevolent institutions and organisations to promote the well-being of the community
- Be selective with our business partners, preferably with a high standard of conduct and ethics

**本集團承諾減低本集團對社區和大眾的不利影響。**

- 尋求與社區慈善機構和組織合作，以促進社區的福祉
- 有選擇性地選擇業務合作夥伴，最好是具有高行為及道德標準



#### Goal 13: Climate Action

#### 目標十三：氣候行動



**The Group proactively seeks climate-related solutions to reduce our carbon footprint and pollution to the environment, establishing an image of being an environmentally responsible contractor.**

- Maintain a holistic environmental management system with regular reviews
- Arrange awareness-raising activities on environmental protection
- Continuous improvements of the office and operational green initiatives

**本集團積極尋求與氣候相關的解決方案，以減少我們的碳足跡及對環境的污染，建立一個對環境有承擔的承包商形象。**

- 維護全面的環境管理系統並定期審查
- 安排提高環境保護意識的活動
- 持續改進辦公室和營運綠色舉措

## OUR SUSTAINABILITY APPROACH

### 我們的可持續發展方針

#### Fostering Sustainability Culture

The Group places a high priority on fostering a robust sustainability culture as one of our fundamental sustainable development strategies. We strive to motivate our employees to exercise sustainable practices at workplaces and in their daily lives through the following three major approaches:



#### Recognise and support sustainability activists/ implementers 認可及支持可持續發展的積極參與者/實踐者

- Praise good ESG performers in the monthly employee newsletter 在每月的員工通訊中讚揚環境、社會及管治表現優異者
- Nominate good ESG performers to participate in industry-wide award competitions 提名環境、社會及管治表現優異者參加角逐行業的比賽

#### 培養可持續發展文化

本集團重視培養穩健的可持續發展文化，作為我們的根本可持續發展策略之一。我們致力通過以下三種主要方法來激勵我們的員工在工作場所和他們日常生活中實踐可持續的實踐：

#### Inspire through events and trainings 通過活動、培訓進行激發

- Arrange training and exhibition for the management to understand the sustainability-related principle and implementation strategies to improve the Group's overall ESG performances, through action to achieve SDG 為管理層安排培訓及展覽，了解可持續發展相關的原則和實施策略，以改善本集團的整體環境、社會及管治表現，以行動實現可持續發展目標
- Organise sustainability awareness-raising activities, such as No Air Con Night, Earth Hour, Green Month, V-Sport, Recycling Activity etc., to link sustainability to personal life 組織提升可持續發展意識的活動，如地球一小時、綠色月、無煙萬步行、進行回收活動等，將可持續發展與個人生活聯繫起來
- Celebrate festivals in a meaningful way, such as Orbis Mid-Autumn Charity gift, supporting community-wide red packet and calendar recycling program etc. 以有意義的方式慶祝節日，例如奧比斯中秋義賣禮物、支持社區紅包及月曆回收計劃等

#### Communicate actively about sustainability issues 積極溝通可持續發展議題

- Dedicate a space to share sustainability topics in the monthly employee newsletter, e.g. carbon neutrality, carbon emission reduction and recycling campaign etc. 在每月的員工通訊中預留空間以分享可持續發展主題，例如碳中和、低碳生活及回收行動等
- Share sustainability videos on our ESG TV channel, issues such as diversity, equality and inclusion at the workplace, climate change etc. 在我們的ESG資訊台發放可持續發展視頻，主題如工作場所的多元化、平等和包容、氣候變化及環境保育等
- Dedicate a space to share environmental topics in the monthly workers toolbox training, e.g. world earth day, world no tobaccos day and world wetland day etc. 在每月的工地培訓中預留空間以分享環保議題，例如世界地球日、世界無煙日及世界濕地日

## OUR SUSTAINABILITY APPROACH

### 我們的可持續發展方針

#### Stakeholder Engagement

The Group attaches high importance to stakeholders' opinions and concerns over the Group. We continually engage with our stakeholders with respect to individual needs as described below:

#### Shareholders and Investors 股東及投資者

Corporate Website 集團網頁  
Social Media Platform 社交平台  
Announcements and Circulars 公告及通函  
Annual, Interim and Quarterly Reports  
年報、中期及季度報告  
Annual General Meeting 股東周年大會



#### Industry Associations and Professional Bodies, Government and Non Governmental Organisations 行業協會和專業團體、政府及非政府組織

Charity/ Volunteering activities 慈善/義工活動  
Exhibitions 展覽  
Social Media Platform 社交平台  
Community events 社區活動  
Internship programme 實習計劃  
Forums and conferences 論壇和研討會  
Feedback to Surveys 回應問卷  
Stakeholder Engagement Surveys 持份者參與問卷



#### 持份者參與

本集團高度重視持份者對本集團的意見和關注。我們就着個別需求持續與持份者接觸，如下所述：

#### Customers 客戶

Customer Satisfaction Surveys 客戶滿意度調查  
Contractor Performance Assessments 承包商表現評估  
Exhibitions 展覽  
Social Media Platform 社交平台  
Site inspections and audits 現場視察及審核  
Regular and ad hoc meetings 定期及專責會議  
Customers' Company Events 客戶公司活動  
Stakeholder Engagement Surveys 持份者參與問卷  
Correspondence 通信  
Personal Contacts 個人聯繫

#### Business Partners 業務夥伴

Emails, Correspondence 電郵、通信  
Exhibitions 展覽  
Social Media Platform 社交平台  
Meetings, Briefings, Training, Co-workshop and  
Conferences 會議、簡報會、培訓、工作坊及研討會  
Site inspections and audits 現場視察及審核  
Performance Evaluation 績效評估  
Stakeholder Engagement Surveys 持份者參與問卷

#### Employees 僱員

Employee engagement/ Company activities 員工或公司活動  
Regular and ad hoc meetings 定期及專責會議  
Drills, Briefings and Training Workshops  
演習、簡報會及培訓工作坊  
Intranet, Emails, Circulars and Staff Handbook  
內聯網、電郵、通告及員工手冊  
Employee Newsletters 員工通訊  
ESG TV Channel ESG 資訊台  
Social Media Platform 社交平台  
New hire orientation programmes 新員工入職培訓計劃  
Annual performance appraisals 年度工作表現評核  
Awards and Recognition Schemes 獎項及嘉許計劃  
Surveys 問卷  
Smartphone Application 智能電話應用程式  
Personal Contacts 個人聯繫

高萌·科技

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## OUR SUSTAINABILITY APPROACH

### 我們的可持續發展方針

#### Stakeholder Engagement (Continued)

We are deeply grateful to our stakeholders for their valuable feedback and opinions in driving us to work towards our adopted sustainability principles, which are: delivering quality work and services in a safe and environmental manner, maintaining long-term well-established relationships with our business partners, respecting and nurturing our people and being socially and ethically responsible to the community. Their affirmations further help us to develop sustainability strategies, deploy resources, create impacts and communicate results.

#### Materiality Assessment

Materiality assessment is the keystone of ESG reporting that determines the scope and topics of the report, as well as a process of identifying improvements along the sustainability journey. The Group adopts a 4-step approach to assess the materiality of ESG issues that are relevant to our business.

#### 持份者參與(續)

我們非常感謝各持份者提供的寶貴反饋和意見，促使我們朝着採用的可持續發展原則，包括致力於以安全和環保的方式提供優質的工程和服務，與我們的客戶，供應商和承包商保持長期良好的關係，尊重我們經驗豐富且敬業的員工，並對工作社區承擔社會和道德責任。他們的肯定更有助我們制定可持續發展戰略、部署資源、創造影響和交流結果。

#### 重要性評估

重要性評估是環境、社會及管治報告的基石，以決定其報告的範圍和主題，以及確定可持續發展歷程中改進的過程。本集團採用四個步驟以評估與我們業務相關的环境、社會及管治議題的重要性。



#### IDENTIFICATION 識別

1

##### STEP 1 步驟 1

A list of potential material issues was identified with reference to the following sources:  
參照以下資料來源以識別潛在重大議題：

- Previous ESG reports of the Group 本集團過往的環境、社會及管治報告
  - Materiality Map of Sustainability Accounting Standards Board (SASB) 永續會計準則委員會的「重大性地圖」
  - Peer benchmarking 同行基準
- 22 potential material issues were identified and defined.  
確定並定義了22項潛在重大議題。



#### PRIORITISATION 優先次序

2

##### STEP 2 步驟 2

We devised a standard stakeholders engagement survey and invited both (i) the internal stakeholders, constituting both our management and staff (the “**internal stakeholders**”), and (ii) the external stakeholders, constituting our key customers, suppliers and contractors, and the representatives of public organisation (the “**external stakeholders**”) to assess the importance of material issues, with a range of 1 to 5, based on their own preferences and expectations. 我們設計了一份標準持份者參與問卷，邀請(i) 內部持份者包括管理層和員工（「**內部持份者**」）；及(ii) 外部持份者，包括我們的主要客戶、供應商和承包商、公共組織的代表（「**外部持份者**」），根據他們自己的偏好和期望對各重大議題的重要性進行評估，重要性程度分為1至5。



#### VALIDATION 驗證

3

##### STEP 3 步驟 3

We prepared a materiality matrix to clearly illustrate the survey results. The Group's executive committee (“**Group Executive Committee**”) and senior management confirmed the list of material topics for disclosure in this Report. 我們準備了一個重要性矩陣以清楚地說明調查結果。本集團的執行委員會（「**集團執行委員會**」）及高層管理人員確認本報告中披露的各項重大議題。



#### REVIEW 審閱

4

##### STEP 4 步驟 4

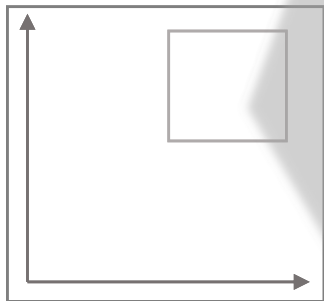
The Board reviewed the material issues, the materiality matrix, as well as relevant risks and opportunities to ensure appropriate relevance and materiality to the Group. 董事會審閱了重大議題、重要性矩陣，以及相關風險和機遇，以確保其相關性和重要性與本集團相符。

# OUR SUSTAINABILITY APPROACH

## 我們的可持續發展方針

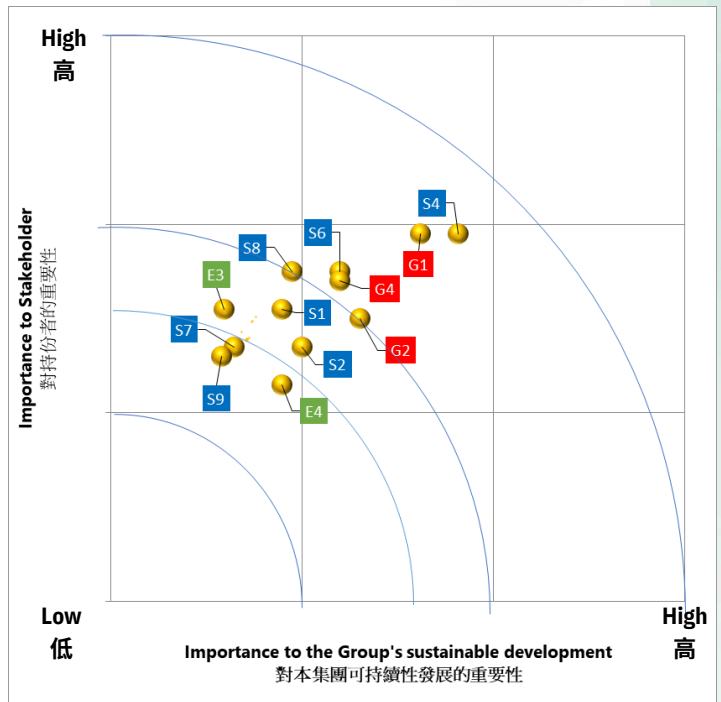
### Materiality Assessment (Continued)

The outcome of the materiality assessment is concluded in the below materiality matrix, showing the relative importance of each issue to the Group (represented by the internal stakeholders) against the viewpoints of other stakeholder Groups (represented by external stakeholders). The descriptions of the top 12 material issues are identified and highlighted in colour and bold. Based on the results of the materiality assessment, this Report will disclose in detail in accordance with the identified top material issues.



### 重要性評估 (續)

以下的重要性矩陣中總結了重要性評估的結果，顯示了每個議題對本集團（由內部持份者代表）的相對重要性，以及其他持份者群體（由外部持份者代表）的觀點。識別出的前十二個重大議題的描述會以粗體和顏色標示。本報告將根據重要性評估結果，按照識別出的重大議題進行詳細披露。



#### ENVIRONMENT 環境

- E1 Pollution Control 污染控制
- E2 Use of materials 資源使用
- E3 Waste Management 廢棄物管理**
- E4 Energy Management 能源管理**
- E5 Water Management 水資源管理
- E6 Greenhouse Gas Emissions 溫室氣體排放
- E7 Biodiversity Loss 生物多樣性喪失
- E8 Climate Change 氣候變化
- E9 Green Procurement 環保採購



#### SOCIAL 社會

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



#### GOVERNANCE 管治

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



## OUR BUSINESS PRACTICES

### 我們的業務慣例

#### Corporate Ethics

The Group adheres to the principles of integrity, honesty and anti-corruption practices in business operations, and firmly denounces illegal acts such as bribery and corruption. The Group has strictly complied with a code of business conduct (the "Code") to act responsibly for the interests of stakeholders like shareholders, suppliers, contractors, subcontractors, customers and the community.

The Group is committed to upholding the utmost openness, probity and accountability standards. In line with that commitment, the Group has a long-standing whistleblowing policy, which encourages its colleagues and external parties engaged in business with us, to raise concerns regarding any suspected misconduct or malpractice within the Group and to come forward and express their concerns.

Upon receipt, the Group will evaluate every report received to determine whether a full investigation is necessary. If an investigation is warranted, an investigator from the internal audit or compliance department will be appointed to look into the matter.

The duration of each investigation may vary according to the nature, complexity and particular circumstances of the matter. A final report, with recommendations for change (if appropriate), will be presented to the audit committee of the Company ("Audit Committee"). The Audit Committee will review the final report and make recommendations to the Board. In the absence of new relevant significant information, the decision made by the Group will be considered the final result.

We also protect whistle-blowers against unfair dismissal, victimisation, or unwarranted disciplinary actions.

#### 企業道德

本集團秉持廉潔守正、誠實正直的原則經營業務，堅決抨擊賄賂及貪腐等違法行為。本集團嚴格遵守商業行為守則（「守則」），以保障對各持份者（股東、供應商、承包商、分判商、客戶及社區）的利益。

本集團致力維持盡最大可能的公開度、廉潔度及問責制標準。為貫徹這項承諾，本集團制定長期舉報政策，以鼓勵其員工及本集團有往來之人士，當遇到本集團內任何涉嫌不當行為或舞弊情況時，能挺身而出表達關注。

當收到舉報後，本集團會評估每一份接獲的舉報，以決定是否需要展開全面調查。若有理據進行調查，便會指派來自內部審計或合規部門的調查人員調查事件。

調查時間可能會因舉報事項的性質、複雜程度和特定情況而有所差異。最終報告，連同改善建議（如適用），將會被提交至本公司審核委員會（「審核委員會」）。審核委員會將審閱最終報告並向董事會提交建議。在沒有新的重大相關信息的情況下，本集團的決定將被視為最終結果。

我們亦會保障舉報人免受不公平解僱、受害或不必要的紀律處分。

## OUR BUSINESS PRACTICES

### 我們的業務慣例

#### Personal Data Privacy Protection

The Group is committed to safeguarding the privacy and confidentiality of the personal data collected. To ensure proper data handling, the Group has implemented internal guidelines governing the collection, processing, usage, maintenance, management, storage, and handling of data. The Group places great importance on protecting confidential and sensitive data from accidental disclosure. We address a range of measures and access controls for both offices and workshops to minimize the risk of unauthorised disclosure of confidential documents and products.

#### Privacy-Friendly Awards

With rising public expectations on the protection of privacy relating to personal data, the PCPD has been advocating that organisations should embrace the protection of personal data privacy as part of their organisation policy and culture. In the era of big data, the best way for organisations to properly handle vast amounts of personal data is to establish a comprehensive Personal Data Privacy Management Programme (“PMP”). This is like protecting the data collected under lock. A PMP highlights an organisation's commitment to good data governance, which will help increase the confidence and trust of its stakeholders, as well as enhance the organisation's reputation.

The company completed four "Privacy Protection Measures" this year and was honoured to win the silver medal of the "Privacy-Friendly Awards 2023", demonstrating the importance of protecting personal data privacy and supporting the establishment of a personal data privacy management system.

#### 個人資料隱私保護

本集團致力保護收集到的個人資料私隱。為確保妥善處理數據，本集團採用了管理資料收集、處理、使用、保管、管理、儲存及處理的內部指引。本集團非常重視保障機密及敏感資料免於外洩。我們在辦公室和工地採取了一系列的措施和訪問控制，以盡量減少未經授權披露機密文件和產品的風險。

#### 私隱之友嘉許獎

公眾對保障個人資料私隱的期望日漸提高，個人資料私隱專員公署一直倡導機構應將保障個人資料私隱作為機構政策和文化的一部分。身處大數據時代，機構妥善處理大量個人資料的最佳方案，就是設立完善的個人資料私隱管理系統（「**個人資料私隱管理系統**」），為收集得來的個人資料裝上精密的鎖。個人資料私隱管理系統突顯機構具備良好數據管治決心，有助增加持份者的信心，贏得聲譽及信任。

公司本年度完成了四項「保障私隱措施」，榮幸獲得「私隱之友嘉許獎2023」銀獎，屏示保障個人資料私隱，以及支持設立個人資料私隱管理系統的重要性。

## OUR BUSINESS PRACTICES

### 我們的業務慣例

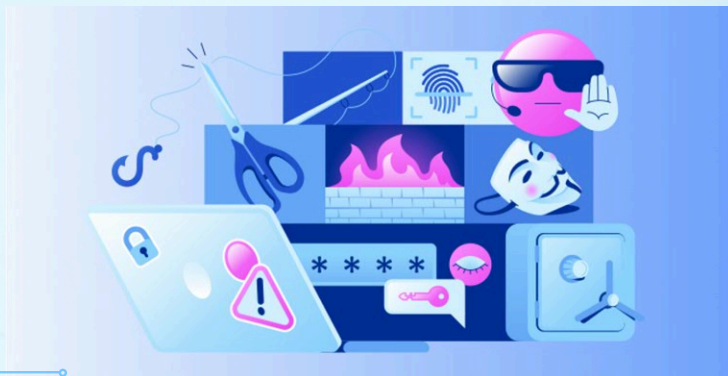
#### Cybersec Training Hub 網絡安全培訓平台

The emergence of various new technologies including much-discussed generative artificial intelligence, brings potential new types of cyber security risks and threats in 2024, such as Advanced Social Engineering Attacks. Therefore, we will regularly and continuously conduct cybersecurity training to refresh our knowledge and strengthen our response to potential risks.

Up to the date of this Report, a number of our employees have completed the updated version of cybersecurity training launched by Hong Kong Internet Registration Corporation Limited (HKIRC), and obtained training certificates. In the future, we will continue to arrange for employees to participate in the tailor-made training, to provide them with information and knowledge that are more suitable for their positions.

近年多種新興技術面世，包括備受矚目的生成式人工智能，為二零二四年帶來更多潛在的新型網絡安全風險及威脅，如進階網絡釣魚攻擊。因此，我們將定期及持續進行網絡安全培訓溫故知新，以加強應對潛在風險。

直至本報告日期，若干員工已完成參與香港互聯網註冊管理有限公司所推出最新版本的網絡安全培訓，並獲得培訓證書。未來，我們將繼續安排員工參與度身訂造培訓，務求令員工獲得更切合其職位的資訊及知識。



## OUR BUSINESS PRACTICES

### 我們的業務慣例

#### Intellectual Property Rights Protection

The Group is fully dedicated to protecting both its intellectual property rights as well as those of other relevant stakeholders. Our employees are instructed to respect intellectual property rights, and not to infringe copyrighted works. To protect the Group's intellectual property, all our trademarks and domain names have been registered in Hong Kong. Also, non-disclosure agreements would be signed with clients or partners in the course of cooperation to reduce the risk of leakage of confidential information to third parties. All confidential data related to the Group's businesses and customer information are securely protected and only used for internal purposes. Any leakage of confidential information to third parties is strictly prohibited.

#### Legal Compliance

The Group recognises the importance of compliance with regulatory requirements. The Group is devoted to enforcing relevant laws and regulations across different levels of operations. There was no material breach of or non-compliance with the applicable laws and regulations by the Group for the Reporting Year. For more information regarding laws and regulations compliance for the Reporting Year, please refer to Appendix II – HKEX ESG Guide Content Index.

#### 知識產權保護

保護本集團致力於保護自身和相關持份者的知識產權。我們的員工被指示必須尊重知識產權，嚴禁侵權。為保障本集團的知識產權，我們的商標及域名已在香港註冊。本集團亦會在合作過程中與其客戶或合作夥伴簽署保密協議，以減低向任何第三方洩露機密資料的風險。所有與本集團業務及客戶資料有關的機密資料均得到安全保障，只會供內部使用。

#### 合法合規

本集團明白遵守監管規定的重要性，本集團致力在不同營運層面上執行相關法律法規。於報告年度期間，本集團並無嚴重違反或不遵守適用法律及規例。有關本報告年度所遵守法律法規的更多資訊，請參考附錄二 – 聯交所《環境、社會及管治報告指引》內。

## OUR PEOPLE

### 我們的員工

#### Employment and Labour Practices

The tireless efforts and devoted service of all colleagues are crucial to the success of our business. The Group realises that recruiting, retaining and developing talents help maintain its market competitiveness. We are committed to creating a fair, caring, healthy, safe and harmonious working environment for our colleagues while providing diverse development and training opportunities to ensure all employees are respected and motivated.

#### 僱傭及勞工常規

全體同事的努力不懈及竭誠服務對我們的業務成就至關重要。本集團明白吸納、保留及栽培人才有助本集團維持市場競爭力。我們致力為同事營造一個公平、受關懷、健康、安全及和諧的工作環境，同時提供豐富多元的發展及培訓機會，以確保所有員工都受到尊重和激勵。



## OUR PEOPLE

### 我們的員工

#### Employment and Labour Practices (Continued)

##### Respecting Human and Labour Rights

The Group strictly abided by and complies with the relevant employment laws and regulations in Hong Kong and has formulated a “Respect of Ethics, Human and Labour Rights Policy”, which commits to upholding and respecting the rights of individuals and working communities and strictly prohibits the use of child labour, bonded labour and forced labour in all our operations. For more information regarding laws and regulations compliance for the Reporting Year, please refer to Appendix II – HKEX ESG Guide Content Index.

To mitigate the risks associated with hiring job applicants who do not meet the legal working age or eligibility requirement for local employment, our Human Resources (“HR”) Department carefully verifies the identification documents provided by job applicants. Background checks will also be carried out whenever necessary. To ensure reasonable working hours, various work patterns, rest days, holidays and leave are clearly defined in the employment documents. The Group is committed to cultivating and sustaining an inclusive and collaborative workplace culture. The Group strives to provide equal opportunities to all its employees and maintain a workplace that is free from discrimination, physical or verbal harassment against any individual based on race, religion, colour, gender, physical or mental disability, age, or national origin. We consider workplace discrimination as misconduct; our colleagues can report it according to the existing whistleblowing policy. For details, please refer to the section headed “Corporate Ethics” in this Report.

#### 僱傭及勞工常規 (續)

##### 尊重人權及勞工權益

本集團嚴格遵守及符合相關僱傭的香港法例及法規，並設有「尊重道德、人權及勞工權利政策」，承諾支持及尊重個人和工作社區的權利，及嚴格禁止在我們的營運中使用任何童工、抵債勞工及強制勞工。有關本報告年度所遵守法律法規的更多資訊，請參考附錄二－聯交所《環境、社會及管治報告指引》內容索引。

在招聘過程中會收集個人資料，以協助選擇合適的候選人並核實候選人的個人資料。為降低招聘未符合法定工作年齡或不符合資格在本地工作的求職者的風險，人力資源（「人力資源」）部負責仔細核實所收集的身份證明文件，必要時亦會進行背景調查。為確保合理的工作時間，在僱傭文件中明確規定了各種工作模式、休息日、假期和休假。本集團致力於建立及維繫一個包容和協作的工作場所文化。本集團致力為員工提供平等機會及確保所有員工在工作場所內不會因種族、宗教、膚色、性別、身體或精神殘疾、年齡、國籍而遭受歧視、任何身體或言語騷擾。我們將職場歧視視作不當行為，員工可以透過現有的舉報政策進行舉報。有關舉報政策，請參閱本報告「企業道德」一節。



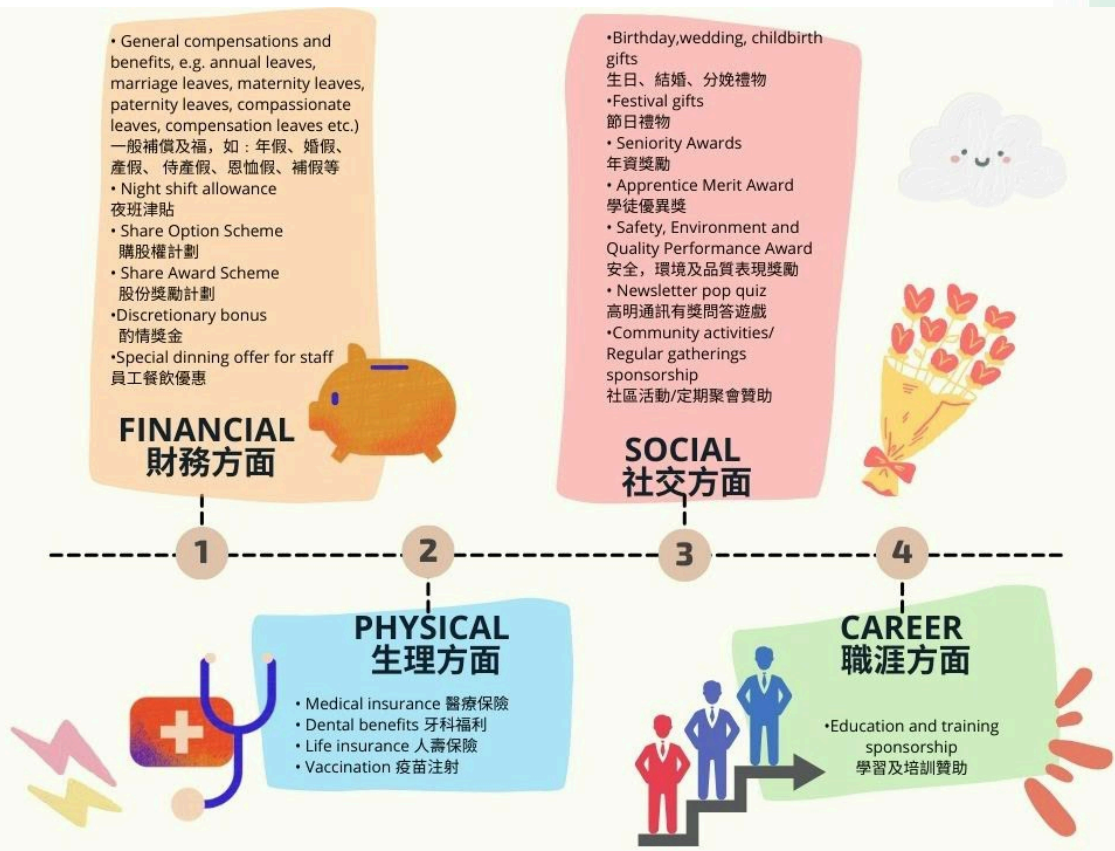
## OUR PEOPLE

### 我們的員工

#### Employment and Labour Practices (Continued)

#### Employee Benefits

The Group regards our colleagues as one of its most valuable assets. To attract and retain outstanding employees, the remuneration policy of the Group's colleagues will be regularly reviewed. In addition to establishing and maintaining a robust recruitment and promotion system, we also provide various types of well-being benefits to our colleagues:



The Group will continue to enhance our compensation and benefits system to retain talents and stay competitive. During the Reporting Year, we have updated medical insurance to provide our colleagues with more comprehensive medical protection.

#### 僱傭及勞工常規 (續)

#### 員工福利

本集團視我們的員工為最寶貴的資產之一。為吸引並挽留優秀員工，本集團員工的薪酬政策及待遇會定期進行審閱。除了建立和維持健全的招聘及晉升制度，我們亦為員工提供各種福利待遇：

本集團會持續完善我們的薪酬和福利體系，以挽留人才和保持競爭力。於報告年度期間，我們更新了醫療保險計劃，為同事提供更全面的醫療保障。

## OUR PEOPLE

### 我們的員工

#### Employment and Labour Practices (Continued)

##### Employee Engagement

We are committed to implementing a transparent and open internal communication mechanism, encouraging two-way communication between the management and staff as well as proactively understanding the suggestions and expectations of the staff. In order to promote smooth and effective internal communication, the management of the Group holds management meetings, departmental meetings, monthly working meetings, etc. We have also utilised diverse communication channels such as intranet, emails, circulars, employee newsletters, instant communication applications to keep our employees informed of the latest development and information of the Group.

##### Diversified Employee Activities

To create a friendly and caring working environment to our employees, the Group has launched different activities to cultivate self-confidence, sense of belongings and cohesion of employees, and encouraged inter-departmental gatherings and activities.

##### Annual Dinner 農曆新年聯歡晚宴

The company resumed hosting the Lunar New Year Gala Dinner after the pandemic, and we invited employees and their relatives and friends to participate. The Seniority Service Award and the Apprentice Merit Award were also presented that night, as well as exciting games and lucky draws. Everyone gathered together and the scene was very lively.

公司在疫情後復辦農曆新年聯歡晚宴，我們邀請員工及其親友一齊參與。當晚亦頒發了長期服務獎和學徒優異獎，及有刺激的遊戲及抽獎環節。大家歡聚一堂，場面十分熱鬧。

#### 僱傭及勞工常規 (續)

##### 員工參與

我們堅持透明及開放的內部溝通機制，鼓勵管理層與員工保持雙向交流，同時積極了解員工的建議和期望。為了促進暢順有效的內部溝通，本集團管理層定期舉辦管理層會議、部門會議，月度工作例會等。我們亦利用內聯網、電子郵件、通函、員工通訊、即時通訊應用程式等多種溝通渠道，讓員工獲知本集團的最新發展及資訊。

##### 多元化員工活動

為了給員工營造友善關懷的工作環境，本集團已舉辦各類活動從而提升員工的自信心、歸屬感及凝聚力，並鼓勵舉行部門間的聚會及活動。



Captions: Toast at the Lunar New Year Gala Dinner.

圖片說明：農曆新年聯歡晚宴祝酒。

## OUR PEOPLE

### 我們的員工

#### Employment and Labour Practices (Continued)

#### Employee Engagement (Continued)

#### Annual Dinner (Continued) 農曆新年聯歡晚宴(續)



Captions: Our Chairman (left) presented a seniority award to the Chief Operating Officer (right), who had been serving the Group for 20 years.

圖片說明：我們的主席(左)向服務本集團二十年的營運總監(右)頒發年資獎勵。



Captions: An apprentice was rewarded the "Apprentice Merit Award".

圖片說明：一名學徒獲授予「學徒優異獎」。

#### 僱傭及勞工常規 (續)

#### 員工參與 (續)



Captions: Our Chairman (middle) presented a seniority award to our employees, who had been serving the Group for 30 years.

圖片說明：我們的主席(中)向服務本集團三十年的員工頒發年資獎勵。



Captions: Employees played games on stage with their families.

圖片說明：員工與家人一起在台上玩遊戲。

## OUR PEOPLE

### 我們的員工

#### Employment and Labour Practices (Continued)

#### Employee Engagement (Continued)

#### Christmas party 聖誕聯歡活動

The annual company Christmas party is a good opportunity to greet colleagues and enhance team relationships. In addition to the Christmas dinner, there are also group games and lucky draws. Employees are full of joy and celebrate the Christmas season together.



一年一度的公司聖誕聯歡會是一個慰勞同事及增進團隊關係的好機會，除了有聖誕大餐之餘，亦有集體遊戲及抽獎，員工們充滿喜悅，一同歡度聖誕佳節。



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

This year's Mid-Autumn Festival, as usual, we fully support the ORBIS Mid-Autumn Charity Sale 2023, KML has purchased mooncakes as festival gifts to reward our staff and to help blind people worldwide.

今年中秋節，我們一如以往鼎力支持奧比斯2023年「愛心獻光明」中秋義賣，購買慈善月餅致送給所有員工以答謝他們的辛勞，並為全球失明人士伸出援手，讓他們重見光明，共享看得見的幸福。



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## OUR PEOPLE

### 我們的員工

#### Employment and Labour Practices (Continued)

#### 僱傭及勞工常規 (續)

#### Employee Engagement (Continued)

#### 員工參與 (續)

#### Happiness at Work Promotional Scheme 2024 「開心工作間」推廣計劃



HAPPY 開心企業  
COMPANY

We believe that a cheerful workplace creates the foundation for successful employee engagement and optimised productivity. We are very pleased to be awarded the “Happy Company Logo” by the “Happiness at Work Promotional Scheme” (“**Happiness Scheme**”). The Happiness Scheme is organised by the Promoting Happiness Index Foundation and the Hong Kong Productivity Council, and recognises companies that are committed to promoting enjoyable work environments.

我們相信愉快的工作環境有助加強員工歸屬感及提升工作效率。我們對獲得「開心工作間」推廣計劃(「開心計劃」)的「開心企業」標誌深感榮幸。此開心計劃由香港提升快樂指數基金與香港生產力促進局聯合舉辦，旨在表揚承諾推廣愉快工作環境的企業。

#### Company Trip 公司旅行

To thank all colleagues for their hard work and dedication over the past year, we held a company trip to Ocean Park. That day, colleagues attended the event with their young and old, full of joy and endless laughter. Colleagues also actively participated in the competition activities arranged by the HR Department. The rich journey made the colleagues spend an unforgettable and exciting day together.

為感謝全體同事一年以來的努力和付出，我們於海洋公園舉辦了公司旅行。當天同事們攜老扶幼出席活動，滿滿歡樂，笑聲不絕。同事們亦非常踴躍參加由人力資源部安排的比拼活動，豐富的旅程讓同事員工們一起度過了難忘而精彩的一天。



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## OUR PEOPLE

### 我們的員工

#### Employment and Labour Practices (Continued)

#### 僱傭及勞工常規 (續)

#### Employee Engagement (Continued)

#### 員工參與 (續)

We firmly believe that empowering women is essential for a thriving workplace and society. We are committed to providing an inclusive environment where our female colleagues can flourish, excel, and achieve their fullest potential.

我們堅信，賦予女性權力對於工作場所和繁榮的社會至關重要。我們致力於提供一個包容的環境，讓女同事能夠蓬勃發展、脫穎而出並充分發揮潛力。

#### International Women's Day Tea Gathering 3.8 婦女節茶聚



8th March is International Women's Day. To express our care for female colleagues, this year we organised its inaugural large-scale tea gathering. We distributed tailor-made tea bags to our female colleagues. Along with the tea bags, we also shared "330 Well-being Tips for Women". On the other hand, we also invited male colleagues to send blessings and warm wishes to their important women, creating an atmosphere of love, respect, and support. It was a heartwarming and successful event where we had the opportunity to connect, appreciate, and empower each other. Over 90% of female colleagues were engaged and provided with positive comments.



3月8日是國際婦女節，為表達對女同事的關懷，今年我們舉辦了首個大型茶會。我們向女同事們送贈公司特別訂製的花茶包及介紹330（身心靈）健康錦囊。另一方面亦鼓勵男同事把這份對婦女關懷的心意傳遞給家人，促進家庭和諧。這是一個溫馨而成功的活動，我們有機會相互聯繫、欣賞並賦予彼此力量。超過90%的女同事參與其中並給予正面評價。



## OUR PEOPLE

### 我們的員工

#### Safety and Health

#### Management Approach to Occupational Safety and Health

We regard health and safety as an indispensable part of our businesses. We are committed to protecting our staff, contractors, customers and the general public from health and safety risks. This commitment and our safety management approach have been clearly listed in the Safety, Health and Loss Prevention Policy, so that our occupational safety and health (“OS&H”) performance can be improved continuously. To minimise the risk of accidents and deepen employees’ understandings of our safety first culture, we invest adequate resources in safety management and training.

We have a systematic "Plan-Do-Check-Act" approach to link OS&H management into our business processes to motivates staff to identify hazards and unsafe conditions in their workplaces and then improve. The Group will continue to optimise the OS&H management system (“OS&HMS”), further improve the Group's overall safety performance.

#### 安全與健康

#### 職業安全與健康管理方針

我們非常重視工作場所的健康及安全，視之為業務營運不可或缺的一部分。我們致力保障員工、承辦商、客戶和公眾免受健康與安全風險。並已將此承諾及我們的安全管理方針清楚載列安全、健康和損失預防政策中，使我們的職業安全與健康（「職安健」）的效益得以不斷提升。為了盡量減低意外風險，加深員工對本集團安全第一文化的了解，我們在安全管理和培訓方面投入了充足的資源。

我們已設立一套系統性的「策劃-實施-檢查-改進」方法，將職安健管理聯繫到我們的業務流程中，鼓勵員工識別工作場所的隱患和不安全的環境狀況再加以改善。本集團會持續優化職安健管理系統（「職安健管理系統」），進一步提升本集團的整體安全表現。



## OUR PEOPLE

### 我們的員工

#### Safety and Health (Continued)

#### Management Approach to Occupational Safety and Health (Continued)

The Group has a Safety and Health, Environmental and Quality (“**SHEQ**”) team, which reports and reviews SHEQ performance results at the management review meeting every year. We have also established a site safety governance structure to manage site OS&H risks.

#### 安全與健康 (續)

#### 職業安全與健康管理方針 (續)

本集團設有安全、健康、環保及品質(「**安健環質**」)組，每年於管理評審會議上滙報及檢討安健環質績效結果。我們亦建立了工地安全治理架構以管理工地的職安健風險。

#### PROJECT MANAGEMENT STAFF 項目管理人員

- Establish policies and procedures  
制定政策和程序
- Monitor and review progress and results  
監察和檢討進度及結果

#### SITE SUPERVISOR 工地主管

- Ensure site staff understand and implement OS&H procedures  
確保工地人員了解和執行職安健程序
- Record OS&H related performance  
記錄職安健相關表現



#### SITE STAFF 工地人員

- Execute OS&H procedures  
執行職安健程序

#### SHEQ TEAM/ AUDITOR 安健環質組/ 審核員

- Provide an independent opinion of the effectiveness of OS&H management, supervision and implementation  
就職安健管理、監督和實施的有效性提供獨立意見
- Report OS&H performance to Group Executive Committee and management  
向本集團執行委員會及管理層報告職安健績效

#### Boosting OS&H Consciousness

The Group actively provides employees OS&H training programs. In addition to induction training, we also provide employees with tailor-made safety training courses and site-specific briefings. After identifying and understanding their needs, we create training plans, including coaching and more to help them acquire crucial skills and experience. The safety officer will regularly evaluate the effectiveness of the training to ensure the training meets the existing laws and regulations and customer requirements.

#### 提升職安健意識

本集團積極為員工提供職安健培訓，除了入職培訓，我們還會向員工提供量身定制的安全培訓課程及個別工地的簡報會，在識別及了解他們的需要後，我們會制定培訓計劃，包括工作輔導等，協助他們獲取必要的技能及經驗。安全主任會定期評估培訓效用，確保培訓切合現行法例法規及客戶要求。



## OUR PEOPLE

### 我們的員工

#### Safety and Health (Continued)

#### Management Approach to Occupational Safety and Health (Continued)



650+

hours of project-specific OS&H training attended by site staff, training topics cover key safety risks, e.g., electricity, working at height, lifting operation, moving plants etc.

工地人員已參與約 ~650 小時項目特定的職安健培訓，培訓課題涵蓋有關關鍵安全風險，例如：電力、高空作業、起重操作、移動設備等

#### Boosting OS&H Consciousness (Continued)

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



600+

hours of toolbox training conducted by the site supervisors, topics cover heat stress, accident case sharing, housekeeping, manual handling, safety measures under adverse/ hot weather, hand tool safety, pressure management and high blood pressure etc.

工地主管進行了約~ 600 小時的工具箱培訓，主題包括：熱壓力、意外案例分享、工作場所整理、體力處理、手工具安全、惡劣/炎熱天氣下的安全措施、壓力管理及高血壓等

The Group has adopted an occupational health and safety manual as required by relevant occupational health and safety laws, rules and regulations under the supervision of the Group's registered safety officers. During the Reporting Year, the Group strictly conformed to and complied with the relevant laws and regulations in Hong Kong in relation to the provision of a safe working environment and the protection of employees from occupational hazards that would have a significant impact on the Group.

#### 安全與健康(續)

#### 職業安全與健康管理方針 (續)

#### 提升職安健意識 (續)

工地主管將定期舉辦工具箱培訓，為工地人員提供一般安全與健康信息或更新。

本集團已遵照相關職業健康及安全法律、規則及法規的規定採納職業健康及安全手冊，並由本集團的註冊安全主任負責監督。於本報告年度，本集團嚴格遵守及符合有關提供安全工作環境及保障員工避免職業性危害的香港法律法規。

## OUR PEOPLE

### 我們的員工

#### Safety and Health (Continued)

#### 安全與健康(續)



Captions: We are honoured to receive the Minor Renovation and Maintenance Works Silver Award of the Construction Industry Safety Award Scheme

圖片說明：我們榮獲建造業安全獎勵計劃小型裝修及維修工程銀獎

#### Safety First Culture

#### 安全第一文化

We set the highest safety standards and aims at 'zero fatal accidents' to ensure workplace safety. We attach the utmost importance to the safety and health of site workers. It is crucial to make the best efforts to hold safety training and prevent the occurrence of accidents. We continuously enhance its performance assessments to ensure the safety performance of the contractors.

我們一直以「零致命意外」為我們的安全指標，確保工作環境安全。我們十分重視工地人員的安全及健康，所以定期舉辦安全訓練，防患未然。我們亦有不斷完善表現監察機制，確保承辦商的安全表現符合要求。

#### Safety Millionaire 2023 安全百萬富翁比賽

Captions: Over 20 colleagues from the Company participated in a safety quiz competition organised by our major client this year. Colleagues from the safety, health, environmental and quality team won the individual award "Safety Million Stars (Champion)"

圖片說明：公司本年度派出超過 20位同事參與由主要客戶舉辦的安全問答比賽，而安健環質組的同事則奪得個人獎「安全百萬星中星（冠軍）」



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## OUR PEOPLE

### 我們的員工

#### Safety and Health (Continued)

#### 安全與健康(續)

#### Large-scale Front-line Supervisor-level Colleagues Safety Training 大型前線管理人員安全訓練

We prioritise safety during construction and held specific safety training for the front-line supervisor-level colleagues and provided a regular platform for them to share experiences, lessons learnt and best practices for safety to implement continual improvement.

我們將施工期間的安全列為首要原則，並為前線管理人員舉辦了專項安全訓練。提供恆常的交流平台，讓公司和前線管理人員持續分享在安全作業方面的經驗和心得，以達至持續改進。



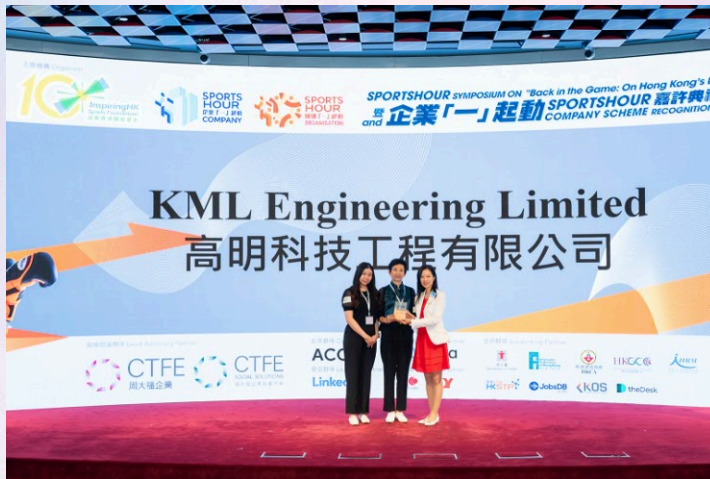
#### Health Always Culture

#### 健康至上文化

The Company encourages employees to build exercise into our daily life in order to develop an active and healthy lifestyle.

公司鼓勵員工把運動融入生活，建立活躍和健康的生活模式。

#### SportsHour Company Scheme 企業一起動



Captions: We have been awarded the “SportsHour Company” by InspiringHK Sports Foundation under the SportsHour Company Scheme for two consecutive terms.

圖片說明：我們連續2屆獲得由凝動香港體育基金主辦的《企業「一」起動》嘉許計劃的認可。

## OUR PEOPLE

### 我們的員工

#### Safety and Health (Continued)

#### Health Always Culture (Continued)



#### Happy Run 2024 建造業開心跑2024

We continued to participate in "Construction Industry Happy Run 2024" held by the Construction Industry Council. There was a total of 8 colleagues participating in the 10km Individual Run and the 3.5km Happy Run. We participated in the Construction Style Relay for the first time, our colleagues wore reflective vests and orange helmets, and the eye-catching outlook was full of energy.



#### 安全與健康 (續)

#### 健康至上文化 (續)

#### 日行萬步 10000 Steps a Day.

Captions: We set up incentives to attract employees to participate in 10000 Steps a Day.

圖片說明：我們設立獎勵吸引員工參與日行萬步。



我們繼續參加建造業議會主辦的「建造業開心跑2024」。我們共有8位同事參加10公里個人賽及3.5公里開心跑。我們更首次參與突出隊型接力跑，同事穿上反光衣及戴上橙色安全帽出戰，亮眼的造型充滿活力。

## OUR PEOPLE

### 我們的員工

#### Safety and Health (Continued)

#### Health Always Culture (Continued)

“Heart Caring Company Plus” logo and Heart Caring Organization Award – Outstanding Organization 「機構同護心+」標誌及護心機構大獎 — 傑出機構

To raise awareness among employees about maintaining cardiovascular health, health tips and events will be posted in the “KML Newsletter” that is published regularly to remind our employees of the importance of having healthy habits.

#### 安全與健康 (續)

#### 健康至上文化 (續)



The mental and physical health of employees are important aspects of maintaining cardiovascular health, we have implemented several measures to care for the mental and physical health of employees, such as holding a standup-style screening on exercise and smoking cessation, giving gifts that help promote physical activities, and sponsoring employees to participate in physical activities.

為提高員工對維護心腦血管健康的意識，我們定期出版「高明通訊」，發布健康貼士及活動，提醒員工養成健康習慣的重要性。員工的心理和身體健康與心腦血管健康密切相關，我們亦採取多項措施和活動關注員工的身心健康，例如：舉辦運動及戒煙的站立式放映會、贈送有助推廣體能活動的禮物及資助員工參與體能活動。另外我們亦購置健康設備套裝，在工作間為員工提供量血壓機、體脂磅及軟尺，方便他們定期評估個人健康狀況。



We are delighted to share that we were awarded as the Heart Caring Organization Award - Outstanding Organization and have been invited by a local media to share our insights on promoting the prevention of cardiovascular and cerebrovascular diseases in the workplace.

我們很高興我們榮獲護心機構大獎-傑出機構，並受邀在本地媒體節目中分享我們在工作場所推廣預防心臟和腦血管疾病的見解。

## OUR PEOPLE

### 我們的員工

#### Safety and Health (Continued)

#### Health Always Culture (Continued)

#### Smoke-free work culture

The Group is attaching more importance to the smoke-free culture. Establishing a smoke-free work culture can effectively help employees avoid the harm of smoking, improve health, enhance work efficiency and morale, and at the same time build a positive image for the company.

We have taken proactive steps to create awareness and educate our employees. In the pantry area, we play informative smoke-free videos that highlight the benefits of a smoke-free lifestyle and provide smoking cessation information, such as quit hotlines and assistance organisations.



#### 安全與健康 (續)

#### 健康至上文化 (續)

#### 無煙文化



本集團對無煙文化日益重視，建立無煙工作文化能有效幫助員工免受煙害、改善健康、提升工作效率和士氣，同時建立公司正面形象。

我們積極採取措施來教育並提高員工的意識。我們在茶水間播放無煙相關的短片，傳遞無煙生活方式帶來的好處，並提供戒煙資訊，例如：戒煙熱線及協助機構。

## OUR PEOPLE

### 我們的員工

#### Safety and Health (Continued)

#### Health Always Culture (Continued)

#### Smoke-free work culture (Continued)

We actively supported the smoke-free publicity programme organised by Hong Kong Council on Smoking and Health (“**COSH**”) and organised an innovative event to disseminate smoke-free messages while doing Zero-time Exercise. We are proud to have stood out among more than 100 participating organizations, receiving “The Most Active Participation Award” of Smoke-free Sportswear Day from COSH.



Our unwavering commitment to creating a smoke-free environment and promoting a healthier lifestyle for our employees brought us a prestigious recognition - Hong Kong Smoke-free Leading Company Awards 2023 Gold Award.

我們堅定不移地致力於為員工創造無煙環境和促進更健康的生活方式為我們贏得了盛名的認可—香港無煙領先企業大獎2023 - 金獎。

#### 安全與健康 (續)

#### 健康至上文化 (續)

#### 無煙文化 (續)



我們積極支持香港吸煙與健康委員會（「**香港吸煙與健康委員會**」）舉辦的無菸宣傳活動，並舉辦創新活動，做零時間運動的同時傳播無煙訊息。我們很榮幸能在超過一百個參與機構中脫穎而出，榮獲香港吸煙與健康委員會頒發的無煙跑服日「最積極參與大獎」。



## OUR PEOPLE

### 我們的員工

#### Safety and Health (Continued)

#### Health Always Culture (Continued)

#### Mental Health Awareness

While physical health is important, mental health is equally important. We attach great importance to the mental health of its employees and promote the importance of mental health to employees through a variety of activities, lectures or multimedia resources. We will also organise some stress-reducing activities for employees to participate in, leading colleagues to stay away from work for a while and relax.

#### Self-acupoint Stress Massage Workshop 自我穴位減壓按摩工作坊

We have signed the "Mental Health Workplace Charter" and pledges to promote a healthy and friendly work environment. To this end, the company held a " Self-acupoint Stress Massage Workshop ", in which Chinese medicine practitioners explained methods of emotional recuperation and taught how to stimulate specific acupuncture points to help regulate the spirit. Not only did the event allow colleagues to enjoy a short break, but those who attended also received organic lavender sachets purchasing from a social enterprise.



#### 安全與健康 (續)

#### 健康至上文化 (續)

#### 關注精神健康

身體健康固然重要，精神健康也同樣重要。我們重視員工的精神健康，透過多元化的活動、講座或多媒體資源向員工推廣精神健康的重要性。亦會舉辦一些減壓活動，供員工參與，帶領同事遠離工作一陣子，放鬆身心。



我們已簽署「精神健康職場約章」承諾會推動一個精神健康友善的工作環境。我們舉辦了「自我穴位減壓按摩工作坊」，由中醫師講解情志調養方法，教導在特定的穴位上進行刺激，幫助調節精神。活動不但可讓各位同事享受短暫休息時間，出席的同事還獲得從社會企業購買的有機薰衣草香包。

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## OUR PEOPLE

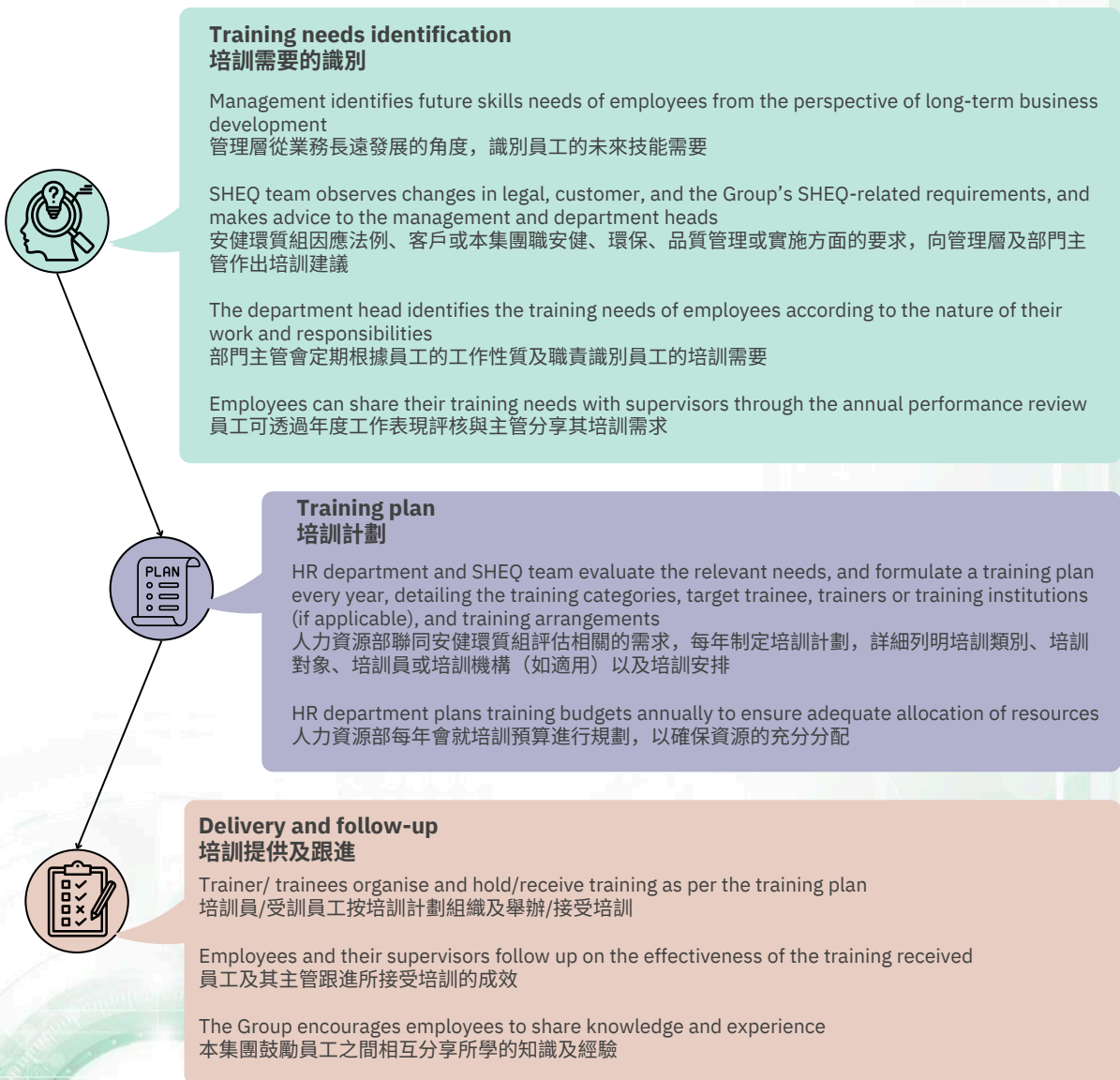
### 我們的員工

#### Development and Training

To meet the needs of our sustainable growth and business development, the Group provides employees with sponsorship for training and opportunities so to encourage them to obtain higher qualifications and improve their knowledge and skills. In general, we plan and implement training and development programs according to the following processes:

#### 發展及培訓

為滿足企業持續發展及業務增長的需求，本集團為員工提供培訓資助及進修機會，以鼓勵員工獲取更高資歷及提升員工的知識及技能。一般以言，我們按以下的流程規劃及實施培訓及發展計劃：



## OUR PEOPLE

### 我們的員工

#### Development and Training (Continued)

#### 發展及培訓 (續)

#### SDG Ambassador Certification Workshop 可持續發展目標大使認證工作坊

Our Chief Financial Officer, HR and Sustainability team members attended an impactful SDG Ambassador Certification Workshop. The workshop featured experiential activities and insightful career sharing, it deepened our colleagues' understanding of the SDGs and empowered them to contribute to a sustainable future.

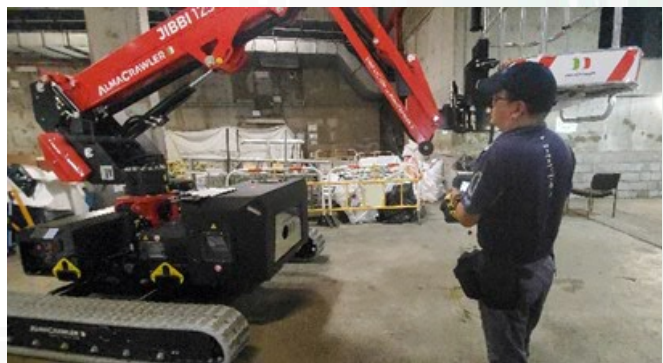
我們的首席財務總監、人力資源部和可持續發展團隊成員參加了具有影響力的可持續發展目標大使認證工作坊。工作坊以體驗活動和具有洞察力的職業分享為特色。加深了同事對可持續發展目標的理解，使其能夠為可持續的未來做出貢獻。



#### Self-propelled Telescopic Crawler Machines Operation Training 伸縮臂升降台訓練

Captions: The company provides the operation training of self-propelled telescopic crawler machines to our colleagues to meet the needs of daily on-site work activities.

圖片說明：公司為我們的員工提供伸縮臂升降台操作訓練，以配合日常工地工作的需求。



## OUR PEOPLE

### 我們的員工

#### Development and Training (Continued)

The internal training topics cover key policies and procedures, updates of regulatory requirements and/or operational practices, integrity environmental, OS&H awareness trainings etc. In addition to internal training, we strongly encourage employees to attend external training courses, and employees can also receive reimbursements.

Examples of external courses were shown as follows:

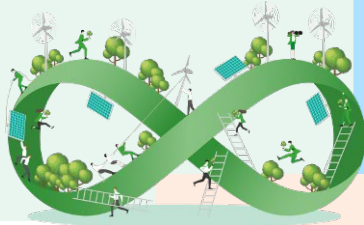
#### 發展及培訓 (續)

內部培訓主題涵蓋關鍵政策和程序、監管要求和/或營運實踐的更新、誠信、環境、職安健意識培訓等。除了內部培訓，我們十分鼓勵員工參加外部培訓課程，員工亦可向本集團報銷費用。

外部課程示例如下：

#### Sustainability-related Training 可持續相關培訓

- SDG Ambassador Certification Workshop  
可持續發展大使認證工作坊
- ESG workshop: Practical sharing on "S" in ESG  
ESG工作坊：ESG中「S」的實作分享
- Navigating Climate-Related Disclosures  
探索氣候相關資訊揭露
- BEC EnviroSeries Conference: Financing Climate Transition and Delivering Net-zero Innovations for Hong Kong  
BEC EnviroSeries 會議：為氣候轉型融資並為香港提供淨零創新



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

- 2023 "Business with Purpose - Pledge in Action Signing Ceremony" cum Sustainability Summit  
2023年「有目標的商業-行動承諾簽約儀式」暨永續發展高峰會
- Seminar on Achieving the SDGs: Embed Sustainability into Corporate Strategy  
實現永續發展目標研討會：將永續發展融入企業策略
- Navigating Hong Kong's ESG Regulatory Landscape: A Roadmap for Compliance  
探索香港的 ESG 監管格局：合規路線圖
- Integrity Risk Management Series  
誠信風險管理系列
- HR x L&D Mixer Event #1 - Talent Strategy & Beyond  
HR x L&D 交流活動 #1 - 人才策略及未來定向

#### Job and Skill 工作和技能

- Seminar on the Latest Development of ISO 9001 Revision  
ISO 9001修訂最新進展研討會
- Six Sigma Green Belt  
六標準差綠帶認證
- Professional Diploma for Safety Auditors  
安全審核員專業文憑
- Safety Webinar on Mobile Plant - Mobile Elevating Work Platforms  
臨時工程及臨時結構安全研討會
- Occupational Safety and health Trainer  
職業安全及健康訓練員
- Heat Stress Assessor Training Course  
暑熱壓力評估員訓練
- 【Digital Academy】 Social Media Game-Changer 2024  
【數碼學堂】2024社交媒體新趨勢

## OUR PRODUCTS AND SERVICES

### 我們的產品和服務

#### Management Approach to Quality

The Group is committed to delivering high-quality works and services and regards quality as an equal importance to safety. We have long been awarded the ISO 9001:2015 Quality Management System (“QMS”) Certificates by the Hong Kong Quality Assurance Agency. In strict accordance with the QMS standard during our operations ensures effective management and control of products and services and fulfills the responsibilities listed in our QMS in order to enhance customer satisfaction.

In order to optimise quality management, the Group adopts strict quality assurance (“QA”) and quality control practices, comprising monitoring, verifying and validating the works and materials, and testing product quality based on documentation to ensure that our works and services fulfil the contractual, applicable statutory and regulatory requirements.

#### 品質管理方針

本集團致力於提供優質工程及服務，並視品質與安全同等重要。我們早已獲得由香港品質保證局頒發的ISO 9001:2015品質管理系統認證（「品質管理系統」），並在我們的營運中嚴格遵從此品質管理系統標準，確保我們能履行品質管理系統上載列的責任，對產品及服務進行有效管理及監控，提升客戶的滿意度。

為優化品質管理，本集團採用了嚴格的品質保證（「品質保證」）及品質控制做法，包括監控、驗證和認證工作和材料，並依據文件資料測試產品品質，確保我們的產品和服務滿足合約、適用法律和監管要求。



## OUR PRODUCTS AND SERVICES

### 我們的產品和服務

#### Management Approach to Quality (Continued)

Our project managers bear the responsibility to monitor the overall progress and quality of the project. It is the routine of our project team to discuss quality issues with our customers and give instructions to correct any errors found in the project. The project team will also hold monthly meetings to ensure the smooth completion of the project.

Our QA team conducts regular internal audits for ensuring system compliance and continual improvement. In addition, we will constantly collect customer opinions of our operations to maintain continuous improvement in our products and services. Upon contract completion, we conduct customer evaluations to investigate and evaluate their satisfaction level. Our project management team takes note of their feedback and suggestions for improvements, hence, we can meet their requirements in future projects.

#### 品質管理方針 (續)

我們的項目經理負責監察我們承接的項目的整體進度及品質。項目團隊會恆常地與客戶溝通討論品質事宜並就工程中發現的任何錯誤作出指示以糾正。項目團隊亦會每月進行會議，確保項目順利完成。

我們的品質保證團隊會定期進行內部審核，確保系統的合規性，並持續改善相關系統。此外，我們會持續收集客戶對我們營運的意見，以不斷提升我們的產品及服務。於合約完成後，我們會進行客戶評價調查，以調查及評估客戶的滿意度。而我們的項目管理團隊會記錄客戶反饋及建議以作改進，從而讓未來的項目能滿足客戶要求。

## OUR PRODUCTS AND SERVICES

### 我們的產品和服務

#### Focusing Customer Satisfaction

The Group places great emphasis on feedback from its customers for continual improvement. To better understand and exceed the expectation of our customers, we maintain an ongoing customer engagement process, identify opportunities for improvements throughout the project life cycle, and strive to respond to the complaints in a reasonable time interval. During the Reporting Year, we received zero complaints.

#### 重視客戶滿意度

本集團重視客戶的反饋，以達致持續改進。為更了解甚至超越客戶的期望，我們在整個項目生命週期中持續與客戶聯繫，尋求改善機會，並努力在合理的時回應客戶的投訴。報告年度期間，我們沒有收到投訴。

#### 1 ONGOING ENGAGEMENT 持續參與

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

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

#### 2 COMPLAINTS HANDLING 投訴處理

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

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

#### 3 IDENTIFICATION OF OPPORTUNITIES FOR IMPROVEMENTS 尋求改善機會

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

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

## OUR PARTNERS

### 我們的夥伴

Efficient supply chain management positively links to high-quality product and service delivery and the promotion of business resilience towards imminent environmental and social risks. The Group maintains sustainable partnerships with suppliers around the globe to secure a stable supply of materials.

To manage the supply chain effectively, the Group establishes a set of stringent procurement procedures as follows:

#### 01

The Group performs background and financial check for new vendors before adding them to our Approved Vendor List ("AVL");

在將新供應商加入我們的核准供應商名單（「認可供應商名單」）之前，本集團會對新供應商進行背景和財務檢查；

#### 02

The selection of vendors is based on the Group's established selection criteria, including cost competitiveness, capability, reputation, compliance status, past environmental and OS&H performances etc. Awarded vendors should be the best upholding our standards and requirements.

供應商的挑選是根據本集團既定的選擇標準，包括成本競爭力、能力、聲譽、合規狀況及過往環境和職安健表現等。授獲供應商應為最好地維護我們的標準和要求。

#### 03

Performance evaluation of vendors (i.e., new and key vendors (Note)), on delivery efficiency, service and material quality, environmental and OS&H performances, shall be performed annually. Assessment results would be factored into purchasing decisions to mitigate the compliance or reputational risks they pose to the Group.

每年為供應商(即新增及主要供應商(附註))進行績效評估,包括交付效率、服務及物料品質、環境和職安健表現。評估結果將納入採購決策的考量,以減輕其為本集團帶來的合規或聲譽風險。

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

附註：與我們有長期合作關係且年度採購總額超過既定金額的供應商

## OUR PARTNERS

### 我們的夥伴

Besides, the Group further endeavours to manage the supply chain-related environmental and social risks through the following approaches:

此外，本集團更進一步致力管理與供應鏈相關的環境及社會風險，並採取以下方式：



#### Communicate expectations and requirements 溝通我們的期望與需求

##### Contractual documents 合約文件

Attach "Contractor SHEQ Scheme" to the purchasing agreement.

將《承包商安健環質計劃》附在採購協議中

(i) explicitly mandates our contractors to comply with our SHEQ requirements and the applicable statutory requirements; and

明確要求我們的承包商遵守我們安健環質的要求以及相關法定要求；及

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

交代發現違規行為將實施的處罰制度，如：罰款、從認可供應商名單中除名等

All contractors are required to acknowledge their understanding and acceptance of the requirement

我們要求所有的承包商確認他們理解並接受所傳達的要求



#### Adopt control strategies 採用控制策略

The Group expects our partners to comply with ethical standards set out in the "General Purchasing Conditions" to undertake zero tolerance for bribery and corruption. Reinforcing that, the Group organises at least one large-scale Co-workshop cum Safety Committee Meeting every year with all contractors to communicate the Group's sustainability targets and practices, engaging them to co-create a sustainable value chain.

##### On-going stakeholder engagement activities 持分者參與

Environmental and OSH induction trainings and regular toolbox trainings for contractors

承包商的環保及安全上崗培訓和定期工具箱培訓

Awareness activities, examples refer to the sections headed for "Hong Kong Green Day 2023", "Earth hour 2024", "Carbon Neutrality Competition" and "Large-scale Front-line Supervisor-level Colleagues Safety Training" in this Report in this Report

意識活動，例子請參閱本報告「香港綠色日2023」，「地球一小時2024」，「碳中和比賽」及「大型前線管理人員安全訓練」

#### Evaluate performance 評核表現



本集團要求合作夥伴按照「一般採購條件」中所規定的道德標準行事，對賄賂和貪污行為採取零容忍態度。為強調這一點，本集團每年與幾乎所有承辦商組織最少一場大型聯合工作坊暨安全委員會會議，以傳達我們的可持續發展目標和實踐，讓他們共同創造可持續價值鏈。



## OUR ENVIRONMENT

### 我們的環境

Ever since the international pact recognised the threat of global warming towards humanity, managing environmental issues has become one of the pivotal aspects of the business ecosystem. The Group is committed to mitigating pollution at our end and transitioning to green operations so as to hold us accountable for the environment. In order to foster green practices in operations, we regularly organise and arrange awareness activities and training for employees to understand the Group's environmental objectives and encourage behavioural changes for the conservation of our finite resources.

#### Management Approach

During the Reporting Year, the Group has successfully renewed the ISO 14001:2015 Environmental Management System certification in remuneration for our continuous efforts to maintain a robust and stringent environmental management approach. We were not aware of any violations of environmental laws and regulations in the locations where our business operates for the time being.

#### Green Office Initiatives

The Group undertakes various control measures to enhance resource conservation and reduce waste generation, including:

- Keep the office room temperature at 25.5 C;
- Turn off the desktop screen before leaving the seat;
- Turn off all lighting and air conditioners when not in use;
- Set idle copiers and electronic appliances in sleep mode where applicable;
- Set the default of copiers to grayscale and both-sided printing;
- Encourage electronic documentation where applicable;
- Set up recycling stations in offices to encourage appropriate recycling.

自國際公約認識到全球暖化對人類的威脅起，管理環境問題已成為商業生態系統的關鍵一環。本集團致力從源頭減少污染，向綠色營運轉型，以對環境負責。為了於營運中培養綠色實踐，我們定期為員工組織及安排意識活動和培訓，以了解本集團的環境目標並鼓勵行為改變以保護我們的有限資源。

#### 管理方針

於報告年度內，本集團已成功為ISO 14001:2015環境管理系統認證續期，以表彰我們持續的努力以維持穩健和嚴格的環境管理方針。我們仍未有發現業務經營所在地存在任何違反環境法律法規的情況。

#### 綠色辦公室倡議

本集團採取多項控制措施以加強資源節約及減少廢物產生，包括：

- 保持辦公室室溫於攝氏25.5度；
- 離開座位前、關閉桌面屏幕；
- 無人使用時關上所有照明及空調；
- 在適用的情況下，將閒置的影印機和電子設備設置為睡眠模式；
- 將影印機默認設置為灰階雙面打印；
- 鼓勵電子化文檔（如適用）；
- 及在辦公室內設立回收站，鼓勵適當回收。

## OUR ENVIRONMENT

### 我們的環境

#### Management Approach (Continued)

#### Green Office Initiatives (Continued)

##### Introducing innovative low-carbon products Silica Capsule -Gel Soap creating a greener office

The Group has been committed to promoting environmental sustainability and a low-carbon lifestyle, achieving significant progress in environmental initiatives. Among the products we purchased this year, one of them is Gel soap, which aligns with our environmental commitment through its unique usage method and functionality.

There is a story behind why we decided to purchase the gel soap. After our colleagues from the SHEQ team attended the ReThink HK 2023 Sustainable Business Forum & Solution Expo, they discovered some products that aligned with our environmental protection idea. We realised that this particular product could enable a low-carbon lifestyle and align with our environmental commitments. Gel soap is a product that continuously releases soap substances in water, aiming to provide the same functionality as liquid soap products with a lower carbon footprint and cost. We recognise the potential waste and environmental impact associated with traditional soap products, which is why we chose to purchase Gel soap as an alternative to reduce waste and lower carbon emissions.



#### 管治方針(續)

#### 綠色辦公室倡議 (續)

##### 引入創新低碳產品粒粒梘 打造更環保辦公室

本集團一直致力於推動環境可持續發展和低碳生活方式，並在環境倡議方面取得了重要進展。我們於本年度購買的其中一款產品是粒粒梘，該產品以其獨特的使用方法和功能，符合我們對環境的承諾。

之所以購買粒粒梘，其實當中有段故事，我們安健質環組的同事在參加 ReThink HK2023 可持續發展企業論壇后，發掘一些與我們環保理念相同的產品，意識到該產品能夠提供低碳生活和符合環境承諾。粒粒梘是一種能在水中持續釋放肥皂物質的產品，旨在以更低的碳足跡和成本，提供與液體肥皂產品相同的功能。透過將肥皂成分釋放到水中，該產品能有效發揮其清潔和衛生功效。我們認識到傳統肥皂產品可能存在浪費和環境影響的問題，因此選擇購買粒粒梘作為一種替代品，以減少浪費並降低碳排放。



## OUR ENVIRONMENT

### 我們的環境

#### Management Approach (Continued)

#### Green Office Initiatives (Continued)

#### Hong Kong Green Organisation 2023 香港綠色機構 2023

We were recognised as "Hong Kong Green Organisation" for our efforts and commitment to implementing various environmental measures in our daily operations to reduce waste, energy, and carbon footprint.

我們因在日常營運中實施各種環保措施以減少廢物、能源和碳足跡而作出的努力和承諾獲評為「香港綠色組織」。



#### Hong Kong Green Day 2023 香港綠色日 2023

Every 5th of June is Hong Kong Green Day introduced by the Green Council to celebrate World Environmental Day. The Group has been an active supporter of the event, encouraging our employees and partners to carry through the "3G" movement. This year, we also launched a lucky draw as part of the initiative. The list of winners includes not only our employees, but also our business partners, to support Hong Kong Green Day and further enhance participation.



每年六月五日為環保促進會為慶祝世界環境日所推出的香港綠色日。本集團已連續五年積極支持該活動，鼓勵我們的員工和合作夥伴完成活動所提出的「3G」行動。今年我們更推出抽獎活動，得獎名單除了有我們的員工還有合作夥伴，以支持香港綠色日，加強參與度。

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#### 管治方針 (續)

#### 綠色辦公室倡議 (續)



## OUR ENVIRONMENT

### 我們的環境

#### Management Approach (Continued)

#### Green Awareness Initiatives

##### Beach Cleaning Day

The Group has always advocated sustainable development, hoping to bring a positive spirit to society and the environment gradually through actions. During the Reporting Year, we encouraged employees to participate in shoreline cleaning activities to treasure and protect the ocean. Our employees and their relatives and friends went to Shek O Beach to clean up all kinds of beach garbage, including beverage bottles, disposable cutlery, straws, styrofoam pellets and fishnet debris, working together to restore cleanliness to the beach. In recognition of the participants' contributions to marine conservation, we rewarded them after the activity.

#### 管治方針(續)

#### 環保意識倡議

##### 海灘垃圾清潔日

本集團一直提倡可持續發展，希望以實際行動逐步為社會及環境帶來正面影響。於報告年度期間，我們鼓勵員工參與海灘清潔活動，一齊愛護海洋及保護海洋。我們的員工及其親友到石澳海灘清理各種海灘垃圾，包括塑膠樽、即棄餐具、飲管、發泡膠粒及魚網殘骸等，同心協力使海灘恢復潔淨的環境。活動結束後，我們更獎勵了眾參與者以表彰他們為保護海洋的貢獻。



## OUR ENVIRONMENT

### 我們的環境

#### Management Approach (Continued)

#### Green Awareness Initiatives (Continued)

##### Loong Term Smoke-Free and Mental Health Challenge

The Group held an event called the “Loong Term Smoke-Free and Mental Health Challenge” to support the activities organised by two dedicated social organisations, namely the “V-sport 2024” of Kowloon Lok Sin Tong and the “Move it for Mental Health 2024” of Mind HK, hoping to contribute to promoting Hong Kong to become a smoke-free city and promoting mental and emotional health! This is a virtual event that combines exercise, environmental protection and smoking cessation, allowing participants to enjoy the beautiful scenery of the seaside or countryside at the time and place of their choices while cleaning up cigarette butts along the way and contributing to marine and terrestrial ecology. Going outdoors, breathing fresh air and exercising can help improve our mental and emotional health.



Captions: Employees actively support the campaign.

圖片說明：員工積極支持活動。

#### 管治方針(續)

#### 環保意識倡議(續)

##### 龍騰「身」動「靈」煙大挑戰

集團舉辦一個名為龍騰「身」動「靈」煙大挑戰，支持兩間有心的社會機構舉辦的活動，分別是九龍樂善堂「無煙萬步行」及香港心聆「為精神健康躍2024」，冀為推動香港成為無煙城市及宣揚精神及情緒健康出一分力! 這是一個結合運動、環保和戒煙的虛擬活動，讓同事們在自選的時間和地點，享受海濱或郊野美麗景致，同時清理沿途的煙頭，為海洋生態和陸地生態出一分力。而到訪戶外，呼吸新鮮空氣和運動可以幫助改善我們的精神及情緒健康。



# OUR ENVIRONMENT 我們的環境

## Management Approach (Continued)

## Green Awareness Initiatives (Continued)

### Toolbox Training and Implementation Case 工地培訓及實施案例

The Group has consistently devoted efforts to enhance the awareness and importance of environmental issues among workers. We recognise the crucial role of individual participation and actions in achieving sustainable development goals. Every month, we release a toolbox training information that includes at least one section related to environmental issues. These training materials aim to impart relevant environmental knowledge to our colleagues at construction sites and encourage them to practice environmental responsibility in their daily work. Through these trainings, we provide a platform for colleagues to understand how to reduce waste, conserve energy, and promote environmental protection.



本集團一直致力於提升工人對環境議題的認識和重視。我們每個月都會發佈工具箱培訓資訊，其中至少包含一個與環境議題相關的部分。這些培訓內容旨在向工地同事傳遞世界性或本地性的環保知識，並鼓勵他們在日常工作或生活中身體力行。通過這些培訓，我們提供了一個平台，讓工地同事了解如何減少廢物、節約能源和促進環境保護。

Captions: A colleague received prizes and public recognition for suggesting sharing project surplus materials to reduce electronic wastes.

圖片說明：同事因建議分享工程剩餘物料減少電子廢物獲得獎品及公開嘉許。



## OUR ENVIRONMENT

### 我們的環境

#### Climate Change

Our business is inevitably affected by climate change, a global phenomenon that has unpredictable power to influence every part of human life. The Group is fully aware of the risks it imposed on our operations. Regular management meetings are held to discuss the risks and opportunities identified in our operations and the effectiveness of the existing mitigation controls, as well as explore any adaptation measures. The board-level oversight of climate risks is sufficiently achieved through regular reviews and ongoing monitoring of the risk register.

The Board are highly aware of the Group's climate responsibilities and several board members and senior management attended climate-related financial disclosure training workshops facilitated by Stock Exchange in the Reporting Year. Our sustainability team also stays abreast of the statutory changes regarding disclosure requirements and practices and keeps the management informed of any latest updates and trends by preparing briefing papers monthly.

The Group followed the Task Force on Climate-related Financial Disclosure (“TCFD”) recommendations and identified the following risks that may pose a threat to us:

#### Physical risks 實體風險

##### Acute risks 急性風險

- Hot and humid summer in Hong Kong becomes less bearable due to elevated global warming, especially for outdoor workers. Increased heat stroke risk can jeopardise the safety and health of workers, thus prompting the suspension of work and/or delays in job delivery.  
全球暖化加劇使香港炎熱潮濕的夏季變得難以忍受，尤其是對戶外工作者而言。增加中暑風險會危及工人的安全和健康，因而促使停工及/或延誤工作交付。
- Frequent extreme weather events, such as heatwaves, rainstorms and flooding, may disrupt our daily operations and supply chain efficacy, incurring costly preventative measures and/or high redressing costs.  
頻繁的極端天氣事件，例如熱浪、暴雨和洪水等，可能會擾亂我們的日常營運和供應鏈效能，最終遭受昂貴的預防措施及/或高昂的補救成本。

#### 氣候變化

我們的業務無可避免地受到氣候變化的影響，氣候變化是一種全球現象，具有難以預測的影響力，影響著人類生活的各方面。本集團充分意識到其對我們的營運造成的風險。我們定期召開管理層會議，以討論我們營運中發現的風險和機遇以及現有緩解控制措施的成效，並探討其他適應措施。為充分實現對氣候風險的董事會層面的監督，我們通過定期審查和持續監控風險登記冊。

董事會高度了解本集團的氣候責任，數名董事會成員和高級管理層於報告年度內出席了由聯交所舉辦的與氣候相關的財務披露培訓工作坊。我們的可持續發展團隊亦時刻留意有關披露要求和做法的法定改動，並每月準備簡報文件將任何最新消息及趨勢通知董事會。

本集團遵循氣候相關財務揭露（「氣候相關財務揭露」）的建議，並識別以下可能對我們構成威脅的風險：

## OUR ENVIRONMENT

### 我們的環境

#### Climate Change (Continued)

#### 氣候變化 (續)

##### Physical risks 實體風險

###### Chronic risks 慢性風險

- Sustained higher temperatures amplify the heat stroke risk and result in higher medical insurance premiums.  
持續性較高溫度會增加中暑的風險，導致醫療保險費用增加。
- High temperature increases energy consumption and operational costs.  
氣溫上升使耗能量和營運成本增加。

##### Transition risks 過渡性風險

###### Policy and Legal Risks 政策及法律風險

- The Group are subject to the evolving regulatory environment considering the growing regional and international demand for universal disclosure standards.  
考慮到對通用披露標準的地方及國際需求不斷增長，本集團受制於持續變化的監管環境。
- The Group may incur fines and/or face litigation claims for inefficient environmental performance and failure to adapt to climate change.  
本集團可能因環保表現欠佳及未能適應氣候變化而招致罰款及/或面臨訴訟。

###### Market and reputation risk 市場及聲譽風險

- Failure to identify climate change-related risks and lack of commitment to transitioning to a low-carbon economy may affect our reputation which undermines the confidence of suppliers and clients to partner with us and our competitiveness in the market and within the industry.  
未能識別與氣候變化相關的風險以及缺乏走向低碳經濟轉型的承諾可能影響我們的聲譽，從而削弱供應商和客戶與我們合作的信心，以及在市場上跟行業內的競爭力。

##### Opportunities 機遇

- Resource Efficiency: The Group plans to replace some fuel-consuming vehicles with EVs by engaging in a "One-for-One Replacement Scheme" to reduce our fuel usage and carbon footprints in logistics.  
資源效率：本集團計劃透過「一換一」計劃，將部分消耗燃油的車輛更換為電動車，以減少我們在物流方面的燃料使用量和碳足跡。
- Markets: The Group proactively explores business opportunities in EV charging projects such as EV charging under Home Subsidy Scheme (EHSS) to facilitate EV adoption in the community.  
市場：本集團積極探索EV屋苑充電易資助計劃（EV屋苑充電易資助計劃）的商機，以促進社區對電動車的採用。
- Products and Services: We notice the surging demand for building information modelling (BIM) and subsidise our staff to receive related training to help the Group in business transition and diversification.  
產品和服務：我們注意到建築資訊模型（建築資訊模型）的需求遞增，並資助我們的員工接受相關培訓，以協助本集團實現業務轉型及多元化。



## OUR ENVIRONMENT

### 我們的環境

#### Climate Change (Continued)

##### Carbon Neutrality Competition

Climate change is a significant global challenge and a problem that we must collectively address. The Hong Kong government has outlined strategies and goals to tackle climate change and achieve carbon neutrality through the "Hong Kong Climate Action Plan 2050." Against this backdrop, we made good use of external carbon reporting platform, the city-wide Carbon Neutrality Competition organised by the Hong Kong Productivity Council, to launch an internal carbon neutrality competition. The goal of this internal competition is to encourage our colleagues to reduce their carbon footprint and achieve carbon neutrality through carbon reduction measures in clothing, food, housing, and transportation. Also we will promote some low-carbon tips via Newsletter.

##### Portable Fan Program

Climate change presents severe challenges globally, one of which is the occurrence of frequent heatwaves. We recognise the particular importance of this issue for colleagues working at construction sites. Therefore, we procured an adequate number of portable fan kits for our colleagues at the construction sites to mitigate the risk of heatstroke. This initiative not only demonstrates our care for our colleagues but also underscores our commitment to mitigating physical chemical risks. By providing these portable fans, we aim to raise awareness of the challenges climate change poses to our daily work and lives and encourage collective efforts to tackle these challenges, creating a safe and healthy work environment.

#### 氣候變化 (續)

##### 碳中和比賽

氣候變化是全球面臨的一個重大挑戰，也是我們必須共同應對的問題。香港政府通過《香港氣候行動藍圖2050》提出了應對氣候變化和實現碳中和的策略和目標。在這一背景下，我們充分利用外部碳報告平台-香港生產力促進局舉辦的全市碳中和競賽，進行內部碳中和競賽。這個比賽的目標是鼓勵同事通過衣、食、住、行貼地的減碳措施來減少碳足跡，同時我們亦有在高明通訊中分享相關低碳小知識，實現碳中和的目標。

##### 便攜風扇套裝

氣候變化對全球帶來了嚴峻的挑戰，其中之一就是頻繁發生的酷熱天氣。我們意識到這對於在工地工作的同事們來說尤其重要，因此我們採購了足夠的便攜風扇套裝供工地同事使用，以避免他們中暑的風險。這個舉措不僅是對我們同事們的關懷，也是我們應對自然氣候風險的承諾。我們希望通過提供這些便攜風扇，提醒大家氣候變化對我們的日常工作和生活帶來的挑戰，並鼓勵大家共同努力應對這些挑戰，創造一個安全和健康的工作環境。



環境及自然保育基金資助  
全城零碳行動  
Environment and Conservation Fund  
Carbon Neutrality Campaign

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## OUR ENVIRONMENT

### 我們的環境

#### Air and Greenhouse Gas Emissions

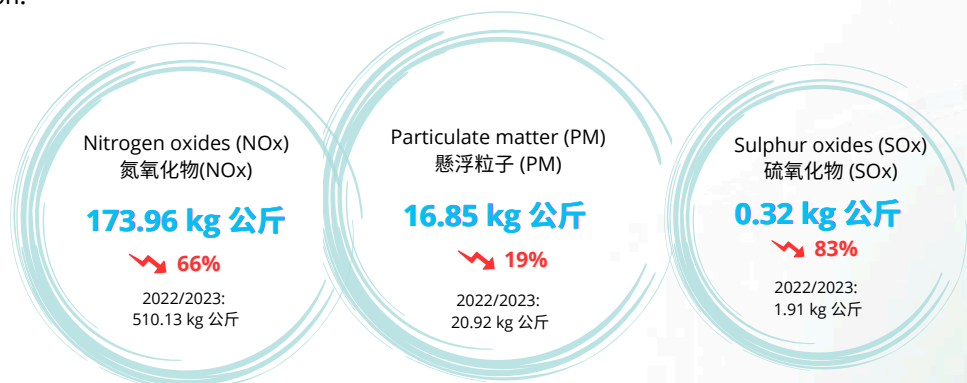
The Group distinguishes two major emitters in our operation: electricity consumption in operating offices and fuel consumption by the vehicle fleet. During the Reporting Year, we engaged in the "One-for-One Replacement Scheme" and purchased an EV to replace a petrol-powered company car and assessed its emissions reducing capacity, estimated to have cut down over half of the greenhouse gas emissions.

In this Report, we attempt to disclose our Scope 3 emissions in accordance with the "How to prepare an ESG Report? Appendix 2: Reporting Guidance on Environmental KPIs" published by Stock Exchange. Given international borders have opened for travelling, we included business trips in our carbon footprint calculation.

#### 廢氣及溫室氣體排放

本集團辨別營運中的兩大主要排放源：營運辦公室的耗電量和車隊的燃料消耗。於報告年度期間，我們透過「一換一」計劃，購入一輛電動車來替代汽油汽車，估計減少了超過一半的溫室氣體排放。

於本報告中，我們嘗試根據聯交所發表的《如何準備環境、社會及管治報告 附錄二：環境關鍵績效指標匯報指引》披露自身範圍三的排放量。鑑於國際間邊境經已開放供出入境，我們將公幹信息納入碳足跡計算中。



#### TOTAL GHG EMISSION

##### 溫室氣體排放總量

Scope 1 emissions – direct emissions from owned or controlled sources, e.g., diesel combustion.

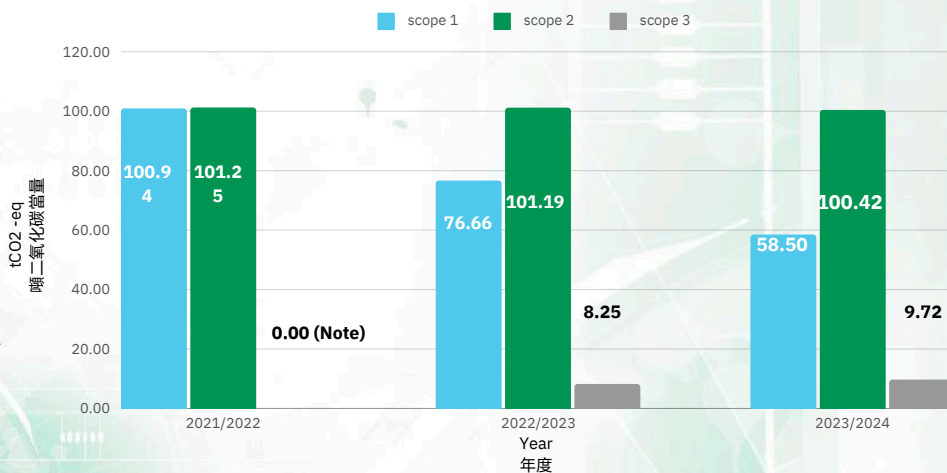
範圍 1 排放 – 來自自有或受控來源的直接排放，例如柴油燃燒。

Scope 2 emissions – indirect emissions from the generation of purchased electricity.

範圍 2 排放 – 來自購買電力產生的間接排放。

Scope 3 emissions – indirect emissions (not included in scope 2) that occur in operations, including business air travel and water consumption.

範圍 3 排放 – 發生在營運中的間接排放（不包括在範圍 2 中），包括商務差旅及耗水量。



Note: Business air travel was prohibited due to the closure of the border.  
註：由於邊境關閉，商務差旅被禁止。

## OUR ENVIRONMENT

### 我們的環境

#### Uses of Resources

#### Energy Consumption

The Group's energy sources are purchased electricity for operating offices and fuel consumed by the corporate's vehicle fleet. The energy consumption, represented by either kilowatt-hour ("kWh") or litres ("L"), is concluded below:

#### 資源使用

#### 能源消耗

本集團的能源來源是為營運辦公室所購買的電力和公司車隊需消耗的燃料。能源消耗量是以千瓦時（「度」）或公升（「升」）表示，總結如下：



Diesel 柴油

**12,810 L 升**



Unleaded Petrol 無鉛汽油

**7,903 L 升**



CO<sub>2</sub>

CO<sub>2</sub>



Electricity 電力

**257,483 kWh 度**

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## OUR ENVIRONMENT

### 我們的環境

#### Uses of Resources (Continued)

#### Energy Consumption (Continued)

#### Energy Saving Awareness Initiatives

The Group actively participates in various community energy-saving activities, including "Earth Hour 2024" and the "Energy Saving Charter," to remind employees of the importance of conserving energy. We also invite or encourage partners to join or sign commitments. The Group provides incentives to encourage participation and support for these activities.



#### 資源使用(續)

#### 能源消耗(續)

#### 節能意識倡議

本集團參與多項社區節能活動，包括「地球一小時2024」及「節能約章」，以提醒員工節約能源的重要性，同時亦會邀請或鼓勵合作夥伴一同參與或簽署承諾。本集團透過提供獎賞來鼓勵參與率，以支持此等活動。

#### Water Saving Initiatives

The Group has undertaken the following actions to moderate water consumption and improve water efficiency in operations:

- Conduct regular inspections to see if any faulty or leakage occurred in water facilities;
- Install water-efficient faucets with motion sensors to save water;
- Install dual flushing cistern;
- Remind staff with water-saving tips posted at restrooms and pantries; and
- Encourage staff to report actively on any abnormalities of water facilities with a contact number provided on the posting.

#### 節水舉措

本集團已採取以下行動來節制用水量提升營運時的用水效能：

- 定期檢查供水設施是否有故障或漏水；安裝感應式節水水龍頭，
- 減少用水量；
- 安裝雙掣式沖水馬桶；在洗手間和茶水間張貼節水提示，提醒員工節約用水；及鼓勵員工通過張貼上提供的聯繫電話，積極報告供水設施的任何異常情況。

## OUR ENVIRONMENT

### 我們的環境

#### Waste Management

The Group adheres to the "8R" principles to handle waste. We have set up recyclables collection bins in offices to promote appropriate waste sorting and foster recycling behaviours. Beyond the office, we also educate our onsite workers about the importance of proper waste handling for compliance and environmental responsibility. SHEQ team is responsible for coordinating recycling initiatives at sites, such as collecting unfit safety helmets and safety shoes. Reusing packaging materials is encouraged in product delivery and/or material transportation to mitigate unnecessary waste generation.

#### 廢物管理

本集團堅持「8R」原則處理廢物。我們於辦公室內設立可回收物收集箱，以促進恰當的廢物分類和培養回收行為。除辦公室外，我們亦會教導工地工人適當的廢物處理的重要性，以達合格合規並履行環境責任。安健環質組負責協調工地的回收倡議，例如收集不合適的安全頭盔和安全鞋。我們鼓勵在貨品交付和/或物料運輸時重複使用包裝材料，以減少不必要的廢物產生。



### "8R" PRINCIPLES

#### 「8R」原則



## OUR ENVIRONMENT

### 我們的環境

#### Waste Management (Continued)

To reiterate the Group's waste management approach and reinforce the green culture in place, SHEQ team and sustainability team constantly provide regular training and activities for employees. The Group's waste management policy and practices are also covered in the employee induction training programme to inform newly joined employees of the Group's culture in the firstplace.

#### Adding new Recycling area

Our sustainable development team established a new recycling area next to the pantry in the office. The objective is to enhance employees' awareness and effectiveness in waste reduction and recycling by separating recyclable materials from general waste, thereby reducing the overall waste generation. It also aims to encourage employees to actively participate in recycling efforts.



The overall recycling rate has shown an upward trend

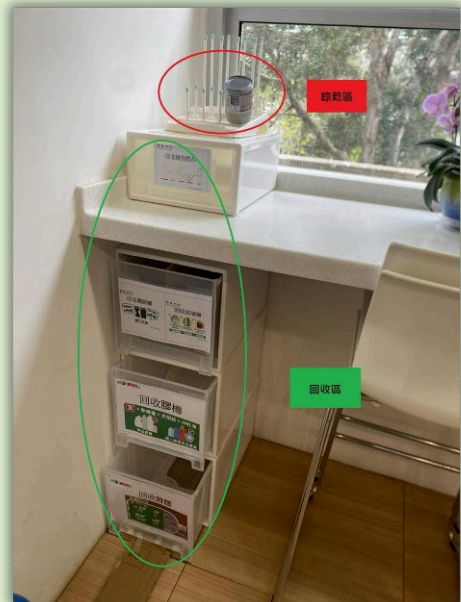
整體回收率呈現上升趨勢

#### 廢物管理 (續)

為了重申本集團的廢物管理方針和加強現有的環保文化，安健環質組和可持續發展團隊不斷為員工提供定期培訓和活動。本集團的廢物管理政策及實踐亦會在員工入職培訓計劃中被介紹，以在第一時間讓新加入的員工了解本集團文化。

#### 新增回收區

辦公室茶水間旁新增回收區。旨在提高員工的回收減廢意識及成效，通過將可回收材料從一般垃圾中分離出來，減少垃圾產生量，同時鼓勵員工進行回收。



## OUR ENVIRONMENT

### 我們的環境

#### Waste Management (Continued)

##### Hazardous Waste

The Group normally produces hazardous waste such as surplus paint, spent mineral oil, waste batteries, unwanted printed circuit boards, mercury lamps and spent liquid crystal displays (LCD) due to its business nature. We strictly comply with the environmental laws and regulations to handle waste, starting from storage to engaging with accredited chemical waste collectors.

##### Non-hazardous Waste

Non-hazardous waste produced by the Group's operations is known for:

- (i) Construction wastes, generated at the project sites and directly sent to authorised waste disposal facilities; and
- (ii) Residential/ domestic wastes, i.e. office garbage that is handled by the building management.

The Group have yet to formulate a monitoring system for the generation of non-hazardous waste in offices due to its negligible amount. Existing office green initiatives are enforced to promote proper waste disposal and encourage recycling where applicable.

#### 廢物管理(續)

##### 有害廢棄物

由於業務性質，本集團一般會產生有害廢棄物，例如：剩餘油漆、廢礦物油、廢電池／多餘的印刷電路板、水銀燈和廢液晶顯示器（液晶顯示器）。我們嚴格遵守環境法律法規處理廢物，包括過程由存放到與認可的化學廢物收集商合作。

##### 無害廢棄物

我們將本集團營運過程中的主要無害廢物來源分成兩類，分別是：

- (i) 項目施工地點產生的建築廢物送往廢物處置設施；及
- (ii) 住宅/家居廢物，即由大廈管理部門處置的辦公室廢物。

由於辦公室產生的無害廢棄物數量微不足道，本集團尚未制定監測制度。我們執行現有的辦公室綠色倡議，以促進妥善廢物處理，並鼓勵在適用的情況下進行回收利用。

## OUR ENVIRONMENT

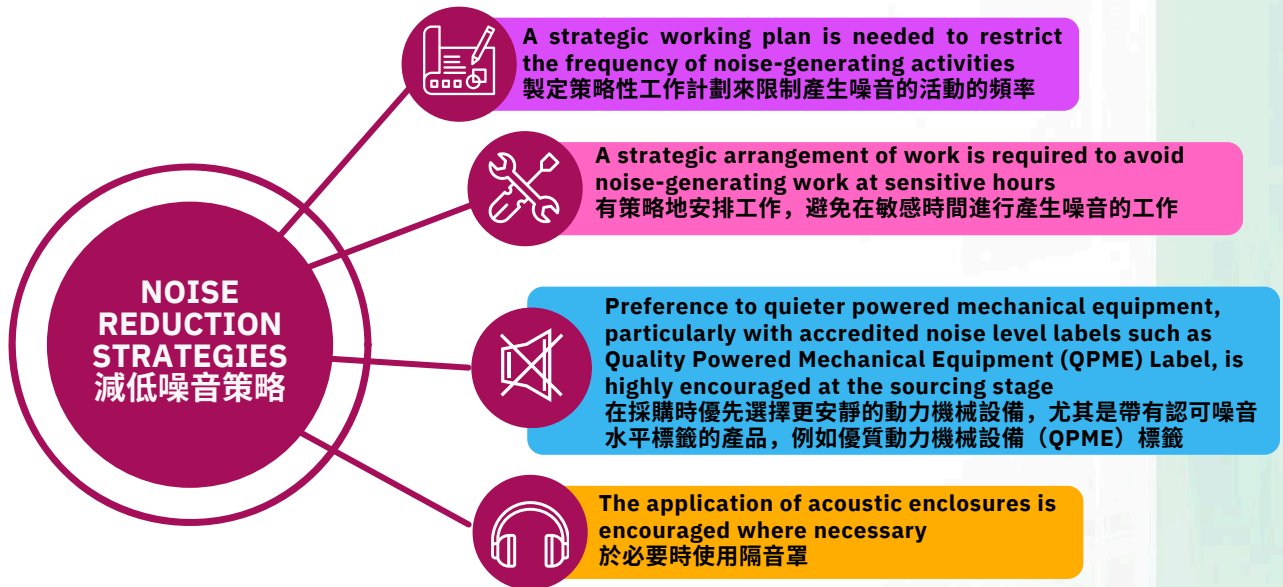
### 我們的環境

#### The Environment and Natural Resources

#### 環境及天然資源

#### Noise and Dust Control

#### 噪音及塵埃控制



Our business activities vary from loading/unloading materials to drilling/ concrete breaking where powered mechanical equipment is employed. Noise and dust are unavoidable products in the process. The Group recognises its latent impacts on the nearby community and devises corresponding procedures to minimise the degree of impact.

我們的業務活動範圍從裝卸材料到使用動力機械設備進行鑽孔/混凝土破碎。噪音和灰塵是過程中不可避免的產物。本集團了解到其對鄰近社區的潛在影響，並製定相應的程序以盡量減少影響程度。

#### Dust Reduction Strategies

#### 減低塵埃策略



Handling powdery/particulate materials, including but not limited to unpackaging and transferring, must be carried out in a relatively confined and non-ventilated area

處理粉狀/顆粒狀物料，包括但不局限於拆包及中轉過程，須在較密閉及不通風的地方進行

Utilisation of dust suppressants/ dust collector systems when operating powered mechanical equipment

在動力機械設備作業時，使用抑塵劑或除塵器系統





## OUR ENVIRONMENT

### 我們的環境

#### The Environment and Natural Resources (Continued)

##### Paper

The Group adopts the following measures to save paper and foster a paperless office culture:

- Adoption of electronic documentation where applicable;
- Promotion of paperless meetings;
- Eye-catching paper-saving reminder posting;
- Collection of single-sided printed paper for reuse; and
- Collection of reusable stationery supplies such as envelopes and file folders.

Our SHEQ and sustainability teams constantly work with different departments to monitor and review individual paper usage status. The paper consumption of our safety inspection procedures was greatly improved with the help of a self-invented mobile application (i.e., SHEQ Apps), for instant information exchange and communication. On the other hand, we also rely on the broadcasting channel of instant messaging applications to distribute internal notices and monthly newsletter to employees to reduce paper use.

##### Red packet recycling campaign 利是回收行動

Caption: The red packet recycling campaign lasting one month collected a total of 2.75 kilograms of red packets, which is three and a half times more than the 0.78 kilograms collected in 2023. This demonstrates our colleagues' strong support and active participation in environmental protection initiatives. The SHEQ team also plans to trial more recycling initiatives in the future.

圖片說明：為期一個月的利是回收行動，總共收集了 2.75 公斤的利是，對比起二零二三年的利是回收量只有 0.78 公斤，總共多出三倍半。顯示了同事們對環保行動的支持和積極參與。而安健環質組的同事亦會在未來試行更多的回收物料活動。

#### 環境及天然資源（續）

##### 紙張

本集團採取以下措施節約用紙，打造無紙化辦公化：

- 在適用的情況下採用電子化文件；
- 鼓勵無紙化會議；
- 張貼著眼節紙提醒；
- 收集單面打印紙以供重複使用；及
- 收集可重複使用的文儀用品，例如信封和文件夾。

安健環質組及可持續發展團隊持續與不同部門合作，以監控和審查個別紙張使用狀況。藉助自主研发的移動應用程式(即SHEQ Apps)，進行即時信息交流與溝通，大大改善了我們安全檢查程序的耗紙量。另一方面，我們也透過即時通訊程式的廣播渠道向員工發佈內部告示及每月通訊，以減少用紙。



Annual total  
recycle volume  
報告年度總回收量

Quantity  
數量

Carbon Reduction  
Capacity  
減碳量

Paper recycling  
紙張回收

836.5kg  
公斤

3.98Tonnes  
噸

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## OUR COMMUNITY

### 我們的社區

As part of its commitment to social responsibility, the Group actively engages in various activities to demonstrate its support for community development. We encouraged our colleagues to actively participate in a wide range of activities to take action to show care to different social communities.

We encourage our colleagues to actively participate in various activities and put in their efforts to care for all sectors of society. We took proactive steps by donating resources for pandemic relief to those in need and providing sponsorship to a dragon boat team from Lamma Island to participate in the event, to promote the social care.

Moreover, the Group regularly reviews the Social Enterprise (“SE”) list to navigate new options for SE products and services that cater to our needs and interests. In organizing the tea gathering for International Women's Day, we supported a social enterprise by purchasing tea bags and snacks, thereby extending care to our female colleagues and spreading love within our community.

作為履行社會責任的一部分，本集團積極參與各項公益活動，以展現對社區發展的支持。

我們鼓勵同事積極參與各類活動，出心出力關愛社會各界。我們積極地為有需要的人士捐贈抗疫資源，並贊助南丫島龍舟隊參加活動，以宣揚社會關懷。

此外，本集團定期審視社會企業（「社企」）清單，探索新選擇，以滿足到我們需求和引起我們興趣的社企產品及服務。在舉辦三八婦女節茶會時，我們透過購買茶包和點心來支持社會企業，為女同事送上關心，亦為社區傳播關愛。

#### Rapid Antigen Test donation 新冠快測套裝捐贈

The Group cares about the community. To make the best use of our anti-pandemic resources, we have collected and donated our Company's and colleagues' new coronavirus rapid test kits to the Hong Chi Association. We hope that this will help the needy in the community and achieve the spirit of making the best use of our resources.

本集團心繫社會，為了令抗疫資源得到善用，我們將公司以及同事的新冠病毒快速測試套裝集合並捐贈予匡智會。希望藉此幫助社會上有需要的人士，從而達致物盡其用的精神。



## OUR COMMUNITY

### 我們的社區

#### Dragon Boat Race Sponsorship 贊助龍舟比賽

We actively maintains close ties with the community, and we have always participated in and supported community activities in a variety of ways.

The Discovery Bay Dragon Boat Gala 2023 was held on 29 October at Tai Pak Beach. We sponsored a Lamma Island dragon boat team to participate in the competition, and also specially prepared paddles for the team to take on the challenge. After a series of intense competitions, the team defeated their opponents and won third place with their outstanding teamwork and determination. Dragon boat activities not only promote Chinese culture and train team spirit but also promote community integration. We continues to devote resources to connect communities and instill positive spirit into society.



我們積極與社區保持緊密聯繫，我們一直以多元方式參與及支持社區活動。

愉景灣龍舟匯2023於10月29日在大白灣沙灘舉行，我們贊助一支南丫島龍舟隊伍參賽，還特為隊伍準備船槳應戰。經過連場激烈比賽，該隊伍憑著出色的團隊合作，及勇往直前的精神擊敗對手，勇奪季軍。龍舟活動不但可以弘揚中華文化，訓練團隊精神，亦可促進社區共融。我們持續投入資源連繫社區，為社會注入正能量。

#### Caring for Youth

#### 關愛青年

#### Prevent Youth Suicide 預防青年自殺

我們明白青少年是未來建設社會的棟樑，我們關注青少年的身心發展。自殺是全球青年死亡的主要原因之一。據2023年發表的一項本地研究，17.5%中學生表示自己曾有自殺念頭，7.8%曾企圖自殺。我們承諾了支持啟勵扶青會的#一個都嫌多2023預防青年自殺，希望能動員更多人參與承諾，一起為預防青年自殺而努力！



We understands that young people are the backbone of building society in the future, and we pay attention to the physical and mental development of young people. Suicide is one of the leading causes of death among young people worldwide. According to a local study published in 2023, 17.5% of secondary school student respondents reported suicidal ideation, while 7.8% had attempted suicide. We pledged to support KELY Support Group's youth suicide prevention campaign, #OneIsTooMany2023 and encourages more people to join us in our effort to prevent youth suicide.

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## OUR COMMUNITY

### 我們的社區

#### Caring for Youth (Continued)

#### 關愛青年 (續)

#### Business-School Partnership Programme and Apprenticeship Training Scheme 企業/學校合作計劃及學徒訓練計劃

The Company actively cooperates with local schools and supports young people's career development in multi-aspects. During the Reporting Year, we continued to participate in the Apprenticeship Training Scheme of the Vocational Training Council ("**Apprenticeship Scheme**") to provide students with a real working environment.

Students have opportunities to develop their strengths, apply professional knowledge and skills to their work, and lay the foundation for their future professional development through this Apprenticeship Scheme. At the same time, our company also appointed employees as mentors to each student to provide students with guidance and valuable opinions to help them develop in the future.

本公司積極與本地學校合作，並從多方面支持青少年職涯發展。於報告年度期間，我們繼續參與了職業訓練局學徒訓練計劃（「學徒計劃」），為學生提供一個真實的工作環境。

通過這個學徒計劃，學生們有機會發揮所長，將專業知識及技能應用到工作上，為他們未來的專業發展奠下基礎。同時，我們也為每一位學生委派員工作為導師，為學生提供指導和寶貴的意見，助力他們未來發展。



## Appendix I – Our Performance Data

### 附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	Unit 單位	For the year ended 31 March 截至三月三十一日止年度		
		2024 二零二四年	2023 二零二三年	2022 二零二二年
<b>Environmental</b> 環境				
<b>Type of emission</b> 排放物類別				
Nitrogen oxides ("NO <sub>x</sub> ") 氮氧化物 (「NO <sub>x</sub> 」)	Kg 公斤	<b>173.96<sup>(1)</sup></b>	510.13	222.27
Sulphur oxides ("SO <sub>x</sub> ") 硫氧化物 (「SO <sub>x</sub> 」)	Kg 公斤	<b>0.32<sup>(1)</sup></b>	1.91	0.45
Particulate Matter ("PM") 懸浮粒子或顆粒 (「PM」)	Kg 公斤	<b>16.85</b>	20.92	21.53
<b>GHG Emission — Scope 1: Direct emissions</b> 溫室氣體排放 — 範圍一：直接排放				
Stationary combustion 固定燃燒	tCO <sub>2</sub> -e 噸二氧化碳當量	<b>0.03</b>	0.06	0
Mobile combustion 流動燃燒	tCO <sub>2</sub> -e 噸二氧化碳當量	<b>55.20</b>	75.81	79.33
Unintentional releases 無意的釋放	tCO <sub>2</sub> -e 噸二氧化碳當量	<b>2.63</b>	0.79	21.61
<b>GHG Emission — Scope 2: Indirect emissions</b> 溫室氣體排放 — 範圍二：間接排放				
Purchased electricity in offices <sup>(2)</sup> 辦公室購買電力 <sup>(2)</sup>	tCO <sub>2</sub> -e 噸二氧化碳當量	<b>100.42</b>	101.19	101.25
<b>GHG Emission — Scope 3: Other indirect emissions <sup>(3)</sup></b> 溫室氣體排放 — 範圍三：其他間接排放 <sup>(3)</sup>				
Business air travel 商務差旅	tCO <sub>2</sub> -e 噸二氧化碳當量	<b>1.61<sup>(4)</sup></b>	0.82	0
Contractual car fuel usage <sup>(5)</sup> 合約汽車燃料使用 <sup>(5)</sup>	tCO <sub>2</sub> -e 噸二氧化碳當量	<b>7.81</b>	7.02	-
Electricity for freshwater processing <sup>(5)</sup> 用於淡水處理的電力 <sup>(5)</sup>	tCO <sub>2</sub> -e 噸二氧化碳當量	<b>0.18</b>	0.25	-
Electricity for sewage processing <sup>(5)</sup> 用於污水處理的電力 <sup>(5)</sup>	tCO <sub>2</sub> -e 噸二氧化碳當量	<b>0.12</b>	0.17	-
<b>Total GHG Emissions</b> 總溫室氣體排放				
Total GHG emissions <sup>(6)</sup> 總溫室氣體排放 <sup>(6)</sup>	tCO <sub>2</sub> -e 噸二氧化碳當量	<b>168.00</b>	186.10	202.19
GHG emission intensity <sup>(7)</sup> 溫室氣體排放密度 <sup>(7)</sup>	tCO <sub>2</sub> -e/E 噸二氧化碳當量/ 全職僱員人數	<b>0.95</b>	0.98	1.03

## Appendix I – Our Performance Data

### 附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	Unit 單位	For the year ended 31 March 截至三月三十一日止年度		
		2024 二零二四年	2023 二零二三年	2022 二零二二年
<b>Environmental</b> 環境				
<b>Energy Use</b> 能源用量				
Diesel usage 柴油用量	Litre 升	<b>12,810</b>	13,564	15,772
Unleaded petrol usage 無鉛汽油用量	Litre 升	<b>7,903<sup>(1)</sup></b>	14,917	13,559
Electricity usage <sup>(2)</sup> 耗電量 <sup>(2)</sup>	kWh 度	<b>257,483</b>	259,450	259,613
Diesel usage intensity <sup>(8)</sup> 柴油用量密度 <sup>(8)</sup>	Litre/E/VEH 升/全職僱員人數/ 車輛數目	<b>24.26</b>	23.80	21.35
Unleaded petrol usage intensity <sup>(8)</sup> 無鉛汽油用量密度 <sup>(8)</sup>	Litre/E/VEH 升/全職僱員人數/ 車輛數目	<b>4.99<sup>(1)</sup></b>	10.82	8.51
Electricity usage intensity <sup>(7)</sup> 耗電量密度 <sup>(7)</sup>	kWh/E 度/ 全職僱員人數	<b>1,463.0<sup>(9)</sup></b>	1,365.5	1,317.8
<b>Water Usage<sup>(5)</sup></b> 耗水量 <sup>(5)</sup>				
Total water consumption 總耗水量	m <sup>3</sup> 立方米	<b>416.62</b>	578.55	-
Water usage intensity 耗水量密度	m <sup>3</sup> 立方米/ 全職僱員人數	<b>2.37</b>	3.04	-
<b>Waste Statistics</b> 廢棄物統計				
Total chemical waste <sup>(10)</sup> 化學廢物總量 <sup>(10)</sup>	Kg 公斤	<b>6,608<sup>(11)</sup></b>	1,168	8,239
Total chemical waste intensity <sup>(13)</sup> 化學廢物總密度 <sup>(13)</sup>	Kg/E 公斤/ 全職僱員人數	<b>37.55</b>	6.15	41.82
Total construction waste 建築廢物總量	Tonnes 噸	<b>47.75<sup>(12)</sup></b>	24.73	37.11
Total construction waste <sup>(13)</sup> intensity 建築廢物總密度 <sup>(13)</sup>	Kg/E 公斤/ 全職僱員人數	<b>0.27</b>	0.13	0.19

## Appendix I – Our Performance Data

### 附錄一 — 我們的績效數據

#### Note:

- (1) The significant reduction is mainly due to (i) a petrol-consuming vehicle was replaced by EV through the "One-for-One Replacement Scheme"; and (ii) a petrol-consuming vehicle was disposed.
- (2) The electricity data is pro-rata from the electricity consumption stated on electricity bills, while the emission factor for each respective year as provided by CLP Power Hong Kong Limited, the Group's electricity provider, was applied.
- (3) From this Report, the Group has disclosed the emissions associated with business air travel, the fuel usage by a contractor, the electricity used for freshwater processing and sewage processing.
- (4) Increase is the overall growth in the number of non-local business operations.
- (5) Relevant figures have been disclosed from previous ESG report onwards.
- (6) The total GHG emissions may not equal the sum of emissions of scope 1, scope 2, and scope 3 due to rounding.
- (7) Intensity is calculated based on the total consumption during a reporting year divided by the total number of full-time employees as the end of the corresponding reporting year.
- (8) Intensity is calculated based on the amount of fuel consumption during a reporting year divided by the average number of vehicles and the total number of full-time employees recorded as the end of the corresponding reporting year.
- (9) The increase is mainly due to the reduced number of full-time employees.
- (10) The amount of chemical waste generated is highly dependent on the nature of individual projects.
- (11) The quantity is attributed to the disposal of fluorescent tubes per our service specification.
- (12) The substantial increase is mainly due to an increase in construction work-related activities.
- (13) Intensity is calculated based on the amount of waste disposed during a reporting year divided by the total number of full-time employees at the end of the corresponding reporting year.

#### 附註：

- (1) 大幅減少主要是由於 (i) 透過「一換一」計劃將一輛燃油車更換為電動車；以及 (ii) 一輛燃油車被棄置。
- (2) 電力數據按電費單上的用電量按比例計算，並採用本集團電力供應商中華電力有限公司提供的各年度排放因子。
- (3) 自本報告起，本集團披露與商務差旅、一個承包商的燃料使用量，及用於淡水處理和污水處理的電力的排放。
- (4) 增加的原因是非本地業務整體的數目增加。
- (5) 相關數據自上一份環境、社會及管治報告起披露。
- (6) 由於四捨五入，總溫室氣體排放量可能不等於範圍一、範圍二和範圍三的排放量之和。
- (7) 密度是根據報告年度內總用量除以截至相應報告年度末的全職員工總數。
- (8) 密度是根據報告年度內燃料用量除以報告年度間耗油車輛平均數量及截至相應報告年度末的全職員工總數。
- (9) 增長的主要原因是全職員工數目減少所致。
- (10) 化學廢物的產生量在很大程度上取決於各個項目的性質。
- (11) 該數量歸因於根據服務規範而棄置的螢光燈管。
- (12) 大幅增加主要是與建造工作相關的活動增加。
- (13) 密度是根據報告年度內廢物棄置量除以截至相應報告年度末的全職員工總數。

## Appendix I – Our Performance Data

### 附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	For the year ended 31 March 截至三月三十一日止年度					
	2024 二零二四年		2023 二零二三年		2022 二零二二年	
	Number 人數	Distribution (%) 分佈 (%)	Number 人數	Distribution (%) 分佈 (%)	Number 人數	Distribution (%) 分佈 (%)
<b>Social</b> 社會						
<b>Employment - Workforce Profile at the end of the Reporting Year <sup>(1)</sup></b> 僱傭 - 於報告年度末的員工概況 <sup>(1)</sup>						
<u>By gender</u> 按性別劃分						
Male 男性	146	81.6	155	81.6	170	85.0
Female 女性	33	18.4	35	18.4	30	15.0
<u>By employment type</u> 按僱傭類型劃分						
Full time 全職	176	98.3	187	98.4	197	98.5
Part time 兼職	3	1.7	3	1.6	3	1.5
<u>By age</u> 按年齡劃分						
Under 30 years old 30歲以下	42	23.5	57	30.0	72	36.0
30-50 years old 30-50歲	85	47.5	85	44.7	80	40.0
Over 50 years old 50歲以上	52	29.1	48	25.3	48	24.0
<u>By professional profile</u> 按職級分佈						
Managerial level 管理層	12	6.7	11	5.8	11	5.5
Supervisory level 主管層	64	35.8	66	34.7	58	29.0
General staff 一般員工	103	57.5	113	59.5	131	65.5
<u>By location</u> 按地理位置劃分						
Hong Kong 香港	179	100	190	100.0	200	100.0



## Appendix I – Our Performance Data

### 附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	For the year ended 31 March 截至三月三十一日止年度					
	2024 二零二四年		2023 二零二三年		2022 二零二二年	
	Number 人數	Distribution (%) 分佈 (%)	Number 人數	Distribution (%) 分佈 (%)	Number 人數	Distribution (%) 分佈 (%)
<b>Social</b> 社會						
<b>Employment – Employee Turnover</b> 僱傭 - 員工流失						
Total employee turnover rate <sup>(2)</sup> 總員工流失比率 <sup>(2)</sup>	<b>38</b>	<b>21.6</b>	38	20.3	34	17.3
<u>By gender <sup>(3)</sup></u> 按性別劃分 <sup>(3)</sup>						
Male 男性	<b>27</b>	<b>18.8</b>	34	22.2	32	19.0
Female 女性	<b>11</b>	<b>34.4</b>	4	11.8	2	6.9
<u>By age <sup>(3)</sup></u> 按年齡劃分 <sup>(3)</sup>						
Under 30 years old 30歲以下	<b>16</b>	<b>39.0</b>	19	33.3	13	18.3
30-50 years old 30-50歲	<b>19</b>	<b>22.4</b>	15	17.6	17	21.5
Over 50 years old 50歲以上	<b>3</b>	<b>6.0</b>	4	8.9	4	8.5
<u>By professional profile <sup>(3)</sup></u> 按職級分佈 <sup>(3)</sup>						
Managerial level 管理層	<b>1</b>	<b>8.3</b>	1	9.1	4	36.4
Supervisory level 主管層	<b>3</b>	<b>4.7</b>	12	18.2	5	8.6
General staff 一般員工	<b>34</b>	<b>34.0</b>	25	22.1	25	19.5
<u>By location <sup>(3)</sup></u> 按地理位置劃分 <sup>(3)</sup>						
Hong Kong 香港	<b>38</b>	<b>21.6</b>	38	20.3	34	17.3

## Appendix I – Our Performance Data

### 附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	Unit 單位	For the year ended 31 March 截至三月三十一日止年度		
		2024 二零二四年	2023 二零二三年	2022 二零二二年
<b>Social</b> 社會				
<b>Health and Safety <sup>(1)</sup></b> 健康與安全 <sup>(1)</sup>				
Work-related fatalities 與工作有關的死亡事故	Case 宗數	0	0	0
Work-related fatalities rate <sup>(4)</sup> 與工作有關的死亡率 <sup>(4)</sup>	Per 1,000 Employees 以每千名員工計	0	0	0
Lost days due to work-related injuries 由工傷所引致的 工作天數損失	Number of Days 日數	4 <sup>(5)</sup>	0	0
Work-related accidents 與工作有關的事故	Case 宗數	1 <sup>(5)</sup>	0	0
Work-related accident rate <sup>(6)</sup> 與工作有關的事故率 <sup>(6)</sup>	Per 1,000 Employees 以每千名員工計	5.29	0	0

## Appendix I – Our Performance Data

### 附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	For the year ended 31 March 截至三月三十一日止年度					
	2024 二零二四年		2023 二零二三年		2022 二零二二年	
<b>Social</b> 社會						
<b>Employment Employees Trained</b> <sup>(1)</sup> 僱傭 - 受訓員工 <sup>(1)</sup>	<b>Number</b> 人數	<b>Rate (%)</b> 比率 (%)	<b>Number</b> 人數	<b>Rate (%)</b> 比率 (%)	<b>Number</b> 人數	<b>Rate (%)</b> 比率 (%)
<u>By gender</u> 按性別劃分						
Male 男性	<b>142</b>	<b>97.3</b>	153	98.7	170	100.0
Female 女性	<b>23</b>	<b>69.7</b>	34	97.1	30	100.0
<u>By professional profile</u> 按職級分佈						
Managerial level 管理層	<b>12</b>	<b>100.0</b>	11	100.0	11	100.0
Supervisory level 主管層	<b>58</b>	<b>90.6</b>	65	98.5	58	100.0
General staff 一般員工	<b>95</b>	<b>92.2</b>	111	98.2	131	100.0
<b>Employment - Total Training Hours</b> <sup>(1, 7)</sup> 僱傭 - 總培訓時數 <sup>(1, 7)</sup>	<b>Hours</b> 小時					
Total Training Hours 總培訓時數	<b>3175.6</b>		5069.5 <sup>(8)</sup>		2620.3	
<b>Employment - Average Training Hours</b> <sup>(1, 7, 9)</sup> 僱傭 - 平均培訓時數 <sup>(1, 7, 9)</sup>	<b>Hours</b> 小時					
<u>By gender</u> 按性別劃分						
Male 男性	<b>20.1</b>		30.6		14.1	
Female 女性	<b>7.5</b>		9.3		7.6	
<u>By professional profile</u> 按職級分佈						
Managerial level 管理層	<b>10.4</b>		20.6		10.2	
Supervisory level 主管層	<b>19.5</b>		29.0		16.4	
General staff 一般員工	<b>17.5</b>		25.9		11.9	

## Appendix I – Our Performance Data

### 附錄一 — 我們的績效數據

Key Performance Indicators 關鍵績效指標	Unit 單位	For the year ended 31 March 截至三月三十一日止年度		
		2024 二零二四年	2023 二零二三年	2022 二零二二年
<b>Social</b> 社會				
<b>Geographical Region of Vendors</b> 供應商的地區				
Hong Kong 香港	Number 間	<b>474</b>	480	495
Mainland China & Taiwan region 中國大陸及台灣地區	Number 間	<b>118</b>	117	108
Oversea countries 海外國家	Number 間	<b>97</b>	91	82
<b>Anti-corruption</b> 反貪污				
Legal cases regarding corrupt 貪污訴訟案件	Case 宗數	<b>0</b>	0	0

## Appendix I – Our Performance Data

### 附錄一 — 我們的績效數據

#### Note:

- (1) The scope of this disclosure is restricted to persons who are in a direct employment relationship with the Group unless other specified. The number of employees reported was expressed as headcount as the end of the corresponding reporting year.
- (2) Employee turnover rate = ( Number of full-time employees passed the probationary period leaving employment during a reporting year / Number of full-time employees at of the end of the corresponding reporting year ) x 100%
- (3) Employee turnover rate (per category) = ( Number of full-time employees in the specified category passed the probationary period leaving employment during a reporting year / Number of full-time employees in the specified category at of the end of the corresponding reporting year ) x 100%
- (4) Work-related fatalities rate (per 1,000 employees) = Total number of work-related fatalities cases during a reporting year / Total number of employees at the end of the corresponding reporting year x 1,000
- (5) In response to an accident that occurred during the Reporting Year, the Group has conducted an accident investigation and formulated and implemented new safety rules to prevent recurrence of similar accidents.
- (6) Work-related accident rate (per 1,000 employees) = Total number of work-related accident cases during a reporting year / Total number of employees at the end of the corresponding reporting year x 1,000
- (7) In order to disclose more meaningful training data, project-specific safety training and toolbox training are excluded from this disclosure as the amounts of relevant training are highly dependent on the number of projects implemented during the reporting year and fluctuated over the years.
- (8) The sharp increase is mainly due to (i) the provision of one-off safety-related recognised courses to potential site supervisory, management staff and safety officers and (ii) the provision of additional software-related, sustainability-related and leadership trainings.
- (9) Average training hours = Total training hours in the specified category during a reporting year / Total number of employees in the specified category at the end of the corresponding reporting year

#### 附註：

- (1) 除非另有說明，否則本披露的範圍僅限於與本集團有直接僱傭關係的人士。報告的數字以截至相應報告年度末的員工人數表示。
- (2) 員工流失比率 = ( 報告年度內通過試用期離職的全職員工人數 / 截至相應報告年度末全職員工人數 ) x 100%
- (3) 按類別的員工流失比率 = ( 報告年度內通過試用期離職的指定類別全職員工人數 / 截至相應報告年度末指定類別全職員工人數 ) x 100%
- (4) 與工作有關的死亡率 (以每千名員工計) = 報告年度內與工作有關的死亡個案總數 / 於截至相應報告年度末全職員工人數 x 1,000
- (5) 針對報告年度內所發生的一宗意外個案，本集團已進行意外調查，並制定及實施了新的安全守則以防止同類事故再次發生。
- (6) 與工作有關的事故率 (以每千名員工計) = 報告年度內與工作有關的事故個案總數 / 於截至相應報告年度末全職員工人數 x 1,000
- (7) 為了披露更有意義的培訓數據，本披露不包括項目特定的安全培訓和工具箱培訓，因為相關培訓的多寡取決於報告年度內所實施中項目數量，並且多年來十分波動。
- (8) 大幅增的主要原因是(i)向潛在工地監督、管理人員及安全主任提供一次性安全相關認可課程及(ii)提供額外的軟件相關、可持續性相關和領導力培訓所致。
- (9) 每名僱員的平均受訓時數 = 報告年度內指定類別的總受訓時數 / 截至相應報告年度末指定類別的僱員總數

## Appendix II – HKEX ESG Guide Content Index

### 附錄二 — 聯交所《環境、社會及管治報告指引》內容索引

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
<b>Mandatory Disclosure Requirements 強制披露規定</b>	
Governance Structure 管治架構	
<b>Our Sustainability Approach 我們的可持續發展方針</b>	<b>10</b>
Reporting Principles 匯報原則	
<b>About this Report – Reporting Framework and Principles 關於報告 — 報告框架及原則</b>	<b>4</b>
Reporting Boundary 匯報範圍	
<b>About this Report – Reporting Scope 關於報告 — 報告範圍</b>	<b>3</b>
<b>A. Environmental 環境</b>	
<b>A1: Emissions 排放物</b>	
General Disclosure 一般披露	
Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的：(a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	
<b>Our Business Practices – Legal Compliance 我們的業務慣例 — 合法合規</b>	<b>22</b>
<b>Our Environment – Management Approach 我們的環境 — 管理方針</b>	<b>49</b>
Relevant Laws and Regulations Compliance: 遵守相關的法律法規:	
<ul style="list-style-type: none"> <li>Public Health and Municipal Services Ordinance (Cap. 132 of the Laws of Hong Kong) 《公眾衛生及市政條例》（香港法例第132章）</li> <li>Air Pollution Control Ordinance (Cap. 311 of the Laws of Hong Kong) 《空氣污染管制條例》（香港法例第311章）</li> <li>Waste Disposal (Chemical Waste) (General) Regulation (Cap. 354c of the Laws of Hong Kong) 《廢物處置（化學廢物（一般））規例》（香港法例第354c章）</li> <li>Waste Disposal (Charges for Disposal of Construction Waste) Regulation (Cap. 354n of the Laws of Hong Kong) 《廢物處置（建築廢物處置收費）規例》（香港法例第354n章）</li> <li>Water Pollution Control Ordinance (Cap. 358 of the Laws of Hong Kong) 《水污染管制條例》（香港法例第358章）</li> <li>Ozone Layer Protection Ordinance (Cap. 403 of the Laws of Hong Kong) 《保護臭氧層條例》（香港法例第403章）</li> <li>Noise Control Ordinance (Cap. 400 of the Laws of Hong Kong) 《噪音管制條例》（香港法例第400章）</li> <li>Dumping At Sea Ordinance (Cap. 466 of the Laws of Hong Kong) 《海上傾倒物料條例》（香港法例第466章）</li> <li>Motor Vehicle Idling (Fixed Penalty) Ordinance (Cap. 611 of the Laws of Hong Kong) 《汽車引擎空轉（定額罰款）條例》（香港法例第611章）</li> </ul>	

## Appendix II – HKEX ESG Guide Content Index

### 附錄二 — 聯交所《環境、社會及管治報告指引》內容索引

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
<b>A. Environmental 環境</b>	
<b>A1: Emissions 排放物</b>	
<b>KPI A1.1 關鍵績效指標 A1.1</b>	
The types of emissions and respective emissions data. 排放物種類及相關排放數據。	
<b>Appendix I – Our Performance Data 附錄一 — 我們的績效數據</b>	<b>69</b>
<b>KPI A1.2 關鍵績效指標 A1.2</b>	
Direct (scope 1) and energy indirect (scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 直接（範圍 1）和能源間接（範圍 2）溫室氣體排放量（以噸為單位）及其密度（如適用）。	
<b>Appendix I – Our Performance Data 附錄一 — 我們的績效數據</b>	<b>70</b>
<b>KPI A1.3 關鍵績效指標 A1.3</b>	
Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生的有害廢物總量（以噸為單位）及其密度（如適用）。	
<b>Appendix I – Our Performance Data 附錄一 — 我們的績效數據</b>	<b>70</b>
<b>KPI A1.4 關鍵績效指標 A1.4</b>	
Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生的無害廢物總量（以噸為單位）及其密度（如適用）。	
<b>Appendix I – Our Performance Data 附錄一 — 我們的績效數據</b>	<b>71</b>
<b>KPI A1.5 關鍵績效指標 A1.5</b>	
Description of emission target(s) set and steps taken to achieve them. 描述所訂立的排放量目標及為達到這些目標所採取的步驟。	
<b>Our Environment – Air and Greenhouse Gas Emissions 我們的環境 — 廢氣及溫室氣體排放</b>	<b>58</b>
<b>KPI A1.6 關鍵績效指標 A1.6</b>	
Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	
<b>Our Environment – Waste Management 我們的環境 — 廢物管理</b>	<b>61</b>

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### 附錄二 — 聯交所《環境、社會及管治報告指引》內容索引

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
<b>A. Environmental 環境</b>	
<b>A2: Use of Resources 資源使用</b>	
General Disclosure 一般披露	
Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源（包括能源、水及其他原材料）的政策。	
<b>Our Environment – Green Office Initiatives 我們的環境 — 綠色辦公室倡議</b>	<b>49</b>
<b>Our Environment – Uses of Resources 我們的環境 — 資源使用</b>	<b>59</b>
KPI A2.1 關鍵績效指標 A2.1	
Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及／或間接能源（如電、氣或油）總耗量（以千個千瓦時計算）及其密度（例如每單位產量、每項設施）。	
<b>Appendix I – Our Performance Data 附錄一 — 我們的績效數據</b>	<b>70</b>
KPI A2.2 關鍵績效指標 A2.2	
Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度（如以每產量單位、每項設施計算）。	
<b>Appendix I – Our Performance Data 附錄一 — 我們的績效數據</b>	<b>70</b>
KPI A2.3 關鍵績效指標 A2.3	
Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	
<b>Our Environment – Green Office Initiatives 我們的環境 — 綠色辦公室倡議</b>	<b>49</b>
<b>Our Environment – Uses of Resources – Energy Consumption 我們的環境 — 資源使用 — 能源消耗</b>	<b>59</b>
KPI A2.4 關鍵績效指標 A2.4	
Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	
<b>Our Environment – Uses of Resources – Water Saving Initiatives 我們的環境 — 資源使用 — 節水舉措</b>	<b>60</b>
<b>The Group does not require a large amount of water and thus has no difficulty in sourcing water. 本集團不需要大量用水，因此在取水方面沒有任何困難。</b>	
KPI A2.5 關鍵績效指標 A2.5	
Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量（以噸計算）及每生產單位佔量（如適用）。	
<b>The usage of packaging materials, such as plastic wrapping, bubble sheet/ cushion wraps and carton boxes, for the finished products were negligible to be reported. 用於製成品的包裝材料（如塑料包裝、氣泡紙／緩衝包裝及紙箱）用量甚少，可於報告內忽略。</b>	<b>/</b>



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Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
<b>A. Environmental 環境</b>	
<b>A3: The Environment and Natural Resources 環境及天然資源</b>	
General Disclosure 一般披露 Policies on minimising the issuer's significant impacts on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	
<b>Our Environment – The Environment and Natural Resources 我們的環境 — 環境及天然資源</b>	<b>64</b>
KPI A3.1 關鍵績效指標 A3.1 Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	
<b>Our Environment – The Environment and Natural Resources 我們的環境 — 環境及天然資源</b>	<b>64</b>
<b>A4: Climate Change 氣候變化</b>	
General Disclosure 一般披露 Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	
<b>Our Environment – Climate Change 我們的環境 — 氣候變化</b>	<b>55</b>
KPI A4.1 關鍵績效指標 A4.1 Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	
<b>Our Environment – Climate Change 我們的環境 — 氣候變化</b>	<b>55</b>

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<b>B. Social 社會</b>	
<b>Employment and Labour Practices 僱傭及勞工常規</b>	
<b>B1: Employment 僱傭</b>	
<b>General Disclosure 一般披露</b>	
Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的：(a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	
<b>Our Business Practices 我們的業務慣例</b>	<b>19</b>
<b>Our People – Employment and Labour Practices 我們的員工 — 僱傭及勞工常規</b>	<b>23</b>
<b>Relevant Laws and Regulations Compliance: 遵守相關的法律法規:</b>	
<ul style="list-style-type: none"> <li>• Employment Ordinance (Cap. 57 of the Laws of Hong Kong) 《僱傭條例》（香港法例第57章）</li> <li>• Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong) 《僱員補償條例》（香港法例第282章）</li> <li>• Sex Discrimination Ordinance (Cap. 480 of the Laws of Hong Kong) 《性別歧視條例》（香港法例第480章）</li> <li>• Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong) 《強制性公積金計劃條例》（香港法例第485章）</li> <li>• Disability Discrimination Ordinance (Cap. 487 of the Laws of Hong Kong) 《殘疾歧視條例》（香港法例第487章）</li> <li>• Family Status Discrimination Ordinance (Cap. 527 of the Laws of Hong Kong) 《家庭崗位歧視條例》（香港法例第527章）</li> <li>• Race Discrimination Ordinance (Cap. 602 of the Laws of Hong Kong) 《種族歧視條例》（香港法例第602章）</li> <li>• Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong) 《最低工資條例》（香港法例第608章）</li> </ul>	
<b>KPI B1.1 關鍵績效指標 B1.1</b>	
Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region. 按性別、僱傭類型（例如全職或兼職）、年齡組別及地區劃分的僱員總數。	
<b>Appendix I – Our Performance Data 附錄一 — 我們的績效數據</b>	<b>72</b>
<b>KPI B1.2 關鍵績效指標 B1.2</b>	
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。	
<b>Appendix I – Our Performance Data 附錄一 — 我們的績效數據</b>	<b>73</b>

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<b>B. Social 社會</b>	
<b>Employment and Labour Practices 僱傭及勞工常規</b>	
<b>B2: Health and Safety 健康與安全</b>	
General Disclosure 一般披露	
Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業化危害的：(a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	
<b>Our Business Practices – Legal Compliance 我們的業務慣例 — 合法合規</b>	<b>22</b>
<b>Our People – Safety and Health 我們的員工 — 安全與健康</b>	<b>31</b>
Relevant Laws and Regulations Compliance: 遵守相關的法律法規:	
<ul style="list-style-type: none"> <li>Factories and Industrial Undertakings Ordinance (Cap. 59 of the Laws of Hong Kong) 《工廠及工業經營條例》（香港法例第59章）</li> <li>Dangerous Goods Ordinance (Cap. 295 of the Laws of Hong Kong) 《危險品條例》（香港法例第295章）</li> <li>Occupational Safety And Health Ordinance (Cap. 509 of the Laws of Hong Kong) 《職業安全及健康條例》（香港法例第509章）</li> </ul>	
KPI B2.1 關鍵績效指標 B2.1	
Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年（包括匯報年度）每年因工亡故的人數及比率。	
<b>Appendix I – Our Performance Data 附錄一 — 我們的績效數據</b>	<b>74</b>
KPI B2.2 關鍵績效指標 B2.2	
Lost days due to work injury. 因工傷損失工作日數。	
<b>Appendix I – Our Performance Data 附錄一 — 我們的績效數據</b>	<b>74</b>
KPI B2.3 關鍵績效指標 B2.3	
Description of occupational health and safety measures adopted, and how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	
<b>Our People – Safety and Health 我們的員工 — 安全與健康</b>	<b>31</b>

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<b>B. Social 社會</b>	
<b>Employment and Labour Practices 僱傭及勞工常規</b>	
<b>B3: Development and Training 發展及培訓</b>	
General Disclosure 一般披露	
Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	
<b>Our People – Development and Training 我們的員工 — 發展及培訓</b>	<b>41</b>
KPI B3.1 關鍵績效指標 B3.1	
The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別（例如高級管理層、中層管理層）劃分的受訓僱員百分比。	
<b>Appendix I – Our Performance Data 附錄一 — 我們的績效數據</b>	<b>75</b>
KPI B3.2 關鍵績效指標 B3.2	
The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	
<b>Appendix I – Our Performance Data 附錄一 — 我們的績效數據</b>	<b>75</b>
<b>B4: Labour Standards 勞工準則</b>	
General Disclosure 一般披露	
Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的：(a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	
<b>Our People – Employment and Labour Practices - Respecting Human and Labour Rights</b>	<b>24</b>
<b>我們的員工 — 僱傭及勞工常規 — 尊重人權及勞工權益</b>	
<u>Relevant Laws and Regulations Compliance 遵守相關的法律法規：</u>	
<ul style="list-style-type: none"> <li>• Employment Ordinance (Cap. 57 of the Laws of Hong Kong) 《僱傭條例》（香港法例第57章）</li> <li>• Employment of Children Regulations (Cap. 57B of the Laws of Hong Kong) 《僱用兒童規例》（香港法例第57B章）</li> </ul>	

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<b>B. Social 社會</b>	
<b>Employment and Labour Practices 僱傭及勞工常規</b>	
<b>B4: Labour Standards 勞工準則</b>	
<b>KPI B4.1 關鍵績效指標 B4.1</b>	
Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	
<b>Our People – Employment and Labour Practices - Respecting Human and Labour Rights</b> 我們的員工 — 僱傭及勞工常規 — 尊重人權及勞工權益	<b>24</b>
<b>KPI B4.2 關鍵績效指標 B4.2</b>	
Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	
<b>During the Reporting Year, the Group was not aware of any incidents of child and forced labour.</b> 於報告年度內，本集團並不知悉童工及強制勞工之任何事件。	<b>/</b>
<b>Operating Practices 營運慣例</b>	
<b>B5: Supply Chain Management 供應鏈管理</b>	
<b>General Disclosure 一般披露</b>	
Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	
<b>Our Partners 我們的夥伴</b>	<b>47</b>
<b>KPI B5.1 關鍵績效指標 B5.1</b>	
Number of suppliers by geographical region. 按地區劃分的供應商數目。	
<b>Appendix I – Our Performance Data 附錄一 — 我們的績效數據</b>	<b>76</b>
<b>KPI B5.2 關鍵績效指標 B5.2</b>	
Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	
<b>Our Partners 我們的夥伴</b>	<b>47</b>

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<b>B. Social 社會</b>	
<b>Operating Practices 營運慣例</b>	
<b>B5: Supply Chain Management 供應鏈管理</b>	
KPI B5.3 關鍵績效指標 B5.3 Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	
<b>Our Partners 我們的夥伴</b>	<b>47</b>
KPI B5.4 關鍵績效指標 B5.4 Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	
<b>Our Partners 我們的夥伴</b>	<b>47</b>
<b>B6: Product Responsibility 產品責任</b>	
General Disclosure 一般披露 Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的：(a)政策；及 (b)遵守對發行人有重大影響的相關法律及規例的資料。	
<b>Our Products and Services – Management Approach to Quality</b> 我們的產品及服務 — 品質管理方針 <u>Relevant Laws and Regulations Compliance: 遵守相關的法律法規：</u>	<b>44</b>
<ul style="list-style-type: none"> <li>Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) 《個人資料（私隱）條例》（香港法例第486章）</li> </ul> <p><b>During the Reporting Year, the Group was not aware of any incidents of non-compliance with regulations concerning the group's products and services, including but not limited to product and service safety and health, advertising and labelling.</b> 於報告年度內，本集團並不知悉違反有關本集團產品及服務的規例之任何事件，包括但不限於產品及服務安全性、健康、廣告及標籤。</p>	

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B. Social 社會	
Operating Practices 營運慣例	
B6: Product Responsibility 產品責任	
KPI B6.1 關鍵績效指標 B6.1 Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	
<b>No products sold or shipped were subjected to recalls for safety and health reasons under management. 集團管理下的已售或已運送產品並無因安全與健康理由而須回收。</b>	/
KPI B6.2 關鍵績效指標 B6.2 Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	
<b>Our Products and Services - Focusing Customer Satisfaction</b> 我們的產品及服務 — 重視客戶滿意度	46
<b>Immaterial amounts of products and services related complaints received under management. 集團管理下的接獲關於產品及服務的投訴數目並不顯著。</b>	
KPI B6.3 關鍵績效指標 B6.3 Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	
<b>Our Business Practices – Intellectual Property Rights Protection</b> 我們的業務慣例 — 知識產權保護	22
KPI B6.4 關鍵績效指標 B6.4 Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	
<b>Our Products and Services – Management Approach to Quality</b> 我們的產品及服務 — 品質管理方針	44
KPI B6.5 關鍵績效指標 B6.5 Description of consumer data protection and privacy policies, and how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	
<b>Our Business Practices – Personal Data Privacy Protection</b> 我們的業務慣例 — 個人資料私隱保護	20

## Appendix II – HKEX ESG Guide Content Index

### 附錄二 — 聯交所《環境、社會及管治報告指引》內容索引

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
<b>B. Social 社會</b>	
Operating Practices 營運慣例	
<b>B7: Anti-Corruption 反貪污</b>	
General Disclosure 一般披露	
Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的：(a)政策；及(b)遵守對發行人有重大影響的相關法律及規例的資料。	
<b>Our Business Practices – Corporate Ethics</b> 我們的業務慣例 — 企業道德	<b>19</b>
Relevant Laws and Regulations Compliance: 遵守相關的法律法規：	
<ul style="list-style-type: none"> <li>Prevention Of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong) 《防止賄賂條例》（香港法例第201章）</li> </ul>	
KPI B7.1 關鍵績效指標 B7.1	
Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting year and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	
<b>Appendix I – Our Performance Data 附錄一 — 我們的績效數據</b>	<b>76</b>
KPI B7.2 關鍵績效指標 B7.2	
Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	
<b>Our Business Practices – Corporate Ethics</b> 我們的業務慣例 — 企業道德	<b>19</b>
KPI B7.3 關鍵績效指標 B7.3	
Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	
<b>Our People – Development and Training 我們的員工 — 發展及培訓</b>	<b>41</b>
<b>During the Reporting Year, the Group has encouraged its director and staff to attend anti-corruption training courses. Internal e-training were also conducted to refresh the Group members' awareness on the legal regulation and procedures in declaring interests and handling conflicts of interest.</b> 於報告年度內，本集團已鼓勵其董事及員工參加反貪污培訓課程。還進行了內部電子培訓，以更新本集團成員對相關法例法規和申報利益及處理利益衝突程序的認識。	



## Appendix II – HKEX ESG Guide Content Index

### 附錄二 — 聯交所《環境、社會及管治報告指引》內容索引

Description of Disclosures/ Relevant Chapter 披露描述/相關章節	Page Number 頁數
B. Social 社會	
Community 社區	
B8: Community Investment 社區投資	
General Disclosure 一般披露	
Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解發行人營運所在社區需要和確保其業務活動會考慮社區利益的政策。	
<b>Our Community 我們的社區</b>	<b>66</b>
KPI B8.1 關鍵績效指標 B8.1	
Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇（例如教育、環境問題、勞工需求、健康、文化、體育）。	
<b>Our Community 我們的社區</b>	<b>66</b>
KPI B8.2 關鍵績效指標 B8.2	
Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源（如金錢或時間）。	
<b>Our Community 我們的社區</b>	<b>66</b>

## Appendix III –Reader Feedback Form

### 附錄三 –讀者反饋意見表

尊敬的讀者：

您好！感謝您閱讀我們的報告。如您對本報告有任何意見或建議，幫助我們改進報告的編制和環境、社會及管治工作上的表現，歡迎您填寫以下問卷，並透過下面的聯絡方式發送給我們，或掃描二維碼於網上填寫及提交。

非常感謝您對我們工作的支持！

高萌科技集團有限公司  
二零二四年六月

1. 以下哪類持份者最切合您的身份？

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

2. 整體上，您如何評價我們的報告？

- 非常好  很好  一般  較差  很差

3. 您認為本報告

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

4. 您認為哪一章節最符合您的需要？（可選多項）

- 關於本報告  主席寄語  關於本集團  我們的可持續發展方針  
 我們的業務慣例  我們的員工  我們的產品和服務  我們的夥伴  
 我們的環境  我們的社區

5. 哪些議題最引起您的關注？（可選多項）

- |                                    |                                      |                                   |
|------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> 業務概覽      | <input type="checkbox"/> 可持續發展管治     | <input type="checkbox"/> 風險管理     |
| <input type="checkbox"/> 我們的承諾及目標  | <input type="checkbox"/> 培養可持續發展文化   | <input type="checkbox"/> 持份者參與    |
| <input type="checkbox"/> 重要性評估     | <input type="checkbox"/> 企業道德        | <input type="checkbox"/> 個人資料私隱保護 |
| <input type="checkbox"/> 知識產權保護    | <input type="checkbox"/> 合法合規        | <input type="checkbox"/> 僱傭及勞工常規  |
| <input type="checkbox"/> 尊重人權及勞工權益 | <input type="checkbox"/> 員工福利        | <input type="checkbox"/> 員工參與     |
| <input type="checkbox"/> 安全與健康     | <input type="checkbox"/> 職業安全與健康管理方針 | <input type="checkbox"/> 安全第一文化   |
| <input type="checkbox"/> 健康至上文化    | <input type="checkbox"/> 行業認可        | <input type="checkbox"/> 發展及培訓    |
| <input type="checkbox"/> 品質管理方針    | <input type="checkbox"/> 重視客戶滿意度     | <input type="checkbox"/> 管理方針     |
| <input type="checkbox"/> 綠色辦公室倡議   | <input type="checkbox"/> 環保意識倡議      | <input type="checkbox"/> 氣候變化     |
| <input type="checkbox"/> 廢氣及溫室氣體排放 | <input type="checkbox"/> 資源使用        | <input type="checkbox"/> 能源消耗     |
| <input type="checkbox"/> 節水舉措      | <input type="checkbox"/> 廢物管理        | <input type="checkbox"/> 有害廢棄物    |
| <input type="checkbox"/> 無害廢棄物     | <input type="checkbox"/> 環境及天然資源     | <input type="checkbox"/> 噪音及塵埃控制  |
| <input type="checkbox"/> 紙張        | <input type="checkbox"/> 關愛青年        |                                   |

6. 您對我們的環境、社會及管治報告或我們的表現，還有哪些意見或建議？

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聯絡我們

高萌科技集團有限公司

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網上提交

高萌·科技  
WWW.KML.COM.HK

## Appendix III –Reader Feedback Form

### 附錄三 –讀者反饋意見表

Dear Readers,

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

Thank you again for your support!

KML Technology Group Limited  
June 2024

1. Which type of stakeholders suits you best?

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

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

- Very good  Good  Average  Bad  Very Bad

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

- Information disclosure:  Very good  Good  Average  Bad  Very Bad  
 Layout design:  Very good  Good  Average  Bad  Very Bad  
 Readability:  Very good  Good  Average  Bad  Very Bad

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

- About this Report  Message from the Chairman  About the Group  Our Sustainability Approach  
 Our Business Practices  Our People  Our Products and Services  Our Partners  
 Our Environment  Our Community

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

- Business Overview  Sustainability Governance  Risk Management  
 Our Commitments and Goals  Fostering Sustainability Culture  Stakeholder Engagement  
 Materiality Assessment  Corporate Ethics  Personal data privacy protection  
 Intellectual Property Rights Protection  Legal Compliance  Employment and Labour Practices  
 Respecting Human and Labour Rights  Employee Benefits  Employee Engagement  
 Safety and Health  Management Approach to Occupational Safety and Health  Safety First Culture  
 Health Always Culture  Accreditations  Development and Training  
 Management Approach to Quality  Focusing Customer Satisfaction  Management Approach  
 Green Office Initiatives  Green Awareness Initiative  Climate Change  
 Air and Greenhouse Gas Emissions  Use of Resources  Energy Consumption  
 Water Saving Initiatives  Waste Management  Hazardous Waste  
 Non-hazardous Waste  The Environment and Natural Resources  Noise and Dust Control  
 Paper  Caring for Youth

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

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Contact Us

**KML Technology Group Limited**

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Shatin, N.T., Hong Kong

Email: [esg@kml.com.hk](mailto:esg@kml.com.hk)

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



Online submission

高萌·科技  
WWW.KML.COM.HK

The background features a complex, futuristic design with various gears, circular patterns, and a central glowing sphere. The color palette is primarily green and blue, with some red accents. The overall aesthetic is clean and high-tech.

高萌·科技

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

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

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